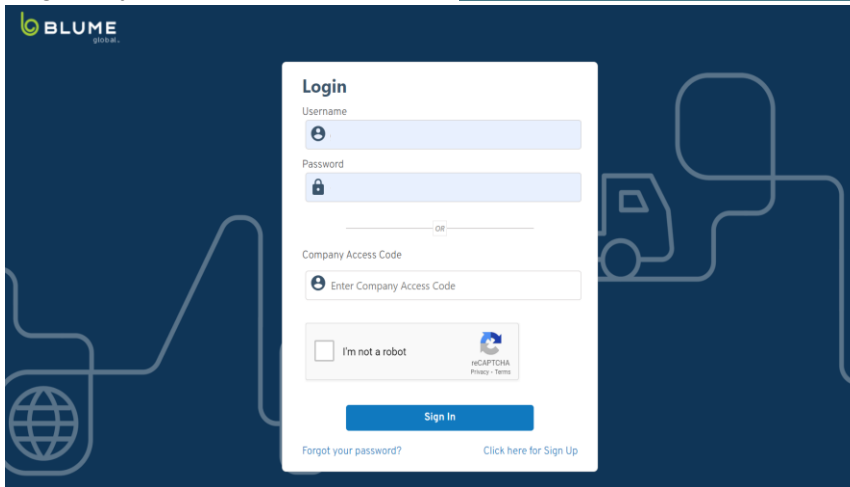


Title Account: How to create and edit a Truck Visit Appointment (TVA) and download the appointment QR code

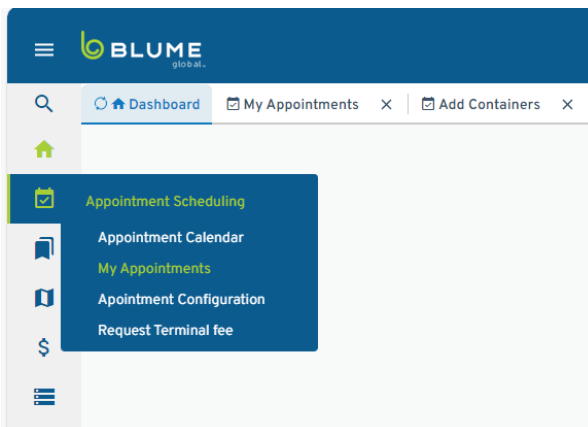
PROCEDURE:

1. Login to your NaviGate account at <https://apps.blumesolutions.com/cas/login>.



The image shows the BLUME global login page. It features a dark blue background with a white login form in the center. The form has fields for Username, Password, and Company Access Code. There is a 'Sign In' button and links for 'Forgot your password?' and 'Click here for Sign Up'. A CAPTCHA checkbox is also present.

2. From the left side menu, click on **APPOINTMENT SCHEDULING**, then select **MY APPOINTMENTS**.



3. My **Appointments** tab is where you can view and manage the **TO BE SCHEDULED**, **SCHEDULED**, and **TRUCK VISIT APPOINTMENTS**.

BLUME

global

Dashboard

My Appointments X

Appointments

Ready

1.8k

At Risk

31

All

8.1k

Today's

22

At Risk

619

All

1.5k

Today's

3

At Risk

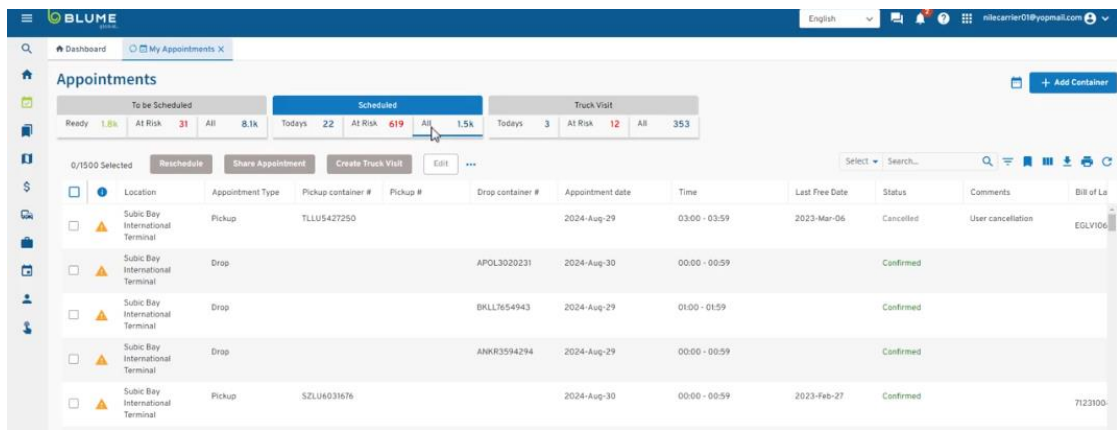
12

All

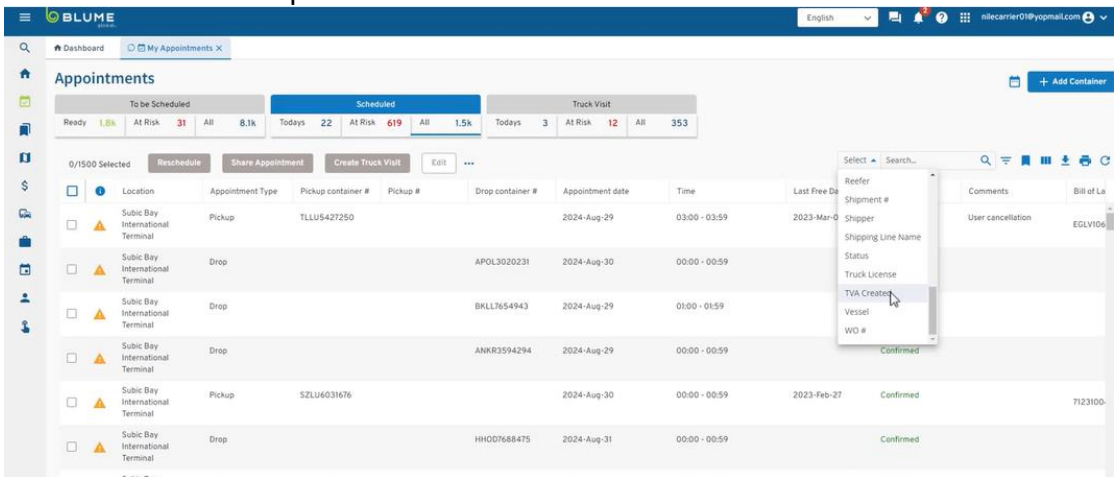
353

TRUCK VISIT CATEGORIES:

- **TODAY** – displays appointments scheduled for the current day.
 - **AT RISK** – shows appointments your truck/s is/are already late for
 - **ALL** – lists every scheduled Truck Visit Appointment
4. To view all containers that require a TVA appointment, click **ALL** under the **SCHEDULED** tab.

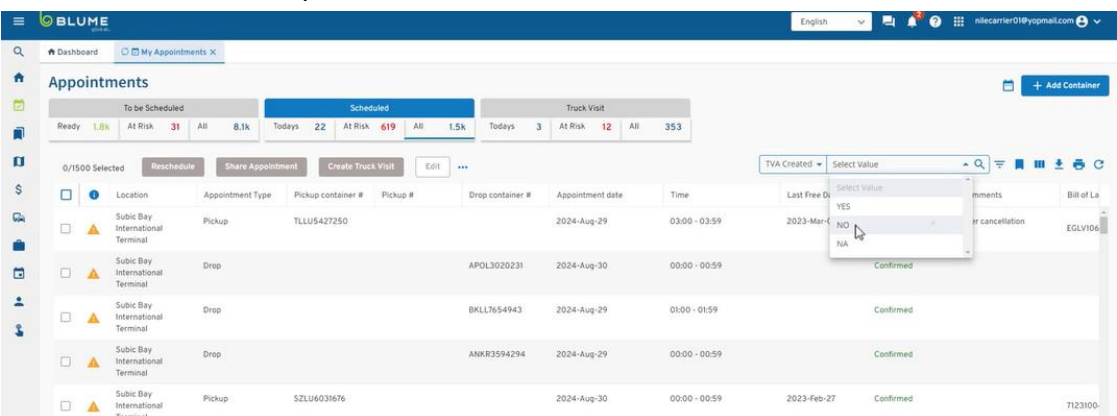


- Click the **SELECT** drop-down menu and choose **TVA CREATED**.



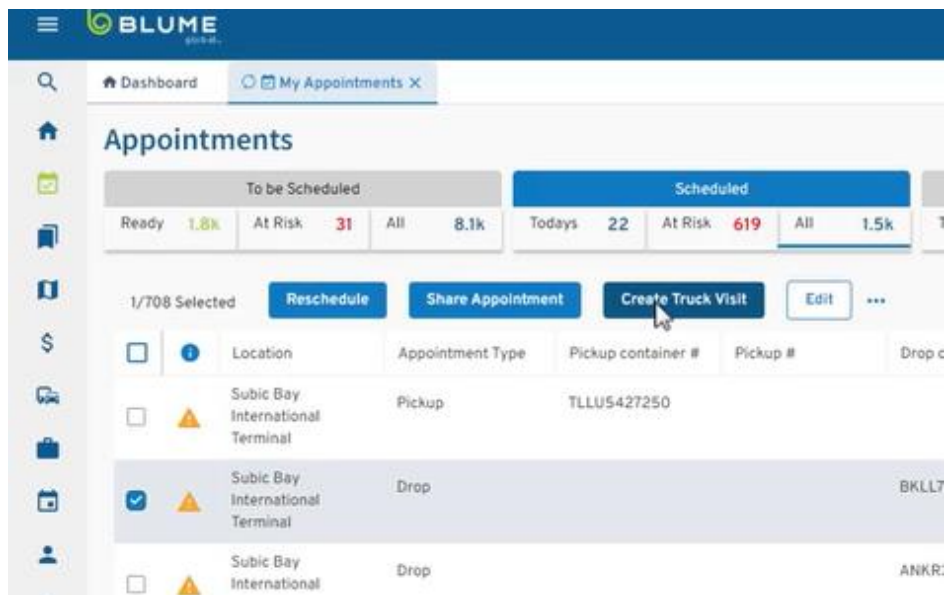
NOTE: The filter can be set as the default, and you have the option to customize it according to your preferences.

- Select **NO** from the drop-down and click on the **SEARCH** icon.



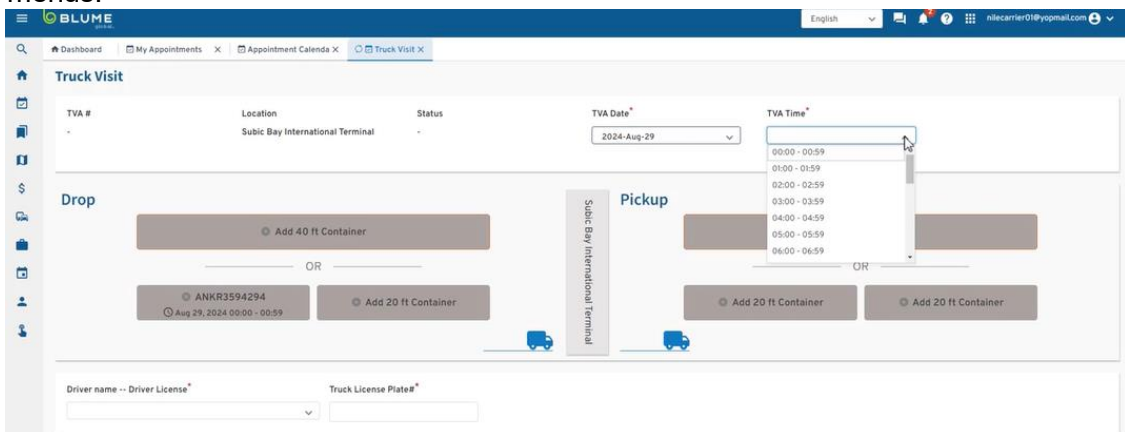
NOTE: The filter can be set as the default, and you have the option to customize it according to your preferences.

- Tick the checkbox beside your preferred container, then click **CREATE TRUCK VISIT**.



NOTE: Alternatively, you can schedule a TVA appointment directly from the Calendar view. Locate the container, tick the checkbox, then click Create Truck Visit.

8. In the **Truck Visit** tab, select your preferred TVA date and time from the drop-down menus.



9. Select or enter the driver's name, driver's license, and truck plate number then click on **SUBMIT**.

10. If the **Edit Truck Visit** tab opens, you can merge appointments.

FOR EXAMPLE: If you've made an appointment for just 1 x 20 ft drop-off container but will actually be dropping off 2 x 20 ft containers and picking up one 40 ft container, you can add the additional containers to the TVA.

11. To do this, click **Add 20 ft Container** button under the **Drop** section.

12. In the **Add Container** window, tick the box of the container number you wish to add, then click **ADD**.

Equipment Size: 20 ft | Appointment Type: drop

At max you can select 2 20ft containers of the same appointment type

1 Selected

☐	Appointment #	Customer	Origin	Container #	EDO #	Equipment Type	Appointment Date	Appointment Time
☐	TestHook-2024AUGUST2...	SBITC	TBA	DROP2882407		20' Standard	31 August 2024	00:00 - 01:59
☒	TestHook-2024AUGUST2...	SBITC	TBA	DROP2882406		20' Standard	31 August 2024	00:00 - 01:59

Cancel Add

13. The new container number will be displayed in your TVA summary.

BLUME

Dashboard My Appointments Appointment Calenda X Edit Truck Visit X

Truck Visit

TVA # TestHook-2024AUGUST2812193839 Location Subic Bay International Terminal Status Confirmed TVA Date* 2024-Aug-29 TVA Time* 03:00 - 04:59

Drop

Add 40 ft Container

OR

ANKR3594294 Aug 29, 2024 03:00 - 04:59

DROP2882406 Aug 29, 2024 03:00 - 04:59

Pickup

Add 40 ft Container

OR

Add 20 ft Container Add 20 ft Container

Driver name -- Driver License* shyam purohit -- LIC123446 Truck License Plate* TPL0493932

14. Repeat the process when adding the import container under Pickup section and click **SUBMIT**. After clicking, download the new QR by clicking the **PRINTER ICON** on the top right of the page. A prompt will appear to confirm that the TVA was successfully updated.

BLUME

Dashboard My Appointments Appointment Calenda X Edit Truck Visit X

Truck Visit

TVA # TestHook-2024AUGUST2812193839 Location Subic Bay International Terminal Status Confirmed TVA Date* 2024-Aug-29 TVA Time* 03:00 - 04:59

Drop

Add 40 ft Container

OR

ANKR3594294 Aug 29, 2024 03:00 - 04:59

DROP2882406 Aug 29, 2024 03:00 - 04:59

Pickup

Add 40 ft Container

OR

HHDE5796844 Aug 29, 2024 03:00 - 04:59

Add 20 ft Container Add 20 ft Container

Driver name -- Driver License* shyam purohit -- LIC123446 Truck License Plate* TPL0493932

TVA Updated Successfully

Cancel Submit

15. After clicking **SUBMIT**, you will be redirected to the Appointments Tab where you will see all your booked containers with confirmed Truck Visit Appointments.

The screenshot shows the BLUME Appointments page. At the top, there are tabs for 'To be Scheduled', 'Scheduled', and 'Truck Visit'. Below these are filters for 'Ready', 'At Risk', and 'All'. A table lists appointments with columns: Location, Appointment Type, Pickup container #, Pickup #, Drop container #, Appointment date, Time, Last Free Date, Status, Comments, and Bill of La. A red box highlights a row for 'Subic Bay International Terminal' with status 'Confirmed'.

Location	Appointment Type	Pickup container #	Pickup #	Drop container #	Appointment date	Time	Last Free Date	Status	Comments	Bill of La
Subic Bay International Terminal	Pickup	TLLU5427250			2024-Aug-29	03:00 - 03:59	2023-Mar-06	Cancelled	User cancellation	EGLV106
Subic Bay International Terminal	Drop			BKLL7654943	2024-Aug-29	01:00 - 01:59		Confirmed		
Subic Bay International Terminal	Pickup	SZLU6031676			2024-Aug-30	00:00 - 00:59	2023-Feb-27	Confirmed		7123100
Subic Bay International Terminal	Drop			HHQD7688475	2024-Aug-31	00:00 - 00:59		Confirmed		

16. Truck drivers must present the QR code associated with the TVA at the gate. To obtain a copy of this QR code, click on **MY APPOINTMENTS**, then click **ALL** under truck visit.

The screenshot shows the NAVIGATE Appointments page. The 'Truck Visit' tab is selected. A red box highlights the 'ALL' button under the 'Truck Visit' tab. An arrow points from the 'ALL' button to the 'Truck Visit' section below.

To be Scheduled			Scheduled			Truck Visit		
Ready	At Risk	All	Todays	At Risk	All	Todays	At Risk	All
1	0	31	0	2	14	0	0	6

Truck Visit

Todays	At Risk	All
0	0	6

17. Tick the box beside your preferred truck plate and click **PRINT QR**.

The screenshot shows the NAVIGATE Appointments page. The 'Truck Visit' tab is selected. A red box highlights the 'Print QR' button. Another red box highlights a row in the table with a checked box and 'Confirmed' status.

To be Scheduled			Scheduled			Truck Visit		
Ready	At Risk	All	Todays	At Risk	All	Todays	At Risk	All
1	0	31	0	2	14	0	0	6

Print QR

Location	Truck License Plate	Truck Visit ID	Driver License#	Driver Name	Appointmen...	Time	Status
☒ Subic Bay International Terminal Corporation	ABC123	22	N01-12-123456	Juan Dela Cruz	2024-Nov-24	08:00 - 08:59	Confirmed

NOTE:

- You can only download QR Codes for appointments with **CONFIRMED** status.
- If the QR code is not available, drivers can use the TVA number to gate in.