Kloosterboer	Instruction	**CS-INS-SSD**
	Registration SSD	Datum: 10-11-2020 R:0

Inhoud

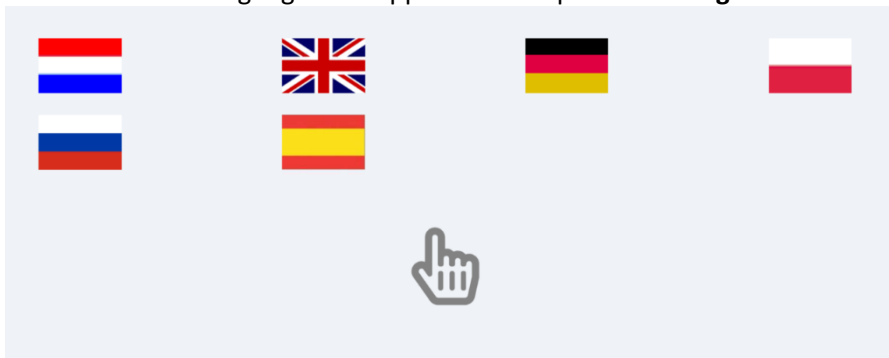# Registration procedure via Self Service Desk (SSD)

Step 1:

Press "**Start**" in the Start Screen to activate SSD:
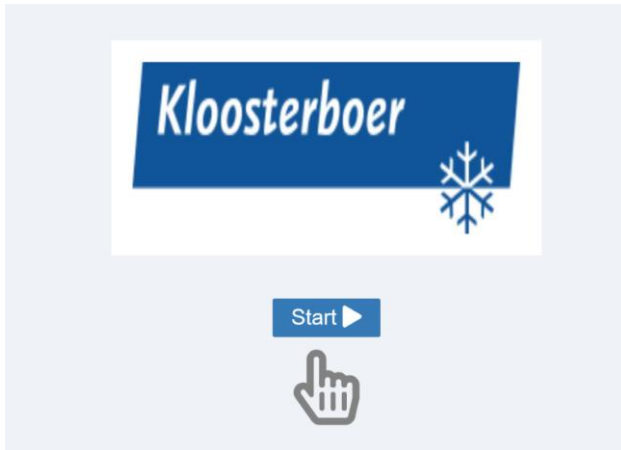
Step 2:

A screen for the languages will appear. Please press on a **flag** in order to choose the language:

Warning: The SSD will restart when there is no activity during 5 minutes

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Step 3:

Please register the access of the driver with identification. Please put your identification on the Document Reader, with the photo+Name details on the underside:

If the identification is done a picture of the identification will appear on the screen.
Take off your ID card(!)

Warning: If the identification card has not been taken off the SSD will restart automatically.

Step 4:

Please enter the "**Visit ID**" in the screen. This "**Visist ID**" contains 6 characters (numbers)

Followed by ↵

Warning! If the driver doesn't press ↵ the SSD will restart automatically.

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Step 5:
Confirm your visit by pressing **"Yes"**:

Pickup & Delivery list

Visit Item	Customer / Delivery address	Ready
530883	Kloosterboer Vlissingen, Finlandweg 10, Portno. 4444, 4455 TE VLISSINGEN-OOST, The Netherlands (NL)	—

| | 1 | | | 1 - 1 of 1 items |

Is this your visit?

Yes   No

Step 6:
Enter the License Numbers: truck **(1)**+trailer **(2)** of the vehicle in order to register this vehicle for the gate. Press "**Next**" **(3)**:

Truck license number

Trailer License number

NEXT →

Step 7:
Accept our personal protection policy

For your personal protection and safety we have a strict Personal Protection Policy. Therefore you are obliged to wear all of the displayed protection items anywhere on our premises!By accepting this protection policy you declare that you've read this and will apply to it.

✔ Accept our personal protection policy

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Step 8:
Press on **"Print ticket"**:

Step 9:
The Registraion Procedure has been finished:

A ticket will be printed with a Gate-pin on it.
Please drive to the gate and enter the Gate-Pin <u>exactly as mentioned on the ticket</u> **(including #)**