



Madrid, 26 de diciembre de 2024

DOCUMENTO Nº 001 12-2024

DOCUMENTO 1 DE 3 SISTEMA CEMT DIGITAL. MANUAL DEL GESTOR (VERSIÓN EN INGLÉS)

Estimados Asociados:

A continuación adjuntamos el manual del gestor indicado en el comunicado que nos envía la Subdirección General de Gestión sobre el nuevo sistema digital de autorizaciones CEMT y que circularizamos el 26 de diciembre de 2026.

ATFRIE

Nota: Queda prohibida la puesta en red, total o parcial, de esta información sin la autorización de ATFRIE.

International Transport Forum (ITF)

Manual for Haulier Manger

ECMT Transport Licences System

Document Version: D_ECMT_TLS_MHM-001 • June 14, 2024



Document History

Description	Author	Version	Date		
Created AlfaSoft template	Victoria Plugari	n/a			
Initial version created	Victoria Plugari	D_ECMT_TLS_MHM-001	May 29 <i>,</i> 2024		
Last name first name fields modification	Victoria Plugari	D_ECMT_TLS_MHM-001	June 14, 2024		

Acronyms and Abbreviation

Acronym	Definition
ECMT	European Conference of Ministers of Transport
ECMT TLS	ECMT Transport Licences System
ITF	International Transport Forum
NIA	National Issuing Authority

Table of Contents

1		ABC	DUT HAULIER MANAGER ROLE	8
2	ι	USE	R'S AUTHENTICATION (LOGIN / LOGOUT)	9
2.	1	Н	IOW TO LOGIN THE SYSTEM	9
2.	2	Н	IOW TO LOGOUT THE SYSTEM	11
3	ł	HAU	ULIER MANAGER'S WORKPLACE	.12
3.	1	L	ICENCE MANAGEMENT	17
	3.1.	1	How to Get Licence Info According to Its Status	17
	3.1.	2	How to View Licences in Accordance with Specified Parameters	17
	3.1.	3	How to Get Licence Info from Licence Form	20
	3.1.4	4	How to Activate New Trip for a Licence	24
	3.1.	5	How to Add Transit Point to a Trip	28
	3.1.	6	How to Add a Step to a Trip	30
	3.1.	7	How to Add Special Remark to a Trip	31
	3.1.	8	How to Change Vehicle / Trailer for a Trip	33
	3.1.9	9	How to Change the Date, Number of KM, Country or Place of Arrival for a Trip	35
	3.1.	10	How to Finish the Trip	37
3.	2	Т	RUCKS MANAGEMENT	39
	3.2.	1	How to Add New Truck. Truck's Profile Form	39
	3.2.	2	How to Edit Truck's Data	44
	3.2.	3	How to Upload Documents to Truck's Record	46
	3.2.	4	How to Inactivate Truck's Record	47
	3.2.	5	How to Activate Inactive Truck's Record	49
	3.2.	6	How to Import Trucks' Records	50
3.	3	Т	RAILERS MANAGEMENT	53
	3.3.	1	How to Add New Trailer. Trailer's Profile Form	53
	3.3.	2	How to Edit Trailer's Data	56
	3.3.	3	How to Upload Documents to Trailer's Record	57
	3.3.4	4	How to Inactivate Trailer's Record	58
	3.3.	5	How to Activate Inactive Trailer's Record	59
	3.3.	6	How to Import Trailers' Records	60
U	SERS	MA	NAGEMENT	63
	3.3.	7	How to Create New User	63
	3.3.	8	How to View / Edit Existing User's Info (Unlock/Disable User)	65

3.3	3.9 How to Change User's Password	67
4	REPORTS	68
4.1	Elements of Report Interface	69
4.2	How to View Report According to Provided Criteria	70
4.3	How to Navigate between Report's Pages	71
4.4	How to Export (Save) a Report	73
4.5	How to Maximize / Minimize Report's View	74
4.6	How to Hide / Show Report's Filter Zone	75
5	INCIDENTS	76
5.1	How to Post an Incident from "Incidents" Profile	77
5.2	How to Post Incident from Form's Interface	79
5.3	How to Change Incident's Status	
6	MY PROFILE	83
6.1	"My profile" Elements	

List of Figures

Figure 1 Haulier's workplace. "Licences" interface9
Figure 2 ECMT TLS login page10
Figure 3 Ways to logout the system11
Figure 4 Haulier Manager's workplace. Annual licences interface12
Figure 5 Haulier Manager's workplace. Short-term licences interface
Figure 6 Haulier Manager's workplace. Trucks interface
Figure 7 Haulier Manager's workplace. Inactive trucks interface
Figure 8 Haulier Manager's workplace. Trucks import interface14
Figure 9 Haulier Manager's workplace. Trailers interface15
Figure 10 Haulier Manager's workplace. Inactive trailers interface15
Figure 11 Haulier Manager's workplace. Trailers import interface16
Figure 12 Haulier Manager's workplace. Users interface16
Figure 13 Annual licences interface viewed in default mode17
Figure 14 Annual licences list viewed in accordance with providing search criteria18
Figure 15 Licence form. Info tab20
Figure 16 Licence document in PDF viewer20
Figure 17 Licence logbook in PDF viewer form21
Figure 18 Licence form. Logbook tab21

Figure 19 Action's form	.22
Figure 20 Steps form	.22
Figure 21 Licence form. History tab	.24
Figure 22 Start of new trip activation process	.24
Figure 23 New trip activation form	.25
Figure 24 Active trip block of fields in licence logbook	.25
Figure 25 Link licence step on new trip activation	.26
Figure 26 Lookup for available licence selection	.26
Figure 27 Message on successful licence link	.27
Figure 28 Start of transit point addition	.28
Figure 29 Transit point addition form	.28
Figure 30 Steps form with transit points	.29
Figure 31 "Add step" process start	.30
Figure 32 Trip step adding form	.30
Figure 33 Start of special remark adding process	.31
Figure 34 Special remark form	.32
Figure 35 Viewing the list of added special remarks after adding them to active trip	.32
Figure 36 Start of change vehicle / trailer process	.33
Figure 37 Change vehicle form (first step)	.33
Figure 38 Change vehicle form (second step. "Change trailer" case)	.34
Figure 39 Confirmation messages forms on vehicle / trailer change	.34
Figure 40 Start of change trip parameters process	.35
Figure 41 "Change the date, number of km, country or place of arrival" form	.35
Figure 42 Start of "finish the trip" process	.37
Figure 43 finish the trip form	.37
Figure 44 Confirmation messages on finish trip process	.38
Figure 45 Finished trip section in licence logbook	.38
Figure 46 Start of new truck adding process	.39
Figure 47 New Truck form (first step)	.39
Figure 48 New truck form. Document Uploading (second step)	.39
Figure 49 Document uploading (way 1)	.40
Figure 50 Document uploading (way 2)	.42
Figure 51 New truck form. Document Uploading step after uploads are done	.42
Figure 52 Truck's profile form. Info interface	.43
Figure 53 Truck's profile form. Documents list	.43
Figure 54 Truck's profile form. History list	.44
Figure 55 Start of truck's record editing process	.44
Figure 56 Truck's form opened in editing mode (first step)	.45

Figure 57 Truck's form opened in editing mode (documents uploading step)	45
Figure 58 Start of documents uploading process	46
Figure 59 Truck's uploading documents form	46
Figure 60 Start of truck inactivation process	47
Figure 61 Truck inactivation form	48
Figure 62 Start of truck's activation process	49
Figure 63 Truck's activation form	49
Figure 64 Start of trucks' records importing process	50
Figure 65 "Import Trucks" form	50
Figure 66 Trucks template file	52
Figure 67 Trucks' records file filled in on base of the downloaded template	52
Figure 68 Start of new trailer adding process	53
Figure 69 New Trailers form (first step)	54
Figure 70 New Trailers form. Document Uploading (second step)	54
Figure 71 New trailers form. Document Uploading step after uploads are done	54
Figure 72 Trailer's profile form. Info interface	55
Figure 73 Trailer's profile form. Documents list	55
Figure 74 Trailer's profile form. History list	55
Figure 75 Start of trailer's record editing process	56
Figure 76 Trailer's form opened in editing mode (first step)	56
Figure 77 Trailer's form opened in editing mode (documents uploading step)	56
Figure 78 Start of documents uploading process	57
Figure 79 Trailer's uploading documents form	57
Figure 80 Start of trailer inactivation process	58
Figure 81 Trailer inactivation form	58
Figure 82 Start of trailer's activation process	59
Figure 83 Trailer's activation form	59
Figure 84 Start of trailers' records importing process	60
Figure 85 "Import Trailers" form	61
Figure 86 Trailers' template file	62
Figure 87 Trailers' records file filled in on base of the downloaded template	62
Figure 88 Start of new user creation process	63
Figure 89 New user registration form	64
Figure 90 Warning message on successful user creation	64
Figure 91 Opening User's membership info form	65
Figure 92 User's membership info form opened in editing mode	65
Figure 93 Driver rights selection	66
Figure 94 Viewing disabled user record in the grid	66

Figure 95 "Change password" process start	67
Figure 96 Change password form	67
Figure 97 Message about successful password changing	67
Figure 98 Reports menu access	68
Figure 99 Licence usage report. Report interface elements	69
Figure 100 Report's filter zone	69
Figure 101 Report's menu bar	70
Figure 102 Report's body	70
Figure 103 Getting back to viewing report by default characteristics	71
Figure 104 Report's navigation buttons	71
Figure 105 Report's Export	73
Figure 106 Viewing exported report in PDF	73
Figure 107 Zoom drop-down menu	74
Figure 108 "Hide / Show parameters" button. Hiding / viewing report's filter zone	75
Figure 109 Incidents menu. "Submitted" interface	76
Figure 110 "Add an Incident" form. General tab	77
Figure 111 Incident type selection	77
Figure 112 "Add an incident" form. Screenshot tab	78
Figure 113 "Add an Incident" form. Attachments tab	78
Figure 114 Posting incident from form's interface (incident posting button)	79
Figure 115 "Post Incident" form opened from system form's interface	80
Figure 116 Start of incident status changing process	80
Figure 117 Status changing form	81
Figure 118 "My profile". "Personal info" interface	83
Figure 119 "My profile". "Change Password" interface	84
Figure 120 "My profile". "Login history" list	84

1 About Haulier Manager Role

Haulier (haulier manager) is an authorized by National Issuing Authority user who is authorized to act on behalf of the National Issuing Authority.

Haulier Manager is empowered by following functions in the system:

- Manages (creates, closes, suspends, reactivates) accounts for other employees of the haulier drivers.
- Uploads to the system certificates for the trucks used with the ECMT licenses
- Associates trip(s), vehicle and a driver(s) to any of the ECMT licence assigned to the haulier for any given transport operation, at a time
- Manage (creates/changes) a trip plans
- Modifies, during the trip, the planned date of arrival of the trip
- Gives driver(s) permissions to edit the attributes of trips, if applicable
- Accesses data about ECMT licences assigned to the haulier, and trips performed with those licences
- Replaces the vehicle associated with a licence with an operational vehicle in order to continue the trip in case of a road accident or vehicle damage, including the declaration of a statement confirming such accident or damage
- Has ability to see, in real time, which licences assigned to the haulier are in use and which are available for a new trip
- Generates/downloads licence and/or logbook files in pdf format

Figure 1 Haulier's workplace. "Licences" interface



2 User's Authentication (Login / Logout)

Before starting work in the system each user has to pass login procedure. At the end of working session it is recommended to execute logout procedure for the purpose of system data safety.

2.1 How to Login the System

User account is created by administrator. To create an account any user provides his data and email address to administrator, administrator in his turn creates an account for a user and provides password for following authentication process. Once account is accessed, user can change password for safety purpose (see paragraph 6.1 below)

To pass authentication process do following:

1. Using your browser access system's electronic page.

2. In login form that will be displayed on your screen insert your email as a user name and password:

Figure 2 ECMT TLS login page

ECMT Transport Licences Syster	n		1) Provide your use (email address) in th	er name is field	£≣
	€ In Tr	terna ansp	ational ort Forum		
	User name	victoria1@al	bania.com		
	Password		····· /		
2) Provide your us in this field	ser password	/	Forgot password?		
3) Press this I procedure and t	button to fin o access your v	ish Lo <u>c</u> workpla	jin b		
2024 © Alfasalt. Powe Use this link in your user name	situation if y or password	ou forg	ot		-]

Note1: User name and password fields are sensitive for capitalization, so be sure that you enter your credentials in the way they were provided during the registration.

Note2: If you forgot your user name or password use "Forgot password?" link situated under the authentication fields.

3. Click Log In button.

As a result of passed steps you will be moved into your working place (see Figure 1)

2.2 How to Logout the System

Once you are done with your work in the system it is recommended to effectuate Logout procedure. In this way you will protect your workplace from outside interferences and will keep safety of the system data. To execute Logout procedure press **Logout** button in the right top corner of your workplace or same functionality button in the right down corner of your account workplace **a**.

Figure 3 Ways to logout the system

				Click these b the system	uttons to logout	
	Albania				(1	
	Haulier 🛛 😋				U	Log Out
Workplace	🗊 Licences	Annual licences	s 17	Short-term lice	ences 10	5
	Short-term					
Reports	🚚 Trucks	•				
÷.	🖉 Inactive	Available 9	In Use 1	Available 2	In Use 1	
Incidents	🛓 Import					
_	A Trailers	Cancelled 2	Expired 0	Cancelled 1	Expired 2	
An Drofile	 Inactive Import 					
myrione	R= Users	Replaced 3		Replaced 2		
?			J			
Help						
						(2)
	l					
	2024 © Alfasoft, Powered	by Alfa Five .Core Platform. All Rights Res	erved. v.7.1.2.4.1/DEBUG 2024.5	Or click t	these button t	O H_Manager
				loaout the s	svstem	

3 Haulier Manager's Workplace

NIA's workplace represents a vertical profile that contains following elements:

- Licences shows licences at disposal of the haulier divided by their term and current status (see Figure 1).
- Annual licences list of annual licences at haulier's disposal. By default, the list is shown without records. To view the entire list or records click Search button, or provide search criteria and then click Search button to view list of annual licences records that satisfy provided search criteria:

Figure 4 Haulier Manager's workplace. Annual licences interface

	Albania												1
G Workplace	Haulier 🔉		Number			Vehicle Category			Click he licences	ere to list	view d	annual	lo <u>S</u> earch
Reports	Short-term		Year	Code	Number 🔺	Status	Туре	Vehicle C	Restrictions	Issued at	Valid From	Valid To	Modified On 2
<u>.</u>	Ø Inactive	ø	2024	AL	00001	Replaced	Annual	Euro VI		28/12/2023	01/01/2024	30/12/2024	28/12/2023
U.	± Import	ø	2024	AL	00004	Replaced	Annual	Euro V	A, GR	10/01/2024	11/01/2024	31/12/2024	10/01/2024
Incidents	A Trailers	ø	2024	AL	00005	Replaced	Annual	Euro VI		26/01/2024	26/01/2024	31/12/2024	26/01/2024
A	Ø Inactive	ø	2024	AL	00006	Available	Annual	Euro VI	A,GR,H,I,RUS	26/01/2024	26/01/2024	26/01/2024	26/01/2024
My Profile	🛓 Import	ø	2024	AL	00007	In Use	Annual	Euro V	A,GR,H	31/01/2024	31/01/2024	31/12/2024	31/01/2024
	,R≓ Users	ø	2024	AL	00008	Cancelled	Annual	Euro V	A, GR, H, RUS	07/02/2024	07/02/2024	31/12/2024	07/02/2024
Help		ø	2024	AL	00009	Cancelled	Annual	Euro V	A,H,I	15/02/2024	15/02/2024	31/12/2024	15/02/2024
		ø	2024	AL	00010	Available	Annual	Euro VI	A,GR	28/03/2024	28/03/2024	31/12/2024	28/03/2024
		ø	2024	AL	00011	Available	Annual	Euro VI		01/04/2024	01/04/2024	31/12/2024	03/04/2024
		ø	2024	AL	00012	Available	Annual	Euro VI	A,GR,H	01/04/2024	01/04/2024	31/12/2024	01/04/2024
			2024	AL	00013	Linked	Annual	Euro V	A,H,RUS	04/04/2024	04/04/2024	31/12/2024	04/04/2024
		ø	2024	AL	00014	Available	Annual	Euro V	A,GR,H,I	11/04/2024	11/04/2024	31/12/2024	11/04/2024
		1 0	of 13 selecte	ed (foun	d 17)								H 🖛 Page 1 🔿

Short-term licences – list of short-term licences at haulier's disposal. By default, the
list is shown without records. To view the entire list or records click search button, or
provide search criteria and then click search button to view list of short-term licences
records that satisfy provided search criteria:

	Albania														1
G Workplace	Haulier	0		Number		Vehi Cate	cle gory		✓ Statu	s Click h	R	eserve?	OYes ONo	Search	,
	 Annual Short-terr 	n								licence	es list	VIEW SIT	511-121111]	
Reports	🚛 Trucks			Year	Code	Number 🔺	Status	Туре	Vehicle Cat	Restrictions	Issued at	Valid From	Valid To	Modified On	C
.×.	Ø Inactive		ø			20002		Short-term		A,GR,H	26/12/2023		30/01/2024	27/03/2024	
105 Tasidaata	🛓 Import		ø	2024	AL	20003	Expired	Short-term	Euro VI	A,GR,H	01/04/2024	01/04/2024	02/04/2024	03/04/2024	
incidents	A Trailers		ø	2024	AL	20004	Available	Short-term	Euro V	A,GR,H	04/04/2024	04/04/2024	05/04/2024	04/04/2024	
1	Ø Inactive		ø	2024	AL	20005	Replacec	Short-term	Euro V	A,H,RUS	05/04/2024	05/04/2024	08/04/2024	05/04/2024	
My Profile	± Import		B	2024	AL	20006	Linked	Short-term	Euro V	A,GR,H	05/04/2024	05/04/2024	30/04/2024	05/04/2024	
	,R≓ Users		R.	2024	AL	20007	Linked	Short-term	Euro V	A,H,RUS	05/04/2024	05/04/2024	30/04/2024	05/04/2024	
Helo			ø	2024	AL	20008	Available	Short-term	Euro V	A,GR,H,I,RUS	05/04/2024	05/04/2024	09/04/2024	05/04/2024	
p			ø	2024	AL	20013	In Use	Short-term	Euro V	A	29/04/2024	29/04/2024	29/05/2024	29/04/2024	
			ø	2024	AL	30001	Replacec	Short-term	Euro V	A, GR, H	20/12/2023	01/01/2024	30/01/2024	20/12/2023	
			ø	2024	AL	30002	Cancelle	Short-term	Euro V	A,GR,H	20/12/2023	01/01/2024	30/01/2024	20/12/2023	
			10	f 10 selecte	d (foun	d 10)									

Figure 5 Haulier Manager's workplace. Short-term licences interface

 Tracks – list of active tracks that belong to company. Here new trucks can be added, trucks data can be modified, truck documents can be uploaded, truck records can be inactivated:

Figure 6 Haulier Manager's workplace. Trucks interface

	Albania									13
Workplace	Haulier 🥑	Plate Number	I	· ·	/IN Code	Vehicle	Category	~	Search	כ
	🕅 Annual 🗵 Short-term	🚚 New Truck 📑	Edit 📑 Upload	Documents 8	Truck Inactivation	1				
Reports	🚚 Trucks	Plate Number +	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By		1
Ť	Ø Inactive	rt234o	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir		
Incidents	± Import	TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir		
_	A Trailers	TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir		
	Ø Inactive									
My Profile	£ import ,Ω; Users									

 Inactive Trucks – list of inactive trucks of the company. Records of inactive trucks can be activated back in case of necessity:

	Albania							
Workplace	Haulier 2	Plate Number		VIN Code		Vehicle Cate	gory	✓ Search
e	AnnualShort-term	 Truck Activation 						
Reports	🚚 Trucks	Plate Number 🔺	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
	⊘ Inactive	AA08800	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	05/04/2024 12:14	Xheli Besmir
æ	± Import	AA088OO	Euro V	Xheli Besmir	11/12/2023 16:12	192.168.1.111	26/03/2024 11:45	Xheli Besmir
Incidents	A Trailers							
400	Ø Inactive							
My Profile	🛓 Import							
? Help	,Ω≑ Users							

Figure 7 Haulier Manager's workplace. Inactive trucks interface

• **Trucks import** – element where truck records can be uploaded in form of a MS Excel files. Importing template file can be downloaded first for following filling:

Figure 8 Haulier Manager's workplace. Trucks import interface

	Albania												1
	Haulier	0	📥 Import				Fin	nd:	File Name	~			Go
	 Annual Short-terr 	m	File Name	Status	Imported Nr	With Errors Nr	File Size		Created By		Created IP	Created On -	0
Reports	Trucks												
₩ Incidents	 Inactive Import Trailers 												
My Profile	 ⊘ Inactive ▲ Import R= Users 				No records ar	re available in th	is view.						
? Help													

• **Trailers** – list of active trailers that belong to company. Here new trailers can be added, trailers data can be modified, trailers documents can be uploaded, trailers records can be inactivated:

rigare 5 nauner Manager 5 Workplace. Haners interjac	Figure 9	Haulier	Manager	's workplace.	Trailers	interface
--	----------	---------	---------	---------------	----------	-----------

	Albania							1
Workplace	Haulier 🥑	Plate Number					Search	·]
	AnnualShort-term	Add Trailer 🕞 Edit 🗠 Upload	d Documents 🛿 😫 Tra	iler Inactivation				
Reports	🚚 Trucks	Plate Number 🔺	Created By	Created On	Modified On	Modified By	Has Documents	c
Ť	 Inactive 	ARJ123	hadmin@btrans.com	21/12/2023 16:24	27/02/2024 10:55	hadmin@btrans.com	0	
	± Import	CIL 007	hadmin@btrans.com	17/04/2024 09:56	17/04/2024 09:56	hadmin@btrans.com	0	
	A Trailers	DDD333	hadmin@btrans.com	31/01/2024 17:11	31/01/2024 17:11	hadmin@btrans.com	0	
4	🖉 Inactive	DTR234	hadmin@btrans.com	21/12/2023 16:25	21/12/2023 16:25	hadmin@btrans.com	0	
My Profile	± Import	GTI129	hadmin@btrans.com	31/01/2024 17:11	31/01/2024 17:11	hadmin@btrans.com	0	
	,R≑ Users	RRR555	hadmin@btrans.com	17/04/2024 17:12	17/04/2024 17:12	hadmin@btrans.com	•	
Help		RRR23	hadmin@btrans.com	29/04/2024 16:09	29/04/2024 16:09	hadmin@btrans.com	•	

• Inactive trailers – list of inactive trailers of the company. Records of inactive trailers can be activated back in case of necessity:

Figure 10 Haulier Manager's workplace. Inactive trailers interface

	Albania								13
G Workplace	Haulier 🔉	Plate Number						Sear	ch
Ē	AnnualShort-term	 Trailer Activation 							
Reports	🚚 Trucks	Plate Number 🔺	Created By	Created On	Created IP	Modified On	Modified By	Modified IP	C
₽ Incidents	 Inactive Import Import 	ARJ111	Xheli Besmir 0	3/01/2024 19:27 1	192.168.1.111 1	7/04/2024 17:15	Xheli Besmir 1	192,168,1,111	
My Profile	A Trailers O Inactive ± Import Re Users								

• **Trailers import** – element where trailers records can be uploaded in form of a MS Excel files. Importing template file can be downloaded first for following filling:

	Albania								1	1
Workplace	Haulier 2	🕹 Import					Find: File Name	~	Go]
	🗂 Annual	File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On 👻 🗧	з
	Short-term	Trailers1.xlsx	Imported			.6 kB	Xheli Besmir	192.168.1.111	23/02/2024 16:19	
Reports	🚚 Trucks									
<u>,</u> 4	Ø Inactive									
Tocidents	± Import									
inclucing	A Trailers									
A ==	Ø Inactive									
My Profile	🛓 Import									
_	,R≓ Users									
? Help										

Figure 11 Haulier Manager's workplace. Trailers import interface

• Users – list of hauler's company users. Here user records can be added, their data can be modified, user passwords can be changed:

Figure 12 Haulier Manager's workplace. Users interface

	Albania							1
☆	Haulier	Email		Role			_ 5	
Workplace	Licences						Sean	
_	🖺 Annual	&+ Nev	w User 📄 Membership Info	More Actions 💌				
	Short-term	_						_
Reports	🚛 Trucks	Logir	ñ •	Role	Status 🕶	Registered On	Last Loged In	0
×	Ø Inactive	🧧 Btran	is Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31	
÷.	± Import	🙎 drive	r2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49	
Incidents	A Trailers	🙎 drive	r3@btrans.com	H_Driver	Approved	04/04/2024 17:54	10/06/2024 17:37	
4	Ø Inactive	🙎 drive	r4@btrans.com	H_Driver	Approved	05/04/2024 09:54	05/04/2024 09:57	
My Profile	🛓 Import	🙎 drive	r5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09	
_	,,Ω≓ Users	🙎 h_dri	ver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46	
?		👷 hadm	nin@btrans.com	H_Manager	Approved	01/12/2023 10:35	14/06/2024 13:34	_
Help								-

3.1 Licence Management

3.1.1 How to Get Licence Info According to Its Status

Licence status shows stage of its life cycle in the system. Licences can get following statuses:

Available – a licence that has been issued to a haulier and is available for its use (is not used in none of hauliers trips at the current moment of time).

In use – a licence that has been issued to a haulier and is in use for a moment. One licence can be used for one trip at once. If licence is in use for a trip, it can't be used for another trip.

Cancelled – a licence that has been issued to a haulier but has been cancelled due to some reasons (for instance: haulier stopped its activity, haulier doesn't respect stipulated licence usage agreement, etc.) Cancelled licences can't be reused, but they can be replaced from a reserved stock of licences.

Replaced – a licence that has been replaced after its cancellation. Actually licence replacement means its repeated activation for another haulier.

I spired – a licence that has been issued to a haulier, which term of usage has been expired.

Linked – a licence issued to a haulier, linked to a trip where it will be used right after a licence with expiring term of usage (in case when trip duration exceed expiring licence time limits).

3.1.2 How to View Licences in Accordance with Specified Parameters

By default, list of annual and short term licences are viewed without records.

Figure 13 Annual licences interface viewed in default mode

	Albania		1
☆	Haulier	0	Number Vehicle Status Reserve?
Workplace	Licences		Category Category Search
_	📔 Annual		U
	Short-ter	m	Click to view entire list of
Reports	🚚 Trucks		issued licences
. 	🖉 Inactive		
Tocideots	🛓 Import		
inclocinci	A Trailers		
A ==	Ø Inactive		
My Profile	🛓 Import		
?	,R≓ Users		
Help			

You can click Search button without providing search criteria in case you want to view the entire licence list.

Or

You can provide search criteria using search form in the upper part of the list and click search button: thus you'll see the list of only those licence records that satisfy providing search criteria:

Figure 14 Annual licences list viewed in accordance with providing search criteria

		1) Provide criteria using the filter zone
	Albania	
Workplace	Haulier 😭	C Number Vehicle Euro V v Status Available Reserve? Yes No Reserve?
	Annual Short-term	Search
Reports	Trucks Inactive	2) Click "Search" button
The Incidents	⊥ Import	Year Code Number - Status Type Vehicle Category Modified On 2024 AL 00014 Available Annual Euro V A.GR.H.I 11/04/2024 11/04/2024 31/12/2024 11/04/2024 11/04/2024 31/12/2024 11/04/2024 11/04/2024 31/12/2024 11/04/2024
Arrofile	 Inactive Import 	Image: Providing search Image: Providi
?	,R≑ Users	
Help		4) Click "Reset" button to cancel from viewing by provided cratering and get

3.1.3 How to Get Licence Info from Licence Form

To view licence form double-click its record from the list of annual or short-term licences. Licence form is composed from three tabs (inlays):

Info tab – shows licence current status and licence general info. Also here you can view licence document and logbook document in PDF viewer interface:

🛛 License Annua	I AL00007 - In Use 31/01/2	2024-31/12/2024			8 🗆 ×
	INFO		LOGBOOK		HISTORY
🚚 In Use					
Country *	Albania				
Code *	AL	Number *	00007	Year *	2024
Type *	Annual	Category *	Euro V	Is Reserve? *	🗌 Yes 🔘 No
Issued at *	31/01/2024	Valid From *	31/01/2024	Valid To *	31/12/2024
Haulier *	Balkan Trans				
Restrictions	Austria, Greece, H	ungary,			
Linked License	20002				
	Click here to v	iew licence docu	ment	w license 🔁 Vie	w last logbook printed documer
	in PDF format				
		Click her	e to view licence	e logbook in	/
		PDF forn	nat		

Figure 15 Licence form. Info tab

Figure 16 Licence document in PDF viewer



Figure 17 Licence logbook in PDF viewer form

View							8		×
=	1 / 1	_	+	\$	С	₽ €	\$:	
	Image: Note of the second s			A Constraints of the second se	ANNERO A ANNERO A ANNERO ANNE ANNERO A ANNERO A				•

Logbook tab – contains information about all trips that have been executed using the licence. Here you can start new trip for a licence (new trip can be started only when licence has "available" status), add steps and actions for a current trip, view steps data, finish current trip

Figure 18 Licence form. Logbook tab

When licence is in use new trip can't be activated (created)

😰 License Annua	al AL00007 - In Use	31/01/2024-31/12/2024	8 🗆	×
	INFO	LOGBOOK 🗐 HISTORY		0
New trip				1
# 19 - TRIP ACTIV A) DEPARTURE	VATED <u>STEPS: 1</u> 🔒 1	🖊 Transit 🖉 Add step 🖉 Special remark 🚑 Change vehicle 🛛 🕾 Finish the trip 🖉 Change	J	
Departure Date	21/04/2024	Place of loading Paris Country of loading Genes Weinht (in tennes)		
Number of km at departure B) ARRIVAL 🛃	276500	(available only for active trip)		
Arrival Date	23/04/2024	Place of unloading Tirana Country of unloading AL Gross Weight (in tonnes) 5.0]
Driver	227\$500 Number One	Steps' and actions' icons: click on icon to		
# 18 - TRIP FINIS	HED 🎮	view step / action data in a separate form		
Departure Date	21/04/2024	Place of I Gross Weight (in tonnes) 21.	0	
Number of km at departure B) ARRIVAL 🛃	275500	Trip's current status ler Reg Nr ARj123 AL Loaded , Assembled goods		
Arrival Date	21/04/2024	Place of unloading Paris Country of unloading F Gross Weight (in tonnes) 21.	0	
Number of km at arrival	276500	Truck Reg Nr TR1234A AL Trailer Reg Nr ARJ123 AL		
Driver	Number One		_	-

Note: Step adding is available for annual licences only

Figure 19 Action's form

Control			∎ □ ×
Control Autority	Albania CLO		
Country	AL		
Control Result	Valid	Control Date	21/04/2024 14:27
Comments			
			Close

Figure 20 Steps form

License 00007 , Trip	Nr 19						B		×
A) DEPARTURE									
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes)	5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
Step 1 - Transit poin	ıt								
Date	21/04/2024	Place	Budapest	Country	Н				_
Number of km(ODO meter)		Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
B) ARRIVAL 🛃									
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unloading	AL	Gross Weight (in tonnes)	5.0		
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
0 of 3 selected (four	nd 3)								
								Clos	е

History tab – shows list of records about licence status change and serves for information purpose only.

Figure 21 Licence form. History tab

😰 License	Annual AL000	07 - In Us	e 31/01/2024-31/	2/2024		g		×
	O IN	IFO		🚚 LOGBOOK	HISTORY			0
Status	Date From +	Date To	Created By	Comments				C
In Use	21/04/2024		Xheli Besmir					
Available	21/04/2024	21/04/202	AXheli Besmir					
In Use	21/04/2024	21/04/202	2 Xheli Besmir					
Available	21/04/2024	21/04/202	2 Xheli Besmir					
In Use	21/04/2024	21/04/202	2 Xheli Besmir					
Available	05/04/2024	21/04/202	AXheli Besmir					
In Use	01/04/2024	05/04/202	AXheli Besmir					
Available	01/04/2024	01/04/202	AXheli Besmir					
In Use	01/04/2024	01/04/202	Xheli Besmir					
Available	01/04/2024	01/04/202	Xheli Besmir					
In Use	01/04/2024	01/04/202	AXheli Besmir					
Available	27/03/2024	01/04/202	Xheli Besmir					
In Use	26/03/2024	27/03/202	Xheli Besmir					
Available	26/03/2024	26/03/202	AXheli Besmir					
In Use	20/02/2024	26/03/202	AXheli Besmir					
Available	20/02/2024	20/02/202	2 Xheli Besmir					
0 of 16 sel	acted (found 30)						200 1	-

3.1.4 How to Activate New Trip for a Licence

In licence form that has "available" status go to Logbook tab and click • New trip button:

Figure 22 Start of new trip activation process

License Short	term AL20004 - Av	ailable 04/04/2024	4-05/04/202	4					g	×
	INFO	\backslash		L	GBOOK			HISTORY		0
New trip # 3 - FINISH A) DEPARTURE	HED <u>Steps:1</u> 🖹 1	, L	icence	mus	t have "ava	ilable"	' statı	IS		1
Departure Date	05/04/2024	Place of loading	Albania		Country of loading	AL		Gross Weight (in tonnes)	18.0	
Number of km at departure	276000	Truck Reg Nr	rt2340	AL	Trailer Reg Nr	ARJ123	AL	Loaded		
B) ARRIVAL	Click her	re to activat	te new i	trip	ntry of unload	ing BG		Gross Weight (in tonnes)	17.0	
Number of km at arrival	276500	Truck Reg Nr	rt234o	AL	Trailer Reg Nr	GTI129	AL			
Driver	driver3@btrans.cor									
# 2 - TRIP FINISH A) DEPARTURE	HED									
Departure Date	04/04/2024	Place of loading	Erevan		Country of loading	ARN	4	Gross Weight (in tonnes)	8.0	
Number of km at departure	273000	Truck Reg Nr	rt2340	AL	Trailer Reg Nr	TRL568	RO	Loaded		
B) ARRIVAL 📩										
Arrival Date	05/04/2024	Place of unloading	Tirana		Country of unload	ing AL		Gross Weight (in tonnes)	8.0	
Number of km at	276000	Truck Reg Nr	rt2340	AL	Trailer Reg Nr	TRL568	RO			
Driver	driver3@btrans.com									-

In new trip form that will be opened select driver, information about departure (departure date, place and country of loading, weight that is going to be hauled, truck and trailer registration number, number of km at departure); information about arrival (arrival date, place and country of unloading, etc.):



New trip								8 🗆	х
License *	20004	Q, Drive	r driver3@bt	rans.com	٩				
A) DEPARTURE									
Departure Date *	07/05/2024	Place of loading *	Plovdiv	Country of loading	*	BG Q	Gross Weight (in tonnes) *	7000	
Number of km at departure *	592300	Truck Reg Nr *	TRN68969 AL Q	Trailer Reg Nr *	RRR55	is Al 🔍			
						Is Assemble	d Goods * 🛛 Yes	🖲 No	
B) ARRIVAL 速									
Arrival Date *	10/05/2024	Place of unloading *	Baku	Country of unloadi	ing*	AZ Q	Gross Weight (in tonnes) *	7,000.0	0
Number of km at	594300	Trailer Reg Nr	TRN68969 Q	Trailer Reg Nr	RRR55	5 Q			
							Next	Clo	se

Click Next button: new trip activation form will be closed, activated trip's block of fields will be available in licence logbook. Licence status will be changed from "Available" to "In use":

Figure 24 Active trip block of fields in licence logbook

🕑 License Short	-term AL20013 - Ir	n Use 29/04/2024-29	9/05/2024					8 🗆	×
	INFO			LOGBOOK			HISTORY		2
New trip									
# 2 - TRIP ACTIV	ATED	🖋 Tran	isit 🥒 Special re	mark 🖪 Change ver	nicle 🛛 🕾 Fin	ish the trip	🖌 Change 📋		
A) DEPARTURE									- 11
Departure Date	29/04/2024	Place of loading	Tirana	Country of loading	AL	Gro	oss Weight (in tonnes) 0.0)	
Number of km at departure	277500	Truck Reg Nr	rt234o AL	Trailer Reg Nr	TRL568	RO	pty		
B) ARRIVAL 🛃									- 11
Arrival Date	11/06/2024	Place of unloading	Athena	Country of unload	ing GR	Gro	oss Weight (in tonnes) 0.0)	
Number of km at arrival	277800	Truck Reg Nr	rt234o AL	Trailer Reg Nr	TRL568	RO			
Driver									
	uen 1 8 1								-
A) DEPARTURE									
Departure Date	29/04/2024	Place of loading	Tirana	Country of loading	AL	Gro	oss Weight (in tonnes) 0.0)	
Number of km at departure	276500	Truck Reg Nr	rt234o AL	Trailer Reg Nr	TRL568	RO	pty		
B) ARRIVAL 🛃									_
Arrival Date	29/04/2024	Place of unloading	Roma	Country of unload	ing I	Gro	oss Weight (in tonnes) 0.0)	
Number of km at arrival	277500	Truck Reg Nr	rt234o AL	Trailer Reg Nr	TRL568	RO			
Driver									-

Note: In situation when arrival date is greater than licence valid date "link licence" button is going to be available. Click Link license button and select licence number from available licence list:

Figure 25 Link licence step on new trip activation

New trip								8		×
License *	20004	Q, Driver	driver3@bt	rans.com	٩					
A) DEPARTURE 🏦										
Departure Date *	07/05/2024	Place of loading *	Plovdiv	Country of loading	*	BG Q	Gross Weight (in tonnes) *	7,0	0.000	
Number of km at departure *	592300	Truck Reg Nr *	TRN68969 AL Q	Trailer Reg Nr *	RRR5:	55 AL 🔍				
						Is Assemble	d Goods * 🛛 🔿 Ye	s 💿	No	
B) ARRIVAL 🛃										
Arrival Date *	10/05/2024	Click here	to link ano	ther licence	*	AZ Q	Gross Weight (in tonnes) *	7,0	0.00	
Number of km at arrival *	594300	from avail	able licenc	es list		Q.				
						🔛 Link lic	ense Im			
Firwalid dates! Depart	rture date can't be great	er than Valid to!					0			
							Next		Clos	e

Figure 26 Lookup for available licence selection

Select reco	rd from the list				Đ		×
Find:	Number 🗸					Go	
Number 🔺	Туре						c
00015	Annual	0-					
00016	Annual	3					
1 of 2 selec	ted (found 2)						
				ОК		Close	2

Figure 27 Message on successful licence link

Message	8		×
The license has been linked!			
Contractise has been linked:			
	_		_
Next		Close	e

3.1.5 How to Add Transit Point to a Trip

In active trip section in licence logbook click **Transit** button:

Figure 28 Start of transit point addition

😰 License Annua	l AL00007 - In Use	31/01/2024-31/12	/2024				8 0		x
	INFO		U	OGBOOK		HISTORY			2
New trip									•
# 19 - TRIP ACTIV	(ATED <u>STEPS: 1</u> 🔒 l	🥒 Trar	isit 🥒 Add step	Special remark	💭 Change vehic	le 🛛 🐨 Finish the trip 🖋 Change			
A) DEPARTURE 🏦			Ոոյ					_	
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes) 5.0			
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A A	Loaded			
B) ARRIVAL								_	
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unload	AL AL	Gross Weight (in tonnes) 5.0			
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A A	L			
Driver	Number One								
🗹 # 18 - TRIP FINIS	HED 🎮1								
A) DEPARTURE 🗘								_	
Departure Date	21/04/2024	Place of loading	Berlin	Country of loading	D	Gross Weight (in tonnes) 21.	D		
Number of km at departure	275500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123 A	Loaded , Assembled goods			
B) ARRIVAL 📩								_	
Arrival Date	21/04/2024	Place of unloading	Paris	Country of unload	ing F	Gross Weight (in tonnes) 21.	D		
Number of km at arrival	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123 A	L			
Driver	Number One								-

In form that will be opened select date of transit, place and country of transit, number of km that have been passed:

Figure 29 Transit point addition form

Add transit p	oint						1		~
Step 2: Trans	sit point								
Date *	07/05/2024	Place *	Ljubljana			Countr	ry *	SLO	q
Number of	276900	Truck Reg Nr	TR1234A	Q,	Trailer	Reg Nr	TRL 3	33 A	Q
					_				
					L	Finish		Clos	e

Click Frish button: "Add transit point" form will be closed, step button will be displayed in active trip section:

😰 License Annual AL00007 - Ir	Use 31/01/2024-31/12/2024	1 🗆 ×
INFO	LOGBOOK	HISTORY 2
New trip		·
# 19 - TRIP ACTIVATED STEPS: 2	â 1 🖉 Transit 🖉 Add step 🖉 Special remark 🖪 Change vehi	cle Finish the trip 🖌 Change
A) DEPARTURE 🛨		
Departure Date 21/04/2024	Place of loading Paris Country of loading F	Gross Weight (in tonnes) 5.0
Number of km at 276500	True Click here to open steps form	Loaded
B) ARRIVAL 🛃	with transit points	
Arrival Date 23/04/2024	Plac - AL	Gross Weight (in tonnes) 5.0
Number of km at 2278500	Truck Reg Nr TR1234A AL Trailer Reg Nr TRL 33 A A	L
Driver Number One		

Figure 30 Steps form with transit points

License 00007 , Trip	Nr 19						۵		×
A) DEPARTURE									
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes)	5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr		21			
Step 1 - Transit poin	ıt			Transit poin added in th	t step the is paraar	at has been aph			_
Date	21/04/2024	Place	Budapest	,	п П				
Number of km(ODO		Truck Reg Nr	R1234A AL	Trailer Reg Nr	TRL 33 A A	AL			
		/	/						
Step 2 - Transit poin	It	/							-
Date	21/04/2024	Place	Ljubljana	Country	SLO				
Number of km(ODO meter)	276900	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL			
									J
B) ARRIVAL 🗶									-
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unloading	ng AL	Gross Weight (in tonnes)	5.0		
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL			
0 of 4 selected (four	nd 4)								
			All data a only" mo	ire presente de	d in "read	d		Close	

3.1.6 How to Add a Step to a Trip

Steps can be added to annual licences logbooks. Trip steps can be described as intermediate stop points when trip gross weight is added or reduced.

In active trip section in licence logbook click Add step button:

Figure 31 "Add step" process start

😰 License Annua	al AL00007 - In Use	31/01/2024-31/12	/2024					8	×
	INFO			LOGBOOK			HISTORY		0
New trip									•
# 19 - TRIP ACTIN	VATED <u>STEPS: 2</u> 🔒 1	🖌 Tran	nsit 🕜 Add step	Special remark	🚚 Change v	ehicle	☑Finish the trip 🖋 Change		
A) DEPARTURE 🏦			ر اس						
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	ng F		Gross Weight (in tonnes) 5.0)	
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL	Loaded		
B) ARRIVAL 🛃									
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unloa	ading AL		Gross Weight (in tonnes) 5.0)	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL			
Driver	Number One								
# 18 - TRIP FINIS	HED 🎮 l								
A) DEPARTURE 🏦									
Departure Date	21/04/2024	Place of loading	Berlin	Country of loading	ng D		Gross Weight (in tonnes) 21	.0	
Number of km at departure	275500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123	AL	Loaded , Assembled goods		
B) ARRIVAL 🛃									
Arrival Date	21/04/2024	Place of unloading	Paris	Country of unloa	iding F		Gross Weight (in tonnes) 21	.0	
Number of km at arrival	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123	AL			
Driver	Number One								-

In form that will be opened provide date, country and place of the trip step, weight change resulting after the stop:

Figure 32 Trip step adding form

np steps in i	одроок						-	
Step 3:								
Date *	21/04/2024	Place *	Prague		Countr	y *	CZ	0
Weight Sign *	-	Weight (in tor	nnes) * 6.00					
Number of	2276500	Truck Reg Nr	TR1234A Q	Trailer	Reg Nr	TRL 3	13 A	(

Click Next button: trip step form will be closed, step icon will be viewed in trip's section in licence logbook. In case to a trip have been added more than one steps, the total step number will be displayed near the step icon.

License Annual AL00007 - In Use 31/01/2024-31/12/2024								×
	INFO		L	OGBOOK		HISTORY		0
New trip	/		Number of ste	os added in	a trip			-
# 19 - TRIP ACTI A) DEPARTURE 1		l.	/ Transit / Add step	Special remark	💭 Change vehicle	☑Finish the trip ✔ Change		
Departure Date	21/04/2024	Place of load	ng Paris	Country of loading	9 F	Gross Weight (in tonnes) 5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL	Loaded		
B) ARRIVAL 🙁 Arrival Date	23/04/2024	- _{Pla} Clici	k here to open	steps form	AL	Gross Weight (in tonnes) _1.)	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL			
Driver	Number One							

3.1.7 How to Add Special Remark to a Trip

In block of active trip in Licence Logbook click Special remark button:

Figure 33 Start of special remark adding proces.	ure 33 S	tart of specie	al remark ad	ding process
--	----------	----------------	--------------	--------------

😰 License Annu	al AL00007 - In Use	31/01/2024-31/12	/2024				8	×
	INFO		L	одвоок		HISTORY		2
New trip								
# 19 - TRIP ACT	IVATED <u>Steps: 3</u> 🔒 1	🖉 Tra	nsit 🥒 Add step	Special remark	🛲 Change veh	icle 🛛 🐨 Finish the trip 🖌 Chang	e	
A) DEPARTURE				داس				
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	g F	Gross Weight (in tonnes)	.0	
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL Loaded		
B) ARRIVAL 📩								
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unload	ding AL	Gross Weight (in tonnes)	1.0	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL		
Driver	Number One							
🗹 # 18 - TRIP FINI	Shed 🎮 1							
A) DEPARTURE								
Departure Date	21/04/2024	Place of loading	Berlin	Country of loading	g D	Gross Weight (in tonnes) 2	1.0	
Number of km at departure	275500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123	AL Loaded , Assembled goods		
B) ARRIVAL 📩								
Arrival Date	21/04/2024	Place of unloading	Paris	Country of unload	ding F	Gross Weight (in tonnes) 2	1.0	
Number of km at arrival	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123	AL		
Driver	Number One							-

In form that will be displayed provide remark's text in a provided field:

Figure 34 Special remark form

Add special remark		٩		×
Special remark *				
test remark				٦
				1.
	Finish		Clos	e

Click Finish button: remark form will be closed and remark icon will be displayed in active trip section:

😰 License Annua	al AL00007 - In Use	31/01/2024-31/12	/2024				8 🗆	×
	INFO	CI	lick here to	open rema	ırks form	HISTORY		ວ
New trip #19 - TRIP ACTI		🔓 1 🖉 Tran	sit 🖌 Add step	Special remark	# Change vehicle	ØFinish the trip ₽ Change		^
A) DEPARTURE 🏦	C			^				-
Departure Date	21/04/2024	Special rem	arks (others)! Juntry of loading	9 F	Gross Weight (in tonnes) 5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL	Loaded		
B) ARRIVAL 🛃								-
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unload	ling AL	Gross Weight (in tonnes) _1.)	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL			
Driver	Number One							

Figure 35 Viewing the list of added special remarks after adding them to active trip

	5		ecial remarks (others)
	Created By	Created On	Special remarks
ir	8 Xheli Besm	07/05/2024 14:56	est remark
ir	& Xheli Besm	07/05/2024 14:56	ecial remarks est remark

3.1.8 How to Change Vehicle / Trailer for a Trip

In block of active trip in Licence Logbook click <a>Special remark button:

Figure 36 Start of change vehicle / trailer process

😰 License Annua	al AL00007 - In Use	31/01/2024-31/12	/2024					×
	INFO		L	OGBOOK			HISTORY	2
New trip								
# 19 - TRIP ACTIV	VATED <u>STEPS: 3</u>	🔒 1 🥒 Tran	nsit 🕜 Add step	/ Special remark	🚛 Change ve	hicle	☑ Finish the trip 🖌 Change	
A) DEPARTURE 🏦						رام ا		_
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	9 F	~	Gross Weight (in tonnes) 5.0	
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL	Loaded	
B) ARRIVAL 🛃								_ !
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unload	ding AL		Gross Weight (in tonnes) -1.0	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A	AL		
Driver	Number One							
# 18 - TRIP FINIS	SHED 🎮 1							-
A) DEPARTURE 🏦								
Departure Date	21/04/2024	Place of loading	Berlin	Country of loadin	9 D		Gross Weight (in tonnes) 21.0	
Number of km at departure	275500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123	AL	Loaded , Assembled goods	
B) ARRIVAL 🛃								_
Arrival Date	21/04/2024	Place of unloading	Paris	Country of unload	ding F		Gross Weight (in tonnes) 21.0	
Number of km at arrival	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123	AL		
Driver	Number One							 -

In form that will be displayed select what would you like to change: vehicle, trailer or vehicle and trailer at the same time:

Figure 37 Change vehicle form (first step)



Click Next button: depending on selected option during the previous step, fill in the second step of the changing form:

Figure 38 Change vehicle form (second step. "Change trailer" case)

Table for Logb	ook Change vehicle	8		×	
Type *	Change the trailer V On Date * 07/05/2024	1	4:59	0	
Old Trailer	TRL 33 A Q New Trailer *	AL 88		٩	
Comments *	,				
comment test					Select another trailer from the lookup grid
Statement of	Statement of honor.pdf (234.2 KB) - The file is received. Attach a F	File			
	Finish		Close	2	Click here to add attachment document
	Leave a comment about vehicle changing	e / ti	rail	er	stored on your hard disk

Click Finish button: confirmation messages will be displayed on your screen:

Figure 39 Confirmation messages forms on vehicle / trailer change

Confirmation		I	×	Confirmation!	l.		1 ×
• After finishing the action you will not be able to change the indicated Confirm you action!	data!			The vehicle has Make sure that the printed form!	been changed! diver has updated logbo	ok	
Confirm	0	ose			[Clo	ose

Click \bigcirc close buttons: confirmation messages will be closed and "change vehicle"

icon will be displayed in active trip section:

🕑 License Annua	al AL00007 - In Use	31/01/2024-31/12/	2024				8 🗆	×
O New trip	INFO		Click h trailer	ere to view changes in	v all data a "Change ve	bout vehicle / hicle" form		0
# 19 - TRIP ACTI A) DEPARTURE	VATED <u>STEPS: 3</u>		sit 🖋 Add step 🛛	Special remark	# Change vehicle	Finish the trip		
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes) 5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL	Loaded		
B) ARRIVAL								-
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unload	AL AL	Gross Weight (in tonnes)	D	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	RRRR23 AL			
Driver	Number One							

3.1.9 How to Change the Date, Number of KM, Country or Place of Arrival for a Trip

In block of active trip in Licence Logbook click Change button:

Figure 40 Start of change trip parameters process

License Annu	ial AL00007 - In Use	31/01/2024-31/12	/2024				8 🗆	×
	INFO	LOGBOOK			HISTORY		\$	
New trip								
# 19 - TRIP ACT.	IVATED <u>STEPS: 3</u>	l 🚚 1 🔒 1 🖉 Trar	nsit 🕜 Add step	🖋 Special remark	🛲 Change vehic	le 🛛 🖉 Finish the trip 🖌 Chang	e	
A) DEPARTURE 🏦						d'	<u>"</u>	
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	ng F	Gross Weight (in tonnes)	Chang	e th
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AI	Loaded		
B) ARRIVAL 🖄								-
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unloa	ading AL	Gross Weight (in tonnes)	-1.0	
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	RRRR23 AI			
Driver	Number One							
🗹 # 18 - TRIP FINI	ISHED 🎮							
A) DEPARTURE 🏦								
Departure Date	21/04/2024	Place of loading	Berlin	Country of loading	ng D	Gross Weight (in tonnes)	21.0	
Number of km at departure	275500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123 Al	Loaded , Assembled goods		
B) ARRIVAL 🛃								
Arrival Date	21/04/2024	Place of unloading	Paris	Country of unloa	ading F	Gross Weight (in tonnes)	21.0	
Number of km at arrival	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123 Al	L		
Driver								_

In form that will be opened use "Arrival" section to make changes in trip's data:

Figure 41 "Change the date, number of km, country or place of arrival" form

Change the Date, I	Number of KM, Cou	ntry, or Place of an	rival					9 🗆	×
License *	00007	Q, Drive	Number One	2					-
A) DEPARTURE									
Departure Date *	21/04/2024	Place of loading *	Paris	Country of loading *	F	Gross Weight (in	5.0		
Number of km at	276500	Truck Reg Nr *	Fields availd	able for editin	ng and da	ta change			
departure *			are situatea	l in this part o	of the form	n) Yes 🍥 No		
B) ARRIVAL 🛃	/	/							
Arrival Date *	25/04/2024	Place of unloading *	Tirana	Country of unloading *	AL Q	Gross Weight (in tonnes) *	-1.0		
Number of km at arrival *	2278900	Truck Reg Nr	TR1234A AL Q	Trailer Reg Nr	RR23 AL Q				
						(Change	Clo	se

After all changes are done click Change button: form will be closed, modification will be saved
3.1.10 How to Finish the Trip

In block of active trip in Licence Logbook click Finish the trip button:

Figure 42 Start of "finish the trip" process

😰 License Annual AL00007 - In Use 31/01/2024-31/12/2024										
	INFO		L	OGBOOK		HISTORY		2		
New trip										
# 19 - TRIP ACTIV	VATED STEPS: 3 🖹 1	🔒 1 🖉 Tran	nsit 🖌 Add step	🖋 Special remark	Change vehicle	Finish the trip				
A) DEPARTURE 🗘						50		- 11		
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes) 5.0				
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL	Loaded				
B) ARRIVAL 🛃										
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unloadi	ng AL	Gross Weight (in tonnes) -1.0				
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL					
Driver	Number One									
# 18 - TRIP FINIS	HED 🎮 l							-		
A) DEPARTURE 🏦										
Departure Date	21/04/2024	Place of loading	Berlin	Country of loading	D	Gross Weight (in tonnes) 21.0)			
Number of km at departure	275500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123 AL	Loaded , Assembled goods				
B) ARRIVAL 🛃										
Arrival Date	21/04/2024	Place of unloading	Paris	Country of unloadi	ng F	Gross Weight (in tonnes) 21.0)			
Number of km at arrival	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	ARJ123 AL					
Driver	Number One							-		

You'll see the form with trip general info:

Figure 43 finish the trip form

Finish trip								×
A) DEPARTURE								
Departure date *	21/04/2024	Place of loading *	Paris	Country of loading *	F	Gross Weight (in tonnes) *	5.0	
Number of km at	276500	Truck Reg Nr *	TR1234A AL	Trailer Reg Nr *	RRRR23 AL			
aspareara					Is Assembled	i Goods * 💿 Yes	No	
B) ARRIVAL 🛃								
Arrival Date *	25/04/2024	Place of unloading *	Tirana	Country of unloading	g* AL Q	Gross Weight (in tonnes) *	-1.0	
Number of km at arrival *	2278900	Truck Reg Nr	TR1234A AL Q	Trailer Reg Nr	RRR23 AL Q			
						Finish		lose

Click Finish button: confirmation messages about trip finish process will be displayed on the screen:

Figure 44 Confirmation messages on finish trip process

Confirmation	8		x	Confirmation	8		×
After finishing the action you will not b change the indicated data! Confirm you action!	e a	ble t	0	The trip has been finished! Make sure that the diver has updated log printed form!	boo	k	e

Click Confirm \rightarrow Close buttons: confirmation messages will be closed, trip section in licence logbook will get "finished" status, trip management buttons will disappear from finished trip section:

Figure 45 Finished trip section in licence logbook

😰 License Annual AL00007 - In Use 31/01/2024-31/12/2024										
	INFO 7	rip got finish	ned status	зок		HISTORY			0	
New trip									*	
# 19 - TRIP FINIS A) DEPARTURE	HED <u>Steps:3</u>	1 🚚1 🔒 1				/			١	
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes) 5.0				
Number of km at departure B) ARRIVAL 🛃	276: Trip m	nanagement	buttons be	come unava	ilable	Loaded		_	I	
Arrival Date	25/04/2024	Place of unloading	Tirana	Country of unloadin	AL AL	Gross Weight (in tonnes) _1.)		I	
Number of km at arrival	2278900	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	RRRR23 AL				I	
Driver	Number One								J	

3.2 Trucks Management

3.2.1 How to Add New Truck. Truck's Profile Form

In menu bar of Trucks list click **A New Truck** button:

Figure 46 Start of new truck adding process

	Albania								1
G Workplace	Haulier 🔉	Plate Number		VIN Code		Vehicle C	ategory	~	Search
#	AnnualShort-term	ی New Truck ا	Edit 📑 Upload	Documents 🛛	Truck Inactivation	1			
Reports	🚛 Trucks	Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By	
Ť	Ø Inactive	AA088OO	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir	
Incidents	± Import	rt234o	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir	
	A Trailers	TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir	
<u>a</u>	Inactive	TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir	
My Profile	± Import	TRN68969	Euro V	Xheli Besmir	07/05/2024 03:59	192.168.1.111	07/05/2024 03:59	Xheli Besmir	
?	,R≑ Users	UI53245254	Euro V	Xheli Besmir	07/05/2024 15:30	192.168.1.111	07/05/2024 15:30	Xheli Besmir	
Help									

In form that will be opened provide truck's info:

Figure 47 New Truck form (first step)

New Truck					B		×
INFO							
Plate Number *	67JK784568		VIN Code *	PLUT534743RT8553	4		
Ownership Type *	Hiring contract	~	Vehicle Category *	Euro V			~
Country *	Albania	Q					
			[Save Upload doo	cuments	Clos	e

Click Upload documents button: uploading documents step with list of required documents will be

displayed:

Figure 48 New truck form. Document Uploading (second step)

ocuments for truc	:k: 67JK784568					g		×	
(FO									
Plate Number	67JK784568		VIN Code	PLUT534	743RT85534				
Documents *				2) Click he	re to start j	file	upl	loa	ding proce
Document Type +		File Attachment +							
Certificate for Roa	adworthiness Test for Moto	Attach a File							
Certificate of Com	pliance with EURO Catego	Attach a me							
Hiring contract		Attach a File							

To upload a document, do steps described on Figure 49 or Figure 50



Figure 50 Document uploading (way 2)



After all documents will be uploaded document uploading form will have following view:

Figure 51 New truck form. Document Uploading step after uploads are done

Documents for tru	uck: 67JK784568				8		×
INFO							
Plate Number	67JK784568		VIN Code	PLUT534743RT85534			
Documents *							
Document Type •		File Attachment +					
Certificate for Ro	oadworthiness Test for Moto	Certificate for Roa	dworthiness.pdf	(234.2 KB) - The file is received.	<u>Attach a</u>	a File	
Certificate of Co	mpliance with EURO Catego	Certificate of Com	pliance.pdf (234.2	2 KB) - The file is received. <u>Attac</u>	:h a File		
Hiring contract		Hiring contract.pd	f (234.2 KB) - The	file is received. Attach a File			
				Save Save and Clo	se	Clos	e

Click Save and Close button: truck adding process will be done, truck's data will be saved and new truck record will be viewed in the list of haulier's active trucks:

	Albania								1
	Haulier 🔉	Plate Number		VIN Code		Vehicle C	ategory	~	Search
Workplace	M Annual	🚚 New Truck 📑	Edit 😢 Upload	Documents 🛛	Truck Inactivation]			
Reports	6. Trucks	Plate Number -	Vehicle Category	Created By	Created On	Created ID	Modified On	Modified By	
Ť	Ø Inactive	67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir	
Incidents	🛓 Import	AA088OO	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir	
	A Trailers	rt234o	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir	
4	Inactive	TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir	
My Profile	± Import	TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir	
2	,R≑ Users	TRN68969	Euro V	Xheli Besmir	07/05/2024 03:59	192.168.1.111	07/05/2024 03:59	Xheli Besmir	
Help		UI53245254	Euro V	Xheli Besmir	07/05/2024 15:30	192.168.1.111	07/05/2024 15:30	Xheli Besmir	

You can click any of truck's records to view its data in a separate form with its own profile:

Figure 52 Truck's profile form. Info interface

Truck:67JK784568					B		×
General	0	INFO					
🖹 Info		Plate Number	67JK784568	VIN Code	PLUT534743RT8553	34	
 Documents History 		Ownership Type	Hiring contract	Vehicle Category	Euro V		
		Active	Yes ONO	Country	Albania		
						Clos	e

Trucks profile form contains truck's general info (see Figure 52), list of uploaded documents (Figure 53) and truck's actions history (Figure 54):

Figure 53 Truck's profile form. Documents list

Truck:67JK784568						1 🗆	×
General	c		Find: Document Type	• •	•		Go
🖹 Info							_
Documents		Document Type	File Name 🔺		Created On	Modified On	C
I≡ History		Certificate for Roadworthiness Test for Motor Vehicles	Certificate for Roadworthiness.pdf		9/05/2024 22:48		
		Certificate of Compliance with EURO Category	Certificate of Compliance.pdf	09	9/05/2024 22:48		
		Hiring contract	Hiring contract.pdf	09	9/05/2024 22:48		
		1 of 3 selected (fou	und 3)				

Figure 54 Truck's profile form. History list

Truck:TR1234A						8 🗆	×
General ;	0	Find:	Rea	ison 🗸			50
Documents	Reason			Start Date	End Date	Activ	e 📿
I History Ⅲ	buy		01	/02/2024 13:49		Yes	
	test		- 28	8/12/2023 09:58	01/02/2024 13:49	No	
	SALE		11	/12/2023 16:32	28/12/2023 09:58	Yes	
	SALE		11	/12/2023 16:26	11/12/2023 16:32	No	
	1 of 4 selected (found 4)						

3.2.2 How to Edit Truck's Data

In truck's list select truck record for editing (one click on truck's record for selection) and click

Edit button:

Figure 55 Start of truck's record editing process

	Albania								1
	Haulier 2	Plate Number	/	VIN Code		Vehicle Ca	ategory	~	Search
Workplace	M Annual	🚚 New Truck 🗈	Edit 📑 Upload	Documents 🛿	Truck Inactivation]			
Reports	Short-term	Plate Number •	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By	
Ť	 Inactive 	67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir	
Incidents	± Import	AA08800	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir	
	A Trailers	rt234o	Euro VI 1) Select tr	uck's reco	rd which	/01/2024 19:24	Xheli Besmir	
200	 Inactive 	TR1234A	Euro V V	, ou would l	ike to edit		/02/2024 13:49	Xheli Besmir	
My Profile	± Import	TR123FD	Euro VI	Aneii besmir	51/01/2024 10:54	192.100.1.111	51/01/2024 16:54	Xheli Besmir	
?	,R≑ Users	TRN68969	Euro V	Xheli Besmir	07/05/2024 03:59	192.168.1.111	07/05/2024 03:59	Xheli Besmir	
Help		UI53245254	Euro V	Xheli Besmir	07/05/2024 15:30	192.168.1.111	07/05/2024 15:30	Xheli Besmir	

1) Click Edit button to start the process

Truck's form with truck's data will be displayed in editing mode:

Figure 56 Truck's form opened in editing mode (first step)

VIN Code * PLUT534743RT85534
Vehicle Category * Euro V
Q

Provide necessary changes and click Upload documents button: the step with uploaded documents will be displayed:

Figure 57 Truck's form opened in editing mode (documents uploading step)

ocuments for tri	uck: 67JK784568				B	>
FO						
Plate Number	67JK784568		VIN Code	PLUT534743RT85534		
Documents *						
Document Type *		File Attachment *				
Certificate for R	oadworthiness Test for Mo	tc 🔀 Certificate for	Roadworthiness.pc	ff (234.2 kB) <u>Attach a File</u>		
Certificate of Co	mpliance with EURO Categ	o 🔀 Certificate of C	Compliance.pdf (23	4.2 kB) <u>Attach a File</u>		
Hiring contract		Hiring contrac	t.pdf (234.2 kB) A	ttach a File		

Use this step to download existing file documents or to upload new ones (see Figure 49 and Figure 50). Click Save and Close button: inserted changes will be saved, truck's form will be closed.

3.2.3 How to Upload Documents to Truck's Record

In truck's list select truck record for which you would like to upload documents and click

₽ Upload Documents button:

Figure 58 Start of documents uploading process

	Albania								1
	Haulier 2	Plate Number		VIN Code		Vehicle C	ategory	~	Search
	AnnualShort-term	New Truck	Edit 📑 Upload	Documents	Truck Inactivation]			
Reports	🚛 Trucks	Plate Number -	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By	
Ť	 Inactive 	67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir	
Incidents	± Import	AA08800	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir	
	A Trailers	rt234o	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir	
1	Inactive	TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir	
My Profile	🛓 Import	TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir	
2	,R≑ Users	TRN68969	Euro V	Xheli Besmir	07/05/2024 03:59	192.168.1.111	07/05/2024 03:59	Xheli Besmir	
Help		UI53245254	Euro V	Xheli Besmir	07/05/2024 15:30	192.168.1.111	07/05/2024 15:30	Xheli Besmir	

In form that will be open use links of uploaded documents to download them (in case of necessity) or use Attach a File buttons to upload new documents instead of old ones:

Figure 59 Truck's uploading documents form

Documents for tru	ıck: 67JK784568					
INFO						
Plate Number	67JK784568		VIN Code	PLUT:	Click on the i	name of uploaded
Documents *					document to	download it
Document Type *		File Attachment *	/			
Certificate for Ro	adworthiness Test for Mot	🔁 Certificate for R	adworthines	<u>s.pdf</u> (234.2 kB)	Attach a File	
Certificate of Cor	mpliance with EURO Catego	Certificate of Co	mpliance.pdf	(234.2 kB) <u>Atta</u>	ch a File	Use this link to upload new
Hiring contract		Hiring contract.	odf (234.2 kB)	Attach a File		document instead of the one
						has been uploaded previously
					Save and Close	Close

See Figure 49 and Figure 50 to get information about ways of document uploading.

3.2.4 How to Inactivate Truck's Record

In truck's list select truck record which you would like to inactivate and click Truck Inactivation button:

Figure 60 Start of truck inactivation process

						1) Click to start t	Truck Inacti the process	ivation b	utton
	Albania								1
	Haulier 🔉	Plate Number		VIN Code	/	Vehicle C	ategory	~	Search
	AnnualShort-term	New Truck	Edit 😢 Upload	Documents 8	3 Truck Inactivation				
Reports	🚛 Trucks	Plate Number +	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By	
Ť	Ø Inactive	67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir	
Incidents	▲ Import ▲ Trailers Ø Inactive	AA088OO rt234o	Euro VI Euro VI	Xheli Besmir Xheli Besmir Xheli Besmir	1) Select i you would	truck's re I like to ir	cord which nactivate	heli Besmir heli Besmir	
My Profile	± Import	TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir	
? Help	jų users	TRN68969 UI53245254	Euro V Euro V	Xheli Besmir Xheli Besmir	07/05/2024 03:59 07/05/2024 15:30	192.168.1.111	07/05/2024 03:59 07/05/2024 15:30	Xheli Besmir Xheli Besmir	

In form that will be opened provide reason of inactivation:

Figure 61 Truck inactivation form

					4
Are	you sure, you wa	nt to inactivate sele	cted truck?		
Plate Number *	67JK784568	VIN Code *	PLUT534743RT85534		l
Ownership Type *	Hiring contract	Vehicle Category *	Euro V		I
Inactivation Reason	*				I
test reason					l
				11	-
			Confirm	Clos	se

Click <u>Confirm</u> button: inactivation form will be closed, truck record will be moved in the list of inactive trucks:

	Albania								i.
G Workplace	Haulier 🕻	Plate Number		VIN Co	de	Vehicle Cat	egory	✓ Search]
	AnnualShort-term								t
Reports	Trucks	Plate Number +	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By	Т
Č.	 Inactive Import 	AA088OO	Euro V	Xheli Besmir	11/12/2023 16:12	192.168.1.111	26/03/2024 11:45	Xheli Besmir	1
	A Trailers								I
My Profile	🛓 Import								I
? Help	,R≑ Users								

3.2.5 How to Activate Inactive Truck's Record

In inactive truck's list select truck record which you would like to activate back and click

Truck Activation button:

Figure 62 Start of truck's activation process

	Albania								1
Workplace	Haulier 🖉	Plate Number		VIN Co	de	Vehicle Cate	egory	~ (Search
Ē	AnnualShort-term	 Truck Activation 							
Reports	🚛 Trucks	Plate Number 🖌 🗸	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By	
.х.	Ø Inactive	67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	10/05/2024 01:58	Xheli Besmir	
æ	🛓 Import	AA088OO	Euro V	Xheli Besmir	11/12/2023 16:12	192.168.1.111	26/03/2024 11:45	Xheli Besmir	
Incidents	A Trailers								
400	Ø Inactive								
My Profile	🛓 Import								
? Help	,R≑ Users								

In form that will be opened provide reason of truck's activation:

Figure 63 Truck's activation form

e you sure, you wa	ant to activate selec	ted truck?		
67JK784568	VIN Code	PLUT534743RT85534		
Hiring contract	Vehicle Category	Euro V		
				;
	e you sure, you wa 67JK784568 Hiring contract	67JK784568 VIN Code Hiring contract Vehicle Category	e you sure, you want to activate selected truck? 67JK784568 VIN Code PLUT534743RT85534 Hiring contract Vehicle Category Euro V	e you sure, you want to activate selected truck? 67JK784568 VIN Code PLUT534743RT85534 Hiring contract Vehicle Category Euro V

Click <u>Confirm</u> button: activation form will be closed, truck record will be moved back in the list of hauler's active trucks:

	Albania								1
Workplace	Haulier 📿	Plate Number		VIN Code		Vehicle C	ategory	~ [Search
(IIII)	 Annual Short-term 	📾 New Truck [) Edit 📑 Upload	Documents 🖁	Truck Inactivation]			
Reports	J Trucks	Diste Number -	Vehicle Category	Created By	Created On	Created ID	Modified On	Modified By	
Ť	🖉 Inactive 🥪	67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir	
Incidents	± Import	AA08800	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir	
	A Trailers	rt234o	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir	
-	Ø Inactive	TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir	

3.2.6 How to Import Trucks' Records

In "Trucks' Import" interface click on **L**import button:

Figure 64 Start of trucks' records importing process

	Albania								18
Workplace	Haulier 🥑	La Import				Find:	File Name 🗸	•	Go
	Annual	File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On 👻 😂
	Short-term								
Reports	🚚 Trucks								
**	Ø Inactive								
Tocideots	🛓 Import								
incidenta	A Trailers								
400	Ø Inactive								
My Profile	🛓 Import								
? Help	,R≓ Users			No records are	available in this	view.			

In "Import Trucks" form that will be opened on your screen do following:

- Use
 <u>Template for trucks file</u>
 button to download template trucks file
- Use Attach a File button to upload trucks' file filled in accordance with downloaded template

Figure 65 "Import Trucks" form

Import Hauliers						8 🗆	×
INFO							
File Attachment *	Attach a File	Template for th	ucks file]			
				Save	Save and Close	Clo	ose
			1) Click here that you can	to download use for truck	l trucks' ter s' records fi	npla Iling	te fi
		_ 2) Click her	e to upload filled	l in trucks file			

See Figure 49 and Figure 50 to get information about ways of document uploading.

Figure 66 Trucks template file

	$r \sim$		TrucksTemplate - Ex	cel	<u></u> -	- 🗆 🗡
File H	lome Insert	t Page La Formu	l₄ Data Review Vie	w Acroba	♀ Tell me	Sign in β_+ Share
Paste	Font Al	≡ % lignment Numbe	Format as Table	rmatting •	Cells Editin	Ig
Clipboard 0	5 E		Styles			^
E4	-	× 🗸 .	fx LT			٣
	A	В	С	C)	
1 VIN Code*		Plate Number*	Ownership Type*	EURO Categor	у*	Country of registratio
2 GHJF4567	3JHGF6785	TRL 33 A	-	1	5	AL
3 LKJH7584	4KJFD3456	CIL 007		1	5	MD
4 ASDF1234 5 6 7	ERTY34527	TRY 987			0	
	Sheet1	+		•		
Ready						+ 70%

Figure 67 Trucks' records file filled in on base of the downloaded template

	ნ∙ ∂ -		Trucks_File - Excel		F	-	□ ×
File	Home Inser	t Page La Formul	، Data Review Vie	w Acroba	♀ Tell m	e Sign in	β_{+} Share
Paste	Font A	≡ % lignment Number	Conditional For Format as Table	matting •	Cells Ed	P iting	
Clipboard	Fa		Styles				^
E6	• I	× 🗸 j	ĥ AL				~
	A	В	С		D		
1 VIN Code*	*	Plate Number*	Ownership Type*	EURO Catego	ory*	Country	of registratic
2 LHJT4567	73JVBF6772	GHW 33 A	1			5 AL	
3 LKJH/584	44KJFD3450	BINK 007	1			5 MD	
5 GTRC895	4BNOC3871	RNB 676	1			4 AL 4 AI	
6 TIYF5678	67878GHJ32	FDV 456	1			5 AL	
7							
	Sheet	1 (+)		•			Þ
Ready					_		+ 70%

Once file uploading process is done, uploaded file record appears in Trucks Import list:

	Albania								1
☆	Haulier 😂	- Import				F	ind: File Name	~	Go
Workplace	Licences								
	们 Annual	File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On 👻 😂
	Short-term	Trucks_File.xlsx	Waiting for processing			4 kB	Xheli Besmir	192.168.1.111	10/05/2024 02:44
Reports	🛲 Trucks								
ž	Ø Inactive								
Incidents	± Import								
	A Trailers								
42	Ø Inactive								
My Profile	🛓 Import								
?	,R≑ Users								
Help									

The following processing procedure of uploaded files is executed during the night time. Once processing is done, trucks' records can be found in haulier's active trucks' list.

3.3 Trailers Management

3.3.1 How to Add New Trailer. Trailer's Profile Form

In menu bar of Trailers list click **Add Trailer** button:

Figure 68 Start of new trailer adding process

	Albania							1
Workplace	Haulier 2	Plate Number					Search	-
	AnnualShort-term	Edit Ct Upload	i Documents 🛛 🗱 Tra	iler Inactivation				
Reports	🚚 Trucks	Plate Number	Created By	Created On	Modified On	Modified By	Has Documents	c
Ť	 Inactive 	ARJ123	hadmin@btrans.com	21/12/2023 16:24	27/02/2024 10:55	hadmin@btrans.com	0	
	± Import	CIL 007	hadmin@btrans.com	17/04/2024 09:56	17/04/2024 09:56	hadmin@btrans.com	0	
	A Trailers	DDD333	hadmin@btrans.com	31/01/2024 17:11	31/01/2024 17:11	hadmin@btrans.com	0	
82	Ø Inactive	DTR234	hadmin@btrans.com	21/12/2023 16:25	21/12/2023 16:25	hadmin@btrans.com	0	
My Profile	± Import	GTI129	hadmin@btrans.com	31/01/2024 17:11	31/01/2024 17:11	hadmin@btrans.com	0	
2	,R≓ Users	RRR555	hadmin@btrans.com	17/04/2024 17:12	17/04/2024 17:12	hadmin@btrans.com	•	
Help		RRR23	hadmin@btrans.com	29/04/2024 16:09	29/04/2024 16:09	hadmin@btrans.com	•	

In form that will be opened provide trailer's info:

Figure 69 New Trailers form (first step)

Table with Haulier t	trailers					B		×
INFO								
Plate Number *	TRY 777		Vin Code *		RIYIY459684956945			
Ownership Type *	Owner	~						
Country *	Albania	٩						
				Save	Upload documents		Clos	e

Click Upload documents button: uploading documents step with list of required documents will be

displayed:

Figure 70 New Trailers form. Document Uploading (second step)

Documents for tr	ailer: TRY 777				1 🗆 ×	-
INFO						
Plate Number	TRY 777		Vin Code *	DFET1234SRG234546		
Documents *			2) C	lick here to start	file upload	ling pro
Document Type *		File Attachment *	,	,	· · ·	57
Certificate for Ro	adworthiness Test for Trai	Attach a File				
Safety Certificate	for a Trailer	Attack				
				Save Save and Close	e Close	

See Figure 49 and Figure 50 to get information about ways of document uploading.

After all documents will be uploaded document uploading form will have following view:

Figure 71 New trailers form. Document Uploading step after uploads are done

NFO Plate Number SDY 678		Vin Code *	DEETIODAEDCODAEAE		_
Plate Number SDY 678		Vin Code *	DEET1024EDC024F4F		
			DFE112343R0234545		
Documents *					
Document Type *	File Attachme	nt *			
Certificate for Roadworthines	Test for Traile Certificate for	r Roadworthiness.pdf (2	34.2 KB) - The file is received. Attack	<u>n a File</u>	
Safety Certificate for a Trailer	Safety certific	ate for a trailer.pdf (234	.2 KB) - The file is received. Attach a	File	

Click Save and Close button: truck adding process will be done, trailer's data will be saved and new trailer record will be viewed in the list of haulier's active trailers:

	Albania							1
	Haulier 🗧	Plate Number					Search	-
Ē	🕅 Annual 🗵 Short-term	🗏 Add Trailer 🗈 Edit 🗈	3 Upload Documents 🛛 🗱 Tra	iler Inactivation				
Reports	🛲 Trucks	Plate Number +	Created By	Created On	Modified On	Modified By	Has Documents	0
ŏ	 Inactive Import 	TRL569	hadmin@btrans.com	09/02/2024 08:56	09/02/2024 08:56	hadmin@btrans.com	0	_
Incidents	A Trailers	TRY 498	hadmin@btrans.com	15/05/2024 10:22	15/05/2024 10:22	hadmin@btrans.com	0	
1	Ø Inactive	Try 214	hadmin@otrans.com	10/05/2024 05.20	10/03/2024 04.00	hadmin@otrans.com	•	
My Profile	🛓 Import	TRY 777	hadmin@btrans.com	14/06/2024 13:46	14/06/2024 13:46	hadmin@btrans.com	•	
_	,R≓ Users	TRY 987	hadmin@btrans.com	17/04/2024 09:56	17/04/2024 09:56	hadmin@btrans.com	0	
?		TY76667565	hadmin@btrans.com	07/05/2024 15:24	07/05/2024 15:24	hadmin@btrans.com	•	
Help		1 of 17 selected (found 17)						

You can click any of trailers' records to view its data in a separate form with its own profile:

Figure 72 Trailer's profile form. Info interface

Trailer: Try 514				8 🗆 ×
General C	INFO			
🖹 Info	Plate Number	Try 514	Vin Code	DFET1234SRG234548
 Documents History 	Ownership Type Country	Owner Albania	Is Valid	I Yes No
				Close

Trucks profile form contains trailer's general info (see Figure 72), list of uploaded documents (Figure 73) and trailer's actions history (Figure 74):

Figure 73 Trailer's profile form. Documents list

Trailer: Try 514							g		×
General Info	ø		Find:	Document Type	~			G	io
Documents		Document Type	File Name 🔺		c	reated On	Modified On		C
I≡ History		Certificate for Roadworthiness Test for Trailers	Certificate for Road	worthiness.pdf		15/2024 03:20			
		Safety Certificate for a Trailer	Safety certificate fo	r a trailer.pdf	10/0)5/2024 03:20			
		1 of 2 selected (for	und 2)						

Figure 74 Trailer's profile form. History list

Trailer: ARJ123								8		×
General	0			Find: Re	ason 🗸				G	•
Documents		Reason 🔺		Trailer	Start Date		End Date		Active	C
I History		buy	AF		7/02/2024 10			Ye	15	
		eded	AF	lj123 1	8/12/2023 16	5:28 18	8/12/2023 16:28	N	D	
		jfv	AF	kj123 1	8/12/2023 15	50 18	8/12/2023 16:28	Ye	25	
		need	AF	KJ123 1	3/12/2023 15	50 18	8/12/2023 15:50	N	D	

3.3.2 How to Edit Trailer's Data

In trailer's list select trailer record for editing (one click on trailer's record for selection) and click select button:

Figure 75 Start of trailer's record editing process

		[—— 1) Clic	ck Edit button to start the process	
	Albania				1
A Workplace	Haulier C	Plate Number			Search
	AnnualShort-term	Edit Edit	3 Upload Documents	8 Trailer Inactivation	
Reports	🚚 Trucks	Plate Number +	Created By	1) Select trailer's record which	uments C
	 Inactive Import 	TRL569	hadmin@btrans.com		ა
Incidents	A Trailers	TRY 498	hadmin@btrans.com	15/05/2024 10:22 15/05/2024 10:22 hadmin@btrans.com	0
	Ø Inactive	Try 514	hadmin@btrans.com	10/05/2024 03:20 10/05/2024 04:08 hadmin@btrans.com	•
My Profile	± Import	TRY 777	hadmin@btrans.com	14/06/2024 13:46 14/06/2024 13:46 hadmin@btrans.com	•
	R= Users	TRY 987	hadmin@btrans.com	17/04/2024 09:56 17/04/2024 09:56 hadmin@btrans.com	0
?		TY76667565	hadmin@btrans.com	07/05/2024 15:24 07/05/2024 15:24 hadmin@btrans.com	•
Help		1 of 17 selected (found 17)			

Truck's form with trailer's data will be displayed in editing mode:

Figure 76 Trailer's form opened in editing mode (first step)

Table with Haulier tr	ailers				8		×
INFO							
Plate Number *	TRY 514	Vin Code	*	DFET12345RG234548			
Ownership Type *	Owner	~					
Country *	Albania (2					
			S	ave Upload documents		Clos	e

Provide necessary changes and click Upload documents button: the step with uploaded documents will be displayed:

Figure 77 Trailer's form opened in editing mode (documents uploading step)

Documents for tra	ailer: Try 514				8		×
INFO							
Plate Number	Try 514		Vin Code *	DFET1234SRG234548			
Documents *							
Document Type •		File Attachment *					
Certificate for R	oadworthiness Test f	or Traile 🔀 <u>Certificate for l</u>	Roadworthiness.pd	f (234.2 kB) <u>Attach a File</u>			
Safety Certificat	e for a Trailer	Safety certifica	<u>te for a trailer.pdf</u> (234.2 kB) Attach a File			
·							
				Save Save and Close		Clos	e

Use this step to download existing file documents or to upload new ones (see Figure 49 and Figure 50). Click Save and Close button: inserted changes will be saved, trailer's form will be closed.

3.3.3 How to Upload Documents to Trailer's Record

In truck's list select trailer record for which you would like to upload documents and click <u>tet Upload Documents</u> button:

Figure 78 Start of documents uploading process

	Albania							1
G Workplace	Haulier 🛛 🕄	Plate Number]		Search	,
	🕅 Annual 🗵 Short-term	🗏 Add Trailer 🗈 Edit	탄 Upload Documents	8 Trailer Inactivation				
Reports	💭 Trucks	Plate Number 🔺	Created By	Created On	Modified On	Modified By	Has Documents	c
ŏ	 Inactive Import 	TRL569	hadmin@btrans.com	09/02/2024 08:56	09/02/2024 08:56	hadmin@btrans.com	0	
Incidents	A Trailers	TRY 498	hadmin@btrans.com	15/05/2024 10:22	15/05/2024 10:22	hadmin@btrans.com	0	
	Ø Inactive	Try 514	hadmin@btrans.com	10/05/2024 03:20	10/05/2024 04:08	hadmin@btrans.com	•	
My Profile	+ Import	TRY 777	hadmin@btrans.com	14/06/2024 13:46	14/06/2024 13:46	hadmin@btrans.com	•	
	.Ω≓ Users	TRY 987	hadmin@btrans.com	17/04/2024 09:56	17/04/2024 09:56	hadmin@btrans.com	0	
?		TY76667565	hadmin@btrans.com	07/05/2024 15:24	07/05/2024 15:24	hadmin@btrans.com	•	
Help		1 of 17 selected (found 17)						

In form that will be open use links of uploaded documents to download them (in case of necessity) or use Attach a File buttons to upload new documents instead of old ones:

Figure 79 Trailer's uploading documents form

ocuments for tra	ailer: Try 514				
INFO					
Plate Number	Try 514		Vin Code *	DEET Click on th	ne name of uploaded
Documents *				document	to download it
Document Type *		File Attachment *			
Certificate for R	oadworthiness Test for T	raile 🔝 <u>Certificate for R</u>	Roadworthiness.pdf (234	.2 kB) <u>Attach a File</u>	
Safety Certificat	e for a Trailer	Safety certificat	te for a trailer.pdf (234.2	kB) <u>Attach a File</u>	Use this link to upload new
					 document instead of the one
				Save and Clos	has been uploaded previously

See Figure 49 and Figure 50 to get information about ways of document uploading.

3.3.4 How to Inactivate Trailer's Record

In truck's list select trailer record which you would like to inactivate and click Trailer Inactivation button:



				/	1) Click Trail to start the p	er Inactivation process	button
	Albania				,		1
	Haulier 2	Plate Number		/			Search
Workplace	Licences						Jearch
	🖺 Annual	🗏 Add Trailer 📄 Edit	🗈 Upload Documents	8 Trailer Inactivation			
	Short-term						
Reports	🚚 Trucks	Plate Number +	Created By	c _i 1) S	elect trailer's	s record which	las Documents
.×.	Ø Inactive			/ you	would like to	o inactivate	
-0-	± Import	TRL569	hadmin@btrans.com	09/02,2024 00.	00 00/02/2024 00.00	neurinngou enscorn	•
Incidents	A Trailers	TRY 498	hadmin@btrans.com	15/05/2024 10:	22 15/05/2024 10:22	hadmin@btrans.com	0
	Ø Inactive	Try 514	hadmin@btrans.com	10/05/2024 03:	20 10/05/2024 04:08	hadmin@btrans.com	•
My Profile	± Import	TRY 777	hadmin@btrans.com	14/06/2024 13:	46 14/06/2024 13:46	hadmin@btrans.com	•
	Q= Lisers	TRY 987	hadmin@btrans.com	17/04/2024 09:	56 17/04/2024 09:56	hadmin@btrans.com	0
?		TY76667565	hadmin@btrans.com	07/05/2024 15:	24 07/05/2024 15:24	hadmin@btrans.com	•
Help		1 of 17 selected (found 17)					

In form that will be opened provide reason of inactivation:

Figure 81 Trailer inactivation form

Trailer: Try 514				8		×
Ar	e you sure, you want to	inactivate selected	trailer?			
Plate Number *	Try 514					
Ownership Type *	Owner					
In Activation Reason	1*					
test reason						11
			Confirm		Close	2

Click <u>Confirm</u> button: inactivation form will be closed, trailer record will be moved in the list of

inactive trailers:

	Albania								1 1
☆	Haulier 🔉	Plate Number							Search
Workplace	Licences								Search
_	🗂 Annual	✓ Trailer Activation							
	Short-term								
Reports	🛲 Trucks	Plate Number -		Created By		Created On	Modified On	Modified By	0
ж.	Ø Inactive	ARJ111	h	admin@btrans.com	03	/01/2024 19:27	17/04/2024 17:15	hadmin@btrans.com	
æ	± Import	Try 514				/05/2024 03:20	14/06/2024 13:55		
Incidents	A Trailers								
1	🥥 Inactive 🔫	<i>,</i>							
My Profile	± Import								

3.3.5 How to Activate Inactive Trailer's Record

In inactive truck's list select trailer record which you would like to activate back and click Trailer Activation button:

Figure 82 Start of trailer's activation process

	Albania							2
☆	Haulier 🔉	Plate Number					Conrola	٦
Workplace	Licences						Search	-
	Annual	 Trailer Activation 						
	Short-term	շլիդ						_
Reports	🚚 Trucks	Plate Number 🖌 💟	Created By	Created On	Modified On	Modified By		C
	Inactive	ARJ111	hadmin@btrans.com	03/01/2024 19:2	7 17/04/2024 17:15	hadmin@btrans.com		
₽	+ Import	Try 514		10/05/2024 03:2	0 14/06/2024 13:55			
Incidents	A Trailers							
4	Ø Inactive							
My Profile	± Import							

In form that will be opened provide reason of trailer's activation:

Figure 83 Trailer's activation form

ailer: Try 514				B		>
A	re you sure, you want t	o activate selected	trailer?			
Plate Number *	Try 514					
Ownership Type *	Owner					
Activation Reason *						
activation reason 2						/.
				_		
			Confirm		Close	5

Click <u>Confirm</u> button: activation form will be closed, truck record will be moved back in the list of hauler's active trailers:

	Albania						13
☆	Haulier 📿	Plate Number					Search
Workplace	Licences						Search
_	Monual	🖃 Add Trailer 📄 🗈	Edit 📴 Upload Documents	🕴 Trailer Inactiva	ation		
	Short-term			,	_		
Reports	🛲 Trucks	Plate Number +	Created By	Created On	Modified On	Modified By	Has Documents
.×.	Ø Inactive	701-20	hadaria Obbaran araa	001001000+00-56	00 100 1000 + 00.55	hadasia Ohtaasa asaa	-
U t	± Import	TRESSY	naomin@otrans.com	09/02/2024 08:56	09/02/2024 08:56	nadmin@btrans.com	0
Incidents	A Trailers	11(1 490	naumini@otrans.com	13/03/2024 10.22	13/03/2024 10.22	nauminigotrans.com	0
1	Ø Inactive	Try 514	hadmin@btrans.com	10/05/2024 03:20	14/06/2024 13:58	hadmin@btrans.com	•
My Profile	± Import	TRY 777	hadmin@btrans.com	14/06/2024 13:46	14/06/2024 13:46	hadmin@btrans.com	0

3.3.6 How to Import Trailers' Records

In "Trailers' Import" interface click on **Import** button:

Figure 84 Start of trailers' records importing process

	Albania								13
Workplace	Haulier 🕻	Limport				Find:	File Name	~	Go
	🕅 Annual	File Name	Status	Imported Nr	With Errors Nr File Size		Created By	Created IP	Created On 👻 😂
	Short-term	Trailers1.xlsx I			0 9.6 kB		Kheli Besmir	192.168.1.111	23/02/2024 16:19
Reports	🚛 Trucks								
<u>×</u>	Ø Inactive								
÷.	🛓 Import								
incidents	A Trailers								
42	Ø Inactive								
My Profile	🛓 Import								
_	,R≓ Users								

In "Import Trailers" form that will be opened on your screen do following:

- Use <u>I remplate for trailers file</u> button to download template trailers file
- Use Attach a File button to upload trailers' file filled in accordance with downloaded template

Figure 85 "Import Trailers" form

Import Hauliers			8 🗆 ×
INFO			
File Attachment *	Attach a File	O <u>Template for t</u>	trailers file
			Save Save and Close Close
			1) Click here to download trailers' template file that you can use for trailers' records filling
		2) Click he	ere to upload filled in trailers file

See Figure 49 and Figure 50 to get information about ways of document uploading.

Figure 86 Trailers' template file

⊟ 5• ਰ		TrailersTemplate - Excel	<u> </u>	□ ×
File Home In	nsert Page La Formula	a Data Review View Acroba	♀ Tell me Si	gn in β_{+} Share
Paste	Alignment Number	E Conditional Formatting • Format as Table • Cell Styles •	Cells Editing	
Clipboard 🕞		Styles		^
D4 -	: × ✓ f.	λ LT		*
⊿ B	С	D	E	F G
1 Plate Number*	Ownership Type*	Country of registration*		
3 CIL 007	1/	AL MD		
4 TRY 987	1	LT		
5				
7				· · · · · · · · · · · · · · · · · · ·
 → She 	et1 +	•	i	
Ready				+ 70%

Figure 87 Trailers' records file filled in on base of the downloaded template

⊟ 5 ° ੇ ·		Trailers_File - Excel		Ā	-	□ ×
File Home Insert	t Page La Formula	Data Review Viev	w Acroba	♀ Tell me	E Sign in	\mathcal{P}_{+} Share
Paste	≡ % lignment Number	Conditional Form Format as Table	matting •	Cells Edi	P iting	
Clipboard 5		Styles				^
D7 -	$\times \checkmark f$	¢.				٣
A	В	С		D		
1 VIN Code*	Plate Number*	Ownership Type*	Country of re	egistration*		
2 GHJF45673JHGF6785	TRL 33 A	1	AL			
3 LKJH75844KJFD3456	CIL 007	1	MD			
4 ASDF1234ERTY34527	TRY 987	1	LT			
5 IRTF1234ERT134309	TRY 498	1	AL			
7	1111 450	1	30			
0	 					ŧ ▼
Sheet1	(+)		•			Þ
Ready						-+ 70%

Once file uploading process is done, uploaded file record appears in Trailers Import list:

	Albania								1
	Haulier 🗧						Find: File Name	~	Go
Workplace	😰 Licences	_							
	Annual	File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On 👻 👌
	Short-term	Trailers_File.xlsx	Waiting for processing			.4 kB	Xheli Besmir	192.168.1.111	10/05/2024 04:33
Reports	🛲 Trucks	Trailers1.xlsx	Imported	3	0 9	.6 kB	Xheli Besmir	192.168.1.111	23/02/2024 16:19
<u>4</u>	Ø Inactive								
Incidents	± Import								
	A Trailers								
42	Ø Inactive								
My Profile	± Import								
	,R≑ Users								

The following processing procedure of uploaded files is executed during the night time. Once processing is done, trailers' records can be found in haulier's active trailers' list.

Users Management

3.3.7 How to Create New User

In "Users" interface click on <a>href="https://www.user">https://www.user button

Figure 88 Start of new user creation process

	Albania							1
	Haulier	0	Email	Role				
Workplace	😰 Licences						Searc	
-	们 Annual		🛃 New User 📄 Membership Info	More Actions 💌				
	Short-term		ر الس					
Reports	🚛 Trucks		Login -	Role	Status 🕶	Registered On	Last Loged In	0
v	Ø Inactive		Btrans Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31	
æ	± Import		😫 driver2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49	
Incidents	A Trailers		😫 driver3@btrans.com	H_Driver	Approved	04/04/2024 17:54	10/06/2024 17:37	
1	Ø Inactive		🙎 driver4@btrans.com	H_Driver	Approved	05/04/2024 09:54	05/04/2024 09:57	
My Profile	± Import		😫 driver5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09	
_	,R≓ Users		🙎 h_driver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46	
?								

In form that will be displayed provide user's info in required fields:

Figure 89 New user registration form

Register new	user	9 🗆 ×
INFO		
Email (use as login) *	driver6@btrans.com	
Password *	******	
Role *	H_Driver	~
		Register Close

Select user's role (H_Driver or H_Manager)

Click on Register button: warning message about successful user creation will be displayed:

Figure 90 Warning message on successful user creation

Warning!!!	∎ □ >	×
☑ User created.	' has been	
	Close	_

Click Core : warning message window will be closed, new user record will appear in the list of existing users:

	Albania						1
	Haulier 🕻	Email	Role				
Workplace	Licences					Searc	- n
	🖺 Annual	& New User Membership Info More Actio	ns 🔻				
	Short-term		_				_
Reports	🚚 Trucks	Login 🔺	Role	Status •	Registered On	Last Loged In	0
	Ø Inactive	Btrans Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31	_
₽.	± Import	😫 driver2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49	
Incidents	A Trailers	g driver3@btrans.com	H_Driver	Approved	04/04/2024 17:54	10/06/2024 17:37	
400	Ø Inactive	g driver4@btrans.com	H_Driver	Approved	05/04/2024 09:54	05/04/2024 09:57	
My Profile	🛓 Import	g orivers@otrans.com	H_Uriver	Approved	10/05/2024 04:50	05/06/2024 01:09	
_	,R≑ Users	🗧 driver6@btrans.com	H_Driver	Approved	14/06/2024 14:03	01/01/1900 00:00	
?		6 h_driver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46	
Help		g hadmin@btrans.com	H_Manager	Approved	01/12/2023 10:35	14/06/2024 13:50	_

3.3.8 How to View / Edit Existing User's Info (Unlock/Disable User)

To view existing user's info double click on its record in existing users' list

Or

Select user's record in the list (one click on record for selection) and click on endership Info :

Figure 91 Opening User's membership info form

	Albania						1
	Haulier 2	Email	Role			Searc	-
Workplace	Licences					Jean	-
1 53	🖺 Annual	Ar New User Membership Info 2) Clic	k Membersh	ip Info bi	utton		
	Short-term	- Chm					~
Reports	🚚 Trucks	Login -	Role	Status 🕶	Registered On	Last Loged In	0
ж.	Ø Inactive	g Btrans Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31	
-0:	± Import	😫 driver2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49	_
Incidents	A Trailers	g driver3@btrans.com	er's record in	n the list	4/04/2024 17:54	10/06/2024 17:37	
42	Ø Inactive	g driver4@btrans.com			6/04/2024 09:54	05/04/2024 09:57	
My Profile	± Import	🔮 driver5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09	
_	, Ջ ≑ Users	g driver6@btrans.com	H_Driver	Approved	14/06/2024 14:03	01/01/1900 00:00	
?		h_driver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46	
Help		g hadmin@btrans.com	H_Manager	Approved	01/12/2023 10:35	14/06/2024 13:50	_

Figure 92 User's membership info form opened in editing mode

- Modify			8		×
PERSONAL INFO					
Email *	driver6@btrans.com				
Comment					
					1
SECURITY					_
Role *	🕵 H_Driver	Q Driver Rights*			~
Teams	Balkan Trans	Use this checkbox to unlock			
Registered On *	14/06/2024 14:03	locked user account			
Lock state *		U Disabled Approved			
National Authority *	Albanian ANTA test				
		Save Save and Close		Close	e
	/ Use disak	these switchboxes to			

Note: for users in H_Driver role, Haulier Manager is enabled to select their access rights (whether driver can complete logbook or just see it):

Figure 93 Driver rights selection

- Modify					8		x
PERSONAL INFO							
Email *	driver6@btrans.com						
Comment							
SECURITY		C	lick here to ccess for a a	o select level of Iriver user			F
Role *	🚳 H_Driver	٩	Driver Rights *	Can complete logbook			ř
Tearns	Balkan Trans			Only view			G
Registered On *	14/06/2024 14:03		Last Login Date *	Can complete logbook			
Lock state *			Account Status *	O Disabled Approved			
National Authority *	Albanian ANTA test						
				Save Save and Close		Clos	e

As Haulier Manager you are enabled to unlock locked user (user can be locked due to wrong password entering specified number of attempts): for that purpose, use "Lock state" checkbox.

Also you can disable user account using "Account Status" switchers (user can be suspended from its activity in the system if its status is disabled). Disabled user records are shown in red color in users' list:

Figure 94 Viewing disabled user record in the grid

	Albania						1
☆	Haulier 🗧	Email Role				_ 5 - 0	
Workplace	Licences					Sea	in
	🗂 Annual	🛃 New User 📄 Membership Info 🛛 More Actions 🔻					
	Short-term						_
Reports	🚚 Trucks	Login 🔺	Role	Status •	Registered On	Last Loged In	0
.×.	Ø Inactive	Strans Driver1	H_Driver /	Approved	01/12/2023 17:29	18/04/2024 10:31	_
₽	± Import	😫 driver2@btrans.com	H_Driver A	Approved	12/02/2024 14:24	05/06/2024 16:49	
Incidents	A Trailers	ዿ driver3@btrans.com	H_Driver A	Approved	04/04/2024 17:54	10/06/2024 17:37	
42	Ø Inactive	🔮 driver4@btrans.com	H_Driver /	Approved	05/04/2024 09:54	05/04/2024 09:57	
My Profile	🛨 Import	🔮 driver5@btrans.com	H_Driver A	Approved	10/05/2024 04:50	05/06/2024 01:09	
_	,Ω≑ Users	▲ h_driver1@alb.com	H_Driver /	Approved	10/05/2024 04:45	03/06/2024 15:46	
?		s nauningorans.com	njivianager y	pproved	01/12/2023 10:35	14/00/2024 15:50	
Help		g driver6@btrans.com	H_Driver [Disabled	14/06/2024 14:03	01/01/1900 00:00	
							-

To enable user, switch his status back to "Approved" value.

3.3.9 How to Change User's Password

Select user record in users' list. In list menu bar click $\stackrel{\text{More Actions }}{\longrightarrow} \rightarrow \stackrel{\text{\tiny ED Change Password}}{\longrightarrow}$

Figure 95 "Change password" process start

	Albania			1
G Workplace	Haulier 🔉	Email Role		Search
	AnnualShort-term	& New User Membership Info More Actions		
Reports	🚛 Trucks	Login -	Role Status • Registered On Last Loge	ed In 🖸
	Ø Inactive	Btrans Driver1	H_Driver Approved 01/12/2023 17:29 18/04/2024	10:31
₽	± Import	😫 driver2@btrans.com	H_Driver Approved 12/02/2024 14:24 05/06/2024	16:49
Incidents	A Trailers	g driver3@btrans.com	H_Driver Approved 04/04/2024 17:54 10/06/2024	17:37
800	Ø Inactive	g driver4@btrans.com	H_Driver Approved 05/04/2024 09:54 05/04/2024	09:57
My Profile	🛓 Import	s driver5@btrans.com	H_Driver Approved 10/05/2024 04:50 05/06/2024	01:09
_	,,R≓ Users	g driver6@btrans.com	H_Driver Approved 14/06/2024 14:03 01/01/1900	00:00
?		h_driver1@alb.com	H_Driver Approved 10/05/2024 04:45 03/06/2024	15:46
Help		9 hadmin@btrans.com	H_Manager Approved 01/12/2023 10:35 14/06/2024	13:50

In "change password" form that will be viewed on your screen type user's new password:

Figure 96 Change password form

-			
8	driver2@btrans.com	Change user password: driver@@btrans.com	Approved 1
8	driver3@btrans.com	change user password, onverlogotrans.com	Approved (
9	driver4@btrans.com	The password must be at least 8 characters in length and must	Approved (
9	driver5@btrans.com	contain at least one special character e.g. @@ or #.	Approved 1
9		Password	
8	h_driver1@alb.com	Submit Close	Approved 1
8	hadmin@btrans.com	numanager	Approved (

Click submit button: message about successful password changing will be displayed on the screen:

Figure 97 Message about successful password changing

Warning!!!	g		×
Seassword has been changed.			
		Clos	e

Click Cose button to finish the process and to close message form.

4 Reports

Reports can be characterized as a special way of system data processing, that are presented in form of statistical tables. Viewing data in table mode makes possible their comparison for different time periods and various indicators analysis. Reports can be accessed from the main vertical menu:

Figure 98 Reports menu access



Reports menu is presented in a form of a profile tree located in the left part of the screen. To view a report, click on its name in the profile, provide report criteria (using the upper right part of the interface) and click were button.

Access to reports data is limited depending on user's role. Reports can be exported or saved on your computer in a convenient format, can be printed. Also you're able to do search in report's content by means of a special field provided for this purpose.

	nenu b buttons	ar wit block	h	Filter zone: is used for providing criteria that will be used for report building								
Date To 22/04/2024												
Date (1011 101/01/2024			Date to	22/04/2024			Туре		Status			
Country of Albania	~		Vehicle	All	~		Type of All	``	Country All validity	~		
Haulier All		~							License		NULL	
									Number			
	of 1	ÞI	00	0 100%	~	⊟ ~	8 C	Find	Next			
			Licenk	eusade								
			Alba	nia. AL								
License type: All License stutus: All Country of unloading: Albe Vehicle category: All Type of the trig: All Country validity: All Hautier	nia Haulier ID	Licence No	Туре	License status	Country validity, H,	Trip Nr	com Date of departure	Date of arrival	Place of loading	Country of	Place of	
					1, GF, KU, A						unloading	
1	2	3	4	5	6	7	8	9	10	11	unloading 12	
1 Balkan Trans	2 AL122023000	3 00007	4 Annual	5 In Use	I, GI, KO, A 6 I,RUS	7 #2	8 01/02/2024	9 05/02/2024	10 Stockholm	11 Sweden	unloading 12 Tirana	
1 Balkan Trans	2 AL122023000 14	3 00007	4 Annual	5 In Use	1, GF, RO, A 6 1,RUS	7 #2 #6	8 01/02/2024 12/02/2024	9 05/02/2024 12/02/2024	10 Stockholm Chisinau	11 Sweden Moldova	12 Tirana TIRANA	A
1 Balkan Trans	2 AL122023000 14	3	4 Annual	5 In Use	I, GF, RO, A 6 I,RUS	7 #2 #6 #16	8 01/02/2024 12/02/2024 01/04/2024	9 05/02/2024 12/02/2024 05/04/2024	10 Stockholm Chisinau Sofia	11 Sweden Moldova Bulgaria	12 Tirana TIRANA Tirana	A A A
1 Balkan Trans	2 AL122023000 14	3	4 Annual	5 In Use	1, G1, KU, A 6 I,RUS	7 #2 #6 #16 #19	8 01/02/2024 12/02/2024 01/04/2024 21/04/2024	9 05/02/2024 12/02/2024 05/04/2024 23/04/2024	10 Stockholm Chisinau Sofia Paris	11 Sweden Moldova Bulgaria France	12 Tirana TIRANA Tirana Tirana	
1 Balkan Trans	2 AL122023000 14	3 00007 00010	4 Annual Annual	5 In Use Available	I, GI, KO, A 6 I,RUS H,I,RUS	7 #2 #6 #16 #19 #4	8 01/02/2024 12/02/2024 01/04/2024 21/04/2024 01/04/2024	9 05/02/2024 12/02/2024 05/04/2024 23/04/2024 01/04/2024	10 Stockholm Chisinau Sofia Paris Ancara	11 Sweden Moldova Bulgaria France Turkey	12 Tirana TIRANA Tirana Tirana Tirana	
1 Balkan Trans	2 AL122023000 14	3 00007 00010	4 Annual Annual	5 In Use Available	I, GI, KO, A 6 I,RUS H,I,RUS	7 #2 #6 #16 #19 #4 #7	8 01/02/2024 12/02/2024 01/04/2024 21/04/2024 01/04/2024 01/04/2024	9 05/02/2024 12/02/2024 05/04/2024 23/04/2024 01/04/2024 01/04/2024	10 Stockholm Chisinau Sofia Paris Ancara Dortmund	11 Sweden Moldova Bulgaria France Turkey Germany	unloading 12 Tirana Tirana Tirana Tirana Durres	
1 Balkan Trans	2 AL122023000 14	3 00007 00010	4 Annual Annual	5 In Use Available	I, RUS I, RUS H, I, RUS	7 #2 #6 #16 #19 #4 #7 #10	8 01/02/2024 12/02/2024 01/04/2024 21/04/2024 01/04/2024 01/04/2024 01/04/2024	9 05/02/2024 12/02/2024 05/04/2024 01/04/2024 01/04/2024 01/04/2024	10 Stockholm Chisinau Sofia Paris Ancara Dortmund Venio	11 Sweden Moldova Bulgaria France Turkey Germany Netherlands	unloading 12 Tirana TIRANA Tirana Tirana Durres Tirana	
1 Balkan Trans	2 AL122023000 14	3 00007 00010 20003	4 Annual Annual Short-term	5 In Use Available Expired	H, GY, KO, A 6 1,RUS H,I,RUS	7 #2 #16 #19 #4 #7 #10 #10	8 01/02/2024 12/02/2024 01/04/2024 21/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	9 05/02/2024 12/02/2024 05/04/2024 23/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	10 Stockholm Chisinau Sofia Paris Ancara Dortmund Venlo Chisinau	11 Sweden Moldova Bulgaria France Turkey Germany Netherlands Moldova	unloading 12 Tirana TIRANA Tirana Tirana Durres Tirana Tirana Tirana	
1 Balkan Trans	2 AL122023000 14	3 00007 00010 20003 20004	4 Annual Annual Short-term Short-term	5 In Use Available Expired In Use	H, GY, KO, A 6 1,RUS H,I,RUS 1,RUS 1,RUS	7 #2 #6 #16 #19 #4 #7 #10 #10 #2	8 01/02/2024 12/02/2024 01/04/2024 21/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024 04/04/2024	9 05/02/2024 12/02/2024 05/04/2024 23/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	10 Stockholm Chisinau Sofia Paris Ancara Dortmund Venlo Chisinau Erevan	11 Sweden Moldova Bulgaria France Turkey Germany Netherlands Moldova Armenia	unloading 12 Tirana TIRANA Tirana Tirana Durres Tirana Tirana Tirana Tirana	
1 Balkan Trans	2 AL122023000 14	3 00007 00010 20003 20004	4 Annual Annual Short-term Short-term	5 In Use Available Expired In Use	I,RUS I,RUS I,RUS I,RUS I,RUS	7 #2 #6 #16 #19 #4 #7 #10 #10 #2	8 01/02/2024 12/02/2024 21/04/2024 21/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	9 05/02/2024 12/02/2024 05/04/2024 23/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	10 Stockholm Chisinau Sofia Paris Ancara Dortmund Venlo Chisinau Erevan	11 Sweden Moldova Bulgaria France Turkey Germany Netherlands Moldova Armenia	unloading 12 Tirana TIRANA Tirana Tirana Durres Tirana Tirana Tirana Tirana	

Figure 99 Licence usage report. Report interface elements

4.1 Elements of Report Interface

Report interface consists from three main zones (see Figure 99)

• **Filter zone**. Here you can use provided fields to set up criteria on which base report will be built. To view a report, you have to provide search criteria first:

Figure 100 Report's filter zone

Filter zone fields provide an opportunity to set up criteria for report building

When filter criteria are provided click on this button to view report according to provided criteria

Date From 01/01/2024 Date To 22/04/2024	License All	Status	View Report
Country of Albania Vehicle All Vehicle Category All	Type of All the trip	Country All V validity License Number	VULL
Use this button to hide/ expand filter zone			'

 Menu bar with navigation buttons. Allows navigation between report pages, scaling (zoom in / zoom out) repot view, saving report in one of purposed formats (MS Word, MS Excel, Power Point, PDF, TIFF file, etc.)



• **Report's body**. Is viewed in a form of a table:

Figure 102 Report's body

License usage Albania, AL Period: 22/04/2024 16:35 License type: All License status: All Country of indending: Albania Vehicle category: All Type of the trip: All Country of indending: Allo											
Haulier	Haulier ID	Licence No	Туре	License status	Country validity, H, I, Gr, RU, A	Trip Nr	Date of departure	Date of arrival	Place of loading	Country of loading	Place of unloading
1	2	3	4	5	6	7	8	9	10	11	12
Balkan Trans	AL122023000	00007	Annual	In Use	I,RUS	#2	01/02/2024	05/02/2024	Stockholm	Sweden	Tirana
	14					#6	12/02/2024	12/02/2024	Chisinau	Moldova	TIRANA
						#16	01/04/2024	05/04/2024	Sofia	Bulgaria	Tirana
						#19	21/04/2024	23/04/2024	Paris	France	Tirana
		00010	Annual	Available	H,I,RUS	#4	01/04/2024	01/04/2024	Ancara	Turkey	Tirana
						#7	01/04/2024	01/04/2024	Dortmund	Germany	Durres
						#10	01/04/2024	01/04/2024	Venlo	Netherlands	Tirana
		20003	Short-term	Expired	I,RUS	#10	01/04/2024	01/04/2024	Chisinau	Moldova	Tirana
	1										

4.2 How to View Report According to Provided Criteria

In report's interface use filter zone to provide criteria that will be used for report building

Click View Report button

2) Click "View report" button generate report according to provided filter criteria

Date From 01/01/2024	Date To 22/04/2024 License J	All View Report
Country of Albania	Vehicle All Type of All	All Country All Validity
Haulier All	1) Select filter criter	ria License VILL

Report generated according to provided filter criteria will be displayed on your screen

To refuse from provided criteria and get back to viewing report by default characteristics click

le button in report's menu bar:

Figure 103 Getting back to viewing report by default characteristics

Date From	01/01/2024	Ħ	Date To 24/0	04/2024		License All Type	~	License All Status	~
Country of unloading	Albania 🗸		Vehicle category All	~		Type of All	~	Country All	~
Haulier	All	~						License Number	
$ \triangleleft$	$\langle 1 $ of 1 \rangle	\triangleright	U ©	100%		8	Find Next		
			Licens Albani	Go back to t	the parent	report			
Period: 2 Licence ty Licence st Country of Vehicle co Type of th Country v	4/04/2024 15:15 pe: All tusi: All (unloading: Albania tegony: All e trip: All alidity: All			Date of Genera	report 24/04/2024 ted by victoria1@a	t 15:15 Ibania.com			

4.3 How to Navigate between Report's Pages

When your report contains more than one page, block of navigation buttons becomes active. Block of navigation buttons is places on report's menu bar and contains following buttons:

Figure 104 Report's navigation buttons


4.4 How to Export (Save) a Report

In case if there is such necessity generated report can be saved in one of stipulated formats. For this reason is used $\square \sim$ button. By clicking on this button there will be displayed the list of possible formats that can be used for reports saving. One report is saved as file, it can be opened and viewed from your hard disk:

Figure 105 Report's Export



Figure 106 Viewing exported report in PDF



4.5 How to Maximize / Minimize Report's View

For your comfort report's viewing mode can be maximized / minimized according to necessity.

For this purpose, is used Zoom drop down menu in report's menu bar:

Figure 107 Zoom drop-down menu



4.6 How to Hide / Show Report's Filter Zone

By default, filter zone is always viewed in report's interface. When you already viewed report according to given parameters and don't need viewing filter zone you can hide it for the purpose of increase report's viewing aria (report's body). The way you can hide / expand filter zone is presented on figure below:

Figure 108 "Hide / Show parameters" button. Hiding / viewing report's filter zone

		,	/	Filte	r aria is	expai	nded (sh	owed)		
ate 01/01/2024		Date Ty 2	4/04/2024			License All	~	License	All	
						Type		Status		
All		Category	11	~		Type of the trip	~	 Country validity 	All	
ading								License		
lier All	~							Number		
										•
d (1 d22		0	(-) 1009		Linton Internet	л		of I Nava		
	/ //				🎽 Hide	e Paran	neters 💾	ie wew		
		License	e usage		<u> </u>					A
		Albar	nia, AL				Click ha	ora ta	hida ran	ort's filter
iod: 24/04/2024 17:47 ence type: All				Date of repo Generated I	ort 24/0 <u>4/2024</u> by victoria1@al	<u>17:4</u> 7 bania.co	, ,	. 10	,	un s jinter
ence status: All				GENERALED E	.,		(parame	ters zoi	ne)	
untry of unioading: All hicle category: All										
e of the trip: All		_								
System Id < ⊥_ of 2?	> >	0	© 1009	• •		a 日	Er	od I Nevt		TE
		License	e usage		Shov	v Per C	lick here	to sho	w / expan	d report's fil
		Albar	nia, AL			a	ria (naro	imeters	zone)	
eriod: 24/04/2024 17:47 cence type: All cence status: All muntry of unloading: All thicle category: All pe of the trip: All muntry validity: All				Date of repo Generated E	ort 24/04/2024 by victoria1@al l	17:47 bania.com	()			
Haulier	Haulier ID	Licence No	Туре	Licence status	Country validity, H, I. Gr, RU, A	Trip Nr	Date of departure	Date of arrival	Place of loading	Country of loading
1	2	3	4	5	6	7	8	9	10	11
banTrans	123	00003	Annual	In Use	H,I,RUS	#1	12/02/2024	15/02/2024	Tirana	Albania
lkan Trans	AL122023000	00004	Annual	Replaced	H,I,RUS	#1	23/01/2024	23/01/2024	Tirana	Albania
	14					#2	24/01/2024	25/01/2024	Novii Sad	Serbia
						#3	24/01/2024	28/01/2024	Chisinau	Moldova
						#4	29/01/2024	31/01/2024	Berlin	Germany
		00007	Annual	In Use	I,RUS	#1	31/01/2024	05/02/2024	Tirana	Albania
		00007	Annual	In Use	I,RUS	#1 #2	31/01/2024 01/02/2024	05/02/2024 05/02/2024	Tirana Stockholm	Albania Sweden

5 Incidents

Incidents menu serves for logical or functional errors reporting which users can encounter during their work in the system. Incidents can also have a character of a new functionality, question or training request. When an incident is posted by a user, developing team sees the incident record and gets measures for its quick elimination. When incident's status is changing, user that posted incident, gets informed about this fact through the email notification. In Incidents menu each user can view only those incident records that had been posted by him in person. Access to the entire list of incident records has only users with administration permissions and developing team.

Incidents can be posted in two modes:

- From the list of posted (submitted) incidents that makes part of the "Incidents" profile
- From the form's interface where an error has been discovered.

Below will be examined these ways of incident posting.

Figure 109 Incidents menu. "Submitted" interface

			Click here to	o post new in	cident record			
	ECMT Transport	t Licences Systen	D					1
G Workplace	Incidents 2 Submitted	Incident Nr Subject		Created On	Period 🗸//	■ _/_/ ■	Searc	'n
Reports	On Hold Cancelled Resolved	Post an Incident Incident No Subject	 Mark as Resolved Poste 	Put on Hold d On → Posted By	Cancel Priority +	Assign To Appl	lication	C
Incidents	Click	100011 CA Admir 100010 Tost Offer here to access	itest 10/01/2 The second secon	024 10:32 Cadmin2 024 10:31 0000123 file 13 George Mich	Medium Medium ael Medium	Albania Albania Albania		
My Profile ? Help								

5.1 How to Post an Incident from "Incidents" Profile

In menu bar of submitted incidents click **Post an Incident** button:

Incidents C Incident Nr Created On	Period 🗸	_
Submitted		1
Workplace Subject		
In Progress		
On Hold On Hold Post an Incident Mark as Resolved Put on Hold	🖄 Cancel	
Reports S Cancelled	<u> </u>	
Resolved Incident No Subject Posted On - Post	ted By	Prior
- 10/01/2024 10:32 Cadmi	n2	Med

In incident form that will be opened use General tab to provide info about incident's subject, description, select incident type, its priority:

Figure 110 "Add an Incident" form. General tab

Add an Incid	dent				8 0	×
General	Screen	shot Attachments				
INCIDENT						
Subject *		Subject test				
Description	*	Incident test description				
				Click here to select incident type		\mathbb{Z}
						1
Incident Typ	e*	Software error causing s	ystem malfunction ("bug")			Ĵ
Incident Sta	tus	Submitted	 Priority 	Medium VNumber [AUTO]		
Created By		💈 victoria1@albania.com	Created On	26/04/2024 15:14		
		Click here to sele	ect incident's pric	prity		
			o p	Save and Close	C	lose

Figure 111 Incident type selection



Go to "Screenshot" tab to attach screenshot file that shows emerged problem:



Add an Incident	8 🗆 ×
General Screenshot Attachments	— Attached screenshot file appears in this zone
Acaspered Acaspered	2 I × //
2024-04-26_15-24-34.png (22.9 KB) - The file is received. Attach a File	Click here to attach screenshot of the problem describing in your incident (screenshot file must be taken and saved in advance)

In case yo want to attach move then one screenshot file to your incident, use Attachments tab:

Figure 113 "Add an Incident" form. Attachments tab



When all data about incident have been provided click ^{Save and Cose} button: incident record will appear in the submitted incidents list:

	ECMT Transpo	ort Licences System	28
C Workplace	Incidents 2 Submitted	Incident Nr Created On Period V _/_/ Subject Search	ch
Reports	On Hold Cancelled Resolved	Pers en farifiert Alaries Reseived Det en Heid Det en Heid Deten	0
Č Incidents		I00018 Subject test 26/04/2024 15:29 victoria1@albania.com Medium Albania ag 100011 CA_Admin test 10/01/2024 10:32 Cadmin2 Medium Albania ag 100010 Tost Officer 10/01/2024 10:32 Cadmin2 Medium Albania	_
My Profile		100010 Test Officer Tojor/2024 10:31 000123 Midelum Albania 100006 test 1 18/12/2023 15:23 George Michael Medium Albania	-
? Help			

5.2 How to Post Incident from Form's Interface

In interface of any of system's forms click on I button

Figure 114 Posting incident from form's interface (incident posting button)



As a result on your screen will be opened "Post Incident" form where you'll be able to provide incident's data and to attach screenshot file (taken and saved on your hard disk in advance):



Abania CIA		"Post incident" form
General	Post Incident	×
Code	Subject *	Subjext test 2
Name *	Description	Test description 2 Attached screenshot file appears in this zon
Address Is Valid	Type * Screenshot	Software error causing system malfunction ("bug") Priority Normal Nexesses Nexesses Nexesses Nexesses Nexesses Nexesses
		2024-04-26_15-24-34.png. The file is received <u>Attach a File</u> Please make a screenshot file with the incident and reach it.

describing in your incident (screenshot f must be taken and saved in advance)

5.3 How to Change Incident's Status

Being at any of incident lists click on any of available change status buttons: * Mark as Resolved or

Put on Hold (incident record must be selected in advance):

Figure 116 Start of incident status changing process

	2) Click one of the available buttons to change the status										
	Incidents 2	Incident Nr	Crea ed On Period 🗸/	/_/ 🛍 _/_ 🛍							
Workplace	Submitted	Subject		Search							
_	🔯 In Progress										
	On Hold	Post an Incident Mark as Resolved	Put on Hold 🔯 Cancel								
Reports	Cancelled										
	Resolved	Incident No Subject Posted On -	Posted By Priority -	Assign To Application C							
æ		I000 8 Subject test 26/04/2024 15	:29 victoria1@albania.com Medium	Albania 🙀							
Incidents		I0001 CA_Admin test 10/01/2024 10	:32 Cadmin2 Medium	Albania							
A =2		I00010 Test Officer 10/01/2024 10 10/01/2024 10	31 0000123 Medium	Albania							
My Profile		100006 test 1 1) Select	t incident record which	h status vou 📃 🔋 🔊							
? Help		would lik	e to change	,							

In "Status changing" form that will be opened provide status changing comment, use "Send notification" radio-buttons to define whether email notification about status changing would be sent to user who posted the incident:

Figure 117 Status changing form

Status changed to: On Hold				8		×
Subject *						
Subject test						
Incident test description						
Change Status to: On Hi	old					
status changing test comment						//
Send Notification	⊖ No					-
To: 🔒 vic	toria1@a	lbania.com				
Support team is automatically	notified vi	a email on this	change of status			
			Submit		Close	e

Click on submit button: status changing form will be closed, and incident record will be moved in one of the incident list depending on its new status:

	ECMT Transpor	t Licences S	iystem						1
G Workplace	Incidents C Submitted	Incident Nr Subject			Created On Period V	• =	_/_/ 🛍		Search
Reports	 On Hold Cancelled 	Mark as Ba	columnal less	ecel					
Č.	Resolved	+ I00018	Subject Subject test	Status On Hold	Type Software error causing systen malfunction ("bug")	Posted By victoria1@albania.com	Posted On -	Priority Medium	Modified 0 26/04/20 16:40
400									
My Profile									
Help									

6 My Profile

"My profile" menu is meant for storing your personal data as a system user, password changing, viewing your login history.

6.1 "My profile" Elements

"My profile" is composed from following interface elements:

Figure 118 "My profile". "Personal info" interface

	Albania					1
습	My Profile 🛛 😋	PERSONAL INFO				
Workplace	💄 Personal Info	Email *	hadmin@btrans.com			
_	Change Password	Comment				
	D Login History					
Reports						
v	Clic	k here to	access "Mv			
С.С.	nro	file" elemer	nt ,			- 11
Incidents						
		SECURITY				
My Profile		Role	💁 H_Manager			
_		Registered On *	01/12/2023 10:35	Last Login Date *	14/06/2024 13:50	
?		Lock state *		Account Status *	Disabled Approved	
Help					0.111	
		Application *	Albanian ANTA test			
		Team	Balkan Trans			
			Save			

• **Change password** – interface with set of fields that you can use to change your current password

Figure 119 "My profile". "Change Password" interface



 Login Activity History – the list of your last authentications in the system. Each authentication record contains date, time, login action that took place, IP address of the device that has been used to login the system:

Figure 120 "My profile". "Login history" list

	ECMT Transport Licences System				13
	My Profile 🛛 🔁	LOGIN ACTIVITY HISTOR	Υ		
Workplace	 Personal Info Change Password Login History 	LOGIN ACTIVITY HISTOR 26/04/2024 15:13 26/04/2024 15:13 26/04/2024 14:41 24/04/2024 18:14 24/04/2024 18:14 24/04/2024 16:56 22/04/2024 14:52 22/04/2024 17:52 22/04/2024 17:52 22/04/2024 17:40 22/04/2024 17:40 22/04/2024 16:18 19/04/2024 16:02 19/04/2024 16:02 19/04/2024 15:53 19/04/2024 15:53 19/04/2024 15:53 19/04/2024 14:25 19/04/2024 14:21 18/04/2024 21:15	Y Logged in Logged in Authenticated automatically Logged in Logged in		
		18/04/2024 21:01	Logged in Your IP Ad	dress: 1	