

Quick Reference Guide

EXPRESS NS APPLICATION

- Create, Update, and Execute Ingates or Outgates using Mobile Technology
- Submit Pre-Gate Information
- Visual Parking and Pickup Display
- Unit Lookup with Reservation Number
- Access Electronic Gate Receipt
- Submit Unit Damage Information

REGISTRATION

- Download App from Google Play or iOS App Store
- Search ExpressNS, Select and Download
- Open App, then select Register
- Fill Out: Driver Details, Trucking Company, and Contact Details
- Submit

LOGIN

- Enter User ID and Temporary Password to Login
- Change Temporary Password, and Enter New Password
- Update Security Questions
- Submit

CREATE INGATE

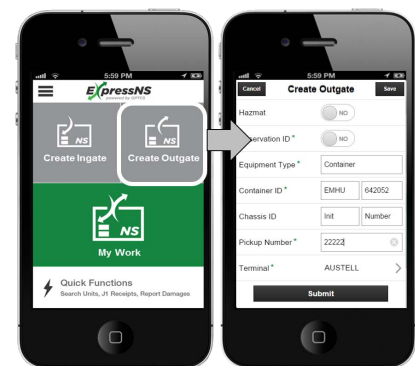
- Fill out the following fields:

✓ Hazmat	✓ Seal Number
✓ Terminal	✓ Trucking Company
✓ Equipment Type	✓ ETA
✓ Container ID	✓ Live Lift Needed
✓ Chassis ID	✓ Damage Report
✓ Load or Empty	
- Submit, successful Ingate appears in My Work

CREATE OUTGATE

- Enter Reservation ID or Pickup Number
- Fill out the following fields:

✓ Reservation ID	✓ Chassis ID
✓ Terminal	✓ Load or Empty
✓ Pickup Number	✓ Trucking Company
✓ Equipment Type	✓ ETA
✓ Container ID	✓ Live Lift Needed
- Submit, successful Outgate appears in My Work



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MY WORK

- Provides list of assignments created
- Ingate or Outgate List
- Review and Update Ingate or Outgate information
- Select Ingate or Outgate to review or update
- Select Edit icon, and then Select Action Option:
 - ✓ Edit
 - ✓ Delete
 - ✓ Cancel
- Select Edit to continue and update fields as necessary
- Submit, successful updates return to My Work
- Execute the modified assignment by pressing Ingate or Outgate, then a QR code will appear
- Scan or provide QR Code at Ingate or Outgate, J1 Receipt will be received



QUICK FUNCTIONS

- Search Units by Equipment ID
 - ✓ Enter Equipment ID
 - ✓ Press Search
 - ✓ Select Create Outgate or Back to Search
- Search Units by Reservation Number
 - ✓ Enter Reservation Number
 - ✓ Select Terminal
 - ✓ Press Search
 - Select Zone
 - Select Equipment
 - Select Create Outgate or Back to Search
- Search for J1 Receipts
 - ✓ Fill out the following fields:
 - Equipment ID
 - Select Terminal
 - Start Date
 - End Date
 - ✓ Press Search
 - Select Ingate or Outgate record to view
 - J1 Receipt Detail displays Ingate or Outgate information
- Report Damage
 - ✓ Enter Equipment Type and Equipment ID
 - ✓ Select Damages by pressing the arrow next to damaged areas
 - ✓ Press Done

