Navigation – Landing Page (My Dashboard)

- The landing page directs to the dashboard. This screen provides a concise summary of appointments by status and type, and allows for eased navigation to TERMPoint’s features.

- The navigation bar will be docked to the left in TERMPoint (below). This allows you to quickly navigate to different pages within TERMPoint.
TERMPoint HELP! – Chat Function

- TERMPoint offers a very efficient chat system for help. The chat function is the fastest way to receive assistance.

- Using this feature will connect you directly with a representative to assist with any questions, concerns, or problems you may encounter in TERMPoint.

- From the navigation pane on the left, the chat icon will always be shown at the bottom right of the pane.

Click the caption bubble to open the chat function!
Navigation – My Dashboard

- The dashboard landing page displays an overview of current appointments.
- The default window will display information for the current day.
- Use the buttons (highlighted) to select the data you would like to view. Options include today, tomorrow, and select custom range.
Navigation – My Dashboard

- Click the number in each appointment status window to view the appointments with each status (missed, completed, in progress, confirmed, tentative, or rejected) for the selected date(s).
Navigation – My Appointments

- My Appointments displays by default the current confirmed and tentative appointments available.
- To view more, use the advanced search feature.
- Advanced search (right) allows user to filter by truck, driver, cargo reference, container, and/or appointment status.
- To view everything within a date/range, leave the selections blank.
Navigation – Import Watchlist

• Import Watchlist allows user to track pending/future import containers for any updates.

• Easily submit an appointment for watchlisted containers by checking the container and then select ‘Schedule an Appointment.’

• Click the yes/no link under ‘APPT READY’ column to view any warnings or errors present.

• Click the + icon (left of container number) to expand the container details.
Navigation – Trucks & Drivers

• Click through the drivers, trucks, and driver/truck association tabs to set up each driver, truck, and associate the 2 together.

• Associated trucks to each driver will be the available truck options for that driver when scheduling an appointment.
Navigation – Additional Users

• Additional users can be added/managed from the ‘Users and Groups’ tab, under ‘Manage Users.’
• Add new users and update information for registered users.
APM TERMINALS

TERMPoint – Scheduling Appointments

www.apmterminals.com
Scheduling Appointments

The primary appointment types utilized at APM Terminals Mobile are:

- Import Pickup
- Export Dropoff
- Empty Pickup
- Empty Dropoff

Other appointment types available for use at APM Terminals Mobile are:

- Import Dropoff (“import dray in”)
- Export Pickup (“export re-delivery”)
- Chassis Pickup*
- Chassis Dropoff*

* Please note that chassis appointments are only required if the pool owner/operator has approved for the equipment to be used in or transferred to a different market or region. These orders may only be provided by the pool chassis providers.
Scheduling Appointments

Basic Appointment Navigation

1. Click in the dropdown menu to select the appropriate appointment type to be scheduled. Schedule appointments for each transaction type. Merge appointments to create a dual transaction from the ‘My Appointments’ page.

2. After selecting the appropriate appointment type, enter the required data to begin scheduling appointment. This will be the booking, EDO, equipment ID, or bill of lading.
Scheduling Appointments

Basic Appointment Navigation (continued)

3. Once the required data has been submitted and validated, the screen will prompt for scheduling information.
   - Select the date and time slot, driver, truck, chassis, and any additional information required for the selected appointment type.

4. Proceed by clicking ‘Schedule Appointment’ at the bottom of the window.
Scheduling Appointments – Additional Information

• The order details will appear above the scheduling window headers for the corresponding appointment types.

• This displays useful information regarding the booking, such as the steamship line, total quantity, quantity received, submitted appointments, and the number of remaining appointments.
Scheduling Appointments – Specialized Cargo

- Additional details may be required for specialized bookings when dealing with hazardous, over dimensional and reefer cargo.
- Expand/hide the additional details section using the +/- to the left of the container ID.
- Enter the applicable information required for the transaction before proceeding to submit.

The +/- hide and unhide the additional details section

Indicate if the cargo is hazardous, refrigerated, or over dimensional using these dropdowns
Scheduling Appointments - Status

• After submitting the appointment information, a final validation will determine the appointment status. The statuses are confirmed, tentative, and invalid.

• Confirmed appointments will be given an appointment number. If there is an informational message for your appointment, please click read more to view the information.

Schedule Appointment(s)

Following 1 appointment(s) created with confirmed status ✔️

<table>
<thead>
<tr>
<th>APPT #</th>
<th>DATE</th>
<th>SLOT</th>
<th>CONTAINER ID</th>
<th>EQUIP SIZE</th>
<th>CARGO REP #</th>
<th>STATUS</th>
<th>MESSAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1837366</td>
<td>01/29/2019</td>
<td>07:00</td>
<td>TEST0115022</td>
<td>49RE86</td>
<td>TESTBL</td>
<td>Confirmed</td>
<td></td>
</tr>
</tbody>
</table>

Where next?

- Schedule an Appointment
- My appointments
- Merge appointments
- Wishlist
Scheduling Appointments - Status

- Tentative appointments permit a temporary appointment to be created.
- These may not allow successful gate processing.
- Please click “... Read more >>” to view the tentative messages received. Further action may be required before the appointment can be allowed.
Scheduling Appointments - Status

• Invalid appointments return a hard error and do not allow an appointment to be received.

• Invalid import pickup appointments will be added to the Import Watchlist.
  • All other invalid appointment types will be stored in My Appointments. View these using the advanced search feature.
  • To view all, leave the search fields blank. You can also filter appointments by status.
  • Click the hyperlink “…..Read more >>>” to view the error messages received.

Schedule Appointment(s)

Following 1 appointment(s) created with Invalid status
Please fix the errors and then schedule the appointments again.

<table>
<thead>
<tr>
<th>APPT #</th>
<th>DATE</th>
<th>SLOT</th>
<th>EQUIPMENT ID</th>
<th>EQUIP SIZE</th>
<th>CARGO REF</th>
<th>STATUS</th>
<th>MESSAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>02/06/2019</td>
<td>07:00</td>
<td>test015011</td>
<td>40GP66</td>
<td>TESTBOOKING</td>
<td>Invalid</td>
<td>[Read more &gt;&gt;]</td>
</tr>
</tbody>
</table>
My Appointments Page

The menu bar allows you to cancel, modify (manage), or merge selected appointments.

Select appointments to be updated by clicking the checkbox to the left of the appointment(s).
Managing Appointments

• Managing appointments allows you to change the data previously entered in the appointment.

• By clicking ‘Manage’, you will be redirected to the submit appointment screen, where you can edit the details of the selected appointment(s).
Merging Appointments

1. The merge icon will become available when multiple appointments are selected.

2. After selecting to merge, the selection window will appear above the appointments list. Review the appointments identified and confirm only the appointments to be merged are selected. Click Merge button to proceed.
Merging Appointments

3. Once the selections appear correct, proceed by clicking the Merge button.

4. If the selections have different drivers or trucks assigned, you will be prompted to select the driver and truck for the merged appointment.
Appointment Modifications – Merging Appointments

- Upon successful merging of appointments, the confirmation will be displayed with the new appointment number.
- The merged transactions will be grouped together under the new appt number in the appointments list.
Created Appointments – Useful Tools

Click the appointment number to view a confirmation of the appointment details or print a copy if needed.