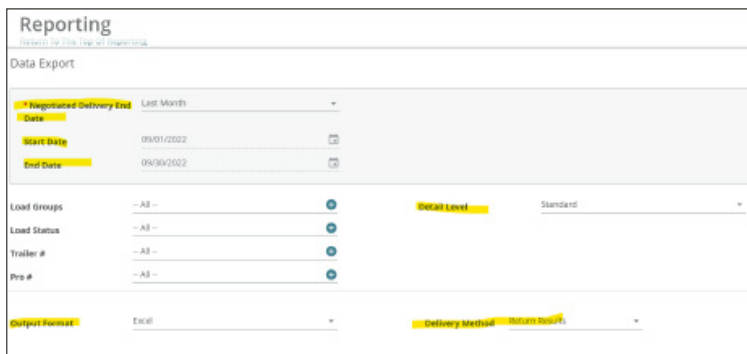


How to Calculate Loads Moved

1. Log into the TMS.
2. Navigate to Utilities > Reporting > Data Export.
3. Under Data Export, go to **Negotiated Delivery End Date** and choose a specific time period or enter dates manually.
4. Allow **Output Format** to remain at the default, which is Excel.
5. For **Delivery Method**, choose to either have the report returned or emailed to you directly.
6. Complete the other Data Export selections presented below as needed.



The screenshot shows the 'Reporting' section of the TMS interface, specifically the 'Data Export' form. The form includes the following fields and options:

- Negotiated Delivery End Date:** Set to 'Last Month'.
- Date:** A dropdown menu.
- Start Date:** 09/01/2022.
- End Date:** 09/30/2022.
- Load Groups:** -- All --.
- Load Status:** -- All --.
- Trailer #:** -- All --.
- Pro #:** -- All --.
- Output Format:** Excel.
- Delivery Method:** Return to TMS.
- Weight Level:** Standard.

7. Download the report.
8. Launch the Excel spreadsheet.
9. Highlight the entire spreadsheet by clicking in the upper left corner.
10. Select the **Data** tab in the menu. An option to remove duplicates will appear.
11. Make sure **Remove any duplicate** is selected.
12. In the popup, unselect all, then select **TMS Load #**.
13. Make sure **Your data has a header** is checked.
14. Click **OK**. The results will show you how many duplicates were removed and how many unique loads you have.
15. Repeat the steps for each SCAC you move freight under.
16. Calculate the total number of loads your company moved during the selected time period by adding the number of loads for each SCAC.