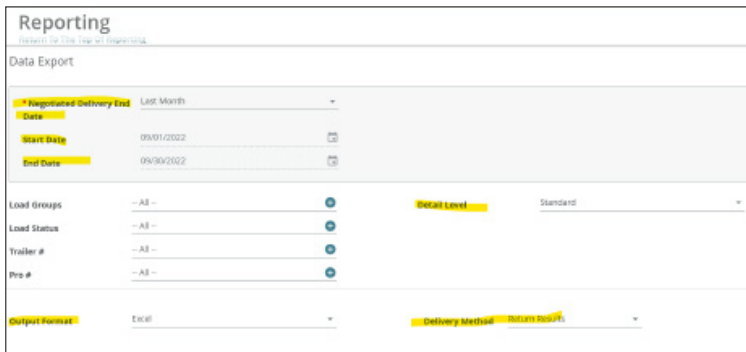


How to Calculate Loads Moved

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.



Reporting
 Reporting for 2022-09-01 10:10:10 AM

Data Export

Negotiated Delivery End Date Last Month

Date 09/01/2022

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 User

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.