INTEGRATED SUPPLY CHAIN

Dock Management System
User Guide

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Dock Management System User Guide

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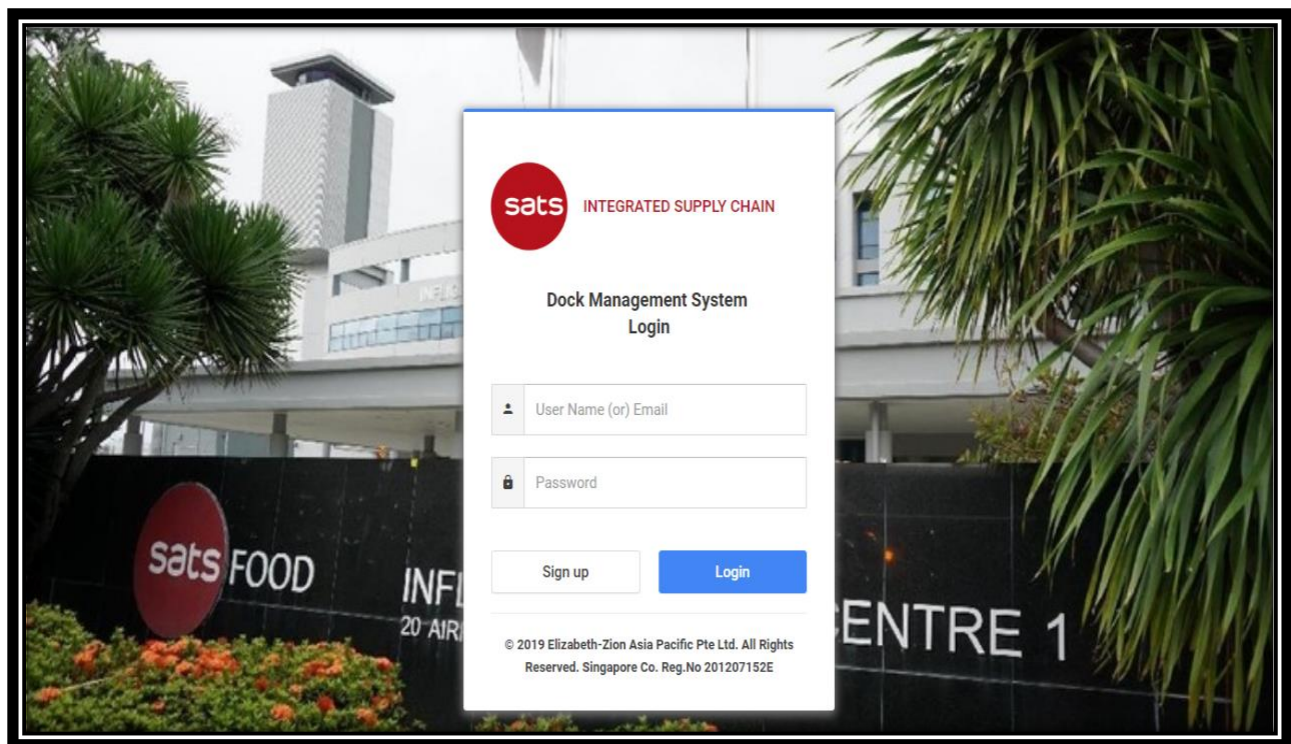
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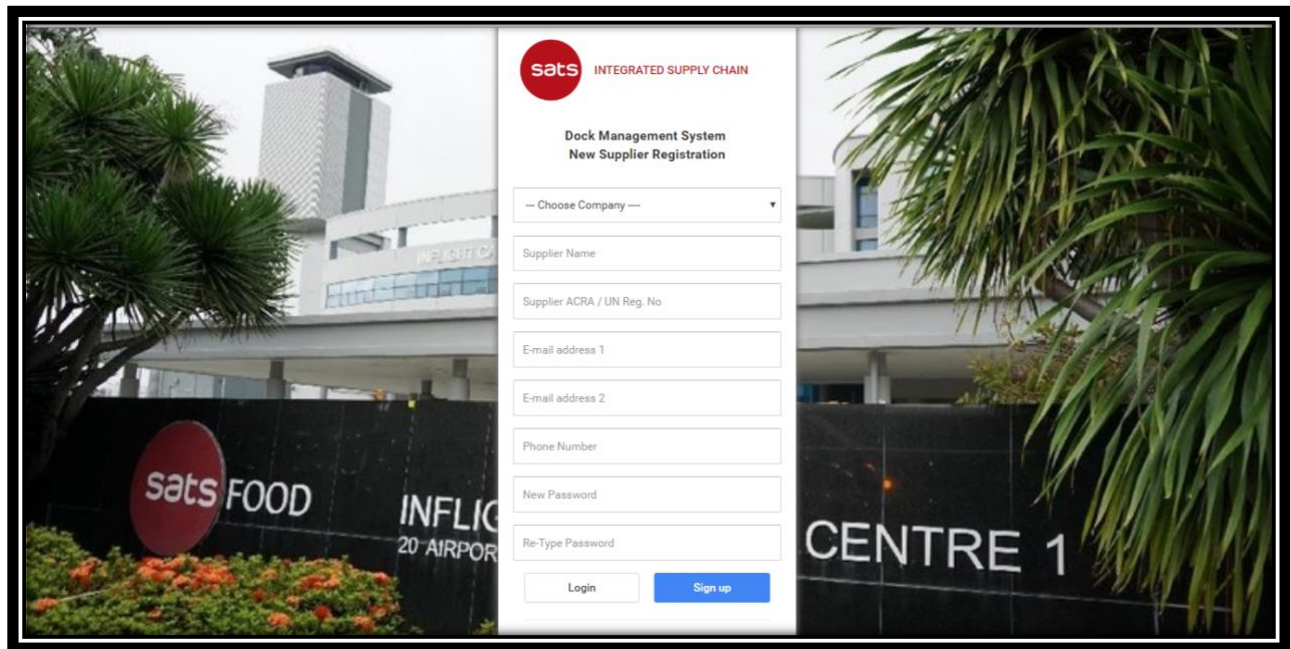
1. Company Login

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.

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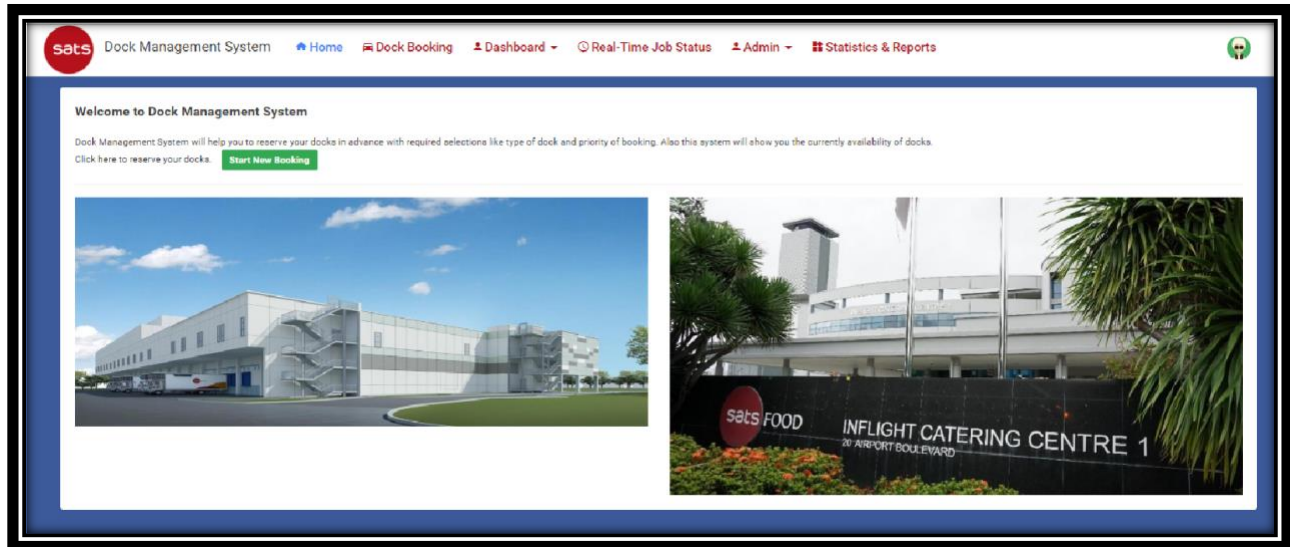
Step 2 : Refer to the image below for Start New Booking page. Fill the first step for Booking info tab the all required fields.

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.

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.
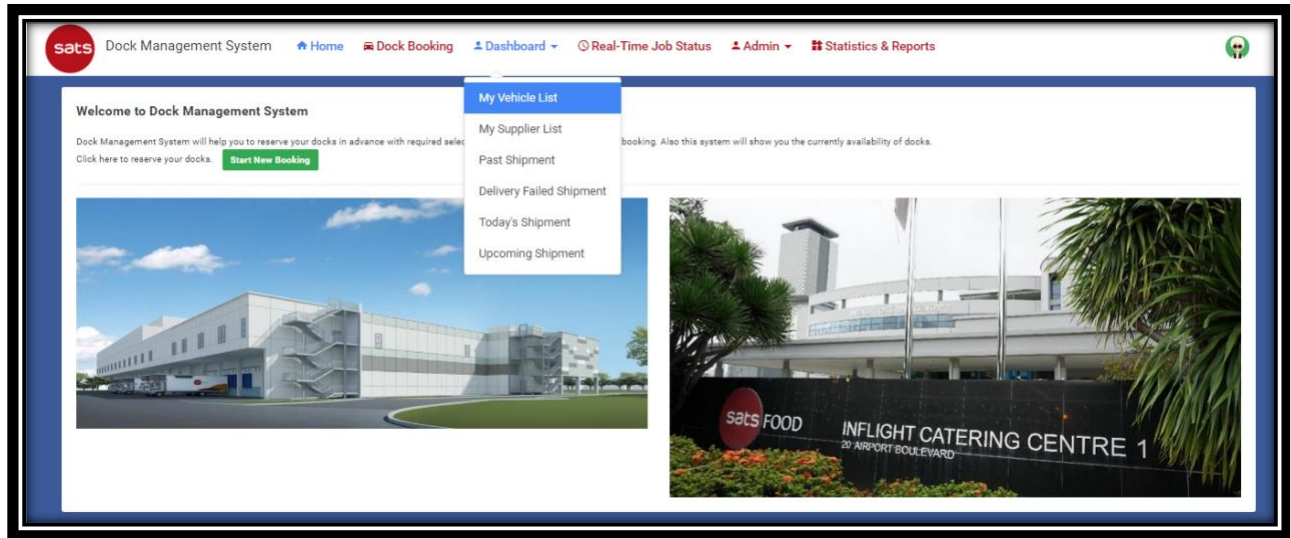

Step 5: After booking confirmed You will receive your booking details via the email account you have provided during sign up. And Redirect booking confirmation page. Refer to the image below for sample booking confirmation page.

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.
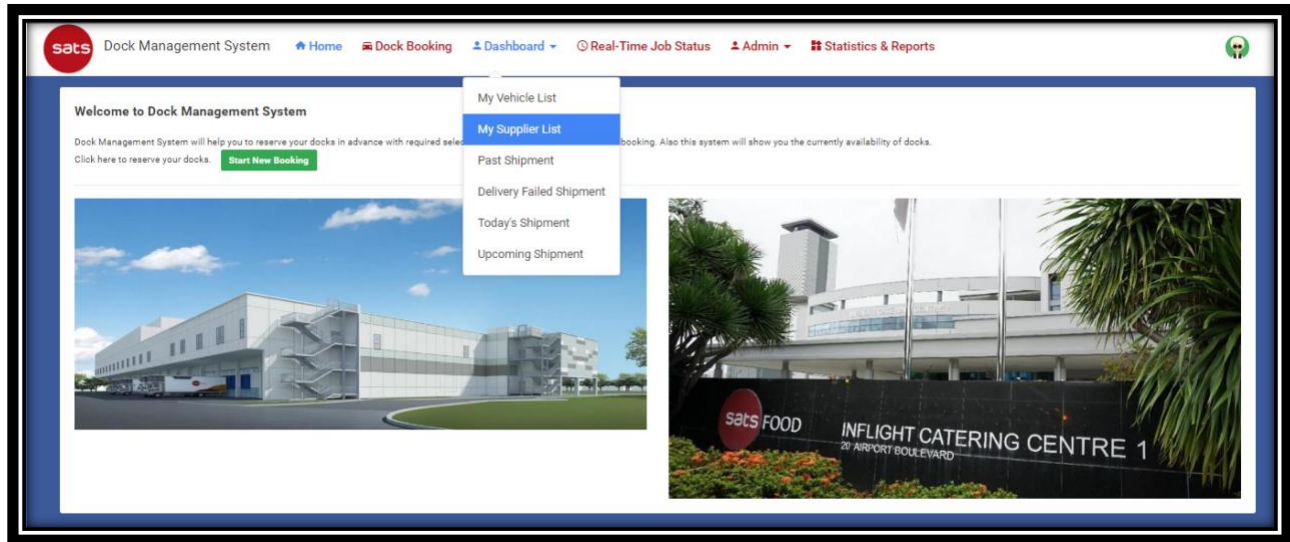

Step 2: Refer to the image below for sample **"My Vehicle List"** page.

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.

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.
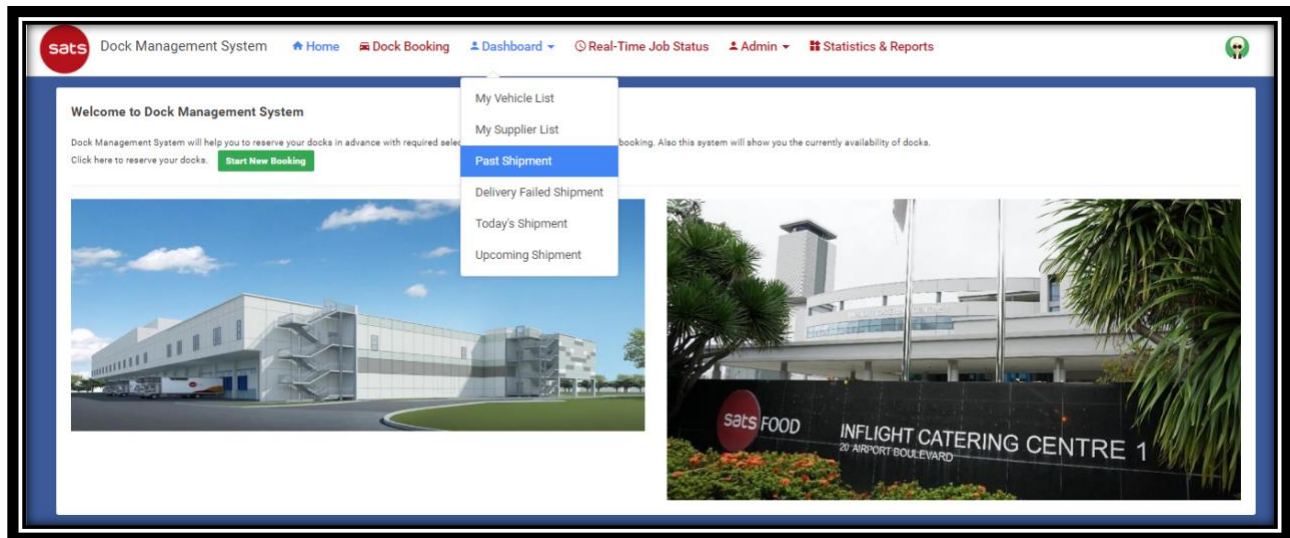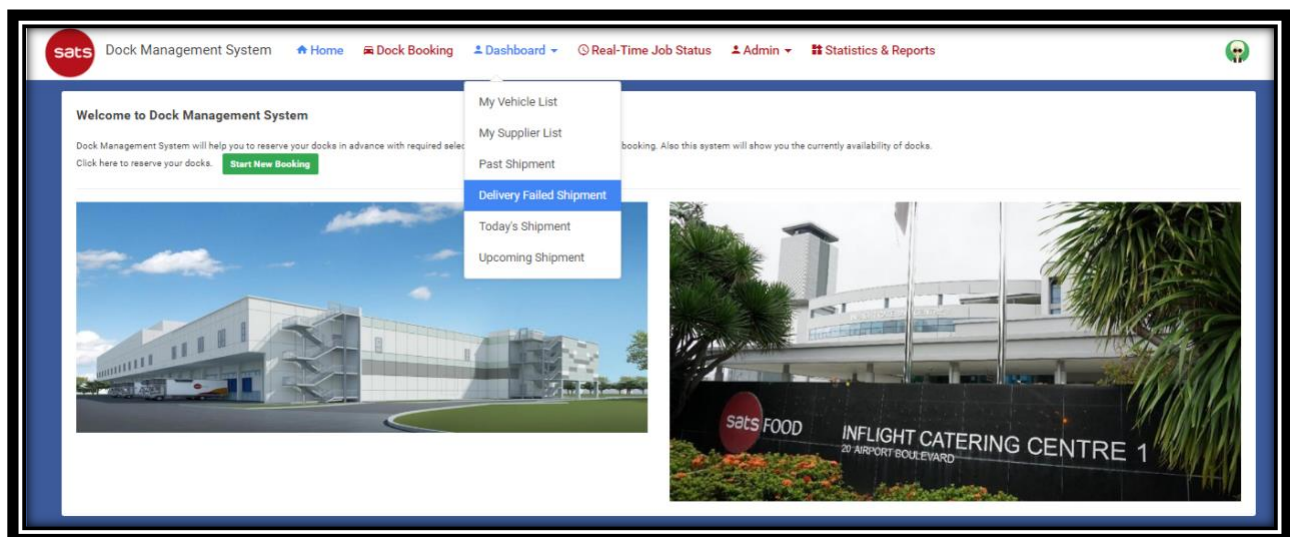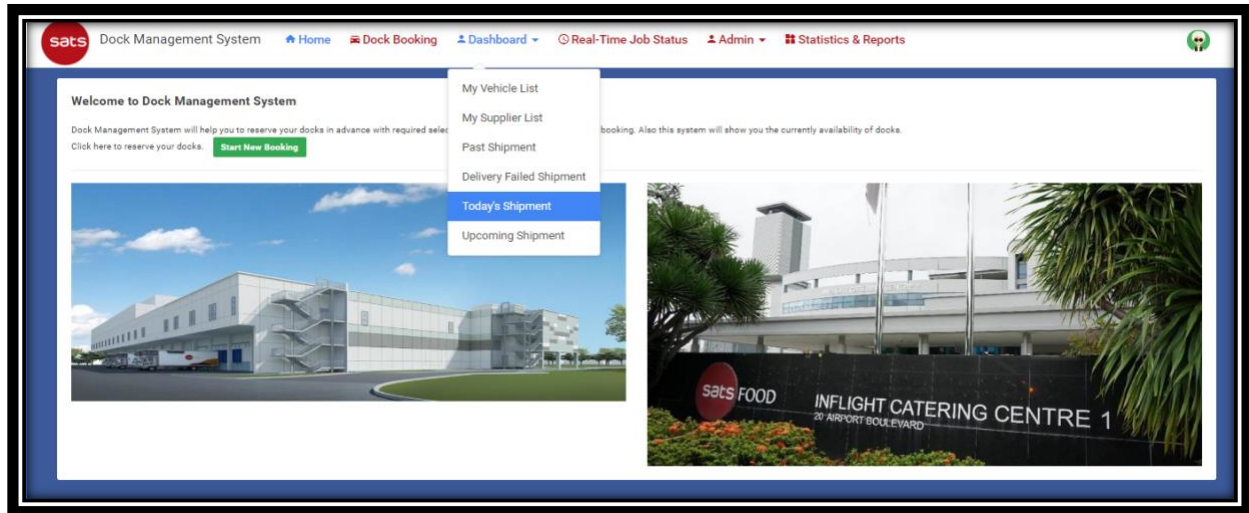

7] How to View Delivery Failed Shipment

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.
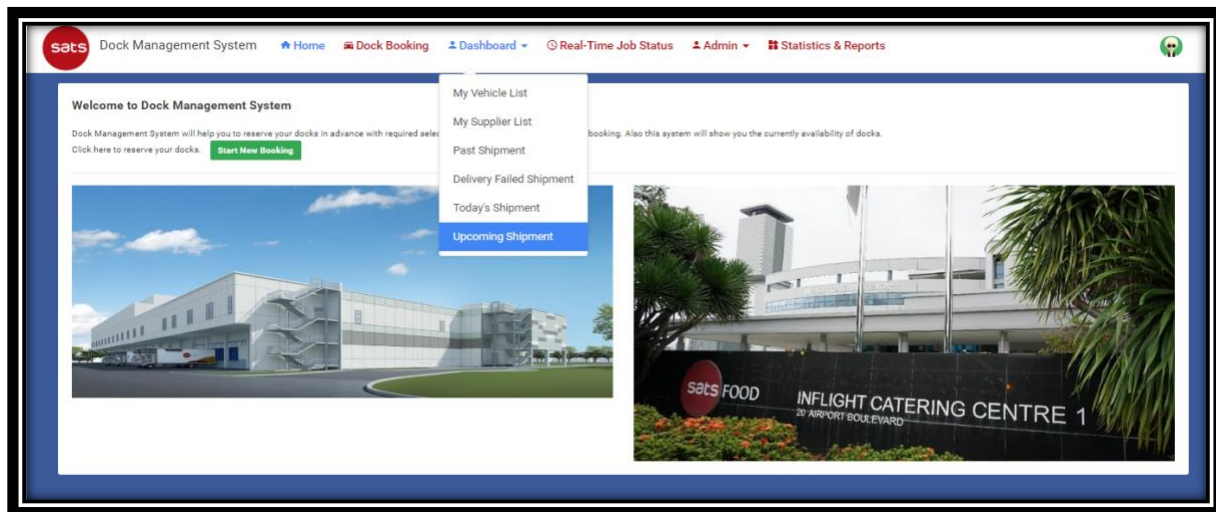
8] How to View Today Shipments

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.
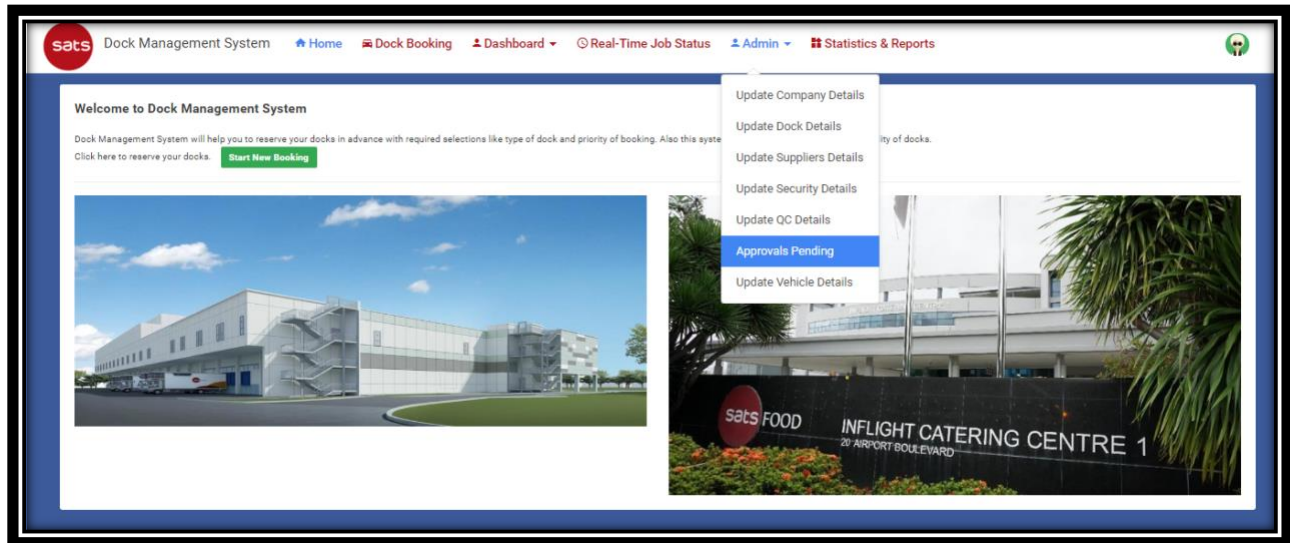

9] How to View Upcoming Shipments

Step 1 : Click the **"Dashboard"** menu in header and click "**Upcoming Shipment"** menu in inside of dashboard menu.
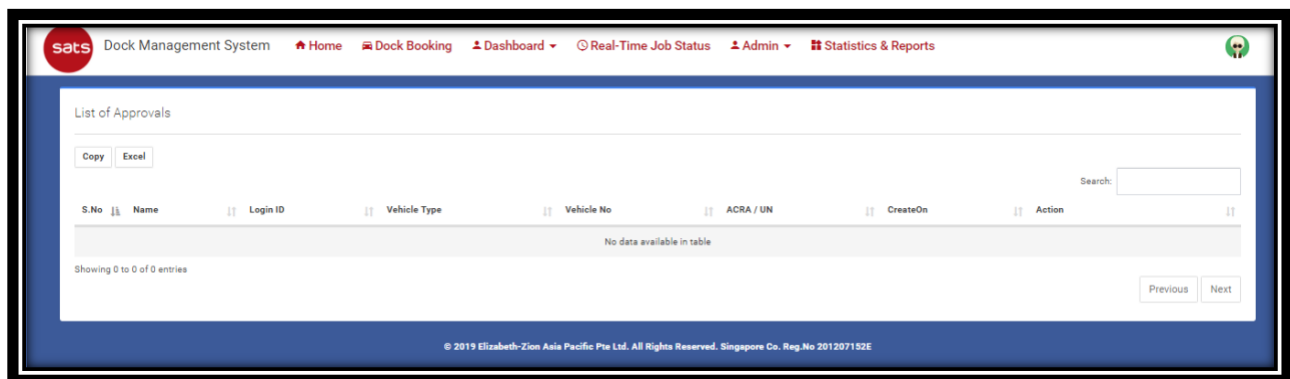
10] How to View Approval Pending

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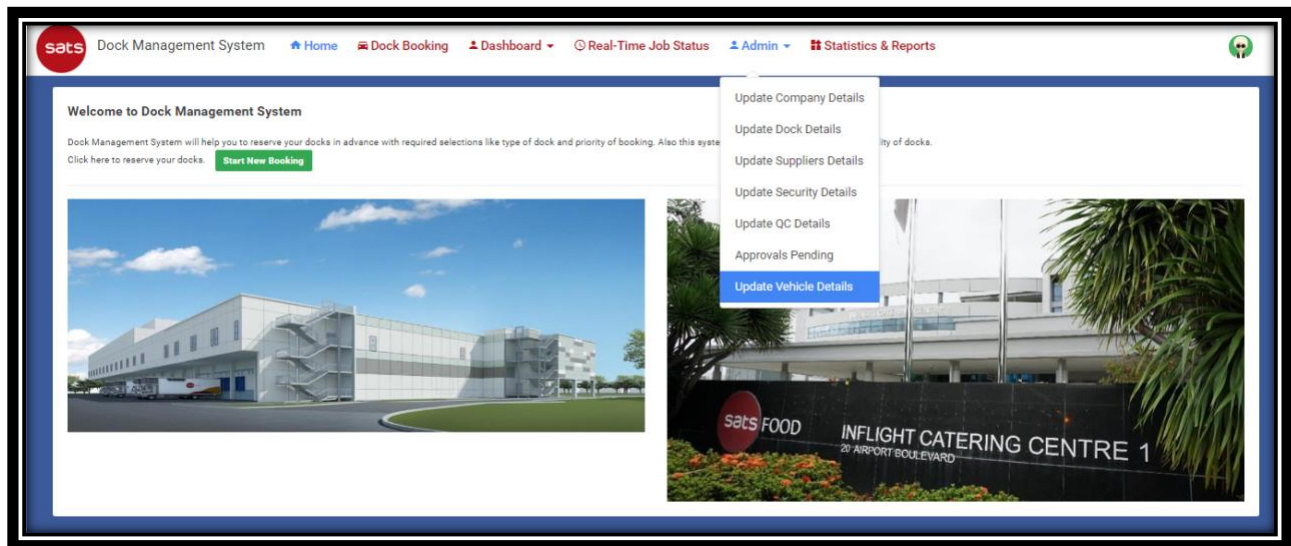

Step 2 : Refer to the image below for Approval Pending page.

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.

Step 3 : And click "**Add Vehicle"** button in top of right side. Refer to the image below for Add Vehicle information page.
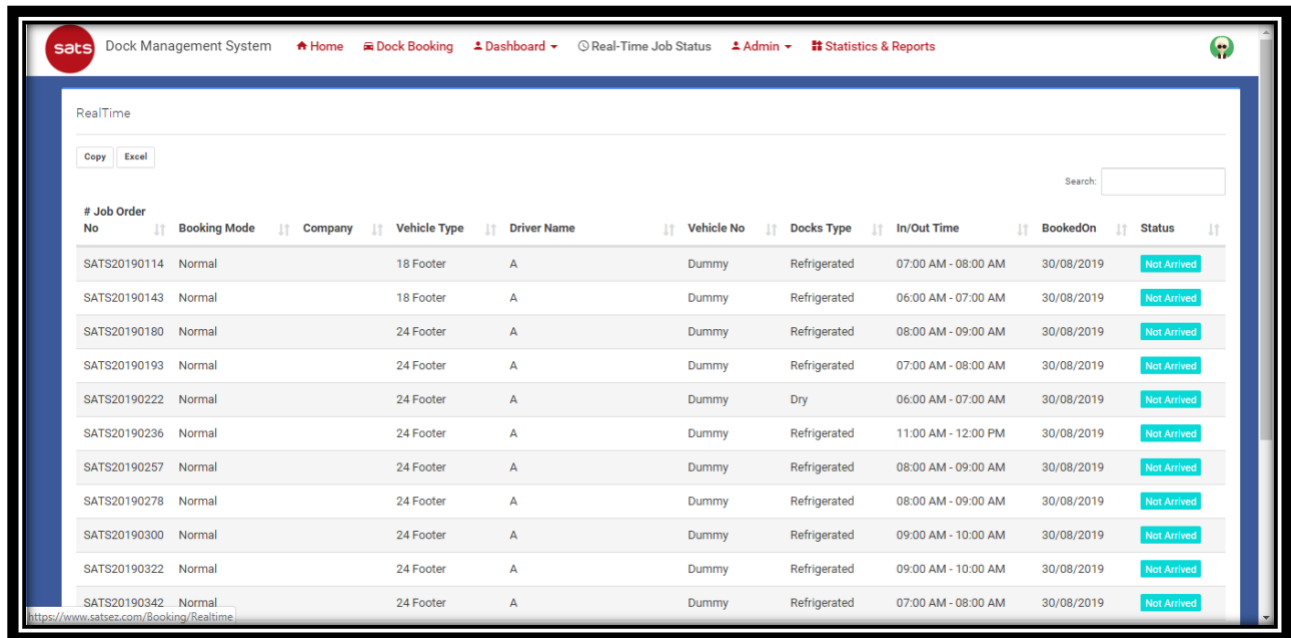
Step 4 : And Choose Vehicle type, number and Driver name etc. After fill the details click to **"Submit"** button add vehicle to our system. Refer to the image below for Add Vehicle success message.

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.
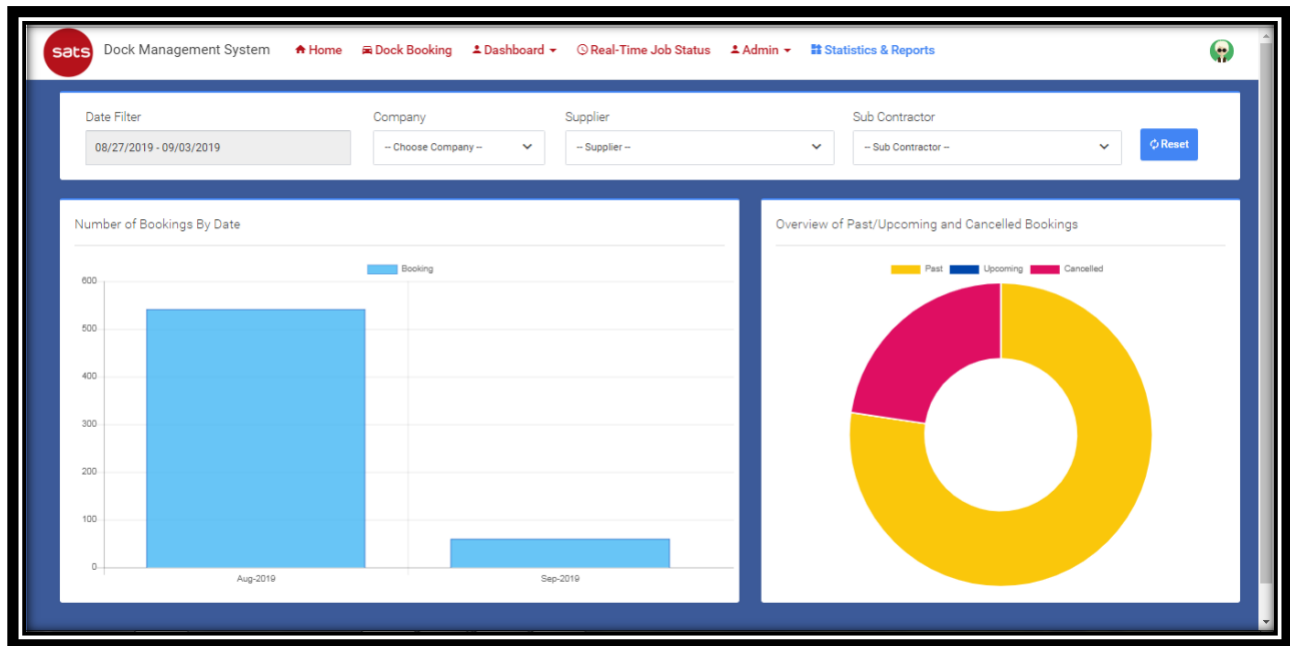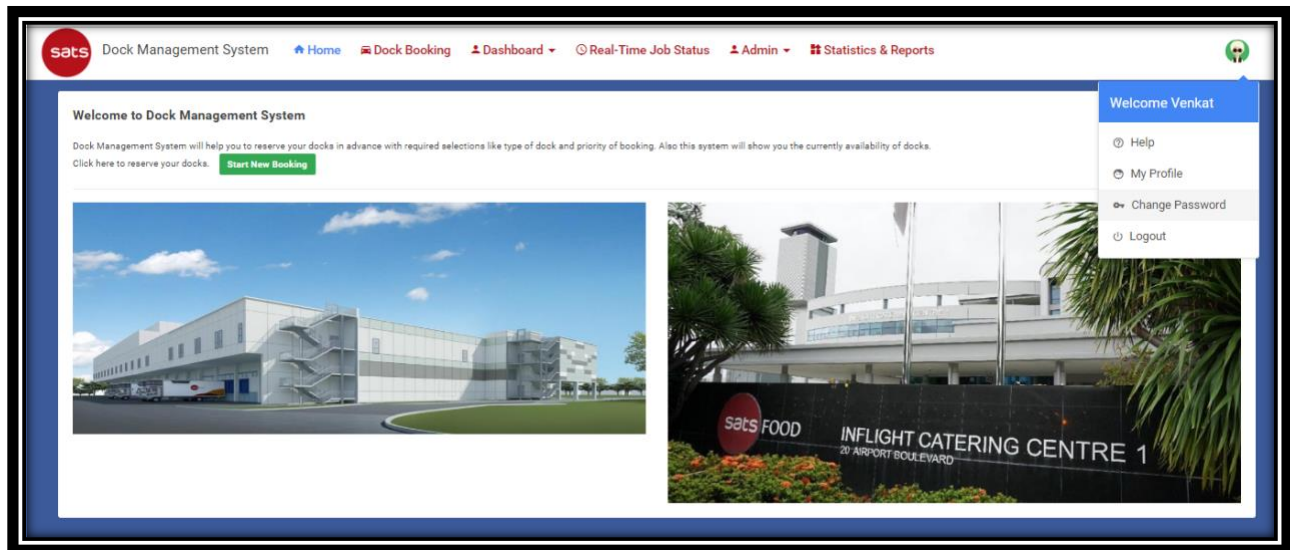
13] How to See Statistics & Reports

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