How to Change the Dispatch Driver

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

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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	То		Condition	From	То	
	Bulk Plant Location:	v	×	*	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.

Q				-	7
Search	Consumption Site	Dispatch	Cancel Dispatch	Change Driver	Close

- 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.

	Selection Criteria							
		Condition	From	То		Condition	From	То
	Bulk Plant Location:	*	~	~	Route ID:	~		
	Next Degree Day:	~			Requested Date:	~		
	Dispatched Driver ID:	~	~	~	Item:	~	×	~
	Include:	🔲 Will Calls	Dispatched Calls					
3.	Click the Sear	ch toolba	r button.					
	Delivery	y Dispat	ching					
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	Search (Consump	tion Site					

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

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Search	Consumption Site	Dispatch	Cancel Dispatch	Change Driver	Close

- 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.
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