

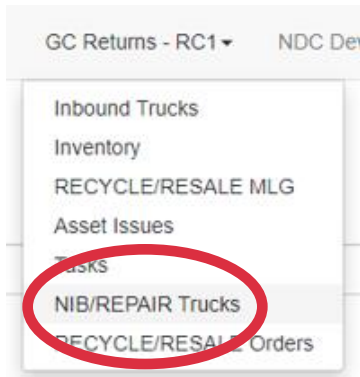


Scheduling a Truck

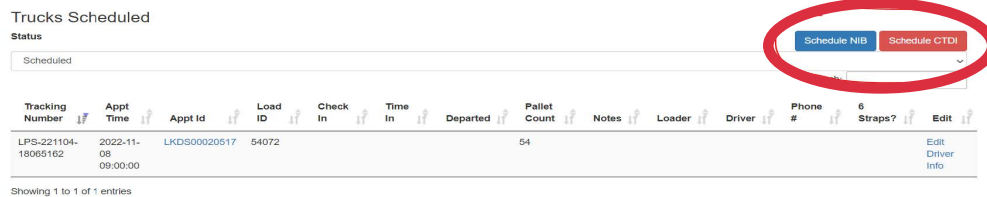
Training Guide

Understanding the Scheduling Process

1. Navigate to the 'NIB/Repair Trucks' page.

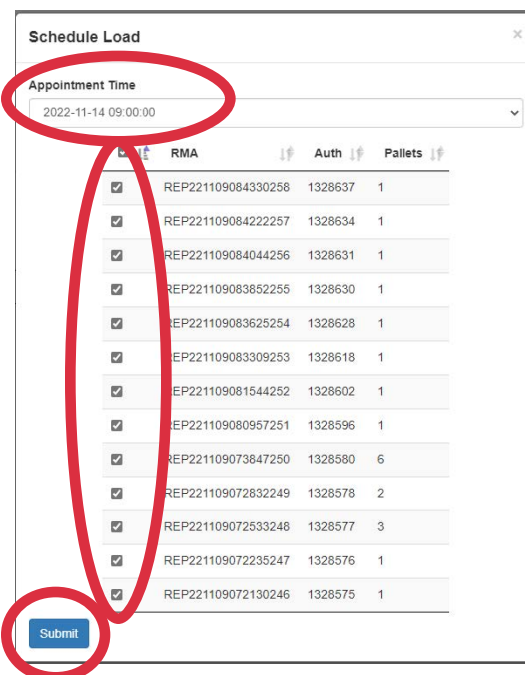


2. Select which type of material to schedule (NIB or Repair)



3. Select the available picks to add to a load

4. Input the appointment time for the load to be picked up



5. Select the 'Submit' button to tender the load to the carrier and create the appointment

Understanding the Scheduling Process

6. Select the appointment number

Trucks Scheduled

Status Schedule NIB Schedule CTDI

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Check In	Time In	Departed	Pallet Count	Notes	Loader	Driver	Phone #	6 Straps?	Edit
LPS-221109-16112061	2022-11-10 11:00:00	LKDS00020621	54404				12						Edit Driver Info

7. Select the 'Upload Assets' button

Trucks Scheduled

Status Schedule

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Loader	Driver	Phone #	6 Straps?	Edit
	2022-10-11 11:00:00	LKD500019631	22313				111	Edit Driver Info

Showing 1 to 1 of 1 entries

Next Step:

Upload Assets

Mark On Site

8. Select the 'OK' button to post serial data for all RMAs going on the truck

https://aimsplus.tellworks.com/cip/outbound/truck_dashboard

Trucks Scheduled

Status Change Password Help Logout

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Loader	Driver	Phone #	6 Straps?	Edit

aimsplus.tellworks.com says

Post Serial Data for all RMAs going on Truck?

OK Cancel

Upload Assets

Mark On Site

9. Select the 'OK' button to confirm the assets have been uploaded

Trucks Scheduled

Status Change Password Help Logout

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Loader	Driver	Phone #	6 Straps?	Edit

aimsplus.tellworks.com says

Assets Uploaded

OK

Upload Assets

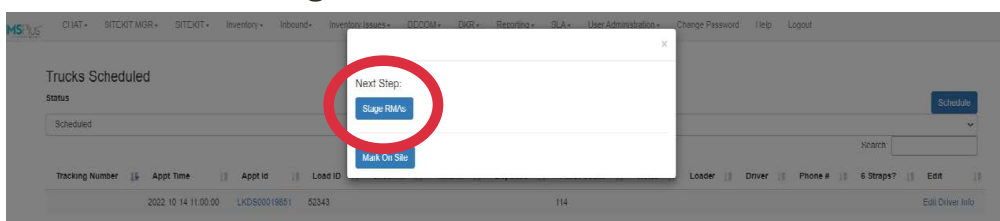
Mark On Site

Understanding the Scheduling Process

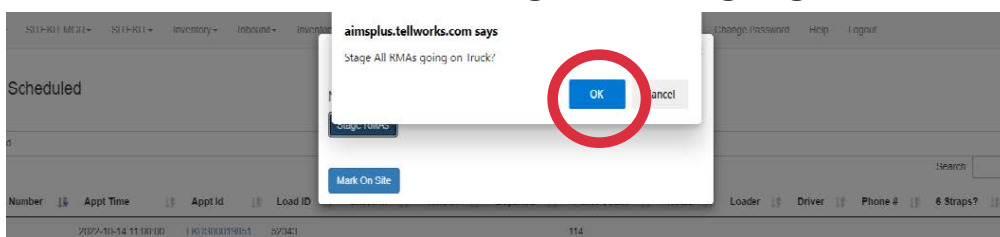
10. Select the appointment number



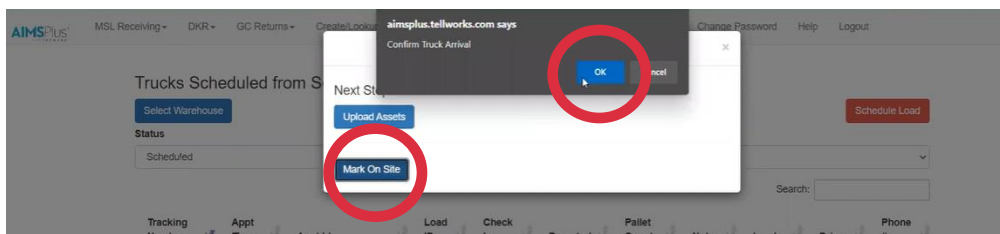
11. Select the 'Stage RMAs' button



12. Select the 'OK' button to stage all RMAs going on the truck

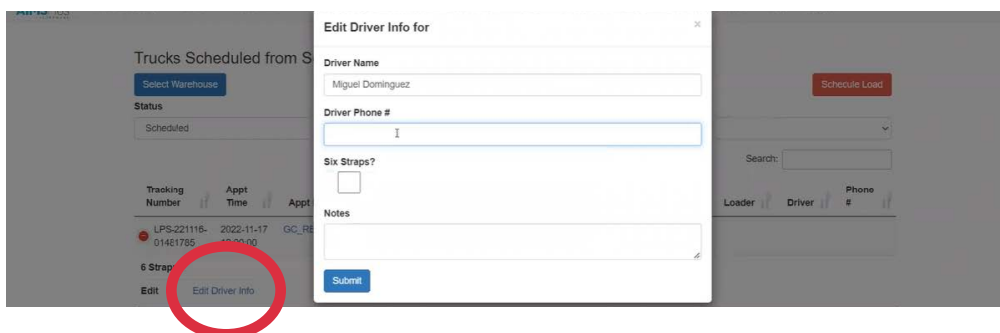


13. Select the 'Mark On Site' button when the truck arrives and then select the 'OK' button to confirm truck arrival

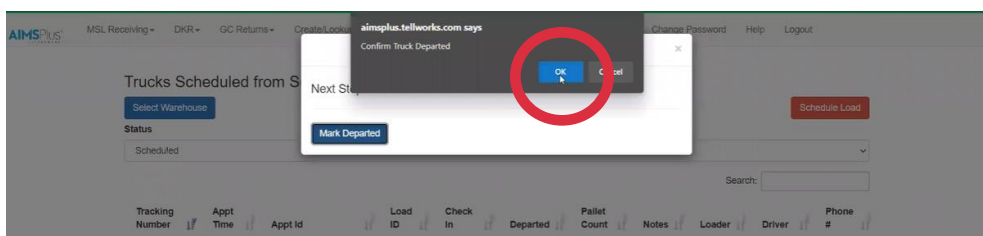


Understanding the Scheduling Process

14. After marking arrival, select the 'Edit Driver Info' button to enter additional information



15. When you are ready to deploy, select the 'Appointment ID' link and select the 'Mark Departed' button



16. The truck will no longer be visible under your scheduled trucks. To find the truck, select the 'Completed' status option

