

Note:

In order for the drivers to fuel, TMS must be open on the InlandBPTms computer using the TMSAdmin user name

Notify Distribution Group

When the terminal goes down, notify the Distribution Group: [Bridgeport Terminal Outage](#) (Bridgeport_Terminal_Outage@santaenergy.com)

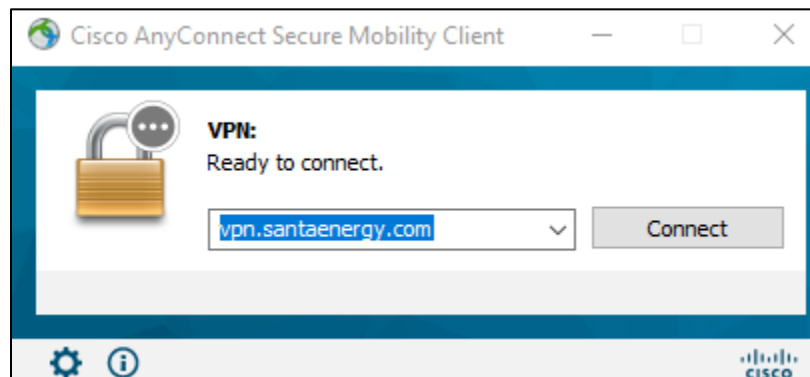
This will send an email and a text to the following people:

- Jose VillaGomez
- Santiago Olaya-Rojas
- Sergio Gomez
- Service Dispatch
- Tiffany Bachman
- Kory Arthur
- Steve Santa
- Joe Natale
- Mark Corriere
- Peter Russell
- Jarred Oliveira
- Joyce Porto

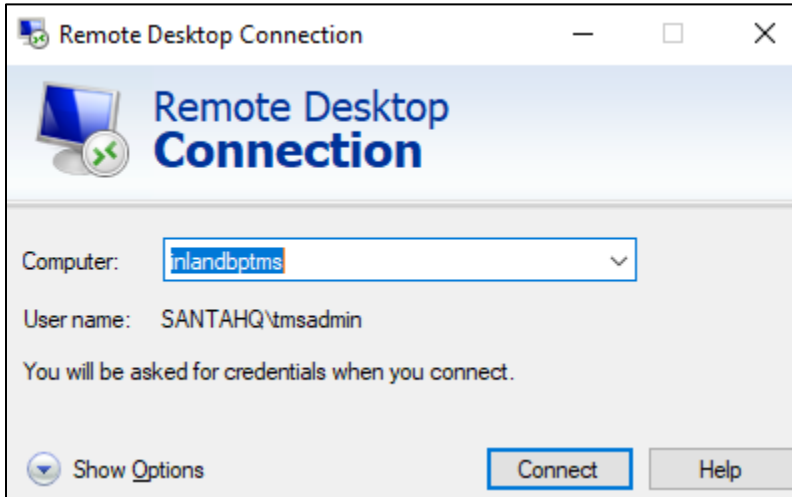
Names in red are the first responders, green is second and then blue

How to Start TMS

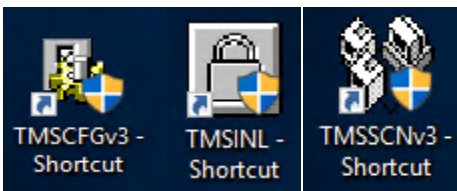
1. If working from home, make sure you have network connectivity. Once connected, you must VPN in using your own credentials. When in the office, skip to #2
 - a. Open Cisco Any Connect
 - b. Enter `vpn.santaenergy.com` → Connect
 - c. Enter your user name, network password and the 6 digit DUO code



2. Locate and open Remote Desktop Connection and type Inlandbptms in the Computer field → Connect
3. User name - Santahq\tmsadmin, Password - Inlandisthebestplace!



4. Double click the desktop icons to open TMS



5. Close the desktop connection by selecting the X

