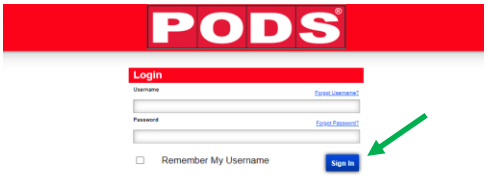
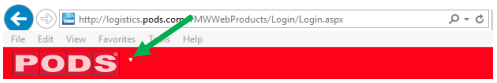
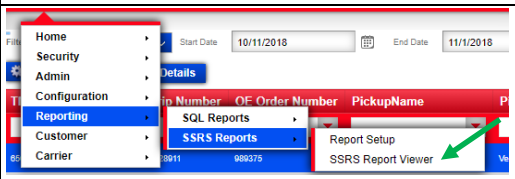
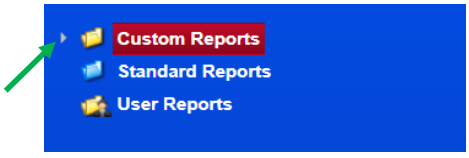
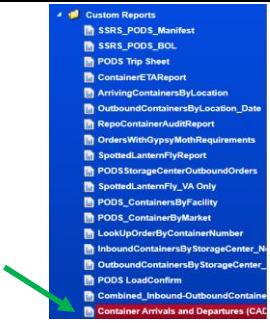
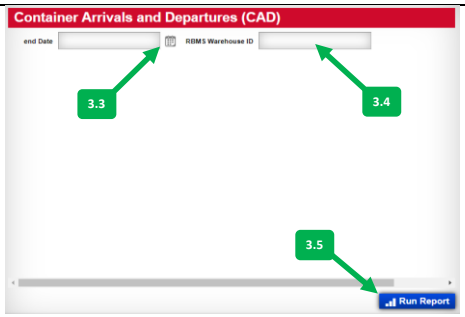
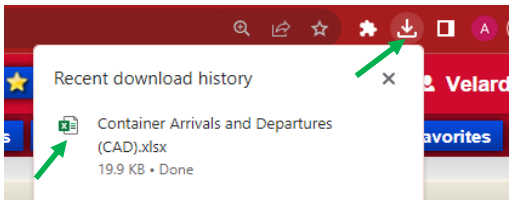
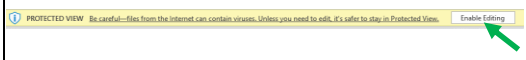
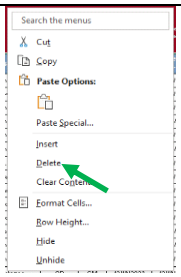
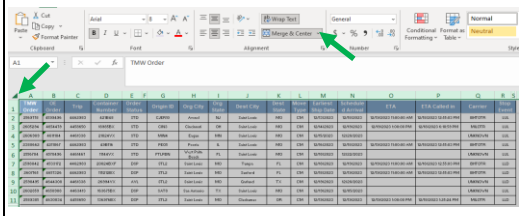
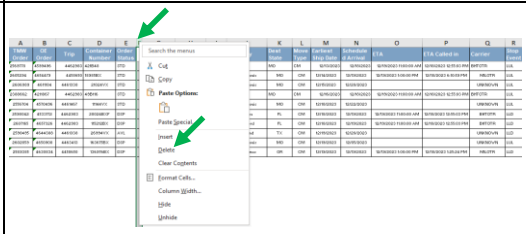
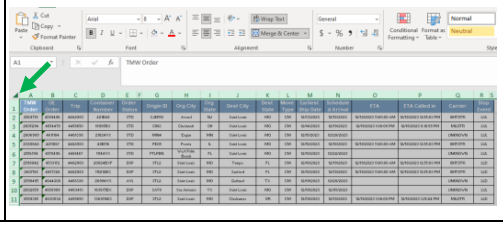
Standard Work

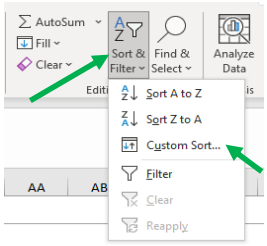
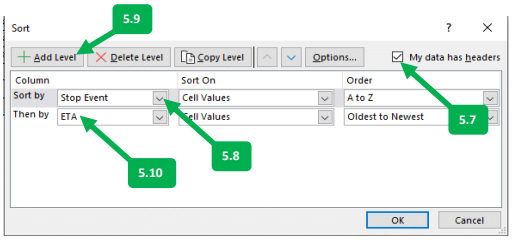
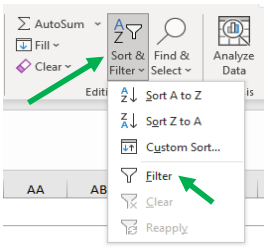
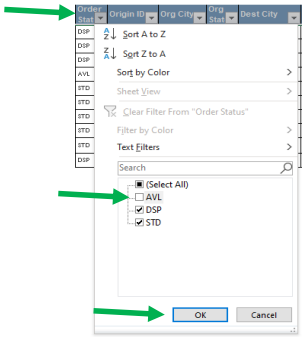
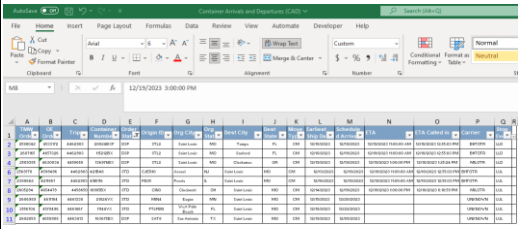
PODS Moving & Storage	**Core Process - Reducing Delays for IF orders at Corp Ops Locations**	Date Created:	12/18/2023
		Date Revised:	1/17/2024
		Leadership Sponsor:	Rich Schwartz
		Process Owner:	Corp Ops Territory Managers
	Process Name: Checking for Carrier ETAs		

Checking for Carrier ETAs

Storage Center Worker / Market Manager

	Step		Key Points & Background	Visuals & Job Aids
1	Access TMW eStat	1.1	Use the link below to access the TMW eStat website: https://pods.tmwcloud.com/WebApp/Login/Login.aspx	
		1.2	Enter your credentials and click the "Sign In" button	
2	Access the Reports page	2.1	Click on the drop down arrow next to the PODS logo on the top left corner of the landing page.	
		2.2	Navigate the drop-down menu by clicking on "Reporting", then "SSRS Reports" and then "SSRS Report Viewer"	
3	Access the "Container Arrivals and Departures (CAD)" Report	3.1	On the next page, click on the small arrow to the left of Custom Reports. This will expand to display all available reports.	
		3.2	Click on "Container Arrivals and Departures (CAD)"	
		3.3	Click on the Calendar Icon to select how far out to see your Arrivals and Departures. Select a date at least 7 days into the future for visibility on what to expect over the coming week.	
		3.4	Type in your RBMS Warehouse ID	
		3.5	Click "Run Report"	

4	Export report to Excel	4.1	Click on the "Export To" icon and select "Excel" from the drop-down.	
		4.2	The report will automatically download to your computer. Click to open it from your browser Download History. If the report is not displayed on that list, try searching in your Downloads folder on your computer.	
5	Sort in Excel	5.1	If you see the PROTECTED VIEW alert on the top of your Excel worksheet, click on "Enable Editing" to start. If there is no alert at the top, proceed with sub-step 5.2	
		5.2	Select Rows 1 through 5 by clicking on Row Number 1, holding and dragging down to Row Number 5.	
		5.3	Right Click on the selection. Select "Delete" from the menu	
		5.4	Click on the green triangle on the top left corner of your worksheet to select all cells. Then, click on "Merge & Center"	
		5.5	After "unmerging" all the cells, column F will be completely blank. Delete it by right-clicking on the F column header and selecting "Delete"	
		5.6	Click again the triangle on the top left corner of your worksheet to select all cells.	

		5.7	Click on "Sort & Filter" and select "Custom Sort…" from the drop down	
		5.8	Verify the "My Data has Headers" box is checked. If it is unchecked, click on the box to check it.	
		5.9	Click on the "Sort By" drop-down and select "Stop Event"	
		5.1	Click the "Add a Level" button	
		5.11	Click on the new drop down below "Stop Event" and select "ETA"	
		5.12	Click OK to apply Custom Sort	
		5.13	Apply Filters by clicking the "Sort & Filter" button again, but now selecting "Filter"	
		5.14	Click on the Filter chevron for Column E "Order Status", un-select "AVL" and click OK to apply filters.	
6	Analyze your report and prepare for Arrivals and Departures	6.1	After sorting your reports, the Departures will be pushed up to the top of your sheet, and the Arrivals to the bottom. The "Stop Event" column on the far right will indicate "LLD" for Departures and "LUL" for Arrivals.	
		6.2	Column N, named "ETA", will display the ETA called in by the assigned carrier for each order.	
		6.3	Based on these ETAs, plan out your upcoming days by preparing/unburying departing containers and ensuring staff coverage to service the trucks.	