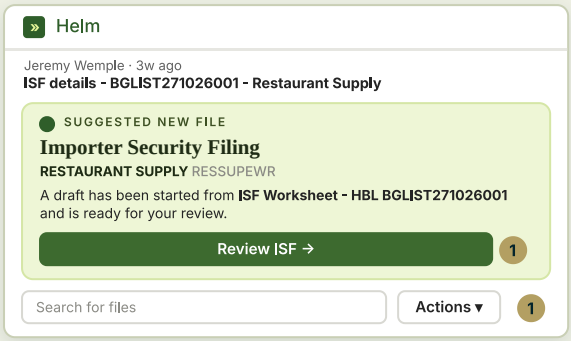
FROM WORKSHEET TO THE TMS WITHOUT LEAVING YOUR INBOX

Creating an ISF.

Helm reads the ISF worksheet and fills in the ISF for you. You check it against the worksheet, Helm Verified double-checks it, and it saves straight to the TMS, ready for you to transmit.

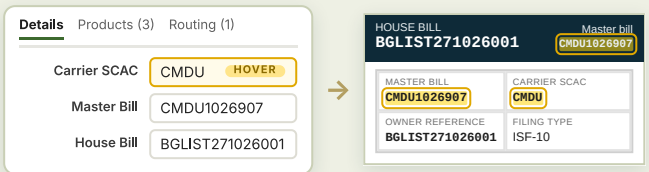
1 Click Review ISF

On the green **Suggested New File** card. No card, or the email is already tied to a job? Click **Actions**, then **ISF**.



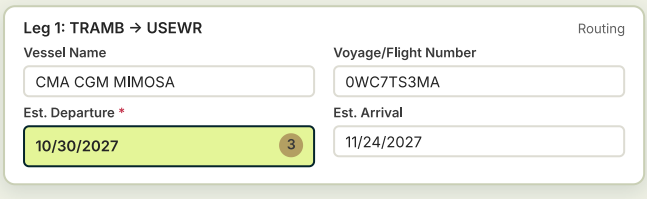
2 Hover to check each tab

Work left to right: **Details, Products, Routing, Containers, Add Documents**. Hover over a field, no click needed, and Helm highlights every match on the worksheet.



3 Fill in what's missing

A red asterisk means required. Type in anything Helm couldn't read, straight from the worksheet. For dates, type the numbers and the slashes fill in.



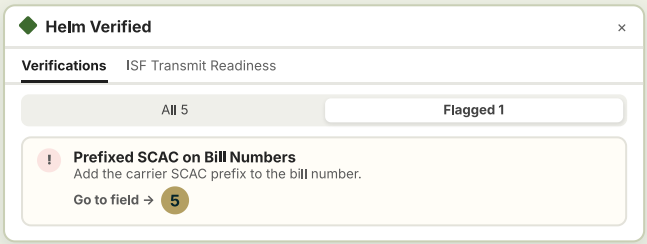
4 Open Helm Verified

Before you save, let Helm double-check it. Click the **checks need attention** chip at the bottom, or **Helm Verified** at the top right.



5 Fix what's flagged

Click **Go to field** on a flagged check. Helm jumps to the field and highlights the worksheet. Use the **ISF Transmit Readiness** tab to see what's still needed.



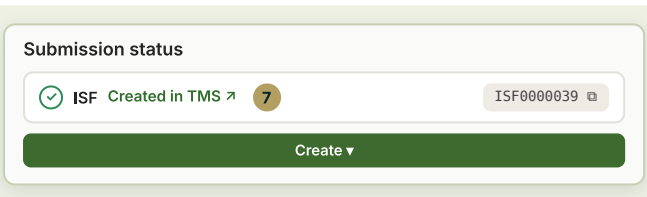
6 Save to TMS

At 100% with all checks passed, click **Save to TMS**. Anything still flagged? Helm asks you to **Review** or **Save Anyway**. Keep the window open while it submits.



7 Open it in the TMS and transmit

When it says **Created in TMS**, click that link. The ISF opens in the TMS, where you transmit it the way you always do.



Good to know

Saving isn't filing. The ISF shows **Not Filed** on the email in Helm until you transmit it in the TMS.

No link on Created in TMS? Click the ISF number to copy it, then search for it in the TMS.

Description Code looks off? It mirrors the ISF list in the TMS. A 40GP can show as 40 ft IL Container (Closed Top). If the ISO code matches, it's right.

Mind the cutoff. An ISF is due 24 hours before the cargo loads overseas. Helm Verified flags deadline risk.