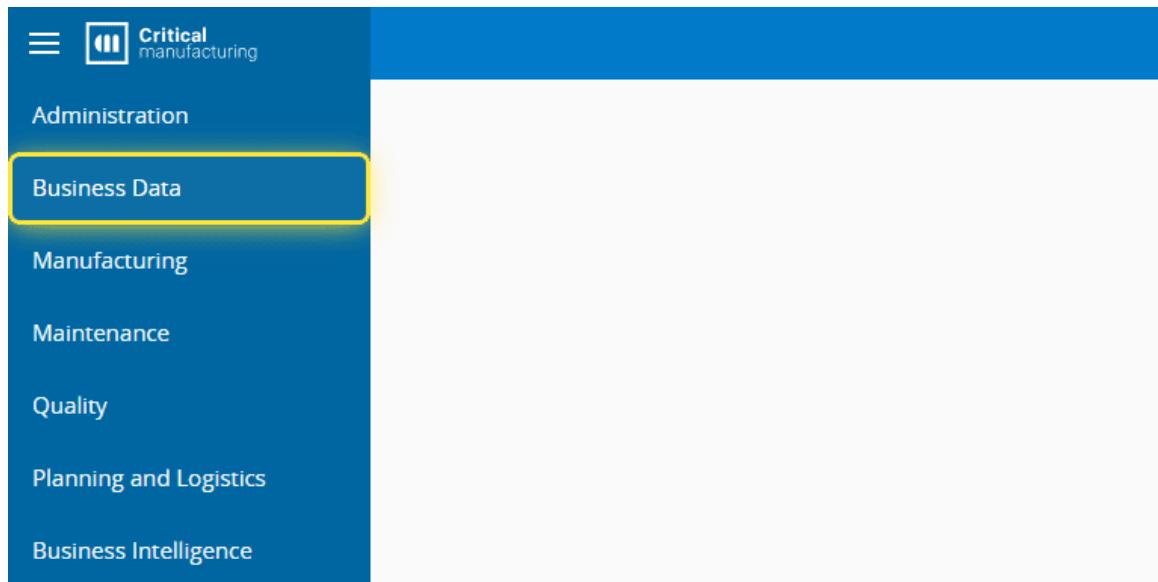
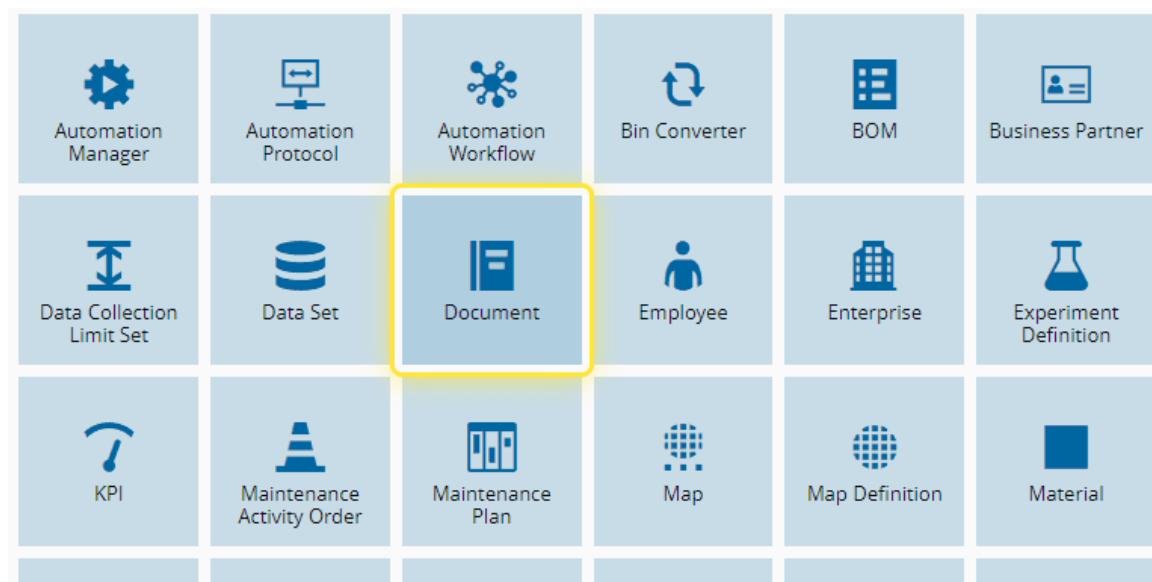


## How to: Read and Understand a Document

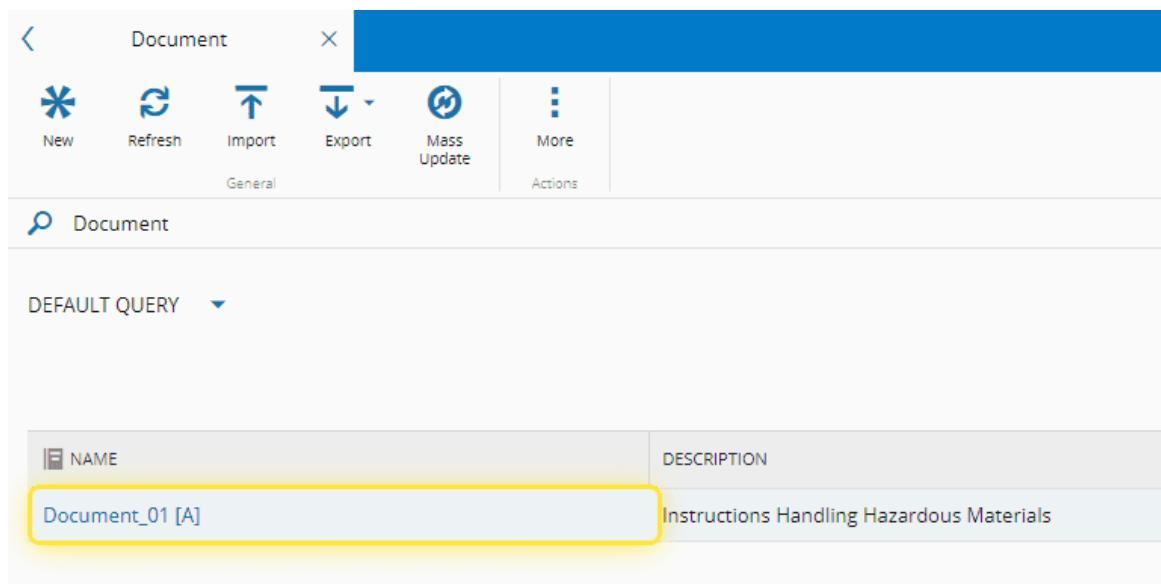
1. Go to the Business Data menu.



2. Select the Document entity.



3. Select the document you want to Read and Understand.



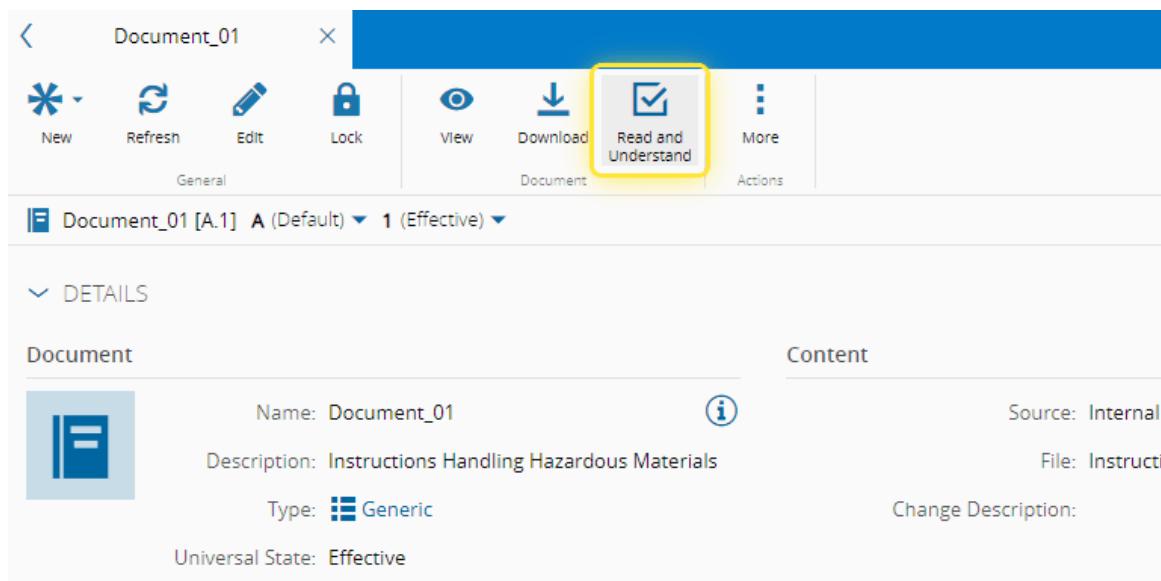
The screenshot shows a list of documents. One document, "Document\_01 [A]", is selected and highlighted with a yellow box. The table has two columns: "NAME" and "DESCRIPTION". The "NAME" column contains "Document\_01 [A]". The "DESCRIPTION" column contains "Instructions Handling Hazardous Materials".

NAME	DESCRIPTION
Document_01 [A]	Instructions Handling Hazardous Materials

4. Select the Read and Understand button.

Also, the Read and Understand operation can be done through the Browse Documents page, in the Quality Menu, or even when it is triggered by context keys (e.g. Track-In).

For more information, see [Read and Understand Document - Critical Manufacturing Documentation Portal](#)



The screenshot shows the details page for "Document\_01". The "Actions" menu is open, and the "Read and Understand" button is highlighted with a yellow box. The "Read and Understand" button has a checkmark icon and the text "Read and Understand".

**Document\_01**

**Actions**

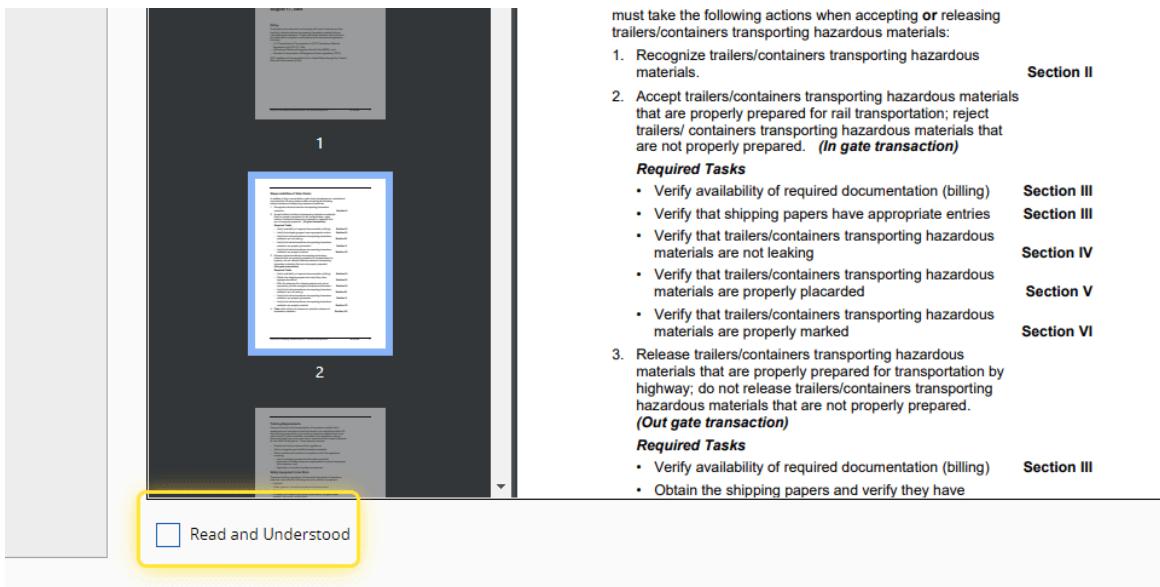
- New
- Refresh
- Edit
- Lock
- View
- Download
- Read and Understand**
- More

**Document\_01 [A.1] A (Default) ▾ 1 (Effective) ▾**

**DETAILS**

Document	Content
 <p>Name: Document_01</p> <p>Description: Instructions Handling Hazardous Materials</p> <p>Type:  Generic</p> <p>Universal State: Effective</p>	<p>Source: Internal</p> <p>File: Instruc...</p> <p>Change Description:</p>

5. When you have read the document, select the Read and Understood checkbox.



must take the following actions when accepting or releasing trailers/containers transporting hazardous materials:

1. Recognize trailers/containers transporting hazardous materials.
2. Accept trailers/containers transporting hazardous materials that are properly prepared for rail transportation; reject trailers/containers transporting hazardous materials that are not properly prepared. *(In gate transaction)*

**Required Tasks**

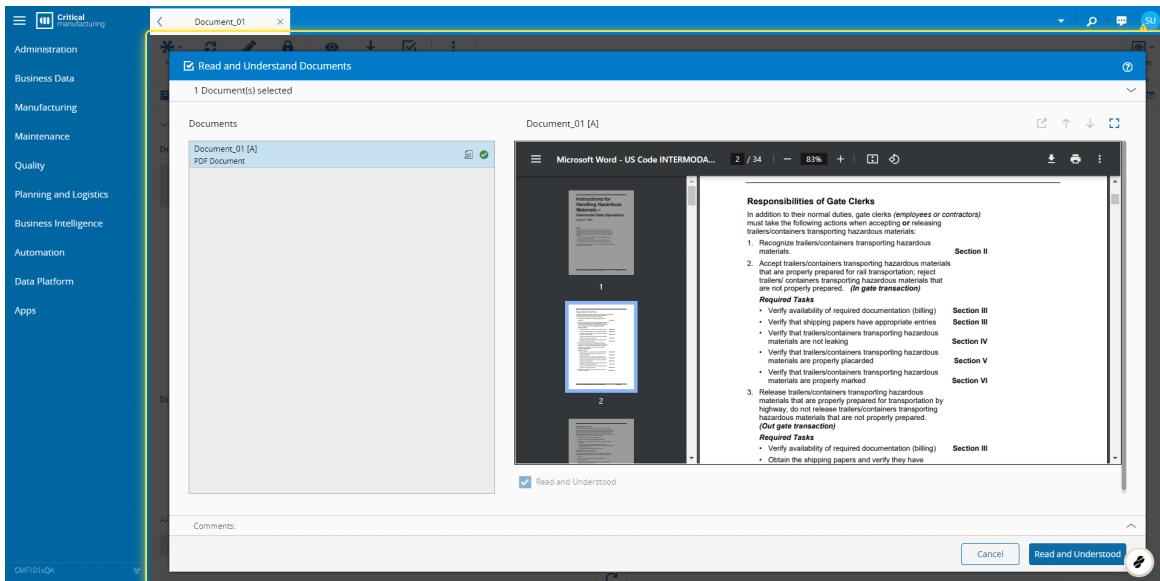
- Verify availability of required documentation (billing) [Section III](#)
- Verify that shipping papers have appropriate entries [Section III](#)
- Verify that trailers/containers transporting hazardous materials are not leaking [Section IV](#)
- Verify that trailers/containers transporting hazardous materials are properly placarded [Section V](#)
- Verify that trailers/containers transporting hazardous materials are properly marked [Section VI](#)

3. Release trailers/containers transporting hazardous materials that are properly prepared for transportation by highway; do not release trailers/containers transporting hazardous materials that are not properly prepared. *(Out gate transaction)*

**Required Tasks**

- Verify availability of required documentation (billing) [Section III](#)
- Obtain the shipping papers and verify they have

## 6. Select the Read and Understood button.



Document\_01

Read and Understand Documents

1 Document(s) selected

Documents

Document\_01 [A] PDF Document

Document\_01 [A]

Microsoft Word - US Code INTERMODA...

Responsibilities of Gate Clerks

In addition to their normal duties, gate clerks (employees or contractors) must take the following actions when accepting or releasing trailers/containers transporting hazardous materials:

1. Recognize trailers/containers transporting hazardous materials.
2. Accept trailers/containers transporting hazardous materials that are properly prepared for rail transportation; reject trailers/containers transporting hazardous materials that are not properly prepared. *(In gate transaction)*

**Required Tasks**

- Verify availability of required documentation (billing) [Section III](#)
- Verify that shipping papers have appropriate entries [Section III](#)
- Verify that trailers/containers transporting hazardous materials are not leaking [Section IV](#)
- Verify that trailers/containers transporting hazardous materials are properly placarded [Section V](#)
- Verify that trailers/containers transporting hazardous materials are properly marked [Section VI](#)

3. Release trailers/containers transporting hazardous materials that are properly prepared for transportation by highway; do not release trailers/containers transporting hazardous materials that are not properly prepared. *(Out gate transaction)*

**Required Tasks**

- Verify availability of required documentation (billing) [Section III](#)
- Obtain the shipping papers and verify they have

Comments:

Read and Understood

Cancel Read and Understood