

Overview

Administrators and project managers can modify a load's details. The four modifying options include: Move, Split, Reject, and Waste.

Navigate to load details.

To access load details, click the view button of the current job. Then click onto the delivering view. Then click details on the load you want to edit and scroll down to the load details box and click edit.

Load Details

Phase	Mix	Destination
10300		

Load Uses

Tons	Status	Created	Created By
20.42	Delivering	7:06 pm	System

Edit 20.42 tons

MOVE
SPLIT

WASTE
REJECT

CANCEL

Move Load

The move load option allows you to move the current load to a new job or a new destination. There are three things you can enter: The New phase for the load, new load destination, and reason why it's being moved.

Split Load

If you want to split up a load to use it for two different reasons, select split load. Select how the load should be divided with the slider. Also, add the reason for the split.

Split 20.42 tons

Use the slider to split these tons for two different uses. Add a reason why they're being split.

9 tons

9

11.42 tons

Note

Add a reason

CANCEL
SPLIT

Reject Load

This sends back a load or part of a load, removing it from the job's net weight. A flag added to the load to allows SOP to easily identify rejected loads in reports. Notes can be provided for rejection reason. The E-Ticket displays the load as rejected and includes the note for the reason why.

Waste Load

If a load or part of a load wasn't used click the waste button. This removes the load from the net weight. Load details will display the load as wasted. The E-Ticket displays the load was wasted and the reason why if it was provided.