



SSO Logistics Ltd
Safe, Secure, On-time



Truckcom XT

User Instructions

Safe, Secure, On-time

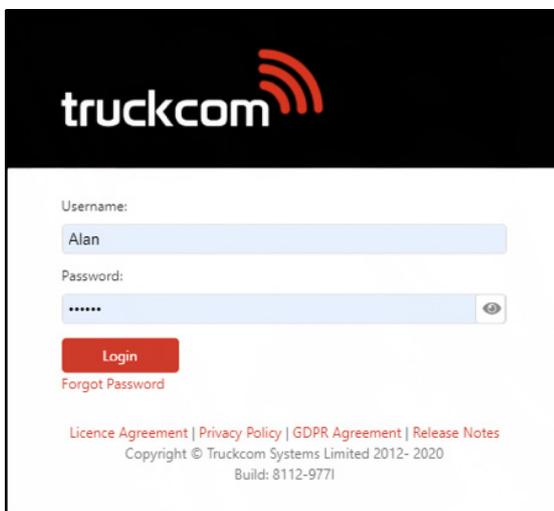
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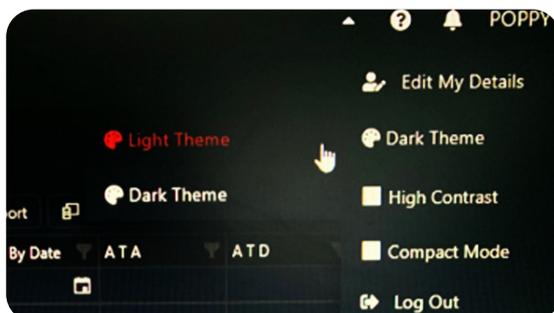


Booking Guide

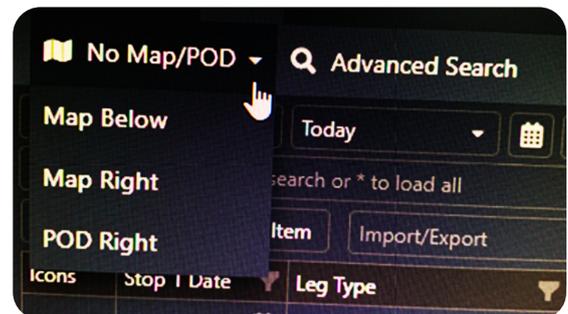
1. Always use the 'Chrome' web browser to operate Truckcom XT.
2. Log onto <https://sso.xtalpha.truckcom.net/> via Chrome.
3. Enter your username and log on details as per the screenshot below.



4. This will take you to the 'Jobs' tab where you can view current jobs booked, progress and historical PODS. You have the option to view the jobs screen in either 'light theme' or 'dark theme' according to your preferences. To enable this option click your username on the top right hand pane of the jobs screen then select either 'light theme' or 'dark theme', this will default each time you open the program.



5. The next step is to choose if you want the 'Map' view or 'POD' view or just the **standard job** view. The **Map view** is useful for job inputting users so they can pinpoint delivery locations on a map, the **POD view** is useful for back office users checking deliveries and signatures. Please note that using the mapping function can use a lot of processing power of your PC so please only use if required. To enable these options, navigate to the top left hand tab marked 'NOMAP/POD' and select the view you want. As with the previous section this will save and become a default view each time you open the program.



6. **Understanding the icons...** Truckcom XT uses coloured icons in the first column to the left, these are to quickly identify the service you have chosen when booking the job onto our system, please see a list of icons below and their meaning:

ST	STANDARD	Order booked by 11:30 hrs day 1 - collect day 1 - deliver day 2 or 3 between 09:00-16:30 hrs
PR	PRIORITY	Order booked by 11:30 hrs day 1 - collect day 1 - deliver day 2 between 09:00-16:30 hrs
AM	PRIORITY AM	Order booked by 11:30 hrs day 1 - collect day 1 - deliver day 2 between 09:00-12:00 hrs
AM	STANDARD AM	Order booked by 11:30 hrs day 1 - collect day 1 - deliver day 2 or 3 between 09:00-12:00 hrs
TD	PRIORITY TIMED	Order booked by 11:30 hrs day 1 - collect day 1 - deliver day 2 at a specific time between 10:00-16:00 hrs
10	PRIORITY 10	Order booked by 11:30 hrs day 1 - collect day 1 - deliver day 2 before 10:00
🕒	SET DAY TIMED	Order booked by 11:30 hrs Day 1 - Collect Day 1 - Upto 3 days into the future on a set day between 09:00-16:30 hrs
SD	STANDARD SET DAY BOOKED	Order booked by 11:30 hrs Day 1 - Upto 3 Days into the future on a set day between 09:00-16:30 hrs
LG	LOAD AND GO	Order booked by 11:30 hrs day 1 - collect day 1 and deliver day 1
AM	SATURDAY AM STANDARD	Order booked by 11:30 hrs Day 1 - Collect Day 1 - deliver Saturday between 09:00-12:00 hrs
TD	SATURDAY PRIORITY TIMED	Order booked by 11:30 hrs Day 1 - Collect Day 1 - deliver Saturday at a specific time between 10:00-16:00 hrs

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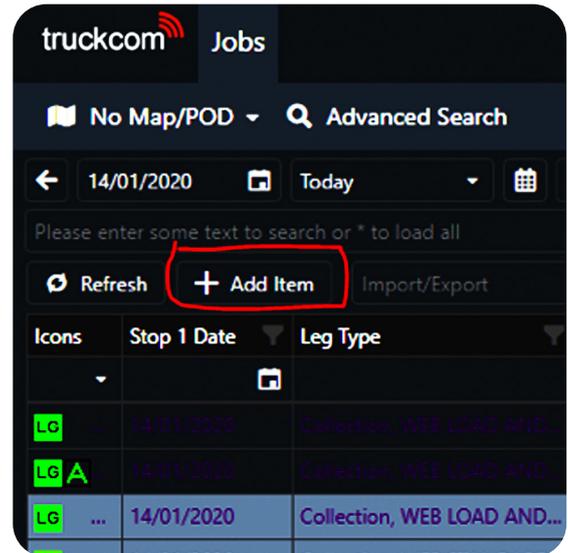


7. Please see list of meanings for columns in Truckcom from left to right:

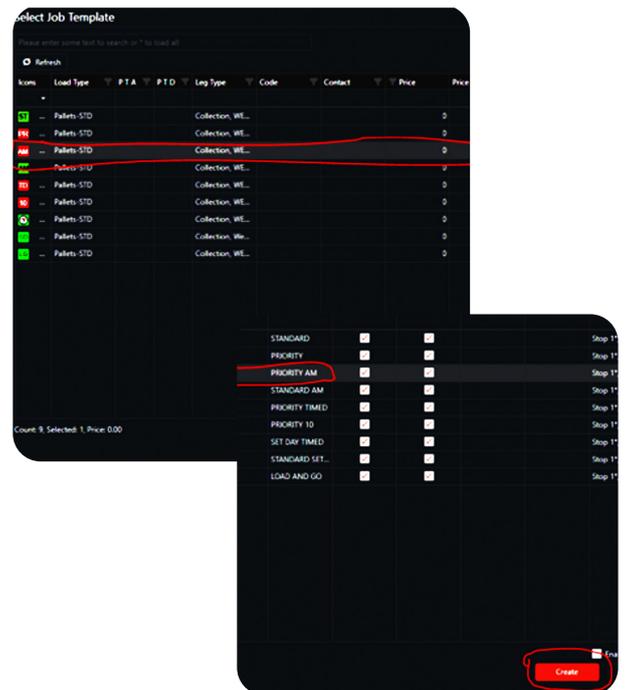
Icons	=	Delivery service code as previous page matrix
Stop 1 Date	=	Collection date of the job
Leg Type	=	Combined service code of collection and delivery
Job Reference	=	Appears on Invoice to ID job when invoiced
Stop 1 Postcode	=	Collection Postcode
Stop 2 Name	=	Delivery address company name
Stop 2 Street	=	Delivery address Street name
Quantity	=	Total Number of pallets on the job
Weight	=	Total weight of the job
Due by Date	=	Date the job is due to be delivered
PTA	=	Potential Time of Arrival - Earliest delivery time
PTD	=	Potential Time of Delivery - Latest time of delivery
ATA	=	Actual Time of Arrival - Time driver arrives on delivery site
ATD	=	Actual Time of Delivery - Time driver unloaded on delivery site
Proof of Delivery	=	Link to EPOD signature or signed paperwork

Entering Job Bookings

1. Click 'add item' located on top left of jobs.



2. Select service required by highlighting the service then select 'create' located bottom right of job template section.



Truckcom XT



3. Enter all details as per job booking form below, red Asterix are required fields to complete the booking. If the delivery is ok between standard delivery times of 0900-1630 hrs then please leave PTA & PTD blank. If you require a delivery window, then please enter the opening time of the window in PTA and the closing time of the window in PTD. Please note that if you select an AM service code this does not need to be completed. Should a delivery window be less than 4 hrs then a timed service code will need to be entered. Should a Timed delivery option be entered then enter both times the same in PTA and PTD – so for example a 1100 time delivery would be entered 1100 into PTA and 1100 into PTD.

Stop 1: * Collection address

Stop 2: * Delivery address

Stop 1 Date: * 05/02/2020 Collection date

Job Reference: * Reference for invoicing

Weight: * Consignment total weight

Quantity: * 1 Quantity of pallets

Load Id: * Collection reference for releasing goods

UPN Pallet Type: Select... Size of pallet (full, half, quarter etc)

Customer: *

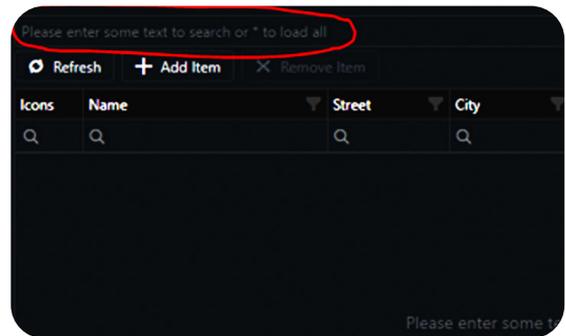
Notes: * Any special details such as call ahead, delivery date for SD to book in anything our planners or drivers need to know about

PTA: * If the delivery is timed please enter this in both PTA and PTD

PTD: *

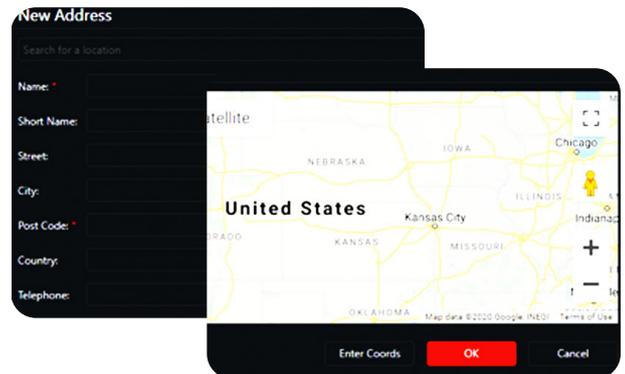
Entering Job Bookings

4. When entering addresses into stop 1 and stop 2 fields click the tab on the field you want to enter which will bring up the address box.



5. If you hit enter it will bring up all companies in our database that we have delivered to before with that exact name or post code. Find the one you want and then click the address – This will then populate the job field with the details.

6. If the company is not there, then you will need to enter this as a new address. On the address box click 'add item' The address box will appear, and the company name can be searched for and entered here. Once the field is complete click ok and the address will be added, this will be saved so if you deliver to this address in the future it will not need to be added.



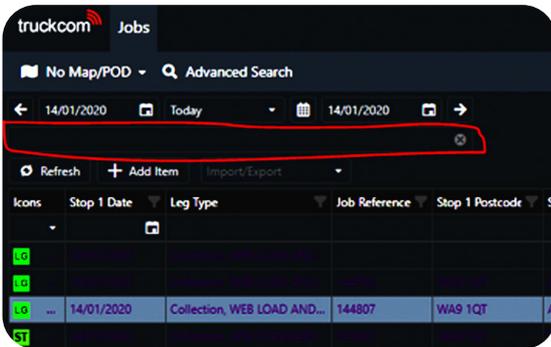
7. Please do not edit the 'job Date' section as this is predetermined from the service you select. The job reference is what you would like to see on the invoice, the Load ID is what you would like the driver to quote to get the goods released / loaded.

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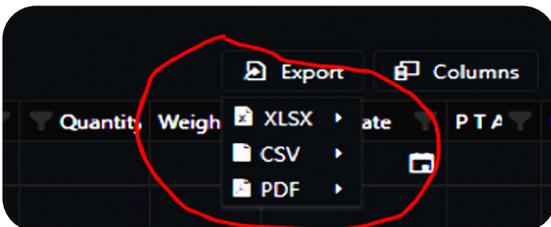
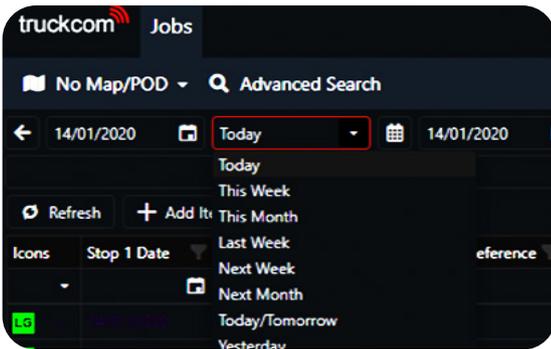


Useful functions to search on Truckcom XT

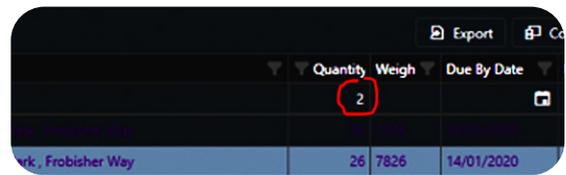
1. If you need to find a specific job quickly its best to type the following into the advanced search field below – Post Code, Invoice reference or SSO job number. This will bring the exact job you are looking for up, please bear in mind that if you search by post code the search facility could bring up several jobs if you send multiple jobs to the same area.



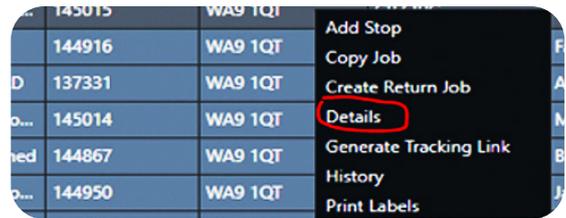
2. There are several date filters available to highlight certain jobs, they are all available to export to PDF, CSV and XLSX.



3. Each blank tab under the heading is also a filter that text can be entered into to narrow a search, for example in the 'Quantity' tab I have entered the number 2 and hit enter, this will filter all jobs that have a 2 quantity against them. This is the same for all row headers on the job screen.



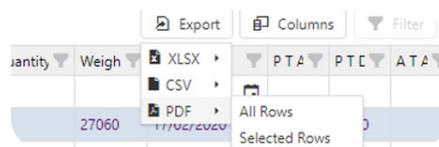
4. Most of the information you will require will be visible in the job menu. You do however have the option to go into the full detail of the job by right clicking the job and Click the details tab.



5. This is the same for printing labels, right click the job and select 'print labels'.



6. To print a manifest, click on export - PDF - ALL rows. Please make sure you only have the information on screen you wish to see on the manifest.



7. Please note that customer users will not be able to edit or delete any jobs, should you require a cancellation or amendments then please e mail orders@ssologistics.co.uk with the details and we will be more than happy to assist.
8. Should you ever have any queries with using Truckcom XT feel free to contact our Ops team on **01744 416999** Option 1 or e mail Orders@ssologistics.co.uk with the issue.



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