Dock Scheduler: Special Requesting Appointments

In Dock Scheduler, if your desired appointment is not available when you click **Get Times,** click the **Special Request** button to request a different time.

1. Orders that allow for changes to appointment dates will have an **Edit** icon next to the date. Click the **Edit** icon next to the date.

Action		Company	Shipment(s)	Pickup Date	Delivery Date		
© ®	C	Dips and Chip	KBX-17291681-24	03/15/2024	N STATE	03/15/2024	

2. Select the desired date and then click on the green checked box to confirm the new date.

	Pickup Da	te
1		
1	~	C
	03/14/2	024
	03/13/2	024
	03/12/2	024
	03/15/2	024
	03/16/2	024
	03/17/2	024
	03/18/2	024
	03/19/2	024
	03/20/2	024
	03/21/2	024
	03/22/2	024
	03/23/2	024
	03/24/2	024
	03/25/2	024
	03/26/2	024
	03/27/2	024
	03/28/2	024
	03/29/2	024

3. If your desired time is available, follow the steps to schedule an appointment by clicking the **clock** icon, selecting a time and then clicking **Schedule**.

Your Shipment/Orders					Cancel	Special Request	Schedule
Carrier/Broker Trailer #	The Grand Trunk	Duration in Minutes Pickup Date	60 Mar 21	1, 2024			
Warehouse	Chips and Dip (Roth) - 95330 (Roth)]	Available Dates	0	3/21/2024		~	
Partition	02	Available Times	0	03/21/2024 2:00 PM		~	÷.,

4. If your desired time is not available or no times are available at all, you can submit a special request by clicking the **Special Request** button.

Your Shipment/Orders	Cancel	Specia	I Request Schedule				
Carrier/Broker Trailer #	The Grand Trunk	Duration in Minutes Pickup Date	60 Mar 21	1, 2024			
Warehouse	Chips and Dip (Roth) - 95330 (Roth)]	Available Dates	0	3/21/2024		~	
Partition	02	Available Times	0	03/21/2024 2:00 PM		×	

5. Fill out all fields on the form and then click **Submit Request**.

Special Request		х							
Timeslots are not available for the date and/or time that you requested.									
Please complete this form to initiate the Special Request process and we will do our best to accommodate it.									
If your request requi buyer for approval.	If your request requires a date change, please contact the buyer for approval.								
Please allow time fo can check the status Pending & History s	r your request to be processed. You s of your special request in the Review creen.								
Requested Warehouse:	Chips and Dip (Roth) - 95330 (Roth)]	~							
Requested Partition	02	~							
Requestor Name:									
Requestor Phone:	(555) 222-3333 x0000								
Requestor Email:	name@example.com								
Requestor Role:	Requestor Role: Client								
Requested Date:									
Requested Time:		-							
	Cancel Submit Requ	est							

6. The special request will now show in **Review Pending and History** until it is either approved or rejected.

Review	Review Appointments																
	Scheduled Appointments																
	s									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	ø	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	G	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
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