Intermodal Automated Gate System

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Drivers registering for the Mobile Application

Overview
Objectives and Outcomes

This will detail the steps for the driver to register for the New Mobile App we are providing in Release 2 of the FastPass Auto gate system. This is a onetime step the driver will do. A driver must be registered on the Mobile App if they want to perform a unit Query or pre-gate their moves prior to coming to a CP ramp for the Auto Gate Kiosk. This functionality will expedite their move into the yard. If they do not do the pre-work on their mobile they will have to ingate/outgate their move at a touch screen kiosk located at the ingate.

Application Compatibility
Requires
Internet access
Android 4.1 and above, and updated google chrome/ Samsung chromium browser.
Apple iOS version 10.2 or above should be able to use from the Safari Browsers.
Driver must be already registered at a CP Intermodal Facility to register for the CP FastPass Mobile Application.
Existing Driver Registration New to CP FastPass

Drivers will be provided a link to register for the Mobile App - [https://external.cpr.ca/cpfastpass](https://external.cpr.ca/cpfastpass)

The driver will click the link provided

The “User Login” screen will open

![User Login Screen](image)

Select "New User?"

Select FastPass Registration

Driver will select “I am a Truck Driver” hit

![User Type Screen](image)

The Driver License Information screen will open

The following fields will need to be entered by the driver

- **Terminal** - select the Terminal you are registered at
- **License Issued By**: - from the drop down select the Province your license is issued by
- **Driver’s License number** – enter in your full driver’s license number – this must match what is in our CP system when you registered at the ramp.

Hit once all data is entered
If the driver’s license number does not exist in our CP system the following error will appear

Please ensure driver is entering the correct license number or if you’re a new driver select Yes; or contact Gate_Inquiry@cpr.ca to assist.

If the Driver’s license number matches to our system the “Confirm Identity” screen will open

The driver will enter their existing Oasis ID they use today to enter the ramp, in the open field

Hit Continue
The driver **“Contact Information”** screen will open. Driver will validate the information displayed. The driver is required to enter their email address and mobile phone number if not already displayed. Hit when done.

The **“Dray Company Information”** screen will open. The driver will confirm the correct Dray vendors are listed. If the information is incorrect they will need to contact their dispatch who can reach out to CP. (Future release will allow the driver to do this function themselves.) Hit .

The **“Summary”** screen will populate detailing all the information that was entered. Driver to validate the information, if all valid Hit.
Driver will receive a message that they have successfully registered for the app and will be provided their new user ID and an email with a temporary passcode. Driver will follow the email instructions to update their temporary password to a permanent strong password.

**Email with Temporary Password Link**

**Overview**

**Objectives and Outcomes**

This is a sample of the email the driver will receive once they are registered on the Mobile App. They will follow the instructions on how to add the app to their phone and create a password. This is a one-time step the drivers will do. The email will be sent directly to their personal email address they supplied while registering for the app. The email will detail how to save the link to their home page, advise them of their new Oasis ID and how to create their own password. This new User ID and password will become their way to ingate/outgate their containers, perform unit queries, and pre-gate their containers on the Mobile App.

- Note - until we are live with the new gate kiosks at the ramps we are to continue to use the original driver Oasis ID and PIN to enter the yards. This new ID and passcode is for the mobile app and the auto gate kiosks for those sites that are live with a kiosk.

**SAMPLE OF EMAIL FROM CP TO THE DRIVER ONCE THEY ARE REGISTERED ON THE MOBILE APPLICATION:**

**Business Process**
CP FastPass Application

Dear New Driver,

You have now been registered for CP FastPass to access CP’s Intermodal Terminal.

Your id is **WPG12003** and you can use this id to access Winnipeg Intermodal Terminal.

Please click on this link to set your password: [Password Reset](#)

You will be required to use this id and password to use the Gate Kiosks at CP’s Intermodal Terminal

Please click on this link to access the CP FastPass: [CP FastPass](#)

To Save the App Icon to your device, do the following:

**Apple iOS Instructions**

1. Click on the link to open the User Log in screen for the mobile Application: [CP FastPass](#)
2. Click the Share button
3. Click Add to Home Screen
4. Click Add

5. App icon will now appear on your home screen.

You can use this icon whenever you need to access the CP Intermodal Gate Application

Android Instructions

1. Click on the link to open the App: CP Intermodal Gate App

2. Click the Options button

3. Select Add shortcut
4. Click Add

5. App icon will now appear on your home screen. You can use this icon whenever you need to access the CP Intermodal Gate Application.

New Driver Registration for CP

Drivers will be provided a link to register for the Mobile App - https://external.cpr.ca/cpfastpass

The driver will click the link provided

The “User Login” screen will open

Select New User?
Select FastPass Registration
Driver will select “I am a Truck Driver” hit Continue.

The Driver License Information screen will open.

The following fields will need to be entered by the driver:

- **Terminal** - select the Terminal you wish to register at
- **License Issued By**: - from the drop down select the Province your license is issued by
- **Driver’s License number** – enter in your full driver’s license number

Hit Continue once all data is entered.
Driver will receive a prompt asking “Are you registering as a new driver at the registering terminal?” If you are a new driver and information entered is correct then select Yes. If the terminal selected is incorrect select No. If No is selected the user will be taken back to the sign on page.

The user will then enter in the following information in the fields provided:
- First Name
- Last Name
- Middle Initial – If required on licence
- Driver’s licence expiry Date
- Mobile phone number
- Email Address
- Then confirm email address

Select

The user will then select the dray company they are working for. The more letters of the dray company that are entered the faster the system will find the dray company. Then select

Once the dray carrier is selected user will select and the user can confirm data that was entered on the summary screen. Once confirmed
At this point the user will have to watch the Motor Carrier Safety Instructions Video and confirm they have watched the CP Security Video and then Accept the Terms & Conditions.

Then select submit.

The user will be prompted advising they have been successfully registered for CP FastPass.

An Email will be sent with the drivers User ID and a Link to create a strong password.

Once the driver has been confirmed working with the selected carrier(s) the registration will be approved by CP and the below email will be sent to the drivers email address.

Note: Password link expires please read below. The driver must set password to access the FastPass system. The Carriers must respond to the drivers request to be registered and confirm they are working for them.

CP FastPass Application

Dear Jim Smith,

You have now been registered for CP FastPass to access CP’s Intermodal Terminal. Your id is VGNxxxx and you can use this id to access Vaughan Intermodal Terminal.

Please click on this link to set your password: Password Reset

This Password Reset Link will expire in 60 Minutes, if link is expired please return to the log in screen and select the forgot password on the mobile app.

You will be required to use this id and password to use the Gate Kiosks at CP’s Intermodal Terminal

Please click on this link to access the CP FastPass: CP FastPass

To Save the App to your device, do the following:
Apple iOS Instructions

3. Click on the link to open the User Log in screen for the mobile Application: CP FastPass

4. Click the Share button

5. Click Add to Home Screen

1. Click Add

6. App icon will now appear on your home screen.

You can use this icon whenever you need to access the CP Intermodal Gate Application.
Android Instructions

6. Click on the link to open the App: CP Intermodal Gate App

7. Click the More Options button

8. Select Add shortcut

9. Click Add

10. App icon will now appear on your home screen. You can use this icon whenever you need to access the CP Intermodal Gate Application

Forgot User ID
Overview
Objectives and Outcomes

This is a sample of the email the driver will receive if they have forgotten their user ID and need to recover it. They will go into the app and select forgot user ID, an email will be sent.

Open the mobile App on your phone
The Login Screen will open

Click “Forgot User ID?”

The “Forgot User ID” screen will open

Enter the email address which you registered with at CP

Hit

Email will be sent to the address entered in CP Fastpass

If the email address you entered is valid and is the email associated with your CP Fastpass profile you will receive an email indicating in the subject line “Forgot User ID”

Your CP Fastpass ID will display in the body of the Email received.
Reset a password

Overview
Objectives and Outcomes

This is a sample of the email the driver will receive if they have forgotten their password and need to reset it. They will go into the app and select forgot password, an email will be sent to reset.

Business Process

Open the mobile App on your phone
The Login Screen will open

Click “Forgot Password?”

The “Forgot Password” screen will open

- Enter your new abbreviated existing Oasis Driver ID (ie VGN123456) that you were supplied by CP

- Hit

You will receive an email indicating you requested a password reset:

Click “Password Reset”

The Reset Password screen will open

- Enter a password
- Verify using same password

- Hit

If the passwords do not match you will receive this error

- Try entering in the password and verify password again
- Hit
If the password was a success and you are authorized to work for multiple carriers the “Select Drayage Company” window will display, please select the carrier you are working for at this time and Hit.

“Select a Transaction” screen will open to do an “Equipment Status lookup”

If you want to sign out click your name “Frank” and drop down will open Click sign out

You will be returned to the Login screen
FastPass Mobile App.

Signing Into the Mobile App.

The user will enter in the following link in the mobile browser, or email the link below to the driver [https://external.cpr.ca/cpfastpass](https://external.cpr.ca/cpfastpass).

The driver can then enter in their User ID and Password and select the button

If required the driver can select the view password button.

This will give them visibility to the password which was entered or being entered.

If the driver works for more than one carrier the user will be prompted to select the carrier they are working for and press Continue.

Once the user is signed in they will see the below screen with multiple tiles.
Creating Pre-gate Transactions and working with FastPass

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

**Load In:**
Driver 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 driver will then enter in the container number and Chassis ID if the chassis is CP Controlled (CPPZ)

Driver will then select

When the driver 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.

Driver will select lift container off Yes or No, Yes if the chassis is not CP controlled and is owned by the drivers carrier.
No if the chassis is CP controlled and the unit will be parked.

A reservation may be required and entered into the reservation field.
The driver can enter in damages on the FastPass mobile app prior to arriving at CP In 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 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 driver will see the screen to the left.

Press or to return to the main menu

Select Pre-gates In Progress or QR Code Tile to view QR Code
Empty In:
Driver 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 driver will then enter in the container number and Chassis ID if the chassis is CP Controlled (CPPZ)

Driver will then select

When Empty In window opens, fill in the following:
Hub Reading with kilometers or miles

Driver will select lift container off Yes or No,
Yes if the chassis is not CP controlled and is owned by the drivers carrier.
No if the chassis is CP controlled and the unit will be parked.
If the unit is Dirty select Yes if not select No.
If Yes is selected hit and Container Damage Details will display for Interior steam clean dirty.
To remove the dirty select Delete.

Select to proceed to next screen.

If bad order is selected for Container or Chassis or both, select from the drop dows 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 driver will see the screen to the Right.

Press or to return to the main menu
Select Pre-gates In Progress or QR Code Tile to view QR Code
**Load Out:**
Driver 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 Load Out the driver will then enter in the container number and PickUp number (if pickup number is required)

Driver will then select "Continue"

When Load Out window opens
Enter in the following:
Container ID
Pick up number if pick up number is required.

Driver will then select "Continue"

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

Press "to return to the main menu

Select Pre-gates In Progress or QR Code Tile to view QR Code
**Empty Out:**
Driver 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 driver 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 driver will see the screen to the left.

Press Home or to return to the main menu
Select Pre-gates In Progress or QR Code Tile to view QR Code
Pregates In Progress:
Driver will use this tile to view all pre-gate transactions for the containers they are picking up and dropping off at CP. This is where the drivers can also view their QR Code. The QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

The Indicator number displaying at the top of the Progress tiles displays the number of pre-gate transactions that were created both road in and road out.

After selecting Pre-gates In Progress the driver will be able to do the following functions:

View/Edit the transaction which will display the data for the particular transaction. If Edit is selected the driver can change information which was originally created by the Load In, Empty In, Load Out and Empty Out tiles.

Add another pre-gate from this window which would take you back to the Load In, Empty In, Load Out and Empty Out tiles.

In the Pre-gates In Progress window you may also delete existing pre-gate transactions by selecting the check box to the left of the transaction and selecting Delete.

QR Code (secure driver identifier)
Select QR Code to view or have your QR Code scanned by the FastPass Gate system.

The QR Code can be accessed by the QR Code Tile.

The driver will display the QR code to scan at the FastPass Gate machine for faster access into the Intermodal Facility.

By using the QR Code the driver does not have to manually sign into the FastPass Gate system and by doing the pre-gate transactions these will all be ready for the driver after scanning in at the in gate.
**Edit Profile:**
Driver will use this tile to edit their driver profile in FastPass.

The driver can make changes the following without approval:

- Drivers License number
- Mobile number
- Email address
- Dray company

The driver can make changes but require approval by the Remote Operations Center:
- First Name
- Last Name
- Middle Initial
- License Issued By
- Drivers License number

Any of the above changes would be submitted and then approved or rejected by the Remote Operations Center. The driver will receive an email once the request has been processed.

**French / English Language Toggle**

To switch between French Language and English Language press the French or English buttons.

**Signing out**

Signing out of the mobile app

Driver will use this tile to log off CP FastPass by pressing
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 releaseable 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

Once the driver is signed into the app.

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's 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, hit

![Equipment Status Lookup](image)

If a pick up number is required and it was not entered you will receive an error in Red indicating “Pick up number required”. Enter pick up number and hit the “Container Details” screen will open.
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 hit  or  button.

- **Storage Charges** – this will advise if there is storage dollar amount owing on the shipment but it will not indicate if storage was guaranteed. Check CP Station to validate if storage charges still owing.

- **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”

Hit 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.

Hit home  or  button to return to “Select Transaction” screen
Ingate a Container

Enter the container number and hit Continue.

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 hit Continue.

Hit the Cancel or Home button to return to the Select a Transaction screen.
Check a booking:

Enter the booking number and hit **Continue**.

If the booking number is not valid you will receive an error in **Red** indicating an invalid booking number was entered.

Re-enter the correct booking number and hit **Continue**. If the booking number is valid you will receive a message in **Green** advising it is a good booking number.

Hit Home **button** or ** Cancel** if you want to do another query.
Pay Storage
The driver will 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 driver wishes to pay for the storage charges:
Select Pay Storage

The driver will be taken to credit card site for payment.
The driver 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

Once all the required fields have been entered select Process Transaction to complete the transaction.
Select 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

Once storage is updated the unit will be released for pick up. Pre-work or Interchange can be created.
Camera phone document scanners

As a quick guide, below are some document scanners which are available on both Apple IOS and Android.

Office Lens

- Download the app and install Office Lens on your device, run the app, and give it permission to access your camera.
- The default "view" in the app is a live camera viewfinder. Choose one of the three available image types -- Photo, Document or Whiteboard -- then point the camera at whatever you want to capture.
- For documents and whiteboards, you’ll see the app attempt to automatically frame the image as you move around. Once the frame encompasses the desired area, tap the shutter button. Office Lens doesn’t always do a perfect job framing images, so you can crop if needed.
- Send document by email to CP

Tiny Scanner

- Download the Tiny scanner app. From the main screen select the “+” symbol. The app then says that it would like to “Access the camera”, press “OK” to allow.
- You will now see the document that you should have your camera pointing at. Hold the phone directly over the item you wish to scan. It is best to place the item you wish to scan on a flat surface. If you want to make sure the image is taken squarely. When you are ready hit the circular button on screen to take the image. It takes a few minutes to process so hold the phone steady. The image will be shown, if you are happy with it tap ‘Next’ if you are not happy with it, tap ‘Retake’. We tapped “Next”
- Once you are happy press the “tick”
- You are then presented with a number of options at the bottom of the screen. Select “email”
- Email will then open and you could enter the email address of the person we wanted to send the image and send

Camscanner

- Download the Camscanner app.
- From the main screen a camera icon will appear in the middle part of the bottom of your screen. Select that icon to capture an image of your documents.
- This will open into camera mode and when you hold your phone steady, it will automatically focus.
- Make sure you can read the receipt. Then press the camera icon to capture the image.
- Press the √ symbol if the receipt is legible. If you would like to redo your picture, use the back arrow to retry.
- Once you have approved the photo you will be asked to crop it, however ATBS prefers that you include the entire document rather than just part of it.
- Press the √ symbol to advance. It will then crop and enhance the document.
- Finally, you will be taken to an editing stage. This stage allows you to make final adjustments such as brightening the photo to ensure it is legible.
- If you do not have to do any final editing if you are satisfied with your photo. Press the √ symbol to process the image for completion. If you want to scan additional receipts, you can press Add and it will repeat the process for each document page.
- Once you have finished press the Email button in the lower right hand portion of the screen. The document list will pop up. Select the JPG option from the list and it will create an email containing your document(s) as a JPG attachment and send
Auto Gate In Gate

Signing into the In Gate Auto Gate

At the In gate scan QR Code if pre-gate transactions exist or Sign into the FastPass Auto gate by selecting

If Pre-gate transactions exist for pick up or drop off at CP then the user will see the pre-gate transactions after sign in and be able to print and open the gate. Buck slips will print if selected.

When logging in manually, enter in your user ID and Password supplied when completing your registration then press

You must be registered with CP FastPass.

Select the carrier you are currently driving for and press

Autogate will display all in gate options to create interchanges.

Below is a break down of the working tiles for FastPass Auto Gate and how and when to use them:

**Load In:**
Driver will use this tile to create an interchange for a loaded container they are dropping off at CP. Driver can do a pre-gate transaction before reaching the gates on the mobile app. 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 driver will then enter in the container number and Chassis ID if the chassis is CP Controled (CPPZ)

Driver will then select

When the driver 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 or No.

Driver will select lift container off Yes or No.
Yes if the chassis is not CP controlled and is owned by the drivers carrier.
No if the chassis is CP controlled and the unit will be parked.
A reservation may be required and entered into the reservation field.
The driver can enter in damages on the FastPass mobile app prior to arriving at CP In Gate.

Select
If the unit is in protective service Heated/Refrigerated and billed with a temperature setting then the driver will be prompted with the PPS inspection details confirming the temperature setting and fuel setting.

If bad order is selected, select from the drop down the following:
What, Where and Why

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

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

If the transaction has been successfully created the driver will see the screen to the left.

Press to create another interchange or select the transaction line one or both then select to enter the terminal. Transaction is completed.

Empty In:
Driver will use this tile to create an interchange for a empty container they are dropping off at CP. Driver can do a pre-gate transaction before reaching the gates on the mobile app. 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 driver will then enter in the container number and Chassis ID if the chassis is CP Controled (CPPZ)

Driver will then select 

When Empty In window opens, fill in the following:
Hub Reading with kilometers or miles

Driver will select lift container off Yes or No,
Yes if the chassis is not CP controlled and is owned by the drivers carrier.
No if the chassis is CP controlled and the unit will be parked.

If the unit is Dirty select Yes if not select No.

If Yes is selected hit and Container Damage Details will display for Interior steam clean dirty.
To remove the dirty select Delete.

Select 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.

Press to create another interchange or select the transaction line select one or both then select to enter the terminal. Transaction is completed.

**Load Out:**
Driver 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 Load Out the driver will then enter in the container number and PickUp number (if pickup number is required)

Driver will then select Continue.

When Load Out window opens
Enter in the following:
Container ID
Pick up number if pick up number is required.

Driver will then select Continue.

Press to create another interchange or select the transaction line select one or both then select to enter the terminal. Transaction is completed.
**Empty Out:**
Driver will use this tile to create an interchange for an empty container they are picking up at CP. Driver can do a pre-gate transaction before reaching the gates on the mobile app. 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 driver 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

Press to create another interchange or select the transaction line select one or both then select to enter the terminal. Transaction is completed

**Open Gate**
Driver will use this tile to view all open interchanges for the containers they are picking up and dropping off at CP. By selecting this tile driver will view the summary of transactions window.

The Indicator number displaying at the top of the Open Gate tile displays the number of transactions both road in and road out.

After selecting Open Gate the driver will be able to do the following functions:

View/Edit the transaction which will display the data for the particular transaction.

If Edit is selected the driver can change information which was originally created by the Load In, Empty In, Load Out and Empty Out tiles.

Press to create another interchange or select the transaction line select one or both then select to enter the terminal. Transaction is completed
Auto Gate Out Gate

At the Out gate scan QR Code if pre-gate transactions exist or Sign into the FastPass Auto gate by selecting

When logging in manually, enter in your user ID and Password supplied when completing your registration then press . You must be registered with CP FastPass.

Select the carrier you are currently driving for and press

The open interchanges will display one at a time. Driver must confirm drop in the yard or pick up from the yard for each active interchanges.

Did you drop off CPPUXXXXXX Yes or No
Did you Pick Up CPPUXXXXXX Yes or No

With each termination of the interchange driver must select Yes or No and can select email buck slip if the driver wishes to receive an electronic copy of the interchange. Buck slips will print automatically at the out gate.

If the driver selects No to the confirmation of pick up or drop off they will be asked to confirm this is indeed the intent to perform a no pick up or no drop at CP.

Driver will select

A refusal pop up window will advise the driver and problem area that the driver wishes to cancel the interchange.

Driver selects the gate arm will open driver will pull off to the side and report to the problem area where they will terminate your interchange.

Refusal buck slip will be printed.
Errors/Issues

If you receive the below following error message

There are two reasons this error may display,
1 – There are no outstanding interchanges to terminate
2 – The driver has multiple dray carries they work for and they selected the incorrect dray carrier.

If there was no interchanges created at the in gate then select Yes (Leave Yard)
If there was a refusal buck slip printed at the in gate which was not resolved and driver is leaving select Yes (Leave Yard)
If there is an outstanding interchange then log out. Then log back in selecting the correct dray carrier that was selected to create the interchange at the in gate.
If the gate arm is open then log out. However, if the gate arm is closed and log out is selected the driver will have to log back in and select another option to open the gate arm.

If the driver receives the following error: HPDIA0200W Authentication Failed. You have used an invalid user name, Password or client certificate.
Select Help! Go to Problem Area
When selected enter in the following information
First Name
Last Name
Dray Company driver is working for
Select Continue
Refusal buck slip will print and gate arm will open. Driver is to proceed to the problem area and resolve the password issue.

After signing into CP FastPass auto gate the Change Password window displays please follow the below steps:

Ensure you have the Selected so you can view the password you are entering
Enter in the password which was used to sign in
Enter in a new password
Then confirm new password in the retype New Password field
As per Canadian Pacific Railway Password policy, the password reset will display every month
At anytime during the in gate if the driver wishes to cancel the in progress interchange and go to the problem area please follow the steps below:

From the top menu bar select the button then select the Tile then select one of the following selections

A problem area refusal buck slip will print and the gate arm will open

When a driver arrives at the in gate and tires to scan the QR Code on the below screen please follow the below instructions:

Please select button to return to the welcome page and then scan the phone.
<table>
<thead>
<tr>
<th>Error Message</th>
<th>Error Description</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Is Full</td>
<td>There are no more generic empty request available under this contract/booking number</td>
<td>Please verify correct booking number was entered, if error persists select GO to Problem Area. Driver will then reach out to their dispatch to get a new booking number or correct booking number.</td>
</tr>
<tr>
<td>Empty in Details no hub reading</td>
<td>Hub reading required / kms (This is the chassis odometer located on one of the wheel hubs) Required on in gate</td>
<td>Driver must go out to the chassis and enter in the actual hub reading from the chassis and select miles or kilometers from the field to the right.</td>
</tr>
<tr>
<td>Invalid Booking Number</td>
<td>Booking number entered is incorrect</td>
<td>Please verify correct booking number was entered, if error persists select GO to Problem Area. Driver will then reach out to their dispatch to get a new booking number or correct booking number.</td>
</tr>
<tr>
<td>Invalid Owner for CPFS booking number</td>
<td>Container owner/type does not match booking owner/type</td>
<td>At the out gate the Driver has the different unit type/owner from what was requested at the in gate and on the interchange, select GO to Problem Area the Remote Operations Center will advise how the driver must bring the unit back into the terminal and pick up the correct unit type/owner.</td>
</tr>
<tr>
<td>Is the physical operating temperature within ± / -3 degrees of the temperature requirement? Y/N</td>
<td>Temp setting question for CP PPS units which have a temp setting submitted on billing</td>
<td>Driver is to confirm that the temperature setting is running within allowable range. They must select Yes to proceed if the temp reading is within range if not then select no and a Go To Problem Area pop up will display. They will go through the refusal process and proceed to the problem kiosk.</td>
</tr>
<tr>
<td>Is the reefer unit running? Yes or No?</td>
<td>If the unit is a 53RH or 53RX CP reefer question will pop up if there is no PPS set temp on submitted Billing</td>
<td>This error displays when the unit is a CPFS Reefer and is entering into the terminal through the in gate. If there is no PPS setting the error will display asking the driver to confirm the unit is not running or is running. If the driver select Yes then the Go to Problem Area pop up will display and the driver will go through the refusal process and proceed to the problem kiosk.</td>
</tr>
<tr>
<td>No Seal</td>
<td>No seal auto populated from billing or was entered in by the driver - field is blank</td>
<td>If no seal was supplied with the Billing of a container, the driver must enter the seal number on the back doors of the container. If the seal is not available driver must proceed to the problem area and speak to their dispatchers to provide a seal before the container can be accepted.</td>
</tr>
<tr>
<td>Reservation not found</td>
<td>Invalid Reservation number entered in the reservation field.</td>
<td>Go to Problem Area, driver to reach out their dispatch after going to problem area to get a new booking number or correct reservation number.</td>
</tr>
<tr>
<td>Storage owing - $ Start Over - Go to problem area - Leave the yard</td>
<td>Storage is owing for the container requested - If storage is guaranteed there will be no error message</td>
<td>If there is storage owing driver is to proceed with the problem counter refusal process and contact their dispatch advising them of the amount of storage owing. Once storage is guaranteed the driver can use the problem area kiosk to create the In gate Road out interchange.</td>
</tr>
<tr>
<td>The driver's license (driver) is already registered in our system. Please log in or enter a different license number to continue registration</td>
<td>Incorrect data input for driver's license, correct license number required</td>
<td>This is caused by the driver entering a license that belongs to a different driver which is already registered. Or the driver is trying to register at the same terminal which the driver is already registered in. Confirm if the driver is trying to register in a different terminal and made an error selecting the terminal they are already registered in. Or they are trying in an incorrect license number which belongs to another registered driver.</td>
</tr>
<tr>
<td>The Driver’s License does not exist in our system</td>
<td>Incorrect data input for driver's license, correct license number required</td>
<td>Driver is not registered in CP or the driver typed in the incorrect license number. Have driver check to ensure correct License number is entered. If not validate driver in Oasis if they exist.</td>
</tr>
<tr>
<td>There is no pool privileges for this equipment owner/type at VGN</td>
<td>Empty unit where the Owner does not have pool privileges in the facility to be grounded or is not going to rail - Unit is not Prebilled</td>
<td>The owner does not have permission to drop empties in the terminal. The container owner requires pool privileges select Go to Problem Area.</td>
</tr>
<tr>
<td>This password link has expired</td>
<td>Driver must select reset password on the mobile app to generate a new password link email so they can update their password</td>
<td>When drivers register or reset their passwords they will be sent an email and the link to change the password is only valid for a period of time. This password reset link is only valid for the next 60 minutes. If the driver has passed the allotted time then the driver will need to do the &quot;Forgot Password&quot; function on the sign on screen on the mobile app.</td>
</tr>
<tr>
<td>Unit already in yard</td>
<td>Unit was already in gated or currently exists in CP</td>
<td>Verify unit ID if issue persists. Go to Problem Area must be selected as there is an issue with the data for the unit.</td>
</tr>
<tr>
<td>Unit not found OR not in yard</td>
<td>Requested unit is not a good number or is not in CP Facility</td>
<td>Please confirm the correct unit ID is being entered. Select Go to Problem Area and contact your dispatch.</td>
</tr>
<tr>
<td>Unit not releasable</td>
<td>Unit has a THD hold and cannot be taken out of the yard - Problem area or leave yard</td>
<td>There is a hold and cannot be released. Select Go to Problem Area.</td>
</tr>
<tr>
<td>Unit Type Mismatch</td>
<td>Incorrect unit type</td>
<td>Incorrect unit type or owner which does not match the in gate generic empty request, the driver will have to select Go to Problem Area. Once at the problem area the Remote Operations Center will advise the driver how to return the unit into the yard and pick up the correct unit.</td>
</tr>
<tr>
<td>Unit is not billed</td>
<td>Unit has no billing - go to problem area</td>
<td>Select Go to Problem Area. Once at the problem area contact your dispatch to have the unit billed.</td>
</tr>
<tr>
<td>Welcome (driver) to Vaughan Terminal.</td>
<td>QR Code exceeded the maximum used times.</td>
<td>If the driver has exceeded the permissible scanned attempts then they will have to go to the mobile app under &quot;Pregates in Progress&quot; then select QR Code again a new QR Code will generate.</td>
</tr>
</tbody>
</table>