

Permission Grouping

Group Name	Group Description	
System Administrator	High level users managing the entire system	SA
Dispatchers	Users handling daily driver management, this users do not participate in contract setup or comprehensive editions	D
Dispatch Managers	Users handling Dispatchers functions plus rotations setup, driver and equipment assignment, payroll validation, etc	DM
Driver Manager	Users handling driver management, vacations, qualificatios	DRM
Contract Manager	Users handling contract design and setup. This users may generate static templates, and rotations, create contract rates and benchmarks	CM
DOT Manager	Users primarily responsible for compliance including DOT and driver expirations	DOT
IFTA Manager	Users handling fuel tax related functions	IM
Mechanic	Mechanics	MCH
Shop Manager	Users controlling equipment availability via Maintenance Plane	SHM
Payroll Auditor	Users validating and exporting payroll	PA
Billing Auditor	Users validating and exporting billing information	BA
General Managers	Management and Administrative staff	GM

Permission Name	Description	SA	D	DM	DRM	CM	DOT	IM	MCH	SHM	PA	BA	GM
Setup_Users	Access to 'Edit->User'												
View = 1000,	View permission for current user	0											0
View_All_Users,	View permission for all users	0											0
Users_Add_and_Edit,	Add users and edit permissions	0											
User_Delete	Delete users	0											
BillingPlain	Access to Billing Plane												
View = 1100,	Review load info	0	0	0		0						0	0
Edit,	Edit billing methods and other info	0				0						0	
Load_Set_Billed,	Mark load as billed/ completed	0										0	
Load_UnBill	Change loads from completed to active	0										0	
Late_Arrival_Edit,	Edit 5500 hunders	0		0							0	0	
Late_Departure_Edit	Edit Late Slips	0		0							0	0	
Setup_Locations	Access to 'Edit->Locations'												
View = 1200,	View locations	0	0	0		0							0
Location_Add,	Add new locations	0				0							
Location_Edit,	Edit existing locations	0		0		0							
Location_Delete	Delete locations	0											
QuickBooks (Accounting Export)													
View = 1300,	View exported information	0										0	0
_Export_Invoice,	Allow initiate export	0										0	
_Export_Bill,	Allow initiate bill creation	0										0	
Customer_View_Links,	Allow viewing customer links to accounting	0										0	0
Customer_Create_Links,	Allow creating customer links in accounting	0										0	
Customer_Remove_Links,	Allow removing customer links	0										0	
Customers_Export,	Allow LoadTrek customer creation in accounting	0										0	
Customers_Import,	Allow accounting customer creation in LoadTrek	0										0	
Item_View_Links,	Billing items links view	0										0	0
Item_Create_Links,	Billing items link creation in accounting	0										0	
Item_Remove_Links,	Billing items link deletion	0										0	
Vendor_View_Links,	Vendor link view	0										0	0
Vendor_Create_Links,	Vendor link creation	0										0	
Vendor_Remove_Links,	Vendor link deletion	0										0	
Vendors_Export	LoadTrek vendor creation in accounting	0										0	
Setup_Customers	Access to 'Edit->Customers' (Contracts)												
View = 1400,	View customer information	0	0	0		0							0
Customer_Add,	Add customers	0				0							
Customer_Edit,	Edit customers	0				0							
Customer_Delete,	Delete customers	0											
Location_Add	Add location matching the customer	0				0							
Setup_Employees	Access to 'Edit->Employees' (Drivers)												
View = 1500,	View driver info	0	0	0	0	0	0						0
Employee_Add,	Add new employees	0				0							
Employee_Edit,	Edit employee info	0				0	0						
Employee_Delete,	Delete employee	0											
Qualifications_Edit,	Edit driver qualification assignment	0			0		0						

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Groups_Edit,	Edit driver group assignment	0			0								
View_Sensitive	View sensitive data (i.e. SSN)	0			0		0						0
Setup_Employee_Groups	Access to 'Edit->Employees->Employee Groups'												
View = 1600,	View groups and driver assignment	0	0	0	0	0	0						0
Group_Add_and_Edit,	Add groups and assign/ remove drivers	0			0	0	0						
Group_Delete	Delete groups	0											
Setup_Employee_Request	Access to 'Edit->Employees->Requests'												
View = 1700,	View requests	0	0	0	0		0				0		0
Request_Add,	Add requests	0			0		0						
Request_Edit,	Edit requests	0			0								
Request_Delete	Delete requests	0		0									
Employee_Drug_Test	Access to 'Edit->Employees->Drug Test'												
View = 1800,	View drug and alcohol draws and result	0			0		0						0
Drawings_Add_and_Edit,	Perform draws and assign results	0			0		0						
Setup_Equipment	Access to 'Edit->Equipment->Equipment Info'												
View = 1900,	View equipment info	0	0	0	0	0	0	0	0	0			0
Equipment_Add,	Add equipment	0					0						
Equipment_Edit,	Edit equipment info	0					0	0					
Equipment_Delete,	Delete equipment info	0											
Send_Reboot	Send reboot command (absolete)	0		0			0						
Setup_Holidays	Access to 'Edit->Holidays'												
View = 2000,	View holiday dates	0	0	0		0							0
Holiday_Add_and_Edit,	Create and edit holidays	0				0							
Holiday_Delete	Delete holidays	0				0							
Communication_Profiles	(disabled)												
View = 2100,													
Profile_Add,													
Profile_Edit,													
Profile_Delete													
DOT_Profiles	Access to 'Edit->Mobile Profiles->DOT Profiles'												
View = 2200,	View DOT Profiles	0					0						0
Profile_Add,	Add DOT Profiles	0					0						
Profile_Edit,	Edit DOT Profiles	0					0						
Profile_Delete	Delete DOT Profiles	0					0						
Driving_Profiles	Access to 'Edit->Customers' (Contracts)												
View = 2300,	View driver profiles	0			0		0						0
Profile_Add,	Add profiles	0			0		0						
Profile_Edit,	Edit profiles	0			0		0						
Profile_Delete	Delete profiles	0			0		0						
Vehicle_Profiles	(disabled)												
View = 2400,													
Profile_Add,													
Profile_Edit,													
Profile_Delete													
Setup_Qualifications	Access to 'Edit->Qualifications'												
View = 2500,	View qualifications	0			0	0	0						0
Qualification_Add,	Add qualifications	0			0	0	0						
Qualification_Edit,	Edit qualifications	0			0	0	0						
Qualification_Delete	Delete qualifications	0											
Setup_Billing_Types	Access to 'Edit->Types->Billing'												
View = 2600,	View Billing Methods	0				0						0	0
Billing_Type_Add_and_Edit,	Add and edit billing items	0				0						0	
Billing_Type_Delete	Delete billing methods	0											
Setup_Load_Types	Access to 'Edit->Types->Load Types'												
View = 2700,	View load types	0	0	0		0							0
Load_Type_Add,	Add load types	0			0	0							
Load_Type_Edit,	Edit load types	0		0		0							
Load_Type_Delete	Delete load types	0											
Setup_Rates	Access to 'Edit->Rates'												
View = 2800,	View rates	0				0					0	0	0
Rate_Add,	Create rates	0				0						0	
Rate_Edit,	Edit rates	0				0						0	
Rate_Delete	Delete rates	0				0						0	

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Setup_Route_Types	(disabled)												
View = 2900,													0
Route_Type_Add_and_Edit,													
Route_Type_Delete													
Setup_Unit_Types	Access to 'Edit->Types->Unit Types												
View = 3000,	View Types	0											0
Unit_Type_Add_and_Edit,	Add and edit unit types	0											
Unit_Type_Delete	Delete unit types	0											
Setup_Volume_Types	Access to 'Edit->Types->Volume Types												
View = 3100,	View volume types	0											0
Volume_Type_Add,	Create volume types	0											
Volume_Type_Edit,	Edit volume types	0											
Volume_Type_Delete	Delete volume types	0											
LoadPlain	Access to 'Load Plane'												
View = 3200,	View load, stop, task and detail info	0	0	0	0	0						0	0
Load_Add,	Create loads and stops	0	0	0		0							
Load_Edit,	Edit existing loads and stops	0	0	0		0							
Load_Delete,	Delete loads and load stops	0		0		0							
Task_Add,	Create stop tasks	0	0	0		0							
Task_Edit,	Edit stop tasks	0	0	0		0							
Task_Delete,	Delete stop tasks	0		0		0							
Load_Relations_Edit,	Create load relations	0	0	0		0						0	
Load_Copy	Copy loads, static and scheduled	0	0	0		0							
Static_LoadPlain	Access to 'Static Job' (trip templates)												
View = 3300,	View static load, stop and frequency info	0	0	0		0					0		0
Load_Add,	Add static loads and stops	0				0							
Load_Edit,	Edit load and stop information	0				0							
Load_Delete,	Delete load and stop information	0				0							
Task_Add,	Create static stop tasks	0				0							
Task_Edit,	Edit static stop tasks	0				0							
Task_Delete,	Delete static stop tasks	0				0							
Load_Copy	Post individual static load into schedule	0	0	0		0							
Fuel_Purchase	Access to 'Edit->Fuel Tickets'												
View = 3400,	View Fuel tickets	0				0		0					0
Ticket_Add,	Create manual tickets	0						0					
Ticket_Edit,	Edit and validate tickets	0						0					
Ticket_Delete	Delete tickets	0											
Route_Plain	Access to 'Route Plane'												
View = 3500,	View loads, driver assignments and schedules	0	0	0	0	0	0				0		0
Route_Edit_and_Add,	Create and edit routes and assignments	0	0	0									
Route_Edit_Arrival_and_Depa	Edit actual arrival and departure times	0		0							0		
Route_Assign_Equipment,	Assign equipment to routes	0	0	0									
Route_Delete,	Delete routes from drivers	0	0	0									
Generate_Standards,	Use mapping to generate standards	0	0	0		0							0
Validate_ETA,	(disabled)												
Mark_Route_Checked,	Manually changed route status to checked	0		0	0								
Send_Route_Update,	Send route updates to drivers	0	0	0	0								
Send_Assignment_to_Carrier,	(3PL only)												
Project_Edit_and_Add,	Create and edit projects and sleeper teams	0	0	0	0								
Load_Edit,	Edit load stages	0	0	0		0							
Load_Delete	Delete loads and load stops	0		0									
RealTime_Tracking	Access to equipment position from Route Plane and DOT												
View = 3600,	View selection form	0	0	0	0	0	0	0					0
Plot_Latest_Position,	Plot equipment position	0	0	0	0	0	0						0
Send_Command_to_Device,	(disabled)												
Bread_Crumb_Trail	Review equipment route of travel	0	0	0	0	0	0	0					0
Rotation_Plain	Access to Rotation functionality												
View = 3700,	View rotations and driver assignment	0	0	0		0							0
Rotation_Add_and_Edit,	Add rotation, edit and generate driver schedules	0		0		0							
Rotation_Delete,	Delete rotations	0		0		0							
Load_Edit,	Edit load stages	0		0		0							
Load_Delete	Delete load and stop information	0		0		0							
Setup_User_Defaults	Access to 'Edit->Defaults'												
View = 3800,	View default for current user	0	0	0	0	0							0
View_All_Users,	View defaults for all users	0											0
Edit,	Edit defaults for current users	0	0	0	0	0							
Edit_All_Users	Edit defaults for all users	0											

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Setup_Global_Defaults	Access to 'Edit->Defaults'												
View = 3900,	View global default (subset of user defaults – hidden)	0											0
Edit	Edit global default(subset of user defaults - hidden)	0											
Setup_Stop_Types	Access to 'Edit->Types->Stop Types'												
View = 4000,	View stop types	0	0	0		0							0
Stop_Type_Add,	Create stop types	0		0		0							
Stop_Type_Edit,	Edit stop types	0		0		0							
Stop_Type_Delete	Delete stop types	0				0							
Setup_Request_Types	Access to 'Edit->Types->Request Types'												
View = 4100,	View request types	0				0							0
Request_Type_Add,	Create request types	0				0							
Request_Type_Edit,	Edit request types	0				0							
Request_Type_Delete	Delete request types	0				0							
Maintenance_Plain	Access to 'View->Maintenance Plane'												
View = 4200	View and edit information	0								0	0		0
Setup_Standards	Access to 'Edit->Standards'												
View = 4300,	View standards	0	0	0	0	0	0						0
Standard_Add,	Create manual standards	0		0	0	0							
Standard_Edit,	Edit standards	0		0	0	0							
Standard_Delete	Delete standards	0											
AnalysisPlain	Access to 'Analysis Plane'												
View = 4400	View and manipulate analysis data	0				0							0
DOT_Info	Access to 'Edit->DOT Info'												
View = 4500,	View DOT Informations	0	0	0	0		0	0					0
Log_Edit	Edit DOT Logs	0					0						
Main_Form													
Post_Rotations = 4600	Manually post rotations	0		0		0							
Setup_Customer_Types	Access to 'Edit->Types->Customer Types'												
View = 4700,	View customer types	0				0							0
Customer_Type_Add,	Add customer types	0				0							
Customer_Type_Edit,	Edit customer types	0				0							
Customer_Type_Delete	Delete customer types	0											
Setup_Task_Types	Access to 'Edit->Types->Task Types'												
View = 4800,	View task types	0		0									0
Task_Type_Add,	Create task types	0		0									
Task_Type_Edit,	Edit task types	0		0									
Task_Type_Delete	Delete task types	0											
Reports													
Data_Views_Level_1 = 4900,	Basic data views	0	0	0	0	0	0			0			0
Data_Views_Level_2	Administrative data view	0				0	0						0
Setup_Equipment_Groups	Access to 'Edit->Equipment->Equipment Groups'												
View = 5000,	View groups and vehicle and assignment	0	0	0	0	0	0						0
Group_Add_and_Edit,	Create groups and manage vehicle assignments	0		0		0	0						
Group_Delete	Delete groups	0											
Payroll	Access to 'Edit->Time Sheets'												
View = 5100,	View time sheet information	0		0	0						0		0
Validate,	Validate daily payroll	0		0	0						0		
Invalidate,	Invalidate payroll	0		0	0						0		
Export,	Export hours to 3 rd party	0									0		
Add_Accessorials	Add exceptions and accessorial pay items	0		0	0						0		