



# Transportation Management Fundamentals Course

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## Course Synopsis

The TMS Fundamentals Course is a 3-day course that provides the foundation learning opportunity for all users of the TMS. Students will gain instruction and hands-on experience in the basic processing of loads from order to payment within the application. Various navigation techniques are taught and terminology used in the application will be defined.

## Who Should Attend?

This course is designed for all users of the TMS regardless of their role. Broad-based coverage of all roles provides TMS users with at least a baseline understanding of how the roles interact in performing transportation functions. Recommended attendees include Implementation Project Leaders, Administrators, Load Planners, Transportation Procurement, Dock Operations, Transportation Accounting, Customer Service, Report Creators, and Integrations Developers.

## Prerequisites

There are no prerequisites for this course as this course is the foundation and prerequisite for all subsequent courses offered to support users of the TMS.

## Learning Objectives

**After attending this class, students should be able to:**

- Understand the order to shipment to load relationships in the TMS
- Understand common integration points between the TMS and shipper and carrier systems
- Efficiently navigate the primary functional process pages within the TMS
- Define key terms used throughout the application
- Create basic master data: locations, lanes, regions, carriers, rates, routing guides
- Efficiently access and research order, shipment and load information
- Create Manual Orders
- Plan loads in the Transportation Planning Tool
- Plan loads with Optimization
- Monitor loads throughout the Execution lifecycle and communicate with carriers
- Manage appointments
- Manage accessorial and base rate change requests
- Process load financials
- Generate basic reports that support multiple functions
- Generate reports created by the shipper

## Course Agenda

- Foundation Concepts
- Navigation
- Information Visibility and Tracking
- Geography
- Carrier Management
- Transportation Planning Tool
- Load Optimization
- Load Execution
- Appointment Scheduling
- WebSettle
- Reporting

## Cost

\$3600 (includes lunch when course meets for full days, and your Student course book)

## What to bring

- Students are responsible to bring their own laptops and writing materials. To understand the system minimum requirements for your laptop read the document "PC Technical Requirements for Training Environment" on our training website or search "System Requirements" in the Knowledge Library available in TMS (Answer ID 4660).
- Our training rooms are "cold" to some and "warm" to others. We recommend you dress in layers.

**For More Information** [BluJayU@BluJaySolutions.com](mailto:BluJayU@BluJaySolutions.com)

**Enroll at** [www.BluJaySolutions.com/Training](http://www.BluJaySolutions.com/Training)