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DOCUMENTO 2 DE 3
SISTEMA CEMT DIGITAL. MANUAL DEL GESTOR
(VERSIÓN EN INGLÉS)

Estimados Asociados:

A continuación adjuntamos el manual del conductor 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 Drivers

ECMT Transport Licences System

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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

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1 About Haulier's Driver Role

Driver is an employee of the trucking company (haulier) who performs trips.

Haulier's Driver is empowered by following functions in the system:

- Accesses data concerning licences assigned to the account, and the related documents stored in the system.
- Accesses the licence to edit the attributes of this trip, if haulier chooses to delegate this responsibility;
- Sees the trip plan for the assigned licence by accessing the driver's account on the ECMT portal

Note: Depending on granted by Haulier Manager level of access a driver user can only view licence logbook or can view and complete licence logbook.

Figure 1 Licence logbook for driver with limited access

Country* Albania Code* AL Number* 00010 Type* Annual Year* 2024
 Category* Euro VI Issued at* 28/03/2024 Valid From* 28/03/2024 Valid To* 31/12/2024
 Haulier* Balkan Trans Restrictions Austria, Greece

Truck's documents View license View last logbook printed document

2 - TRIP ACTIVATED (AL00006)

A) DEPARTURE

Departure Date	03/06/2024	Place of loading	Tirana	Country of loading	AL	Gross Weight (in tonnes)	5,000.0
Number of km at departure	1550000	Truck Reg Nr	TR123FD AL	Trailer Reg Nr	AR123 AL	Loaded	

B) ARRIVAL

Arrival Date	06/06/2024	Place of unloading	Plovdiv	Country of unloading	BG	Gross Weight (in tonnes)	5,000.0
Number of km at arrival	1551000	Truck Reg Nr	TR123FD				

10 - TRIP FINISHED

A) DEPARTURE

Departure Date	01/04/2024	Place of loading	Venlo	Country of loading	NL	Gross Weight (in tonnes)	0.0
Number of km at departure	287000	Truck Reg Nr	AA08800 AL	Trailer Reg Nr	TRL569 AL	Empty	

B) ARRIVAL

Arrival Date	01/04/2024	Place of unloading	Tirana	Country of unloading	AL	Gross Weight (in tonnes)	0.0
Number of km at arrival	289000	Truck Reg Nr	AA08800 AL	Trailer Reg Nr	TRL569 AL		

9 - TRIP FINISHED

A) DEPARTURE

Driver can only view trip details without possibility of changing them

Figure 2 Licence logbook for driver with full access

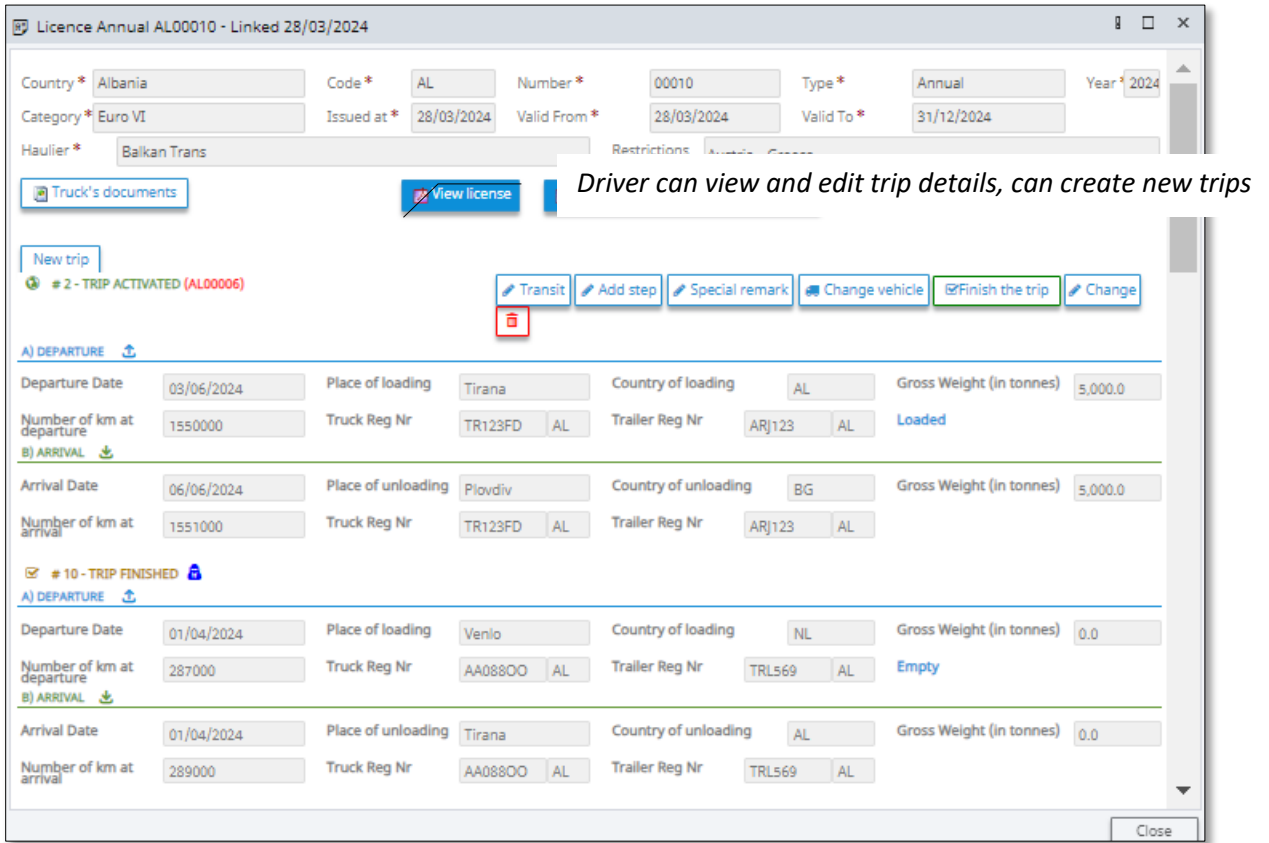
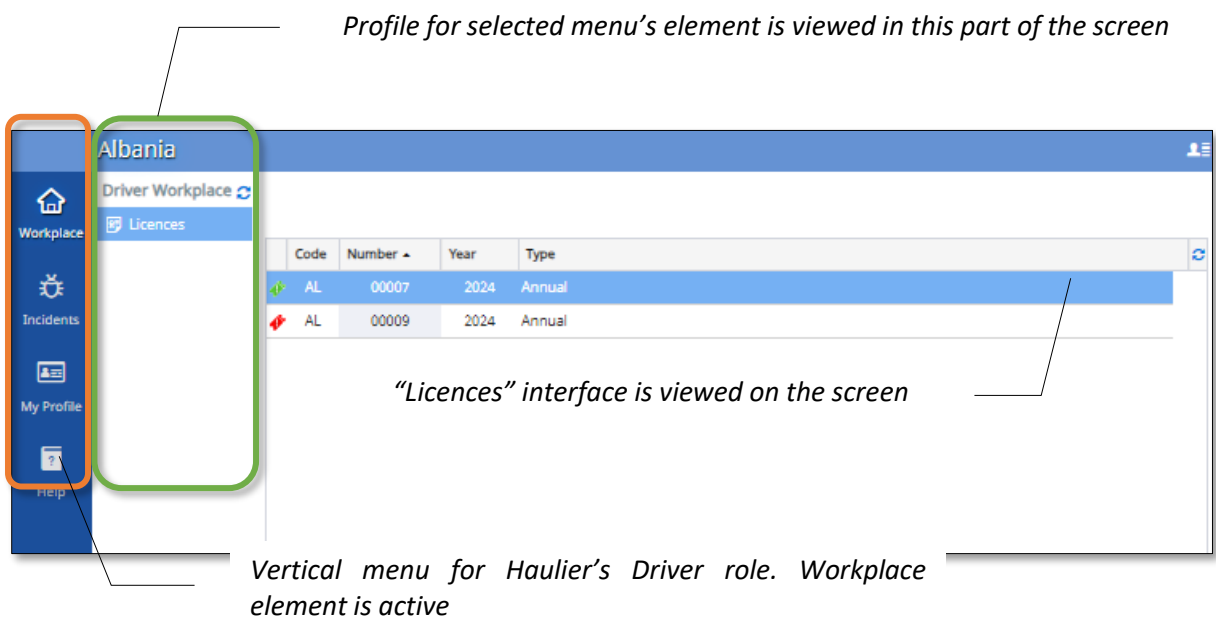


Figure 3 Driver's workplace. "Licences" interface



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.

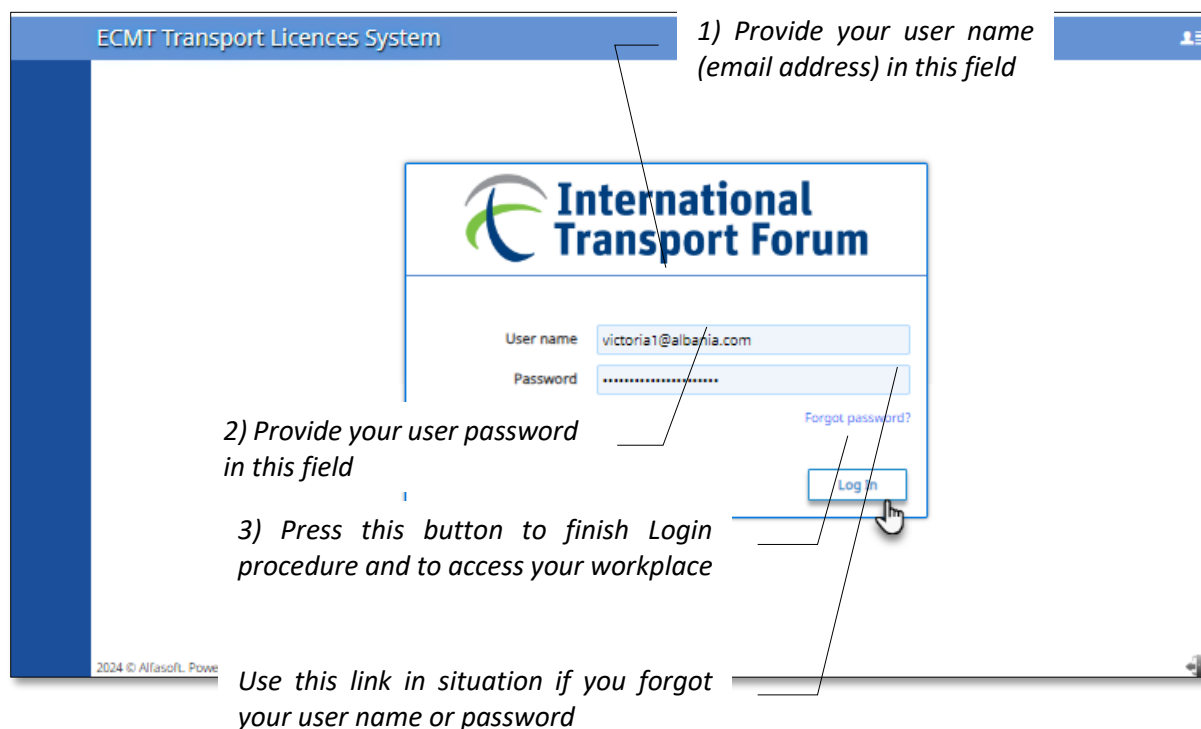
2.1 How to Login the System

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 5.1 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 4 ECMT TLS login page



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  button.

As a result of passed steps you will be moved into your working place (see Figure 3)

2.2 How to Logout the System



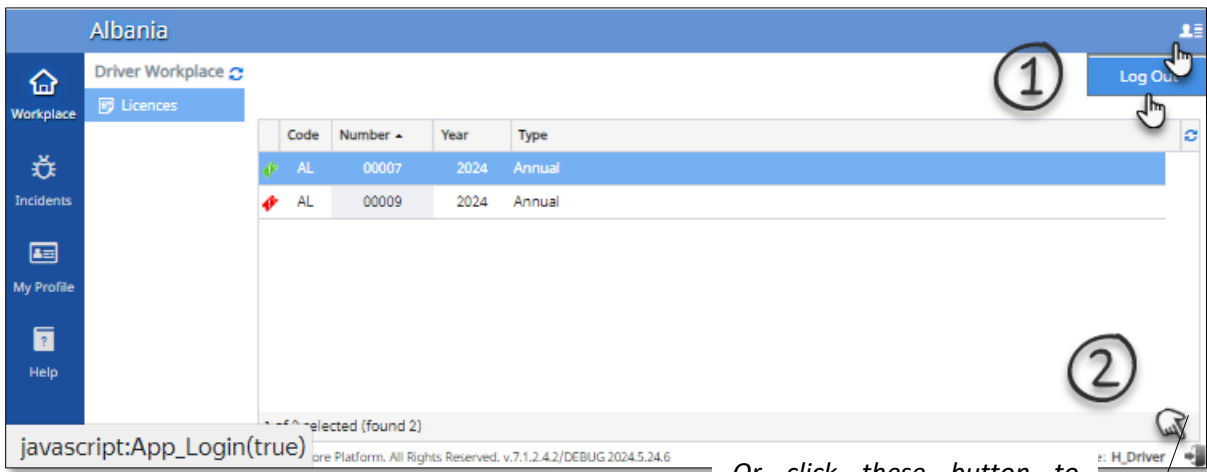
Once you are done with your work in the system it is recommended to effectuate Logout procedure. In this way you will protect your workplace from outside interferences and will keep safety of the system data. To execute Logout procedure press **Logout** button in the right top corner of your workplace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

Figure 5 Ways to logout the system

Click these buttons to logout the system



Or click these button to
logout the system

3 Haulier's Driver Workplace

Driver's workplace represents a vertical profile that contains one element:


- **Licences** – shows licences at disposal of the driver (that has been assigned to driver by haulier manager) (see Figure 3).


3.1 Licence Management


Licence management is available only for drivers that have been granted with full access to licence logbook (can view and complete licence logbook) (see Figure 2).


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.

 **Expired** – 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 Get Licence Info from Licence Form

To view licence form double-click its record from the list of assigned licences (see Figure 3). Licence form is composed from general info about the licence, list of trips that have been done by use of this licence, buttons of licence and logbook documents viewing in PDF format:

Figure 6 Licence form

Licence current status indication

Click here to view licence document in PDF format

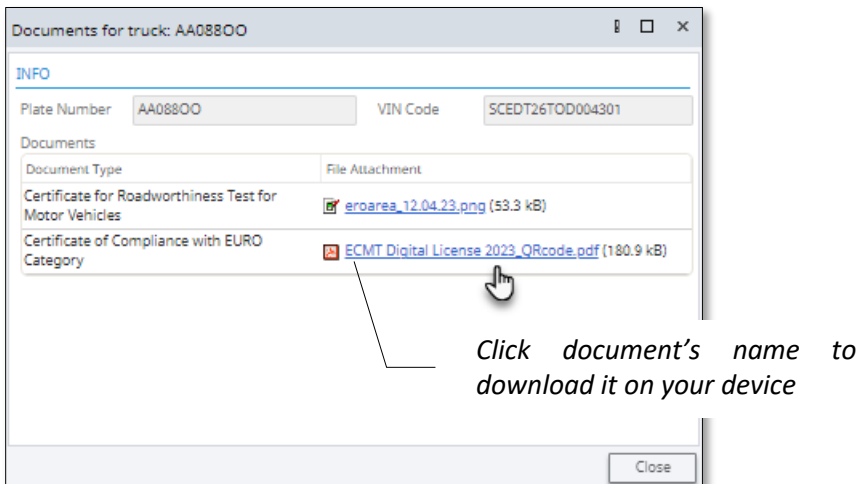
Click here to view licence logbook in PDF format

Click here to view truck's list of documents

A) DEPARTURE	
Departure Date	03/06/2024
Number of km at departure	1550000
B) ARRIVAL	
Arrival Date	06/06/2024
Number of km at arrival	1551000

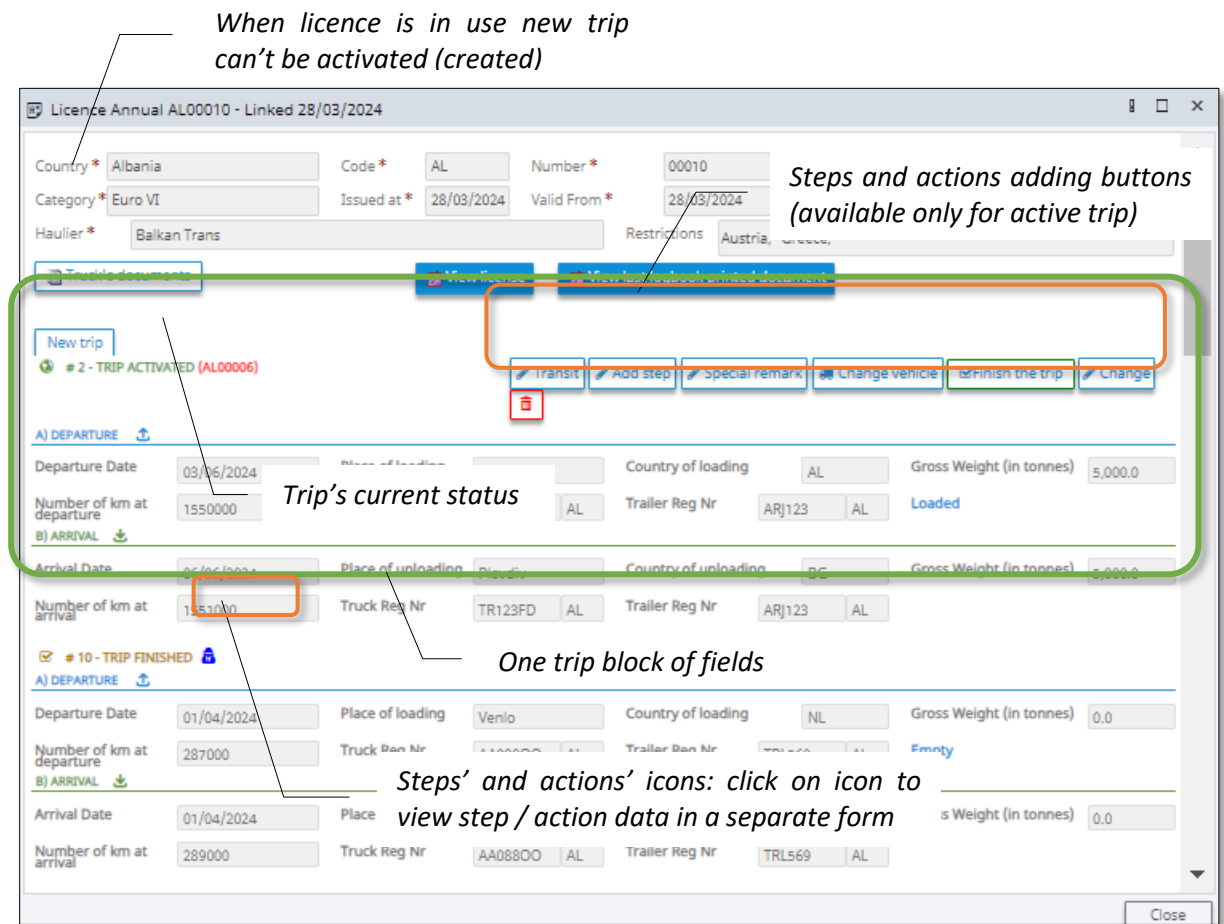
A) DEPARTURE	
Departure Date	01/04/2024
Number of km at departure	287000
B) ARRIVAL	
Arrival Date	01/04/2024
Number of km at arrival	289000

Figure 9 Documents for truck form



In licence form you can also activate new trip or manage active trip (add steps and actions for a current trip, view steps data, finish current trip)

Figure 10 Licence form. Active trip management



Note: Step adding is available for annual licences only

Figure 11 Action's form

Control

Control Authority: Albania CLO

Country: AL

Control Result: Valid Control Date: 23/05/2024 03:24

Comments: test comment 1

Close

Figure 12 Steps form

License 0007, Trip Nr 19

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 point

Date: 21/04/2024 Place: Budapest Country: H

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 (found 3)

Close

3.1.3 How to Activate New Trip for a Licence


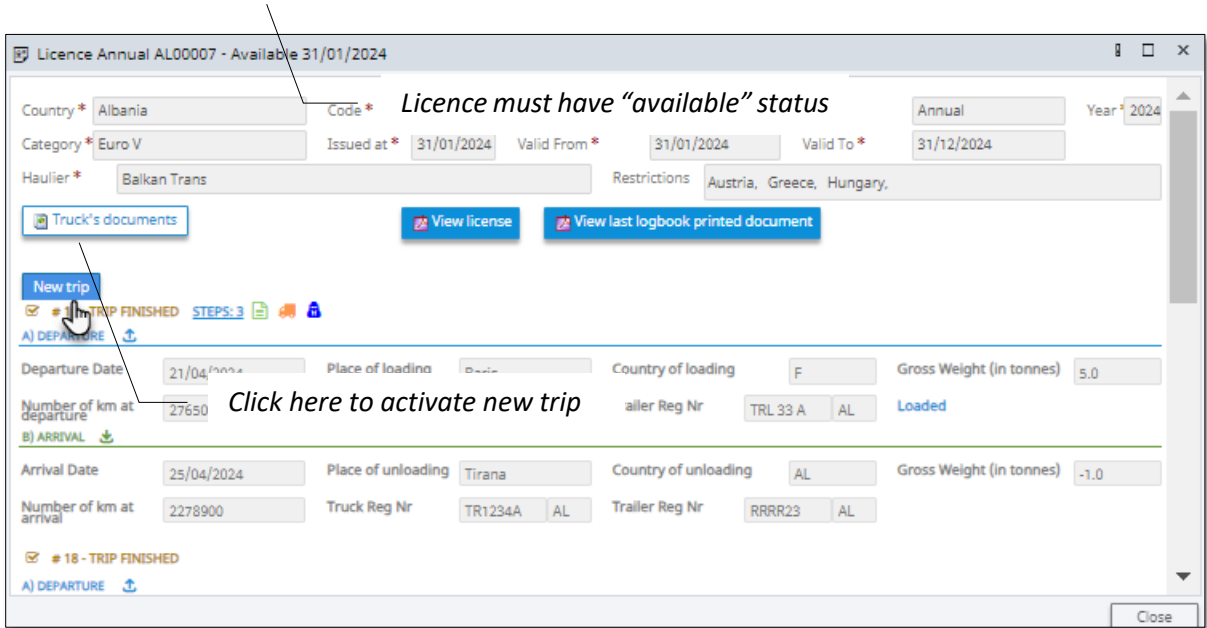
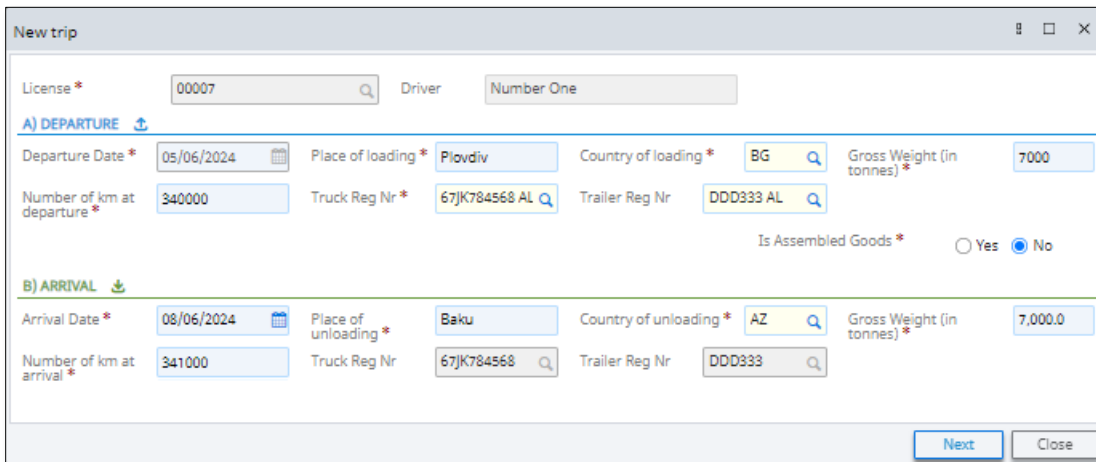
In licence form that has “available” status click  button:

Figure 13 Start of new trip activation process



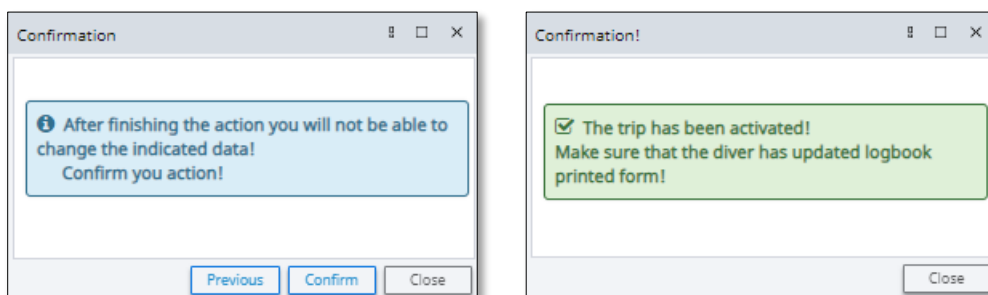
In new trip form that will be opened select driver, information about departure (departure date, place and country of loading, weight that is going to be hauled, truck and trailer registration number, number of km at departure); information about arrival (arrival date, place and country of unloading,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

Figure 14 New trip activation form



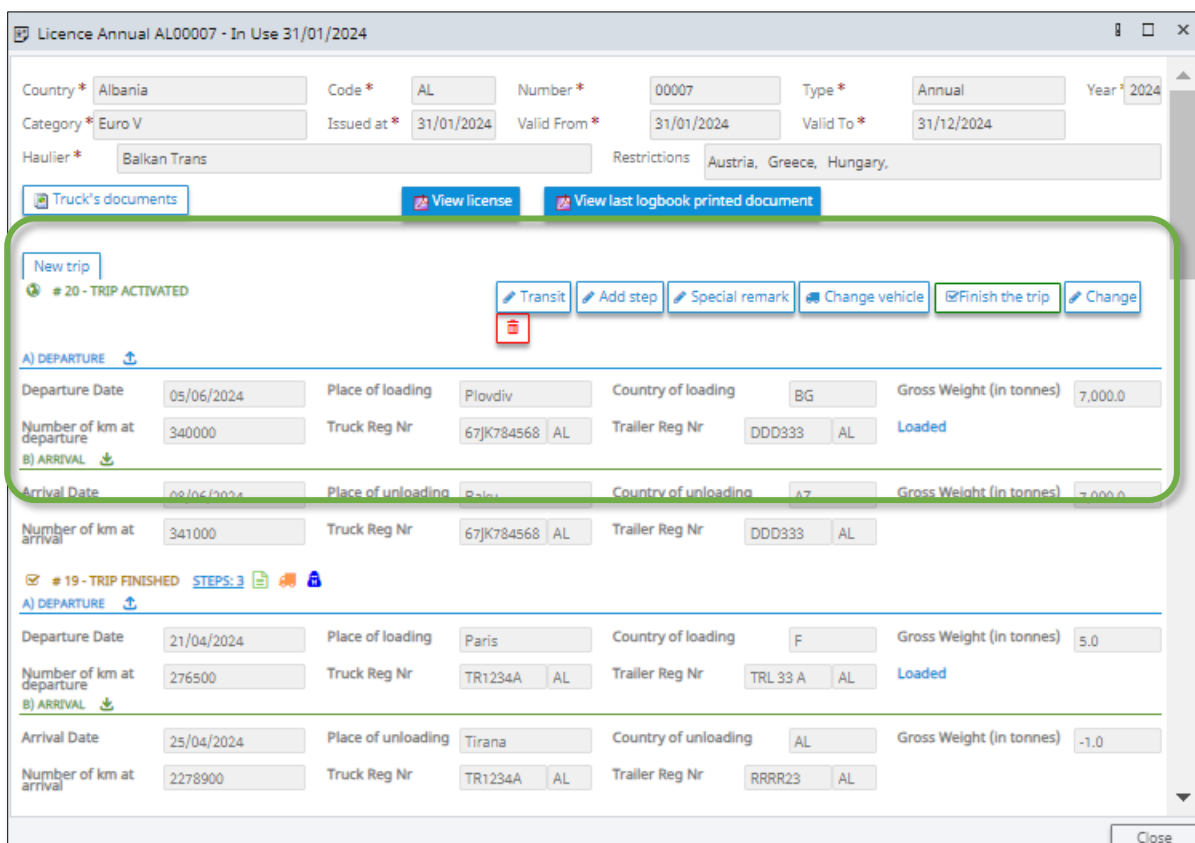
Click  button: confirmation steps will be displayed on your screen:

Figure 15 Confirmation steps on trip activation



Click → : trip confirmation forms 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 16 Active trip block of fields in the licence logbook




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

Figure 17 Link licence step on new trip activation

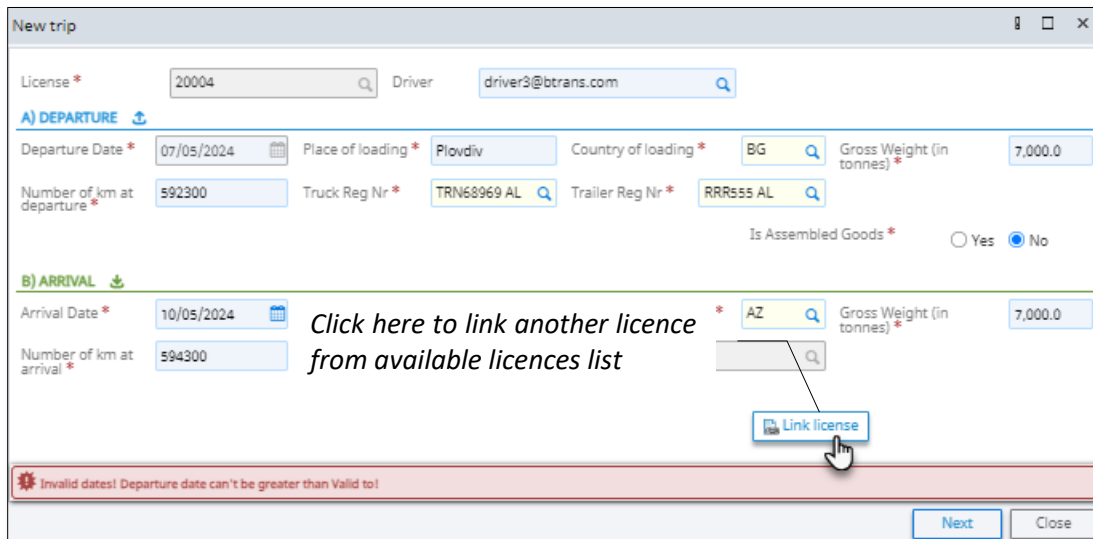


Figure 18 Lookup for available licence selection

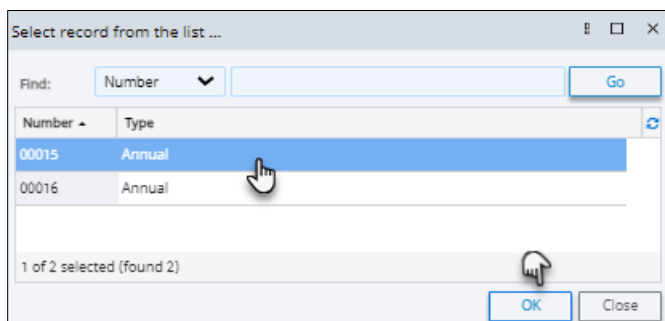
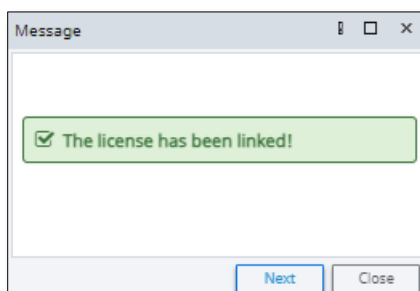


Figure 19 Message on successful licence link



3.1.4 How to Add Transit Point to a Trip


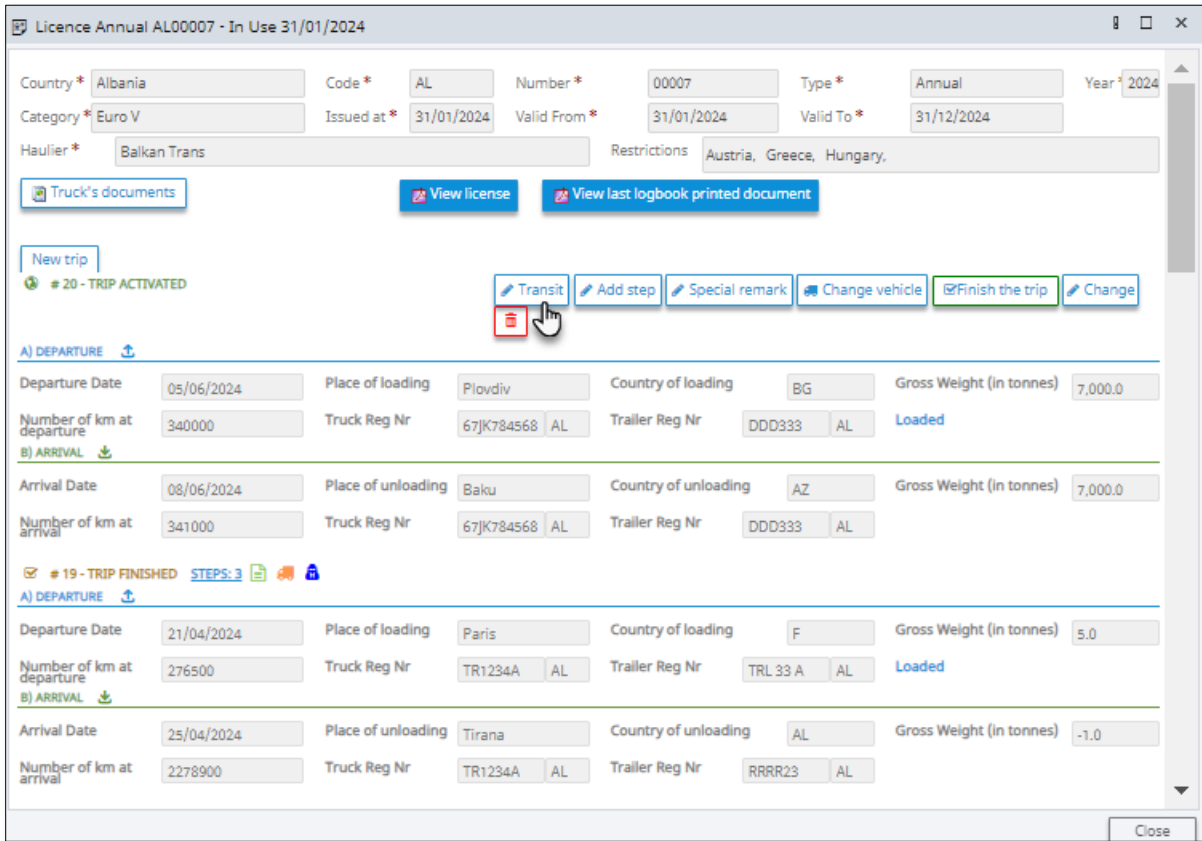
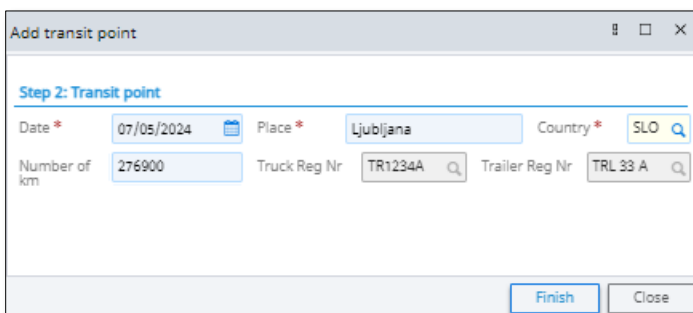
In active trip section in licence logbook click  button:

Figure 20 Start of transit point addition



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

Figure 21 Transit point addition form




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

Figure 22 Steps form with transit points

3.1.5 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.


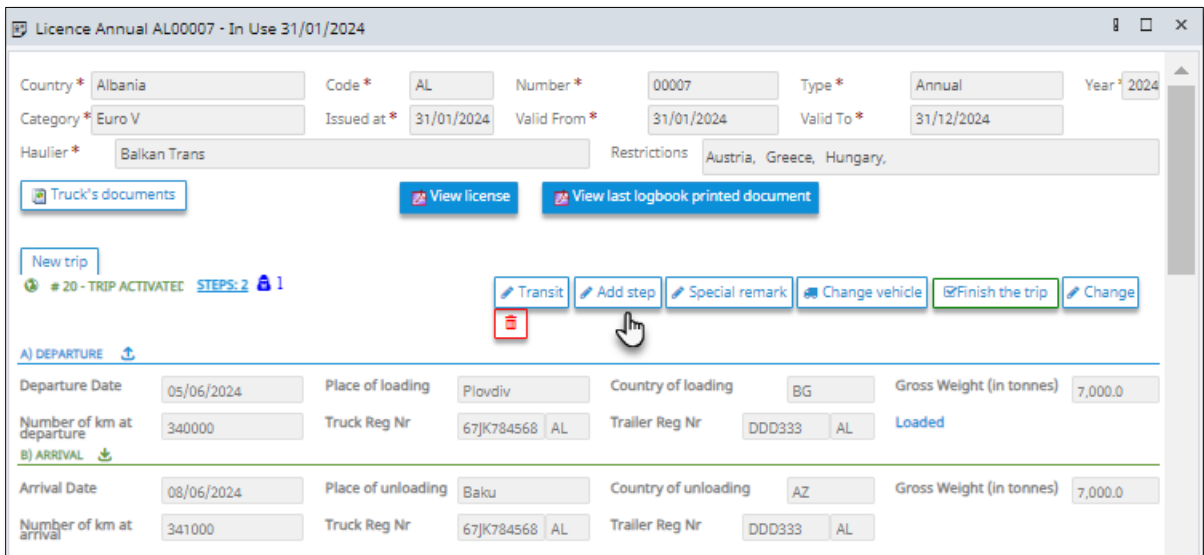
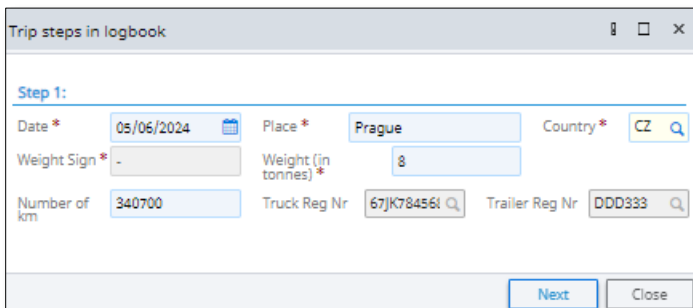
In active trip section in licence logbook click  button:


Figure 23 “Add step” process start

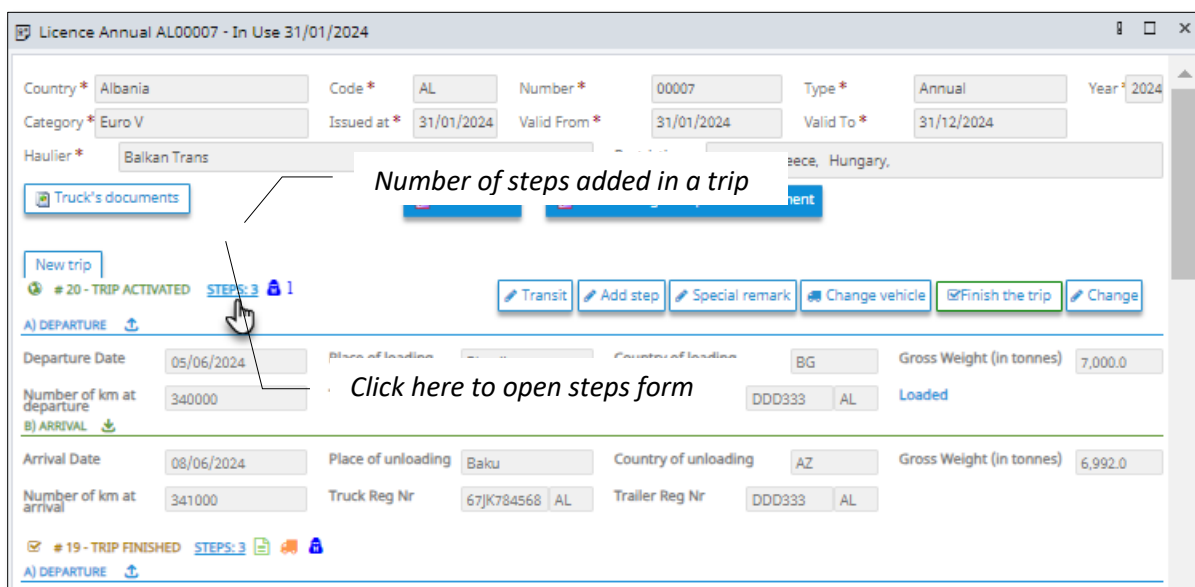


In form that will be opened provide date, country and place of the trip step, weight change resulting after the stop:

Figure 24 Trip step adding form



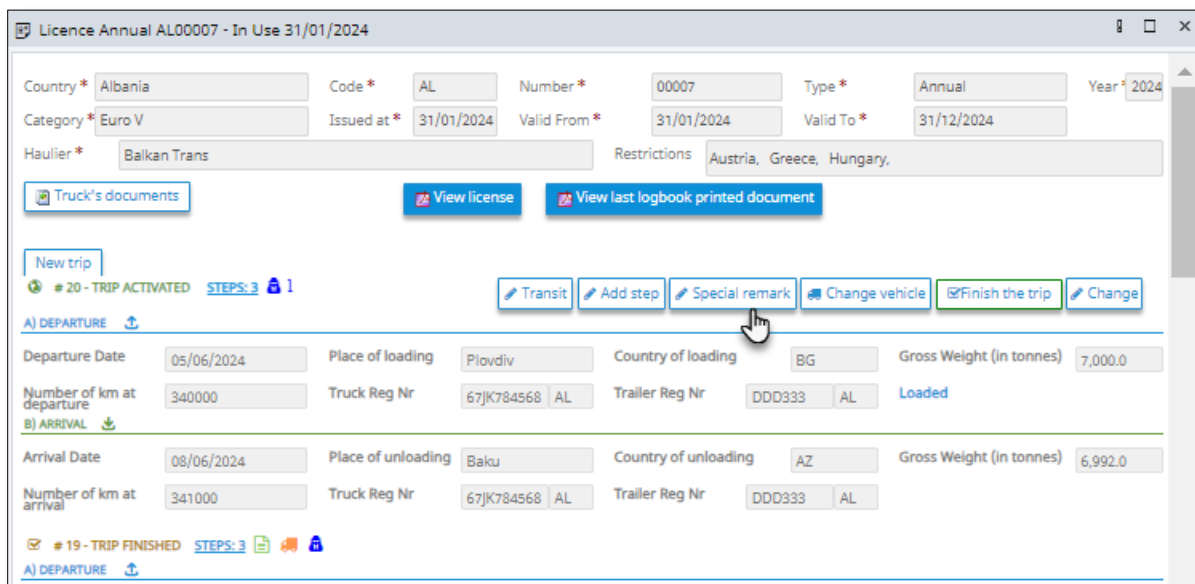
Click  button: trip step form will be closed, step icon will be viewed in trip’s section in licence logbook. In case to a trip have been added more than one steps, the total step number will be displayed near the step icon.



3.1.6 How to Add Special Remark to a Trip

In block of active trip in Licence Logbook click [Special remark](#) button:

Figure 25 Start of special remark adding process



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

Figure 26 Special remark form

The screenshot shows a dialog box titled "Add special remark". Inside, there is a text input field containing "test remark". At the bottom right, there are two buttons: "Finish" and "Close".

Click [Finish](#) button: remark form will be closed and remark icon will be displayed in active trip section:

The screenshot shows the main application interface for a license. At the top, it says "Licence Annual AL00007 - In Use 31/01/2024". Below this are various fields for Country (Albania), Code (AL), Number (00007), Type (Annual), Year (2024), Category (Euro V), Issued at (31/01/2024), Valid From (31/01/2024), Valid To (31/12/2024), Haulier (Balkan Trans), and Restrictions (Austria, Greece, Hungary). There are buttons for "Truck's documents", "View license", and "View last logbook printed document". A "New trip" section shows "# 20 - TRIP ACTIVATED" with "STEPS: 3" and "1" lock icon. Below this are buttons for "Transit", "Add step", "Special remark", "Change vehicle", "Finish the trip", and "Change". The "Special remark" button is highlighted with a red circle. Below the buttons are sections for "A) DEPARTURE" and "B) ARRIVAL" with various fields for dates, places, and weights.

Figure 27 Viewing the list of added special remarks after adding them to active trip

The screenshot shows a dialog box titled "Special remarks (others)". It contains a table with the following data:

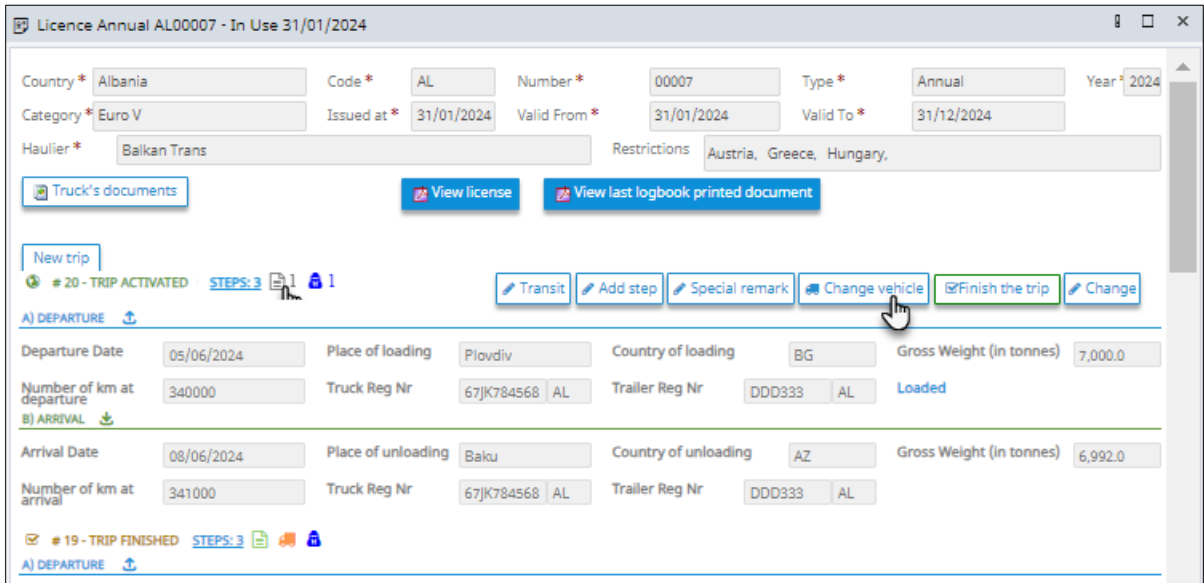
Special remarks	Created On	Created By
test remark	07/05/2024 14:56	Xheli Besmir

At the bottom right, there is a "Close" button.

3.1.7 How to Change Vehicle / Trailer for a Trip

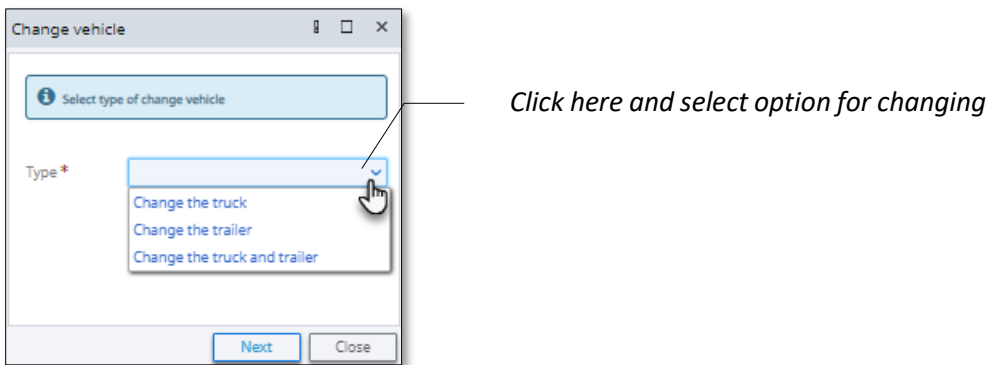
In block of active trip in Licence Logbook click [Special remark](#) button:

Figure 28 Start of change vehicle / trailer process



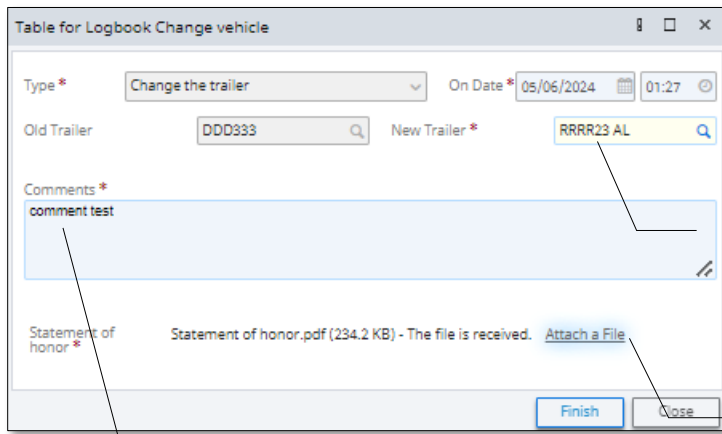
In form that will be displayed select what would you like to change: vehicle, trailer or vehicle and trailer at the same time:

Figure 29 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 30 Change vehicle form (second step. "Change trailer" case)



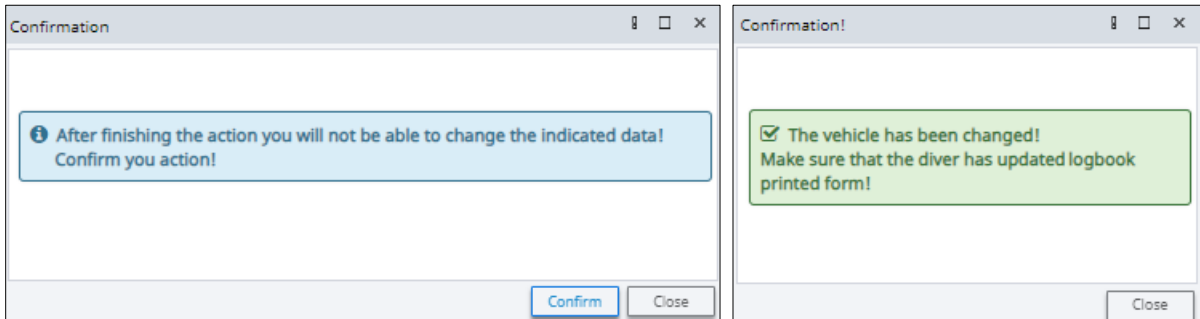
Select another trailer from the lookup grid

Click here to add attachment document stored on your hard disk

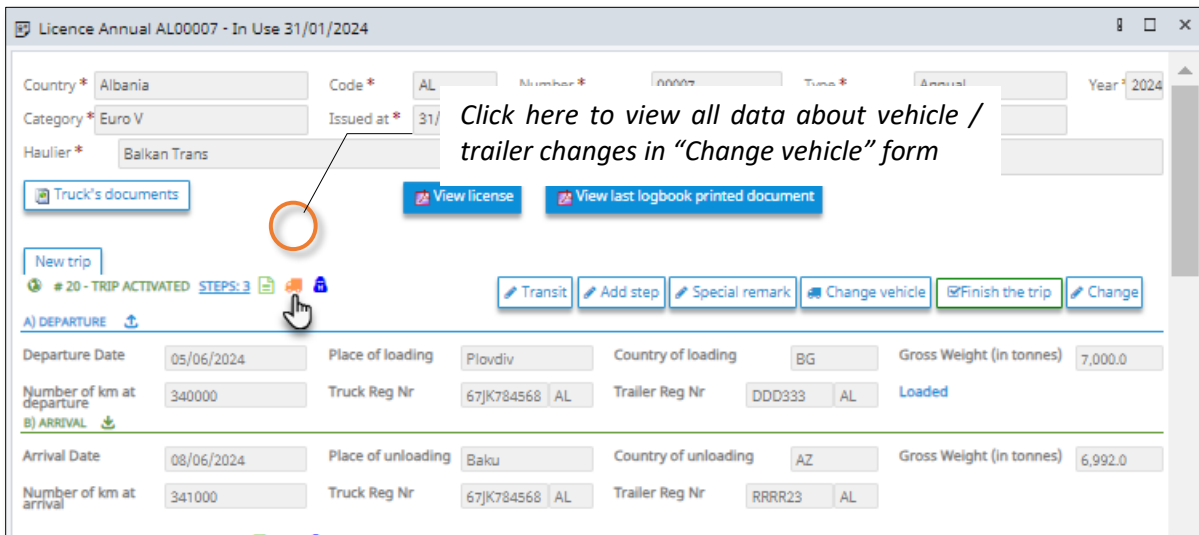
Leave a comment about vehicle / trailer changing

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

Figure 31 Confirmation messages forms on vehicle / trailer change



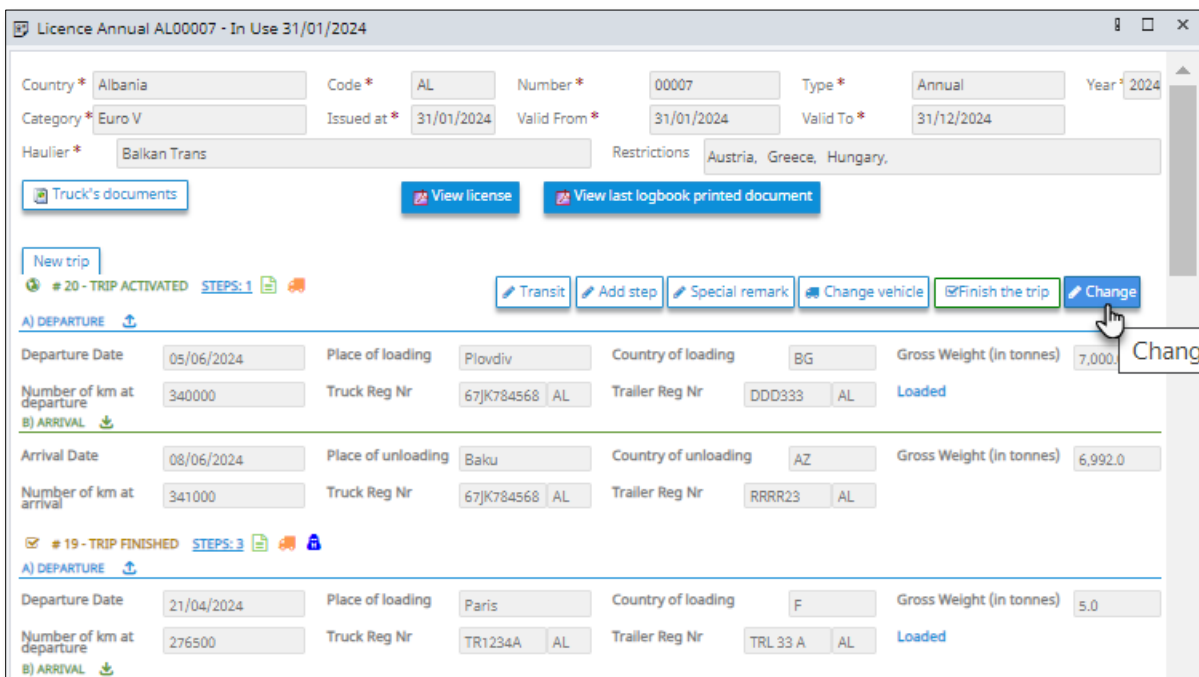
Click **Confirm** → **Close** buttons: confirmation messages will be closed and "change vehicle" icon will be displayed in active trip section:



3.1.8 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 32 Start of change trip parameters process



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

Figure 33 "Change the date, number of km, country or place of arrival" form

Change the Date, Number of KM, Country, or Place of arrival

License * 00007 Driver Number One

A) DEPARTURE

Departure Date * 05/06/2024 Place of loading * Plovdiv Country of loading * BG Gross Weight (in 7,000.0
Number of km at departure * 340000 Truck Reg Nr * *Fields available for editing and data change
are situated in this part of the form* Yes No

B) ARRIVAL

Arrival Date * 09/06/2024 Place of unloading * Baku Country of unloading * AZ Gross Weight (in
Number of km at arrival * 341000 Truck Reg Nr 67JK784568 AL Trailer Reg Nr RRRR23 AL
tonnes) * 6,992.0

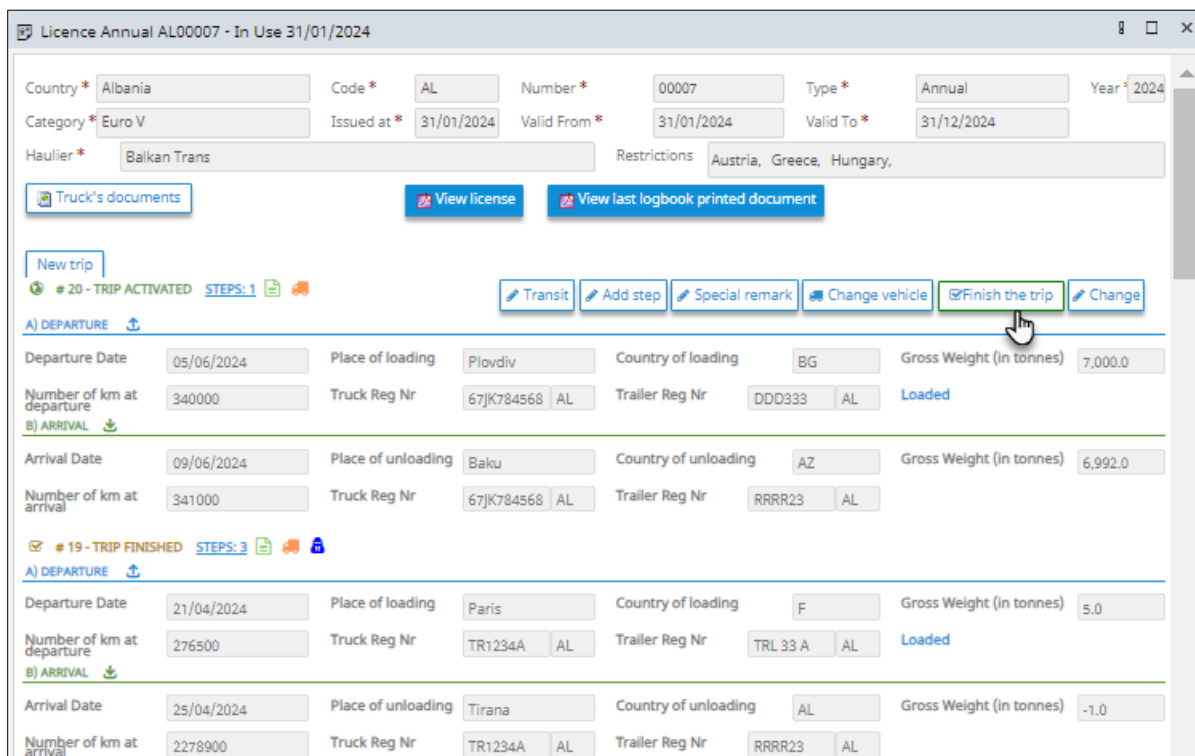
Change Close

After all changes are done click [Change](#) button: form will be closed, modification will be saved

3.1.9 How to Finish the Trip

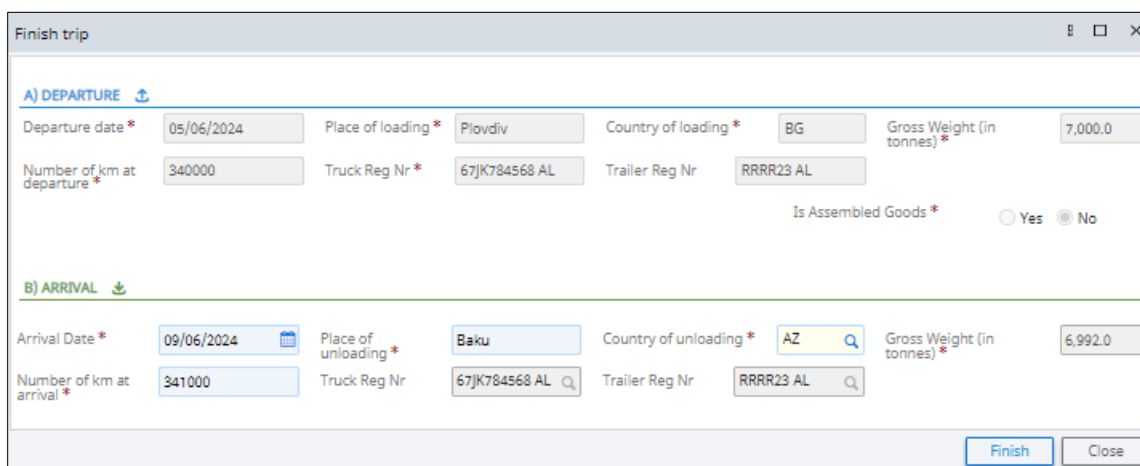
In block of active trip in Licence Logbook click Finish the trip button:

Figure 34 Start of “finish the trip” process



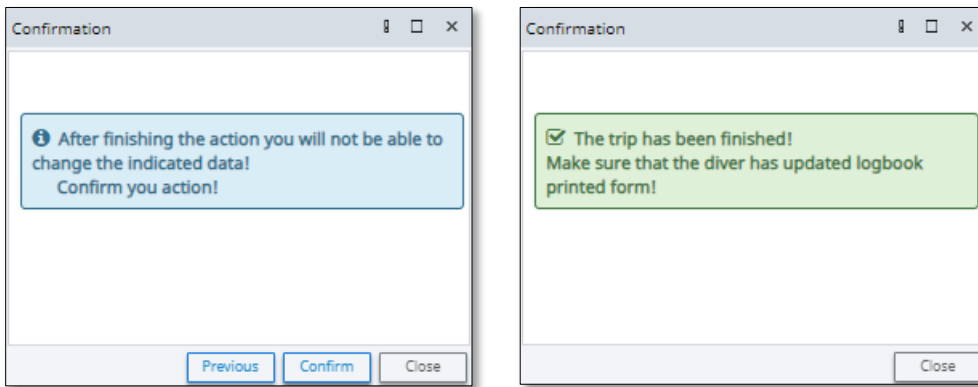
You'll see the form with trip general info:

Figure 35 finish the trip form



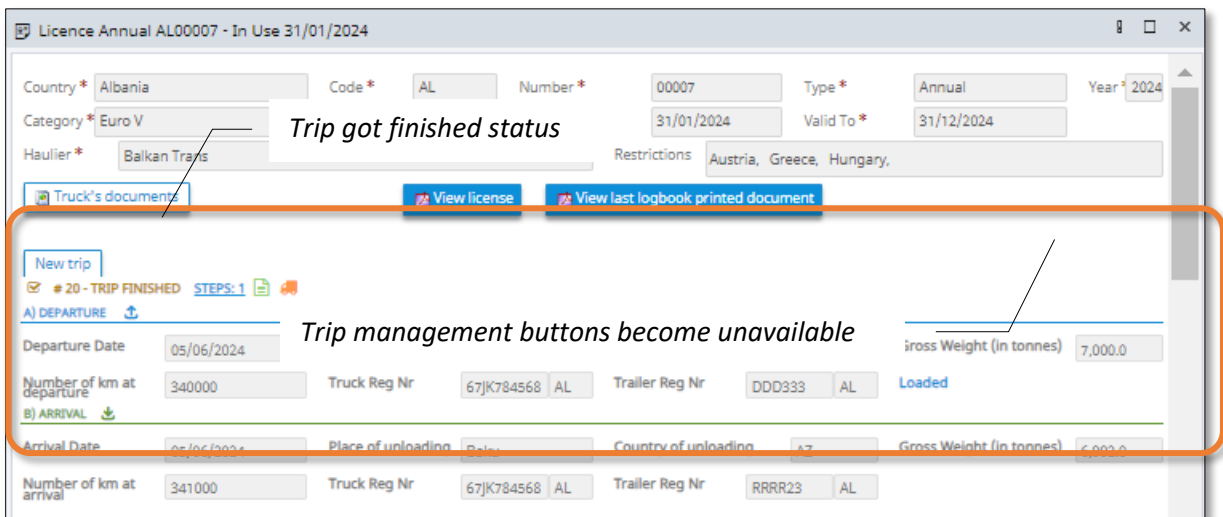
Click Finish button: confirmation messages about trip finish process will be displayed on the screen:

Figure 36 Confirmation messages on finish trip process



Click → 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 37 Finished trip section in licence logbook



4 Incidents

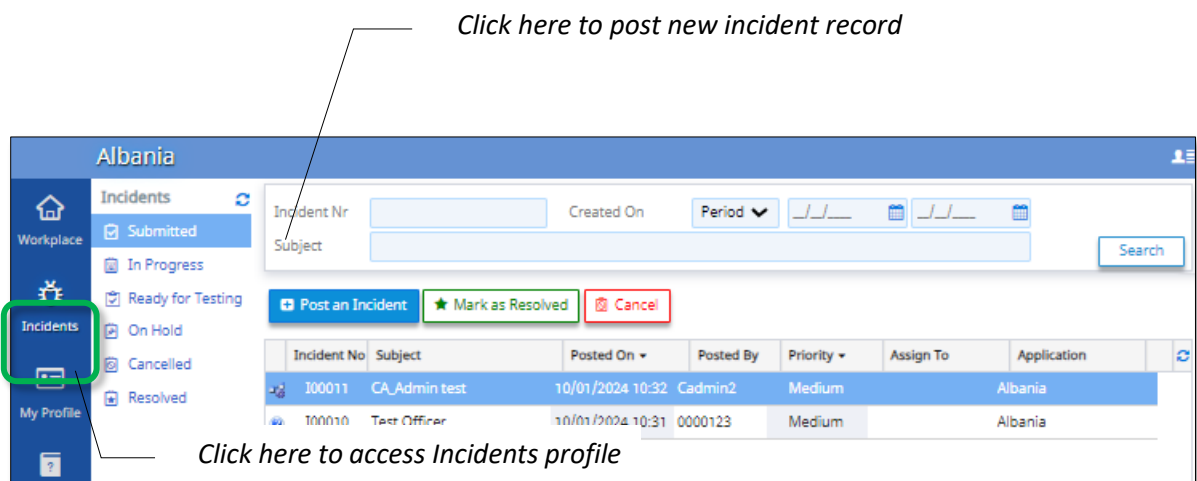
Incidents menu serves for logical or functional errors reporting which users can encounter during their work in the system. Incidents can also have a character of a new functionality, question or training request. When an incident is posted by a user, developing team sees the incident record and gets 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.

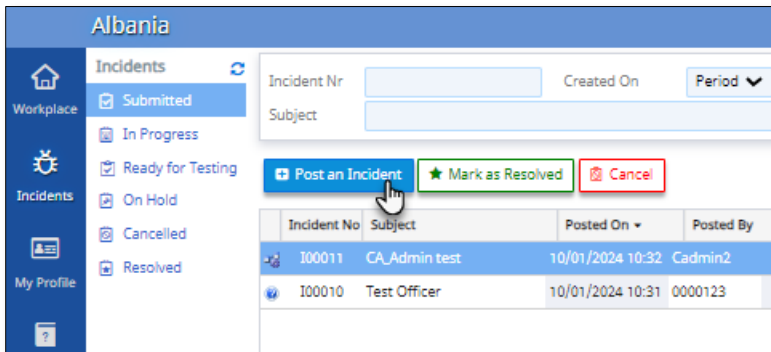
Below will be examined these ways of incident posting.

Figure 38 Incidents menu. “Submitted” interface



4.1 How to Post an Incident from “Incidents” Profile

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



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

Figure 39 “Add an Incident” form. General tab

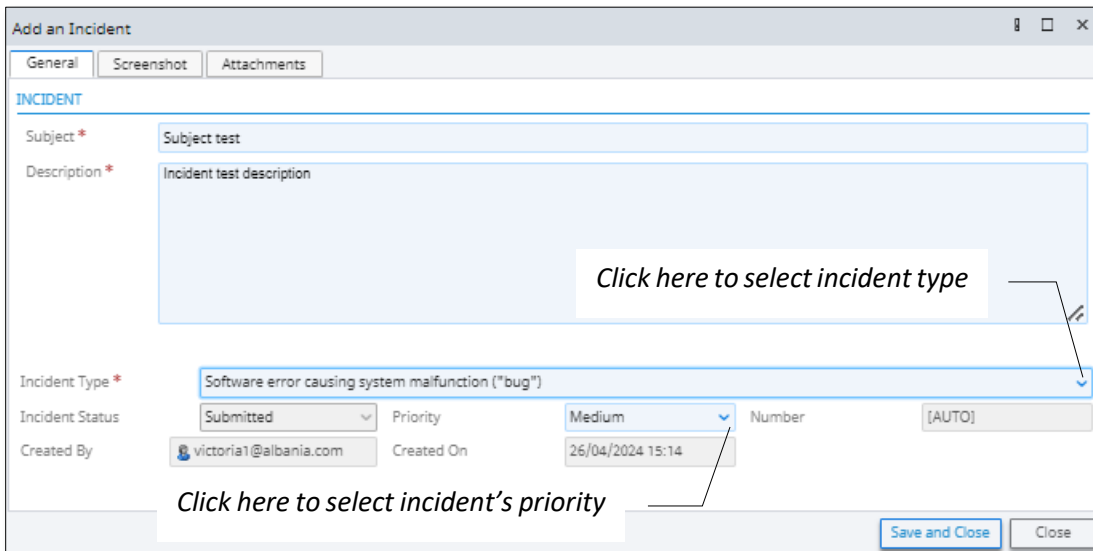
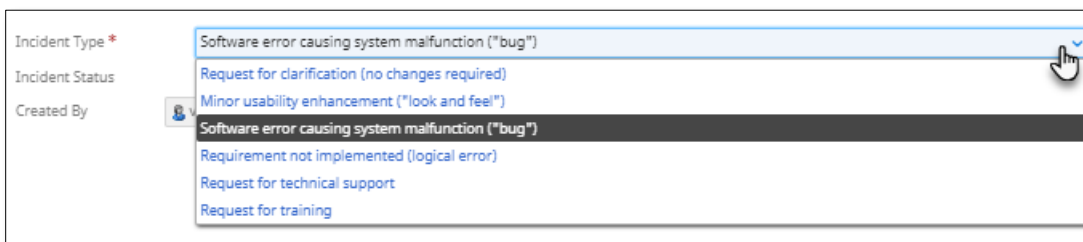
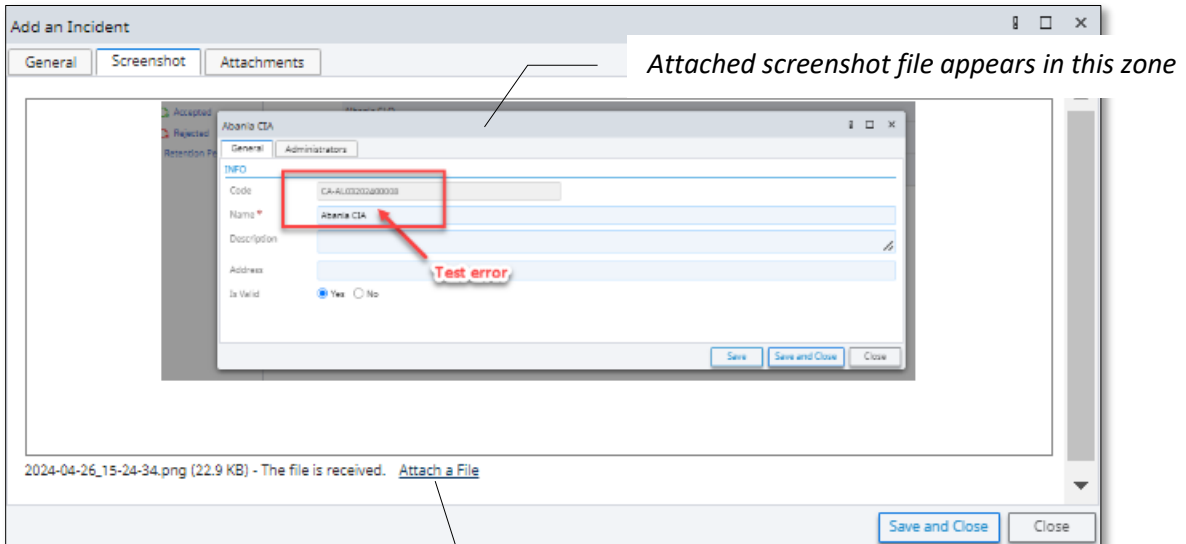


Figure 40 Incident type selection



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

Figure 41 “Add an incident” form. Screenshot tab



Attached screenshot file appears in this zone

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 42 “Add an Incident” form. Attachments tab



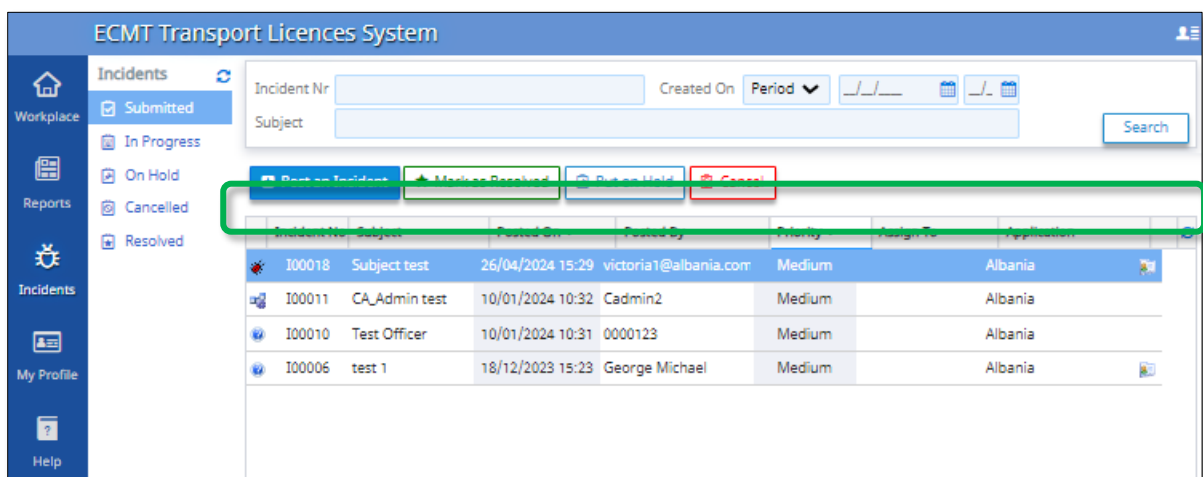
3) Attached file appears in the list

2) Click here to open uploading window and to select screenshot file with problem

1) Click here to add new row in attachments list

4) Click here in case you want to delete attached file from the list

When all data about incident have been provided click **Save and Close** button: incident record will appear in the submitted incidents list:



4.2 How to Post Incident from Form's Interface


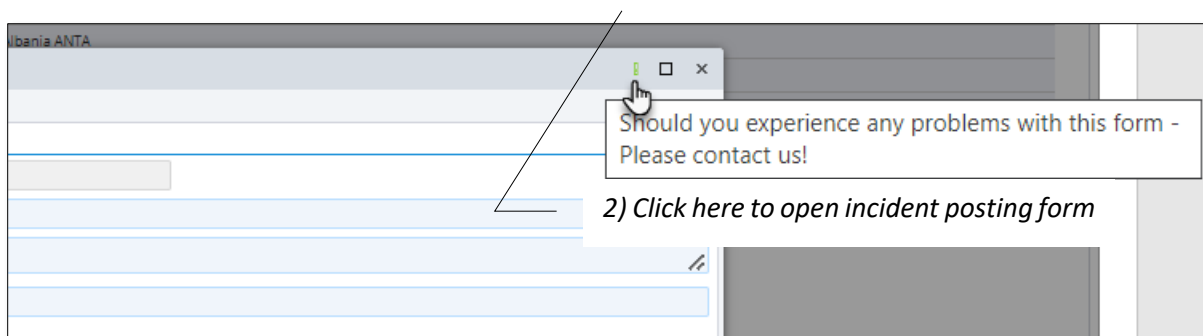
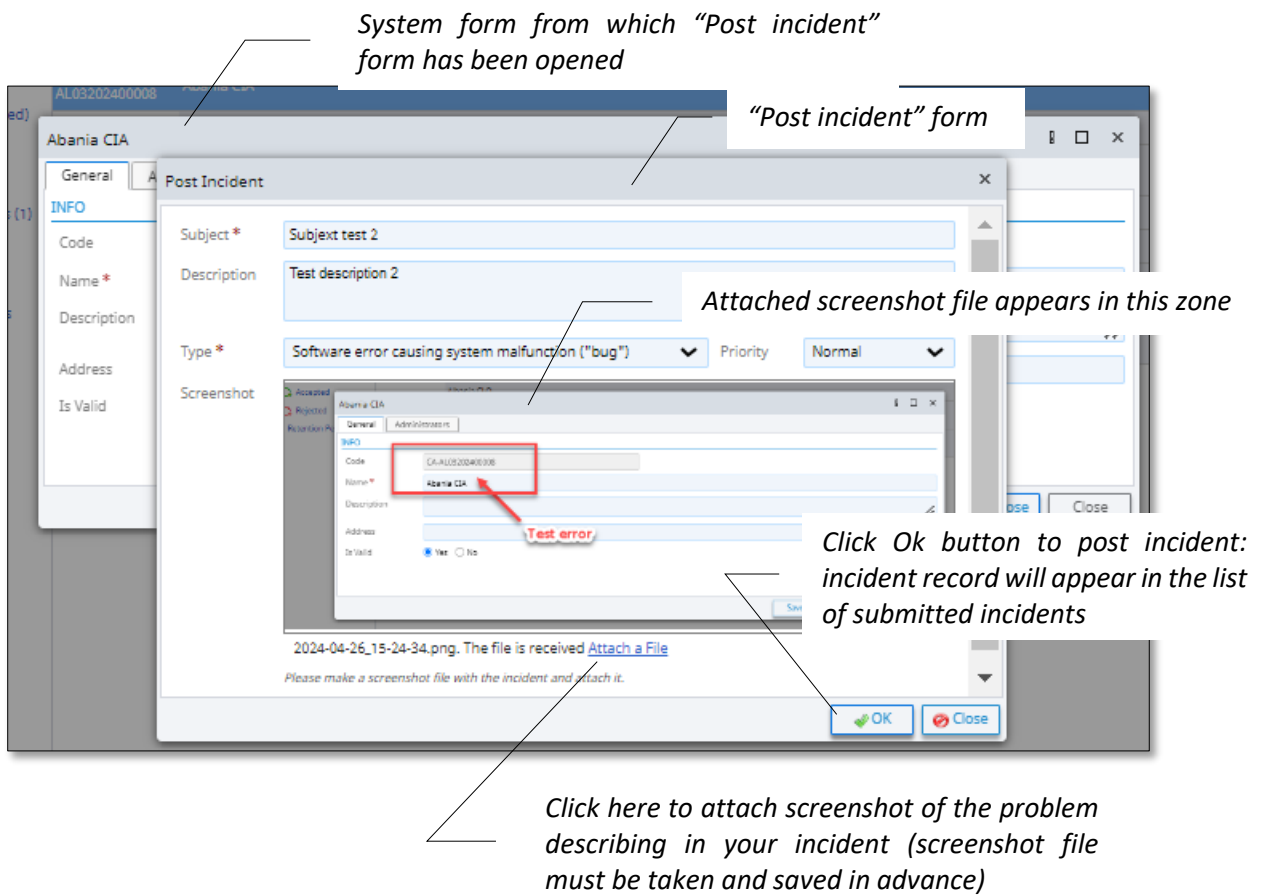
In interface of any of system's forms click on  button

Figure 43 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):

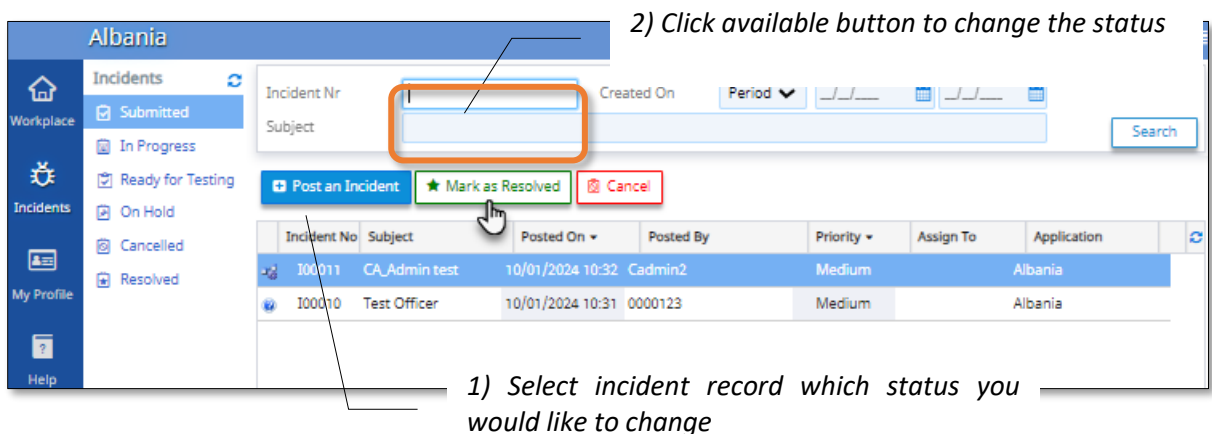
Figure 44 “Post Incident” form opened from system form’s interface



4.3 How to Change Incident’s Status

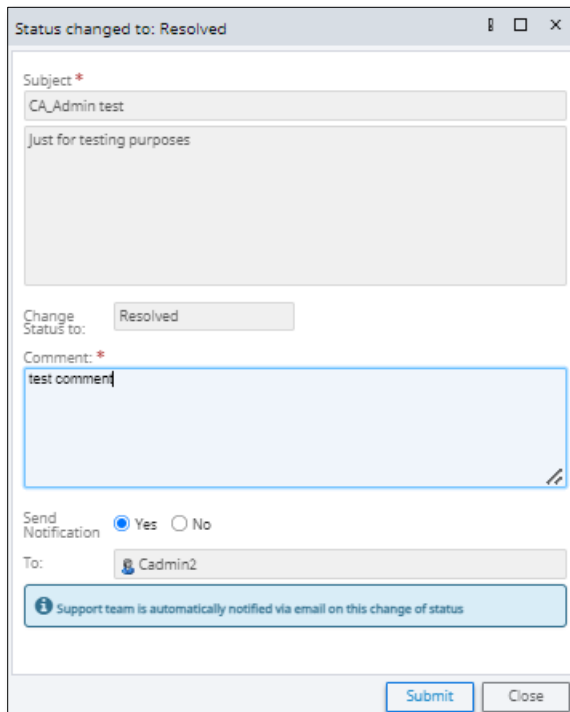
Being at any of incident lists click on any of available change status button: ★ Mark as Resolved
(incident record must be selected in advance):

Figure 45 Start of incident status changing process



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 46 Status changing form



Status changed to: Resolved

Subject *

CA_Admin test

Just for testing purposes

Change Status to: Resolved

Comment: *

test comment

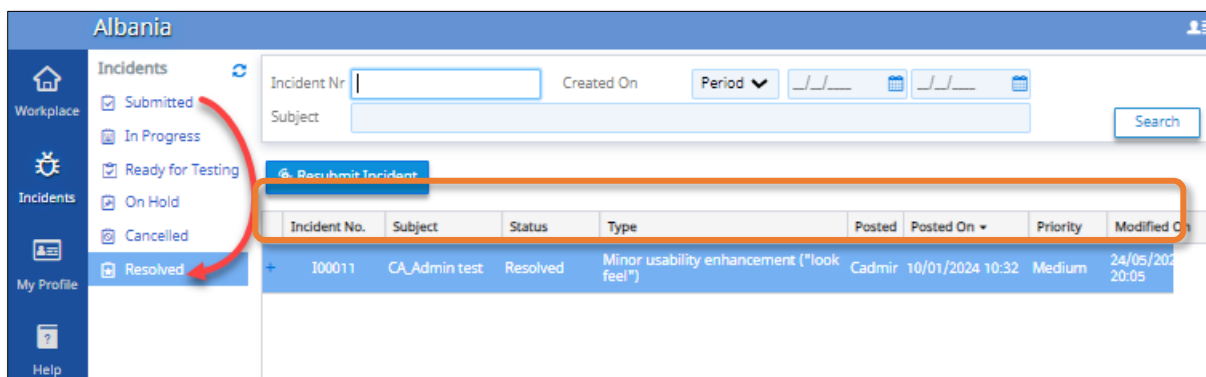
Send Notification Yes No

To: Admin2

Support team is automatically notified via email on this change of status

Submit Close

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:



Albania

Incidents

Incident Nr | Created On | Period | Search

Subject

Resubmit Incident

Incident No.	Subject	Status	Type	Posted	Posted On	Priority	Modified On
100011	CA_Admin test	Resolved	Minor usability enhancement ("look feel")	Cadmir	10/01/2024 10:32	Medium	24/05/2024 20:05

5 My Profile

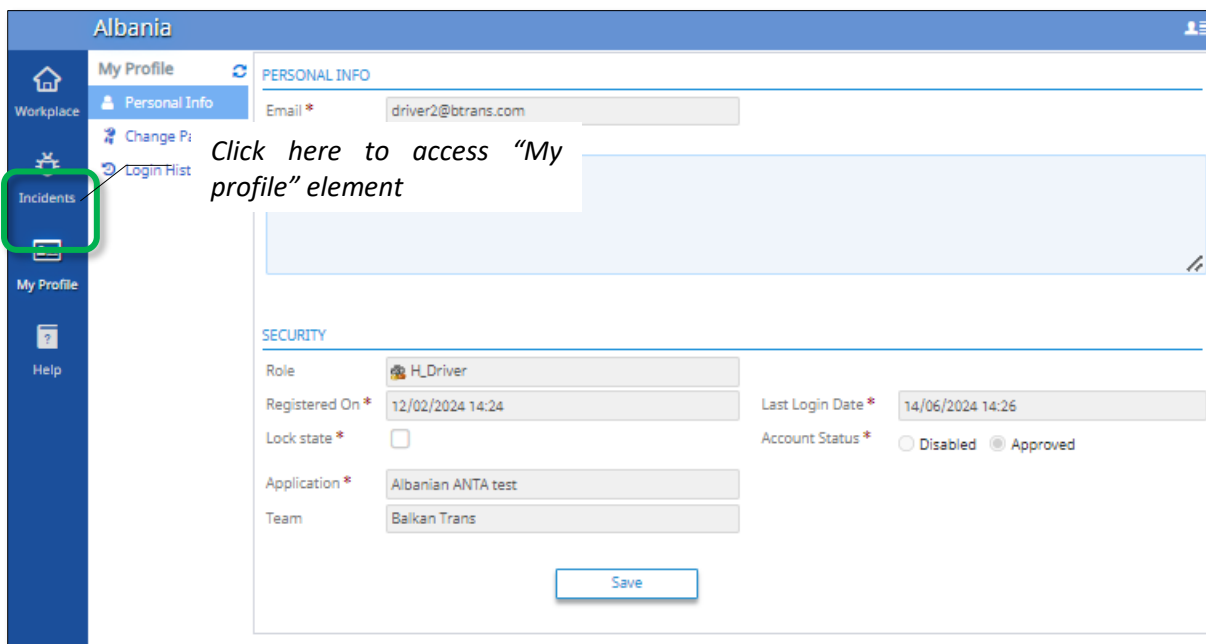
“My profile” menu is meant for storing your personal data as a system user, password changing, viewing your login history.

5.1 “My profile” Elements

“My profile” is composed from following interface elements:

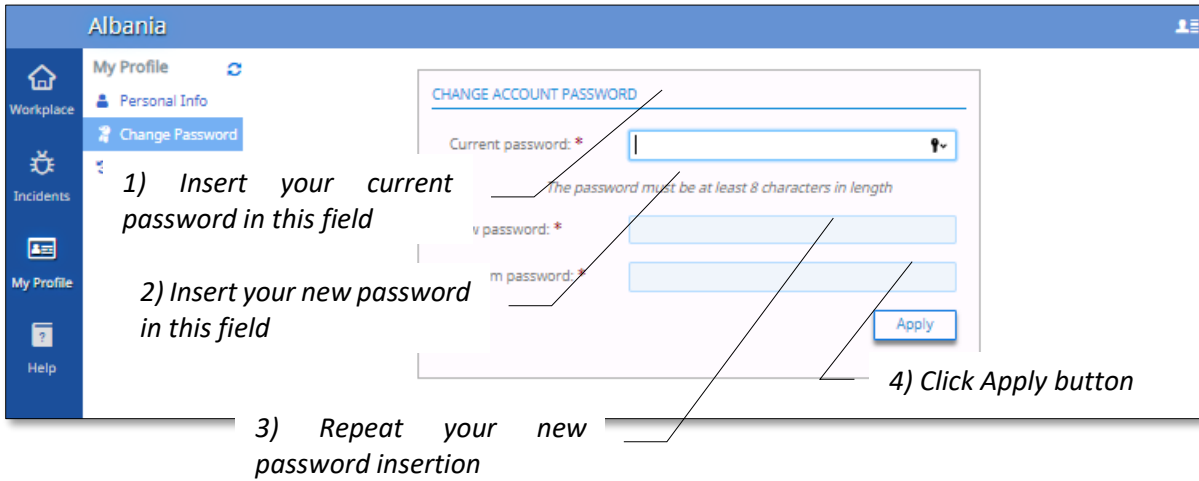
- **Personal Info** – interface where personal info and security data are stored. Here you can add your address details, provide your first name and last name data. Once any changes in your personal info have been done don't forget to click

Figure 47 “My profile”. “Personal info” interface



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

Figure 48 “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 49 “My profile”. “Login history” list

