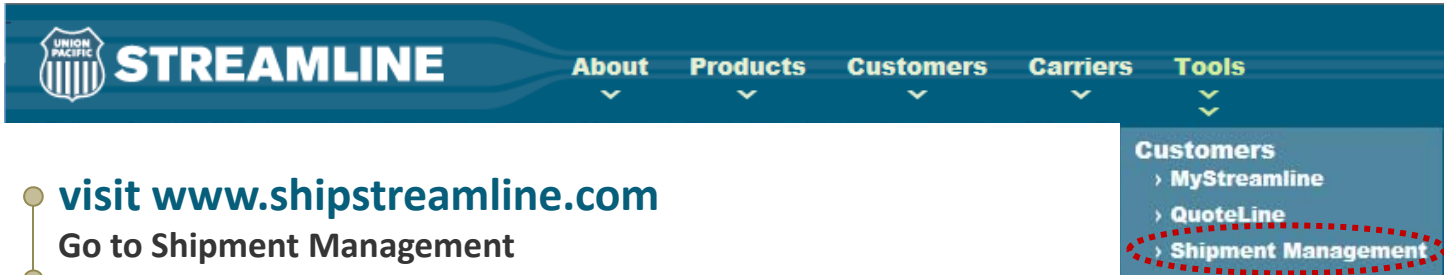


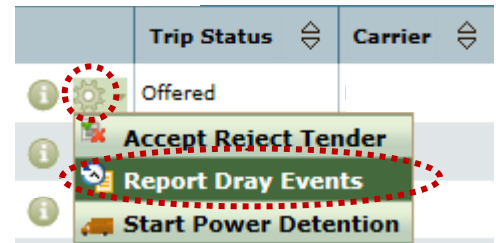
Carrier Empty Management - Quick Reference Guide

Provide carriers with the ability to request booking number and different location for empty equipment



Under the “Track My Trips/Moves” tab search for the move to request a booking # or change equipment location

Click the gear icon next to your Move ID
Then click on the “Report Dray Events” option



To change Equipment Location:

• Click the “[Edit](#)” link under the “Origin Stop” or “Destination Stop” section to request a new equipment location

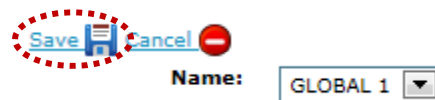


• The “Name:” field will change to a drop down list of available equipment location options. Select an equipment location from the drop down list.

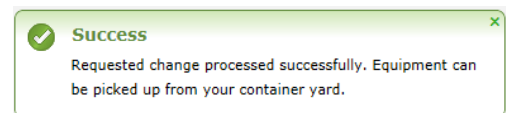
Note: location options appear in drop down list based on availability of equipment at the location. If a drop down list is not displayed there are no equipment location change options available.



• Click “[Save](#)” to make an equipment location change or “[Cancel](#)” if you do not wish to make a change.



• Once you have saved your equipment location selection, your request will be processed and you will receive a Success or Error notification



To request an “Origin Stop” Booking #:

If a Booking # is not already supplied, click on the “Get Booking #” button to request a Booking #.

