

User maintenance - Help	2
My Agent - Help	3
Company Info - Help	4
Customer - Help	5
Transport Emergency Card – Help	6
Search for Dangerous Goods - Help	7
Driver’s Checklist – Help	9
Select Document - Help.....	10
Air Document – Header – Help	11
Detailed help for the Air document.....	11
Air Document – Details – Help.....	13
Road Document – Header – Help	15
Detailed help for the Road document.....	15
Road Document – Details – Help	17
Fields for non-radioactive items:.....	17
Empty unclean packaging	17
Fields for radioactive items:	18
Sea Document – Header – Help.....	20
Detailed help for the Sea document	20
CONTAINER/VEHICLE PACKING CERTIFICATE.....	21
Sea Document – Details – Help	23
Fields for non-radioactive items:.....	23
Fields for radioactive items:	24
Settings - Help.....	26
Document and data storage – Help	28
Modules - Help.....	29
NOTOC – Special Load – Notification To Captain – Help	30
Own Product List - Help.....	32
Reorder - Help	33
Register your DGOoffice.net - Help	34
Track and Trace - Help	35
Creating datasheets:	36
Implementing the DocMan datasheets in WebRemote:.....	36

User maintenance - Help

User maintenance

NewDeleteSave

Users:

Select	AZE	*
Select	HT	

User:

Full Name:

Password:

Title:

Phone:

E-mail:

☐ Administrator

☐ Read only

Language: Last login:

Country: Browser:

Segments / Modules:

☐ Transport / Road module

☐ Transport / Sea module

☐ Transport / Air module

☐ Transport / DGMcard Plus module (All languages)

☐ Transport / Address label

☐ Transport / Statistics

☐ Additional / Notoc

☐ Additional / Document Archive

☐ Additional / Own articles

*) Admin

To create new users click the "New" button.

Type in necessary information for each user you want to register.

By selecting and deselecting "Segments / Modules" you give the user rights to use different segments or modules.

Remember to save your change by clicking the "Save" button. A user can also be deleted by clicking the "Delete" button.

My Agent - Help

My Agent	
Address:	(None) Kokholm 3B 6000 Kolding DENMARK
Phone:	+45 7557 5790
Fax:	+45 7557 5791
E-mail:	info@dgm-sdq.com
Homepage:	http://www.dgm-sdq.com


This page shows all information about your agent.

Company Info – Help

Company Info		Save
Please fill in all the necessary fields		
<i>Company login name:</i>	E-mail:	
<input type="text"/>	<input type="text"/>	
Company name:		
<input type="text"/>		
<i>Address:</i>		
<input type="text"/>		
<i>Zip code:</i>	<i>City:</i>	
<input type="text"/>	<input type="text"/>	
Country:		
<input type="text"/>		
<i>Phone:</i>	<i>VAT no.:</i>	
<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> Automatic reorder		

Here is information about your company stored.

Customer - Help

Customer				Search	New	Delete	Save	Back
Select	CLC			Customer ID:			Airport of departure:	
Select	GMC		✓	Name:			Airport of destination:	
Select	IMC			Address:			Emergency Telephone:	
Select	Ourself	✓						
Select	PBC							
Select	UPS UK		✓	Zip code:			Note:	
				City:				
				Country:				
				UNITED STATES				
				State:				
				Owner (to edit):				
<< < 1-6/6 > >>				<input checked="" type="checkbox"/> Shipper <input checked="" type="checkbox"/> Carrier <input checked="" type="checkbox"/> Consignee				
<input checked="" type="radio"/> Customer ID <input type="radio"/> Name				<input type="checkbox"/> Company standard <input type="checkbox"/> Company standard <input type="checkbox"/> Company standard				
<input type="text"/> 				<input type="checkbox"/> User standard <input type="checkbox"/> User standard <input type="checkbox"/> User standard				

To store a new "Customer" click the "New" button.
Type in necessary information for each "Customer" you want to register.

When your company are using the same "Customer" as default shipper you are able to flag the relevant one as the "Company Standard" shipper. If you are using different shippers throughout your company you are able to flag the one you want to use as your default shipper as "User Standard".

If only a "Customer" is flagged as the "Company Standard" shipper this "Customer" will automatically be transferred to the transport documents as Shipper.

If you flag a "Customer" as your "User Standard" this one will be used in stead and transferred to the transport documents as Shipper.

Transport Emergency Card – Help

The screenshot shows a web-based configuration interface for a Transport Emergency Card. At the top, there is a title bar with the text "Transport Emergency Card" and two buttons: "Print" and "< Back". Below the title bar, the interface is divided into three main sections. The first section, "Available languages:", contains a scrollable list of 24 languages: Albanian, Azerbaijani, Belarussian, Bosnian, Bulgarian, Croatian, Czech, Danish, Dutch, Dutch (BE), English, Estonian, Finnish, French, German, Greek, Hungarian, Icelandic, Italian, Latvian, Lithuanian, Macedonian, Norwegian, Polish, Portugese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, and Swedish. The second section, "Selected languages:", is currently empty. Between these two lists are four buttons: ">", "<", ">>", and "<<". The third section, "Print Transport Emergency Cards according to:", contains two checked checkboxes: "ADR 2007" and "ADR 2009".

Select actual language from the "Available languages" list.
Click the ">" button and the selected language are moved to the "Selected languages" list.

Repeat this for every language you want to select.

To deselect a language mark the actual language in the "Selected languages" list.
Click the "<" button and the selected language are moved back to the "Available languages" list.

Repeat this for every language you want to deselect.

If you want to select all languages, click the ">>" button.

If you want to deselect all languages, click the "<<" button.

Click the "Print" button.

Search for Dangerous Goods - Help

Search for Dangerous GoodsCreate Documents

Select search database: ☒ General dangerous goods database ☐ Own language (ADR) ☐ Own articles

How to search: 4 digits: Search by UN Number, any other: Search by Proper Shipping Name

➔

	UN No.	Name			
Add	1230	Methanol			

Selected Segregation Road Segregation Sea < 1.1.3.6 - Points Left: 1000 - Press to recalculate

	UN No.	Name	Description			
--	--------	------	-------------	--	--	--

Search for products by typing UN number or part of a proper shipping name.
e.g. Type in "1302", press the Enter key or click the arrow button.

You may search from three databases:

General dangerous goods database
Own language
Own Product List

If own products are stored, then the Own Product List will be marked as default, else the General dangerous goods database are marked as default.

An alternative to the General dangerous goods database, always in English, a database for own language may be selected.

If more information are needed for an added Dangerous Goods item move the mouse pointer over the Road, Sea or Air column. Click the "Info" button.

Click the "Add" button and the product are added to the "Selected list".

When adding different Dangerous Goods, the software will keep you updated about the current Segregation status for Road and Sea displaying green or red checkmarks.

The 1.1.3.6. calculation for Road (ADR) are always shown.

Remarks: This is only active if Net/NEQ is registered for the added items.

Click the "+" button, fill in information as Gross, Net/NEQ and Technical/Chemical Name – Commercial name.

Remarks: Technical/Chemical name shall only be typed when necessary.

If you want to remove a selected item click the actual "Remove" button.

If Limited Quantities for Sea are possible for the actual Dangerous Goods item, a green checkmark are shown in the rightmost column. Click the "X" button if you want to use the Limited Quantity possibility.

When all products are added, click the "Create Documents" button.

Explanation for the search grid:



This substance exists and if the segregation is ok (Road/Sea) a Dangerous Goods Declaration can be made.



This substance does not exist. A transport can't be created including this substance, but if at least one substance is included in the transport, which is allowed on the selected transport mode, a Dangerous Goods Declaration can be created, but the non existing substance is ignored.



This substance is forbidden to transport and a Dangerous Goods Declaration can't be made (Road/Sea).

On Air, the Wizard can't be used, the Shippers Declaration has to be made manually.



AIR only: This substance is forbidden on passenger flights (PAX) – allowed on cargo aircraft only (CAO)



ROAD only: This substance might be classified as High Consequence Dangerous Goods

Driver's Checklist – Help

Driver's Checklist

Select Language:

Danish

Dutch

English

Finnish

French

German

Italian

Norwegian

Portugese

Romanian

Slovenian

Spanish

Swedish

Print Checklist

Print Checklist (Text only)

DRIVER'S CHECK LIST



DANGEROUS GOODS LOADED ON TRANSPORT UNIT:

Load: UN 1200


Labeling: 1 of 2

Volume: 6

Loaded on: Vehicle




EXEMPTIONS 1.1.3.6:



LOADS ARE NOT EXCEPTED FROM EXEMPTIONS IN 1.1.3.6. When provisions take effect, the transport document shall bear the full name, description, and not exceeding the exemption limits prescribed in 1.1.3.6.

Calculated value 0

CARRIAGE IN PACKAGES:




Apply to: All

Ref: 7.2.2

Packaging made of materials exceeds in vehicles shall be loaded on or stored in closed vehicles or containers.


LOADING, UNLOADING AND HANDLING:



Apply to: UN 1200

Ref: 7.2.1


For vehicles loaded with UN 1200, the exemption for compatibility group (S), S.A, S.B, (S)(S)(S) + (S)(S)(S) (S), (S)(S)(S) (S) + (S)(S)(S), (S)(S), (S)(S), (S)(S) (S).



Apply to: UN 1200

Ref: 7.2.1 (S)(S)

If any exemption has been applied in vehicle or container, it may not be used until it has been cleaned, decontaminated or disinfected.




Apply to: UN 1200

Ref: 7.2.4 (S)(S)

It is in immediate proximity to livestock, other animals of consumption or animal feeds.


REQUIREMENTS FOR VEHICLE CREWS, EQUIPMENTS, OPERATION AND DOCUMENTATION:



Apply to: All

Ref: 8.1.1 (S)

Transport document covering all the dangerous goods loaded. When appropriate, Containing packing certificate.



Apply to: All

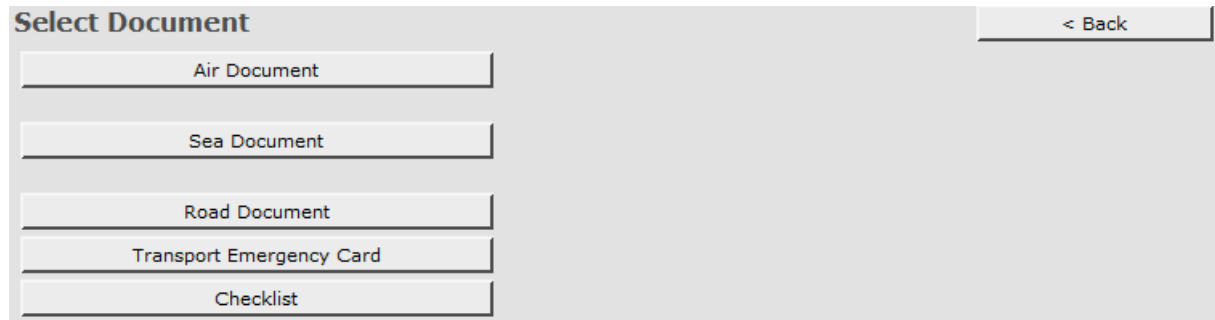
Ref: 8.1.1 (S)

When appropriate, a copy of the main text of the special agreement(s).

Select language for the checklist and click the "Print Checklist" button or "Print Simple Checklist" button.

If you want to go back click the "Back" button.

Select Document - Help



Select Document

< Back

Air Document

Sea Document

Road Document

Transport Emergency Card

Checklist

Click a button and select document:

Air Document
Sea Document
Road Document
Transport Emergency Card
Checklist

If you want to go back click the "Back" button

Air Document – Header – Help

Air Document - Header < Back To details >

Shipper:
= Mandatory fields

Name: My Company >

Address: My company road 1 &u2191 &u2193

Zip code: 11111

City: My town

Country: SWEDEN &u2193

Consignee:

Name: General Motors Company >

Address: Havenstreet 2 &u2191 &u2193

Zip code: 44334

City: CoolVille

Country: UNITED KINGDOM &u2193

☐ Cargo Aircraft Only

☐ Radioactive Material

Air waybill No (AWB) :

Airport of departure:

Airport of destination:

Additional Information:

Additional info for air:

Reference No:

Signature:

Place: My town

Date: 12/14/2009

Signature: Aron Zeelot Erinder/

Register all necessary information. Follow instructions for each field. When all information's are registered click the "To details" button.

Searching Shipper, Consignee and/or Carrier, click the search button (button marked with ">")

If you want to go back click the "Back" button.

Detailed help for the Air document

Shipper:

Name:	Company name	(example: "ABC Chemical")
Address:	Street address:	(example: "Toxic road 123")
Zip Code:		(example: "1234")
City:	City or place	(example: "AMSTERDAM")
State: (only for some countries)		(example: "MIAMI")
Country:		(example: "NETHERLANDS")

Consignee:

Name:	Company name	(example: "XYZ Chemical")
Address:	Street address:	(example: "Corrosive road 321")
Zip Code:		(example: "4321")
City:	City or place	(example: "OSLO")
State: (only for some countries)		(example: "MIAMI")

Country: (example: "NORWAY")

Additional information:

This field is for other information like emergency response telephone number etc.
If needed, type the necessary information regarding the whole document in this field.

Additional info for air:

Additional information special for air transport only should be typed in here so it not affects other documents.

Reference No:

This field is mandatory. Every document needs a reference number.
A unique number must be typed into this field.

Cargo Aircraft Only:

Place a check mark in this box if CAO.

Radioactive Material:

Place a check mark here if radioactive material
Only enabled if radioactive material are added to the transport.

Air waybill No (AWB):

Store the Air waybill number here.

Airport of departure:

Store the airport of departure here.

Airport of destination:

Store the airport of destination here.

Signature:

This section is mandatory.

Company: Name of the company who completing the document. Generally similar as the shipper's name.

Place: Generally the same as the shipper's city

Date: The current date where the document are completed.

Signature: Name and title of the person who complete the document.

Air Document – Details – Help

Air Document - Details		Run Air Wizard	Print labels	Print	Save line	< Back	
UN No.	Proper Shipping Name	Other Info	Class	Packing Group	Gross	Net/NEQ	Data OK
1230	METHANOL		3	II	0	0	

You will now see a list of all the substances you have added in the search page. Every item has to be completed before you can proceed to print. Click the Edit button for each line and fill in the necessary information. Click the Save Line button. If some mandatory information is missed, the Data OK column for the actual line will still show a forbidden sign. When all lines have a green checkmark in the Data OK column you can proceed to print.

There are two ways to complete a document in air mode:

- Run Air Wizard.
The wizard is self explained. Just follow the instructions on the screen. Click "Exit" to finish the wizard.
All items are now presented in the manual edit mode. If you want to change something do a manual edit.
If all is OK, just click the "Print" button and the document is printed.
- Manual edit by clicking the edit button for each line. The necessary fields will be shown.
The "Data OK" column will indicate that you must open each item by clicking the "Edit" button.
Fill in the necessary information for each field. Fields that are marked with red are mandatory.
If you first used the wizard, most of the fields described below are filled with the correct information.
We always recommend using the wizard.

Quantity and type of packing:

Fill in the information as described in IATA part 8, Steps 6 and 7.

Packing Instr:

Normally this field are filled in by the system. This is described in IATA part 8, Step 8

Authorization:

Fill in the information as described in IATA part 8, Step 9

Select text to add to PSN:

This gives you the opportunity to select from a list some additional text who may be necessary to the Proper Shipping Name.

Empty unclean packaging

Check this box out if the item is empty unclean package.

Waste

Check this box out if the item is waste.

No. of labels:

Here you set the numbers of labels to be printed for the actual item.

Additional label inf.:

Eventually additional information for the label may be typed here.

Road Document – Header – Help

Road Document - Header < Back To details >

ADR Transport Document

Shipper:
= Mandatory fields

Name: My Company >
Address: My company road 1
Zip code: 11111
City: My town
Country: SWEDEN

Carrier:

Name: UPS >
Address: Carrier road 1
Zip code: 22222
City: Coolville
Country: UNITED KINGDOM

Consignee:

Name: General Motors Company >
Address: Havenstreet 2
Zip code: 44334
City: Coolville
Country: UNITED KINGDOM

☐ Carriage from/to air- or sea ports (1.1.4.2.1)

Additional Information:

Reference No:

Signature:
Company: My Company
Place: My town
Date: 12/14/2009
Signature: Arno Zeeböt-Erinder

Register all necessary information. Follow instructions for each field. When all information's are registered click the "To details" button.

Searching Shipper, Consignee and/or Carrier, click the search button (button marked with ">")

If you want to go back click the "Back" button.

Detailed help for the Road document

Shipper:

Name: Company name (example: "ABC Chemical")
Address: Street address: (example: "Toxic road 123")
Zip Code: (example: "1234")
City: City or place (example: "AMSTERDAM")
State: (only for some countries) (example: "MIAMI")
Country: (example: "NETHERLANDS")

Note: For road document, the shipper's country is important for the system to automate the actual language for the declaration.

Consignee:

Name: Company name (example: "XYZ Chemical")
Address: Street address: (example: "Corrosive road 321")

Zip Code: (example: "4321")
City: City or place (example: "OSLO")
State: (only for some countries) (example: "MIAMI")
Country: (example: "NORWAY")

Note: For road document, the consignee's country is important for the system to automate the actual language for the declaration.

Carrier:

Name: Company name (example: "ABC Transport")
Address: Street address: (example: "Transport road 123")
Zip Code: (example: "1234")
City: City or place (example: "AMSTERDAM")
State: (only for some countries) (example: "MIAMI")
Country: (example: "NETHERLANDS")

Additional information:

This field is for other information like emergency response telephone number etc.
If needed, type the necessary information regarding the whole document in this field.

Reference No:

This field is mandatory. Every document needs a reference number.
A unique number must be typed into this field.

Signature:

This section is optional.

Company: Name of the company who completing the document. Generally similar as the shipper's name.

Place: Generally the same as the shipper's city

Date: The current date where the document are completed.

Signature: Name and title of the person who complete the document.

Carriage from/to air- or sea ports (1.1.4.2.1):

By placing a check mark in this box will generate the text "Carriage from/to air- or sea ports (1.1.4.2.1)" on the document.

Road Document – Details – Help

Road Document - Details								Print labels	Print	Save line	< Back
	UN No.	Proper Shipping Name	Other Info	Class	Packing Group	Gross	Net/NEQ	Data OK			
Edit	1230	METHANOL		3	II	0	0				

You will now see a list of all the substances you have added in the search page. Every item has to be completed before you can proceed to print. Click the "Edit" button for each line and fill in the necessary information. Click the "Save Line" button. If some mandatory information is missed, the "Data OK" column for the actual line will still show a forbidden sign. When all lines have a green checkmark in the "Data OK" column you can proceed to print.

In this mode manual edit are the only option. Click the "Edit" button for each line. The necessary fields will be shown. The fields are different for radioactive items. Fieldnames in red are mandatory fields.

Fields for non-radioactive items:

Number:

Number of package for this item.

Description of Package:

Description of package for this item.

By clicking the ">" button a list with package names are shown.

We always recommend using this list to get the correct package names.

By selecting from the list the package name will be translated to the actual language as described in the regulation.

Quantity:

Net Volume is the net quantity of the dangerous goods except package. The regulations have a reference to the net quantity of the dangerous goods and we always recommend using this.

You may change the unit (kg / L) but we also here recommend using the unit as described in the regulation.

Gross mass (kg) is the total weight of the dangerous goods plus the package.

Outer packages:

By using the ">" button you can select from a list alternative outer packages.

Empty unclean packaging

Check this box out if the item is empty unclean package.

Waste

Check this box out if the item is waste.

Other Info:

If some other info is needed for the item, you may type it here.

No. of labels:

Here you set the numbers of labels to be printed for the actual item.

Additional label inf.:

Eventually additional information for the label may be typed here.

Fields for radioactive items:

Shipping Marks:

Here you may type some information related to the package.

Gross mass (kg):

Type the gross mass for the radioactive item.

Number:

Type the number of packages for the radioactive item.

Choose package:

Select actual package for the item in the list. Only relevant packages for the item are listed.

Additional package description:

Some times it may be necessary to type some more description for the package.

Cube:

The cube of the package may be typed here.

Category:

Select the actual category for the item here. (I-White, II-Yellow and III-Yellow)

Transport Index:

Type in the transport index for the item

Criticality Safety Index: (CSI)

If the item needs SCI, this field are active, if not it is greyed.

Exclusive use shipment:

Check the box if exclusive use shipment is used.

Multiple of A2:

If the item needs multiple of A2, this field will be active, if not it is greyed.

Add sub risk1:

If an additional subsidiary risk one is needed, select it from the list.

Add sub risk2:

If an additional subsidiary risk two is needed, select it from the list.

Add Packing Group:

If an additional packing group is needed, select it from the list.

Please type in radionuclide:

Here you add all the radionuclide(s) in the package.

Radionuclide:

The name of each radionuclide.

Chemical form:

Chemical form for each radionuclide.

Physical form:

Select from the list.

Activity:

The activity for each radionuclide. Select the unit of Becquerel.

Click the "Add" and the "Save" button for each radionuclide item.

Sea Document – Header – Help

Sea Document – Header

< Back

To details >

Shipper:
= Mandatory fields

Name: My Company >

Address: My company road 1

Zip code: 11111

City: My town

Country: SWEDEN

Carrier:

Name: UPS >

Address: Carrier road 1

Zip code: 22222

City: Coolville

Country: UNITED KINGDOM

Consignee:

Name: General Motors Company >

Address: Havenstreet 2

Zip code: 44334

City: Coolville

Country: UNITED KINGDOM

Additional Information:

Reference No:

Signature:
Company: My Company
Place: My town
Date: 12/14/2009
Signature: Aron Zeelot Erinder/

2. Transport document number:

5. Freight forwarder's reference:

10. Vessel/flight No. and date:

11. Port/place of loading:

12. Port/place of discharge:

Register all necessary information. Follow instructions for each field. When all information's are registered click the "To details" button.

Searching Shipper, Consignee and/or Carrier, click the search button (button marked with ">")

If you want to go back click the "Back" button.

Detailed help for the Sea document

Shipper:

Name:	Company name	(example: "ABC Chemical")
Address:	Street address:	(example: "Toxic road 123")
Zip Code:		(example: "1234")
City:	City or place	(example: "AMSTERDAM")
State: (only for some countries)		(example: "MIAMI")
Country:		(example: "NETHERLANDS")

Consignee:

Name:	Company name	(example: "XYZ Chemical")
Address:	Street address:	(example: "Corrosive road 321")
Zip Code:		(example: "4321")
City:	City or place	(example: "OSLO")
State: (only for some countries)		(example: "MIAMI")

Country: (example: "NORWAY")

Carrier:

Name: Company name (example: "ABC Transport")
Address: Street address: (example: "Transport road 123")
Zip Code: (example: "1234")
City: City or place (example: "AMSTERDAM")
State: (only for some countries) (example: "MIAMI")
Country: (example: "NETHERLANDS")

Additional information:

This field is for other information like emergency response telephone number etc.
If needed, type the necessary information regarding the whole document in this field.

Reference No:

This field is mandatory. Every document needs a reference number.
A unique number must be typed into this field.

The fields below may be used if needed. Some freighters want to have some of these fields mandatory. Contact the respective freighter for more information.

2. Transport document number:

Use this field if more than one reference number is needed.

5. Freight forwarder's reference:

If a reference is needed by the freight forwarder, store it here.

10. Vessel/flight No. and date:

Store the vessel/flight No. and date here if needed by the freighter.

11. Port/place of loading:

Store the port or place of loading here.

12. Port/place of discharge:

Store the port or place of discharge here.

13. Destination:

Store the name of destination here.

15. Container/Vehicle id No.:

Use this field to store eventually container id no. or vehicle id No.

16. Seal number(s):

Store the seal number for the container or vehicle here.

17. Container/Vehicle size and type:

This field is used to describe a container/vehicle size and type.

18. Tare mass (kg):

Tare mass in kg may be stored here.

19. Total gross mass (including tare) (kg):

Total gross mass in kg may be stored here.

This section is used as a packing certificate.

CONTAINER/VEHICLE PACKING CERTIFICATE

20. Name of company:

Name of the company that is responsible for the packing of the container or vehicle. This may be another company than the shipper.

Name/status of declarant:

The name and status of the responsible person.

Place:

The place of packing.

Date:

The date of packing.

Signature:

This section is mandatory.



Company: Name of the company who completing the document. Generally similar as the shipper's name.

Place: Generally the same as the shipper's city

Date: The current date where the document are completed.

Signature: Name and title of the person who complete the document.

Sea Document – Details – Help

Sea Document – Details								Print labels	Print	Save line	< Back
	UN No.	Proper Shipping Name	Other Info	Class	Packing Group	Gross	Net/NEQ	Data OK			
Edit	1230	METHANOL		3	II	0	0				
Segregation Sea 											

You will now see a list of all the substances you have added in the search page. Every item has to be completed before you can proceed to print. Click the "Edit" button for each line and fill in the necessary information. Click the "Save Line" button. If some mandatory information is missed, the "Data OK" column for the actual line will still show a forbidden sign. When all lines have a green checkmark in the "Data OK" column you can proceed to print.

In this mode manual edit are the only option. Click the "Edit" button for each line. The necessary fields will be shown. The fields are different for radioactive items. Fieldnames in red are mandatory fields.

Fields for non-radioactive items:

Shipping Marks:

Here you may type some information related to the package.

Number:

Number of package for this item.

Description of Package:

Description of package for this item.

By clicking the ">" button a list with package names are shown.

We always recommend using this list to get the correct package names.

By selecting from the list the package name will be translated to the actual language as described in the regulation.

Quantity:

Net Volume is the net quantity of the dangerous goods except package. The regulations have a reference to the net quantity of the dangerous goods and we always recommend using this.

You may change the unit (kg / L) but we also here recommend using the unit as described in the regulation.

Gross mass (kg) is the total weight of the dangerous goods plus the package.

Outer packages:

By using the ">" button you can select from a list alternative outer packages.

Cube:

The cube of the package may be typed here.

Flashpoint:

Type the flashpoint here if the item needs to show the flashpoint.

Marine Pollutant:

Some items are left up to the shipper to decide if they are marine pollutant or not. If the item is of such category, the select buttons here will be enabled.

Limited Quantity (max value)

If possible to send as limited quantity this checkbox will be enabled. To ship as limited quantity, place a check mark here.

Empty unclean packaging

Check this box out if the item is empty unclean package

Waste

Check this box out if the item is waste.

Other Info:

If some other info is needed for the item, you may type it here.

No. of labels:

Here you set the numbers of labels to be printed for the actual item.

Additional label inf.:

Eventually information for the label may be typed here.

Fields for radioactive items:**Shipping Marks:**

Here you may type some information related to the package.

Gross mass (kg):

Type the gross mass for the radioactive item.

Number:

Type the number of packages for the radioactive item.

Choose package:

Select actual package for the item in the list. Only relevant packages for the item are listed.

Additional package description:

Some times it may be necessary to type some more description for the package.

Cube:

The cube of the package may be typed here.

Category:

Select the actual category for the item here. (I-White, II-Yellow and III-Yellow)

Transport Index:

Type in the transport index for the item

Criticality Safety Index: (CSI)

If the item needs SCI, this field are active, if not it is greyed.

Exclusive use shipment:

Check the box if exclusive use shipment is used.

Multiple of A2:

If the item needs multiple of A2, this field will be active, if not it is greyed.

Add sub risk1:

If an additional subsidiary risk one is needed, select it from the list.

Add sub risk2:

If an additional subsidiary risk two is needed, select it from the list.

Add Packing Group:

If an additional packing group is needed, select it from the list.

Please type in radionuclide:

Here you add all the radionuclide(s) in the package.

Radionuclide:

The name of each radionuclide.

Chemical form:

Chemical form for each radionuclide.

Physical form:

Select from the list.

Activity:

The activity for each radionuclide. Select the unit of Becquerel.

Click the "Add" and the "Save" button for each radionuclide item.

Settings - Help

Settings	
Air Document - Options	DGWarehouse - Options
Road Document - Options	Sea Document - Options
General settings	Transport Emergency Card - Options
Search method:	Default (Standard search, unless at least 1 own item is created) ▼
Language to use in DGOOffice:	Default as set in browser ▼
Regulation to use in DGOOffice:	IATA, IMDG, ADR ▼
How to collect data for statistics:	Automatically (only once per transport) ▼
<div>(No signature uploaded)</div> <div>Upload Signature</div> <div>Delete signature</div> <div>Manage Labels</div> <div>Manage Logos</div>	
<div>For administrator(s) only:</div> <div><input checked="" type="checkbox"/> Disable user settings</div> <div>Save as my settings</div> <div>Save as company settings</div> <div>Load company settings</div>	

Here you maintain all settings for:

- Search Settings
- Transport Emergency Card – Options
- Road Document – Options
- Sea Document – Options
- Air Document – Options
- Upload Signature
- Manage labels
- Manage logos

Search settings:

Choose standard search method by marking your preferred search method.

Transport Emergency Card – Options:

Select if you wish Red/White band on Left and Right side on the printed document.
If you want to show emergency telephone, name and address you can register it here.
You can also change the paper size between A4 and Letter.
Eventually uploaded logo's can be selected.
Other settings shown here can be selected or deselected.

Road Document – Options:

Select if you wish Red/White band on Left and Right side on the printed document.
Select the main language (English, German or French).
Eventually uploaded logo's can be selected.
There are also two options for the 1.1.3.6 calculation that can be maintained.

Sea Document – Options:

Select if you wish Red/White band on Left and Right side on the printed document.
You can also change the paper size between A4 and Letter.
Eventually uploaded logo's can be selected.
Section 8 in the Multimodal Dangerous Goods Document shows information about air transport. You can choose to delete this information here.

Air Document – Options:

Select if you wish Red/White band on Left and Right side on the printed document.
You can also change the paper size between A4 and Letter.
Eventually uploaded logo's can be selected.
Two declaration variants can be used "Standard IATA (English)" or "ESG-01, Spanish variant".

Upload Signature:

Select the actual image file who shown your signature and click "Upload". Save and close.

Manage labels:

This is a wizard who will guide you through all the necessary steps making a new address label for usage on package containing Dangerous Goods.

By follow the step by step instruction in this wizard it's easy to create a new or edit an existing label.

Manage Logos:

Upload logos for use on documents here.

Different logos can be maintained from here.

Document and data storage – Help

Document Archive		Move selected to historical archive		Delete selected lines	Save
		Created	User	Name	
Open	<input type="checkbox"/>	14-12-2009 11:50:14	Aron Zeelot Erinder	test document	

Select All (1) Deselect All << < 1 - 1 / 1 > >>

Name (max 40 characters):

Document description:

Creation date:

Created by (user):

View:
☒ Own documents ☐ All documents

Date range:
☐ Include From date: 12/14/2009
☐ Include To date: 12/14/2009

Document sort order:
☒ By Date ☐ By Name
☒ Descending ☐ Ascending

Apply Sort order changes

Select archive:
☒ Working Archive ☐ Historical Archive

Search for:
Name:
Description:

Here you find a list over stored documents. By using "Delete" and "Open" button you can delete or open stored documents.

Choose if you want to view your own document only, or all documents. You can also view after date or name.

Documents can be sorted descending or ascending.

Remember to click the "Apply Sort order changes" button to save your changes.

Click the "Save" button to save all your changes before leaving the page.

Modules - Help

Modules		Save			
Segments / Modules:	Card Language:	Select All	Deselect All		
Core module (mandatory)	<input checked="" type="checkbox"/> Albanian	<input checked="" type="checkbox"/> Danish	<input checked="" type="checkbox"/> German	<input checked="" type="checkbox"/> Macedonian	<input checked="" type="checkbox"/> Slovak
Transport / Road module	<input checked="" type="checkbox"/> Azerbaijani	<input checked="" type="checkbox"/> Dutch	<input checked="" type="checkbox"/> Greek	<input checked="" type="checkbox"/> Norwegian	<input checked="" type="checkbox"/> Slovenian
Transport / Sea module	<input checked="" type="checkbox"/> Belarussian	<input checked="" type="checkbox"/> Dutch (BE)	<input checked="" type="checkbox"/> Hungarian	<input checked="" type="checkbox"/> Polish	<input checked="" type="checkbox"/> Spanish
Transport / Air module	<input checked="" type="checkbox"/> Bosnian	<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Icelandic	<input checked="" type="checkbox"/> Portugese	<input checked="" type="checkbox"/> Swedish
Transport / DGMcard Plus module (All language	<input checked="" type="checkbox"/> Bulgarian	<input checked="" type="checkbox"/> Estonian	<input checked="" type="checkbox"/> Italian	<input checked="" type="checkbox"/> Romanian	<input checked="" type="checkbox"/> Turkish
Transport / Address label	<input checked="" type="checkbox"/> Croatian	<input checked="" type="checkbox"/> Finnish	<input checked="" type="checkbox"/> Latvian	<input checked="" type="checkbox"/> Russian	<input checked="" type="checkbox"/> Ukrainian
Transport / Statistics	<input checked="" type="checkbox"/> Czech	<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/> Lithuanian	<input checked="" type="checkbox"/> Serbian	
Additional / Notoc					
Additional / Document Archive					
Additional / Own articles					

Expires on: 05-12-2017

Available Segments / Modules and Card languages are shown here.

NOTOC – Special Load – Notification To Captain – Help

NOTOC - Special Load - Notification To Captain

Save Open New... Print

Stat. of Loading: Flight Number: Date: 12/14/2009 Aircraft Registration: Prepared by:

Other Information:

DANGEROUS GOODS (DG) **OTHER SPECIAL LOAD (OSL)**

Search DG Q-Value Copy Paste Delete selected lines

Add

I-WHITE I

	Station of Unloading	Air Waybill Number	Proper Shipping Name	Class or Division	UN or ID Number	Sub Risk	Number of Packages	Net quantity or TI	Radioactive Mat Categ.	PG	IMP Code	ERG	CAO	ULD ID	POS
<input type="checkbox"/>															

To create a new Notoc start by filling in State of Loading, Flight Number and Date (the current date are default) because this information's are used as unique identity for the actual Notoc.

To add a new Dangerous Goods line, minimum Station of Unloading and Air Waybill Number have to be added.

Fill in Dangerous Goods information manual or you can use the "Search DG" button. Type in UN number in the search area and click the "Select" button.

Dangerous Goods information is now transfer to the line you are working with. Click the "Add" button and the new line are added to the grid.

Sometimes more lines are almost similar. To save work use the "Copy" and "Paste" function.

To copy one or more line(s) select the line(s) by adding a check mark on the actual line(s).

Click the "Copy" button, and then the "Paste" button. The copies lines are now added at the end.

To calculate a Q-Value for a mixed package, select the lines representing the Dangerous Goods who belongs to the mixed package.

Then click the "Q-Value" button. The dialog gives you opportunity to add an "All packed in one" statement line.

If you want to edit a line click the "..." button on the actual line and the content of the line will be moved up in the add/edit area.

To delete one or more line(s) select the line(s) by adding a check mark on the actual line(s). Then click the "Delete selected lines" button.

For saving the Notoc click the "Save" button.

To open the saved Notoc click the "Open" button.

A dialog is shown. This dialog has two parts. The topmost part shows the resent documents select the actual and click the "Open" button.



The bottom part gives you a search option based on flight number. Type in the flight number and select the actual document from the list and click the "Open" button.

From this dialog you also maintain deleting of saved Notoc's.

To print the Notoc click the "Print" button.

Own Product List - Help

Own articles			Export Own Data	Cancel	New	Delete	Save
	Article no	Article name	Dangerous Goods Data		Comments		
Select	test	test article	(Non-dangerous article)				

<< < 1-1/1 > >>  

Here maintain your own stored products.

To create new products click the "New" button. Fill in a unique article number and all the other information's.

If the item needs to follow the Regulations for Transport of Dangerous Goods place a check mark in the square for Dangerous Goods (DG).

Search for Dangerous Goods data by clicking the "Search" button. All Dangerous Goods information is now filled in automatically.

For maintaining stored products click the "Select" button for the actual product. Do the necessary change and click the "Save" button.

You can also delete the selected product by clicking the "Delete" button.

Your items for "Docman" can also be maintained from here.

Reorder - Help

Choose Modules MyCompanyNext >

Time left **13 Days left 12 : 05 : 38**

DGOffice

SDS

Segments / Modules:

<input checked="" type="checkbox"/> Core module (mandatory)	DKK 1,921.88
<input checked="" type="checkbox"/> Transport / Road module	DKK 2,906.25
<input checked="" type="checkbox"/> Transport / Sea module	DKK 2,906.25
<input checked="" type="checkbox"/> Transport / Air module	DKK 2,906.25
<input type="checkbox"/> Transport / DGMcard module (max. 20 languages)	DKK 2,906.25
<input checked="" type="checkbox"/> Transport / DGMcard Plus module (All languages)	DKK 4,828.13
<input checked="" type="checkbox"/> Transport / Address label	DKK 984.38
<input checked="" type="checkbox"/> Transport / Statistics	DKK 703.13
<input type="checkbox"/> Production / DocMan	DKK 2,906.25
<input checked="" type="checkbox"/> Additional / Notoc	DKK 2,906.25
<input type="checkbox"/> Additional / Remote Server	DKK 9,609.38
<input checked="" type="checkbox"/> Additional / Document Archive	DKK 281.25
<input checked="" type="checkbox"/> Additional / Own articles	DKK 281.25

Card Language:

Select AllDeselect All

<input checked="" type="checkbox"/> Albanian	<input checked="" type="checkbox"/> Danish	<input checked="" type="checkbox"/> German	<input checked="" type="checkbox"/> Macedonian	<input checked="" type="checkbox"/> Slovak
<input checked="" type="checkbox"/> Azerbaijani	<input checked="" type="checkbox"/> Dutch	<input checked="" type="checkbox"/> Greek	<input checked="" type="checkbox"/> Norwegian	<input checked="" type="checkbox"/> Slovenian
<input checked="" type="checkbox"/> Belarussian	<input checked="" type="checkbox"/> Dutch (BE)	<input checked="" type="checkbox"/> Hungarian	<input checked="" type="checkbox"/> Polish	<input checked="" type="checkbox"/> Spanish
<input checked="" type="checkbox"/> Bosnian	<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Icelandic	<input checked="" type="checkbox"/> Portugese	<input checked="" type="checkbox"/> Swedish
<input checked="" type="checkbox"/> Bulgarian	<input checked="" type="checkbox"/> Estonian	<input checked="" type="checkbox"/> Italian	<input checked="" type="checkbox"/> Romanian	<input checked="" type="checkbox"/> Turkish
<input checked="" type="checkbox"/> Croatian	<input checked="" type="checkbox"/> Finnish	<input checked="" type="checkbox"/> Latvian	<input checked="" type="checkbox"/> Russian	<input checked="" type="checkbox"/> Ukrainian
<input checked="" type="checkbox"/> Czech	<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/> Lithuanian	<input checked="" type="checkbox"/> Serbian	

User:

☐ Until

☒ Year

☐ Next 24 Hours

Here you choose modules for reorder.

Register your DGOffice.net - Help

Registration key	OK
<input type="text"/>	

Register the key obtained from DGM-SDG here.

Track and Trace - Help

Track and Trace		New	Delete	Save																																												
Shipments:		Customers: <input type="text" value="Belgium"/>																																														
Search Criteria: <input checked="" type="radio"/> Date <input type="radio"/> Others		Select as: <table border="1"><tr><td>Customer</td><td>Shipper</td></tr><tr><td>Carrier</td><td>Consignee</td></tr></table>			Customer	Shipper	Carrier	Consignee																																								
Customer	Shipper																																															
Carrier	Consignee																																															
From: <input type="text" value="11/14/2009"/>	To: <input type="text" value="12/14/2009"/>	<input type="button" value="Search"/>																																														
<table border="1"><thead><tr><th>Own reference</th></tr></thead><tbody><tr><td> </td></tr></tbody></table>		Own reference		<table border="1"><tr><td>Customer name:</td><td><input type="text"/></td><td><input type="button" value="View"/></td></tr><tr><td>Shipper name:</td><td><input type="text"/></td><td><input type="button" value="View"/></td></tr><tr><td>Carrier name:</td><td><input type="text"/></td><td><input type="button" value="View"/></td></tr><tr><td>Consignee name:</td><td><input type="text"/></td><td><input type="button" value="View"/></td></tr><tr><td>Start date:</td><td colspan="2"><input type="text" value="12/14/2009"/></td></tr><tr><td>Last changed date:</td><td><input type="text" value="12/14/2009"/></td><td><input type="text" value="11:56 AM"/></td></tr><tr><td>Own reference:</td><td colspan="2"><input type="text"/></td></tr><tr><td>Shippers reference:</td><td colspan="2"><input type="text"/></td></tr><tr><td>Air waybill No:</td><td colspan="2"><input type="text"/></td></tr><tr><td>Destination country:</td><td colspan="2"><input type="text" value="UNITED STATES"/></td></tr><tr><td>Destination:</td><td colspan="2"><input type="text"/></td></tr><tr><td>No of pieces:</td><td colspan="2"><input type="text"/></td></tr><tr><td>Weight:</td><td colspan="2"><input type="text"/></td></tr><tr><td>Comments:</td><td colspan="2"><div><div></div><div></div></div></td></tr></table>			Customer name:	<input type="text"/>	<input type="button" value="View"/>	Shipper name:	<input type="text"/>	<input type="button" value="View"/>	Carrier name:	<input type="text"/>	<input type="button" value="View"/>	Consignee name:	<input type="text"/>	<input type="button" value="View"/>	Start date:	<input type="text" value="12/14/2009"/>		Last changed date:	<input type="text" value="12/14/2009"/>	<input type="text" value="11:56 AM"/>	Own reference:	<input type="text"/>		Shippers reference:	<input type="text"/>		Air waybill No:	<input type="text"/>		Destination country:	<input type="text" value="UNITED STATES"/>		Destination:	<input type="text"/>		No of pieces:	<input type="text"/>		Weight:	<input type="text"/>		Comments:	<div><div></div><div></div></div>	
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No of pieces:	<input type="text"/>																																															
Weight:	<input type="text"/>																																															
Comments:	<div><div></div><div></div></div>																																															

To lock up a Track and Trace shipment, choose "From" and "To" dates. Click the "Search" button.

Then press the "View" button to see the shipment.

To create a new shipment, press the "New" button.

You can choose a customer, and select it as customer, shipper, carrier or consignee. Then the information about the customer is automatically filled out.

To see more info about the customer, shipper, carrier or consignee, click the "View" button next to their names.

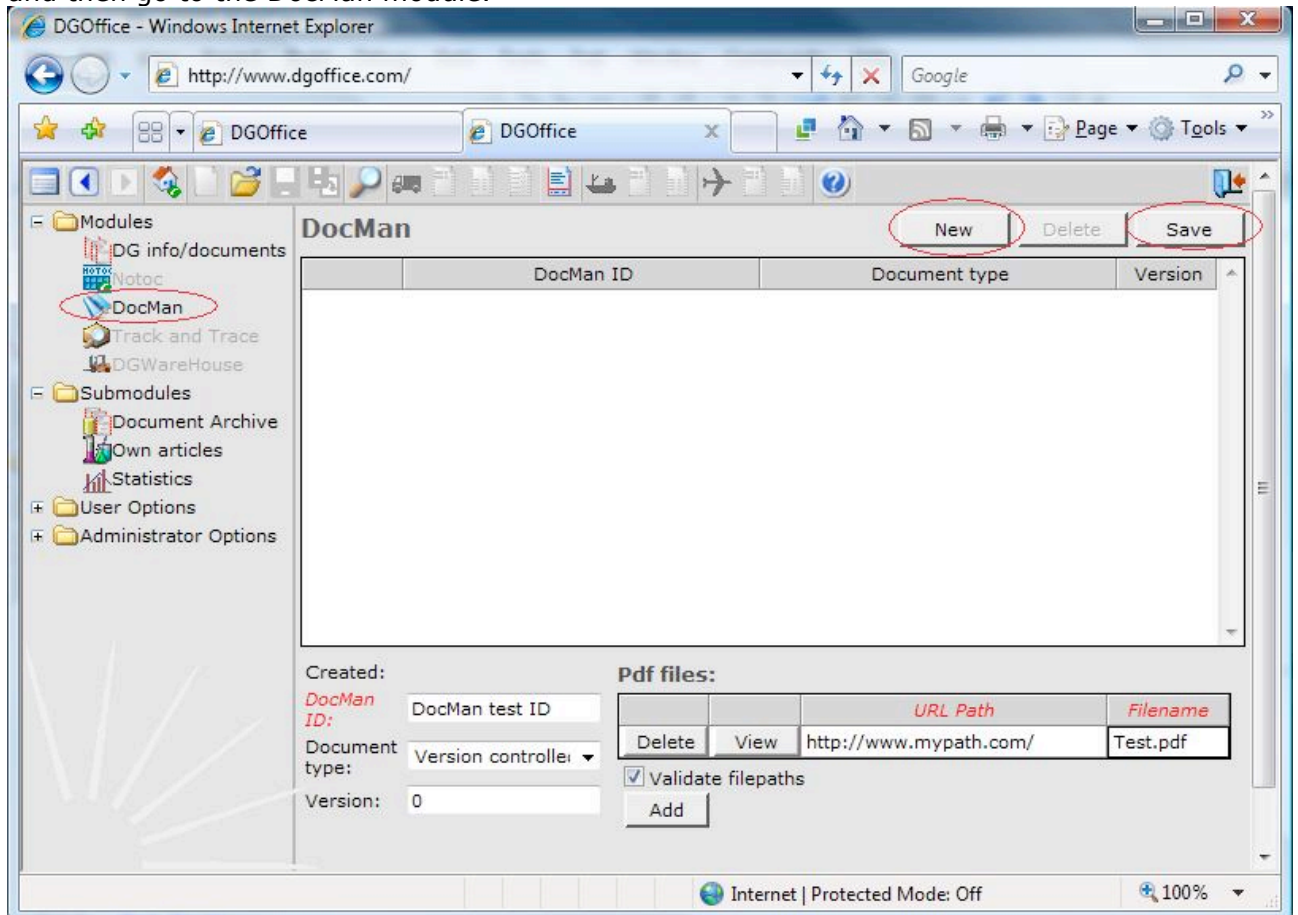
Enter the rest of the information and click the "Save" button.

You can now attach files to the shipment by clicking the "Browse" button and select a file. Maximum size for attachment is 1 MB. Click the "Attach" button.

If you want someone to be able to see the shipment from a link, click the "Send e-mail" button, and a screen where you can write an e-mail are shown.

Creating datasheets:

To create datasheets in DocMan you need to login to DGOOffice (<http://www.dgoffice.net>) and then go to the DocMan module.



Then you press the "New" button, and give it a unique "DocMan ID", then you decide the "Document type", "Version controlled" (It only prints the document to the customer once a year, or when the version is changed to a higher number) or "Always print" (Always prints this document). If you choose the "Version controlled" "document type", then you need to remember to raise the number when new versions of the datasheets is being published.

Then you can add a pdf file to the DocMan, press the "Add" button, you can then enter the path in the "URL path" and the filename of the pdf file in the "Filename", if you want more pdf files added, you keep repeat this process. The URL path could look like this "<http://www.mypath.com/datasheetlocation/>", you can also choose a local destination like "[\\myserver\\serverfolder\\datasheetslocation\\](http://www.mypath.com/datasheetlocation/)" (you CANNOT use server letters like "Z:\\datasheetslocation\\", but you can use paths on the server where WebRemote is installed like "C:\\datasheetslocation\\"). If you choose a local path, be sure the user running WebRemote got access to this location.

Then you press the "Save" button, if you have not unchecked the "Validate file paths", the program will try to see if the file is available (if you have misspelled the address and if the file exists), if you have chosen a local path, you need to uncheck the "Validate file paths", since the server cannot see your local paths.

Then you can create the rest of your DocMan datasheets.

Implementing the DocMan datasheets in WebRemote:

In the XML file you need to add a <DOCMANCUSTOMERID> tag inside the <DGHEADER> tag, the value in the <DOCMANCUSTOMERID> is used to conclude which customer that gets the datasheets printed, it need to be customer specific, and you cannot use the same ID for several customers. This way the version control will be based upon this unique ID. You can leave it blank if you do not want to get any datasheets printed. This will automatically be made if you use the old file versions (Contrex and ST), it will take the value in the "Consignee telephone number", if not present, it will take a combination of the first letters of the consignee informations.

You either use DGMID or ARTICLENO in your WebRemote solution, so you need to choose the appropriate case below.

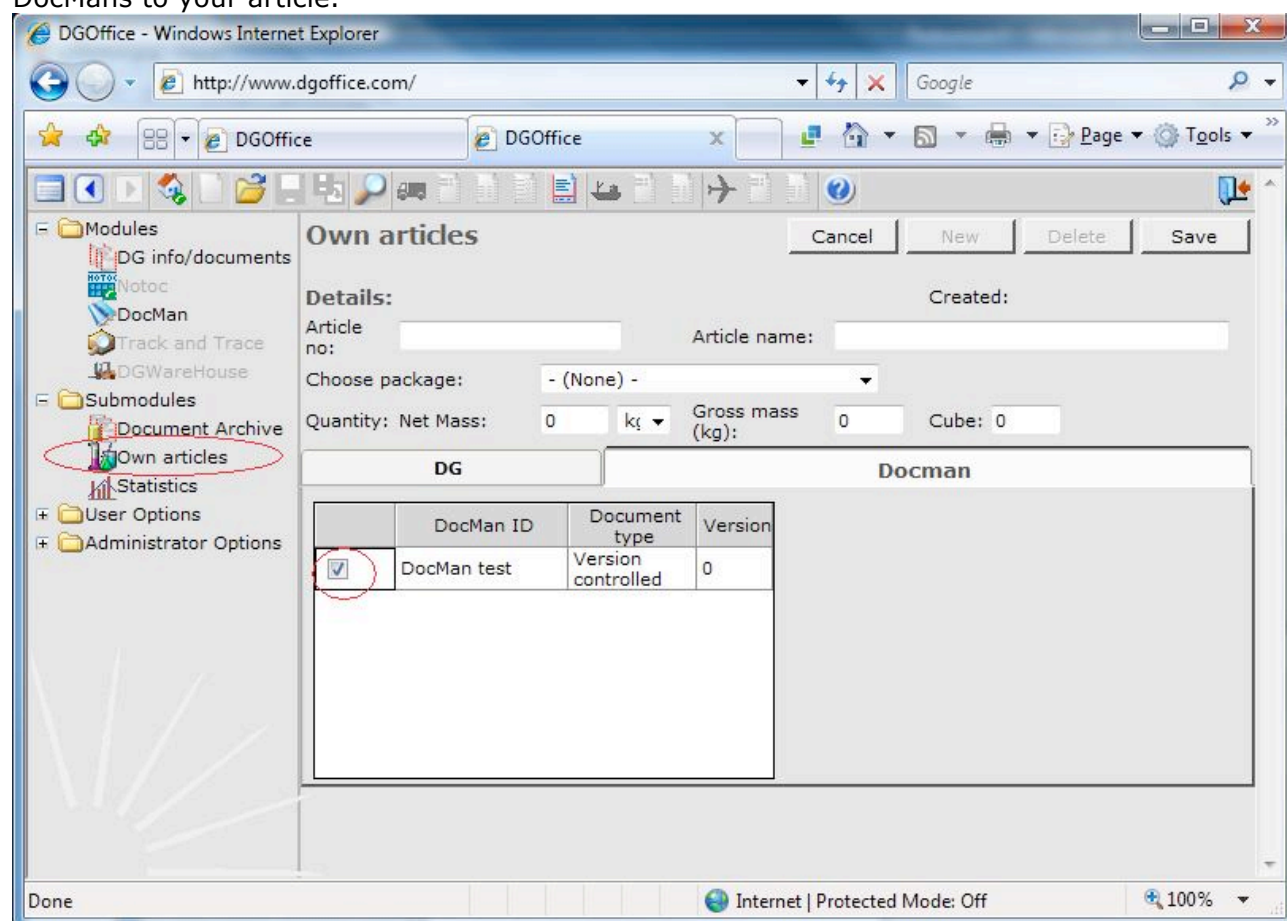
Case DGMID:

You need to add one or more <DOCMANID> tags inside each <DGITEM> tag, you need to keep these informations in your own system. The value of the <DOCMANID> tag needs to match the DocMan IDs you created inside DGOoffice.

This feature is not supported in the old file versions (Contrex and ST).

Case ARTICLENO:

You need to attach the DocMans created in DGOoffice to your articles in DGOoffice. You login to DGOoffice, and then choose the "Own articles" sub module, then you either create a new article or select an already created article. Then you can attach one or more DocMans to your article.



Then you can attach the DocMans to the rest of your articles.