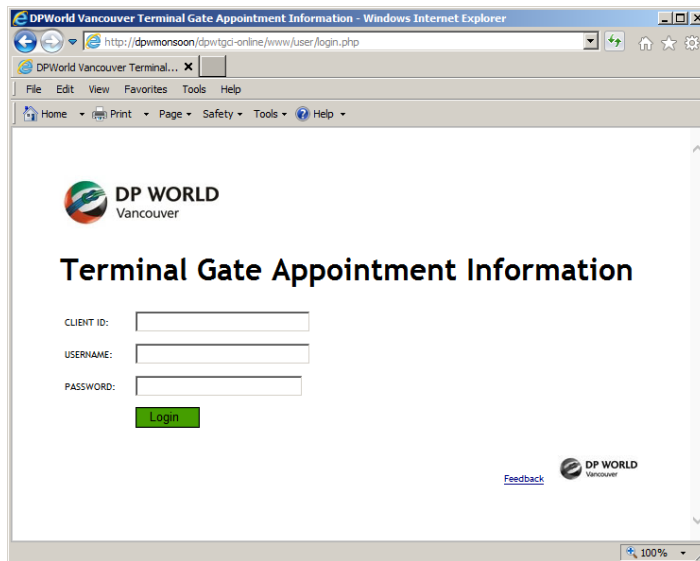# Terminal Gate Appointment Information

A. Accessing the Terminal Gate Appointment Information

1. Start your internet browser and navigate to the following URL:
   http://www.dpworld.ca/dpwtgci

2. The Terminal Gate Appointment Info login window will appear.

3. Enter the login credentials you have been provided. Note that these fields are **case-sensitive**.

   a. Client ID – 3 or 4 character company code

   b. Username – same user id used for accessing the DP World Vancouver portal

   c. Password – same password used for accessing the DP World Vancouver portal

4. Click **Submit**.

5. The report interface loads up and the **Home** tab is displayed by default.

   The **Home** tab is where messages from the terminal will be displayed.
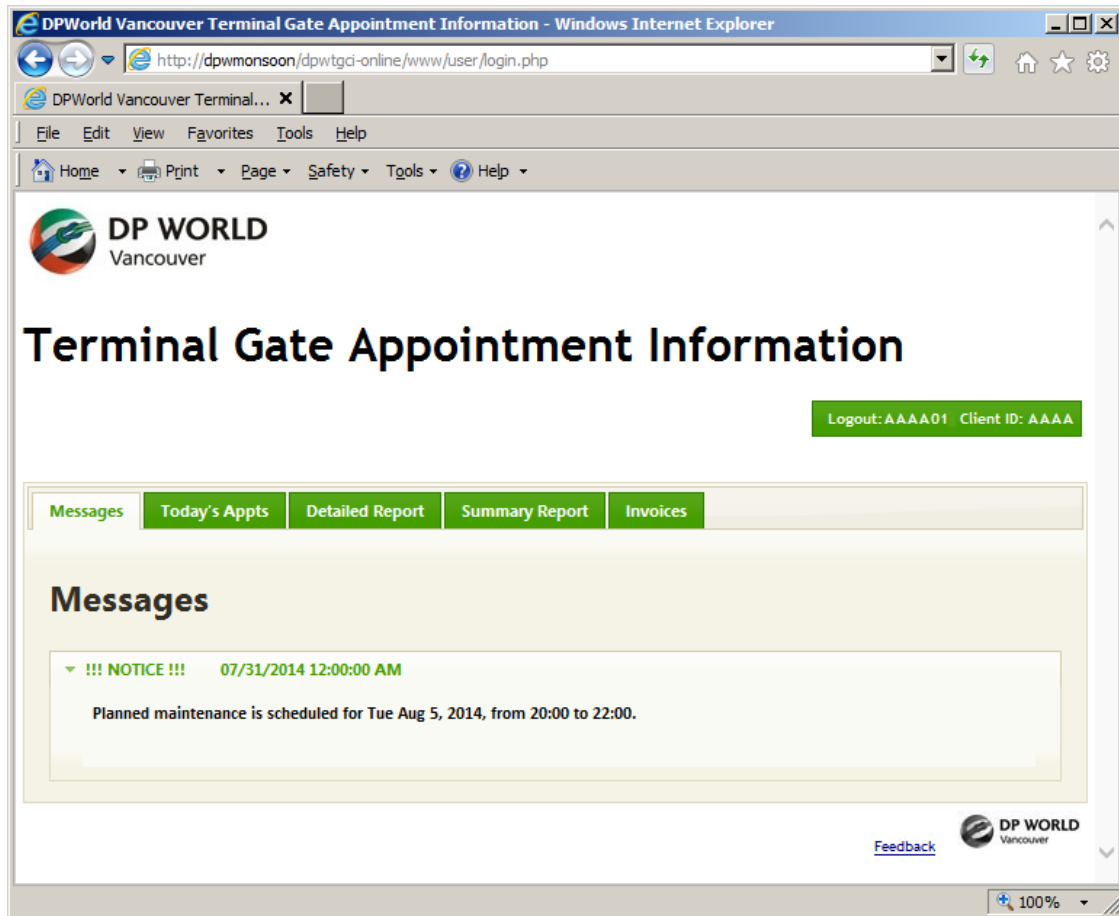
6. Click on the **Detailed Report** or **Summary Report** tab to access the desired report form.

B. Logging Off

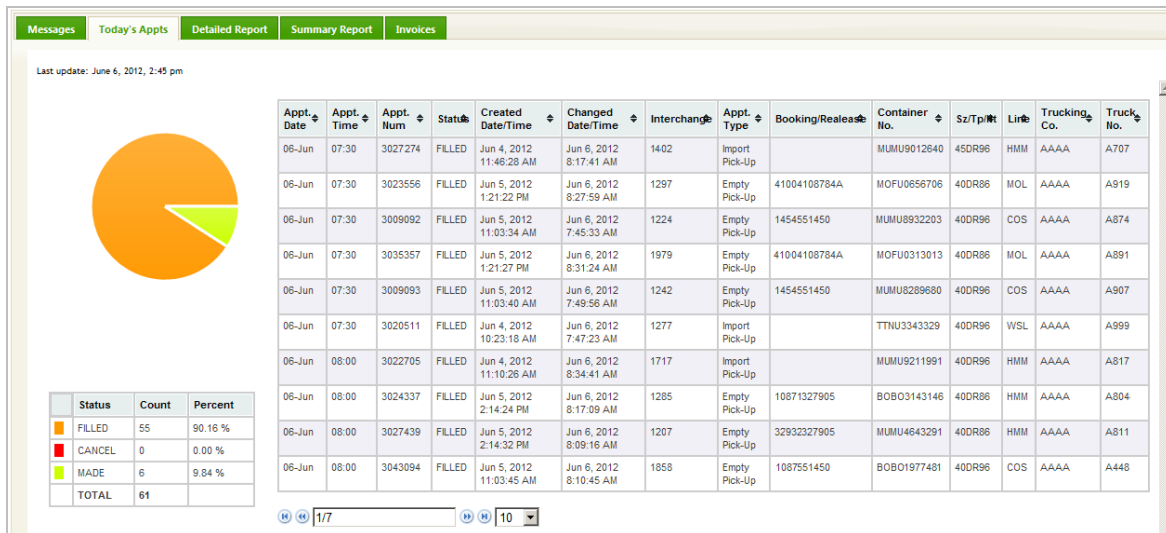1. To logout, click on the green **Logout** button in the top right corner.

2. You will be returned to the main login page.

C. Today's Appts

This tab lists the current day's appointments.
- The contents will automatically refresh every 30 minutes.
- Compliance is not calculated until midnight as the appointment statuses may change throughout the day.

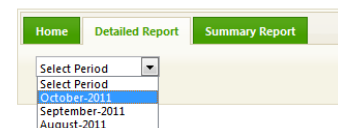## D. Two Terminal Gate Appointment Info reports are available:

- Detailed Report - provides detailed information by appointment for the selected month
- Summary Report - provides a daily summary for the selected month

The reports include data up to the end of the previous business day i.e. same day or live information is not included.

The Report Form

The data is grouped by calendar month.

Both reports require the user to select the month from the drop-down list. Once the desired month has been selected, the report will be generated.

Navigating the Reports

Sort Data

The double up/down arrows in each column heading indicates that the data can be sorted using the contents of the column.

Simply click on the column heading to sort. The column heading will change to a blue colour to indicate that the data is being sorted using the data in that specific column. Each time the column heading is clicked, it will reverse the sort order of the contents.

When the arrow is pointing up, the contents are being sorted in ascending order.   Compliant ▲

When the arrow is pointing down, the contents are being sorted in descending order.   Compliant ▾

Set Number of Records per Page

The default number of records shown is 20.

To change the number of records shown use the scroll bar to navigate to the bottom of the grid and use the drop box to select the desired number of records.
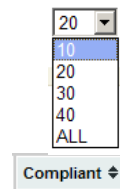
Navigate Multiple Pages

When the data spans multiple pages use the page navigation controls to move through each page. The navigation controls are found at the bottom of the data grid.

Go to first page
Go to previous page
Current page number
Total number of pages
Go to last page
Go to next page
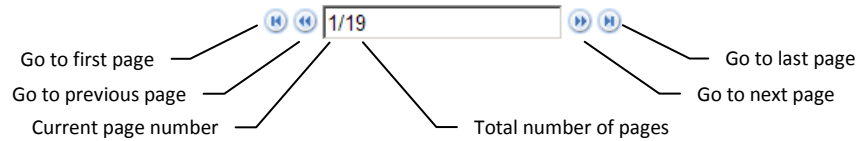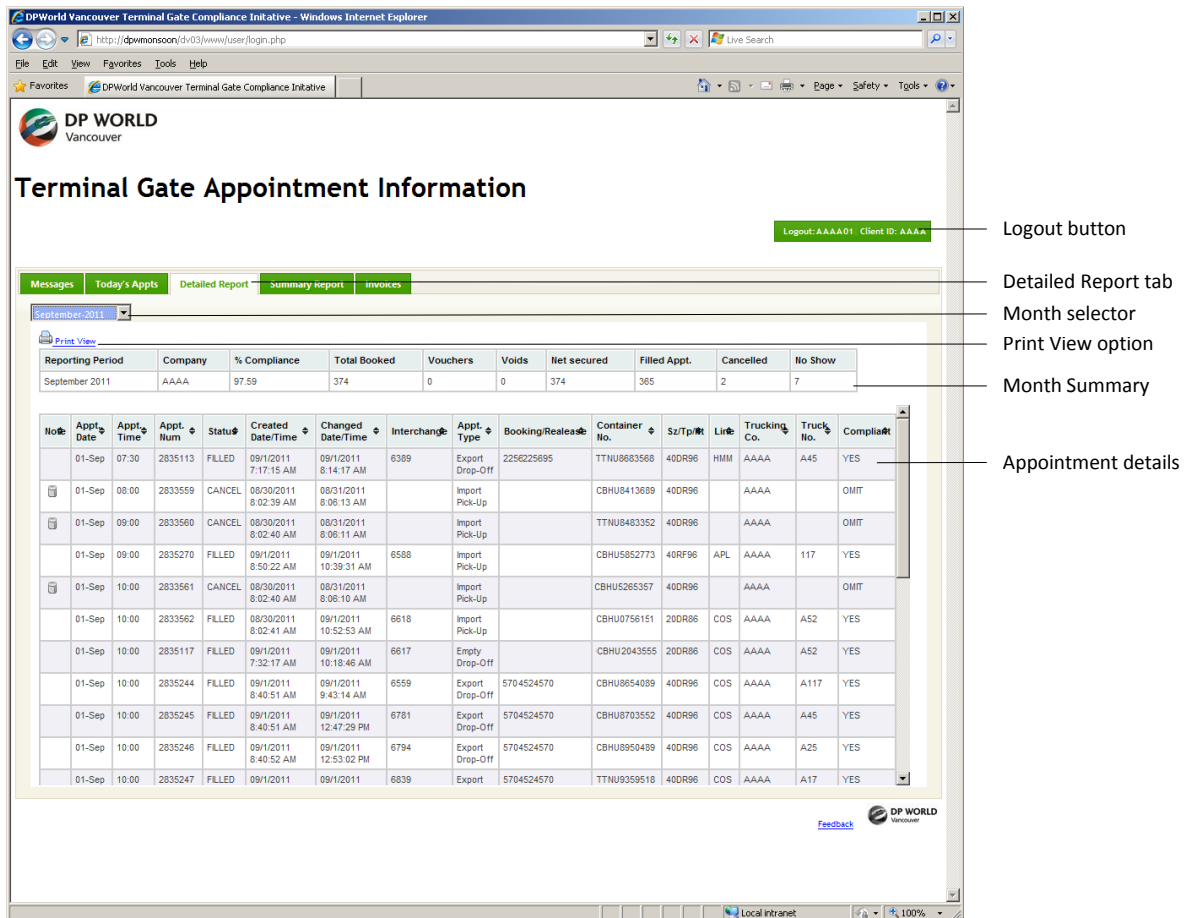
Print

Click the   🖶 Print View   option to open a new window that displays the data in a single page. This can now be sent to your printer.

E. Detailed Report

The Detailed Report provides appointment-specific details for the selected month. The monthly totals are also provided at the top of the report.

The **Note** column uses the following legend:

Icon	Explanation
🗑	Appointment record is omitted from the statistics. For example, an appointment that was cancelled before the cut-off period is omitted because it will not incur a penalty.
⚠	Appointment record has a voucher applied.
❗	Appointment record has been made void.

F. Summary Report

The Summary Report provides daily totals for the selected month. The monthly totals are also provided at the top of the report.

G. Invoices

Copies of invoices are saved in this location in pdf format. Click the Invoicid to call up the invoice.