

# Chapter 4.21: Drivers Manifest Codes

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## Introduction

The *Drivers Manifest Codes* feature (also sometimes called Bill of Lading) is a document that allows you to list the contents of a Truck. It is used mainly in the propane industry which requires more regulation for the contents of its trucks. Go to *Tools > Drivers Manifest Codes* to begin the setup of these codes.

Route Manager comes with a default drivers manifest layout that can be modified slightly. However, if you need a custom manifest, please contact our Support team to discuss creating an enhancement for a custom delivery manifest layout.

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## Setup

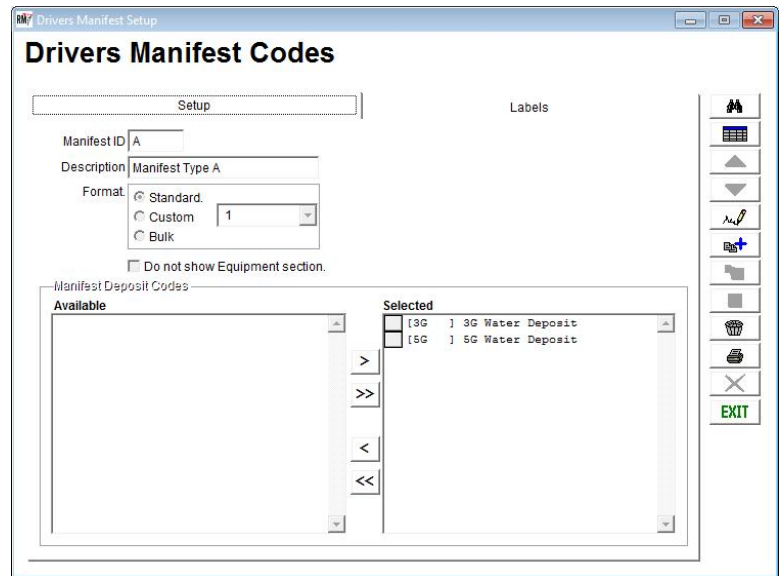
There are a few items that are required to be setup in order to utilize the Driver Manifest Printouts. These include:

- Setting up the Driver Manifest
- Customizing the Driver Manifest Header
- Assigning the Driver Manifest to Routes

In this section, we'll discuss each of these steps.

### Setup Tab

The *Setup* tab allows you to setup the *Manifest ID(s)* that will be used by the drivers for the delivery. Navigate to *Tools > Driver Manifest Codes* to enter/modify Driver Manifests. If you require different layouts for different trucks/routes, you can make multiple Manifest ID's.



## Fields

**Manifest ID:** This will be the way each ID will be identified

**Description:** Enter a description for each ID entered.

**Format:** Select one of the options provided as the format

- ▶ Standard
- ▶ Custom
- ▶ Bulk


**Do not show Equipment section:** Select this option if you do not wish to show the equipment section


## Manifest Deposit Codes


**Available:** The available products with manifest deposit code capability.

**Selected:** The products selected for this Manifest ID

Use the directional buttons located between the Available and Selected boxes to add and remove products.

 **Single Right Arrow:** Use this button to move one or more items from the Available box to the Selected box.

 **Double Right Arrow:** Use this button to move all items from the Available box to the Selected box.

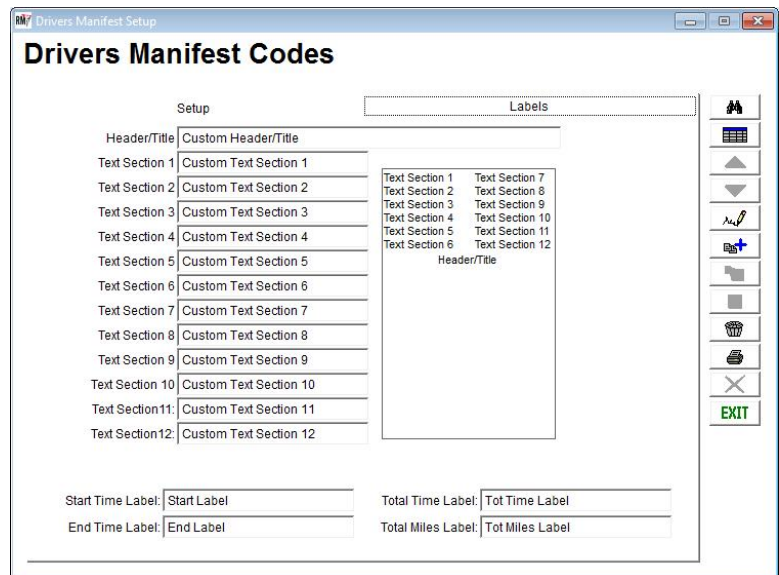
 **Single Left Arrow:** Use this button to move one or multiple items to from the Selected box to the Available box.



**Double Left Arrow:** Use this button to move all items from the Selected box to the Available box.

## Labels Tab

The *Labels* tab allows you to setup the manifest labels that appear on the header of printed manifest. You can use the example on the right of the screen to see where the custom labels will be printed.



The screenshot shows the 'Drivers Manifest Codes' window with the 'Labels' tab selected. The window is divided into two main sections: 'Setup' and 'Labels'.

**Setup Section:**

- Header/Title: Custom Header/Title
- Text Section 1: Custom Text Section 1
- Text Section 2: Custom Text Section 2
- Text Section 3: Custom Text Section 3
- Text Section 4: Custom Text Section 4
- Text Section 5: Custom Text Section 5
- Text Section 6: Custom Text Section 6
- Text Section 7: Custom Text Section 7
- Text Section 8: Custom Text Section 8
- Text Section 9: Custom Text Section 9
- Text Section 10: Custom Text Section 10
- Text Section 11: Custom Text Section 11
- Text Section 12: Custom Text Section 12

**Labels Section:**

This section shows a preview of the manifest header layout. It includes a grid for text sections:

Text Section 1	Text Section 7
Text Section 2	Text Section 8
Text Section 3	Text Section 9
Text Section 4	Text Section 10
Text Section 5	Text Section 11
Text Section 6	Text Section 12

Below the grid, the 'Header/Title' field is shown. At the bottom of the window, there are four additional input fields:

- Start Time Label: Start Label
- Total Time Label: Tot Time Label
- End Time Label: End Label
- Total Miles Label: Tot Miles Label

## Fields

**Header/Title:** Enter the header of the manifest in this field notice it will show up at the bottom of the text sections.

**Text Section[s] 1-12:** Enter the text required for the manifest. Typically these will contain emergency contact numbers, company info, product info, etc.

**Start Time Label:** This field will contain the start time of the delivery.

**End Time Label:** This field will contain the end time of the delivery.

**Total Time Label:** This field will contain the total time, calculated from the start and end times.

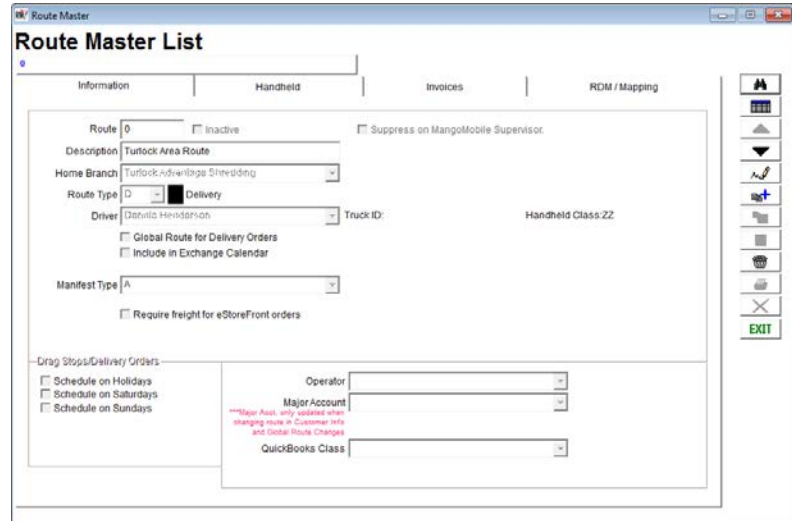
**Total Miles Label:** This field will contain the total miles traveled.

This will be created for each Manifest ID you would like to have in the system. Different labels would be used for different levels of hazardous materials, required documentation products, etc.

## Route Master

After you created the Manifest ID and setup their layout, you'll need to assign each Route that requires a Drivers Manifest to a Driver Manifest ID.

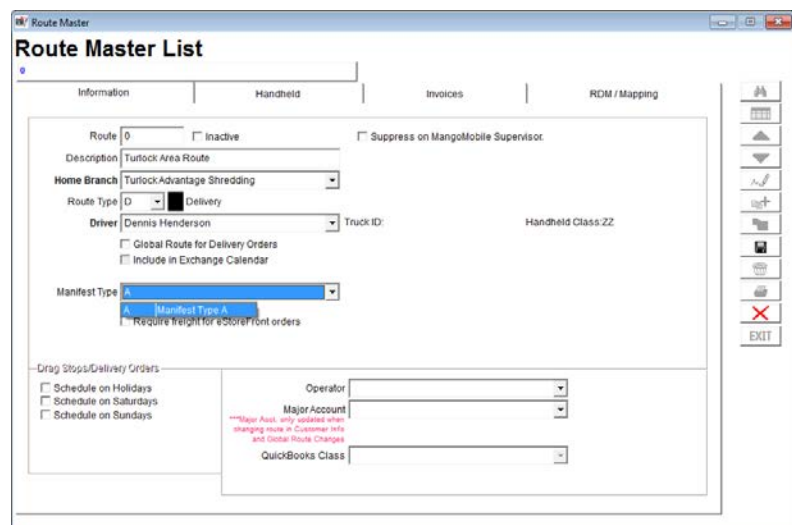
Navigate to the Lists > Routes > Route Master screen, as shown below:



The screenshot shows the 'Route Master List' window with the following details:

- Route: 0  Inactive  Suppress on MangoMobile Supervisor
- Description: Turlock Area Route
- Home Branch: Turlock-Advantage Shredding
- Route Type: D  Delivery
- Driver: Dennis Henderson  Global Route for Delivery Orders  Include in Exchange Calendar
- Truck ID: Handheld Class:ZZ
- Manifest Type: A  Require freight for eStoreFront orders
- Drag Stops/Delivery Orders:
  - Schedule on Holidays
  - Schedule on Saturdays
  - Schedule on Sundays
- Operator:
- Major Account:
- QuickBooks Class:

Select the Modify option, and under the Driver Manifest dropdown, select the appropriate Driver Manifest ID that applies to this Route.



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- Truck ID: Handheld Class:ZZ
- Manifest Type: A Manifest Type A  Require freight for eStoreFront orders
- Drag Stops/Delivery Orders:
  - Schedule on Holidays
  - Schedule on Saturdays
  - Schedule on Sundays
- Operator:
- Major Account:
- QuickBooks Class:

Repeat this for any other routes that also require a Drier Manifest.

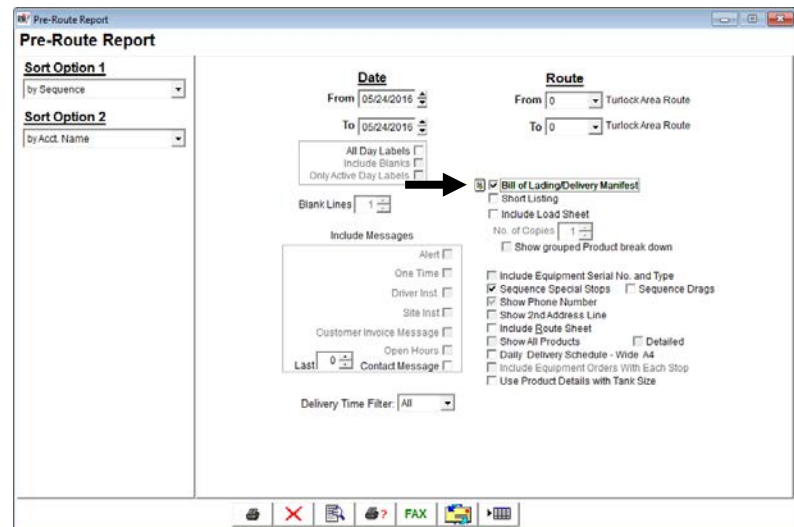
## Daily Use

Once you have all your Driver Manifest ID's entered in the system and assigned to the appropriate Routes, you'll be ready to print the Driver Manifests.

You can print the manifest from two different area's of the program. If you already print Pre-Route Reports for each route, you can simply check a box to also include the Bill of Lading/Delivery Manifest. Otherwise, you can go to the Drivers Manifest report option under the Route menu.

## Pre-Route Report

When printing Pre-Route reports, simply click the *Bill of Lading/Delivery Manifest* box prior to printing. This will include a copy of the Delivery Manifest for each route. Navigate to: Route > Pre-Route Reports:



## Delivery Manifest Report

If you do not print Pre-Route Reports, and wish to only print the Delivery Manifests, navigate to the *Route > Drivers Manifest* screen.

Enter the Date Range and Route Range for the routes that you wish to print a Driver Manifest for, and select the print option.

Driver's Manifest

**Sort Option 1**  
by Sequence

**Sort Option 2**  
by Act. Name

**Date**  
From 05/24/2016  
To 05/24/2016

**Route**  
From 0 Turlock Area Route  
To 0 Turlock Area Route

Print X Print ? FAX Print

# Example Bill of Lading/Delivery Manifest Report:

Below is an example of the default Drivers Manifest layout.

Page 1

Custom Text Section 1	Route 0	Custom Text Section 7
Custom Text Section 2	Page 1 of 2	Custom Text Section 8
Custom Text Section 3		Custom Text Section 9
Custom Text Section 4		Custom Text Section 10
Custom Text Section 5		Custom Text Section 11
Custom Text Section 6		Custom Text Section 12

**Custom Header/Title**

**Shipper's Certification:** This is to certify that the above named materials are properly identified, described, packaged, marked and labeled, and in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signature of Certification \_\_\_\_\_ Date \_\_\_\_\_ Odorization \_\_\_\_\_ Start Label \_\_\_\_\_  
 Verified \_\_\_\_\_ End Label \_\_\_\_\_

Truck # \_\_\_\_\_ Beg. Odometer Reading \_\_\_\_\_ End Odometer Reading \_\_\_\_\_ Tot Miles Label \_\_\_\_\_

Seq	Acc #	Customer	Invoice #	Payments			3G Water Deposit			SG Water Deposit			Other		
				Received	Deliv	PIU	Deliv	PIU	Size	Deliv	PIU				
1	000020	MOHINDER SPORTS	019408												
2	000019	SANTOS FABRICATION STOP 2	019409												
3	000019	SANTOS FABRICATION STOP 3	019410												
4	001391	JOES MARINE	019411												
5	001399	THE TIRE SHOP	019412												
6	000010	ADVANTAGE ROUTE SYSTEMS, INC.	019413												
7	000019	SANTOS FABRICATION	019414												
8	000026	CALIFORNIA DAIRIES	019415												
9	000023	PERKO'S CAFE	019416												
10	000025	STARBUCKS	019417												
11	000022	COSMOPROF	019418												
12	000021	AMERICAN TOWER CORPORATION	019419												
13	001454	NEW PERSON 01	019420												
14	001334	TEST DEPOSITS	019421												
15	001457	MARCH TEST ACCT 1	019422												
16	000517	SPEEDEE MART C #112	019423												
17	000049	BIG DOGS HOSPITALITY GROUP	019424												
18	001351	MINI MART	019425												
19	001335	THE FLOWER SHOP	019426												
20	001389	DOG GROOMERS R US	019427												
21	001455	NEW CUST 02	019428												
22	001458	MARCH TEST ACCT 2	019429												
23	001459	MARCH TEST ACCT 3	019430												
24	001459	MARCH TEST ACCT 3	019431												
25	001456	NEW CUST 03	019432												
26	001456	NEW CUST 03	019433												
27															
28															
29															
30															
31															

Custom Text Section 1	Route 0	Custom Text Section 7
Custom Text Section 2	Page 2 of 2	Custom Text Section 8
Custom Text Section 3		Custom Text Section 9
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Signature of Certification \_\_\_\_\_ Date \_\_\_\_\_ Odorization \_\_\_\_\_ Verified \_\_\_\_\_ Start Label \_\_\_\_\_ End Label \_\_\_\_\_

Truck # \_\_\_\_\_ Beg. Odometer Reading \_\_\_\_\_ End Odometer Reading \_\_\_\_\_ Tot Miles Label \_\_\_\_\_

Seq	Acct #	Customer	Invoice #	Payments		3G Water Deposit		5G Water Deposit		Other	
				Received		Deliv	P/U	Deliv	P/U	Size	Deliv
<b>COLUMN TOTALS</b>											
				Begin Inventory (Full)	3G		5G				?
				Minus # Delivered	minus		minus				minus
				Equals Full Remaining	=		=				=
				Plus # of Empiles Returned	plus		plus				plus
				Total # Accounted For	=		=				=

**EQUIPMENT DELIVERED & PICKED UP**

Acct #	Serial #	Action		Rack Size	Rate	Frequency
		Delivered	Picked Up		Y N \$	
		Delivered	Picked Up		Y N \$	
		Delivered	Picked Up		Y N \$	
		Delivered	Picked Up		Y N \$	
		Delivered	Picked Up		Y N \$	

PAYMENT TOTAL RECEIVED FROM DRIVER \$ \_\_\_\_\_ Amount \_\_\_\_\_ CSR or Manager Signature \_\_\_\_\_

## Summary

The *Drivers Manifest Codes* function is a helpful tool for the varying rules and regulations in the transportation industry. Route Manager allows you to provide required documentation through this simple function. If you have any questions regarding this feature or its usage, please contact Advantage Route Systems.



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**Advantage Route Systems, Inc.**

3201 Liberty Square Parkway

Turlock, CA 95380 USA

Phone: 1.209.632.1122

Web Site: [www.AdvantageRS.com](http://www.AdvantageRS.com)

Email: [info@AdvantageRS.com](mailto:info@AdvantageRS.com)

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