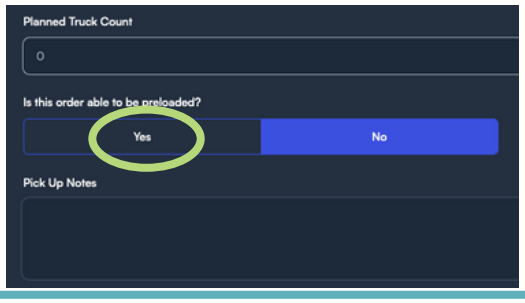
Preload a Job

The Preload functionality in NewMile allows dispatchers to indicate when an order is eligible for preloading. Below is a step-by-step overview of how the Preload feature works—from setting it during order creation to how it appears for drivers in the app.

1 **If a driver is able to preload for an order, you can now indicate that on the order creation page by toggling the Preload option to "Yes" before saving the order.**

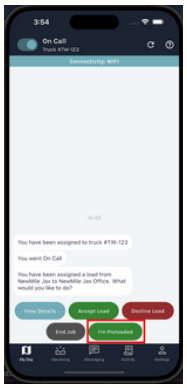


2 **After saving the order, assign and finalize the trucks as usual.**

When drivers receive their notifications and check the Upcoming tab in the app, any orders marked for preloading will display a "Preloaded" label.



3 **When the job begins and the driver goes on call, they'll see an extra button labeled "I'M PRELOADED" if their first haul is eligible for preloading.**



4 **If they press the I'M PRELOADED instead of the ACCEPT LOAD button, they will be prompted to CONFIRM that they are actually preloaded.**



5 **Once the driver confirms they're preloaded, they'll automatically be moved to the next stage of the load (based on the PO requirements) and can continue the job as usual from that point.**

