Opendock®

Carrier User Guide

Table Of Contents

Opendock

Account Registration & Login

Steps:

1. Go to Opendock.com
2. Click 'Register for FREE' button
3. Fill out registration form
4. Verify email
5. Sign in!

Schedule an Appointment

Steps:

1. Search for warehouse name

2. Click 'Schedule' button

3. Select accurate Load Type

4. Pick a date & time

5. Fill out information & finalize appointment

Add Warehouse Favorites

1. Search for warehouse name

2. Click the ☆ button

3. The page will reload and the warehouse will be added to the 'Your Favorites' section

Manage Appointments

Steps:

1. Click "My Appointments"

2. Select a date range

3. Edit PO Number

4. Cancel appointment

5. Export appointments to .csv file

Edit Profile & Change Password

Steps:

1. Click '▽' button next to username to display the profile menu

2. Click 'Edit Profile'

3. Upload a photo

4. Update your password

5. Click 'Save Changes'

Search Appointments by PO Number

1. Click 'PO Search'
2. Search PO Number
3. All appointments with PO Numbers that contain the search term will be listed. E.g. Searching for "1234" will return appointments with PO Numbers "0123456" and "12345566".

Opendock Support

1. Visit the FAQ page

2. To chat with support Mon-Fri 8am-5pm AZ time, click the blue envelope button

3. Email Support@Opendock.com