ExpressNS™
powered by OPTCS

Quick Reference Guide

EXPRESS NS APPLICATION

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

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

CREATE OUTGATE

— **Enter Reservation ID or Pickup Number**
— **Fill out the following fields:**
  - ✓ **Reservation ID**
  - ✓ **Terminal**
  - ✓ **Pickup Number**
  - ✓ **Equipment Type**
  - ✓ **Container ID**
  - ✓ **Chassis ID**
  - ✓ **Load or Empty**
  - ✓ **Trucking Company**
  - ✓ **ETA**
  - ✓ **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 infomation**
— **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**
    - o **Select Zone**
    - o **Select Equipment**
    - o **Select Create Outgate or Back to Search**
— **Search for J1 Receipts**
  - ✓ **Fill out the following fields:**
    - o **Equipment ID**
    - o **Select Terminal**
    - o **Start Date**
    - o **End Date**
  - ✓ **Press Search**
    - o **Select Ingate or Outgate record to view**
    - o **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**