

Dispatch System

Use Cases

Revision History

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## Delivery Appointments

### Schedule Delivery Appointment

The Dispatch Supervisor needs to schedule a delivery appointment for Tsort freight inbound to the Argix National terminal by a third-party carrier. This is initiated by a phone call or an email from a shipper or carrier and is generally scheduled for the following business day. The delivery appointment captures information about the shipper, consignee (always Argix National), carrier, and freight. The system records the delivery appointment (scheduled) and an appointment number is returned to the caller.

Pre-Conditions: The carrier exists; the origin and destination locations exist.

Flow of Events:

Basic Path

1. The user chooses to schedule a delivery appointment.
2. The user selects a carrier from a list of Argix carriers.
3. The user selects a shipper from a list of shipper locations (origin); the system returns the shipper address.
4. The user selects a consignee from a list of consignee locations (destination); the system returns the consignee address.
5. The user records the amount, amount type (carton, pallet, trailer), and freight type (Tsort).
6. The user records the scheduled arrival date and time (8AM – 4PM) and verifies there is no duplicate delivery (double-booked).
7. The user records if this is a live offload.
8. The user records the trailer number if available.
9. The user records the sort date for the freight (usually the day of arrival).
10. The user records comments if applicable.
11. The user returns an appointment ID to the caller.

Alternative Paths

The carrier is new.

The shipper is new.

Post-Conditions: The delivery appointment is recorded.

### Schedule Recurring Delivery Appointment

The Dispatch Supervisor needs to schedule a recurring delivery appointment.

### Create Next Day Delivery Appointment Sheet

The Dispatch Supervisor needs to create the Delivery Appointment Sheet containing delivery appointments for Argix National terminal for the following business day. This sheet is used by the Warehouse Supervisor to schedule next day sorting activities. The sheet is published M-F at 5PM.

Pre-Conditions: None.

Flow of Events:

Basic Path

1. The system generates the Next Day Appointment Sheet at the specified time (5:00PM M-F).
2. The Next Day Appointment Sheet contains delivery appointments for the following day and includes the following: Appointment#, Schedule Date, Vendor Name, Carrier Name, Trailer#, Scheduled Arrival, Live Unload, Amount, Amount Type, Sort Date, and Comments
3. The system sends emails to the specified recipient list.

Alternative Paths

The email system is down.

Post-Conditions: Emails are sent to all recipients.

### Arrive Trailer for Delivery Appointment

The Window Clerk needs to arrive a delivery appointment into the Argix National terminal. The appointment needs to be verified (must be on the schedule). The appointment is updated (arrived) with trailer number and arrival time, a BOL is received and attached to a new or existing TDS is the AS/400. The Tsort Supervisor is notified of the freight arrival. The trailer is either dropped in the yard and an empty trailer is assigned to the carrier, or the trailer is a live un-load and the Receiving Supervisor is contacted to determine a door to unload the freight.

### View Delivery Appointments

The Tsort Supervisor needs to view delivery appointments concerning sort date and scheduled arrival time in order to staff and schedule sorting operations for the day. Once the freight has arrived, he needs to know the trailer number and TDS number.

## Pickup Appointments

### Schedule Pickup Appointment

The Dispatch Supervisor needs to schedule a pickup appointment for Tsort freight inbound to the Argix National terminal. This is initiated by a phone call or an email and is generally scheduled for the following business day. The pickup appointment captures information about the shipper, consignee (always Argix National), and freight. The system records the pickup appointment (scheduled).

### Schedule Recurring Pickup Appointment

The Dispatch Supervisor needs to schedule a recurring pickup appointment.

### Assign Driver to Pickup Appointment

The Dispatch Clerk needs to assign a driver to a pickup appointment. This is done as part of driver route planning for the day. The driver is assigned to the pickup appointment, and the pickup appointment is updated (assigned).

### Confirm Driver for Pickup Appointment

The Dispatch Clerk needs to confirm that a driver can complete the trip assigned to him. The driver is called to confirm he accepts the pickup appointment, and the pickup appointment is updated (confirmed).

### Arrive Trailer for Pickup Appointment

The Window Clerk needs to arrive a pickup appointment into the Argix National terminal. The appointment is updated (arrived) with trailer number and arrival time, a BOL is received and attached to a new or existing TDS is the AS/400. The trailer is dropped in the yard.

## Pickup Requests

### Schedule Pickup Request Serviced by Argix Local Terminal

The Dispatch Supervisor or a Client Rep needs to schedule a pickup request from a shipper serviced by an Argix local terminal. This is initiated by a phone call or an email and is generally scheduled for the following business day. The system records the pickup request (scheduled).

### Schedule Pickup Request Serviced by Argix Agent Terminal

The Dispatch Supervisor needs to schedule a pickup request from a shipper serviced by an Argix agent terminal. This is initiated by a phone call or an email and is generally scheduled for the following business day. The system records the pickup request (scheduled). The servicing agent is notified of the scheduled pickup request.

### Schedule Pickup Request Serviced by Argix National Terminal

The Dispatch Supervisor needs to schedule a pickup request serviced by the Argix National terminal for large vendor freight (i.e. 10+ pallets) that is sorted at an Argix local terminal. This is initiated by a phone call or an email and is generally scheduled for the following business day. The system records the pickup request (scheduled). This requires scheduling an inbound trip to the receiving local terminal serviced by the Argix National terminal.

### Notify Agent of Pickup

The Dispatch Supervisor needs to notify the servicing agent of a pickup. This is done by phone call??

### Export Pickup Requests

The Dispatch Clerk in the local terminal needs to export pickup requests for his terminal into a file that can be imported into Roadshow. Pickup requests that do not have a shipper number need to be printed for manual driver assignment.

### Update Driver to Pickup Request

The Window Clerk in the local terminal needs to update a pickup request with an assigned driver. This is done after the route solution is created in Roadshow and drivers have been assigned to the routes.

### Arrive Trailer for Pickup Request

The Window Clerk needs to arrive a pickup request into an Argix local terminal. The request is updated with the actual arrival time.

## LTL Deliveries (i.e. ISA Freight)

### Schedule LTL Delivery for ISA Freight

The Dispatch Supervisor needs to schedule an LTL delivery of ISA freight. The pickup and delivery is serviced by an Argix terminal. The freight may be held at an Argix terminal for some period of time (i.e. overnight) before final delivery.

### Schedule ISA Back Haul

The Dispatch Supervisor needs to schedule a backhaul of ISA freight from a shipper to a consignee (i.e. NRT) that is serviced by the Argix National terminal.

### Assign LTL Delivery to Trip

The Dispatch Clerk needs to assign an LTL delivery to a new or existing trip.

### Arrive Trailer for LTL Delivery

The Window Clerk needs to arrive an LTL delivery into an Argix terminal for an overnight hold. The delivery is updated (arrived) with trailer number and arrival time, and a BOL is received. The full trailer is dropped in the yard, or partial trailer is assigned a door for unload and the warehouse is notified.

### Depart Trailer for LTL Delivery

The Window Clerk needs to depart a trailer outbound to a shipper with ISA freight.

### Receive LTL Delivery POD

The Dispatch Supervisor needs to receive POD paperwork for the LTL delivery. The paperwork is usually a signed BOL. The BOL is received and attached to a new or existing TDS is the AS/400.

## Line Haul Deliveries

### Publish the Local Schedule

The Shipping Supervisor needs to publish a schedule of local (one day transit) deliveries for sorted Tsort freight. The schedule is published daily.

### Schedule Line Haul Delivery from the Local Schedule

The Dispatch Supervisor needs to schedule an outbound delivery of Tsort freight to an Argix local/agent terminal per the Shipping Departments Local Schedule. The deliveries are serviced by the Argix National terminal and are within one day transit only.

### Schedule Line Haul Delivery from the Jamesburg Ship Schedule

The Dispatch Supervisor needs to schedule an outbound delivery of Tsort freight to an Argix local/agent terminal per the Jamesburg Ship Schedule. The deliveries are serviced by a third party carrier and are generally exceeding one day transit.

### Schedule Line Haul Delivery for Returns

The Dispatch Supervisor needs to schedule a delivery to return something to an Argix client or vendor. The delivery could be for return freight or shipping containers (i.e. totes, pallets, etc.). Some deliveries can be made when ready; others require a call ahead to schedule an appointment. Most returns are for a live unload.

### Update Jamesburg Ship Schedule

The Dispatch Supervisor needs to update the Jamesburg Ship Schedule for local loads with driver names, load numbers, and scheduled delivery times.

### Assign Driver to Line Haul Delivery

The Dispatch Clerk needs to assign a driver to a local delivery. This is done as part of driver route planning for the day. The driver is assigned to the delivery, and the delivery is updated (assigned).

### Confirm Driver for Line Haul Delivery

The Dispatch Clerk needs to confirm that a driver can complete the trip assigned to him. The driver is called to confirm he accepts the delivery, and the delivery is updated (confirmed).

### Depart Trailer for Line Haul Delivery

The Window Clerk needs to depart a trailer outbound to an Argix local terminal or Argix agent with sorted Tsort freight. A BOL must exist or the trailer cannot be departed. The actual departure date/time is updated for the BOL in the AS/400.

## Driver Dispatch

### Create Driver Runs

The Dispatch Clerk needs to organize one or more trips into assignable driver runs. In addition, LTL deliveries of loose ISA freight are added to existing trips.

### Assign Driver to a Trip

The Dispatch Clerk needs to assign a driver to a trip or a run.

### Confirm Driver for Trip

The Dispatch Clerk needs to confirm that a driver can complete the trip or run assigned to him. The driver is called to confirm he accepts the trip, and the trip is updated (confirmed).

### Schedule Transfer between Argix Terminals

The Dispatch Supervisor needs to schedule a transfer of freight between two Argix terminals (not Z loads).

### Schedule Empty Trailer Move

The Dispatch Supervisor needs to schedule to move an empty trailer between two Argix locations.

Pre-Conditions: None.

Flow of Events:

Basic Path

1. The user chooses to...

Alternative Paths

Post-Conditions:

### Schedule Mailbag Delivery

The Dispatch Supervisor needs to schedule to deliver Argix mailbags between Argix terminals.

Pre-Conditions: None.

Flow of Events:

Basic Path

1. The user chooses to...

Alternative Paths

Post-Conditions:

## Trailer Tracking

Trailer tracking records the history of trailers inbound to and outbound from the Argix National terminal yard. This history is used to inventory trailers in the Jamesburg yard and to investigate the history of a trailer.

### Record Inbound Trailer

The Window Clerk needs to capture information about a trailer arriving to the Jamesburg yard.

### Record Outbound Trailer

The Window Clerk needs to capture information about a trailer departing from the Jamesburg yard.

### Yard Check

The Freight Clerk needs to determine what trailers are in the Jamesburg trailer yard or an overflow yard (i.e. Hermann’s yard) in order to maintain trailer pool counts and to inform outside carriers of the location of one of their trailers.

Pre-Conditions: None.

Flow of Events:

Basic Path

1. The user chooses to.

Alternative Paths

Post-Conditions:

### Search Trailer History

The Safety Manager needs to research the history of a specific trailer in the Jamesburg trailer yard.

Pre-Conditions: None.

Flow of Events:

Basic Path

1. The user chooses to.

Alternative Paths

Post-Conditions:

## Administration

### Depart/Arrive Trailer from an Argix Terminal Gate

The Gate Guard needs to depart/arrive a trailer from an Argix terminal gate. Every trailer that departs or arrives at the gate is logged on the Gate Sheet.

### Schedule the Local and Line Haul On-Call Drivers

The Dispatch Supervisor needs to schedule the local and line haul operators who will be on call for the upcoming weekend.

Pre-Conditions: None.

Flow of Events:

Basic Path

1. The user chooses to schedule the local and line haul on call drivers.

Alternative Paths

Post-Conditions:

### Create Mailbag Reminder Notice

The Dispatch Supervisor needs to send an email reminder for the mailbag containing outside driver checks from the HR department.

### Create Weekend Access List Notice

The Dispatch Supervisor needs to email the weekend access list that advises employees, managers, and operators of those people who need access to the Jamesburg and Ridgefield facilities over the weekend.

### Create Hours of Operation Notice

The Dispatch Supervisor needs to email ...

### Create Weekend On-Call Notice

The Dispatch Supervisor needs to email ...

### Create Next Day Tractor Trailer Sheet

The Dispatch Supervisor needs to create a Dispatch Sheet that confirms local operators of their start for the next day.

### Update Tractor Trailer Operators Settlement Sheet

The Dispatch Supervisor needs to update the Tractor Trailer Operators Settlement Sheet with daily trip information for each driver. This sheet is used by the Safety Manager to determine an operator’s compensation for completed trips.

### Create Truck to Dock Sheet

The Window Clerk needs to create a Truck to Dock Sheet (TDS) for a freight arrival.