

Day	Topic	Time
Day 1	1. Introduction and skill check	10 Min
	2. Transportation Contracts and their tasks	30 Min
	3. Contract update options (Create OFA/ Edit OFA) and their functions'	10 Min
	4. Q&A	10 Min
Day 2	1. Quick recap	5 Min
	2. Correct a contract lane (rate, validity, etc) – Edit OFA function	15 Min
	3. Add a new lane into contract through create OFA – Three ways <ul style="list-style-type: none"> - Fresh OFA - Using existing lanes as reference - Copy OFA 	30 Min
	4. Q&A	10 Min
Day 3	1. Edit OFA Function practice with real-time examples	60 Min
Day 4	1. Create OFA Function practice with real-time examples	60 Min