



*Your Tailormade
Meet & Greet
Digital Solution*



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MGM Introduction

MGM will allow you to:

- Plan, book and validate your personnel transfer according to personal profile, criteria and planning
- Plan itineraries and accommodations according to personnel schedule incorporating all transport modes (bus, car, etc....)
- Access schedule and service updates in real time and receive notifications (via cloud base application or mail) and alternative in the event of service disruption
- Support the end-to-end personnel logistics transport
- View multiple dashboard screen and KPI reports at a glance
- Comply with HSE standards

MGM will cover the various stages of personnel crew change for the on and off-signers personnel including:

- Personnel data information including certificates validity (medical, Opito Bosiet, Visas, PCR Test, vaccination, etc.)
- Online booking of personnel from home to destination (onshore or offshore site) and vice-versa
- Meet and greet and immigration clearance at the airport
- Transfer from the airport to designated facilities (hotel, office, port, heliport, etc.) by bus or car and vice-versa.
- Transfer from hotel to passenger terminal (Port / Airport) and vice-versa



3PL
ENERGY

Our Digital Solution will help you to schedule your meet and greet and track your personnel movement in real-time

MGM Web application is running on smartphone, tablets & computers

MGM Benefits



Your Tailormade Meet & Greet Digital Solution



- Drive incident free policy during the passenger transfer
- Optimize operating costs
- Deliver value through operational excellence
- Reinforce data governance and management
- Align communication between stakeholders
- Eliminate manual paper-based processes
- Streamline work processes throughout logistics
- Provide real-time visibility and predictive operational planning
- Improve workload distribution
- Visualize transport planning and utilization

MGM Configuration

The MGM configuration, under the responsibility of the Super User, includes:

Function	Designation
M&G Role	Driver to assign role of the users
Driver management	Creation of the users
Compagnies Management	Creation of new company, vendor client
Vehicle Management	Management of vehicle including certificates
Site Management	Management of pick-up and drop-off location
Airline Management	Creation of airline
Airport Management	Creation of airport
Flight Management	Creation of scheduled flights
Visa & Certificates	Management of visa and certificates



The benefits of our MGM Configuration go beyond a streamlined process enabling:

- *Customers satisfaction with tailormade options*
- *Improved reliability with reduced errors*
- *Automated behind-the-scenes processes*
- *Digitally mapped product knowledge*
- *Enhanced efficiency*

MGM Booking



Manage your booking
anywhere, anytime

Using MGM means having a
professional and secure
website and mobile
interface

You get all the tools that
you need to manage your
booking, keep track of your
personnel and drive safely
your operations

Add new Passenger **Step 1 – Add new Passenger**

Passenger Details

Passenger Name: First Name, Last Name

Date of Birth: [mm/yyyy]

Nationality: [Nationality]

Gender: Male, Weight: [Weight]

Passport Number: [Passport Number]

Place of Issue & Expire: Place of Issue, [mm/yyyy]

Contact Details

Email Address: [Email Address]

Contact Number: [Contact Number]

Emergency Contact: [Contact Number]

Company Details

Company Name: [Select Company]

Job Position: [Job Position]

Other Details

Profile Pic: [CHOOSE AN IMAGE] | Aucun fichier choisi

Comments: [Comments]

[Submit] [Cancel]

Add new Booking **Step 4 – Add New Booking**

Search & Select Passenger

Company: [Select Company] Type Query: [search...]

Select	Passenger Name	Passport Number	Company Name	Company Position	Email ID	Contact Number
Please search & select passenger based on name, passport number, email id, contact number, company, location, etc.						

Register Meet & Greet

Departure: [Select Departure] Arrival: [Select Arrival]

Pickup Date: [mm/yyyy] Pickup Time: [Select] Drop Off Date: [mm/yyyy] Drop Off Time: [Select] Flight No (Optional): [Select Flight Number]

Comments: [Comments]

[Submit] [Cancel]

Upload Passenger Documents **Step 2 – Upload Passenger Documents**

Visa & Certificate for Guy Hill

S/N	Name	Ref ID	Validity	View	Action
01	Passport	PR2378554	2030-03-20	View	Remove
02	SS7 welcome pack	PR2378554	2030-03-20	View	Remove

Upload Visa & Certificates

Visa & Certificates: [Select] Ref. ID: [Certificate Ref ID] Validity: [mm/yyyy] Upload: [CHOOSE AN IMAGE] | Aucun fichier choisi [Submit]

Approval Booking **Step 5 – Approval Booking**

Date: [mm/yyyy] Company: [Select] Departure: [Select] Arrival: [Select] Type Query: [search...]

Passenger Name	Pickup - Drop	Departure Location	Arrival Location
Colin McGeer	Jan 22, 2022 18:00 Jan 22, 2022 21:00	Dakar International Airport (DIA) Address: Dakar	Hotel Pullman Dakar (HPU) Address: Dakar Plateau

Approval Passenger **Step 3 – Approval Passenger**

Approval Passenger Listing

Company: [Select] Type Query: [search...]

Passenger Name	Company Name	Position	Passport Number	Expire Date
Alexander Kamale	Technip Energies	Captain	xx12533	2024-11-01

Booking History **Step 6 – Booking History**

Booking History

Date	Company	Departure	Arrival	Type Query
[mm/yyyy]	[Select]	[Select]	[Select]	[search...]

S/N	Passenger Name	Pickup - Drop	Departure Location	Arrival Location
01	John Albert	Aug 26, 2021 09:00 Aug 26, 2021 04:00	Dakar Port - Passenger Terminal (DPP) Address: Port Autonome de Dakar - Passenger Terminal	Hotel Pullman Dakar (HPU) Address: Dakar Plateau
02	Alexander Engblance	Aug 26, 2021 09:00 Aug 26, 2021 07:00	Dakar Heliport (DQH) Address: Dakar	Hotel Ibis (HIB) Address: Av. Abdoulaye Fadiga, Dakar 15124
03	Alexander Engblance	Aug 26, 2021 09:00 Aug 26, 2021 10:00	Office Technip Energies (TECH) Address: Dakar	Dakar Heliport (DQH) Address: Dakar
04	Simon David	Aug 26, 2021 12:00 Aug 26, 2021 05:00	Hotel Ibis (HIB) Address: Av. Abdoulaye Fadiga, Dakar 15124	Office Technip Energies (TECH) Address: Dakar
05	Alexander Engblance	Aug 26, 2021 15:00 Aug 26, 2021 11:00	Hotel Pullman Dakar (HPU) Address: Dakar Plateau	Hotel Ibis (HIB) Address: Av. Abdoulaye Fadiga, Dakar 15124

MGM Scheduling



Resource Management

Keep your availability accurate in every situation with a dynamic management of resources like owned vehicles, rentals and drivers

Step 1 – Create Scheduling

Create Scheduling

Search & Select Booking

Booking Date: 22/01/2022

Type Query...

Passenger	Pickup - Drop	Departure Location	Arrival Location
<input type="checkbox"/> Colin McGregor Booking Ref: 5172	Jan 22, 2022 18:00 Jan 22, 2022 21:00 Flight Number: AFT19	Dakar International Airport [DIA] Address: Dakar	Hotel Pullman Dakar [HPU] Address: Dakar Plateau

Assign Driver

DRIVER NAME

- Babacar Sarr
- Cheriif Diouf
- El hadj Mahthar BA
- Malick Semb
- Mamadou Sall Seck
- Thierno Ba
- Thierno Seydou Nourou Sall

Assign Vehicle

Reg. No.	Type	Seats
<input type="radio"/> AA-205-AC	Car	4
<input type="radio"/> DK-350-BD	Car	4
<input type="radio"/> DK-910-BK	Car	4
<input type="radio"/> AA-309-CE	Bus	13
<input type="radio"/> DK-1317-BH	Car	4
<input type="radio"/> DK-6568-EX	Bus	15
<input type="radio"/> TESI524	Bus	10
<input type="radio"/> 148T157	Car	5

Step 3 – Review M&G Planning

Assign Driver

DRIVER NAME

- Babacar Sarr
- Cheriif Diouf
- El hadj Mahthar BA
- Malick Semb
- Mamadou Sall Seck
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<input type="radio"/> DK-1317-BH	Car	4
<input type="radio"/> DK-6568-EX	Bus	15
<input type="radio"/> TESI524	Bus	10
<input type="radio"/> 148T157	Car	5

Step 2 – Approve Scheduling

Approval Scheduling

Date: 22/01/2022

Driver: Babacar Sarr

Vehicle: Car [DK-910-BK]

Departure: Dakar International Airport [DIA]

Arrival: Hotel Pullman Dakar [HPU]

Slk.	Ref. No.	Passenger Name	Company Name	Pickup Date Time	Dropoff Date Time	Flight	From-To
01	5172	Colin McGregor	Technic Energies	Jan 22, 2022 18:00	Jan 22, 2022 21:00	AFT19	DIA → HPU

Step 4 – Review Scheduling History

Scheduling History

Date	Driver	Vehicle	Departure	Arrival	Type Query
01	Thierno Ba	Car [DK-910-BK]	Office Technic Energies [TECH]	Dakar International Airport [DIA]	Dakar International Airport [DIA]
02	Mamadou Sall Seck	Car [AA-309-CE]	Hotel Pullman Dakar [HPU]	Hotel Hbs [HBS]	Hotel Hbs [HBS]
03	El hadj Mahthar BA	Car [DK-1317-BH]	Hotel Hbs [HBS]	Office Technic Energies [TECH]	Office Technic Energies [TECH]
04	Thierno Ba	Car [AA-309-CE]	Office Technic Energies [TECH]	Dakar Heliport [DHP]	Dakar Heliport [DHP]
05	Thierno Ba	Car [AA-309-CE]	Dakar Heliport [DHP]	Hotel Hbs [HBS]	Hotel Hbs [HBS]
06	Babacar Sarr	Car [DK-910-BK]	Dakar Port - Passenger Terminal [DMP]	Hotel Pullman Dakar [HPU]	Hotel Pullman Dakar [HPU]
07	Babacar Sarr	Car [DK-1317-BH]	Dakar International Airport [DIA]	Hotel Novotel [HNO]	Hotel Novotel [HNO]

MGM Operations



Your meet and greet operations at a glance

Real time information during your meet and greet transfer

- *At pick-up location*
- *During transfer*
- *At drop-off location*

Update MGM Pickup Status **Step 1 – Passenger Pick-up**

Scheduling Pickup Details

Scheduling Date	Assigned Driver (Contact Number)	Assigned Vehicle (Registration Number)	Schedule Milestone
Jan 22, 2022	Babacar Sarr [00221745245]	Car [DK-1917-BH]	Started

Booking Passenger Details

SNo.	Ref.	Passenger	Company	ETA Pickup	ETA Drop	Flight	Departure	Arrival
01	S172	Colin McEngler	TechVip Energies	Jan 22, 2022 18:00	Jan 22, 2022 21:00	AF139	Dakar International Airport [DIA] Address : Dakar	Hotel Pullman Dakar [HPU] Address : Dakar Plateau

Delay Reason: BSE Arrival Check | Pickup Signature: Pending

Update MGM Transfer Status **Step 2 – Passenger Transfer**

Scheduling Transfer Details

Scheduling Date	Assigned Driver (Contact Number)	Assigned Vehicle (Registration Number)	Schedule Milestone
Jan 22, 2022	Babacar Sarr [00221745245]	Car [DK-1917-BH]	Transfer Started

Booking Passenger Details

SNo.	Ref.	Passenger	Company	ETA Pickup	ETA Drop	Flight	Departure	Arrival
01	S172	Colin McEngler	TechVip Energies	Jan 22, 2022 18:00	Jan 22, 2022 21:00	AF139	Dakar International Airport [DIA] Address : Dakar	Hotel Pullman Dakar [HPU] Address : Dakar Plateau

Dropoff Signature: In progress

Update MGM Drop Off Status **Step 3 – Passenger Drop-Off**

Scheduling Drop Off Details

Scheduling Date	Assigned Driver (Contact Number)	Assigned Vehicle (Registration Number)	Schedule Milestone
Jan 22, 2022	Babacar Sarr [00221745245]	Car [DK-1917-BH]	Drop Off Started

Booking Passenger Details

SNo.	Ref.	Passenger	Company	ETA Pickup	ETA Drop	Flight	Departure	Arrival
01	S172	Colin McEngler	TechVip Energies	Jan 22, 2022 18:00	Jan 22, 2022 21:00	AF139	Dakar International Airport [DIA] Address : Dakar	Hotel Pullman Dakar [HPU] Address : Dakar Plateau

Drop-off Signature: In progress

MGM Operation Cockpit **Step 4 – MGM Cockpit**

MGM Operation Cockpit Listing

Date: 22/01/2022 | Driver: --Select-- | Vehicle: Select | Departure: Select | Arrival: Select | Company: Select | Search

SNo.	Pickup Date	Driver	Vehicle	Departure	Arrival	Milestone Log
01	Jan 22, 2022 18:00	Babacar Sarr 00221745245	Car [DK-1917-BH] 1 4	Dakar International Airport [DIA] Address : Dakar	Hotel Pullman Dakar [HPU] Address : Dakar Plateau	view log

Timeline: Started → At Pickup Location → Pickup Completed → Transfer Started → At Drop-off Location → Dropoff Completed

MGM Dashboard

Operational Performance
MGM Dashboard

Data Management

Passenger Management

S.No.	Particulars	Progress	Figures
1.	Total Passengers	<div style="width: 100%;"></div>	31
2.	Passengers Validated	<div style="width: 97%;"></div>	97%
3.	Passengers With Valid Certificates	<div style="width: 100%;"></div>	100%

Vehicle Management

S.No.	Particulars	Progress	Figures
1.	Vehicle Availability	<div style="width: 100%;"></div>	100%
2.	Vehicle Certification UpToDate	<div style="width: 97%;"></div>	97%

Driver Management

S.No.	Particulars	Progress	Figures
1.	Driver Availability	<div style="width: 100%;"></div>	100%
2.	Driver Certification UpToDate	<div style="width: 100%;"></div>	100%

Operations Management

M&G Operation

S.No.	Particulars	Progress	Figures
Date Of the Day : 21/01/2022			
1.	MGM Planned	<div style="width: 0%;"></div>	0
2.	MGM Completed	<div style="width: 100%;"></div>	100%
3.	Personnel No Show	<div style="width: 0%;"></div>	0
4.	Operational Issue	<div style="width: 0%;"></div>	0

7 Days Lookahead Booking Request

S.No.	Particulars	Progress	Figures
1.	Booking Requests	<div style="width: 100%;"></div>	1
2.	Bookings Pending For Approval	<div style="width: 0%;"></div>	0%

POB In Country

S.No.	Particulars	Progress	Figures
1.	Personnel In Country	<div style="width: 100%;"></div>	11

Vehicles Tracking Link

Plan Satellite
PAX Location

Reporting MGM Digital Solution
MGM Available Report

Ref.	Report Designation	Report Details	Reports
1.	Meet & Greet At Airport	Meet & Greet completed at the airport with passenger details	View
2.	Meet & Greet Delays At Airport	Meet & Greet delays cause at the airport (flight delay, luggage issue, immigration issue)	View
3.	Passenger Transfer	List of passenger transfer by legs and client	View
4.	Passenger Transfer Delay	Passenger transfer delays cause	View
5.	Vehicle Availability	Vehicle Availability (effective working hours / breakdown working hours)	View
6.	Vehicle Utilization	Vehicle Utilization (number of working hours / effective hours used)	View
7.	Vehicle Seat Utilization	Vehicle Seat Utilization (number of seat available / seat used)	View
8.	Driver Availability	Driver Availability (effective working hours / nonworking hours)	View
9.	Driver Utilization	Driver Utilization (number of working hours / effective hours worked)	View

In Country POB Management
POB Management

Total POB: 18 | [Passenger Map Tracking](#)

S.No.	Location Name	Location Code	Location Address	Passenger Count	Location Map																														
01	ECSEN Office	ECSEN	3, Place de l'Indépendance Dakar, 00205, Senegal	0	View Location Map																														
02	Hotel Ndiambour	HND	121 Rue Carnot, Dakar 11000, Senegal	1	View Location Map																														
03	Hotel Novotel	HNO	2073 Av. Abdoulaye Fadiga, Dakar 18524, Senegal	4	View Location Map																														
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