

Wheels International Inc

for INBOUND SHIPMENTS



OPSo8-62 rev. 1

WHEELS INTERNATIONAL INC. – WAREHOUSING OPERATION



# Wheels Delivery Appointment

## CONTENTS

A. INTRODUCTION:.....	2
B. CREATING AN ACCOUNT AND LOG IN: .....	2
C. LOGGING INTO DELIVERY APPOINTMENT .....	4
D. CREATING A DELIVERY APPOINTMENT REQUEST .....	5
E. REVIEWING BOOKED APPOINTMENT .....	8
F. CANCELLING APPOINTMENT NOT CONFIRMED.....	9

## A. INTRODUCTION:

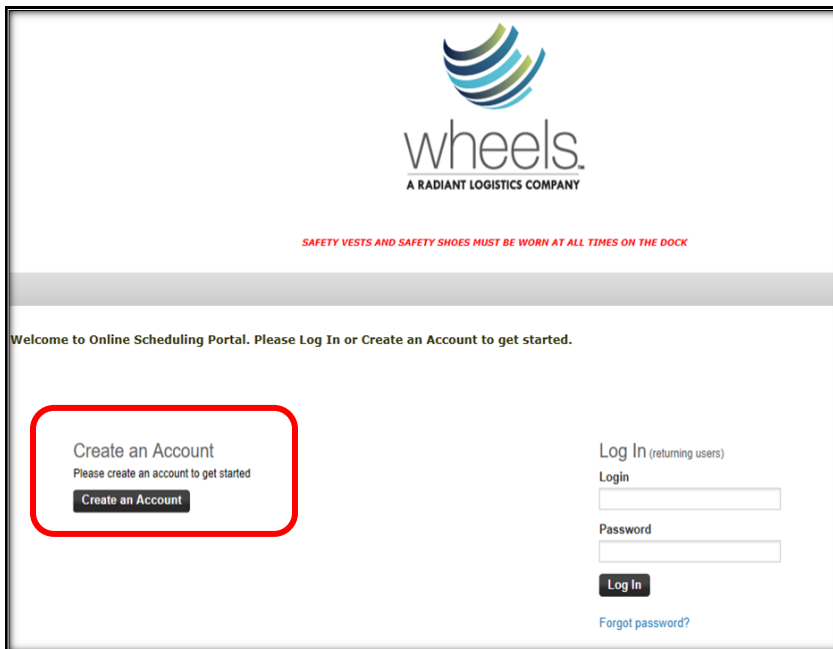
Wheels Delivery Appointment is a booking system that customers and carriers can use to schedule, change and cancel appointments. This is easy to use online system that empowers the customers & carriers to book an appointment without the hassle of waiting. Within a few steps, one can schedule shipments to any of Wheels warehouses. Delivery will be a breeze, as there will be a readily available staff to receive the load, as long as the carrier arrives on time. This booking system benefits the customers and carriers as it will reduce, if not eliminate, waiting time.

## B. CREATING AN ACCOUNT AND LOG IN:

1. Log into the Delivery Appointment website located at:

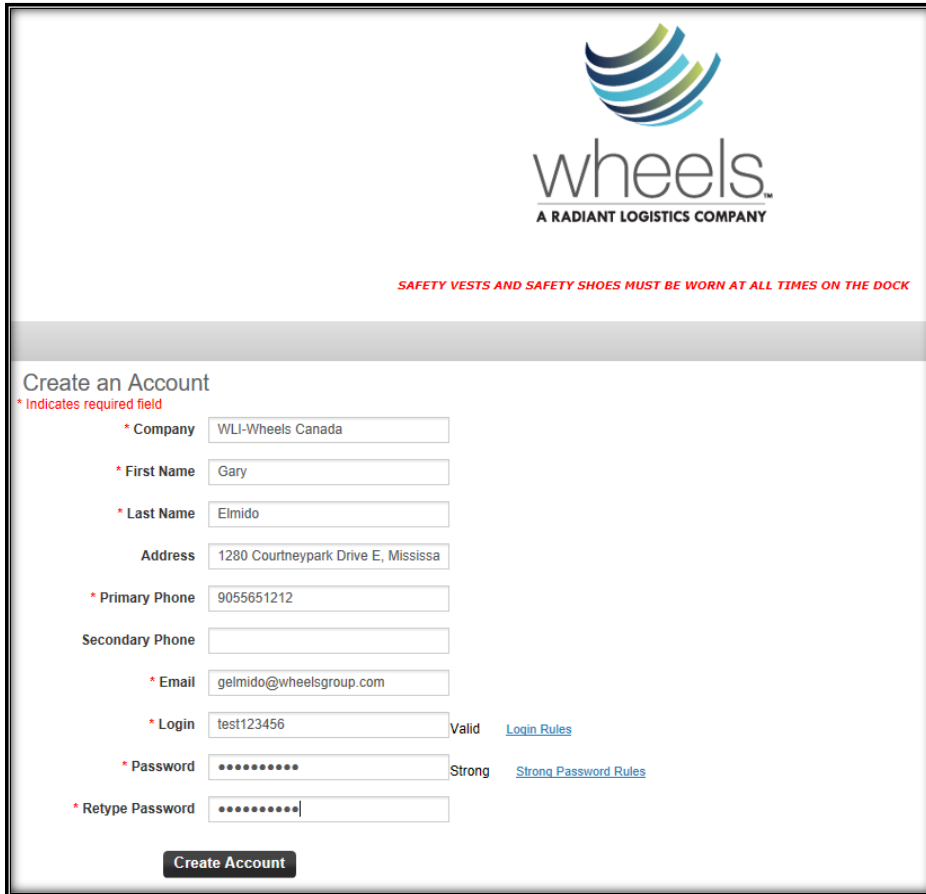
[Click to Schedule with the Wheels Group](#) or <https://booknow.appointment-plus.com/9qj0p30q/>


2. Click “Create Account”



The screenshot shows the website's login and registration interface. At the top is the Wheels logo and a safety warning: "SAFETY VESTS AND SAFETY SHOES MUST BE WORN AT ALL TIMES ON THE DOCK". Below this is a grey bar with the text "Welcome to Online Scheduling Portal. Please Log In or Create an Account to get started." The main content area has two sections: "Create an Account" on the left and "Log In (returning users)" on the right. The "Create an Account" section includes a sub-header "Please create an account to get started" and a "Create an Account" button, which is highlighted with a red rounded rectangle. The "Log In" section includes input fields for "Login" and "Password", a "Log In" button, and a "Forgot password?" link.

3. You will now have to enter in all the required information as well as select your own Login and Password.
  - a. Please note: The Login and password created are case sensitive.
    - i. Log In: XXXXXXX
    - ii. Password: XXXXXXX



  
*SAFETY VESTS AND SAFETY SHOES MUST BE WORN AT ALL TIMES ON THE DOCK*

Create an Account  
*\* Indicates required field*

\* Company

\* First Name

\* Last Name

Address

\* Primary Phone

Secondary Phone

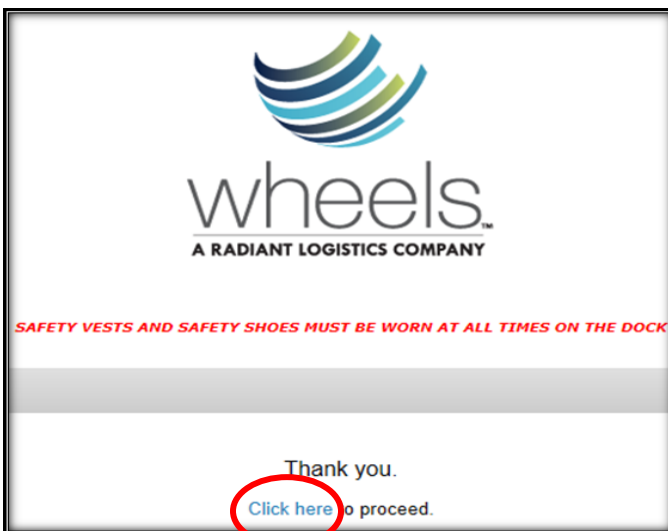
\* Email

\* Login  Valid [Login Rules](#)

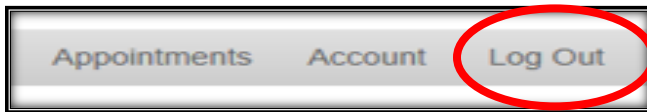
\* Password  Strong [Strong Password Rules](#)

\* Retype Password

- Once the account is created, the program will ask you to continue, select the blue “Click here”. This will bring you to selecting a delivery type and time.



5. Create an Appointment by selecting the service from the drop-down menu. (See next section for how to create an Appointment)
6. Log out

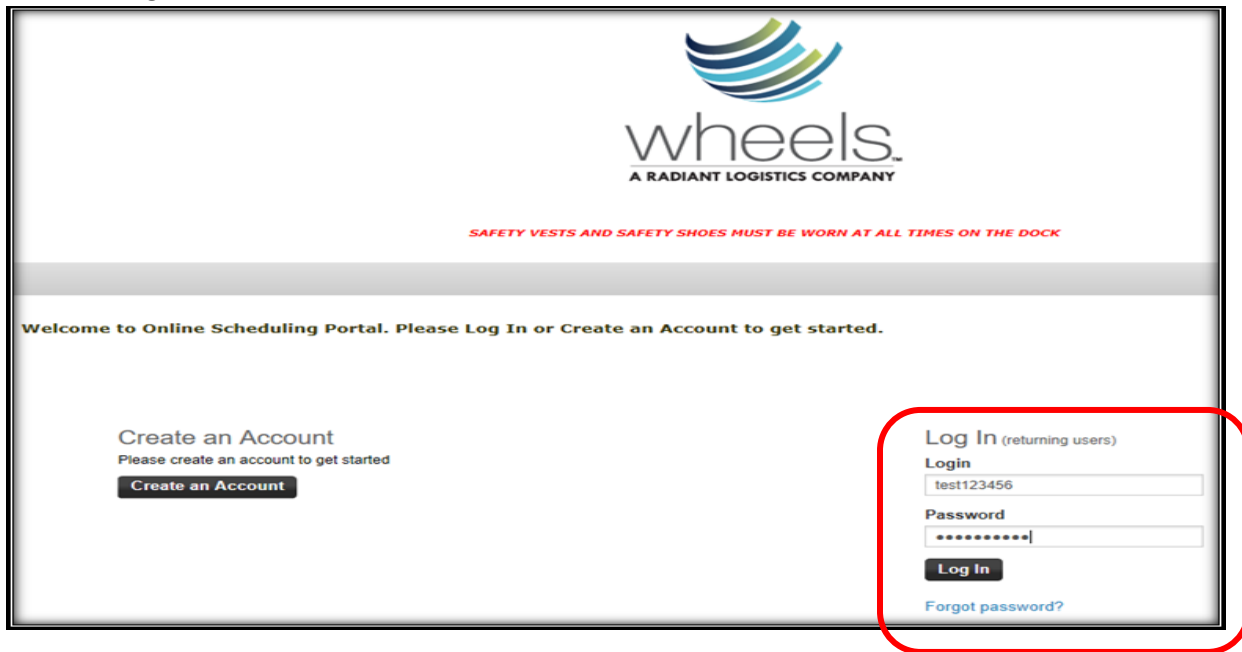


## C. LOGGING INTO DELIVERY APPOINTMENT

Navigate to the site and enter in the login and password that you have created. (Case sensitive)

[Click to Schedule with the Wheels Group](#) or <https://booknow.appointment-plus.com/9qj0p30q/>

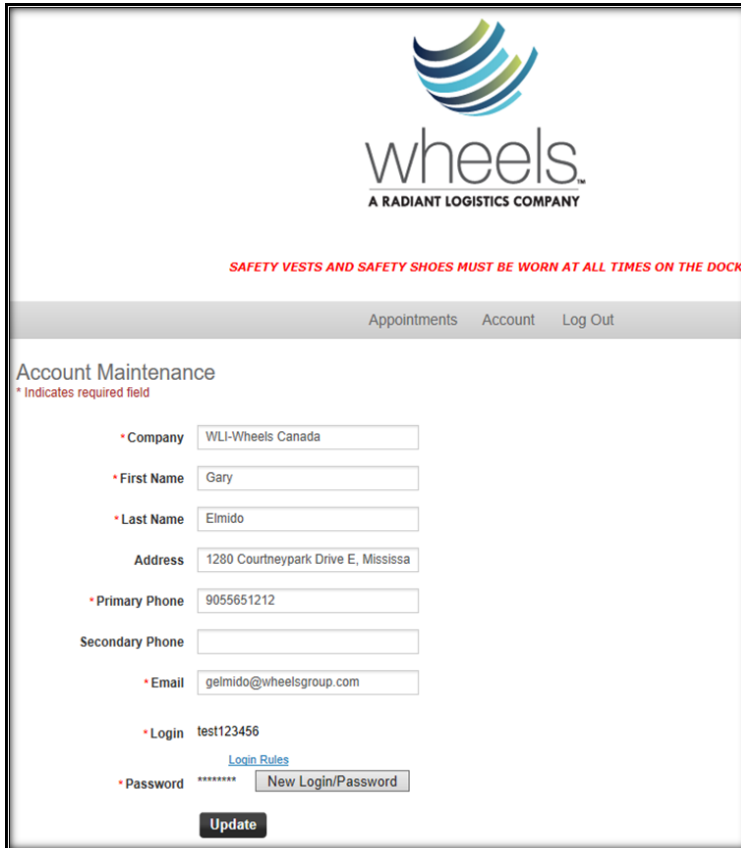
Click on “Log In”




The screenshot shows the Wheels online scheduling portal. At the top is the Wheels logo and a safety notice: "SAFETY VESTS AND SAFETY SHOES MUST BE WORN AT ALL TIMES ON THE DOCK". Below this is a welcome message: "Welcome to Online Scheduling Portal. Please Log In or Create an Account to get started." There are two main sections: "Create an Account" with a "Create an Account" button, and "Log In (returning users)" which includes a "Login" field with the text "test123456", a "Password" field with masked characters, a "Log In" button, and a "Forgot password?" link. The "Log In" section is circled in red.

## D. CREATING A DELIVERY APPOINTMENT REQUEST

1. The first time you log-in, you will be asked to confirm/change your delivery information. (e.g. change the contact name) and select “Update and Continue”. This is a single occurrence and it will not be requested for subsequent site access.



  
**wheels.**  
 A RADIANT LOGISTICS COMPANY

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[Appointments](#)   [Account](#)   [Log Out](#)

**Account Maintenance**  
\* Indicates required field

• **Company**

• **First Name**

• **Last Name**

**Address**

• **Primary Phone**

**Secondary Phone**

• **Email**

• **Login**

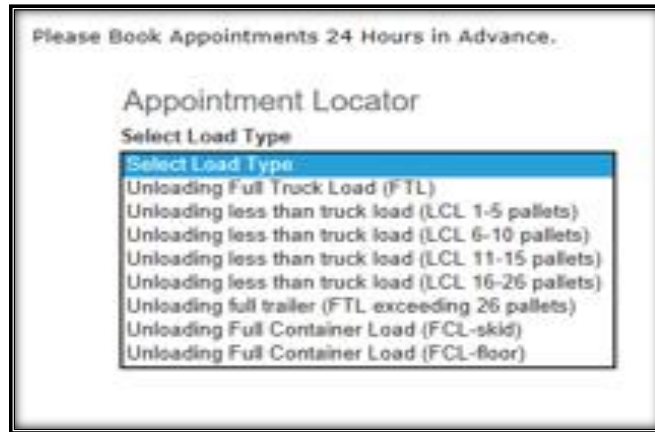
[Login Rules](#)

• **Password**

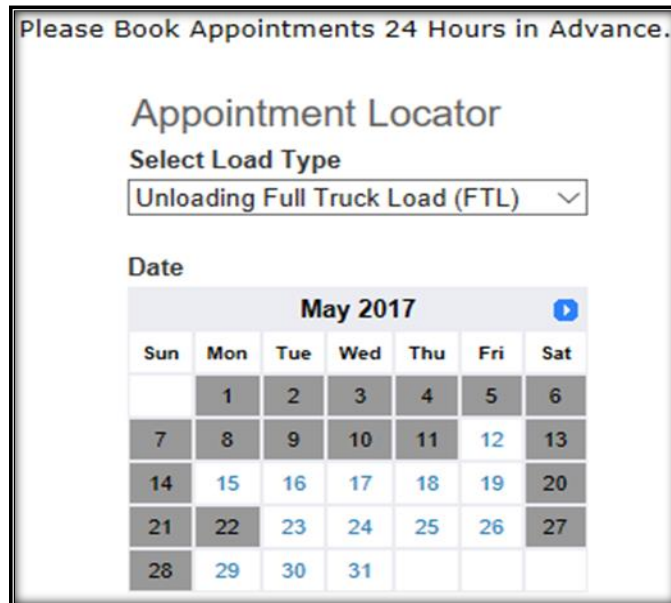
- a. Please note if the delivery is to be outsourced and the Carrier name changes please go to the Account link on the menu bar and update the changes before requesting the appointment. **IMPORTANT:** This must be done prior to entering Appointment Service, Date or Time.



- b. Enter in the in outsourced Carrier name by putting a slash after the original Carrier name and adding in the new Carrier name.
  - c. Click the update button
  - d. On the summary screen, click the Home button on the menu bar.
2. Create an Appointment by selecting the service required from the drop-down menu.
  - a. The system will automatically book off the required time to offload



3. On the calendar, select the delivery date requested.
  - a. Appointments not available on the same business day or on Holidays/Weekends and are blocked off in Grey shading



4. Select the time the delivery is requested for.
  - a. Based on the Service type chosen, the system will automatically only show available dock space based on our hours of operation.

### Select Appointment Time

Thursday, May 25, 2017	7:30am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	8:00am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	8:30am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	9:00am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	9:30am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	10:00am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	10:30am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	11:00am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	11:30am	<input type="button" value="Book it"/>
Thursday, May 25, 2017	12:00pm	<input type="button" value="Book it"/>
Thursday, May 25, 2017	12:30pm	<input type="button" value="Book it"/>
Thursday, May 25, 2017	1:00pm	<input type="button" value="Book it"/>

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Powered by Appointment-Plus

5. Fill in the specific Delivery details, and select “Submit Request”

### Selected Appointment

**Load Type** Unloading Full Truck Load (FTL)  
**Date** Thursday, May 25, 2017  
**Start Time** 8:00am

Please complete the following information.

\* PO Number

\* Customer Name

\* Number of Skids


**Special Instructions**

6. You will be provided a confirmation number.
  - a. A notification will be show confirmation of appointment.



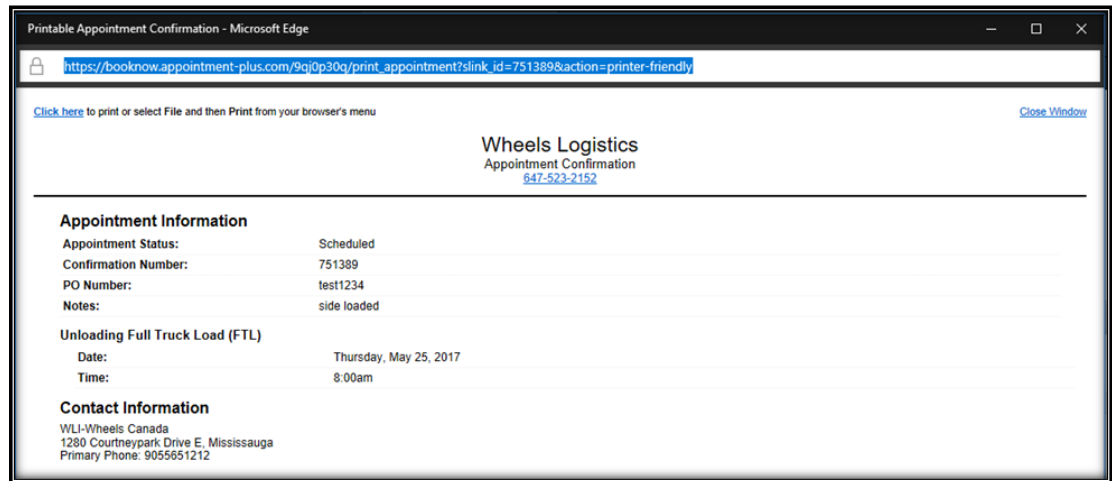
**Selected Appointment**

**Load Type** Unloading Full Truck Load (FTL)  
**Date** Thursday, May 25, 2017  
**Start Time** 8:00am

 **Your appointment has been confirmed!**  
 We will send you a reminder email prior to your appointment. You may log in at any time to see your existing appointments.

[Print Confirmation](#)

b. An option to print confirmation can be selected



Printable Appointment Confirmation - Microsoft Edge

[https://booknow.appointment-plus.com/9qi0p30q/print\\_appointment?slink\\_id=751389&action=printer-friendly](https://booknow.appointment-plus.com/9qi0p30q/print_appointment?slink_id=751389&action=printer-friendly)

[Click here](#) to print or select File and then Print from your browser's menu [Close Window](#)

**Wheels Logistics**  
Appointment Confirmation  
[647-523-2152](tel:647-523-2152)

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**Appointment Information**

Appointment Status: Scheduled  
 Confirmation Number: 751389  
 PO Number: test1234  
 Notes: side loaded

**Unloading Full Truck Load (FTL)**

Date: Thursday, May 25, 2017  
 Time: 8:00am

**Contact Information**

WLI-Wheels Canada  
 1280 Courtnepark Drive E, Mississauga  
 Primary Phone: 9055651212

c. The person who booked the appointment will receive email confirmation of the schedule

7. Log out.

## E. REVIEWING BOOKED APPOINTMENT

- Log in and at the home page of there is the appointment activity that will show your booked appointment

**Appointment Activity**

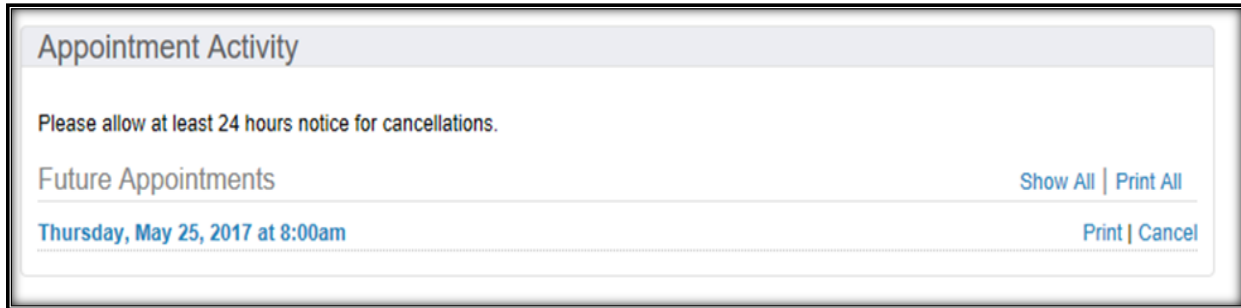
Please allow at least 24 hours notice for cancellations.

**Future Appointments** [Show All](#) | [Print All](#)

**Thursday, May 25, 2017 at 8:00am** [Print](#) | [Cancel](#)

## F. CANCELLING APPOINTMENT NOT CONFIRMED

- View the Future Appointment as shown above and click "Cancel".



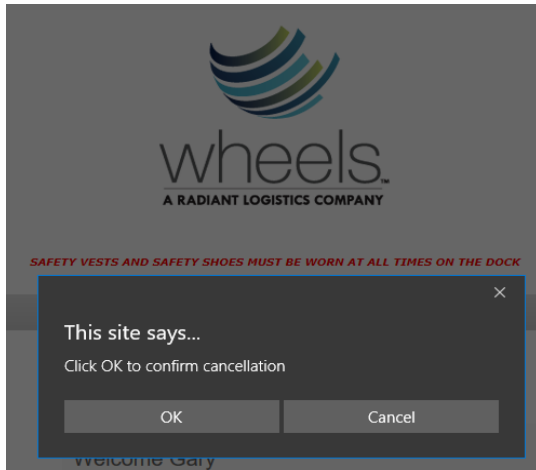
Appointment Activity

Please allow at least 24 hours notice for cancellations.

Future Appointments [Show All](#) | [Print All](#)

[Thursday, May 25, 2017 at 8:00am](#) [Print](#) | [Cancel](#)

- A notification will appear and click "OK"



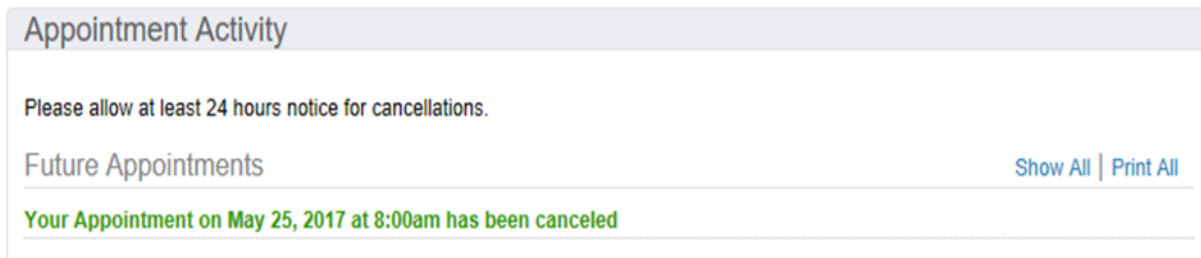
SAFETY VESTS AND SAFETY SHOES MUST BE WORN AT ALL TIMES ON THE DOCK

This site says...  
Click OK to confirm cancellation

OK Cancel

welcome Gary

- The Appointment Activity will show the cancellation of appointment



Appointment Activity

Please allow at least 24 hours notice for cancellations.

Future Appointments [Show All](#) | [Print All](#)

**Your Appointment on May 25, 2017 at 8:00am has been canceled**