

User Manual for Time Slot Management via Light Login

Transporeon GmbH | Version: 1.1 | Date: 2020-12-18
Security classification: Protected

Transporeon GmbH
Stadtrehal/Magirus-Deutz-Straße 16
89077 Ulm
Germany

TRANSPOREON
Delivering connections

Copyrights and trademarks

Transporeon, best carrier, no-touch order and dynamic contract are registered trademarks of Transporeon GmbH, Germany. All other copyrights and trademarks are the intellectual property of their respective owners. Technical details may be subject to change without prior notice. This document may contain proprietary information. It must not be transferred or copied in any way and the content must not be disclosed unless expressly being authorised by Transporeon GmbH.

Version management

DATE	VERSION	PREVIOUS	AMENDMENTS	AUTHOR
2018-07-19	1.0	-	Document created	EF
2020-12-18	1.1	1.0	Updated Design and Customer Care contact details	LF

Table of contents

1. Purpose of this guideline	4
1.1. General process	4
2. Booking instructions	4
2.1. Email with token link	4
2.2. Booking a time slot for a transport	5
2.3. Modification of bookings	7
2.3.1. Modification of booking data	7
2.3.2. Modification of the booking date and/or time	7
3. Contact details Transporeon	10

1. Purpose of this guideline

This document briefly describes the so-called Light Login process to book time slots on the Transporeon platform.

1.1. General process

The Time Slot Booking process for **Customer Pickup** orders consists of the following three steps:

1. **Transporeon** sends an email to the **Pickup customer** with a token link for booking
2. The **Pickup customer** forwards the **token email** to the **carrier** responsible for executing the transportation.

Please note: The Pickup customer needs to forward the token email for an order to the carrier in a timely fashion, to allow the carrier to book a time slot in the system.

3. The **carrier** clicks the link in the **token email** and books a time slot for loading of the order.

Details on how to book a slot are described in the following chapter.

2. Booking instructions

2.1. Email with token link

The Pickup customer will receive a token email with direct link to the time slot booking:

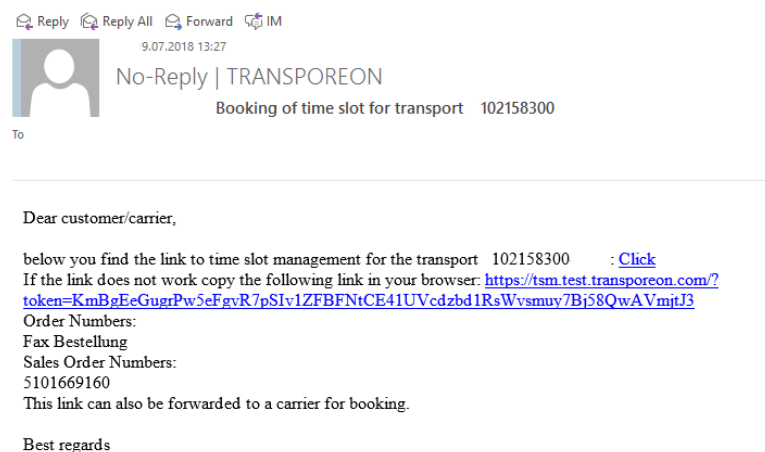



Figure 1: Token email


It is then the responsibility of the Pickup customer to forward this email to the carrier executing the transportation in a timely manner, so that the carrier can book a slot accordingly.

2.2. Booking a time slot for a transport

After you have received the email with token link, you can proceed with the actual booking.

Click the symbol  or copy the shown link in the email to your browser in order to be forwarded to the Time Slot Management.

In Time Slot Management in the tab **Open bookings**, you first see an overview of your order.

Click the **booking icon**  to start the slot booking process for the order:

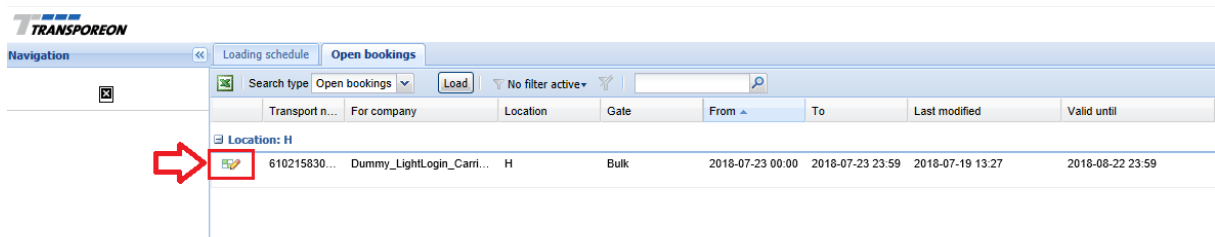


Figure 2: Booking icon

The **Booking assistant window** opens and shows the corresponding open slots that could be booked:

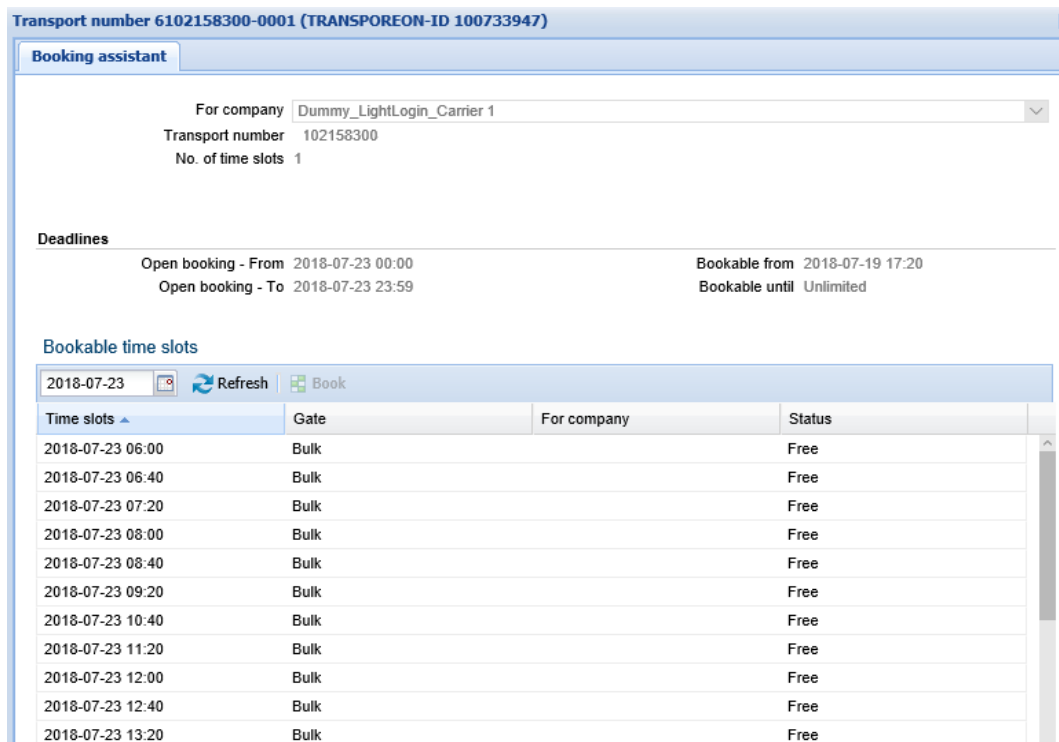


Figure 3: Booking assistant window

Select the wanted time slot and click **“Book”**:

Booking assistant

For company: Dummy_LightLogin_Carrier 1
 Transport number: 6102158300-0001
 No. of time slots: 1

Deadlines

Open booking - From: 2018-07-23 00:00
 Open booking - To: 2018-07-23 23:59
 Bookable from: 2018-07-19 17:20
 Bookable until: Unlimited

Bookable time slots

2018-07-23 Refresh **Book**

Time slots	Gate	For company	Status
2018-07-23 06:00	Bulk 1		Free
2018-07-23 06:40	Bulk 1		Free
2018-07-23 07:20	Bulk 1		Free
2018-07-23 08:00	Bulk 1		Free
2018-07-23 08:40	Bulk 1		Free

Figure 4: Booking a time slot

The view will change to the standard Transporeon booking dialog. Please enter the needed data; compulsory fields are marked with a red asterisk (*), if applicable.

Click **Save and close** to save the data and book the slot:

Time slot: Mon. 2018-07-23 07:20

Booking | Booking assistant

Booking Save **Save and close** Default Cancel

For company: Dummy_LightLogin_Carrier | Loading type: Pickup
 Transport number: 102158300 | Status: Unbooked
 No. of time slots: 1

Vehicle

Driver name: | Licence plate No.:
 Driver mobile No.:

Engine emission standard: Please select Engine emission standard checked

Comment

Comment:

Figure 5: Save and close the booking

Your booking appears now in the tab **Loading schedule**:

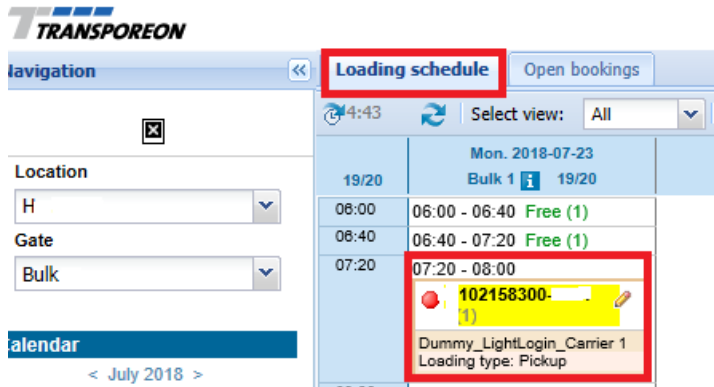




Figure 6: Loading schedule

2.3. Modification of bookings

Before any modification, click  next to the gate name to see the booking and modification conditions.

2.3.1. Modification of booking data

To modify the entered data in the booking, click  next to the booking.

Overwrite, delete or add data.

Click Save to save the modification and add more changes.

Click Save and close to save all modifications.

2.3.2. Modification of the booking date and/or time

To modify the date and/or time of the booking, you have to rebook the slot.

To rebook a slot, click  next to the booking.

Click **Rebook**.

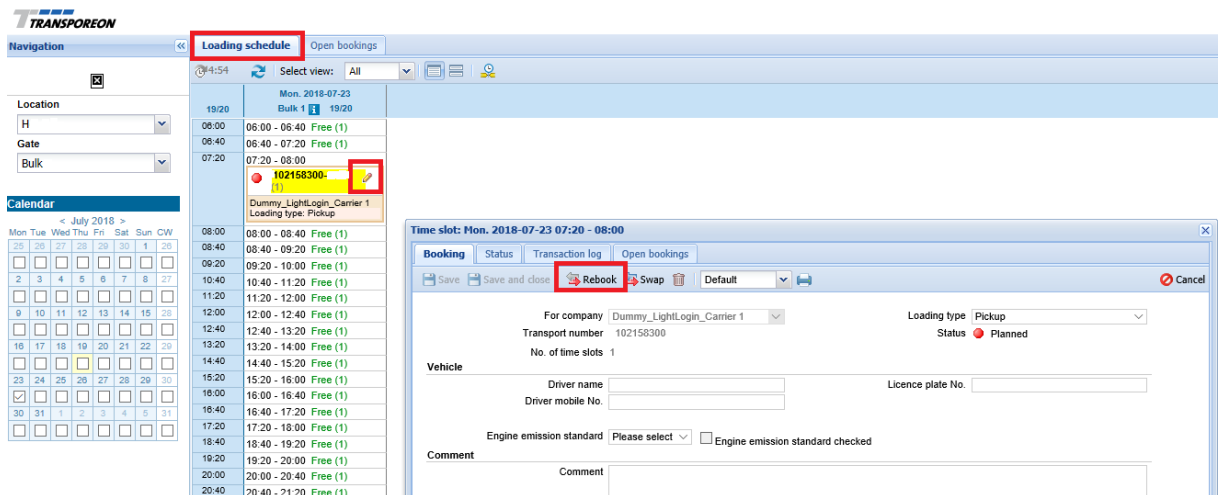


Figure 7: Rebook a slot

If applicable, select a new date in the calendar.

To modify the time of the booking, select a new, **Free** time slot.

Click **Rebook**.

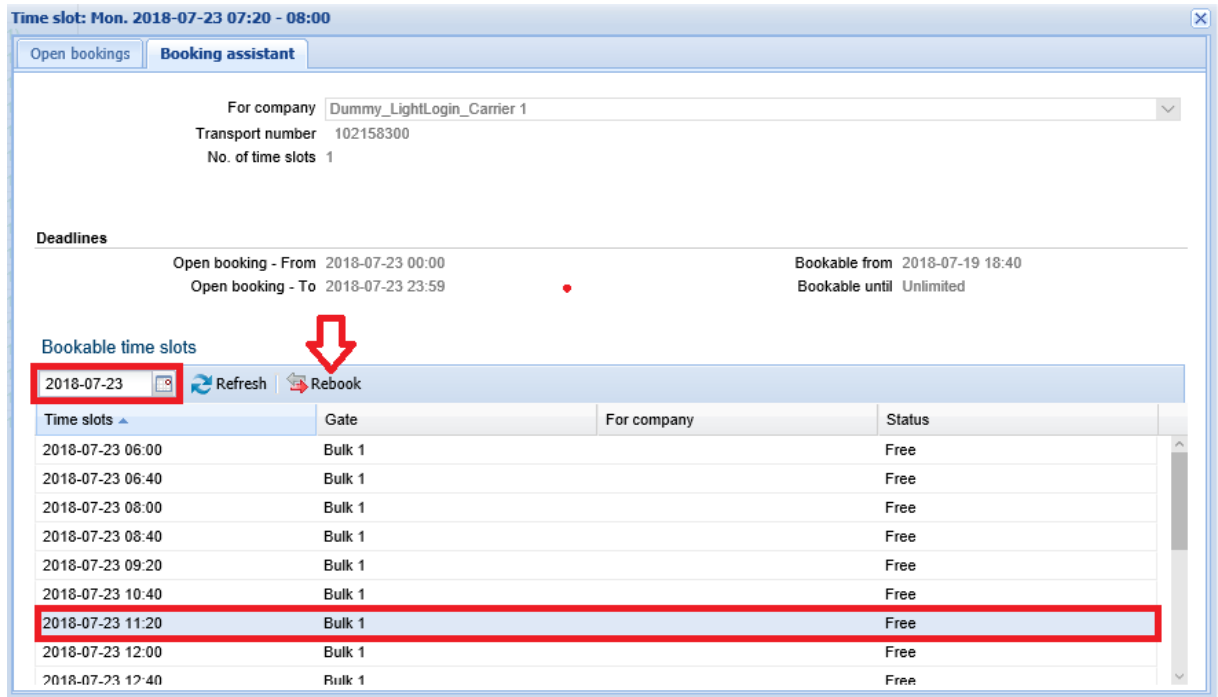


Figure 8: Modify the time of the booking

Confirm the rebooking:

Rebook booking or reservation

Do you really want to rebook?

Transport number	102158300
For company	Dummy_LightLogin_Carrier 1
Status	Planned
Booking date/time	2018-07-23 07:20:00
No. of time slots	1

Figure 9: Confirm rebooking

3. Contact details Transporeon

If you need technical support, please contact our **Customer Care Team**:

Portal: <https://support.transporeon.com/customercare>

Further contact options: <https://www.transporeon.com/en/contact/>

For technical problems please see Status page: <https://www.transporeon.com/en/system-status/>