

# Start using MyRig in 4 Easy Steps!

Click this link

<http://dispatch.myrigapps.com/>

## Step 1.

Create your Company, user login, and password by clicking on "Register your new company"



MyRig Dispatch	
Log In	
Company:	<input type="text"/>
User:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	
Register your <a href="#">new company?</a>	
Forgot your <a href="#">password?</a>	

Fill out your company's information.

You will receive an email confirmation with your login information.

## Step 2.

Add your information:

- Log in to <http://dispatch.myrigapps.com/>
- From the menu, select Management, and add Customers, Drivers, and Equipment.

**Customers** (all pick-up, delivery, and bill-to locations):

Record successfully added!

Company Name:	JMW-TRUCK
Customer ID:	JOHNSGARAGE
Actual Type:	
Name:	John's Garage
Address I:	47 West Main Street
Address II:	
City:	Mechanicsburg
State:	Pennsylvania (PA) ▼
Zip Code:	17055
County:	Cumberland
Country:	USA ▼
Latitude:	40.212517
Longitude:	-77.009399
Date Established:	
Entered:	
Entered By:	jworden
Deleted:	
Deleted By:	
Last Modified:	
Last Modified By:	jworden
<input type="button" value="Save"/> <input type="button" value="Close"/>	

**Drivers** (the **PIN** will be the Drivers access code for the MyRig app):

Record successfully added!

Company Name:	JMW-TRUCK
Driver ID:	JWORDEN
PIN:	1234
Title:	Mr
First Name:	Jason
Middle Initials:	
Last Name:	Worden
Address I:	1234 Main Street
Address II:	
City:	Mechanicsburg
State:	Pennsylvania (PA) ▼
Zip Code:	17055
Email Address:	jworden@jmw.com
Phone #:	
Cellular Phone #:	
Pager Phone #:	
Entered:	
Entered By:	jworden
Deleted:	
Deleted By:	
Last Modified:	
Last Modified By:	jworden
<input type="button" value="Save"/> <input type="button" value="Close"/>	

## Equipment (Trucks & Trailers):

Record successfully added!

Company Name:	JMW-TRUCK
Equipment ID:	TRUCK1
Equipment Type:	
Equipment Year:	2011
Make:	PETERBILT
Model:	A57
Body Type:	
Description:	
Registration:	77DADJKJ
State Registration:	Pennsylvania (PA) ▼
Registration Expiration:	01/01/2015
Registration Plate Number:	VHN7790X
Latitude:	40.212517
Longitude:	-77.009399
Trailer ID:	TRAILER1
Entered:	
Entered By:	jworden
Deleted:	
Deleted By:	
Last Modified:	
Last Modified By:	jworden

## Step 3.

### Enter Orders

Go to the New Order menu item to enter an order.

Company:	JASON-TRUCK	
Order Number:		
Your Reference:		
Order Date:	12/18/2014	
PO Number:		
Commodity Information		
Commodity ID:	FAK	
Description:		
Bill of Lading:		
Quantity:		PCS
Shipper Information		
Name:		
Address:		
City:		
State:		
Phone:		
Date/Time:	12/18/2014	12:00 AM
Consignee Information		
Name:		
Address:		
City:		
State:		
Phone:		
Date/Time:	12/18/2014	12:00 AM
<input type="button" value="Post"/>		

## Step 4.



### Dispatch

Go to the Dispatching menu item to open up the list of available orders.

Home New Order Dispatching Mail Export Management

Driver Order Number Schedule Date All

☒ All

<input type="checkbox"/> Delete	Order Number	Status	Schedule	Driver	Pickup Date	Pickup City	Deliver Date	Deliver City
<input type="checkbox"/>	00000001-0	OPEN			12/18/2014		12/18/2014	
<input type="checkbox"/>	00000002-0	OPEN			12/18/2014		12/18/2014	
<input type="checkbox"/>	00000003-0	OPEN			12/18/2014		12/18/2014	
<input type="checkbox"/>	00000004-0	OPEN			12/18/2014		12/18/2014	

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Click on the Status of an order to assign the driver and the scheduled date for the driver to perform the move.

Company: JASON-TRUCK

Order Number: 00000001-0

Driver: -- SELECT --

Schedule Date:

☒ No driver assigned  
☐ Driver sent load - awaiting acknowledgment  
☐ Driver accepted load and is en route to pickup  
☐ Driver is loading cargo  
☐ Driver has loaded cargo and en route to deliver  
☐ Driver is unloading cargo  
☐ Driver has delivered the load  
☐ Dispatch received paperwork  
☐ Driver rejected load

Update

Once an order is assigned to a driver, you will choose “Driver Sent load – awaiting acknowledgement” to send the load to the Driver’s MyRig unit.

From this point, the driver takes over the activity of the order from the MyRig app, by completing their inspections, pick-ups, and deliveries.