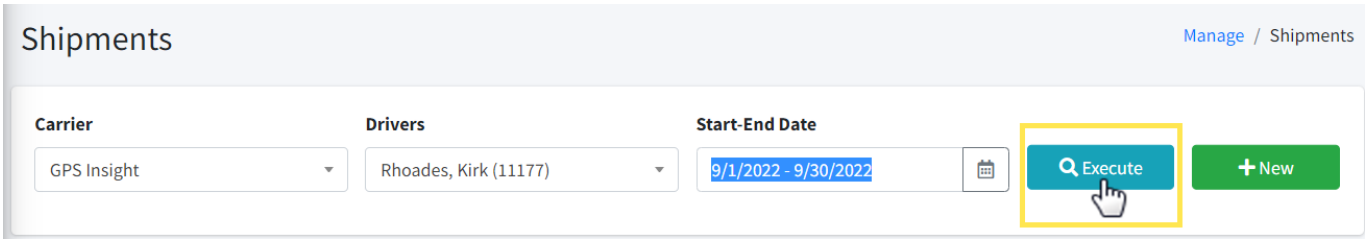
Managing Shipments

Link: https://help.wextelematics.com/docs/eld-complete-admin-reference-guide/managing-shipments/ Last Updated: January 24th, 2023

The Shipments feature allows dispatch or other internal or administrative users to schedule estimated delivery or pickups for their drivers. When shipments are scheduled and assigned to a driver, the driver is notified and can view all details of the trip, including scheduled deliveries and pickups. A Shipments report is also available to list previously scheduled shipments and their details.

Viewing Scheduled Shipments

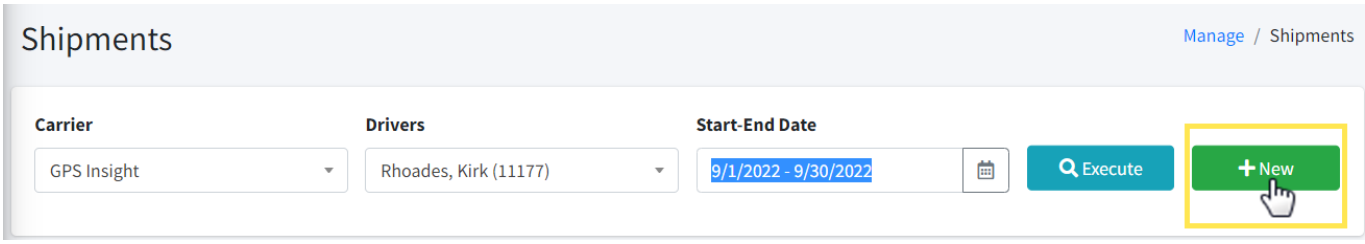
To view scheduled shipments:



1. In eDash, click the Shipments tab.
2. Select the appropriate company from the Carrier dropdown list.
3. Select the appropriate driver from the Drivers dropdown list.
4. Select the date range you would like to view from the calendar.
5. Once complete, click **Execute**.

Creating New Shipments

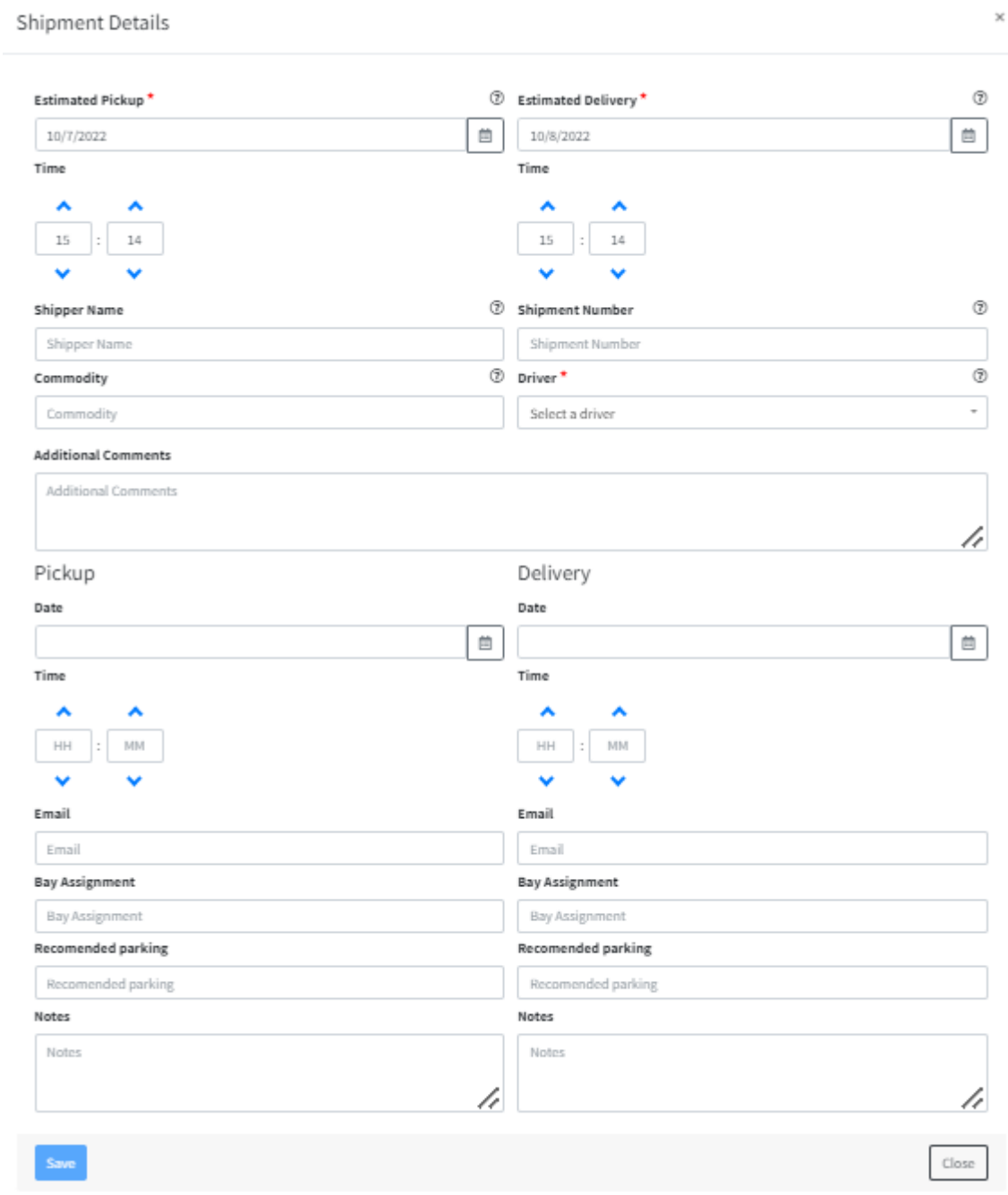
To create a new shipment:



1. In the Shipments tab, click **New**.

   The Shipment Details window will appear.

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2. Enter the appropriate information in the following required fields:

- Estimated Pickup (Date)
- Estimated Delivery (Date)
- Driver

1. From here, all additional fields are optional.
2. Once complete, click **Save**.

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