

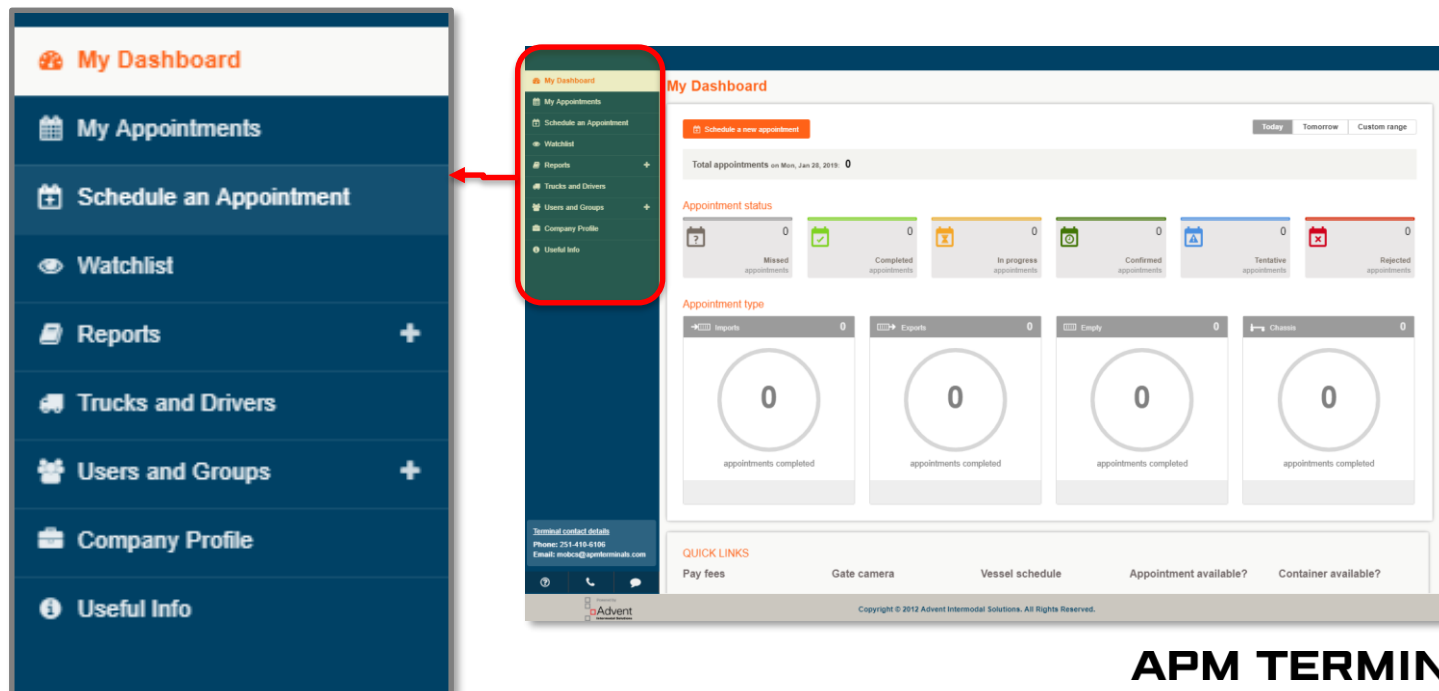


# APM TERMINALS

TERMPoint Gate Appointment System  
TERMPoint Basics

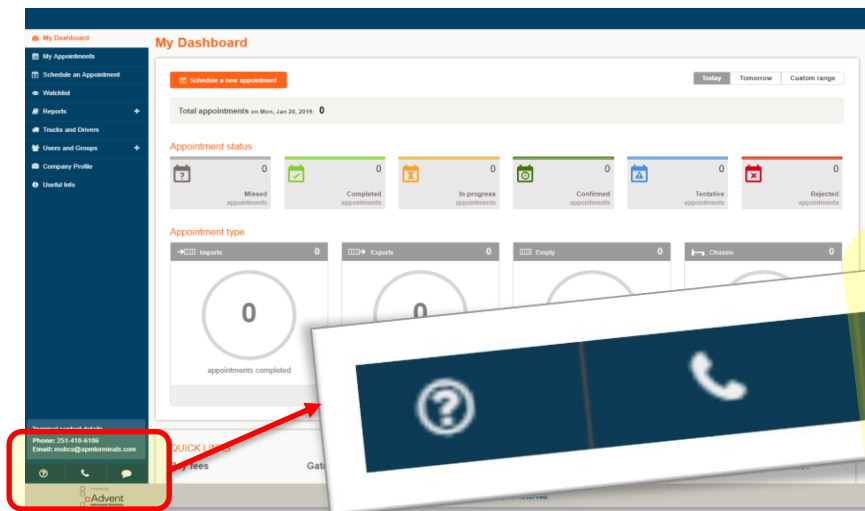
# Navigation – Landing Page (My Dashboard)

- The landing page directs to the dashboard. This screen provides a concise summary of appointments by status and type, and allows for eased navigation to TERMPoint's features.
- The navigation bar will be docked to the left in TERMPoint (below). This allows you to quickly navigate to different pages within TERMPoint.



# TERMPoint HELP! – Chat Function

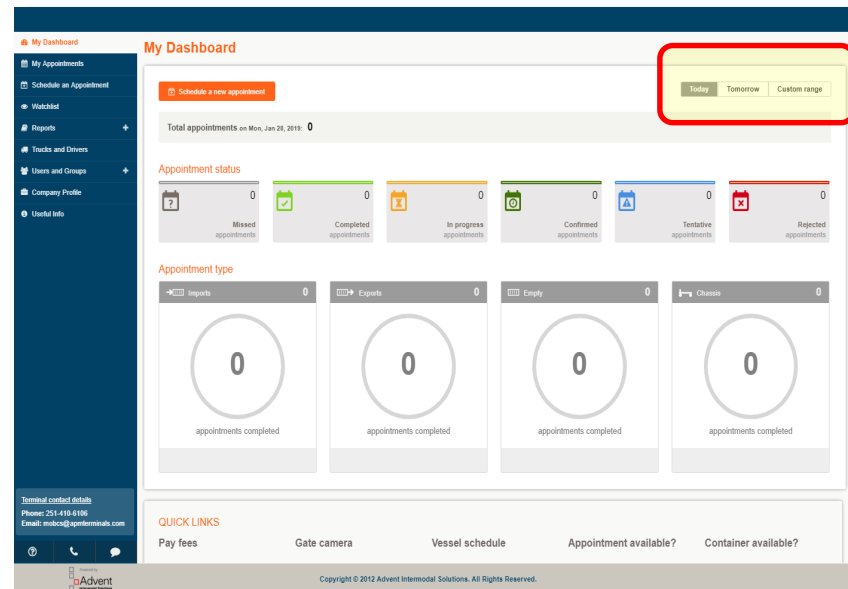
- TERMPoint offers a very efficient chat system for help. The chat function is the fastest way to receive assistance.
- Using this feature will connect you directly with a representative to assist with any questions, concerns, or problems you may encounter in TERMPoint.
- From the navigation pane on the left, the chat icon will always be shown at the bottom right of the pane.



Click the caption bubble to open the chat function!

# Navigation – My Dashboard

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



# Navigation – My Dashboard

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

**My Dashboard**

Schedule a new appointment Today Tomorrow Custom range

Total appointments on Mon, Jan 28, 2019: 0

**Appointment status**

Status	Count
Missed appointments	0
Completed appointments	0
In progress appointments	0
Confirmed appointments	0
Tentative appointments	0
Rejected appointments	0

**Appointment type**

Type	Count
Imports	0
Exports	0
Empty	0
Chassis	0

Terminal contact details  
Phone: 251-410-6106  
Email: mobcs@apmterminals.com

**QUICK LINKS**

- Pay fees
- Gate camera
- Vessel schedule
- Appointment available?
- Container available?

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# Navigation – My Appointments

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

The screenshot shows the 'Advanced Search' form in the APM TERMINALS interface. At the top, it says 'APM TERMINALS Powered by: TERMPoint' and 'Lifting Global Trade...'. The form includes two date pickers, both set to '01/28/2019'. Below these are two dropdown menus labeled 'Select Driver' and 'Select Truck'. A 'SEARCH BY' section has a dropdown menu. There is an input field for 'Enter Appointment #' with an 'Add' button. At the bottom, there is an 'APPOINTMENT STATUS' section and two buttons: 'Submit' and 'Cancel'. A red arrow points from the 'Advanced Search' button in the main interface to this form.

The screenshot shows the 'My Appointments' page. At the top left, there is a button that says 'Schedule a new appointment'. Below this is a search bar with the text 'Search Appointment ...' and a magnifying glass icon. Below the search bar is a row of action buttons: 'Cancel', 'Manage', 'Merge', and 'Refresh'. At the bottom right, there is a button labeled 'Advanced Search' with a dropdown arrow. A red box highlights this button, and a red arrow points from it to the 'Advanced Search' form shown in the previous screenshot. Below the action buttons, a yellow banner displays the text 'No Data Found.'

# Navigation – Import Watchlist

- Import Watchlist allows user to track pending/future import containers for any updates.
- Easily submit an appointment for watchlisted containers by checking the container and then select 'Schedule an Appointment.'
- Click the yes/no link under 'APPT READY' column to view any warnings or errors present.
- Click the + icon (left of container number) to expand the container details.

The screenshot displays the 'Watchlist' section of the APM Terminals system. On the left is a dark blue sidebar with navigation links: My Dashboard, My Appointments, Schedule an Appointment, Watchlist (highlighted), Reports, Trucks and Drivers, Users and Groups, Company Profile, and Useful Info. The main content area is titled 'Watchlist' and contains a search bar and a table of containers. The table has columns: CONTAINER ID, APPT READY, FREIGHT, CUSTOMS, DEMURRAGE, SHIPPING LINE, EQUIP SIZE, and REMOVE. Two containers are listed: TEST0115022 and TEST0115123. Below the table, there is a section for 'Schedule an Appointment' with a '+ Add to Watchlist' button and a detailed view for the first container showing 'BILL OF LADING #', 'YARD LOC', 'GOOD THRU', 'WEIGHT', and 'DISCHARGE DATE'.

CONTAINER ID	APPT READY	FREIGHT	CUSTOMS	DEMURRAGE	SHIPPING LINE	EQUIP SIZE	REMOVE
TEST0115022	<a href="#">YES</a>	RELEASE	RELEASE	<a href="#">YES</a>	APMT	40RE86	
BILL OF LADING #: TESTBL   YARD LOC: Yard Grounded (112291)   GOOD THRU: 2018-12-27T00:00:00   WEIGHT: 9626.13727614   DISCHARGE DATE: 2015-01-15T00:00:00							
TEST0115123	<a href="#">YES</a>	RELEASE	HOLD	<a href="#">YES</a>	TEST	40GP86	

# Navigation – Trucks & Drivers

- Click through the drivers, trucks, and driver/truck association tabs to set up each driver, truck, and associate the 2 together.
- Associated trucks to each driver will be the available truck options for that driver when scheduling an appointment.

1

DRIVER'S FULL NAME	LICENSE NUMBER	STATE	REMOVE
Test Driver 1	5871448	ALABAMA	
Test Driver 1	5871448	ALABAMA	
Test Driver 1	5871448	ALABAMA	

2

TRUCK PLATE NUMBER	STATE	REMOVE
123456	ALABAMA	
1234567	ALASKA	
654321	ALABAMA	

3

Registered drivers:  
Test Driver 1

Available trucks:  
123456  
1234567  
654321  
ABC1234567  
DAE123445

Registered trucks:  
TEST123

Add selected  
Remove Selected  
Add all  
Remove all



## Navigation – Additional Users

- Additional users can be added/managed from the 'Users and Groups' tab, under 'Manage Users.'
- Add new users and update information for registered users.

The screenshot displays the 'Manage Users' interface. On the left is a dark blue sidebar with navigation options: My Dashboard, My Appointments, Schedule an Appointment, Watchlist, Reports, Trucks and Drivers, Users and Groups, **Manage Users**, Manage user Groups, and Company Profile. The main content area is titled 'Manage Users' and contains a 'List of users' table with columns: LOGIN ID, FIRST NAME, LAST NAME, EMAIL ADDRESS, PHONE NUMBER, ACTIVE?, and EDIT. A search bar labeled 'Search User...' is at the top right. A red box highlights a '+ Add a new user' button in the top right corner of the table area. A red arrow points from this button to an 'Add User' modal form. The modal form has the following fields: Login ID (with a sub-field 'Login ID'), Phone (with a sub-field 'Phone'), First Name (with a sub-field 'First Name'), Last Name (with a sub-field 'Last Name'), Email Address (with a sub-field 'Email Address'), Confirm Email Address (with a sub-field 'Confirm Email Address'), and a 'COMPANY GROUPS' dropdown menu. At the bottom of the modal are 'Submit' and 'Cancel' buttons.



# APM TERMINALS

TERMPoint – Scheduling  
Appointments

[www.apmterminals.com](http://www.apmterminals.com)

# Scheduling Appointments

The primary appointment types utilized at APM Terminals Mobile are:

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

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

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

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

# Scheduling Appointments

## Basic Appointment Navigation

1. Click in the dropdown menu to select the appropriate appointment type to be scheduled. Schedule appointments for each transaction type. Merge appointments to create a dual transaction from the 'My Appointments' page.
2. After selecting the appropriate appointment type, enter the required data to begin scheduling appointment. This will be the booking, EDO, equipment ID, or bill of lading.

The screenshot illustrates the 'Schedule Appointment(s)' process in two steps:

**Step 1:** A sidebar menu on the left contains 'My Dashboard', 'My Appointments', 'Schedule an Appointment', 'Watchlist', 'Reports', 'Trucks and Drivers', 'Users and Groups', 'Company Profile', and 'Useful Info'. The 'Schedule an Appointment' option is highlighted. The main content area shows a dropdown menu for '1. APPOINTMENT TYPE:' with 'IMPORT PICKUP' selected. Other options include 'IMPORT DROPOFF', 'EXPORT PICKUP', and 'EXPORT DROPOFF'. A red arrow points from this dropdown to the next step.

**Step 2:** The main content area shows '2. DATA:' with a text input field for 'Add container number(s)'. Below the field is a note: '(Maximum 20 numbers, separated by comma are allowed)'. To the right, there is an 'OR' separator and a file upload section with the text 'You can upload a file', an 'Upload from this device' button, and a 'Browse' button. A 'Submit' button is located at the bottom left of the form.

# Scheduling Appointments

## Basic Appointment Navigation (continued)

3. Once the required data has been submitted and validated, the screen will prompt for scheduling information.
  - Select the date and time slot, driver, truck, chassis, and any additional information required for the selected appointment type.
4. Proceed by clicking 'Schedule Appointment' at the bottom of the window.

**Schedule Appointment(s)**

1. APPOINTMENT TYPE:  
IMPORT PICKUP [Edit](#)

2. DATA:  
TEST0115022 [Edit](#)

3 **SCHEDULE:**

CONTAINER ID	DATE	SLOT	DRIVER	TRUCK	OWN CHASSIS?	CHASSIS #	APPT READY
TEST0115022	<input type="text" value="Date"/>	<input type="text" value="SLOT"/>					
TEST0115022	01/29/2019	07:00 - 11:00	Test Driver 1	TEST123	YES	CHASSIS #	YES

4

# Scheduling Appointments – Additional Information

- The order details will appear above the scheduling window headers for the corresponding appointment types.
- This displays useful information regarding the booking, such as the steamship line, total quantity, quantity received, submitted appointments, and the number of remaining appointments.

**Schedule Appointment(s)**

1. APPOINTMENT TYPE:  
EXPORT DROPOFF [Edit](#)

2. DATA:  
TESTBOOKING [Edit](#)

3. SCHEDULE:

Booking number(s) TESTBOOKING Line: TEST Total Booked: 14 Total Received: 0 Confirm/Tentative Appt: 0 Remaining: 14 [Add new container](#)

CONTAINER ID	DATE	SLOT	DRIVER	TRUCK	OWN CHASSIS?	CHASSIS #	SEAL1
<input type="text" value="TEST0115011"/>	<input type="text" value="01/29/2019"/>	<input type="text" value="07:00 - 11:00"/>	<input type="text" value="Test Driver 1"/>	<input type="text" value="TEST123"/>	<input type="text" value="YES"/>	<input type="text" value="CHASSIS #"/>	<input type="text" value="TEST"/>
<input type="text" value="CONTAINER ID"/>	<input type="text" value="Date"/>	<input type="text" value="SLOT"/>	<input type="text" value="DRIVER"/>	<input type="text" value="TRUCK"/>	<input type="text" value="NO"/>	<input type="text" value="CHASSIS #"/>	<input type="text" value="SEAL 1"/>

# Scheduling Appointments – Specialized Cargo

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

The screenshot shows a web interface for scheduling appointments. At the top, it says '3. SCHEDULE:' and 'Booking number TESTBOOKING'. Below this is a table with columns for 'CONTAINER ID', 'DATE', 'SLOT', 'DRIVER', and 'TRUCK'. There are input fields for 'Date' and 'SLOT'. Below the table, there are more input fields for 'CONTAINER ID', 'Date', 'SLOT', 'DRIVER', and 'TRUCK'. At the bottom, there are fields for 'SEAL 2', 'GENSET', and three dropdown menus labeled 'HAZ', 'REF', and 'OD'. A red box highlights the '+' icon to the left of the 'CONTAINER ID' field. Another red box highlights the 'HAZ', 'REF', and 'OD' dropdown menus. An arrow points from the first box to the second.


The + / - hide and unhide the additional details section

Indicate if the cargo is hazardous, refrigerated, or over dimensional using these dropdowns


# Scheduling Appointments - Status

- After submitting the appointment information, a final validation will determine the appointment status. The statuses are confirmed, tentative, and invalid.
- Confirmed appointments will be given an appointment number. If there is an informational message for your appointment, please click read more to view the information.

### Schedule Appointment(s)

Following 1 appointment(s) created with confirmed status 

APPT #	DATE	SLOT	CONTAINER ID	EQUIP SIZE	CARGO REF #	STATUS	MESSAGE(S)
1837386	01/29/2019	07:00	TEST0115022	40RE86	TESTBL	Confirmed	

 Where next?

[Schedule an Appointment](#) [My appointments](#) [Merge appointments](#) [Watchlist](#)



## Scheduling Appointments - Status

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

**Schedule Appointment(s)**

Following 1 appointment(s) created with tentative status ✓

APPT #	DATE	SLOT	EQUIPMENT ID	EQUIP SIZE	CARGO REF #	STATUS	MESSAGE(S)
1837586	02/06/2019	07:00	TEST4112660	40GP86	SE253167	Tentative	140106 - Container is in Demurr... ..... Read more >>

# Scheduling Appointments - Status

- Invalid appointments return a hard error and do not allow an appointment to be received.
- Invalid import pickup appointments will be added to the Import Watchlist.
  - All other invalid appointment types will be stored in My Appointments. View these using the advanced search feature.
  - To view all, leave the search fields blank. You can also filter appointments by status.
  - Click the hyperlink “.....Read more >>>” to view the error messages received.

**Schedule Appointment(s)**

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

APPT #	DATE	SLOT	EQUIPMENT ID	EQUIP SIZE	CARGO REF #	STATUS	MESSAGE(S)
NA	02/06/2019	07:00	test0115011	40GP86	TESTBOOKING	Invalid	140155 - Equipment is not for Li... ..... Read more >>>

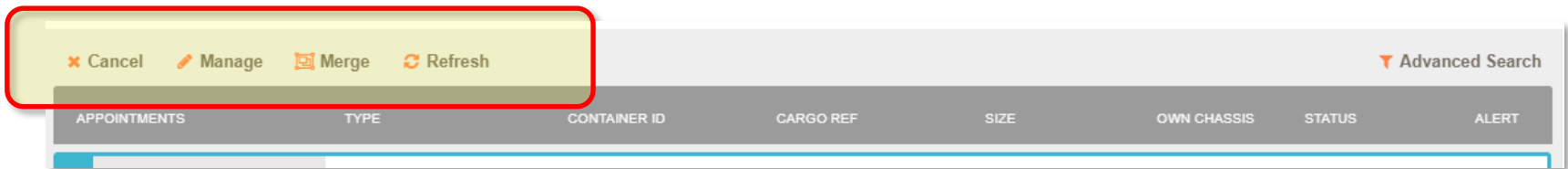


# APM TERMINALS

TERMPoint – Appointment  
Management (Modifications)

# My Appointments Page

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



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

A screenshot of the 'My Appointments' page showing a table with two rows. The table has columns: APPOINTMENTS, TYPE, CONTAINER ID, CARGO REF, SIZE, OWN CHASSIS, STATUS, and ALERT. The first row is highlighted in blue and has a red box around its checkbox. The second row is also highlighted in blue. The 'STATUS' column for both rows is 'CONFIRMED'.

APPOINTMENTS	TYPE	CONTAINER ID	CARGO REF	SIZE	OWN CHASSIS	STATUS	ALERT
<input checked="" type="checkbox"/> App#: 1837386 Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	IMPORT PICKUP	TEST0115022	TESTBL	40RE86	No	CONFIRMED	
<input checked="" type="checkbox"/> App#: 1837394 Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	EMPTY DROPOFF	TEST0115011		40GP86	Yes	CONFIRMED	

# Managing Appointments

- Managing appointments allows you to change the data previously entered in the appointment.
- By clicking 'Manage', you will be redirected to the submit appointment screen, where you can edit the details of the selected appointment(s).

The screenshot displays the APM Terminals interface. At the top, there are buttons for 'Cancel', 'Manage' (highlighted with a red box), 'Merge', and 'Refresh'. An 'Advanced Search' button is located on the right. Below these buttons is a table of appointments with the following columns: APPOINTMENTS, TYPE, EQUIPMENT ID, CARGO REF, SIZE, OWN CHASSIS, STATUS, and ALERT.

APPOINTMENTS	TYPE	EQUIPMENT ID	CARGO REF	SIZE	OWN CHASSIS	STATUS	ALERT
<input checked="" type="checkbox"/> Appt#: Slot: 2/6/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	<input checked="" type="checkbox"/> EXPORT DROPOFF	TEST0115011	TESTBOOKING	40GP86	Yes	INVALID	<input checked="" type="checkbox"/>

A red arrow points from the 'Manage' button to a detailed view of the selected appointment. This view is organized into sections:

- 1. APPOINTMENT TYPE:** EXPORT DROPOFF (with an 'Edit' link)
- 2. DATA:** TESTBOOKING (with an 'Edit' link)
- 3. SCHEDULE:** Booking number TESTBOOKING. Line: TEST Total Booked: 14 Total Received: 0 Confirm/Tentative Appt: 0 Remaining: 14 + Add new container

The SCHEDULE section contains a table with the following columns: CONTAINER ID, DATE, SLOT, DRIVER, TRUCK, OWN CHASSIS?, CHASSIS #, and SEAL1.

CONTAINER ID	DATE	SLOT	DRIVER	TRUCK	OWN CHASSIS?	CHASSIS #	SEAL1
TEST0115011	02/06/2019	07:00 - 11:00	Test Driver 1	TEST123	YES	CHASSIS #	TEST

# Merging Appointments

1. The merge icon will become available when multiple appointments are selected.
2. After selecting to merge, the selection window will appear above the appointments list. Review the appointments identified and confirm only the appointments to be merged are selected. Click Merge button to proceed.

The screenshot illustrates the merge process in the APM Terminals system. It shows a table of appointments with two rows selected. A red box highlights the 'Merge' button in the top navigation bar. A red arrow points from this button to a yellow selection window that appears over the table. This window displays the details of the two selected appointments and includes 'Merge' and 'Cancel' buttons. Below the selection window, the table is shown again with both appointments selected, and the 'Merge' button is now visible in the navigation bar.

APPOINTMENTS	TYPE	CONTAINER ID	CARGO REF	SIZE	OWN CHASSIS	STATUS	ALERT
<input checked="" type="checkbox"/> App#: 1837386 Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	<input checked="" type="checkbox"/> IMPORT PICKUP	TEST0115022	TESTBL	40RE86	No	CONFIRMED	
<input checked="" type="checkbox"/> App#: 1837394 Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	<input checked="" type="checkbox"/> EMPTY DROPOFF	TEST0115011		40GP86	Yes	CONFIRMED	

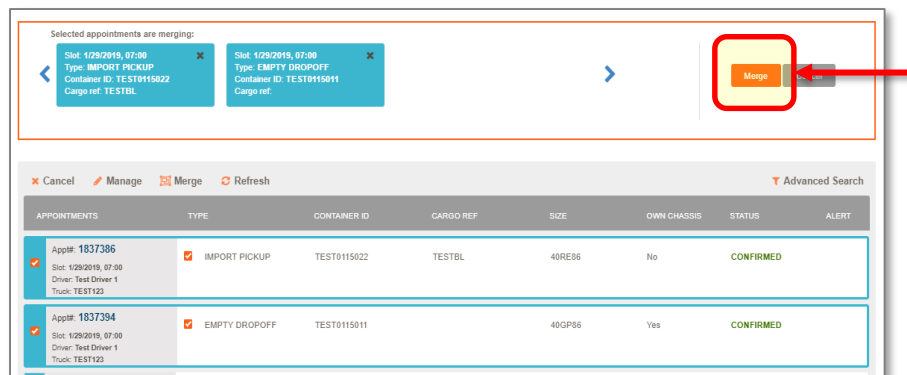
Selected appointments are merging:

- Slot: 1/29/2019, 07:00  
Type: IMPORT PICKUP  
Container ID: TEST0115022  
Cargo ref: TESTBL
- Slot: 1/29/2019, 07:00  
Type: EMPTY DROPOFF  
Container ID: TEST0115011  
Cargo ref:

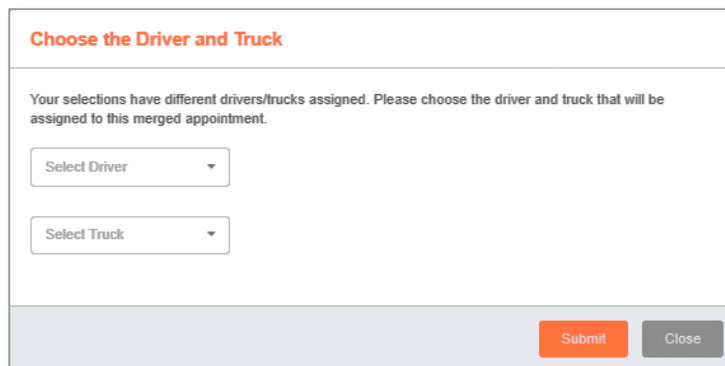
APPOINTMENTS	TYPE	CONTAINER ID	CARGO REF	SIZE	OWN CHASSIS	STATUS	ALERT
<input checked="" type="checkbox"/> App#: 1837386 Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	<input checked="" type="checkbox"/> IMPORT PICKUP	TEST0115022	TESTBL	40RE86	No	CONFIRMED	
<input checked="" type="checkbox"/> App#: 1837394 Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	<input checked="" type="checkbox"/> EMPTY DROPOFF	TEST0115011		40GP86	Yes	CONFIRMED	

# Merging Appointments

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



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



# Appointment Modifications – Merging Appointments

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

Appointments merged successfully! New appointment #: 1837386 ✓

Cancel Manage Merge Refresh Advanced Search

APPOINTMENTS	TYPE	CONTAINER ID	CARGO REF	SIZE	OWN CHASSIS	STATUS	ALERT
App#: <b>1837386</b> Slot: 1/29/2019, 07:00 Driver: Test Driver 1 Truck: TEST123	<input type="checkbox"/> IMPORT PICKUP	TEST0115022	TESTBL	40RE86	No	CONFIRMED	
	<input type="checkbox"/> EMPTY DROPOFF	TEST0115011		40GP86	Yes	CONFIRMED	



# Created Appointments – Useful Tools

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

The screenshot displays the 'My Appointments' interface. At the top, there is a 'Schedule a new appointment' button and a search bar. Below this is a toolbar with 'Cancel', 'Manage', 'Merge', and 'Refresh' options, along with an 'Advanced Search' link. The main area contains a table of appointments:

APPOINTMENTS	TYPE	CONTAINER ID	CARGO REF	SIZE	OWN CHASSIS	STATUS	ALERT
<input checked="" type="checkbox"/> App#: 1837386 Slot: 1/29/2019 07:00 Driver: Test Driver 1 Truck: TEST13	<input checked="" type="checkbox"/> IMPORT PICKUP	TEST0115022	TESTBL	40RE86	No	CONFIRMED	

A red box highlights the appointment number '1837386' in the table, with a red arrow pointing to the 'Appointment Ticket' modal. The modal contains the following information:

**Appointment Ticket** Print

**APM TERMINALS** *Lifting Global Trade.*

Barcode: 1837386

MTO: APM Terminals Mobile, Alabama  
Appt Date: 1/29/2019 07:00 - 11:00  
Trucking Co: Gulf Winds  
Driver ID: 64DB1410FEFF - Test Driver 1

**IMPORT PICKUP** APPOINTMENT CONFIRMED

Line: HLC  
Chassis #: TEST123456  
Container #: TEST0115022

Cargo Ref #: TESTBL  
Driver Own: NO  
Type: 40RE86

Close