

3. Driver Check-In:

Delivery information may be entered by manifest, driver or individual freight bill, including date & time of delivery, receivers name, condition of freight at delivery or any comments regarding condition. Information regarding an individual freight bill may be entered more than once to reflect the current status of the freight or correct prior inaccurate information. Delivery status is displayed through function key 16 in the Freight Bill Inquiry Selection (option 41.)

00/00/00	TRUCKING INC
DRCKIN	Driver Check-In
Delivery Date. _____	
Manifest Number. _____	
Driver. _____	

The delivery date is required to check in freight bills.
 To status all bills on a manifest, key the manifest number and press **Enter**.
 To status all bills for a driver, key the driver name or number and press **F2**.
 To status bills individually, key the driver name or number and press **Enter**.

00/00/00 13:49:44	TRUCKING INC							
DRCKIN	Driver Check-In							
F2=Update Records								
F3=Exit No Update								
Manifest _____	Driver _____							
Ln Bill#	Signature	Status	Cond	Time In/Out	Date	Driver	Comment	S
01	_____	_____	_____	00:00 00:00	00/00/00	_____	_____	_____
02	_____	_____	_____	00:00 00:00	00/00/00	_____	_____	_____
03	_____	_____	_____	00:00 00:00	00/00/00	_____	_____	_____
04	_____	_____	_____	00:00 00:00	00/00/00	_____	_____	_____
05	_____	_____	_____	00:00 00:00	00/00/00	_____	_____	_____

Line Number: This field is used to UPDATE an entry that has already been made. To update an entry, highlight the line number and press F2.

Bill Number: This field is used when updating individual freight bills only. Key in the pro number and press F2. When updating a manifest, this number will automatically display and cannot be overridden. The numbers are assigned to the driver for delivery through the Create Delivery Manifest (option 31.)

Signature: This is a mandatory field. Key this from the delivery receipt that is turned in by the delivery driver. This is usually the name of the person who received and signed for the freight. For shipments to beyond carriers, this is used to enter the beyond carriers pro number which will automatically update the freight bill. To update the freight bill with the beyond carrier pro, the status must be INTER.

Status: Statuses are maintained in the Master Maintenance File and each company may be different. The most common statuses are:

- A = Agency Freight
- I = Interline Freight
- L = All Short
- D = Delivered
- P = Partial Delivery
- R = Refused Freight
- S = Returned to Shipper

Condition: If no entry is made here, the delivery Condition will default to “Clear.” The conditions are maintained in the Master Maintenance File and each company may be different. The most common statuses are:

- C = Clear Delivery
- D = Damaged
- F = To Fill Shortage
- O = Delivered Over
- P = Partial Delivery
- S = Delivered Short

Time In/Out: The time in and out must be entered in military time. For example: 5:00 PM is entered as 1700.

Date: The date will default to the date entered on the previous screen, but can be overridden here if necessary.

Driver: The driver will default to the driver entered on the previous screen. This field enables the user to enter a new driver without getting all the way out of the screen. However, to change the driver, it must be entered for each bill, otherwise it will default to the driver entered on the previous screen.

Comments: The system will prompt you enter a comment when certain Conditions are used. For example: when a shipment is statused as Delivered with a Condition of Short, you may choose to enter a comment of “1 short.”

S (Scratch Pad): Key any character in this field to enter a note on the scratch pad for a bill.