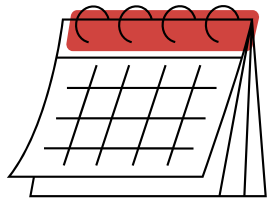


ADMIRAL MERCHANTS NEWSLETTER

JANUARY 24, 2025 | VOLUME 11



Mark Your Calendars



UPCOMING EVENTS:

- March 27-29, 2025. MATS Louisville Truckshow.
- April 11-13, 2025: Admiral Awards Banquet. Grand Hyatt Nashville.

*Happy
New Year*

CURRENT TRUCK COUNT: 414

Download the Fuel App to
see current Fuel Discounts:
Code 8500



Please leave a positive
review on Google!



Make sure to "Like"
us on Facebook

Admiral Merchants Motor
Freight, Inc
215 South 11th Street
Minneapolis, MN 55403

November Top Contractors

Please note monthly totals are cumulative, not computed individually each month.

Top 10 Teams

1. Lynn Krenik & Norm Berkebile
2. Tracy & Danny Hawkins
3. Malissa & Mario Salas
4. Lorna & Kevin Waldrip
5. Tammy Collins & Steve Johnston
6. Janet & Larry Blevins
7. Kim & Chris Riddle
8. Carol & Jack Stevens
9. Amber & Josh McKinney
10. Dawn & Glenn Creason

Top 10 Individual

1. Thomas Noviski
2. Dean Murphy
3. Dan McCumbers
4. Deandre Broady
5. James Murphy
6. Yolanda Burnett
7. Patrick Mashburn
8. Ronnie Baird
9. Roy Morgan
10. Adam Cincinat

November Top 10 Agents

Please note monthly totals are cumulative, not computed individually each month.

1. LDM Enterprises, Agent 2048
2. Allan Brown, Agent 4007
3. Gary Fellure, Agent 3017
4. T&M Transportation, Agent 2248
5. Dustin D Cole, Agent 4189
6. Integrity Group Holdings, Agent 3603
7. Monds Trucking, Agent 4138
8. Wild Rover Freight, LLC, Agent 3452
9. Trucking Agents, 3631
10. TEC Logistics, Agent 2198

2024 Top Contractors

Please note monthly totals are cumulative, not computed individually each month.

Top 10 Teams

1. Lynn Krenik & Norm Berkebile
2. Tracy & Danny Hawkins
3. Malissa & Mario Salas
4. Lorna & Kevin Waldrip
5. Tammy Collins & Steve Johnston
6. Kim & Chris Riddle
7. Janet & Larry Blevins
8. Carol & Jack Stevens
9. Dawn & Glenn Creason
10. Amber & Josh McKinney

Top 10 Individual

1. Thomas Noviski
2. Dean Murphy
3. James Murphy
4. Patrick Mashburn
5. Dan McCumbers
6. Yolanda Burnett
7. Roy Morgan
8. Adam Cincinat
9. Deandre Broady
10. Galen Andrews

2024 Top 10 Agents

Please note monthly totals are cumulative, not computed individually each month.

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8. Wild Rover Freight, LLC, Agent 3452
9. Trucking Agents, 3631
10. TEC Logistics, Agent 2198



November Contractor of the Month Sterling Hall

Congratulations to Sterling Hall, our November Contractor of the Month! Since joining Admiral in August 2016, Sterling has earned a reputation for his reliability and outstanding customer service. When not on the road, he enjoys spending time with his wife and son at the shop and farm. Thank you, Sterling, for all you do—this recognition is well deserved!



December Contractor of the Month Doug White

Please join us in congratulating Doug White as our December Contractor of the Month! Doug's dedication, professionalism, and commitment to excellence set a high standard for all. Off the road, he cherishes time with his wife of 45 years, children, and grandchildren. Thank you, Doug, for being an exceptional part of the Admiral family!

Congratulations!



2024 Contractor of the Year Sterling Hall

We are thrilled to announce Sterling Hall as Admiral's 2025 Contractor of the Year! Sterling, who has been with us since August 2016, embodies the values and dedication that make Admiral exceptional. Over the years, he has earned admiration and trust across the board, consistently delivering impeccable customer service and demonstrating unmatched reliability. Sterling's positive attitude and professionalism inspire everyone he works with. When he's not on the road, he spends quality time with his family, whether relaxing with his wife or working alongside his son at the shop and farm. Sterling's hard work and unwavering commitment will be celebrated at our Annual Awards Banquet in Nashville this April. Sterling, thank you for everything you do—we are proud to honor your achievements and grateful to have you as a cornerstone of the Admiral family. Congratulations on this incredible and well-deserved recognition!

New Role Announcement



Megan Erickson, Director of Operations and Permits

We are thrilled to announce the promotion of Megan Erickson to Operations Director! Megan steps into this role following the retirement of Rob Zempel last month. She will lead the Operations Team, focusing on providing exceptional support to our contractors while continuing to oversee the Permits Process alongside manager Emma Horvath. Megan's journey with Admiral began over 10 years ago, in September 2014, when she joined as the Permits Manager. Her leadership and expertise quickly became evident, and five years later, she was promoted to Director of Contractor Services. During her time in Contractor Services, Megan played a pivotal role in formalizing recruiting and retention initiatives. She has chaired multiple Strategic Planning committees, managed the new sign-on sprint program and anniversary program, decreased sign-on times, and significantly improved first-year retention numbers.

Megan is always willing to lend a hand in any department with no questions asked. Her leadership, initiative, and interpersonal skills have made her an invaluable asset to Admiral.

Before joining Admiral, Megan brought significant experience managing large-scale permit programs across the United States and Canada, a background that continues to benefit our organization. Her exceptional contributions were recognized when she earned Employee of the Year in 2023. Her "get it done" attitude and deep knowledge of the operations of Admiral have made her a vital part of our team.

Megan's dedication and leadership have been instrumental in Admiral's success, and we are confident that under her guidance, the Operations Team will continue to thrive.

Please join us in congratulating Megan on her well-deserved promotion!

New Employees



Rikki Becker, Director of Contractor Services

We are pleased to announce that Rikki Becker has joined Admiral as our Director of Contractor Services, effective November 18. Reporting to Doug Milroy, Sr. VP of Operations, Rikki will lead our Contractor Services team, focusing on recruiting new contractors, strengthening their support, and driving growth.

Rikki brings more than 13 years of experience in transportation recruiting, including her tenure at the Dart Network, where she managed a team of up to 26 recruiters. Her leadership and expertise were instrumental in initiatives aimed at improving driver retention and building strong recruitment programs.

In addition to her long-standing industry relationships and extensive recruiting knowledge, Rikki has proven herself as a seasoned professional in the field.

Please join us in welcoming Rikki to the Admiral team. We are excited about the knowledge and leadership she brings to this role and look forward to her contributions!

WELCOME

New Employees



Yee Khang, Permits Specialist

We are pleased to announce that Yee Khang is joining Admiral as our Permit Specialist, effective December 2. Reporting to Emma Horvath, Permit Manager, Yee will play a key role in managing permits and permit billing as part of our dedicated team. Yee brings valuable experience as an Accounting Specialist and, most recently, as a Records Clerk at a law firm. While new to the transportation and permits field, Yee's strong background in detail-oriented work will be an excellent fit for this role. Please join us in welcoming Yee to the Admiral team. We are excited to have her on board and look forward to the contributions she will bring to the Permits Department!



Tony Schultz, Freight Coordinator

We are excited to announce that Tony Schultz is joining Admiral as a Freight Coordinator, effective December 2. Reporting to Megan Erickson, Director of Operations and Permits, Tony will focus on retention and customer service within operations.

Tony's background includes experience as a transportation recruiter and as an advisor in the automotive industry, where he developed strong customer service and coordination skills. His expertise will be a valuable addition as we continue to support our contractors and customers.

Please join us in welcoming Tony to the Admiral team!

November CSA Scores

BASIC	Through 6/28/24	Through 7/26/24	Through 8/30/24	Thresholds	BASICs STATUS
Unsafe Driving ¹	34%	36%	32%	60%	
Hours-of-Service (HOS) Compliance	55%	68%	64%	60%	Alert
Driver Fitness	<5 HM veh. Insp.	<5 HM veh. Insp.	<5 HM veh. Insp.	75%	
Controlled Substances and Alcohol	0%	0%	0%	75%	
Vehicle Maintenance	85%	84%	83%	75%	Alert
Hazardous Materials (HM) Compliance	<5 HM veh. Insp.	<5 HM veh. Insp.	<5 HM veh. Insp.	80%	
Crash Indicator ²	44%	36%	44%	60%	
Insurance / Other	N/A	N/A	N/A	=	

December CSA Scores

BASIC	Through 10/25/24	Through 11/29/24	Through 12/27/24	Thresholds	BASICs STATUS
Unsafe Driving ¹	39%	38%	35%	60%	
Hours-of-Service (HOS) Compliance	64%	65%	66%	60%	Alert
Driver Fitness	<5 HM veh. Insp.	<5 HM veh. Insp.	<5 HM veh. Insp.	75%	
Controlled Substances and Alcohol	0%	0%	0%	75%	
Vehicle Maintenance	82%	82%	81%	75%	Alert
Hazardous Materials (HM) Compliance	<5 HM veh. Insp.	0%	0%	80%	
Crash Indicator ²	46%	44%	50%	60%	
Insurance / Other	N/A	N/A	N/A	=	





Admiral Awards Banquet



It's official! Our 2025 Awards Banquet will take place at the stunning Grand Hyatt Nashville, located at 1000 Broadway, just five blocks from 5th and Broadway and the iconic Ryman Auditorium. The event will be held April 11-13, 2025, and we can't wait to celebrate with all our qualifying Agents and Drivers. Invitations will be sent out next week, so keep an eye out and save the date!

This year has been a testament to resilience and determination. In a challenging market, you've risen to the occasion and found success. In 2024, 77 trucks qualified, compared to 83 in 2023, showcasing the incredible efforts of our Drivers. For Agents, 22 qualified this year, compared to the exact same number last year—a reflection of their unwavering commitment and skill in navigating a tough industry. To qualify, Agents must achieve at least \$1 million in Line Haul, and Drivers need at least \$200,000 in Line Haul with no accidents or violations.



For those attending, truck parking has been secured just 2 miles from the hotel in a gated, secure lot (formerly a TA), reserved for April 10-13. A shuttle service will be available to make transportation between the lot and the hotel easy.

The Grand Hyatt also welcomes pets, so feel free to bring your furry friends along.

We're thrilled to finally share the details and look forward to celebrating your hard work and success in Nashville.



We want to thank everyone for your continued patience and for consistently sharing issues, suggestions, and insights as we navigate this new software implementation. Like any new system, this is a work in progress, but we are making strides in improving your experience.

Below, we've outlined some consistent items that are still causing challenges. If these apply to you, please read the next pages for step-by-step instructions, helpful resources, and more detailed explanations.

Agents:

1. Putting Loads on Hold (see page 12)

- For the time being, all loads must be put on hold if a driver has been pre-assigned. If you don't, the load will remain visible in the "Available" status on the load board for drivers to see.

2. Duplicating Loads for Both AMMF Drivers and Brokerage (see page 13)

- If you want a load to be visible on the load board for both AMMF drivers and brokerage, you must duplicate the load.

3. Finding a Truck (see pages 14-15)

- We've expanded the search functionality to display the top 100 drivers near the location you search, instead of the previous 25.
- Note: This may slow down search results slightly but provides a broader range of options, which many of you requested.
- See the next pages for tips on efficiently finding a truck in McLeod.

4. How can I see all of my Loads (see page 16)

- Go to the CSM Button on your toolbar for full load details.

5. How do I get the trip information to the drivers (see page 17).

- There are 3 options. We now have a physical Dispatch Sheet too!

Drivers:

1. Load Updates (page 18):

- Remember, you must use the Sidekick app, your ELD, or call your Freight Coordinator to trigger the system to dispatch a load.
- Loads will remain on the load board and will not get billed (and you will not be paid) unless you do these important steps.

2. Load Board (see pages 19-20)

- We understand that finding a load continues to be a significant concern for drivers. For now, we recommend visiting the Admiral website at admiral.ammf.com, just as you have in the past.
- Important Note: The load board is still being updated manually four times per day. While this process is not ideal, we've been assured that a fix is on the way to automate updates in the near future.

Why do I need to put Covered Loads on Hold?

Simple Answer – to pull them from the load board.

In the short term, we still need to put all covered loads on hold. As a reminder, here's what to do:

- Go to the covered load in Order Entry.
- Click "Update" so you can make changes.
- Click on the button that says "hold" and put any reason code in (you can put any reason in you'd like).
- Click "Execute" to save the changes.
- You're done!

The screenshot shows the 'Order Entry' window for Admiral Merchants Motor Freight, Inc. The interface includes a menu bar with options like Search, Previous, Next, Add, Update, List, Movements, Delivery Receipt, Duplicate, Reference #, Offer Order, Create Offer, Subject Orders, Convert Subject, Carrier Dispatch, Mileage, Search Unbilled, Create Recurring, Print, Audit Log, and Email. Below the menu bar are fields for Order number, Revenue code, Loadboard, Mode, Status, and Movement type. A red box highlights the 'Hold' button and the 'Reason' field. The main area is divided into 'Shipper' and 'Consignee' sections, each with fields for Extra pickups/drops, Contact, Phone, Driver load/unload, and Scheduled arrival. At the bottom, there are fields for Planning comment, Commodity, Hazmat ID, Operations user, Agent, Entry method, Order copied to, BOL, Consignee reference, Preload, Trailer, Trailer type, Tractor type, Ordered by, Entered by, and Order copied from. The status bar at the bottom right indicates 'No records in list'.

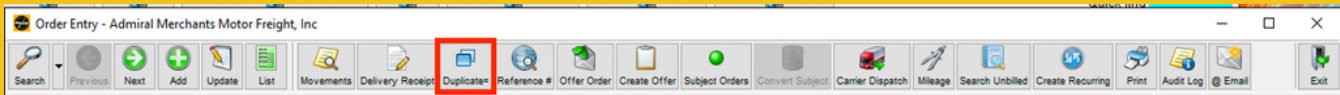
Go to the McLeod tab in the Admiral website (admiral.ammf.com) for full video tutorials to help with this question and many others.

How do I post loads for our drivers and brokerage?

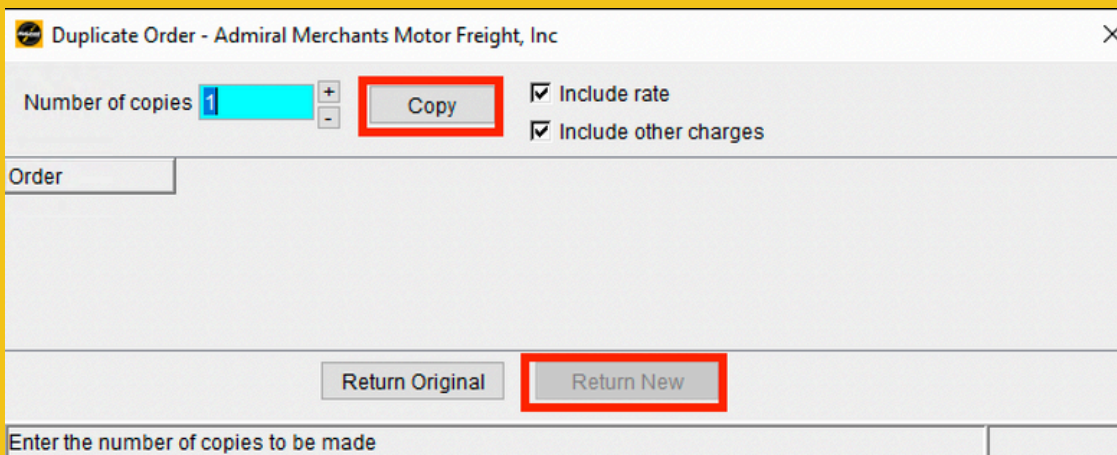
Simple Answer - Duplicate the Load.

The loads you enter will only show up for either our Owner Operators or Brokerage. If you'd like to make them available for both, you need to duplicate the load. As a reminder, here's what to do:

- Go to the load you'd like to put on both boards Order Entry.
- Click "Update" so you can make changes.
- Click the Duplicate button on the top toolbar.



- On the pop-up, click Copy then Return New to take you to the new load.



- In the new load, make sure to update the Order Type, the Movement Type and the Allocation so the load appears on the other board.
- Click "Execute" to save the changes.
- You're done!

Go to the McLeod tab in the Admiral website (admiral.ammf.com) for full video tutorials to help with this question and many others.

How can I do a truck radius search?

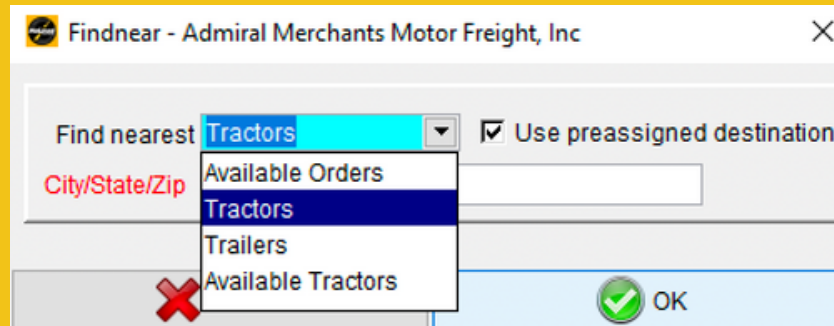
Agents – here’s how to find a truck from any location.

Step 1: Go to your Order Planning Board.



Step 2: Click on the “Find Near” Button in the top toolbar.

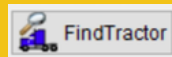
Step 3: Click on “Tractors” and check the “Use preassigned destination” checkbox to see drivers based on their final preassigned destination, then input the city/state or zip code and click “OK.” By checking this box, that filters your search for the final preassigned destination of the driver NOT where they are currently located.



Step 4: Once you’ve performed a search, review the information provided in the bottom section of your planning board. You can easily sort by one or multiple columns –just hold the “control” button on your keyboard while selecting the columns you’d like to sort. We’ve updated your profile to include a condensed list of items for easier viewing. The next page of this newsletter provides a list and description of each item now visible to you. We understand from feedback that the previous view was overwhelming and unclear, so we’ve made adjustments to improve clarity.

Agents – here’s how to find a truck from your order.

Step 1: Go to your Order Planning Board.



Step 2: Click on the “Find Tractor” Button on the left just above your available orders.

Step 3: The trucks will re-configure on the bottoms section of your planning board in the order they are from your load.

Go to the McLeod tab in the Admiral website (admiral.ammf.com) for full video tutorials to help with this question and many others.

How can I do a truck radius search?

Here are the columns you can now see in Order Planning.

- **Find Near:** The distance that the final preassigned destination of the truck is from your entered location.
- **Tractor:** The Tractor number for the driver.
- **Driver Name:** The name of the driver (last name, first name).
 - Double click in any cell in this column for the driver's phone number.
- **Trailer Type:** The type of trailer.
 - Double click in any cell in this column for more information about the trailer.
- **Trailer Planning Comment:** This is where we'll add additional information that you are asking for such as axle spacing, etc. that you'd like to see on the main profile.
- **Home:** This is where the driver calls home.
- **Dest City:** This is where the driver is headed on their current load.
- **Dest State:** This is where the driver is headed on their current load.
- **Order Number:** We know that some of you use this screen to update your orders so we are leaving it here for now.
- **Move Distance:** Total distance of the tractor's last dispatch.
- **ETA to Next Stop:** This is the expected ETA on their next stop.
- **Actual Arrival:** This is when they actually arrived at their next stop.
- **FP dest city:** If there's a pre-assignment, this is the driver's final destination.
- **FP dest state:** If there's a pre-assignment, this is the driver's final destination.
- **FP schedule:** If there's a pre-assignment, this is when the driver is expected at this destination.
- **Tractor preassign count:** This is the number of pre-assignments currently on the truck.

We can customize your individual profile and add other columns back. If you'd like us to do this contact your sales person!

What do all the colors mean in Order Planning?

- If you hover your mouse over the cell that is colored, a box will appear describing what the color means.
- If you want a full guide to review each color, please go to the McLeod section of the website and refer to the document called: "Order Planning Board Colors Cheat Sheet."

How do I see all of my orders?

Agents – here's where to go.

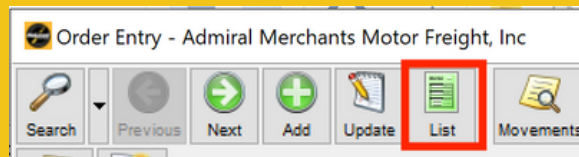
We've heard from many of you that you'd like a better overview of your available, in-progress, and delivered loads. We realize the Order Planning screen doesn't offer a clear snapshot. You now have the option to use the **Customer Service Management** screen, which provides the best overview of your business. Additionally, you can view all your historical, current, and future loads by using the "list" button in the Order Entry screen.

Here's how to use these features:

Customer Service Management (CSM): This screen gives you access to Order Tracking. CSM allows you to monitor the status of all orders in real-time, including historical, current, and upcoming loads. as it will display all loads that haven't been transferred to billing with order statuses of Available, Progress, or Delivered. This gives you visibility into the progress of deliveries. If you do not have the Customer Service Management button on your toolbar (see below) then you can create your own or simply go to your main menu and click Dispatch => Customer Service => Customer Service => Customer Service Management.



List Button (in Order Entry): This button has been added to your profile. By clicking here, you can see all historical orders and full detail. You can customize this view, download it into excel, etc.



How do I get trip information to the drivers?

Agents – you have three options.

EVERYTHING TAKES PLACE ON THE ORDER PLANNING SCREEN

- **Zmit Button:** This is the easiest way to get the trip information to the driver who has an ELD. It DOES NOT include the rate for the load so we understand that this doesn't work for most of you. Here's the information that it sends and how the driver sees it:

```
*** Load Information ***
Order #: ██████████
Assigned Trailer: _____
Shipper: _____
_____
BOL: _____
Address: _____
_____
Phone #: _____
Pickup: __/__/__ to __/__/__
Product: _____
Driver Load: _
Pieces: _____
Weight: _____
Pallets: _____
Extra Pickups: __
Extra Drops: __
Receiver (Final Stop): _____
Address: _____
_____
Phone #: _____
Del: __/__/__ to __/__/__
Driver Unload: _
Loaded Miles: _____
Please Acknowledge Receipt
Of This Dispatch by Replying
Instructions: _____
_____
```

- **Send Message Button:** This is our favorite. If you have your Dispatch notes set up consistently in your orders (you can create a Recurring order if you have notes that need to be used on all - or some - of your orders). The driver information (cell phone and email) will automatically generate here so it's a quick and easy way to text or email the driver all pertinent details for your loads in a neat and consistent manner. Hint: You can also send yourself a text or email so you can test this feature.
- **PDF Dispatch Sheet:** Many of you have requested a form of our previous Dispatch Sheet. We hear you and now have an option. Click on the Delivery Receipt button on the Order Entry screen (select template 3) that you can look at and see if it works for you. It's easiest to use the email function (to yourself or others) for the Dispatch Sheet. If this document does not work for you, let us know what you would need tweaked so we can ensure that it is a suitable solution for your printable Dispatch Sheet.

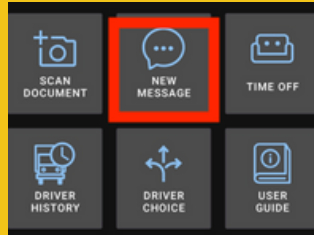
How do I update the load status?

Drivers – you have two options.

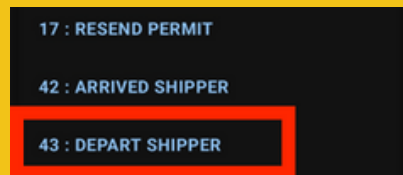
OPTION 1: UPDATE YOUR STATUS THROUGH THE SIDEKICK APP

1. When you are loaded at the Shipper: go into the Sidekick app and:

- Click “New Message”



- Then select “Depart Shipper” to let Operations know that you have picked up.



2. When you unload at the Consignee (deliver): go into the Sidekick app and:

- Click “New Message”
- Then select “Depart Consignee” so Operations can deliver the load in the system.



OPTION 2: SIMPLY CALL YOUR FREIGHT COORDINATOR AFTER YOU PICK UP AND DELIVER EACH LOAD.

Remember, the load may remain on the load board if you do not notify anyone that you have picked up and you will not be paid unless you use one of the two notification tools to confirm you have delivered.

What's going on with the Load Board?

We have an update.

We've listened to your concerns about the load board and made it a top priority, recognizing its importance for both drivers and agents. We initially hoped the Sidekick app features would simplify drivers' availability to find loads, but we've learned it's had the opposite effect. We also understand that agents need access to available loads to better assist drivers. **Here are the latest updates on how we're addressing this issue:**

- **McLeod Sidekick App:** When you click into a load, if you click on the bottom right corner where it says "Request Load" the phone number that pops up is the Agent's phone number now, so it will allow you to call them directly instead of calling Operations for the information.
- **The "Load Board" on the website (admiral.ammf.com).** We are making steady progress improving the view on the website to make it easy to use in the short term. We now have a web-based version located on the Truck Management tab on the website. You may need to click on "load board" if it doesn't appear. This is still not a perfect solution as it is not a live document. Currently it is being updated at 9am, 11am, 2pm, 4pm. The good news is - on a mobile phone drivers can click on the phone number and it will call the agent!!

The screenshot shows the Admiral Merchants website interface. At the top, there are navigation tabs for 'Truck Management', 'Brokerage', 'Credit', 'Contractor Services', 'Banner Crossing/Licensing', 'Ops/Dispatch', 'Permits', and 'Processing'. Below these are sub-tabs for 'Admiral Load Board', 'Truck Radius Search', 'Inland Report', 'Specialized Equipment List', 'National Qualified Drivers', and 'No Load List'. The main content area is titled 'Load Finder Board for McLeod' and includes a 'Load Finder Board Glossary' table and a 'Search by Pickup State' section.

Trailer Code	Trailer Type	Commodity Code	Commodity Type
F	Flatbed	ACR	Auto Parts, Tires, ETC.
FSD	Flat / Step Deck	AGR	Agricultural Machinery and Parts...
SD	Step Deck	ALM	Aluminum
DD	Double Drop	BLD	Building Material or Supplies - (DMS, lumber, insulation)

Pick Up	Order	Est	Drop Off	Rate	Agent	Phone Number	Planning Comment	Trailer Type	COMD	WHS	LRB	Parent Req?
CA, VOTRILLE	252778	10/29/2024	AK, HAVRE	\$275.40	2000	574-520-1800		FD	ACC	400	10000	No
AL, HONOL	2528140	10/29/2024	WV, WOODBRIDGE	\$1,203.04	4100	258-912-2047		FA	STL	500	40000	No
AK, HOE	2528942	10/29/2024	OK, DOUGLASS	\$1,104.48	2000	574-520-1800	CALL MME 574-520-1800	FD	ROC	300	10000	No
AK, HOE	2528944	10/29/2024	IL, DU QUAIN	\$788.20	2000	574-520-1800	CALL MME 574-520-1800	FD	ROC	400	10000	No
AZ, GOODWIN	2527730	10/29/2024	KS, BOWEN	\$2,200.00	2010	288-847-7743	APPROX EQUIP	FD	WCC	800	8000	No
CA, BARNFIELD	2528206	10/29/2024	IL, WESTCHESTER	\$4,200.00	4100	661-696-5022		SD	FAH	2014	40000	No
CA, BARNFIELD	2528217	10/29/2024	IL, WESTCHESTER	\$4,200.00	4100	661-696-5022		SD	FAH	2014	40000	No
CA, BARNFIELD	2528221	10/29/2024	IL, WESTCHESTER	\$4,200.00	4100	661-696-5022		SD	FAH	2014	40000	No
CA, VOTRILLE	2528421	10/29/2024	KS, WARRAGE CITY	\$6,210.00	4100	417-587-3019		FD	WCC	1000	40000	No
CA, VOTRILLE	2528424	10/29/2024	KS, WARRAGE CITY	\$6,210.00	2000	417-587-3019		FD	WCC	1000	40000	No
CA, ATYNS	2528960	10/29/2024	UT, W VALLEY CITY	\$1,800.14	2000	574-520-1800		SD	WCC	2000	30000	No

What's going on with the Load Board?

- **Agents** - remember the following items so your load appears correctly on the load board:
 - The **phone number** displayed on the load board online is pulled from the "Ops User" field in the Order Entry screen. If you have any questions about which phone number is being used, please contact your salesperson. If you'd like to add a second phone number add this to the "Planning Comments."
 - Use the "**Planning Comments**" field on the General tab of the Order Entry screen for any additional comments you want the driver to see. These comments will appear on the online version of the load board but will not appear in the Sidekick app. *Currently, no notes entered in McLeod are visible to drivers in the Sidekick app when they are searching for a load.*
 - Today, any "Available" load will still appear on the load board, even if it has been pre-assigned to a driver. **Until this issue is resolved, you must manually place pre-assigned orders on hold** to prevent them from showing up on the load board. However, orders do not need to be placed on hold once they are "In Progress." We are working on a fix and hope to eliminate this extra step soon.

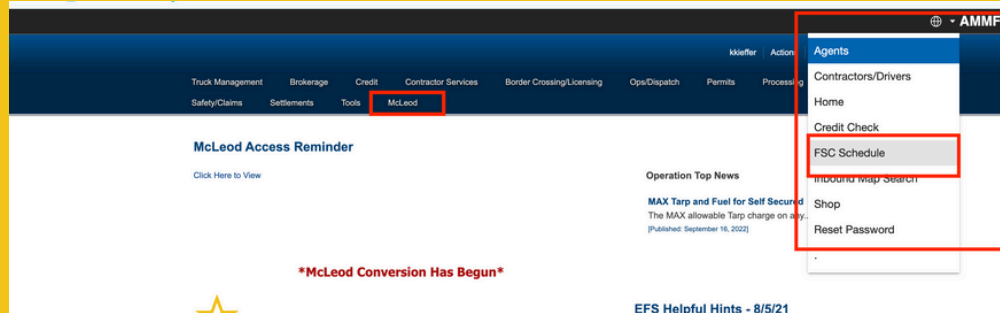
The screenshot displays the 'Order Entry' window for Admiral Merchants Motor Freight, Inc. The interface includes a menu bar with options like Search, Previous, Next, Add, Update, List, Movements, Delivery Request, Duplicate, Reference #, Offer Order, Create Offer, Subject Orders, Convert Subject, Carrier Dispatch, Message, Search Unfilled, Create Recurring, and Print. Below the menu bar, there are input fields for Order number, Revenue code, Order type, and a 'Hold' checkbox with a 'Reason' field. The 'Planning comment' field is highlighted with a red box. The interface is divided into sections for Shipper and Consignee information, including contact details, phone numbers, and scheduled arrival times. The 'Planning comment' field is located at the bottom of the form, below the 'Appointment required' and 'Confirmed' checkboxes.

Is the old website still online?

Yes! Continue to use it for resources!

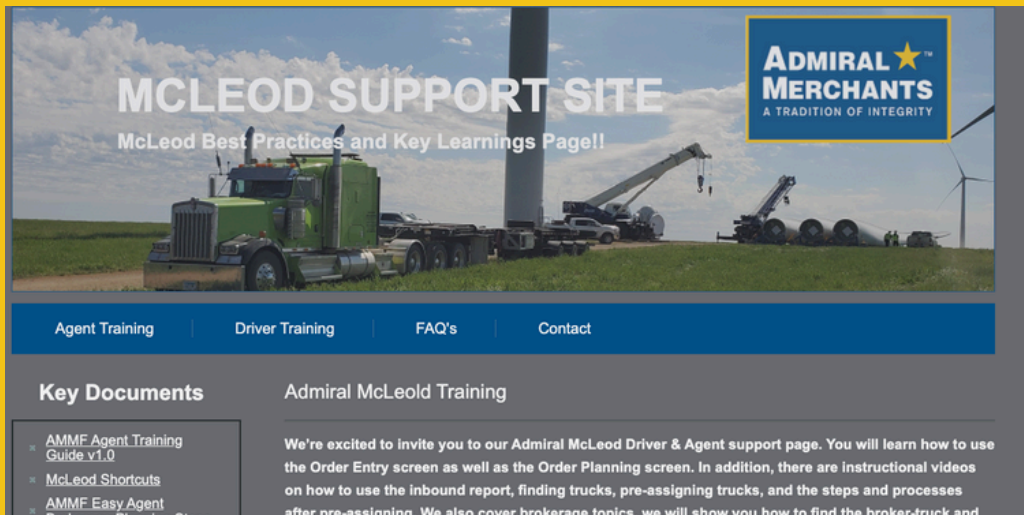
Fuel Surcharge:

You can still find the FSC schedule updated here.



McLeod Resources and Training:

We've included an entirely new section called "McLeod" (circled above) for you to use as a resource with training files and updates.



The Load Board is on the website too!

See the following pages about the load board for more information.

Additional Training Opportunities

We're here to help you learn the system.

Go to the McLeod Tab on the website (admiral.ammf.com) for the agent training guide and all short videos.

Currently our video database includes the following:

- Entering an Order
- Duplicating an Order
- Voiding an Order
- Putting an Order on Hold
- Adding a Stop
- Requesting Permits
- Requesting High-Value Insurance
- Adding and Updating a Location
- Order Planning Screen
- Pre-assigning an Order
- Pre-assigning an Order on Hold
- Sending Information to a Driver
- Finding Trucks Using the "Find Near" Button
- Entering a Brokerage Order

We are planning to continue adding short videos to the website in addition to holding customized in-person trainings sessions. Please send over topics and ideas to: salesteam@ammf.com.

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