

CP Fastpass - Auto Gate Kiosk (Cheat Sheet)
Pre-work Transactions - Ramp Traffic Carriers

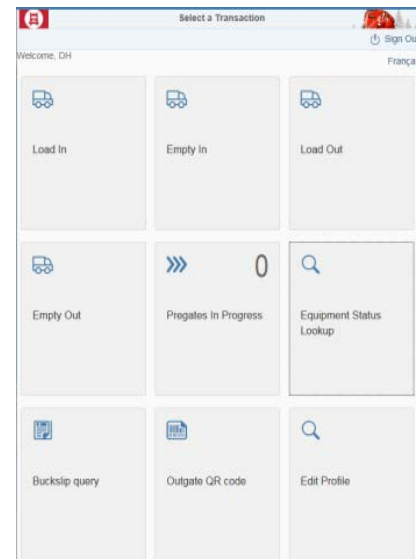
Drivers can do their pre-work transaction on their mobile prior to coming to the terminal to expedite their move into the yard. They will be provided a QR code (bar code) they can scan at the auto gate kiosk to log them in and direct them to the summary transaction screen.

Driver to sign into the application using their new User ID and passcode:

- Enter User id and password – hit log in button
- The “Select a Transaction” screen will open - Driver will select from the 9 tiles

Load In - Full loads being delivered to the CP ramp for furtherance on rail –

- Click the “Load In” Tile - Enter container number and CP chassis - if not a CP type chassis – leave chassis field blank – hit continue (Note-this step is to be done for each unit you bring in)
- Driver to review the billing displayed validate the shipment you are bringing into the rail and advise of any discrepancies to the Problem Area
 - **Hazmat** – Yes or No (if Hazmat = Y - driver must ensure container has the correct placards applied to the container otherwise it could delay the shipment and container could be refused.)
 - **Destination** – destination ramp the shipment is to be railed to (CP ramp or Port)
 - **Weight** - this is the commodity weight inside the container
 - **Seal number** – if not populated driver must enter the seal this is mandatory
 - **Reservation #** - only applicable if customer is set up on the CP reservation system
 - **Do you need to have the container lifted off?** Y or N
 - If this is NOT a CP owned/managed chassis then the driver selects Y.
 - If the container is on a CP chassis and you require the chassis for your next move select Y if not select N. The buckslip will dictate where to take the unit
 - **Container damage** Y or N - Driver must report any damage on the container.
 - **Chassis damage** Y or N – only report damage for CP owned/managed chassis
- Running reefer or heater (PPS) units, you will be asked if the running temperature of the container is within + or – 3 degrees of the temperature setting on the billing. You will need to confirm by selecting **Y or N**. If the running temperature is not within the allowable 3 degrees you **MUST** report this to the **Problem Area Kiosk**
- **Fuel Level** – driver to select the amount of fuel in the unit from the drop down – Click continue
- **Pre-work transaction completed** for the container going into the rail yard. Perform next transaction if you are taking a load or empty from the yard, after you drop off the container. If you are not taking a unit out of the ramp you are finished and the pre-work transaction you performed will be displayed on the “In Progress Transaction” tile.



Load Out - Loads to be picked up at the CP Ramps for street delivery

- Click the “Load Out” Tile - Enter container number/pickup number (if applicable) - hit continue – Pre-work completed

Empty Out - Pulling an empty container from a CP ramp on a marine or domestic booking


- Click the “Empty Out” Tile - Enter the Marine or Domestic booking number –or enter a unit number if one was provided by CP
- Validate the correct equipment size is displayed in the equipment field – hit continue
- Pre-work transaction completed.

Empty In - Returning marine empty containers to a CP ramp, if they have pool privileges or CPR empty containers

Note - If it is an empty ocean container moving on Rail use the “Empty In” tile and ensure there is billing in place.

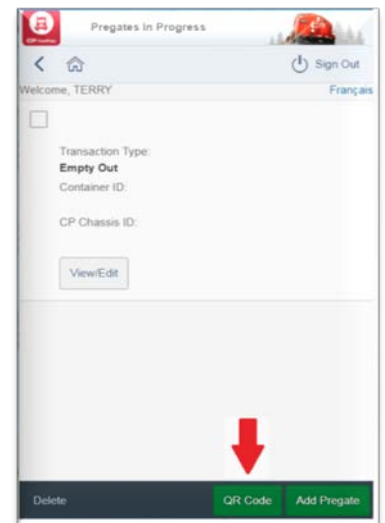
- Click the “Empty In” Tile - Enter the container number and CP managed Chassis(if not CP managed seal chassis do not enter the chassis number)

When you arrive at the ramp – open your “Pre-gates In Progress” tile to retrieve your QR code

(bar code),  scan the code, the Summary Transaction screen will open.

- Check mark the box to select the moves you are doing at that time.
- Select print/ email or both options for the buckslip
- Click “Open Gate” – buckslip will print and the yard will know why your there. Enter yard

Note - if driver does not use their phone they will perform same steps above at the Ingate kiosk when they arrive, but they will sign in manually using their user id and passcode.



Additional features available for the driver to utilize on their mobile application:

Equipment Status lookup – identify if a unit can ingate (billing is submitted) or outgate (unit is releasable/storage owing) or if a booking is valid/invalid. This tile should be used to eliminate a driver being refused at the ingate.

Pre-gates in progress – this is where the pre-work transactions will be displayed if done prior to coming to the yard. Open this tile to capture your QR code to scan at the ingate.

Buckslip Query – you can retrieve a buckslip if required

Outgate QR code – at the “Outgate” open this tile to have your QR code presented to scan at the outgate kiosk.

Edit profile (Driver) – this tile can be utilized to edit any driver information on the driver profile; you can delete and add new carriers from this tile as well. The ROC will do any update requested and respond back.