



**USER'S MANUAL**  
**truck check In self-service kiosk**



# CONTENTS

<b>1</b>	<b>TRUCK CHECK IN USER'S MANUAL .....</b>	<b>3</b>
1.1	ENTRY SCREEN INFORMATION .....	3
1.2	BEGINNING USE .....	4
1.3	SELECTING BETWEEN CONTAINER TRUCK AND SEMI TRUCK .....	4
<b>2</b>	<b>REQUIRED INFORMATION FOR DIFFERENT TASKS .....</b>	<b>7</b>
2.1	EMPTY CONTAINER OUT .....	7
2.2	FULL CONTAINER OUT .....	8
2.3	EMPTY CONTAINER IN .....	8
2.4	FULL CONTAINER IN .....	9
2.5	DRIVE-THROUGH CONTAINER .....	9
2.6	EMPTY SEMITRAILER OUT .....	10
2.7	FULL SEMITRAILER OUT .....	10
2.8	EMPTY SEMITRAILER IN .....	11
2.9	FULL SEMITRAILER IN .....	11
<b>3</b>	<b>TASK SUMMARY AND A-CHECK .....</b>	<b>12</b>
3.1	INFORMATION ABOUT SUCCESSFUL A-CHECK .....	13
3.2	INFORMATION ABOUT ERROR IN A-CHECK .....	14
<b>4</b>	<b>CONCEPTS AND TERMS .....</b>	<b>16</b>
4.1	TASK BARCODE .....	16
4.2	ISO-CODE .....	16

# 1 TRUCK CHECK IN USER'S MANUAL

## 1.1 Entry screen information

Kiosk's entry screen shows trucking situation in terminal.

<b>Number of trucks in terminal</b>	KCT: number of trucks inside the container terminal VCT: number of trucks inside the straddle carrier terminal
<b>Number of A-checked trucks</b>	Number of trucks, that have made A-check, but have not yet arrived to terminal.
<b>Work queue in straddle carrier service</b>	Work queue for trucks in straddle carrier service. Added from A-checked trucks and trucks in terminal.
<b>Work queue in depot service</b>	Work queue for trucks in depot service. Added from A-checked trucks and trucks in terminal.

**Steveco truck check In**

Enter licenseplate and press OK, or use RFID-card. Below stated keyboard operates with Latin fonts, not cyrillic fonts.

Number of trucks in terminal	43
Number of A-checked trucks	24
Work queue in straddle carrier service	5
Work queue in depot service	29

ENTER LICENSE PLATE

OK

Straddle Carrier service closed  
Reason: Congestion in Straddle Carrier service  
Service will return online at 09.10.2014 16:00.

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

## 1.2 Beginning use

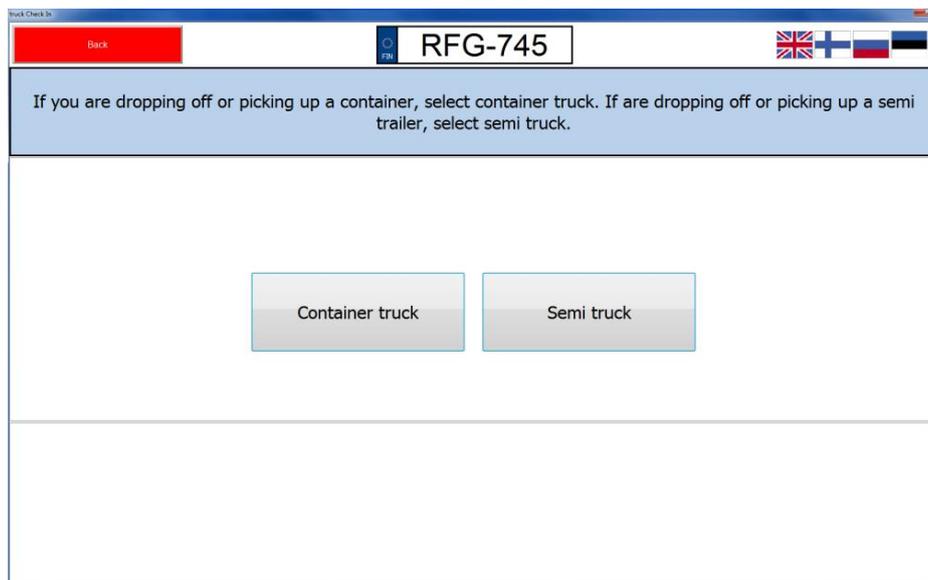
You begin using the kiosk by writing your licence plate number with the touch screen and then pressing OK. Alternatively you can show your truck's RFID-card to card reader located in the front panel of the kiosk. The reader location is marked with an image of a card.



Picture 1-1: Start screen

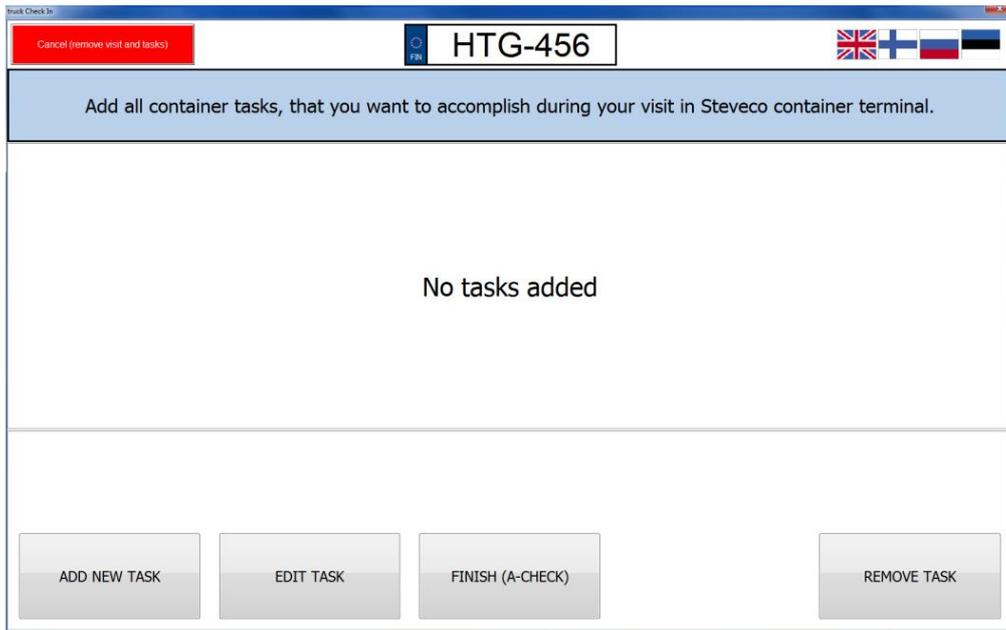
## 1.3 Selecting between container truck and semi truck

On the next screen you select whether you are dropping off or picking up containers or semitrailers. If you are dropping off or picking up containers press *Container truck*-button. If you are dropping off or picking up semitrailers press *Semi truck*-button

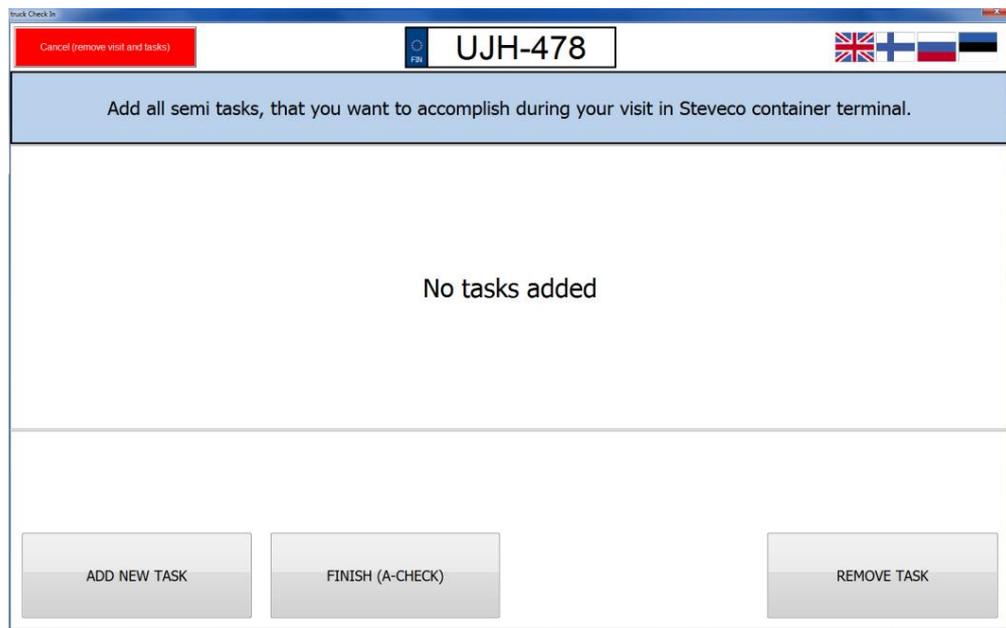


Picture 1-2: Selecting between container trucks and semi trucks

On the next screen you see all the container or semi tasks attached to your licence plate number if there are such. If tasks have not yet been attached to your licence plate, you see the text: "No tasks added". To add container or semi tasks to your licence plate press the *Add new task*-button.

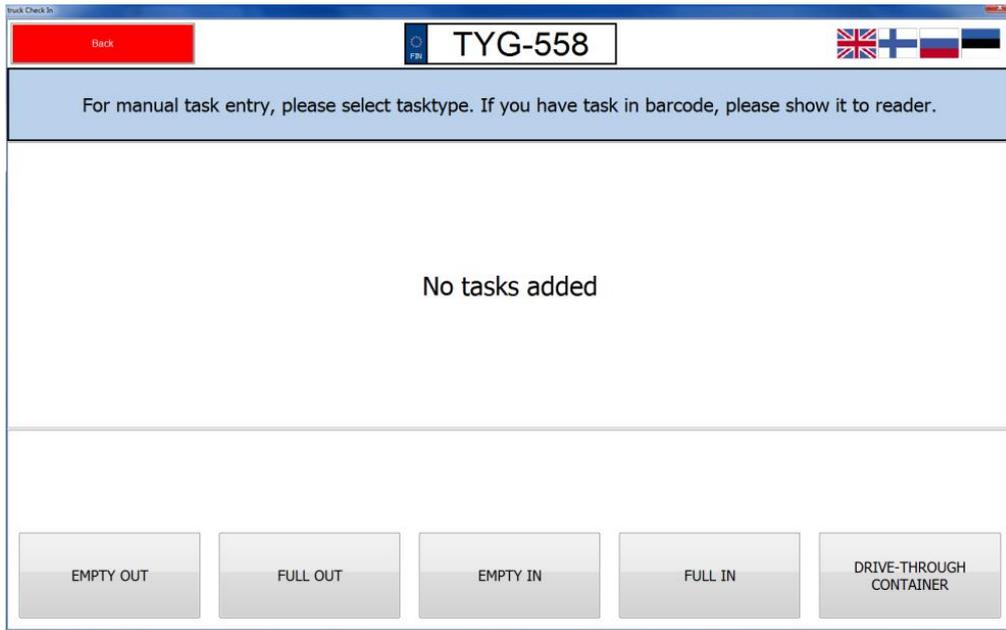


**Picture 1-3: Task summary screen (containers)**

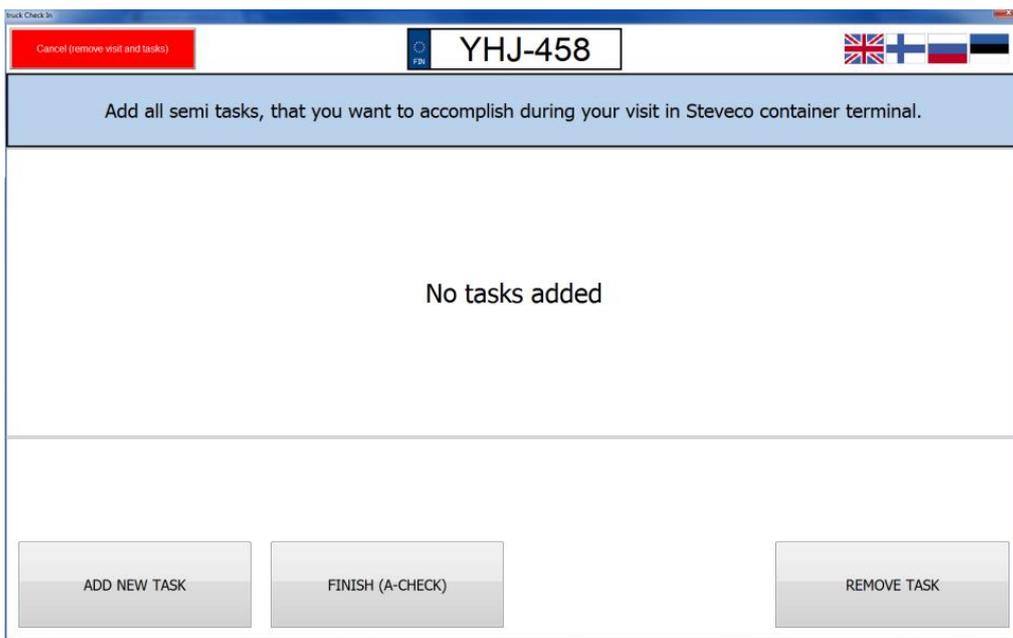


**Picture 1-4: Task summary screen (semitrailers)**

After you press the ‘Add task’ button the buttons on the lower edge of the screen change. Select the desired task type by pressing appropriate button accordingly (Empty out, Full Out, Empty In, Full In or Drive-trough container).



**Picture 1-5: Selecting task type (containers)**



**Picture 1-6: Selecting task type (semitrailers)**

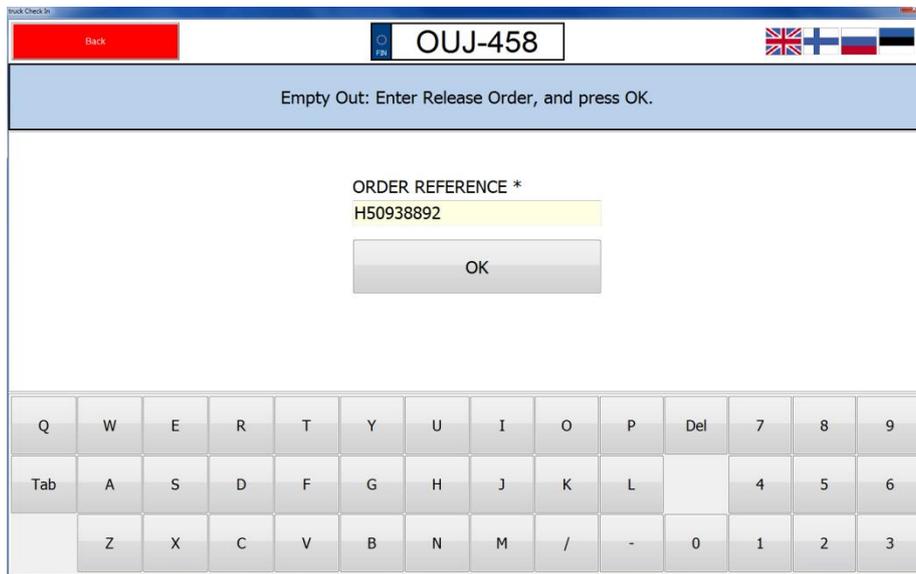
Alternatively you can show the task barcode to the barcode reader located on the front panel of the kiosk. If you do not know what task barcode is see the explanation from the chapter 4 of this manual.

After you select a task type the system opens a screen for inputting the required information for the selected task. In the following chapters these different screens are described.

## 2 REQUIRED INFORMATION FOR DIFFERENT TASKS

### 2.1 Empty container out

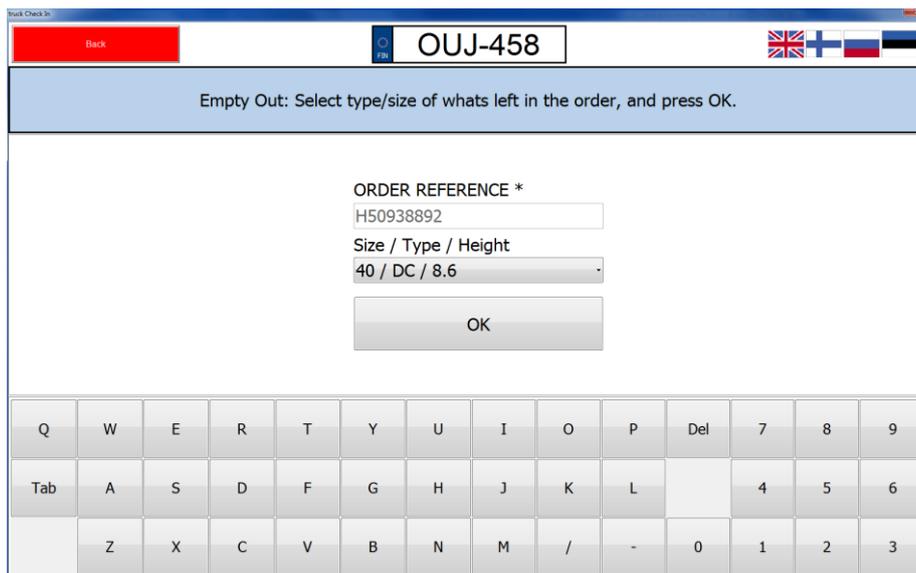
To create an empty out task, first input the release order number from which you fetching containers and press OK.



The screenshot shows a terminal window titled "Empty Out: Enter Release Order, and press OK." The window has a blue header bar with a "Back" button on the left, the text "OUJ-458" in the center, and three flags on the right. Below the header, the text "Empty Out: Enter Release Order, and press OK." is displayed. The main area contains the text "ORDER REFERENCE \*" followed by the input field containing "H50938892". Below the input field is an "OK" button. At the bottom of the screen is a numeric keypad with letters Q through Z, a Tab key, a Del key, and digits 0 through 9.

Picture 2-1: Empty container out inputting release order

After pressing OK, select the correct container size, type and height from a selection box that opens below the release order number. See the example screen above (40/DC/8.6). Select the desired type and press OK.



The screenshot shows a terminal window titled "Empty Out: Select type/size of whats left in the order, and press OK." The window has a blue header bar with a "Back" button on the left, the text "OUJ-458" in the center, and three flags on the right. Below the header, the text "Empty Out: Select type/size of whats left in the order, and press OK." is displayed. The main area contains the text "ORDER REFERENCE \*" followed by the input field containing "H50938892". Below the input field is a dropdown menu labeled "Size / Type / Height" with the selected value "40 / DC / 8.6". Below the dropdown menu is an "OK" button. At the bottom of the screen is a numeric keypad with letters Q through Z, a Tab key, a Del key, and digits 0 through 9.

Picture 2-2: Empty container out selecting size, type and height

## 2.2 Full container out

To create a full out task give the container number that you are fetching and the corresponding PIN-code from the Delivery confirmation and press OK.

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

Picture 2-3: Full container out inputting container number and PIN-code

## 2.3 Empty container In

To create Empty In task give the the container number that you are returning and its ISO-code then press OK. If necessary see what ISO-code is from the chapter 4 if this manual.

Q	W	E	R	T	Y	U	I	O	P	Del	7	8	9
Tab	A	S	D	F	G	H	J	K	L		4	5	6
	Z	X	C	V	B	N	M			0	<b>1</b>	2	3

Picture 2-4: Empty container in inputting container number and ISO-code

## 2.4 Full container in

To create Full In task input the container number of the container that you are bringing in and it's ISO-code then press OK. If necessary see what ISO-code is from the chapter 4 if this manual. Before creating a full in task the waybill information of the container must have been delivered either by EDI- waybill message or with the eWaybill web application

Back Check in

Back

OUJ-458

Full In: Enter container, ISO-Code and press OK.

CONTAINER \*  
GATU4569821

ISO CODE \*  
45G1

OK

Q	W	E	R	T	Y	U	I	O	P	Del	7	8	9
Tab	A	S	D	F	G	H	J	K	L		4	5	6
	Z	X	C	V	B	N	M			0	<b>1</b>	2	3

Picture 2-5: Full container in inputting container number and ISO-code

## 2.5 Drive-through container

To create a drive-through container give its container number and then press OK. A Drive-through container is container that is not lifted off the truck but goes out and in from terminal remaining all the time on the truck. Also drive-through container tasks must be created appropriately. Missing drive-through container causes system to create inappropriate access permission and truck is blocked from driving into port- and terminal area.

Back Check in

Back

OUJ-458

Drivethrough: Enter container and press OK.

CONTAINER \*  
MAEU7856321

OK

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

Picture 2-6: Drive-through container inputting container number

## 2.6 Empty semitrailer out

To create a task for picking up an empty semitrailer input semitrailer and the corresponding PIN-code from the delivery confirmation printout and press OK.

Truck Check In

Back

IKJ-458

Empty Out: Enter semi number, PIN code and press OK.

SEMI \*  
M45863

PIN CODE \*  
\*\*\*\*\*

OK

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

Picture 2-7: Empty semitrailer out inputting semi number and PIN-code

## 2.7 Full semitrailer out

To create a task for picking up a full semitrailer input semitrailer and the corresponding PIN-code from the delivery confirmation printout and press OK.

Truck Check In

Back

IKJ-458

Full out: Enter semi number, PIN code and press OK.

SEMI \*  
JKL789

PIN CODE \*  
\*\*\*\*\*

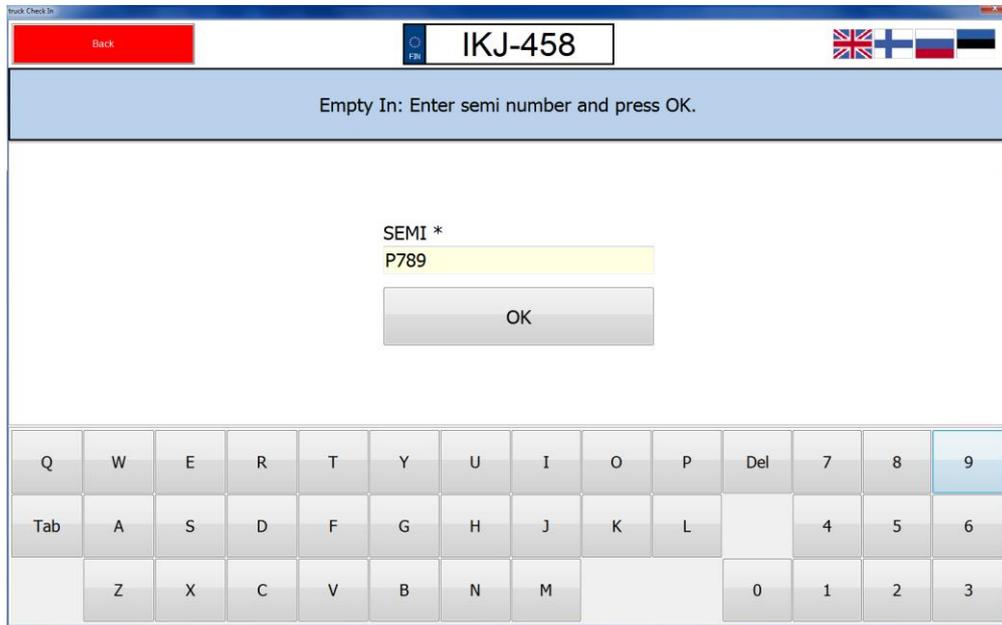
OK

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

Picture 2-8: Full semitrailer out inputting semi number and PIN-code

## 2.8 Empty semitrailer in

To create a task for dropping off an empty semitrailer input semitrailer and press OK.

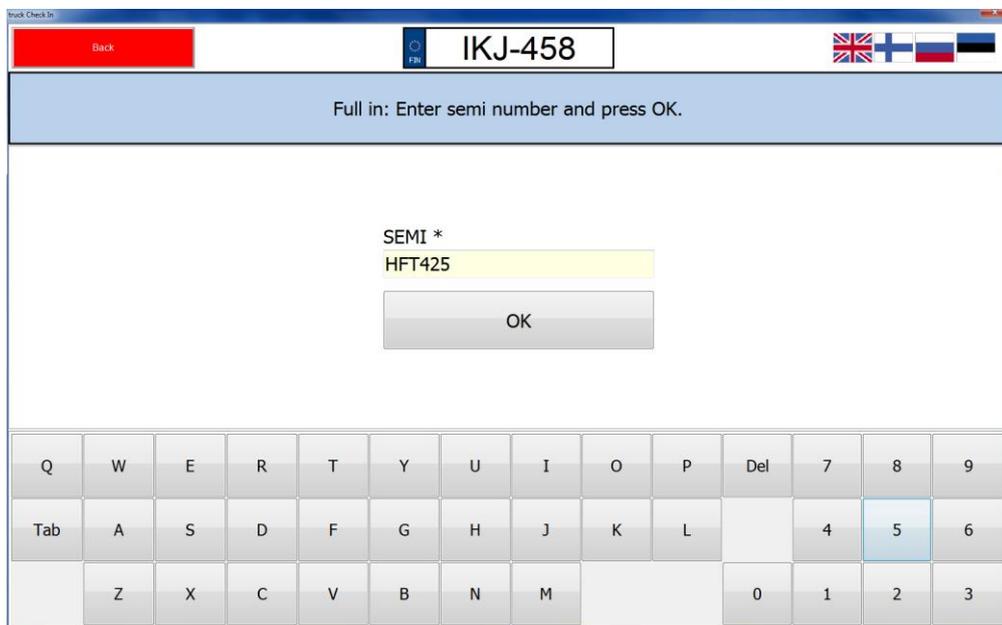


The screenshot shows a software interface titled "Truck Check In". At the top, there is a red "Back" button, a vehicle ID "IKJ-458" in a box, and three flags (UK, Finland, Poland). Below this is a blue header bar with the text "Empty In: Enter semi number and press OK.". The main area contains the label "SEMI \*" and a yellow input field containing "P789". Below the input field is a grey "OK" button. At the bottom is a numeric keypad with letters: Row 1: Q, W, E, R, T, Y, U, I, O, P, Del, 7, 8, 9; Row 2: Tab, A, S, D, F, G, H, J, K, L, 4, 5, 6; Row 3: Z, X, C, V, B, N, M, 0, 1, 2, 3.

Picture 2-9: Empty semitrailer in inputting semi number

## 2.9 Full semitrailer in

To create a task for dropping off a full semitrailer input semitrailer and press OK.



The screenshot shows a software interface titled "Truck Check In". At the top, there is a red "Back" button, a vehicle ID "IKJ-458" in a box, and three flags (UK, Finland, Poland). Below this is a blue header bar with the text "Full In: Enter semi number and press OK.". The main area contains the label "SEMI \*" and a yellow input field containing "HFT425". Below the input field is a grey "OK" button. At the bottom is a numeric keypad with letters: Row 1: Q, W, E, R, T, Y, U, I, O, P, Del, 7, 8, 9; Row 2: Tab, A, S, D, F, G, H, J, K, L, 4, 5, 6; Row 3: Z, X, C, V, B, N, M, 0, 1, 2, 3.

Picture 2-10: Full semitrailer in inputting semi number

### 3 TASK SUMMARY AND A-CHECK

The tasks that you add with the screens described earlier are shown to you in the summary table labeled *Current tasks for truck*. If you want to input several tasks for one terminal visit you can press *Add new task*-button again. If you want to modify a task select the task from table and then press *Edit task*-button. If you want to remove a task select the task from table and then press *Remove task*-button.

Task Check In

Cancel (remove visit and tasks)

TGH-456

Add, Change and Delete tasks. When you have added all tasks for Steveco Container Terminal, press A-Check. Without A-Check, you are not permitted to enter the terminal.

Task	Container	ISO	Order	Len...	Type	Height
EMPTY OUT			H50938892	40	DC	8.6

ADD NEW TASK    EDIT TASK    FINISH (A-CHECK)    REMOVE TASK

Picture 3-1: Task summary (containers)

Task Check In

Cancel (remove visit and tasks)

JHU-745

Add, Change and Delete tasks. When you have added all tasks for Steveco Terminal, press A-Check. Without A-Check, you are not permitted to enter the terminal.

Task	Semi	Position
TÄYSI ULOS	JSEM300	J1/(null)

ADD NEW TASK    FINISH (A-CHECK)    REMOVE TASK

Picture 3-2: Task summary (semitrailers)

After you have created all desired tasks for your truck press the *Finish (A-Check)*-button. If you want to cancel all the information that you have given or start from the beginning, press *Cancel*. **The input sequence of the container or semi tasks must always end to a successful A-Check. Without successful A-Check the truck does not have appropriate access permissions and the truck is blocked from driving into port- and terminal area.**

If you are picking containers from Stevedco, system will ask you in which positions on truck you want those containers to be loaded. You need to mark a position for each container. After that you are able to do A-check.

Truck Check In

Back

ABC-987

Select position on truck for outgoing containers.

HASU1345786

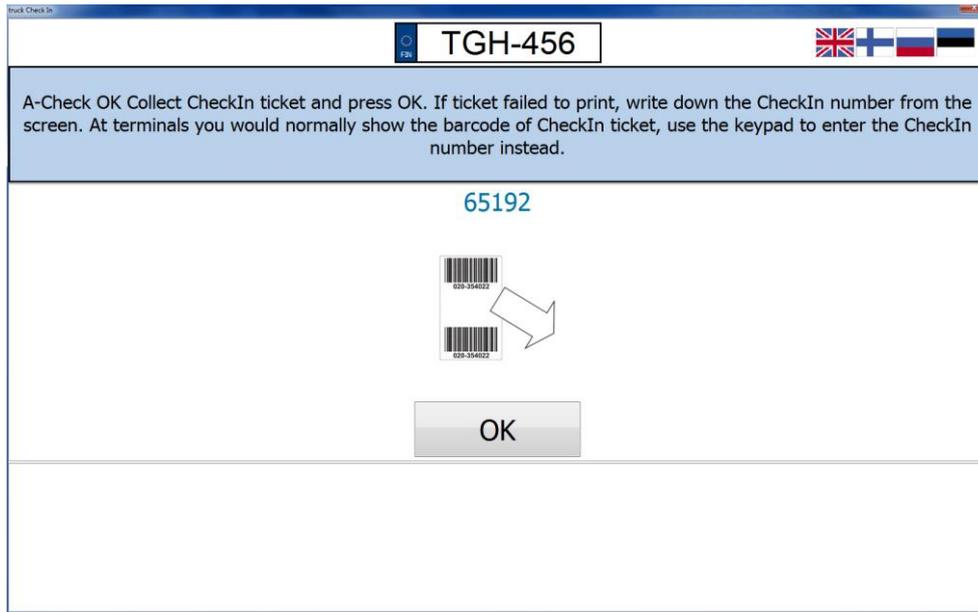
HIL/EDO/MAER/20DC / 20 / DC / 8.6

A-CHECK

After the task summary and selecting the container location for pickup, you need to enter the company you represent and your name. After entering the information, select 'OK'. This information is required to access the port area and will also be provided to the port.

### 3.1 Information about successful A-Check

When A-Check is successful kiosk prints a truckCheckIn ticket. This ticket is used when driving into terminal, at interchange area and when driving out of the terminal. Ticket is not printed if you have RFID-card and you using it with the kiosk.



**Picture 3-3: A-Check OK**

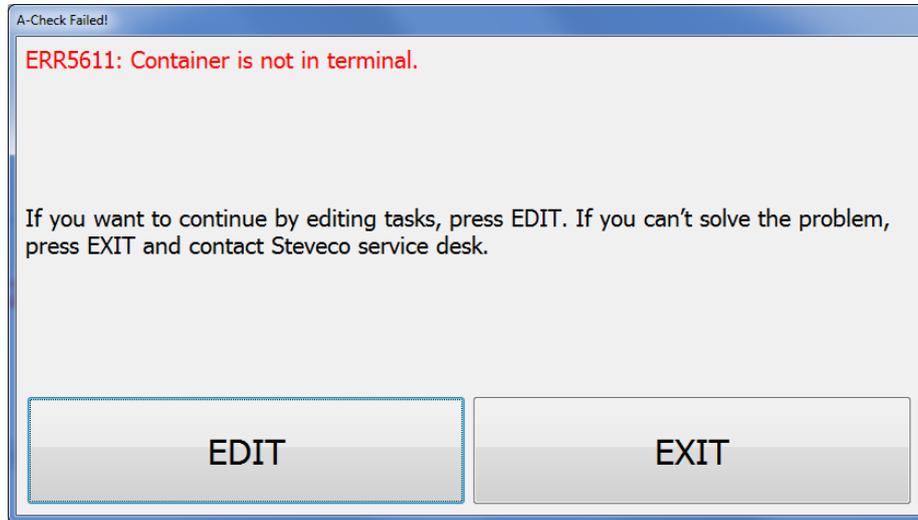


**Picture 3-4: Example picture of the check-in ticket printed**

### **3.2 Information about error in A-Check**

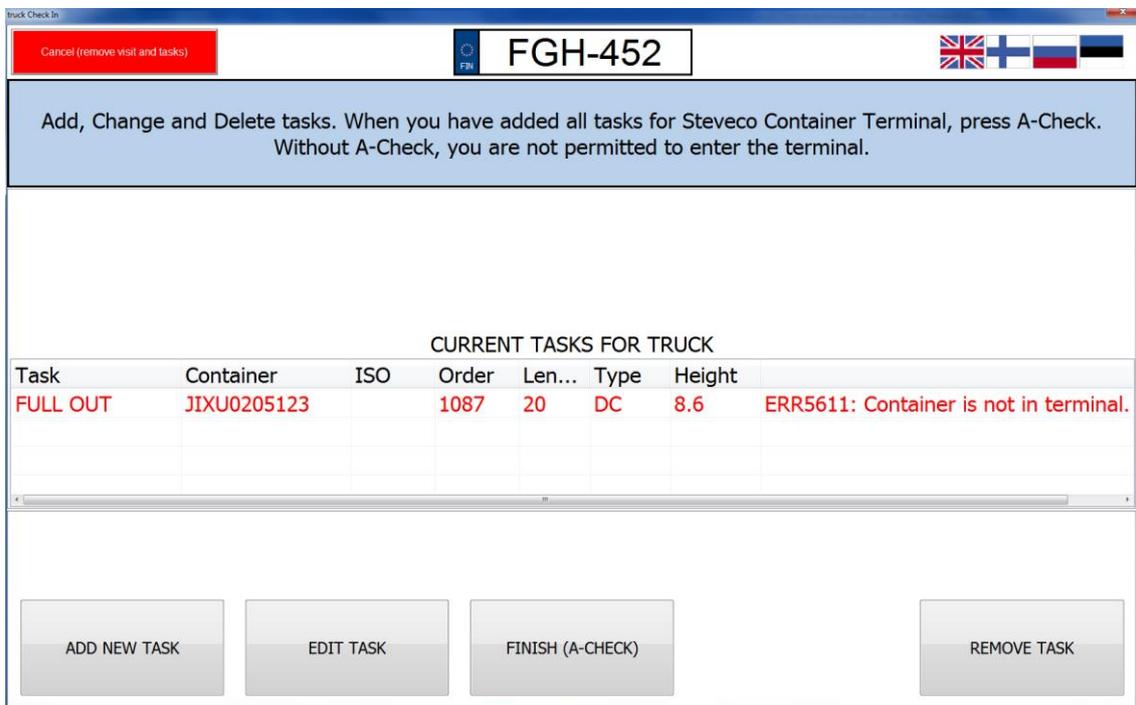
Regardless thorough input of task information it is possible that A-Check operation for some reason fails. If this happens the above screen is shown to you. (Observe! Depending on the situation the

error message might be different). If you notice that you have inputted something erroneous you still have the possibility to correct it by pressing *Edit*-button. If you cannot solve the problem by yourself press *Exit*-button and all the data you have inputted is canceled.



**Picture 3-5: Example of a failed A-Check**

If you choose to edit the task/tasks that has/have caused the it is shown with red colour and with the corresponding error message in the task table.



**Picture 3-6: The erroneous tasks are shown in red in the task summary table**

## 4 CONCEPTS AND TERMS

### 4.1 Task barcode

Task barcode is a barcode that can be used to ease the input of task information by showing it to the barcode reader in front panel of the kiosk. This barcode makes it easier and quicker to input the task information and it also reduces human made typos from the data input.

Steveco delivers task barcodes currently for pick-up tasks for containers and pick-up and drop off tasks for semitrailers. The barcode can be found in the Delivery confirmation printout sent by Steveco. Delivery confirmations are sent by Steveco's cargo control typically as an email attachment in \*.pdf format. The \*.pdf file can be printed out by the receiving party and redistributed further to the truck driver who checks in with the kiosk.

### 4.2 ISO-code

ISO-code is a 4-digit code that codes the size, type and the height of the container. It can be found on the sides of the container besides the container number. See example pictures below.



