

## TOPS update September 27, 2022 - version 4.6.9.2

The Tops system will be unavailable from 5-7am PST on September 27<sup>th</sup>. Following the update, you will see the following enhancements and bug fixes:

### Dangerous Goods

If you have a mixed load with multiple DG UN's to be entered, this version provides a 'Mixed' tick box that can be selected in replace of entering multiple UN's.

- when you have 1 DG on a BOL



Dangerous Goods?  DNP?  Mixed?

+	UN Number	Class / IMO	Proper Shipping Name
[-] x			

- when you have multiple DG's on a BOL



Dangerous Goods?  DNP?  Mixed?

Reminder: Please ensure you have added the DG documents as an attachment direct to the BOL. This is required for single or mixed loads

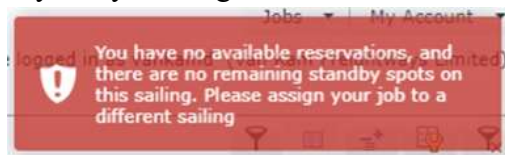
### Selecting Standby request for a sailing

When assigning your BOL to a sailing as a 'standby request', if the sailing appears in **red font**, it means the sailing has reached/exceeded its standby spots and is not accepting any additional standby requests. Please select another sailing that remains in black font.



Route: Tilbury > Swartz Bay						
61517	09/16/2022	22:30		59	2	57

If you try to assign a BOL to a locked sailing, you will receive the following message:

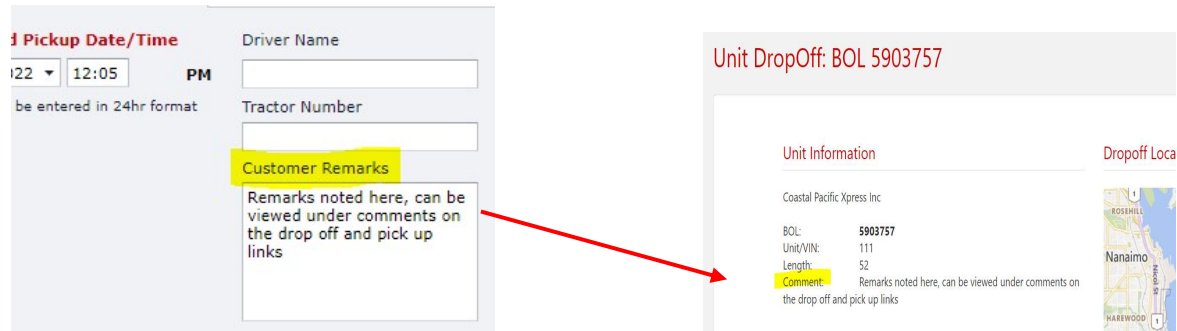


Reminder: a standby request is not a guarantee

## Dropoff and pickup links for drivers

### Remarks / Comments

All customer remarks noted on the BOL will now be visible under ‘comments’ on the drop off or pick up links sent to the driver



**1 Pickup Date/Time**  
 122 12:05 PM  
 be entered in 24hr format

Driver Name  
 Tractor Number  
**Customer Remarks**  
 Remarks noted here, can be viewed under comments on the drop off and pick up links

**Unit DropOff: BOL 5903757**

**Unit Information**  
 Coastal Pacific Xpress Inc  
 BOL: 5903757  
 Unit/VIN: 111  
 Length: 52  
**Comment:** Remarks noted here, can be viewed under comments on the drop off and pick up links

**Dropoff Loca**  
 NANAIMO  
 HAREWOOD

### Earliest drop off time

The link received by the driver now provides the earliest drop off time available to bring the unit to the departure terminal

### Sailing Information

Route: Duke Point > Tilbury  
 Earliest: 11/06/2022, 21:50  
 Cutoff: 12/06/2022, 06:35  
 Departure: 12/06/2022, 09:50

### Parking Instruction

Provided the BOL was assigned to a sailing, the drop off link sent to the driver will include parking instruction advising them where to park when they reach the departure terminal.

### Instructions

Terminal  
 Instructions:  
 Parking Zone  
**Instructions:** Park in Zone B, nose facing water. Pups, B-Trains: Use intercom for further instructions.

### Pick up Link available

The ‘send pickup link’ is now available on the BOL to be sent to drivers from the time the BOL is created to the time the Bol has been picked up at the arrival terminal

## Reservations

Customers with more than 1 associated account (parent/child account) can now see how many reserved spots are available for each division. If the remaining reservations appears in red font, that means the reservations noted are for more than 1 (parent/child). If you click on the red 'remaining reservation' you will see a breakdown of how many reservations spots are available for each parent/child

Sailing ID	AAT	SAT	Unit Capacity	Assigned Units	Remaining Reser	Route	SDD
61503	10:22	10:15	59	0	0	Tilbury > Duke P	09/14/20
59399		05:55	100	0	0	Surrey > Duke P	09/20/20
61480		19:50	59	0	3	Tilbury > Duke P	09/16/20
61646		16:00	59	0	0	Duke Point > Sul	09/16/20

## Deleting views

When deleting a personalized view, you will not be prompted with the message below to confirm you would like to delete this view. This is to eliminate views being deleted in error.



The following bugs are corrected in this version:

- An account with reservations for both parent/child can no longer use the others reservations