Dray Administration Web Portal

- Manage Drivers
- Equipment Status Lookup
- Work List
- Buck slips
Dray Administration Web Portal

Dray Admin will log into CP FastPass using the below link

https://external.cpr.ca/launchpad/secure/login.html

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Registering a New Dray Admin Account
New to Canadian Pacific Railway

From the User Log in screen CP FastPass select New User

From the register new user screen
Select FastPass Registration

From the registration – select user type screen
Select I am a Dray Administrator

Select Continue

From the Dray Registration Information screen
Select “Yes” for New company (carrier has not been to CP before)
Enter in the following information:
Company Name
Select the FastPass terminals your dray carrier will be accessing
First Name, Last Name, Phone#, Email Address, Confirm Email address, Company location address (street number, name), City, Country, State or Province. Select Continue.

Review Dray Registration Summary of information entered into the registration system. Select Continue.

A confirmation popup will advise if the registration is successful and advising an email with your user ID and a link to create your password.

The email will look similar to the one to the right. CP will verify and ensure the dray is created in CP FastPass.

If the Dray Carriers registration has been rejected then an email will be received as to the right. Contact gate_inquiries@cpr.ca if there are any issues with Dray Administrator registrations.

If the registration is approved by the Remote Operations Center, you will then receive an email with a password reset to access the CP FastPass Dray Admin Account.
Select Password Reset from the approval registration email.

Note: Password link will expire after 60 minutes password must be updated prior to. If not you must use the forgot password tool on the login page.

Once on the reset password screen enter in the password

You can view the password by selecting

Once the password is accepted you will be automatically signed into CP FastPass Dray Administration web site.

Dray Admins will be able to manage the dray carrier drivers, look up equipment status, approve drivers which work for them and look up previous buck slips.
Existing Dray Carrier at Canadian Pacific Railway registering for a FastPass Account

From the User Log in screen CP FastPass select New User

- From the register new user screen
  - Select FastPass Registration

- From the registration – select user type screen
  - Select I am a Dray Administrator
  - Select Continue

- From the Dray Registration Information screen
  - New company defaulted to "No" (carrier has been to CP before and is in the system)
  - Enter in the following information:
    - Search the company Name
    - First Name, Last Name, Phone#, Email Address, Confirm Email address, Company location address(street number, name), City, Country, State or Province. Select Continue.
Review Dray Registration Summary of information entered into the registration system.

Select **Continue**

A confirmation popup will advise if the registration is successful and advising an email with your user ID and a link to create your password.

The email will look similar to the one to the right. CP will verify and ensure the dray is created in CP FastPass.

If the Dray Carriers registration has been rejected then an email will be received as to the right. Contact gate_inquiries@cpr.ca if there are any issues with Dray Administrator registrations.

If the registration is approved by the Remote Operations Center, you will then receive an email with a password reset to access the CP FastPass Dray Admin Account.

Select Password Reset from the approval registration email.
Once on the reset password screen enter in the password

You can view the password by selecting

Your password must be at least 8 characters in length without any special characters (i.e. $@=#+). It must contain at least 1 number, 1 uppercase letter and 1 lowercase letter.

Once the password is accepted you will be automatically signed into CP FastPass Dray Administration web site.

* If Carrier is registered at multiple terminals select terminal from the popup.

Dray Admins will be able to manage the dray carrier drivers, look up equipment status, approve drivers which work for them and look up previous buck slips.

Multiple users from the same dray carrier can register for the CP FastPass Dray Administrator portal but will have to have their own email address as their Login ID.

Note: to login to the CP FastPass Dray Admin Portal your User ID is your email address.
Manage Drivers

Manage Drivers, Here is where you can see all drivers registered to the dray carrier. Select a list of all registered drivers will display.

You can search a driver by first name last name and their FastPass ID.

You can add a driver as well, as long as they are registered with a valid CP FastPass ID. A brand new driver has to register online. Select the Add New / Edit button.

Type in the driver FastPass ID and select Add if the driver is registered with CP FastPass then the driver should display in the list.

When selecting a driver from the Dray Admin Manage Drivers List, on the bottom right of the screen will become available. With the following functions.
**Remove driver:** If the driver no longer works for the dray company they can remove the carrier association from the drivers profile. Select the driver and press a popup confirmation window will display asking to verify you wish to remove the driver. Select Yes or No.

**View Driver:** Dray admin can view driver information from the driver profile in CP FastPass

- **View Pregates**
  By selecting the driver and clicking on View Pregates the dray admin can view the pre-gate transactions that are assigned or created by the driver.
  If the carrier wishes to remove the pre-gate transaction from the driver they can select the pre-gate by checking of the box to the left of the pre-gate, then select delete

  Dray admin can also view/edit the transaction

  This can be done by selecting the pre-gate transaction you wish to view/edit and select the View/Edit button. The dray admin can view the transaction or edit. To Edit the transaction select then select
  You can now update information on the driver pre-gate transaction. Once done select Continue or Cancel if you do not wish to save the changes.

  The dray admin can also replace the driver assigned to the pre-gate transaction.
  Select Replace Driver and on the Select driver to replace type in the drivers VGN# and select the driver you wish to do the pre-gate transaction.

  If the driver has no pregate transactions the screen will display “No Data” where the pregate transaction should be.
  All pre-gate transactions must be done prior to the driver arriving at the in gate.

  Note: If driver has no dray carrier associated with their profile they will not have access to the ramp.
Add Pregate
By selecting a driver and clicking on Add Pregate the dray admin will see the options to create the following types of transactions:
Load In
Empty In
Load Out
Empty Out
Select the type of transaction you wish to create

Below is a breakdown of the working tiles for FastPass and how and when to use them:

**Load In:**
Dray Carrier will use this tile to create a pre-gate transaction for the container they are dropping off at CP. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

After selecting Load In user will then enter in the container number and Chassis ID if the chassis is CP Controlled (CPPZ) user will then select

When the user is at the New Load In window, they will enter in the seal number if it is not present and confirm hazmat if Hazmat field states Yes.
User will select lift container off Yes or No, Yes if the chassis is not CP controlled and is owned by the carrier.
No if the chassis is CP controlled and the unit needs to be parked.
A reservation may be required and entered into the reservation field.

The dray carrier can enter in damages on the FastPass mobile app prior to arriving at CP Gate.
Select
If bad order is selected, select from the drop downs the following:

What, Where and Why

You can also add another damage details by selecting in not select **Continue** or cancel.

If the damage was selected in error, select delete from the damage details.

If the pre-gate transaction has been successfully created the dray carrier will see the screen to the left.

Press **Home** or **Add Pregate** to return to the main menu

Damage can also be noted at the terminal when creating the interchange using FastPass Auto Gate.
**Empty In:**
Dray carrier will use this tile to create a pre-gate transaction for the container they are dropping off at CP. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

After selecting Empty In the dray carrier will then enter in the container number and Chassis ID if the chassis is CP Controlled (CPPZ)

Dray admin will then select. Continue

When Empty In window opens, fill in the following:

Hub Reading with kilometers or miles

Dray admin will select lift container off Yes or No,

Yes if the chassis is not CP controlled and is owned by the driver’s carrier.

No if the chassis is CP controlled and the unit will be parked.

If the unit is dirty select is “Yes” if not select No.

If “Yes” is selected Press and Container Damage Details will display for Interior steam clean dirty. To remove the dirty selections press Delete.

Select Continue to proceed to next screen.
If bad order is selected for Container or Chassis or both, select from the drop downs the following:

What, Where and Why

If both container and chassis damages are being reported then two separate damage details will display in order damage for container then damage for chassis.

You can also add another damage details by selecting in not select or cancel.

If the pre-gate transaction has been successfully created the dray admin will see the screen to the Right.

Press or to return to the main menu

**Load Out:**

Dray admin will use this tile to create a pre-gate transaction for the container they are picking up at CP. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at the application gate.
After selecting Load Out the dray admin will then enter in the container number and Pickup number (if pickup number is required)

Dray admin will then select

When Load Out window opens

Enter in the following:

Container ID

Pick up number if pick up number is required.

Dray admin will then select

If the pre-gate transaction has been successfully created the Dray Carrier will see the screen to the Right.

Press to return to the main menu

**Empty Out:**

Dray admin will use this tile to create a pre-gate transaction for the container they are picking up at CP. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.
After selecting Empty Out the dray admin will then enter in: Booking Number or Container number but not both.

Select

If the booking has more than one type of unit to pick up then select the unit type to pick up from the Select Equipment drop down.

Select

If the pre-gate transaction has been successfully created the dray admin will see the screen to the left.

Press Home or to return to the main menu

Once pre-gate transaction has been created they can be viewed in the pregates in progress window for the driver.
Equipment Status Lookup

Overview

Objectives and Outcomes

Drivers or Vendors can perform a query on a container or a booking number to identify if the unit is releasable or billed or if the booking number is valid at the CP ramp. This functionality is on the APP and/or Vendor Portal.

Course of Action

Instructional Steps

The “Select a Transaction” screen will be displayed. Click the “Equipment Status Lookup” tile to query bookings or equipment.
The “Equipment Status Lookup” screen will open

Select which option you would like to do a query on:

**Outgate a container**
- A loaded container inside the ramp to be delivered on the street.
- An empty unit assigned by CP for a domestic booking, inside a CP ramp
- A privately owned empty unit in the CP ramp
- Chassis inside CP ramp

**Ingate a container**
- Full loaded container that was picked up at a shipper? location and is being brought to the ramp for furtherance by rail
- An empty container (includes - tanker empty last contained)
- A chassis outside of a CP ramp

**Check a booking**
• Marine booking – international driver/carrier going to CP ramp to pick up an empty ocean carrier container. They must have a valid marine booking number in the system to retrieve the unit.

• Domestic booking – domestic ramp carrier going to CP ramp to pick up a CP empty container or an empty private owned unit. If CP assigned a specific unit number, do a query on the unit number (Outgate a container). They must have a valid domestic booking number in the system to retrieve the unit or a specific unit number needs to be preassigned by CP.

**Outgate a container**

Enter the container number and pick up number if applicable, press

![Equipment Status Lookup](image)

If a pick up number is required and it was not entered Red indicating "Pick up number required", you will receive an error in "Container Details" screen will open.

![Equipment Status Lookup](image)

If the unit number exist the “Container Details” screen will open displaying a message in Green, the container is available for pickup from the ramp.
To return back to the main window press  or < button.

- **Storage Charges** – this will advise if there is storage dollar amount owing on the shipment. The Dray Admin has the option to select [Pay Storage](See Pay Storage further on in this document).

- **Hazardous?** – This will indicate if the loaded container contains hazardous goods this is dictated by the customers billing.

- **Bad Ordered?** – This will indicate if the container loaded or empty is tagged as bad order.

If the unit is not found or not in yard, you will receive an error message in Red.

“Unit Not Found or not in yard’

Press home  button to return to “Select Transaction” screen

If the unit is not available for pick up you will receive an error message in Red. “Unit is not available for pickup.”
You will have to go to CP Station to identify why the unit is not releasable.

Press home  or < button to return to “Select Transaction” screen

**Ingate a Container**

Enter the container number and Press

If the billing was submitted for the loaded container you will receive a reply message in Green indicating unit is billed.

The following fields will display:
Broker Entry? – This will indicate a Y or N if the billing indicated a broker entry is required.

Hazardous? – This will indicate a Y or N if there is dangerous goods billed on the unit.

Bad Ordered? – This will indicate a Y or N if unit is tagged bad order.

If an incorrect container number was entered or the unit is not billed you will receive an error in Red indicating the container is not billed.

Retype the correct unit ID in the Container ID field or enter another container number to search then Press **Continue**.

Press the **Cancel** or **Home** button to return to the Select a Transaction screen.

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*Check a booking:*
Enter the booking number and Press

If the booking number is not valid you will receive an error in Red indicating an invalid booking number. Re-enter the correct booking number and press . If the booking number is valid you will receive a message in Green advising it is a good booking number.

Press Home button or if you want to do another query.
Pay Storage

The Dray Admins have the ability to pay storage charges via FastPass.

To check storage you can select the Equipment Status Look up Tile, ensure Out gate A Container is selected. Enter in unit ID

If Storage is owing and the Dray Admin wishes to pay for the storage charges Select Pay Storage

The Dray Admin will be taken to credit card site for payment.

Dray Admin will fill in the following fields:

Cardholder Details
- PO Box if necessary
- Street Number
- Street Name
- Postal/Zip Code

Payment Details
- Cardholder Name (exactly as it is on the card)
- Card Number
- Expiry Date
- Card Security Code

The driver can perform this functionality on the mobile app.
Once all the required fields have been entered select **Process Transaction** to complete the transaction.

Select **Cancel Transaction** if you no longer wish to pay for storage.

A Summary page will display
Select **Continue Transaction**

Once completed the Main Page will display
An email will be sent to the Remote Operations Group to confirm the storage has been paid

A receipt of the transaction will be emailed as well to the Dray Admin
The Dray Admin can see if the storage has been updated using the Equipment Status Look up tool. Once storage is updated the unit will be released for pick up. Pre-work or Interchange can be created.
Work List
When a registered CP FastPass driver requests to add a new dray carrier to their profile the request for approval will display in the Dray admin work list.

When a driver adds a new carrier to their driver profile these requests will display in the Dray Admin for the specified carrier.

Select the driver add dray company and click on

Verify the driver works for your dray company and select

Once approved the driver will display in the manage drivers tile.

If the driver does not work for your dray carrier select

Note the driver will be emailed and can use the specified dray carrier once the request is approved. The driver will be emailed if the dray admin approves or rejects the request.

Buck Slips
The Dray admin can search buck slips of up to 10 buck slips in a search period.

Search using unit ID and Date plus time
Select one of the following:
In gate, Out gate, Road In, and Road Out
This will narrow the search as there is a limit of 10 buck slips
Once buck slips display the dray admin can select view buck slip