

MobileDock Set-up - YENNORA

Dear Carrier,

MobileDock is being implemented to improve site access, security and safety for all users. As such all existing carriers need to follow the below steps to connect to The Iconic bookings in MobileDOCK.

If you already use MobileDock, and have 'Yennora' set up as an Organisation set up, go to step 4

1. Create a MobileDock Account

Visit https://my.mobiledock.com/signup* and follow the prompts to create your account and sign in.

MobileDOCK is not compatible with Internet Explorer.

2. Create your Organisation

This is the Company you work for. From the Organisations page, click Add Organisation. Click Create and fill out the form with your organisation's details.

3. Connect with THE ICONIC

Within your organisation, click the Connections link. Click New and enter the following code: The Iconic Yennora - P-ZBZB-096B Submit the code and accept the connection.

4. Enable Notifications

By clicking Account > Notifications > swipe to enable the 'Booking Manually Approved' and 'Booking Automatically Approved'

5. Create a Booking

From the General section of your organisation, click Create Booking to open the booking creator. Fill out the required fields at each step and find a suitable time.

- In the 'Document ID' section please enter MP Production
- In the 'Comments' section please copy the info provided on the label from our production team and the carton count eg - BRAND - APP - WK27 - 239135 - Marketplace - Carton Count

Once your booking has been approved, you're all set!

6. Invite Other Members (Optional)

Invite other members of your organisation to book by visiting the Members section of your organisation entering their email addresses and selecting a role for them.

Further Information:

<https://docs.mobiledock.com/faqs/#how-do-i-use-a-connection-code>

<https://docs.mobiledock.com/faqs/#how-do-i-invite-people-to-my-organisation>

<https://docs.mobiledock.com/guides/carrier-setup-in-5-minutes/>