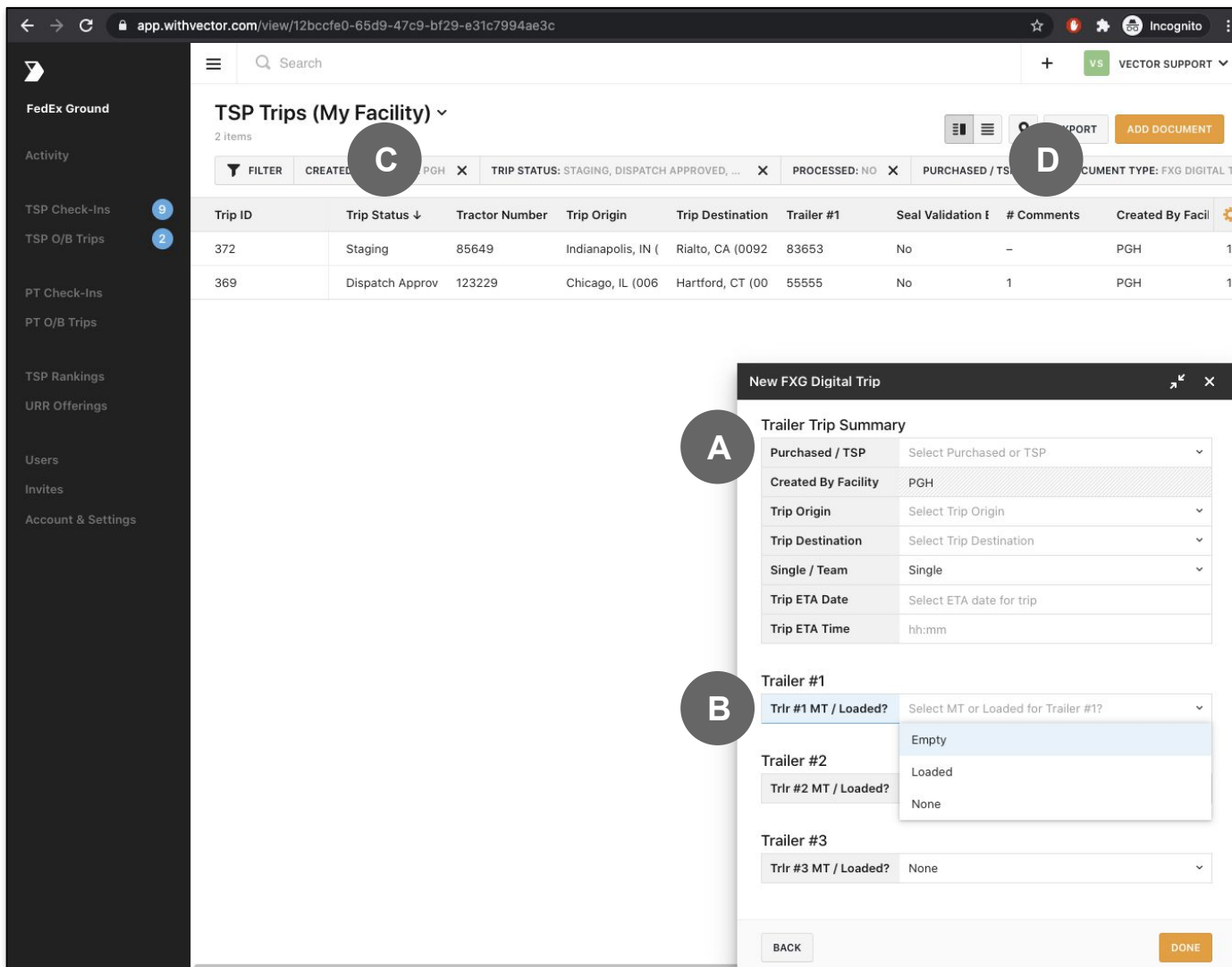


Click **ADD DOCUMENT** and select **FXG Digital Trip**. The trip creation panel will appear allowing creation of the dispatch record. Enter trip information and press **DONE** to add the trip to Vector (this will not send to a TSP or Purchased carrier). All Trips will appear in the **O/B Trips** sections (TSP or PT).



A PURCHASED/TSP: The form will ask for unique details (i.e. TMS Ref # or Tractor #) depending on selection. Ultimately, once assigned to the driver, the details entered here will be visible to the TSP or Purchased Carrier.

B TRAILER(S): Indicate if trailer(s) is Empty or Loaded.

- If **Loaded**, specify trailer, weight and seal number(s). Plus dolly information.
- If **Empty**, specify type of empty for the driver to dispatch with.

C TRIP STATUS:

- **Staging:** default status for newly created Trips
- **Proceed to Hook:** Once a driver check-in has been assigned to the Trip (TSP or PT)
- **Driver Hooked:** The driver has submitted hook information, but Linehaul validation is needed.
- **Dispatch Approved:** The driver has submitted hook information and has been auto-verified.

D COMMENTS: Indicates if TSP or PT personnel have added free-form messages from inside the app. Click into any Check-In or Trip under the Activity tab to view comments and send messages back.