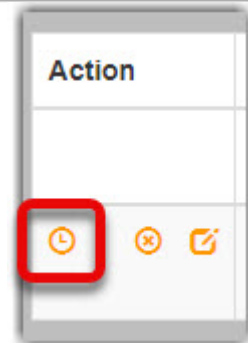


# Dock Scheduler: Scheduling a Pickup/Delivery Appointment

In Dock Scheduler, **Shipment Scheduling** is where shipments that have been created and tendered within Kuebix are available to be scheduled for pickup or delivery appointment. For orders being picked up or delivered by the customer, navigate to the **Order Schedule** screen.

1. Go to **Dock Scheduler** and select **Shipment Scheduling**.
2. Locate the order you would like to schedule an appointment for by searching at the top of any column. Ex: Company Name, Order Number, or Carrier.

Action	Company	Shipment(s)	Pickup Date	Delivery Date	Orders	Client Orders	Carrier	Mode	Appointment Type	Payment Type	Weight	Units	Skids
	Dips and Chip	KBX-17291681-24	03/15/2024	03/15/2024	AD30540, AD30541	AD30540, AD30541	The Grand Trunk	TL	Live Unload	Outbound Prepaid	30240	1440	24



3. In the **Action** column, click the **clock** icon to see available times.
4. A drop-down box appears with all available times for that day. Select the desired appointment time and click **Schedule**.

Action	Company	Shipment(s)	Pickup Date	Delivery Date	Orders	Client Orders	Carrier	Mode	Appointment Type	Payment Type	Weight	Units	Skids
	Dips and Chip	KBX-17291681-24	03/15/2024	03/15/2024	AD30540, AD30541	AD30540, AD30541	The Grand Trunk	TL	Live Unload	Outbound Prepaid	30240	1440	24

Your Shipment/Orders

Carrier/Broker: The Grand Trunk  
Trailer #:   
Warehouse:   
Partition: 02

Duration in Minutes: 60



Available Dates: 3/15/2024  
Available Times: 03/15/2024 5:00 AM

Buttons: Cancel, Special Request, Schedule

5. Your appointment is now set and can be viewed on the **Review Pending and History**

# Dock Scheduler: Scheduling a Pickup/Delivery Appointment

page.

Review Appointments																
Scheduled Appointments																
Search <input type="text" value="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
 	CON-161279-24	KBX-17291681-24	AD30540 AD30541	AD30540 AD30541	Scheduled	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