

# Dock Direct Import Collections

Creating a fast, simple and digital way to complete  
import collections for Transport Drivers



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## Dock Direct

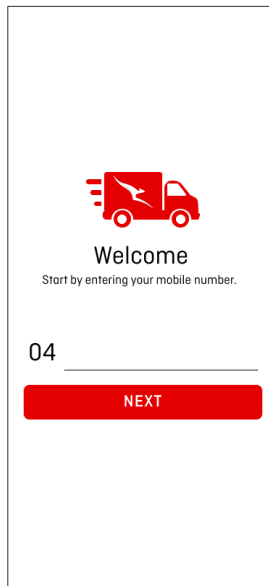
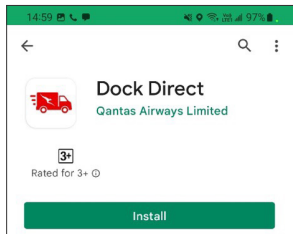
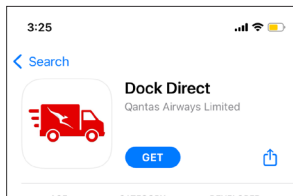
Dock Direct is the new digital freight management platform that provides transport drivers with a fast, simple and digital way to complete import collections at the Qantas Freight Terminal.

By downloading the Dock Direct App, you will no longer have to print a Collection List at the Qantas Kiosk. Freight forwarders and transport companies will assign collections to drivers with details being available at your fingertips — you won't even have to leave your truck.

## Download the Dock Direct app and log in

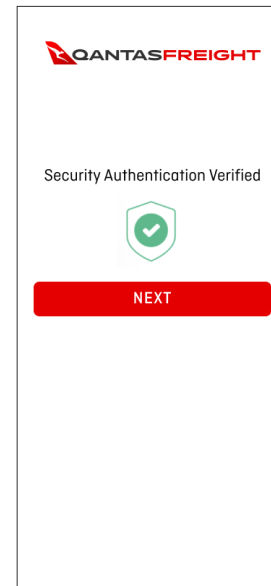
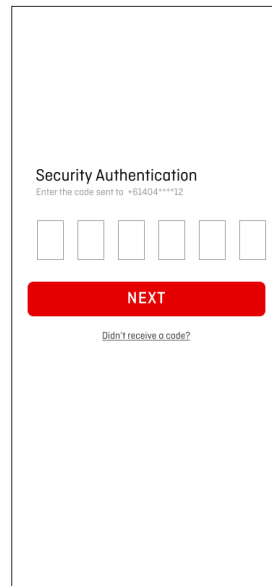
### Download and register

Download the app from the Apple App store or Google Store. Enter your mobile phone number and an SMS with a security code will be sent.



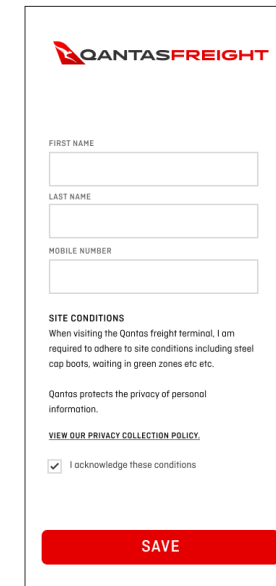
### Get authenticated

Once successfully verified, confirmation will be shown.



### Confirm driver profile

Enter your details and confirm you've acknowledged the site conditions for entry into the Qantas Freight terminals and docks by checking the box.



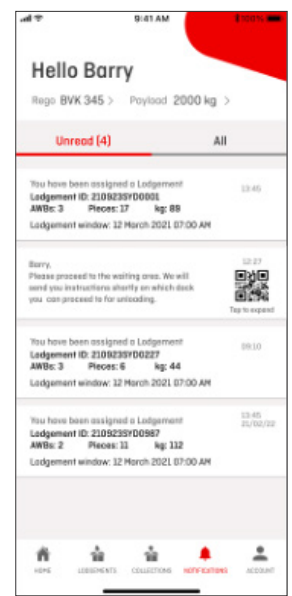
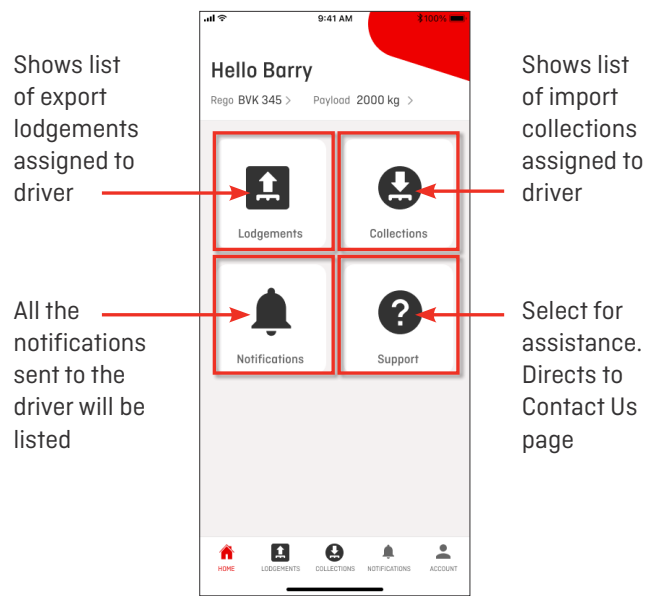
## Inside the app

### Home screen features

The home screen features 4 tiles – Lodgements, Collections, Notifications and Support

### Viewing notifications

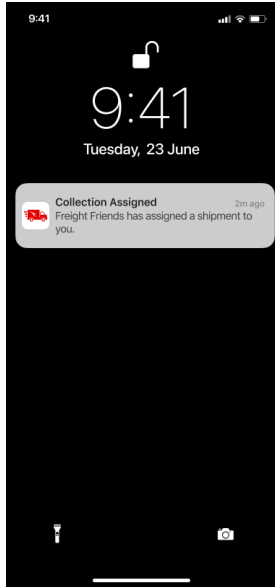
To view a history of notifications sent, navigate to the Home screen and select the Notifications tab.



## Managing assigned collections

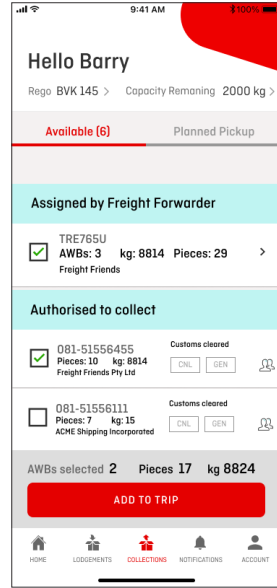
### Collection assigned

When a collection has been assigned by the freight forwarder, a notification will be sent to your device.



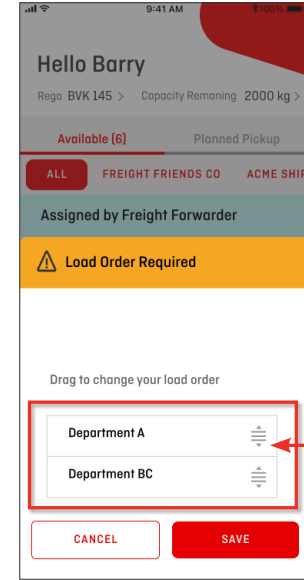
### View collection IDs

View the list of available collection IDs in the "Collections" tab. The available list will also display AWBs that are ready for collection that you have the authority to collect. You can select the Collection IDs to pick up and click "Add to Trip."



### Organise load order

If the collection includes a combination of units and loose, select the order of pick up from each department. Click "Save."

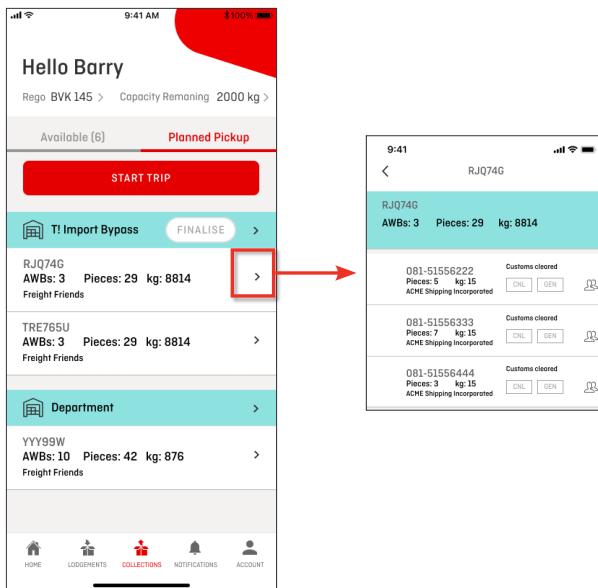


Change load order by holding the line icon and dragging to the correct position.

## Managing assigned collections

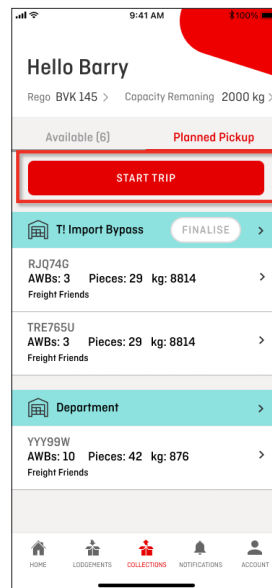
### Planned pickup

The Collections will now appear in the “Planned Pickup” tab. To view shipments in a collection, click the collection row arrow.



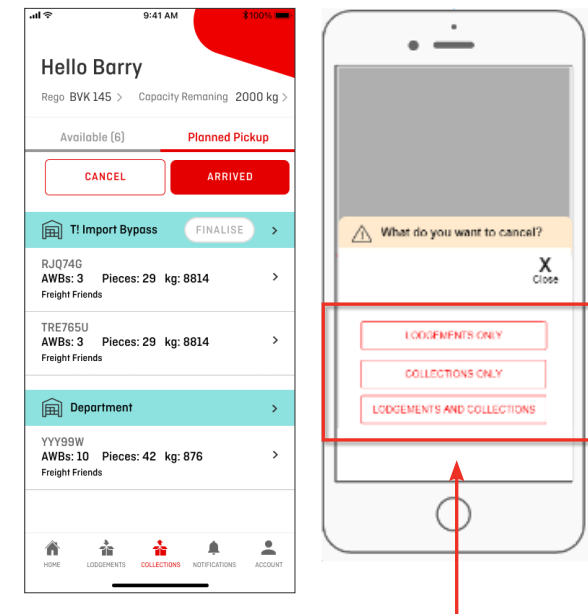
### Starting a trip

When you're ready, click “Start Trip” and make your way to the Qantas Freight Terminal.



### Cancelling a trip

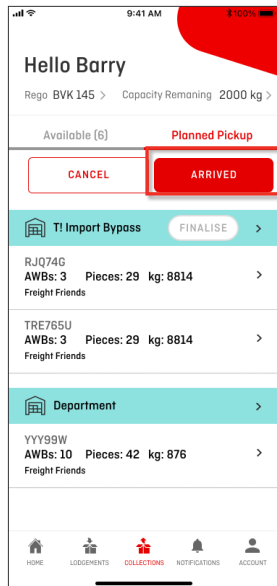
To cancel a trip, the driver can select “Cancel”. This will remove the Collection IDs from the “Planned Pickup” tab. The job will then be unassigned to driver.



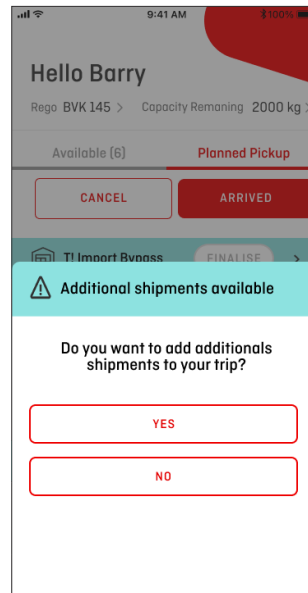
Depending on the trip type, the driver can select to cancel the Collection, Lodgement or both.

## Arrival at Qantas Freight Terminal

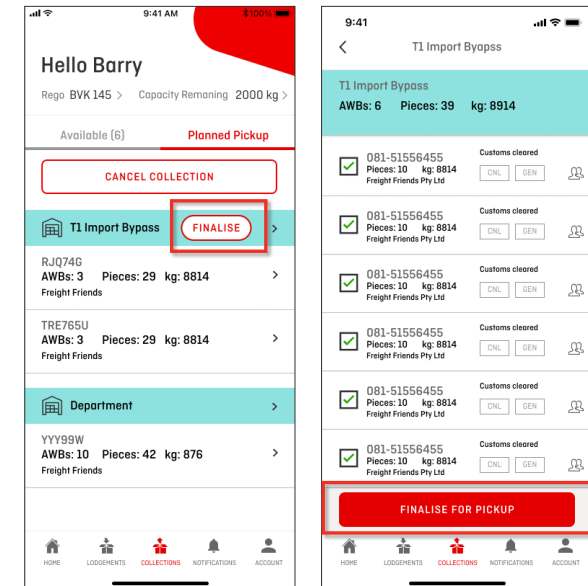
Upon arrival at the Qantas Freight Terminal, mark yourself "Arrived" from within the Planned Pickup tab.



If any additional shipments have since become available, select "Yes" to add AWBs or "No" to finalise and be queued for an available dock.

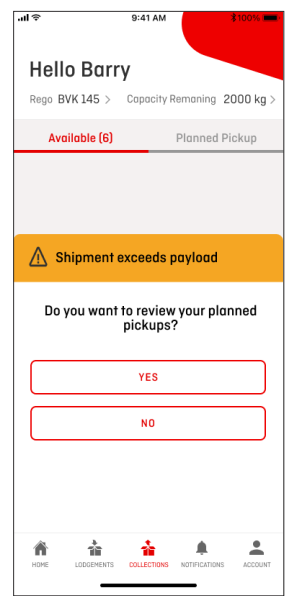


Finalise the first shipment for collection. Select "Finalise," edit AWBs as needed and "Finalise For Pickup."

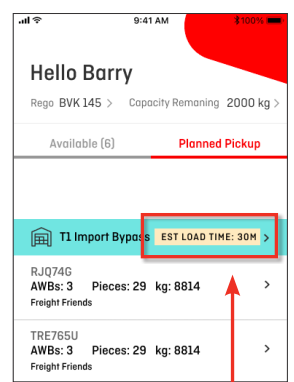
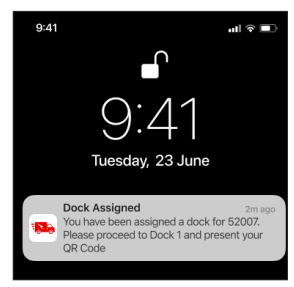
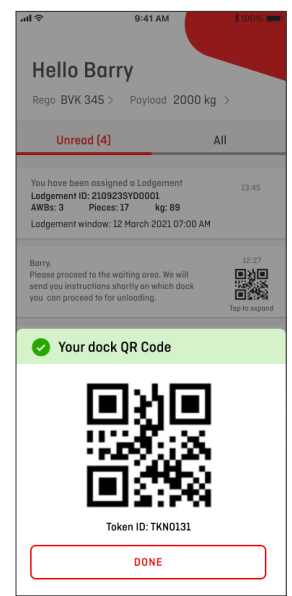


## Arrival at Qantas Freight Terminal

If the total of planned pickup weight exceed specified truck payload capacity, a reminder alert will be displayed.



Once finalised, a notification will be sent to you and you can proceed to the dock for unloading. The Dock operator will scan the QR code in your notification and begin loading.



An estimated loading time will be displayed.

When a department has completed loading it will turn grey and move to the bottom of the list. The next department will be available to "Finalise." Once all shipments have been loaded, you will receive a notification that loading has been completed.

