

Datascope Systems Ltd

Delivery Management System

Administrator User Guide

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Logging In

Navigate to: <https://datascopeplc.com/clientlogin/> and enter in your username and password. If you have a Time and Attendance system, there will be a 'Delivery Scheduler' button on the main menu to press or if you just have a standalone system, you will go straight to the Delivery Management System main menu.



Please Note: Most of the DataScope systems use Adobe Flash. To access the DataScope system you need a PC with a functioning Internet connection, access to a web browser such as Internet Explorer (Ver 8 or better), Firefox or Google Chrome and Flash player installed.

If Flash Player is not installed or not up to date (Ver 9 or better), you will experience problems when you try to login. You can download and install the latest version of the Flash player from: <http://get.adobe.com/flashplayer/>

If you are on a network you may need permission from your IT team to be able to install the Flash player.

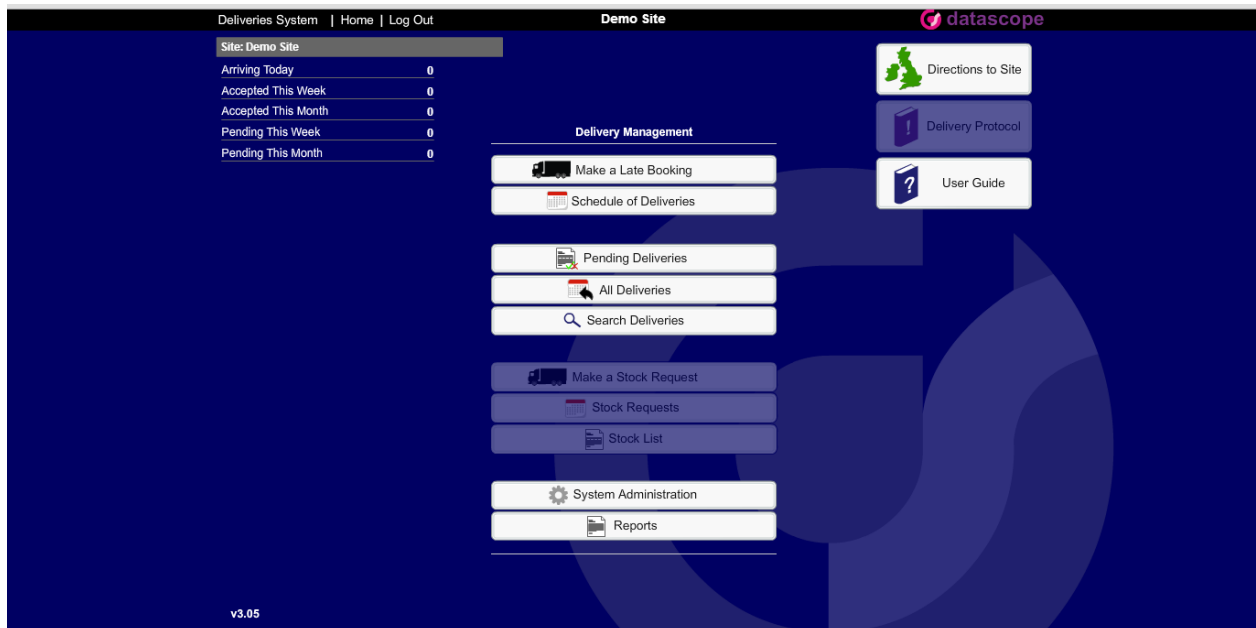
Technical Support

Technical support is available from DataScope, however, if you are a contractor you may need to contact the appropriate party on site first.

Tel: +44 (0845) 450 7387

Email: helpdesk@datascopeplc.com

Main Menu



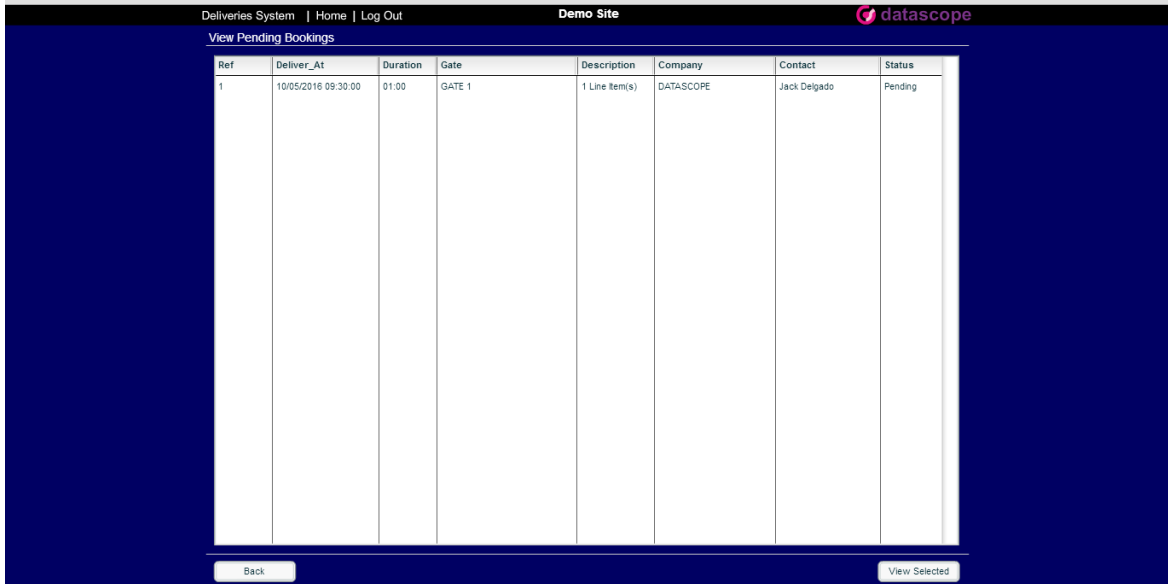
The main menu options are:

- **Pending Deliveries** – This is a list of new bookings that have not been accepted or refused yet.
- **All Deliveries** – Lists all bookings for a specified day. Allows you to plan the schedule of bookings.
- **Site Admin** – The site address, map, opening hours etc. that you add here will be visible to the contractor. You can also add gates, laydown areas etc. here.
- **User Admin** – This is where you setup all the contractor logins to the system. When a booking is accepted or refused, the contractor who made that booking will be emailed confirmation automatically.
- **Late Booking** – Allows the Administrator the ability to make late bookings on behalf of a contractor. As an Administrator, you will not have restrictions such as 48 hour notice period or certain days closed i.e. Sunday.
- **Reports** – Note that if you hire a handheld device to accept bookings at the gate, your reports will only show bookings accepted as arrived using the handheld. Otherwise the reports will show bookings marked as accepted via the web interface.

Please Note: These are the options in a standard setup. Your system may differ slightly depending on how you requested it to be setup.

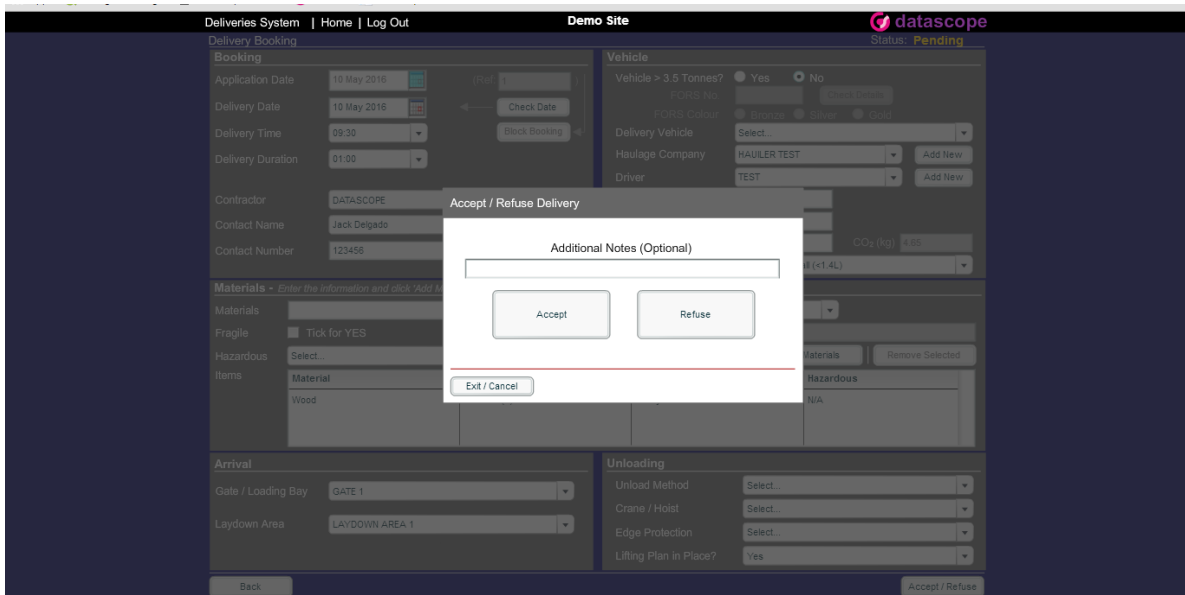
Pending Deliveries

To view the list of pending bookings, select a specific booking (click to highlight) and select 'View' (bottom right). A new page will open with details of the contractors booking request.



Ref	Deliver_At	Duration	Gate	Description	Company	Contact	Status
1	10/05/2016 09:30:00	01:00	GATE 1	1 Line Item(s)	DATASCOPE	Jack Delgado	Pending

When viewing a booking, you can 'Accept' or 'Refuse' it (bottom right). The contractor who made the booking will be automatically emailed confirmation and you have the option to add comments to the email if required.



Accept / Refuse Delivery

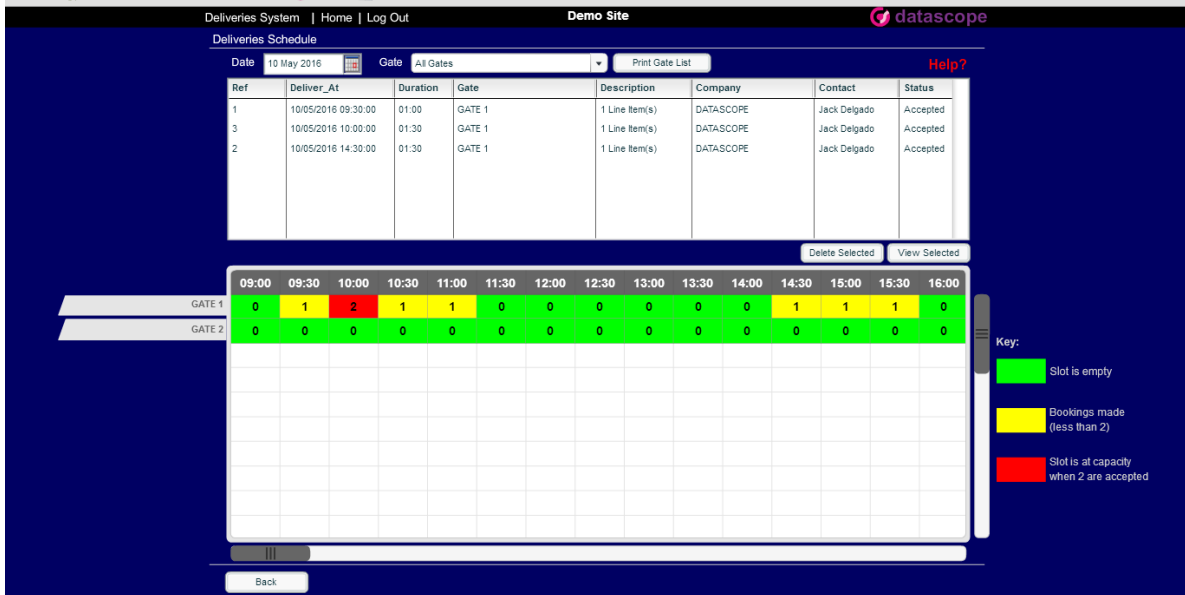
Additional Notes (Optional)

Accept Refuse

Exit / Cancel

All Deliveries

This allows for all deliveries accepted, pending or rejected to be viewed. To search for deliveries, select the date you wish to view and select 'View All'. All deliveries for that particular day will appear on the list. To view any delivery, click the delivery so it is highlighted and then select 'View' in the bottom right corner. Full details of the delivery will appear with the option for you to amend the status, i.e. if it had previously been 'Refused', it can now be 'Accepted' and visa-versa.



The screenshot shows the 'Deliveries Schedule' interface. At the top, there are navigation links: 'Deliveries System | Home | Log Out', 'Demo Site', and the 'datascope' logo. Below this, there are controls for 'Date' (10 May 2016) and 'Gate' (All Gates), along with a 'Print Gate List' button and a 'Help?' link. The main part of the screen is a table of deliveries:

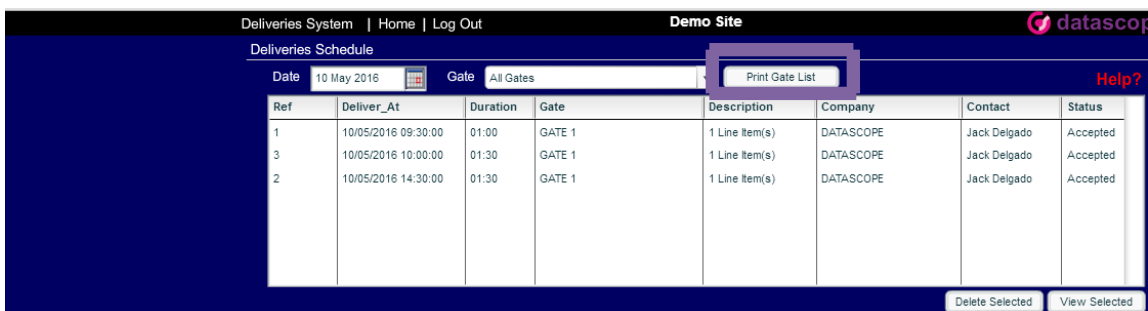
Ref	Deliver_At	Duration	Gate	Description	Company	Contact	Status
1	10/05/2016 09:30:00	01:00	GATE 1	1 Line Item(s)	DATASCOPE	Jack Delgado	Accepted
3	10/05/2016 10:00:00	01:30	GATE 1	1 Line Item(s)	DATASCOPE	Jack Delgado	Accepted
2	10/05/2016 14:30:00	01:30	GATE 1	1 Line Item(s)	DATASCOPE	Jack Delgado	Accepted

Below the table is a 'Delete Selected' and 'View Selected' button. The bottom section is a booking grid for GATE 1 and GATE 2, showing the number of bookings for each time slot (09:00 to 16:00). The grid is color-coded: green for empty slots, yellow for bookings made (less than 2), and red for slots at capacity (when 2 are accepted).

Key:
■ Slot is empty
■ Bookings made (less than 2)
■ Slot is at capacity when 2 are accepted

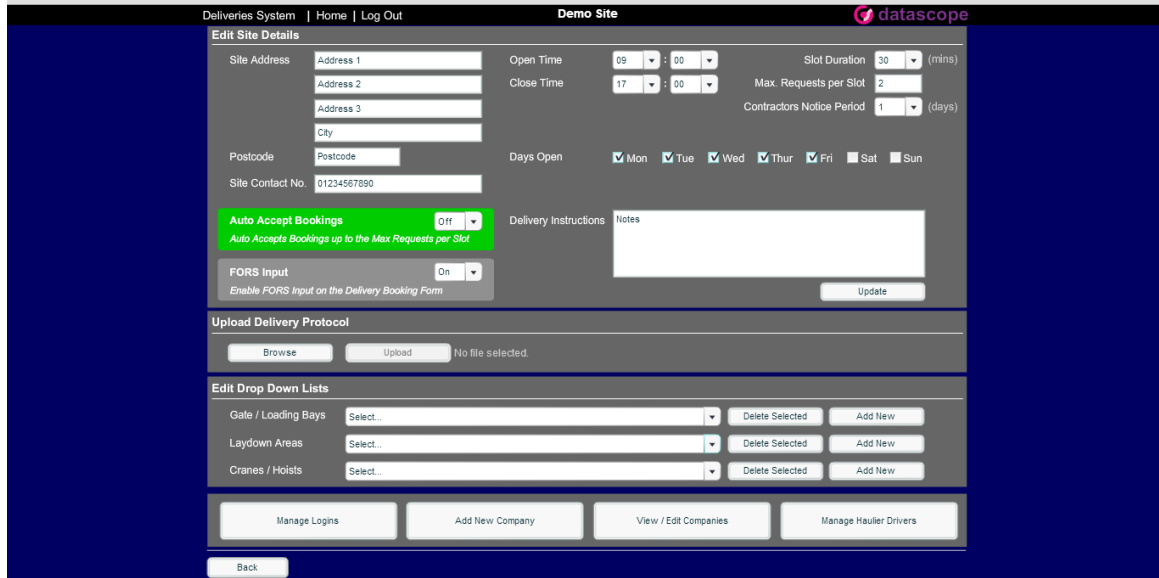
The bottom section indicates how many bookings (pending or accepted) have been made for each time slot and for each gate. Example; Gate 1 from the above example has '2' in the 10:30 slot which means there are 2 bookings in the system that both require that slot for that date. It is at the system Administrators discretion how many bookings are accepted for each time slot.

From this screen, a '**Gate List**' can be printed for a specific day (buttons along the top). Once you have accepted or refused all the bookings for a certain day, a printed list can be handed to operatives at each gate so they know what is being delivered on that particular day.



This screenshot is similar to the previous one, but the 'Print Gate List' button is highlighted with a red box, indicating its location for printing the gate list.

System Administration



This screen enables the user to:

- Setup the site address and upload a map to site
- Setup the open and close time of site
- Setup the booking slot duration (standard is 30 min slots between 9am and 6pm)
- Add the appropriate gate, laydown and hoist options
- Add / edit Package Managers

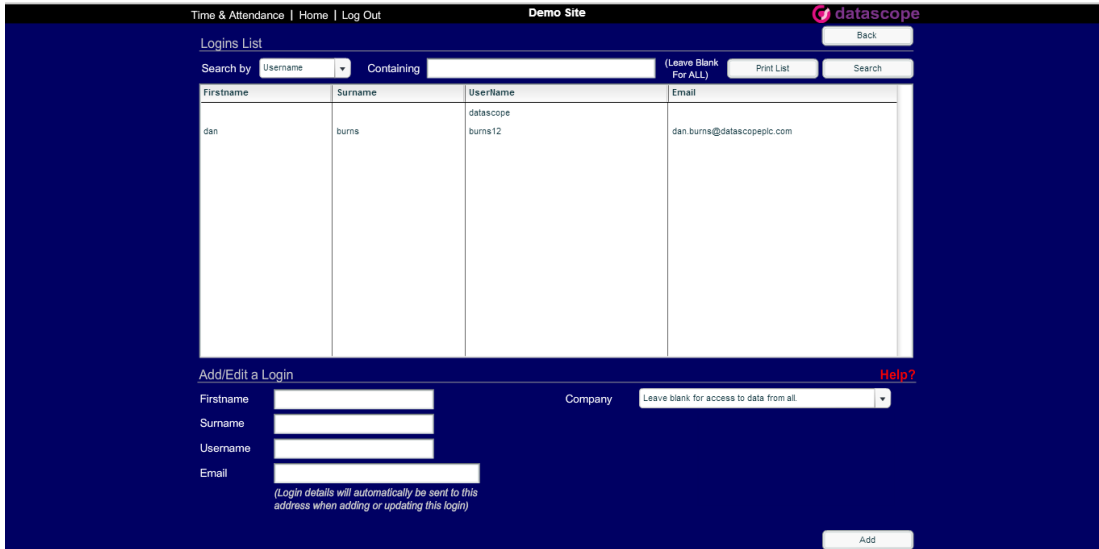
Please Note: A 'Package Manager' gets copies of a booking confirmation or rejection emails. You add a Package Manager to an individual contractor in the 'User Admin' section.

To edit any details, clear the fields and re-enter the required information. Once this has been completed select '**Update**' to save the information.

If a site map needs to be added, the image needs to be in 'jpeg' format. To upload the file, select 'Upload Site Map' and locate the file you wish to upload. The map will then appear within the site details section for contractors to view.

User Admin

Click **'User Admin'** from the main menu for a list of all contractors with a login to the system. This section allows you to add **'New'** logins or highlight a specific login and **'Edit'** that login. You can also **'Disable'** a login to prevent a contractor having access to the system.



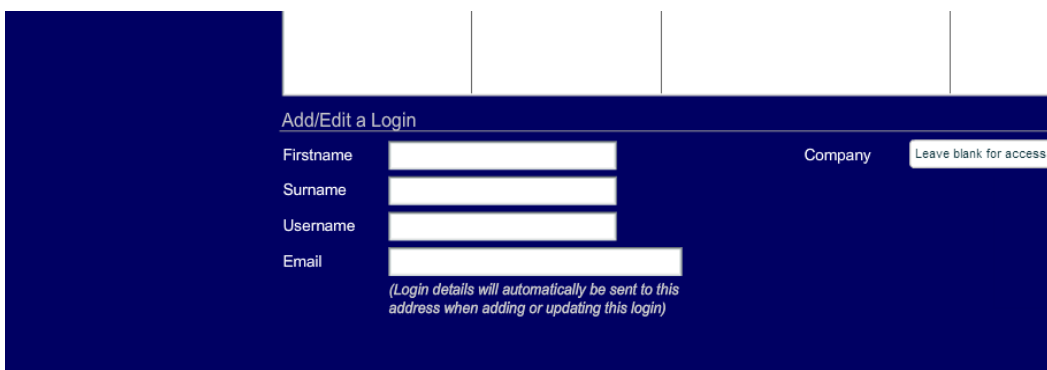
The screenshot shows the 'Logins List' page in the DataScope system. At the top, there are navigation links for 'Time & Attendance', 'Home', and 'Log Out', along with a 'Demo Site' label and the 'datascope' logo. A 'Back' button is located in the top right corner. Below the navigation is a search section with a 'Search by' dropdown set to 'Username' and a 'Containing' search box. To the right of the search box are buttons for '(Leave Blank For ALL)', 'Print List', and 'Search'. The main content area contains a table with the following data:

Firstname	Surname	Username	Email
dan	burns	burns12	dan.burns@datascopepic.com

Below the table is the 'Add/Edit a Login' form. It includes input fields for 'Firstname', 'Surname', 'Username', and 'Email'. A 'Company' dropdown menu is set to 'Leave blank for access to data from all'. A 'Help?' link is visible in red text. A note below the form states: '(Login details will automatically be sent to this address when adding or updating this login)'. An 'Add' button is located at the bottom right of the form.

To create a new login for a contractor, select **'New'** and complete the relevant information. Press **'Submit'** to activate the new login. An email will automatically be sent to the contractor providing them with login details and a link to DataScopes system.

<https://datascopepic.com/clientlogin/>



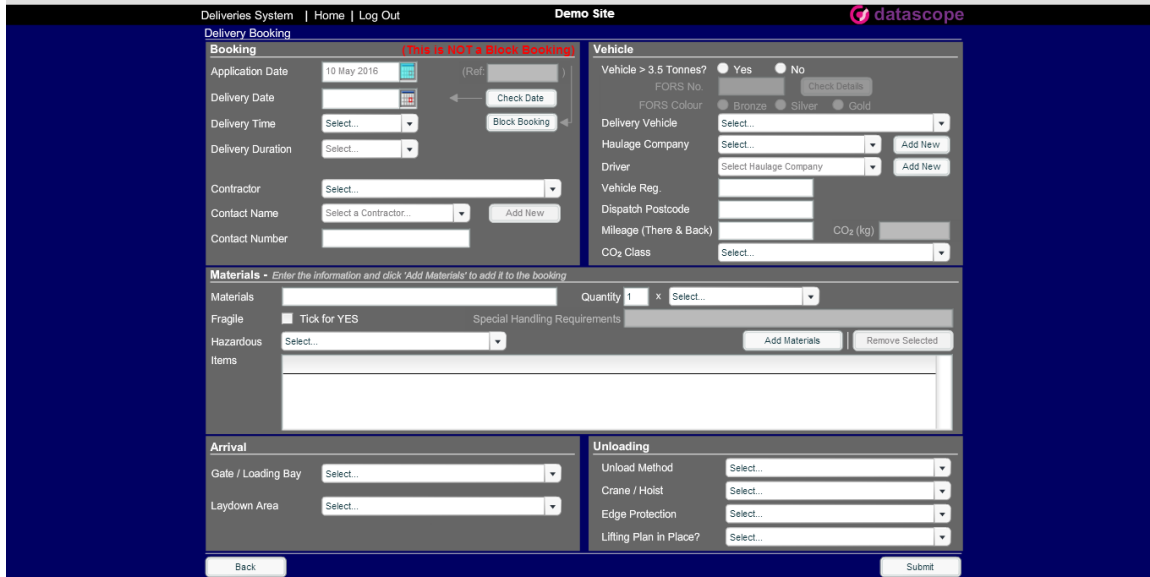
This is a close-up view of the 'Add/Edit a Login' form. It features the following elements:

- Form Title:** 'Add/Edit a Login'
- Fields:**
 - Firstname:** Input field
 - Surname:** Input field
 - Username:** Input field
 - Email:** Input field
 - Company:** Dropdown menu with the selected option 'Leave blank for access t'
- Note:** '(Login details will automatically be sent to this address when adding or updating this login)'

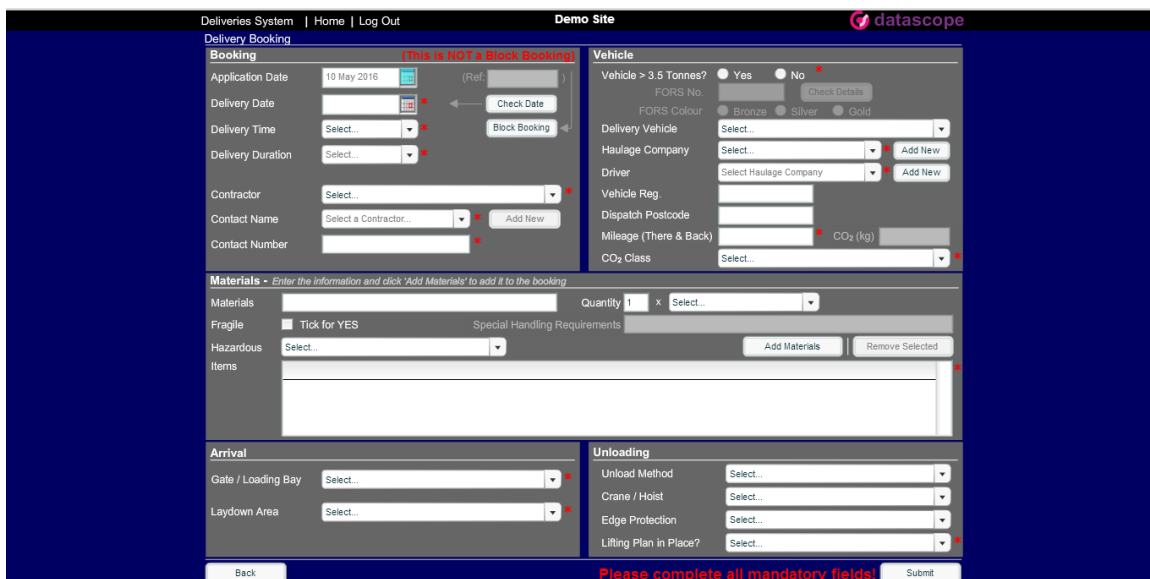
Late Booking

The 'Late Booking' page allows Administrators to make bookings at any date/time. The booking will be added into the system under the contractor name 'System Administrator' therefore the contractor drop down menu will become locked.

When requesting a booking, firstly select a 'Date of Delivery' then 'Gate Availability', to show whether the day/slot you require is free or not:



Pressing submit without completing all of the mandatory fields (indicated in red with an asterisk), will prevent the request being submitted. Mandatory fields can be agreed at the outset or amended by emailing your request to the DataScope Helpdesk team, helpdesk@datascopeplc.com. Once all fields have been completed, press 'Submit' (bottom right). If successful, a message will appear (top right) stating '**Booking Accepted Ref: XXXX**'.



Reports

Aside from producing daily 'gate' reports through the 'All Deliveries' screen, others are available, as shown below, for 'CO2 Emmissions' and a breakdown of 'Deliveries by Company'

