

Dispatch System

Existing System

Revision History

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
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Table of Contents

Client Inbound Sheet 3

Scheduled Inbound 5

Scheduled Outbound 6

Pickup Log 7

Trailer Log 8

## Client Inbound Sheet

#### Overview

The Client Inbound Sheet contains pickup and delivery (drop load, live unload) appointments for Tsort freight inbound to the Argix National terminal (i.e. Jamesburg). The appointments include freight from terminal and warehouse locations. Pickups are serviced by Argix National drivers and occasionally third-party carriers; deliveries are serviced by third-party carriers. Delivery appointments are also scheduled for inbound freight specified on the Shipper Ship Schedule (i.e. Coach, Dots). Pickup appointments require corresponding trips on the Inbound Schedule such that drivers can be dispatched to fulfill the appointments.

The Advanced Inbound Sheet contains delivery appointments for next day or future dates; also, it contains templates for recurring pickup and delivery appointments.

#### Roles and Responsibilities

Dispatch Supervisor- in the morning she deletes received appointments from yesterday (no archiving); reschedules un-received appointments from yesterday to today, moves advanced delivery appointments from the Advanced Client Inbound Sheet, and copies recurring pickup appointments from the Advanced Client Inbound Sheet; in the late morning, after drivers have been dispatched, she updates pickup appointments with assigned drivers; throughout the day she adds new pickup appointments to the Advanced Client Inbound Sheet and new delivery appointments to the Advanced Inbound Log Sheet; at the end of the day she adds the advanced delivery appointments from the Advanced Inbound Log Sheet to the Advanced Client Inbound Sheet and forwards a copy of the Advanced Inbound Log Sheet to the Warehouse Supervisor.

Window Clerk- arrive trailers at the gate; create TDS in AS/400; update appointments with trailer#, arrival time, carton count, and TDS#

Warehouse Supervisor- reviews the Advanced Inbound Log Sheet (paper) for scheduling next day warehouse activities

Tsort Supervisor- reviews the Client Inbound Sheet for scheduling current day sort activities

#### Information

Pickup Appointment: schedule date required; vendor required (warehouse/terminal location); consignee required (always Priority); scheduled arrival required; driver (specified after dispatch); trailer# (specified upon arrival); freight required (quantity/type- unknown or estimated until the trailer is received); comments

**Note**: A trip is added to Inbound Schedule

**Note**: Would like to remove Consignee (always Priority) and Tsort/ISA (always Tsort) fields; add fields for Sort Date, TDS#, and TDS Created By

Delivery Appointment: schedule date required; vendor required (warehouse/terminal location); consignee required (always Priority); scheduled arrival required; driver required (specified as incoming carrier); trailer# required; freight required (specified quantity/type); comments include delivery type (drop load, live unload), appointment#, and TDS# once received

**Note**: Delivery appointments are assigned appointment # for caller reference

**Note**: Would like to add fields for Carrier, Actual Arrival, Appointment#, Live Unload, Sort Date, TDS#, and TDS Created By

Advanced Inbound Log Sheet- paper log; can be replaced by using the Advanced Client Inbound Sheet.

## Scheduled Inbound

#### Overview

The Inbound Schedule contains inbound trips that require dispatch of Argix National drivers. Most inbound trips relate to pickup appointments from the Client Inbound Sheet. Most trips have an inbound destination to an Argix terminal (primarily Argix National terminal); but, some trips specify an inbound destination to a client/vendor warehouse location (i.e. a stop on the way to the final destination). Inbound origins include Argix terminals and client/vendor warehouse locations. The Inbound Schedule is used to dispatch Argix drivers and to depart/arrive trailers from Argix locations.

The Advanced Inbound Schedule contains templates for recurring inbound trips.

#### Roles and Responsibilities

Dispatch Supervisor – in the morning she archives yesterday’s trips; she adds trips for each pickup appointment from the Client Inbound Schedule (using templates from the Advanced Inbound Schedule if possible); she adds trips from the Inbound Retail Expected Sheet; she dispatches drivers once the schedule is completed; she verifies pickups (phone call) for certain clients (i.e. Echo, Lomans, Imperial); throughout the day she updates trips with actual departure/arrival times and trailer# based upon calls from drivers.

Window Clerk – arrive trailers at the gate; create TDS in AS/400; update trips with actual departure and arrival times.

#### Information

Trip: schedule date required; driver (specified after dispatch or on template); trailer# (specified at departure); scheduled departure (specified at dispatch); actual departure (specified on departure); Freight From required; Freight To required; scheduled arrival (specified at dispatch); actual arrival (specified at arrival); comments; confirmed (specified at dispatch)

**Note**: Would like to change fields Scheduled/Actual Delivery to Scheduled/Actual Arrival**;** would like to add fields for From Location (city/state), Dropped Empty (trailer), Ctns/Plts (freight reference)

Inbound Retail Expected- paper log for advanced pickup appointments

Ship Schedules- Shippers

## Scheduled Outbound

#### Overview

The Outbound Schedule contains outbound trips that require dispatch of Argix National drivers. Outbound trips relate to “local” freight specified by the Local Schedule (Local.xls created by the Shipping Supervisor) and trips from the Jamesburg Ship Schedule (outbound to agents within one day transit). Most trips have an outbound origin from an Argix terminal (primarily Argix National terminal); but, some trips specify an outbound origin from a client/vendor warehouse location. Outbound destinations include Argix terminals, agent terminals, and client/vendor warehouse locations. The Outbound Schedule is used to dispatch Argix drivers, to depart/arrive trailers from Argix locations, and to coordinate shipping activities.

The Advanced Outbound Schedule contains templates for recurring outbound trips.

#### Roles and Responsibilities

Dispatch Supervisor – in the morning she archives yesterday’s trips; she adds trips from templates on the Advanced Outbound Schedule; she adds trips from the Inbound Retail Expected Sheet; at approximately 9:30, when the estimated Local Schedule (Local.xls email attachment) is available from Shipping, she adds/removes trips as required; at approximately 11:00, when the revised Local Schedule is available, she adds/updates/removes trips as required; she reviews the Jamesburg Ship Schedule and revises the outbound trips accordingly; she updates loads on the Jamesburg Ship Schedule with load#, close time, departure/arrival time, and she adds/cancels loads as required; she adds trips from the Shipper Ship Schedule as required (i.e. B&N Monroe to Ridgefield); she coordinates trip scheduling with the warehouse based upon capacity and driver availability; throughout the day she updates trips with actual departures and trailer# based upon calls from drivers.

Window Clerk – depart trailers at the gate; update trips with actual departure and arrival times.

Shipping Supervisor – creates and emails estimated and revised Local Schedule (Locals.xls) in the morning based upon projected sort volumes.

Shipping Clerk – views the Outbound Schedule to verify scheduled outbound trips and coordinate shipping activities with scheduled departure times.

#### Information

Trip: schedule date required; driver (specified after dispatch or on template); trailer# (specified at departure); scheduled departure (specified at dispatch); actual departure (specified on departure); Freight From required; Freight To required; scheduled arrival (specified at dispatch); actual arrival (specified at arrival); comments; confirmed (specified at dispatch)

**Note**: Would like to change fields Scheduled/Actual Delivery to Scheduled/Actual Arrival; would like to add fields for From/To Location (city/state), Dropped Empty (trailer), Ctns/Plts (freight reference)

Inbound Retail Expected- paper log for advanced pickups

Local Schedule- Local.xls spreadsheet created by the Shipping Supervisor that contains expected delivery information for sorted freight from Jamesburg to local agents (one day transit)

Ship Schedules- Jamesburg, Shippers

## Pickup Log

#### Overview

The Pickup Log schedules pickup requests for freight serviced by the Argix northeast local terminals (i.e. Ridgefield, South Windsor, and Wilmington) and some Argix agent terminals (i.e. Nordol); occasionally, a pickup is serviced by the Argix National terminal for large vendor freight. Pickup requests are scheduled by the Dispatch Supervisor or a Client Representative in the Argix National terminal (i.e. Jamesburg) per requests by phone or email. Pickup requests are scheduled for the following business day or later, although some agent terminals may allow a pickup on the same day. Advanced pickup requests are recorded on the Inbound Retail Expected sheet (paper). The Pickup Log contains scheduled pickups only for the past year; unscheduled pickups are never added (i.e. after the fact).

The Pickup Log Archive contains archived pickup requests that are older than one year.

#### Roles and Responsibilities

Dispatch Supervisor- creates and updates pickup requests as required; archives requests that are older than one year (the archive is used to assist in determining servicing terminal); deletes cancelled requests; records advanced pickup requests on the Inbound Retail Expected sheet.

Dispatch Clerk- copies pickup requests for his terminal into Roadshow for route scheduling (shipper addresses are translated into valid Roadshow delivery points when copied); updates requests with the appointed driver sometime after completing a daily Roadshow route solution (this is for informational purposes only i.e. status for Client Rep’s).

Window Clerk- updates requests with the time the pickup was arrived.

Customer Service Rep- uses the pickup log to verify client inquiries about the status of a pickup as well as entering and updating pickup requests during off business hours.

#### Information

Pickup Request: client required; date/time required (created date/time); LTA Rep required (created by); caller name; vendor/store name required; vendor/store address required; delivery window required; terminal required; driver (entered at dispatch); amount required; amount type required; request date required (schedule date); date picked up (entered at arrival); comments; pickup up?

**Note**: For requests that are handled by the Argix National terminal a pickup request is added to the Pickup Log (for customer service information), an appointment is added to the Client Inbound Sheet (for warehouse scheduling), and a trip is added to Inbound Schedule (for dispatch).

Inbound Retail Expected- paper log used to capture advanced pickup requests serviced by the Argix National terminal.

**Note**: The Inbound Retail Expected log can be retired by introducing an Advanced Pickup Log.

## Trailer Log

#### Overview

The Trailer Log records the history of trailers inbound to and outbound from the Argix National terminal yard. Trailer Log Entries capture inbound information and outbound information for a single trailer that enters and leaves the Jamesburg yard. The Trailer Log is used to inventory trailers in the Jamesburg yard and to investigate the history of a trailer.

#### Roles and Responsibilities

Window Clerk- captures trailer arrival/departure information.

Freight Clerk- performs yard checks.

Safety Supervisor- researches trailer history.

#### Information

Trailer Entry- date required; trailer number required; inbound date required; inbound carrier required; inbound driver optional; inbound seal required if trailer has freight; TDS optional; initial yard location optional; outbound date required; outbound carrier required; outbound driver optional; outbound seal required if trailer has freight; BOL optional; comments optional