

Driver Dispatch

Category: Daily Dispatch | Created: March 18, 2026 | Updated: September 01, 2026

How do I Dispatch Drivers?

The HaulWare dispatch system allows you to keep track of your current and past dispatches with easy color coded status visuals, driver notifications by text, email or good old print reports. Lets you know when you have your orders covered or how many more and of what type you need. Dispatch also assists in ticket entry by recalling what job/order the driver was dispatched to on that day. Another valuable tool is the Missing Ticket report which compares your dispatches to the tickets received highlighting any drivers that were dispatched but have not turned in tickets



Screen Location - Main Menu > Operations > Daily Dispatch

- Open the Dispatch screen by double clicking on the Daily Dispatch menu item.
- a. There are three tabs each displaying different views and information. Move between the tabs by selecting the tab.

Orders Tab

Daily Dispatch

Dispatch Date: 4/1/2015 Wednesday, April 01, 2015

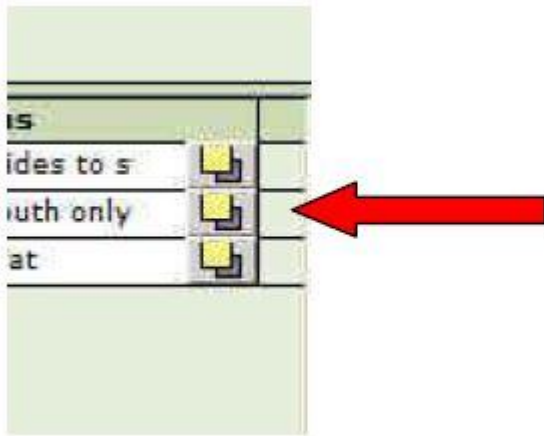
Orders Dispatch Summary

Order No	Job Name	PO No	From Location	Material	To Location	Trucks	Disptchd	Job No	Instructions
1099	Bob's Sept:Prison Annex Drainf		Sanitary Soil Supply	Clean Fill	Import County Prison Ar	1	0	1011	Do not give rides to s
1100	Hungerford:Horse Heaven Hills l		Sanderson Sand Sup	Crushed Gravel	Horse Heaven Hi	5	0	1021	Enter from south only
1101	Henderson :Pitman Wash Dredgi		Pitman Wash	Sludge	Sludge Dump	10	0	1006	Seagull habitat

Order Count: 3 16 0 16 Needed

Print Done

1. Dispatch Date – The dispatch date will default to today's date upon open. To change the date you want to work with use the calendar or the drop down menu.
2. All the Orders for the selected date will be displayed showing
3. Order Number
4. Job Name
5. PO Number
6. From Location
7. Commodity
8. To Location
9. Trucks Ordered
10. Trucks Dispatched
11. Job Number
12. Order Instructions
13. Additional Order instructions can be viewed or added by opening the sticky note icon at the right of the order line.



1. The Order that has focus is highlighted in yellow. This is the first order that will be displayed on the next tab. Click on the order number to change which Order has focus or click the file folder to open the order.



Dispatch Tab

Seq	Start	Driver	Type	Truck #	Type	Loads	End	Comment
Order: 1099 Instructions: Do not give rides to strangers! Customer: Bob's Septic Service Job: Prison Annex Drainfields From: Sanitary Soil Supply To: County Prison Annex Alert: PO No.: PO1011 Commodity: Clean Fill Import Trucks Ordered: 1 Truck Type: End Dump Pay: Company Driver Subcontractor Company Hourly: POR 100 NO FSC ON \$7.47/Tons Custom: Custom Information User defined value:								

Add Dispatch

Notify Drivers

1 Needed

1. The Order that had focus on the Orders tab will be displayed by default. To change the Order you want to work with select it from the Order drop down in the upper left.
2. Pay - The Driver Types and Pay types/rates that were selected and setup in the Job file or on the order are displayed for reference.
3. Custom - User defined custom fields of information are also displayed. These can be added to the Orders on the Custom Fields Tab.
4. To work with two orders at once, you can split the screen with the button at the upper right. Select the split button again to return to a single Order view.



Pay	Company Driver	Company Hourly
	Subcontractor	POR 100 NO FSC ON \$7.47/Tons

Custom	Custom Information	User defined value

Loads	End	Comment

1. Add Dispatch
2. Select the Add Dispatch button to select a Driver to dispatch on the Order.
3. Use the Driver/Sub drop down to select the driver or select the Pencil icon to add a new driver record on the fly.
4. Enter the number of trucks
5. The Truck type is defaulted from the Order but can be overridden if needed.
6. The Truck number will be defaulted from the Driver file if the selected driver is associated with a piece of equipment in the driver file. (Company Drivers Only). Subcontractor truck numbers are entered on the next tab - Summary
7. Start time is also defaulted from the Order if populated and can also be overridden.
8. Number of loads expected per truck and Hours per load are entered to calculate the End time.

9. Dispatch and Notify
10. This button will record the dispatch to the selected Driver and also send out a notification to the Driver. The Drivers method of notification can be by Text, Email or None. The settings for Driver Dispatch Notification are completed in the Driver file.
11. Dispatch
12. This button will record the dispatch only. The notification can be sent later or not at all.

Add Dispatch

Driver/Sub Hankins Transportation Services, Inc. (360) 241-7466

Trucks Truck Type Truck No.

Start Time Loads per Truck Hours/Load End Time

Comment

Cancel **Dispatch and Notify** **Dispatch**

1. Place your cursor over any dispatch and Right click with the mouse to manually advance the status or edit the dispatch

2.

t	Driver	Type	Truck #	Type	Loads
0	Hankins Transportation Services, Inc.	Subcontractor		End	1
0	Tri-State Trucking	Subcontractor		End	1

- Driver/Sub Notified
 - Driver/Sub Confirmed
 - Driver/Sub Declined
 - On Alert
 - Clear Status
 - Edit Dispatch

Summary Tab

Daily Dispatch

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Orders Dispatch Summary

Driver	Type	Truck #	Type	Start	Loads	End	Order No	Job No	Job Name	Dispatch Comment
Hankins Transportation Se	Subcontractor		End	00:00	1	01:00	1099	1011	Prison Annex Drainfields	These guys are fast!
Tri-State Trucking	Subcontractor		End	00:00		01:00	1099	1011	Prison Annex Drainfields	
Vasquez Trucking	Subcontractor		End	06:00		112:00	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:00		112:00	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:05		112:05	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:05		112:05	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:10		112:10	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:10		112:10	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:15		112:15	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:15		112:15	1101	1006	Pitman Wash Dredging	
Vasquez Trucking	Subcontractor		End	06:20		112:20	1101	1006	Pitman Wash Dredging	
Trujillo Henry J	Company Driver	505	End	07:00		108:00	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:00		212:30	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:02		212:32	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:02		212:32	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:04		212:34	1100	1021	Horse Heaven Hills Utility	
Freehorn Thomas T	Company Driver		End	06:20		107:20	1101	1006	Pitman Wash Dredging	

Driver Count: 17

Dispatched Drivers/Subs Available Drivers/Subs

Print Done

1. The Summary tab is the overview of all the dispatches for the day. The color coding shows the current status of the dispatch. Status can be advanced manually with the right-click function or will be advanced by the system when using Notifications.
2. Blue - Driver Notified
3. Green - Driver has confirmed
4. Red - Driver has declined
5. Column filters can be used to change the view

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Trujillo Henry J	Company Driver	505	End	07:00		108:00	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:00		212:30	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:02		212:32	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:02		212:32	1100	1021	Horse Heaven Hills Utility	
Tri-State Trucking	Subcontractor		End	07:04		212:34	1100	1021	Horse Heaven Hills Utility	