

Terminal Gate Appointment Information

A. Accessing the Terminal Gate Appointment Information

- 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.

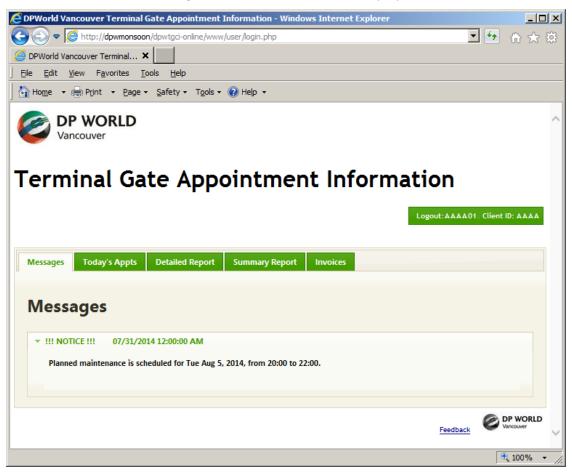
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Terminal Gate Appointment Information	
CLIENT ID:	
USERNAME:	
PASSWORD:	
Login	
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- 3. Enter the login credentials you have been provided. Note that these fields are **case-sensitive**.
 - a. Client 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.

Logout: AAAA01 Client ID: AAAA

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.

t upd	ate: June 6, 2	2012, 2:45 pm															
				Appt. Date	Appt. Time	Appt. Num \$	Status	Created \$	Changed Date/Time	Interchange	Appt. Type \$	Booking/Realeast	Container +	Sz/Tp/Nt	Linte	Trucking Co.	Truck No.
				06-Jun	07:30	3027274	FILLED	Jun 4, 2012 11:46:28 AM	Jun 6, 2012 8:17:41 AM	1402	Import Pick-Up		MUMU9012640	45DR96	нмм	АААА	A707
		_		06-Jun	07:30	3023556	FILLED	Jun 5, 2012 1:21:22 PM	Jun 6, 2012 8:27:59 AM	1297	Empty Pick-Up	41004108784A	MOFU0656706	40DR86	MOL	АААА	A919
				06-Jun	07:30	3009092	FILLED	Jun 5, 2012 11:03:34 AM	Jun 6, 2012 7:45:33 AM	1224	Empty Pick-Up	1454551450	MUMU8932203	40DR96	COS	AAAA	A874
				06-Jun	07:30	3035357	FILLED	Jun 5, 2012 1:21:27 PM	Jun 6, 2012 8:31:24 AM	1979	Empty Pick-Up	41004108784A	MOFU0313013	40DR86	MOL	АААА	A891
				06-Jun	07:30	3009093	FILLED	Jun 5, 2012 11:03:40 AM	Jun 6, 2012 7:49:56 AM	1242	Empty Pick-Up	1454551450	MUMU8289680	40DR96	COS	AAAA	A907
				06-Jun	07:30	3020511	FILLED	Jun 4, 2012 10:23:18 AM	Jun 6, 2012 7:47:23 AM	1277	Import Pick-Up		TTNU3343329	40DR96	WSL	AAAA	A999
				06-Jun	08:00	3022705	FILLED	Jun 4, 2012 11:10:26 AM	Jun 6, 2012 8:34:41 AM	1717	Import Pick-Up		MUMU9211991	40DR96	нмм	AAAA	A817
	Status	Count	Percent	06-Jun	08:00	3024337	FILLED	Jun 5, 2012 2:14:24 PM	Jun 6, 2012 8:17:09 AM	1285	Empty Pick-Up	10871327905	BOBO3143146	40DR86	нмм	AAAA	A804
	FILLED	55	90.16 %	06-Jun	08:00	3027439	FILLED	Jun 5, 2012	Jun 6, 2012	1207	Empty	32932327905	MUMU4643291	40DR86	нмм	АААА	A811
	CANCEL	0	0.00 %					2:14:32 PM	8:09:16 AM		Pick-Up						
	MADE	6	9.84 %	06-Jun	08:00	3043094	FILLED	Jun 5, 2012 11:03:45 AM	Jun 6, 2012 8:10:45 AM	1858	Empty Pick-Up	1087551450	BOB01977481	40DR96	COS	AAAA	A448
-	MADE	•	9.04 %					11:03:45 AM	8:10:45 AM		Pick-Up						

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 dropdown list. Once the desired month has been selected, the report will be generated.

Home	Detailed Report	Summary Report
Select Pe	riod 🔻	
Select Pe	riod	
October-	-2011	
Septemb August-2		

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

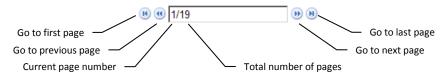
The default number of records shown is 20.

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.



Print

Click the $\bigoplus_{\text{Print View}}$ 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.

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	01-Sep	07:30	2835113	FILLED	09/1/2011 7:17:15 AM	09/1/2011 8:14:17 AM	6389	Export Drop-Off	225622569	5	TTNU8683568	40DR96	нмм	AAAA	A45	YES			 Appointment det
ii	01-Sep	08:00	2833559	CANCEL	08/30/2011 8:02:39 AM	08/31/2011 8:06:13 AM		Import Pick-Up			CBHU8413689	40DR96		AAAA		OMIT			
ü	01-Sep	09:00	2833560	CANCEL	08/30/2011 8:02:40 AM	08/31/2011 8:06:11 AM		Import Pick-Up			TTNU8483352	40DR96		АААА		оміт			
	01-Sep	09:00	2835270	FILLED	09/1/2011 8:50:22 AM	09/1/2011 10:39:31 AM	6588	Import Pick-Up			CBHU5852773	40RF96	APL	АААА	117	YES			
i	01-Sep	10:00	2833561	CANCEL		08/31/2011 8:06:10 AM		Import Pick-Up			CBHU5265357	40DR96		AAAA		омп			
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	01-Sep	10:00	2835117	FILLED	8:02:41 AM	10:52:53 AM 09/1/2011	6617	Pick-Up Empty			CBHU2043555	20DR86	cos	АААА	A52	YES			
	01-Sep	10:00	2835244	FILLED	7:32:17 AM 09/1/2011	10:18:46 AM 09/1/2011	6559	Drop-Off Export	570452457	0	CBHU8654089	40DR96	COS	AAAA	A117	YES			
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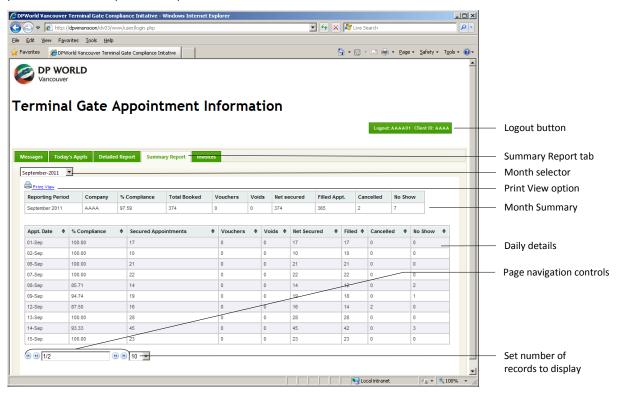
The **Note** column uses the following legend:

lcon	Explanation
ii	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.
\triangle	Appointment record has a voucher applied.
0	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.

essages Today's Appts	Detailed Report	Summary Report	oices		
invoiceld	\$	clientId	\$	created	\$
GC00028519		АААА		2014-07-07 10:44:19	
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GC00024515		АААА		2014-05-05 15:24:39	
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