



# dcDMS

## Dock Management System

User manual for suppliers/customers

<b>Name:</b>	dcDMS user manual – version for suppliers/customers (EN)
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<b>Version:</b>	1.3
<b>Version date:</b>	2019-03-20

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Examples of references used in this manual:

**[Logout]** – a button

**(1)** – a reference to numbers on screenshots

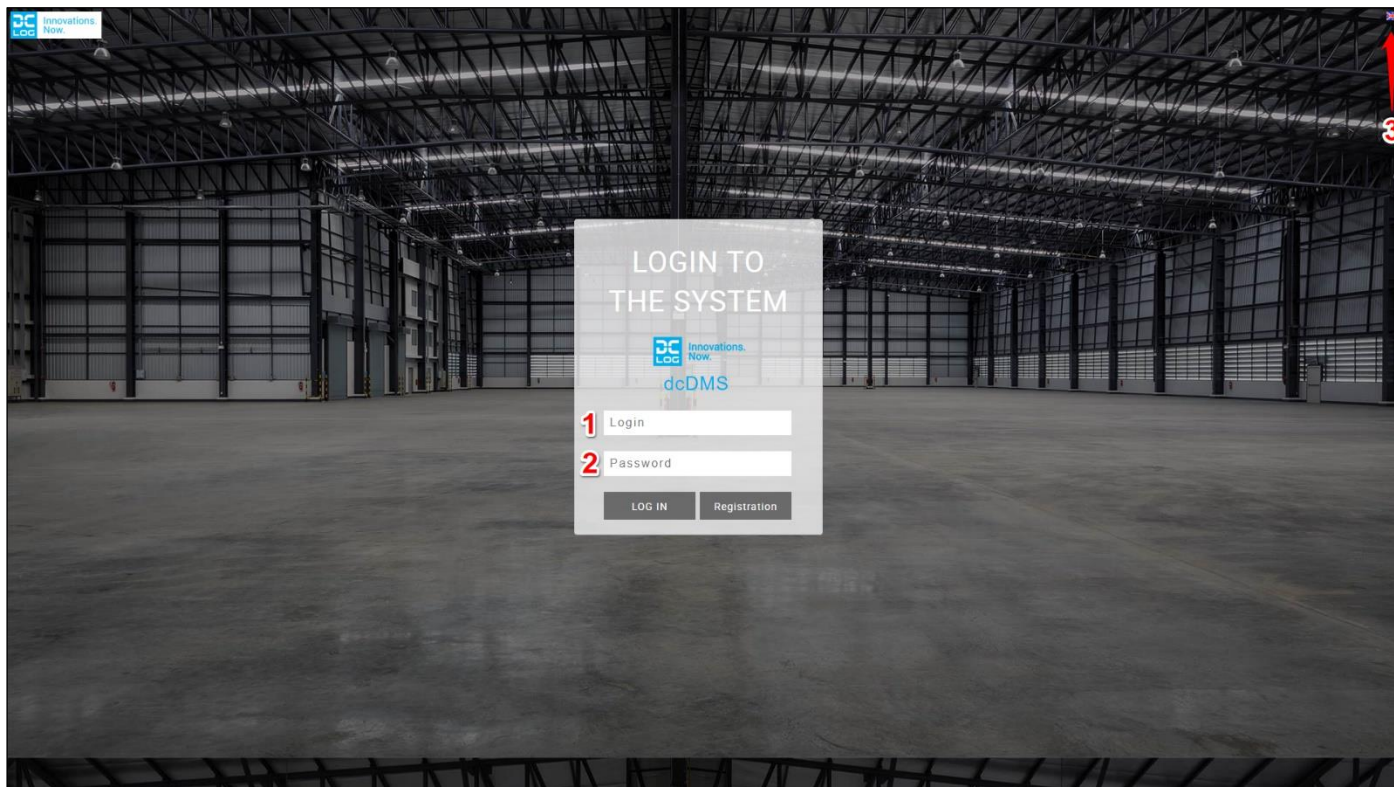
**dcDMS** (Dock Management System) – a system to manage bookings and vehicle traffic in the loading docks and on the yard, and to plan warehouse logistics with high accuracy.

**dcDMS** is a comprehensive system for handling logistics processes in warehouses and logistics centres. The system provides a management portal for carriers, who can input information related to deliveries, pick-ups, permanent services, and customs clearance of loads. Carriers can directly enter information about drivers, means of transport, cargo, number of pallets or cartons, special requirements, and preferred arrival times. Our system calculates an estimated time for all required operations and proposes an optimal time slot: date and time of operation, length of operation, dock number.

Any registered and confirmed notification enables further action: checks at the reception, verification of cargo, making declarations to customs.

# 1. LOGIN TO THE SYSTEM

Enter the address <https://nova-trading.dcdms.eu> in the web browser.



If you are using the dcDMS system for the first time, register your new provider and user using the **[Registration]** button.

PROVIDER REGISTRATION FORM

Supplier name

Shortened name

Country

Zip code

City

Address

NIP


First Name

Last Name

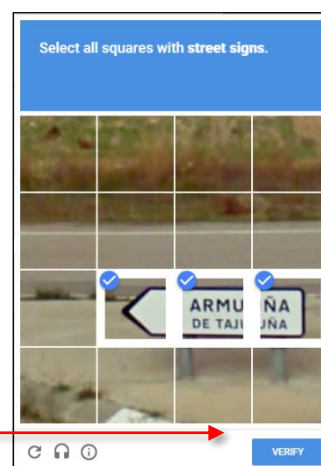
Phone

E-mail

I accept the terms

Nie jestem robotem   
reCAPTCHA  
Prywatność - Warunki

Fill out the registration form (yellow fields are mandatory). Read Terms and Conditions and check the box "I accept regulations". To securely send your information from this page please select images specified in the on-screen instructions (see example). Then click the **[VERIFY]** button.



To confirm provided information use the **[Register]** button.

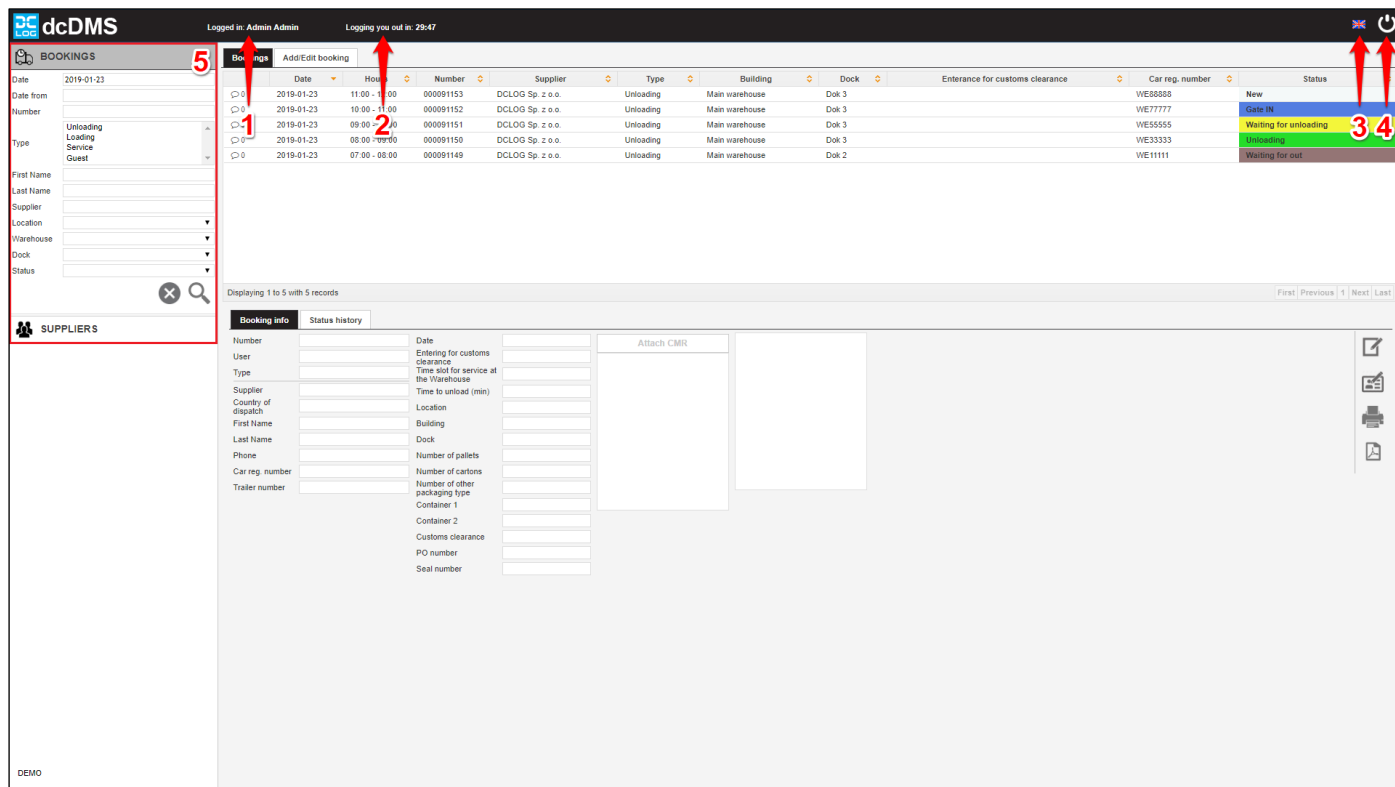
The first, one-time password (OTP) to access the system will be sent to the e-mail address provided in the form (subject to prior admin acceptance).

If you already have credentials to log in, enter your Login **(1)**, password **(2)**, and confirm by pressing the **[Login]** button. In the upper right corner you can change the user's interface language **(3)**.

In the upper part of the main window you can see:

- First name and surname of a logged in user (1)
- Time in which the system will automatically log out the user after a given period of inactivity (2)
- Language changing icon (3)
- Icon for logging out from the system (4)

There are several tabs on the left side (5), which can be opened by left-clicking on the tab name.



Logged in: Admin Admin    Logging you out in: 29:47

Date	Hour	Number	Supplier	Type	Building	Dock	Enterance for customs clearance	Car reg. number	Status
2019-01-23	11:00 - 11:00	000091153	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE68888	New
2019-01-23	10:00 - 11:00	000091152	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE77777	Gate IN
2019-01-23	09:00 - 11:00	000091151	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE55555	Waiting for unloading
2019-01-23	08:00 - 08:00	000091150	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE33333	Unloading
2019-01-23	07:00 - 08:00	000091149	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 2		WE11111	Waiting for out

Displaying 1 to 5 with 5 records

First Previous 1 Next Last

**BOOKINGS** (5)    Add/Edit booking

**SUPPLIERS**

Booking info    Status history

Number: \_\_\_\_\_ Date: \_\_\_\_\_

User: \_\_\_\_\_ Entering for customs clearance: \_\_\_\_\_

Type: \_\_\_\_\_ Time slot for service at the Warehouse: \_\_\_\_\_

Supplier: \_\_\_\_\_ Time to unload (min): \_\_\_\_\_

Country of dispatch: \_\_\_\_\_ Location: \_\_\_\_\_

First Name: \_\_\_\_\_ Building: \_\_\_\_\_

Last Name: \_\_\_\_\_ Dock: \_\_\_\_\_

Phone: \_\_\_\_\_ Number of pallets: \_\_\_\_\_

Car reg. number: \_\_\_\_\_ Number of cartons: \_\_\_\_\_

Trailer number: \_\_\_\_\_ Number of other packaging type: \_\_\_\_\_

Container 1: \_\_\_\_\_

Container 2: \_\_\_\_\_

Customs clearance: \_\_\_\_\_

PO number: \_\_\_\_\_

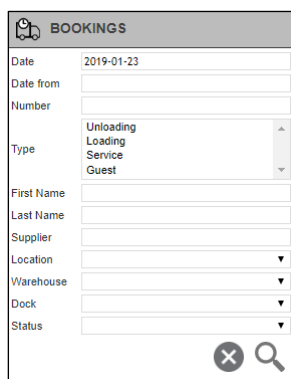
Seal number: \_\_\_\_\_



Attach CBR: \_\_\_\_\_

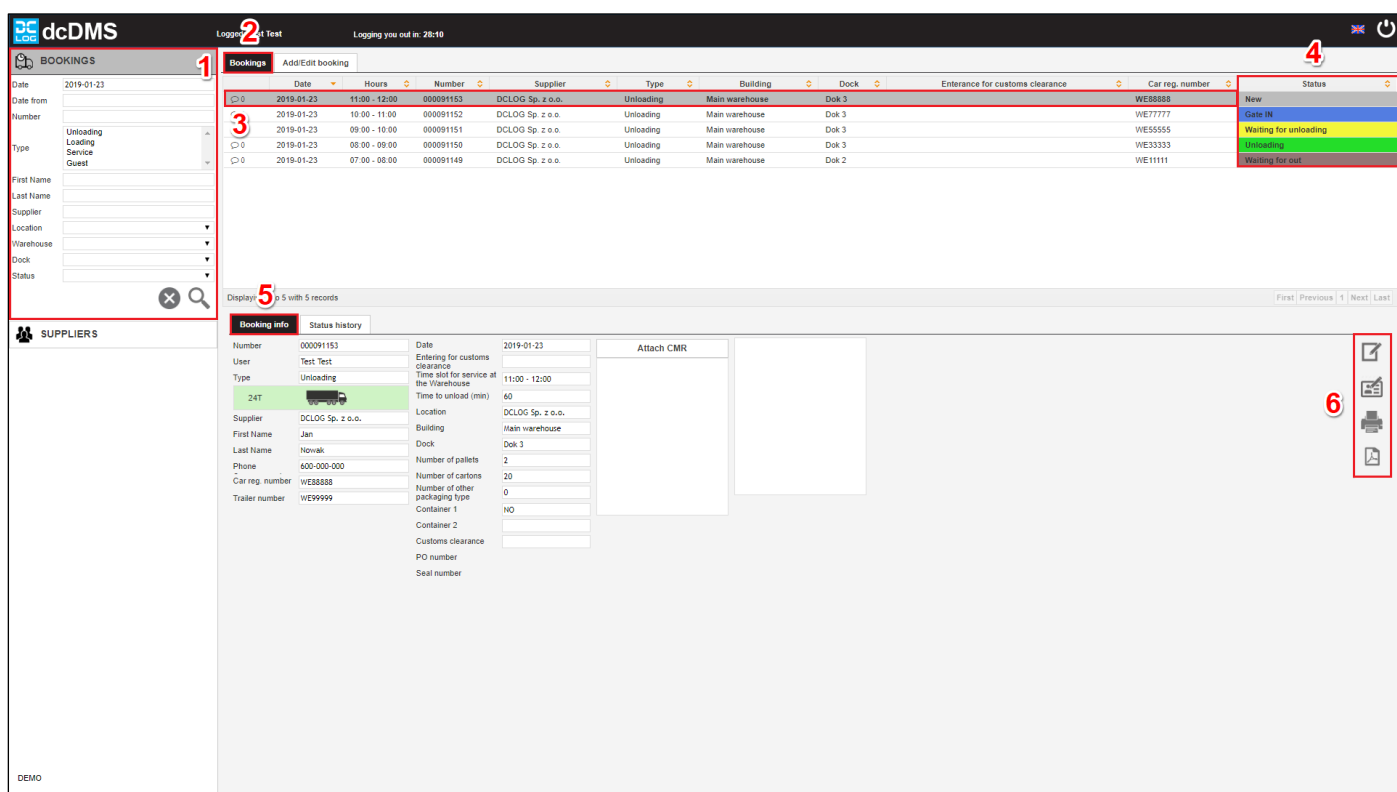
DEMO

## 2. BOOKINGS


In the **BOOKINGS** tab you can add, edit or check bookings.



- In the search window on the left **(1)** you can search for a Booking using such filters as **date** or **date (from-to)**, **booking number**, **booking type**, **first name**, **driver's name**, **supplier's name**, **location**, **warehouse**, **dock**, and **booking status**
- To search using the above parameters just press the **[Search]**  icon
- Use the **[Clear]**  icon to clear all above fields.



Date	Hours	Number	Supplier	Type	Building	Dock	Entrance for customs clearance	Car reg. number	Status
2019-01-23	11:00 - 12:00	000091153	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE88888	New
2019-01-23	10:00 - 11:00	000091152	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE77777	Gate IN
2019-01-23	09:00 - 10:00	000091151	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE55555	Waiting for unloading
2019-01-23	08:00 - 09:00	000091150	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE33333	Unloading
2019-01-23	07:00 - 08:00	000091149	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 2		WE11111	Waiting for out

Filtered search results will be displayed in the **Bookings** tab **(2)**. Basic information seen on the left side (see below) could be supplemented with comments (page 7) by clicking this icon 





Date	Hours	Number	Supplier	Type	Building	Dock	Entrance for customs clearance	Car number	Status
2019-01-23	11:00 - 12:00	000091153	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE88888	New
2019-01-23	10:00 - 11:00	000091152	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE77777	Gate IN
2019-01-23	09:00 - 10:00	000091151	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE55555	Waiting for unloading
2019-01-23	08:00 - 09:00	000091150	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 3		WE33333	Unloading
2019-01-23	07:00 - 08:00	000091149	DCLOG Sp. z o.o.	Unloading	Main warehouse	Dok 2		WE11111	Waiting for out

Current statuses of bookings are on the right side of the table **(4)**

After you select a booking from the list **(3)** the **Booking info** tab in the bottom window **(5)** will contain:

- Detailed information about the booking
- Attached documents (CMR) – by clicking on the Attach CMR bar users can attach relevant files

On the right side of the bottom window (6) are these buttons:

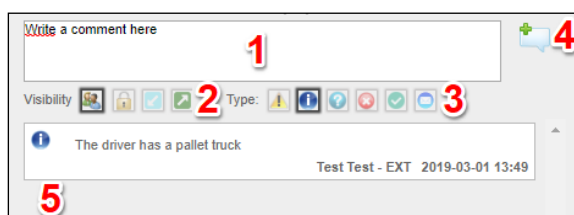
-  **[Edit]** – Edit booking\*
-  **[Edit driver]** – Edit driver or car data\*
-  **[Print]** – Print generated booking document (page 10)
-  **[PDF]** – Save the booking confirmation as a PDF file

\* CAUTION! Users can only edit bookings with a **new** status and before the actual booking date.

Booking info		Status history
Date	Status	Who
2019-01-22 09:02:58	New	test
2019-01-22 09:58:33	Gate IN	admin
2019-01-22 09:58:58	Security check pass true	admin
2019-01-22 09:58:58	Waiting for unloading	admin
2019-01-22 09:59:22	Unloading	admin
2019-01-22 09:59:46	Waiting for out	admin

In the **Status History** tab users can check the whole status history of a given booking.

## 2.1 Adding comments to the booking



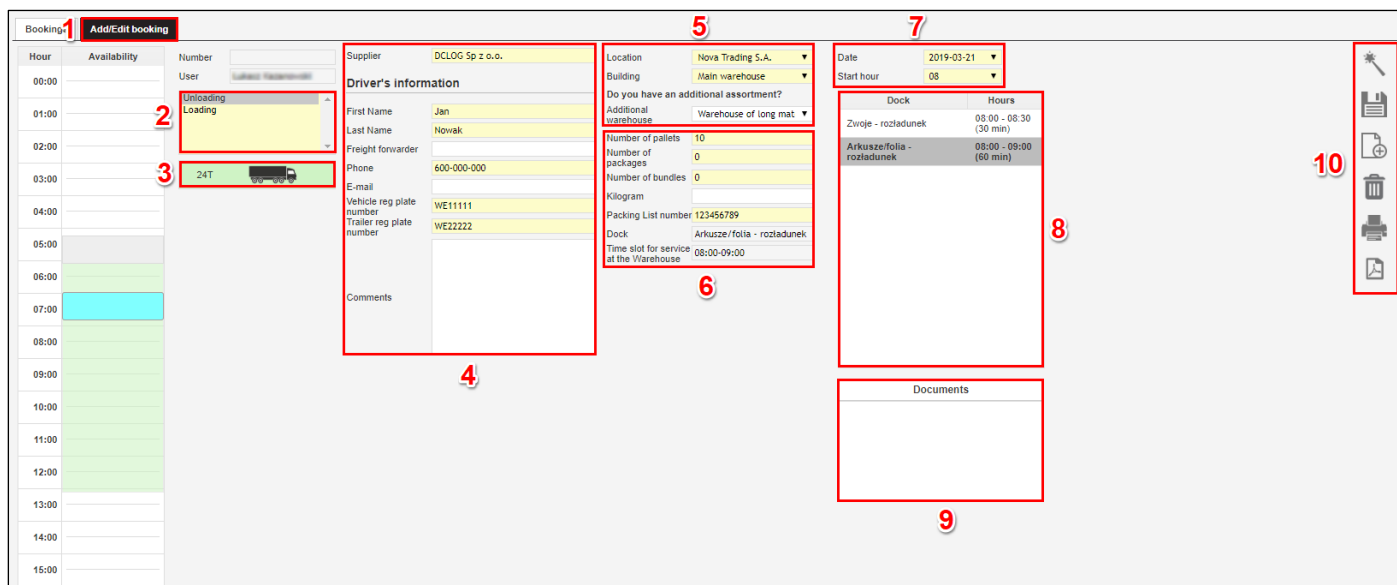
The screenshot shows a comment form with the following elements:

- 1**: A text input field labeled "Write a comment here".
- 2**: A "Visibility" dropdown menu with icons for different user groups.
- 3**: A "Type" dropdown menu with various comment icons (important, information, question, stop, acceptance, mail).
- 4**: A "Send" button with a speech bubble icon.
- 5**: A list of existing comments, showing the text "The driver has a pallet truck" and the user "Test Test - EXT" with a timestamp "2019-03-01 13:49".


1. In the field (1) enter the content of the comment
2. We choose for whom the comment should be visible (Visibility) (2):
  - All – for all users
  - Only me – only for the user who created the comment
  - Inner – only for system users (in addition to users of suppliers)
  - Client – only for suppliers users
3. Choose the type of comment (Type) (3) (important, information, question, stop, acceptance, mail) – the icon is visible next to the comment
4. Confirm with the button (4)
5. In the field (5) we can see the content of all added comments to the booking

## 2.2 Adding bookings

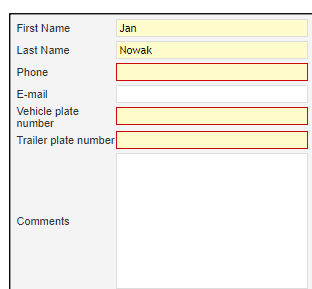
To add or edit a booking, go to the **Add/Edit booking** tab (1).



### 2.2.1 Adding a new booking (unloading)

1. Select the type of booking Unloading (2)
2. Select vehicle type\* (3)
3. Fill out the data (yellow fields are mandatory)\* (4)
4. Select location, warehouse (**ATTENTION!** If we have an additional assortment (eg long material), we also select an additional warehouse) (5)
5. Enter a number of (pallets, packages, bundles), kilogram and Packing List number (6)
6. Select your preferred start date and time for the booking (7)
7. Select the dock and time slot (8) (**ATTENTION!** The system will provide a list of the closest available time slots)
8. Attach a document from a file using the **[Documents]** button (9)
9. At the end confirm the data and click the **[Save]**  button (10).
10. A dialog box offering printing of the booking will be displayed after saving (page 10)







\* The system administrator is able to define visibility of certain fields and change the mandatory fields (e.g. supplier info, number of pallets or packages, types of vehicles [which depending on the booking type], documents)



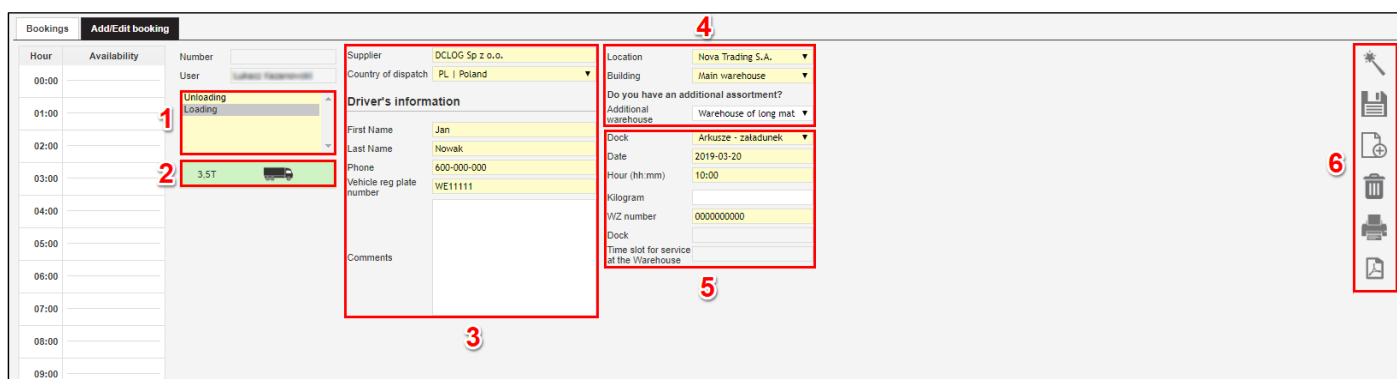
First Name	Jan
Last Name	Nowak
Phone	
E-mail	
Vehicle plate number	
Trailer plate number	
Comments	


In case a user omits a mandatory field the system will display a warning and indicate empty fields with a red frame.

On the right side of the window (8) the following buttons are visible:

-  **[Booking Wizard]** – Create a new booking using the wizard (page 11)
-  **[Save]** – Save the booking after providing all data (yellow fields are mandatory)
-  **[New]** – Manually create a new booking
-  **[Delete]** – Delete an existing booking
-  **[Print]** – Print booking (page 10)
-  **[PDF]** – Save booking as a PDF file

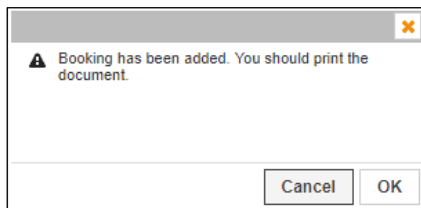
## 2.2.2 Adding a new booking (loading)



1. Select the type Loading (1)
2. Select vehicle type\* (2)
3. Fill out the data (yellow fields are mandatory)\* (3)
4. Select location, warehouse (**ATTENTION!** If we have an additional assortment (eg long material), we also select an additional warehouse) (4)
5. Select the dock, date and time slot (5)
6. Enter the WZ number (5)
7. At the end confirm the data and click the **[Save]**  button (6)
8. A dialog box offering printing of the booking will be displayed after saving (page 10)

\* The system administrator is able to define visibility of certain fields and change the mandatory fields (e.g. supplier info, number of pallets or cartons, types of vehicles [which depending on the booking type], documents)


A window offering printing of the booking will be displayed after saving.



Press the [OK] button to print. A print preview of the booking document will be displayed.

Detailed information about the booking

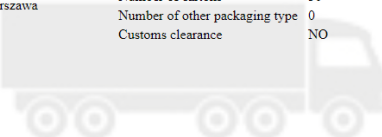
Booking's barcode

  
 000091154

**The document to be presented at the gate and the warehouse.**

### Booking

Date	2019-01-23	Type	Unloading
Time slot for service at the Warehouse	07:00 - 08:00	Warehouse	Main warehouse
Supplier	DCLOG Sp. z o.o. ul. Wąchocka 1M 03-934 Warszawa	Dock	Dok 3
First Name	Jan	Number of pallets	5
Last Name	Nowak	Number of cartons	50
Car number	WE11111	Number of other packaging type	0
Trailer number	WE22222	Customs clearance	NO



The Booking is a form of a pass and you need to carry it with you at all time at the company premises.  
 The Booking is valid only when presented with an ID document

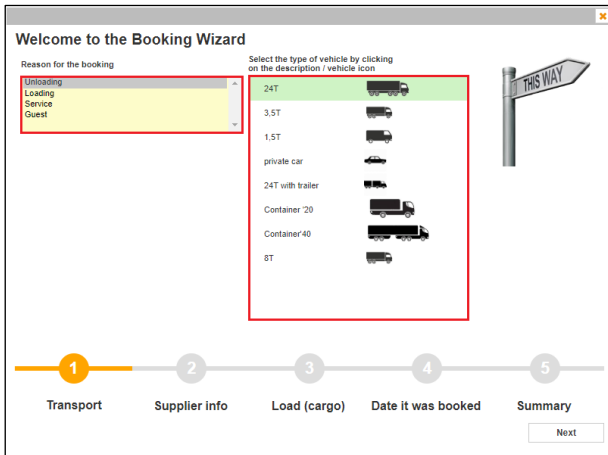
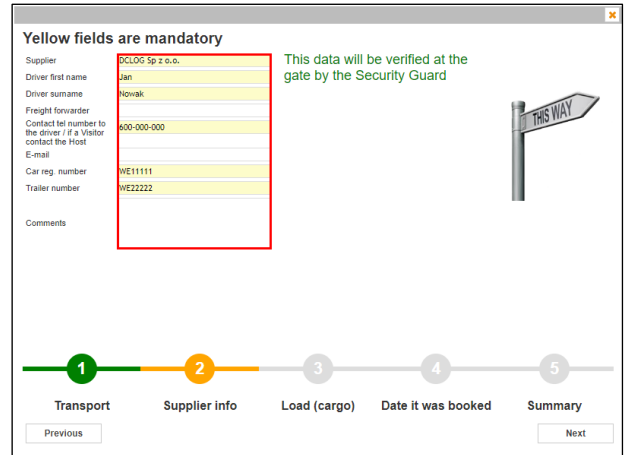
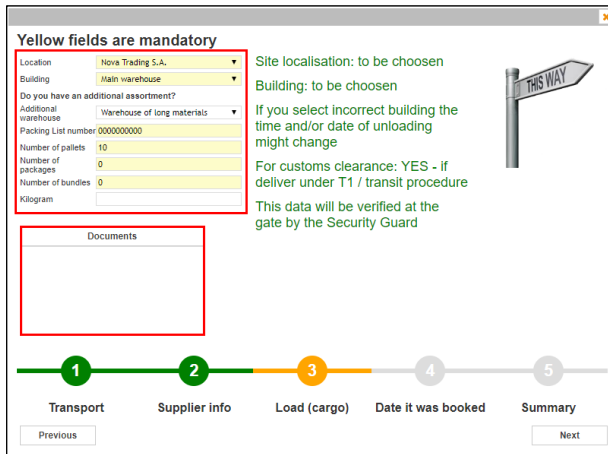
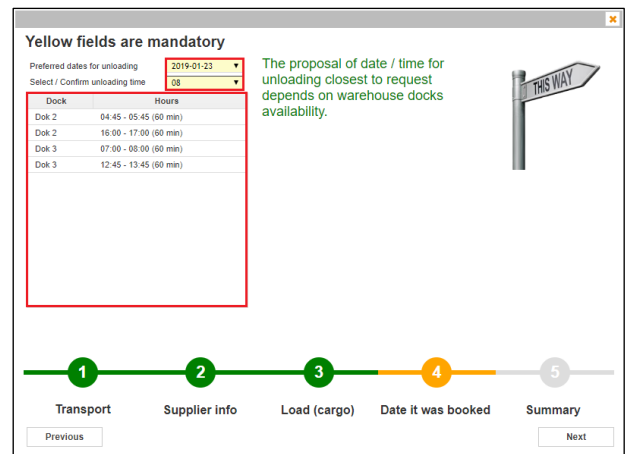
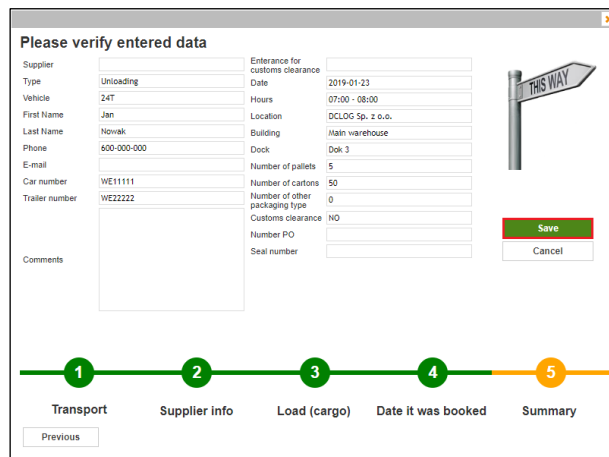
Especially during the supply of goods or loading goods:  
 - At the gate when entering company premises  
 - At the beginning of unloading / loading  
 - At the end of the unloading / loading  
 - At the gate when leaving the company

Printed by dcDMS - DCLOG Sp z o.o

## 2.2.3 Adding a new booking (using the wizard)

Steps:

1. **Transport** – Select the booking type and vehicle type
2. **Supplier info** – Provide required information (yellow fields are mandatory)
3. **Load (cargo)** – Select location, warehouse (**ATTENTION!** If we have an additional assortment (eg long material), we also select an additional warehouse), enter Packing List number and enter a number of (pallets, packages, bundles) (yellow fields are mandatory). Attach a document from a file using the **[Documents]** button.
4. **Date it was booked** – Select your preferred date and start time for the booking (**ATTENTION!** The system will provide a list of the closest available time slots)
5. **Summary** – A booking summary which requires user's verification will be displayed at the end. If everything is correct, confirm the data by clicking the **[Save]** button. The booking print dialog box will appear (see page 10)

### 3. SUPPLIERS

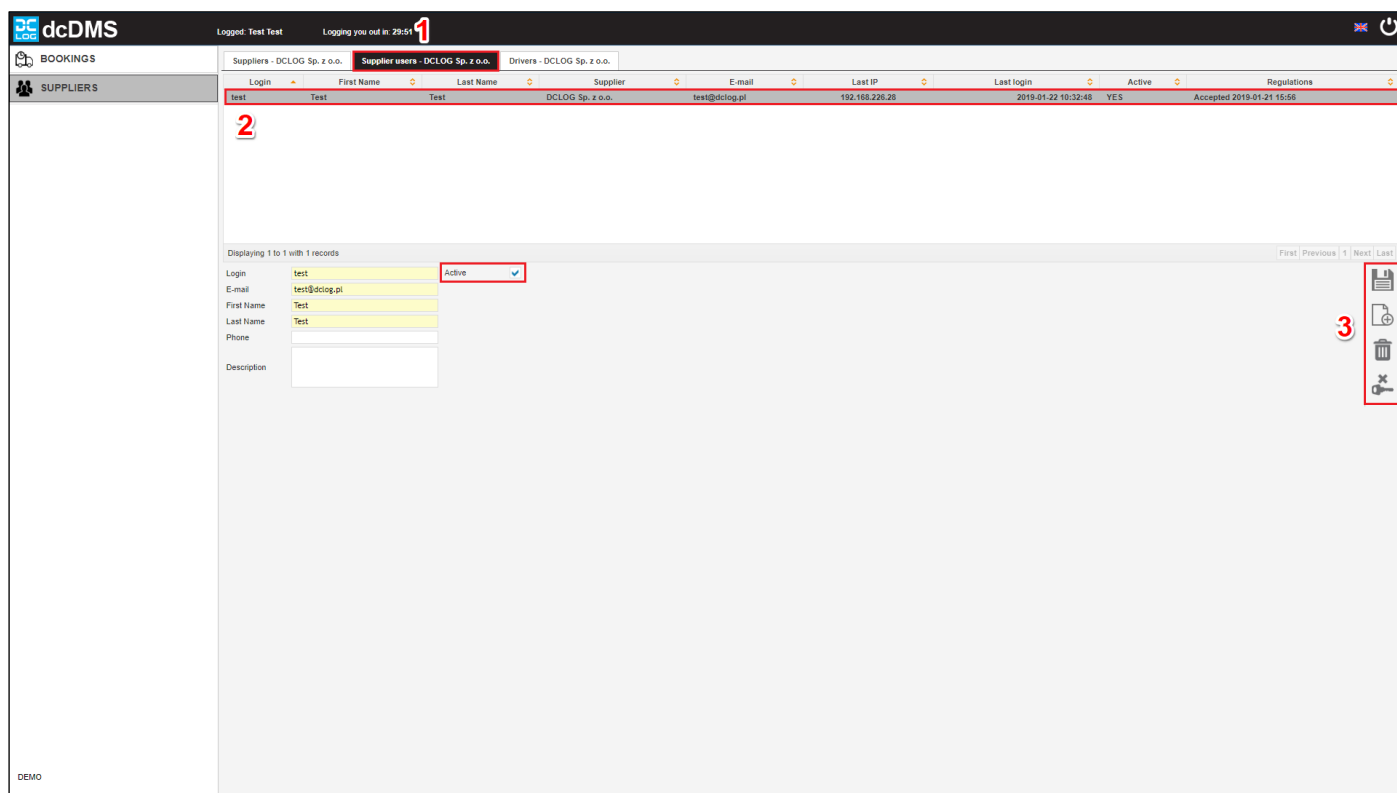
The **SUPPLIERS** tab (1) is used to provide data about suppliers, supplier authorised users and drivers. When you go to the **Suppliers** tab (2), all supplier related information (3) will appear in form of a list. By selecting a supplier from the list at the bottom of the window editable list of data will be displayed (yellow fields are mandatory). To save click the **[Save]** button (4)

The screenshot shows the 'dcDMS' web application interface. At the top, there is a navigation menu with 'BOOKINGS' and 'SUPPLIERS' (1). The 'SUPPLIERS' tab is active, showing a breadcrumb trail 'Suppliers - DCLOG Sp. z o.o.' (2). Below the breadcrumb, there is a table of suppliers (3) with columns: Name, Type, Zip code, City, Address, NIP number, and Status. The table contains one record: 'DCLOG Sp. z o.o.', 'Supplier of materials', '03-934', 'Warszawa', 'ul. Wąchocka 1M', '1111111111111111', and 'Active'. Below the table, there is a form for editing the selected supplier (4). The form fields are highlighted in yellow to indicate they are mandatory. The fields include: Status (Active), Name (DCLOG Sp. z o.o.), Shortened name (DCLOG), Type (Supplier of materials), Country (PL | Poland), Zip code (03-934), City (Warszawa), Address (ul. Wąchocka 1M), NIP number (1111111111111111), Phone, E-mail, and Description.






## 3.1 Supplier users

This window is used to configure users authorised by suppliers and to grant them system access rights.

By selecting a supplier on the list (page 12) the **Supplier users** tab (1) is displayed. A list of registered users (2) will be displayed below.



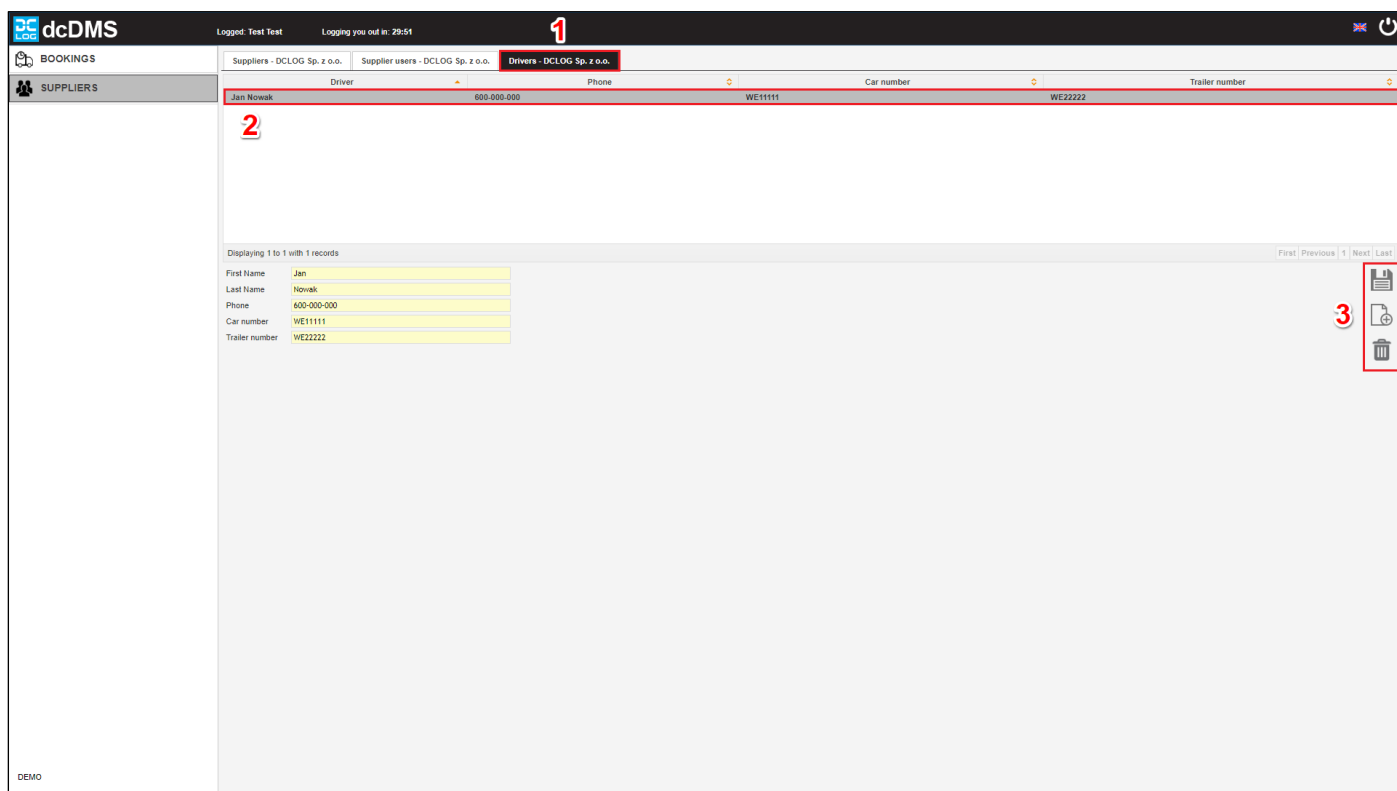
### 3.1.1 Adding and editing a supplier

1. Create a new user by clicking the **[New]**  button (3). Provide all required information (yellow fields are mandatory) and confirm by clicking the **[Save]**  button (3)
2. Activate a user by checking the **Active** status check box
3. Select a user from the list to edit (2). To save edited data click the **[Save]**  button (3)
4. To delete a user click the **[Delete]**  button (3)
5. To reset a user password and send a temporary password to a provided e-mail address click the **[Password reset]**  button (3)





## 3.2 Drivers

This window is used to configure drivers associated with a given supplier. After providing required data and adding a driver to the database, the system will automatically use his/her saved data to fill out fields in the booking form for this supplier.

By selecting a supplier on the list (page 12) the **Drivers** tab (1) is displayed. A list of drivers will be displayed below (2).



### 3.2.1 Adding and editing a driver

1. To add a new driver click the **[New]**  button (3). Provide all required information (yellow fields are mandatory) and confirm by clicking the **[Save]**  button (3)
2. To edit details select a given driver from the list (2). To save edited data click the **[Save]**  button (3)
3. To delete a driver click the **[Delete]**  button (3)