

Edit or reschedule a load

Office dispatchers | Quick reference guide

1. Open the existing load

Find the load on the Dispatch Board. Open its details instead of creating a replacement copy.

2. Update the available fields

Use the load editing controls to revise the date, time, or assignment. Review any restrictions on completed work.

3. Save and communicate

Wait for confirmation and verify the change on the board. Tell the affected hauler about revised instructions.

Need help? support@herdhaul.com

Do not email passwords, private driver links, or BOL files.