



User manual – Gate booking Ringsted

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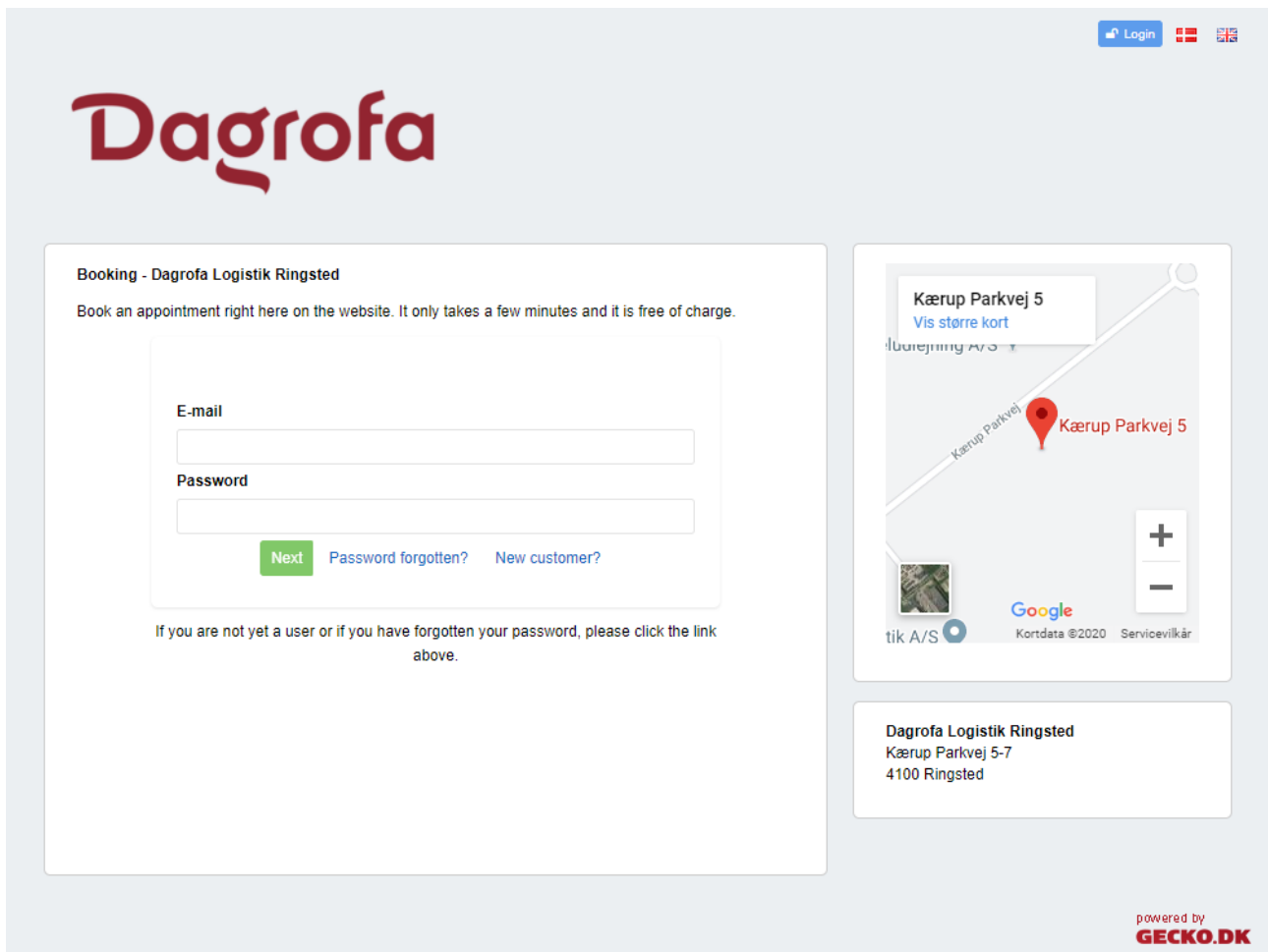
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Introduction

This user manual contains a detailed description of all functions in the gate booking system.

Access to the system

By activating this link <https://app.geckobooking.dk> you are forwarded to the access point of the gate booking system for the Dagrofa terminal in Ringsted, which looks like the picture below. Please be aware that you activate the link by pressing Ctrl while clicking the link, copying the link into the browser will not work, because the link above has been reduced.



The screenshot shows the 'Booking - Dagrofa Logistik Ringsted' page. At the top right, there is a 'Login' button and flags for Danish and English. The main heading is 'Dagrofa' in a large, red, stylized font. Below the heading, the page is divided into two main sections. The left section is a booking form with the following elements: a title 'Booking - Dagrofa Logistik Ringsted', a sub-heading 'Book an appointment right here on the website. It only takes a few minutes and it is free of charge.', an 'E-mail' input field, a 'Password' input field, a green 'Next' button, and two links: 'Password forgotten?' and 'New customer?'. Below the form, there is a note: 'If you are not yet a user or if you have forgotten your password, please click the link above.' The right section features a Google Map showing the location 'Kærup Parkvej 5' with a red location pin. Below the map, there is a text box with the address: 'Dagrofa Logistik Ringsted, Kærup Parkvej 5-7, 4100 Ringsted'. At the bottom right of the page, it says 'powered by GECKO.DK'.

User creation

New Customer

If you are a new customer/user, this is the place to start. You choose New customer in the bottom on the screen and will be send on to the following screen.

Dagrofa

Login

Request a password
Receive your password by e-mail in seconds.

Create new user ^

Create user at Dagrofa Logistik Ringsted.

Name

Address

Postal code **City**

Telephone

Mobile

E-mail

Back **Order password**

Kærup Parkvej 5
Vis større kort

Kærup Parkvej 5

Google Kortdata ©2020 Servicevilkår

Dagrofa Logistik Ringsted
Kærup Parkvej 5-7
4100 Ringsted


powered by **GECKO.DK**

You create your user account by filling in the fields and will hereafter be sent on to your first reservation. Also you will receive an e-mail containing the password with the following wording.

Your password for dagrofa.dk/dagrofa-logistik-3/  Logistik/Projekt/0

Dagrofa Logistik Ringsted <noreply@geckobooking.dk>

til mig ▾

 engelsk ▾ > dansk ▾ [Oversæt meddelelse](#)

Dear Forwarder of Shipping Pallets,

Your password for online booking at Dagrofa Logistik Ringsted is: UKTV

You are registered with the following e-mail: bettina.gram@dagrofa-logistik.dk

If you have any questions regarding the booking system, please do not hesitate to contact us at 70100203

Thank you for your enquiry.

Access – existing user

If you are already registered as user you merely enter your email and the password and you will be sent directly into creation of a new reservation.

Booking - Dagrofa Logistik Ringsted

Book an appointment right here on the website. It only takes a few minutes and it is free of charge.

E-mail
bettina.gram@dagrofa-logistik.dk

Password

[Next](#) [Password forgotten?](#) [New customer?](#)

If you are not yet a user or if you have forgotten your password, please click the link above.

Kærup Parkvej 5
[Vis større kort](#)

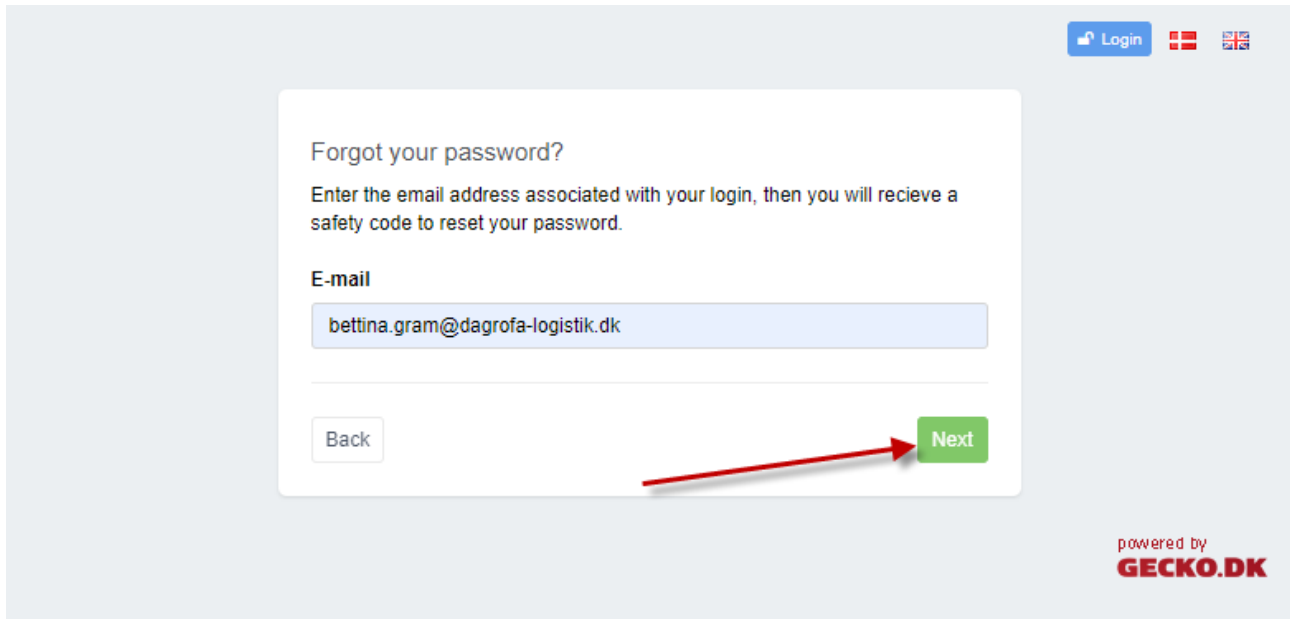
Kærup Parkvej 5

Dagrofa Logistik Ringsted
Kærup Parkvej 5-7
4100 Ringsted

powered by
GECKO.DK

Password forgotten

Should you have forgotten your password, you just enter your email and press Next, and by doing this you will receive a safety code to grant you access to reset your password.



Forgot your password?

Enter the email address associated with your login, then you will receive a safety code to reset your password.


E-mail

powered by
GECKO.DK

After this action you will receive an email with a safety code, which gives you the possibility to reset your password.

Reset password Logistik/Projekt/Gatebooking F&G

Dagrofa Logistik Ringsted <noreply@geckobooking.dk>
til mig ▾

 engelsk ▾ > dansk ▾ [Oversæt meddelelse](#)

Dear Forwarder of Shipping Pallets

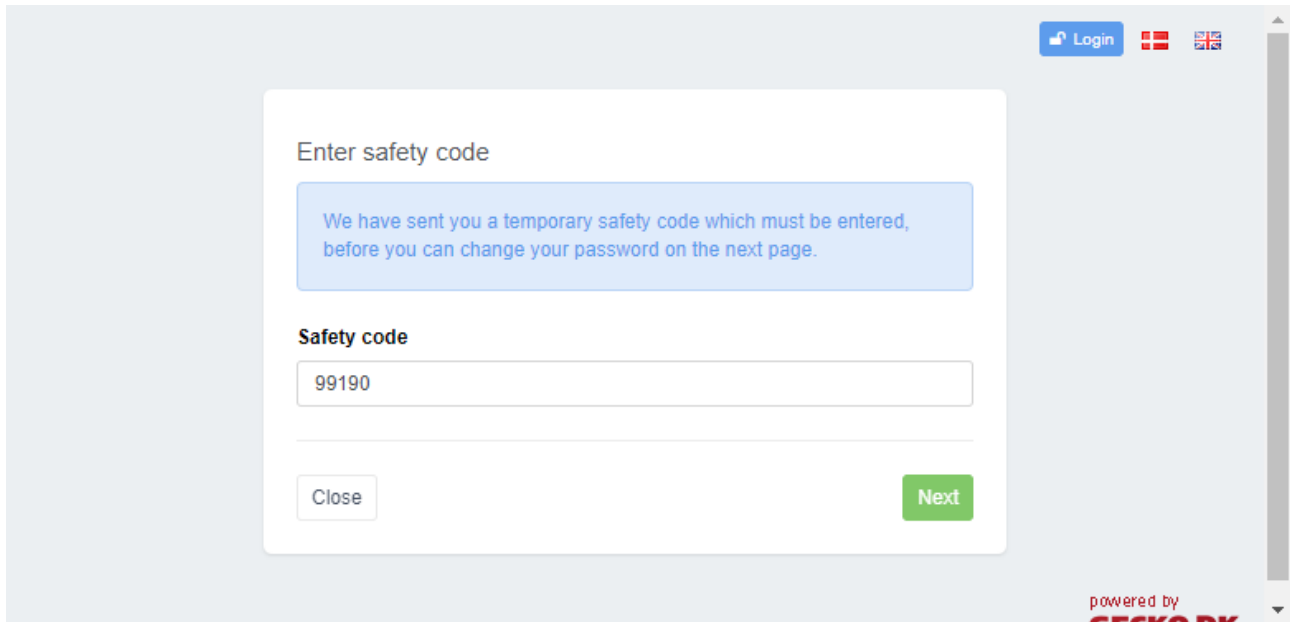
You receive this email as you have requested to reset your password at Dagrofa Logistik Ringsted.

To confirm the reset, you have to use the following safety code: 99190

Best regards

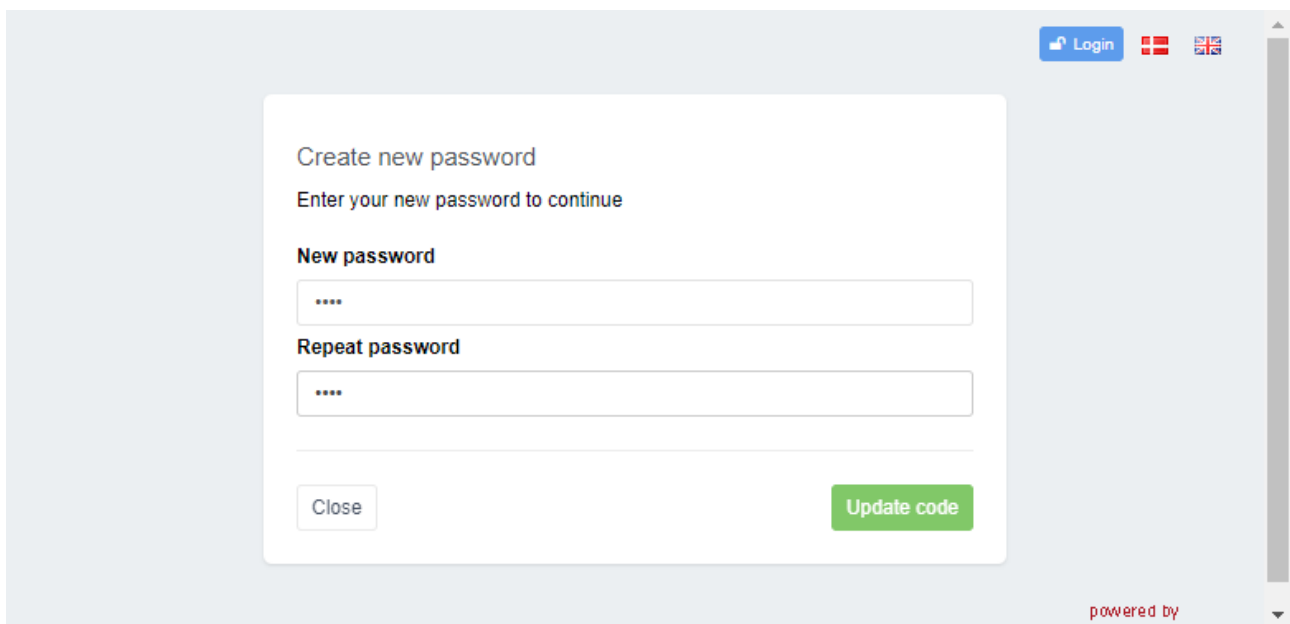
Dagrofa Logistik Ringsted

User manual – Gate booking Ringsted



The screenshot shows a web interface for entering a safety code. At the top right, there is a 'Login' button and flags for Denmark and the United Kingdom. The main content area is a white box with the title 'Enter safety code'. Below the title is a blue message box: 'We have sent you a temporary safety code which must be entered, before you can change your password on the next page.' Underneath is a 'Safety code' label and a text input field containing '99190'. At the bottom of the box are two buttons: 'Close' and 'Next'. In the bottom right corner of the page, it says 'powered by' followed by the 'SEKOBY' logo.

You key in the safety code and press Next, after which you will be forwarded to a possibility to key in a new password and repeat the password





The screenshot shows a web interface for creating a new password. At the top right, there is a 'Login' button and flags for Denmark and the United Kingdom. The main content area is a white box with the title 'Create new password' and the instruction 'Enter your new password to continue'. Below this are two input fields: 'New password' and 'Repeat password', both containing four asterisks. At the bottom of the box are two buttons: 'Close' and 'Update code'. In the bottom right corner of the page, it says 'powered by' followed by the 'SEKOBY' logo.

Create a booking

You are now in the system and ready to create your first booking

Dagrofa

Logout  

Book a new appointment

Choose a service
----- Choose type ----- ▾

If desired, choose a calendar
----- All available ----- ▾

Next

Existing reservations
- no reservations

Your information

Name
Forwarder of Shipping Pallets

Address
Kærup Parkvej 7

Postal code City
4100 Ringsted

Telephone
72332706

Mobile
72332706

Password

E-mail
bettina.gram@dagrofa-logistik.dk

Save information

Exit booking

Kærup Parkvej 5
Vis større kort

Kærup Parkvej 5

Dagrofa Logistik Ringsted
Kærup Parkvej 5-7
4100 Ringsted

powered by **GECKO.DK**

First you need to choose which service you want to book a time for.

Book en ny tid

Vælg en ydelse

----- Vælg type ----- ▼

----- Vælg type -----

- Delivery for Kærup Parkvej 7**
 - 1-14 (total number of pallets)
 - 15-25 (total number of pallets)
 - 26-35 (total number of pallets)
 - 36-45 (total number of pallets)
 - 46-76 (total number of pallets)
 - 77+ (total number of pallets)
- Tobacco and Medicine**
 - 1-15 (total number of pallets)
 - 16-30 (total number of pallets)
 - 31-66 (total number of pallets)
 - 67-119 (total number of pallets)
 - 120+ (total number of pallets)
- Delivery for Kærup Parkvej 5**
 - 1-15 (total number of pallets)
 - 16-30 (total number of pallets)
 - 31-66 (total number of pallets)
 - 67-119 (total number of pallets)
 - 120+ (total number of pallets)

At the terminal in Ringsted there are two goods receipt areas and it is important that you choose the right terminal – respectively Kærup Parkvej 5 or Kærup Parkvej 7, the type of service you can choose between depends on which terminal you have deliveries for.

If you have deliveries for both terminals, you have to create two booking – one for each terminal.

When you have chosen the service you can see the duration of this service just below the service.

Choose a service

67-119 (total number of pallets) ▼

Duration 60 minutes

The access to the different calendars depends on which service you have chosen. Each service is connected to a specific number of calendars.

It is advisable to choose the All available in the calendar option, but if you do not you will only see the calendars where the chosen service is available.

In the overview where you can choose the specific date and time, you can choose between the week-view

The screenshot displays the Dagrofa web application interface. At the top left is the 'Dagrofa' logo. In the top right corner, there is a 'Logout' button and flags for Denmark and the United Kingdom. The main content area is divided into two sections. The left section, titled 'Choose a date', contains a calendar for 'Week 04/05 - 2020'. It features a '7 Days back' button on the left and a '7 Days ahead' button on the right. The calendar grid shows dates from 21/01 (Tue) to 27/01 (Mon). The 'All employees' row is highlighted in grey. The time slots for Wednesday, Thursday, and Monday are highlighted in green, with times ranging from 06:00 to 10:00. A 'Back' button is located at the bottom left of the calendar. The right section contains a Google Map of 'Kærup Parkvej 5' with a red location pin. Below the map is a text box with the address: 'Dagrofa Logistik Ringsted, Kærup Parkvej 5-7, 4100 Ringsted'. At the bottom right of the interface, it says 'powered by GECKO.DK'.

or the Month-view.

The screenshot shows the Dagrofa website interface. At the top right, there is a 'Logout' button and flags for Denmark and the UK. The main logo 'Dagrofa' is in a large, dark red font. Below the logo, there is a section titled 'Choose a date' with a text input field and the instruction 'Please choose a date.'. To the right of the input field are two buttons: 'Week-view' and 'Month-view'. Below these is a calendar for January 2020. The calendar table is as follows:

January 2020							»
Week	M	T	W	T	F	S	S
01			1	2	3	4	5
02	6	7	8	9	10	11	12
03	13	14	15	16	17	18	19
04	20	21	22	23	24	25	26
05	27	28	29	30	31		

Below the calendar is a 'Back' button. To the right of the calendar is a map showing the location 'Kærup Parkvej 5' with a red location pin. The map includes a 'Vis større kort' link and a Google logo. Below the map is a text box with the address: 'Dagrofa Logistik Ringsted, Kærup Parkvej 5-7, 4100 Ringsted'. At the bottom right, it says 'powered by GECKO.DK'.

The system behind the gate booking in Herning only allow for booking 2 weeks into the future.

By choose date and time you will be forwarded to this form.

Dagrofa

Logout

Confirm booking

This is the information we have registered about your booking.

Please note: Your booking is not yet completed - Please confirm Your booking down below!

Date	Wednesday, 22 January 2020
Time	at 06:00 - 07:00
Service	67-119 (total number of pallets) (60 min)
Calendar	KP 5 Port 44

Ordrenr. (alle 10 tal - ex. 1120xxxxxx)

Remarks (Optional):

Kærup Parkvej 5
Vis større kort

Kærup Parkvej 5

Dagrofa Logistik Ringsted
Kærup Parkvej 5-7
4100 Ringsted

In order for the goods receipt personnel to see which purchase order the booking is relating to, the submitting of Ordernr. is mandatory. The system will not allow you to enter more or less than 10 digits and if you do this you will get the following error message

app.geckobooking.dk siger



Please enter 10 didgets

OK

In the case where you are delivering more than 1 purchase order the additional order numbers needs to be put into the Remarks (Optional). The field for Remarks also give the possibility to add any form of comments you find important for your booking.

You do have the possibility to choose Back, and by activating the Back button you will be sent back to the previous overview.

To finalize the booking you need to press Confirm booking and by doing this, you will get the following confirmation.

[Logout](#)  

Dagrofa

Your booking has been completed Booking No.: 10895861

Thank you for your reservation!

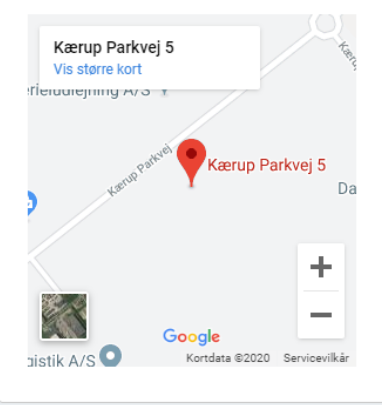
We look forward to seeing you! If you are unavoidable detained, please cancel your reservation in the system.

The reservation can be cancelled until 6 hours prior to reservation start.

Click 'Back to start' if you want to make additional bookings

Kind regards,
Dagrofa Logistik Ringsted

[Go back to start](#) [Exit booking](#)



Dagrofa Logistik Ringsted
Kærup Parkvej 5-7
4100 Ringsted

powered by
GECKO.DK

[Log ud](#)

Din booking er gennemført Booking nr: 10892764

Tak for din reservation!

Vi glæder os til at se dig! Skulle du af en eller anden årsag blive forhindret i at komme, bedes du slette reservationen fra systemet - dette kan gøres indtil 6 timer før bookingens starttidspunkt.

Klik 'Tilbage til start' hvis du ønsker at booke flere tider.

Med venlig hilsen
Dagrofa Logistik Ringsted

[Tilbage til start](#) [Forlad booking](#)

powered by
GECKO.DK

Here you have two options you can either Go back to start, which means you will be able to create yet another booking or you can choose to Exit booking, which will log you out of the booking tool.

Existing reservations

When you choose to either login to the system or the option Go back to start you will be able to see you existing reservations. Here you can Edit date/time, Delete or Show more

Existing reservations

17/12-19 09:00 - 09:30
Show more
20/12-19 03:00 - 04:00
Edit date/time Delete Show more

On the reservations above, the first one does not have the Edit and the Delete option which is because it is so close to the deadline for the reservation, which you know longer have the possibility to edit and delete. Reservations can only be edited or deleted if they are more than 6 hours away.