

Operations Workflow

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The HaulWare workflow begins here.

1. Create a [Job](#) or an [Order](#) to define your customer rates and driver pay.
2. Enter [Tickets](#) against those Jobs or Orders.
3. [Create Settlements](#) and [Create Invoices](#).

Bids - Optional - Create a bid to print or email a quote your customer or prospect on your rates for materials and services. Bids may be converted to Jobs if desired.

Jobs - Jobs are the foundation of HaulWare. They define the rates you charge to your customers, and how you will be paying your drivers. Jobs may have one or more lines for multiple commodities, equipment types, or services where rates may be different. Daily orders may be created from these job lines to be dispatched to your drivers. [Tickets](#) are then be entered against these jobs or orders that can then be used to [Create Settlements](#) for your drivers, and [Create Invoices](#) to your customers.

Orders - For work that is being done in a single day, you may skip setting up a Job and instead set up an order. Orders are like a job line, defining the customer rate and type of driver pay for a single service or commodity. Daily Orders are NOT included with Job Cost reports so if you wish to analyze this information, you will need to enter it into the Job Entry instead.

Daily Dispatch - Optional - Although this is not required, drivers and subcontractors may be dispatched by text or email, and then confirm their dispatch online, with real-time updates back to HaulWare. (Smart phones are required.) Dispatching your drivers will also help you determine if you are missing any tickets in case a driver was dispatched but never submitted any tickets.

