

Radiant Wheels

Booking Appointment for INBOUND SHIPMENTS



OPSo8-62 rev. 2

RADIANT WHEELS – WAREHOUSING OPERATION



Radiant Wheels Delivery Appointment

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A. INTRODUCTION:

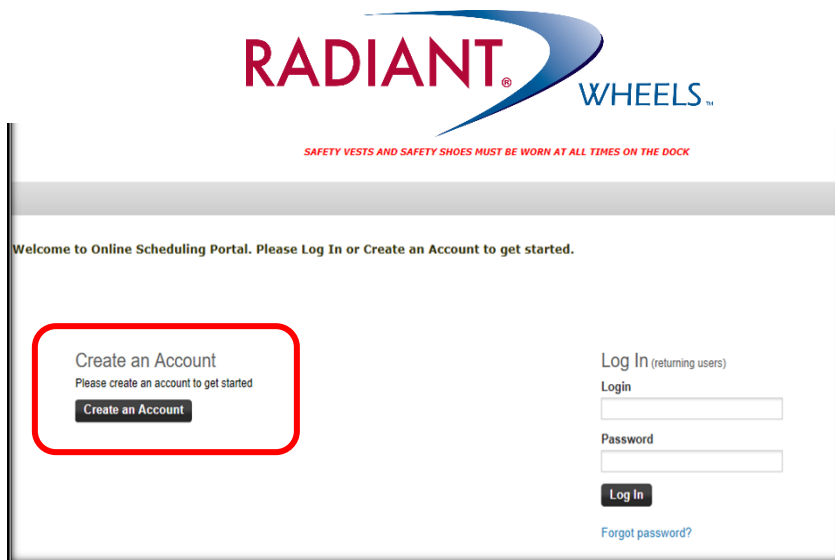
Radiant Wheels Delivery Appointment is a booking system that customers and carriers can use to schedule, change and cancel appointments. This is easy to use online system that empowers the customers & carriers to book an appointment without the hassle of waiting. Within a few steps, one can schedule shipments to any of Radiant 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 Radiant Wheels Group](https://booknow.appointment-plus.com/9qj0p30q/) or <https://booknow.appointment-plus.com/9qj0p30q/>

2. Click “Create Account”



The screenshot shows the Radiant Wheels Online Scheduling Portal. At the top, the Radiant Wheels logo is displayed. Below the logo, a red banner reads "SAFETY VESTS AND SAFETY SHOES MUST BE WORN AT ALL TIMES ON THE DOCK". The main content area features a welcome message: "Welcome to Online Scheduling Portal. Please Log In or Create an Account to get started." On the left, there is a "Create an Account" section with a red border around the "Create an Account" button. On the right, there is a "Log In (returning users)" section with 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: XXXXXXXX
 - ii. Password: XXXXXXXX

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

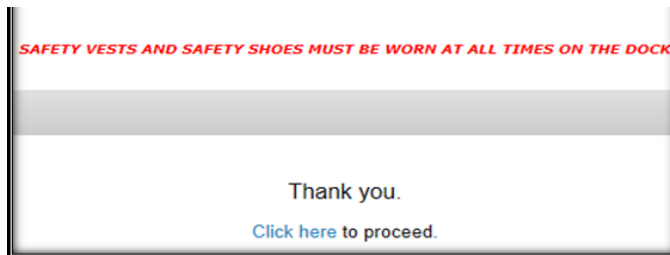
* Login Valid [Login Rules](#)

* Password Strong [Strong Password Rules](#)

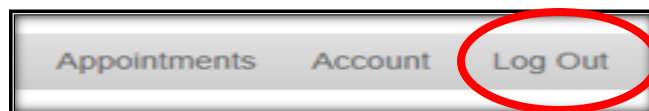
* Retype Password

Create Account

- 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.



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

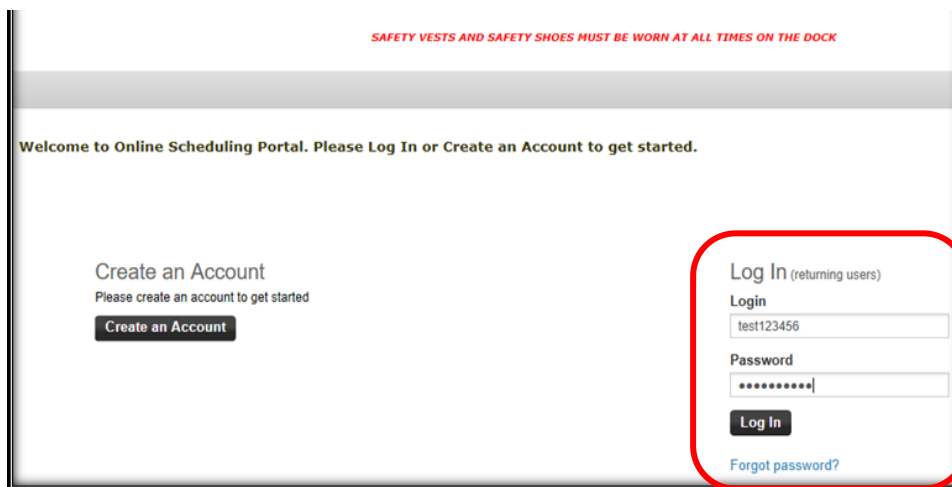


C. LOGGING INTO DELIVERY APPOINTMENT

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

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

Click on “Log In”



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

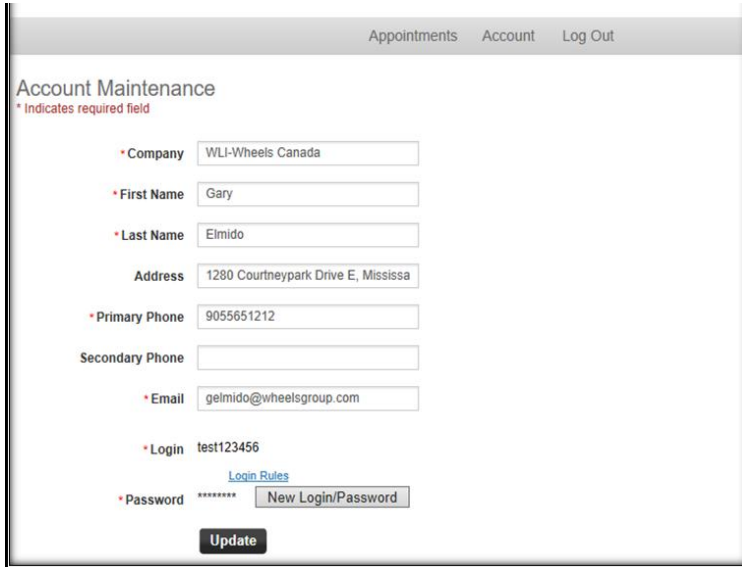
Welcome to Online Scheduling Portal. Please Log In or Create an Account to get started.

Create an Account
Please create an account to get started
[Create an Account](#)

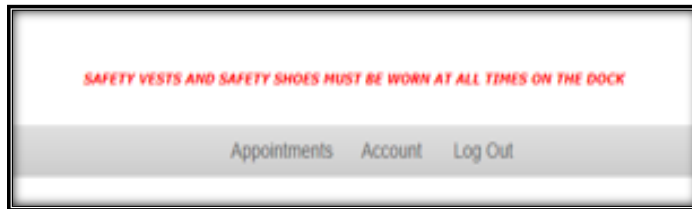
Log In (returning users)
Login
test123456
Password
*****|
[Log In](#)
[Forgot password?](#)

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.



- 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

Please Book Appointments 24 Hours in Advance.

Appointment Locator

Select Load Type

Select Load Type

- Unloading Full Truck Load (FTL)
- Unloading less than truck load (LCL 1-5 pallets)
- Unloading less than truck load (LCL 6-10 pallets)
- Unloading less than truck load (LCL 11-15 pallets)
- Unloading less than truck load (LCL 16-26 pallets)
- Unloading full trailer (FTL exceeding 26 pallets)
- Unloading Full Container Load (FCL-skid)
- Unloading Full Container Load (FCL-floor)

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

Please Book Appointments 24 Hours in Advance.

Appointment Locator

Select Load Type

Unloading Full Truck Load (FTL) ▾

Date

May 2017 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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	Book it
Thursday, May 25, 2017	8:00am	Book it
Thursday, May 25, 2017	8:30am	Book it
Thursday, May 25, 2017	9:00am	Book it
Thursday, May 25, 2017	9:30am	Book it
Thursday, May 25, 2017	10:00am	Book it
Thursday, May 25, 2017	10:30am	Book it
Thursday, May 25, 2017	11:00am	Book it
Thursday, May 25, 2017	11:30am	Book it
Thursday, May 25, 2017	12:00pm	Book it
Thursday, May 25, 2017	12:30pm	Book it
Thursday, May 25, 2017	1:00pm	Book it

Next

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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

Finalize Appointment

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

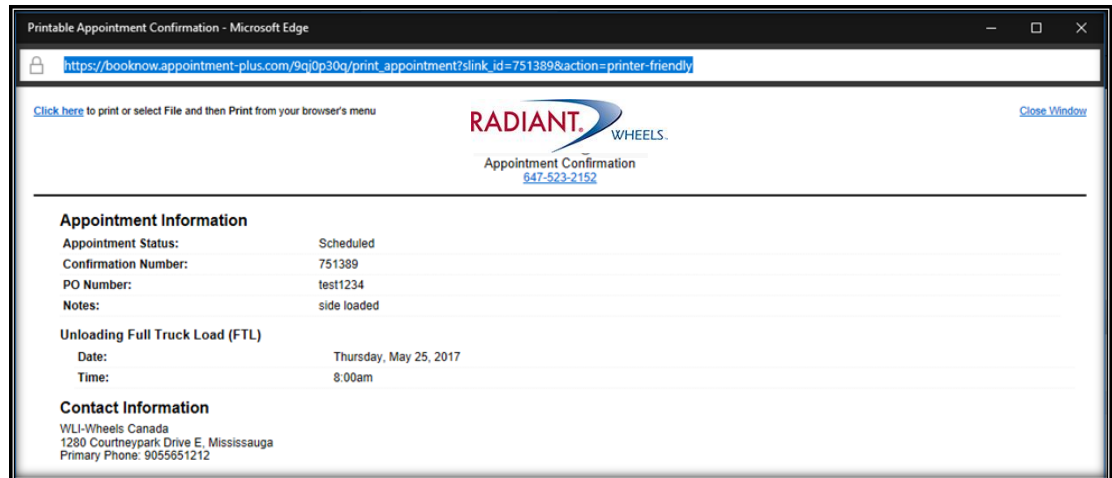
Selected Appointment

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

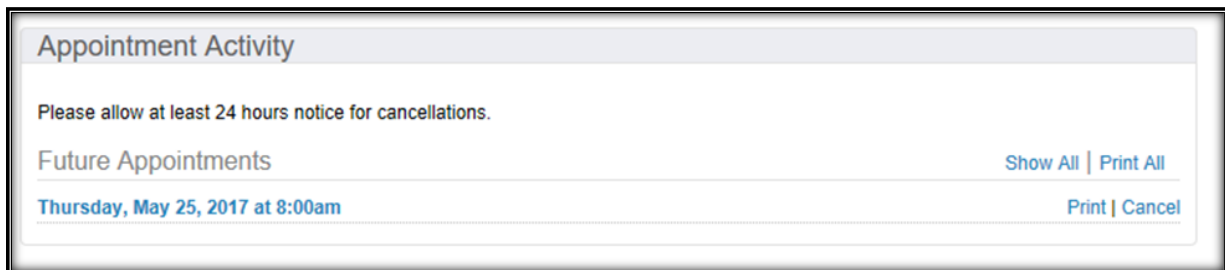


- c. The person who booked the appointment will receive email confirmation of the schedule

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



F. CANCELLING APPOINTMENT NOT CONFIRMED

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

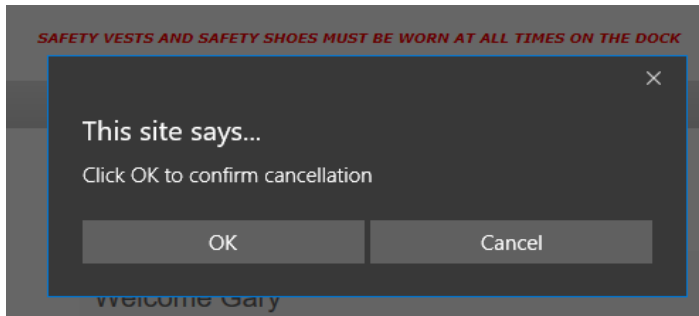
Appointment Activity

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"



- 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