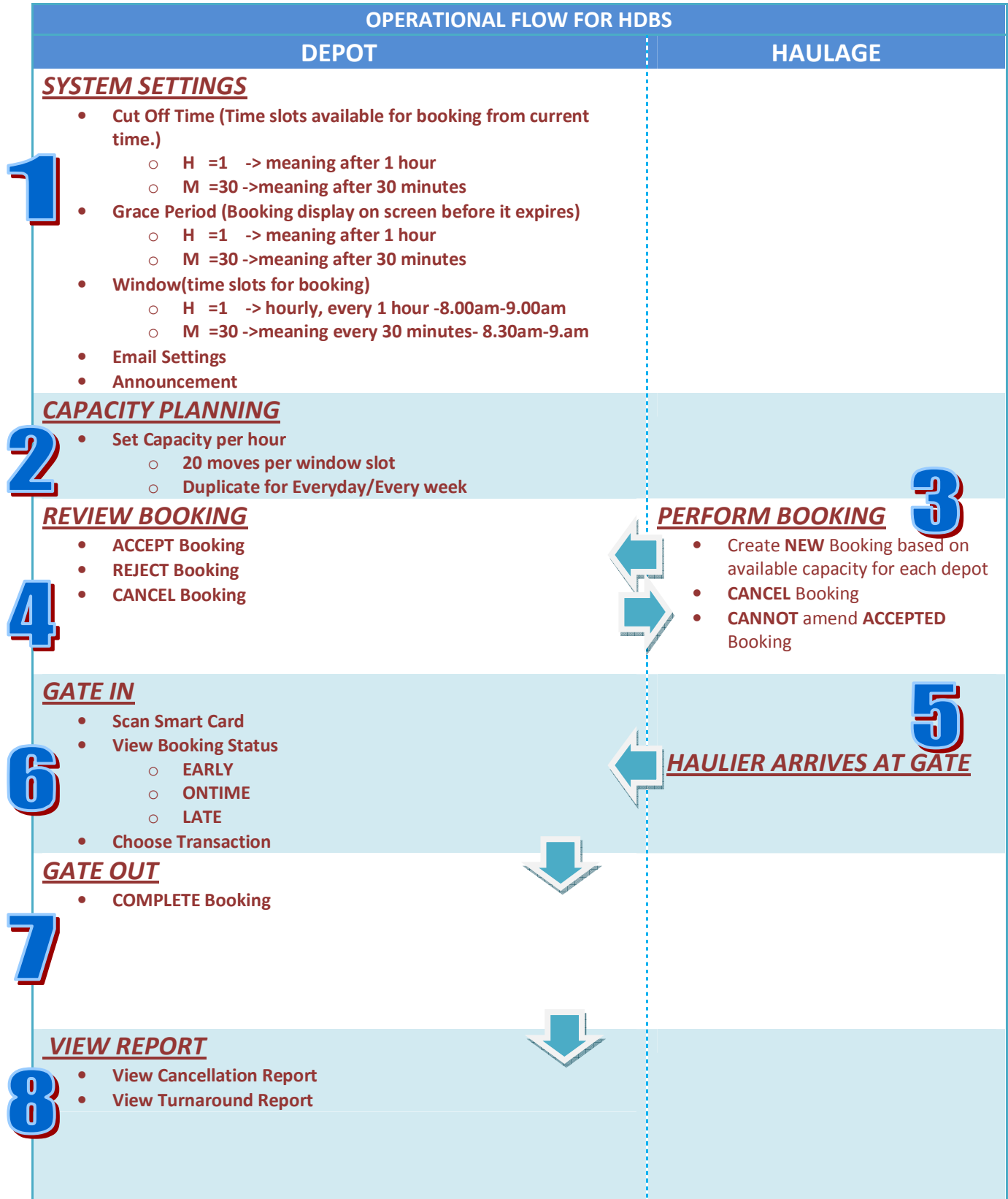


ODD USER MANUAL

HDBS stands for Haulage Depot Booking System. The system allows the Haulage Companies to plan the appointment to ODD's for MT Pickup and Drop Off Transaction. The following Chart depicts the operational process of HDBS booking.



How do I login to HDBS System?

There are 2 ways to login into HDBS system:

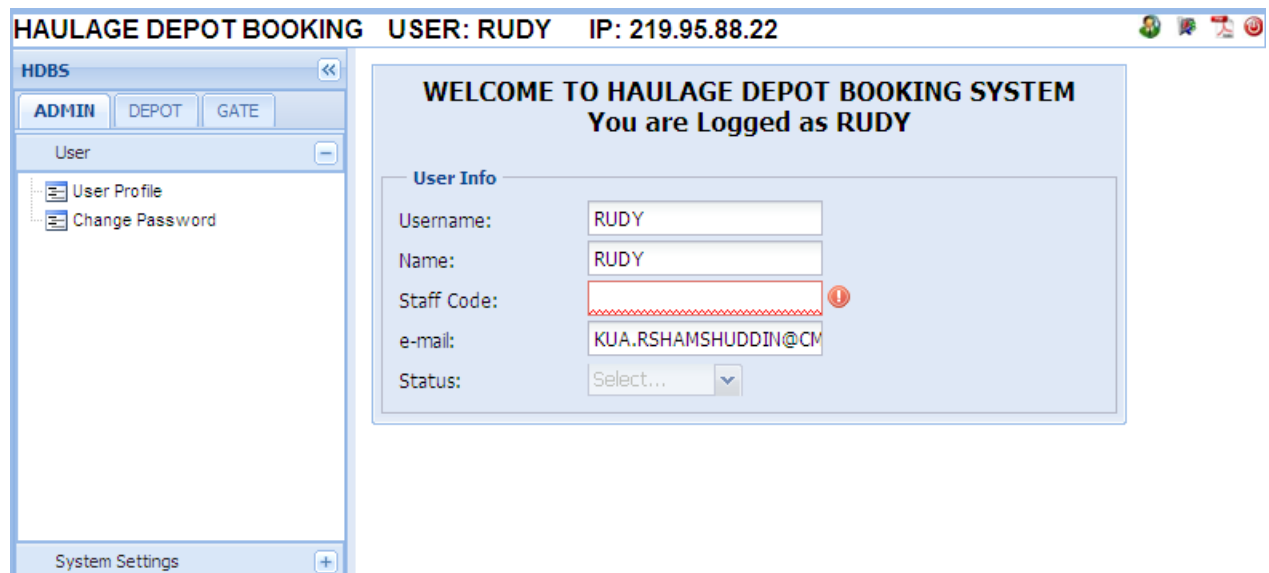
- Using HDBS System Domain :- <http://hdb.privasia.com/>

Login to HDBS System with your existing e-terminal plus username and password via



The screenshot shows the 'Sign In to Haulage Depot Booking System' page. It features the HDBS logo and the Privasia Haulage Depot Booking System text. On the right, it states 'Copyright 2010 Privasia Sdn Bhd All Rights Reserved.' and provides contact information: 'For more information on Privasia solutions and services please contact info@privasia.com'. The central 'Sign In' box contains fields for 'Username:' and 'Password:', a 'Login' button, and a link 'Cannot access your account?'.

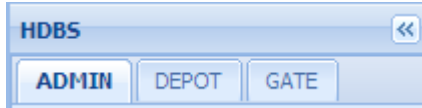
You will be directed to the following booking screen upon successful login as shown below:-



The screenshot displays the HDBS user interface after a successful login. The top bar shows 'HAULAGE DEPOT BOOKING USER: RUDY IP: 219.95.88.22'. The left sidebar has a 'User' menu with options for 'User Profile' and 'Change Password'. The main content area is titled 'WELCOME TO HAULAGE DEPOT BOOKING SYSTEM You are Logged as RUDY' and contains a 'User Info' section with the following details: Username: RUDY, Name: RUDY, Staff Code: (empty field with a red error icon), e-mail: KUA.RSHAMSHUDDIN@CM, and Status: Select... (dropdown menu).

Where are the functionalities in HDBS Menu?

1. On the left side of the screen, you will be able to view the menu. You may click on “<<” icon to hide the menu for a full view of booking screen and “>>” to retrieve the booking menu displayed below
2. You will be able to view the following 3 tabs



3. Each tab will have submenu as follow:-

Tab	Sub Menu
<div> <div>ADMIN</div> <div>DEPOT</div> <div>GATE</div> </div> <div> <div>User</div> <div>System Settings</div> </div>	<div>User</div> <div> <div>User Profile</div> <div>Change Password</div> </div> <div>System Settings</div> <div> <div>System Setting</div> </div>
<div> <div>ADMIN</div> <div>DEPOT</div> <div>GATE</div> </div> <div> <div>Capacity</div> <div>Booking</div> <div>VIP Setup</div> <div>Report</div> <div>Lane Setup</div> </div>	<div>Capacity</div> <div> <div>Master Setup Capacity</div> </div> <div>Booking</div> <div> <div>Booking List</div> <div>Booking Completion Unit</div> <div>Change Cancel To Accept</div> </div> <div>VIP Setup</div> <div> <div>VIP Setup</div> <div>VIP Setup List</div> </div> <div>Report</div> <div> <div>Turn Around Report</div> <div>Cancellation Report</div> </div> <div>Lane Setup</div> <div> <div>Lane Setup</div> <div>Lane Setup List</div> </div>
<div> <div>ADMIN</div> <div>DEPOT</div> <div>GATE</div> </div> <div>GATE</div>	<div>GATE</div> <div> <div>Gate In</div> <div>Gate Out</div> </div>

What are the functions in Admin Tab?

There are 2 menus in the Admin tab

- a. User
- b. System Settings

There are 2 functions in the submenu "User"

1. First is to view user profile click on the "User Profile" options and you will be able to see the following information.

USER PROFILE

User Info

Username:	<input type="text" value="RUDY"/>
Name:	<input type="text" value="RUDY"/>
Staff Code:	<input type="text"/>
e-mail:	<input type="text" value="KUA.RSHAMSHUDDIN@CM"/>
Status:	<input type="text" value="Select..."/> ▼

User Role

Role Name	Description
USER	USER
REPORT	REPORTS
DEPOT	DEPOT
GATE	DEPOT GATE
CAPACITY	DEPOT CAPACITY

2. Secondly is the functionality to change the password please use the following steps:-

Change Password

Username:	<input type="text" value="RUDY"/>
Name:	<input type="text" value="RUDY"/>
Current Password:	<input type="password"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

- a. Enter your current password
- b. Enter your new password
- c. Confirm your new password in the third field
- d. Click on the button to use new password for future logins

What is the functions that can be defined in System Settings?

The following are the parameters that can be defined in system settings

- **Cut off time** :-Is the number of hours prior to appointment.
 - For example, appointment booking needs to be made 2 hours before actual arrival of haulier. If hauliers choose to come at 5pm on a particular day, he needs to make appointment before 3pm of the day.
- **Window time** :-Is the duration of time that is allowable for an appointment.
 - For example, 1 hour indicates that timeslot are from 0800-0900, 0900-1000-1100 and etc. 2 hours indicates that timeslots are from 0800-1000, 1000-1200 and etc.
- **Grace period** :-Is the duration allowed for hauliers to gate in to ODD on top of the booked appointment slot.
 - For example, 15 minutes indicates if haulier had choose and appointment from 1000-1100 his transaction is still allowed if he comes before 1115.

The system allows the user to configure the parameters mentioned above in hours and minutes where H represents in hours and M represents configuration in minutes:-

System Settings

Company Code:

Company Name:

Booking Settings

Name	Value
Cut Off	0
Cut Off Format	H
Cut Off (Drop Off)	0
Cut Off Format (Drop Off)	H
Grace	15
Grace Format	M
Window	1
Window Format	H

Email Settings

CC:

BCC:

Announcement To:

Email :

The system settings also allows the user to configure the email which should receive the transaction mails.

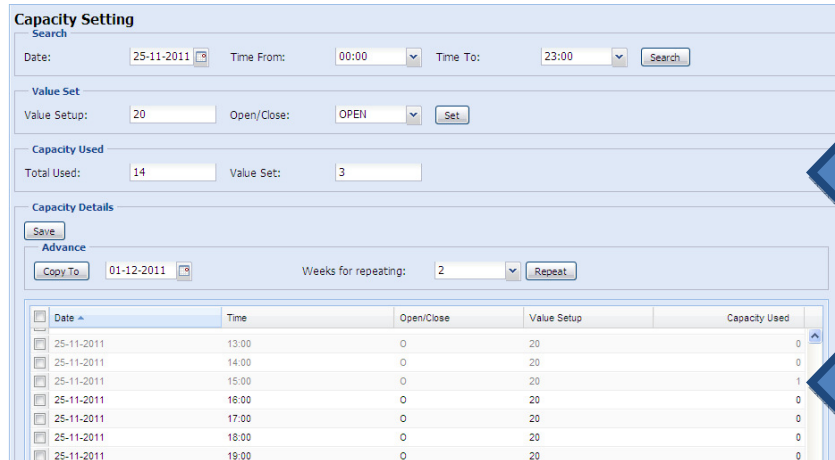
What are the functions in Depot Tab?

There are 5 submenus in the Depot Tab

1. Capacity
2. Booking
3. Lane Setup
4. VIP Setup
5. Reports

How to setup Capacity?

Capacity is a term used to limit the number of appointments that can be made by haulier on a define period of window time. For example configuration of 20 at 0800-0900 means only 20 appointments are acceptable during the hours.



Useful Information

Capacity Used columns indicates the appointment slots used up ("Total Used") from the total available("Value Set" field).

For every hours on a particular date the grid would display whether the time slot is opened (O) or closed (C) apart from the total appointment slots created and used up for the hour.

How to setup Capacity for a week?

1. Enter Date from the calendar (a date would select all 7 days from Monday to Sunday of the date choosen)
2. Specify the Time From and Time to(this determines the operating hours)
3. Click on **Search** button.(You will be able to view the dates in Capacity Detail section)
4. Specify the Value Setup (this is the number of appointments allowed for the window time)
5. Ensure the option Open/Close is **"Open"** and click on **Set** button. (You will be able to view the capacity created for the week in the capacity details section)
6. Click on **Save** button.

How to indicate if a timeslot is closed for appointment, perhaps during lunch break?

1. Enter Date from the calendar
2. Specify the Time From and Time to.
3. Click on **Search** button.(You will be able to view the dates in Capacity Detail section)
4. Check checkbox of the hours that you wish to close appointment slots.
5. Specify **"Close"** in the "Value Set" section and click on **Set** button.
6. Click on **Save** button.

How to replicate Capacity Planning for a particular week?

1. Enter Date from the calendar where capacity has been specified
2. Specify the Time From and Time to(this determines the operating hours)
3. Click on **Search** button.(You will be able to view the dates in Capacity Detail section)
4. In the **"Advance Section"** choose a date in the week that you wish to replicate capacity and click on **Copy To**
5. Click on **Save** button.

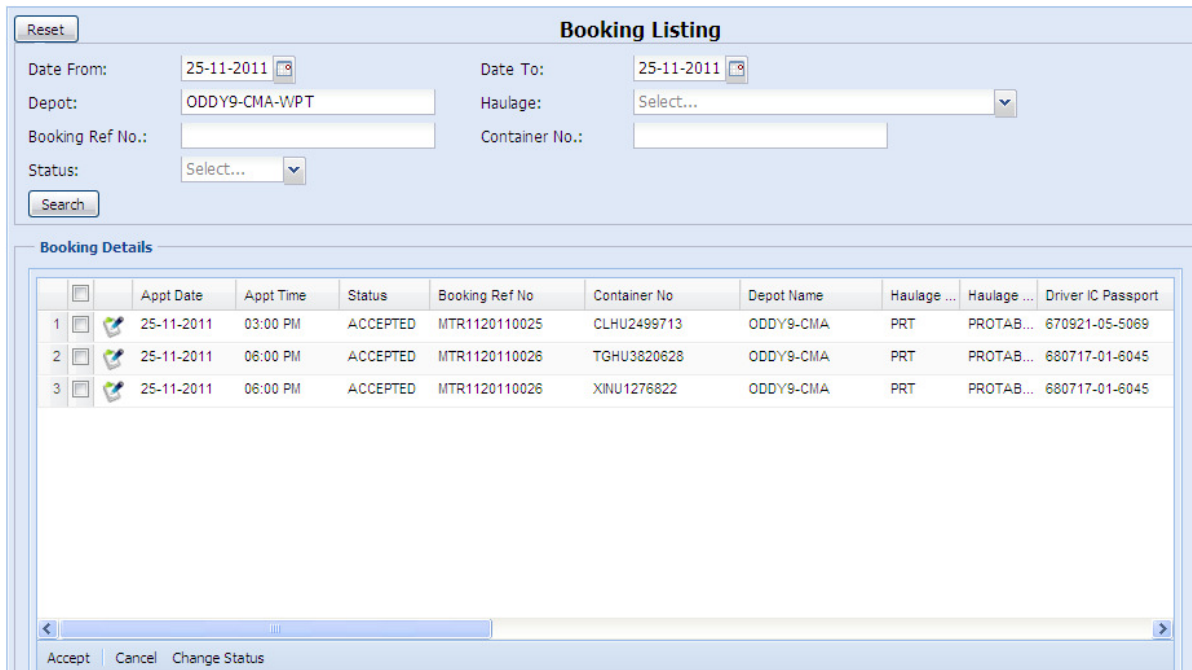
How to replicate Capacity Planning for a particular duration in weeks?

1. Enter Date from the calendar where capacity has been specified
2. Specify the Time From and Time to(this determines the operating hours)
3. Click on **Search** button.(You will be able to view the dates in Capacity Detail section)
4. In the **"Advance Section"** choose number of weeks of repeating and click **Repeat**.
5. Click on **Save** button.

How to manage booking created by Haulier?

User are constantly required to monitor new booking created by haulier and preferably accept or cancel the booking within 20-30 minutes from the moment bookings are received to notify haulier on the appointment acceptance or cancellation

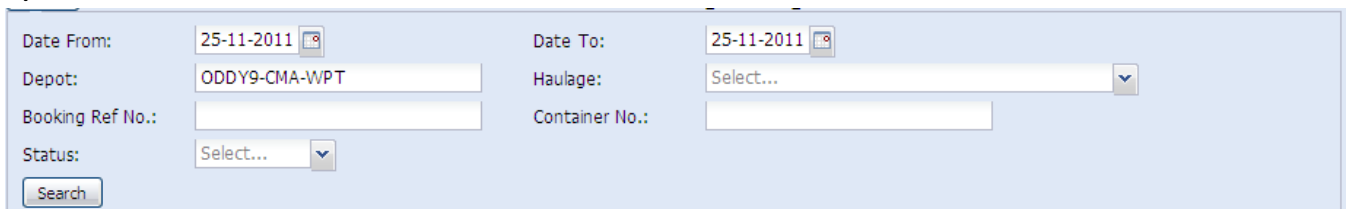
1. The following screen will appear on click on "Booking List" Menu

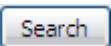
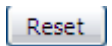


	Appt Date	Appt Time	Status	Booking Ref No	Container No	Depot Name	Haulage ...	Haulage ...	Driver IC Passport
1	25-11-2011	03:00 PM	ACCEPTED	MTR1120110025	CLHU2499713	ODDY9-CMA	PRT	PROTAB...	670921-05-5069
2	25-11-2011	06:00 PM	ACCEPTED	MTR1120110026	TGHU3820628	ODDY9-CMA	PRT	PROTAB...	680717-01-6045
3	25-11-2011	06:00 PM	ACCEPTED	MTR1120110026	XINU1276822	ODDY9-CMA	PRT	PROTAB...	680717-01-6045

2. The booking screen has 2 sections:
 - a. Search
 - b. Booking Detail

A) Search



- i. User shall be able to search bookings using the following search fields
 - a. Date From
 - b. Date To
 - c. Haulage
 - d. Booking Reference No
 - e. Container No
 - f. Status
 - i. New : New Booking Created by Haulage
 - ii. Accepted :Booking Accepted by ODD
 - iii. Approved : Haulier has Reached ODD and started Transaction
 - iv. Completed : Haulier has Gated out ODD
 - v. Rejected : Booking was rejected by ODD
 - vi. Cancelled : Booking was cancelled by either ODD/Haulier will not be able to Cancel booking if ODD has accepted the booking
- ii. Click on  button to view the results in Section B or  to empty the fields to start a new search

B) Booking Detail

Booking Details										
	<input type="checkbox"/>	Appt Date	Appt Time	Status	Booking Ref No	Container No	Depot Name	Haulage ...	Haulage ...	Driver IC Passport
1	<input type="checkbox"/>	25-11-2011	03:00 PM	ACCEPTED	MTR1120110025	CLHU2499713	ODDY9-CMA	PRT	PROTAB...	670921-05-5069
2	<input type="checkbox"/>	25-11-2011	06:00 PM	ACCEPTED	MTR1120110026	TGHU3820628	ODDY9-CMA	PRT	PROTAB...	680717-01-6045
3	<input type="checkbox"/>	25-11-2011	06:00 PM	ACCEPTED	MTR1120110026	XINU1276822	ODDY9-CMA	PRT	PROTAB...	680717-01-6045

Accept Cancel Change Status

- i. User shall be able to view the search results as shown in the diagram above.
- ii. If user intends to accept an appointment ,Click on the checkbox to choose the transaction and click on the **Accept** button
- iii. If user intends to cancel an appointment ,Click on the checkbox to choose the transaction and click on the **Cancel** button
Please note that only “New” booking can be cancelled.
- iv. If user intends to change status of an appointment from Cancelled to Accepted ,Click on the checkbox to choose the transaction and click on the **Change Status** button
Please note that only “Cancelled” booking can go through change status step

How to Perform Gate In?

Gate In

GATE_IN_1

Name: SAPARUDDIN BIN ABD AKADIR
Nric / Passport No: 521110-10-6353
Company Name: SINGA GEMINI (M) SDN. BHD.
Smart Card No: 13201111046801 Status: Active
PM Head No: PM1234 Plate No: WTE1234

	<input type="checkbox"/>	Container No	ISO	Size	Type	Grade	Status	Booking	Booking No	Date	Time
1	<input type="checkbox"/>		22G1	20			ACCEPTED	PICKUP	HDBSBOOK1	2011-11-17	15:00
2	<input type="checkbox"/>	HDBSTEST102	22G1	20			ACCEPTED	PICKUP	HDBSBOOK2	2011-11-17	16:00

1. Launch SCP program on your desktop. Place the Port Pass on the reader .The reader would read the card.
2. Ensure that the lane has been selected

Gate In

GATE_IN_1
3. Click on the button
4. The Card holders detail will be displayed together with booking details
5. Check the relevant booking
6. Click on button.

How to Perform Gate Out?

Scan

Reset

Gate Out

GATE_OUT_1

Name:

SAPARUDDIN BIN ABD AKADIR

Nric / Passport No:

521110-10-6353

Company Name:

SINGA GEMINI (M) SDN. BHD.

Smart Card No:

13201111046801

Status:

Active

PM Head No:

PM1234

Plate No:

WTE1234

Complete

Reject

1. Launch SCP program on your desktop.
2. Place the Port Pass on the reader .The reader would read the card.
3. Ensure that the lane has been selected **Gate Out**
4. Click on the **Scan** button
5. The Card holders detail will be displayed together with booking details
6. Check the relevant booking.
7. Click on **Complete** button.

GATE_OUT_1