



Opendock®

Carrier User Guide

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# Account Registration & Login

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Opendock.

Are you a carrier,  
broker, or dispatcher?

Opendock allows carriers, brokers, and  
dispatchers to book, update and cancel  
dock appointments with warehouses.

Login

2 Register for FREE

3

Register for **Free** today

Just fill out the form in three easy steps.

1

FIRST NAME

LAST NAME

EMAIL

PASSWORD <sup>ⓘ</sup>

weak

Next

Already registered? [Login](#)

4

OpenDock

Dock Scheduling Redefined

Thank you for registering!

Please click on the link below to finalize your registration.

Finalize registration

You can copy and paste this link below into your browser:

[http://opendock.development/app/validate-email?](http://opendock.development/app/validate-email?email=cpollard@appointmentplus.com&verification_token=229872)  
[email=cpollard@appointmentplus.com&verification\\_token=229872](http://opendock.development/app/validate-email?email=cpollard@appointmentplus.com&verification_token=229872)

Regards,  
The Opendock Team

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Sign in to Opendock

Don't have an account? [Register](#)

EMAIL

PASSWORD

Forgot Password?

Login

Email verified! Please login.

## Steps:

1. Go to [Opendock.com](https://opendock.com)
2. Click 'Register for FREE' button
3. Fill out registration form
4. Verify email
5. Sign in!

# Schedule an Appointment

The screenshot displays the Opendock website interface for scheduling an appointment. The process is guided by five numbered steps:

- Step 1:** Search for warehouse name. The search bar contains "APOD" and is highlighted with a red box labeled "1".
- Step 2:** Click 'Schedule' button. The "APOD Logistics - APOD HQ" entry is selected, and the green "SCHEDULE" button is highlighted with a red box labeled "2".
- Step 3:** Select accurate Load Type. In the "Book Appointment" modal, the "LOAD TYPE" dropdown is set to "Inbound" and is highlighted with a red box labeled "3".
- Step 4:** Pick a date & time. The "SELECT DATE AND TIME" section shows a calendar for January 10-14, with a time slot of 9:00 AM on Saturday, 1/11, highlighted with a red box labeled "4".
- Step 5:** Fill out information & finalize appointment. The "YOUR INFORMATION" form is shown, with the "FINALIZE APPOINTMENT" button highlighted with a red box labeled "5".

**Find Warehouse Section:**

**SEARCH RESULTS** Showing 1 - 4 of 4 warehouses

- APOD Logistics - APOD HQ**  
555 Fun Lane Scottsdale, AZ 85054 **SCHEDULE**
- APOD Logistics - APOD Missoula**  
2020 Glacier National Way Missoula, MT 59801 **SCHEDULE**
- APOD Logistics - APOD New York**  
555 Broadway New York, NY 10001 **SCHEDULE**
- APOD Logistics - APOD Seattle**  
444 N. East Ave Seattle, WA 98101 **SCHEDULE**

**Book Appointment Modal:**

Welcome, Opendock.

**LOCATION**  
APOD HQ

**CARRIER**  
Opendock Info

**LOAD TYPE**  
Inbound

**SELECT DATE AND TIME**

January 10 - 14

Fri 1/10	Sat 1/11	Mon 1/13
1:30 PM	9:00 AM	8:00 AM
2:00 PM	9:30 AM	8:30 AM
2:30 PM	10:00 AM	9:00 AM
3:00 PM	10:30 AM	9:30 AM

**YOUR INFORMATION**

Carrier Name\* Opendock First Name\* Opendock

Last Name\* Info

PO Number\* Trailer Number

Special Instructions

Appointment Notification Recipients. OpendockInfo@Opendock.com

**FINALIZE 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

The screenshot displays the Opendock web application interface. On the left is a dark blue sidebar with the Opendock logo and navigation links: 'Find Warehouse', 'My Appointments', 'PO Search', and 'FAQs'. The main content area is titled 'FIND WAREHOUSE' and features a search bar containing the text 'APOD', which is highlighted with an orange box and the number '1'. Below the search bar, the 'SEARCH RESULTS' section shows four warehouse listings. Each listing includes the warehouse name, address, a star icon, an information icon, and a 'SCHEDULE' button. The fourth listing, 'APOD Logistics - APOD Seattle', has its star icon highlighted with an orange box and the number '2'. A tooltip labeled 'Add to Favorites' points to this star. At the bottom of the main area, a green notification bar with an orange box and the number '3' states 'Successfully Added APOD Logistics to Favorites'. On the right side, there are two sections: 'YOUR FAVORITES' and 'RECENTLY SCHEDULED'. The 'YOUR FAVORITES' section now lists three warehouses, including 'APOD Logistics APOD Seattle, WA', which was just added.

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

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Find Warehouse

My Appointments 1

PO Search

FAQs

MY APPOINTMENTS

← January 2020

February 2020 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Apply

MY APPOINTMENTS

Jan 10, 2020 - Jan 17, 2020

2 hours Today Tomorrow 7 Days

Export

5

DATE	TIME	LOCATION	STATUS
10 FRIDAY January 2020	2:30pm MST (Local) 1:30pm PST (Warehouse)	APOD Logistics APOD Seattle	SCHEDULED

APOD Logistics

444 N. East Ave Seattle WA  
333333333

LOAD TYPE: Hollow Pursuits

View Appointment Notes (0)

3

PO NUMBER 12312

TRAILER NUMBER

FLEET ID

DROP TRAILER? Please select an option

SPECIAL INSTRUCTIONS

4

Cancel Appointment

Manage Appointment

Book Again

## 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'

The screenshot shows the Opendock user interface. On the left is a dark blue sidebar with the Opendock logo and navigation links: 'Opendock Info' (with a dropdown arrow and a '1' in a box), 'Edit Profile' (with a person icon and a '2' in a box), 'Sign Out', 'Find Warehouse', 'My Appointments', 'PO Search', and 'FAQs'. The main content area is white and contains a profile form. The form has two columns. The left column contains fields for 'First Name' (Opendock), 'Last Name' (Info), 'Company Name' (Opendock), and 'Country' (United States). The right column contains fields for 'Mobile Number' (Country code: +1, Phone number: (480) 222-2222), 'Time Zone' (US/Arizona), and 'Email' (OpendockInfo@Opendock.com). Below the form is a section for 'Password' with a '4' in a box next to the 'Current password...' field, a 'weak' strength indicator, a 'New password...' field, and a 'Change Password' button. At the bottom left is an 'Upload Picture' button with a '3' in a box. At the bottom right is a 'Save Changes' button with a '5' in a box.

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Opendock Info ▾ 1

2 Edit Profile

Sign Out

Find Warehouse

My Appointments

PO Search

FAQs

First Name

Opendock

Last Name

Info

Company Name

Opendock

Country

United States

Mobile Number

Country code +1 Phone number (480) 222-2222 ×

Time Zone

US/Arizona

Email

OpendockInfo@Opendock.com

Password

4 Current password...

weak

New password... Change Password

Upload Picture 3

5 Save Changes

# Search Appointments by PO Number

The screenshot shows the Opendock web application interface. On the left is a dark blue sidebar with the Opendock logo and navigation links: 'Find Warehouse', 'My Appointments', 'PO Search' (highlighted with a callout '1'), and 'FAQs'. The main content area is titled 'PO SEARCH'. It features a search input field containing '123123' (with a callout '2' on the input) and a 'Search' button. Below the search bar is a table with columns: DATE, TIME, LOCATION, and STATUS. The table contains one row for 'TUESDAY January 2020' at 'APOD Logistics' with a 'SCHEDULED' status. Below the table, the 'APOD Logistics' details are shown, including the address '444 N. East Ave Seattle WA 333333333'. To the right of these details is a form with fields for 'PO NUMBER' (containing '123123', with a callout '3' on the field), 'TRAILER NUMBER', 'FLEET ID', and 'DROP TRAILER?'. There is also a 'LOAD TYPE: Hollow Pursuits' and a 'View Appointment Notes (0)' link.

DATE	TIME	LOCATION	STATUS
14 TUESDAY January 2020	10:00am MST (Local) 9:00am PST (Warehouse)	APOD Logistics APOD Seattle	SCHEDULED

**APOD Logistics**  
444 N. East Ave Seattle WA 333333333  
LOAD TYPE: Hollow Pursuits  
View Appointment Notes (0)

PO NUMBER: 123123  
TRAILER NUMBER:   
FLEET ID:   
DROP TRAILER?:

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

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Opendock

FAQS 1

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[Find Warehouse](#)

[My Appointments](#)

What if I can't find my target warehouse?

- If you believe the warehouse is on Opendock because the location has told you they are using Opendock for appointment scheduling:
- Please contact support with an e-mail to: [support@opendock.com](mailto:support@opendock.com). 3

Questions?

Sorry! We are not here right now. Leave a message and we will get back to you as soon as possible.

\* Name

\* Email

\* Message

Submit

We're ⚡ by tawk.to

×

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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](mailto:Support@Opendock.com)