

# Transporter Manual

## *DC Transportplanner*



**SCHWARZ**

Audience	Transporters / Carriers
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DCTP version	1.0.0
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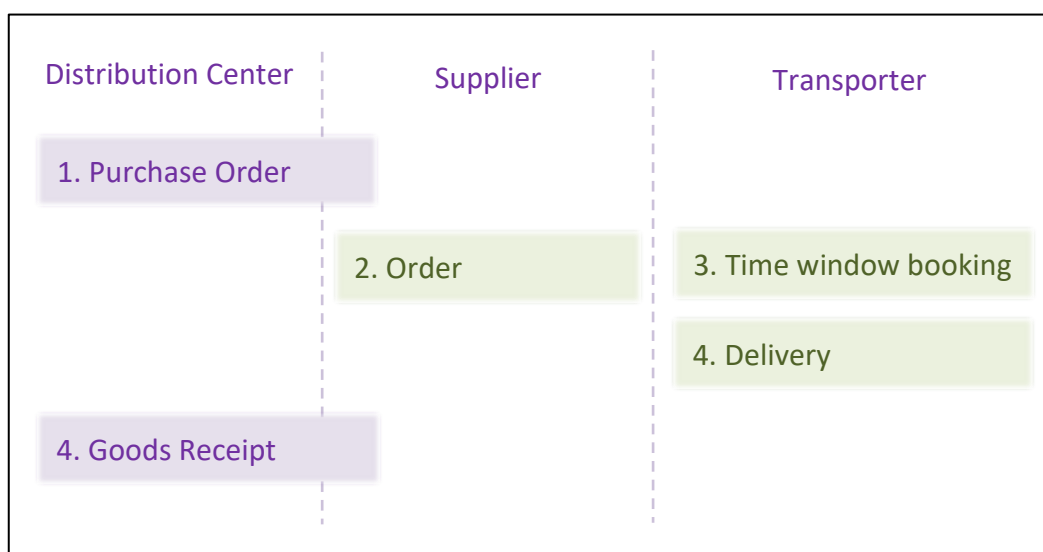
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## 1. Timeslot management

### 1.1 General purpose

Die timeslot management software DC Transportplanner (DCTP) coordinates all deliveries to a warehouse.

It allows the warehouse to define time windows within the opening hours of the goods receipt for the different types of goods separately. The then available time windows can be booked by suppliers, carriers and transporters.



This allows the warehouse to plan the goods receipt ahead and avoid and reduce waiting times for incoming deliveries.

### 1.2 Access to the system

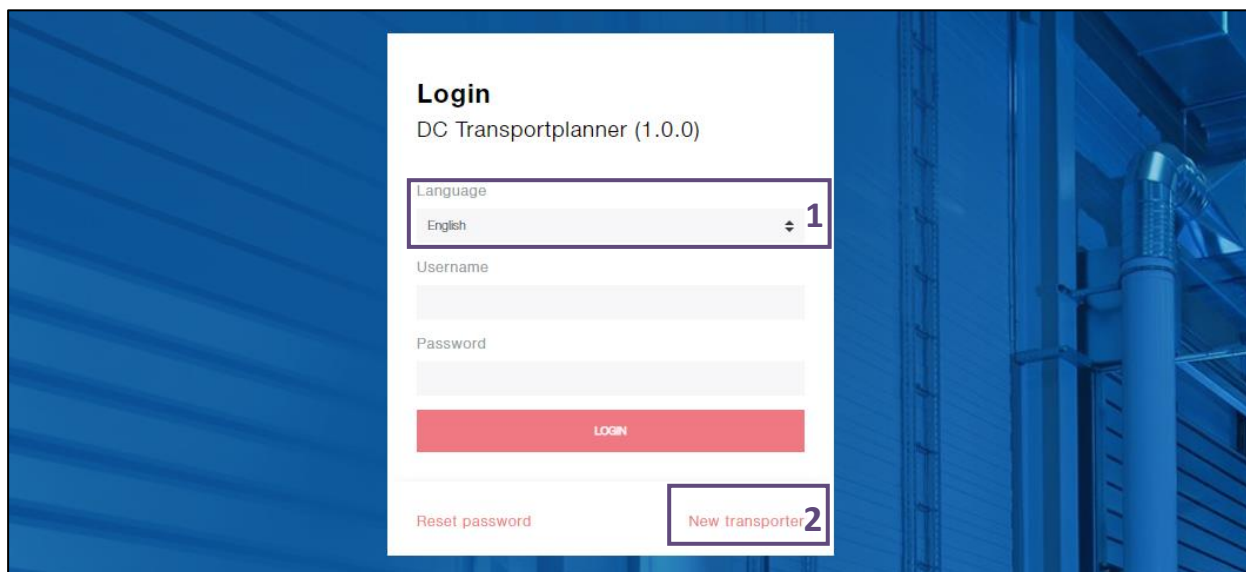
- The system is hosted as a web application and can be accessed under <https://lidl.dctransportplanner.com>.
- JavaScript must be enabled in order to use the system.
- The browsers Chrome, Firefox, Microsoft Edge and Safari have been tested and are compatible with the current version of the DCTP. Other browsers may experience a reduced functionality.



## 2. Transporter

### 2.1 Registration

Navigating to <https://lidl.dctransportplanner.com> opens the screen shown in the picture below.



#### Functions

- 1 Select your preferred language. English is selected per default.
- 2 Button „New transporter“ to open the mask for registration of new transporter accounts.

Select "New transporter" to open the mask for the registration of your new transporter account.

Please do not create a new transporter if your company already created one in the past.

- If you forgot your password and need to regain access to the system, see chapter 2.9.
- If your company already owns an account but you want multiple logins for different employees, please see chapter 2.7.





Clicking on the button "Register Transporter" will finish the registration and bring you back to the login page. You will receive a welcome e-mail to the mail address previously entered.

Dear Norman Normal,  
Welcome to the DC Transportplanner!  
Your new user account has been created.  
Please click the link to create your password:  
<https://lidl.dctransportplanner.com/Login/FinishResetPassword/e2f84b3112fb4193a67ed21322197938286eb6a91c9b46fb8be1d700ca503681>.  
After having set up your password, you can log in with your username and password.  
  
Username: NormalTTG  
  
Kind regards,  
Lidl

By clicking on the link, you will be forwarded to the DC Transportplanner page where you can set your new user's password. Passwords are saved encrypted, thusly no employee Lidl or Schwarz IT will be able to access it.

The passwords are subject to the operator's password policy and must be changed periodically.

**Important:**

**!** The countries and types of goods you selected during the registration must be manually confirmed by the respective countries administrators. Even though they will be informed about your request automatically via e-mail, this process may take some time. You cannot see warehouses or book time windows before the activation by an admin. The activation is done for each country individually.



## 2.2 Login

After the successful registration (chapter 2.1), you can log into the system by navigating to <https://lidl.dctransportplanner.com> in your standard web browser. If you experience any issues or the login mask does not show like in the picture below, make sure to activate JavaScript. If that does not improve the situation, please try a different browser.

The plugin Microsoft Silverlight is not needed anymore.

**Login**  
DC Transportplanner (1.0.0)

Language  
English 1

Username 2

Password 3

LOGIN 4

Reset password      New transporter

### Functions

- 1 You can select you preferred language here. English is set per default.
- 2 Enter your user name.
- 3 Enter your password.
- 4 Login button to log in using the entered user name and password.

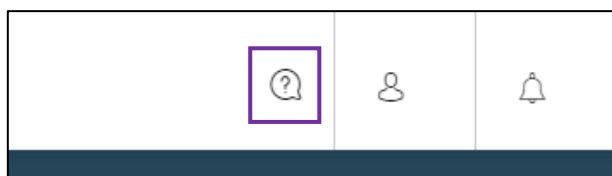
If the entered combination of user name and password is correct, you will be forwarded to the main page of the planner after clicking on "Login".

If you cannot remember your password, please see chapter 2.9.

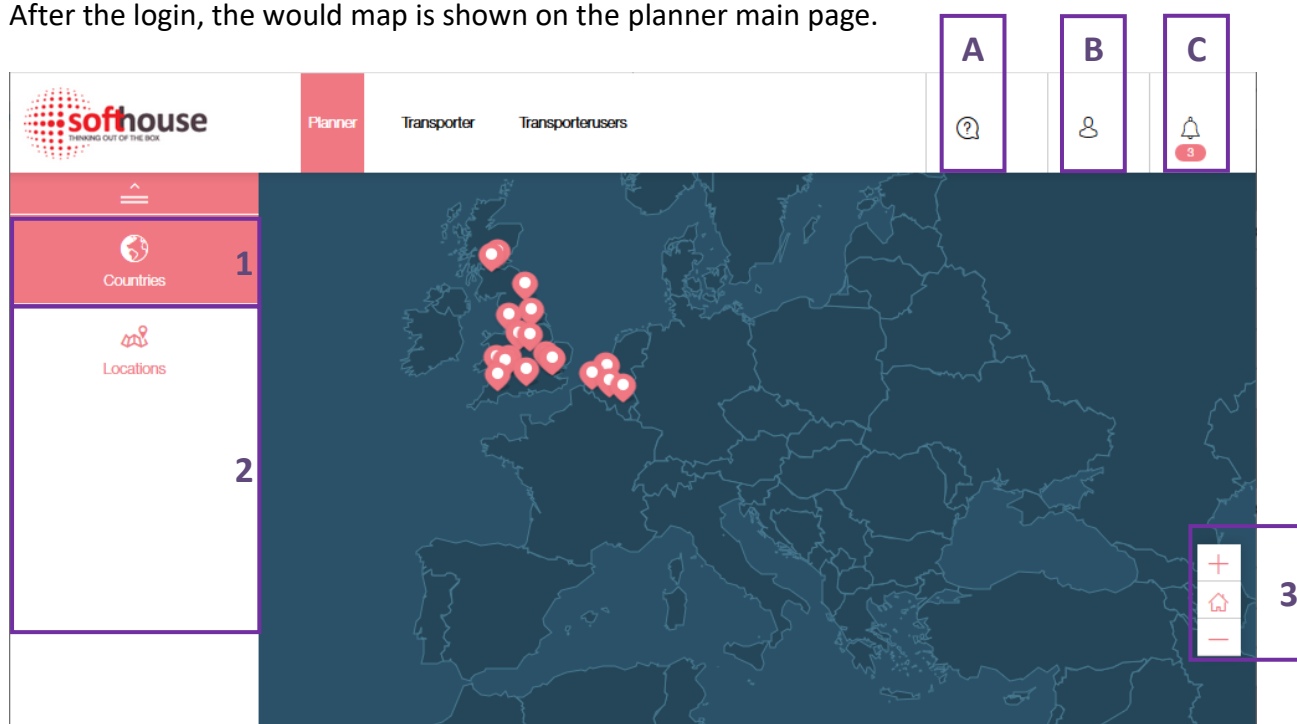


## 2.3 Time window booking

A successful login forwards to the main planner page automatically. At all pages, help texts are available in the knowledge base describing the different functions of the system in detail. The help texts can be shown by clicking on the speech bubble in the upper right corner.



After the login, the world map is shown on the planner main page.



### Functions

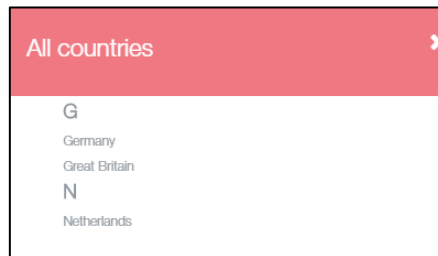
- 1 Click on "Countries" in the left navigation bar to show a list of all countries available to your transporter.
  - 2 A list of warehouses appears as soon as a country is selected. Click on a warehouse to open it.
  - 3 The map can be zoomed by using the navigation elements in the bottom right corner. The house icon centers the map back on the default position.
- A The speech bubble icon open the knowledge base.
- B The person icon allows logging out and a manual password change.
- C Notifications can be viewed via the bell icon.

You can navigate on the world map by dragging it while the left mouse button is hold clicked. You can use the scroll wheel on your mouse to zoom in and out or alternatively use the navigation elements in the bottom right corner (3).

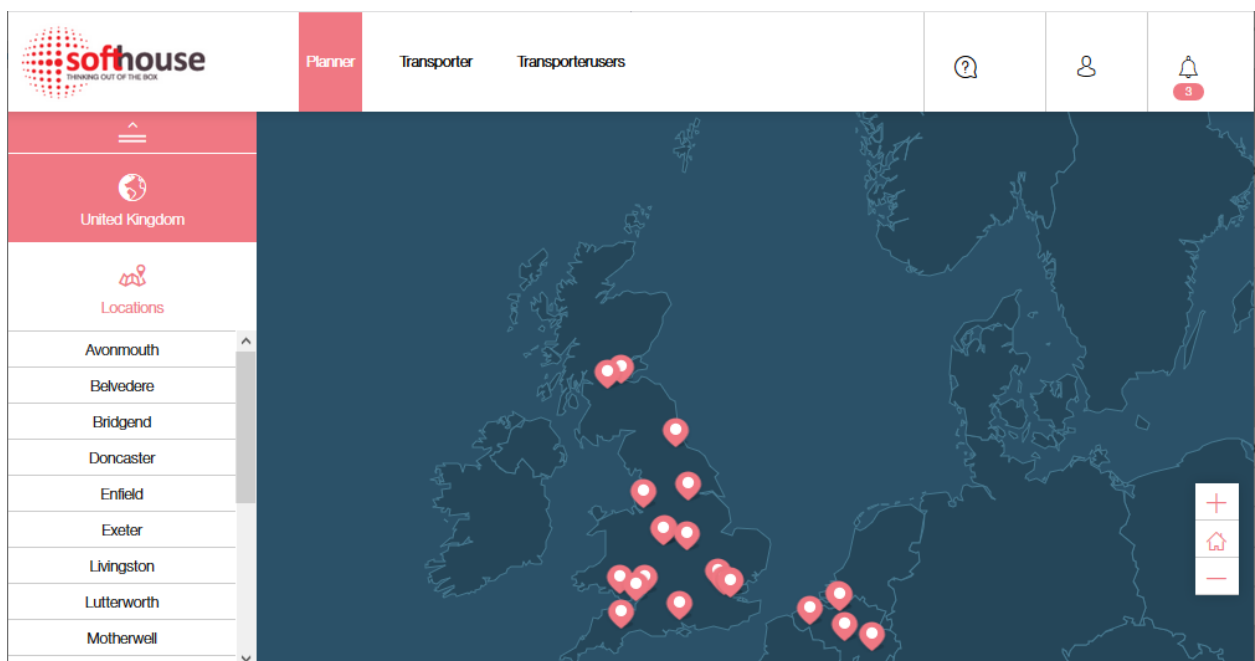




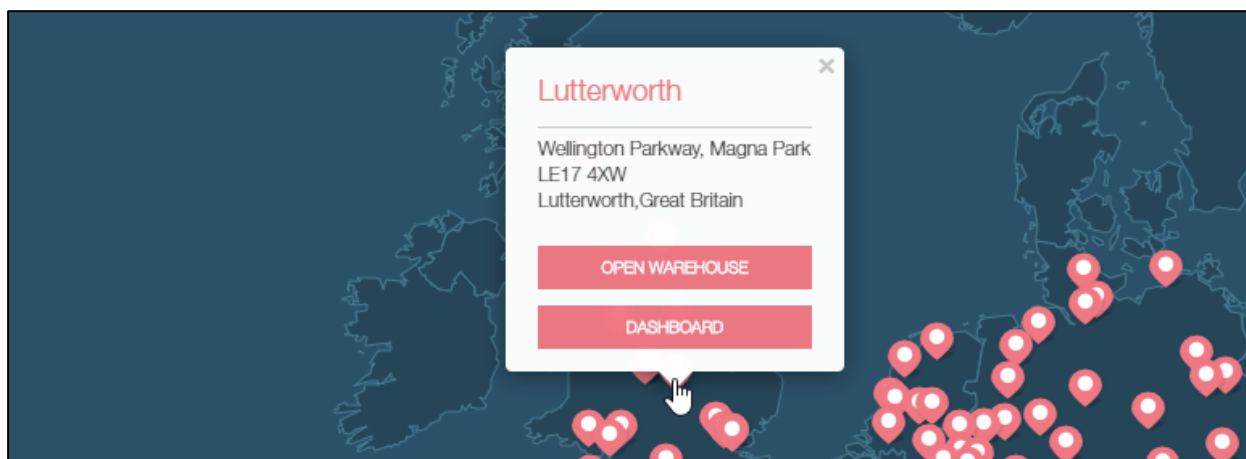
Clicking on "Countries" in the left navigation bar (1) shows a list of all countries your transporter is activated for. Selecting a country in this list loads all warehouses of that county in the navigation element (2).



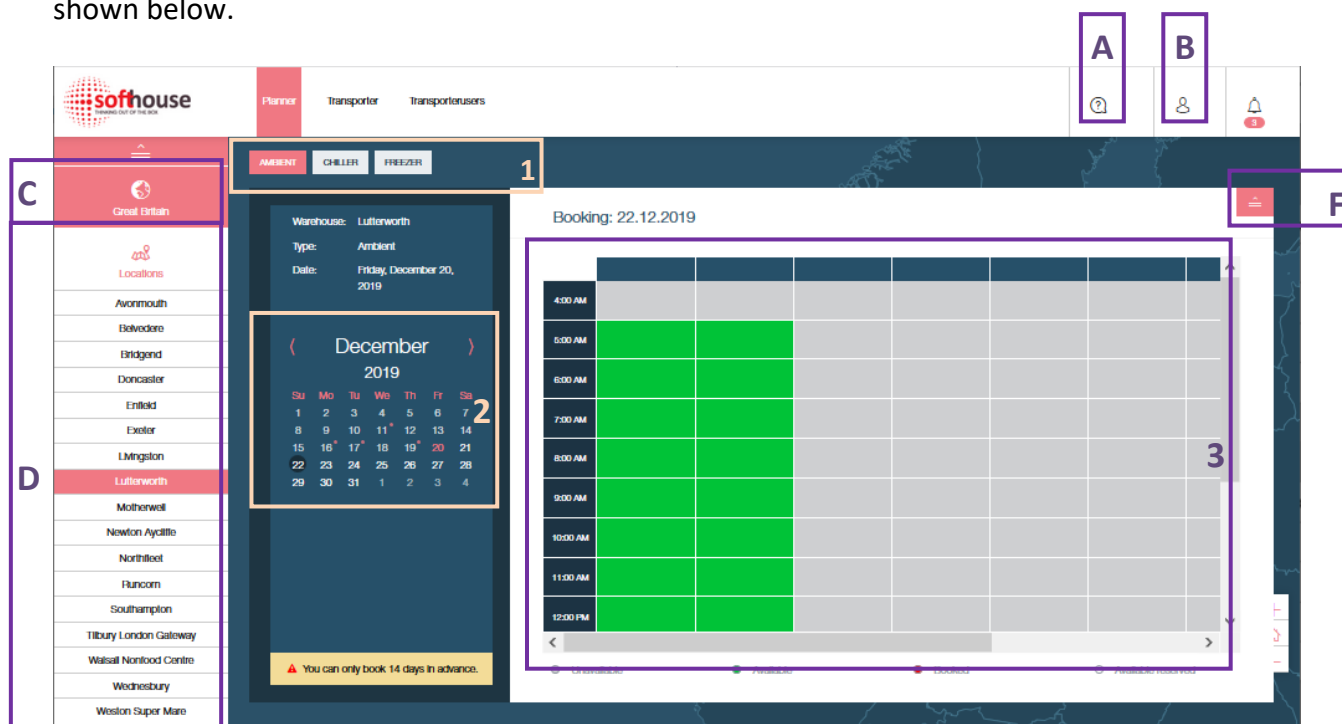
A country can also be selected by clicking on it in the world map.



Clicking on one of the warehouses opens it's time window matrix. Alternatively, a warehouse can be clicked on directly in the world map. This also shows the exact delivery address.



Opening a warehouse in any of the previously described ways will show the time window matrix shown below.



### Functions

- 1 You can the types of goods / delivery area you need to deliver to.
- 2 You can select different delivery dates in the calendar.
- 3 The time window matrix shows all available time windows in green.
- A You can open the help texts from the knowledge base via the speech bubble icon.
- B You can log out or change the language via the person icon.
- C Click on the country in order to select a different one.
- D Quickly switch between different warehouses of a country.
- F Close the warehouse and return to the world map by clicking on this icon.



## User Manual

### DC Transportplanner

**SCHWARZ**

After choosing the required warehouse, type of goods and delivery date, you can start booking any available time window by clicking on it. In this example we will book for the warehouse "Lutterworth", the type of goods "Chiller" and the 11<sup>th</sup> of October.



Please Enter Booking Details

Created by	NormalTTG	Supplier name	Woods Sooper Dooper Shi	<b>2</b>
Transporter	Tremendous Transport Germany	Amount of pallets	EP 42 DD	<b>3</b>
Bookdate	10/11/2019 at 8:00	Attachments:	Choose Files No file chosen	<b>4</b>
Type of goods	Chiller	Article description	Nimbus 2000	<b>5</b>
Reference number	LUT_565			
Order number	4-8-15-16-23-42			<b>1</b>

**6**      **A**

**Functions**

- 1** Enter the order number from the purchase document from Lidl. This is important in order to connect your time window booking with the order.
- 2** Enter the supplier's name. This is another matching criteria for the warehouse employee who will receive the delivery.
- 3** Enter the number of EP and DD pallets to ensure sufficient resources are blocked for your delivery.
- 4** Upload attachments like the purchase order or the delivery slip in order to reduce the time for processing your arrival at the goods receipt desk.
- 5** Describe the articles your delivery will contain.
- 6** After filling all fields, create the booking by clicking on "Save Changes".
- A** You can cancel the booking and return to the warehouse's time window matrix at any time by clicking on "Cancel".

Directly after the creation of the booking, the system asks whether you want to download and print your reference number. This can be done later by right clicking the booking and selecting "Print". Please download and print the reference number and hand the print over to the truck driver.



**Important:**

Without your reference number, we cannot guarantee your booked time window!

Time windows can only be booked a specific number of days in advance and must be booked a specific number of hours before the time window begins. The times are dependent on the warehouses settings and may differ but are usually 14 days and 12 hours.



## 2.4 Changing or canceling a booked time window

You can cancel a time window booking as long as the transporter has not yet arrived and it is not yet closed by the warehouse at the end of the day.

In order to cancel a booking, navigate to the warehouse, type of goods and delivery day again and click on the time window you want to cancel or change.

Please Enter Booking Details

Created by	BoeltingT	Supplier name	Abstergo Industries
Transporter	Boelting Epic Super Transport	Amount of pallets	EP
Bookdate	10/11/2019 at 7:00	DD	1337
Type of goods	Chiller	Attachments:	Choose Files No file chosen
Reference number	LUT_566	Article description	Blue-Eyes White Dragons
Order number	Order 314159265358		

SAVE CHANGES
CANCEL

DELETE 2

1

A

### Functions

- 1 You can change any of the booking's fields or upload additional attachments and then save the changes.
- 2 You can remove the booking by clicking on the button "Delete".
- A Close the time window without changing it by clicking on the button "Cancel".

A cancellation of an existing booking always requires a reason that must be selected from a drop down menu. Possible reasons are:

- Long delay prior tour
- Supplier delay
- Technical problems / traffic

Reason:

Long delay prior tour
⇅
1

CANCEL
A

DELETE
2

### Functions

- 1 Select the reason for the cancellation from the drop-down menu.
- 2 Confirm the cancellation by clicking on "Delete".
- A Abort the cancellation by clicking on "Cancel".



## 2.5 Check past time window bookings

You can always check your past bookings by navigating to the warehouse and selecting a delivery date from the past via the calendar.



As shown in the picture above, the calendar marks days that contain booking of your own with a red dot in the upper right corner. In this example, bookings exist for the 16<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> September.

Select a booking by clicking on it to show the saved information and all timestamps that have been set by the goods receipt desk.

Please Enter Booking Details

Created by	BoellingAdm	Supplier name	Galactic Senate
Transporter	Boelling Epic Super Transport	Amount of pallets	EP 90
Bookdate	9/17/2019 at 9:00	DD	
Type of goods	Ambient	Attachments:	Choose Files No file chosen
Reference number	LUT_549	Article description	501st Legion Helmets
Order number	Order 66		

Driver signed in at:	9/16/2019 5:30:15 PM
Driver at gate at:	9/16/2019 5:32:05 PM
Driver signed out at:	9/16/2019 5:32:07 PM

DELETE CANCEL

### Functions

- 1 Timestamps show the time of the delivery's arrival, docking and departure or the time of the booking's cancellation.



## 2.6 Manage your transporter information

You can edit your transporter information at any time by clicking on "Transporter" in the top navigation bar.

1	Name	Tremendous Transport Germa	Countries	<input type="checkbox"/> Finland <input type="checkbox"/> France <input checked="" type="checkbox"/> Germany <input checked="" type="checkbox"/> Great Britain <input type="checkbox"/> Greece <input type="checkbox"/> Hungary <input type="checkbox"/> Ireland <input type="checkbox"/> Italy <input type="checkbox"/> Lieferanten <input type="checkbox"/> Lithuania	6
2	Short name	TTG	Type of goods	Great Britain <input type="checkbox"/> [Rademacher Amt <input type="checkbox"/> [Rademacher Non <input type="checkbox"/> [Roxane] <input type="checkbox"/> [Swain] <input checked="" type="checkbox"/> Ambient <input checked="" type="checkbox"/> Bread <input type="checkbox"/> Bulk <input checked="" type="checkbox"/> Chiller <input type="checkbox"/> CMI Chiller	7
3	Address	Stiftsbergstraße 1			
	Country	Germany			
	Postalcode	74172			
	City	Neckarsulm			
4	Phone number	+49 123 456789000			
5	Emailaddress	Shipping@Tremendous Transp			
8	<input type="button" value="SAVE CHANGES"/>				

### Functions

- 1 Enter your company's full name. Please note that the name of your transporter must be unique meaning that you cannot choose a name that already exists. If you are part of a big logistics company that owns branches in different countries, chances are that the name is already taken. Please add the region you are operating in or the name of your specific branch or use your companies full legal name in such cases.
- 2 The short name will be displayed in overviews and tables. It must not be an official short name but should represent the chosen transporter name somehow.
- 3 The entered address must be your companies official address. This helps to validate and match your transporter account to the purchase orders.
- 4 Enter your business phone number here. This will be used to contact you during the work hours in case of a problem with your booked time windows.
- 5 Enter your business e-mail address. It will be used to send automatic mails in case you miss a booked time window.
- 6 Select all countries you need to deliver to.
- 7 After the country selection, select the types of goods you need to deliver.
- 8 Save all changes by clicking on the button "Save Changes".

Please note that newly selected countries and type of goods must be confirmed by the respective country's admin before you will be able to view or book timeslots.



## 2.7 Transporter user management

The transporter user management allows you to see all users that are currently associated with your transporter. Every user represents a combination of user name and password that can be used to log into the system. Different users allow you to have multiple employees or colleagues using the same transporter.

Transporterusers

1

Item count 10

↑

USERNAME	FIRST NAME	LAST NAME	ACTIVE	EMAIL ADDRESS
BoellingT	Norman	Normal	<input checked="" type="checkbox"/>	Norman.Normal@mail.schwarz
Subuser 1	Edward	Kerway	<input checked="" type="checkbox"/>	EKenway@abstergo.inc
Subuser 2	John	117	<input checked="" type="checkbox"/>	SPARTAN-117@UNSC.gov
Subuser 3	Isaac	Clarke	<input checked="" type="checkbox"/>	Isaac.Clarke@ConcordanceExtraction.com
Subuser 4	Copernicus Leslie	Qwark	<input checked="" type="checkbox"/>	Qwark@Polaris.gov
Subuser 5	Ulfric	Stormcloak	<input checked="" type="checkbox"/>	Ulfric.Stormcloak@Windhelm.sky

3

Username BoellingT

4

Firstname Norman

Lastname Normal

5

Active

6

Email address Norman.Normal@mail.sch

Language English

7

8

9

### Functions

- 1 Search for a specific user.
- 2 All users associated to your transporter account. Select a user by clicking on the respective row.
- 3 The name of the user must be entered for the creation of a new one and can be changed for existing ones.
- 4 If the "Active" checkbox is deselected, the user cannot log in until it is checked again.
- 5 The e-mail address that is used to send the login information to a new user. Existing users need the mail address for the password reset function.
- 6 The default language for the user.
- 7 Clicking on "Save Changes" will update an existing user or create a new one.
- 8 Clicking on "New Record" will deselect the currently selected user and empty all input fields so that a new user can be created.
- 9 Clicking on "Delete" will permanently delete the currently selected user. This is irreversible!





If you create a new user, an e-mail will be sent to the entered mail address automatically informing the user about the creation and giving him all required access information to the system. The mail is the same that has been sent to you during the registration of your transporter (see chapter 2.1).

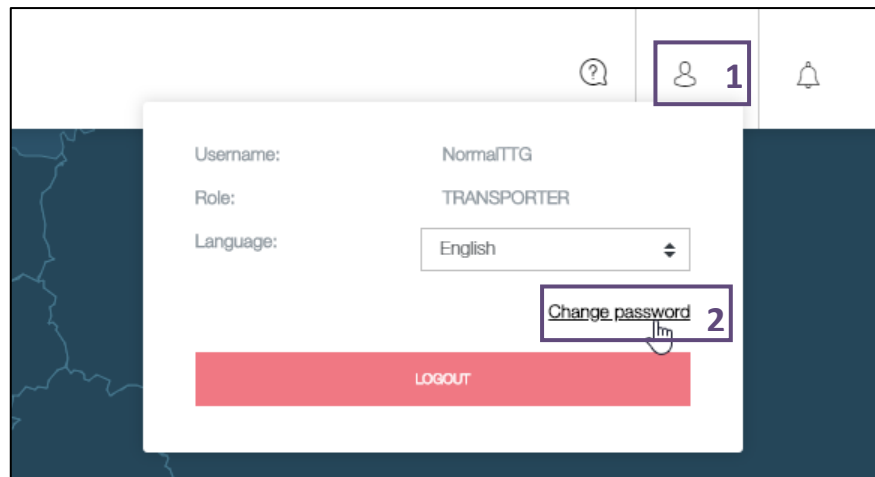
**Important:**



The system does not differentiate between the initially created user and further ones meaning that every user you create gets access to the user management too. Thusly, all created users could potentially edit or delete your very own user.

## 2.8 Manual password change

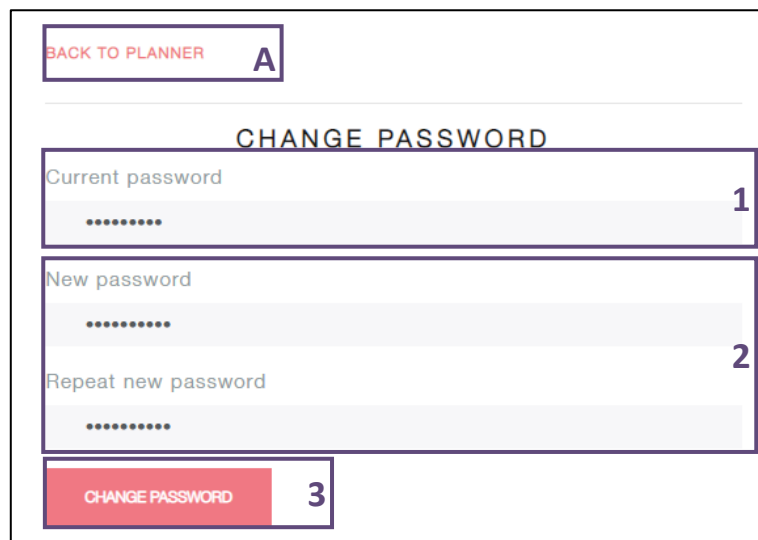
You can change your password manually at any time by clicking on the person icon in the top right corner.



### Functions

- 1 Select the person icon in the top right corner.
- 2 Click on "Change password" to navigate to the password change dialog.

The password change dialog opens:



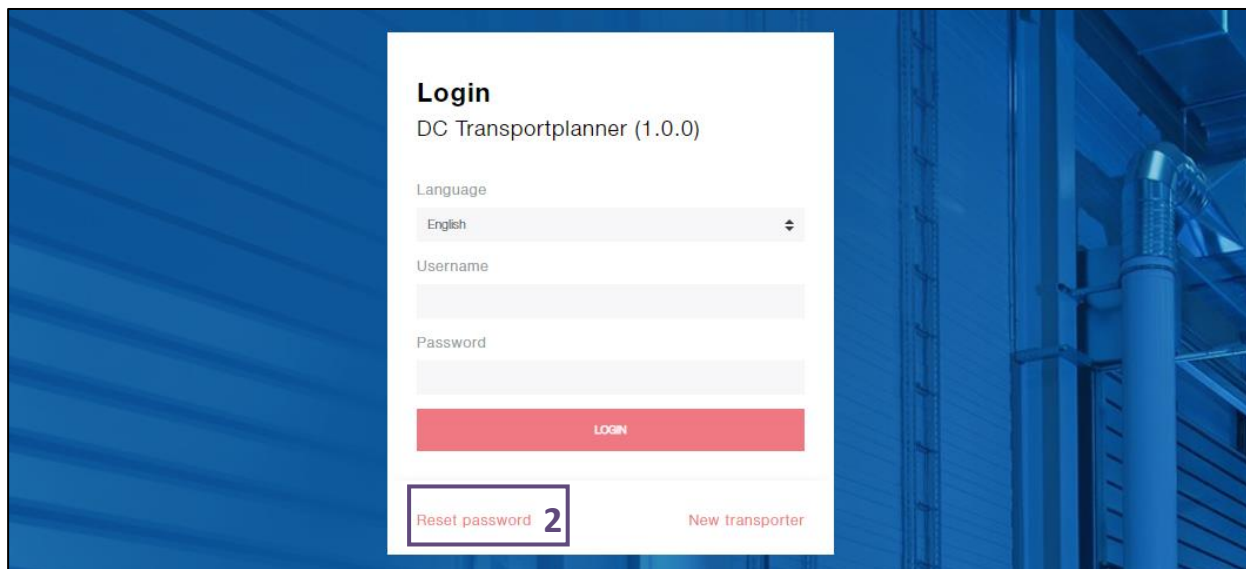
### Functions

- 1 Enter the password of the user you are currently logged in with.
- 2 Enter the new password.
- 3 Click on "Change Password" to confirm the change.
- A You can cancel the process at any time by clicking on back.



## 2.9 Reset forgotten password

If you forgot yours password, you can generate a new one by clicking on "Reset password" on the login page.



### Functions

- 1 Click on "Reset password" to .

### Functions

- 1 Enter the user name, whose password you forgot.
- 2 Enter the correct corresponding e-mail address. If you enter a wrong e-mail address, the system will say that the user does not exist (even if it actually does).
- 3 Confirm the reset by clicking on the button "Send Reset Mail".

You will receive an e-mail that allows you to set a new password for yours user.