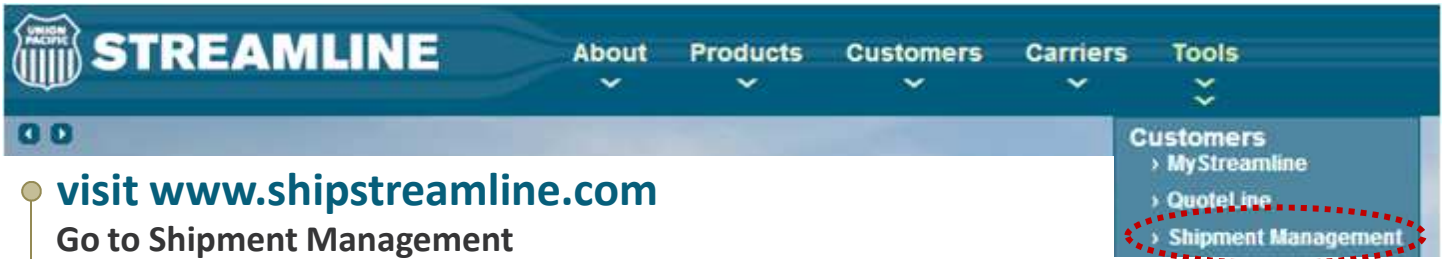


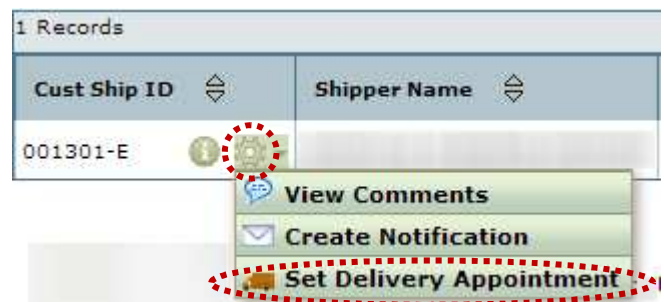
# Streamline Delivery Appointments - Quick Reference Guide



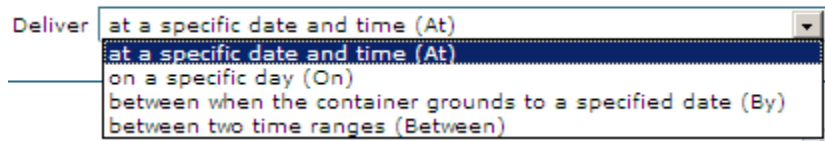
Use the pre-set "Delivery Appointment Needed" report to search for loads to set delivery appointments



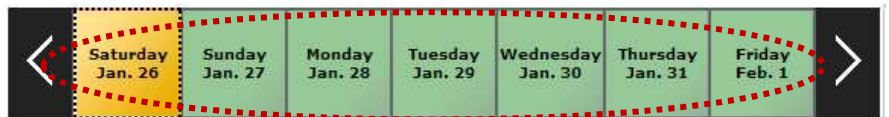
Click the gear icon next to your Shipment ID  
Then click on the "Set Delivery Appointment" option



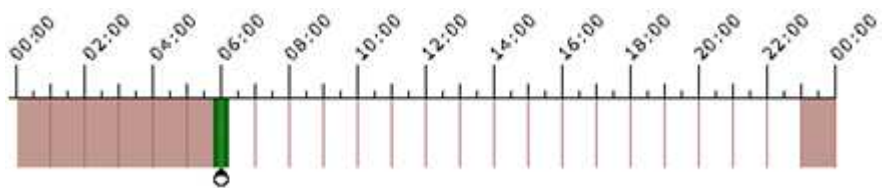
Select the type of appointment to set:  
At, On, By, or Between



Choose your date or scroll to a different date



Select time for delivery by choosing an exact time or time range



Multiple Stops will have the options to set the Next Appointment or Cancel Changes

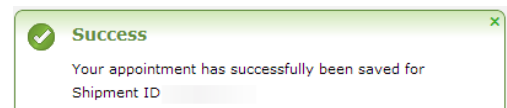


or

Final Stop: Save Appointment or Cancel Changes



Once you have saved your appointment, you will receive a Success or Error notification



Did you know? You can have Streamline automatically set all your Delivery Appointments.