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



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

2 Enter your current **Transld 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 <u>here (https://help.trans.eu/l/en/additional-</u>

services/account-authorization-on-the-platform).

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

(T)TRANS.EU	
Welcome to Trans.eu logistics Platform	
TransId	
Password	
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.

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Contractors	11 12 13 14 15 16 17					
Fixed routes with carriers	18 19 20 21 22 23 24	10:00				
Maps	25 26 27 28 29 30 1	10,00				
Settlements with contractors	2 3 4 5 6 7 8	11/00				

2 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.

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Settlements with contractors	2 3 4 5 6 7 8					

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**.

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Contractors	11 12 13 14 15 16 17			
Fixed routes with carriers	18 19 20 21 22 23 24	10:00		
Maps	25 26 27 28 29 30 1			
Settlements with contractors	2 3 4 5 6 7 8	11:00		

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.

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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**.

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Conversations archive			

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.

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	• Walting 0	13:00				
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	Loaded / Unloaded 0	14:00				
	Departure 0	14:00				
	Problem occurred 0					

How to change the status of a booking?

1 Click on the booking you want to handle.

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2 You can change the status in the booking details.

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🗞 TRACK & TRACE	< April 2021 >	Ref. no.: DS/1430F17/1 Status: Loaded	
Orders •	08:00 08:05 08:05 LOADING Su Mo Tu We Th Fr Sa Dw12123 / - Loaded Trans.e	u DRIVE	
Dock Scheduler	28 29 30 31 1 2 3 4 5 6 7 8 9 10 09:00	Details Booking history	Warehouse procedures
Contractors	11 12 13 14 15 16 17	Loading place	Booking details
Fixed routes with carriers	18 19 20 21 22 23 24	Dock:Ramp 1	Vehicle no. Semi-trailer no.
Маря	25 26 27 28 29 30 1	Trans.eu Group S.A. PL, 50-019 Wysoka	Dw12123 - Driver Phone no.
Settlements with contractors	2 3 4 5 6 7 8	Racławicka	

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.

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Settlements with contractors	2 3 9 5 0 7 8	11:00	Carrier	- Report a problem		
Conversations archive	Available Time windows: 0		Trans.eu DRIVE	Driving licence - Settings		
Ratings and References Trans.INFO	Bookings: 1 • Pre-booking 0	12:00		Log out		

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