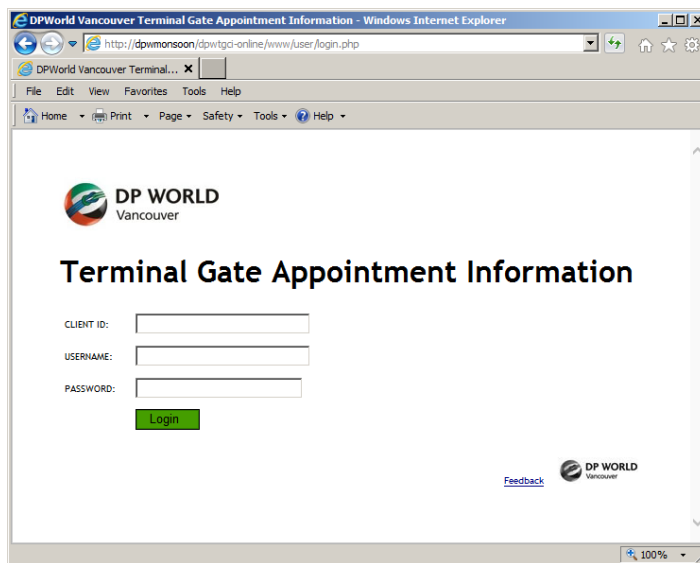


## Terminal Gate Appointment Information

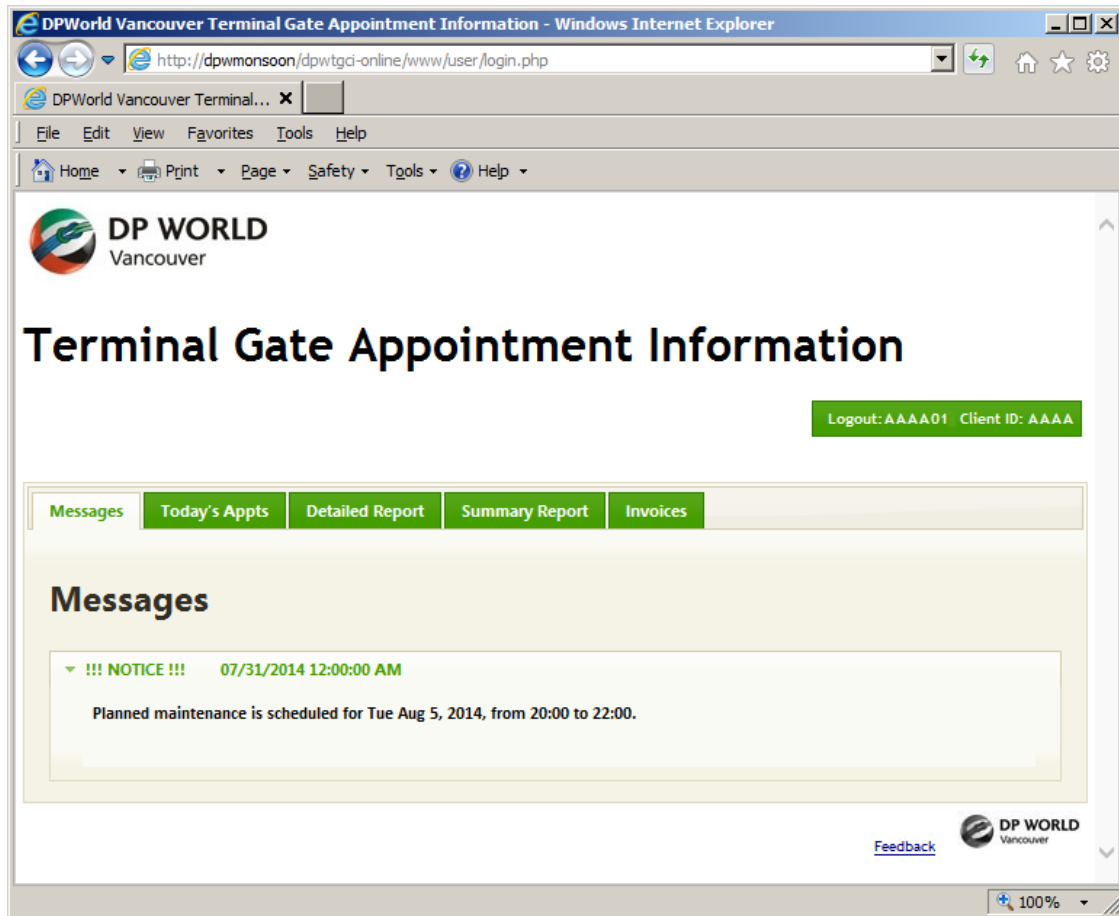
### A. Accessing the Terminal Gate Appointment Information

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**.

- 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.



- Click on the **Detailed Report** or **Summary Report** tab to access the desired report form.

## B. Logging Off

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

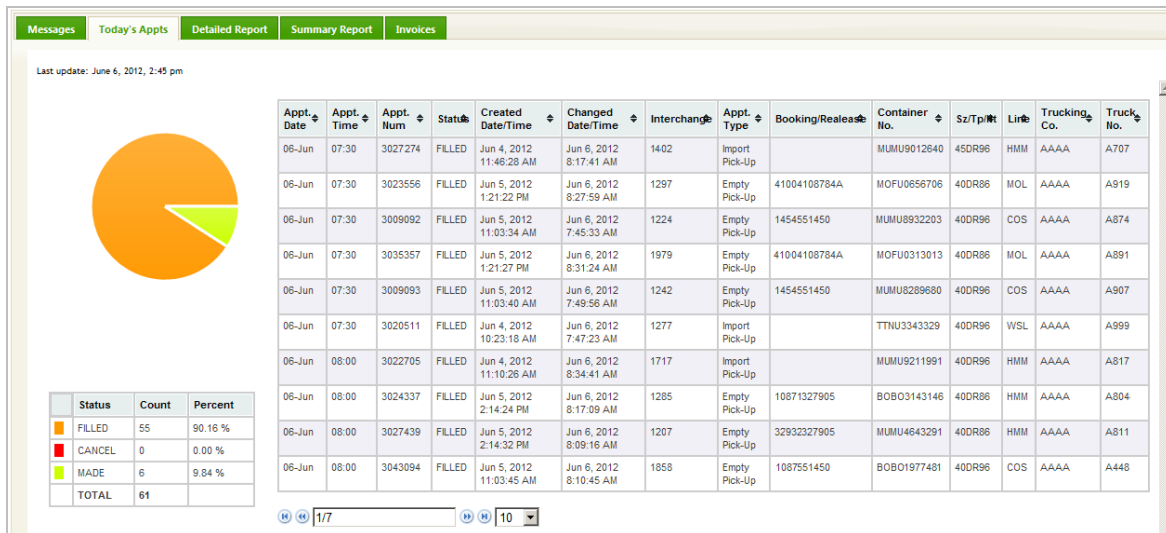
Logout: AAAA01 Client ID: AAAA

- 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:

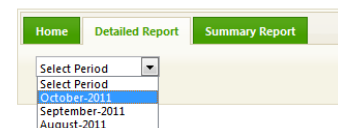
- Detailed Report - provides detailed information by appointment for the selected month
- Summary Report - provides a daily summary for the selected month

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.

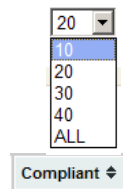
When the arrow is pointing up, the contents are being sorted in ascending order. 

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

### **Set Number of Records per Page**

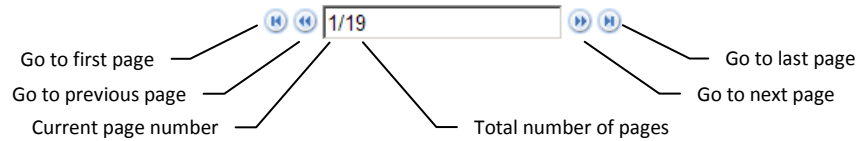
The default number of records shown is 20.

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.

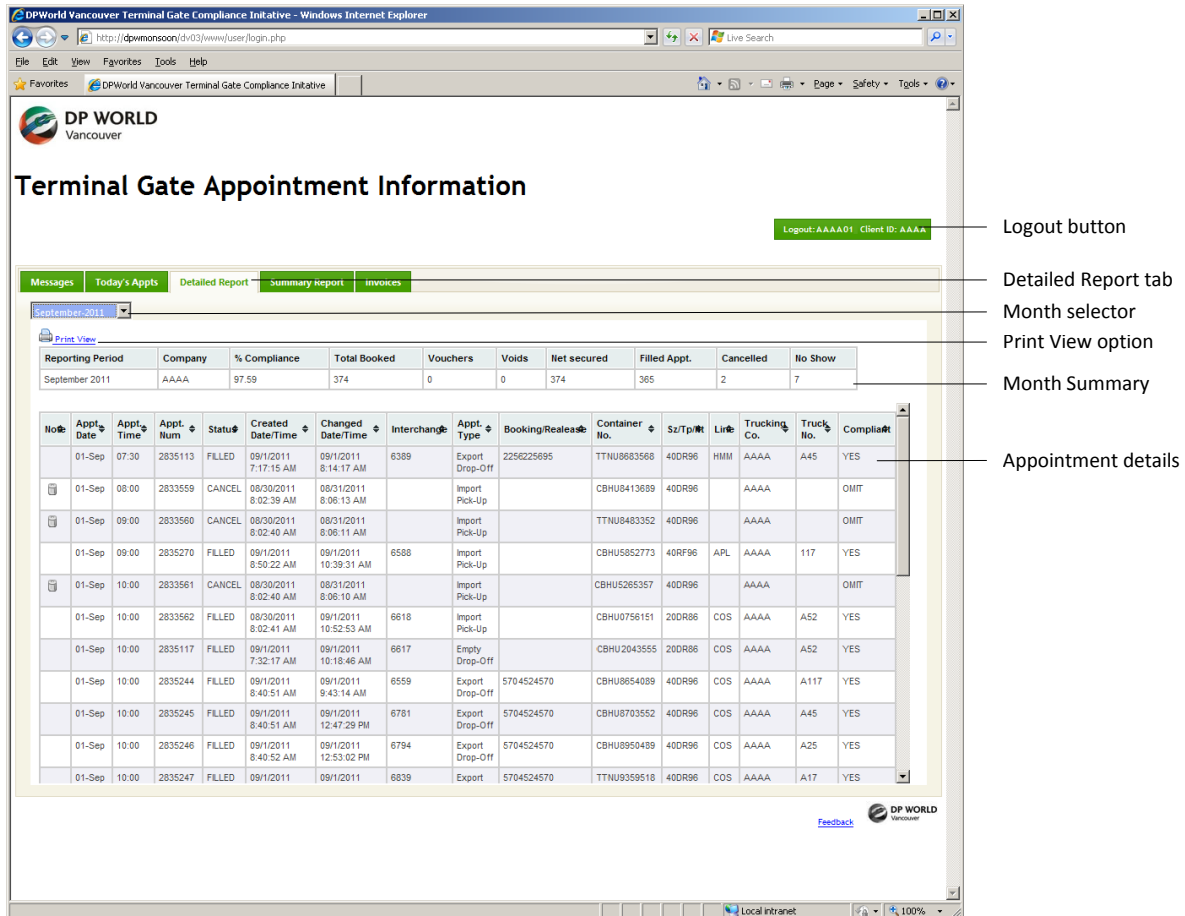


### **Print**

Click the  [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.



DP WORLD Vancouver

### Terminal Gate Appointment Information

Logout: AAAA01 Client ID: AAAA

Messages Today's Appts **Detailed Report** Summary Report Invoices




September-2011

Print View

Reporting Period	Company	% Compliance	Total Booked	Vouchers	Voids	Net secured	Filled Appt.	Cancelled	It's Show
September 2011	AAAA	97.59	374	0	0	374	365	2	7

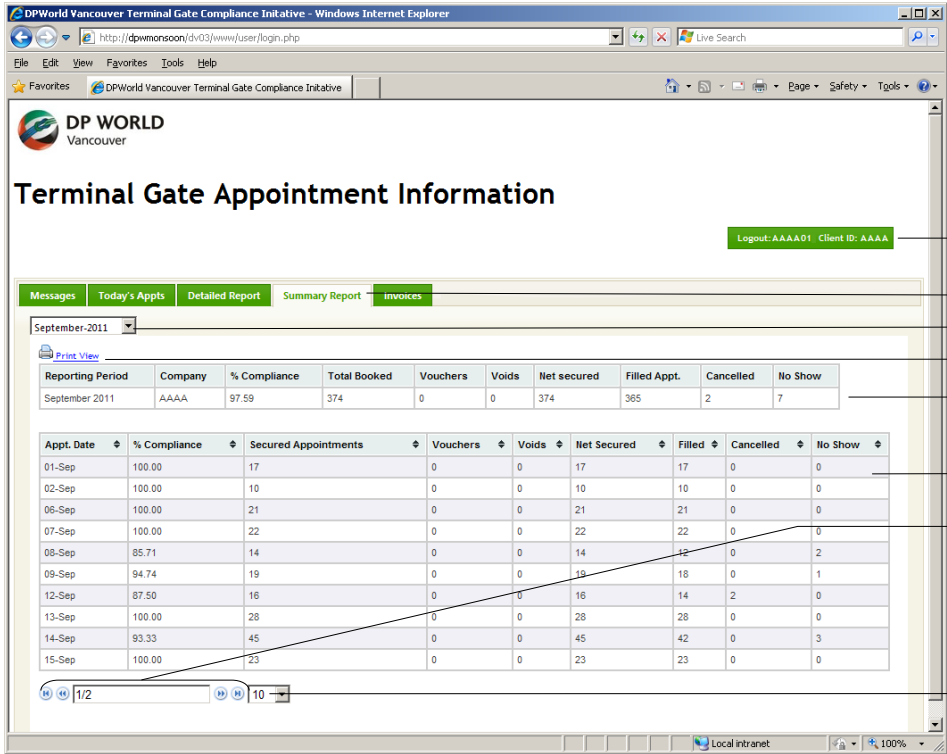
No.	Appt. Date	Appt. Time	Appt. Num.	Status	Created Date/Time	Changed Date/Time	Interchange	Appt. Type	Booking/Release	Container No.	Sz/Tp/Wt	Ltr	Trucking Co.	Truck No.	Compliance
	01-Sep	07:30	2835113	FILLED	09/1/2011 7:17:15 AM	09/1/2011 8:14:17 AM	6389	Export Drop-Off	2256225695	TTNU0683568	40DR96	HMM	AAAA	A45	YES
	01-Sep	08:00	2833559	CANCEL	08/30/2011 8:02:39 AM	08/31/2011 8:06:13 AM		Import Pick-Up		CBHU0413689	40DR96		AAAA		OMIT
	01-Sep	09:00	2833560	CANCEL	08/30/2011 8:02:40 AM	08/31/2011 8:06:11 AM		Import Pick-Up		TTNU0483352	40DR96		AAAA		OMIT
	01-Sep	09:00	2835270	FILLED	09/1/2011 8:59:22 AM	09/1/2011 10:39:21 AM	6588	Import Pick-Up		CBHU5852773	40RF96	APL	AAAA	117	YES
	01-Sep	10:00	2833561	CANCEL	08/30/2011 8:02:40 AM	08/31/2011 8:06:10 AM		Import Pick-Up		CBHU5265357	40DR96		AAAA		OMIT
	01-Sep	10:00	2833562	FILLED	09/1/2011 8:02:41 AM	09/1/2011 10:52:53 AM	6618	Import Pick-Up		CBHU0756151	20DR86	COS	AAAA	A52	YES
	01-Sep	10:00	2835117	FILLED	09/1/2011 7:32:17 AM	09/1/2011 10:18:46 AM	6617	Empty Drop-Off		CBHU2043555	20DR86	COS	AAAA	A52	YES
	01-Sep	10:00	2835244	FILLED	09/1/2011 8:40:51 AM	08/31/2011 9:43:14 AM	6559	Export Drop-Off	5704524570	CBHU8654089	40DR96	COS	AAAA	A117	YES
	01-Sep	10:00	2835245	FILLED	09/1/2011 8:40:51 AM	09/1/2011 12:47:29 PM	6781	Export Drop-Off	5704524570	CBHU8703552	40DR96	COS	AAAA	A45	YES
	01-Sep	10:00	2835246	FILLED	09/1/2011 8:40:52 AM	09/1/2011 12:53:02 PM	6794	Export Drop-Off	5704524570	CBHU8950489	40DR96	COS	AAAA	A25	YES
	01-Sep	10:00	2835247	FILLED	09/1/2011	09/1/2011	6839	Export	5704524570	TTNU9359518	40DR96	COS	AAAA	A17	YES

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.



Logout: AAAA01 Client ID: AAAA

Messages Today's Appts Detailed Report **Summary Report** Invoices

September 2011

Print View

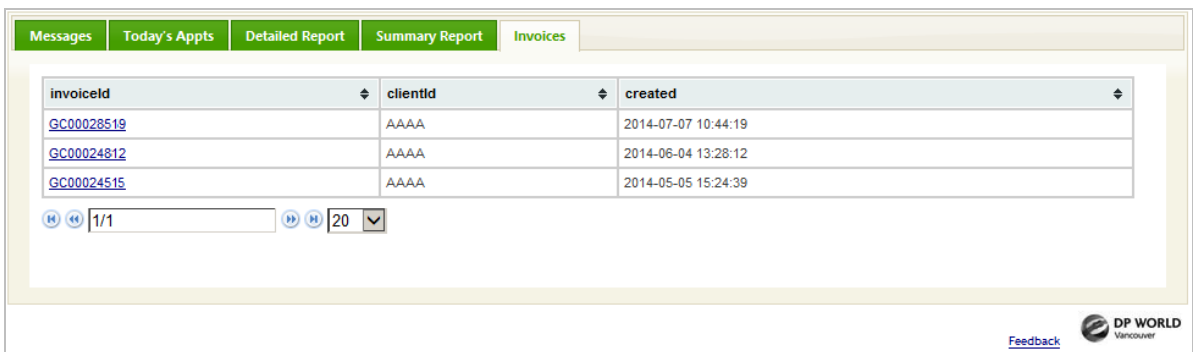
Reporting Period	Company	% Compliance	Total Booked	Vouchers	Voids	Net secured	Filled Appt.	Cancelled	No Show
September 2011	AAAA	97.59	374	0	0	374	365	2	7

Appt. Date	% Compliance	Secured Appointments	Vouchers	Voids	Net Secured	Filled	Cancelled	No Show
01-Sep	100.00	17	0	0	17	17	0	0
02-Sep	100.00	10	0	0	10	10	0	0
06-Sep	100.00	21	0	0	21	21	0	0
07-Sep	100.00	22	0	0	22	22	0	0
08-Sep	85.71	14	0	0	14	12	0	2
09-Sep	94.74	19	0	0	19	18	0	1
12-Sep	87.50	16	0	0	16	14	2	0
13-Sep	100.00	28	0	0	28	28	0	0
14-Sep	93.33	45	0	0	45	42	0	3
15-Sep	100.00	23	0	0	23	23	0	0

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## G. Invoices

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



Messages Today's Appts Detailed Report Summary Report **Invoices**

invoicid	clientid	created
<a href="#">GC00028519</a>	AAAA	2014-07-07 10:44:19
<a href="#">GC00024812</a>	AAAA	2014-06-04 13:28:12
<a href="#">GC00024515</a>	AAAA	2014-05-05 15:24:39

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Feedback 