Container Appointment

1. Purpose

This function allows creating container general appointments and provisional appointments.
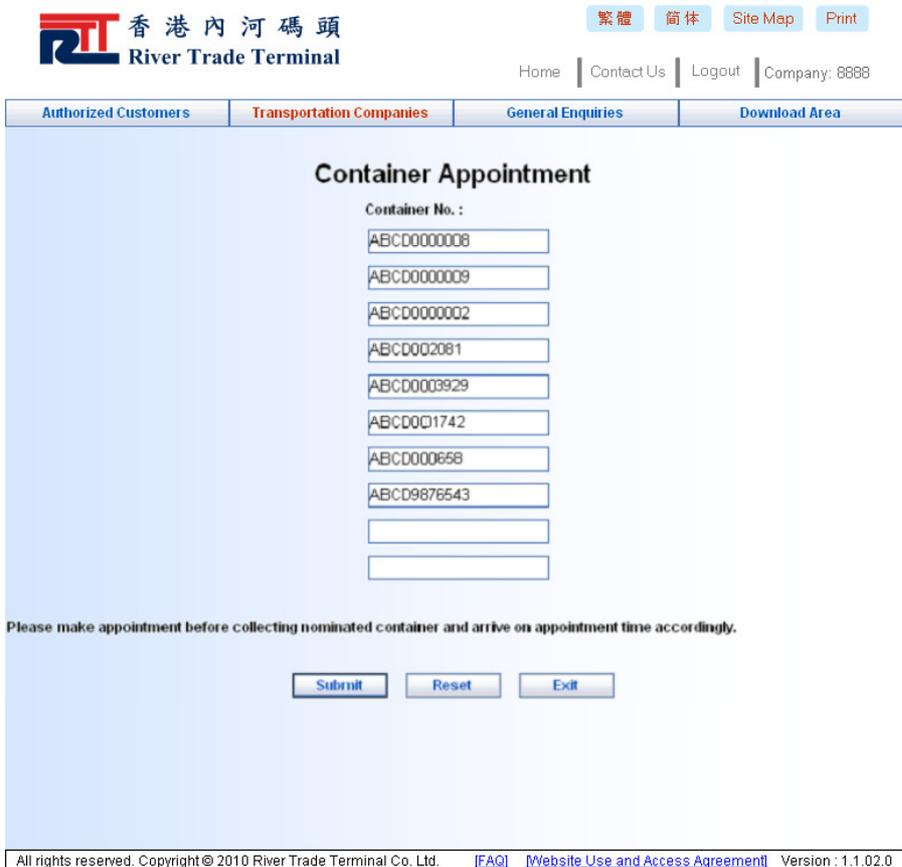
2. How To Invoke

➢ Logon to the system by clicking the "Logon" button next to the label "Transportation Companies" in the main page of Customer E-Services.

➢ Click the item "Transportation Companies" in the menu bar.

➢ Click the item "Container Appointment" in the pull-down menu of "Transportation Companies".

Transportation Companies	
Container Appointment Change/Enquiry	
Container Appointment	
Export Empty Pickup Booking No. Enquiry	

3. Usage Guide

3.1 Creating single general /provisional appointment

- ➢ Enter the container number.

- ➢ A maximum of ten container numbers can be entered at the same time for making appointments.

- ➢ Click "Submit" button to retrieve corresponding container particulars. A new screen with details of containers will be shown up.

- ➢ Click "Reset" button to reset the entries.

- ➢ Enter the appointment date and time.

- ➢ Enter the contact number for provisional appointment.

- ➢ Click "Submit" button to confirm creating appointment.

- ➢ Click "Reset" button to reset the entries.

- ➢ Click "Return" button to return to the page for entering container number.

> ➢ A page indicating successful and failed creation of appointments will be shown.

> ➢ Click "Return" button to return to the page for entering container number.

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3.2 Creating twin general/provisional appointments

➢ Enter the appointment date and time.

➢ Enter the contact number for provisional appointment.

➢ Enter identical twin sequence, 1 in this example, for appointments that need to be paired up. A maximum of two containers shown on the screen can be paired up at the same time by using the same twin sequence.

➢ The appointment date and time as well as contact number will be synchronized automatically for twin appointments.

➢ Click "Submit" button to confirm creating appointment.

➢ Click "Reset" button to reset the entries.

➢ Click "Return" button to return to the page for entering container number.

> ➢ The result page indicating successful and failed creation of appointments will be shown.

> ➢ Click "Return" button to return to the page for entering container number.

3.3 Re-creating general/provisional appointments after failed attempt

➢ Click "Amend" button to retrieve successful and failed appointments

➢ Enter the appointment date and time for failed appointments.

➢ Enter the contact number for failed provisional appointments.

➢ Enter twin sequence for failed appointments if applicable.

➢ By checking "Amend" checkbox of successful appointments will enable all input entries. Make necessary changes to the available content.

➢ Check "Delete" checkbox for successful appointments to indicate that the appointments are going to be deleted.

➢ Check "Confirm" checkbox for successful provisional appointments to confirm provision.

➢ Click "Submit" button to confirm modification.

➢ Click "Reset" button to reset the entries.

➢ Click "Return" button to return to the page for entering container number.

> A page indicating successful and failed creation of appointments will be shown.

> Click "Return" button to return to the page for entering container number.