

# User Documentation

## LoadPass Permits -Axle Weights Update

### Summary

The LoadPass Permits Axle Weight update will change the way companies apply for trip permits in that they will document the unit's weight distribution by individual axles rather than by axle group. An individual axle also requires additional information including the number of tires, the tire width, the track width, and the distance to the next axle. Furthermore, there is required information regarding the 'power unit' within the permitted unit. There is also now a graphical display of the permitted unit that changes depending on what load type is selected. This update will not affect how trip permit fees are calculated.

Permits created before this update will still be in the axle group format; however, if a previous permit is copied, the new permit will implement the individual axle interface. If your company has saved units within the LoadPass system, those units will need to be updated in the system to reflect their weight distribution across axles rather than axle groups. More information on copying previous permits and updating saved units can be found below.

### Using the Axle Information Page

The power unit is the unit that supplies the power to a permitted unit, for example, a tractor or a workover rig. All fields in the power unit section are required to complete a trip permit; however, if the field is not applicable to the unit, then enter 'N/A' or '0' for those fields.

**Permitted Unit** ⓘ

**Unit Description** \*

Enter unit number/descriptor for each piece of equipment in this permitted unit.

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**Power Unit** ⓘ

Fill out all applicable fields. Enter 'N/A' or '0' for non-applicable fields.

<b>VIN</b> *	<input type="text"/>	<b>State Registered</b> *	<input type="text"/>
<b>Power Unit #</b> *	<input type="text"/>	<b>License Number</b> *	<input type="text"/>
<b>Year</b> *	<input type="text"/>	<b>License Weight</b> *	<input type="text"/> lbs
<b>Make</b> *	<input type="text"/>		

Figure 1: Power unit information is now required for trip permits. The power unit describes the unit which supplies the power to the permitted unit (i.e., the tractor in a tractor/trailer combo).

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Use the “Add Axle to List” form below the axle table to add a new axle to the end of the list. Axles are numbered from the front of the permitted unit to the back. Tire width dimensions can be set using the radio buttons to select inch (in) or millimeter (mm). The track width is the distance from the outside wheel to the outside wheel. The axle center to next axle center is the distance between the current axle you are adding and the axle that will follow. For the last axle in the permitted unit, leave the ‘axle center to next axle center’ field blank. Axle groups are determined implicitly based on the distance between axles. Distances 8’ or greater will create an axle group break. Added axles will be appended to the bottom of the table but can be reordered using the blue up/down arrows in the axle table.

Add Axle to List

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<b>Axle Weight</b>	<input type="text" value="Weight"/>	<b>Axle Center to Next Axle Center</b> Enter the length from this axle to the next axle on unit. Leave blank if this is the last axle on the unit.
<b>Number of Tires</b>	<input type="text" value="# Tires"/>	<input type="text" value="Feet"/> ft. <input type="text" value="Inches"/> in.
<b>Tire Width</b>	<input type="text" value="Tire Width"/> <input checked="" type="radio"/> in <input type="radio"/> mm	
<b>Track Width</b>	<input type="text" value="Feet"/> ft. <input type="text" value="Inches"/> in. <small>(Outside wheel to outside wheel)</small>	

Figure 2: Axle information is added to the table using this form, found below the axle table. Once added, the axle will add to the end of the list but can be reordered using the up/down arrows on the left side of the table.

To edit an existing axle in the table, click the blue pencil and edit the desired fields. Click the update button to save changes. To delete an axle, click the blue trashcan button and click ok on the confirmation popup.

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Axle Information								
	Axle #	Weight	Number of Tires	Tire Width	Track Width	Axle Center to Next Axle Center		
↑ ↓	1	10,000 lbs	4	11 in	8 ft. 6 in.	8 ft. 1 in.		
-- Axle Group Break --								
↑ ↓	2	12,000 lbs	4	11 in	8 ft. 6 in.	4 ft. 6 in.		
↑ ↓	3	12,000 lbs	4	11 in	8 ft. 6 in.	12 ft. 6 in.		
-- Axle Group Break --								
↑ ↓	4	12,000 lbs	4	11 in	8 ft. 6 in.	4 ft. 6 in.		
↑ ↓	5	12,000 lbs	4	11 in	8 ft. 6 in.	4 ft. 6 in.		
↑ ↓	6	12,000 lbs	4	11 in	8 ft. 6 in.			
<b>Gross Weight:</b> 70,000 lbs								

Figure 3: The axle table in the newest update. Axle group breaks are determined implicitly by the system where the spacing is 8 or greater. Axle information can be edited by clicking the blue pencil icon on the left side of the row to open the inline editor. Axles can be deleted by clicking the trashcan icon.

The summary section displays the permitted unit GVW and axle group information. It also contains a graphical display of the permitted unit to use for your reference. The graphical display will be different depending on what load type is selected: Trucks and Trailers; Workover Rigs, Cranes, & Special Mobile; or Roaded Earth Moving Equipment. The diagram is intended to aid in formatting your axles but may not perfectly reflect the appearance of your unit.

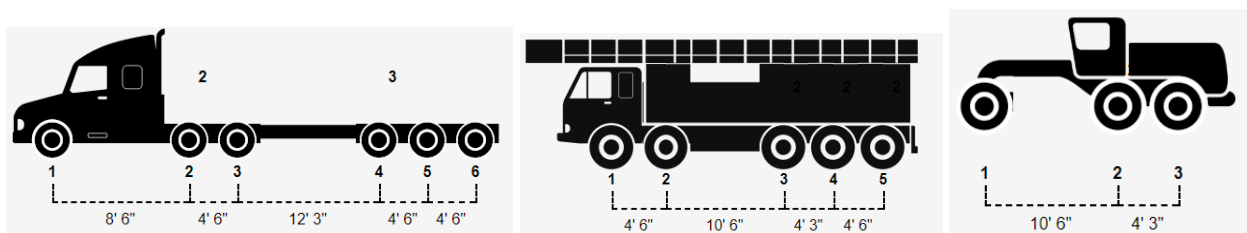


Figure 4: Depending on which load type is selected, the look of the diagram will differ. From left to right are example diagrams for the following load types: Truck & Trailer; Workover Rig, Crane & Special Mobile; Roaded Earth Moving Equipment.

A permitted unit on a trip permit can also be saved to the dashboard, or the saved units list, to be used again in the future. Once all the fields are filled out that you want to save, click the 'Save Unit to Dashboard' button. All fields that have been filled out will save with that unit.

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### Copying an 'Axle Group Weight' Permit

When you copy a permit created before this update, the resulting permit will retain all the information from the previous permit in the *Company*, *Load*, and *Route* sections. In the *Axles* section, the Permit Unit Number and License Weight will retain the same values as on the original permit. However, it will be up to the user to fill out the Power Unit fields. Additionally, axle group information will not be copied, so the user will need to add the unit's individual axle information.

### Updating Saved Units

The following unit fields will retain their values in the newest update: status, name, license weight, width, height, and length. However, the axle group information will not display. It is up to the user to add the unit's axle information. The power unit information may also be added to populate in the trip permit fields.

### Unit Management

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#### Permitted Unit

Status \*

Name \*

Width ' "

Height ' "

Length ' "

Width/Height/Length will be not be auto populated on a permit when multiple units are added to a permit.

#### Power Unit

VIN

Unit #

Year

Make

State Registered

License Number

License Weight

UpdateCancel/ReturnDelete

Axle #	Weight	Number of Tires	Tire Width	Track Width	Axle Center to Next Axle Center
No Axles					

Figure 5: A saved unit will only maintain some of its field values in the newest update – status, name, license weight, width, height, and length. Individual axle information will need to be added to match the new trip permit requirements, in addition to the power unit fields, if desired. This is what a unit that was added to the saved units list prior to the update may look like after the update.