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Time Slot Control – Operating Instructions





Time slot booking procedure

Designed for the end users: hauliers, forwarders, own exporting or delivery activities.

1-language selection, log-in

2-menu, date selection

3-booking, time slot selection, other options

4-booking details

5-booking submitting – request for confirmation

6-confirmation, day and time slot change, cancellation, notification

7-time slot tracing

1- language selection, log-in

Select your language prior logging in. The application offers Czech, English and German language.

Log in.

After logging in the language will be used automatically according to your computer operating system language.



TIME SLOT CONTROL Lotraco s.r.o.

ti:me[®]
SLOT CONTROL

Česky
✓ English
Deutsch

User name

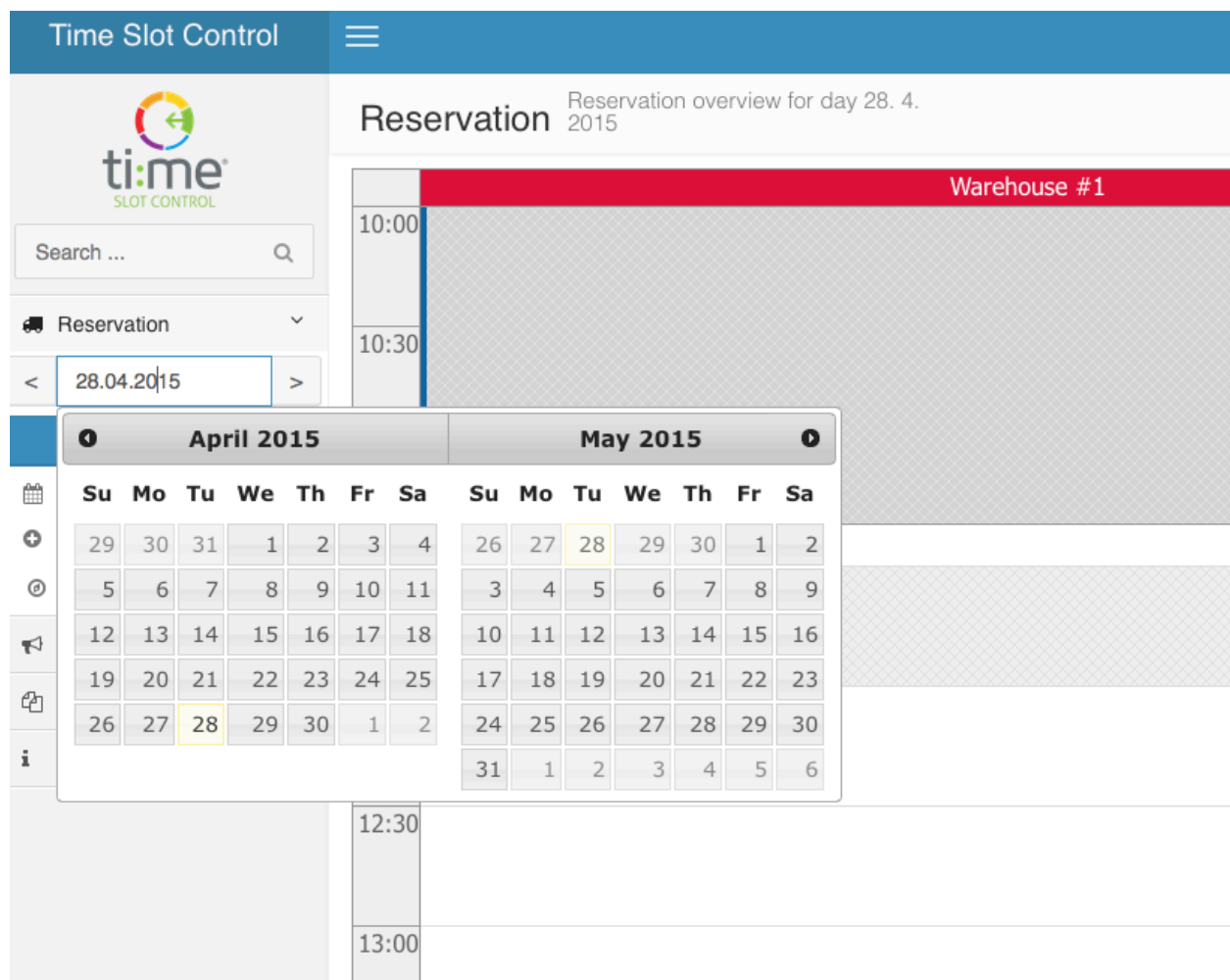
Password

Remember me?

Log in

2- menu, date selection

Click on the date in menu on the left side in your screen. The calendar will be displayed. It shows the actual date ("today"). The dates "in the past" are not allowed for reservation. Choose the day from the actual date on by clicking on the preferred date and the predefined warehouse (or ramp).



The screenshot displays the 'Time Slot Control' application interface. The top header is blue and contains the text 'Time Slot Control' and a menu icon. Below the header, the application logo 'ti:me SLOT CONTROL' is visible on the left. The main content area is titled 'Reservation' and shows 'Reservation overview for day 28. 4. 2015'. A search bar is present with the text 'Search ...'. Below the search bar, there is a dropdown menu for 'Reservation' and a date selector showing '28.04.2015'. A calendar view is open, showing the months of April and May 2015. The date 28th of April is highlighted in yellow. The reservation overview shows a grid for 'Warehouse #1' with time slots from 10:00 to 13:00. The grid is currently empty, indicating no reservations are made for this time slot.

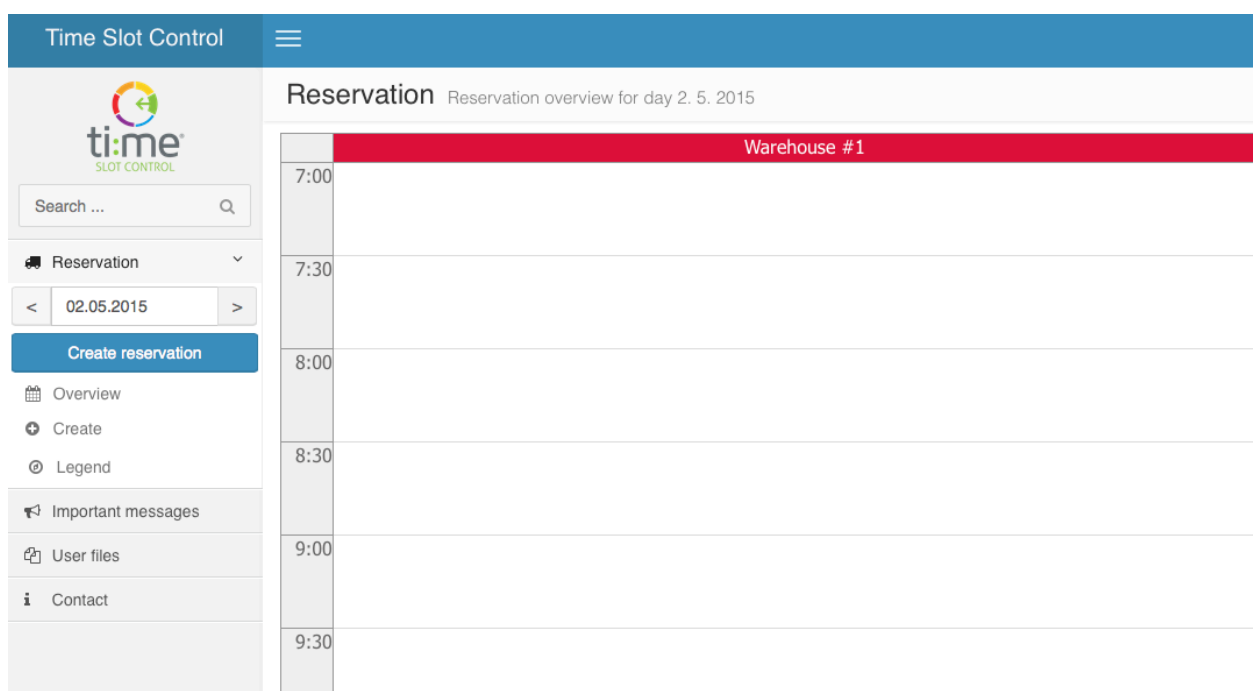
3- booking, time slot selection, other options

While the date has been chosen on the previous step a new window is displayed on your screen. It contains the available time slot of the chosen day.

Book your time slot by clicking on:

- the preferred available time slot, or
- on the button "New".

This action will initiate a new window containing the form to be filled with the booking details on your screen.

The screenshot shows a web application interface for "Time Slot Control". The top navigation bar is blue with the text "Time Slot Control" and a hamburger menu icon. Below this, the left sidebar contains the "ti:me SLOT CONTROL" logo, a search bar, a "Reservation" dropdown menu, a date selector for "02.05.2015", a "Create reservation" button, and a list of menu items: "Overview", "Create", "Legend", "Important messages", "User files", and "Contact". The main content area is titled "Reservation" with a subtitle "Reservation overview for day 2. 5. 2015". It features a table with a red header row labeled "Warehouse #1" and a vertical time slot column on the left. The time slots listed are 7:00, 7:30, 8:00, 8:30, 9:00, and 9:30. The 7:00 slot is currently empty.

4- booking details


The displayed form shows the mandatory fields (marked by a star), without filling them in it is not possible to submit the reservation.

The mandatory fields are:

- Type: choice of warehouse, premises, address, ramp – this field already shows the information that you have chosen in the step 2.
- Requested action: loading, unloading, both.
- Day and Time slot: this field shows your choice in the step 2 and 3.
- Name of the haulier.

The other fields are:

- Driver's surname and first name.
- Driver's phone number.
- Vehicle plate number.



Create reservation

Initiator
CONTOSO (Mr. User)

Type *
Warehouse #1

Requested action *
Unloading

Reservation date and time *
2.5.2015 08:00 for 12 minutes

Reservation initiator *
Customer Ltd.

Transport provider *
Fastrans inc.

Driver's full name

Driver's phone number

Truck plate

5- booking submitting – request for confirmation

After the mandatory fields have been filled in you need also to put down the info of the shipment:

- Number of loading pieces.
- Type of loading pieces (eg. pallets, boxes and others). In case the shipment consists of more types of loading pieces (combination of pallets and boxes) it is possible to add another line by clicking on "+" and put down the number of pieces related to this particular type.
- Stackability.

The next step is to SUBMIT your request – the button "Submit" is at the bottom of the screen. After submitting your request is processed by our staff. While this process is finished you will receive our confirmation or advised change of the time slot or at last the rejection by e-mail or SMS.

You can check all your bookings in the module "Overview".

Mr. User ▾

Quantity	Unit	Stackability
5	EUR ▾	1 ▾
1	EUR ▾	1 ▾

+ -

Additional notes

Save Back

6- confirmation, day and time slot change, cancellation, notification

After your booking has been processed you will receive our notification by e-mail or SMS which contains:

- Confirmation, or
- Shifting to another time slot, or
- Rejection.

In the main review the confirmed reservation is highlighted in the red field. This reservation field also contains a semaphore with the red light on the right side of the field.

The booking details can be displayed while moving the mouse cursor to a particular reserved time slot (see the lightbox above the booked red time slot).

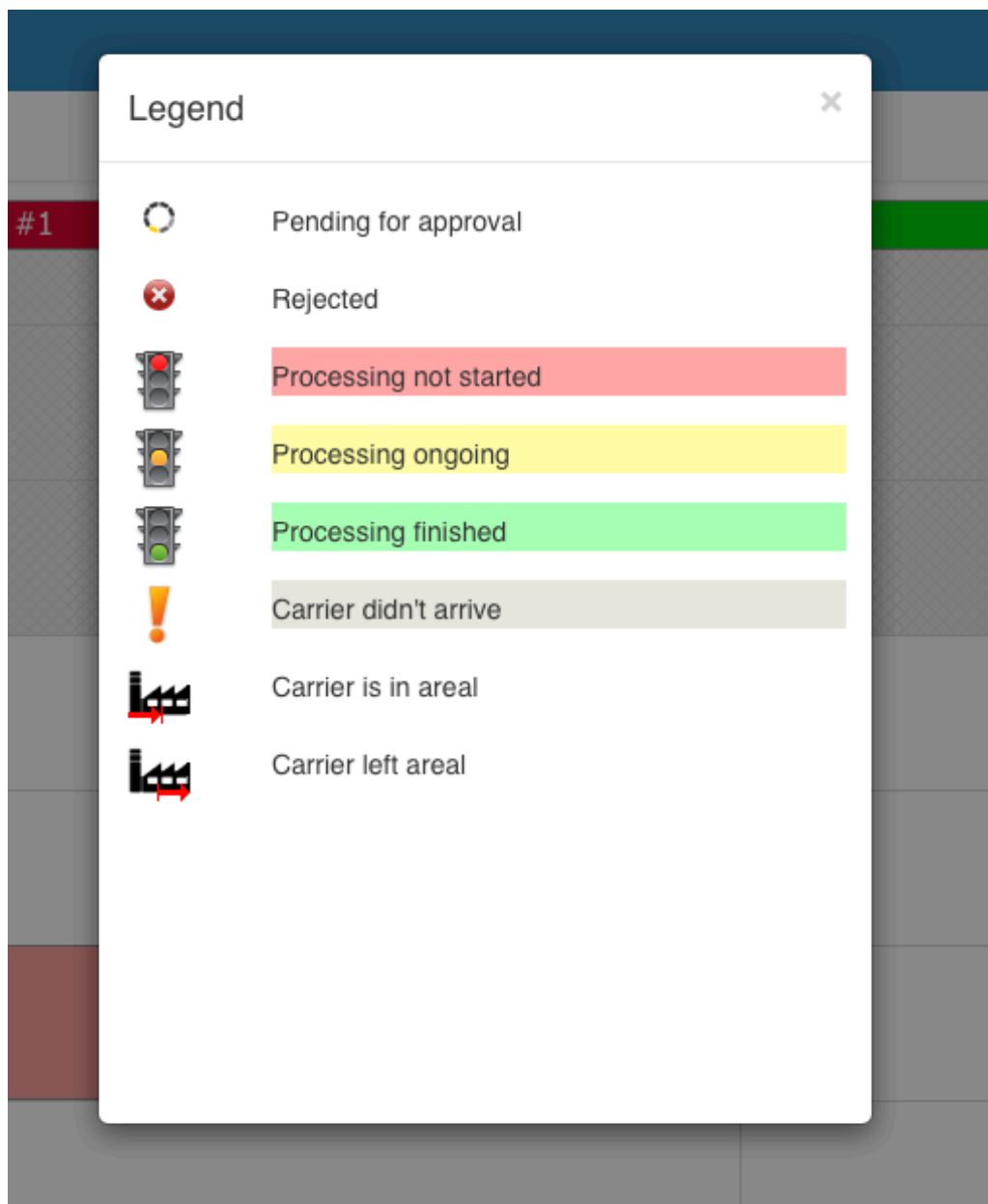
Reservation <small>Reservation overview for day 2. 5. 2015</small>	
	Warehouse #1
6:00	
6:30	
7:00	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Reservation number: 15001189 Initiator: Mr. User (CONTOSO) Type: Warehouse #1 Requested action: Unloading Reservation date and time: 8:00 for 12 min. Quantity: 6 Initiator: Customer ltd.</p> </div>
7:30	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Transport provider: Fastrans inc. Driver's full name: Driver's phone number: Truck plate: Additional notes:</p> </div>
8:00	<p>8:00 AM-8:12 AM (12 min.) 15001189 Mr. User (CONTOSO) Customer ltd.</p>
8:30	

7- time slot tracing



After the booked vehicle has arrived in the premises the statuses will be changing in the following order:

- Vehicle arrived
- Handling (loading / unloading) started / finished
- Vehicle departed

The detailed description of the statuses can be displayed after pressing the button "Legend" which can be found in the menu on the left side.



Reservation Reservation overview for day 2. 5. 2015

Warehouse #1	
7:00	<p>Reservation number: 15001189 Initiator: Mr. User (CONTOSO) Type: Warehouse #1 Requested action: Unloading Reservation date and time: 8:00 for 12 min. Quantity: 6 Initiator: Customer ltd. Transport provider: Fastrans inc. Driver's full name: Driver's phone number: Truck plate: Additional notes:</p>
7:30	
8:00	<p>8:00 AM-8:12 AM (12 min.) 15001189</p> <p>Mr. User (CONTOSO) Customer ltd.</p>  
8:30	