

## **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).

Facility ZET - Zethcon Corporation

Options Scheduler Utilization & Costs Tender

Default Cross Dock Location: XD0CK00 ☐ Enable Location Check ID

BOL Shipper Signature Bitmap:  ... ☐ Cycle Count Item Summary

CHEP Identifier:  Scanned LP Limit for Loading: 4

☐ Restrict Putaway ☐ Suppress LP in RF Loading ☒ **Yard Management**

Days from Port:  ☒ Include Weekends in Days from Port calculations

Carrier: 3WAY Zone: EAST

Carrier	Zone	Last User	Last Update
3WAY	EAST	SWINCHELL	12/29/2011 9:57:19 AM

LINUX2TEST Facility ZET (Last Update by ANN at 10/1/2013 12:16:50 PM)

## 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:

There are three lookup functions on the *Trailer Look-up* screen:

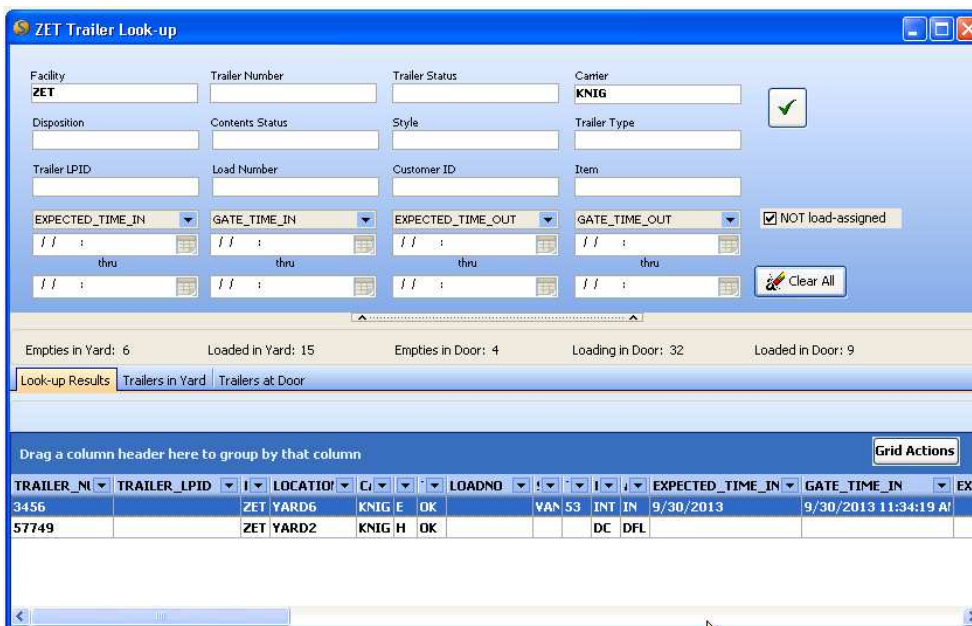
- Trailer Lookup – Allows you to enter criteria to search for a trailer. The search results appear on the *Look-up Results* tab.
- Trailers in Yard – Shows detail information regarding each trailer in the yard by yard location.
- Trailers at Door – Shows detail information regarding each load in a door 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:



TRAILER_NO	TRAILER_LPID	LOCATION	C	LOADNO	I	EXPECTED_TIME_IN	GATE_TIME_IN	EXP
3456		ZET YARD6	KNIG E	OK		VAN 53 INT IN	9/30/2013	9/30/2013 11:34:19 AM
57749		ZET YARD2	KNIG H	OK		DC DFL		

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:

**ZET Trailer Look-up**

Facility: **ZET** Trailer Number: \_\_\_\_\_ Trailer Status: \_\_\_\_\_ Carrier: **KNIG** ✓

Disposition: \_\_\_\_\_ Contents Status: \_\_\_\_\_ Style: \_\_\_\_\_ Trailer Type: \_\_\_\_\_

Trailer LPID: \_\_\_\_\_ Load Number: \_\_\_\_\_ Customer ID: \_\_\_\_\_ Item: \_\_\_\_\_

EXPECTED\_TIME\_IN: \_\_\_\_:\_\_\_\_:\_\_\_\_ GATE\_TIME\_IN: \_\_\_\_:\_\_\_\_:\_\_\_\_ EXPECTED\_TIME\_OUT: \_\_\_\_:\_\_\_\_:\_\_\_\_ GATE\_TIME\_OUT: \_\_\_\_:\_\_\_\_:\_\_\_\_

thru thru thru thru

☒ NOT load-assigned

Empties in Yard: 6 Loaded in Yard: 15 Empties in Door: 4 Loading in Door: 32 Loaded in Door: 9

Look-up Results | Trailers in Yard | Trailers at Door

FACILITY:	DOOR_LOCATION:	LOADNO:	LOAD_TYPE:	LOAD_STATUS:	TRAILER_NUMBER:	CARRIER:
ZET	DR00	201413	InCustomer	Unloaded	15	3WAY
ZET	DR01	201172	InCustomer	Arrived		3WAY
ZET	DR02	201183	InCustomer	Arrived		3WAY

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\_Staus** 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:

ACTIVITY	ACTIVITY_T	TRAILER_LPID	LOCATION	DISPOSITION	STYLE_ABBR	TRAILER_TY	CONTENTS_S	TRAILER_ST	C	LOADNO	EXPECTED_TIME_IN	GATE_TIME_IN
9/30/2013 1	Moved		JFW YD008	In Yard			Has Stock	Okay		905L		
9/30/2013 1	Moved		JFW YD002	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 **LPID** 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.

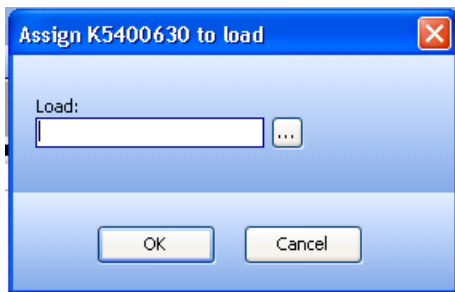
13. Click the save changes button . The trailer is added and is In-Transit (INT).


### Additional Button Functions

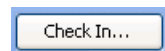
- Allows you to add a note regarding the trailer. When you click this button, the *Note* screen appears.

- 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.

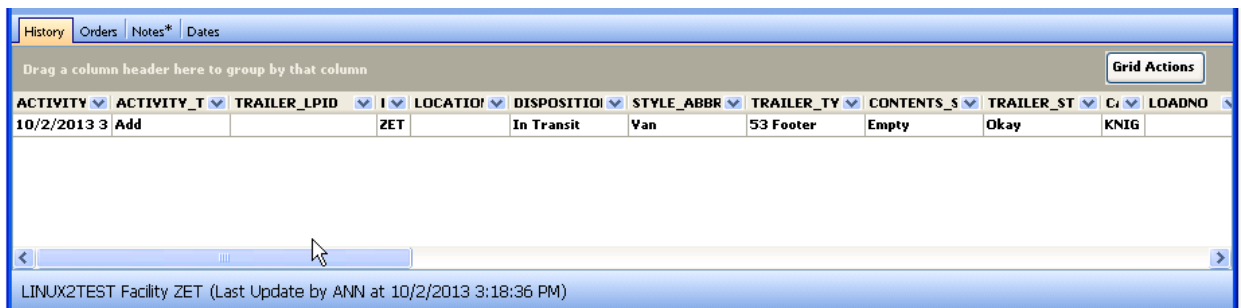


- Allows you to check a trailer into the yard, DC or door.

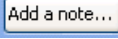
### Trailer Screen Tabs

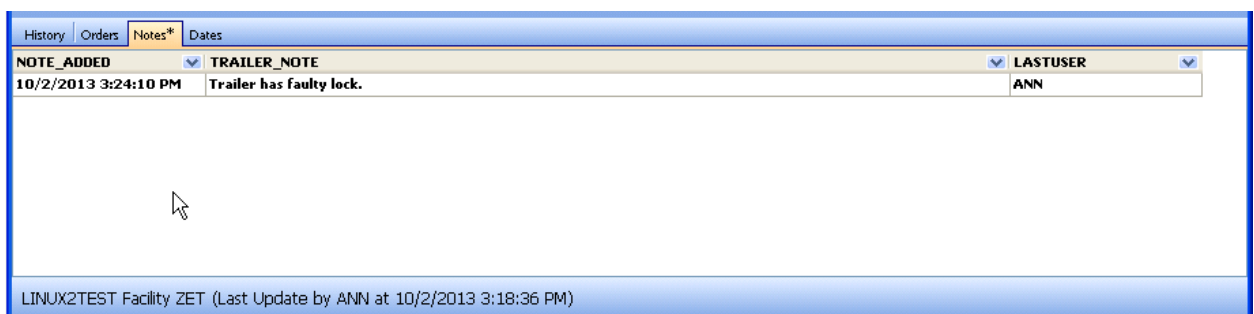
There are four tabs on the Trailer screen:

- 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.



- 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  appear on this screen.




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

The screenshot shows the 'Dates' tab in the Zethcon interface. It contains several date fields with calendar icons for selection:

- Put on Water
- ETA to Port
- Arrived at Port
- Last Free Date
- Carrier Contacted
- Arrived in Yard
- Appointment
- Due Back
- Returned to Port

At the bottom, it displays: LINUX2TEST Facility ZET (Last Update by ANN at 10/2/2013 3:18:36 PM)

## Updating Trailer Information

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

The screenshot shows the 'ZET Trailer Look-up' window. It features a grid of search criteria fields:

- Facility: ZET
- Trailer Number: (empty)
- Trailer Status: OK
- Carrier: KNIG
- Disposition: INT
- Contents Status: (empty)
- Style: (empty)
- Trailer Type: (empty)
- Trailer LPID: (empty)
- Load Number: (empty)
- Customer ID: (empty)
- Item: (empty)


Below these are time-related fields with dropdown menus for selection:

- EXPECTED\_TIME\_IN, GATE\_TIME\_IN, EXPECTED\_TIME\_OUT, GATE\_TIME\_OUT

There is a checkbox for ☒ NOT load-assigned and a 'Clear All' button.

A summary bar shows: Empties in Yard: 7, Loaded in Yard: 14, Empties in Door: 4, Loading in Door: 32, Loaded in Door: 9.

At the bottom, there are tabs for 'Look-up Results', 'Trailers in Yard', and 'Trailers at Door'. Below the tabs is a grid header with columns: TRAILER\_NO, TRAILER\_LPID, LOCATION, LOADNO, EXPECTED\_TIME\_IN, GATE\_TIME\_IN, EXPECTED\_TIME\_OUT, GATE\_TIME\_OUT. The grid currently displays '<No data to display>'.

3. 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.
4. 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: **OK** Carrier: **KNIG** ☒

Disposition: **INT** Contents Status: **OK** Style: **OK** Trailer Type: **OK**

Trailer LPID: **OK** Load Number: **OK** Customer ID: **OK** Item: **OK**

EXPECTED\_TIME\_IN: **OK** GATE\_TIME\_IN: **OK** EXPECTED\_TIME\_OUT: **OK** GATE\_TIME\_OUT: **OK** ☒ NOT load-assigned

**Clear All**

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 **Grid Actions**

TRAILER_NI	TRAILER_LPID	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 A	
K5400630		ZET	KNIG E	OK	VAN 53 INT ADI	10/2/2013 2:00:00 PM	10/2/2013 5:00:00 PM	

- 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: **OK**

Load Number: **OK** Trailer Status: **OK** Contents Status: **Empty**

Location: **ZET** Disposition: **INT** In Transit Style: **VAN** Van

Trailer Type: **53** 53 Footer

Expected In: **10/2/2013 2:00:00 PM**

Gate In: **10/2/2013 2:00:00 PM**

Expected Out: **10/2/2013 5:00:00 PM**

Gate Out: **10/2/2013 5:00:00 PM**

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

**History** **Orders** **Notes\*** **Dates**

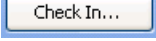
Drag a column header here to group by that column **Grid Actions**

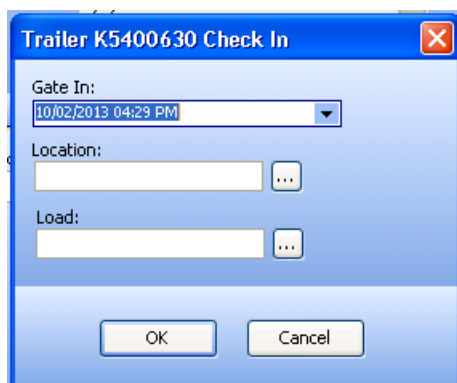
ACTIVITY	ACTIVITY_T	TRAILER_LPID	LOCATION	DISPOSITION	STYLE_ABBR	TRAILER_TY	CONTENTS_S	TRAILER_ST	CI	LOADNO
10/2/2013 3	Add		ZET	In Transit	Van	53 Footer	Empty	Okay	KNIG	

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


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.

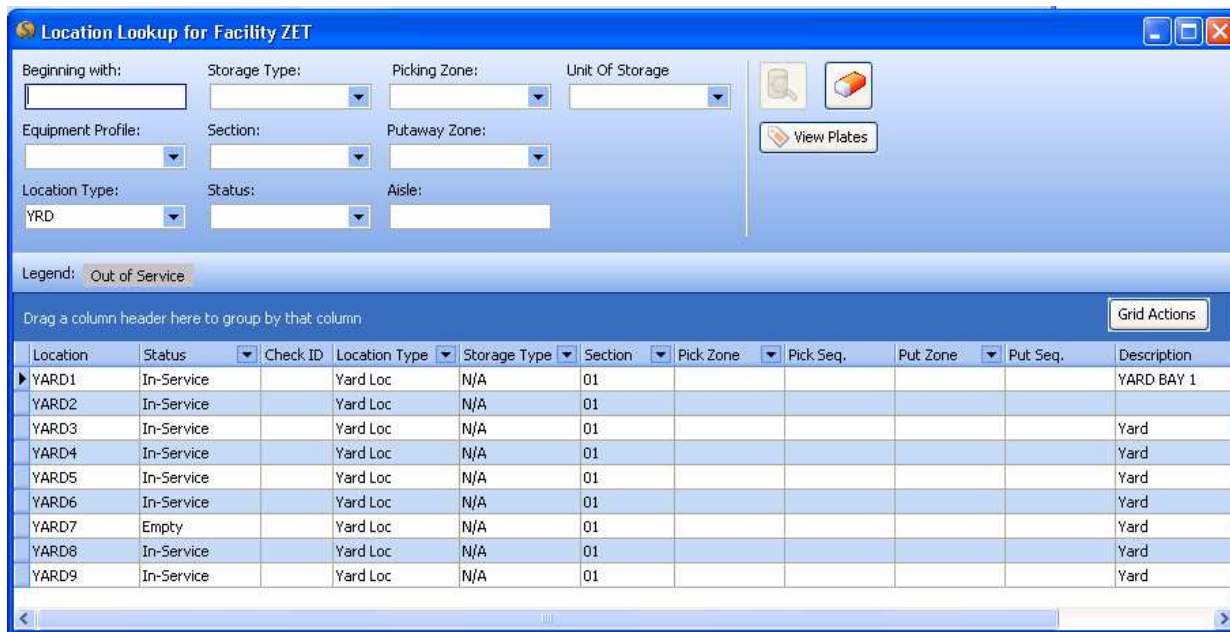
### Checking In a Trailer

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



The *Trailer K5400630 Check In* window is a blue dialog box with a title bar and a close button. It contains three input fields: **Gate In:** with a date/time dropdown menu showing "10/02/2013 04:29 PM"; **Location:** with a text box and an ellipsis button (...); and **Load:** with a text box and an ellipsis button (...). At the bottom are **OK** and **Cancel** buttons.


2. 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.
3. 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:

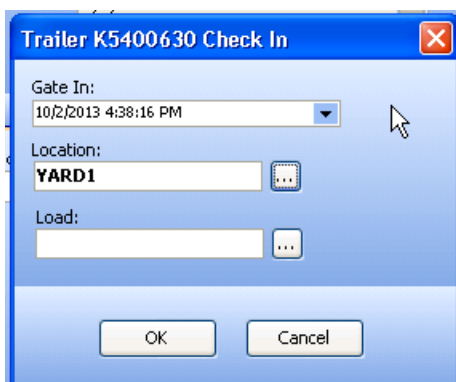


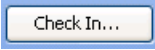
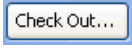


The *Location Lookup for Facility ZET* window is a complex search interface. It features several filter sections: **Beginning with:** (text box), **Storage Type:** (dropdown), **Picking Zone:** (dropdown), **Unit Of Storage:** (dropdown), **Equipment Profile:** (dropdown), **Section:** (dropdown), **Putaway Zone:** (dropdown), **Location Type:** (dropdown, currently set to YRD), **Status:** (dropdown), and **Aisle:** (text box). There are also icons for **View Plates** and a **Legend** set to **Out of Service**. Below these is a table with columns: Location, Status, Check ID, Location Type, Storage Type, Section, Pick Zone, Pick Seq., Put Zone, Put Seq., and Description. A **Grid Actions** button is in the top right of the table area.

Location	Status	Check ID	Location Type	Storage Type	Section	Pick Zone	Pick Seq.	Put Zone	Put Seq.	Description
YARD1	In-Service		Yard Loc	N/A	01					YARD BAY 1
YARD2	In-Service		Yard Loc	N/A	01					
YARD3	In-Service		Yard Loc	N/A	01					Yard
YARD4	In-Service		Yard Loc	N/A	01					Yard
YARD5	In-Service		Yard Loc	N/A	01					Yard
YARD6	In-Service		Yard Loc	N/A	01					Yard
YARD7	Empty		Yard Loc	N/A	01					Yard
YARD8	In-Service		Yard Loc	N/A	01					Yard
YARD9	In-Service		Yard Loc	N/A	01					Yard

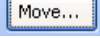

Note: The **Location Type** defaults to YRD.

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.

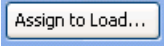
### Moving a Trailer in the Yard

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.


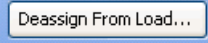
### Assigning a Trailer to a Load

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  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.

 The main window is titled "Trailer K5400630". It contains several fields and buttons. 
   
Fields: Trailer Number (K5400630), Carrier (KNIG), Trailer LPID (empty), Load Number (201632), Location (ZET, YARD1), Trailer Status (OK, Okay), Disposition (INY, In Yard), Contents Status (E, Empty), Style (VAN, Van), Trailer Type (53, 53 Footer).
   
Buttons: Move..., Add a note..., Assign to Load..., Deassign From Load..., Check In..., Check Out...
   
A tabbed interface at the bottom shows "History", "Orders", "Notes\*", and "Dates". The "Orders" tab is active, displaying a table with columns: ORDERID, SHIPID, I, CUSTID, ORDERTYPE, ORDERSTATUS, QTYORDER, LASTUSER, LASTUPDATE.
   
Table data:
 

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

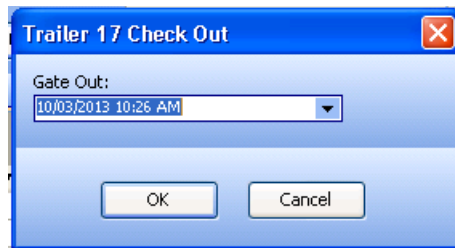
  
At the bottom, a status bar reads: "LINUX2TEST Facility ZET (Last Update by ANN at 10/3/2013 10:14:43 AM)".

### Checking Out a Trailer

To check a trailer out of the facility:

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





**Trailer 17 Check Out**

Gate Out:  
10/03/2013 10:26 AM

OK Cancel

- 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.
- 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.



**Trailer 17**

Trailer Number: 17  
Load Number:   
Location:   
Carrier: 3WAY  
Trailer Status: OK Okay  
Disposition: SHP Shipped  
Trailer LPID:   
Contents Status: E Empty  
Style:   
Trailer Type:   
Expected In: / / :  
Gate In: / / :  
Expected Out: / / :  
Gate Out: 10/3/2013 10:26:39 AM

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
10/3/2013 1	Gate Out				Shipped			Empty	Okay	3WA1	
5/31/2012 1	Moved		ZET	YARD1	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	

LINUX2TEST Facility ZET (Last Update by ANN at 10/3/2013 10:30:36 AM)