Yard Management: how-to guide

IntraSync
November 21, 2026

Yard Management keeps the record of the finished-goods yard: a to-scale map of its cells, where every piece sits, every move and every truck through the gate, and the tasks waiting to be done. Yard staff use it every day to receive, place, find and move pieces, and administrators set up the yards, zones and asset types it runs on.

> *Written for: Yard manager, Yard hand, Gate clerk, Yard administrator.*

> *In the pictures, a numbered red box marks where to click or type. Where a picture has more than one box, the numbers give the order.*

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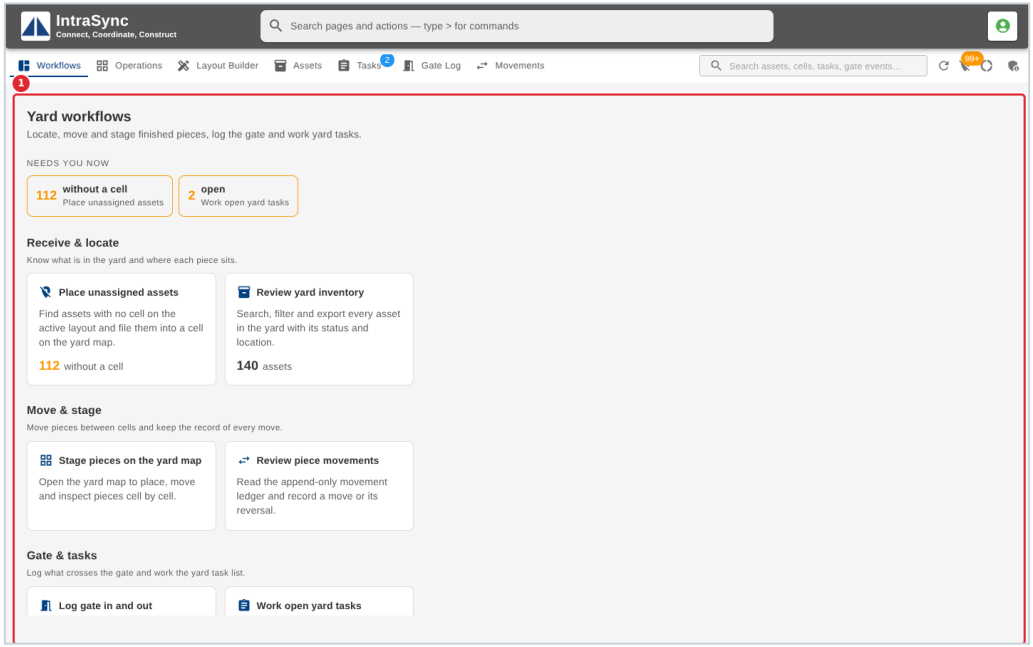
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- 42. Review every layout
- 43. Look up carriers, drivers, vehicles and manifests
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1. Find your way around Yard Management

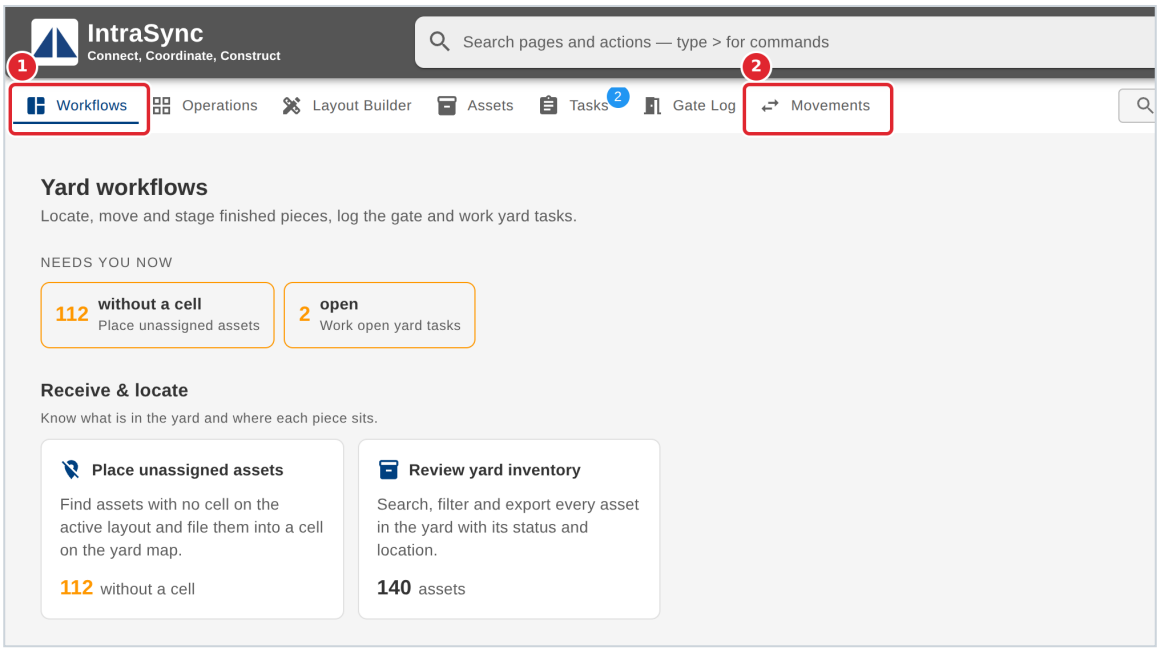
Yard Management keeps the record of the finished-goods yard: where every piece sits, how it moved, what came through the gate and what work is waiting. Start here to learn where everything is.

Before you start:

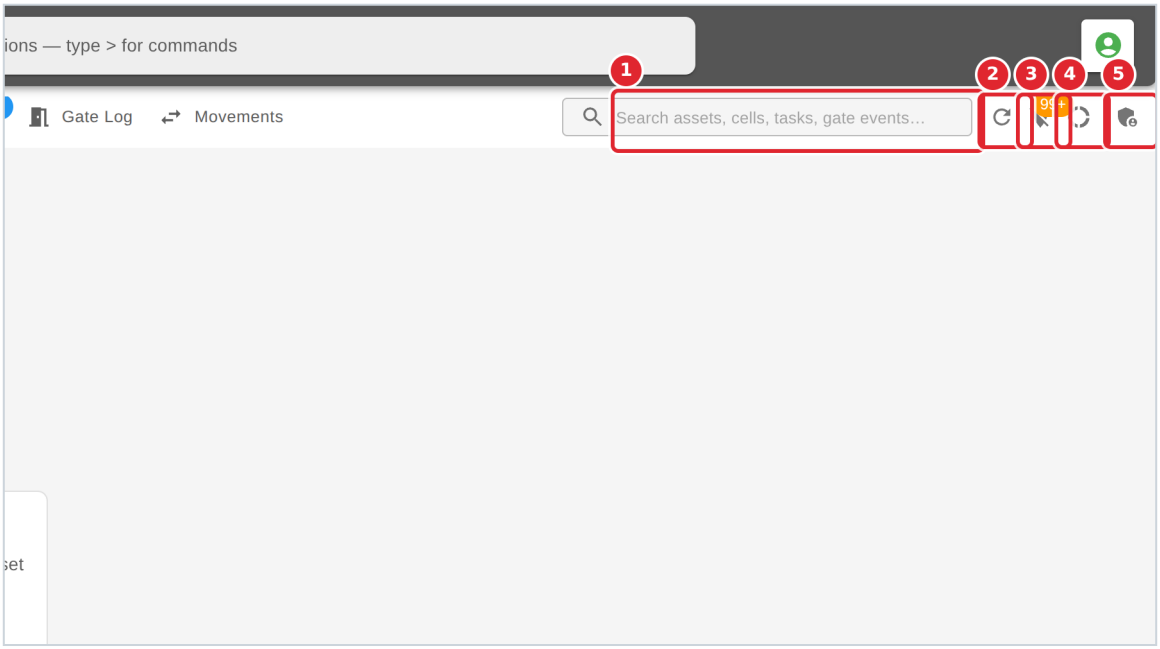
– You are signed in, and Yard Management is turned on for your company.



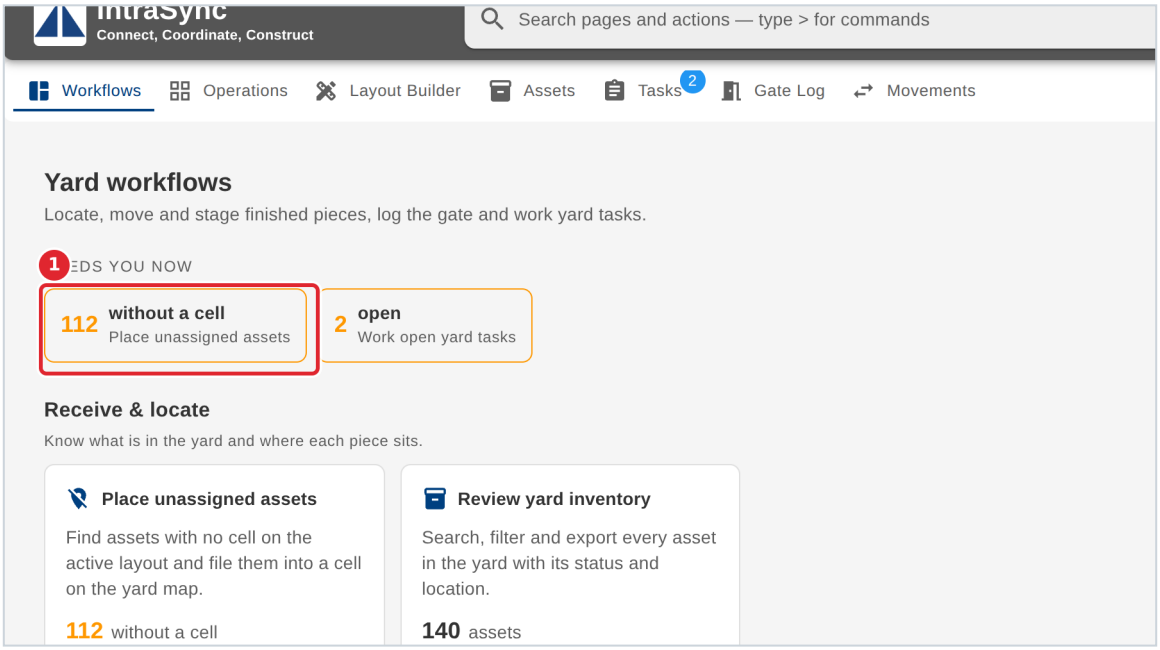
Step 1. Open Yard Management. It opens on the Workflows tab, which groups the yard's work into stages and shows what needs you now at the top.



Step 2. Use the tab strip to move between Workflows, Operations, Layout Builder, Assets, Tasks, Gate Log and Movements.



Step 3. Use the tools at the right of the header: Search the yard, then Refresh yard data, Unassigned assets, Cell capacity and Yard administration.



Step 4. Select a card, or a count under Needs you now, to go straight to that work. The count of assets without a cell, for example, opens the Operations tab to place them.

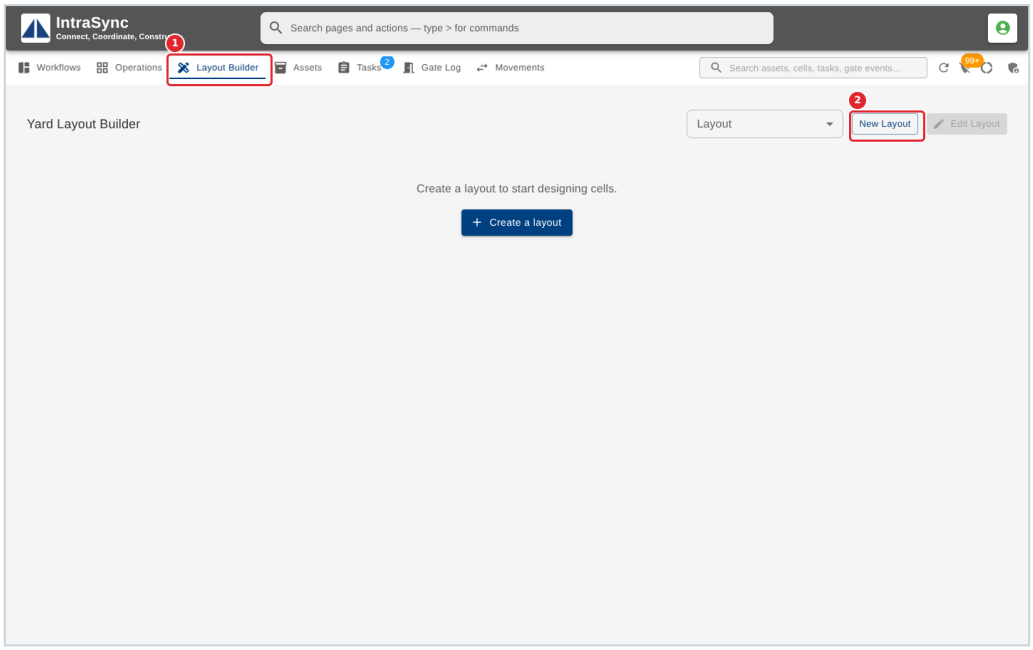
Tips:

- A number on the Tasks tab counts the open tasks, and a number on Unassigned assets counts the assets with no cell on the active layout.
- A count on the Workflows tab that reads unavailable could not be loaded. It does not mean there is nothing to do.
- Refresh yard data reads every list again from the server.

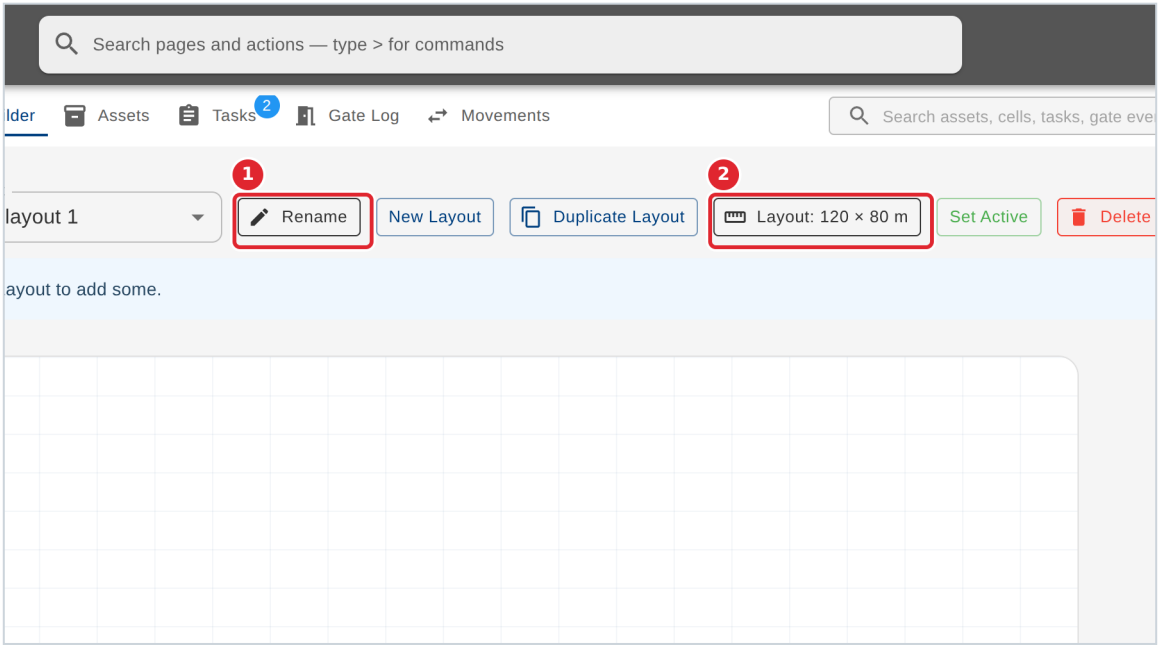
This is shown in the Yard Management video at 0:03.

2. Create a yard layout

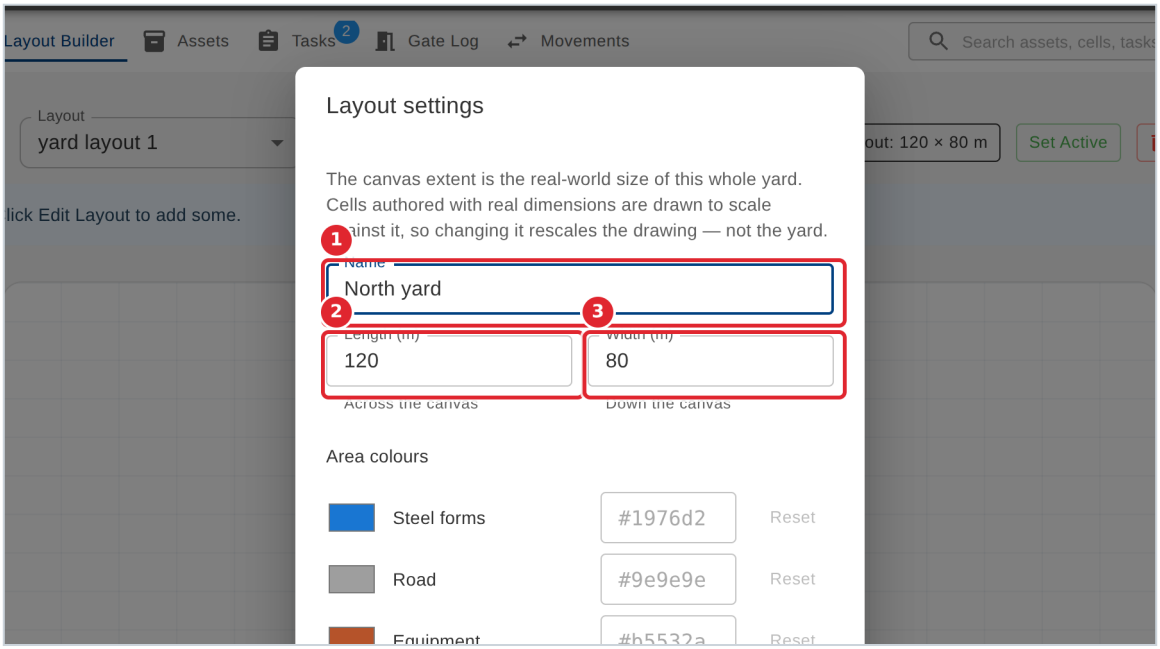
A layout is a to-scale drawing of the yard, divided into cells. Pieces are placed in cells, so a layout comes first.



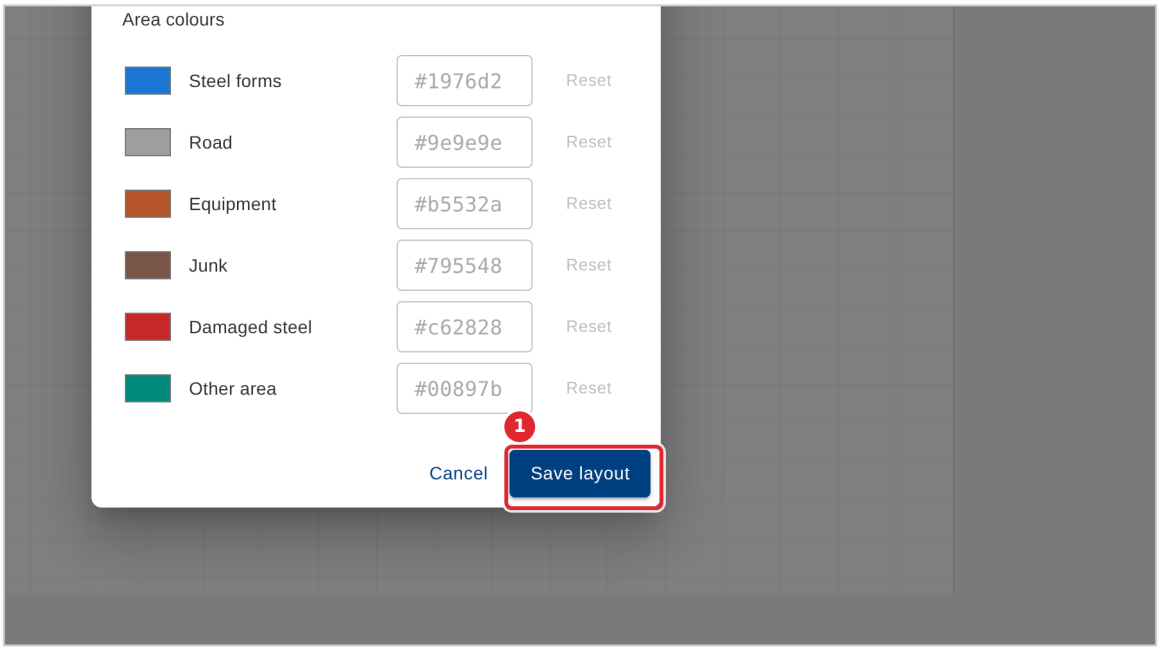
Step 1. Open the Layout Builder tab and select New Layout.



Step 2. The new layout is selected in the Layout list. Select Rename to give it a name, or the Layout size button to set its real size.



Step 3. Enter the Name. Then enter the yard's real Length (across the canvas) and Width (down the canvas), so every cell is drawn to scale.



Step 4. Select Save layout.

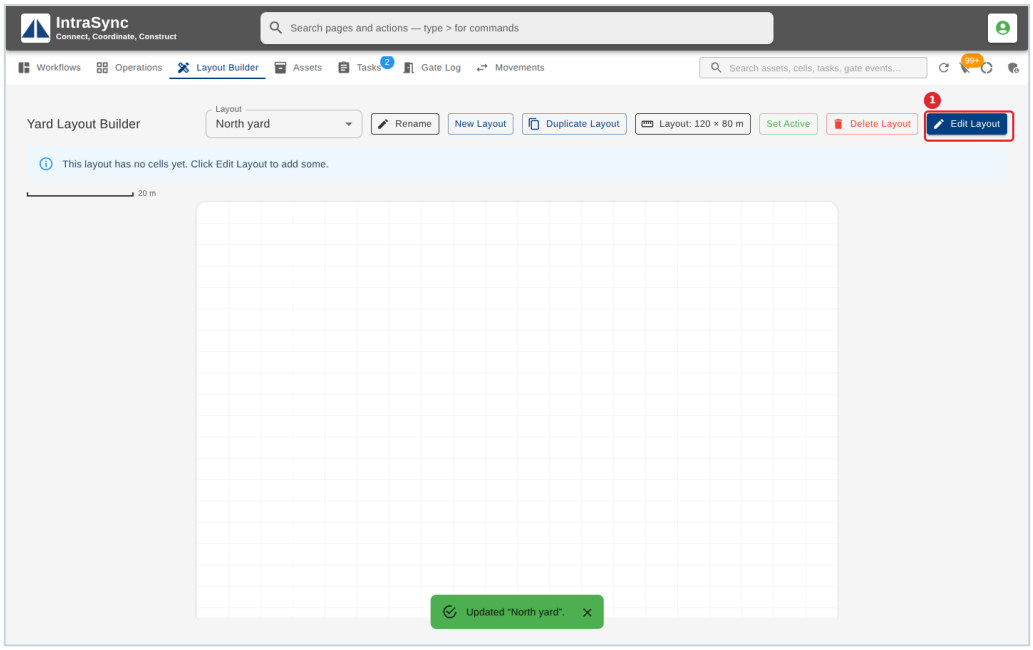
Tips:

- A layout needs a name: Save layout stays unavailable while the Name is blank.
- The Length and Width are the real size of the whole yard. Changing them rescales the drawing, not the yard: every cell keeps its real size.
- Area colours set the colour of each kind of area on this layout. Reset puts one back to the standard colour.

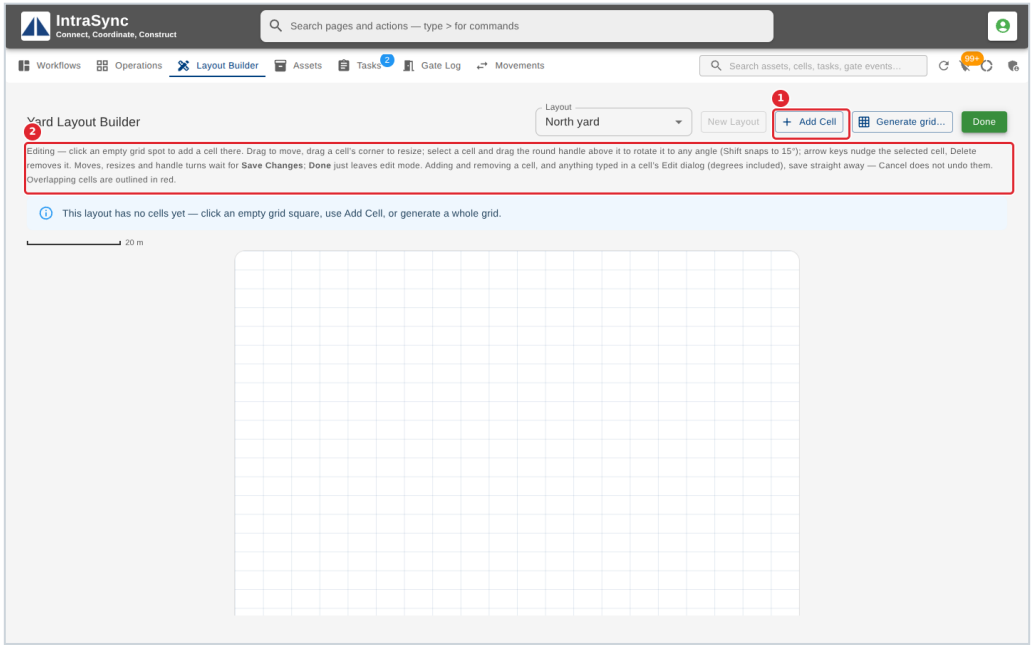
This is shown in the Yard Management video at 0:12.

3. Add cells to a layout

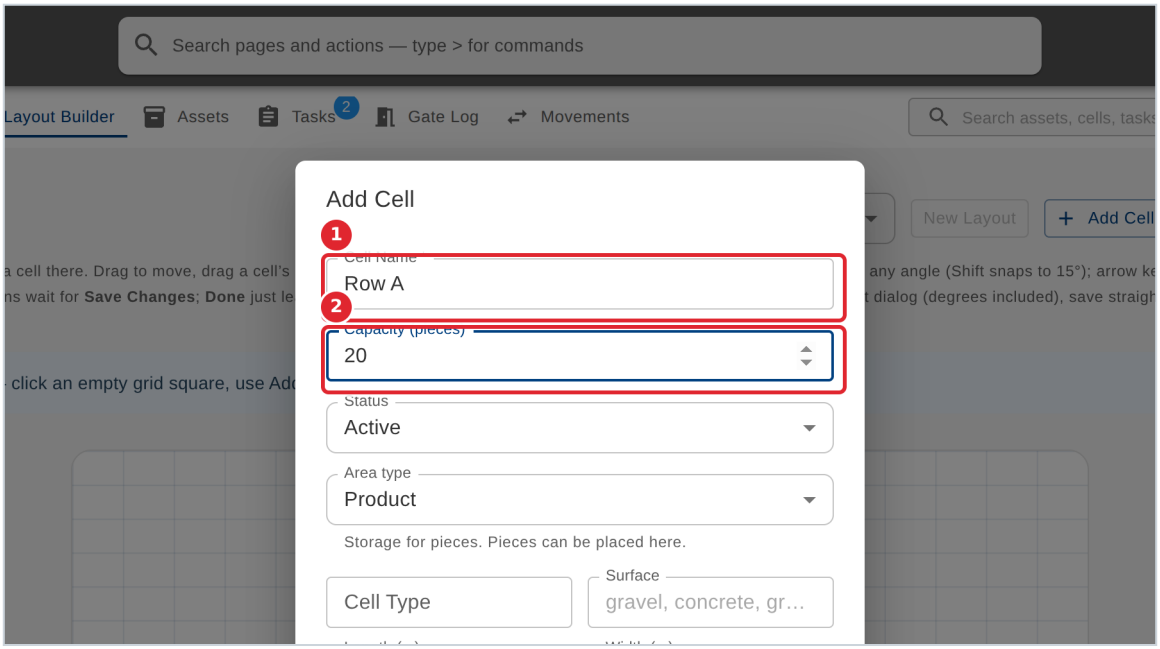
A cell is a place in the yard, such as a row or a bay, that holds pieces. Roads, forms and equipment areas can be drawn too, for reference.



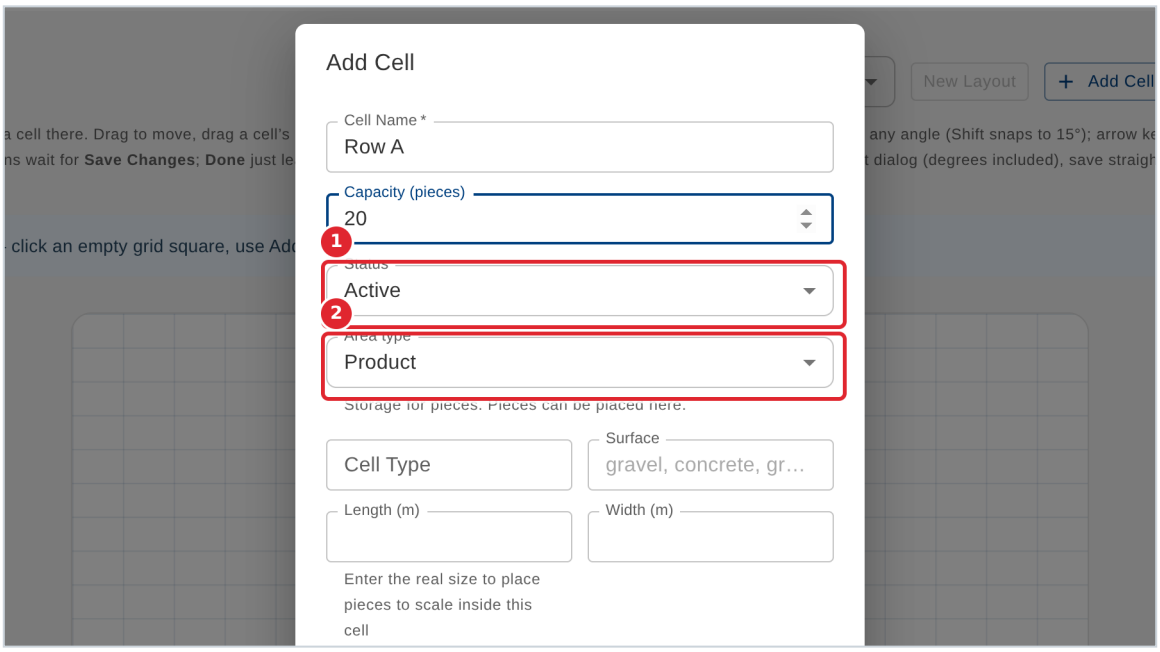
Step 1. With the layout selected, select Edit Layout.



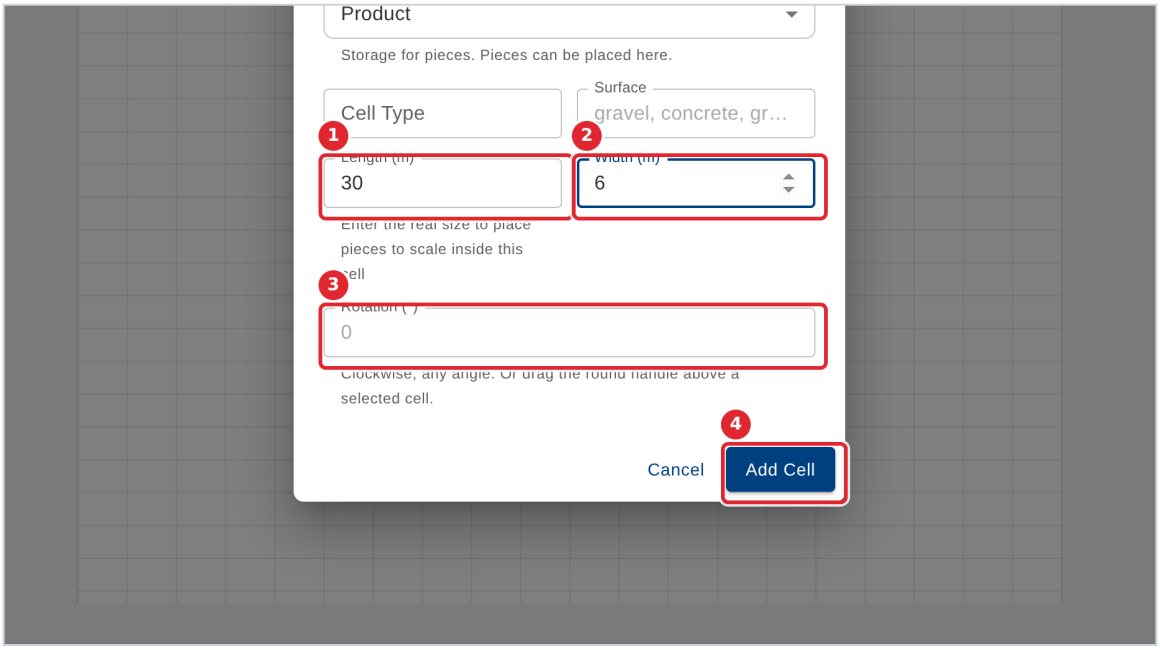
Step 2. Select Add Cell. You can also click an empty spot on the grid.



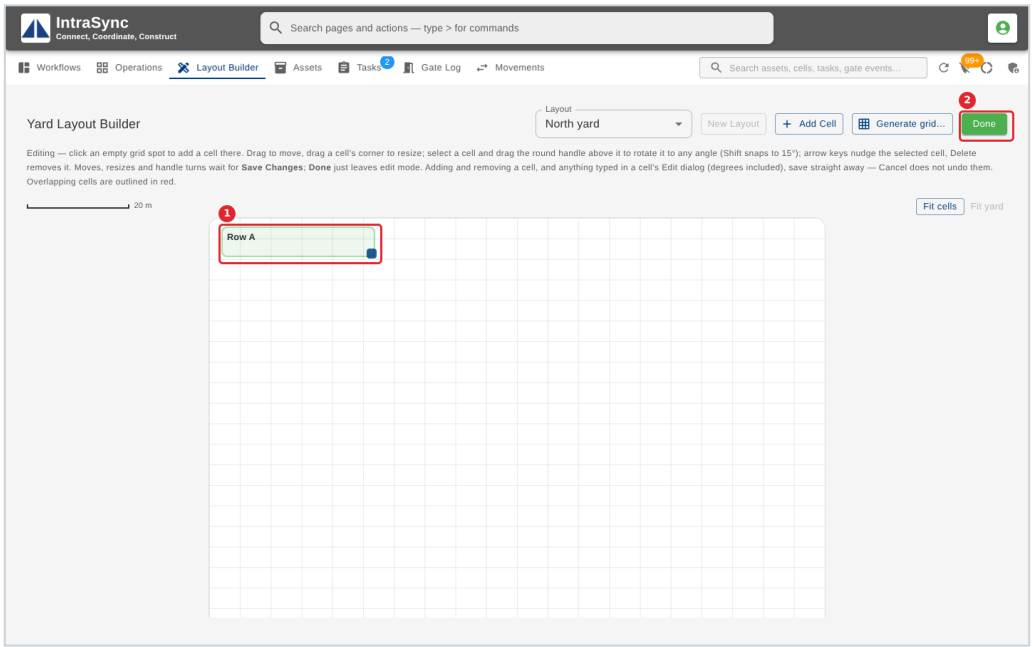
Step 3. Enter the Cell Name and its Capacity in pieces. Leave Capacity blank for no limit.



Step 4. Choose the Status and the Area type. Pieces can only be placed in a Product area; roads, forms and equipment areas are drawn for reference.



Step 5. Enter the cell's real Length and Width, and its Rotation if it is not square to the yard. Then select Add Cell.



Step 6. The cell is drawn on the grid at its real size. Drag it to where it sits in the yard, then select Save Changes, or Done when nothing is waiting to be saved.

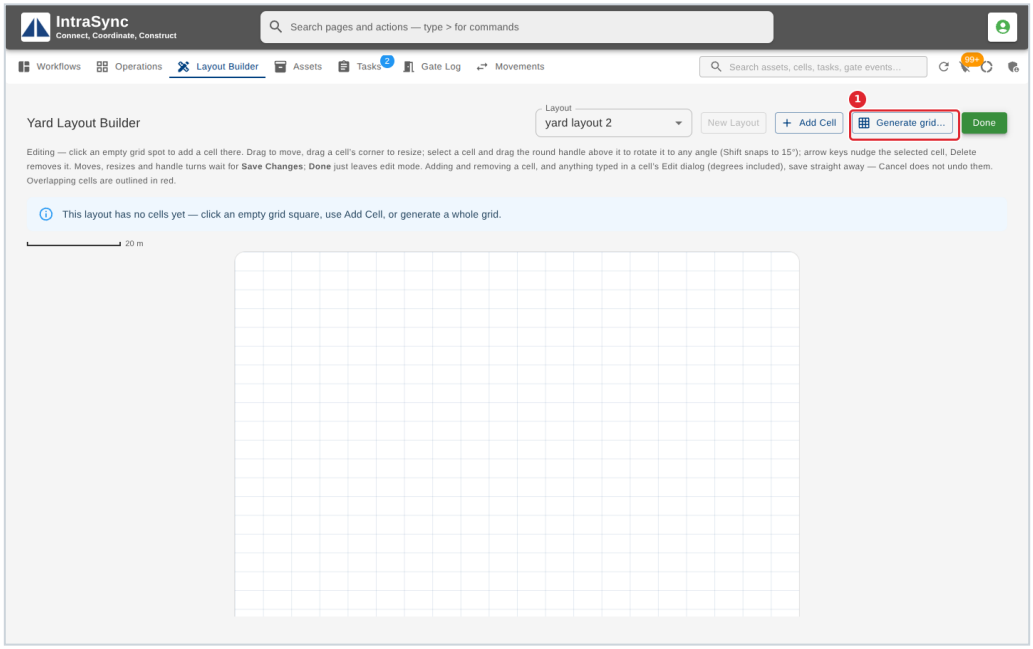
Tips:

- Cell Name is required: Add Cell stays unavailable until it is filled in.
- Length and Width are in metres, or in feet where your company uses imperial units. A size under half a metre is flagged, because pieces cannot be placed to scale in a cell that small. Check you have not typed millimetres.
- A cell that holds pieces cannot be made a road, forms or equipment area until the pieces are moved out.
- Adding or removing a cell, and anything typed in a cell's Edit window, is saved straight away. Moves, resizes and turns made by dragging wait for Save Changes, and Cancel discards them.
- Cells that overlap are outlined in red.

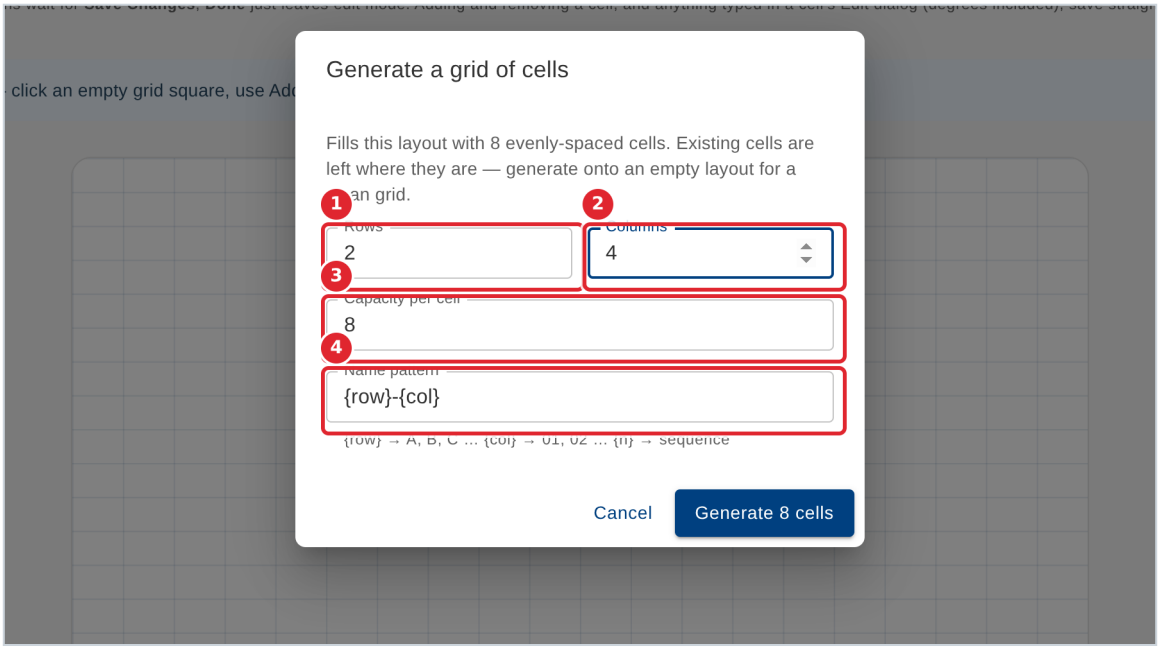
This is shown in the Yard Management video at 0:20.

4. Generate a grid of cells

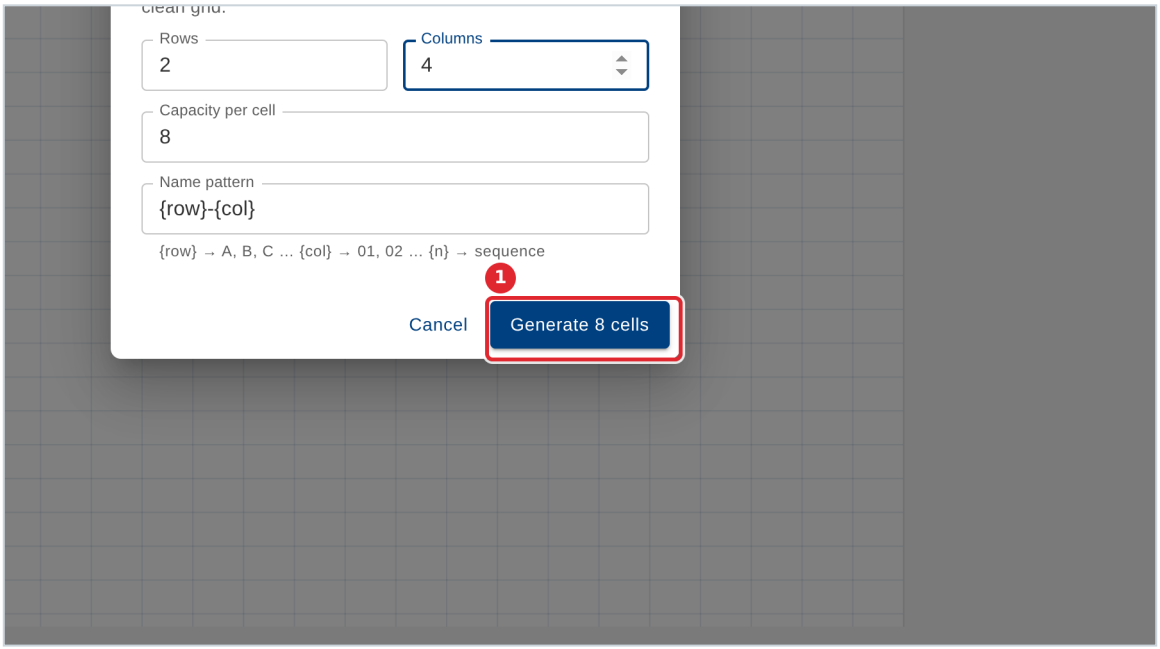
Lay out evenly spaced rows and bays in one step, instead of adding each cell by hand.



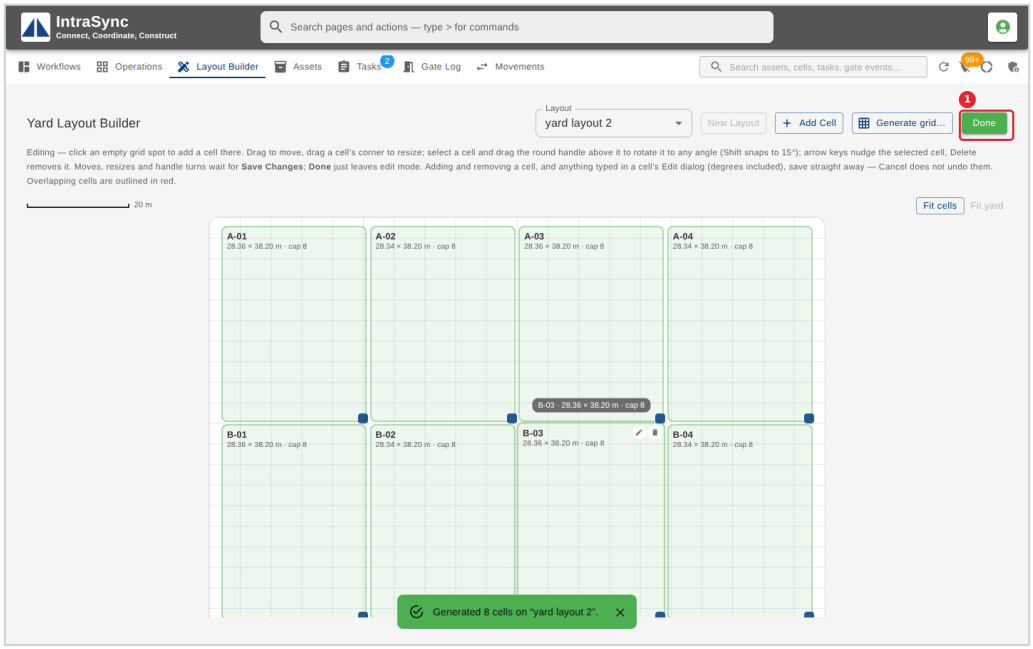
Step 1. To lay out many cells at once, select Edit Layout, then Generate grid.... The grid is spread over the whole layout, so use it on a new or empty layout.



Step 2. Enter the number of Rows and Columns, the Capacity per cell, and the Name pattern. {row} becomes A, B, C, {col} becomes 01, 02, and {n} counts up.



Step 3. Select Generate. The button says how many cells it will make.



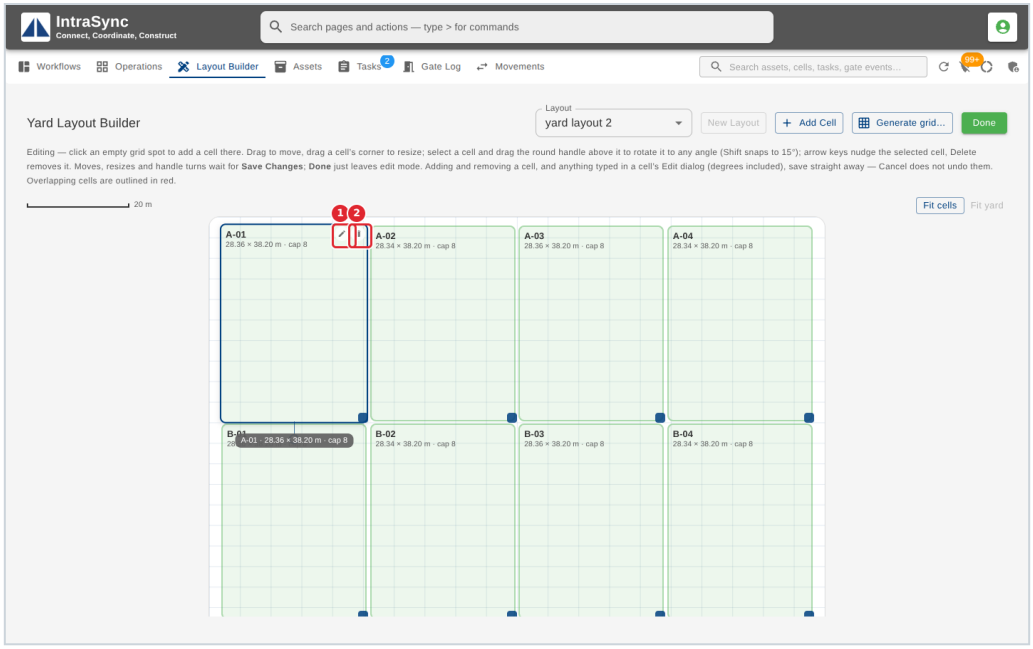
Step 4. The new cells are added to the layout. Select Save Changes, or Done, to leave the editing session.

Tips:

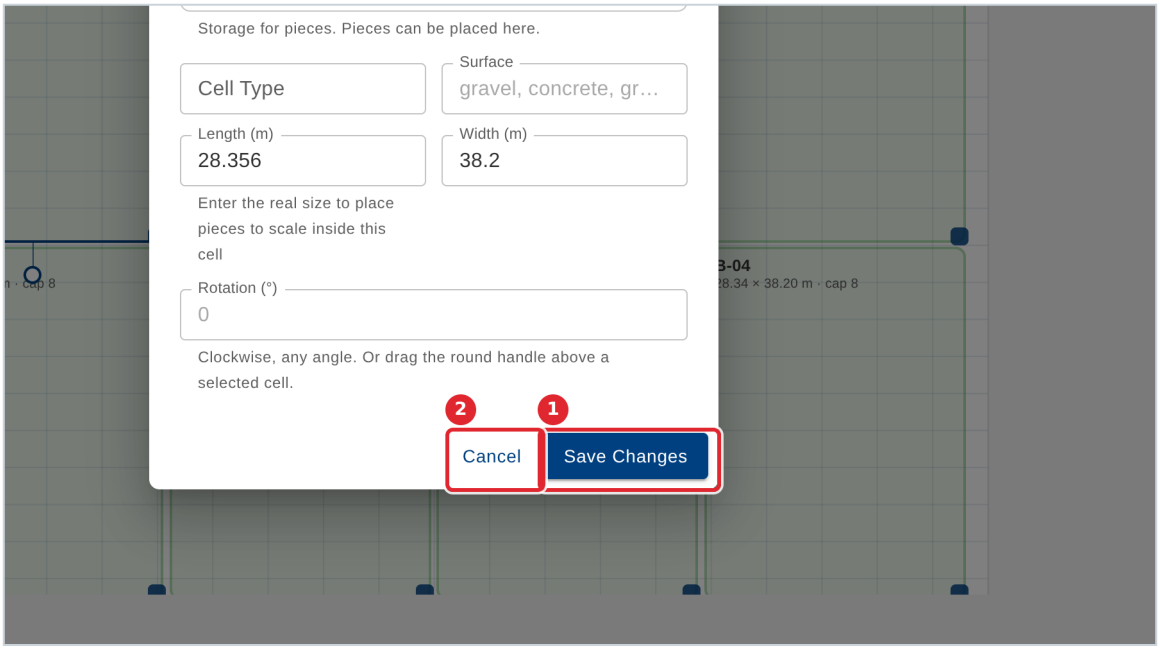
- Rows can be from 1 to 26 and Columns from 1 to 40.
- Cells already on the layout are left where they are and the grid is drawn over them, so start from an empty layout for a clean grid.
- Each generated cell can be changed afterwards like any other.

5. Change or remove a cell

Correct a cell's name, capacity, size or area type, or take it off the layout.



Step 1. To change a cell, select Edit Layout, select the cell, then its pencil (Edit cell). Its bin icon (Remove cell) takes it off the layout after you confirm.



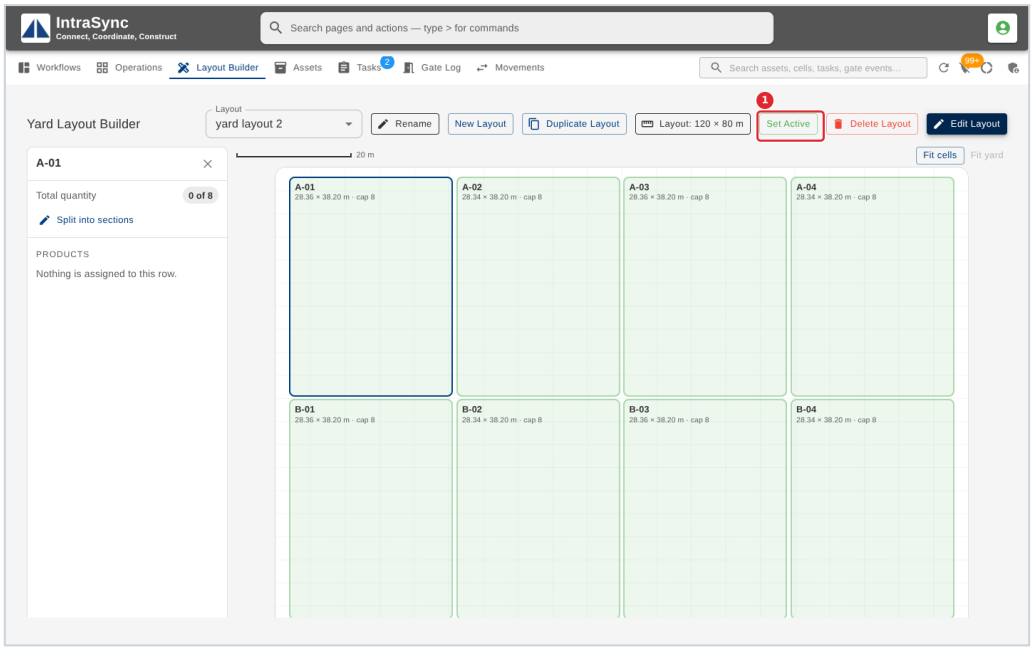
Step 2. Change any field, then select Save Changes. Select Cancel to leave the cell as it was.

Tips:

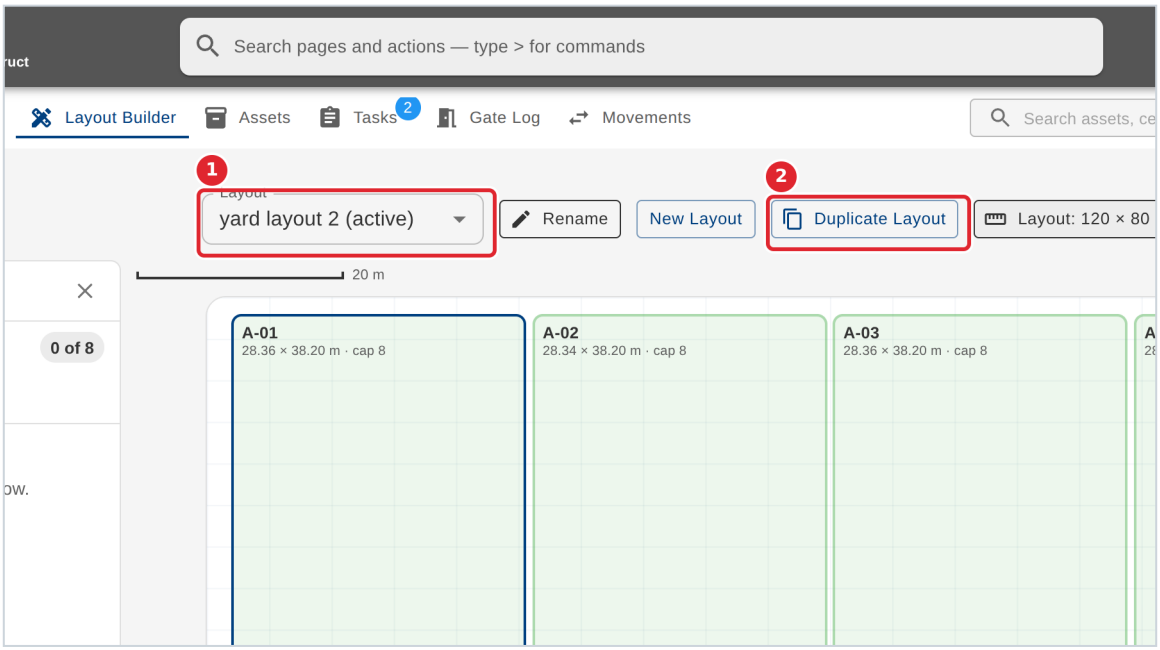
- While editing, you can also drag a cell to move it, drag its corner to resize it, or drag the round handle above a selected cell to turn it. Hold Shift to snap to 15 degrees. Then select Save Changes.
- The arrow keys nudge the selected cell, and Delete removes it.
- Removing a cell asks you to confirm first.

6. Make a layout the active one

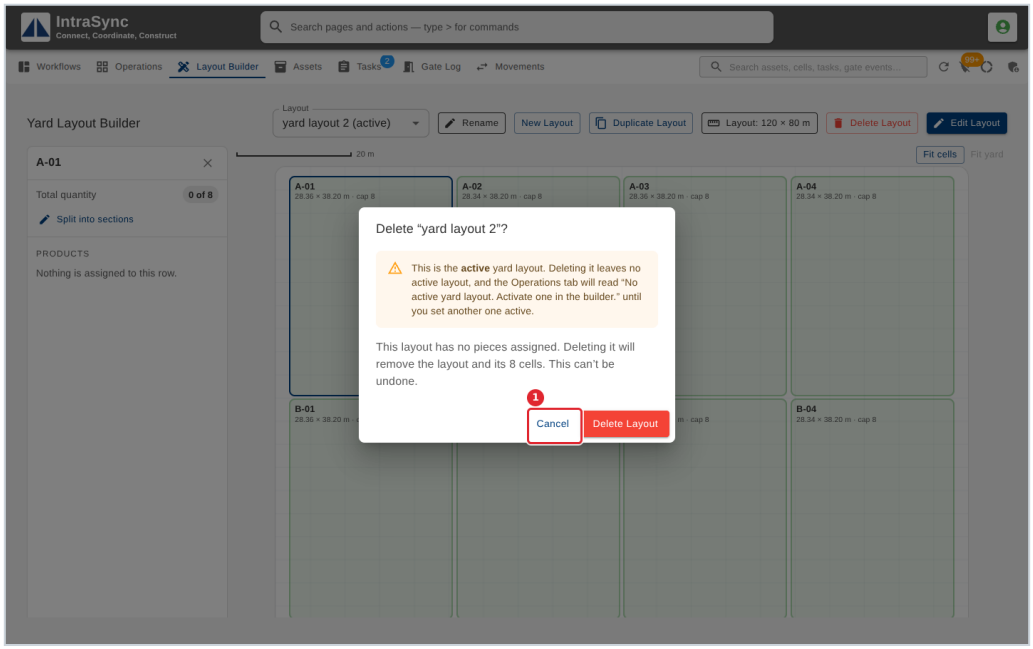
The active layout is the yard as it stands today. The Operations map, Unassigned assets and Cell capacity all work on it.



Step 1. Select Set Active. The active layout is the one the Operations map, placement and intake use; only one layout is active at a time.



Step 2. The Layout list marks it active. Duplicate Layout copies the layout and its cells, but not the pieces placed in them, which is a safe way to plan a change.



Step 3. Delete Layout asks before it deletes, and warns when the layout is the active one or still holds pieces. Select Cancel to keep it.

Tips:

- Set Active is only shown on a layout that is not already active.
- Deleting the active layout leaves the yard with no active layout until you set another one active.
- When a layout still holds pieces, the delete button says it will unassign them first, and they go back to the unassigned list.

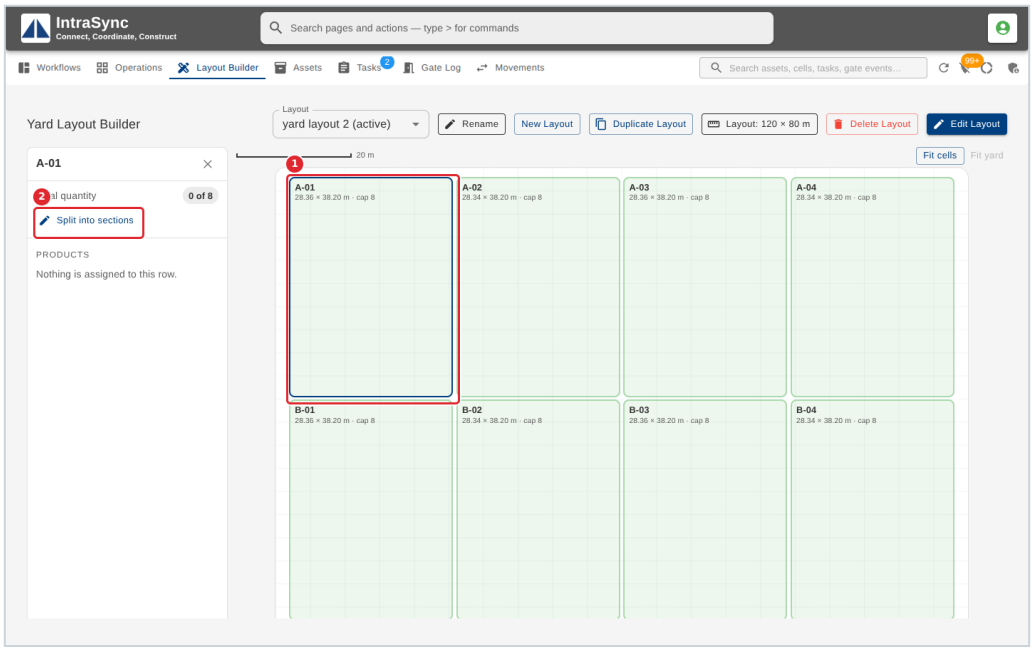
This is shown in the Yard Management video at 0:43.

7. Split a row into sections

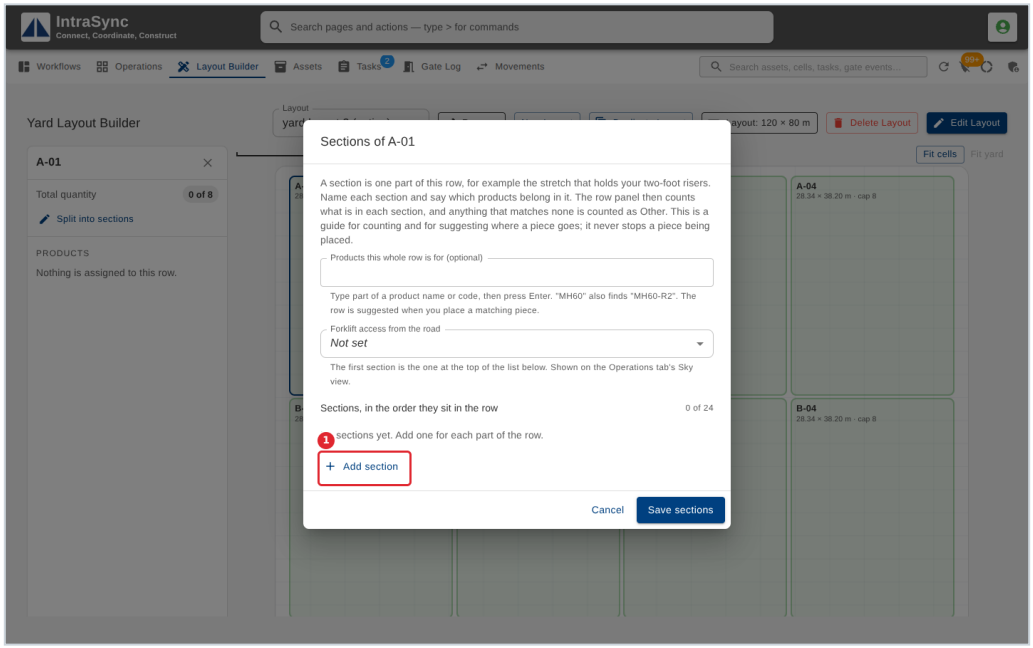
Divide a long row into named parts, such as the end nearest the road, so the yard can count what is in each part and suggest where a piece should go.

Before you start:

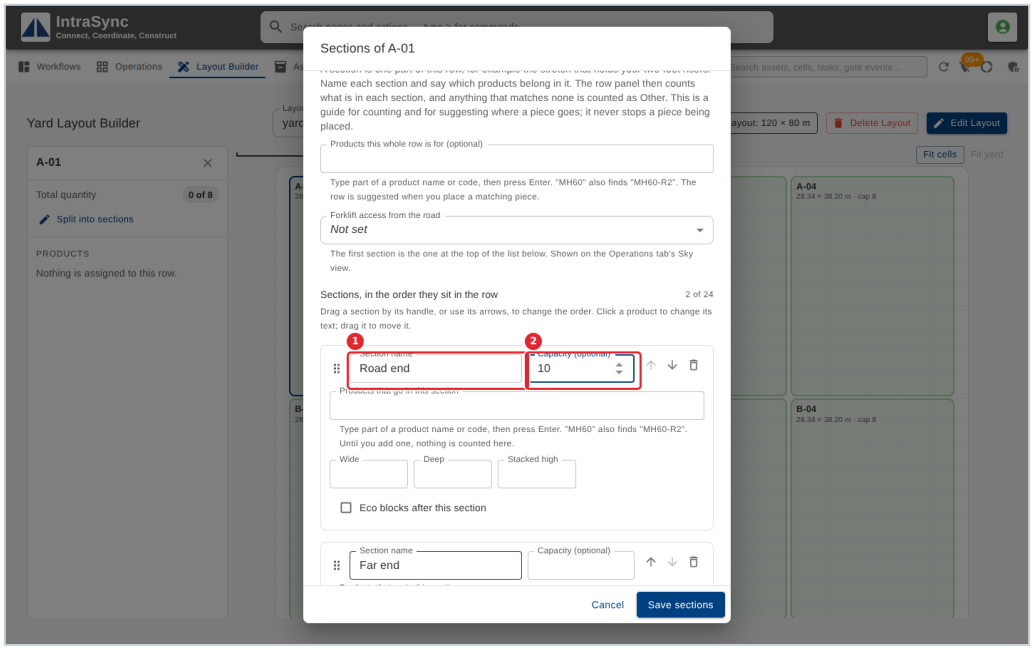
– Open the Layout Builder tab. Do not start an editing session.



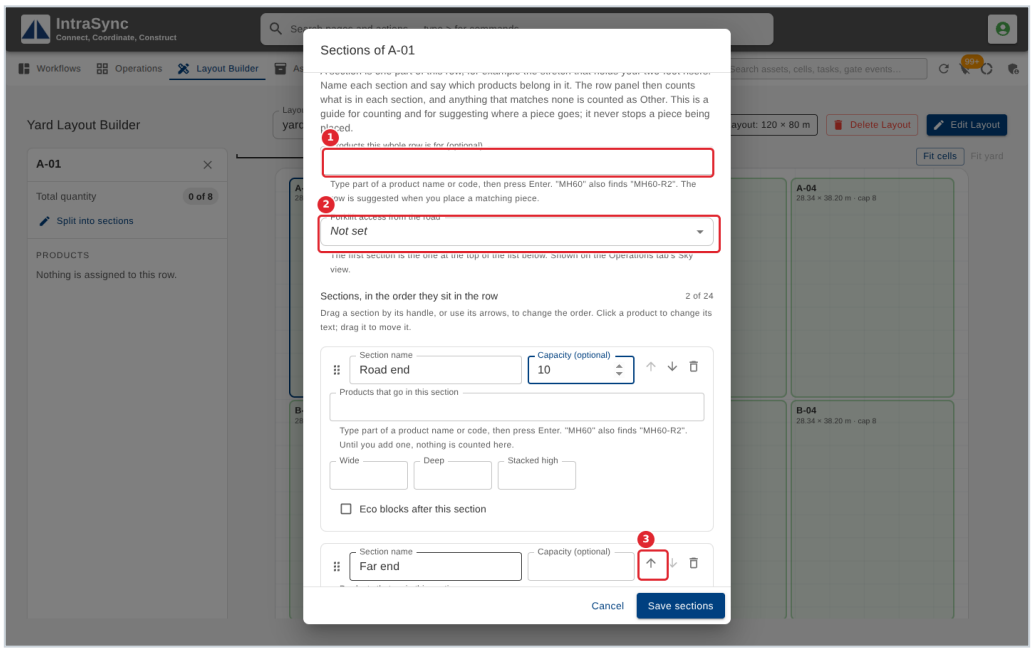
Step 1. On the Layout Builder tab, select a row. Its summary opens on the left. Select Split into sections.



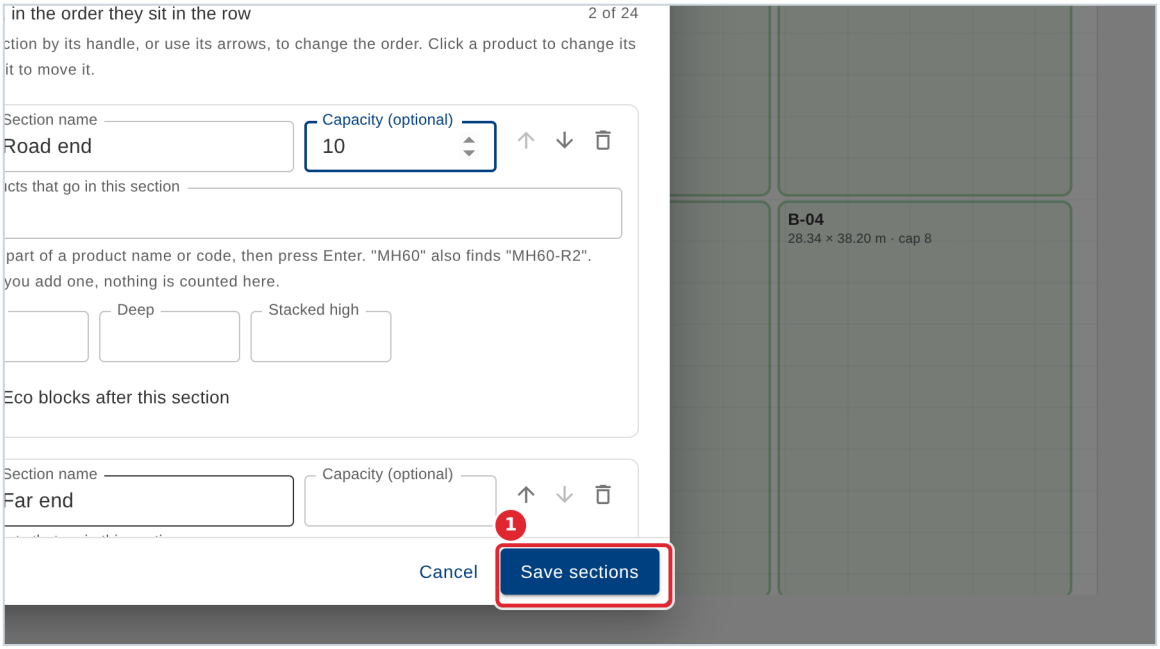
Step 2. In the Sections window, select Add section once for each section, in the order they sit along the row.



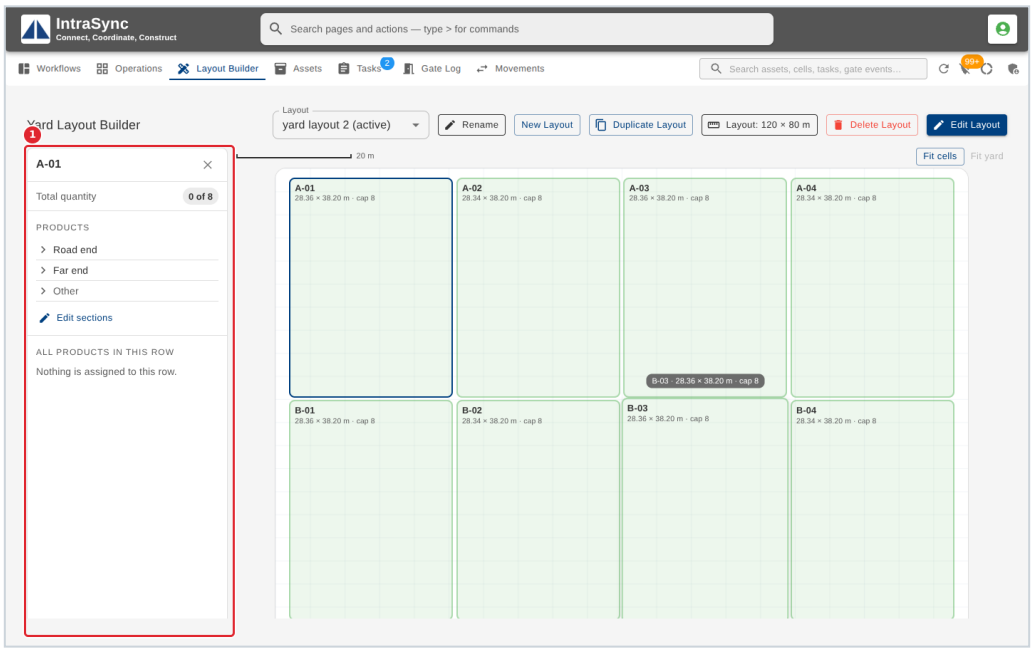
Step 3. Give each section a name and, if you like, its own capacity.



Step 4. Optionally, say which products the whole row and each section are for, and where a forklift can reach the row from the road. Use the arrows to reorder sections.



Step 5. Select Save sections. It stays unavailable while a section has no name.



Step 6. The row's summary now lists its sections. Select Edit sections to change them later.

Tips:

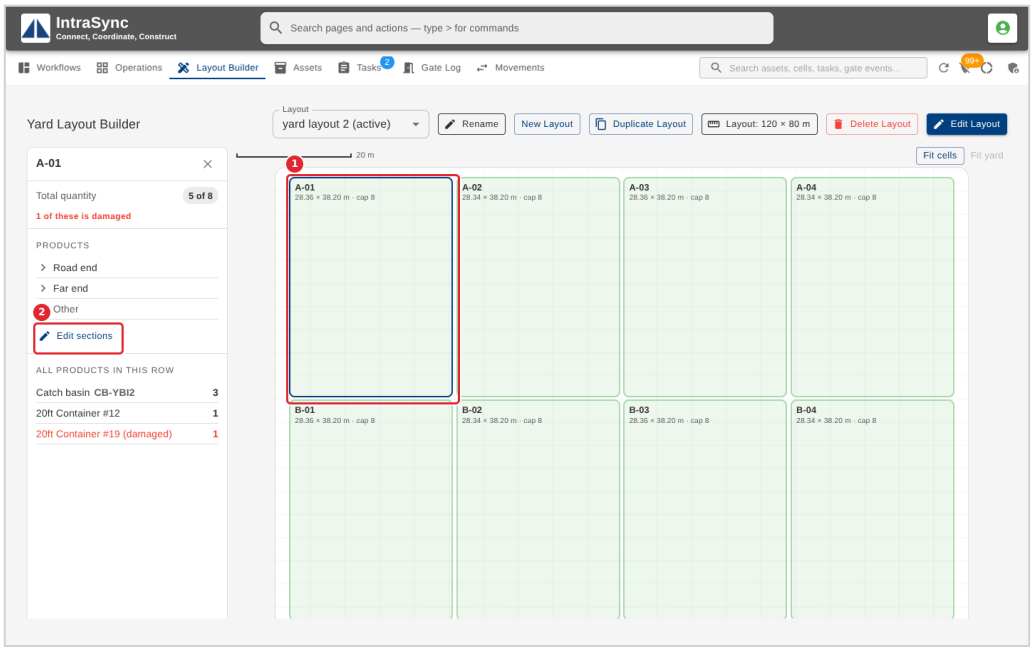
- Sections guide counting and suggestions. They never stop a piece being placed.
- Pieces that match no section are counted as Other.
- A section needs a name, under 61 characters. Capacity must be a whole number, or left empty.
- Wide, deep and stacked high, if you use them, are whole numbers from 1 to 999.
- To add a product, type part of its name or code and press Enter. A short code also finds the longer codes that start with it.

8. List what goes in each section of a row

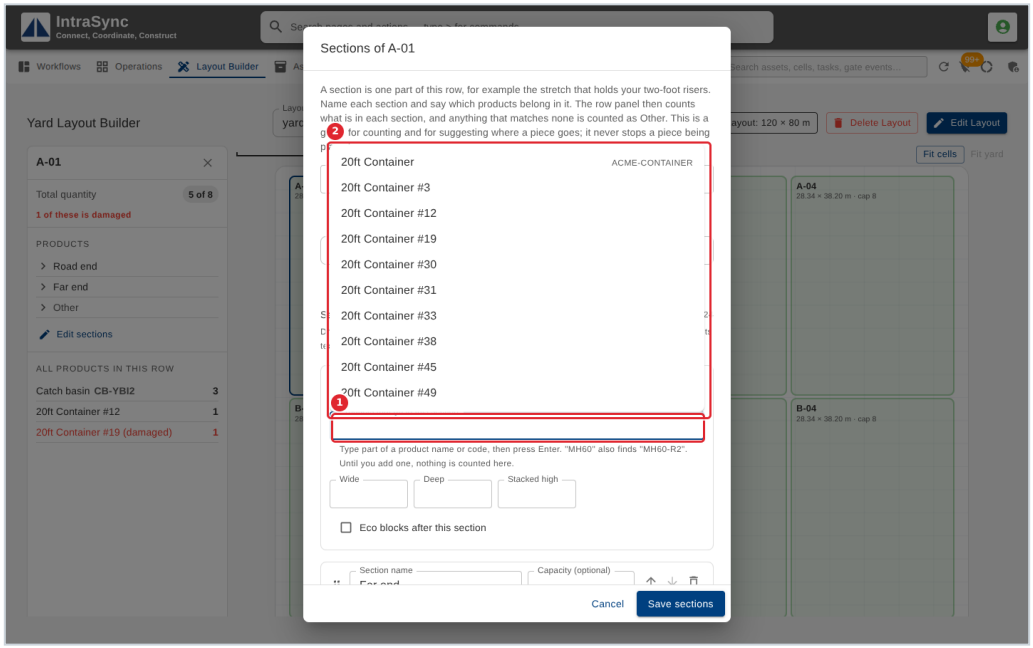
Say which products each section of a row holds, so anyone can see what belongs there and how many of each are in place.

Before you start:

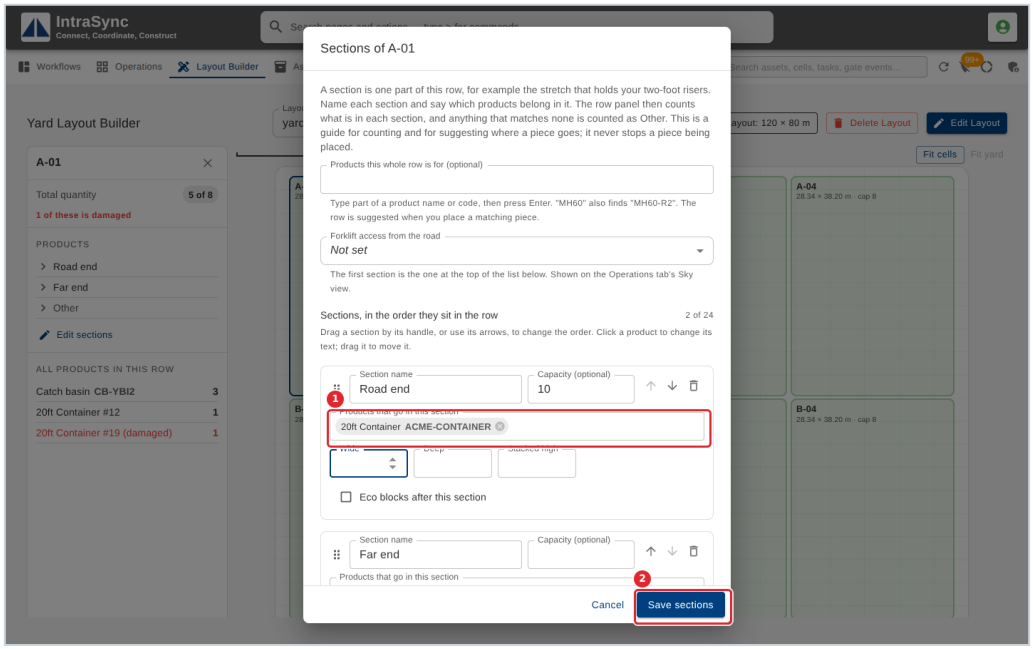
– The row is split into sections. See Split a row into sections.



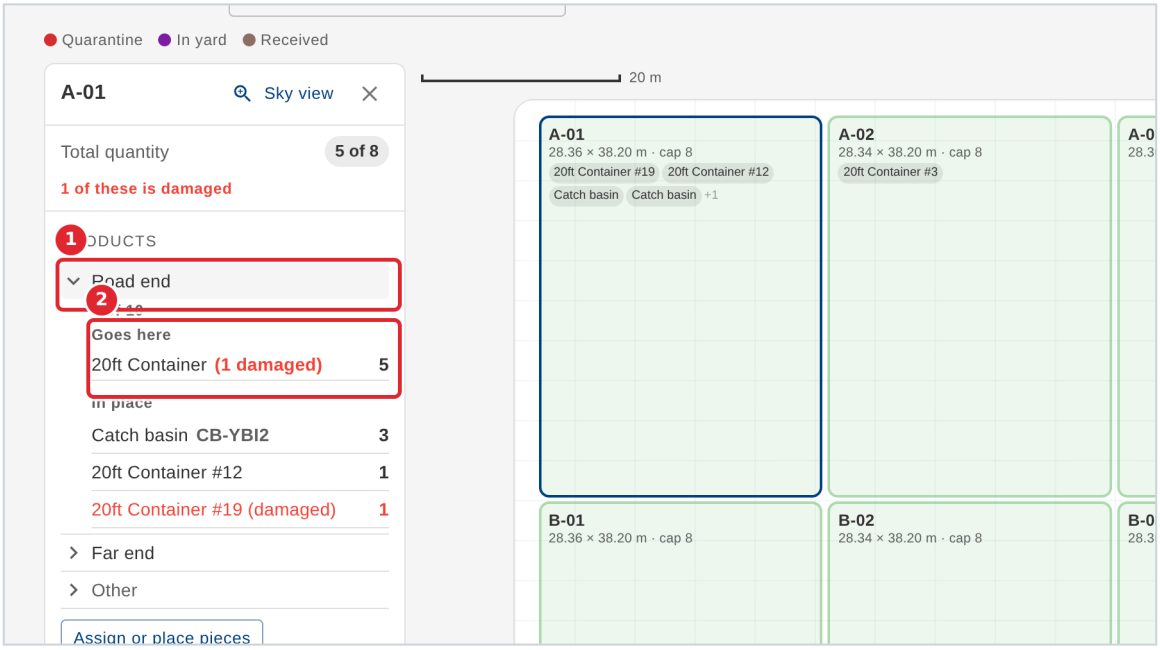
Step 1. On the Layout Builder tab, select the row, then select Edit sections.



Step 2. In Products that go in this section, type part of a product name or code, then choose it from the list or press Enter. Add each product the section holds, in the order you want them listed.



Step 3. Each product you add is shown in the section. Then select Save sections.



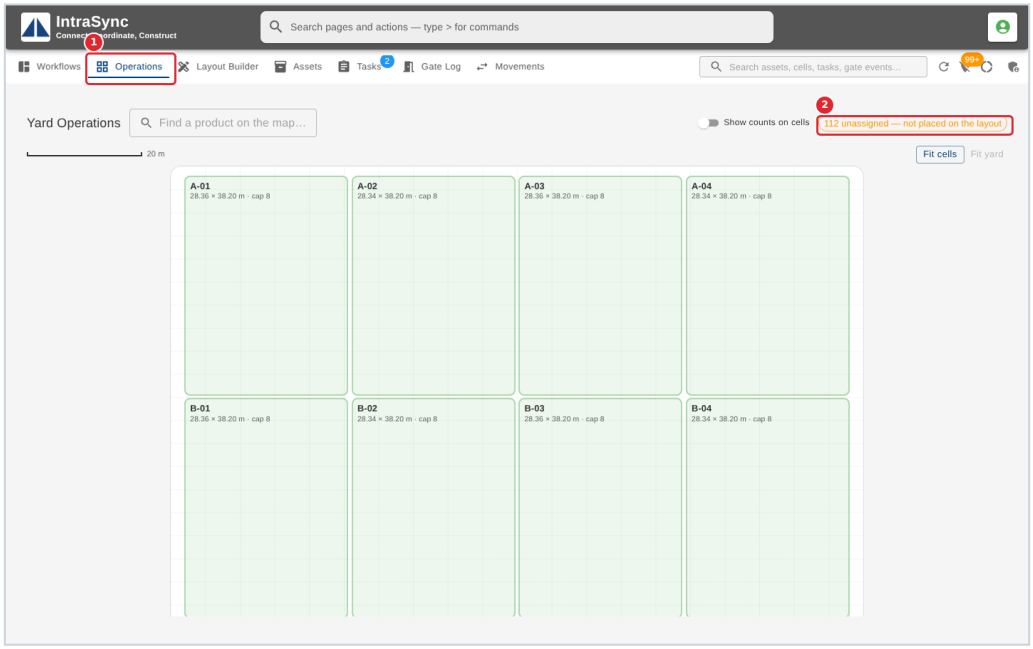
Step 4. On the Operations tab, select the row and open the section. Goes here lists the products the section holds, each with how many are in place now.

Tips:

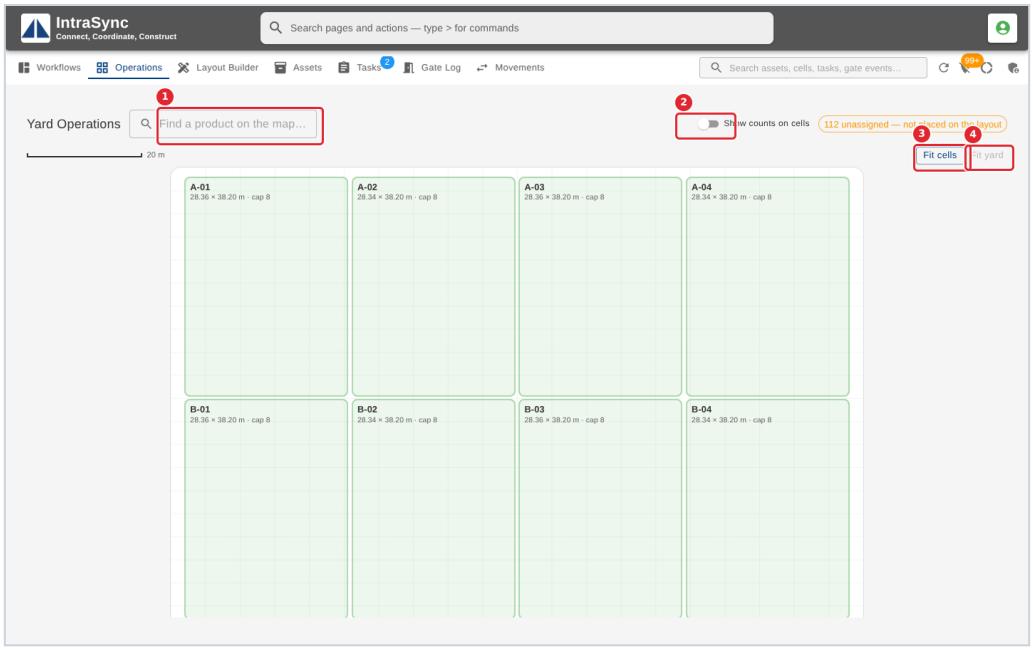
- Until a section lists a product, nothing is counted there.
- An entry can be up to 250 characters, so a full catalogue entry can be added as your old system lists it.
- An entry written as a code, a dash and a description also counts a piece whose product code is exactly that code.
- A piece goes to the first listed product it matches, so put the most specific products first.
- Where pieces of a product in place are damaged, Goes here says how many, in red.

9. Read the yard map

See where everything is: the active layout as a map, cell by cell.



Step 1. Open the Operations tab. It shows the active layout as a map of the yard, and how many assets are not yet placed.



Step 2. Type in Find a product on the map to light up the cells that hold it. Switch on Show counts on cells to see each cell's count, and use Fit cells or Fit yard to zoom the map.

Tips:

- If the map says there is no active yard layout, set one active on the Layout Builder tab.
- The chip at the top counts the assets not placed on the layout. Select Unassigned assets in the header to place them.

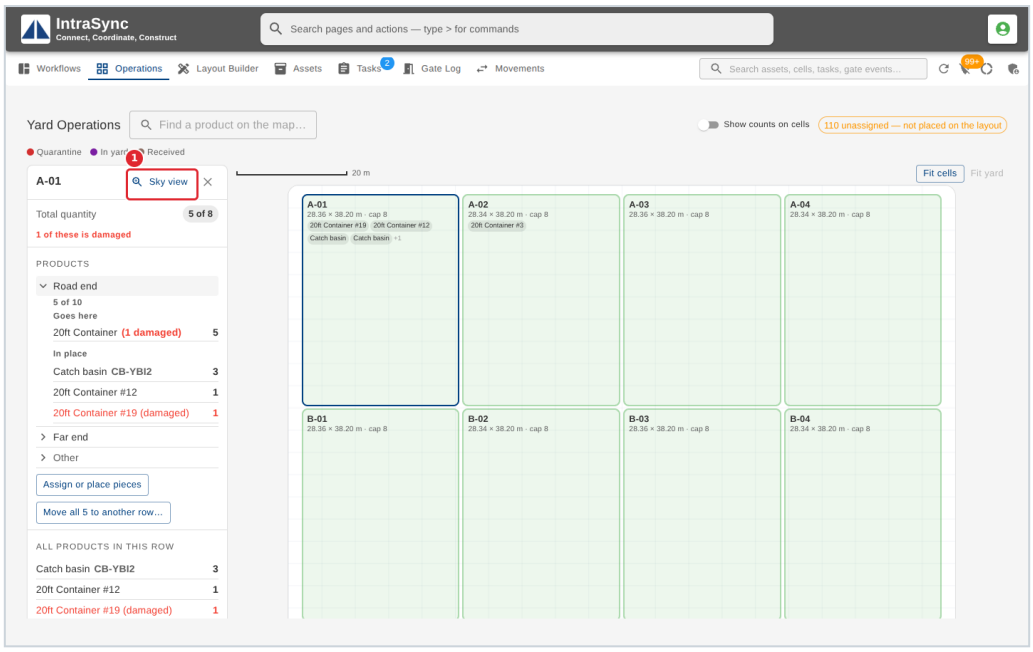
This is shown in the Yard Management video at 0:55.

10. Look at a row from above

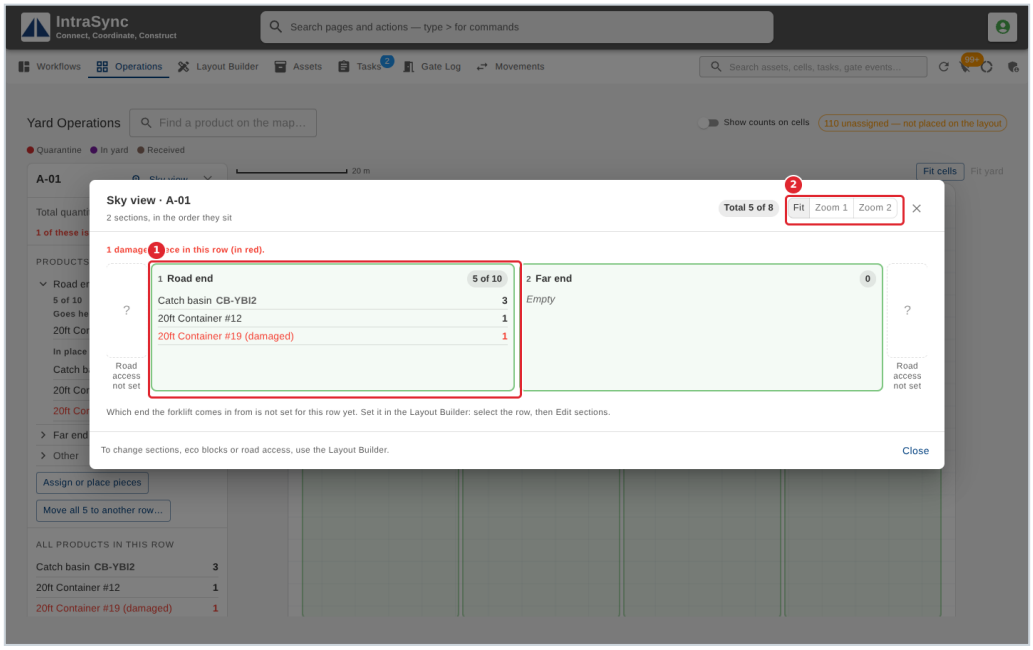
See a row as it lies in the yard: its sections in order, what is in place in each, and how a forklift reaches it from the road.

Before you start:

– A layout is active. Forklift access is set in the row's Sections window on the Layout Builder tab.



Step 1. On the Operations tab, select the row, then select Sky view in its summary.



Step 2. The Sky view draws the row from above: each section in order with what is in place there, and how a forklift reaches the row from the road. Use the zoom buttons at the top to fit the whole row on screen or look closer.

Tips:

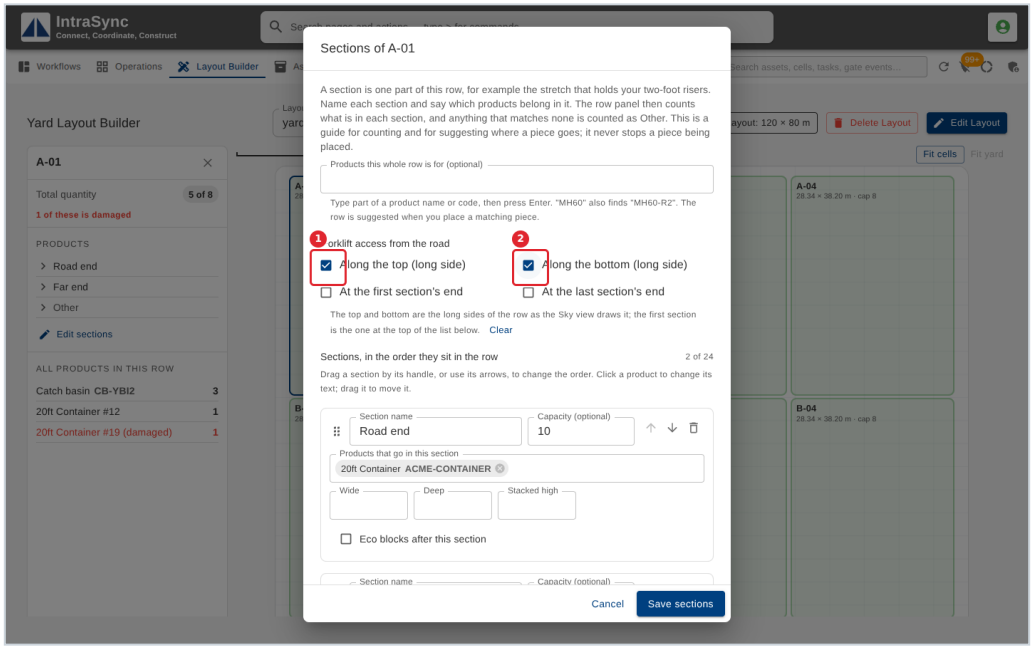
- Where forklift access has not been set for the row, the Sky view says so.
- A section holding more than its capacity has its count marked as a warning.
- The Sky view only shows the row. To change its sections, products or access, use the Layout Builder.

11. Record forklift access along a row's long sides

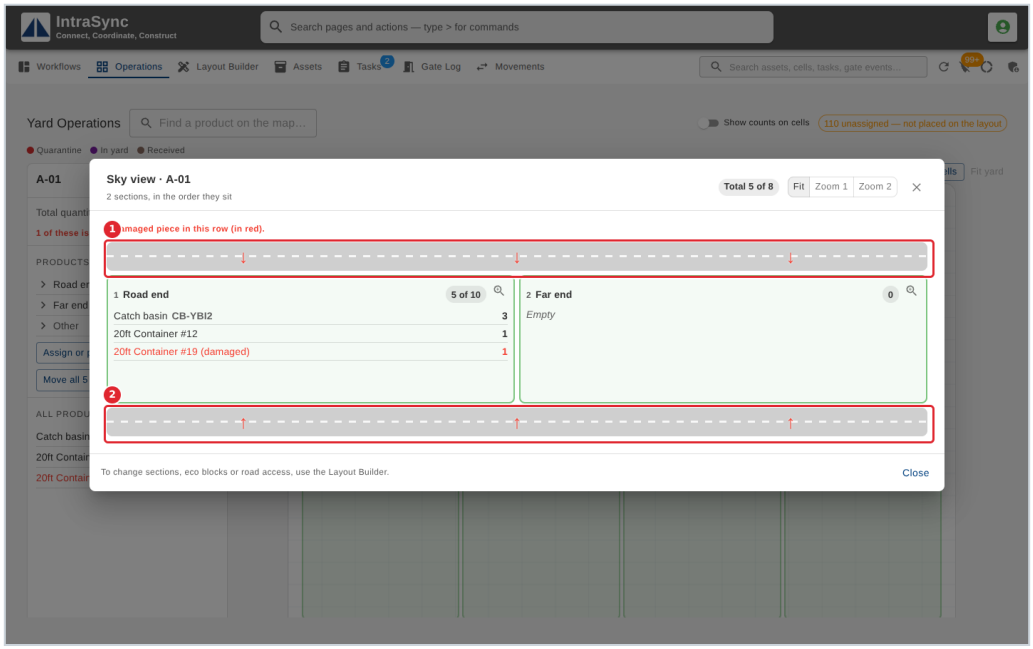
Most rows are worked from the top or the bottom rather than from an end. Record which sides a forklift uses, so the Sky view draws the roads it really comes in from.

Before you start:

- Your company has turned on access from a row's long sides. Without it, the Sections window offers only the row's ends.



Step 1. In the row's Sections window, under Forklift access from the road, tick each side a forklift comes in from: along the top or the bottom (the row's long sides), or at the first or last section's end.



Step 2. The row's Sky view now draws a road along each side you ticked.

Tips:

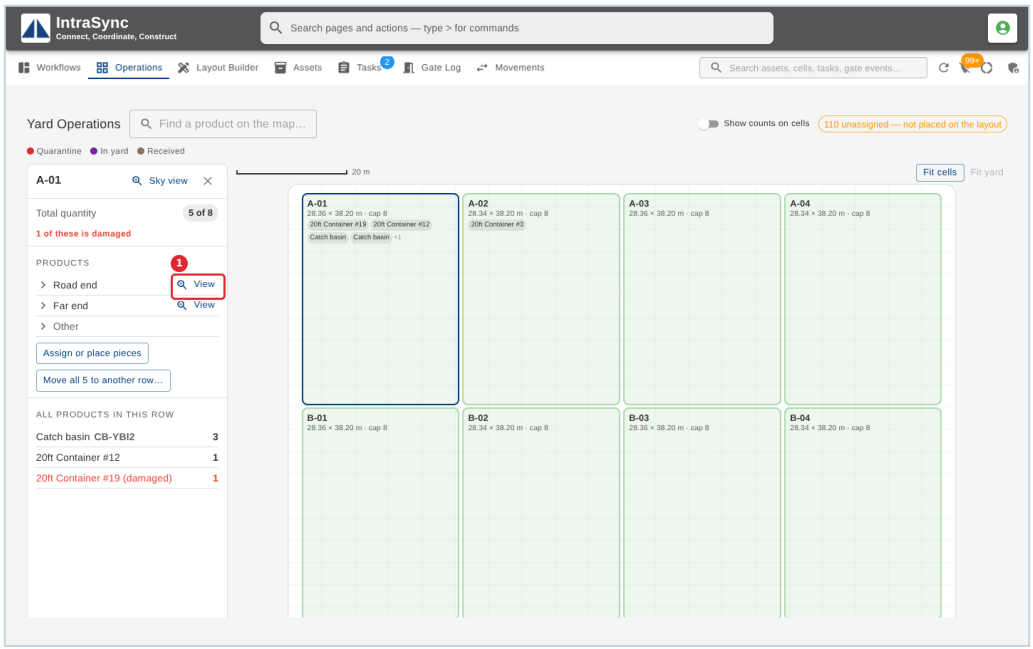
- The top and bottom are the row's long sides as the Sky view draws it. The first section is the one at the top of the section list.
- Leaving every side unticked records that no side of the row has forklift access from the road.
- Select Clear to go back to not set.

12. Look at one section from above

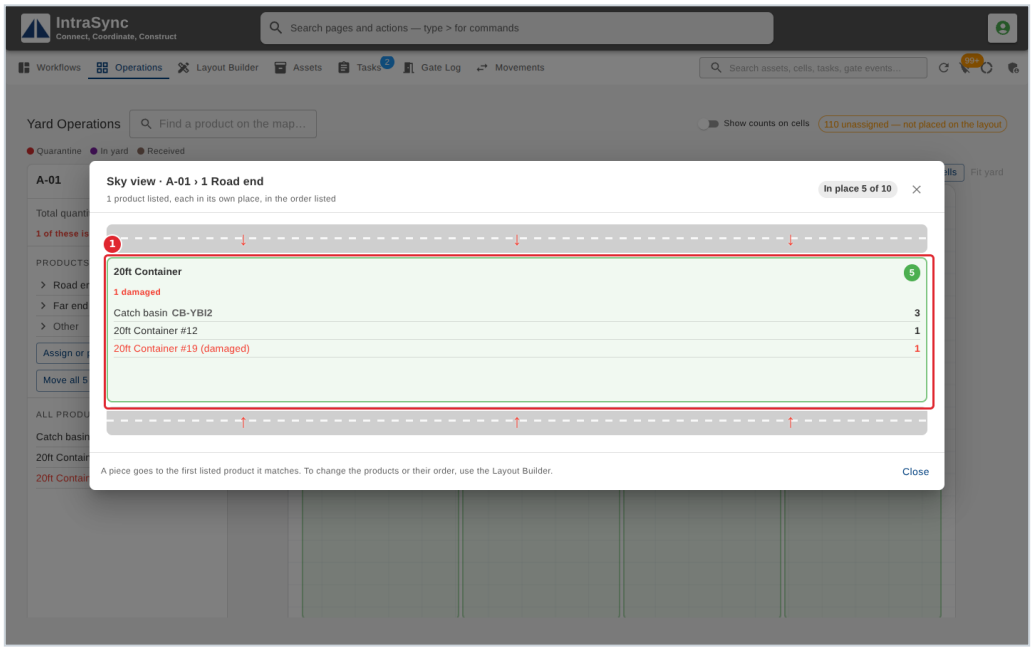
See one section on its own, with a place for each product it lists, to find where every piece of each product sits.

Before you start:

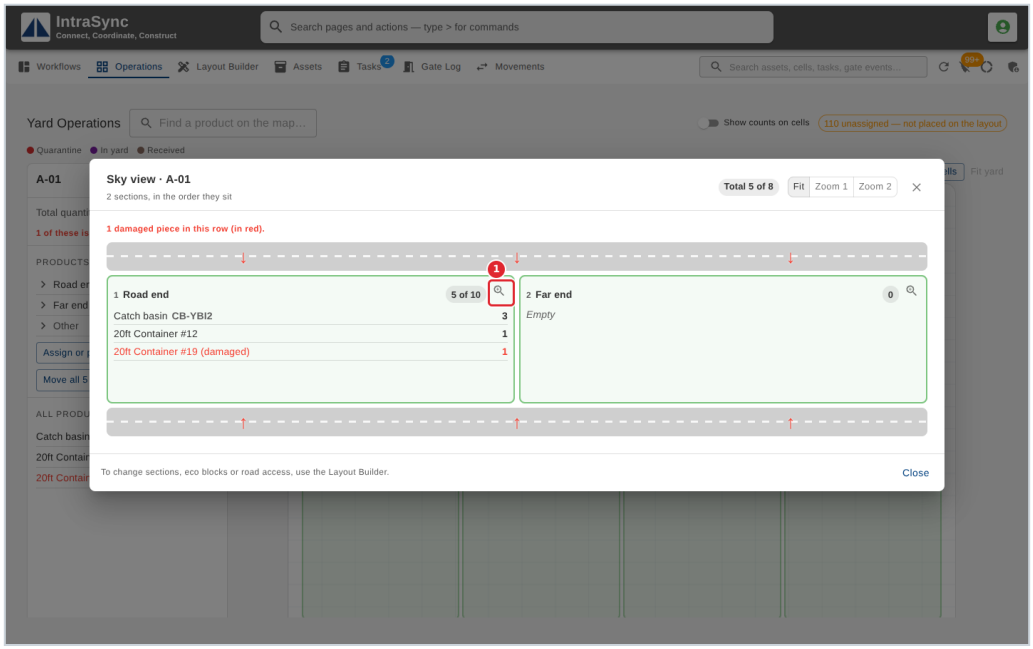
- Your company has turned on the section sky view. Without it, there is no View button beside a section.
- The section lists the products that go in it. See List what goes in each section of a row.



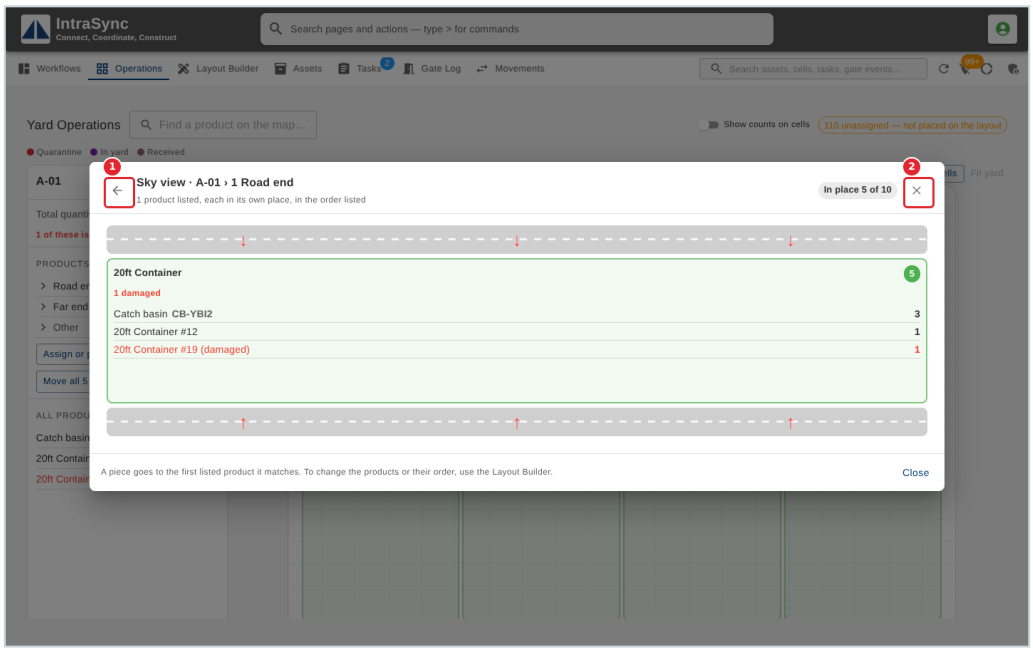
Step 1. In the row's summary on the Operations tab, select View beside a section.



Step 2. The section's sky view gives each product it lists its own place, in the order listed, with the pieces in place there. A piece goes to the first listed product it matches.



Step 3. You can also open it from the row's Sky view: select the magnifier on a section.



Step 4. Select the back arrow to return to the row's Sky view, or the cross to close it.

Tips:

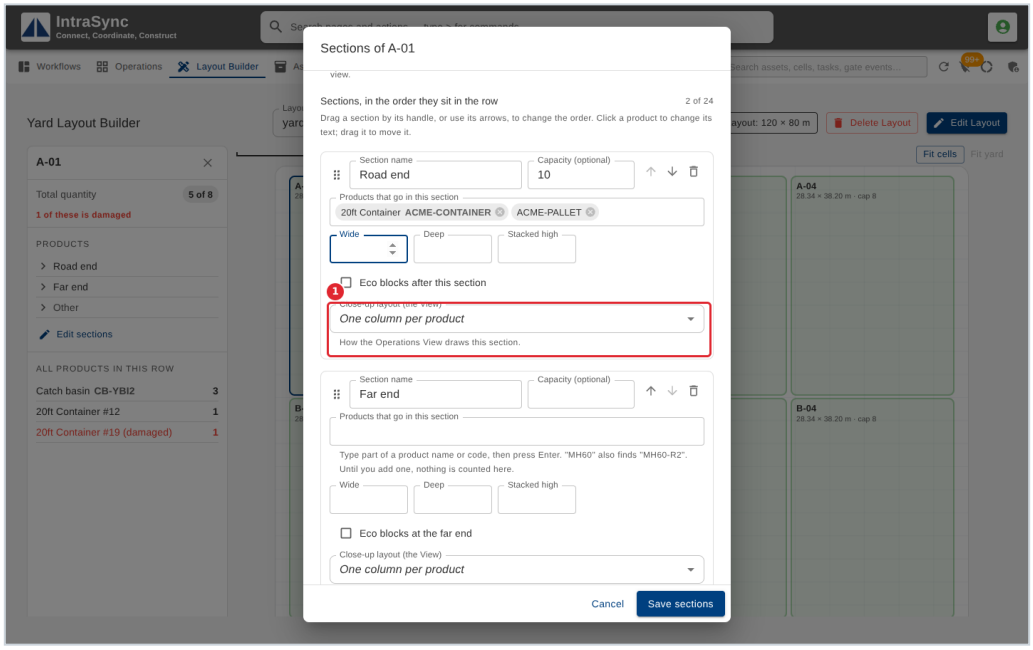
- A piece goes to the first listed product it matches. To change the products or their order, use the Layout Builder.
- A product with nothing in place reads None here.
- A section that lists no products is drawn as one place for the whole section.

13. Draw a section's close-up as lanes

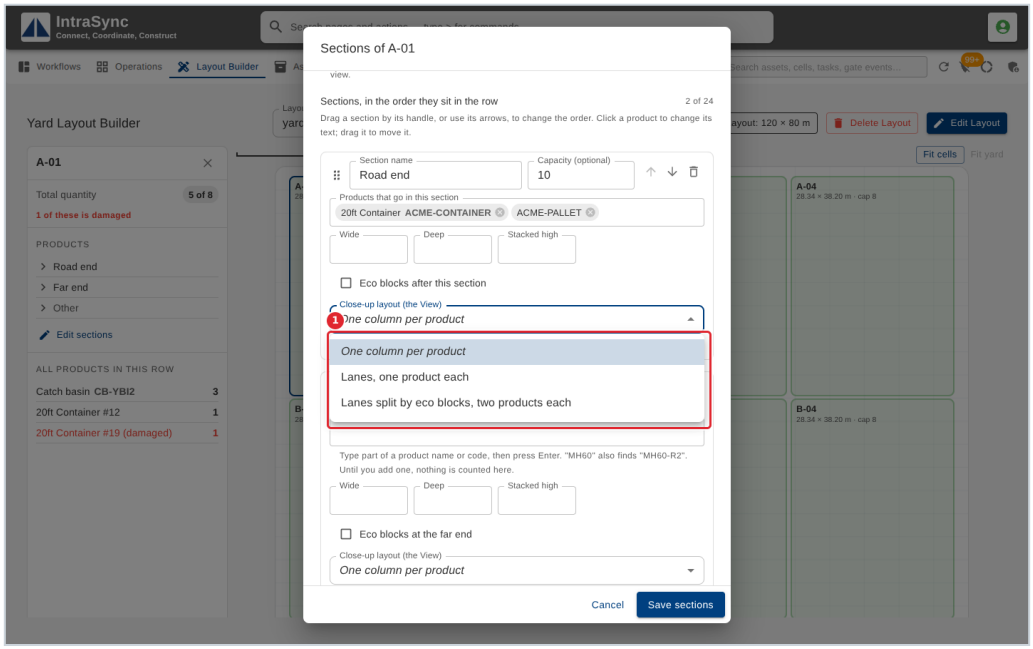
Set how a section's View draws it, the way the yard is laid out on the ground: lanes from one road to the other, each as wide as the pieces in it, with one product to a lane or two products sharing a lane with eco blocks between them.

Before you start:

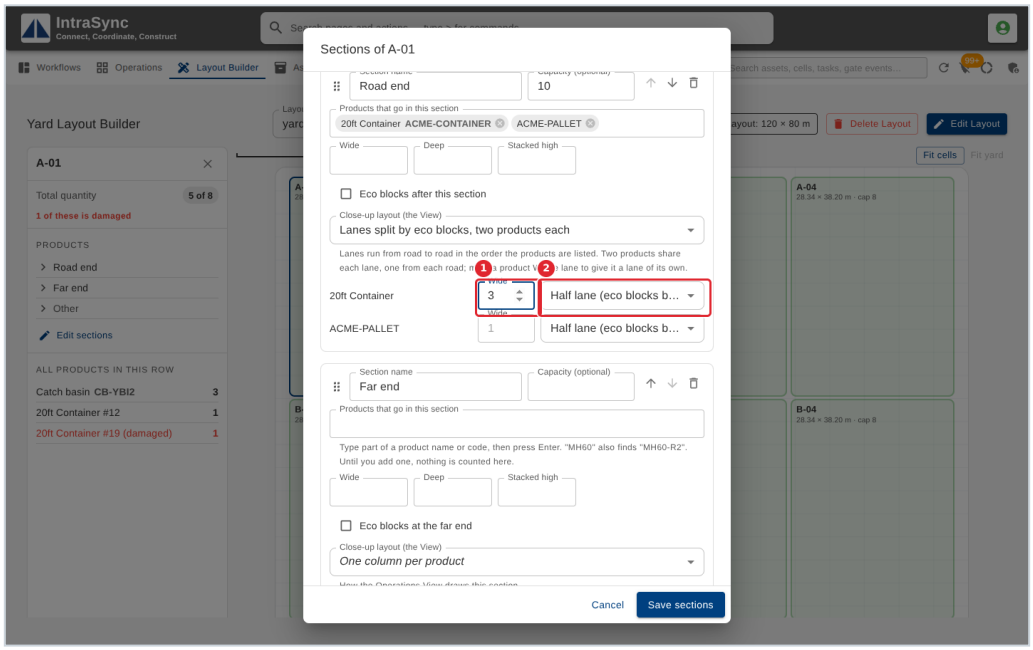
- Your company has turned on section close-up layouts. Without it, the Sections window has no Close-up layout picker.
- The section lists the products that go in it. See List what goes in each section of a row.



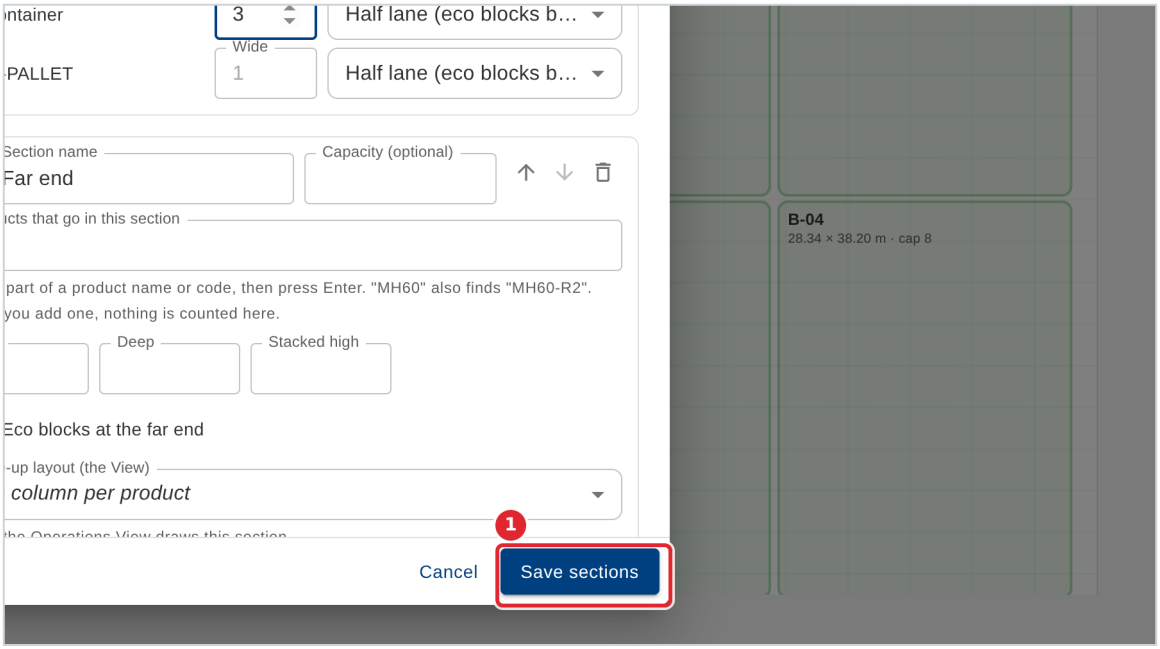
Step 1. On the Layout Builder tab, select the row, then Edit sections. Each section has a Close-up layout (the View) picker under its products.



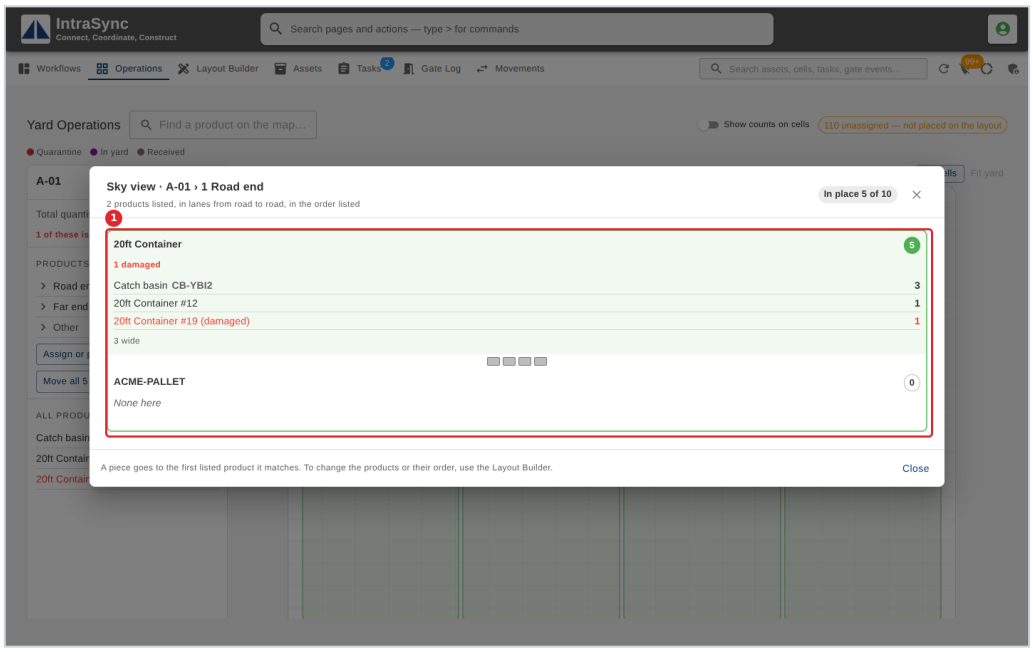
Step 2. Choose how the section's View draws it: one column per product, lanes with one product each, or lanes split by eco blocks with two products each.



Step 3. Each product the section lists gets a row. In Wide, type how many pieces wide its place is. Choose Whole lane to give a product a lane of its own, or Half lane to share a lane with the next product, with eco blocks between them.



Step 4. Select Save sections.



Step 5. On the Operations tab, select View beside the section. It is now drawn as lanes from one road to the other, in the order the products are listed. Two products that share a lane have a line of eco blocks across the middle between them.

Tips:

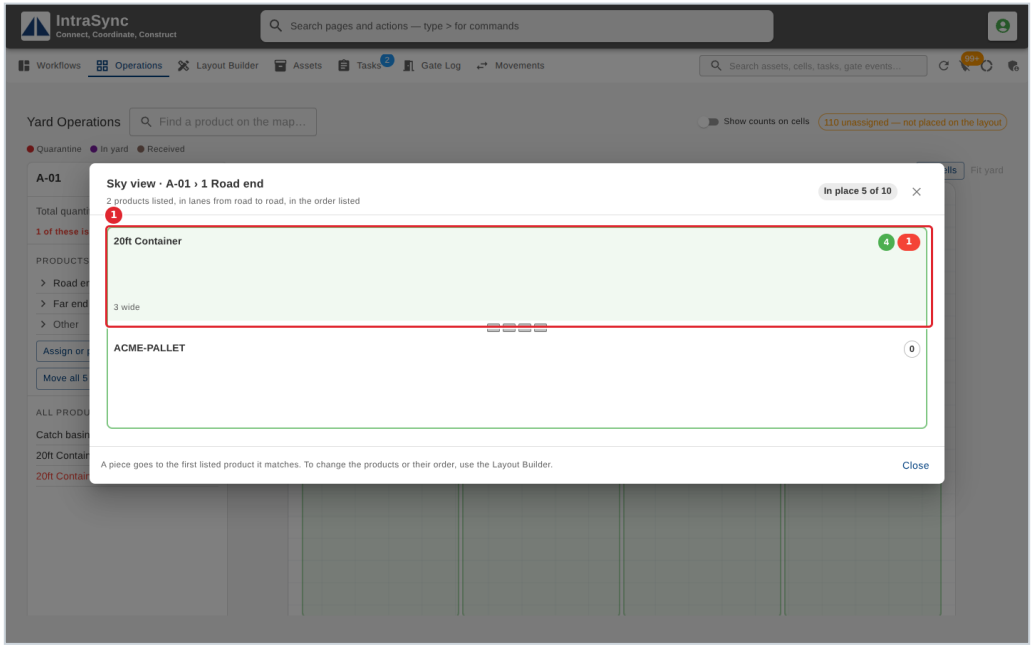
- One column per product is the standard: the View draws one equal column for each product the section lists.
- Lanes run from road to road in the order the section lists its products. To change the order, reorder the products.
- With Lanes, one product each, mark two products next to each other Half lane to split a lane between them.
- With Lanes split by eco blocks, two products share each lane, one worked from each road. Mark a product Whole lane to give it a lane of its own.
- Wide is a whole number from 1 to 999. Left empty, the product's place is one piece wide.
- A Half lane product with no Half lane product after it keeps its lane, and the other half is drawn as a free half lane.
- If you rename a product in the section's list, set its Wide and lane again.
- If close-up layouts are turned off later, a layout already saved is kept, and the View goes back to one column per product.

14. Read a section's close-up at a glance

Keep each product's box in a section's View simple: its name, what is good to ship, and what needs attention.

Before you start:

- Your company has turned on simple boxes for the section View, and the section sky view.



Step 1. With simple boxes turned on, each product's box in a section's View shows the product's name, the pieces good to ship in green and, in a red circle, the pieces damaged or needing repair. It lists no pieces.

Tips:

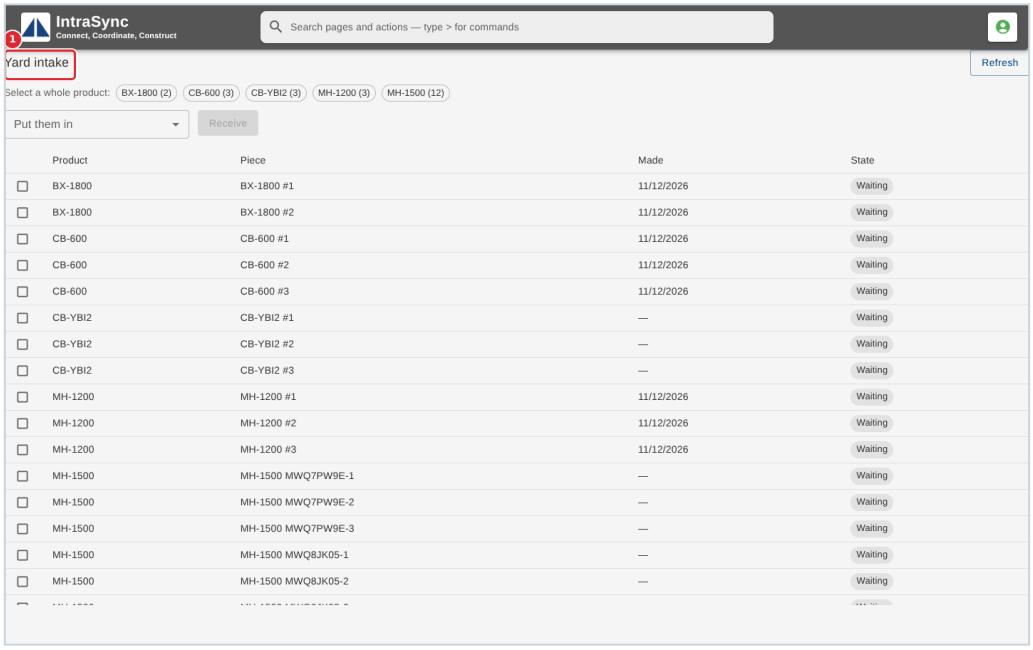
- The box shows the product's name without the product ID in front of it.
- The red circle counts the pieces on a quality hold, with a failed inspection or an open non-conformance, under repair, in the damaged bay or in quarantine. With none of these, there is no red circle.
- Simple boxes list no pieces under the counts. To find a particular piece, use the yard search.

15. Receive pieces from production

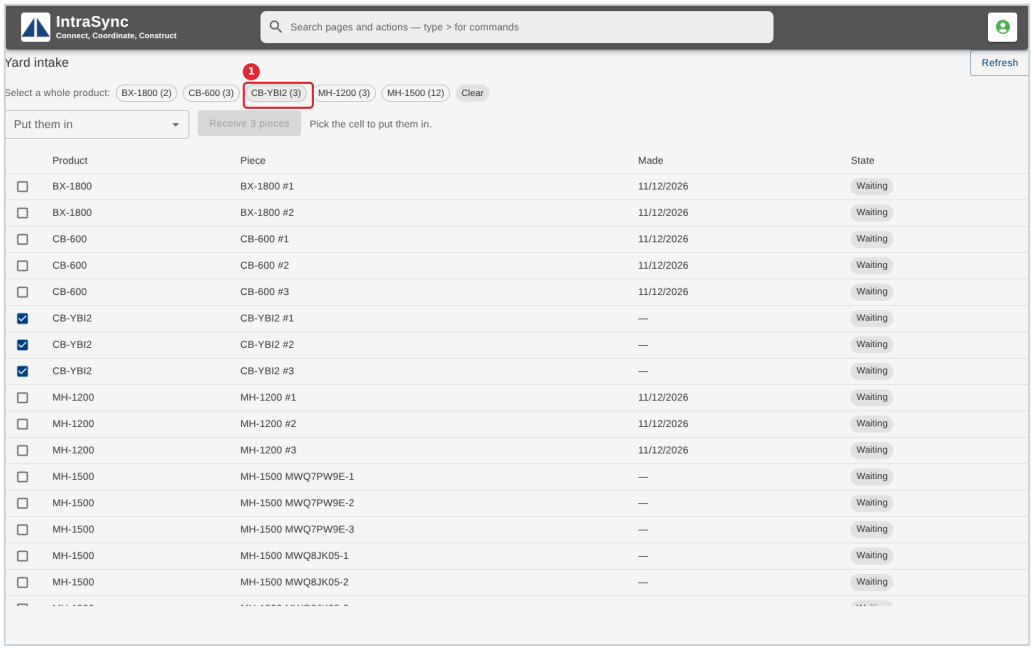
Bring finished pieces into the yard record as they arrive from production, placing them in a cell in the same step.

Before you start:

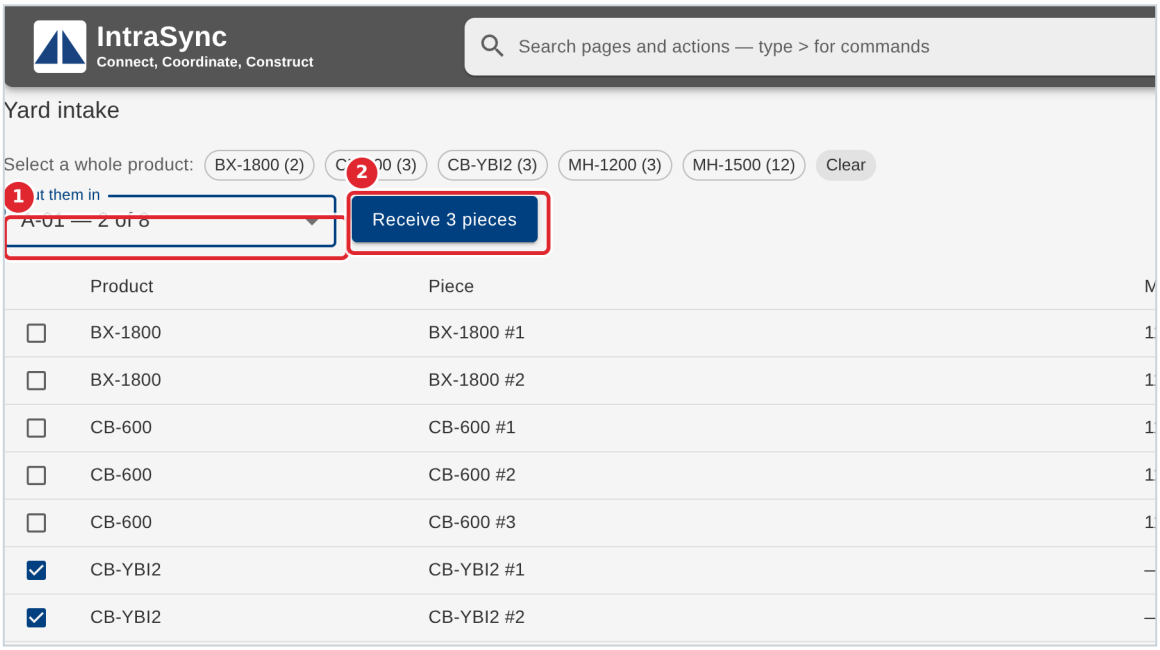
- Your production system is connected to the yard, so the pieces it finishes are listed here.



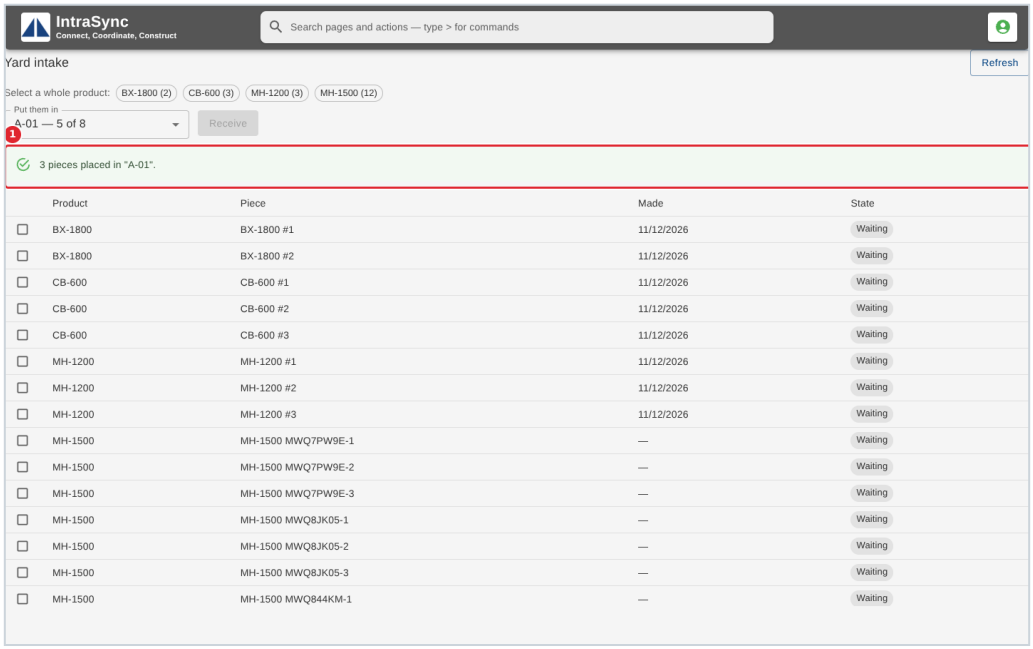
Step 1. Open Yard intake. It lists the pieces production has made that are waiting to come into the yard.



Step 2. Tick the pieces you are receiving in the list, or select a product under Select a whole product to tick all of its pieces at once.



Step 3. Choose the cell in Put them in. The list shows how full each cell is. Then select Receive.



Step 4. A note confirms where the pieces were placed, and they leave the waiting list.

Tips:

- Receive stays unavailable until you have ticked pieces and chosen a cell. The note beside it says which is missing.
- Clear unticks every piece.
- Nothing is waiting for the yard means every finished piece has been received.

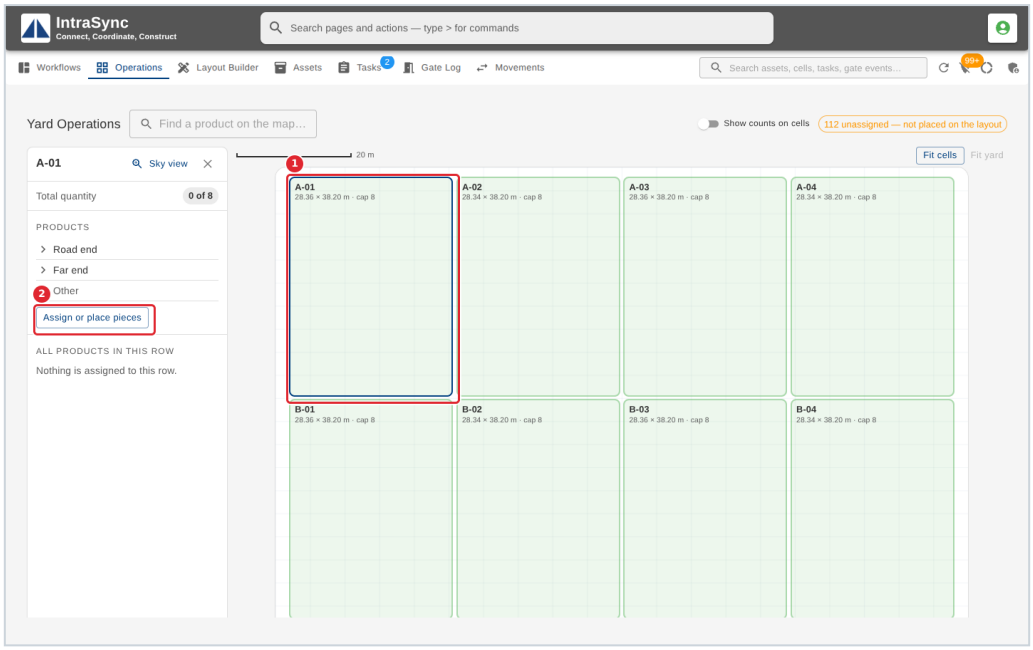
This is shown in the Yard Management video at 3:55.

16. Place a piece in a cell

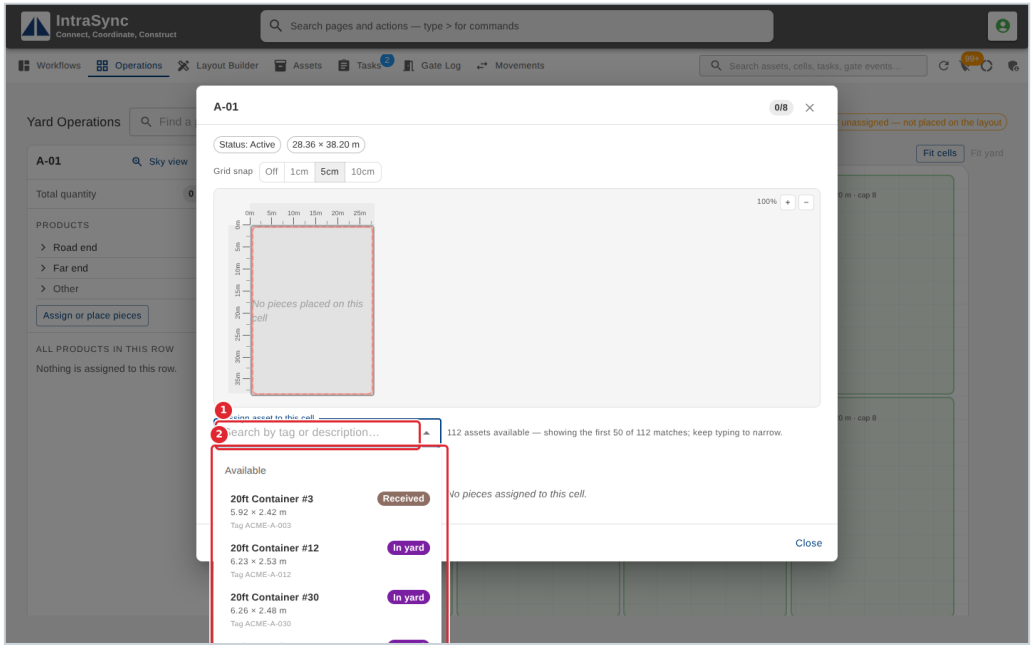
Record where a piece sits, so anyone can find it.

Before you start:

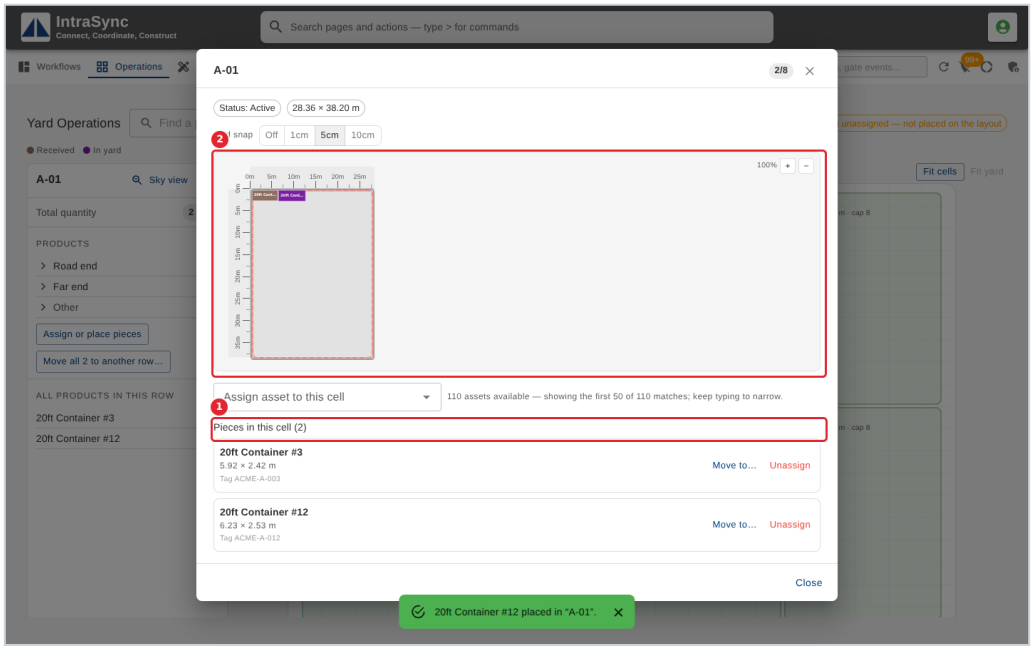
– A layout is active, and the asset has no cell yet.



Step 1. Select a cell on the map. Its summary opens beside the map. Select Assign or place pieces.



Step 2. In Assign asset to this cell, type part of a tag or description, then choose the asset from the list.



Step 3. The piece is listed under Pieces in this cell and drawn inside the cell to scale. Drag it on the drawing to its exact spot; the Grid snap setting rounds where it lands.

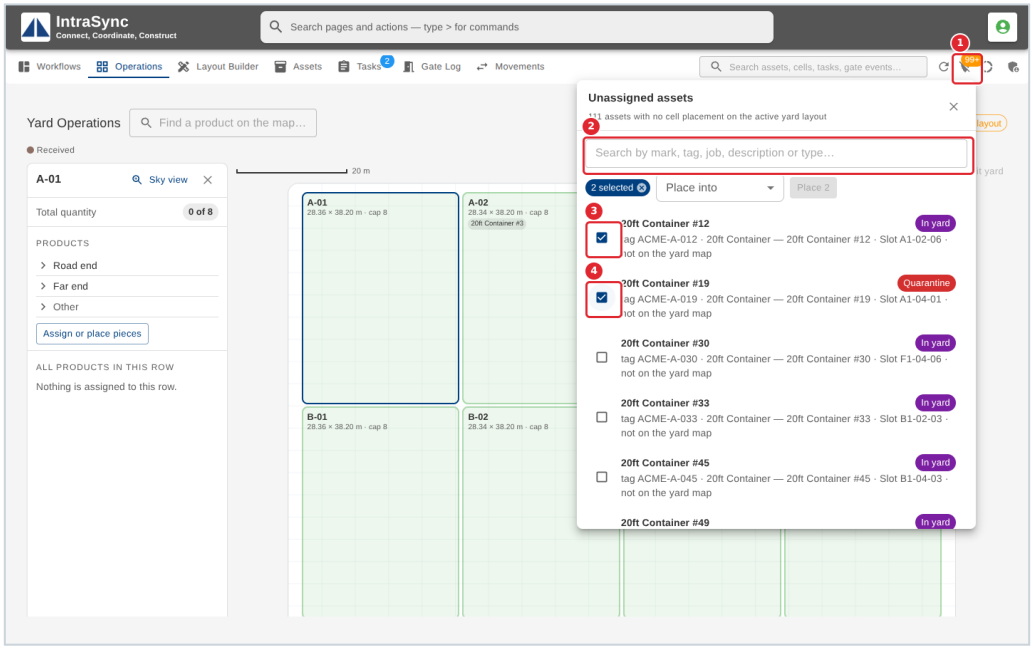
Tips:

- Only assets with no cell are offered. When the cell is full, the field reads Cell is full.
- Grid snap rounds where a dragged piece lands to 1, 5 or 10 centimetres, or not at all.
- Right-click a piece in the list for Move to another cell... and Unassign.

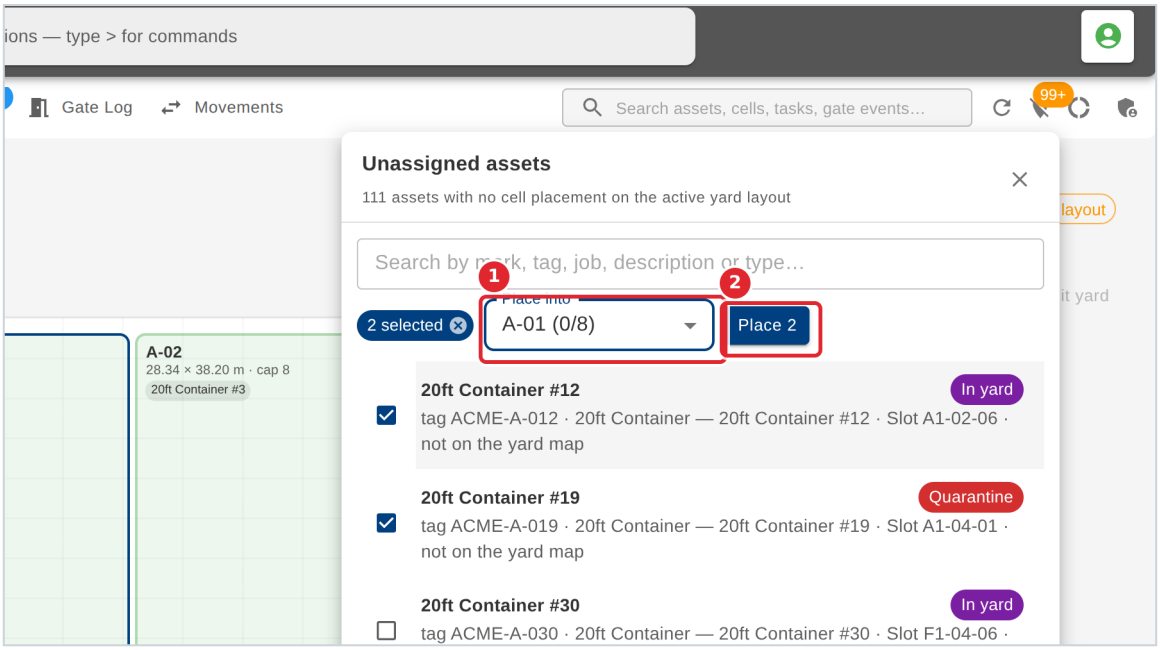
This is shown in the Yard Management video at 0:59.

17. Place several unassigned assets at once

Find every asset that has no cell on the active layout, and place several of them in one go.



Step 1. Select Unassigned assets in the header to list every asset with no cell on the active layout. Search the list, and tick the assets you want to place.



Step 2. Choose the cell in Place into, then select Place. The button says how many assets it will place.

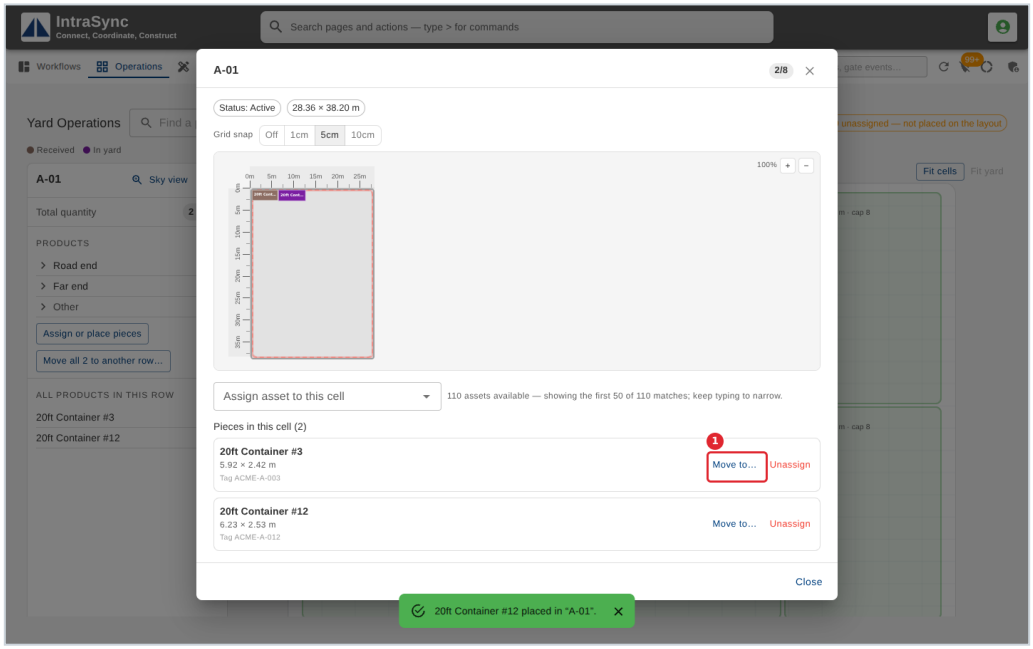
Tips:

- Place into lists the product cells of the active layout. Roads and other areas are not offered.
- When everything is placed, the list says every loaded asset is placed in a cell.

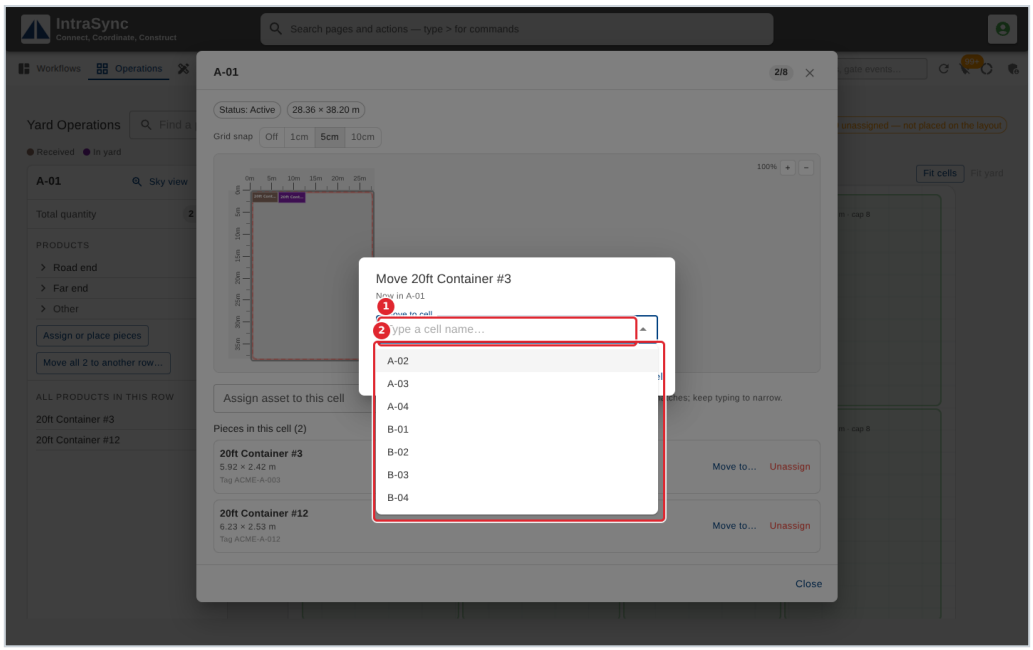
This is shown in the Yard Management video at 2:05.

18. Move a piece to another cell

Keep the yard record right when a piece is moved.



Step 1. To move a piece to another cell, select Move to... beside it in the list.



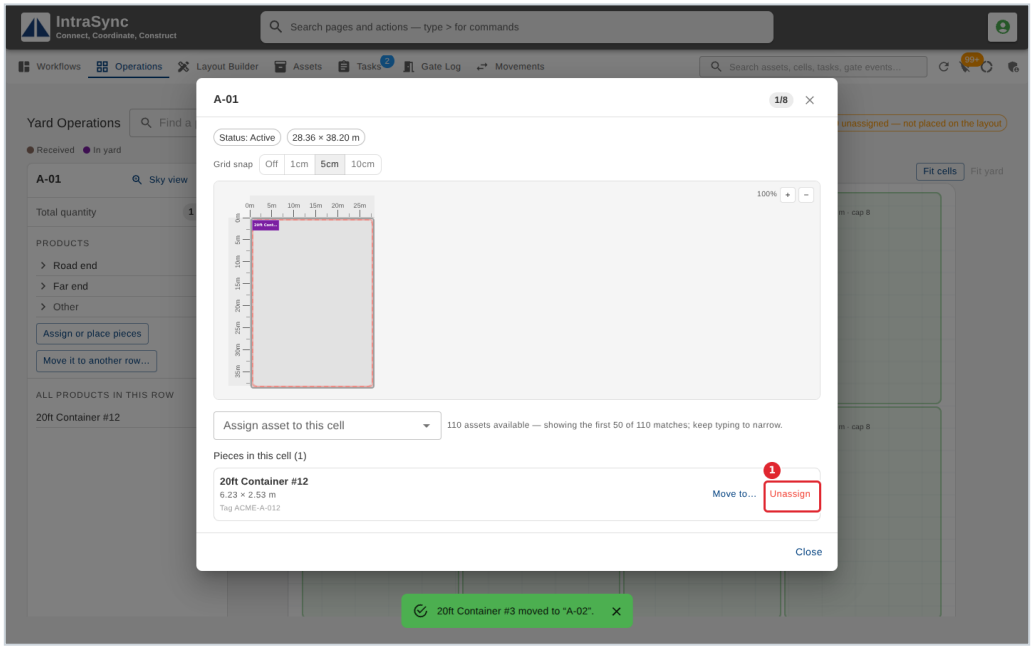
Step 2. Type or choose the cell to move it to. It moves as soon as you choose; Cancel leaves it where it is.

Tips:

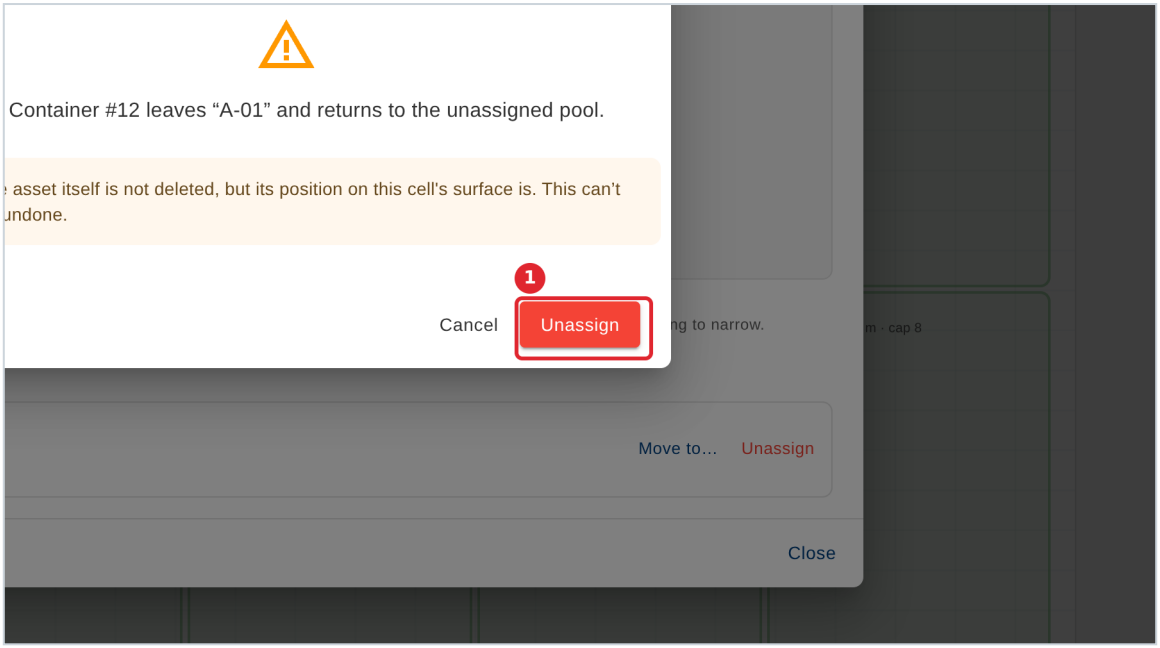
– To move everything in a cell at once, select Move all to another row... on the cell's summary beside the map.

19. Take a piece out of its cell

Return a piece to the unassigned list when it has left its cell but not gone into another one.



Step 1. To take a piece out of a cell without moving it anywhere, select its Unassign button.



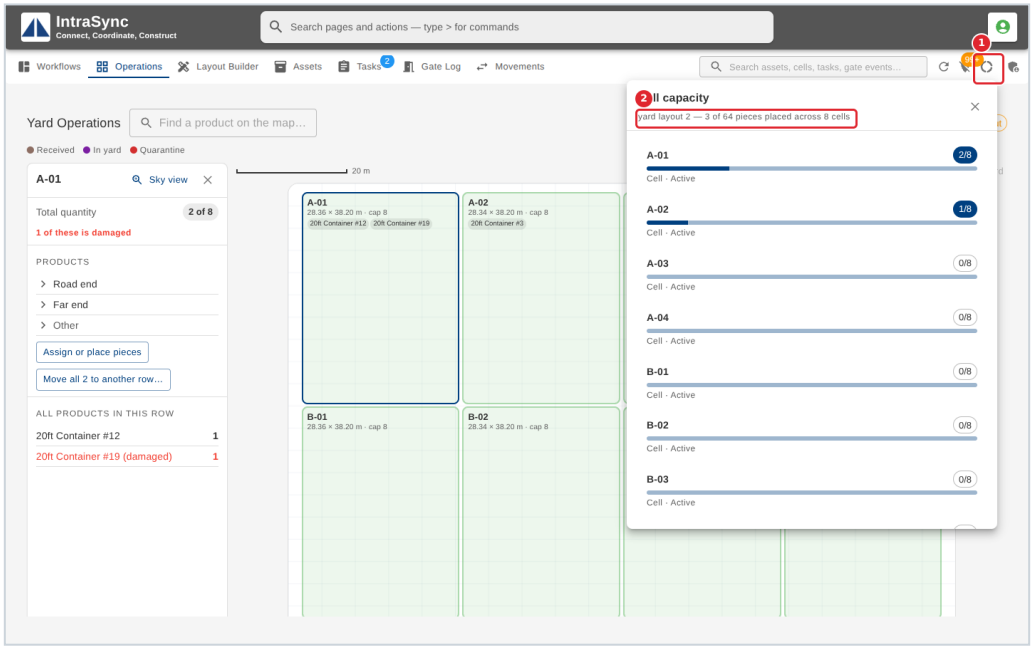
Step 2. Select Unassign to confirm. The asset goes back to the unassigned list, ready to be placed again.

Tips:

- The asset itself is not deleted, only its place in the cell.
- Unassigning cannot be undone. If it was a mistake, place the piece again.

20. Check how full each cell is

Spot full and empty cells before deciding where pieces go.

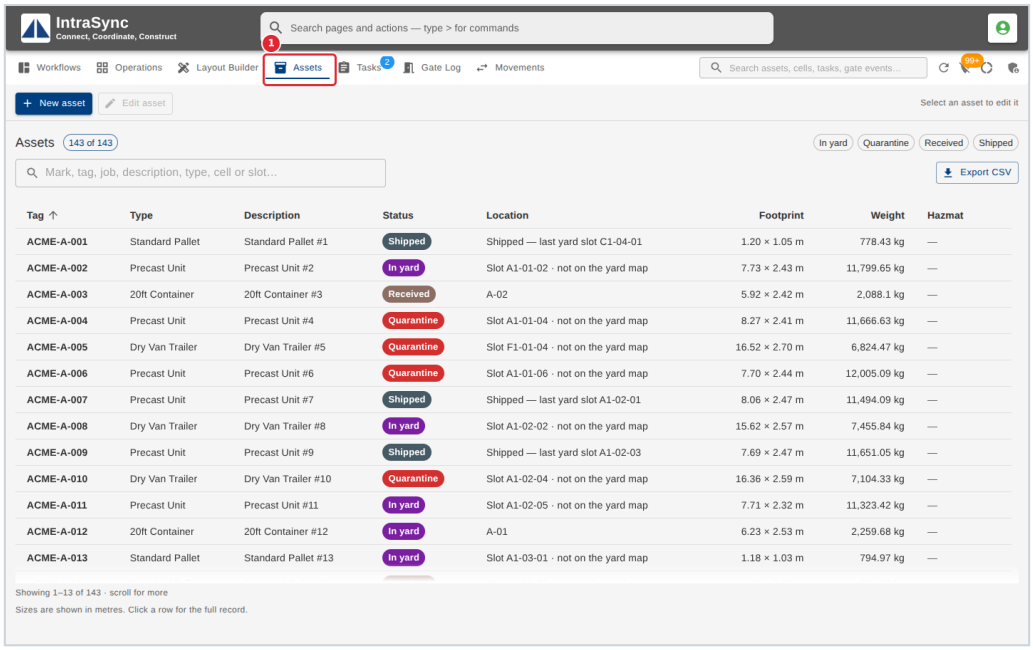


Step 1. Select Cell capacity in the header to see how full each cell of the active layout is. Select a cell in the list to open it.

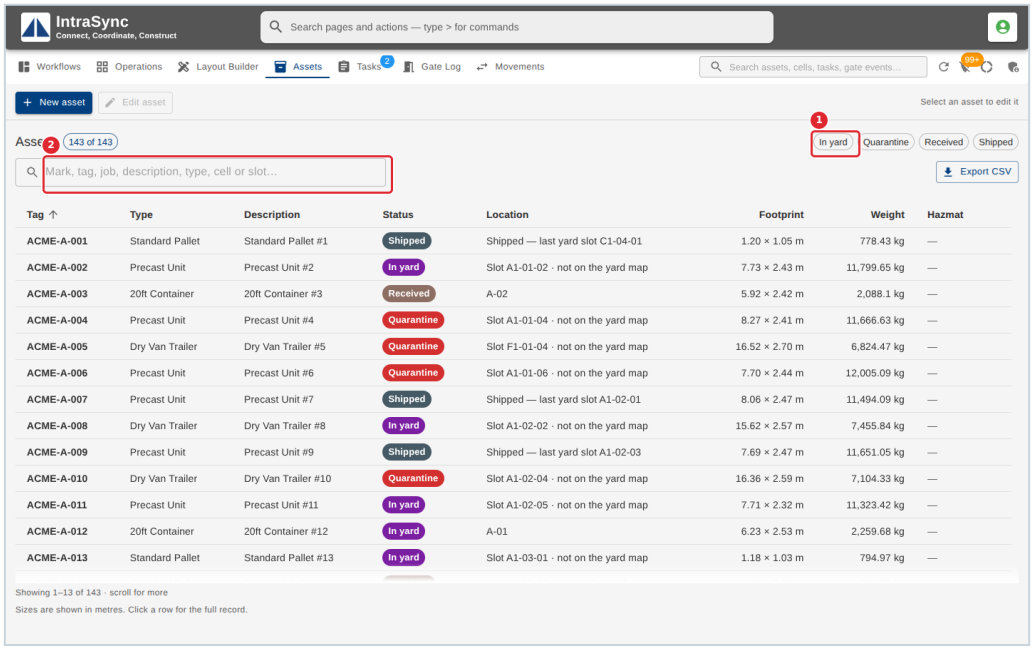
This is shown in the Yard Management video at 2:12.

21. Find and filter assets

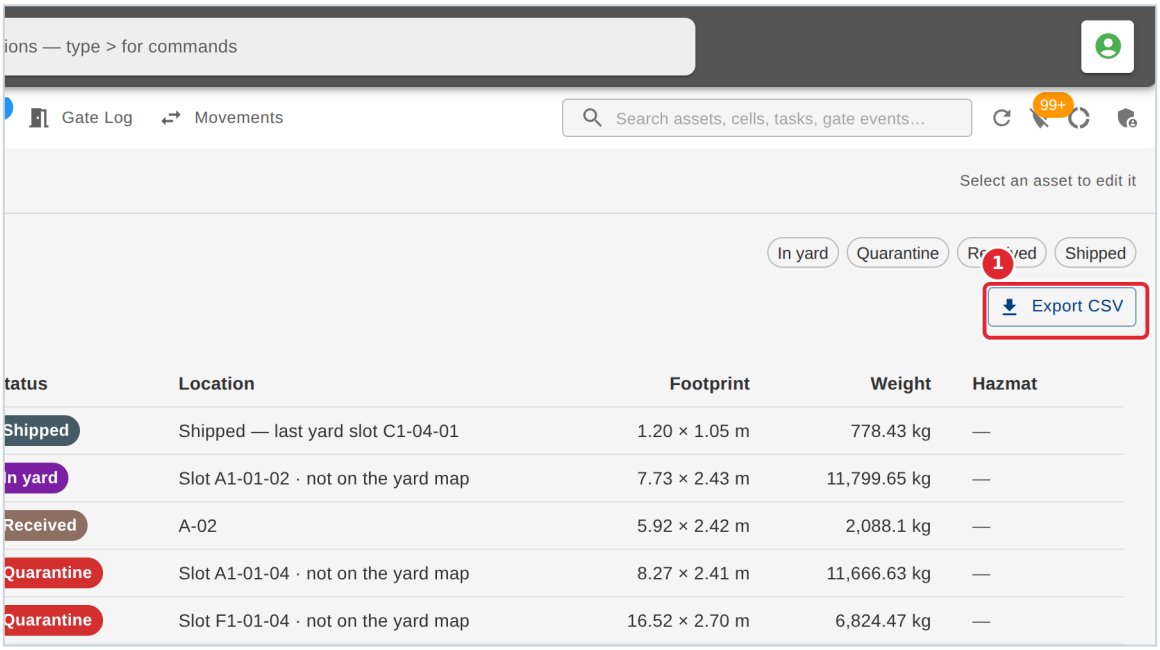
Narrow the yard's assets to the ones you are looking for, and take the list away as a spreadsheet.



Step 1. Open the Assets tab. It lists every asset the yard tracks, with its status, its location and its size.



Step 2. Select a status chip to show only assets in that status; select it again to clear it. Type in the filter box to narrow the list by mark, tag, job, description, type, cell or slot.



Step 3. Select Export CSV to download exactly the rows shown.

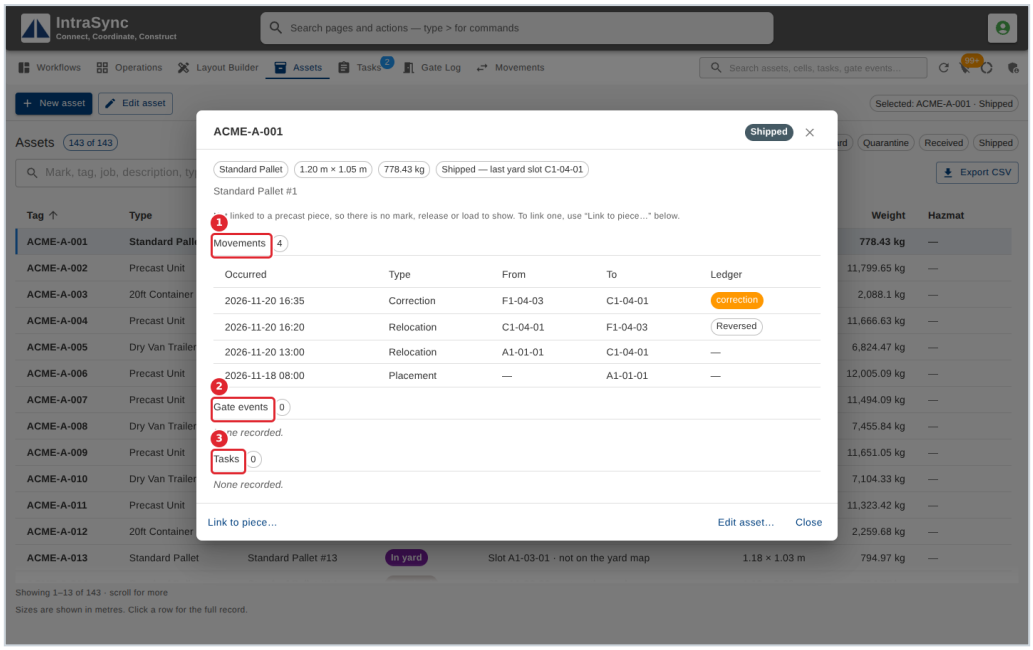
Tips:

- The count beside the title shows how many rows are shown out of how many are loaded.
- Select a column heading to sort by it.
- When the table is wider than the screen, scroll right to see more columns.

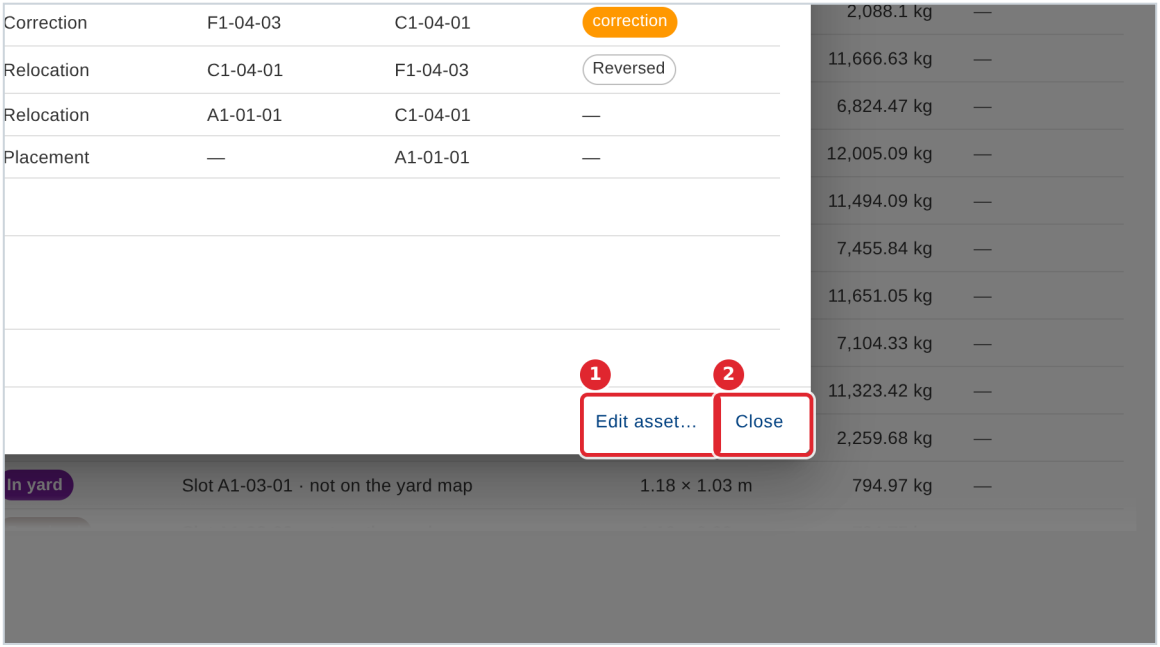
This is shown in the Yard Management video at 1:17.

22. Look up an asset's history

See everything the yard knows about one asset: where it is, how it moved, when it passed the gate and which tasks it has had.



Step 1. Select an asset's row to open its details: where it is, and its movements, gate events and tasks.



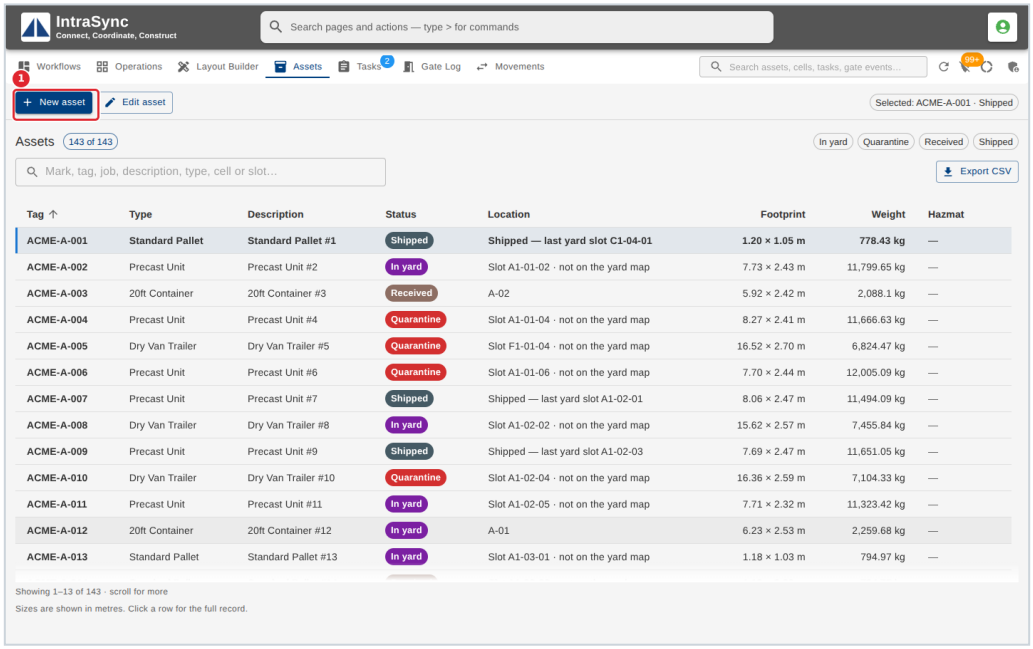
Step 2. From here, select Edit asset... to change it, or Close.

Tips:

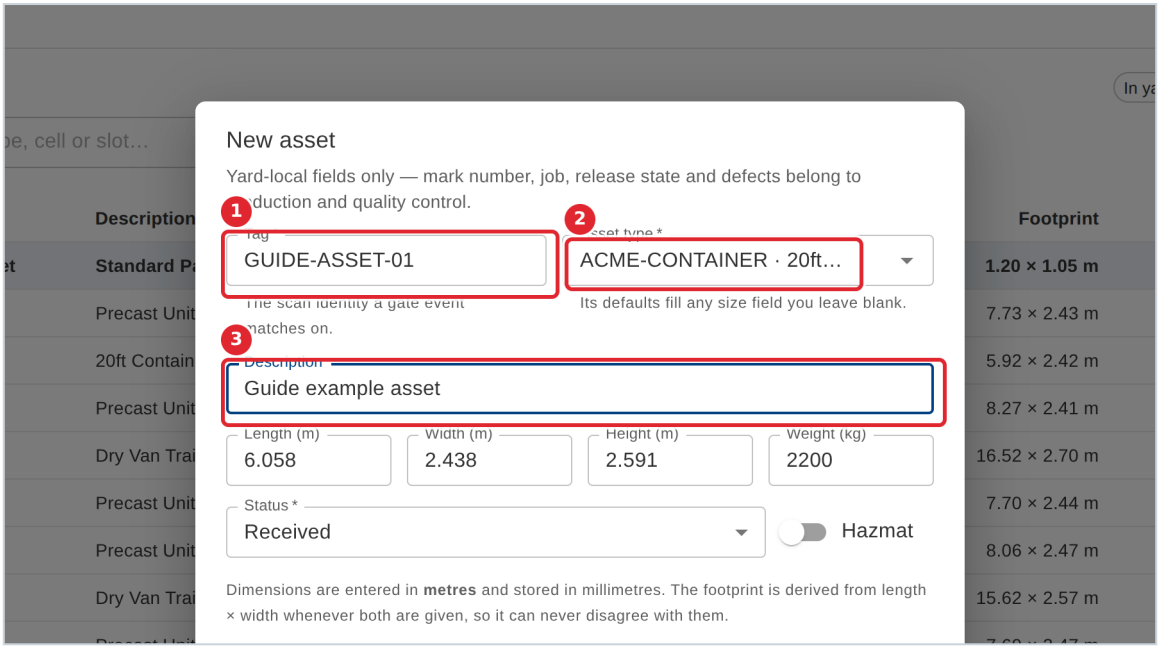
– An asset that is not linked to a precast piece has no mark, release or load to show. Link to piece... links it.

23. Add or change an asset

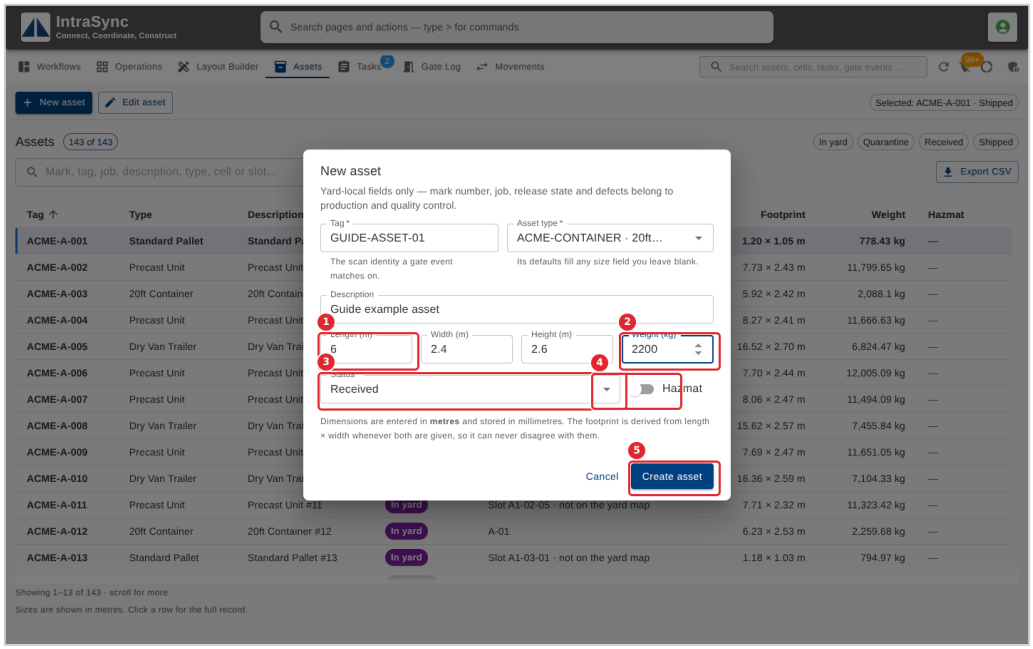
Add something the yard holds that is not already listed, or correct an asset's details.



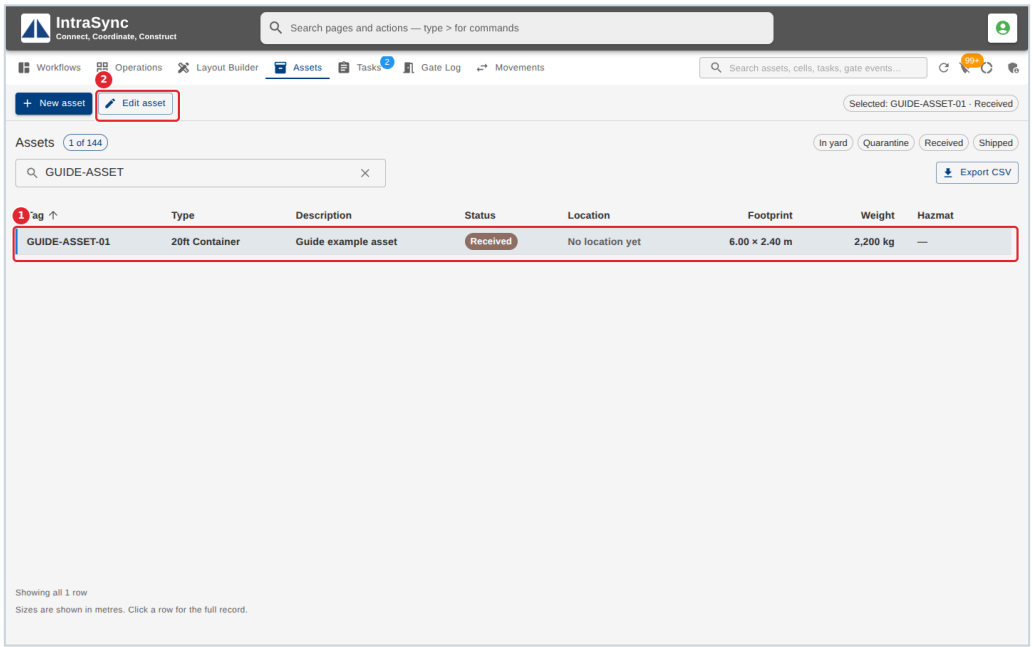
Step 1. On the Assets tab, select New asset.



Step 2. Enter the Tag, which is the scan identity the gate matches on, choose the Asset type, and add a Description.



Step 3. Enter its Length, Width and Height in metres and its Weight in kilograms, choose its Status, and switch on Hazmat if it is hazardous. Then select Create asset.



Step 4. To change an asset later, select its row, then Edit asset.

Tips:

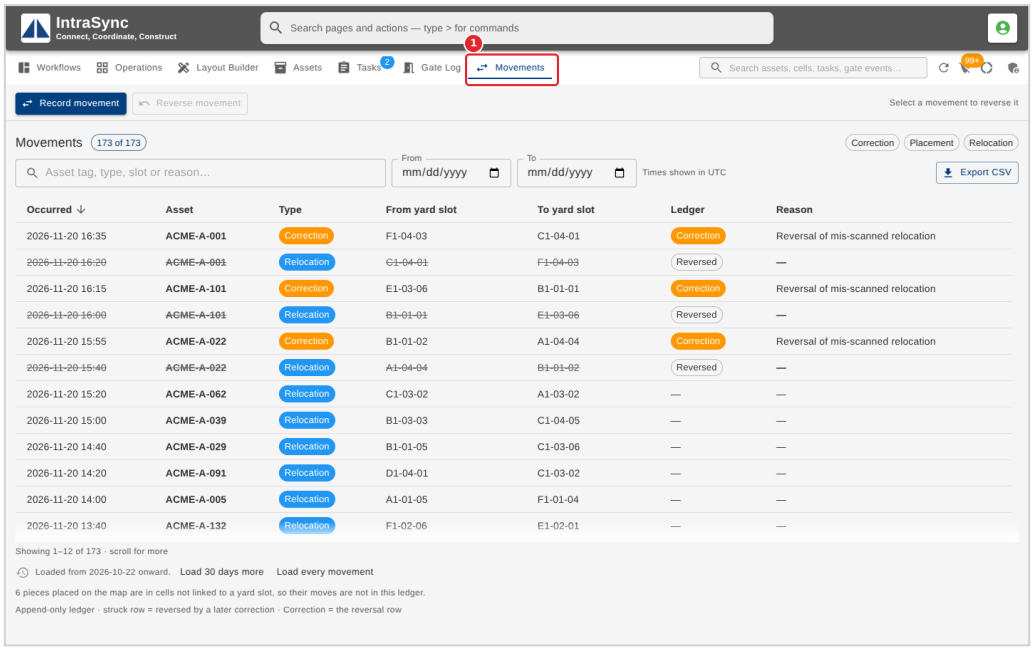
- The Tag is required, up to 64 characters. It is the scan identity the gate matches on.
- Choose the Asset type first: its standard sizes fill any size you leave blank.
- Sizes are in metres and weight in kilograms, each greater than zero.
- Mark, job, release state and defects come from production and quality control, so they are not edited here.
- No asset types to choose from? An administrator adds them under Yard administration > Asset types.

24. Record a movement

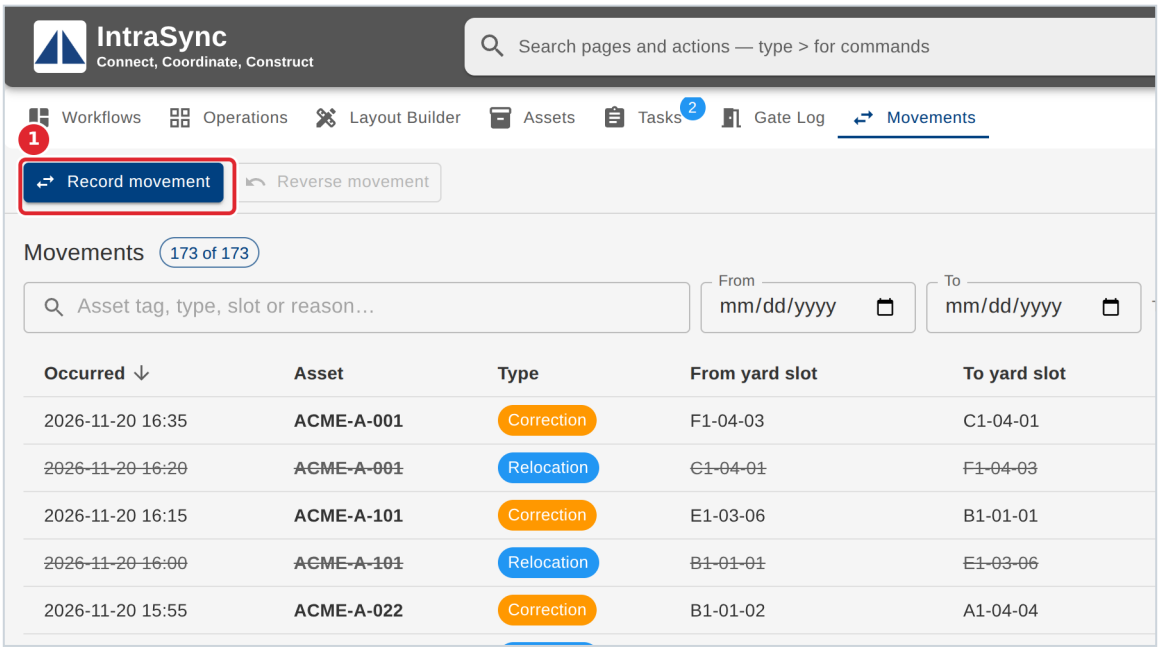
Record a move inside the yard, so the history of every asset stays complete.

Before you start:

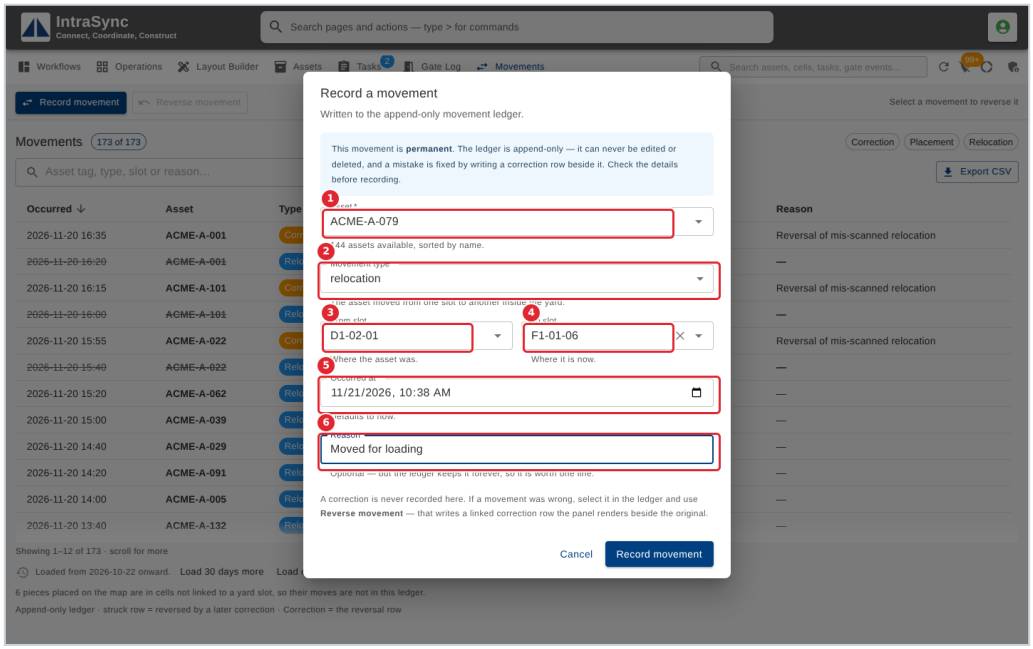
– The yard's location slots are set up under Yard administration > Zones.



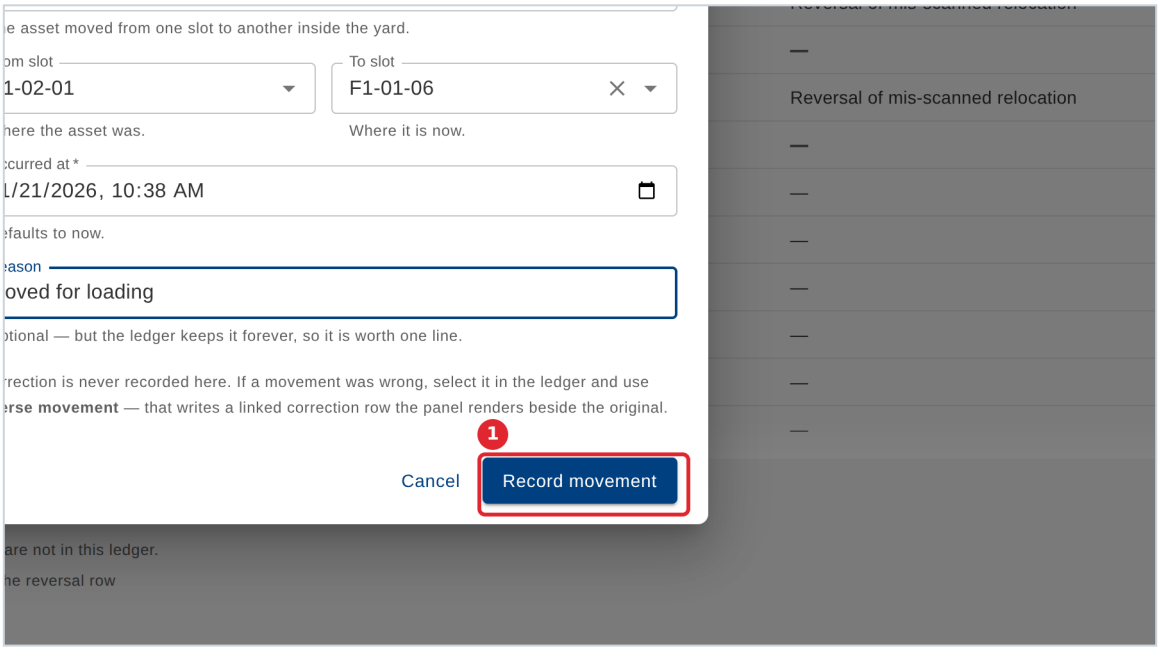
Step 1. Open the Movements tab. It is the history of every move: what moved, from which slot to which, and why.



Step 2. Select Record movement.



Step 3. Choose the Asset and the Movement type. Then choose the From slot and the To slot that type needs, set Occurred at, and give a Reason.



Step 4. Select Record movement. A movement is permanent: a mistake is put right by reversing it, never by editing it.

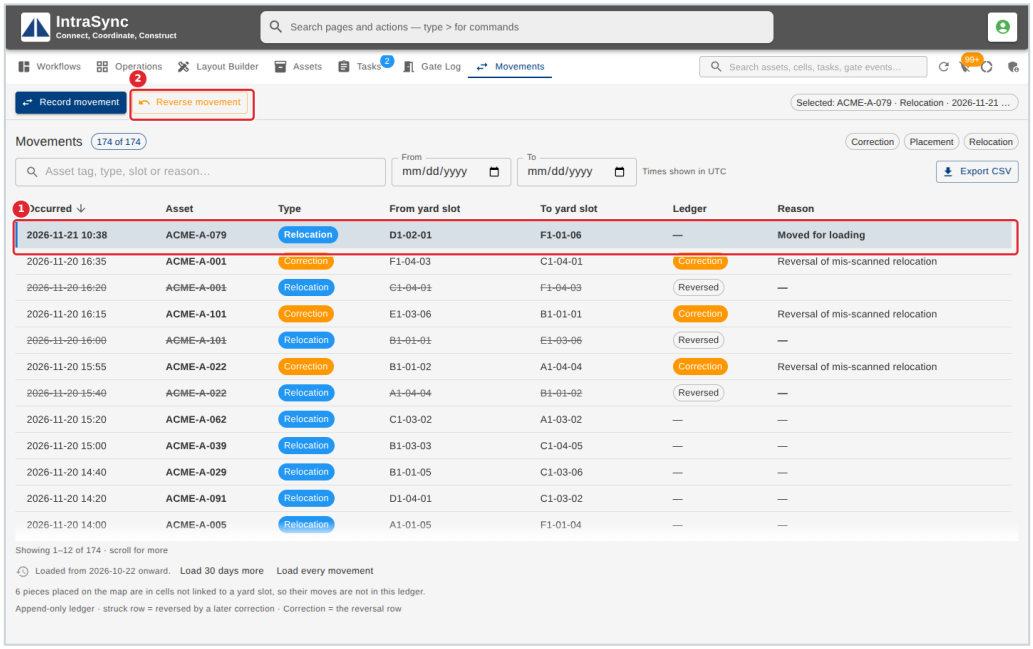
Tips:

- Depending on the type, a movement needs the slot the asset moved to, the slot it moved from, or both.
- From and To cannot be the same slot.
- A movement can never be edited or deleted. To put one right, reverse it.

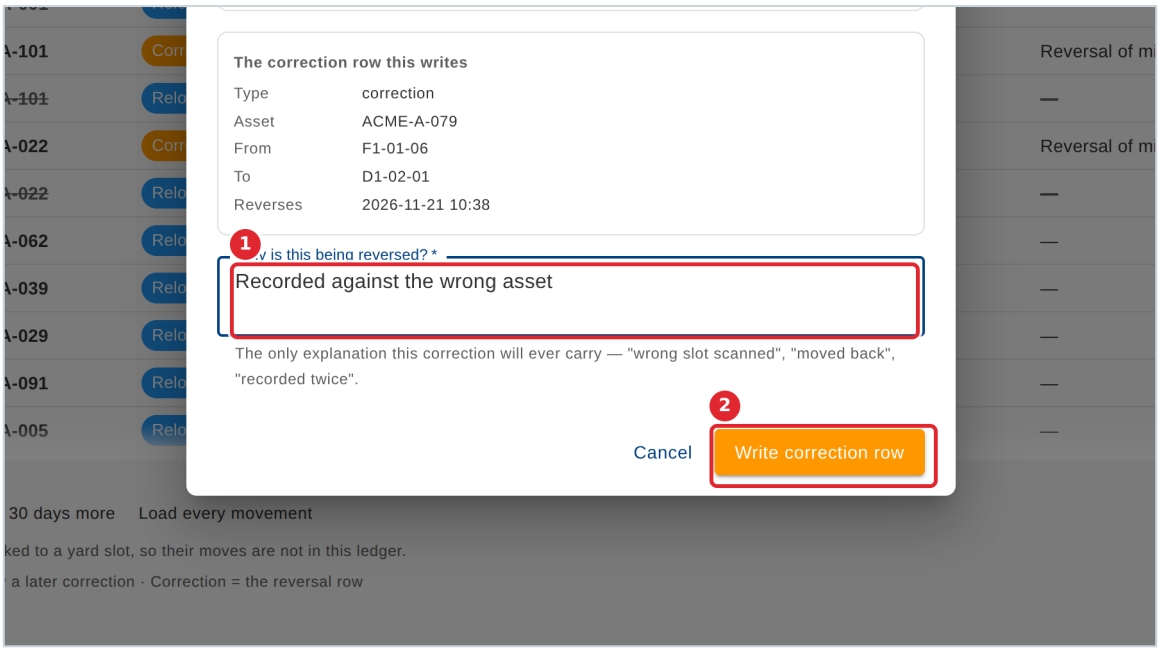
This is shown in the Yard Management video at 1:50.

25. Reverse a movement

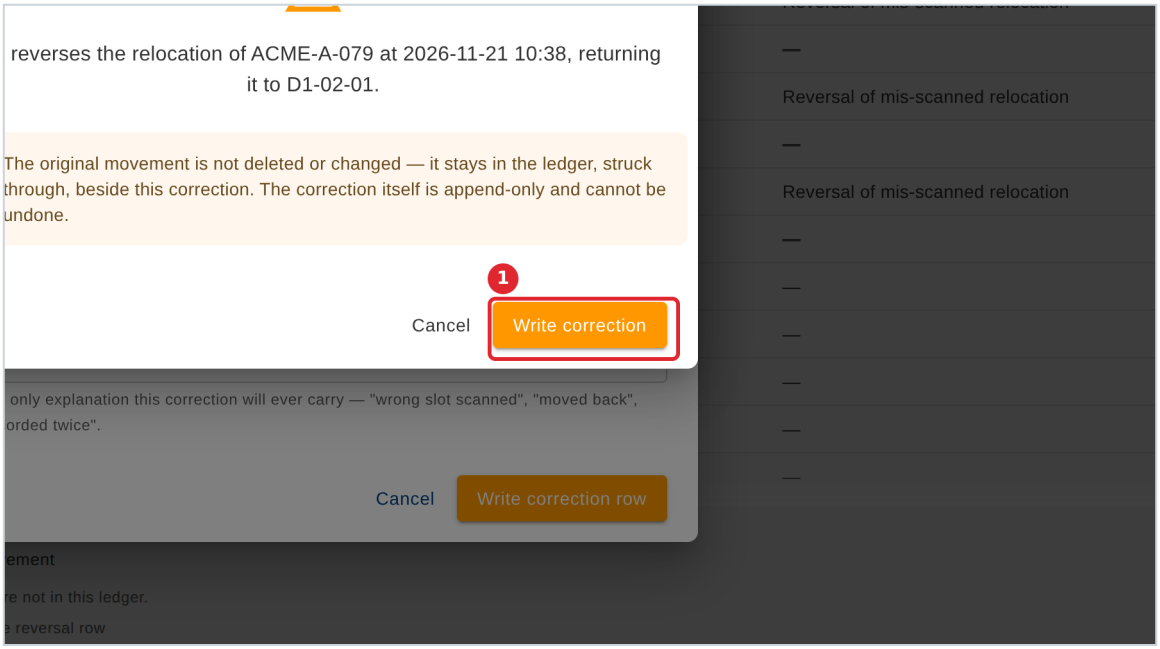
Put right a movement that was recorded by mistake, while keeping the original on record.



Step 1. To undo a movement, select its row, then Reverse movement.



Step 2. Say why it is being reversed, then select Write correction row.



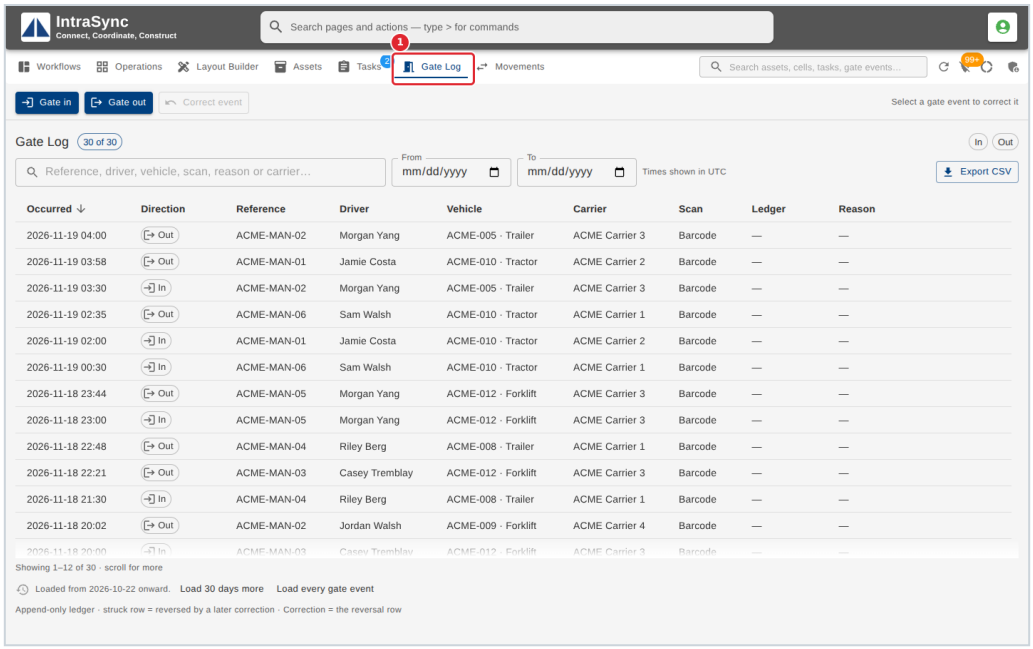
Step 3. Select Write correction to confirm. The original row stays, struck through, and the correction is added beside it.

Tips:

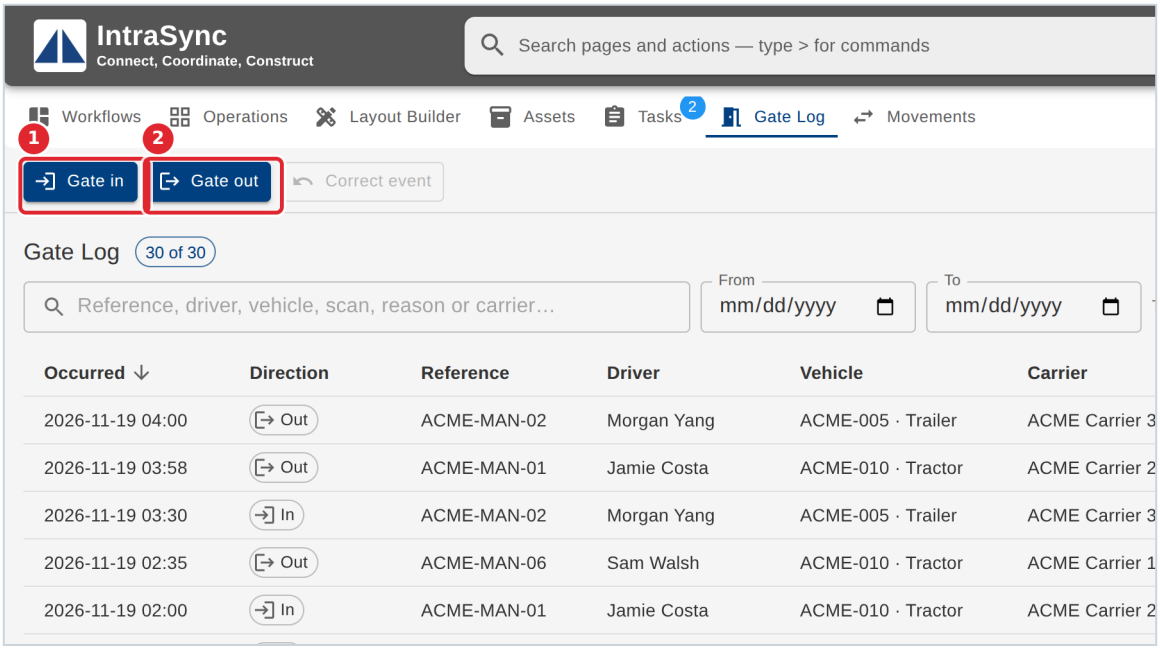
- The reason is the only explanation the correction will ever carry, so make it specific.
- A reversed row is struck through, and the correction row is listed with it.

26. Log a truck in or out at the gate

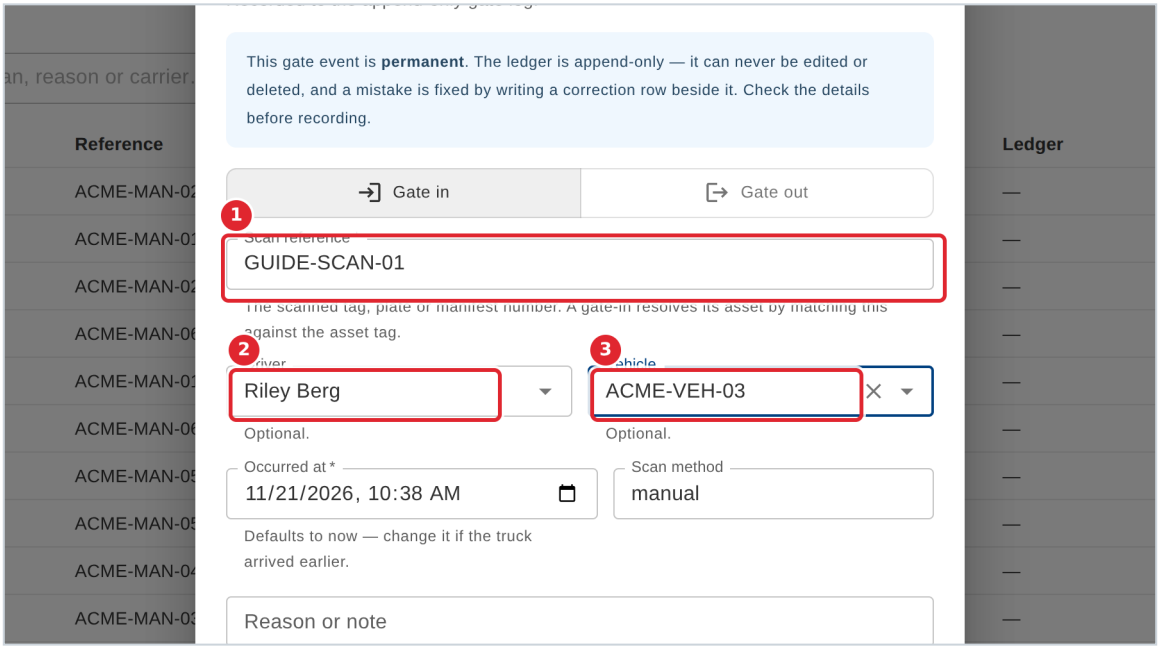
Record every arrival and departure through the yard gate.



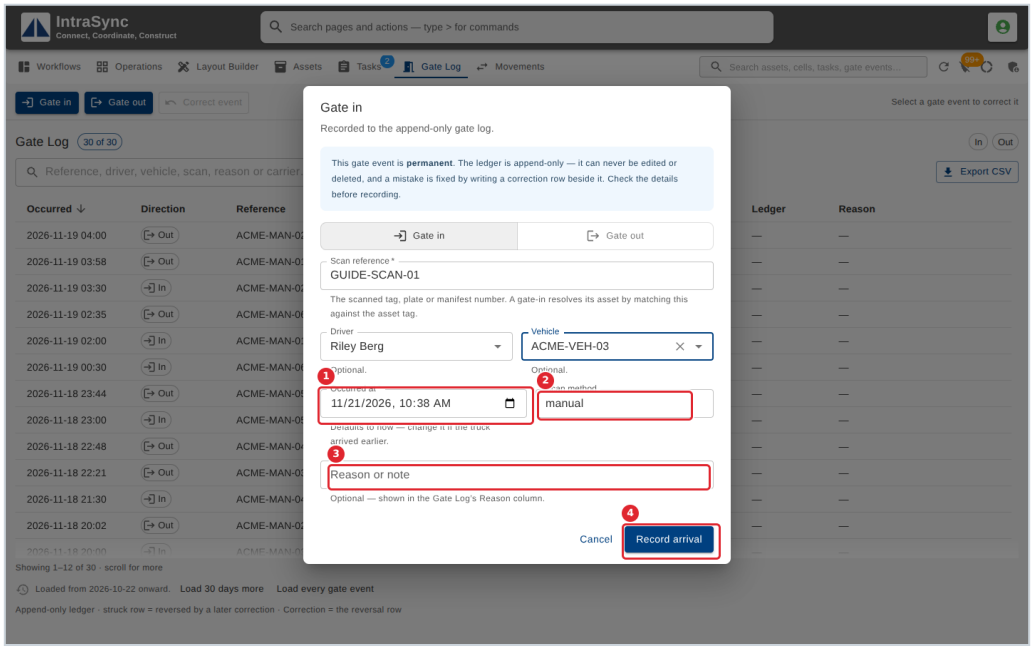
Step 1. Open the Gate Log tab. It records every arrival and departure through the yard gate.



Step 2. Select Gate in for an arrival or Gate out for a departure.



Step 3. Enter the Scan reference, then choose the Driver and the Vehicle if you know them.



Step 4. Check Occurred at, which starts at now, and the Scan method, add a note if needed, then select Record arrival (or Record departure).

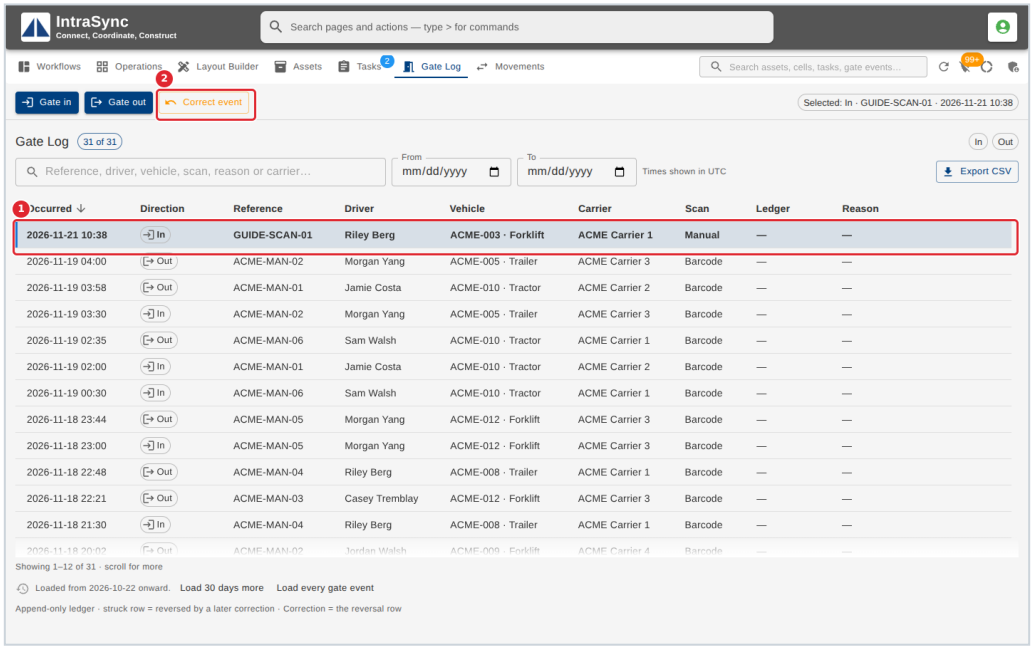
Tips:

- The Scan reference is required. It is the scanned tag, plate or manifest number, and a gate-in finds its asset by matching it against the asset tag.
- Occurred at cannot be in the future.
- If a scan looks like a repeat of a recent one, you are asked whether to record it anyway.
- A gate event is permanent. A mistake is put right with a correction, never by editing.

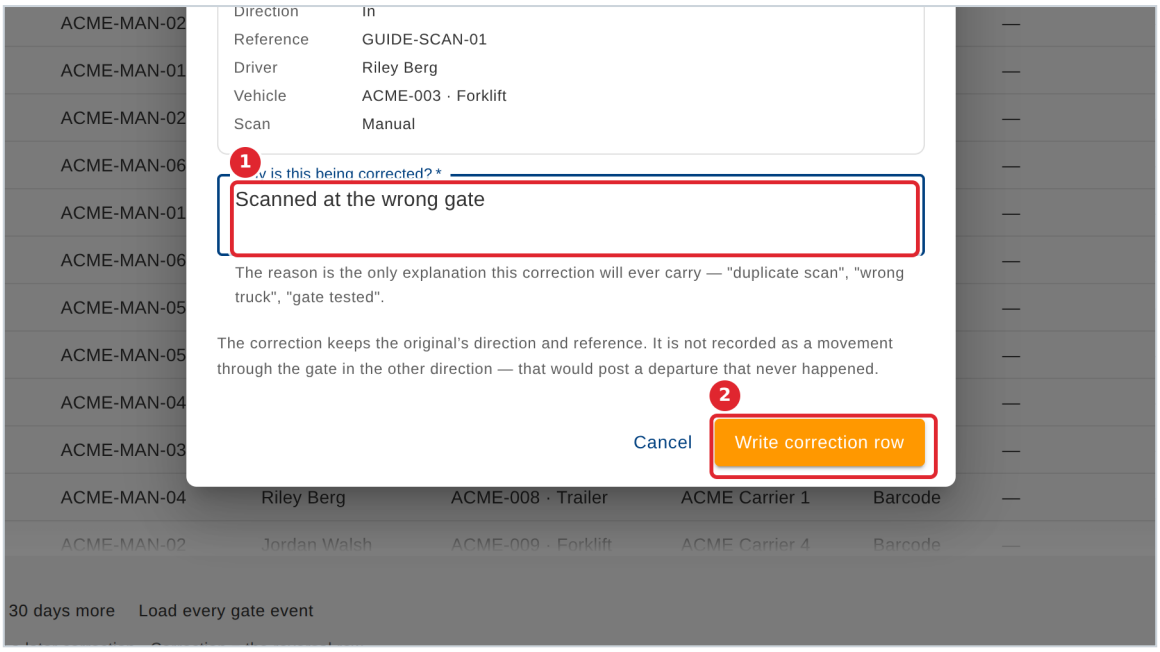
This is shown in the Yard Management video at 1:40.

27. Correct a gate event

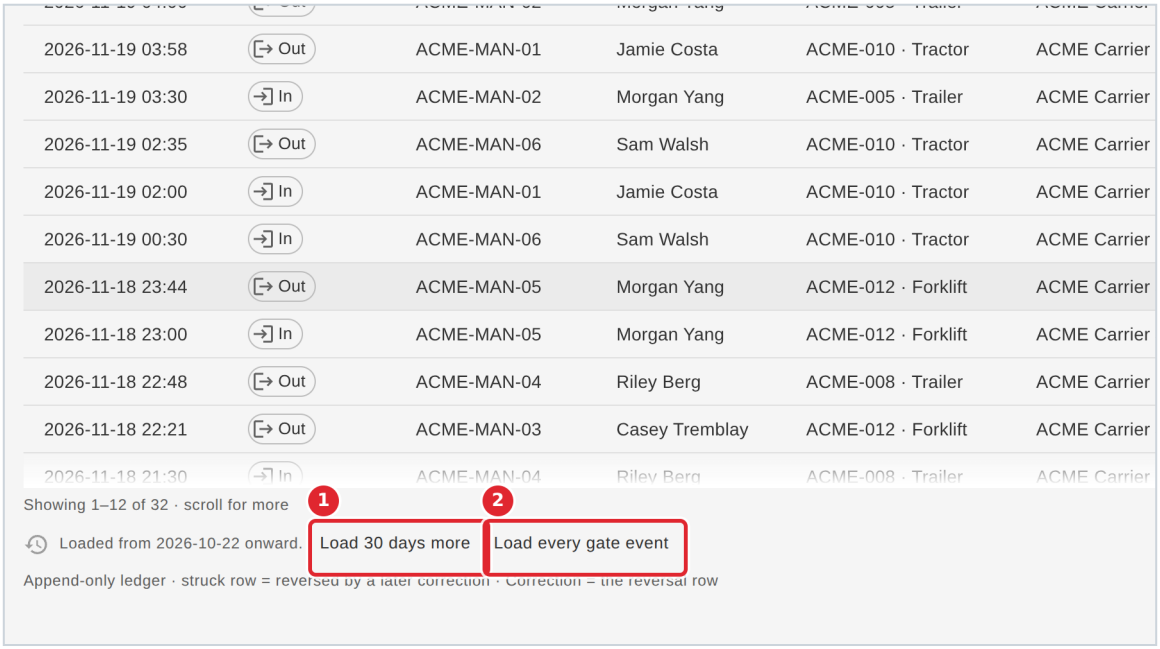
Put right a gate event that was recorded wrongly, while keeping the original on record.



Step 1. To put a gate event right, select its row, then Correct event.



Step 2. Say why it is being corrected, then select Write correction row and confirm with Write correction.



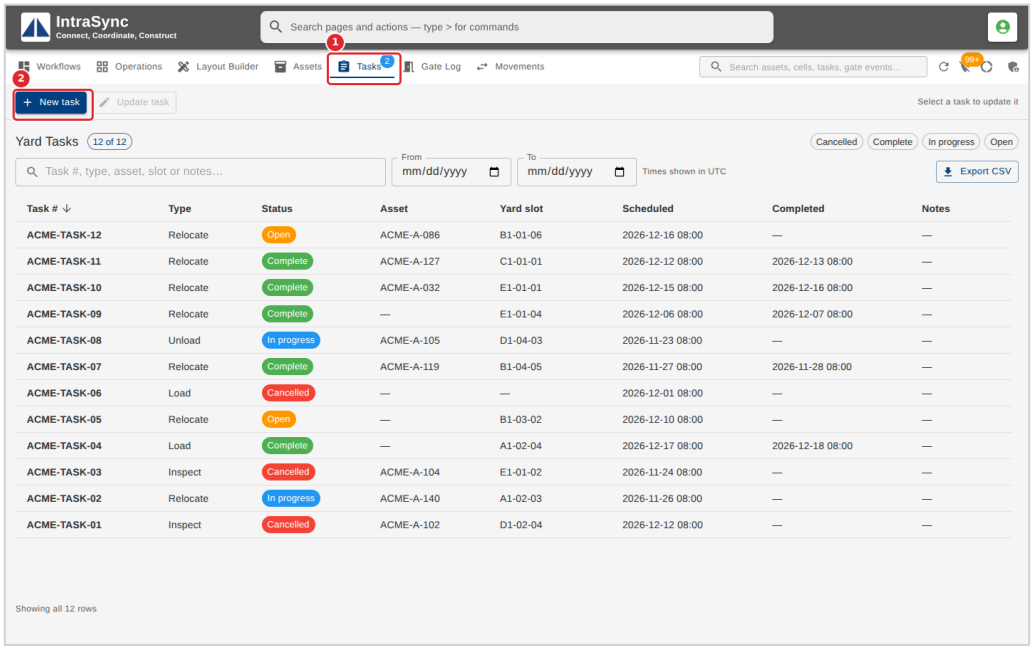
Step 3. Use Load 30 days more, or Load every gate event, at the foot of the list to see older events.

Tips:

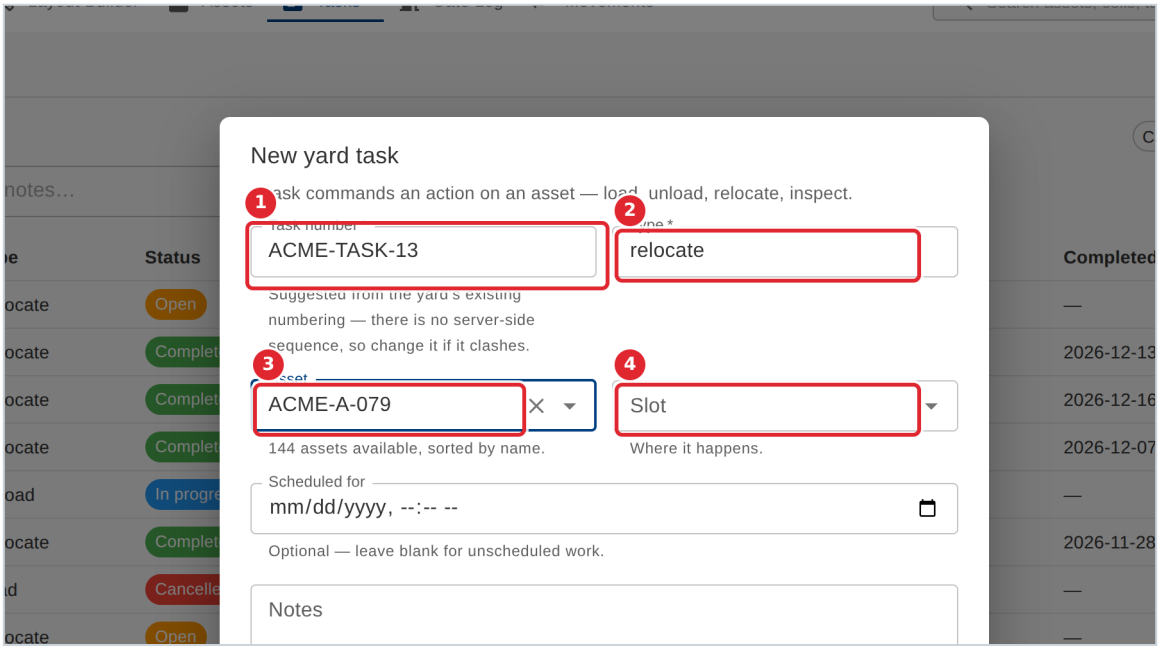
- The correction keeps the original's direction and reference. It is not recorded as a truck going through the gate the other way.
- A reason is required: it is the only explanation the correction will ever carry.

28. Create a yard task

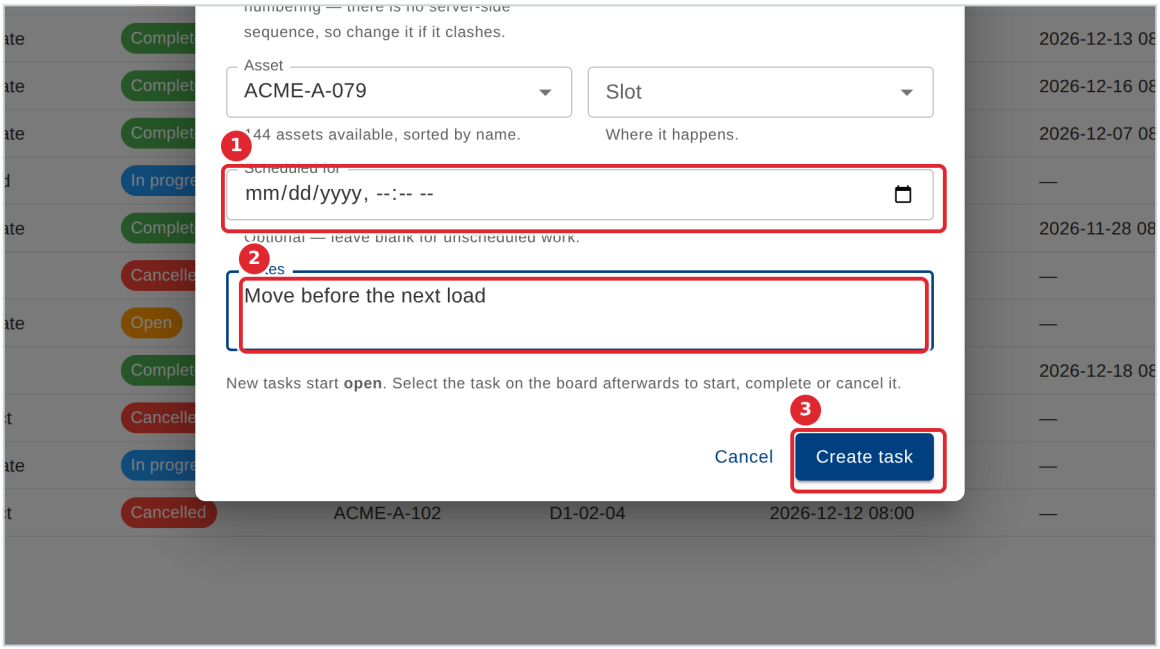
Ask for work to be done on an asset, such as relocating, loading, unloading or inspecting it.



Step 1. Open the Tasks tab. It lists the yard's work: relocating, loading, unloading and inspecting assets. Select New task.



Step 2. Check the suggested Task number, then enter the Type, such as load, unload, relocate or inspect, and choose the Asset and the Slot.



Step 3. Set Scheduled for and add Notes if needed, then select Create task. A new task starts as Open.

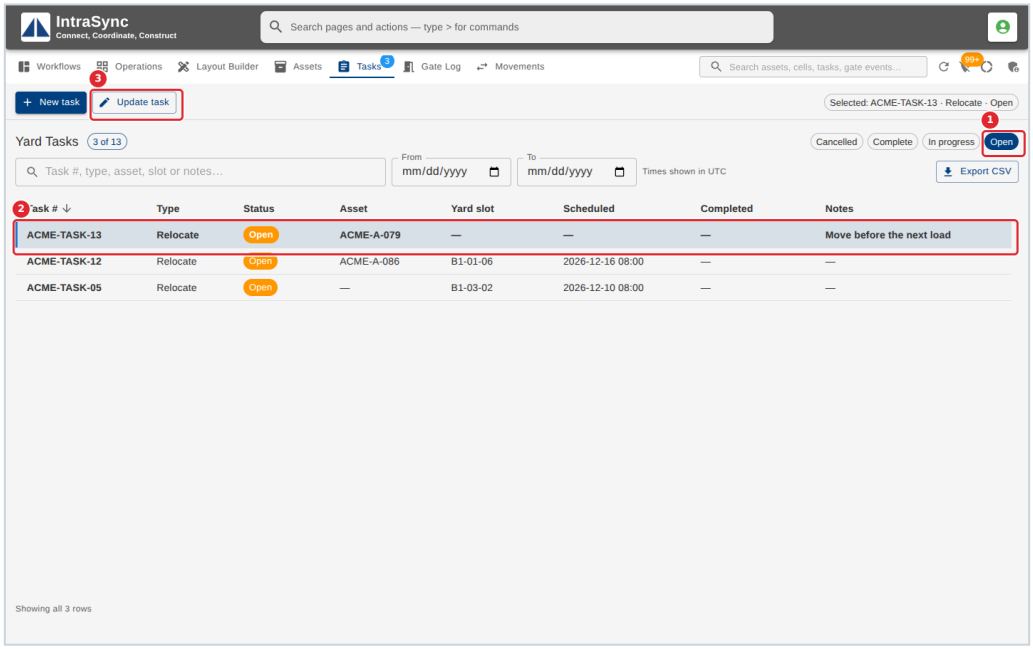
Tips:

- A task needs a number and a type. The suggested number follows the yard's existing numbering, so change it if it clashes.
- Leave Scheduled for blank for unscheduled work.
- Notes can be up to 500 characters.

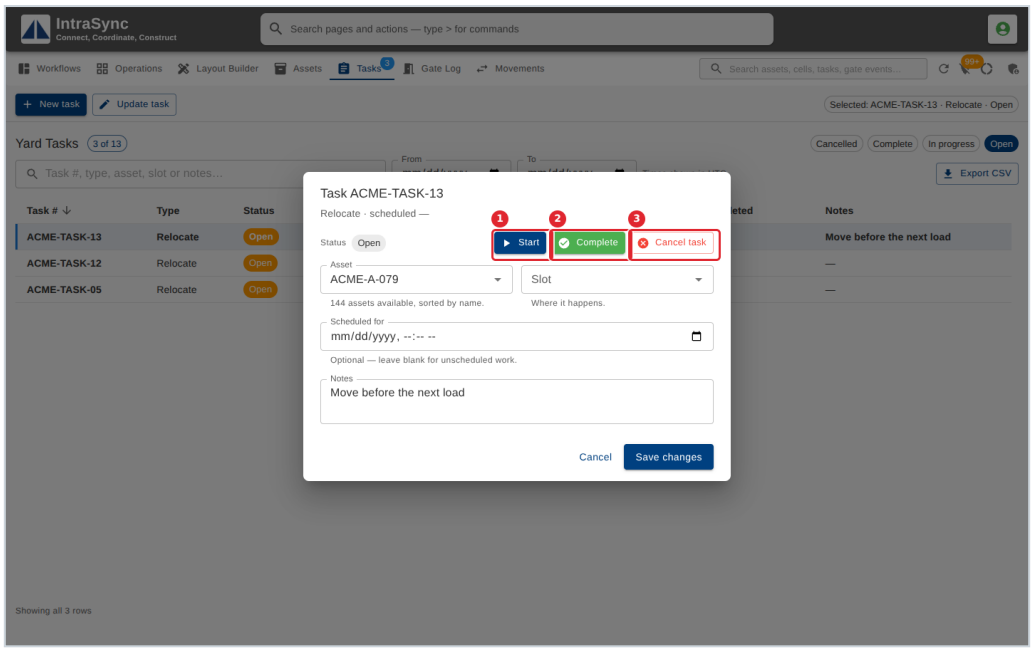
This is shown in the Yard Management video at 1:30.

29. Start, complete or cancel a task

Keep the task list true to what is happening in the yard.



Step 1. Select the Open chip to see the work still to do, select a task's row, then Update task.



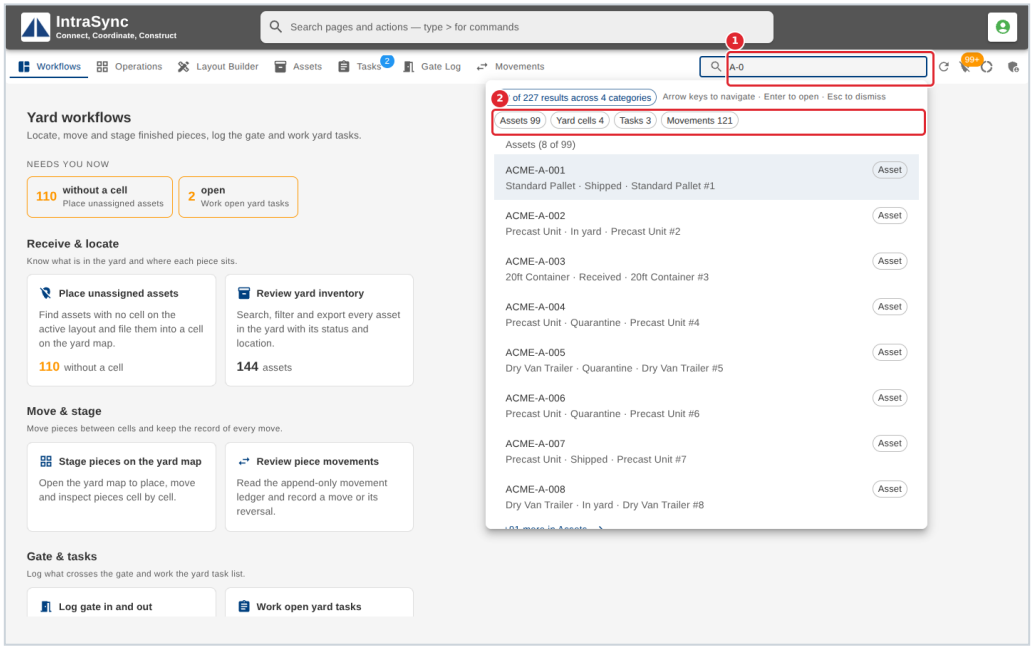
Step 2. Select Start when the work begins and Complete when it is done. Cancel task asks before it cancels. To reschedule, change Scheduled for and select Save changes.

Tips:

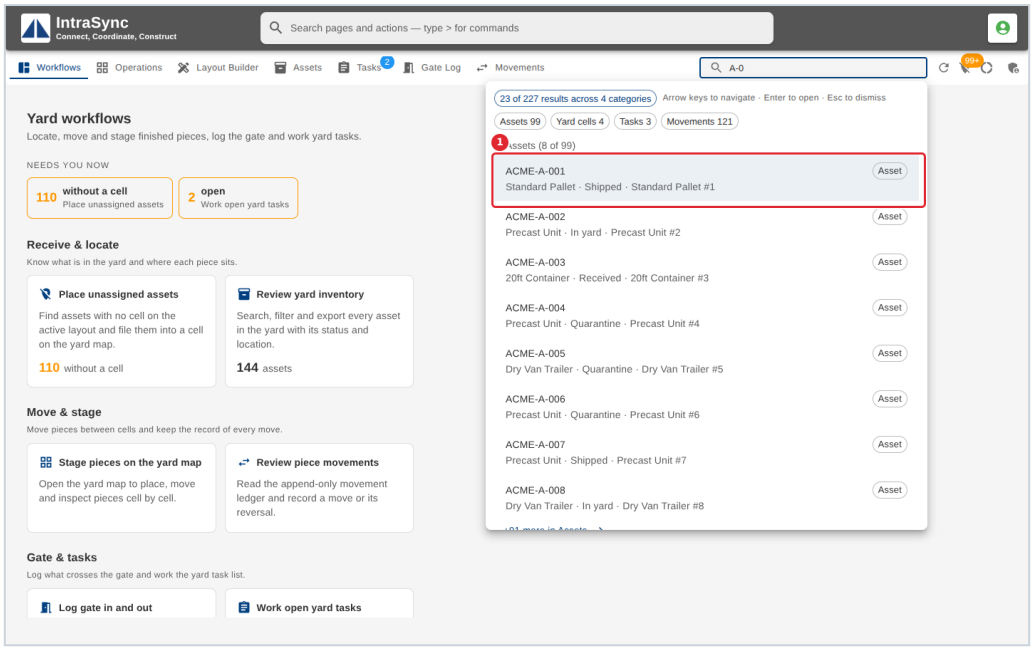
- Only an open task can be started.
- Cancel task asks first. Keep it open leaves the task as it was.

30. Search the whole yard

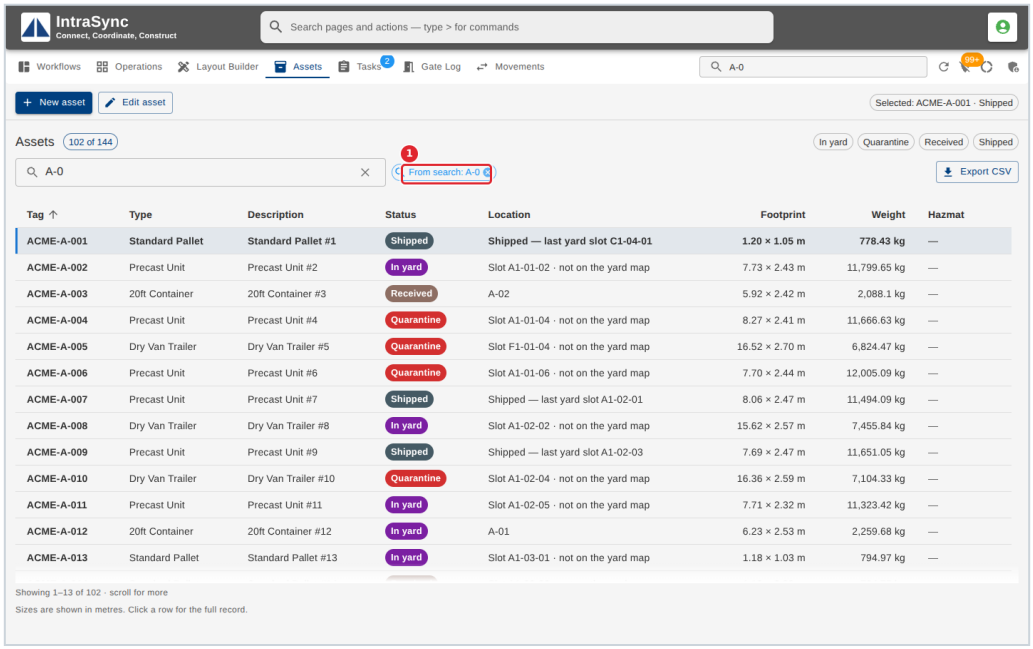
Find anything in the yard from one box, wherever you are in Yard Management.



Step 1. Type in Search the yard to search everything loaded: assets, cells, tasks, gate events and movements. Results are grouped by kind; select a group's chip to jump to it.



Step 2. Select a result, or use the arrow keys and Enter. You go to the tab that owns it, with the search carried into that tab's filter.



Step 3. A chip shows the filter came from your search. Clear the search box to clear it.

Tips:

- Use the arrow keys to move through the results, Enter to open one and Esc to close the list.
- A long group shows its first results. Select the link at its foot to see the rest.

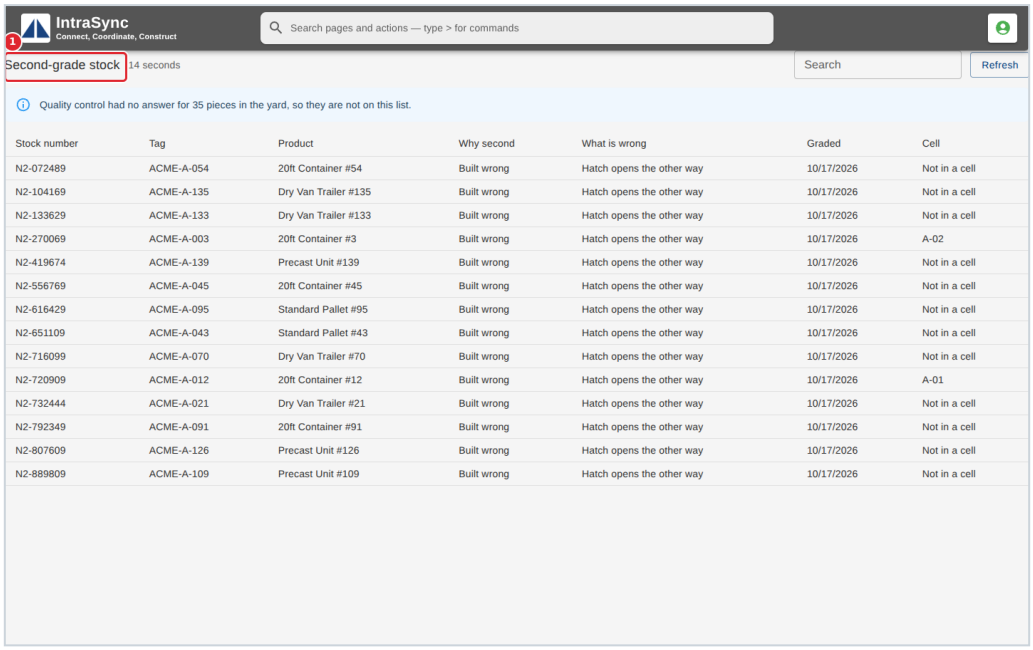
This is shown in the Yard Management video at 3:04.

31. Review second-grade stock

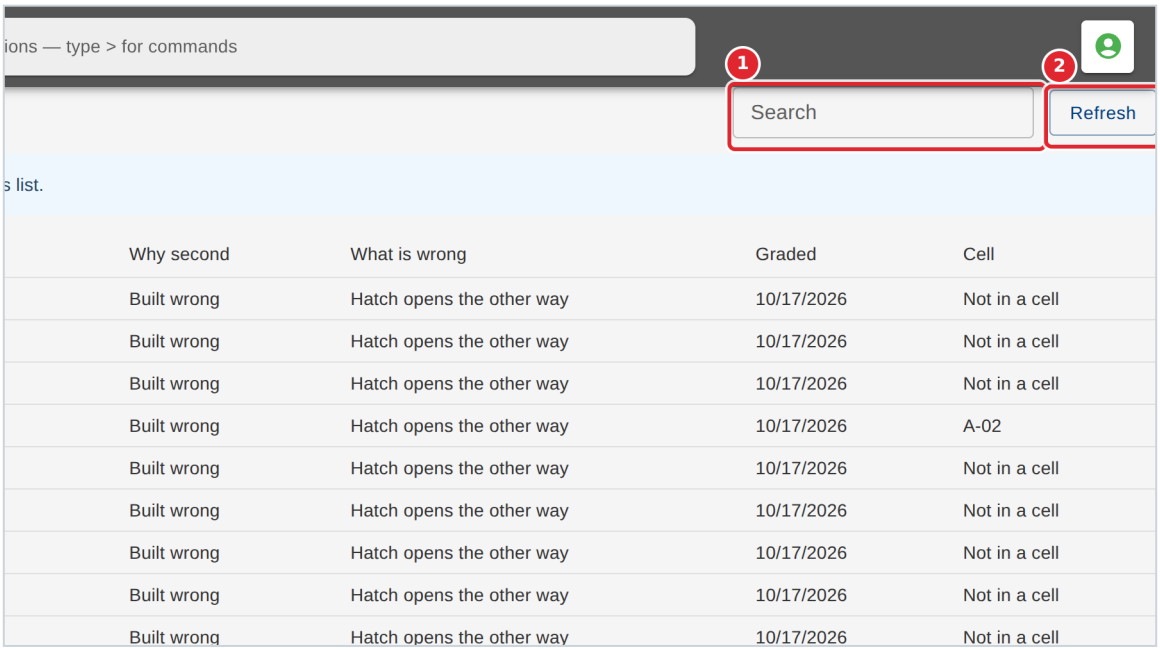
See every piece quality control graded second, and where each one is.

Before you start:

– Your yard is connected to quality control.



Step 1. Open Second-grade stock. It lists the pieces quality control graded second, each under quality control's own stock number, with why it is second and which cell it is in.



Step 2. Search by number, tag, product, reason or cell, and select Refresh to read the list again.

Tips:

- The stock number is quality control's own number for the piece. The yard tag is shown beside it.
- A note at the top says when quality control had no answer for some pieces, so they are not on the list.

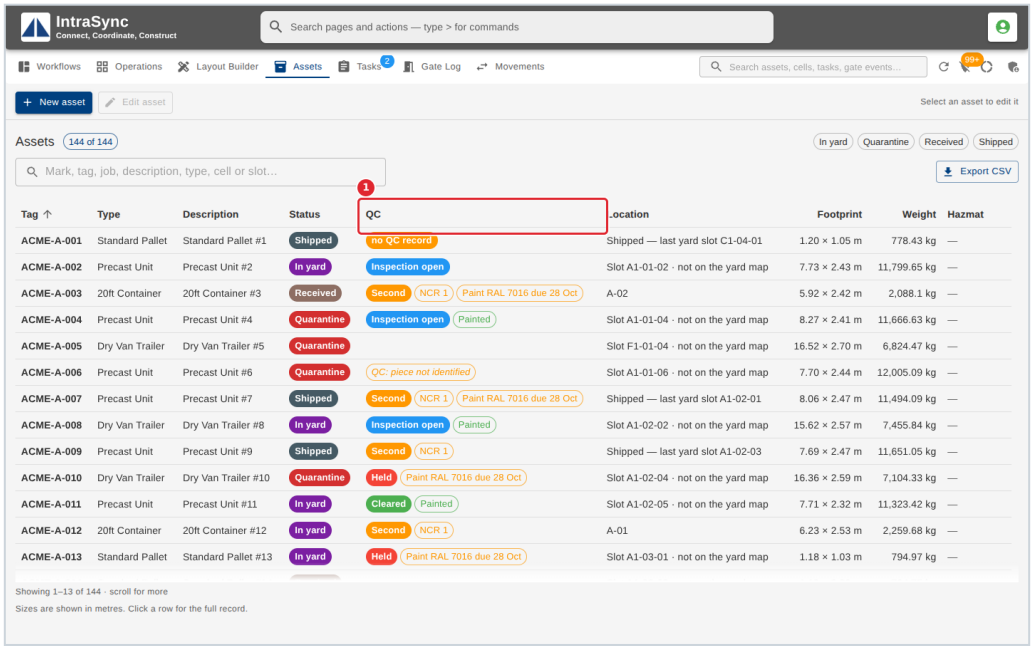
This is shown in the Yard Management video at 4:18.

32. See a piece's quality control state

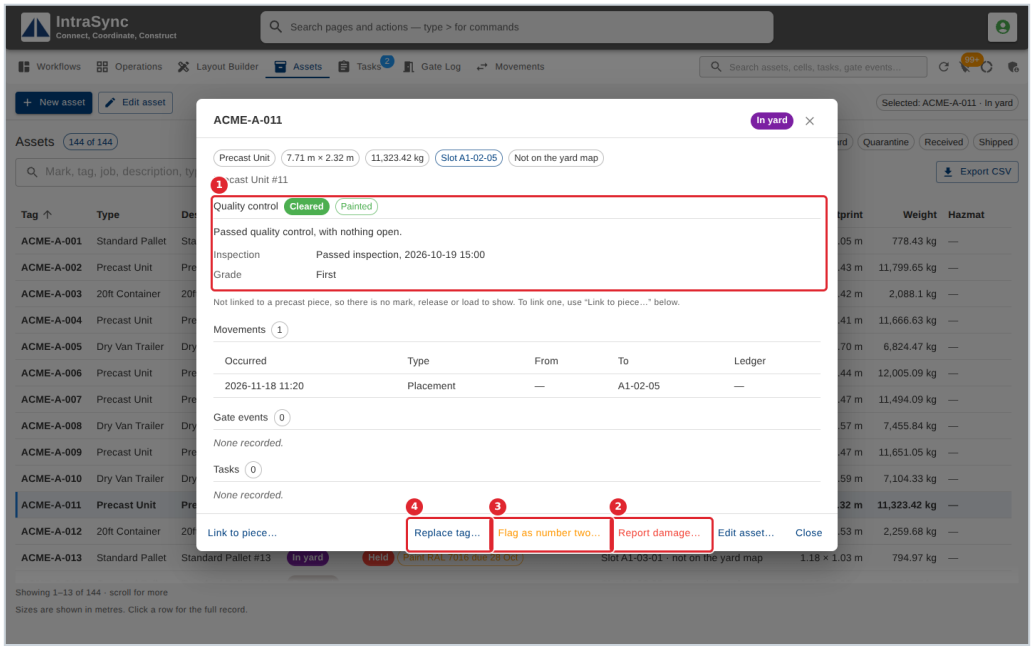
Check whether a piece is cleared, held or graded second before you load it.

Before you start:

- Your yard is connected to quality control. Without it, there is no QC column and no Quality control section.



Step 1. When your yard is connected to quality control, the Assets tab adds a QC column with each piece's quality control state.



Step 2. Open a piece's row. Its Quality control section shows its state, and the buttons for what the yard can report: Report damage..., Flag as number two... and Replace tag....

Tips:

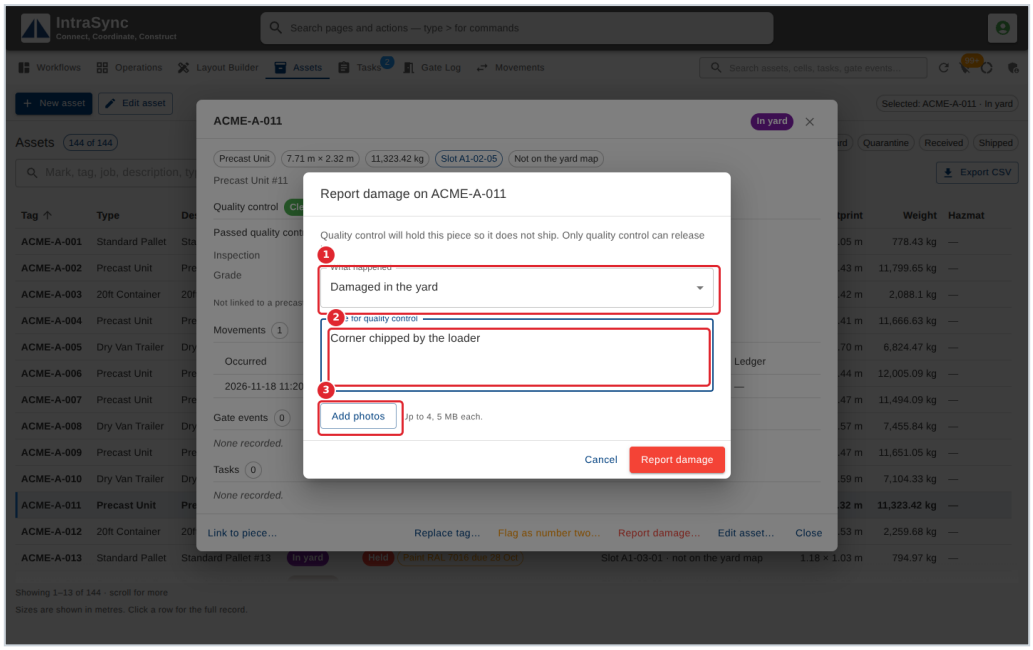
– Which of the three buttons are shown depends on the piece's state in quality control.

33. Report damage to quality control

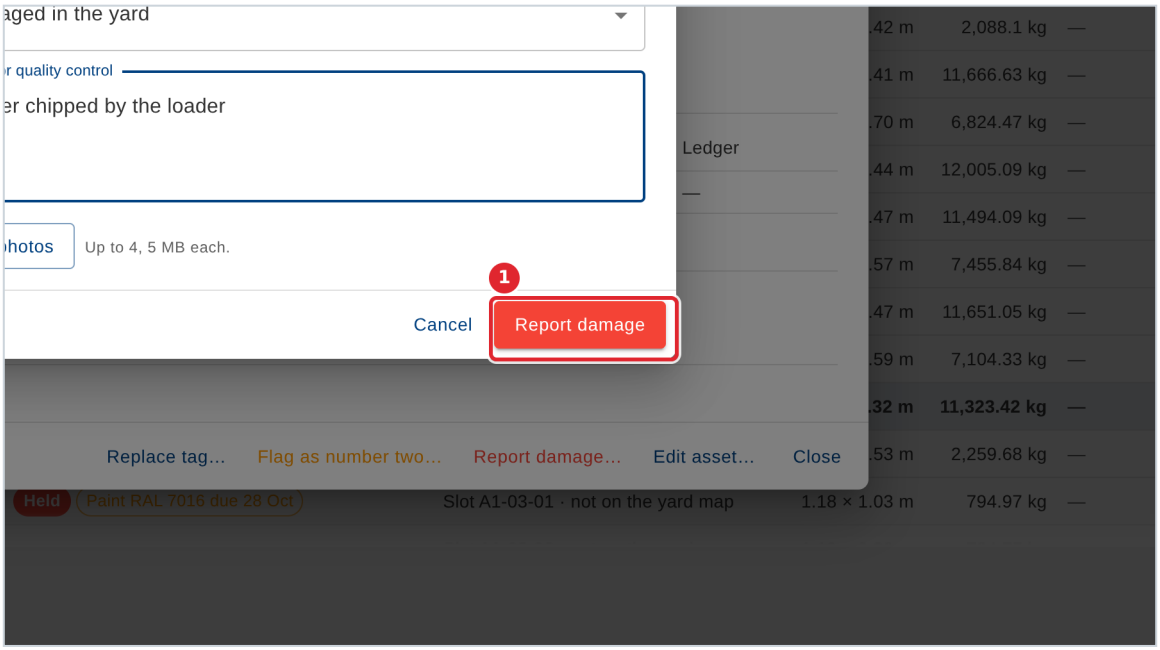
Tell quality control about damage found in the yard, so the piece is held and does not ship.

Before you start:

– Your yard is connected to quality control.



Step 1. Select Report damage.... Choose What happened, describe where the damage is and how big in Note for quality control, and add up to four photos.



Step 2. Select Report damage. Quality control then holds the piece until it is cleared.

Tips:

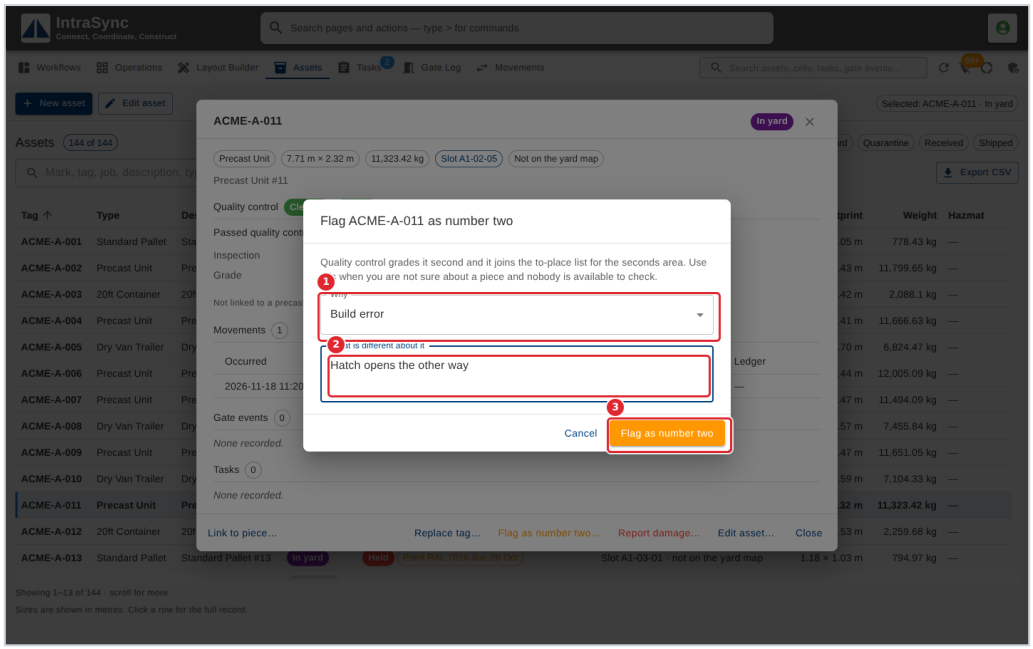
- Photos must be JPEG, PNG or WebP, up to 5 MB each.
- Only quality control can release a held piece.

34. Flag a piece as number two

Tell quality control that a sound piece is not as ordered, so it can be graded second.

Before you start:

- Your yard is connected to quality control.



Step 1. Select Flag as number two... for a piece that is sound but not as ordered. Choose Why, say what is different about it, then select Flag as number two. Quality control grades it second.

Tips:

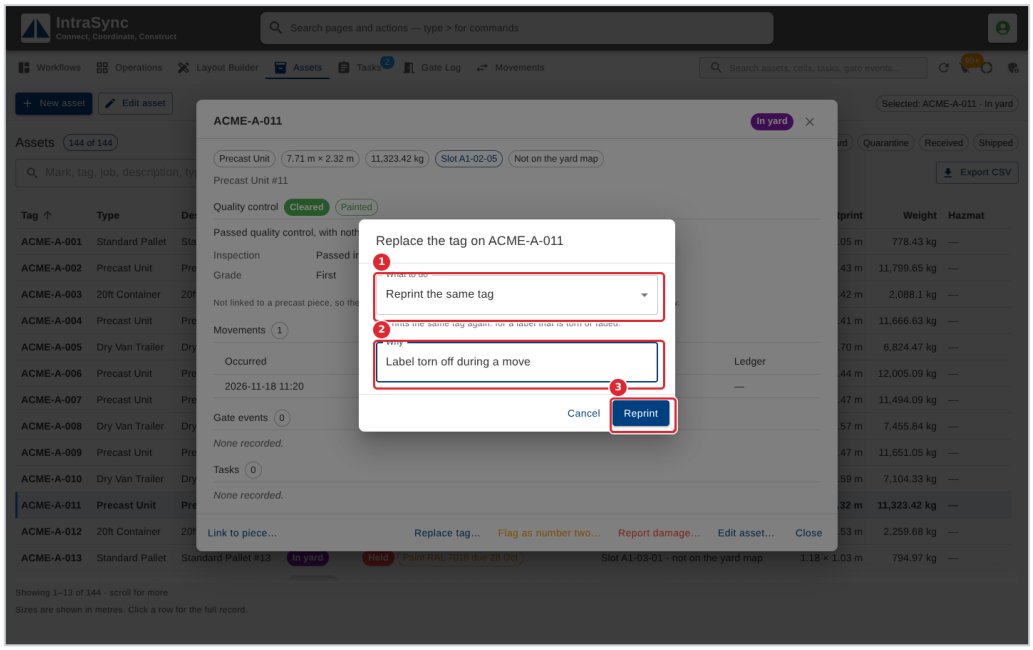
- Why can be Build error, Cancelled job, Changed requirement, Return or Other.

35. Replace a lost or damaged tag

Get a piece's tag reprinted, or a new one issued, when it can no longer be scanned.

Before you start:

– Your yard is connected to quality control.



Step 1. Select Replace tag... when a piece's tag is lost or unreadable. Choose whether to reprint the same tag or issue a new one, say why, then select Reprint or Issue new tag.

Tips:

– Reprint the same tag prints the same tag again, for a label that is torn or faded.

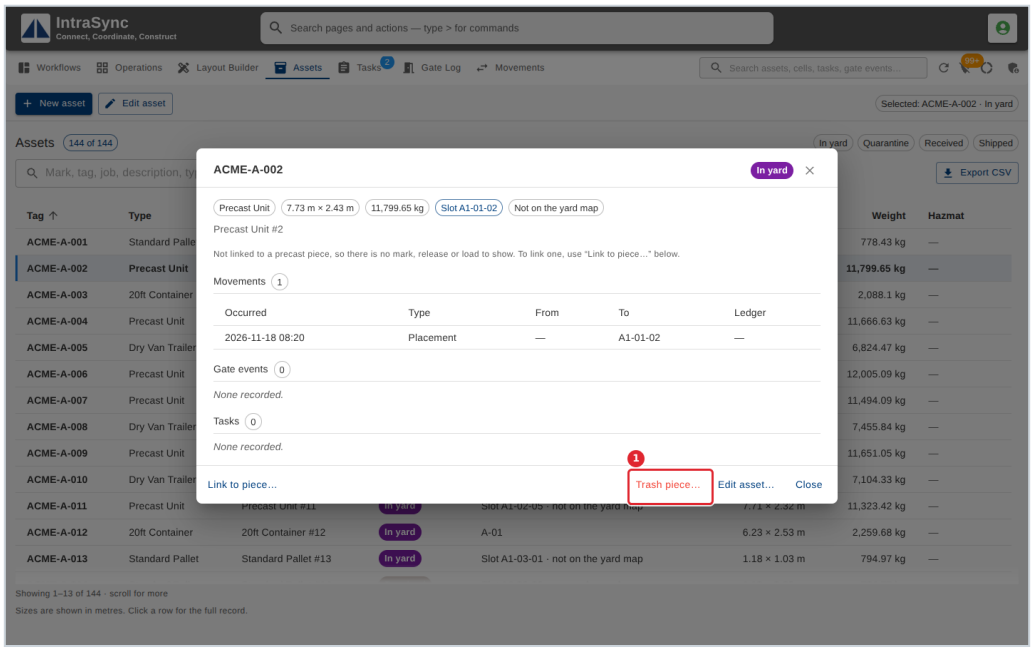
– Why is required.

36. Trash a piece

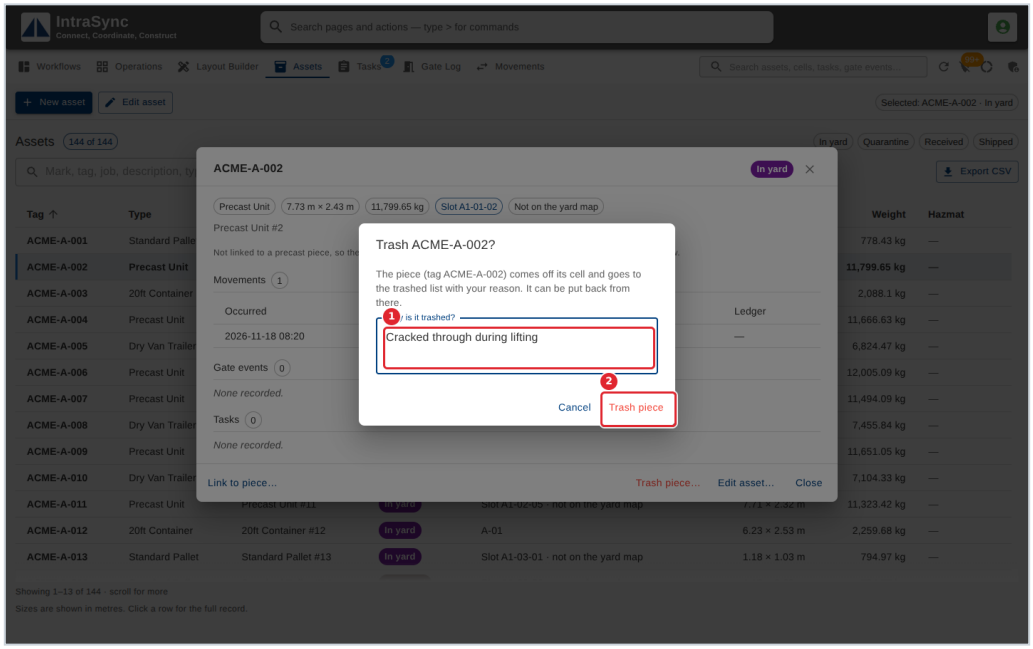
Take a piece that cannot be used out of the yard, with the reason on record, so anyone looking for it later can see it was trashed.

Before you start:

- Your company has turned on trashing pieces, and you hold a role that may trash a piece.



Step 1. Open the piece's row on the Assets tab, then select Trash piece... at the bottom of its detail.



Step 2. Say why the piece is trashed, then select Trash piece. It comes off its cell and goes to the trashed list with your reason, and it can be put back from there.

Tips:

- Why is it trashed? is required: Trash piece stays unavailable until it is filled in.
- The piece comes off its cell. It is not deleted, and it can be put back from the trashed list.

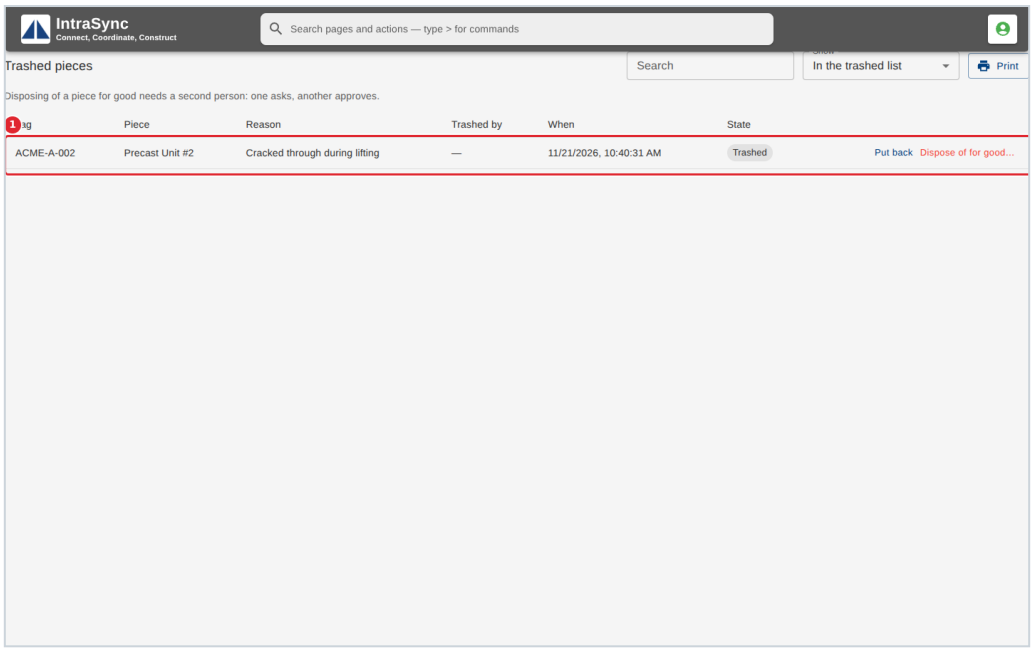
This is shown in the Yard Management video at 4:30.

37. Put back or dispose of a trashed piece

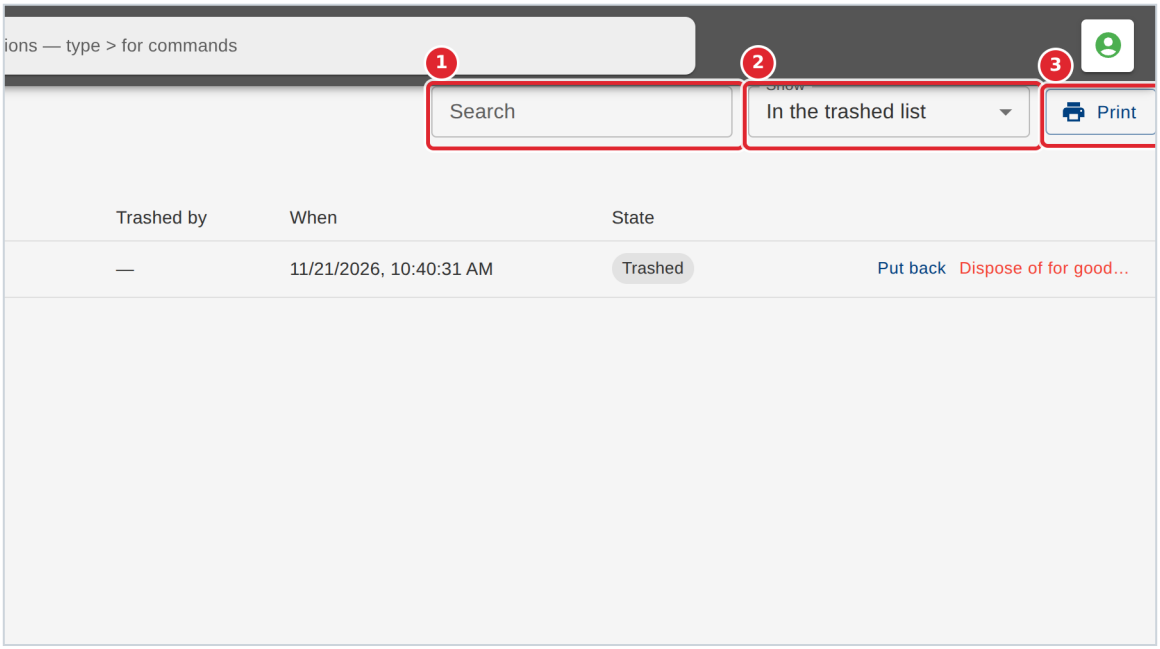
Review every trashed piece, return one to the yard, or remove one for good.

Before you start:

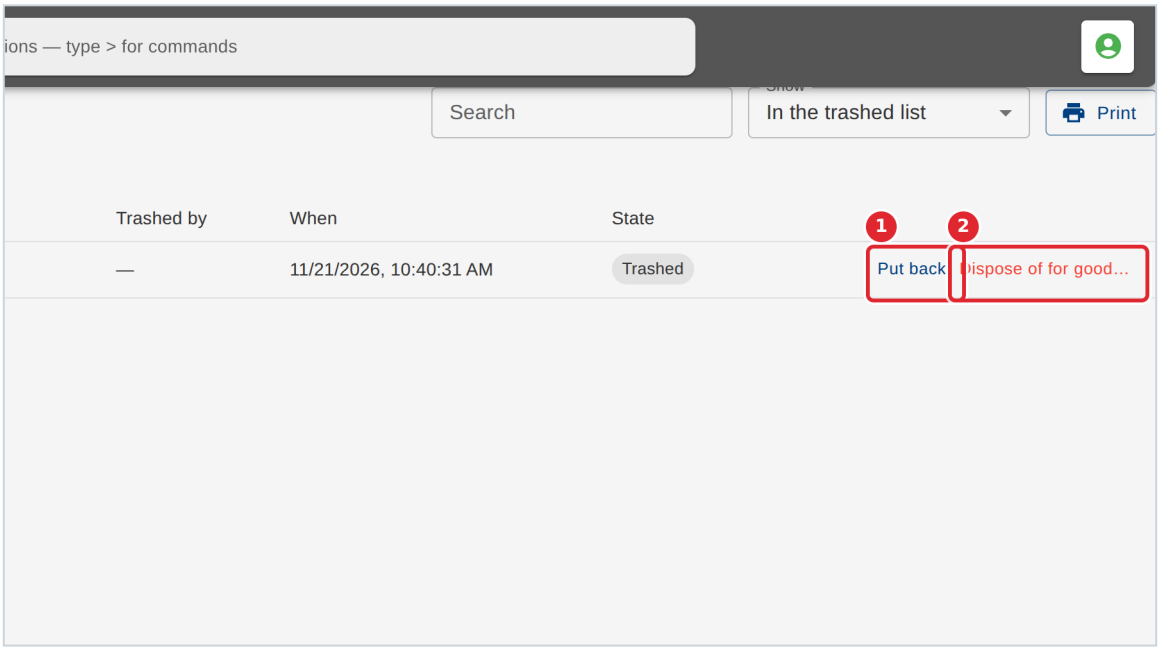
- Anyone who can open Trashed pieces can read the list. Putting back and disposing of pieces need the roles your company allows.



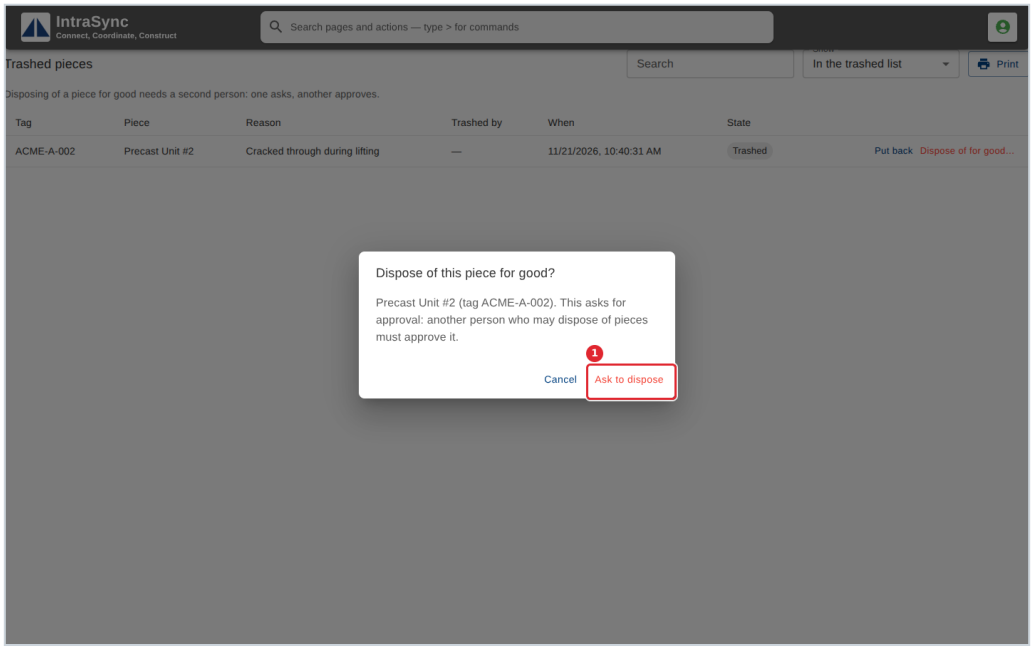
Step 1. Open Trashed pieces. Each row shows the piece, why it was trashed, who trashed it, when, and its state.



Step 2. Use Search to find a piece, Show to switch between the open list, pieces waiting for approval, pieces put back, pieces disposed of, or all, and Print for a paper copy of the list.



Step 3. Select Put back to return a piece to the yard, or Dispose of for good... to remove it. Disposing of a piece may need a second person: one asks, another approves.



Step 4. Confirm in the dialog. When approval is needed, the button reads Ask to dispose and the piece waits for another person who may dispose of pieces.

Tips:

- When your company requires it, disposing of a piece needs a second person: one asks, another approves, and the piece shows as waiting for approval until then.
- A piece disposed of cannot be put back. Its record and movement history stay.

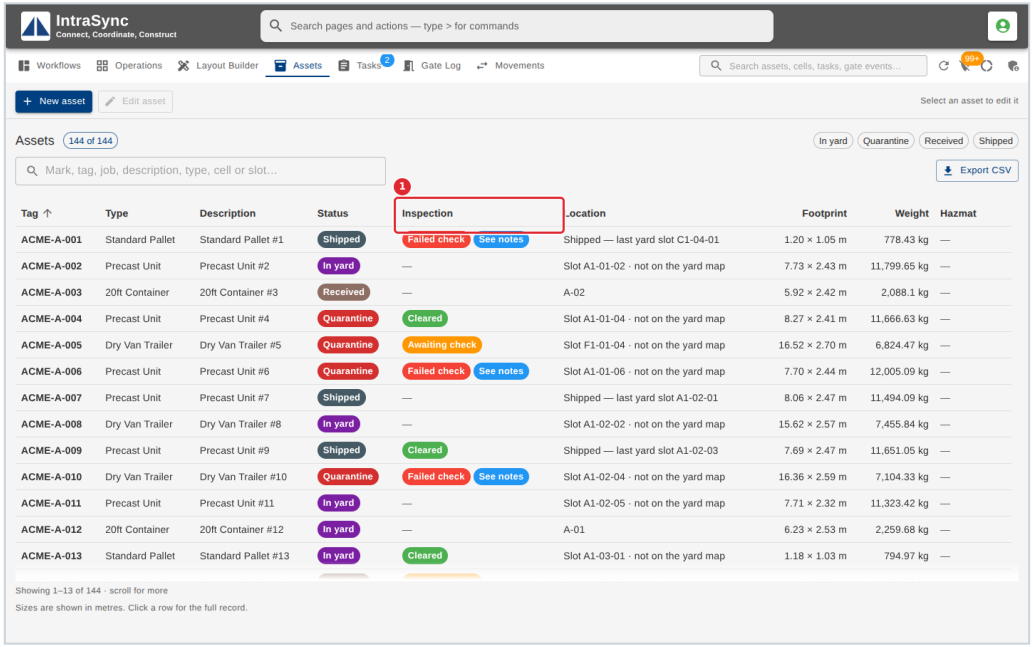
This is shown in the Yard Management video at 4:30.

38. See your own system's status on yard assets

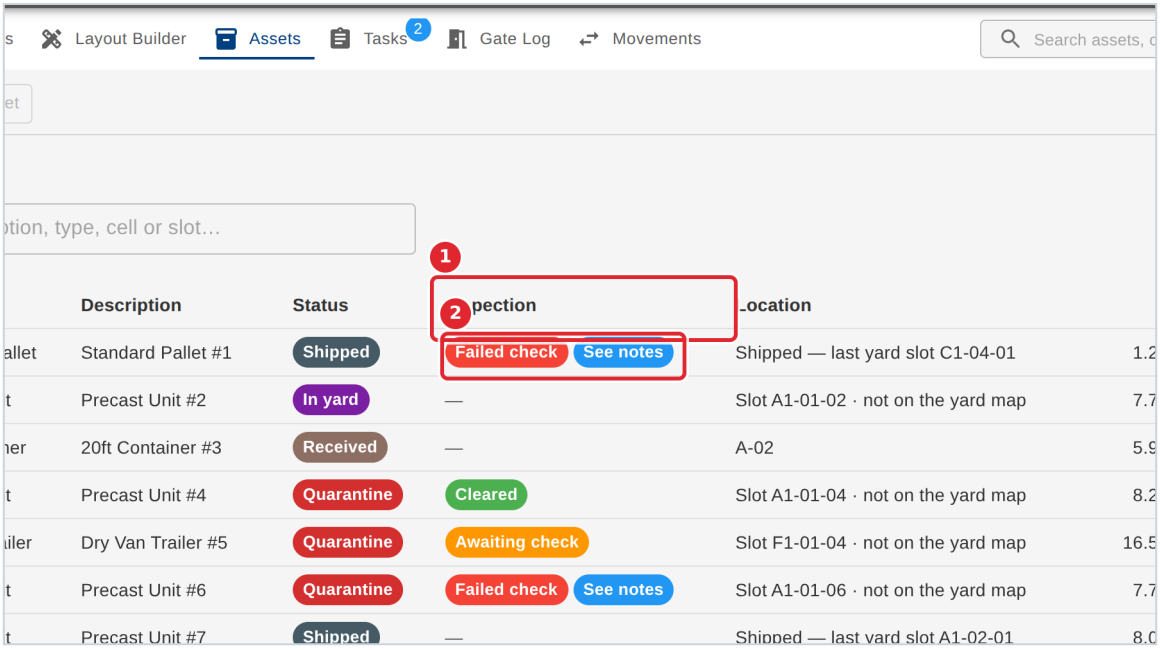
Where your company's own system keeps a status for each piece, see it beside the yard's own information.

Before you start:

– Your company's system is set up to share a status for yard assets. Without it, there is no extra column.



Step 1. When your company's own system shares a status for yard assets, the Assets tab shows it in its own column, under the heading your system uses.



Step 2. Select the column heading to bring the flagged assets to the top.

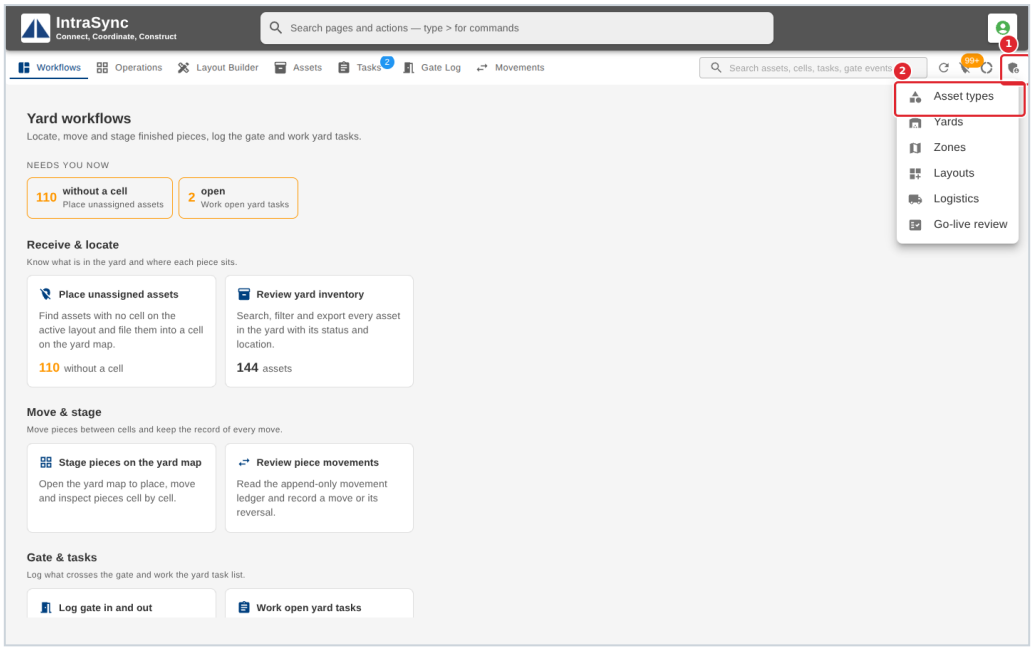
This is shown in the Yard Management video at 3:31.

39. Manage asset types

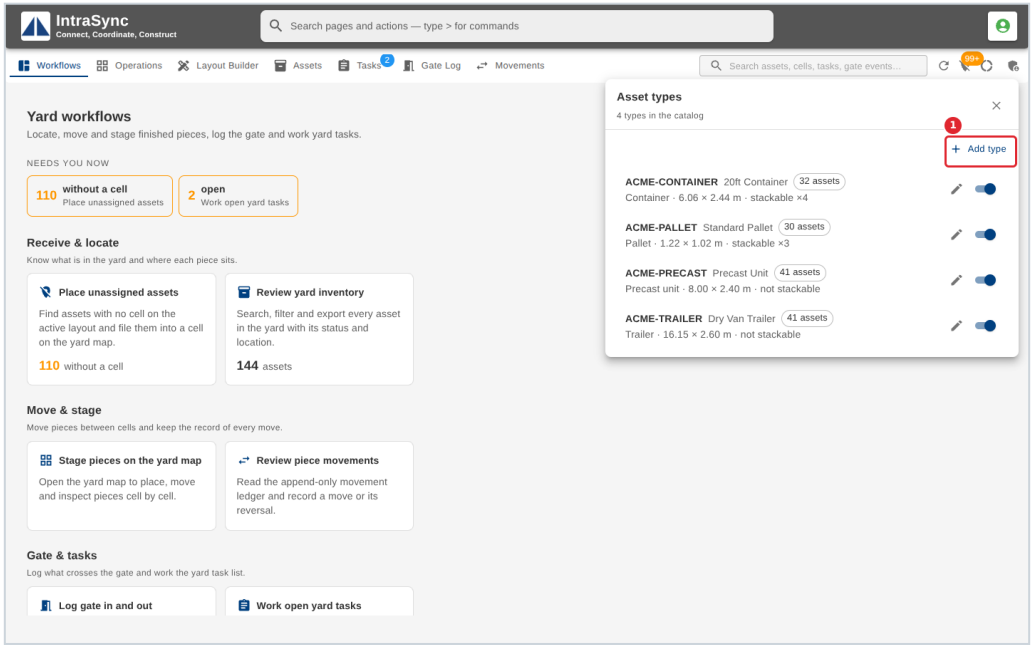
Keep the catalog of asset kinds the yard stores, with their standard sizes and how they stack.

Before you start:

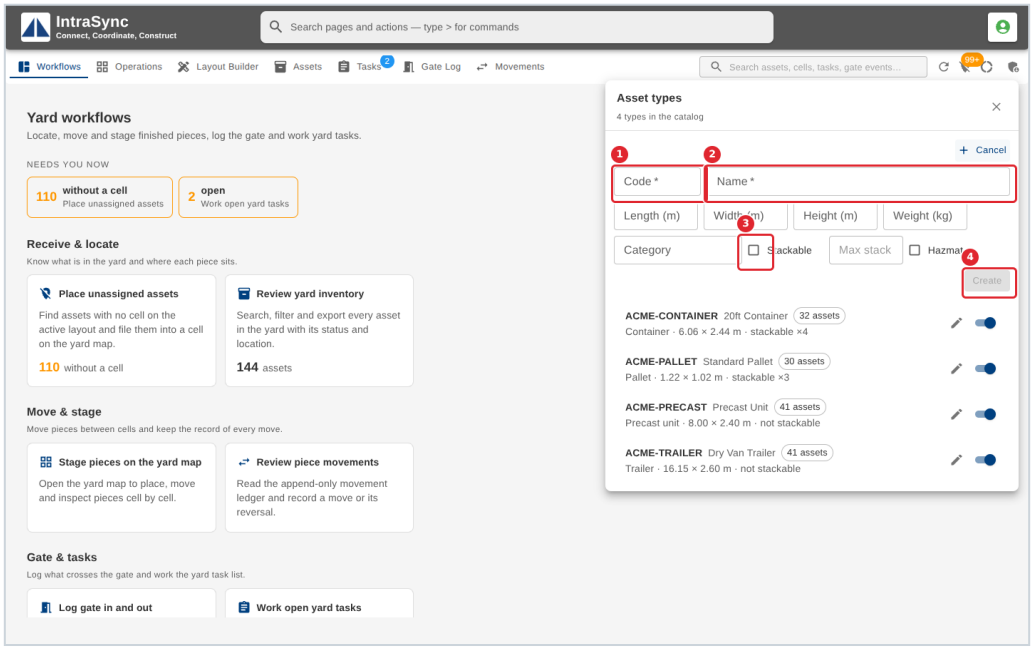
– You are a yard administrator. Only administrators see the Yard administration button.



Step 1. Select Yard administration in the header, then Asset types. Only administrators see this button.



Step 2. The catalog lists every kind of asset the yard stores, with its size and how it stacks. Use the pencil to edit a type, and the switch to retire or restore it. Select Add type for a new one.



Step 3. Enter a Code and a Name, both required, then the size in metres, the weight in kilograms and the category. Switch on Stackable to set Max stack, then select Create.

Tips:

- Code and Name are required. Sizes are in metres and weight in kilograms, each greater than zero.
- Max stack is a whole number, 1 or more, and can only be set when Stackable is on.
- The switch beside each type marks it active or not.

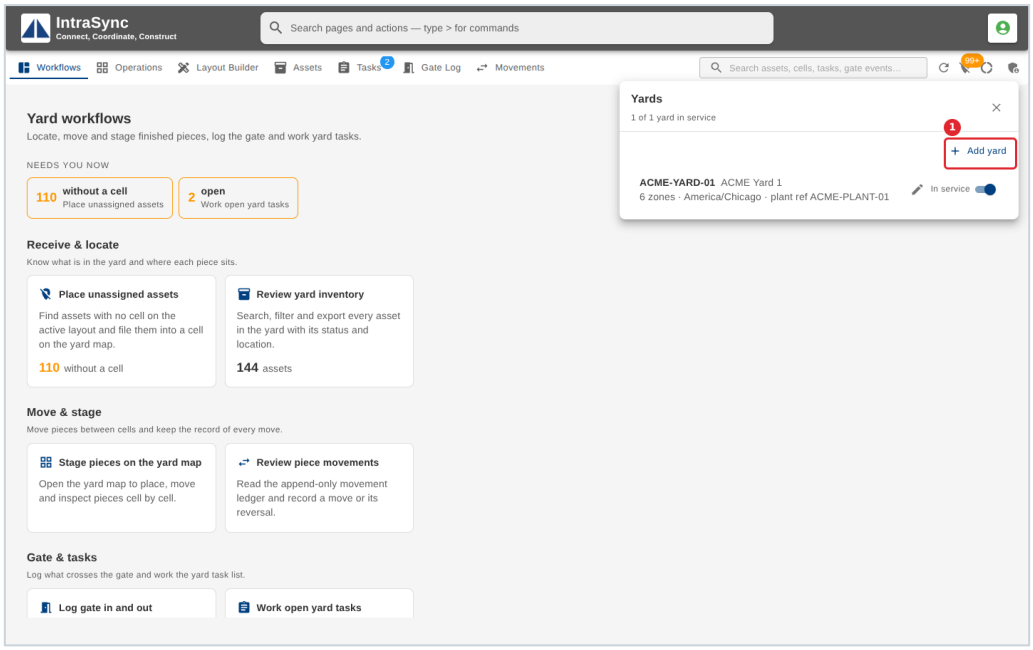
This is shown in the Yard Management video at 2:18.

40. Manage yards

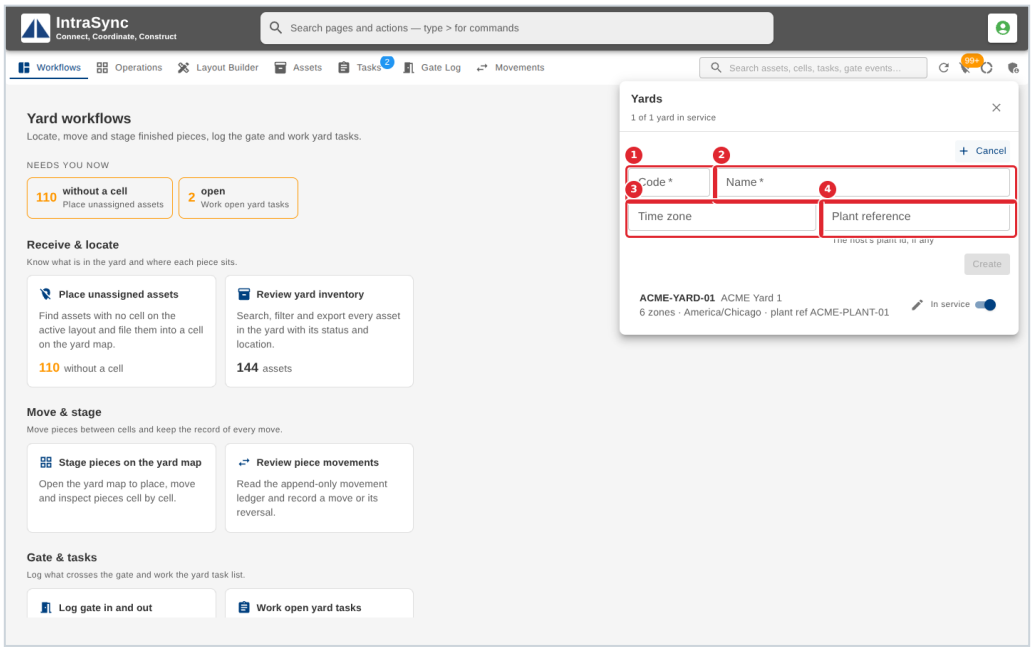
Add the yards your company runs and say which are in service.

Before you start:

– You are a yard administrator.



Step 1. Select Yard administration, then Yards, to list your yards and which are in service. Select Add yard for a new one.



Step 2. Enter a Code and a Name, the yard's Time zone (for example America/Chicago) and, if you use one, its Plant reference.

Tips:

- Code and Name are required.
- The Time zone must be one your browser recognises, such as America/Chicago.
- The switch beside each yard marks it in service or not.

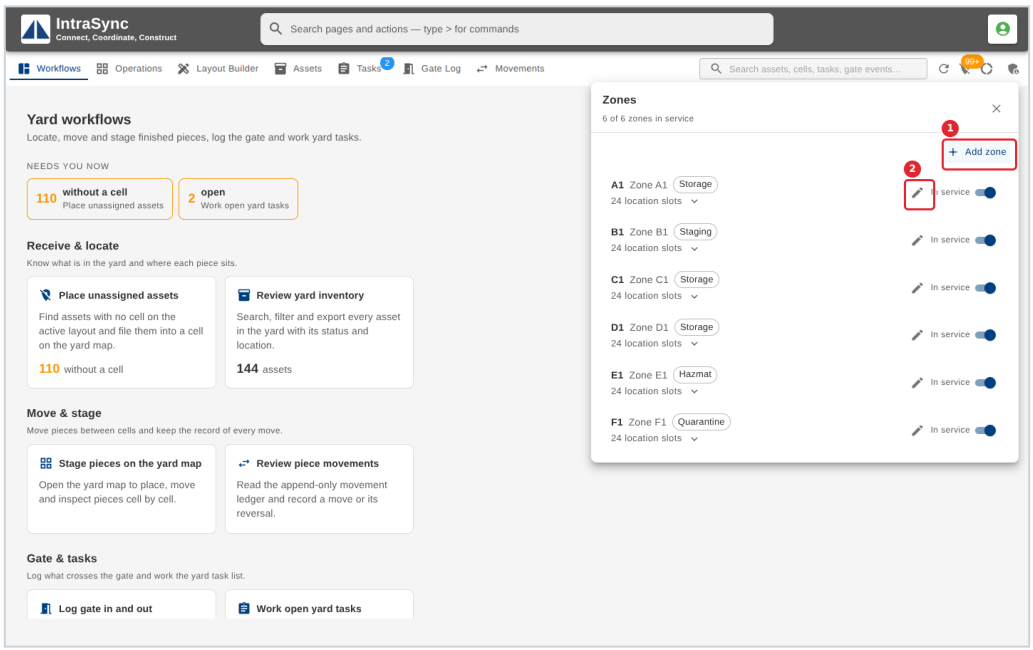
This is shown in the Yard Management video at 2:46.

41. Manage zones and location slots

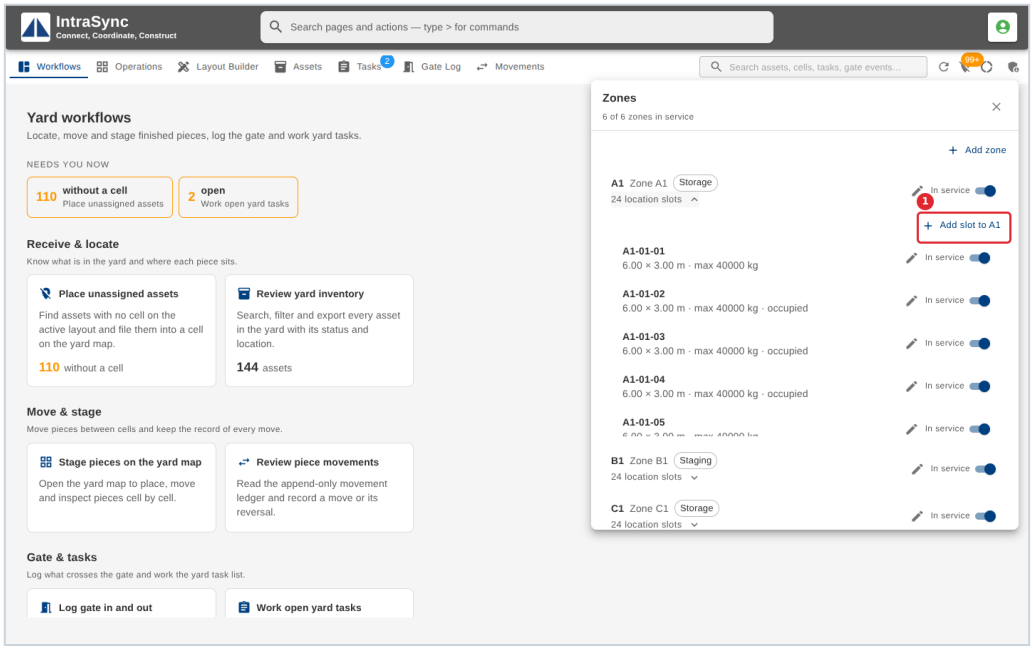
Divide each yard into zones, and give each zone the location slots the Tasks and Movements tabs record against.

Before you start:

- You are a yard administrator.



Step 1. Select Yard administration, then Zones. Each zone shows its type and whether it is in service. Select Add zone for a new one, or the pencil to rename one.



Step 2. Select a zone's location slots to list them. Each slot is an address the Tasks and Movements tabs use. Select Add slot to add one; a slot is taken out of service rather than deleted.

Tips:

- A zone needs a code, and two zones cannot share one.
- When you have more than one yard, choose the Yard a new zone belongs to.
- A slot needs a code. Its size is in metres and its maximum weight in kilograms.
- A slot is never deleted. Take it out of service instead.

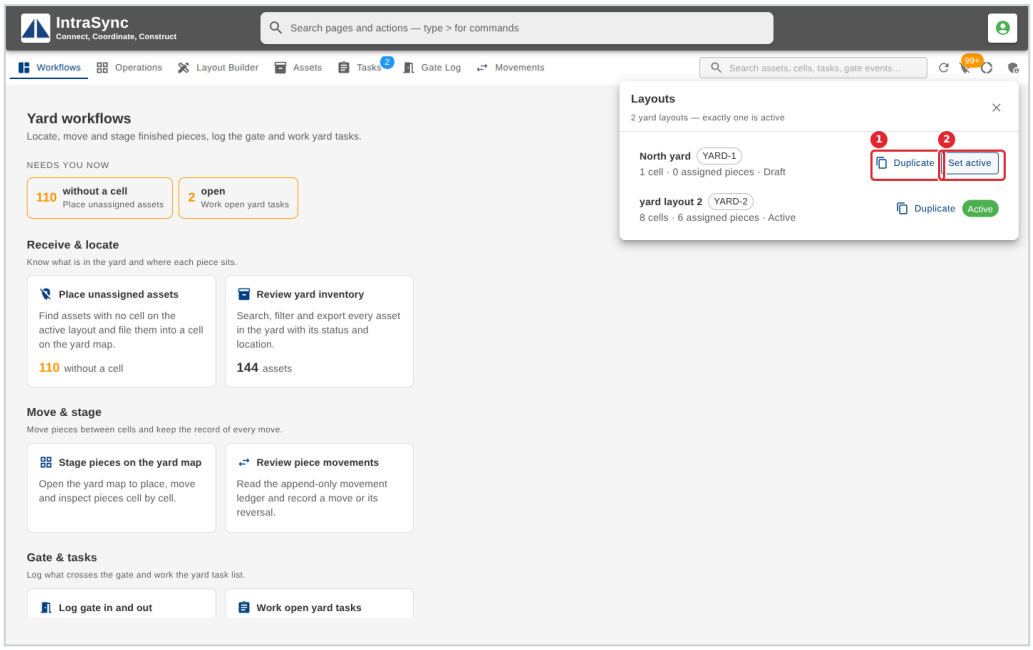
This is shown in the Yard Management video at 2:27.

42. Review every layout

See all of the yard's layouts in one list and check that exactly one is active.

Before you start:

– You are a yard administrator.



Step 1. Select Yard administration, then Layouts, to see every layout and which one is active. Duplicate copies a layout; Set active makes it the one the yard uses.

Tips:

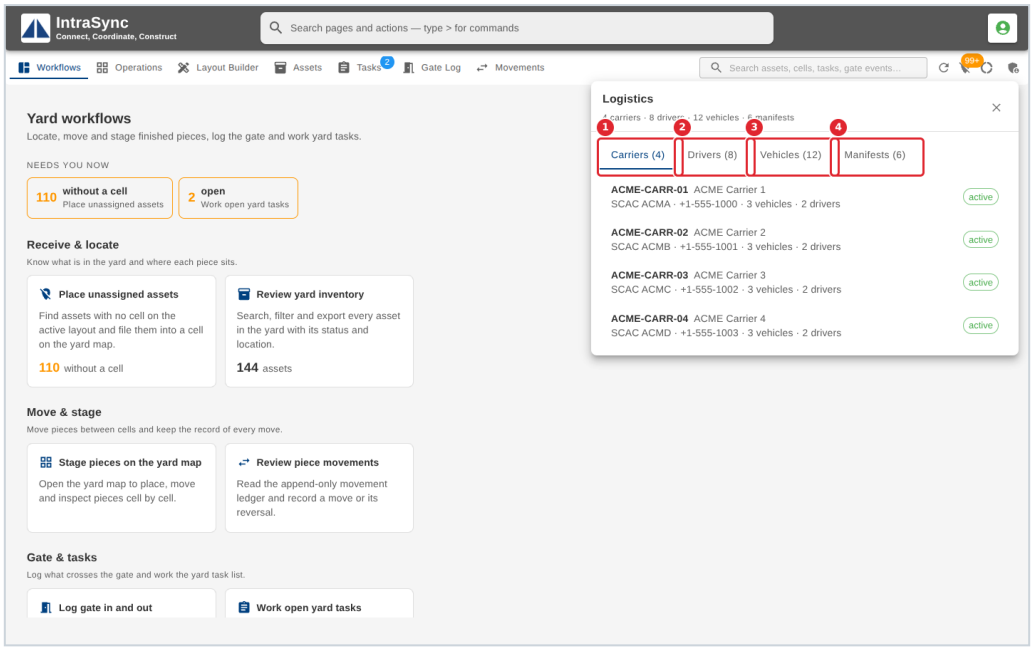
– If no layout or more than one is active, the list says so, and Make sole active puts it right.

43. Look up carriers, drivers, vehicles and manifests

Check the carriers, drivers, vehicles and manifests the gate log refers to.

Before you start:

– You are a yard administrator.



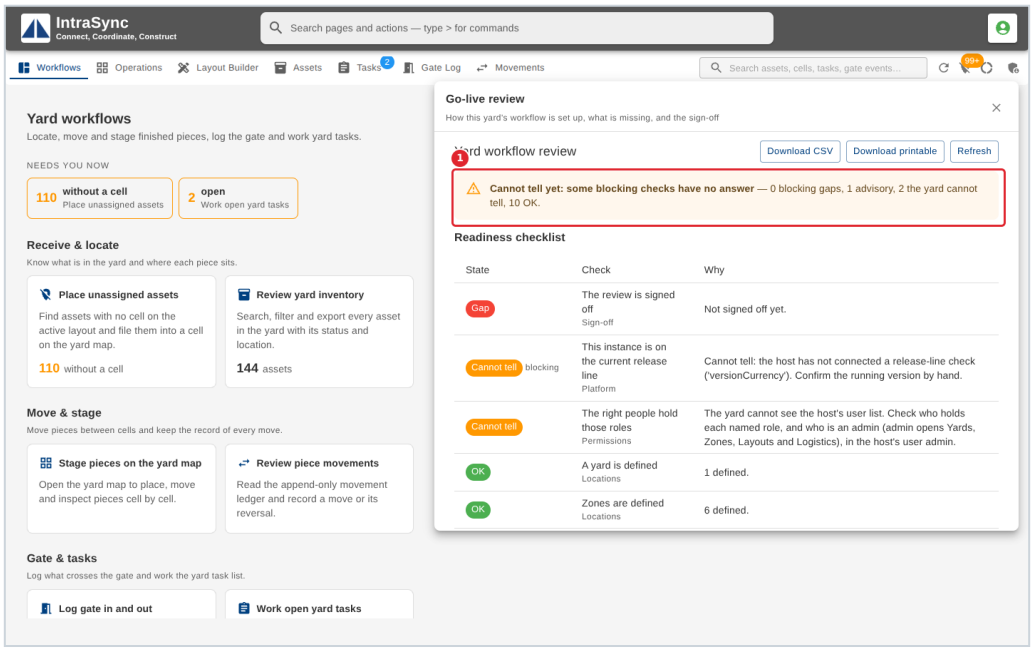
Step 1. Select Yard administration, then Logistics, to look up the carriers, drivers, vehicles and manifests the gate log refers to. This list is read-only.

44. Review the yard before going live

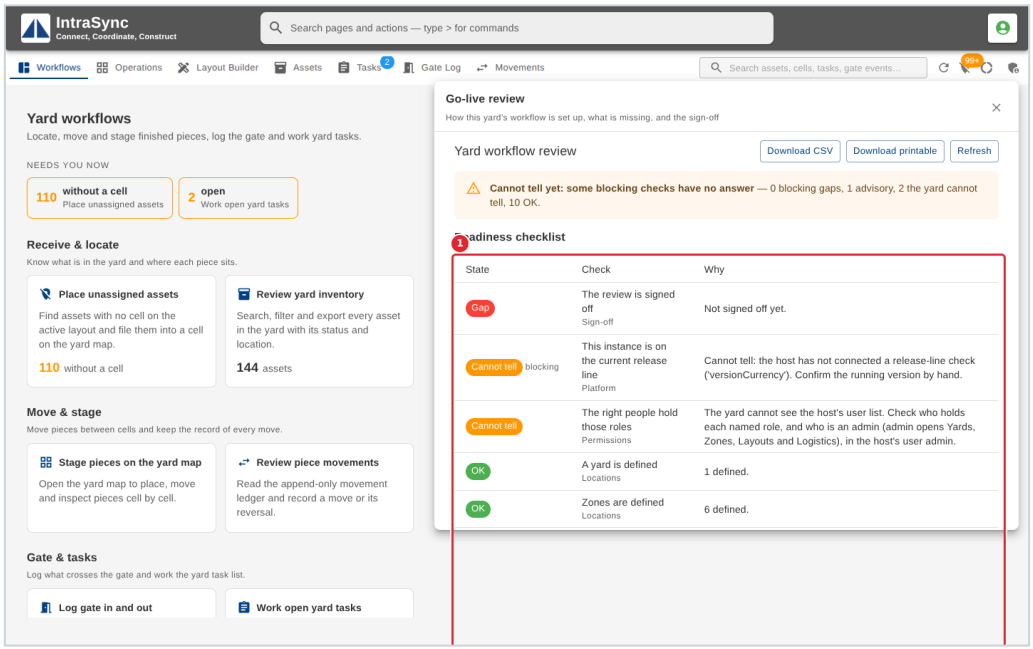
Before the yard goes live, check how its workflow is set up, what is still missing, and record who signed it off.

Before you start:

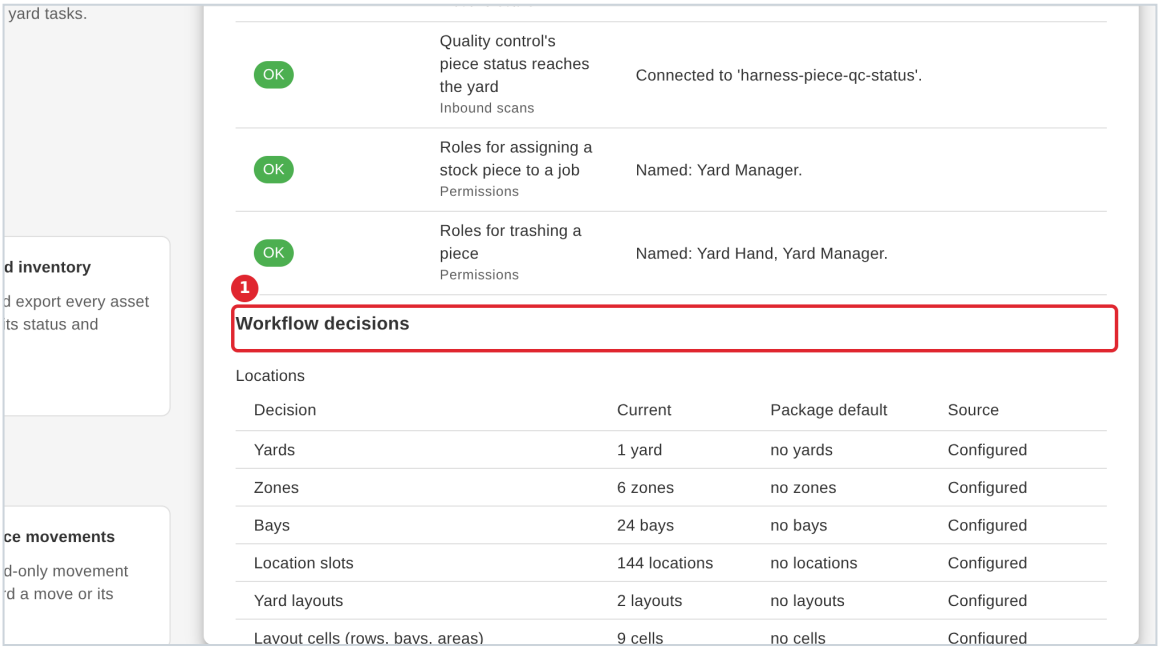
– You are a yard administrator.



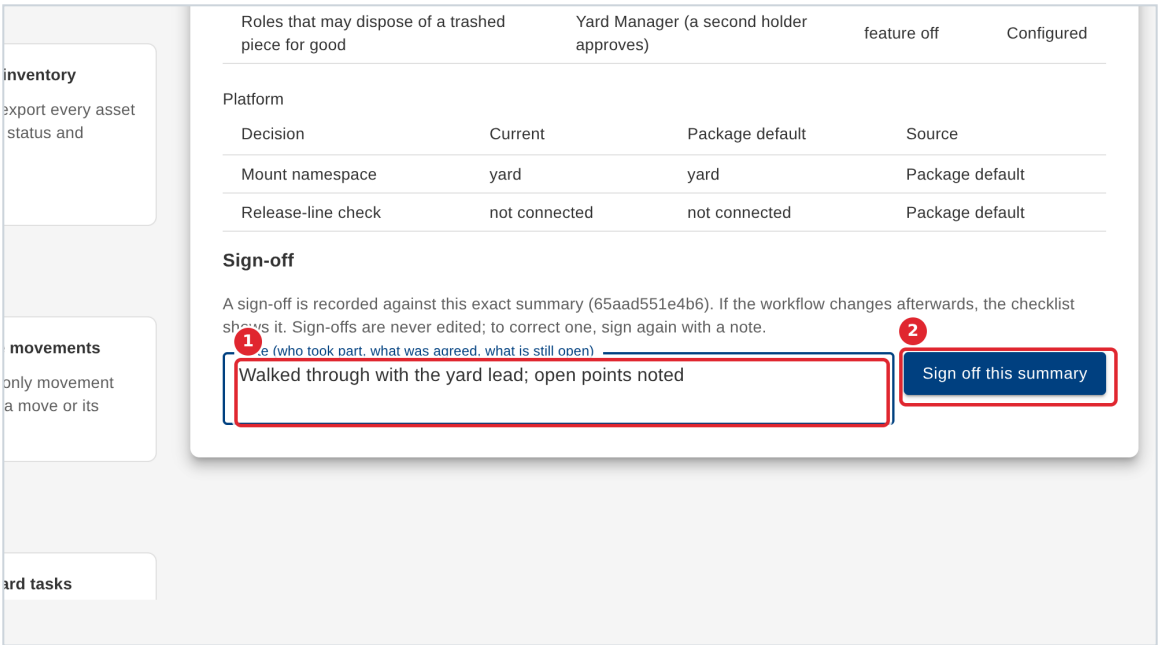
Step 1. Select Yard administration, then Go-live review. The banner at the top gives the verdict: whether the yard is ready to go live, and how many checks are gaps, advisory, cannot be told by the yard, or OK.



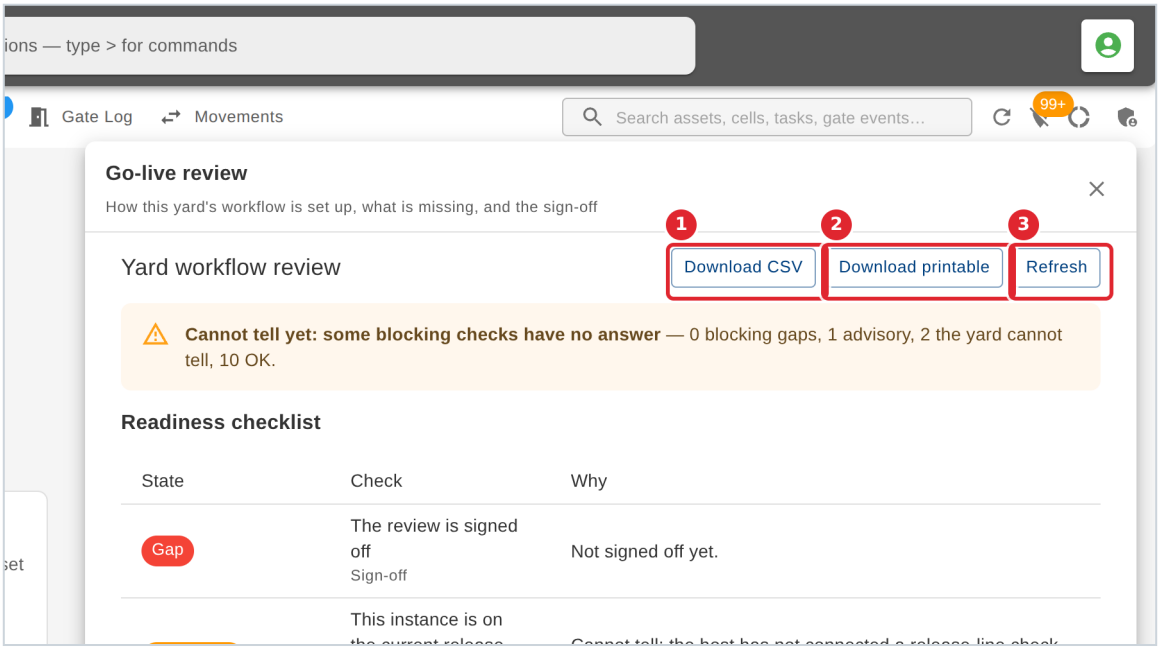
Step 2. Read the Readiness checklist. Gaps come first; each row names the check, its area and why it is in that state. A check the yard cannot tell on its own says what to confirm by hand.



Step 3. Under Workflow decisions, check each setting the yard runs with, in walk-through order: its current value, the default, and whether it was configured or left at the default.



Step 4. To sign off, write who took part, what was agreed and what is still open in the Note, then select Sign off this summary. A sign-off is recorded against this exact summary and is never edited; to correct one, sign again with a note.



Step 5. Select Download CSV or Download printable to take the review to a meeting, or Refresh to read it again.

Tips:

- A check the yard cannot tell on its own is not a pass: its row says what to confirm by hand.
- A sign-off is tied to the summary it was given against. If the workflow changes afterwards, the checklist shows it.
- Sign-offs are never edited. To correct one, sign again with a note.

This is shown in the Yard Management video at 2:55.

Glossary

- Layout: A to-scale drawing of the yard, divided into cells.
- Active layout: The one layout the yard uses today. The Operations map and the header tools work on it.
- Cell: A place on a layout, such as a row or a bay, that holds pieces; or an area such as a road, drawn for reference.
- Section: A named part of a row, used to count what is in it and to suggest where a piece goes.
- Sky view: A drawing of a row, or of one of its sections, as seen from above.
- Asset: Anything the yard tracks by its tag: a precast piece, a container, a pallet or a trailer.
- Unassigned: An asset with no cell on the active layout.
- Zone and location slot: Named areas of a yard and the addresses inside them that tasks and movements record against.
- Movement: A permanent record of an asset moving from one slot to another.
- Gate event: A permanent record of an arrival or departure through the yard gate.
- Correction row: The record that puts a mistaken movement or gate event right. The original stays, struck through.
- Number two, second grade: A sound piece that is not as ordered, graded second by quality

control.