



5/10/2024

# Hitch Advanced Dealership Training Resource Guide

Version 1.0



**TRAINING & DEVELOPMENT TEAM**  
RUNBUGGY, INC.

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# Hitch Advanced Dealership Training Resource Guide Overview

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This guide contains step-by-step training aids with links to videos showing you how to perform advanced functions in the Hitch platform. The table of contents on the previous page is clickable for you to easily navigate the guide.

For you to best understand the content shown in this guide, be sure to review the **Glossary of Terms: RunBuggy Hitch**. Click the icon below to access & download the glossary.





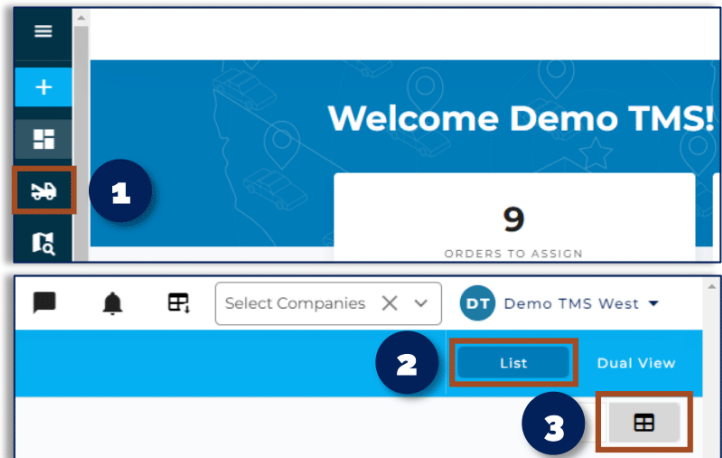
**CLICK THE ICON ABOVE TO ACCESS & DOWNLOAD THE GLOSSARY OF TERMS: RUNBUGGY HITCH.**

# Using the Grid View

Below are the steps for using the grid view in Hitch.

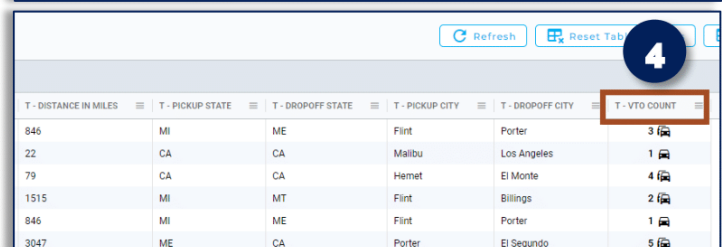
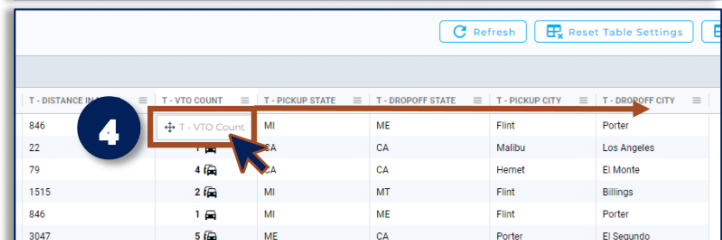
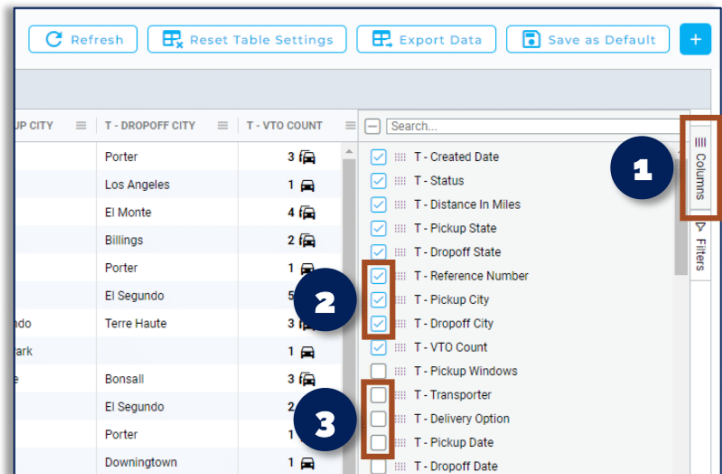
## TOGGLING THE GRID VIEW


1. From the dashboard, click the  at the top left of the screen.
2. At the top right of the screen, click **List** to hide the map.
3. At the top right of the screen, click the  icon to toggle the grid view.



## HIDING, UNHIDING, & ARRANGING YOUR COLUMNS

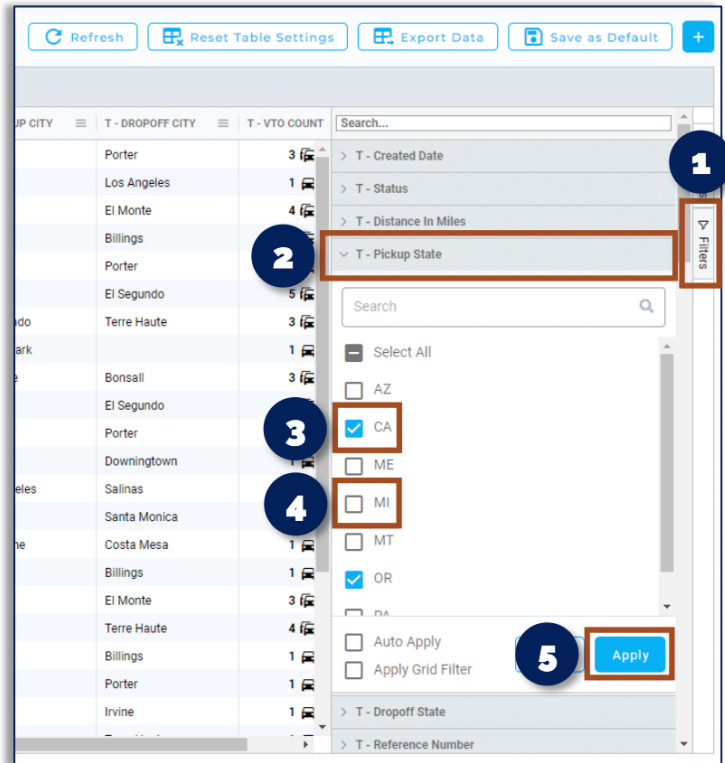
1. Click the **Columns** side menu.
2. **Check** the columns you want to see.
3. **Uncheck** the columns you do not want to see.
4. **Drag & drop** any of the columns you have selected to arrange them.



 **NOTE:** The **T-REFERENCE NUMBER** column **CANNOT** be moved.

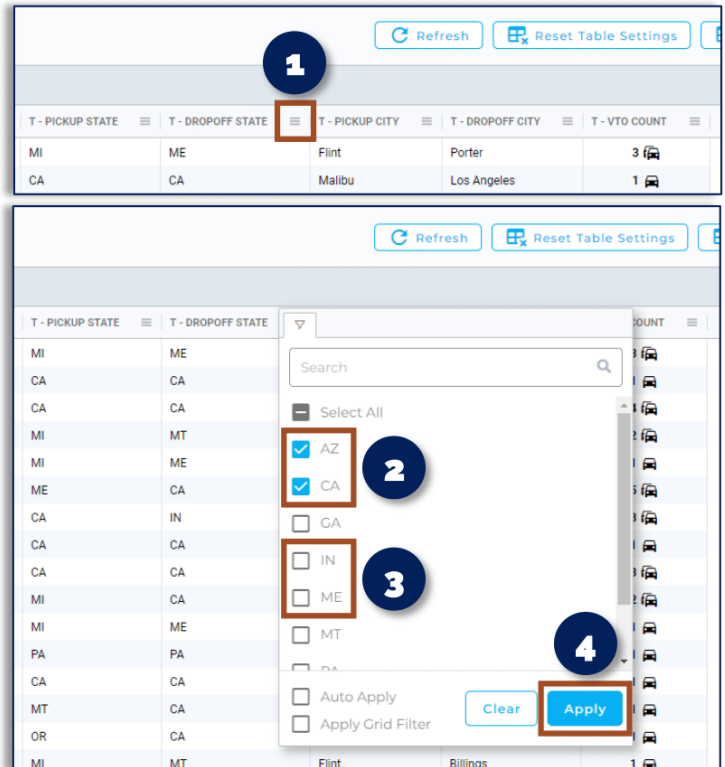
## FILTERING YOUR COLUMNS USING THE FILTERS SIDE MENU

1. Click the **Filters** side menu.
2. Click the column you want to filter by to **expand it**.
3. **Check** the options you want to see.
4. **Uncheck** the options you do not want to see.
5. Click **Apply**.



## FILTERING YOUR COLUMNS USING THE ≡ ICONS

1. Click the ≡ icon on the column you want to filter by.
2. **Check** the options you want to see.
3. **Uncheck** the options you do not want to see.
4. Click **Apply**.



## SORTING YOUR COLUMNS

1. Click the top of a column **once** to sort it by **ascending order**.
2. Click the top of a column **twice** to sort it by **descending order**.
3. Click the column a **third time** to **reset it**.

**1**

| T - STATUS        | T - DISTANCE IN MILES ↑ | T - PICKUP STATE |
|-------------------|-------------------------|------------------|
| Bidding Completed | 22                      | CA               |
| Bidding Completed | 39                      | PA               |
| Bidding Completed | 58                      | CA               |
| Available         | 79                      | CA               |
| Available         | 79                      | CA               |
| Available         | 93                      | CA               |
| Available         | 122                     | CA               |

**2**

| T - STATUS        | T - DISTANCE IN MILES ↓ | T - PICKUP STATE |
|-------------------|-------------------------|------------------|
| Available         | 3047                    | ME               |
| Available         | 2433                    | CA               |
| Available         | 2284                    | MI               |
| Available         | 2284                    | MI               |
| Available         | 2010                    | CA               |
| Available         | 1515                    | MI               |
| Bidding Completed | 1515                    | MI               |

**3**

| T - STATUS        | T - DISTANCE IN MILES | T - PICKUP STATE |
|-------------------|-----------------------|------------------|
| Available         | 846                   | MI               |
| Bidding Completed | 22                    | CA               |
| Available         | 79                    | CA               |
| Available         | 1515                  | MI               |
| Available         | 846                   | MI               |
| Available         | 3047                  | ME               |
| Available         | 2010                  | CA               |

## SETTING ROW GROUPS

1. **Drag & drop a column to the gray bar** to set it as the first row group.
2. Click any of the rows in the **GROUP** column to expand it.
3. To further group by rows, **drag & drop another column to the gray bar** to set it as the second row group.

**1**

| T - REFERENCE NUMBER | T - CREATED DATE    | T - STATUS          | T - DROPOFF STATE |
|----------------------|---------------------|---------------------|-------------------|
| T-010844200          | 06/20/2023 10:31 AM | Assigned            | GA                |
| T-025914132          | 12/14/2023 01:21 PM | Claimed             | GA                |
| T-023269515          | 11/23/2023 04:31 AM | Claimed             | GA                |
| T-008528427          | 04/18/2023 10:52 PM | Claimed             | NY                |
| T-006472150          | 11/15/2022 10:35 AM | Assigned            | FL                |
| T-026673992          | 12/28/2023 12:52 PM | Claimed             | GA                |
| T-001704152          | 06/09/2021 04:22 PM | Signature Picked-Up | VA                |

**2**

**3**

| T - REFERENCE NUMBER | GROUP     | T - CREATED DATE    | T - STATUS |
|----------------------|-----------|---------------------|------------|
|                      | CA (1422) |                     | Available  |
|                      | TX (1410) |                     | Available  |
|                      | AR (1137) |                     | Available  |
| T-024426293          |           | 11/29/2023 04:17 PM | Claimed    |
| T-010844200          |           | 06/20/2023 10:31 AM | Assigned   |

## SETTING ROW GROUPS (CONTINUED)

4. Click any of the rows in the **GROUP** column to expand it.

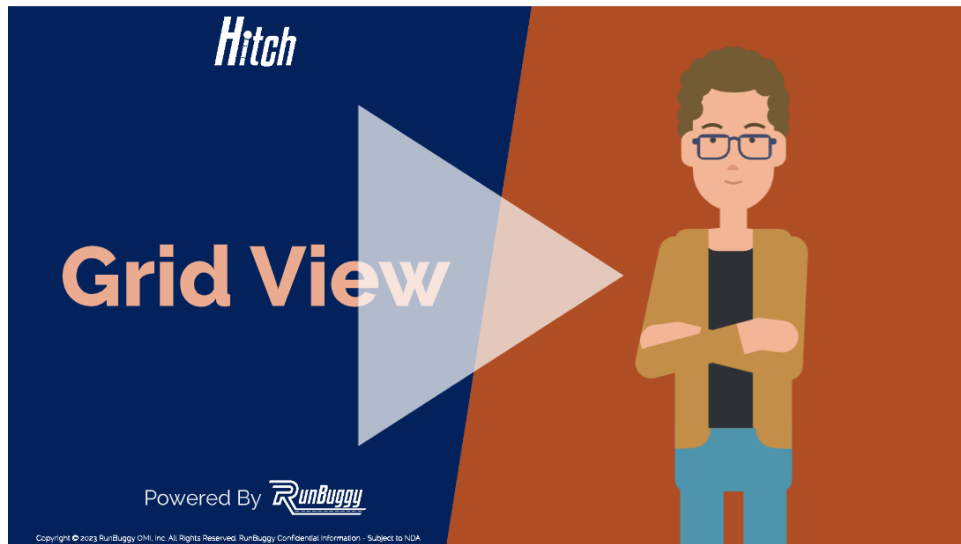


**NOTE:** The order in which the columns are arranged in the gray bar is crucial when setting a row group.

In the screenshot to the right, the expanded row groups indicate that there are **1137 orders needing picked up in Arkansas**, and of those 1137 orders, **3 of those orders need dropped off in Pennsylvania**.

| T - REFERENCE NUMBER | GROUP       | T - CREATED DATE    |
|----------------------|-------------|---------------------|
|                      | > CA (1422) |                     |
|                      | > TX (1410) |                     |
|                      | ▼ AR (1137) |                     |
|                      | > GA (1131) |                     |
|                      | ▼ PA (3)    |                     |
| T-021470135          |             | 11/08/2023 03:59 AM |
| T-021471502          |             | 11/08/2023 04:41 AM |
| T-028485743          |             | 02/05/2024 04:56 AM |
|                      | > TX (2)    |                     |
|                      | > CA (1)    |                     |
|                      | > FL (1023) |                     |

Click the thumbnail below to watch a video showing you how to use the grid view in Hitch.





# Enabling & Adding Sub Contractors

Below are the steps for enabling & adding Sub Contractors in Hitch.

## ENABLING SUB CONTRACTORS

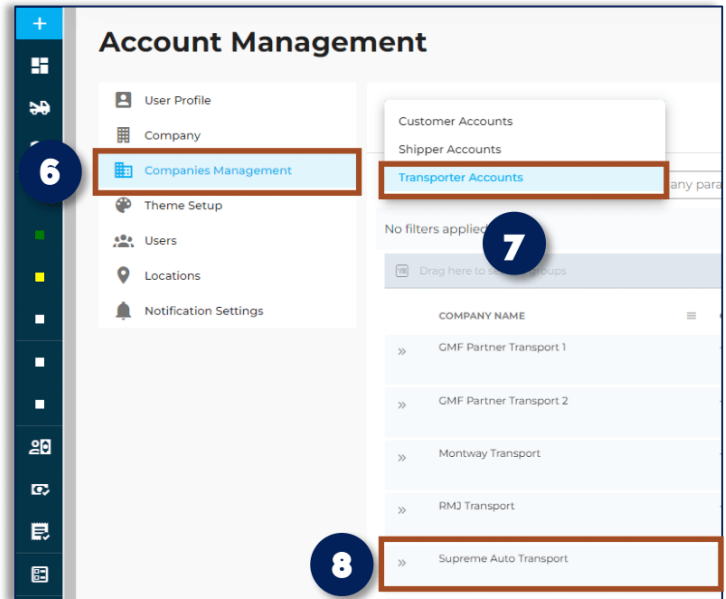
1. Click your **username**.
2. From the dropdown, click **Company**.
3. Choose the parent TMS account as the **Active Account**.
4. Check **Enable Broker Feature**.
5. Scroll down & click **Save**.

The image consists of five sequential screenshots from a web application interface, illustrating the process of enabling sub-contractors. Each screenshot is annotated with a numbered circle (1-5) indicating the step.

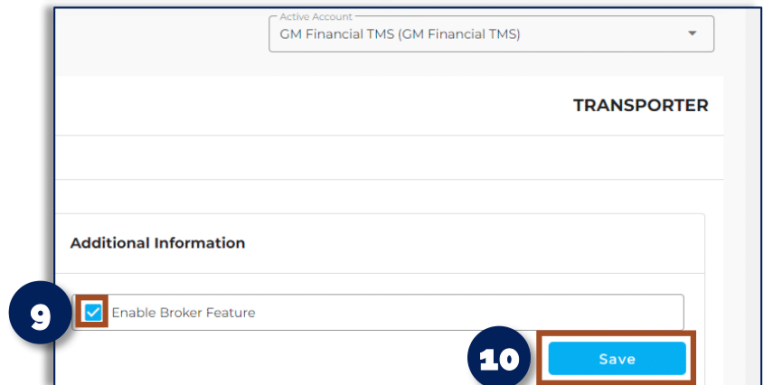
- Step 1:** The user's profile dropdown menu is open, showing options like 'Account Management', 'Company', 'Companies Management', 'User Management', 'Notification Settings', 'Enable Support', and 'Logout'. The 'Company' option is highlighted with a red box.
- Step 2:** A list of TMS accounts is displayed, including 'GMF Partner Transport 1 (GM Financial TMS)', 'GM Financial TMS (GM Financial TMS)', and 'GM Financial MP (RunBuggy Co)'. The 'GM Financial TMS (GM Financial TMS)' option is highlighted with a red box.
- Step 3:** The 'GENERAL CONFIGURATION' settings page is shown. The 'Enable Broker Feature' checkbox is checked and highlighted with a red box.
- Step 4:** The 'Save' button at the bottom right of the settings page is highlighted with a red box.

## ENABLING SUB CONTRACTORS (CONTINUED)

6. Click **Companies Management**.
7. Choose **Transporter Accounts**.
8. Select the **Transport Company** you want to enable Sub-Contractors for.

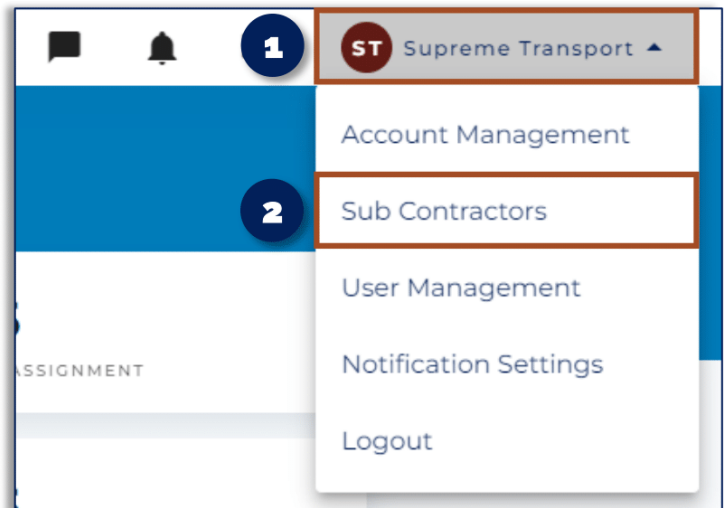


9. Check **Enable Broker Feature**.
10. Click **Save**.



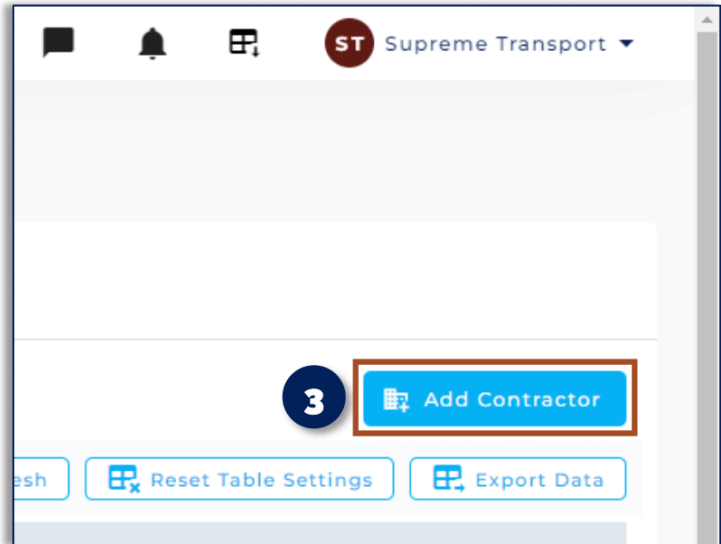
## ADDING A SUB CONTRACTOR

1. Click your **username**.
2. From the dropdown, click **Sub Contractors**.



## ADDING A SUB CONTRACTOR (CONTINUED)

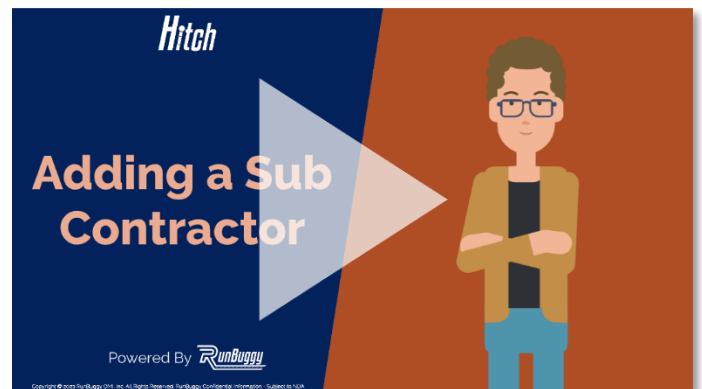
3. Click **Add Contractor**.



4. Enter the Sub Contractor's information.  
5. Click **Save**.

A screenshot of the 'Add Sub Contractor' form. The form is titled 'Add Sub Contractor' and contains several sections. The first section is 'ENTER USDOT AND/OR MC/MX NUMBER TO CONFIRM THE SAFETY RATING AND INSURANCE COVERAGE', with fields for 'USDOT Number' (164094) and 'MC/MX Number' (8104618). The second section is 'PRIMARY CONTACT', with fields for 'First Name' (Andy), 'Last Name' (Breault), 'Email' (andy.breault@hoyeboye.com), and 'Phone' (+1 555-555-6114). The third section is 'COMPANY INFORMATION', with fields for 'Company Name' (AB Hauling LLC), 'Company Phone' (+1 555-555-4001), and 'Address (No P.O Boxes)' (6001 Lincoln Dr W, Marlton, NJ 08053, USA). At the bottom right of the form, there is a blue 'Save' button, which is highlighted with a red rectangular box. To the left of the form is a blue circle containing the number '4', and to the right of the 'Save' button is a blue circle containing the number '5'.

Click the thumbnails below to watch videos showing you how to enable & add a Sub Contractor in Hitch.

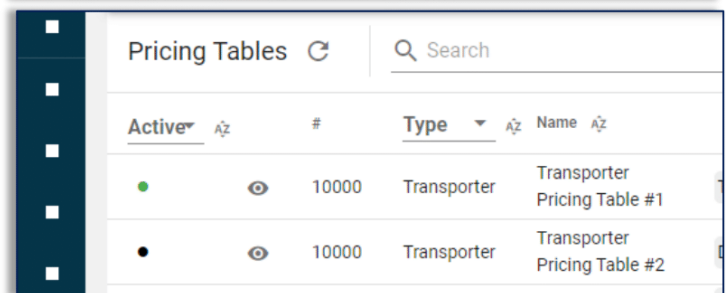
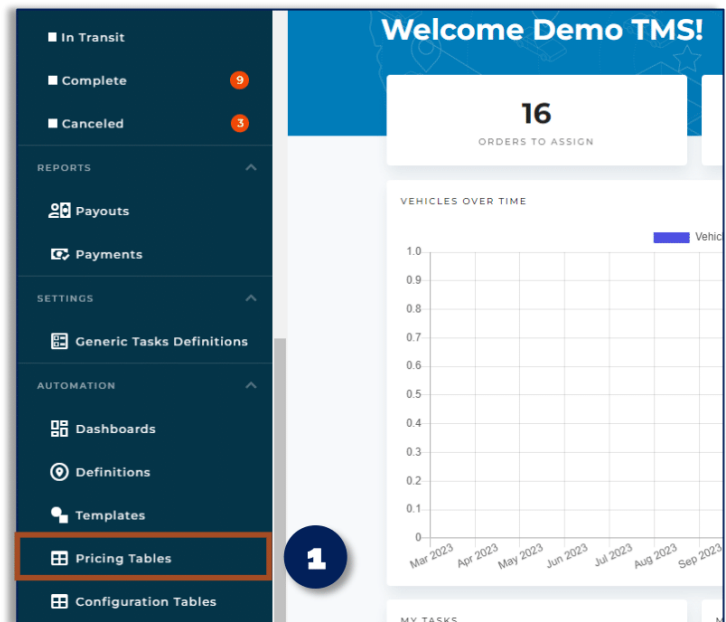


# Pricing Tables

Below are the steps for creating, editing, duplicating, & creating templates for pricing tables in Hitch.

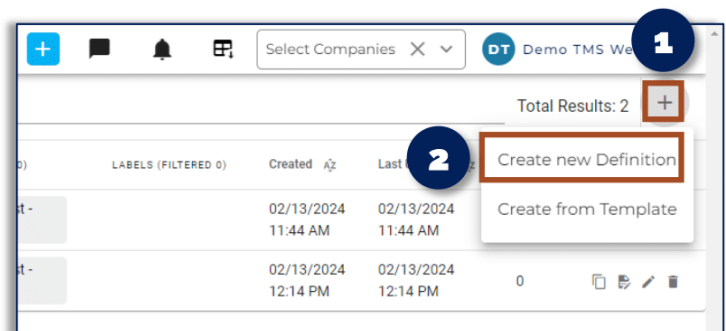
## VIEWING YOUR PRICING TABLES

1. From the dashboard, scroll down & click **Pricing Tables** at the bottom left of the screen.



## CREATING A NEW PRICING TABLE DEFINITION

1. From the Pricing Tables screen, click the **+** icon at the top right.
2. Click **Create new Definition**.



## CREATING A NEW PRICING TABLE DEFINITION (CONTINUED)

3. Enter in the details for the new table definition.

**3**

New Table Definition

Table Name  
Transporter Pricing Table #4

Type  
Transporter

Transporter Accounts  
Seal Beach Trucking Malibu Trucking Inc.

Order Owner Accounts  
Demo Dealer TMS - West - Shipper SHIPPER

Order Payer Accounts  
Demo Dealer TMS - West - Shipper SHIPPER

Sequence Priority  
Test (10000)

Description  
Transporter Pricing Table #4

4. Scroll down & mark the new definition as **Enabled**.
5. Click **Save**.


**4**

Enabled




**5**

Cancel Save

## EDITING A PRICING TABLE

1. From the Pricing Tables screen, click the  icon on the table you want to edit.
2. Make your edits to the table.
3. Click **Save**.

Total Results: 1

| Created                | Last Updated           | Version | Actions   |
|------------------------|------------------------|---------|---|
| 02/13/2024<br>11:44 AM | 02/13/2024<br>11:44 AM | 0       |    |

**1**

**2**

Edit Transporter Pricing Table #1

Type  
Transporter

Transporter Accounts  
Thomas' Family Hauling Malibu Trucking Inc.

Order Owner Accounts  
Demo Dealer TMS - West - Shipper SHIPPER

Order Payer Accounts  
Demo Dealer TMS - West - Shipper SHIPPER


Sequence Priority  
Test (10000)





Description  
Transporter Pricing Table #1

**3**

Cancel Save

## DUPLICATING A PRICING TABLE

1. From the Pricing Tables screen, click the  icon on the table you want to duplicate.
2. Make your edits to the table.
3. Click **Save**.

| Total Results: 1       |                        |         |   | + |
|------------------------|------------------------|---------|---|---|
| Created                | Last Updated           | Version | Actions   |   |
| 02/13/2024<br>11:44 AM | 02/13/2024<br>11:44 AM | 0       |     |   |

**Duplicate Table "Transporter Pricing Table #1"**

Table Name  
Transporter Pricing Table #2

Type  
Transporter

Transporter Accounts  
Dealership Transport Seal Beach Trucking


Order Owner Accounts  
Demo Dealer TMS - West - Shipper SHIPPER





Order Payer Accounts  
Demo Dealer TMS - West - Shipper SHIPPER

Sequence Priority  
Test (10000)

Description  
Transporter Pricing Table #2

## CREATING A PRICING TEMPLATE FROM A TABLE

1. From the Pricing Tables screen, click the  icon on the table you want to create a template based on.

| Total Results: 1       |                        |         |   | + |
|------------------------|------------------------|---------|---|---|
| Created                | Last Updated           | Version | Actions   |   |
| 02/13/2024<br>11:44 AM | 02/13/2024<br>11:44 AM | 0       |     |   |

## CREATING A PRICING TEMPLATE FROM A TABLE (CONTINUED)

2. Make your edits to the template.
3. Click **Save**.

Create template from "Transporter Pricing Table #1"

Template Name  
Transporter Pricing Table #5

Template Description  
Transporter Pricing Table #5 - Template

Type  
Transporter

Default Transporter Accounts  
Thomas' Family Hauling Malibu Trucking Inc. Required Hide

Default Order Owner Accounts  
Demo Dealer TMS - West - Shipper SHIPPER Required Hide

Default Order Payer Accounts  
Demo Dealer TMS - West - Shipper SHIPPER Required Hide

Default Description  
Transporter Pricing Table #5 - Template

Save

## CREATING A PRICING TABLE DEFINITION FROM A TEMPLATE

1. From the Pricing Tables screen, click the **+** icon at the top right.
2. Click **Create from Template**.

Select Companies X

DT Demo TMS We

Total Results: 2 +

| Labels (Filtered 0) | Created             | Last Updated        |   |
|---------------------|---------------------|---------------------|---|
|                     | 02/13/2024 11:44 AM | 02/13/2024 11:44 AM |   |
|                     | 02/13/2024 12:14 PM | 02/13/2024 12:14 PM | 0 |

Create new Definition

Create from Template

3. Select the **Table Type**.

Create a New Table From Template

Table Type (Selected) Table Template Provide Table Details

I want to create the following table type:

transporter  
1 template available

4. Select the **Table Template**.

Create a New Table From Template

Table Type Table Template (Selected) Provide Table Details

I want to use the following template:

Transporter Pricing Table - Template  
Transporter Pricing Table - Template

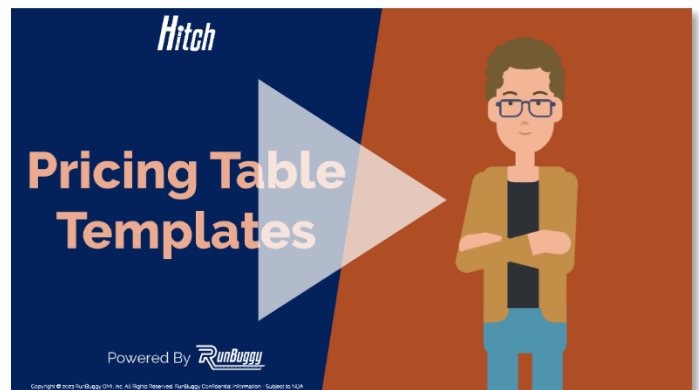
## CREATING A PRICING TABLE DEFINITION FROM A TEMPLATE (CONTINUED)

5. Enter in the details of the table.

6. Scroll down & mark the new definition as **Enabled**.

7. Click **Create**.

Click the thumbnails below to watch videos for creating, editing, duplicating, & creating templates for pricing tables in Hitch.



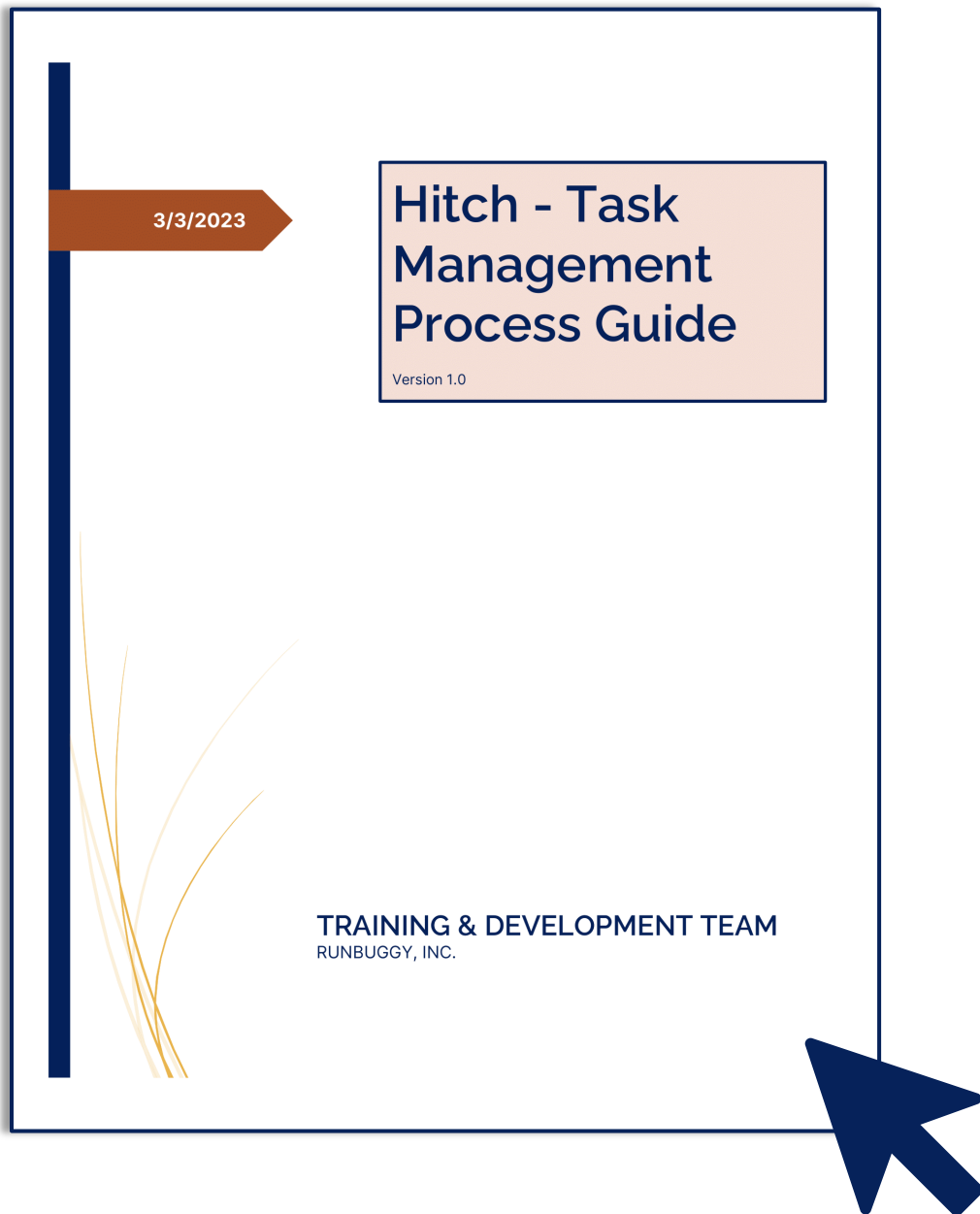


# Task Management

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Below is a screenshot of the cover page for the **Hitch - Task Management Process Guide**.

Click the cover page to access & download the guide.



**CLICK ABOVE TO ACCESS & DOWNLOAD THE HITCH – TASK MANAGEMENT PROCESS GUIDE.**