

# **TRANSPORT PRO**

## **Split Dispatch**

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## Split Dispatches in Transport Pro

Transport Pro accommodates unique dispatch scenarios. For example, if you need to split the pay on a load because one driver is taking the load from point A to point B, and another driver is taking that same load from point B to point C, you can do this by setting up a **split dispatch**. This scenario may also be referred to as dispatching **team drivers**. In addition, sometimes customers wish to receive one invoice, even though the move requires two trucks. The system can create two separate dispatch records to represent each movement. This is handled from the Load Summary screen. This document assumes that you have already added your load information, including any stopoffs.

### Add a Split Dispatch/Team Drivers

1. Navigate to the Load for which you need to enter a split dispatch/team drivers. You will want to make sure you are on the Load Summary screen.

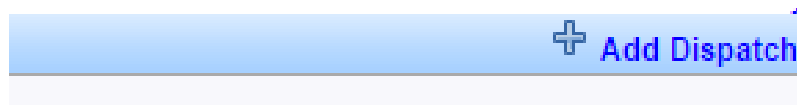
#### Load Summary

Customer Rate Confirmation

Create Load Summary

Information		
Load ID	1614	<b>KK Shipping Plus</b>
Pick Up Date	01/14/2016	Attn: Freight Payables
Delivery Date	01/19/2016	PO Box 55555
Load Status	Ready To Dispatch,Not Required,Billing Open	Mount Juliet, TN 37122
		Fax Number

2. Scroll down to the Dispatch History section and click "+Add Dispatch."



- An Edit Dispatch window will open. Enter the information for driver A. If Driver A is dropping the load off so that driver B can pick it up, you need to check the "Drop this trailer?" box.

Be sure to select the correct origin and destination in the Dispatch Information section by checking the correct boxes. In the screen shot below, you can see that the origin is Dickson, the stopoff is Birmingham and the consignee is Doral. In this example, driver A is going to take the load from Dickson to Birmingham, and when he gets to Birmingham, he is going to drop the trailer.

To split the payment for the load between the drivers on the load, we highly recommend flat rating them. If you normally pay a percentage of freight, we recommend figuring out what that percentage is and entering it as a flat rate. For example, let's say you normally pay each driver on the load 75 percent of the line haul, but in this scenario, you need to split that 75 percent between two drivers, which means that each driver on the load would actually be getting paid 37.5 percent of the freight. While you can change the percentage on the dispatch to represent this, we have found that flat rating just tends to be easier, especially if you have more than two dispatches/drivers on the load.

You **MUST** insert dates in the yellow fields as well. Once everything looks correct on the dispatch, click "Save."

Driver	1049 - Reed, Jim	Driver's Email	john@gmail.com
Tractor	1028 - 2014	Send Confirmation?	
Trailer	* 1020 - Dragon - - Flatbed (		
Drop this trailer? <input checked="" type="checkbox"/> Yes			




Dispatch Information (2/3 Stops)				Edit Origin/Dest
Inc Type	Address	Arrival	Departure	
<input checked="" type="checkbox"/> SH	100 Winner Lane Dickson, TN 37055	2016-12-29 00:00		
<input checked="" type="checkbox"/> SO	2620 13TH STREET Birmingham, AL 35203			
<input type="checkbox"/> CN	1560 N.W 82nd Ave Doral, FL 33126		2016-12-29 00:00	

▼ more ▼


Move Miles	206	Fuel Miles	206
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Dispatch Pay		Load Billing		Load Pay	
Freight	750.00	Freight	2000.00	This Dispatch	750.00
Fuel		Fuel	0.00	Other Dispatches	
Total	750.00	Other	0.00	Total Pay	750.00
		Total	2000.00	Gross Profit	\$1250.00 63%

- You will now see the first leg of the dispatch in the Dispatch History section. Now, you need to add the second leg of the dispatch for driver B. To do this click on the “+Add Dispatch” link.

				<a href="#">+ Add Dispatch</a>
	Dispatch Status	ETA	Comment	Manage
n, 6	Dispatched	12/30 05:28 1,023 miles		  

**NOTE:** In this scenario you will notice a warning message in a yellow bar in the Dispatch History section. This will appear after you enter the first dispatch. This is because on the first leg of the dispatch you only have the origin and stopoff check marked. This warning message is here to alert you that you still need to move the load from the stopoff to the consignee. Once you add your second leg with driver B, this warning message will disappear.

Dispatch History				
 <b>Unassigned Stops</b> There are stops that have not been assigned to a dispatch.				
Last Updated	Dispatch	Driver / Broker	Carrier	Tractor Trailer
Transport Pro Administrator 12/29/2016	1841	Reed, Jim		1028 1020

- An Edit Dispatch window will open. Enter the information for driver B. The system should have automatically checked the correct locations for you in the Dispatch History section. In this case, the load is going from the stopoff to the consignee. Again, we highly recommend that you flat rate the driver just as you did with driver A. All yellow fields are required.

Driver	1057 - Reed, John	Driver's Email	john@gmail.com
Tractor	1032 - 2016		
Trailer	* 1019 - Mac - - Flatbed (Joh		
Drop this trailer? <input type="checkbox"/> Yes			
<b>Dispatch Information (2/3 Stops)</b>			<a href="#">Edit Origin/Dest</a>
Inc Type	Address	Dispatch	Arrival
<input checked="" type="checkbox"/> SH	100 Winner Lane Dickson, TN 37055	Info	
<input checked="" type="checkbox"/> SO	2620 13TH STREET Birmingham, AL 35203	Info	2016-12-28 12:00
<input checked="" type="checkbox"/> CN	1560 N.W 82nd Ave Doral, FL 33126		
▲ less ▲			
Move Miles 817		Fuel Miles 817	
<b>Dispatch Pay</b> Flat Rate Freight 750.00 Fuel Total 750.00		<b>Load Billing</b> Freight 2000.00 Fuel 0.00 Other 0.00 Total 2000.00	
		<b>Load Pay</b> This Dispatch 750.00 Other Dispatches 750 Total Pay 1500.00 Gross Profit \$500.00 25%	

Now you will see both legs of the dispatch in the Dispatch History section.

Dispatch History						
Last Updated	Dispatch	Driver / Broker Carrier	Tractor	Trailer	Freight Bill	P
Transport Pro Administrator 12/29/2016	1842	Reed, John	1032	1019	Tractor - 750 Flat Org Contract Rate - 80%	
Transport Pro Administrator 12/29/2016	1841	Reed, Jim	1028	1020	Tractor - 750 Flat Org Contract Rate - 75%	

**NOTE:** Again, we recommend paying split loads via a flat rate method. Paying a flat rate gives users flexibility to split the freight and fuel earnings between trucks as needed. If you need to pay on a percentage or per-mile basis, the system will divide not only the freight, but additional items/accessorials such as fuel, detention, etc. by the number of dispatches on the load. For example, if you do pay per mile or by a percentage and have two dispatches on the load, the system will divide the **TOTAL** amount by two.