

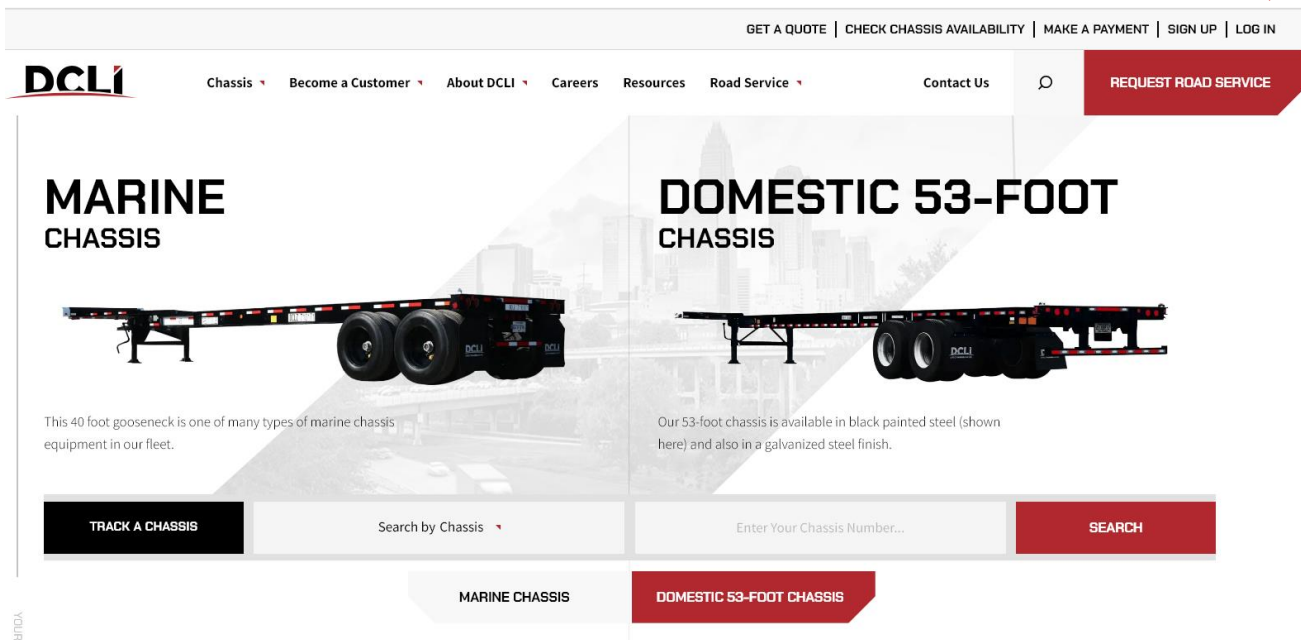


## Reservation Quick Start Guide

In this guide, you'll learn about the reservation functionality within [www.dcli.com](http://www.dcli.com) for chassis. After logging in and going to the Reserve Equipment Tab, you will see how many chassis are available by pickup location and asset type.

- If chassis are available and you need the equipment immediately, you can Create Reservations.
- If there is no equipment available but you'd like to get put on a waitlist, you can make a Standby Request.
- If you don't need the equipment until a few days out, you can make an Advance Booking Request.

Go to [www.dcli.com](http://www.dcli.com) and click the [Login](#) link in the top right corner.



Enter your email address and the password that you created during the registration process then click "Sign In".

### Sign In

Email:

Password:

☒ Remember Me

[Sign In](#) [Forgot your password?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

## Creating Reservations

Click on the **Reserve Equipment** tab. In the table, find the location and equipment type you are looking to reserve, and click on it. If chassis are available and you need the equipment immediately, click **Create a Reservation**.

**NOTE:** If you have access to more than one SCAC code, you will see a drop-down list on the left side of your screen. Make sure to select the SCAC under which you want to make the reservation.

INVOICES

CHASSIS ACTIVITY

COMPANIES AND USERS

ACTIVITY

RESERVE EQUIPMENT

INVENTORY

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Make a Payment

Reserve Equipment

Create Reservation

First, click on the row below that shows the location and equipment you need. To make an immediate reservation, click the "Create Reservation" button. If there is a "0" showing in the "Available" column for the location and equipment that you need, click the "Make Request" button and choose "Standby Request". This will add you to the waitlist and the request will only become a valid reservation when the equipment becomes available. If you need to make a reservation for a future date, click the "Make Request" button and choose "Advance Booking".

Location DetailMake RequestLast Updated: 02/02/2018 9:13:32ColumnsExport

#	Product	Region	Market	Pickup Location	Asset Size/Type	Available	Open Reservations	Allow Request
1	Specialty	SOUTHEAST	CHARLESTON	CMC-CHARLESTON	20 TRIAXLE	10	0	Yes
2	Specialty	NORTHEAST	ELIZABETH	INTEGRATED INDUSTRIES CORP	20 TRIAXLE	1	0	No
3	Specialty	NORTHEAST	ELIZABETH	ROAD RUNNER TOWING AND TR...	20 TRIAXLE	2	0	Yes
4	Specialty	NORTHEAST	ELIZABETH	ROAD RUNNER TOWING AND TR...	40 TRIAXLE	0	0	Yes

From the drop-down menus, select the Quantity of chassis you would like to reserve and the Expiration Date/Time for your reservation.

### Create Reservation



\* indicates required field

#### Reservation Pool

Location CONGLOBAL-LOS ANGELES

Pool Contract IPPZ

Asset Type 40FT

#### Quantity and Expiration Date/Time

Quantity \* 2

Date/Time \* 07/07/2017 23:59 EDT

#### Additional Information

Reference #

CC Email

Submit

Cancel

**NOTE:** Your reservation goes into effect immediately. The expiration date/time that you select sets the end of the timeframe during which you can pick up your chassis. The reservation is held open until you either pick up the chassis or the expiration date and time is reached. The maximum expiration timeframe that you can select is 72 hours. If you need a longer expiration timeframe, please contact [specialityops@dcli.com](mailto:specialityops@dcli.com).

**NOTE:** If your reservation is made after noon (local time) on a Friday, you will be given the option to have it expire Saturday, Sunday, or Monday.



If you have a reference number for your reservation, you can enter it in the “Reference #” field. If you would like a copy of the reservation to be emailed to another party, enter their email address in the “CC Email” field. Once you have completed all of your reservation information, click **Submit**. You (and the CC email address, if specified) will receive a confirmation and reservation number for each chassis you reserve. A 301 message is also sent so that the start/stop location is aware that a chassis will be out gating on a valid DCLI reservation.

**EXAMPLE:** a reservation made for three chassis will generate three different Reservation Numbers, three email confirmation messages, and three 301 messages.

Once you’ve created your reservations, they will be visible in your **Activity Tab**.

Making a Standby Request

If there is a “0” showing in the “Available column of the equipment type you need at your preferred location, you can enter a Standby request, which will put you onto a waitlist. If equipment becomes available, the system will automatically convert Standby Requests into valid Reservations. Once your standby request has turned into a reservation, you and anyone you’ve noted in the cc email address field will receive a confirmation with your valid reservation number and expiration information. This information will also be visible in the Activities Tab with your other valid reservations.

To Make a Standby Request:

Click on the location and asset size in the table then click the **Make Request** button.

Reserve Equipment

Create Reservation

First, click on the row below that shows the location and equipment you need. To make an immediate reservation, click the "Create Reservation" button. If there is a "0" showing in the "Available" column for the location and equipment that you need, click the "Make Request" button and choose "Standby Request". This will add you to the waitlist and the request will only become a valid reservation when the equipment becomes available. If you need to make a reservation for a future date, click the "Make Request" button and choose "Advance Booking".

Location Detail

Make Request

Last Updated: 02/02/2018 9:13:32

Columns

Export

#	Product	Region	Market	Pickup Location	Asset Size/Type	Available	Open Reservations	Allow Request
1	Specialty	SOUTHEAST	CHARLESTON	CMC-CHARLESTON	20 TRIAXLE	10	0	Yes
2	Specialty	NORTHEAST	ELIZABETH	INTEGRATED INDUSTRIES CORP	20 TRIAXLE	1	0	No
3	Specialty	NORTHEAST	ELIZABETH	ROAD RUNNER TOWING AND TR...	20 TRIAXLE	2	0	Yes
4	Specialty	NORTHEAST	ELIZABETH	ROAD RUNNER TOWING AND TR...	40 TRIAXLE	0	0	Yes

Choose **Standby** from the “Request Type” dropdown menu and click **Next**.

Create Request

Request Details

Location

ROAD RUNNER TOWING AND TRUCK SERVICE  
(ROAD RUNNER TOWING A)

Asset Type

40 TRIAXLE

Product Name

Specialty

Company

TEST ACCOUNT - XXXX

Request Type

Request Type \*

Standby

Make a Standby Request to be placed on a waitlist for the next available chassis that arrives at this terminal.

Valid Date Range: 02/02/2018 to 02/03/2018

Back

Next

Cancel

Select the **Reservation Pickup Date** and **Quantity** from the dropdown menus and click **Next**.

**NOTE:** Standby Requests are good for today and tomorrow. If equipment does not become available within that timeframe, the request will expire.

### Create Request



Request Type Standby

\* indicates required field

**Request Details**

Reservation Pickup Date \* 02/03/2018

**Order Details**

Quantity \* 2

**Additional Information**

Reference #

CC Email

Back Next Cancel

Check the information on the confirmation screen and, if everything is correct, click **Submit**. If you need to make changes, click **Back**.

### Create Request



Company TEST ACCOUNT - XXXX

Request Type Standby

Quantity 2

Reservation Pickup Date 02/03/2018 0:00

Expiration Date/Time 02/04/2018 0:00

On Behalf Of User

Reference #

CC Email

Back Submit Cancel

Once you've submitted your request, you will see your request numbers on the bottom of the "Success" pop up screen. This information can also be viewed in the **Activity Tab/Request** section.

**Success** ✕

Request Type

Standby

Quantity

2

Creation Date/Time

02/02/2018 9:30

Reservation Pickup Date

02/03/2018 0:00

Expiration Date/Time

02/04/2018 0:00

On Behalf Of User

Reference #

CC Email

Request #

000020

000021

OK

**NOTE:** You are not able to outgate equipment with a request number. A request will convert to a valid reservation if equipment becomes available. If equipment does not become available, the request will expire. Submitting a request does not guarantee that you will receive a valid reservation number.

## Making an Advance Booking Request

An Advance Booking is a reservation made for a future date. You can make an Advance Booking request whether or not there is equipment available at your preferred location. An Advance Booking request will convert to a valid reservation at 00:01 on the day it is requested, but only if there is equipment available.

### To Make an Advance Booking Request:

Click on the location and asset size in the table then click the **Make Request** button.

### Reserve Equipment

Create Reservation

First, click on the row below that shows the location and equipment you need. To make an immediate reservation, click the "Create Reservation" button. If there is a "0" showing in the "Available" column for the location and equipment that you need, click the "Make Request" button and choose "Standby Request". This will add you to the waitlist and the request will only become a valid reservation when the equipment becomes available. If you need to make a reservation for a future date, click the "Make Request" button and choose "Advance Booking".

Location Detail

Make Request

Last Updated: 02/02/2018 9:13:32

Columns

Export

#	Product	Region	Market	Pickup Location	Asset Size/Type	Available	Open Reservations	Allow Request
1	Specialty	SOUTHEAST	CHARLESTON	CMC-CHARLESTON	20 TRIAXLE	10	0	Yes
2	Specialty	NORTHEAST	ELIZABETH	INTEGRATED INDUSTRIES CORP	20 TRIAXLE	1	0	No
3	Specialty	NORTHEAST	ELIZABETH	ROAD RUNNER TOWING AND TR...	20 TRIAXLE	2	0	Yes
4	Specialty	NORTHEAST	ELIZABETH	ROAD RUNNER TOWING AND TR...	40 TRIAXLE	0	0	Yes

Choose **Advance Booking** from the “Request Type” dropdown menu and click **Next**.

**Create Request** ✕

**Request Details**

Location

ROAD RUNNER TOWING AND TRUCK SERVICE  
(ROAD RUNNER TOWING A)

Asset Type

40 TRIAXLE

Product Name

Specialty

Company

TEST ACCOUNT - XXXX

**Request Type**

Request Type \*

Advance Booking

Make an Advance Booking to reserve equipment up to 7 days  
before you need to pick it up.

Valid Date Range: 02/02/2018 to 02/08/2018

Back

Next

Cancel

Select the **Reservation Pickup Date** and **Quantity** from the dropdown menus and click **Next**.

**Create Request** ✕

Request Type

Advance Booking

\* indicates required field

**Request Details**

Reservation Pickup  
Date \*

02/08/2018

**Order Details**

Quantity \*

2

**Additional Information**

Reference #

CC Email

Back

Next

Cancel

Check the information on the confirmation screen and, if everything is correct, click **Submit**. If you need to make changes, click **Back**.

### Create Request



Company	TEST ACCOUNT - XXXX
Request Type	Advance Booking
<hr/>	
Quantity	2
Reservation Pickup Date	02/08/2018 0:00
Expiration Date/Time	02/09/2018 0:00
On Behalf Of User	
Reference #	
CC Email	

BackSubmitCancel

Once you've submitted your request, you will see your request numbers on the bottom of the "Success" pop up screen. This information can also be viewed in the **Activity Tab/Request** section.

### Success



Request Type	Advance Booking
Quantity	2
Creation Date/Time	02/02/2018 10:15
Reservation Pickup Date	02/08/2018 0:00
Expiration Date/Time	02/09/2018 0:00
On Behalf Of User	
Reference #	
CC Email	
Request #	000022 000023

OK

**Note:** Advance Booking requests cannot be made for same-day pickup. An Advance Booking request is not a valid reservation until the system fills the request. At that point, you will receive a valid reservation number. Submitting a request does not guarantee that you will receive a valid reservation number.



## Viewing and Canceling Reservations

To view Reservations that are associated with your SCAC, go to the **Activity** tab.

Within the “Activities” section of the Activity tab, you will see all reservations that have been created for your SCAC. Reservations fall into five statuses:

- **Reserved** – a reservation that is currently open and valid to outgate equipment
- **Canceled** – a reservation that was canceled because it was no longer needed
- **Expired** – a reservation that was made but was never used to outgate a piece of equipment
- **Utilized** – a reservation that was used to outgate a piece of equipment and that piece of equipment is still out on the street
- **Completed** – a reservation that was used to outgate a piece of equipment and that piece of equipment was ingated and the move is now closed.

The screenshot shows the DCL Direct ChassisLink Inc. web application. The top navigation bar includes links for Home, Business Intelligence, Maintenance and Repair, and Lisa Lasser. The main navigation bar has tabs for INVOICES, CHASSIS ACTIVITY, COMPANIES AND USERS, **ACTIVITY** (highlighted with a red box), RESERVE EQUIPMENT, INVENTORY, ANNOUNCEMENTS, and NOTIFICATIONS. A 'Make a Payment' button is visible on the right. The 'Activity' section is active, showing a sub-tab for 'Activities' (highlighted with a red box) and a 'Requests' tab. Below the tabs are buttons for Refresh, Search, Clear, and a dropdown menu for 'TEST ACCOUNT (XXXX)'. A 'Quick Filters' section with a 'Save View' button is also present. The main table displays a list of reservations with columns: #, Product, Chassis, Container, Reservation #, Reservation Status, and Pick Up Location. The 'Reservation #' and 'Reservation Status' columns are highlighted with a red box. The table shows four reservations, with the first three in 'Reserved' status and the last one in 'Canceled' status.

#	Product	Chassis	Container	Reservation #	Reservation Status	Pick Up Location
1	Specialty			SPEC002027	Reserved	CONGLOBAL-HOUSTON P
2	Specialty			SPEC002028	Reserved	CMC-CHARLESTON
3	Specialty			SPEC002029	Reserved	CMC-CHARLESTON
4	Specialty			SPEC002030	Canceled	CMC-CHARLESTON

If you need to cancel a reservation that you've created, select the row showing the appropriate reservation number to highlight it and click **Cancel Reservation**. You will receive an email confirmation notifying you that the reservation has been cancelled. The system will also trigger a cancellation 301 message that will be sent to the start/stop location letting them know the reservation is no longer valid.

This screenshot shows the 'Activity' tab with the 'Cancel Reservation' button highlighted with a red box. The table below shows two reservations, both in 'Reserved' status. The 'Cancel Reservation' button is located above the table, and the 'Reservation Status' column is highlighted with a red box.

#	Pool Contract	Pick Up Location	Asset Type	Reservation #	Reservation Stat...	Reservation Cre...	Reservation Exp...
1	IPPZ	CONGLOBAL-LOS ANGELES	40FT	IPPZ000001	Reserved	07/06/2017 13:31	07/07/2017 23:59
2	IPPZ	CONGLOBAL-LOS ANGELES	40FT	IPPZ000002	Reserved	07/06/2017 13:31	07/07/2017 23:59

Once you've canceled the reservation, the Reservation Status will change from “Reserved” to “Canceled” and the reservation will no longer be able to be used to outgate equipment.

This screenshot shows the 'Activity' tab with the 'Reservation Status' column highlighted with a red box. The table below shows two reservations; the first is now in 'Canceled' status, while the second remains in 'Reserved' status.

#	Pool Contract	Pick Up Location	Asset Type	Reservation #	Reservation Stat...	Reservation Cre...	Reservation Exp...	Cha
1	IPPZ	CONGLOBAL-LOS ANGELES	40FT	IPPZ000001	Canceled	07/06/2017 13:31	07/07/2017 23:59	
2	IPPZ	CONGLOBAL-LOS ANGELES	40FT	IPPZ000002	Reserved	07/06/2017 13:31	07/07/2017 23:59	

When a reservation is used to outgate a piece of equipment, the status will change to from “Reserved” to “Utilized”. You can view which chassis number gated out by selecting the row and clicking “Detail”.

This screenshot shows the 'Activity' tab with the 'Details' button highlighted with a red box. The table below shows two reservations; the first is now in 'Canceled' status, while the second remains in 'Reserved' status.

#	Pool Contract	Pick Up Location	Asset Type	Reservation #	Reservation Stat...	Reservation Cre...	Reservation Exp...	Cha
1	IPPZ	CONGLOBAL-LOS ANGELES	40FT	IPPZ000001	Canceled	07/06/2017 13:31	07/07/2017 23:59	
2	IPPZ	CONGLOBAL-LOS ANGELES	40FT	IPPZ000002	Reserved	07/06/2017 13:31	07/07/2017 23:59	

The chassis number that was gated out against the reservation number will be displayed in the “Chassis” field.

## Activity Details



Pool Contract	IPPZ	Market	LOS ANGELES
Region	PACIFIC SOUTHWEST	Asset Type	40FT
Reservation #	IPPZ000002	Customer	TEST ACCOUNT - XXXX
Chassis		Pick Up Location	CONGLOBAL-LOS ANGELES
Reservation Status	Reserved	Reserved By	llasser@rez1.com
CC E-mail		Reservation Date/Time	07/06/2017 13:31
Expiration Date/Time	07/07/2017 23:59	Cancellation Date/Time	

[Previous](#)[Next](#)[Close](#)

## Viewing and Canceling Requests

To view Requests that are associated with your SCAC, go to the **Activity** tab.

Requests are Not valid reservations. Instead, they are a way of letting DCLI know that you are requesting equipment for a certain day. If equipment becomes available on the day you requested it, the request will convert to a valid Reservation which will be displayed in the Activities Tab with your other reservations.

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Activity

[Refresh](#) [Search](#) [Clear](#)

TEST ACCOUNT (XXXX)

Quick Filters: [Save View](#)

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[Details](#) [Edit](#) [Cancel](#) Last Updated: 12/12/2017 13:09:47 [Columns](#) [User](#)

#	Program	Owner	Metro	Location	Asset Type	Request #	Status	Request Type	Reservation Pick Up Date/Time	Expiration Date/Time
1	SPEC1	CONGLOBAL	HOUSTON	CONGLOBAL-HOUSTON PORT	20 TRIAXLE	000008	Pending	Advance Booking	12/18/2017 00:00 UTC	12/18/2017 15:00 UTC
2	SPEC1	CONGLOBAL	HOUSTON	CONGLOBAL-HOUSTON PORT	20 TRIAXLE	000009	Pending	Advance Booking	12/18/2017 00:00 UTC	12/18/2017 15:00 UTC

Within the “Requests” section of the Activity tab, you will see all reservations that have been created for your SCAC. Reservations fall into five statuses:

- **Open** – You’ve requested equipment for a specific date and it is now that date. As equipment becomes available on that date, your request will convert to a reservation which can be used to outgate the piece of equipment.
- **Pending** – You’ve requested equipment for a specific date and it is not yet that date
- **Reserved** – the system turned your request into a reservation number that can be used to outgate the chassis. When the system turns the request into a reservation, you will receive an email confirmation with the reservation number and it will include when the reservation will expire. This information is also visible in your Activities tab with your other reservations.
- **Canceled** – You made a request but canceled it before it could convert to a reservation
- **Expired** – You requested equipment, but there was none available so the request never turned into a valid reservation

Once a request has turned into a reservation, an email with all applicable reservation information will be sent. If a CC email address was entered, that person will also receive the email.

*Note: A unique reservation number and confirmation email will be created for each asset booked.*

Should you need cancel a request because it's no longer needed, click on the request in the table and click **Cancel**. You are only able to cancel requests that are in "Open" or "Pending" status.

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Columns

TEST ACCOUNT (XXXX)

#	Program	Owner	Metro	Location	Asset Type	Request #	Status	Request Type	Reservation Pick Up Date/Time	Expiration Date/Time
1	SPEC1	CONGLOBAL	HOUSTON	CONGLOBAL-HOUSTON PORT	20 TRIAXLE	000008	Pending	Advance Booking	12/18/2017 00:00 UTC	12/18/2017 15:00 UTC
2	SPEC1	CONGLOBAL	HOUSTON	CONGLOBAL-HOUSTON PORT	20 TRIAXLE	000009	Pending	Advance Booking	12/18/2017 00:00 UTC	12/18/2017 15:00 UTC

Quick Filters:

Save View