

International Transport Forum (ITF)

# Manual for Haulier Manger

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 Manager Role

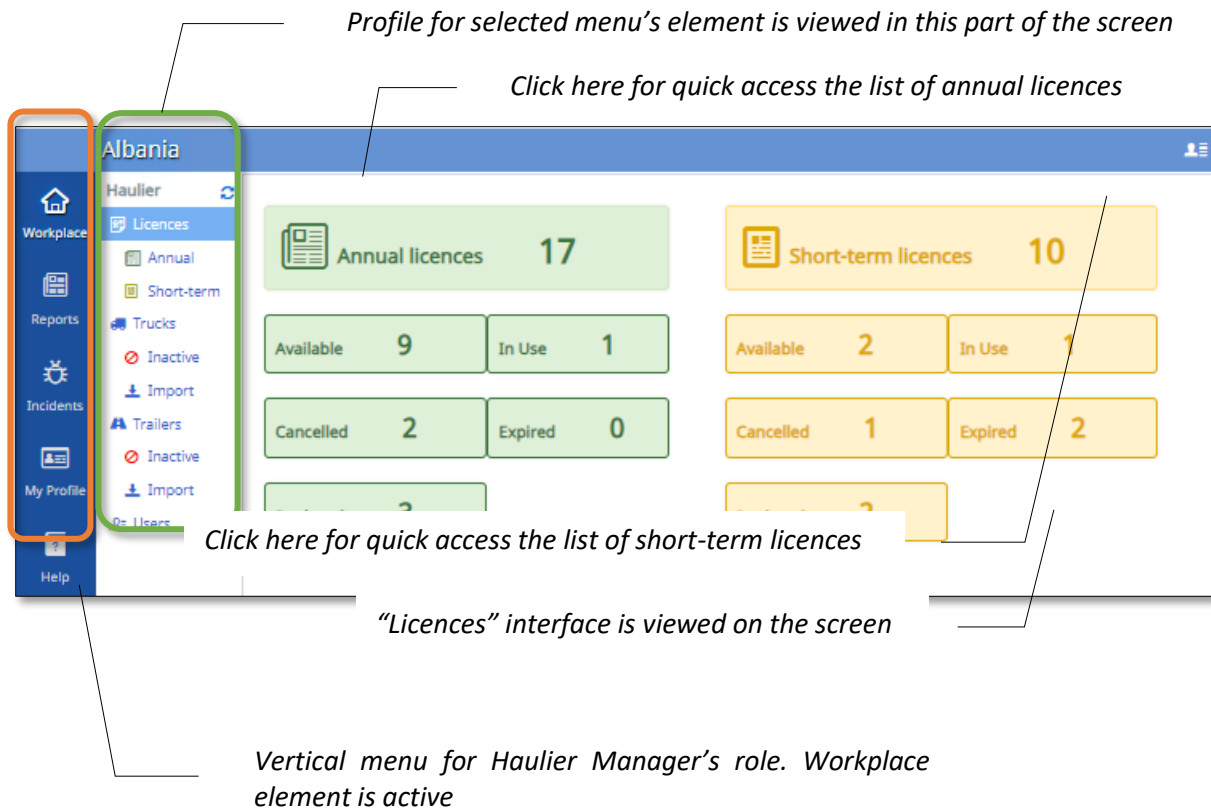
Haulier (haulier manager) is an authorized by National Issuing Authority user who is authorized to act on behalf of the National Issuing Authority.

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

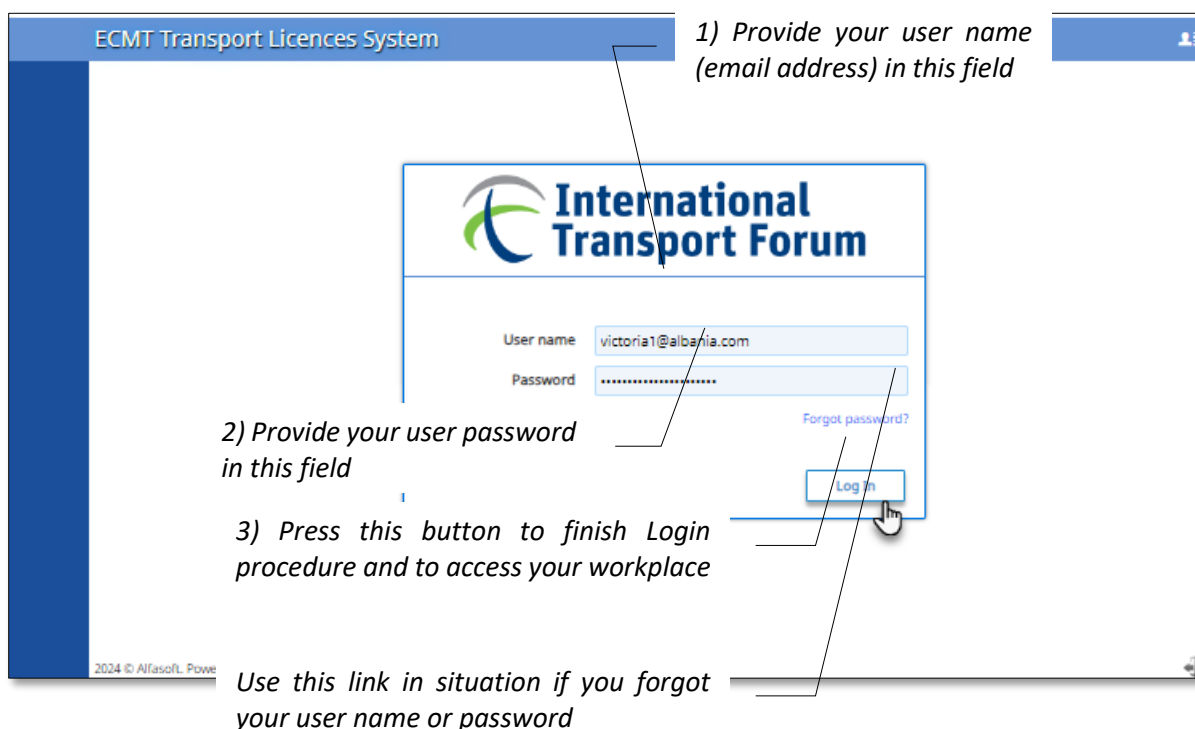
User account is created by administrator. To create an account any user provides his data and email address to administrator, administrator in his turn creates an account for a user and provides password for following authentication process. Once account is accessed, user can change password for safety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





**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.

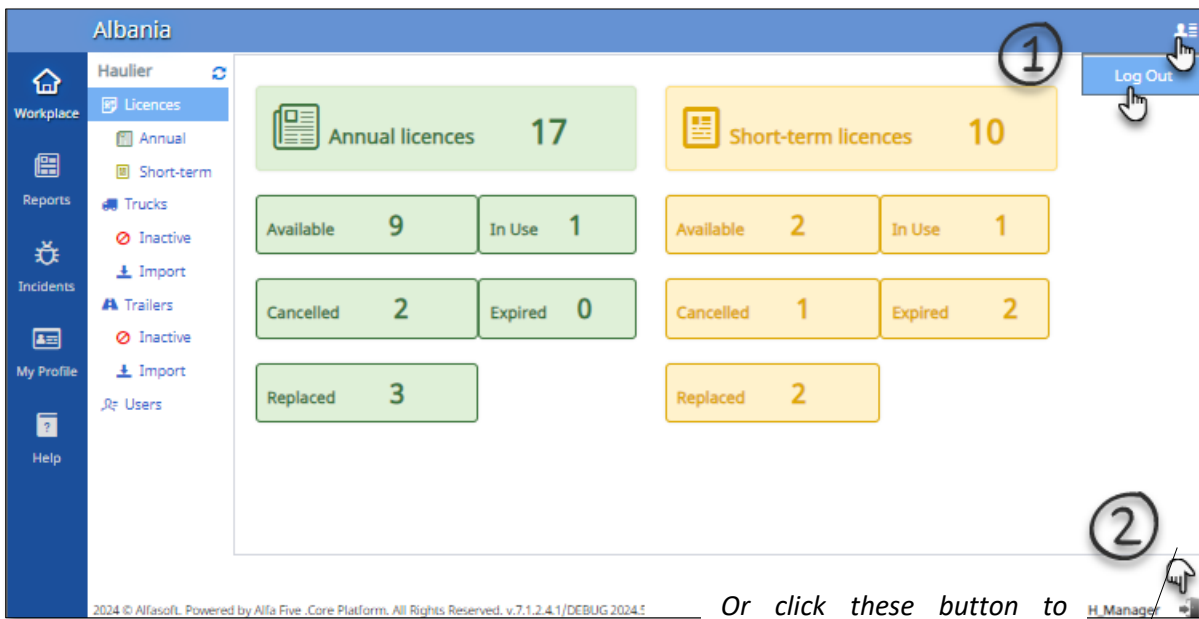
As a result of passed steps you will be moved into your working place (see Figure 1)

## 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 .

**Figure 3 Ways to logout the system**

*Click these buttons to logout the system*



*Or click these button to logout the system*

### 3 Haulier Manager's Workplace

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

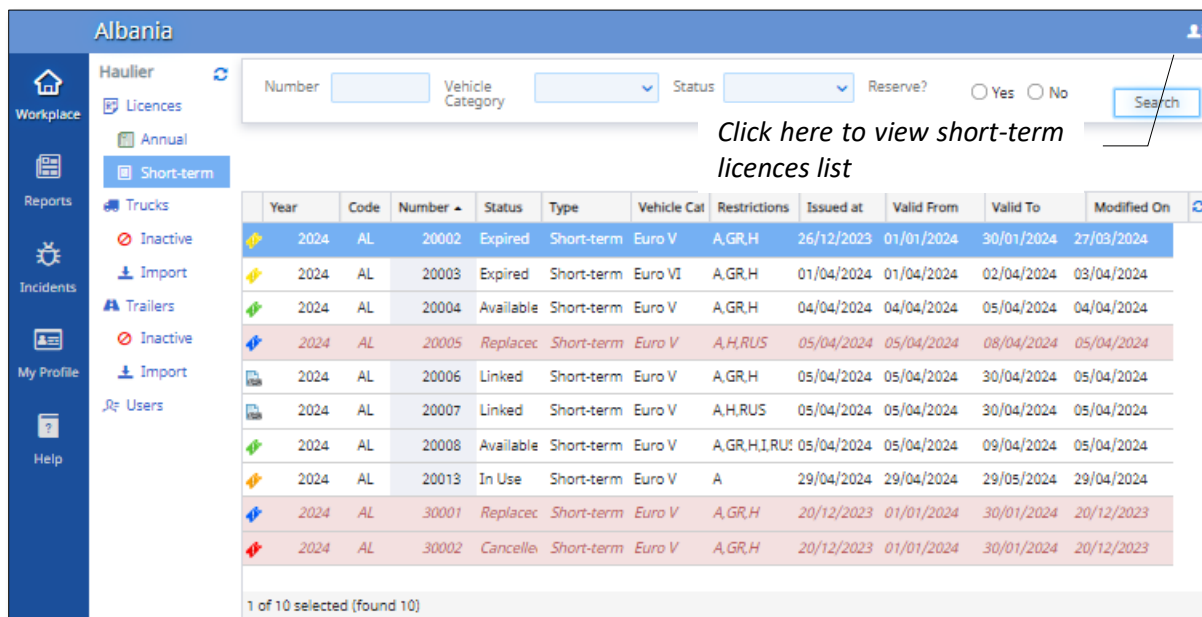
- **Licences** – shows licences at disposal of the haulier divided by their term and current status (see Figure 1).
- **Annual licences** – list of annual licences at haulier's disposal. By default, the list is shown without records. To view the entire list or records click  button, or provide search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

**Figure 4 Haulier Manager's workplace. Annual licences interface**

Year	Code	Number	Status	Type	Vehicle C	Restrictions	Issued at	Valid From	Valid To	Modified On
2024	AL	00001	Replaced	Annual	Euro VI		28/12/2023	01/01/2024	30/12/2024	28/12/2023
2024	AL	00004	Replaced	Annual	Euro V	A,GR	10/01/2024	11/01/2024	31/12/2024	10/01/2024
2024	AL	00005	Replaced	Annual	Euro VI		26/01/2024	26/01/2024	31/12/2024	26/01/2024
2024	AL	00006	Available	Annual	Euro VI	A,GR,H,I,RUS	26/01/2024	26/01/2024	26/01/2024	26/01/2024
2024	AL	00007	In Use	Annual	Euro V	A,GR,H	31/01/2024	31/01/2024	31/12/2024	31/01/2024
2024	AL	00008	Cancelled	Annual	Euro V	A,GR,H,RUS	07/02/2024	07/02/2024	31/12/2024	07/02/2024
2024	AL	00009	Cancelled	Annual	Euro V	A,H,I	15/02/2024	15/02/2024	31/12/2024	15/02/2024
2024	AL	00010	Available	Annual	Euro VI	A,GR	28/03/2024	28/03/2024	31/12/2024	28/03/2024
2024	AL	00011	Available	Annual	Euro VI		01/04/2024	01/04/2024	31/12/2024	03/04/2024
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
2024	AL	00014	Available	Annual	Euro V	A,GR,H,I	11/04/2024	11/04/2024	31/12/2024	11/04/2024

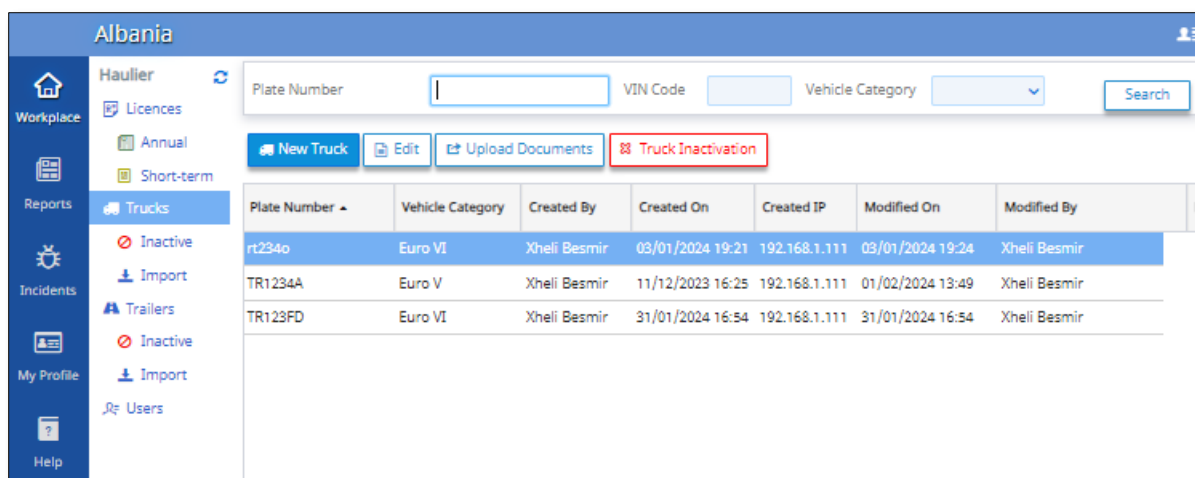
- **Short-term licences** – list of short-term licences at haulier's disposal. By default, the list is shown without records. To view the entire list or records click  button, or provide search criteria and then click  button to view list of short-term licences records that satisfy provided search criteria:

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



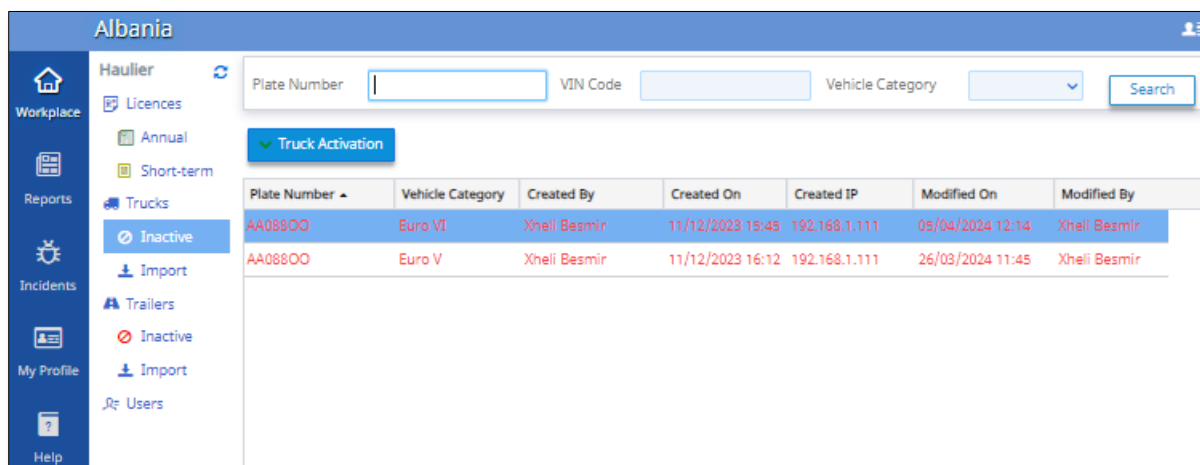
- **Tracks** – list of active tracks that belong to company. Here new trucks can be added, trucks data can be modified, truck documents can be uploaded, truck records can be inactivated:

**Figure 6 Haulier Manager’s workplace. Trucks interface**



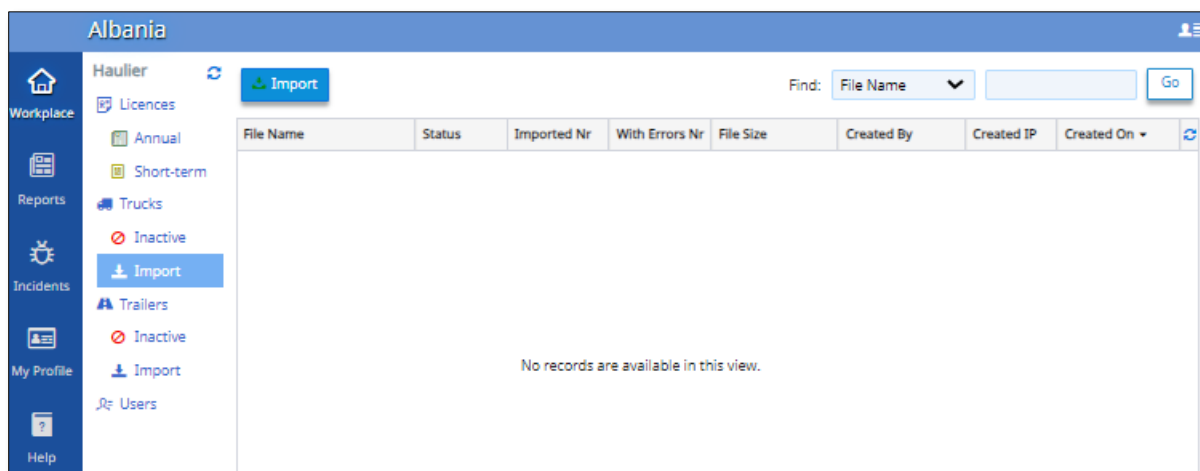
- **Inactive Trucks** – list of inactive trucks of the company. Records of inactive trucks can be activated back in case of necessity:

**Figure 7 Haulier Manager’s workplace. Inactive trucks interface**



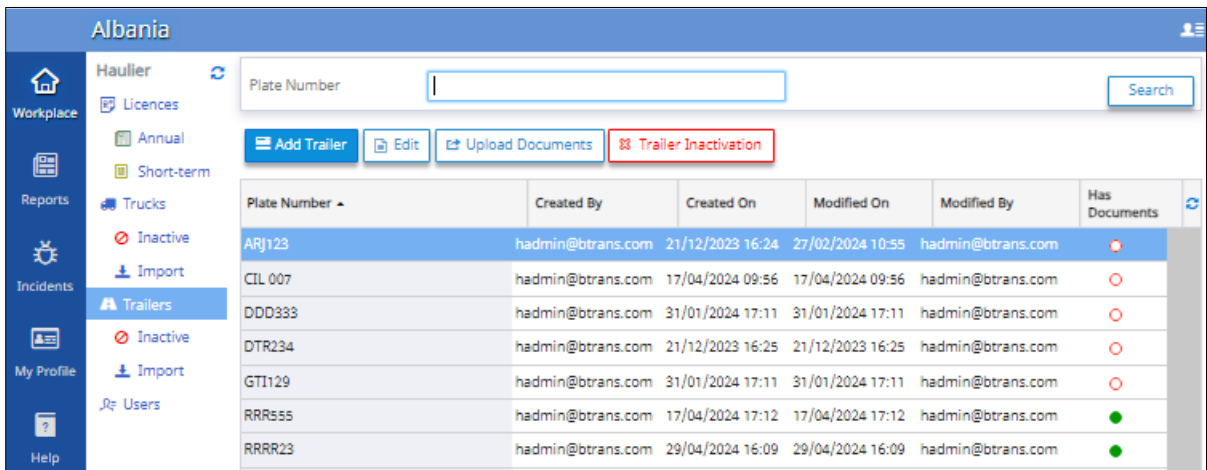
- **Trucks import** – element where truck records can be uploaded in form of a MS Excel files. Importing template file can be downloaded first for following filling:

**Figure 8 Haulier Manager’s workplace. Trucks import interface**



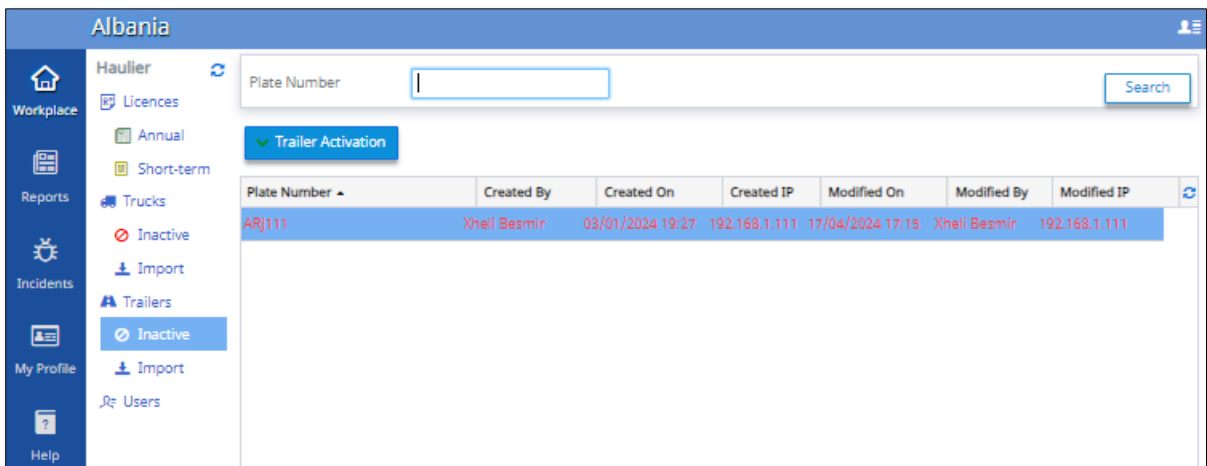
- **Trailers** – list of active trailers that belong to company. Here new trailers can be added, trailers data can be modified, trailers documents can be uploaded, trailers records can be inactivated:

**Figure 9 Haulier Manager’s workplace. Trailers interface**



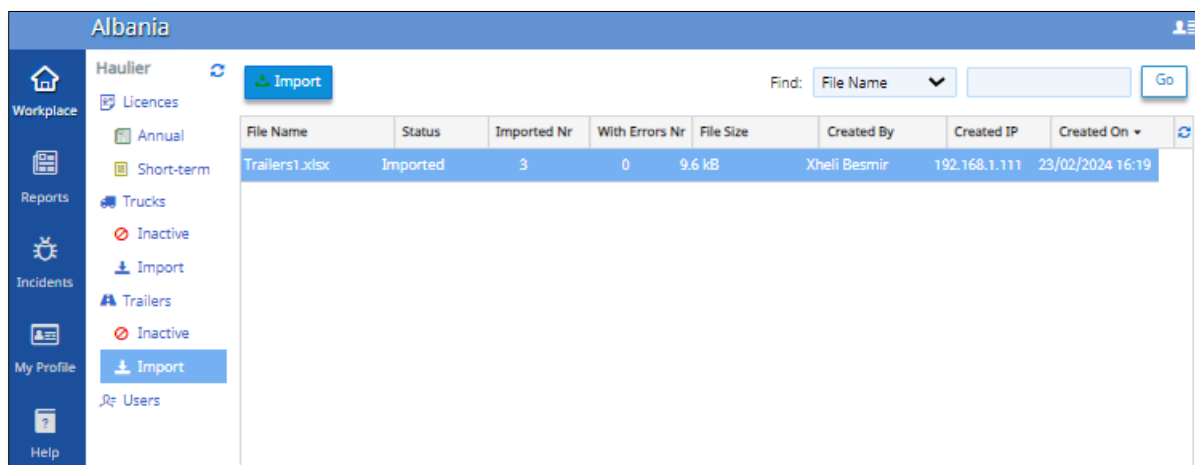
- **Inactive trailers** – list of inactive trailers of the company. Records of inactive trailers can be activated back in case of necessity:

**Figure 10 Haulier Manager’s workplace. Inactive trailers interface**



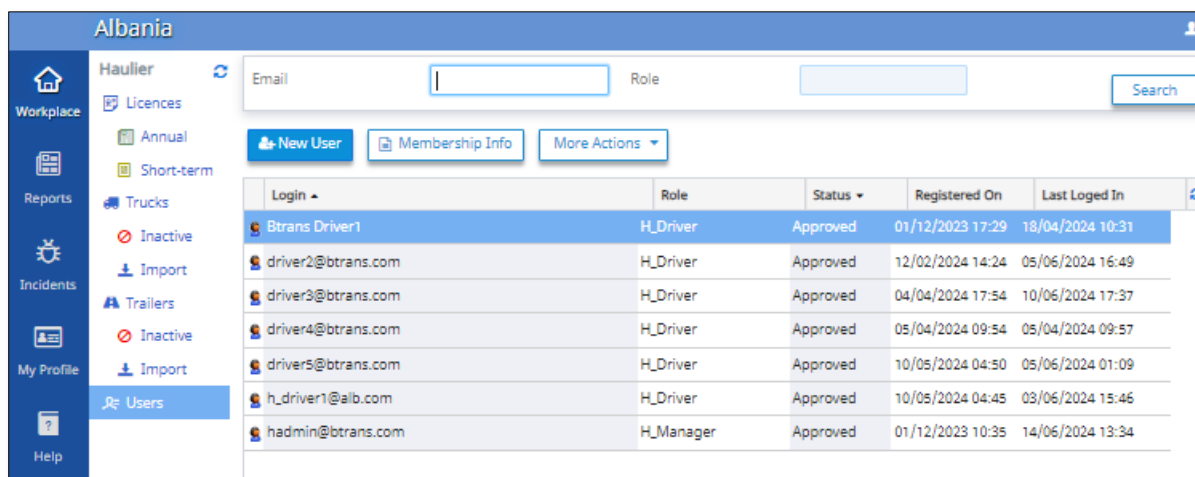
- **Trailers import** – element where trailers records can be uploaded in form of a MS Excel files. Importing template file can be downloaded first for following filling:

**Figure 11 Haulier Manager’s workplace. Trailers import interface**



- **Users** – list of haulier’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**








## 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.

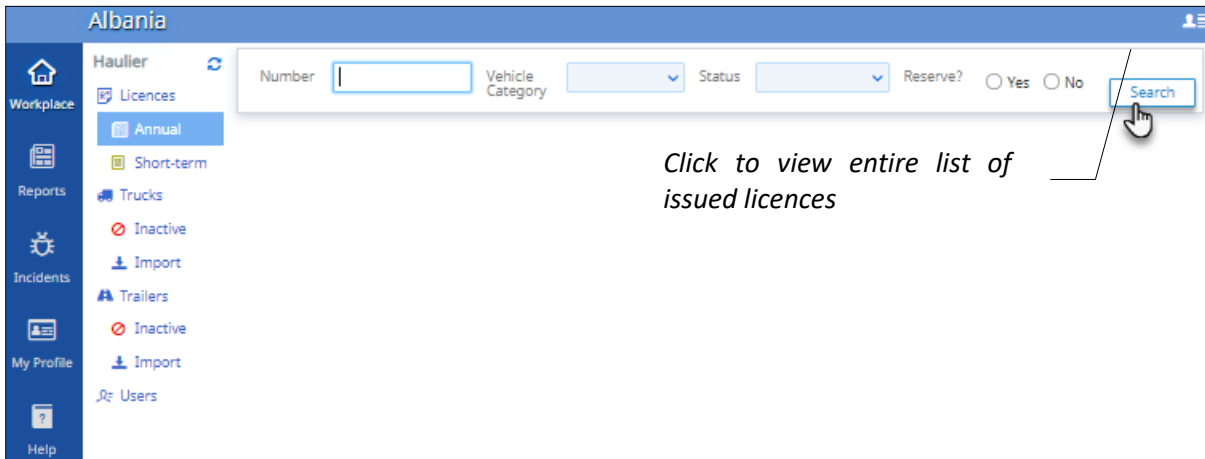
 **Expired** – a licence that has been issued to a haulier, which term of usage has been expired.

 **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 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*

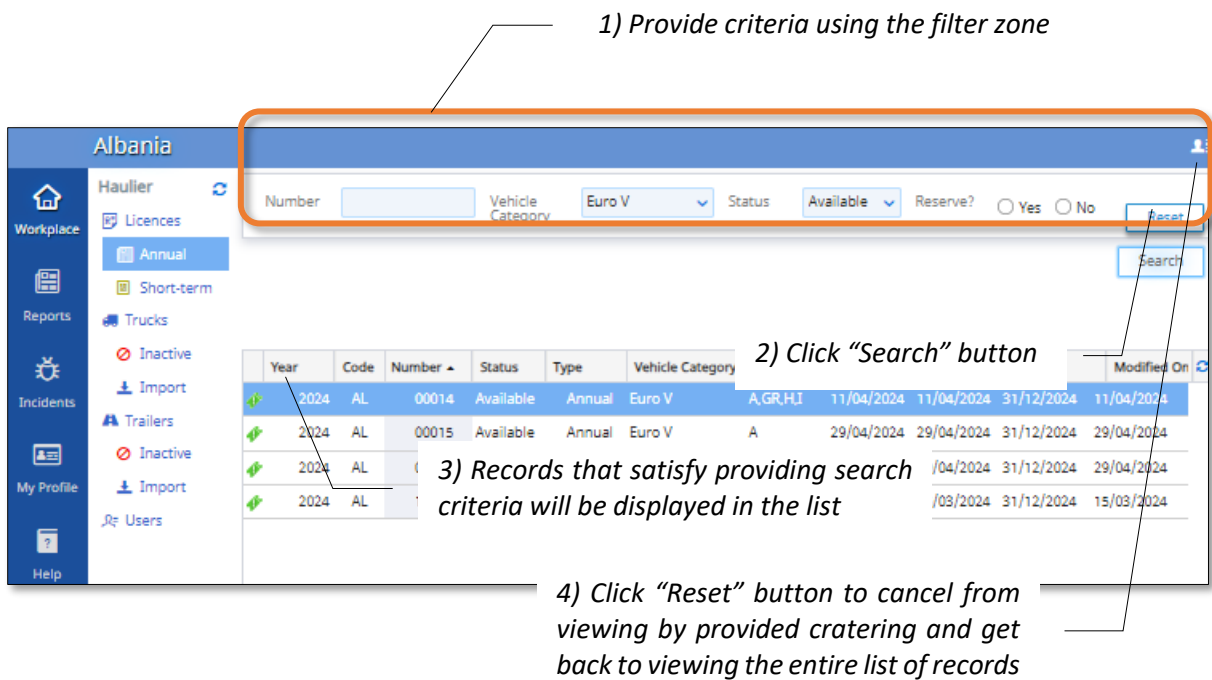


You can click  button without providing search criteria in case you want to view the entire licence list.

Or

You can provide search criteria using search form in the upper part of the list and click  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**



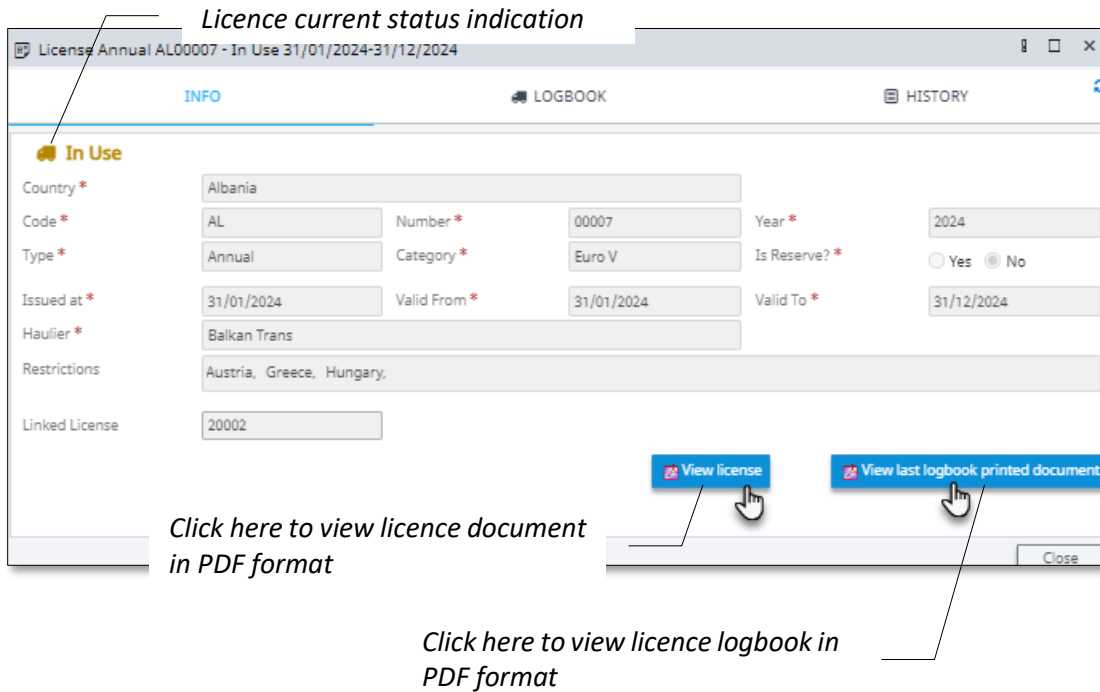


### 3.1.3 How to Get Licence Info from Licence Form

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:

**Figure 15 Licence form. Info tab**



**Figure 16 Licence document in PDF viewer**

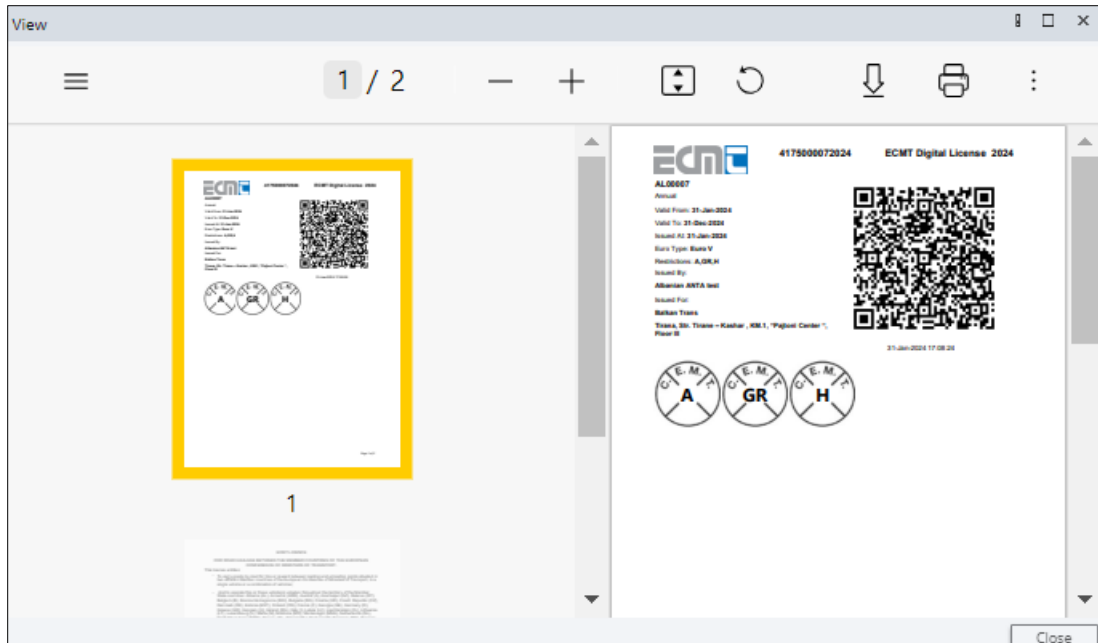
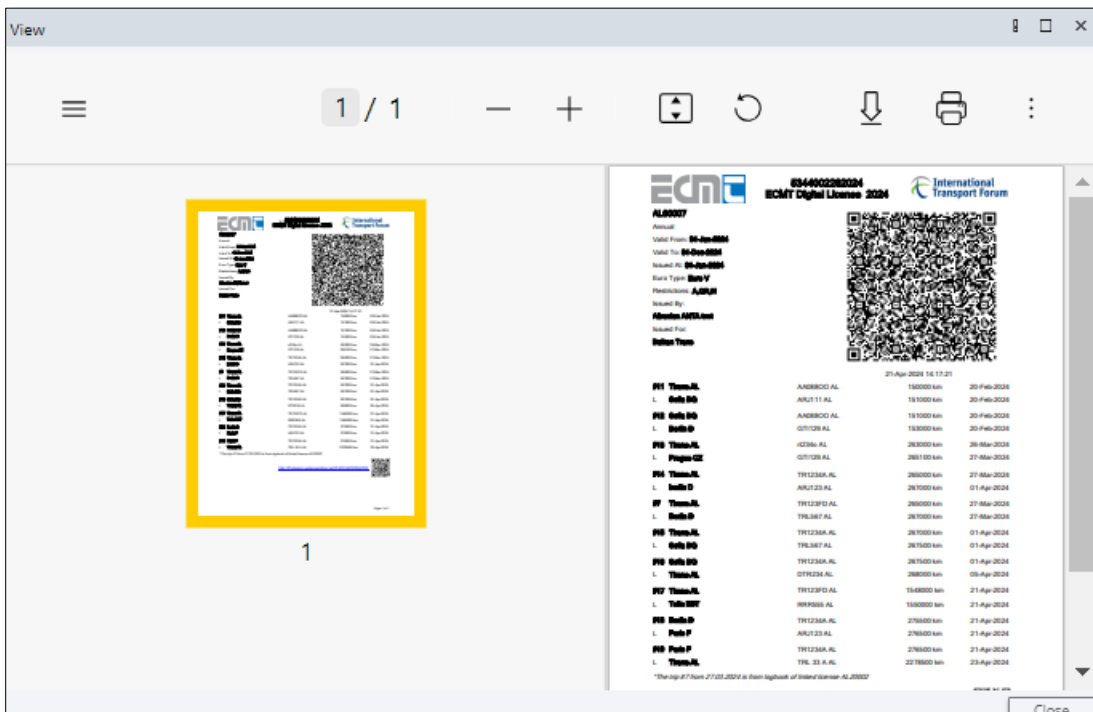


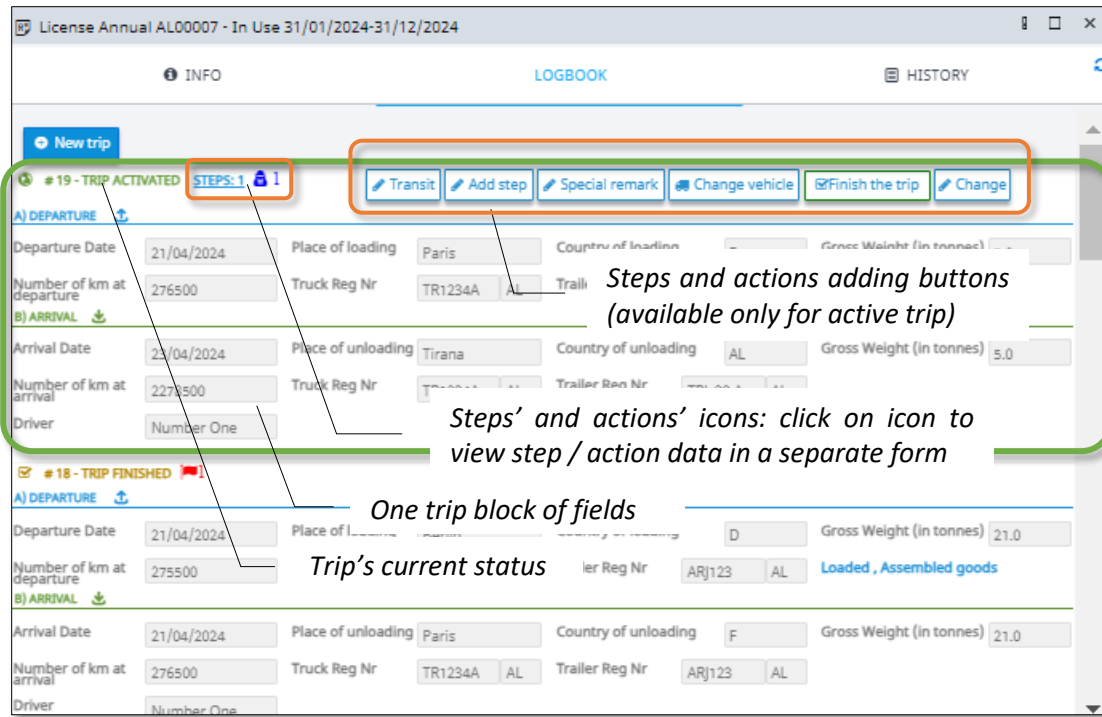
Figure 17 Licence logbook in PDF viewer form



**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

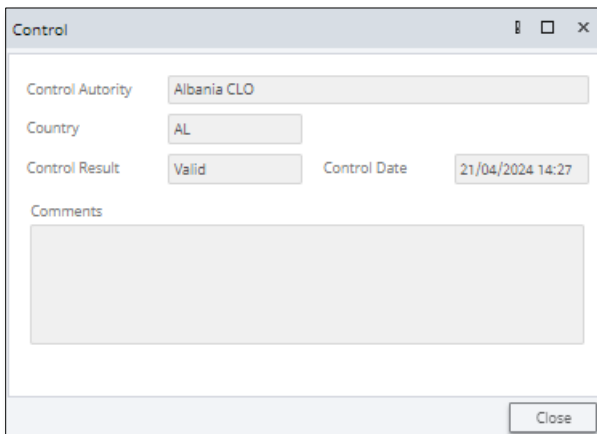
Figure 18 Licence form. Logbook tab

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



**Note:** Step adding is available for annual licences only

**Figure 19** Action's form



**Figure 20** Steps form

License 00007 , 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

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

**Figure 21 Licence form. History tab**

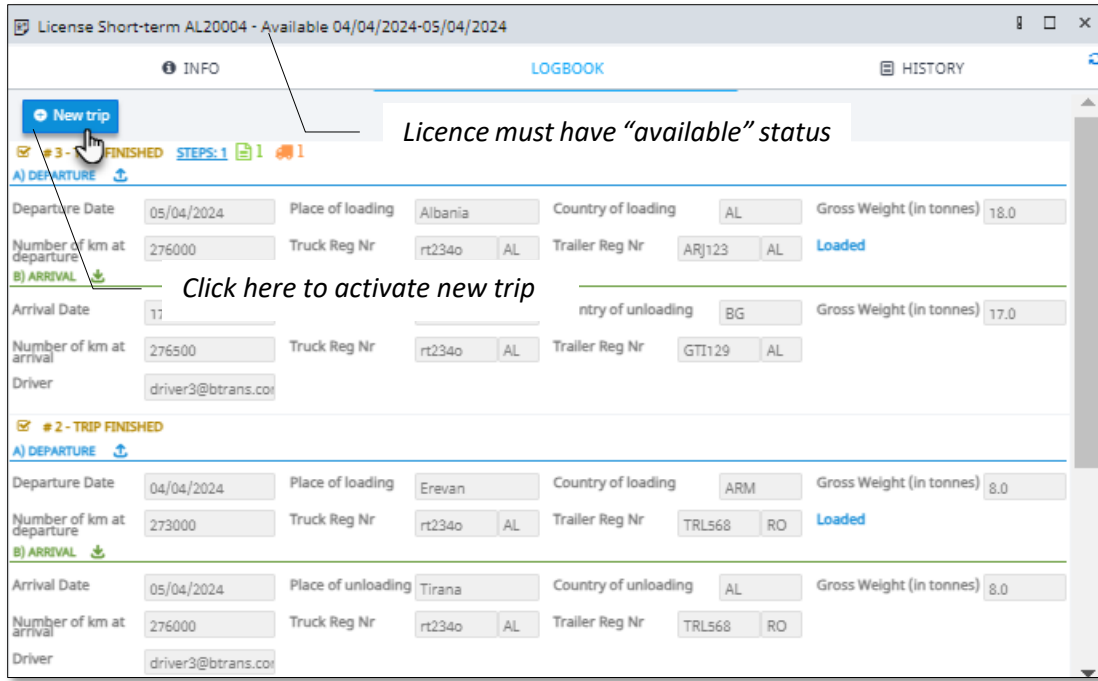
Status	Date From	Date To	Created By	Comments
In Use	21/04/2024		Xheli Besmir	
Available	21/04/2024	21/04/2024	Xheli Besmir	
In Use	21/04/2024	21/04/2024	Xheli Besmir	
Available	21/04/2024	21/04/2024	Xheli Besmir	
In Use	21/04/2024	21/04/2024	Xheli Besmir	
Available	05/04/2024	21/04/2024	Xheli Besmir	
In Use	01/04/2024	05/04/2024	Xheli Besmir	
Available	01/04/2024	01/04/2024	Xheli Besmir	
In Use	01/04/2024	01/04/2024	Xheli Besmir	
Available	01/04/2024	01/04/2024	Xheli Besmir	
In Use	01/04/2024	01/04/2024	Xheli Besmir	
Available	27/03/2024	01/04/2024	Xheli Besmir	
In Use	26/03/2024	27/03/2024	Xheli Besmir	
Available	26/03/2024	26/03/2024	Xheli Besmir	
In Use	20/02/2024	26/03/2024	Xheli Besmir	
Available	20/02/2024	20/02/2024	Xheli Besmir	

### 3.1.4 How to Activate New Trip for a Licence

In licence form that has “available” status go to Logbook tab and click  button:

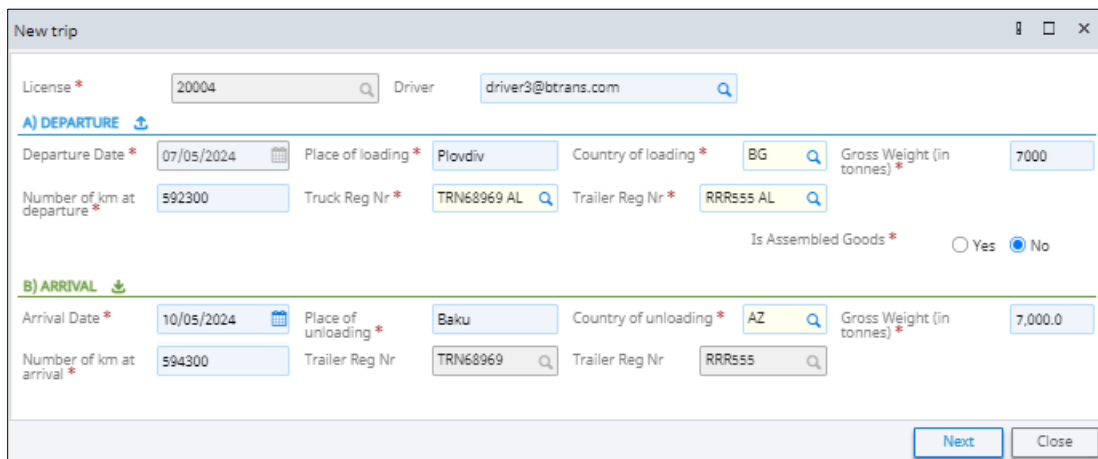
**Figure 22 Start of new trip activation process**





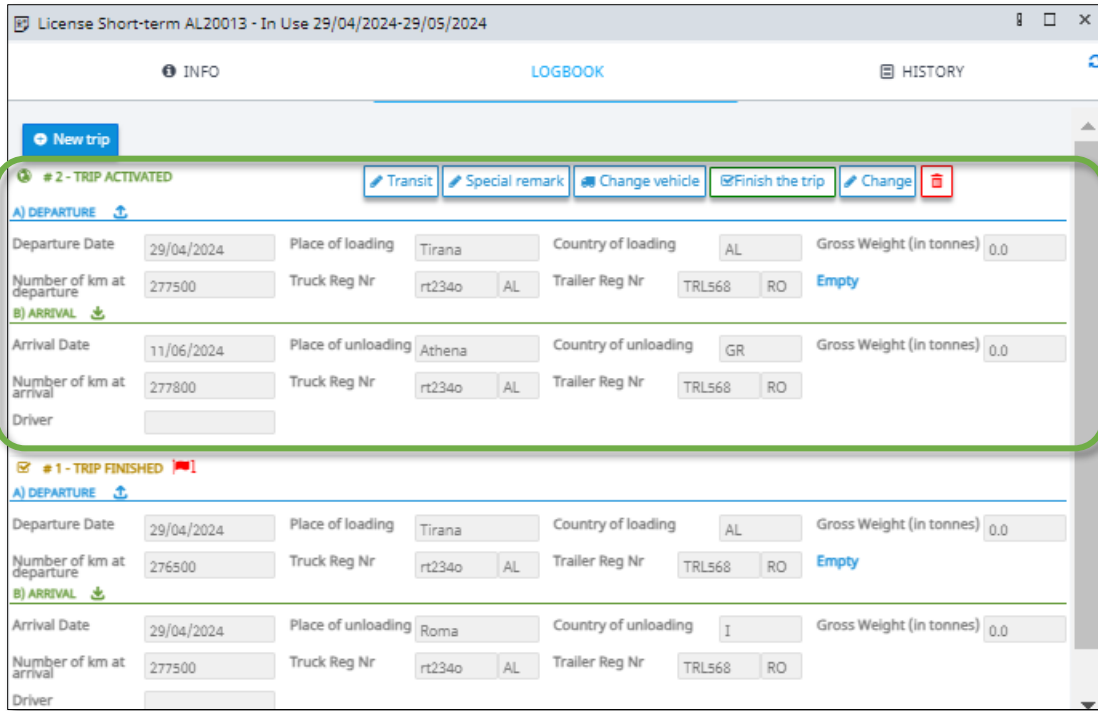
In new trip form that will be opened select driver, information about departure (departure date, place and country of loading, weight that is going to be hauled, truck and trailer registration number, number of km at departure); information about arrival (arrival date, place and country of unloading,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


**Figure 23 New trip activation form**



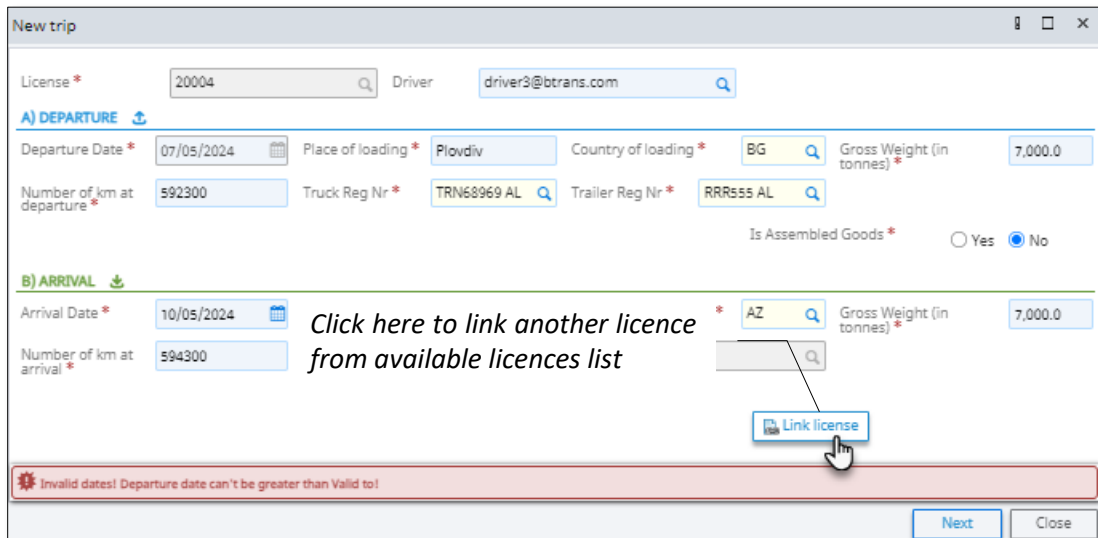
Click **Next** button: new trip activation form will be closed, activated trip’s block of fields will be available in licence logbook. Licence status will be changed from “Available” to “In use”:

**Figure 24 Active trip block of fields in licence logbook**

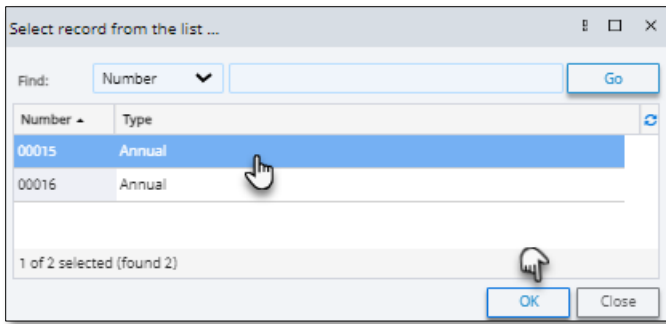


**Note:** In situation when arrival date is greater than licence valid date “link licence” button is going to be available. Click  button and select licence number from available licence list:

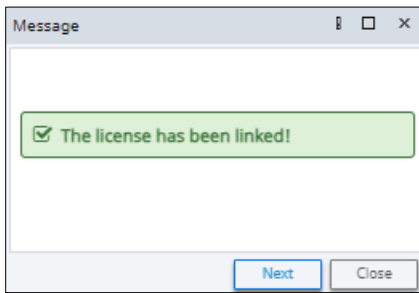
**Figure 25 Link licence step on new trip activation**




**Figure 26 Lookup for available licence selection**



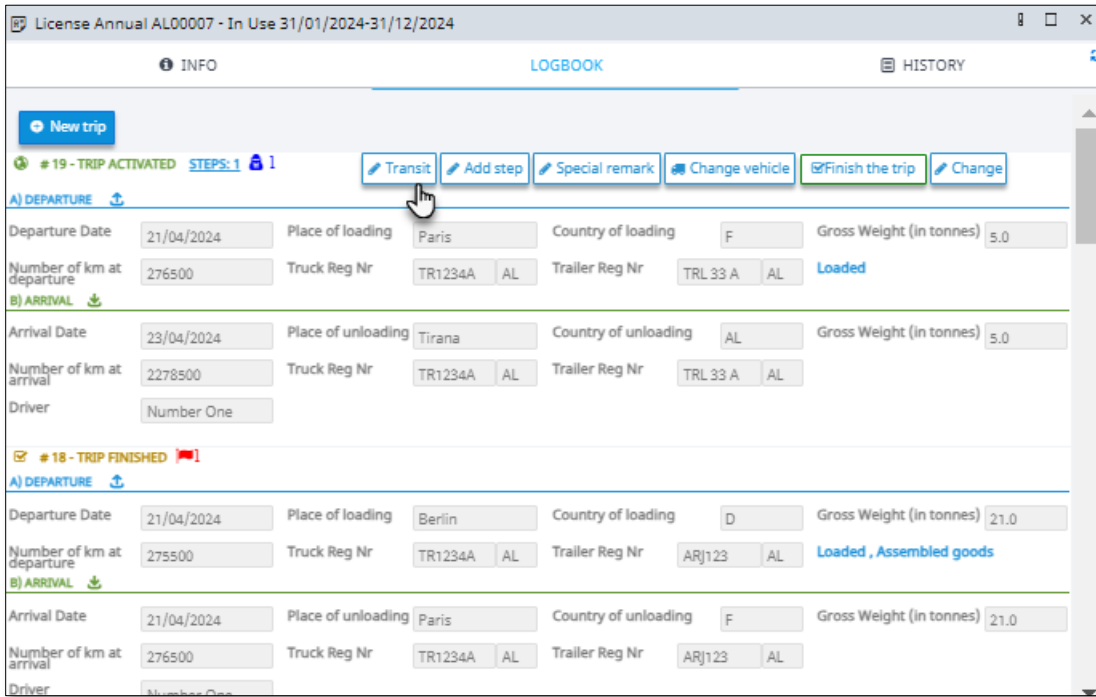
**Figure 27 Message on successful licence link**



### 3.1.5 How to Add Transit Point to a Trip

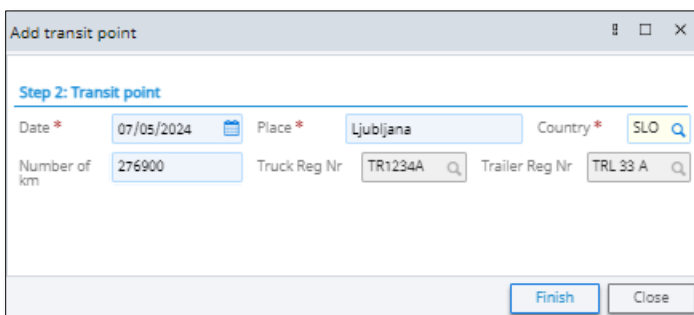
In active trip section in licence logbook click  button:


**Figure 28 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 29 Transit point addition form**



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

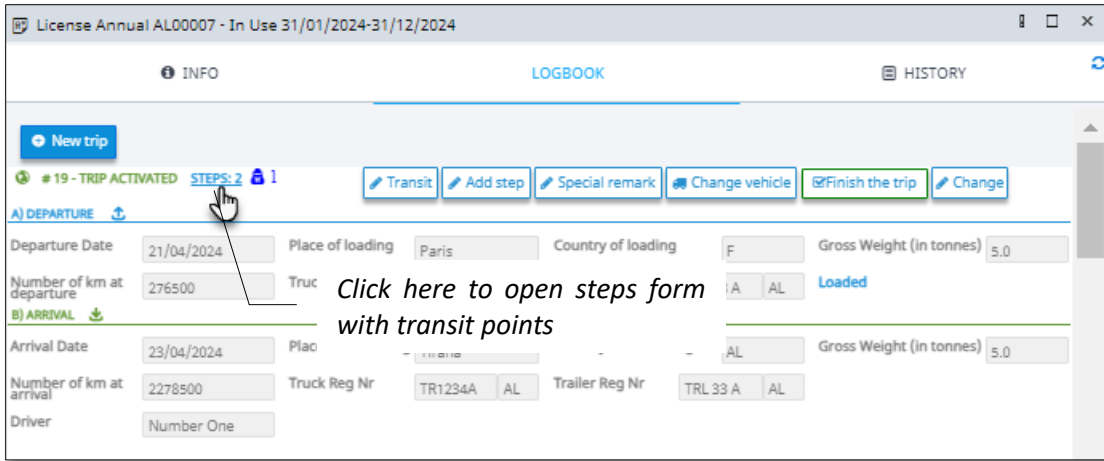
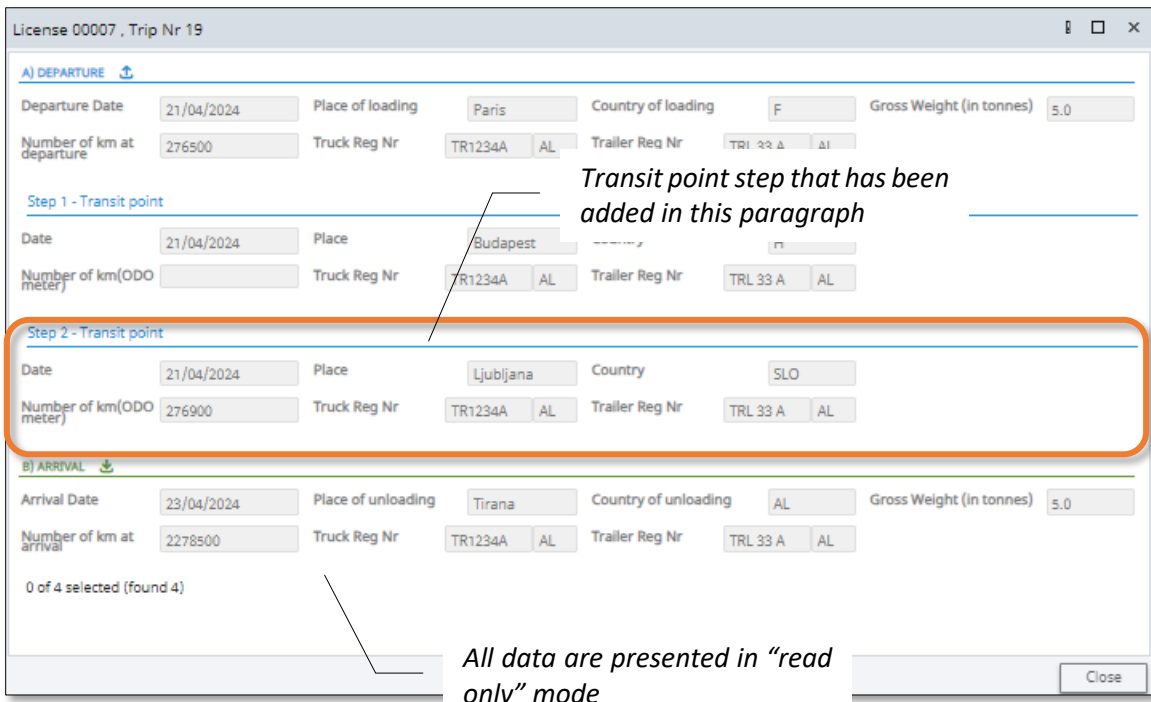


Figure 30 Steps form with transit points

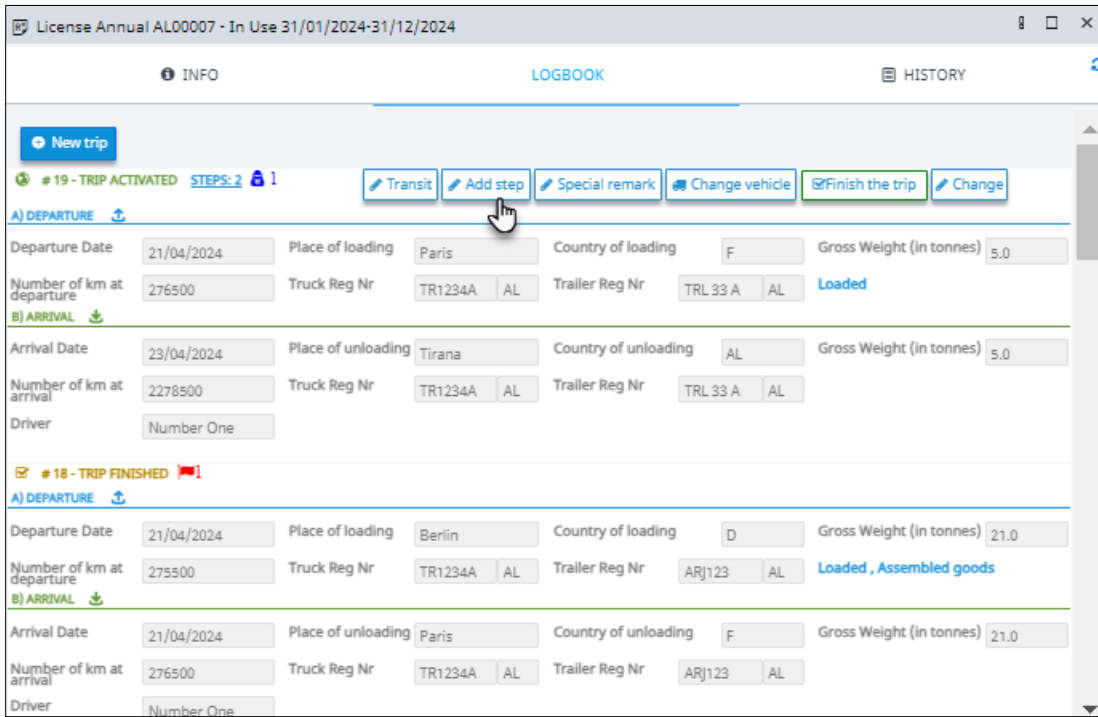


### 3.1.6 How to Add a Step to a Trip

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.

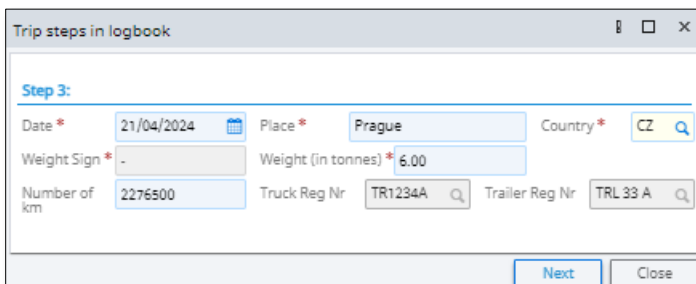
In active trip section in licence logbook click [Add step](#) button:

**Figure 31 “Add step” process start**

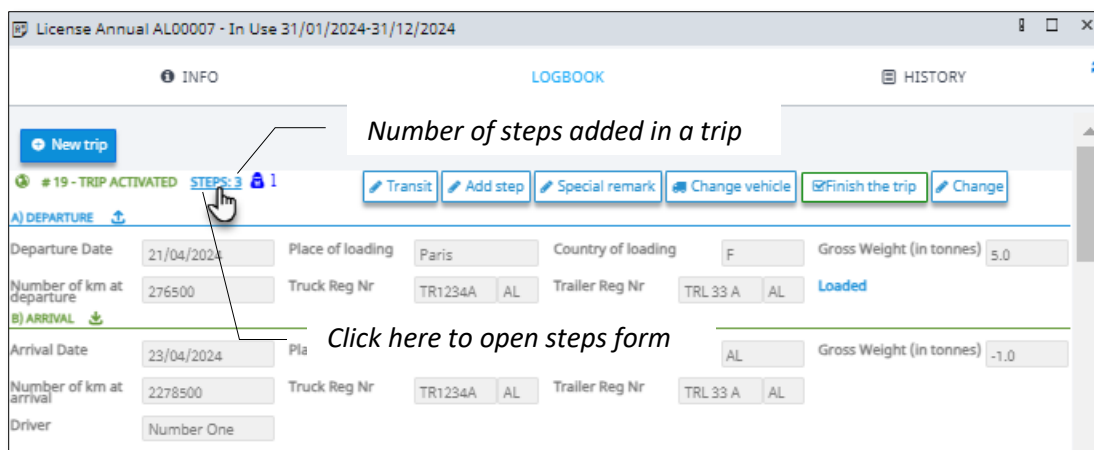


In form that will be opened provide date, country and place of the trip step, weight change resulting after the stop:

**Figure 32 Trip step adding form**



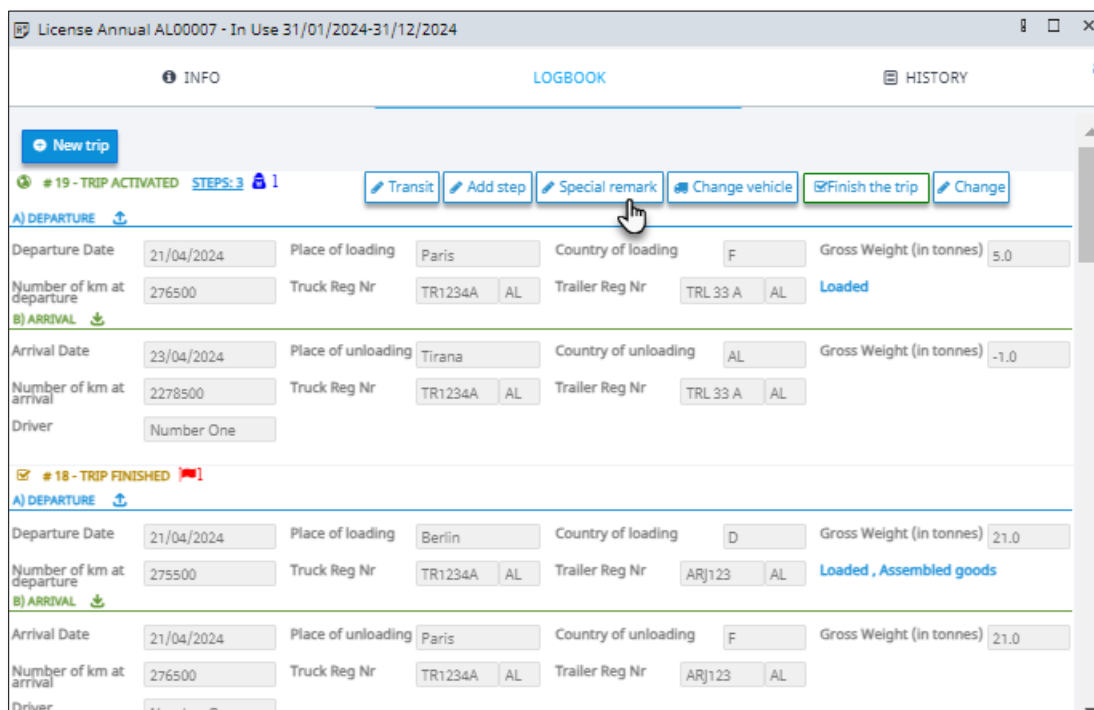
Click [Next](#) button: trip step form will be closed, step icon will be viewed in trip’s section in licence logbook. In case to a trip have been added more than one steps, the total step number will be displayed near the step icon.



### 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 process**



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

**Figure 34 Special remark form**

Special remark\*

test remark

Finish Close

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

License Annual AL00007 - In Use 31/01/2024-31/12/2024

INFO HISTORY

New trip

# 19 - TRIP ACTIVATED STEPS: 1

Transit Add step Special remark Change vehicle Finish the trip Change

A) DEPARTURE

Departure Date: 21/04/2024 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 unloading: 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

Special remarks (others)!

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

Special remarks	Created On	Created By
test remark	07/05/2024 14:56	X'heli Besmir

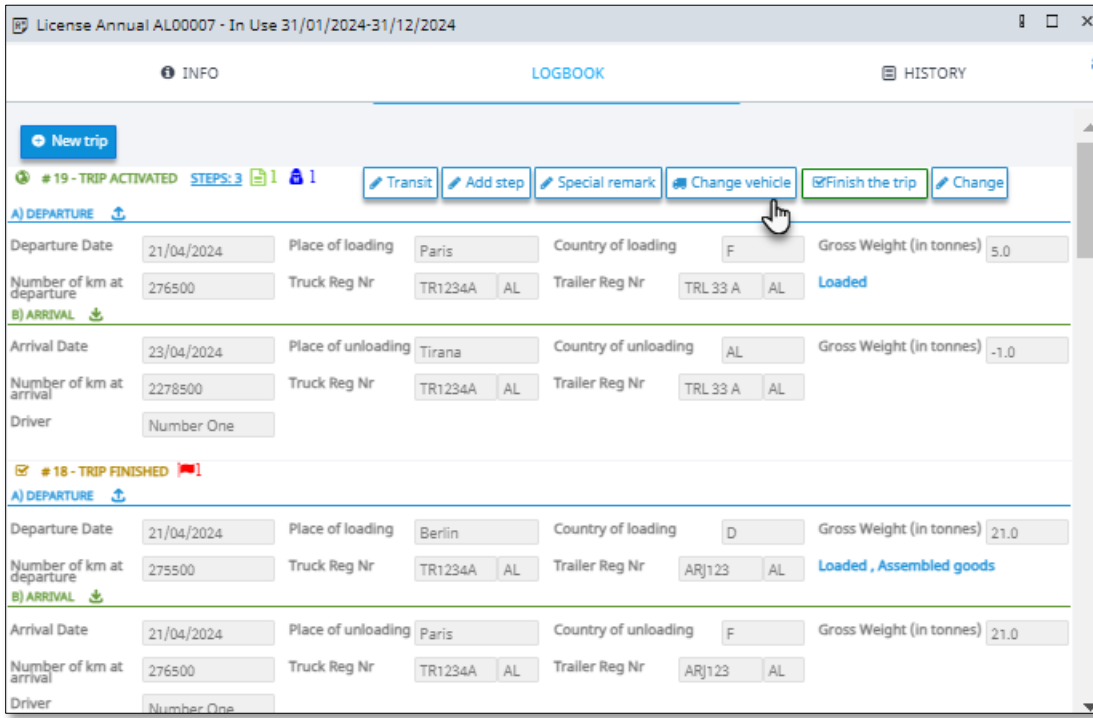
Close



### 3.1.8 How to Change Vehicle / Trailer for a Trip

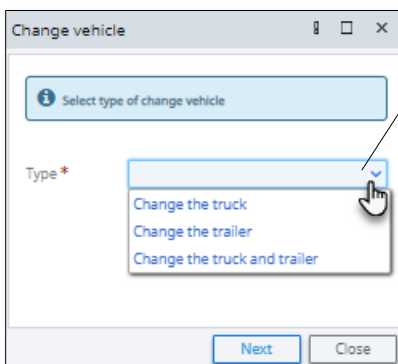
In block of active trip in Licence Logbook click [Special remark](#) button:

**Figure 36 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 37 Change vehicle form (first step)**



Click here and select option for changing

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)**

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:

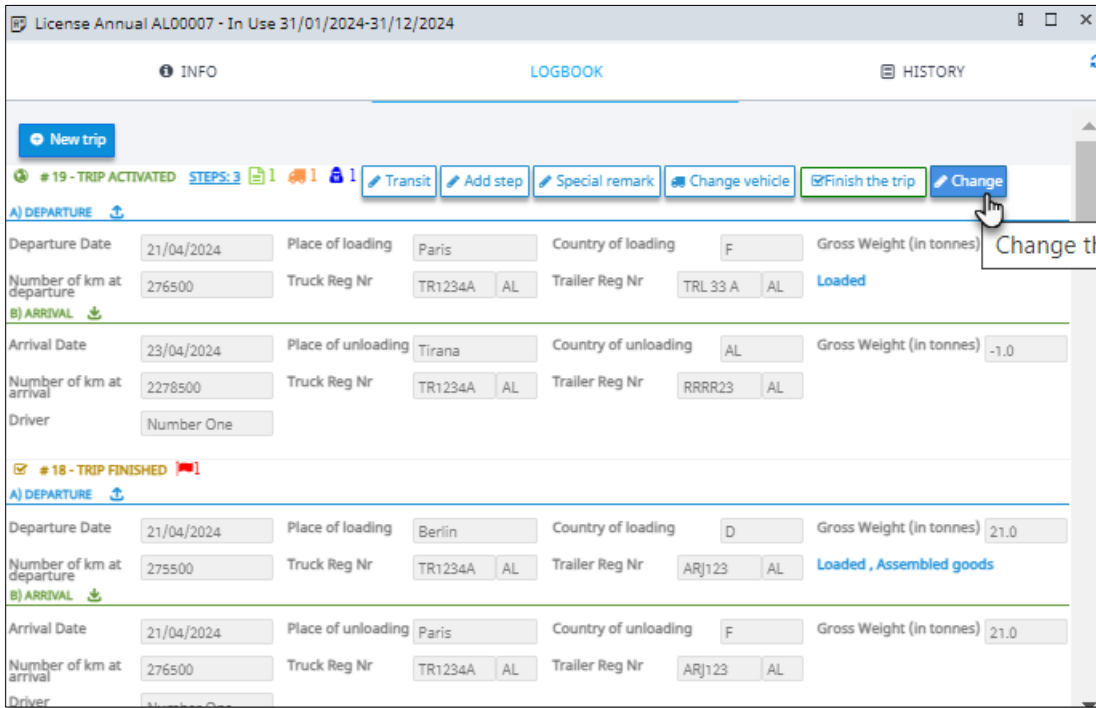
**Figure 39 Confirmation messages forms on vehicle / trailer change**

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

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

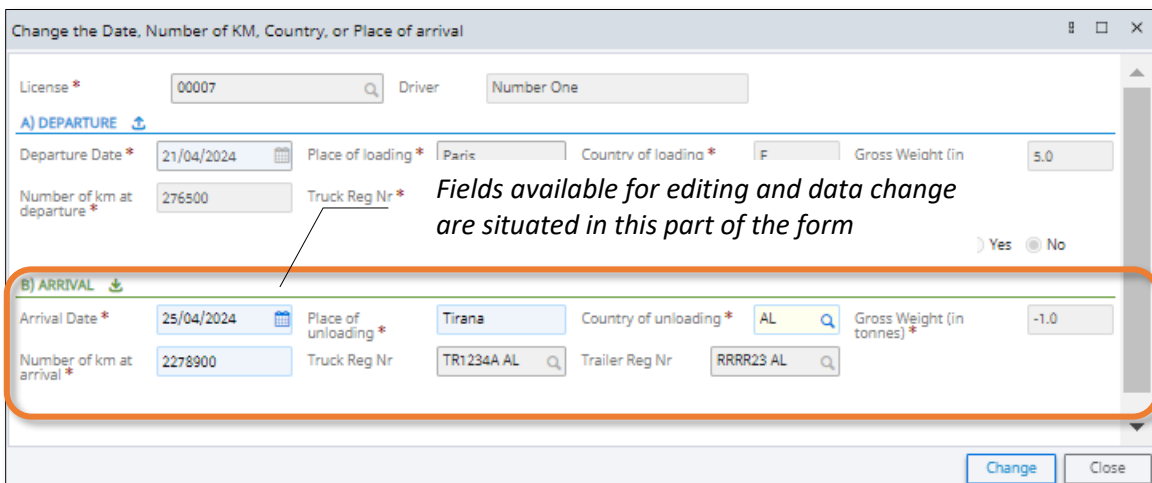
In block of active trip in Licence Logbook click [Change](#) button:

**Figure 40 Start of change trip parameters process**



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**



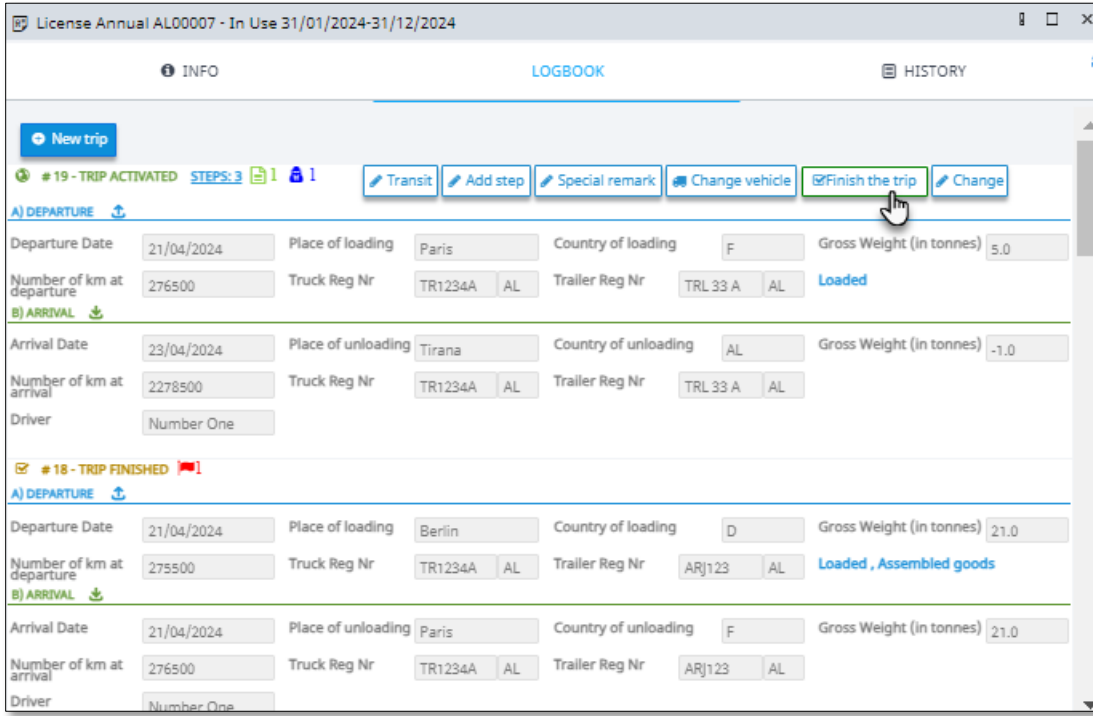
After all changes are done click [Change](#) button: form will be closed, modification will be saved



### 3.1.10 How to Finish the Trip

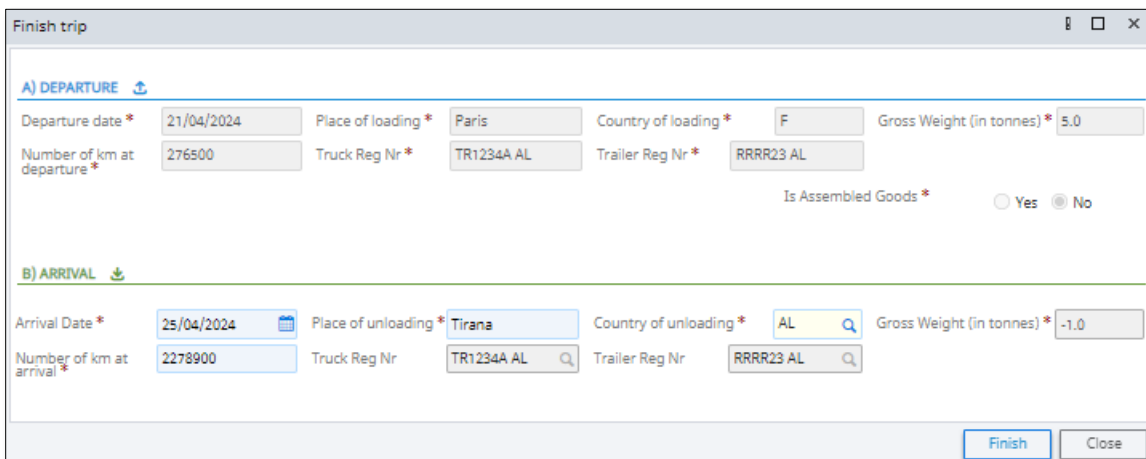
In block of active trip in Licence Logbook click Finish the trip button:

**Figure 42 Start of “finish the trip” process**



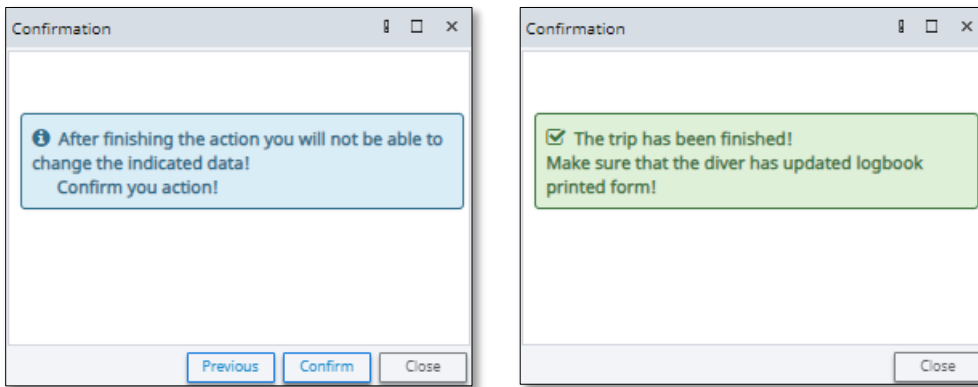
You'll see the form with trip general info:

**Figure 43 finish the trip form**



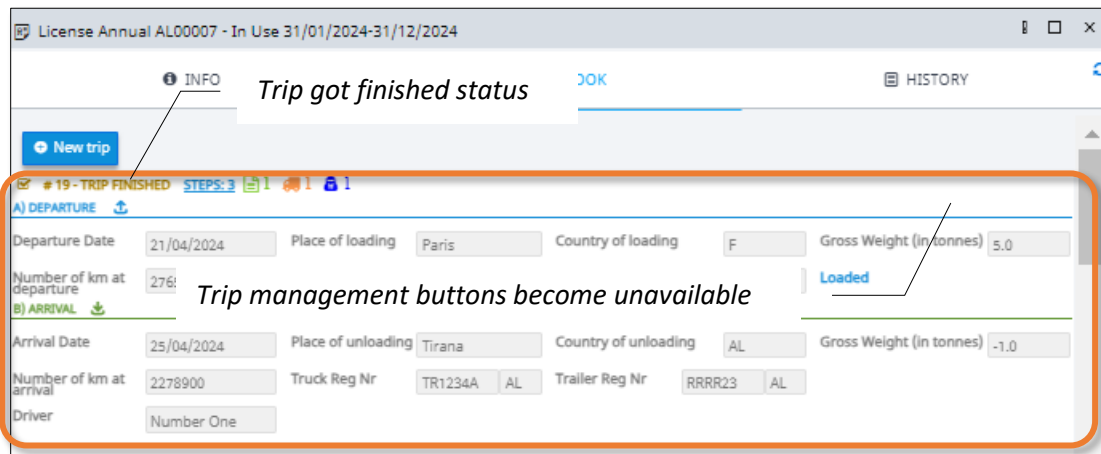
Click Finish button: confirmation messages about trip finish process will be displayed on the screen:

**Figure 44 Confirmation messages on finish trip process**



Click **Confirm** → **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**

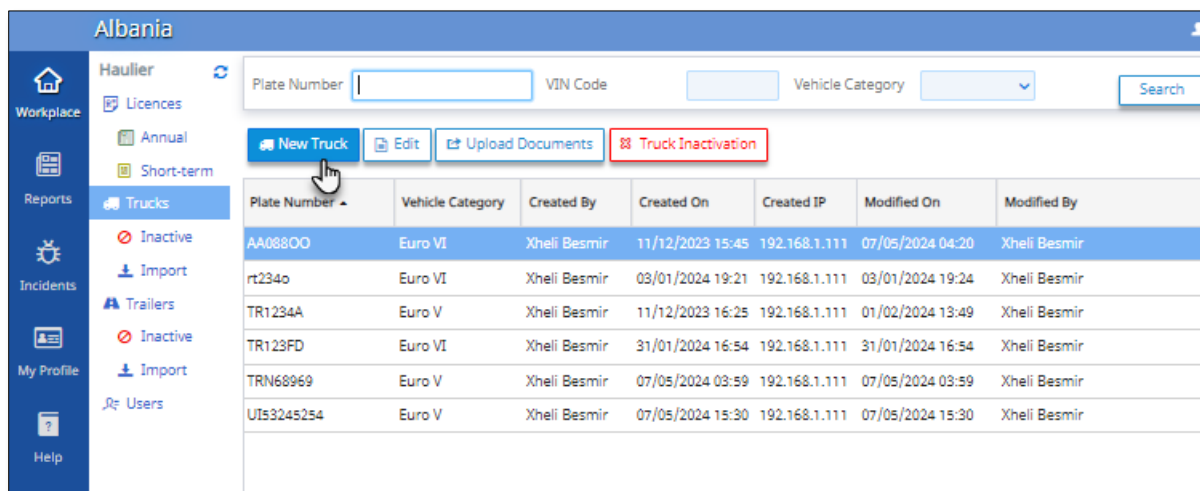


## 3.2 Trucks Management

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

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

**Figure 46 Start of new truck adding process**



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

**Figure 47 New Truck form (first step)**

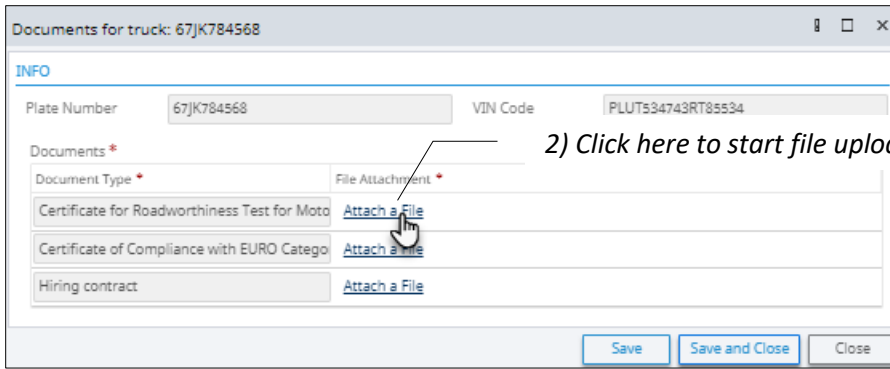
The 'New Truck' form is displayed with the following fields and values:

Plate Number *	67JK784568	VIN Code *	PLUT534743RT85534
Ownership Type *	Hiring contract	Vehicle Category *	Euro V
Country *	Albania		

Buttons: Save, Upload documents, Close

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

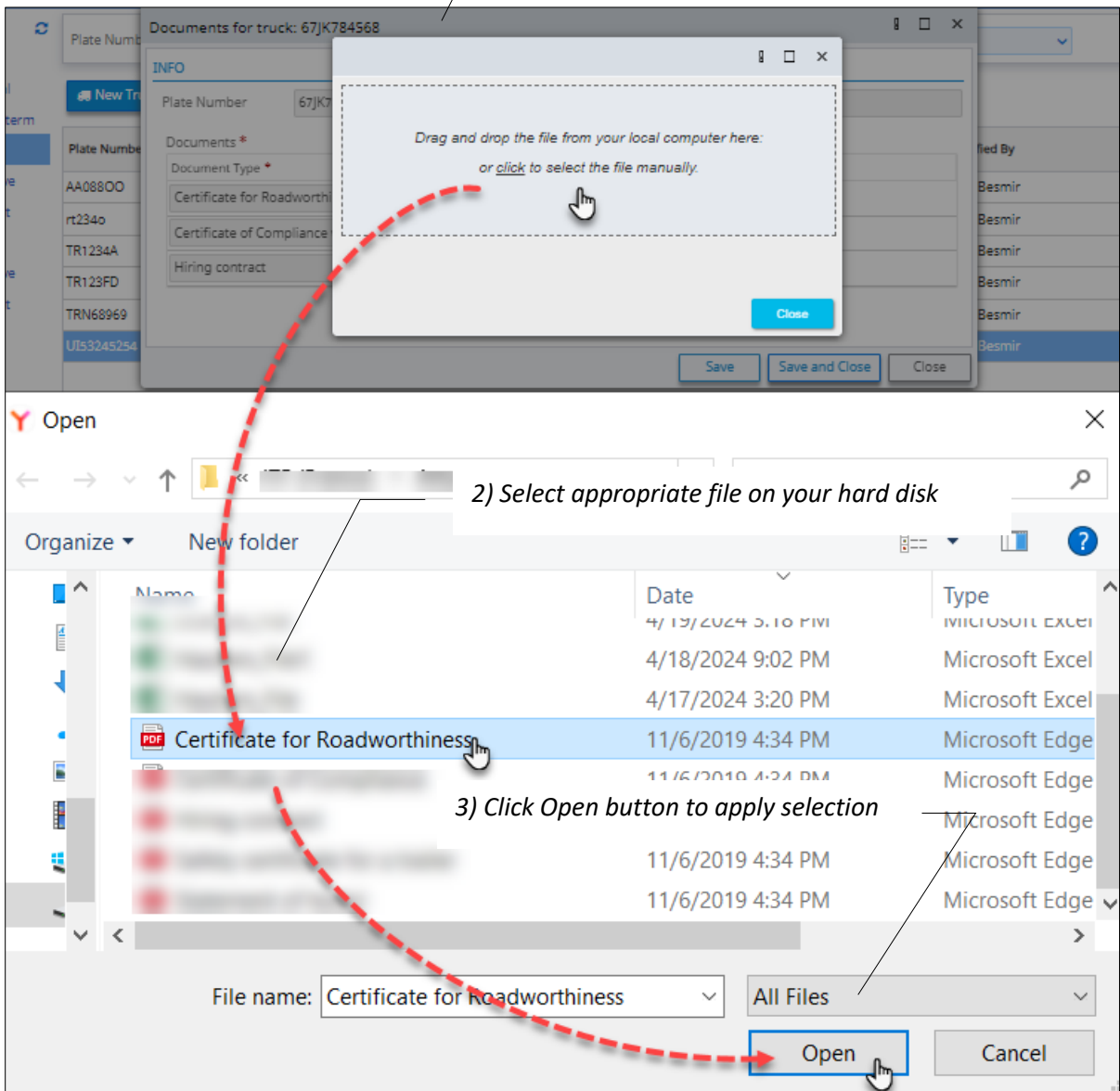
**Figure 48 New truck form. Document Uploading (second step)**



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

Figure 49 Document uploading (way 1)

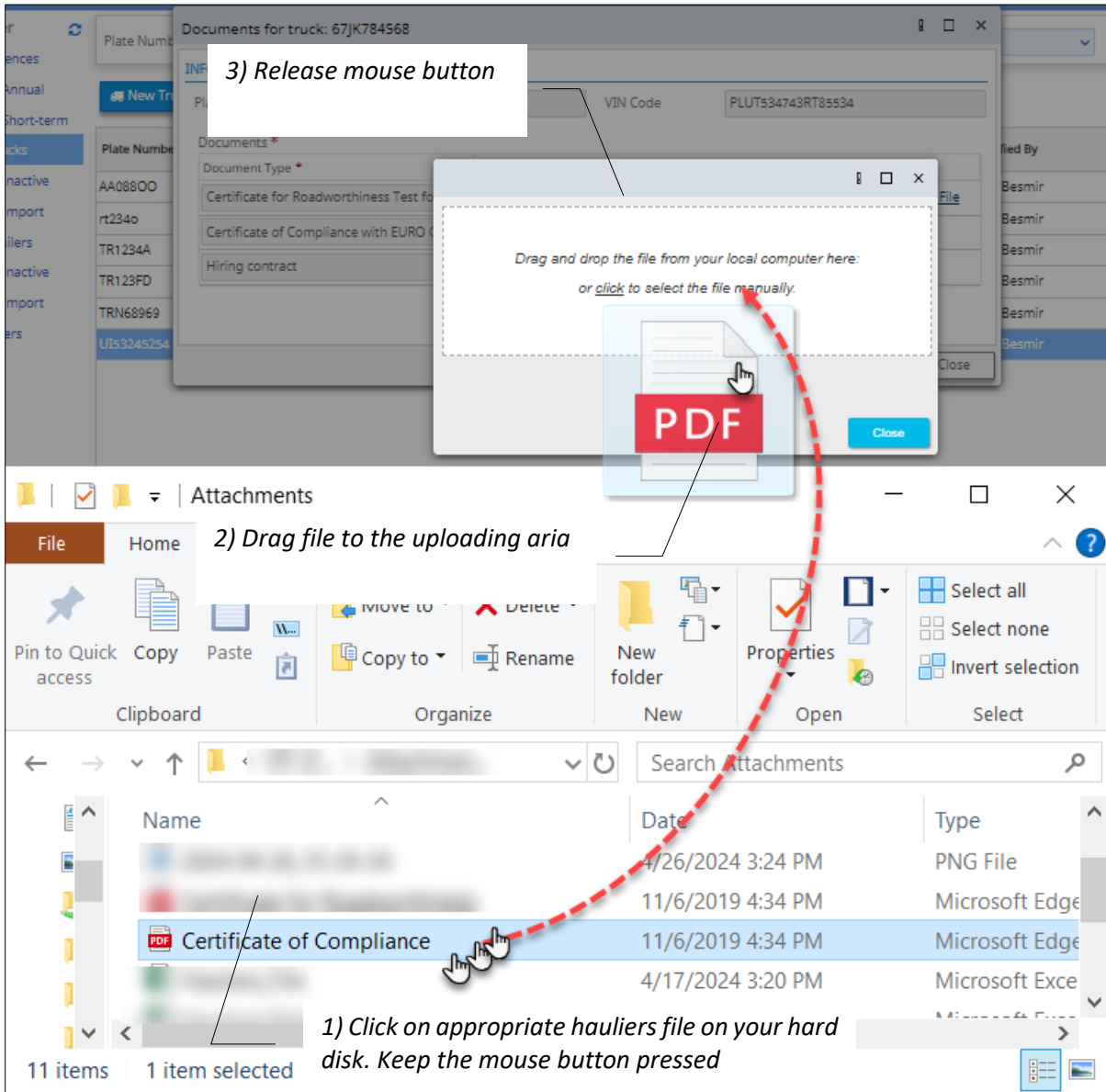
1) Click on this area to open file selection window





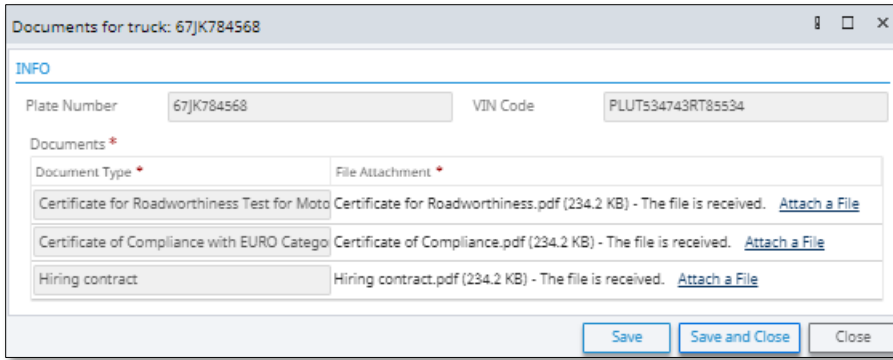


**Figure 50 Document uploading (way 2)**

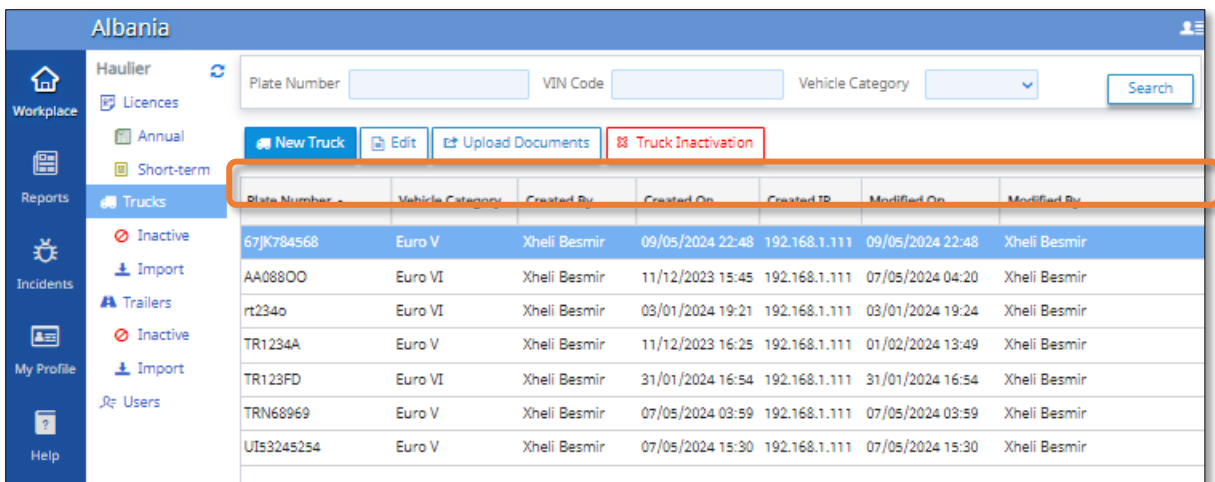


After all documents will be uploaded document uploading form will have following view:

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

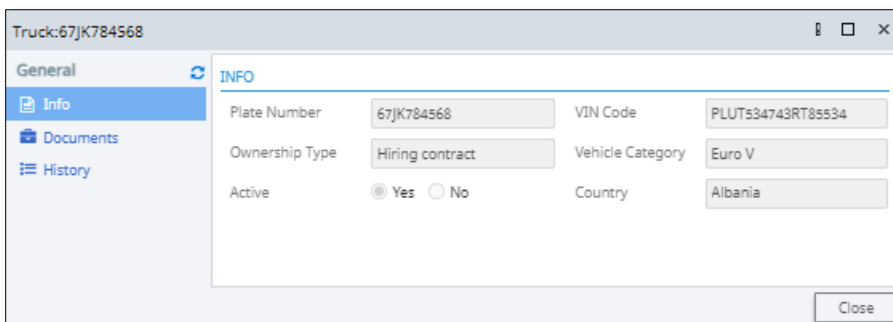


Click **Save and Close** button: truck adding process will be done, truck’s data will be saved and new truck record will be viewed in the list of haulier’s active trucks:



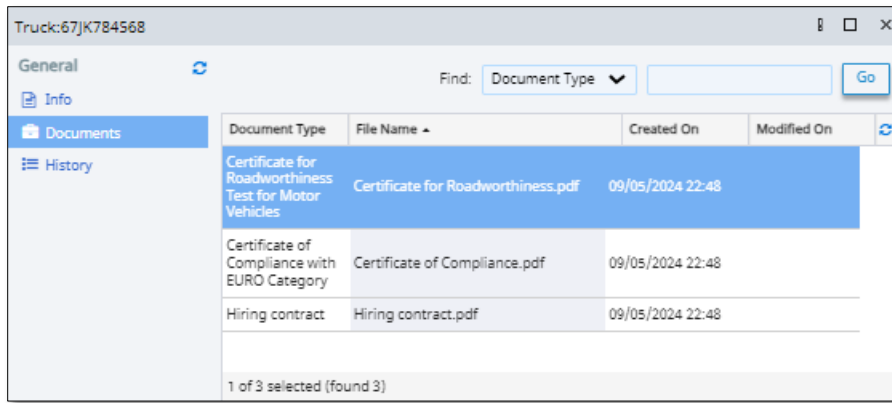
You can click any of truck’s records to view its data in a separate form with its own profile:

**Figure 52 Truck’s profile form. Info interface**

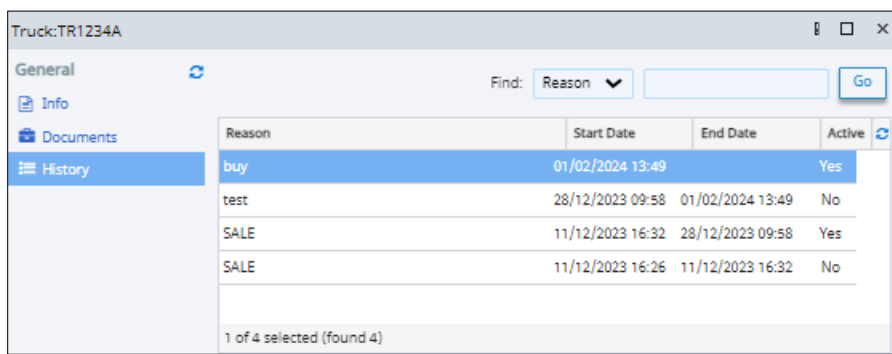


Trucks profile form contains truck’s general info (see Figure 52), list of uploaded documents (Figure 53) and truck’s actions history (Figure 54):


**Figure 53 Truck’s profile form. Documents list**



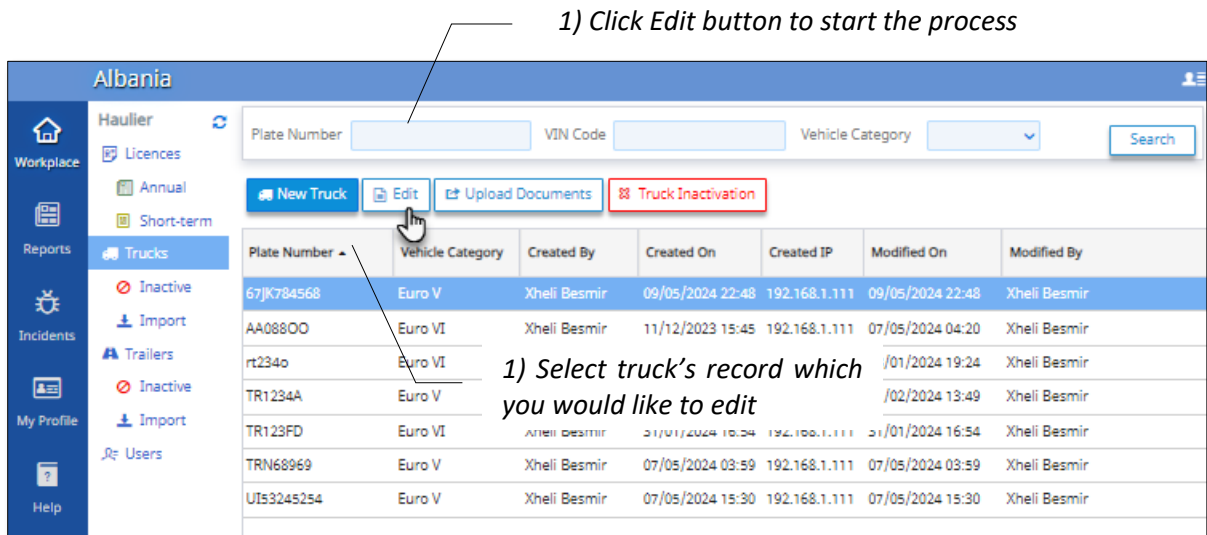
**Figure 54 Truck's profile form. History list**



### 3.2.2 How to Edit Truck's Data

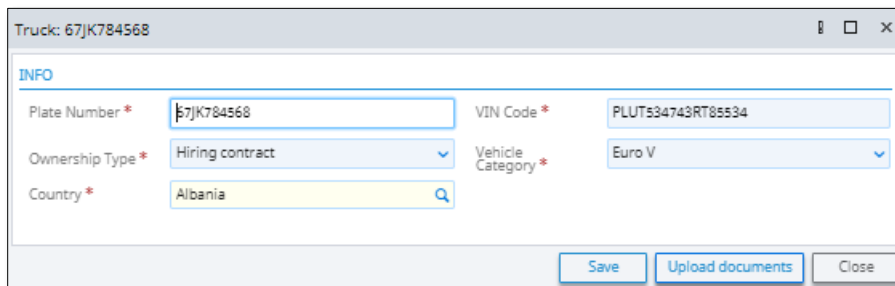
In truck's list select truck record for editing (one click on truck's record for selection) and click  button:

**Figure 55 Start of truck's record editing process**



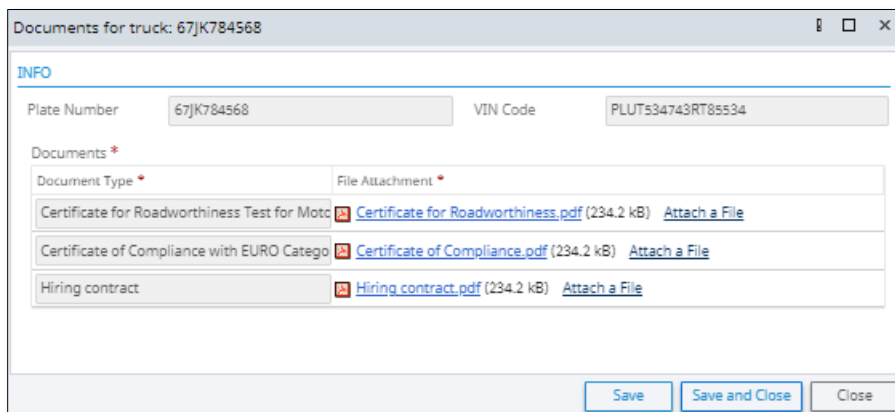
Truck's form with truck's data will be displayed in editing mode:

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



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)**

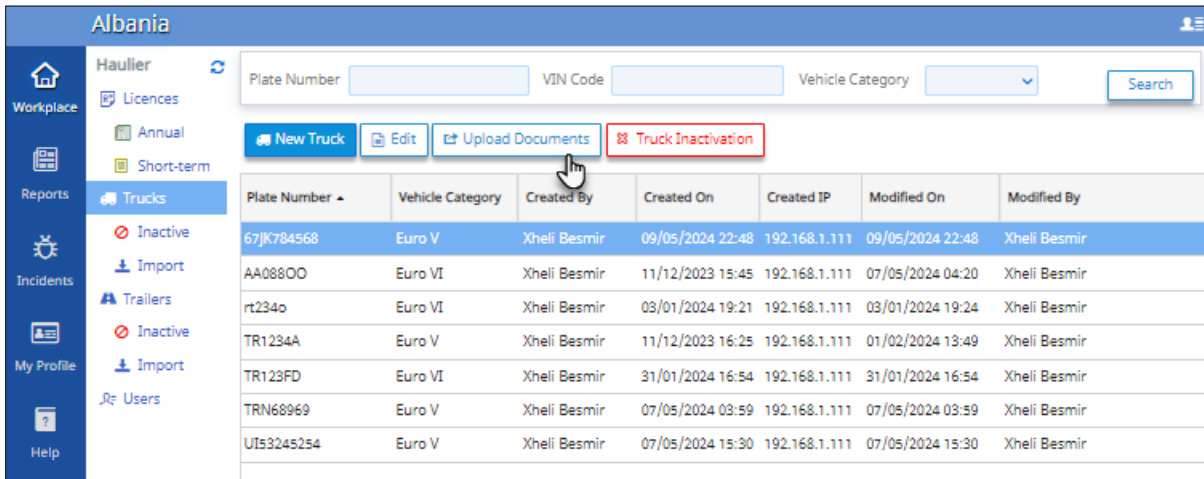


Use this step to download existing file documents or to upload new ones (see Figure 49 and Figure 50). Click [Save and Close](#) button: inserted changes will be saved, truck's form will be closed.

### 3.2.3 How to Upload Documents to Truck’s Record

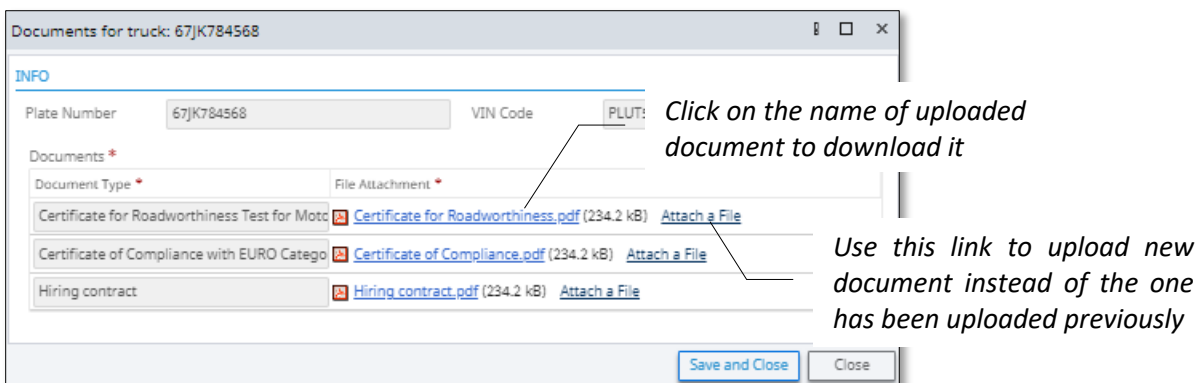
In truck’s list select truck record for which you would like to upload documents and click [Upload Documents](#) button:

**Figure 58 Start of documents uploading process**



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**



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 Truck Inactivation button to start the process

1) Select truck's record which you would like to inactivate

Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir
AA08800	Euro VI	Xheli Besmir				heli Besmir
rt234o	Euro VI	Xheli Besmir				heli Besmir
TR1234A	Euro V	Xheli Besmir	11/14/2023 10:42	192.168.1.111	01/04/2024 12:45	Xheli Besmir
TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir
TRN68969	Euro V	Xheli Besmir	07/05/2024 03:59	192.168.1.111	07/05/2024 03:59	Xheli Besmir
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 opened provide reason of inactivation:

**Figure 61 Truck inactivation form**

Click [Confirm](#) button: inactivation form will be closed, truck record will be moved in the list of inactive trucks:

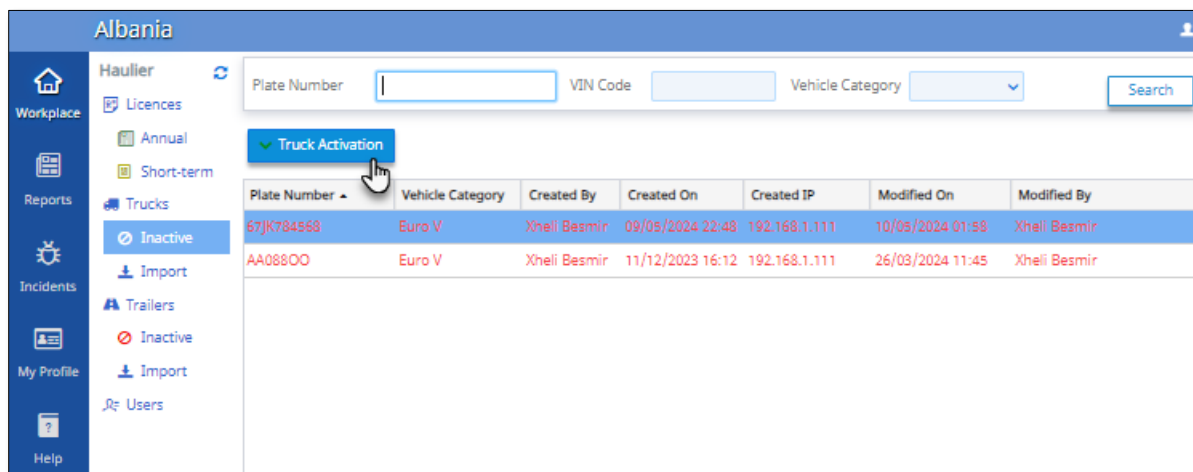
Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	10/05/2024 01:58	Xheli Besmir
AA08800	Euro V	Xheli Besmir	11/12/2023 16:12	192.168.1.111	26/03/2024 11:45	Xheli Besmir



### 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**



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

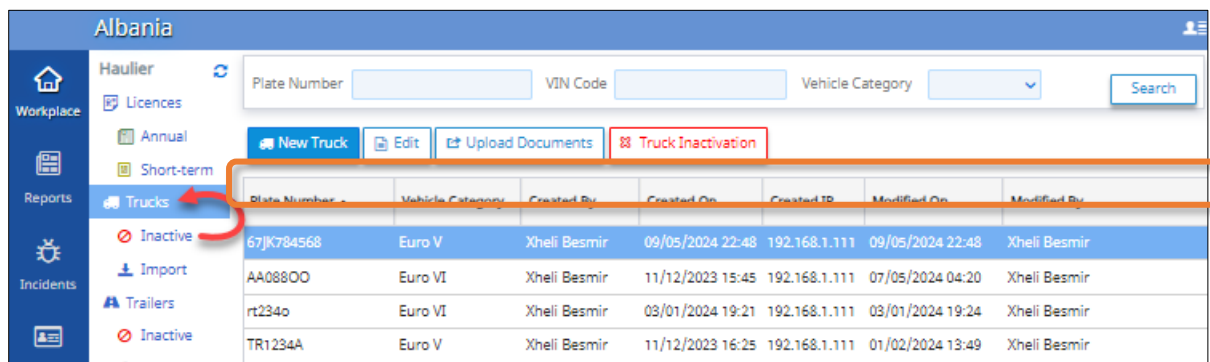
**Figure 63 Truck's activation form**

The screenshot shows a form titled 'Truck: 67JK784568'. At the top, a red banner asks 'Are you sure, you want to activate selected truck?'. Below this, the form contains the following fields:

- Plate Number \*: 67JK784568
- VIN Code: PLUT534743RT85534
- Ownership Type \*: Hiring contract
- Vehicle Category: Euro V
- Activation Reason \*: test reason

At the bottom of the form, there are 'Confirm' and 'Close' buttons.

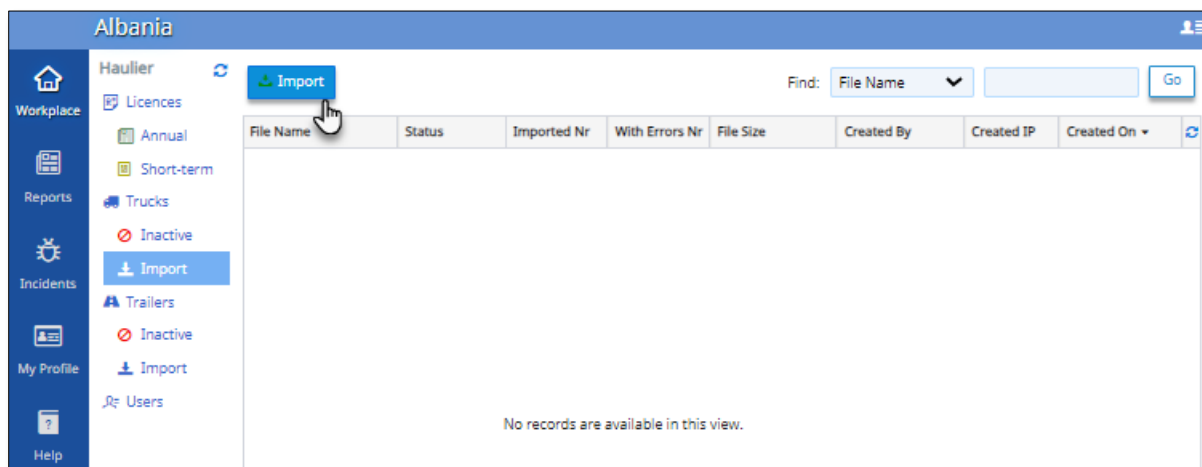
Click **Confirm** button: activation form will be closed, truck record will be moved back in the list of haulier's active trucks:



### 3.2.6 How to Import Trucks' Records

In "Trucks' Import" interface click on [Import](#) button:

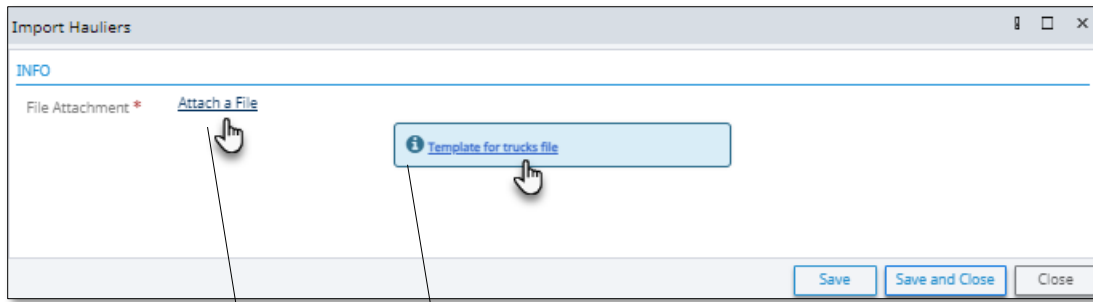
**Figure 64 Start of trucks' records importing process**



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

- Use [Template for trucks file](#) 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**

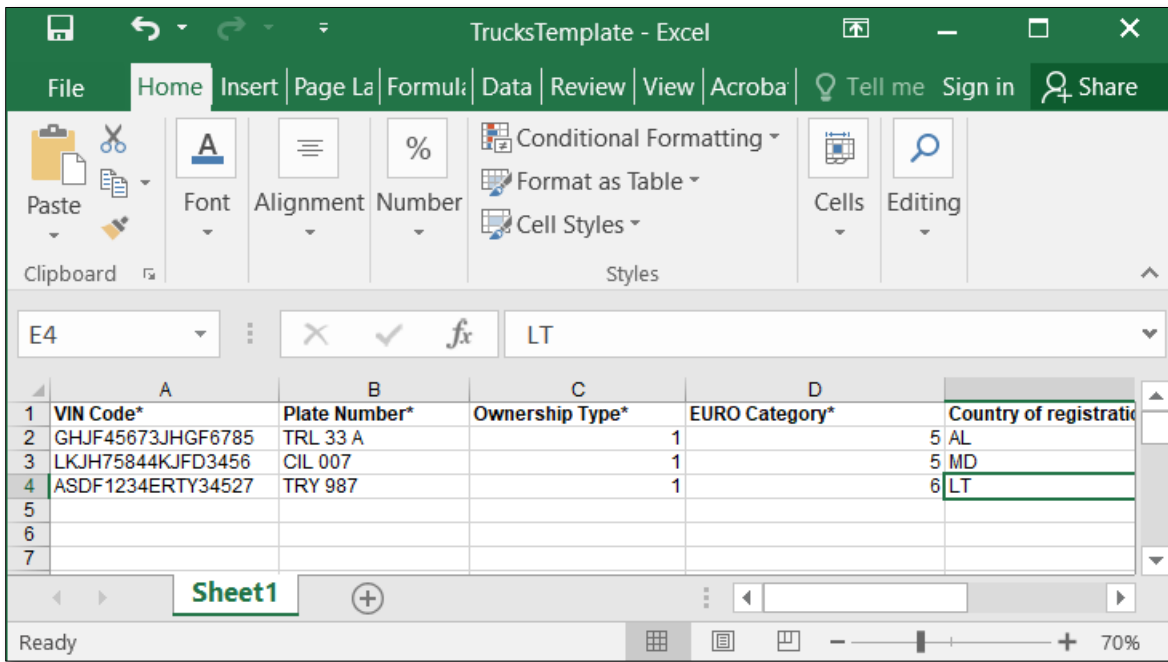


1) Click here to download trucks' template file that you can use for trucks' records filling

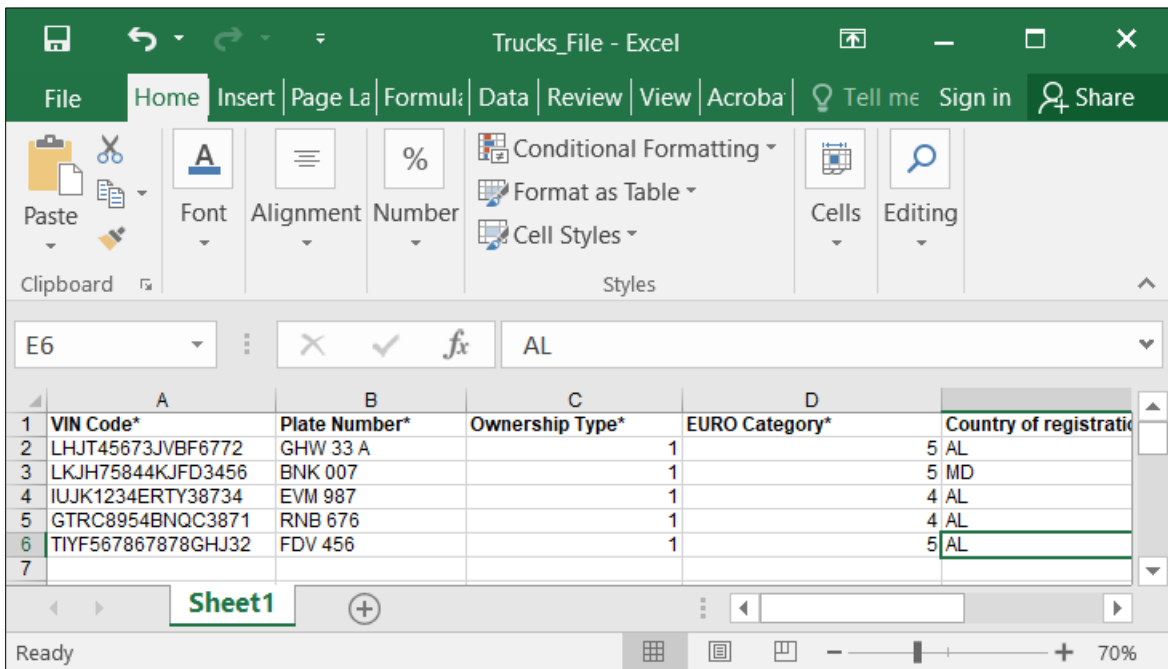
2) Click here to upload filled in trucks file

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

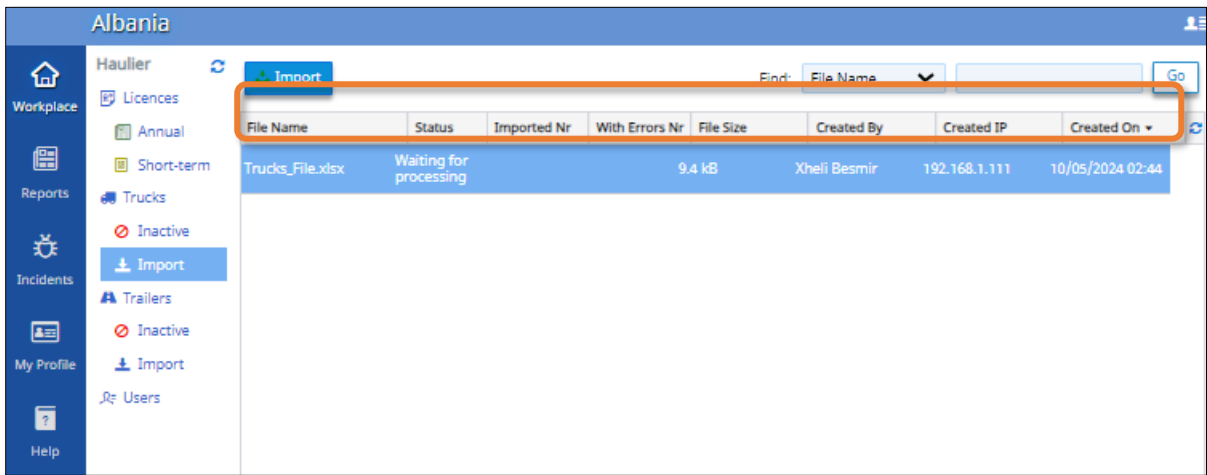
**Figure 66 Trucks template file**



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



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



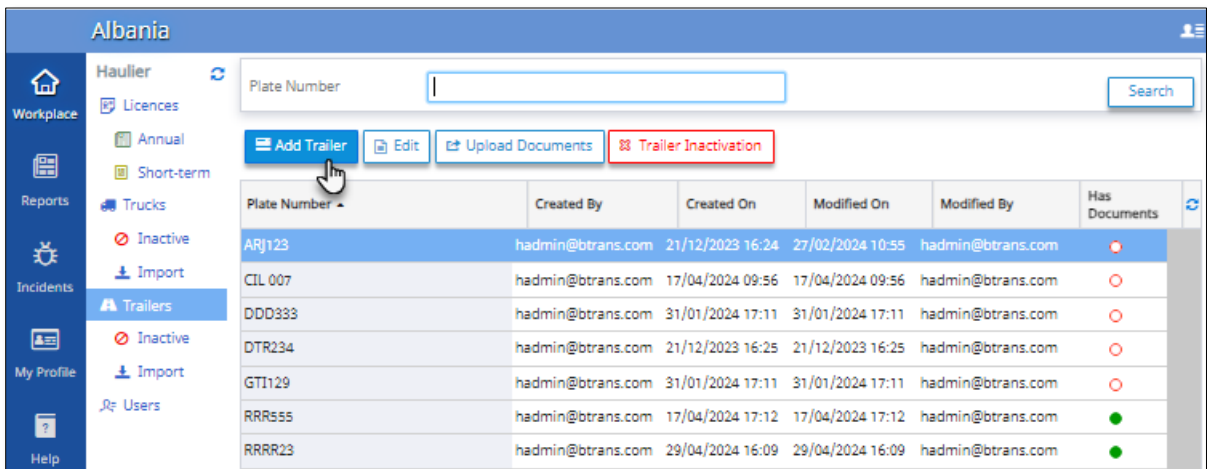
The following processing procedure of uploaded files is executed during the night time. Once processing is done, trucks' records can be found in haulier's active trucks' list.

### 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**



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

**Figure 69 New Trailers form (first step)**

Click [Upload documents](#) button: uploading documents step with list of required documents will be displayed:

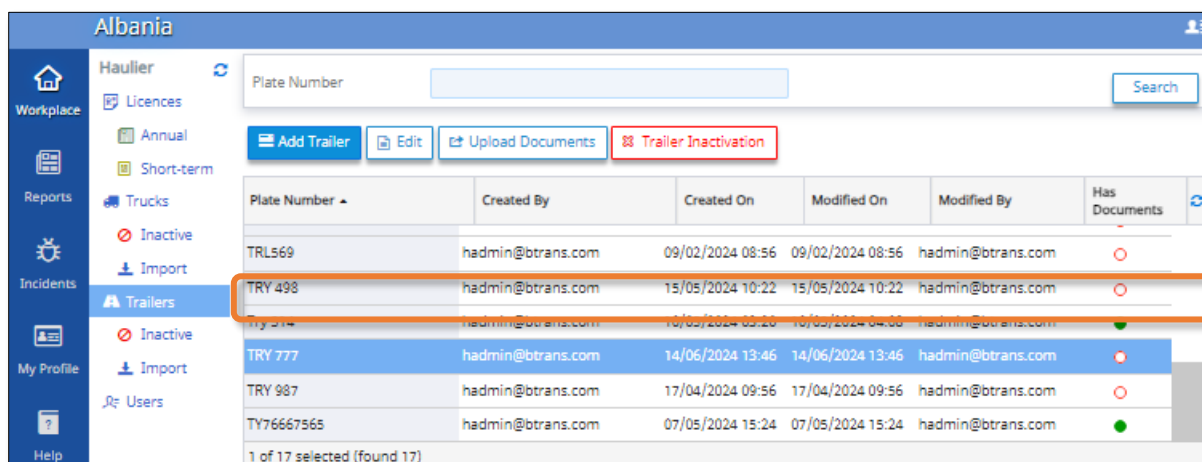
**Figure 70 New Trailers form. Document Uploading (second step)**

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:

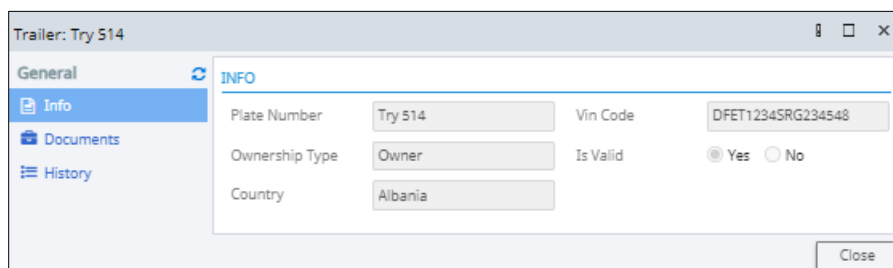
**Figure 71 New trailers form. Document Uploading step after uploads are done**

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:



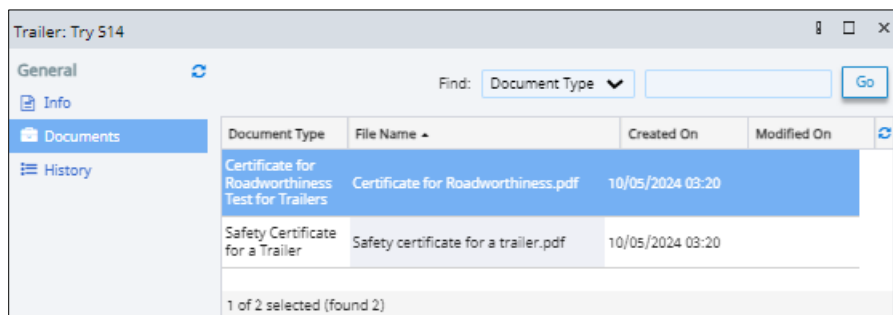
You can click any of trailers’ records to view its data in a separate form with its own profile:

**Figure 72 Trailer’s profile form. Info interface**



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**



**Figure 74 Trailer’s profile form. History list**

Reason	Trailer	Start Date	End Date	Active
buy	ARJ123	27/02/2024 10:55		Yes
eded	ARJ123	18/12/2023 16:28	18/12/2023 16:28	No
jfv	ARJ123	18/12/2023 15:50	18/12/2023 16:28	Yes
need	ARJ123	13/12/2023 15:50	18/12/2023 15:50	No

### 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 button:

**Figure 75 Start of trailer’s record editing process**

1) Click Edit button to start the process

1) Select trailer’s record which you would like to edit

Plate Number	Created By	Created	Expires	Owner	Status
TRL569	hadmin@btrans.com	09/02/2024 09:00	09/02/2024 09:00	hadmin@btrans.com	🔄
TRY 498	hadmin@btrans.com	15/05/2024 10:22	15/05/2024 10:22	hadmin@btrans.com	🔴
Try 514	hadmin@btrans.com	10/05/2024 03:20	10/05/2024 04:08	hadmin@btrans.com	🟢
TRY 777	hadmin@btrans.com	14/06/2024 13:46	14/06/2024 13:46	hadmin@btrans.com	🔴
TRY 987	hadmin@btrans.com	17/04/2024 09:56	17/04/2024 09:56	hadmin@btrans.com	🔴
TY76667565	hadmin@btrans.com	07/05/2024 15:24	07/05/2024 15:24	hadmin@btrans.com	🟢

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 trailers

INFO

Plate Number \* TRY 514 Vin Code \* DFET1234SRG234548

Ownership Type \* Owner

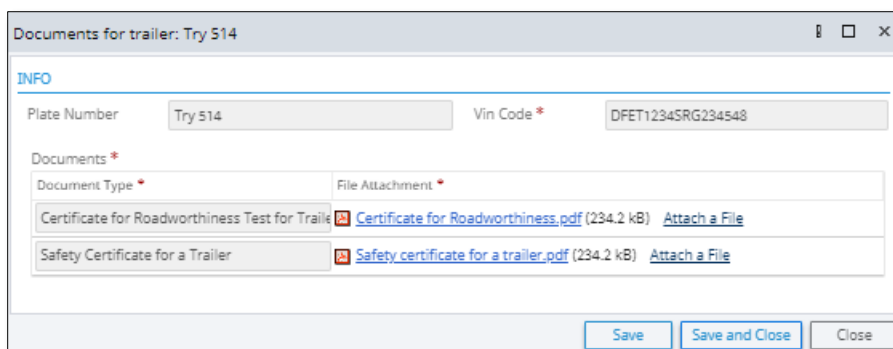
Country \* Albania

Buttons: Save, Upload documents, Close

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

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





Document Type *	File Attachment *
Certificate for Roadworthiness Test for Traile	Certificate for Roadworthiness.pdf (234.2 kB) <a href="#">Attach a File</a>
Safety Certificate for a Trailer	Safety certificate for a trailer.pdf (234.2 kB) <a href="#">Attach a File</a>

Buttons: Save, Save and Close, Close

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 [Upload Documents](#) button:

**Figure 78 Start of documents uploading process**

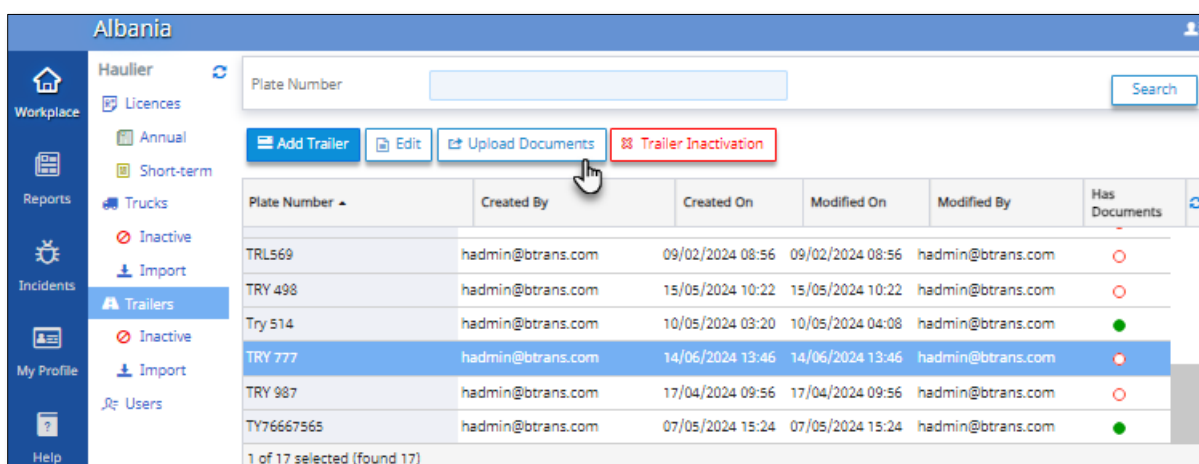
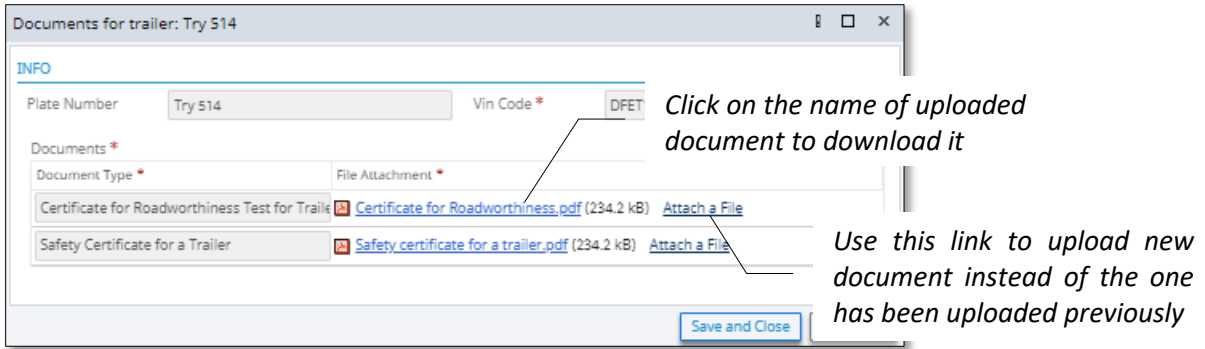


Plate Number	Created By	Created On	Modified On	Modified By	Has Documents
TRL569	hadmin@btrans.com	09/02/2024 08:56	09/02/2024 08:56	hadmin@btrans.com	○
TRY 498	hadmin@btrans.com	15/05/2024 10:22	15/05/2024 10:22	hadmin@btrans.com	○
Try 514	hadmin@btrans.com	10/05/2024 03:20	10/05/2024 04:08	hadmin@btrans.com	●
TRY 777	hadmin@btrans.com	14/06/2024 13:46	14/06/2024 13:46	hadmin@btrans.com	●
TRY 987	hadmin@btrans.com	17/04/2024 09:56	17/04/2024 09:56	hadmin@btrans.com	○
TY76667565	hadmin@btrans.com	07/05/2024 15:24	07/05/2024 15:24	hadmin@btrans.com	●

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**

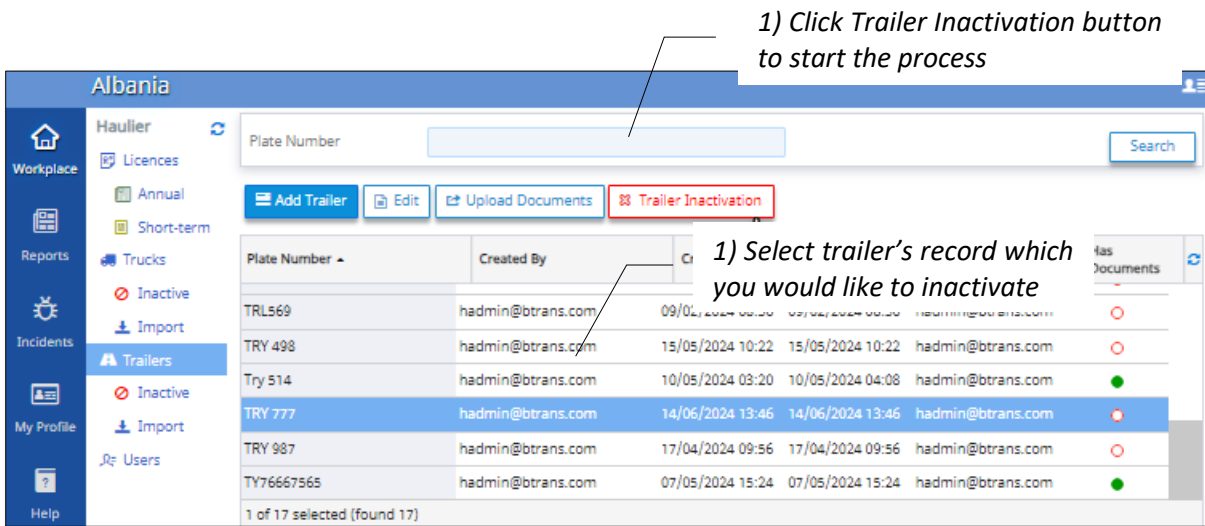


See Figure 49 and Figure 50 to get information about ways of document uploading.

### 3.3.4 How to Inactivate Trailer’s Record

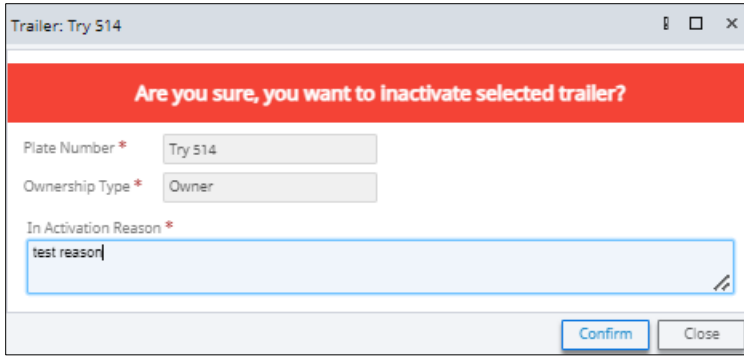
In truck’s list select trailer record which you would like to inactivate and click Trailer Inactivation button:

**Figure 80 Start of trailer inactivation process**

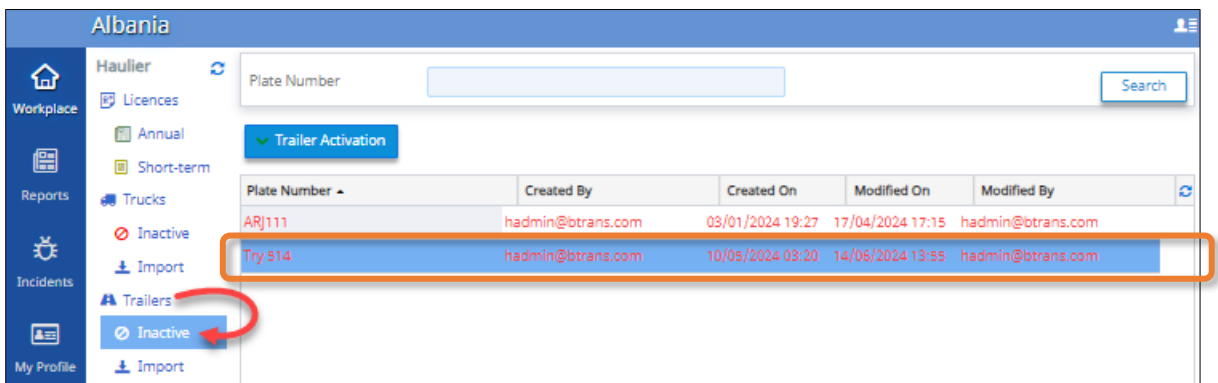


In form that will be opened provide reason of inactivation:

**Figure 81 Trailer inactivation form**



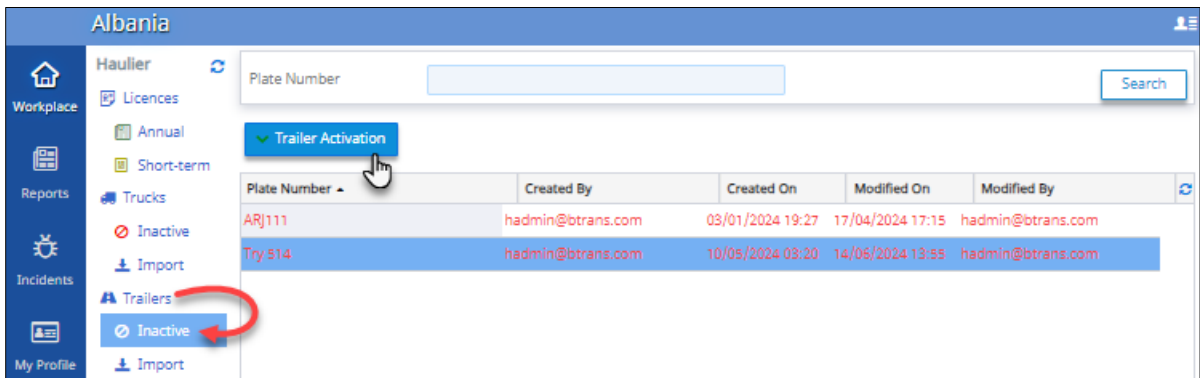
Click **Confirm** button: inactivation form will be closed, trailer record will be moved in the list of inactive trailers:



### 3.3.5 How to Activate Inactive Trailer's Record

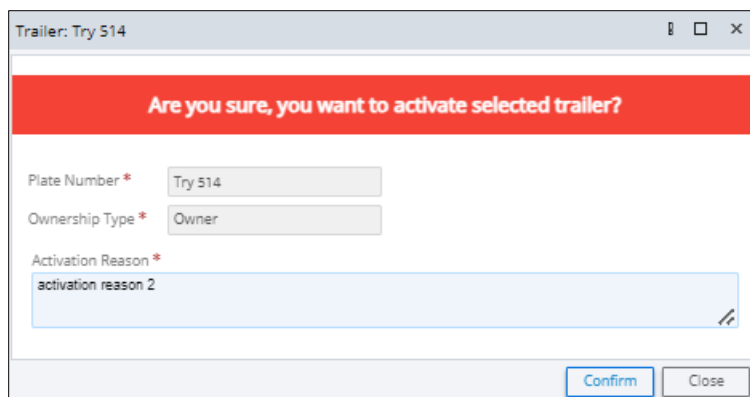
In inactive truck's list select trailer record which you would like to activate back and click **Trailer Activation** button:

**Figure 82 Start of trailer's activation process**

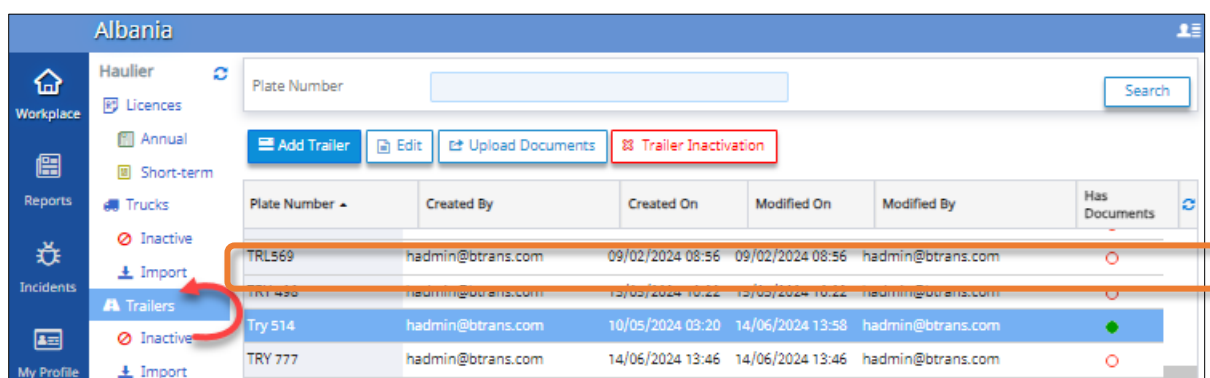


In form that will be opened provide reason of trailer's activation:

**Figure 83 Trailer's activation form**



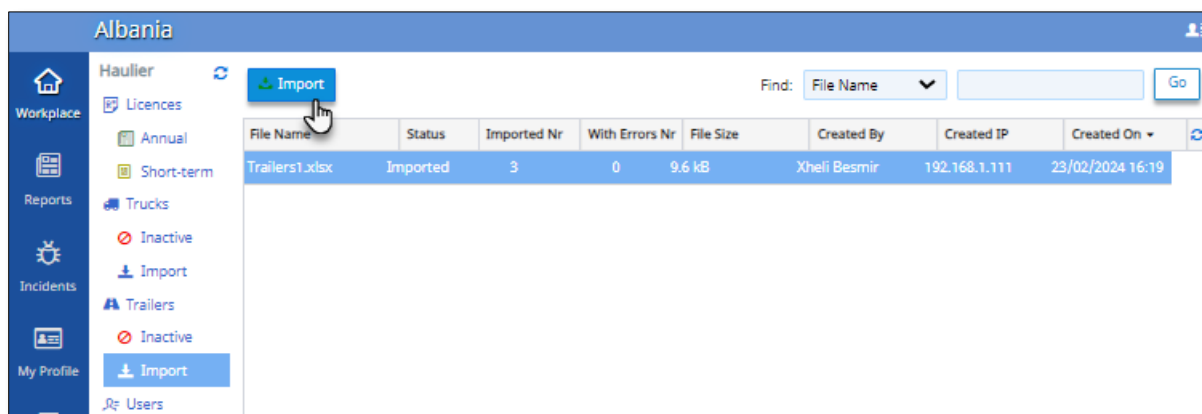
Click **Confirm** button: activation form will be closed, truck record will be moved back in the list of hauler’s active trailers:




### 3.3.6 How to Import Trailers’ Records

In “Trailers’ Import” interface click on **Import** button:

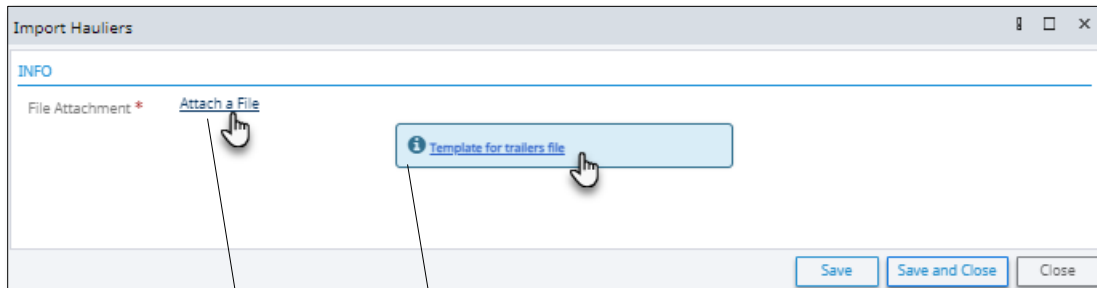
**Figure 84** Start of trailers’ records importing process



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

- Use  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**

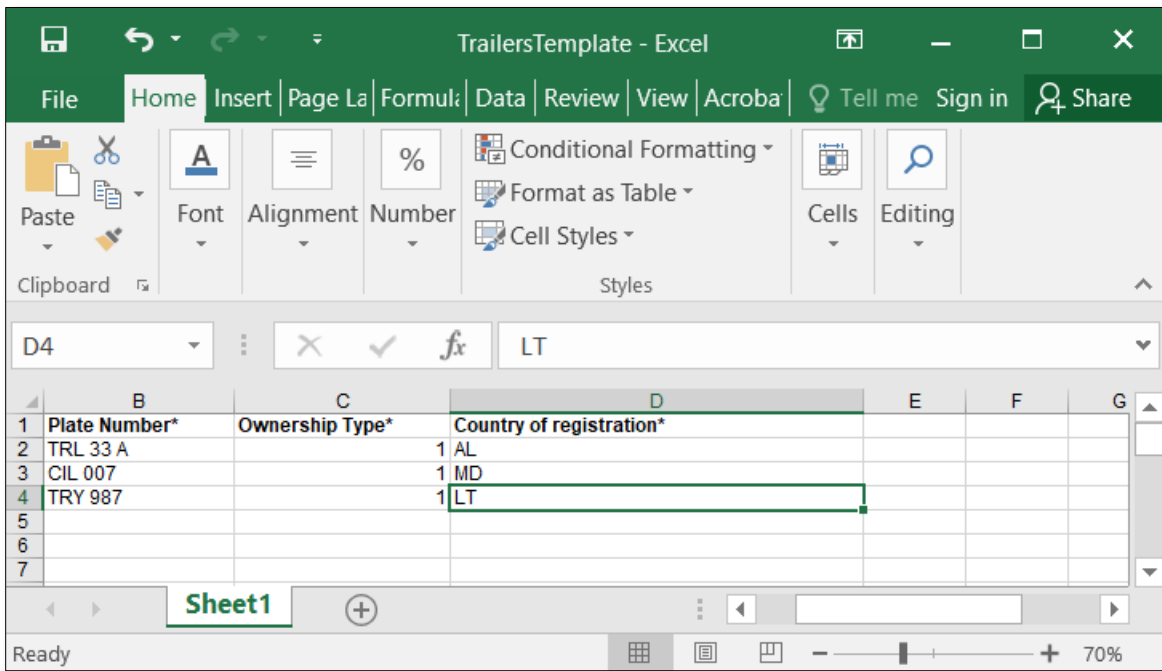


*1) Click here to download trailers' template file that you can use for trailers' records filling*

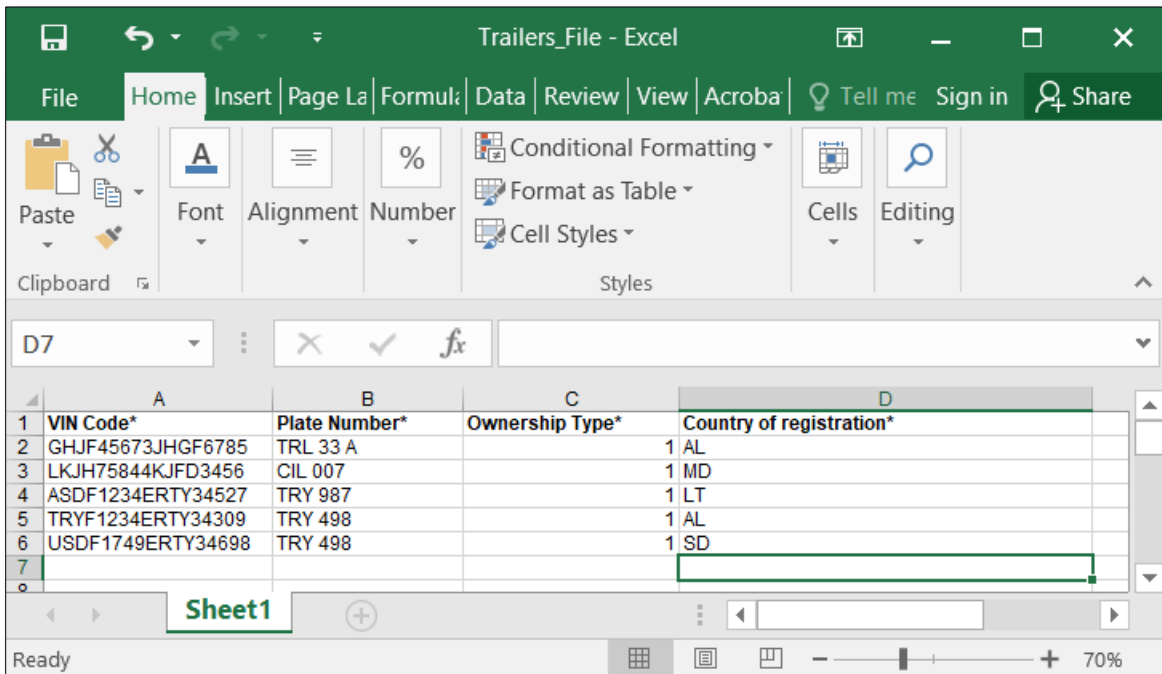
*2) Click here to upload filled in trailers file*

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

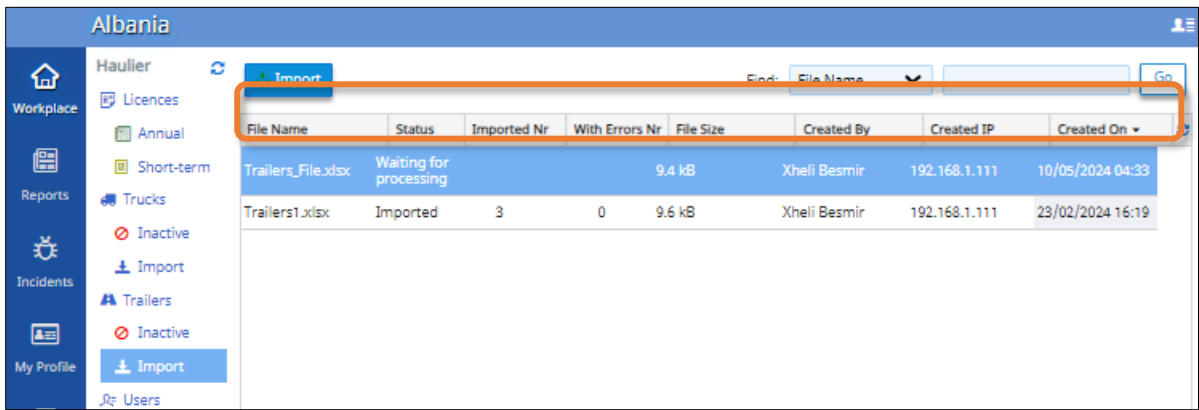
**Figure 86 Trailers' template file**



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



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



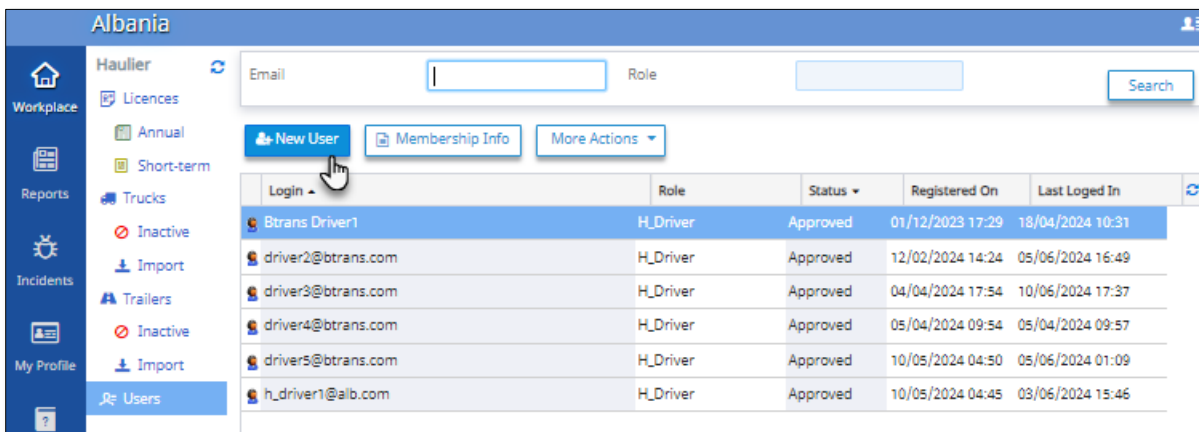
The following processing procedure of uploaded files is executed during the night time. Once processing is done, trailers’ records can be found in haulier’s active trailers’ list.

## Users Management

### 3.3.7 How to Create New User

In “Users” interface click on **New User** button

**Figure 88 Start of new user creation process**



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

**Figure 89 New user registration form**

Register new user

INFO

Email (use as login) \* driver6@btrans.com

Password \* \*\*\*\*\*

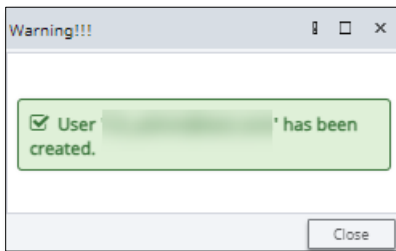
Role \* H\_Driver

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**



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

Albania

Haulier

Workplace

Reports

Incidents

My Profile

Help

Licences

Annual

Short-term

Trucks

Inactive

Import

Trailers

Inactive

Import

Users

Email

Role

Search

New User

Membership Info

More Actions

Login	Role	Status	Registered On	Last Logged In
Btrans Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31
driver2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49
driver3@btrans.com	H_Driver	Approved	04/04/2024 17:54	10/06/2024 17:37
driver4@btrans.com	H_Driver	Approved	05/04/2024 09:54	05/04/2024 09:57
driver5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09
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
hadmin@btrans.com	H_Manager	Approved	01/12/2023 10:35	14/06/2024 13:50



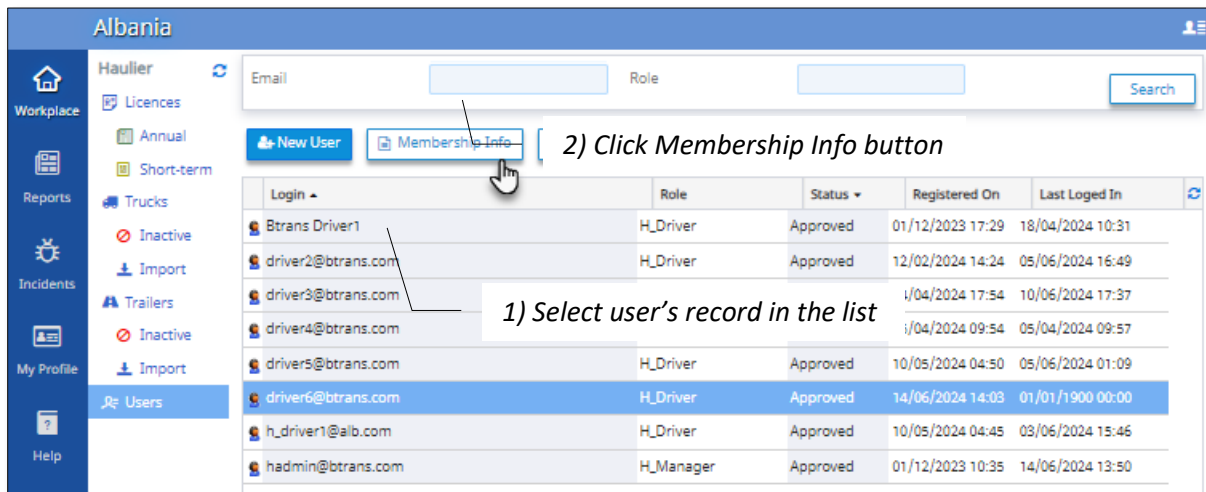
### 3.3.8 How to View / Edit Existing User's Info (Unlock/Disable User)

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

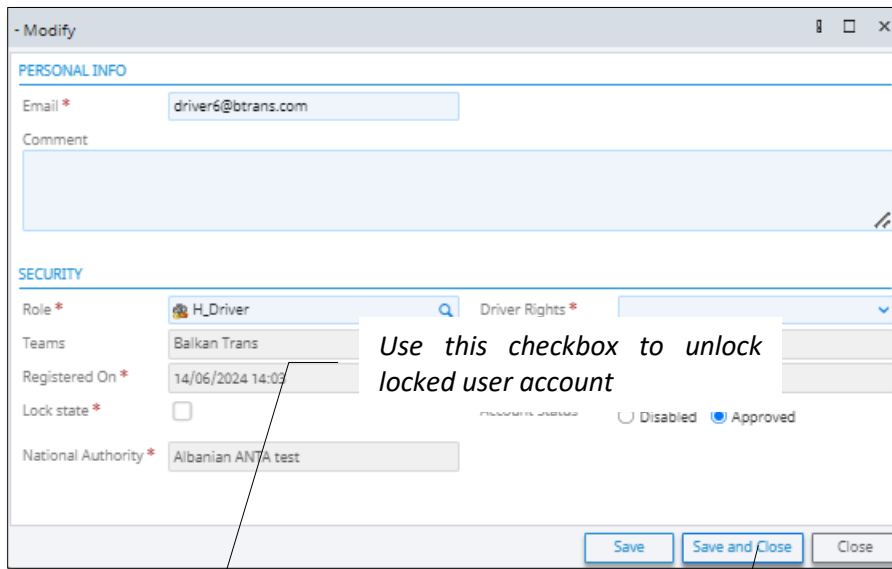
Or

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

**Figure 91 Opening User's membership info form**



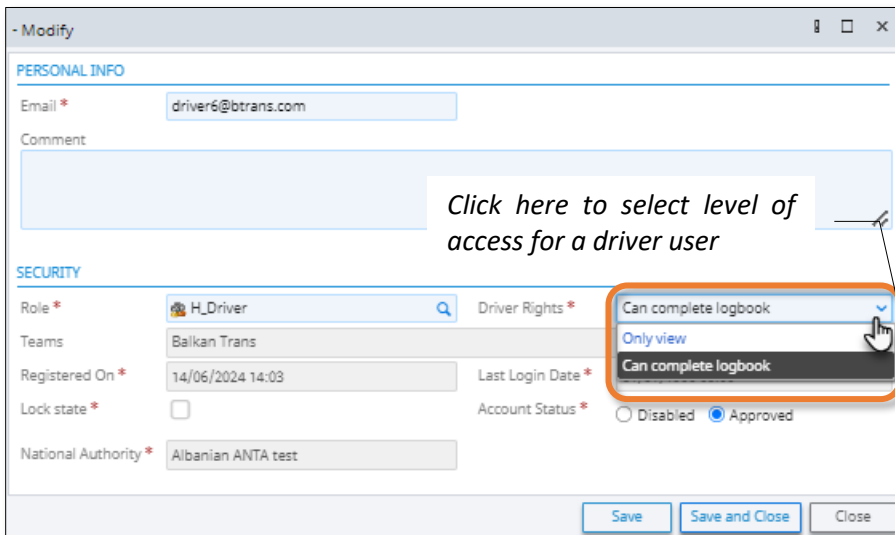
**Figure 92 User's membership info form opened in editing mode**



Use these switchboxes to disable / enable user account

**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):

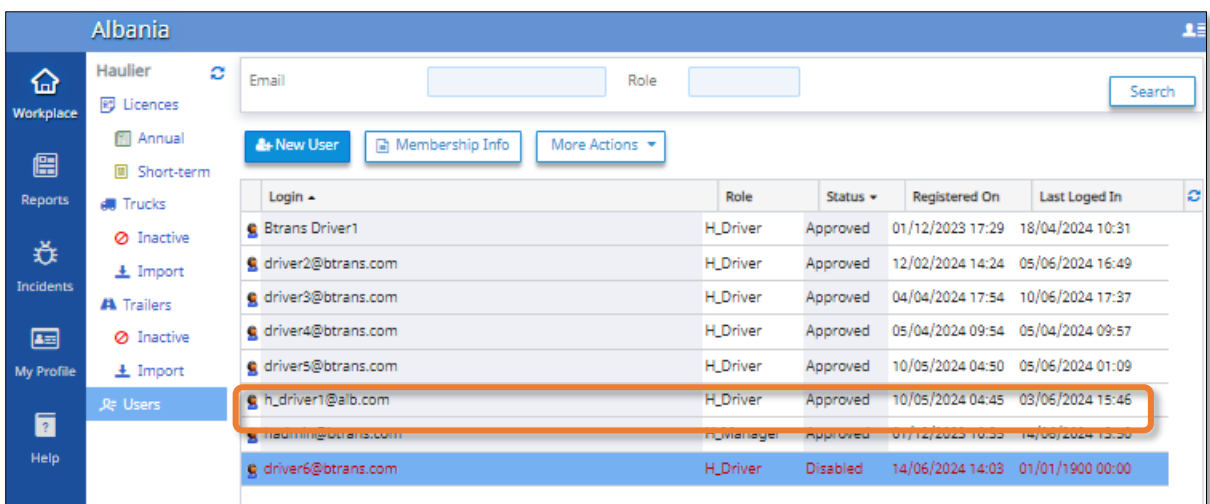
**Figure 93 Driver rights selection**



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**

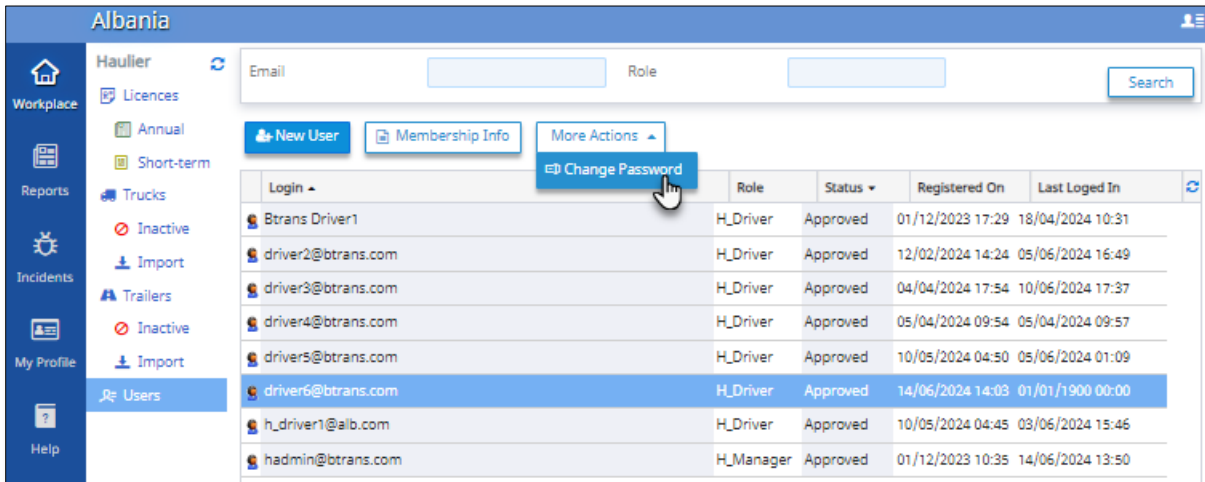


To enable user, switch his status back to “Approved” value.

### 3.3.9 How to Change User’s Password

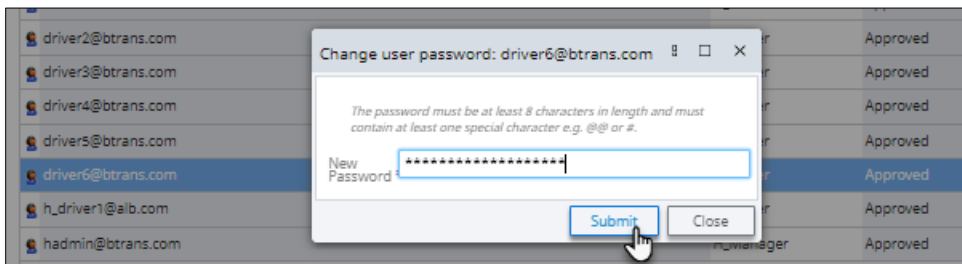
Select user record in users’ list. In list menu bar click  →

**Figure 95 “Change password” process start**



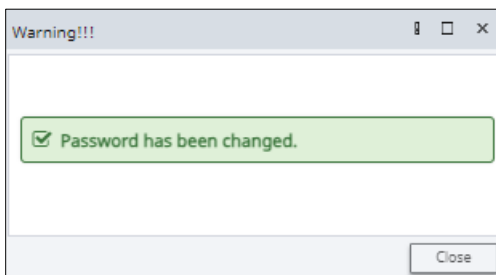
In “change password” form that will be viewed on your screen type user’s new password:

**Figure 96 Change password form**



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

**Figure 97 Message about successful password changing**

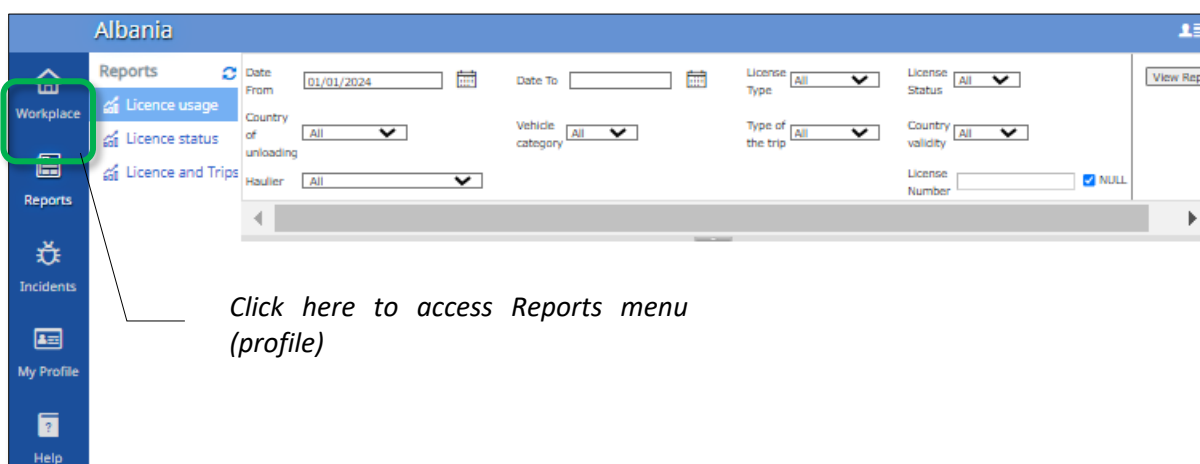


Click  button to finish the process and to close message form.

## 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:

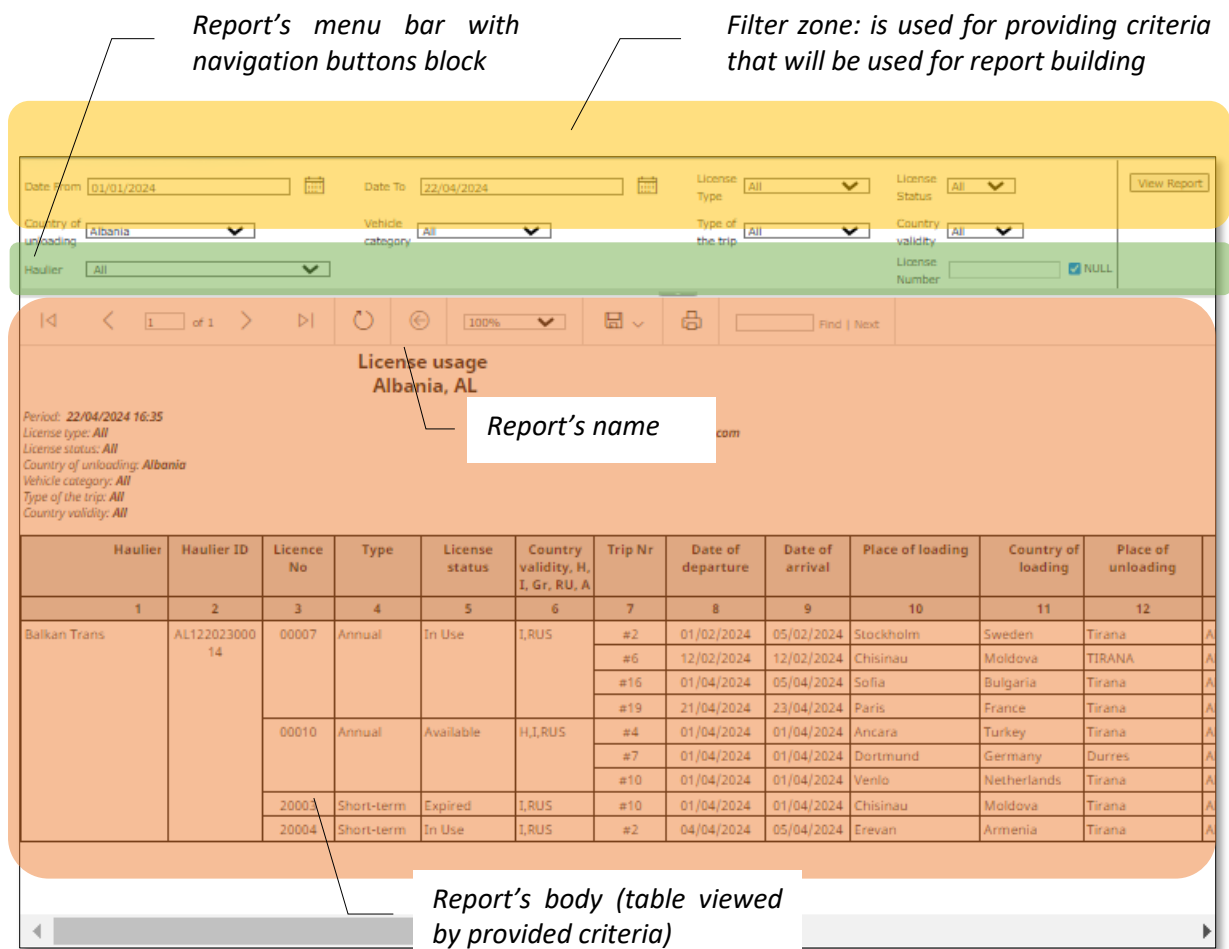
**Figure 98 Reports menu access**



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 [View Report](#) 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.

**Figure 99 Licence usage report. Report interface elements**

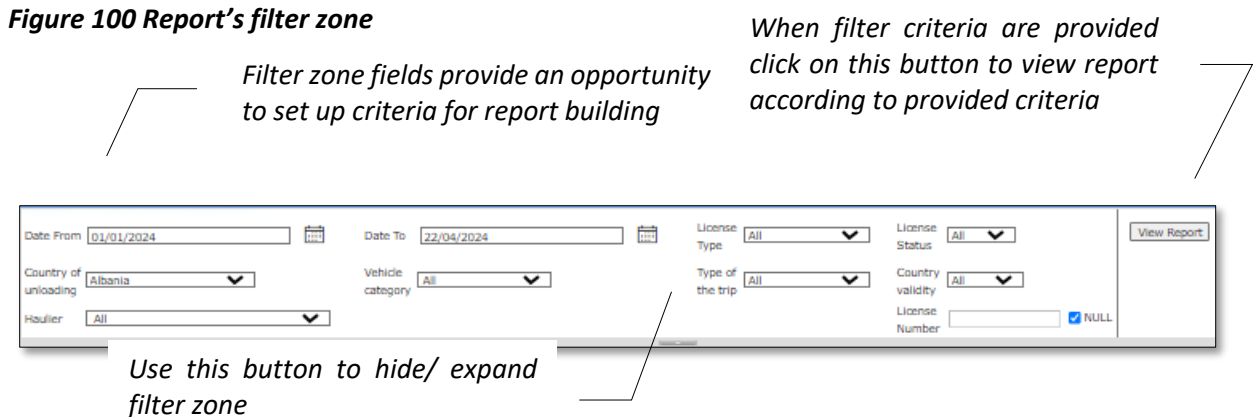


### 4.1 Elements of Report Interface

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

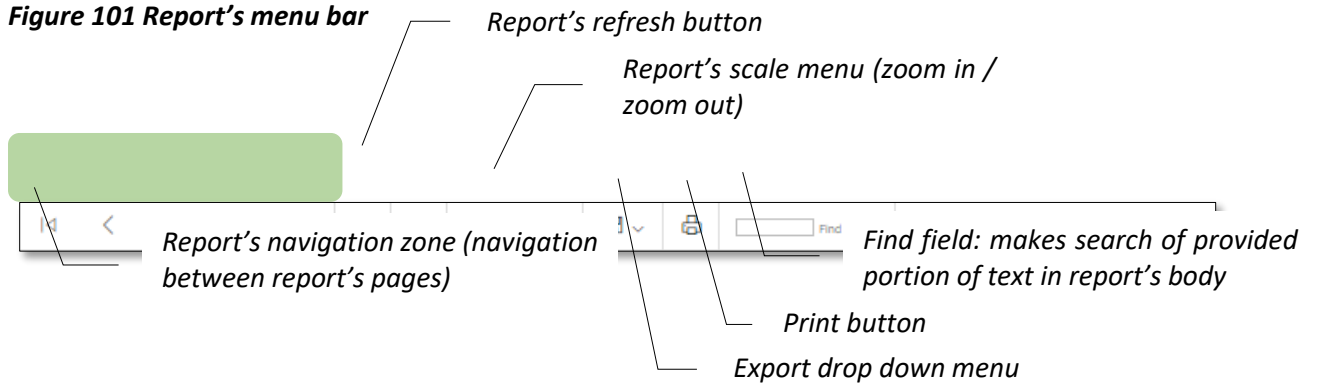
- **Filter zone.** Here you can use provided fields to set up criteria on which base report will be built. To view a report, you have to provide search criteria first:

**Figure 100 Report's filter zone**



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

**Figure 101 Report's menu bar**



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

**Figure 102 Report's body**

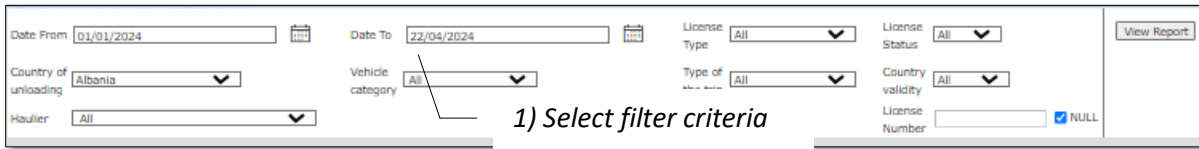
License usage Albania, AL												
Period: 22/04/2024 16:35 License type: All License status: All Country of unloading: Albania Vehicle category: All Type of the trip: All Country validity: All						Date of report 22/04/2024 16:35 Generated by victoria1@albania.com						
Haulier	Haulier ID	Licence No	Type	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 14	00007	Annual	In Use	I,RUS	#2	01/02/2024	05/02/2024	Stockholm	Sweden	Tirana	A
						#6	12/02/2024	12/02/2024	Chisinau	Moldova	TIRANA	A
						#16	01/04/2024	05/04/2024	Sofia	Bulgaria	Tirana	A
						#19	21/04/2024	23/04/2024	Paris	France	Tirana	A
		00010	Annual	Available	H,I,RUS	#4	01/04/2024	01/04/2024	Ancara	Turkey	Tirana	A
						#7	01/04/2024	01/04/2024	Dortmund	Germany	Durres	A
						#10	01/04/2024	01/04/2024	Venlo	Netherlands	Tirana	A
		20003	Short-term	Expired	I,RUS	#10	01/04/2024	01/04/2024	Chisinau	Moldova	Tirana	A
		20004	Short-term	In Use	I,RUS	#2	04/04/2024	05/04/2024	Erevan	Armenia	Tirana	A

## 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  button

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

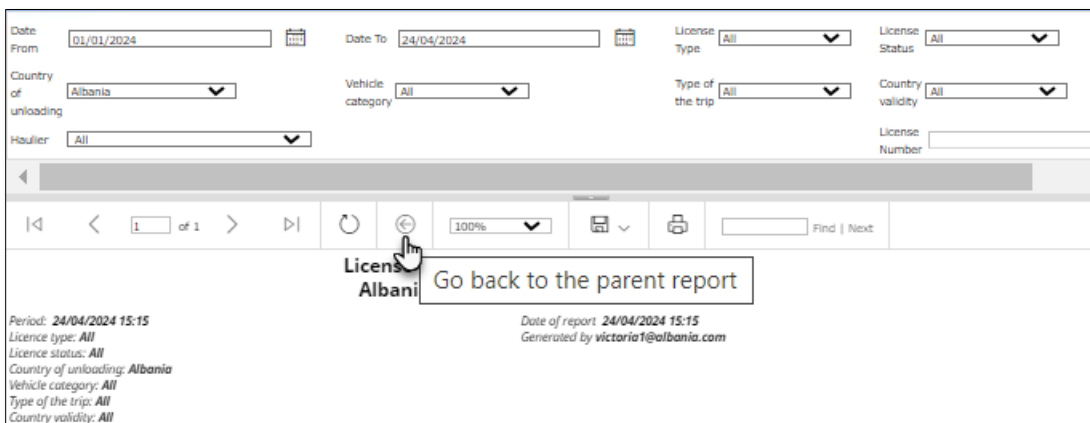


Report generated according to provided filter criteria will be displayed on your screen

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

⏪ button in report’s menu bar:

**Figure 103 Getting back to viewing report by default characteristics**

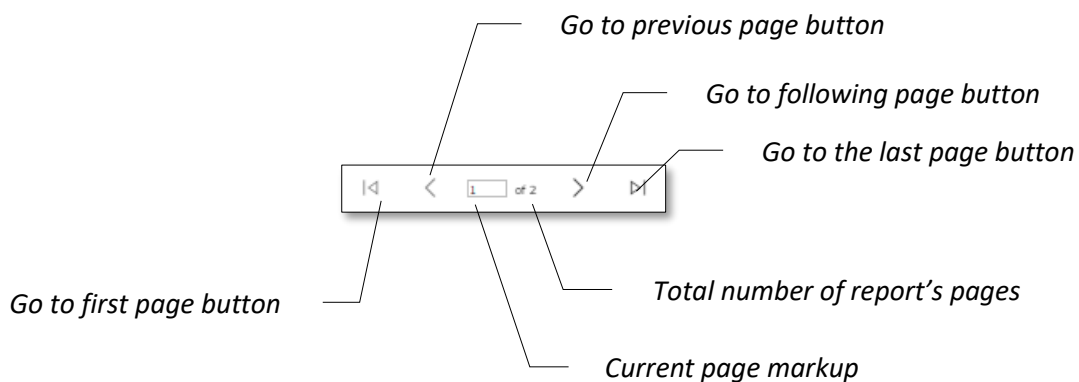


### 4.3 How to Navigate between Report’s Pages

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**



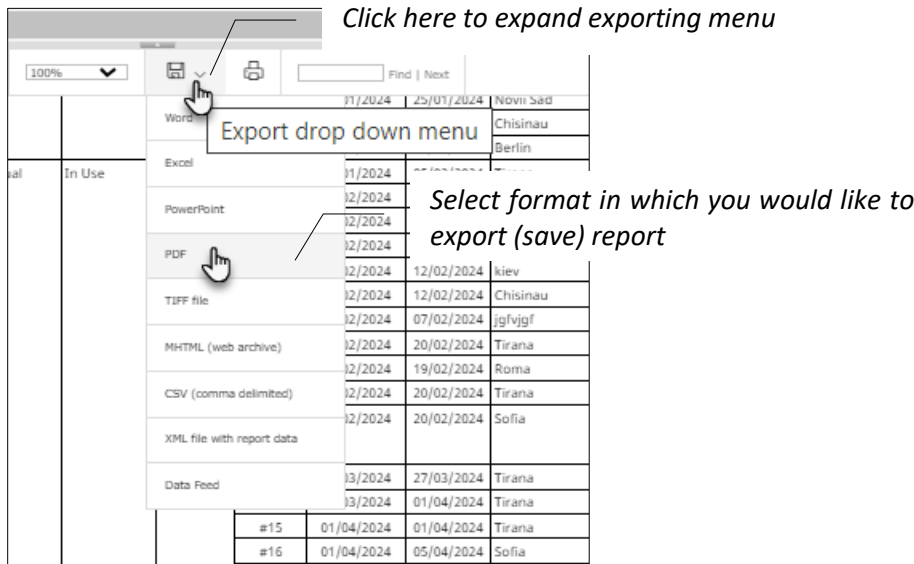




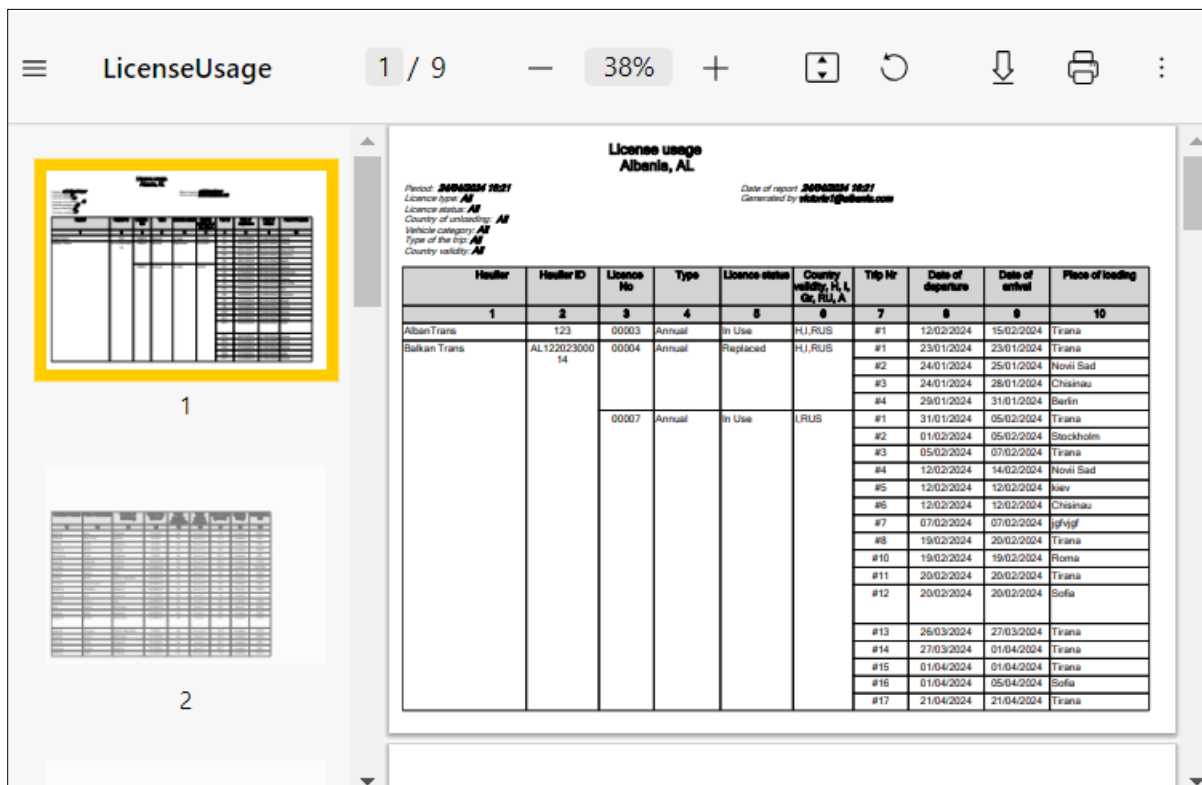
## 4.4 How to Export (Save) a Report

In case if there is such necessity generated report can be saved in one of stipulated formats. For this reason is used  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**

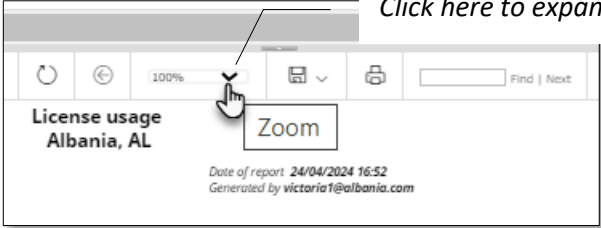


## 4.5 How to Maximize / Minimize Report's View

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:

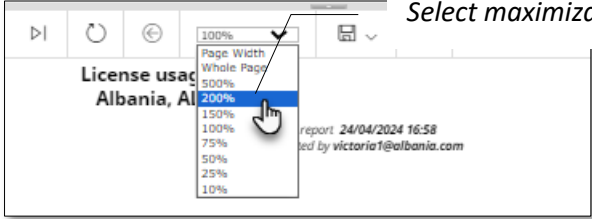
**Figure 107 Zoom drop-down menu**

*Click here to expand zoom drop down menu*



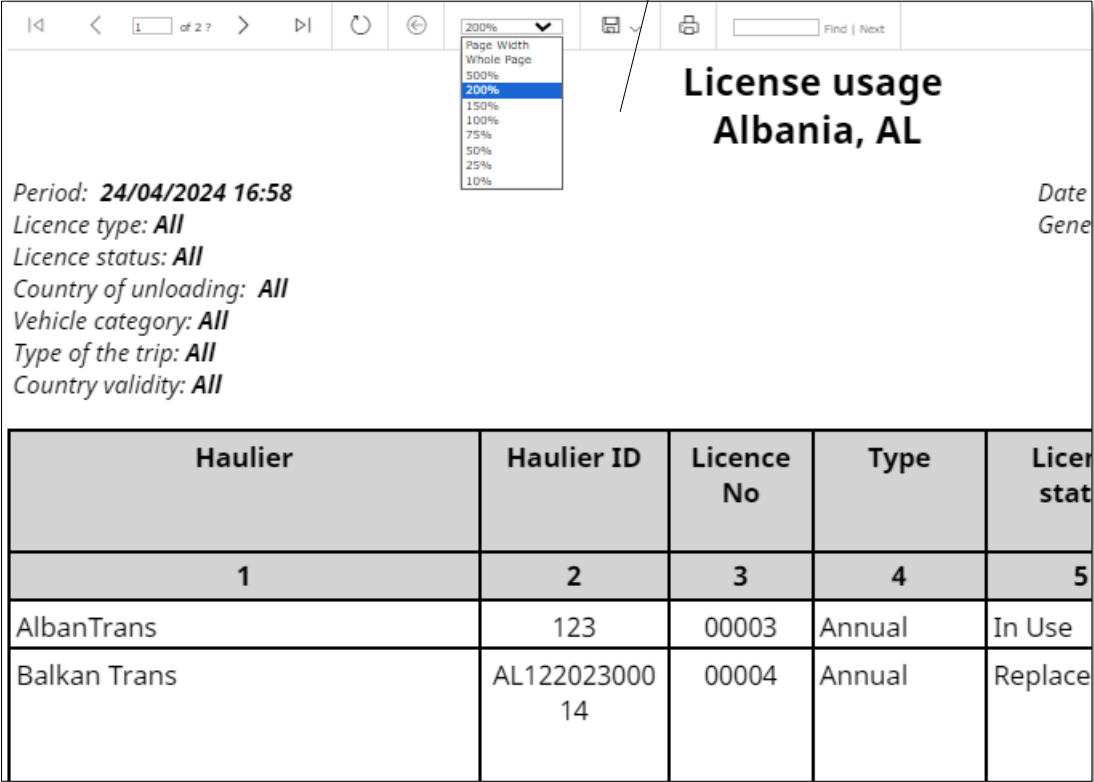
**Step 1**

*Select maximization / minimization variant*



**Step 2**

*View report's maximized (minimized) interface*



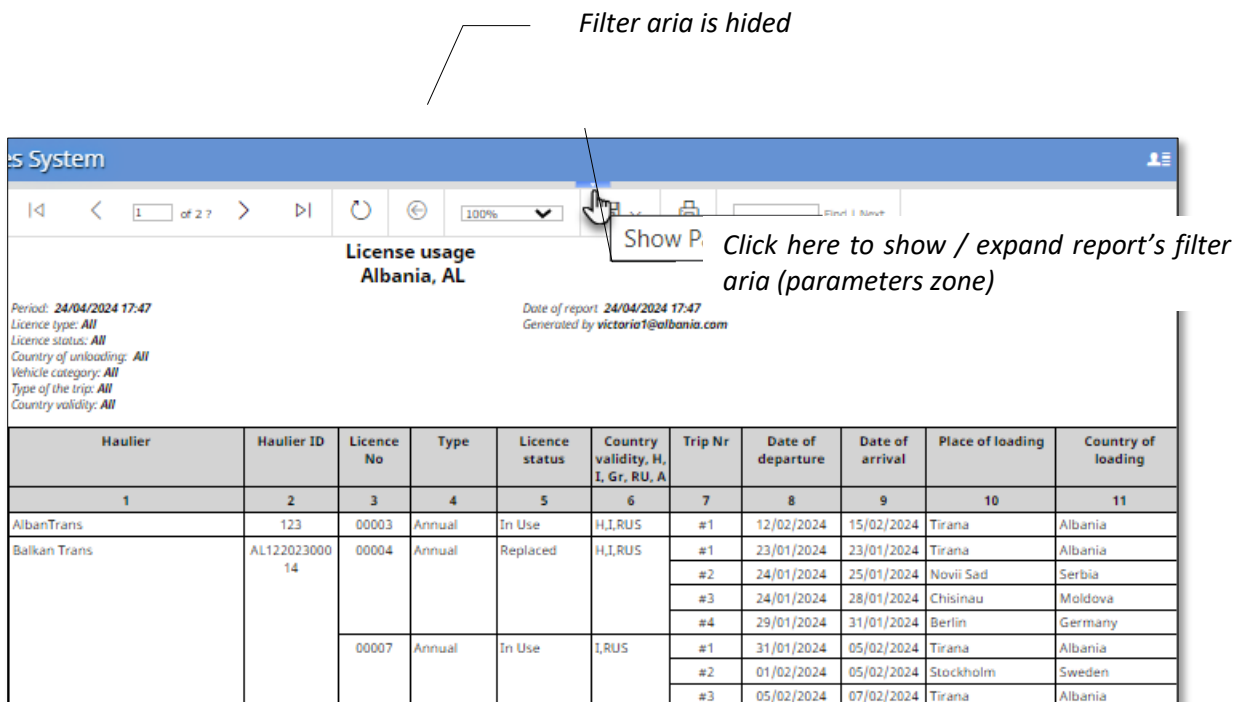
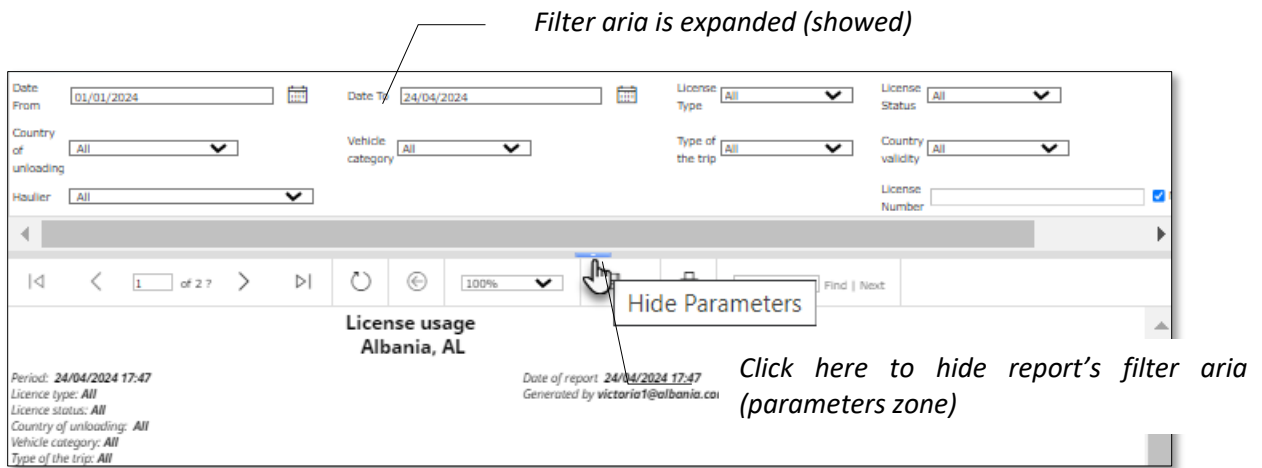
**Step 3**

Haulier	Haulier ID	Licence No	Type	Licence status
1	2	3	4	5
AlbanTrans	123	00003	Annual	In Use
Balkan Trans	AL122023000 14	00004	Annual	Replace

## 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**



## 5 Incidents

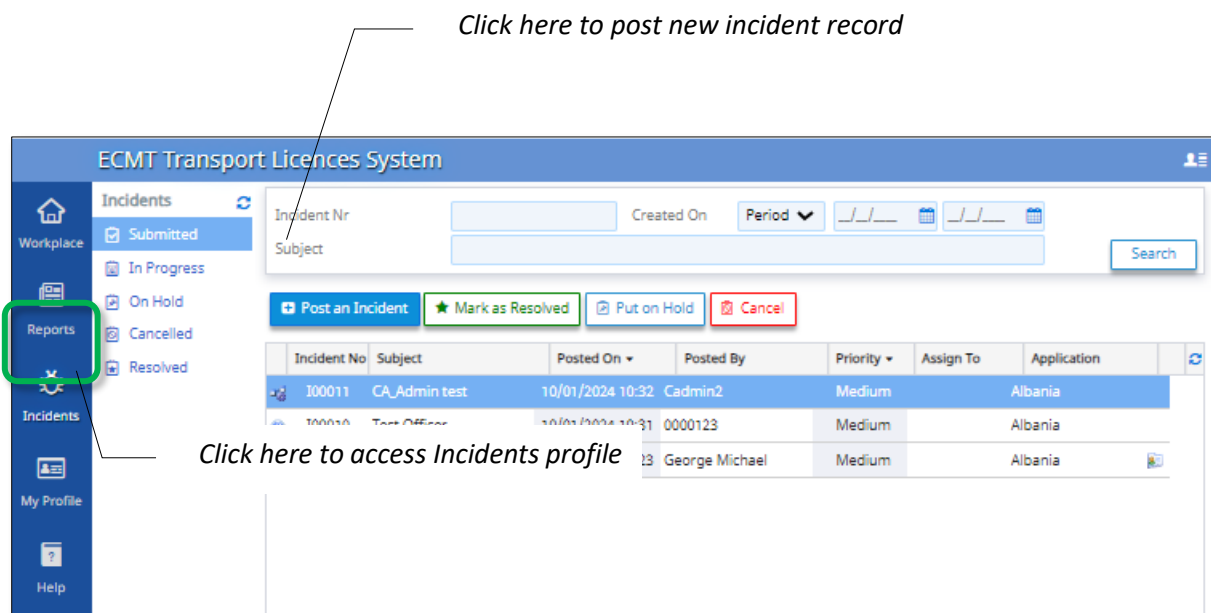
Incidents menu serves for logical or functional errors reporting which users can encounter during their work in the system. Incidents can also have a character of a new functionality, question or training request. When an incident is posted by a user, developing team sees the incident record and gets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

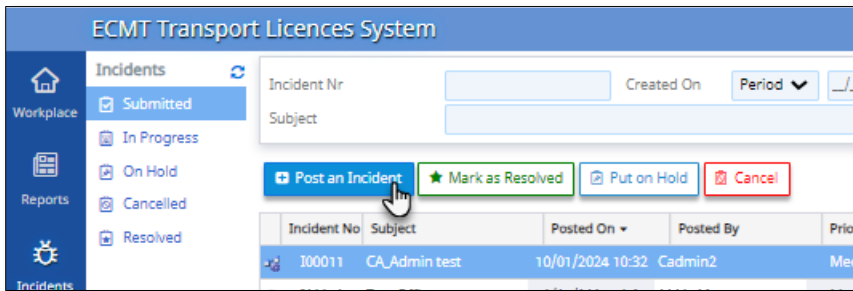
Below will be examined these ways of incident posting.

**Figure 109 Incidents menu. “Submitted” interface**



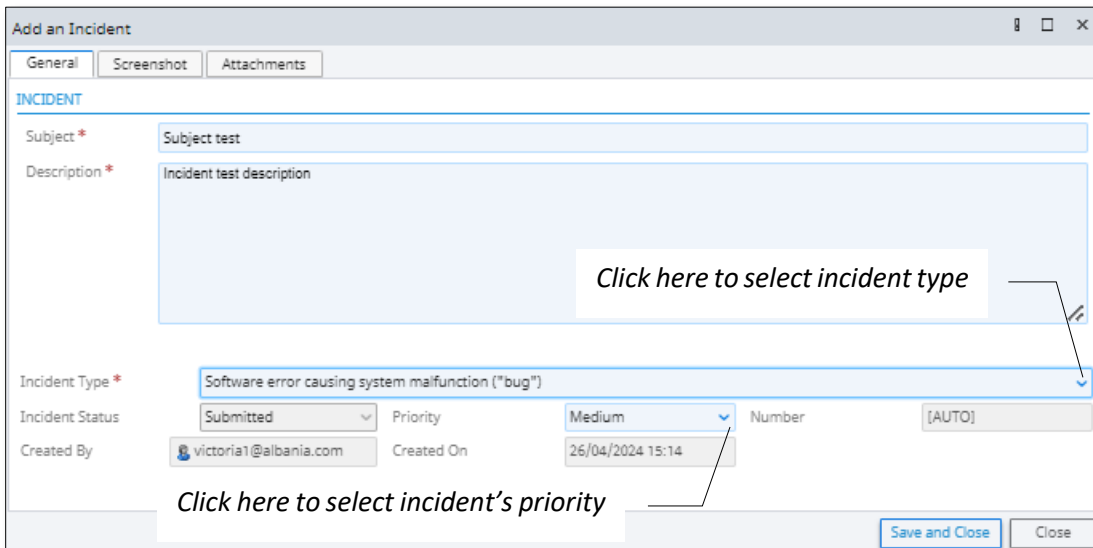
## 5.1 How to Post an Incident from “Incidents” Profile

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

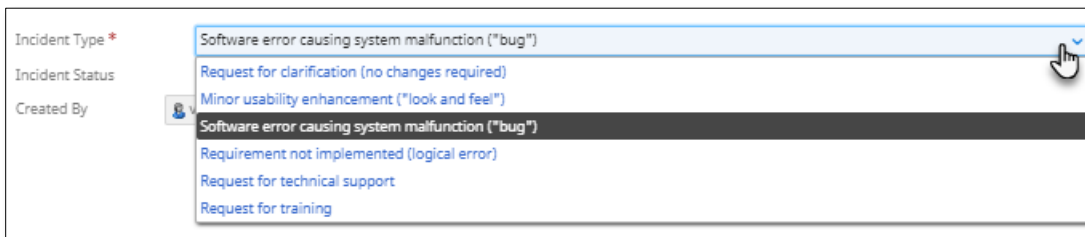


In incident form that will be opened use General tab to provide info about incident’s subject, description, select incident type, its priority:

**Figure 110 “Add an Incident” form. General tab**

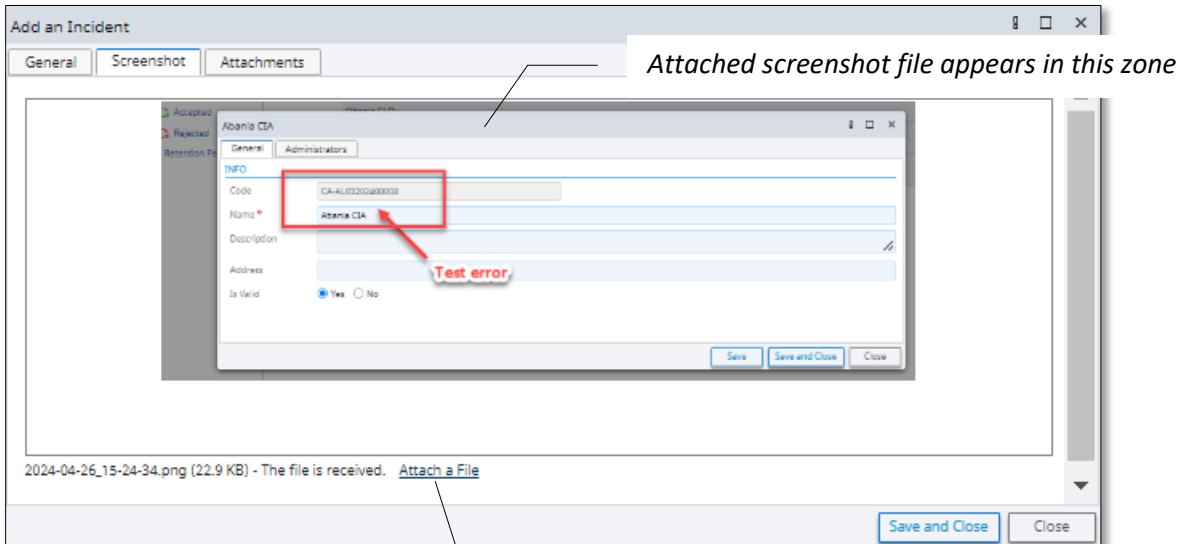


**Figure 111 Incident type selection**



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

**Figure 112 “Add an incident” form. Screenshot tab**



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**

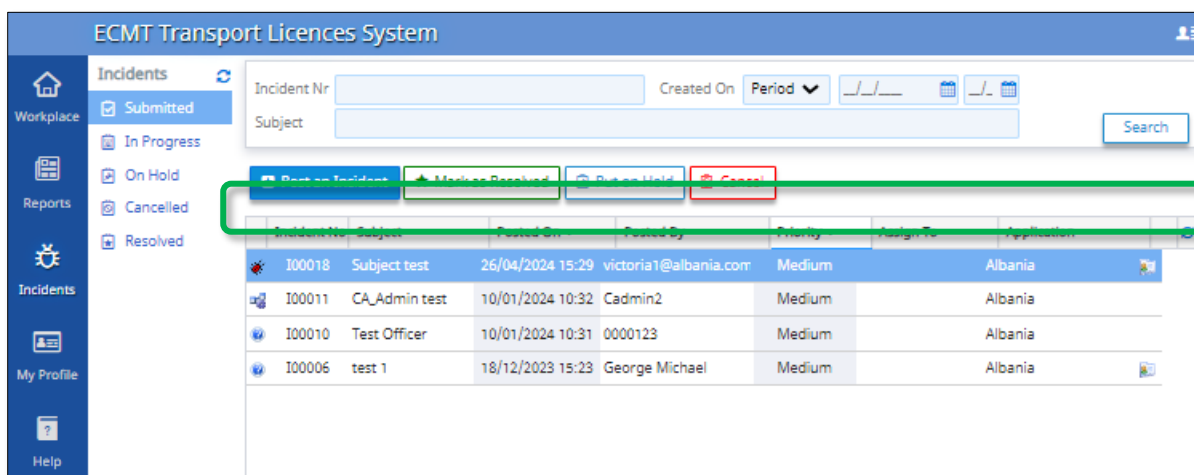


2) Click here to open uploading window and to select screenshot file with problem


1) Click here to add new row in attachments list

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

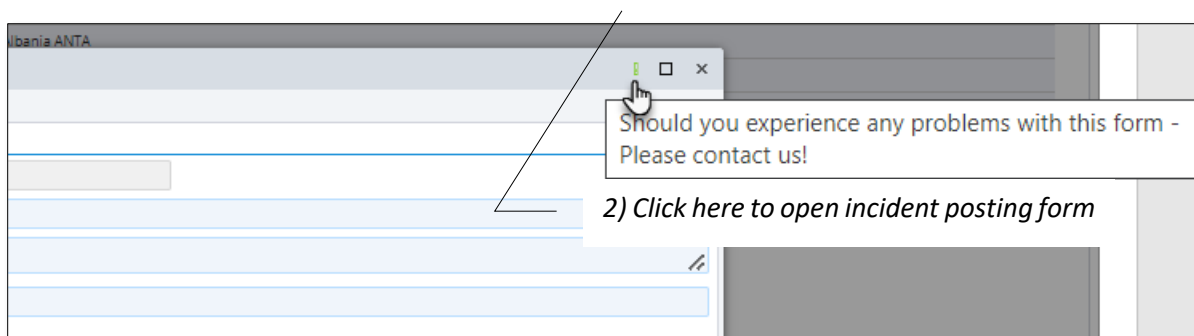
When all data about incident have been provided click [Save and Close](#) button: incident record will appear in the submitted incidents list:



## 5.2 How to Post Incident from Form’s Interface

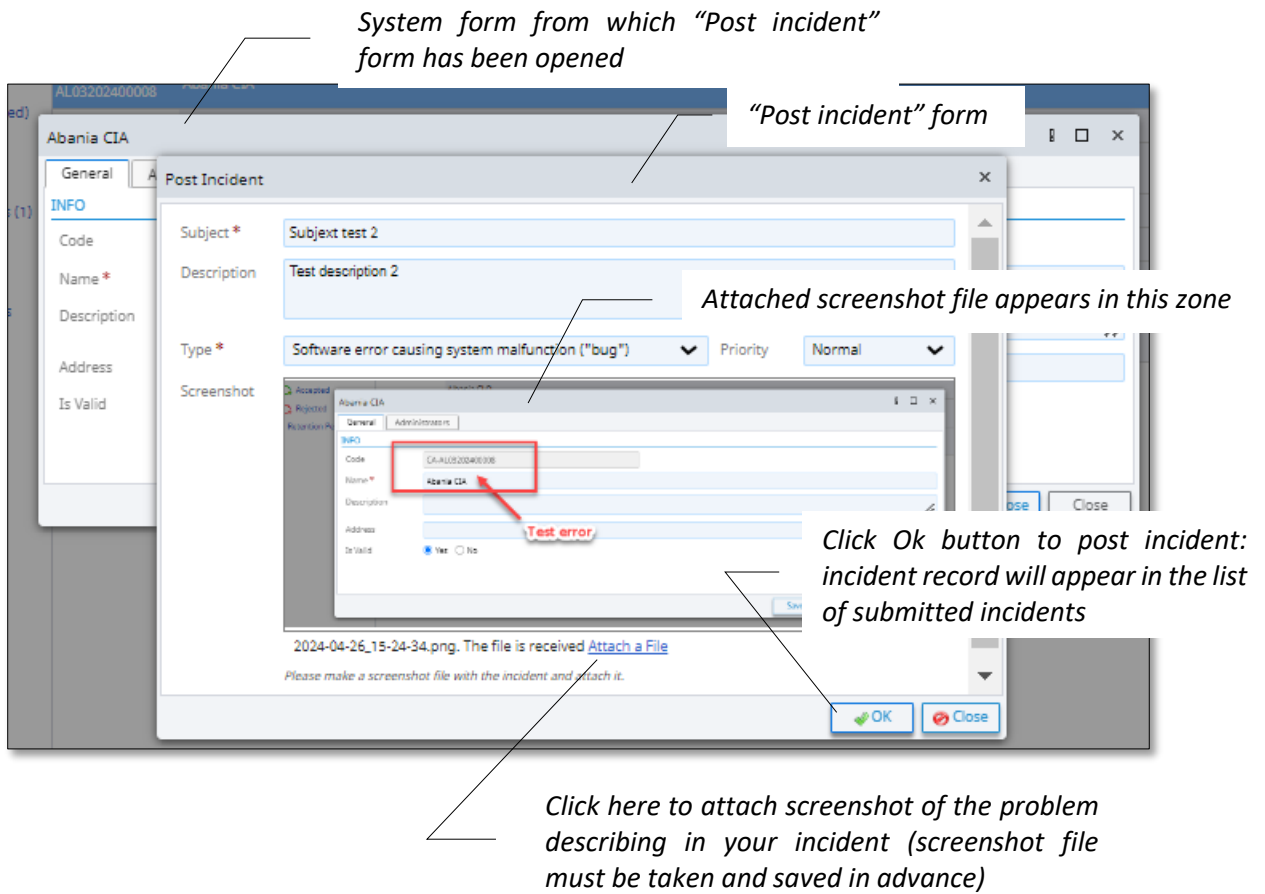
In interface of any of system’s forms click on  button

**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):

**Figure 115 “Post Incident” form opened from system form’s interface**

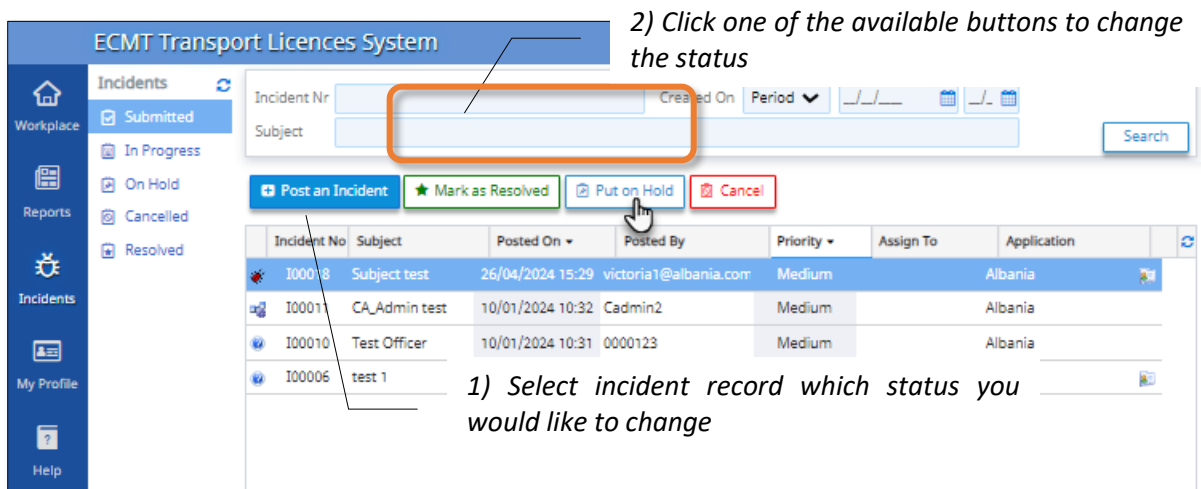


### 5.3 How to Change Incident’s Status

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):

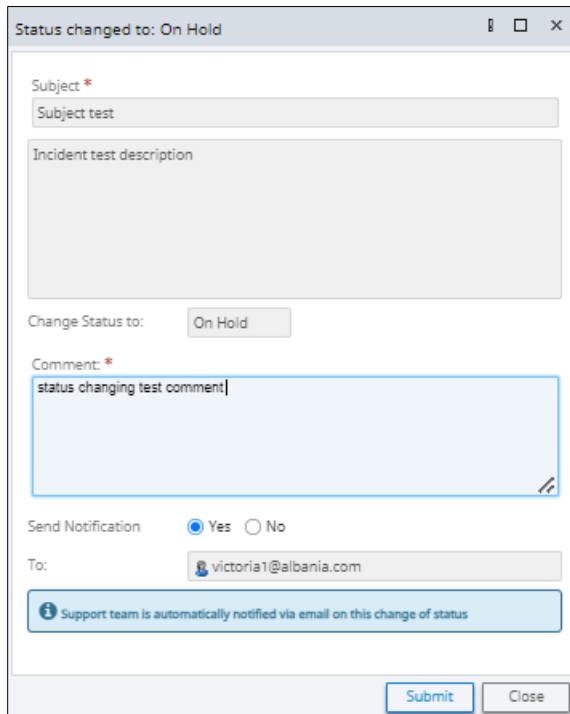
**Figure 116 Start of incident status changing process**





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**



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:

The screenshot displays the 'ECMT Transport Licences System' interface. On the left is a navigation sidebar with icons for Workplace, Reports, Incidents, My Profile, and Help. The 'Incidents' section is active, showing a list of filters: Submitted, In Progress, On Hold, Cancelled, and Resolved. A red arrow points to the 'On Hold' filter. The main area features search filters for Incident Nr, Subject, and Created On, along with a 'Search' button. Below the filters is a table of incidents with columns: Incident No., Subject, Status, Type, Posted By, Posted On, Priority, and Modified On. A red box highlights the 'Make as Resolved' and 'Cancel' buttons above the table. The table contains one entry with Incident No. 100018, Subject 'Subject test', Status 'On Hold', and a description of a software error.

Incident No.	Subject	Status	Type	Posted By	Posted On	Priority	Modified On
100018	Subject test	On Hold	Software error causing system malfunction ("bug")	victoria1@albania.com	26/04/2024 15:29	Medium	26/04/2024 16:40

## 6 My Profile

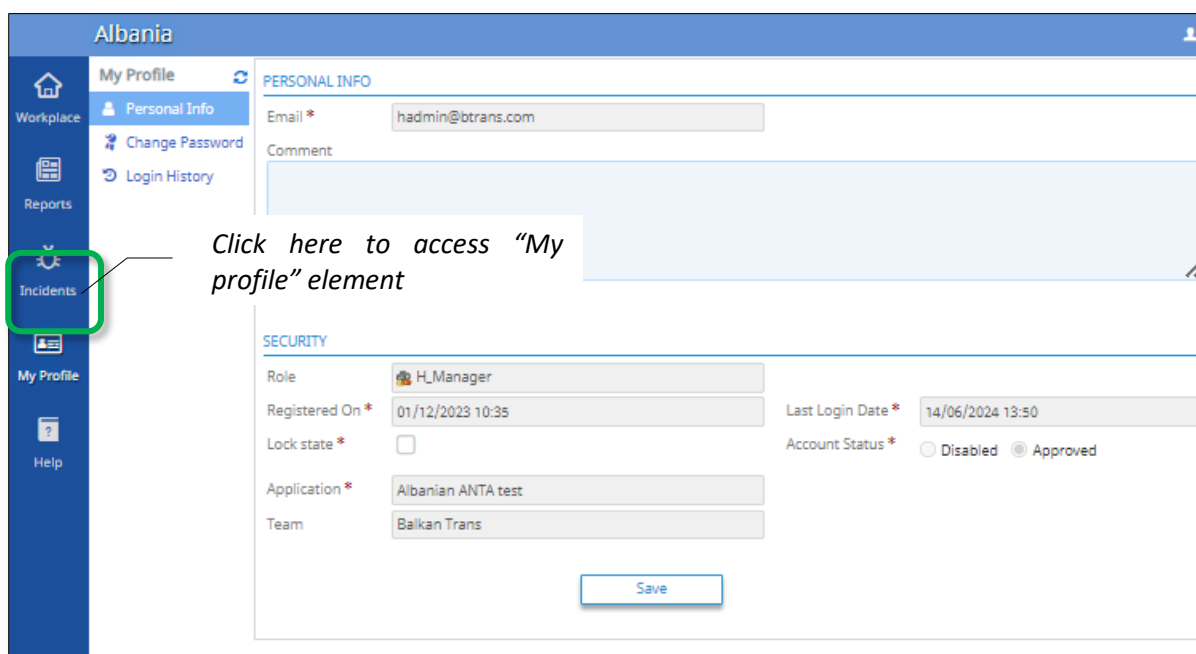
“My profile” menu is meant for storing your personal data as a system user, password changing, viewing your login history.

### 6.1 “My profile” Elements

“My profile” is composed from following interface elements:

- **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 118** “My profile”. “Personal info” interface



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

**Figure 119 “My profile”. “Change Password” interface**

ECMT Transport Licences System

My Profile

Personal Info

Change Password

1) Insert your current password in this field

2) Insert your new password in this field

3) Repeat your new password insertion

4) Click Apply button

CHANGE ACCOUNT PASSWORD

Current password: \*

The password must be at least 8 characters in length

New password: \*

Confirm password: \*

Apply

- **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**

**My Profile**

- Personal Info
- Change Password
- Login History**

**LOGIN ACTIVITY HISTORY**

26/04/2024 15:13	Logged in	
26/04/2024 14:41	Logged in	
24/04/2024 18:14	Authenticated automatically	
24/04/2024 16:56	Logged in	
24/04/2024 14:52	Logged in	
22/04/2024 17:56	Logged in	
22/04/2024 17:52	Logged in	
22/04/2024 17:47	Logged in	
22/04/2024 17:40	Logged in	
22/04/2024 15:53	Logged in	
19/04/2024 16:18	Logged in	
19/04/2024 16:07	Logged in	
19/04/2024 16:04	Logged in	
19/04/2024 16:02	Logged in	
19/04/2024 15:55	Logged in	
19/04/2024 15:53	Logged in	
19/04/2024 14:25	Logged in	
19/04/2024 14:21	Logged in	
18/04/2024 21:15	Logged in	
18/04/2024 21:01	Logged in	

Your IP Address: [blurred]