


## eModal Appointments

(Motor Carrier)

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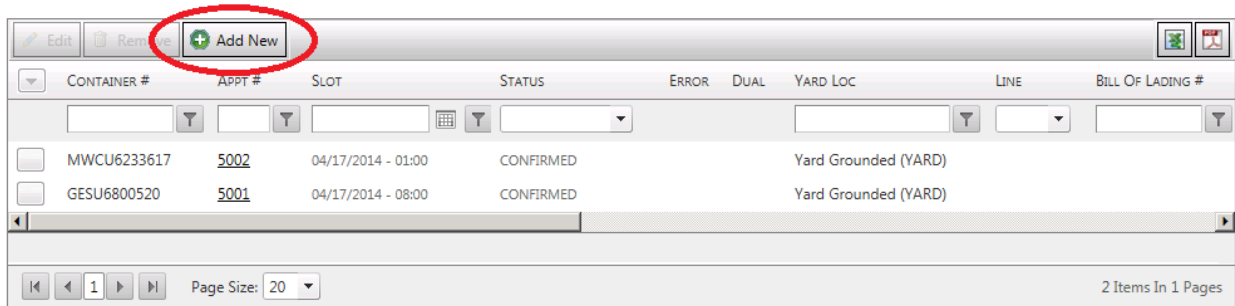
## 1. How to Create an Appointment

Once logged into eModal, select  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.

Menu		Tools		
EMODAL	HOME			
TRUCKS/DRIVERS	ADD DRIVER	MANAGE TRUCKS	MANAGE DRIVERS	VIEW DRIVERS
	TERMINAL ACCESS			
CONTAINERS	IMPORT AVAILABILITY	EXPORT AVAILABILITY	MANAGE FOLDERS	EMODAL PRO
	PAYMENT OPTIONS	PAY FEES	PAYMENT HISTORY	CREDIT BALANCE
APPOINTMENTS	APL-GGS	VIT-NIT	OICT	
RFID	RFID SUMMARY	BUY RFID TAGS	PAYMENT HISTORY	MANAGE RFID
	RFID STATUS	PROBLEM MESSAGE		
SCHEDULER	PRE-ARRIVAL	ADD APPOINTMENT	MANAGE OICT APPTS	
CHASSIS	CHASSIS REGISTRATION	PRE-AUTHORIZATION	MOVE HISTORY	CHASSIS INVOICE
PORTS/TERMINALS	PARTICIPATING TERMINALS	PORT/TERMINAL AGREEMENTS		
MY ACCOUNT	MANAGE COMPANY	CHANGE PASSWORD	CREATE SUB-USER	MANAGE USERS
	MANAGE ADDRESSES	MANAGE PHONES	PAYMENT OPTIONS	
MY SETTINGS	MY ALERTS	MY TIPS		
HELP	NEW TICKET	EXISTING TICKETS		

## 1.1. Import Appointment

Step 1: Select the “Add New” button

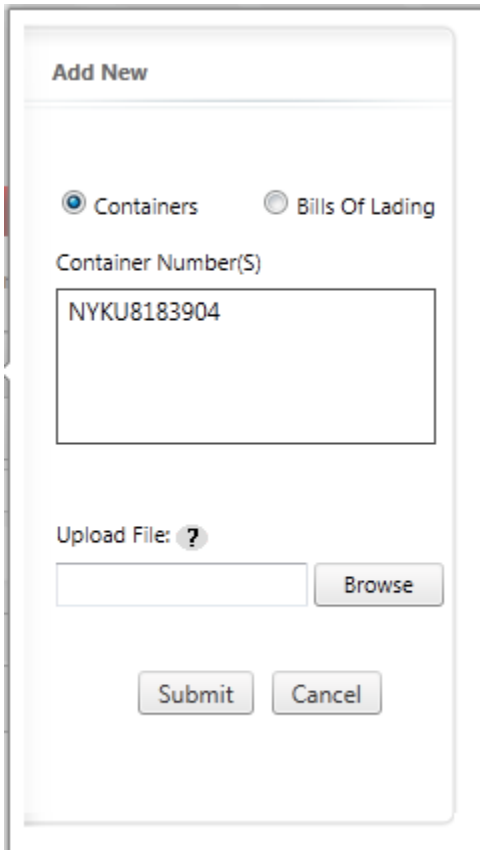


The screenshot shows a web application interface with a table of appointments. The table has columns for CONTAINER #, APPT #, SLOT, STATUS, ERROR, DUAL, YARD LOC, LINE, and BILL OF LADING #. Two rows are visible, both with a status of 'CONFIRMED' and 'Yard Grounded (YARD)'. The 'Add New' button is circled in red.

CONTAINER #	APPT #	SLOT	STATUS	ERROR	DUAL	YARD LOC	LINE	BILL OF LADING #
MWCU6233617	5002	04/17/2014 - 01:00	CONFIRMED			Yard Grounded (YARD)		
GESU6800520	5001	04/17/2014 - 08:00	CONFIRMED			Yard Grounded (YARD)		

Step 2: User must enter:

- Container Number(s) / Bills of Lading  
OR
- Upload Container Number(s) / Bills of Lading
- Select Submit



The screenshot shows the 'Add New' modal form. It has two radio buttons: 'Containers' (selected) and 'Bills Of Lading'. Below the radio buttons is a text input field labeled 'Container Number(S)' containing the value 'NYKU8183904'. There is also an 'Upload File: ?' section with a text input field and a 'Browse' button. At the bottom are 'Submit' and 'Cancel' buttons.

Step 3: User must enter:

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

Container #	Date	Slot	Dual	Truck Lic Plate	Use Own Chassis?	Available	Yard Loc.	Line	Bill Of Lading
X NYKU8183904	4/28/2014	05:00 - 06:00	+		No	YES	Yard Grounded (YARD)		

Count : 1

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

- (Export) Container #
- Line
- Select the "Submit" button

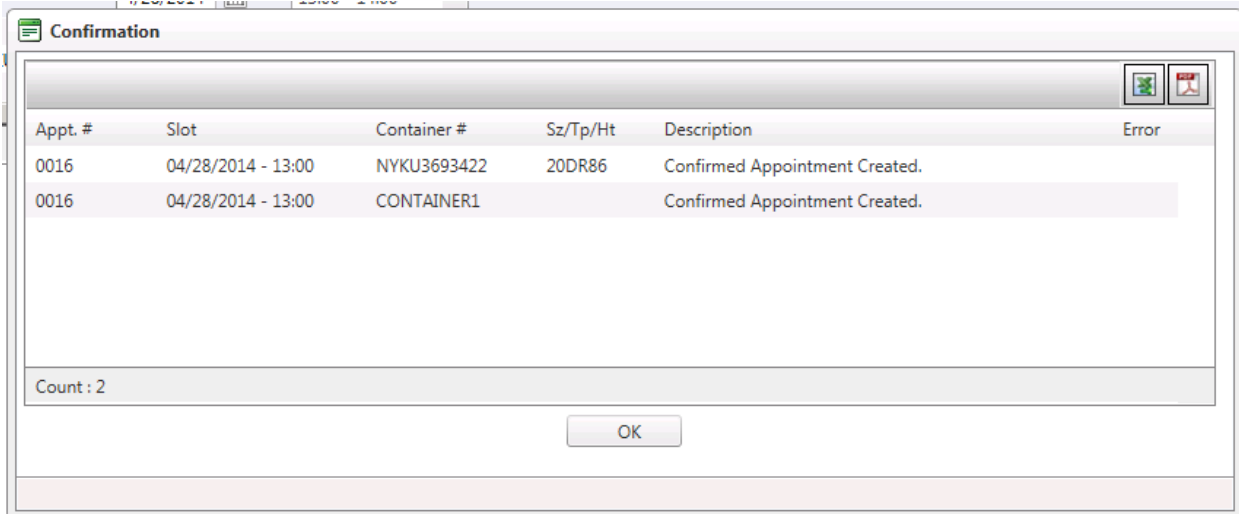
Container #	Date	Slot	Dual	Truck Lic Plate	Use Own Chassis?	Available	Yard Loc.	Line	Bill Of Lading
X NYKU3693422	4/28/2014	16:00 - 17:00	-		No	YES	Yard Grounded (YARD)		

**Dual Details**  Export

Container #  Line

Count : 1

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

The screenshot shows a software interface with a toolbar at the top containing 'Edit', 'Remove', and 'Add New' buttons. The 'Add New' button is circled in red. Below the toolbar is a search area with columns for CONTAINER #, APPT. #, SLOT, STATUS, ERROR, DUAL, and LINE. The search results area displays 'No Records Found.' and a pagination bar at the bottom showing 'Page Size: 20' and '0 Items In 1 Pages'.

Step 2: User must enter:

- Line
- Container number(s)
- Date
- (Time) Slot
- Select "Submit" to continue (unless making a Dual Appointment)

The screenshot shows a software interface with a 'Submit' and 'Cancel' button at the top left. Below is a 'Line: CMDU' dropdown and an 'Add Containers' button. The main area is a table with columns: Container, Date, Slot, Dual, and Truck Lic Plate. The table contains 10 rows, each with a checkbox, a container number field, a date field (4/28/2014), a slot field (16:00 - 17:00), a dual field (+), and a truck license plate field. The first row has 'CONTAINER' in the container field. At the bottom, it says 'Count : 10'.

Container	Date	Slot	Dual	Truck Lic Plate
X CONTAINER	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	
X	4/28/2014	16:00 - 17:00	+	

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)

Container	Date	Slot	Dual	Truck Lic Plate
<input checked="" type="checkbox"/> CONTAINER1	4/18/2014	17:00 - 08:00 (200)	-	
<b>Dual Details</b> <input checked="" type="radio"/> Import Container # <input type="text"/>				
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	
<input checked="" type="checkbox"/>	4/18/2014		+	

Count : 10

Step 3: Appointment Confirmation will appear. Select "OK" to close window. User will receive a confirmation email.

Appt. #	Slot	Container #	Description	Error
0156	04/28/2014 - 09:00	CONTAINER	Confirmed Appointment Created.	

Count : 1

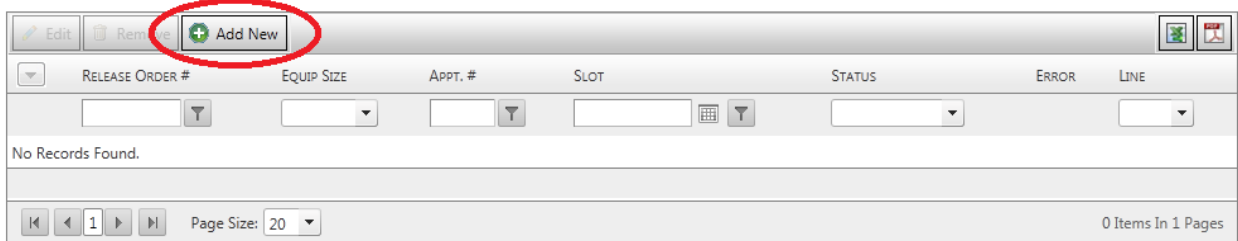
OK



### 1.3. Empty-Pickup Appointment

Step 1: Select “Add New” button

My Empty Pick-Ups



The screenshot shows a web interface for managing empty pickup appointments. At the top, there are three buttons: 'Edit', 'Remove', and 'Add New'. The 'Add New' button is circled in red. Below the buttons is a table with columns: 'RELEASE ORDER #', 'EQUIP SIZE', 'APPT. #', 'SLOT', 'STATUS', 'ERROR', and 'LINE'. Each column has a corresponding input field with a dropdown arrow. Below the table, it says 'No Records Found.' At the bottom, there are navigation buttons (back, first, next, last) and a 'Page Size: 20' dropdown. On the far right, it says '0 Items In 1 Pages'.

Step 2: User must enter:

- Release Order(s) / Upload a File containing Release Order(s)
- Select “Submit” to continue.



The screenshot shows a modal window titled 'Add New'. It contains a form with the following elements: a label 'Release Order(S):' followed by a text input field containing 'RELEASEORDER2'; a label 'Upload File: ?' followed by a text input field and a 'Browse' button; and two buttons at the bottom: 'Submit' and 'Cancel'.

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)

	Sz/Tp/Ht	Date	Slot	Truck Lic Plate
X	200T80	3/27/2014	08:00 - 09:00 (200)	
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		
X		3/27/2014		

Count : 10

Step 4: Confirmation will display. Select “OK” to close window. User will receive a confirmation email.

Appt. #	Slot	Sz/Tp/Ht	Release Order	Description	Error
5018	03/27/2014 - 08:00	200T80	RELEASEORDER2	Confirmed Appointment Created.	

Count : 1

OK

## 1.4. Empty Drop-Off Appointment

Step 1: Select “Add New” button

My Empty Drop-Offs

CONTAINER #	EQUIP SIZE	APPT. #	SLOT	STATUS	ERROR	LINE

No Records Found.

Page Size: 20

0 Items In 1 Pages

Step 2: User must enter:

- Number of Appointments  
OR
- Container number(s)
- Select “Submit” to continue.

**Add New**

Appointments  Containers

Number Of Appointments:

Submit Cancel

Step 3: User must enter:

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

	Line	Container #	Date	Slot	Truck Lic Plate
	HAP		5/1/2014		
<input checked="" type="checkbox"/>	HAP	CONTAINER1	5/1/2014	11:00 - 12:00 (200)	
<input checked="" type="checkbox"/>	HAP	CONTAINER2	5/1/2014	09:00 - 10:00 (200)	

Count : 2

Step 4: Confirmation will display. Select "OK" to close the window. User will receive a confirmation email.

Appt. #	Slot	Container #	Sz/Tp/Ht	Cargo Ref #	Description	Error
0059	03/28/2014 - 09:00	CONTAINER1	20OT80		Confirmed Appointment Created.	
0060	03/28/2014 - 09:00	CONTAINER2	20OT80		Confirmed Appointment Created.	

Count : 2

OK

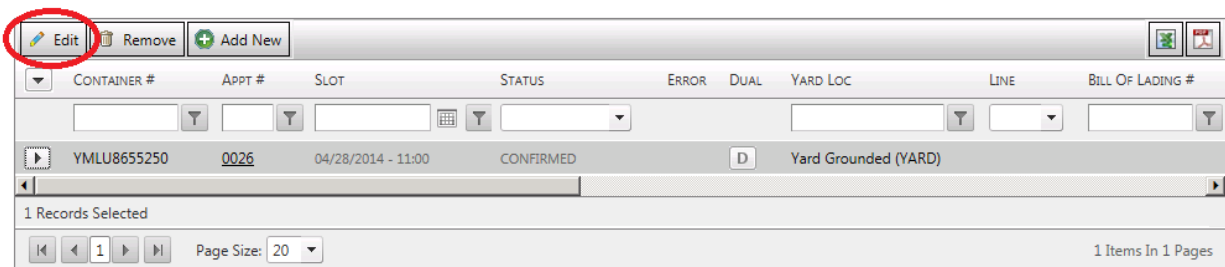
## 2. Editing an Appointment

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.

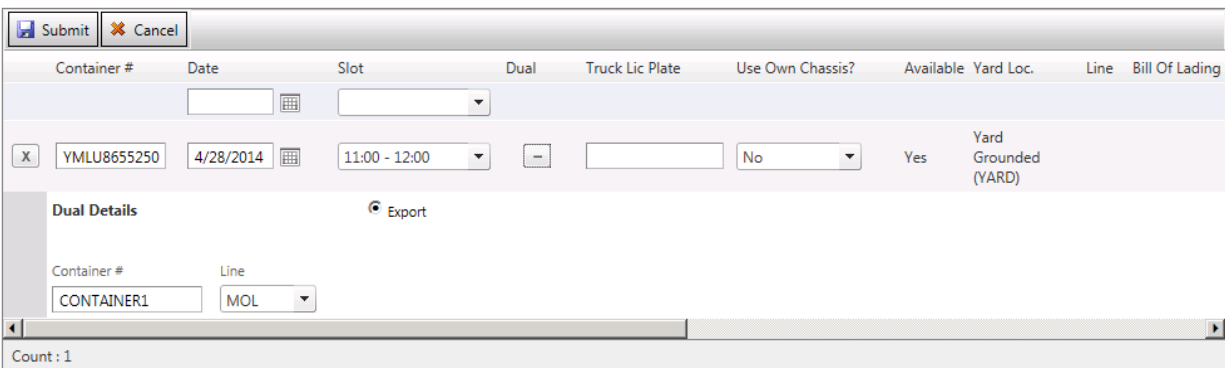
### 2.1. Edit Import Appointment

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



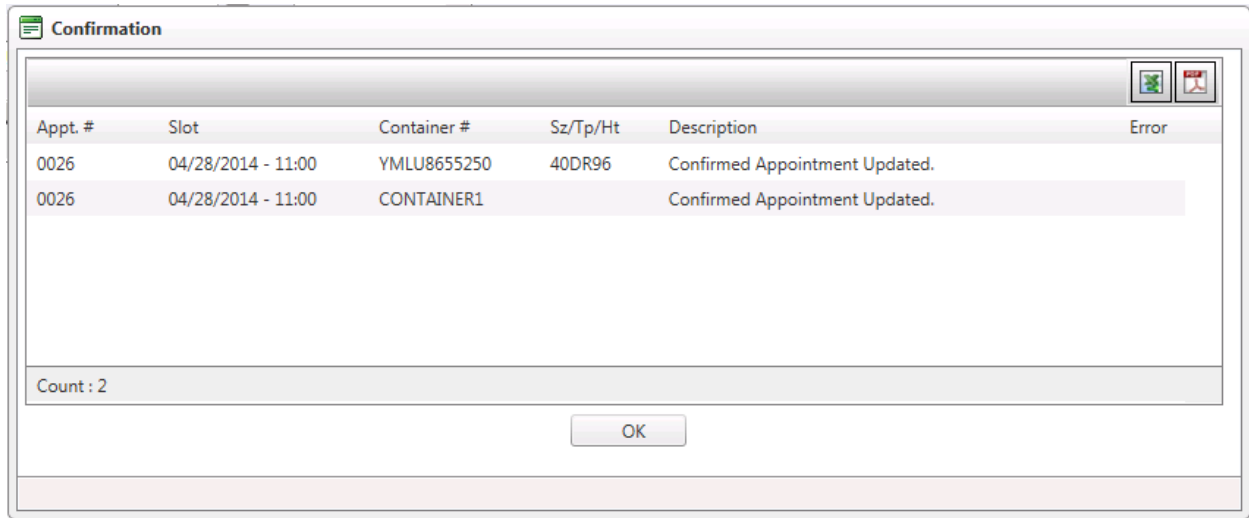
The screenshot shows a web application interface for managing appointments. At the top, there are three buttons: 'Edit' (circled in red), 'Remove', and 'Add New'. Below these is a table with columns: CONTAINER #, APPT #, SLOT, STATUS, ERROR, DUAL, YARD LOC, LINE, and BILL OF LADING #. A single record is displayed with the following values: YMLU8655250, 0026, 04/28/2014 - 11:00, CONFIRMED, D, Yard Grounded (YARD). Below the table, it indicates '1 Records Selected' and 'Page Size: 20'. The bottom right corner shows '1 Items In 1 Pages'.

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



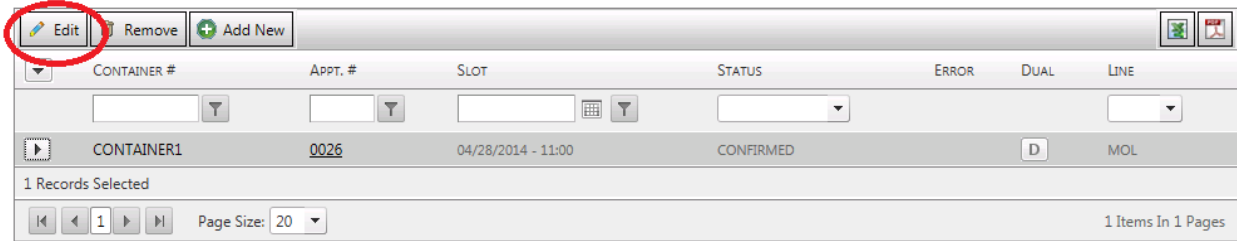
The screenshot shows the 'Edit' form for an appointment. At the top, there are 'Submit' and 'Cancel' buttons. The form fields include: Container # (YMLU8655250), Date (4/28/2014), Slot (11:00 - 12:00), Dual (a minus sign), Truck Lic Plate (empty), Use Own Chassis? (No), Available (Yes), and Yard Loc. (Yard Grounded (YARD)). Below these fields is a 'Dual Details' section with an 'Export' button. The 'Dual Details' section contains 'Container #' (CONTAINER1) and 'Line' (MOL). At the bottom left, it says 'Count : 1'.

Step 3: Confirmation will display. Select the "OK" button to close the window. User will receive a confirmation email.



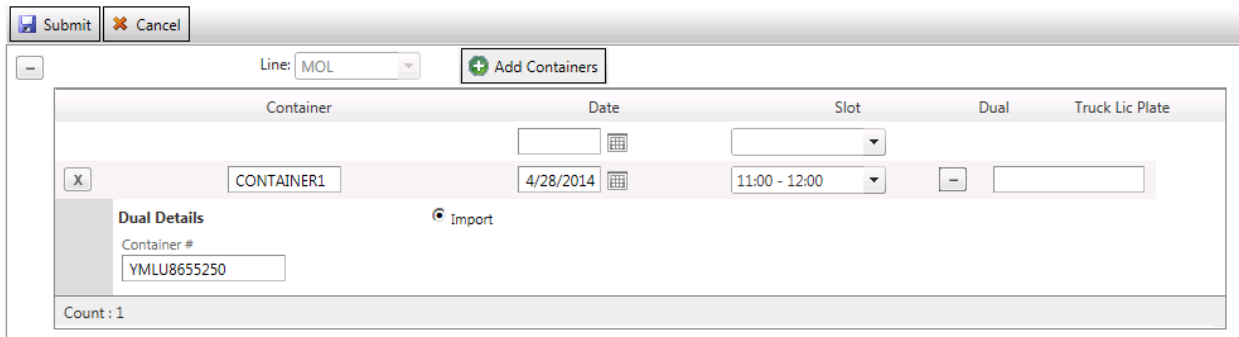
## 2.2. Edit Export Appointment

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



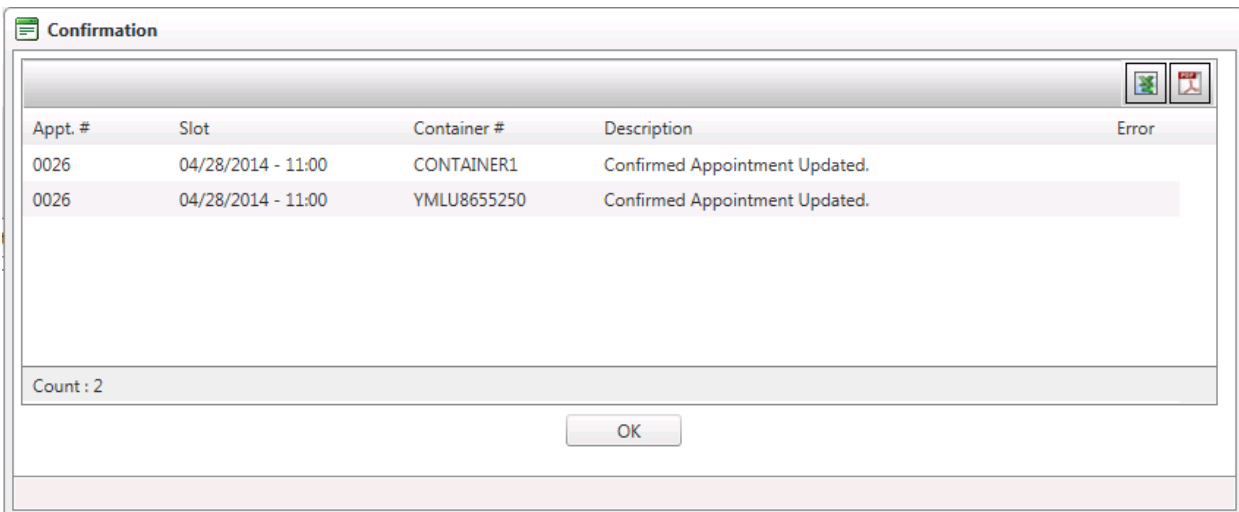
The screenshot shows a table with columns: CONTAINER #, APPT. #, SLOT, STATUS, ERROR, DUAL, and LINE. The first row is selected and highlighted in grey, containing the values: CONTAINER1, 0026, 04/28/2014 - 11:00, CONFIRMED, D, and MOL. Above the table are buttons for 'Edit', 'Remove', and 'Add New'. The 'Edit' button is circled in red. Below the table, it says '1 Records Selected' and 'Page Size: 20'. At the bottom right, it says '1 Items In 1 Pages'.

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



The screenshot shows an edit form for an appointment. At the top left, there are 'Submit' and 'Cancel' buttons. Below them is a 'Line' dropdown set to 'MOL' and an 'Add Containers' button. The main form has a table with columns: Container, Date, Slot, Dual, and Truck Lic Plate. The first row is selected and contains: CONTAINER1, 4/28/2014, 11:00 - 12:00, and a minus sign in the Dual column. Below the table is a 'Dual Details' section with an 'Import' radio button and a 'Container #' field containing 'YMLU8655250'. At the bottom left, it says 'Count : 1'.

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



The screenshot shows a 'Confirmation' dialog box. It contains a table with columns: Appt. #, Slot, Container #, Description, and Error. The first row is: 0026, 04/28/2014 - 11:00, CONTAINER1, Confirmed Appointment Updated. The second row is: 0026, 04/28/2014 - 11:00, YMLU8655250, Confirmed Appointment Updated. At the bottom left, it says 'Count : 2'. At the bottom center, there is an 'OK' button.

### 2.3. Edit Empty Pick Up

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

My Empty Pick-Ups

Buttons: Edit, Remove, Add New

RELEASE ORDER #	EQUIP SIZE	APPT. #	SLOT	STATUS	ERROR	LINE
RELEASEORDER	20FR80	5005	04/11/2014 - 10:00	CONFIRMED		EISU

1 Records Selected

Page Size: 20

1 Items In 1 Pages

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

New Pickup Appointment

Enter Appointment Information For Eligible Containers In The Grid Below

Buttons: Submit, Cancel

Release Order #: RELEASEORDER Line: EISU Add Containers

Sz/Tp/Ht	Date	Slot	Truck Lic Plate
X 20FR80	4/11/2014	10:00 - 11:00 (200'	
X			
X			
X			
X			
X			
X			
X			
X			
X			

Count : 10

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

Confirmation

Appt. #	Slot	Sz/Tp/Ht	Release Order	Description	Error
5005	04/11/2014 - 10:00	20FR80	RELEASEORDER	Confirmed Appointment Updated.	

Count : 1




OK





## 2.4. Edit Empty Drop-Off

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

My Empty Drop-Offs

CONTAINER #	EQUIP SIZE	APPT. #	SLOT	STATUS	ERROR	LINE
CONTAINER1	200T80	0008	04/10/2014 - 09:00	CONFIRMED		CMDU
CONTAINER2	200T80	0009	04/10/2014 - 10:00	CONFIRMED		CMDU

1 Records Selected



Page Size: 20

2 Items In 1 Pages

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

New Drop-Off Appointment

Enter Appointment Information For Eligible Containers In The Grid Below

Line	Container #	Date	Slot	Truck Lic Plate
X	CMDU	CONTAINER1	4/10/2014	09:00 - 10:00 (200)

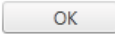
Count : 1

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

Confirmation

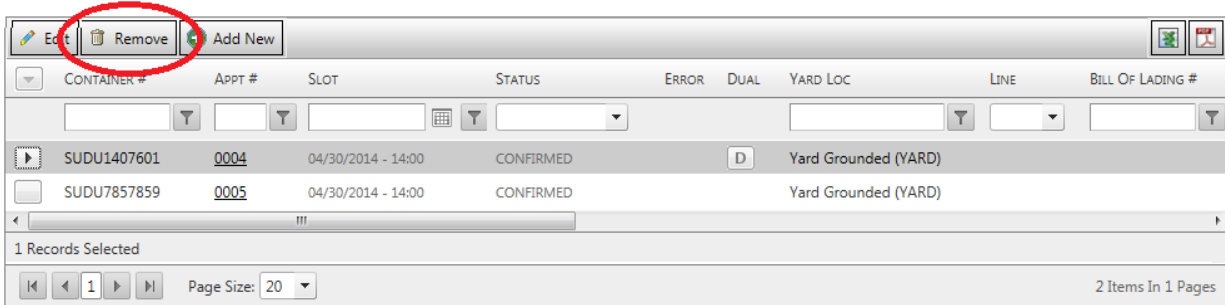
Appt. #	Slot	Container #	Sz/Tp/Ht	Cargo Ref #	Description	Error
5007	04/11/2014 - 11:00	CONTAINER1	200T80		Confirmed Appointment Created.	

Count : 1

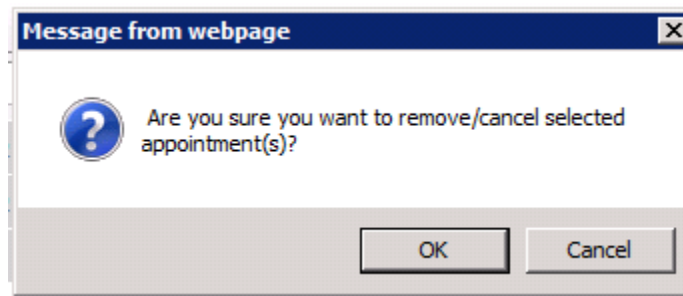


### 3. Cancelling an Appointment

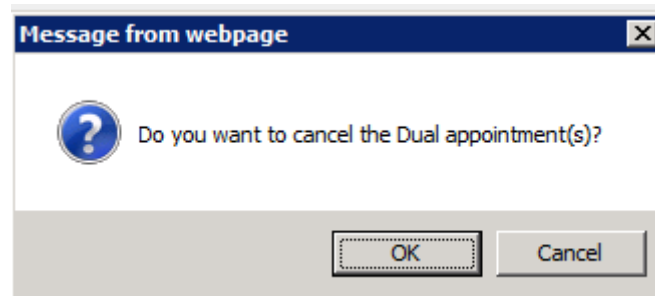
Step 1: Visit the appointment type to be cancelled. For example: Import Appointment Screen. Select appointment(s) to be cancelled and select the “Remove” button.



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.