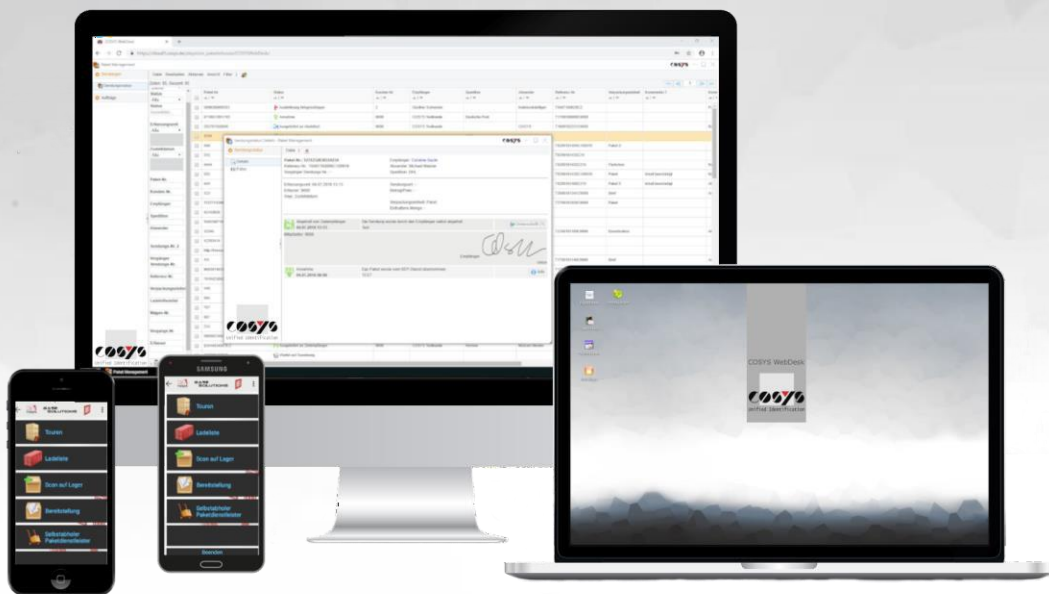


COSYS Transport Management

COSYS Web Desk



Content

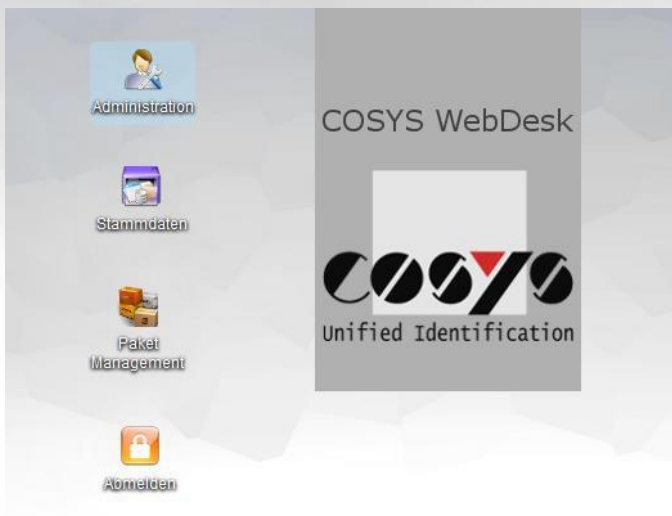
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Registration



For the login to the COSYS WebDesk corresponding user data are necessary.

Administration

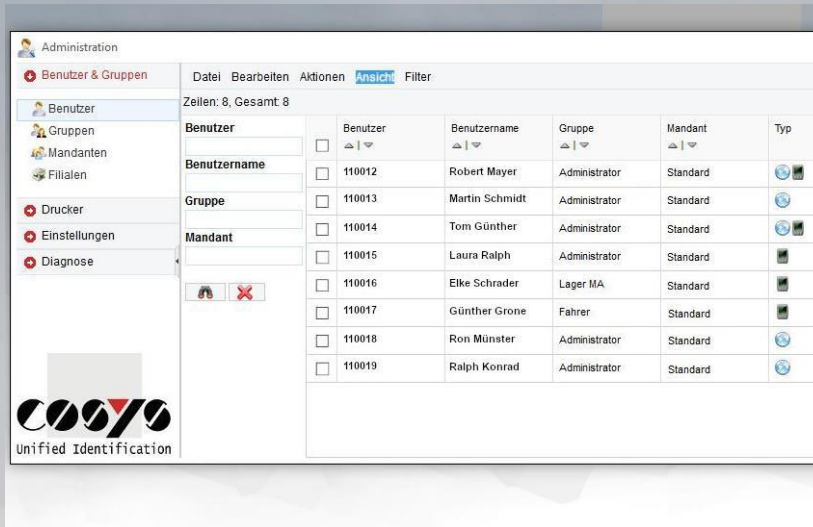


In order to access the administration interfaces, the user must have the appropriate permissions.

The administration includes the following points:

- Manage users for WebDesk as well as for MDE modules
- Manage user groups
- Manage printers
- Diagnostic options

Manage users



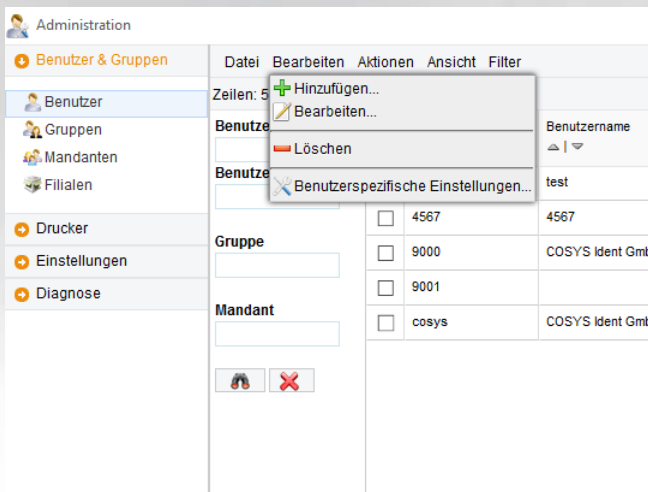
Benutzer	Benutzername	Gruppe	Mandant	Typ
<input type="checkbox"/>	110012	Robert Mayer	Administrator	Standard
<input type="checkbox"/>	110013	Martin Schmidt	Administrator	Standard
<input type="checkbox"/>	110014	Tom Günther	Administrator	Standard
<input type="checkbox"/>	110015	Laura Ralph	Administrator	Standard
<input type="checkbox"/>	110016	Elke Schrader	Lager MA	Standard
<input type="checkbox"/>	110017	Günther Groner	Fahrer	Standard
<input type="checkbox"/>	110018	Ron Münster	Administrator	Standard
<input type="checkbox"/>	110019	Ralph Konrad	Administrator	Standard

The user view provides an ordered overview of existing users with corresponding properties

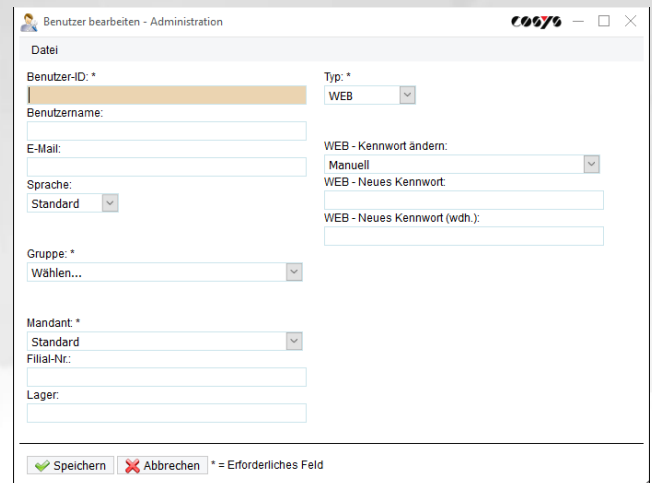
Other functions:

- Add user
- Edit user
- Delete user

Create new user

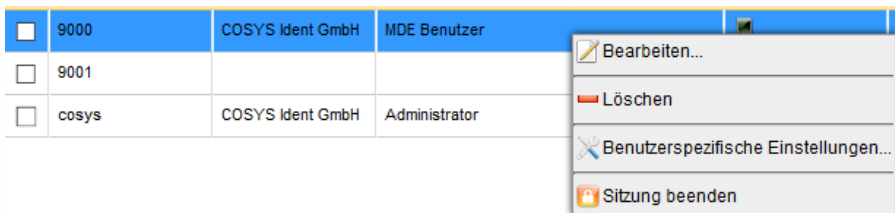


Benutzer	Benutzername
<input type="checkbox"/>	4567
<input type="checkbox"/>	9000
<input type="checkbox"/>	9001
<input type="checkbox"/>	cosys



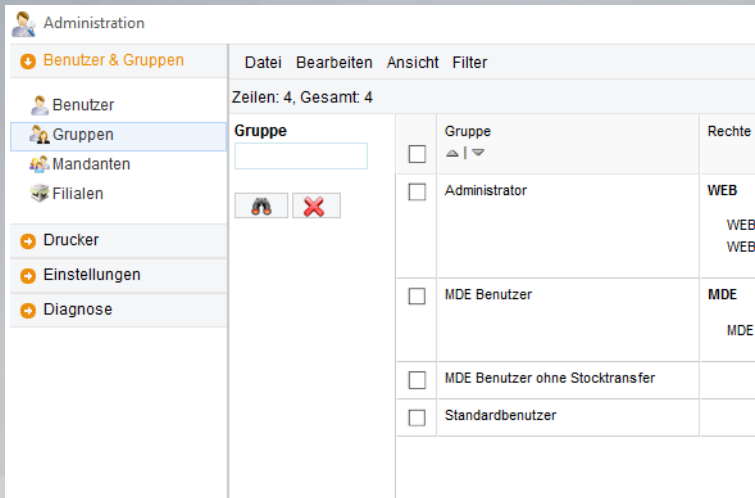
Benutzer-ID: *
 Benutzername:
 E-Mail:
 Sprache: Standard
 Gruppe: *
 Mandant: *
 Filial-Nr.:
 Lager:

Edit user / Delete user



<input type="checkbox"/>	9000	COSYS Ident GmbH	MDE Benutzer
<input type="checkbox"/>	9001		
<input type="checkbox"/>	cosys	COSYS Ident GmbH	Administrator

User groups (rights groups)

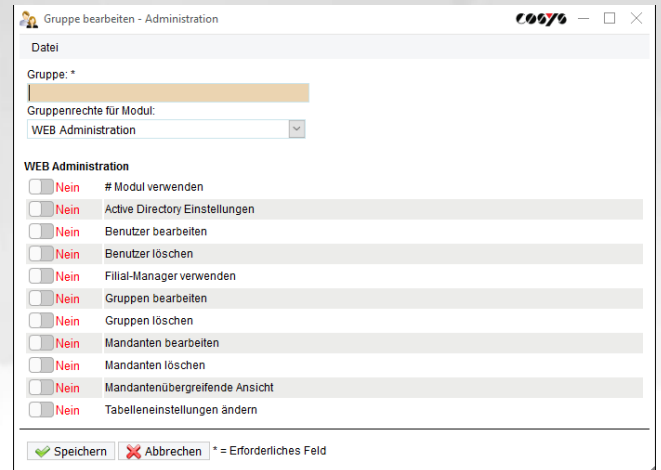
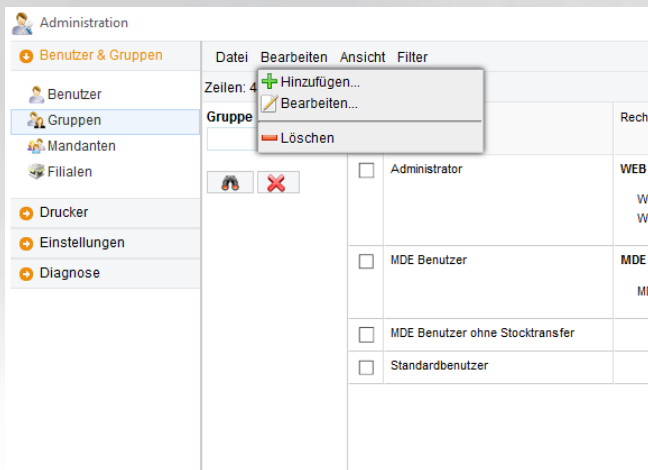


By using user groups, the user accounts created can be given specific rights.

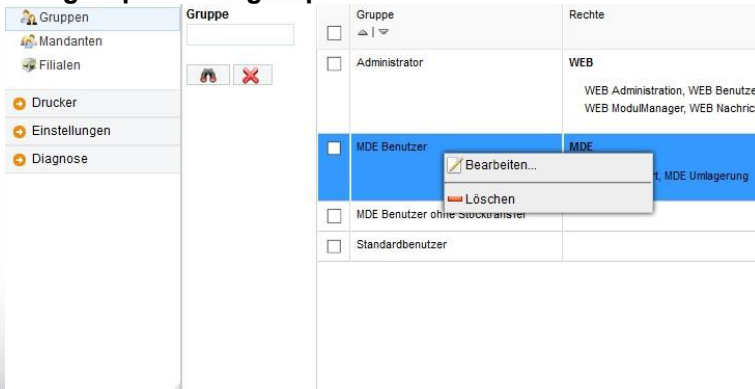
Functions:

- add new group
- Edit group
- Delete group

Add new group



Edit group / Delete group



A user group can only be removed if it is no longer assigned to a user.

OPTIONAL: Connection LDAP / Active Directory

Gruppen	Gruppe	Gruppe	Rechte
	<input type="checkbox"/> Gruppe	<input type="checkbox"/> Administrator	WEB WEB Administration, WEB Benutzer WEB ModulManager, WEB Nachricht
	<input checked="" type="checkbox"/> MDE Benutzer	<input checked="" type="checkbox"/> MDE Benutzer	MDE, MDE Umlagerung
	<input type="checkbox"/> MDE Benutzer ohne Stücktransfer		
	<input type="checkbox"/> Standardbenutzer		

A user group can only be removed if it is no longer assigned to a user.

Master data



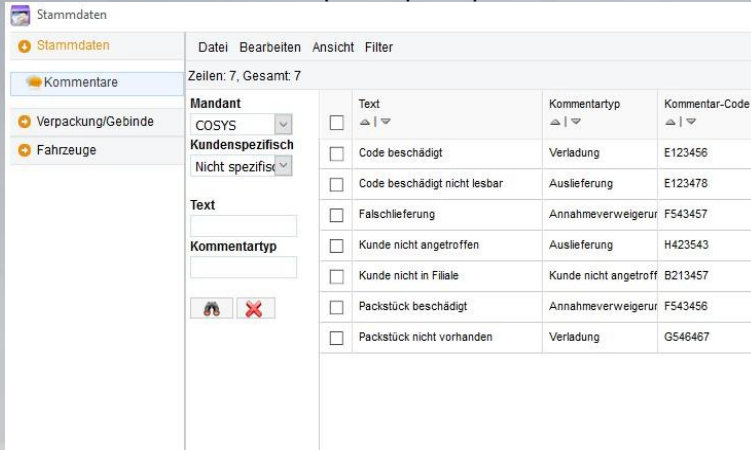
To manage the master data.

Master data management includes the following items:

- Add, edit and delete comments
- Add, edit and delete charge media types
- Add, edit and delete vehicles
- Add, edit and delete vehicle deployment types

Comments

Comments are used in the MDE software at various points to provide the user with certain comments for different actions and thus speed up the process.



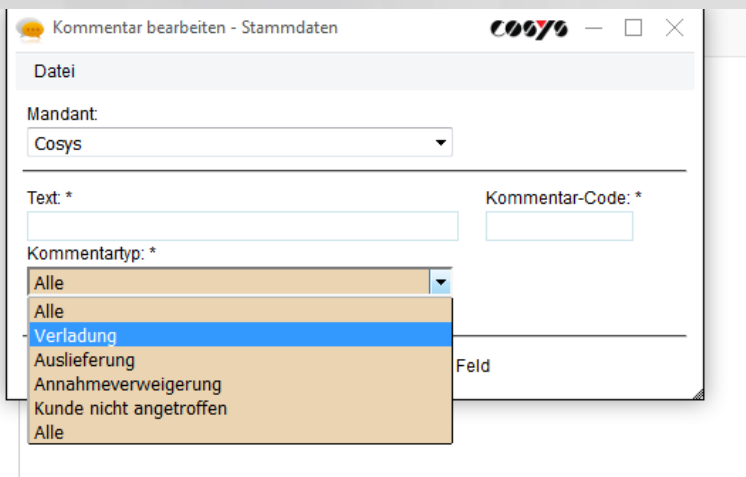
Text	Kommentartyp	Kommentar-Code
<input type="checkbox"/> Code beschädigt	Verladung	E123456
<input type="checkbox"/> Code beschädigt nicht lesbar	Auslieferung	E123478
<input type="checkbox"/> Falschlieferung	Annahmeverweigerung	F543457
<input type="checkbox"/> Kunde nicht angetroffen	Auslieferung	H423543
<input type="checkbox"/> Kunde nicht in Filiale	Kunde nicht angetroffen	B213457
<input type="checkbox"/> Packstück beschädigt	Annahmeverweigerung	F543456
<input type="checkbox"/> Packstück nicht vorhanden	Verladung	G546467

Other functions:

- Add comments
- Edit comments
- Delete comments

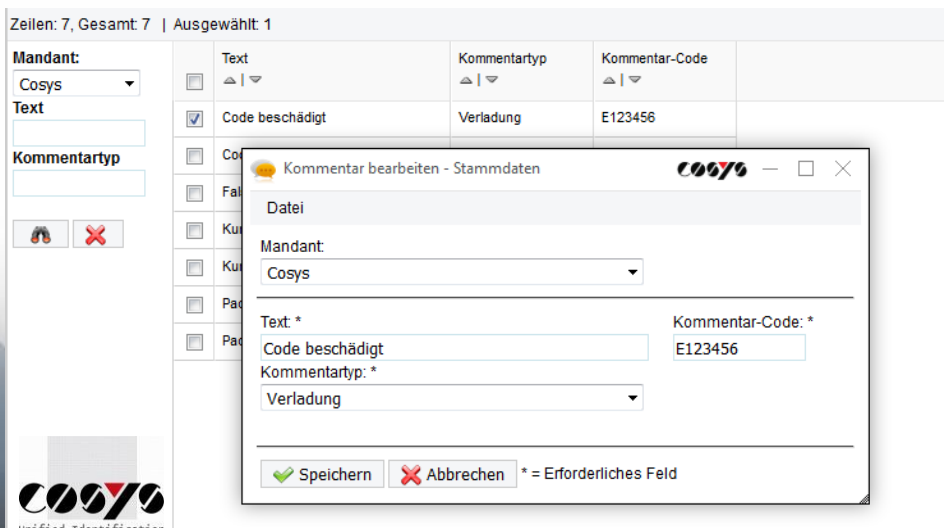
Note: Any number of comments can be assigned to each comment type.

Add comments



Mandant: Cosys
 Text: *
 Kommentar-Code: *
 Kommentarartyp: *
 (Dropdown menu showing: Alle, Verladung, Auslieferung, Annahmeverweigerung, Kunde nicht angetroffen, Alle)

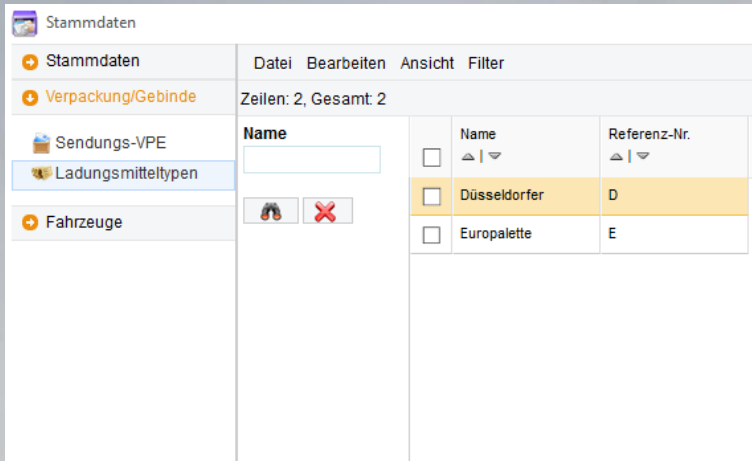
Edit comments



Zeilen: 7, Gesamt: 7 | Ausgewählt: 1
 Mandant: Cosys
 Text: Code beschädigt
 Kommentar-Code: E123456
 Kommentarartyp: Verladung

(Dialog box content: Mandant: Cosys, Text: Code beschädigt, Kommentar-Code: E123456, Kommentarartyp: Verladung, Buttons: Speichern, Abbrechen)

Charge media types



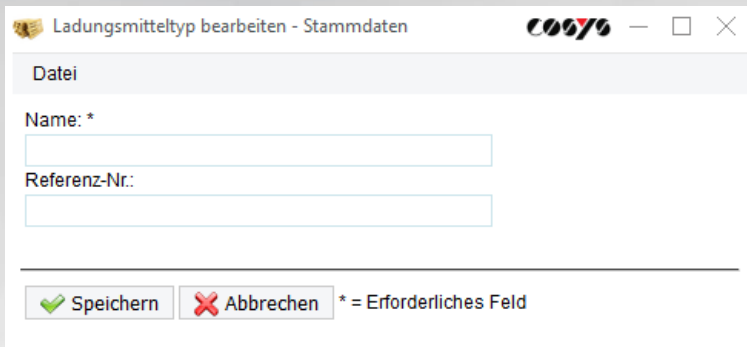
Name	Referenz-Nr.
<input type="checkbox"/> Düsseldorfer	D
<input type="checkbox"/> Europalette	E

Other functions:

- Add charge media types
- Edit charge media types
- Delete charge media types

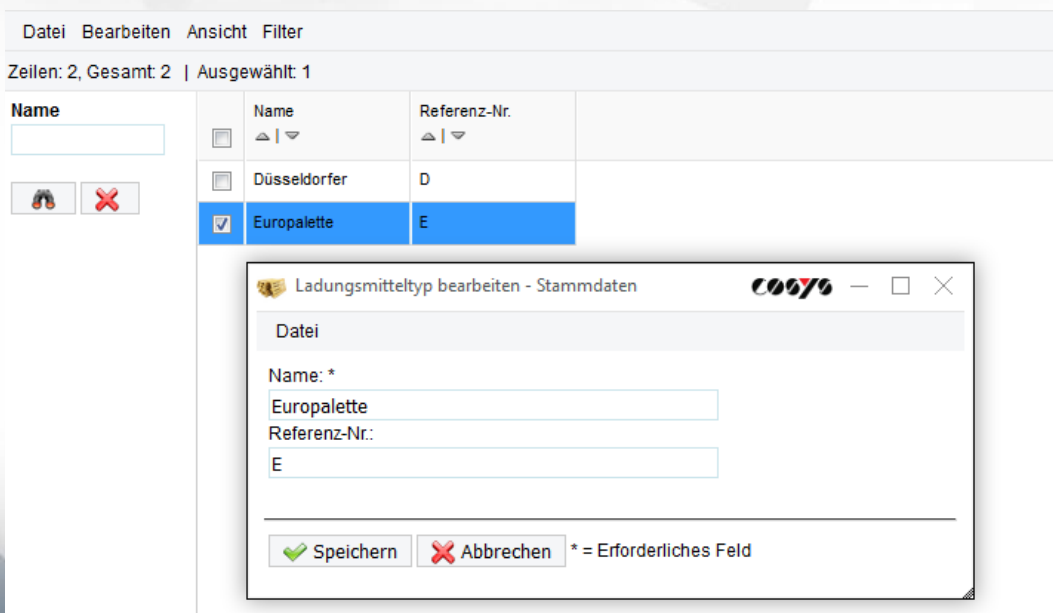
Note: Any number of comments can be assigned to each comment type.

Add charge media types



Name: *
 Referenz-Nr.:
 * = Erforderliches Feld

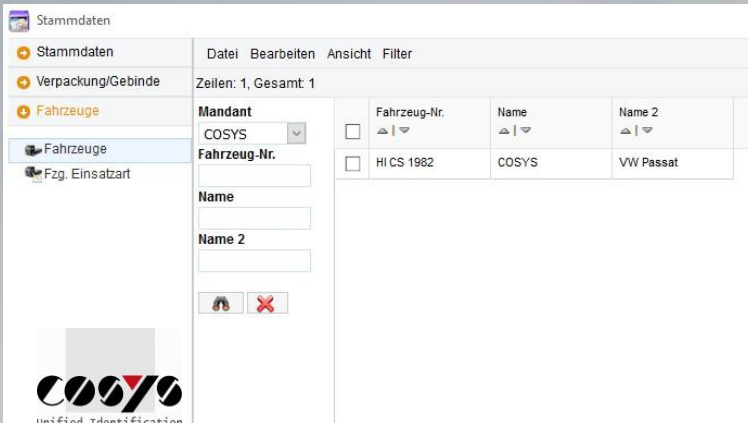
Edit charge media types



Name	Referenz-Nr.
<input type="checkbox"/> Düsseldorfer	D
<input checked="" type="checkbox"/> Europalette	E

Name: *
 Referenz-Nr.:
 * = Erforderliches Feld

Vehicles



Fahrzeug-Nr.	Name	Name 2
HI CS 1982	COSYS	VW Passat

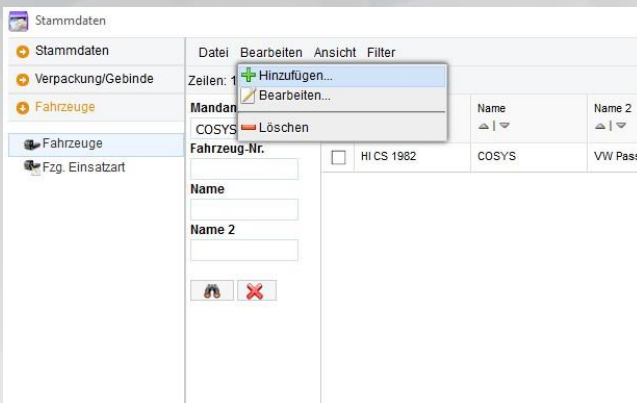
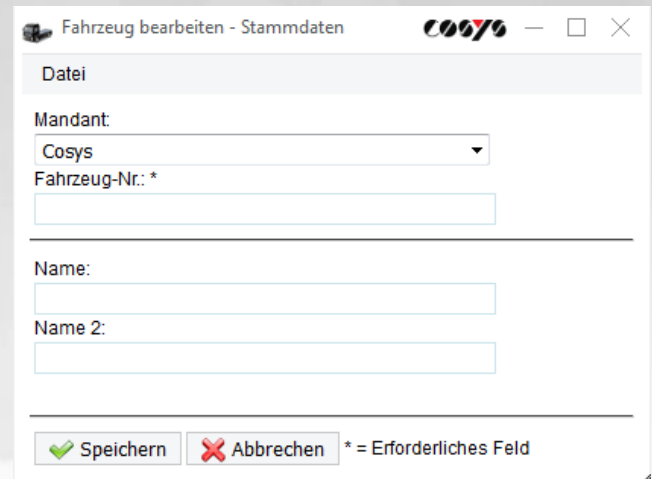
For the vehicle management of the vehicles that are to be available for the driver's logbook of the MDE software.

- Record indicator
- Type and description (optional)

Other functions:

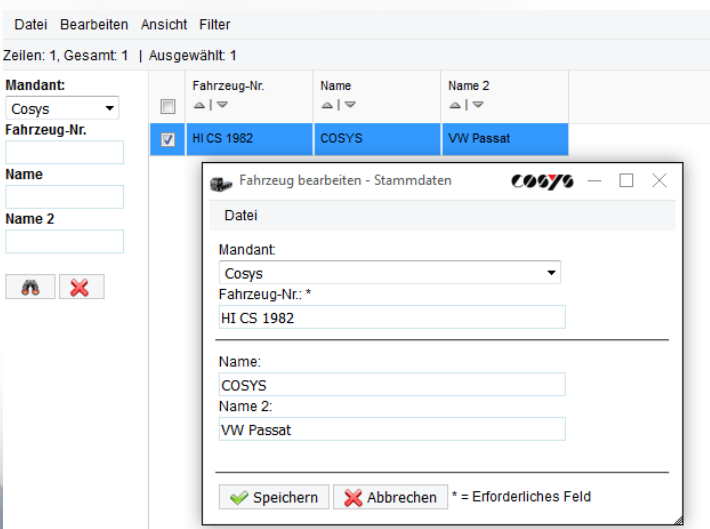
- Add vehicles
- Edit vehicles
- Delete vehicles

Add vehicles

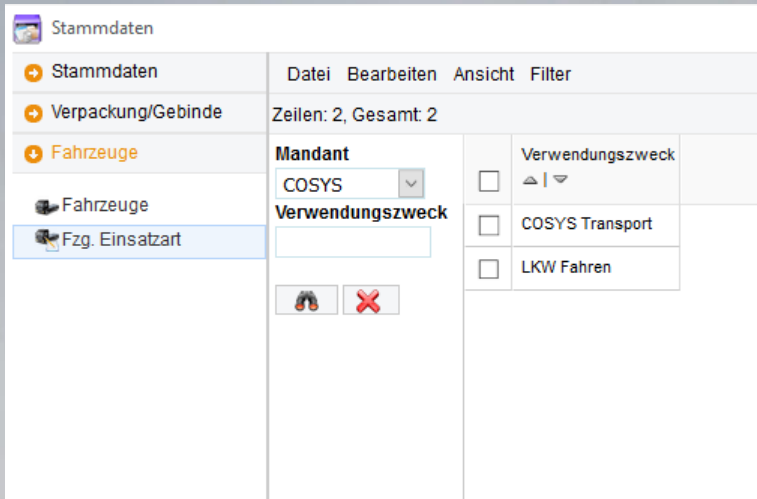



Speichern **Abbrechen** * = Erforderliches Feld

Edit vehicles



Application type

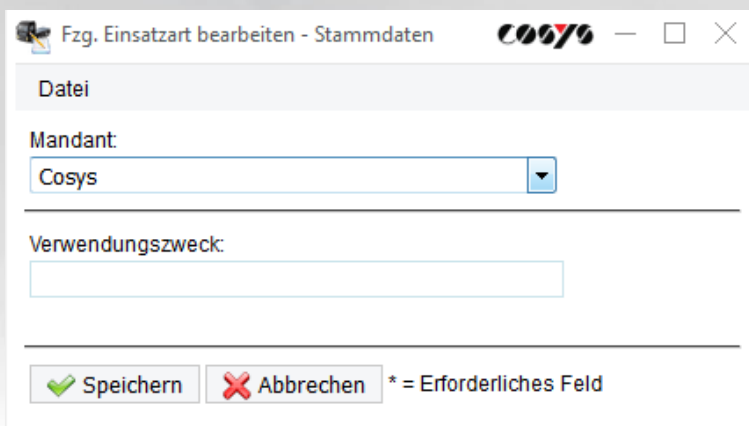


Define shift types that are to be available in the driver's logbook of the MDE software. Z. E.g. for the under guidance of tours.

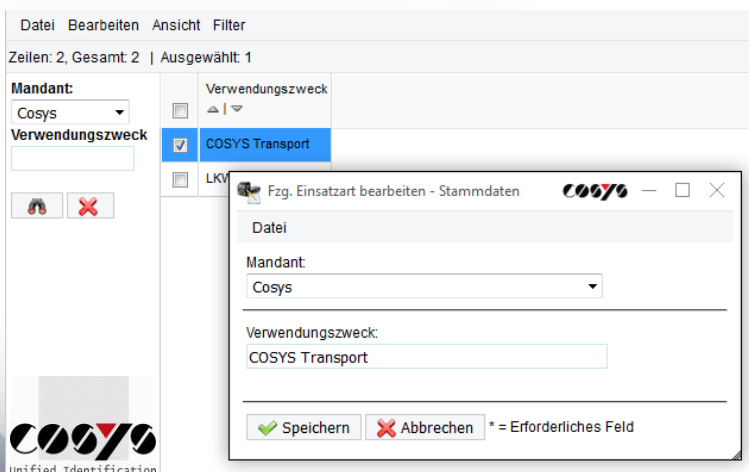
Other functions:

- Add insert types
- Edit insert types
- Delete insert types

Add insert type



Edit insert type



Shipment status types

Stammdaten	Datei	Bearbeiten	Ansicht	Filter
Zellen: 28, Gesamt: 28				
Sendungsstatus-Typen Mandant: Alle Status-ID: Titel: Beschreibung:	<input type="checkbox"/>	Status-ID	Titel	Beschreibung
	<input type="checkbox"/>	40	Fehlgeschlagen	
	<input type="checkbox"/>	60	Bereitgestellt	Sendung wurde für die Verladung bereitgestellt
	<input type="checkbox"/>	61	Verladen	Sendung wurde in das Auslieferfahrzeug verladen
	<input type="checkbox"/>	65	Verladung fehlgeschlagen	Die Sendung konnte nicht in das Auslieferfahrzeug verladen werden
	<input type="checkbox"/>	70	In Transport	Die Sendung befindet sich auf dem Weg zum Zielort
	<input type="checkbox"/>	80	Abgeholt von Zielpfänger	Die Sendung wurde durch den Empfänger selbst abgeholt
	<input type="checkbox"/>	81	Abgeholt von Ersatzempfänger	Die Sendung wurde von einer anderen Person abgeholt
	<input type="checkbox"/>	90	Ausgeliefert an Zielpfänger	Die Sendung wurde erfolgreich zugestellt
	<input type="checkbox"/>	91	Ausgeliefert an Ersatzempfänger	Die Sendung wurde erfolgreich einer anderen anwesenden Person übergeben
	<input type="checkbox"/>	92	Ausgeliefert an Abstellort	Die Sendung wurde am Abstellort abgelegt
	<input type="checkbox"/>	95	Auslieferung fehlgeschlagen	Die Sendung konnte nicht zugestellt werden
	<input type="checkbox"/>	96	Kunde nicht angetroffen	Der Kunde wurde nicht angetroffen
	<input type="checkbox"/>	100	Kundenretoure	Sendung zurück vom Kunden
	<input type="checkbox"/>	101	Retoure OFD	Sendung geht zurück an OFD
	<input type="checkbox"/>	102	Abholung ausstehend	Die Sendung steht zur Abholung bereit
	<input type="checkbox"/>	105	Wartet auf Zuordnung	
	<input type="checkbox"/>	110	Annahme	Das Paket wurde vom KEP-Dienst übernommen
	<input type="checkbox"/>	120	Ausgeliefert gegen Nachnahme	Die Sendung wurde erfolgreich zugestellt, Nachname bezahlt
	<input type="checkbox"/>	121	Abgeholt gegen Nachnahme	Die Sendung wurde selbst aus dem Lager abgeholt, Nachname bezahlt
	<input type="checkbox"/>	130	Zurück im Lager	Die Sendung ist wieder im Lager eingetroffen
	<input type="checkbox"/>	150	Storniert	Die Sendung wurde storniert
	<input type="checkbox"/>	160	Annahmeverweigerung	Die Sendung wurde vom Kunden abgelehnt
	<input type="checkbox"/>	1000	Disponiert	Die Sendung ist disponiert
	<input type="checkbox"/>	1100	Abholung durch Paketdienstleister	Pakete stehen zur Abholung durch den Paketdienstleister bereit
	<input type="checkbox"/>	1101	Abgeholt durch Paketdienstleister	Pakete wurden vom Paketdienstleister übernommen
	<input type="checkbox"/>	1105	Abholung durch Paketdienstleister fehlgeschlagen	Pakete wurden vom Paketdienstleister verweigert

Different tours and packages can be marked with appropriate statuses and status icons at different times during the process.

See also: Package management

Package management



To manage the tours, delivery bills and packages.

The package management includes the following items:

- View shipment status
- View delivered shipments
- View tour status
- View delivery note status

Shipment status

Clear view of all packages and details.
(Summarized from all tours and delivery bills known to the system).

Paket Management

⊕ Pakete | Datei Bearbeiten Aktionen Ansicht Filter |

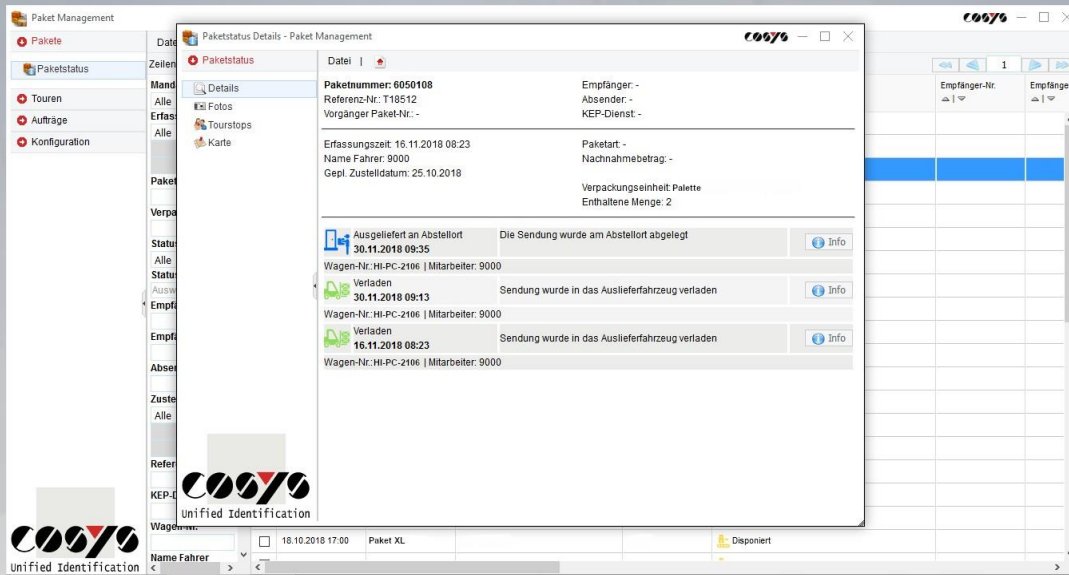
Paketstatus Zeilen: 21, Gesamt: 21

Mandant	Erfassungszeit	Paketnummer	Verpackungseinheit	Paketart	Enthaltene Menge	Status	Empfänger-Nr.	Empfänger
Alle	<input type="checkbox"/> 15.02.2019 09:07	6050103	Päckchen S		1,00	Bereitgestellt	3610	Thomas Müller
Alle	<input type="checkbox"/> 15.02.2019 09:01	6050115	Paket M		1,00	Bereitgestellt	3642	Jan Roland
Alle	<input type="checkbox"/> 15.02.2019 09:00	6050114	Palette		1,00	Bereitgestellt	3642	Jan Roland
Alle	<input type="checkbox"/> 15.02.2019 08:56	6900120	Palette		1,00	Bereitgestellt	3664	Carla Charlotte
Alle	<input type="checkbox"/> 15.02.2019 08:56	6900120	Päckchen S		1,00	Bereitgestellt	3601	Tom Leonard
Alle	<input type="checkbox"/> 15.02.2019 08:55	ENSO160010	Paket M		77,00	Bereitgestellt		
Alle	<input type="checkbox"/> 15.02.2019 08:55	6050110			1,00	Bereitgestellt		
Auswählen...	<input type="checkbox"/> 11.02.2019 10:51	WA223344			3,00	Ausgeliefert an Zielempfänger		
Empfänger-Nr.	<input type="checkbox"/> 14.11.2018 14:49	6050106	Päckchen S		250,00	Disponiert	3651	Senate Barla
Empfänger	<input type="checkbox"/> 14.11.2018 14:49	WA250918	Päckchen S		50,00	Ausgeliefert an Zielempfänger		
Absender	<input type="checkbox"/> 14.11.2018 14:49	WA250919	Päckchen S		6,00	Disponiert		
Zustelldatum	<input type="checkbox"/> 14.11.2018 14:49	6050108	Paket M		2,00	Disponiert		
Alle	<input type="checkbox"/> 14.11.2018 14:49	301902			1,00	Disponiert		
Alle	<input type="checkbox"/> 14.11.2018 14:49	6050108			12,00	Disponiert	3679	Carlo Ludwig
Referenz-Nr.	<input type="checkbox"/> 14.11.2018 13:41	6050100	Päckchen S		1,00	Disponiert		
Wagen-Nr.	<input type="checkbox"/> 14.11.2018 13:41	ENSO160039	Palette		98,00	Disponiert	3699	Jus'in Sandvos
Name Fahrer	<input type="checkbox"/> 30.07.2018 15:41	996000301			2,00	Annahme		
KEP-Dienst	<input type="checkbox"/> 30.07.2018 15:41	996015907	Päckchen S		1,00	Annahme	3606	Susanne Meyer
Letzte Aktualisierung	<input type="checkbox"/> 30.07.2018 15:41	99			50,00	Annahme		
Alle	<input type="checkbox"/> 30.07.2018 15:39	996022305	Paket M		20,00	Annahme		
Alle	<input type="checkbox"/> 30.07.2018 15:39	996012305	Palette		100,00	Annahme	3636	Rüdiger Fichtenberg

⊕ ⊖ ⊗ ⊘

Note: The **filter function** integrated in WebDesk can be used to conveniently search for individual packages. You will find this filter function in all windows in order to always be able to find the desired data records in an uncomplicated way.

Details /Send history



The screenshot displays the 'Paket Management' application window. The main area shows details for package number 6050108, including its reference number (T18512), sender, receiver, acquisition time (16.11.2018 08:23), and delivery date (25.10.2018). It also lists the vehicle number (HI-PC-2106) and employee (9000). The 'Verpackungseinheit' is a 'Palette' with a quantity of 2. The 'Send history' section shows three entries: 'Ausgeliefert an Abstellort' (Delivered to depot) on 30.11.2018 at 09:35, and two 'Verladen' (Loaded) entries on 30.11.2018 at 09:13 and 16.11.2018 at 08:23, all from vehicle HI-PC-2106 and employee 9000. A table on the right side of the window shows columns for 'Empfänger-Nr.' and 'Empfänger'.

The detailed report/sending history includes the following information:

- Package number
- Number of the associated delivery bill
- Packaging unit
- Course of the package
- Acquisition time
- Delivery date
- Receiver
- Sender
- Freight forwarding

- Loading details
 - Loading time
 - Tour no. and vehicle
 - Employees
- Delivery details
 - Delivery time
 - Tour no. and vehicle
 - Employees
 - Signature and plain text of the customer
- In case of undelivered packages, the comment with the selected reason why the package was not delivered appears additionally.

If photos of a package were taken with the MDE device, they can also be viewed under the "**Photo**" tab.

In addition, the "**Map**" tab displays the approximate position of the delivery on a map through collected GPS coordinates.

Tour status

Mandant	Tour-Datum	Tour-Nr.	Tourenstatus	Anzahl Empfänger	Anzahl Pakete
Alle	19.11.2018 10:01	T18525	1 Offen	4	0
Alle	01.11.2018 00:00	T18516	Gestartet	8	7
Alle	26.10.2018 08:45	T18513	1 Offen	4	0
Alle	25.10.2018 00:00	T18512	Gestartet	4	5
Alle	24.10.2018 00:00	T18511	Gestartet	4	2
Alle	23.10.2018 00:00	T18515	Gestartet	3	2
Alle	30.05.2018 09:02	T18499	1 Offen	3	0
Alle		T18500	1 Offen	3	0
Alle		T18502	1 Offen	6	0
Alle		T18503	1 Offen	5	0
Alle		T18523	1 Offen	3	0

To display all tours with status incl. date.

Functions:

- Tour stop overview of the tour
- Package overview of the individual tour stops

Toustop overview

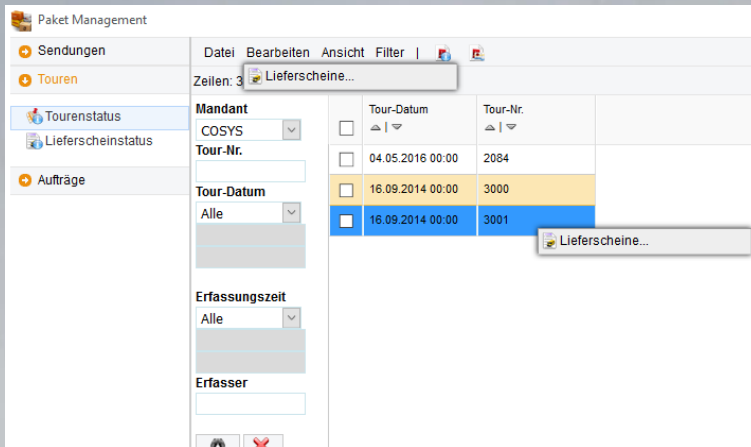
Empfänger-Nr.	Empfänger	Strasse	PLZ	Ort	Position	Geplante Zeit	Tour-Datum	Tour-Nr.	Erfassungszeit	Name Fahrer
E91489	Michael Vogel	Industriest. 29	20895	Hamburg	1	01.01.1970 07:00:00	25.10.2018 00:00:00	T18512	14.11.2018 14:49:37	sys
E9984	Henrik Mauer	Karlshof 5	30674	Kiel	2	01.01.1970 07:43:00	25.10.2018 00:00:00	T18512	14.11.2018 14:49:37	sys
E90913	Lars Johnson	Selbenerallee 7a	39655	Hannover	4	01.01.1970 08:45:00	25.10.2018 00:00:00	T18512	14.11.2018 14:49:37	sys
E99374	My-IT GmbH	Am Rundenciek 129	39159	Hannover	4	01.01.1970 09:37:00	25.10.2018 00:00:00	T18512	14.11.2018 14:49:37	sys

Package overview for individual toustops

Empfänger-Nr.	Empfänger	Absender
E23654	Wareneinnahme	
ET4386	Monica Page	
E93274	Fred Schrader	

Empfänger-Nr.	Empfänger	Absender
E23654	Wareneinnahme	
ET4386	Monica Page	
E93274	Fred Schrader	

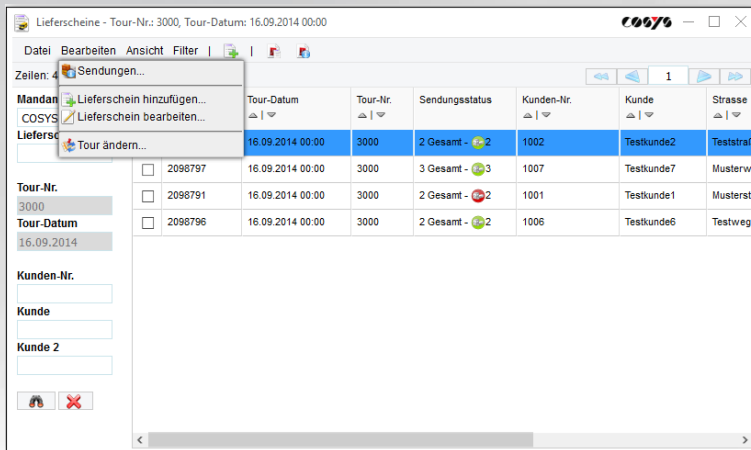
View delivery bill for tour



Other functions:

- View existing delivery bills for the tour

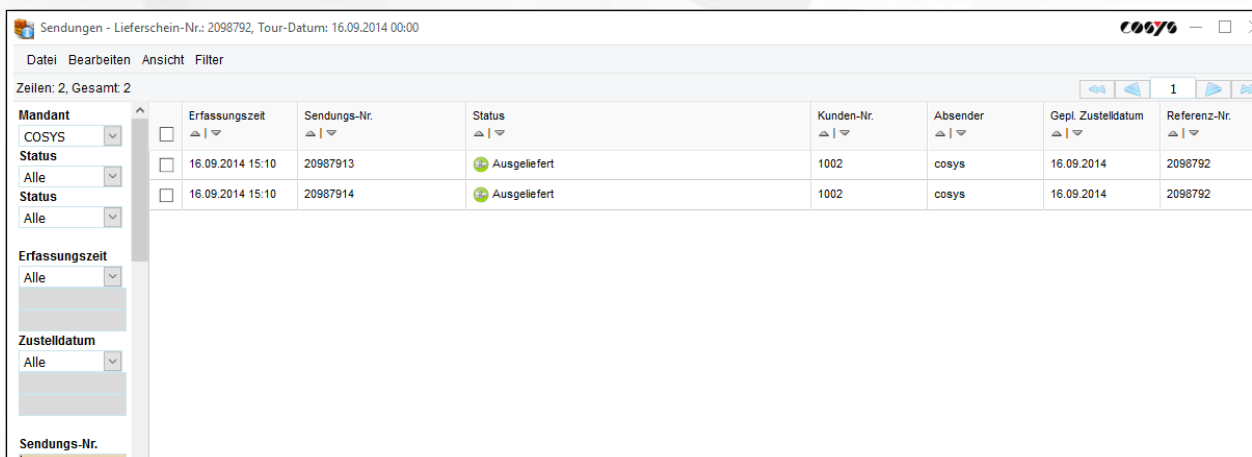
Delivery note overview



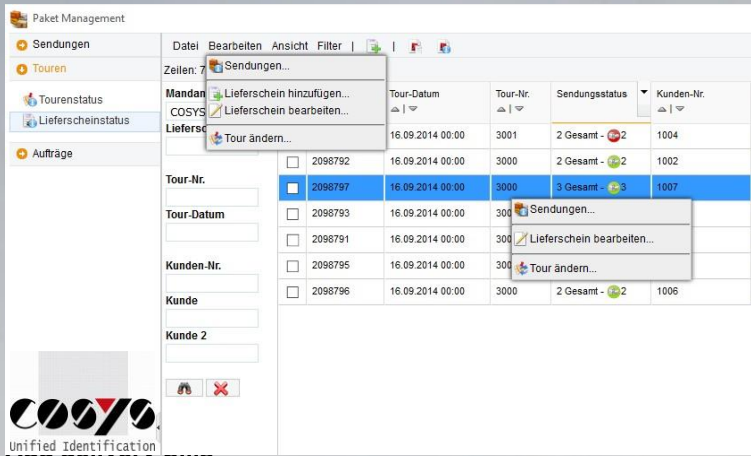
View the status of the packages associated with the delivery bill.

Other functions:

- Add delivery bill to a tour
- Edit delivery bill for a tour
- Change delivery bill for a tour



Delivery note status



The screenshot shows the 'Paket Management' interface. On the left, there are navigation tabs for 'Sendungen', 'Touren', 'Tourenstatus', 'Lieferscheinstatus', and 'Aufträge'. The main area displays a table of tours with columns for 'Tour-Nr.', 'Tour-Datum', 'Tour-Nr.', 'Sendungsstatus', and 'Kunden-Nr.'. A context menu is open over the selected tour (2098797), showing options: 'Sendungen...', 'Lieferschein bearbeiten...', and 'Tour ändern...'. Below the table, there are input fields for 'Tour-Nr.', 'Tour-Datum', 'Kunden-Nr.', 'Kunde', and 'Kunde 2'.

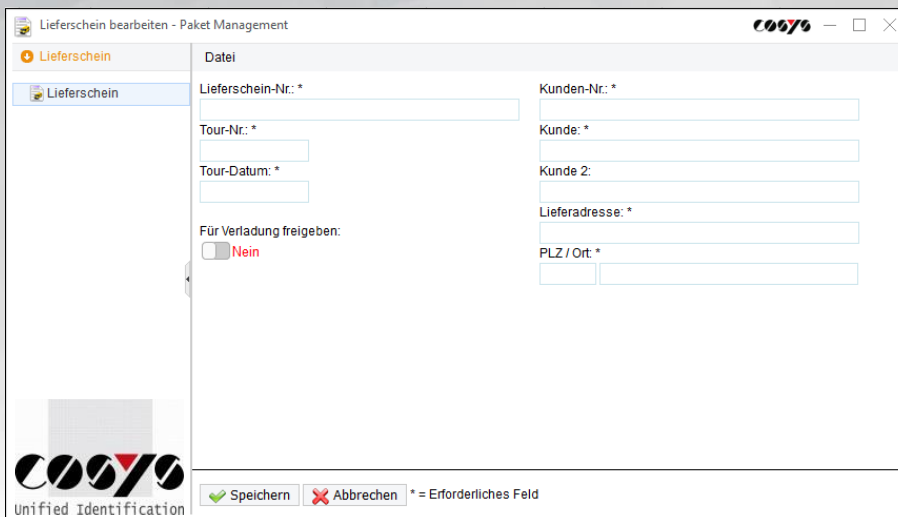
Display of all delivery bills regardless of the tours.

Other functions:

- View additional information on a delivery bill and a summarized shipment status of the associated packages

Other function:

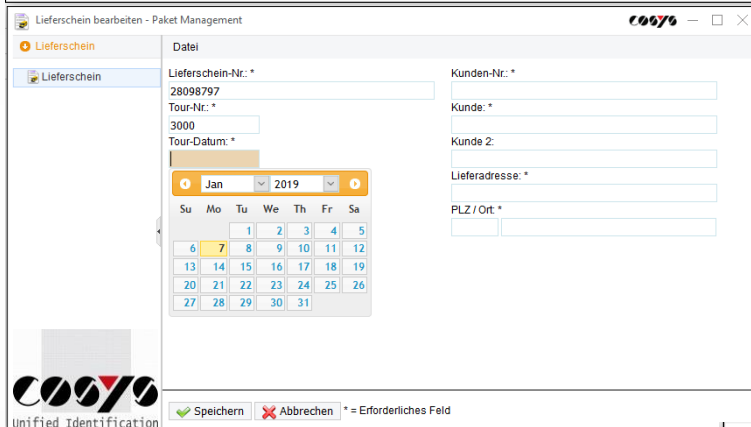
- Package overview for this delivery bill (compare tour status - delivery note overview)



The screenshot shows the 'Lieferschein bearbeiten' form. It contains input fields for 'Lieferschein-Nr.:', 'Tour-Nr.:', 'Tour-Datum:', 'Kunden-Nr.:', 'Kunde:', 'Kunde 2:', 'Lieferadresse:', and 'PLZ / Ort:'. There is a checkbox for 'Für Verladung freigeben:' with the value 'Nein'. At the bottom, there are buttons for 'Speichern' and 'Abbrechen', and a note '* = Erforderliches Feld'.

- Create new delivery bills and assign tour

Note: It is possible to release delivery bills directly for a tour using the switch or to block them for a tour first.



This screenshot is similar to the previous one but shows the 'Tour-Datum:' field with a date picker calendar open, displaying the month of January 2019. The date '7' is selected.

- Edit already existing delivery notes*
- when opening the delivery bill: add packages edit

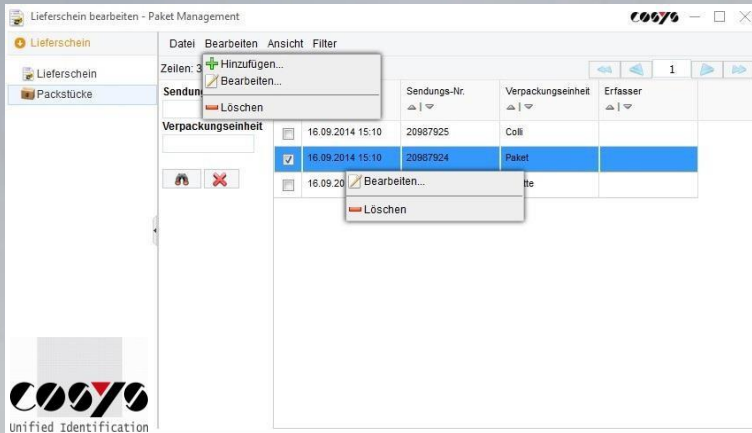
Note: It is possible to release delivery bills directly for a tour using the switch or to block them for a tour first.

** Delivery bills that have already been loaded or delivered can no longer be processed.*



A warning message box with a yellow triangle icon. The text reads: 'Lieferschein kann nicht bearbeitet werden, da bereits Daten zur Verladung oder Auslieferung erfasst wurden.'

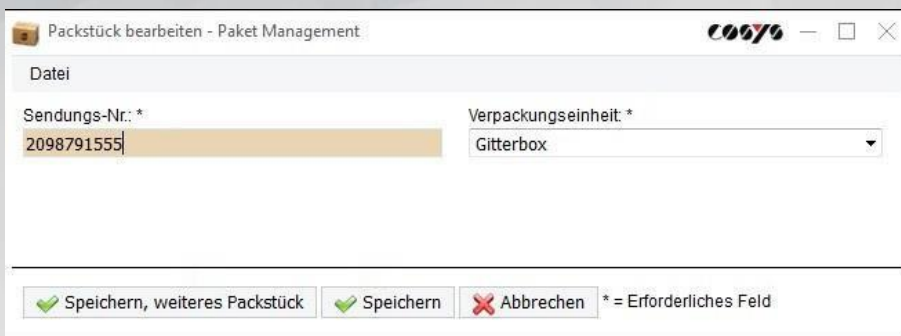
Edit, add and delete packages



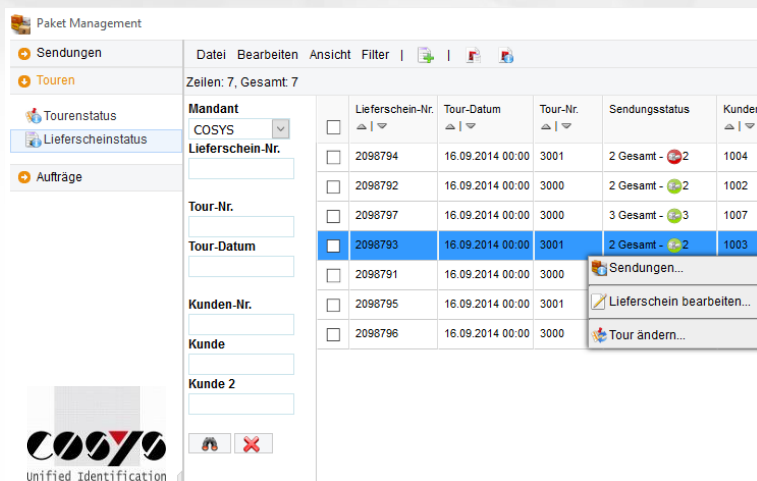
Functions:

- Add already existing packages to a delivery bill
- Process already existing packages to a delivery bill
- Delete already existing packages for a delivery bill

Add packages / work in cash



Change tour



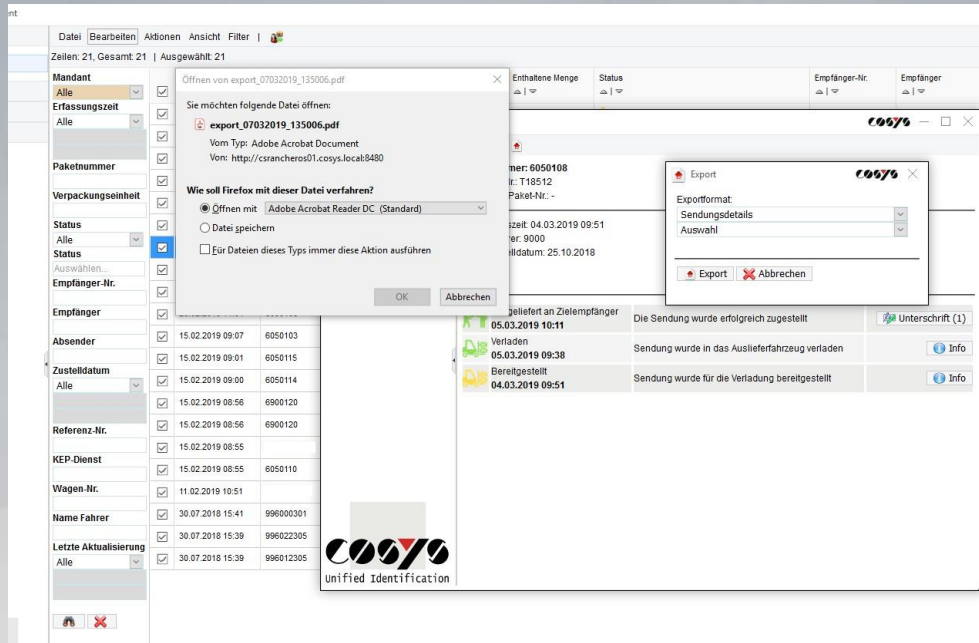
To modify already existing tours.

Other functions:



- Change tour number
- Change tour date



Reports



The screenshot shows the COSYS WebDesk interface. On the left, there is a sidebar with filters for 'Mandant', 'Erfassungszeit', 'Paketnummer', 'Verpackungseinheit', 'Status', 'Empfänger-Nr.', 'Empfänger', 'Absender', 'Zustelldatum', 'Referenz-Nr.', 'KEP-Dienst', 'Wagen-Nr.', 'Name Fahrer', and 'Letzte Aktualisierung'. The main area displays a table with columns for 'Enthaltene Menge', 'Status', 'Empfänger-Nr.', and 'Empfänger'. A dialog box is open over the table, asking 'Wie soll Firefox mit dieser Datei verfahren?' with options 'Öffnen mit Adobe Acrobat Reader DC (Standard)', 'Datei speichern', and 'Für Dateien dieses Typs immer diese Aktion ausführen'. Another dialog box is open, titled 'Export', with fields for 'Exportformat', 'Sendungsdetails', and 'Auswahl'. A third dialog box is open, titled 'Offnen von export_07032019_135006.pdf', with fields for 'Vom Typ: Adobe Acrobat Document' and 'Von: http://csrancher01.cosys.local:8480'.

In windows with the symbols   it is possible to create reports with the data that can be seen there (e.g. delivery note overview or shipment details) and to save and print them as a PDF file, for example. Other output formats like xml., csv., or txt. are also possible.



The screenshot shows a 'Sendungsübersicht - Sendungsdetails' report. The report header includes the COSYS logo and 'Unified Identification'. The main content is divided into sections: 'Ausgeliefert an', 'Verladen', and 'Bereitgestellt'. Each section provides details such as 'Wagen-Nr.', 'Mitarbeiter', and 'Empfänger'. The 'Ausgeliefert an' section includes a signature of 'Fr. Mayer'. The report is titled 'Sendungsdetails - Sendungsnr.: 6050106' and includes a table of shipment details with columns for 'Erfassungszeit', 'Name Fahrer', 'Gepl.', 'Verpackungseinheit', and 'Enthaltene Menge'.