myStreck instructions
Shipment registration

Contents

Introduction

Dear myStreck customer,

This document is your guide to using the myStreck platform for registering and tracking shipments anonymously, as well tracking shipments using login data. The features explained below can help you use the myStreck platform efficiently.

Accessing myStreck

Your personal username and password will be sent to you separately by email.

You can login directly under https://mystreck.streck.de

Please log in with the username and password provided.

Requesting login details

Would you like to use a personal myStreck account but do not yet have any login details? If so, please get in touch with your Streck contact person or send an email to one of the following addresses, which you can also contact if you have any questions about the shipment tracking platform:
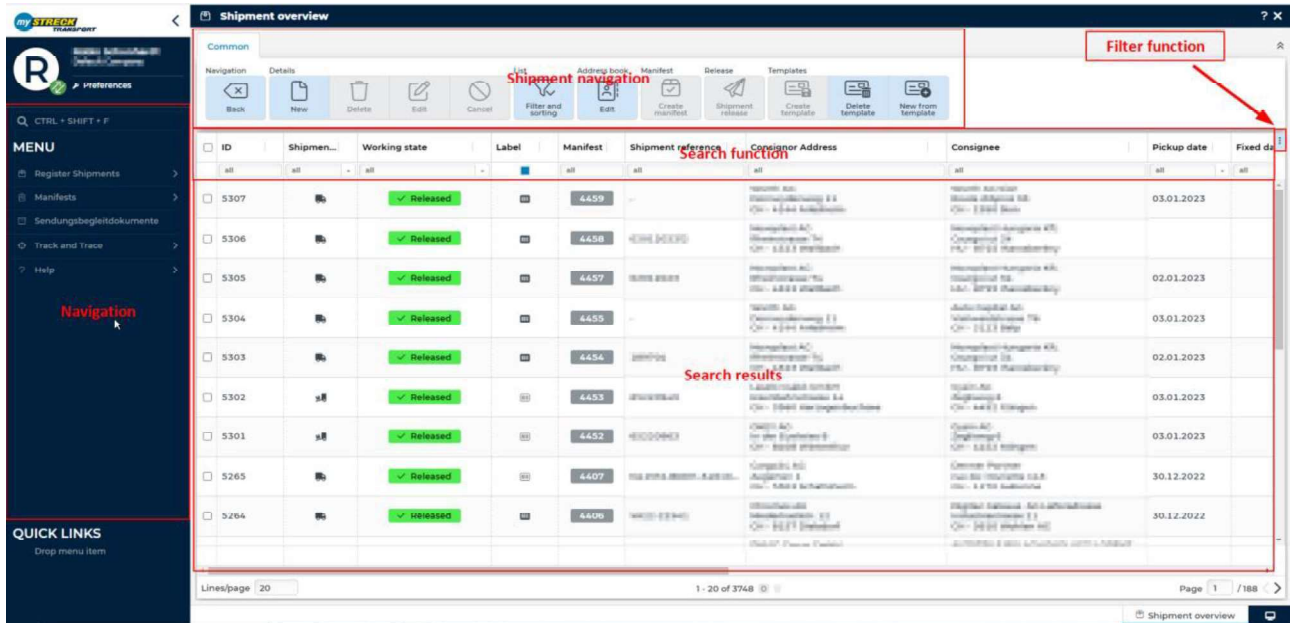
Streck Transport Switzerland: Streck Transport Germany:

sendungsverfolgung@streck.ch   sendungsverfolgung@streck.de

myStreck overview

The shipment recording overview is divided into five areas:

1. Navigation
2. Shipment navigation
3. Search function
4. Filter function
5. Search results

1. Navigation

Menu

You can find the following in the Menu field: shipment registration, loading lists, documents, news, shipment tracking and administration.

Quick links

Quick links allow you to create personalised shortcuts by dragging and dropping a menu box under the "Quick links" option.

2. Shipment navigation

Various options can be found under the "General" option within the relevant overview or view. The following options can be used to edit shipments.

New	Create a new shipment
Edit	Edit the current shipment
Cancel	Cancel the current action
Filter and sorting	Save pre-defined filters and searches here
Edit	Edit the address book
Shipment release	By clicking on "Submit shipment", the shipment is sent to us
PDF	Print label as PDF
Create manifest	Create loading list
New from template	Create a new template from an existing template
Create template	Create a new template
Delete template	Delete template

3. Search function

The search function can be used to search for data in each column.
Using * can help in searches as it looks for missing letters, numbers or words.
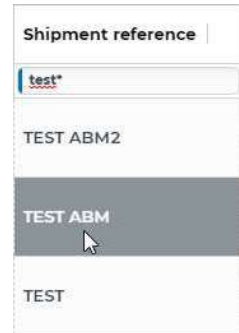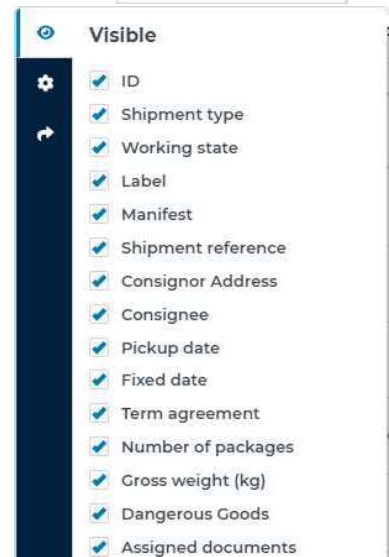
4. Search results

Shipments are shown in the search results, filtered by the search and filter functions settings.
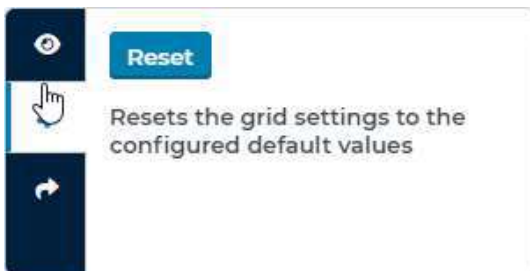
5. Filter function

The search output can be refined further through the filter function. With the "Filter and Sort" option, you can save your own filter settings.
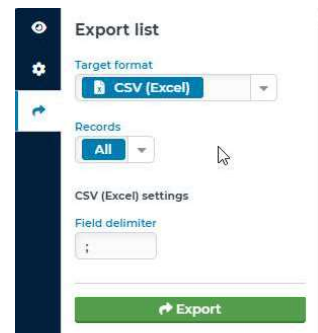
0

The filter function can be reset to default by clicking on the cogwheel.

An Excel or CSV export can also be created by clicking on the three dots in the filter function. When creating such an export, you can determine whether all columns should be exported, or only certain columns.

Shipment registration
New shipment

After clicking on your chosen transport type and confirming via the "To the entry screen" button, you will be taken to the entry view.
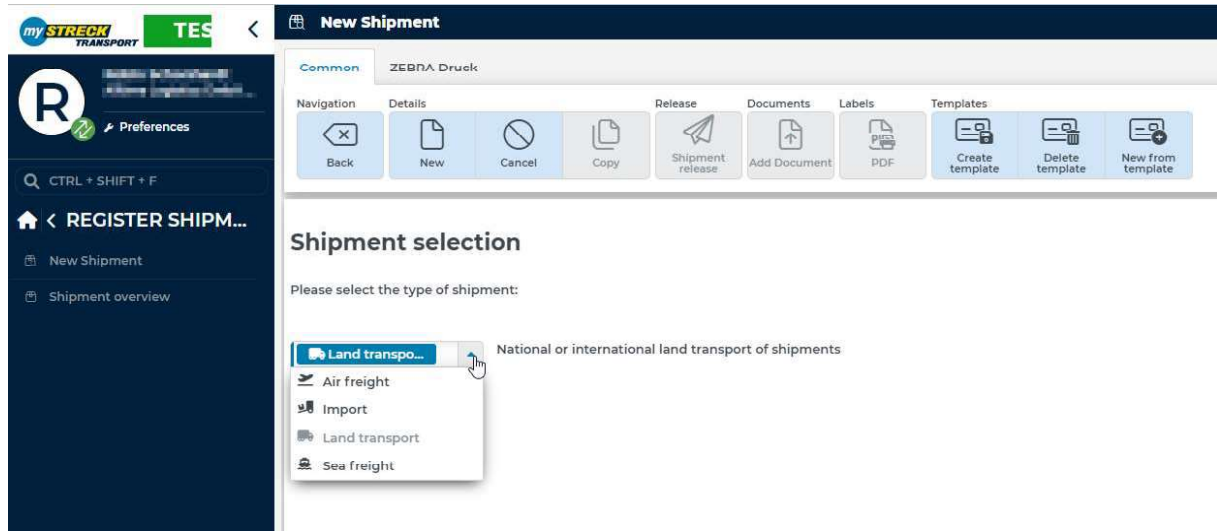
Here you can enter your shipment. Please note that fields marked "*" are mandatory.

myStreck instructions

Shipment recording details

By clicking on a shipment in the search results, you will be taken to the details page. This will display more details about your shipment. <mark>As long as it has not yet been submitted, the shipment can still be edited here.</mark>

The shipment view shows the information entered about the shipment header, the shipment details, the shipment items, the additional loading equipment and possibly customs clearance instructions.

Other features
Loading list overview

All your loading lists for your respective shipments are displayed here.

Loading list details

In the detail view, all important loading list data is displayed.

Manifest

You can use the PDF button to print your loading list.

Submit multiple shipments via a loading list:

In order to submit several shipments at once, they must all be included in a loading list. The procedure is as follows:

First, select all shipments to be submitted.

Now click on "Create loading list"

Then save the loading list created:
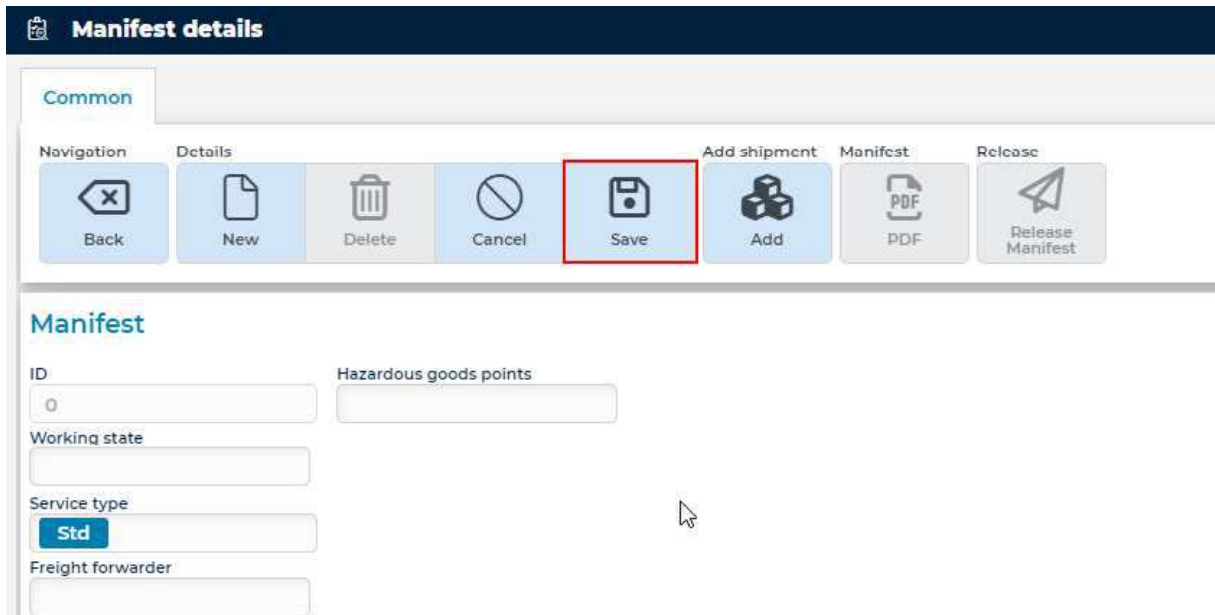
After saving the loading list, it can then be submitted. All shipments on the loading list have now been sent.
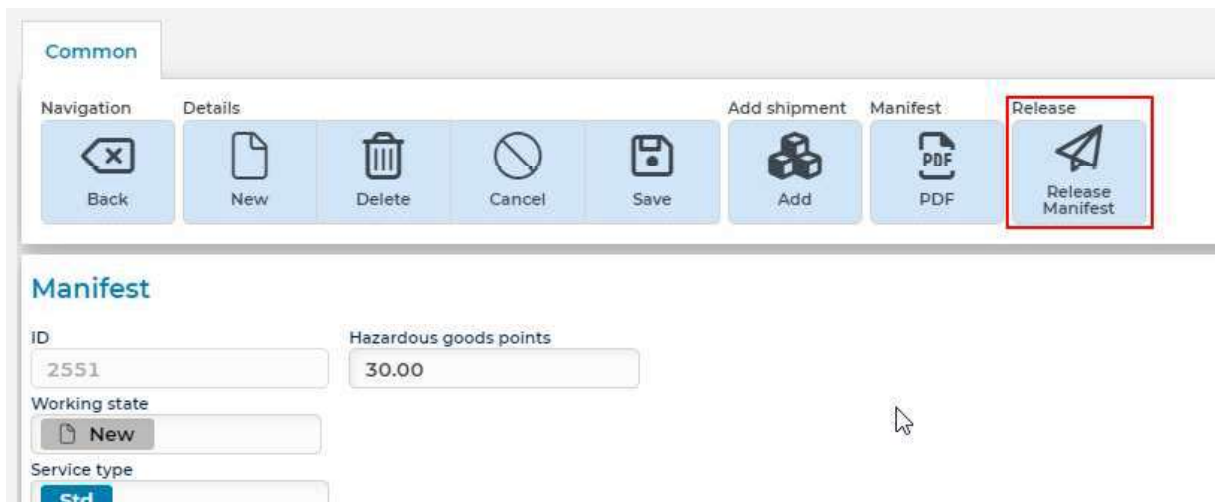
Documents
Under "Documents", you will find uploaded documents or PODs.

Administration - Import addresses
Here you can upload a CSV file to import addresses.

Settings

"Settings" allows you to change your password, profile picture or language or quickly switch between user accounts. The main menu can also be reloaded and updated.

Changing password

You can change your password by clicking on the "Change password" option. To do this, you must enter your old password and type in a new one. You should then confirm your new password by re-entering it in the field below. To change your password permanently, click on "Change password". The new password must be at least 8 characters long, contain upper and lower case letters, numbers and special characters.
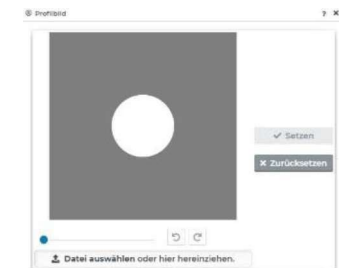
Profile picture

To configure your user account, you can customise your profile picture. You can add a profile picture via drag-and-drop or by selecting a file. The profile picture can also be cropped and rotated using the arrow fields.

Language

The platform is available in German, English and French. To change language, select your preferred language under the "Change language" option, save the change and confirm with "Yes". After logging back into website, your selected language should now be shown.

Reload main menu

You can use the "Reload main menu" option to update your main menu, which will be reloaded after you click.

Logging out

If you click on the "Log out" option, you will be automatically logged out of your user account and taken back to the myStreck home page.

Forgotten password

If you have forgotten your password, you can reset it on the myStreck home page via the "Forgotten your password?" option to regain access to your user account.

To reset your password, enter your username and your registered email address. You will then receive a link that you can use to create a new password. Enter your current password. You will then be able to type in a new password and enter this again under "Confirm". Once you have saved the change to your password, your new password will be created and you can log in to myStreck as before.