

# Quick guide

Quick guide how to use Preadvice for a drop off and pick up Container/Goods/Trailer at a Terminal.

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## Preadvice in the app

Go to the **Preadvice tab**



Select **Location** and **Terminal**

Select **Preadvice type**

Select **Transportation type**

Fill in the required details in the **steps** presented and **Confirm**

Book	Info	D&T	Exces	DG	Sum
Unit ID:	DNGU1000008				
Booking number:	PREADVICE1				
Booking owner:	InPort				
Unit selection:	40 - DV - Special goods type				
Seal 1:	12				
Seal 2:	12				
Gross weight (Kg):	5000				
Location of origin:	Göteborg				
Notes to fork lift operator:					
Required temperature	40-100 (F°)				
Date:	2020/10/06 17:0				
Delivery status:	Not ready				
Excessive meas.:	Done				
Dangerous goods:	Confirmed				

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## Prepare for transport

Check if your unit/goods are ready for drop off and/or pick up in the **Work order tab**

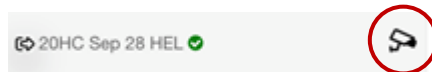


**The colored circle symbol** indicates the status. Click the symbol for further information.

Search in all columns...		
PREA0000031 20DV Sep 8 HEL	<input type="checkbox"/>	📷
PREA1000000 Out Sep 28 HEL	<input type="checkbox"/>	📷
PREA2000046 40DV Sep 29 HEL	<input type="checkbox"/>	📷
20HC Sep 28 HEL	<input type="checkbox"/>	✅

When the circle turns green, the work order is ready for delivery.

Work orders with the **camera symbol** indicates that the terminal uses photo scanner and you can move on to step 3.



For work orders without the camera symbol, a PIN code is needed to enter the gate. Select the work orders you want to perform in the same transportation occasion by ticking the **checkboxes** and press **Connect selected work order(s)**

BEAU4249961 40HC Sep 29 HTT	<input checked="" type="checkbox"/>	✅
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After work orders have been manually connected you will receive an SMS and/or email with the pin code for the gate.

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## At the gate

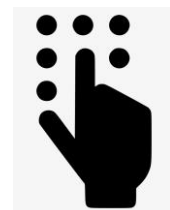
→ **Photo scanner?**

Drive through the photo scanner and identify the transport occasion in the kiosk display. The gate will be opened by the scanner once done. The scanner will open the gate upon exiting the Terminal as well.



→ **PIN code access?**

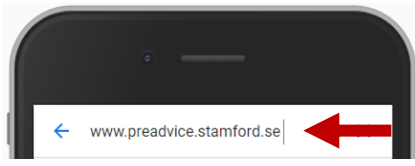
Use the PIN code received via SMS/email to open the gate and park at the Load zone given in the relevant workorder(s). The same PIN code is also used to exit the Terminal.



# Frequently asked questions

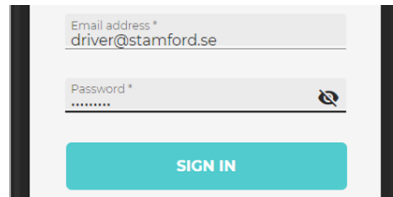
## How do I log in?

- 1 Open your browser and go to [www.preadvice.stamford.se](http://www.preadvice.stamford.se)



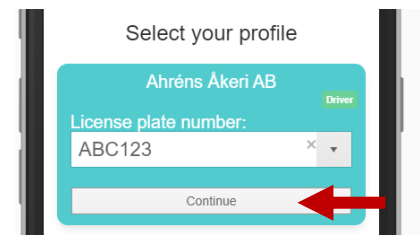
- 2 Enter your **email address** and **password**.

Click on **Sign In**.



- 3 Enter your **license plate number**.

Click on **Continue**.

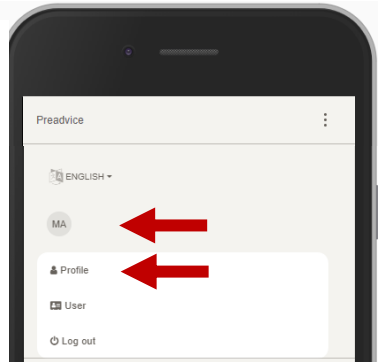


## How do I change user profile?

- 1 Click on the three dots in the upper right corner.

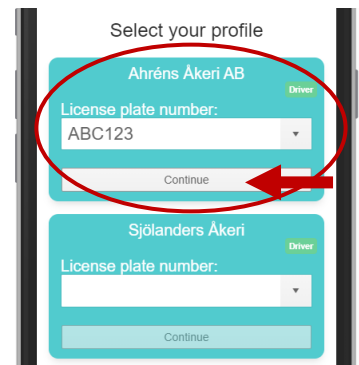
Click on the circle with your initials.

Click on **Profile**.



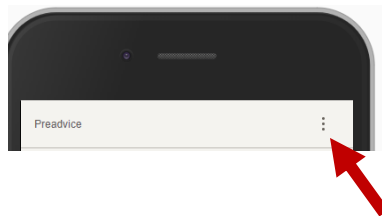
- 2 There is one blue card for each **Haulier** you are connected to.

Choose the one you want to change to and enter your **license plate number** in that card. Click **Continue**.

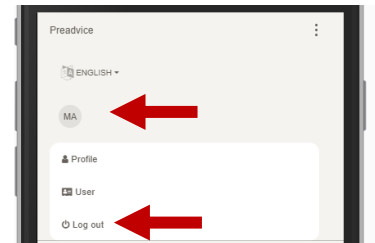


## How do I log out?

- 1 Click on the three dots in the upper right corner.

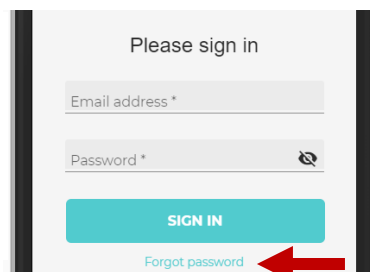


- 2 Click on the circle with your initials.
- Click on **Log out**.



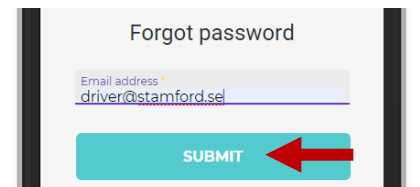
## What do I do if I forget my password?

- 1 Click on **Forgot password** below the Sign In-button.



- 2 Enter your email address and click **Submit**.



You will get an email with a link to choose a new password.



## How do I get a user account?

Contact your Haulier administrator.

## How do I change language?

Click on the three dots  in the upper right corner. Click on  and select desired language from the list.

## What browsers and devices are supported?

Browsers: Android Chrome, Android Firefox, Chrome, Firefox, Opera, OSX Safari, iOS Safari, Samsung Internet browser, Microsoft Edge. Devices: Android (Phones and Tablets) iOS (iPhone, iPad) PSX (Mac PCs), Windows (PCs)