IINTERCHANGE SYSTEMS PRIVATE LIMITED

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USER GUIDE

[GENERAL]

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Contents

1 INTRODUCTION

This chapter discusses the features and process flow of iDepo. Sections in this Chapter include:
- What is iDepo?
- iDepo Key Features
- Operation Flow of iDepo

1.1 WHAT IS IDEPO?

iDepo is a web-based depot management system (DMS) that manages key operations of a dry container depot. It is designed to help you, to serve your customers more effectively, by making your depot operations more efficient.

1.2 KEY FEATURES OF IDEPO

The major features of iDepo includes: -
- Customer Wise Handling, Admin, Storage, Repair and Washing Rates Configuration.
- Gate Operations with Inspection
- Maintenance & Repair
- EDI
- Yard Transfer
- Hold and Release Container
- Equipment Ownership Transfer.
- Invoicing & Payments
- Operational, Inventory, Management and Revenue Dashboards.
- Tab View for Gate Moves and Repair Estimate
- Multi Location and Multi Yard

Gate Operations
- Capture advance arrival of Empty and Laden Containers using Pre-Advice.
- Record Gate In (Pending, Direct and in Bulk).
- Capture Container Release Authorization information via Booking (By Quantity and By Container No).
- Record Gate Out activities (Single, Bulk or Pending EIR).
- Ability to Print and Send EIR.

Inspection
- Capture the Inspection details of the container
- Ability to Print and Send EIR

Maintenance & Repair
- Capture Standard, Customer and Agent based Repair Tariffs.
- Draft Estimate Creation
- Quick Estimate Creation by Copy an Existing Estimate, Quick Input of Damage lines via Tariff and Favourite lines.
- Bulk Photo upload per equipment and Line Item
- Bulk Update of Responsible Parties and Repair Type.
- Print and Send Estimate Output basis Responsible Party along with Photographs.
- Issue Work Orders to Repair Shop
- Options to Approve (Lessee and Owner), Reject and Hold an Estimate
- Capture Pre and Post Survey information of Equipment
- Capture the Repair Completion with Actual Hours and also re-repair container.
- Capture variance from Estimate to Actual at time of Repair.

EDI
- Exchange Data via EDI with Customers

- Generate EDI in ANSI, EDIFACT, X12 Standards
- View, Track and Resend EDI
- Auto Generation of EDI at User Defined Intervals.

Billing
- Generation of Handling & Storage, Repair, Package, Miscellaneous and Credit Notes.
- Invoice Output is viewable in PDF, WORD and EXCEL formats.
- Capturing Payment Information against each invoice.
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2   ACCESS TO IDEPO

This Chapter outlines the details of Login and Logout Operation of iDepo.

2.1 LOGGING IN, LOGGING OUT AND EXITING IDEPO

To login into the iDepo application the following steps needs to be followed:
1. Open any Browser and type the URL in the address bar and press Enter key.

> Note: *The recommended browsers are Google Chromes, Safari, Edge, Firefox, and Opera)*
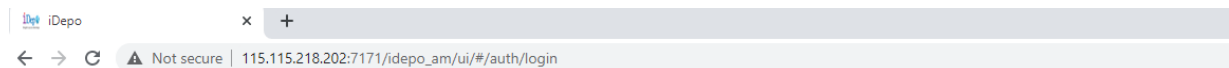
> Note: *The URL specified in the below screenshot is dummy reference*

2. The Login Screen of the application will be loaded as shown below,
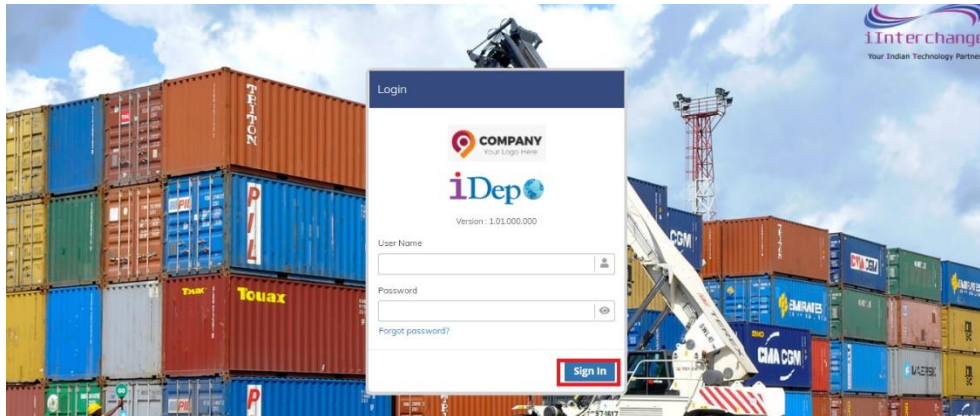
3. Input the **User Name** and **Password** Provided to you in the Login Screen and click the **Sign In** button
4. On Successful login, the overview page of the iDepo application will be loaded
   - The User Name will be displayed at the top right corner.
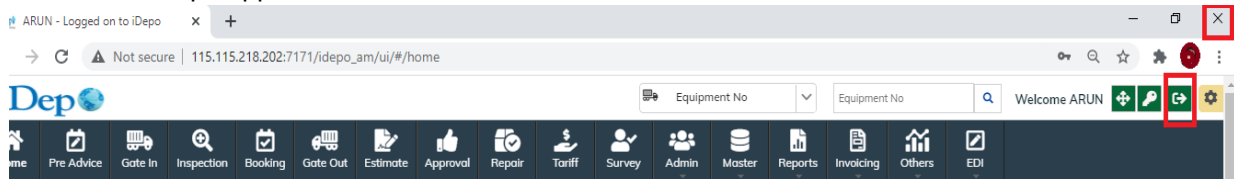   - The Login information will be shown in the tab as shown below,

5. Click the ▶ icon to logout of the application on successful logout the Login screen will be displayed in the Browser tab. User can also click the × button in the top right corner of the browser window to exit the iDepo application as shown below,
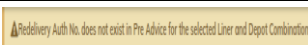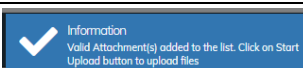

3   NAVIGATING AND DATA ENTRY

3.1   TYPOGRAPHY

In this guide you will find various typographical renderings to represent actions that will be expected to perform using keyboard or mouse. The below table explains the typographical renderings.

Typography Examples

| Textual Directions	Action
Click **Save** button	Using the mouse, click the button that has the caption **Save** on it
Text	Using the mouse, click the linked text to go to the referenced text.

3.2   GETTING HELP

Field Type	How it will be displayed in iDepo	Field Display
Entry Field – Text field	Highlighted in Yellow Background when focus set on field.	Equipment No.
Non-Entry Field	Field will be highlighted in Grey Background.	
Error in Field	Field will be highlighted in Red color and the Error message will be displayed below the field	Select Yard Location / Yard Location required
Warning Message	Text with Yellow background and visible at bottom of the Menu	⚠ Redelivery Auth No. does not exist in Pre Advice for the selected Liner and Depot Combination.
Error Message	Red background and visible at top right corner and * will be displayed next to field.	✖ ERROR Equipment ISO Mapping 22G1 you are trying to deactivate is being used in Inspection, PreAdvice, GateIn hence cannot perform action
Success Message	Green background and visible at top right corner	✔ Success Equipment ISO Mapping 22G1 has been updated successfully
Information Message	Blue Background and visible at top corner	✔ Information Valid Attachment(s) added to the list. Click on Start Upload button to upload files
Multiline Text box	Field will allow to enter the multiple lines of texts	Line 1 / Liner 2 / Line 3

3.3   MENUS

Main Menu: Use the mouse to move between menu items and click on the menu item.
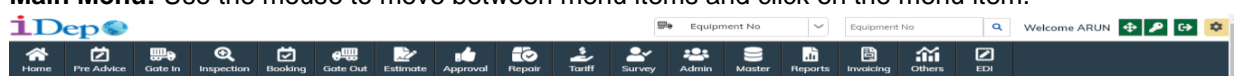
Sub Menu: Use the mouse to move between the main menu it will display all the available submenu click on the required submenu item.
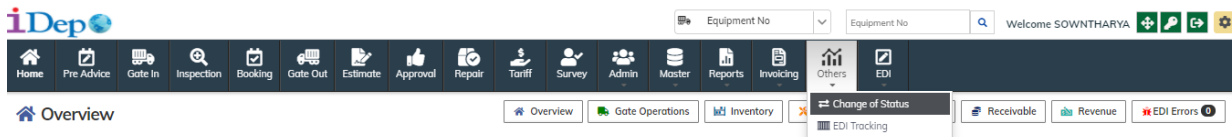
Sub Menu Option: After navigating to the sub menu if the Submenu having the sub options it will be indicated by ⮞ icon. On hovering the mouse on the submenu the Submenu options will be displayed. Use the mouse to move through the Submenu Options and click on the required option

3.4   MOVING BETWEEN FIELDS

Moving between Fields:
To move forward through fields, press **Tab** key. To move backward through fields, press the **Shift + Tab** key combination. To move directly to a field mouse can be used.

3.5   PROCESS WIZARD

Moving between Process Wizard:
To move forward through the tabs in the Process Wizard screen fill all the mandatory fields in the first wizard and click on the Process wizard tab names provided at the screen.
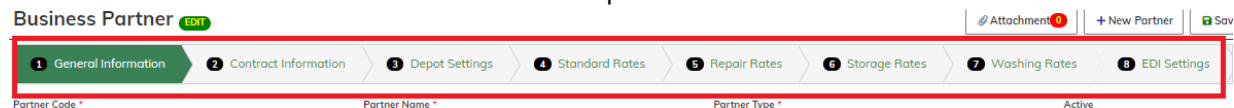
3.6   GRID

iDepo consists of a combination of 2 grids: Grid with select, Grid without select.

Grid with Select:
Grid with Select allows bulk actions to be performed on the selected data. (Pending Gate In, Completed Gate in, In Draft Estimate, Completed Estimate etc…)

|	Depot	Liner	Equipment No.	ISO Code	Type	Size	ETA Date/Time	Redel. Auth No.	Redel. Expiry Date	Load	Lessee	🔒
	NVCL	COSCO	DPTU0006011	22G0	GP	20	23-JAN-2021 16:09	RACL00611	29-JAN-2021	EMPTY		N
	NVCL	COSCO	DPTU0006120	22G1	GP	20	23-JAN-2021 16:09	RACL00621	27-JAN-2021	EMPTY		N
	NVCL	COSCO	DPTU0006135	22G1	GP	20	23-JAN-2021 16:10	RACL00621	27-JAN-2021	EMPTY		N
	NVCL	COSCO	DPTU0006140	22G1	GP	20	23-JAN-2021 16:11	RACL00621	27-JAN-2021	EMPTY		N
	NVCL	COSCO	DPTU0006156	22G1	GP	20	23-JAN-2021 16:12	RACL00621	27-JAN-2021	EMPTY		N

Grid without Select:
Grid without select Allows user to select each record individually to perform action.

Depot	Liner	Redel. Auth No.	Redel. Expiry Date	Lessee	Total Units	Arrived Units	Outstanding Units	Status	📎
NVCL	COSCO	RACL00719	26-FEB-2021		10	0	10	OPEN	0
NVCL	COSCO	RACL00717	26-FEB-2021		10	0	10	OPEN	0
NVCL	COSCO	RACL00715	26-FEB-2021		10	0	10	OPEN	0
NVCL	COSCO	RACL00622	27-JAN-2021		10	0	10	OPEN	10
NVCL	COSCO	RACL00621	27-JAN-2021		10	0	10	OPEN	0

3.7   SAVE CHANGES POP-UP

Whenever records are modified and without saving or submitting the data, if the user tries to move to the next page or activity, a confirmation window will be displayed to user for confirmation of action.
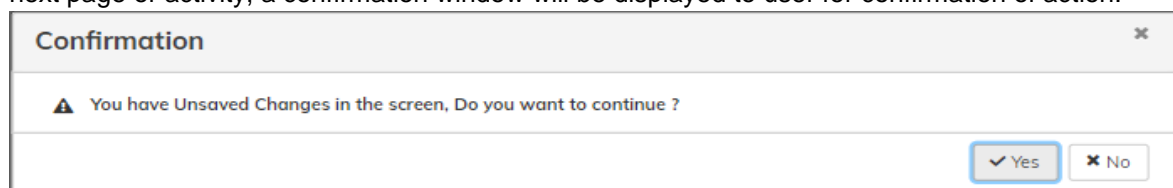
Click the **Yes** is to ignore the changes and **No** is to stay in the same page.

3.8 ICONS

| Icons	Description	Purpose
✥	Full Screen	To view the application in the Full Screen Mode
🔑	Change Password	To change the Logged in user password.
↪	Sign out	Log out of iDepo application

3.9 DROP DOWNS

In the application there are two type of dropdowns which allows to select the desired values form the list of values displayed. The types of dropdowns are
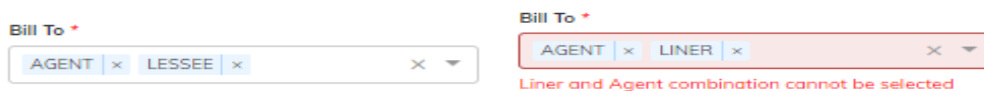
1. Dropdown Lists
2. Multi Select Dropdown (Screen and Reports)

Dropdown List:

On clicking the dropdown field it will display the values in the dropdown list box. Hover the mouse on the list and scroll for searching the desired value and click on it to select. On selecting the list box will be hidden and the selected value will be displayed in the dropdown field.
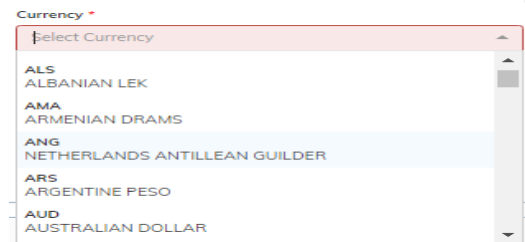
Multi Select Dropdown List (Screen):

This field allows to select multiple values or the multiple combination of values. On clicking the dropdown field it will display the values in the dropdown list box. Hover the mouse on the list and scroll for searching the desired values and click on them to select and click outside of the dropdown list. Now the selected values will be displayed in the field. If the selected combination is not applicable, then it will display the error message. To unselect click on the selected values again in the dropdown list.

Multi Select Dropdown List (Reports):

This field allows to select multiple values. On clicking the dropdown field, it will display the values in the dropdown list box. Hover the mouse through the list and scroll for search the desired values by clicking on them on select the checkbox corresponding to the value will be ticked. Click outside of the dropdown list. Now the selected values will be displayed in the field.
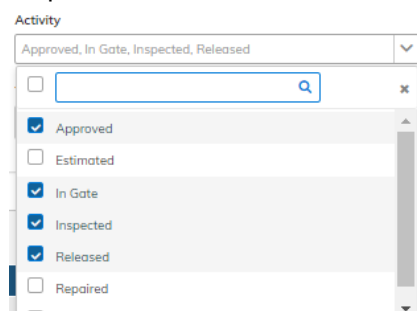
3.10 FILTERING OR SEARCHING DATA

The easiest way to narrow down records is to search. There are 2 types of Search. Global Search and Column Search.

Global Search:

Click on the Global Search field present at the top of the list grid. Input the Search text. It will compare all the visible text in the list grid and display the matching records. If the matching is not found for the entered text then the list displays the message "Search Complete and No matching records to display"

Column Filter:

Click on the ⧨ icon present in the grid, it will enable the Column wise search box

Input the value in the column based on which search to be done. As the user input data, the search will be narrowed down based on the column automatically against the total no of records available. To clear the input data in the column search, click the icon Clear ◆ icon. To cancel the search, click the. ⧨ icon. To refresh the contents in the grid, click the ⟳ icon in the grid.

3.11   EXCEL DOWNLOAD

To download the data from any grid, Click the 🗎 icon present in the right top of every grid.

3.12   SHOW AND HIDE OPTION

Click on the **Show/ Hide** option present in the right top corner of the grid it will display all the list of column names present in the list grid as below,

By default, all the column names will be selected. Unselect the columns by unticking the selected option. On unticking the column will be hidden from the grid. To unhide the column, tick the field name.

3.13   SORTING

The data present in the grid can be sorted by clicking on the ⬍ icon present in the grid column headers. Click on the Column Header, the order in which the records is sorted will be indicated in the Grid Header. Put the ascending icon indicates Ascending Order. Put the descending icon indicates Descending Order

3.14   RECORD NAVIGATION

If there is no related details present then the list will display as **"No records to display"** as shown below,

Navigate between pages in the list:

The data in the grid is split into multiple pages. Pagination option will be displayed in grid as shown below.

S. No	Icons	Description	Purpose
1	▶	Next Page	Navigate to Next Page in the Grid.
2	▶❘	Last Page	Navigate to Last Page in the Grid.
3	◀	Previous Page	Navigate to Previous Page in the Grid.
4	❘◀	First Page	Navigate to First Page in the Grid.

3.15   SHOWING NO OF RECORDS

Number of records present in the grid is indicated at the bottom of the grid as shown below,

- The grid will display 10 no. of rows by default as shown above.

- The no. of rows can be modified by clicking ⌄ icon and selecting the no. of rows count.

3.16   TOGGLE BUTTON

Toggle buttons are used when there is either or option. i.e., Yes ✅ YES or No ❌ NO