

## RWI Carrier Training Doc for Load Board

To Login to RWI Transportation Load Board, please go to [www.rwitrans.com](http://www.rwitrans.com) and click on the Carrier Relations link. From here, you can view available loads, update current position of truck or input arrival/departure times of your loads.

### To view RWI's Available Loads:

- 1) Click on the 'Available Loads' link
- 2) You will be prompted to enter your username and password (If you are not sure of your username, please contact us at [crrwi@rwitrans.com](mailto:crrwi@rwitrans.com) or by calling us at 859-442-4721 or 859-442-4740)
- 3) Click on Brokerage Loads. You will see a screen similar to this:

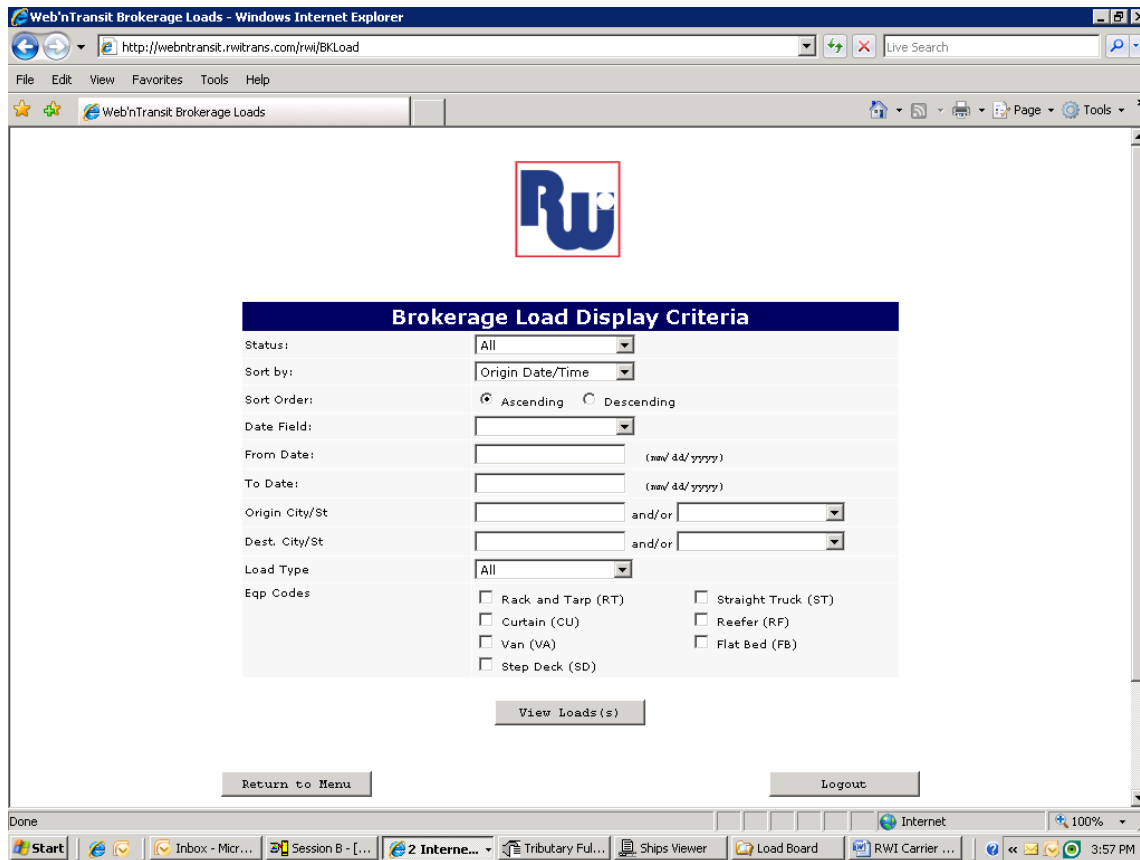
The screenshot shows a web browser window titled "Web'nTransit Brokerage Loads - Windows Internet Explorer". The address bar shows the URL "http://webntransit.rwitrans.com/rwi/BKLoad". The page features the RWI logo at the top center. Below the logo, there are search filters: "Sort by: Origin Date/Time", "Sort Order: Ascending", "Date Field:", "Date Range:" with input fields, and buttons for "Refresh" and "Modify Display".

The main content area is titled "Available Brokerage Loads" and contains a table with the following data:

Load #	Option	Stops	Origin City/St	Origin Date/Time	Dest. City/St	Dest. Date/Time	Total Miles	Eqp Codes	Load Type	Contact Email	Contact Phone
0690803	Response	00	LOUISA, VA	09/30 00:00	GULFPORT, MS	10/04 00:00	935	RF	LTL	jsteuer@rwitrans.com	859-442-4738

Below the table, it says "Loads 1 - 1 of 1" and "RWI Brokerage Loads ~ Have a Great Day!". There are several navigation buttons: "Modify Search", "Assigned Loads", "Truck Position", "Return to Menu", and "Logout". At the bottom, there is a logo for "Web'nTransit e-business software from ADD ON SYSTEMS, INC." with a truck icon and a red arrow.

- 4) The screen will either bring up the available loads or the assigned loads that are already yours(it will bring up whichever screen you were last logged into).
  
- 5) Click on the available loads button
  - a) To see details of the load, you can click on the load # or you can see details on the row of the load #
  - b) If you are interested in the load, you may call the broker at the phone # listed in the row of that order or click on the 'response' link. If you click 'response':
    - i) A screen will pop up for you to send an Email message to an RWI Dispatcher / LSR (you can include rate you can do load for or any other info that you want us to know)
    - ii) The From Email will default to the Email we have on file for your Company. You may change this to whatever Email you want a response to go to. If it is blank, please fill in.
    - iii) Click Send Email
    - iv) Click Cancel Email if you do not want to send
    - v) Click Return to Menu to get back to available load list
  - c) If the load is given to you, the load will move from the 'Available Load' to your 'Assigned Load' screen
  
- 6) If you would like to get more specific with your search criteria, you can click Modify Search button and you can set your search criteria as per below:



- 7) If you would like to modify your display so that you see certain fields on the main page of the available loads, you can click the Modify Display (on the right hand side of screen) and this will allow you to change your defaults to see specific info on the main screen. Once you have selected your preferences, just click Return to Loads button and your changes will be in effect.

### To Update your Assigned Loads:

- 1) Click on the assigned loads button
  - a) To see the details of the load, you can click on the load # or you can see details on the row of the load #
  - b) To do a check call, you click on the update link next to the load # you want to update
    - i) On the top part of the screen, you will see a box for Position Update
    - ii) Enter City, State, Date and Time of where truck is and any applicable comments that you would like the dispatcher / LSR to see
    - iii) Click Update button
  - c) To update actual arrival and departure times for your drivers, you click on the update link next to the load # you want to update
    - i) On the bottom part of the screen, you will see a box for Arrival/Departure Update
    - ii) Select the stop that you are updating from the dropdown box
    - iii) Input the arrival date and time and/or departure date and time
    - iv) Input any comments you may have, BOL #, weight & # of pieces
    - v) Click Update button