

myStreck instructions

Shipment tracking

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Introduction

Dear myStreck Customer,

This document serves as a guide for using the myStreck platform for anonymous shipment tracking or for shipment recording, as well as for shipment tracking with login data. The functionalities are explained below so that you can use the myStreck platform efficiently.

Accessing myStreck

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

You can register directly at <https://mystreck.streck.de>

Please log in with your current username and password.

Requesting access credentials

Would you like to use a personal myStreck account but do not yet have any access credentials?

Then please get in touch with your contact person at Streck or write to one of the following email addresses, which you can also contact if you have any questions about the shipment tracking platform:

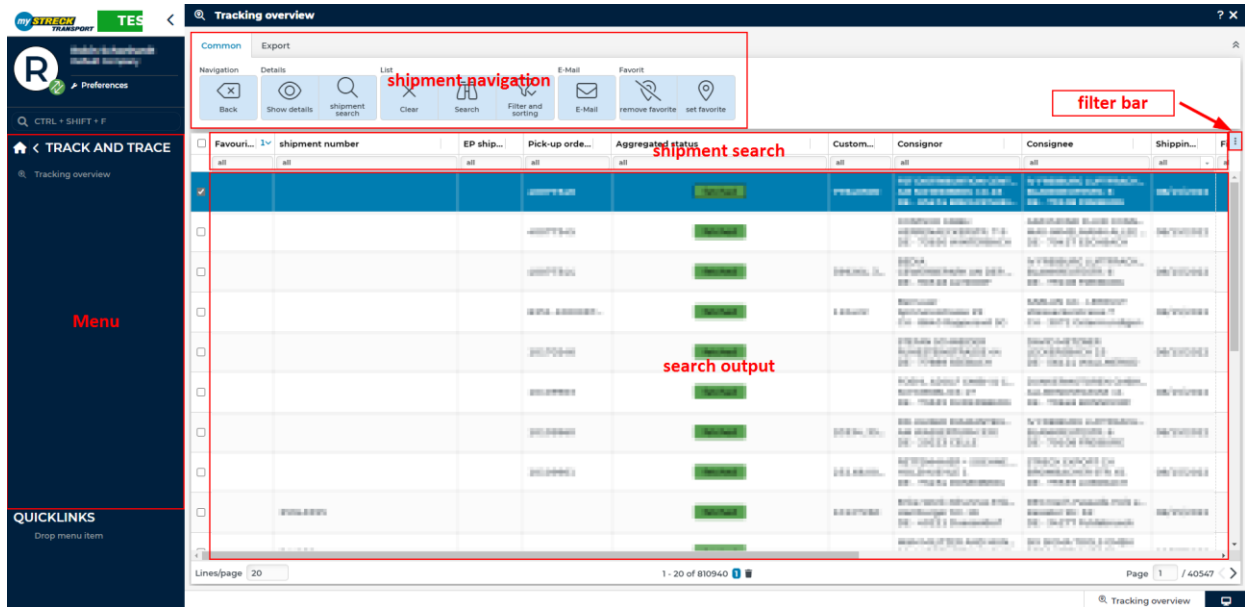
Streck Transport Switzerland:

sendungsverfolgung@streck.ch

Streck Transport Germany:

sendungsverfolgung@streck.de

Overview of myStreck



The overview of the tracking system is divided into five areas:

1. Navigation
2. Shipment navigation
3. Search bar
4. Filter bar
5. Search output

1. Navigation

Menu










You can use the Menu field to find the following: shipment tracking.

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

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

 shipment search	<p>Shipments can be searched using the EP or VP shipment number</p>
 Clear	<p>Resets the search bar</p>
 Search	<p>Starts the search</p>
 Filter and sorting	<p>Here, you can save a set filter and sort</p>
 remove favorite	<p>Removes a favourite from a selected shipment</p>
 set favorite	<p>Assigns a favourite to a selected shipment</p>
 Back	<p>Closes the currently open screen</p>
 Show details	<p>Displays the details page of the selected shipment</p>
 E-Mail	<p>Here, an email for partners, customers, etc., with a link to anonymous shipment tracking, can be generated in your inbox.</p>

3. Search bar

The search bar can be used to search for data for each column.

* can help when searching, and searches for missing letters, Numbers or words.

shipment number
7990
7990290
7990715
7990690

4. Search output

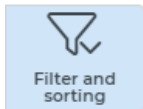
The shipments are shown in the search output, restricted by the settings of the search bar and the filter bar.

The most important column is the aggregated status.

Here, the current status of the shipment can be recognised at a glance.

5. Filter bar

The search output can be further restricted in the filter bar. The "Filter and sort" option can be used to save your own settings for the filter bar.



Visible

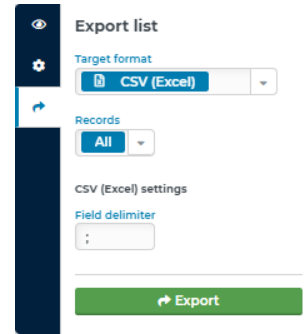
- Favourite (1v)
- shipment number
- EP shipment number
- Pick-up order number
- Aggregated status
- Runtime product
- Customer tracking number
- Consignor
- Consignee
- barcode
- Shipping Date
- Fixed date
- Consignee country
- Consignor country

The cogwheel can be used to reset the filter bar to the default.

Reset

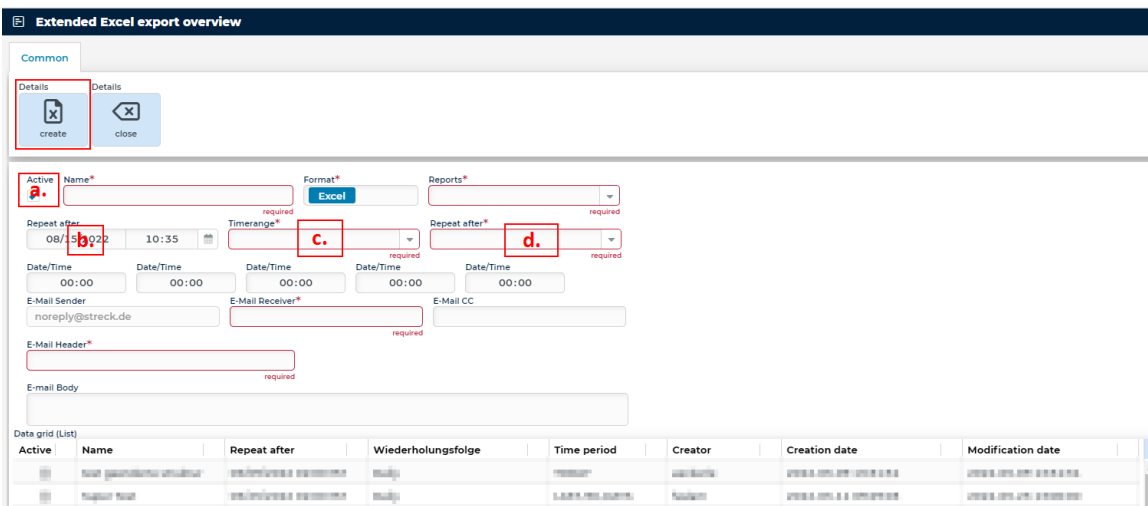
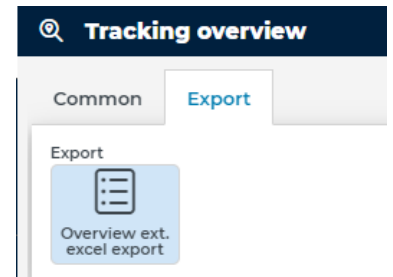
Resets the grid settings to the configured default values

An Excel or CSV export can also be created under the three dots on the filter bar. When creating such a report, you can determine whether all columns should be exported, or only certain columns.



6. Extended Excel export

The extended Excel export can be found during shipment tracking under the option "Export" or "Additional functions". Existing extended Excel exports can be viewed here, and new exports can be created.



Quick start guide for creating an extended Excel export:

1. Fields marked with a * are required fields
2. The following settings are also important for the system:
 - a. Active
Yes
 - b. First/next run Information required
 - c. Export period
Information required
 - d. Repeat as desired after configuring settings
3. Configure all other settings as desired

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4. After you have created the extended Excel export, the registered email recipient receives an email with an attached Excel file at the set time.
5. **Attention:** This email is sent by *noreply@streck.de*. If you do not receive an email, please check your spam folder.

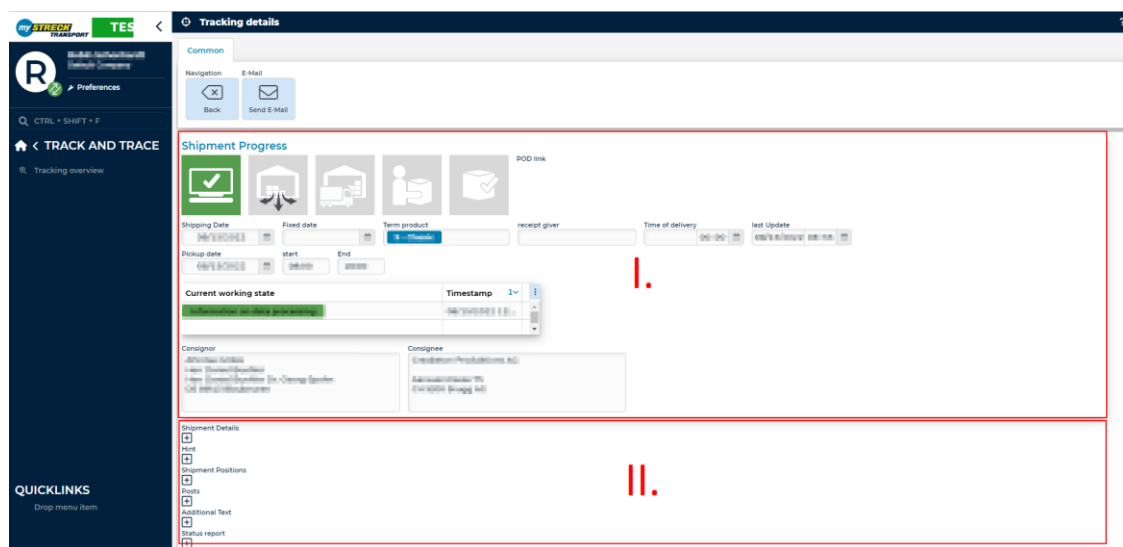
Shipment tracking

Shipment tracking details

By clicking on a shipment in the search output, you will be taken to the details page. More details about your shipment will be displayed there.

The shipment view is divided into two areas:

- I. Shipment information
- II. Shipment and tracking details



Shipment information

The shipment information consists of the basic details, the order information, the shipment history and the addresses for the shipment.

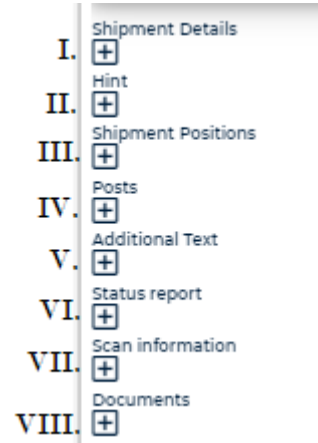
The last sent status can be found below the shipment history. The different colours of the tiles (grey, green, yellow or red) makes clear the last status of work for the transport step. The shipment history tiles also show the current work status. The blue POD icon leads to the linked documents (if PODs are available).



Shipment and tracking details

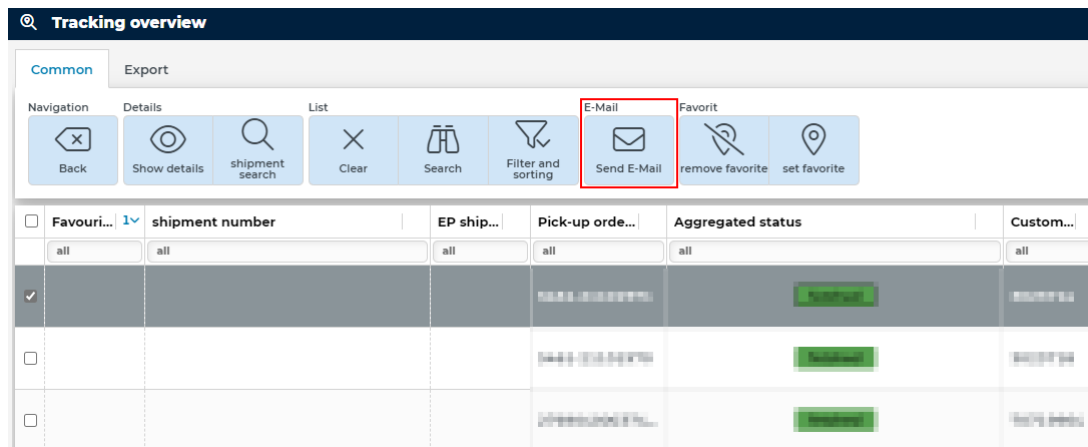
The shipment details consist of the following information:

- I. Shipment data**
Details of the shipment data, such as shipment numbers, weight, shipment type and postage
- II. Notes**
Transport instructions, delivery instructions, etc.
- III. Shipment items**
Details of package information, such as the number, packaging material, dimensions and dangerous goods information, if available
- IV. Amounts**
Indication of the value of the goods
- V. Additional text**
Additional texts
- VI. Status messages**
Overview of all set status messages, including event and creation times
- VII. Scan information**
Overview of all scan information, including event and creation times, barcode, reporting partner, etc.
- VIII. Documents**
Document filing

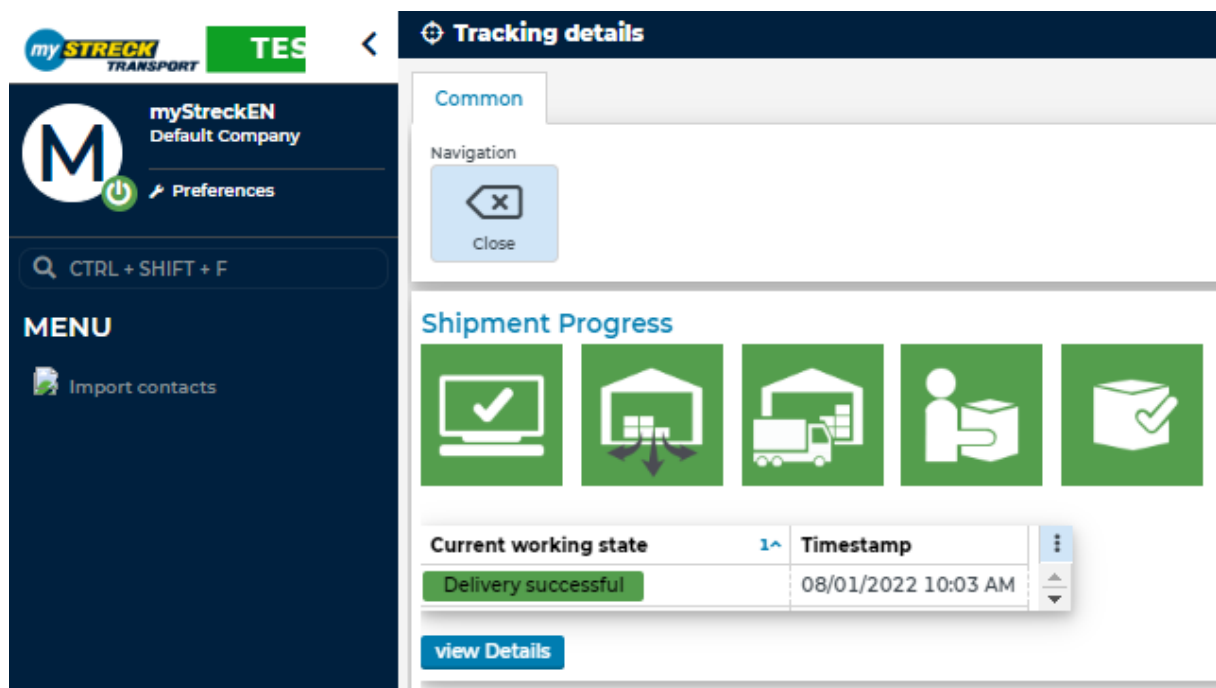


Anonymous shipment tracking

You can generate an email in your inbox for partners, customers, etc., with a link to anonymous tracking via the "Email" option, under the "General" option.

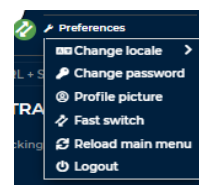


For more detailed information, you can use the "View details" option to specify the recipient's postcode



Settings

The "Settings" option provides options for changing your password, profile picture, language or quickly switching between user accounts. The main menu can also be reloaded and updated.



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Change password

You can change your password by clicking on the "Change password" option. To do this, you must enter your old password and replace it with a new one. You must then confirm your new password by entering it again in the field below. To change your password permanently, click on "Change password".

Profile picture

To configure your user account, you can customize your profile picture. Drag-and-drop or select a file to add a profile picture. The profile picture can also be cut to size and rotated using the arrow fields.

Language

The languages available are German, English and French. To change language, select the desired language under the "Change language" option, save the change and confirm it with "Yes". After freshly logging into the website, your newly selected language should now be changed.

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 under the option "Forgotten your password?" and regain access to your user account.

To reset your password, enter your username and your associated 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 assign a new password and to enter this again under "Confirm new password". Once you have saved the change to your password, your new password will have been created, and you can log in to myStreck as before.