

Topic	Time
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
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	30 Min
- Fresh OFA	
- Using existing lanes as reference	
- Copy OFA	
4. Q&A	10 Min
1. Edit OFA Function practice with real-time examples	60 Min
1. Create OFA Function practice with real-time examples	60 Min