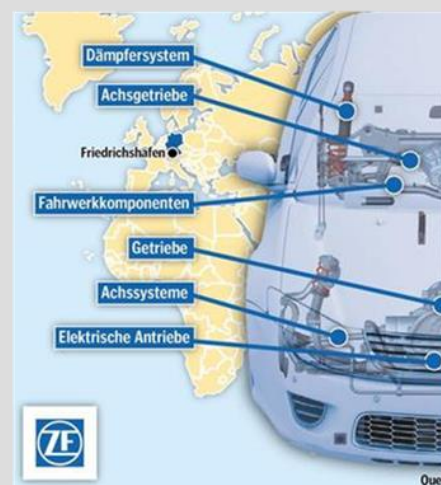
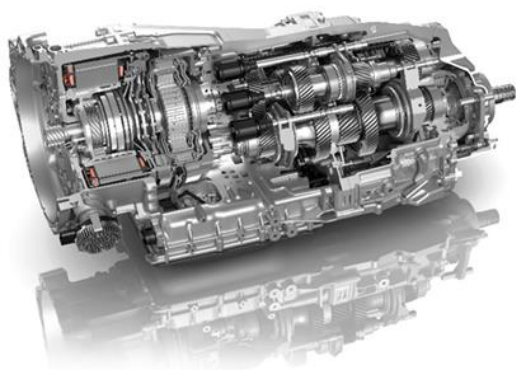


# eAR User manual



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## 1. General information

This manual describes the functions of the **eAR**.

The eAR is primarily used for document storage and provision. For each shipment, you can find the corresponding documents at the "Goods in"-interface by clicking on a shipment. In the "Goods out"-interface you will find all documents of the shipments that belong to the respective container. In addition, the container-specific documents, such as the container content list, can also be found here.

### Important information:

The search and the filter function are **case sensitive**. So please keep in mind the right spelling while using these functions. In addition, the eAR supports the use of **wildcards (\*)**.

Wildcards are symbols that replace characters in search terms to get more hits:

\* replaces no or any number of characters

? replaces one character

- The asterisk (\*) placed at the end of a term finds the search term with different word endings.
  - Example: **ZF\*** will find *ZF Friedrichshafen AG*
- The asterisk (\*) placed at the beginning of a term finds the search term with different word beginnings.
  - Example: **\*Bremen** will find *ZF Bremen* and *BLG Bremen*
- The asterisk (\*) can also be placed in the middle of a search term, replacing any number of characters.
  - Example: **BLG\*GmbH** will find *BLG Industrielogistik GmbH* and *BLG Handelslogistik GmbH*

The wildcards can be used to get a better and faster result. **\*2015\***, for example, will find the ECC no. *19020155*. Complete numbers can also be searched without the use of wildcards.

If no wildcards are used, the exact term has to be used. „*ZF Friedrichshafen*“ won't display any results, while „*ZF Friedrichshafen AG*“ will do.

## 2. Overview Status

	Process	Status	Meaning
Status of ECC shipment	Admin	10	Requested, reported to BLG
	Admin	20	released
	Admin	25	confirmed
	Admin	30	Pickup-released
	WE (goods in)	70	Goods arrived at ECC
	WE	80	Scan finished
	WE	85	Arrival closed
	WE	90	Arrival of goods done
		99	Goods cancelled
Status of container	Before WA	10	Container created
	Admin	20	Container released
	Admin	25	Container confirmed
	Admin	30	Pick-up released
	WA (goods out)	70	Container ready to load
	WA	80	Scan of ECC finished
	WA	85	Container closed
	WA	90	VGM and shipment transmitted
		99	Container cancelled

## 3. Goods in

In the „goods in“-interface you will find the documents and photos of each shipment. By clicking on a shipment you will open the documents which can either be downloaded completely as a .zip-file or opened individually and then downloaded depending on the browser.

## 4. Goods out

In the „goods out“-interface you will find the documents of each shipment allocated to the selected container. You will also find container-specific documents and photos. By clicking on a container you will open the documents which can either be downloaded completely as a .zip-file or opened individually and then downloaded depending on the browser.

## 5. Documents

This interface is used to assign unassigned documents to an ECC no. by a BLG employee.

## 6. Search

The search function also works with the wildcards described in chapter 1 (General information).

While using the left side of the interface you have to click “Search goods in” to start the search function.

While using the right side of the interface you have to click “Search goods out” to start the search function.

## 7. Further information

In order to avoid misuse of data, users regularly need to confirm their mail address. If the mail is not confirmed the user will be banned. In case the user was banned accidentally (e.g. you missed to confirm the mail) please contact your BLG plant support and the account will be reactivated.

Please also contact your BLG plant support if an employee has left the company or there is a new employee that needs new login credentials.