



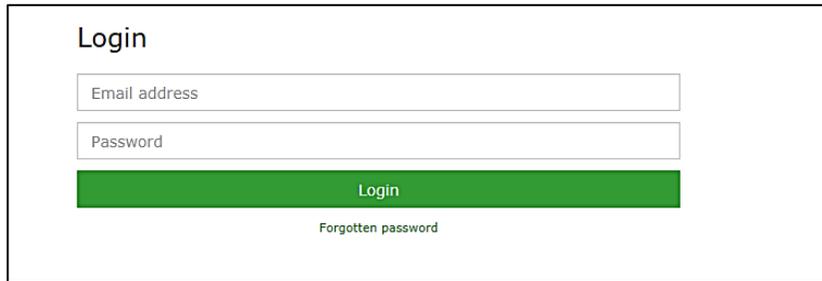
User manual for Veiling Rhein- Maas supply reports environment – Annually and Weekly Reports

Version: 20/12/2017

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1. Log in

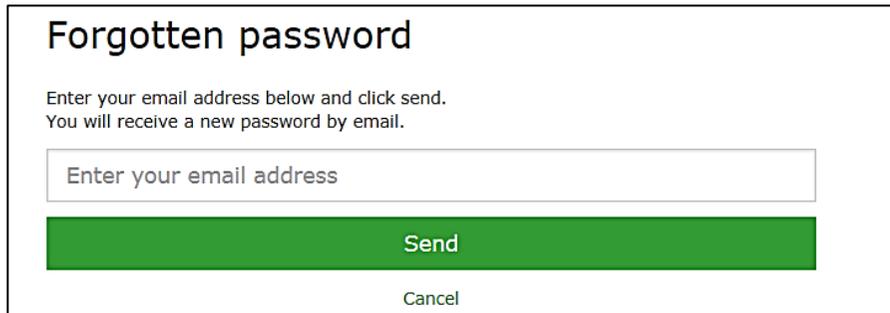


The screenshot shows a login form with the following elements:

- Title: Login
- Input field: Email address
- Input field: Password
- Green button: Login
- Text link: [Forgotten password](#)

When you open the supply reports environment via the Veiling Rhein-Maas homepage, you will be directed to the login page. Enter your e-mail address in the first field and your password in the second field, then click *Login*. If you have difficulties with the login process or an error message appears, check the cookie settings of your browser.

2. Forgotten password



The screenshot shows a 'Forgotten password' form with the following elements:

- Title: Forgotten password
- Text: Enter your email address below and click send. You will receive a new password by email.
- Input field: Enter your email address
- Green button: Send
- Text link: [Cancel](#)

If you have forgotten your password, click *Forgotten password?* Enter your e-mail address and click *Send*. Your new password will be sent to your e-mail address within a few minutes.

3. Change password

[eva.lomme@veilingrheinmaas.de](#) | [Change password](#) | [Handbook](#) | [Log out](#)

Once you have logged in, you will see a *Change password* link at the top of the page.

Click *Change password* to open the following window:

Change password

The new password must be between 8 and 20 characters long and contain at least one uppercase letter and a number. Valid characters include (uppercase) letters from a to m, and digits from 0 to 9.

Enter your current password in the first field and your new password in the other two fields, then click *Change*. Your password has now been changed. Log in again with your new password to activate it.

To cancel the process, click *Cancel*.

For any further questions you can click *Handbook* to read the user manual for the supply reports environment.

4. Annually report view

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Latest reports

Overview annually report
Input annually report
Overview weekly report
Input weekly report

▼

Filter

Period
2018 1-12
▼

Product ▲	Auction group	Pot size	Reported	Definitive	Delivered	Difference
Calluna vulgaris	0	0	100,000	100,000	0	-100,000
Lavandula	0	0	70,000	70,000	0	-70,000

Once you have logged in, an overview will be displayed of all the product groups you have reported for the specified period. You can select the period using the drop down menu **in the green box**.

In the purple box you have the option to search the products by entering a search term. Simply enter the name of the product and click *Enter* or *Filter*.

Click on the column titles **in the red box** to sort the products in ascending or descending order.

The *Latest reports* section automatically displays important notifications regarding the supply reports.

5. Completing the annually report

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Latest reports

Overview annually report
Input annually report
Overview weekly report
Input weekly report

Period

Enter

Product ▲	Category	Auction group	Pot size	Number	Week from	Week till	
Calluna vulgaris	Garden plants	0	0	100,000	34	45	✎ ✕
Lavandula	Garden plants	0	0	70,000	22	34	✎ ✕

In the **Input annually report** view you can complete your annually report.

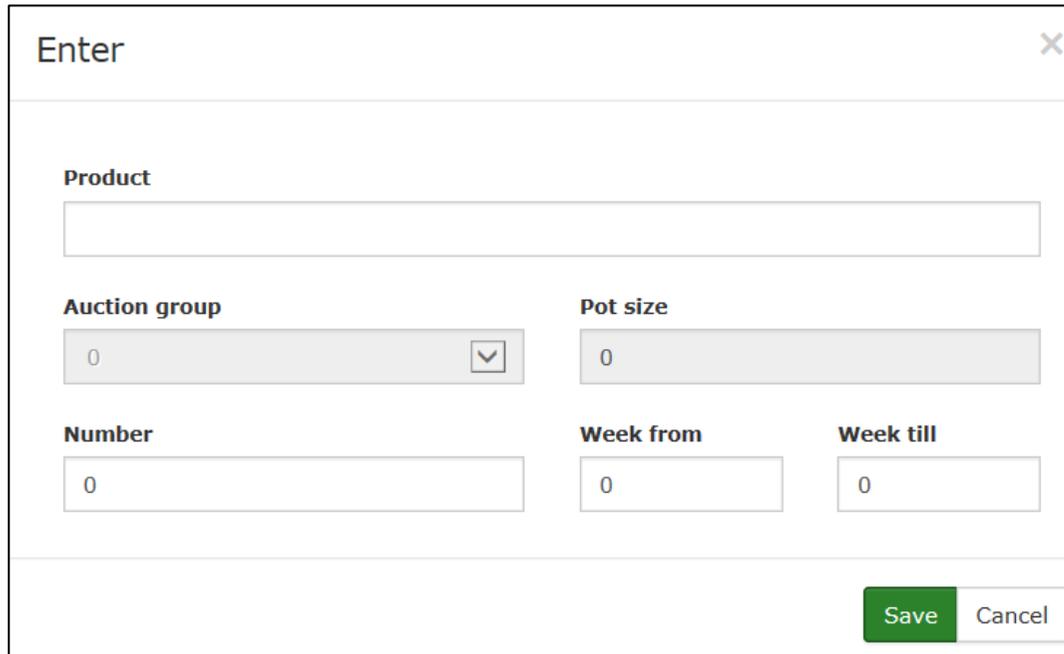
To add a new product to the annually report, click **Enter**.

A separate transmission of the entire annually report is not necessary. All data is immediately saved in our system.

5.1 Entering new products in the annually report

Click *Enter* to open a new window.

Once you have entered all the necessary information, click *Save*.
To cancel the process, click *Cancel*.



The screenshot shows a window titled "Enter" with a close button (X) in the top right corner. The form contains the following fields:

- Product:** A text input field.
- Auction group:** A dropdown menu with "0" selected.
- Pot size:** A text input field with "0" entered.
- Number:** A text input field with "0" entered.
- Week from:** A text input field with "0" entered.
- Week till:** A text input field with "0" entered.

At the bottom right, there are two buttons: "Save" (green) and "Cancel" (white).

Product:

Enter the product name to include in the report.

Auction group:

If necessary, enter the auction group to include in the report.

Pot size:

If necessary, enter the pot size.

Number:

Enter the quantity to be supplied.

Week from:

Enter the calendar week in which the supply of the product will start.

Week till:

Enter the calendar week in which the supply of the product will end.

5.2 Editing a product in the annually report

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Latest reports

Overview annually report
Input annually report
Overview weekly report
Input weekly report

Period

2018 1-12

▼

Product ▲	Category	Auction group	Pot size	Number	Week from	Week till	
Calluna vulgaris	Garden plants	0	0	100,000	34	45	
Lavandula	Garden plants	0	0	70,000	22	34	

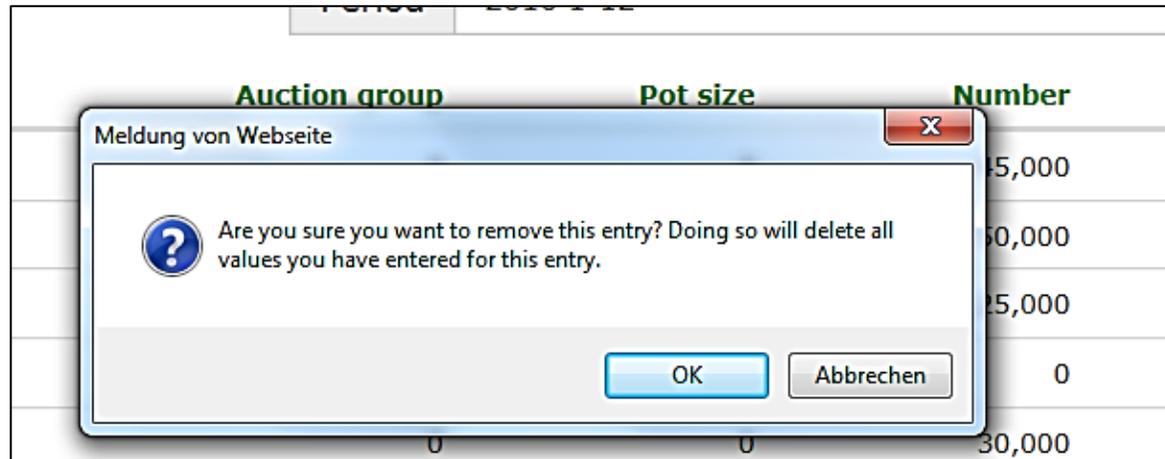


Click here to delete a product from the annually report, for example because you no longer produce it.



Click here to change the quantity or supply period of a product stated in the annually report.

5.3 Deleting a product from the annually report



After you have clicked the green cross  the window shown above will appear.

If you are sure you want to delete the product, click *OK*.

5.4 Modifying a product in the annually report

Edit ✕

Product
Calluna vulgaris

Auction group **Pot size**

Number **Week from** **Week till**

Auction group:

If necessary, enter the auction group to include in the report.

Pot size:

If necessary, enter the pot size.

Number:

Enter the quantity to be supplied.

Week from:

Enter the calendar week in which the supply of the product will start.

Week till:

Enter the calendar week in which the supply of the product will end.

Here an overview is given of the quantity (e.g. 45,000) of the product (e.g. Calluna vulgaris) that you have reported.

Once you have entered all the necessary information, click *Save*.

To cancel the process, click *Cancel*.

6. Weekly report view

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Latest reports

Overview annually report
Input annually report
Overview weekly report
Input weekly report

Filter products...
Filter

Year
2017
Week
48

Product code	Product	Reported / Delivered							Total		
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Reported ▲	Delivered	Difference
4246	PICEA	3 0	3 0	5 0	5 0	3 0	0 0	0 0	19	0	19
6571	EUPHORBIA SONSTIGE	5 0	5 0	5 0	5 0	5 0	0 0	0 0	25	0	25
8713	BUXUS	7 0	7 0	10 0	7 0	7 0	0 0	0 0	38	0	38
TOTAL		15 0	15 0	20 0	17 0	15 0	0 0	0 0	82	0	82



In the **Overview weekly report** view, you can see the quantity of the products reported and delivered per year and per calendar week. The reported quantities are displayed in black and the delivered quantities are displayed in green.

In the **yellow box** an overview is given of the quantities reported and delivered for each product (CC trolleys). Here you can always check whether the reported and delivered quantities are the same. The difference between the reported and delivered quantities is displayed in red. In the **purple box** you can click on the column titles to sort the list in ascending or descending order.

Supply Messages | Lot price

florian.schramm@veilingrheinmaas.de | Char

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Latest reports

Overview annually report

Input annually report

Overview weekly report

 Year 2017 Week

Product code	Product	Reported / Delivered							Total		
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Reported ▲		
		3 0	3 0	5 0	5 0	3 0	0 0	0 0	19	0	19
6571	EUPHORBIA SONSTIGE	5 0	5 0	5 0	5 0	5 0	0 0	0 0	25	0	25
8713	BUXUS	7 0	7 0	10 0	7 0	7 0	0 0	0 0	38	0	38
TOTAL		15 0	15 0	20 0	17 0	15 0	0 0	0 0	82	0	82



The weekly report view shows the quantities that have been reported in the specified year/week. You can select the year/week using the drop-down menus.

Moreover you can see in the green line *TOTAL* how much CC-Containers are reported and how much are delivered. These figures are also summarised for each week.

7. Completing the weekly report

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Latest reports

Overview annually report
Input annually report
Overview weekly report
Input weekly report

Year

Week

Product code	Product ▲	Category	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
8713	BUXUS	Garden plants	7	7	10	7	7	0	0	✎ ✕
6571	EUPHORBIA SONSTIGE	Garden plants	5	5	5	5	5	0	0	✎ ✕
		Garden plants	3	3	5	5	3	0	0	✎ ✕
TOTAL			15	15	20	17	15	0	0	

In the **Input weekly report** view you can enter the quantities to be delivered by product and by week.

Weekly reports can be submitted until 24:00 on Thursday the week before.

From now on, it is only possible to submit your weekly reports in this online environment.

Select the year and week for which you want to submit a weekly report from the drop-down menus.

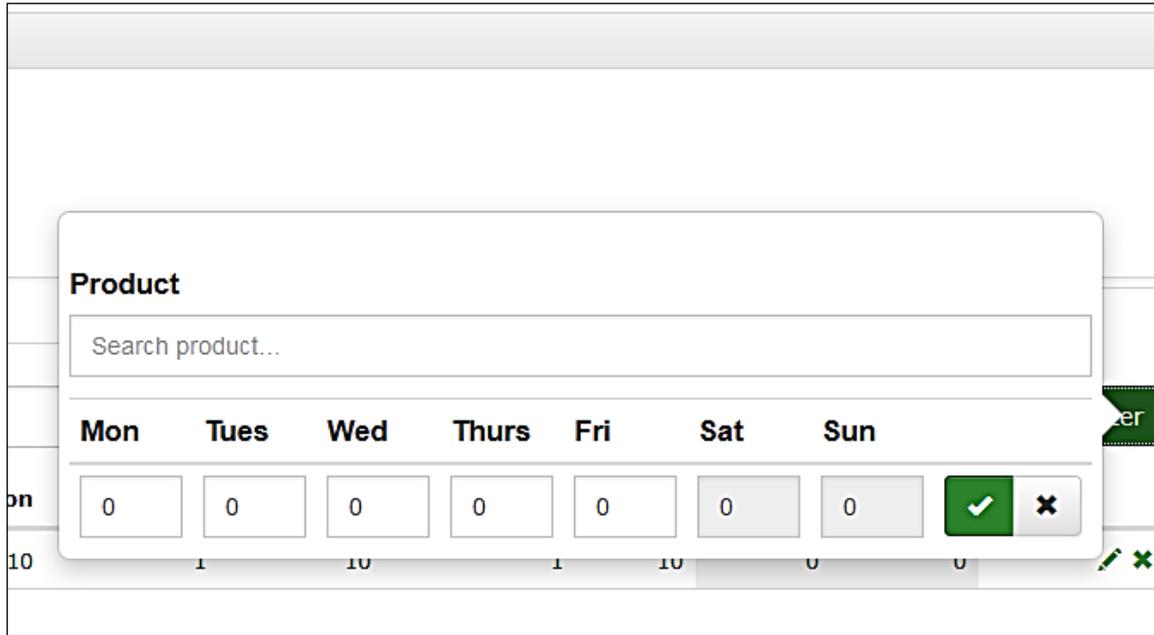
The far left column (Product) displays all products reported for the period selected.

Here too you can sort the list in ascending and descending order by clicking on the column titles **in the yellow box**.

To search for a product, enter the product name in the field **in the purple box** and click *Filter* or the *Enter button*.

You can use the *Copy* button to paste all products from the previous report into the new week.

7.1 Adding new products to the weekly report



The screenshot shows a web interface for a weekly report. A dialog box titled "Product" is open, featuring a search input field with the placeholder text "Search product...". Below the search field, there are seven columns representing the days of the week: Mon, Tues, Wed, Thurs, Fri, Sat, and Sun. Each day has a corresponding input field containing the number "0". To the right of these input fields are two buttons: a green checkmark button and a grey "X" button. The background of the main form is partially visible, showing a table with columns for days and rows for products, with some numbers like "10" and "1" visible.

To add a new product to the weekly report, click the *Enter* button

A new window opens, as shown in the screenshot.

Enter the product name or product number in the *Product* field. Once you have entered the first letters or numbers, a list will be displayed automatically, from which you can choose the relevant product.

You can enter the number of CC trolleys or auction trolleys to be delivered in the field for the applicable day of the week (Monday to Sunday). It is not yet possible to fill in the fields for Saturday and Sunday.

Click the green check button to save your weekly report.

To delete the data, click the X.

7.2 Modifying products in the weekly report

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Latest reports

Overview annually report		Input annually report		Overview weekly report					Input weekly report	
 Filter products...	Filter	Year	2017	Week	48	Copy				
Product code	Product ▲	Category	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
8713	BUXUS	Garden plants	7	7	10	7	7	0	0	 
6571	EUPHORBIA SONSTIGE	Garden plants	5	5	5	5	5	0	0	 
4246	PICEA	Garden plants	3	3	5	5	3	0	0	 
TOTAL			15	15	20	17	15	0	0	



Click here to make changes to a product that has already been entered in the weekly report.



Click here to delete a product listed in your weekly report.

8. Print pages

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Latest reports

Overview annually report

Input annually report

Overview weekly report

Input weekly report

Filter products...

Year 2017 Week 48

Product code	Product	Reported / Delivered							Total		
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Reported ▲	Delivered	Difference
4246	PICEA	3 0	3 0	5 0	5 0	3 0	0 0	0 0	19	0	19
6571	EUPHORBIA SONSTIGE	5 0	5 0	5 0	5 0	5 0	0 0	0 0	25	0	25
8713	BUXUS	7 0	7 0	10 0	7 0	7 0	0 0	0 0	38	0	38
TOTAL		15 0	15 0	20 0	17 0	15 0	0 0	0 0	82	0	82



To print the pages (Overview annually report, Input annually report, Overview weekly report, Input weekly report) click the print icon **in the purple box**.

9. Log out

[eva.lomme@veilingrheinmaas.de](#) | [Change password](#) | [Handbook](#) | [Log out](#)

Click *Log out* to log out of the supply reports environment.