

DESCRIPTION:

This hands-on training course is targeted at those responsible for the dispatch portion of the Integra application. Dispatchers will gain an understanding of order entry and scheduling processes impacting dispatch's daily operations. This class will cover the following application topics in detail.

NOTES:

Knowledge of Integra Dispatch and computer knowledge recommended.

TOPICS:

Dispatch screen layout

- Default settings (1 screens vs 2)
- User login – security reasons!

Order entry

- Required fields
- Cross ticketing
- POD taxing option
- City selection
- Copying orders
- Contact fields
- Voided tickets

Scheduling

- Schedule screen
- Locations setting effects on orders
- Spacing vs truck limits
- Slump
- Quick Function-Keys

Demand Graph

- Creation / setup
- Reading the screen

Dispatch reports

- Recommended reports
- Daily reports

Google Maps

- Value Gain
- Integration

