



Opendock®

Carrier User Guide

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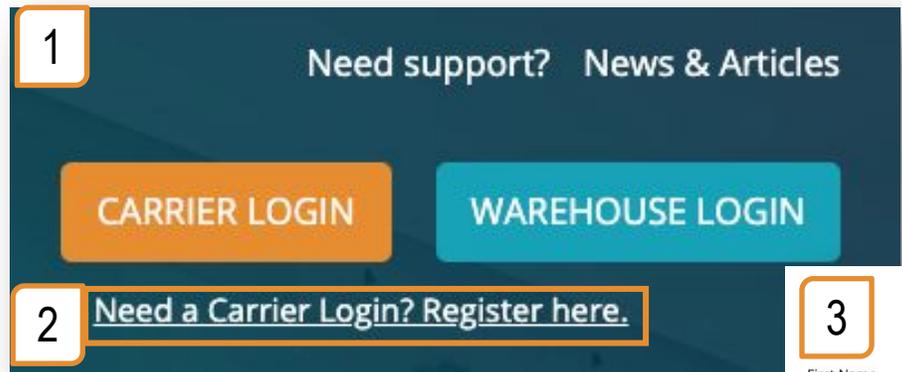
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## Carrier Portal

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# Carrier Portal

# Carrier Account Registration & Login



3 Register for **Free** today

First Name

Last Name

Email

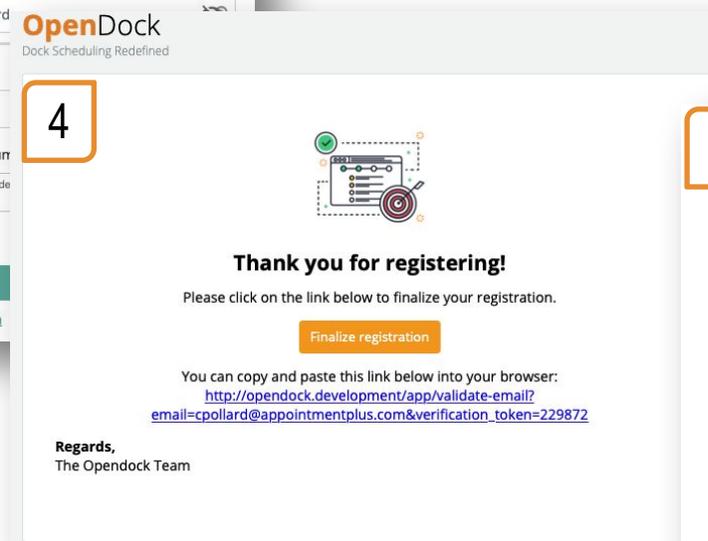
Password

Company Name

Country

Mobile Number

Already registered? [Login](#)



5 Sign in to Opendock

Don't have an account? [Register](#)

EMAIL

PASSWORD  [Forget Password?](#)

Email verified! Please login.

## Steps:

1. Go to [Opendock.com](https://opendock.com)
2. Click 'Register here'
3. Fill out registration form
4. Verify email
5. Sign in!

# Schedule an Appointment

**Opendock**

**1** FIND WAREHOUSE

January Search

January Logistics - January Warehouse - Chandler  
523 January Way Chandler, AZ 85236  
Nova

**2** Schedule

January Warehouse - Chandler Home Book Appointment My Appointments(65) COLISSA ODC TEST CARRIER

Warehouse Load Type Date & Time Appointment Details

**3** Select Load Type

TEST 30 MIN LOAD TYPE Inbound (30 minutes) SELECT →

TEST 45 MIN LOAD TYPE Outbound (45 minutes) SELECT →

\* indicates required field

Warehouse Load Type Date & Time Appointment Details

**4** Select Date & Time

Mar 12th, 2022 - Mar 16th, 2022

Sat 03/12/2022	Sun 03/13/2022	Mon 03/14/2022	Tue 03/15/2022	Wed 03/16/2022
No availability	No availability	4:30 am	4:30 am	4:30 am
		5:00 am	5:00 am	5:00 am
		6:30 am	6:30 am	6:30 am
		7:00 am	7:00 am	7:00 am
		7:30 am	7:30 am	7:30 am
		8:00 am	8:00 am	8:00 am
		8:30 am	8:30 am	8:30 am
		9:00 am	9:00 am	9:00 am
		10:30 am	10:30 am	10:30 am

\* indicates required field

Warehouse Load Type Date & Time Appointment Details

**5** Appointment Details

Reference Number: \_\_\_\_\_

Special Instructions: Special Instructions

Example Doc:

Email CCs: \_\_\_\_\_

\* indicates required field

PREVIOUS CONFIRM APPOINTMENT

## Steps:

1. Search for warehouse name and click 'Search'
2. Click the 'Schedule' button
3. Select Load Type
4. Pick a date & time
5. Fill out information & finalize appointment

# Edit an Appointment

**OpenDock**

Colissa Test  
Opdock Freight

Find Warehouse  
**My Appointments**  
PO/BOL Search  
FAQs

MY APPOINTMENTS **2** Mar 07, 2022 - Mar 07, 2022 MST 2 hours Today Tomorrow 7 Days Export

WAREHOUSE DATE	WAREHOUSE TIME	LOCATION	STATUS
<b>07</b> Monday March 2022	6:00am MST	Novaverse Org Luna Facility Nova	SCHEDULED

**1** Novaverse Org  
543 Northwestern Dr. Chandler AZ 5203333333

**3** EDIT  
To cancel, edit, or reschedule this appointment, please click the "Manage Appointment" button (if available).

Manage Appointment Book Again

CONFIRMATION NUMBER:  
78a4449c-b380-4813-ab08-6c606ee0aaa8

LOAD TYPE: Full Truck Load

DOCK NAME: Outbound Dock

## Steps:

1. Click 'My Appointments'
2. Select a date range and click 'Apply'
3. Click 'Manage Appointments'
4. Click Pencil Icon to Edit
5. Cancel or Reschedule

**OpenDock** Luna Facility Home Book Appointment My Appointments(47) COLISSA TEST

**4** < Print Calendar Edit

Scheduled Arrived Completed

**MONDAY, MAR 7, 2022 • 06:00AM - 07:30AM (MST)**

Appointment ID: 78a4449c-b380-4813-ab08-6c606ee0aaa8 COPY

Dock Name: Outbound Dock

Load Type: Full Truck Load (undefined min)

Reference Number: 4455222

Notes: ----

Carrier Contact  
Name: Colissa Test  
Email: colissa+test@opdock.com  
Phone: (520) 333-3333  
SCAC: ----

Warehouse  
Luna Facility  
543 Northwestern Dr., Chandler, AZ 85226  
northwester@opdock.com  
(520) 333-3333

**5** RESCHEDULE CANCEL

# Add Warehouse Favorites

The screenshot displays the Opendock 'Find Warehouse' interface. On the left is a dark blue sidebar with the Opendock logo and navigation links: 'Find Warehouse', 'My Appointments', 'PO Search', and 'FAQs'. The main content area is titled 'FIND WAREHOUSE' and features a search bar containing 'APOD' (highlighted with a '1'). Below the search bar, it shows 'SEARCH RESULTS' for 'APOD Logistics' warehouses, listing four entries: APOD HQ (AZ), APOD Missoula (MT), APOD New York (NY), and APOD Seattle (WA). Each entry includes a location pin, address, a star icon, an information icon, and a 'SCHEDULE' button. The star icon for the Seattle entry is highlighted with a '2' and a tooltip that says 'Add to Favorites'. At the bottom, a green notification box (highlighted with a '3') states 'Successfully Added APOD Logistics to Favorites'. On the right side, there are two sections: 'YOUR FAVORITES' and 'RECENTLY SCHEDULED'. The 'YOUR FAVORITES' section now includes the APOD Seattle warehouse, which was just added. The 'RECENTLY SCHEDULED' section lists other warehouses that have been scheduled.

## Steps:

1. Search for warehouse name and click 'Search'
2. Click the ☆ button
3. The page will reload, and the warehouse will be added to the 'Your Favorites' section

# Search Appointments by PO Number

carrier.opendock.com/app/auth/appointment-search

Opendock

PO/BOL SEARCH

2 4455222 Search

WAREHOUSE DATE	WAREHOUSE TIME	LOCATION	STATUS
07 Monday March 2022	6:00am MST	Novaverse Org Luna Facility Nova	SCHEDULED

1 PO/BOL Search

Novaverse Org

543 Northwestern Dr. Chandler AZ  
5203333333

CONFIRMATION NUMBER:  
78a4449c-b380-4813-ab08-6c606ee0aaa8

LOAD TYPE: Full Truck Load

DOCK NAME: Outbound Dock

EDIT

To cancel, edit, or reschedule this appointment, please click the "Manage Appointment" button below (if available).

3 Manage Appointment Book Again

## Steps:

1. Click 'PO Search'
2. Type a PO Number and click 'Search'
3. All appointments with PO Numbers that contain the search term will be listed.  
E.g. Searching for "1234" will return appointments with PO Numbers "0123456" and "12345566".

# Edit Profile & Change Password

Steps:

1. Click '∇' button next to your username to display the menu
2. Click 'Edit Profile'
3. Upload a photo
4. Update your password
5. Click 'Save Changes'

Opendock®



Opendock Info  **1**

**2**

 Edit Profile

 Sign Out

 Find Warehouse

 My Appointments

 PO Search

 FAQs



First Name

Opendock 

Last Name

Info

Company Name

Opendock

Country

United States 



**3**

Upload Picture

Mobile Number

Country code  
+1 

Phone number  
(480) 222-2222 

Time Zone

US/Arizona 

Email

OpendockInfo@Opendock.com

**4**

Password

Current password... 

weak

New password... 

Change Password

**5**

Save Changes

# Carrier Support

The image shows a composite of three screenshots from the Opendock website. The top-left screenshot shows the navigation menu with the 'FAQs' link highlighted by a red box and a '1' in a red box. The top-right screenshot shows the 'FIND WAREHOUSE' search bar with 'opendock' entered and a 'Search' button. The bottom screenshot shows the 'Frequently Asked Questions' page with a red box and a '2' in a red box highlighting a blue chat bubble in the bottom left corner. The chat bubble contains the text 'Questions? We're here to help!' and a blue speech bubble icon.

1. Visit the FAQ page
2. Click the blue chat bubble talk with support **Mon-Fri, 8am-5pm** (Arizona time)
3. Email [Support@Opendock.com](mailto:Support@Opendock.com)