## **Dock Scheduler: Cancel/Reschedule Appointments**

Existing Dock Scheduler appointments are visible on the **Review Pending & History** page. From this page, you can cancel existing appointments and make them available for rescheduling. Once you cancel an appointment, it then becomes visible on the **Shipment Scheduling** page if you need to reschedule it.

- 1. On the **Review Pending & History** page, locate the appointment you would like to cancel or reschedule.
- 2. In the action column, click the  ${\bf X}$  icon next to the shipment you would like to cancel or reschedule.

Scheduled Appointments																
Search										Search						
Action	Confirmation	Shipment(s)	Orders	Client Orders	Status	Apt. Date	Warehouse	Payment Type	On-Time	Carrier	Line Items	Delivery Method	Trailer #	Weight	Pallets	Units
8 C	CON-161279-24	KBX-17291681- 24	AD30540 AD30541		Cancelled	Mar 12, 2024 5:00 AM	Chips and Dip (Roth) - 95330 (Roth)] [Chips and Dip - 95330 (Roth)]	Outbound Prepaid	Yes	The Grand Trunk	2.0	Live Unload		30240	24	1440
8 2	Awaiting Approval	KBX-17291681- 24	AD30540 AD30541	AD30540, AD30541	Special Request	Feb 28, 2024 11:00 AM	Chips and Dip (Roth) - 95330 (Roth)] [Chips and Dip - 95330 (Roth)]	Outbound Prepaid	Yes	The Grand Trunk	2.0	Live Unload		30240	24	1440

3. Select **Cancel Appointment Only** so that shipment details are maintained in the system.



- 4. Select the reason for cancellation.<sup>▼</sup>
- 5. Once reason for cancellation has been selected, click **Confirm Cancellation**.

Cancel Appointment			×
Cancel Appointment Only	۲	0	
Reason For Cancellation	Receiver pushed out/up lo	ad 🗸	
	Confirm	Cancellation	Close

- 6. The appointment status will show as cancelled and the shipment can now be found in the **Shipment Schedule** page if you need to reschedule it.
- 7. To reschedule, locate the shipment on the **Shipment Scheduling** page and follow scheduling directions from **Dock Scheduler Scheduling a Pickup/Delivery Appointment.**