

# NCC Delivery Calendar

Userguide external project members



# Why Delivery Calendar

- A simple tool which simplifies coordination and communication with all project members
- Users can coordinate unloading times, unloading zones and book reception and delivery resources so that they can be distributed over the day / week



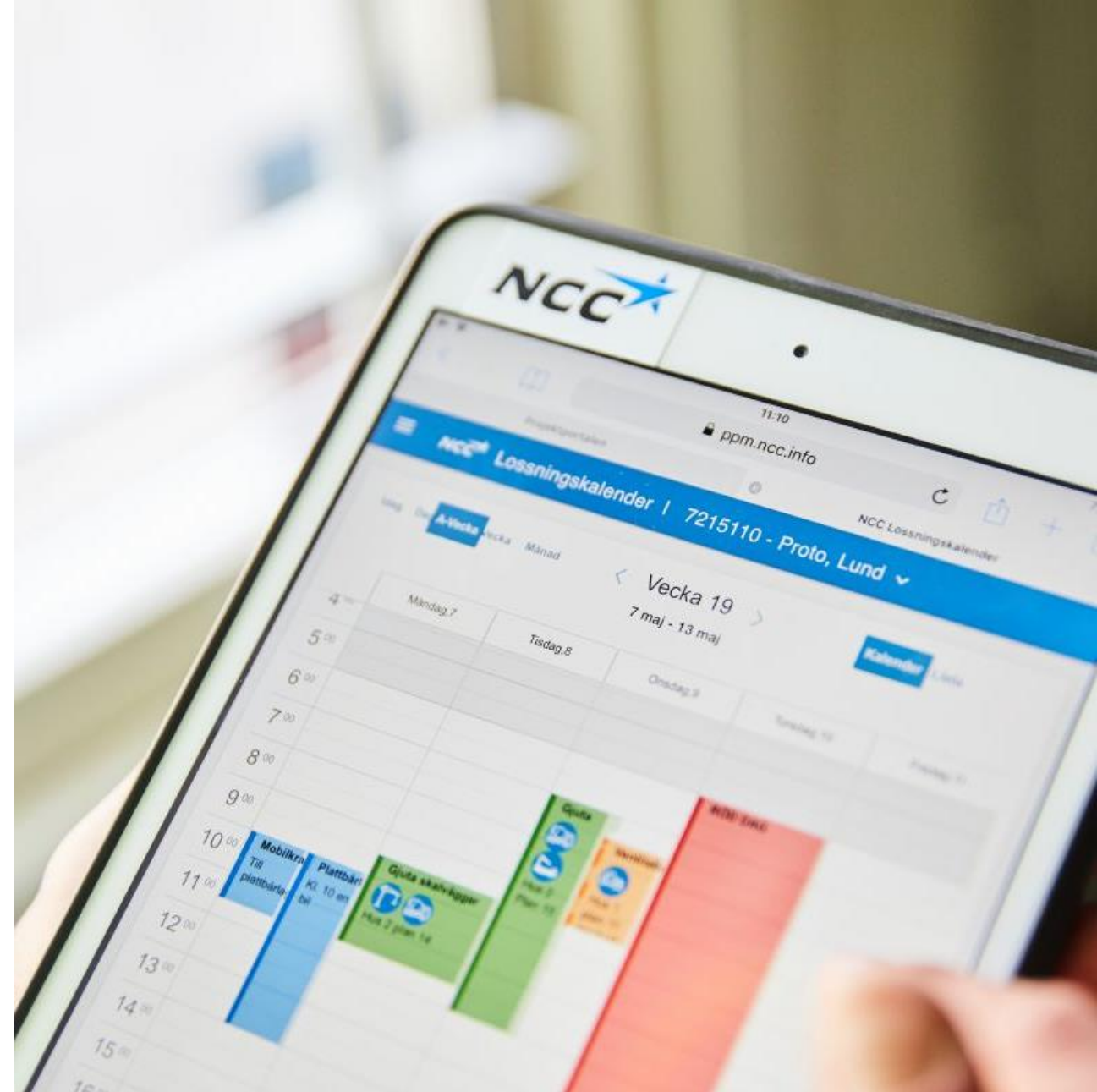
# What you can do in NCC Delivery Calendar

- Coordinate deliveries with other project participants
- Book a time for unloading, book unloading zone and receiving resources as well as carrying resources
- Receive notifications of confirmed and changed bookings
- Easy access to external and internal Siteplans
- Easy access to Logistics instructions and Driving instructions for deliveries / visitors
- Use it on smartphones and tablets
- Accept or reject booking requests if you have the role of receiving resource
- Access to statistics about the bookings



# How to get access

- Your NCC contact can help you become a member of a specific project
- By default available to all internal and external project participants in the NCC Project Portal and invite email with links will be sent out to all users
- Also available for access-only the Delivery Calendar (and not the NCC Project Portal)
- Link to open for external project members (PC / smartphone / tablets):  
<https://ppmext.ncc.info/DeliveryCalendar/>



# Calendar view

External users can get extended authorization on request, eg. confirm bookings, notifications...

Meny/settings (only NCC)

Click on Delivery Calendar to get back to this view (home)

Select project

Filter your bookings or export all information to Excel to follow up.

Right click here to create a Shortcut on your desk

Support and guide

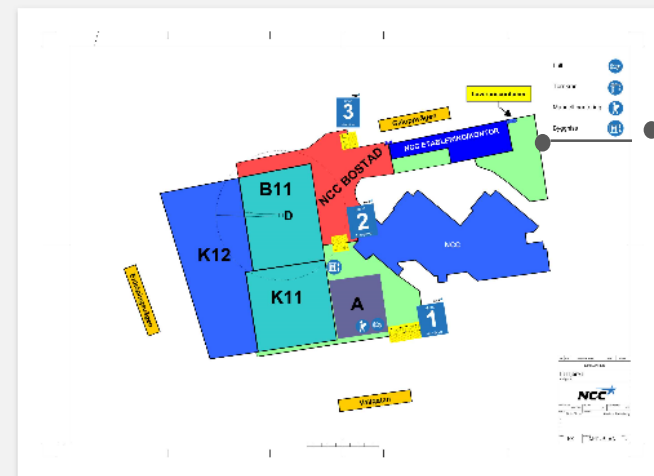
Switch to fullscreen

NCC Delivery Calendar | 4108227 - Herrjärva

Today Day W-Week Week 5 days Month < Week 38 > 16 September - 22 September

Calendar Filter Excel

	Monday, 16	Tuesday, 17	Wednesday, 18	Thursday, 19	Friday, 20
6:00					
7:00	Skalvägga PL15 etapp		Balko Visning BÖP15 ca 10 pers (ansv)	Plattbärla BÖP15 etapp	Skalvägga PL15 etapp
8:00		Ställv Ska ne			
9:00	3M studer 10 pers (De)	Ställv 1 st ge	Utfack Arme GK kanaler 2st bil	GK kanale 2st Bilar	Visning ca 10 pers
10:00					
11:00	Valvgjutni BÖP14 etapp		Oljibe	Urban are	
12:00					
13:00			Vägg 3M b 10 per	Beijer 10 bur	
14:00			PL15 e		
15:00					



Siteplan with delivery zones (colors), receiving resources (symbols) and Gates. Click to enlarge.

Confirmed booking Unconfirmed booking

Confirmed bookings are shown in full line, unconfirmed with dashed line.

Logistics instructions  
[Kör- besöksanvisningar.docx](#)  
[Köranvisningar Leveranser.docx](#)

Logistics instructions, driving instructions.

Notices to all members can be shown here.



# Create a booking

In the Calendar, select start and end time for booking:

1. Enter What and your Company. Enter quantity and final destination.
2. Adjust start and end time and settings of recurrence delivery.
3. Select gate and unloading zone, according to Siteplan. Select one or more resources for reception. The driver can be notified via sms/mail only when the booking is confirmed (by NCC). Resource managers or coordinators can receive emails with a request to accept / reject a booking request.
4. If you have permission, you can change the status to confirmed. Change responsible for delivery if needed and if necessary, change the delivery adress.
5. If map is needed, paste the web adress for the coordinates here.
6. Write additional instructions and attach documents if needed, unloading instructions or other delivery instructions.

The screenshot shows a mobile application interface for creating a booking. The interface is divided into several sections, each highlighted with a numbered callout (1-6) on the right side. The top bar is blue with a back arrow, the text 'Change booking', and a 'SAVE' button. The main content area is white with a light gray border. The sections are: 1. 'Specify what and company' with the text 'Fönster Nordan' and 'Enter quantity and final destination' followed by 'Hus B, Plan 3, Zon A, 10 pallar'. 2. 'Starts' and 'Ends' fields with times and dates, and a 'Recurring' field set to 'Disabled'. 3. 'Gate' set to '3', 'Unloading zone' set to 'Sluringgatan', and 'Resources for reception' with a list of resources: 'Manuell inbärning' and 'Lull Fredrik Fredrik Persson'. 4. 'Creator' set to 'Sandra Lasson, NCC Sverige AB', 'Status' set to 'Unconfirmed booking', 'Responsible for delivery' set to 'Sandra Lasson, NCC Sverige AB', and 'Address' set to 'Murbruksgatan, Limhamn'. 5. A field for 'Paste a web address for the coordinates'. 6. An 'Instruction' field with an 'ATTACH DOCUMENT' button below it. The background shows a calendar grid and a site plan map.

