Section I: *Lane Checker*

The role of the Lane Checker is crucial in the use of Yard Management System (YMS). The Lane Checker will meet and admit <u>all</u> of the Common Use truck drivers.

The basic responsibilities of the Lane Checker will be to input information from Container/Chassis Inspection Form into YMS as well as verifying documentation from truck driver.

South Carolina Ports

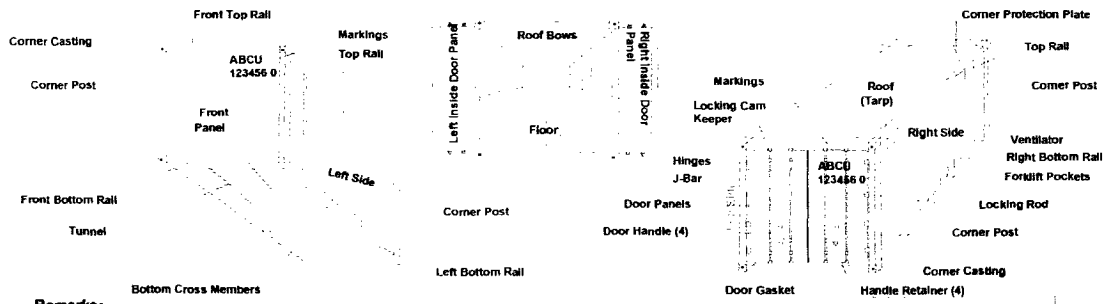
CONTAINER/CHASSIS INSPECTION FORM

Lane:	Container #:	Primary Seal #:	Chassis #:
Motor Carrier:	Size/Type:	Seal Type: Bolt Metal Plastic Wire; Padlock Rk/Tk; Requires Power Oversized; Switch Rigging Required	Size/Type:
Truck Barcode ID #: (If no Truck ID, complete Tag, ST & Tare)	Clip:		GENSET:
License Tag:	Tare (lbs):		Tare (lbs):
State:	MGW (lbs):	Placards: Y N	
Tare Weight (lbs):	Reefer Temperature: °F °C	Placard Label(s):	

Equipment Damage Condition: Please use these codes on diagrams to show condition.

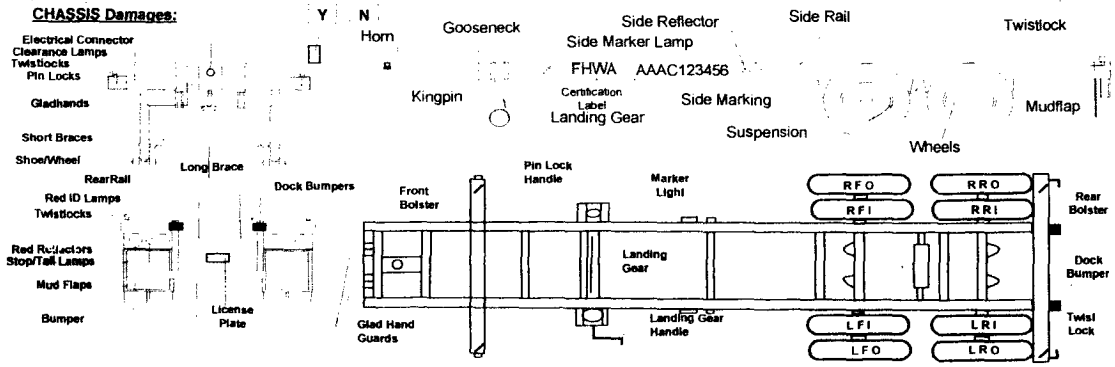
WB - Bald	CO – Corroded/Rusty	FS - Flat Spot	MB – Missing/Bent Bows	OS – Oil Stains	SP - Separated
BT - Bent	CB - Curbing	FZ - Frozen	MA - Misaligned	OD – Out of Date	TP – Temp Patch
BL – Blow Out	CU - Cut	GD - Gouged	MM - Mismatched	OI – Over Inflated	UI – Under Inflated
BR – Broken/Split	DD - Deadlined	HO - Hole	MS - Missing/Lost	PF – Paint Failure	UT – Uneven Tread
BW - Bowed	DB – Debris/Dunnage	LK - Leak	NL - Nails	PC – Peeled Cap	WA - Warped
TS – Casing Tread Separation	DT - Dented	LO - Loose	OR - Odor	PH – Pin Holes	WT – Wear and Tear
CL – Compression Line	FP – Flat/Puncture	ML – Markings/Labels	OL – Oil Saturated	RF – Run Flat	WN - Worn

CONTAINER Damages: Y N



Remarks:

CHASSIS Damages: Y N

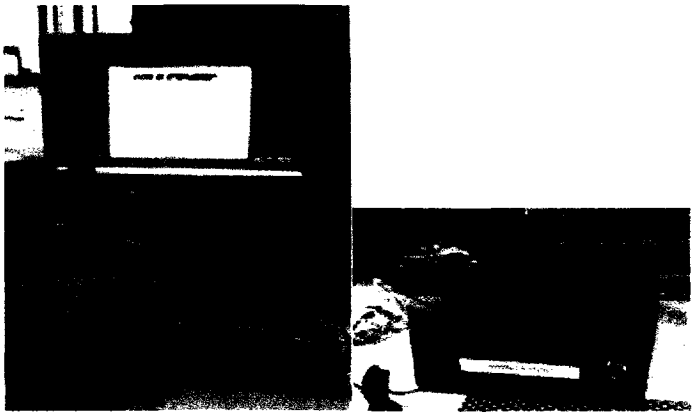


Remarks:

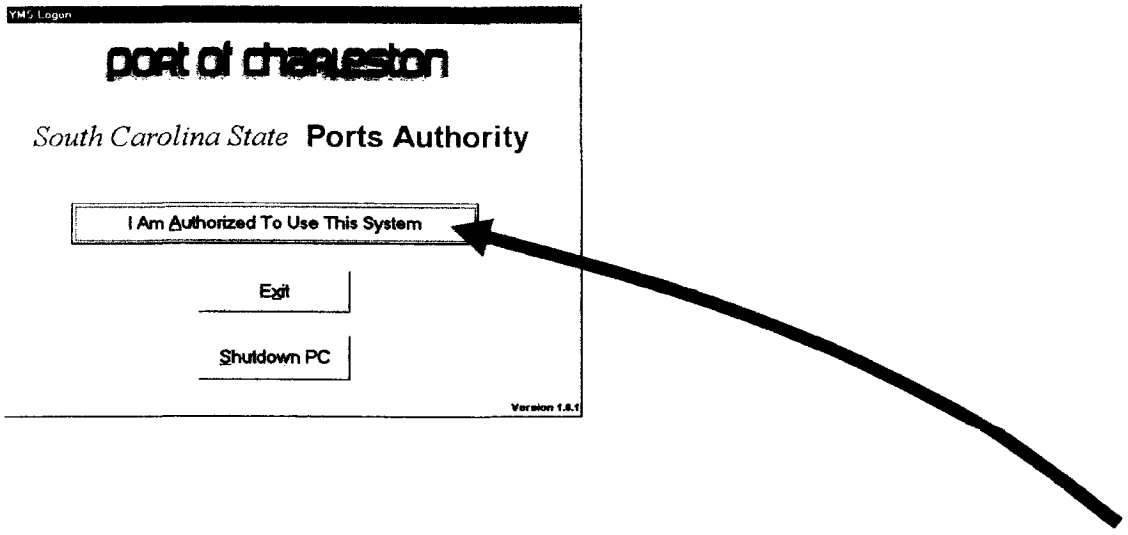
Position	Brand Condition	Position	Brand Condition	Position	Brand Condition	Position	Brand Condition
LFO		LRO		RFO		RRO	
LFI		LRI		RFI		RRI	

Mechanics Form 01/11

After a moment the unit should power up. If the unit does not have power the user can turn the power on by pushing the button on the front of computer. Also, the monitor power button must be pushed to restore power.



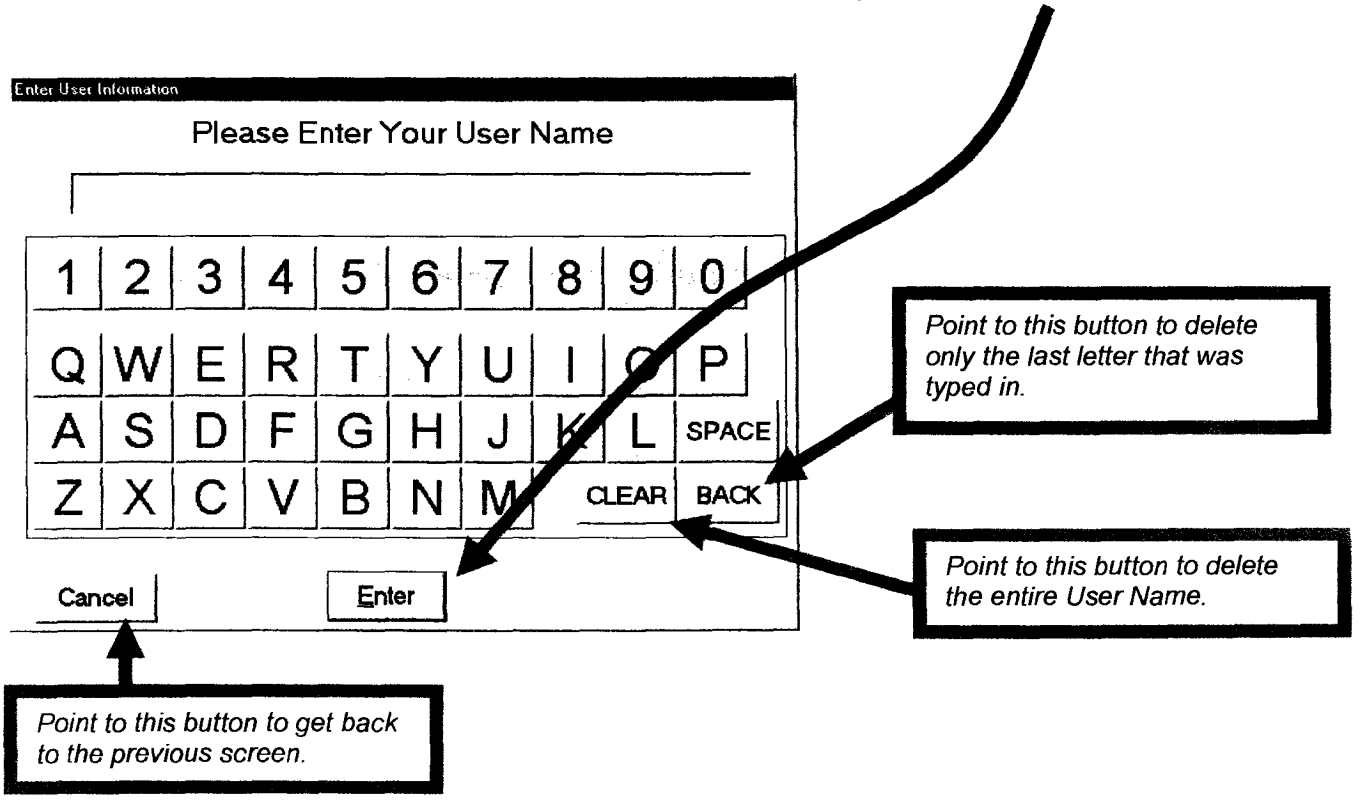
Once the unit is powered and the computer's internal diagnostics are complete, the Lane Checker can begin the logon procedure.



Now, using the pen provided with the handheld computer, the user will need to point to the "I AM AUTHORIZED TO USE THIS SYSTEM" button.

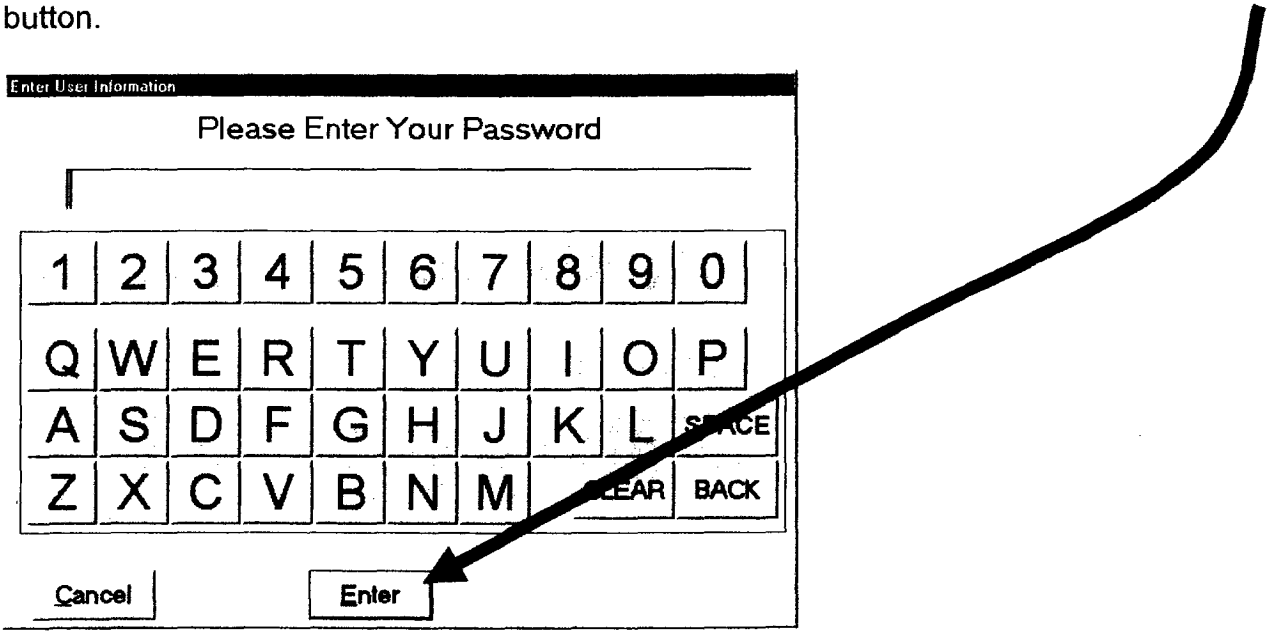
The User Information screen will appear next.

The Lane Checker will need to enter their **User Name** and "press" the "Enter" button.

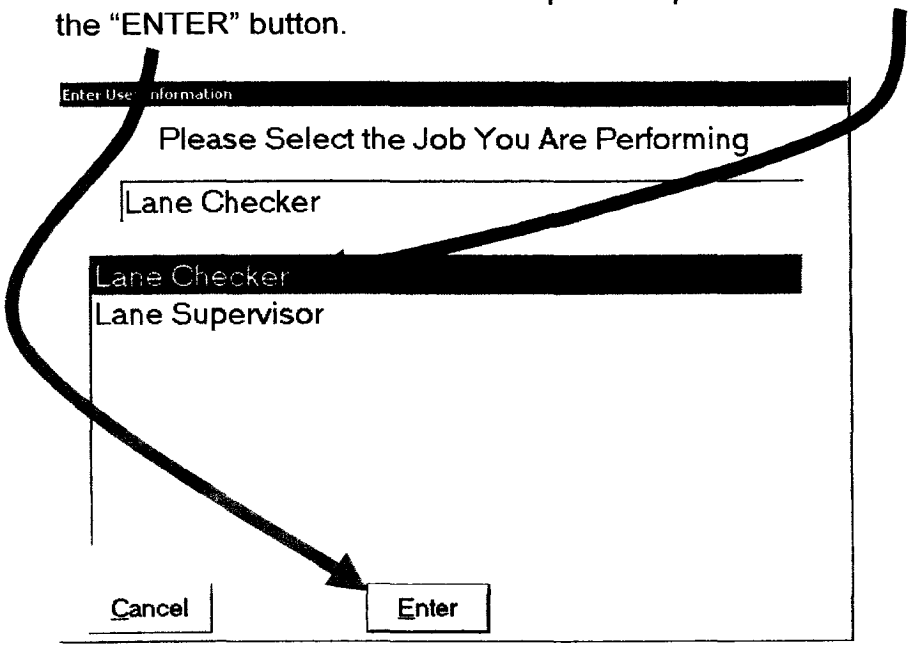


The Password screen will appear next.

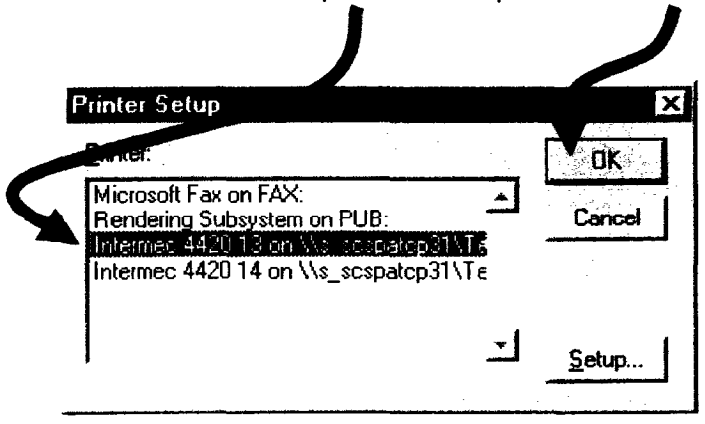
The Checker will then Point to each letter of their **Password** and then press the "Enter" button.



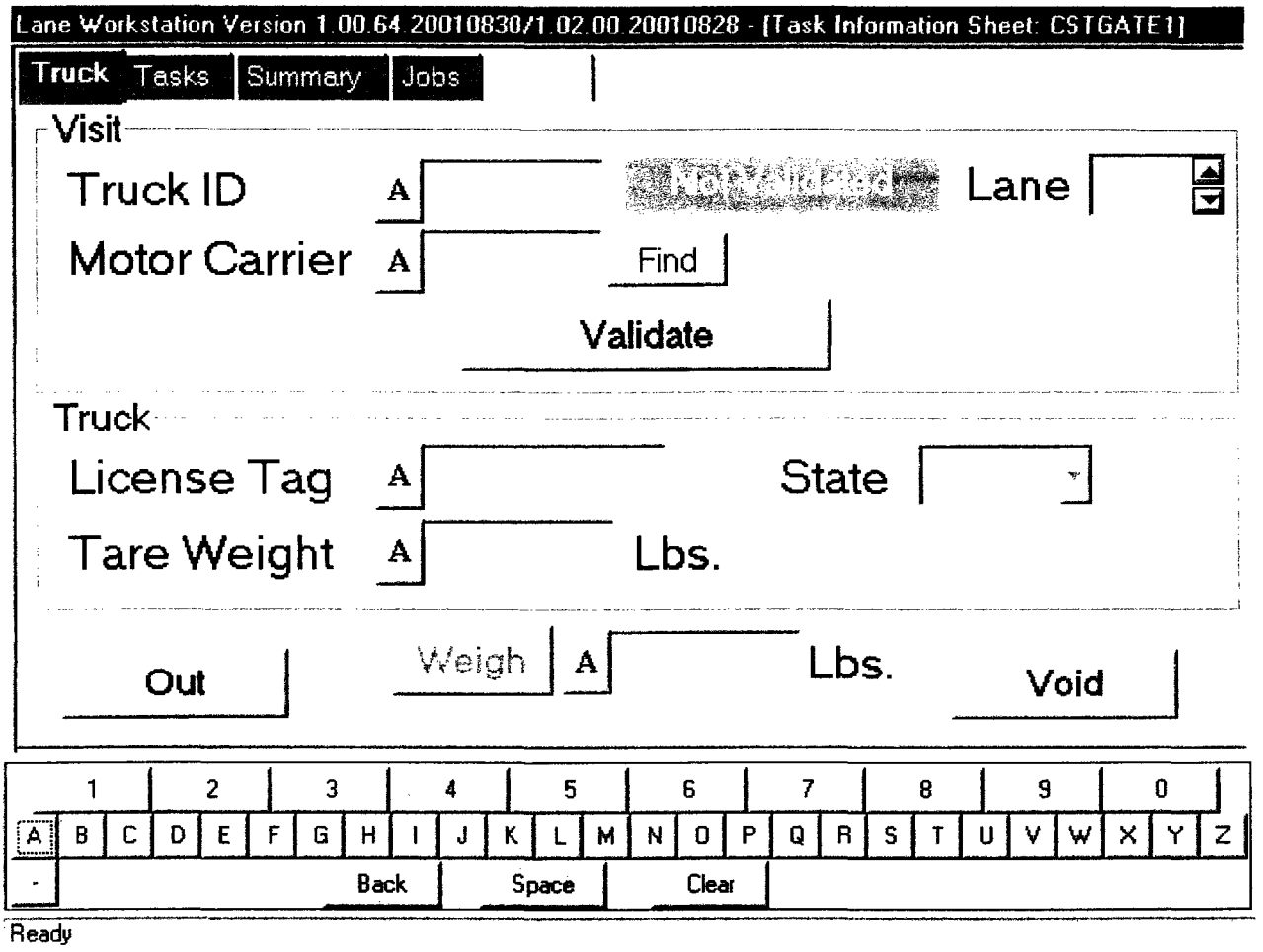
The Lane Checker will then be required to pick the Lane Checker position and then "press" the "ENTER" button.



The *Printer Setup* window will automatically appear after the logon procedure is complete. Select the correct printer and "press" the "OK" button.



Once the aforementioned steps have been followed, the next screen that should appear is the *Lane Workstation* window.



The Lane checker will need to select the lane that they will be working in.

At this point the, logon procedure is complete and the Lane Checker can begin work.

Section IV: *Lane Workstation Application*

Within the Yard Management System, the Lane Checker has two main responsibilities: to control the inward, and to a lesser degree, the outward flow of trucker traffic.

The YMS lane process offers the opportunity to improve the lane transaction and inspection process by making many activities simpler, faster, and more efficient while eliminating much of the paperwork typically associated with traditional methods.

The YMS lane process requires truckers to have at least one of the following to be admitted into the terminal:

- Booking number
- EIR number
- Pickup Group number
- Specific Container or Chassis number

These actions will be a combination of one or more of the following basic transactions:

- Deliver Empty Chassis
- Deliver Empty Box
- Deliver Loaded Box
- Receive Empty Chassis
- Receive Empty Box
- Receive Loaded Box

Equipment EIR missions that do not have either a pre-lodged or valid EIR will be diverted immediately to an on-terminal customer service function referred to as "Drivers Assistance."

Motor Carrier Admission Process

The Lane Checker will "arrive" the motor carrier into the terminal by entering the trucker identity into YMS. This will be accomplished by entering the barcode sticker number from the container/chassis inspection report.

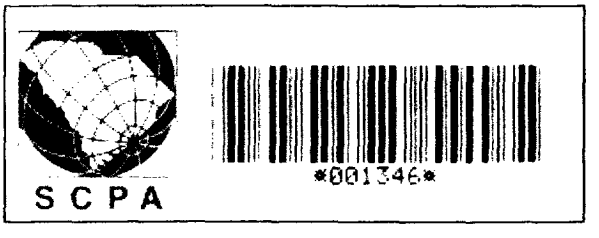
Lane:
Motor Carrier:
Truck Barcode ID #:
(If no Truck ID, complete Tag, ST & Tare)
License Tag:
State:
Tare Weight (lbs):

Note:

If the trucker has visited the terminal before and there are no errors with the **Barcode**, the system will recognize the motor vehicle and some of the data entry fields will be filled in automatically.

If it is the drivers' first visit to the terminal, the Lane Mechanic will need to issue a **Barcode** to the motor carrier and fill in the details about the truck on the Inspection Form.

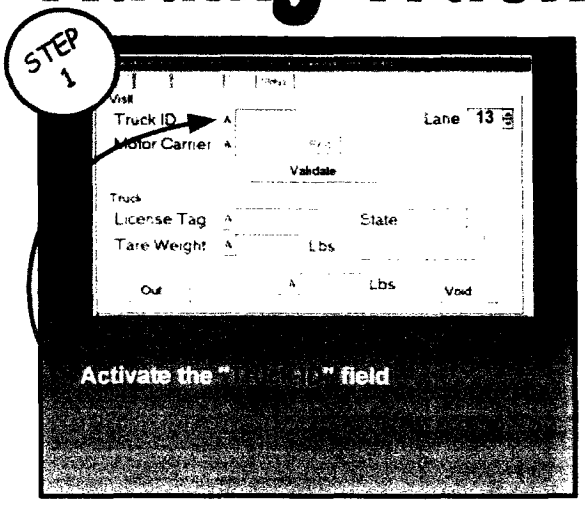
A sample **Barcode** is pictured below:

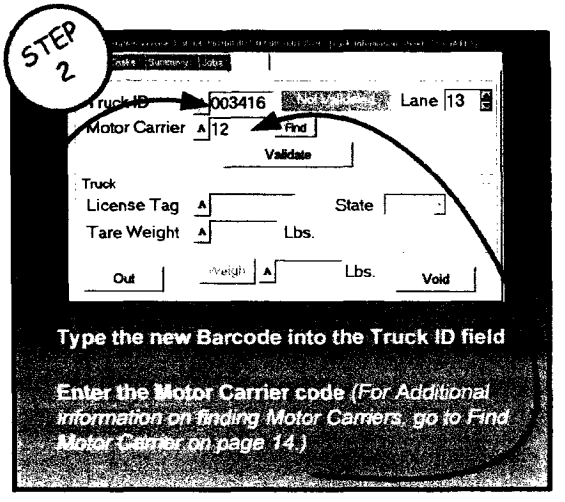


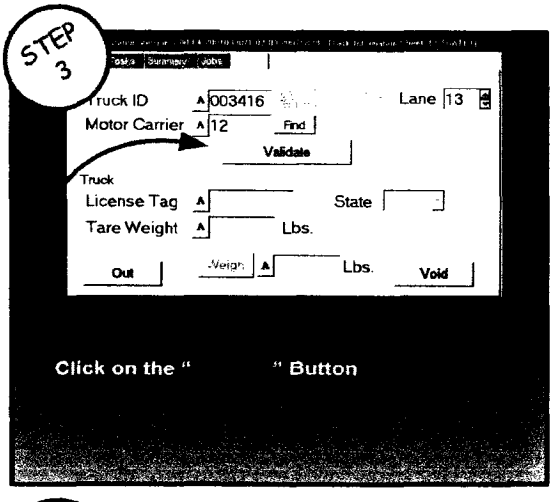
The steps for entering a new motor carrier's identification data into YMS is outlined on the following pages:

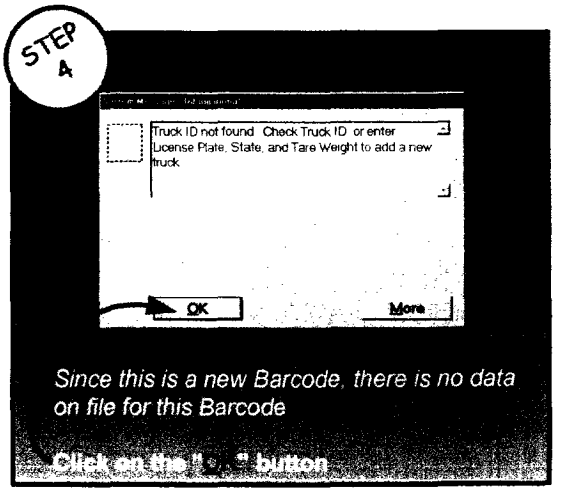
Adding Trucker

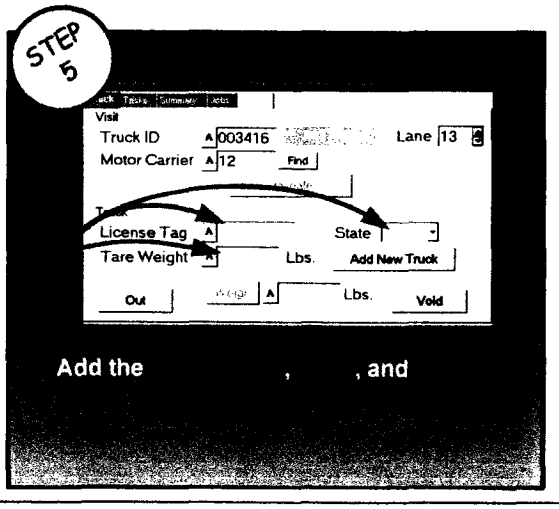
for Lane Workstation







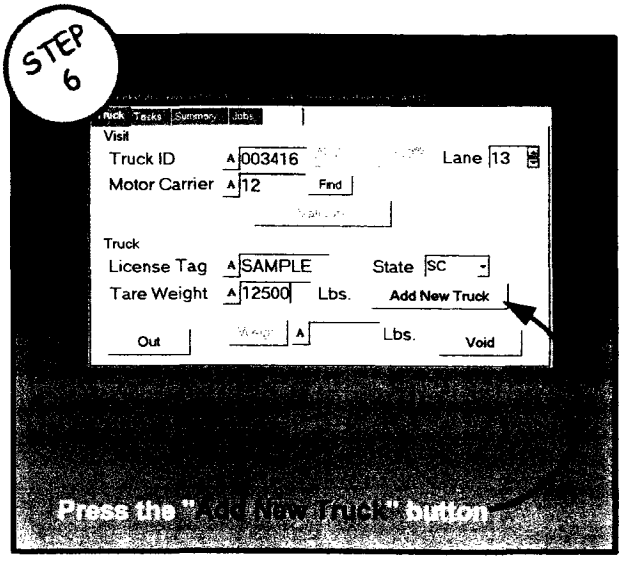


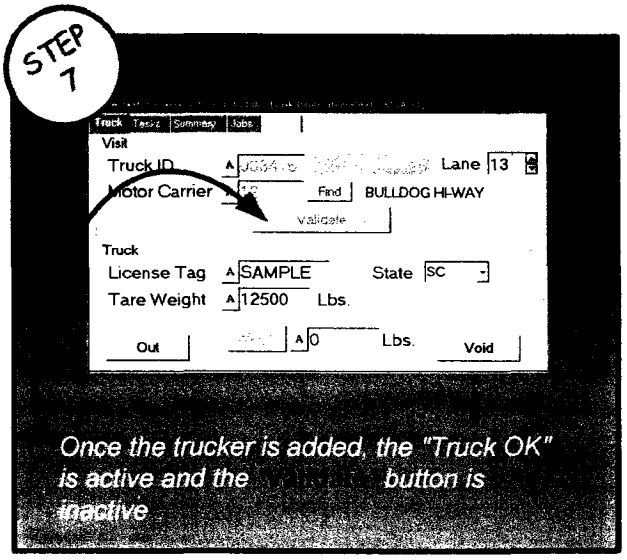


Continued on Next Page

Adding New Trucker 2

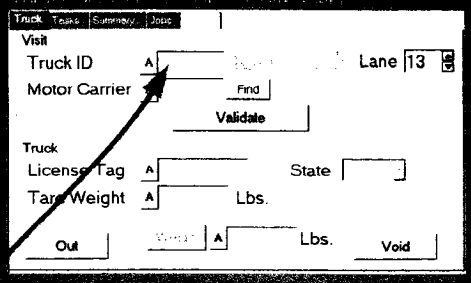
for Lane Workstation





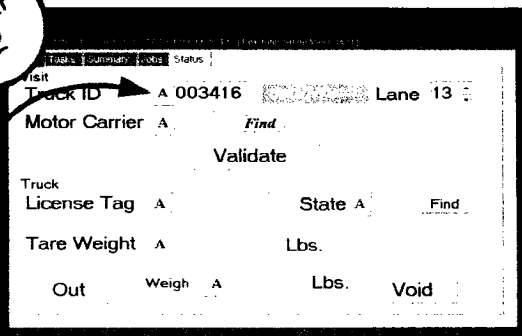
Find Motor Carrier for Lane Workstation

STEP 1



Activate the "Truck ID" field

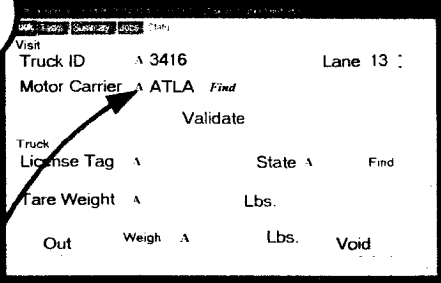
STEP 2



Enter the Barcode into the Truck ID field

(For Additional information on Truck ID go to Adding Trucker on page 12.)

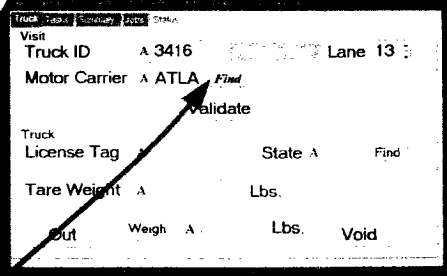
STEP 3



The Lane Checker can type in the "Motor Carrier" code; if known.

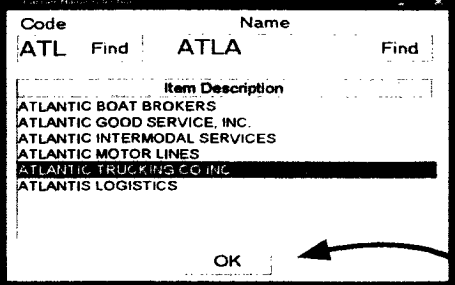
If not known, they can search for it
To begin search, enter up to the first 4 letters of the name of the "Motor Carrier"

STEP 4



Click on the "Find" Button

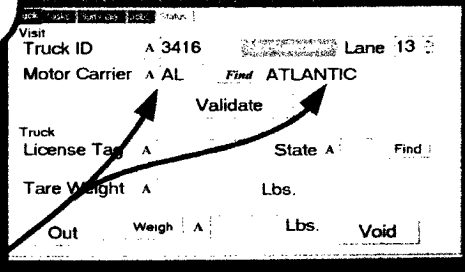
STEP 5



Use mouse and cursor to highlight name of Motor Carrier.

Click on the "OK" button to proceed

STEP 6



The Motor Carrier code and name are now displayed.

To follow are examples outlining the type of information the Lane Checker will enter into the computers in order to accomplish some basic missions that the motor carriers will attempt on terminal.

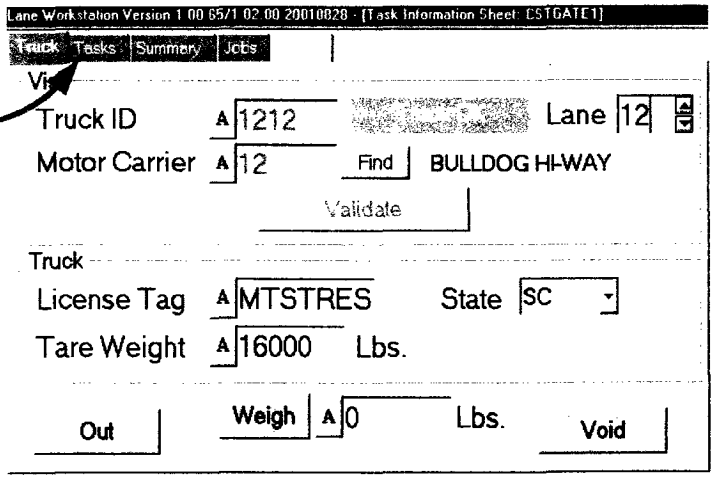
The first mission that will be outlined is a simple Gate Receive. The second example given will outline a dual mission, where a container will be received and a different container will be delivered.

Lastly, examples and descriptions of the **Override, Problem Pass,** and **Job Tab** process will be provided.

Single Mission

Once the trucker information is entered and valid, the Lane Checker will activate the Task tab to enter the information pertaining to the trucker's mission(s). (This procedure is the same for all types of gate activities.)

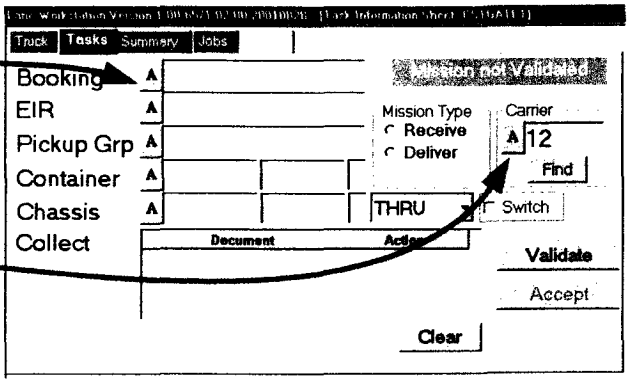
Activate the Task Tab



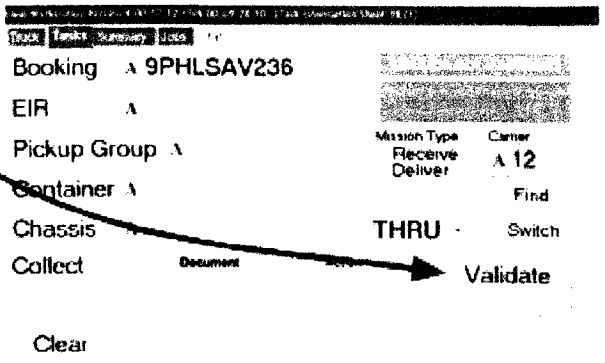
[Note that in the given example, the driver has provided a **Booking** number. Depending on what information is provided by the motor carrier, the Lane Checker may be able to pull up the EIR with other pieces of data. For example the driver may provide an **EIR** number or perhaps a **Pickup Group** number; in this case the Lane checker would enter this type of information in the appropriate field to initiate the search for a valid EIR.]

Lane checker will enter the Booking number provided by the motor carrier

(Note: the motor carrier code that was selected on the Truck tab is visible)



Press the "Validate" button



All information will be on the Container/Chassis Inspection Form provided by Mechanic.

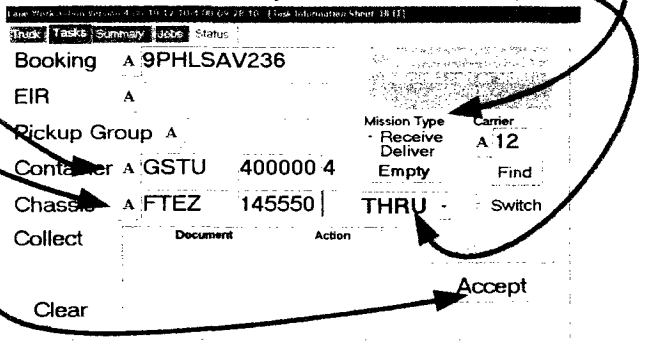
(Once the mission is validated, the mission type is displayed)

*(At this point, the Lane checker can select whether or not to process the chassis "**THRU**" the inventory or select "**OFBT**")*

Enter the Container Number
Enter the Chassis Number

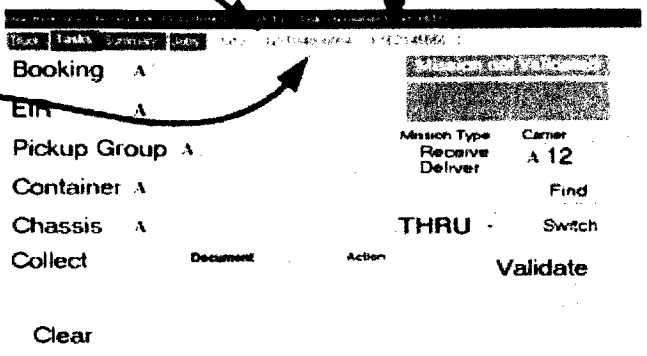
Press the Validate "Accept" button to Accept mission

*(Note: to clear the task tab, press the "**Clear**" Button)*



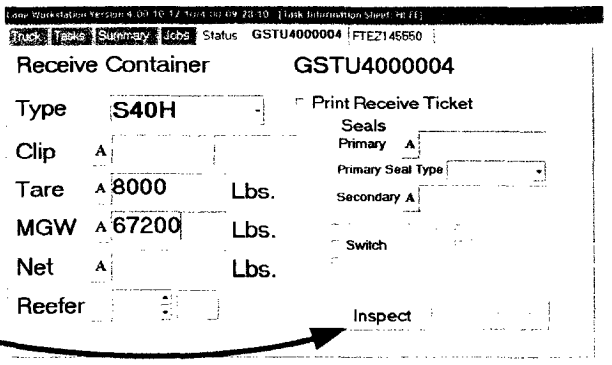
(Note that 2 new tabs have appeared)

Select the Container Tab



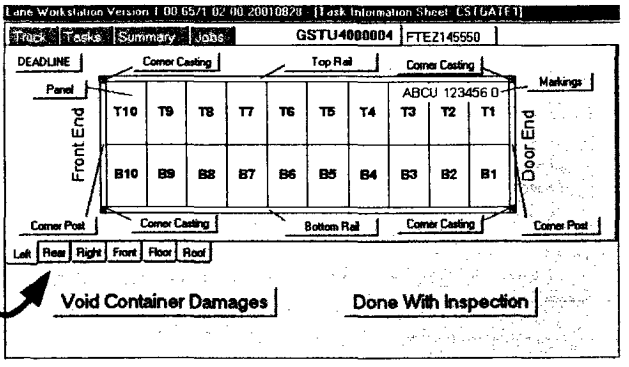
(Enter all pertinent information about the container on this tab)

To inspect the container press the "Inspect" button.

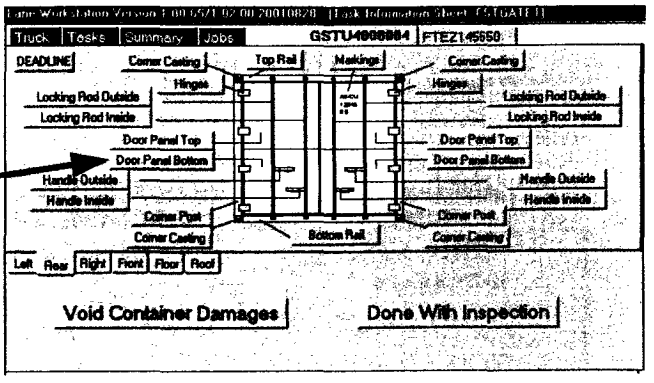


Note that if the equipment has been entered into YMS previously, the information about the tare weights will be automatically populated for the equipment.

If damage needs to be recorded to the container, select the appropriate tab



Pick the part that has damage

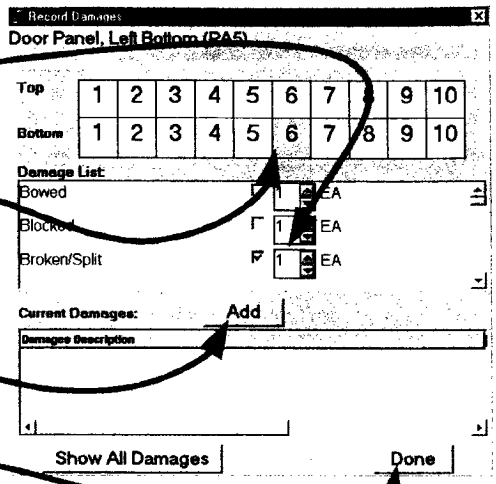


Pick the damaged type and Enter the number of damages of this type on the part selected

Pick the area and section of the part where the damage is located

Press the "Add" button to record damages.

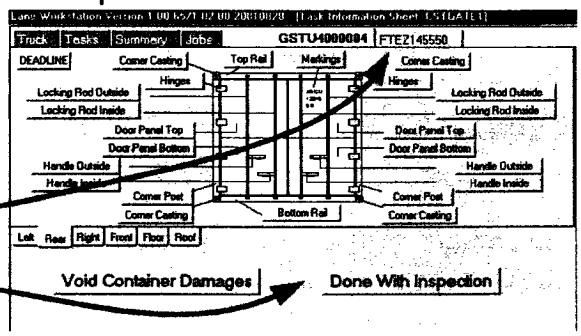
Press the "Done" button to complete action.



After the container is inspected, the Lane checker can inspect the chassis.

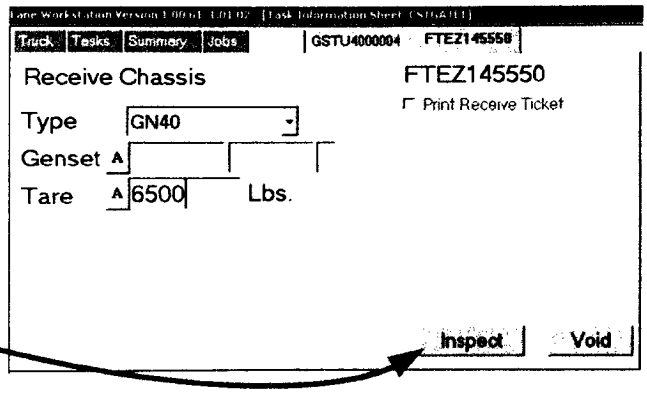
After all of the damages are recorded for container, click the "**Done With Inspection**" button.

Select the chassis tab

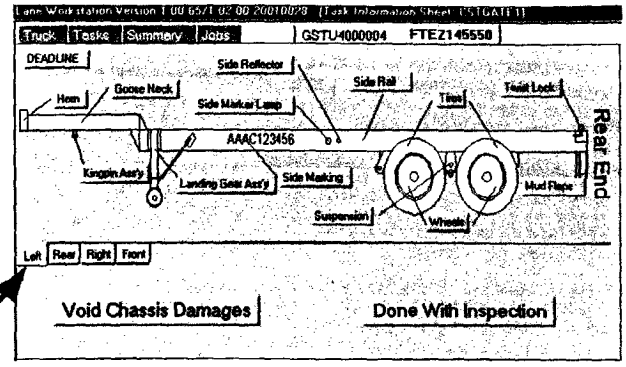


(Enter all pertinent information about the chassis on this tab)

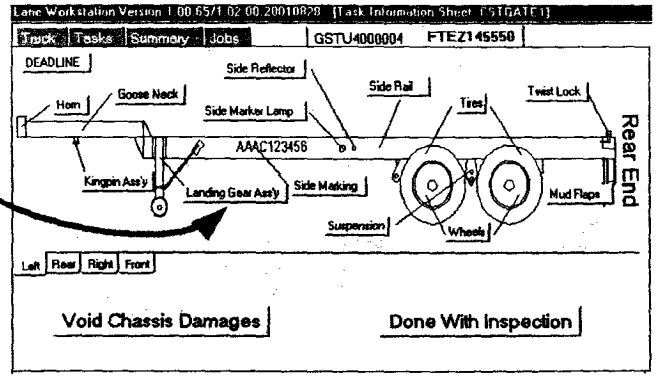
To inspect the chassis press the "Inspect" tab



If damage needs to be recorded to the chassis, select the appropriate tab



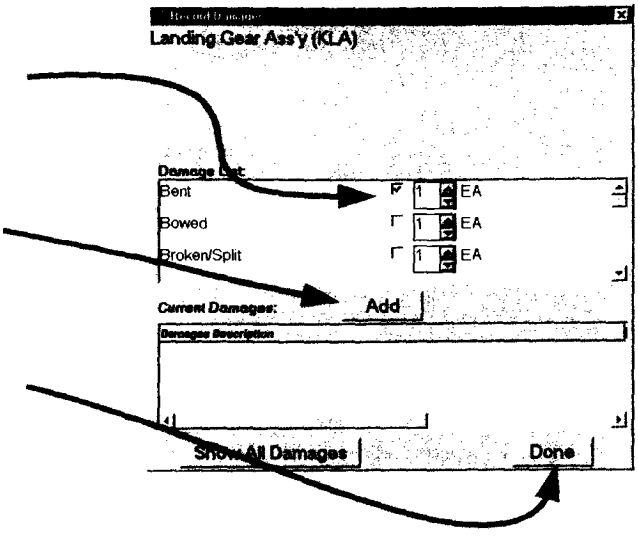
Pick the part that has damage



Pick the damage type and Enter the number of damages of this type on the part selected

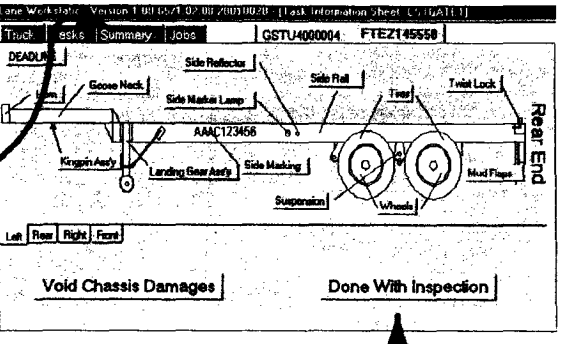
Press the " Add" button to complete action.

Press the " Done" button to record damages.



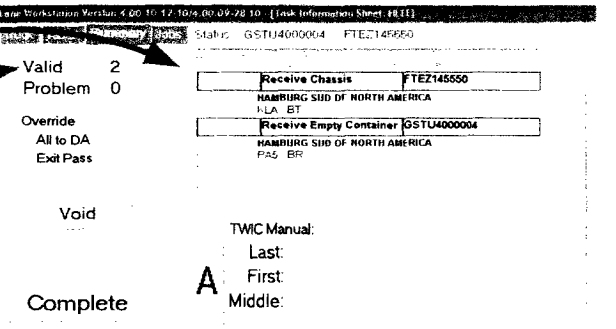
After all of the damages are recorded, click the "Done With Inspection" button.

After all the mission details are entered, select the "Summary" tab to complete the admission process

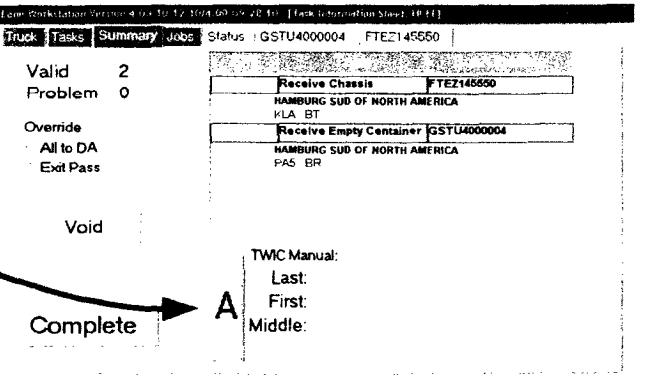


The equipment and the respective damages are displayed

The number of pieces of equipment that are being interchanged are shown

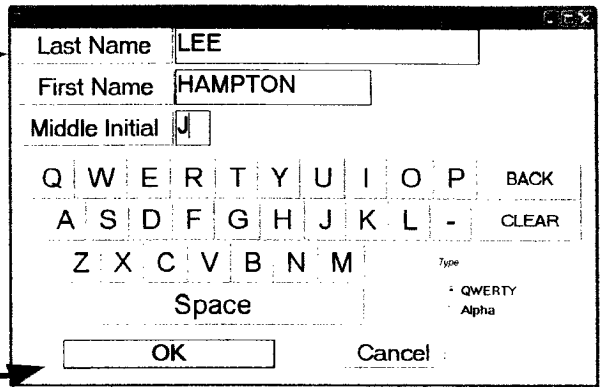


Click on "A" button to type in Driver's name

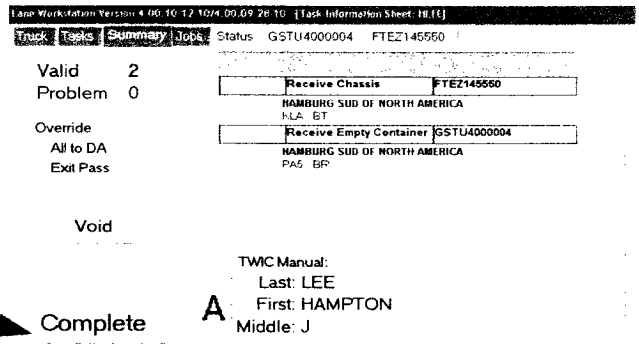


Type in Driver's Last Name, First Name and Middle Initial as appears on TWIC

Click the "OK" button



Press the "**Complete**" button to complete the EIR and print the Routing Slip for the motor carrier.



A **Routing Slip** will be printed for the motor carrier. *(The Carrier Routing Slip is an important feature of the YMS Gate operation. It is printed and given to the driver at the completion of the Gate In process. At least one Routing Slip is provided for each EIR the driver is performing during this visit. The Routing Slip lists the tasks that the motor carrier must perform during his visit to the terminal yard. For more information on the Routing Slip go to* Section VI*)*

Receive Nov 30, 2010
Empty Container 3:38 PM

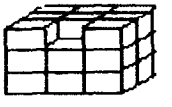
Job Number	ORION No.	Booking
0001	378578	9PHLSAV236

Shipping Line (14615)
HAMBURG SUD OF NORTH AMERICA

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

GSTU 400000 4

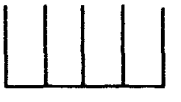
FTEZ 145550



GM020

HE025A

FTEZ 145550



Go to outbound lanes.
Swipe ALL cards that have a barcode.

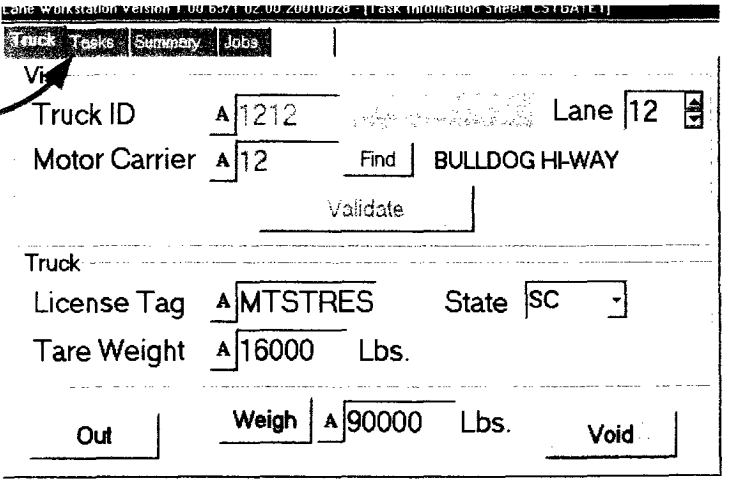
South Carolina State Ports Authority

Dual Mission

In many instances, a trucker will arrive at Gate In to start a dual mission involving both the delivery and receipt of equipment. In these cases, the inbound chassis is always checked for suitability to fulfill the delivery portion of the job. If the chassis is suitable, the trucker is allowed to keep the chassis, and the Routing Slip generated omits the pickup chassis step. *(If damage is found on the inbound chassis that affects its roadworthiness, then it is removed as a dispatch candidate.)*

Once the trucker information is entered and validated, the Lane Checker will activate the Task tab to enter the information pertaining to the trucker's mission(s).

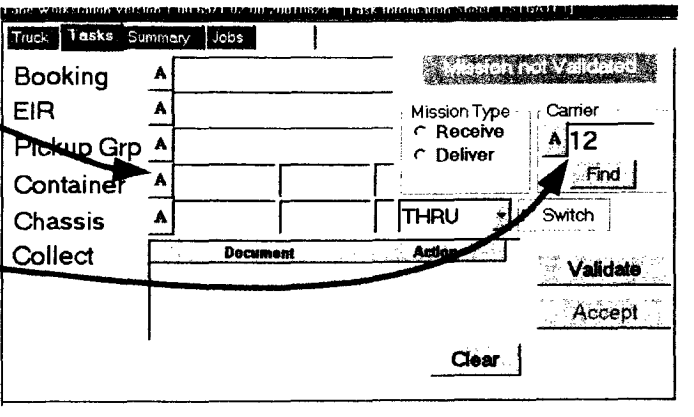
Activate the Task Tab



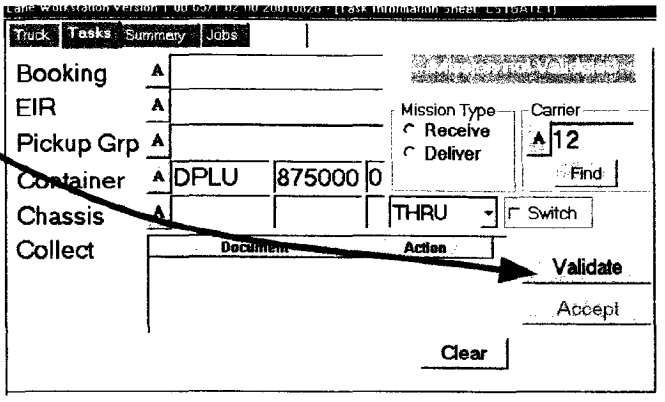
[Note that in the given example, the Lane Clerk has elected to query the Gate Receive mission by Container Number.]

Lane checker will enter the container number for inbound move

(Note: the motor carrier code that was selected on the Truck tab is visible)



Press the "Validate" button

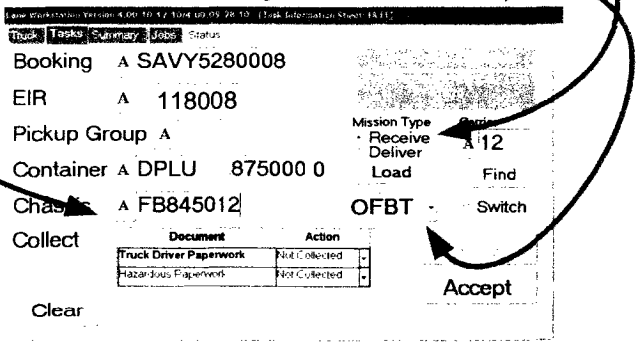


In this example the chassis is an OFBT.

(Once the mission is validated, the mission type is displayed)

*(At this point, the Lane checker can select whether or not to process the chassis "**THRU**" the inventory or select "**OFBT**")*

Select "OFBT" and Enter the Chassis Number

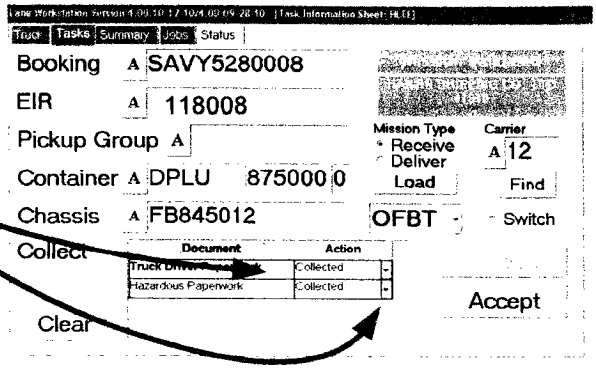


*(Note: to clear the task tab, press the "**Clear**" Button)*

For receive equipment missions, the Lane Checker may be prompted to collect required paperwork from the driver. The list of paperwork to be collected may vary depending on what the agent or line has entered into Orion and what type of equipment is being admitted into the terminal. The Lane Checker will indicate receipt of the individual documents before he/she accepts the mission.

In the given example the Lane Checker notes that the inbound container is a 40' Rack and is a Hazardous, Oversized load. Given these circumstances, it would be necessary for the Checker to collect the **Drivers Paperwork** and the **Hazardous Paperwork** from the trucker.

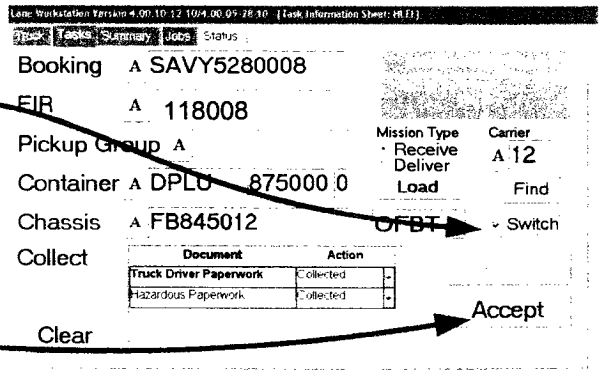
Mark the paperwork that was collected from the trucker



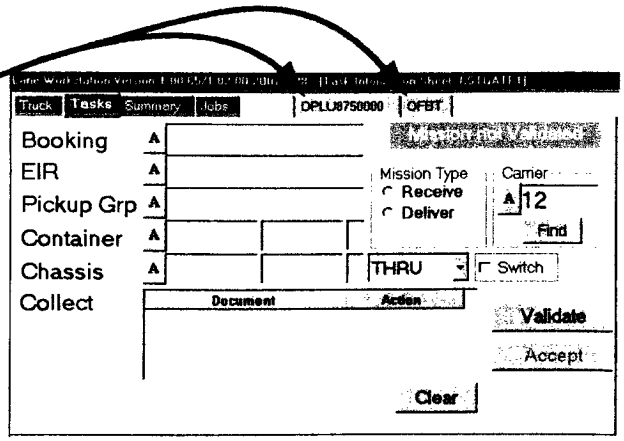
Since the driver is bringing in an **Overdimensional** container on an OFBT chassis, it will be necessary to switch the rack to a bare chassis and park the rack in a wheeled location.

Mark the switch task to move the rack from the OFBT to the bare Chassis

After all data is entered regarding this inbound move, press the "Accept" button

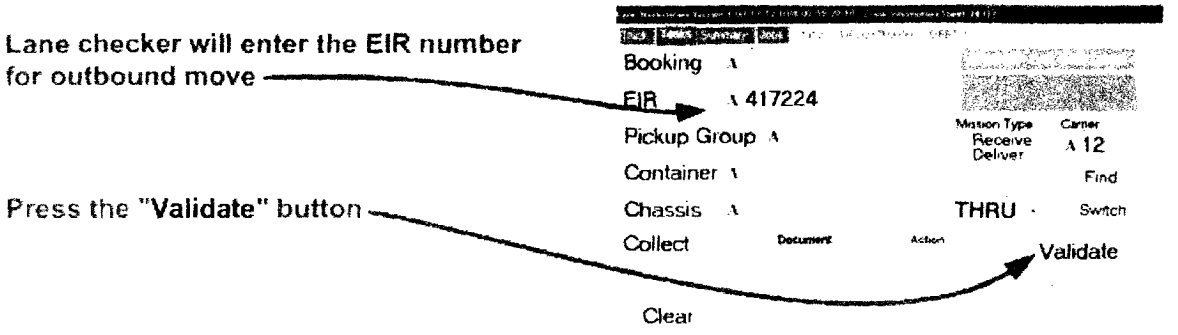


Once the inbound mission is accepted two new tabs are displayed for the equipment

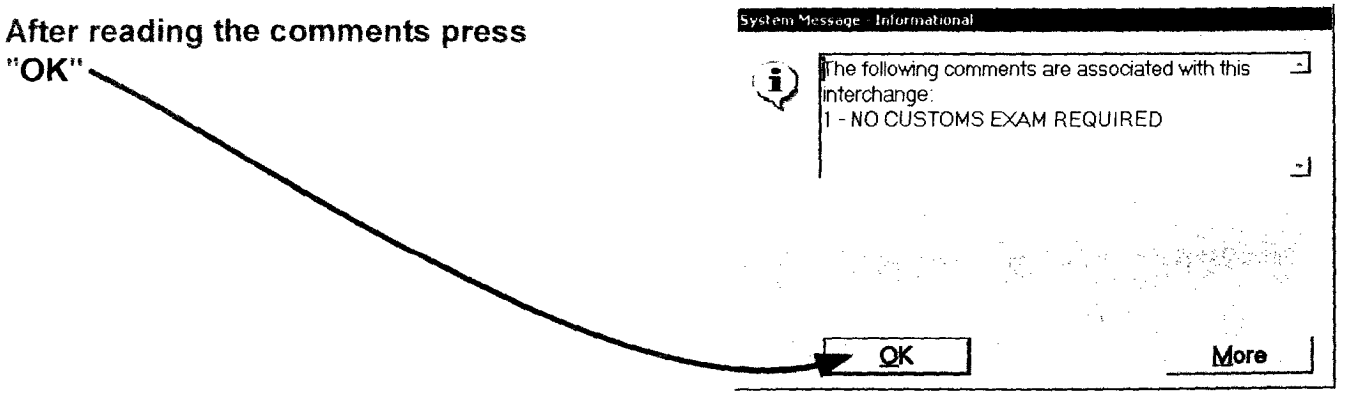


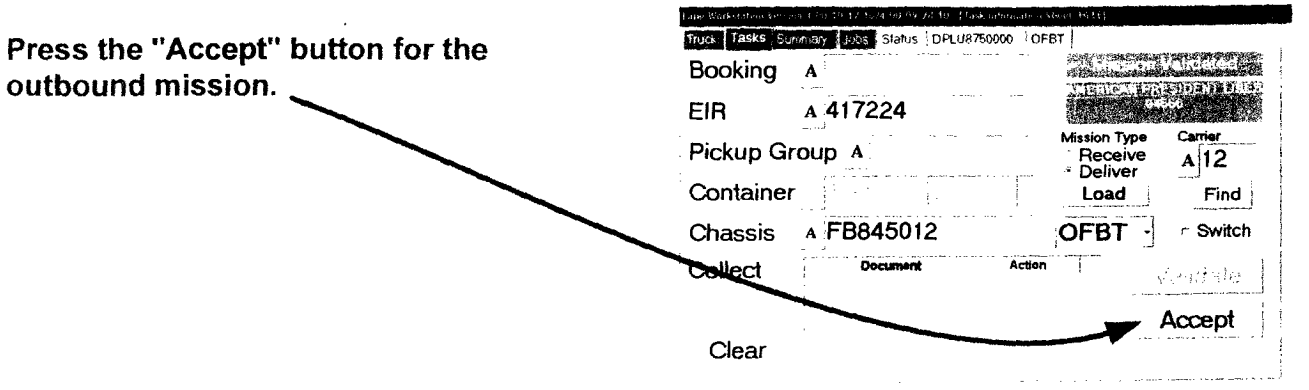
12/28/10

At this point the Lane Checker will need to find out whether or not the trucker has any other work to accomplish on terminal. In the case given, the trucker stated that he also is here to take a container out of the terminal. The trucker has provided an EIR for the outbound move.

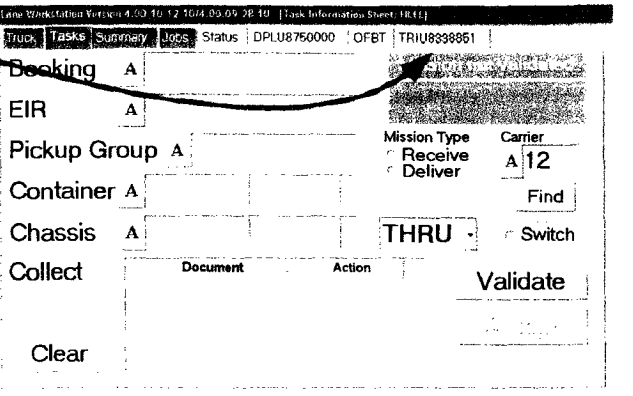


In some cases, the person who submitted the EIR in Orion may have typed comments into the EIR. If there are any comments on the EIR they will be displayed for the Lane Checker in the following format:



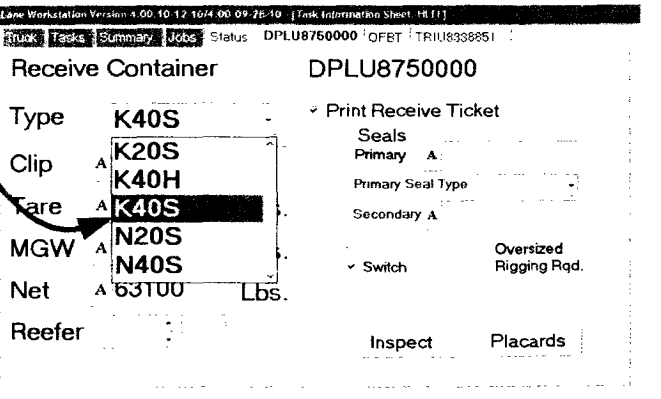


New equipment tab for outbound move

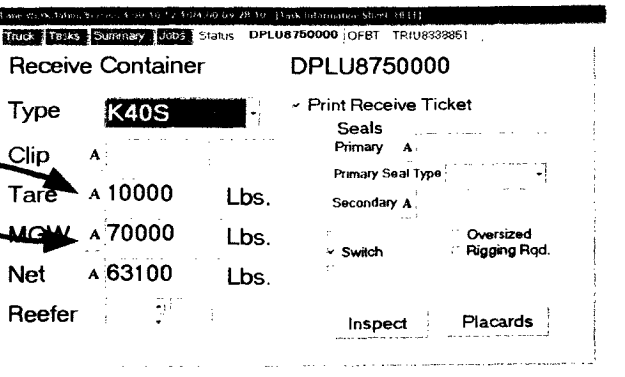


The lane checker can now begin the inspection of the inbound rack. Select the Container tab **DPLU8750000**.

Select the proper container type



Enter all necessary data regarding the weight

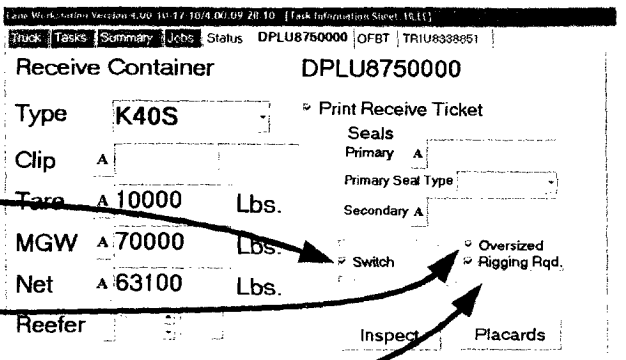


Check all of the boxes that are needed to park the container properly

Make sure that "Switch" is checked so that the container will be parked on another chassis

Check "Oversized" because the cargo on the Rack is Oversized

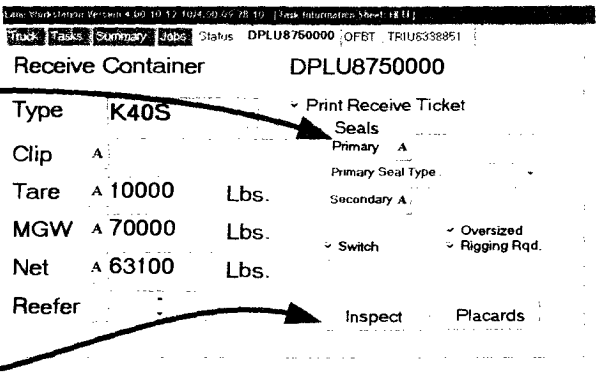
Check "Rigging Rqd." because rigging will be used to place the rack on the new chassis



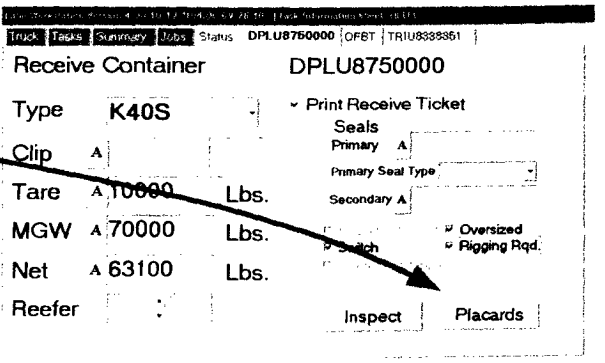
At this point, the Lane Checker will need to enter the information regarding the hazardous information. To follow are the instructions for entering this information.

Since this container is a rack, there is no seal; however, if there was a seal, it would be entered in this field

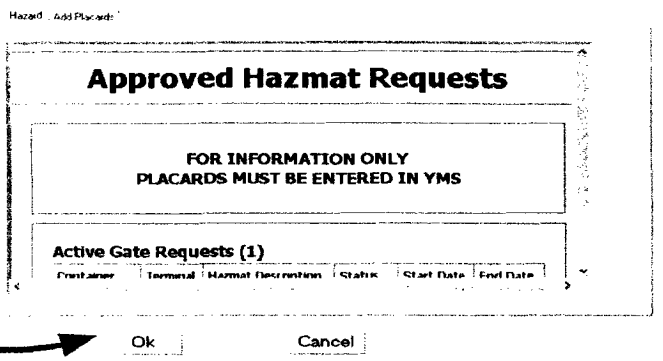
*Since there are no damages with this rack the Lane Checker does not need to press the "***Inspect***" button. If the there were any damages to record, the Lane checker would need to go through the proper inspection tabs*



Press the "Placards" button to enter Hazardous information

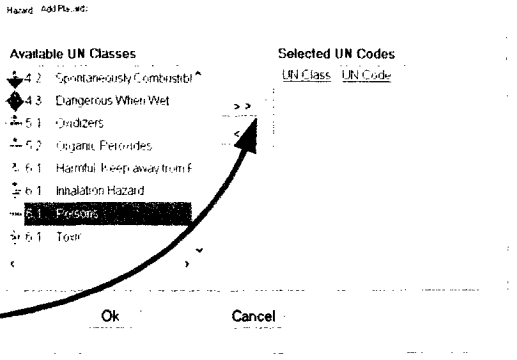


Obtain Hazardous Paperwork from Driver.



Click on the "OK" button

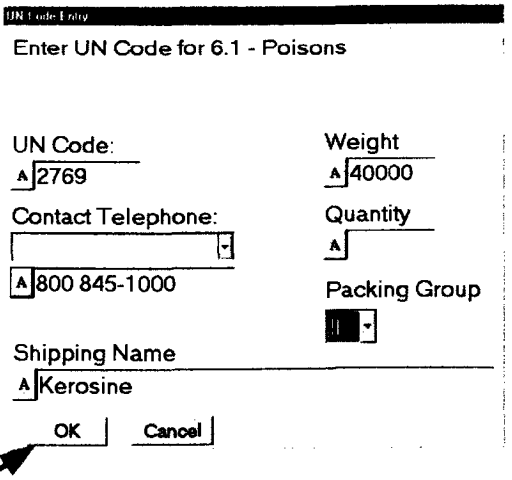
Choose the correct "UN Class" from the drop down list of choices.



Press the >> button to select your UN class.

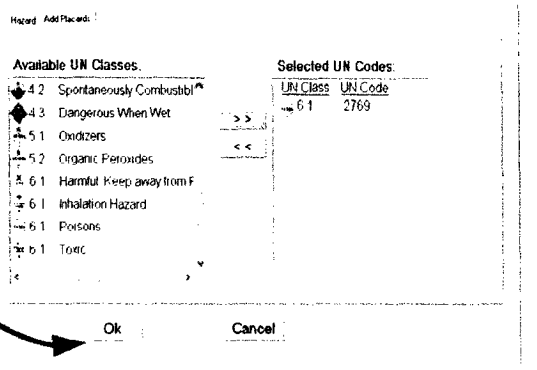
The following window will appear after you press the double arrow button.

Enter the required information from the Hazardous paperwork.

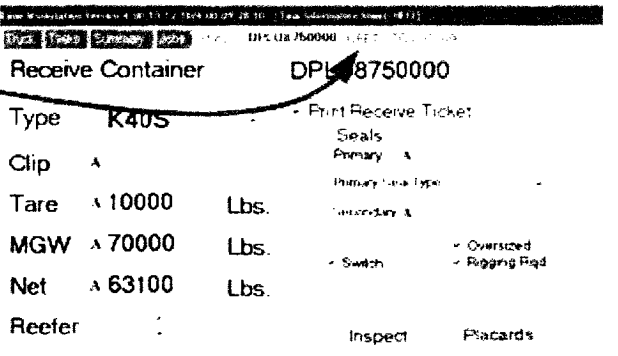


Press the "OK" button

Once all of the Hazardous information is entered, press the "OK" button.

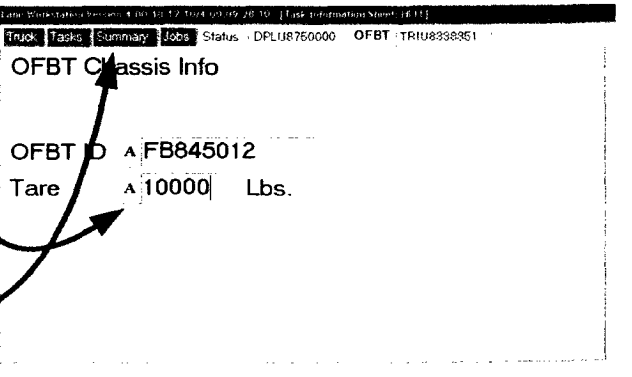


After all information is entered about the container, got to the chassis tab

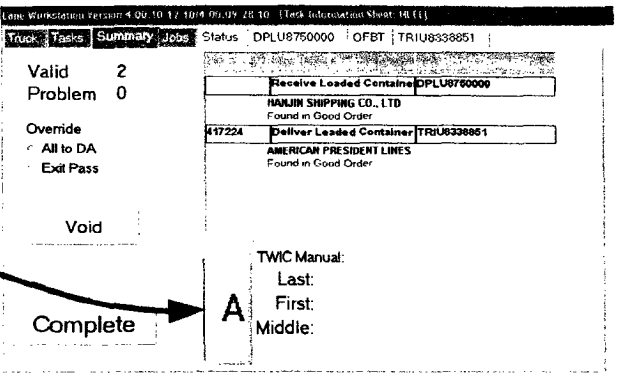


Enter the tare weight for the chassis

After all information is entered about the dual mission, the user can activate the "Summary" tab to complete the admission process.

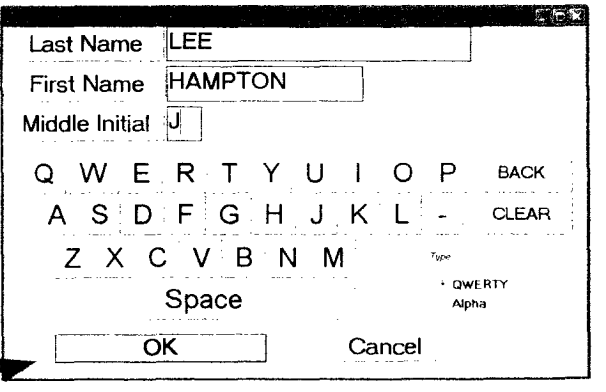


Click on "A" button to type in Driver's name

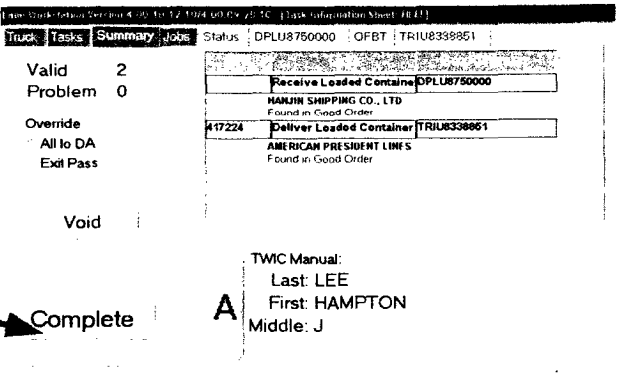


Type in Driver's Last Name, First Name and Middle Initial as appears on TWIC

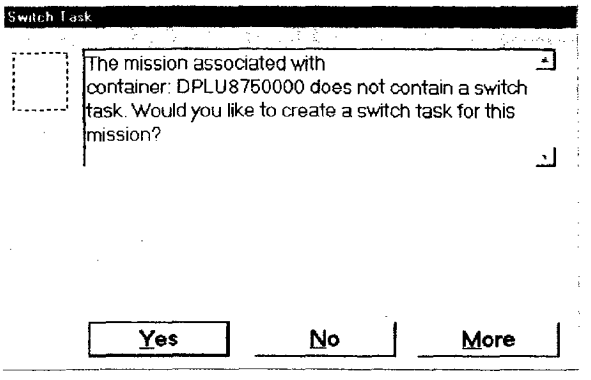
Click the "OK" button

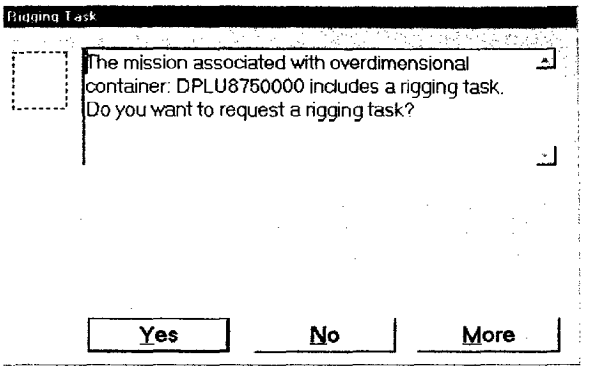


Press the "Complete" button to complete the EIR and print the Routing Slip for the motor carrier.



The following messages will appear to ensure all tasks are created for the receiving mission. Press the "Yes" buttons to request a Switch and Rigging Task.





Note: the driver is signing for all missions at this point. In the given example, this means that YMS will use this one signature for both the outbound and inbound missions. The only instance where this does not apply is when the driver arrives at the ***Kiosk*** *at the outbound lanes and requests an outbound inspection. If the driver requests an outbound inspection, it will be undertaken by one of the Lane Checkers. The driver's initials will have to be re-entered to verify agreement with the inspection results, and the new details will print on the* ***EIR****.*

To recap, the example given was a dual mission. It involved bringing in an Overdimensional, Hazardous, Rack on an OFBT. It also involved gate delivering a loaded container to the trucker.

As a result of the admission process, the printer will produce the following:

- **Receive Ticket**
- Receive Loaded Container **Routing Slip**
- **Hostler Orders**
- Deliver Loaded Container **Routing Slip**
- **Reefer Data Sheet**

(For more information on the **Receive Ticket**, **Hostler Orders**, *and* **Routing Slip** *go to* Section VI*.)*

12/28/10

The Lane Checker will attach the **Receive Ticket** to the papers that the trucker presented. The **Receive Ticket** is pictured below:

Receive Ticket

Nov 30, 2010
4:45 PM

Job Number	ORION No.	Booking
0002	118008	SAVY5280008

Shipping Line (41810)
HANJIN SHIPPING CO., LTD

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

Genset Number	Lane	Clerk
	12	HLEE

Container Number	Chassis Number (OFBT)
DPLU 875000 0	FB845012

Primary Seal (RK/TK)	Secondary Seal
11111111	

Scale Weight	Container Gross Weight	Size
90,000 lbs.	63,100 lbs.	K40S

Vessel (9372872)	Voyage
CSAV ROMERAL	0004W

Destination (35177)
SANTOS

Provided Documents

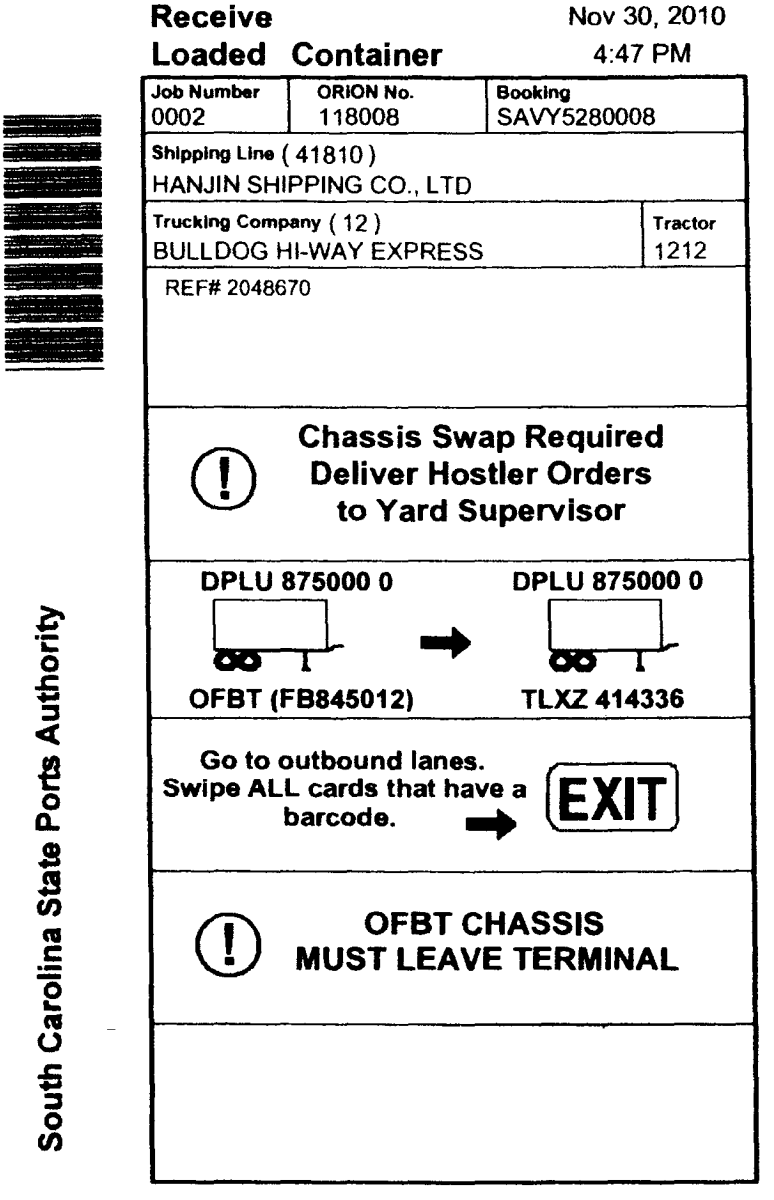
Truck Driver Paperwork (Collected)

Hazardous Paperwork (Collected)

12/28/10

Receive Loaded Container **Routing Slip** will be given to the trucker. This has the instructions for describing what the trucker will do with the inbound container.

The **Routing Slip** for this mission is pictured below:



Receive Loaded Container

Nov 30, 2010
4:47 PM

Job Number	ORION No.	Booking
0002	118008	SAVY5280008

Shipping Line (41810)
HANJIN SHIPPING CO., LTD

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

REF# 2048670

Chassis Swap Required
Deliver Hostler Orders to Yard Supervisor

DPLU 875000 0 → **DPLU 875000 0**

OFBT (FB845012) → **TLXZ 414336**

Go to outbound lanes. Swipe ALL cards that have a barcode. → **EXIT**

OFBT CHASSIS MUST LEAVE TERMINAL

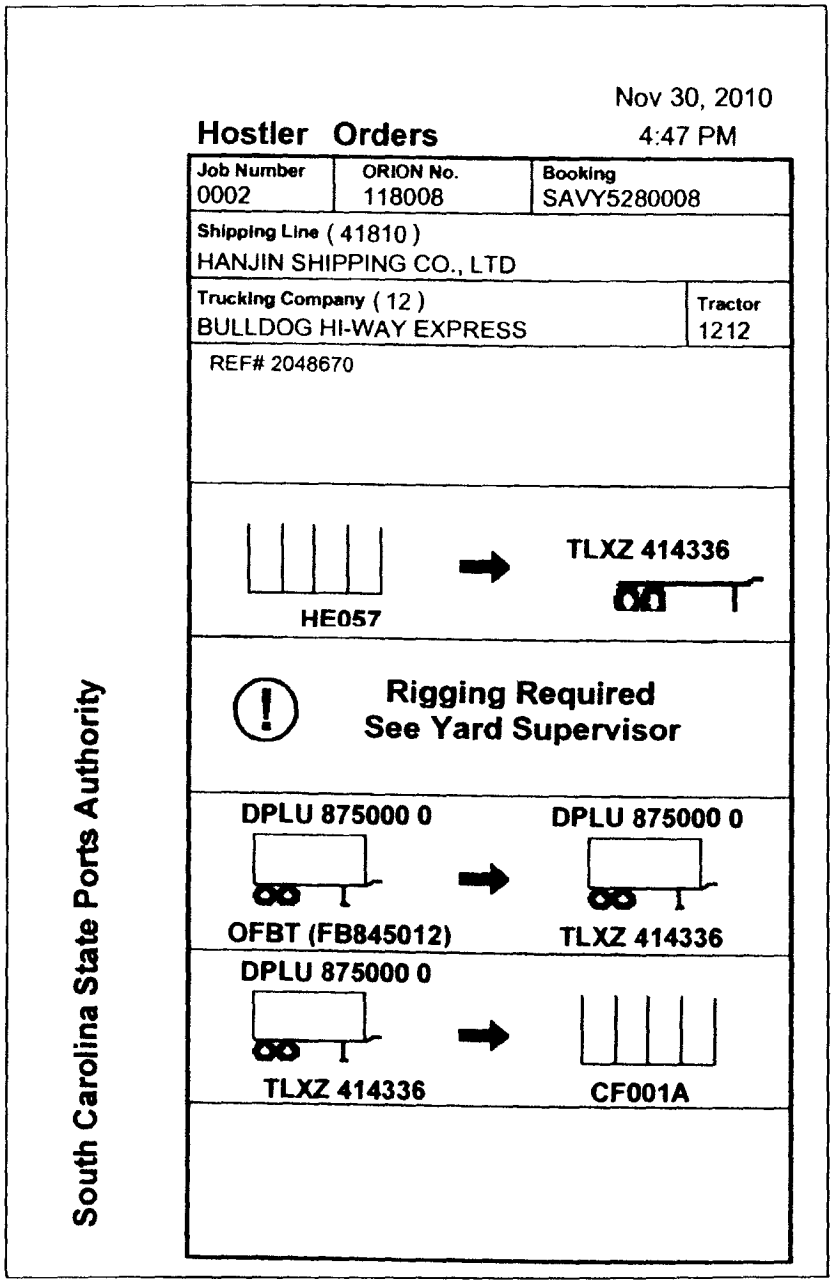
South Carolina State Ports Authority

12/28/10

The **Hostler Orders** are given to the trucker. These are instructions for the Yard Hostler driver. The trucker is given a copy of the **Hostler Orders** for informational purposes only.

(Once the admission process is complete, the yard Hostler and the Container Handlers will get tasks on their respective computers describing the rigging and switching that will take place. Also, it is recommended that the Lane Clerk contact a Supervisor in the field when performing a rigging mission.)

The **Hostler Orders** are pictured below:



South Carolina State Ports Authority

Nov 30, 2010
4:47 PM

Hostler Orders

Job Number	ORION No.	Booking
0002	118008	SAVY5280008

Shipping Line (41810)
HANJIN SHIPPING CO., LTD

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

REF# 2048670

HE057 → TLXZ 414336

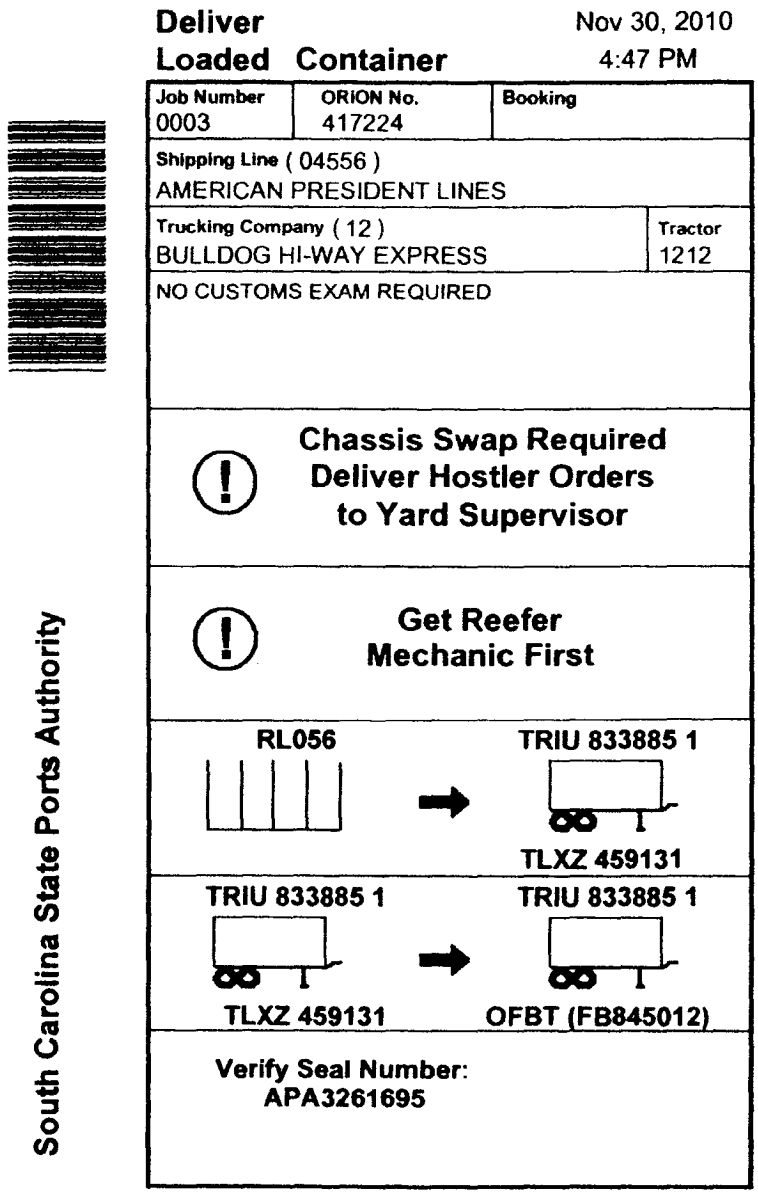
Rigging Required
See Yard Supervisor

DPLU 875000 0 → DPLU 875000 0
OFBT (FB845012) → TLXZ 414336

DPLU 875000 0 → CF001A
TLXZ 414336

Additionally, the trucker will receive a Deliver Loaded Container **Routing Slip**. Since this is a Refrigerated Load, the trucker will also receive a **Reefer Data Sheet.** The trucker will also receive **Hostler Orders** due to having his own chassis. This has the instructions for describing how the trucker will get the outbound container.

The **Routing Slip** for this mission is pictured below:



Deliver Loaded Container

Nov 30, 2010
4:47 PM

Job Number	ORION No.	Booking
0003	417224	

Shipping Line (04556)
AMERICAN PRESIDENT LINES

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

NO CUSTOMS EXAM REQUIRED

Chassis Swap Required
Deliver Hostler Orders to Yard Supervisor

Get Reefer Mechanic First

RL056 → **TRIU 833885 1**
TLXZ 459131

TRIU 833885 1 → **TRIU 833885 1**
TLXZ 459131 **OFBT (FB845012)**

Verify Seal Number:
APA3261695

South Carolina State Ports Authority

The **Reefer Data Sheet** is given to the trucker. The trucker must travel to assign location and give the reefer data sheet to the Reefer Mechanic. Reefer mechanic will complete form, sign and return to trucker for use in outbound inspection.

The **Reefer Data Sheet** for this mission is pictured below:

Reefer Data Sheet

Nov 30, 2010
4:47 PM

Job Number	ORION No.	Booking
3330003	417224	

Shipping Line (04556)
AMERICAN PRESIDENT LINES

Driver ( )

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

Container Number	Chassis Number
TRIU 833885 1	TLXZ 459131
Genset Number	

Vessel (9139725) POL: 55976
APL CYPRINE

Commodity

Comments
NO CUSTOMS EXAM REQUIRED;

Location		Temp	

Mechanic's Signature

12/28/10

The **Hostler Orders** for deliver loaded container are given to the trucker, as well. These are instructions for the Yard Hostler driver. The trucker is given a copy of the **Hostler Orders** for informational purposes only.

(Once the admission process is complete, the yard Hostler and the Container Handlers will get tasks on their respective computers describing the chassis swap that will take place.)

The **Hostler Orders** are pictured below:

Nov 30, 2010

Hostler Orders 4:47 PM

Job Number	ORION No.	Booking
0003	417224	

Shipping Line (04556)
AMERICAN PRESIDENT LINES

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

NO CUSTOMS EXAM REQUIRED

RL056 → **TRIU 833885 1**

TLXZ 459131

TRIU 833885 1 → **TRIU 833885 1**

TLXZ 459131 **OFBT (FB845012)**

TLXZ 459131 → **HJ011A**

After all of tasks associated with this Dual mission are complete, the driver would normally go to a **Kiosk** at the outbound lanes and swipe the **barcode** on the **Routing Slips** through the Kiosk reader. However, since his outbound move is a Refrigerated Load, he must take the **Deliver Loaded Container** mission slip and the completed **Reefer Data Sheet** to the Outbound Lane Checker for completion of **Outbound Move.** *(Additional information pertaining to the Kiosk is provided in* Section: VI*)* After the **barcode** has been read, the **Kiosk** will print EIRs for the driver.

Since trucker picked up a Refrigerated Container, he must see an **Outbound Lane Checker** in order to complete his outbound mission. Trucker must present completed Reefer Data Sheet signed by a reefer mechanic to outbound lane checker.

The **Outbound Lane Checker** must follow below steps required to complete mission for an outbound refrigerated unit:

Completed Reefer Data Sheet signed by Reefer Mechanic

South Carolina State Ports Authority

Reefer Data Sheet

Nov 30, 2010
4:47 PM

Job Number	ORION No.	Booking
3330003	417224	

Shipping Line (04556)
AMERICAN PRESIDENT LINES

Driver ( )

Trucking Company (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

Container Number	Chassis Number
TRIU 833885 1	TLXZ 459131

Genset Number: HJLZ12345

Vessel (9139725) POL: 55976
APL CYPRINE

Commodity

Comments
NO CUSTOMS EXAM REQUIRED;

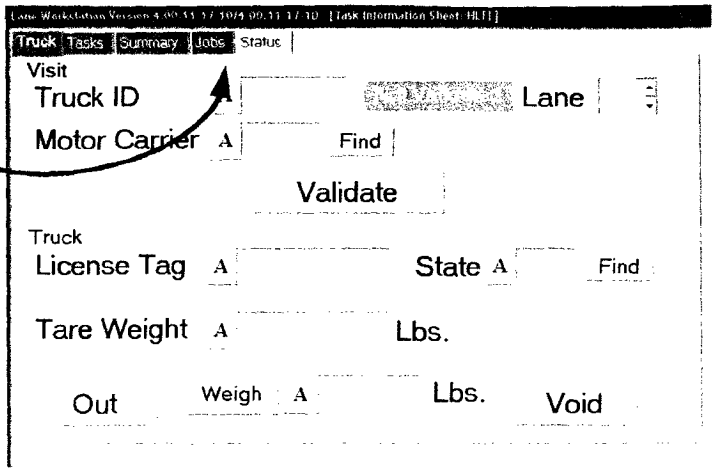
Location		Temp	34°F

John Hancock
Mechanic's Signature

12/28/10

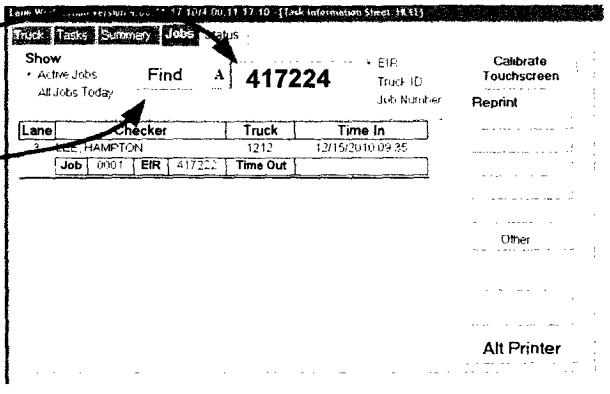
Outbound Lane Checker must access "Jobs" menu from YMS screen.

Activate the "Jobs" tab

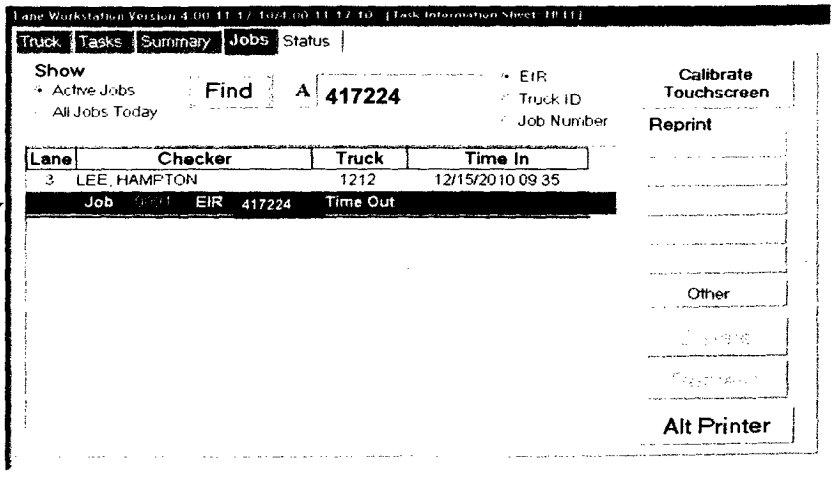


Type EIR number in field (May also be searched by Truck ID or Job number)

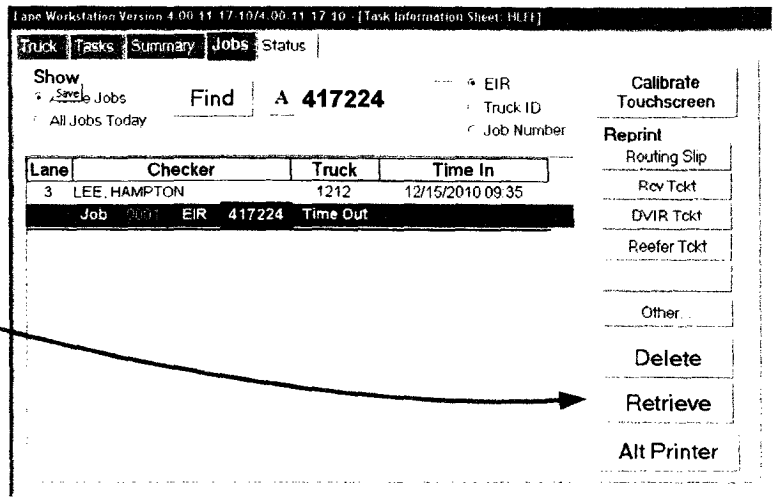
Click "FIND" Button



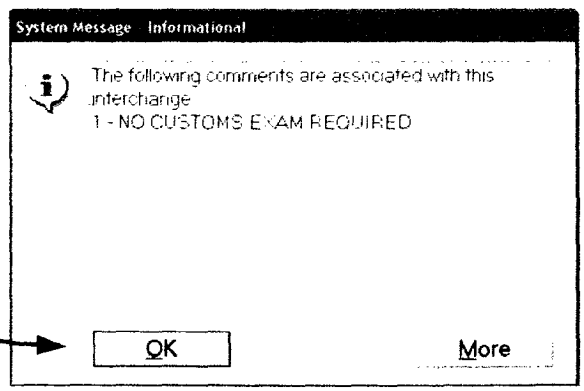
Click on highlighted EIR



Click on the "Retrieve" Button



After reading the information screen, click on the "OK" button.

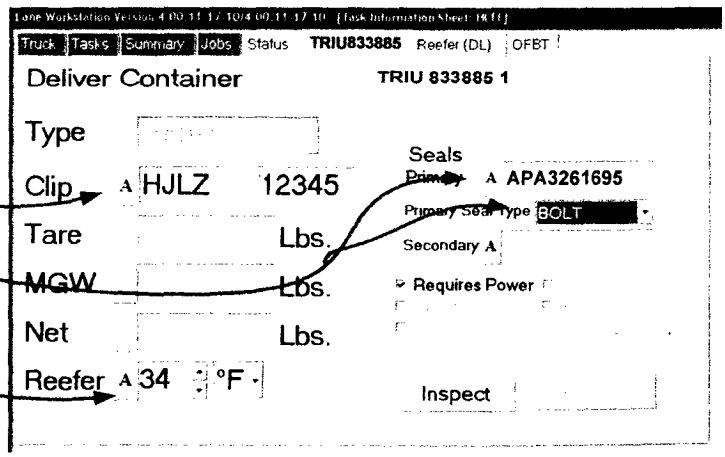


Use Reefer Data Sheet completed & signed by Reefer Mechanic to fill in all required information.

Complete Clip number

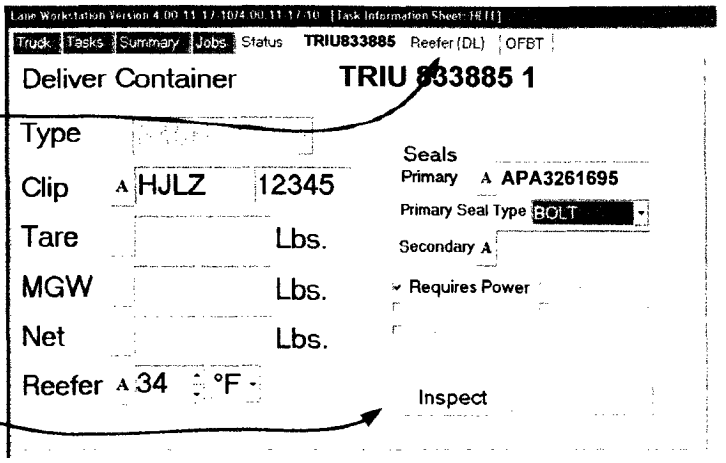
Verify & record seal type

Record Reefer Temperature



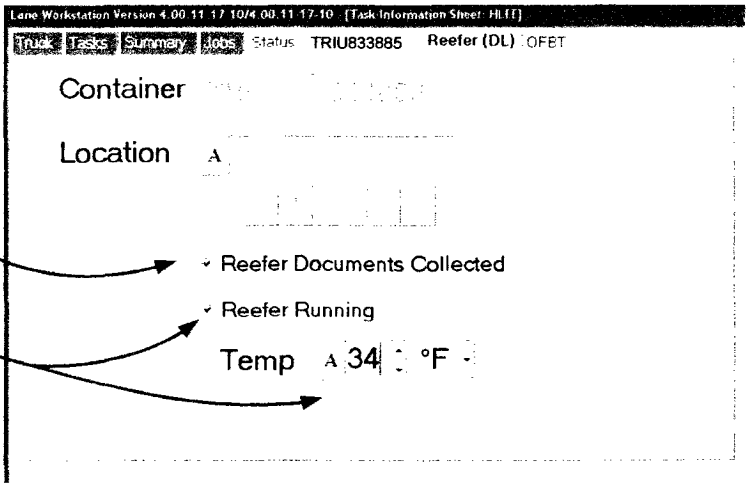
After all the information has been completed, click on the "Reefer (DL)" tab

(If Driver wants an inspection, click on "Inspect" tab and follow inspection procedures as described earlier)

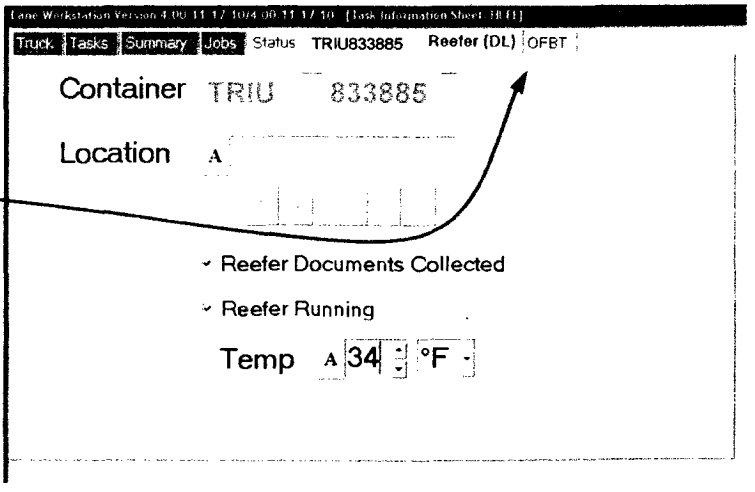


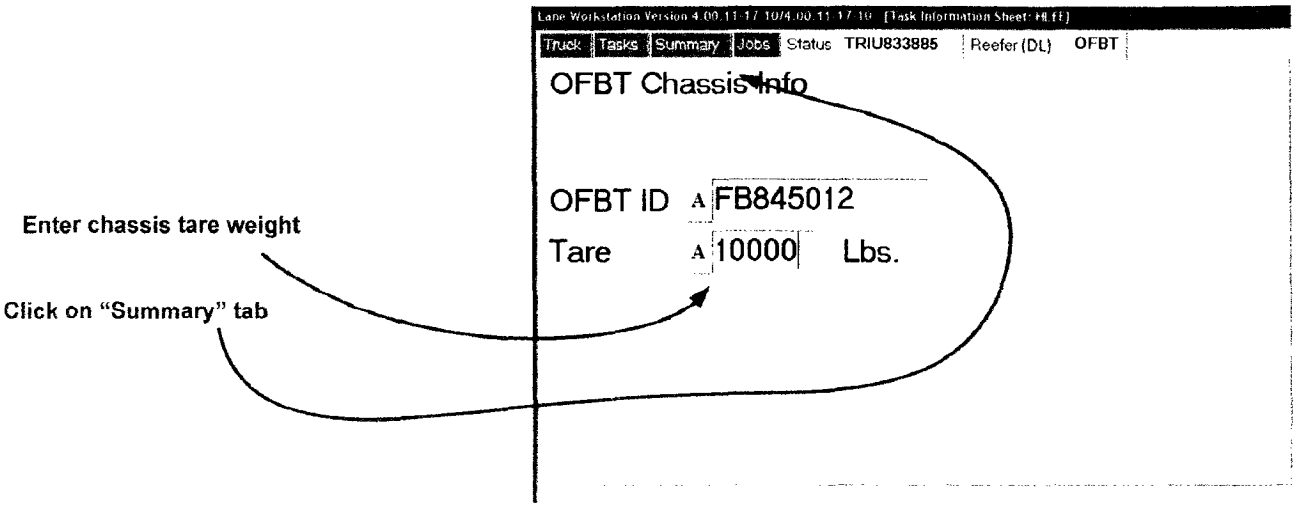
Collect the Reefer Data Sheet & click check box

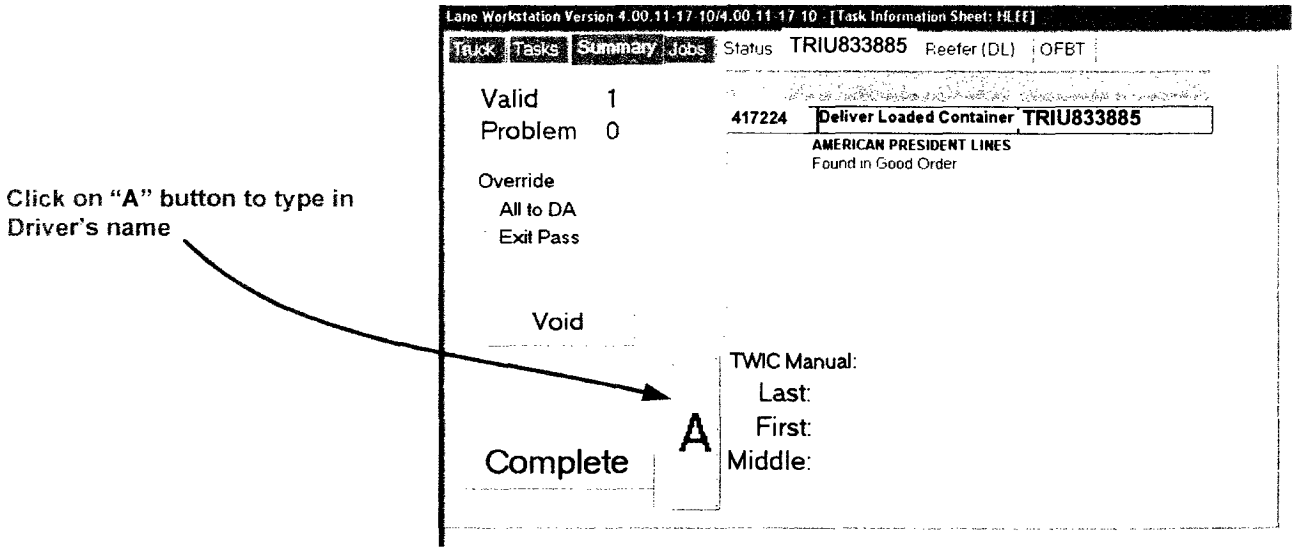
Click check box for Reefer Running & record Temperature

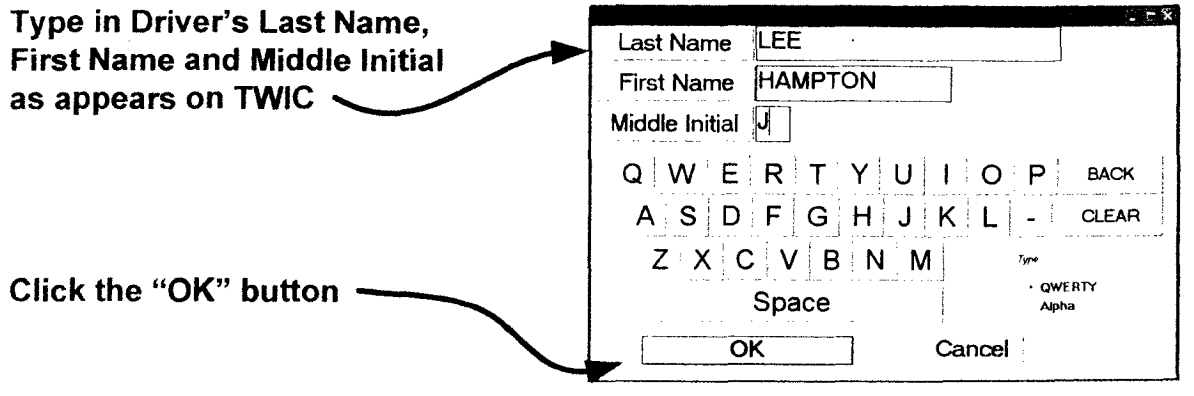


After all information is collected and entered, click on "OFBT" tab

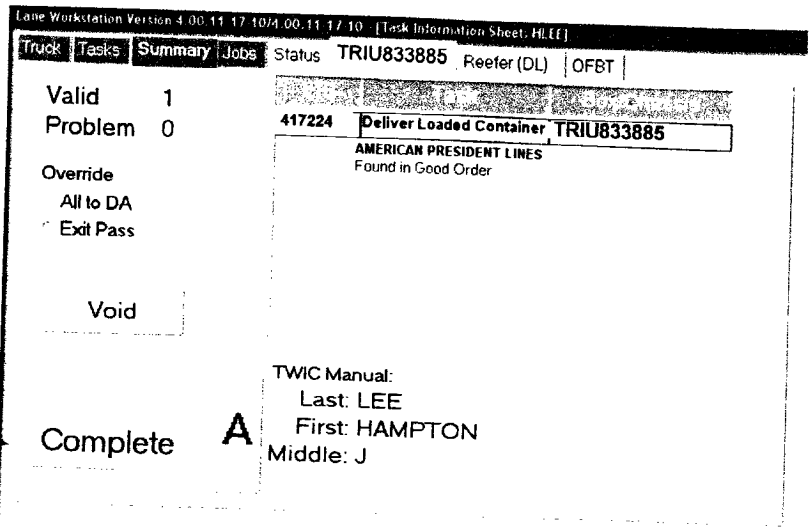



Truck Tasks Summary Jobs Status TRIU833885 Reefer (DL) OFBT
OFBT Chassis Info
OFBT ID A FB845012
Tare A 10000 Lbs.
Enter chassis tare weight
Click on "Summary" tab


Truck Tasks Summary Jobs Status TRIU833885 Reefer (DL) OFBT
Valid 1
Problem 0
417224 Deliver Loaded Container TRIU833885
AMERICAN PRESIDENT LINES
Found in Good Order
Override
All to DA
Exit Pass
Void
TWIC Manual:
Last:
First:
Middle:
Complete
A
Click on "A" button to type in Driver's name

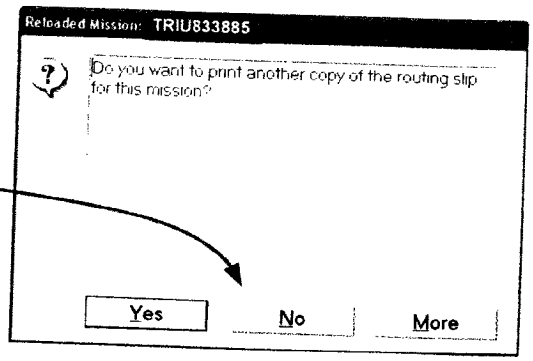

Type in Driver's Last Name, First Name and Middle Initial as appears on TWIC
Last Name LEE
First Name HAMPTON
Middle Initial J
Q W E R T Y U I O P BACK
A S D F G H J K L - CLEAR
Z X C V B N M
Space
QWERTY
Alpha
OK
Cancel
Click the "OK" button

Press the "**Complete**" button to complete the EIR and print the Routing Slip for the motor carrier.



Click the "No" button

(Driver may use same routing slip he received at inbound gate)



12/28/10

After the **Outbound Lane Checker** has completed these steps, the trucker can pull up to the **Kiosk Terminal**. He will swipe both of his routing slips through the reader. The below EIRs will print.

Examples of EIRs are pictured below:

Inbound Move:

Carrier Interchange	Mission: Receive Loaded Container	Page 1 of 2
	ORION No.: 118008	Dec 1, 2010 9:00 AM

Container	Chassis (OFBT)
DPLU 8750000	FB845012

Inland Carrier (12)	Tractor
BULLDOG HI-WAY EXPRESS	1212

Gate Out/Completed Date Time	Genset
12/1/2010 09:00:20	

Shipping Line (41810)
HANJIN SHIPPING CO., LTD

Job Number	Turn Time	Moves	Booking
0002	-07:-20:-15	3	SAVY5280008

Container Type	Chassis Type	Reefer Setting	POL or POD
K40S		Inactive	SANT

Primary Seal (RK/TK)	Secondary Seal
11111111	

Destination
SANTOS

Vessel (9372872)
CSAV ROMERAL

Yard Location	Scale Weight	Container Weight	Inspector
CF001	90,000lbs	63,100lbs	HLEE

Commodity Information
** See Additional pages **

Notes
** See Additional pages **

Damages

Driver Name From TWIC
MANUAL ENTRY

LEE, HAMPTON J.

Carrier Interchange *(Continued)*	Mission: Receive Loaded Container	Page 2 of 2
	ORION No.: 118008	Dec 1, 2010 9:00 AM

Container	Chassis (OFBT)
DPLU 8750000	FB845012

Genset

COMMODITY INFORMATION

Placard: Class: 6.1 Poisons * Pkg Grp: II * UN Code: 2769 * Proper Name: Kerosine * Emergency Phone: 800 845-1000

NOTES

REF# 2048670

Outbound Move:

Carrier Interchange	Mission: Deliver Loaded Container	Page 1 of 2
	ORION No. 417224	Dec 1, 2010 9:11 AM

Container: TRIU 8338851	Chassis (OFBT): FB845012
Inland Carrier (12): BULLDOG HI-WAY EXPRESS	Tractor: 1212
Gate Out/Completed Date Time: 12/1/2010 09:11:24	Genset: HJLZ12345
Shipping Line (04556): AMERICAN PRESIDENT LINES	

Job Number	Turn Time	Moves	Booking
0003	-07:-09:-02	3	

Container Type	Chassis Type	Reefer Setting	POL or POD
R40H		Active	SING

Primary Seal (BOLT): APA3261695	Secondary Seal
Destination: SINGAPORE	
Vessel (9139725): APL CYPRINE	

Yard Location	Scale Weight	Container Weight	Inspector
	0 lbs	22,401lbs	HLEE

Commodity Information

Notes

** See Additional pages **

Damages

Driver Name From TWIC

MANUAL ENTRY

LEE, HAMPTON J.

Carrier Interchange (Continued)	Mission: Deliver Loaded Container	Page 2 of 2
	ORION No. 417224	Dec 1, 2010 9:11 AM

Container: TRIU 8338851	Chassis (OFBT): FB845012
Genset: HJLZ12345	

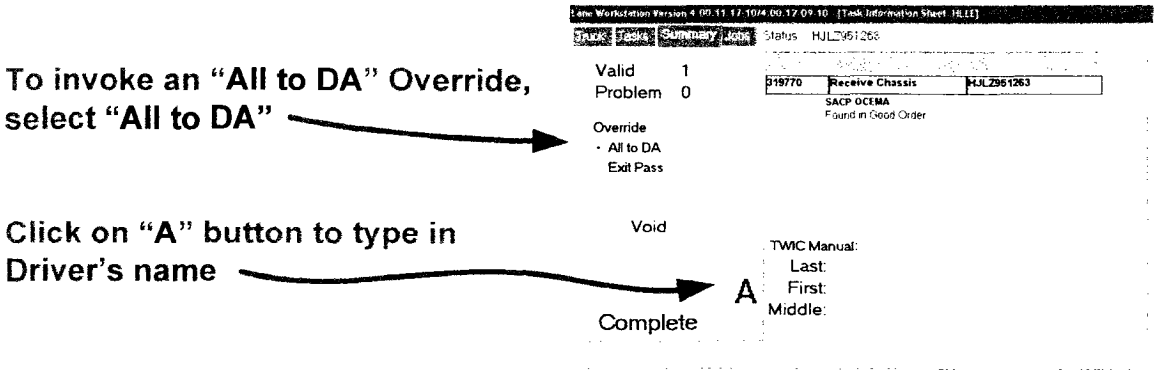
NOTES

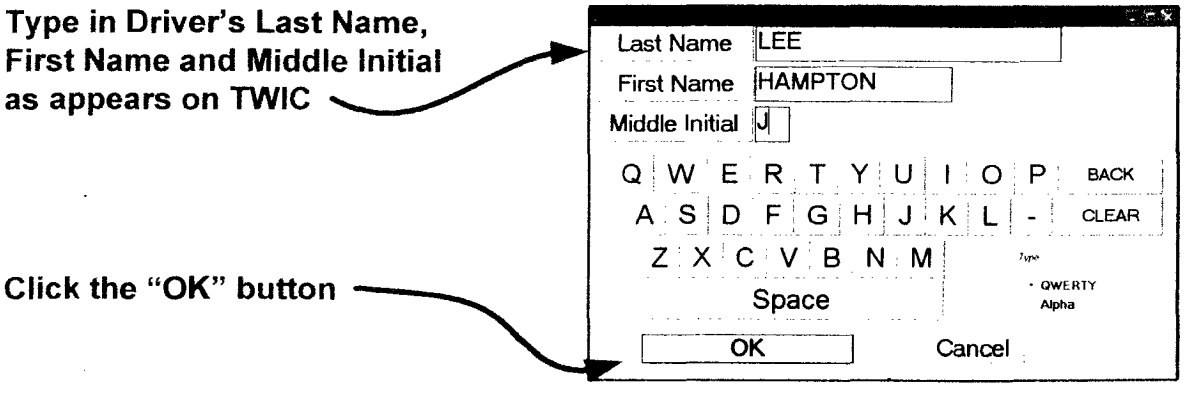
NO CUSTOMS EXAM REQUIRED
The container weight listed above has been certified by the shipper.

Overrides

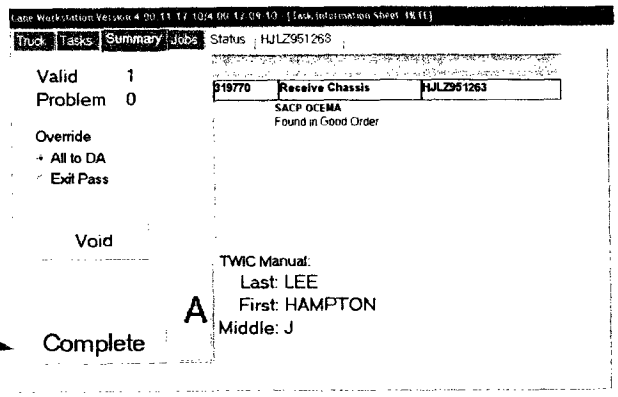
At the point of completion of the admission process, the Lane Checker may elect to **Override** the normal process. An **Override** refers to an action performed at mission completion, which is considered other than normal. There are two types of **Overrides** available for use, one is referred to as "**All to DA**" and the second is called an "**Exit Pass.**"

An example of when a Lane Checker may need to apply an **Override** type of "**All to DA**" is when the driver says that regardless of the status of the missions attempted, that his dispatcher has instructed him to go to Driver Assistance before completing any work on terminal. In this instance, the Lane Checker would simply enter all necessary data as normal and then activate the "Summary" tab.





Click the "Complete" button to print the "Driver Assistance Request" pass



The resulting **Problem Pass** would print:

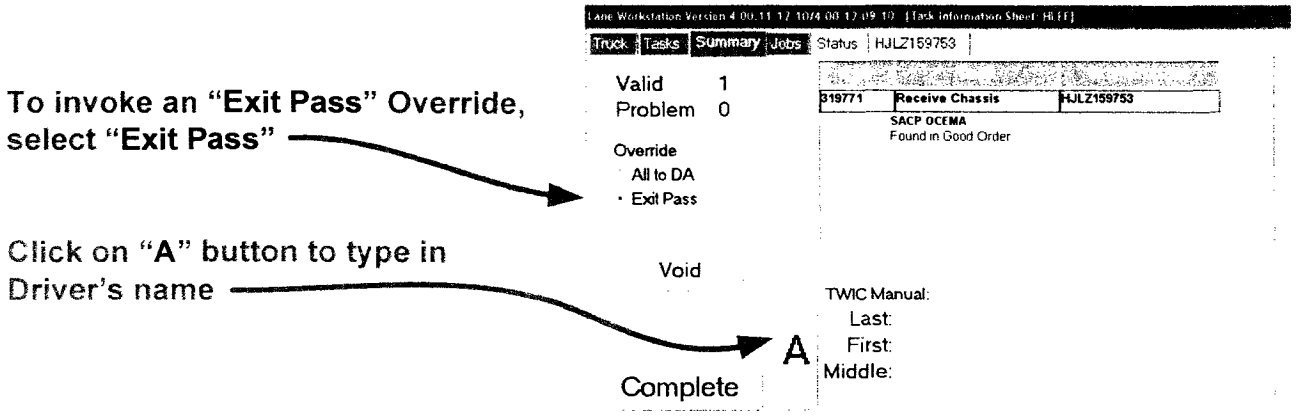
Driver Assistance Request

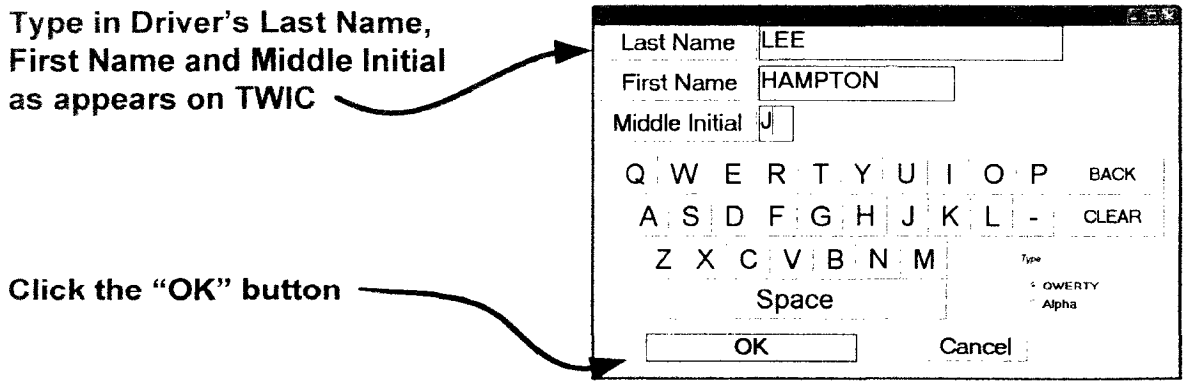
Dec 17, 2010
9:53 AM

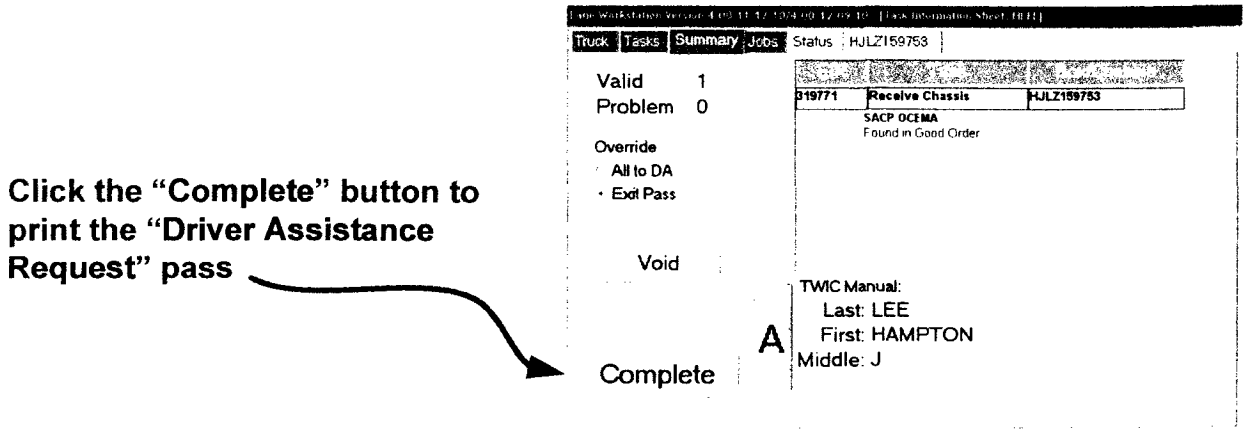
ORION No. 319770	**Booking**	
Shipping Line ( )		
Driver ( )	**Lane** 3	**Clerk** HLEE
Trucking Company (J5) RJ TRUCKING AND LOGISTICS, INC.		**Tractor** 1212
Driver declines mission for HJLZ951263		
ⓘ **Go to Driver's Assistance**		
Seals **Primary:** **Type:** **Secondary:**		
Weights **Scale:** 27900 **Tare:** 0 **MGW:** 0	**Chassis:** 11000	

South Carolina State Ports Authority

An example of when a Lane Checker may need to apply an **Override** type of "**Exit Pass**" is when the trucker goes to sign for the gate receive mission and realizes that one of the tires on the line chassis that he used is flat. Even though the trucker's mission "worked" they may want to leave the terminal to have the tire repaired. In this situation, the Lane Checker would perform an **Override** and select "**Exit Pass.**"

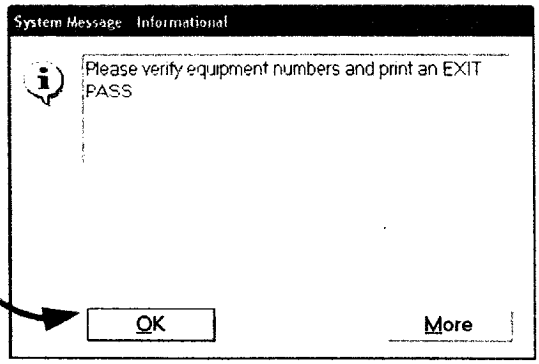




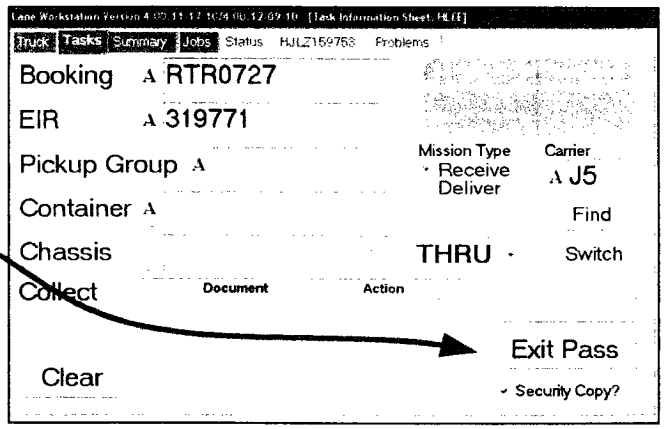


Verify equipment numbers

Click the "OK" button



Click on the "**Exit Pass**" button to print two copies of "**Immediate Exit Pass**"



12/28/10

Please note that upon completing an "**EXIT PASS**", two passes will be printed. Both passes must be given to the driver for use at the Port Police Security Gate. The driver will give the one marked "**Security Copy**" to the officer at the Security Gate and retain the other for his records.

The resulting **Problem Passes** would print:

SECURITY COPY

South Carolina State Ports Authority
Wando Welch Terminal

Immediate Dec 17, 2010
Exit Pass 10:00 AM

ORION No.	Booking
319771	RTR0727

Shipping Line (14733)
SACP OCEMA

Driver ( )	Lane	Clerk
	3	HLEE

Trucking Company (J5)	Tractor
RJ TRUCKING AND LOGISTICS, INC.	1212

Exit Pass Requested for Mission

HJLZ159753

Seals
Primary:
Type:
Secondary:

Weights
Scale: 27900 Chassis: 11000
Tare: 0
MGW: 0

South Carolina State Ports Authority
Wando Welch Terminal

Immediate Dec 17, 2010
Exit Pass 10:00 AM

ORION No.	Booking
319771	RTR0727

Shipping Line (14733)
SACP OCEMA

Driver ( )	Lane	Clerk
	3	HLEE

Trucking Company (J5)	Tractor
RJ TRUCKING AND LOGISTICS, INC.	1212

Exit Pass Requested for Mission

HJLZ159753

Seals
Primary:
Type:
Secondary:

Weights
Scale: 27900 Chassis: 11000
Tare: 0
MGW: 0

Problem Pass

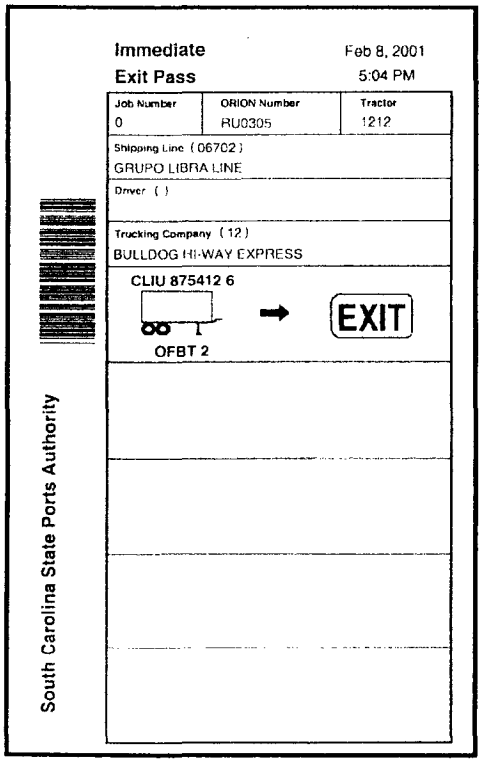
Unlike an **Override**, which is invoked at the conclusion of the admission process, the Lane checker may need to send a trucker to **Drivers Assistance** (DA) at the start of the admission process.

If the Lane Checker encounters a problem at the beginning of the admission process they can generate a **Problem Pass**. There are several reasons for generating a problem pass at the beginning of the mission. For example, the Lane Checker may encounter a situation when the trucker comes in to take out a container and that container is on **Hold**. Or the Lane Checker may run across a situation when previous truckers have used all of the Interchanges for a specific booking.

In short, a **Problem Pass** is simply a type routing slip with the specific purpose of sending the driver to DA to have a problem resolved.

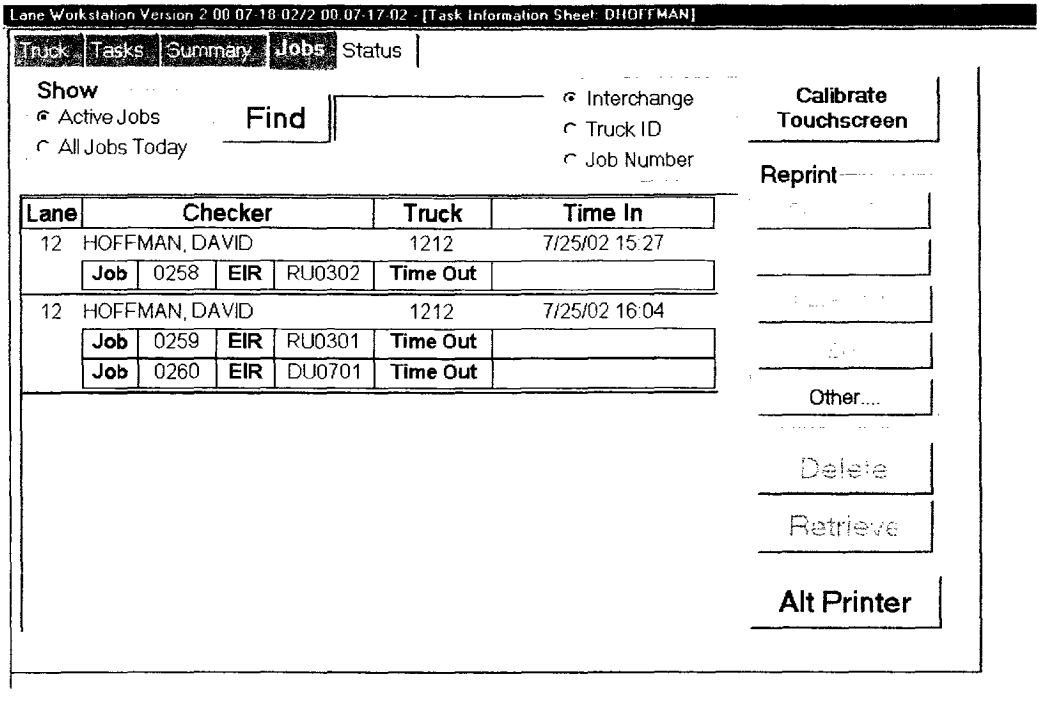
Note: the **Problem Pass** *functionality can be used in combination with the* **Override** *functionality. If used in combination, the Lane Checker can change the* **Routing Slip** *from one that instructs the trucker to go to DA (which is the normal process for the* **Problem Pass**) *to one that instructs the trucker to exit the terminal. Simply put: the Lane Checker is able to produce* **Exit Passes** *at the beginning of the admission process.*

In addition issuing a Problem Pass for the trucker, the Lane Checker can type in a comment on the **Problem Pass** to assist the Clerk in DA.



Jobs Tab

The **Jobs Tab** has several functions. In addition to displaying all of the work that is completed in the lanes, it serves as the tab for the Lane Checkers to use to reprint **Routing Slips** and the like. The **Jobs Tab** also allows the Lane Checkers to **Void** and **Retrieve** missions. Lastly, the Lane Checker can change the printer that slips are printed to.



From this window, the Lane checker can view several details about the work that was completed. The Lane Checker will be able to view the Job Number, Lane, Checker, Time In, Time Out, Truck ID, and EIR number for each completed or active mission.

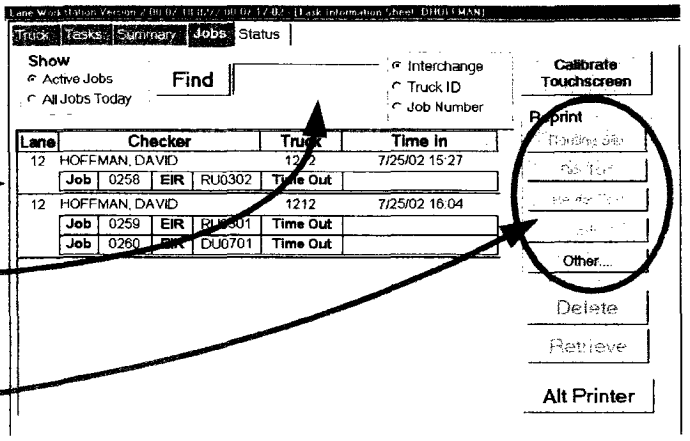
Lane	Checker			Truck	Time In
12	HOFFMAN, DAVID			1212	7/25/02 15:27
	Job 0258	EIR	RU0302	Time Out	
12	HOFFMAN, DAVID			1212	7/25/02 16:04
	Job 0259	EIR	RU0301	Time Out	
	Job 0260	EIR	DU0701	Time Out	

From the **Jobs Tab** the Lane Checker can reprint a **Routing Slip**, **Receive Ticket**, **Reefer Ticket**, and **EIR**.

Select the job that needs the reprint from the list dispalyed

(Use the Find field to search for the job. Note that the user can search on one of the following: Interchange (EIR), Truck ID, or Job number)

Press the button that corresponds to what reprint is needed



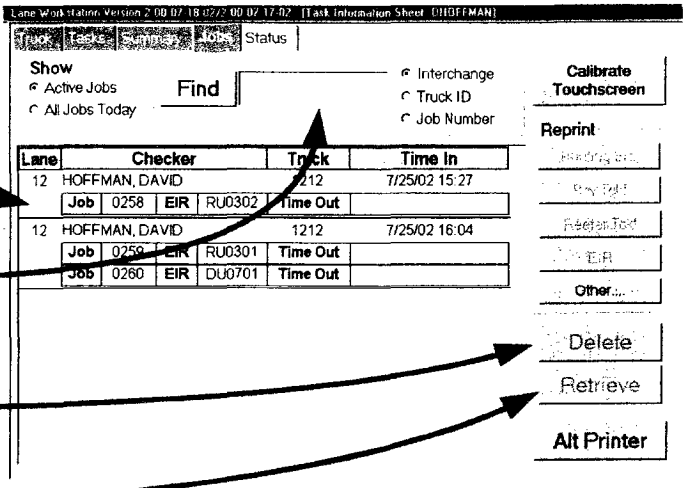
The Lane checker can also Delete and Retrieve jobs.

Select the job that needs to be Deleted or Retrieved from the list dispalyed

(Use the Find field to search for the job. Note that the user can search on one of the following: Interchange (EIR), Truck ID, or Job number)

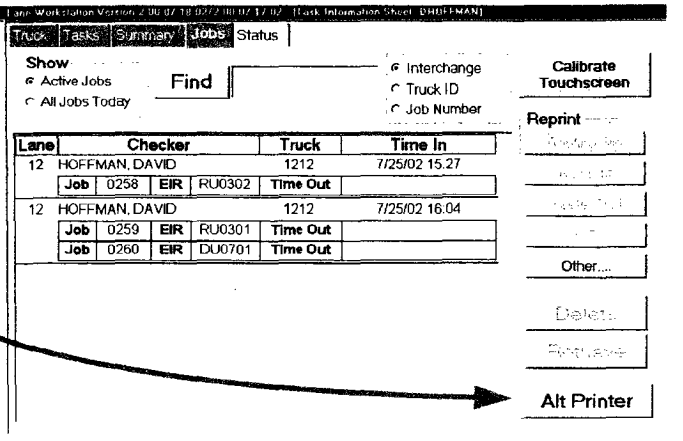
Press the "Delete" button to cancel the job completly

Press the Retieve button to bring the job back to the Lane Application



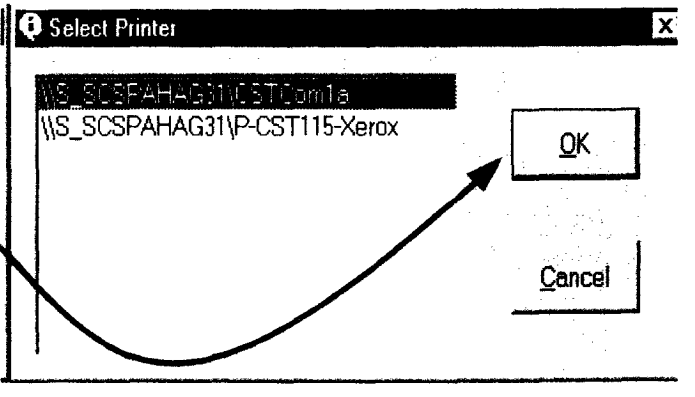
In the event that the Lane checker needed to change where their documents printed, they could do so at the **Jobs Tab**.

Press the "Alt Printer" button



Select the printer

Press "OK" to make change

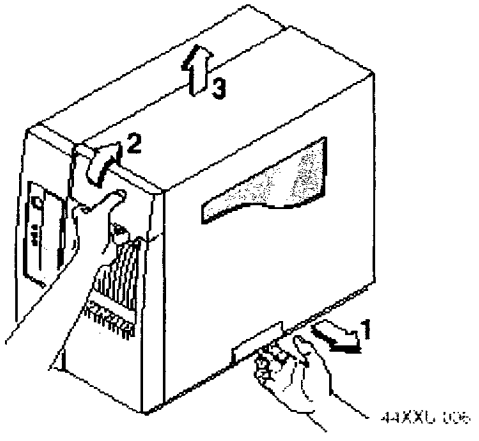


12/28/10

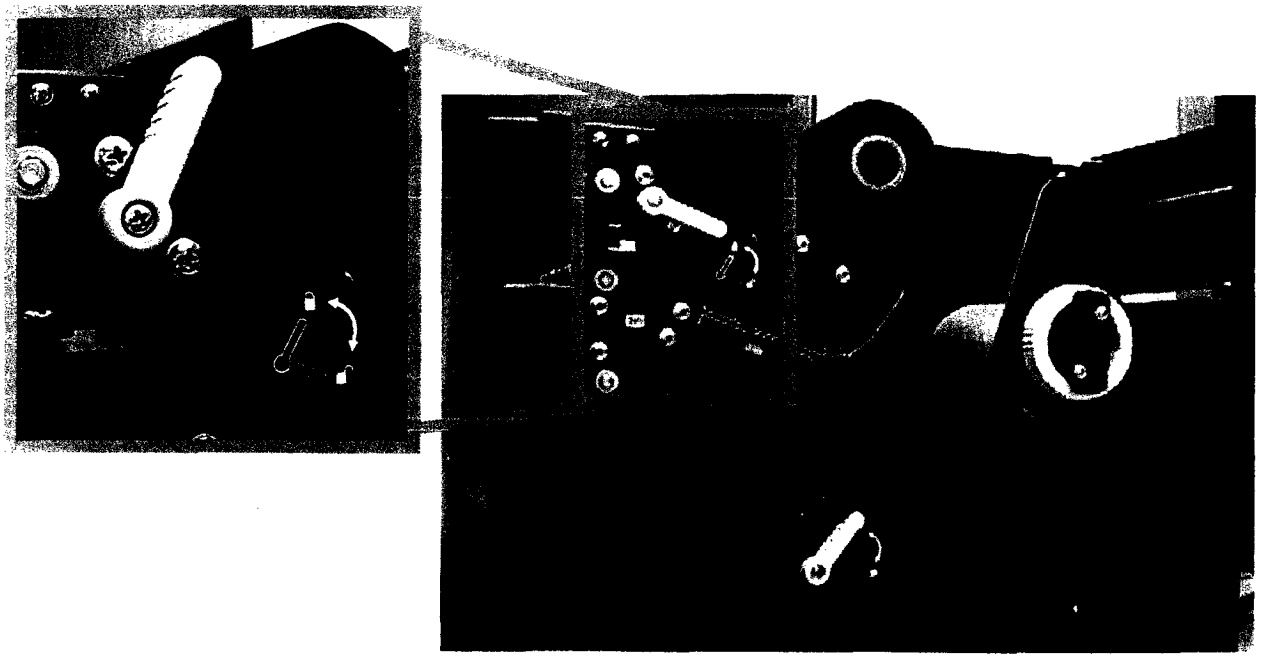
Loading Paper into the Printer

Follow the steps described below to replace the paper in the model 4420 printer.

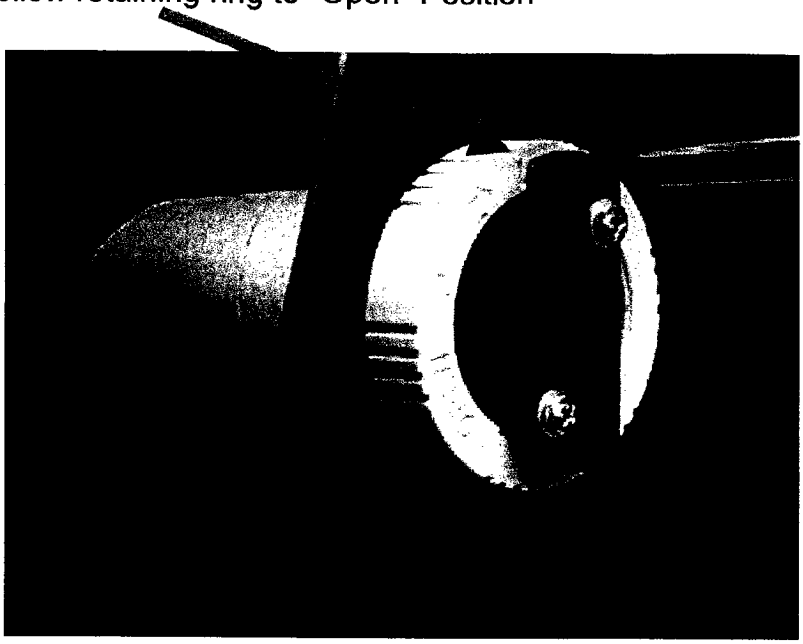
1) Remove the cover of the printer



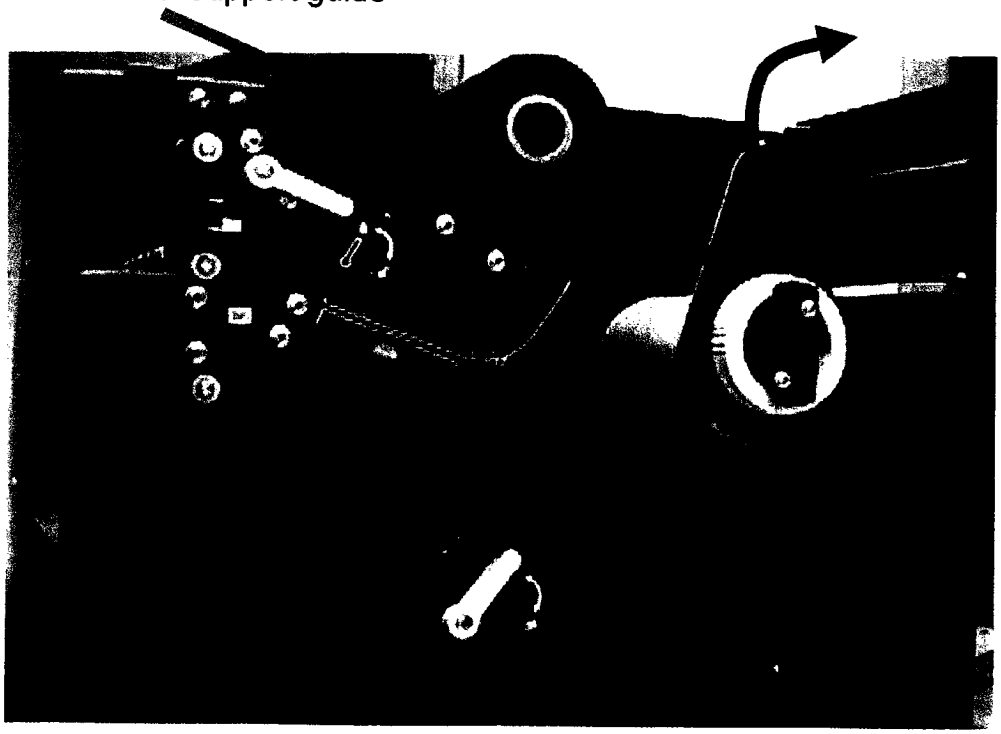
2) Push locking lever down.



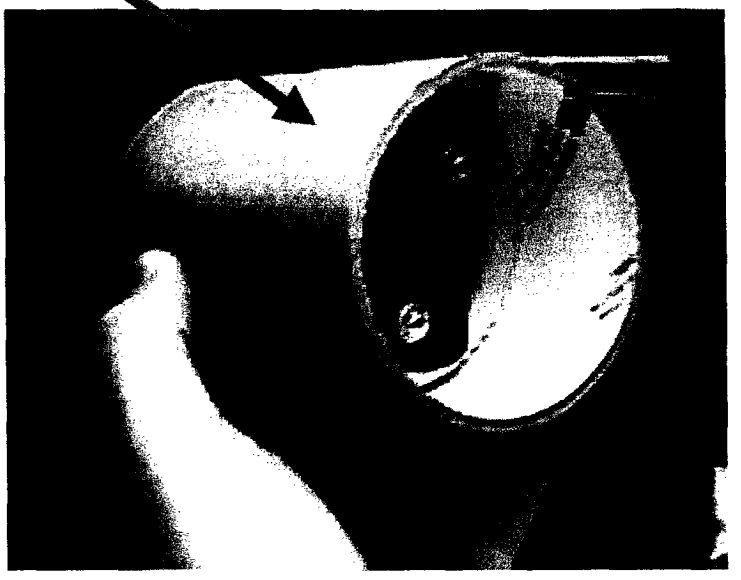
3) Turn Yellow retaining ring to "Open" Position



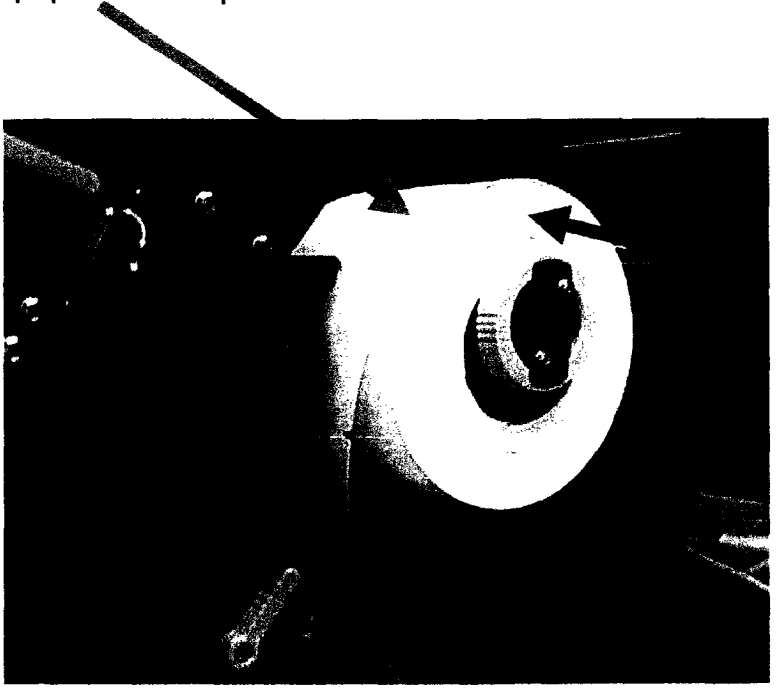
4) Remove Media Support guide



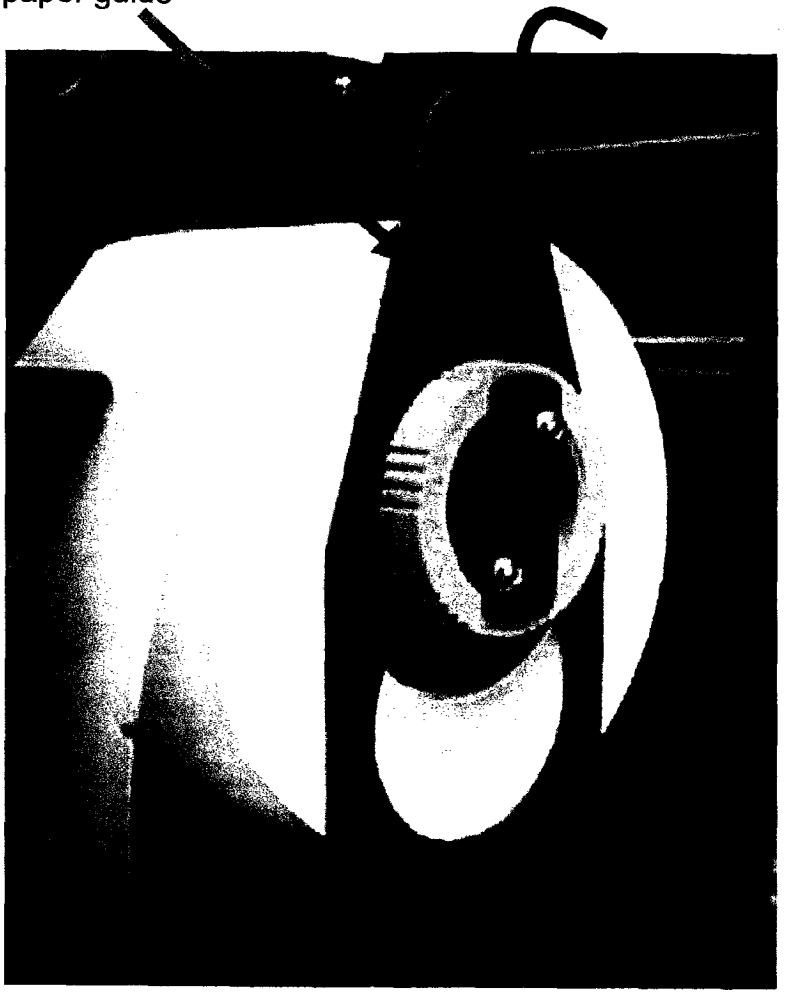
5) Remove old spool



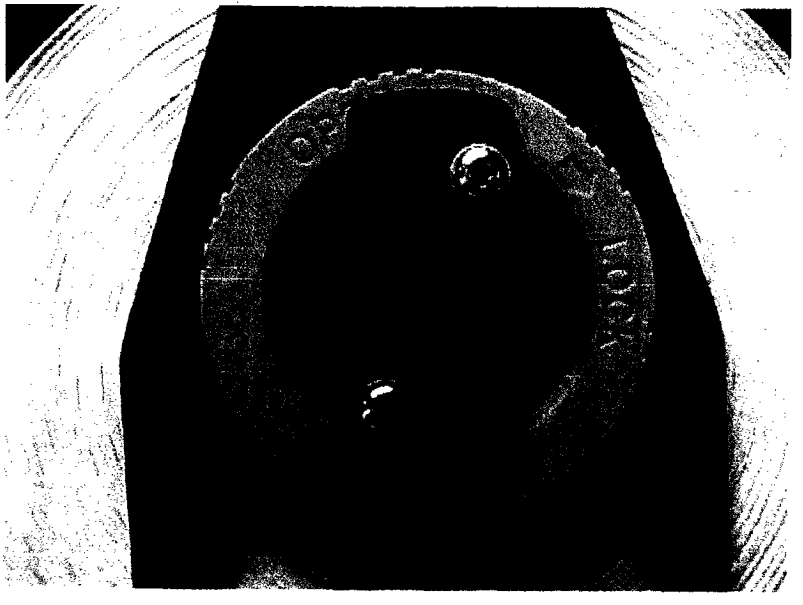
6) Place new paper roll on spindle



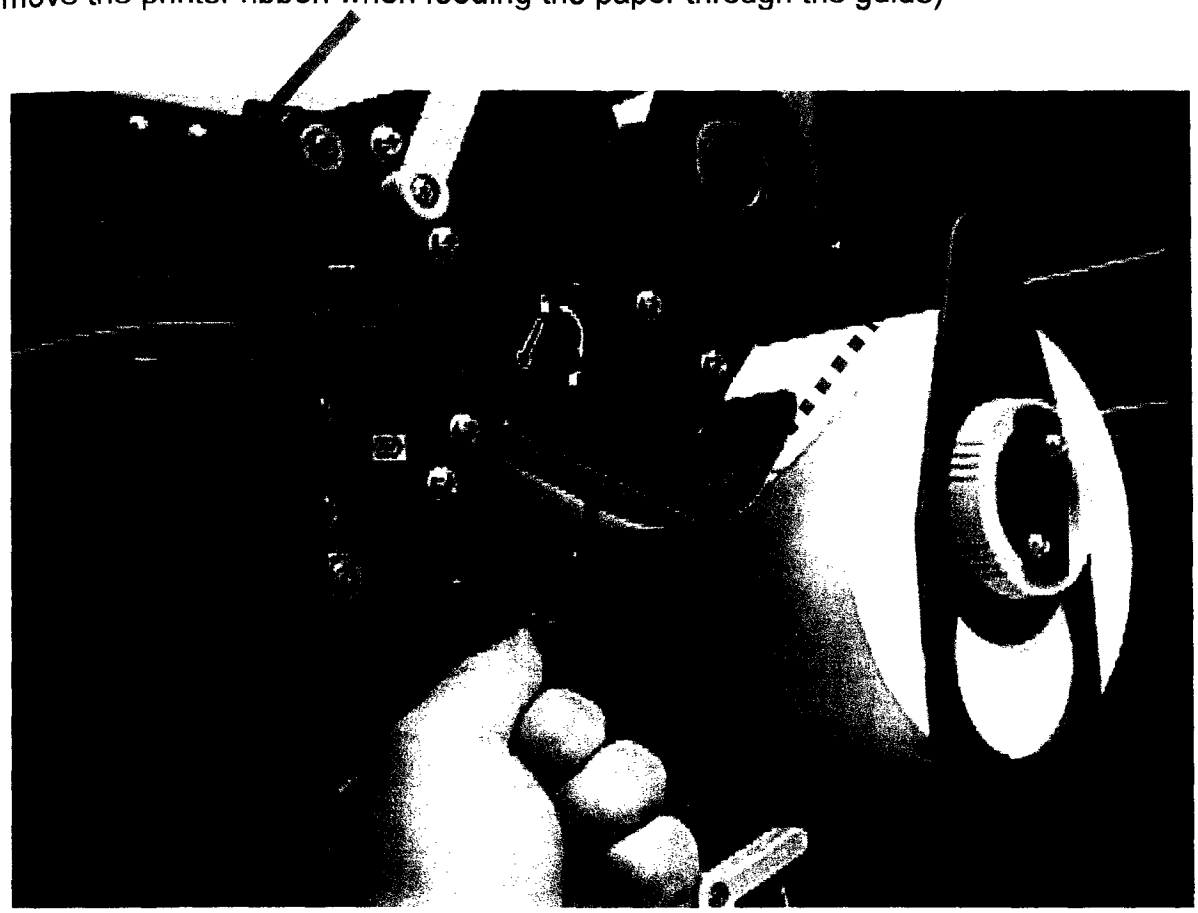
7) Replace the paper guide



8) Twist yellow ring to "Lock" position

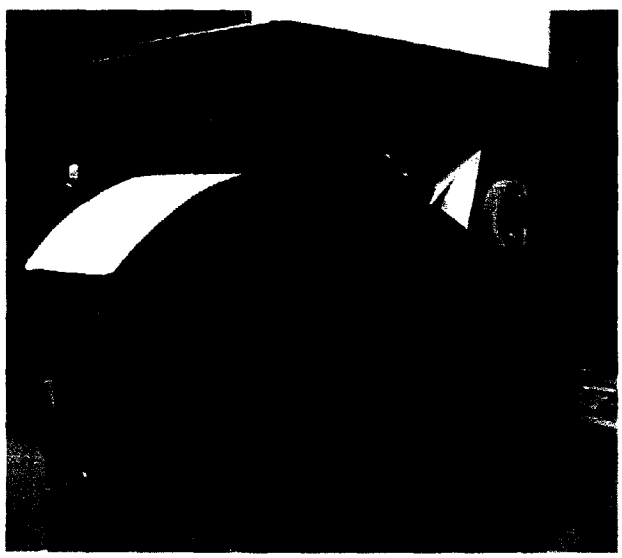


9) Pull yellow knob on paper feeder down and slide paper into guide (be careful not to move the printer ribbon when feeding the paper through the guide)



Make paper is aligned properly

10) Place cover back on printer (Paper will align itself after the first message is sent to the printer)



Section VII: *Glossary of Terms*

Accept	Take information into system
Barcode	Series of vertical bars used for computerized inventory control
Clear	Erase all data from a field or screen
Complete	Task is finished
Deadline	Damaged or unusable equipment
Driver Assistance	Customer service function for truck drivers
EIR	*(Equipment Interchange Receipt)* Refers to the Document, created by YMS that the trucker receives after all missions on terminal are complete. *(If there are remaining incomplete tasks, a Problem Ticket message displayed on the Kiosk, advising the trucker how to resolve the outstanding issues.)* An EIR form is created to record the transfer of equipment. This EIR also notes the condition of equipment, and contains various details about the mission. The EIR is generated in the outbound lane from an unmanned kiosk.
Flatbed	Same as OFBT (Owners Flatbed Trailer)
Gate Acceptance	Point at which all information is correct in YMS and the driver signs for mission(s) at Gate In
Gate Workstation	A desktop computer, monitor, keyboard and mouse that the Gate Clerk uses to input information into YMS
Gate In	Gate Clerk arrives the trucker's identity into YMS and verifies information and performs inspection
Gate Out	If no inspection is required the truck drivers go to the Kiosk machine and process their routing slips and receive an interchange (exit pass)
Help	Support for problems and questions
Hostler Orders	Routing Slip with specific instructions for the Hostlers
Kiosk	An unmanned device for processing truckers routing slips and issuing interchange tickets

Lane Inspection area

Motor Carrier The Truck Lines name

Out Exit

Receive Ticket Document that is printed in the lanes and attached to the papers that a trucker turns in with equipment

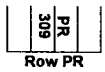
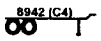
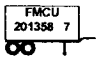
Routing Slip The Carrier Routing Slip is an important feature of the YMS Gate operation. It is printed and given to the driver at the completion of the Gate In process. At least one Routing Slip is provided for each EIR the driver is performing during this visit.

The Routing Slip describes one or more of the six types of actions, or combination of actions, that the driver must perform during his visit to the terminal yard. A driver may be asked to perform more than one task during his visit. In that case, the Routing Slip will contain that information.

YMS delivers all of these instructions using both images and text. The Routing Slip also contains the following information:

- Job Number - an ascending number that resets itself each day.
- Barcode - the EIR number for the Routing Slip.
- Driver - name and code for the driver
- ORION Number - the EIR number for the Routing Slip
- Trucking Company - name and code for the trucker moving the equipment
- Tractor - identification number for the tractor.

- Detail Instructions - a number of icons are used in the detail instruction containers.

Routing Slip Icons	
	Direction of Movement
	The container is going to or coming from a slot in the stack
	A wheeled row
	A bare chassis
	A married container and chassis
	Go to USDA
	Leave terminal after Gate Out
	Go to Drivers Assistance
	Go to the Reefer Mechanic
	Go to Yard Supervisor

Thru Chassis that is processed through the inventory.

Truck ID Unique Barcode label that is used to identify trucks

Validate Verify information

Void Cancel information entered

Weigh Perform the service of weighing