

## The Dispatch role and tasks (internal users only)

Modified on: Wed, 28 Nov, 2018 at 1:32 PM

The screenshot shows the 'User Details' form in the iCOSLIVE system. The form is divided into several sections: 'User Details' at the top, 'Roles' on the left, 'Tasks' in the center, and a 'Depots' list on the right. The 'User Details' section contains input fields for User Name (TCDispatch), Full Name (Danny Dispatcher), e-mail (danny@testcompany.com), Position (Dispatcher), Company (ICOS FREIGHT TEST ACC), Phone (091231234), Mobile (0211231234), and Depots (No Selection). The 'Roles' section has checkboxes for Super User, Financials, Vehicle Kms, Dispatch (checked), and Reporting. The 'Tasks' section has a dropdown menu set to 'Dispatch' and a list of tasks with checkboxes: Bookings - Freight, Bookings - Bulk, Bookings - Container, Bookings - Allow edit, Bookings - Allow cancellation, Bookings - Show Manifests Tab, Bookings - Tracklines - Show Manifest Detail, and Bookings - HIAB. The 'Depots' section has a list of depots: --- ALL ---, STORAGE - HAMILTON, and STORAGE - WELLINGTON. There are 'Update' buttons at the bottom of the Roles, Tasks, and Depots sections, and 'New User' and 'Modify User' buttons on the right.

**User Details**

User Name: TCDispatch Full Name: Danny Dispatcher e-mail: danny@testcompany.com Position: Dispatcher

Company: ICOS FREIGHT TEST ACC Phone: 091231234 Mobile: 0211231234 Depots: -- No Selection --

**Roles**

- ☐ Super User
- ☐ Financials
- ☐ Vehicle Kms
- ☒ Dispatch
- ☐ Reporting

**Tasks**

Dispatch

- ☐ Bookings - Freight
- ☐ Bookings - Bulk
- ☐ Bookings - Container
- ☐ Bookings - Allow edit
- ☐ Bookings - Allow cancellation
- ☐ Bookings - Show Manifests Tab
- ☐ Bookings - Tracklines - Show Manifest Detail
- ☐ Bookings - HIAB

**Depots**

- ☐ --- ALL ---
- ☐ STORAGE - HAMILTON
- ☐ STORAGE - WELLINGTON

**Buttons:** Update, New User, Modify User

## Bookings - Freight

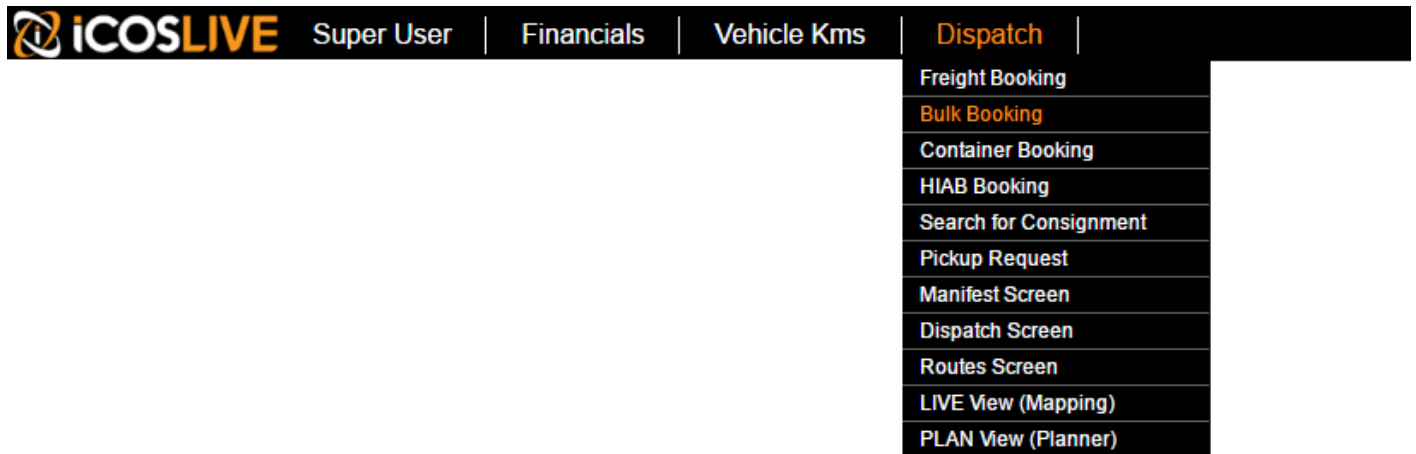
The screenshot shows the iCOSLIVE navigation bar. The 'Dispatch' role is selected, and a dropdown menu is open showing the following options: Freight Booking, Bulk Booking, Container Booking, HIAB Booking, Search for Consignment, Pickup Request, Manifest Screen, Dispatch Screen, Routes Screen, LIVE View (Mapping), and PLAN View (Planner).

**iCOSLIVE** Super User | Financials | Vehicle Kms | **Dispatch**

- Freight Booking
- Bulk Booking
- Container Booking
- HIAB Booking
- Search for Consignment
- Pickup Request
- Manifest Screen
- Dispatch Screen
- Routes Screen
- LIVE View (Mapping)
- PLAN View (Planner)

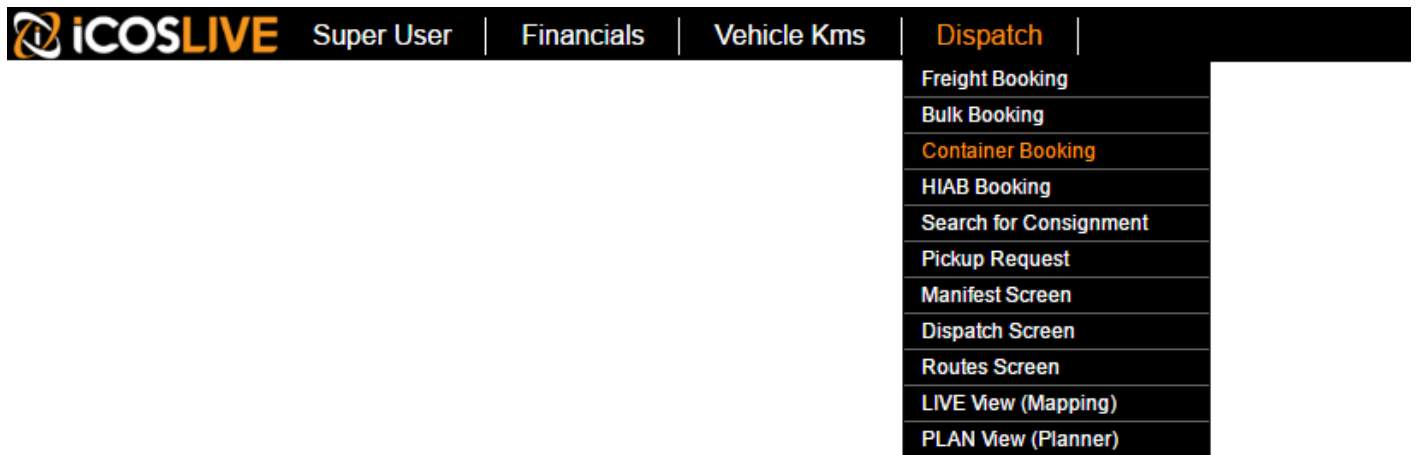
## Bookings - Bulk

User can access the **Dispatch > Bulk Booking** screen



## Bookings - Container


User can access the **Dispatch > Container Booking** screen




## Bookings - Allow edit

User can edit job bookings

STATUS: **PUP**

 **Edit Booking**

 **New Booking**

## Bookings - Allow cancellation

User can cancel bookings from any job booking's **Quick Actions** drop down

Service Type:

Pallets: Hire:  Non:  Lifts:  Hire Retn  Charge Amount:

Req Temp:  Actual Temp:

☐ Unload Fee ☐ ChgOvrRide ☐ No Chg ☐ No Disp

Print Consignment

Print Labels

Duplicate

Verify for Invoicing

Offload Job

Reset job to NEW

**Cancel**

16

13:28

16

14:07


Required Delivery:


Actual Delivered:

Delivered To:

☐ Has POD


STATUS: **PUP**

 **Edit Booking**

 **New Booking**

## Bookings - HIAB

User can access the **Dispatch > Hiab Booking** screen

 Super User | Financials | Vehicle Kms | **Dispatch**

Freight Booking

Bulk Booking

Container Booking

**HIAB Booking**

Search for Consignment

Pickup Request

Manifest Screen

Dispatch Screen

Routes Screen

LIVE View (Mapping)

PLAN View (Planner)

## Booking Entry - Show No Dispatch

User has the No Dispatch option on all job booking screens

The screenshot shows the 'Freight Booking - FREIGHT CUSTOMER 1 - [ DOCKET 83 ]' header. Below the header, there are input fields for 'Freight Payer' (FREIGHT CUSTOMER 1), 'Pickup Ref.', 'Docket' (83), 'Order Ref.', and 'Delivery Ref.'. On the right side, there are three checkboxes: 'Quote' (unchecked), 'Export' (unchecked), and 'No Disp' (checked, highlighted with a red box).

## Booking Entry - Freight - Show Export

User has access to the **Export** check box on the **Dispatch > Freight booking** screen

The screenshot shows the 'Freight Booking - FREIGHT CUSTOMER 1 - [ DOCKET 83 ]' header. Below the header, there are input fields for 'Freight Payer' (FREIGHT CUSTOMER 1), 'Pickup Ref.', 'Docket' (83), 'Order Ref.', and 'Delivery Ref.'. On the right side, there are three checkboxes: 'Quote' (unchecked), 'Export' (checked, highlighted with a red box), and 'No Disp' (unchecked). There is also an 'Export Cert. No.' field highlighted with a red box.

## Booking Entry - Freight - Show Unload Fee

User has access to the **Unload Fee** checkbox on the **Dispatch > Freight Booking** screen

The screenshot shows the 'Freight Booking' form with various input fields. The 'Service Type' is 'Standard', 'Goods Type' is 'AMBIEN1', and 'Req Temp' is empty. The 'Pallets' section shows 'Hire' (0) and 'Non' (0). The 'Lifts' field is 0, and 'Hire Retn' is 0. The 'Rate Override' is set to 120.00. The 'Unload Fee' checkbox is checked (highlighted with a red box). The 'Required Pickup' is 8/08/2016 13:28, and 'Actual Pickup' is 8/08/2016 14:07. The 'Required Delivery' is 9/08/2016 23:00, and 'Actual Delivery' is empty. The 'Delivery Name' is empty. The 'STATUS' is 'PUP'. At the bottom, there are two buttons: 'Save & New' and 'Save Booking'.

## Booking Entry - Set Rate Override

User can manually override the charge amount of a job booking

Service Type: **Standard** Pallets: Hire  Non  Lifts  Hire Retn  Rate Override: ☒

Goods Type: **AMBIEN1** Req Temp:  Actual Temp:  ☐ Unload Fee ☐ No Chg

Required Pickup:   Required Delivery:

Actual Pickup:   Actual Delivery:

Comments:

Delivery Name:  ☐ Has POD

STATUS: **PUP** EXPORT

## Booking Entry - Set No Charge

User can set job bookings to be not chargeable

Service Type: **Standard** Pallets: Hire  Non  Lifts  Hire Retn  Rate Override: ☐

Goods Type: **AMBIEN1** Req Temp:  Actual Temp:  ☐ Unload Fee ☒ No Chg

Required Pickup:   Required Delivery:

Actual Pickup:   Actual Delivery:

Comments:

Delivery Name:  ☐ Has POD

STATUS: **PUP** EXPORT

## Search for Consignment

User has access to the **Dispatch > Search for Consignment** screen

**iCOSLIVE** Super User | Financials | Vehicle Kms | **Dispatch** |

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Preview