iDockworks Quickpass Tutorial
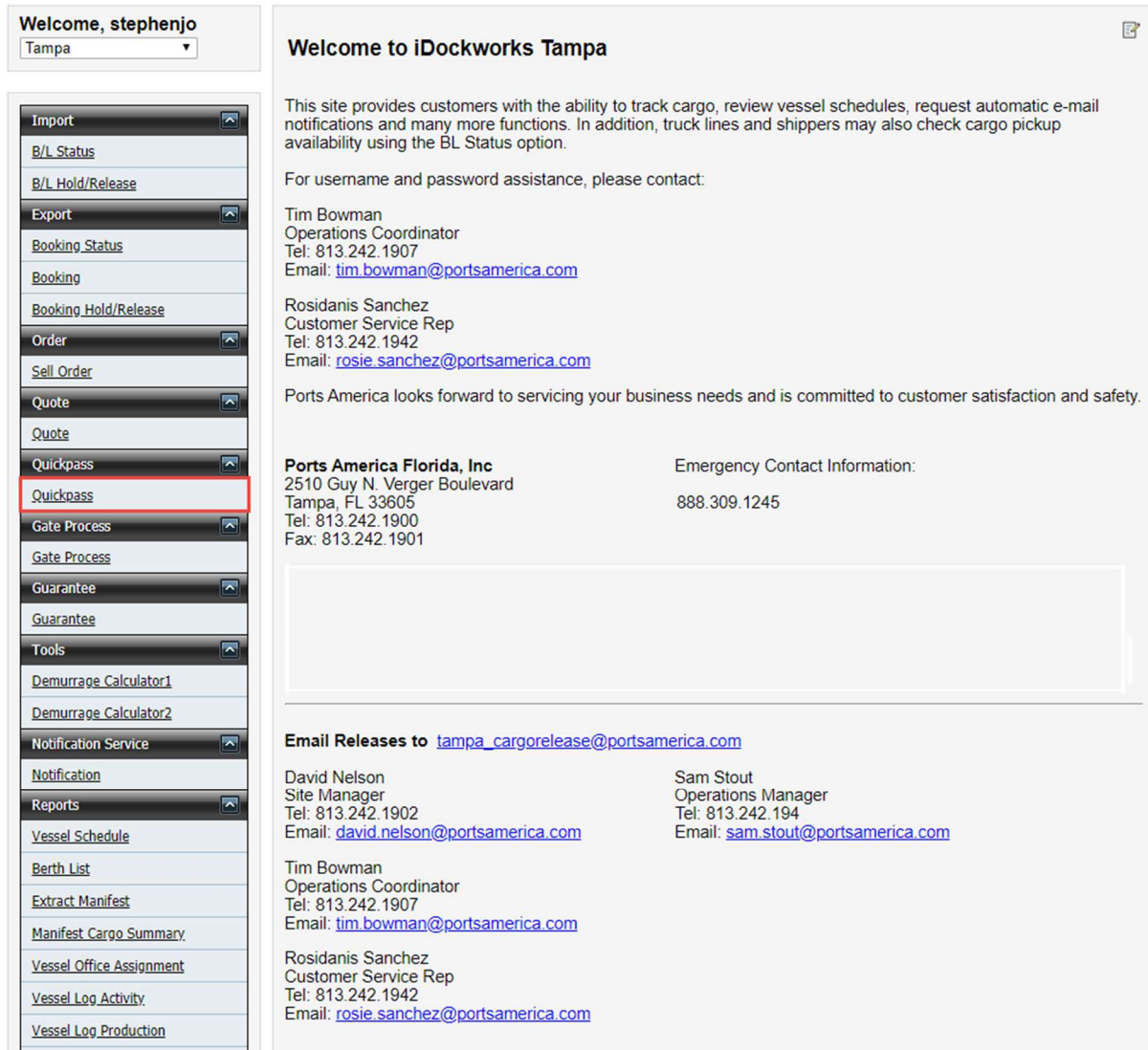
The Quickpass creation process is initiated when the user selects the Quickpass link from the main menu:

Example 1:

Doing so will land the user on the main Quickpass screen within iDockworks, from here the user will select the ⊕ **Add** button to create a new Quickpass appointment.

Example 2:

Initially, on the "New Quickpass" screen the only field available is the Customer field. Once the user selects the customer the user will then be promted to select the operation type.

Example 3:

Once the operation is selected, the remaining fields are activated on the "New Quickpass" screen. The user can either enter the release number (Order Number) or the BL number. Once the release number is entered and the "Order Lookup" button is selected, the Voyage, Commodity, Warehouse and Order/BL number fields are auto populated.

Example 4:

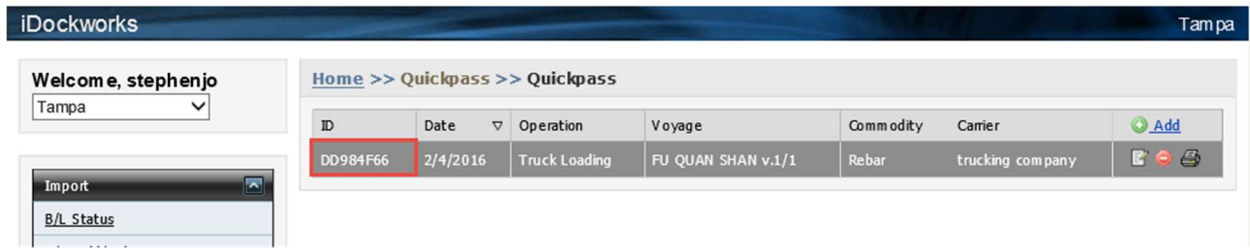

The following manual entry fields are required:

- Date
- Time Slot
- Contact
- Phone Number

After all required fields have been entered, the save button is then activated to Save/Create the new Quickpass appointment. Once the save button is pressed and the appointment is saved, the user is taken back to the main Quickpass screen with the newly created Quickpass appointment visible in the list. From the main Quickpass list the user can then edit, delete, or print Quickpass appointments.

Selecting the Edit option will bring the user back to the New Quickpass/Edit Quickpass Screen (**see Example 4**)

Example 5: