

# NCC Delivery Calendar

User Guide external



# Get started with NCC Delivery Calendar

## The benefits of the project

A simple tool that simplifies the coordination of unloading times, unloading zones and resources for reception and facilitates communication and information sharing

## What it is

- A digital tool to coordinate and visualize unloading occasions with all project participants, to confirm unloading zones and resources for reception and to distribute them over time
- Simplifies communication of Site plans and Logistics instructions

## Get started

- Open from PC/smartphone/tablets: <https://deliverycalendar.ncc.com/>
- Also available in NCC Project Portal, new users will receive email invitation (external members can be limited to reach only delivery calendar)
- Order TV package from [Service Portal](#) to share on TV screens
- Technical support please contact [servicedesk@ncc.se](mailto:servicedesk@ncc.se), if suggestions for improvements mailto [dcsupport@ncc.se](mailto:dcsupport@ncc.se)
- Information for external <https://www.ncc.se/for-leverantorer/ncc-lossningskalender/>
- Information for internal [NCC Lossningskalender \(sharepoint.com\)](#)

# Functions - summary

## Bookings

- Book timeslot, unloading zone (color according to siteplan) and recourses for reception with driver
- Write instructions, shown with (!)
- Share documents in bookings
- Link to a map with exact coordinates for unloading zone
- Post recurring bookings (coordinated deliveries)

## Confirmations, notifications

- Logistics manager/Site management can confirm bookings and receive extra notifications about bookings
- Receive notifications of confirmed/changed bookings you are participating in
- Drivers of reception resources (or carriers) can accept/reject booking requests

## Sharing information

- Available to everyone on TV screens
- Reach statistics
- Share Site-plans, Logistics Instructions and Driving Instructions
- Share Common Notices
- Share information with related/nearby projects, share calendar i.e., receiving resources or unloading zones

# Calendar view

Menu/settings (only NCC)

Click here to get back home (this view)

Select project

Filter bookings or export to Excel to follow up

Right-click in the blue bar, to create desktop shortcut

Support and guide

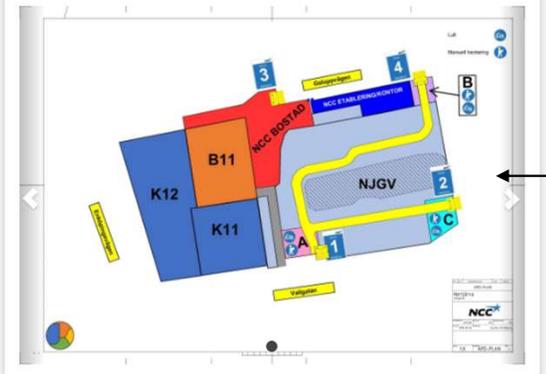
Switch to fullscreen

☰ **NCC** Delivery Calendar | 4108227 - Herrjärva ▾

Today Day **W-Week** Week 5 days Month < Week 38 > Calendar Filter Excel

16 September - 22 September

	Monday, 16	Tuesday, 17	Wednesday, 18	Thursday, 19	Friday, 20
4:00					
5:00					
6:00					
7:00	Skalväggar		Balkons	Plattbärlag	Skalväggar
8:00		Ställver	Visning		
9:00	3M studebes	Ställver Lull 1 st qer	Utfack		
10:00			Armeri	GK kanaler Lull 2st Bilar	Visning
11:00	Valvjuutning				
12:00	Betongbil		Oljibe	Urban green	
13:00	Betongpump BÖP14 etap		Väqgiut		
14:00			3M byg	Beijer P Manuell	
15:00					



The Site-plan shows unloading zones (color) and resources (symbols), gates, access roads, etc. Click to enlarge. Scroll through the arrows if there are more Site plans.

Confirmed booking Unconfirmed booking

Logistics instructions

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

Välkommen hit!

Här bokas alla leveranser som ska hanteras via lossningszon och mottagningsresurs. Paketleveranser beställs direkt till den obemannade leveranscontainern.

Confirmed/unconfirmed booking is displayed with a solid or dashed line

Logistics instructions driving instructions

Notices visual to all



# Create a booking

## Select time interval to create new booking

Add What, company, quantity and final destination (mandatory), get detailed and it will be easier to handle at site.

Adjust start- and end time.  
Add recurring bookings.

Select the gate, unloading zone, and resources for reception. Resource drivers are notified by SMS/email only when the booking is confirmed, and they can receive a request to accept/decline the booking request.

The creator of a booking cannot be changed. Those who have permission to confirm can confirm/reject a booking request.

If necessary, change the Responsible for booking or address.

Change geographic position if needed, paste a web address with coordinates

Enter any Instruction text, will be visible with (!) in a booking.  
Attach documents if needed.

**CANCEL** **New booking** **SAVE**

Specify what and company  
Windows (NorDan)

Enter quantity and final destination  
10 pallets, h 10 p 8

Starts 14:00 Thursday, 19 Sept 2019 >

Ends 16:00 Thursday, 19 Sept 2019 >

Recurring Disabled >

Gate Grind 3 >

Unloading zone Zon A >

Resources for reception Select resources >

Manuell hantering  
Ronni Hodaj

Mobilkran

Creator  
Sandra Lasson, NCC Sverige AB

Status  
Unconfirmed booking >

Responsible for delivery  
Sandra Lasson, NCC Sverige AB >

Address  
Slättervägen 12, Solna >

Geographic position  
Latitud: 59.379103 Longitud: 18.00822770000002

Instruction

**ATTACH DOCUMENT**

Confirmed booking

Logistics instructions

Kör- besöksanvisningar.docx

Köranvisningar Leveranser.c

Välkommen hit!

Här bokas alla leveranser som sk  
beställs direkt till den obemannad

# Change, confirm, or reject a booking

User authorizations are managed in the settings

Open a booking to change/confirm

Reject [X] here or Confirm [V] if you have permission

Change a booking

CLOSE Show booking [X] [V] CHANGE

GK kanaler

2st bil

Start time 10:00 Wednesday, 18 Sept 2019

End time 12:00 Wednesday, 18 Sept 2019

RecurringDelivery Disabled

Unloading zone

Gate Grind 1

Resources for reception

Lull Ronni Hodaj

NCC Lossningskalender - ändrat lossningstillfälle

Malmö Arena

Hej [redacted]

Ett lossningstillfälle i projekt Malmö Arena där du är bokad som lossare har ändrats.

[Svara på bokningsförfrågan](#)

Aktuell information om bokningen redovisas nedan:

Vad & företag : ter

Boknings ID : 17280

Datum : den 25 juni 2020

Tid : 10:30 - 13:30

Status : Bekräftad bokning

Återkommande bokning : inaktiverad

Grind : Ingen grind

Zon : Arla1

Acceptera eller avböj förfrågan av resurs

Boknings ID: 82633

Mottagningsresurs: Testresurs

Aktuell status på bokningsförfrågan: Inget svar

ACCEPTERA AVBÖJ

Changes and confirmations are announced by email/SMS to those concerned

A driver who is connected to a reception resource may be authorized to accept/reject a booking request.

Just open the link "respond to booking request" to add the answer.

