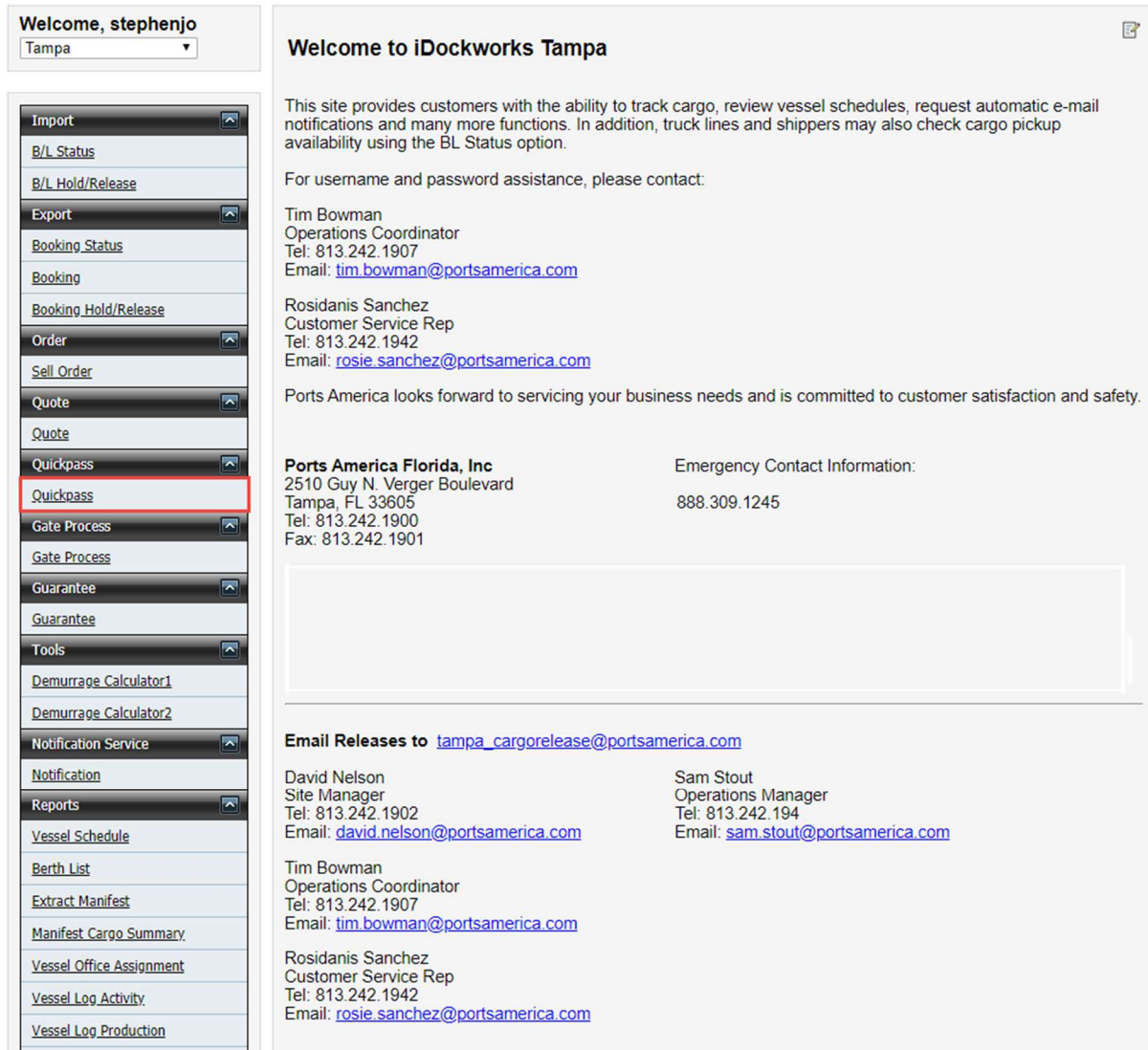


iDockworks Quickpass Tutorial

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

Example 1:



Welcome, stephenjo
Tampa

Welcome to iDockworks Tampa

This site provides customers with the ability to track cargo, review vessel schedules, request automatic e-mail notifications and many more functions. In addition, truck lines and shippers may also check cargo pickup availability using the BL Status option.

For username and password assistance, please contact:

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Rosidanis Sanchez
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Ports America looks forward to servicing your business needs and is committed to customer satisfaction and safety.

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

Example 2:



Welcome, stephenjo
Tampa

Home >> Quickpass >> Quickpass

ID	Date	Operation	Voyage	Commodity	Carrier



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 prompted 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:

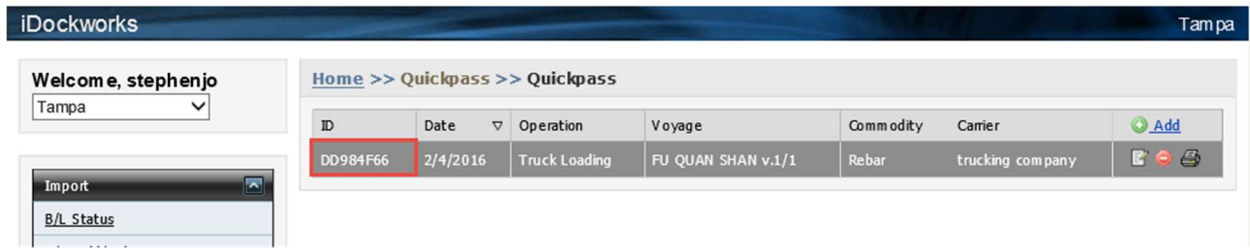
- Date
- Time Slot
- Contact
- Phone Number

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.


iDockworks Quickpass Tutorial

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

Example 5:



The screenshot shows the iDockworks Quickpass interface. At the top, there is a dark blue header with the text "iDockworks" on the left and "Tampa" on the right. Below the header, the main content area is divided into several sections. On the left, there is a "Welcome, stephenjo" section with a dropdown menu showing "Tampa". Below this is an "Import" section with a "B/L Status" link. The main part of the interface is a table with the following columns: ID, Date, Operation, Voyage, Commodity, Carrier, and an "Add" button. The table contains one row with the following data: ID: DD984F66, Date: 2/4/2016, Operation: Truck Loading, Voyage: FU QUAN SHAN v.1/1, Commodity: Rebar, Carrier: trucking company. The "Add" button is highlighted with a red box.

ID	Date	Operation	Voyage	Commodity	Carrier	Add
DD984F66	2/4/2016	Truck Loading	FU QUAN SHAN v.1/1	Rebar	trucking company	 Add