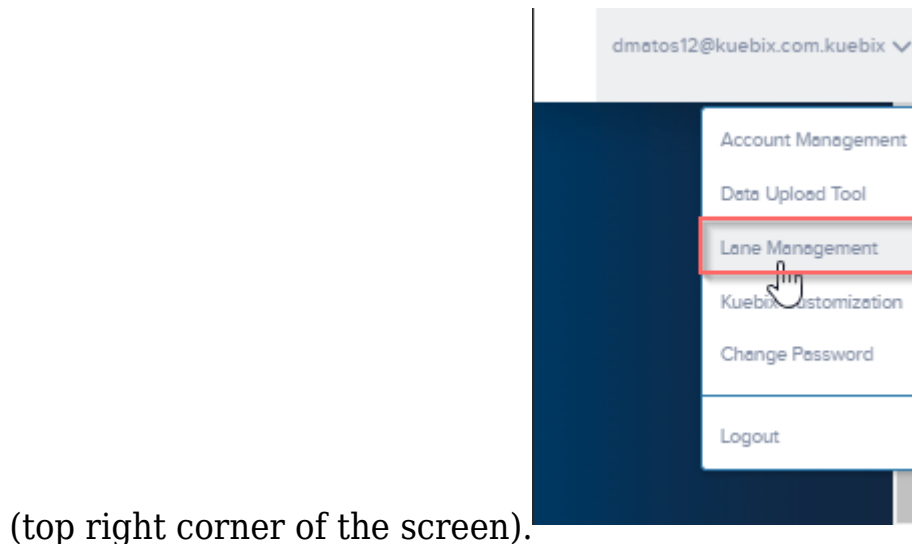


# Lane and Rate Management

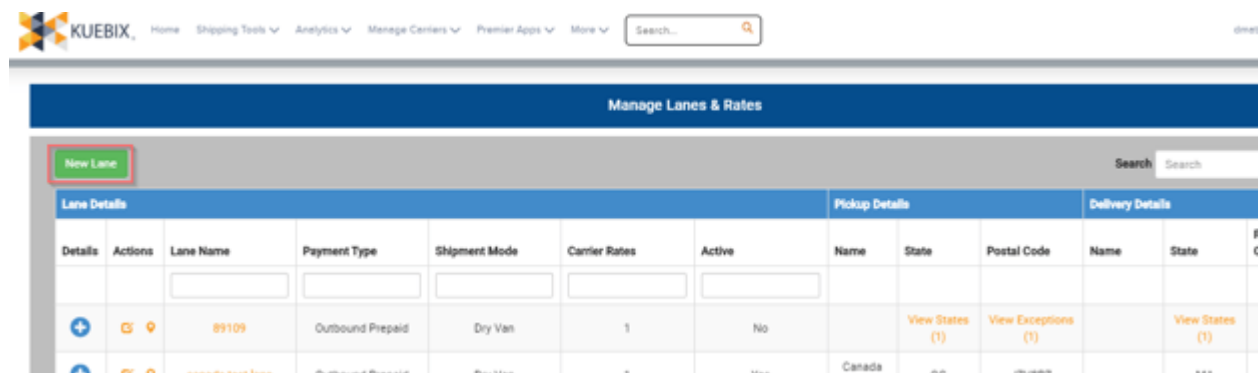
Below you will learn how to create and manage your lanes and rates:

1. Select **Lane Management** from the drop down menu under your username



(top right corner of the screen).

2. Select the green **New Lane** button.



3. Complete the **Settings** tab. Here, you will create a **Lane Name**, **Start Date**, **Expiration Date** (if applicable), **Miles**, **Payment Type** (Outbound Prepaid, Inbound Collect, Third Party), **Shipment Mode**, **Max Weight**, **Max Pallets**, **Temp Controlled** (select if this is a Temperature Controlled lane and the **Temp Range**, if applicable). Also, please make sure to check **Active**.

The 'Create New Lane' dialog box is shown with the 'Settings' tab selected. The form contains the following fields and controls:

- Client:** A dropdown menu.
- Lane Name:** A text input field.
- Start Date:** A date picker showing 'mm/dd/yyyy'.
- Expiration Date:** A date picker showing 'mm/dd/yyyy'.
- Service Days:** A text input field.
- Max Cube:** A text input field with a dropdown arrow.
- Perishable:** A checkbox.
- Team Driver Required:** A checkbox.
- Payment Type:** A dropdown menu.
- Shipment Mode:** A dropdown menu.
- Max Weight:** A text input field with a dropdown arrow.
- Max Pallets:** A text input field.
- Miles:** A text input field.
- Active:** A checkbox.
- Temp Controlled:** A checkbox.
- Temp Range From:** A text input field.
- To:** A text input field with a dropdown arrow.

At the bottom right, there are two buttons: 'Save Lane' (blue) and 'Close' (red).

4. Move to the **Origin** tab. Here, you will enter the origin information by first selecting the **Stop Type** (Address or State/Postal Code).

1. For a specific origin address, select Stop Type: **Address**, and fill out the address information. Then click the green **Add Stop** button.

The 'Create New Lane' dialog box is shown with the 'Origin' tab selected. The form contains the following fields and controls:

- Client Account:** A dropdown menu showing 'Support'.
- Search:** A text input field showing 'Support'.
- Company:** A text input field showing 'Support'.
- Address:** A text input field showing '123 main st'.
- Address 2:** A text input field.
- City:** A text input field showing 'Maynard'.
- State:** A dropdown menu showing 'MA'.
- Postal:** A text input field showing '01720'.
- Country:** A text input field.
- Stop Type:** A dropdown menu with options 'Address', 'Address', and 'State/Postal Code'. The 'State/Postal Code' option is highlighted by the mouse.
- Add Stop:** A green button with a red border.

Below the form is a table titled 'Stop Details' with the following columns: Stops, Action, Company, City, State, and Postal. The table is currently empty.

At the bottom right, there are two buttons: 'Save Lane' (blue) and 'Close' (red).

A red text annotation says: "Click Add Stop once fields are complete".

2. For specific origin State/Postal Code, select Stop Type: **State/Postal Code**. Select the origin **Country**, followed by the state in the

available states list. Then, select that state from the **Exception State** drop down. Lastly, enter the **Postal Range** and click the green Include button. If you are entering a single Postal Code, enter it in both fields (i.e. 90210 to 90210).

The screenshot shows the 'Create New Lane' window with the 'Origin' tab selected. The 'Client Account' is 'Support' and the 'Stop Type' is 'State/Postal Code'. Under 'Select States', the 'Available' list includes Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Michigan, Minnesota, Mississippi, and Missouri. 'Massachusetts' is in the 'Assigned' list. The 'State Exceptions' section has a table with columns: Action, State, Exception, Postal Begin, and Postal End. The 'Exception State' dropdown is set to 'Massachusetts'. The 'Postal Range' is set from '01720' to '01757'. A red text annotation says 'This will drill down zip code range'. The 'Include' button is highlighted with a red box. At the bottom right are 'Save Lane' and 'Close' buttons.

Action	State	Exception	Postal Begin	Postal End
	Massachusetts			

5. Move to the **Destination** tab. Perform the same steps for the destination Address or State/Postal Code.

Create New Lane

Settings

Origin

Destination

Carrier Rates

FSC Charges

Stop Charges

Client Account

Support

Stop Type

State/Postal Code

Select States

Available

Assigned

California

State Exceptions

Exception State

California

Postal Range

To

Include

Exclude

Action

State

Exception

Postal Begin

Postal End

CA

Include

00000

99999

Save Lane

Close

6. Move to the **Carrier Rates** tab. Here, you will enter your carrier(s) rates for this lane.
  1. Select the **Carrier** by typing the name and selecting from the carriers that appear.
  2. Select the **Rate Type** (Flat or Per Mile).
  3. Select the **Start Date** for this rate.
  4. Select the **Expiration Date** for this rate, if applicable. Then, click the green **Add** button.
  5. Repeat these steps for any other carrier rates you may have for this lane.

Create New Lane

Settings

Origin

Destination

Carrier Rates

FSC Charges

Stop Charges

Lane Name

Start Date

07/26/2021

Carrier

Hartt Transportation

Add Carrier

Rate Type

Flat Rate

Rate

1000.00

USD

Min Linehaul Rate

Equipment Type

Lookup...

Expiration Date

mm/dd/yyyy

Effective Date Type

Booking

Pause Auto-Tender

Disabled

Sequence Disabled

Add

Action	Carrier	Rate Type	Rate	Min	Start Date	Expiration Date	Active?
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Save Lane

Close

7. If you have an FSC rate for your carrier, you can upload it in the **FSC Charges** tab, using the downloadable FSC Template available on the FSC Charges tab, or at the bottom of this article.
8. If you have specific Stop Charges (Drop Charges) for your carrier(s) for multi-stop shipments, you can enter those charges in the **Stop Charge** tab.
9. Save your lane by clicking the blue Save Lane button on the bottom right of the window.
  1. You can edit your lanes and any carrier rates, anytime. Simply go back into **Lane Management** and click the **Edit Lanes icon** in the **Actions** column for the desired lane.

Manage Lanes & Rates

New Lane

Search

Lane Details							Pickup Details			Delivery Details		
Details	Actions	Lane Name	Payment Type	Shipment Mode	Carrier Rates	Active	Name	State	Postal Code	Name	State	Postal Code
		<div>01700 to 90210</div>										
	<div><div>+</div><div><div><div></div></div></div><div></div></div>	<div>01720 to 90210</div>	Outbound Prepaid	Dry Van	1	No	Support	MA	01720	West	CA	90210

Click to Edit Lane Details