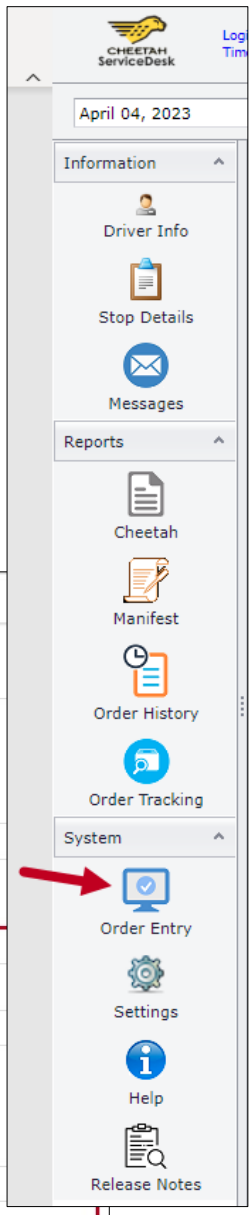
Cheetah Order Entry – Offbook/Additional/ Missing Stop Routing Quick Reference Guide

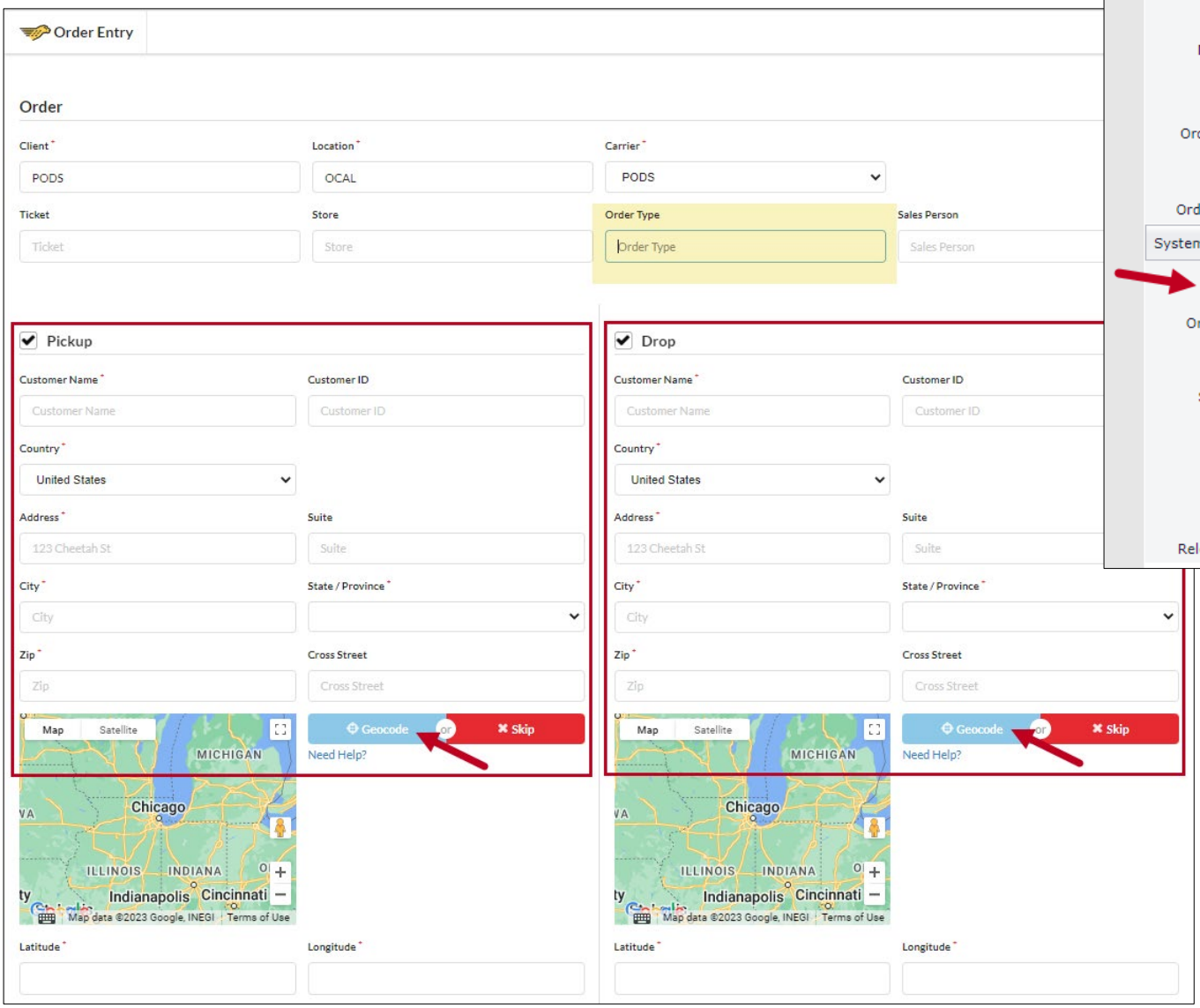
This guide covers how to add offbook, additional, or missing stops from RBMSusing the Order Entry feature in the MercuryGate Cheetah Service Desk application.



Pairing in Order Entry

Use these instructions to complete pairings in the **Cheetah Service Desk** application

1. From the **Service Desk** application, **click** the **Order Entry (OE)** icon under the **System** section of the left side menu to open the **Order Entry (OE)** screen in a separate window
2. **Input** the **Order Type** (i.e. NEW, WRT, MOV, FPU)
3. **Complete** the **required fields** marked with a red asterisk for **both** the **Pickup** and **Drop** (Delivery) sections of the screen including
   a. **Click Geocode** for both the **Pickup** and **Drop** sections to ensure correct **Latitude** and **Longitude** are generated for each location
   b. **Enter Service Date** and **Service Time** for both the **Pickup** and **Drop** sections
   c. **Enter Start Time** and **End Time** for both **Pickup** and **Drop** sections



Cheetah Order Entry – Offbook/Additional/ Missing Stop Routing Quick Reference Guide

4. In the **Items** section of the **OE screen**, enter **Container number** (if known) in the **Model field** and **Container Length** in the **Volume field**
5. **Click Submit** at the bottom of the **OE screen** for the pair to appear in the **Unassigned tab** in **Web Editor** where they can be moved to a **Route** as appropriate

