

Creating initial appointment

- Log into CVS eAPPT using log in and password supplied
- On Dashboard screen—Click “Create appointment request”

Dock Appointments / Dashboard

Dashboard Created (Draft) Submitted Refused/Cancelled Approved Arrived Departed De

Summary

Approval# [] FIND

APPOINTMENT COUNT 7

Created (Draft): 0

Submitted: 0

Refused/Cancelled: 0

Approved: 0

Arrived: 0

Departed: 6

Delivery Failure: 1

CREATE APPOINTMENT REQUEST

LEGEND

Appointment request form will load—follow the diagram to fill in appropriate areas of form—

Fill in below fields on form

Track as hot appointment Yard Drop Use standing appointment

Requested Date/Time: []

Trailer #: [] Select Equipment Type: []

Carrier: []

Driver: []

CVS Routing #: [] Supplier: []

Preferred Carrier: []

Ship To: DSGWEDC

PO # [] Supplier Name [] Quantity []

Comments []

NEW DELETE COPY/PASTE PO ENTRY

STA COLOR LEGEND: Requested, Exception, On Time, Late, Exception, Requested

when all fields needed are filled in, hit submit button

SAVE DRAFT SUBMIT CANCEL

Yard Drop Use standing appointment

SUGGEST

Appointment Details Appointment History

UPDATE AUTO-APPROVE

Track as hot appointment Yard Drop

Status: Submitted

Request Number: 2868233

Requested Date/Time: 10/14/2016 8:00 AM

Trailer #: Select Equipment

Carrier: CHTL Logistics (CHTL) - CHTL Logistics

Address: 8814 Dietz Avenue, Hickory, NC 28602, US
Contact: Chris Olsen kik@chtllogistics.com , Phone: 8 28-485-5098, Fax: 828-397

Driver: Select Driver...

When status shows as submitted you know DC sees the request--You will see a 7 digit request number--When DC approves or refuses request you will receive an email notification If approved the request number will change to an approval number and status will say approved