

QUICK REFERENCE GUIDE

ExpressNS+™ 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

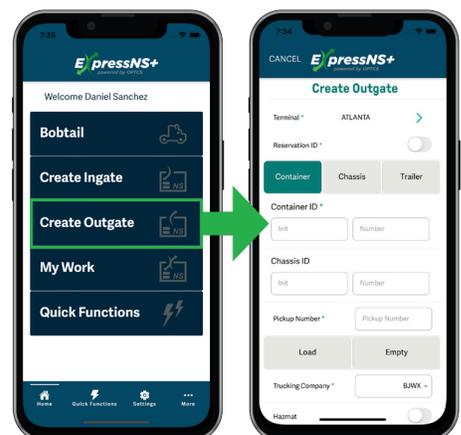
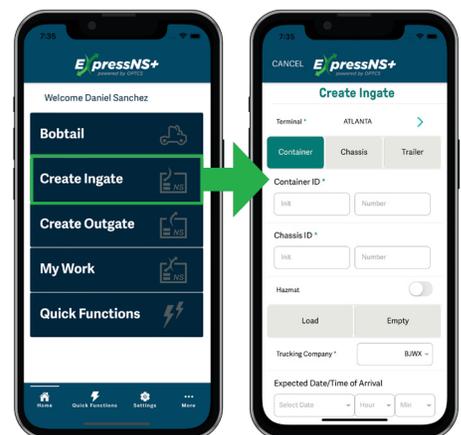
- Enter User ID and Temporary Password to Log in
- Change Temporary Password and Enter New Password
- Update Security Questions
- Submit

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

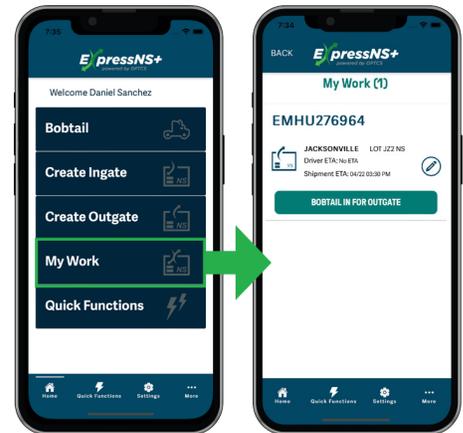
- Enter Reservation ID or Pickup Number
- Fill out the following fields:
 - Reservation ID
 - Terminal
 - Pickup Number
 - Equipment Type
 - Container ID
 - Chassis ID
 - Load or Empty
 - Trucking Company
 - ETA
 - Live Lift Needed
- Submit, successful Outgate appears in My Work



QUICK REFERENCE GUIDE

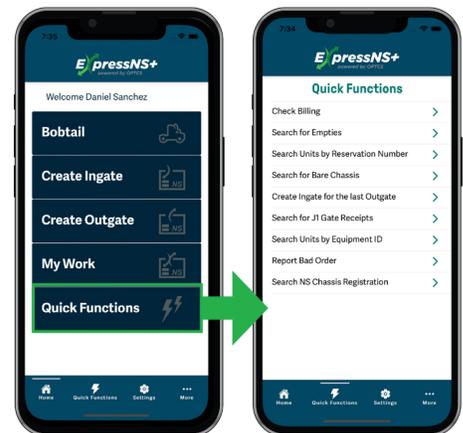
My Work

- 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 In gate 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



Scan Code to
Learn More