Qualcomm Macro Instruction

Accepting and starting Trip

1. When your dispatch comes out. It will come out in reverse order. "Load Header" at the bottom. Then your pickups above it (line for each pickup). Then your drops above it (line for each drop).

★ 2	Del	ete All
! 🔿 O# 120144 MSC 2_ / 2 SUMM	07/24/18 02:06 PM	L.
LOAD HEADER* ORDER# 120144	07/24/18 02:06 PM	
* 🔿 O# 120144 MSC 1_ / 2 SUMM	07/24/18 02:06 PM	
* 🔿 O# 120144 DRP 2_ / 2 VICT	07/24/18 02:06 PM	
1 DAYROLL UPDATE	08/03/18 02:22 PM	
		1

2. You will open the "Load Header" up. This will give you your order number/trip number, # of stops, driver ID, Loaded Miles, Empty miles and brief summary of the shipper. You will then hit "Reply"

07/24/18 02:06 PM 5 / 9	
LOAD HEADER ORDER# 120144 TOTAL STOPS: 2 DRV ID: UNKNOWN REPLY TO THIS MESSAGE WHEN YOU START YOUR DEADHEAD. LD MILES: 356 MT MILES: 0 PLANNED MT TRL# UNKNOWN	
PLANNED LD TRL# UNKNOWN_ Reply Delete	Back

3. When you hit reply, it will pull the "Begin Trip" macro up. This has to be done by using the reply button, so it embeds the order number into the reply. You will fill in your fuel tank level – 0 being empty, 4 being half, 8 being full. Then you will enter your trailer number. This trailer number will be the one that you currently have. If you do not have a trailer number, then enter "NONE". DO NOT ENTER ANYTHING OTHER THAN A TRAILER NUMBER OR NONE. Then "SEND" the macro in. This will start you on the trip and send you out a fuel solution and a route solution. The route solution is routed the same way you are being dispatched.



Arriving and Departing Shipper

1. When you arrive at your pickup(s). You will pull the corresponding line item up. This code be a "Live Load or Preload trailer" – example 1 or a "Misc." pickup example 2. If you are picking up a dropped trailer that another driver loaded. That is when you get the "Misc." stop.



- 2. In either case you will reply to this same line item twice. Once on arrival and once on departure. The macro has to be a reply to embed the order number into the macro and update the system correctly.
- 3. The system will pull up either the "Picking Up" macro or the "Misc. Stop" macro. The system will know which one to use when you hit reply.
- 4. You will then select either "A" for arriving or "D" for Departing. If you are arriving, you will not need to fill anything else out. If you are departing you will need to enter BOL, pieces, weight & the trailer number you are departing with. Example 1 & 2 is "Picking Up" Example 3 is "Misc. Stop"

Reply To: O# 122010 PUP 1_ / 6 KIMB Change Ma	cro
<pre>** PICKING UP ** DONT SEND THIS UNLESS YOU JUST HIT REPLY TO A 'PICKUP STOP' MESSAGE. (A, D) A=ARRIVING, D=DEPARTING A ces </pre>	
Cancel Clear Se	nd
Reply To: O# 122010_PUP 1_/6KIME Change Man	cro
(A,D) A=ARRIVING, D=DEPARTING BOL Pieces Weight IF ARRIVING, LEAVE THE REST BLANK.	< = +
Cancel Clear Se	nd
Reply To: O# 120144MSC 1_ / 2 SUMM Change Ma	cro
** AT MISC STOP ** DONT SEND THIS UNLESS YOU JUST HIT REPLY TO A 'MISC STOP' MESSAGE. (A,D) A=ARRIVING, D=DEPARTING IF ARRIVING, LEAVE THE REST BLANK. TRL#	The second secon
Cancel Clear Se	end

5. Once filled out you hit send. This will update the dispatch system with your arrival and departure times and keep dispatch from having to do it. If the macros are done as close to real time as possible. It will keep the Load Monitoring Board up to date and not have dispatch chasing you because they think you are late.

1. You will get a line item for each stop on the load. In the example load there are a total of 6 stops. 1 Pickup & 5 deliveries. You will reply to each line item twice. On this particular example you will have a total of 12 replies that will be sent in.

! 🖂 O# 122010 DRP 4_ / 6 UNIT	08/08/18 09:10 AM	
! 🖂 O# 122010 DRP 3_ / 6 CPM	08/08/18 09:10 AM	
! 🖂 O# 122010 DRP 2_ / 6 CENT	08/08/18 09:10 AM	
! 🖂 O# 122010 PUP 1_ / 6 KIMB	08/08/18 09:10 AM	
LOAD HEADER* ORDER# 122010	08/08/18 09:10 AM	K
	Del	ete All

2. When you get to each receiver, you will reply twice to that particular line item. Example we opened stop 6. We will reply to this stop on arriving and departing. Click the reply button and it will open the macro for "Dropping Off"

0# 122010 DRP		BS FACILITY	-
REPLY TO THIS M	DROP *** ESSAGE TWICE		
ARRIVE AT THIS	STOP, AND WHE		
EVENT: LIVE UNL	OAD		
COMPANY ID: ABS	CORTRL#		-

3. On arriving you just select "A" for arriving and send the macro in. If you are departing, you will need to fill in the name of the receiver that signed the bills. If you are empty, you will need to select "Y" for empty. This sends an individual message to the dispatcher that "Joe" is empty.



4. The system will then send you back macro #7 – Van Equipment. Fill it out and send it back in. Even if you do not have any Van Equipment on the trailer. Fill it out with "0". That way Operations knows for sure that you do not have any Van Equipment.

