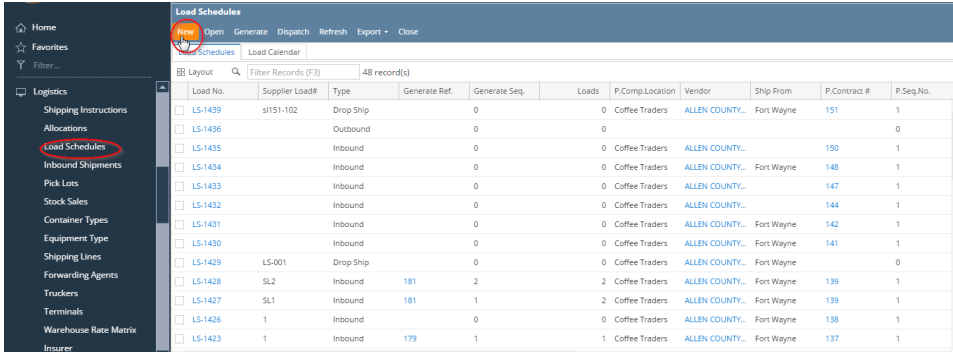


How to Create a new Load Schedule in i21

Here are the steps on how to create a **Load Schedule**:

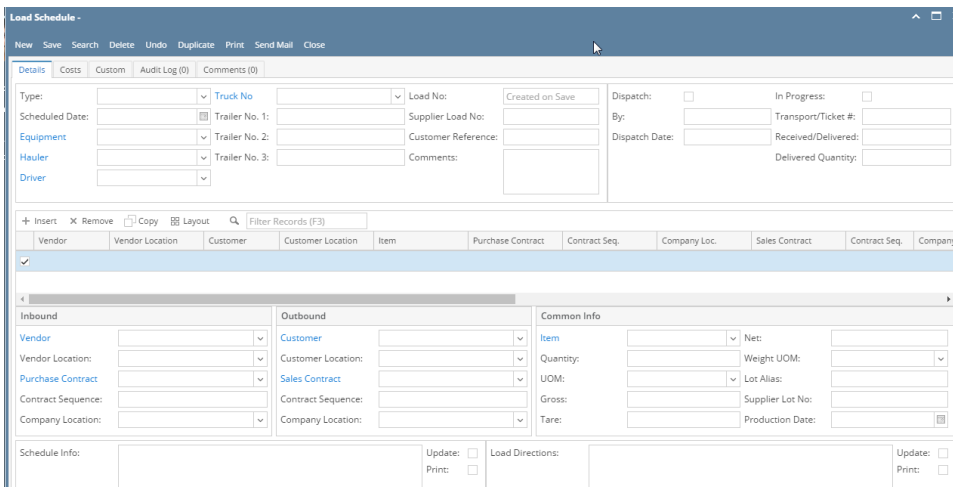
Direct Load Schedule Creation from Menu:

1. Go to **Logistics module> Load Schedule**. If there's an existing allocation batch, **Search Load Schedule** screen will open. Otherwise, **New Load Schedule** screen will open automatically.
2. Click on the New button of **Load Schedule**- search screen and a new fresh **Load Schedule** screen will open.



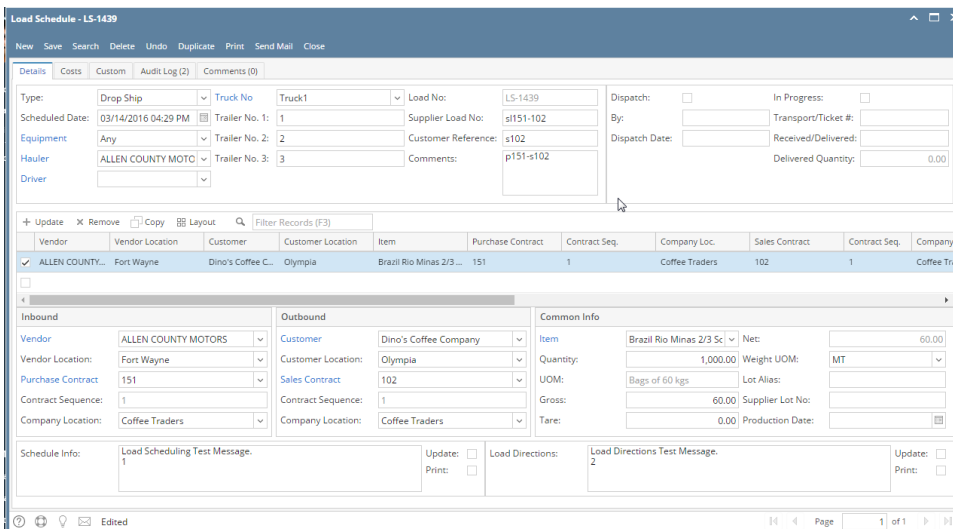
The screenshot shows the 'Load Schedules' menu screen. On the left is a navigation pane with 'Load Schedules' highlighted. The main area displays a table with 48 records. The table has columns: Load No., Supplier Load#, Type, Generate Ref., Generate Seq., Loads, P.Comp.Location, Vendor, Ship From, P.Contract #, and P.Seq.No. The records are listed with various load numbers and details.

Load No.	Supplier Load#	Type	Generate Ref.	Generate Seq.	Loads	P.Comp.Location	Vendor	Ship From	P.Contract #	P.Seq.No.
LS-1439	s151-102	Drop Ship		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	151	1
LS-1436		Outbound		0	0					0
LS-1435		Inbound		0	0	Coffee Traders	ALLEN COUNTY...		150	1
LS-1434		Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	148	1
LS-1433		Inbound		0	0	Coffee Traders	ALLEN COUNTY...		147	1
LS-1432		Inbound		0	0	Coffee Traders	ALLEN COUNTY...		144	1
LS-1431		Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	142	1
LS-1430		Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	141	1
LS-1429	LS-001	Drop Ship		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne		0
LS-1428	SL2	Inbound	181	2	2	Coffee Traders	ALLEN COUNTY...	Fort Wayne	139	1
LS-1427	SL1	Inbound	181	1	2	Coffee Traders	ALLEN COUNTY...	Fort Wayne	139	1
LS-1426	1	Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	138	1
LS-1423	1	Inbound	179	1	1	Coffee Traders	ALLEN COUNTY...	Fort Wayne	137	1



The screenshot shows the 'Load Schedule - New' screen. It has a top menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Print', 'Send Mail', and 'Close'. Below the menu bar are tabs for 'Details', 'Costs', 'Custom', 'Audit Log (0)', and 'Comments (0)'. The 'Details' tab is active, showing fields for 'Type' (Truck No), 'Scheduled Date', 'Equipment', 'Hauler', and 'Driver'. There are also fields for 'Trailer No. 1', 'Trailer No. 2', 'Trailer No. 3', 'Load No.', 'Supplier Load No.', 'Customer Reference', 'Comments', 'Dispatch', 'In Progress', 'By', 'Transport/Ticket #', 'Dispatch Date', 'Received/Delivered', and 'Delivered Quantity'. Below these fields is a table with columns: Vendor, Vendor Location, Customer, Customer Location, Item, Purchase Contract, Contract Seq., Company Loc., Sales Contract, Contract Seq., and Company. The table has one row with a checkmark in the first column. Below the table are sections for 'Inbound', 'Outbound', and 'Common Info' with various fields for details like Vendor, Vendor Location, Purchase Contract, Contract Sequence, Company Location, Item, Quantity, Weight UOM, Lot Alias, Gross, Supplier Lot No, and Production Date. At the bottom, there are 'Schedule Info' and 'Load Directions' sections with 'Update' and 'Print' buttons.

3. The Load No. will be generated automatically while saving the record.
4. Click on Save button to save the record.



The screenshot shows the 'Load Schedule - LS-1439' screen. It has a top menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Print', 'Send Mail', and 'Close'. Below the menu bar are tabs for 'Details', 'Costs', 'Custom', 'Audit Log (2)', and 'Comments (0)'. The 'Details' tab is active, showing fields for 'Type' (Drop Ship), 'Truck No' (Truck1), 'Load No.' (LS-1439), 'Scheduled Date' (03/14/2016 04:29 PM), 'Trailer No. 1' (1), 'Trailer No. 2' (2), 'Trailer No. 3' (3), 'Supplier Load No.' (s151-102), 'Customer Reference' (s102), 'Comments' (p151-s102), 'Dispatch', 'In Progress', 'By', 'Transport/Ticket #', 'Dispatch Date', 'Received/Delivered', and 'Delivered Quantity' (0.00). Below these fields is a table with columns: Vendor, Vendor Location, Customer, Customer Location, Item, Purchase Contract, Contract Seq., Company Loc., Sales Contract, Contract Seq., and Company. The table has one row with a checkmark in the first column. Below the table are sections for 'Inbound', 'Outbound', and 'Common Info' with various fields for details like Vendor, Vendor Location, Purchase Contract, Contract Sequence, Company Location, Item, Quantity, Weight UOM, Lot Alias, Gross, Supplier Lot No, and Production Date. At the bottom, there are 'Schedule Info' and 'Load Directions' sections with 'Update' and 'Print' buttons.

5. User can create a new load schedule by click on New button and find the list of saved schedules by click on search button.

Load Schedule Creation from Generate Load:

User can create load schedules from Generate Load screen. Please refer help page on Generate Load Screen.

To edit an existing record.

1. Open an existing record.
2. Edit the required details and save.