

MDS

AFC ASIAN CUP QATAR 2023 Master Delivery Schedule User Manual

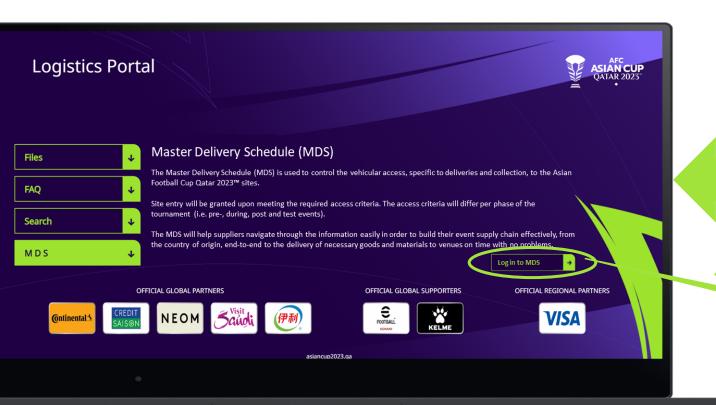
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v.19 December, 2023

Using the Master Delivery Schedule (MDS) Getting Started







You can find the MDS Landing Page from the Asian Cup 2023 Logistics Portal:

Logistics Portal (logistics.asiancup2023.qa)



To start, click the "Log in to MDS" button



Using the Master Delivery Schedule (MDS) Getting Started





ASIAN CUP QATAR 2023		Sign Up
	Log in	
Master Delivery	EMAIL Address Email Address	***
Master Delivery	MASSWORD	
Schedule (MDS)	Password	***
	Forgot password?	LOG IN
		? English US V

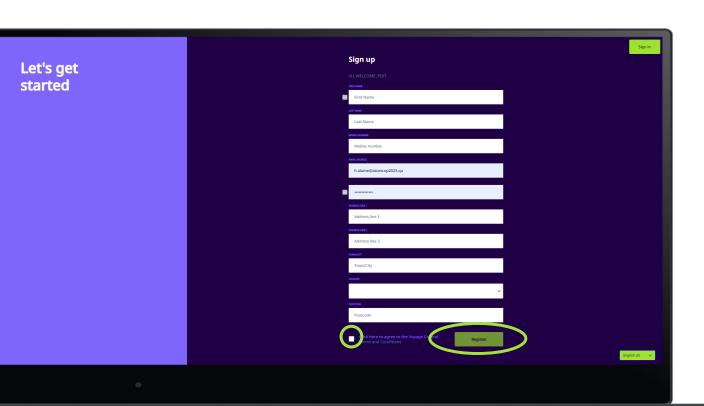
If you have already received credentials, please use the "Log In" option

If you are a new user and do not have MDS credentials, kindly select the "Sign Up" option

Using the Master Delivery Schedule (MDS) Getting Started







- Personal data required, includes:

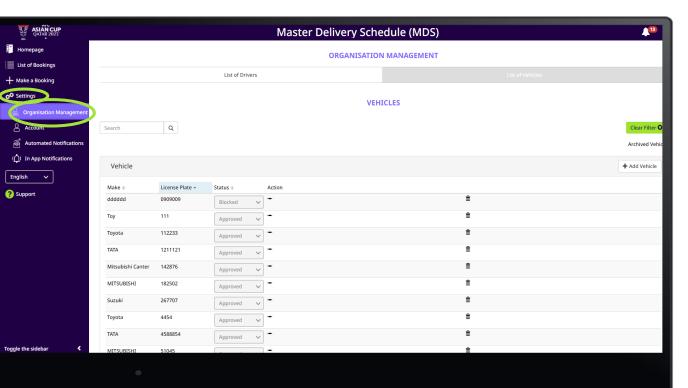
 Company name, address, scheduler details (Name, Surname), email address and phone
- Do not forget to accept short Terms & Conditions text (tick box below)
- · · · · · 🍪 Register Button
- · · · · · 🐯 Verify your-email
- After the confirmation of your account you will be able to make a booking

Using the Master Delivery Schedule (MDS) How to Add your Drivers and Vehicles to the Database





Click on 'Settings', and on the dropdown list, select 'Organisation Management'



Using the Master Delivery Schedule (MDS)



How to Add your Drivers and Vehicles to the Database



ASIAN CUP QATAR 2025		Master Delivery Schedule (MDS	S) 📭 🐧
Homepage		ORGANISATION MANAGEMEN	
List of Bookings		ORGANISATION MANAGEMEN	
– Make a Booking	List	of Drivers	List of Vehicles
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Αı	dd driver
	Driver First Name * :
	Driver Last Name * :
	Mobile number *:
	QID/Passport * :
	* Fields with * are required Save Close

Add Vehicle	
License Plate *:	
Make *:	
* Fields with * are required	
Save Close	

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To add a new driver, use 'Add Driver' button, and input their name, phone number, and QID/Passport

Do not forget to save

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To add a new vehicle, use 'Add Vehicle' button, and input license plate, and its Brand (Make)

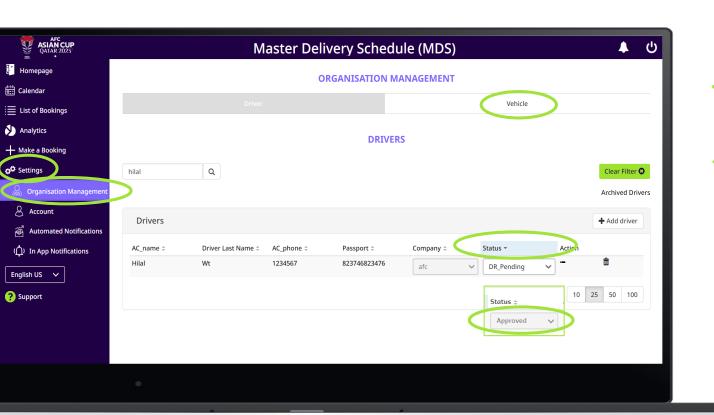
Do not forget to save

All saved vehicles and drivers will be available for making a booking, after a short approval process from the MDS Team

Using the Master Delivery Schedule (MDS) How to Add your Drivers and Vehicles to the Database



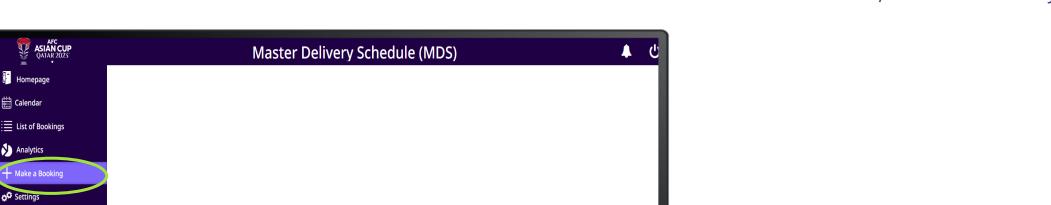




- In the List of Driver/Vehicles you can see either your driver is ready to be used for an MDS booking, or not
- Status 'Pending' you need to wait for approval
 - Status 'Approved' you can use them for making a booking on the system







(In App Notifications

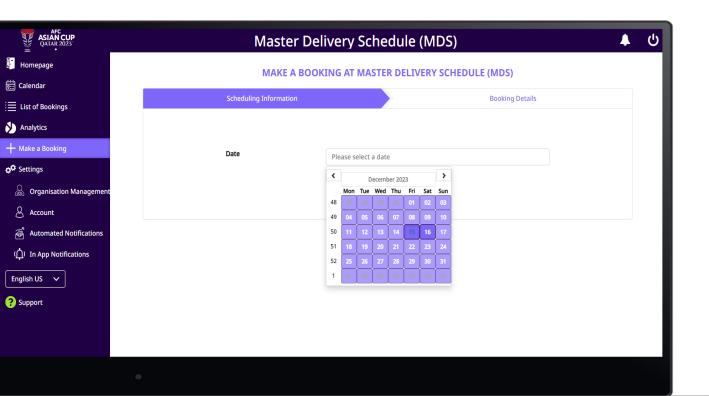
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Support

Click on 'Make a Booking' to start scheduling your deliveries/collections in the system







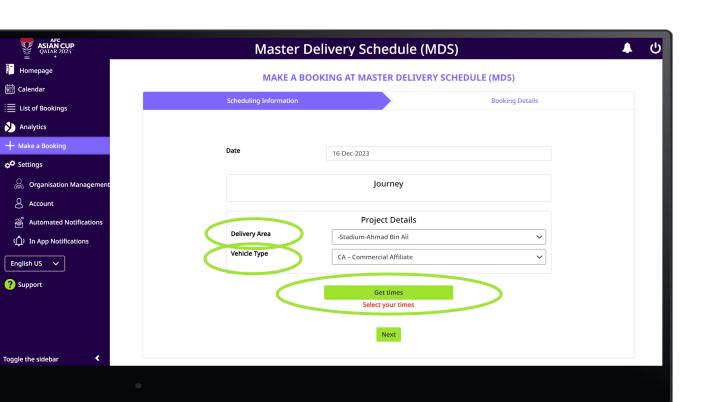
- Choose the date that you would like to schedule a delivery
- Deliveries can be booked in advance

PLEASE NOTE: only make certain bookings where you have all details and permission to make a delivery to that site on the set dates and times

As the MDS is a Security led system, it is prohibited to make 'contingency' bookings; users found abusing the systems with 'contingency' booking, will have their logins restricted or revoked



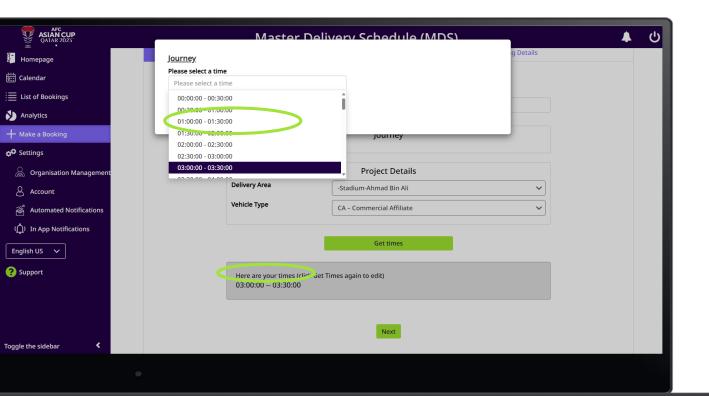




- Choose the **"Site Name"** that you are delivering to
- Then choose **"Client Group"** (i.e. receiving Functional Area / Project)
- Choose "Select your delivery time to Site"



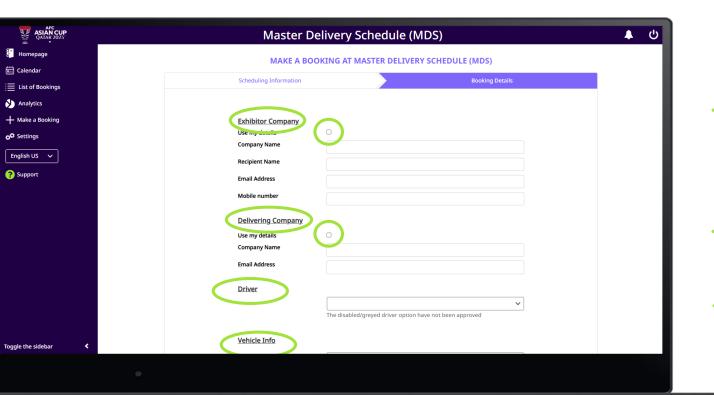




- After specifying your Site and Client Group (FA, Project), you can choose the delivery time slot available for your booking
- Time slots specify the exact times when deliveries/collections can be made on-site and when a vehicle can access a Venue/Site
- If the time that you want to deliver to or collect a load from site is shown as greyed out, that means that delivery at that particular time is not available



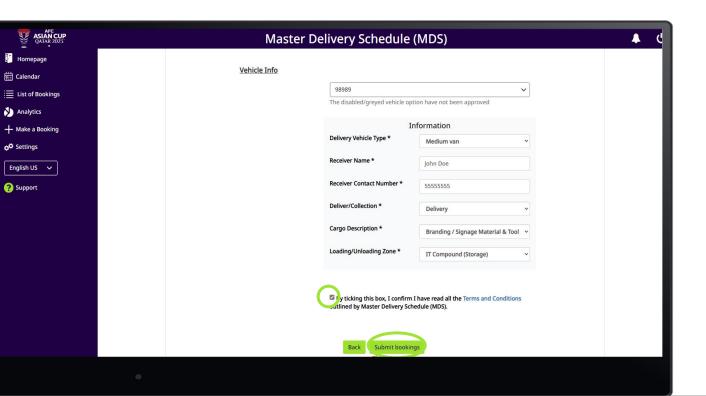
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- The MDS Team must know the Company, contact associated with the company, and contact information
- If you are a contractor/supplier/vendor, the Scheduler details could be different from the Delivering Company details, please define accordingly
- Use '**Driver**' and '**Vehicle**' fields to choose from the dropdown list your driver/vehicle for the trip
- Previously, we advised how to add your drivers and vehicles to the drop-down list



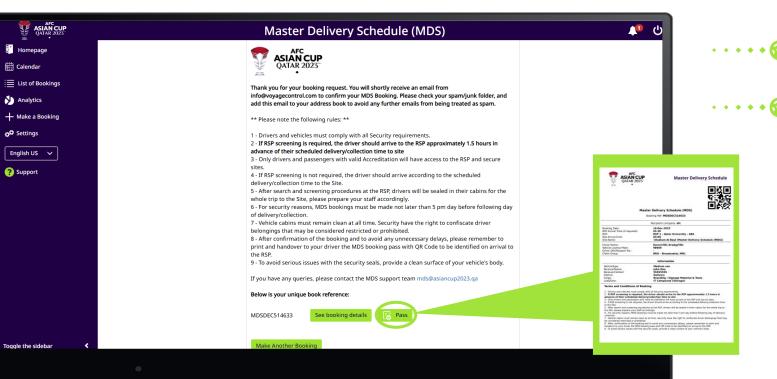




Complete necessary details for your request and submit the Booking







••••• When the booking has been confirmed, you will have an opportunity to download and print your Booking Receipt (Pass).

Print this Booking Receipt (Pass) and hand-over to your driver (or send them the pdf version via email/messenger).

Your driver should present the Booking Receipt (Pass) at the LOG Point (Remote Search Park) on arrival.

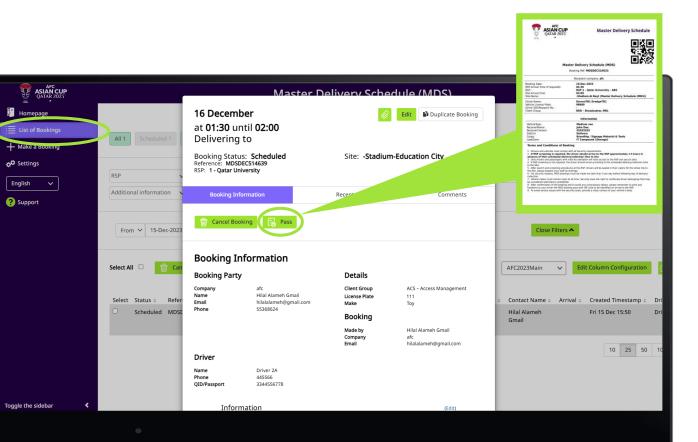
Attention! The Booking Receipt (Pass) is <u>not</u> the Secure Load Pass.

The Secure Load Pass will be issued at the Remote Search Park (RSP).

Please remember that all relevant delivery access procedures must still be met (e.g. Accreditation, DVAP, etc.)







- Later, you will be able to download the Booking Receipt (Pass) from the "List of Bookings" menu
- Use the "List of Bookings" to explore your bookings, and choose the booking you need
- Click the button "Pass" to download your Booking Receipt (Pass)



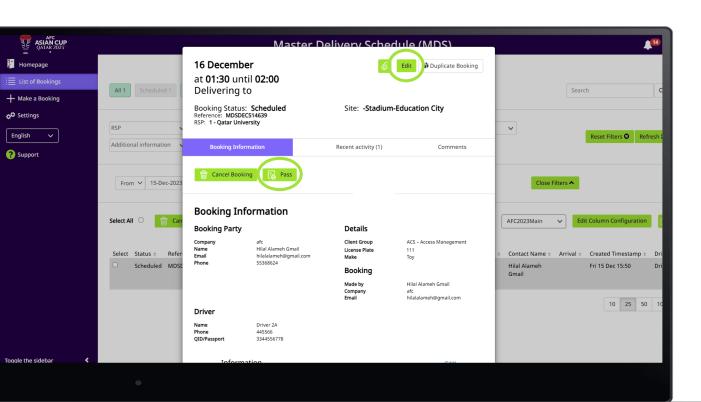


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	Scheduled MDSDE			ACS – Access Management	16 Dec 2023	01:30	afc	Hilal Alameh Gmail		Fri
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To edit the booking, on the List of Bookings, select your Booking and click it to review the details



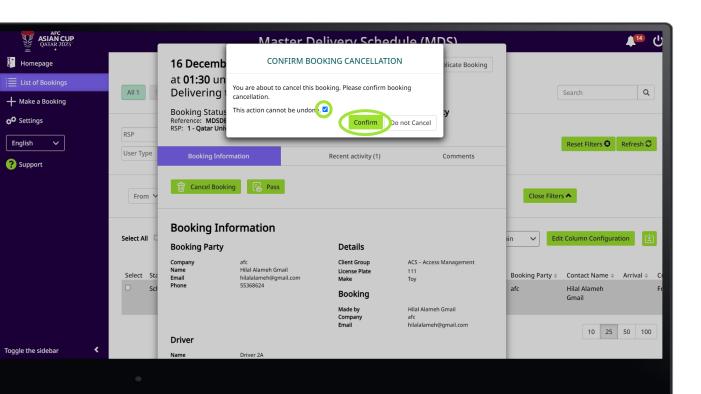




- ····· Click "Edit" to amend your booking.
- You will then be redirected to the same process as "Make a Booking"
- ••••• Or click "Cancel Booking"







- Tick the box and confirm the cancellation of the booking
- Once the booking has been cancelled you will receive an email notification



Thank You! شکرا لکم

