

# ALC

Aarhus Logistics Center

## **KIOSK MANUAL**

ENGLISH

## 1. GATE

### Rules for gates at ALC

When the driver arrives at the ALC Multiterminal, it is important that the following measures are in place:

- » Driver has unique release number with connected trailer/container number
- » Driver has release number for either “drop-off” or “pick-up”
- » At the gate, the driver will get a ticket.

### NOTE:

- » All release numbers are unique and can only be used once

You can see the timer on each gate screen. If you do not enter anything, the gate screen will return to the start screen. You can press the button with the timer at any time and return to the first screen.

## 1.1. GATE IN

### 1.1.1. AIM OF CALL

- you can select "Drop off" only.

Reset 01:57 [Escape]

Which task do you want to do at the terminal?

Drop Off

## 1.1.2. DROP OFF

Input booking number for Drop off.

Back
Reset 01:57 [Escape]
Continue

Gate In

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Input booking/release number:

---

|   |   |   |   |
|---|---|---|---|
| 7 | 8 | 9 | ← |
| 4 | 5 | 6 | C |
| 1 | 2 | 3 | ↩ |
| 0 |   |   |   |

Following error messages may occur if something is wrong:

- **Wrong number.** - Please check your entered number.

⊗ Wrong number x

- **Number already used.** - You have entered an old number that has already been used. Please enter correct number.

⊗ Number already used x

- **Wrong number this is a Pick up release number, You shall type a drop off Release number if you want to deliver a Trailer or container.** – System waiting for Drop off number input but you input Pick up release number.

⊗ Wrong number this is a Pick up release number, You shall type a drop off Release number if you want to deliver a Trailer or container. x

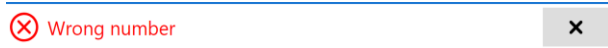
### 1.1.3. UNIT NUMBER

Input the cargo unit number provided by the forwarder.

|                               |                      |          |   |   |   |   |   |   |   |   |
|-------------------------------|----------------------|----------|---|---|---|---|---|---|---|---|
| Back                          | Reset 01:56 [Escape] | Continue |   |   |   |   |   |   |   |   |
| Gate In<br>BOOKING: 173056011 |                      |          |   |   |   |   |   |   |   |   |
| INPUT UNIT NUMBER:            |                      |          |   |   |   |   |   |   |   |   |
| <input type="text"/>          |                      |          |   |   |   |   |   |   |   |   |
| 1                             | 2                    | 3        | 4 | 5 | 6 | 7 | 8 | 9 | 0 | ← |
| Q                             |                      | W        | E | R | T | Y | U | I | O | P |
| A                             |                      | S        | D | F | G | H | J | K | L |   |
| -                             | Z                    | X        | C | V | B | N | M | ↩ |   |   |

Following error message may occur if something is wrong:

- **Wrong number** - Please check that your entered cargo number is the same as the number provided by the forwarder.



### 1.1.4. NEXT DROP OFF

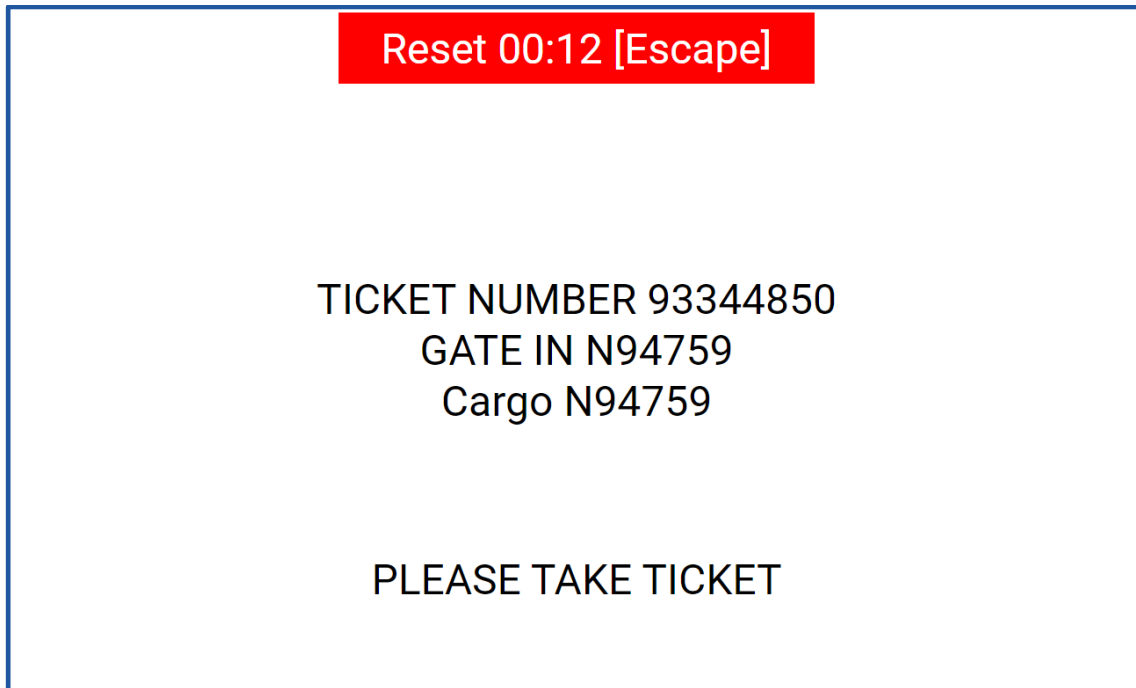
If you have more than one drop off unit - click **“Add other”**. The system will repeat steps 1.1.2 and 1.1.3 in this case. If you have registered all tasks, click **“Done”**.

### 1.1.5. ADD DAMAGE INFORMATION

If you have damages then press **“Add Damage”** button. Select group of damages at the left side of screen and detailed damage information at the right. You can input many kind of damages. If you have registered all damages, click **“Done”**.

## 1.1.6. DONE

It is final summary screen.



Take the ticket and drive to the terminal.

## 1.2. GATE OUT

### 1.2.1. Aim of call

- you can select "Drop off" only.

Reset 01:57 [Escape]

Which task do you want to do at the terminal?

Pick up



## 1.2.2 Pick up

Input release number for Pick up.

Back
Reset 01:57 [Escape]
Continue

Gate In

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Input booking/release number:

131231

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|   |   |   |   |
|---|---|---|---|
| 7 | 8 | 9 | ← |
| 4 | 5 | 6 | C |
| 1 | 2 | 3 | ↩ |
| 0 |   |   |   |

Following error messages may occur if something is wrong:

- **Wrong number.** - Please check your entered number.

⊗
Wrong number
x

- **Number already used.** - You have entered an old number that has already been used. Please enter correct number.

⊗
Number already used
x

- **Wrong number this is a Drop off release number, You shall type a Pick up Release number if you want to pick up a Trailer or container.** – System waiting for Pick up number input but you input Drop off release number.

⊗

Wrong number this is a Drop off release number, You shall type a Pick up Release number if you want to pick up a Trailer or container.

x

### 1.2.3 UNIT NUMBER

Input the cargo unit number provided by the forwarder.

BackReset 01:53 [Escape]Continue

Pick up  
BOOKING: 17194364

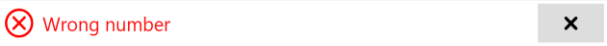
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INPUT UNIT NUMBER:

|   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | ← |
| Q | W | E | R | T | Y | U | I | O | P |   |
| A | S | D | F | G | H | J | K | L |   |   |
| - | Z | X | C | V | B | N | M | ↩ |   |   |

Following error message may occur if something is wrong:

- **Wrong number** - Please check that your entered cargo number is the same as the number provided by the forwarder.



### 1.2.4 NEXT PICK UP

If you have more than one pick up unit - click **“Add other”**. The system will repeat steps 1.2.2 and 1.2.3 in this case. If you have registered all tasks, click **“Done”**.

Add other
Reset 01:56 [Escape]
Done

PICK UP YAL616

Cargo YAL616 Add Damage

### 1.2.5 ADD DAMAGE INFORMATION

If you have damages then press **“Add Damage”** button. Select group of damages at the left side of screen and detailed damage information at the right. You can input many kind of damages. If you have registered all damages, click **“Done”**.

Add other
Reset 01:52 [Escape]
Done

PICK UP BY4027

Cargo BY4027 Add Damage

|  |  |
|--|--|
| <p>FRONT: Front bracket <span style="color: red; font-weight: bold;">✘</span></p> <p><u>Damaged group description</u></p> <p>RIGHT _____</p> <p>FRONT _____</p> <p>BACK _____</p> <p>TOP _____</p> <p>LEFT _____</p> <p>BOTTOM _____</p> | <div style="background-color: #d3d3d3; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Front lights - reflexes</div> <div style="background-color: #d3d3d3; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Front cover</div> <div style="background-color: #d3d3d3; padding: 5px; margin-bottom: 5px; border: 1px dashed black; border-radius: 5px;">Front bracket</div> <div style="background-color: #d3d3d3; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Front air connection - below</div> |
|--|--|

## 1.2.6 DONE

It is final summary screen.

**Reset 00:11 [Escape]**

**TICKET NUMBER 94360709**  
**PICK UP BY4027**  
**Cargo BY4027**

FRONT: Front bracket

**PLEASE TAKE TICKET**

Take the ticket and drive to the terminal.