|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | AR-03 Check the load in Transflo(back up) | | |
| **sop #:** | IT-04 | **revision #:** | 1 |
| **EFFECTIVE DATE:** | May 29, 2020 | | |
| **OWNER:** | Tamalur Shaikh | | |

## REVIEWERS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| TestDevUser | Test Dev user | Not Signed | January 01, 0001 |
| Subodh Pande | WSM System Analyst | Not Signed | January 01, 0001 |
| Jerome Tacbad | Service Desk Analyst | Not Signed | January 01, 0001 |
| Becher Traboulsi | Service Desk Analyst | Not Signed | January 01, 0001 |
| Steve Koyanagi | Manager, Service Desk | Not Signed | January 01, 0001 |

## APPROVER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| TestDevUser | Test Dev user | Not Signed | January 01, 0001 |

# 1.0 purpose

Look up documentation received for each load

# 2.0 SCOPE

Covers process to lookup loads in Transflo.

# 3.0 equipment

N/A

# 4.0 definitions

|  |  |
| --- | --- |
| **Definition** | **Explanation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

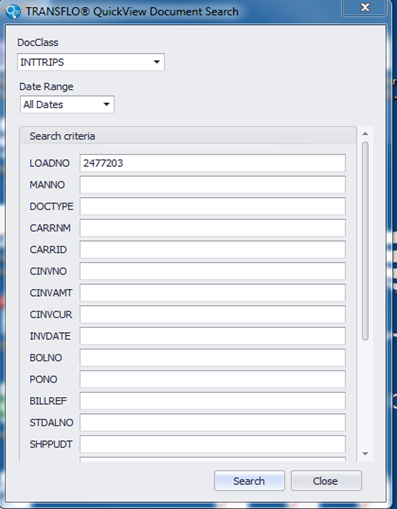
# 5.0 Responsibility

|  |  |
| --- | --- |
| **Responsibility** | **Activity** |
|  |  |

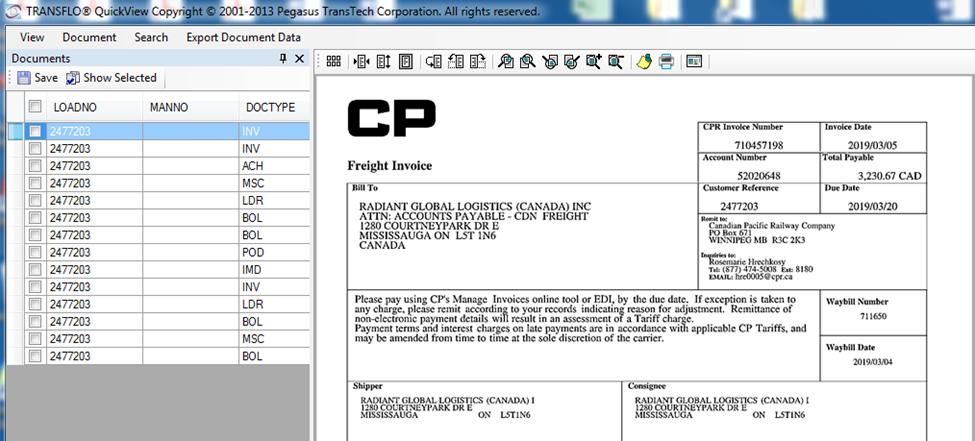
# 6.0 policy

## 6.1 GENERAL

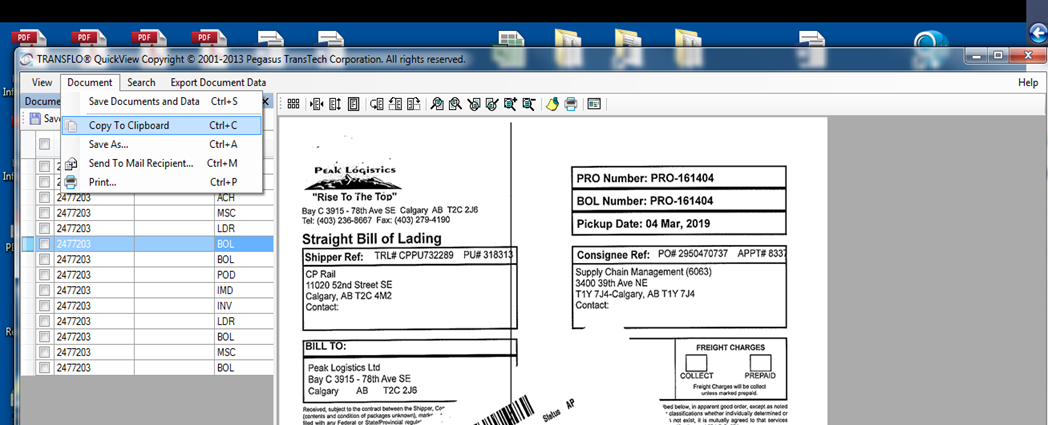
1. Open the Transflo system
2. Select INTTRIPS and enter in the load number in the field (LOADNO) and click search.



1. All documents types (back up) will appear as seen below.



1. Select the document you are looking for and either print, save or email it.



# 7.0 references

# 8.0 revision history

|  |  |  |
| --- | --- | --- |
| **Revision #** | **Revision Date** | **Description** |
|  |  |  |