

How to Change the Dispatch Driver

1. On the Menu panel, click the **Dispatch Deliveries** menu. This will open the **Delivery Dispatching** screen.
2. Filter the records in the grid using the fields in the **Selection Criteria** panel.

Selection Criteria

Condition	From	To	Condition	From	To
Bulk Plant Location:			Route ID:		
Next Degree Day:	0.00	0.00	Requested Date:		
Dispatched Driver ID:			Item:		

Include: ☐ Will Calls ☐ Dispatched Calls

3. Click the **Search** toolbar button.

Delivery Dispatching

Search Consumption Site Dispatch Cancel Dispatch Change Driver Close

4. Select the consumption site record in the grid, and then click the **Change Driver** toolbar button. This will open the Search Driver screen.

Delivery Dispatching

Search Consumption Site Dispatch Cancel Dispatch Change Driver Close

Details

Selection Criteria

Condition	From	To	Condition	From	To
Bulk Plant Location:	Equals	0001 - Fort Wayne	Route ID:	Equals	001-NW
Next Degree Day:		0.00	Requested Date:	Between	04/01/2016 04/30/2016
Dispatched Driver ID:	Equals	0001005080	Item:	Equals	LPG

Include: ☒ Will Calls ☐ Dispatched Calls

Customer	Consumption Site	Item	Site Description	Clock Locat...	Requested Date	Dispatch Date	Driver ID	Driver Name	Desired Qty	Price	Total	Est Run Out
<input checked="" type="checkbox"/>	0001005078 Customer A	0002 1234 Main St.	LPG	Tank A	001	04/25/2016	0001005080	Customer C	0.00	1.3000	0.00	

5. Search for the new driver, select it, and then click the **Open Selected** toolbar button.

Search Driver

Open Selected Refresh Export Close

Filter Records (F3) 2 records (1 selected)

ID	Name
<input checked="" type="checkbox"/> 0001005078	Customer A
<input type="checkbox"/> 0001005080	Customer C

- a. In the grid **Delivery Dispatching** grid area, the **Driver ID** and **Driver Name** field of the selected record will be updated.

Customer	Consumption Site	Item	Site Description	Clock Locat...	Requested Date	Dispatch Date	Driver ID	Driver Name	Desired Qty	Price	Total	Est Run Out
<input checked="" type="checkbox"/>	0001005078 Customer A	0002 1234 Main St.	LPG	Tank A	001	04/25/2016	0001005078	Customer A	0.00	1.3000	0.00	

- b. On **Consumption Sites > Call Entry** tab, the **Driver** field will also be updated.

Site Detail Devices Associated Sites Appliances Call Entry Delivery History Event History Work Orders Audit Log (55)

Percent Left: 80.00 Calculated Qty: 0 Desired Qty: 0.00 Driver: Customer A

Product: Propane Substitute: Spcl Price: 1.3000 Lock Price: Printed: No

Requested Date: 04/25/2016 Priority: Total: 0.00 Terms: Due on Receipt

Comments: Entered By: irelyadmin

Order Status: Generated Call in Date: 04/25/2016 Dispatched Date: Ticket Assigned: TMO-45



Note

Delivery Dispatching screen is obsolete in 16.1 version and higher.

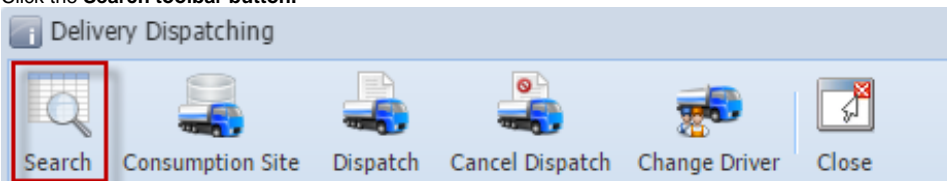
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Condition	From	To	Condition	From	To
Bulk Plant Location:			Route ID:		
Next Degree Day:	0	0	Requested Date:		
Dispatched Driver ID:			Item:		

Include: ☐ Will Calls ☐ Dispatched Calls

3. Click the **Search toolbar button**.



4. Select the consumption site record in the grid, and then click the **Change Driver toolbar button**. This will open the Search Driver screen.

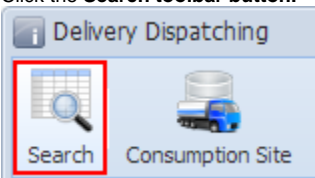


5. Search for the new driver, select it, and then click the **Open Selected toolbar button**.
 - a. In the grid **Delivery Dispatching grid area**, the **Driver ID** and **Driver Name** field of the selected record will be updated.
 - b. On **Consumption Sites > Call Entry tab**, the **Driver** field will also be updated.

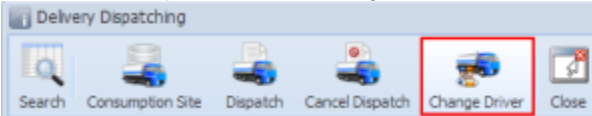
1. On the Menu panel, click the **Dispatch Deliveries menu**. This will open the **Delivery Dispatching screen**.
2. Filter the records in the grid using the fields in the **Selection Criteria panel**.

A screenshot of the 'Selection Criteria' panel. It contains two identical sets of filters. The first set includes: 'Bulk Plant Location' (dropdown), 'Condition' (dropdown), 'From' (text field), 'To' (text field), 'Route ID' (text field), 'Next Degree Day' (dropdown), 'Requested Date' (dropdown with calendar icon), and 'Dispatched Driver ID' (dropdown). The second set includes: 'Item' (dropdown). Below these are checkboxes for 'Will Calls' and 'Dispatched Calls'.

3. Click the **Search toolbar button**.



4. Select the consumption site record in the grid, and then click the **Change Driver toolbar button**. This will open the Search Driver screen.



5. Search for the new driver, select it, and then click the **Open Selected toolbar button**.
 - a. In the grid **Delivery Dispatching grid area**, the **Driver ID** and **Driver Name** field of the selected record will be updated.
 - b. On **Consumption Sites > Call Entry tab**, the **Driver** field will also be updated.