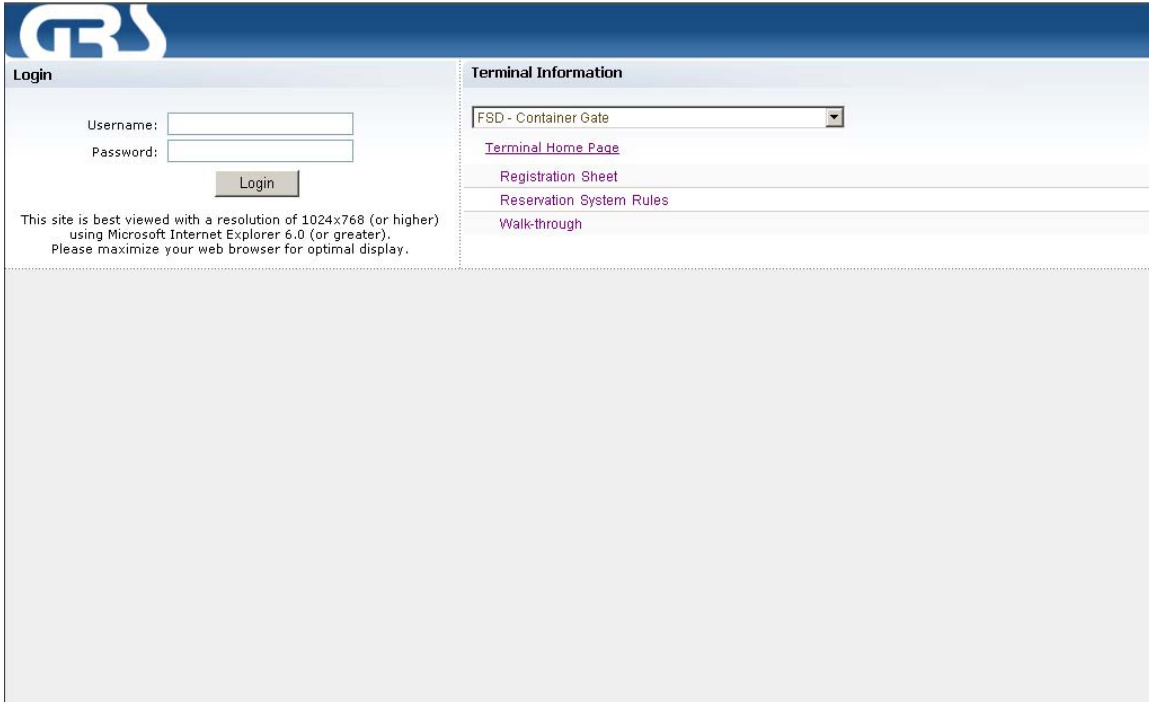


## Login for Reservations System

1. Open your Internet browser.
2. Type in Address bar the following website:
  - **http://grs.fsd.bc.ca/grs**
3. This will open the below web page.



The screenshot shows the login interface for the Reservations System. It features a blue header with the GRS logo. The main content area is divided into two sections: "Login" on the left and "Terminal Information" on the right. The "Login" section contains fields for "Username:" and "Password:", a "Login" button, and a note about browser resolution. The "Terminal Information" section includes a dropdown menu currently set to "FSD - Container Gate" and a list of links: "Terminal Home Page", "Registration Sheet", "Reservation System Rules", and "Walk-through".

4. On the right side of the screen under "**Terminal Information**" you are able to select information about a specific gate, by clicking on the link it will display useful information for you. In the example above the information you are able to views is:
  - *Terminal Home Page*
  - *Registration Sheet*
  - *Reservation System Rules*
  - *Walk-through.*
5. Enter User Name and Password.
  - Password is case sensitive.
6. Click "**Login**"

## Header List

The following Header List is displayed across the top of the screen, it appears as follows:

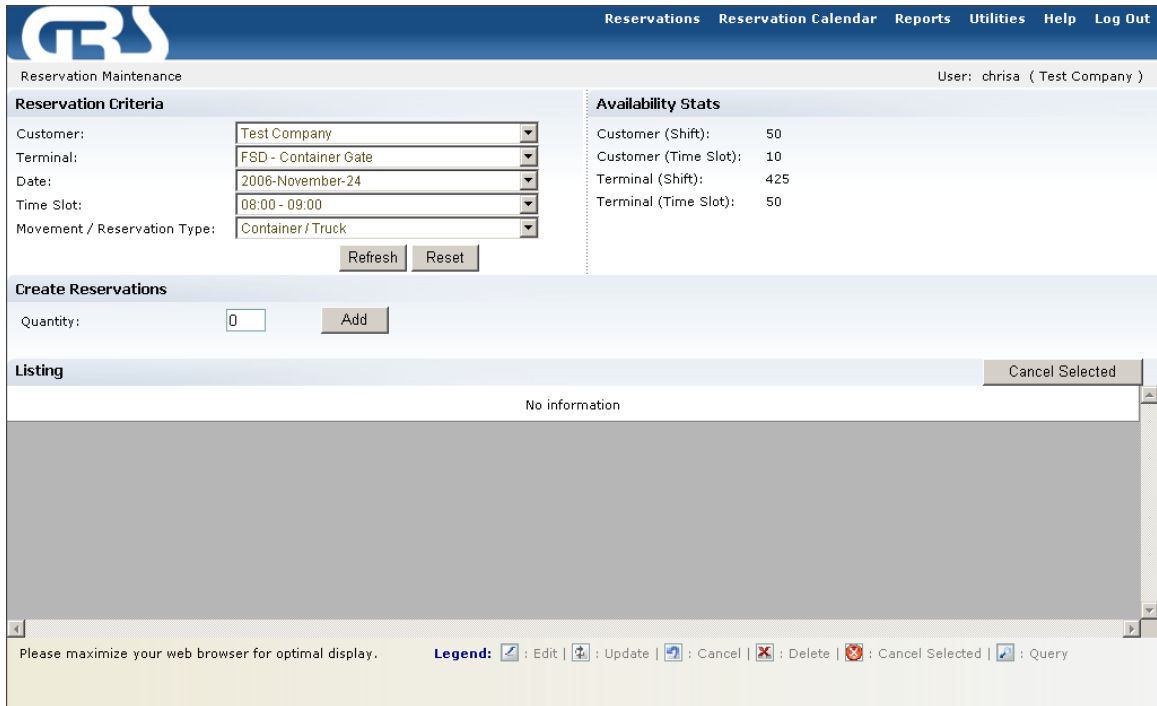


By clicking on:

- **"Reservations"** will take you to the **"Reservation Maintenance"** screen that allows you to create, cancel, and trade Reservations.
- **"Reservation Calendar"** displays the month view with information on what shifts are currently active.
- **"Reports"** gives a drop list to select 5 reports that you are able to run:
  - Reservation Summary Report
  - Reservation Change History Report
  - Reservation Stats Report
  - Compliance Details Report
  - Compliance Billing Report.
- **"Utilities"** allow you to change your password.
- **"Help"** allows a help manual to be selected, this is currently under construction.
- **"Log Out"** to log off the Reservation System.

## Creating a Reservation

Once you have logged into the system or by clicking on "**Reservations**" on the header bar, the following screen will be displayed:



The screenshot shows the 'Reservations Maintenance' web application interface. At the top, there is a navigation bar with the 'GRS' logo and menu items: 'Reservations', 'Reservation Calendar', 'Reports', 'Utilities', 'Help', and 'Log Out'. The user is identified as 'User: chrisa ( Test Company )'.

The main content area is divided into several sections:

- Reservation Criteria:** A form with dropdown menus for 'Customer' (Test Company), 'Terminal' (FSD - Container Gate), 'Date' (2006-November-24), 'Time Slot' (08:00 - 09:00), and 'Movement / Reservation Type' (Container / Truck). There are 'Refresh' and 'Reset' buttons below the form.
- Availability Stats:** A table showing availability counts:
 

Customer (Shift):	50
Customer (Time Slot):	10
Terminal (Shift):	425
Terminal (Time Slot):	50
- Create Reservations:** A section with a 'Quantity' input field (set to 0) and an 'Add' button.
- Listing:** A table area currently displaying 'No information'. A 'Cancel Selected' button is visible in the top right corner of this section.

At the bottom of the page, there is a legend for table actions: Edit, Update, Cancel, Delete, Cancel Selected, and Query.

From this screen you have the ability to create a Reservation, create a StandBy Reservation, cancel a Reservation, and trade a Reservation.

### *Availability Stats*

**Customer (Shift):** Number of Reservations available to the customer for that shift.

**Customer (Time Slot):** Number of Reservations available to the customer for that time slot within that shift.

**Terminal (Shift):** Number of Reservations available for the "**Terminal**" /gate to all customers for that shift.

**Terminal (Time Slot):** Number of Reservations available for the "**Terminal**" /gate to all customers for that time slot.

1. Select the "**Terminal**" / Gate you want to make the reservation for by clicking on the drop-down box.
2. Select the "**Date**" you want to make the Reservation for by clicking on the drop-down box.
3. Select the "**Time Slot**" you want to make the Reservation for by clicking on the drop-down box.
4. Select the "**Movement / Reservation Type**" you want to make the Reservation for by clicking on the drop-down box. *(Please note for the Container gate it will default to "Container / Truck".)*
5. Enter the quantity of Reservations you would like to make and click "**Add**".

**Create Reservations**

Quantity:

The following can be displayed:

Confirmation the Reservations were created.



The Reservations will be displayed as follows:

Listing								Cancel Selected	
Count	<input type="checkbox"/>	Reservation Number	Mov/Res Type	#Trans	Status	Source Cust.	Active Cust.	Truck License #	Cancel Reservation
1	<input checked="" type="checkbox"/>	OJ71	Container / Truck 1		Open (O)	Test Company	Test Company	TBA	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	QQ03	Container / Truck 1		Open (O)	Test Company	Test Company	TBA	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	EY66	Container / Truck 1		Open (O)	Test Company	Test Company	TBA	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	NR14	Container / Truck 1		Open (O)	Test Company	Test Company	TBA	<input checked="" type="checkbox"/>

## StandBy Reservations

"Insufficient availability" means that there are no more Reservations available. As this time you will have the ability to create StandBy Reservations.

Create Reservations **Sorry. Insufficient availability for requested quantity. Please adjust your values.**

Quantity:    Open Availability: 0

StandBy Quantity:  StandBy Availability: 2

You will have to delete your quantity that you originally requested and enter the number of StandBy Reservations you want. Please note you are unable to exceed the "**StandBy Availability:**" This is based on a percentage of the total number of Reservations you can make for that time slot. Example: if you are able to create up to 10 Reservations per time slot and the StandBy allowance on the system has been set to 20% you can create a maximum of 2 StandBy Reservations for any time slot.

Create Reservations **Sorry. Insufficient availability for requested quantity. Please adjust your values.**

Quantity:    Open Availability: 0

StandBy Quantity:  StandBy Availability: 2


You will be unable to exceed the total number of Reservations you are able to make for that timeslot. An example is if you have created your 10 Reservations for that time slot will not be able to create any StandBy Reservations, as it will exceed your time slot cap.

Click "**Add**" and your StandBy Reservations will be created. They will appear as follows:

Count	<input type="checkbox"/>	Reservation Number	Mov/Res Type	#Trans	Status	Source Cust.	Active Cust.	Truck License #	Cancel Reservation
1	<input checked="" type="checkbox"/>	FN01	Container / Truck 1		StandBy (S)	Test Company	Test Company	TBA	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	WB96	Container / Truck 1		StandBy (S)	Test Company	Test Company	TBA	<input checked="" type="checkbox"/>

StandBy Reservations are fulfilled in the order that they were created in the Reservation System (*First In, First Out*). There is also a time frame of when the Standby will be fulfilled; this is the "**StandBy Time Frame.**" This time frame allows a StandBy Reservation to be fulfilled and giving the customer enough time to redirect a truck for the reservation. Once the "**StandBy Time Frame**" has passed StandBy Reservations will not be fulfilled / converted.

## Trading, Editing and Deleting a Reservation



By clicking on the edit button  it will enable you to trade a Reservation to another customer, edit the number of transactions that will be completed on the Reservation, and enter the license plate of the truck that will be utilizing the Reservation. The screen will display as follows:

Count	<input type="checkbox"/>	Reservation Number	Mov/Res Type	#Trans	Status	Source Cust.	Active Cust.	Truck License #	Cancel Reservation
1	<input type="checkbox"/>	HT71	Container / Truck	1	Open (O)	Test Company	Test Company	TBA	


To trade a Reservation click on the drop-down box under "**Active Cust**" and select the company you wish to trade the Reservation to from the pick-list that will be displayed. Please note, even though a Reservation has been traded and it is recorded in the system, the Source or Active customer can still trade it again. Both customers, the Source and the Active, have the ability to edit the reservation. Please note compliance to the Reservation System is allocated to the Source customer. **Trading is done at your own risk.**

Editing the number of transactions enables you to enter the number of transactions that will be done on that Reservation number. You are able to enter anywhere from 1 to 6 transactions. Please note one Reservation is per truck, you are unable to enter 6 transactions and utilize one Reservation number for 6 different trucks. At this time this field is not mandatory.

To assign the truck that will be utilizing the Reservation enter the License Plate under the "**Truck License #**" field. This will assign the Reservation to that truck. Please note this is not mandatory at this time and the License Plate Number can be changed right up to the time when the truck arrives at the Security Kiosk.

Once your edits are complete click on the Update Button  to save your changes. To cancel your changes click on the Cancel Button .

### **DELETING/CANCELLING A RESERVATION**

- There are two ways to delete/cancel a Reservation they are as follows:
- Clicking on the cancel selected button , located on the line of the Reservation
  - Clicking the check box located on the left side of the screen, this will allow you to select the Reservation, then click on the "**Cancel Selected**" Button. By clicking on the "**Cancel Selected**" Button you are able to delete multiple Reservations at the same time.

## Reservation Calendar

The "**Reservation Calendar**" displays the active days and shifts the "**Terminal**" /gate will be open, what days are currently available to make Reservations for, and when the system will cut-off. The screen displays as follows:

Filter		Key	
Terminal:	FSD - Container Gate	(HH:MM-HH:MM/HH:MM) :	Time From - Time To / Cutoff Time [Days Before]
Year:	2006	gray	: Working day In The past
Month:	November	green	: Working day inside the Reservation Time Frame
<input type="button" value="Refresh"/>		yellow	: Working day outside the Reservation Time Frame
		white	: Non-working day

Reservation Calendar						
12	13	14	15	16	17	18
19	20	21	22	23	24 DAY (07:00-16:00/4:30[1])	25
26 DAY (07:00-16:00/4:30[1])	27 DAY (07:00-16:00/4:30[1])	28 DAY (07:00-16:00/4:30[1])	29 DAY (07:00-16:00/4:30[1])	30 DAY (07:00-16:00/4:30[1])		

To select the month you would like to view:

1. Select "**Terminal**" / Gate
2. Select "**Year**"
3. Select "**November**" and click "**Refresh**" Button.

The key is colour coded:

- Gray – Working day in the Past
- Green – Working day inside the Reservation Time Frame
- Yellow – Working day outside the Reservation Time Frame
- White – Non-working day

Within the calendar day it displays:

- Shift Name
- Shift From Time
- Shift To Time
- Cut-off time in 24-hour format
- Days Before is the number of days before the Cut-off time is active.

Cut-off is the time when the system will delete all unused Reservations. A new status will be given to a Reservation that is deleted after the cut-off; it will be called a "**Cancel.**"


External customer have access to the following reports, please note all these reports will display in Adobe Acrobat Reader:


**Reservation Summary Report:** This report lists all active Reservations within a timeslot and date range for a customer query. This report can only be run for current or future dates. This is the report that you would run to get your Reservation numbers to assign to your drivers. Lay out for the report criteria is as follows:

**Report Criteria**

Customer:



Terminal:

Date From:  

Date To:  

Time From:


Time To:

 Download
  Download (Summary Only)

1. Select your **Terminal/Gate**.
2. Select your **"Date From:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
3. Select your **"Date To:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
4. Enter your **"Time From:"** in 24-hour format.
5. Enter your **"Time To:"** in 24-hour format.
6. Click **"Create Report"** Button.

To Reset you criteria click on the **"Reset"** Button.

You will have two choices for downloading either by the full report or by summary only, By clicking on the **Download** Icon or the **Download (Summary Only)**. The full report appears as follows:



**Reservation Summary (Details)**

Terminal: FSD - Container Gate  
Customer: Test Company

User: chrisa  
Date Period: 28-Nov-2006 to 28-Nov-2006  
Time Period: 0:00 to 23:59

---

Date	Shift	Calendar Date	Time Slot	Count	Res. No.	Res. Type / Mov. Type	# Trans	Status	Source Customer	Active Customer
28-Nov-2006	DAY	28-Nov-2006	7:00 - 8:00	1	0071	Truck / Container	1	Open (O)	Test Company	Test Company
				2	0074	Truck / Container	1	Open (O)	Test Company	Test Company
				<b>2</b>			<b>2</b>			

---

**Summary:**

Terminal	Date	Shift	Time Slot	# Equipment	#Transactions
FSD - Container Gate	28-Nov-2006	DAY	7:00 - 8:00	2	2
<b>Sub-Total:</b>				2	2
<b>Total:</b>				2	2



Explanation of the *Reservation Summary Report* is as follows:

- **Date** - The date that the Reservations are for (28-Nov-2006).
- **Shift** - The shift the Reservations are for (DAY).
- **Calendar Date** - The calendar date the Reservations are for (28-Nov-2006).
- **Time Slot** - The time slot the Reservation is for (07:00-08:00).
- **Count** - The number of Reservations that have been made.
- **Res.No.** - The Reservation number it is randomly generated alpha-alpha-numeric-numeric number (HT71).
- **Res. Type / Mov. Type** - The type of Reservation and move type the Reservation is (Truck / Container).
- **# Trans** - The number of transaction that will be completed on this Reservation.
- **Status** - The current status of the Reservation. Description of status are as follows:
  - **Open (O)** – Reservation has not been utilized at the security kiosk.
  - **Deleted (D)** – Reservation has been deleted before the cut-off.
  - **Cancelled (X)** – Reservation has been cancelled after the cut-off and before the cancellation time frame.
  - **Bad Reservation (B)** – Reservation has been cancelled after the cancellation time frame or during the time slot.
  - **In Gate (Y)** – Truck that has utilized the Reservation has been in-gated at the Security Kiosk.
  - **Processed (P)** – Truck that has utilized the Reservation has been processed at the Container Gate (Not Active at this time).
  - **Completed (C)** – Truck that has utilized the Reservation has been loaded and is at the out gate (Not active at this time).
  - **Out Gate (Z)** – Truck that has utilized the Reservation has left the terminal. (Not active at this time).
  - **Standby (S)** – Reservation is a StandBy Reservation.
  - **Abort (A)** – This is a classification that an Administrator has cancelled the Reservation.
- **Source Customer** – The customer that originally created the Reservation.
- **Active Customer** – The customer that will be utilizing the Reservation. I.E. the name of the trucking company that will be arriving at the security kiosk.

The summary will display at the end of the report; which is a summary of each time slot with the number of Reservations and transactions that have been created against it.

**Reservation Change History Report:** This report tracks the history of an individual Reservation or a group of Reservations for a specific day. Every time a user changes a Reservation the report will track the change and tag the user name that changed the reservation. Lay out for the report criteria is as follows:

**Report Criteria**

Customer:

Terminal:

Date:  


Time From:

Time To:

Reservation Number:

 Download

1. Select your **Terminal/Gate**.
2. Select your **"Date:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
3. Enter your **"Time From:"** in 24-hour format.
4. Enter your **"Time To:"** in 24-hour format.
5. This report gives you the ability to enter a specific **"Reservation Number"** to query the history on a single Reservation or you are able to display the history of all Reservations that have been created. Click the **"Create Report"** button, and then click the **Download** Icon to download the report. The report will display as follows:

 Reservation Change History

User: chrisa  
Customer: FSD - Container Gate  
Customer: Test Company

Res. Date: 28-Nov-2006  
Time Period: 0:00 to 23:59

Res. No.	Shift	Calendar Date	Time Slot	Res/Mov Type	Trans Status	Source Customer	Active Customer	Equip. ID	Change Date/Time	Change User
RT71	DAY	28-Nov-2006	7:00 - 8:00	Truck / Container	1 Open (O)	Test Company	Test Company	None	27-Nov-2006 10:27:45	Chris Armer (chrisa)
QD74	DAY	28-Nov-2006	7:00 - 8:00	Truck / Container	1 Open (O)	Test Company	Test Company	None	27-Nov-2006 10:27:45	Chris Armer (chrisa)

Explanation of the *Reservation Change History Report* is as follows:

- **Res.No.** - The Reservation number is randomly generated alpha-alpha-numeric-numeric number (HT71).
- **Shift** - The shift the Reservations are for (DAY).
- **Calendar Date** - The calendar date the Reservations are for (28-Nov-2006).
- **Time Slot** - The time slot the Reservation is for (07:00-08:00).
- **Res. Type / Mov. Type** - The type of Reservation and move type the Reservation is (Truck / Container).
- **# Trans** - The number of transaction that will be completed on this Reservation.
- **Status** - The current status of the Reservation. Description of status are as follows:
  - **Open (O)** – Reservation has not been utilized at the security kiosk
  - **Deleted (D)** – Reservation has been deleted before the cut-off.
  - **Cancelled (X)** – Reservation has been cancelled after the cut-off and before the cancellation time frame.
  - **Bad Reservation (B)** – Reservation has been cancelled after the cancellation time frame or during the time slot.
  - **In Gate (Y)** – Truck that has utilized the Reservation has been in gated at the Security Kiosk.
  - **Processed (P)** – Truck that has utilized the Reservation has been processed at the Container Gate (Not Active at this time).
  - **Completed (C)** – Truck that has utilized the Reservation has been loaded and is at the out gate (Not active at this time).
  - **Out Gate (Z)** – Truck that has utilized the Reservation has left the terminal. (Not active at this time).
  - **Standby (S)** – Reservation is a StandBy Reservation.
  - **Abort (A)** – This is a classification that an Administrator has cancelled the Reservation.
- **Source Customer** – The customer that originally created the Reservation.
- **Active Customer** – The customer that will be utilizing the Reservation. I.E. the name of the trucking company that will be arriving at the security kiosk.
- **Equip. ID** - The truck that has been assigned to the Reservation. (Not mandatory at this time)
- **Change Time** - The date and time when the Reservation was changed.
- **Change User** - The name of the user that changed the Reservation.

**Gate Stats Report:** Will display the last record that was saved to the history table for the Reservation. Lay out for the report criteria is as follows:

**Report Criteria**

Customer:

Terminal:

Date From:  


Date To:  

Time From:

Time To:

 Download

1. Select your **Terminal/Gate**.
2. Select your **"Date From:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
3. Select your **"Date To:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
4. Enter your **"Time From:"** in 24-hour format.
5. Enter your **"Time To:"** in 24-hour format.
6. Click **"Create Report"** button, then click the **Download** Icon to download the report. The report will display as follows:



**Reservation Stats**

Terminal: FSD - Container Gate  
Customer: Test Company

User: chrisa  
Date Period: 28-Nov-2006 to 28-Nov-2006  
Time Period: 0:00 to 23:59

Date	Time Slot	Res. No.	Res. Type / Mov. Type	# Trans	Status	Source Customer	Active Customer	Trade Count	Trans Type	Date Created	Date Cutoff
28-Nov-2006	7:00 - 8:00	HT71	Truck / Container	1	Open (O)	Test Company	Test Company	0	A	27-Nov-2006 10:27	27-Nov-2006 14:30
28-Nov-2006	7:00 - 8:00	QB74	Truck / Container	1	Open (O)	Test Company	Test Company	0	A	27-Nov-2006 10:27	27-Nov-2006 14:30

Explanation of the *Gate Stats Report* is as follows:

- **Date** - The date that the Reservations are for (28-Nov-2006).
- **Time Slot** - The time slot the Reservation is for (07:00-08:00).
- **Res.No.** - The Reservation number is randomly generated alpha-alpha-numeric-numeric number (HT71).
- **Res. Type / Mov. Type** - The type of Reservation and move type the Reservation is (Truck / Container).
- **# Trans** - The number of transaction that will be completed on this Reservation.
- **Status** - The current status of the Reservation. Description of status are as follows:
  - **Open (O)** – Reservation has not been utilized at the security kiosk.
  - **Deleted (D)** – Reservation has been deleted before the cut-off.
  - **Cancelled (X)** – Reservation has been cancelled after the cut-off and before the cancellation time frame.
  - **Bad Reservation (B)** – Reservation has been cancelled after the cancellation time frame or during the time slot.
  - **In Gate (Y)** – Truck that has utilized the Reservation has been in-gated at the Security Kiosk.
  - **Processed (P)** – Truck that has utilized the Reservation has been processed at the Container Gate (Not Active at this time).
  - **Completed (C)** – Truck that has utilized the Reservation has been loaded and is at the out gate (Not active at this time).
  - **Out Gate (Z)** – Truck that has utilized the Reservation has left the terminal. (Not active at this time).
  - **Standby (S)** – Reservation is a StandBy Reservation.
  - **Abort (A)** – This is a classification that an Administrator has cancelled the Reservation.
- **Source Customer** – The customer that originally created the Reservation.
- **Active Customer** – The customer that will be utilizing the Reservation. I.E. the name of the trucking company that will be arriving at the security kiosk.
- **Trade Count** - The number of times the Reservation has been traded.
- **Trans Type** – The type of transaction that will be done. Please note the administrator codes these in the system.
- **Date Created** - The date the Reservation was created.
- **Date Cut-off** - The cut-off time and date for the Reservation.

**Compliance Details Report:** This report will display compliance for a customer's Reservations broken down by Date, Shift and Time Slot. Please note this report can be run for previous days Reservations only to ensure accurate data. Lay out for the report criteria is as follows:


**Report Criteria**

Customer:


Terminal:

Date From:

Date To:

 Download

1. Select your **Terminal/Gate**.
2. Select your **"Date From:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
3. Select your **"Date To:"** by clicking on the calendar icon or entering the date (Month/Day/Year -??/??/????).
4. Click **"Create Report"** Button, then click the **Download** Icon to download the report. The report will display as follows:



**Compliance Details**

Terminal: FSD - Container Gate  
Customer: Test Company

User: chrisa  
Date Period: 28-Nov-2006 to 28-Nov-2006

Date	Shift	Calendar Date	Time Slot	Customer	Status									Total	Compliance							
					StandBy	Open	Deleted	Cancelled	Bad Rec	In Gate	Proc.	Complete	Out Gate		Level 3: 100%		Level 2: 100%		Level 1: 80%			
															Actual	Variance	Actual	Variance	Actual	Variance		
28-Nov-2006	DAY	28-Nov-2006	7:00 - 8:00	Test Company	0	2	0	0	0	0	0	0	0	0	0	2	100	OK	100	OK	100	OK
		28-Nov-2006	8:00 - 9:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	9:00 - 10:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	10:00 - 11:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	11:00 - 12:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	12:30 - 13:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	13:00 - 14:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	14:00 - 15:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
		28-Nov-2006	15:00 - 16:00	Test Company	0	0	0	0	0	0	0	0	0	0	0	0	100	OK	100	OK	100	OK
Shift Sub-Total					0	2	0	0	0	0	0	0	0	0	0	2	100	OK	100	OK	100	OK
Date Total					0	2	0	0	0	0	0	0	0	0	0	2	100	OK	100	OK	100	OK
GRAND TOTAL					0	2	0	0	0	0	0	0	0	0	0	2	100	OK	100	OK	100	OK

Explanation of the *Compliance Details Report* is as follows:

- **Date** - The date that the Reservations are for (28-Nov-2006).
- **Shift** - The shift the Reservations are for (DAY).
- **Calendar Date** - The calendar date the Reservations are for (28-Nov-2006).
- **Time Slot** - The time slot the Reservation is for (07:00-08:00).
- **Customer** - The source customer that made the Reservation.
- **Status** - The current status of the Reservation. Description of status are as follows:
  - **Open (O)** – Reservation has not been utilized at the security kiosk.
  - **Deleted (D)** – Reservation has been deleted before the cut-off.
  - **Cancelled (X)** – Reservation has been cancelled after the cut-off and before the cancellation time frame.
  - **Bad Reservation (B)** – Reservation has been cancelled after the cancellation time frame or during the time slot.
  - **In Gate (Y)** – Truck that has utilized the Reservation has been in gated at the Security Kiosk.
  - **Processed (P)** – Truck that has utilized the Reservation has been processed at the Container Gate (Not Active at this time).
  - **Completed (C)** – Truck that has utilized the Reservation has been loaded and is at the out gate (Not active at this time).
  - **Out Gate (Z)** – Truck that has utilized the Reservation has left the terminal. (Not active at this time).
- **Total** - The total number of Reservations in this report.
- **Compliance** - Your compliance to the Reservation System. This is tracked by Deletes, Cancellation and Bad Reservations, they are tracked as follows:
  - **Delete (Level 3)** – These are Reservations that are cancelled before the cut-off time. The calculation is  $(Delete)\% = \frac{Delete}{(Open+Delete+Cancel+BadRes+InGate+Processed+Completed+OutGate)}$
  - **Cancel (Level 2)** – These are Reservations that are cancelled after the cut-off and before the cancellation time frame. The calculation is  $(Cancel)\% = \frac{Cancel}{(Open+Delete+Cancel+BadRes+InGate+Processed+Completed+OutGate)}$
  - **BadRes (Level 3)** These are Reservations that have been cancelled after the cancellation time frame or a Reservation that was not utilized. The calculation is  $(BadRes)\% = \frac{(BadRes+Open)}{(Open+BadRes+InGate+Processed+Completed+OutGate)}$

Compliance					
Level 3: %		Level 2: %		Level 1: %	
Actual	Variance	Actual	Variance	Actual	Variance

**Actual** – is your actual percentage of compliance.


**Variance** – is your numerical variance from what the compliance was set at. An example is if Level 1 compliance has been set for 80% and you created 100 Reservations and out of them you fulfilled 70 of them your compliance would be 70%. Your variance would be 10, as what is only counted is what was not fulfilled from what was set for the compliance level, 80% in this case, so the only variance that would be calculated would be the 10%. If you are within the percentage the variance will display as **OK**.




**Compliance Billing Report:** This report will display compliance for a customer's Reservations broken down by date and the charges for compliance. Lay out for the report criteria is as follows:

**Report Criteria**

Customer: Test Company  
 Terminal: FSD - Container Gate  
 Date From: 11/28/2006  
 Date To: 11/28/2006

 Download

1. Select your **Terminal/Gate**.
2. Select your **"Date From:"** by clicking on the calendar icon or entering the date (Month/Day/Year - ??/??/????).
3. Select your **"Date To:"** by clicking on the calendar icon or entering the date (Month/Day/Year - ??/??/????).
4. Click **"Create Report"** Button, then click the **Download** Icon to download the report. The report will display as follows:

 Compliance Billing

Terminal: FSD - Container Gate  
Date Period: 28-Nov-2006 to 28-Nov-2006  
User: chrisa

Customer: Test Company Attention: Chris Armer Address: 11060 Elevator Road Surrey, B.C. V3V 2R7										Terminal: FSD - Container Gate Attention: Chris Armer Address: 11060 Elevator Road Surrey, B.C. V3V 2R7										
Date	Status									Total	Compliance									Total Cost
	Open	Deleted	Cancelled	Bad Res.	In Gate	Process	Complete	Out Gate	Level 3: 100 % Unit Cost: 0.00			Level 2: 100% Unit Cost: 0.00			Level 1: 80% Unit Cost: 75.00					
	Actual	Variance	Cost	Actual	Variance	Cost	Actual	Variance	Cost		Actual	Variance	Cost							
28-Nov-2006	0	2	0	0	0	0	0	0	2	100	OK	OK	100	OK	OK	100	OK	OK	0.00	
<b>Grand Total:</b>	0	2	0	0	0	0	0	0	2	100	OK	OK	100	OK	OK	100	OK	OK	0.00	

Explanation of the *Compliance Billing Report* is as follows:

- **Date** - The date that the Reservations are for (28-Nov-2006).
- **Status** - The current status of the Reservation. Description of status are as follows:
  - **Open (O)** – Reservation has not been utilized at the security kiosk
  - **Deleted (D)** – Reservation has been deleted before the cut-off.
  - **Cancelled (X)** – Reservation has been cancelled after the cut-off and before the cancellation time frame.
  - **Bad Reservation (B)** – Reservation has been cancelled after the cancellation time frame or during the time slot.
  - **In Gate (Y)** – Truck that has utilized the Reservation has been in-gated at the Security Kiosk.
  - **Processed (P)** – Truck that has utilized the Reservation has been processed at the Container Gate (Not Active at this time).
  - **Completed (C)** – Truck that has utilized the Reservation has been loaded and is at the out gate (Not active at this time).
  - **Out Gate (Z)** – Truck that has utilized the Reservation has left the terminal. (Not active at this time).
- **Total** - The total number of Reservations in this report.
- **Compliance** - Your compliance to the Reservation System. This is tracked by Deletes, Cancellation and Bad Reservations, they are tracked as follows:
  - **Delete (Level 3)** – These are Reservations that are cancelled before the cut-off time. The calculation is  $(Delete)\% = Delete / (Open+Delete+Cancel+BadRes+InGate+Processed+Completed+OutGate)$
  - **Cancel (Level 2)** – These are Reservations that are cancelled after the cut-off and before the cancellation time frame. The calculation is  $(Cancel)\% = Cancel / (Open+Delete+Cancel+BadRes+InGate+Processed+Completed+OutGate)$
  - **BadRes (Level 3)** These are Reservations that have been cancelled after the cancellation time frame or a Reservation that was not utilized. The calculation is  $(BadRes)\% = (BadRes+Open) / (Open+BadRes+InGate+Processed+Completed+OutGate)$

Compliance								
Level 3: 100 %			Level 2: 100%			Level 1: 80%		
Unit Cost: 0.00			Unit Cost: 0.00			Unit Cost: 75.00		
Actual	Variance	Cost	Actual	Variance	Cost	Actual	Variance	Cost

**Actual** – is your actual percentage of compliance.

**Variance** – is your numerical variance from what the compliance was set at. An example is if Level 1 compliance has been set for 80% and you created 100 Reservations and out of them you fulfilled 70 of them your compliance would be 70%. Your variance would be 10, as what is only counted is what was not fulfilled from what was set for the compliance level, 80% in this case, so the only variance that would be calculated would be the 10%. If you are within the percentage the variance will display as **OK**.

**Unit Cost** – is the cost that will be charged for any variance that is displayed on the report. In the above example the cost for a Level 1 is \$75.00 X Variance.

## *Change Password, Help and Log Out*

To Change your password click on "**Utilities**" on the header bar and select "**Change Password**" and the following menu will be displayed:

**C h a n g e   P a s s w o r d**

Username:	<input type="text" value="chrisa"/>
Customer:	<input type="text" value="Test Company"/>
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

Enter your "**Current Password**" then enter your "**New Password**" and confirm it. Click the "**Change**" button to change your password.

By clicking "**Help**" at this time will take you the change password screen. This is currently a work in progress.

To log out of the GRS click on "**Log Out**" on the header bar. Please note if there is no activity when you are logged in after 5 minutes you will be logged out automatically from the GRS.



If you have any questions or inquires please e-mail [fsdres@fsd.bc.ca](mailto:fsdres@fsd.bc.ca)

Regards

Fraser Surrey Docks Container Operations