Galliker
GalltransWeb

User Manual
Benutzeranleitung / Mode d'emploi / Istruzioni per l'uso

Status November 2013

Galliker
Transport &
Logistics

System requirements

Browser: Internet Explorer 8 or higher, Firefox, Google Chrome
                  For safety reasons, please make sure to keep your web browser version updated!
                  Disable the "block pop-up" feature.

PDF Reader: The printed edition is usually released as a PDF document. This requires the installation of an
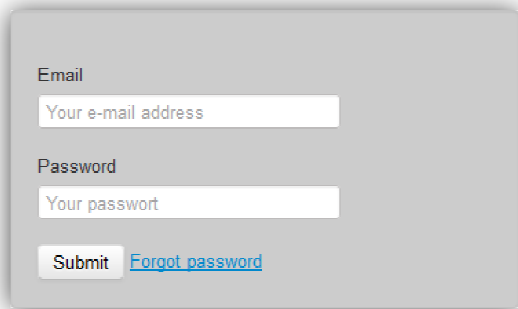   adequate reader.

Important information

- We do not provide any intermediate storage (e.g. pickup goods on Tuesday – delivery on Thursday).
- Released orders can no longer be modified in GalltransWeb. If you need to make any changes, please contact the responsible dispatcher directly.
- If changes are made to a printed order, the documents of transport must be printed again (labels and dispatch confirmation).
- Please contact the responsible dispatcher if you require an express dispatch (pickup the same day).
- Remember to release your orders!

Quick guide

Access / login

In order to log into the program, please insert the personal information you will have previously received, consisting of a valid e-mail address and a password.

If you forgot your password, you may request it by clicking on *Forgot password*.

Step 1 – Order overview

The order overview shows all recorded transport orders (not yet sent) according to the type of transport.

On this page you may create new orders or modify existing orders.

Step 1a – Creating a delivery order

1. Click on *New* on the order overview page.
2. Click on *[...]* to select the recipient.
3. Fill in the remaining information required.
4. Click on *Next* to continue to the window *Item Position*.

5. **Fill in the required information under *Item Position*.**
   Note: the first line is ready to be edited. If you need more lines, click on *Add*.
6. **To fill in the line *Dangerous goods* (optional), click on *Add*.**
7. **Save your order.**

Creating a new address

A new address can be created by clicking on the symbol . After clicking on *Save*, the new address is used automatically as recipient or sender of the current order.

New addresses can also be created in the address management area.

Step 1b – Creating a pickup order

1. **Click on *New* on the order overview page.**
2. **Click on *[...]* to select the sender.**
3. **The standard recipient appears automatically under *Recipient*. Click on *[...]* to select a different recipient.**
4. **Fill in the remaining information required.**
5. **Click on *Next* to continue to the window *Item Position*.**
6. **Fill in the required information under *Item Position*.**
   Note: the first line is ready to be edited. If you need more lines, click on *Add*.
7. **To fill in the line *Dangerous goods* (optional), click on *Add*.**
8. **Save your order.**

Once a pickup or delivery order is saved, the system prepares a PDF file for printing, which can be saved and/or printed for personal use. **There is no need to send the order to Galliker.**

Copy of the document is automatically sent by the system to the responsible dispatcher (for information purpose only). It is important to remember to release your order data (step 3)!

Step 2 – Printing order documents

1. **Select which orders you want to print.**
2. **Select your printing option (label or dispatch confirmation);**
   the system prepares PDF files for printing.
3. **E-mail the dispatch confirmation to the responsible dispatcher (for**
   information purpose only). You will find the e-mail feature in the PDF
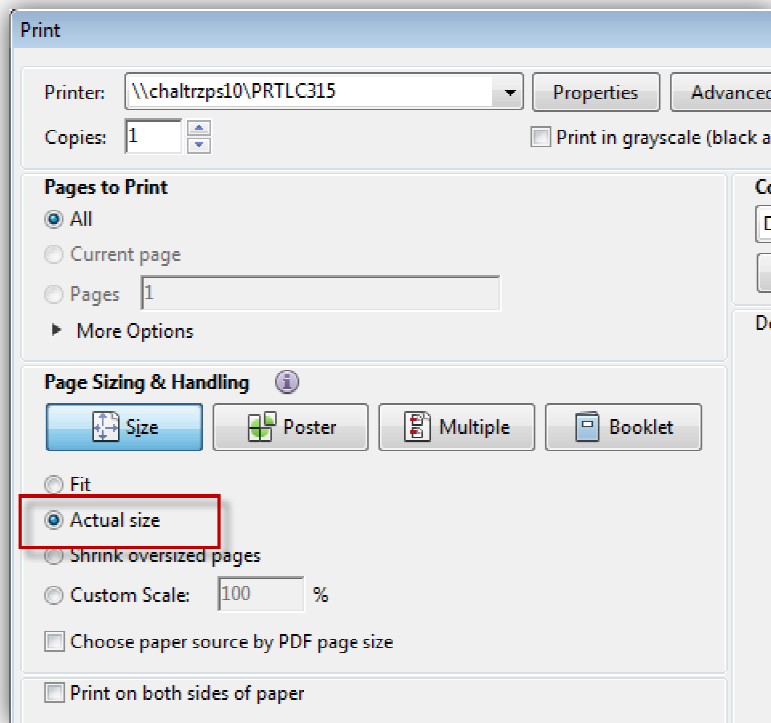   **Reader toolbar.**
4. **Label the transport goods.**

Important notice:

Before printing a transport label (PDF file), please verify that the page size settings are on „**Actual size**" and **not** fitted automatically.

Otherwise, if the layout is shrinked, it will no longer fit into the set label format and important information will be lost.

The image shown here as an example may differ depending on the product and version of your PDF Reader.

Step 3 – Releasing an order

1. **Select the orders you want to transmit.**
2. **Click on *Release* to transmit the selected orders.**

While order data is being transferred to Galliker (this procedure is deferred and may last up to five minutes), the orders are in *Status 20 – Ready to transmit*. Through the status field, you can open a transmitted order and, if need be, reverse its status to *10 – Registered* by clicking on *Cancel release*.

Transmitted orders (*Status 30 – Transmitted*) can no longer be modified.

Changing / creating an address

Addresses can be modified only in the address management area!

1. **Select an address.**
2. **Make changes and save.**

The modified address is now ready to be used for creating an order.

> Changes do not have an impact on existing orders! Also new addresses may be created in the address management area.

Usage agreement

This program is protected by copyright.

Galliker Transport AG is in charge of this software's maintenance. Galltrans NG is not subject to license and can be used for free.
Usage of Galltrans NG is limited to activities connected to Galliker Transport AG.

Any updates and upgrades are made exclusively by Galliker. Technical support is offered through our hotline during regular working hours. On-site assistence only upon agreement.

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Subject to modifications

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