

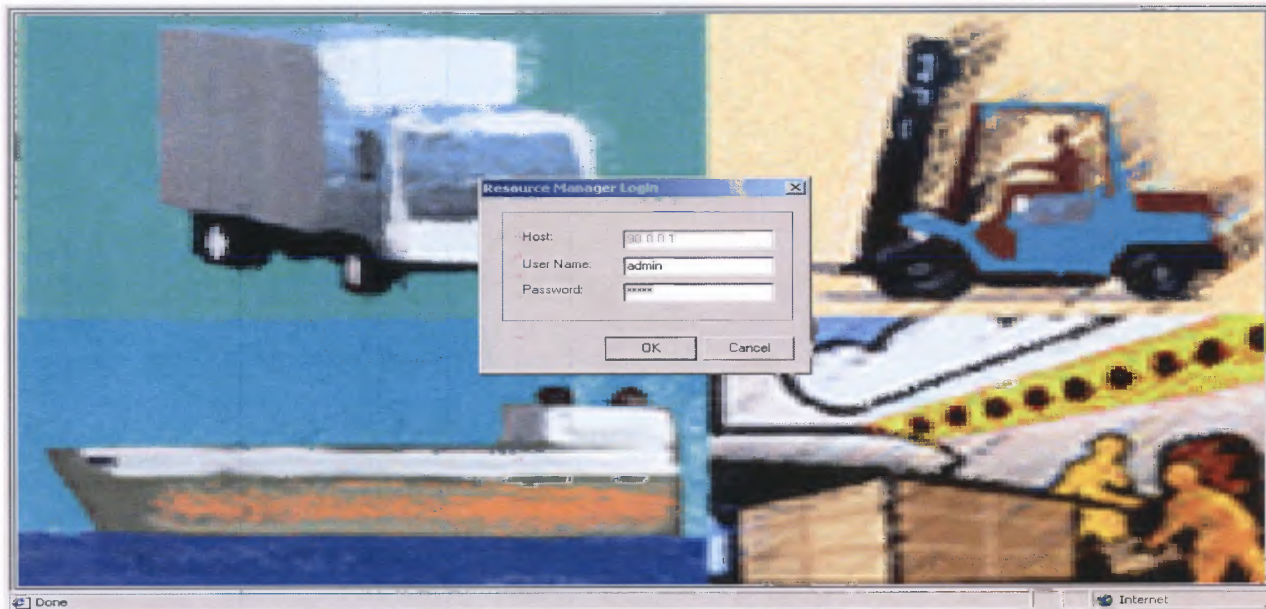
Yard
Management
System

VOA Manual

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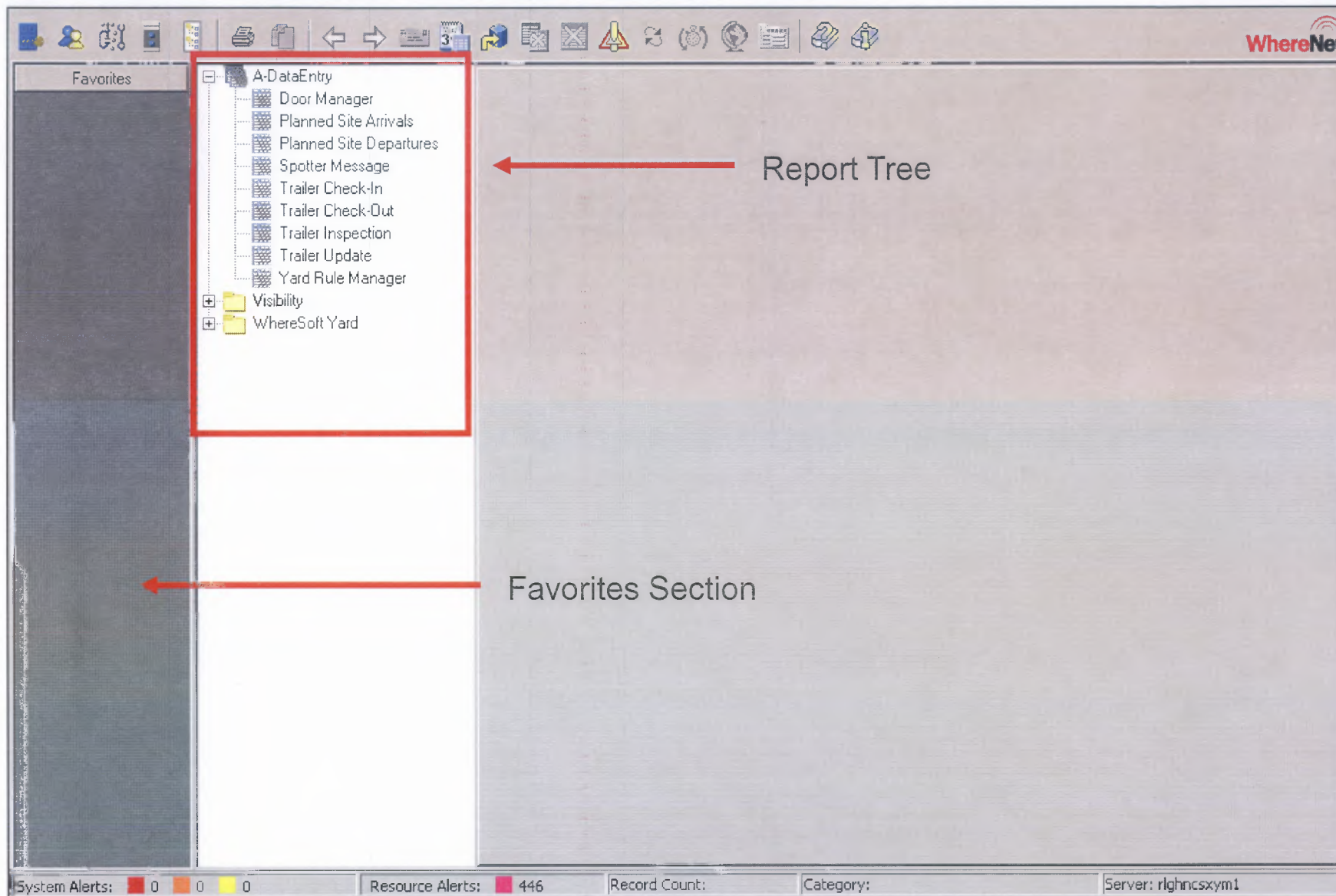
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YMS Basics



YMS is a web-based application that can be accessed by double clicking on the YMS Internet Explorer icon on your desktop

The YMS username and password is the same as your **ACE** username and password



The screenshot displays the YMS Report Tree interface. A red box highlights the 'A-DataEntry' section in the left-hand 'Favorites' pane, which contains the following items:

- Door Manager
- Planned Site Arrivals
- Planned Site Departures
- Spotter Message
- Trailer Check-In
- Trailer Check-Out
- Trailer Inspection
- Trailer Update
- Yard Rule Manager
- Visibility
- WhereSoft Yard

Two red arrows point to the interface: one points to the 'Report Tree' area on the right, and another points to the 'Favorites Section' on the left. The bottom status bar shows: System Alerts: 0 (red), 0 (orange), 0 (yellow); Resource Alerts: 446 (pink); Record Count: ; Category: ; Server: rlgncsxy1.

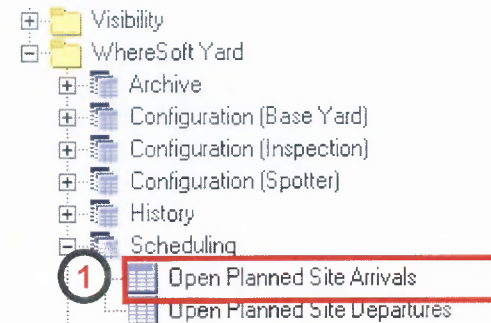
The screenshot displays the YMS (Yard Management System) interface. At the top, a red rectangular box highlights the toolbar, which contains various icons for navigation and data management. A red arrow points from the text 'Tool Bar' below to the highlighted toolbar. The main interface area is divided into a left sidebar and a large central pane. The sidebar includes a 'Favorites' section and a tree view under 'Data Entry' with the following items: Door Manager, Planned Site Arrivals, Planned Site Departures, Spotter Message, Trailer Check-In, Trailer Check-Out, Trailer Inspection, Trailer Update, and Yard Rule Manager. Below these are 'Visibility' and 'WhereSoft Yard' folders. The central pane is currently empty. At the bottom of the interface, a status bar provides system information: System Alerts (0), Resource Alerts (446), Record Count, Category, and Server (righncsxml).



Trailer/Bobtail Check In

Trailer Check In Part 1:

1. Click on Open Planned Site Arrivals in the Report Tree under WhereSoftYard>Scheduling.



This report shows information about the Inbound Trip:

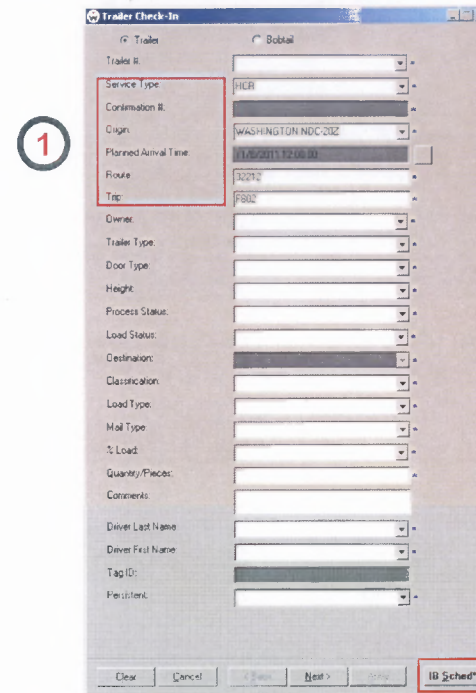
- Planned Arrival Time
- Route
- Trip
- Trailer #

2. Double Click on the inbound schedule that is to be checked in to bring up the Trailer Check In Form.

Planned Arrival Time	Origin	Route	Trip	Trailer #	Confirmation #	Load Type
11/8/2011 01:45:00	GREENVILLE P&DF-296	27298	814	3629619		
11/8/2011 02:00:00	NORTHERN VIRGINIA P&DC-220	208L5	33	316301		
11/8/2011 02:20:00	CURSEEN/MORRIS P&DC-200	208L5	13	316418		
11/8/2011 03:40:00	RDCKY MDUNT P&DF-278	27295	812	272048		
11/8/2011 04:00:00	RICHMOND VA P&DC-230	274U1	19	316405		
11/8/2011 09:00:00	SUBURBAN MD P&DC-209	208L5	1	202U029		
11/8/2011 10:50:00	DULLES P&DC-201	208L5	17	202U027		
11/8/2011 11:10:00	WASHINGTON NDC-202	27416	802	75118-11		Cardboard Box - 36 in.
11/8/2011 11:30:00	LDS ANGELES NDC-902	27418	810	27418-84		Postal Packs
11/8/2011 11:30:00	SPRINGFIELD NDC-012	27413	812	MT55325		Mixed
11/8/2011 12:00:00	WASHINGTON NDC-202	32212	F802			
11/8/2011 12:20:00	COLUMBIA P&DC-290	27192	802			
11/8/2011 12:30:00	RDANDKE P&DC-240	27297	808	2729006		
11/8/2011 12:30:00	WASHINGTON NDC-202	27413	926	MT54626		Cardboard Box - 36 in.
11/8/2011 12:40:00	GREENSBORO P&DC-270	27193	804			
11/8/2011 12:45:00	PITTSBURGH NDC-152	15118	803	75112-30		Cardboard Box - 36 in.
11/8/2011 13:00:00	MEMPHIS NDC-382	381Y1	811	5300103		APC/GPMC
11/8/2011 13:15:00	ATLANTA MTESC (AIRPT DIST CTR)-30MTE	270CK	123			
11/8/2011 13:30:00	PITTSBURGH NDC-152	15118	815	1511815		
11/8/2011 13:45:00	WASHINGTON NDC-202	32212	802	2729701		OTR
11/8/2011 15:00:00	DETROIT NDC-482	4818S	FAKE1			
11/8/2011 15:00:00	DETROIT NDC-482	27417	802	504420		

Trailer Check In Part 2:

1. The Trip information will pre-populate on the Trailer Check-In form and the IB SCHED button on the lower right will be bolded and starred(*).
2. Enter the Trailer Number.
3. Enter the Owner, Trailer Type, Door Type, and Height.



Trailer Check-In

Trailer #: []

Service Type: HCR

Confirmation #: []

Origin: WASHINGTON NDC 202

Planned Arrival Time: 11/07/2011 12:00:00

Route: 32212

Trip: F902

Owner: []

Trailer Type: []

Door Type: []

Height: []

Process Status: []

Load Status: []

Destination: []

Classification: []

Load Type: []

Mail Type: []

% Load: []

Quantity/Pieces: []

Comments: []

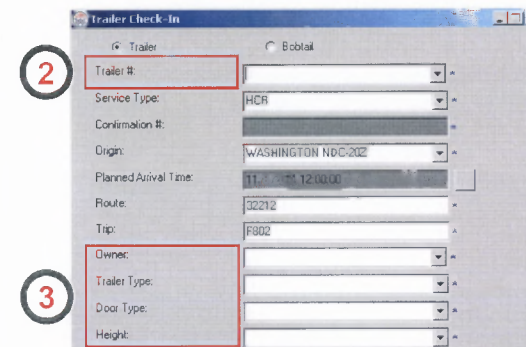
Driver Last Name: []

Driver First Name: []

Tag ID: []

Resident: []

Clear Cancel [] Next > [] **IB SCHED***



Trailer Check-In

Trailer #: []

Service Type: HCR

Confirmation #: []

Origin: WASHINGTON NDC 202

Planned Arrival Time: 11/07/2011 12:00:00

Route: 32212

Trip: F902

Owner: []

Trailer Type: []

Door Type: []

Height: []

Note: In Trailer Type, "T" stands for Trailer and "R" stands for Rail

Trailer Check-In Part 3:

1. Select the "Process Status" drop down.
 - **Process Status:** Trailers should always be checked in with "Inbound" as the Process Status.

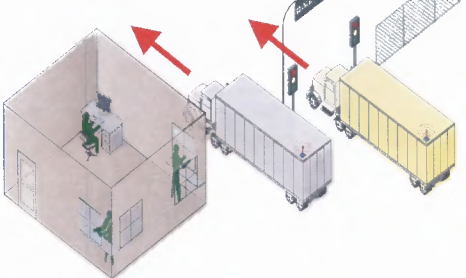
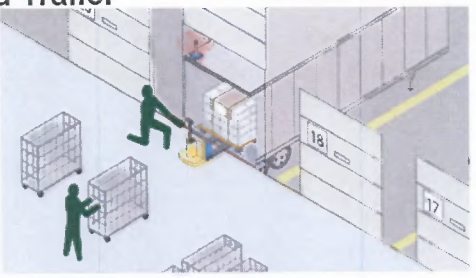

2. Select the "Load Status" drop down.
 - **Load Status:** Trailers should always be checked in with the load status that is relevant to the contents of the trailer.

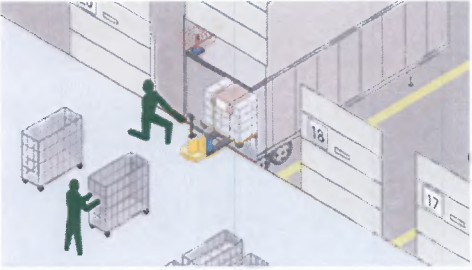
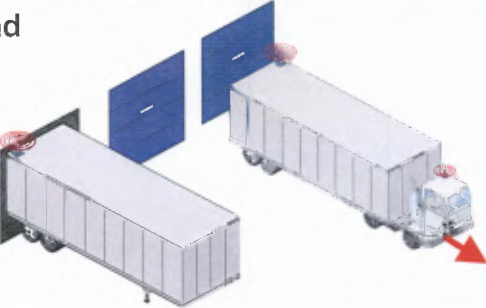
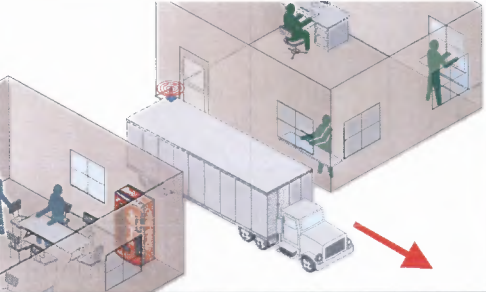
Process Status: A term to describe the current process a trailer is going through

Process Status	Description
Inbound	A trailer that has checked-in.
Unloading	A trailer that is being unloaded.
Unloaded-Pull Unloaded-Hold Unloaded Hang-On	An unloaded trailer that will be removed from the door. Move request is created. An unloaded trailer that is being held at the door. An unloaded trailer that still has the tractor attached. Does not require a spotter move.
Partial/Pre-Load Loading	A trailer being loaded that will be moved to another dock to complete loading. A trailer being loaded.
Loaded-Hold Loaded-Pull	A loaded trailer that is being held at the door. A loaded trailer that will be removed from the door. Move request is created.

Load Status: A term to describe the contents of a trailer

Load Status	Description
Empty	An empty trailer.
IB Mail Ready	An inbound trailer containing mail.
MTE	A trailer that contains empty MTE.
Recycle	A trailer that contains mail being moved from one side of the facility to the other. Only for internal trailers.
OB Mail OB MTE OB Empty	An outbound trailer loaded with mail. An outbound trailer loaded with MTE. An outbound trailer that is empty.
Partial/Preload	A trailer being loaded that will be moved to another dock to complete loading.
Full Turnaround	A trailer that has checked-in and will be checked-out without being unloaded or loaded.
Detained	An inbound trailer that is detained.
Refused	A trailer that is refused check in to a facility. Only for drop shipments.
Freight	Partial drop shipment unload that still contains cargo for destination other than Postal facility.

Activity	Process Status	Load Status
<p>Check-In</p> 	<ul style="list-style-type: none"> ■ Inbound 	<ul style="list-style-type: none"> ■ IB Mail Ready ■ MTE ■ Empty
<p>Unload Trailer</p> 	<ul style="list-style-type: none"> ■ Unloading 	<ul style="list-style-type: none"> ■ IB Mail Ready ■ MTE ■ Recycle
<p>Complete Unload</p> 	<ul style="list-style-type: none"> ■ Unloaded – Pull ■ Unloaded – Driver Hang On (used for Drop Shipments) ■ Unloaded - Hold 	<ul style="list-style-type: none"> ■ Empty ■ OB Empty

Activity	Process Status	Load Status
<p>Load Trailer</p> 	<ul style="list-style-type: none"> ■ Loading 	<ul style="list-style-type: none"> ■ OB Mail ■ OB MTE ■ MTE ■ Recycle
<p>Complete Load</p> 	<ul style="list-style-type: none"> ■ Loaded – Pull ■ Loaded – Hold 	<ul style="list-style-type: none"> ■ OB Mail ■ OB MTE ■ MTE ■ Recycle
<p>Check Out</p> 	<ul style="list-style-type: none"> ■ Outbound ■ Trailer Check Out 	<ul style="list-style-type: none"> ■ OB Mail ■ OB Empty ■ OB MTE

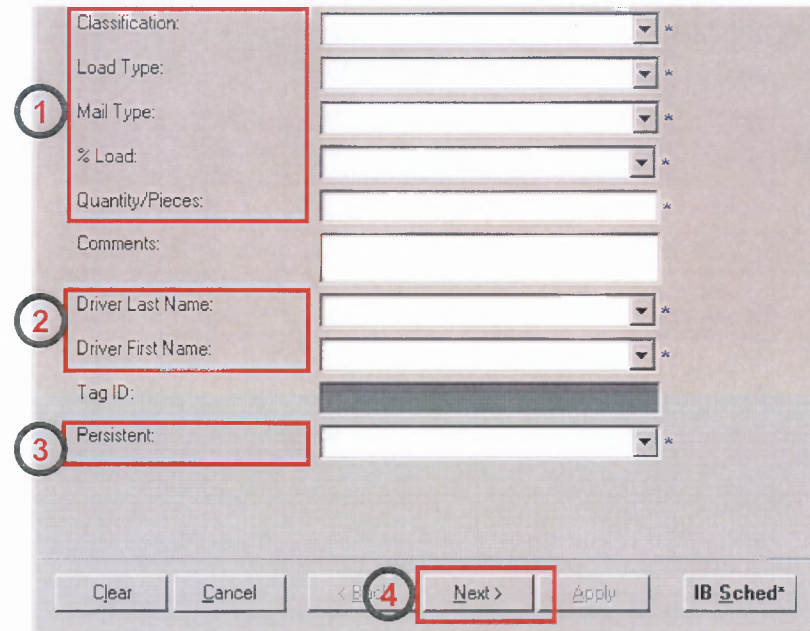
Trailer Check-In Part 4:

1. Enter the remaining required fields:
 - Classification
 - Load Type
 - Mail Type
 - % Load
 - Quantity/Pieces

2. Enter the Driver Last Name and First Name.

3. Select Persistent:
 - **Persistent:** Stores trailer information for future use. Should be set to Yes for trailers that will return to the facility.

4. Click Next.



The screenshot shows a web form for 'Trailer Check-In'. The form contains several fields, each with a red box and a circled number indicating the step:

- 1:** A group of five dropdown menus: Classification, Load Type, Mail Type, % Load, and Quantity/Pieces.
- 2:** Two dropdown menus: Driver Last Name and Driver First Name.
- 3:** A dropdown menu labeled Persistent.
- 4:** The 'Next >' button at the bottom of the form.

Other fields visible include 'Comments' (text area), 'Tag ID' (text field), and 'IB Sched*' (checkbox). At the bottom, there are buttons for 'Clear', 'Cancel', '< Back', 'Next >', 'Apply', and 'IB Sched*'.

Trailer Check-In Part 5:

1. YMS automatically suggests a parking assignment for the trailer.
2. A new location may be selected in order to override the suggested Parking Assignment. To do this select the new area and new spot/door from the drop down menus.
3. Click Finish.
4. If a ticket prints, Click OK.

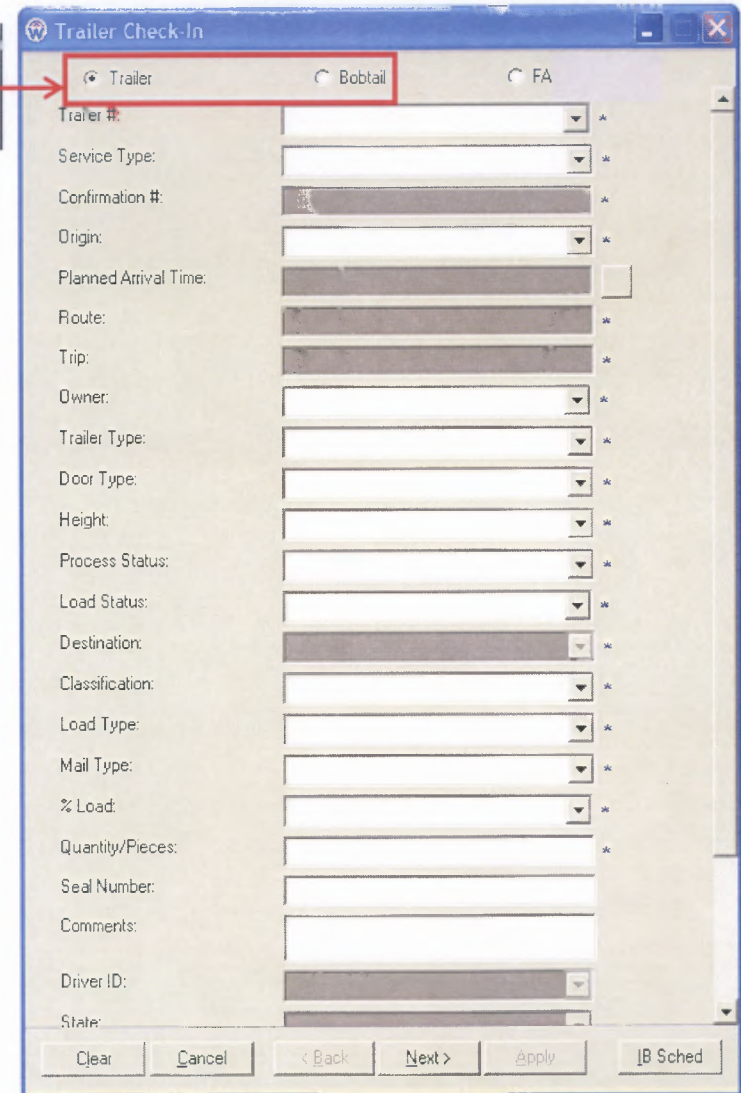
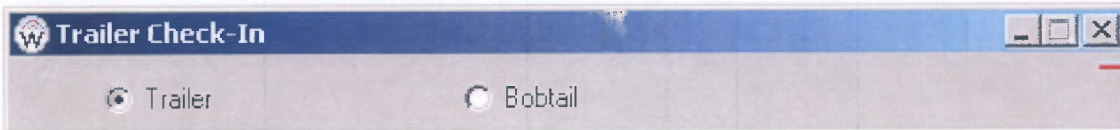
Parking Assignment - 316405

1 Parking Assignment:
Area: J Row Spot/Door: J09

2 Manually Assign Parking Location:
Area: <None> Spot/Door: <None>

A request has been sent to the printer to print a gate pass.

Re-Print 4 OK

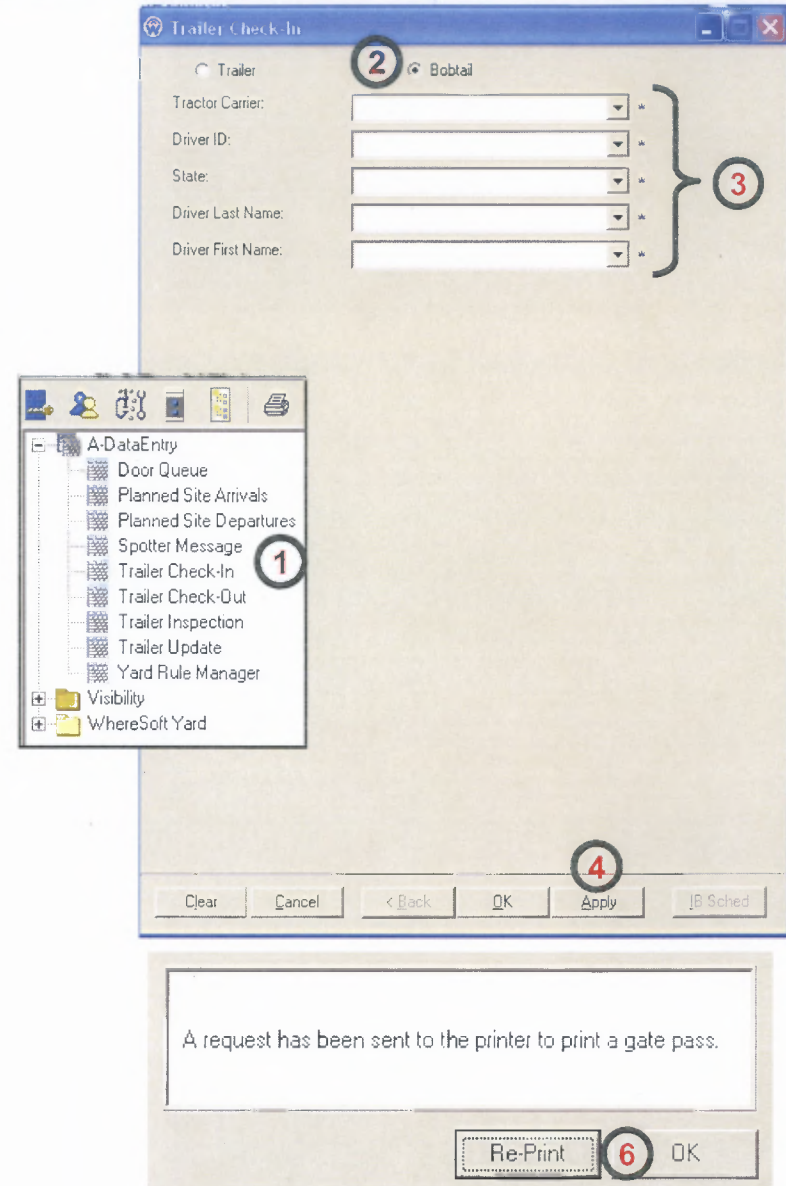


Trailer Check In Types:

1. **Trailer:** The most common check in type. Used when checking in a trailer to YMS.
2. **Bobtail:** Used when checking in a bobtail (tractor with no trailer attached) to YMS.

Bobtail Check-In:

1. Click on Trailer Check-In under A-DataEntry.
2. Click the radio button for Bobtail at the top of the window. The form for Bobtail check-in will appear.
3. Enter the following required fields:
 - Tractor Carrier
 - Driver ID (enter the driver's last name)
 - State
 - Driver Last Name
 - Driver First Name
4. Click Apply to complete the check-in process.
6. If the ticket prints, click OK.



The screenshot shows the 'Trailer Check-In' window. At the top, there are two radio buttons: 'Trailer' and 'Bobtail'. The 'Bobtail' radio button is selected and circled with a '2'. Below this are five dropdown menus for 'Tractor Carrier', 'Driver ID', 'State', 'Driver Last Name', and 'Driver First Name', all marked with an asterisk. A bracket on the right groups these five fields and is circled with a '3'. At the bottom of the window, there are buttons for 'Clear', 'Cancel', '< Back', 'OK', 'Apply', and 'JB Sched'. The 'Apply' button is circled with a '4'. An inset window shows a tree view of the 'A-DataEntry' menu, with 'Trailer Check-In' selected and circled with a '1'. Below the main window, a message box displays the text 'A request has been sent to the printer to print a gate pass.' At the bottom of this message box, there are 'Re-Print' and 'OK' buttons, with the 'OK' button circled with a '6'.

Creating an Inbound Schedule

Create an Inbound Schedule:

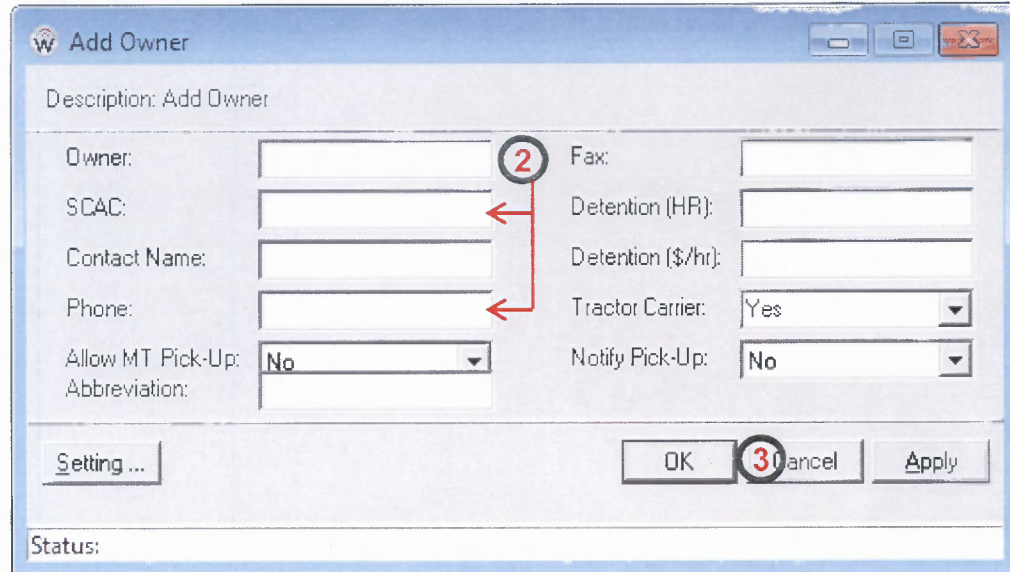
1. Click on Planned Site Arrivals in the Report Tree under A-DataEntry.
2. Click the Calendar button to select the Planned Arrival Time (*required*).
3. Enter the rest of the required fields:
 - Origin (*required*)
 - Service Type (*required*)
4. Enter any additional fields if applicable:
 - Route
 - Trip
 - Confirmation #
 - Load Type
 - Mail Type
 - Quantity/Piece
 - % Load
5. Click OK.

The screenshot shows the software interface for creating an inbound schedule. On the left, a report tree under 'A-DataEntry' has 'Planned Site Arrivals' highlighted with a red box and a circled '1'. The main window is titled 'IB Schedule ID' and contains several input fields. A red box highlights the 'Planned Arrival Time' field, which is currently empty, and a circled '2' is next to it. Another red box highlights the 'Origin' field, and a circled '3' is next to it. A 'Calendar' dialog box is open over the 'Planned Arrival Time' field, showing a calendar for November 2011. The date '8' is selected, and the time '2:40:12 PM' is displayed in a dropdown menu. The 'Calendar' dialog has 'OK' and 'Cancel' buttons. At the bottom of the 'IB Schedule ID' form, there are 'Clear', 'Cancel', 'OK', and 'Apply' buttons.

Adding Owners and Origins

Add an owner:

1. Click on Owner, under WhereSoft Yard > Configuration (Base Yard).
2. To add an owner, right click anywhere in the form, select Data Entry and click on Add Owner. Enter in the owners name, a unique number in the SCAC field and a contact phone number. The remaining fields are optional.
3. Click OK.



Add Owner

Description: Add Owner

Owner:

SCAC:

Contact Name:

Phone:

Allow MT Pick-Up:

Abbreviation:

Fax:

Detention (HR):

Detention (\$/hr):

Tractor Carrier:

Notify Pick-Up:

Status:

Note: New contractors (owners) are the only additions that should be made to the owners form.

Add an Origin:

1. Click on Origins, under WhereSoft Yard > Configuration(Base Yard).
2. To add an origin, right click anywhere in the form, select Data Entry and click on Add Origin.
3. Enter the new origin.
4. Click OK.

W Add Origin

Description: Add Originite Departure-In

Origin:

Abbreviation:

Description:

Setting ... OK Cancel Apply

Status:

Trailer Inspection

The screenshot shows the 'Trailer Inspection' application window. On the left, a navigation tree lists various system functions, with 'Trailer Inspection' selected and highlighted by a red box and a red arrow. The main window features a form with the following fields:

- Carrier: BONDED
- Trailer #: 7539282
- Area: Exterior

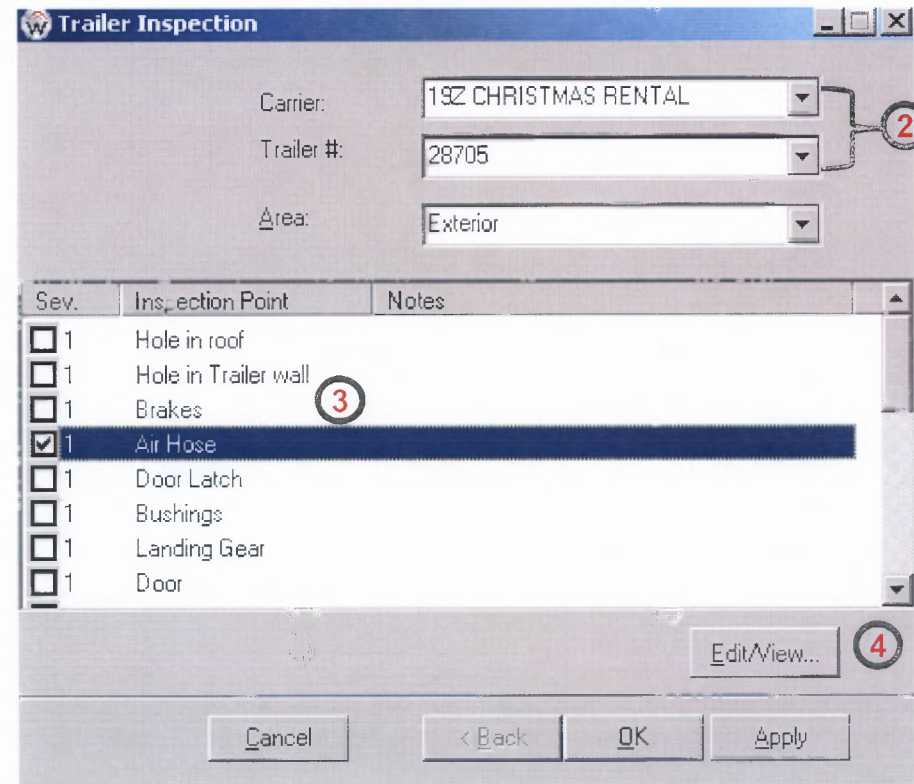
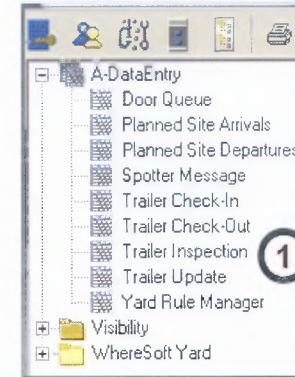
Below the form is a table with the following data:

Sev.	Inspection Point	Notes
<input type="checkbox"/> 1	Hole in roof	
<input type="checkbox"/> 1	Hole in Trailer wall	
<input type="checkbox"/> 1	Brakes	
<input type="checkbox"/> 1	Air Hose	
<input type="checkbox"/> 1	Door Latch	
<input type="checkbox"/> 1	Bushings	
<input type="checkbox"/> 1	Landing Gear	
<input type="checkbox"/> 1	Door	

At the bottom of the window, there are buttons for '< Back', 'OK', 'Cancel', and 'Apply'. The status bar at the very bottom shows 'Record Count:', 'Category:', and 'Server: ymsdev'.

Put a Trailer Out of Service:

1. Click Trailer Inspection, under A-Data Entry.
2. Enter the Carrier and Trailer Number.
3. Check and select the Inspection Point applicable to the trailer.
4. Click the Edit/View Button.
5. Enter a comment and press OK.
6. Multiple Inspection Points can be selected if necessary.
7. When done, press OK.



Note: If at least one Inspection Point is checked, the trailer will be Out Of Service.

Put an Out Of Service Trailer Back in Service:

1. Click Trailer Inspection, under A-Data Entry.
2. Enter the Owner and Trailer Number.
3. Uncheck the relevant checked Inspection Points to indicate they have been resolved.
4. Press OK.
5. If no inspection points are checked the trailer will be put back into service.

Carrier: 19Z CHRISTMAS RENTAL

Trailer #: 28705

Area: Exterior

Sev.	Inspection Point	Notes
<input type="checkbox"/>	1 Hole in roof	
<input type="checkbox"/>	1 Hole in Trailer wall	
<input type="checkbox"/>	1 Brakes	
<input type="checkbox"/>	1 Air Hose	
<input type="checkbox"/>	1 Door Latch	
<input type="checkbox"/>	1 Bushings	
<input type="checkbox"/>	1 Landing Gear	
<input type="checkbox"/>	1 Door	

Buttons: Cancel, < Back, OK, Apply, Edit/View...

Door Manager

The screenshot displays the 'Door Manager' application window. On the left is a navigation tree with 'Door Manager' highlighted. The main area shows a grid of 20 doors (DK001 to DK020) with various status indicators and active rule sets. Below the grid, there are controls for filtering trailers and a list of active trailers.

Door Count(136) - Disabled Doors (2) - System Move Doors (135) - Active Rule Sets (GSO RULES)

DK001 (X) [L] IB BEDLOAD (2) 555126* LD HOLD RECYCLE	DK002 [L] IB DESTINATING 316470* UNLD PULL EMPTY ATLANTA NDC-30Z	DK003 [L] MT MTE SC 316309* UNLD PULL EMPTY ATLANTA MTE SC (AIRPT C	DK004 [L] IB BEDLOAD (2) 207CE07* UNLD PULL EMPTY SHEVILLE PDC-287	DK005 [L] IB BEDLOAD (2) Vacant
DK006 [L] IB DESTINATING B2719315* UNLOADING IB MAIL WASHINGTON NDC-20Z 306007	DK007 [L] IB DESTINATING 272039* UNLD PULL EMPTY MEMPHIS NDC-38Z	DK008 [L] MT TRAILER 316270* INBOUND IB MAIL CHARLOTTE PDC-280	DK009 [L] IB DESTINATING B2719310* UNLD HNG EMPTY SAINT LOUIS NDC-63Z	DK010 [L] IB DESTINATING (456789)* INBOUND IB MAIL CHICAGO NDC-60Z
DK011 [L] RELOADS 2719519* LD HOLD RECYCLE	DK012 [L] RELOADS 2729610* LD HOLD RECYCLE	DK013 [L] RELOADS 2719511* LOADING RECYCLE	DK014 (X) [L] RELOADS 306007* LD HOLD RECYCLE	DK015 [L] IB ORIGINATING Vacant
DK016 [L] IB ORIGINATING Vacant	DK017 [L] IB ORIGINATING (202U020)*	DK018 [L] IB ORIGINATING 2729811*	DK019 [L] IB ORIGINATING (555)*	DK020 [L] IB ORIGINATING (2709502)*

Trailer Count (48) Active Filters (None)

Trailer # 123
Trailer # 1234

System Alerts: 0 0 0 Resource Alerts: 446 Record Count: 188 Category: Access Control Server: rlgncsym1

Dock Mode:

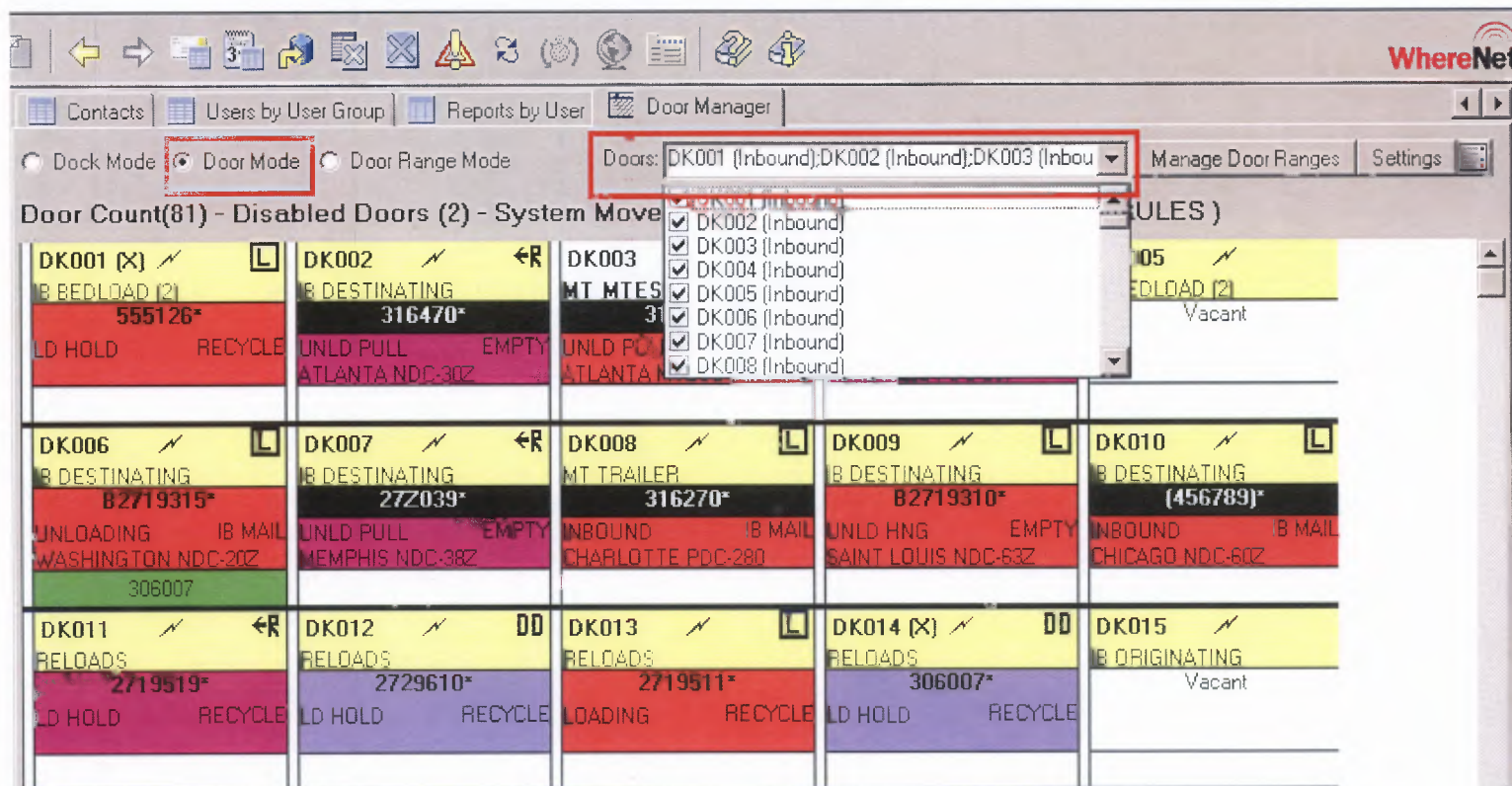
- Click Dock Mode button
- Dock Mode allows users to select different sections of the building from the Docks drop down menu

The screenshot shows the Door Manager application window. At the top, there is a toolbar with various icons and the 'WhereNet' logo. Below the toolbar, there are navigation tabs: 'Contacts', 'Users by User Group', 'Reports by User', and 'Door Manager'. The 'Door Manager' tab is active. Below the tabs, there are radio buttons for 'Dock Mode', 'Door Mode', and 'Door Range Mode'. The 'Dock Mode' radio button is selected. To the right of these radio buttons is a 'Docks' dropdown menu, which is currently open, showing a list of options: 'Drop Ship', 'Inbound', 'Load/Unload', 'MTE', 'NDC', and 'NMO'. The 'Drop Ship' option is selected in the dropdown. Below the dropdown, there are buttons for 'Manage Door Ranges' and 'Settings'. The main area of the window displays a grid of dock information. The title bar for this grid is 'Door Count(136) - Disabled Doors (2) - System Mov'. The grid contains 15 dock entries, each with a unique ID (DK001 to DK015), a status icon, and a color-coded background. The dock information includes the dock ID, status, and various operational details such as 'IB DESTINATING', 'UNLD PULL', 'INBOUND', 'RELOADS', and 'IB ORIGINATING'. The dock information is as follows:

Dock ID	Status	Operational Details
DK001 (X)	↗	IB BEDLOAD (2) 555126* LD HOLD RECYCLE
DK002	↗ ←R	IB DESTINATING 316470* UNLD PULL EMPTY ATLANTA NDC-30Z
DK003	↗	MT MTES 316270* UNLD PULL ATLANTA
DK006	↗	IB DESTINATING 82719315* UNLOADING IB MAIL WASHINGTON NDC-20Z 306007
DK007	↗ ←R	IB DESTINATING 272039* UNLD PULL EMPTY MEMPHIS NDC-38Z
DK008	↗	MT TRAILER 316270* INBOUND IB MAIL CHARLOTTE PDC-280
DK009	↗	IB DESTINATING 82719310* UNLD HNG EMPTY SAINT LOUIS NDC-63Z
DK010	↗	IB DESTINATING (456789)* INBOUND IB MAIL CHICAGO NDC-60Z
DK011	↗ ←R	RELOADS 2719519* LD HOLD RECYCLE
DK012	↗ DO	RELOADS 2729610* LD HOLD RECYCLE
DK013	↗	RELOADS 2719511* LOADING RECYCLE
DK014 (X)	↗ DO	RELOADS 306007* LD HOLD RECYCLE
DK015	↗	IB ORIGINATING Vacant

Door Mode:

- Click Door Mode button.
- Door Mode allows users to select individual doors from the door manager drop down menu.

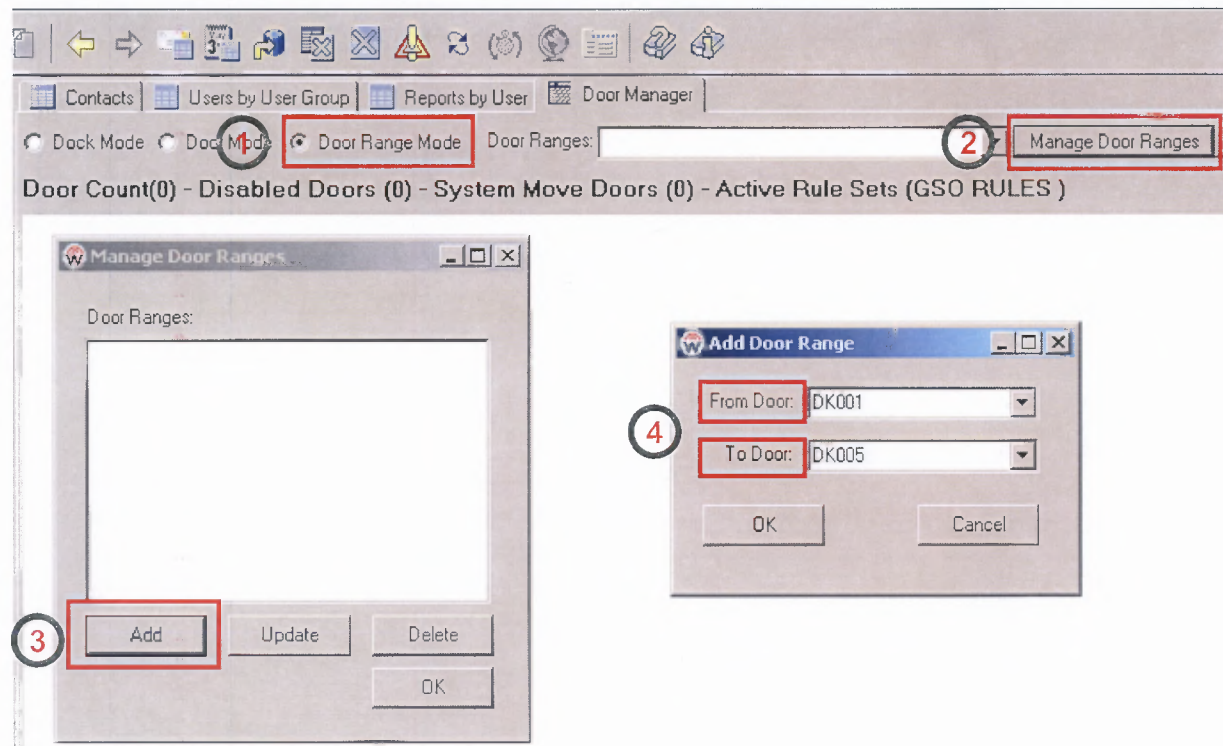


Door Range Mode:

Door Range mode allows users to select custom door ranges from the door manager drop down menu after they have been created.

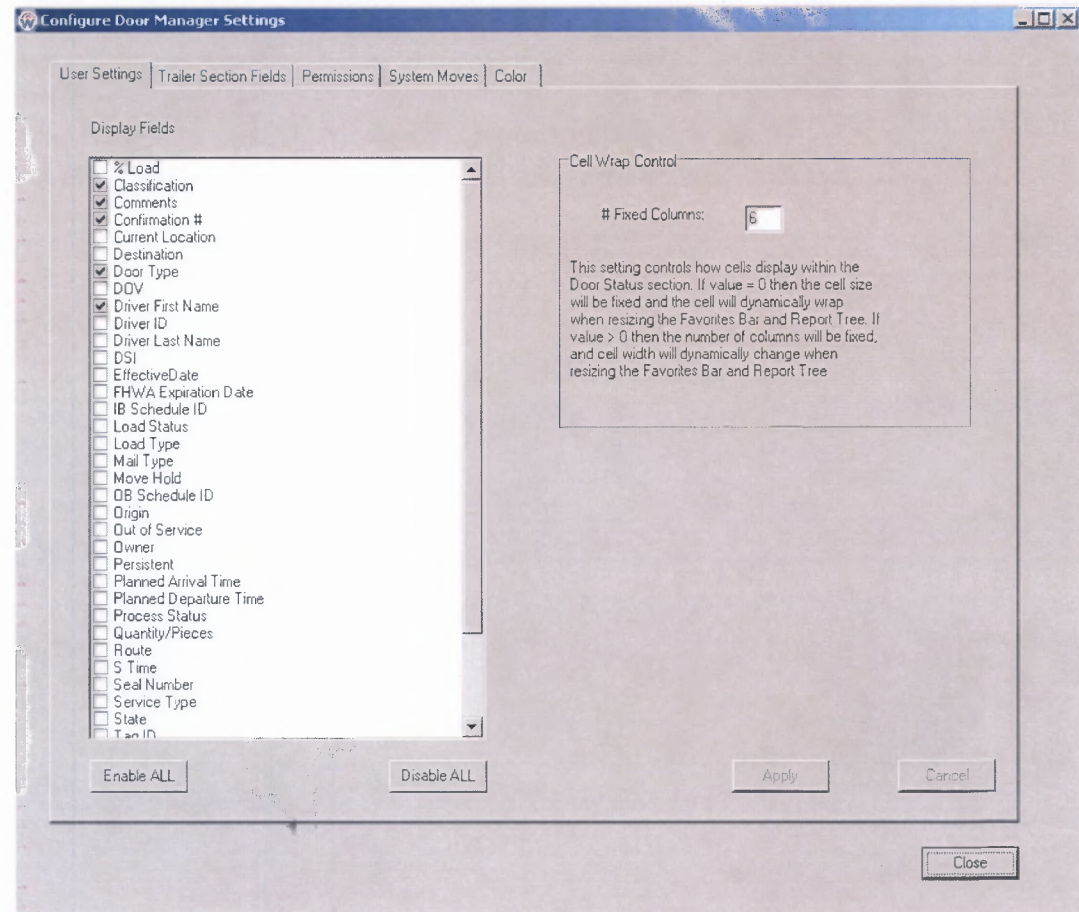
Enabling Door Range Mode:

1. Click the Door Range Mode button.
2. Click the Manage Door Ranges button to set-up custom door ranges.
3. Click Add.
4. Select the "From Door" and "To Door" to enter the door range.
5. Click OK.




All users have access to configure their Display Fields and Cell Wrap Control:

- The Display Fields section determines which attributes are included on the Yard Inventory section, View Details window, and Queued Trailers window.
- Cell Wrap controls how many columns will display in the Door Manager:
 - If the user enters 0, the cell size is fixed and the # of columns will dynamically change as the window is resized.
 - If the user enters a value between 1 and 20, the number of columns will stay fixed.

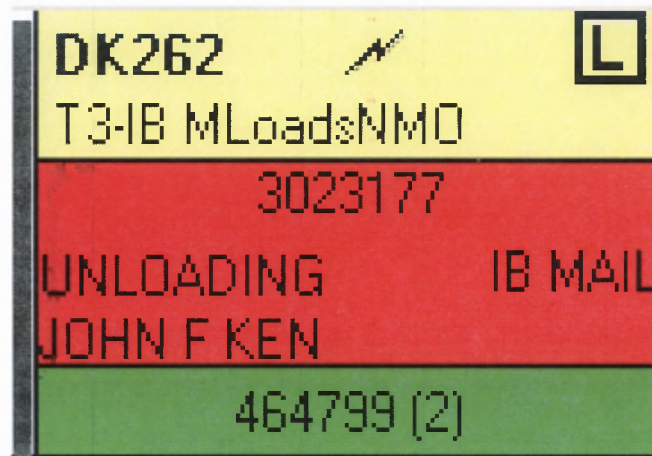


Users can select from two radio buttons to determine the base filter for the Yard Status section:

- **Trailers Matching Active Rules**
 - All trailers in the yard that match active rules for the doors selected in the Door Status Section will display.
- **All Trailers in Yard**
 - All trailers in the yard will display regardless of whether they match a rule.

<input checked="" type="radio"/> Trailers Matching Active Rule(s)		<input type="radio"/> All Trailers In Yard	
Trailer Count (23)		Active Filters (None)	
Trailer # 	Site Age	Queue Hold	Door(s)
0748369	010d 11h 14m 37s		DK016
0748385	010d 11h 26m 29s		DK016
123017	009d 23h 31m 36s		DK116, DK117, DK118, DK119, DK126
1234	003d 19h 51m 46s		DK005, DK006, DK007, DK008, DK009, I
21MTE109	011d 21h 21m 24s		DK016
403115	010d 00h 14m 53s		DK005, DK006, DK007, DK008, DK009, I

Side Bar: Will change colors depending on Planned Departure Time for the trailer (ex: will turn aqua if within 30 minutes of its planned departure time; black if planned departure time has passed).



Door Section: Includes door number and rule name if a rule is currently applied to the door.

Trailer Section: Includes trailer number, process and load status, and attributes.

Queued Trailers Section: Shows the trailer number of a trailer that is queued to the door. If more than one trailer is queued, the one that is first in the queue will be displayed and the total number queued will be in parentheses.

The following abbreviations for Process Statuses will be used in the Trailer Section of Door Manager:

Process Status	Abbreviation
Inbound	INBOUND
Unloading	UNLOADING
Unloaded-Hold	UNLD HOLD
Unloaded-Pull	UNLD PULL
Unloaded-Hang On	UNLD HNG
Loaded-Hold	LD HOLD
Loaded-Pull	LD PULL






















Load Status	Abbreviation
IB Mail - Ready	IB MAIL
MTE	MTE
Recycle	RECYCLE
Partial/Preload	PARTIAL
Empty	Empty
OB Empty	OB EMPTY
OB MTE	OB MTE
Outbound Mail	OB MAIL

- The Door Manager Legend displays what the various colors and symbols in each part of the cells mean
- This can be displayed by clicking on the Legend button on the top right of the toolbar
- Users can select which part of the cell you want to view by selecting the appropriate radio button on the top left

Move Sequence Description:

- All moves start out as requested. When they are assigned to a driver to be moved, they are shown as being selected. When the driver picks up the trailer, the move is shown as picked.
- Trailers **with no move request** are locked at the door and will display as red in the trailer section of door manager.
- Trailers with **move requests from the door** have a move status symbol with an arrow pointing to the left.
- Trailers with **move requests to the door** have a move status symbol with an arrow pointing to the right.

YMS Door Manager Legend

		Move Picked From Door
		Move Picked To Door
		Move Requested From Door
		Move Requested To Door
		Move Selected From Door
		Move Selected To Door
		Pending Door To Door Move
		Pending HCR Move From Door
		Trailer At Door and Locked
		Trailer At Door But Not Complete
		Trailer Directed From Gate
		Trailer Not At Door But Complete

Door Section Options (No Move Request)

Right click on the door section to get to the following options:

- Assign Rule Manually
- Disable System Move
- Enable / Disable Doors
- View Disabled Door Comments
- View Rules
- Set Rule Restriction



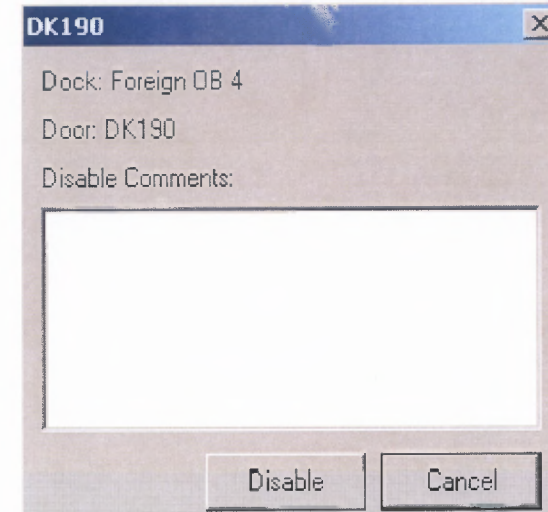
DK262	⚡	L
T3-IB MLoadsNMO		
3023177		
DING	IB MAIL	
KEN		
464799 (2)		

- Assign Rule Manually
- Enable Door
- Disable Door
- View Disabled Door Comment
- Enable System Move
- Disable System Move
- View Rules
- Set Rule Restriction

Note: If a door is disabled due to a tour specific reason, but not actually out of service, it will need to be enabled before tour turnover. Otherwise, system moves will not be generated.

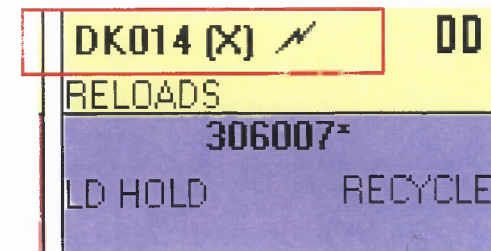
Disable a Dock Door:

1. Right click on the door section in door manager and select Disable Door. A popup window will appear.
2. Type necessary comments in the Disable Comments field and click Disable.
3. The Door Section of the door in Door Manager will display with an X in parenthesis next to the trailer # to indicate the door is out of service.



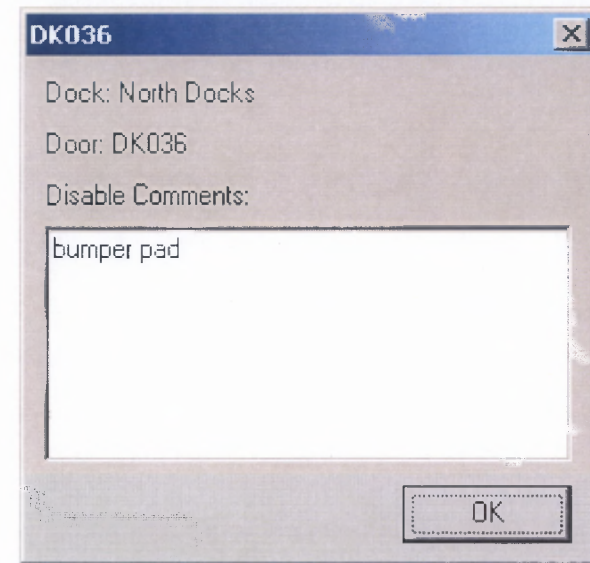
Enable a Dock Door:

1. Right click on the door section in door manager and select enable door.



View Comments on a Disabled Door:

1. Right click on the door section of the cell you want to view comments of. Select View Disabled Door Comment from the pop up menu. This option will be grayed out if the door is not disabled.
2. A pop up with comments will appear. Click OK to close the window.



View Rules Assigned to a Door:

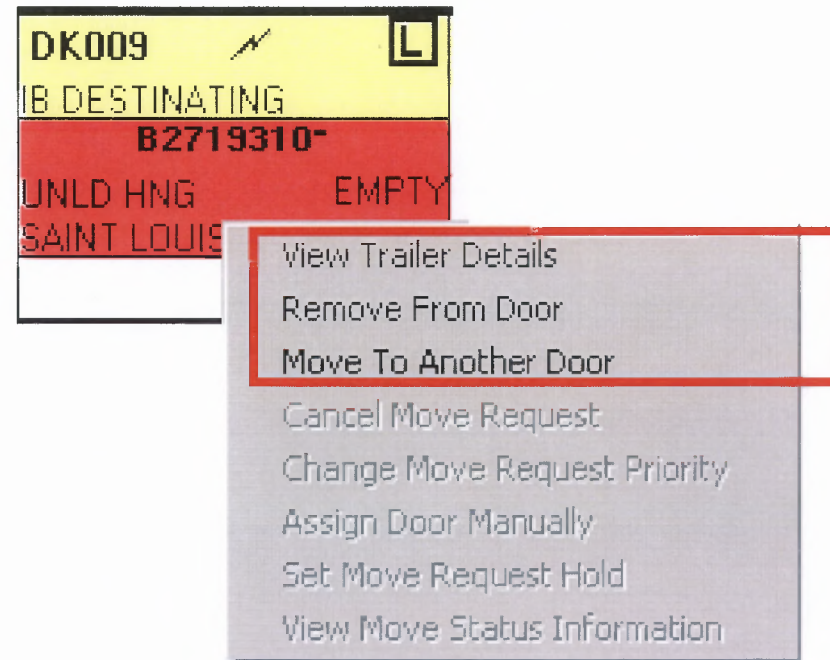
1. Right click on the door section of the cell you want to view rules for. Select View Rules from the pop up menu. This option will be grayed out if the door only has one rule assigned to it.
2. A pop up with comments will appear.



Rule Abbreviation	Rule Name
T2B-MT MSTEC	T2B-MSTEC Empty
T3-MT MSTEC	T3-Empty MSTEC

Right click on the trailer section in door manager. The following options will be available for a trailer without a pending move:

- View Trailer Details
- Remove From Door
- Move to Another Door



The screenshot shows a trailer card with the following information:

- DK009** (with a lightning bolt icon and a small 'L' icon)
- IB DESTINATING
- B2719310***
- UNLD HNG EMPTY
- SAINT LOUIS

The right-click context menu is open and contains the following options:

- View Trailer Details
- Remove From Door
- Move To Another Door
- Cancel Move Request
- Change Move Request Priority
- Assign Door Manually
- Set Move Request Hold
- View Move Status Information

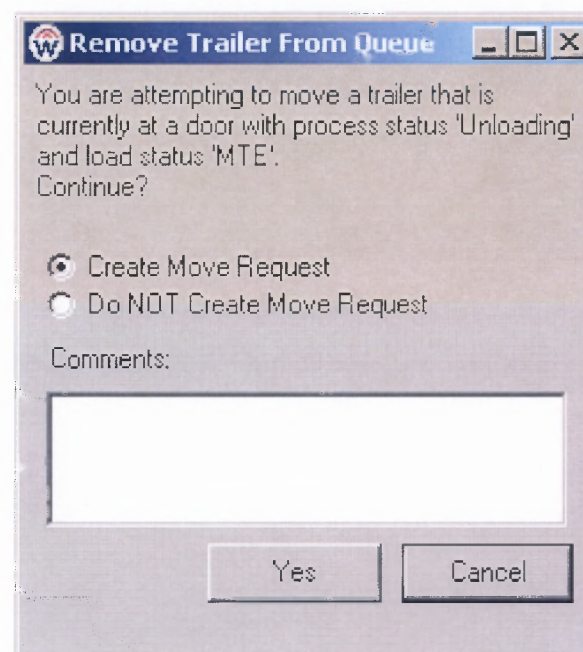
View Trailer Details:

1. Right click on the trailer section of the cell. Select View Trailer Details from the pop up menu. This option will be grayed out if there is no trailer at the selected door.
2. A pop up with various details will appear. Users can change the fields that display in the pop up by click on Settings>User Settings in door manager.

2719525	
Name	Value
Service Type	HCR
Origin	GREENSBORO NDC
Route	27416
Trip	X
Owner	MCA
Process Status	Unloading
Load Status	MTE
Destination	
Classification	
Load Type	
Mail Type	Empty
% Load	100
Quantity/Pieces	
Comments	
Planned Departure Time	
Current Location	DK031

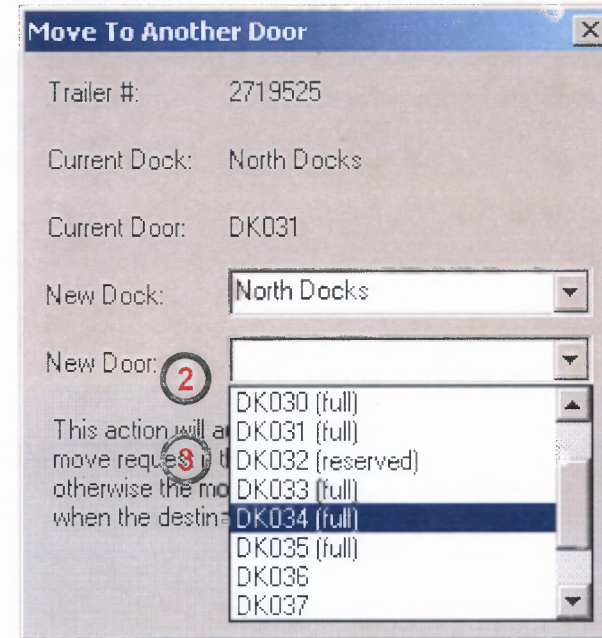
Remove a Trailer From the Door:

1. Right click on the trailer section of the cell. Select Remove From Door from the pop up menu. This option will be grayed out if there is no trailer at the door.
2. Select Create Move Request to create a trailer move request to the yard. Type in comments if necessary.
3. Select Do NOT Create Move Request to remove a trailer from door without creating a move request. This puts the trailer in an unassigned location. As a result, it is recommended that someone physically verify the location of the trailer.
4. Click Yes to finalize.



Move a Trailer to Another Dock Door:

1. Right click on the trailer section of the cell. Select Move to Another Door from the pop up menu. This option will be grayed out if there is no trailer at the door.
2. Select a location group from the New Dock drop down menu.
3. Select the dock door that the trailer will be moved to from the New Door drop down menu.
4. Click OK. A trailer move request will be automatically created.



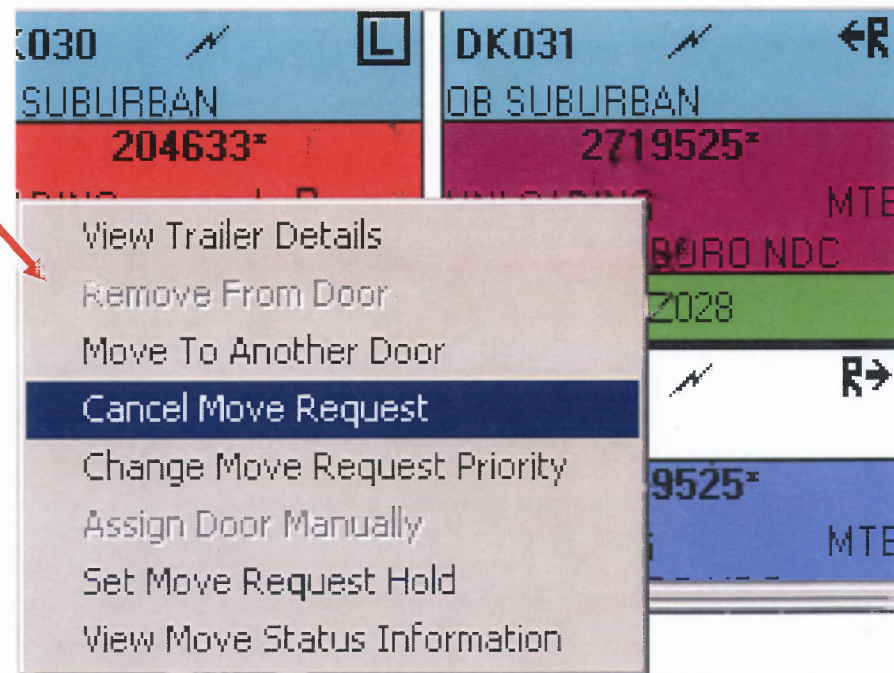
Note: The New Door drop down menu will display (full) next to doors that already have trailers. Selecting a full door will put the trailer being moved in queue. (Reserved) will display next to a dock door that already has a move request assigned to it. Selecting a reserved door will put the trailer being moved in queue.

Note: A trailer is not allowed to move to another door while it's in a Loading or Unloading process status. The trailer must be in a Loaded-Hold, Unloaded-Hold or Inbound process status in order to complete a Move to Another Door request.

Door Section Options (Existing Move Request)

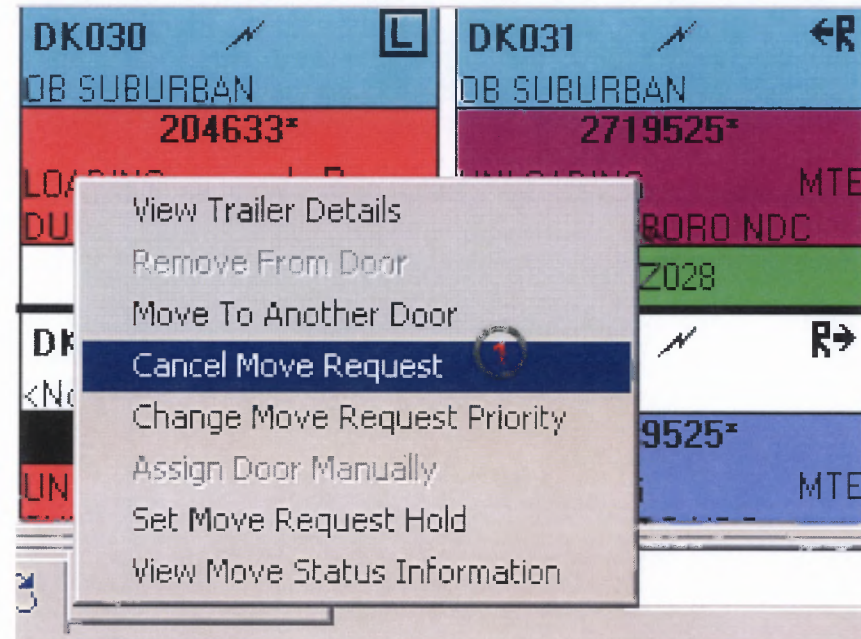
Right click on the trailer section of a trailer that does have a move request on it to get to the following options:

- View Trailer Details
- Move to Another Door
- Cancel Move Request
- Change Move Request Priority
- Set Move Request Hold
- View Move Status Information



Cancel a Trailer Move Request:

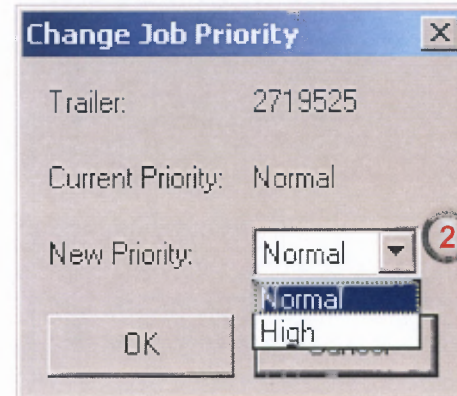
1. Right click on the trailer section of the cell that has a move that needs to be cancelled. Select Cancel Move Request from the pop up menu. This option will be grayed out if there is no move request assigned to the door.



Note: Cancelling a move request only cancels the next move assigned to a door. If the door has a queue and a move request is cancelled, the first queued trailer will now receive a move request.

Change Move Request Priority:

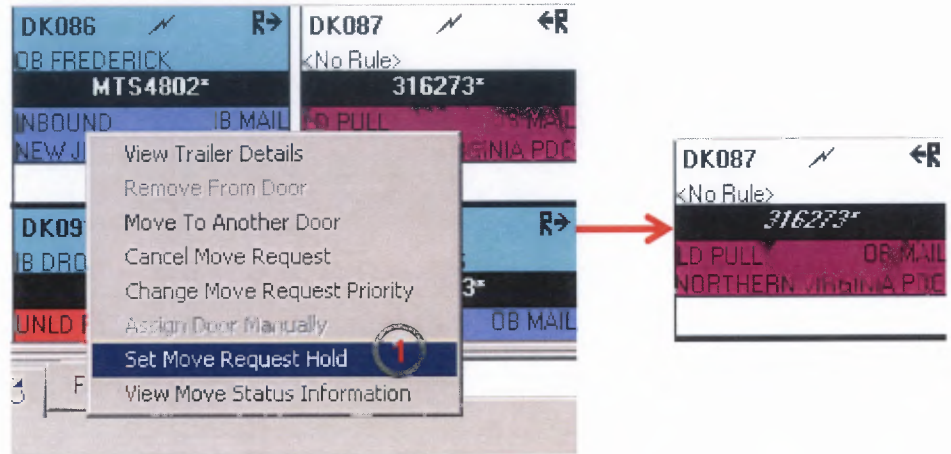
1. Right click on the trailer section of the cell that has a move that needs prioritizing. Select Change Move Request Priority from the pop up menu. This option will be grayed out if there is no move request assigned to the door.
2. Use the New Priority drop down menu to choose the priority of a trailer move.
3. Click OK.



Note: Changing a move to High priority will make it the first move that needs to be completed. Utilizing this feature too frequently diminishes its value and the value of the door rules.

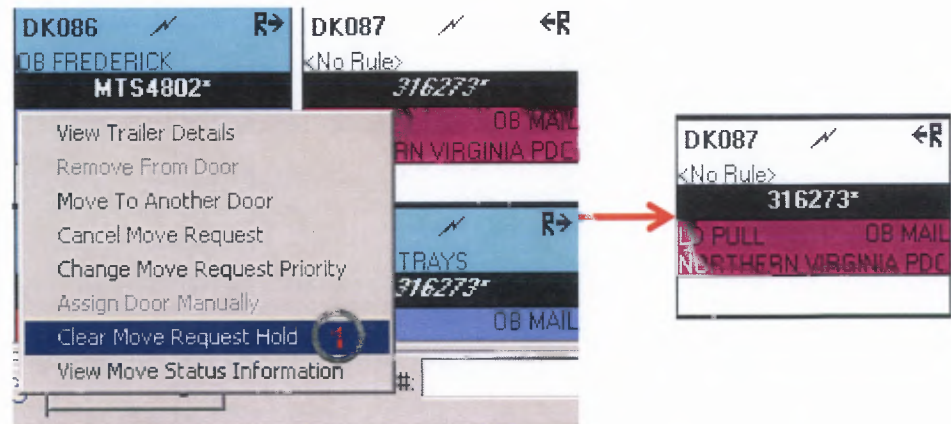
Put a Move Request on Hold:

1. Right click on the trailer section of the cell. Select Set Move Request Hold from the pop up menu. This option will not be available if there is no move request assigned to the door.
2. The trailer number will become italicized to denote the hold.



Clear a Move Request Hold:

1. Right click on the trailer section of the cell. Select Clear Move Request Hold from the pop up menu. This option will be grayed out if there is no move request assigned to the door.
2. The trailer number displaying in door manager should no longer be italicized.



Note: A move request hold will stay on a move indefinitely until it is cleared.

View Move Status Information:

1. Right click on the trailer section of the cell. Select View Move Status Information from the pop up menu. This option will be grayed out if there is no trailer move request assigned to the door.
2. A pop up with details about the move will appear.



Name	Value
Owner	BEAM BROS
Trailer #	316273
Move Status	Door To Door
From	Door DK087
To	Door DK092
Status	Requested
Request Time	4/5/2011 6:29:47 PM
Requested By	admin

Double click on the queued section to pull up a list of queued trailers. Right click on a queued trailer to get the following options:

- Remove From Queue
- Update Trailer
- Move To Another Door
- View Move Status Information

Door DK003

Queued Trailers

Trailer #	User Name	Owner	% Load	Classification	Load Type	Mail Type	Origin
10420-9	admin	TROJAN-HORSE LTD	0			Empty	NEW JERSEY INTL &
135630	admin	GMF LEASED	0			Empty	ST LOUIS P&DC MO

Close



DK003

IB EXPRESS MAIL (2)

63Z140

LD PULL MTE

ST LOUIS P1 METRO ANNI

10420-9 (2)

The Door Manager allows users to drag and drop trailers in order to create move requests.

There are two ways to utilize this functionality:

1. Trailers can be dragged from the Yard Status section to a door
2. Trailers can be dragged door to door

DK011 ↗ ←R RELOADS 2719519* LD HOLD RECYCLE	DK012 ↗ DD RELOADS 2729610* LD HOLD RECYCLE	DK013 ↗ L RELOADS 2719511* LOADING RECYCLE	DK014 (X) ↗ DD RELOADS 306007* LD HOLD RECYCLE	DK015 ↗ B ORIGINATING Vacant
DK016 ↗ B ORIGINATING Vacant	DK017 ↗ L B ORIGINATING [202U020]*	DK018 ↗ L B ORIGINATING 2729811*	DK019 ↗ L B ORIGINATING (555)*	DK020 ↗ L B ORIGINATING (2709502)*

Trailers Matching Active Rule(s)
 All Trailers In Yard
 [Print] [Refresh]
 [Filter Settings]
 Trailer #:

Trailer Count (48) Active Filters (None)

Trailer # ▲
 123
 1234

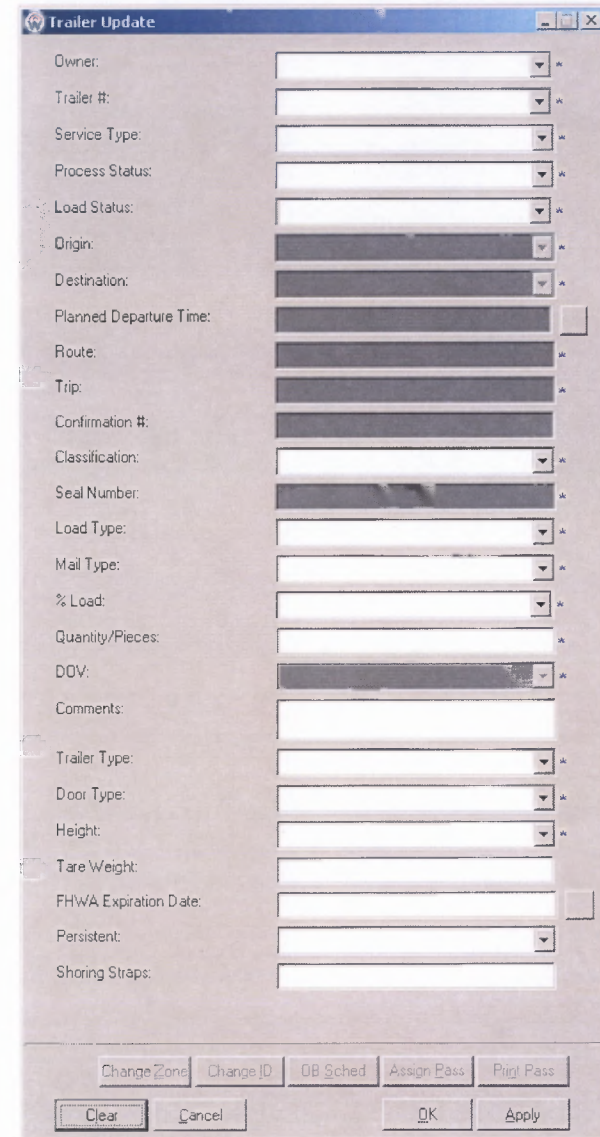
Note: A trailer with a process status of Loading or Unloading should not be moved. The process status should be set to Loaded-Hold or Unloaded-Hold in order for the trailer to be moved to another door.

Trailer Update

The screenshot shows the WhereNet software interface. On the left side, there is a navigation menu with the following items: A-DataEntry, Door Manager, Planned Site Arrivals, Planned Site Departures, Spotter Message, Trailer Check-In, Trailer Check-Out, Trailer Inspection, Trailer Update, WhereSoft Yard, History, Scheduling, Spotter Dispatch, and Trailer Management. The 'Trailer Update' item is highlighted with a red rectangular box, and a red arrow points from the right towards this box. The main area of the interface is a large, empty, light-colored space. At the top right of the interface is the 'WhereNet' logo. At the bottom of the interface, there is a status bar with the following text: 'Record Count:', 'Category:', and 'Server: 56.129.161.41'.

The Trailer Update form is used to update a trailer's information, i.e. update Process Status, Load Status, etc.

- Trailer update can be accessed from the A-Data Entry menu, Door Manager, or various reports within YMS.
- Enabled fields marked with a blue asterisk require data entry before clicking OK in trailer update.



Trailer Update

Owner: *

Trailer #: *

Service Type: *

Process Status: *

Load Status: *

Origin: *

Destination: *

Planned Departure Time: *

Route: *

Trip: *

Confirmation #: *

Classification: *

Seal Number: *

Load Type: *

Mail Type: *

% Load: *

Quantity/Pieces: *

DOV: *

Comments:

Trailer Type: *

Door Type: *

Height: *

Tare Weight:

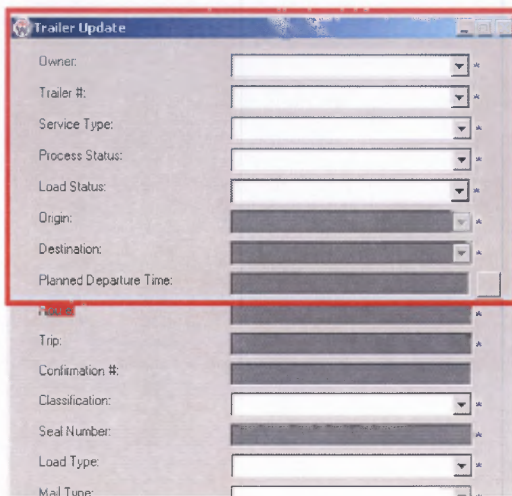
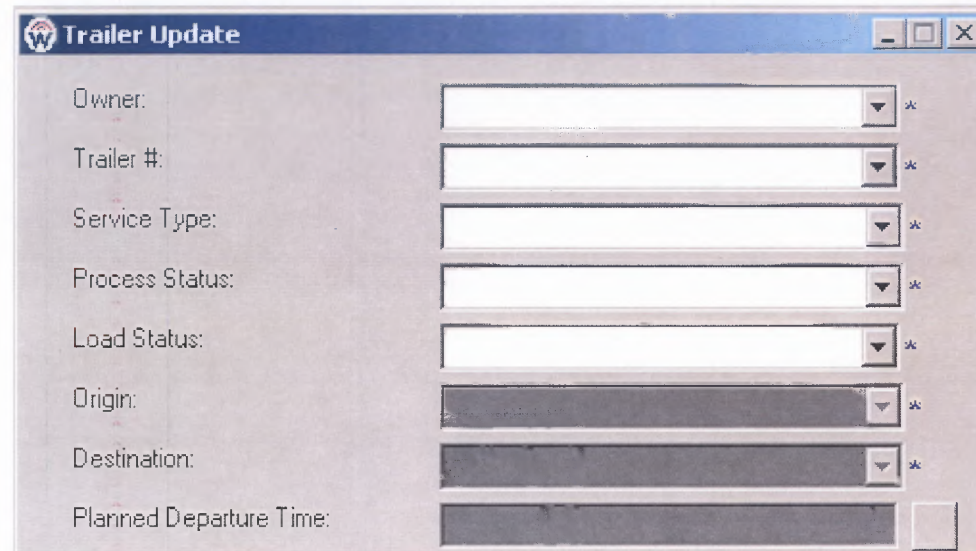
FHWA Expiration Date: *

Persistent: *

Shoring Straps:

Change Zone Change ID OB Sched Assign Pass Print Pass

Clear Cancel OK Apply

Owner: The owner of the trailer, i.e. JB Hunt

Trailer #: The trailer number

Service Type: HCR, Drop Shipment, Rail, Pier, PVS, or Plant Load

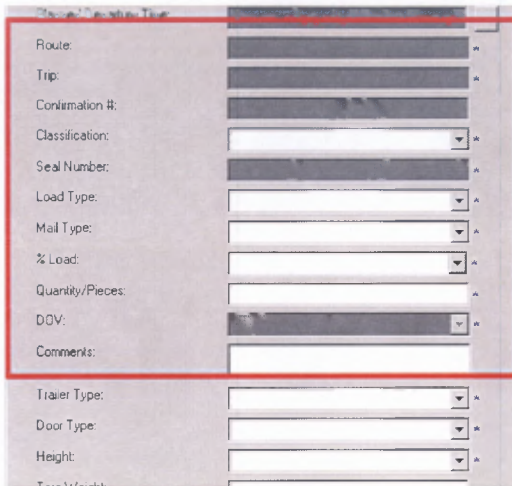
Process Status: Classifies the last process that a trailer went through, such as Inbound, Unloading, Unloaded, Loading, Loaded, Outbound. Trailers should be checked into the Inbound Process Status.

Load Status: Classifies the status of a load, such as IB Mail - Ready, Empty, MTE. Trailers should be checked into the IB Mail – Ready Load Status the majority of the time

Origin: The trailer’s origin facility

Destination: The trailer’s destination facility

Planned Departure Time: The scheduled site departure time for the trailer



Route: *

Trip: *

Confirmation #: *

Classification: *

Seal Number: *

Load Type: *

Mail Type: *

% Load: *

Quantity/Pieces: *

DOV: *

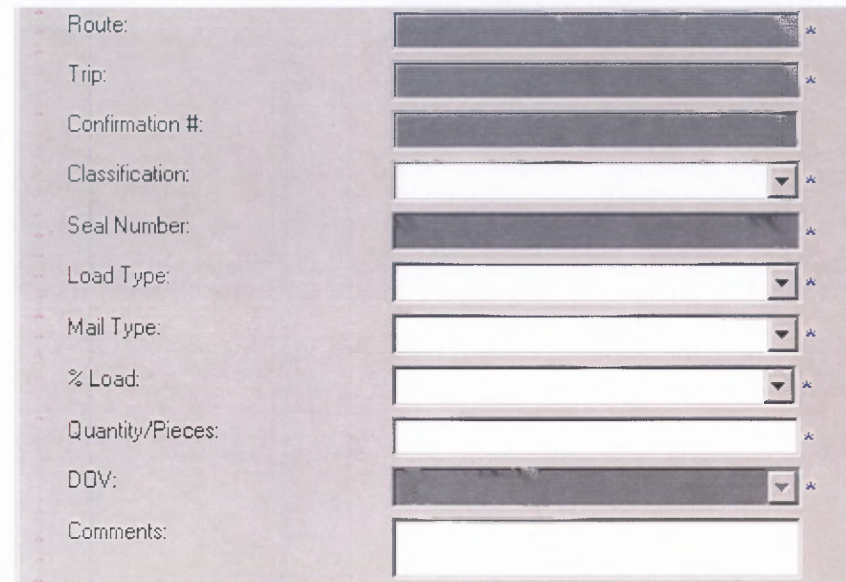
Comments:

Trailer Type: *

Door Type: *

Height: *

Tare Weight:



Route: *

Trip: *

Confirmation #: *

Classification: *

Seal Number: *

Load Type: *

Mail Type: *

% Load: *

Quantity/Pieces: *

DOV: *

Comments:

- Route/Trip:** Enabled when Service Type = HCR or PVS
- Confirmation #:** Confirmation number for drop shipments
- Classification:** Originating/Destinating
- Seal Number:** Trailer's seal number
- Load Type:** Type of Load on the Trailer (Bedload, Pallets, Hampers, etc)
- Mail Type:** Type of Mail on the Trailer (Parcels, Tubs, Trays, etc)
- % Load:** Percentage of the trailer that is loaded
- Quantity/Pieces:** Number of pieces on the trailer
- DOV:** Dispatch of Value
- Comments:** Remarks about the trailer

Classification: [dropdown] *
Seal Number: [text] *
Load Type: [dropdown] *
Mail Type: [dropdown] *
% Load: [dropdown] *
Quantity/Pieces: [text] *
DDV: [dropdown] *
Comments: [text]
Trailer Type: [dropdown] *
Door Type: [dropdown] *
Height: [dropdown] *
Tare Weight: [text]
FHWA Expiration Date: [text]
Persistent: [dropdown]
Shoring Straps: [text]



Trailer Type: [dropdown] *
Door Type: [dropdown] *
Height: [dropdown] *
Tare Weight: [text]
FHWA Expiration Date: [text]
Persistent: [dropdown]
Shoring Straps: [text]

Trailer Type: The length & type of container

- Example: 53' Rail Box = 53R
- Example: 40' Pier Container = 40C

Door Type: Trailer door type; Batwing or Rollup

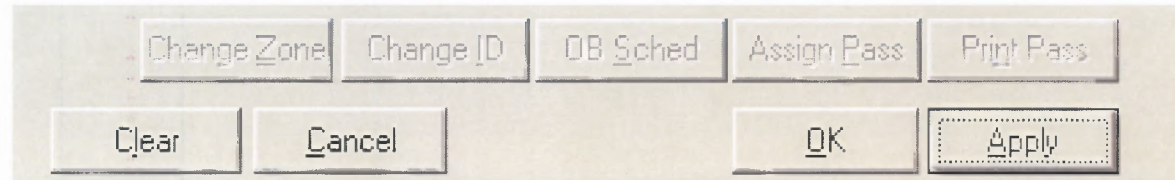
Height: Trailer height

Tare Weight: To be determined on a scale

FHWA Expiration Date: Selected using date-box button the right of the field

Persistent: Indicates if a trailers attributes are stored in the system upon check-out.

Shoring Straps: Number of shoring straps utilized



Change Zone button: Manually update trailer location

Change ID button: Manually update trailer owner and trailer number

OB Sched button: Outbound Schedule where a trailer can be assigned to a schedule

Assign Pass button: List of drivers, allows user to dispatch trailer to a specific driver

Print Pass: Prints OB gate pass

Clear button: Clear all fields

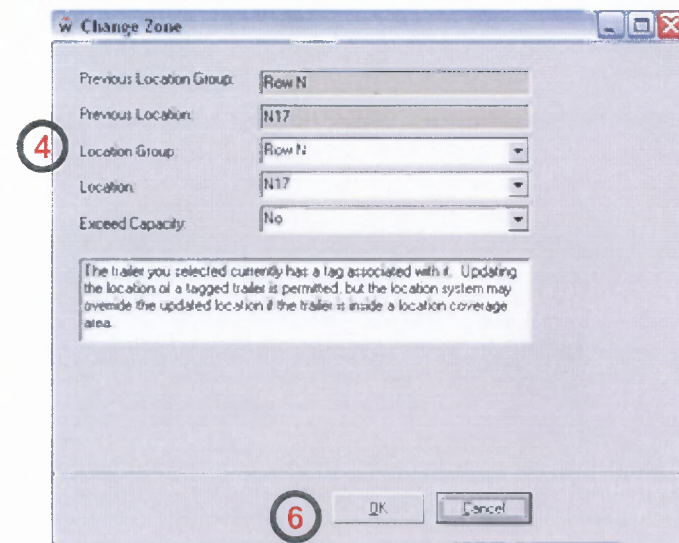
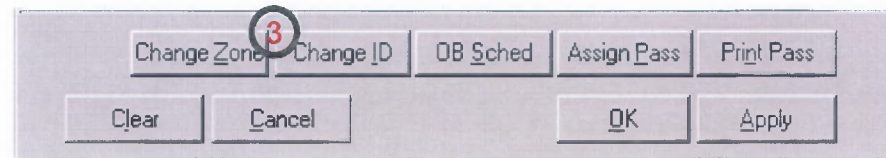
OK button: Complete the Trailer Update transaction and close the form

Cancel button: Cancel the Trailer Update transaction

Apply button: Complete the Trailer Update transaction and keep the form open

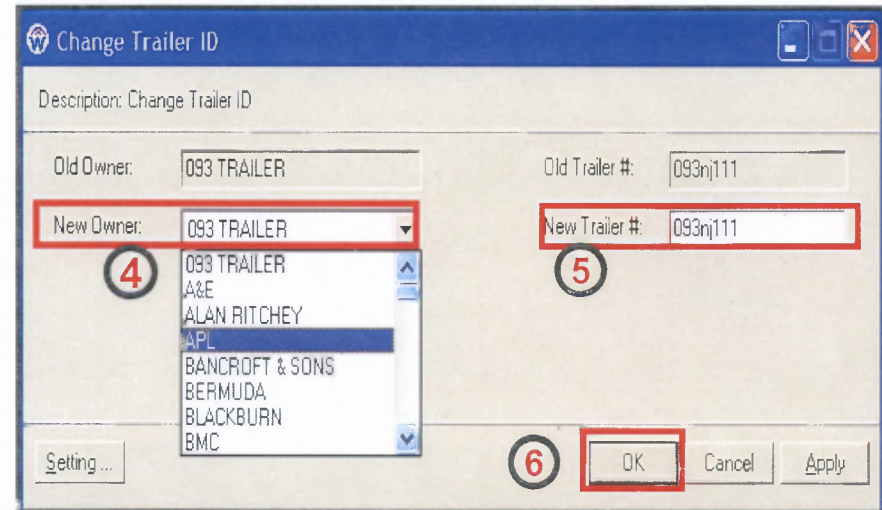
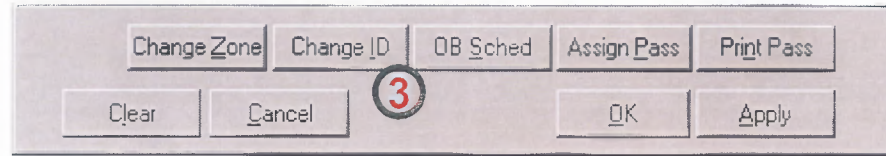
Update a Trailer's Location Manually:

1. Click on the Trailer Update form under A-DataEntry or double click on a trailer in the Door Manager.
2. Input the trailer number and press Enter to bring up the trailer's information.
3. Click on the Change Zone button.
4. Select the trailer location group and then select the trailer location from the drop down menus.
5. Set the Exceed Capacity field to Yes if the trailer location is displaying as full.
6. Click OK to complete the manual location update.



Change a Trailer's Owner and Trailer Number:

1. Click on the Trailer Update form, under A-DataEntry or double click on a trailer in door manager.
2. Input the trailer number and press Enter to bring up the trailer's information.
3. Click on Change ID.
4. To change the Owner:
 - Select the New Owner from the drop down list.
5. To change the Trailer #:
 - Input the New Trailer # in the available field.
6. Click OK.

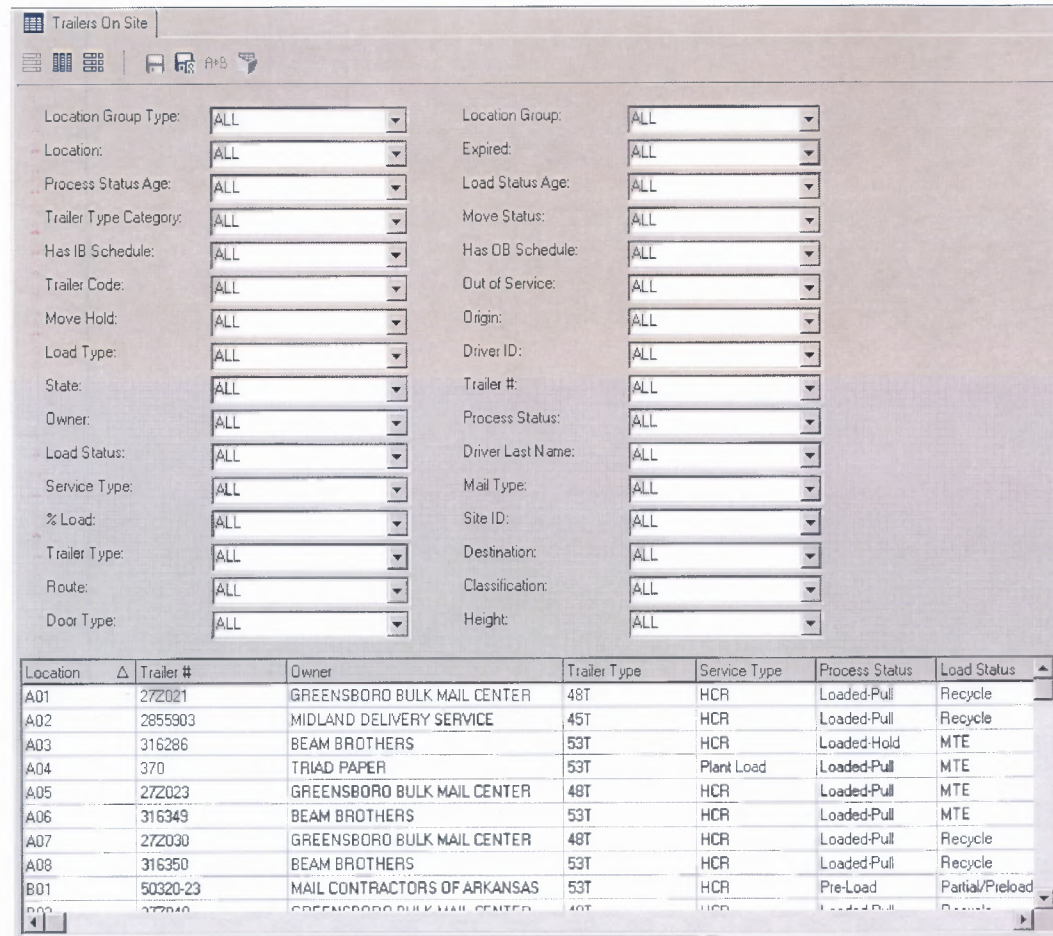


Trailers on Site

Trailers On Site is a report that is comprised of all trailers that are currently checked into YMS.

Trailers On site allows users to do the following:

- Create custom reports
- Create trailer move requests
- Use filter criteria to search for trailers
- Access Trailer Update

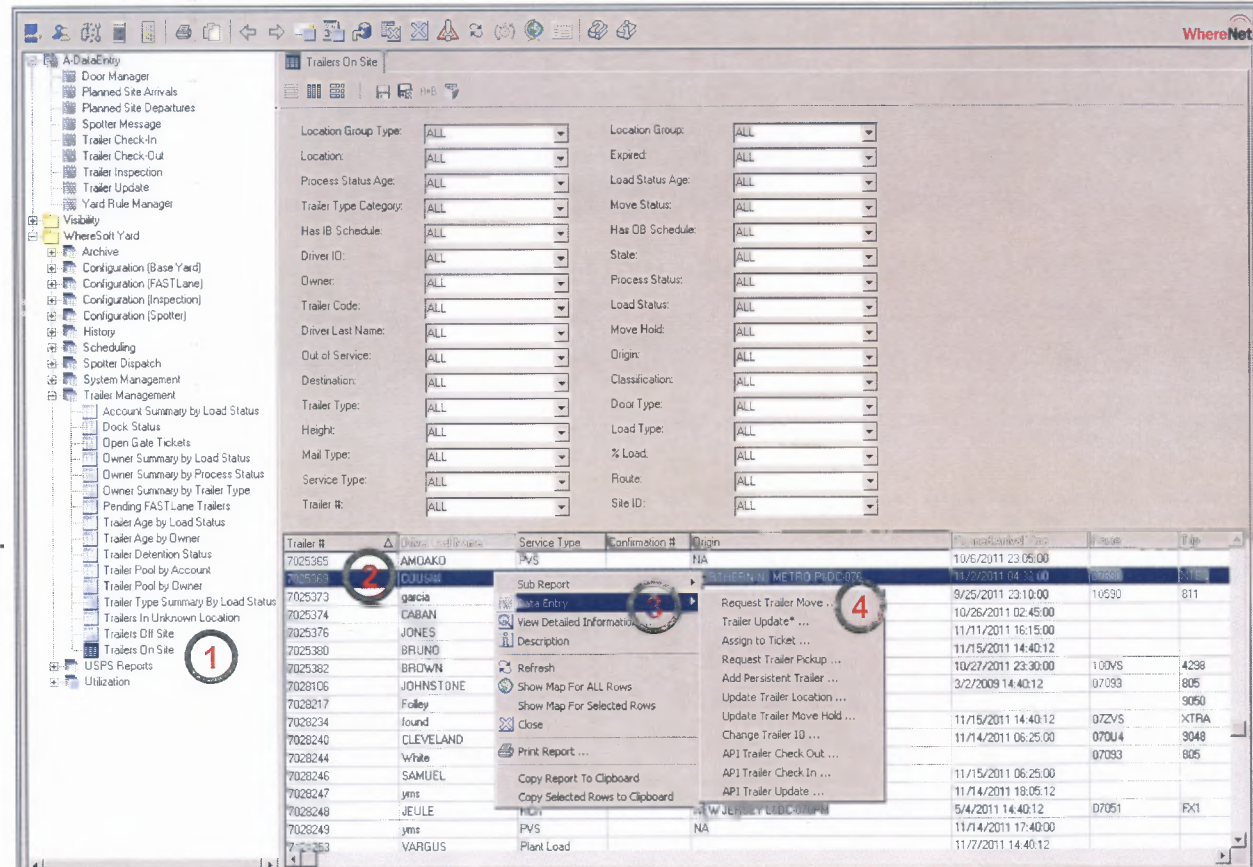


The screenshot shows the 'Trailers On Site' report interface. It features a grid of filter criteria, each with a dropdown menu set to 'ALL'. Below the filters is a table with the following data:

Location	Trailer #	Owner	Trailer Type	Service Type	Process Status	Load Status
A01	272021	GREENSBORO BULK MAIL CENTER	48T	HCR	Loaded-Pull	Recycle
A02	2855903	MIDLAND DELIVERY SERVICE	45T	HCR	Loaded-Pull	Recycle
A03	316286	BEAM BROTHERS	53T	HCR	Loaded-Hold	MTE
A04	370	TRIAD PAPER	53T	Plant Load	Loaded-Pull	MTE
A05	272023	GREENSBORO BULK MAIL CENTER	48T	HCR	Loaded-Pull	MTE
A06	316349	BEAM BROTHERS	53T	HCR	Loaded-Pull	MTE
A07	272030	GREENSBORO BULK MAIL CENTER	48T	HCR	Loaded-Pull	Recycle
A08	316350	BEAM BROTHERS	53T	HCR	Loaded-Pull	Recycle
B01	50320-23	MAIL CONTRACTORS OF ARKANSAS	53T	HCR	Pre-Load	Partial/Preload
B02	372616	GREENSBORO BULK MAIL CENTER	48T	HCR	Loaded-Pull	Recycle

Request a Trailer Move:

1. Click on the Trailers on Site report, under WhereSoft Yard>Trailer Management in the Report tree.
2. Right click on the row of desired trailer. A popup menu will appear.
3. Click on Data Entry. A popup menu will appear.
4. Click on Request Trailer Move.



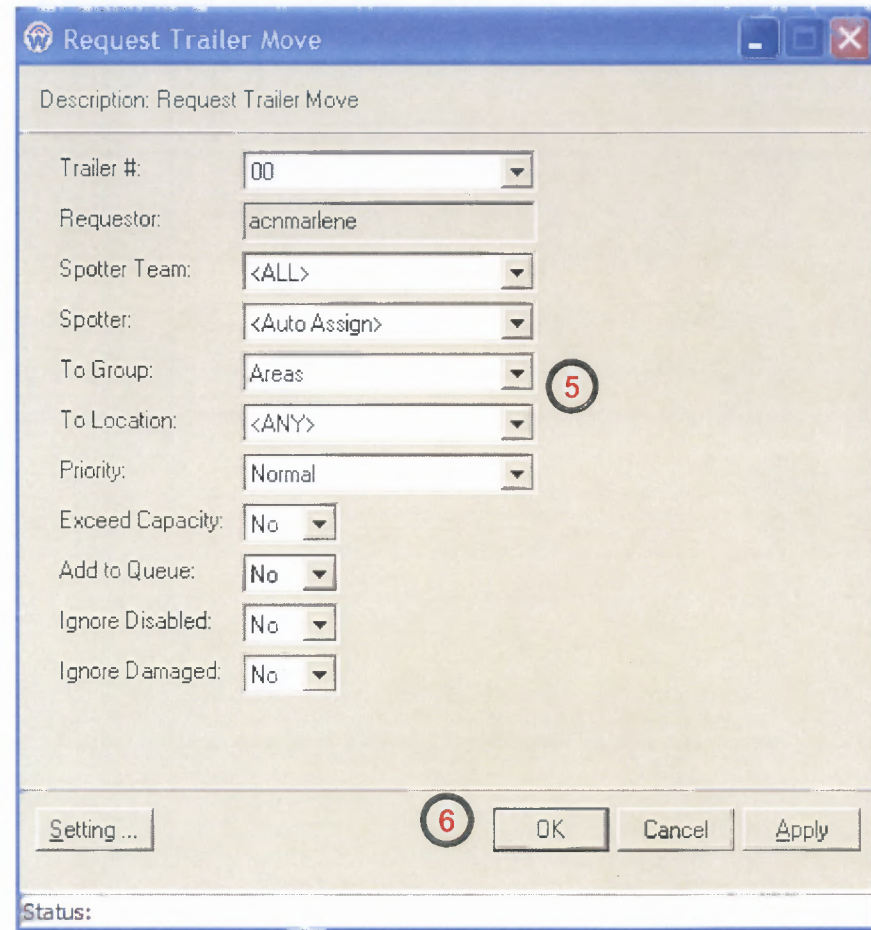
The screenshot shows the 'Trailers On Site' report in the WhereNet software. The left-hand navigation tree has 'Trailers On Site' selected, indicated by a red circle with the number 1. The main area displays a list of trailers with various filters. A context menu is open over the row for trailer 7025369, with 'Data Entry' selected (indicated by a red circle with the number 3) and 'Request Trailer Move...' highlighted (indicated by a red circle with the number 4). Other menu options include 'Sub Report', 'View Detailed Information', 'Description', 'Refresh', 'Show Map For ALL Rows', 'Show Map For Selected Rows', 'Close', and 'Print Report...'. The data table below shows columns for Trailer #, Owner, Service Type, Confirmation #, Origin, Date Acquired, Price, and Type.

Trailer #	Owner	Service Type	Confirmation #	Origin	Date Acquired	Price	Type
7025365	AMDAKO	PVS		NA	10/6/2011 23:05:00		
7025369	CUJUSIA			MATHEW W METRO PUDO-076	11/9/2011 04:33:00	10590	811
7025373	garcia				9/25/2011 23:10:00		
7025374	CABAN				10/26/2011 02:45:00		
7025376	JONES				11/11/2011 16:15:00		
7025380	BRUNO				11/15/2011 14:40:12		
7025382	BROWN				10/27/2011 23:30:00	100V5	4298
7028106	JOHNSTONE				3/2/2009 14:40:12	07093	805
7028217	Foley						9050
7028234	found				11/15/2011 14:40:12	072V5	XTRA
7028240	CLEVELAND				11/14/2011 06:25:00	070U4	3048
7028244	White					07093	805
7028246	SAMUEL				11/15/2011 06:25:00		
7028247	yms				11/14/2011 18:05:12		
7028248	JEULE			W Jersey LLC 0844	5/4/2011 14:40:12	D7051	FX1
7028249	yms	PVS		NA	11/14/2011 17:40:00		
7028253	VARGUS	Plant Load			11/7/2011 14:40:12		

5. The Request Trailer Move form will appear. Select the To Group and To Location for the trailer.
6. Click OK to complete the Trailer Move Request.

Note: The following fields should be set to yes if:

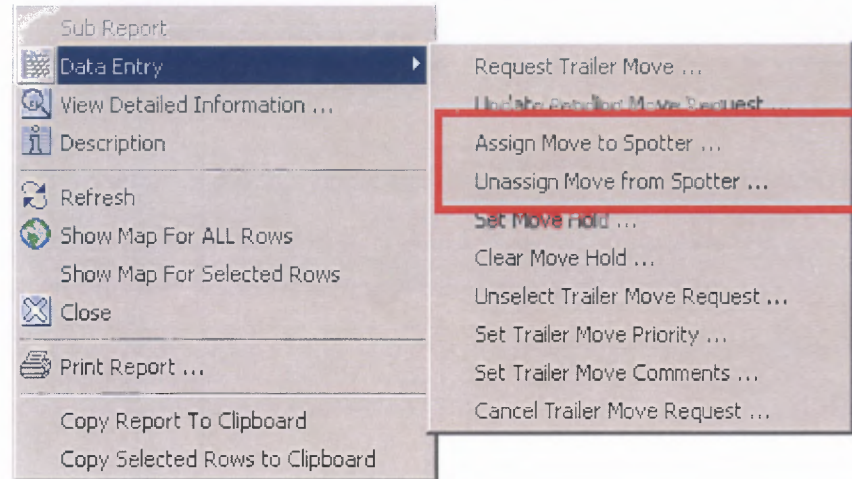
- Exceed Capacity: To Location is full
- Add to Queue: To Location is full
- Ignore Disabled: Dock door is disabled
- Ignore Damaged: Trailer is damaged



Spotter Management

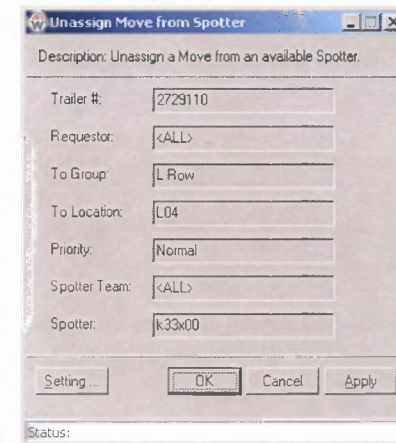
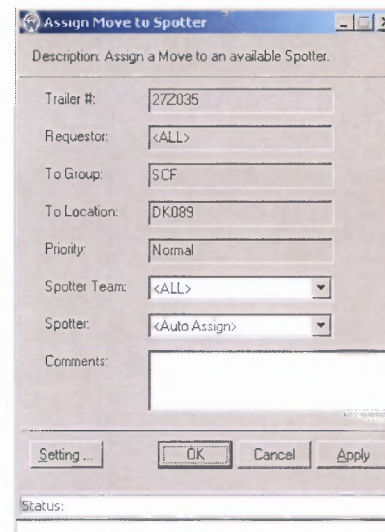
Assign a Move to a Spotter:

1. Right Click on the desired move and select Data Entry.
2. Click Assign Move to Spotter.
3. Select the Spotter Team and Spotter.
4. Click OK.



Unassign a Move to a Spotter:

1. Right Click on the desired move and Click Data Entry.
2. Click Unassign Move from Spotter.
3. Click OK.

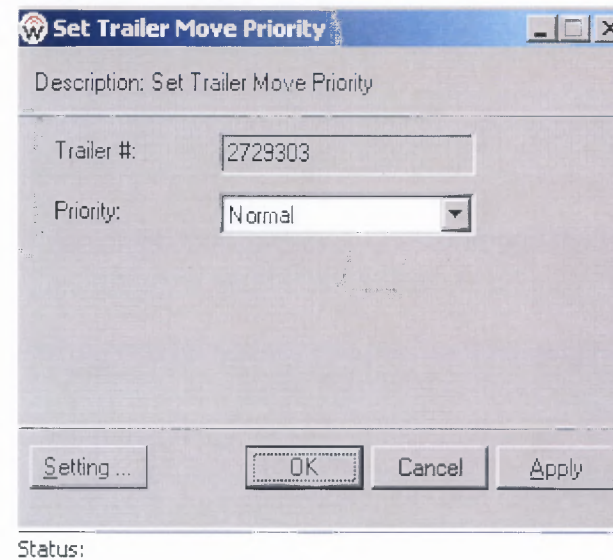
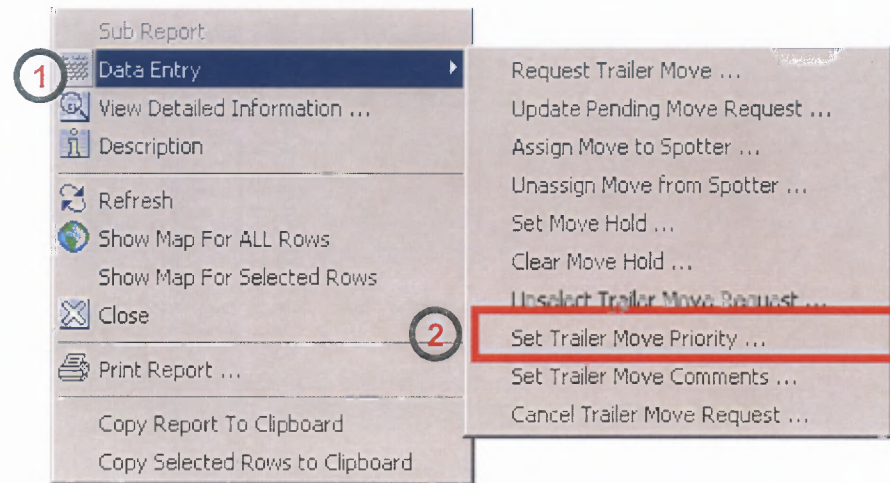


Note: A move cannot be unassigned from a spotter if the move has been picked.

To change the priority of a trailer move:

1. Click on the trailer move and select Data Entry.
2. Click Set Trailer Move Priority.
3. Select the Priority drop down menu to change the priority to High or Normal.
4. Click OK.

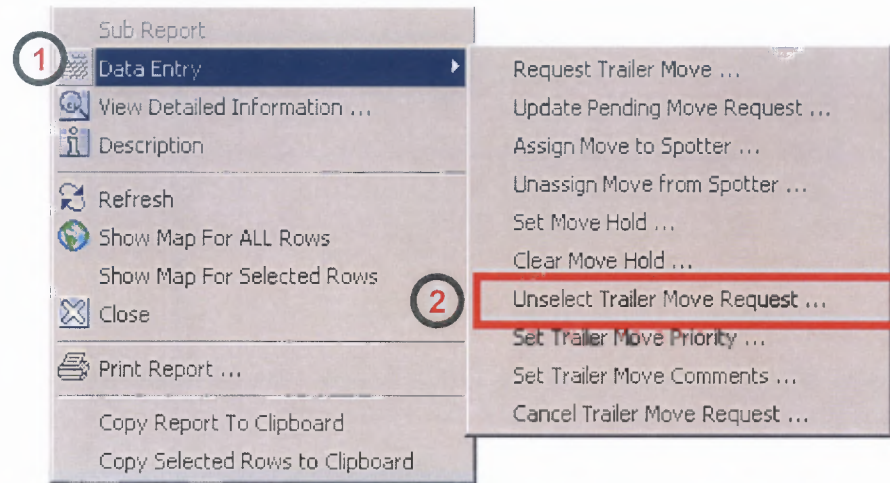
Note: Using this setting too frequently diminishes its value.



A trailer move request must be unselected from a driver if the move needs to be cancelled but the move is already displaying on the drivers screen.

To Unselect a Move From a Spotter:

1. Right click on the desired move and select Data Entry.
2. Select Unselect Trailer Move Request.
3. Click OK.

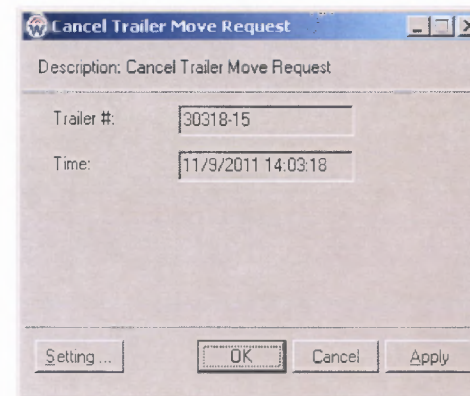
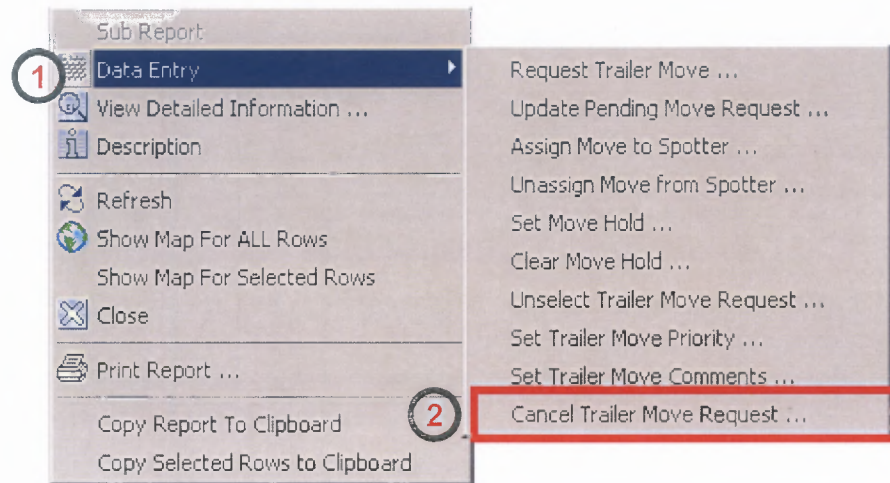


Note: The trailer that has been unselected from the spotter will have a Move Hold placed on it. The Move Hold must be cleared before the move can be re-assigned to another spotter.

Cancel Trailer Move Request allows a user to cancel a move that has not yet been assigned to a Spotter.

To Cancel a Move Request:

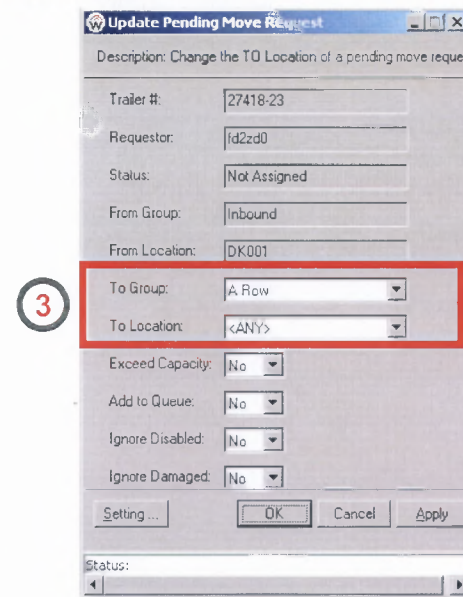
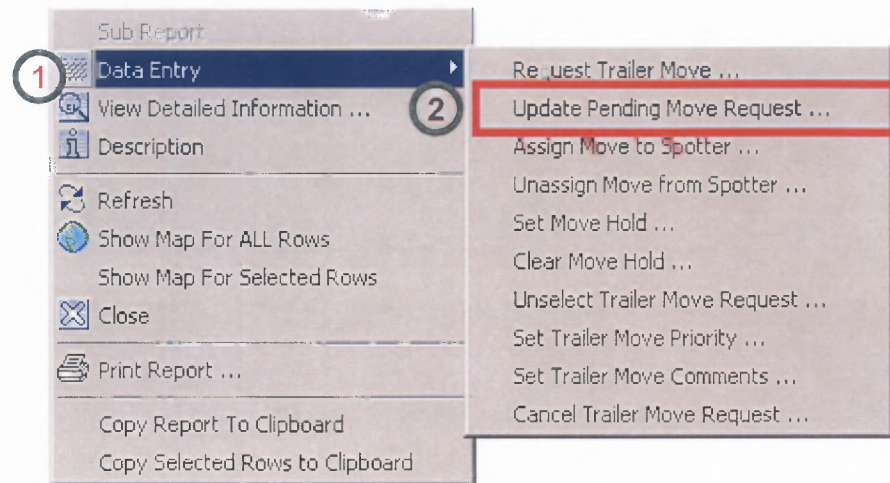
1. Right Click on the move and select Data Entry.
2. Select Cancel Trailer Move Request.
3. Click OK.



Update Pending Move Request changes the TO Location of a move.

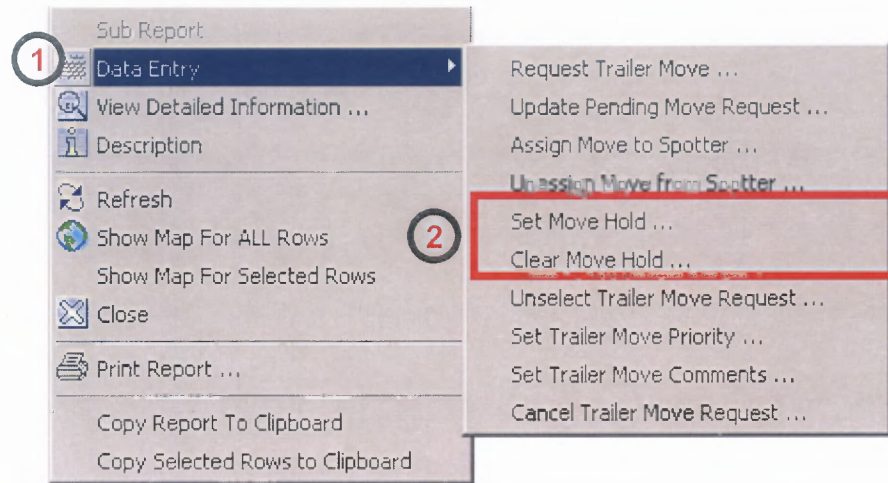
To Update a Pending Move Request:

1. Right click on the move and select Data Entry.
2. Click Update Pending Move Request.
3. Select the new To Group.
4. Select the new To Location.
5. Click OK.



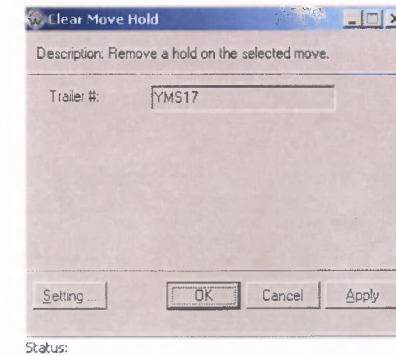
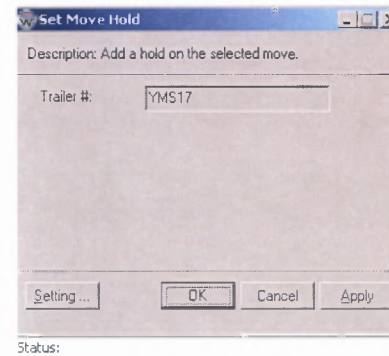
To Put a Hold on a Selected Move:

1. Click on the desired move and select data entry.
2. Select Set Move Hold.
3. Click OK.



To Remove a Hold on a Selected Move:

1. Click on the move and select Data Entry.
2. Select Clear Move Hold.
3. Click OK.



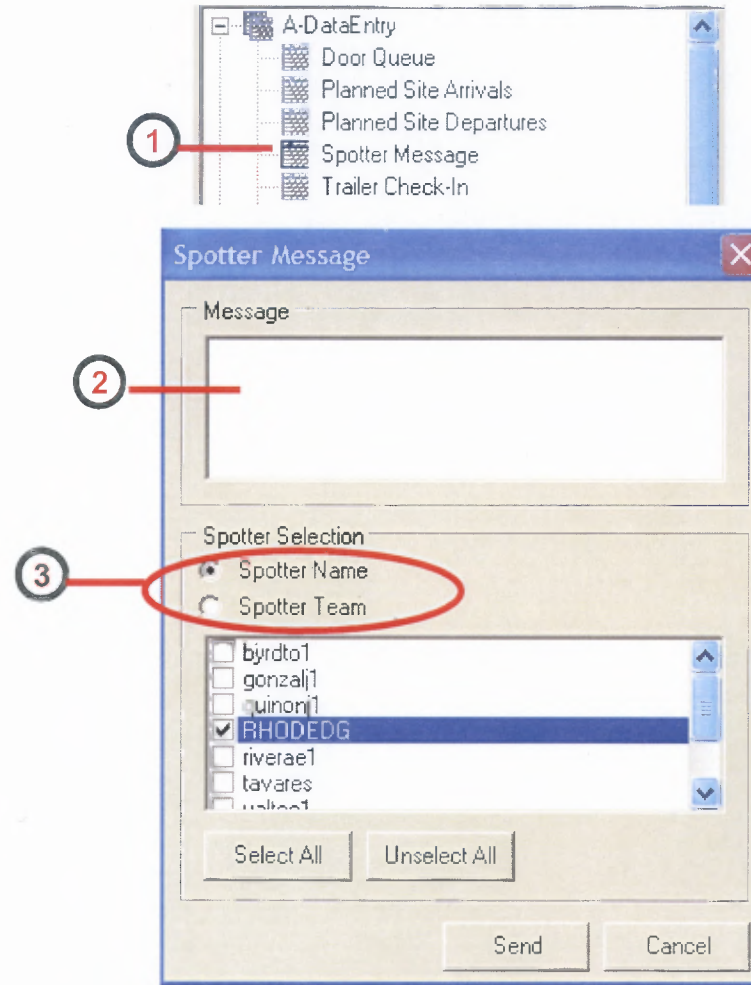
Spotter Message

To send a spotter a message:

1. Click on A-DataEntry in the Report tree. Select Spotter Message.
2. Enter a message into the Message box.
3. In Spotter Selection section, select either Spotter Name or Spotter Team. If Spotter Name is selected, check the name of the recipient.

Note: If Spotter Team is selected, the message will go to all spotters within that respective team.

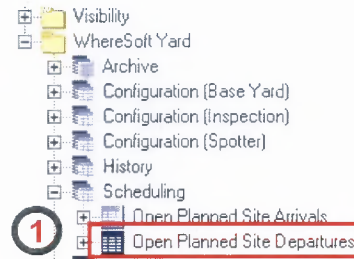
5. Click Send button to send the message.



Trailer/Boat Check Out

To Identify the Trailer and Location:

1. Click Open Planned Site Departures under WhereSoft Yard > Scheduling > Open Planned Site Departures.
2. Open Planned Site Departures identifies all of the current outbound trips. Refer to the Location and Assigned Trailer # field to determine the trailer # and location of the outbound trailer.



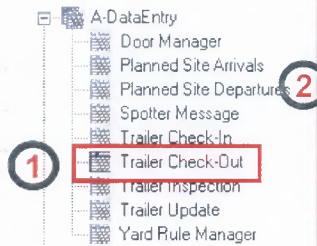
Open Planned Site Departures | OB Schedules | Damaged Trailers | Open Trailer Move Requests | Closed Gate Tickets | Inbound Mail

Trailer Type Category: ALL | OB Schedule ID: ALL
 Assigned Owner: ALL | Assigned Trailer #: ALL
 Status: ALL | Trailer #: ALL
 Service Type: ALL | Destination: ALL
 Route: ALL

Planned Departure Time	Destination	Service Type	Route	Tip	Location	Assigned Trailer #
11/8/2011 17:31:00	FEDEX-282FX	HCR	2FEDX	899		
11/8/2011 17:40:00	GREENSBORO MTE SC	NC-27MTE	HCR	27412	H05	27418-79
11/8/2011 17:40:00	GREENSBORO MTE SC	NC-27MTE	HCR	27412	H14	50320-26
11/8/2011 17:45:00	SPRINGFIELD NDC-01Z	HCR	27413	811	DK037	MT55309
11/8/2011 17:45:00	RALEIGH P&DC-275	HCR	27191	813	DK122	272003
11/8/2011 17:50:00	GREENSBORO P&DC-270	HCR	27193	809	DK056	B2719308
11/8/2011 17:55:00	NORTHERN VIRGINIA P&DC-220	HCR	208L5	34	W13	316386
11/8/2011 18:00:00	DES MOINES IA NDC-50Z	HCR	50319	804	DK036	605893
11/8/2011 18:00:00	PITTSBURGH NDC-15Z	HCR	15118	818	DK041	A06773
11/8/2011 18:00:00	KINSTON P&DF-285	HCR	27098	803		
11/8/2011 18:10:00	CHARLOTTE P&DC-280	HCR	27196	809		
11/8/2011 18:10:00	GREENSBORO MTE SC	NC-27MTE	HCR	27412	H11	982644
11/8/2011 18:15:00	DES MOINES P&DC IA-500	HCR	50319	802	DK046	50310-41
11/8/2011 18:15:00	BRISTOL-242	HCR	27293	805	DK110	207CE01
11/8/2011 18:30:00	RICHMOND VA P&DC-230	HCR	274U1	20		
11/8/2011 18:30:00	SAINT LOUIS NDC-63Z	HCR	27414	801	DK039	63223-29
11/8/2011 18:35:00	KINSTON P&DF-285	HCR	27098	805		
11/8/2011 18:40:00	GREENSBORO MTE SC	NC-27MTE	HCR	27412	DK030	75112-13
11/8/2011 18:50:00	CHARLESTON SC P&DF-294	HCR	27291	805		
11/8/2011 19:00:00	FLORENCE P&DF-295	HCR	27290	803		
11/8/2011 19:10:00	GREENVILLE P&DF-296	HCR	27298	809	DK091	2719210

To Check Out a Trailer:

1. Click Trailer Check-Out, under A-Data Entry.
2. Enter the Trailer Number, press Enter (all fields except Driver Last Name and Driver First name should pre-populate).
3. Click the Assign Pass Button.
4. Select the Driver and click Assign.
5. Click OK.



Trailer Check-Out

Trailer (selected) Bobtail

Trailer #: 27418-79

Owner: ELBAR INC

Process Status: Outbound

Load Status: Outbound Mail

Driver Last Name:

Driver First Name:

Service Type: HCR

Destination: GREENSBORO MTESC NC-27M

Route: 27412

Trip: 9403

Planned Departure Time: 11/9/2011 17:40:00

Mail Type: Parcels

% Load: 100

Comments:

Tag ID:

View Detail OB Assign Pass Print Pass

Clear Cancel OK Apply

Assign Gate Pass

Gate Pass	Driver ID	State	Driver Last Name	Driver First Name	Assign
197945	WN_143968	NC	FOLK	MR	
197946	carr	NC	CARR	DAVID	
197947	douglas	NC	DOUGLAS	BOBBY	
197948	WN_143969	NC	MONTGOMERY	MR	

To Check Out a Bobtail:

1. Click Open Gate Tickets under WhereSoft Yard>Trailer Management> Open Gate Tickets.

2. Locate the driver and make note of the Driver ID.

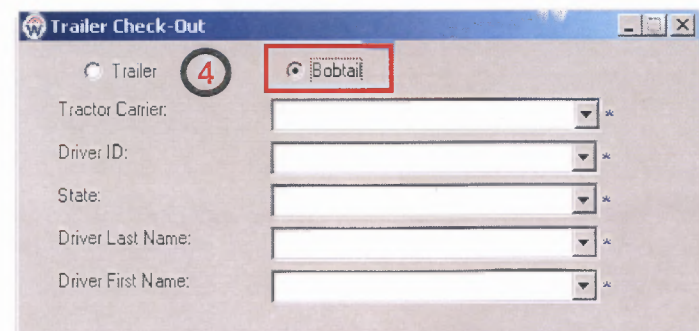
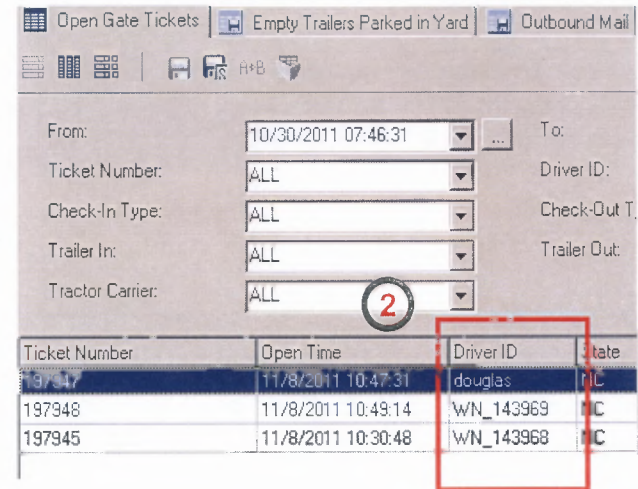
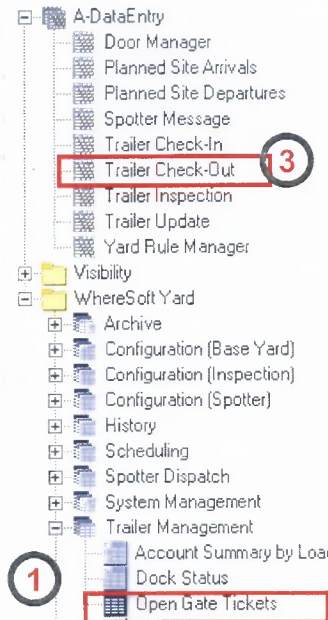
3. Click Trailer Check-Out, under A-Data Entry.

1. Select 'Bobtail'.

2. Enter:

- Tractor Carrier
- Driver ID
- State
- Driver Last Name
- Driver First Name

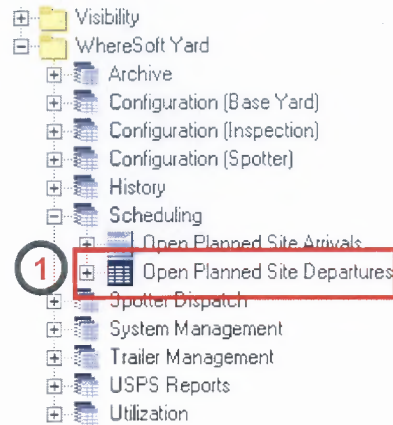
3. Click OK.



Unassigning Outbound Schedules

To Correct Assignments:

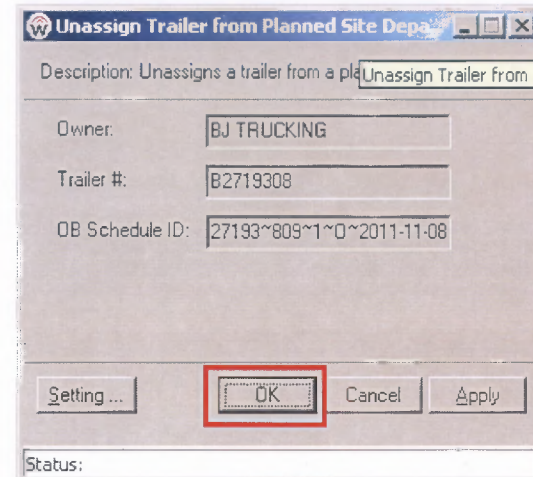
1. Click Open Planned Site Departures under WhereSoft Yard > Scheduling > Open Planned Site Departures.
2. Right click on the Departure.
3. Click Data Entry.
4. Select:
 - Assign Trailer to Planned Site Departure.
 - Unassign Trailer from Planned Site Departure.



Planned Departure Time	Destination	Service Type	Route	Trip	Location
11/8/2011 17:40:00	GREENSBORO MTE SC NC-27MTE	HCR	27412	7501	H14
11/8/2011 17:45:00	SPRINGFIELD NDC-01Z	HCR	27413	811	DK037
11/8/2011 17:45:00	RALEIGH P&DC-275	HCR	27191	813	DK122
11/8/2011 17:50:00	GREENSBORO P&DC-270	HCR	27193	809	DK056
11/8/2011 17:55:00	NORTHERN	HCR	27415	814	DK113
11/8/2011 18:00:00	DES MOINE	HCR	27411	805	DK110
11/8/2011 18:00:00	PITTSBURGH	HCR	27414	801	DK039
11/8/2011 18:00:00	KINSTON F	HCR	27098	805	DK030
11/8/2011 18:10:00	CHARLOTTE	HCR	27412	7503	DK030
11/8/2011 18:10:00	GREENSBORO	HCR	27291	805	
11/8/2011 18:15:00	DES MOINE	HCR	27290	803	
11/8/2011 18:15:00	BRISTOL-2	HCR	27411	20	
11/8/2011 18:30:00	RICHMOND	HCR	27414	801	DK039
11/8/2011 18:30:00	SAINT LOUIS	HCR	27098	805	
11/8/2011 18:35:00	KINSTON F	HCR	27412	7503	DK030
11/8/2011 18:40:00	GREENSBORO	HCR	27291	805	
11/8/2011 18:50:00	CHARLESTON	HCR	27290	803	
11/8/2011 19:00:00	FLORENCE P&DF-295	HCR	27298	809	DK091
11/8/2011 19:10:00	GREENVILLE P&DF-296	HCR	27298	809	DK091
11/8/2011 19:20:00	HICKORY P&DF-286	HCR	27095	813	DK105

To Unassign a Trailer from a Planned Departure:

1. Right-click on the departure that needs to be unassigned.
2. Select Data Entry, then select Unassign Trailer from Planned Site Departure.
3. Click OK.



Unassign Trailer from Planned Site Departure

Description: Unassigns a trailer from a planned site departure

Owner: BJ TRUCKING

Trailer #: B2719308

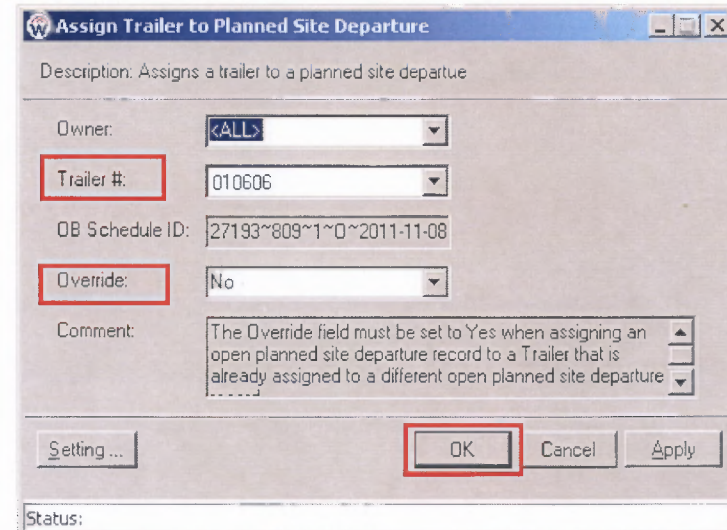
OB Schedule ID: 27193~809~1~0~2011-11-08

Buttons: Setting ... **OK** Cancel Apply

Status:

To Assign a Trailer to a Planned Departure:

1. Right-click on the departure that needs to be assigned.
2. Select Data Entry, then select Assign Trailer to Planned Site Departure.
3. In the dialogue box that pops up, enter the Owner and Trailer # to be assigned to the departure.
4. Click OK.



Assign Trailer to Planned Site Departure

Description: Assigns a trailer to a planned site departure

Owner: <ALL>

Trailer #: 010606

OB Schedule ID: 27193~809~1~0~2011-11-08

Override: No

Comment: The Override field must be set to Yes when assigning an open planned site departure record to a Trailer that is already assigned to a different open planned site departure

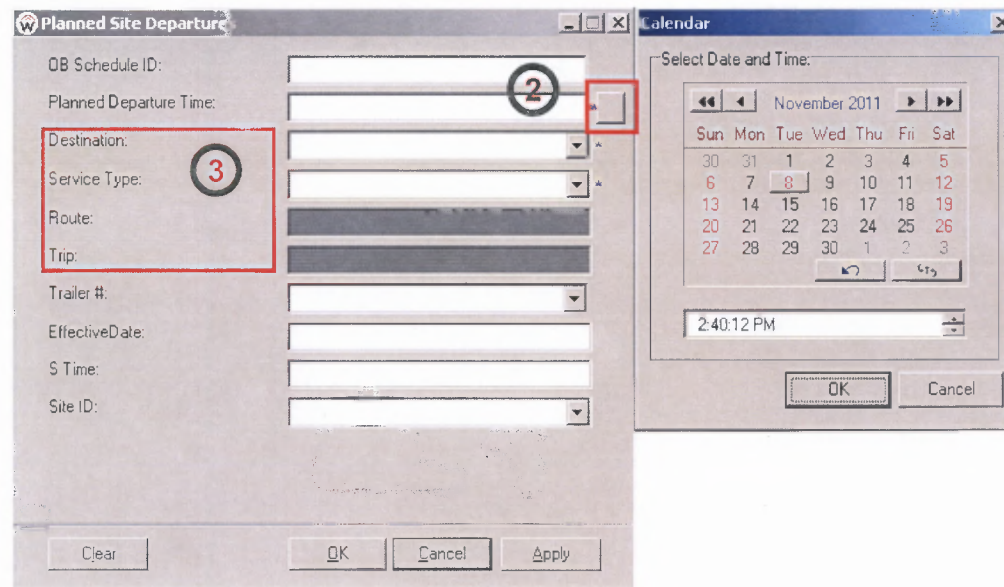
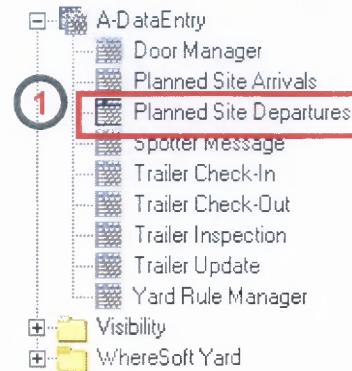
Buttons: Setting ... **OK** Cancel Apply

Status:

Creating an Outbound Schedule

To Create an Outbound Schedule:

1. Click on Planned Site Departures in the Report Tree under A-DataEntry.
2. Click the Calendar button to select the Planned Departure Time (*required*).
3. Enter the rest of the required fields:
 - Destination (*required*)
 - Service Type (*required*)
4. Enter any additional fields if applicable:
 - Route
 - Trip
5. Click OK.



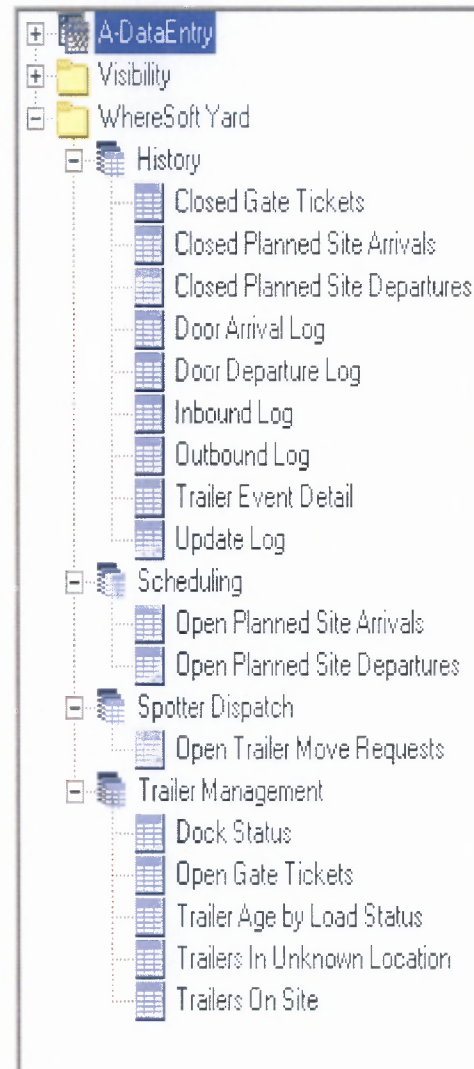
Reports

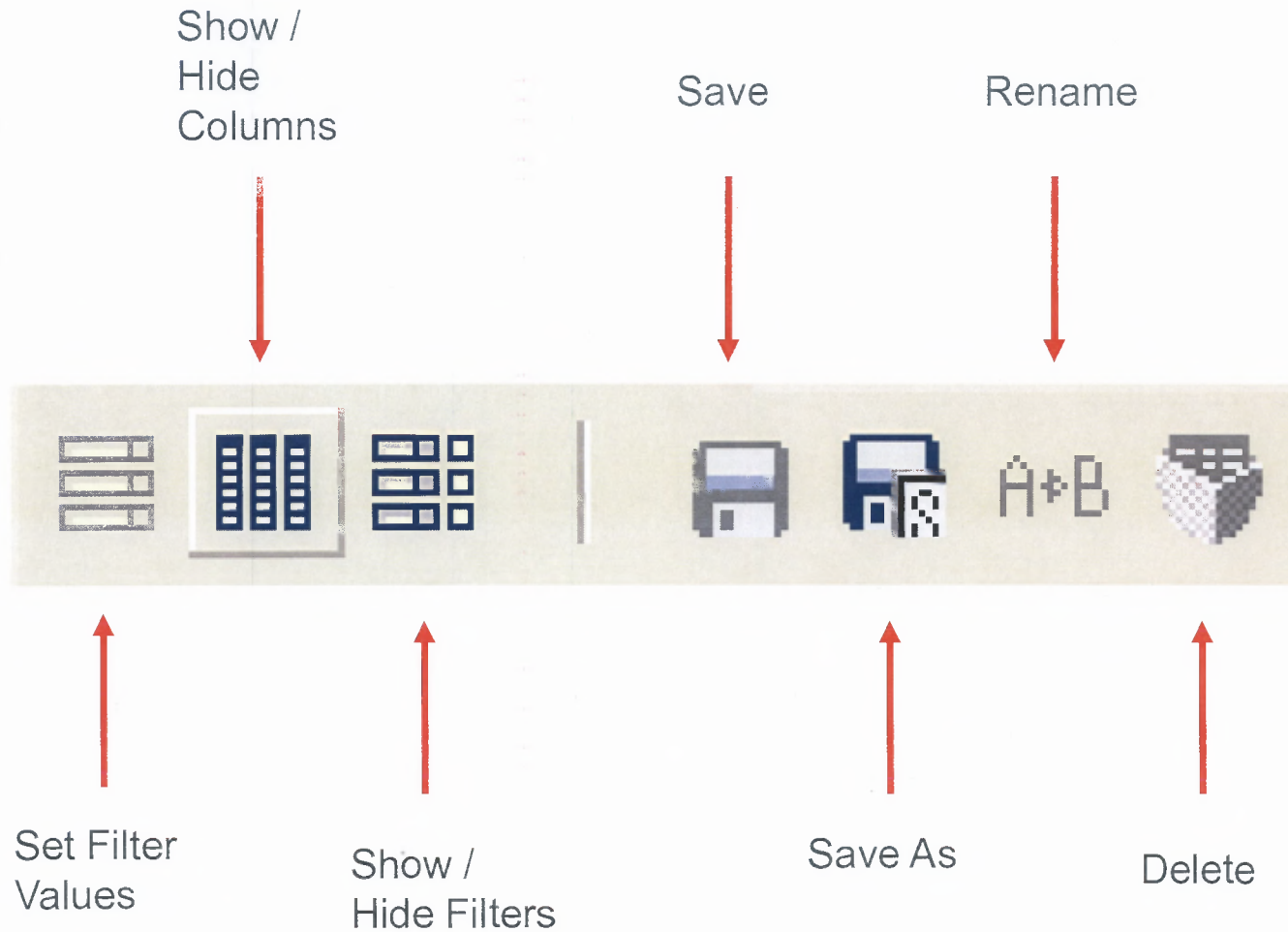
Historical
Reports →

Scheduling →

Spotter
Management →

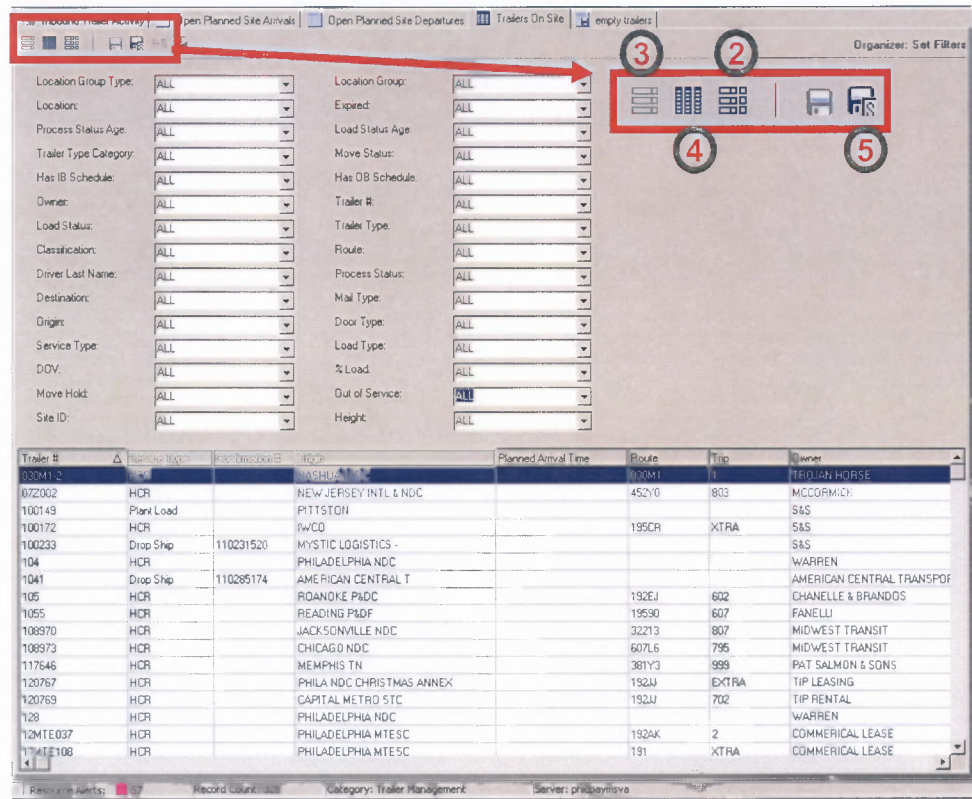
Trailer
Management →






To Create a Custom Report:

1. Navigate to the report that will be the basis for the custom report.
2. Select the filters that will be displayed by clicking the Show / Hide Filters Button.
3. Click the Set Filter Values button to display the filters that were selected.
4. Select the Columns that will be displayed by clicking the Show / Hide Columns Button.
 - Columns can be moved by clicking the column header and dragging.
 - Columns can be sorted by clicking the column header once.
5. Save the report by clicking the Save As Button and giving the report a title.



To Send a Report by Email:

- 1) Navigate to the report that you would like to be sent as an email
- 2) Click on the Email button in the tool bar. The Email Report Settings pop up will appear.
- 3) Select the format of the email that is to be sent. Selecting Text (csv) will allow users to open the report in Excel. HTML will allow users to open the report within a web browser.
- 4) Select Email within the Delivery Details area.
- 5) Enter the email recipients into the Receipts section. Recipients can be typed in manually, or selected from the contacts list by clicking the  button.
- 6) Click the Send button to send the email.



Email Report Settings

Report Name:

Format: 3 Text (csv) HTML XML

Delivery Details Mode: 4 Email Save File

Email Subject:

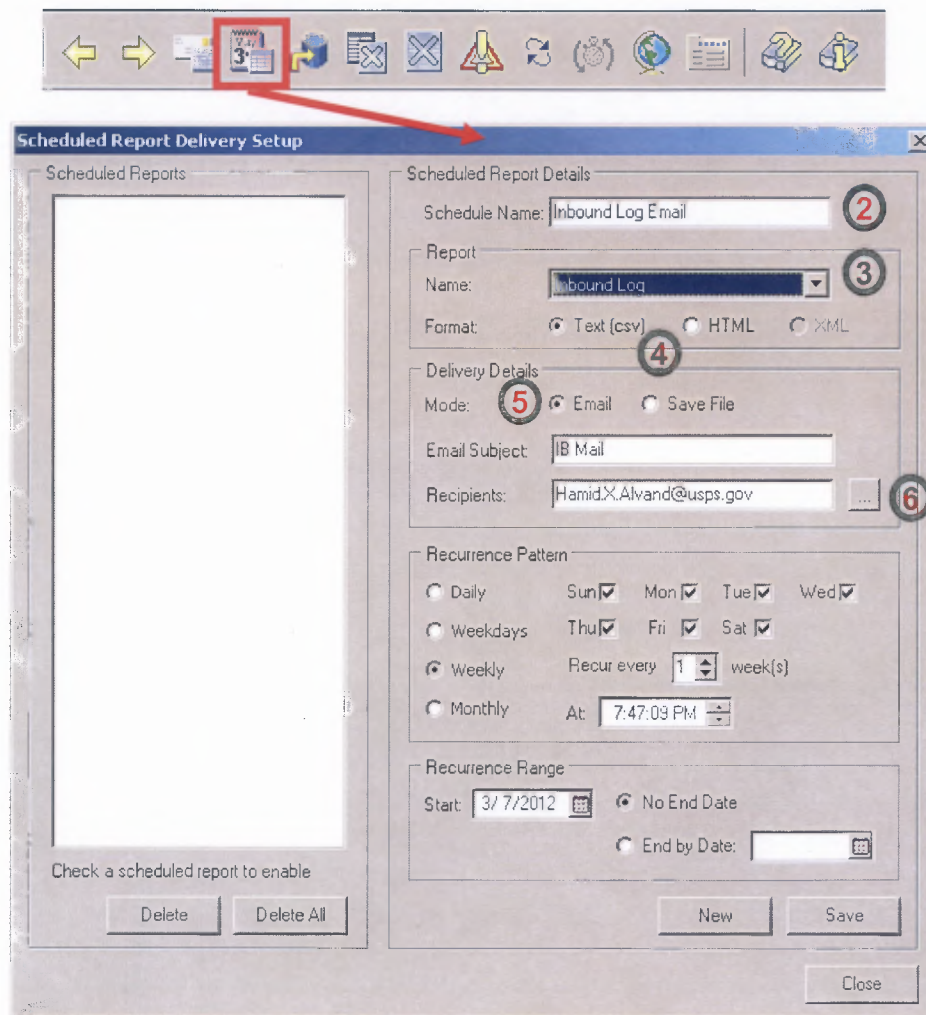
Recipients: 5

Notes:

Note: Emails sent using this functionality will have a sender of USPS followed by the name of the facility.

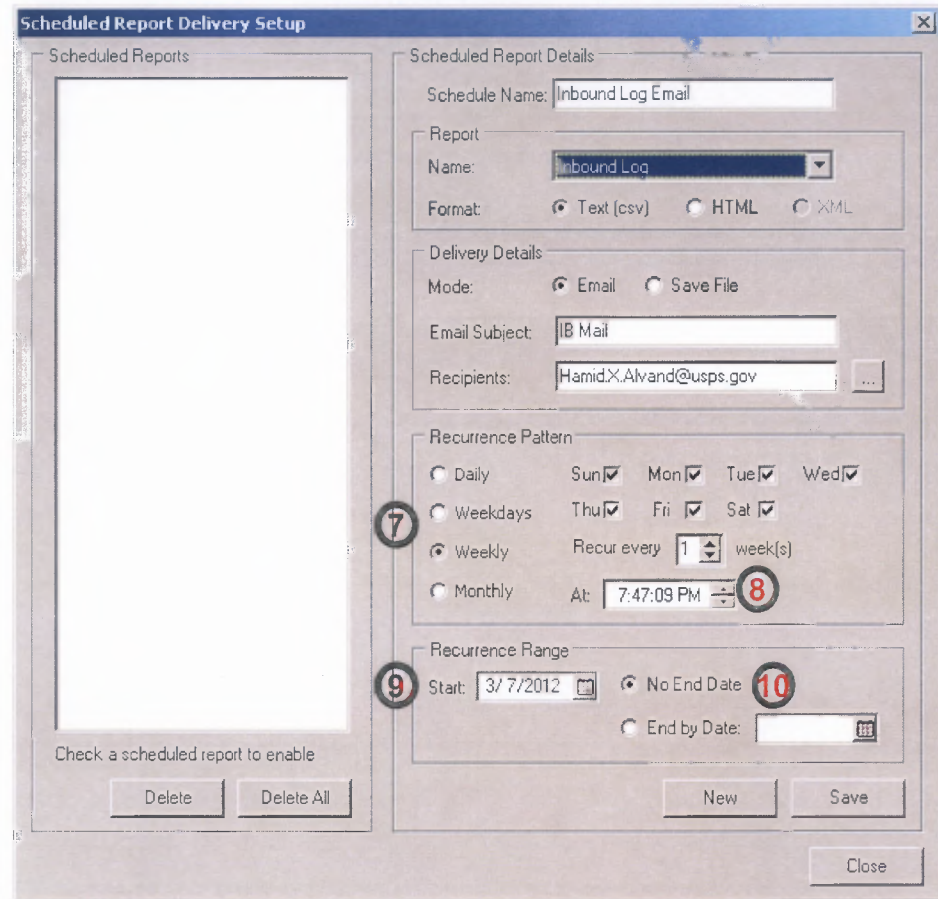
To Create a Scheduled Email:

- 1) Click on the Scheduled Email button in the tool bar. The Scheduled Report Delivery Setup pop up will appear.
- 2) Enter a name for schedule that is about to be created in the Schedule Name text box.
- 3) Select the report that will be emailed from the Report Name drop down.
- 4) Select the format of the email that is to be sent. Selecting Text (csv) will allow users to open the report in Excel. HTML will allow users to open the report within a web browser.
- 5) Select Email within the Delivery Details area.
- 6) Enter the email recipients into the Receipts section. Recipients can be typed in manually, or selected from the contacts list by clicking the button.



To Create a Scheduled Email, continued:

- 7) Select one of the four options within the Recurrence Pattern section. Selecting **Daily** will send the email everyday, including weekends. Selecting **Weekdays** will send the email everyday except Saturday and Sunday. Selecting **Weekly** will allow users to select specific days when the email is sent. Selecting **Monthly** will allow users to select the specific day of the month or week and day the email is sent out.
- 8) Enter the time of day the email will be sent by using the At box within the Recurrence Pattern section.
- 9) Select a date the scheduled email will be sent by using the Start box under the Recurrence Range section. The date will default to the current day.
- 10) Select whether the scheduled email will have an end date by either choosing No End Date (default) or End by Date and selecting a day from the calendar pop up.
- 11) Click Save to finalize.



Note: Saved schedules will appear in the Scheduled Reports area of the pop up. They can be disabled by unchecking the checkbox next to the schedule. They can be deleted by highlighting the schedule and clicking Delete.

Historical Reports



Reports – VTAPS to YMS

VTAPS Reports	Matching	YMS Reports	Additional matching YMS Report	Location in YMS
Daily Schedules	>>>	Open Planned Site Arrival		WhereSoft Yard > Scheduling
TTO Moves (VTAPS 20)	>>>	TTO Moves		WhereSoft Yard > Spotter Dispatch > Open Trailer Move Request
Yard Inventory	>>>	Trailers On-Site		WhereSoft Yard > Trailer Management
Dock Door Activity History (VTAPS 21)	>>>	Door Activity Log		WhereSoft Yard > History
Dispatched Trailers (VTAPS 10)	>>>	Outbound Log	Closed Planned Site Departures	WhereSoft Yard > History
Trailer History	>>>	Trailer Event Detail	Update Log	WhereSoft Yard > History
Damaged Trailers	>>>	Damaged Trailers		WhereSoft Yard > Trailer Management > Trailer On Site



Reports – VTAPS to YMS

**Yard
Management
System**

VTAPS Reports	Matching	YMS Reports	Additional matching YMS Report	Location in YMS
Trailers Tied Out in Yard (VTAPS 003)	>>>	Outbound Mail		WhereSoft Yard > Trailer Management > Trailer On Site
Inbound Trailer Activity Report	>>>	Inbound Log		WhereSoft Yard > History
Empty Trailers Parked in Yard	>>>	Empty Trailers Parked in Yard		WhereSoft Yard > Trailer Management > Trailer On Site
Trailers Received (VTAPS 30)	>>>	IB Mail Processing Detail		WhereSoft Yard > USPS Reports
Trailers Received By Route	>>>	Trailers Received by Route		WhereSoft Yard > History > Inbound Log
MTE Report	>>>	MTE Report		WhereSoft Yard > Trailer Management > Trailer On Site
Arrival to Unload Complete (VTAPS 39)	>>>	IB Mail Processing Detail		WhereSoft Yard > USPS Reports

- **Closed Gate Tickets:** Gives a list of each closed gate ticket for a specified range of time.
- **Closed Planned Site Arrivals:** Gives a list of all Inbound Schedules that have been assigned and checked-in for a specified range of time.
- **Closed Planned Site Departures:** Gives a list of all Outbound Schedules that have been assigned and checked-out for a specified range of time.
- **Closed Trailer Move Requests:** Gives a list of all move requests that have been closed by being either serviced or cancelled. Provides move request selector Ace ID's and ID's of the spotter that serviced the move.
- **Door Arrival Log:** Gives a list of times that trailers have arrived at a specific range of doors, what rule/rule set has been assigned to that that door, and whether or not the door rule was used to pull the trailer to the door / or whether the trailer was assigned manually.
- **Door Departure Log:** Gives a list of times that trailers both arrived and departed a specific range of doors for a specified range of time.

History

- Closed Gate Tickets
- Closed Planned Site Arrivals
- Closed Planned Site Departure
- Closed Trailer Move Requests
- Door Arrival Log
- Door Departure Log
- Inbound Log
- Inspection Summary by Month
- Load Substatus Activity
- Outbound Log
- Owner Inspection Summary
- Owner Rule Match Detail
- Owner Rule Match Summary
- Rejected Trailers by Owner
- Rejected Trailers Detail
- Rejected Trailers Summary
- Site Visits by Driver
- Site Visits by Trailer
- Spotter Activity
- Spotter Login Sessions
- Spotter Summary
- Trailer Event Detail
- Trailer Inspection Detail
- Trailer Pick-up Requests
- Update Log
- Yard Tractor Activity
- Yard Tractor Summary

- Inbound Log:** Gives a list of Inbound trailers for a specified period of time, assigned locations of those trailers at check-in, and the Ace ID of the user that checked each of those trailers/bobtails in. **Tip:** This report will show you if a trip came in without an Inbound schedule attached.
- Outbound Log:** Gives a list of Outbound trailers for a specified period of time, assigned destinations of those trailers at dispatch, and the Ace ID of the user that checked each of those trailers/bobtails out. **Tip:** This report will show you if a trip left without an Outbound schedule attached.

History	
	Closed Gate Tickets
	Closed Planned Site Arrivals
	Closed Planned Site Departure
	Closed Trailer Move Requests
	Door Arrival Log
	Door Departure Log
+	Inbound Log
	Inspection Summary by Month
	Load Substatus Activity
+	Outbound Log
	Owner Inspection Summary
	Owner Rule Match Detail
	Owner Rule Match Summary
	Rejected Trailers by Owner
	Rejected Trailers Detail
	Rejected Trailers Summary
	Site Visits by Driver
	Site Visits by Trailer
	Spotter Activity
	Spotter Login Sessions
	Spotter Summary
	Trailer Event Detail
	Trailer Inspection Detail
	Trailer Pick-up Requests
+	Update Log
	Yard Tractor Activity
	Yard Tractor Summary

- Trailer Event Detail:** Gives a detailed history of events by trailer, per site visit. This history includes process and load status changes, location changes, and arrival and departure times for each updated change. **Tip:** This report is useful to track process errors in the system.

History	
	Closed Gate Tickets
	Closed Planned Site Arrivals
	Closed Planned Site Departure
	Closed Trailer Move Requests
	Door Arrival Log
	Door Departure Log
+	Inbound Log
	Inspection Summary by Month
	Load Substatus Activity
+	Outbound Log
	Owner Inspection Summary
	Owner Rule Match Detail
	Owner Rule Match Summary
	Rejected Trailers by Owner
	Rejected Trailers Detail
	Rejected Trailers Summary
	Site Visits by Driver
	Site Visits by Trailer
	Spotter Activity
	Spotter Login Sessions
	Spotter Summary
	Trailer Event Detail
	Trailer Inspection Detail
	Trailer Pick-up Requests
+	Update Log
	Yard Tractor Activity
	Yard Tractor Summary