

# Section I: Lane Checker

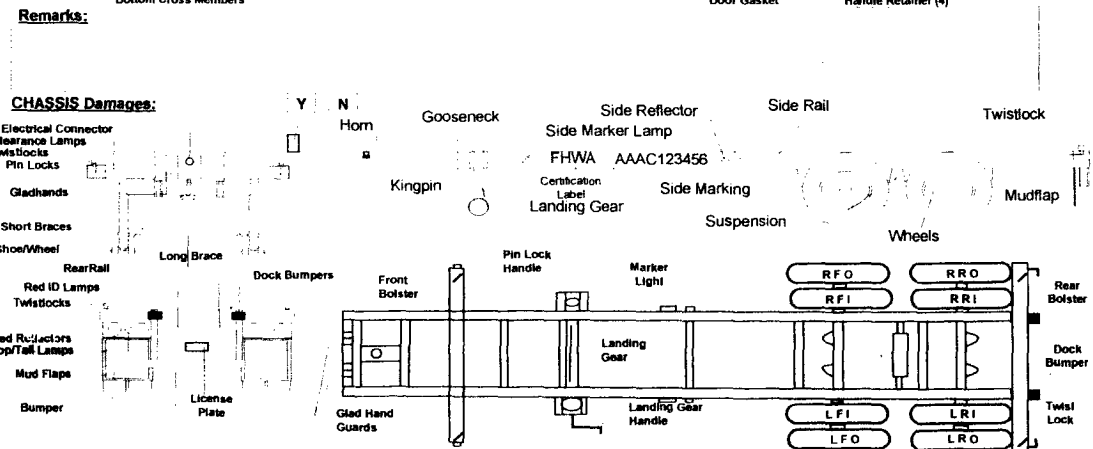
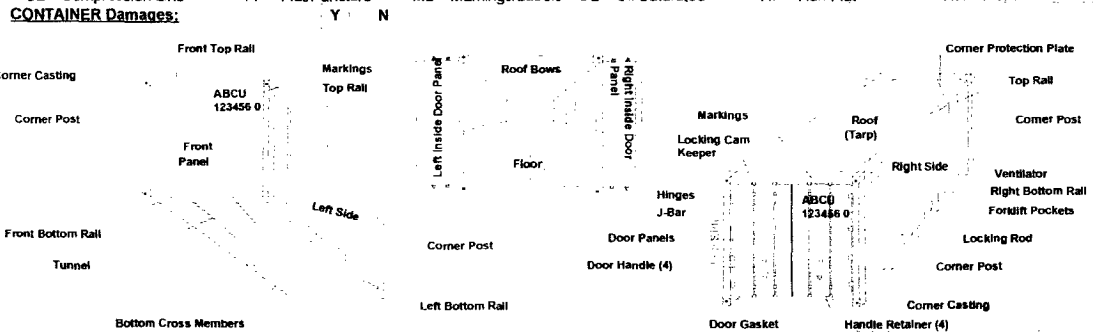
The role of the Lane Checker is crucial in the use of Yard Management System (YMS). The Lane Checker will meet and admit all of the Common Use truck drivers.

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.

CONTAINER/CHASSIS INSPECTION FORM			
<b>Lane:</b>	<b>Container #:</b>	<b>Primary Seal #:</b>	<b>Chassis #:</b>
<b>Motor Carrier:</b>	<b>Size/Type:</b>	<b>Seal Type:</b>	<b>Size/Type:</b>
<b>Truck Barcode ID #:</b>	<b>Clip:</b>	Bolt <input type="checkbox"/> Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Wire <input type="checkbox"/>	<b>GENSET:</b>
(If no Truck ID, complete Tag, ST & Tare)	<b>Tare (lbs):</b>	Padlock <input type="checkbox"/> Rk/Tk <input type="checkbox"/>	<b>Tare (lbs):</b>
<b>License Tag:</b>	<b>MGW (lbs):</b>	Requires Power <input type="checkbox"/> Oversized <input type="checkbox"/>	
<b>State:</b>	<b>Reefer Temperature:</b>	Switch <input type="checkbox"/> Rigging Required <input type="checkbox"/>	
<b>Tare Weight (lbs):</b>		<b>Placards:</b> Y <input type="checkbox"/> N <input type="checkbox"/>	
		<b>Placard Label(s):</b>	

**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BT - Bent	CB - Curbing	FZ - Frozen	MA - Misaligned	OD - Out of Date	TP - Temp Patch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 - Doors/Dunnage	LK - Leak	NR - Nails	PC - Peeled Cap	WA - Warped
FS - 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



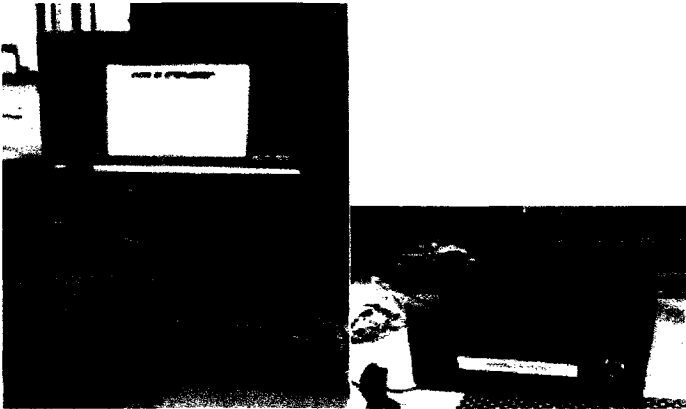
**Remarks:**

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

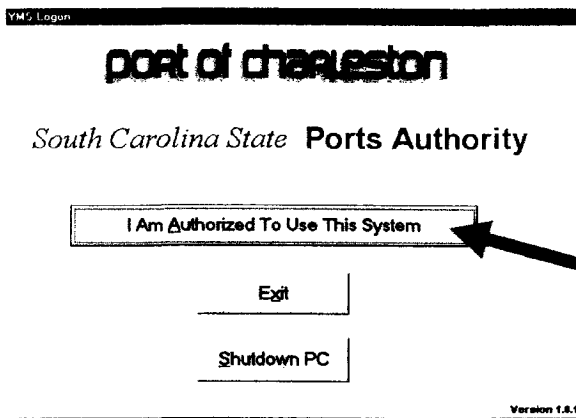
Mechanics Form 01/11

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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.

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The User Information screen will appear next.

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

Enter User Information

Please Enter Your User Name

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	SPACE
Z	X	C	V	B	N	M	CLEAR	BACK	

Cancel      Enter

Point to this button to delete only the last letter that was typed in.

Point to this button to delete the entire User Name.

Point to this button to get back to the previous screen.

The Password screen will appear next.

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

Enter User Information

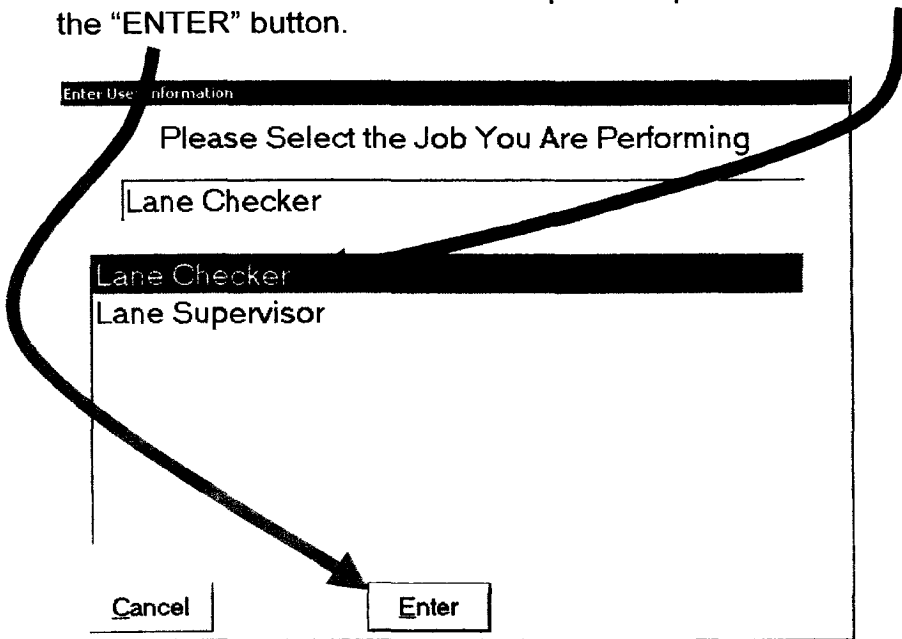
Please Enter Your Password

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	SPACE
Z	X	C	V	B	N	M	CLEAR	BACK	

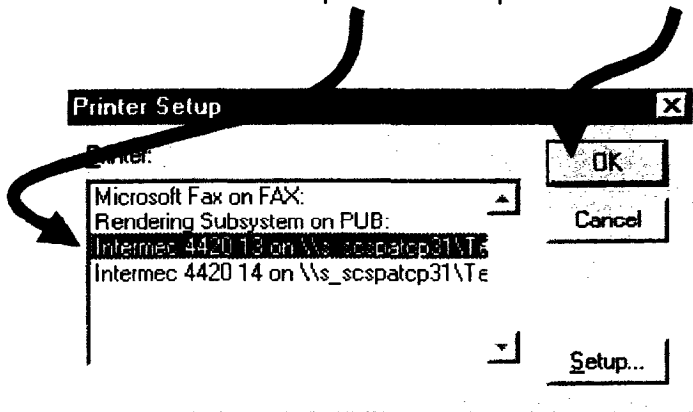
Cancel      Enter

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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.



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

Lane Workstation Version 1.00.64 20010830/1.02.00 20010828 - [Task Information Sheet: CSTGATE1]

Truck Tasks Summary Jobs

Visit

Truck ID A  Lane

Motor Carrier A  Find

Validate

Truck

License Tag A  State

Tare Weight A  Lbs.

Out Weigh A  Lbs. Void

1	2	3	4	5	6	7	8	9	0																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
-	Back				Space				Clear																

Ready

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."

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## 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.

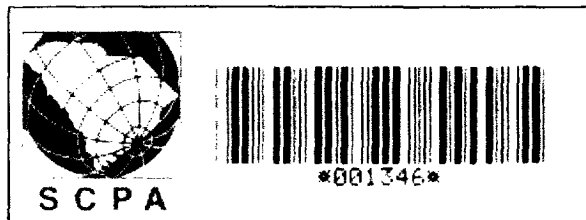
<b>Lane:</b>
<b>Motor Carrier:</b>
<b>Truck Barcode ID #:</b>
<small>(If no Truck ID, complete Tag, ST &amp; Tare)</small>
<b>License Tag:</b>
<b>State:</b>
<b>Tare Weight (lbs):</b>

### 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:



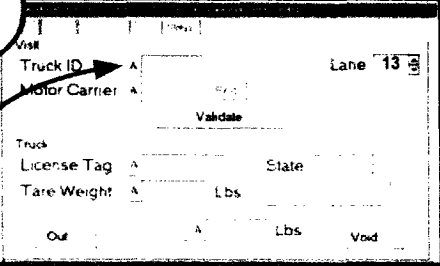
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The steps for entering a new motor carrier's identification data into YMS is outlined on the following pages:

# Adding Trucker

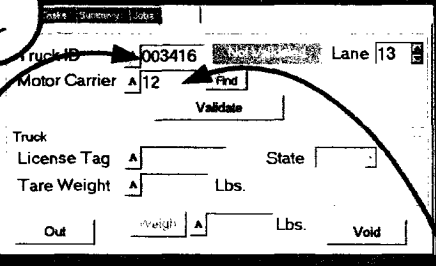
for Lane Workstation

**STEP 1**



Activate the "Truck ID" field

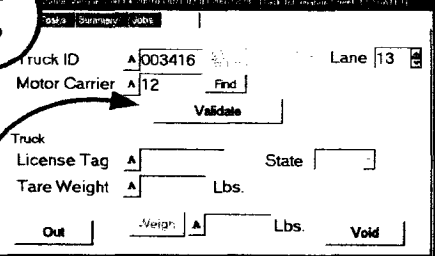
**STEP 2**



Type the new Barcode into the Truck ID field

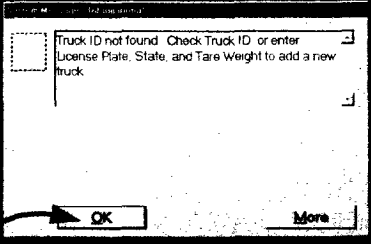
Enter the Motor Carrier code (For Additional information on finding Motor Carriers, go to Find Motor Carrier on page 14.)

**STEP 3**



Click on the "Validate" Button

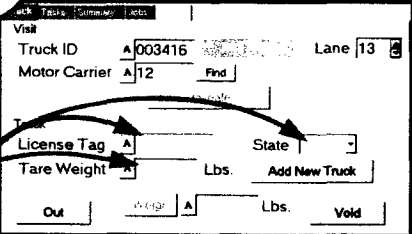
**STEP 4**



Since this is a new Barcode, there is no data on file for this Barcode

Click on the "More" button

**STEP 5**



Add the License Tag, State, and Tare Weight

**Continued  
on Next Page**



# Adding New Trucker 2 for Lane Workstation

**STEP 6**

Truck ID: 003416 Lane: 13  
Motor Carrier: 12 Find  
Truck  
License Tag: SAMPLE State: SC  
Tare Weight: 12500 Lbs. **Add New Truck**  
Out Weight Lbs. Void

**Press the "Add New Truck" button**

**STEP 7**

Truck ID: 003416 Lane: 13  
Motor Carrier: 12 Find BULLDOG HI-WAY  
Truck  
License Tag: SAMPLE State: SC  
Tare Weight: 12500 Lbs.  
Out Weight 0 Lbs. Void

**Once the trucker is added, the "Truck OK" button is active and the "Add New Truck" button is inactive**

# Find Motor Carrier

for Lane Workstation

**STEP 1**

Truck ID A [ ] Lane 13

Motor Carrier A [ ] Find Validate

Truck License Tag A [ ] State A [ ] Find

Tare Weight A [ ] Lbs.

Out Weigh A [ ] Lbs. Void

**Activate the "Motor Carrier" field**

**STEP 2**

Truck ID A 003416 Lane 13

Motor Carrier A [ ] Find Validate

Truck License Tag A [ ] State A [ ] Find

Tare Weight A [ ] Lbs.

Out Weigh A [ ] Lbs. Void

**Enter the Barcode into the Truck ID field**

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

**STEP 3**

Truck ID A 3416 Lane 13

Motor Carrier A ATLA Find Validate

Truck License Tag A [ ] State A [ ] Find

Tare Weight A [ ] Lbs.

Out Weigh A [ ] Lbs. Void

**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 " "**

**STEP 4**

Truck ID A 3416 Lane 13

Motor Carrier A ATLA Find Validate

Truck License Tag A [ ] State A [ ] Find

Tare Weight A [ ] Lbs.

Out Weigh A [ ] Lbs. Void

**Click on the "Find" Button**

**STEP 5**

Code	Name
ATL	ATLA
Item Description	
ATLANTIC BOAT BROKERS	
ATLANTIC GOOD SERVICE, INC.	
ATLANTIC INTERMODAL SERVICES	
ATLANTIC MOTOR LINES	
ATLANTIC TRUCKING CO INC	
ATLANTIS LOGISTICS	

OK

**Use mouse and cursor to highlight name of Motor Carrier.**

**Click on the "OK" button to proceed**

**STEP 6**

Truck ID A 3416 Lane 13

Motor Carrier A AL Find ATLANTIC Validate

Truck License Tag A [ ] State A [ ] Find

Tare Weight A [ ] Lbs.

Out Weigh A [ ] Lbs. Void

**The Motor Carrier code and name are now displayed.**

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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

Lane Workstation Version 1 00 65/1 02 00 20010628 - [Task Information Sheet - CSTGATE1]

Truck Tasks Summary Jobs

Truck ID A 1212 Lane 12

Motor Carrier A 12 Find BULLDOG HI-WAY

Validate

Truck

License Tag A MTSTRES State SC

Tare Weight A 16000 Lbs.

Out Weigh A 0 Lbs. Void

[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)

Lane Workstation Version 1 00 65/1 02 00 20010628 - [Task Information Sheet - CSTGATE1]

Truck Tasks Summary Jobs

Booking A

EIR A

Pickup Grp A

Container A

Chassis A

Collect

Mission Type

Receive

Deliver

Carrier A 12 Find

THRU Switch

Validate

Accept

Clear

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Press the "Validate" button

Truck	Tasks	Summary	Jobs	Status
Booking	A	9PHLSAV236		
EIR	A			
Pickup Group	A			
Container	A			
Chassis	A			
Collect	Document			

Mission Type	Carrier
Receive	A 12
Deliver	
	Find
THRU	Switch

Validate

Clear

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)

Truck	Tasks	Summary	Jobs	Status
Booking	A	9PHLSAV236		
EIR	A			
Pickup Group	A			
Container	A	GSTU 400000 4		
Chassis	A	FTEZ 145550		
Collect	Document	Action		

Mission Type	Carrier
Receive	A 12
Deliver	
Empty	Find
THRU	Switch

Accept

Clear

(Note that 2 new tabs have appeared)

Select the Container Tab

Truck	Tasks	Summary	Jobs	Status
Booking	A			
EIR	A			
Pickup Group	A			
Container	A			
Chassis	A			
Collect	Document	Action		

Mission Type	Carrier
Receive	A 12
Deliver	
	Find
THRU	Switch

Validate

Clear

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

To inspect the container press the "Inspect" button.

Receive Container      GSTU4000004

Type        Print Receive Ticket

Clip       Seals

Tare  Lbs.      Primary       Primary Seal Type

MGW  Lbs.      Secondary

Net  Lbs.       Switch

Reefer      

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

Panel      Corner Casting      Top Rail      Corner Casting      Markings

Front End      T10      T9      T8      T7      T6      T5      T4      T3      T2      T1      Door End

B10      B9      B8      B7      B6      B5      B4      B3      B2      B1

Corner Post      Corner Casting      Bottom Rail      Corner Casting      Corner Post

Left      Rear      Right      Front      Floor      Roof

Pick the part that has damage

Panel      Corner Casting      Top Rail      Markings      Corner Casting

Locking Rod Outside      Hinges      Locking Rod Outside

Locking Rod Inside      Locking Rod Inside

Door Panel Top      Door Panel Top

Door Panel Bottom      Door Panel Bottom

Handle Outside      Handle Outside

Handle Inside      Handle Inside

Corner Post      Corner Post

Corner Casting      Bottom Rail      Corner Casting

Left      Rear      Right      Front      Floor      Roof

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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.

Top	1	2	3	4	5	6	7	8	9	10
Bottom	1	2	3	4	5	6	7	8	9	10

Damage List

Bowed  EA

Blocked  EA

Broken/Split  EA

Current Damages: **Add**

Damages Description

Show All Damages Done

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

Truck: GSTU4000004 FTEZ145550

DEADLINE

Corner Casting Top Rail Markings Corner Casting

Locking Rod Outside Hinges Locking Rod Outside

Locking Rod Inside Locking Rod Inside

Door Panel Top Door Panel Top

Door Panel Bottom Door Panel Bottom

Handle Outside Handle Outside

Handle Inside Handle Inside

Corner Post Corner Post

Bottom Rail Bottom Rail

Corner Casting Corner Casting

Left Rear Right Front Floor Roof

Void Container Damages Done With Inspection

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

To inspect the chassis press the "Inspect" tab

Truck: GSTU4000004 FTEZ145550

Receive Chassis FTEZ145550

Type GN40  Print Receive Ticket

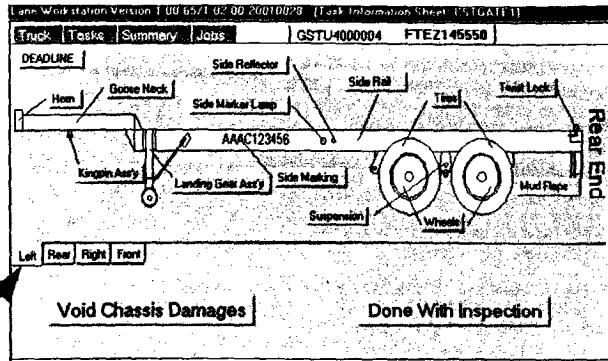
Genset A

Tare A 6500 Lbs.

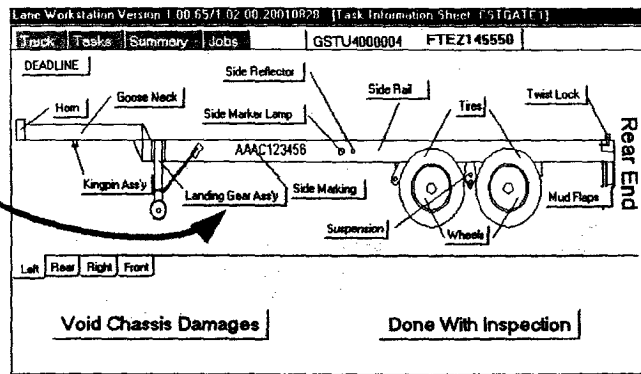
Inspect Void

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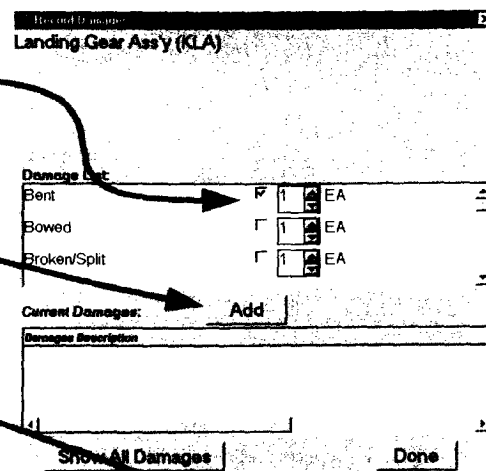
If damage needs to be recorded to the chassis, select the appropriate tab



Pick the part that has damage



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



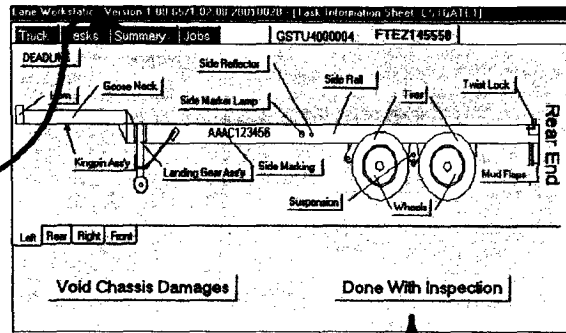
Press the " Add " button to complete action.

Press the " Done " button to record damages.

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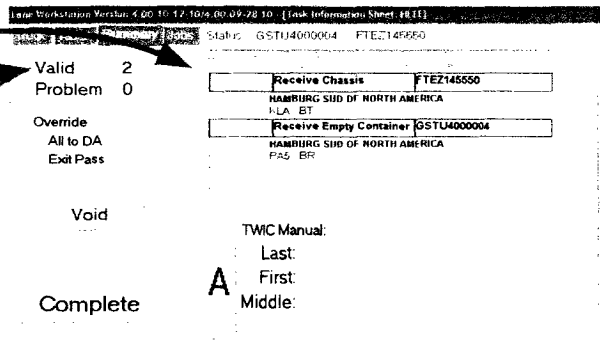
After all of the damages are recorded, click the "Done With Inspection" button.

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

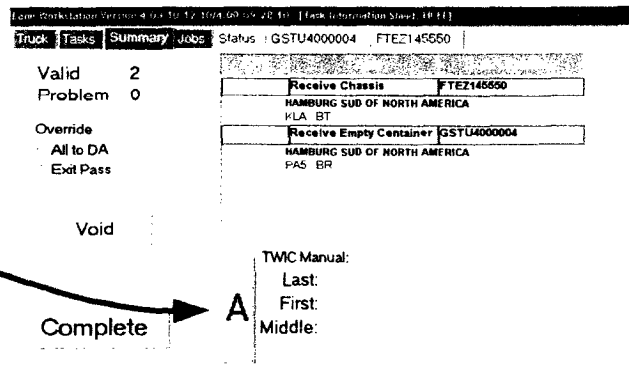


The equipment and the respective damages are displayed

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



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





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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 Type  
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.

Truck Workstation Version 4.00.10.12.10/4.00.09.28.10 [Task Information Sheet: 18.11]

Truck Tasks Summary Jobs Status GSTU4000004 FTEZ145550

Valid 2  
Problem 0

Override  
All to DA  
Exit Pass

Void

Complete

Receive Chassis FTEZ145550  
HAMBURG SUD OF NORTH AMERICA  
HLA BT

Receive Empty Container GSTU4000004  
HAMBURG SUD OF NORTH AMERICA  
PAS BR

TWIC Manual:  
Last: LEE  
First: HAMPTON  
Middle: J

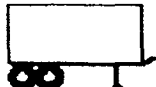




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A **Routing Slip** will be printed for the motor carrier. *(The Carrier Routing Slip is an important feature of the YMS Gate operation. It is printed and given to the driver at the completion of the Gate In process. At least one Routing Slip is provided 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  
Empty Container**

Nov 30, 2010  
3:38 PM



Job Number 0001	ORION No. 378578	Booking 9PHLSAV236
Shipping Line ( 14615 ) HAMBURG SUD OF NORTH AMERICA		
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212
GSTU 400000 4  FTEZ 145550	➔	 GM020
FTEZ 145550 	➔	HE025A 
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

Truck ID A 1212 Lane 12  
 Motor Carrier A 12 Find BULLDOG HI-WAY  
 Validate  
 Truck  
 License Tag A MTSTRES State SC  
 Tare Weight A 16000 Lbs.  
 Out Weigh A 90000 Lbs. Void

[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)

Booking A  
 EIR A  
 Pickup Grp A  
 Container A  
 Chassis A  
 Collect  
 Mission Type  
 Receive  
 Deliver  
 Carrier A 12 Find  
 THRU  
 Document Action  
 Validate  
 Accept  
 Clear

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Press the "Validate" button

Truck Tasks Summary Jobs

Booking A  
EIR A  
Pickup Grp A  
Container A DPLU 875000 0  
Chassis A THRU  
Collect

Mission Type  
Receive  
Deliver  
Carrier A 12  
Find  
Switch

Document Action  
Validate  
Accept  
Clear

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

Truck Tasks Summary Jobs Status

Booking A SAVY5280008  
EIR A 118008  
Pickup Group A  
Container A DPLU 875000 0  
Chassis A FB845012  
Collect

Mission Type  
Receive  
Deliver  
Load  
OFBT  
Carrier A 12  
Find  
Switch

Document Action  
Truck Driver Paperwork Not Collected  
Hazardous Paperwork Not Collected  
Accept  
Clear

*(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.

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Mark the paperwork that was collected from the trucker

Truck Tasks Summary Jobs Status

Booking A SAVY5280008  
EIR A 118008  
Pickup Group A  
Container A DPLU 875000.0  
Chassis A FB845012  
Collect

Document	Action
Truck Driver Paperwork	Collected
Hazardous Paperwork	Collected

Mission Type: Receive, Deliver, Load  
Carrier: A 12  
OFBT - Switch  
Accept  
Clear

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

Truck Tasks Summary Jobs Status

Booking A SAVY5280008  
EIR A 118008  
Pickup Group A  
Container A DPLU 875000.0  
Chassis A FB845012  
Collect

Document	Action
Truck Driver Paperwork	Collected
Hazardous Paperwork	Collected

Mission Type: Receive, Deliver, Load  
Carrier: A 12  
OFBT - Switch  
Accept  
Clear

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

Truck Tasks Summary Jobs | DPLU875000 | OFBT

Booking A  
EIR A  
Pickup Grp A  
Container A  
Chassis A  
Collect

Mission Type: Receive, Deliver  
Carrier: A 12  
THRU - Switch  
Validate  
Accept  
Clear

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.

Lane checker will enter the EIR number for outbound move

Press the "Validate" button

Booking A  
EIR A 417224  
Pickup Group A  
Container A  
Chassis A  
Collect Document Action

Mission Type Receive Deliver  
Carrier A 12  
Find  
THRU Switch  
Validate  
Clear

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:

After reading the comments press "OK"

System Message Informational

The following comments are associated with this interchange:  
1 - NO CUSTOMS EXAM REQUIRED

OK More

Press the "Accept" button for the outbound mission.

Booking A  
EIR A 417224  
Pickup Group A  
Container  
Chassis A FB845012  
Collect Document Action

Mission Type Receive Deliver  
Carrier A 12  
Load Find  
OFBT Switch  
Validate  
Accept  
Clear

12/28/10

New equipment tab for outbound move

Lane Workstation Version 4.00.10.12.1074.00.09.28.10 [Task Information Sheet: 1811]

Truck: Tasks Summary Jobs Status: DPLU8750000 OFBT TRIU8338851

Booking	A								
EIR	A								
Pickup Group	A					Mission Type	Carrier		
Container	A					Receive	A12		
Chassis	A					Deliver	Find		
Collect		Document	Action			THRU	Switch		
							Validate		
Clear									

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

Select the proper container type

Lane Workstation Version 4.00.10.12.1074.00.09.28.10 [Task Information Sheet: 1811]

Truck: Tasks Summary Jobs Status: DPLU8750000 OFBT TRIU8338851

Receive Container DPLU8750000

Type	A	K40S							
Clip	A	K20S							
Tare	A	K40H							
		K40S							
MGW	A	N20S							
Net	A	N40S							
		63100	Lbs.						
Reefer									

Print Receive Ticket

Seals

Primary A

Primary Seal Type

Secondary A

Switch Oversized Rigging Rqd.

Inspect Placards

Enter all necessary data regarding the weight

Lane Workstation Version 4.00.10.12.1074.00.09.28.10 [Task Information Sheet: 1811]

Truck: Tasks Summary Jobs Status: DPLU8750000 OFBT TRIU8338851

Receive Container DPLU8750000

Type	A	K40S							
Clip	A								
Tare	A	10000	Lbs.						
MGW	A	70000	Lbs.						
Net	A	63100	Lbs.						
Reefer									

Print Receive Ticket

Seals

Primary A

Primary Seal Type

Secondary A

Switch Oversized Rigging Rqd.

Inspect Placards

12/28/10

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

Receive Container		DPLU8750000	
Type	K40S	Print Receive Ticket	
Clip	A	Seals	
Tare	A 10000 Lbs.	Primary A	
MGW	A 70000 Lbs.	Primary Seal Type	
Net	A 63100 Lbs.	Secondary A	
Reefer		Switch	
		Oversized	
		Rigging Rqd.	
		Inspect	
		Placards	

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 there were any damages to record, the Lane checker would need to go through the proper inspection tabs

Receive Container		DPLU8750000	
Type	K40S	Print Receive Ticket	
Clip	A	Seals	
Tare	A 10000 Lbs.	Primary A	
MGW	A 70000 Lbs.	Primary Seal Type	
Net	A 63100 Lbs.	Secondary A	
Reefer		Switch	
		Oversized	
		Rigging Rqd.	
		Inspect	
		Placards	

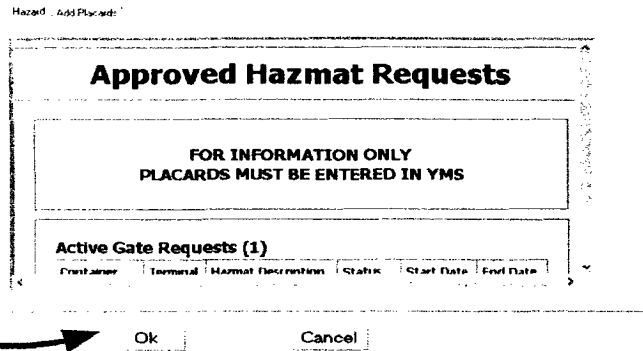
Press the "Placards" button to enter Hazardous information

Receive Container		DPLU8750000	
Type	K40S	Print Receive Ticket	
Clip	A	Seals	
Tare	A 10000 Lbs.	Primary A	
MGW	A 70000 Lbs.	Primary Seal Type	
Net	A 63100 Lbs.	Secondary A	
Reefer		Switch	
		Oversized	
		Rigging Rqd.	
		Inspect	
		Placards	



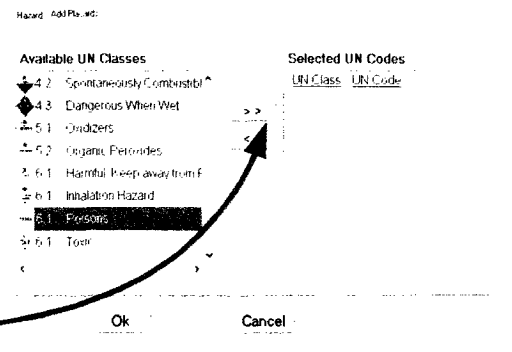
12/28/10

Obtain Hazardous Paperwork from Driver.



Click on the "OK" button

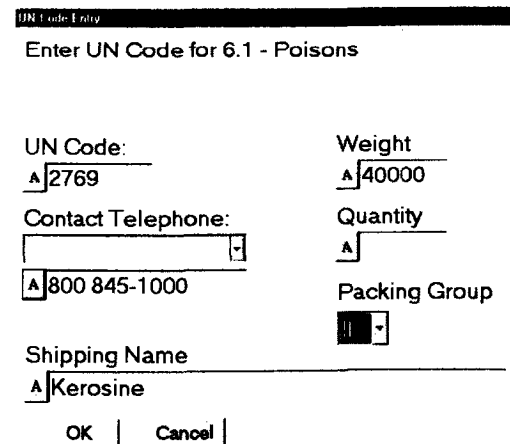
Choose the correct "UN Class" from the drop down list of choices.



Press the UN class. >> button to select your

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

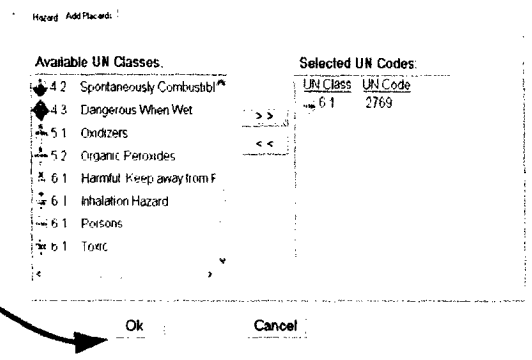
Enter the required information from the Hazardous paperwork.



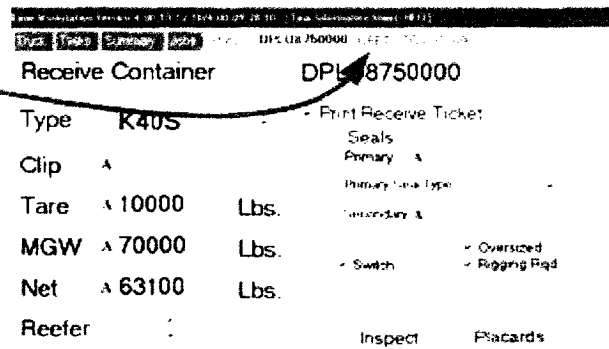
Press the "OK" button

12/28/10

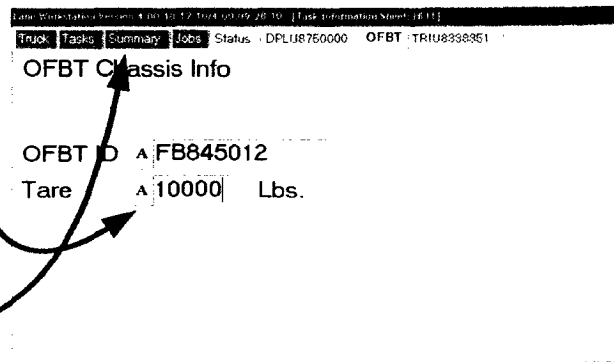
Once all of the Hazardous information is entered, press the "OK" button.



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.

12/28/10

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

The screenshot shows a software window with a 'Complete' button at the bottom left. To its right is a 'TWC Manual' section with fields for 'Last:', 'First:', and 'Middle:'. A large letter 'A' is positioned over the 'Last:' field. The background shows a summary of tasks and jobs.

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

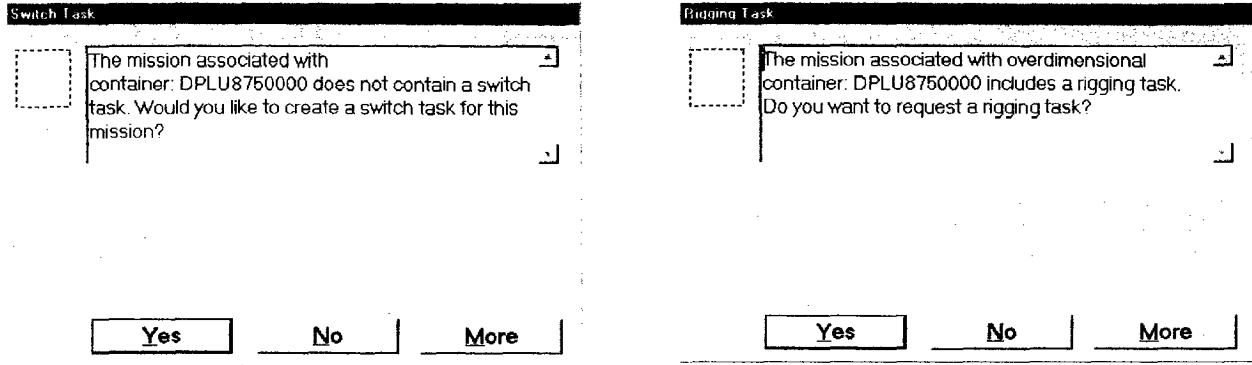
The dialog box contains three input fields: 'Last Name' with 'LEE', 'First Name' with 'HAMPTON', and 'Middle Initial' with 'J'. Below the fields is a QWERTY keyboard layout with 'BACK' and 'CLEAR' buttons. At the bottom are 'OK' and 'Cancel' buttons.

Click the "OK" button

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

The screenshot shows the same software window as before, but now the 'TWC Manual' section displays the driver's name: 'Last: LEE', 'First: HAMPTON', and 'Middle: J'. The 'Complete' button is highlighted with a large letter 'A' over it.

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 0002	ORION No. 118008	Booking SAVY5280008
Shipping Line ( 41810 ) HANJIN SHIPPING CO., LTD		
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212
Genset Number	Lane 12	Clerk HLEE
Container Number DPLU 875000 0	Chassis Number (OFBT) FB845012	
Primary Seal ( RK/TK ) 11111111	Secondary Seal	
Scale Weight 90,000 lbs.	Container Gross Weight 63,100 lbs.	Size K40S
Vessel ( 9372872 ) CSAV ROMERAL		Voyage 0004W
Destination ( 35177 ) SANTOS		
Provided Documents Truck Driver Paperwork (Collected) Hazardous Paperwork (Collected)		


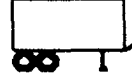
12/28/10

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:



South Carolina State Ports Authority




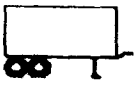

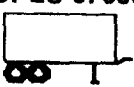

<b>Receive</b>		Nov 30, 2010
<b>Loaded Container</b>		4:47 PM
Job Number 0002	ORION No. 118008	Booking SAVY5280008
Shipping Line ( 41810) HANJIN SHIPPING CO., LTD		
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212
REF# 2048670		
<b>!</b> Chassis Swap Required Deliver Hostler Orders to Yard Supervisor		
DPLU 875000 0  OFBT (FB845012)	➔	DPLU 875000 0  TLXZ 414336
Go to outbound lanes. Swipe ALL cards that have a barcode. ➔ <b>EXIT</b>		
<b>!</b> OFBT CHASSIS MUST LEAVE TERMINAL		

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:

Nov 30, 2010		
<b>Hostler Orders</b>		
4:47 PM		
Job Number 0002	ORION No. 118008	Booking SAVY5280008
Shipping Line ( 41810 ) HANJIN SHIPPING CO., LTD		
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212
REF# 2048670		
 HE057	➔	TLXZ 414336 
 <b>Rigging Required</b> <b>See Yard Supervisor</b>		
DPLU 875000 0 	➔	DPLU 875000 0 
OFBT (FB845012)		TLXZ 414336
DPLU 875000 0 	➔	 CF001A

South Carolina State Ports Authority







12/28/10

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:



South Carolina State Ports Authority

<b>Deliver</b>		Nov 30, 2010
<b>Loaded Container</b>		4:47 PM
Job Number 0003	ORION No. 417224	Booking
Shipping Line ( 04556 ) AMERICAN PRESIDENT LINES		
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212
NO CUSTOMS EXAM REQUIRED		
 <b>Chassis Swap Required</b> <b>Deliver Hostler Orders</b> <b>to Yard Supervisor</b>		
 <b>Get Reefer</b> <b>Mechanic First</b>		
RL056 	→	TRIU 833885 1  TLXZ 459131
TRIU 833885 1 	→	TRIU 833885 1  OFBT (FB845012)
Verify Seal Number: APA3261695		



12/28/10

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 3330003	ORION No. 417224	Booking	
Shipping Line ( 04556 ) AMERICAN PRESIDENT LINES			
Driver ( )			
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212	
Container Number TRIU 833885 1		Chassis Number TLXZ 459131	
Genset Number			
Vessel ( 9139725 ) APL CYPRINE		POL: 55976	
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.


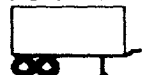




*(Once the admission process is complete, the yard Hostler and the Container Handlers will get tasks on their respective computers describing the chassis swap that will take place.)*

The **Hostler Orders** are pictured below:

Nov 30, 2010

**Hostler Orders**

4:47 PM

Job Number 0003	ORION No. 417224	Booking
Shipping Line ( 04556 ) AMERICAN PRESIDENT LINES		
Trucking Company ( 12 ) BULLDOG HI-WAY EXPRESS		Tractor 1212
NO CUSTOMS EXAM REQUIRED		
RL056 	➔	TRIU 833885 1  TLXZ 459131
TRIU 833885 1 	➔	TRIU 833885 1  OFBT (FB845012)
TLXZ 459131 	➔	HJ011A 

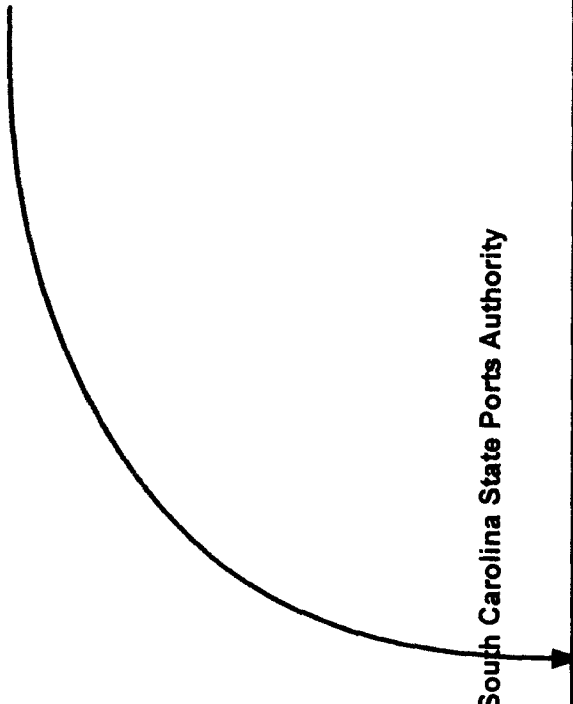
12/28/10

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



### Reefer Data Sheet

Nov 30, 2010  
4:47 PM

Job Number 3330003	ORION No. 417224	Booking
Shipping Line (04556) AMERICAN PRESIDENT LINES		
Driver ( )		
Trucking Company (12) BULLDOG HI-WAY EXPRESS		Tractor 1212
Container Number TRIU 833885 1	Chassis Number TLXZ 459131	
Genset Number HJLZ 12345		
Vessel (9139725) APL CYPRINE		POL: 55976
Commodity		
Comments NO CUSTOMS EXAM REQUIRED;		
Location		Temp 34F
Mechanic's Signature <i>John Hamack</i>		

12/28/10

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

Activate the "Jobs" tab

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: 1811]

Truck | Tasks | Summary | **Jobs** | Status

Visit  
Truck ID [ ] Lane [ ]  
Motor Carrier A [ ] Find [ ]  
Validate [ ]

Truck  
License Tag A [ ] State A [ ] Find [ ]  
Tare Weight A [ ] Lbs. [ ]  
Out Weigh A [ ] Lbs. [ ] Void [ ]

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

Click "FIND" Button

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: 1811]

Truck | Tasks | Summary | **Jobs** | Status

Show  
Active Jobs Find A 417224 EIR Truck ID Calibrate Touchscreen  
All Jobs Today Job Number Reprint

Lane	Checker	Truck	Time In
3	LEE, HAMPTON	1212	12/15/2010 09:35

Job	EIR	Time Out
0001	417224	

Other [ ]  
Alt Printer [ ]

Click on highlighted EIR

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: 1811]

Truck | Tasks | Summary | **Jobs** | Status

Show  
Active Jobs Find A 417224 EIR Truck ID Calibrate Touchscreen  
All Jobs Today Job Number Reprint

Lane	Checker	Truck	Time In
3	LEE, HAMPTON	1212	12/15/2010 09:35

Job	EIR	Time Out
0001	417224	

Other [ ]  
Alt Printer [ ]

12/28/10

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: HLE1]

Truck | Tasks | Summary | Jobs | Status

Show  
- Select Jobs Find A 417224  
- All Jobs Today

EIR  
- Truck ID  
- Job Number

Calibrate Touchscreen

Lane	Checker	Truck	Time In
3	LEE, HAMPTON	1212	12/15/2010 09:35

Job: EIR 417224 Time Out

Reprint  
Routing Slip  
Rev Tckt  
DVIR Tckt  
Reefer Tckt  
Other  
Delete  
Retrieve  
Alt Printer

Click on the "Retrieve" Button

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

System Message Informational

The following comments are associated with this interchange  
1 - NO CUSTOMS EXAM REQUIRED

OK More

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

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: HLE1]

Truck | Tasks | Summary | Jobs | Status TRIU833885 Reefer (DL) OFBT

Deliver Container TRIU 833885 1

Type

Clip A HJLZ 12345

Tare Lbs.

MGW Lbs.

Net Lbs.

Reefer A 34 °F

Seals  
Primary A APA3261695  
Primary Seal Type BOLT  
Secondary A  
Requires Power  
Inspect

12/28/10

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)

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: HLT1]

Truck: Tasks Summary Jobs Status TRIU833885 Reefer (DL) OFBT

Deliver Container TRIU 833885 1

Type

Clip A HJLZ 12345

Tare Lbs.

MGW Lbs.

Net Lbs.

Reefer A 34 °F

Seals  
Primary A APA3261695  
Primary Seal Type BOLT  
Secondary A

Requires Power

Inspect

Collect the Reefer Data Sheet & click check box

Click check box for Reefer Running & record Temperature

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: HLT1]

Truck: Tasks Summary Jobs Status TRIU833885 Reefer (DL) OFBT

Container

Location A

Reefer Documents Collected

Reefer Running

Temp A 34 °F

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

Lane Workstation Version 4.00.11.17.10/4.00.11.17.10 [Task Information Sheet: HLT1]

Truck: Tasks Summary Jobs Status TRIU833885 Reefer (DL) OFBT

Container TRIU 833885

Location A

Reefer Documents Collected

Reefer Running

Temp A 34 °F

Enter chassis tare weight

Click on "Summary" tab

OFBT Chassis Info

OFBT ID A FB845012

Tare A 10000 Lbs.

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

Valid 1

Problem 0

417224 Deliver Loaded Container TRIU833885

AMERICAN PRESIDENT LINES

Found in Good Order

Override

All to DA

Exit Pass

Void

Complete

A

TWC Manual:

Last:

First:

Middle:

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

Click the "OK" button

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

OK Cancel

12/28/10

Lane Workstation Version 4.00.11.17 10/4.00.11.17.10 [Task Information Sheet: HLEF]

Truck	Tasks	Summary	Jobs	Status	TRIU833885	Reefer (DL)	OFBT
-------	-------	---------	------	--------	------------	-------------	------

Valid 1  
Problem 0

Override  
All to DA  
Exit Pass

Void

417224 Deliver Loaded Container TRIU833885  
AMERICAN PRESIDENT LINES  
Found in Good Order

TWIC Manual:  
Last: LEE  
First: HAMPTON  
Middle: J

Complete

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

Reloaded Mission: TRIU833885

Do you want to print another copy of the routing slip for this mission?

Yes No More

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:**

<b>Carrier Interchange</b>		Mission Receive <b>Loaded Container</b>		Page 1 of 2 <b>Dec 1, 2010</b>	
		ORION No. 118008		9:00 AM	
Container <b>DPLU 8750000</b>		Chassis (OFBT) <b>FB845012</b>			
Inland Carrier (12 ) <b>BULLDOG HI-WAY EXPRESS</b>			Tractor 1212		
Gate Out/Completed Date Time <b>12/1/2010 09:00:20</b>		Genset			
Shipping Line ( 41810 ) <b>HANJIN SHIPPING CO., LTD</b>					
Job Number 0002	Turn Time -07:-20:-15	Moves 3	Booking <b>SAVY5280008</b>		
Container Type K40S	Chassis Type	Reefer Setting Inactive	POL or POD <b>SANT</b>		
Primary Seal ( RK/TK ) 11111111		Secondary Seal			
Destination <b>SANTOS</b>					
Vessel (9372872 ) <b>CSAV ROMERAL</b>					
Yard Location CF001	Scale Weight 90,000lbs	Container Weight 63,100lbs	Inspector HLEE		
Commodity Information ** See Additional pages **					
Notes ** See Additional pages **					
Damages					
Driver Name From TWIC <b>MANUAL ENTRY</b>					
<b>LEE, HAMPTON J.</b>					

<b>Carrier Interchange</b>		Mission Receive <b>Loaded Container</b>		Page 2 of 2 <b>Dec 1, 2010</b>	
		ORION No. 118008		9:00 AM	
Container <b>DPLU 8750000</b>		Chassis (OFBT) <b>FB845012</b>			
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					

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Outbound Move:

<b>Carrier Interchange</b>		<b>Mission Deliver</b>		Page 1 of 2	
		<b>Loaded Container</b>		<b>Dec 1, 2010</b>	
		ORION No.		9:11 AM	
417224					
<b>Container</b>			<b>Chassis (OFBT)</b>		
TRIU 8338851			FB845012		
<b>Inland Carrier (12 )</b>				<b>Tractor</b>	
BULLDOG HI-WAY EXPRESS				1212	
<b>Gate Out/Completed Date Time</b>			<b>Genset</b>		
12/1/2010 09:11:24			HJLZ12345		
<b>Shipping Line ( 04556 )</b>					
AMERICAN PRESIDENT LINES					
<b>Job Number</b>	<b>Turn Time</b>	<b>Moves</b>	<b>Booking</b>		
0003	-07:-09:-02	3			
<b>Container Type</b>	<b>Chassis Type</b>	<b>Reefer Setting</b>	<b>POL or POD</b>		
R40H		Active	SING		
<b>Primary Seal ( BOLT )</b>		<b>Secondary Seal</b>			
APA3261695					
<b>Destination</b>					
SINGAPORE					
<b>Vessel (9139725 )</b>					
APL CYPRINE					
<b>Yard Location</b>	<b>Scale Weight</b>	<b>Container Weight</b>	<b>Inspector</b>		
	0 lbs	22,401lbs	HLEE		
<b>Commodity Information</b>					
<b>Notes</b>					
** See Additional pages **					
<b>Damages</b>					
<b>Driver Name From TWIC</b>					
MANUAL ENTRY					
<b>LEE, HAMPTON J.</b>					

<b>Carrier Interchange</b>		<b>Mission Deliver</b>		Page 2 of 2	
		<b>Loaded Container</b>		<b>Dec 1, 2010</b>	
		ORION No.		9:11 AM	
(Continued)		417224			
<b>Container</b>			<b>Chassis (OFBT)</b>		
TRIU 8338851			FB845012		
<b>Genset</b>					
HJLZ12345					
<b>NOTES</b>					
NO CUSTOMS EXAM REQUIRED					
The container weight listed above has been certified by the shipper.					

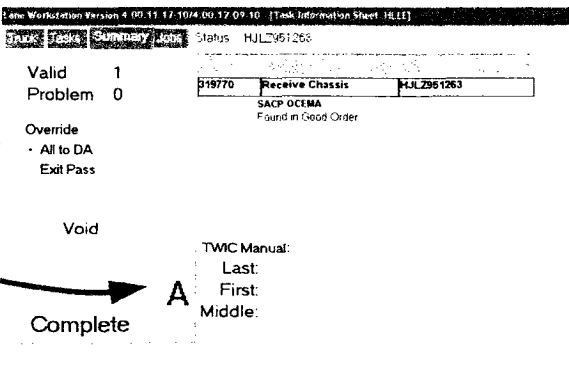
## Overrides

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.

To invoke an "All to DA" Override, select "All to DA"

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



Valid 1  
Problem 0

019770 Receive Chassis HJL2961263  
SACP OCEMA  
Found in Good Order

Override  
· All to DA  
Exit Pass

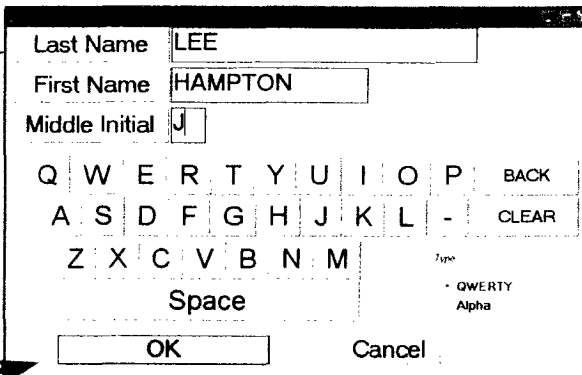
Void

Complete

TWIC Manual:  
Last: A  
First:  
Middle:

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

Click the "OK" button



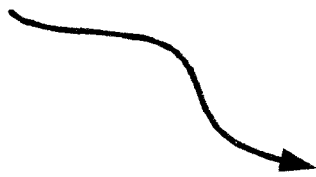
Last Name LEE  
First Name HAMPTON  
Middle Initial J

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 Type  
Space QWERTY Alpha

OK Cancel

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



Case Workstation Version 4.20.11.17 10/4/06 12/28/10 [Task Information Sheet 48 (1)]


Truck	Tasks	Summary	Jobs	Status	HJLZ951263
Valid	1				
Problem	0				
Override					
+ All to DA					
Exit Pass					
Void					
Complete					

319770	Receive Chassis	HJLZ951263
SACP OCEANA		
Found in Good Order		

TWC Manual:  
Last: LEE  
First: HAMPTON  
Middle: J

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			
 <b>Go to Driver's Assistance</b>			
Seals Primary: Type: Secondary:			
Weights Scale: 27900      Chassis: 11000 Tare: 0 MGW: 0			

South Carolina State Ports Authority

12/28/10

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.”**

To invoke an “Exit Pass” Override, select “Exit Pass”

Click on “A” button to type in Driver’s name

Valid 1  
Problem 0

Override  
All to DA  
Exit Pass

Void

Complete

319771 Receive Chassis HJLZ159753  
SACP OCEMA  
Found in Good Order

TWIC Manual:  
Last:  
First:  
Middle:

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

Click the “OK” button

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

OK Cancel

Click the “Complete” button to print the “Driver Assistance Request” pass

Valid 1  
Problem 0

Override  
All to DA  
Exit Pass

Void

Complete

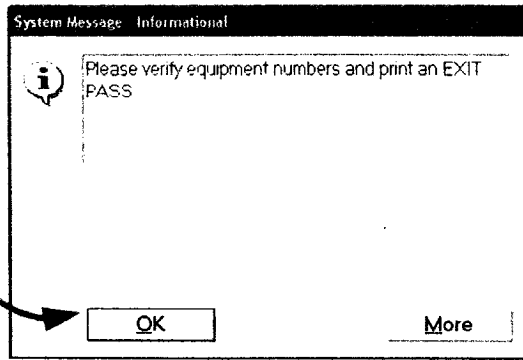
319771 Receive Chassis HJLZ159753  
SACP OCEMA  
Found in Good Order

TWIC Manual:  
Last: LEE  
First: HAMPTON  
Middle: J

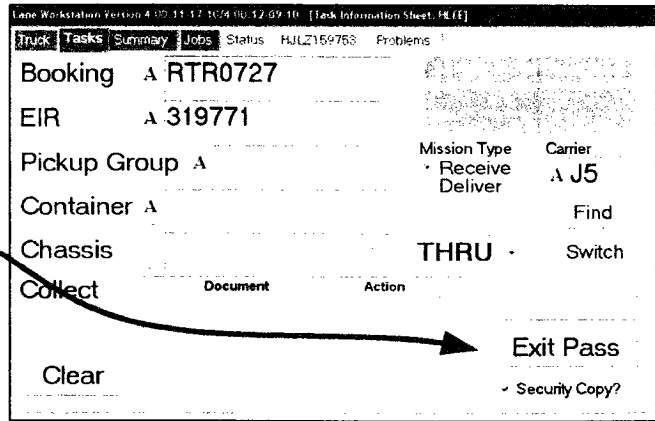
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Verify equipment numbers

Click the "OK" button



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




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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

<b>Immediate</b>		Dec 17, 2010	
<b>Exit Pass</b>		10:00 AM	
ORION No. 319771	Booking RTR0727		
Shipping Line (14733) SACP OCEMA			
Driver ( )	Lane 3	Clerk HLEE	
Trucking Company ( J5 ) RJ TRUCKING AND LOGISTICS, INC.			Tractor 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

<b>Immediate</b>		Dec 17, 2010	
<b>Exit Pass</b>		10:00 AM	
ORION No. 319771	Booking RTR0727		
Shipping Line (14733) SACP OCEMA			
Driver ( )	Lane 3	Clerk HLEE	
Trucking Company ( J5 ) RJ TRUCKING AND LOGISTICS, INC.			Tractor 1212
Exit Pass Requested for Mission			
 HJLZ159753			
Seals Primary: Type: Secondary:			
Weights Scale: 27900    Chassis: 11000 Tare: 0 MGW: 0			

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## 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.

South Carolina State Ports Authority	Immediate		Feb 8, 2001
	Exit Pass		5:04 PM
	Job Number	ORION Number	Tractor
	0	RU0305	1212
	Shipping Line ( 06702 )		
	GRUPO LIBRA LINE		
	Driver ( )		
	Trucking Company ( 12 )		
	BULLDOG HI-WAY EXPRESS		
	CLIJ 875412 6		
 → 			
OFBT 2			



## 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.

Lane Workstation Version 2 00 07 18 02/2 00 07 17 02 - [Task Information Sheet: DHOFFMAN]

Truck | Tasks | Summary | **Jobs** | Status

Show  
 Active Jobs  
 All Jobs Today

Find

Interchange  
 Truck ID  
 Job Number

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

Calibrate Touchscreen

Reprint

Other...

Delete

Retrieve

Alt Printer

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
	<b>Job</b> 0258	<b>EIR</b> RU0302	<b>Time Out</b>
12	HOFFMAN, DAVID	1212	7/25/02 16:04
	<b>Job</b> 0259	<b>EIR</b> RU0301	<b>Time Out</b>
	<b>Job</b> 0260	<b>EIR</b> DU0701	<b>Time Out</b>

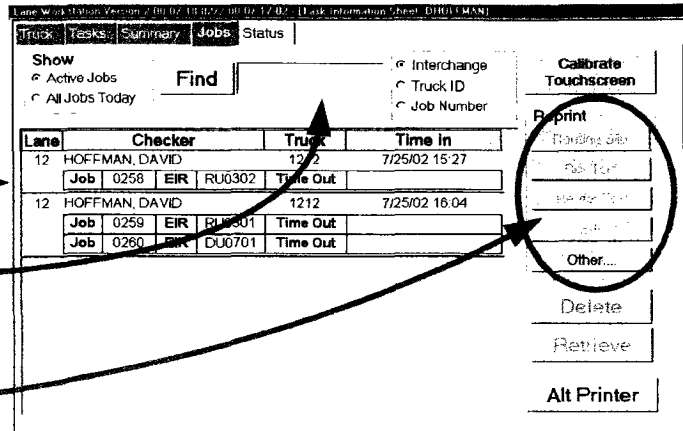
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From the **Jobs Tab** the Lane Checker can reprint a **Routing Slip, Receive Ticket, Reefer Ticket, and EIR.**

**Select the job that needs the reprint from the list displayed**

(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**



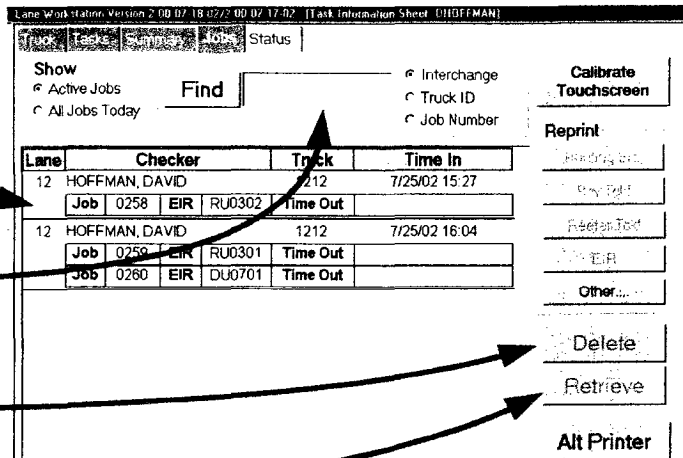
The Lane checker can also Delete and Retrieve jobs.

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

(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 completely**

**Press the Retrieve button to bring the job back to the Lane Application**



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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

The screenshot shows the Lane Workstation interface with the 'Jobs' tab selected. The interface includes a 'Show' section with radio buttons for 'Active Jobs' and 'All Jobs Today', a 'Find' search box, and radio buttons for 'Interchange', 'Truck ID', and 'Job Number'. A table displays job information for Lane 12, including checker names (HOFFMAN, DAVID), truck numbers (1212), and time in/out (7/25/02 15.27 and 16.04). The table has columns for Lane, Checker, Job, EIR, RU, and Time Out. On the right side, there are buttons for 'Calibrate Touchscreen', 'Reprint', 'Delete', and 'Alt Printer'. An arrow points from the text 'Press the "Alt Printer" button' to the 'Alt Printer' button.

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

Select the printer

Press "OK" to make change

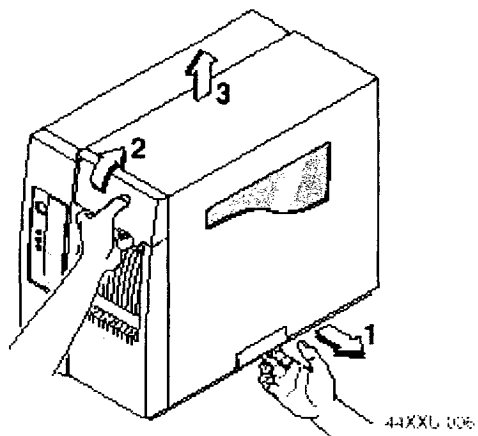
The screenshot shows a 'Select Printer' dialog box with a title bar containing an information icon, the text 'Select Printer', and a close button (X). The dialog contains a list of printer names: '\\S\_SCSPA...\\CST00m1a' and '\\S\_SCSPA...\\P-CST115-Xerox'. The second printer name is highlighted. Below the list are 'OK' and 'Cancel' buttons. An arrow points from the text 'Select the printer' to the second printer name, and another arrow points from 'Press "OK" to make change' to the 'OK' button.

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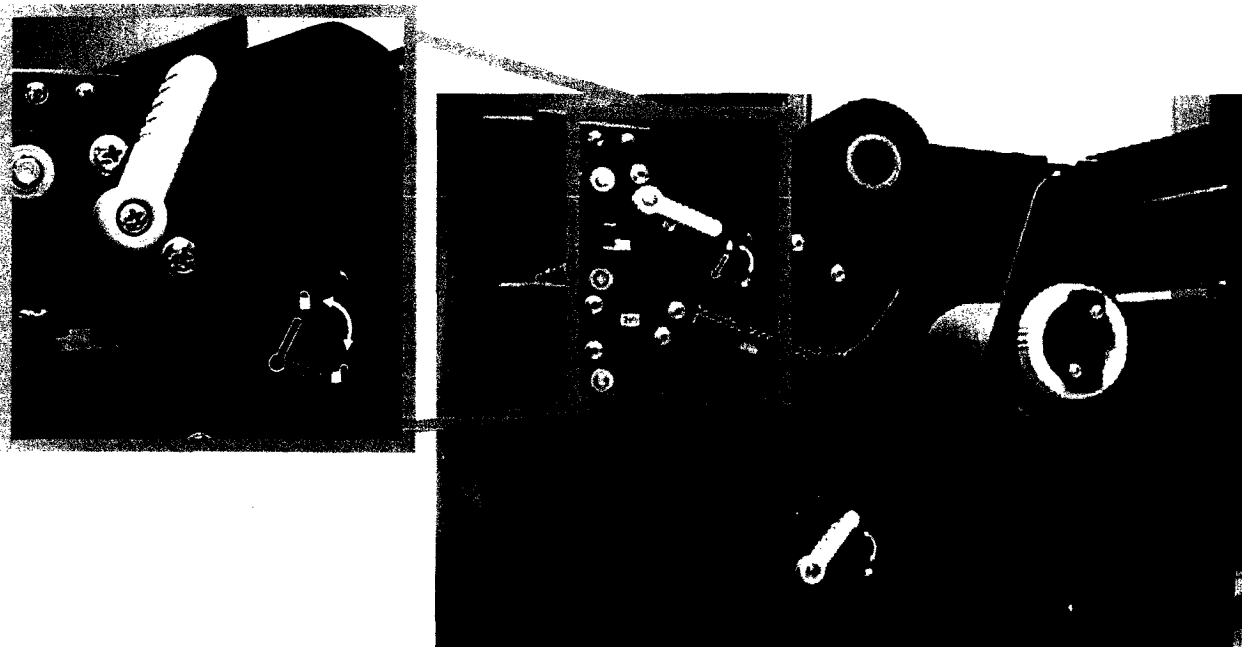
Loading Paper into the Printer

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

- 1) Remove the cover of the printer

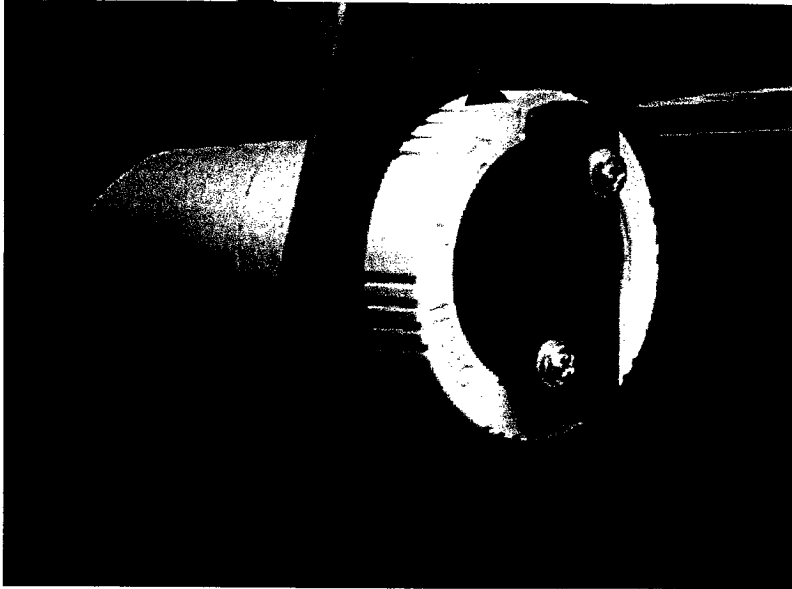


- 2) Push locking lever down.

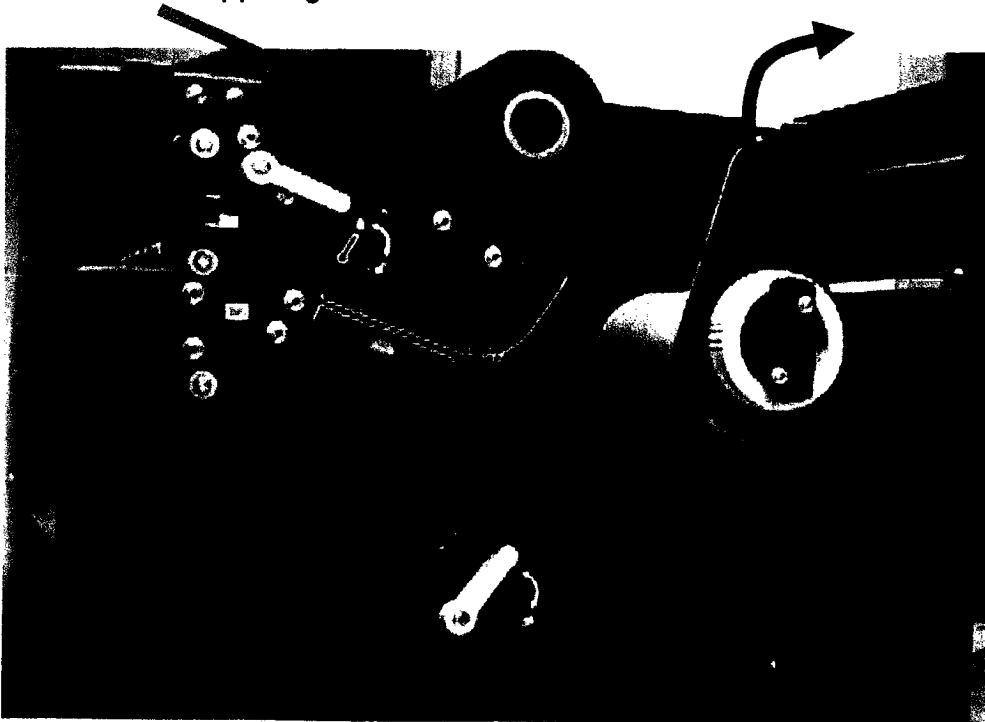


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3) Turn Yellow retaining ring to "Open" Position

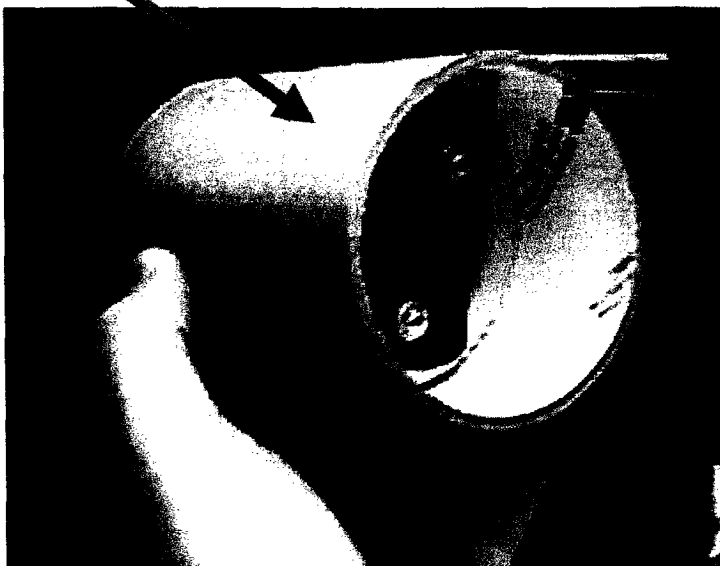


4) Remove Media Support guide

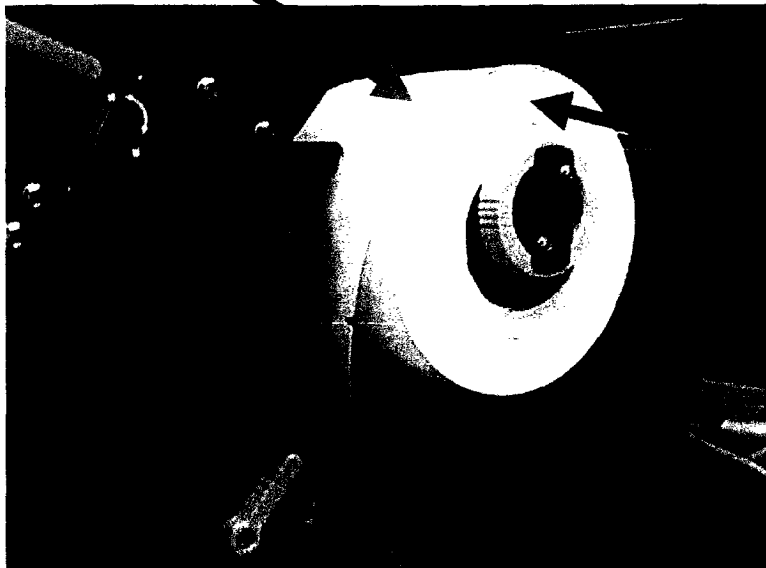


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5) Remove old spool

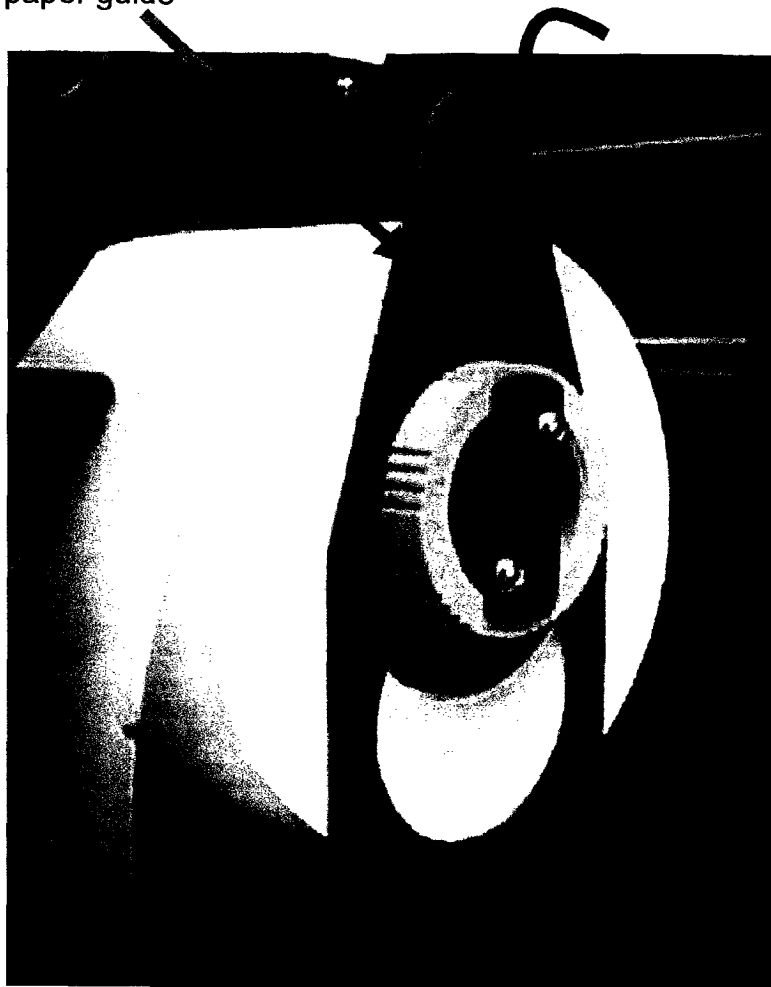


6) Place new paper roll on spindle

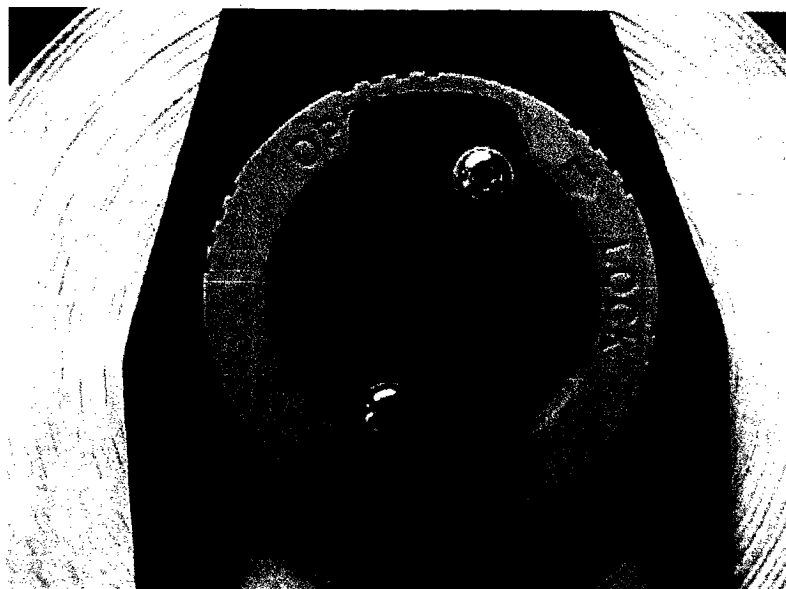


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7) Replace the paper guide



8) Twist yellow ring to "Lock" position



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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)







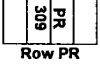

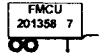





## Section VII: *Glossary of Terms*

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

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<b>Lane</b>	Inspection area
<b>Motor Carrier</b>	The Truck Lines name
<b>Out</b>	Exit
<b>Receive Ticket</b>	Document that is printed in the lanes and attached to the papers that a trucker turns in with equipment
<b>Routing Slip</b>	<p>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.</p> <p>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.</p> <p>YMS delivers all of these instructions using both images and text. The Routing Slip also contains the following information:</p> <ul style="list-style-type: none"><li>◆ Job Number - an ascending number that resets itself each day.</li><li>◆ Barcode - the EIR number for the Routing Slip.</li><li>◆ Driver - name and code for the driver</li><li>◆ ORION Number - the EIR number for the Routing Slip</li><li>◆ Trucking Company - name and code for the trucker moving the equipment</li><li>◆ Tractor - identification number for the tractor.</li></ul>

- ◆ 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 Drivers Assistance
 Get Reefer Mechanic First	Go to the Reefer Mechanic
 Chassis Swap Required Deliver Hostler Orders to Yard Supervisor	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