

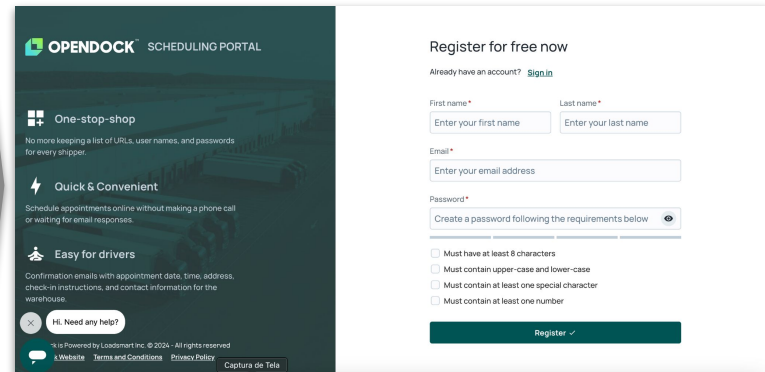
Opendock's Scheduling Portal



- Registration and Login
- Scheduling an appointment
- Editing an appointment
- Rescheduling an appointment
- Canceling an appointment
- Provide ETA to an Appointment
- My appointments page
- Favoriting and Recent Warehouses

Use <https://schedule.opendock.com/register> to Register to Opendock

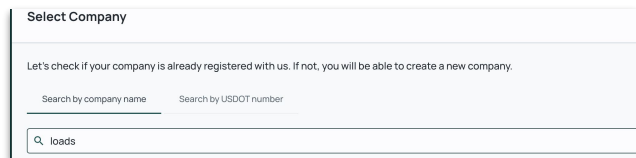
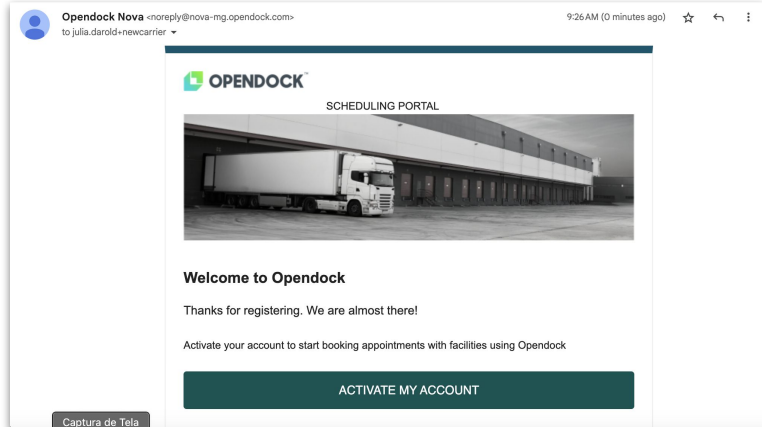
- 1) On the registration page you will be required to fill out Name and Last Name, Email and create a password
- 2) Once the first step is complete, you will receive an email confirming your registration – click on Activate My Account



Clicking on Activate My Account, you will be redirected to <https://schedule.opendock.com/login> to Login to Opendock – Save this URL

- 3) Upon first logging in, you will be required to select your carrier company – start by typing and locating your company

**** If none of the results match, you can create a new carrier company**



Step 01:

Start Booking appointments by searching a Facility (By Name, Company, address)

Step 02:

Click on the card of the facility and you will be directed to facility's page. Read instructions and proceed to Book Appointment

Step 03:

Select a Load Type provided by the facility that best matches your load

Step 04:

Select a date and time based on the warehouse's availability

Step 05:

Fill out required information about the load and click on Confirm Booking

Book appointment

Start by selecting a warehouse

Search: danny

250 results

Danny's Distribution - Indianapolis	Danny's Distribution - Chicago	ESSENANT	Dennis CO
Danny's Distribution 4600 Sunset Ave Indianapolis, IN 46208	Danny's Distribution 175 W Jackson Blvd Chicago, IL 60604	ESSENANT 12089 RT SW Catskill, NY 12021	Dennis CO Essendant 5910 E 47th Ave Denver, CO 80238
View	View	View	View

Map view: 1 2 ... 31 32

Danny's Distribution - Indianapolis

[Add to favorites](#) [Book appointment](#)

Danny's Distribution - Indianapolis
Denny Distribution

Address: 4600 Sunset Ave, Indianapolis, IN 46208

Contact info: [Phone icon] [Email icon]

Amenities include: [Truck icon] [Trailer icon]

Operating hours:
Mon: 7:00 AM to 5:00 PM
Tue: 7:00 AM to 5:00 PM
Wed: 7:00 AM to 5:00 PM

[View details](#)

Book Appointment

Danny's Distribution - Indianapolis

Address: 4600 Sunset Ave, Indianapolis, IN 46208

Appointment summary

Select a load type

Search loadtype

Load Type	Operation	Equipment Type	Transportation Mode
WIK LTL Time Block	Inbound - 30 minutes	---	Dry Van
WIK Container	Inbound - 90 minutes	---	Other
WIK FTL	Inbound - 60 minutes	---	Dry Van
WIK FTL	Outbound - 60 minutes	---	Dry Van

Date and time: [Select]

Book Appointment

Danny's Distribution - Indianapolis

Address: 4600 Sunset Ave, Indianapolis, IN 46208

Appointment summary

Select date and time

apgarde feria 03/06/2024

No availability

terça-feira 04/06/2024

quarta-feira 05/06/2024

quarta-feira 06/06/2024

sexta-feira 07/06/2024

Time Slot	03/06/2024	04/06/2024	05/06/2024	06/06/2024	07/06/2024
11:00 AM	No availability	7:00 AM	7:00 AM	7:00 AM	7:00 AM
11:15 AM	No availability	7:15 AM	7:15 AM	7:15 AM	7:15 AM
11:30 AM	No availability	7:30 AM	7:30 AM	7:30 AM	7:30 AM
11:45 AM	No availability	7:45 AM	7:45 AM	7:45 AM	7:45 AM
12:00 PM	No availability	8:00 AM	8:00 AM	8:00 AM	8:00 AM
12:15 PM	No availability	11:00 AM	11:00 AM	11:00 AM	11:00 AM

Load type: [Select]

Book Appointment

Danny's Distribution - Indianapolis

Address: 4600 Sunset Ave, Indianapolis, IN 46208

Appointment summary

Load type: Container

Date & Time: Tue, 6/4/2024 - 11:00 AM - EDT

Email subscribers: [Select]

Appointment notes: [Text area]

PO #*: 123456

ROL: [Text area]

[Add file](#)

One image, text, appointment or zip allowed. Max size: 50MB

[Date and time](#)

[Confirm booking](#)

Appointment booked

Tue, 6/4/2024 - 11:00 AM (EDT)

Danny's Distribution - Indianapolis

Confirmation number: 14092352

Address: 4600 Sunset Ave, Indianapolis, IN 46208

Date & Time: Tue, 6/4/2024 - 11:00 AM - EDT

[Book another appointment](#) [See all details](#)

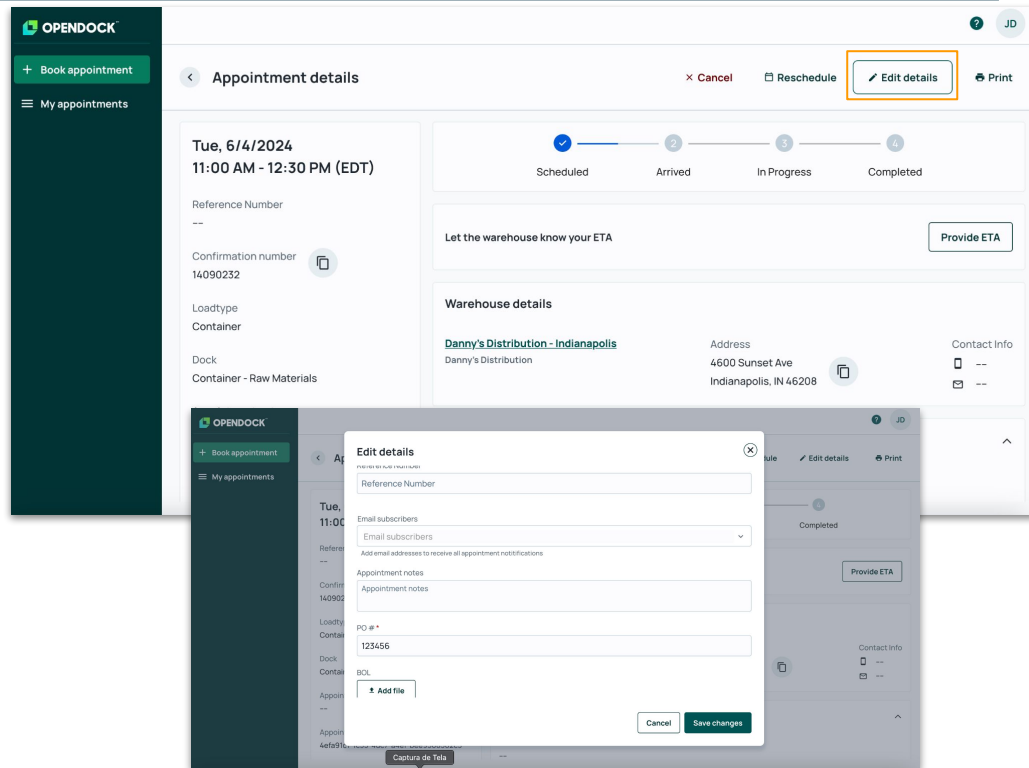
Editing an Appointment

Step 01:

Go to the appointment you need to add/edit information to and click on "Edit Details" – Top Right of Appointment details page

Step 02:

A modal will pop up with all information that can be edited. Make changes and click on Save – Bottom of the modal



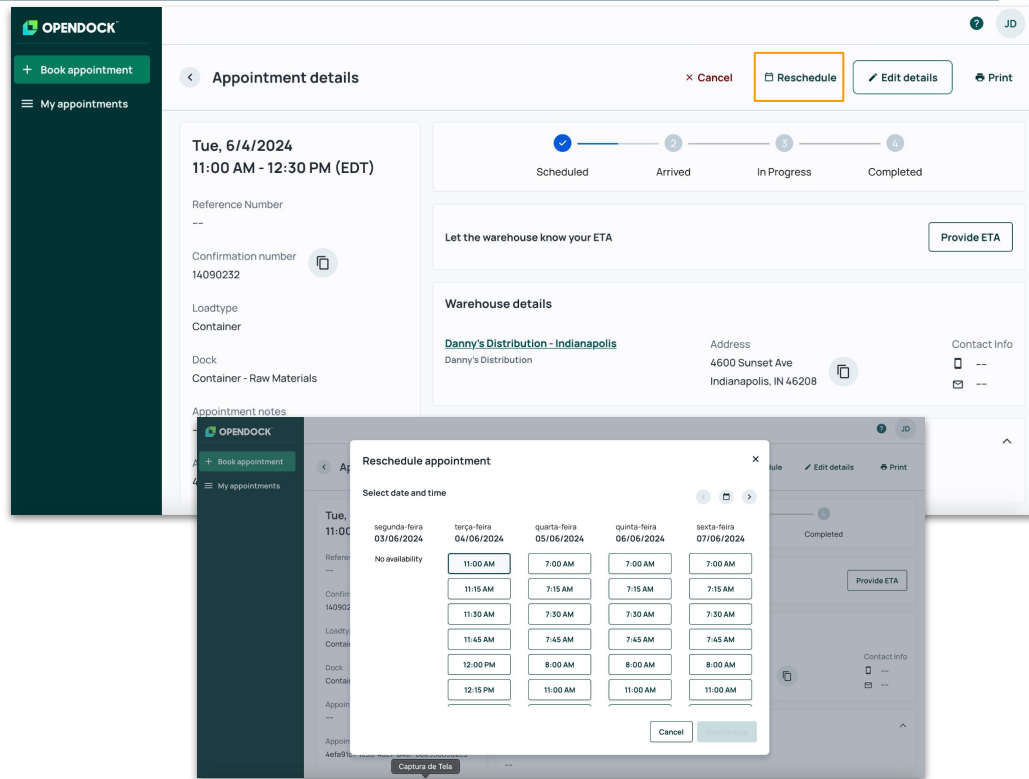
Step 01:

Go to the appointment you need to reschedule and click on "Reschedule" - Top Right of Appointment details page

*** Warehouse may not allow for carriers to reschedule. In which case, option to Reschedule will not be available*

Step 02:

A modal will pop up to select a new date and time for the appointment. Click on "Reschedule" - Bottom of the modal



Canceling an Appointment

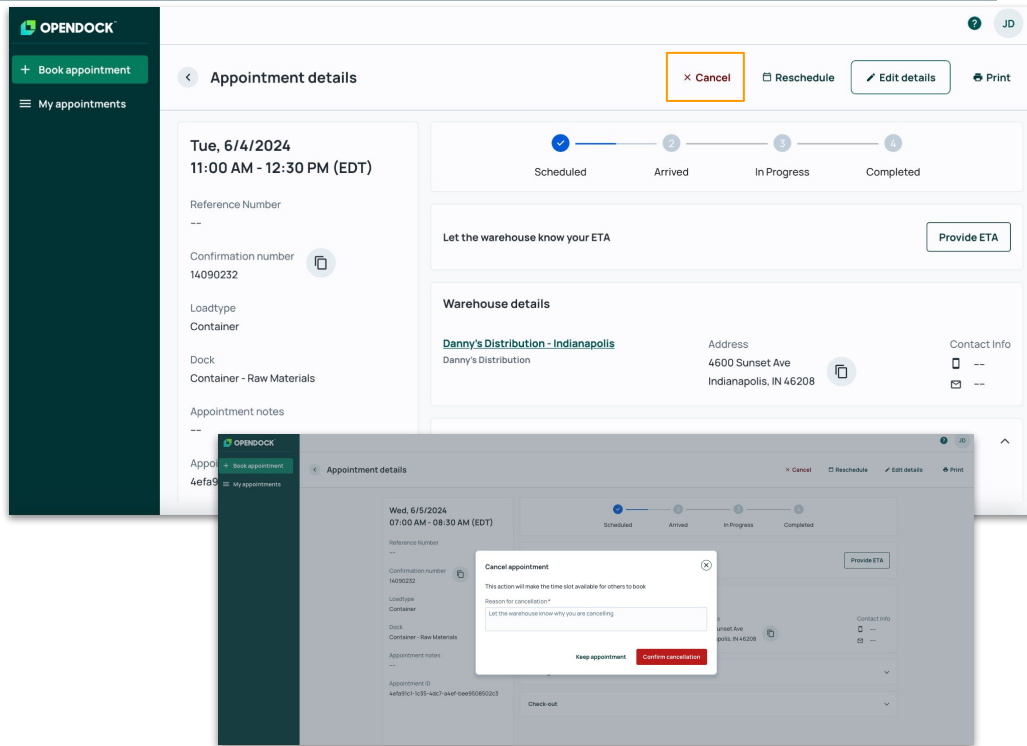
Step 01:

Go to the appointment you need to reschedule and click on "Cancel" - Top Right of Appointment details page

*** Warehouse may not allow for carriers to cancel appointments. In which case, option to Cancel will not be available*

Step 02:

A modal will pop up to provide a reason for canceling. You have the options to Keep Appointment or Confirm Cancellation



Step 01:

Go to the appointment you need to reschedule and click on "Provide ETA" - To let the warehouse know latest updates to your arrival time

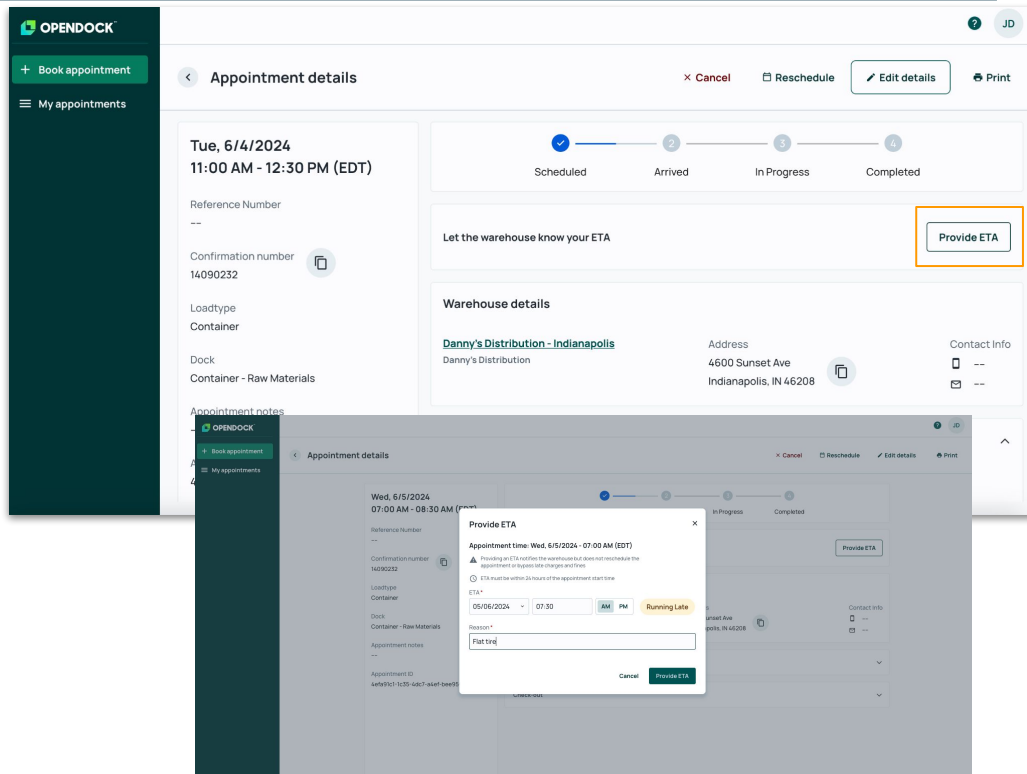
*** ETAs can only be provided within 24h of the start time of the appointment*

*** If you are not going to make it to the date of the appointment we strongly suggest rescheduling the appointment*

Step 02:

A modal will pop up to provide a reason for not meeting expected ETA.

You can provide ETA updates for being Late or early to the Appointment



ETA updates can be very helpful for the warehouse to be prepared to receive your driver faster (being early or late to the appointment)

List of Appointments

Under My Appointments you will find all appointments across all facilities and by clicking on them, you will be directed to the details of the appointment

Searching Appointments

You can Search appointments by any type of information on them (Example: PO, City, Warehouse...) and narrow down your search by selecting a custom date range, appts for the next 7 days or for the day

Filters by Status

Cards on the top of the page will display number of appointments by status. By clicking on them you will be filtering your appointments by status

The screenshot shows the Opendock 'My appointments' interface. On the left is a dark sidebar with 'Book appointment' and 'My appointments' links. The main area has a header with a 'My appointments' label and a row of status filter cards: Requested (3), Scheduled (6), Arrived (0), In Progress (0), Completed (1), and Cancelled (0). An 'Export' button is to the right. Below the filters is a search bar and tabs for 'Custom', '7 Days', 'Today', and 'All'. A table displays 10 results with columns for Date and time, Warehouse, City, Confirmation Number, Reference Number, and Status. The status column uses colored buttons: green for 'Completed' and blue for 'Scheduled' or 'Requested'. A 'Rows per page' dropdown at the bottom right is set to 15.

Date and time	Warehouse	City	Confirmation Number	Reference Number	Status
Tue, Jun 4, 2024 @ 9:00 AM - EDT	Maspeth	Maspeth	13710363	1012524	Completed
Wed, Jun 5, 2024 @ 8:00 AM - MST	Building 77	Avondale	14075356	77-80-492	Scheduled
Thu, Jun 6, 2024 @ 8:30 AM - CDT	Murphy Logistics - Shakopee	Shakopee	14093015	PO 14926, PO 40669, PO 14816	Scheduled
Thu, Jun 6, 2024 @ 12:30 PM - PDT	La Mirada	La Mirada	13821877	5200397410	Scheduled
Fri, Jun 7, 2024 @ 12:30 PM - PDT	La Mirada	La Mirada	14053455	5200401531	Scheduled
Fri, Jun 7, 2024 @ 1:30 PM - PDT	La Mirada	La Mirada	14054227	5200401531	Scheduled
Fri, Jun 7, 2024 @ 4:00 PM - PDT	La Mirada	La Mirada	14054503	5200401531	Scheduled
Mon, Jun 10, 2024 @ 11:00 AM - EDT	Groveport, Ohio	Groveport	14065319	PO2609	Requested
Mon, Jun 10, 2024 @ 12:00 PM - EDT	Groveport, Ohio	Groveport	14065600	PO2608	Requested
Mon, Jun 10, 2024 @ 2:00 PM - EDT	Groveport, Ohio	Groveport	14065925	PO2607	Requested

Use the Export button to download a csv file of all filtered appointments

Favorite Warehouse:

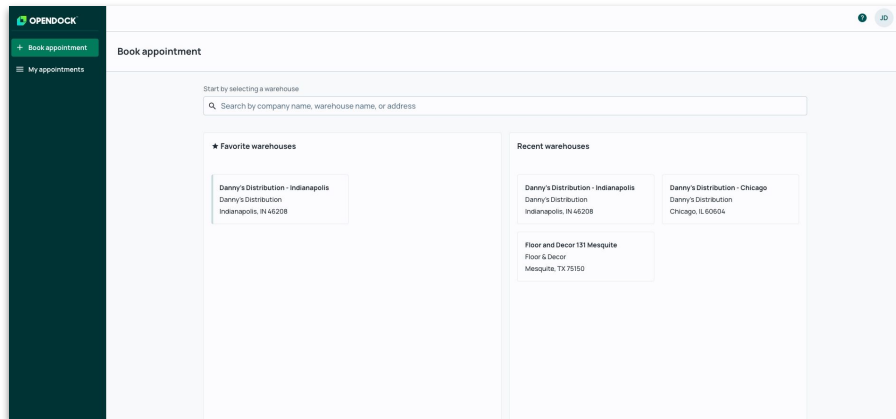
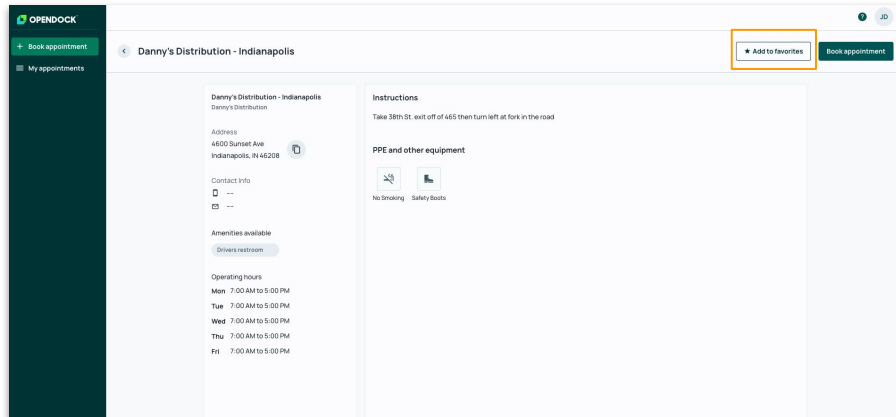
If you have warehouses you frequently book appointments with, try favoriting the warehouse to make it easier to find it

Option to favorite Warehouse can be found inside the Warehouse Page (Search Warehouse and click on it's card)

*** Once favorited, you can remove warehouse from favorites by clicking on Remove from Favorites (Warehouse Page)*

Favorite and recent Warehouses:

Both your favorite warehouse and warehouse you have recently booked against will be easily found on you Book Appointment Page – bellow warehouse search





Thank you!

Opendock

