

# STLM Mass Edit Freight Charges Utility

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Edit Freight Charges on Scale Tickets.

1. Navigate to *Grain / Utilities / Mass Edit / Freight Charges*.
2. Select one or multiple Scale Tickets, then choose **Done**.
3. On the *Mass Edit Freight Charges* window, Scale Ticket information can be reviewed and the original ticket can be displayed by selecting **View**.
4. Highlight a row and choose **Load Information** (only one row can be loaded at a time). The *Vendor ID*, *Vendor Name*, and *Freight Charge Rate* will be displayed in the grid at the bottom of the window.
5. In this grid, the Vendor can be changed by double-clicking the current *Vendor ID* and Vendors can be added by double-clicking the *Vendor ID* column heading. The *Freight Charge Rate* can also be modified.
6. An option is available above the grid to *Replace Ticket Freight Vendor with 1st Selected Charge Freight Vendor*.
7. Checking *Clear Freight Charges* and saving removes the Freight Charge from the Scale Ticket.
8. When finished, select **Save**.