



















Search for an ASN by typing in \*16

Click on ASN0000016

Link the PO to the ASN using the right green arrow and click Save.

The status of the ASN has now been changed from “In planning” to “Open”.

#### Step 4) Create Appointment

Use the main menu to search for the Add Appointment user interface by typing app in the quick menu and click on the **Add Appointment** user interface.

**Facility:** VABCFACILITY

**Load configuration:** STR8

**Suggested Start Date/Time:** 11/17/2021

**Appointment Type:** Live Unload

**Carrier:** Use the Search to find the carrier, SWLS

**Equipment Code:** TRL48

**Purchase Order:** Type in \*137 and Search


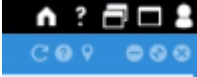
**Purchase Order:** PO000000137

Use the Recommend Time Slots button to schedule the appointment for the recommend time of: 11/17/2021 at 12:45pm to 13:30pm.

Save.

#### Step 5) Ship the ASN

Click the open windows button  in the top right  to navigate back to the “Add ASN – Advanced Ship Notice” user interface. 

Refresh  the Add ASN – Advance Ship Notice user interface screen in the top right. 

ASN is now in “Open” status.

Ship the ASN using the Ship button at the bottom.

ASN is now “in transit” status.

Click the Home Button to finish.

**Congratulations! You have finished the EEM Training for Virginia ABC!**