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## Registration

All fields marked with an asterisk must be filled out.

You can create several accounts for one email address.

During registration, it is important to choose the type of account to determine the additional functions of the account:

- Driver - the possibility of defining their vehicles and reserving meetings in warehouses of other system users;
- Carrier, Freight Forwarding Agent - the ability to manage drivers;
- Supplier, Recipient, Warehouse - functionality of the above accounts extended to manage the warehouse;
- Gate - the functionality of the account is related to handling events at the entry/exit gate. The "Gate" account does not have access to the appointments modules, therefore an account of this type is not able to book appointments in warehouses.

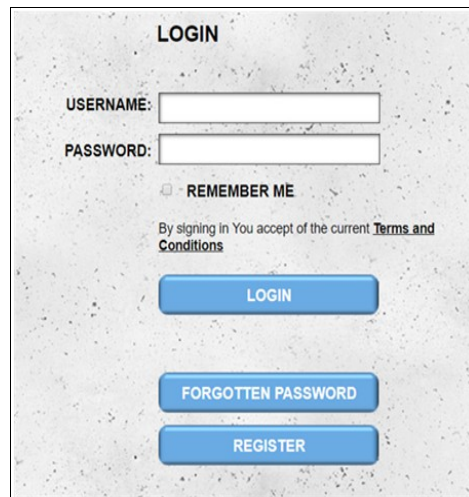
When creating a driver account, you have the possibility to enter data of the monitoring device (IMEI number, MAC address and serial number). This data is used to monitor the driver / vehicle position in the Transport Monitoring module. This data is not required and can be completed later.

After creating an account, an email confirming registration in the system is sent to the email address you provided.

There is also a quick possibility to create an account during the Express Check. However, an account created during the Express Download may have some restrictions. More information in the Express Booking chapter.

## Login to the system

To log in to the system, please enter your login and password. If you use a private computer (only one person uses the computer), you can mark the option remember me - then you will not have to enter the login and password each time you visit the system (the system will log you in automatically).



The image shows a login form titled "LOGIN". It contains the following elements from top to bottom: a "USERNAME:" label followed by a text input field; a "PASSWORD:" label followed by a text input field; a checkbox labeled "REMEMBER ME"; a line of text stating "By signing in You accept of the current [Terms and Conditions](#)"; a blue button labeled "LOGIN"; a blue button labeled "FORGOTTEN PASSWORD"; and a blue button labeled "REGISTER".

If you do not remember the password, you can use the Forgotten Password option. After entering the login the password change procedure begins. An e-mail with further instructions will be sent to the e-mail address provided during registration. The message contains a new password and a hyperlink that allows you to confirm the password change (the password is changed only when you click on the hyperlink in the message).

After logging in to the system, you will be redirected to the calendar. For the Driver, Forwarder and Carrier Accounts it is the "**Other Warehouse Appointments**" calendar. For other accounts, it is the "**My Warehouse Appointments**" calendar.

**ATTENTION - in the case of five consecutive incorrect login attempts, temporary blocking of access to the system occurs - the blockade is for a period of 15 minutes. This means that it is impossible to log into the system for this period.**

## Change the language

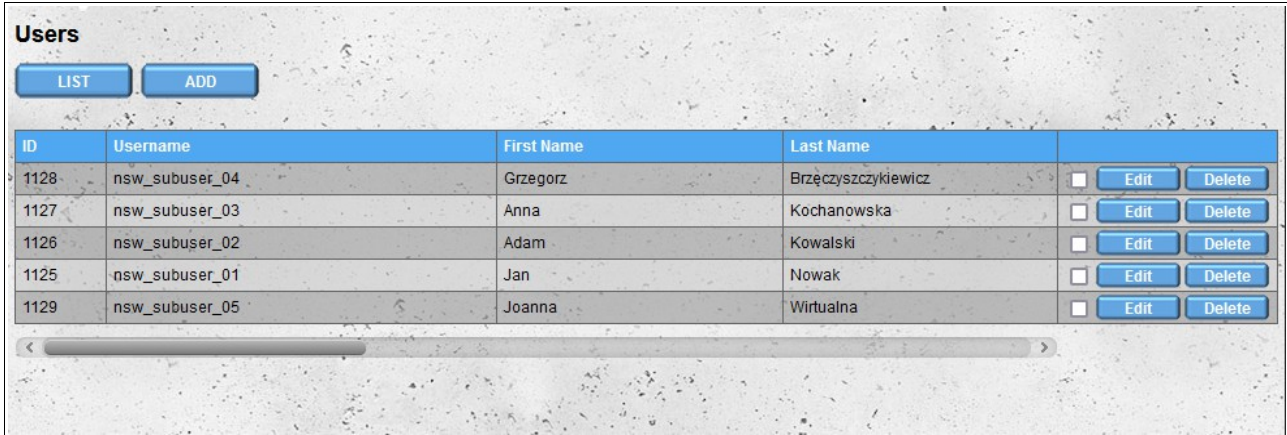
There are two ways to change the display language:

- changing the interface language in the account settings;
- by clicking on the flag in the gray band at the top of the page (the interface language in the account settings will also be automatically changed).

# Account

## Users

A module that allows you to add additional users to our main account.

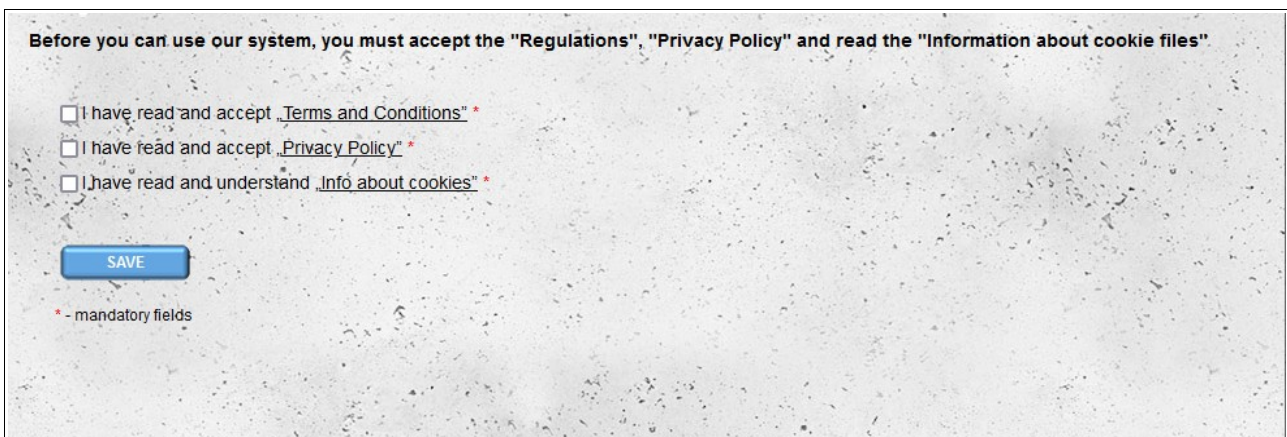


ID	Username	First Name	Last Name			
1128	nsw_subuser_04	Grzegorz	Bręczyszczykiewicz	<input type="checkbox"/>	Edit	Delete
1127	nsw_subuser_03	Anna	Kochanowska	<input type="checkbox"/>	Edit	Delete
1126	nsw_subuser_02	Adam	Kowalski	<input type="checkbox"/>	Edit	Delete
1125	nsw_subuser_01	Jan	Nowak	<input type="checkbox"/>	Edit	Delete
1129	nsw_subuser_05	Joanna	Wirtualna	<input type="checkbox"/>	Edit	Delete

The functionality of the user account added by this module is similar to the functionality of the main account, with the difference that our additional users do not have access to the 'Users' module and therefore cannot add new or edit existing users.

In the case of **Supplier**, **Recipient** and **Warehouse** accounts, additional users also **cannot change the warehouse settings** (**Warehouse Contact** and **Warehouse Settings** modules).

After adding a new user, he receives an email with information about the creation of an account for him, along with the data needed to log into the system (login and password). When logging in for the first time, the user must accept the Terms and Conditions, Privacy policy and read the Information on cookies.



Before you can use our system, you must accept the "Regulations", "Privacy Policy" and read the "Information about cookie files"

I have read and accept „Terms and Conditions” \*

I have read and accept „Privacy Policy” \*

I have read and understand „Info about cookies” \*

SAVE

\* - mandatory fields

## Drivers

For accounts other than Carrier we have the option of assigning the driver to the company (own or other with which we cooperate). By adding a driver, we create a new driver account. As the person who created the account, it is possible to change the driver's account data and the possibility of

blocking access to the system.

After adding a new driver, he receives an email with information about the creation of an account for him, along with the data needed to log into the system (login and password). When logging in for the first time, the driver must accept the Terms and Conditions, Privacy policy and read the Information on cookies.

## **Vehicles**

We have the possibility to define a fleet of vehicles. As in the case of the **Drivers** section for accounts other than **Carrier** and **Driver**, you can assign the vehicle to the company (own or other with which we cooperate). Our drivers also have access to the **Vehicles** module (they can not delete vehicles that have been added by other users).

Vehicles are divided into two categories: **cars** and **trailers**. For each vehicle category, the form looks a bit different - you have the option of defining parameters assigned to a specific vehicle category. When adding a **TIR car (24t)**, you can also add a **Trailer** at the same time by selecting the **Trailer** option under the **Monitoring device** section.

## **My addresses**

You can manage locations that are not registered in our system. To create an appointment in our calendar, you must choose the location from which you receive or to which you deliver the goods.

There may be a situation in which you want to create a meeting in a warehouse that is not registered in our system - then it is necessary to add such storage / address to the system. The added address is visible only to your accounts (and for your drivers). Creating a meeting for such an address / warehouse does not send any information to the people serving in the given magazine - that's why we suggest adding such meetings only after booking a meeting outside our system. systemem.

## **Import**

If you have our own database of contractors, you can import it into the "My Addresses" module. To do this, prepare a file in CSV format and then import it into the system. The file must meet the following requirements:

- the file must be a valid **CSV** file and the values must be separated by a **comma**;
- **UTF-8** file encoding;
- data order:
  - name of the contractor;
  - address (first line);
  - address (second line) - the value can be empty;
  - the city;
  - zip code;
  - two-character country code compliant with the ISO 3166-1 alpha-2 standard (eg Poland - PL, France - FR, Germany - DE);

- country code preceded by a plus sign (eg Poland: +48, France: +33, Germany: +49) - the value may be empty if you do not provide a telephone number;
- telephone number - the value can be empty if no country code is given;
- email address - the value may be empty;
- description of the contractor - the value may be empty;
- 4 GPS coordinates for latitude: degrees, minutes, seconds and hemisphere names N or S - all values can be empty at the same time, if any other values are given, they must also be given;
- 4 values of GPS coordinates for longitude: degrees, minutes, seconds and hemisphere E or W - all values can be empty at the same time, if any value is given, also the others must be given;
- unique identifier of the contractor.

Sample line of the file for import:

**FHU Magazyn,Krakowska 112,Pawilon Handlowy Plus,Warszawa,00-001,PL,  
+48,221212121,email@example.com,Nasz pierwszy kontrahent w  
Warszawie,44,22,59,n,4,56,12,e,identyfikator\_kontrahenta\_00001**

If the file does not meet certain requirements when trying to import, we will receive a message saying that the file is not formatted correctly.

## ***Warehouse Contact***

In the **Warehouse Contact** module, you can provide contact details and branch details for which you create an account. By default, the branch data is identical to the company data provided during registration. If the address of your warehouse is not displayed correctly in the Google Maps, you can provide the GPS position of your warehouse.

## ***My Account***

The **My Account** module allows you to edit the data provided during registration and change the password.

## ***Notification Settings***

In the Notifications Settings section, we can decide which SMS and email notifications you want to receive. By default, all notifications are active. The following email and SMS notifications are available:

- new order - message sent after booking the date in the warehouse;
- new conditional notification - a message sent after the reservation of the date which requires confirmation by the magazine;
- acceptance of the notification - a message sent after acceptance by the conditional storage;

- change of the notification - message sent after changing the notification parameters;
- change of conditional notification - message sent after changing the parameters of the notification which requires confirmation by the warehouse;
- cancellation of the notification - message sent after canceling the notification.

Following notifications are also available for email notifications:

- new complaint - message sent after filing a complaint;
- new note in the complaint - message sent after creating a new note for the previously reported complaint;
- confirmation of a request to delete a file - a message confirming the sending of a request to delete a file that has been attached to a complaint or a note in a complaint;
- new vehicle - incomplete data - message sent after adding the vehicle with incomplete data. The vehicle can be added when booking the period in the warehouse.

## Warehouse Settings

The module is used to define the parameters of the warehouse and docks. These settings have a significant impact on the booking process in the warehouse.

### Operating Hours

In the **Operating Hours** section, specify the working hours for the warehouse. By default, the warehouse is open from Monday to Friday from 6:00 to 18:00. The working hours of the warehouse are by default the working hours of all docks (it is possible to set different working hours for each code - see the section Dock settings). When defining working hours, we have four default time ranges:

- 00:00 – 08:00;
- 08:00 – 18:00;
- 08:00 – 16:00;
- 16:00 – 00:00.

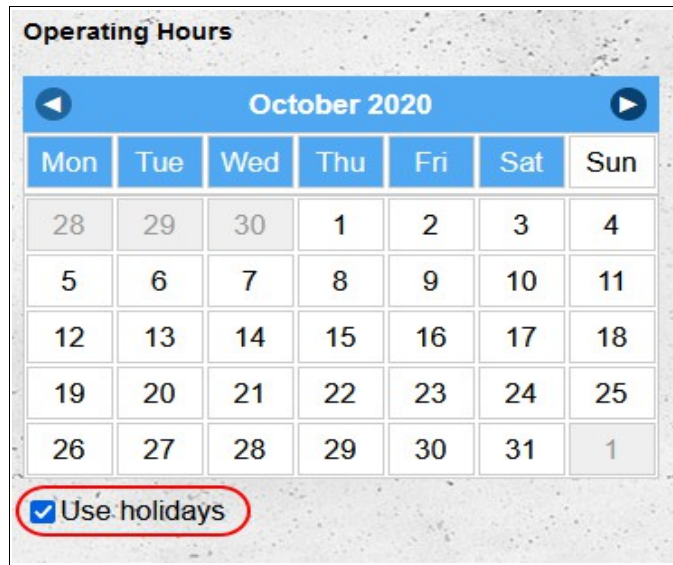
If your warehouse is working during different times, you can specify custom working hours by using the boxes below the standard options.

The image shows a user interface for setting custom working hours. It consists of four dropdown menus arranged horizontally, each containing a two-digit number. The first dropdown shows '08', the second '00', the third '22', and the fourth '00'. To the right of these dropdowns is a blue button with the text 'ADD' in white capital letters. The entire interface is set against a light gray background with a subtle texture.

By default, the warehouse is closed on a public holiday for the country indicated during registration or specified in the **Warehouse Contact** module (if the location of the warehouse is different from the company's data provided during registration). If the warehouse is working on a public holiday, select the day and assign certain working hours. It is also possible to disable the option of including

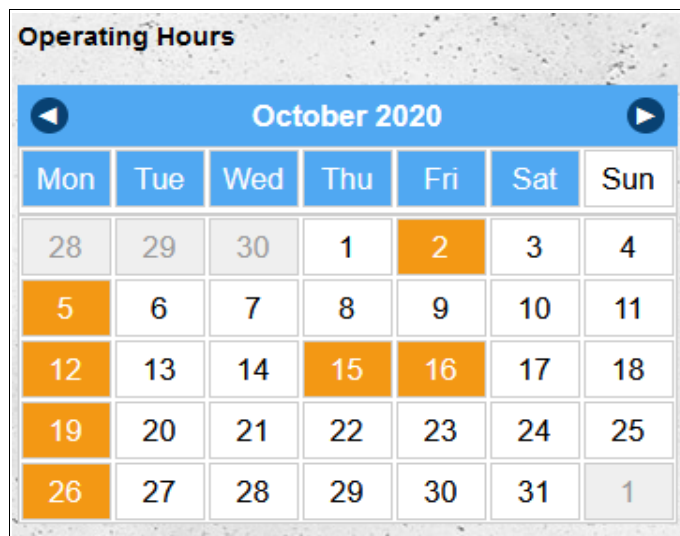


public holidays (holidays) by unchecking the "Include holidays" option located just below the calendar.



To set the default warehouse hours, select the appropriate day of the week in the calendar header and assign appropriate working hours to it. It is possible to select several days at the same time:

- to select the consecutive days, click the left mouse button on the first day and then, without releasing the mouse button, drag the cursor over the next days which we want to mark;
- to select several non-consecutive days, use the **Ctrl** key on the keyboard. Hold down the **Ctrl** key and click the left mouse button on all the days you want to select..



The currently selected days are highlighted in orange. Days highlighted in blue are assigned working hours.

If, for some reason, the magazine for a day (or several days) will work at hours other than those defined for days of the week, you can change the default working hours by selecting a given day (or days) and specifying working hours other than the weekday settings.

## **General Settings**

In the main part of the screen, there are several general settings that affect the process of booking and editing appointments in the warehouse:

- **Allow conditional booking** – an option that allows contractors to conditionally reserve dates in our warehouse. Appointments receive the conditional status if their parameters do not comply with the warehouse settings (unloading type not supported, type of goods not supported, booking a date outside the warehouse's working hours). By default, this option is enabled.
- **When editing, always recalculate the length of the booking window** – an option to force recalculation of the length of the booked window each time it is edited using the current warehouse settings. By default, this option is turned off, which results in the recalculation of the length of the booked date only after changing the data affecting the length of time needed to handle a given unloading/loading, i.e.:
  - type of appointment (unloading/loading);
  - date of appointment;
  - time of appointment;
  - type of cargo;
  - unit of cargo;
  - amount of cargo ;
  - type of vehicle;
  - type of unloading/loading.
- **The minimum time before the appointment allowing to book a date (min)** – option specifying the minimum time before that allows you to book an appointment in our warehouse;
- **The minimum time before the appointment allowing to edit details (min)** - option specifying how many minutes before the booked date users will be able to edit an appointment in our warehouse.

## **Warehouse organization**

In this section you can include information on your warehouse. This information is for information purposes only and does not affect the reservation process.

## **Booking fields settings**

In this section, we can specify which informations from the warehouse appointment registration form are **required** (data required by the warehouse, data without which it is possible to book an appointment, but they should be completed later, e.g. driver details), **mandatory** (data that must be provided to reserve a date in the warehouse) and **editable** (data that can be changed after booking a date in the warehouse).

## Default time (min)

The **default** (unloading/loading) **time** is the time period that will be reserved in the warehouse if the supplier / recipient does not provide exact data on transport (type of vehicles, quantity of goods, etc.). If you input the date during the reservation, then the time will be calculated based on the settings in the **Advanced Settings** section.

## Advanced Settings of Unloading/Loading Time

In this section, you have the opportunity to define the time needed for unloading for particular types of vehicles, broken down by type of transported goods. Times can be given in minutes and hundredths of a minute. The total time needed for unloading / loading is calculated as the sum of the time needed for 'Unload preparation and closing' and the time needed to load / unload the goods (the time is rounded up to the nearest full minute).

For example, for default values, the time needed to unload a TIR 24t vehicle carrying a 33 Euro pallet will be:

$$30 \text{ minutes} + 33 * 0.75 \text{ minutes} = 55 \text{ minutes}$$

After changing the default values, you can restore them using the "**Restore Default Settings**" option.

START > WAREHOUSE SETTINGS > ADVANCED SETTINGS

info dock

Go Back Refresh Booking Monitoring Other Warehouses Appointments My Warehouse Appointments Claims Register Account

### Loading/Unloading times

Default time (min):

	Preparation time (min)	Euro pallet		Industrial Pallet		kg		m <sup>3</sup>		Oversize	
		Default number of units	Default time per unit (min)	Default number of units	Default time per unit (min)	Default number of units	Default time per unit (min)	Default number of units	Default time per unit (min)	Default number of units	Default time per unit (min)
TIR (24t) metal	30.00	33	0.75	26	0.75	24000	0.0015	90.00	0.42	20	12.00
TIR (24t) tarpaulin	30.00	33	0.75	26	0.75	24000	0.0015	90.00	0.42	20	12.00
Mega	30.00	64	0.75	52	0.75	24000	0.0030	100.00	0.72	20	12.00
1.5t metal	30.00	7	0.75	0	0.75	1500	0.0053	15.00	0.53	0	0.00
1.5t tarpaulin	30.00	8	0.75	0	0.75	1500	0.0060	20.00	0.45	0	0.00
3.5t metal	30.00	8	0.75	0	0.75	3500	0.0025	25.00	0.37	0	0.00
3.5t tarpaulin	30.00	14	0.75	0	0.75	3500	0.0045	25.00	0.63	0	0.00
6t metal	30.00	18	0.75	0	0.75	6000	0.0033	50.00	0.40	0	0.00
6t tarpaulin	30.00	18	0.75	0	0.75	6000	0.0033	50.00	0.40	0	0.00
Container 20ft	30.00	22	0.75	18	0.75	20300	0.0012	30.00	0.83	0	0.00
Container 40ft	30.00	50	0.75	44	0.75	30050	0.0018	61.00	0.92	0	0.00
Roadtrain	30.00	38	0.75	0	0.75	24000	0.0018	118.00	0.37	0	0.00
Car	30.00	0	0.75	0	0.75	0	0.0000	0.00	0.00	0	0.00

SAVE  
BACK  
RESET TO DEFAULT SETTINGS

Time in minutes and hundreds of minutes!

## Number of docks

One dock is automatically created during registration of the warehouse. The dock is active by default, it supports all types of unloading and all types of cargo.

To create more docks, please indicate the total number of docks that are in the warehouse and save the changes. After saving changes, you can change the settings of individual docks by clicking on the "**Dock Settings**" button. Each new dock, like the dock created during registration, is active by default, it supports all types of unloading and all types of cargo.

## Docks settings

To go to the settings of individual docks, click on the name of the dock (or the dock number if the name of the dock was not entered).

## Dock Status

After creating a new dock, it has an **active** state. This means that you can book a date for unloading or loading the goods. If the dock is inactive then the dates reserved in it will be considered conditional and require approval by the warehouse.

## Unloading / loading

By default, each new dock supports both unloading and loading. If the dock is used only for unloading or loading of goods, disable the unsupported type by unchecking the appropriate option:

- loading;
- unloading.

**Dock Settings**

Copy settings from dock:

State of dock \*  Active  Inactive

Dock name/number  

Loading  Unloading

## **Dock name/number**

For easier identification you can assign individual names to them. Then in the system they will be visible under their name instead of consecutive numbers.

## **Unloading and Serviced Goods settings**

In order for the system to automatically assign the notification to various docks, each one should have selected respective options for unloading / loading types (side, back, level zero, etc.) and all supported types of goods (pallets, frigo, bulk, etc.).

If during booking in the warehouse parameters of booked notification will not correspond to the dock's parameters (eg the lack of possibility to unload the tanker), the date will be marked as conditional and will need to be confirmed by the warehouse.

## **Operating hours**

By default, all docks have identical working hours as the warehouse. However, it is possible to set different working hours for each dock. To change the default working hours, deselect the option "**Use warehouse settings**" for loading or unloading. After deselecting this option, you have the option of defining the working hours for the dock in the same way as for the entire warehouse.

Dates reserved outside of working hours are automatically marked as conditional and must be approved by the warehouse.

## **Coping Settings**

To facilitate the configuration of individual docks you have the possibility to copy settings from other docks. You have two options:

- copying settings from currently edited dock to all other docks;
- copying settings to the currently edited dock from the selected dock.

All settings are copied except the dock name.

## Removing the Dock

**Dock Settings**

Copy settings from dock: Lokalizacja 2 (#2)

State of dock \*  Active  Inactive

Dock name/number  ?

The minimum time before the appointment allowing to book a date (min)  ?

The minimum time before the appointment allowing to edit details (min)  ?

Loading  Unloading

**Type of unloading**

- Rear
- Side
- Zero level
- Mega
- Crane
- Controlled temperature
- Jib
- Liquid
- Granular

**Type of cargo**

- Pallets
- Parcels
- Controlled Temperature
- Frigo
- ADR
- Crane
- Liquid
- Granular
- Loose parcels
- Loose parts
- Pallets with lip

**Opening Hours**

Loading Unloading

Use warehouse settings

If you have created a new dock by mistake, you can delete it. **Removal of the dock is possible only if the dock does not have any dates booked.**

## Advanced Settings

In this module, you can specify the loading / unloading times for individual docks if these differ from the warehouse loading / unloading time settings. The way of specifying times is the same as setting times for the entire warehouse (see **Advanced settings for unloading / loading time**).

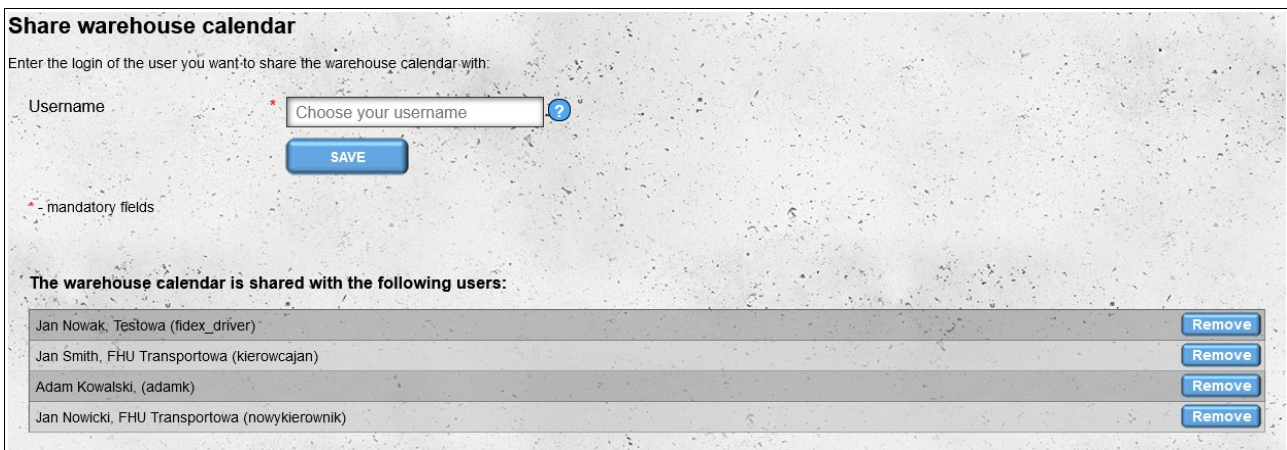
The **Reset to default settings** option restores the global storage settings.

## Share a warehouse calendar

The option is available only for accounts of the following types: **supplier, recipient and warehouse**.

By default, only our main account and all active accounts created in the **Users** module have access to the **"My Warehouse Appointments"** calendar. If we want other people to have access to the calendar of our warehouse, we can share our calendar in the preview mode. The "Share warehouse calendar" option is available in the **Account** menu. Sharing the calendar is possible only from the level of the main account - additional users do not have this option.

To make the calendar available to the user, we add his login to the list of users with whom we share our warehouse calendar.



**Share warehouse calendar**

Enter the login of the user you want to share the warehouse calendar with:

Username \*  ?

\* - mandatory fields

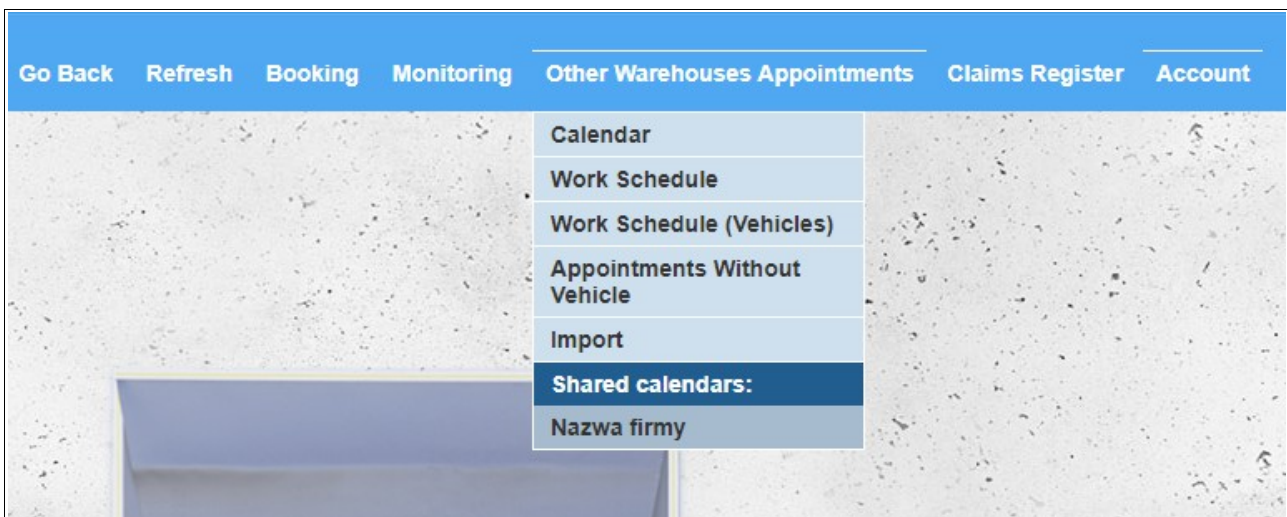
**The warehouse calendar is shared with the following users:**

Jan Nowak, Testowa (fidex_driver)	<input type="button" value="Remove"/>
Jan Smith, FHU Transportowa (kierowcajan)	<input type="button" value="Remove"/>
Adam Kowalski, (adamk)	<input type="button" value="Remove"/>
Jan Nowicki, FHU Transportowa (nowykierownik)	<input type="button" value="Remove"/>

If we no longer want to share the calendar with a user, we remove it from the list by clicking the **Remove** button next to his data and then confirm the intention to remove the user from the list.

## Viewing shared calendars

If a user shares their warehouse calendar with us, it will appear in the **"Other Warehouses Appointments"** menu in the **"Shared calendars"** section. The shared calendar will be signed with the name of the company that provided us with the calendar.



The shared calendars can be viewed only in the preview mode, without the possibility of editing the appointment. The text on the yellow bar, which is located between the menu and the calendar, informs us that we are viewing the calendar provided to us by another user and not our own.

**infodock** Go Back Refresh Booking Monitoring Other Warehouses Appointments Claims Register Account

**ATTENTION!!! You are viewing the calendar shared by: Nazwa firmy**

October 2021 Legend DAY WORKING WEEK WEEK MONTH MULTI MONTH

W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
39	27	28	29	30	1	2	3
40	4	5	6	7	8	9	10
41	11	12	13	14	15	16	17
42	18	19	20	21	22	23	24
43	25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 (1) 08:00 - #1101 - Test	28	29	30 (2) 12:00 - #1104 - Test 13:00 - #1106 - Test	1 Oct	2	3
4	5	6	7	8 (2) 13:00 - #1107 - Test 16:00 - #1110 - NetSoul	9	10
11	12 (1) 08:00 - #1111 - Test	13	14 (1) 13:00 - #1108 - Test	15	16	17
18	19	20	21	22	23	24
25	26	27	28 (1) 13:00 - #1100 - Test	29 (1) 13:00 - #1112 - Test	30	31

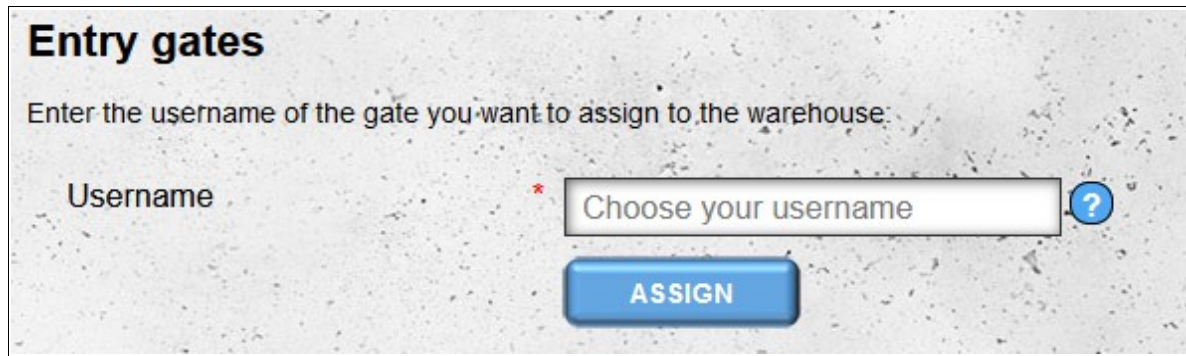
FILTER  
EXPORT  
ADVANCED EXPORT



## Entry Gates

If there is an entrance gate in our warehouse, which has an account registered on the notification platform, we can link it to our warehouse.

To assign an entrance gate to our warehouse, you must enter the "Gate" account login.



The screenshot shows a web interface titled "Entry gates". Below the title, there is a text prompt: "Enter the username of the gate you want to assign to the warehouse:". A label "Username" is positioned to the left of a text input field. The input field contains the placeholder text "Choose your username" and has a red asterisk to its left and a blue question mark icon to its right. Below the input field is a blue button labeled "ASSIGN".





After linking the gate with our warehouse, users of the "Gate" account will be able to view appointments in our warehouse. By default, the entrance gate assigned receives the following parameters:

- notifications are visible 24 hours before the scheduled start time and 24 hours after the planned end time of the appointment;
- gate users receive information about the allowed entry time, which is two hours before and two hours after the scheduled start time of the appointment;
- it is not possible to change the default time range of appointments visibility;
- no additional appointment parameters are available, only:
  - a) date and planned start and end time of the appointment;
  - b) appointment number;
  - c) type of appointment (unloading/loading);
  - d) information whether a appointment is a conditional appointment.

The default settings can be changed by clicking the "**Edit**" button next to the name of the assigned entrance gate.



The screenshot shows a table with the heading "Assigned gates:". The table contains one row with the text "Nazwa Bramy (brama\_wjazdowa), Wirtualna 1, 00-000 Miasto, Polska". To the right of this text are two buttons: "Edit" and "Remove".

Visibility of the appointment before the start time *	<input type="text" value="1440"/>	
Visibility of the appointment after the end time *	<input type="text" value="1440"/>	
Allow changing the default time range *	<input type="text" value="Yes"/>	
Possibility of entry before the date of notification *	<input type="text" value="120"/>	
Possibility of entry after the date of notification *	<input type="text" value="120"/>	
Shared details:		
	<input type="checkbox"/>	Contractor
	<input type="checkbox"/>	Load reference number
	<input type="checkbox"/>	Type of cargo
	<input type="checkbox"/>	Cargo unit
	<input type="checkbox"/>	Amount of cargo
	<input type="checkbox"/>	Estimated load weight (kg)
	<input type="checkbox"/>	Company name
	<input type="checkbox"/>	Carrier name
	<input type="checkbox"/>	Type of vehicle
	<input type="checkbox"/>	Registration number
	<input type="checkbox"/>	Type of unloading
	<input type="checkbox"/>	Available space
	<input type="checkbox"/>	Driver's first name
	<input type="checkbox"/>	Driver's last name
	<input type="checkbox"/>	Driver's ID type
	<input type="checkbox"/>	Driver's ID number
	<input type="checkbox"/>	Driver's driving licence
	<input type="checkbox"/>	Driver's phone
	<input type="checkbox"/>	Number of seal
	<input type="checkbox"/>	ADR
	<input type="checkbox"/>	ADR Class
	<input type="checkbox"/>	Comments
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>		

The "Allow changing the default time range" option only affects the main "Gates" user account. Other accounts (gateway employee accounts) cannot change the default time range in which the appointments data is made available to them.

To remove the connection with the entrance gate, click the "Remove" button next to the name of the assigned entrance gate.

<b>Assigned gates:</b>	
Nazwa Bramy (brama_wjazdowa), Wirtualna 1, 00-000 Miasto, Polska	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

# OSH Trainings

The "OSH Training" module is used to manage the driver's health and safety training that has been conducted by our warehouse. The module is available for accounts of the following types: **Supplier**, **Recipient** and **Warehouse**. When adding/editing a training, we provide the following data:

- driver's first name;
- driver's last name;
- driver's company (optional field);
- driver's license number;
- the date of the training, which affects the validity of the training - the training is valid for one year from the given training date (training conducted on January 1, 2021 expires on December 31, 2021);
- details of the person who conducted the training;
- training status - by default, the training is active, but it can be suspended, e.g. in the event of the driver's failure to comply with the provisions in force in the warehouse;
- and additional (optional) notes.

ID	Driver's firstname	Driver's lastname	Driver's company name	Driving licence number	Date of training	Training person	Expired	Training status	Comments
13	Jan	Nowak	Spedycja sp. z o.o.	1254/85/21/84/54	2021-07-21	Adam Kowalski	Yes	Active	Szkolenie nr 12/07/2021.
12	Anna	Kowalska		78/84/854	2022-07-01	Adam Kowalski	No	Active	Szkolenie przeprowadzone ...
2	Katarzyna	Nowak		78/87/9854/2015	2022-02-15	Anna Coach	Yes	Active	Szkolenie podstawowe ...
1	Jan	Nowak	Przewoźnik S.A.	145/25/2022	2021-09-29	Maria Szkoleniowa	Yes	Suspended	Szkolenie zawieszono ...

On the list of trainings, in addition to the above data, the "Expired" column is added, informing whether the given training has expired (it was conducted more than a year from the current date).

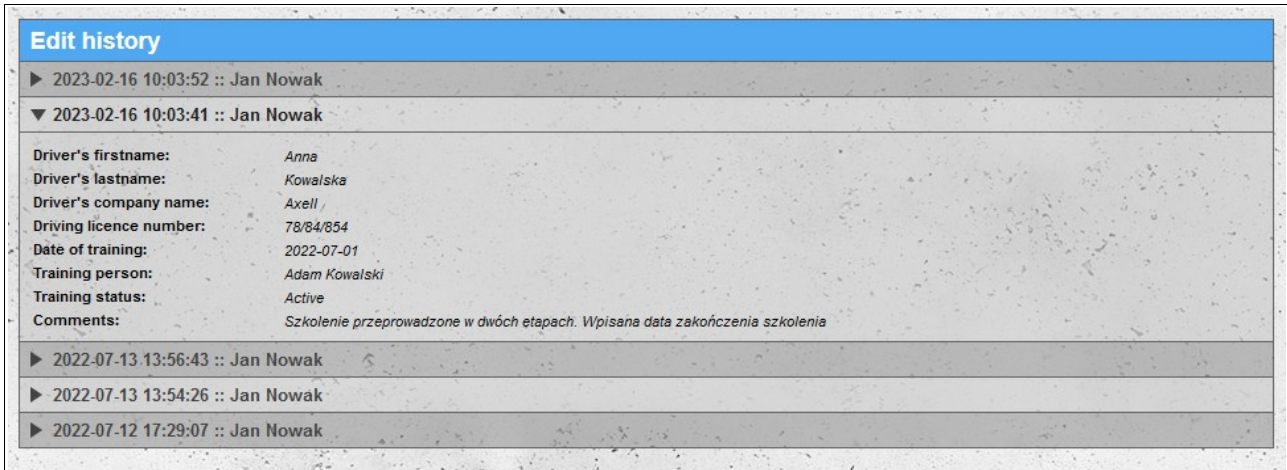
To change the default order on the training list (trainings added last are at the top of the list), click on the column header. The first click sorts in ascending order, the second click changes the order to descending. It is possible to sort by more than one column, then a number indicating the sorting order is displayed in brackets next to the column name.

To search for specific OHS trainings, you can use a filter that allows you to filter trainings by all columns, except for the "Comments" column. After filtering, all currently applied filters are visible above the training list.

ID	Driver's firstname	Driver's lastname	Driver's company name	Driving licence number	Date of training	Training person	Expired	Training status	Comments
13	Jan	Nowak	Spedycja sp. z o.o.	1254/85/21/84/54	2021-07-21	Adam Kowalski	Yes	Active	Szkolenie nr 12/07/2021.
1	Jan	Nowak	Przewoźnik S.A.	145/25/2022	2021-09-29	Maria Szkoleniowa	Yes	Suspended	Szkolenie zawieszono ...

If it is necessary to change the data in the entered training, it can be done by clicking on the **"Edit"** button next to the training you want to edit. Each edition of the training adds a new entry in the training edition history.

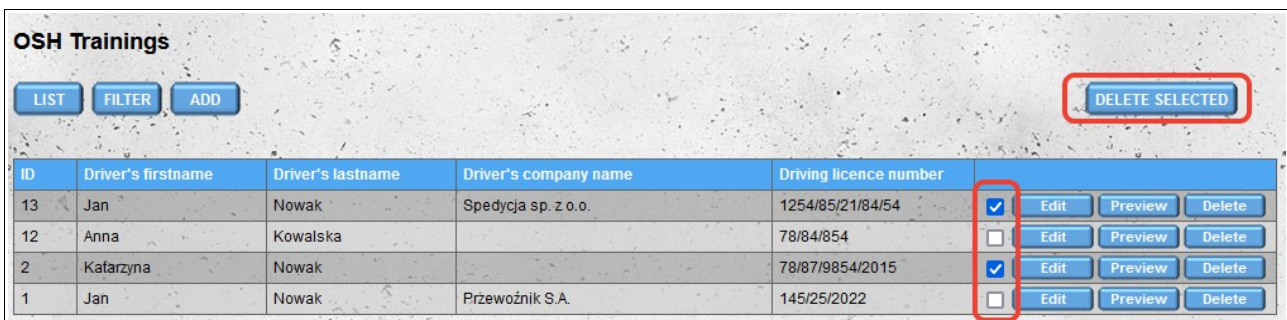
To view full training details without editing them, click the **"Preview"** button next to the selected training. On the preview screen, in addition to the training itself, there is also the history of editing a given training. The edit history header shows the date and time of the change and the name of the person who made the change. Clicking on the header shows or hides the training data saved during the edit.



**Edit history**

- ▶ 2023-02-16 10:03:52 :: Jan Nowak
- ▼ 2023-02-16 10:03:41 :: Jan Nowak
  - Driver's firstname: Anna
  - Driver's lastname: Kowalska
  - Driver's company name: Axell
  - Driving licence number: 78/84/854
  - Date of training: 2022-07-01
  - Training person: Adam Kowalski
  - Training status: Active
  - Comments: Szkolenie przeprowadzone w dwóch etapach. Wpisana data zakończenia szkolenia
- ▶ 2022-07-13 13:56:43 :: Jan Nowak
- ▶ 2022-07-13 13:54:26 :: Jan Nowak
- ▶ 2022-07-12 17:29:07 :: Jan Nowak

It is also possible to delete already entered trainings. Trainings can be deleted individually by clicking the **"Delete"** button next to a given training. It is also possible to delete trainings collectively by selecting the checkboxes located in front of the **"Edit"** buttons and then clicking the **"Delete selected"** button, which appears above the list of trainings after selecting at least one training.



**OSH Trainings**

LIST FILTER ADD DELETE SELECTED

ID	Driver's firstname	Driver's lastname	Driver's company name	Driving licence number		Edit	Preview	Delete
13	Jan	Nowak	Spedycja sp. z o.o.	1254/85/21/84/54	<input checked="" type="checkbox"/>	Edit	Preview	Delete
12	Anna	Kowalska		78/84/854	<input type="checkbox"/>	Edit	Preview	Delete
2	Katarzyna	Nowak		78/87/9854/2015	<input checked="" type="checkbox"/>	Edit	Preview	Delete
1	Jan	Nowak	Przewoźnik S.A.	145/25/2022	<input type="checkbox"/>	Edit	Preview	Delete

## Booking

The Booking module is used to reserve dates in warehouses. To reserve a new date in the warehouse, select the date and the warehouse from which you receive or to which you deliver the goods. You also have the option of choosing both the initial warehouse (the location the goods are located) and the final warehouse (the location the goods are unloaded). The initial warehouse must have an earlier date than the final warehouse.

When searching for a place of loading / unloading, you have the possibility to search in the database of warehouses registered in our system, as well as search in our personal database of addresses (companies that are not registered in the system).

When searching for warehouses registered in our system, some of them, in the list of search results, are marked with a gray color. These are warehouses whose data comes from external sources. For these it is not possible to directly book the appointment.

Warehouse A

2018

W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
48	26	27	28	29	30	1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31	1	2	3	4	5	6

Intralog Sp. z o.o., Krzekowska 9b, 71-229 Szczecin, Poland

Transintra Shipping and Forwarding Sp. z o.o., Bulwar Beniowskiego 5, 70,642 Sz Poland

NEXT

Warehouse A | Warehouse B

Search for place of delivery/receipt of goods:

intra

Find:

Warehouse (registered)

My addresses (unregistered)

SEARCH

[New unregistered address](#)

In the case of an attempt to book in such a warehouse, the system will inform you that the given warehouse is not registered and will ask you if you want to add the selected warehouse to our address database ("**My Addresses**" module) and continue. Please remember when booking a date in a warehouse from our address database, the system does not generate any information that is sent to the people operating the warehouse.

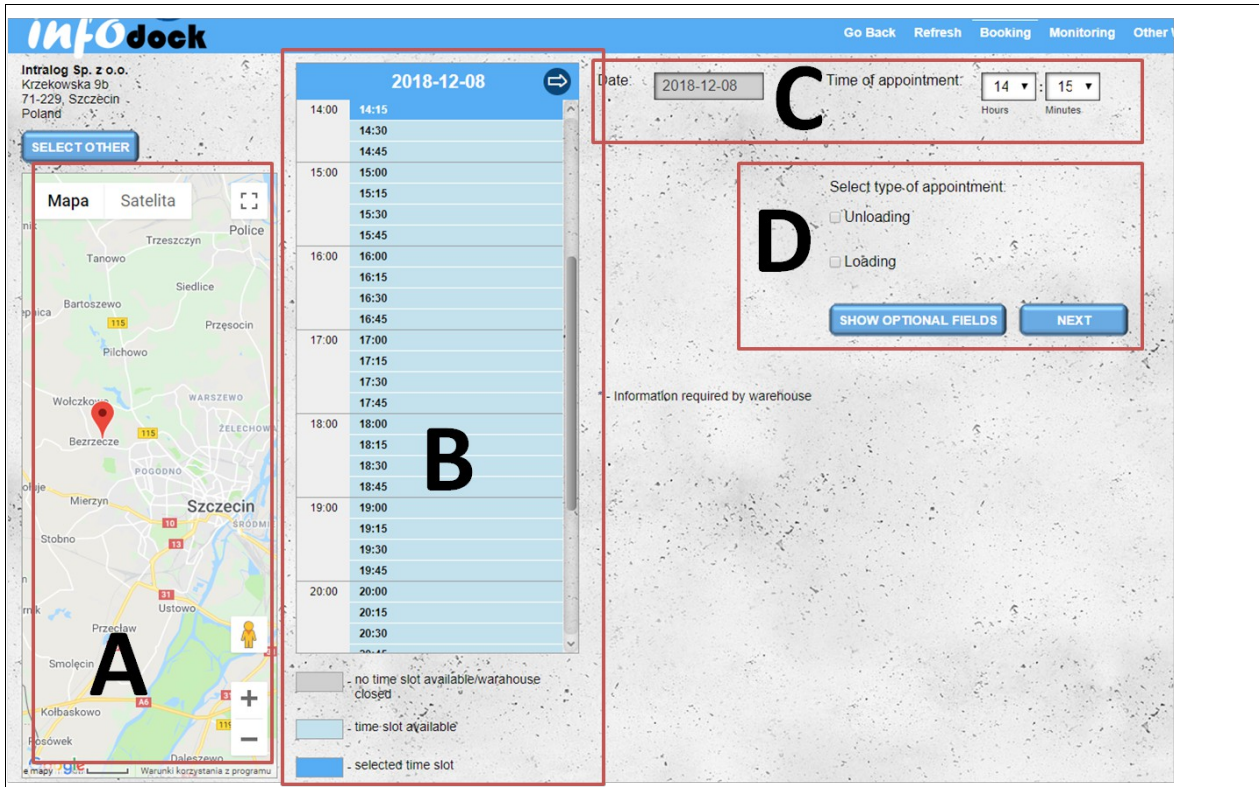
## Booking details

In the next step, we need to define the parameters for transport:

- date and time of loading / unloading;
- vehicle data;

- driver's details;
- load data (type of load, amount of load, etc.).

Depending on whether you book one or two dates at the same time the screen will look a bit different:



One-time booking screen for loading or unloading.

A - map with the position of the selected warehouse

B - day and hour selection section - a list with an interval of 15 minutes showing free hours in the selected warehouse

C - day and time selection section - the ability to choose any time

D - section for defining the remaining transport parameters

**Magazyn A**  
NetSoul (NS)  
Zarzecze 315  
38-220, Dębowiec  
Polska

**Magazyn B**  
Merkury Krosno  
Czajkowskiego  
38-400, Krosno  
Polska

**Section A:** A map showing a route between two points labeled 'A' and 'B' in the area of Dębowiec, Krosno.

**Section B:** A time slot selection grid for 2016-08-03. It shows two columns of 15-minute intervals. A red 'B' is overlaid on the grid.

**Section C:** Date and time selection. It includes input fields for 'Data' (2016-08-03) and 'Godzina awizacji' (11:30) for Magazyn A, and 'Data' (2016-08-03) and 'Godzina awizacji' (16:00) for Magazyn B. A green 'C' is overlaid on this section.

**Section D:** Transport parameters form. It includes dropdown menus for 'Typ samochodu', 'Samochód', 'Kierowca', 'Typ ładunku', 'Jednostka towaru', and 'Odbiorca'. A text input field for 'Ilość towaru' contains 'np. 22'. A slider for 'Wolna przestrzeń' is also present. A blue 'D' is overlaid on the 'Kierowca' dropdown.

**Legend:**

- Brak dostępnego okna/magazyn nieczynny
- Dostępne okno
- Wybrane okno

**Buttons:** WYBIERZ INNY, POKAZ OPCJONALNE POLA, DALEJ

Booking screen appointment simultaneously for loading and unloading.

A - a map with a route between selected warehouses

B - day and hour selection section - a list with an interval of 15 minutes showing free hours in the selected warehouse

C - day and time selection section - the ability to choose any time

D - section for defining the remaining transport parameters

## Date and Time of Unloading / Loading

The date and time can be selected both in section B and section C. If the selected time is not free or it will not be possible to reserve the time needed to handle the transport, you will be informed in the next step.

You can switch between dates using the arrows to the left and right of the date (above the list of hours).

The hours in section B are marked with the colors:

- dark blue means the currently selected time;
- light blue color shows time slots open for booking;
- gray color indicates hours already reserved or hours in which the warehouse does not work - in such hours it is possible to reserve the date, but the reservation will have to be confirmed by the service of the given warehouse.

The date selection in section C is possible after clicking on the currently selected date. After clicking, you will see a small calendar on which you should choose the date that interests you.

The screenshot shows a reservation form for Warehouse A. At the top, there is a 'Date' field with the value '2018-12-13' and a 'Time of appointment' field with '00' hours and '00' minutes. Below this is a calendar for the year 2018, with dates from 26 to 31. The date '13' is selected. There are also buttons for 'SHOW OPTIONAL FIELDS' and 'NEXT'.

The length of the reserved time window will be calculated automatically based on the transport parameters defined in section D.

**Note** - the length of the reserved window is not calculated for reservations made for addresses added by the **My Addresses** module - for reserving the unloading / loading time, it should be put in manually. Also for reservations in your own warehouse, besides the automatic calculation of the time needed for handling loading / unloading, you have the option of manually entering the time of loading / unloading.

## Vehicle Details

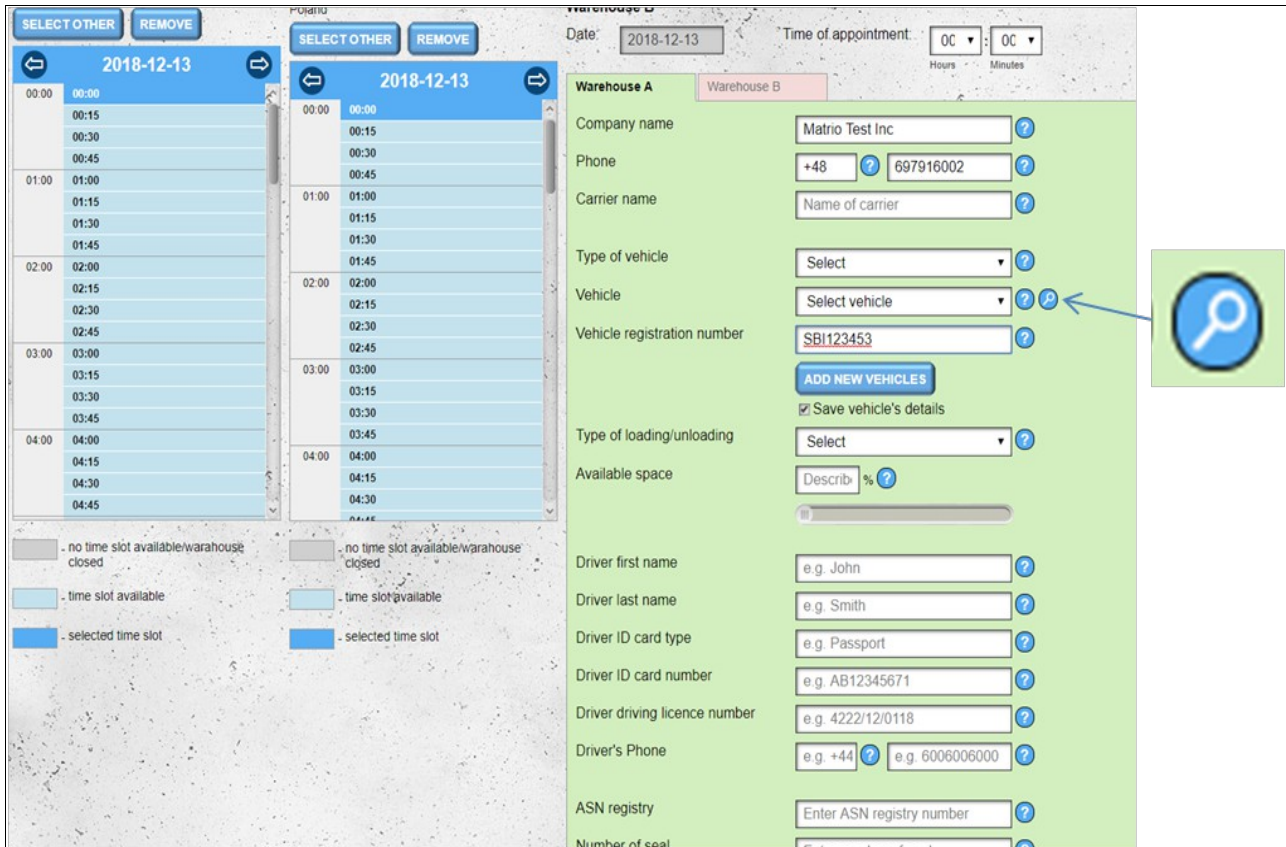
In section D, enter the details of the vehicle that will carry the load. It is important to give the vehicle data correctly, because improper delivery of this data may cause difficulties in handling the transport (the warehouse may not be able to unload / load specific types of vehicles or goods).

To speed up the process of entering vehicle data, you have the option of choosing a vehicle from the list (provided that you have previously defined your fleet in the Vehicles module). After selecting the vehicles, the remaining data will be filled in automatically. The list of vehicles is filtered after the name of the carrier, which means that only vehicles are visible for the carrier specified in the



**carrier name** field (if the field is empty then all vehicles are visible).

In addition to choosing a vehicle from the list, you also have the option of searching for a vehicle that will be near the selected warehouse. To do this, click on the magnifying glass icon next to the list of vehicles.



After clicking the icon, the vehicle search screen will appear. You can search for vehicles using the following parameters::

- vehicle type (TIR 24t, set, 3.5t plates, etc.);
- time range from the currently reserved date;
- distance from the place where we reserve the date;
- you can also decide whether to search for vehicles only with regard to conditional advice.

### Find Closest Vehicle

Type of vehicle:  Conditional appointments:

From (days): \*  To (days): \*  Distance range (km):

\* use negative numbers for past days

**FIND VEHICLE**

The map displays several vehicle icons across Central Europe, including Poland, Czech Republic, and Slovakia. A popup window for Poznań, Poland, shows the following details:

- Poznań
- WZ12345 (TIR 24t)
- [Select vehicle](#)
- 2015-09-15 20:30-21:00

If there are meeting dates matching the defined parameters, they will be shown on the map. After clicking on the vehicle icon, data for the given location will be displayed::

- name of the city;
- a list of vehicles including dates and times.

After clicking on the date and time a window will open with details of the given notification. If you want to choose a particular vehicle, click on the blue text, **select vehicle**.

If you enter the details of a new vehicle, you have the option of adding that vehicle to the database of your fleet.



Vehicle registration number SBI123453 ?

ADD NEW VEHICLES

Save vehicle's details

To do this, click the "**Add New Vehicle**" button below the box with the vehicle registration number. The second option is to leave the "**Save vehicle's details**" option selected - then the vehicle will be saved when the time is booked in the warehouse. After adding the vehicle, an email will be sent (unless this option has been disabled in the notification options) to remind you to complete incomplete vehicle details.

If you reserve the date of two warehouses at the same time, data from warehouse A is automatically copied to warehouse B (this also applies to other transport information).

## Driver details

In section D you have the possibility to provide driver data. As in the case of vehicles, you have the option of choosing a driver from the list (if the drivers have been previously entered in the **Drivers** module). If the meeting is booked by the driver, his data will be loaded automatically. Drivers as well as vehicles are filtered after the name of the carrier.

## Cargo details

In section D, you also define the remaining transport data. Complete as many parameters as possible. All data required by the magazine is marked with asterisks. Not submitting data or providing incorrect data may result in problems when handling the transport (for example, providing too small amount of goods may result in a too short time interval for unloading / loading, not committing the type of transported goods may result in the inability to accept the goods).

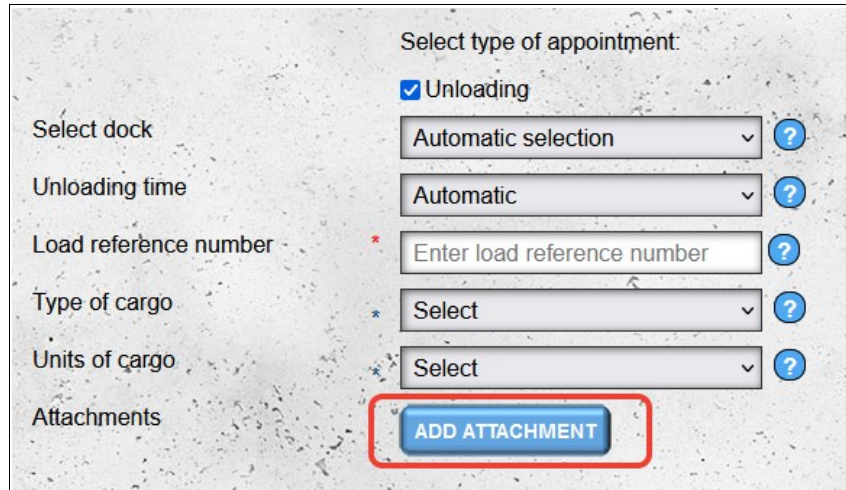
If you reserve a date in one warehouse, you must select at least one type of transport: loading or unloading of the goods. If you will deliver goods to a given warehouse and receive goods from it, you must select both types of transport, and define parameters for each.

If you reserve a date in two warehouses, the type of transport (loading / unloading) will be determined automatically based on the date and time. The earlier date and time will correspond to the load location.

## Attachments

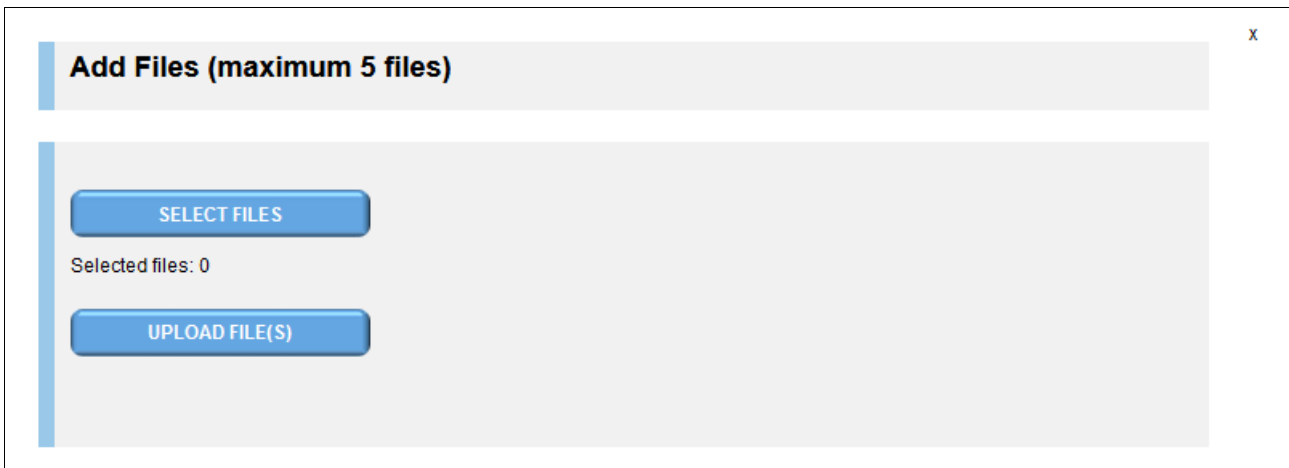
In section D, we also have the option of adding attachments to the booked notification window. Attachments are added separately for unloading and loading.

To display the form for adding attachments, select the type of transport type (loading/unloading) and then click the "Add attachment" button.



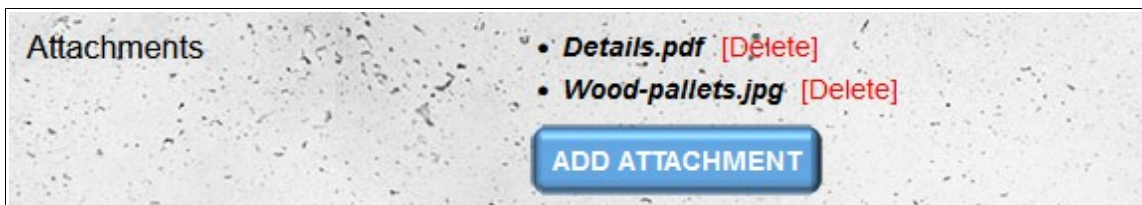
The screenshot shows a form titled "Select type of appointment:" with the "Unloading" option selected. Below this are several input fields: "Select dock" (Automatic selection), "Unloading time" (Automatic), "Load reference number" (Enter load reference number), "Type of cargo" (Select), and "Units of cargo" (Select). Each field has a blue question mark icon to its right. At the bottom of the form, the "Attachments" section is highlighted with a red box, containing a blue "ADD ATTACHMENT" button.

Then select the file/files that you want to attach to the notification and click "Upload File(s)".



The screenshot shows a dialog box titled "Add Files (maximum 5 files)". It contains a blue "SELECT FILES" button, the text "Selected files: 0", and a blue "UPLOAD FILE(S)" button.

Uploaded files will be added to the main appointment booking form.



The screenshot shows the "Attachments" section of the main appointment booking form. It displays two uploaded files: "Details.pdf" and "Wood-pallets.jpg", each with a red "[Delete]" link next to it. Below the list is a blue "ADD ATTACHMENT" button.

## Booking a Notification Date

After filling in the data and clicking the next button, the system will automatically calculate the length of time needed for handling loading / unloading and check whether a given transport can be served on a selected day at the time chosen by you. If the date is reserved, you will be redirected to the daily calendar in "Other Warehouse Appointments" module or to the daily calendar in "My Warehouse Appointments" if you have reserved the date in your own warehouse (the content on the screen will be moved so that the reserved date is visible on the screen).

If it is not possible to automatically find a free time in the warehouse, you will be informed about the conditional notification in the next step. Additionally, the hours will be marked in red (in the case of booking the date both at the place of loading and unloading in red, only the hours will be marked for the warehouse in which the date is not available). You will be able to choose another available date or make a conditional notification, which will have to be confirmed by the magazine.

If you notice an error in the given transport data, you can change it by clicking the **Change** button at the bottom of section A - you will then be moved to the previous step.

Depending on whether you book one or two dates at the same time the screen will look a bit different:

**Uwaga - Awizacja warunkowa!**

Miejsce dostawy/odbioru towaru: Trimax  
Brzozowa 1  
43-300 Poznan  
Polska

Data: 2016-08-07  
Godziny awizacji: 13:00 - 13:50

Typ samochodu:  
Nr rejestracyjny samochodu:  
Typ rozładunku/załadunku:  
Wolna przestrzeń:  
Imię kierowcy:  
Nazwisko kierowcy:  
Rodzaj dokumentu tożsamości kierowcy:  
Numer dokumentu tożsamości kierowcy:  
Numer prawa jazdy kierowcy:  
Telefon kierowcy:  
Nazwa firmy: Test Magazyn  
Telefon: +48 605825107  
Nazwa przewoźnika:  
Rejestr ASN:  
Numer plomby:  
ADR: Nie  
Rozładunek: Tak  
Typ ładunku:  
Jednostka towaru:  
Ilość towaru:  
Kod pocztowy załadunku:  
Nadawca:

2016-08-07	
13:00	13:00 Rozładunek: 13:00 - 13:50
	13:15
	13:30
	13:45
14:00	14:00
	14:15
	14:30
	14:45
15:00	15:00 Rozładunek: X 15:00 - 15:50
	15:15
	15:30
	15:45
16:00	16:00
	16:15
	16:30
	16:45
17:00	17:00
	17:15
	17:30
	17:45
18:00	18:00
	18:15
	18:30
	18:45
19:00	19:00
	19:15
	19:30

Brak dostępnego okna/magazyn nieczynny  
Dostępne okno  
Wybrane okno

One-point booking screen

A - transport data provided in the previous step

B - change of time / date of notification

**Magazyn A**  
Magazyn Centralny (NetSoul)  
Krakowska 78a  
43-340, Kozy  
Polska

**Magazyn B**  
Odbiomnik Sp. z o.o.  
Mogilska 120  
31-445, Kraków  
Polska

**2016-08-07** | **2016-08-07**

**Uwaga - Awizacja warunkowa!**

Miejsce dostawy/odbioru towaru: **Magazyn A**  
Magazyn Centralny (NetSoul)  
Krakowska 78a  
43-340 Kozy  
Polska

**Magazyn B**  
Odbiomnik Sp. z o.o.  
Mogilska 120  
31-445 Kraków  
Polska

Data: 2016-08-07 (Magazyn A)  
2016-08-07 (Magazyn B)

Godziny awizacji: 16:00 - 17:06 (Magazyn A)  
18:00 - 19:17 (Magazyn B)

Typ samochodu:  
Nr rejestracyjny samochodu:  
Typ rozładunku/załadunku:  
Wolna przestrzeń:  
Imię kierowcy:  
Nazwisko kierowcy:  
Rodzaj dokumentu tożsamości kierowcy:  
Numer dokumentu tożsamości kierowcy:

Loading or unloading booking screen.

A - transport data provided in the previous step

B - change of time / date of notification

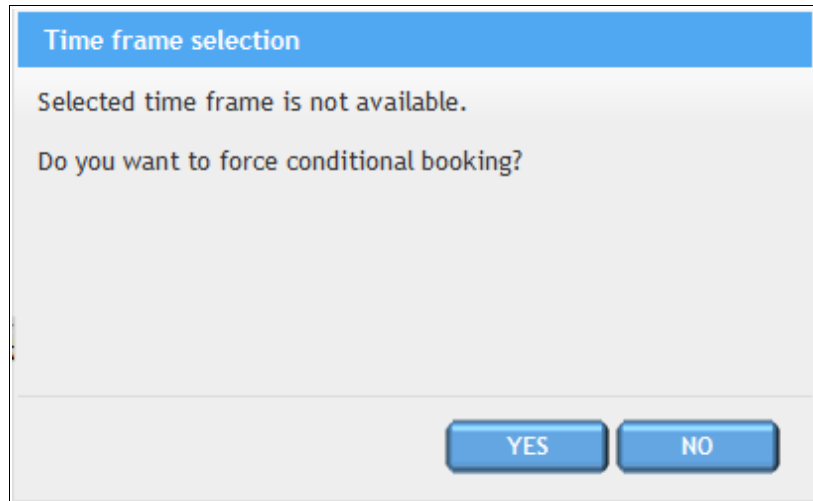
### Conditional notification

Red stripe with conditional info will appear if there are conflicts with the notification booked. In order to make a conditional notification, press the Next button under the transport details. Conditional notification will have to be confirmed by booking warehouse in order to be treated as Notification

### Change of date/time

Change of date and / or time of notification is possible in section B. The transition between consecutive days is possible using the arrows next to the date in the header. The change of the notification time follows after clicking on a specific hour:

- the first click shows the details for the selected time;
- the second click selects the new time or displays a message that the time is not available. You can enforce conditional notification, which will have to be confirmed by the warehouse.



After changing the time and clicking the Next button, the selected date will be reserved.

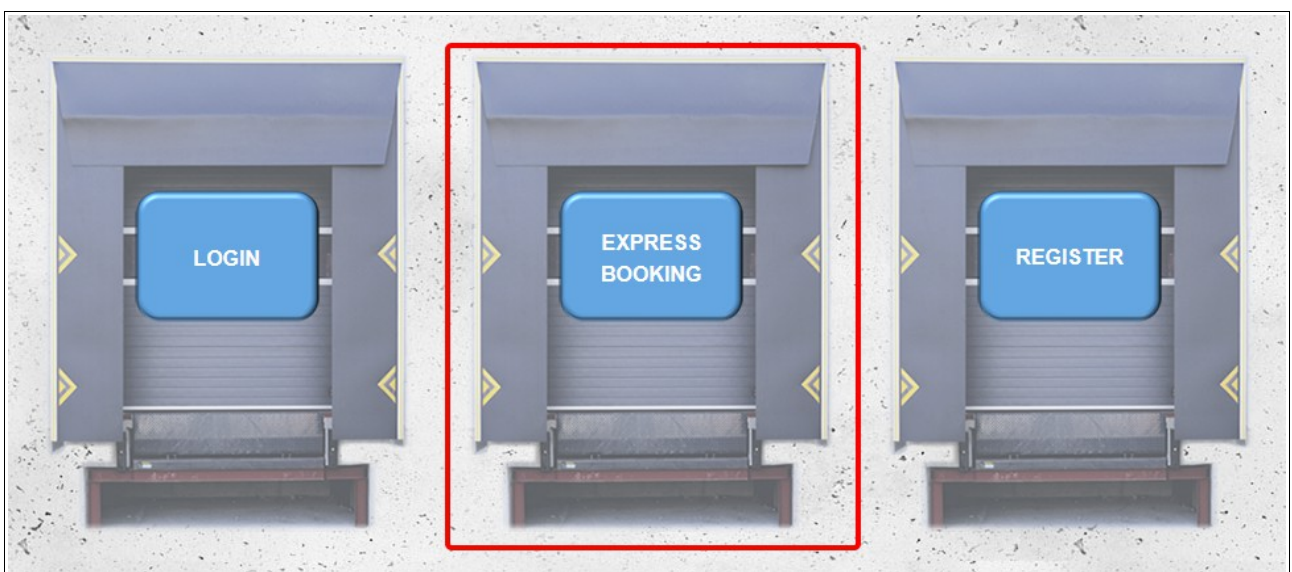
**ATTENTION! - if the selected date has been reserved in the meantime, you will be informed that the selected date is not available and you will be redirected back to the screen of change of the notification date.**

After booking, all pages (warehouse, carrier and driver) receive email notifications (unless they have disabled this option in the notification settings).

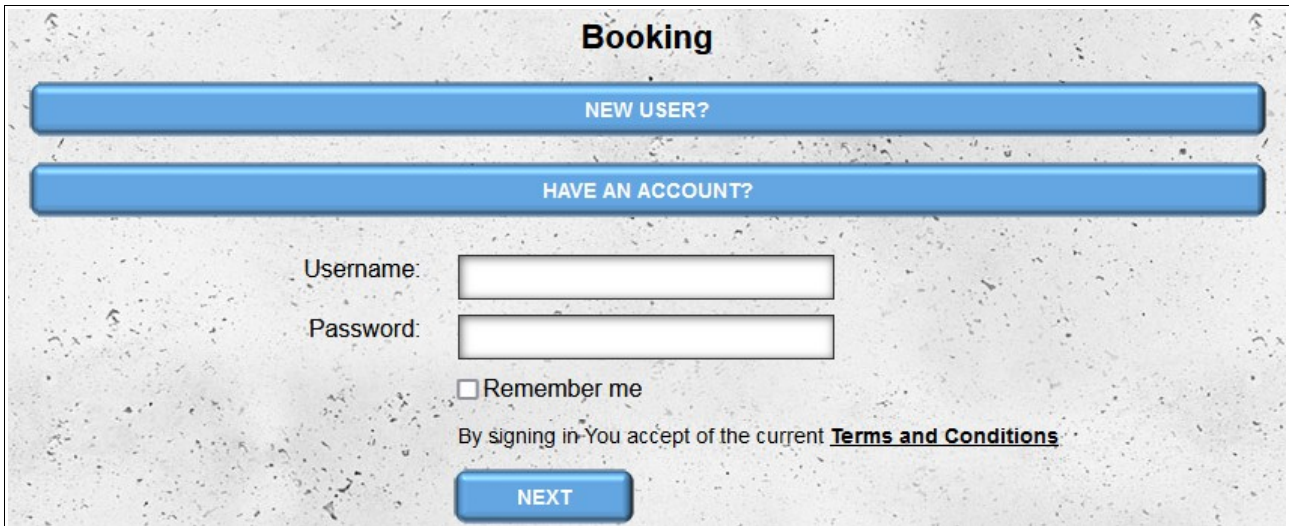
**ATTENTION! Do not share received messages because they contain hyperlinks that automatically log users into the system.**

### ***Express booking***

If you are not logged in to the system or even you are not registered in the system, you can still book notification using express booking and all you need for this is your email address Just press o Express Booking on the main page and follow few easy steps.

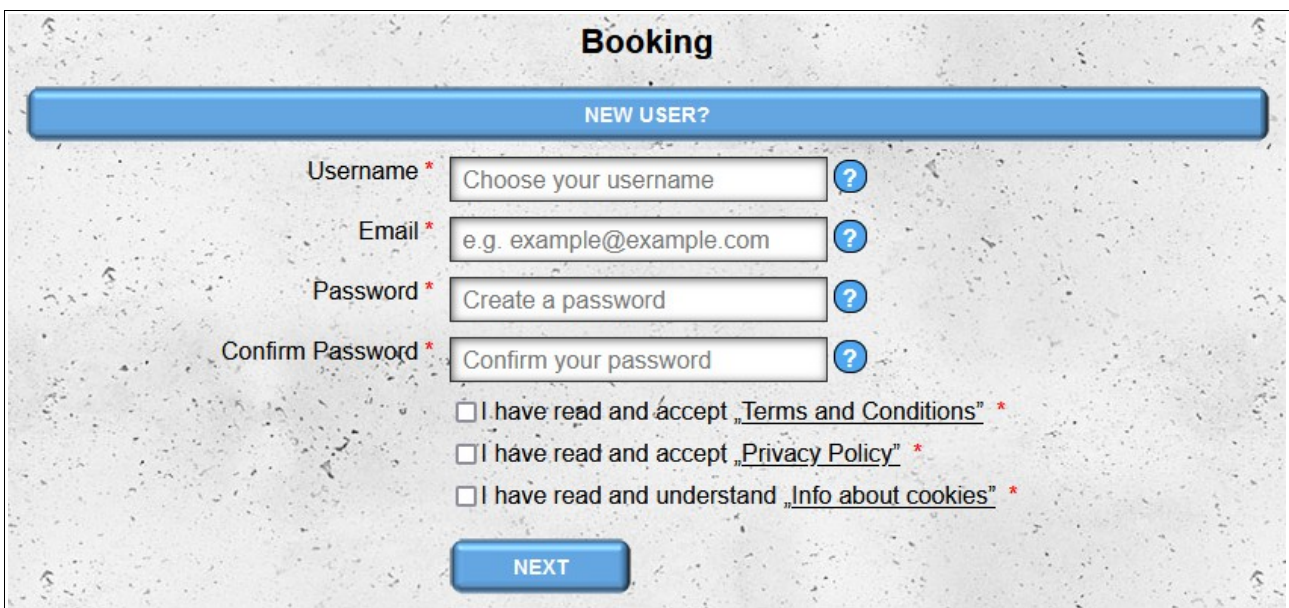


If you are already registered in the system, you can still use Express Booking, just enter your login credentials and follow directly into booking



The image shows a web form titled "Booking". At the top, there are two blue buttons: "NEW USER?" and "HAVE AN ACCOUNT?". Below these, there are two input fields: "Username:" and "Password:". Under the password field, there is a checkbox labeled "Remember me". Below the checkbox, there is a line of text: "By signing in You accept of the current [Terms and Conditions](#)". At the bottom of the form is a blue button labeled "NEXT".

If you do not have an account in the system, in the first step you choose a login to log into the system. You must give your email address and you enter the password you want to use to log in to the system twice.



The image shows a web form titled "Booking". At the top, there is a blue button labeled "NEW USER?". Below this, there are four input fields: "Username \*", "Email \*", "Password \*", and "Confirm Password \*". Each input field has a placeholder text and a blue question mark icon to its right. The placeholder texts are: "Choose your username", "e.g. example@example.com", "Create a password", and "Confirm your password". Below the input fields, there are three checkboxes with labels: "I have read and accept „[Terms and Conditions](#)” \*", "I have read and accept „[Privacy Policy](#)” \*", and "I have read and understand „[Info about cookies](#)” \*". At the bottom of the form is a blue button labeled "NEXT".

The next steps are the same as in the case of standard booking.

If you have made a reservation by not having an account in the system, then during booking the notification, your account will be pre-registered automatically.

The account created during the express notification, until full registration, has access only to the modules available for the **driver** type account.



Until the account is fully registered, the system will show a reminder asking you to complete the registration.

START > OTHER WAREHOUSES APPOINTMENTS > MONTH DOWNLOAD OUR APPLICATION

**info**dock Go Back Refresh Booking Monitoring Other Warehouses Appointments Claims Register Account

Please complete account details to improve functionality

November 2021

Legend DAY WORKING WEEK WEEK MONTH MULTI MONTH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Nov		2	3	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28

W Mon Tue Wed Thu Fri Sat Sun

44 1 2 3 4 5 6 7

45 8 9 10 11 12 13 14

46 15 16 17 18 19 20 21

47 22 23 24 25 26 27 28

48 29 30 1 2 3 4 5

BOOKING

FILTER

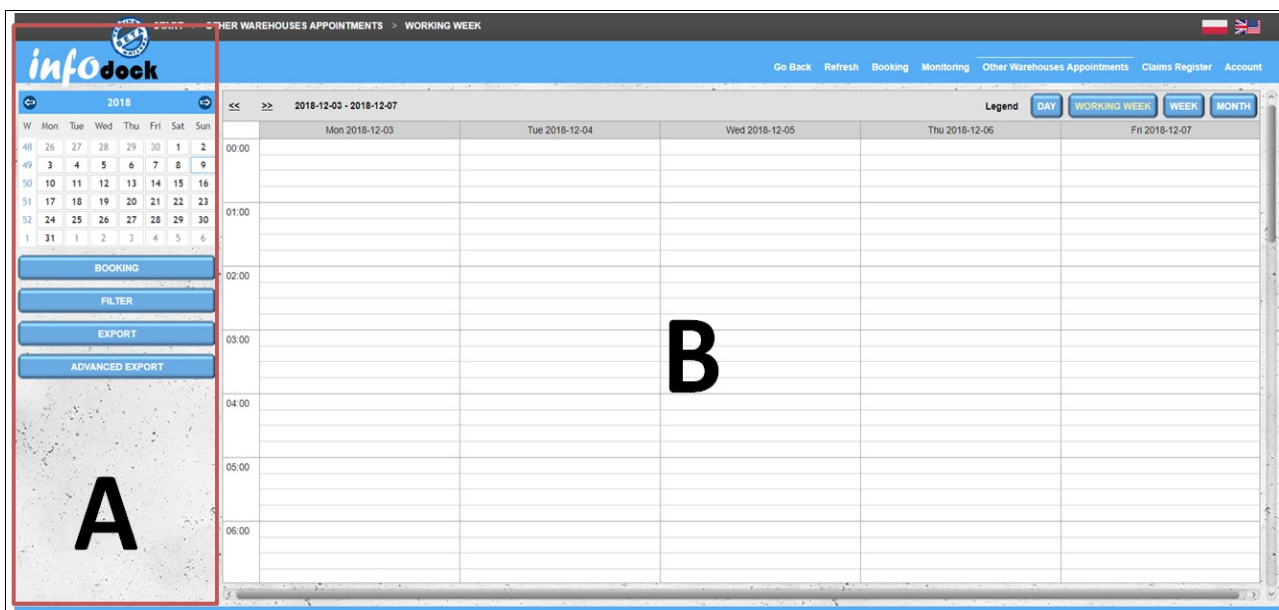
EXPORT

ADVANCED EXPORT

## "Other Warehouse Appointments" calendar

The "Other Warehouse Appointments" module allows you to manage the dates that we booked in the warehouses of other system users. The calendar screen is divided into two sections:

- **left section A** contains:
  - a small calendar that facilitates navigation between dates in the main calendar on the right side of the screen;
  - a link enabling you to start a new booking;
  - filter enabling filtering of dates in the main calendar;
  - the option to export reserved dates;
- **right section B** - is a calendar containing the dates of all our reservations (also dates reserved by our drivers). There are several types of calendar views available:
  - **Day** - a view containing reservations for one day;
  - **Work Week** - a calendar with dates for five days: from Monday to Friday;
  - **Week** - a weekly calendar containing meetings from Monday to Sunday;
  - **Month** - a calendar containing meetings for the whole month.



### Calendar filtering

To facilitate the viewing of the calendar, it is possible to apply a filter. By default, you have the option of filtering re breakdown according to the following data:

- Warehouse - the name of the company in which we made the reservation;

- Type of shipment - you can show both types of reservations or only loading or unloading;
- Registration number - car or trailer registration number;
- ASN - cargo ASN number
- Canceled windows - by default, dates that have been canceled are not displayed - you can also show all dates and only dates that have been canceled;
- Windows with complaints - it allows you to search for dates for which a complaint has been filed or deadlines without complaints (by default, both the deadlines for the complaint and for any complaints are displayed);
- Complaint number - allows you to search for a reservation by the number of the complaint..

In addition to the options available by default, you have the option to add custom options to the filter. These options are available by clicking the More Options button.

X

**Additional filtering options**

- Type of cargo
- Units of cargo
- Amount of cargo
- Type of vehicle
- Type of loading/unloading
- Carrier
- Driver
- Driver's phone
- Driver's driving licence number
- Additional driver's ID
- Number of seal
- ADR
- ADR Class

APPLY

After adding the custom option and applying the filter, the added option will be permanently visible in the filtering form. To delete an additional option, uncheck it in the "Additional filtering options" window and apply a filter to save changes.

The "**Clear Filter**" option restores the default values of each filtering option (it does not affect additional filters added to the filtering form).

## Export

This option is used to export terms visible in the current calendar to the MS Excell format.

## Advanced export

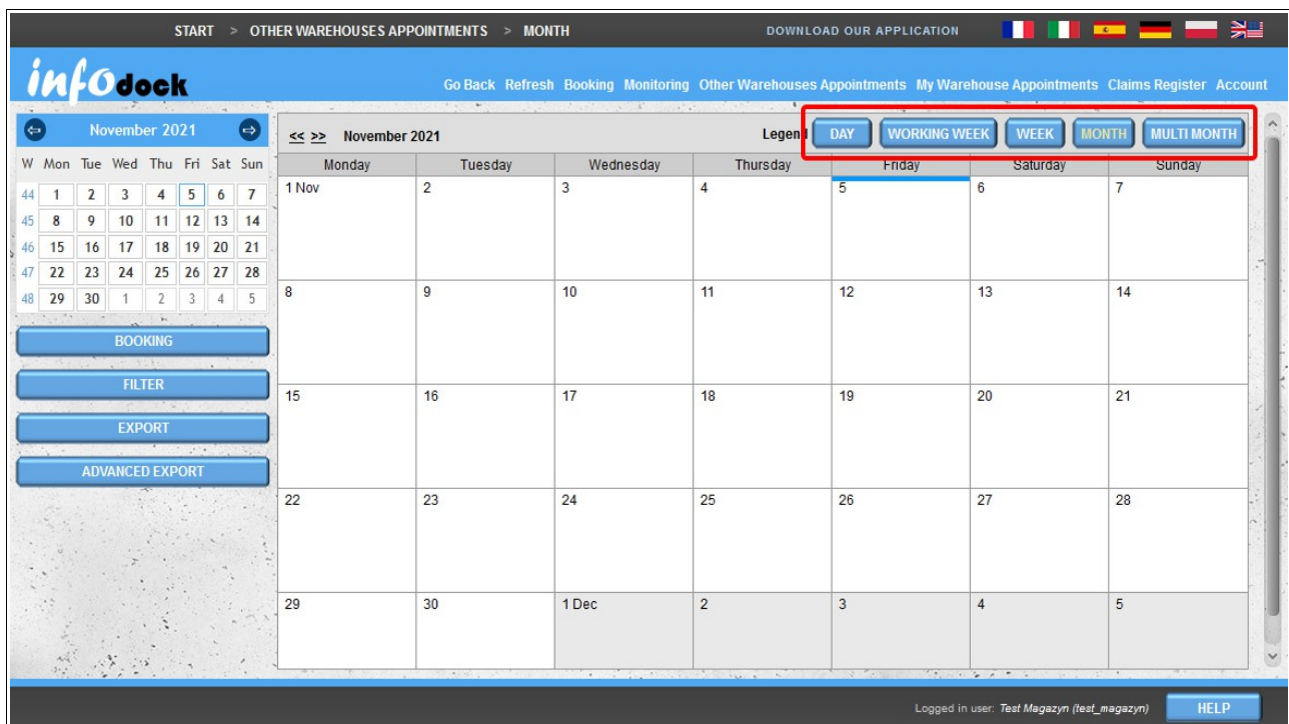
Advanced export allows you to change the time range of exported dates from the calendar, ie exports to MS Excell the terms from the given time range, taking into account the current filter settings.

## Calendar views

There are four basic views of the calendar:

- Day;
- Working Week;
- Week;
- Month.

To switch between individual views use the buttons located in the upper right corner of the right part of the screen..



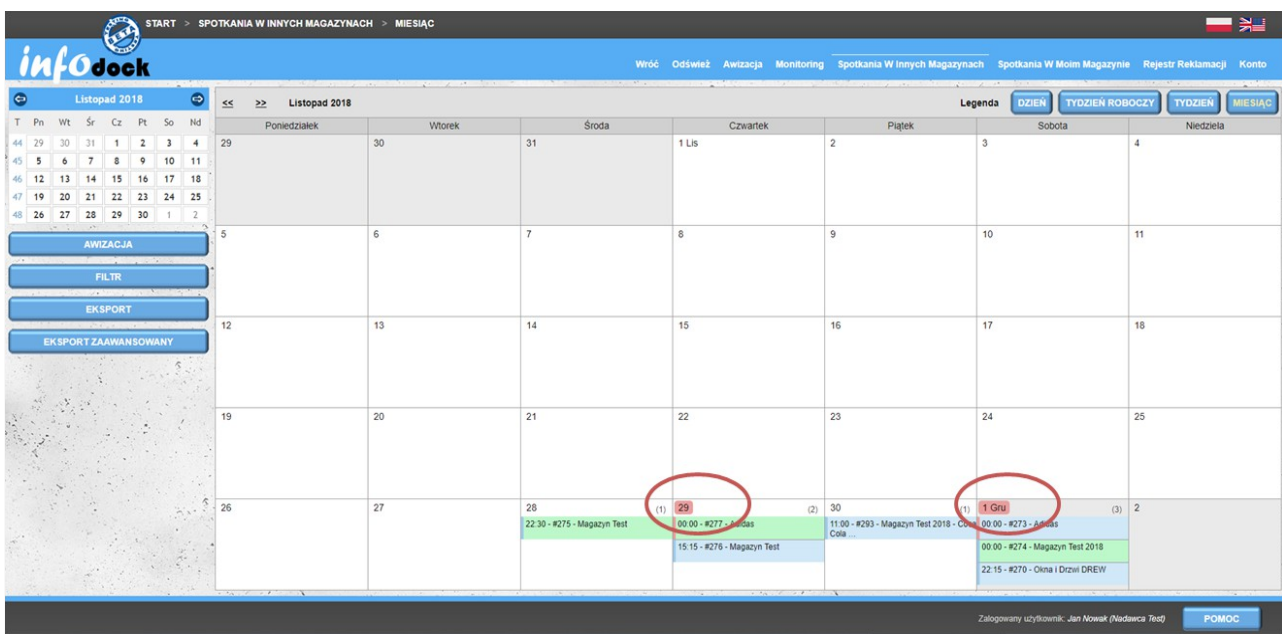
All types of views have similar functionality that allows dragging meetings in case they need to be moved to another date:

- daily view allows you to transfer your booking to a different time on a given day;

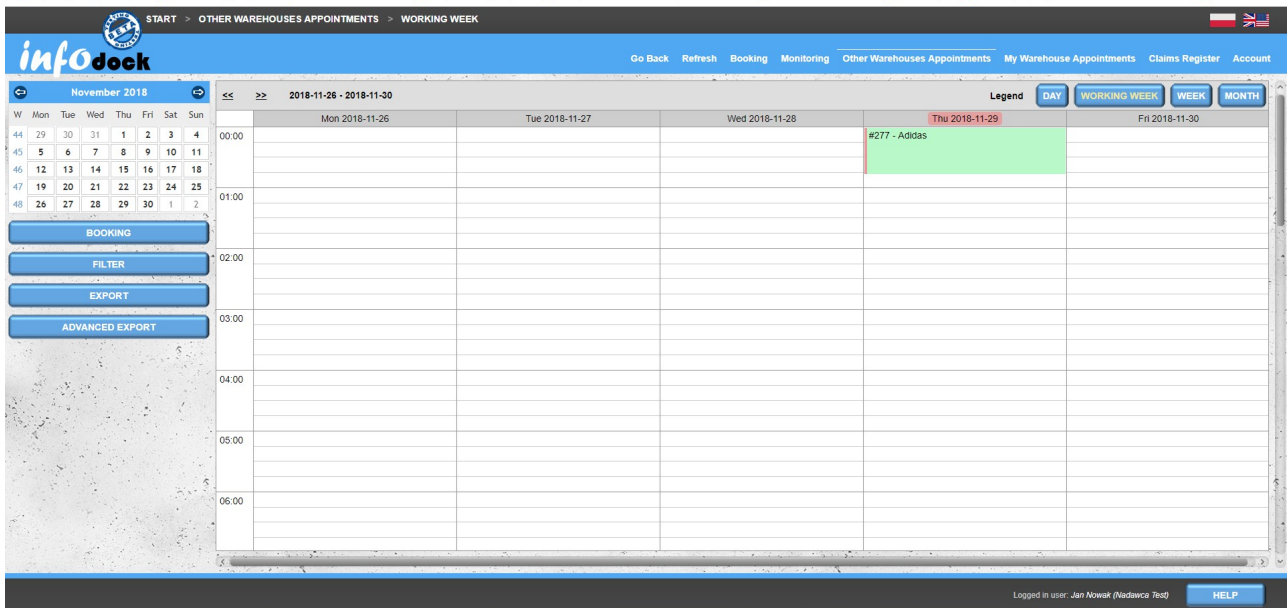
- week views (both five- and seven-day) allow you to change both the day and the time of booking;
- monthly view allows you to change the day of booking.

To move a reservation to another date, click on the reservation with the left mouse button and then, without releasing the mouse button, drag and drop the reservation on the new date. After dropping the meeting on the new date, the system will ask you to confirm the operation. If you do not want to transfer the booking to a new date (eg chose a bad date / time), you do not approve the operation and the reservation will not be changed. If you confirm the change of the date, the system will check whether the newly selected date is available. If the new date is not available, you will receive a message saying that the deadline is already taken. Then, you can continue and change the date of booking, but the reservation will be conditional and will have to be approved by the warehouse.


The days in which conditional terms are reserved are additionally marked in all calendar views. Every few seconds the date of the day of the month (in the monthly view) or the date of the day (in the remaining views) is highlighted in flashing red.



In the above illustration (monthly view), conditional meetings are reserved on the 29th and first day of the following month.

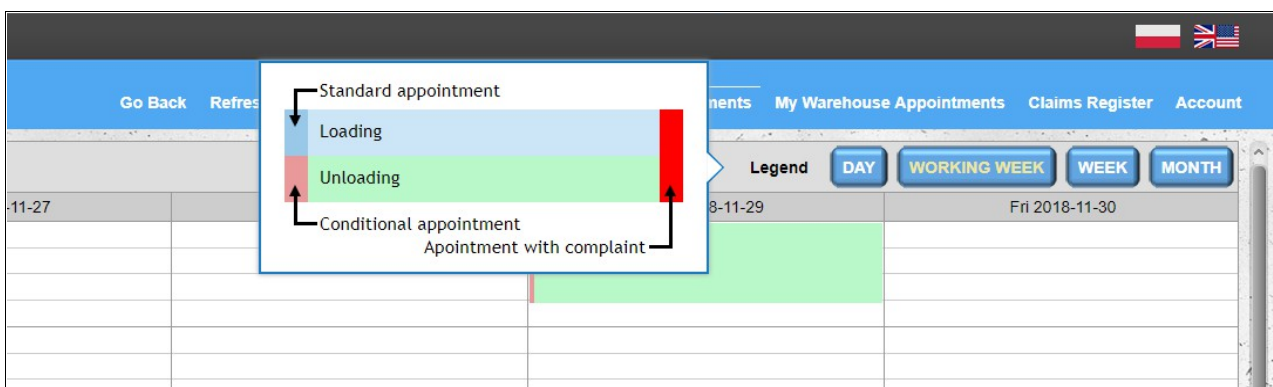


In the above illustration (weekly view), conditional meetings are booked on Thursday 29th of November.

In month view, when you hover your mouse over a given day, a blue icon with a plus sign appears  - its clicking starts the process of booking a new date on a given day.

### A single reservation view

Each meeting visible in the calendar is described in a similar way. In the description you can see the starting time of the reservation, unmer reservation and the name of the warehouse (company) from which you receive or to which you deliver the goods. In addition, reservations are marked with different colors.

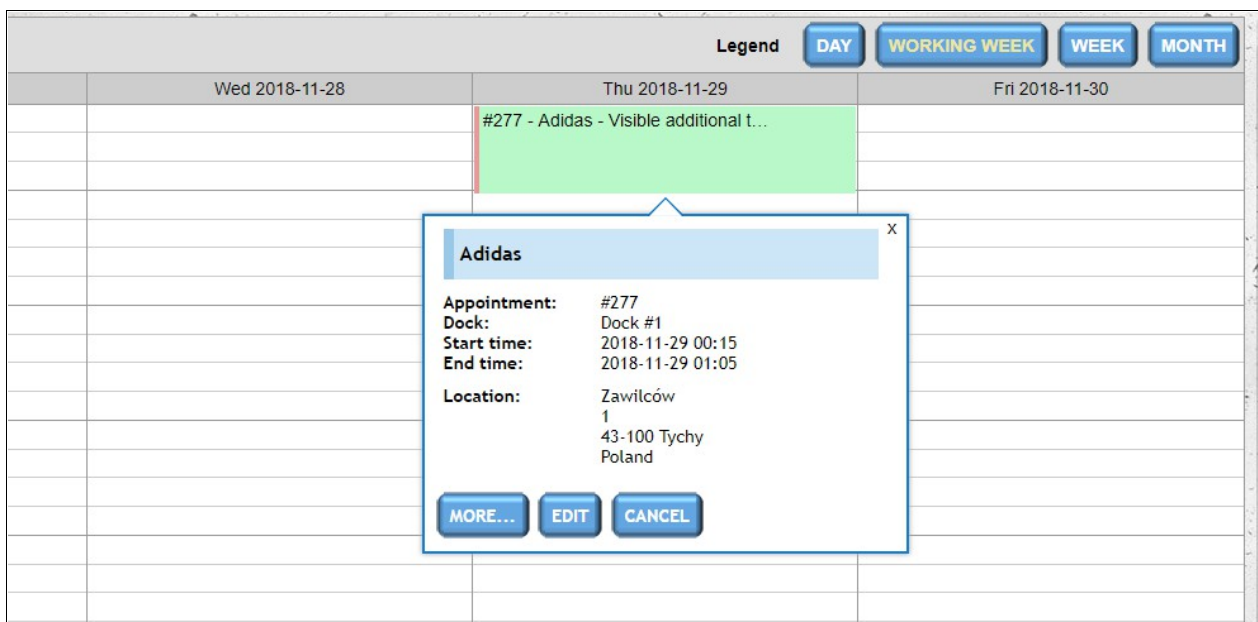


The light blue background means **loading**. A light green background means **unloading**. By default, all reservations have a blue bar on the right. However, if the reservation requires confirmation by the warehouse, this bar changes color to bright red. If a complaint has been submitted for a given notification, such notification will be marked with a red stripe on the right. The above **legend** is available after hovering over the legend, next to the buttons for switching calendar views.

## Details of the notification

To preview the data of the reserved date, click the left mouse button once on the calendar date. This will display some additional information about the notification and give you some additional options:

- **More** button displays all the details of the appointment;
- **Edit** button allows to edit the appointment (editing the appointment is similar to booking a new date, we can choose to edit all data and the option to supplement only the vehicle and driver data);
- **Cancel** button is used to cancel the reserved period (canceled appointments are not displayed by default in the calendar, but they can be displayed after changing the filter value)..



It is also possible to display all details of the notification by double-clicking the left mouse button on the given notification.

In the window with the details of the notification, as in the case of the preview of the notification, you can edit and cancel the reserved date. You also have two additional options:

- the possibility of lodging a complaint by adding an appropriate note (additional files, such as damage photos or a list of missing items, can be attached to the complaint). More details about the complaint can be found in the **Claims Register** section;
- the possibility of changing the notification status (apart from the default status '**On time**', we can also choose the following options: '**Before time**', '**Delay**', '**Not realized**').
- the ability to track the actual start / end times of the notification and arrival / departure of the car (these times are saved separately for the supplier / recipient and separately for the warehouse).

EDIT
CANCEL
CLAIMS REGISTER
X

<b>Delivery/Collection company details:</b>	Test, Zarzeczce 315, 38-220 Dębowiec, Poland
<b>Date:</b>	2021-09-27
<b>Unloading:</b>	06:00 - 06:31, 2021-09-27; Dock: Dock #1
<b>Supplier/contractor:</b>	-
<b>Load reference number:</b>	ZAM01/2021
<b>Cargo:</b>	Pallets; EURO pallet ; 1;
<b>Estimated load weight (kg):</b>	245

**Status:**

Before time
On time
Delayed
Not Realized

<b>Arrive time:</b>	05:55 (2021-10-26 12:17:11)
<b>Actual unloading start time:</b>	05:58 (2021-10-26 12:17:20)
<b>Actual unloading end time:</b>	06:20 (2021-10-26 12:17:25)
<b>Departure time:</b>	06:25 (2021-10-26 12:17:30)

<b>Vehicle:</b>	BD123DE (TIR (24t) metal); Trailer: BLCH123
<b>Type of loading/unloading:</b>	Rear
<b>Available space:</b>	-

<b>Driver:</b>	Jan Nowak, Phone: +48 605825107
<b>Driver driving licence number:</b>	-
<b>Driver's ID:</b>	ZXZ12345 (DO)

<b>Company:</b>	Test, Phone: +48 000000000
<b>Carrier name:</b>	-

<b>Number of seal:</b>	-
<b>ADR:</b>	No


<b>Comments:</b>	-
------------------	---

*Window view with the details of the notification.*

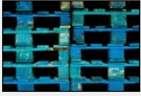
It is also possible to add attachments from the window with appointment details. The "Attachments" section is located below the field with an additional description of the notification.

**Comments:** -

**Attachments:** Add attachment



**Details.pdf**  
2023-05-02 10:00:53 by Jan Nowak, Test  
Dedykowany  
[Delete]



**Wood-pallets.jpg**  
2023-05-02 10:00:53 by Jan Nowak, Test  
Dedykowany  
[Delete]

Removing attachments is possible from the account from which they were added and from the level of warehouse accounts in which the given notification is saved.



## Work schedule

In addition to the calendars listed above, list views are also available. By default, the **Work Schedule** displays a list of all dates reserved for the next 24 hours. To display a list for a selected day, click on the date in the small calendar in the left part of the screen.

The screenshot shows the 'Work Schedule' page for December 2018. The calendar on the left highlights the 24th. The main content area lists three reservations:

- Adidas**: Appointment #273, Dock #1, Time 00:00 - 00:50, Location Zawilców 1 43-100 Tychy, Poland.
- Magazyn Test 2018**: Appointment #274, Dock #1, Time 00:00 - 00:50, Location Krakowicka 9a, 38-200 Jaslo, Poland.
- Okna i Drzwi DREW**: Appointment #270, Dock #1, Time 22:15 - 23:05, Location Szkolna 1 43-356 Kety, Poland.

The list contains basic information about the reserved period:

- company / warehouse name;
- meeting number and name or number of the dock that supports the given notification;
- date and time of start and end;
- address of the location - clicking on the address opens the map with a view of the given location in the external Google Maps service (to open the preview in a new window, click on the address holding the **Ctrl** key pressed on the keyboard);
- information about the transported cargo;
- driver and vehicle details.

To view more details for a given date, click the **More...** button located on the right side of each booked date in the list.

The **Send On Email** button gives us the opportunity to send a **work schedule** (list of meetings visible on the screen) to our email address

## Work Schedule (Vehicles)

Work Schedule (Vehicles) is a list of meetings grouped for each of your vehicles.

The functionality is identical to the usual work plan. The only difference is the display of the notification with the division into vehicles.

START > OTHER WAREHOUSES APPOINTMENTS > WORK SCHEDULE

Go Back Refresh Booking Monitoring Other Warehouses Appointments My Warehouse Appointments Claims Register Account

November 2021

Work Schedule (Vehicles) (2021-10-15) SEND ON EMAIL

W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
44	1	2	3	4	5	6	7
45	8	9	10	11	12	13	14
46	15	16	17	18	19	20	21
47	22	23	24	25	26	27	28
48	29	30	1	2	3	4	5

**BD05SR2**  
No appointments found in selected day

**BD05SRS**  
No appointments found in selected day

**WW123456**  
**NetSoul** MORE...

Appointment: #17905; Dock: Lokalizacja 1; REF2021/123/12345;  
Time and date: 10:00 - 10:40, 2021-10-15  
Location: Zarzeczce 315, 38-220 Dębowiec, Poland  
Cargo: Pallets; EURQ pallet; 10;  
Driver/Vehicle: Kierowca Testowy, Phone +48 605825107; WW123456

**WW123657**  
No appointments found in selected day

The export of the vehicle work plan is slightly different because the dates reserved for each vehicle are on separate sheets.

## Appointments Without Vehicle

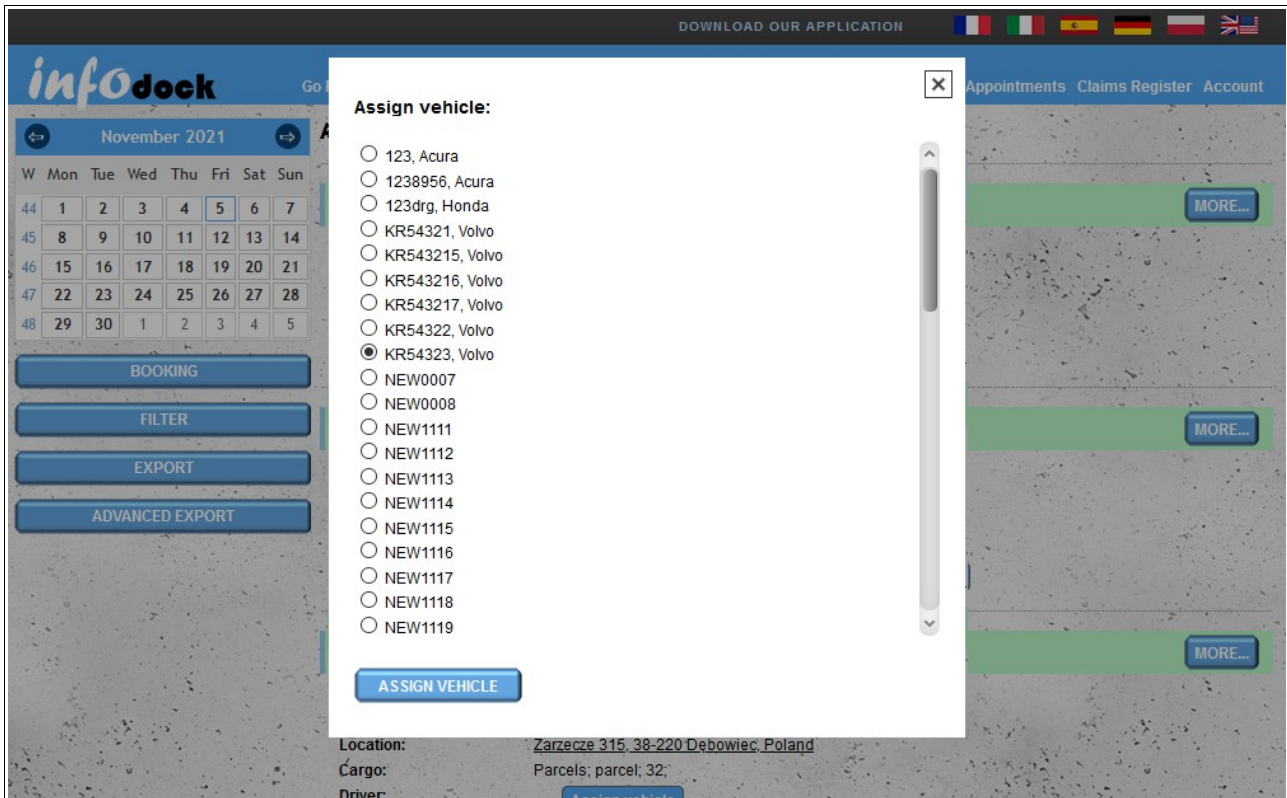
This module displays a list of all reserved dates for which no vehicle has been assigned.

Appointments Without Vehicle

**NetSoul** MORE...

Appointment: #18276; Dock: Lokalizacja 1; REF;  
Time and date: 12:00 - 12:40, 2021-10-28  
Location: Zarzeczce 315, 38-220 Dębowiec, Poland  
Cargo: Pallets; EURO pallet; 10;  
Driver: - Assign vehicle

Each item on the list contains the same information as for the **Work Schedule** (without the vehicle data that is not assigned). In addition, there is an option to assign a vehicle directly from the list without having to edit the entire notification. To assign a vehicle, click the button **Assign vehicle** and then from the list of vehicles, select the vehicle that you want to assign to a given meeting and press the button **Assign Vehicle** located under the list of your cars.



## Import

The "Other Warehouse Appointments" calendar also allows you to import the term from external software. To do this, prepare a file in **CSV format** and then import it into the system. The file must meet the following requirements:

- the file must be a valid **CSV** file and the values must be separated by a **comma**;
- **UTF-8** file encoding;
- order of data in the file:
  - unambiguous identifier of the date;
  - identifier of addresses from your address database (module "**My Addresses**") - the value can be empty if an external identifier of the address is given, which was imported in the module "**My Addresses**";
  - external identifier of the address that has been imported in the module "**My Addresses**", the value can be empty if the identifier is given the addresses from the module "**My Addresses**";
- date of reservation in **YYYY-MM-DD** format;

- start time in 24-hour **HH:MM format**;
- end time in 24-hour **HH:MM format**;
- meeting type: **loading** or **unloading**;
- carrier name - the value may be empty;
- driver's name - the value can be empty;
- driver's name - the value can be empty;
- type of driver's identity document - the value may be empty;
- driver's ID number - the value may be empty;
- driver's license number - the value may be empty;
- the telephone number of the driver's country preceded by the plus sign (eg Poland: +48, France: +33, Germany: +49) - the value may be empty if we do not provide the driver's phone number;
- the driver's phone number - the value may be empty if the area code of the driver's country is not given;
- vehicle registration number - the value may be empty;
- trailer registration number - the value may be empty;
- ASN number - the value can be empty;
- transport designation as ARD - **y** - for yes, **n** - for no;
- ADR class designation - the value may be empty;
- number of the seal - the value can be pu sta;
- postal code of loading / unloading - the value may be empty;
- name of the recipient or supplier of the item - the value may be empty;
- additional description - the value can be empty.

Sample line of the file for import:

**appointment\_000001,105,,2016-09-20,10:00,11:15,loading,Spedytor S.A.,Jan,Nowak,Dowód osobisty,ASX124562,POL/1245/2010,+48,791954179,NEW0007,PP98765,ASN/1/2016/78452,y,2.1,S/2016/7845,38-400,Odbiorca Sp. z o.o.,The term imported from an external program**

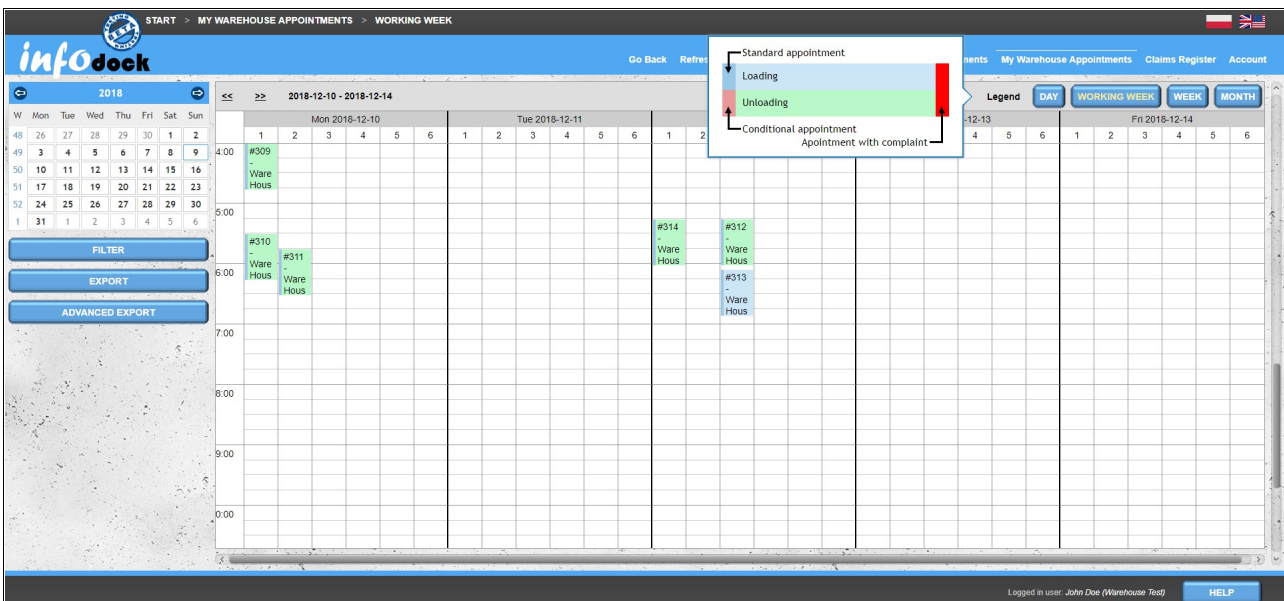
If the file does not meet certain requirements when trying to import, you will receive a message saying that the file is not formatted correctly.

# "My Warehouse Appointments" calendar

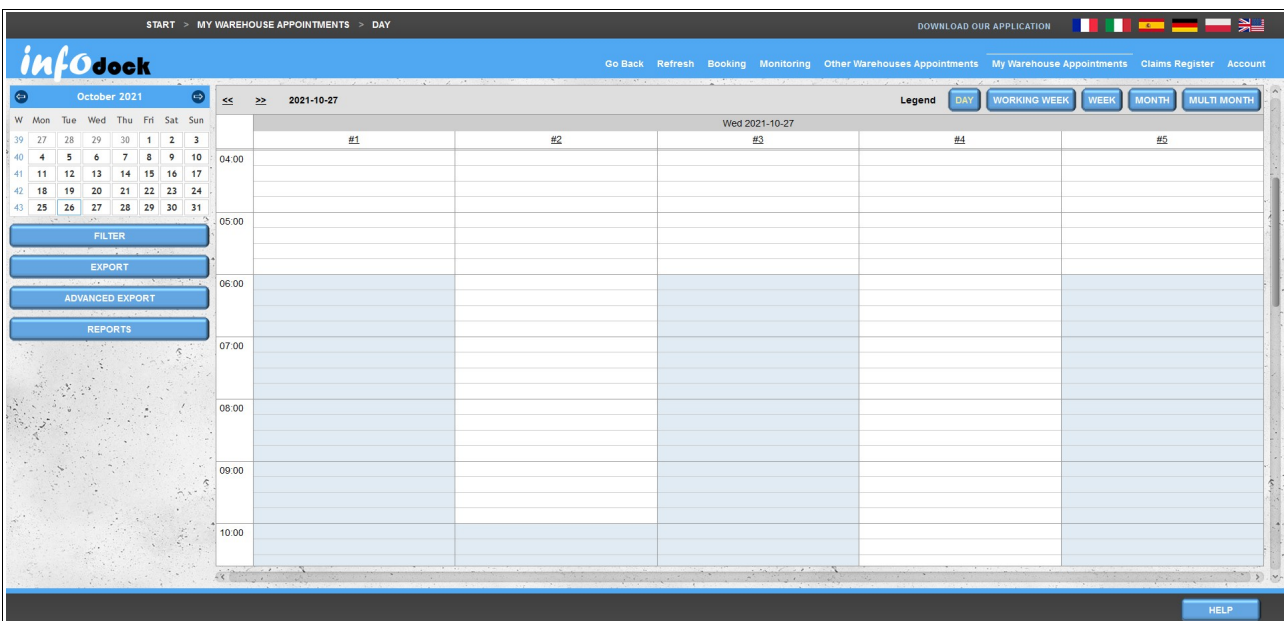
The "My Warehouse Appointments" module allows you to manage the dates that are reserved in your warehouse for other system users. The calendar is available for accounts of the type:

- **supplier;**
- **receiver;**
- **warehouse.**


Screen layout and functionality for basic is the same as for the "**Other Warehouse Appointments**" calendar. There are a few differences in the functioning of the docks. Both the day view and week views (week, working week) days are additionally divided into docks. This allows you to transfer reserved dates between hours and days and to move them between individual docks..



Additionally, the working hours of individual docks are visible in the weekly and daily views. Hours of operation of the docks are highlighted in a light blue color.



If an entrance gate is assigned to our warehouse and it provides us with its events, the appointment for which vehicle entries have been registered will be marked with a flashing truck icon on our calendars.

7	(1)	8
12:00 -  Dostawca S.A.		

In addition, if the entrance gate assigned to our warehouse makes its events available to us, the appointment details window will also contain information on the events assigned to the appointment.

<b>Gate events:</b>	
<b>Entrance:</b>	2023-01-30 16:17 / TT12345 <i>Zezwolenie na wjazd po kontakcie z magazynem. Wjazd pojazdem o innym numerze rejestracyjnym.</i>
<b>Departure:</b>	2023-01-30 16:18 / TT54321

## **Work Schedule (Warehouse)**

As in the case of the forwarder's calendar in the magazine's calendar, there is a warehouse plan available in the form of a list of meetings. By default, **Warehouse Work Schedule** displays a list of all dates reserved for the next 24 hours. To display a list for a selected day, click on the date in the small calendar in the left part of the screen.

The list contains basic information about the reserved period:

- the name of the company that booked the date;
- meeting number and name or number of the dock that supports the given notification;
- date and time of start and end;
- information about the transported cargo;
- driver and vehicle data.

To view more details for a given date, click the **More...** button located on the right side of each booked date in the list.

The **Send On Email** button gives us the opportunity to send a **work schedule** (list of meetings visible on the screen) to our email address..

## Work Schedule (Docks)

Work schedule (docks) is a list of meetings grouped for each of your docks.

The functionality is identical to the usual **warehouse work schedule**. The only difference is the display of the notification divided into individual docks.

The screenshot displays the 'infodock' web application interface. At the top, there is a navigation bar with 'START > MY WAREHOUSE APPOINTMENTS > WORK SCHEDULE (WAREHOUSE)' and several language flags. Below this is a blue header with the 'infodock' logo and a menu: 'Go Back', 'Refresh', 'Booking', 'Monitoring', 'Other Warehouses Appointments', 'My Warehouse Appointments', 'Claims Register', and 'Account'. The main content area is titled 'Work Schedule (Docks)' and features a calendar for November 2021. The calendar shows dates from 1 to 7. To the right of the calendar, there are buttons for 'FILTER', 'EXPORT', 'ADVANCED EXPORT', and 'REPORTS'. The main content area is divided into sections for 'Dock #1', 'Dock #2', and 'Dock #3'. 'Dock #1' shows two appointments from 'NetSoul Spedycja'. Each appointment card includes details such as 'Appointment: #17905; REF2021/123/12345;', 'Time and date: 10:00 - 10:40, 2021-10-15', 'Supplier/contractor: NetSoul Spedycja', 'Cargo: Pallets; EURO pallet; 10;', and 'Driver/Vehicle: Kierowca Testowy, Phone +48 605825107; WW123456, -'. 'Dock #2' shows 'No appointments found in selected day'. 'Dock #3' is currently empty. There are 'SEND ON EMAIL' and 'MORE...' buttons for each appointment card.

As in the case of export of a vehicle work plan by exporting a dock work plan, you will receive a file in MS Excell format with a separate sheet for each dock.

## Import

As with the "Other Warehouse Appointments" calendar, the "My Warehouse Appointments" calendar also allows you to import the term from external software. To do this, prepare a file in **CSV format** and then import it into the system. The file must meet the following requirements:

- the file must be a valid **CSV** file and the values must be separated by a **comma**;
- **UTF-8** file encoding;
- order of data in the file:
  - unambiguous identifier of the date;
  - date of reservation in **YYYY-MM-DD** format;
  - start time in 24-hour **HH:MM** format;
  - end time in 24-hour **HH:MM** format;

- dock number, if no dock is provided, the deadline will be assigned to the first dock;
- meeting type: **loading** or **unloading**;
- contractor's name - the value can be empty;
- the telephone number of the contractor's country phone preceded by the plus sign (eg Poland: +48, France: +33, Germany: +49) - the value may be empty if you do not provide the contractor's telephone number;
- the contractor's phone number - the value may be empty if the contractor's country code is not given;
- carrier name - the value may be empty;
- driver's name - the value can be empty;
- driver's name - the value can be empty;
- type of driver's identity document - the value may be empty;
- driver's ID number - the value may be empty;
- driver's license number - the value may be empty;
- the telephone number of the driver's country preceded by the plus sign (eg Poland: +48, France: +33, Germany: +49) - the value may be empty if you do not provide the driver's phone number;
- the driver's phone number - the value may be empty if the area code of the driver's country is not given;
- vehicle registration number - the value may be empty;
- trailer registration number - the value may be empty;
- ASN number - the value can be empty;
- transport designation as ARD - **y** - for yes, **n** - for no;
- ADR class designation - the value may be empty;
- number of the seal - the value can be empty;
- postal code of loading / unloading - the value may be empty;
- name of the recipient or supplier of the item - the value may be empty;
- additional description - the value can be empty.

Sample line of the file for import:

**appt\_id\_000006,2016-09-22,10:00,10:50,7,unloading,NetSoul,+48,791954179,Uslugi  
Transportowe S.A.,Jan,Kowalski,Dowód  
osobisty,ASX124562,POL/1245/2010,+48,605825107,WX00071,WX98765,ASN/1/2016/78452,y,  
2.1,S/2016/7845,38-400,Odbiorca Sp. z o.o., The term imported from an external program**

If the file does not meet certain requirements when trying to import, you will receive a message saying that the file is not formatted correctly.

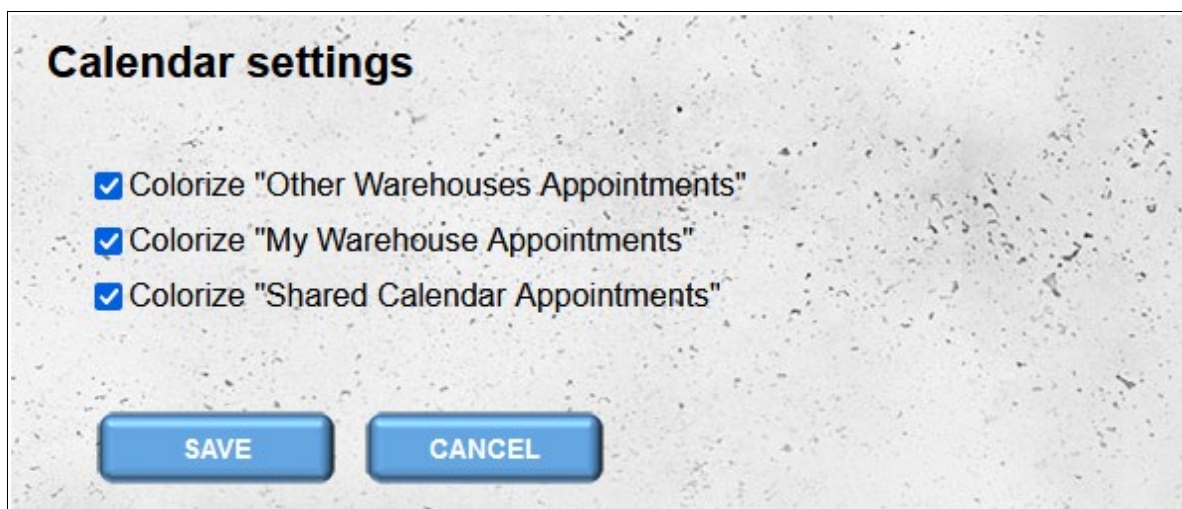


## Calendar settings - additional coloring of appointments

In addition to the standard appearance of the appointments in our calendars, we also have the option of marking the appointments with additional colors. To enable this option, select the **Calendar Settings** module available in the **Account** menu.

The option of additional coloring of the appointments can be enabled separately for each type of calendar to which we have access:



- "Other Warehouses Appointments" calendar;
- "My Warehouse Appointments" calendar (for the following accounts: "Warehouse", "Supplier" and "Recipient");
- calendars shared with us by other users.



With the appointment coloring option enabled, depending on the real time of unloading/loading completion and the meeting status, the appointment may have the following background colors:

- gray - appointment completed correctly - the real time of completion of unloading/loading entered is not later than the end date of the appointment;
- orange - delayed appointment - appointment has the "Delayed" status or the appointment end time has already passed and the real unloading/loading end time has not been entered or the real unloading/loading end time has been entered later than the appointment end time;
- red - unrealized appointment - appointment status is set to "Unrealized".

Additionally, in order to distinguish the type of appointment before the start of the appointment, the appropriate icon is visible:

-  for unloading;
-  for loading.

<< >> October 2021							Legend DAY WORKING WEEK WEEK MONTH MULTI MONTH						
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
27	(1) 08:00 - #1101 - Test	28		29		30	(2) 12:00 - #1104 - Test 13:00 - #1106 - Test	1 Oct		2		3	
4		5		6		7		8	(2) 13:00 - #1107 - Test 16:00 - #1110 - NetSoul	9		10	
11		12	(1) 08:00 - #1111 - Test	13		14	(1) 13:00 - #1108 - Test	15		16		17	
18		19		20		21		22		23		24	
25		26		27		28	(1) 13:00 - #1109 - Test	29	(1) 13:00 - #1112 - Test	30		31	

*Monthly calendar view with the option of additional appointment coloring enabled*

Additionally, the notification may be marked in purple (half of the background diagonally) depending on the number of changes of the day or the time of the initial notification. The darker the purple color, the more times the notification date or time has been changed:

- the lightest color indicates one change (two entries in the history log, the first entry represents the original date);
- an intermediate color means two changes (three entries in the history log);
- the darkest color means at least three changes (three or more entries in the history log).

15	(3)
10:00 - #1137 - Test	
12:00 - #1138 - Test	
15:00 - #1110 - Test 3	

Changes to the notification hours are tracked from mid-November 2021 - for notifications created before this date, the original date of the notification is not visible in the change history.

# Claims Register

The **Claims Register** is a list of all declarations to which complaints have been submitted. The list contains the following data:

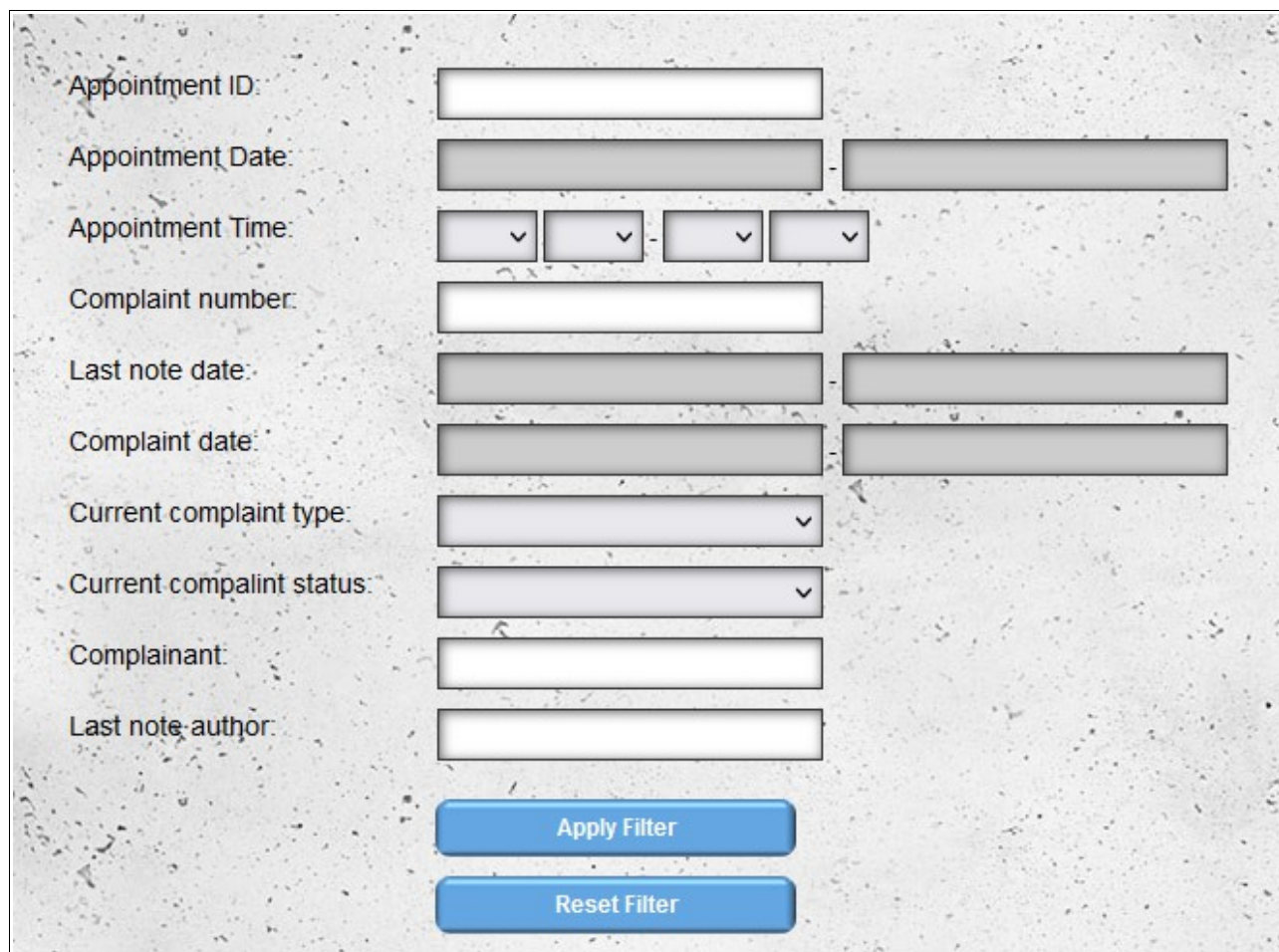
- the number of the notification;
- date of notification;
- hour of notification;
- the number of the complaint
- date of filing a complaint;
- date of adding the last note to the complaint;
- the current type of complaint;
- current status of the complaint;
- data of the reporting person;
- details of the person who added the last note;
- the content of the last note - only the initial part of the note is visible in the list, to display the remaining part of the note, move the mouse cursor over the ellipsis at the end of the visible part of the note;
- with each complaint there is a **More** button which opens the detailed data of the given notification (to open the notification data in a new window, click the button holding the **Ctrl** key pressed on the keyboard)..

Appointment ID	Appointment Date	Appointment Time	Complaint number	Last note date	Complaint date	Current complaint type	Current complaint status	Complainant	Last note author	Last note body	More
314	2018-12-12	15:15	314	2018-12-09 15:32:19	2018-12-09 15:32:19	Shortage	Rejected	John Doe	John Doe	yfygyjyhbvikjhggbk	More
313	2018-12-12	16:05	313	2018-12-09 15:30:54	2018-12-09 15:30:54	Shortage	Submission	John Doe	John Doe	test claim	More
312	2018-12-12	15:15	312	2018-12-09 15:30:11	2018-12-09 15:30:11	Shortage	Submission	John Doe	John Doe	test	More

Nad listą reklamacji dostępne są trzy opcje: filtr, eksport oraz eksport zaawansowany.

## ***Filtering of claims***

Clicking on the filter button opens the options for filtering the list of complaints. You have the option of filtering on all columns of the list except for the content of the last note.



The screenshot shows a filtering interface with the following fields and controls:

- Appointment ID:
- Appointment Date:  -
- Appointment Time:  v  v -  v  v
- Complaint number:
- Last note date:  -
- Complaint date:  -
- Current complaint type:  v
- Current complaint status:  v
- Complainant:
- Last note author:

At the bottom of the form are two blue buttons: "Apply Filter" and "Reset Filter".

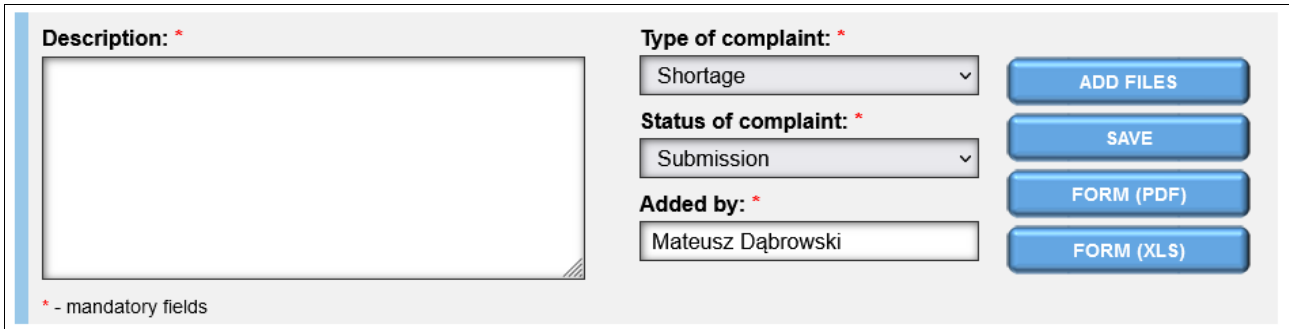
## ***Export and extended export***

There are two types of export available: standard export and expanded export. Standard export exports the current list of complaints to the MS Excell format. In the case of extended export, you will also receive a file in MS Excel format, however, a separate sheet will be created for each complaint. Each sheet contains the whole course of the complaint submission (from the application through all notes) in the case of standard export, the entries contain only the content of the last note.

## ***Reporting a claim***

Reporting complaints is possible from the level of notification details (double click on the notification in the calendar).

The button to go to the complaint section is both above and below the notification details. If no complaint has been submitted for a given notification, the "Complaint Register" button is displayed on the button. If the complaint has already been submitted, the text on the button will change to "Add Note". Clicking the button opens the complaint section. If no complaint application has been added, the section contains only the complaint form.



The screenshot shows a complaint form with the following fields and buttons:

- Description: \***: A large text area for entering the complaint details.
- Type of complaint: \***: A dropdown menu with "Shortage" selected.
- Status of complaint: \***: A dropdown menu with "Submission" selected.
- Added by: \***: A text field containing "Mateusz Dąbrowski".
- Buttons on the right side:** "ADD FILES", "SAVE", "FORM (PDF)", and "FORM (XLS)".

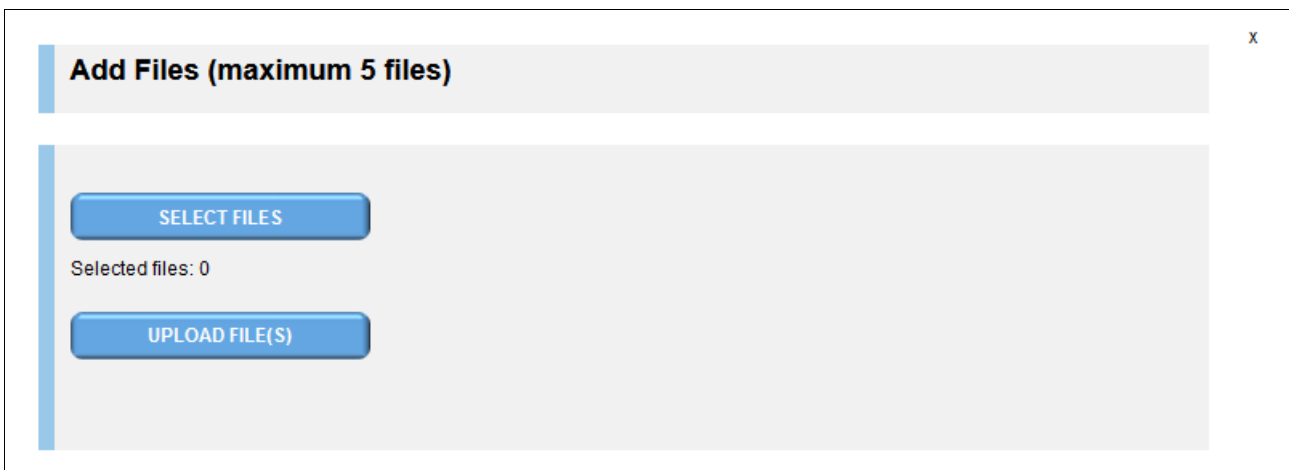
\* - mandatory fields

The form, apart from reporting complaints, can be used to generate a complaint protocol in PDF and Ms Excell format. In order to generate the protocol in the desired format, select the appropriate option - the last two buttons on the right side of the form:

- form(PDF);
- form(XLS).

Generating a protocol does not save the claim application (the claim form can also be generated after saving the application). To add a claim, use the 'Save' option to the second button on the right (to fill in the complaint form, all fields must be filled in).

You can add attachments to the notification (eg damage photos). To open the file adding form, use the 'Add Files' option - the first button on the left side of the form.



The screenshot shows the "Add Files (maximum 5 files)" dialog box with the following elements:

- Header:** "Add Files (maximum 5 files)" with a close button (X) in the top right corner.
- Buttons:** "SELECT FILES" and "UPLOAD FILE(S)".
- Status:** "Selected files: 0".

A maximum of five files can be added. After uploading files, they are added to the claim form.

**Description: \***

**Type of complaint: \***  
Transportation damage

**Status of complaint: \***  
Submission

**Added by: \***  
John Smith

ADD FILES

SAVE

FORM (PDF)

FORM (XLS)

Damage.jpg

DELETE

\* - mandatory fields

If you have added the wrong file, you can remove it before saving the complaint (after the registration of the removal of the photo can only be done by the technical department of the site after requesting to delete the file). You can also add a short description to each of the added files (by default, the name of the uploaded file is used as the description of the photo).

Date: 2021-11-05 13:13:51

Reference number: 18019

Damage during transport

Type of complaint: Damage

Status of complaint: Analyzing

Added by: John Smith

Photo of damage

[Delete]

FORM (PDF)

FORM (XLS)

Each party participating in the notification can make a complaint claim: warehouse, carrier and driver. Both after adding the complaint application and after adding each note, the parties participating in the notification receive an email notification (unless they disable this option in the notification settings).

As mentioned earlier, after submitting a complaint, you can generate a complaint form in PDF or MS Excell format. The buttons for generating forms are located under the last entry in the list of claims notes.

### ***Adding notes to the claim***

Adding notes (responses to claims) to the claims takes place in the same way as reporting a claim. After adding a note, it is visible at the top of the list, so you have the latest information about the complaint at the top of the list..

Each entry contains:

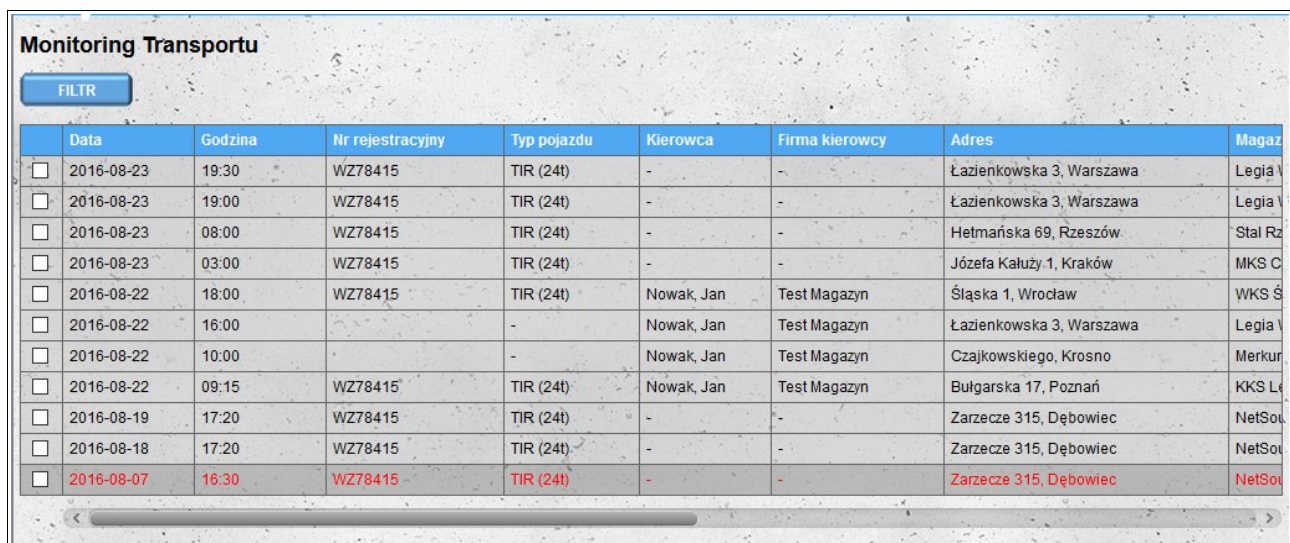
- date of addition;

- reference number (complaint number);
- the content of the note / notification;
- the current type of complaint;
- current status of the application;
- author of the note / notification;
- the entry may also contain attachments.

## Transport Monitoring

Transport monitoring enables tracking the position of your vehicles (or drivers). After starting the Transport Monitoring module, you will see a list of all future reserved notification dates with assigned a vehicles (please note: **the vehicle must be in our vehicle database and must be selected from the list of vehicles when making a reservation**) or if no vehicle assigned you will see the driver info.

In addition, the list also includes deadlines for past dates, one for each vehicle / driver (the last date whose date and time are passed) is selected. Past terms are at the bottom of the list and marked with a darker background color. If there is a conditional meeting in the list that requires confirmation by the warehouse, it is marked with a red text color..



	Data	Godzina	Nr rejestracyjny	Typ pojazdu	Kierowca	Firma kierowcy	Adres	Magazyn
<input type="checkbox"/>	2016-08-23	19:30	WZ78415	TIR (24t)	-	-	Łazienkowska 3, Warszawa	Legia V
<input type="checkbox"/>	2016-08-23	19:00	WZ78415	TIR (24t)	-	-	Łazienkowska 3, Warszawa	Legia V
<input type="checkbox"/>	2016-08-23	08:00	WZ78415	TIR (24t)	-	-	Hetmańska 69, Rzeszów	Stal Rz
<input type="checkbox"/>	2016-08-23	03:00	WZ78415	TIR (24t)	-	-	Józefa Kałuży 1, Kraków	MKS C
<input type="checkbox"/>	2016-08-22	18:00	WZ78415	TIR (24t)	Nowak, Jan	Test Magazyn	Śląska 1, Wrocław	WKS Ś
<input type="checkbox"/>	2016-08-22	16:00		-	Nowak, Jan	Test Magazyn	Łazienkowska 3, Warszawa	Legia V
<input type="checkbox"/>	2016-08-22	10:00		-	Nowak, Jan	Test Magazyn	Czajkowskiego, Krosno	Merkur
<input type="checkbox"/>	2016-08-22	09:15	WZ78415	TIR (24t)	Nowak, Jan	Test Magazyn	Bułgarska 17, Poznań	KKS Ł
<input type="checkbox"/>	2016-08-19	17:20	WZ78415	TIR (24t)	-	-	Zarzecze 315, Dębowiec	NetSou
<input type="checkbox"/>	2016-08-18	17:20	WZ78415	TIR (24t)	-	-	Zarzecze 315, Dębowiec	NetSou
<input type="checkbox"/>	2016-08-07	16:30	WZ78415	TIR (24t)	-	-	Zarzecze 315, Dębowiec	NetSou

Booking dates visible on the list can be filtered by the following parameters:

- time range - number of days counted from today, for which you want to show dates - zero means meetings from the current day;
- registration number - vehicle registration number assigned to the term;
- vehicle type - vehicle type assigned to the term;
- driver - first name and / or driver's surname;
- driver's company - the name of the driver's company (the filter is particularly useful if the transports are operated by external companies);
- city - the city in which the date is reserved;
- address - street name and number of the building under which the date is reserved;
- warehouse - name of the warehouse in which the date is reserved;
- conditional meetings - this option allows you to ignore conditional meetings.



All currently used filters are visible above the schedule list.

**Monitoring Transportu**

FILTR

Zakres czasowy (dni): 15 ✖ Nr rejestracyjny: WZ78415 ✖ Typ pojazdu: TIR (24t) ✖

	Data	Godzina	Nr rejestracyjny	Typ pojazdu	Kierowca	Firma kierowcy	Adres	Magazyn	Początek trasy
<input type="checkbox"/>	2016-08-23	19:30	WZ78415	TIR (24t)	-	-	Łazienkowska 3, Warszawa	Legia Warszawa S.A.	Łazienkowska 3, Warszawa
<input type="checkbox"/>	2016-08-23	19:00	WZ78415	TIR (24t)	-	-	Łazienkowska 3, Warszawa	Legia Warszawa S.A.	Hetmańska 69, Rzeszów

In the first column of the list there are checkboxes to select the dates you want to see on the map. In order to show the route between warehouses where dates are reserved, dates must be selected directly next to each other (if the list has successively meetings in warehouses A, B and C and only dates for storage A and C are selected, the route will not be shown on the map). After selecting the dates in the upper right corner, the "Show on map" button will appear - clicking on it will open the map with the route.

**Monitoring Transportu**

FILTR

Zakres czasowy (dni): 15 ✖ Nr rejestracyjny: WZ78415 ✖ Typ pojazdu: TIR (24t) ✖

**POKAŻ NA MAPIE**

	Data	Godzina	Nr rejestracyjny	Typ pojazdu	Kierowca	Firma kierowcy	Adres	Magazyn	Początek trasy
<input checked="" type="checkbox"/>	2016-08-23	19:30	WZ78415	TIR (24t)	-	-	Łazienkowska 3, Warszawa	Legia Warszawa S.A.	Łazienkowska 3, Warszawa
<input checked="" type="checkbox"/>	2016-08-23	19:00	WZ78415	TIR (24t)	-	-	Łazienkowska 3, Warszawa	Legia Warszawa S.A.	Hetmańska 69, Rzeszów
<input checked="" type="checkbox"/>	2016-08-23	08:00	WZ78415	TIR (24t)	-	-	Hetmańska 69, Rzeszów	Stal Rzeszów S.A.	Józefa Kałuży 1, Kraków
<input checked="" type="checkbox"/>	2016-08-23	03:00	WZ78415	TIR (24t)	-	-	Józefa Kałuży 1, Kraków	MKS Cracovia SSA	Śląska 1, Wrocław
<input checked="" type="checkbox"/>	2016-08-22	18:00	WZ78415	TIR (24t)	Nowak, Jan	Test Magazyn	Śląska 1, Wrocław	WKS Śląsk Wrocław S.A.	Bułgarska 17, Poznań
<input checked="" type="checkbox"/>	2016-08-22	09:15	WZ78415	TIR (24t)	Nowak, Jan	Test Magazyn	Bułgarska 17, Poznań	KKS Lech Poznań S.A.	Zarzecze 315, Dębowiec
<input checked="" type="checkbox"/>	2016-08-19	17:20	WZ78415	TIR (24t)	-	-	Zarzecze 315, Dębowiec	NetSoul (NS)	Zarzecze 315, Dębowiec
<input checked="" type="checkbox"/>	2016-08-18	17:20	WZ78415	TIR (24t)	-	-	Zarzecze 315, Dębowiec	NetSoul (NS)	Zarzecze 315, Dębowiec
<input checked="" type="checkbox"/>	2016-08-07	16:30	WZ78415	TIR (24t)	-	-	Zarzecze 315, Dębowiec	NetSoul (NS)	-

It is possible to choose a reservation for up to five vehicles and/or drivers.

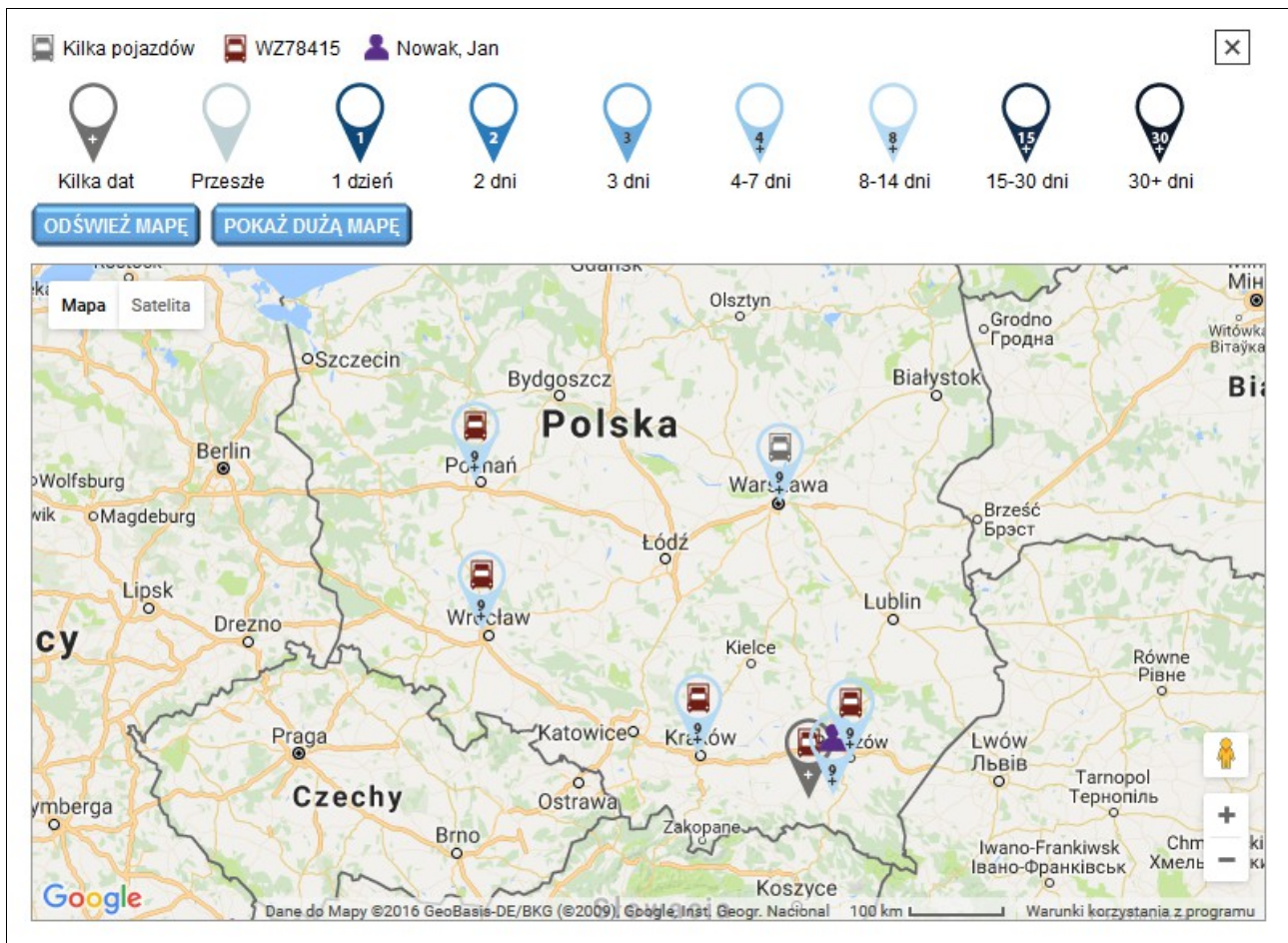
When determining route routes the vehicle positions assigned to the reservation are taken into account. If no previous vehicle positions are known, or if the dates are not assigned to vehicles then the driver's positions are used to create the route. If there are several travel routes between selected locations on the map, the route with the shortest travel time will be shown.

After the routes have been determined, the last four columns on the reservation list will be completed:

- start of the route - if it is possible to designate a route to a given location, this column will be completed with the address of the location from which the route was determined;
- remaining distance - if a route to a given location is designated, this column will be supplemented with the distance remaining to be covered on the route;
- remaining time - if a route to a given location is designated, this column will be completed with the time remaining to be followed on the route;
- position - this column will be completed with the current location of the vehicle (or driver if

no vehicle has been assigned for the reservation).

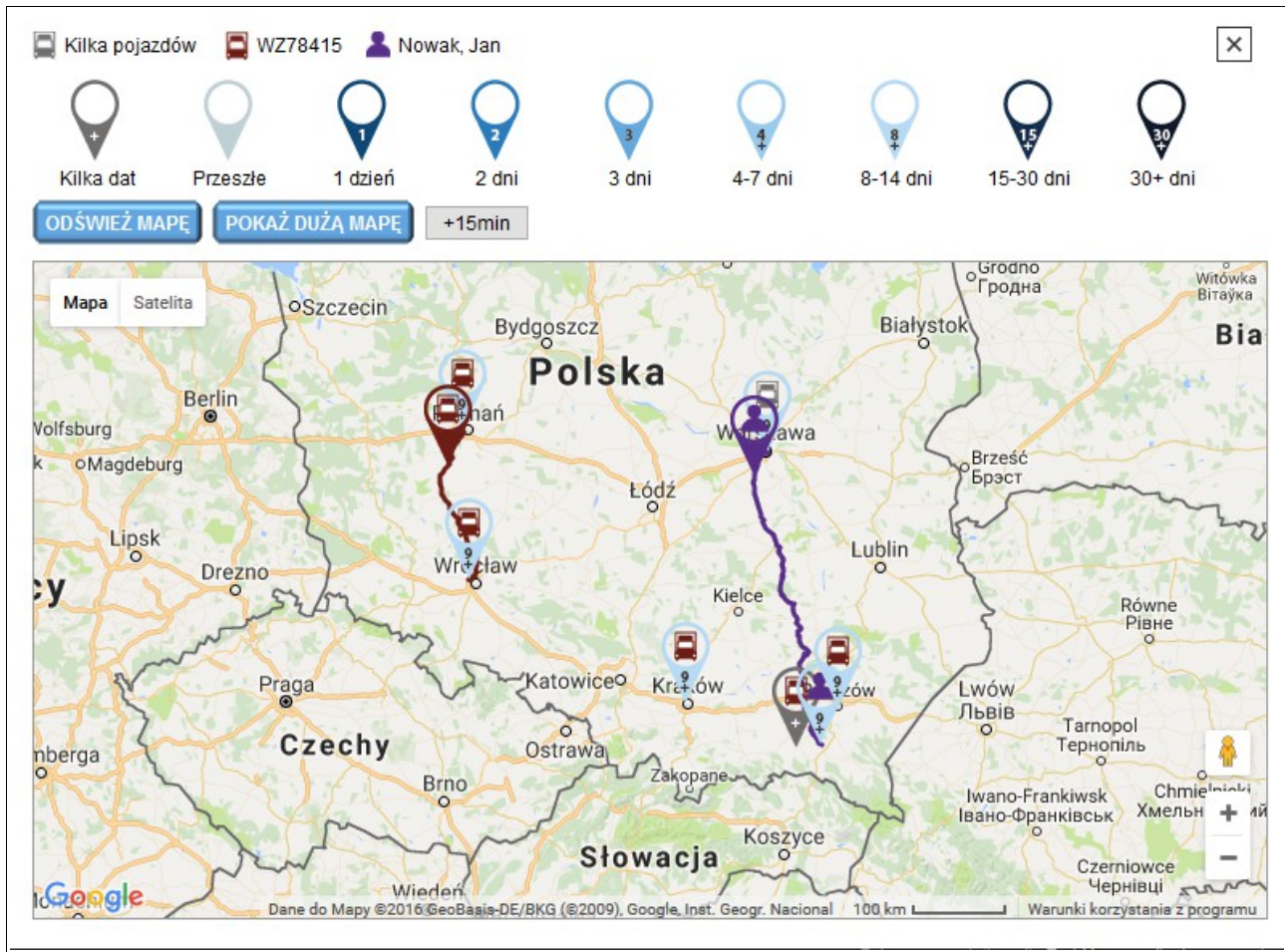
The terms on the map are marked with markers that contain information about the date and vehicle/driver. If only one vehicle is reserved in a given location, the marker icon will appear in the color assigned to the vehicle (colors assigned to vehicles and drivers are visible in the legend above the map). If in a given location there are only deadlines for one driver (without the assigned vehicle), the driver icon will also appear in the driver's color corresponding to the truck icon instead of the truck icon. If there are deadlines for different vehicles and/or drivers in a given location, a gray truck icon will be placed in the marker.



The colors of the markers correspond to the booking dates for a given location. In addition to the colors on the markers there are digits corresponding to the number of days between the current date and the date of the next booking for a given location (if the nearest location is reserved in 9 days, the marker will be 9 with a plus sign (+) and the marker will be colored for the interval of 8-14 days).

Data on both the reservation list and the map are refreshed automatically every 15 minutes. It is also possible to manually refresh the map by clicking on the "**Refresh Map**" button.

The route on the map is shown when you leave the location data and is visible until you reach the next location. The route is marked with the color assigned to a specific vehicle / driver. The position on the route is updated every 15 minutes or after clicking the "Refresh Map" button.



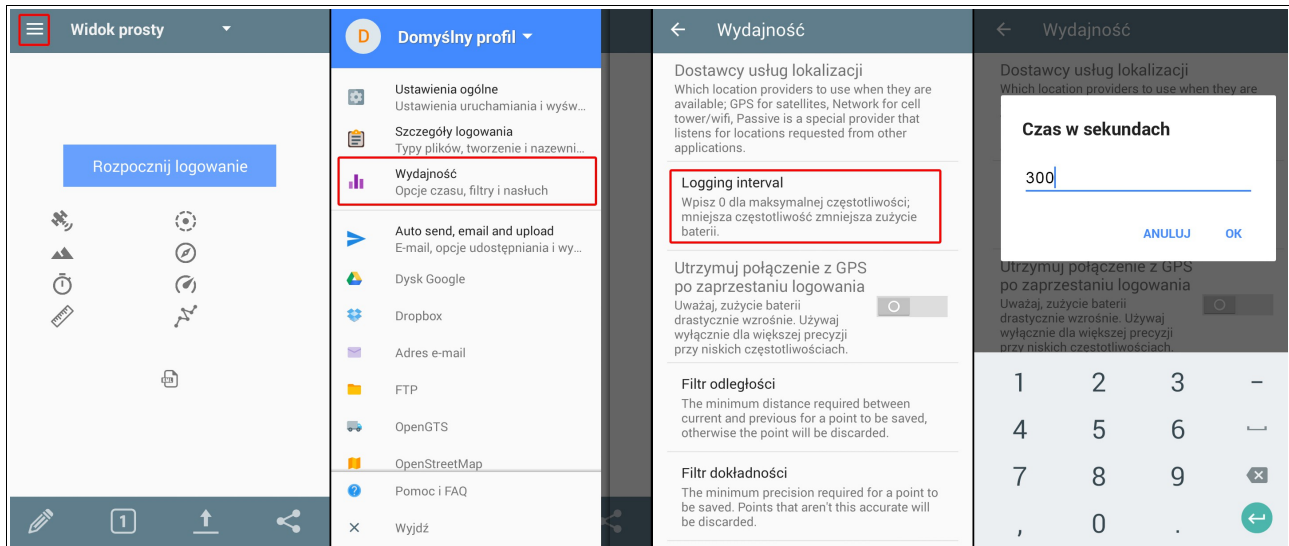
Next to the "**Refresh Map**" button find The "**Show Large Map**" button that launches the map in a new browser window is displayed. The map contains exactly the same information as the small map, however, it is stretched over the entire browser window (it is also possible to hide the map legend). The large map view can be used, for example, to display on an additional display device (monitor, TV, projector) connected to a computer.

When determining the route and vehicle position, the reserved dates and vehicle location information (data from monitoring devices or positions added using the Add vehicle position module) are taken into account. In order for the data from the monitoring devices to be automatically imported, the GPSTracker application must be installed and configured accordingly. The application is available on the Google Play website at: <https://play.google.com/store/apps/details?id=com.mendhak.gpslogger>.

## Configuring the GPSTLogger program

### Recommended settings

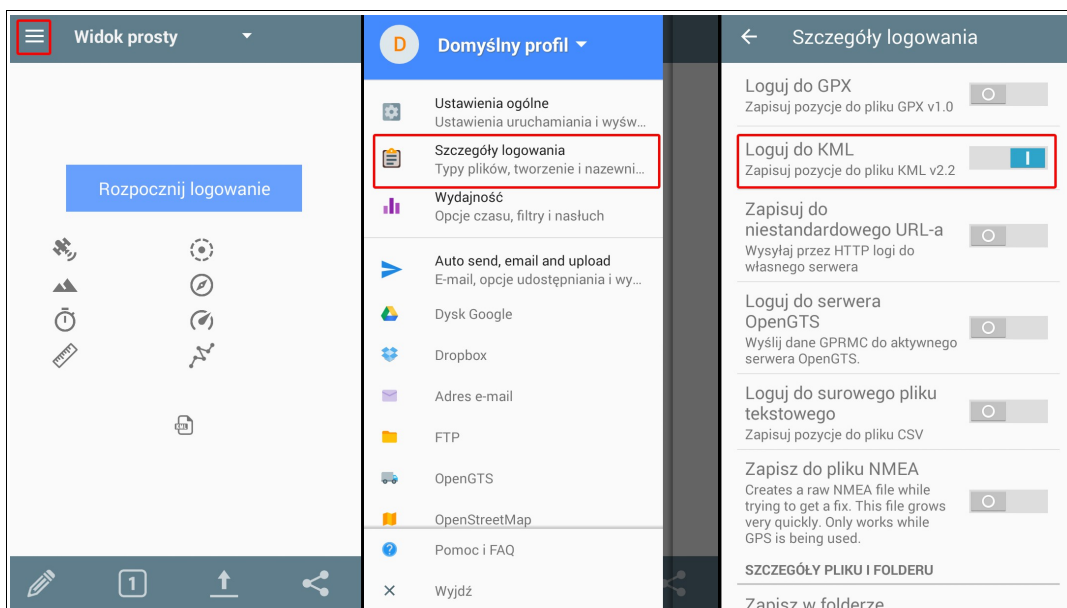
We recommend that the spacing between location readings be set to 300 seconds or more. To change the time between readings, select **"Performance"** and then **"Logging interval"** from the main program menu.



### Data transfer

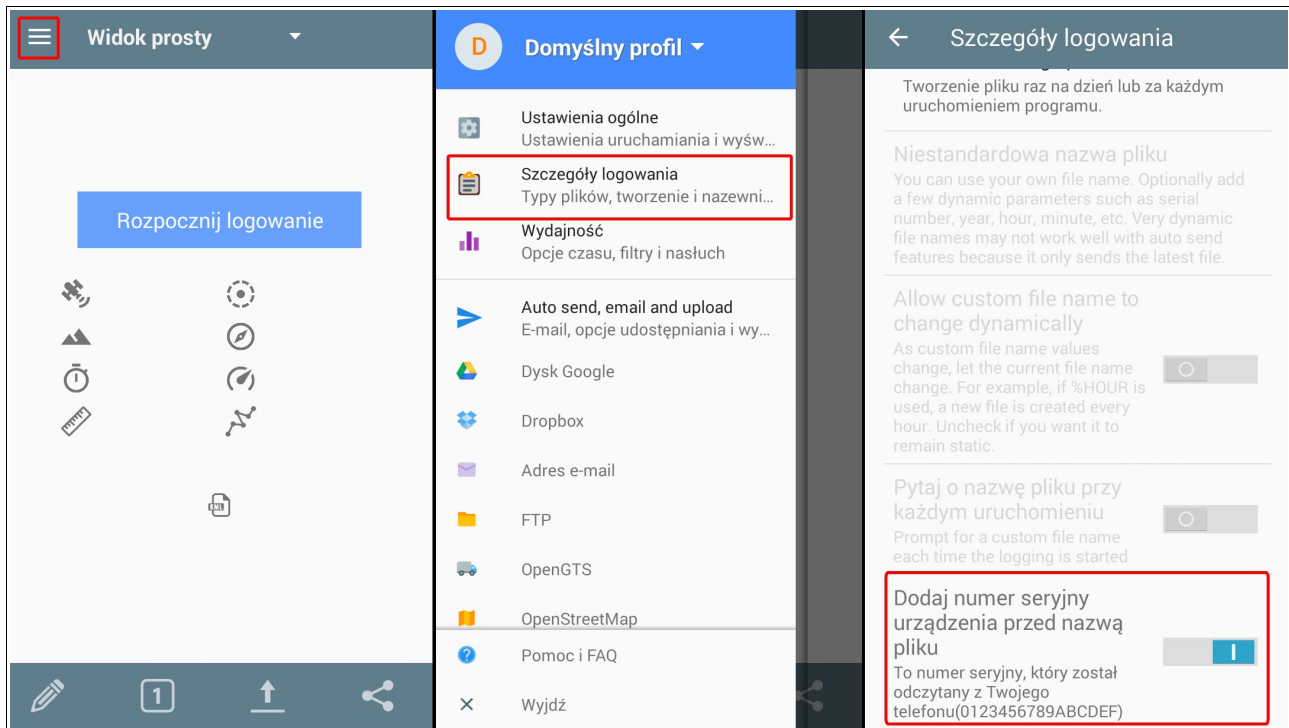
#### File format

The data must be saved to a file in KML format. To select the file format, select the **"Login details"** option from the main menu and then enable the **"Log into KML"** option.

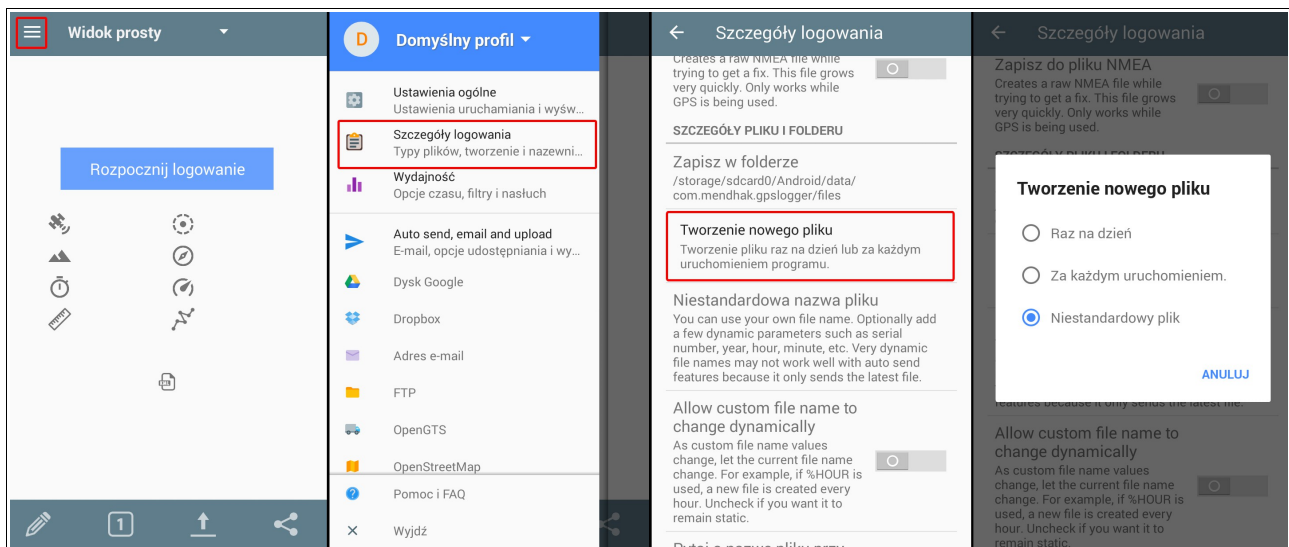


## File name

In order for the data to be correctly imported, the files created by the program must have a suitable name. The file name must start with the identifier of the monitoring device (it can be a serial number, IMEI number or MAC address). In the program settings you have the option of automatically adding a serial number to the file name. To do this, select the option "**Login details**" from the main menu and then enable the option "**Add serial number of the device before the file name**".

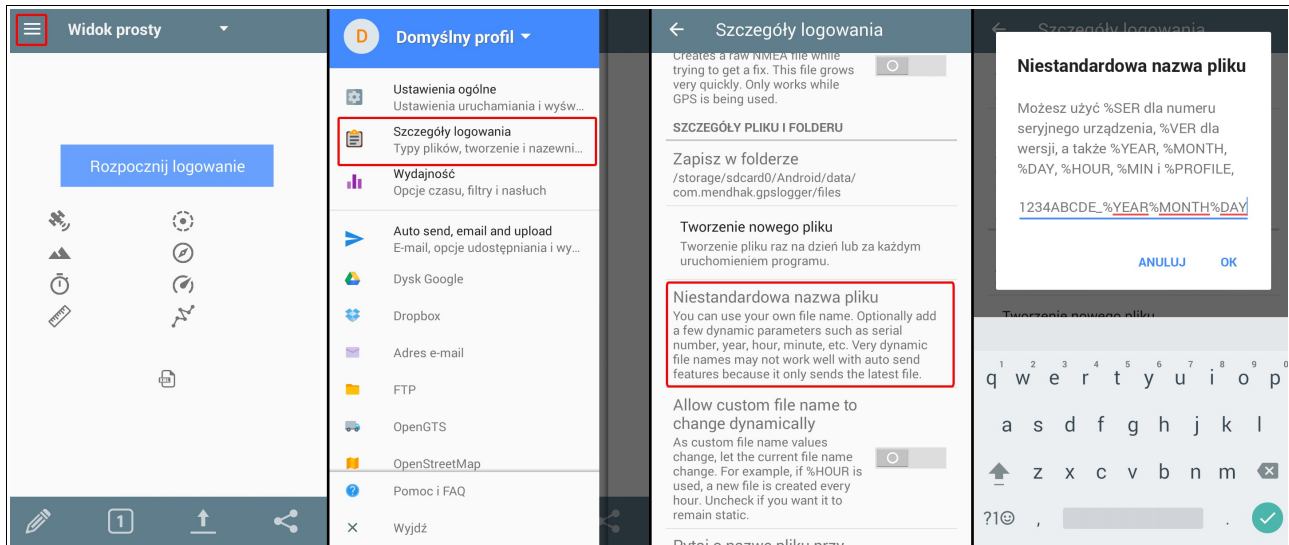


Check if the serial number read by the application is correct. If the application does not read the number correctly, you must configure the file name manually. To do this, select the option "**Login details**" from the main menu, then select the option "**Create a new file**" and select "**Custom file**".



Then in the same menu ("Login details") select the "Custom file name" option and enter:

**DeviceSerialNumber\_%YEAR%MONTH%DAY**

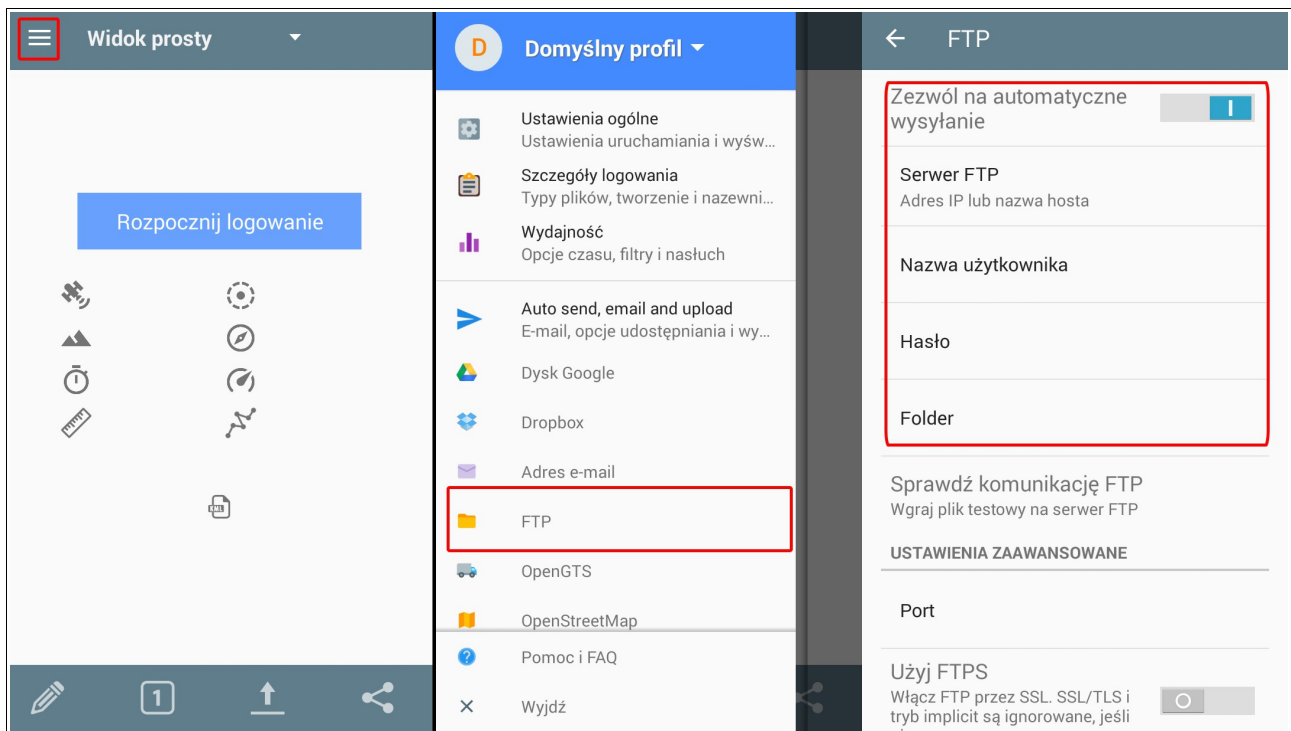


Instead of the serial numbers of the device, we can provide its MAC address or IMEI number.

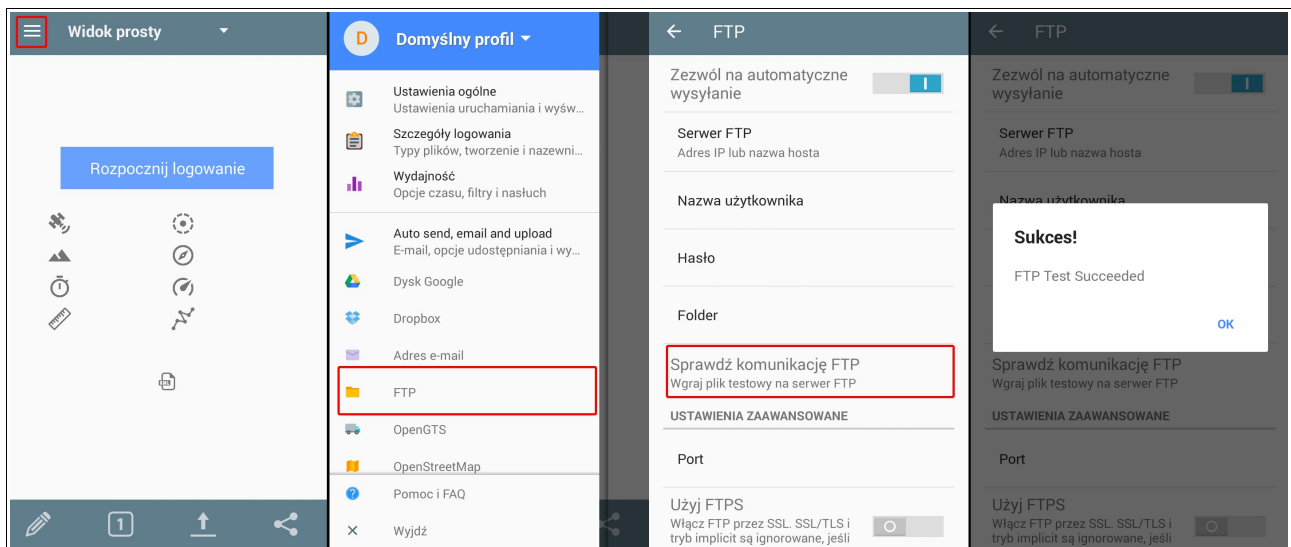
### **Files transfer**

In order for the data saved by the GPSLogger application to be sent to the server, the FTP protocol options must be configured. To do this, select the "FTP" option from the main menu and then configure the following options:

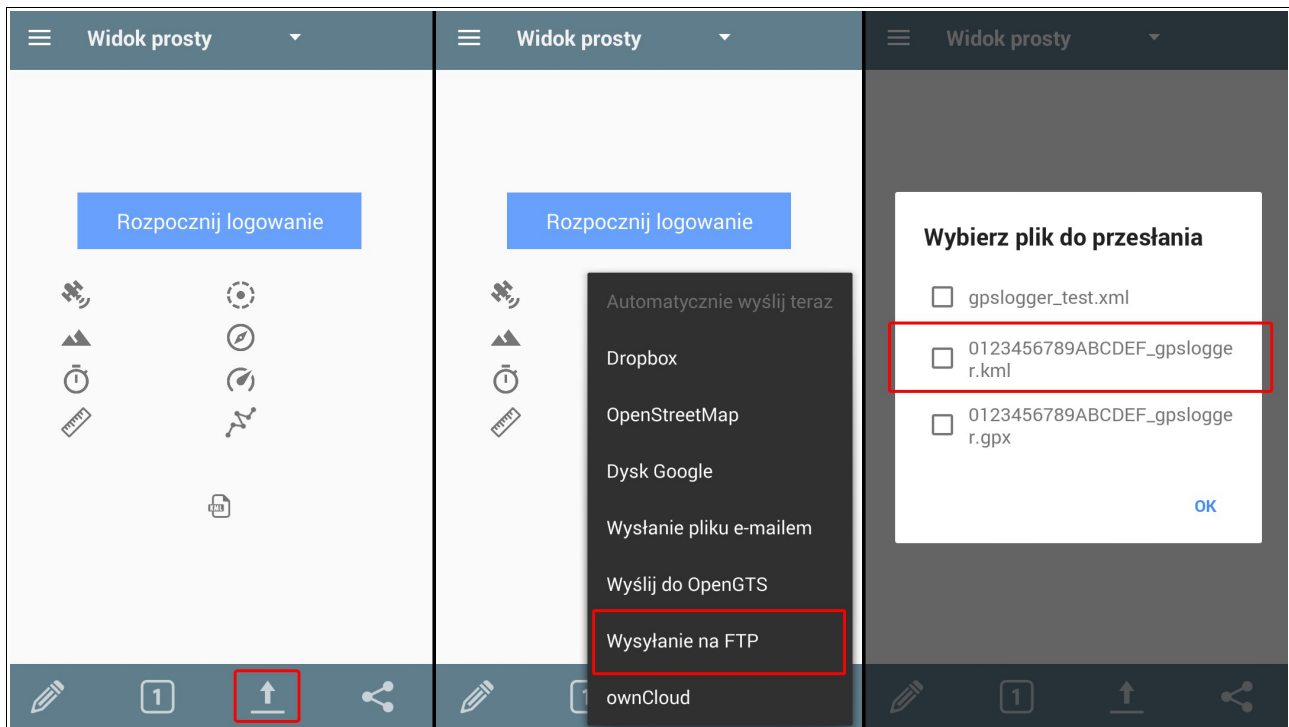
- **FTP server** – enter <ftp.trimax.hekko24.pl>;
- **Username** – enter [infopositions@trimax.hekko24.pl](mailto:infopositions@trimax.hekko24.pl);
- **Password** – enter **64Ce7gjY**;
- **Folder** – this option should not contain any text, if any name is entered, it should be deleted;
- **Allow automatic sending** - if you want the data concerning the vehicle position to be sent automatically, enable this option (data can also be sent manually).



Then you check whether the configuration is correct. From the same menu ("FTP") select the option "**Check FTP communication**". If all settings have been configured correctly, a message will appear on the screen about the successful completion of the test. If the test fails, check the settings described in the previous section.



If you want to manually send data from the GPSLogger program to the server from the main application screen, select the **"send icon"** and select the **"Send to FTP"** option. Then select the files you want to upload and click **"OK"** (remember to only send files in KML format, data from other files will not be imported).





## Add vehicle position

If you know the current or past position of the vehicle, you can save it to the system. Then this position will be taken into account when calculating the route for a given vehicle (the route is determined from the last known position of the vehicle: it may be the location of the notification or the position given in the discussed module).

**Add Vehicle's Position**

Position \*

Vehicle \*

Vehicle's position \*  ?

\* - mandatory fields

To add vehicle positions, you must specify whether it is an current position or has passed. From the list of your vehicles, choose a specific vehicle and give its position (the address at which a given vehicle is available or was available). If you provide a past position, you must additionally provide date and time.

## Archives GPS Positions I (Vehicles)

In this module we have the possibility to visualize the archival positions of vehicles from our fleet. By default, items for the last seven days are selected. If you are interested in a different time range, you can change it using the form that is above the list of vehicles. The list contains information about the vehicle (registration number, vehicle type, make, year) and the number of items that have been imported into the system.

**Archive GPS Positions I (vehicles)**

Date range:  -

	Registration no	Type of vehicle	Make	Year	Number of position
<input type="checkbox"/>	BD05SRS	TIR (24t)	-	-	2
<input type="checkbox"/>	WW123456	TIR (24t)	-	-	1

After selecting the vehicles whose items you want to see, the "Show On Map" button will appear in the upper right corner of the screen.

**Archive GPS Positions I (vehicles)**

Date range: 2018-11-01 - 2021-11-07

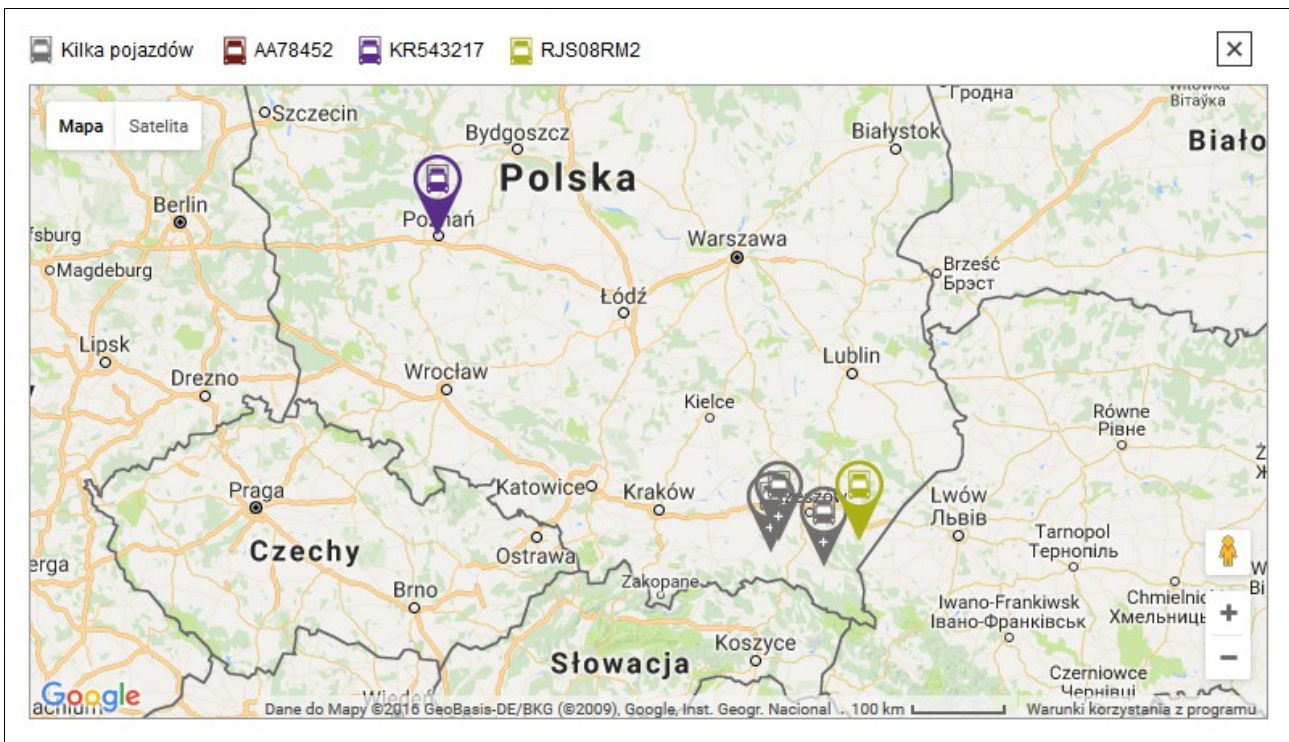
Apply

**SHOW ON MAP**

	Registration no	Type of vehicle	Make	Year	Number of position
<input checked="" type="checkbox"/>	BD05SRS	TIR (24t)	-	-	2
<input type="checkbox"/>	WW123456	TIR (24t)	-	-	1

*Attention! Selecting a large number of items for the show on the map may slow down the browser.*

Pressing the "Show On Map" button will open a map containing all archived items of selected vehicles (from the selected time period).



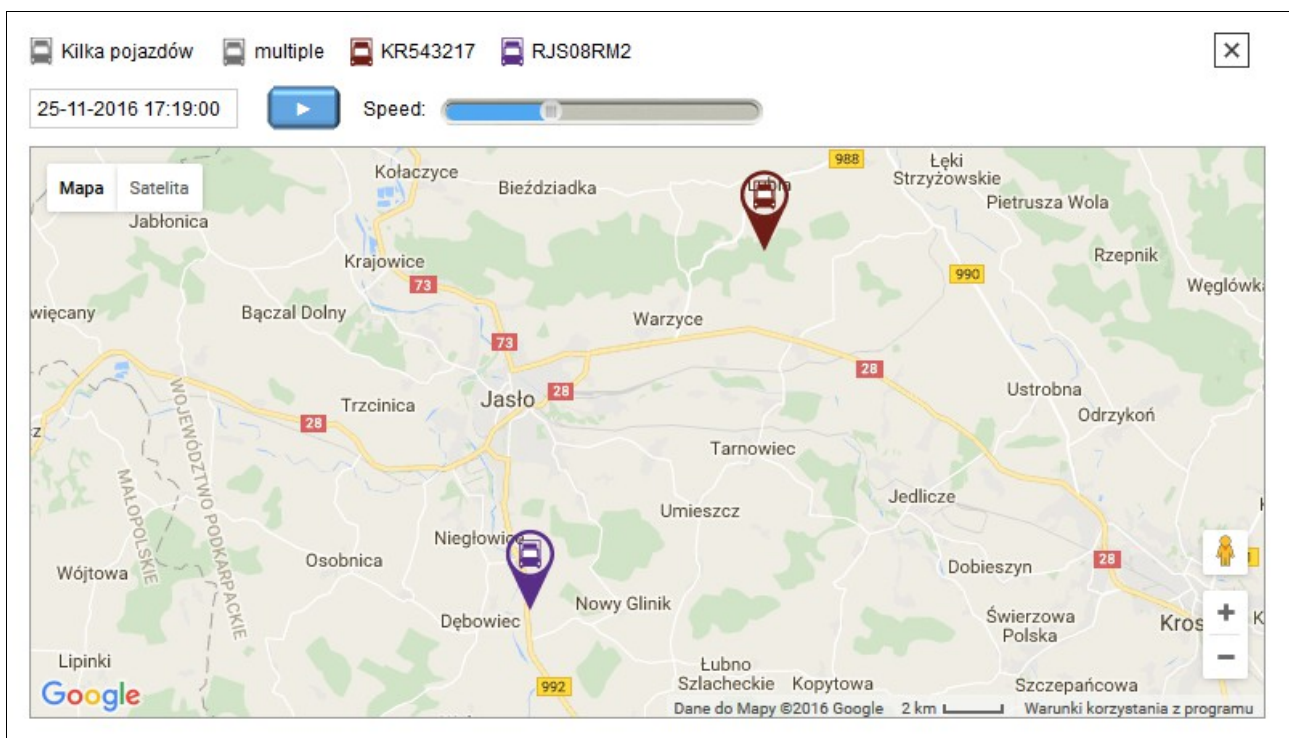
### **Archive GPS Positions I (drivers)**

The module works almost identically as the **Archive GPS Positions I (Vehicles)** - the only difference is that the positions of drivers are shown, not vehicles.

## Archive GPS Positions II (Vehicles)

This module works similarly to the **Archive GPS Positions I (Vehicles)**, however it shows the vehicle positions on the map in a different way. The module simulates the time between the first and last position of vehicles from the selected period and shows the movement of vehicles over time.

After opening, the current simulation time is set to the hour of the first position from the selected time interval. The simulation itself is stopped. Starting and stopping the simulation is possible using the button next to the current simulation time. Using the slider, which is located on the right side of the button, you can adjust the simulation speed (intervals between updating the map from 1 second to 6 hours).



After showing the last position from the selected time interval, you have the option to restart the simulation.

## Archive GPS Positions II (Drivers)

The module works almost identically as the **Archive GPS Positions II (Vehicles)** - the only difference is that the positions of drivers and not vehicles are shown.

## ***Time of delivery***

The **Time of delivery** module is used for automatic route calculation and delivery time of goods. To calculate the route and calculate the delivery time, enter all the locations to which you want to deliver the goods in a properly formatted XML file. The file schema definition is available for download at: [http://infodock.net/files/xsd/delivery\\_time.xsd](http://infodock.net/files/xsd/delivery_time.xsd).

Sample input file:

```
<?xml version="1.0" encoding="UTF-8" ?>
<positions>
  <position>
    <street>Zarzecze 241</street>
    <zip>38-220</zip>
    <city>Dębowiec</city>
    <country>Polska</country>
    <stop_time>5</stop_time>
  </position>
  <position>
    <name>Teściowa</name>
    <street>Krakowska 9a</street>
    <zip>38-200</zip>
    <city>Jasło</city>
    <country>Polska</country>
    <stop_time>5</stop_time>
  </position>
  <position>
    <name>Arena Sanok</name>
    <street>Królowej Bony 4</street>
    <zip>38-500</zip>
    <city>Sanok</city>
    <country>Polska</country>
  </position>
</positions>
```

For each location in the XML file, you can provide an optional stoppage time in a given location outside the address (this may be the time needed eg for unloading the goods - this time should be given in minutes).

Please remember that the first location in the file corresponds to the starting location from which the route will be determined. The next points on the route will be the locations with the shortest travel time from the previous location (the time of arrival is taken into account, not the distance between particular locations).

The correctness of the prepared file can be checked by commonly available tools for validating xml files. Examples of websites offering validation of XML files with the definition of an XSD file:

<https://www.corefiling.com/opensource/schemaValidate.html>

<http://www.httputility.net/validate-xml-against-xsd.aspx>

<http://www.freeformatter.com/xml-validator-xsd.html>

**Time Of Delivery**

Departure time: 00 : 00

**CALCULATE TIME**

No.	Place name	Address	Delivery time	Departure time
1	-	Zarzecze 241, 38-220 Dębowiec, Polska	-	-
2	Teściowa	Krakowska 9a, 38-200 Jasto, Polska	-	-
3	Arena Sanok	Królowej Bony 4, 38-500 Sanok, Polska	-	-
4	Stacja Paliw Orlen	Krakowska 198, 38-500 Sanok, Polska	-	-

After loading the location from the XML file (if the file is not correct, you will get the appropriate message) the only thing you have to do to calculate the route and delivery times is to select the departure time from the starting location (the first location in the file) and press the button calculate the time.

First, the system will try to find the exact physical locations for the given addresses. If this fails, then the system will try to determine the approximate location (an exclamation mark will appear next to the approximate locations). If the system can not find the location even approximately, it will be moved to the final position in the list and will not be taken into account when calculating the route. If a given location is found, clicking on the address will open a new window / browser tab containing a preview of the given location in the external Google Maps service.

The process of route calculation and delivery times can significantly increase depending on the number of locations loaded.

After the route marking process has been completed, the list will be completed with delivery and departure times from a given location. The list will be sorted according to the designated route.

After determining the route, you can change the time of departure and calculate new delivery times. This process will, in the case of the basic version of the module, be faster than initially because the system will only set new hours without setting a new route (the route has already been designated).

After setting the route and delivery time for the loaded locations, two additional options will be available:

**Time Of Delivery**

Departure time: 00 : 00

**CALCULATE TIME** **EXPORT** **SHOW MAP**

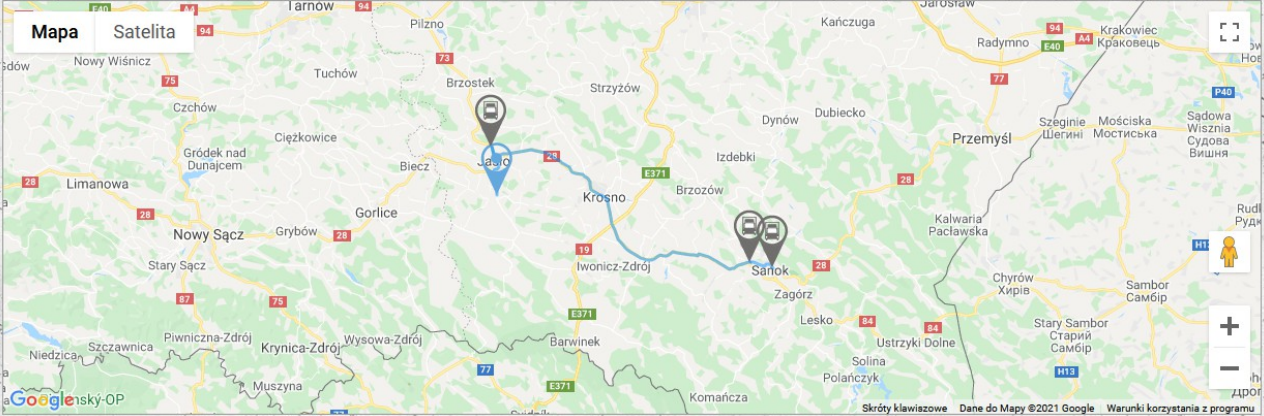
No.	Place name	Address	Delivery time	Departure time
1	-	Zarzecze 241, 38-220 Dębowiec, Polska	-	00:00
2	Teściowa	Krakowska 9a, 38-200 Jasto, Polska	00:14	00:19
3	Stacja Paliw Orlen	Krakowska 198, 38-500 Sanok, Polska	01:27	01:42

- the ability to export route data to MS Excell format;
- the option to show a designated route on the map (the beginning of the route is marked on

the map with a blue icon). After clicking on the icon of a given location, information about a given location appears (name, address and time of arrival and departure)..

**Time Of Delivery**

Departure time:



No.	Place name	Address	Delivery time	Departure time
1	-	Zarzecze 241, 38-220 Dębowiec, Polska	-	00:00
2	Teściowa	Krakowska 9a, 38-200 Jasio, Polska	00:14	00:19
3	Stacja Paliw Orlen	Krakowska 198, 38-500 Sanok, Polska	01:27	01:42

### ***Time of delivery (extended version)***

The extended version of the **time of delivery** module also includes the traffic expected for the selected day.

The input data should be entered in the same format as it is for the basic version. After loading the location data outside the time of departure, you must also select the date (traffic volume is different for different days of the week or on public holidays). Determining the route and delivery time is the same as in the basic version, however, it takes into account traffic. Therefore, after changing the day or the time of departure, the route is determined from scratch (the time needed for access between locations may change depending on the traffic).

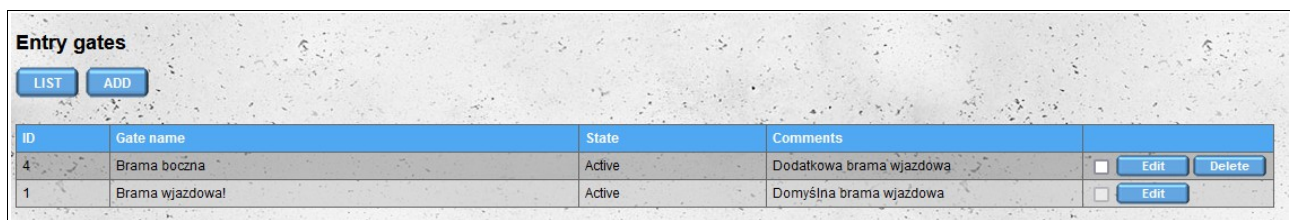
## Entrance gate features

The functions described below are available only to users of the "Gate" type and their employees ("Entry gate" and "Events" modules).

### Entry gates

When registering as "Gate" user, one entrance gate is automatically created (this gate cannot be deleted). If there are more entrance gates in a warehouse facility, they can be created in the "Entry gates" module.

When defining a new entrance gate, we provide its **name** and **status** (active or inactive). We can also add an additional gateway description in the **Comments** field.



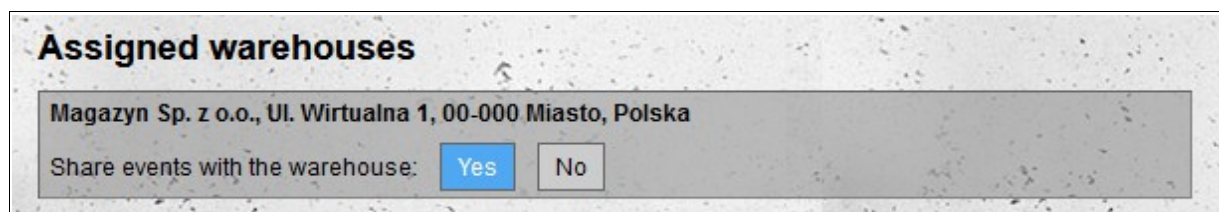
ID	Gate name	State	Comments	
4	Brama boczna	Active	Dodatkowa brama wjazdowa	<input type="checkbox"/> Edit Delete
1	Brama wjazdowa!	Active	Domyślna brama wjazdowa	<input type="checkbox"/> Edit

*Note: at least one entrance gate must be active. If, after editing or deleting a gate, the system detects that no gate is active, it will change the status of the gate created automatically during registration to active.*

### Warehouses

The "Warehouses" module shows all warehouses that are assigned to our account and thus provide us with their appointments. If the warehouse is assigned to our account, events that take place at the entrance gate **are not made available** to it by default.

If you want the events saved on the gate to be visible to the warehouse, change the "**Share events with the warehouse**" option to "Yes".



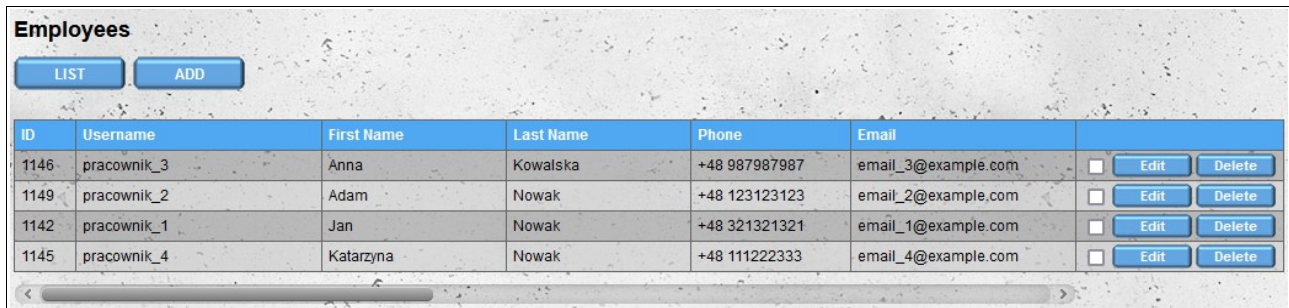
**Assigned warehouses**

Magazyn Sp. z o.o., Ul. Wirtualna 1, 00-000 Miasto, Polska

Share events with the warehouse:  Yes  No

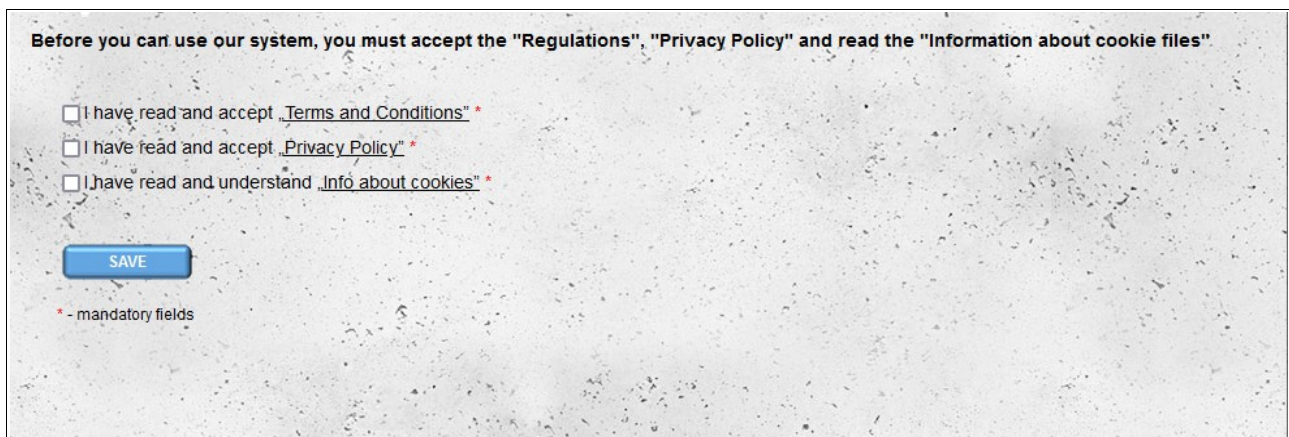
## Employees

A module that allows you to add accounts for our employees. The functionality of employee accounts is similar to the functionality of the main account, with the difference that employees do not have access to the modules used to configure the entrance gate ("**Entry gates**" and "**Warehouses**"). Additionally, in the "**Events**" module, employees cannot edit or delete events, and in the "**Entry gate**" module, they cannot change the default time range from which appointments are visible.



ID	Username	First Name	Last Name	Phone	Email		Edit	Delete
1146	pracownik_3	Anna	Kowalska	+48 987987987	email_3@example.com	<input type="checkbox"/>	Edit	Delete
1149	pracownik_2	Adam	Nowak	+48 123123123	email_2@example.com	<input type="checkbox"/>	Edit	Delete
1142	pracownik_1	Jan	Nowak	+48 321321321	email_1@example.com	<input type="checkbox"/>	Edit	Delete
1145	pracownik_4	Katarzyna	Nowak	+48 111222333	email_4@example.com	<input type="checkbox"/>	Edit	Delete

After adding a new account, the employee receives an e-mail with information about creating an account for him, along with the data needed to log into the system (login and password). When logging in for the first time, the employee must accept the Terms and Conditions, Privacy policy and read the Information on cookies.



Before you can use our system, you must accept the "Regulations", "Privacy Policy" and read the "Information about cookie files"

I have read and accept „[Terms and Conditions](#)” \*

I have read and accept „[Privacy Policy](#)” \*

I have read and understand „[Info about cookies](#)” \*

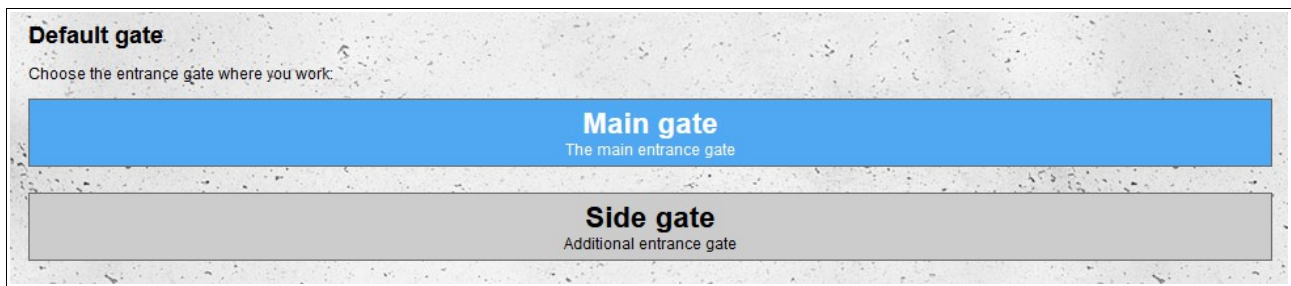
\* - mandatory fields

## Default gate

Both the main account and the employee accounts have a default entry gate assigned to them, for which events are saved.

If at least two active entrance gates have been defined for our warehouse facility, then after logging into the system, the system will ask us to confirm which entrance gate we will work on. To change the gate, just click on its name.





Changing the default gateway assigned to our account is also possible after selecting the "**Default gate**" option in the "**Account**" menu.

## Entry gate

„**Entry gate**” is a module used to manage entrances and departures events for appointments in warehouses assigned to our account.

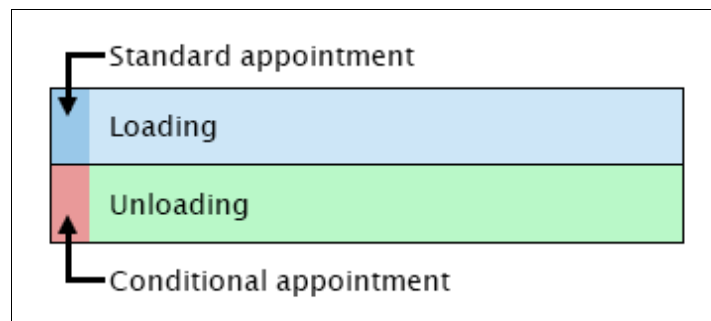
By default, appointments from the first warehouse on the list are displayed on the screen. Each warehouse connected to our gateway can provide us with notifications from different time periods. In addition, the warehouse specifies how many minutes before/after the scheduled start time of the appointment it is possible to enter through the gate (this information is visible in the details of the appointment).

Start time	Status	Entrance	Departure	Dock	Vehicle / trailer	Contractor	Carrier	
2023-02-09, 15:00	-	-	-	#5	- / -	-	-	Show details
2023-02-09, 16:15		2023-02-09 10:44	-	Szablon	TT98541 / NN98745	Nazwa Kontrahenta S.A.	Raben	Show details
2023-02-09, 16:45		2023-01-30 16:10	2023-02-02 14:16	#5	- / -	-	-	Show details
2023-02-09, 18:00	-	-	-	Szablon	RJS1FL2 / -	-	-	Show details
2023-02-09, 19:30		2023-01-30 16:17	2023-01-30 16:18	#5	RJS68U9 / -	DHL	Przewoźnik Sp. z o.o	Show details

The list shows the basic details of the appointments and the events assigned to them:

- date and start time of the appointment;
- appointment status:
  - a) a flashing truck icon means that the vehicle **entry** event has been registered for the notification;
  - b) non-flashing truck icon means that the vehicle **departure** event has been registered for the notification;
  - c) no truck icon means no recorded events for the notification;
- date and time of vehicle entry for a given appointment;
- date and time of vehicle departure for a given appointment;
- name or number of the dock to which the appointment is assigned;
- registration numbers of the vehicle and trailer provided when booking the date in the warehouse;
- contractor's name;
- carrier name.

The **green** color of the background of a given row indicates that the given appointment is **unloading** and the **blue** color is **loading**. Additionally, if a given notification is a conditional notification, it will be marked in pink instead of blue.



To change the default order on the list of appointments, click on the column name. The first click sorts in ascending order, the second click changes the order to descending. It is possible to sort by more than one column, then a number indicating the sorting order is displayed in brackets next to the column name.

Start time	Status (1) ▾ ⓧ	Entrance	Departure	Dock (2) ▲ ⓧ
2023-02-09, 19:30		2023-01-30 16:17 ⌚	2023-01-30 16:18 ⌚	#5
2023-02-09, 16:45		2023-01-30 16:10 ⌚	2023-02-02 14:16 ⌚	#5
2023-02-09, 16:15		2023-02-09 10:44 ⌚	- ⌚	Szablon
2023-02-09, 15:00	-	- ⌚	- ⌚	#5
2023-02-09, 18:00	-	- ⌚	- ⌚	Szablon

Other appointment data can be displayed and hidden after clicking on the "Show details" / "Hide details" button to the right of the line with the basic appointment data.

In the appointment details, the following are displayed:

- appointment number;
- date and start and end time of unloading/loading;
- information whether a given appointment is a conditional appointment;
- allowed entry hours (for conditional appointments, the allowed entry time is not displayed);
- other notification data.

Each warehouse defines what appointment data are visible to users at the entrance gate. Always visible are:

- date and start and end time of unloading/loading;
- information whether a given appointment is a conditional appointment;
- type of appointment (unloading/loading);
- dock name/number;
- allowed entry hours (for conditional appointment, the allowed entry time is not displayed).

The visibility of other data depends on the settings of a specific warehouse.

2023-02-09, 16:15	2023-02-09 10:44	-	Szablon	TT98541 / NN98745	Nazwa Kontrahenta S.A.	Hide details
Appointment number: 1359						
Unloading: 2023-02-09, 16:15 - 17:15						
Conditional booking: No						
Entry times allowed: 2023-02-09 14:15 - 2023-02-09 18:15						
Contractor: Nazwa Kontrahenta S.A.						
Load reference number: test						
Type of cargo: Pallets						
Cargo unit: EURO pallet						
Amount of cargo: 12						
Estimated load weight (kg): 2400						
Company name: Test Dedykowany						
Carrier name: Raben						
Type of vehicle: TIR (24t) metal						
Registration number: TT98541 / NN98745						
Type of unloading: Rear						
Available space: 20%						
Driver's first name: Jan						
Driver's last name: Nowak						
Driver's ID type: DO						
Driver's ID number: ZXZ12345						
Driver's driving licence: 12/45/2019						
Driver's phone: +48 605825107						
Number of seal: LOCK/1/2023						
ADR: Yes						
ADR Class: 4.1						
Comments: Dodatkowy opis						

## Search for appointments

By default, all notifications from the available time period are displayed for the selected warehouse. Using the form above the list, apart from changing the warehouse, you can also:

- change the default time slot, if the selected warehouse allows it (this option is available only for the main account, not for employees);
- filter notifications by entering keyword(s) (advices containing any of the entered keywords are displayed), vehicle registration numbers or order numbers are most often used as keywords;
- display all notifications for which vehicles are located in the warehouse facility (advices for which the entry of the vehicle has been saved and the exit has not been saved).

**Entry gate**

Warehouse: Magazyn S.A., Witrualna 1, 00-000 Miasto, Poland

Keywords:  ?

Change the default time range

Start date: 2023-02-09 00:00

End date: 2023-02-09 23:59

Show all vehicles inside the facility

## Saving events

To save an entry or departure event for a given appointment, click on the **Entrance** or **Departure** column in the row of the selected appointment (these cells are marked with clock icons).

Entrance	Departure
-	-
2023-02-09 10:44	-
2023-01-30 16:10	2023-02-02 14:16
-	-
2023-01-30 16:17	2023-01-30 16:18

Then, in the displayed form, check the correctness of the data, optionally add a comment on the event and click the "Save" button. If the event is saved, a message on a green background will be displayed below the button. If an error is detected in the form, a red message will be displayed.

The form for adding events for appointment is pre-filled with the current date and time. The vehicle registration number is taken from the appointment data. If an entry event has been saved for a given notification, and a vehicle registration number other than that contained in the notification data has been provided for this event, then this number will be used when adding the departure event.

\* Entrance

\* 2023-02-09

\* 12:42

\* Enter vehicle registr

Additional notes

If it is necessary to change the event data, click on the entry/exit cell again and proceed in the same way as when adding an event.

## Events

In the "Events" module, we have access to all events added by us or our employees. We can also add events that are not related to notifications in warehouses assigned to us. This module also allows you to edit and delete saved events. Both editing and deleting events are not available to our employees, **these options are available only for the main "Gate" account.**

ID	Event type	Entry gate	Date	Time	Registration Number	Appointment	Warehouse	Comments	
27	Entrance	Main gate	2023-02-09	10:44	TT111111	#1359	Magazyn S.A., Witrualna 1, 00-000 Miasto		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
24	Entrance	Side gate	2023-02-07	11:47	WX456874	#1363	Magazyn S.A., Witrualna 1, 00-000 Miasto		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
23	Departure	Side gate	2023-02-02	14:16	RJS1234	#1357	Magazyn S.A., Witrualna 1, 00-000 Miasto		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
14	Departure	Side gate	2023-01-30	16:18	TT54321	#1358	Magazyn S.A., Witrualna 1, 00-000 Miasto		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
13	Entrance	Side gate	2023-01-30	16:17	TT12345	#1358	Magazyn S.A., Witrualna 1, 00-000 Miasto	Zezwolenie na wjazd ...	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
15	Entrance	Side gate	2023-01-30	16:10	RJS1234	#1357	Magazyn S.A., Witrualna 1, 00-000 Miasto		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
10	Entrance	Side gate	2023-01-24	13:01	RJS1FL2	-	-		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
9	Entrance	Side gate	2023-01-24	11:59	RJS68U9	-	-	Przyjazd przed czasem. ...	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
8	Entrance	Main gate	2023-01-23	21:10	WW12345	-	-	Test	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
5	Departure	Main gate	2023-01-23	15:34	asdasd	-	-	asdasdasd	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
2	Entrance	Side gate	2023-01-22	14:51	RJS68U9	-	-	Test - entry event - ...	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
22	Entrance	Side gate	2022-04-04	05:12	WX12345	#1334	Magazyn S.A., Witrualna 1, 00-000 Miasto		<input type="checkbox"/> Edit <input type="checkbox"/> Delete

If a given event has been added in the "Entry gate" module, so it has been assigned to the notification, then the "Appointment" and "Warehouse" columns contain information about the notification (respectively, the notification number and the name of the warehouse to which the notification is assigned).

To change the default order on the list of events, click on the column header. The first click sorts in ascending order, the second click changes the order to descending. It is possible to sort by more than one column, then a number indicating the sorting order is displayed in brackets next to the column name.

The events visible in the list can be filtered. To display the filtering form, click on the "Filter" button located above the list of events.

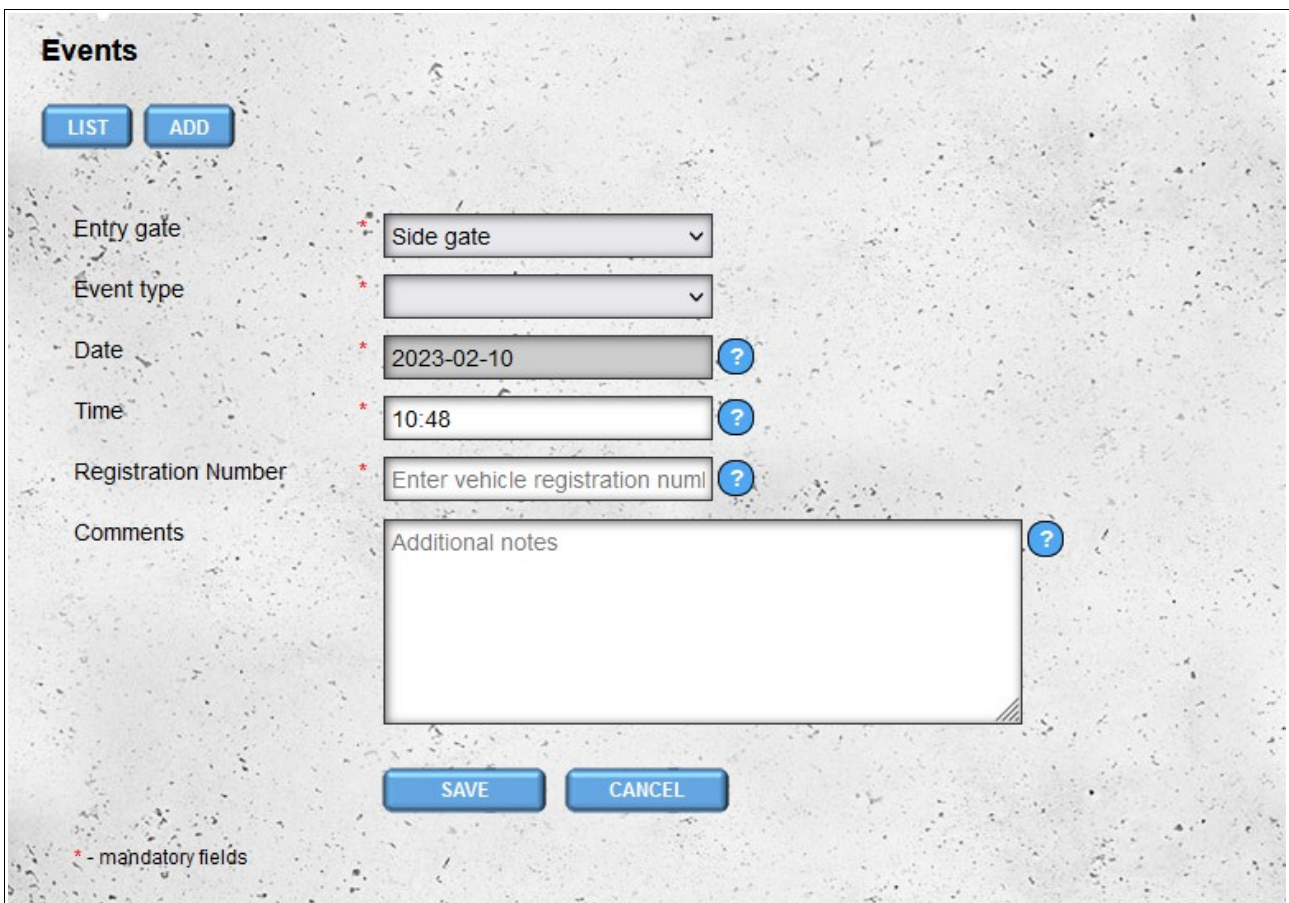
Events		
<input type="button" value="LIST"/>	<input type="button" value="FILTER"/>	<input type="button" value="ADD"/>
Event type:	<input type="text" value="Entrance"/>	
Entry gate:	<input type="text"/>	
Date:	<input type="text" value="2023-02-01"/>	<input type="text" value="2023-02-20"/>
Time:	<input type="text"/>	<input type="text"/>
Registration Number:	<input type="text"/>	
Appointment:	<input type="text"/>	
Warehouse:	<input type="text" value="Magazyn"/>	
Comments:	<input type="text"/>	
<input type="button" value="Apply Filter"/>		
<input type="button" value="Reset Filter"/>		

After filtering, all currently applied filters are visible above the list of events.



To go to the form for adding a new event, click the "Add" button. Going to the form for adding a new event is also possible by clicking the "Add event" button, which is located under the notification search form in the "Entry gate" module.

The form for adding an event looks and works similarly to the form available in the "Entry gate" module. The first difference is that the "Event type" and "Registration number" fields are not filled in automatically. The second difference is the ability to select the entrance gate where the added event took place.



If it is necessary to change the data in the entered event, it can be done, but this operation is possible only from the level of the main "Gate" account. To do this, click the "Edit" button next to the event you want to edit.

It is also possible to delete previously added events. Events can be deleted individually by clicking the "**Delete**" button next to the event. It is also possible to delete events collectively by selecting the checkboxes located in front of the "**Edit**" buttons and then clicking the "**Delete selected**" button that appears above the list of events after selecting at least one event.

**Events**

LIST FILTER ADD DELETE SELECTED

ID	Event type	Entry gate	Date	Time	Registration Number	Appointmen			
27	Entrance	Main gate	2023-02-09	10:44	TT111111	#1359	<input checked="" type="checkbox"/>	Edit	Delete
24	Entrance	Side gate	2023-02-07	11:47	WX455874	#1363	<input type="checkbox"/>	Edit	Delete
23	Departure	Side gate	2023-02-02	14:16	RJS1234	#1357	<input checked="" type="checkbox"/>	Edit	Delete
14	Departure	Side gate	2023-01-30	16:18	TT54321	#1358	<input checked="" type="checkbox"/>	Edit	Delete
13	Entrance	Side gate	2023-01-30	16:17	TT12345	#1358	<input type="checkbox"/>	Edit	Delete