

Carrier guide for scheduling dock times with distributors

DOCK TIME CALENDAR



How to log on to Encompass

1. You should have been sent an email similar to the example below to get access to the distributor's site.

From: autosender@encompass8.com <autosender@encompass8.com>
Sent: Tuesday, April 17, 2018 2:28 PM
To: youremail@yourcarrierf.com
Subject: Encompass Technologies Account Activation



Carrier, you have been invited to Encompass.
To access your new account, [click here to login](#).

If you can not see the link above, copy this address and paste it into your browser to login to your account:
[https://test.encompass8.com/ECP_18.03_A/asp1/QuickLink.aspx?](https://test.encompass8.com/ECP_18.03_A/asp1/QuickLink.aspx?Distributor=EncompassMessageID=76211&QuickKey=af44f57f0a99f6b75ca83944f3106052)
Distributor=EncompassMessageID=76211&QuickKey=af44f57f0a99f6b75ca83944f3106052

Thank you,
Encompass Technologies

2. When logging in for the first time, you will be prompted to set your password.

A screenshot of a web form titled "Reset User's Password". It contains two input fields: "New Password" and "Re-Enter New Password", both with a lock icon on the left. Below the fields is a blue button labeled "Set Password".

Reset User's Password

New Password

Re-Enter New Password

Set Password

3. Otherwise, enter your email/username and password.

A screenshot of a login form. It has two input fields: "Email/Username" and "Password", both with a magnifying glass icon on the left. Below the fields is a blue button labeled "Sign In".

Email/Username

Password

Sign In

4. After successfully logging in, you will see the Dock Time Calendar.

See the next page for instructions to view and schedule appointments.

View or Scheduling Shipments

Select the destination location for the load.

User the calendar to select the day of delivery

Don't see your shipment or PO number? Add a shipment. This button may not be visible depending on your permissions.

Scheduled Shipments. Click on the shipment to view the content of the load. Also, with the necessary permission, you can edit the delivery time or unshedule shipments

The screenshot displays a shipment scheduling interface for Wednesday, March 14, 2018. At the top, there is a 'Location' dropdown menu and a 'Date' field set to 3/14/2018. Below the date, there are input fields for 'Shipment Num', 'PO Num', 'Vendor', and 'Carrier', along with a search button. To the right, there are three columns of shipment details for dates 3/14/2018, 3/16/2018, and 3/14/2018. The first column shows a shipment with number 9503825, PO number 9503825, and carrier Brands. The second column shows a shipment with number 23325791, PO number 26682, and carrier Corp. The third column shows a shipment with number 021818, PO number 021818, and carrier. Below the search bar, there is an 'Add Shipment' button and a 'Week View' button. There are also checkboxes for 'Display All', 'Dock 1', and 'Dock 2'. The main area shows a calendar view with a grid of time slots. The 'Dock 1' column shows a shipment with number 3195970, PO number 022018, and carrier. The 'Dock 2' column shows a shipment with number 5:30. The interface also includes a search bar and a 'Search' button.

Unscheduled shipments.

Schedule shipments by dragging & dropping onto the calendar.

Search for your shipment using any of the criteria

Available dock times will be in White.

Unavailable dock times will be in gray.

Dock service times