

CHAPTER 63 – YARD MANAGEMENT

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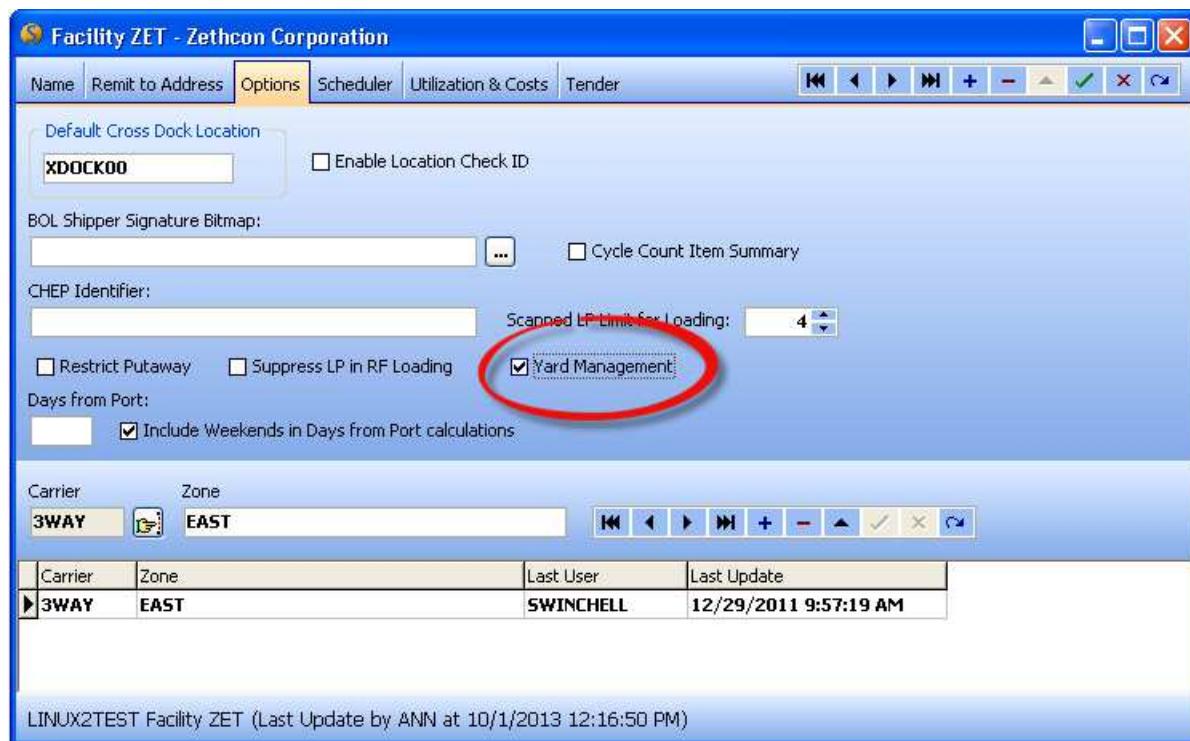
Yard Management Setup

The Yard Management functionality provides a method for tracking all trailers at a facility. When Yard Management is configured at a facility:

- It is assumed that a trailer check-in and check-out procedure is in place and being used.
- Every trailer must be added to the system.

Facility Settings

1. To setup yard management for your facility, select *Setup* from the menu bar and choose *Facility* and then *Facility Maintenance*. The *Name* tab appears.
2. Double click in the **Facility** field or use the lookup button to search for the facility that you want to set up with Yard Management.
3. Double click the facility. The *Name* tab appears with information for the facility you selected.
4. Select the *Options* tab. Click the **Yard Management** check box to enable Yard Management for the facility (see below).

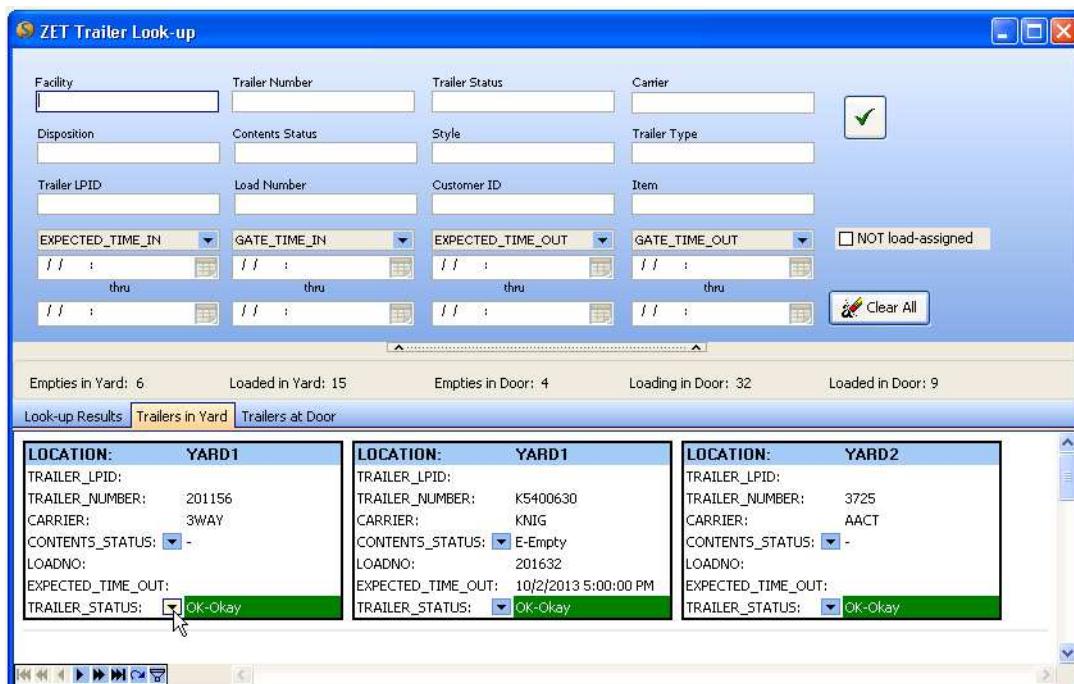


Location Settings

You need to create at least one yard location (YRD) for a facility for Yard Management.

Trailer Lookup

1. Select **Yard** from the menu bar and click the **Trailer Lookup** option. The *Trailer Look-up* screen appears:



Trailer totals appear in the middle of the screen:

Empties in Yard: 6	Loaded in Yard: 15	Empties in Door: 4	Loading in Door: 32	Loaded in Door: 9
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There are three lookup functions on the *Trailer Look-up* screen:

- **Trailer Lookup** – Allows you to enter criteria to search for a trailer. The search results appear on the *Look-up Results* tab.
- **Trailers in Yard** – Shows detail information regarding each trailer in the yard by yard location.
- **Trailers at Door** – Shows detail information regarding each load in a door by door location. Note: Loads that are assigned to a door appear on this screen even if they are not assigned to a trailer.

Trailer Lookup Function

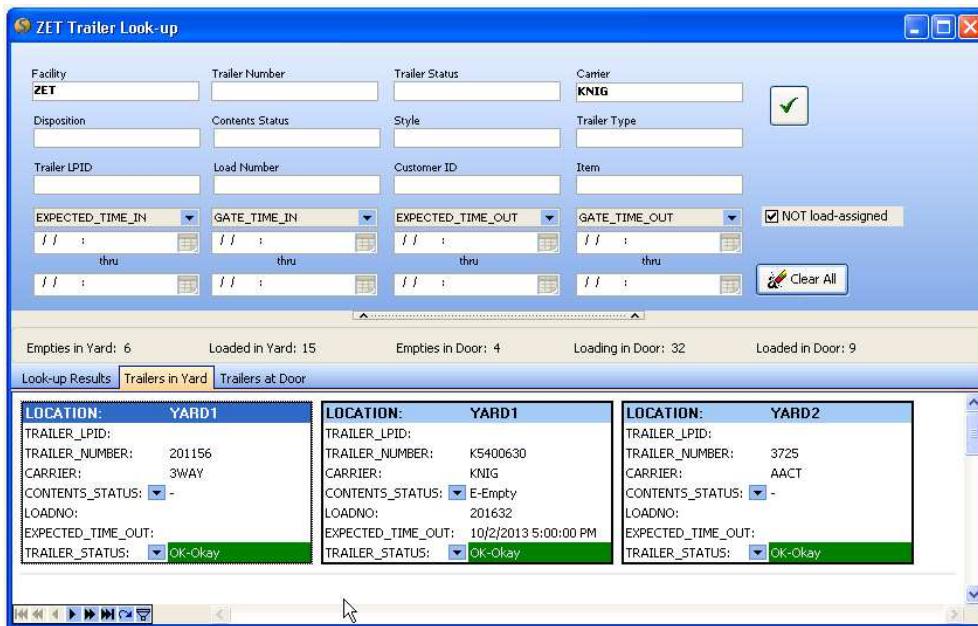
There are fields at the top of the Trailer Look-up screen that allow you to enter criteria to narrow down your trailer search. There is also a NOT load-assigned button. Clicking the check box includes only the trailers that haven't been assigned to a load in the search.

1. Enter criteria in the fields at the top of the screen. You can double click in most of the fields to select a value from a list.
2. Click . The *Look-up Results* tab appears:

3. Double click on a trailer at the bottom of the screen to display the *Trailer* screen.

Trailers in Yard

1. Select the Trailers in Yard tab. The following screen appears:



Information for each trailer appears in a box in yard location order.

A navigation bar appears at the bottom of the screen:

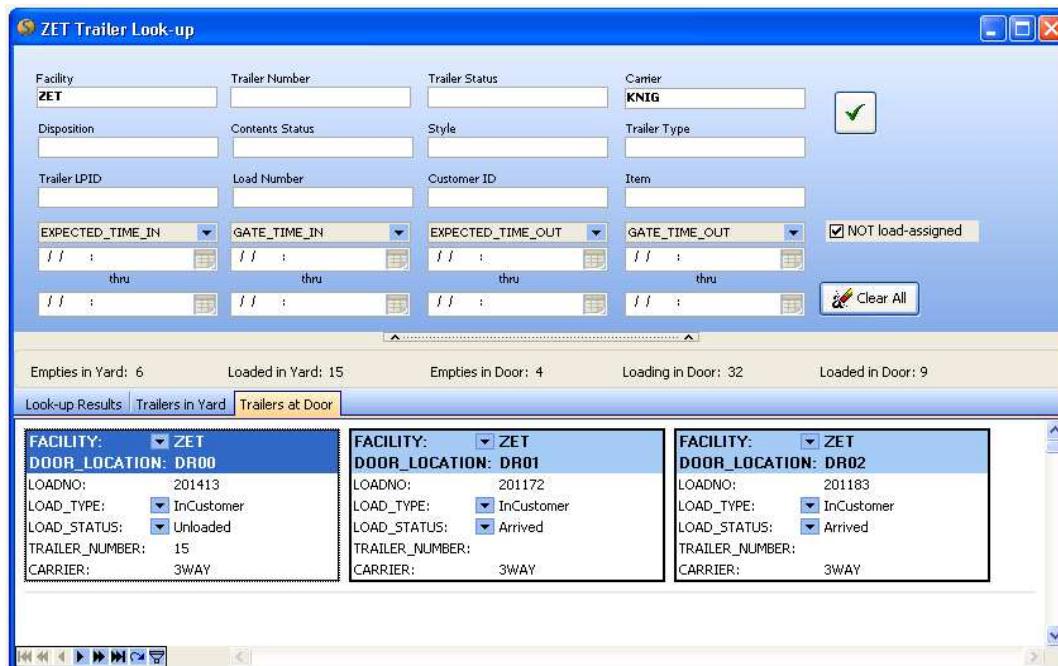
- ◀ ▶ - Moves through the boxes one at a time in the direction of the arrow.
- ◀ ▶ - Moves a screen at a time in the direction of the arrow.
- ◀ ▶ - Moves to the very first or last box.
- ⟳ - Refreshes the screen.
- ☒ - Allows you to create a filter to select specific records.

You can:

- Double click on a box to display the *Trailer* screen for the trailer.
- Click the **Contents_Status** drop down to include or exclude trailers with specific statuses.
- Click the **Trailer_Status** drop down to include or exclude trailers with specific statuses.

Trailers at Door

1. Select the *Trailers in Door* tab. The following screen appears:



Information for each load assigned to a door location appears in a box in door location order.

You can:

- Double click on a box to display the *Load* screen associated with the load.
- Click the **Facility** drop down to include or exclude loads from specific facilities.
- Click the **Load_Type** drop down to include or exclude loads with specific types.
- Click the **Load_Status** drop down to include or exclude loads with specific statuses.

Trailer Maintenance

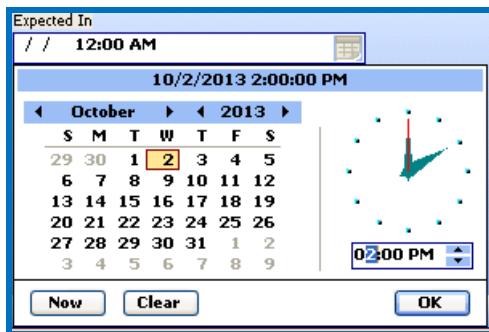
Adding a Trailer

1. Select **Yard** from the menu bar and choose the **Yard Maintenance** option. The following screen appears:

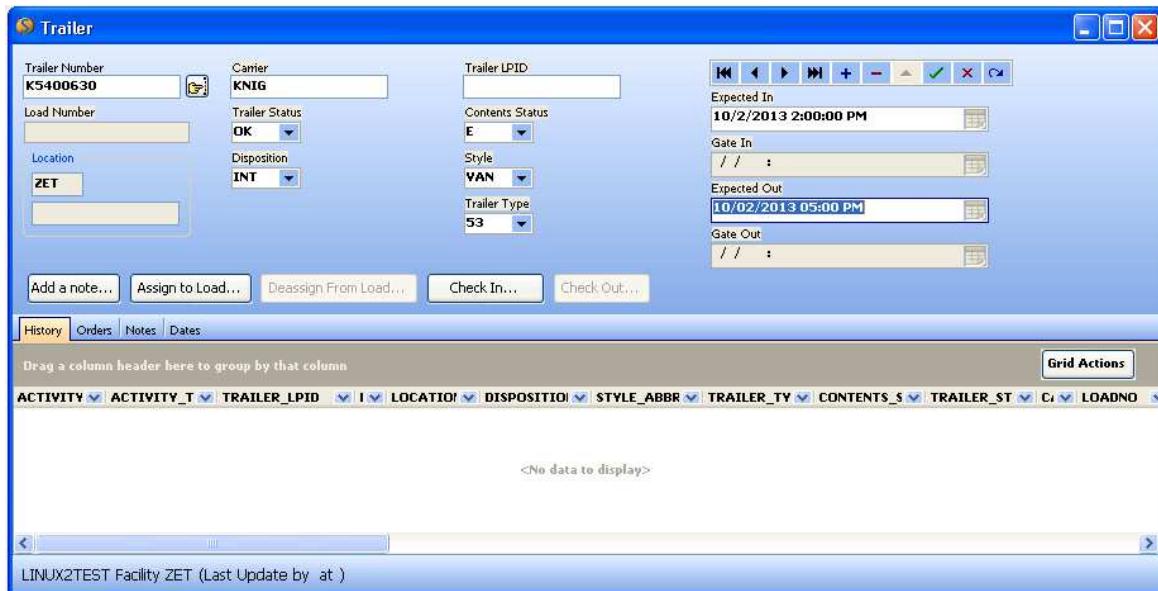
The screenshot shows the 'Trailer 1' application window. The top section contains fields for Trailer Number (1), Carrier (905L), Location (JFW), and various status indicators like Status (OK), Disposition (INY), and Contents Status (Has Stock). To the right is a grid for tracking trailer movements. Below these are buttons for notes, assignment, deassignment, check-in, and check-out. A bottom section displays a history grid with columns for Activity, Activity Type, Trailer LPID, Location, Disposition, Style Abbreviation, Trailer Type, Contents Status, and more. The history shows several entries for moves and deassignments. A status bar at the bottom indicates the system is running on LINUX2TEST Facility ZET.

ACTIVITY	ACTIVITY_T	TRAILER_LPID	I	LOCATION	DISPOSITION	STYLE_ABBR	TRAILER_TY	CONTENTS_S	TRAILER_ST	Ci	LOADNO	EXPECTED_TIME_IN	GATE_TIME_IN
9/30/2013 1	Moved		JFW	Y0008	In Yard			Has Stock	Okay	905L			
9/30/2013 1	Moved		JFW	Y0002	In Yard			Has Stock	Okay	905L			
7/3/2013 3:4	Deassign		JFW	DR09	In Yard			Has Stock	Okay	905L			
4/22/2013 1	ArriveDC		JFW	DR09	At DC			Has Stock	Okay	905L	201529		
4/22/2013 1	AssignToIn				At DC			Has Stock	Okay	905L	201529		

2. Click the insert record button to add a trailer.
3. Type the number in the **Trailer Number** field. This is a required field.
4. Type the Carrier in the **Carrier** field. You can double click in the **Carrier** field to view and select a value from a list of available carriers. This is a required field.
5. Enter the **LPIID** for the trailer, if applicable.
6. Change the **Trailer Status** if required. You can use the drop down box to select a trailer status.
7. Change the **Contents Status** if required. You can use the drop down box to select a status.
8. The **Disposition** defaults to INT (In-Transit). Do not change the disposition when adding a trailer. The status will change when you check-in the trailer.
9. Type a trailer style in the **Style** field. You can use the drop down box to select a value from a list. The trailer styles can be maintained in the Trailer_Styles Validation Table.
10. Enter a **Trailer Type**. You can use the drop down box to select a value from a list. The trailer types can be maintained in the Trailer_Types Validation Table.
11. Enter the date and time that the trailer is expected to arrive at the facility in the **Expected In** field. You can use the calendar button to select a date and time from a calendar and clock (see below).



12. Enter the date and time the trailer will be leaving in the **Expected Out** field. You can use the calendar button to select a date and time from a calendar and clock.



13. Click the save changes button . The trailer is added and is In-Transit (INT).

Additional Button Functions

Add a note... - Allows you to add a note regarding the trailer. When you click this button, the *Note* screen appears.

Assign to Load... - Allows you to assign the trailer to a load. When you click this button the *Assign [Trailer Number] to load* screen appears:



You can double click in the **Load** field or click the ellipsis button to access the *Load Lookup* screen.

- Allows you to check a trailer into the yard, DC or door.

Trailer Screen Tabs

There are four tabs on the Trailer screen:

- History – The *History* tab shows the trailer activity - movements, status changes, dispositions changes, etc. The most current trailer activity appears at the top of the grid.

Drag a column header here to group by that column												Grid Actions
ACTIVITY	ACTIVITY_T	TRAILER_LPID	I	LOCATION	DISPOSITION	STYLE_ABBR	TRAILER_TY	CONTENTS_S	TRAILER_ST	Ci	LOADNO	
10/2/2013 3 Add		ZET		In Transit	Van	53 Footer	Empty	Okay			KNIG	

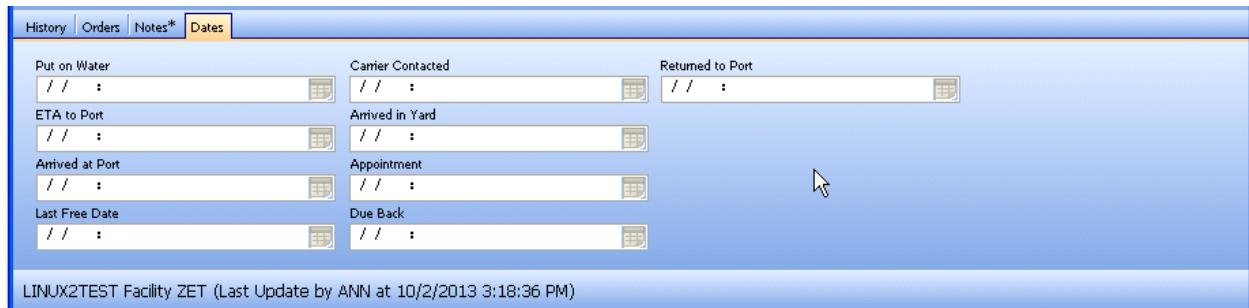
LINUX2TEST Facility ZET (Last Update by ANN at 10/2/2013 3:18:36 PM)

- Orders - The *Orders* tab shows information for the orders on the trailer. These appear for outbound orders after a load is assigned to the trailer.
- Notes – Any notes that have been added using the **Add a Note** button

Drag a column header here to group by that column				Grid Actions
NOTE_ADDED	TRAILER_NOTE	LASTUSER		
10/2/2013 3:24:10 PM	Trailer has faulty lock.	ANN		

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- Dates – The *Dates* tab has date fields that you can use to track specific events for the trailer.



Updating Trailer Information

- Select **Yard** from the menu bar and choose the **Yard Maintenance** option.
- Double click in the **Trailer Number** field or click the lookup button to access the **Trailer Lookup** screen:



- Enter criteria in the fields at the top of the screen to search for the trailer. For example, if you don't know the trailer number, type the facility, carrier, etc. You can click the **NOT load-assigned** button if you know that the trailer isn't assigned to a load.
- Press the button to process the lookup. A list of trailers that fit the criteria you entered appears on the screen:

ZET Trailer Look-up

Facility ZET	Trailer Number	Trailer Status OK	Carrier KNIG	<input checked="" type="checkbox"/>
Disposition INT	Contents Status	Style	Trailer Type	
Trailer LPID	Load Number	Customer ID	Item	
EXPECTED_TIME_IN	GATE_TIME_IN	EXPECTED_TIME_OUT	GATE_TIME_OUT	<input checked="" type="checkbox"/> NOT load-assigned
/ / : thru	/ / : thru	/ / : thru	/ / : thru	
/ / : / / : / / :	/ / : / / : / / :	/ / : / / : / / :	/ / : / / : / / :	

Empties in Yard: 7 Loaded in Yard: 14 Empties in Door: 4 Loading in Door: 32 Loaded in Door: 9

[Look-up Results](#) [Trailers in Yard](#) [Trailers at Door](#)

Drag a column header here to group by that column

TRAILER_NI	TRAILER_LPID	I	LOCATION!	Ci	LOADNO	EXPECTED_TIME_IN	GATE_TIME_IN	EXPECTED_TIME_OUT	GATE_TIME
3456	ZET	YARD6	KNIG E	OK	VAN 53	INT IN	9/30/2013	9/30/2013 11:34:19 AM	
K5400630	ZET	KNIG E	OK	VAN 53	INT ADE	10/2/2013 2:00:00 PM		10/2/2013 5:00:00 PM	

5. To select a trailer, double click on the trailer at the bottom of the screen. The *Trailer* screen appears:

Trailer K5400630

Trailer Number K5400630	Carrier KNIG	Trailer LPID	Expected In 10/2/2013 2:00:00 PM
Load Number	Trailer Status OK	Contents Status E	Gate In / / :
Location ZET	Disposition INT	Style VAN	Expected Out 10/2/2013 5:00:00 PM
	In Transit	Trailer Type 53	Gate Out / / :
		53 Footer	

Add a note... Assign to Load... Deassign From Load... Check In... Check Out...

[History](#) [Orders](#) [Notes*](#) [Dates](#)

Drag a column header here to group by that column

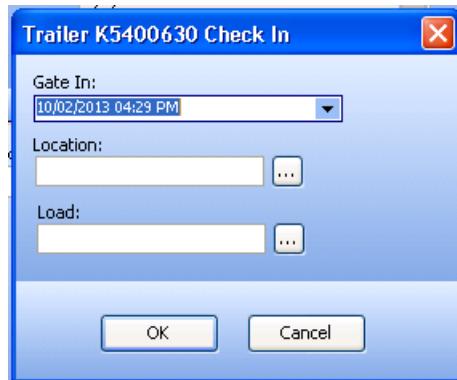
ACTIVITY	ACTIVITY_T	TRAILER_LPID	I	LOCATION!	DISPOSITION	STYLE_ABBR	TRAILER_TY	CONTENTS_S	TRAILER_ST	Ci	LOADNO
10/2/2013 3	Add	ZET		In Transit	Van	53 Footer	Empty	Okay	KNIG		

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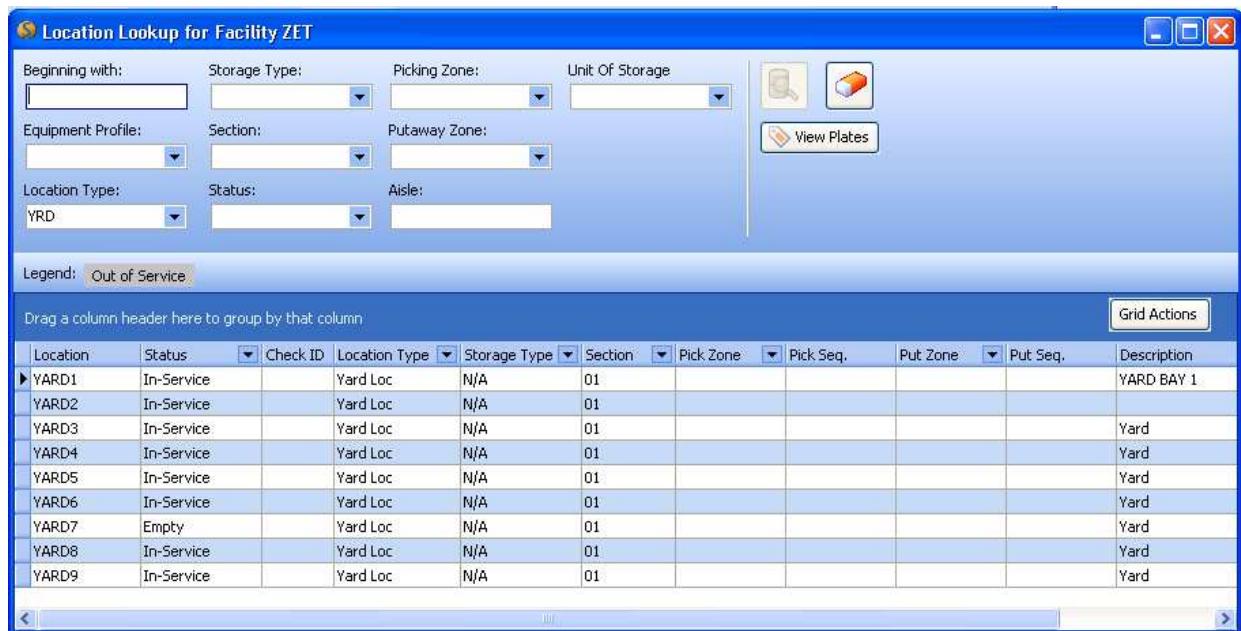
You can maintain the fields that have been entered on the screen, enter dates on the Date tab or use the button functions. Click  to save your changes. Click  to clear changes that you do not want to save.

Checking In a Trailer

- On the *Trailer* screen, click the **Check In...** button. The *Trailer Check In* window appears:



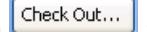
- The **Gate In** field defaults with the current date and time. You can type a different date/time or use the drop down box to select a date/time from a calendar and clock. This field is required.
- Enter the location for the trailer. You can double click the **Location** field or click the ellipsis button to access the *Location Lookup* screen to search for a location:



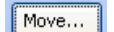
Note: The **Location Type** defaults to YRD.

4. Enter the load number for this trailer in the **Load** field. You can double click the **Load** field or click the ellipsis button  to access the *Load Lookup* screen. This field is optional.



5. Click **OK**. The **Disposition** is INT – In-Transit. Once you change the **Disposition** to INY (In Yard) or DC (At DC), the **Check In** button  is no longer available and the **Check Out** button  and the **Move** button  become available.
6. Use the drop down box to change the Disposition and click  to save your changes.

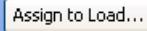
Moving a Trailer in the Yard

1. Access the *Trailer* screen and click the  button to move a trailer to another yard location. When you click on this button, the *Location Lookup* screen appears. The **Location Type** defaults to YRD.
2. Enter criteria in the fields at the top of the screen to find the trailer's new yard location and click . Double click to select the location from the list on the bottom of the screen.
3. The trailer location is updated and the location movement is tracked on the *History* tab.

Assigning a Trailer to a Load

You can assign a load to a trailer as long as:

- A trailer isn't already assigned to the load
- The carrier on the load is the same carrier associated with the trailer

1. Click the **Assign to Load** button . The *Assign to Load* window appears:



2. Enter the load number in the **Load** field. You can double click the **Load** field or click the ellipsis button **...** to access the *Load Lookup* screen and select a load from a list.
3. Click OK. On the *Trailer* screen, the **Load Number** field is updated with the number you entered. The **Deassign From Load** button **Deassign From Load...** is available and the **Assign to Load** button has been disabled. A new **AssignToOut** activity appears on the *History* tab. Orders now appear on the *Orders* tab.

Trailer K5400630

Trailer Number	K5400630	Carrier	KNIG	Trailer LPID	
Load Number	201632	Trailer Status	OK	Contents Status	E Empty
Location	ZET	Disposition	INY	Style	VAN Van
	Move...			Trailer Type	53 53 Footer
YARD1					

Add a note... Assign to Load... Deassign From Load... Check In... Check Out...

History Orders Notes* Dates

Drag a column header here to group by that column Grid Actions

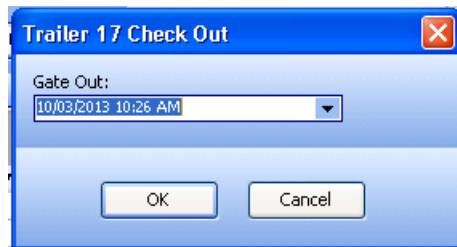
ORDERID	SHIPID	CUSTID	ORDERTYPE	ORDERSTATUS	QTYORDER	LASTUSER	LASTUPDATE
369534	1 ZET INA	Outbound	Committed	1000 ANN	10/3/2013 10:10:51 AM		

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Checking Out a Trailer

To check a trailer out of the facility:

1. Click **Check Out...**. The *Trailer Check Out* window appears:



2. The current date and time defaults in the **Gate Out** field. You can type a different date/time or use the drop down box to select a date/time from a calendar and clock.
3. Click OK. On the *Trailer* screen, the load number and location no longer appear. The **Gate Out** field is populated with the date/time that you entered. A new Gate Out activity appears on the *History* tab.

ACTIVITY	ACTIVITY_T	TRAILER_LPID	I	LOCATION	DISPOSITION	STYLE_ABBR	TRAILER_TY	CONTENTS_S	TRAILER_ST	Ci	LOADNO
10/3/2013 1	Gate Out			ZET	YARD1	In Yard		Empty	Okay	3WA1	
5/31/2012 1	Moved			ZET	YARD3	In Yard		Empty	Okay	3WA1	
5/31/2012 1	Moved			ZET	YARD3	In Yard		Empty	Okay	3WA1	
4/19/2012 3	Add			ZET		In Yard		Empty	Okay	3WA1	

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