

# myStreck instructions

## Shipment registration

### Contents

- Introduction** .....2
- Access to myStreck** .....2
  - Request login details .....2
- myStreck overview** .....3
  - Navigation .....3
  - Shipment navigation .....4
  - Search function .....5
  - Search results .....5
  - Filter function .....5
- Shipment registration** .....6
  - New shipment .....6
  - Shipment registration details .....7
- Other features** .....7
  - Packing lists .....8
  - Documents .....9
  - Administration .....9
- Settings** .....10
  - Language .....10
  - Change password .....10

## 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:

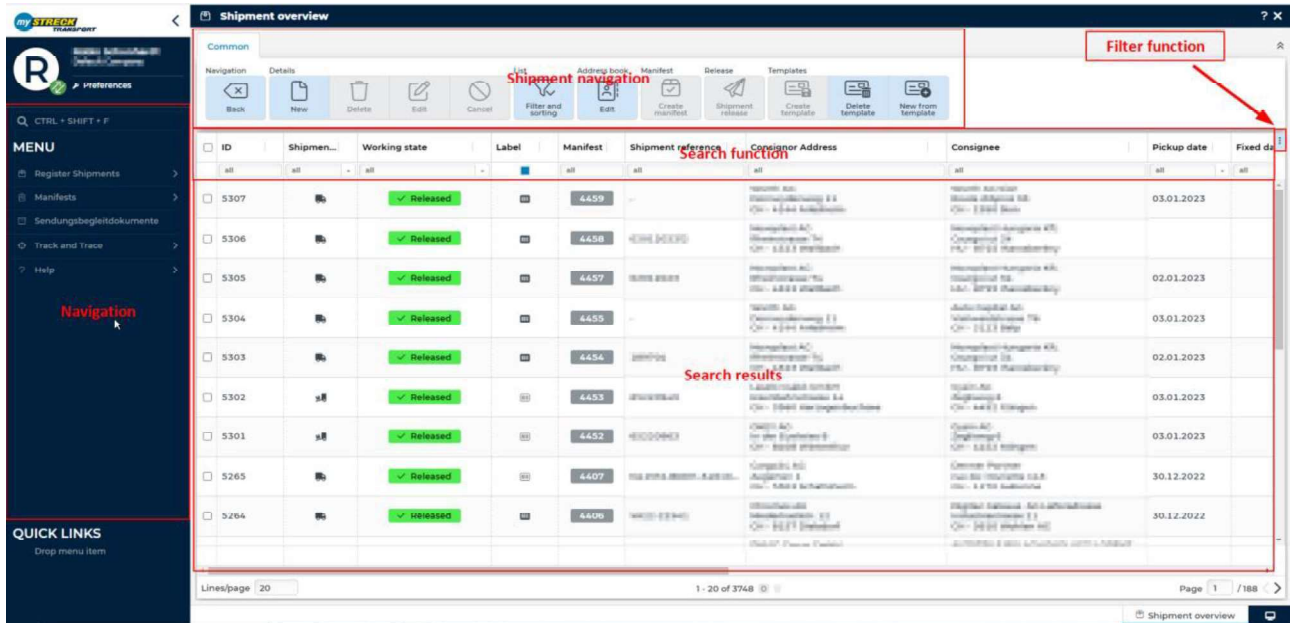
Streck Transport Switzerland:

[sendungsverfolgung@streck.ch](mailto:sendungsverfolgung@streck.ch)

Streck Transport Germany:

[sendungsverfolgung@streck.de](mailto: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.

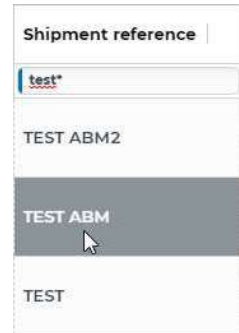
## 2. Shipment navigation

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.

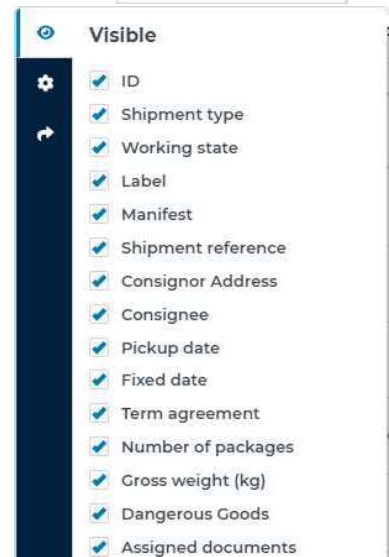


### 4. Search results

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

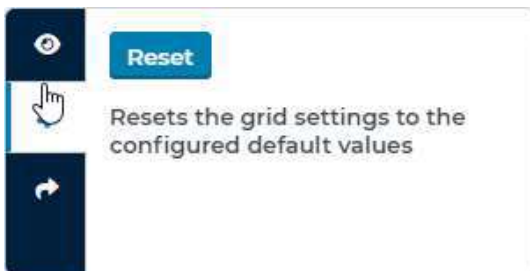
### 5. Filter function

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

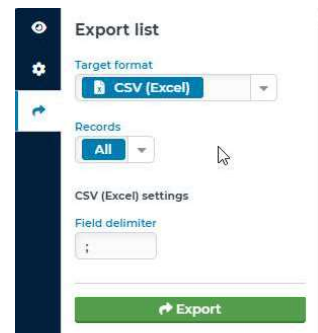


0

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



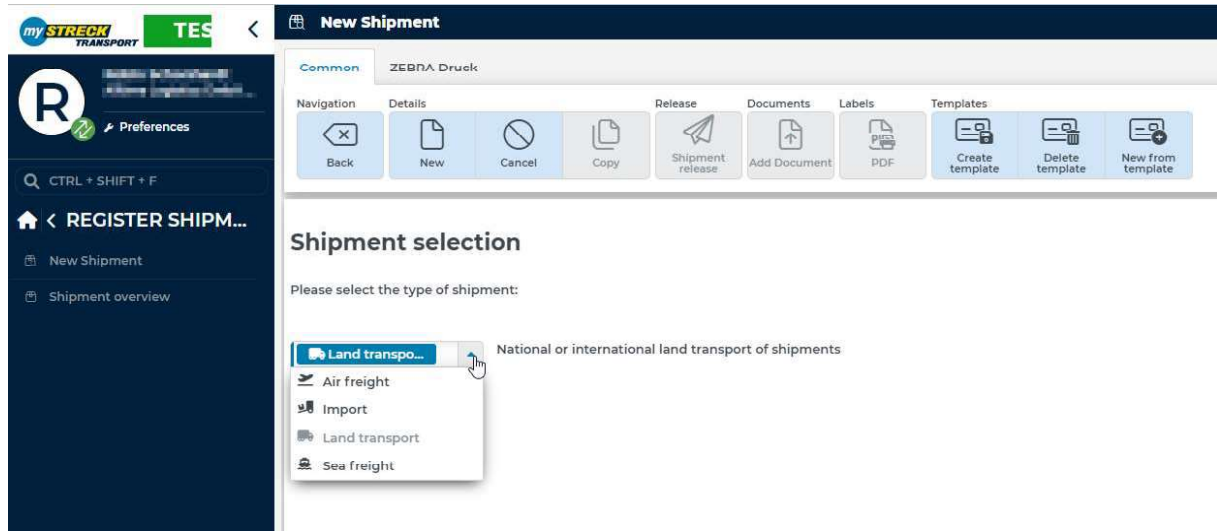
An Excel or CSV export can also be created by clicking on the three dots in the filter function. When creating such an export, you can determine whether all columns should be exported, or only certain columns.



## 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.

**Shipment header**

Consignee Address\*  Shipment Address

**Shipment details**

Private Customer Delivery\*

Term agreement\*  ⓘ

AVIS

Additional services

Incoterm\*

Shipment reference\*  Consignment at disposal

Attention customs goods!

Attention customs goods!

Sensitive goods, handle with care

Delivery note attached to goods

Pallets not stackable

Please always transport shipment lying on it's side

Please always transport shipment upright

Collection by the Customer

Delivery requires hydraulic lift

Delivery comment

# 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. **As long as it has not yet been submitted, the shipment can still be edited here.**

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

ID	Working state	Ma... of prin...	Nu... of ship...	Nu... of Pac...	Pic...	Gross wt... (kg)	Loa...	Loa...	Dan...	Haz... goo... pol...	Created	Creator	Last modified	Last modifier
2200	Released		1	1		33.00 kg	0.060	0.00			11/29/2022 10...	BE3 ghesse	18095003 1809...	BE3 ghesse
2201	Released		1	1		20.00 kg	0.060	0.00			11/29/2022 10...	BE3 ghesse	18095003 1809...	BE3 ghesse
1901	Released		1	1		100.00	0.290	0.00			11/17/2022 09...	BE3 ghesse	18095003 1809...	BE3 ghesse
1151	Released		1	1		20.00 kg	1.830	0.00			06/30/2022 10...	EE emielste	06095003 0609...	EE emielste
1150	Released		1	2		130.00	1.250	0.40			06/30/2022 10...	EE emielste	06095003 0609...	EE emielste
1147	Released		1	1		450.00	1.920	0.00			06/21/2022 04...	BE3 ghesse	06095003 0609...	EE emielste
1146	Released		1	2		510.00	0.970	0.00			06/21/2022 04...	BE3 ghesse	06095003 0609...	BE3 ghesse
1145	Released		1	1		388.00	0.800	0.00			06/21/2022 04...	BE3 ghesse	06095003 0609...	BE3 ghesse
1144	Released		1	1		2200.00	0.480	0.00			06/21/2022 04...	BE3 ghesse	06095003 0609...	BE3 ghesse
1133	Released		1	1		1000.00	0.060	0.00			06/09/2022 02...	BE3 ghesse	06095003 0609...	BE3 ghesse
1130	Released		1	2		120.00	1.540	0.00			06/09/2022 09...	EE emielste	06095003 0609...	EE emielste
1122	Released		1	2		300.00	1.380	0.80			05/18/2022 08...	BE3 ghesse	06095003 0609...	BE3 ghesse
1121	New		1	2		200.00	1.020	0.80			05/18/2022 08...	BE3 ghesse	06095003 0609...	BE3 ghesse
1119	Released		1	1		9000.00	0.180	0.00			05/12/2022 04...	BE3 ghesse	06095003 0609...	BE3 ghesse
1117	Released		1	8		4000.00	15.360	3.20			05/12/2022 04...	BE3 ghesse	06095003 0609...	BE3 ghesse
1114	Released		1	1		5000.00	2.880	0.00			05/12/2022 09...	BE3 ghesse	06095003 0609...	BE3 ghesse
1113	Released		1	1	12.05	200.00	1.150	0.00			05/11/2022 11...	BE3 ghesse	06095003 0609...	BE3 ghesse
1112	Released		1	2	12.05	650.00	3.600	1.00			05/11/2022 11...	BE3 ghesse	06095003 0609...	BE3 ghesse
1111	Released		1	2		250.00	2.300	0.00			05/10/2022 03...	BE3 ghesse	06095003 0609...	BE3 ghesse

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.



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.

<input checked="" type="checkbox"/>	2001		New		<input type="radio"/>	Standard	Address book	Address book	
<input checked="" type="checkbox"/>	1776		New		<input type="radio"/>	Standard	Address book	Address book	
<input checked="" type="checkbox"/>	1689		New		<input type="radio"/>	Standard	Address book	Address book	
<input checked="" type="checkbox"/>	1688		New		<input type="radio"/>	Standard	Address book	Address book	

Now click on "Create loading list"

**Shipment overview**

Common

Navigation

Back
New
Delete
Edit
Cancel

Details

List

Filter and sorting

Address book

Edit

Manifest

Create manifest
Shipment release

Release

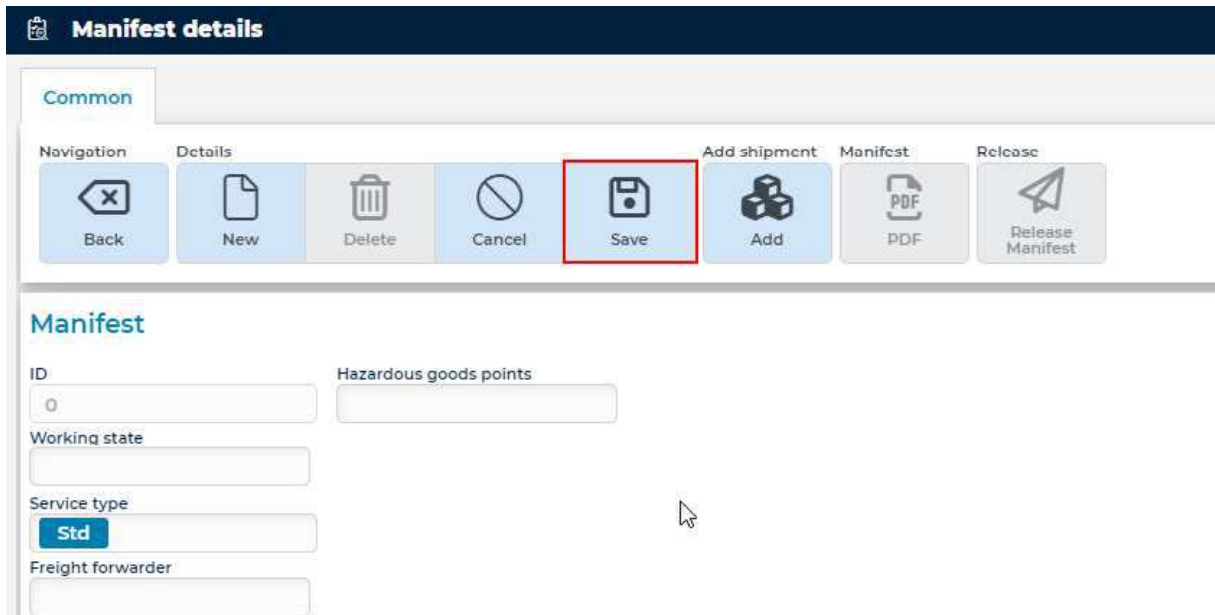
Templates

Create template
Delete template
New from template

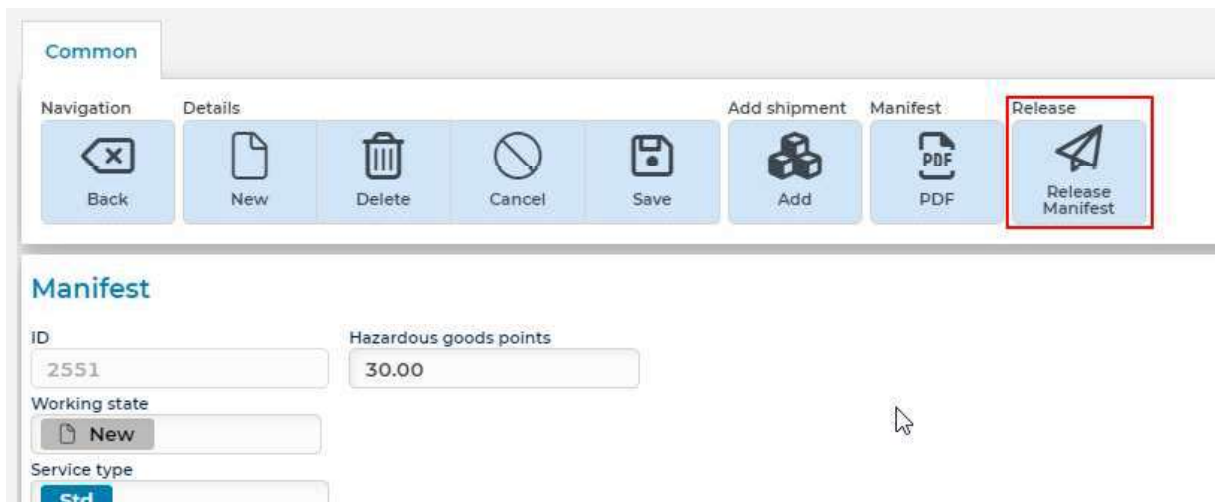
<input type="checkbox"/>	ID	Shipment ty...	Working state	Label	Manifest	Shipment reference	Consignor Address	Consignee
	all	all	New X		all	all	all	all
<input checked="" type="checkbox"/>	2001		New		<input type="radio"/>	Standard	Address book	Address book
<input checked="" type="checkbox"/>	1776		New		<input type="radio"/>	Standard	Address book	Address book
<input checked="" type="checkbox"/>	1689		New		<input type="radio"/>	Standard	Address book	Address book
<input checked="" type="checkbox"/>	1688		New		<input type="radio"/>	Standard	Address book	Address book



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.

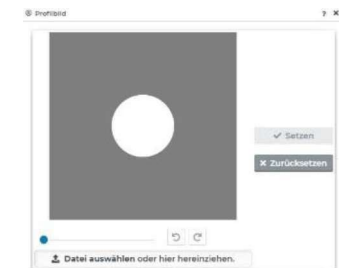
### Changing password

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.

