



Advent **eModal**[®]

My Appointments – Resource Guide

This guide provides an overview of the My Appointments tab in eModal.

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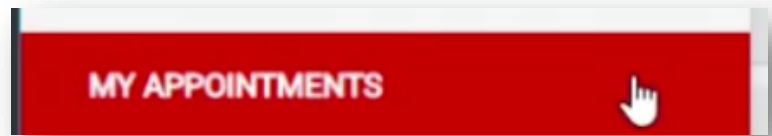
[Create a Single Appointment](#)

[Create Multiple Appointments](#)

Version date: February 2023

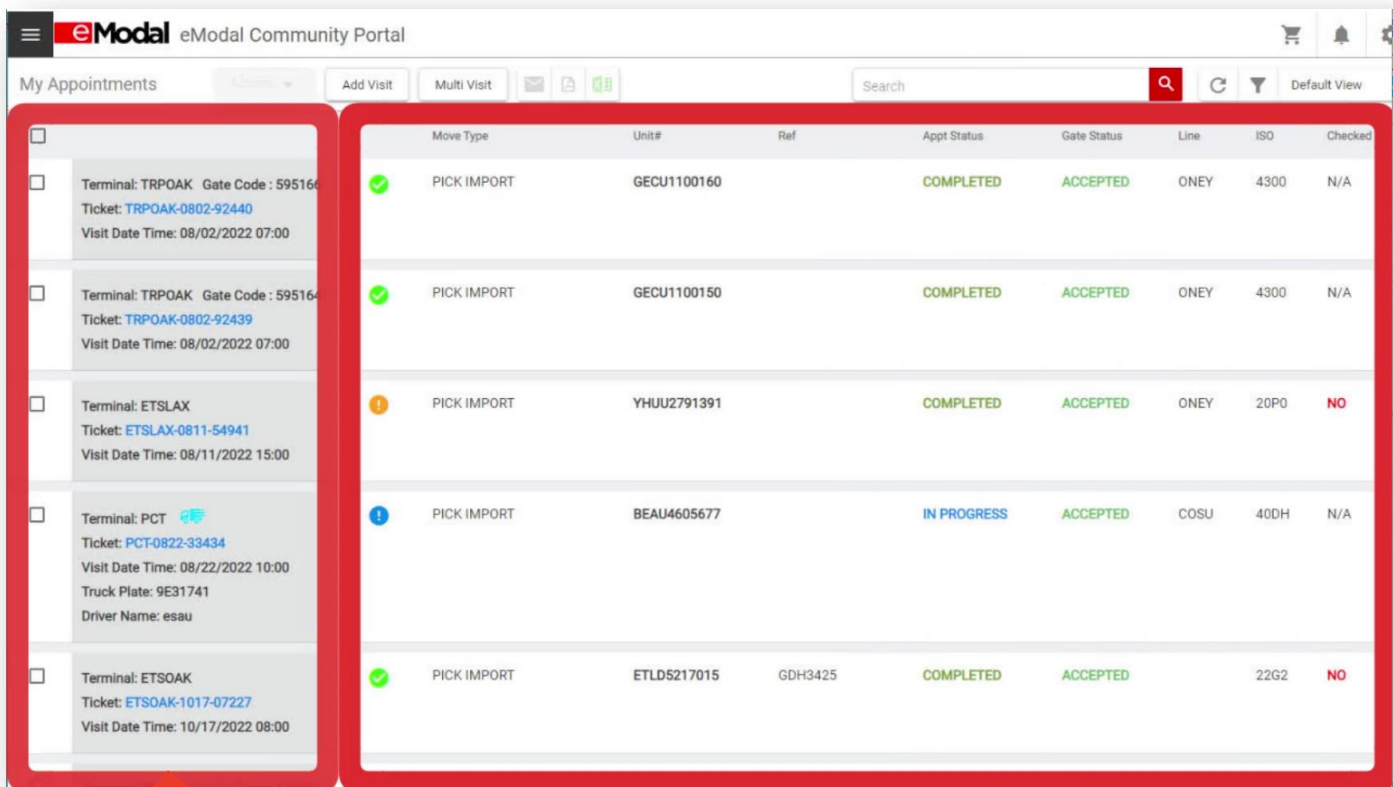
Navigate to My Appointments page

To navigate to the **My Appointments** screen, from the hamburger menu at the top left select the **eModal Community Portal** and **My Appointments**.



My Appointment page

The My Appointments page contains all appointments from the current date and into the future. The page is separated into two sections.



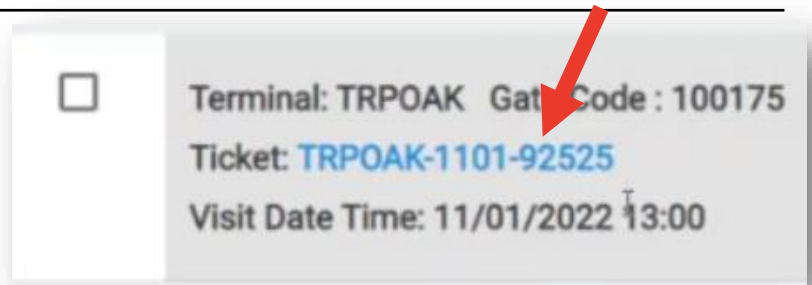
Move Type	Unit#	Ref	Appt Status	Gate Status	Line	ISO	Checked
PICK IMPORT	GECU1100160		COMPLETED	ACCEPTED	ONEY	4300	N/A
PICK IMPORT	GECU1100150		COMPLETED	ACCEPTED	ONEY	4300	N/A
PICK IMPORT	YHUJ2791391		COMPLETED	ACCEPTED	ONEY	20P0	NO
PICK IMPORT	BEAU4605677		IN PROGRESS	ACCEPTED	COSU	400H	N/A
PICK IMPORT	ETLD5217015	GDH3425	COMPLETED	ACCEPTED		22G2	NO

On the left is the **Visit information** including the terminal, ticket, visit data, and truck place.

On the right is the **Move information** including such as move type, unit, appointment status, gate states, and so forth

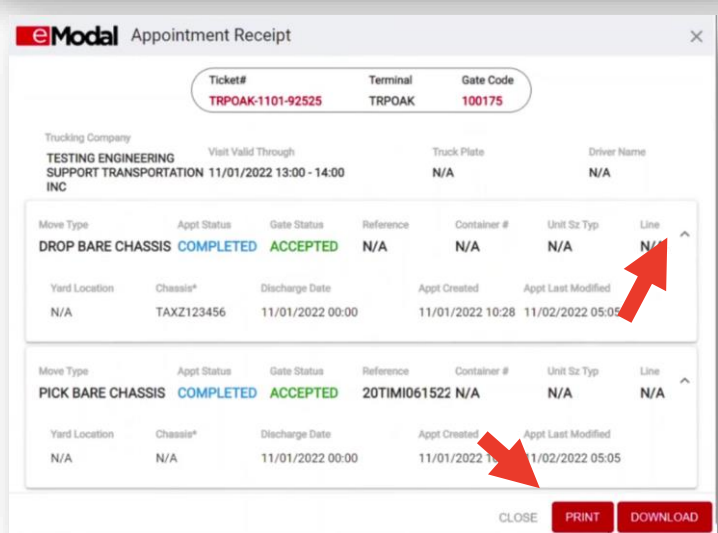
To Print or Download a Ticket

To print a ticket, select the **Ticket link** in the left column. A popup will display with the ticket.



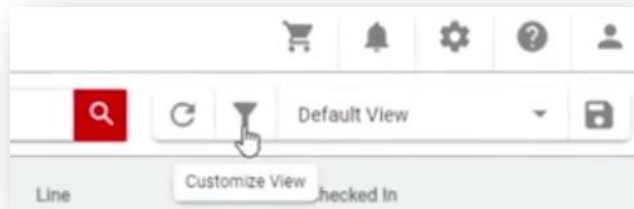
Click the arrow to view the full ticket information. If it is a dual move, both appointments will be displayed.

Select **Print or download**

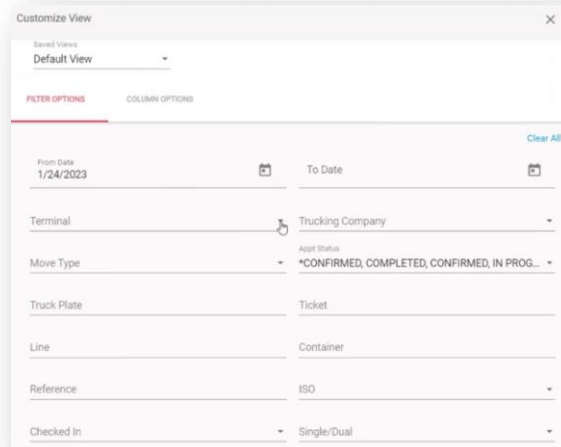


To Filter Your View

Select the **Customize View** icon (Filter Icon) on the top right.

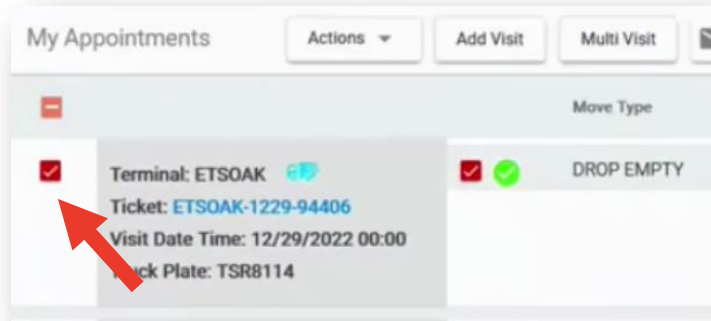


Select the information you would like to display using the filters and select **Apply**.



Edit, Cancel or Rebook a Single Appointment

Select the **Appointment** on the left.



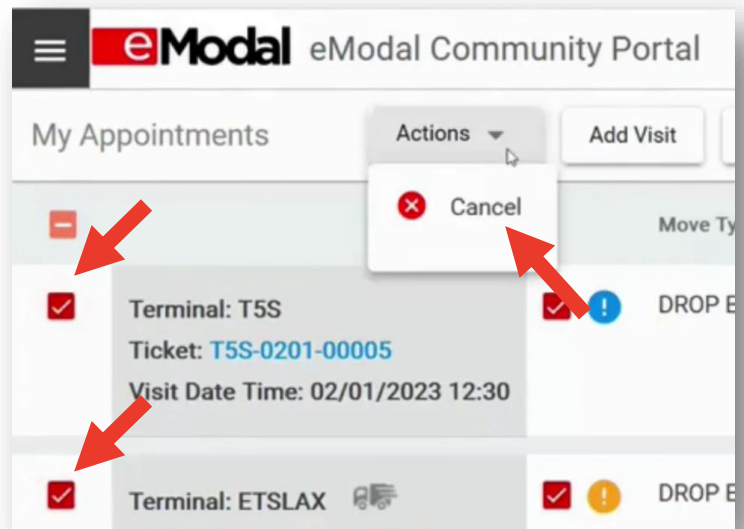
Select the **three buttons** to the right and make the appropriate selection.



Cancel Multiple Appointments

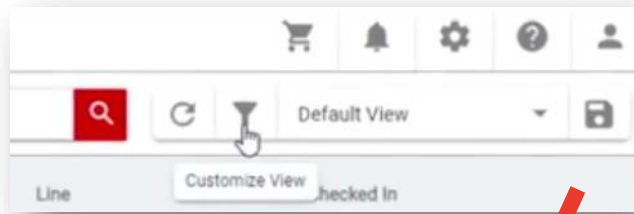
Select the **Appointments** on the left.

Select the **Actions Button** at the top and select **Cancel**.

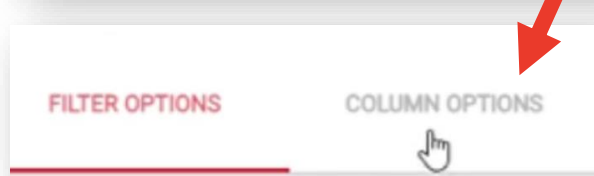


To Reconfigure a View

Select the **Customize View** icon (Filter Icon) on the top right.

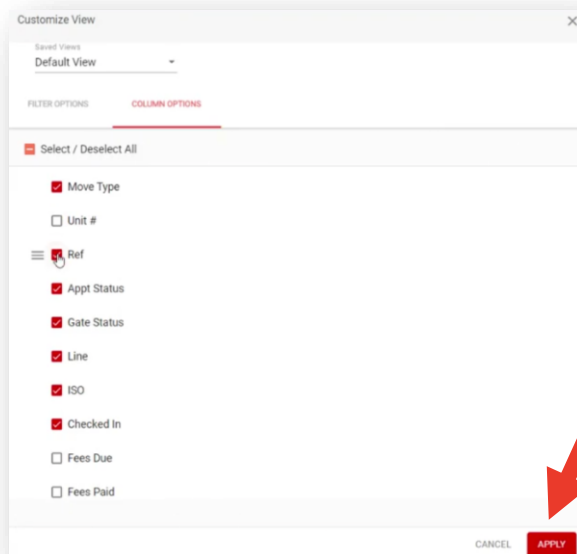


Select the **Column Options** tab.



Select the columns you would like to display. The order of the column can be changed by dragging the to the desired order.

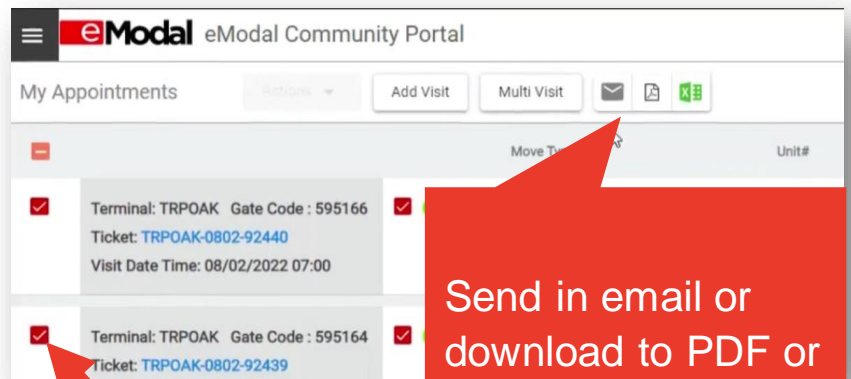
Then select **Apply**.



To Export or Email Appointment Information

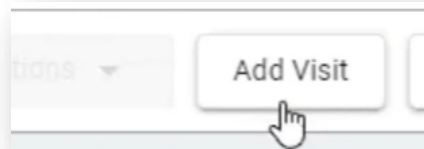
Select the **Appointment** on the left side of the screen.

Select the **appropriate icon** at the top center of the screen.

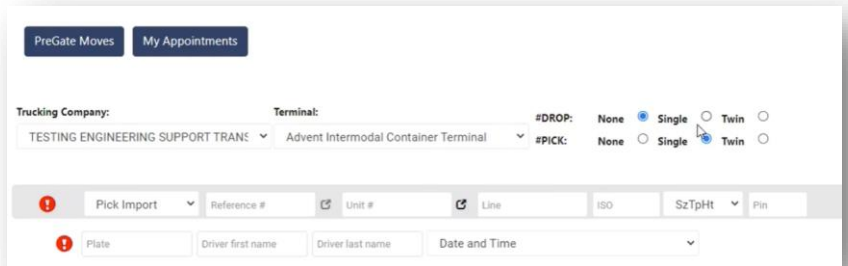


Create a Single New Appointment

Select **Add Visit** at the top of the screen

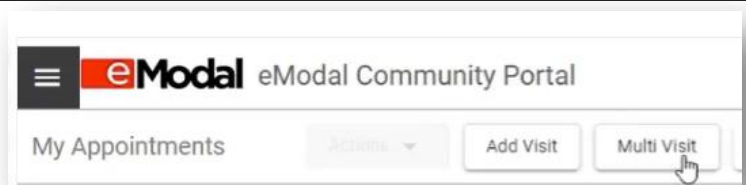


Enter the appointment information and select **Save**. A confirmation message will be displayed.



Create Multiple Appointments

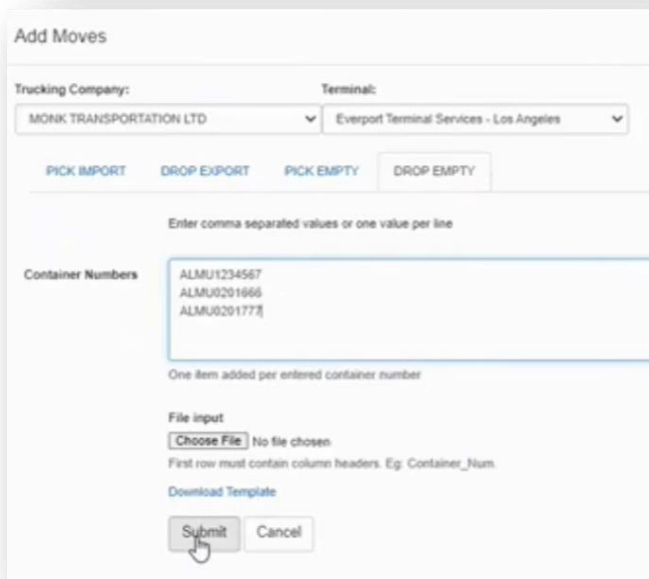
Select **Multi Visit** at the top of the screen



Enter the:

- Trucking Company
- Terminal
- Type of Visit
- Reference number

Select **Submit**. The shells of the appointment will be displayed.



Update the appointments and select **Save All** at the top.

