Light Login Handbook

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Delivering connections

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Version management

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2021-06-25	1.0	-	Document created	M. Freinatis

1. Purpose

The purpose of this document is a short introduction into the booking process of time slots via a light login e-mail to Transporeon customers using the TP Essentials solutions.

2. Process via Link

Step 1 – Link received via e-mail

In the first step the respective user receives a link from either the shipper, or another partner (3PL, recipients…) via e-mail. By clicking on this link, the carrier can access the TSM of the shipper.

The link looks like this:

{shipper name} – Transporeon TSM Light Login for transport *{transport number}*

Step 2 – Accessing the link

Once the user has clicked on the link or manually opened it in the web-browser, the screen will look like the following example:

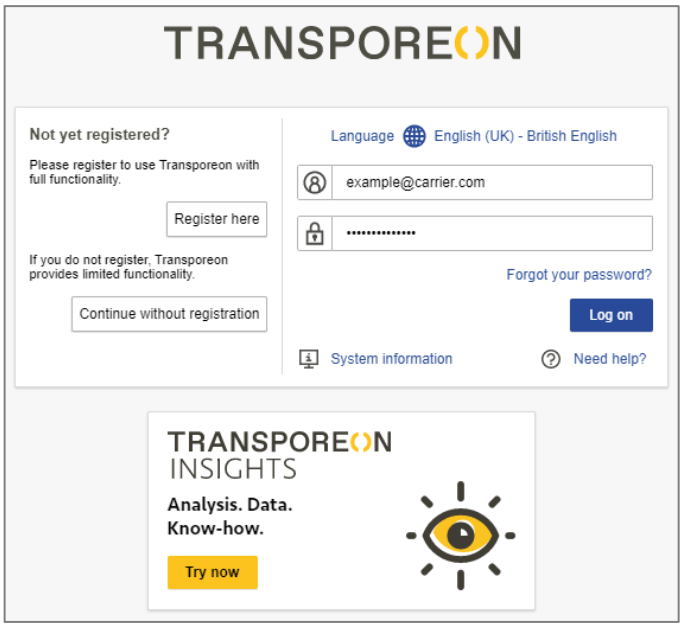


Figure 1: Landing page of the light-login

Here the registered carrier user has the option to login and perform the booking of the time slot out of the own Transporeon account. The users not yet registered at Transporeon can perform a registration by clicking “Register here” or “Continue without registration”. In the following the booking without registration is explained.

After clicking “Continue without registration” the following view will be presented:

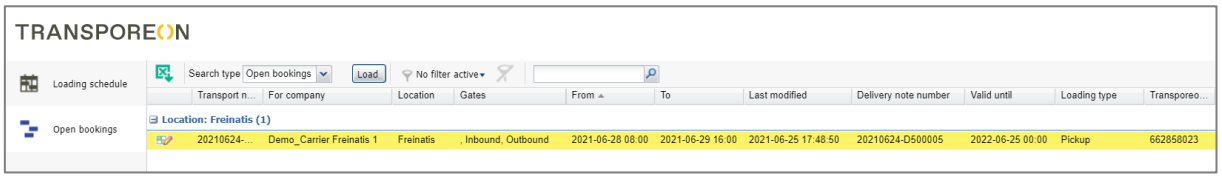


Figure 2: View of the open booking

This is the entrance point to the TSM of the shipper.

At this stage some of the details communicated from the shipper towards the carrier are shown in a quick overview. For example: transport number, location, gates, booking date range, loading type etc. as well as the end of the valid booking time. The order of the columns can be different than shown above.

In most cases only one open booking will be listed per link. However, it is possible that one transport contains two or more bookings as the goods must to be loaded/unloaded at different locations. In this case multiple rows will be displayed each representing a time slot needs to be booked for the relevant loading station or unloading station.

Step 3 – Booking a time slot

If the user wants to book a time slot, it is necessary to click on the  icon on the left.

This will redirect automatically in Time Slot Management, to the following dialog:

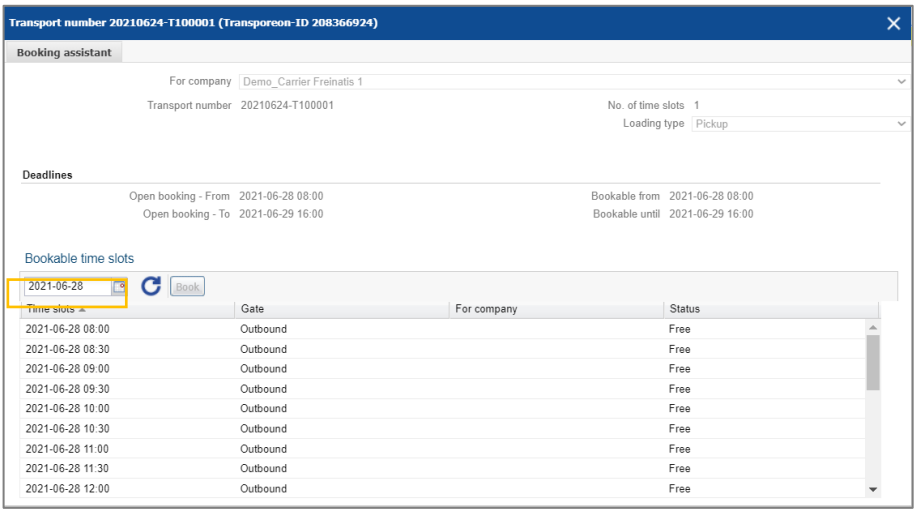


Figure 3: Booking assistant

This booking assistant enables to visualize directly which slots are available. Here the restrictions set by shipper are already considered - the free visible slots are the ones which can be booked at that moment.

Please pay attention to the selected date - it will automatically select the first day on which a slot can be booked. If the range of the open booking for example is set to 28.06.2021 until 29.06.2021, you will automatically see the free slots on 28.06.2021. Of course, another date can be selected by clicking on the calendar symbol.

In order to make a booking, select the desired bookable time slot and click on “Book”

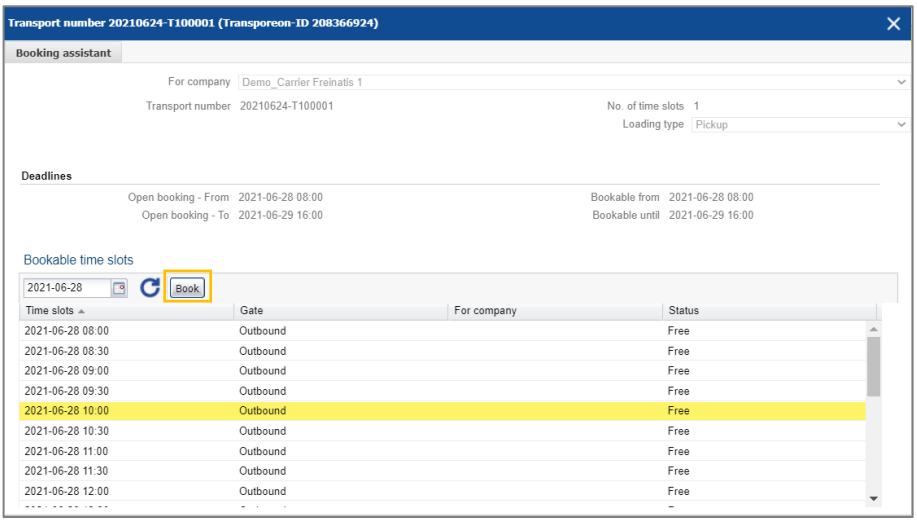


Figure 4: Available time slots

The booking dialog will then be displayed.

Step 4 – Adding details to the booking

Once a free slot has been clicked on the following pop-up will be displayed with further information:

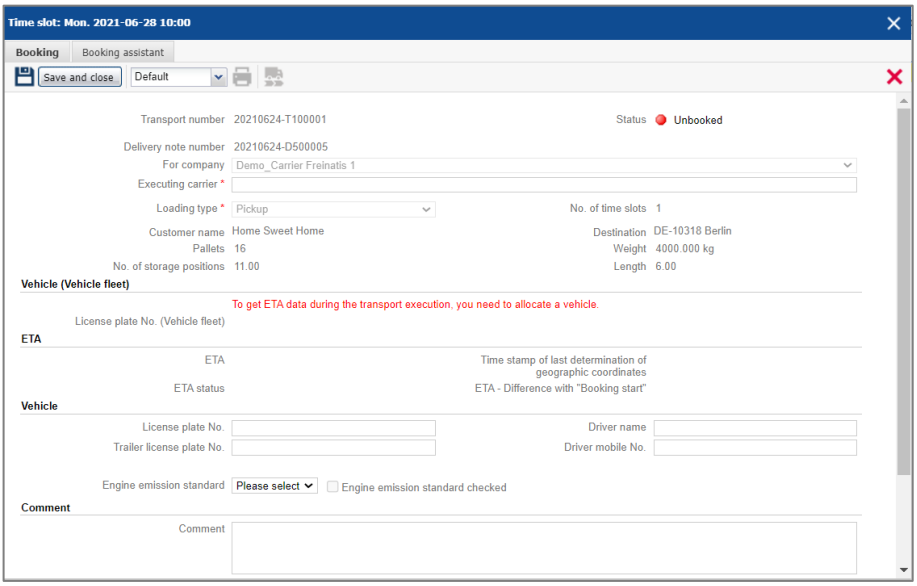


Figure 5: Booking dialog

Some details are requested to be entered by the carrier such as license plates or driver information. All mandatory fields are indicated by the red “*”. In the above Figure 5 the field “Executing carrier” is mandatory. Once all details are added, the booking should be saved by clicking on “Save and close” in the top left corner.

Step 5 - Viewing the saved booking

Once the booking is saved, it will be displayed in the Loading schedule like in the following example:

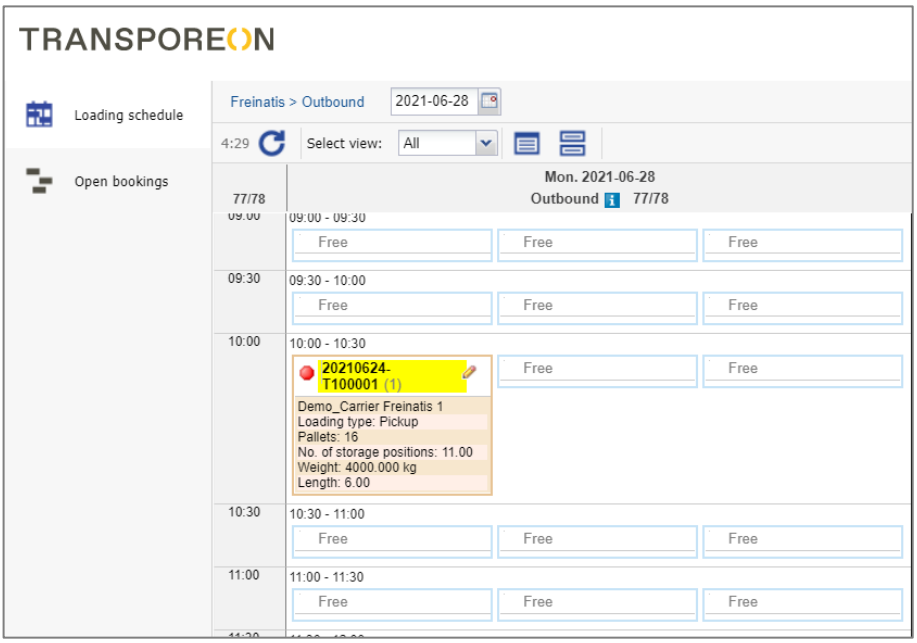


Figure 6: Saved booking in the "Loading schedule"

3. Contact

For more information about the standard time slot booking process click on help in the menu bar of Transporeon Time Slot Management, then on the link contained in the tab “Transporeon Help”.

In case you need additional support please feel welcome to contact Transporeon Customer Service

E-Mail: support@transporeon.com

Phone: Please find the county specific phone number here https://www.transporeon.com/en/contact/