



INTEGRATED SUPPLY CHAIN

Dock Management System

User Guide



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Assessing the Dock Management System

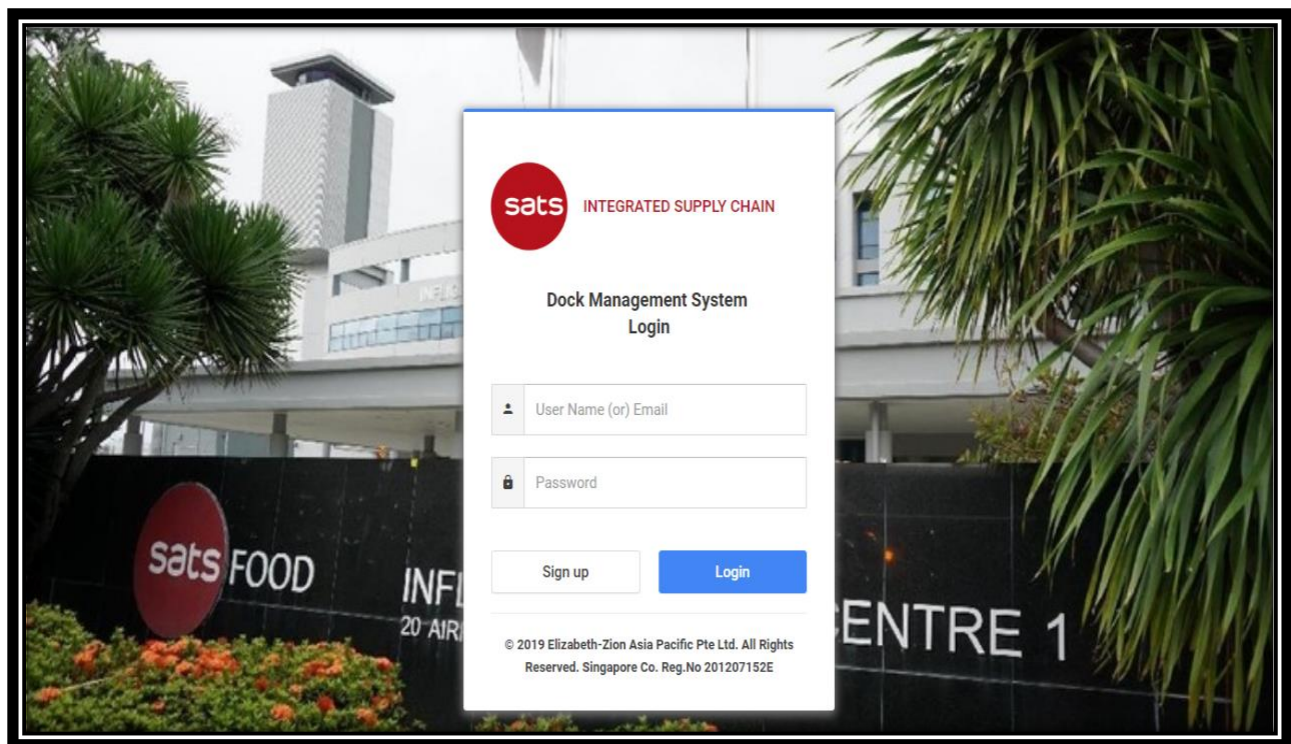
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Dock Management System User Guide

1. Company Login

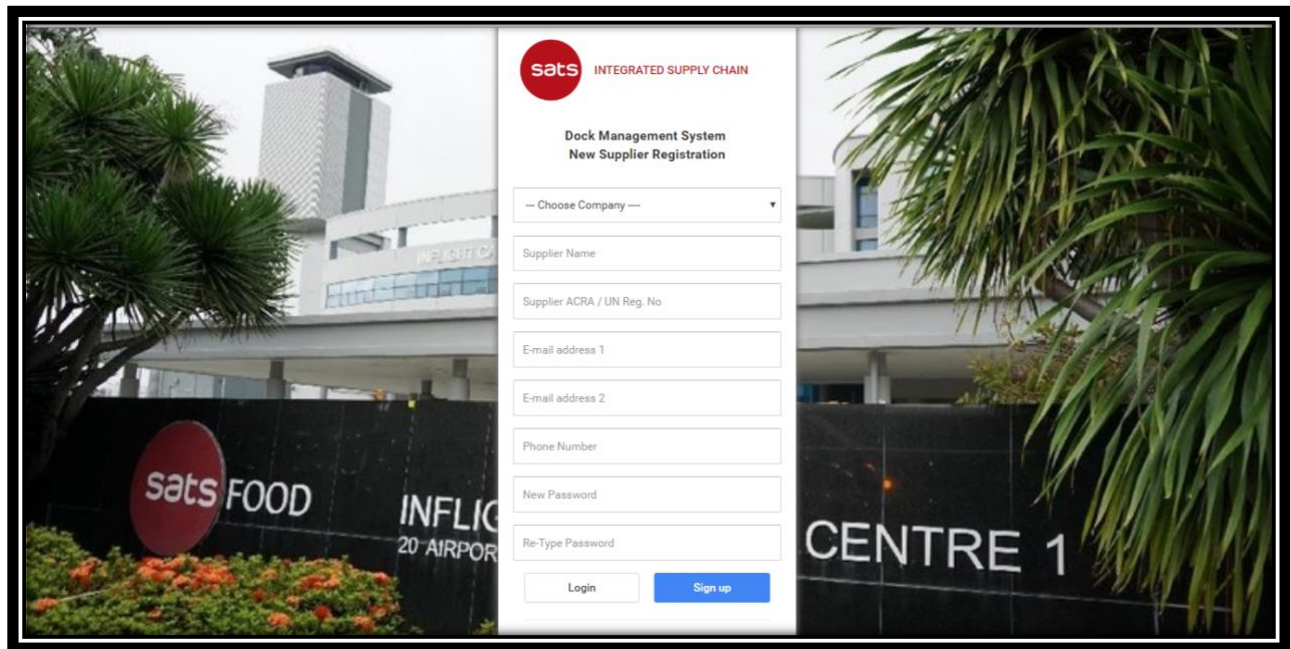
Step 1 : Go to website <http://www.satsez.com>

Enter your Login-ID and Password and click to **“Login”** button to login system. Refer to the image below for login page.



2. Sign Up for Registration

Step 1 : Go to website <http://www.satsez.com>. Click the “Sign up” button and fill the below field details. Refer to the image below for sign up page.



The image shows a web browser window displaying the 'New Supplier Registration' page of the Sats Integrated Supply Chain Dock Management System. The page is overlaid on a background image of a building and trees. The registration form includes the following fields:

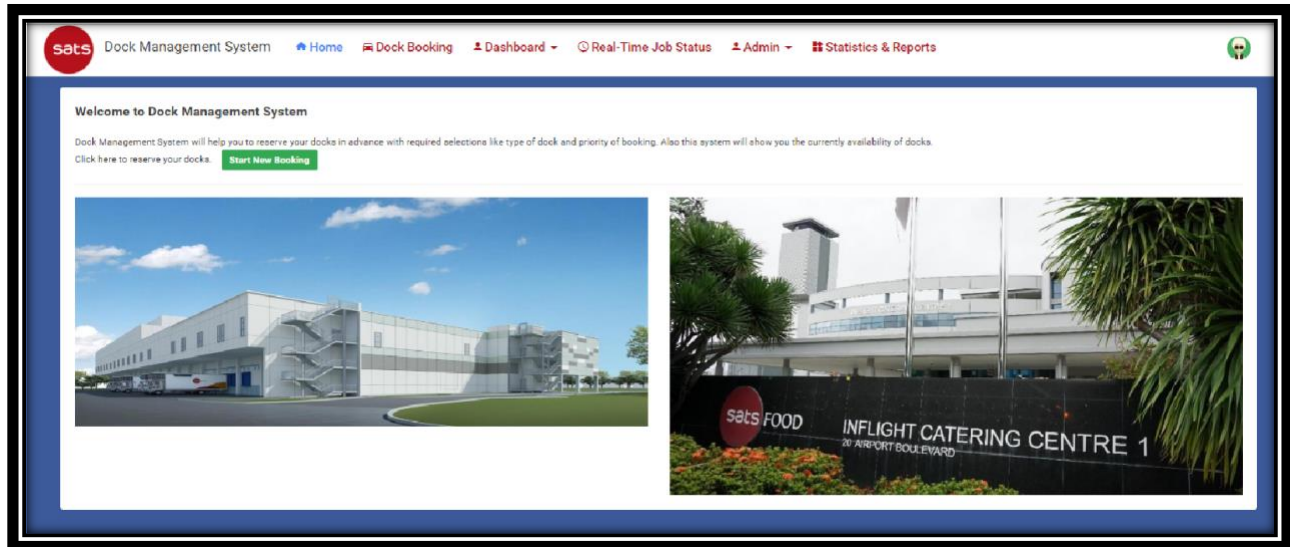
- Choose Company — (dropdown menu)
- Supplier Name
- Supplier ACRA / UN Reg. No
- Email address 1
- Email address 2
- Phone Number
- New Password
- Re-Type Password

At the bottom of the form, there are two buttons: 'Login' and 'Sign up'.

Step 2: After fill all the details. And click “Sign up” button. User will receive your User ID and Password via the email account you have provided during registration.

3. How to Start a New Booking

Step 1: Click the “Dock Booking” menu in header (or) Click the “Start New Booking” button in Dashboard page. Refer to the image below for Start New Booking from dashboard page.



Step 2 : Refer to the image below for Start New Booking page. Fill the first step for Booking info tab the all required fields.

The screenshot displays the 'Booking Info' tab within the Dock Management System. The interface includes a navigation bar at the top with the same menu items as the dashboard. Below the navigation bar, there are three tabs: 'Booking Info', 'Select Time & Dock Information', and 'Docks Selection'. The 'Booking Info' tab is active, showing a form with the following fields: 'Po Number' (with a placeholder 'Po Number'), 'Do Number' (with a placeholder 'Do Number'), 'Airway Bill No' (with a placeholder 'Airway Bill No'), 'B/L No' (with a placeholder 'B/L No'), 'Company (Delivery To)' (a dropdown menu with '— Choose Company —'), 'Building Name' (a dropdown menu with '— Choose Building —'), 'Vehicle Number' (a dropdown menu with '— Choose Vehicle Number —'), 'Vehicle Type' (a text input field), 'Driver Name' (a dropdown menu with '— Choose Driver —'), and 'Driver NRIC/FIN' (a text input field). At the bottom of the form, there are two buttons: 'Cancel' and 'Next Step'.

Step 3: After fill the first step for Booking info tab the all required fields. Click Next Step button to "Select Time & Dock Info". Choose Check-In date and time and booking mode, Dock Type also. Click to Next Step for Dock selection. Refer to the image below for Select Time & Dock Information page.

The screenshot shows the 'Select Time & Dock Information' page. The top navigation bar includes 'sats Dock Management System' and links to Home, Dock Booking, Dashboard, Real-Time Job Status, Admin, and Statistics & Reports. The breadcrumb trail shows 'Booking Info' > 'Select Time & Dock Information' > 'Dock Selection'. The form contains three main sections: 'Check-In & Check-Out Time' with a 'Check-In Time' field (required) and a 'Check-Out Time' field; 'Booking Mode' with a dropdown menu; and 'Dock Type' with a dropdown menu (required). At the bottom, there are 'Previous' and 'Next Step' buttons. The footer contains copyright information for Elizabeth-Zion Asia Pacific Pte Ltd.

Step 4: After fill the second step all the required fields. Choose Docks and Click to "Proceed to Book" button to process booking. Refer to the image below for sample Dock selection page.

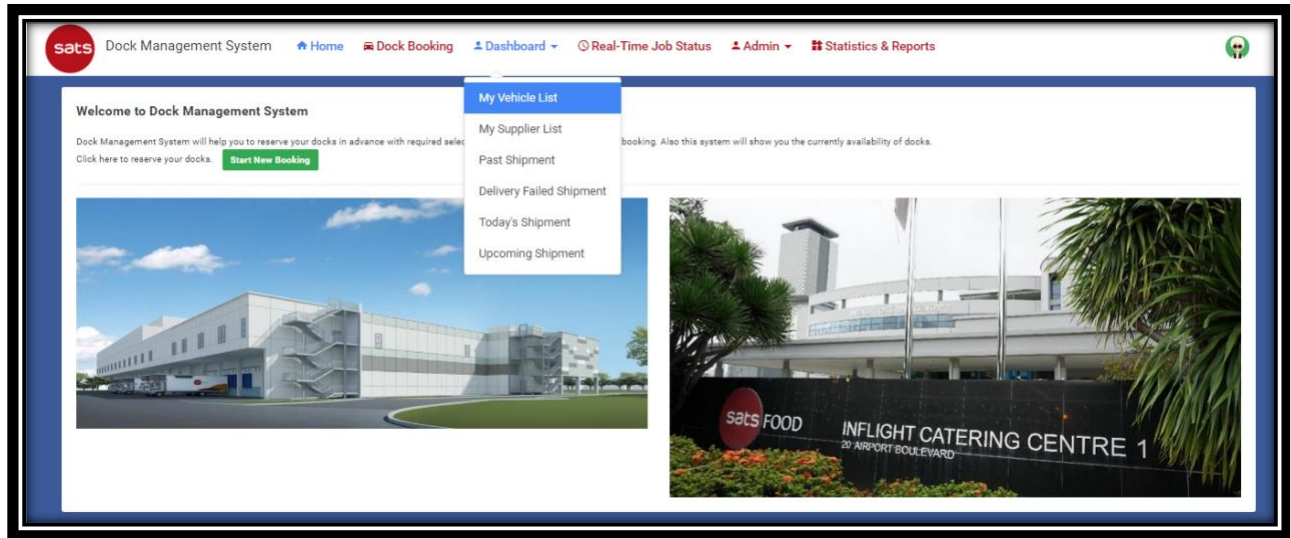
The screenshot shows the 'Dock Selection' page. The top navigation bar is the same as the previous page. The breadcrumb trail shows 'Booking Info' > 'Select Time & Dock Information' > 'Dock Selection'. The main content area is empty, suggesting a list of docks was present. At the bottom, there are 'Previous' and 'Proceed to Book' buttons. The footer contains the same copyright information.

Step 5: After booking confirmed You will receive your booking details via the email account you have provided during sign up. And Redirect booking confirmation page. Refer to the image below for sample booking confirmation page.

The screenshot shows the 'Thank you' booking confirmation page. It features a green success message: 'Your Job Order No : SAT520190060. Success! Your booking is confirmed. Before booking details email to your registered email address.' Below this, there are two main sections: 'Booking Information' and 'Vehicle Information'. The 'Booking Information' section includes fields for Job Order No, Booking Date, Check-In/Check-Out, Booking Mode, Dock Type, Pin Number, and Driver Name. The 'Vehicle Information' section includes fields for Vehicle Number, Vehicle Type, and Driver Name. A QR code is displayed at the bottom right. The footer contains the same copyright information.

4. How to View Vehicle List

Step 1 : Click the “Dashboard” menu in header and click “My Vehicle List ” menu in inside of dashboard menu.



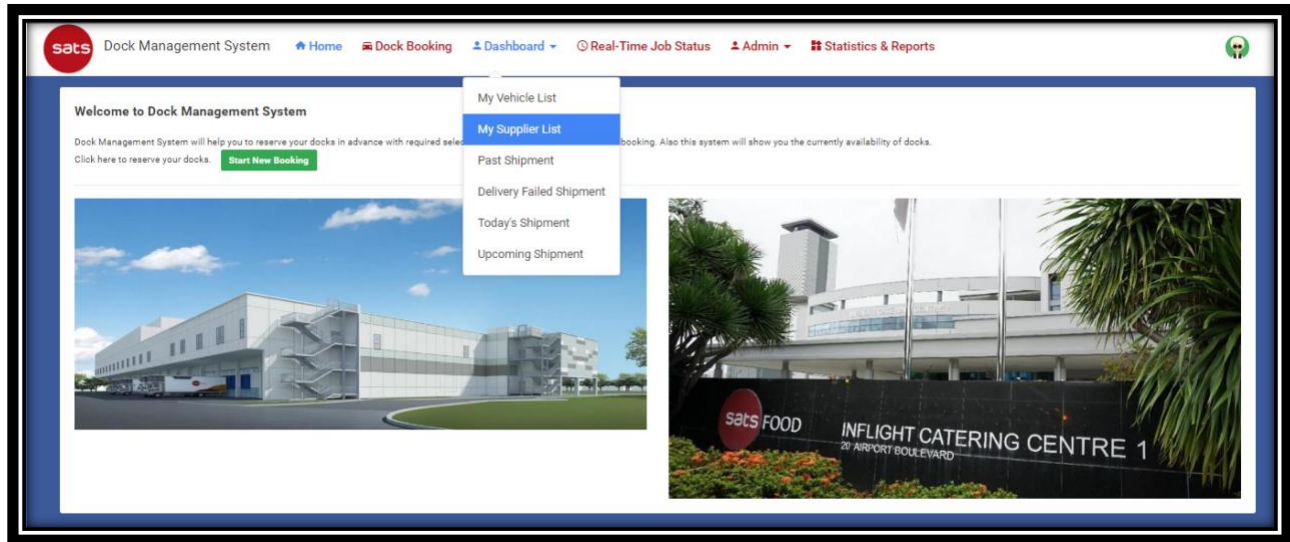
Step 2: Refer to the image below for sample “My Vehicle List” page.

The screenshot shows the 'List of Vehicles' page. The table contains the following data:

Vehicle No	Vehicle Type	Driver Name	Driver No	Drivers NRIC/FIN	CreatedBy	CreateOn
S0X1234	40 Footer	Lim Kim	87912034	NA	EZ	07/07/2019 03:02 PM
SOV2244	10 Footer	Liang	88887777	01234567	EZ	07/07/2019 03:02 PM
SOH9999	24 Footer	Feroz	82828245	NA	EZ	07/07/2019 03:02 PM
SEZ1200	24 Footer	Cui Xuan	82828245	NA	EZ Food Deliveryxx	14/07/2019 08:20 PM
SGK232	24 Footer	Robert	Tomy wrong	NA	Venkat	14/07/2019 08:17 PM
SCV6677	14 Footer	Daniel Zhang	88887799	NA	Venkat	14/07/2019 08:17 PM
SEZ 10001	40 Footer	VIRGIL	9999999	NA	Liew	18/08/2019 03:51 PM
EZ28X	10 Footer	Jin Ren	8090900	NA	Liew	18/08/2019 03:51 PM
EZ1200	40 Footer	ROBINHOOD	82828245	NA	Liew	18/08/2019 03:51 PM
YP4052T	14 Footer	Lim Choon Yong	97925496		Euraco Finefood Pte Ltd	21/08/2019 04:47 PM
YM8423X	14 Footer	CHAN KAM TAK	84271823	F7831064L	TOPSELLER PTE LTD	21/08/2019 05:04 PM
GBE2365J	14 Footer	NG GEE HUP	97442214	S1831374Z	TOPSELLER PTE LTD	21/08/2019 05:04 PM
YN7394Y	14 Footer	JIANG ZHENG FENG	8393 4815	08232548X	DoDo Marketing Pte Ltd	23/08/2019 09:33 AM
YN9337A	14 Footer	GONG RU GUANG	90870298	08231632P	DoDo Marketing Pte Ltd	23/08/2019 09:33 AM
YP1314H	14 Footer	CHENG GUO DONG	82369732	G2895338R	DoDo Marketing Pte Ltd	23/08/2019 09:33 AM

5] How to View Supplier List

Step 1 : Click the “Dashboard” menu in header and click “My Supplier List ” menu in inside of dashboard menu.



Step 2: Refer to the image below for sample “My Supplier List” page.

The screenshot shows the 'List of Suppliers' page. It includes a search bar and buttons for 'Copy' and 'Excel'. The table below lists 10 suppliers with columns for S.No, Name, Login ID, Vehicle Type, Vehicle No, ACRA / UN, and CreateOn.

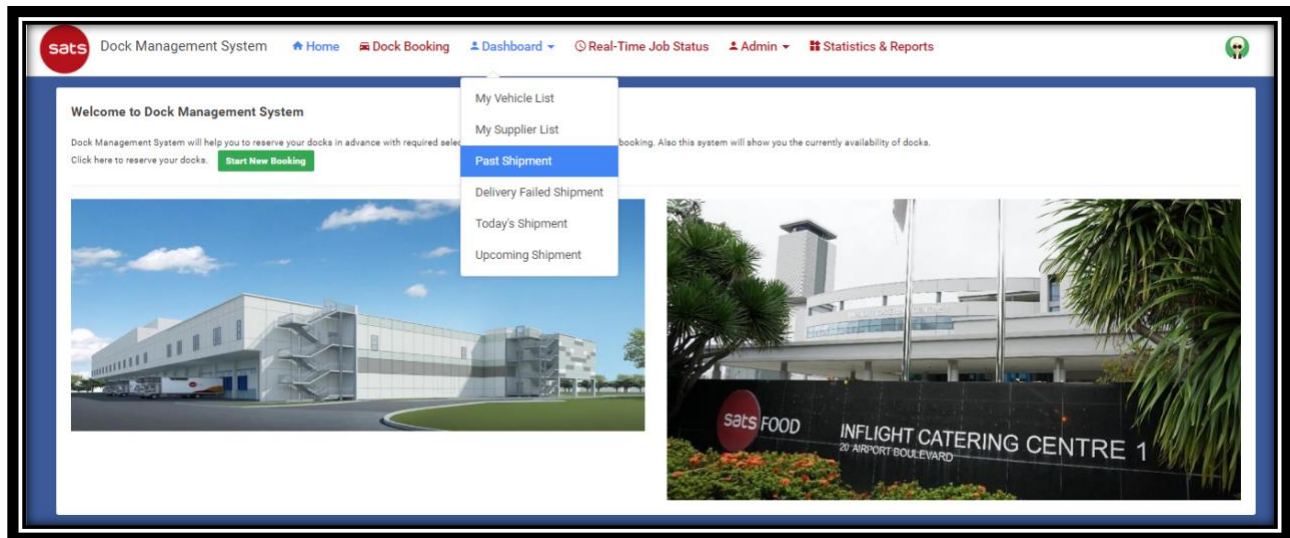
S.No	Name	Login ID	Vehicle Type	Vehicle No	ACRA / UN	CreateOn
1	EZDock		24 Footer	8888	123455	07/07/2019 11:26 PM
2	EZ Food Deliveryxx	SS00011	24 Footer	SGX1256	456221	14/07/2019 08:20 PM
3	Sub	ST00007	14 Footer	4676	134	14/07/2019 11:27 PM
4	John leong	ST00008	40 Footer	456465	s2456affr	15/07/2019 09:18 PM
5	SG Food Supplier	SS00009	40 Footer	SGX1250	22234	17/07/2019 07:52 AM
6	EZ LTD		40 Footer	SGC1234	12324	17/07/2019 07:57 AM
7	EZ Food Service	SS000012			P85769698	19/07/2019 01:44 PM
8	VFS	SS000016			12423	18/08/2019 01:06 AM
9	Venkys Kitchen	SS000017			12345	18/08/2019 02:16 PM
10	Liew	SS000019			123466	18/08/2019 03:51 PM

Showing 1 to 10 of 282 entries

Navigation: Previous 1 2 3 4 5 ... 29 Next

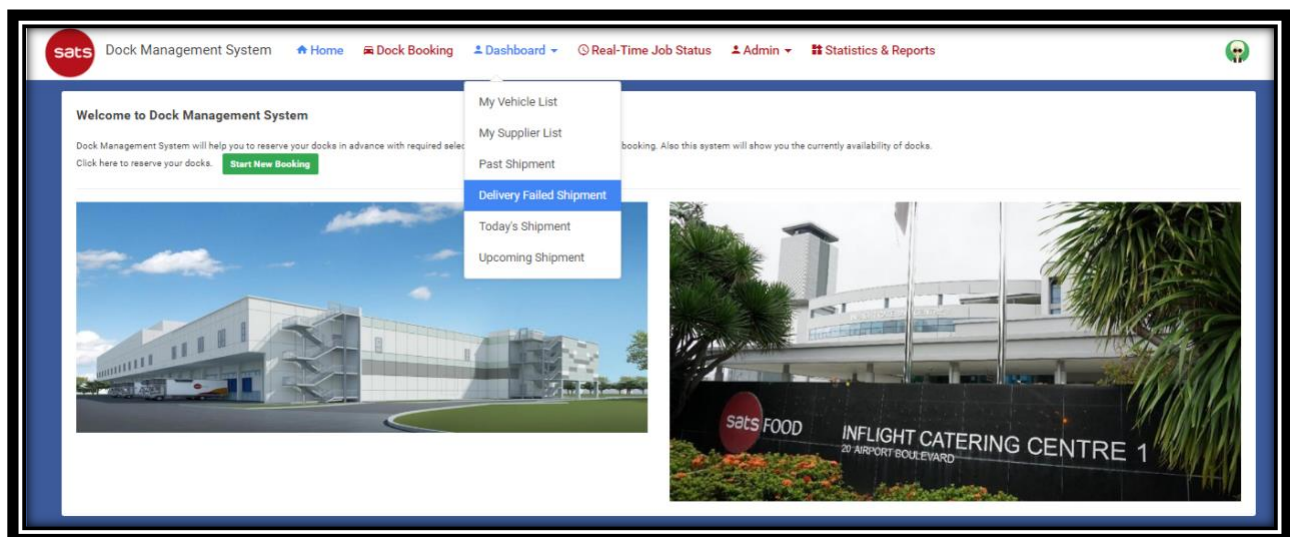
6] How to View Past Shipments

Step 1 : Click the “**Dashboard**” menu in header and click “**Past Shipment**” menu in inside of dashboard menu. Refer to the image below for sample past shipments page.



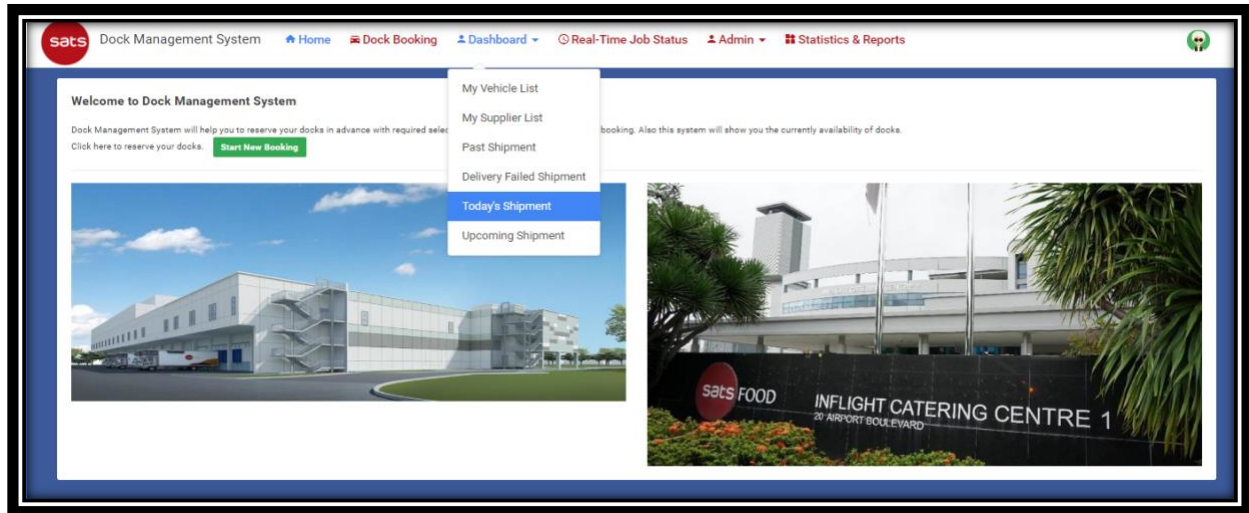
7] How to View Delivery Failed Shipment

Click the “**Dashboard**” menu in header and click “**Delivery Failed Shipment**” menu in inside of dashboard menu. Refer to the image below for sample Delivery Failed shipments page.



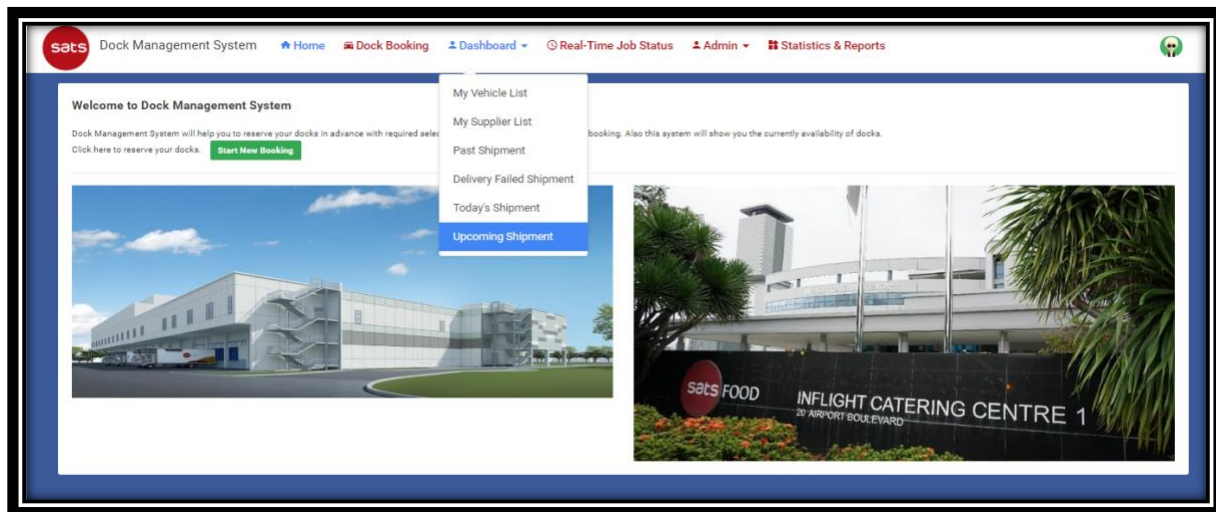
8] How to View Today Shipments

Step 1 : Click the “Dashboard” menu in header and click “Today Shipment” menu in inside of dashboard menu. Refer to the image below for sample today shipments page.



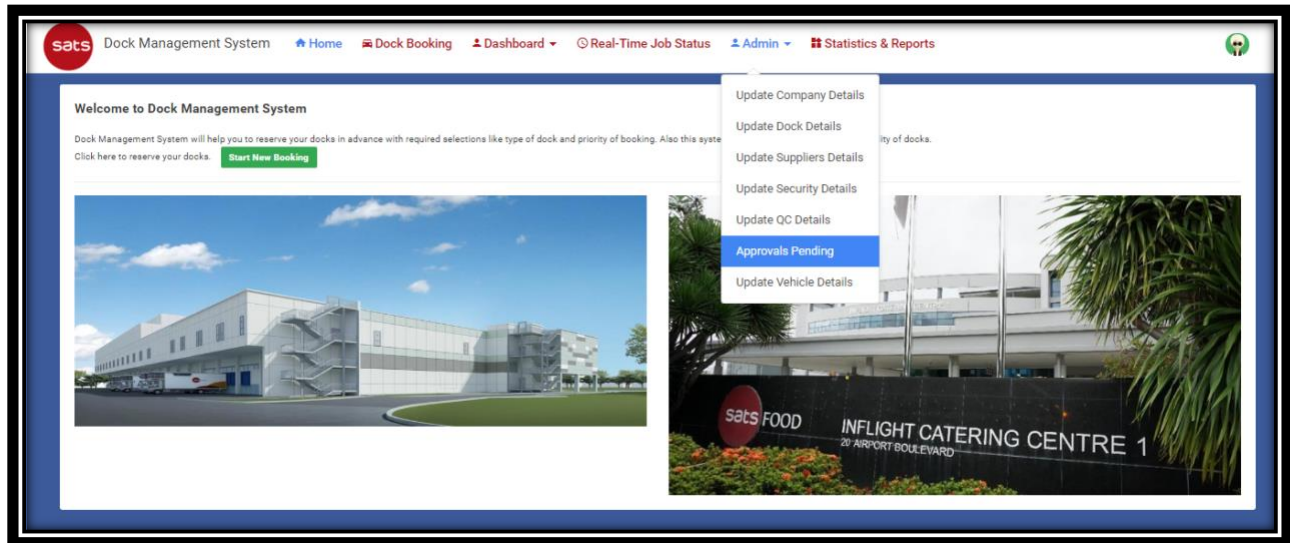
9] How to View Upcoming Shipments

Step 1 : Click the “Dashboard” menu in header and click “Upcoming Shipment” menu in inside of dashboard menu.

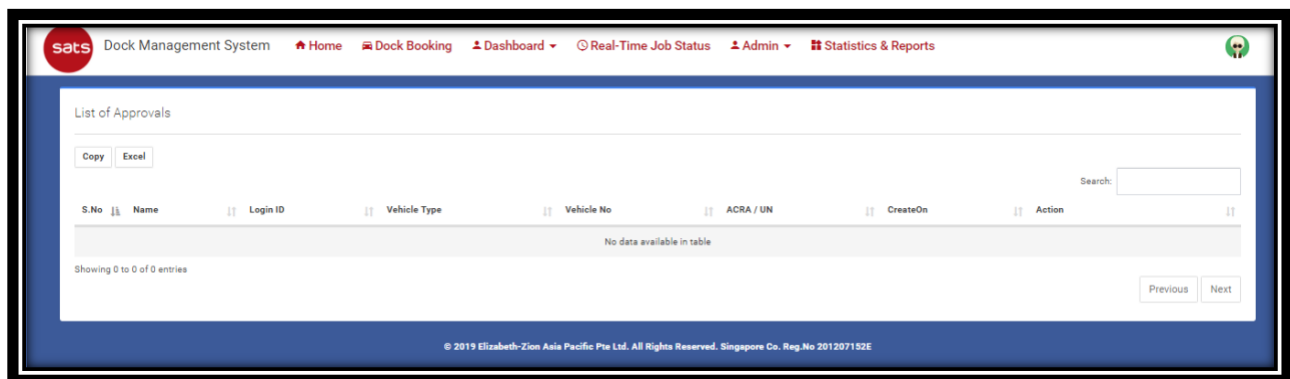


10] How to View Approval Pending

Step 1 : Click the “Admin” menu in header and click “Approval Pending” menu in inside of Admin menu.

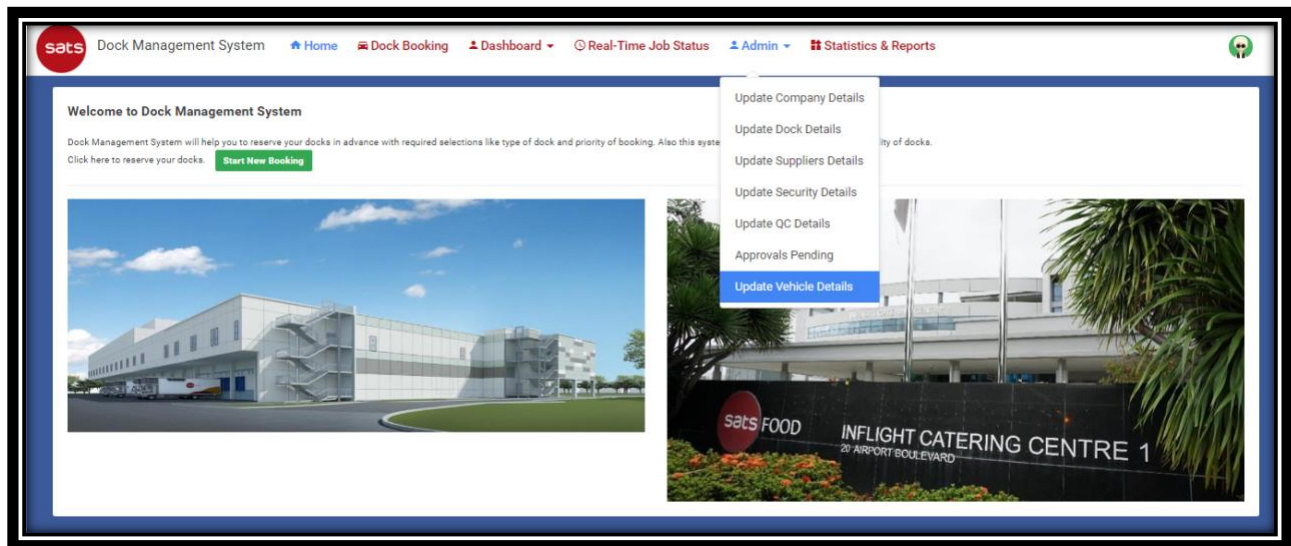


Step 2 : Refer to the image below for Approval Pending page.



11] Update Vehicle Information and Driver Information

Step 1 : After login click the “Admin” in menu bar. And click “Update Vehicle Details” menu.



Step 2 : Refer to the image below for Vehicle information page.

Update Vehicle Information

Copy Excel

Add Vehicle

Search:

Vehicle No	Vehicle Type	Driver Name	Driver No	Drivers NRIC/FIN	CreateOn	Action
Dummy	18 Footer	A	A		29/08/2019 04:47 PM	Edit Delete
Dummy	18 Footer	A	a		29/08/2019 05:42 PM	Edit Delete
Dummy	22 Footer	A	a		29/08/2019 05:51 PM	Edit Delete
Dummy	24 Footer	A	a		29/08/2019 10:47 PM	Edit Delete
Dummy	24 Footer	A	a		29/08/2019 11:08 PM	Edit Delete
Dummy	24 Footer	A	a		29/08/2019 11:15 PM	Edit Delete
Dummy	24 Footer	A	a		29/08/2019 11:28 PM	Edit Delete
Dummy	24 Footer	A	a		29/08/2019 11:24 PM	Edit Delete
Dummy	24 Footer	A	a		29/08/2019 11:40 PM	Edit Delete

Step 3 : And click **“Add Vehicle”** button in top of right side. Refer to the image below for Add Vehicle information page.

sats Dock Management System Home Dock Booking Dashboard Real-Time Job Status Admin Statistics & Reports

Add Vehicle

Vehicle Number

Vehicle Type

Driver Name

Driver Number

Driver NRIC/FIN

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Step 4 : And Choose Vehicle type, number and Driver name etc. After fill the details click to **“Submit”** button add vehicle to our system. Refer to the image below for Add Vehicle success message.

Update Vehicle Information

Success! Vehicle added Successfully.

Search

Vehicle No	Vehicle Type	Driver Name	Driver No	Drivers NRIC/FIN	CreateOn	Action
0857335	10 Footer	GONG	8282545	S18313745	28/08/2019 10:50 PM	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

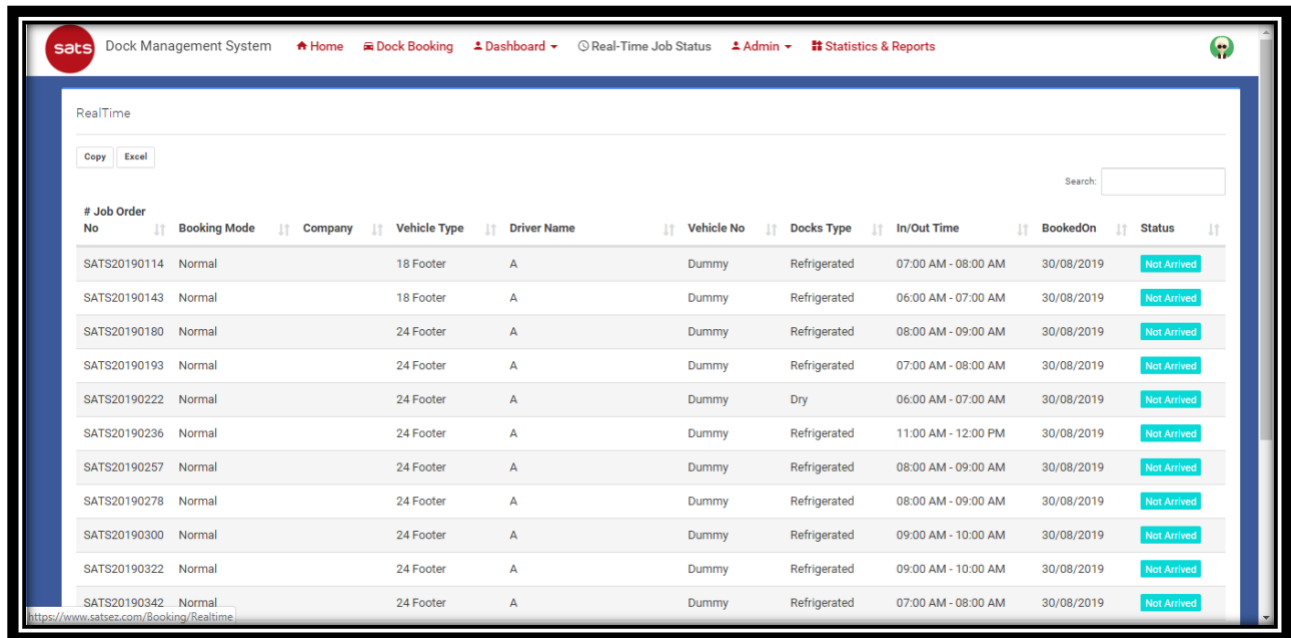
Showing 1 to 1 of 1 entries

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12] How to See Real-Time Job Status

Step 1 : After login click the “Real – Time Job Status” in menu bar. Refer to the image below for Real Time Job Status.



RealTime

Copy Excel

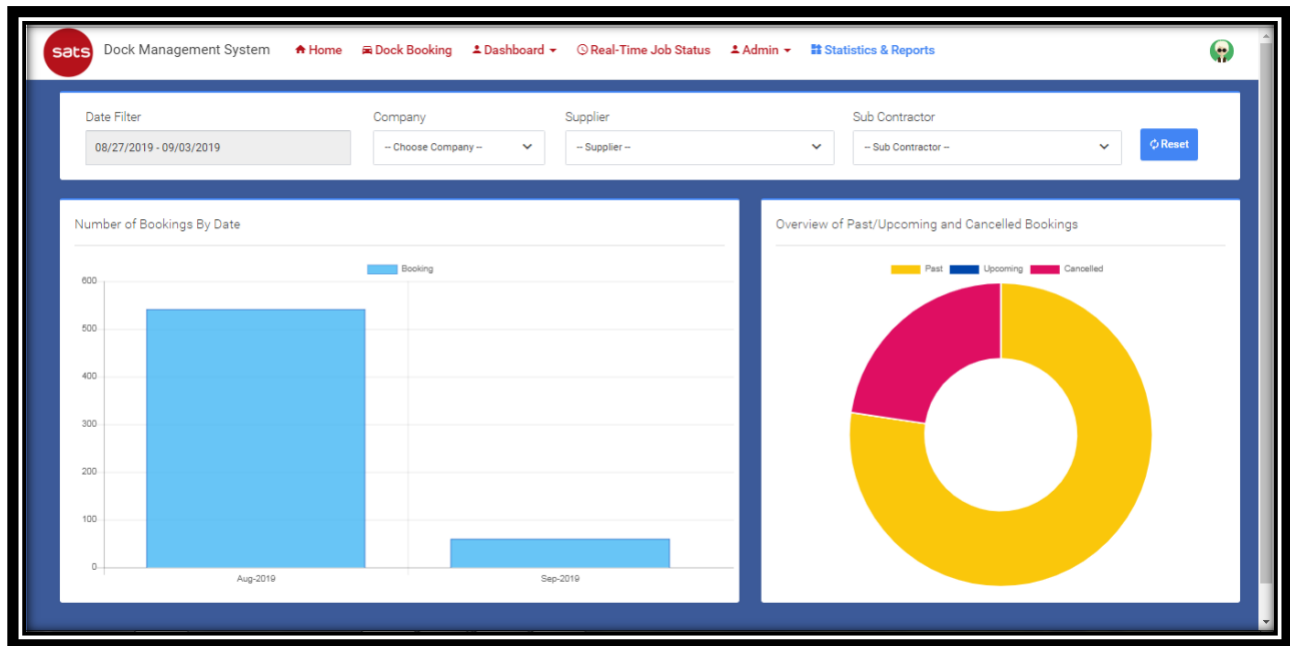
Search:

# Job Order No	Booking Mode	Company	Vehicle Type	Driver Name	Vehicle No	Docks Type	In/Out Time	Booked On	Status
SATS20190114	Normal		18 Footer	A	Dummy	Refrigerated	07:00 AM - 08:00 AM	30/08/2019	Not Arrived
SATS20190143	Normal		18 Footer	A	Dummy	Refrigerated	06:00 AM - 07:00 AM	30/08/2019	Not Arrived
SATS20190180	Normal		24 Footer	A	Dummy	Refrigerated	08:00 AM - 09:00 AM	30/08/2019	Not Arrived
SATS20190193	Normal		24 Footer	A	Dummy	Refrigerated	07:00 AM - 08:00 AM	30/08/2019	Not Arrived
SATS20190222	Normal		24 Footer	A	Dummy	Dry	06:00 AM - 07:00 AM	30/08/2019	Not Arrived
SATS20190236	Normal		24 Footer	A	Dummy	Refrigerated	11:00 AM - 12:00 PM	30/08/2019	Not Arrived
SATS20190257	Normal		24 Footer	A	Dummy	Refrigerated	08:00 AM - 09:00 AM	30/08/2019	Not Arrived
SATS20190278	Normal		24 Footer	A	Dummy	Refrigerated	08:00 AM - 09:00 AM	30/08/2019	Not Arrived
SATS20190300	Normal		24 Footer	A	Dummy	Refrigerated	09:00 AM - 10:00 AM	30/08/2019	Not Arrived
SATS20190322	Normal		24 Footer	A	Dummy	Refrigerated	09:00 AM - 10:00 AM	30/08/2019	Not Arrived
SATS20190342	Normal		24 Footer	A	Dummy	Refrigerated	07:00 AM - 08:00 AM	30/08/2019	Not Arrived

<https://www.satsez.com/Booking/Realtime>

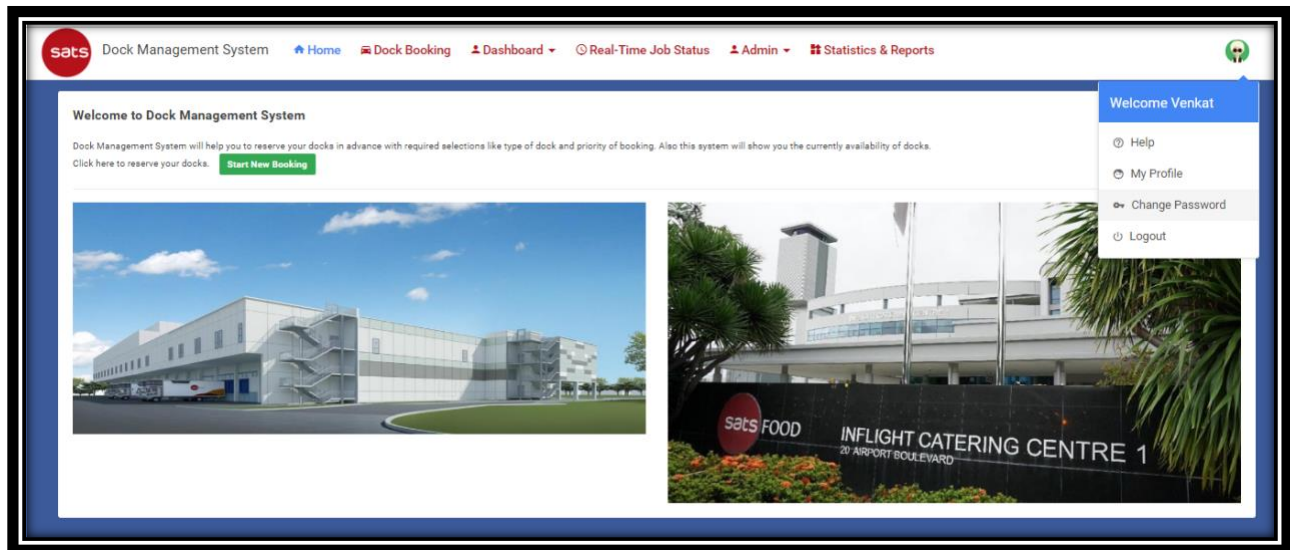
13] How to See Statistics & Reports

Step 1 : After login click the “**Statistics & Reports**” in menu bar. Refer to the image below for Statistics & Reports.



14] How to Change My Password

Step 1 : Go to → My Profile (Menu) in the Right top of the Home Page, Kindly click on the Profile Picture Icon and select “**Change password**” option from the menu.



Step 2 : Kindly Reset your Password as given in the below screenshot

