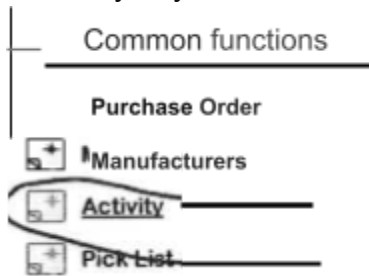


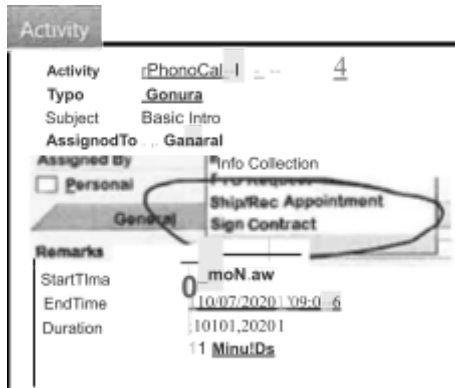
SETTING AN INBOUND/ OUTBOUND APPOINTMENT IN ACTIVITY

1. Click on Activity in your common functions



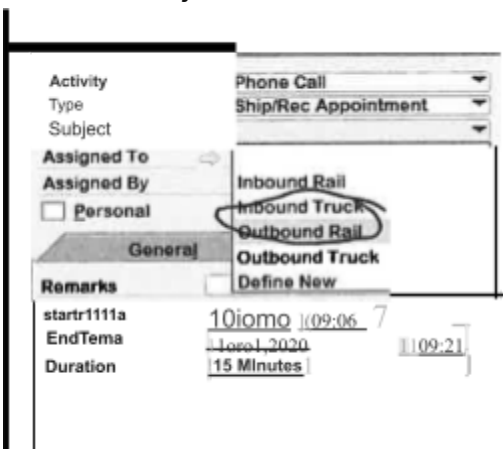
a.

2. From the Activity go to the drop down "Type" - and choose Ship/Rec Appointment



a.

3. Next go to the "Subject" and choose the Activity



a.

4. Next jump over to the BP Code and choose the customer by clicking on the radio button

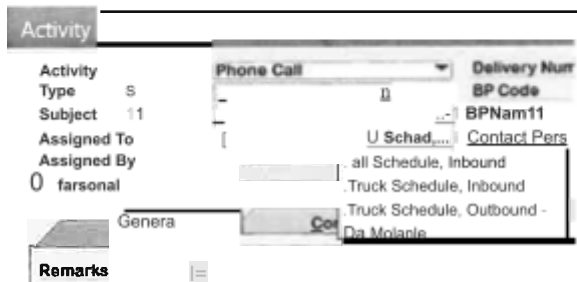


a.

b. For Inbound choose the customer that starts with a "V"

c. For Outbound choose the customer that starts with a "C"

5. Next go back to the left side of the header Assigned to - choose "Employee" and the appropriate activity.



6. Enter the Start Date and Time
7. Choose the Carrier
 - a. Enter the Truck Number - No of Pcs if known - Weight - Bay Assigned and Trailer No. if known
8. On the right-hand side Choose the Priority of the Load. if it is HOT material, choose High

a.

The screenshot shows a software window with several tabs: 'Content', 'Linked Document', and 'Attachments'. In the 'Content' tab, there are fields for 'Priority' (set to 'Normal'), 'Meeting Location', and a 'Follow up' button. To the left, there are fields for 'A1 HIS', 'Otarsonai', and 'OKO - Crio'. At the bottom, there are 'Add' and 'Cancel' buttons.

b.

9. Meeting Location is the warehouse you are scheduling for:

The screenshot shows a software window with tabs: 'General', 'Content', 'Linked', and 'Attachments'. The 'Remarks' field is empty. To the right, there is a 'Truck' field. Below the 'Remarks' field, there is a 'Content' tab. At the bottom, there are fields for 'Start Time', 'End Time', and 'Duration'. On the right side, there is a 'Priority' field.

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HT1BOWLING GRB.N
HT1EAST CHICAGO
HT1 LOUISVILLE
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Follow J/p

a. cancel

10. REMINDER: In the Remarks section, please leave notes if there is something we all need to know.

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I Vendor
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Phone Call
Inbound Truck

Contact Person

Assigned By
D fBrsonal

Tal!Jphone No. 1 41...2...55...3-a.3 3 8 6

Unkad Docu_ment

_littachments

Remarks Please unload but just stag this will igh back out! StartT1me

-10/07/2020 11:09:00

Priority High

End Time 10/07/2020 11:09:30

Meeting Location HT1 LOUISVILLE

Duration [3Q!!!nul -1

a.

11. Now choose the Add button to schedule the appointment.