

Step 1: Login Page



After logging in, it lands in List of Shipment Legs page

Transportation Manager: List of Shipment Legs

Search Results Page 1 of 6 (Items 1-25 of 135) All Outbound Load IDs Shipment ID

<input type="checkbox"/>	Origin Location Name	Destination Location Name	SAAS External Shipment Identifier	Shipment Pickup From Date/Time (MM/DD/YYYY HH:MM)	Pick Stop Appointment From Date/Time (MM/DD/YYYY HH:MM)	Drop Stop Appointment From Date/Time (MM/DD/YYYY HH:MM)	Shipment ID
<input type="checkbox"/>	BARTON BRANDS OF CALIFORNIA	COSTCO WHOLESALE WA	001711129792	12/11/2019 00:01	12/11/2019 10:30		0838391
<input type="checkbox"/>	Boston Brands of Maine	BARTON BRANDS OF CALIFORNIA	LL151120319	12/19/2019 00:01		12/26/2019 08:30	0828877
<input type="checkbox"/>	Buffalo Trace Distillery	LINEAGE CONKLIN NY	7048844	03/22/2021 00:01			0964031
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX HOUSTON	0620850-H01-CHO	08/09/2021 00:01			1001746
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0620881-GP1-CHO	08/10/2021 00:01			1001756
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0620852-SA1-CHO	08/13/2021 00:01			1001765
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	EAGLE ROCK DIST COMPANY - LOVELAND	SZ021-0805-L	08/20/2021 00:01			1002670
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0624041-GP1-CHO	08/30/2021 00:01	08/30/2021 13:00		1009992
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0624042-GP1-CHO	08/30/2021 00:01	08/30/2021 13:00		1009993
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	EAGLE ROCK DIST COMPANY - DENVER	SZ021-0805-D	08/31/2021 00:01			1002668
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624036-SA1-CHO	08/31/2021 00:01	08/31/2021 13:00		1010008
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX HOUSTON	0624048-H01-CHO	08/31/2021 00:01	08/31/2021 12:00		1009980
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624037-SA1-CHO	09/01/2021 00:01	09/01/2021 13:00		1010009
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0624044-GP1-CHO	09/01/2021 00:01	09/01/2021 14:00		1009995
<input type="checkbox"/>	The Glenmore Distillery	BEN E KEITH BEVERAGES	855842	09/09/2021 00:01	09/27/2021 16:30		1009181
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX CORPUS CHRISTI	0624046-CC1-CHO	09/09/2021 00:01			1010021
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX EL PASO	0624040-EL1-CHO	09/09/2021 00:01	08/30/2021 12:30		1010023
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624035-SA1-CHO	09/13/2021 00:01	09/13/2021 11:15		1010007
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624038-SA1-CHO	09/13/2021 00:01	09/13/2021 11:15		1010010
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	DPI NW	797681	09/17/2021 00:01			1004046
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	DPI NW	800199	09/17/2021 00:01			1007330
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	EAGLE ROCK DIST COMPANY - PUEBLO	SZ021-0915-L	09/17/2021 00:01			1013262
<input type="checkbox"/>	Barton Brands of Kentucky	WJ DEUTSCH & SONS NJ BLUE DIVISION	6656385	09/20/2021 00:01	09/27/2021 13:20		1005868
<input type="checkbox"/>	Barton Brands of Kentucky	RNDC TX SAN ANTONIO SCHERTZ	0622315-SA1-CHO	09/27/2021 00:01	09/27/2021 14:00		1005820
<input type="checkbox"/>	Buffalo Trace Distillery	WJ DEUTSCH & SONS NJ BLUE DIVISION	6674427	09/27/2021 00:01	09/27/2021 13:20		1007659

Jump Pickup Appointment Delivery Appointment Trailer Number Appointment at Customer Reference Numbers Memo

Step 2: Locate the order you would like to reschedule an appointment for and click the box next to it to the order. After selecting the order, click the "Pickup Appointment" button.

Search Results Page 1 of 6 (Items 1-25 of 135) All Outbound Load IDs Shipment ID

<input type="checkbox"/>	Origin Location Name	Destination Location Name	SAAS External Shipment Identifier	Shipment Pickup From Date/Time (MM/DD/YYYY HH:MM)	Pick Stop Appointment From Date/Time (MM/DD/YYYY HH:MM)	Drop Stop Appointment From Date/Time (MM/DD/YYYY HH:MM)	Shipment ID
<input type="checkbox"/>	BARTON BRANDS OF CALIFORNIA	COSTCO WHOLESALE WA	001711129792	12/11/2019 00:01	12/11/2019 10:30		0838391
<input type="checkbox"/>	Boston Brands of Maine	BARTON BRANDS OF CALIFORNIA	LL151120319	12/19/2019 00:01		12/26/2019 08:30	0828877
<input type="checkbox"/>	Buffalo Trace Distillery	LINEAGE CONKLIN NY	7048844	03/22/2021 00:01			0964031
<input checked="" type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX HOUSTON	0620850-H01-CHO	08/09/2021 00:01			1001746
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0620881-GP1-CHO	08/10/2021 00:01			1001756
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0620852-SA1-CHO	08/13/2021 00:01			1001765
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	EAGLE ROCK DIST COMPANY - LOVELAND	SZ021-0805-L	08/20/2021 00:01			1002670
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0624041-GP1-CHO	08/30/2021 00:01	08/30/2021 13:00		1009992
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0624042-GP1-CHO	08/30/2021 00:01	08/30/2021 13:00		1009993
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	EAGLE ROCK DIST COMPANY - DENVER	SZ021-0805-D	08/31/2021 00:01			1002668
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624036-SA1-CHO	08/31/2021 00:01	08/31/2021 13:00		1010008
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX HOUSTON	0624048-H01-CHO	08/31/2021 00:01	08/31/2021 12:00		1009980
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624037-SA1-CHO	09/01/2021 00:01	09/01/2021 13:00		1010009
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX GRAND PRAIRIE	0624044-GP1-CHO	09/01/2021 00:01	09/01/2021 14:00		1009995
<input type="checkbox"/>	The Glenmore Distillery	BEN E KEITH BEVERAGES	855842	09/09/2021 00:01	09/27/2021 16:30		1009181
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX CORPUS CHRISTI	0624046-CC1-CHO	09/09/2021 00:01			1010021
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX EL PASO	0624040-EL1-CHO	09/09/2021 00:01	08/30/2021 12:30		1010023
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624035-SA1-CHO	09/13/2021 00:01	09/13/2021 11:15		1010007
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	RNDC TX SAN ANTONIO SCHERTZ	0624038-SA1-CHO	09/13/2021 00:01	09/13/2021 11:15		1010010
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	DPI NW	797681	09/17/2021 00:01			1004046
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	DPI NW	800199	09/17/2021 00:01			1007330
<input type="checkbox"/>	SADDLE CREEK - JEFFERSONVILLE	EAGLE ROCK DIST COMPANY - PUEBLO	SZ021-0915-L	09/17/2021 00:01			1013262
<input type="checkbox"/>	Barton Brands of Kentucky	WJ DEUTSCH & SONS NJ BLUE DIVISION	6656385	09/20/2021 00:01	09/27/2021 13:20		1005868
<input type="checkbox"/>	Barton Brands of Kentucky	RNDC TX SAN ANTONIO SCHERTZ	0622315-SA1-CHO	09/27/2021 00:01	09/27/2021 14:00		1005820
<input type="checkbox"/>	Buffalo Trace Distillery	WJ DEUTSCH & SONS NJ BLUE DIVISION	6674427	09/27/2021 00:01	09/27/2021 13:20		1007659

Jump Pickup Appointment Delivery Appointment

Landing page for Dock Schedule:

Load ID: 31772, Load Tracking Number: [blank]

Details: Stop Number: 1, Location Name: The Glenmore Distillery

Search Results: Page 1 of 1 (Items 1-5 of 5), System Default, Dock ID: [blank], Date Range: 06/24/2020

Dock ID	Description	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
TGD-IB	TGD - Inbound																								
TGD-LTL	TGD - LTL																								
TGD-OB	TGD - Outbound																								
TGD-OVFL	TGD - Overflow Only																								
TGD_CBI	TGD - CBI Only																								

The order you are wanting to change will be flashing with a Green Rectangle around it in the Gantt chart.

Step 3: Click the order that you are wanting to change, it will now have a black rectangle around it. Click on **Properties**

Search Results: Page 1 of 1 (Items 1-5 of 5), System Default, Dock ID: [blank], Date Range: 06/24/2020

Dock ID	Description	00	01	02	03	04	05	06	07	08	09	10
TGD-IB	TGD - Inbound											
TGD-LTL	TGD - LTL											
TGD-OB	TGD - Outbound											
TGD-OVFL	TGD - Overflow Only											
TGD_CBI	TGD - CBI Only											

Dock ID	Description	Dock Type	Dock Status	00	01	02	03	04	05	06	07	08
DOCKA	DOCKA	Both	Active									
DOCKB	DOCKB	Both	Active									
DOCKC	DOCKC	Both	Active									

Operations... Delete **Properties** New Return

Landing Page for the Booking Window, you will need to use the **Time Slot** fields to schedule a new date and/or time.

Details			
Activity Type	Carrier		
Load			
Load ID *	<input type="text" value="13850"/>	Load Tracking Number	
Stop Number *	<input type="text" value="1"/>		
Carrier			
Carrier ID	SFIK	Carrier Name	SPOT FREIGHT INC
Logistics Grouping			
Division *	SAAS Default Division	Logistics Group *	SAAS Default Logistics Group
Dock			
Location Type	Distribution Center		
Location ID	13	Location Name	BARTON BRANDS OF CALIFORNIA
Dock ID *	<input type="text" value="DOCKA"/>	Description	DOCKA
Dock Type	Both		
Time Slot			
Start Date/Time *	<input type="text" value="12/02/2019"/>	<input type="text" value="06:00"/>	<input type="button" value="Select..."/>
End Date/Time	12/02/2019	07:00	Duration (Hours) 1.00
	(MM/DD/YYYY)	(HH:MM)	
External Identifier			
External ID	<input type="text"/>		
Event			
Last Reason Code			
Reason Code *	<input type="text" value="Dock Commitment Created"/>	Reported Date/Time *	<input type="text" value="12/03/2019"/>
			<input type="text" value="10:38"/> (MM/DD/YYYY HH:MM)
			<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

Step 4: Locate the **Time Slot** section

Time Slot			
Start Date/Time *	<input type="text" value="12/02/2019"/>	<input type="text" value="06:00"/>	<input type="button" value="Select..."/>
End Date/Time	12/02/2019	07:00	<input type="button" value="Select..."/>
	(MM/DD/YYYY)	(HH:MM)	06:30 08:30 10:30 12:30 14:30
External Identifier			
External ID	<input type="text"/>		

Click the Calendar button and choose the date you are wanting to book for

Time Slot			
Start Date/Time *	<input type="text" value="08/19/2020"/>	<input type="text" value="01:00"/>	<input type="button" value="Select..."/>
End Date/Time			
External Identifier			
External ID	<input type="text"/>		
Event			
Last Reason Code			
Reason Code *			

Calendar for August 2020:

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

To select a time, click the box that says **Select** to display available appointment times for this dock.

Time Slot			
Start Date/Time *	<input type="text" value="12/02/2019"/>	<input type="text" value="06:00"/>	<input type="button" value="Select..."/>
End Date/Time	12/02/2019	07:00	<input type="button" value="Select..."/>
	(MM/DD/YYYY)	(HH:MM)	06:30 08:30 10:30 12:30 14:30
External Identifier			
External ID	<input type="text"/>		

Step 5: Select an appointment time from the drop down list of options → Enter Change Reason Code → Click **Submit**

Time Slot			
Start Date/Time *	12/02/2019	06:00	Select... ▼
End Date/Time	12/02/2019	07:00	Select...
	(MM/DD/YYYY)	(HH:MM)	06:30
			08:30
			10:30
			12:30
			14:30

External Identifier	
External ID	

Time Slot			
Start Date/Time *	12/02/2019		06:30 ▼
End Date/Time	12/02/2019	07:30	
	(MM/DD/YYYY)	(HH:MM)	

Time Slot					
Start Date/Time *	12/02/2019		06:30 ▼	Duration (Hours)	1.00
End Date/Time	12/02/2019	07:30			
	(MM/DD/YYYY)	(HH:MM)			

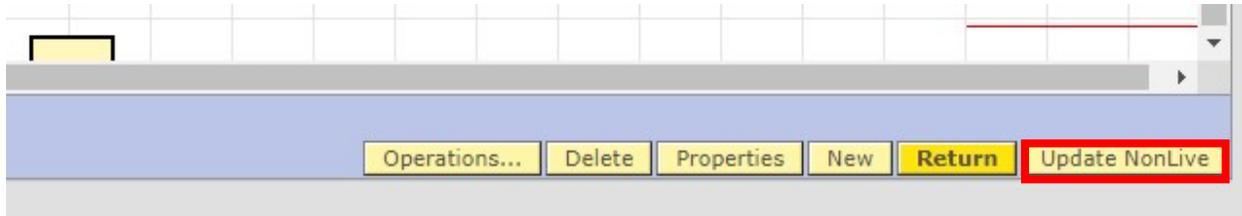
External Identifier	
External ID	

Event	
Last Reason Code	
Reason Code *	Dock Commitment Created ▼
Reported Date/Time *	12/03/2019 10:38 (MM/DD/YYYY HH:MM)
	Cancel Submit

I/DD/YYYY HH:MM)	Cancel Submit
------------------	---------------

The booking window will now appear in the Dock Schedule overview for that date via a flashing green rectangle.

If you need to update the order to NonLive status, click the flashing green rectangle again to select it, and press the **“Update NonLive”** button on your screen.



Landing page for Live/Non-Live Status; Click in the highlighted box for entering details for the Load ID.

- 1) Yes = Drop Trailer (not a live load)
- 2) If you selected Yes, you must choose the “Override Unconditionally”.

A screenshot of a form titled "Control" for updating Live/Non-Live status. The form includes the following fields:

- Number of Entities Selected: 1
- Non-Live Pick-Up: Yes (dropdown menu, highlighted with a red box and labeled "1")
- Non-Live Drop-Off: Select... (dropdown menu)
- Non-Live Pick-Up Override Status: (dropdown menu)
- Non-Live Drop-Off Override Status: Select... (dropdown menu)
- Override Reason *: Live Non-Live Updated (dropdown menu)
- Override Unconditional: (dropdown menu, highlighted with a red box and labeled "2")

The "Submit" button is located at the bottom right of the form.

Click “Submit” and the information will now be posted for the Load ID. Confirmation message will appear after hitting submit.