

# Instructions for the use of the ULD CARE E-UCR App.

## Introduction:

The ULD CARE E-UCR app is a digital replacement for the paper-based ULD control receipt or UCR. Running on both iOS and Android this App uses modern digital process to capture and transmit the UCR data for any transfer of custody of a single or batch of ULD between parties.

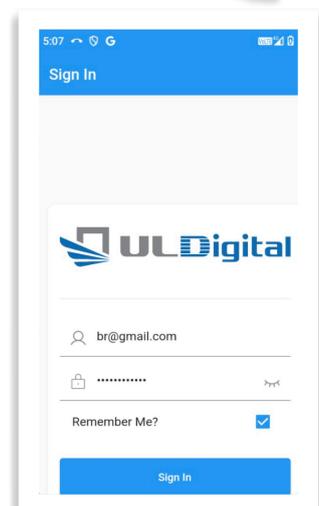
## Operating Instructions:

### A Set Up

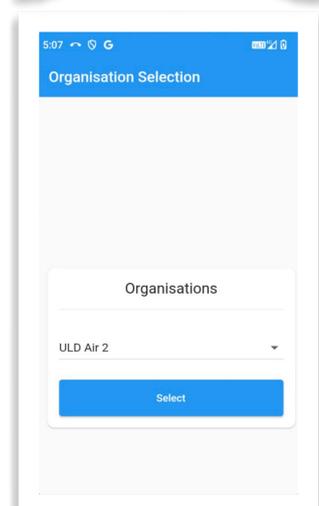
1. Download the app from the Apple App store or the Google Play store. Note that there are 2 v versions in the Play store, ULD CARE and ULD CARE Demo. The “ Demo” app is for testing purposes and normal users should download and use the ULD CARE ( eg non demo app).



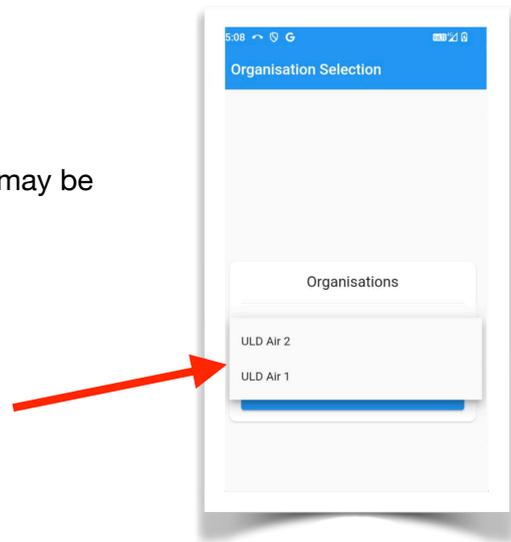
2. Access to the app requires the use of an ID and password, which are provided by the administrator of your organisation



3. The next screen you see will vary, if the organisation you represent only handles a single airline then you go direct to the home screen, if however more than one airline is handled that it is necessary to identify which of those airlines you will be processing UCR for on this login session.



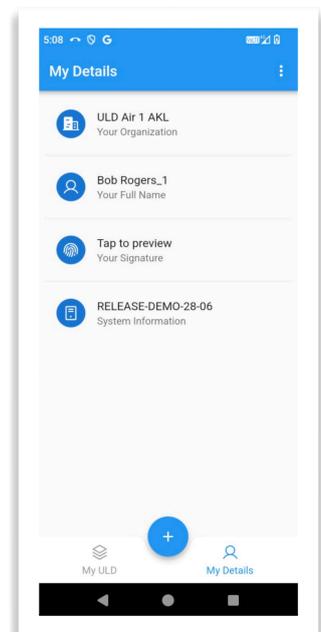
In this case use the down arrow to display the airlines you may be handling and select the correct one.



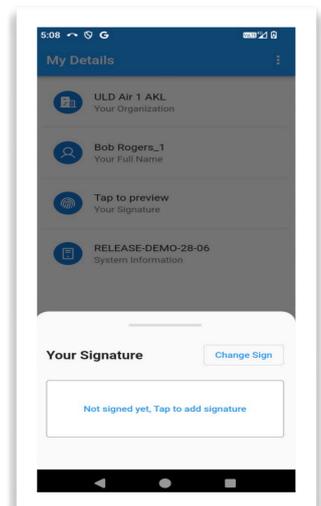
4. Having selected the correct organisation the app opens the home screen:

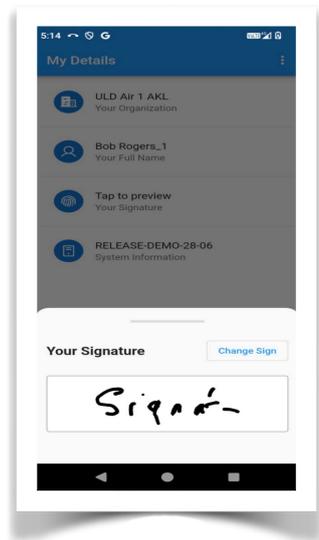
This displays from the top down:

- The organisation and location that you are representing
- Your registered name
- Your signature- Tap to preview
- The app release.



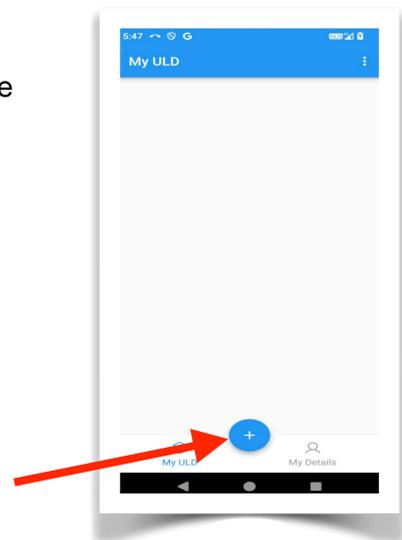
5. To store your signature in the memory select " Your Signature- Tap to preview". This will open the box where you can save your signature by signing on the glass and tap " Save ". Once this process has been completed your signature is saved and will be used on subsequent digital UCR.



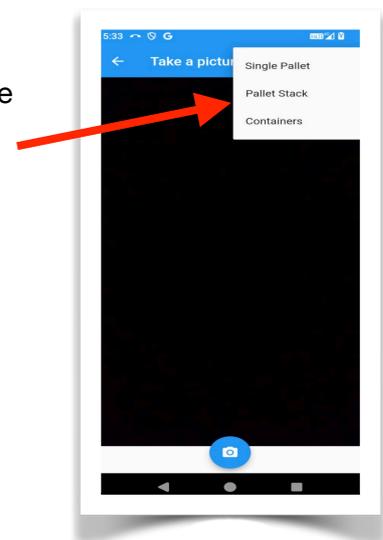


## B Creating an E-UCR

1. From the home screen tap the + sign at the bottom centre of the screen.



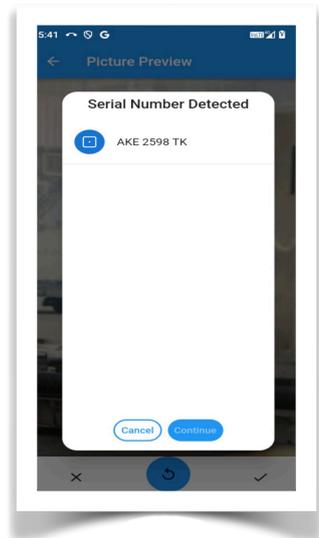
2. Use the drop down list at the top right corner to select either single pallet, Pallet stack or Containers ( can be one or many).



3. Use the phone camera to take a picture of the unit ( in this example a container)

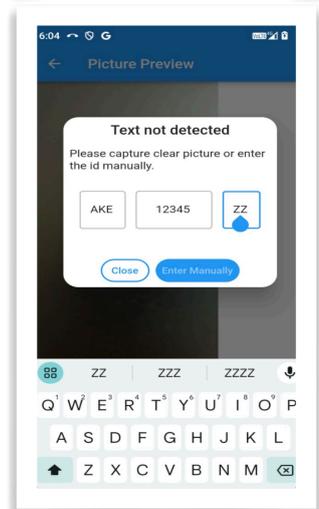
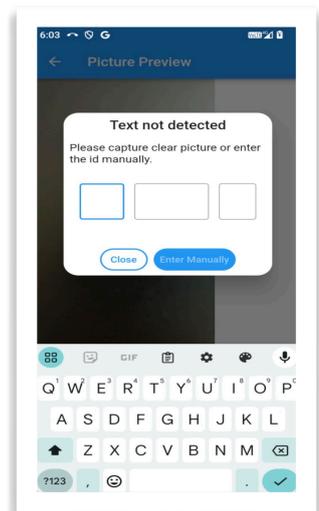


4. If the System can identify the ID number this screen will be displayed. Tap on the identified serial number to confirm it is correct



5. In case the system cannot recognise the ID code then this box will be displayed after selecting the “tick” icon in the photo screen

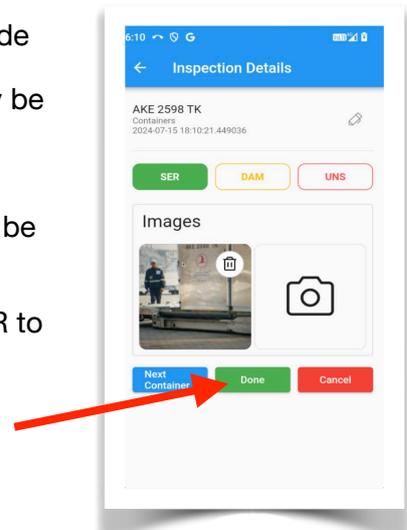
In this case use the keyboard to enter the unit ID code and tap “ Enter Manually”



6. The next screen displays the result of the visual or manual ID code input. SER ( Serviceable), DAM ( Damaged ) or UNS ( Unserviceable) may be selected and also additional photos may be added by tapping the camera icon.

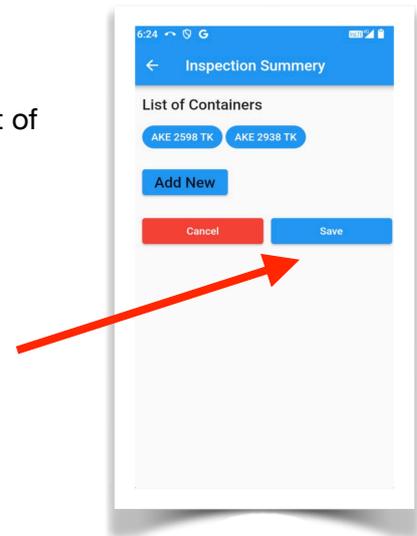
There is no limit to the number of additional photographs that may be taken and will be attached to the E-UCR.

If more than a single container is being processed on a single UCR to the same opposing party then select “ Next Container” otherwise select Done.

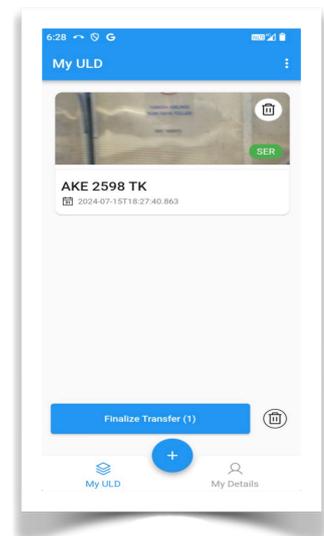


7. After selecting “ Done” this screen is displayed, showing the list of containers that have been identified and logged into the E-UCR.

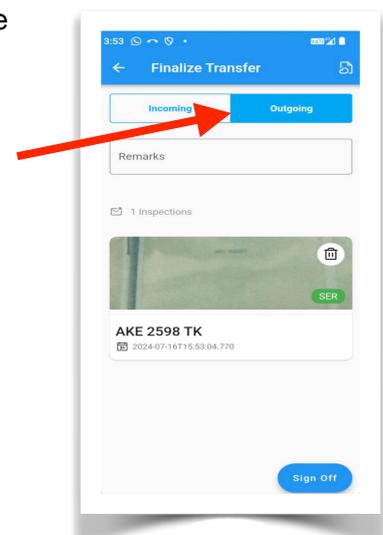
It is still possible to go back and add an additional unit if required, otherwise click save.



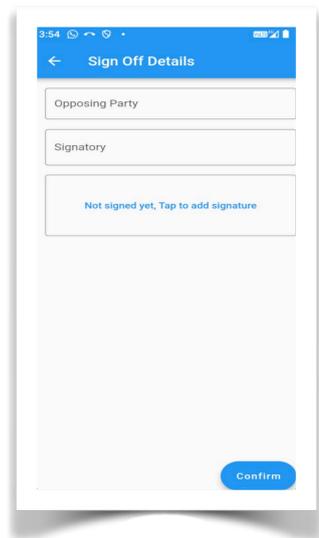
8. The next screen opens the “ Finalise Transfer” section of the app.



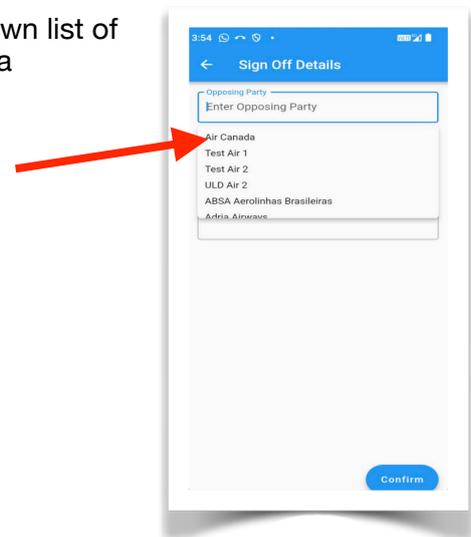
9. First step is to select whether you are receiving or transferring these particular ULD by tapping on the appropriate box. Then tap the “Sign Off” blue box.



10. The data entry screen for the counter party will now appear, this will catch all the details of the other party.



11. Tapping on the "Opposing party" box will open a drop-down list of the possible organisations registered in the system as having a presence at your location. Select the correct opposing party.



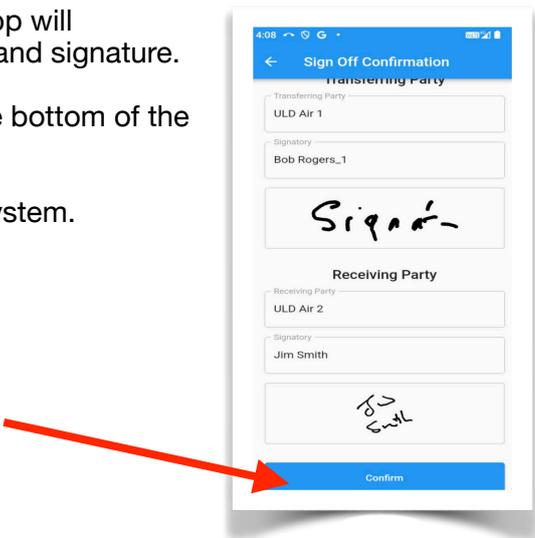
12. Type the name of the person representing the counterparts and have them sign on the screen. Tap "Save".



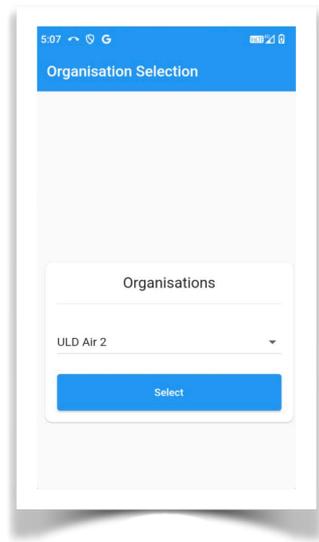
13. The registered details of the logged in party on the app will automatically now appear including organisation, name, and signature.

It only now remains to click the blue “Confirm” box at the bottom of the screen.

The transaction will now be sent to the main operating system.



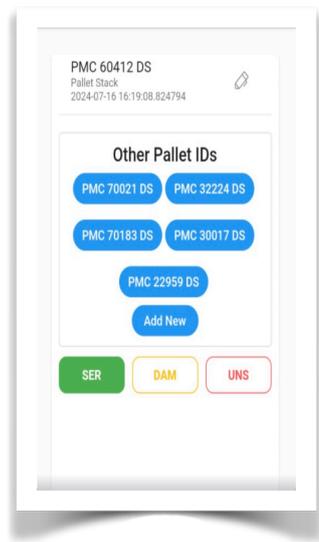
14. The app screen will now return to the entry screen , requiring you to select which airline the next transaction will be for,



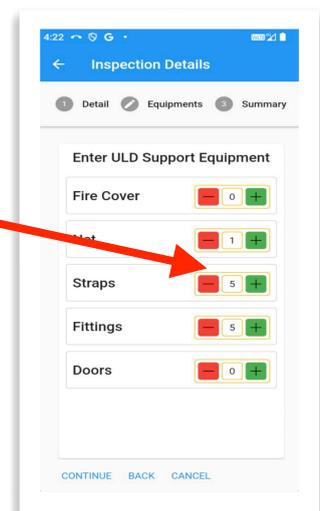
## C. Single and Multiple pallets

For a single pallet, or a pallet stack ( 2 or more pallets) the ID capture process is the same as for a container.

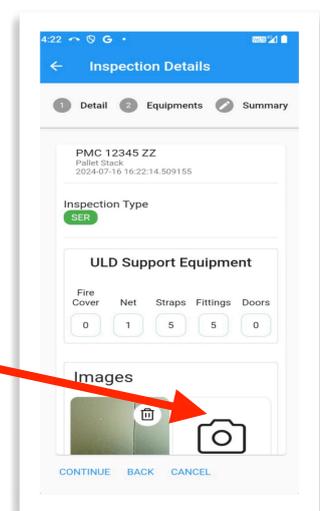
1. Once the ULD ID codes have been read into the system this screen appears:



2. The next screen enables the user to enter the quantities of accessories, such as nets, straps, fitting etc. Use the green and red buttons to select the correct quantities of these items.



3. The next screen displays a summary of the unit and the accessory items. Additional photographs can be added at this time using the camera icon.

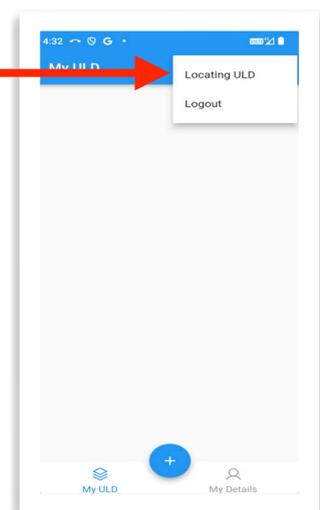


4. Complete the transfer process as per for containers.

## D. ULD Identification feature

The app also contains the ability to provide information on ULD's who is marking is that of a rental or of a common provider instead of that of an airline. This feature couple is the app with the back office information to provide the app user with on the spot information.

1. Select "Locating ULD" from the drop down list at top right corner of the screen. Select "Locating ULD"



2. Use camera or manual input to capture the ID code of the required ULD. Tap Search

3. As long as this particular unit is registered in the back office system the app will display a pop-up box giving known details:

Interline: If the unit is currently registered in the system as part of an interline transaction.

Airline: The airline currently having title to the unit even though it is a rental unit.

Manager: Shows the name of any associated ULD management company.

