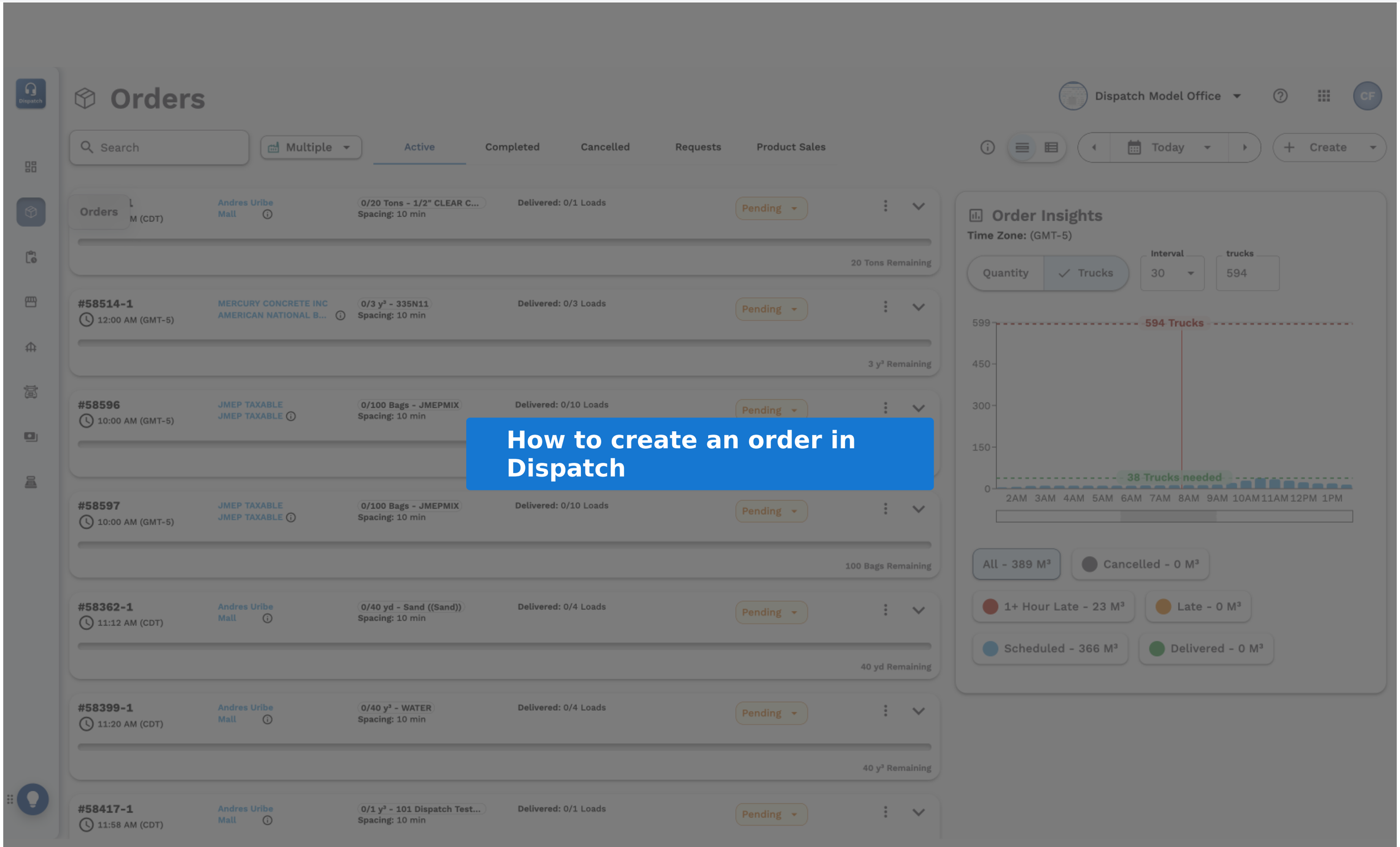
How to create an order in Dispatch



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Optional Step

Orders

Dispatch Model Office

Search | Multiple | Active | Completed | Cancelled | Requests | Product Sales | Today | Create

Navigate to the Orders tab

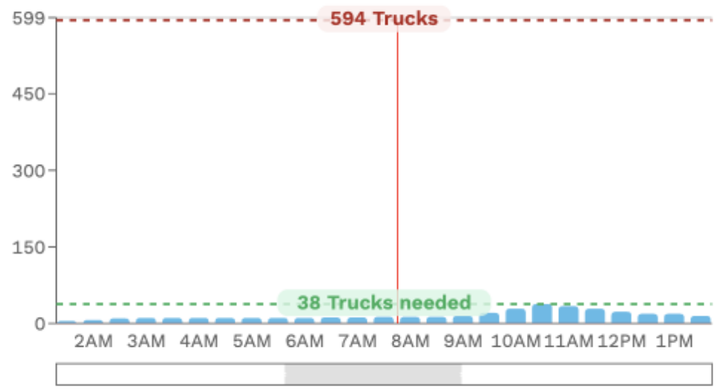
In the Orders tab, you can create, ticket, and track orders.

		0/20 Tons - 1/2" CLEAR C... Spacing: 10 min	Delivered: 0/1 Loads	Pending	20 Tons Remaining
#58514-1 12:00 AM (GMT-5)	MERCURY CONCRETE INC AMERICAN NATIONAL B...	0/3 y³ - 335N11 Spacing: 10 min	Delivered: 0/3 Loads	Pending	3 y³ Remaining
#58596 10:00 AM (GMT-5)	JMEP TAXABLE JMEP TAXABLE	0/100 Bags - JMEPMIX Spacing: 10 min	Delivered: 0/10 Loads	Pending	100 Bags Remaining
#58597 10:00 AM (GMT-5)	JMEP TAXABLE JMEP TAXABLE	0/100 Bags - JMEPMIX Spacing: 10 min	Delivered: 0/10 Loads	Pending	100 Bags Remaining
#58362-1 11:12 AM (CDT)	Andres Uribe Mall	0/40 yd - Sand ((Sand)) Spacing: 10 min	Delivered: 0/4 Loads	Pending	40 yd Remaining
#58399-1 11:20 AM (CDT)	Andres Uribe Mall	0/40 y³ - WATER Spacing: 10 min	Delivered: 0/4 Loads	Pending	40 y³ Remaining
#58417-1 11:58 AM (CDT)	Andres Uribe Mall	0/1 y³ - 101 Dispatch Test... Spacing: 10 min	Delivered: 0/1 Loads	Pending	

Order Insights

Time Zone: (GMT-5)

Quantity | Trucks | Interval: 30 | trucks: 594



All - 389 M³ | Cancelled - 0 M³

1+ Hour Late - 23 M³ | Late - 0 M³

Scheduled - 366 M³ | Delivered - 0 M³

Orders

Dispatch Model Office

CF

Search | Multiple | Active | Completed | Cancelled | Requests | Product Sales | Today | + Create

#58447-1
01:00 AM (EDT)
AdrianCustomer
AdrianProject
30/30 y³ - 1000 conne...
Spacing: 10 min
Delivered: 3/3 Loads
Pending
30 y³ In Transit

#58505-1
12:00 AM (CDT)
Andres Uribe
Mall
0/20 Tons - 1/2" CLEA...
Spacing: 10 min
Delivered: 0/1 Loads
Pending
20 Tons Remaining

#58446-1
02:29 AM (CDT)
Alpha Construction 1
Test Project RWalden
10/50 y³ - MC-1%%25...
Spacing: 10 min
Delivered: 1/5 Loads
Pending
10 y³ In Transit
40 y³ Remaining

#58485-1
07:00 AM (CDT)
Customer Mai 2025 Name
Project mai 2025 name
6/80 y³ - CONCRETE ...
Spacing: 10 min
Delivered: 2/27 Loads
Pending
3 y³ ... 3 y³ ...
74 y³ Remaining

#58589
10:00 AM (GMT-5)
JMEP TAXABLE
JMEP TAXABLE
10/100 y³ - JMEPMIX
Spacing: 10 min
Delivered: 1/10 Loads
Confirmed
10 y³ In Transit
90 y³ Remaining

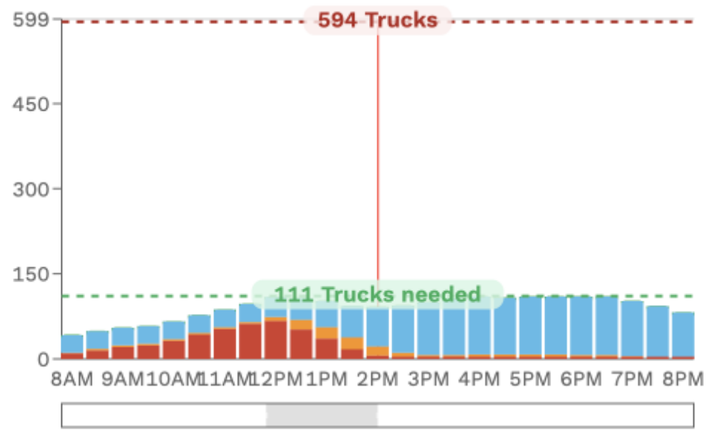
#58590
10:00 AM (GMT-5)
JMEP TAXABLE
JMEP TAXABLE
10/100 y³ - JMEPMIX
Spacing: 10 min
Delivered: 1/10 Loads
Confirmed

Select 'Create Order'
Then, select Create Order to begin creating an order.
← Back

Order Insigh

Time Zone: (GMT-5)

Quantity | Trucks | 30 | 594



All - 2,584 M³
Cancelled - 0 M³
1+ Hour Late - 960 M³
Late - 220 M³
Scheduled - 1,401 M³
Delivered - 3 M³

Create Order

Try new order entry

Dispatch Model Office

CF

0%

Order Details

Customer *

Project *

Shipping Method *
DELIVERY

Payment Method *

Purchase Order

Customer Job

Phone Number
+1

0 contacts

0 notes

Sales Tax Basis

0 attachments

Address

Country/Territory/Region *
United States

Address *

Address 2

City/District *

Complete Order Details

Start by selecting a customer, project, shipping method, and payment method from the list of available options.

Tip: If the option you are looking for is not available, you'll need to create an entry first.

Learn more

← Back

Next →

Add a Customer to display relevant Customer Profile info

Cancel

Next

Create Order

Try new order entry

Dispatch Model Office

CF

20%

Phone Number +1

1 contact

0 notes

Sales Tax Basis: Delivery Address

0 attachments

Address

Country/Territory/Region *: United States

Address *

Address 2

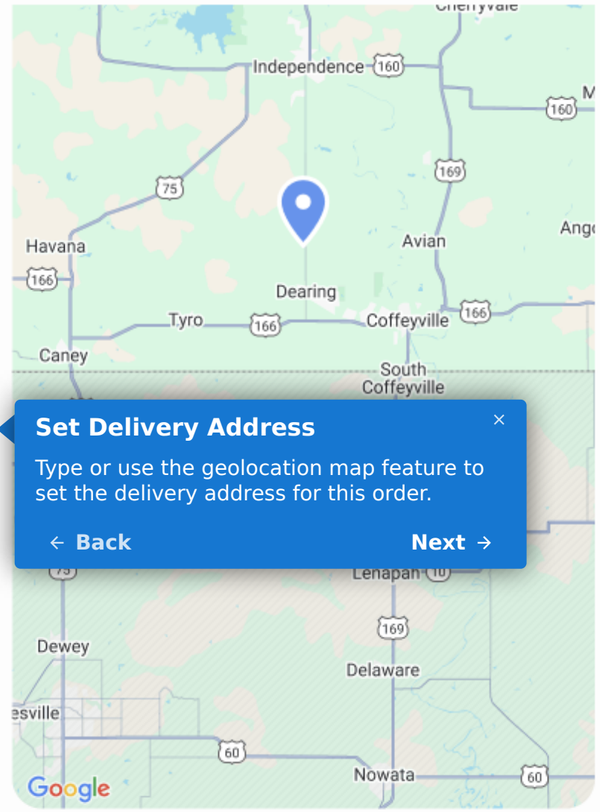
City/District *

State/Province/...

Zip Code *

Longitude *

Latitude *



Set Delivery Address

Type or use the geolocation map feature to set the delivery address for this order.

← Back Next →

0 m³	0 m³
0%	0 min
Avg Wait Time Per Truck	Unload Time
No Data Available	No credit information
Order Cancellation	

Cart (1)

Product List

1

Product *

Location *

Start Date/Time *

Status *: PENDING

+ Add Associated Product

Freight

Include In Unit Price

Cancel Next

Create Order

Try new order entry

Dispatch Model Office

CF

20%

0 attachments

Address

Country/Territory/Region * United States

Address *

Address 2

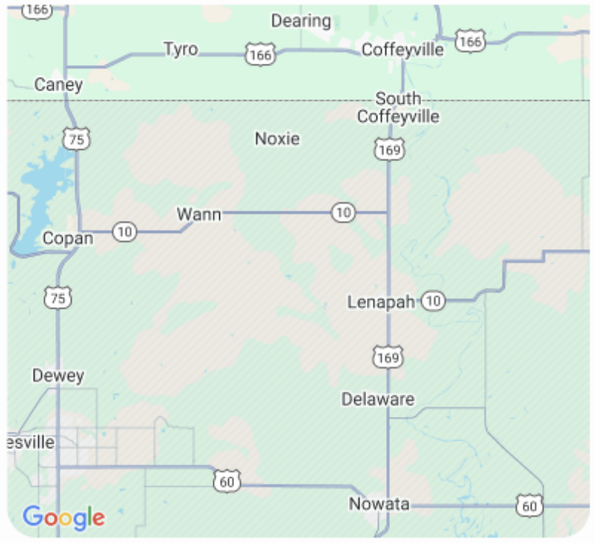
City/District *

State/Province/...

Zip Code *

Longitude *

Latitude *



0 m³
0%
Avg Wait Time Per Truck

0 m³
0 min
Unload Time

Add Product(s)

Add one or more products from the list of products, and specify the product details for each.

Note: If any of the required fields are left incomplete, you will be unable to proceed with the order.

Next →

Cart (1)

Product List

1

Product *

Location *

Start Date/Time *

Status * PENDING

+ Add Associated Product

Freight

Include In Unit Price

Product *	Quantity *	Unit Price	Hold Quantity	Spacing	Work Type	Vehicle Type *	Unloading Method	Load Numbers	Cleanup
	0	$0.00	0	10 min					

Cancel

Next

Create Order

Try new order entry

Dispatch Model Office

CF

30%

Address

Country/Territory/Region * United States

Address *

Address 2

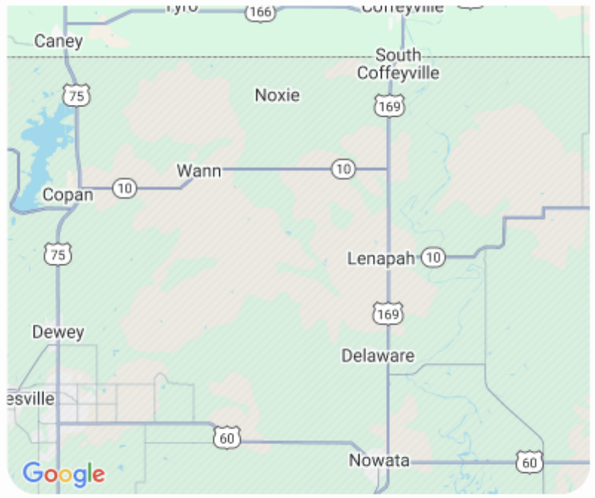
City/District *

State/Province/...

Zip Code *

Longitude *

Latitude *



0%	0 min
Avg Wait Time Per Truck	Unload Time
No Data Available	No credit information
Order Cancellation	

Cart (1)

Product List

Product *	Slump *	Location *	Start Date/Time (CDT) *	Status *
10/Sand (Sand)	5	002jkljljljljjghjg/JCK ...	05/06/2025 12:00 AM	PENDING

Add Associated Product

1

Freight

Include In Unit Price

Product *	Quantity *	Unit Price	Hold Quantity	Spacing	Work Type	Vehicle Type *	Unloading Method	Load Numbers	Cleanup
Sand (Sand)	8 Per y^3	$2.00	0 Per y^3	10 min		Seema_dpc3629			

Click 'Next'

Once you've added all your products, click **Next**.

← Back

Cancel

Next

Create Order

Try new order entry

Dispatch Model Office

80%

Schedule

05/06/2025 | 12:00 AM (GMT-5) Start Time | 12:54 AM (GMT-5) End Time

Default Schedule Load Size: Schedule

Modeling Preview: On

335N11

trucks needed: 1 | Scheduling Strategy: Truck Spacing | Status: PENDING | Slump: 5

9CY-NEW | Quantity: 3 y³ | Product: 335N11 / 335N11 | PENDING

Order

Load Size: 1 | Spacing (min): 10 | Qty / Hour: 6

Travel Times (minutes)

Time to Job: 14 | Time to Plant: 14

Plant Times (minutes)

Load: 10 | Tempering: 10 | Wait to Load: 10

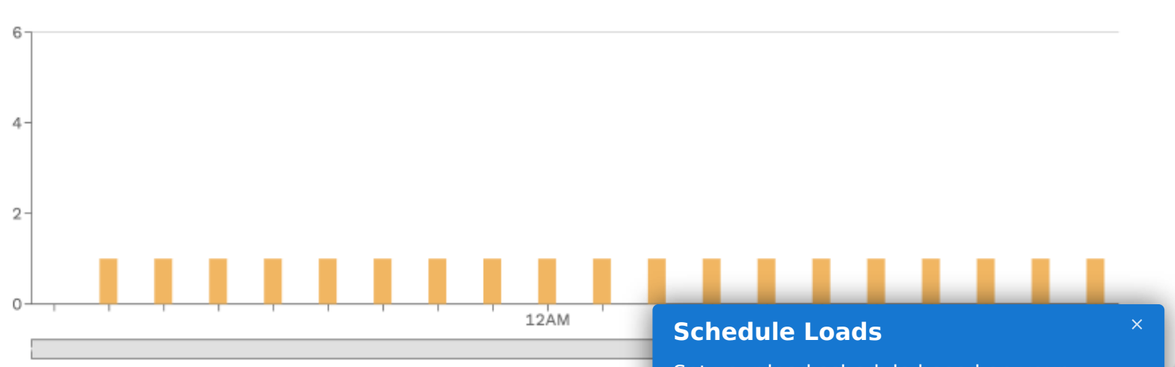
Destination Times (minutes)

Wait to Unload: 10 | Unload: 10 | Post Unload Ti...: 10 | Wash: 10

Load #	Location	Quantity	Total	Slump	QC	Arrive Job	Trip
1	JCK PLANT 2	3 y³	3	5	0 min	12:00 AM	1:38

Modeling

Interval: 5 trucks



Schedule Loads

Set your load schedule based on your current needs by adjusting spacing, travel times, and pick-up or destination arrival times.

Then, see how it impacts Modeling Preview below to better inform your scheduling logistics.

← Back | Next →

Back | Grand Total: $68.21 | Cancel | Process

Create Order

Try new order entry

Dispatch Model Office

80%

Schedule

05/06/2025 | 12:00 AM (GMT-5) Start Time | 12:54 AM (GMT-5) End Time

Default Schedule Load Size: Schedule

Modeling Preview: On

335N11

trucks needed: 1 | Scheduling Strategy: Truck Spacing | Status: PENDING | Slump: 5

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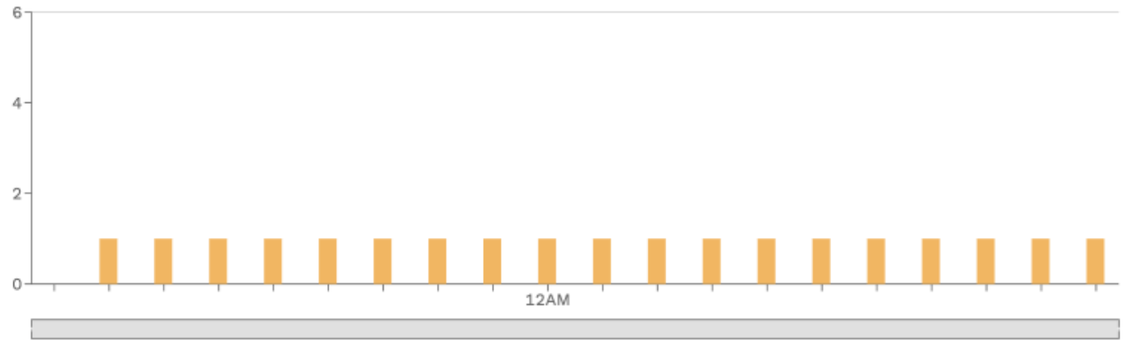
Destination Times (minutes)

Wait to Unload: 10 | Unload: 10 | Post Unload Ti...: 10 | Wash: 10

Load #	Location	Quantity	Total	Slump	QC	Arrive Job	Trip
1	JCK PLANT 2	3 y³	3	5	0 min	12:00 AM	1:38

Modeling

Interval: 5 trucks



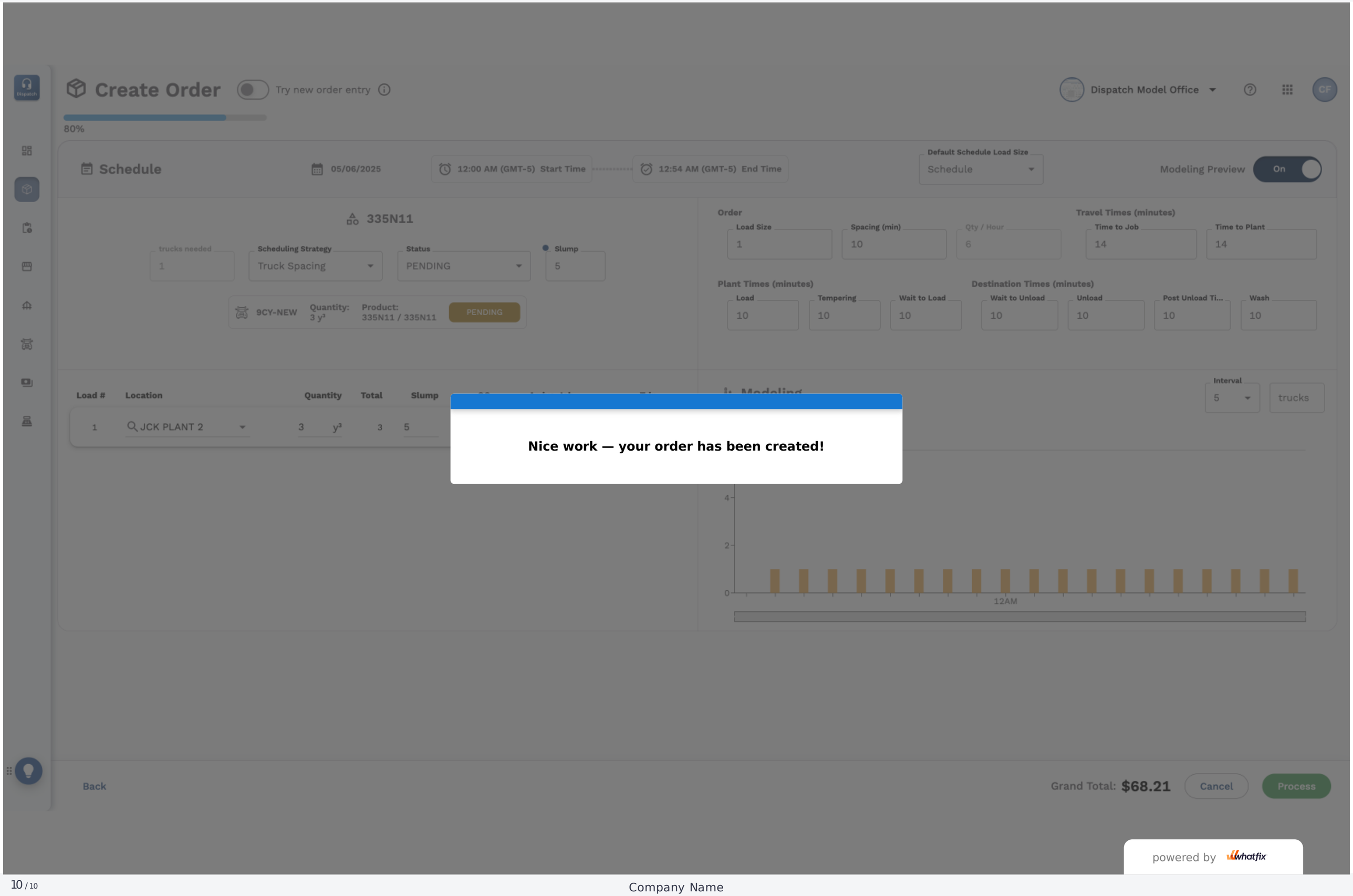
Click 'Process'

When everything looks correct, click **Process**.

← Back

Back

Grand Total: $68.21 | Cancel | Process


Create Order
Try new order entry
Dispatch Model Office
CF
80%
Schedule
05/06/2025
12:00 AM (GMT-5) Start Time
12:54 AM (GMT-5) End Time
Default Schedule Load Size
Schedule
Modeling Preview
On
335N11
trucks needed
1
Scheduling Strategy
Truck Spacing
Status
PENDING
Slump
5
9CY-NEW
Quantity: 3 y³
Product: 335N11 / 335N11
PENDING
Order
Load Size
1
Spacing (min)
10
Qty / Hour
6
Travel Times (minutes)
Time to Job
14
Time to Plant
14
Plant Times (minutes)
Load
10
Tempering
10
Wait to Load
10
Destination Times (minutes)
Wait to Unload
10
Unload
10
Post Unload Ti...
10
Wash
10
Load #
Location
Quantity
Total
Slump
1
JCK PLANT 2
3
y³
3
5
Modeling
Interval
5
trucks
4
2
0
12AM
Nice work — your order has been created!
Back
Grand Total: $68.21
Cancel
Process
powered by whatfix