

Extended Enterprise Management (EEM) Training List of Topics

Below are the topics that users will complete during the EEM Training. Please see the legend below for the required trainings for each user.

S = Supplier mandatory

B = Broker mandatory

C = Carrier mandatory

O = Optional for all

1. Purchase Orders (S,B)

a. Single Line Purchase Order

- i. Demonstration
- ii. Practice
- iii. Test

b. Edit an Existing Purchase Order

- i. Demonstration
- ii. Practice
- iii. Test

c. Add a Line to Purchase Order

- i. Demonstration
- ii. Practice
- iii. Test

d. Cancel an Existing Purchase Order

- i. Demonstration
- ii. Practice
- iii. Test

e. Cancel a Line on a Purchase Order

- i. Demonstration
- ii. Practice
- iii. Test

f. Generate a Purchase Order Report

- i. Demonstration
- ii. Practice
- iii. Test

g. Purchase Order Knowledge Check

2. Advanced Shipment Notice (S, B)

a. Create an ASN

- i. Demonstration
- ii. Practice
- iii. Test

b. Load a PO on the ASN

- i. Demonstration
- ii. Practice
- iii. Test

c. Ship an ASN

- i. Demonstration
- ii. Practice
- iii. Test

d. Remove a PO from an ASN

- i. Demonstration
- ii. Practice
- iii. Test

e. Cancel a Shipped ASN

- i. Demonstration
- ii. Practice
- iii. Test

f. ASN Knowledge Check

3. Appointments (S, B, C)

a. Create an Appointment

- i. Demonstration
- ii. Practice
- iii. Test

b. Cancel an Appointment

- i. Demonstration
- ii. Practice
- iii. Test

c. Appointments Knowledge Check

4. Daily Routine (S,B)

a. Daily Routine

- i. Test

5. EEM Knowledge (O)

a. Log in to WMOS

- i. Demonstration
- ii. Practice

b. Explore the Menu Structure

- i. Demonstration
- ii. Practice

c. Modify the Quick Menu

- i. Demonstration
- ii. Practice

d. Add and Remove Tiles

- i. Demonstration
- ii. Practice

e. Create and Save a View Practice

- i. Demonstration
- ii. Practice

f. Re-display and Close Windows

- i. Demonstration
- ii. Practice