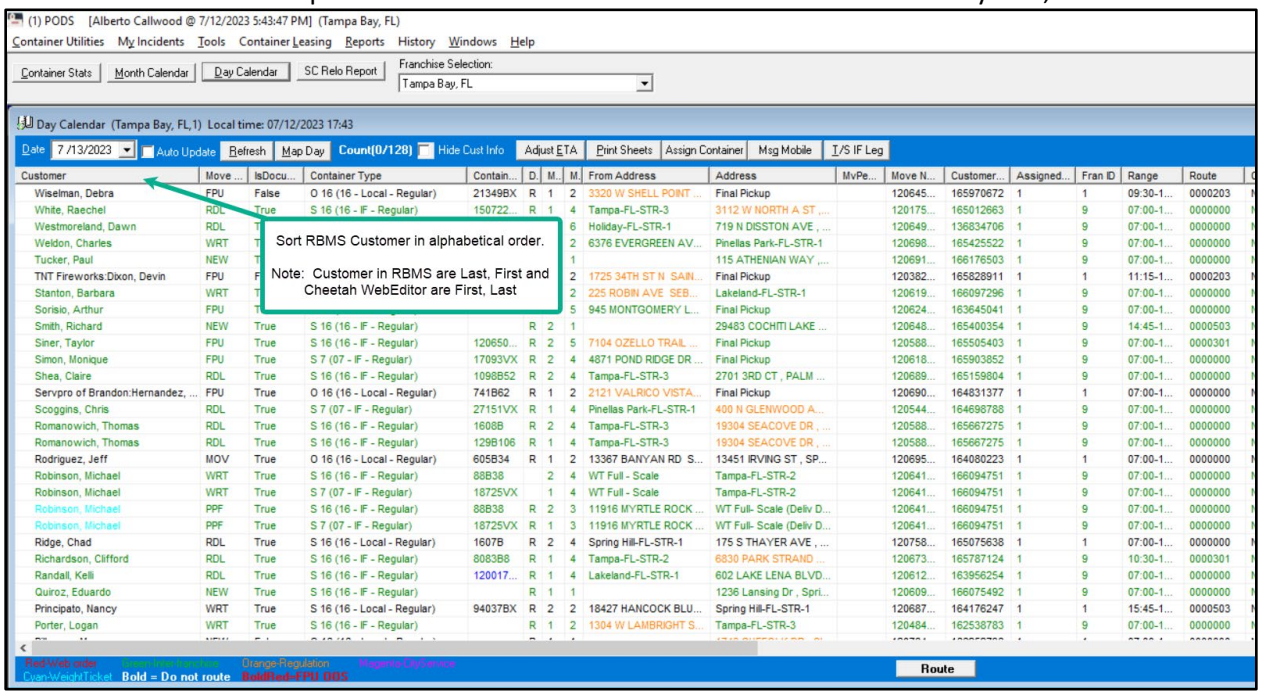
Manual Load of ETAs
Cheetah to RBMS

Steps for Manual Load

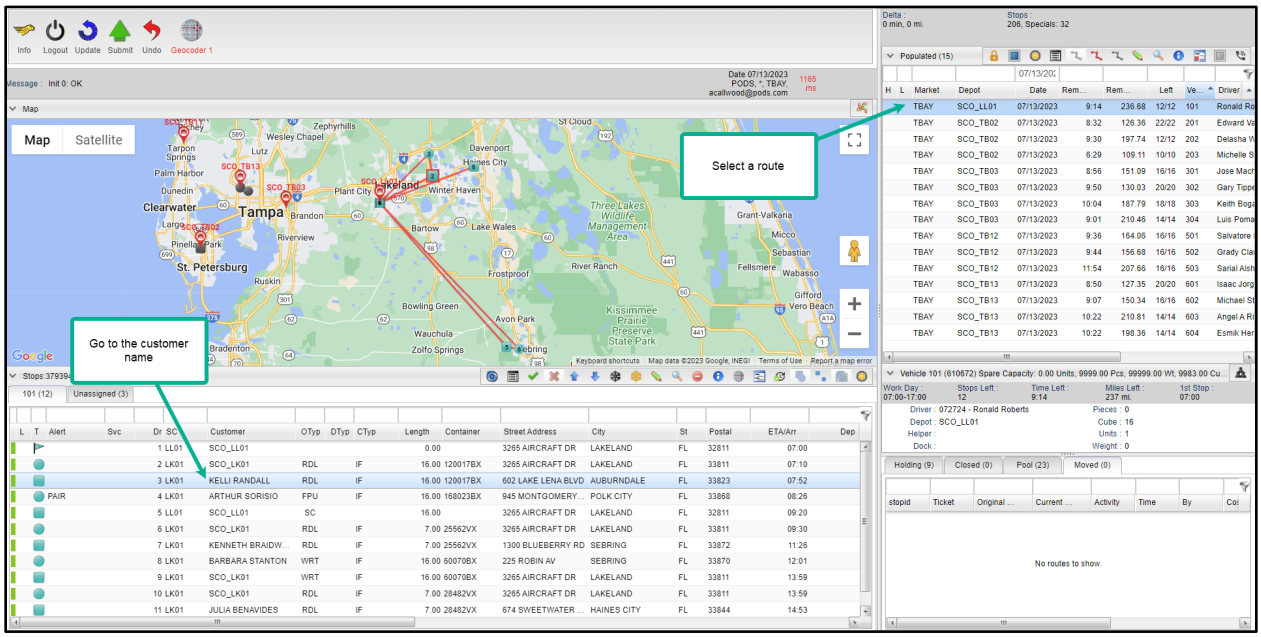
Open RBMS Day Calendar

1. **Sort** RBMS Customer in alphabetical order NOTE: customers in RBMS are sorted by Last, First



Open Cheetah Web Editor

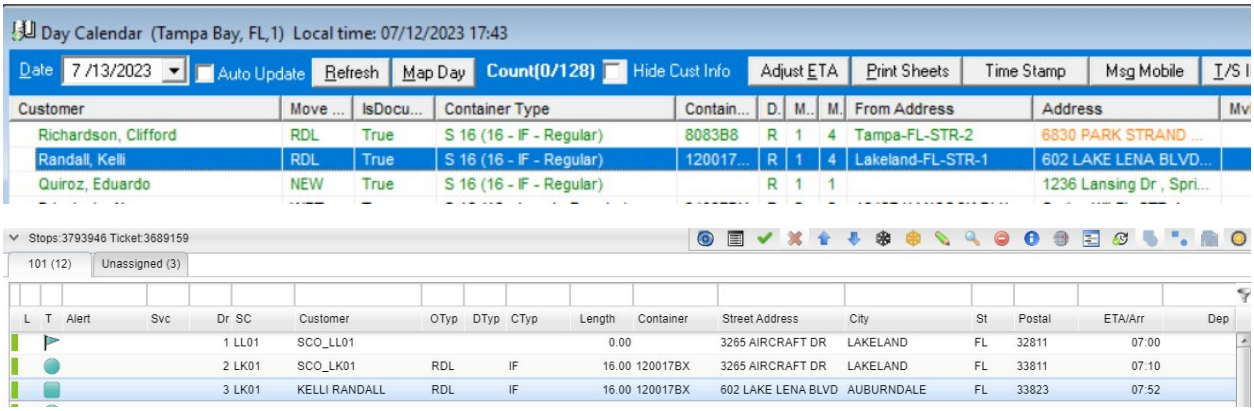
1. Go to the first route
2. Go to details and look for the first Customer name



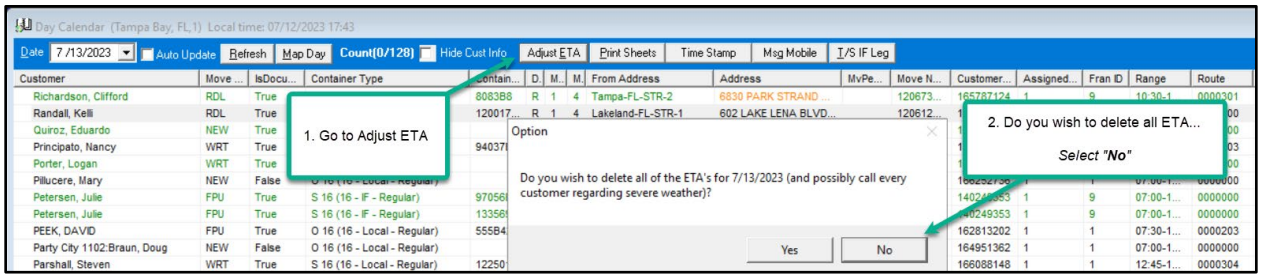
Manual Load of ETAs
Cheetah to RBMS

Locate Customer on RBMS Day Calendar

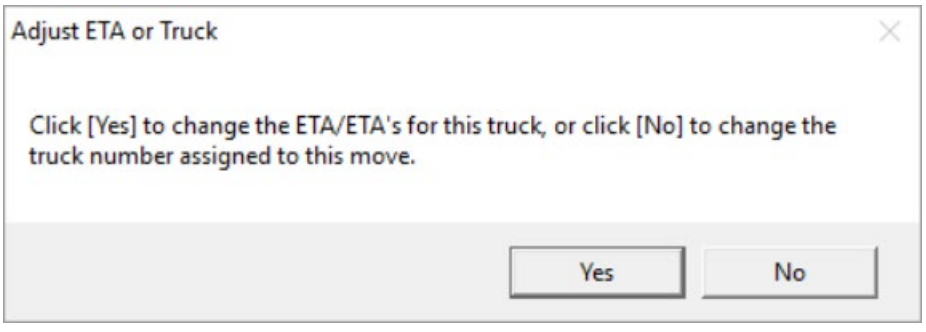
1. In the example below, ***Randall, Kelli*** in RBMS will show up as ***Kelli Randall*** in Web Editor.



2. On the Day Calendar, select "**Adjust ETA**"
    - You will receive a pop-up screen that askes: "Do you wish to Delete all ETAs… Select "**No**"



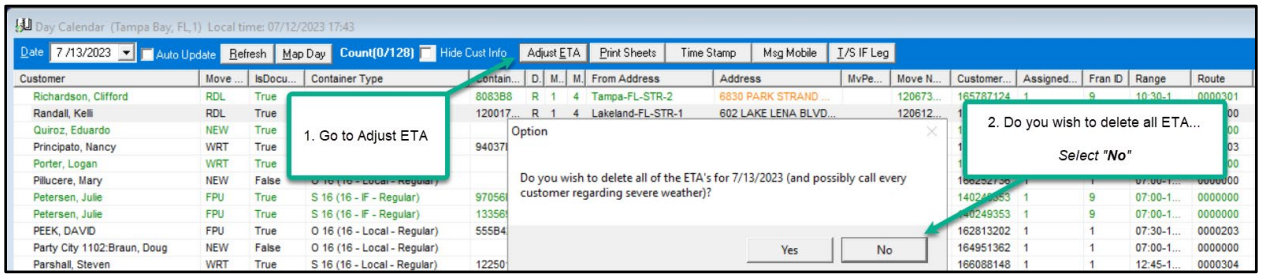
3. **Pop-up screen:** Adjust ETA or Truck
    - Click [Yes] to change ETA/ETA's for this truck…
    - Select "**No**"



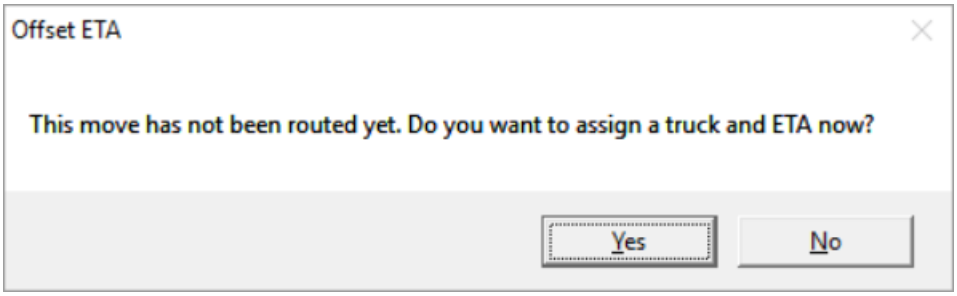
4. **Pop-up screen:** Change Truck
    - Enter the truck number to re-assign
    - Select "**Cancel"**

Manual Load of ETAs
Cheetah to RBMS

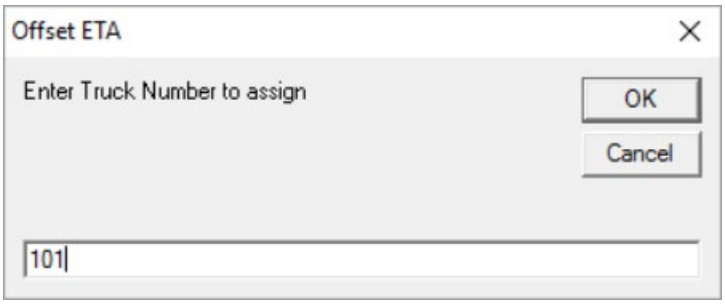
5. Go back to Day Calendar, select "**Adjust ETA**"
    - You will receive a pop-up screen that asks: "Do you wish to Delete all ETAs…"
    - Select "**No**"

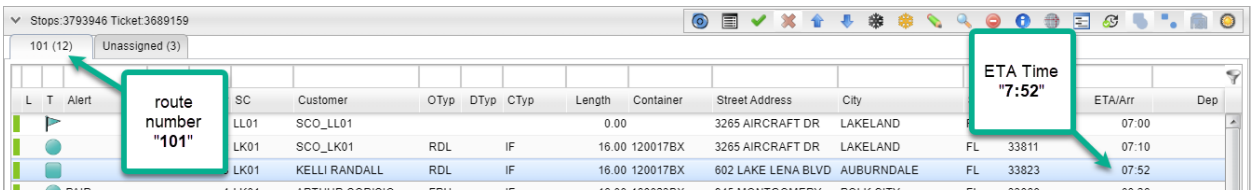


6. **Pop-up screen:** Offset ETA
    - You will receive a pop-up screen that asks: "This move has not been route yet…,"
    - Select "**Yes**"

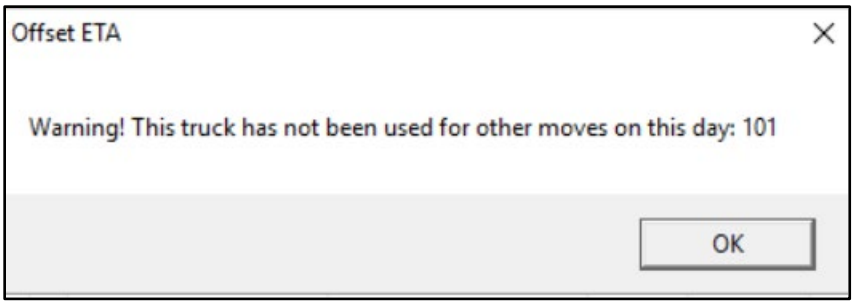


7. **Pop-up screen:** Offset ETA
    - You will receive a pop-up screen that says: "**Enter Truck Num to assign**"
    - Enter Route Number from Cheetah

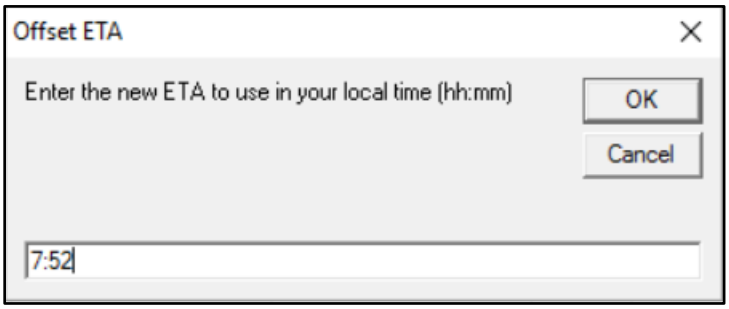




8. **Warning sign:** Select "**OK**"



9. **Pop-up screen:** Offset ETA
    - Enter the new ETA to use in your local time
    - In this example, enter 7:52 for 7:52 AM
    - All times are entered in **24 hour.** Example: **15:00** for 3:00 PM



* Repeat for each job

Short Cut Steps

1. Short Cut: Step 1
    a. Day Calendar: Adjust ETA
    b. Popup 1: NO
    c. Popup 2: NO
    d. Popup 3: Cancel
2. Short Cut: Step 2
    a. Day Calendar: Adjust ETA
    b. Popup 1: NO
    c. Popup 2: YES
    d. Popup 3: Enter Tuck Number
    e. Popup 4: OK
    f. Popup 5: Enter ETA