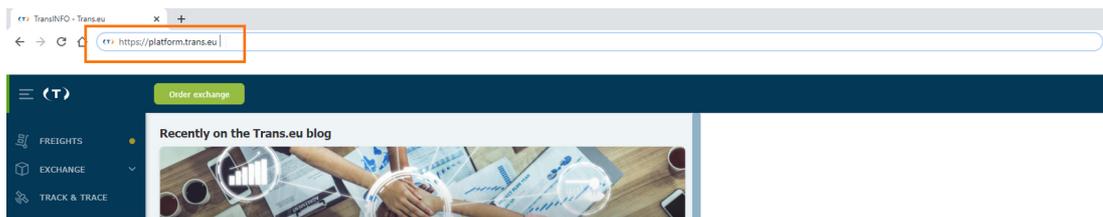


# Booking manual for the Security Guard

## 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/) (<https://platform.trans.eu/>).



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

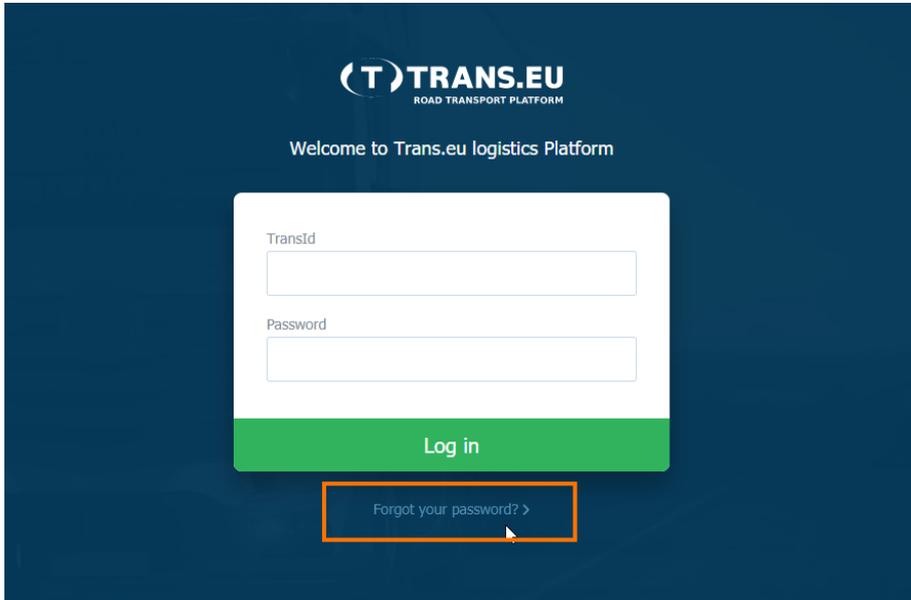
- 2 Enter your current **TransId number and password** and click **Log in**.

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-) (<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.



TRANS.EU  
ROAD TRANSPORT PLATFORM

Welcome to Trans.eu logistics Platform

Transid

Password

Log in

Forgot your password? >

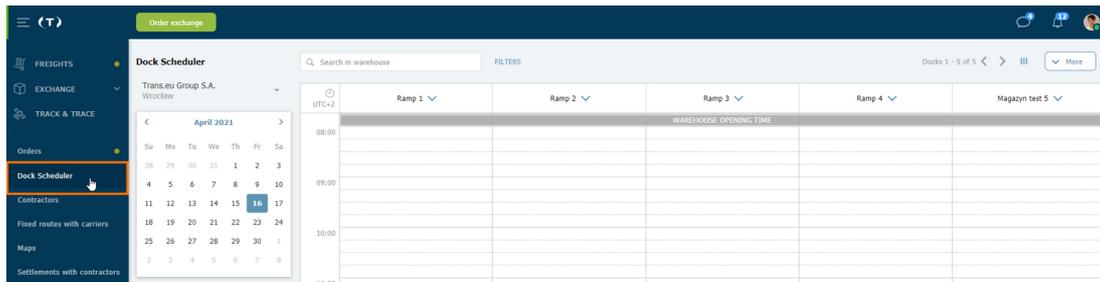
#### Hint

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.

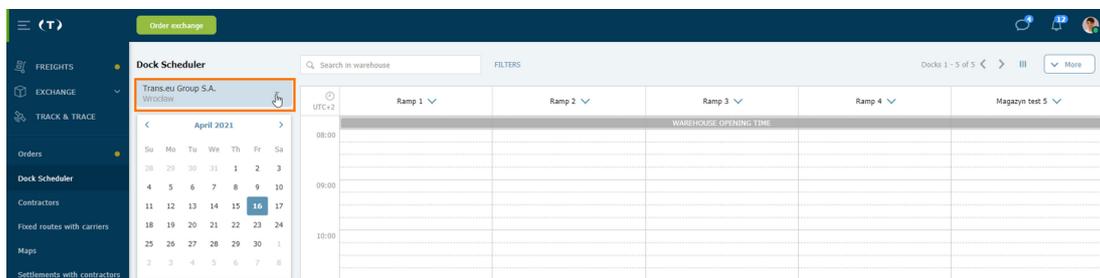
## How to find the warehouse you supervise?

To check availability of the supervised warehouse:

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



- Expand the **list of supervised warehouses** and select the one you want to monitor at the moment. Only the warehouses which you have access to will appear on the list.

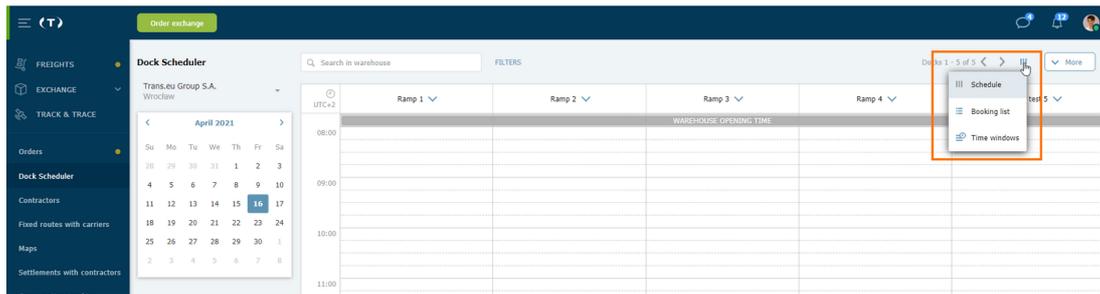


### Hint

If you supervise more than one warehouse, apart from being able to select a warehouse from the list, you can duplicate the screen (right-click on the browser tab and select duplicate). This will give you the possibility of viewing the monitored warehouses in several tabs.

## 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?

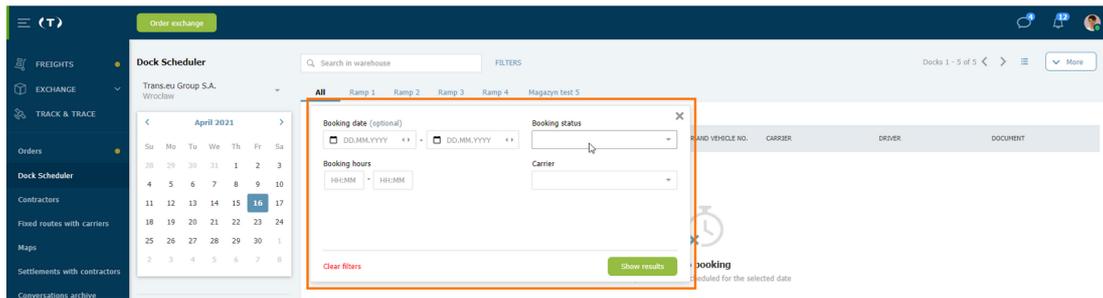
If you want to find a booking knowing only a vehicle registration number, **enter the number into the search engine located in the upper part of the window**. The search result list will show the booking you are looking for.



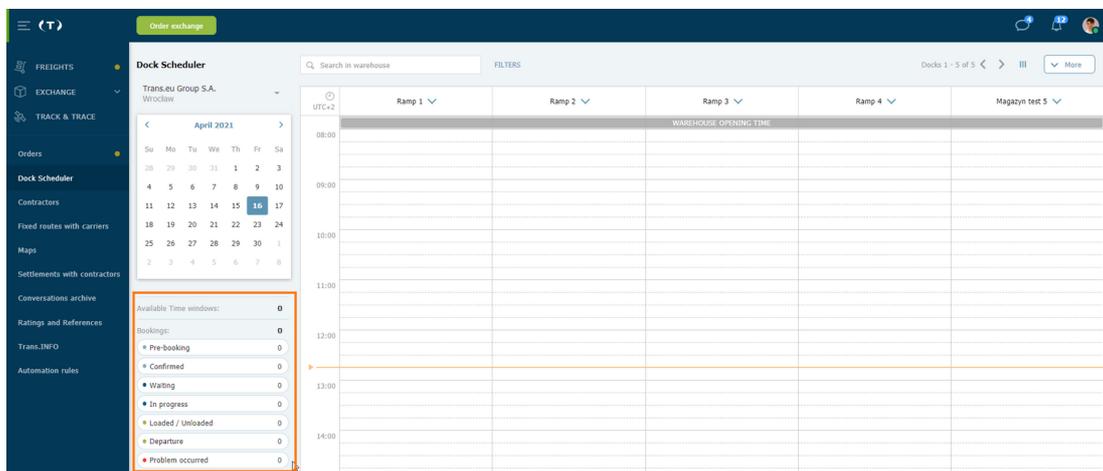
## How to search for bookings effectively?

The search for bookings can be performed in two ways:

- 1 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**.

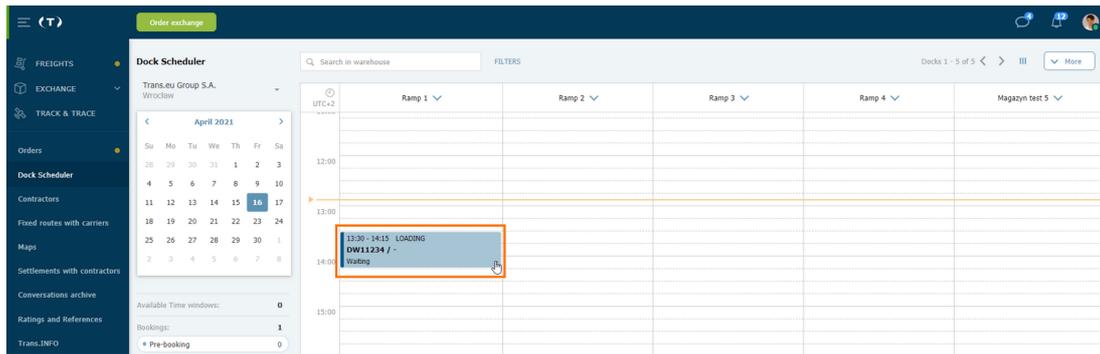


- 2 You can use quick filtering by status of the booking.  
Click on the **chosen status** > the booking in the specified status will be displayed.  
You can select more than one status at a time.

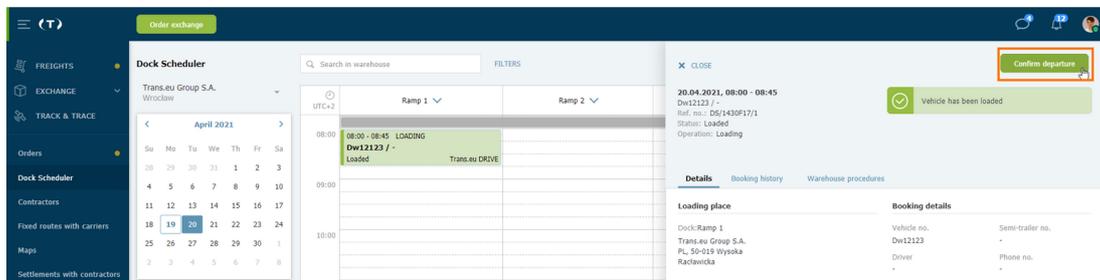


## How to change the status of a booking?

- 1 Click on the booking you want to handle.



2 You can change the status in the booking details.



The security guard marks the arrival and departure from the place of 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. This is indicated in the system.

**Unloading in progress** - The warehouse starts the loading or unloading process. This is indicated in the system.

**Loaded** - Once the warehouse has clicked Finish loading, the status changes to loaded.

**Unloaded** - Once the warehouse 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.

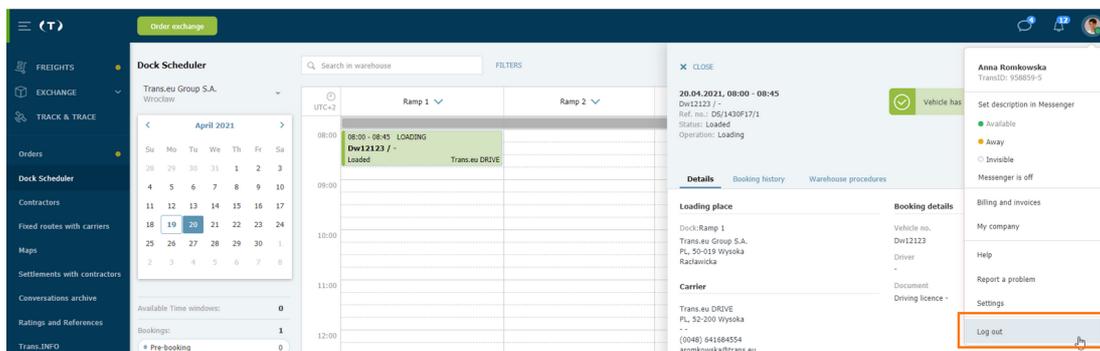
**Not unloaded** - The automatic status counts the vehicles that have not been unloaded at the end of the working day.

**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 platform interface. On the left, there is a 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 the 'Dock Scheduler' for 'Trans.eu Group S.A.' with a calendar for April 2021 and a table of dock activities. A 'Vehicle has' notification is visible. On the right, a user profile menu for 'Anna Romkowska' is open, showing options like 'Set description in Messenger', 'Billing and invoices', 'My company', 'Help', 'Report a problem', 'Settings', and 'Log out'. The 'Log out' button is highlighted with a red box.

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