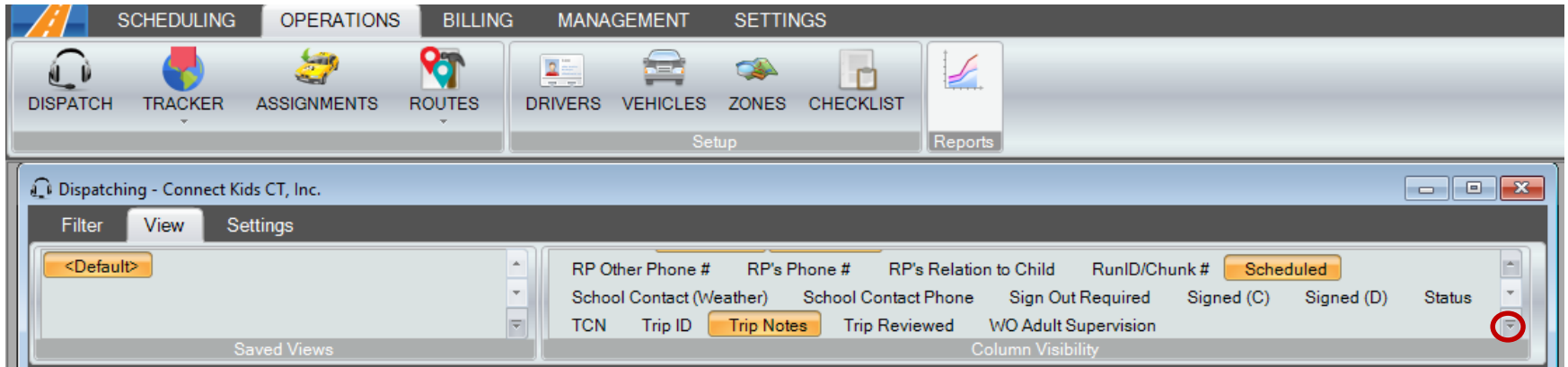
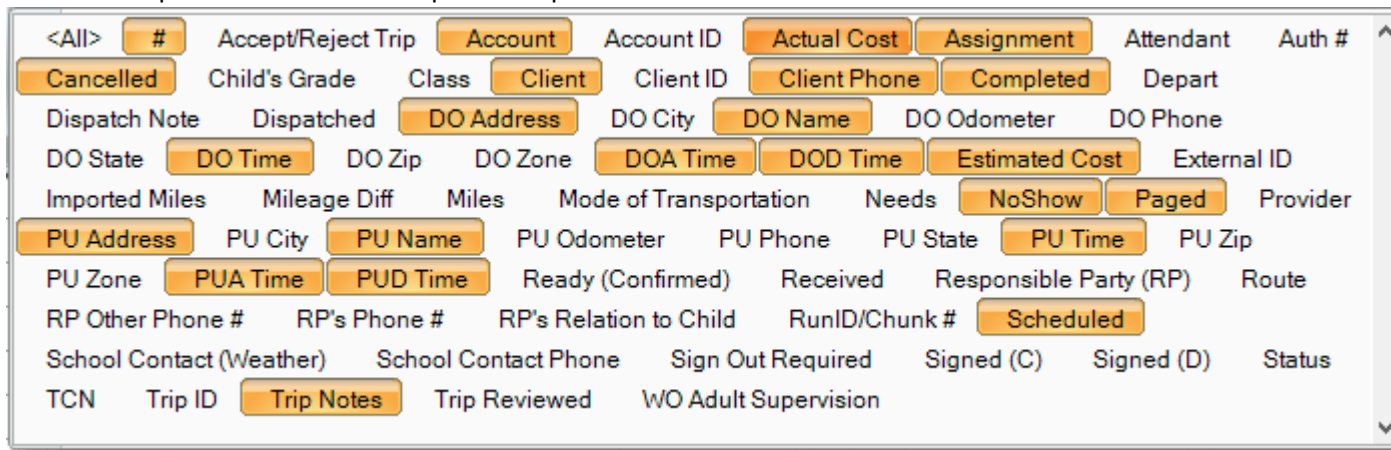


To add new columns to the dispatch screen in Routing Box:

1. Sign into the program on your lap top or PC
2. Select the Operations tab, followed by the Dispatch icon
3. On the Dispatch window, click the View tab

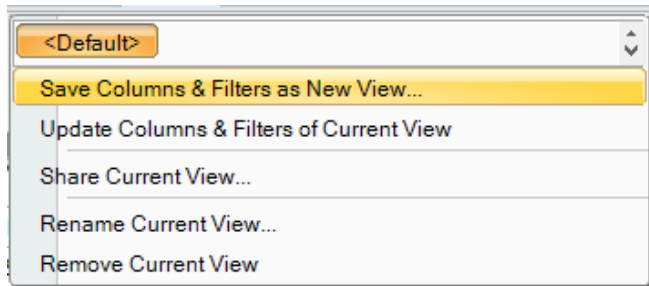


4. Select the expand arrow to view all possible options

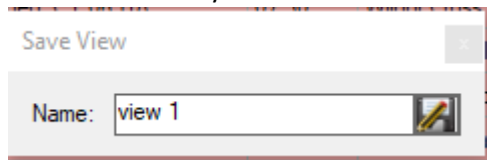


5. Select the following fields to add to enhance the Dispatch view:  
Actual Cost, DOA Time, DOD Time, Estimated Cost, PUA Time, and PUD Time
6. Drag and drop the columns so they are in an order conducive to your work flow

7. Select the expand arrow in the saved views to open the view menu, click Save Columns & Filters as New View



8. Enter a name for your view and click the save icon.



9. Click the Filter tab followed by the refresh tab.

10. The dispatch screen will now include the added fields, which can be dragged and dropped to any desired location within the dispatching grid.

RoutingBox (Kabs 4 Kidz, LLC) - [Dispatching - Kabs 4 Kidz, LLC]

#	N	PU Time	PU Name	PUA T...	PUD T...	PU Address	DO Time	DO Name	DOA T...	DOD ...	DO Address	S	C	X	N	Account	Actual Cost	Estimated Cost	Accept/Reject ...
1		11:35	PU			137 Washington Ave, West Haven, CT 06516	11:44	DO	11:58	12:23	103 Hallock Ave, New Haven, CT 06519	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABH			Accepted
2		08:30	Primary			55 Fairlane Dr, Shelton, CT 06484	08:50	Long Hill School	08:58	09:27	565 Long Hill Ave, Shelton, CT 06484	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABH			Accepted
3		08:25	Primary	08:17		225 Judwin Ave, New Haven, CT 06515	08:44	Sunnyside School	08:50	09:23	418 River Rd, Shelton, CT 06484	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABH			Accepted
4		07:40	Primary			1 Rolling Hills Dr, Seymour, CT 06483	08:37	Bunnell High School			1 Bulldog Blvd, Stratford, CT 06614	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABH			Accepted
5		18:00	PU	18:12	18:12	59 Devonshire Rd, Milford, CT 06460	18:31	Primary			1 Rolling Hills Dr, Seymour, CT 06483	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABH			Accepted
6		18:00	PU	18:02	18:09	1 Postive Pl, Shelton, CT 06484	18:23	DO	18:31	18:47	225 Judwin Ave, New Haven, CT 06515	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABH			Accepted
7		18:00	PU	18:03	18:09	1 Postive Pl, Shelton, CT 06484	18:17	Primary	18:31	18:47	225 Judwin Ave, New Haven, CT 06515	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABH			Accepted

The new columns in the grid will display the pickup arrival time and pick up departure time (PUA and PUD), the drop off arrival time and drop off departure time (DOA and DOD) the estimated and actual costs of the trips. These added fields can be used to show missed app actions. A blank PUA, PUD, DOA or DOD field means that the driver did not perform the designated function through the app.