

without a doubt

# The 5 Do's and Don'ts of your new TMS solution.

Stay in control with these do's and don'ts





# Digitizing: better collaboration and a stronger position.

You are ready to select a Transportation Management System (TMS) to start improving your company. If you are switching from a different TMS, the adjustment may be a bit easier. But when coming from an Excel spreadsheet, you'll notice there will be a significant change. There will be a lot of work on the road ahead, but it will be worth it when you know how to incorporate the solution in your daily business.

To keep things simple and transparent, we share the do's and don'ts.

## **1. Be ambitious but drop the (too) extensive scope.**

Ensure that a clear phasing in the project is made. Start the implementation with the most necessary modules, or where to get the biggest benefits. Make sure you go live with a limited scope. It makes it possible to oversee and manage the project. And focus primarily on the basics and make it a success. Ask yourself the question "are we focusing on the things we need right now or which might be useful?" Try to avoid to get caught up in details that aren't relevant right now. The nice-to-haves can always be added during a next phase or an optimization process.

## **2. Set priorities and stop multitasking.**

"Has that order been scheduled yet?" "Which orders are delayed?" "Did customer X already received his invoice?" Our brains weren't built to multitask. It makes it more difficult to organize thoughts and filter out irrelevant information, and it reduces the efficiency and quality of our work. One of the most important things you can do to minimize delays and accelerate time to completion is to reduce multitasking. Your new TMS solution can help you easily create a priority system with the issues that need to be resolved, per priority. The TMS helps you to focus and set priorities and use your time as efficiently as possible and reduce the chance of errors.

### 3. Don't underestimate the importance of accurate data.


Your TMS solution is as good as the data that is in it. Do you want your implementation to succeed and minimize errors? Then make sure that programming and parameters are put in place from the start. After all, data gathering paves the way for insight and that's why it's so important to make sure that your business has access to the most accurate data possible – otherwise you could be making (key) decisions based on bad information.

### 4. Customize fields and dashboards to fit your company's data.

It is worth the time and cost to customize the fields to fit your needs to track and record perfectly. The more efficient this part is, the more efficient your organization will be. It also will be a lot easier for the users to use and for there to be a precise tracking method.

### 5. No optimization or maintenance after Go-Live

After the time and money invested during the implementation of your new TMS – your priorities might shift to other projects. Assure yourself that you can fully utilize your new TMS solution – even after 2, 3 or 5 year – and make sure your software supplier delivers you the latest innovations via regular updates.



"In the past, we opted for systems from different software suppliers. Now, we use the opposite strategy and prefer to integrate all our business processes in one single system."

Rene Hoogvliet – IT Manager at Estron Group

## Your partner for success

Boltrics is an expert in the logistics sector with a proven track record of helping small and midsize businesses transform using the right technology solutions. We specialize in 3PL- and cold logistics and are ready to help you take the next steps on your path to success. We take the hassle out of implementation, upgrades, and routine maintenance of your business solutions so you can focus on what matters most.

## Get started today

- Learn more about business solutions powered by Microsoft and customized by Boltrics on [www.boltrics.com](http://www.boltrics.com).
- Work with Boltrics to explore the options and components that best fit your business and take a test drive of the solutions.



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