

## Quick Start Guide :

### Adding Custom Loads to Operations

This step-by-step guide will allow the user to create any number of custom loads that will be displayed on the paperwork of **Operations** (e.g. switchlists, manifests, car reports, etc). The creation of custom loads should allow for a more “directed” movement of the cars themselves and perhaps a logical flow from industry to industry. The custom loads are matched to the specific car-type for which they are created, so it is best to think about what each car-type will be expected to carry (e.g. Car-type = Reefer, Custom loads = Ice, Produce, Meats, Green Fruit, CleanPaper, MTY, etc.).

#### Step-by-step "How-To":

1. Open **PanelPro** (if not already open).
2. Select "**Cars**" from the **Operations** menu.
  - a. Pick a car-type to create a custom load, then click on “Edit” for that car (*Note: this will add a custom load only to the specific car-type being edited*).
    - i. Find the area labeled “Load”, and click on the “Edit” button.
      1. Fill in the name for the new load (i.e. the custom load).
      2. Click “Add” and the new load will now be listed in the pull-down list.
      3. To delete an existing load, select it from the pull-down list and click “Delete”.
      4. To replace an existing load, type in a new load name, select the old load name in the pull-down, and click “Replace” (click “Yes” to confirm).
      5. If adding a custom Empty (as may be desired), after typing a name (e.g. MTY), be sure to select “Empty” from the pull-down under “Load Type”.
      6. If desired, choose the “Priority” (**High** causes this car and load-type to be considered before others, in deciding car movements).
      7. Click “Save” and close the window, or repeat this task to add more loads.
    - ii. Click “Save” and close the “Edit Car” window.
  - b. Repeat Step 2.a. to create other new loads for differing car-types or ...
3. Close the **Cars** window.
4. Close **PanelPro** or continue to develop other sections.

Upon completion of this task, the user will have new loads available for assignment to particular car-types. Once these loads are in the choice options for their respective car-types, they can be manipulated by the user or the program itself to establish specific car movements between industries, or between those industries and “Staging” and vice versa. The use of schedules will provide even more choices for “directed” movements.

All these quick-start guides are intended for use with OperationsPro, a stand-alone application accessed from within PanelPro. The use of any other PanelPro functions (such as creating a panel) is NOT required.