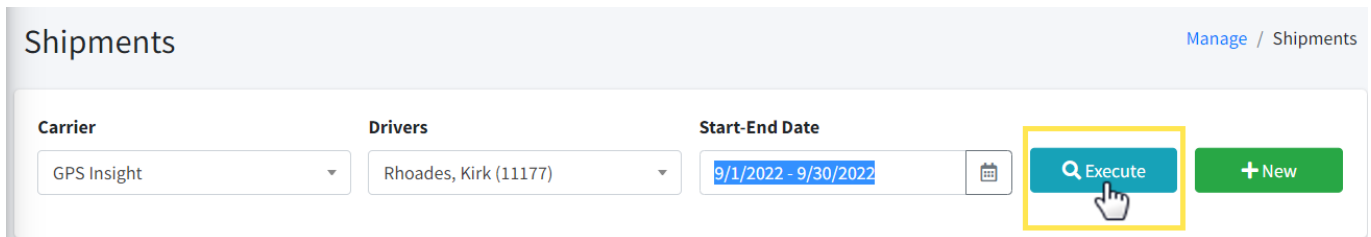


The Shipments feature allows dispatch or other internal or administrative users to schedule estimated delivery or pickups for their drivers. When shipments are scheduled and assigned to a driver, the driver is notified and can view all details of the trip, including scheduled deliveries and pickups. A Shipments report is also available to list previously scheduled shipments and their details.

## Viewing Scheduled Shipments

### ► To view scheduled shipments:

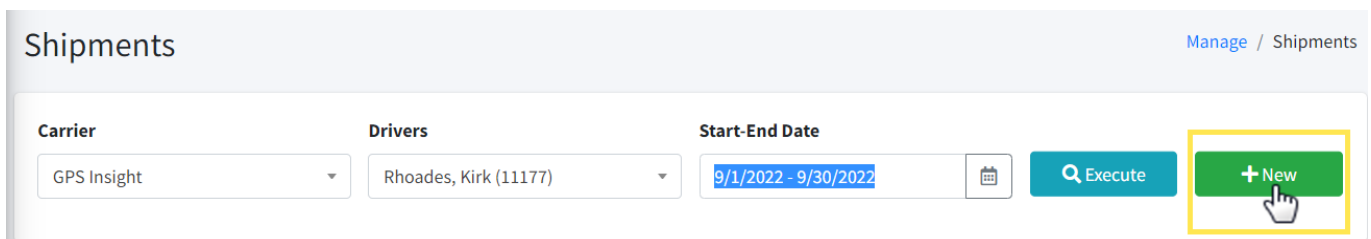


The screenshot shows the 'Shipments' management interface. At the top, there's a breadcrumb 'Manage / Shipments'. Below it, there are three filter sections: 'Carrier' with a dropdown set to 'GPS Insight', 'Drivers' with a dropdown set to 'Rhoades, Kirk (11177)', and 'Start-End Date' with a date range '9/1/2022 - 9/30/2022' and a calendar icon. To the right of these filters are two buttons: a blue 'Execute' button with a magnifying glass icon and a green '+ New' button. A yellow box highlights the 'Execute' button, and a hand cursor is pointing at it.

1. In eDash, click the Shipments tab.
2. Select the appropriate company from the Carrier dropdown list.
3. Select the appropriate driver from the Drivers dropdown list.
4. Select the date range you would like to view from the calendar.
5. Once complete, click **Execute**.

## Creating New Shipments

### ► To create a new shipment:



The screenshot shows the 'Shipments' management interface, identical to the one above. It features the same filters for Carrier, Drivers, and Start-End Date. In this view, a yellow box highlights the green '+ New' button, and a hand cursor is pointing at it.

1. In the Shipments tab, click **New**.
- The Shipment Details window will appear.

Shipment Details

Estimated Pickup \*

10/7/2022

Time

15

:

14

Estimated Delivery \*

10/8/2022

Time

15

:

14

Shipper Name

Shipper Name

Commodity

Commodity

Shipment Number

Shipment Number

Driver \*

Select a driver

Additional Comments

Additional Comments

Pickup

Date

Time

HH

:

MM

Email

Email

Bay Assignment

Bay Assignment

Recommended parking

Recommended parking

Notes

Notes

Delivery

Date

Time

HH

:

MM

Email

Email

Bay Assignment

Bay Assignment

Recommended parking

Recommended parking

Notes

Notes

Save

Close

2. Enter the appropriate information in the following required fields:

- Estimated Pickup (Date)
- Estimated Delivery (Date)
- Driver

1. From here, all additional fields are optional.

2. Once complete, click **Save**.