# Advent eModal®

# TERMINAL APPOINTMENT MANAGEMENT
## Using the slot management dashboard

Version date:  02-29-20

# Slot Schedule Management Overview

**eModal** — Terminal Services — Search

## Slot Schedule Management

| Terminal | Move Type |
|---|---|
| North Charleston | Import Pick |

< > June 19 2019 Wednesday ...

**6 AM**

| | |
|---|---|
| **TOTAL** | (X) TOTAL CAPACITY  50 / 30 / 20 |
| | FILTER CAPACITY  30 / 15 / 15 |
| | LEAD TIME  30 Mins |
| **GENERIC** | (1) ACCEPTABLE LEAD TIME  50 Mins |
| | (2) RESERVE BY TRUCKING COM.. 50 / 30 / 20 |
| | (3) RESERVE BY LINE  50 / 30 / 20 |
| **ROW A** | (4) (B) (SB) CAPACITY BY TRUCKING COMPANY  45 / 15 / 30 |
| **ROW B** | |
| **ROW C** | (9) CAPACITY BY LINE  40 / 15 / 25 |
| **ROW D** | (12) CAPACITY BY TRUCKING COMPANY  75 / 35 / 40 |
| **ROW E** | (15) CAPACITY BY TRUCKING COMPANY  75 / 35 / 40 |
| **ROW F** | (17) CAPACITY BY LINE  45 / 15 / 30     (18) CAPACITY BY LINE  40 / 15 / 25 |
| **ROW G** | (21) CAPACITY BY TRUCKING COMPANY  40 / 15 / 25 |
| **ROW H** | (24) CAPACITY BY LINE  45 / 15 / 30 |
| **ROW I** | |

### Callout box

● Total Capacity
● Booked
● Available Capacity

The slot capacity is essentially the number of appointments that are available to the trucking community. These slots can be set with filters that provide parameters around the appointments such as appointment for a specific yard or appointments for containers coming off a specific ship.

*Whenever capacity is change at the filter total and filter capacity is automatically changed at the top.

## Move Types

The move type is set at the top of the screen by selecting the drop-down menu and picking the desire move type.
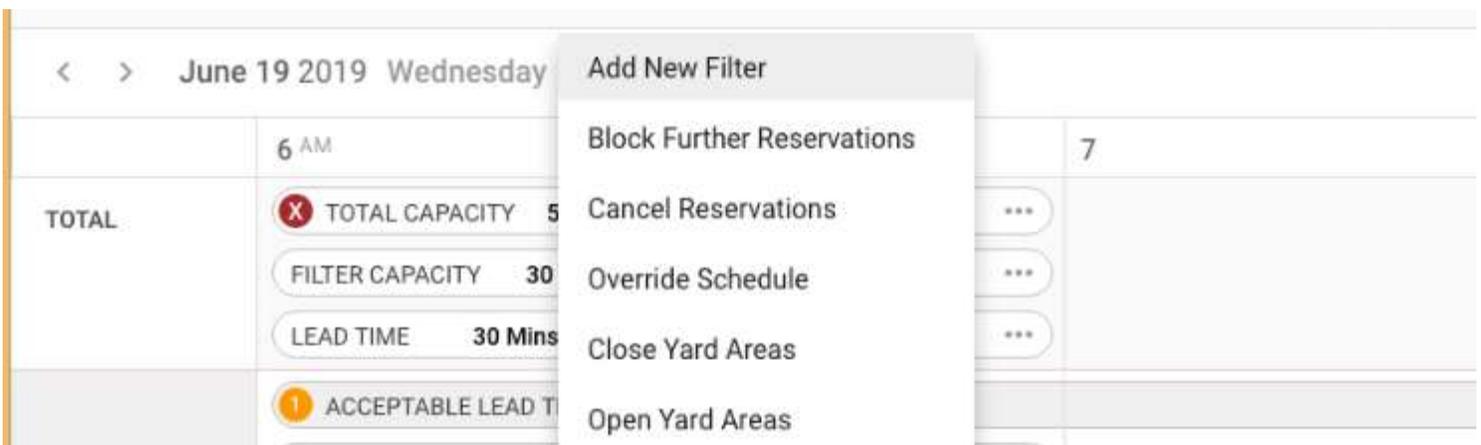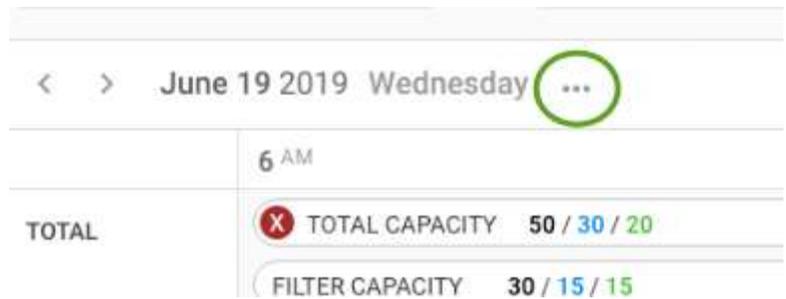
| Terminal | Move Type |
|---|---|
| North Charleston | Import Pick |

Move Type drop-down options:
- Import Pick
- Dray Out
- Dray In
- Export Drop
- Empty Pick
- Empty Drop
- Bare In
- Bare Out

< > June 19 2019 Wednesday

**6 AM** — 7

| | |
|---|---|
| **TOTAL** | (X) TOTAL CAPACITY  5 |
| | FILTER CAPACITY  30 |
| | LEAD TIME  30 Mins |
| **GENERIC** | ACCEPTABLE LEAD T |
| | (2) RESERVE BY TRUCKI |
| | (3) RESERVE BY LINE  5 |

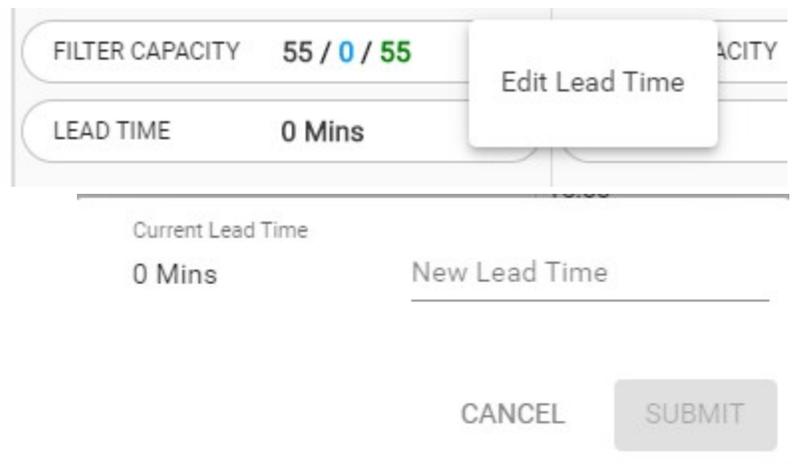Advent eModal

# General Scheduling Functionality

- Add a New Filter
- Block Further Reservations
- Cancel Reservations
- Override the Schedule
- Close Yard Areas
- Open Yard Areas

1. Select the 3 dots at the top of the screen.
2. Select the functionality.
3. Follow the prompts.





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# Change Lead Time

Lead time establishes the cut off time for appointment or appointment changes.

1. Select the 3 dots to the right of lead time

2. Select Edit Lead Time

3. Add in the lead time in minutes

4. Select Submit



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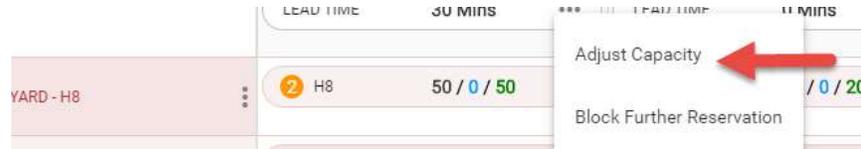eModal®

# Make Filter Capacity Adjustments

Capacity for a filter is the minimum number of appointments for that area.  The numbers in the orange circles indicate the priority logic that is applied for the filters.

When the capacity of a filter is changed, it automatically changes the total capacity and filter capacity listed at the top.
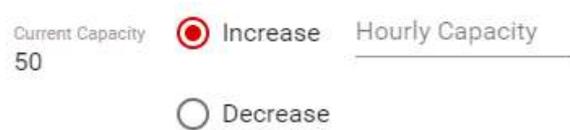
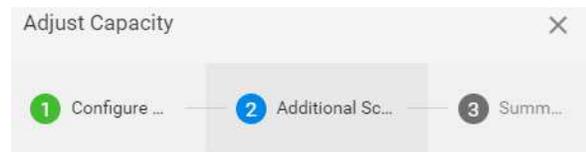1. Select the 3 dots to the right of the filter

2. Select Adjust Capacity

3. Select whether your will increase or decrease capacity. Note: If decreasing capacity select if overbooked appointments should be cancelled. If cancelled the trucking company will be notified via email.

4. Add in new hourly capacity and select Next.

5. Add in the days and times the capacity should be changed for. If applied to addition filters, make that change at the bottom of the screen.
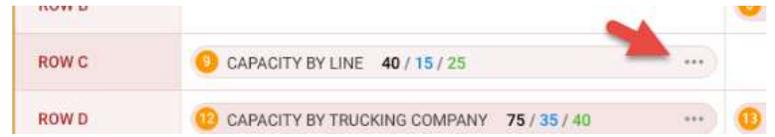
6. Select Next to review the adjustment.

7. Select Submit.

# Blocking and Slot Blocking Filters

Blocking the filter sets the maximum number of reservations for the filter.

Slot blocking negates a filter – meaning that appointments for containers that match the filter cannot be made. An example of how this might be used is to prevent having appointments made for containers from a specific ship.

1. Select the 3 dots to the right of the filter



2. Select Block or Slot Block



3. Add in the days, times and filters the change should be applied to

4. Select Next to review the change.

5. Select submit.