GIER Quick Reference Guide

Registration

1. Visit **https://gierregistry.com** and click on the GIER LOGIN button in the upper right hand corner of the page.
2. Under the Login box, click the link for "not a member yet? Click here for registration"
3. Complete the Company Information, Master User Information, Mailing Information and Billing Information (if different).
4. Click "Next"
5. Read the Terms & Conditions
6. Download a copy of the GIER Master Agreement by clicking the link
7. Complete the signature page and e-mail to admin@gierregistry.com.
8. Check the box "I Accept"
9. Click "Finish"
10. You will receive an e-mail confirmation of your registration. Once the GIER System Administrator receives and reviews the Master Agreement they will activate your account. Once your account is activated, you will receive an e-mail advising that you can login and begin using the system.

Registering Equipment Using the GIER Excel Template

In order to register new equipment in GIER, you will need to utilize the GIER Excel Template. Click here for instructions on using the template. Please note that if you are going to be cutting and pasting information into the GIER template, you will need to use the "paste special" feature in Excel. This will maintain the formatting features in the template.

Once you have the equipment in the Excel template, please follow instructions below:

1. Visit **https://gierregistry.com** and click on the GIER LOGIN button in the upper right hand corner of the page.
2. Login with your username and password.
3. Click on Company/Organization and then Equipment Inventory.
4. Click on Import XLS.   This will enable you to upload the GIER Excel Template you generated.
5. Browse for your file and then click on UPLOAD.
6. You will receive an e-mail once the file has been processed.
7. Once processed, to check to see if all records were uploaded you will log back into your account. Click on Company/Organization and then Equipment Logs.
8. Your file should be the first one listed.   If you look over to the right of the screen you will see how many records were successfully inserted.
9. To download the file to see any errors that occurred, click on the file name and a box will appear. Click on Error File and this will open the error file up in an Excel file.
10. In the first column of the error file there will be an ERROR MESSAGE. This will tell you the reason the record was not inserted.

Initiate a Transfer of Control (TOC) transaction

1. Visit **https://gierregistry.com** and click on the GIER LOGIN button in the upper right hand corner of the page.
2. Login with your username and password.
3. Click on Company/Organization and then Equipment Inventory.

Single Unit Transfer or Multiple Units Transfer to Same IEP
   a. Check the box(es) next to the unit(s) you want to transfer
   b. Click the link "TOC" on the right hand side above your equipment table
   c. Complete the "Equipment – Transfer of Control" pop-up box with the Date, Time and new IEP DOT # or new IEP SCAC.
      i. To search for the new IEP DOT # or SCAC, click on the link "USDOT" or "SCAC" next to the boxes and scroll through and find the new IEP. Once you have found the new IEP, click on the USDOT # or SCAC for the IEP and the information will automatically populate the boxes on the "Equipment – Transfer of Control" pop-up box.
   d. Click "Save"
   e. You'll receive an email notifying you of pending TOC transactions, as will the receiving IEP. Once the receiving IEP accepts the inbound TOCs, the transaction is complete.

If you are transferring to more than one IEP, you will need to follow the instructions above for each IEP you are transferring to.

Bulk Unit Transfer to Same IEP using Export XLS function
   a. Export your entire equipment inventory to an Excel worksheet.
   b. Search your worksheet for the units to be transferred.
   c. Copy the entire unit record, including the unique Equipment ID assigned to the record by GIER to a new GIER Excel template (which you generate also on the Inventory page).
   d. For each unit to be transferred you need to fill in **IEP Transfer of Control Date, **IEP Transfer of Control Time, **New IEP US DOT Number, and **New IEP SCAC (Columns Z, AA, AB and AC).
   e. Once you have the new worksheet ready, import the Excel sheet using the Import XLS function on the same Equipment Inventory page.
   f. You'll receive an email notifying you of pending TOC transactions, as will the receiving IEP. Once the receiving IEP accepts the inbound TOCs, the transaction is complete.

TOCs will remain pending for a period of 7 days. If the receiving IEP does not accept the transfer within this timeframe, the TOC will expire. Both the receiving IEP and initiating IEP will receive an e-mail advising that the TOC has expired. This will require that the TOC be initiated again.

Transfer of Control to a Non-GIER Subscriber

   a. If an IEP wishes to transfer equipment to a party that is not currently registered in GIER, the IEP transferring the units must use the default non-GIER subscriber details in the TOC Fields.

b. The IEP will enter the date and time of the transfer and then enter '999999' in the **NEW IEP US DOT Number and 'IEP1" in the New IEP SCAC fields.
c. If the transfer is done online, the user will simply SAVE the information. If using the Excel import feature, the user will need to import the file.
d. Because there is no party to accept the transfer, the initiating IEP will need to log into their GIER account and click on Pending TOC Transactions.
e. The user will click on the transfers to the IEP1 account and then click on T&C Pending. A pop box will appear with the terms and conditions for transferring to the IEP1 account. After accepting the TOCs, the units will be removed from the initiating IEP's inventory and will be moved to the IEP1 account.

Should you have further questions on GIER, please contact the Info Services Help Desk at 877-523-0225 or send an e-mail to admin@gierregistry.com.

Perform a Transfer of Control (TOC) transaction from the IEP1 Account

1. Visit **https://gierregistry.com** and click on the GIER LOGIN button in the upper right hand corner of the page.
2. Login with your username and password.
3. Click on Company/Organization and then Equipment Inventory.
4. Select the link for TOC Export Only. The Export to Excel for TOC box will pop up.
5. Select this page only and click Continue.
6. Once the report has downloaded, a box will pop up and ask you if you want to open or save the file. Click Open.
7. The file will open in Excel. Delete all of the units on the file.
8. Once the file is blank, save a copy to your computer. This way you'll always have a blank copy to use.
9. Fill in Columns B, C, E and F with the chassis information for the unit(s) that you need to transfer out of the IEP1 account.
10. Fill in Columns G & H if the date/time are anything other than the current date and time. If using the current date & time, you can leave these fields blank.
11. Fill in Columns I & J with the your DOT & SCAC.
12. Save the file to your computer.
13. Go back into your GIER account and click the link for TOC Import Only.
14. When the file selection box pops up, click Browse to find the file on your computer that you just created.
15. Once you have found the file, click Import.
16. This will Import the file into your account and the application will process the file and perform the TOC.
17. Once the TOC has been performed, the unit will show up in your Pending TOC Transactions.
18. Go into your Pending TOC Transactions, click the check box next to the unit and click Accept T&C.
19. The application will process the acceptance and the unit will be put into your inventory.