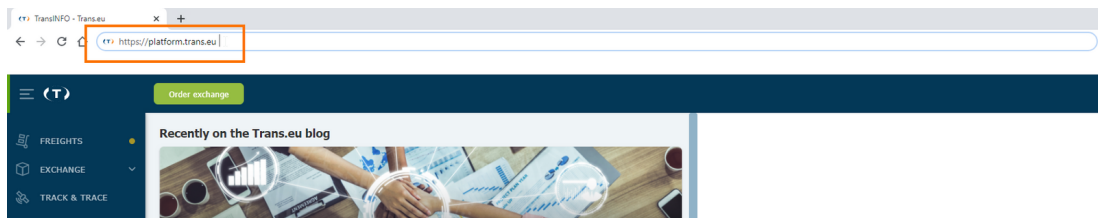


Booking manual for the Storekeeper

How to log in to the Trans.eu Platform?

- 1 Start your **internet browser** and go to the website by typing in the address: platform.trans.eu (<https://platform.trans.eu/>).



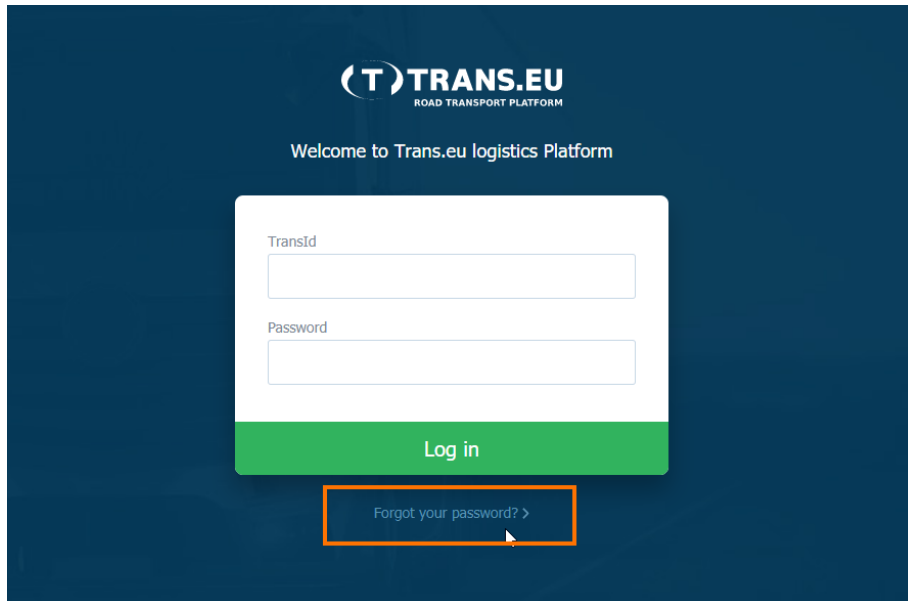
To simplify the login process, you can add the page to your Favourites.

- 2 Enter your current **TransId number and password** and click **Log in**.

If you use a computer workstation **that is used by more than one person**, make sure that the web browser **does not remember logins and passwords**. Otherwise, **you provide access to the platform to third parties**.

When you log in for the first time, you may be asked to enter an authorization code. You can find out more about this [here](https://help.trans.eu/l/en/additional-services/account-authorization-on-the-platform) (<https://help.trans.eu/l/en/additional-services/account-authorization-on-the-platform>).

- 3 If you forgot your login details, please use the **password reminder** option.



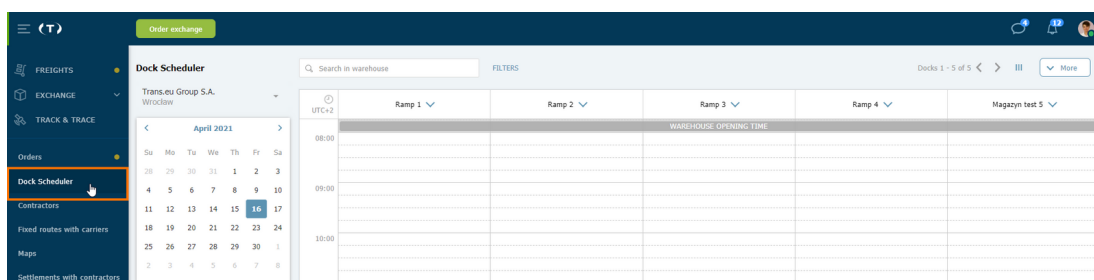
Hint

When you finish your work on the platform, remember to **log out of the system**. This avoids a situation where unauthorized people can make changes to the system.

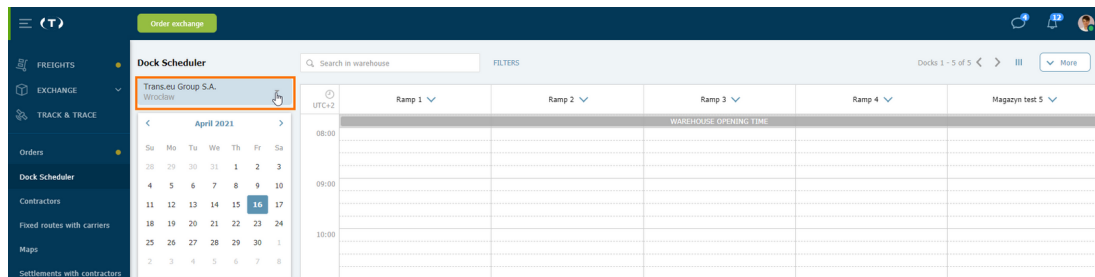
How to find the warehouse you handle?

To check availability of the handled warehouse:

- 1 Go to the **Dock Scheduler** module.



- 2 Expand the **list of handled warehouses** and select the one on which you want to carry out the operation. Only the warehouses which you have access to will appear on the list.



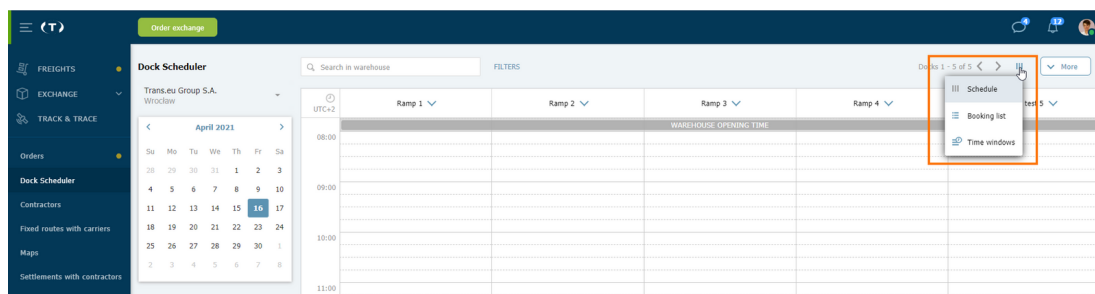
Hint

You can browse several handled warehouses at the same time by duplicating the browser screen window.

Right-click on the browser tab > select **duplicate**

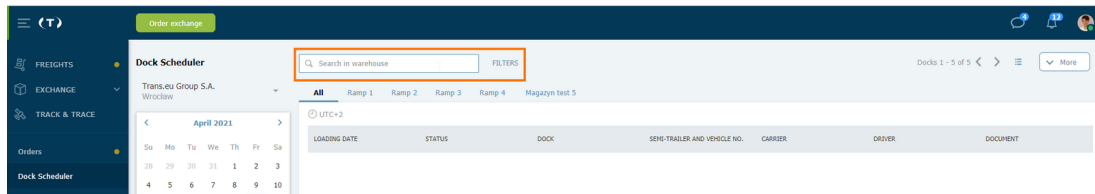
How to change the view of the list of bookings?

In the Dock Scheduler module, click Change view and select one of the following views: **Schedule**, **Booking list**, **Time windows**.



How to find a booking if I only know the vehicle registration number?

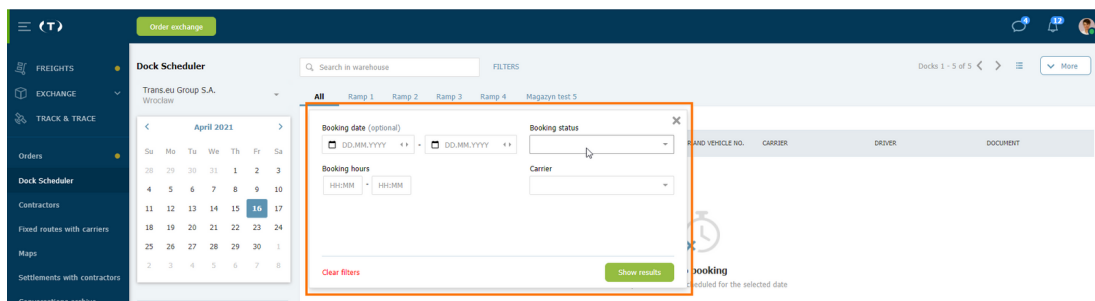
If you want to find a booking knowing only a vehicle registration number, **enter the number into the search engine located in the upper part of the window**. The search result list will show the booking you are looking for.



How to search for bookings effectively?

The search for bookings can be performed in two ways:

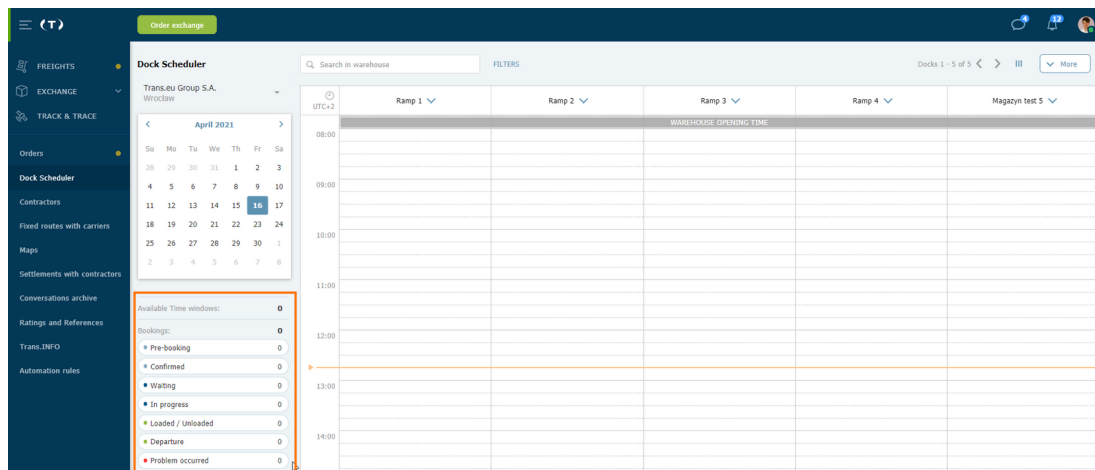
- 1 You can use the **filters** option.
Click on the **filters** button > in the window enter the **parameter** by which you want to find a given booking. You can find the booking by entering e.g.: Date, Time, Booking status > Click on **Show results**.



- 2 You can use quick filtering by status of the booking.

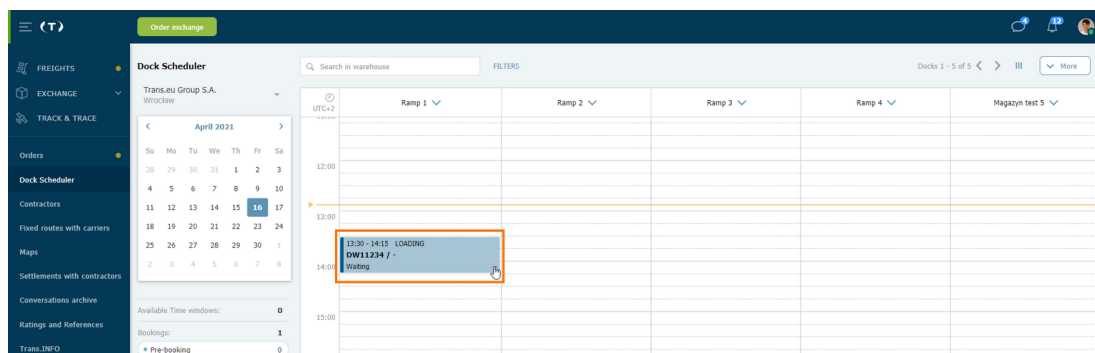
Click on the **chosen status** > the booking in the specified status will be displayed.

You can select more than one status at a time.

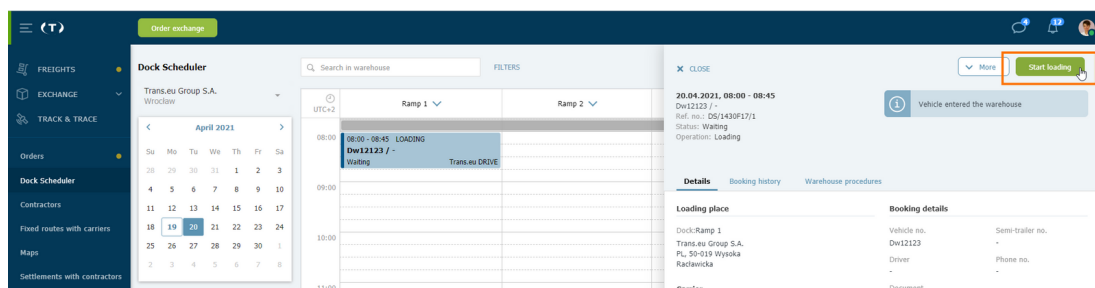


How to change the status of a booking?

- 1 Click on the booking you want to handle.



- 2 You can change the status in the booking details.



The storekeeper **confirms the start and completion** of the unloading/loading operation.

Description of booking statuses

A booking may have one of the following statuses:

Pre-booking - The user has confirmed the time of the operation but has not completed the vehicle and driver data.

Confirmed - After entering the vehicle and driver data, the status changes automatically.

Waiting - Once the security guard has confirmed the arrival in the system.

Loading in progress - The warehouse starts the loading or unloading process. You indicate it in the system.

Unloading in progress - The warehouse starts the loading or unloading process. You indicate it in the system.

Loaded - Once the storekeeper has clicked Finish loading, the status changes to Loaded.

Unloaded - Once the storekeeper has clicked Finish unloading, the status changes to Unloaded.

Departure - The security guard confirms the departure of the vehicle in the system ("Confirm departure").

Not loaded - The automatic status counts the vehicles that have not been loaded at the end of the working day.

Not unloaded - The automatic status counts the vehicles that have not been unloaded at the end of the working day.

Refusal to load - Status assigned manually by the security or warehouse staff.

No vehicle - Vehicle did not arrive in the warehouse, automatic status updated at the end of the day.

How to finish work on the platform?

- 1 Click on your **avatar** (picture in the upper right corner of the window)

- 2 Click **Log out** from the menu.

The screenshot displays the Trans.eu Dock Scheduler web application. The interface includes a left-hand navigation menu with options like FREIGHTS, EXCHANGE, TRACK & TRACE, Orders, Dock Scheduler, Contractors, Fixed routes with carriers, Maps, Settlements with contractors, Conversations archive, Ratings and References, and Trans.INFO. The main area shows a calendar for April 2021, a search bar for warehouse, and a loading schedule table with columns for Ramp 1 and Ramp 2. A detailed view of a specific loading operation (Dw12123 / - Loaded) is shown, including its status (Loaded), operation (Loading), and carrier information (Trans.eu DRIVE). On the right, a user profile sidebar for Anna Romkowska is visible, featuring a 'Log out' button highlighted with an orange border.

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