DP World
Portsync Planner File Upload
User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Portsync Planner File Upload
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
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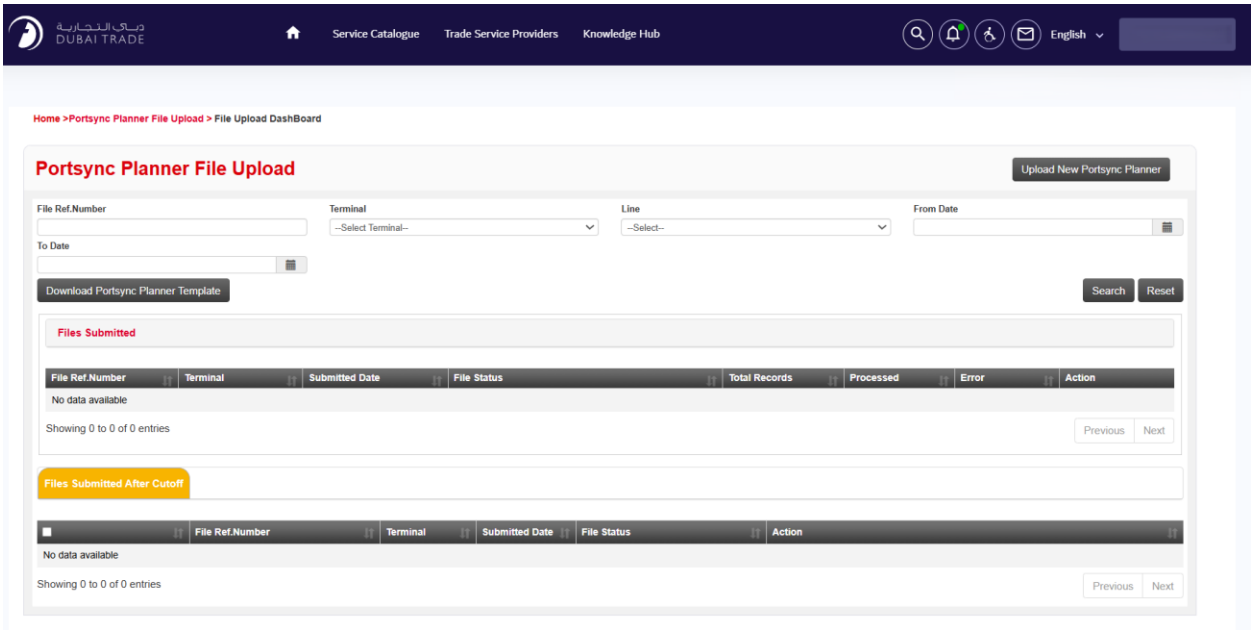
This user manual provides guidance on using Portsync service to streamline the exchange of vessel information electronically. This explains how users submit game plan through a controlled excel upload using the **Portsync Planner File Upload** service.

Navigation:

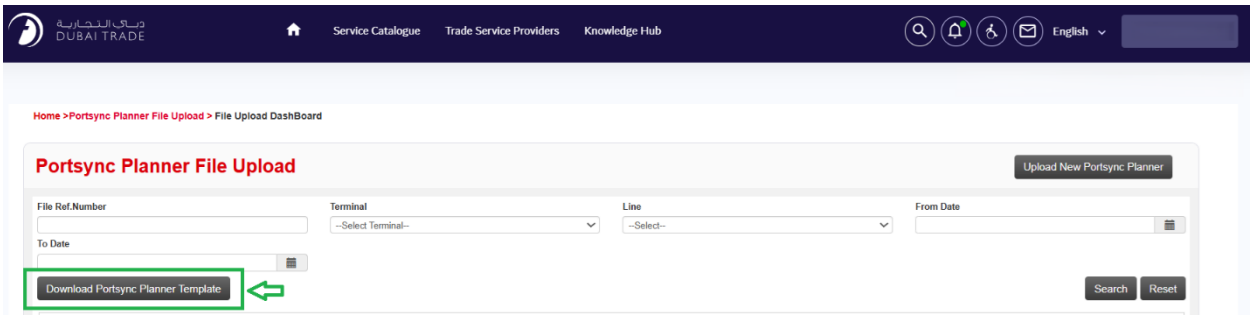
Login to **Dubai Trade** and search for **Portsync Planner - File Upload** service.

Procedure:

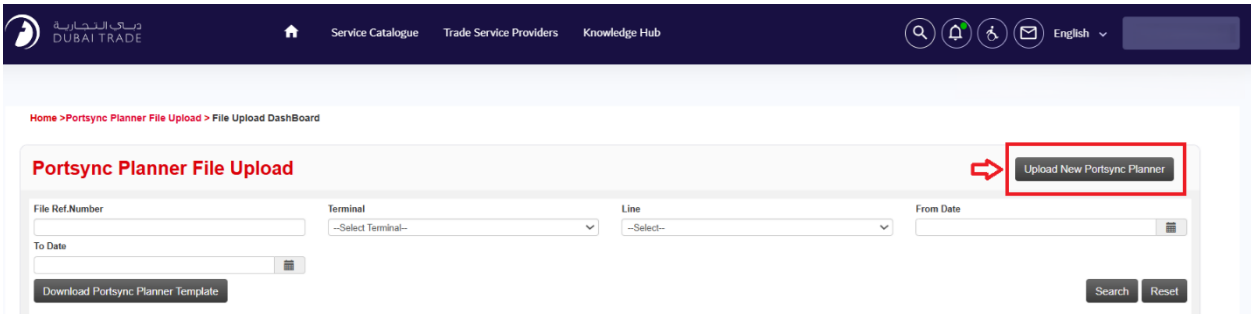
1. The service page will be displayed.



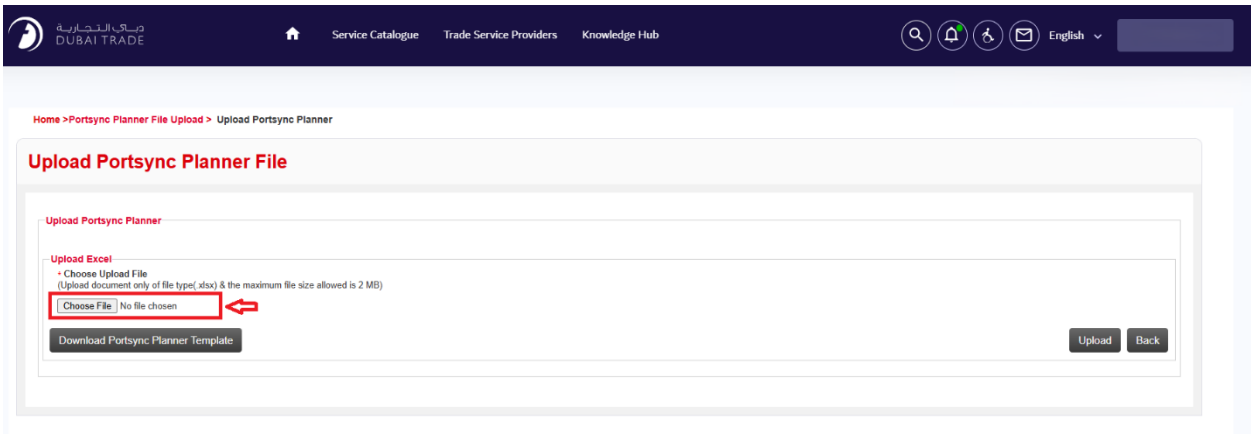
2. **Submit a new file**. Please use the Portsync Planner template before you proceed. This supports bulk upload with multiple vessels and terminals in one file.



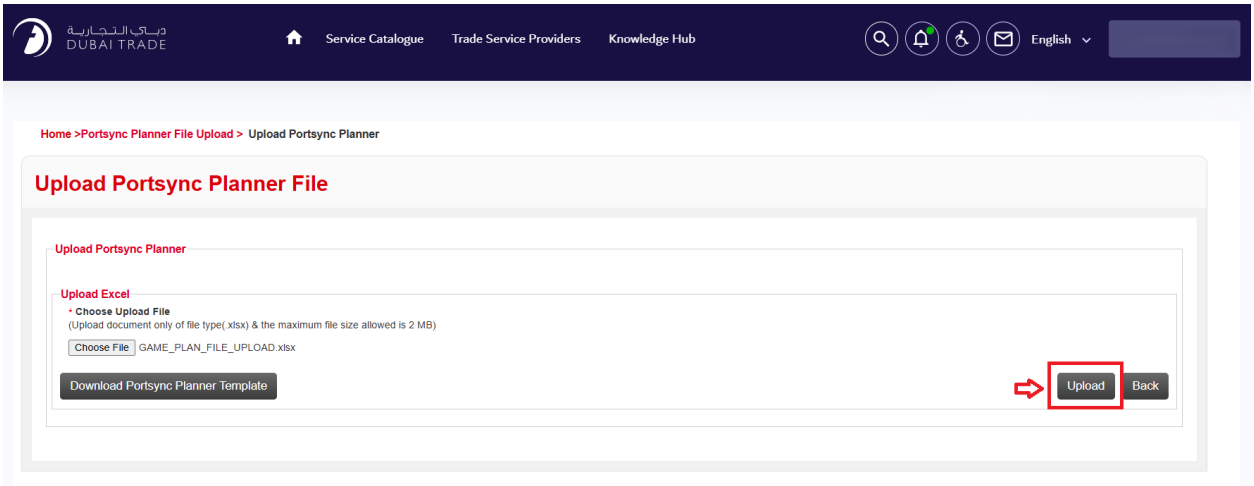
3. Click "**Upload New Portsync Planner**" to begin.



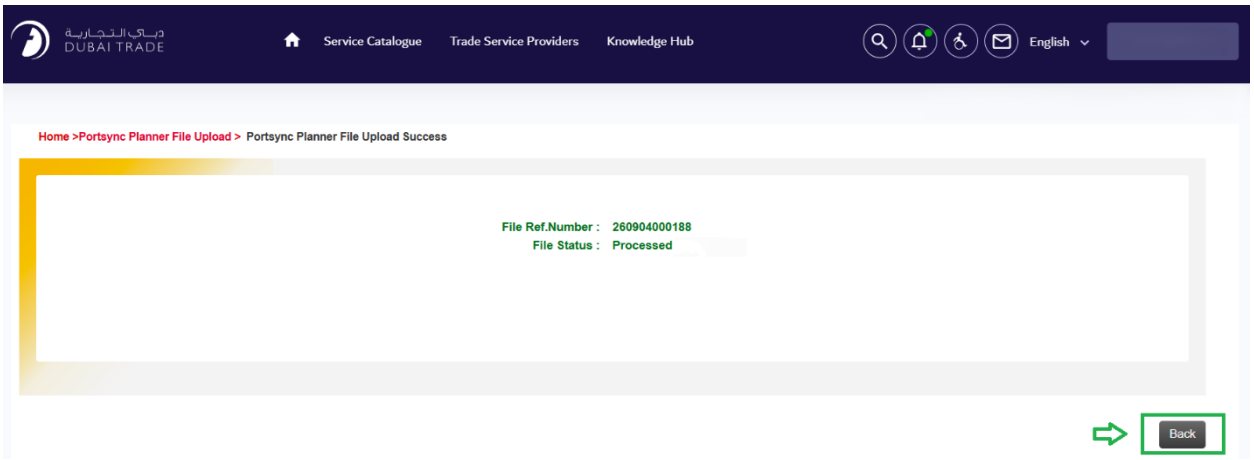
4. Upload your file by clicking "**Choose File**". You also have access to the template here.



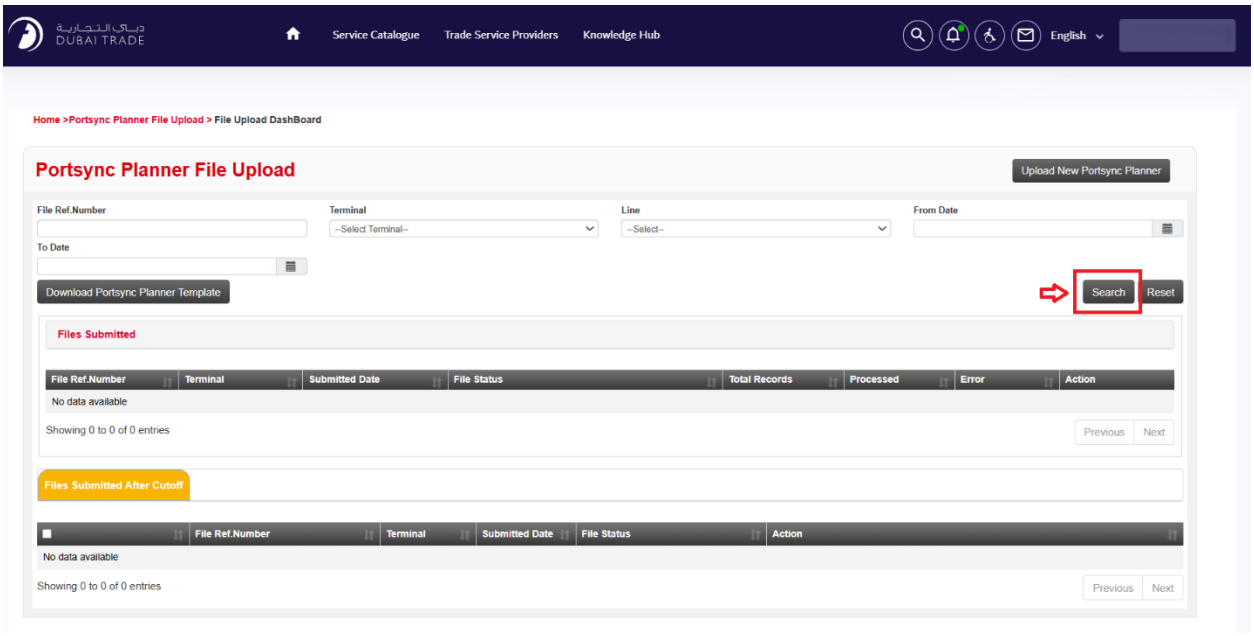
5. Click "**Upload**" to complete your submission.



6. A confirmation message will be displayed. Click "**Back**" to return to the dashboard and track your uploads.

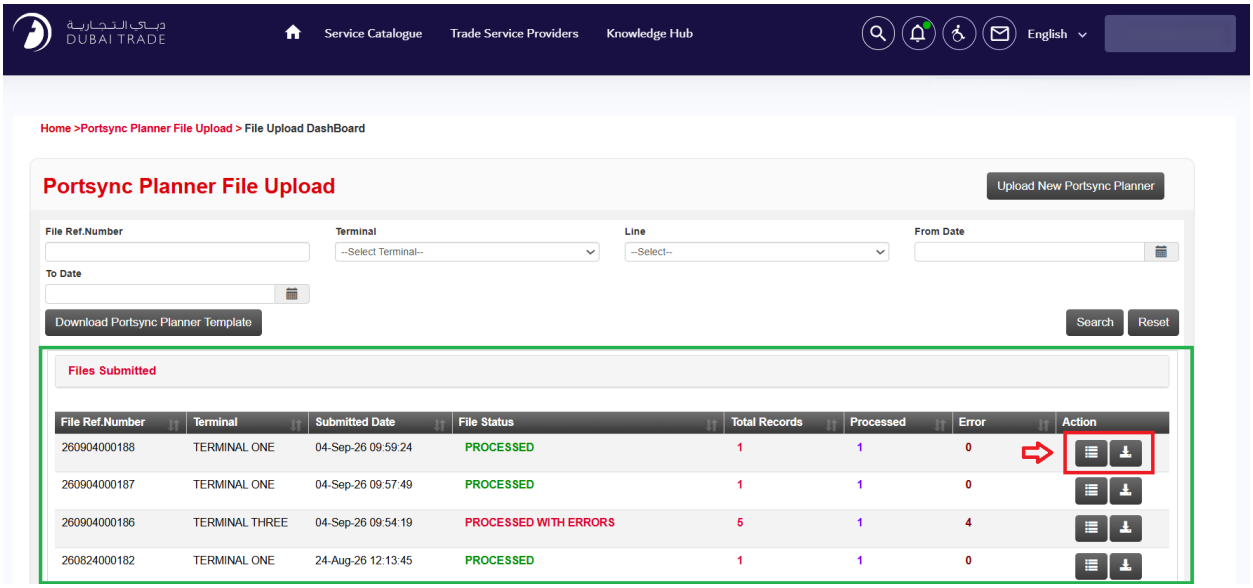


7. To track and view your uploads, click "**Search**" to display records.



8. All your submissions will be displayed. Click the icon to view details and errors about the file.

   Click the icon to download the file you have submitted.



Note: If records are in error, view the system error messages. Correct the file and upload again.

