eModal Appointments

(Motor Carrier)
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1. How to Create an Appointment

Once logged into eModal, select **Menu** at the top of the screen. Under the category “Appointments” all participating terminals will display. Select the terminal in which you would like to create an appointment. Once in the Appointment Module you will then be able to select the type of appointment you want to create: Import, Export, Empty Pick-Up, and Empty Drop off. (Dual appointments may be created for Import/Export Appointments.) See below on how to create an appointment by appointment type.
1.1. Import Appointment

Step 1: Select the “Add New” button

Step 2: User must enter:

- Container Number(s) / Bills of Lading
- Upload Container Number(s) / Bills of Lading
- Select Submit
Step 3: User must enter:

- Date
- (Time) Slot
- (+) Dual Appointment (if applicable)
- Select the “Submit” button (unless making a Dual Appointment)

If Dual has been selected the following will also need to be entered:

- (Export) Container #
- Line
- Select the “Submit” button
Step 3: Appointment Confirmation will display. Click “OK” to close out of the window. User will receive a notification email with confirm details. (For Dual Appointments the same Appointment number will be given for the Import and Export Appointment.)

Note: If a container is not yet available (I.E. the container is still on the vessel) a user will not be able to confirm an appointment for the container, however the container will remain on the Import Appointment screen, otherwise known as the Watch list. Once the container(s) become available the user will receive a notification email and may then create an appointment.
1.2. Export Appointment

Step 1: Select “Add New” button

Step 2: User must enter:

- Line
- Container number(s)
- Date
- (Time) Slot
- Select “Submit” to continue (unless making a Dual Appointment)
To create a Dual Appointment Select the (+) button and enter the following information:

- (Import) Container number(s)
- Select “Submit” to continue

(Note: Additional containers may be added by selecting the “Add Containers” button)

Step 3: Appointment Confirmation will appear. Select “OK” to close window. User will receive a confirmation email.
1.3. Empty-Pickup Appointment

Step 1: Select “Add New” button

Step 2: User must enter:

- Release Order(s) / Upload a File containing Release Order(s)
- Select “Submit” to continue.
Step 3: User must select:

- Line
- Sz/Tp/Ht
- Date
- (Time) Slot
- Select the “Submit” button to continue

(Note: Additional containers may be added by selecting the “Add Containers” button)

Step 4: Confirmation will display. Select “OK” to close window. User will receive a confirmation email.
1.4. Empty Drop-Off Appointment

Step 1: Select “Add New” button

Step 2: User must enter:

- Number of Appointments
  OR
- Container number(s)
- Select “Submit” to continue.
Step 3: User must enter:

- Line
- Container #
- Date
- (Time) Slot
- Select “Submit” to continue

Step 4: Confirmation will display. Select “OK” to close the window. User will receive a confirmation email.
2. Editing an Appointment
A user may edit appointment details for every appointment type.

- If a Container # or Date is changed, the original Appointment # will be cancelled and a notification email will be sent out. A notification email will also be sent with the new Appointment #.
- If the Appointment Slot is changed, the Appointment # will remain the same.

2.1. Edit Import Appointment
Step 1: Select Appointment(s) to be edited and then select “Edit”.

Step 2: Make any desired changes and select the “Submit” button.
Step 3: Confirmation will display. Select the “OK” button to close the window. User will receive a confirmation email.
2.2. Edit Export Appointment

Step 1: Select Appointment to be edited and select the “Edit” button

Step 2: Make any desired changes and select the “Submit” button

Step 3: Confirmation will display. Select the “OK” button to close the window. User will receive a confirmation email.
2.3. Edit Empty Pick Up

Step 1: Select the Appointment to be edited and select the “Edit” button.

Step 2: Make any desired changes and select the “Submit” button

Step 3: Confirmation will display. Select the “OK” button to close the window. User will receive a confirmation email.
2.4. Edit Empty Drop-Off

Step 1: Select Appointment to be edited and select the “Edit” button

Step 2: Make any desired changes and select the “Submit” button

Step 3: Confirmation will display. Select the “OK” button to close the window. User will receive a confirmation email.
3. Cancelling an Appointment

Step 1: Visit the appointment type to be cancelled. For example: Import Appointment Screen. Select appointment(s) to be cancelled and select the “Remove” button.

Step 2: Select “Ok” to confirm. User will receive a confirmation email.

If the Appointment is a Dual Appointment, the user will also see a pop up “Do you want to Cancel the Dual appointment(s)?” If the user does not select “Okay” to the second notification then only the first appointment will be cancelled.

User will receive Notification email of the Cancelled appointment.