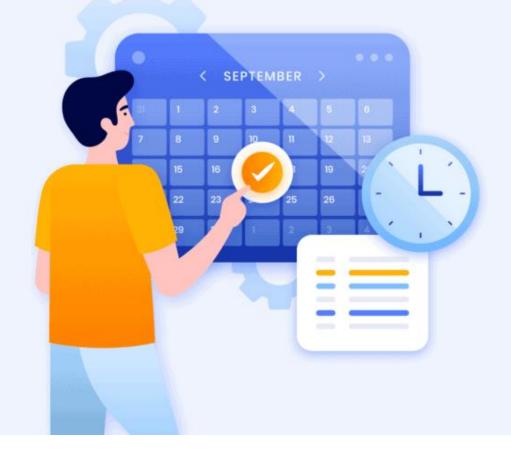
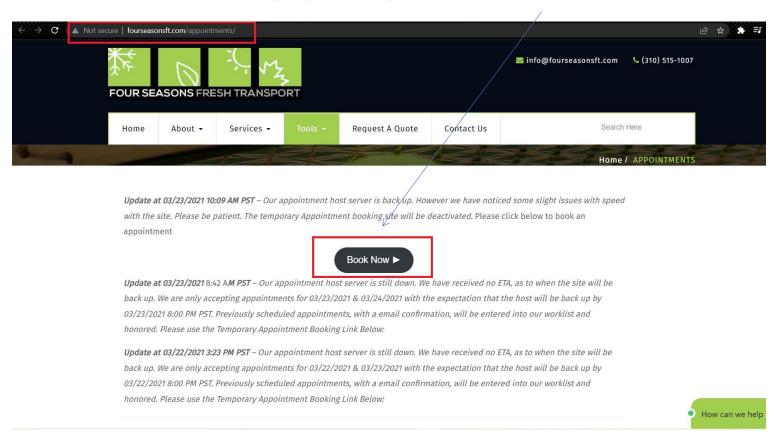
# Booking Appointment



## **Booking Appointment**

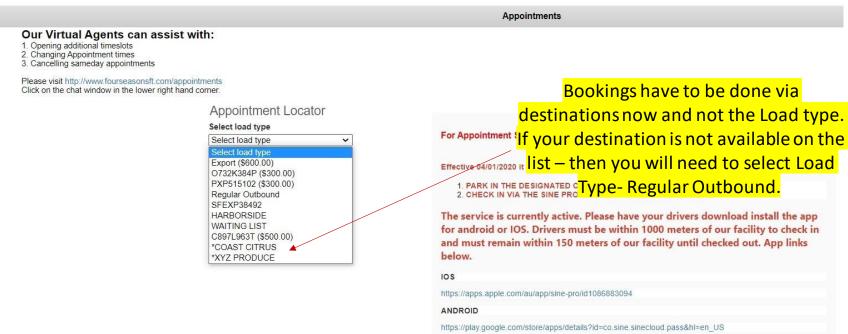
Link to Book Your Appointment - <a href="https://www.fourseasonsft.com/appointments">https://www.fourseasonsft.com/appointments</a>

Once you open this link, please click on Book Now



Once you click Book Now, you will then need to click on Select load type

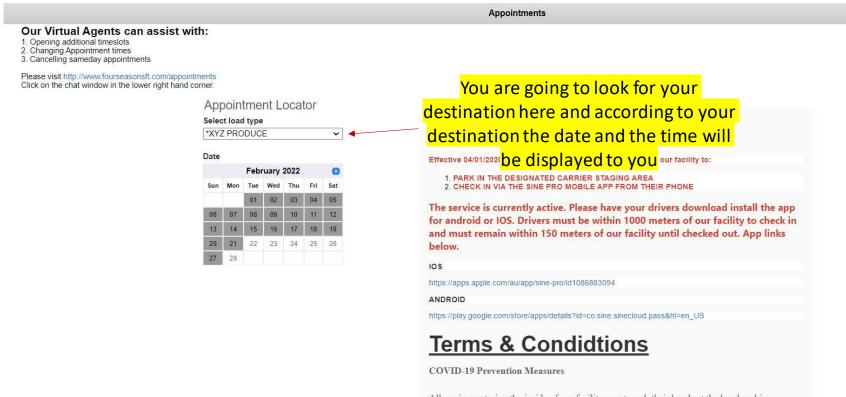




Note: Under the Appointment Locator, you will no longer be using the list that was available earlier with the exception of Load Type - Regular Outbound

You will now need to look into where your destination is going to be at, and accordingly select that Destination under Appointment Locator.

### FOUR SEASONS FRESH TRANSPORT



Note: Many of the existing Load Types will be removed when the change goes live. You will see Load Type Regular Outbound and you will also see your location under this list.

check in and out. If that is not possible we have an outdoor open air kiosk. Anyone at our

## Select your destination

#### Appointments

#### Our Virtual Agents can assist with:

- 1. Opening additional timeslots
- Changing Appointment times
   Cancelling sameday appointments

Please visit http://www.fourseasonsft.com/appointments

Click on the chat window in the lower right hand corner.



Once you select the destination you will be able to book an appointment on the time slots available to that particular destination.

Select Appo	intment Time	
Friday, February	25, 2022	
8:00am		
8:30am		
9:00am		
9:30am		
10:00am		
10:30am		
11:00am		
11:30am		
12:00pm		
12:30pm		
1:00pm		
1:30pm		
2:00pm		
2:30pm		
3:00pm		
3:30pm		
4:00pm		
4:30pm		
5:00pm		
5:30pm		
6:00pm		
6:30pm		
7:00pm		
7:30pm		
0,00pm		

Your time slots will now be based on the location you select under Appointment Locator.

#### Our Virtual Agents can assist with:

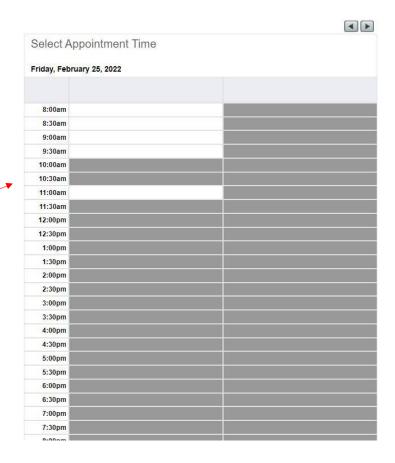
- 1. Opening additional timeslots
- 2. Changing Appointment times 3. Cancelling sameday appointments

Please visit http://www.fourseasonsft.com/appointments

Click on the chat window in the lower right hand corner.

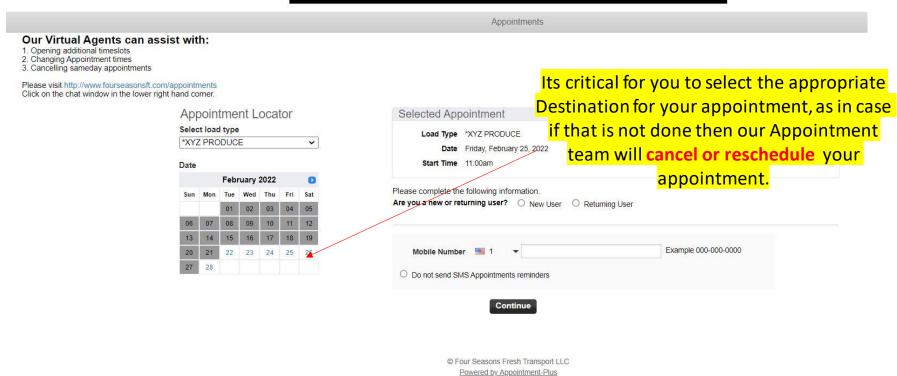


Based on destinations, that will determine what the time slots will be available for you as advised by your customer.



# Make sure you chose appropriate destination





## Update the form to book your appointment



Load Type *XYZ PRODUCE Date Friday, February 25, 2022 Start Time 11:00am  Please complete the following information.  Are you a new or returning user? New User Returning User  New User  * Indicates required field  * Carrier Name  * Contact First Name  * Contact Last Name  * Best Contact Phone  * Email  * Login  Login Rules  * Password  Weak Strong Password Rules	
Start Time 11:00am  Please complete the following information.  Are you a new or returning user?  New User  Returning User  New User  * Indicates required field	
Please complete the following information.  Are you a new or returning user?  New User  Returning User  New User  * Indicates required field  * Carrier Name  * Contact First Name  * Contact Last Name  * Best Contact Phone  * Email  * Login Login Rules	
Are you a new or returning user? New User Returning User  New User  * Indicates required field  * Carrier Name  * Contact First Name  * Contact Last Name  * Best Contact Phone  * Email  * Login Login Rules	
* Indicates required field  * Carrier Name  * Contact First Name  * Contact Last Name  * Best Contact Phone  * Email  * Login Login Rules	
* Indicates required field	
* Carrier Name  * Contact First Name  * Contact Last Name  * Best Contact Phone  * Email  * Login Login Rules	
* Contact First Name  * Contact Last Name  * Best Contact Phone  * Email  * Login Login Rules	
* Contact Last Name  * Best Contact Phone  * Email  * Login Login Rules	
* Best Contact Phone  * Email  * Login Login Rules	
* Email  * Login Login Rules	
* Login Rules	
<u> </u>	
* Password Weak Strong Password Rules	
* Retype Password	
* Pickup or Booking#	
Florup of Booking#	
* \$3 or \$2?	
Where is this load going? (Destination Name, City)	

Every other aspect is still the same and that process does not change. You will need to update other information on your appointment as it was before.

# **Quick Notes**

- Bookings have to be done via destinations now and not Load type.
- Based on destinations, that will determine what the time slots will be available for you as advised by your customer.
- Under the Appointment Locator, you will no longer be using the list that was available earlier with the exception of Load Type Regular Outbound
- You will now need to look into where your destination is going to be at, and accordingly select that Destination under Appointment Locator.
- · Your time slots will now be based on the location you select under Appointment Locator.
- If your destination is not available on the list then you will need to select Load Type- Regular Outbound.
- Many of the existing Load Types will be removed when the change goes live. You will see Load Type Regular Outbound and you will also see your location under this list.
- Once you select the destination you will be able to book an appointment on the time slots available to that particular destination.
- Its critical for you to select the appropriate Destination for your appointment, as in case if that is not done then our Appointment team will cancel or reschedule your appointment.
- Every other aspect of booking appointment is still the same.