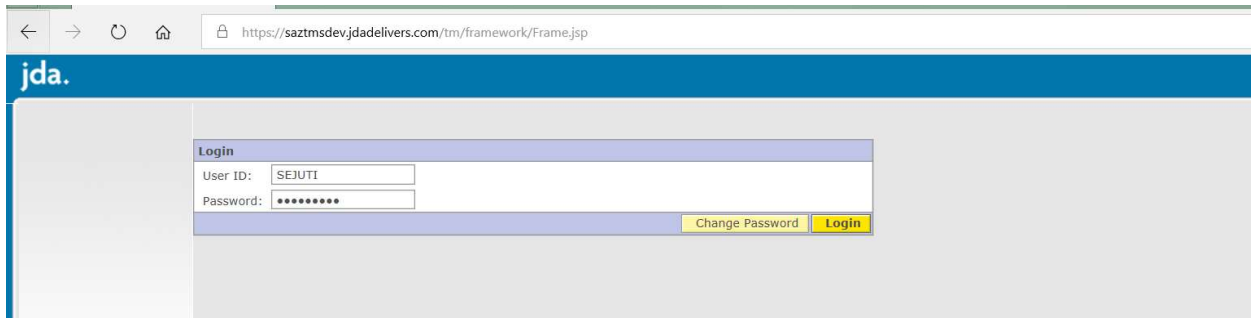


Dock Appointments cannot be changed if less than 58 hours before the pickup date. Please contact the Shipping Clerk to coordinate any changes.

Step 1: Login Page



After logging in, it lands in Load List page

Transportation Manager: List of Loads

Search Results Page 1 of 1 (Items 1-7 of 7) System Default Load ID

Load ID	Load Tracking Number	Display Status	Financial Status	Distance (MILES)	Weight (LB)	Volume (CU. FT)	Origin Location Type	Origin Location ID
15016		In Transit	Ineligible	43.7	42497.16	1298.19	Distribution Center	13
14999		In Transit	Ineligible	1129.3	40003.61	867.73	Distribution Center	13
14998		In Transit	Ineligible	13.7	39630.41	1252.94	Distribution Center	13
14955		In Transit	Ineligible	23.5	29804.08	1123.54	Distribution Center	13
13022		In Transit	Ineligible	337.5	31641.68	1045.24	Distribution Center	13
12886		In Transit	Ineligible	50.1	32465.94	740.97	Distribution Center	13
12690		In Transit	Ineligible	382.0	40240.67	1291.62	Distribution Center	13

Step 2: Click on Dock Schedule → Dock Commitments

Landing Page of Dock Commitments

Transportation Manager: List of Dock Commitments

Search Results Page 1 of 1 (Items 1-15 of 15) System Default External ID

Location Type	Location ID	Location Name	Dock Commitment ID	Dock ID	Dock Description	Dock Type	Start Date/Time (MM/DD/YYYY HH:MM)	End Date/Time (MM/DD/YYYY HH:MM)	Load ID	Commitment Type
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1956	DOCKA	DOCKA	Both	12/09/2019 06:30	12/09/2019 07:30	13850	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1489	DOCKA	DOCKA	Both	12/05/2019 06:30	12/05/2019 07:30	14947	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1266	DOCKA	DOCKA	Both	12/03/2019 06:30	12/03/2019 07:30	14998	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1490	DOCKA	DOCKA	Both	11/26/2019 12:30	11/26/2019 13:30	14956	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1451	DOCKA	DOCKA	Both	11/25/2019 06:30	11/25/2019 07:30	15014	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1272	DOCKA	DOCKA	Both	11/19/2019 12:30	11/19/2019 13:30	14955	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1271	DOCKA	DOCKA	Both	11/19/2019 10:30	11/19/2019 11:30	15016	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1453	DOCKB	DOCKB	Both	11/25/2019 08:30	11/25/2019 09:30	14948	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1454	DOCKC	DOCKC	Both	11/25/2019 08:30	11/25/2019 09:30	15811	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1277	DOCKC	DOCKC	Both	11/19/2019 14:30	11/19/2019 15:30	12885	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1491	DOCKD	DOCKD	Both	11/26/2019 13:30	11/26/2019 14:30	14961	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1486	DOCKD	DOCKD	Both	11/25/2019 11:30	11/25/2019 12:30	14926	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1273	DOCKE	DOCKE	Both	11/19/2019 13:30	11/19/2019 14:30	13022	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1493	DOCKF	DOCKF	Both	11/26/2019 13:30	11/26/2019 14:30	14957	Associated with :
Distribution Center	13	BARTON BRANDS OF CALIFORNIA	1274	DOCKF	DOCKF	Both	11/19/2019 13:30	11/19/2019 14:30	12886	Associated with :

Enter Load ID# that needs to have a new appointment time in the Load ID field or select it from the list:

Transportation Manager: List of Loads

Search Results Page 1 of 1 (Items 1-7 of 7) System Default Load ID

Load ID	Load Tracking Number	Display Status	Financial Status	Distance (MILES)	Weight (LB)	Volume (CU. FT)
15016		In Transit	Ineligible	43.7	42497.16	1298.19
14999		In Transit	Ineligible	1129.3	40003.61	867.73

Step 3: Select the box for that Load ID and click **Delete**

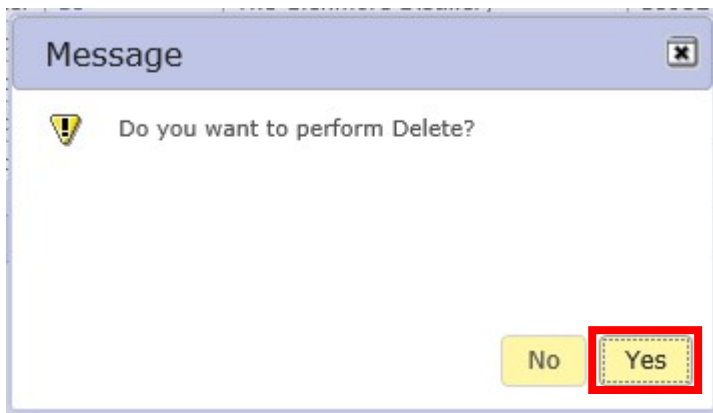
Transportation Manager: List of Dock Commitments

Search Results Page 1 of 1 (Items 1-1 of 1) Overrides in Effect External ID 13850

Location Type	Location ID	Location Name	Dock Commitment ID	Dock ID	Dock Description	Dock Type	Start Date/Time (MM/DD/YYYY HH:MM)	End Date/Time (MM/DD/YYYY HH:MM)
<input checked="" type="checkbox"/>	Distribution Center	BARTON BRANDS OF CALIFORNIA	1956	DOCKA	DOCKA	Both	12/09/2019 06:30	12/09/2019 07:30

Jump Operations... Dock Schedule Delete Properties New

New window will pop-up. Click **“Yes”**



Confirmation message will appear at the top of your screen.

