

**Galliker**  
**GalltransWeb**

## **User Manual**

*Benutzeranleitung / Mode d'emploi / Istruzioni per l'uso*



Status November 2013



## System requirements

- Browser:** Internet Explorer 8 or higher, Firefox, Google Chrome  
**For safety reasons, please make sure to keep your web browser version updated!**  
Disable the “block pop-up” feature.
- PDF Reader:** The printed edition is usually released as a PDF document. This requires the installation of an adequate reader.

## Important information

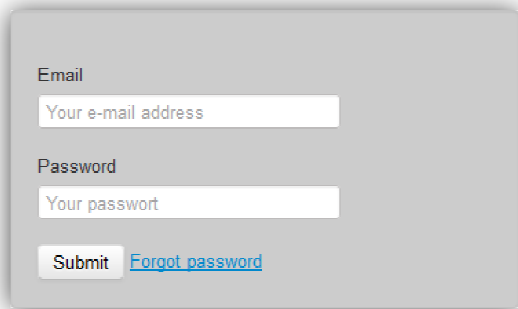


- We do not provide any intermediate storage (e.g. pickup goods on Tuesday – delivery on Thursday).
- Released orders can no longer be modified in GalltransWeb. If you need to make any changes, please contact the responsible dispatcher directly.
- If changes are made to a printed order, the documents of transport must be printed again (labels and dispatch confirmation).
- Please contact the responsible dispatcher if you require an express dispatch (pickup the same day).
- Remember to release your orders!

## Quick guide

### Access / login

---

A screenshot of a login form. It features two input fields: one for 'Email' with the placeholder text 'Your e-mail address' and one for 'Password' with the placeholder text 'Your password'. Below the password field, there is a 'Submit' button and a blue hyperlink labeled 'Forgot password'.

In order to log into the program, please insert the personal information you will have previously received, consisting of a valid e-mail address and a password.

If you forgot your password, you may request it by clicking on [Forgot password](#).

## Step 1 – Order overview

**Galliker GalltransWeb** DE | FR | IT | EN  
01-Galliker Testmandant  
Muster Peter | Logout

Address **Transport orders** Processing  
Delivery Order | Pickup Order

### Delivery Orders

Status: 30-transmitted

DC	Nr.	Order Date	Pickup Date	Sender	Delivery Date	Recipient	Reference	Weight
92	2	05.08.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	06.08.2013	Beat Manetsch, Centralstrasse 5, EMMENBRUECKE		142
92	4	07.08.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	08.08.2013	BKT CREATIVE AG, Länggässli 1, THUN	test GalltransWeb	286
92	10	07.08.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	08.08.2013	Adec & Partner AG, Staldenbachstrasse 30, PFÄFFIKON SZ		320
92	31	27.08.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	28.08.2013	Alpinamed AG, Alte Landstrasse 11, FREIDORF TG	test mibr	123
92	32	27.08.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	28.08.2013	CFI   PACK Packaging, Zentralstrasse 17, WOHLI FN AG	test mibr	234
92	42	30.08.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	02.09.2013	Frischfleisch Sursee, Zeughausstrasse 14, SURSEE	test mibr	250
45	43	30.08.2013		Imbach Testauftraggeber, Wissenhusen12, SCHOETZ	02.09.2013	Dickerhof AG, Gerliswilstrasse 21, EMMENBRUECKE	test mibr	269
92	57	06.09.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	09.09.2013	Ritter Ivanhoe, Schlussgarten 2, YVERDON 3	test mibr	120
92	419	24.10.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	25.10.2013	Gruner & Brenneisen AG, Laufengartenstrasse 9, BASEL	test mibr	180
92	526	30.10.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	31.10.2013	Adec & Partner AG, Staldenbachstrasse 30, PFÄFFIKON SZ	test mibr	403
92	838	12.11.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	13.11.2013	Testkunde, Seestrasse, EICH		150
92	951	14.11.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	15.11.2013	Dickerhof AG, Gerliswilstrasse 21, EMMENBRUECKE	test mibr	120
92	976	15.11.2013		Galliker Testauftraggeber, Testadresse, ALTISHOFEN	18.11.2013	Testkunde, Seestrasse, EICH	test mibr	172

Search New

**1**

GalltransWeb 1.0.14 © Galliker Transport AG 2013, alle Rechte vorbehalten Home | About us | Help

The order overview shows all recorded transport orders (not yet sent) according to the type of transport.

On this page you may create new orders or modify existing orders.

## Step 1a – Creating a delivery order

**Galliker GalltransWeb** DE | FR | IT | EN  
01-Galliker Testmandant  
Muster Peter | Logout

Address Transport orders Processing

Delivery Order | Pickup Order

Order number / Created date: 603 01.11.2013

Delivery Orders

Orderer: \* TESTAUFTRAGGEBER, Galliker Testauftraggeber, Testadresse, 6246 ALTISHOFEN

Invoice Recipient: \* TESTAUFTRAGGEBER, Galliker Testauftraggeber, Testadresse, 6246 ALTISHOFEN

**Sender**

Shortname: \*

Instruction:

Pickup time: \*

Tel. notification:

Pickup Date: \*

Reference: 12345 test

Section: cooled +5°

**Recipient**

Shortname: \* 1016

Amstutz Produkte AG  
Luzernerstrasse 11  
62/4 ESCHENBACH LU

Instruction: Ablad Rampe 4

Delivery time: \* 00:00 - 00:00

Tel. notification:

Delivery date: \* 04.11.2013

Fluor. delivery:

Cash on delivery: \* 0.00 (0.00 - 99999.99)

[Print Label](#) [Print Delivery Note](#)

[Cancel](#) [Next](#)

**Galliker GalltransWeb** DE | FR | IT | EN  
01-Galliker Testmandant  
Muster Peter | Logout

Gall Address Transport orders Processing Help

Delivery Order | Pickup Order

**Item Position** Add

Quantity *	Package type *	Identification	Length	Width	Height	Floor spaces
1	EU1 - Europallet up to 60 cm height		00	0	0	0.000

**Dangerous Goods** Add

Quantity *	Package Type *	Dangerous Good	Weight *
1	COL Collis	3250/1 CHLORESSIGS Class: 6.1, Classification: TC1 Package group: II, Category: ? GGZ1: G.1, GGZ2: 0 Tunnelcode:	20

[Back](#) [Save](#)


GalltransWeb 1.0.14 © Galliker Transport AG 2013, alle Rechte vorbehalten Home | About us | Help

1. Click on **New** on the order overview page.
2. Click on **[...]** to select the recipient.
3. Fill in the remaining information required.
4. Click on **Next** to continue to the window **Item Position**.

5. Fill in the required information under *Item Position*.  
**Note:** the first line is ready to be edited. If you need more lines, click on *Add*.
6. To fill in the line *Dangerous goods* (optional), click on *Add*.
7. Save your order.



### Creating a new address

A new address can be created by clicking on the symbol . After clicking on *Save*, the new address is used automatically as recipient or sender of the current order.

The screenshot shows the 'Adressverwaltung' (Address Management) interface. It contains two main sections: 'Empfängervorgaben' (Recipient specifications) and 'Absendervorgaben' (Sender specifications). Each section has fields for 'Tel. Anweisung', 'Instruktion', and 'Termin \*' (with a time range of 00:00 - 00:00 (9h:min)). The 'Empfängervorgaben' section also includes a 'Stückverteilung' field. The 'Absendervorgaben' section also includes a 'Stückverteilung' field. The form is titled 'Adressverwaltung' and includes a 'Abbrechen' button on the left and a 'Speichern' button on the right. The form is filled with example data: Name: BECHENBAUER, Kundenname: Franz Bechenbauer, Zusatz 1: , Zusatz 2: , Adresse: Schlossallee 12, PLZ: 6388, ORT: JAGERBERG, Aktiv: 01.

New addresses can also be created in the address management area.

## Step 1b – Creating a pickup order

**Galliker GalltransWeb** DE | FR | IT | EN  
01-Galliker Testmandant  
Muster Peter | Logout

Address **Transport orders** Processing

Delivery Order | Pickup Order

Pickup Orders Order number / Created date: 964 | 18.11.2013

Orderer:\*  ALTISI I OFEN 3

Invoice Recipient:\*  ALIISHUFEN

**Sender**

Shortname: \*  2

Eckert Werbeartikel AG  
Raffelstrasse 20  
8045 ZÜRICH I

**Recipient**

Shortname: \*  3

Galliker Testauftraggeber  
Testadresse  
6246 ALTISI I OFEN

Instruction:

Pickup time: \*  -

Tel. notification:

Pickup Date: \*  4

Reference:

Section:

Instruction:

Delivery time: \*  -

Tel. notification:

Delivery date: \*

Floor delivery:

Cash on delivery: \*  (0.00 - 999999.99)

[Cancel](#) [Print Delivery Note](#) [Print Pickup Order](#) 5 [Next](#)

**Galliker GalltransWeb** DE | FR | IT | EN  
01-Galliker Testmandant  
Muster Peter | Logout

Address **Transport orders** Processing

Delivery Order | Pickup Order

Item Position Add

Quantity *	Package Type *	Identification	Length	Width	Height	Floor spaces
<input type="text" value="2"/>	<input type="text" value="EU1 - Europallet up to 60 cm height"/>	<input type="text"/>	<input type="text" value="186"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.000"/>

**Dangerous Goods** Add

Quantity *	Package Type *	Dangerous Good	MAG-Text	Weight *
<input type="text"/>	<input type="text"/>	<input type="text" value="..."/> <span style="float: right;">7</span>	<input type="text"/>	<input type="text"/>

[Back](#) 8

GalltransWeb 1.0.14 © Galliker Transport AG 2013, alle Rechte vorbehalten | Home | About us | Help

1. Click on **New** on the order overview page.
2. Click on [...] to select the sender.
3. The standard recipient appears automatically under *Recipient*. Click on [...] to select a different recipient.
4. Fill in the remaining information required.
5. Click on **Next** to continue to the window *Item Position*.
6. Fill in the required information under *Item Position*.  
**Note:** the first line is ready to be edited. If you need more lines, click on **Add**.
7. To fill in the line *Dangerous goods* (optional), click on **Add**.
8. Save your order.



Once a pickup or delivery order is saved, the system prepares a PDF file for printing, which can be saved and/or printed for personal use. **There is no need to send the order to Galliker.**

Copy of the document is automatically sent by the system to the responsible dispatcher (for information purpose only). It is important to remember to release your order data (step 3)!



## Step 2 – Printing order documents

The screenshot shows the Galliker GalltransWeb interface. At the top, there are navigation links for DE, EN, and IT, and a user profile for 'Muster Peter | Logout'. The main content area is titled 'Processing' and contains a table of transport orders. The table has columns for DC, Nr., Order Date, Pickup Date, Sender, Delivery Date, Recipient, Reference, Section, Weight, and DG. Two orders are listed: one with DC 'D' and Nr. '97', and another with DC 'P' and Nr. '92'. Below the table, there are links for 'Export all orders', 'Print Label', 'Print Dispatch Confirmation', 'Print Delivery Note', 'Dangerous Goods List', and 'Reload'. A search bar is located below the table, and a red circle '1' highlights it. A green box highlights the 'Print Label' and 'Print Dispatch Confirmation' buttons. A red circle '2' points to the 'Print Dispatch Confirmation' button. A red circle '3' points to a preview of a dispatch confirmation PDF. A red circle '4' points to a physical cardboard box with a printed label.

DC	Nr.	Order Date	Pickup Date	Sender	Delivery Date	Recipient	Reference	Section	Weight	DG	
<input checked="" type="checkbox"/>	D 97	803	01.11.2013	01.11.2013	Galliker Testlaufangebot, Testadresse: ALTISHOFEN	04.11.2013	Arnsthal/ Produkte AG, I wärmerhessse 11, FSCHEINRACH LU	12345 test	contel-5*	88	X
<input checked="" type="checkbox"/>	P 92	384	18.11.2013	19.11.2013	Eckert Werbearbeit AG, Räfelstrasse 20, ZUERICH	20.11.2013	Galliker Testlaufangebot, Testadresse: ALTISHOFEN	98765 test		188	

1. Select which orders you want to print.
2. Select your printing option (label or dispatch confirmation); the system prepares PDF files for printing.
3. E-mail the dispatch confirmation to the responsible dispatcher (for information purpose only). You will find the e-mail feature in the PDF Reader toolbar.
4. Label the transport goods.

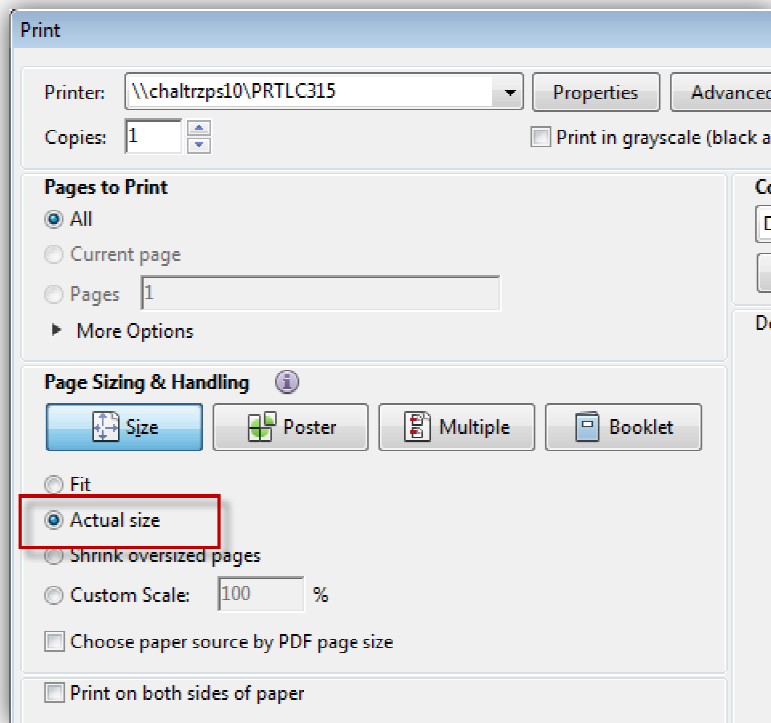


**Important notice:**

Before printing a transport label (PDF file), please verify that the page size settings are on „**Actual size**“ and **not** fitted automatically.

Otherwise, if the layout is shrunk, it will no longer fit into the set label format and important information will be lost.

The image shown here as an example may differ depending on the product and version of your PDF Reader.



## Step 3 – Releasing an order

The screenshot shows the Galliker GalltransWeb interface. At the top left is the logo. At the top right, there are language options (DE | EN | IT | EN) and user information (01-Galliker-Teslmanufaktur, Muster Peter | Logout). Below the logo, there are tabs for 'Address', 'transport orders', and 'Processing', with 'Processing' highlighted by a green box. A status dropdown menu is set to '10-registered'. Below this is a table of orders with columns: DC, Nr., Order Date, Pickup Date, Sender, Delivery Date, Recipient, Reference, Section, Weight, and DG. Two orders are selected, indicated by checkboxes in the first column. Below the table, there are links for 'Export all orders', 'Print Label', 'Print Dispatch Confirmation', 'Print Delivery Note', 'Dangerous Goods List', and 'Release', with the 'Release' link highlighted by a green box. A red circle with the number '2' is placed over the 'Release' link. A large watermark 'G' with arrows is visible in the background. At the bottom, there is a footer with copyright information and a 'Home | About us | Help' link.

DC	Nr.	Order Date	Pickup Date	Sender	Delivery Date	Recipient	Reference	Section	Weight	DG	
<input checked="" type="checkbox"/>	D 97	803	01.11.2013	01.11.2013	Galliker Teslaufraggeber, Tesladresse: ALTISHOFFEN	04.11.2013	Arnsthal/ Produkte AG, Tuermerstrasse 11, FUSCHENRACH LU	12345 test	contel-5*	88	X
<input checked="" type="checkbox"/>	P 92	384	18.11.2013	19.11.2013	Eckert Werbearbeit AG, Ralfelstrasse 20, ZUERICH	20.11.2013	Galliker Teslaufraggeber, Tesladresse: ALTISHOFFEN	98765 test		188	

1. Select the orders you want to transmit.
2. Click on **Release** to transmit the selected orders.



While order data is being transferred to Galliker (this procedure is deferred and may last up to five minutes), the orders are in **Status 20 – Ready to transmit**. Through the status field, you can open a transmitted order and, if need be, reverse its status to **10 – Registered** by clicking on **Cancel release**.



Transmitted orders (**Status 30 – Transmitted**) can no longer be modified.

## Changing / creating an address

The screenshot displays the GalltransWeb interface. At the top, the logo 'Galliker GalltransWeb' is visible on the left, and user information '01-Galliker Testmandant' and 'Muster Peter | Logout' is on the right. A navigation bar includes 'Address' (highlighted with a green box), 'Transport orders', and 'Processing'. Below this, a table titled 'Addresses to Client 01-Galliker Testmandant' lists various addresses. A red circle with the number '1' points to the edit icon for the address with Shortname '1033'. Below the table, the 'Address Management' form is shown, with a red circle with the number '2' pointing to the 'Save' button. The form contains fields for 'Shortname', 'Name', 'Addition 1', 'Addition 2', 'Address', 'Zipcode/City', 'Phone', 'Active', 'Recipient Default Values', and 'Sender Default Values'.

Shortname	Customer Name	Addition 1	Address	Zipcode	City	Status
1003	Adec & Partner AG		Staldenbachstrasse 30	8808	PFAEFFKON SZ	Active
1005	Aius Hilfe Schweiz		Kunradstrasse 20	8005	ZUERICH	Active
1012	Alpinamed AG		Alte Landstrasse 11	9306	FREIDORF TG	Active
1013	Jüstrich Cosmetics AG		Auerstrasse 39	9442	BERNECK	Active
1014	Amcor Flexibles Burgdorf GmbH		Kirchbergstrasse 168	3400	BURGDORF	Active
1015	Amcor Flexibles Durgdorf GmbH		Kirchbergstrasse 160-170	3400	BURGDORF	Active
1016	Amstutz Produkte AG		Luzernerstrasse 11	6274	FRSCHENRACH LU	Active
1017	Anima		Mattenhofstrasse 7	3007	BERN	Active
1018	ASM Aerosol-Service AG		Industriestrasse 11	4313	MOEHLIN	Active
1019	Autowasch Center		Industriestrasse 4	3400	BURGDORF	Active
1020	Axanova AG		Ottenhofenstrasse 110	8738	UETLIBURG SO	Active
1022	D. Draun Medical AG		Geeasatz	6203	SEMPTACH STATION	Active
1027	Beat Manetsch		Centralstrasse 5	6020	EMMENBUENEN	Active
1029	Behindertenbetriebe Uri		Rüttistrasse 55	6467	SCHATTDORF	Active
1031	Belair Airlines AG		P.O. Box 90	8058	ZUERICH	Active
1033	Bethesda Spital	Zentralinkauf	Gellerstrasse 144	4052	BASEL	Active
1034	bienz   Thomas   reuhand AG		Kauttmannweg 14	6002	LUZERN	Active
1035	Dioforce AG		Grünaustrasse	9325	ROGGWIL TG	Active
1036	BIOSANA AG		Industriestrasse 16	3672	OBERKULMSSBACH	Active
1037	Huber PrintPack AG		Promenadenstr. 16	8500	FRAUENFELD	Active

**Address Management**

Shortname: \* 1033

Name: \* Bethesda-Spital

Addition 1: Zentralinkauf

Addition 2:

Address: \* Gellerstrasse 144

Zipcode/City: \* 4052 BASEL

Phone: +41 61 315 21 55

Active:

[Cancel](#)

**Recipient Default Values**

Tel. notification:

Instructions:

Delivery time: \* 00:00 - 00:00 (hh:mm)

Floor delivery:

**Sender Default Values**

Tel. notification:

Instructions:

Pickup time: \* 00:00 00:00 (hh:mm)

[Save](#)

Addresses can be modified only in the address management area!

1. Select an address.
2. Make changes and save.

The modified address is now ready to be used for creating an order.



Changes do not have an impact on existing orders! Also new addresses may be created in the address management area.

## Usage agreement

This program is protected by copyright.

Galliker Transport AG is in charge of this software's maintenance. Galltrans NG is not subject to license and can be used for free.

Usage of Galltrans NG is limited to activities connected to Galliker Transport AG.

Any updates and upgrades are made exclusively by Galliker. Technical support is offered through our hotline during regular working hours. On-site assistance only upon agreement.

## Contact

Postal address:	Galliker Transport AG Kantonsstrasse 2 6246 Altishofen
Phone:	062 748 83 21 (IT Hotline 7:30 - 17:30)
Fax:	062 748 83 75
E-mail:	<a href="mailto:galltrans@galliker.com">galltrans@galliker.com</a>
Internet:	<a href="http://www.galliker.com">http://www.galliker.com</a>

## Subject to modifications

## Index

Access / login .....	3	Item Position .....	6
Addresses .....	6	Order overview .....	4
Changing / creating an address.....	12	Printing order documents.....	9
Contact.....	13	Quick guide .....	3
Creating a delivery order .....	5	Releasing an order .....	11
Creating a pickup order.....	7	System requirements.....	2
Dangerous goods .....	8	Usage agreement.....	13
Important information .....	2		