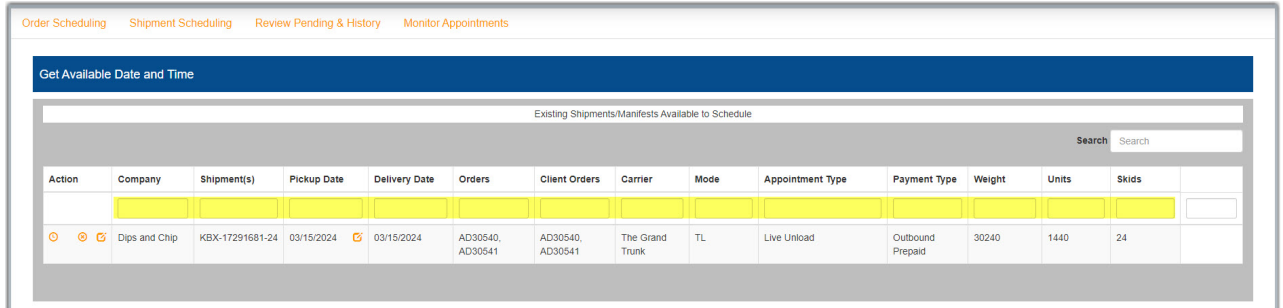




Dock Scheduler: Scheduling a Pickup/Delivery Appointment

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.

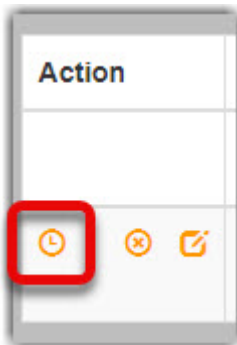
1. Go to **Dock Scheduler** and select **Shipment Scheduling**.
2. Locate the order you would like to schedule an appointment for by searching at the top of any column. Ex: Company Name, Order Number, or Carrier.



The screenshot shows the 'Shipment Scheduling' interface. At the top, there are navigation tabs: 'Order Scheduling', 'Shipment Scheduling', 'Review Pending & History', and 'Monitor Appointments'. Below the tabs is a blue bar with the text 'Get Available Date and Time'. Underneath is a search bar with the text 'Existing Shipments/Manifests Available to Schedule' and a search input field. The main content is a table with the following columns: Action, Company, Shipment(s), Pickup Date, Delivery Date, Orders, Client Orders, Carrier, Mode, Appointment Type, Payment Type, Weight, Units, and Skids. The table contains one row of data:

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 [Cancel](#) [Special Request](#) [Schedule](#)

Carrier/Broker: The Grand Trunk Duration in Minutes: 60

Trailer #

Warehouse

Partition: 02

Available Dates: 3/15/2024

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

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