



Ministry for Development  
of Communities  
and Territories of Ukraine



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für Internationale  
Zusammenarbeit (GIZ) GmbH



# **ECMT DIGITAL SYSTEM**

## SET OF MANUALS

NOVEMBER 2025

# OVERVIEW

<b>Manual for Haulier Manager</b>	85 pages
<b>Manual for Drivers</b>	38 pages
<b>How to Create / Edit a Haulier Record</b>	3 pages
<b>How to log in the System</b>	2 pages
<b>How to manage My Profile</b>	3 pages
<b>How to post an Incident</b>	6 pages

## **Link to ECMT Digital System Tutorial for Hauliers:**

<https://www.youtube.com/watch?v=oea-fxsbk3g>

## **EasTnT Project**

This set of Manuals was compiled by the **“Strengthening Sustainable and Digital Trade Routes and Logistics Concepts between Eastern Partnership Countries and with the EU” (EasTnT)** project. The EasTnT project is funded by the **Federal German Ministry for Economic Cooperation Development (BMZ)** and implemented by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**.

The project aims to strengthen collaboration among the key stakeholders involved in trade routes and logistics strategies within the Eastern Partnership countries - Armenia, Azerbaijan, Georgia, Moldova, and Ukraine. Enhanced cooperation among these entities is essential to foster greater convergence across the EaP countries, ensuring the efficient processing of goods at borders, improving domestic logistics networks, and leveraging the potential of digital trade.

## **Disclaimer**

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International Transport Forum (ITF)

# Manual for Haulier Manager

ECMT Transport Licences System

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## Acronyms and Abbreviation

Acronym	Definition
<b>ECMT</b>	European Conference of Ministers of Transport
<b>ECMT TLS</b>	ECMT Transport Licences System
<b>ITF</b>	International Transport Forum
<b>NIA</b>	National Issuing Authority

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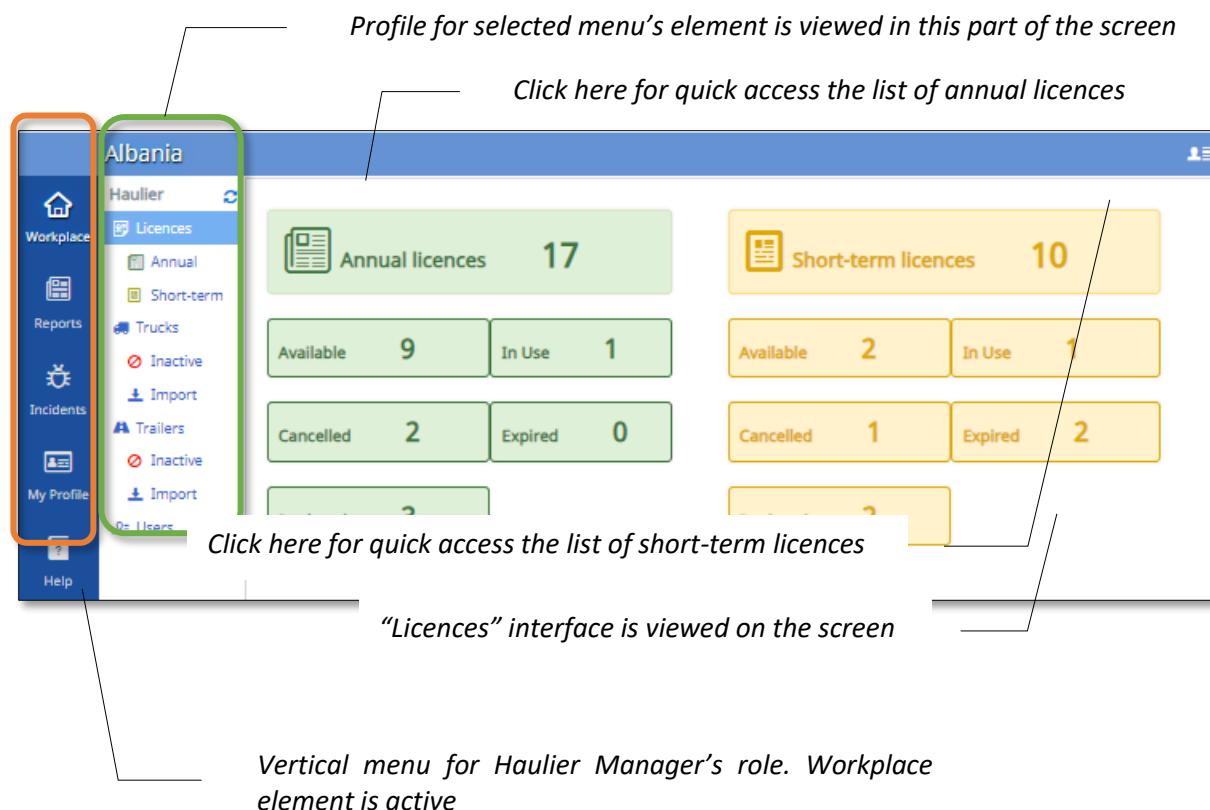
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# 1 About Haulier Manager Role

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

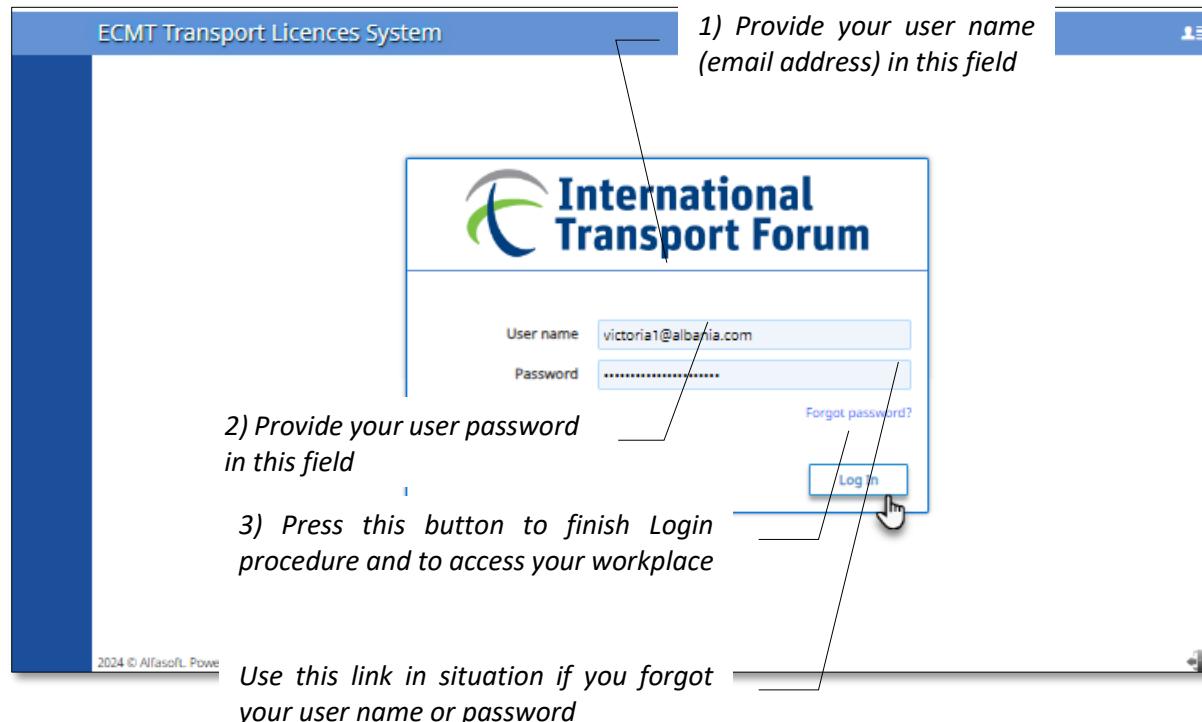
User account is created by administrator. To create an account any user provides his data and email address to administrator, administrator in his turn creates an account for a user and provides password for following authentication process. Once account is accessed, user can change password for safety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

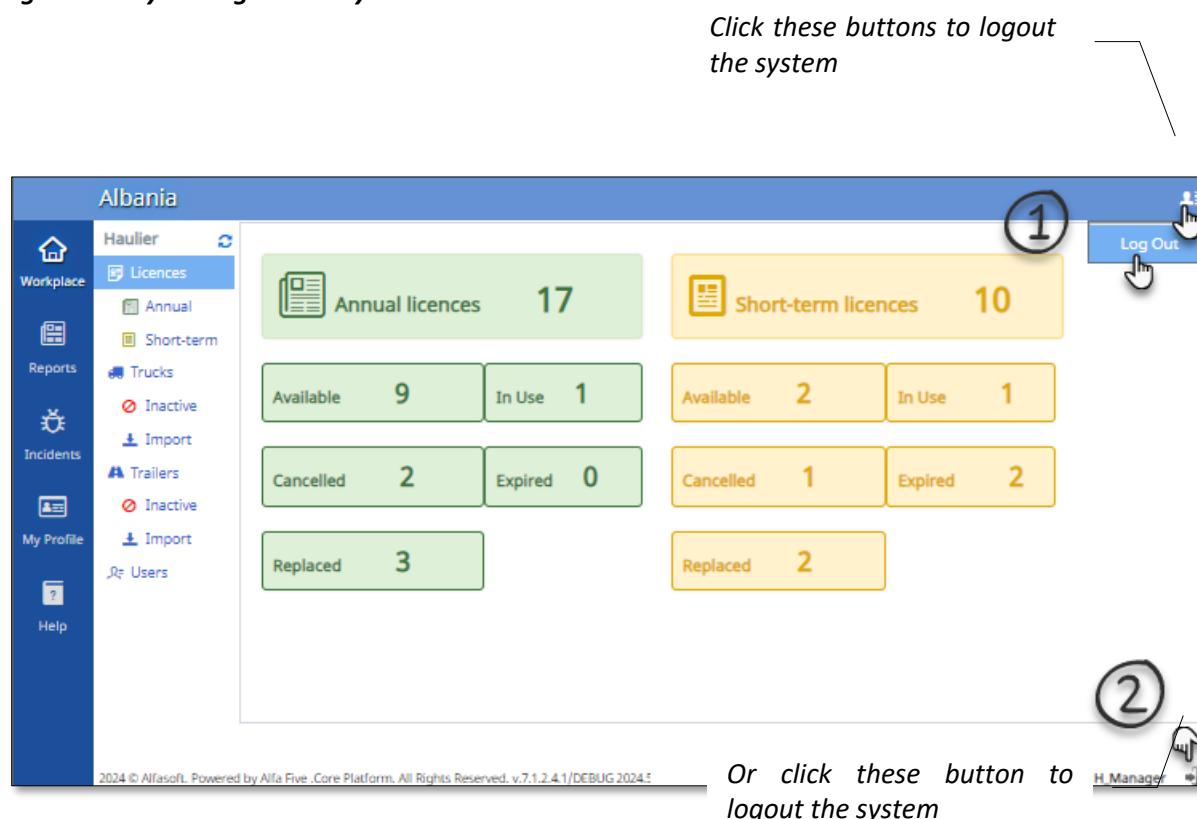
3. Click **Log In** button.

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**



## 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**

- **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**

Year	Code	Number	Status	Type	Vehicle Cat	Restrictions	Issued at	Valid From	Valid To	Modified On
2024	AL	20002	Expired	Short-term	Euro V	A,GR,H	26/12/2023	01/01/2024	30/01/2024	27/03/2024
2024	AL	20003	Expired	Short-term	Euro VI	A,GR,H	01/04/2024	01/04/2024	02/04/2024	03/04/2024
2024	AL	20004	Available	Short-term	Euro V	A,GR,H	04/04/2024	04/04/2024	05/04/2024	04/04/2024
2024	AL	20005	Replaced	Short-term	Euro V	A,H,RUS	05/04/2024	05/04/2024	08/04/2024	05/04/2024
2024	AL	20006	Linked	Short-term	Euro V	A,GR,H	05/04/2024	05/04/2024	30/04/2024	05/04/2024
2024	AL	20007	Linked	Short-term	Euro V	A,H,RUS	05/04/2024	05/04/2024	30/04/2024	05/04/2024
2024	AL	20008	Available	Short-term	Euro V	A,GR,H,I,RUS	05/04/2024	05/04/2024	09/04/2024	05/04/2024
2024	AL	20013	In Use	Short-term	Euro V	A	29/04/2024	29/04/2024	29/05/2024	29/04/2024
2024	AL	30001	Replaced	Short-term	Euro V	A,GR,H	20/12/2023	01/01/2024	30/01/2024	20/12/2023
2024	AL	30002	Cancelled	Short-term	Euro V	A,GR,H	20/12/2023	01/01/2024	30/01/2024	20/12/2023

1 of 10 selected (found 10)

- **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**

Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
rt2340	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir
TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir
TR123FD	Euro VI	Xheli Besmir	31/01/2024 16:54	192.168.1.111	31/01/2024 16:54	Xheli Besmir

- **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**

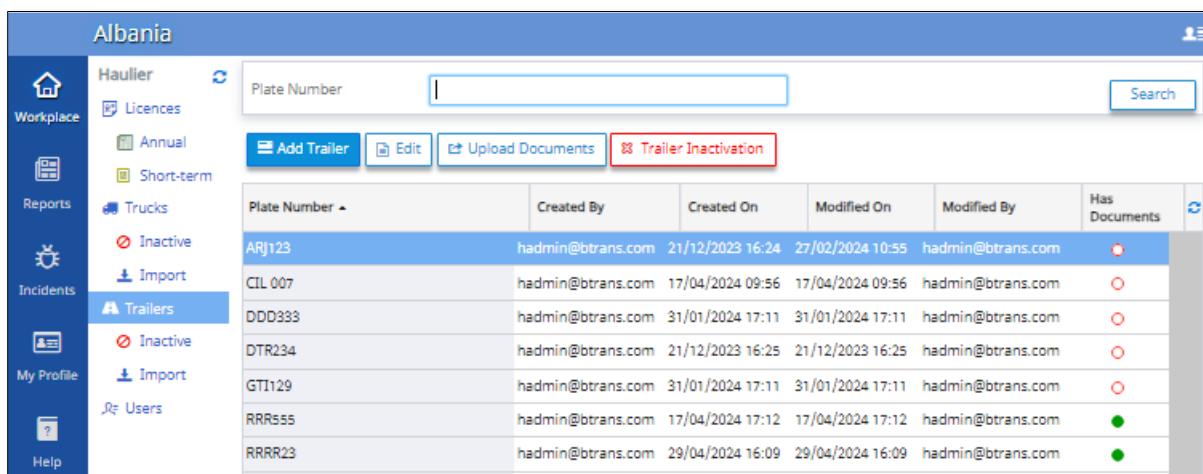
Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
AA08800	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	05/04/2024 12:14	Xheli Besmir
AA08800	Euro V	Xheli Besmir	11/12/2023 16:12	192.168.1.111	26/03/2024 11:45	Xheli Besmir

- **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**

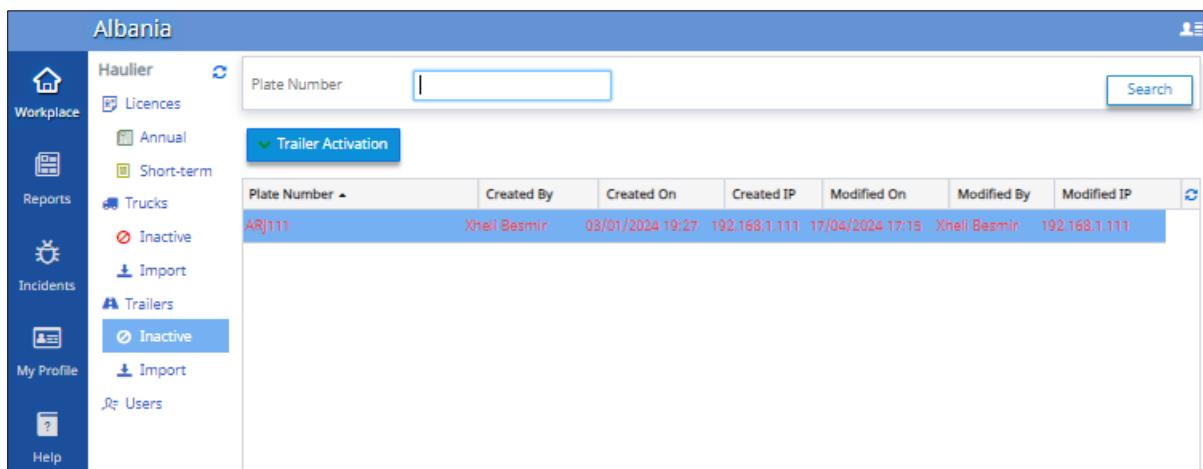
File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On
No records are available in this view.							

- **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**


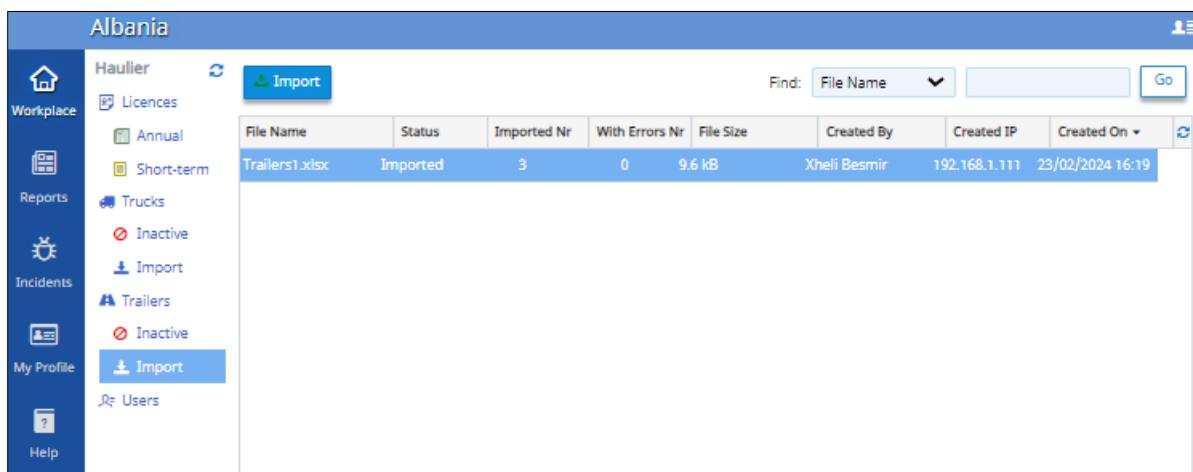
The screenshot shows the 'Albania' application interface for the 'Haulier' module. The left sidebar includes 'Workplace', 'Reports', 'Incidents', 'My Profile', and 'Help' sections. Under 'Haulier', there are 'Licences' (Annual, Short-term), 'Trucks', 'Inactive' (with a red circle icon), 'Import', 'Trailers' (selected, with a blue circle icon), 'Inactive' (with a red circle icon), 'Import', and 'Users'. The main area has a search bar for 'Plate Number' and buttons for 'Add Trailer', 'Edit', 'Upload Documents', and 'Trailer Inactivation' (highlighted with a red border). A table lists trailers with columns: Plate Number, Created By, Created On, Modified On, Modified By, and Has Documents. The table shows several entries with status icons: a red circle for ARJ123, CIL 007, DDD333, DTR234, GTI129, RRR555, and RRRR23.

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

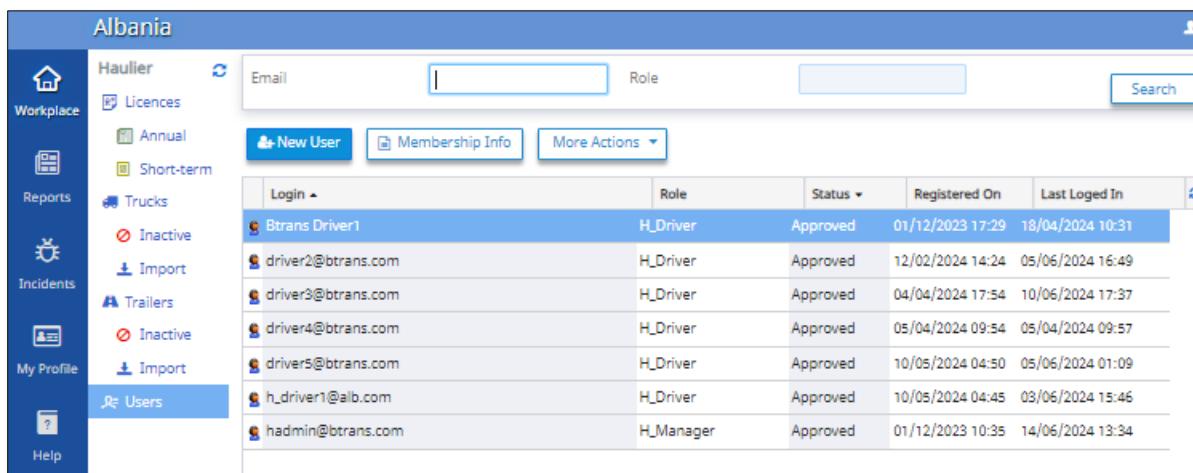
**Figure 10 Haulier Manager's workplace. Inactive trailers interface**


The screenshot shows the 'Albania' application interface for the 'Haulier' module. The left sidebar includes 'Workplace', 'Reports', 'Incidents', 'My Profile', and 'Help' sections. Under 'Haulier', there are 'Licences' (Annual, Short-term), 'Trucks', 'Inactive' (with a red circle icon), 'Import', 'Trailers' (selected, with a blue circle icon), 'Inactive' (with a red circle icon), 'Import', and 'Users'. The main area has a search bar for 'Plate Number' and a button for 'Trailer Activation' (highlighted with a blue border). A table lists trailers with columns: Plate Number, Created By, Created On, Created IP, Modified On, Modified By, and Modified IP. The table shows one entry: ARJ111, Xheii Besmir, 03/01/2024 19:27, 192.168.1.111, 17/04/2024 17:15, Xheii Besmir, 192.168.1.111.

- **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 hauler'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.

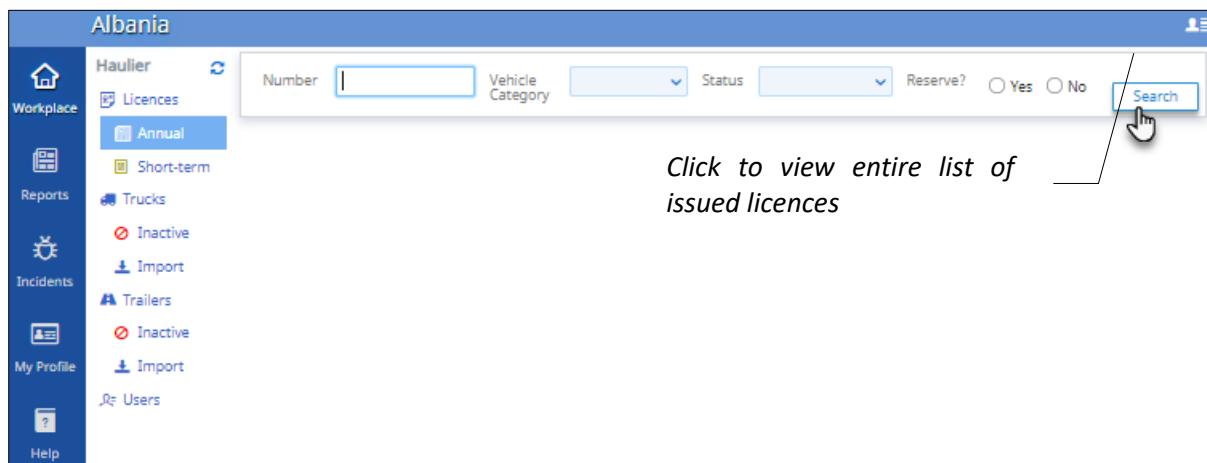
 **Expired** – a licence that has been issued to a haulier, which term of usage has been expired.

 **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**

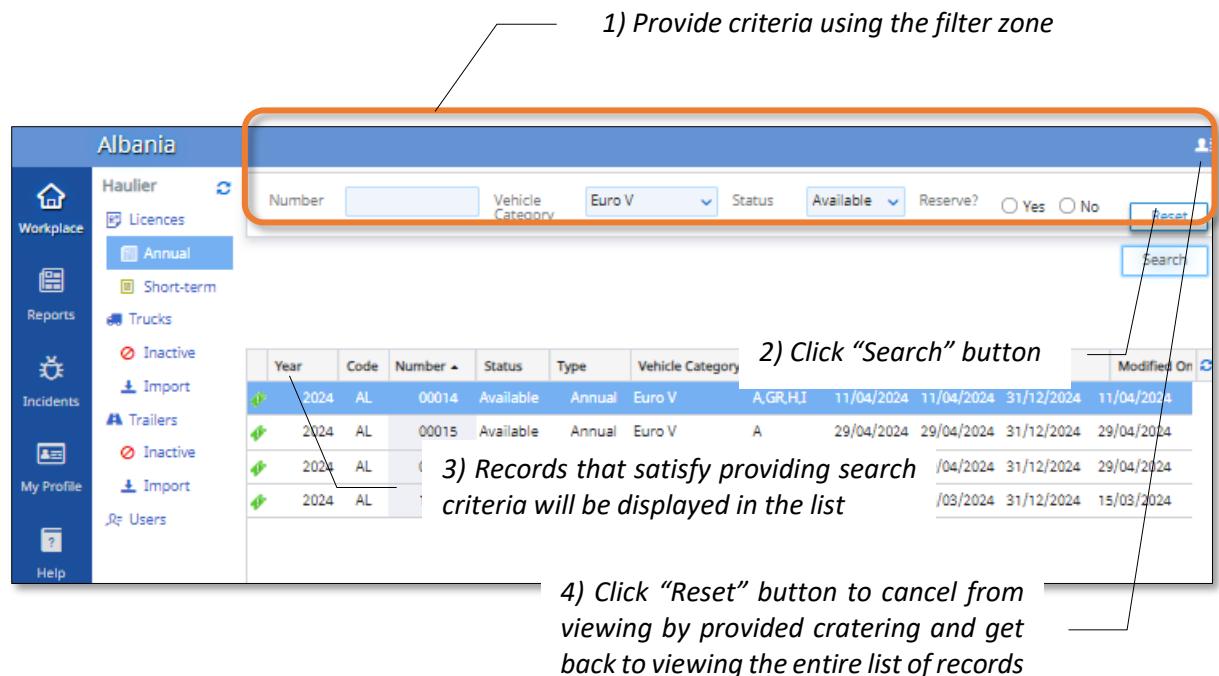


You can click **Search** button without providing search criteria in case you want to view the entire licence list.

Or

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





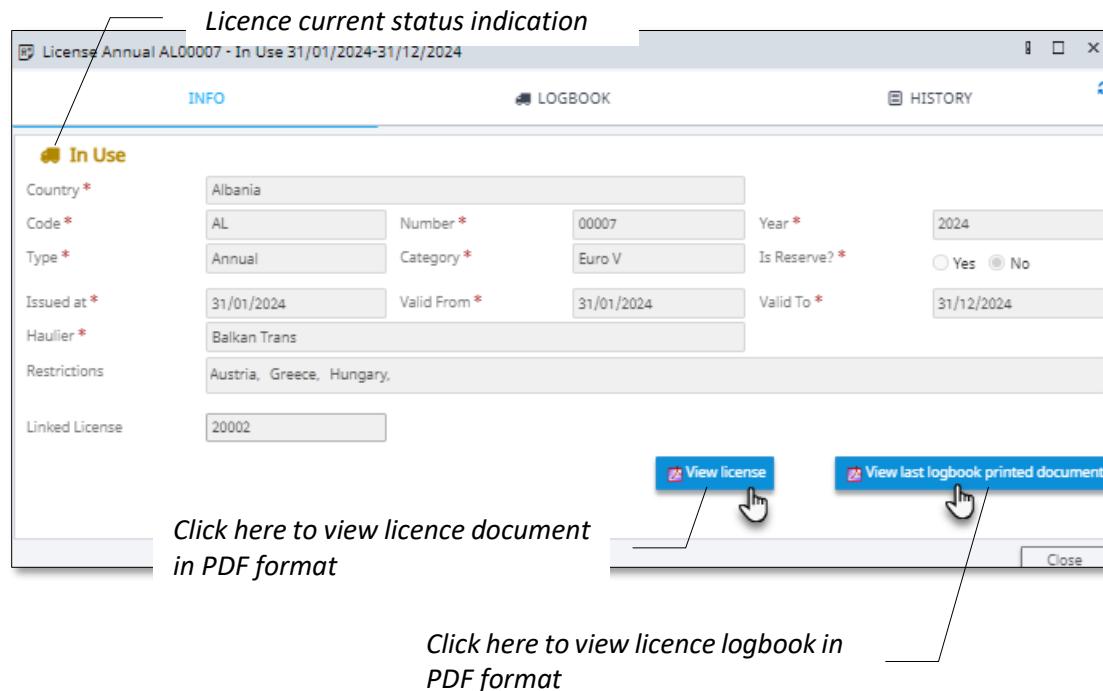
### 3.1.3 How to Get Licence Info from Licence Form

To view licence form double-click its record from the list of annual or short-term licences.

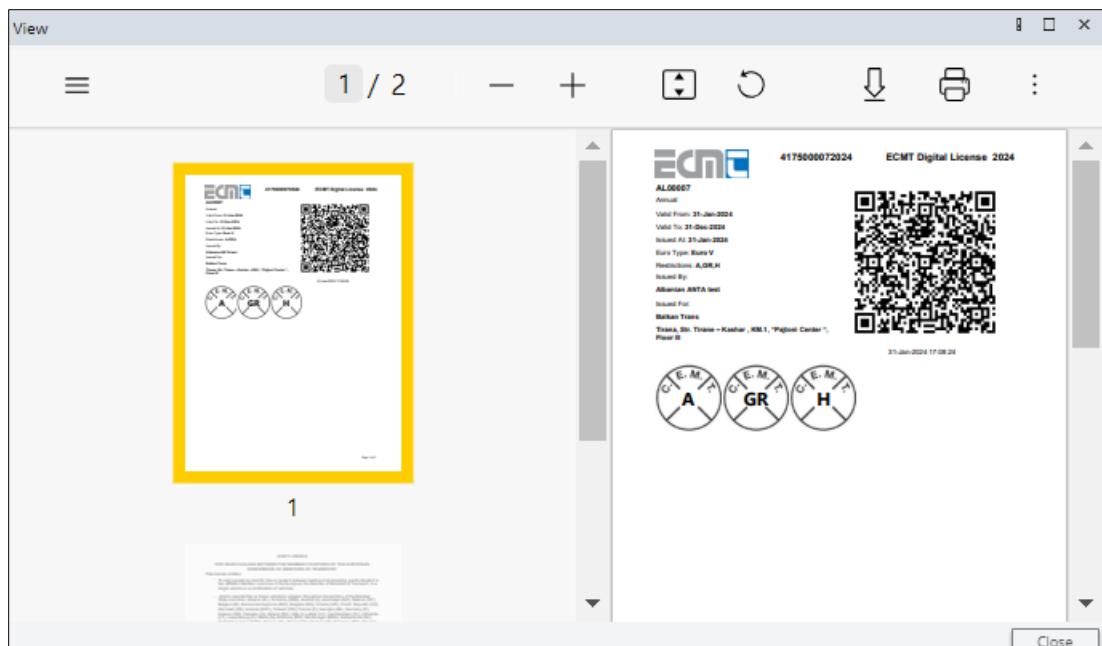
Licence form is composed from three tabs (inlays):

**Info tab** – shows licence current status and licence general info. Also here you can view licence document and logbook document in PDF viewer interface:

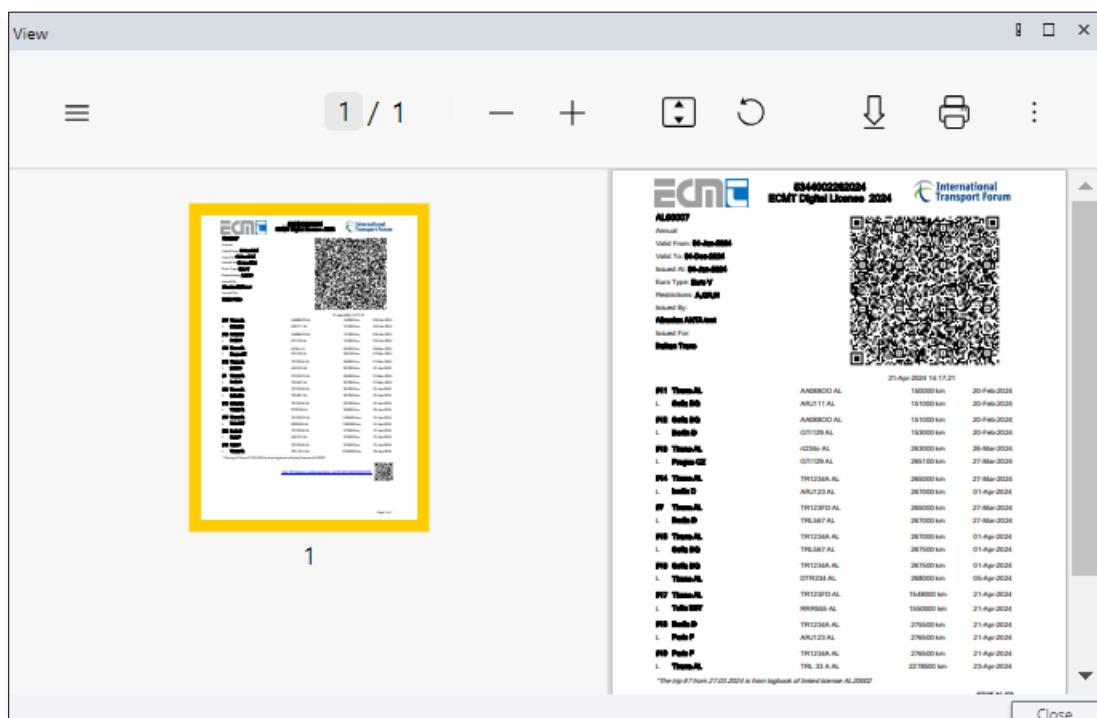
**Figure 15 Licence form. Info tab**



**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)

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

INFO LOGBOOK HISTORY

**New trip**

**A) DEPARTURE**

Departure Date: 21/04/2024 Place of loading: Paris Country of loading: D Gross Weight (in tonnes): 21.0

Number of km at departure: 276500 Truck Reg Nr: TR1234A AL

**B) ARRIVAL**

Arrival Date: 21/04/2024 Place of unloading: Tirana Country of unloading: F Gross Weight (in tonnes): 21.0

Number of km at arrival: 2273500 Truck Reg Nr: TR1234A AL

Driver: Number One

**Steps and actions adding buttons (available only for active trip)**

**Steps' and actions' icons: click on icon to view step / action data in a separate form**

**One trip block of fields**

**Trip's current status**

Driver Reg Nr: ARJ123 AL Loaded, Assembled goods

Departure Date: 21/04/2024 Place of loading: Paris Country of loading: D Gross Weight (in tonnes): 21.0

Number of km at departure: 276500 Truck Reg Nr: TR1234A AL

Arrival Date: 21/04/2024 Place of unloading: Tirana Country of unloading: F Gross Weight (in tonnes): 21.0

Number of km at arrival: 2273500 Truck Reg Nr: TR1234A AL

Driver: Number One

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

**Figure 19 Action's form**

Control

Control Authority: Albania CLO

Country: AL

Control Result: Valid Control Date: 21/04/2024 14:27

Comments:

Close

**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		Xhell Besmir	
Available	21/04/2024	21/04/2024	Xhell Besmir	
In Use	21/04/2024	21/04/2024	Xhell Besmir	
Available	21/04/2024	21/04/2024	Xhell Besmir	
In Use	21/04/2024	21/04/2024	Xhell Besmir	
Available	05/04/2024	21/04/2024	Xhell Besmir	
In Use	01/04/2024	05/04/2024	Xhell Besmir	
Available	01/04/2024	01/04/2024	Xhell Besmir	
In Use	01/04/2024	01/04/2024	Xhell Besmir	
Available	01/04/2024	01/04/2024	Xhell Besmir	
In Use	27/03/2024	01/04/2024	Xhell Besmir	
Available	26/03/2024	27/03/2024	Xhell Besmir	
Available	26/03/2024	26/03/2024	Xhell Besmir	
In Use	20/02/2024	26/03/2024	Xhell Besmir	
Available	20/02/2024	20/02/2024	Xhell 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 **New trip** 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**

License Short-term AL20013 - In Use 29/04/2024-29/05/2024

INFO LOGBOOK HISTORY

**• New trip**

**# 2 - TRIP ACTIVATED**

**A) DEPARTURE**

Departure Date: 29/04/2024 Place of loading: Tirana Country of loading: AL Gross Weight (in tonnes): 0.0

Number of km at departure: 277500 Truck Reg Nr: rt2340 AL Trailer Reg Nr: TRL568 RO Empty

**B) ARRIVAL**

Arrival Date: 11/06/2024 Place of unloading: Athena Country of unloading: GR Gross Weight (in tonnes): 0.0

Number of km at arrival: 277800 Truck Reg Nr: rt2340 AL Trailer Reg Nr: TRL568 RO

Driver:

**# 1 - TRIP FINISHED**

**A) DEPARTURE**

Departure Date: 29/04/2024 Place of loading: Tirana Country of loading: AL Gross Weight (in tonnes): 0.0

Number of km at departure: 276500 Truck Reg Nr: rt2340 AL Trailer Reg Nr: TRL568 RO Empty

**B) ARRIVAL**

Arrival Date: 29/04/2024 Place of unloading: Roma Country of unloading: I Gross Weight (in tonnes): 0.0

Number of km at arrival: 277500 Truck Reg Nr: rt2340 AL Trailer Reg Nr: TRL568 RO

Driver:

**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**

New trip

License \* 20004 Driver driver3@btrans.com

**A) DEPARTURE**

Departure Date \* 07/05/2024 Place of loading \* Plovdiv Country of loading \* BG Gross Weight (in tonnes) \* 7,000.0

Number of km at departure \* 592300 Truck Reg Nr \* TRN68969 AL Trailer Reg Nr \* RRR555 AL

Is Assembled Goods \*  Yes  No

**B) ARRIVAL**

Arrival Date \* 10/05/2024 Place of unloading \* AZ Gross Weight (in tonnes) \* 7,000.0

Number of km at arrival \* 594300

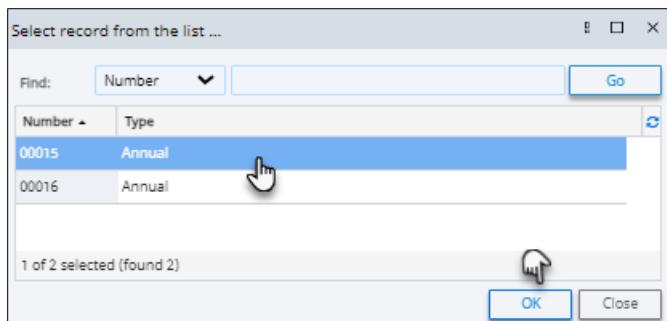
Click here to link another licence from available licences list

Link license

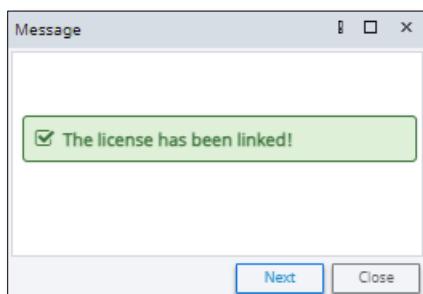
Invalid dates! Departure date can't be greater than Valid to!

Next Close

**Figure 26 Lookup for available licence selection**



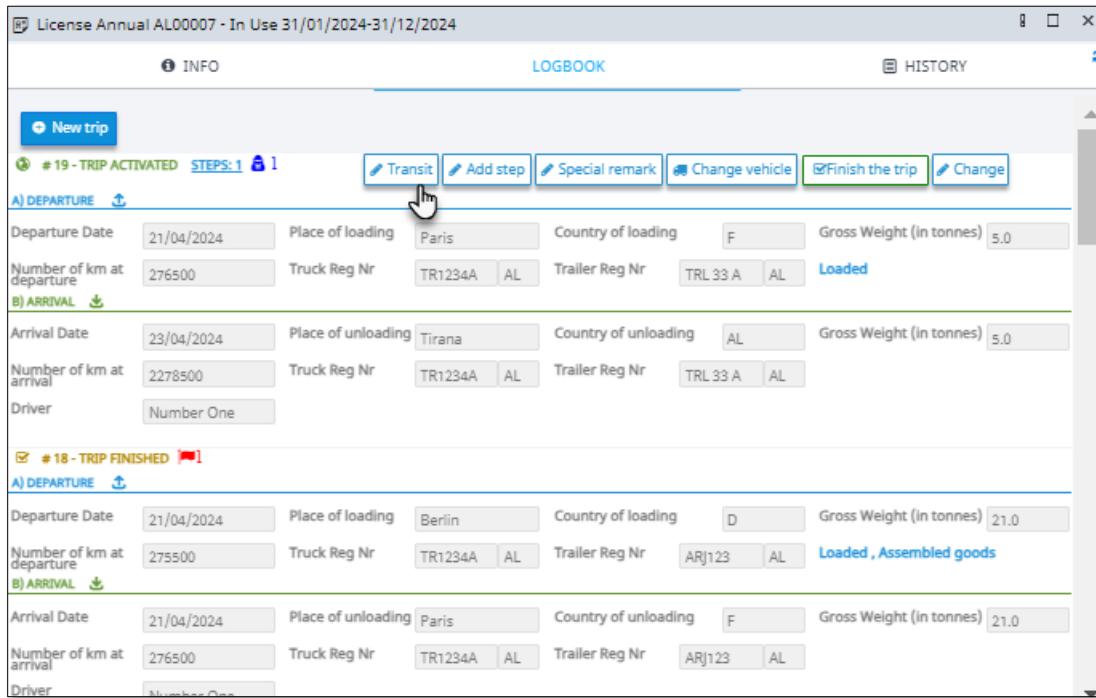
**Figure 27 Message on successful licence link**



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

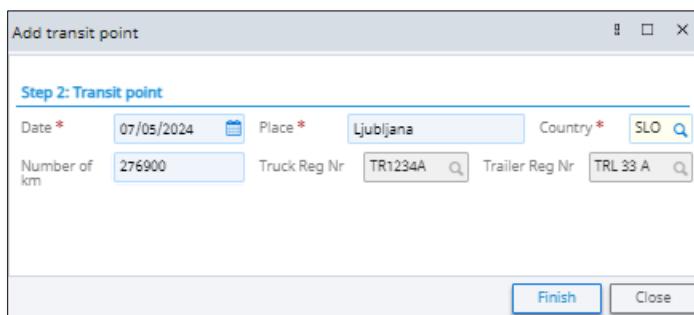
In active trip section in licence logbook click  button:

**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:

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

INFO LOGBOOK HISTORY

**New trip**

# 19 - TRIP ACTIVATED STEPS: 2 1

**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

**B) ARRIVAL**

Arrival Date: 23/04/2024 Place: Tirana Country: AL Gross Weight (in tonnes): 5.0

Number of km at arrival: 2278500 Trailer Reg Nr: TRL 33 A AL

Driver: Number One

Click here to open steps form with transit points

**Figure 30 Steps form with transit points**

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: AL Gross Weight (in tonnes): 5.0

Number of km(ODO meter): 276900 Truck Reg Nr: TR1234A AL Trailer Reg Nr: TRL 33 A AL

**Step 2 - Transit point**

Date: 21/04/2024 Place: Ljubljana Country: SLO Gross Weight (in tonnes): 5.0

Number of km(ODO meter): 276900 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 4 selected (found 4)

All data are presented in “read only” mode

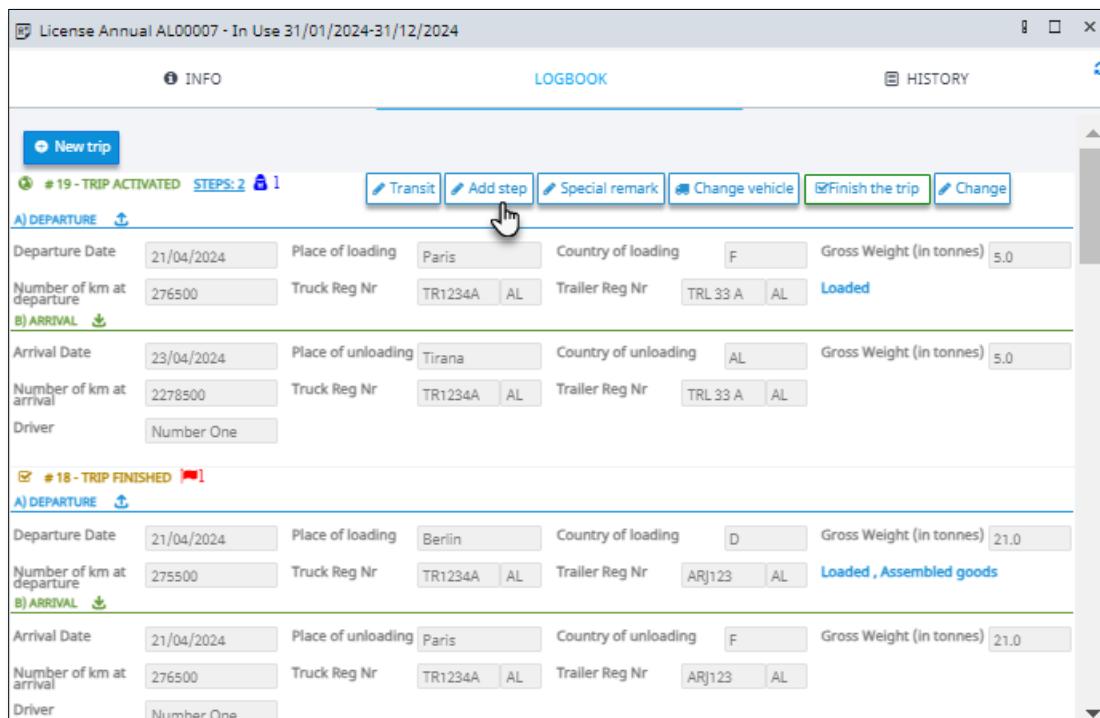
**Transit point step that has been added in this paragraph**

### 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.

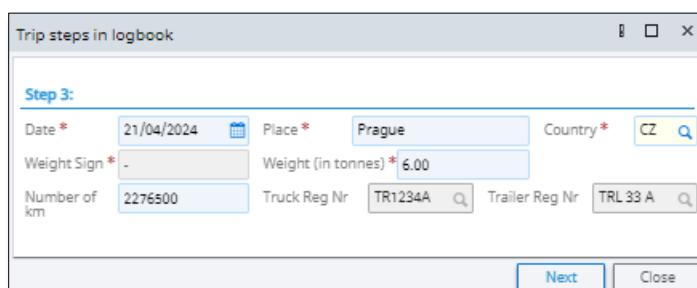
In active trip section in licence logbook click **Add step** button:

**Figure 31 "Add step" process start**

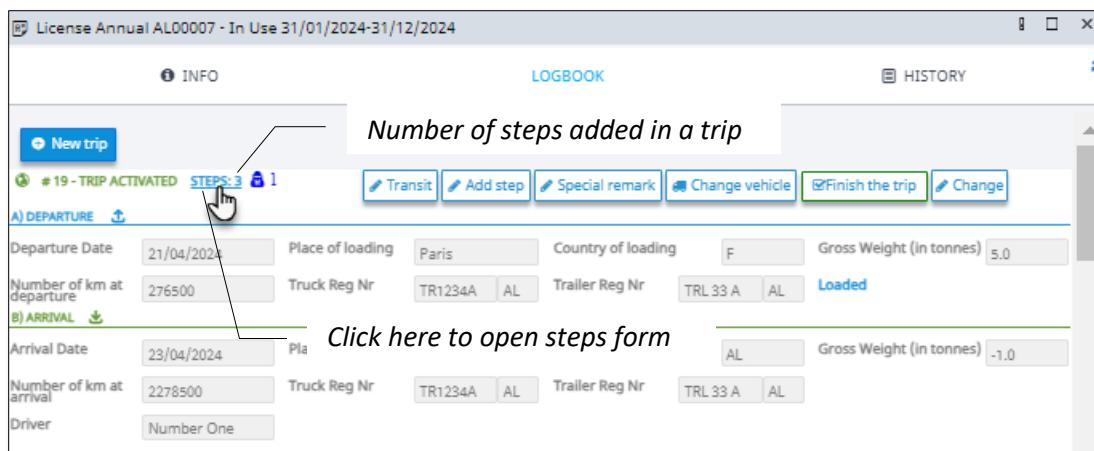


In form that will be opened provide date, country and place of the trip step, weight change resulting after the stop:

**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.



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

**INFO** **LOGBOOK** **HISTORY**

**New trip**

**# 19 - TRIP ACTIVATED STEPS: 3 1**

**Transit** **Add step** **Special remark** **Change vehicle** **Finish the trip** **Change**

**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 Loaded

**B) ARRIVAL**

Arrival Date: 23/04/2024 Place of unloading: Paris 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

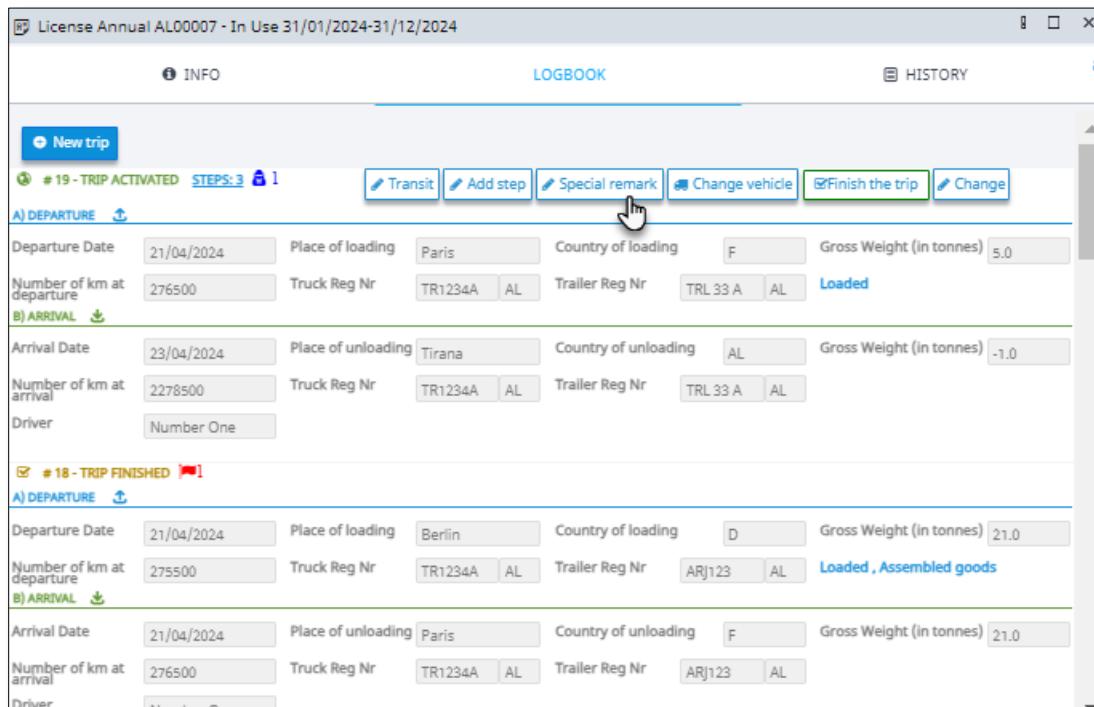
Driver: Number One

*Click here to open steps form*

### 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**



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

**INFO** **LOGBOOK** **HISTORY**

**New trip**

**# 19 - TRIP ACTIVATED STEPS: 3 1**

**Transit** **Add step** **Special remark** **Change vehicle** **Finish the trip** **Change**

**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 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

**# 18 - TRIP FINISHED**

**A) DEPARTURE**

Departure Date: 21/04/2024 Place of loading: Berlin Country of loading: D Gross Weight (in tonnes): 21.0

Number of km at departure: 275500 Truck Reg Nr: TR1234A AL Trailer Reg Nr: AR123 AL Loaded, Assembled goods

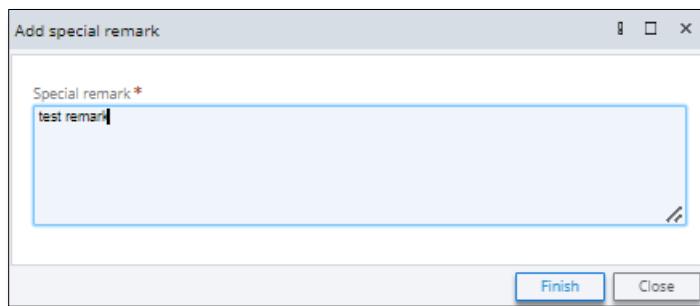
**B) ARRIVAL**

Arrival Date: 21/04/2024 Place of unloading: Paris Country of unloading: F Gross Weight (in tonnes): 21.0

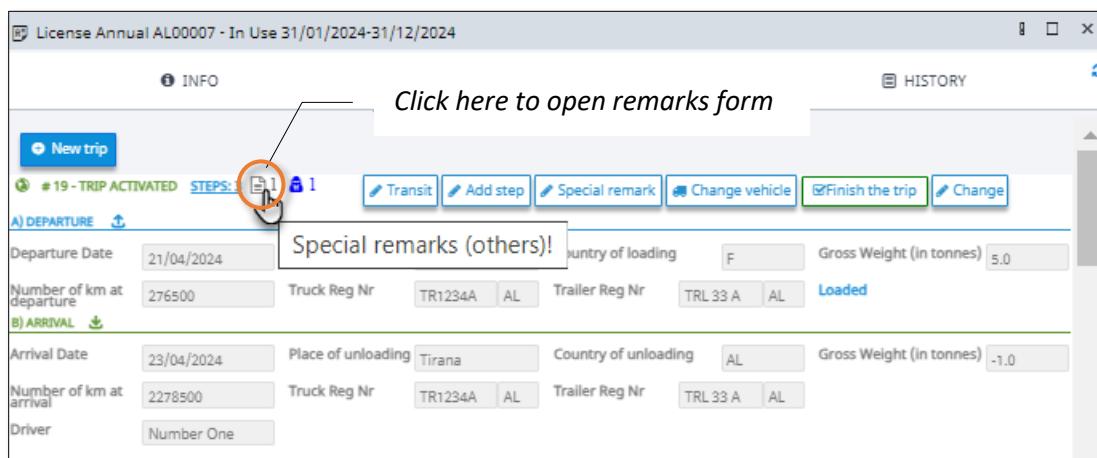
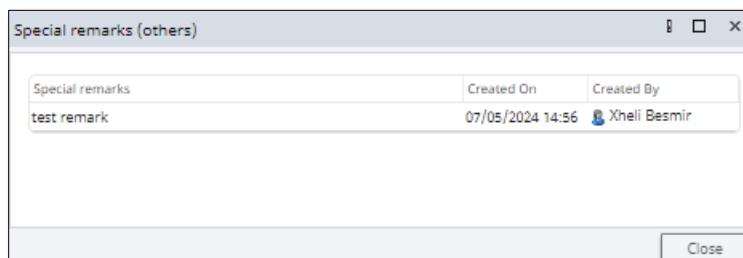
Number of km at arrival: 276500 Truck Reg Nr: TR1234A AL Trailer Reg Nr: AR123 AL

Driver: Number One

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

**Figure 34 Special remark form**

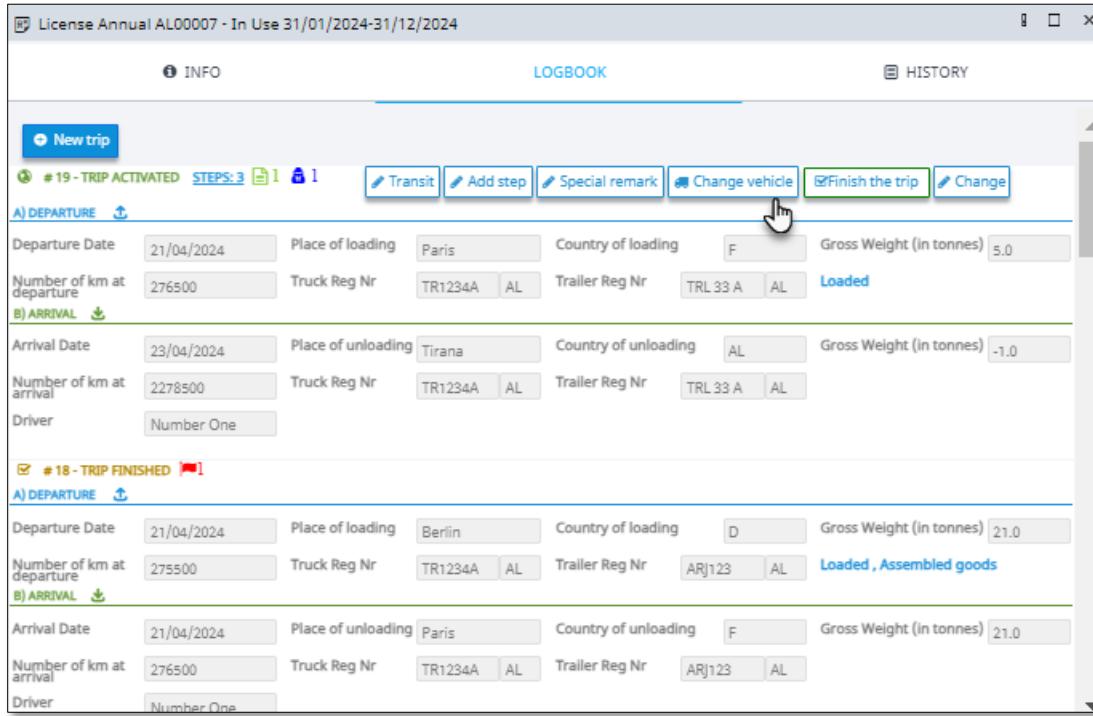
Click **Finish** button: remark form will be closed and remark icon will be displayed in active trip section:

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

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

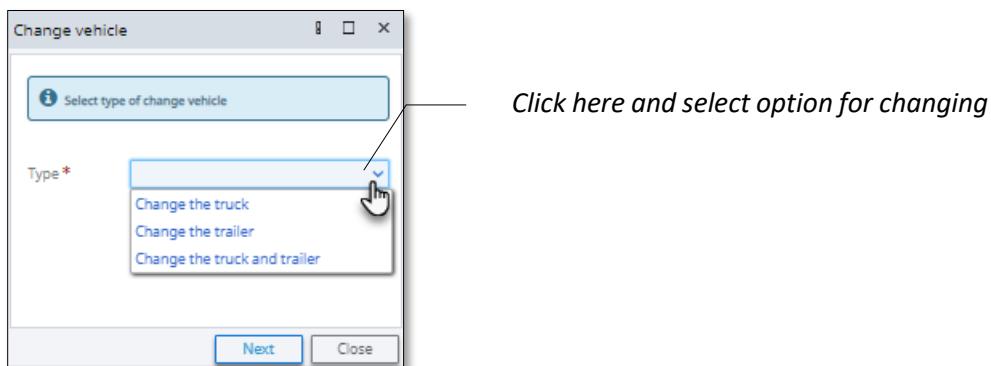
In block of active trip in Licence Logbook click  button:

**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  button: depending on selected option during the previous step, fill in the second step of the changing form:

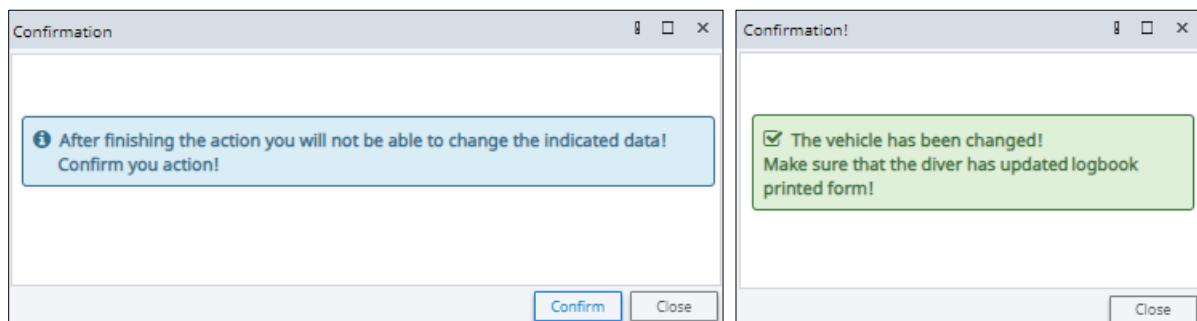
**Figure 38 Change vehicle form (second step. "Change trailer" case)**

Leave a comment about vehicle / trailer changing

Select another trailer from the lookup grid

Click here to add attachment document stored on your hard disk

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

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

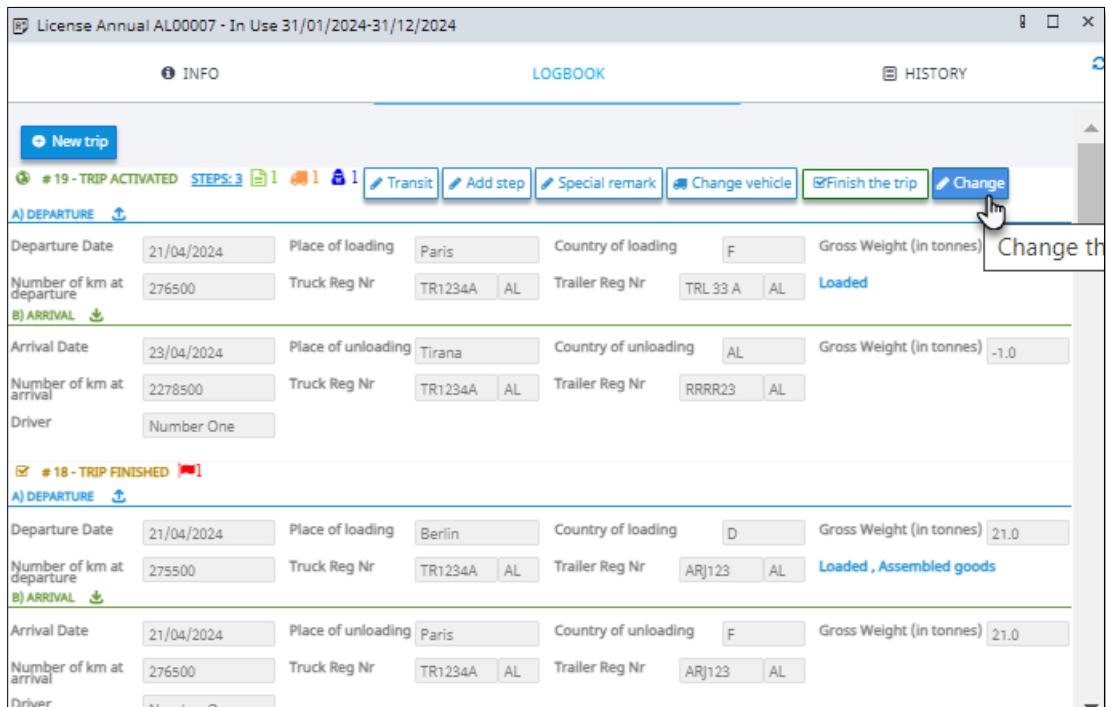
Click **Confirm** → **Close** buttons: confirmation messages will be closed and "change vehicle" icon will be displayed in active trip section:

Click here to view all data about vehicle / trailer changes in "Change vehicle" form

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

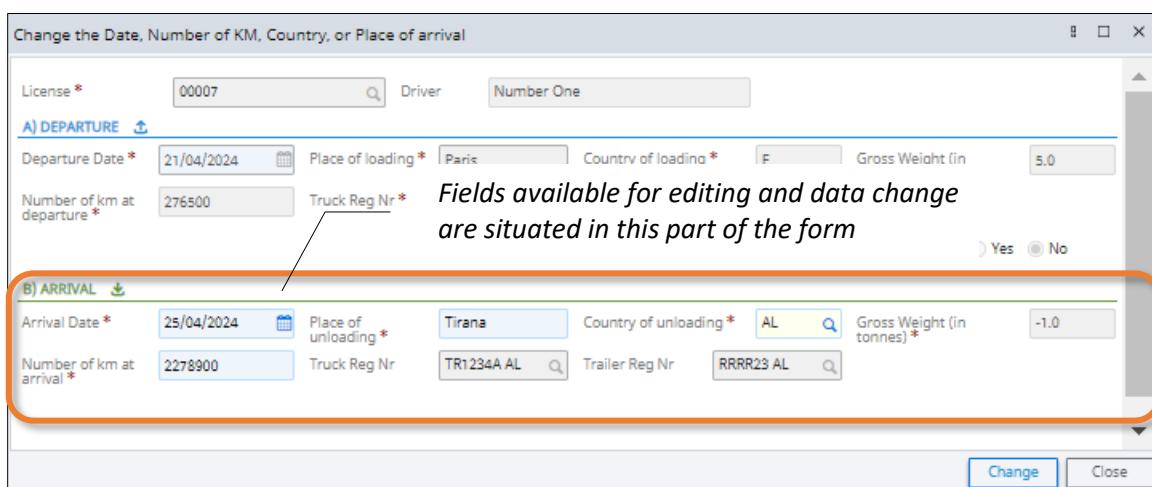
In block of active trip in Licence Logbook click **Change** button:

**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**



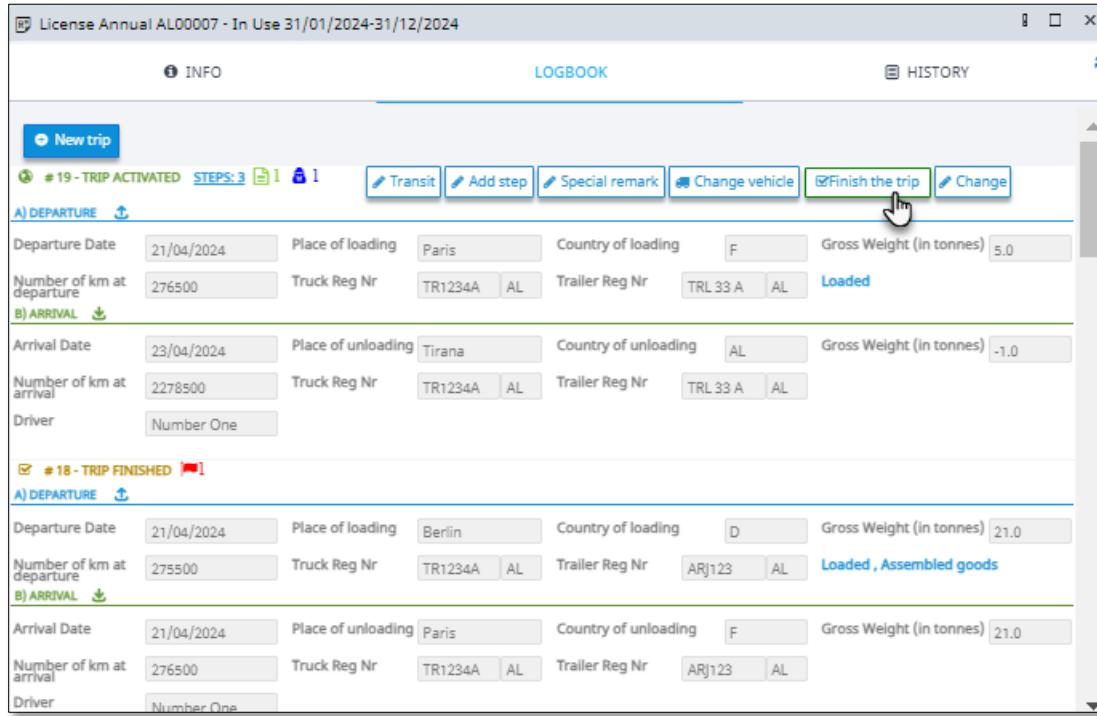
After all changes are done click **Change** button: form will be closed, modification will be saved



### 3.1.10 How to Finish the Trip

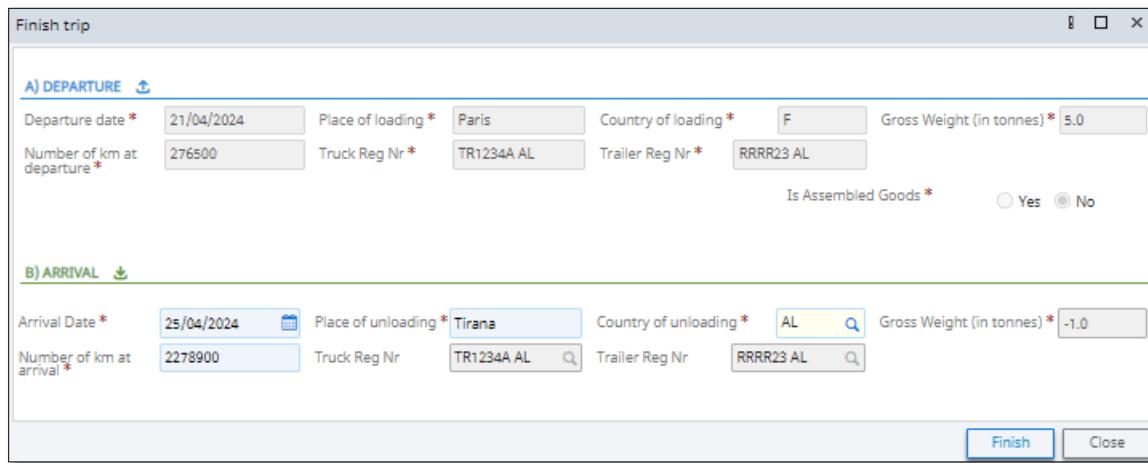
In block of active trip in Licence Logbook click **Finish the trip** button:

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

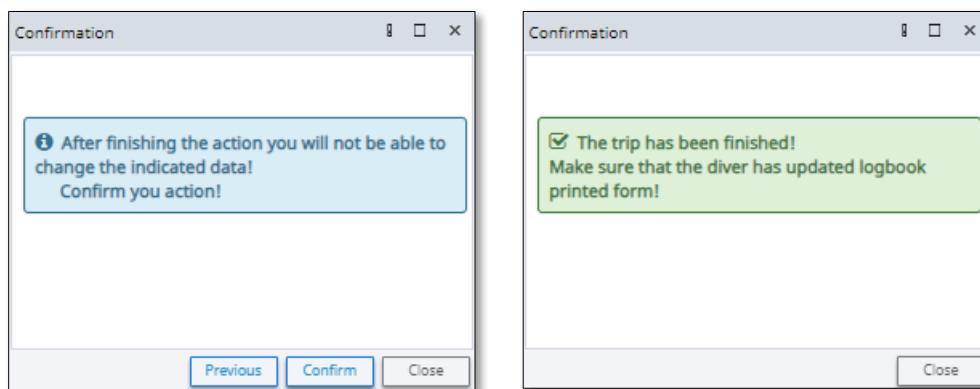


You'll see the form with trip general info:

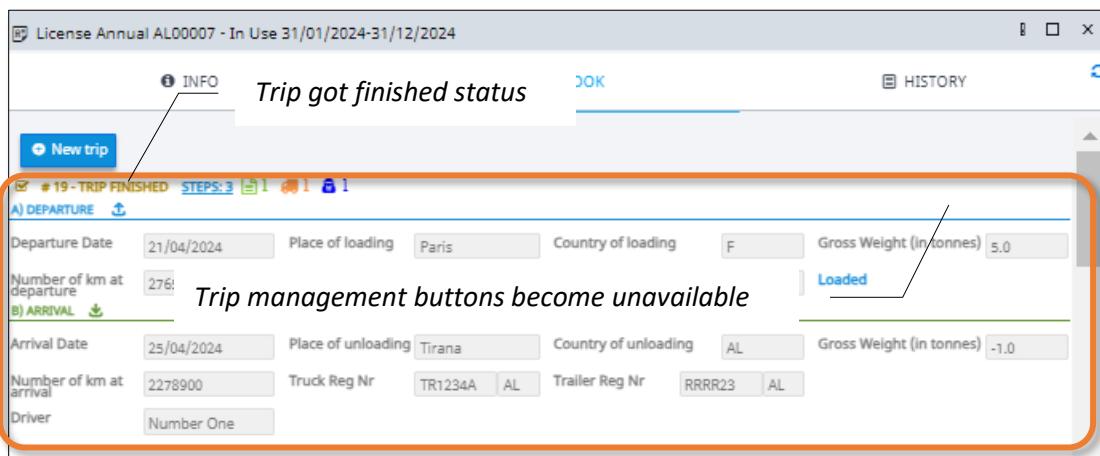
**Figure 43 finish the trip form**



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**

Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
AA08800	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir
rt2340	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir
TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	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

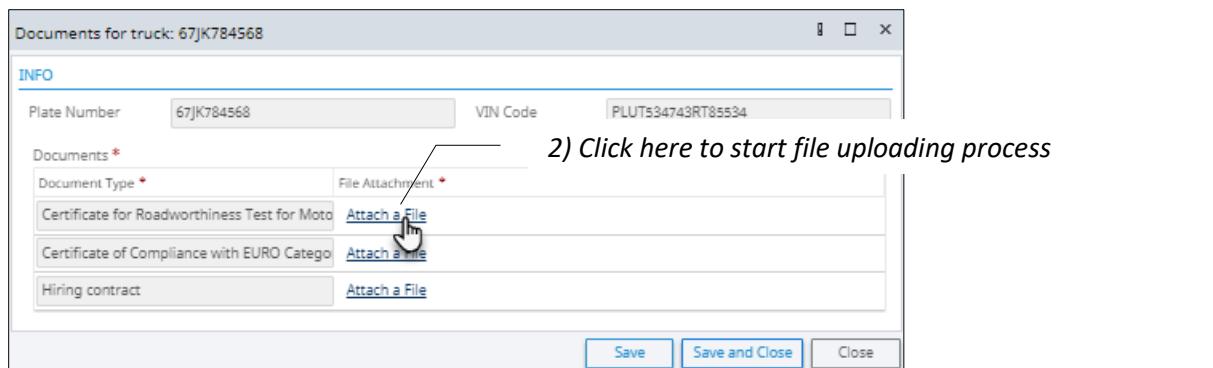
In form that will be opened provide truck's info:

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

Plate Number *	67JK784568	VIN Code *	PLUT534743RT85534
Ownership Type *	Hiring contract	Vehicle Category *	Euro V
Country *	Albania	<input type="button" value="Save"/> <input type="button" value="Upload documents"/> <input type="button" value="Close"/>	

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

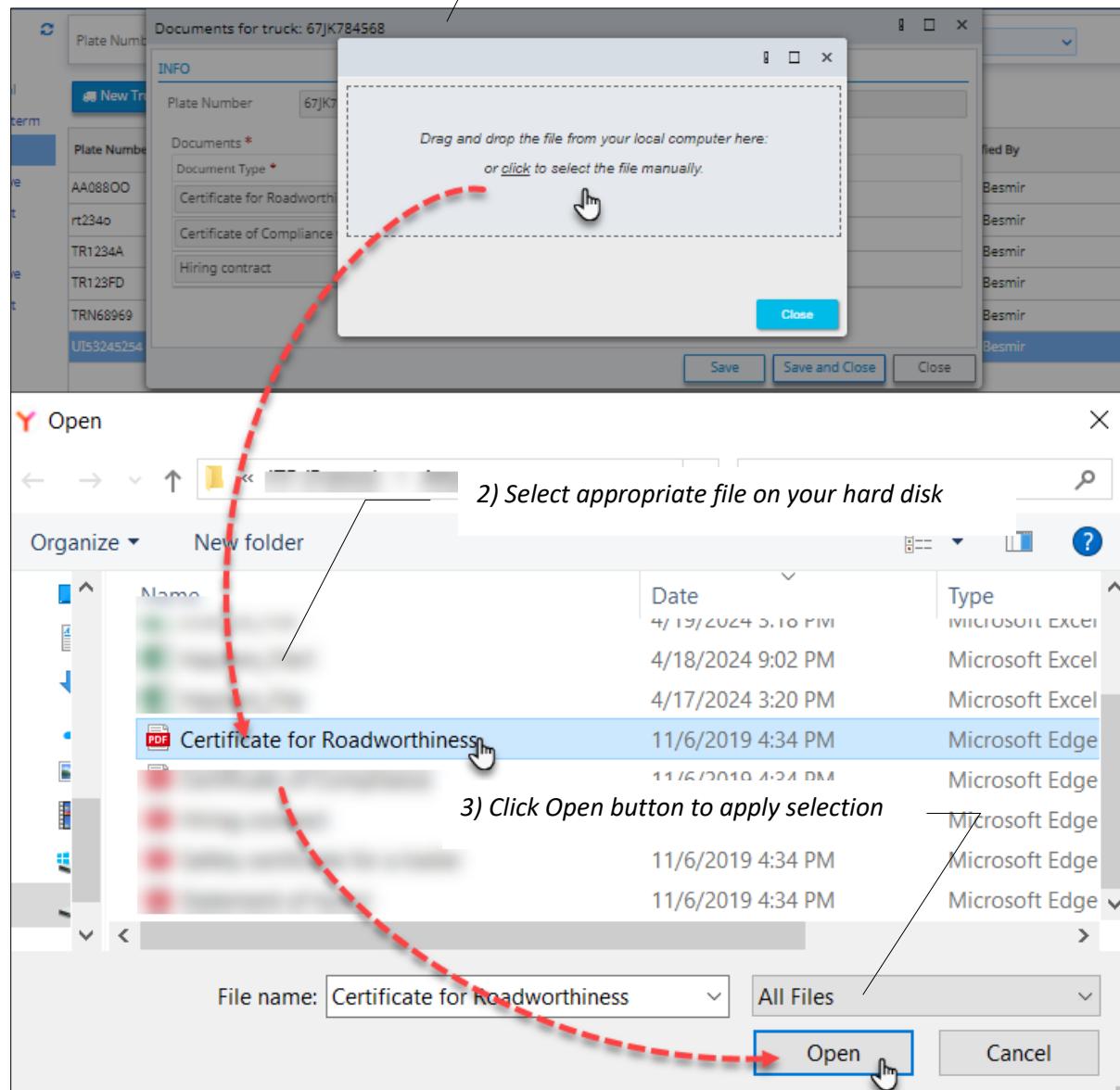
**Figure 48 New truck form. Document Uploading (second step)**



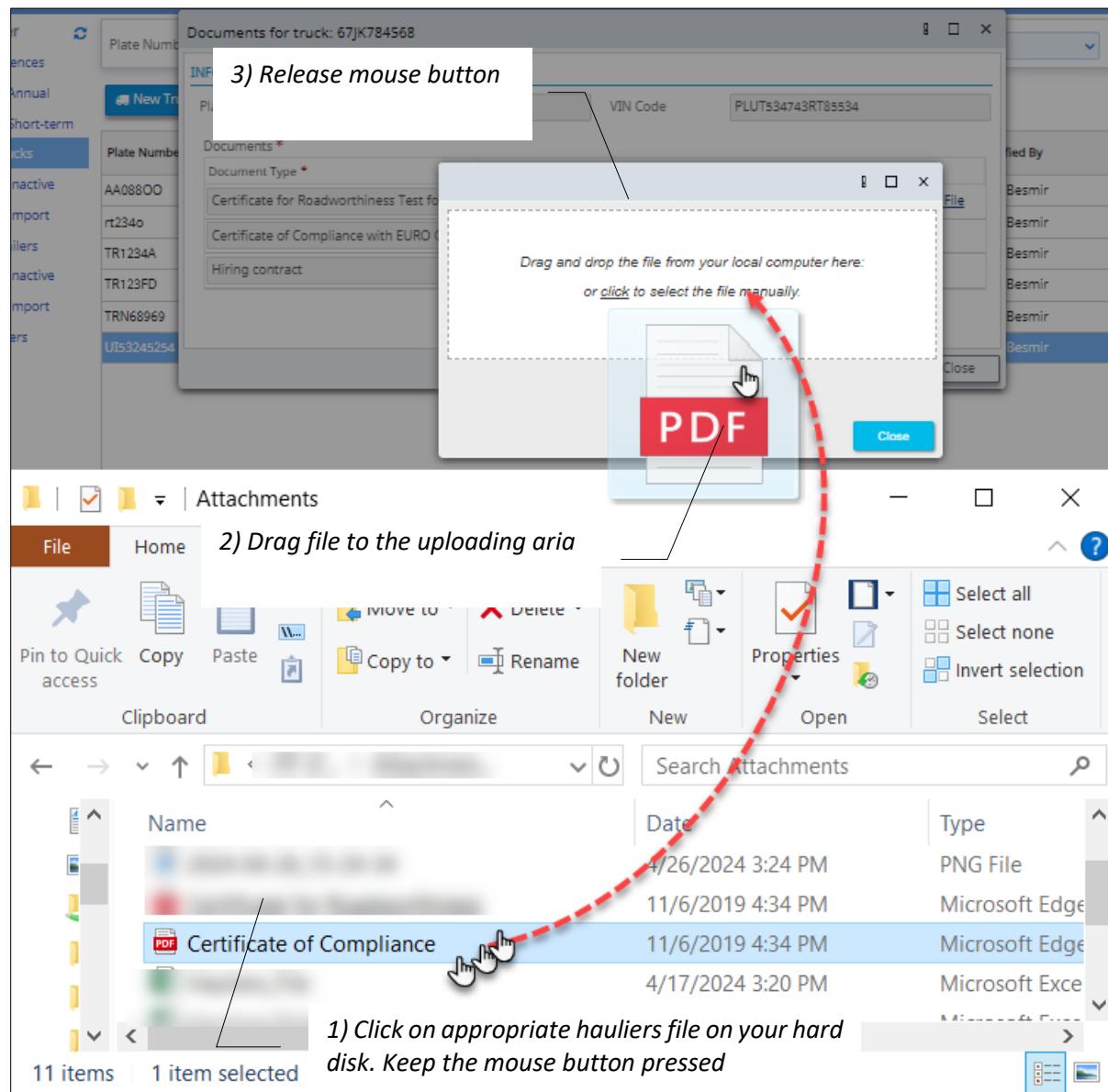
To upload a document, do steps described on Figure 49 or Figure 50

**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**

Truck:67JK784568				
General		Find: Document Type		
Documents		File Name ▾		
History				
Certificate for Roadworthiness Test for Motor Vehicles		Certificate for Roadworthiness.pdf	09/05/2024 22:48	
Certificate of Compliance with EURO Category		Certificate of Compliance.pdf	09/05/2024 22:48	
Hiring contract		Hiring contract.pdf	09/05/2024 22:48	
1 of 3 selected (found 3)				

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

Truck:TR1234A				
General		Find: Reason		
Documents		Reason	Start Date	End Date
History				Active
buy		buy	01/02/2024 13:49	Yes
test		test	28/12/2023 09:58	01/02/2024 13:49
SALE		SALE	11/12/2023 16:32	28/12/2023 09:58
SALE		SALE	11/12/2023 16:26	11/12/2023 16:32
1 of 4 selected (found 4)				

### 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 **Edit** button:

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

1) Click **Edit** button to start the process

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
AA0880O	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir
rt234o	Euro VI				/01/2024 19:24	Xheli Besmir
TR1234A	Euro V				/02/2024 13:49	Xheli Besmir
TR123FD	Euro VI	Xheli Besmir	01/01/2024 10:04	192.168.1.111	01/01/2024 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

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**

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	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir
rt2340	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir
TR1234A	Euro V	Xheli Besmir	11/12/2023 16:28	192.168.1.111	01/02/2024 13:49	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 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**

Documents for truck: 67JK784568

INFO

Plate Number: 67JK784568

VIN Code:

PLUT:

Documents \*

Document Type \*

File Attachment \*

Certificate for Roadworthiness Test for Motor Vehicle [Download](#) [Attach a File](#)

Certificate of Compliance with EURO Category [Download](#) [Attach a File](#)

Hiring contract [Download](#) [Attach a File](#)

**Click on the name of uploaded document to download it**

**Use this link to upload new document instead of the one has been uploaded previously**

Save and Close Close

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:

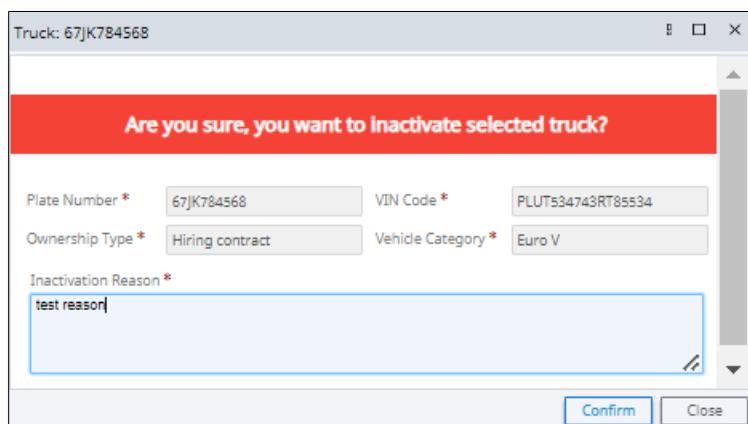
**Figure 60 Start of truck inactivation process**

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
AA088OO	Euro VI	Xheli Besmir				Xheli Besmir
rt234o	Euro VI	Xheli Besmir				Xheli Besmir
TR1234A	Euro V	Xheli Besmir	11/04/2024 19:42	192.168.1.111	01/06/2024 12:43	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**

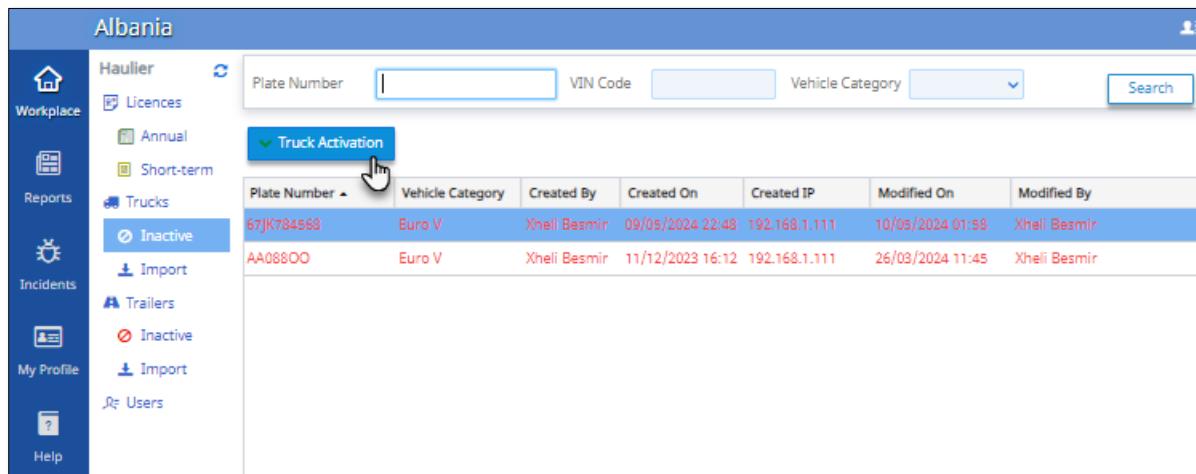
Click **Confirm** button: inactivation form will be closed, truck record will be moved in the list of inactive trucks:

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

### 3.2.5 How to Activate Inactive Truck's Record

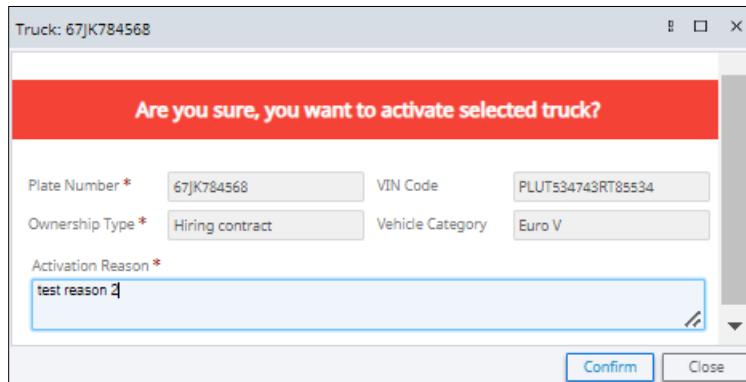
In inactive truck's list select truck record which you would like to activate back and click **Truck Activation** button:

**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**



Click **Confirm** button: activation form will be closed, truck record will be moved back in the list of hauler's active 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	09/05/2024 22:48	Xheli Besmir
AA088OO	Euro VI	Xheli Besmir	11/12/2023 15:45	192.168.1.111	07/05/2024 04:20	Xheli Besmir
rt234o	Euro VI	Xheli Besmir	03/01/2024 19:21	192.168.1.111	03/01/2024 19:24	Xheli Besmir
TR1234A	Euro V	Xheli Besmir	11/12/2023 16:25	192.168.1.111	01/02/2024 13:49	Xheli Besmir

### 3.2.6 How to Import Trucks' Records

In “Trucks’ Import” interface click on button:

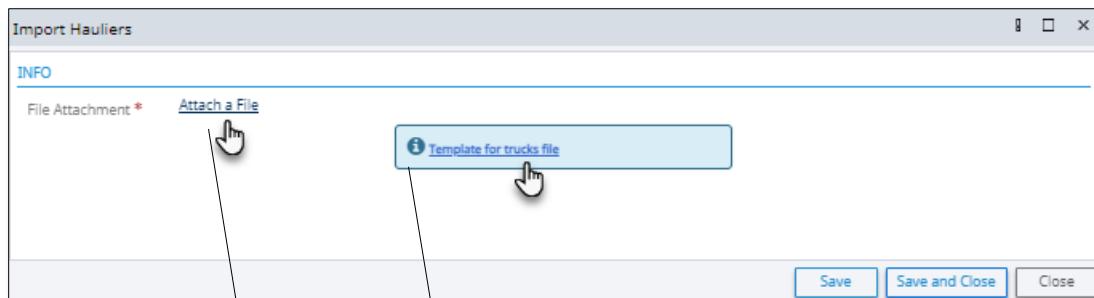
**Figure 64 Start of trucks' records importing process**

File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On
No records are available in this view.							

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

- Use button to download template trucks file
- Use button to upload trucks’ file filled in accordance with downloaded template

**Figure 65 “Import Trucks” form**



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

**Figure 66 Trucks template file**

TrucksTemplate - Excel

File Home Insert Page Layout Formula Data Review View Acrobat Tell me Sign in Share

Paste Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing

Clipboard Styles

E4

X ✓ fx LT

	A	B	C	D	Country of registration
1	VIN Code*	Plate Number*	Ownership Type*	EURO Category*	
2	GHJF45673JHGF6785	TRL 33 A	1	5	AL
3	LKJH75844KJFD3456	CIL 007	1	5	MD
4	ASDF1234ERTY34527	TRY 987	1	6	LT
5					
6					
7					

Sheet1

Ready 70%

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

Trucks\_File - Excel

File Home Insert Page Layout Formula Data Review View Acrobat Tell me Sign in Share

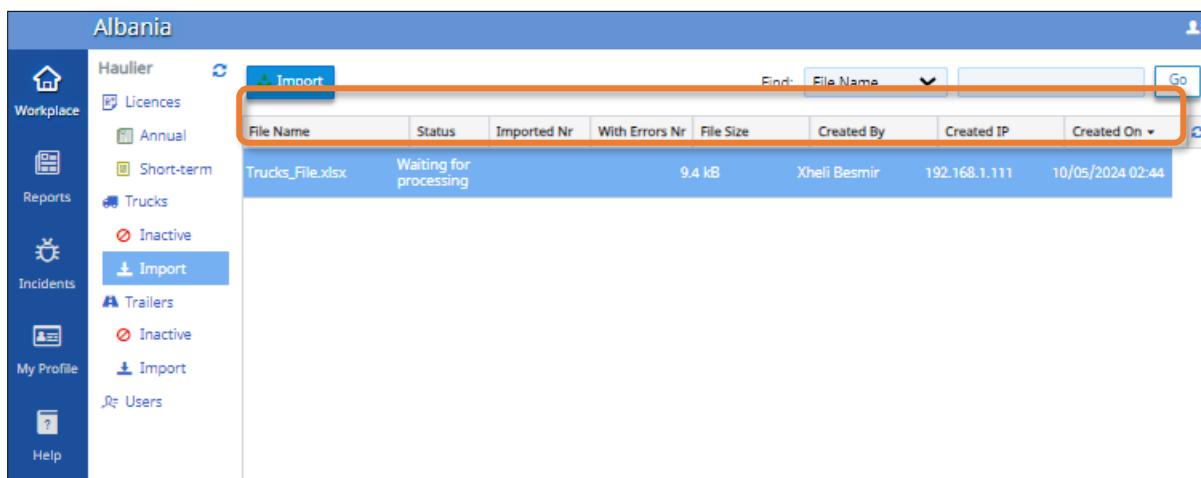
Paste Cut Copy Paste Special

Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing

Clipboard

E6 fx AL

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



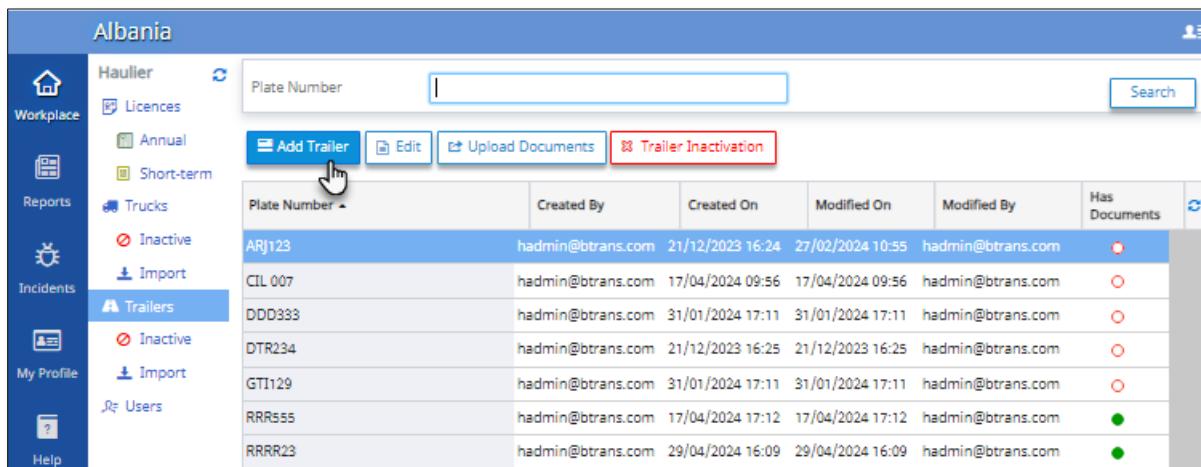
The following processing procedure of uploaded files is executed during the night time. Once processing is done, trucks' records can be found in haulier's active trucks' list.

### 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)**

Table with Haulier trailers

INFO

Plate Number \* TRY 777 Vin Code \* RIYIY459684956945

Ownership Type \* Owner

Country \* Albania

Save Upload documents Close

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

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

Documents for trailer: TRY 777

INFO

Plate Number TRY 777 Vin Code \* DFET12345RG234546

Documents \*

Document Type \* File Attachment \*

Certificate for Roadworthiness Test for Trailers [Attach a file](#)

Safety Certificate for a Trailer [Attach a file](#)

Save Save and Close Close

2) Click here to start file uploading process

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**

Documents for trailer: SDY 678

INFO

Plate Number SDY 678 Vin Code \* DFET12345RG234546

Documents \*

Document Type \* File Attachment \*

Certificate for Roadworthiness Test for Trailers Certificate for Roadworthiness.pdf (234.2 KB) - The file is received. [Attach a File](#)

Safety Certificate for a Trailer Safety certificate for a trailer.pdf (234.2 KB) - The file is received. [Attach a File](#)

Save Save and Close Close

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:

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 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	○

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**

Plate Number	Vin Code
Try 514	DFET12345RG234548

Ownership Type: Owner    Is Valid: Yes    Country: Albania

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**

Document Type	File Name	Created On	Modified On
Certificate for Roadworthiness Test for Trailers	Certificate for Roadworthiness.pdf	10/05/2024 03:20	
Safety Certificate for a Trailer	Safety certificate for a trailer.pdf	10/05/2024 03:20	

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

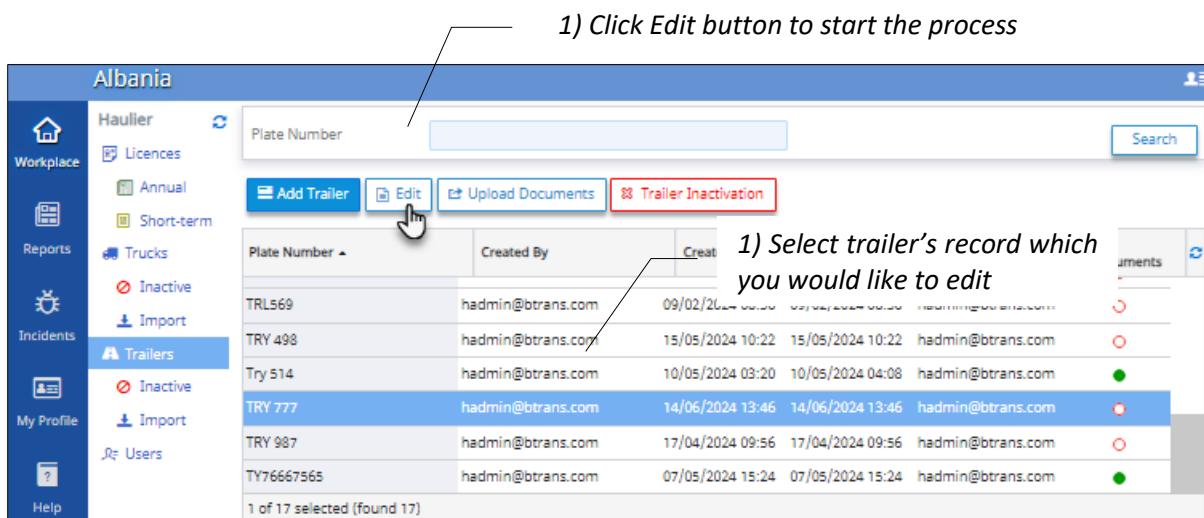
Trailer: ARJ123					
General	Reason				
	Reason	Trailer	Start Date	End Date	Active
buy	ARJ123	27/02/2024 10:55			Yes
eded	ARJ123	18/12/2023 16:28	18/12/2023 16:28	No	
jfv	ARJ123	18/12/2023 15:50	18/12/2023 16:28	Yes	
need	ARJ123	13/12/2023 15:50	18/12/2023 15:50	No	

### 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

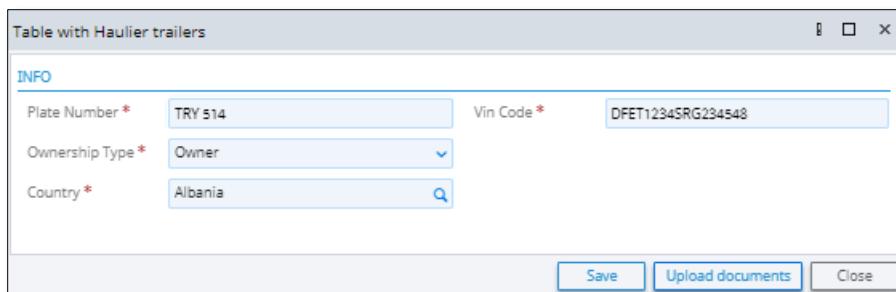


1) Select trailer's record which you would like to edit

The screenshot shows a list of trailers with columns: Plate Number, Created By, and several dates. The trailer 'TRY 777' is selected, indicated by a blue border around its row. A callout points to this row with the text '1) Select trailer's record which you would like to edit'.

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

**Figure 76 Trailer's form opened in editing mode (first step)**



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)**

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

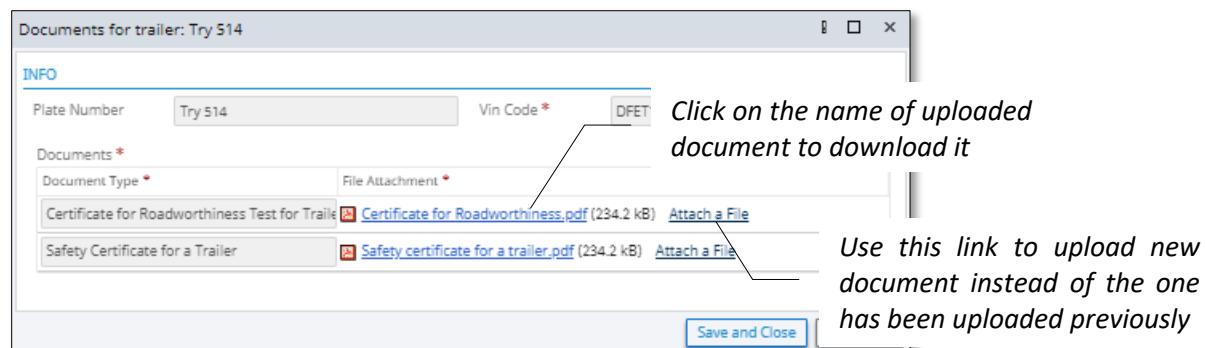
In truck's list select trailer record for which you would like to upload documents and click **Upload Documents** button:

**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	●

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**

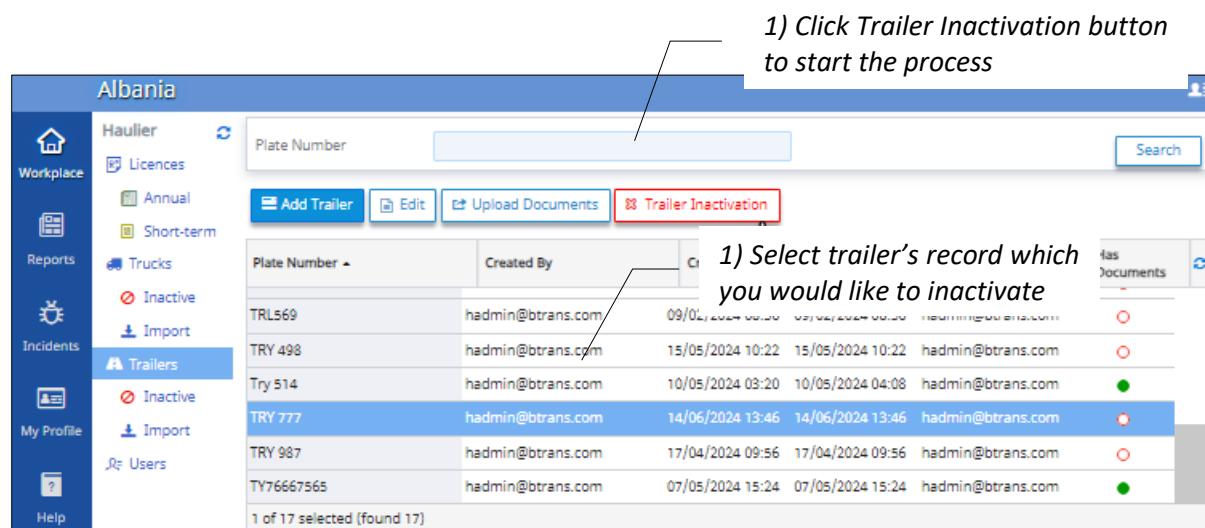


See Figure 49 and Figure 50 to get information about ways of document uploading.

### 3.3.4 How to Inactivate Trailer's Record

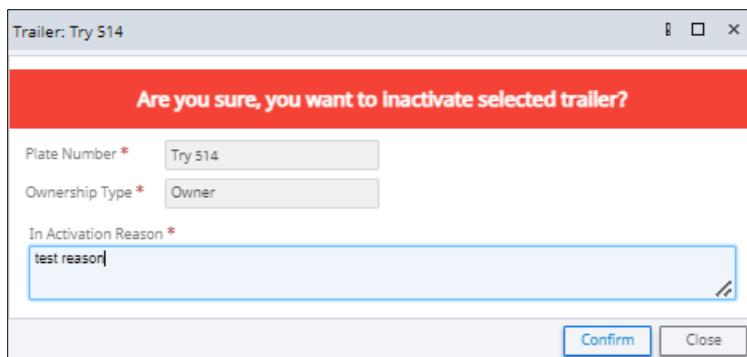
In truck's list select trailer record which you would like to deactivate and click **Trailer Inactivation** button:

**Figure 80 Start of trailer inactivation process**

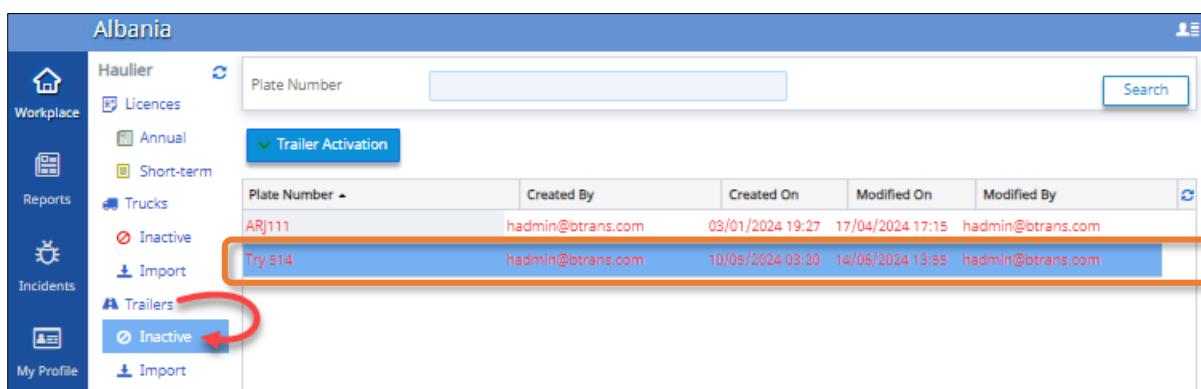


In form that will be opened provide reason of inactivation:

**Figure 81 Trailer inactivation form**



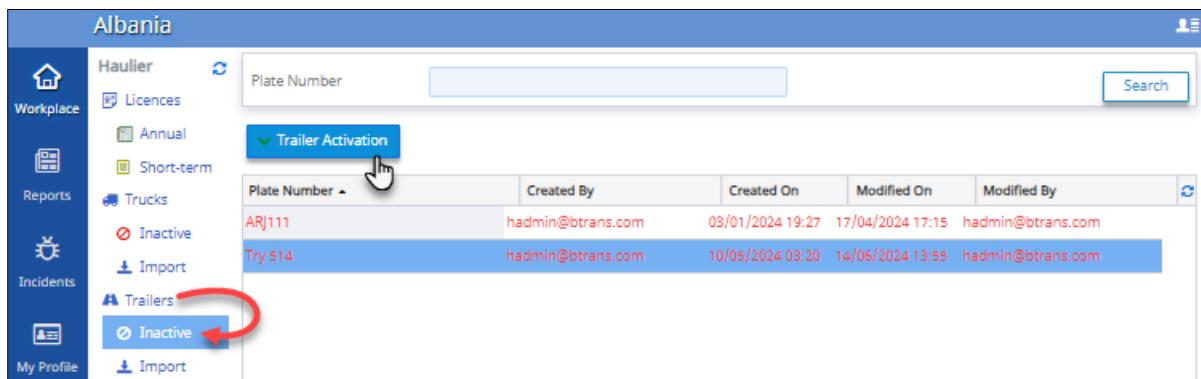
Click **Confirm** button: inactivation form will be closed, trailer record will be moved in the list of inactive trailers:



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

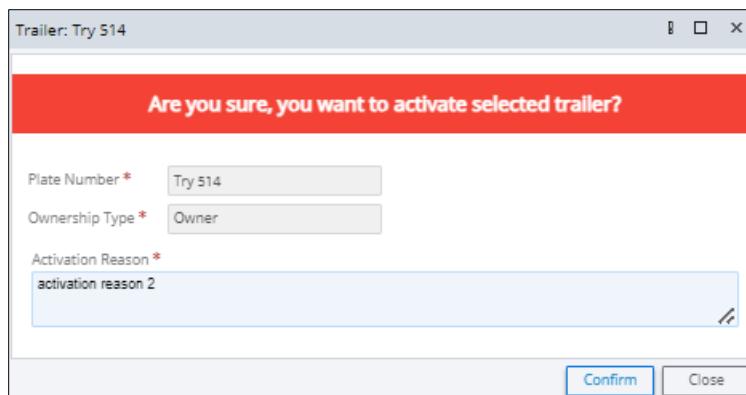
In inactive truck's list select trailer record which you would like to activate back and click **Trailer Activation** button:

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

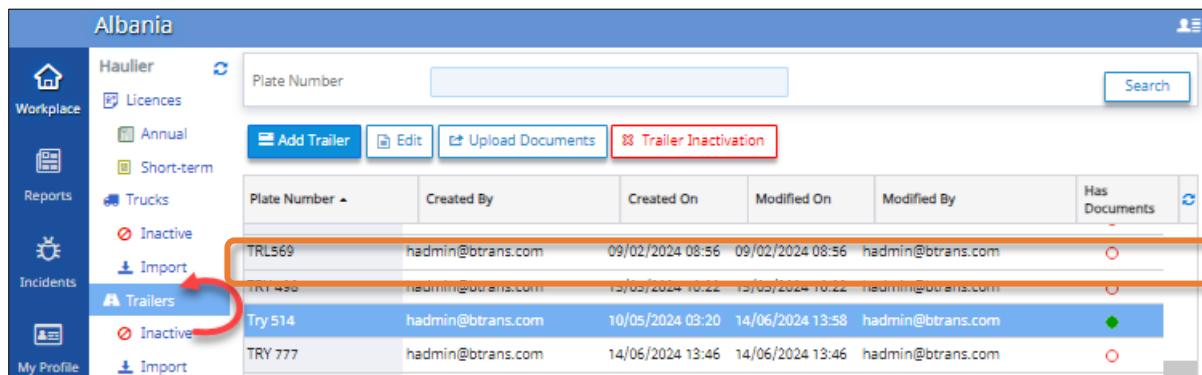


In form that will be opened provide reason of trailer's activation:

**Figure 83 Trailer's activation form**



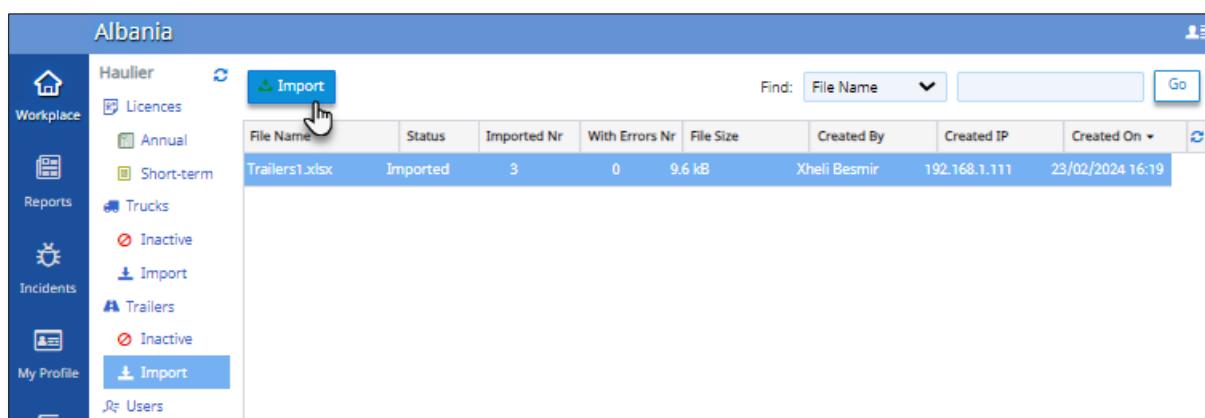
Click **Confirm** button: activation form will be closed, truck record will be moved back in the list of hauler's active trailers:



### 3.3.6 How to Import Trailers' Records

In "Trailers' Import" interface click on **Import** button:

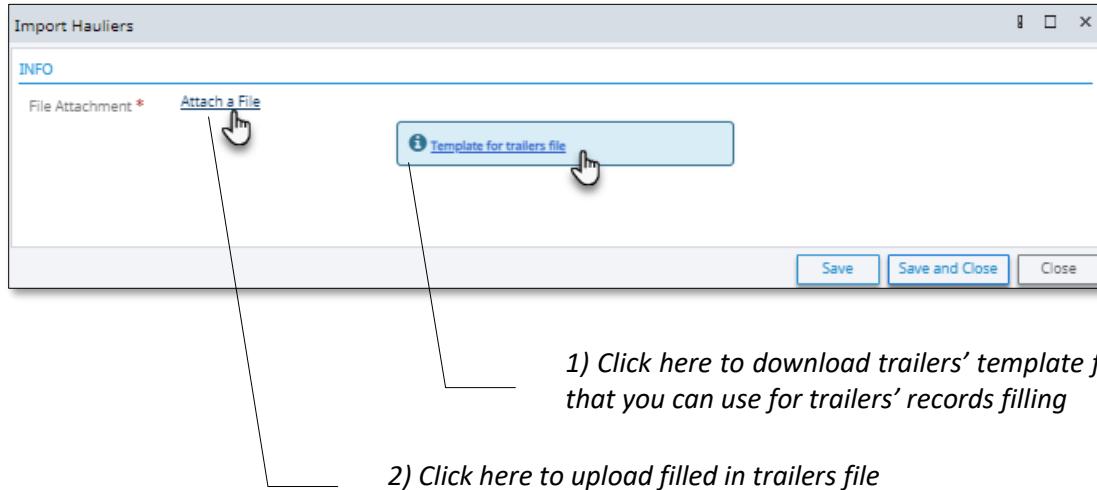
**Figure 84 Start of trailers' records importing process**



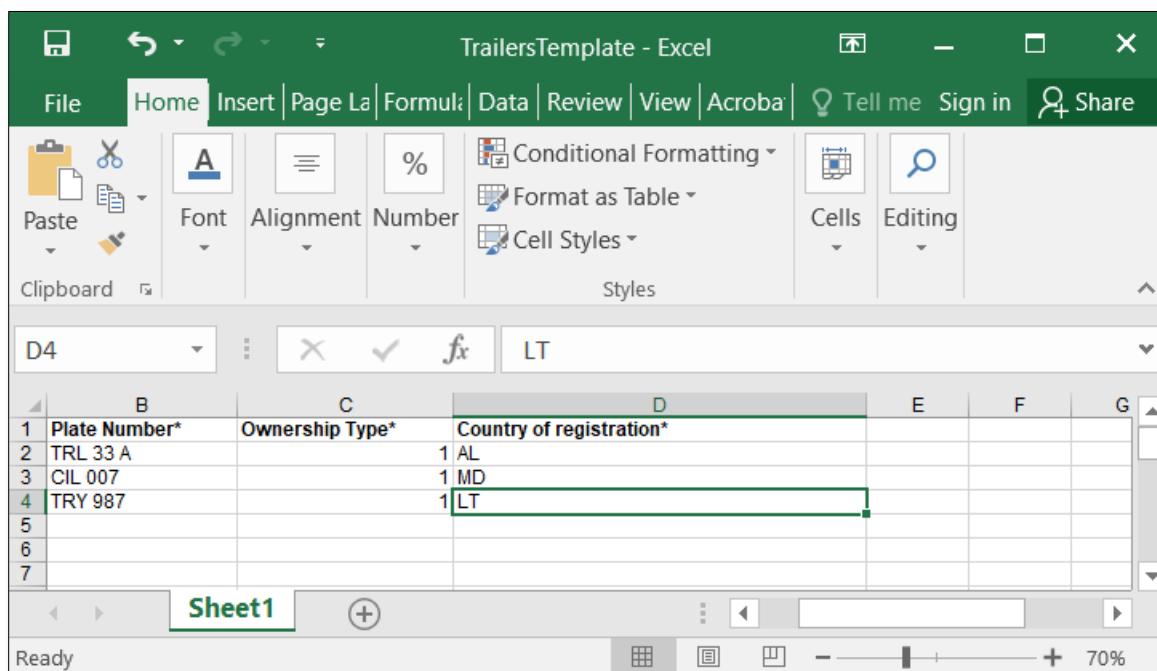
In "Import Trailers" form that will be opened on your screen do following:

- Use [!\[\]\(c7e0e6902659e3a5c753c73ac1eb8d72\_img.jpg\) Template for trailers file](#) button to download template trailers file
- Use [Attach a File](#) button to upload trailers' file filled in accordance with downloaded template

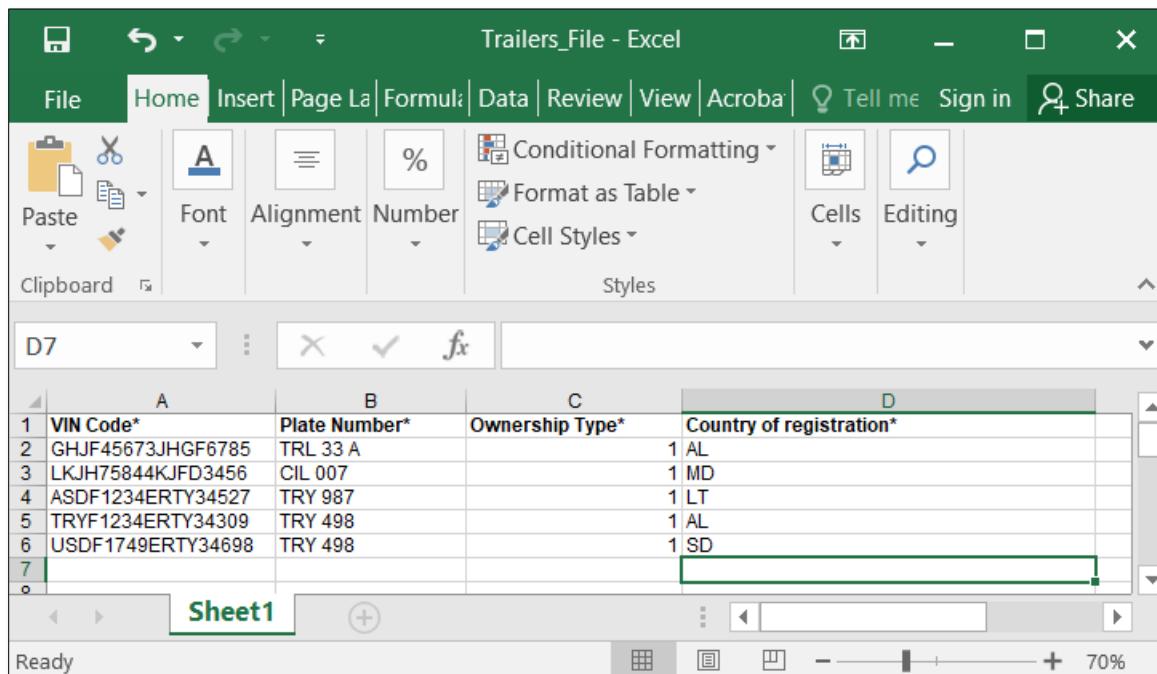
**Figure 85 “Import Trailers” form**



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

**Figure 86 Trailers' template file**


	B	C	D	E	F	G
1	Plate Number*	Ownership Type*	Country of registration*			
2	TRL 33 A		1 AL			
3	CIL 007		1 MD			
4	TRY 987		1 LT			
5						
6						
7						

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


	A	B	C	D
1	VIN Code*	Plate Number*	Ownership Type*	Country of registration*
2	GHJF45673JHGF6785	TRL 33 A	1 AL	
3	LKJH75844KJFD3456	CIL 007	1 MD	
4	ASDF1234ERTY34527	TRY 987	1 LT	
5	TRYF1234ERTY34309	TRY 498	1 AL	
6	USDF1749ERTY34698	TRY 498	1 SD	
7				
8				

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

File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On
Trailers_File.xlsx	Waiting for processing			9.4 kB	Xheli Besmir	192.168.1.111	10/05/2024 04:33
Trailers1.xlsx	Imported	3	0	9.6 kB	Xheli Besmir	192.168.1.111	23/02/2024 16:19

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**

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
drivers5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09
h_driver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46

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 \*: \*\*\*\*\*

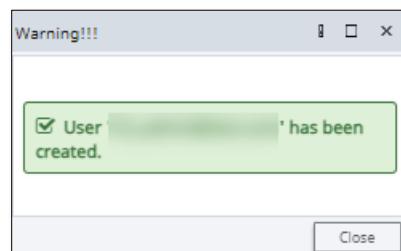
Role \*: H\_Driver

Select user's role (H\_Driver or H\_Manager)

Register Close

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

Workplace Reports Incidents My Profile Help

Haulier Licences Annual Short-term Trucks Inactive Import Trailers Inactive Import Users

New User Membership Info More Actions

Email Role Status Registered On Last Logged In

Search

Driver Logins

Driver Logins	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

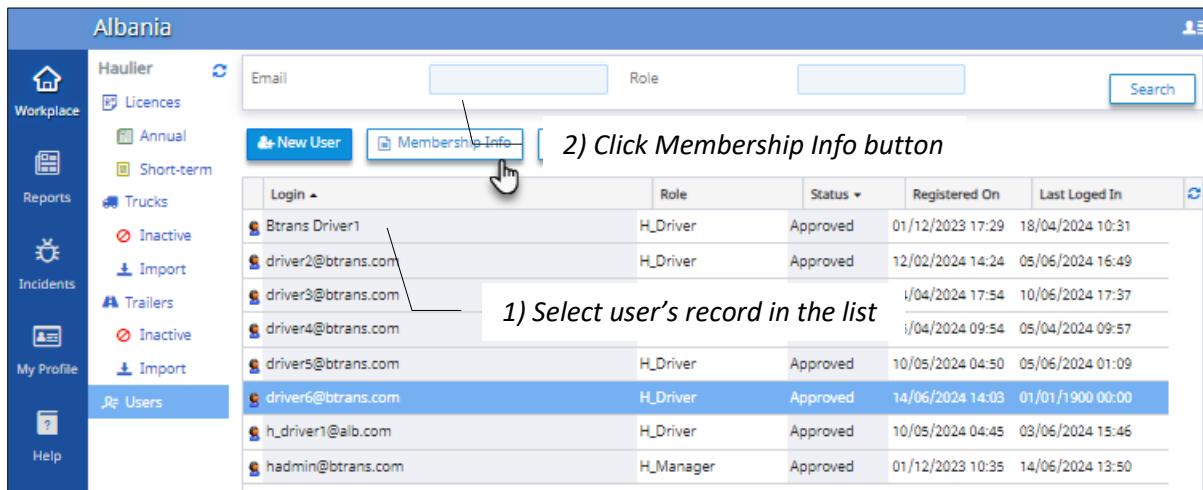
### 3.3.8 How to View / Edit Existing User's Info (Unlock/Disable User)

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

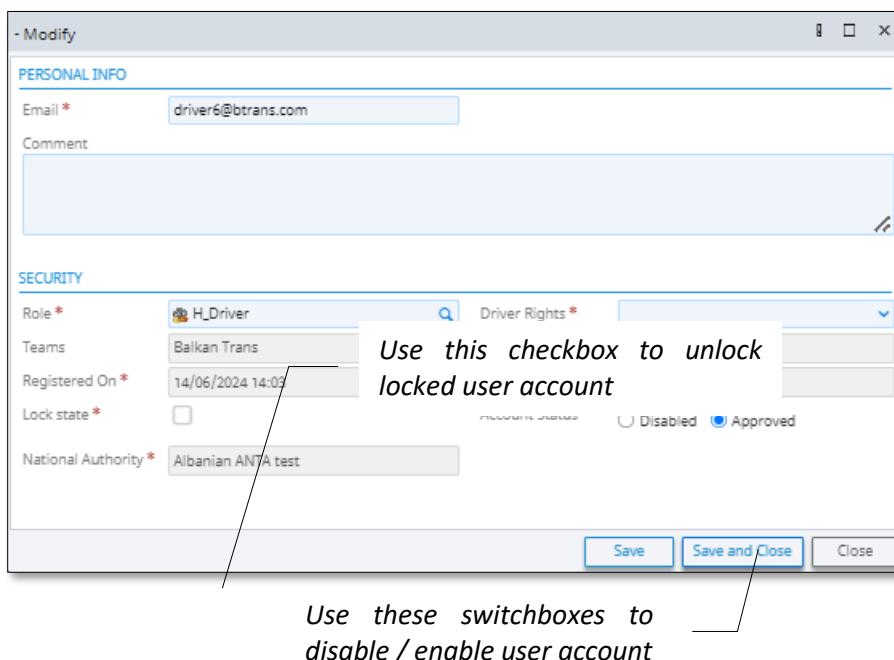
Or

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

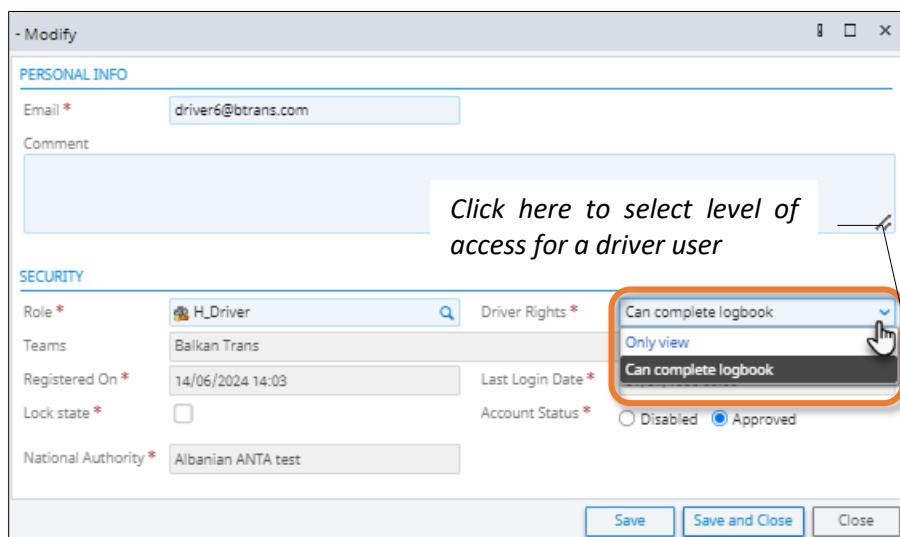
**Figure 91 Opening User's membership info form**



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



**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**

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
<b>h_driver1@alb.com</b>	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46
admin@btrans.com	H_DriverManager	Approved	01/12/2023 10:35	14/06/2024 15:50
drivers@btrans.com	H_Driver	Disabled	14/06/2024 14:03	01/01/1900 00:00

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 **[More Actions ▾] → [Change Password]**

**Figure 95 "Change password" process start**

The screenshot shows the 'Albania' software interface. On the left, there is a sidebar with various menu items: Workplace (selected), Licences, Annual, Short-term, Trucks, Inactive, Import, Trailers, Inactive, Import, and Users (selected). The main area displays a table of users with columns: Login, Role, Status, Registered On, and Last Logged In. A user record for 'driver6@btrans.com' is selected. The 'More Actions' dropdown menu is open, and the 'Change Password' option is highlighted with a cursor.

In "change password" form that will be viewed on your screen type user's new password:

**Figure 96 Change password form**

The screenshot shows a 'Change user password' dialog box. On the left, a list of users is shown, with 'driver6@btrans.com' selected. The dialog box contains a message: 'The password must be at least 8 characters in length and must contain at least one special character e.g. @@ or #.' Below this is a 'New Password' field containing masked text. At the bottom are 'Submit' and 'Close' buttons, with the 'Submit' button highlighted with a cursor.

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

**Figure 97 Message about successful password changing**

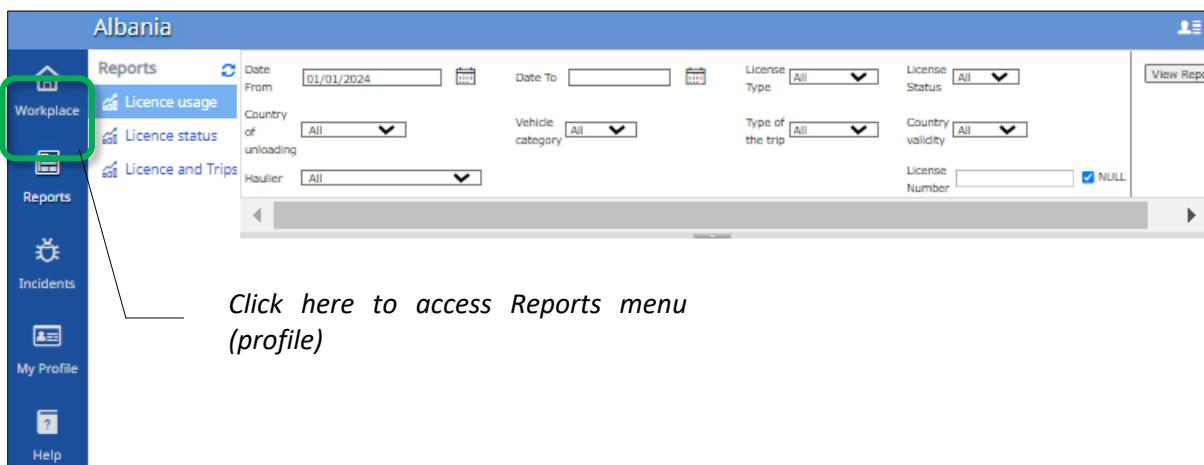
The screenshot shows a 'Warning!!!' message box. It contains a green message bar with the text 'Password has been changed.' and a 'Close' button at the bottom.

Click **Close** 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**

Report's menu bar with navigation buttons block

Filter zone: is used for providing criteria that will be used for report building

Report's name

Report's body (table viewed by provided criteria)

## 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:

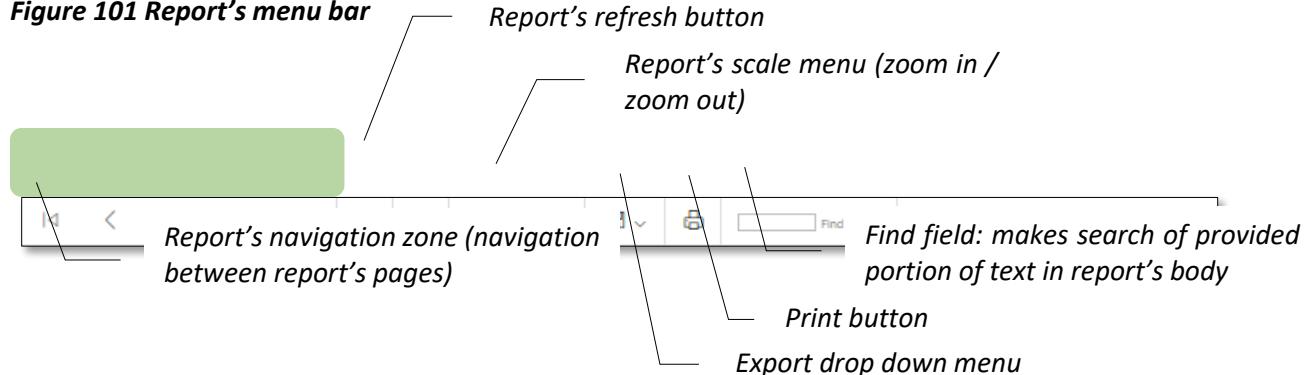
**Figure 100 Report's filter zone**

Filter zone fields provide an opportunity to set up criteria for report building

When filter criteria are provided click on this button to view report according to provided criteria

Use this button to hide/ expand filter zone

- **Menu bar with navigation buttons.** Allows navigation between report pages, scaling (zoom in / zoom out) report view, saving report in one of purposed 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
						#6	12/02/2024	12/02/2024	Chisinau	Moldova	TIRANA
						#16	01/04/2024	05/04/2024	Sofia	Bulgaria	Tirana
						#19	21/04/2024	23/04/2024	Paris	France	Tirana
		00010	Annual	Available	H,I, RUS	#4	01/04/2024	01/04/2024	Ancara	Turkey	Tirana
						#7	01/04/2024	01/04/2024	Dortmund	Germany	Durres
						#10	01/04/2024	01/04/2024	Venlo	Netherlands	Tirana
		20003	Short-term	Expired	I, RUS	#10	01/04/2024	01/04/2024	Chisinau	Moldova	Tirana
		20004	Short-term	In Use	I, RUS	#2	04/04/2024	05/04/2024	Erevan	Armenia	Tirana

## 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 **View Report** button

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

1) Select 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:

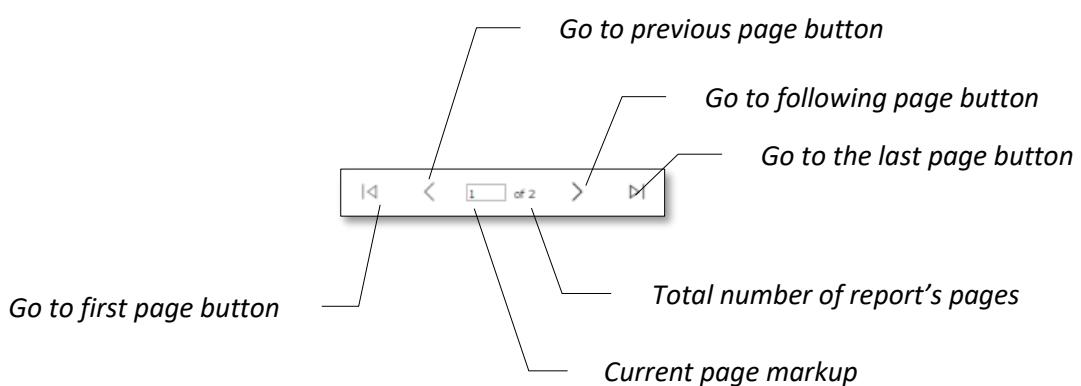
**Figure 103 Getting back to viewing report by default characteristics**

Go back to the parent report

#### 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**



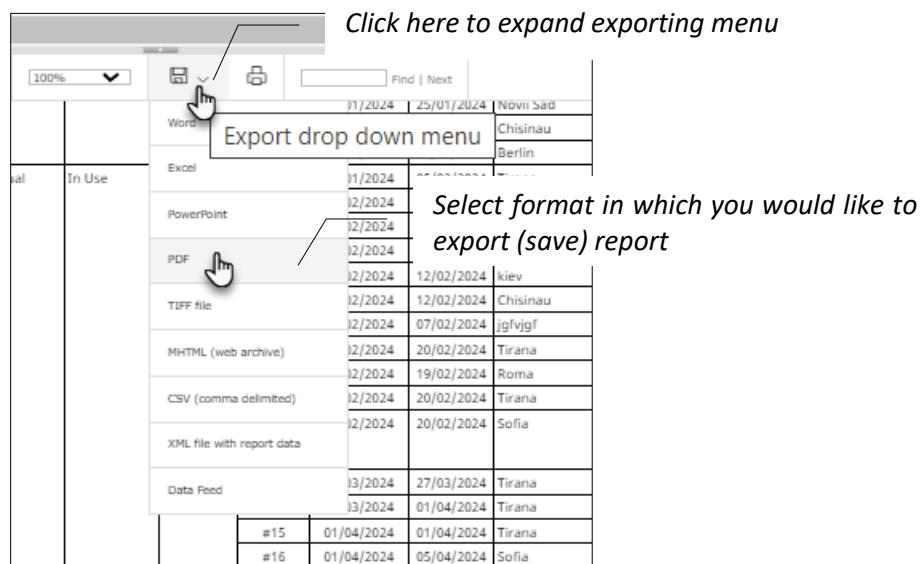


## 4.4 How to Export (Save) a Report

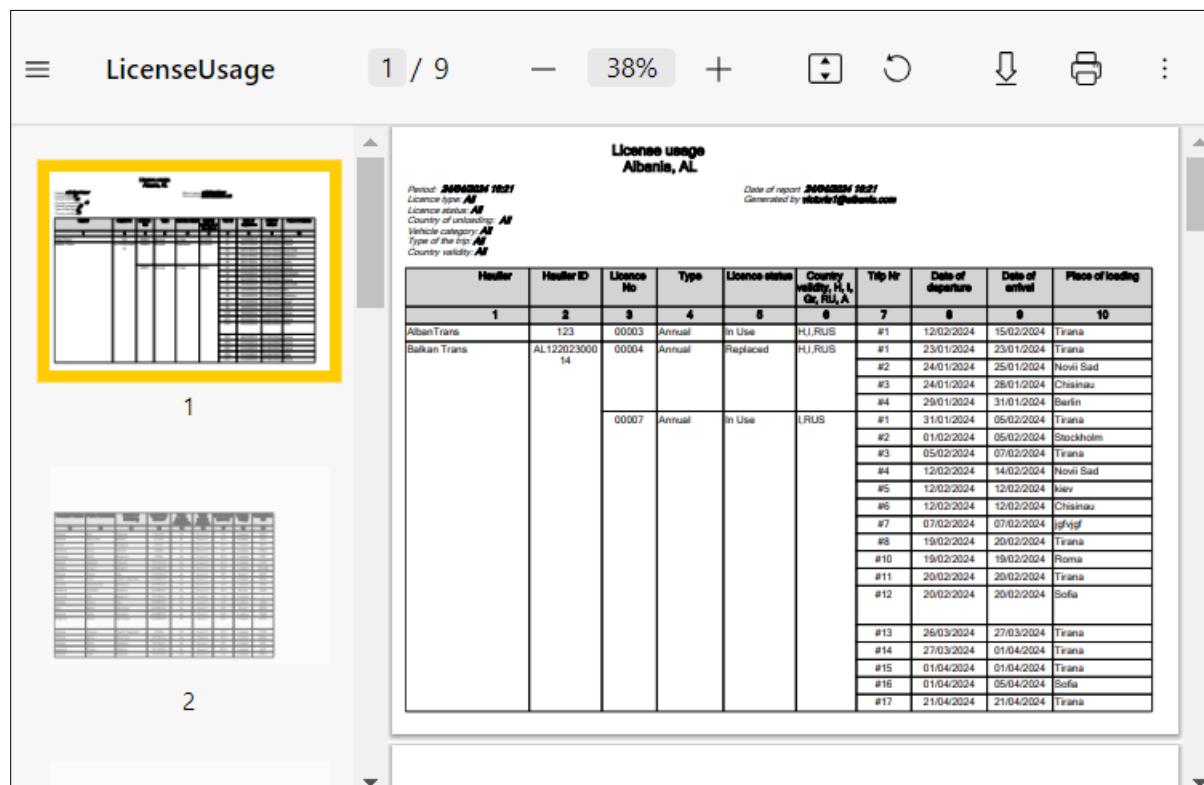
In case if there is such necessity generated report can be saved in one of stipulated formats.

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**



The screenshot shows a PDF document titled 'License usage Albania, AL'. The document header includes a search bar, zoom controls (38%), and a download/print icon. The main content is a table titled 'License usage Albania, AL' with 17 rows of data. The table columns are: Header, Header ID, Licence No, Type, Licence status, Country validity, Trip Nr, Date of departure, Date of arrival, and Place of loading. The data includes trips from Tirana, Novi Sad, Chisinau, and Berlin, with dates ranging from 12/02/2024 to 21/04/2024.

## 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**

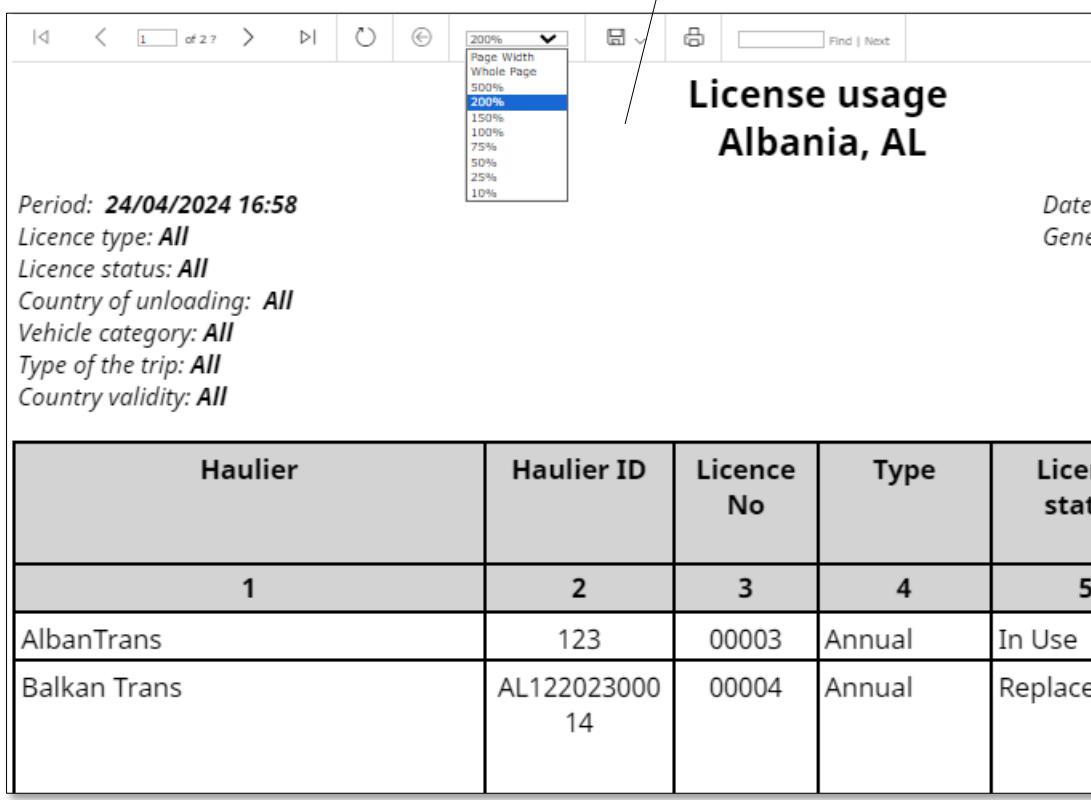


Step 1



Step 2

View report's maximized (minimized) interface

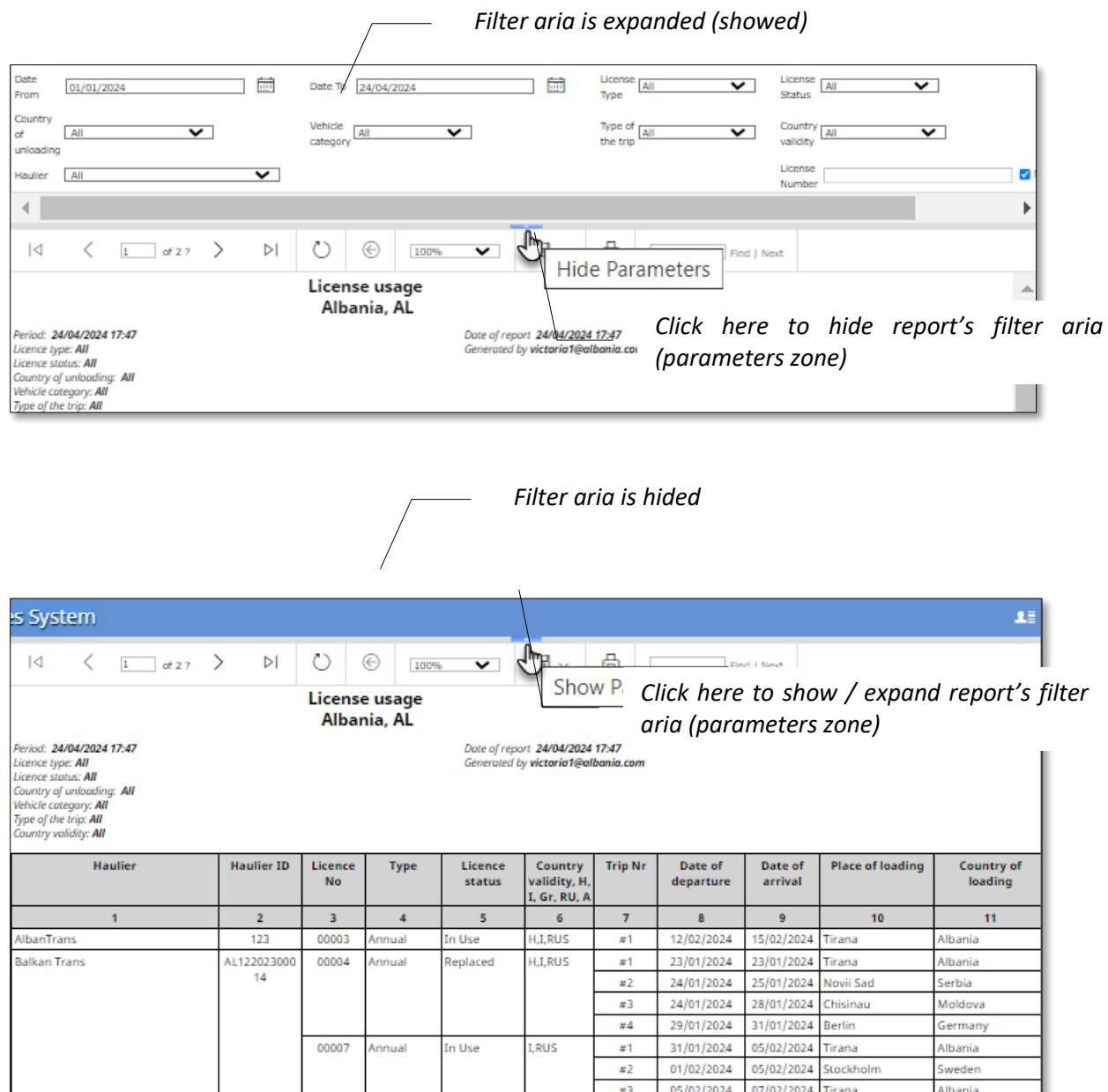


Step 3

## 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 area (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.

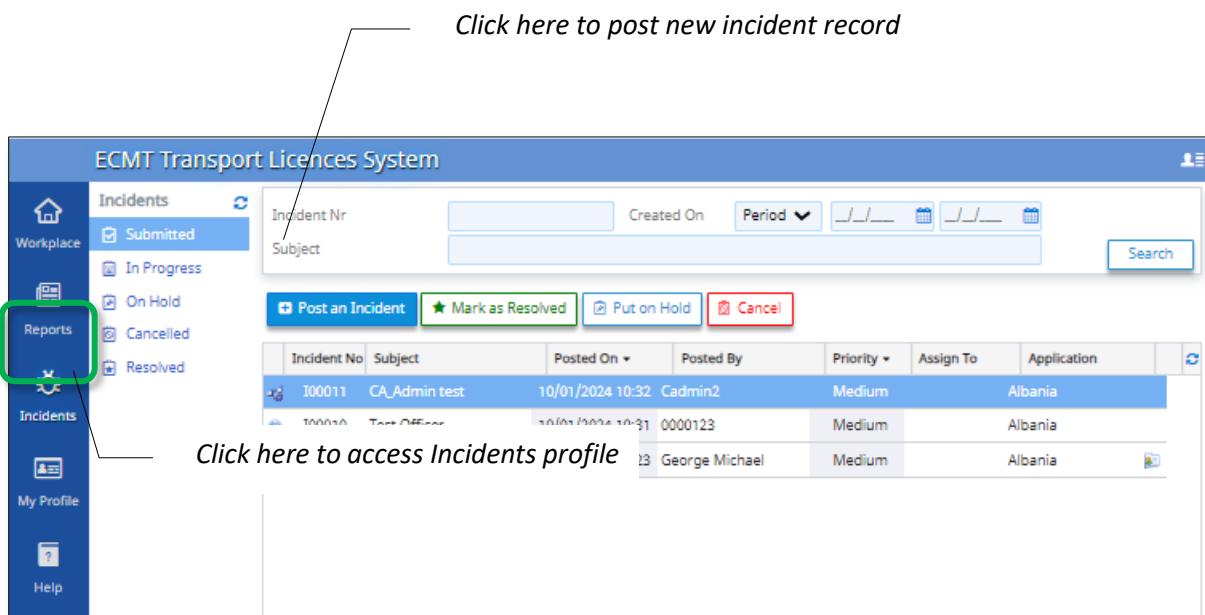
Incidents can be posted in two modes:

- 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**

Click here to post new incident record



Click here to access Incidents profile

ECMT Transport Licences System

Incidents

Submitted

In Progress

On Hold

Cancelled

Resolved

Incident Nr

Subject

Created On

Period

Post an Incident

Mark as Resolved

Put on Hold

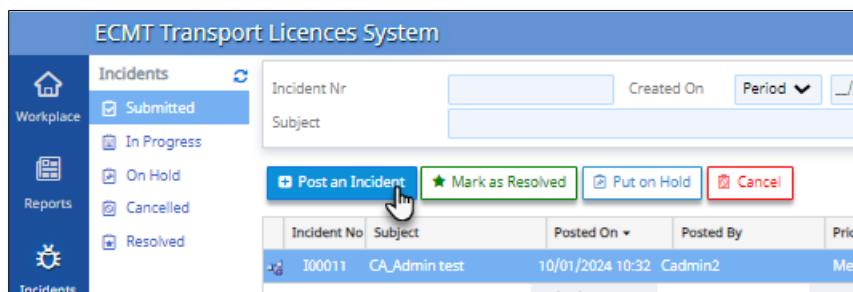
Cancel

Search

Incident No	Subject	Posted On	Posted By	Priority	Assign To	Application
I00011	CA_Admin test	10/01/2024 10:32	Cadmin2	Medium	Albania	
I00010	Test Officer	10/01/2024 10:31	0000123	Medium	Albania	
			George Michael	Medium	Albania	

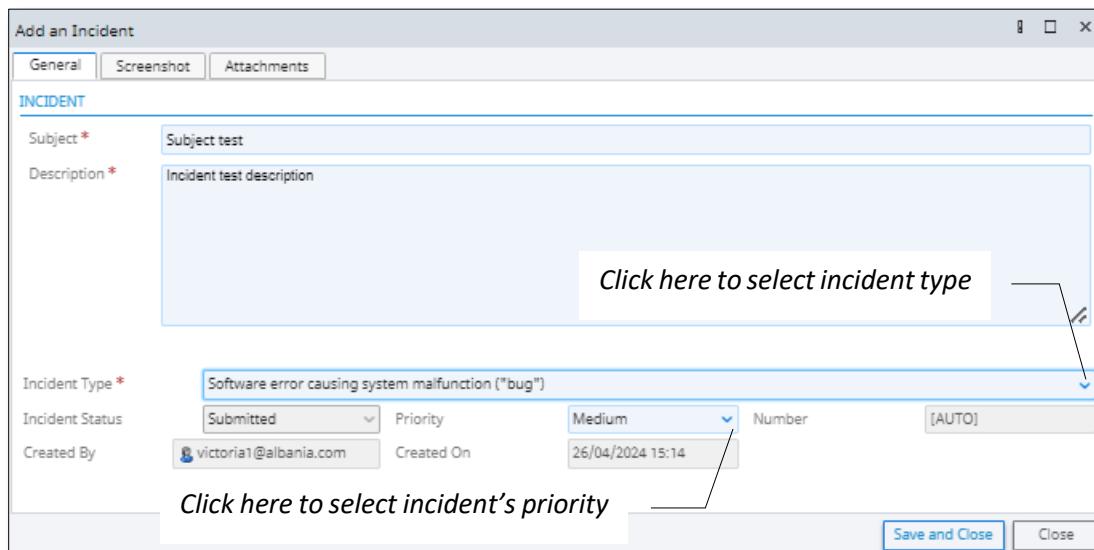
## 5.1 How to Post an Incident from “Incidents” Profile

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

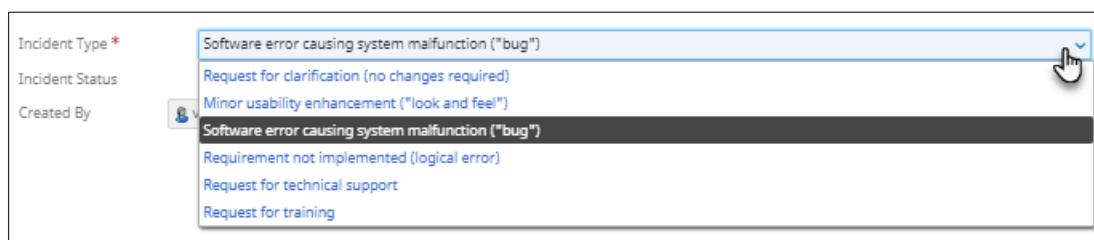


In incident form that will be opened use General tab to provide info about incident's subject, description, select incident type, its priority:

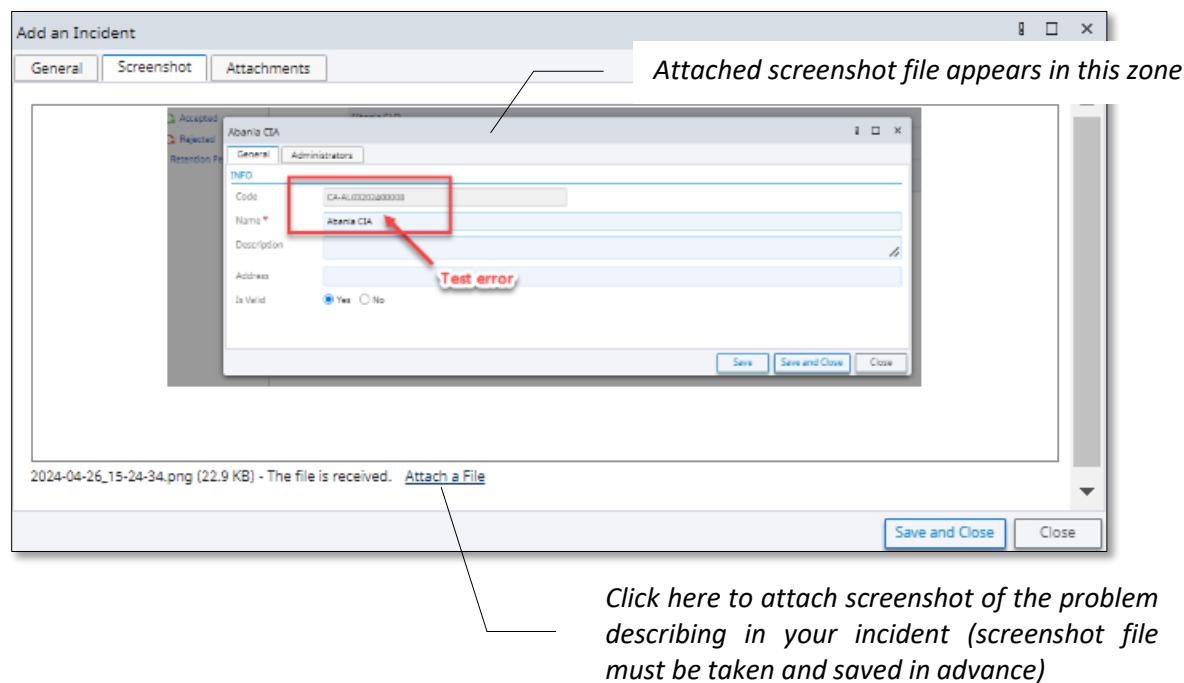
**Figure 110 “Add an Incident” form. General tab**



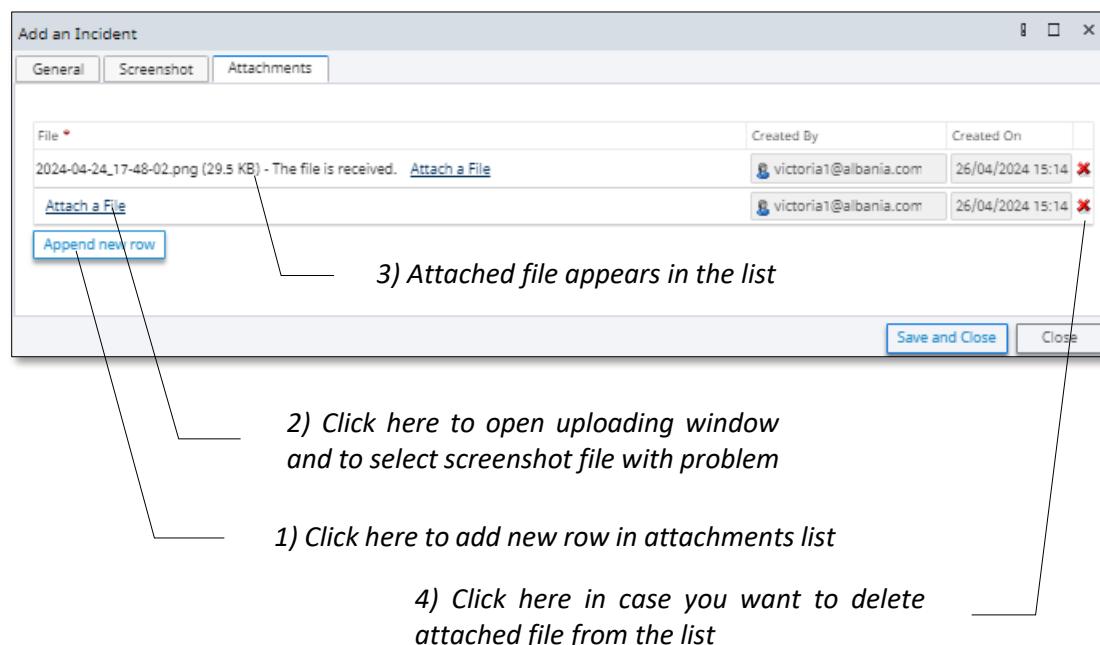
**Figure 111 Incident type selection**



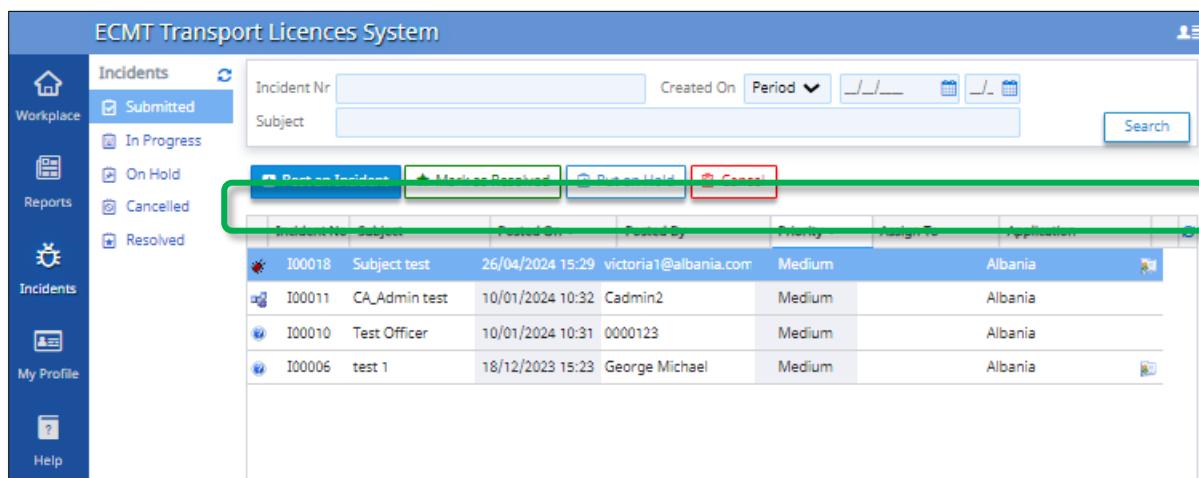
Go to “Screenshot” tab to attach screenshot file that shows emerged problem:

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

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**

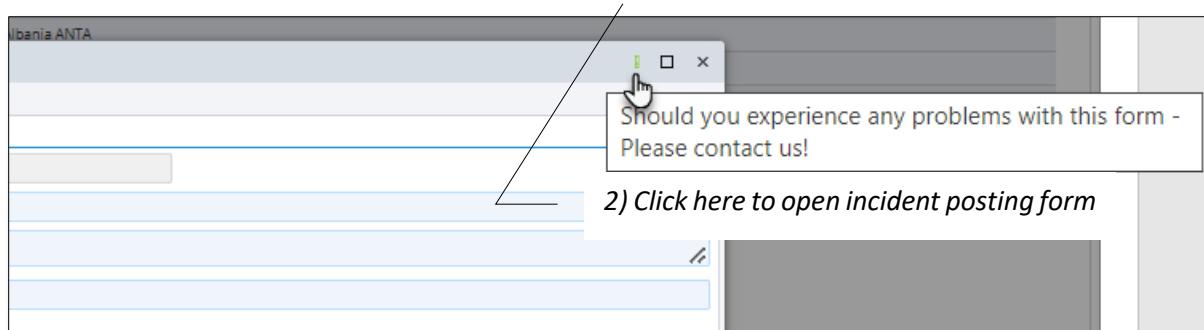
When all data about incident have been provided click **Save and Close** button: incident record will appear in the submitted incidents list:



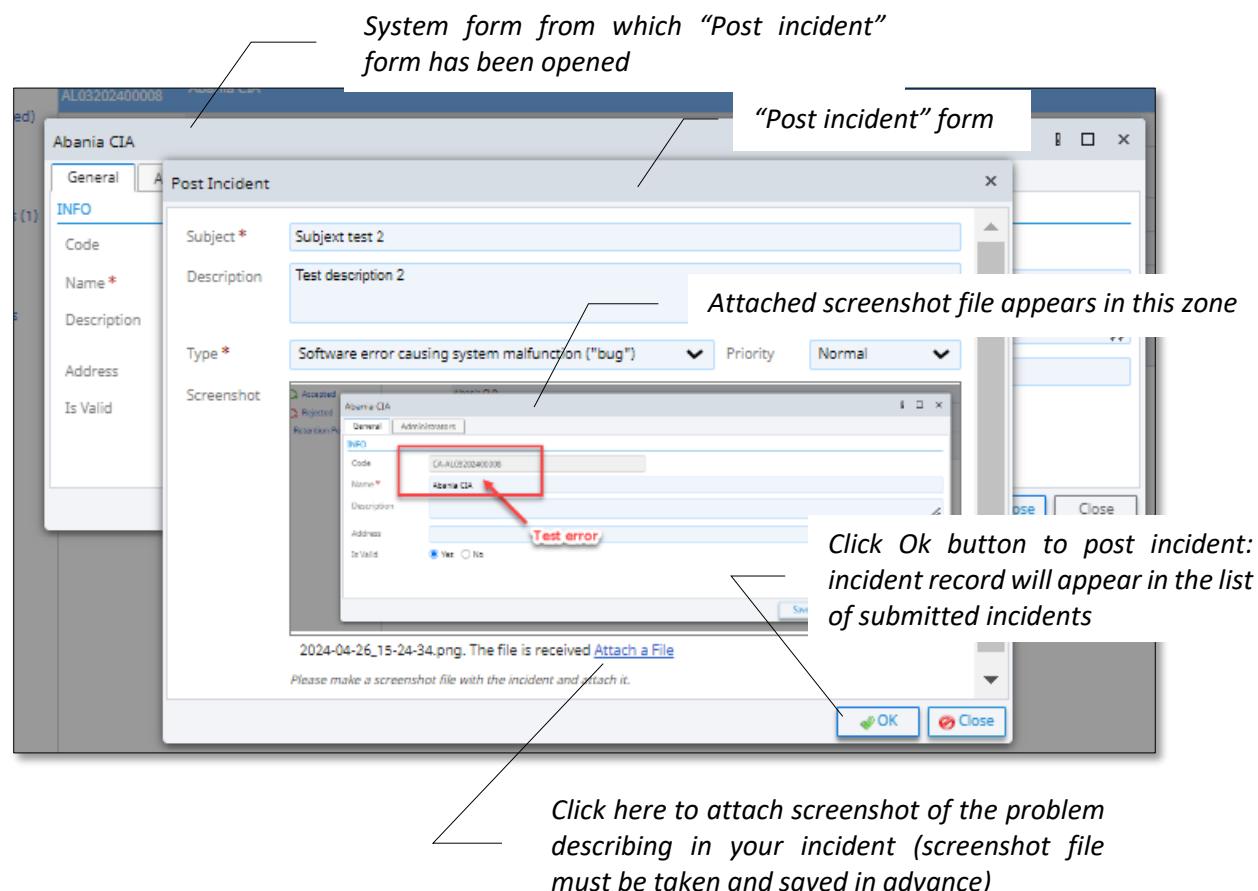
## 5.2 How to Post Incident from Form's Interface

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

**Figure 114 Posting incident from form's interface (incident posting button)**



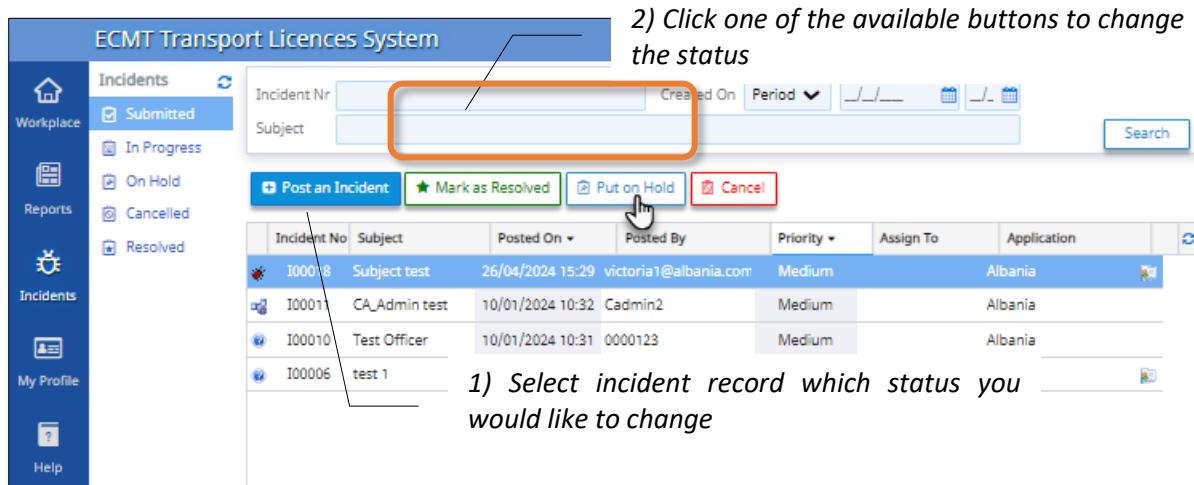
As a result on your screen will be opened “Post Incident” form where you’ll be able to provide incident’s data and to attach screenshot file (taken and saved on your hard disk in advance):

**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:



## 6 My Profile

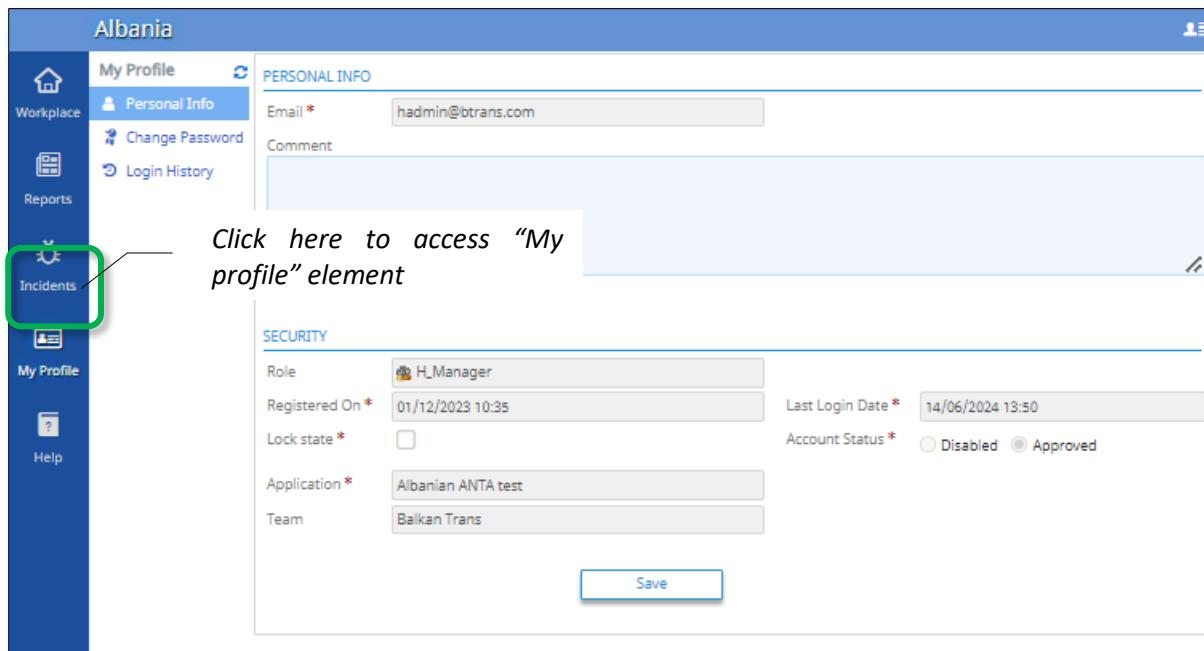
“My profile” menu is meant for storing your personal data as a system user, password changing, viewing your login history.

### 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 

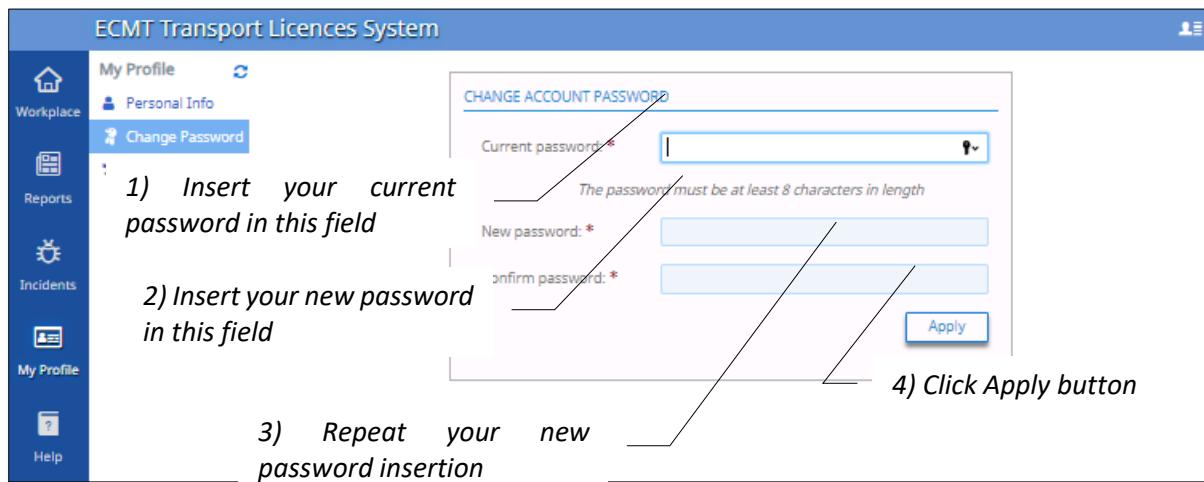
**Figure 118 “My profile”. “Personal info” interface**



The screenshot shows the 'Albania' application interface. On the left, a vertical navigation bar lists 'Workplace', 'Reports', 'Incidents' (which is highlighted with a green box and has a callout pointing to it with the text 'Click here to access “My profile” element'), 'My Profile' (which is also highlighted with a blue box), and 'Help'. The main content area is titled 'PERSONAL INFO' and contains fields for 'Email \*' (hadmin@btrans.com) and 'Comment'. Below this is a 'SECURITY' section with fields for 'Role' (H\_Manager), 'Registered On' (01/12/2023 10:35), 'Last Login Date' (14/06/2024 13:50), 'Lock state' (unchecked), 'Account Status' (radio buttons for 'Disabled' and 'Approved' with 'Approved' selected), 'Application' (Albanian ANTA test), and 'Team' (Balkan Trans). A 'Save' button is located at the bottom right of the form.

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

**Figure 119 "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 120 "My profile". "Login history" list**

ECMT Transport Licences System

Workplace

Reports

Incidents

My Profile

Help

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: 192.168.1.100

International Transport Forum (ITF)

# Manual for Drivers

ECMT Transport Licences System

Document Version: D\_ECMT\_TLS\_MHD-002 • June 14, 2024



## Document History

Description	Author	Version	Date
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## Acronyms and Abbreviation

Acronym	Definition
<b>ECMT</b>	European Conference of Ministers of Transport
<b>ECMT TLS</b>	ECMT Transport Licences System
<b>ITF</b>	International Transport Forum
<b>NIA</b>	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**

Licence Annual AL00010 - Linked 28/03/2024

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,		
<input type="button" value="Truck's documents"/> <input type="button" value="View license"/> <input type="button" value="View last logbook printed document"/>									
<b># 2 - TRIP ACTIVATED (AL00006)</b> <b>A) DEPARTURE</b> 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: ARJ123 AL Loaded									
<b>B) ARRIVAL</b> 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									
<b># 10 - TRIP FINISHED</b> <b>A) DEPARTURE</b> 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>B) ARRIVAL</b> 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									
<b># 9 - TRIP FINISHED</b> <b>A) DEPARTURE</b>									

*Driver can only view trip details without possibility of changing them*

**Figure 2 Licence logbook for driver with full access**

Licence Annual AL00010 - Linked 28/03/2024

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																																							
<a href="#">Truck's documents</a>		<a href="#">View license</a>																																							
<b>Driver can view and edit trip details, can create new trips</b>																																									
<a href="#">New trip</a> <a href="#"># 2 - TRIP ACTIVATED (AL00006)</a> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <a href="#">Transit</a> <a href="#">Add step</a> <a href="#">Special remark</a> <a href="#">Change vehicle</a> <a href="#">Finish the trip</a> <a href="#">Change</a> </div>																																									
<b>A) DEPARTURE</b> <a href="#">▲</a> <table border="1"> <tr> <td>Departure Date</td> <td>03/06/2024</td> <td>Place of loading</td> <td>Tirana</td> <td>Country of loading</td> <td>AL</td> <td>Gross Weight (in tonnes)</td> <td>5,000.0</td> </tr> <tr> <td>Number of km at departure</td> <td>1550000</td> <td>Truck Reg Nr</td> <td>TR123FD</td> <td>Trailer Reg Nr</td> <td>ARJ123</td> <td>AL</td> <td>Loaded</td> </tr> </table> <b>B) ARRIVAL</b> <a href="#">▼</a> <table border="1"> <tr> <td>Arrival Date</td> <td>06/06/2024</td> <td>Place of unloading</td> <td>Plovdiv</td> <td>Country of unloading</td> <td>BG</td> <td>Gross Weight (in tonnes)</td> <td>5,000.0</td> </tr> <tr> <td>Number of km at arrival</td> <td>1551000</td> <td>Truck Reg Nr</td> <td>TR123FD</td> <td>Trailer Reg Nr</td> <td>ARJ123</td> <td>AL</td> <td></td> </tr> </table> <p><input checked="" type="checkbox"/> # 10 - TRIP FINISHED <a href="#">▼</a></p>										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	Trailer Reg Nr	ARJ123	AL	Loaded	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	Trailer Reg Nr	ARJ123	AL	
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	Trailer Reg Nr	ARJ123	AL	Loaded																																		
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	Trailer Reg Nr	ARJ123	AL																																			
<b>A) DEPARTURE</b> <a href="#">▲</a> <table border="1"> <tr> <td>Departure Date</td> <td>01/04/2024</td> <td>Place of loading</td> <td>Venlo</td> <td>Country of loading</td> <td>NL</td> <td>Gross Weight (in tonnes)</td> <td>0.0</td> </tr> <tr> <td>Number of km at departure</td> <td>287000</td> <td>Truck Reg Nr</td> <td>AA08800</td> <td>Trailer Reg Nr</td> <td>TRL569</td> <td>AL</td> <td>Empty</td> </tr> </table> <b>B) ARRIVAL</b> <a href="#">▼</a> <table border="1"> <tr> <td>Arrival Date</td> <td>01/04/2024</td> <td>Place of unloading</td> <td>Tirana</td> <td>Country of unloading</td> <td>AL</td> <td>Gross Weight (in tonnes)</td> <td>0.0</td> </tr> <tr> <td>Number of km at arrival</td> <td>289000</td> <td>Truck Reg Nr</td> <td>AA08800</td> <td>Trailer Reg Nr</td> <td>TRL569</td> <td>AL</td> <td></td> </tr> </table>										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	Trailer Reg Nr	TRL569	AL	Empty	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	Trailer Reg Nr	TRL569	AL	
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	Trailer Reg Nr	TRL569	AL	Empty																																		
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	Trailer Reg Nr	TRL569	AL																																			

[Close](#)

**Figure 3 Driver's workplace. "Licences" interface**

Profile for selected menu's element is viewed in this part of the screen

"Licences" interface is viewed on the screen

Vertical menu for Haulier's Driver role. Workplace element is active

Code	Number	Year	Type
AL	00007	2024	Annual
AL	00009	2024	Annual

## 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.

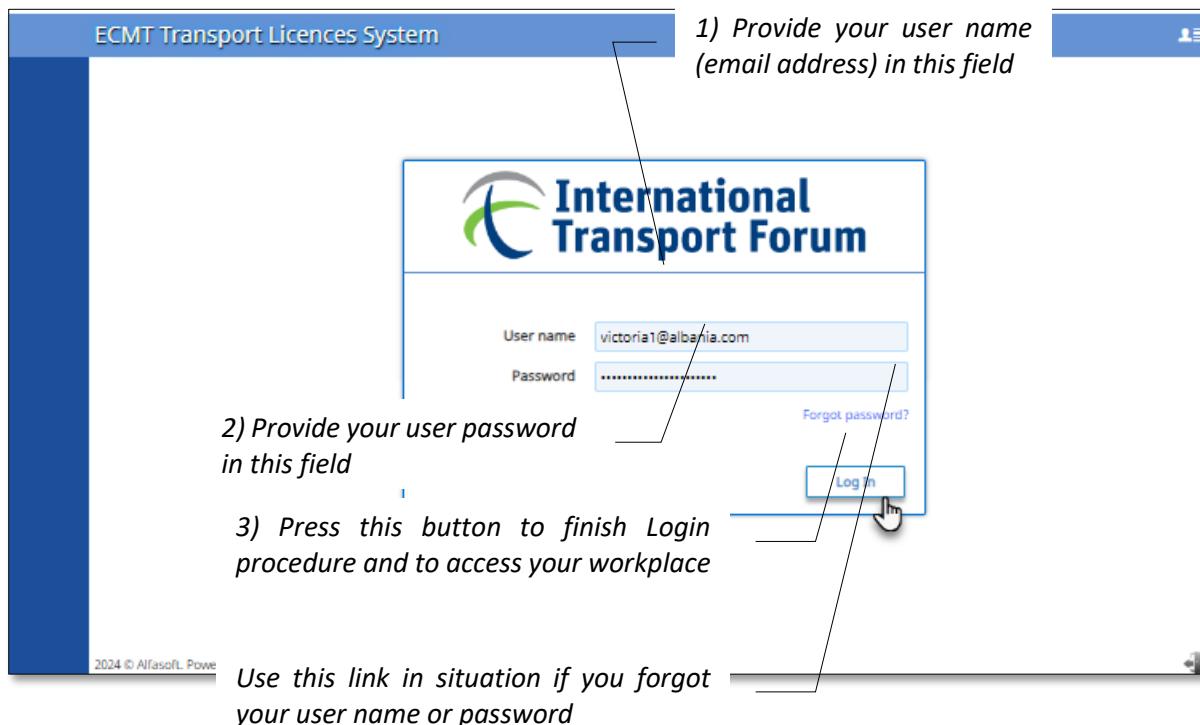
### 2.1 How to Login the System

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 **Log in** button.

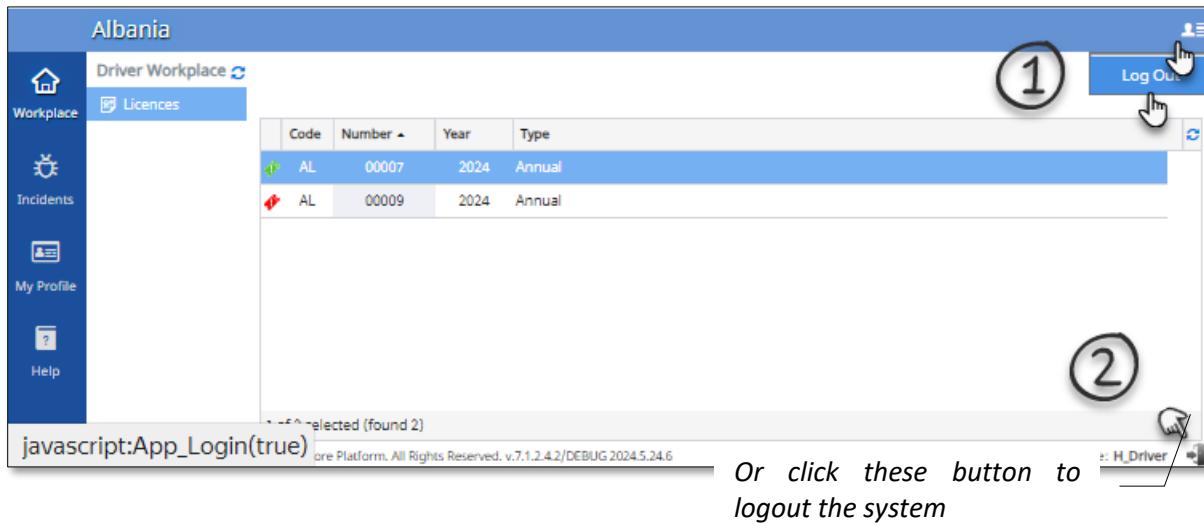
As a result of passed steps you will be moved into your working place (see Figure 3)

## 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



## 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*

**Licence Annual AL00010 - Linked 28/03/2024**

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,

**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**

**Truck's documents** **View license** **View last logbook printed document**

**New trip** **# 2 - TRIP ACTIVATED (A) 00000** **Special remark** **Change vehicle** **Finish the trip** **Change**

**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** ARJ123 **AL** **Loaded**

**B) ARRIVAL** **Arrival Date** 06/06/2024 **Place of unloading** BG **Country of unloading** BG **Gross Weight (in tonnes)** 5,000.0

**Number of km at arrival** 1551000 **Reg Nr** ARJ123 **AL**

**# 10 - TRIP FINISHED** **B) DEPARTURE** **Departure Date** 01/04/2024 **Place of loading** Venlo **Country of loading** NL **Gross Weight (in tonnes)** 0.0

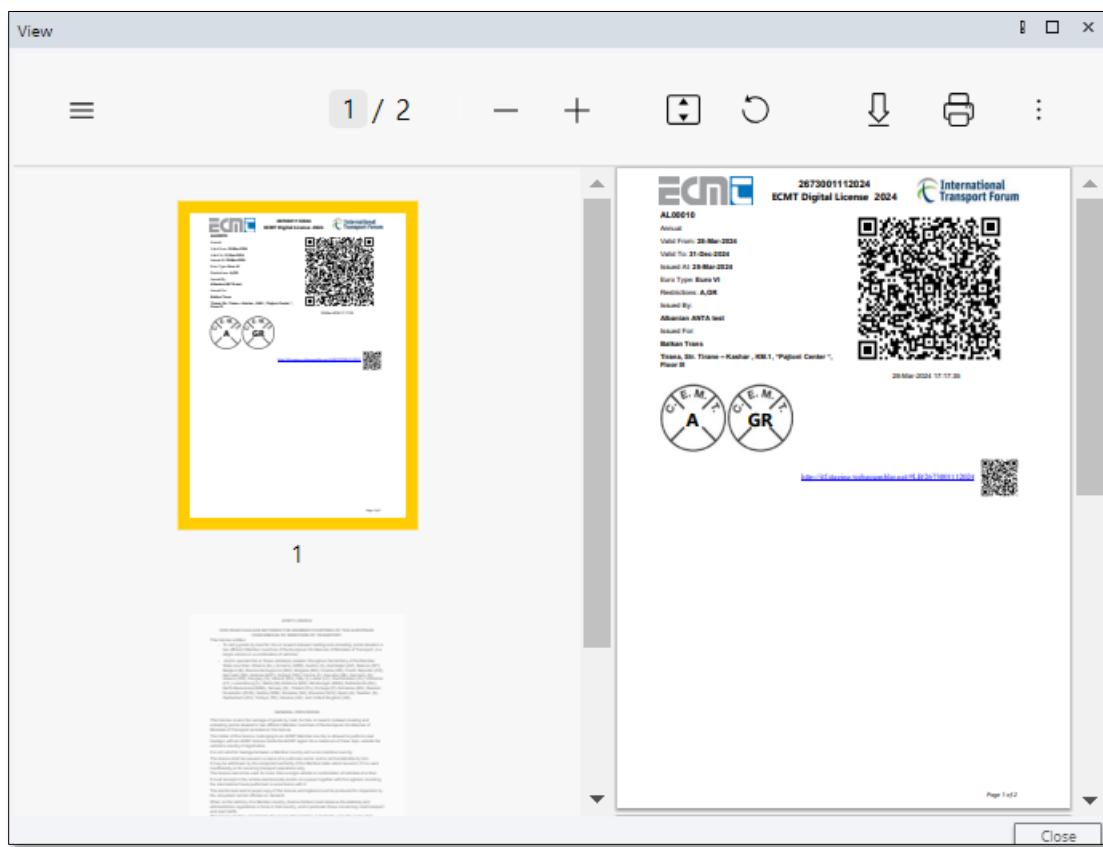
**Number of km at departure** 287000 **Truck Reg Nr** AA08800 **AL** **Trailer Reg Nr** TRL569 **AL** **Empty**

**B) ARRIVAL** **Arrival Date** 01/04/2024 **Place of unloading** Tirana **Country of unloading** AL **Gross Weight (in tonnes)** 0.0

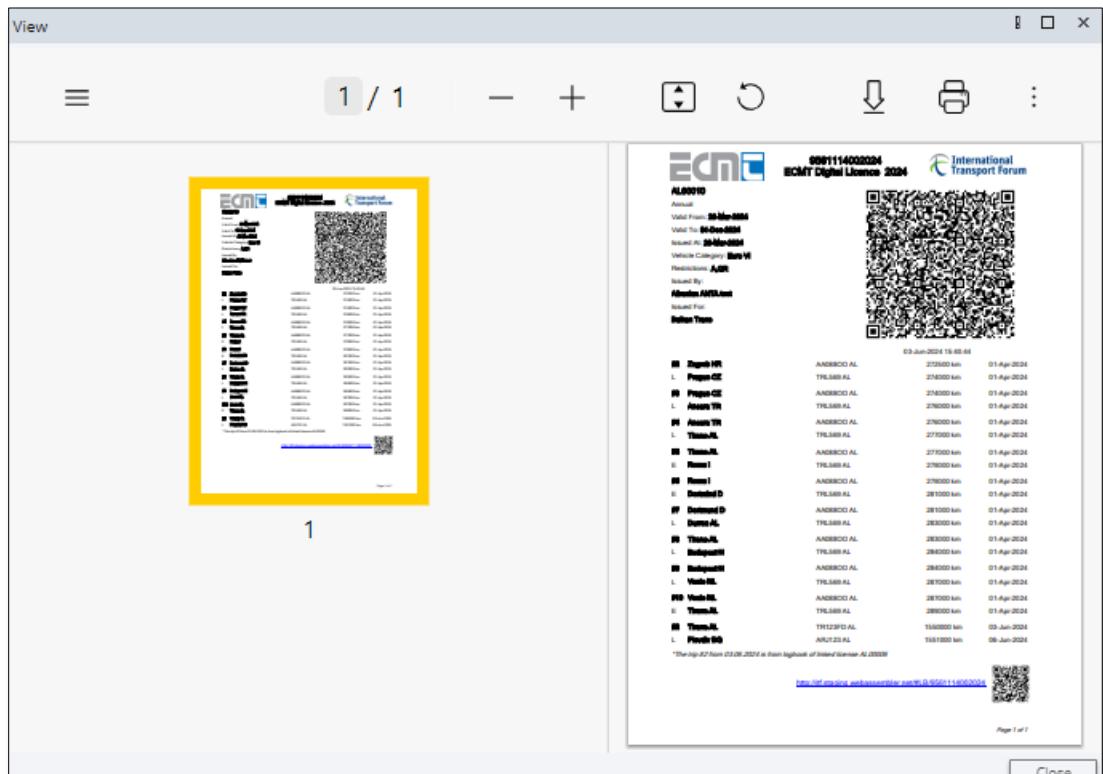
**Number of km at arrival** 289000 **Truck Reg Nr** AA08800 **AL** **Trailer Reg Nr** TRL569 **AL**

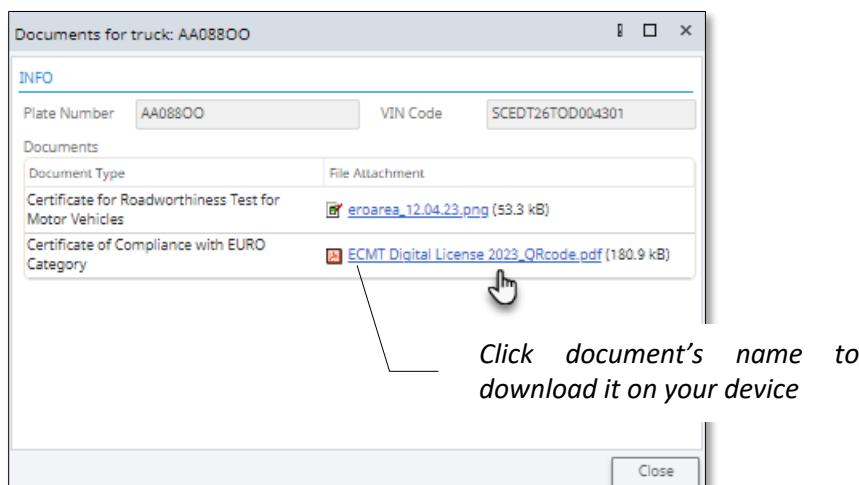
**Close**

**Figure 7 Licence document in PDF viewer**

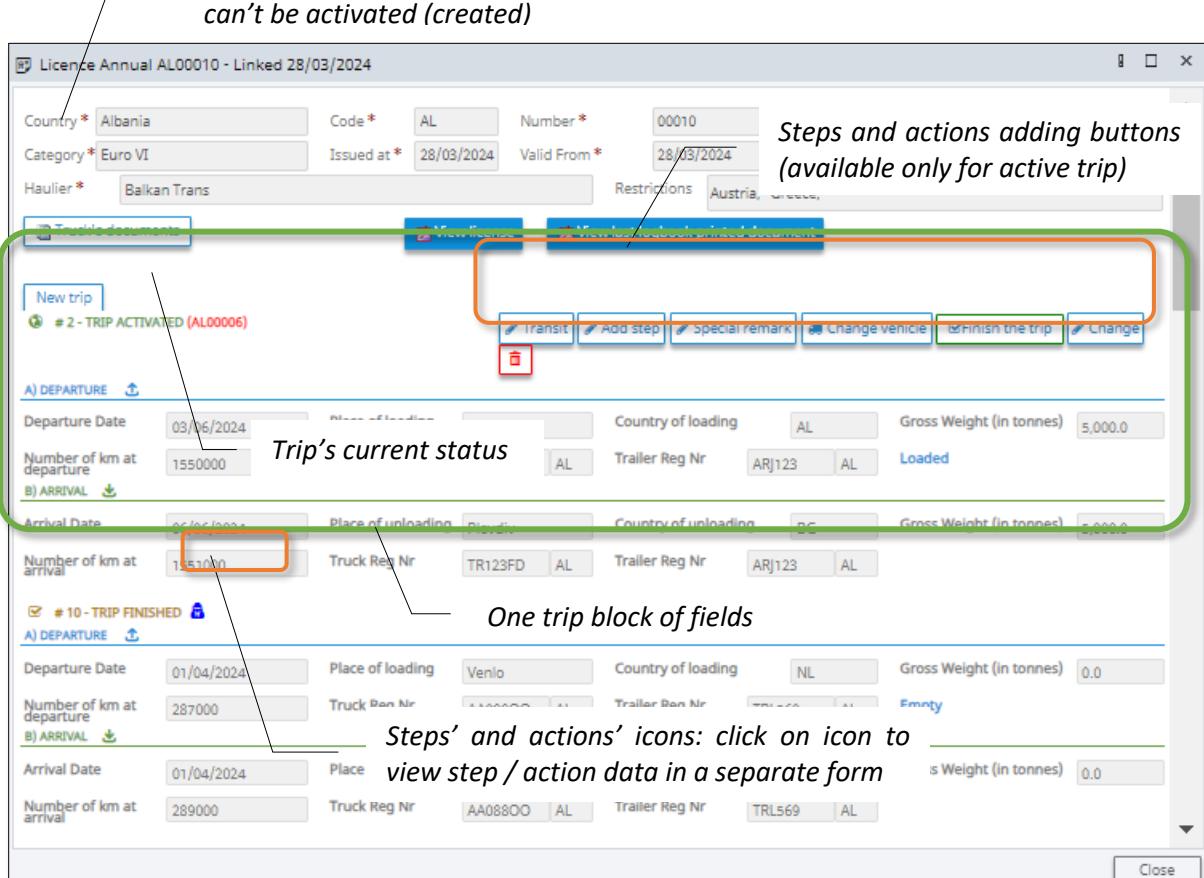


**Figure 8 Licence logbook in PDF viewer form**



**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 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

Trailer Reg Nr: TRL 33 A

Step 1 - Transit point

Date: 21/04/2024

Place: Budapest

Country: H

Number of km(ODO meter):

Truck Reg Nr: TR1234A

Trailer Reg Nr: TRL 33 A

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

Trailer Reg Nr: TRL 33 A

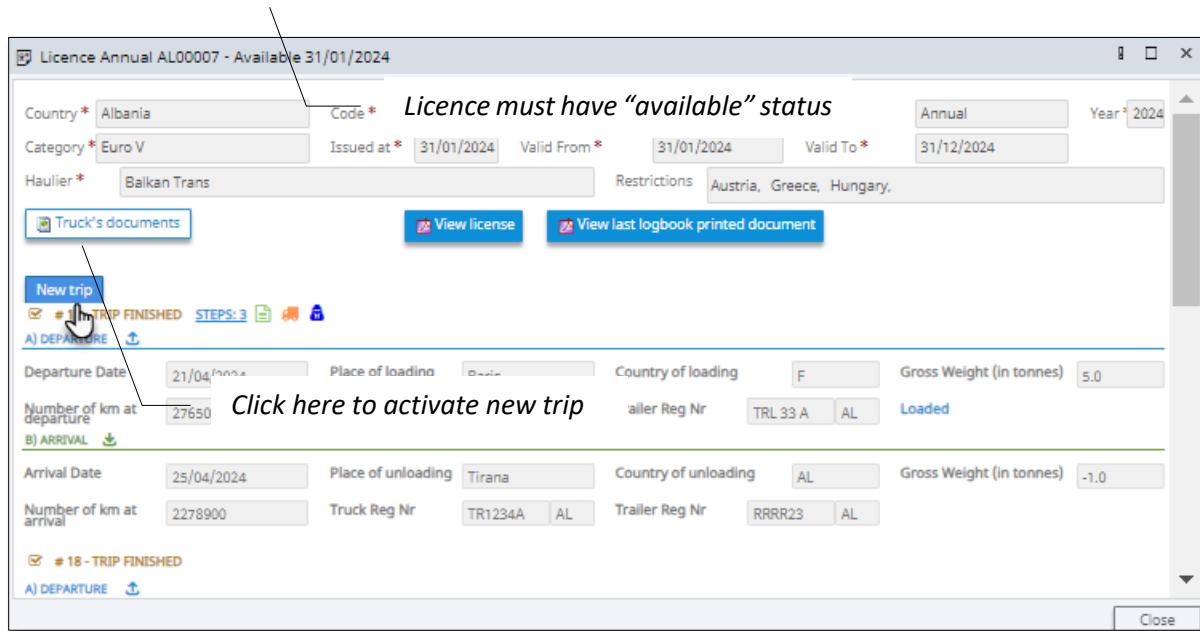
0 of 3 selected (found 3)

Close

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

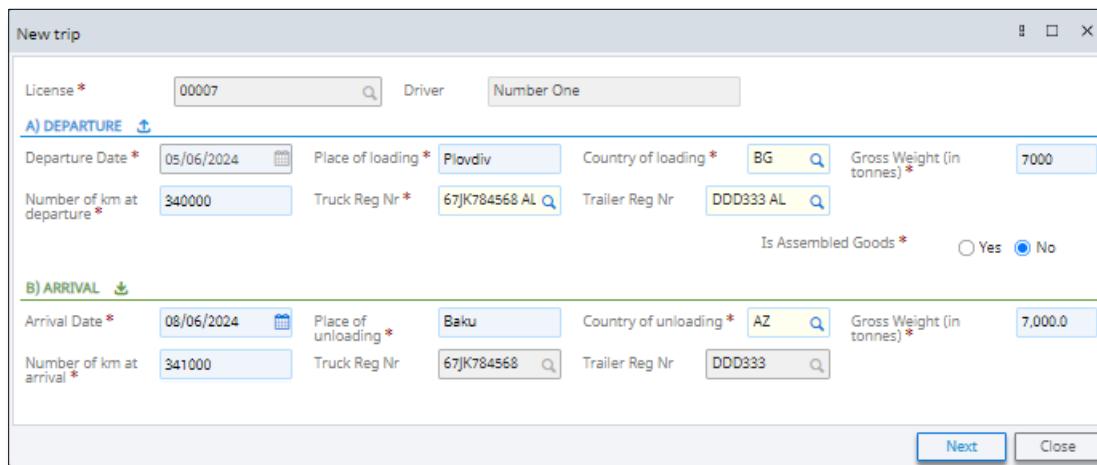
In licence form that has “available” status click **New trip** button:

**Figure 13 Start of new trip activation process**

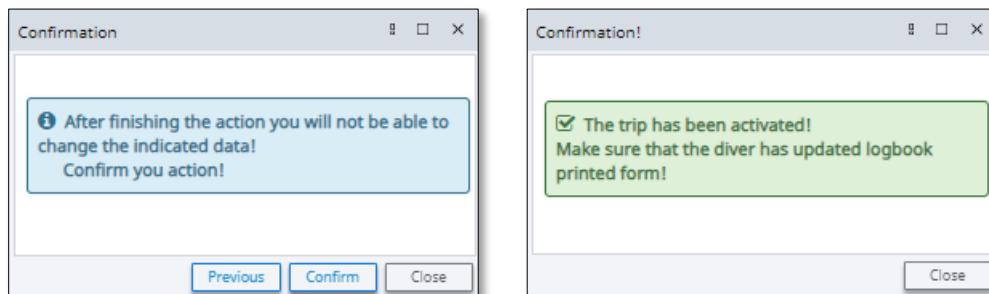


In new trip form that will be opened select driver, information about departure (departure date, place and country of loading, weight that is going to be hauled, truck and trailer registration number, number of km at departure); information about arrival (arrival date, place and country of unloading,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

**Figure 14 New trip activation form**



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

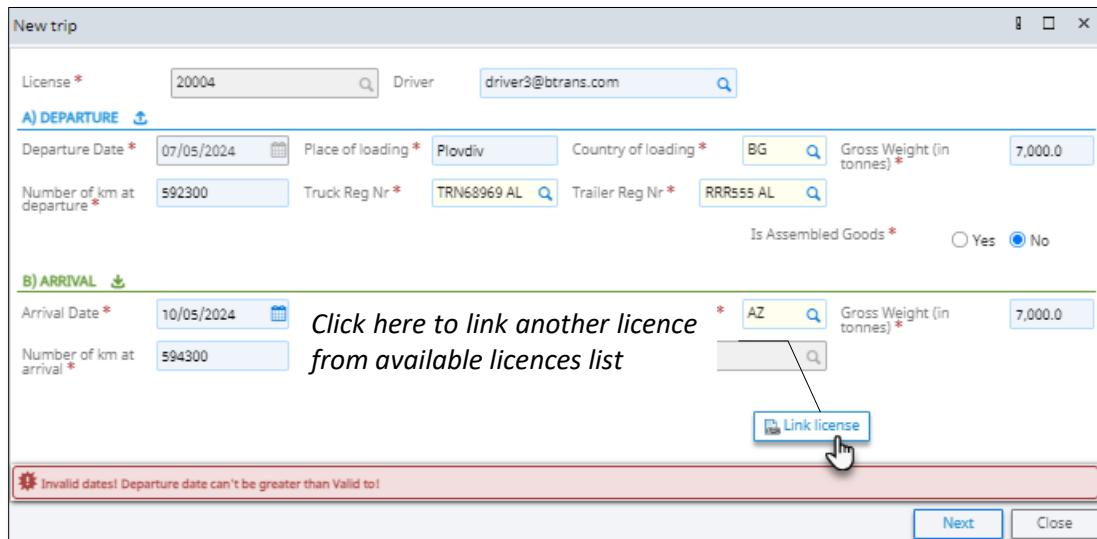
**Figure 15 Confirmation steps on trip activation**

Click **Confirm** → **Close**: 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”:

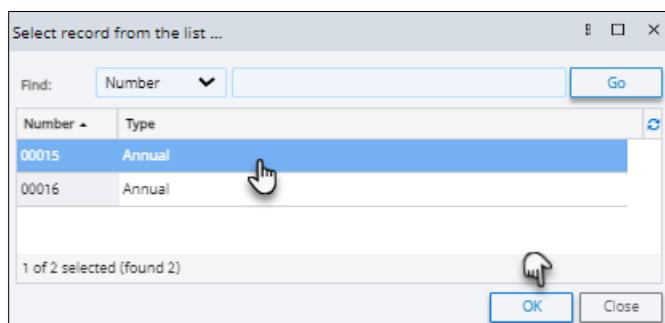
**Figure 16 Active trip block of fields in the licence logbook**

**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:

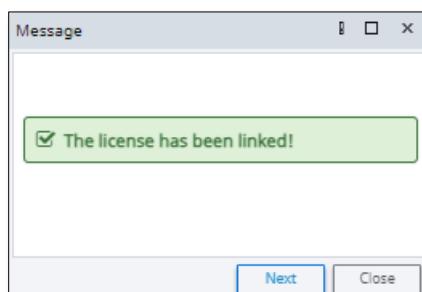
**Figure 17 Link licence step on new trip activation**



**Figure 18 Lookup for available licence selection**



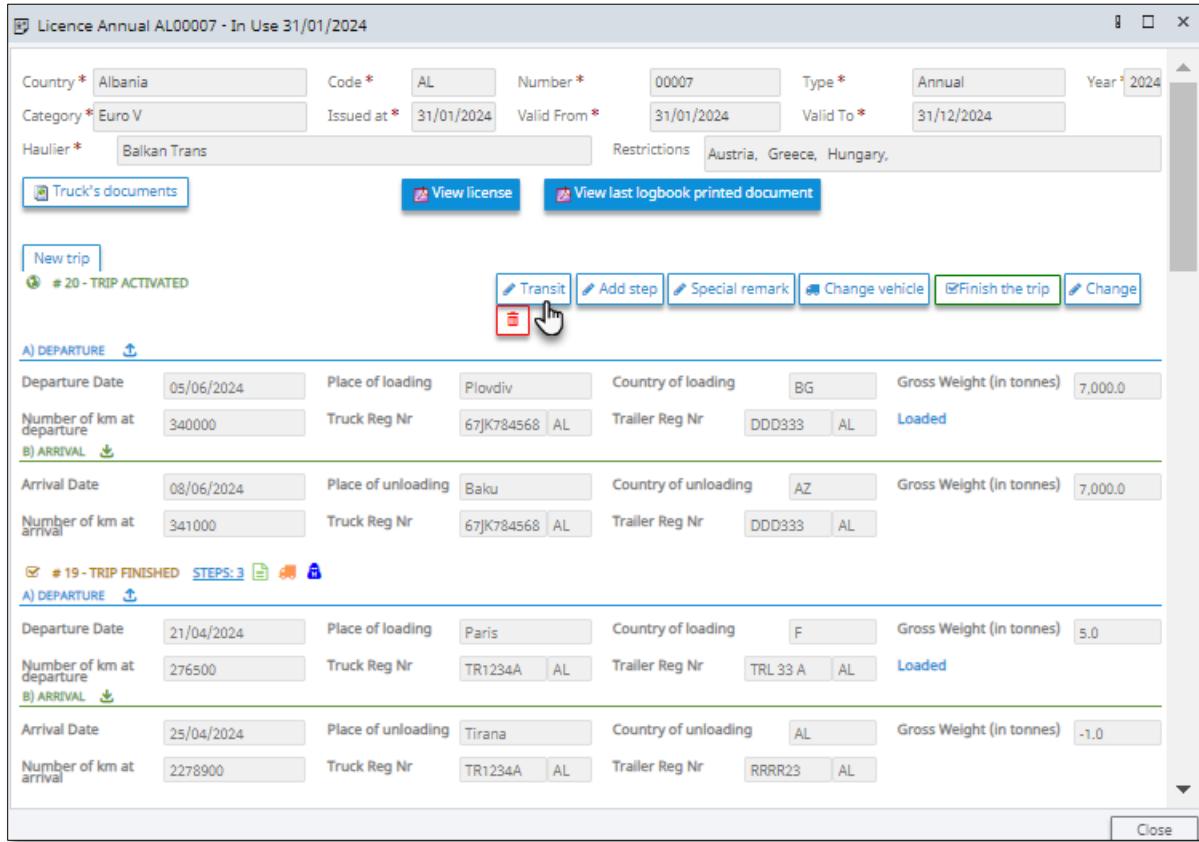
**Figure 19 Message on successful licence link**



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

In active trip section in licence logbook click  button:

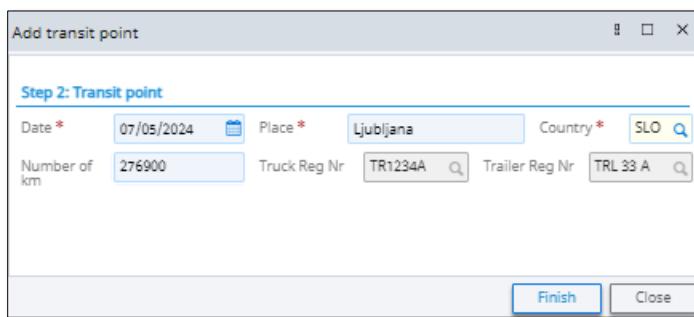
**Figure 20 Start of transit point addition**



The screenshot shows the 'Licence Annual AL00007 - In Use 31/01/2024' window. In the 'New trip' section, the 'Transit' button is highlighted with a red box and a cursor arrow. Other buttons visible include 'Add step', 'Special remark', 'Change vehicle', 'Finish the trip', and 'Change'.

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**



The screenshot shows the 'Add transit point' form. The 'Finish' button is highlighted with a red box.

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

Licence Annual AL00007 - In Use 31/01/2024

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	Restrictions Austria, Greece, Hungary.																																							
<a href="#">Truck's documents</a>		<a href="#">View license</a>		<a href="#">View last logbook printed document</a>																																					
<b>New trip</b> <span style="color: green;"># 20 - TRIP ACTIVATED STEPS: 2 1</span> <span style="color: red;">Delete</span> <span><a href="#">Transit</a></span> <span><a href="#">Add step</a></span> <span><a href="#">Special remark</a></span> <span><a href="#">Change vehicle</a></span> <span><input checked="" type="checkbox"/> <a href="#">Finish the trip</a></span> <span><a href="#">Change</a></span>																																									
<b>A) DEPARTURE</b> <table border="1"> <tr> <td>Departure Date</td> <td>05/06/2024</td> <td>Place of loading</td> <td>Plovdiv</td> <td>Country of loading</td> <td>BG</td> <td>Gross Weight (in tonnes)</td> <td>7,000.0</td> </tr> <tr> <td>Number of km at departure</td> <td>340000</td> <td>Truck Reg Nr</td> <td>67JK784568 AL</td> <td>Trailer Reg Nr</td> <td>DDD333 AL</td> <td colspan="2">Loaded</td> </tr> </table> <b>B) ARRIVAL</b> <table border="1"> <tr> <td>Arrival Date</td> <td>08/06/2024</td> <td>Place of unloading</td> <td>Baku</td> <td>Country of unloading</td> <td>AZ</td> <td>Gross Weight (in tonnes)</td> <td>7,000.0</td> </tr> <tr> <td>Number of km at arrival</td> <td>341000</td> <td>Truck Reg Nr</td> <td>67JK784568 AL</td> <td>Trailer Reg Nr</td> <td>DDD333 AL</td> <td colspan="2"></td> </tr> </table>										Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000.0	Number of km at departure	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL	Loaded		Arrival Date	08/06/2024	Place of unloading	Baku	Country of unloading	AZ	Gross Weight (in tonnes)	7,000.0	Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL		
Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000.0																																		
Number of km at departure	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL	Loaded																																			
Arrival Date	08/06/2024	Place of unloading	Baku	Country of unloading	AZ	Gross Weight (in tonnes)	7,000.0																																		
Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL																																				

**Figure 22 Steps form with transit points**

License 00007 , Trip Nr 19

*Click here to open steps form with transit points*

*Transit point step that has been added in this paragraph*

**Step 1 - Transit point**

Date	21/04/2024	Place	Budapest	Country	SLO	Gross Weight (in tonnes)	5.0
Number of km(ODO meter)	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL		

**Step 2 - Transit point**

Date	21/04/2024	Place	Ljubljana	Country	SLO	Gross Weight (in tonnes)	5.0
Number of km(ODO meter)	276900	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 4 selected (found 4)

*All data are presented in "read only" mode*

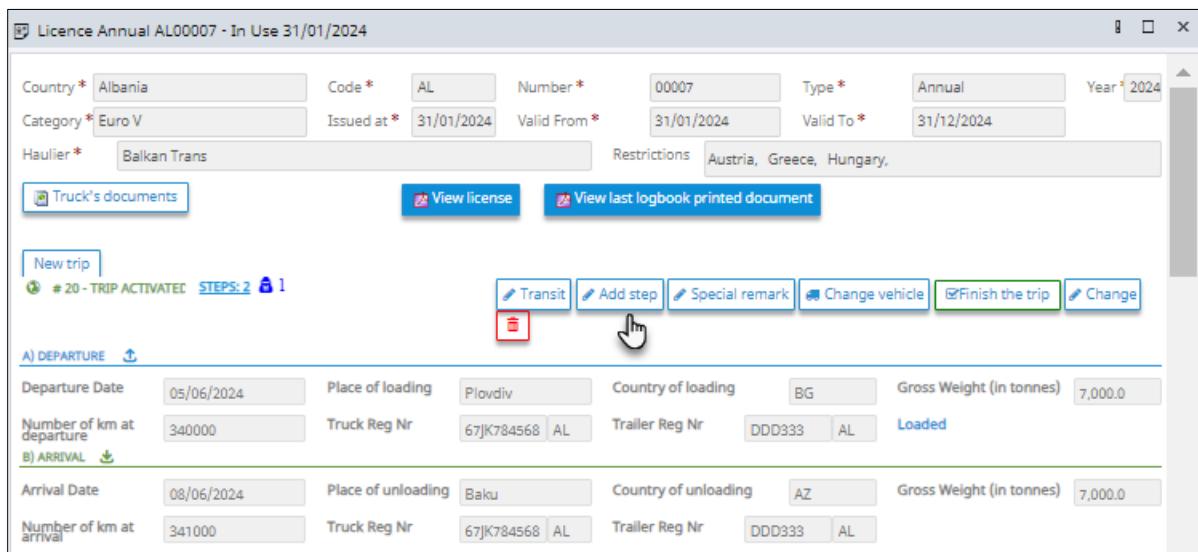
[Close](#)

### 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.

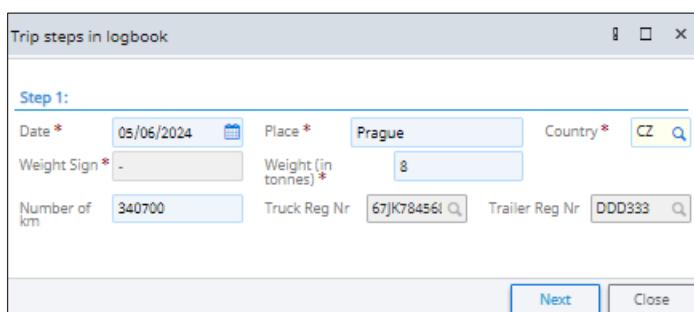
In active trip section in licence logbook click **Add step** button:

**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 **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.

**Licence Annual AL00007 - In Use 31/01/2024**

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	Restrictions: Austria, Greece, Hungary.							
<b>Number of steps added in a trip</b>									
1									
<input type="button" value="Truck's documents"/> <input type="button" value="View license"/> <input type="button" value="View last logbook printed document"/>									
<input type="button" value="New trip"/> <input checked="" type="checkbox"/> # 20 - TRIP ACTIVATED <b>STEPS: 3</b>									
<input type="button" value="Transit"/> <input type="button" value="Add step"/> <input type="button" value="Special remark"/> <input type="button" value="Change vehicle"/> <input checked="" type="checkbox"/> <input type="button" value="Finish the trip"/> <input type="button" value="Change"/>									
<b>A) DEPARTURE</b>									
Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000.0		
Number of km at departure	340000	Truck Reg Nr	67JK784568	AL	DDD333	AL	Loaded		
<b>B) ARRIVAL</b>									
Arrival Date	08/06/2024	Place of unloading	Baku	Country of unloading	AZ	Gross Weight (in tonnes)	6,992.0		
Number of km at arrival	341000	Trailer Reg Nr	67JK784568	AL	DDD333	AL			
<input checked="" type="checkbox"/> # 19 - TRIP FINISHED <b>STEPS: 3</b>									
<b>A) DEPARTURE</b>									

### 3.1.6 How to Add Special Remark to a Trip

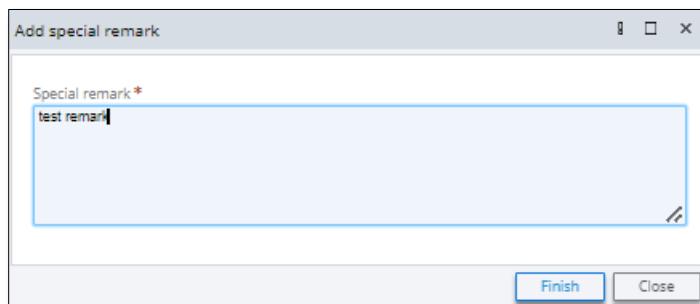
In block of active trip in Licence Logbook click  button:

**Figure 25 Start of special remark adding process**

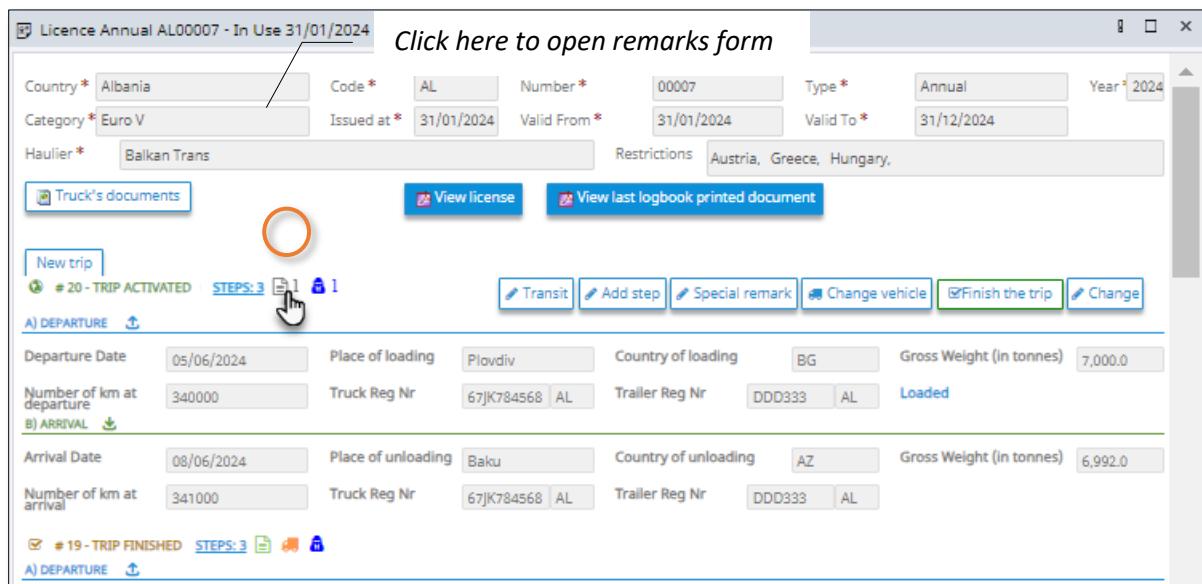
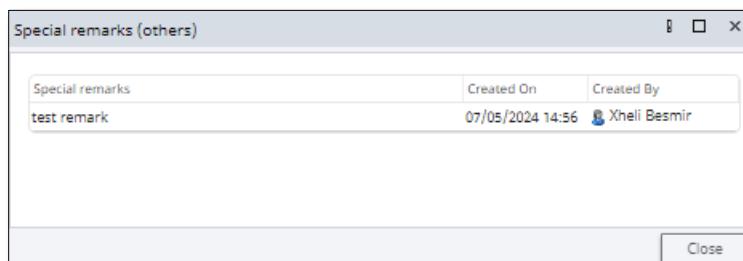
**Licence Annual AL00007 - In Use 31/01/2024**

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	Restrictions: Austria, Greece, Hungary.							
<input type="button" value="Truck's documents"/> <input type="button" value="View license"/> <input type="button" value="View last logbook printed document"/>									
<input type="button" value="New trip"/> <input checked="" type="checkbox"/> # 20 - TRIP ACTIVATED <b>STEPS: 3</b>									
<input type="button" value="Transit"/> <input type="button" value="Add step"/> <input type="button" value="Special remark"/> <input type="button" value="Change vehicle"/> <input checked="" type="checkbox"/> <input type="button" value="Finish the trip"/> <input type="button" value="Change"/>									
<b>A) DEPARTURE</b>									
Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000.0		
Number of km at departure	340000	Truck Reg Nr	67JK784568	AL	DDD333	AL	Loaded		
<b>B) ARRIVAL</b>									
Arrival Date	08/06/2024	Place of unloading	Baku	Country of unloading	AZ	Gross Weight (in tonnes)	6,992.0		
Number of km at arrival	341000	Trailer Reg Nr	67JK784568	AL	DDD333	AL			
<input checked="" type="checkbox"/> # 19 - TRIP FINISHED <b>STEPS: 3</b>									
<b>A) DEPARTURE</b>									

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

**Figure 26 Special remark form**

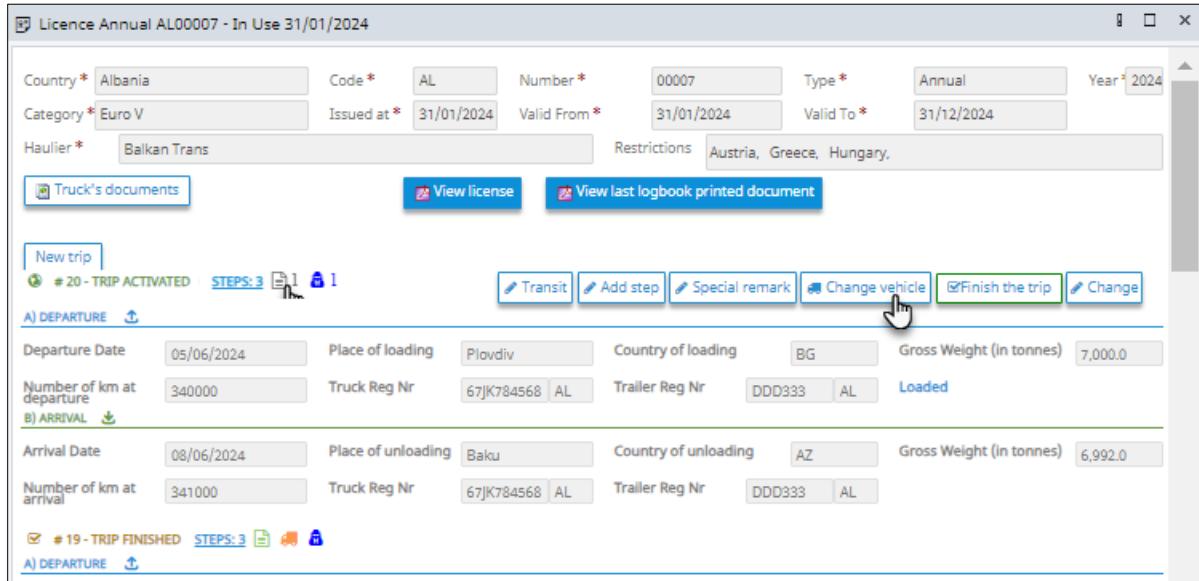
Click **Finish** button: remark form will be closed and remark icon will be displayed in active trip section:

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

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

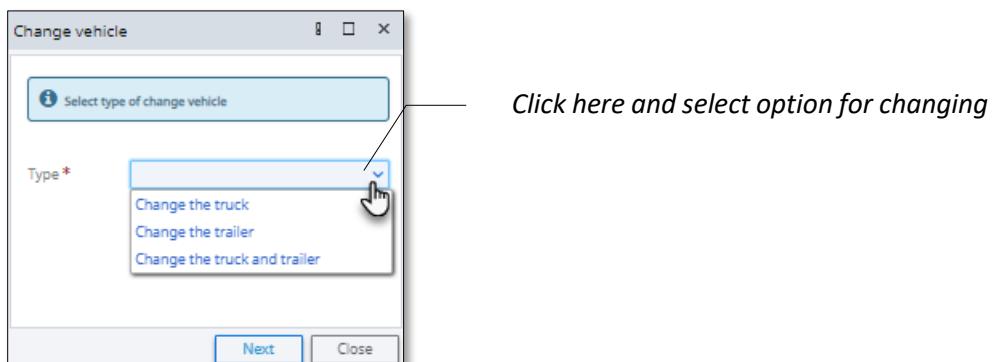
In block of active trip in Licence Logbook click  button:

**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  button: depending on selected option during the previous step, fill in the second step of the changing form:

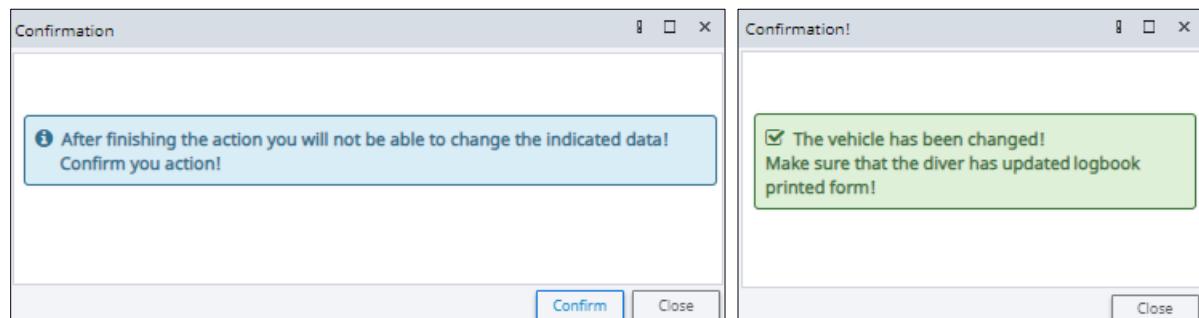
**Figure 30 Change vehicle form (second step. "Change trailer" case)**

Leave a comment about vehicle / trailer changing

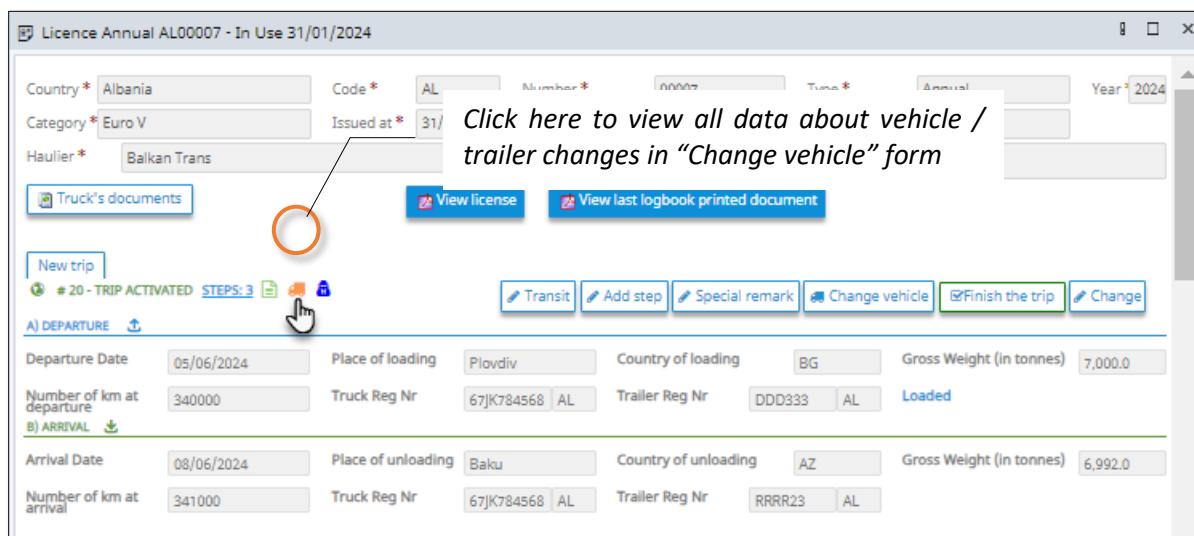
Select another trailer from the lookup grid

Click here to add attachment document stored on your hard disk

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:



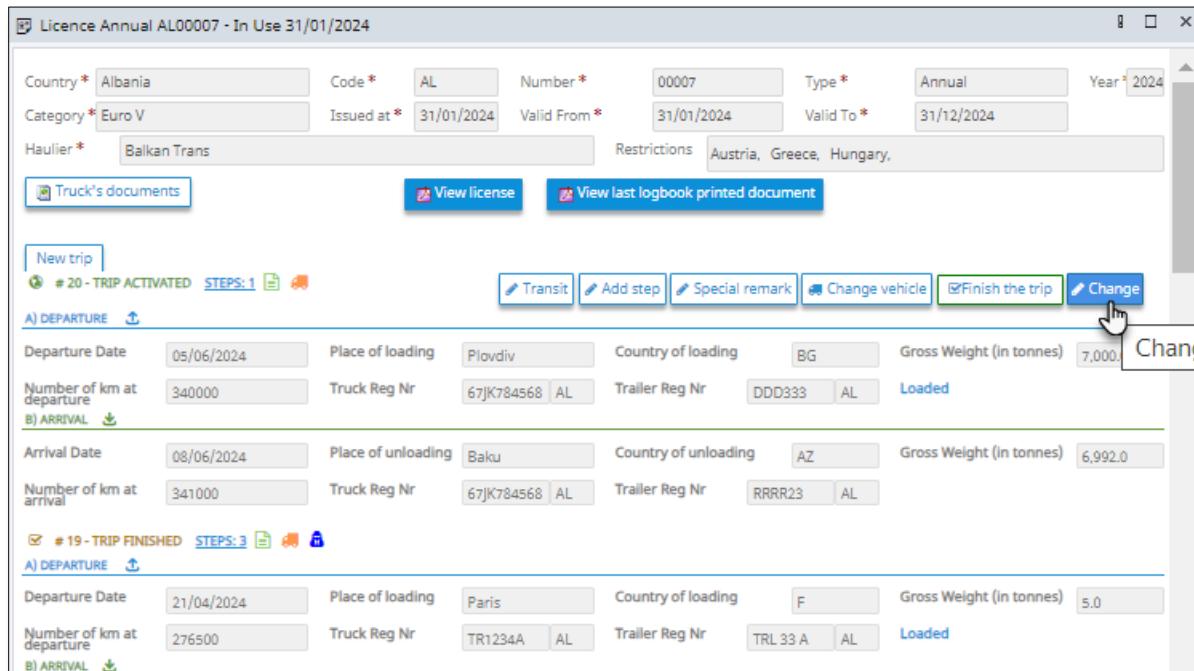
Click here to view all data about vehicle / trailer changes in "Change vehicle" form

**Change**

### 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**



**Change**

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

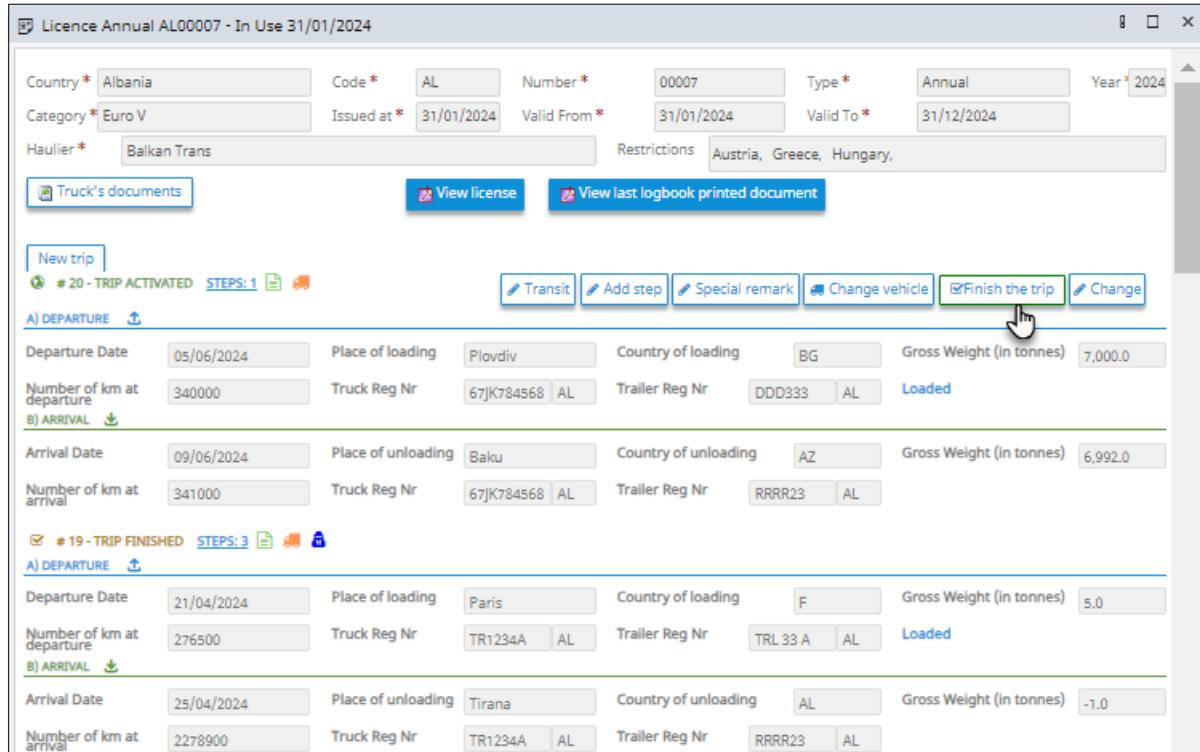
License *	00007	Driver	Number One
<b>A) DEPARTURE</b>			
Departure Date *	05/06/2024	Place of loading *	Plavurtiv
Number of km at departure *	340000	Truck Reg Nr *	Fields available for editing and data change are situated in this part of the form
<b>B) ARRIVAL</b>			
Arrival Date *	09/06/2024	Place of unloading *	Baku
Number of km at arrival *	341000	Truck Reg Nr	67JK784568 AL
Country of unloading *	AZ	Gross Weight (in tonnes)	6,992.0
Trailer Reg Nr	RRRR23 AL	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Change</b> <b>Close</b>			

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:

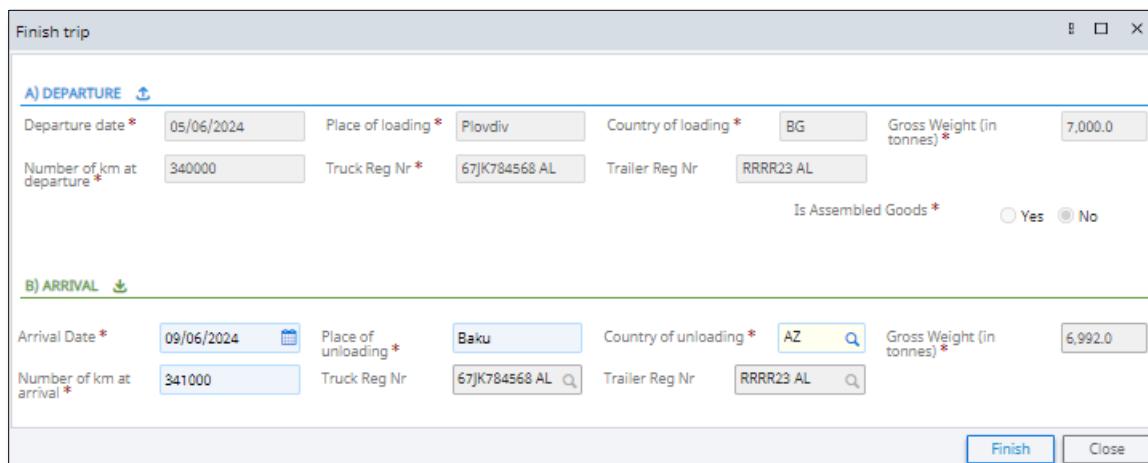
**Figure 34 Start of “finish the trip” process**



The screenshot shows the 'Licence Annual AL00007 - In Use 31/01/2024' window. At the top, there are fields for Country (Albania), Code (AL), Number (00007), Type (Annual), and Year (2024). Below these are fields for Category (Euro V), Issued at (31/01/2024), Valid From (31/01/2024), and Valid To (31/12/2024). The 'Haulier' field is set to 'Balkan Trans'. Under 'Restrictions', it lists 'Austria, Greece, Hungary'. At the bottom of the window, there are buttons for 'Truck's documents', 'View license', and 'View last logbook printed document'. A green button labeled 'Finish the trip' is highlighted with a mouse cursor. Below the buttons, there are sections for 'A) DEPARTURE' and 'B) ARRIVAL' with trip details. The 'A) DEPARTURE' section shows Departure Date (05/06/2024), Place of loading (Plovdiv), Country of loading (BG), and Gross Weight (7,000.0). The 'B) ARRIVAL' section shows Arrival Date (09/06/2024), Place of unloading (Baku), Country of unloading (AZ), and Gross Weight (6,992.0). The 'B) ARRIVAL' section is expanded to show the second trip. It shows Departure Date (21/04/2024), Place of loading (Paris), Country of loading (F), and Gross Weight (5.0). The 'B) ARRIVAL' section is collapsed.

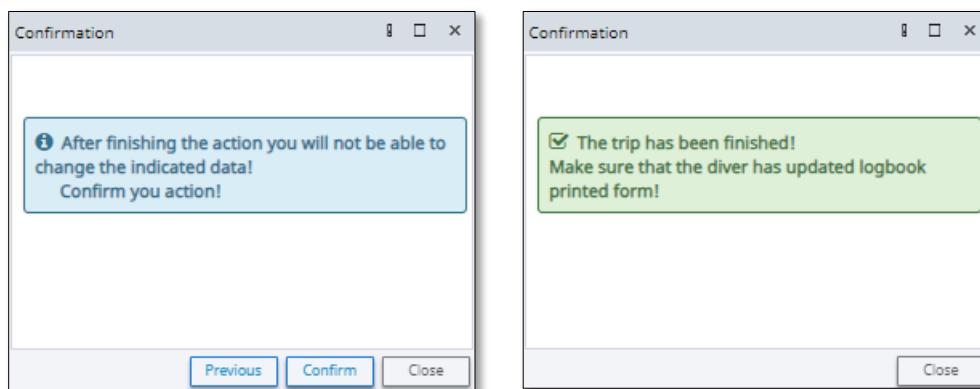
You'll see the form with trip general info:

**Figure 35 finish the trip form**

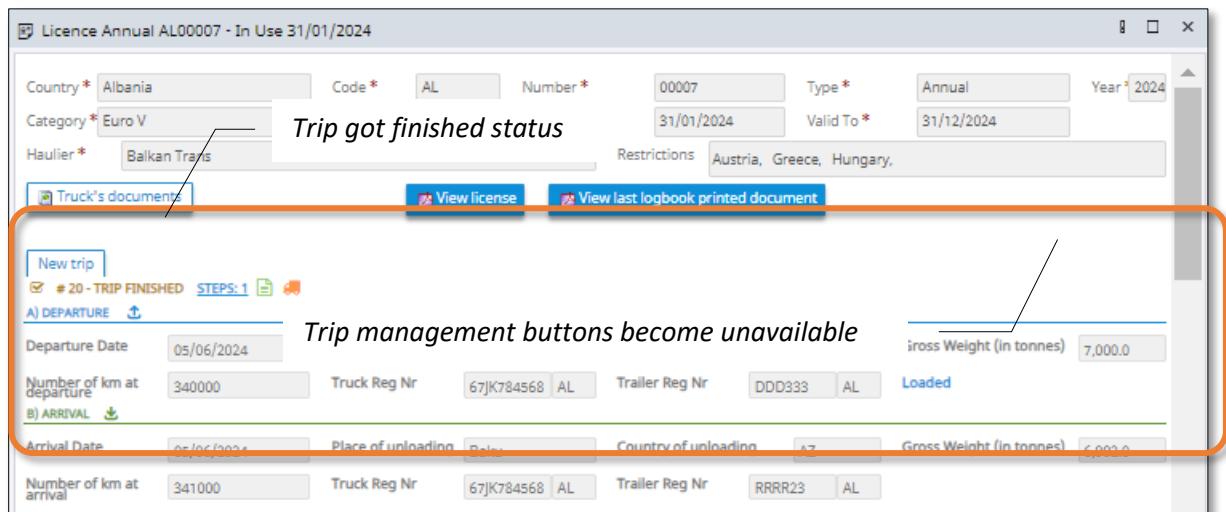


The screenshot shows the 'Finish trip' dialog box. It has sections for 'A) DEPARTURE' and 'B) ARRIVAL'. The 'A) DEPARTURE' section contains fields for Departure date (05/06/2024), Place of loading (Plovdiv), Country of loading (BG), Gross Weight (7,000.0), Number of km at departure (340000), Truck Reg Nr (67JK784568 AL), and Trailer Reg Nr (RRRR23 AL). There is also a radio button for 'Is Assembled Goods' with 'No' selected. The 'B) ARRIVAL' section contains fields for Arrival Date (09/06/2024), Place of unloading (Baku), Country of unloading (AZ), Gross Weight (6,992.0), Number of km at arrival (341000), Truck Reg Nr (67JK784568 AL), and Trailer Reg Nr (RRRR23 AL). At the bottom right of the dialog box are 'Finish' and 'Close' buttons.

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

**Figure 36 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 37 Finished trip section in licence logbook**

## 4 Incidents

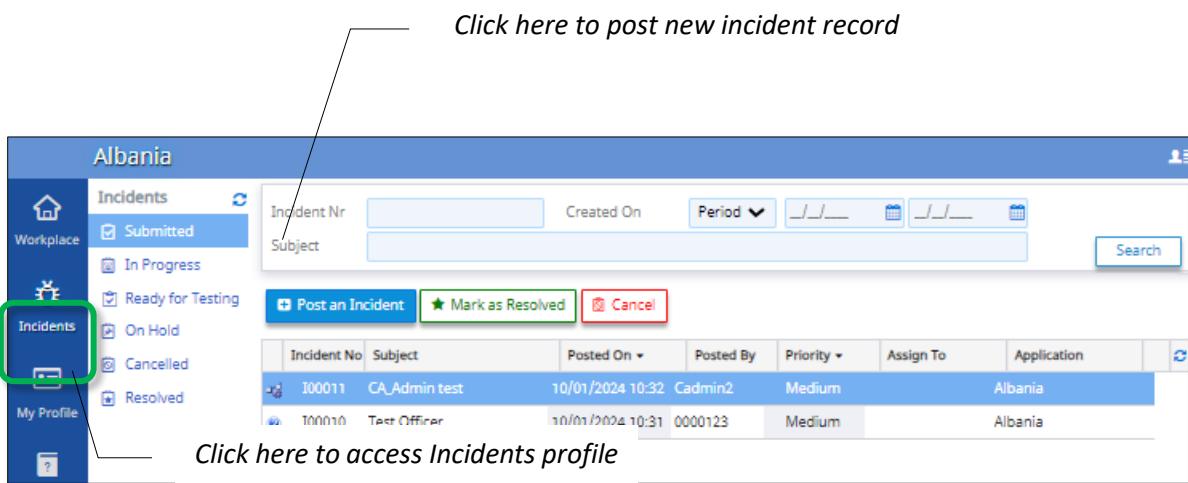
Incidents menu serves for logical or functional errors reporting which users can encounter during their work in the system. Incidents can also have a character of a new functionality, question or training request. When an incident is posted by a user, developing team sees the incident record and gets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

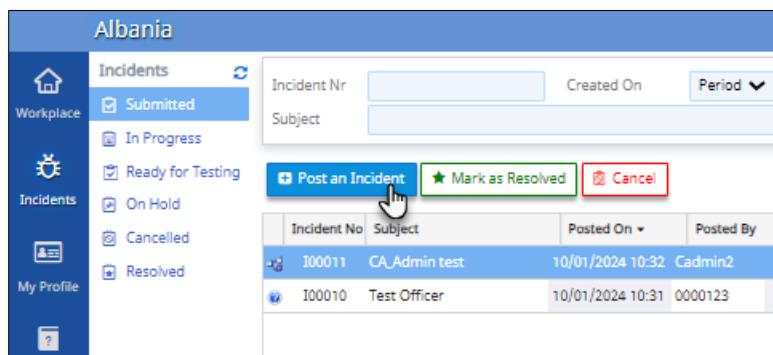
Below will be examined these ways of incident posting.

**Figure 38 Incidents menu. “Submitted” interface**



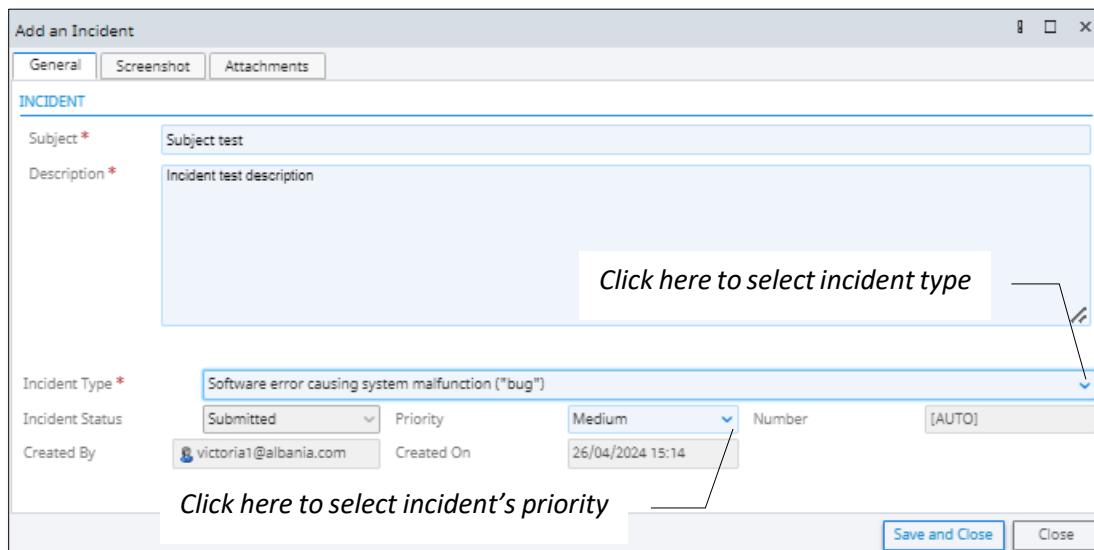
## 4.1 How to Post an Incident from “Incidents” Profile

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

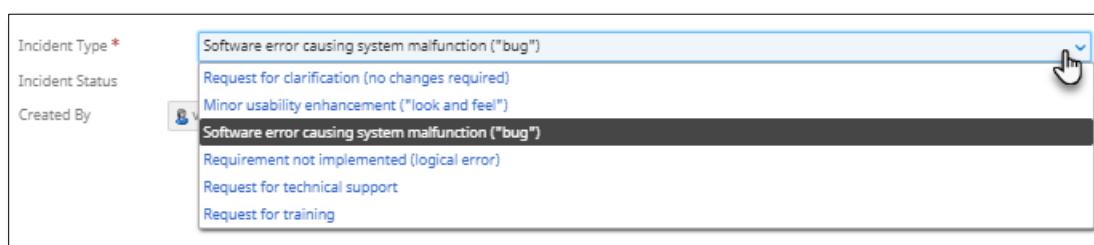


In incident form that will be opened use General tab to provide info about incident's subject, description, select incident type, its priority:

**Figure 39 “Add an Incident” form. General tab**

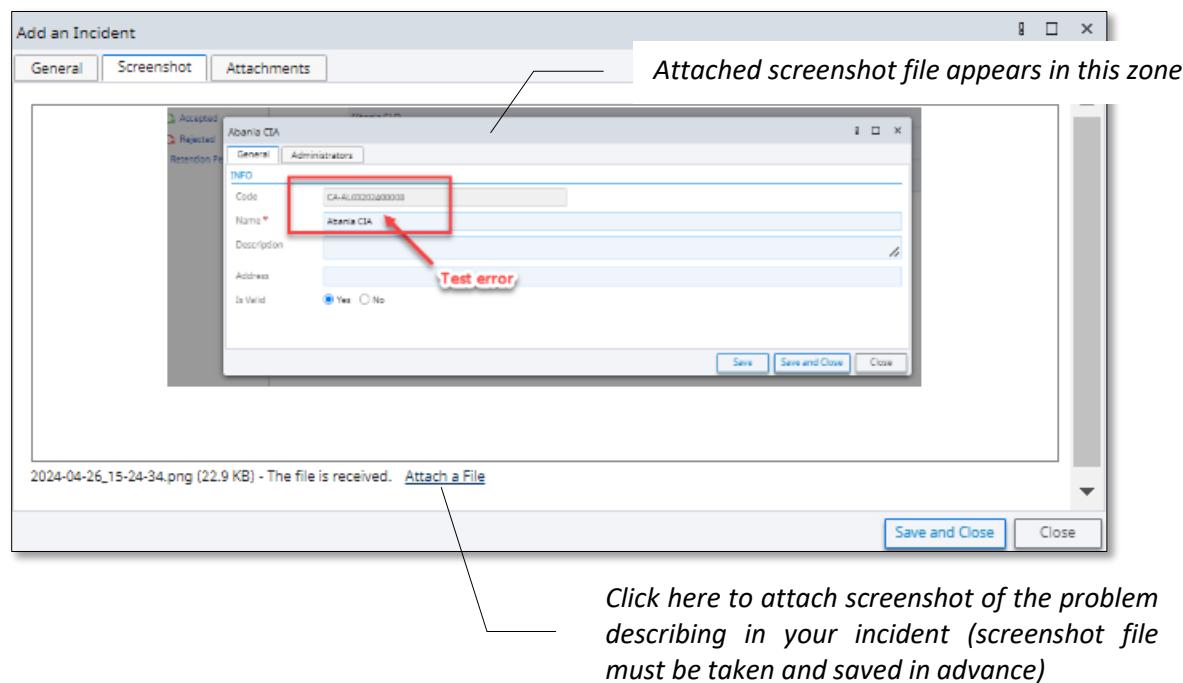


**Figure 40 Incident type selection**

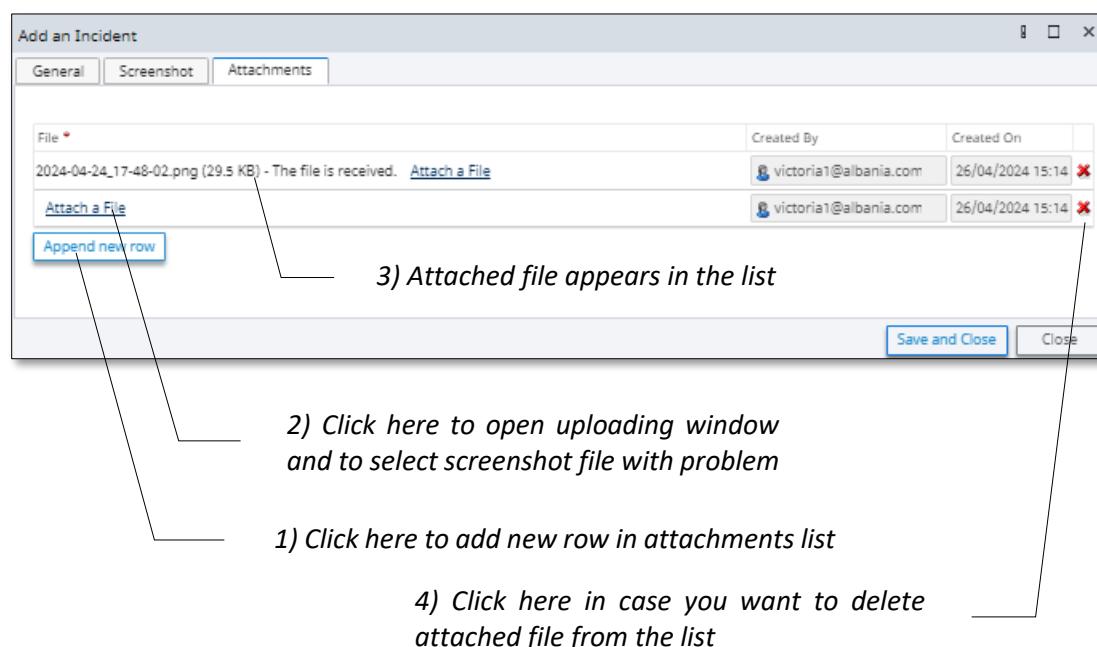


Go to “Screenshot” tab to attach screenshot file that shows emerged problem:

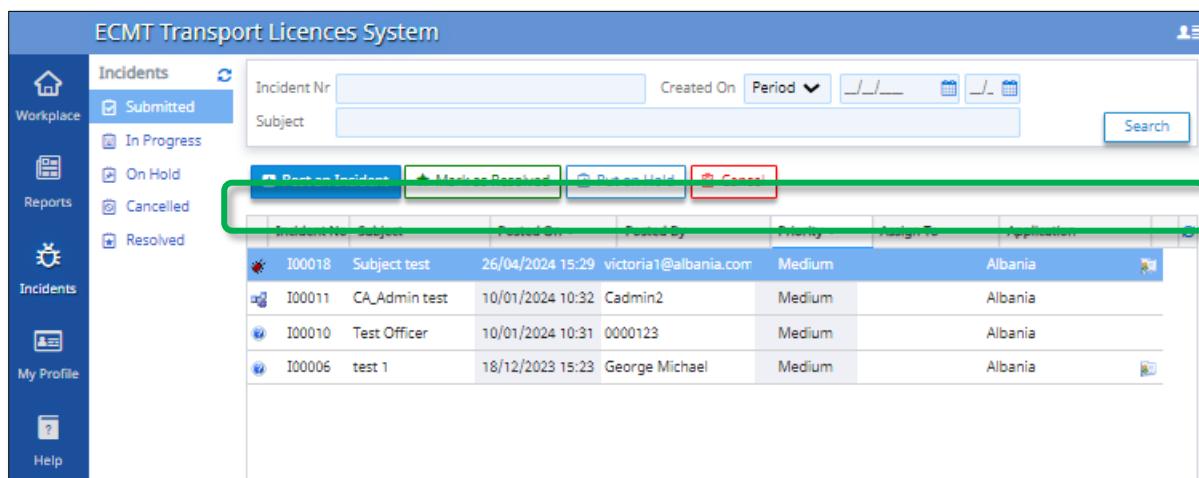


**Figure 41 "Add an incident" form. Screenshot tab**

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**

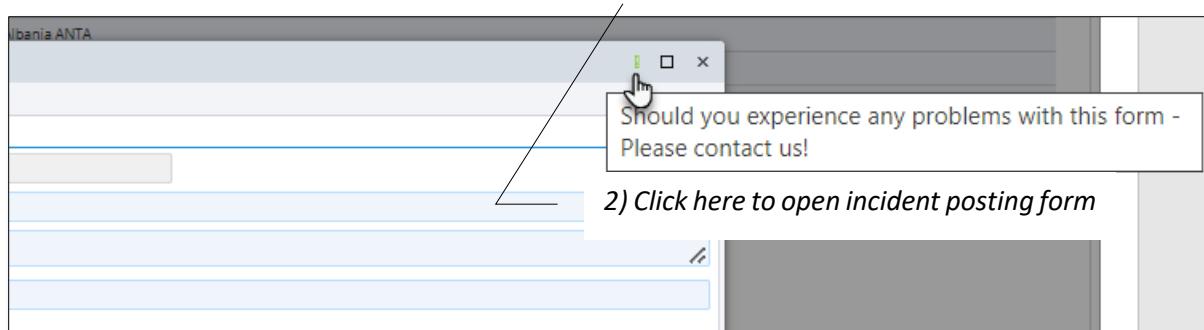
When all data about incident have been provided click **Save and Close** button: incident record will appear in the submitted incidents list:



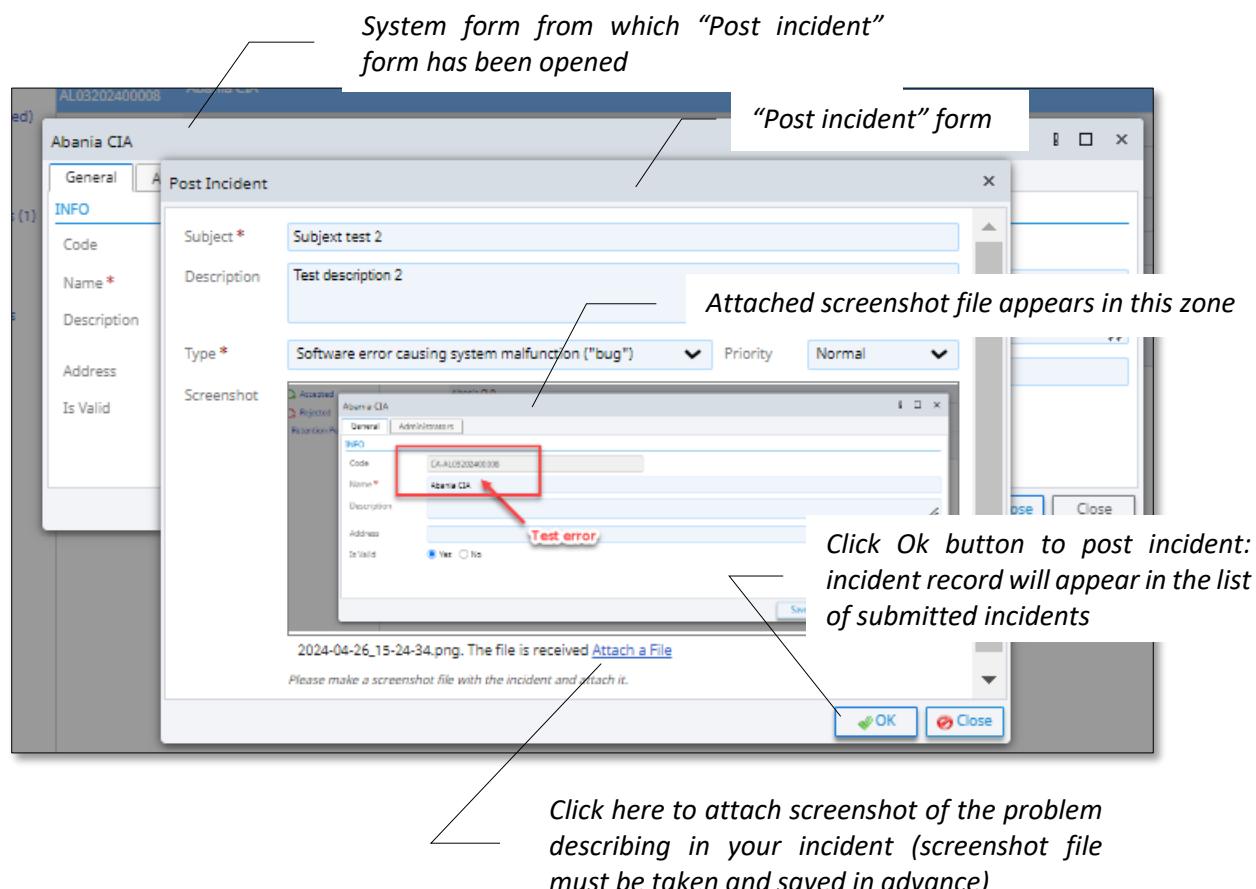
## 4.2 How to Post Incident from Form's Interface

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):

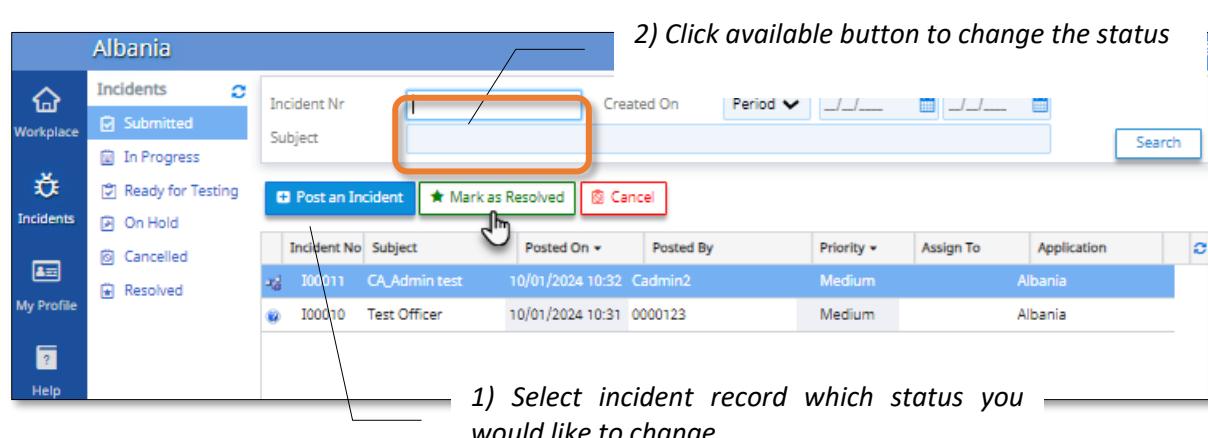
**Figure 44 "Post Incident" form opened from system form's interface**

## 4.3 How to Change Incident's Status

Being at any of incident lists click on any of available change status button:

(incident record must be selected in advance):

★ Mark as Resolved

**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: Cadmin2

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:

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

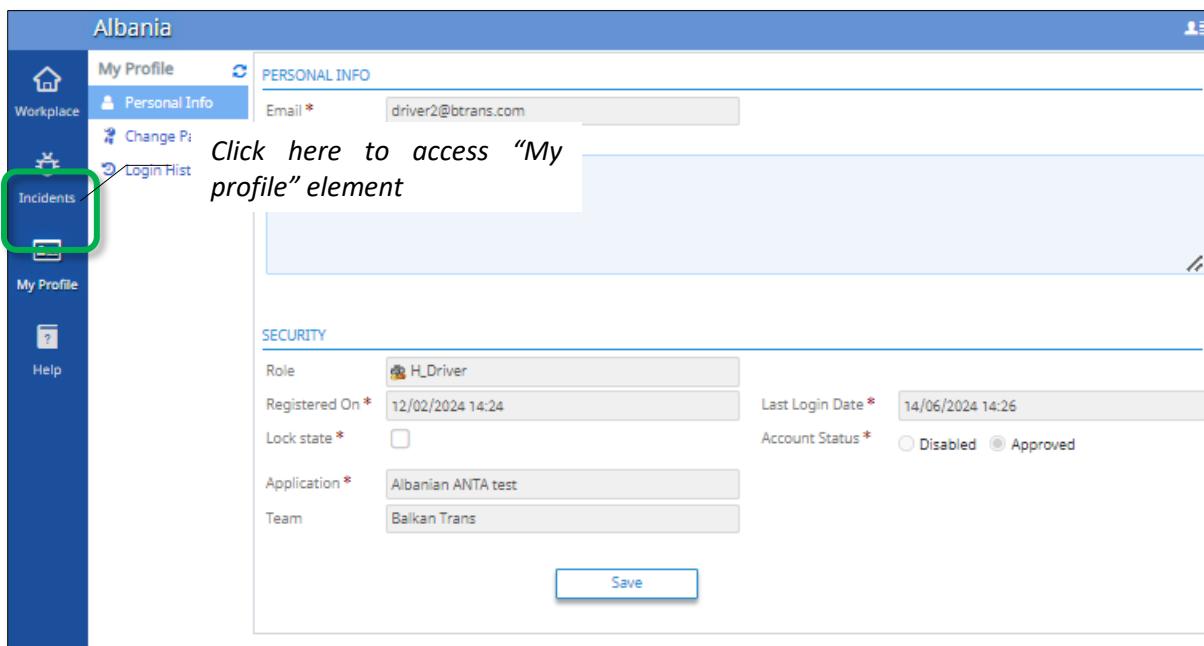
“My profile” menu is meant for storing your personal data as a system user, password changing, viewing your login history.

### 5.1 “My profile” Elements

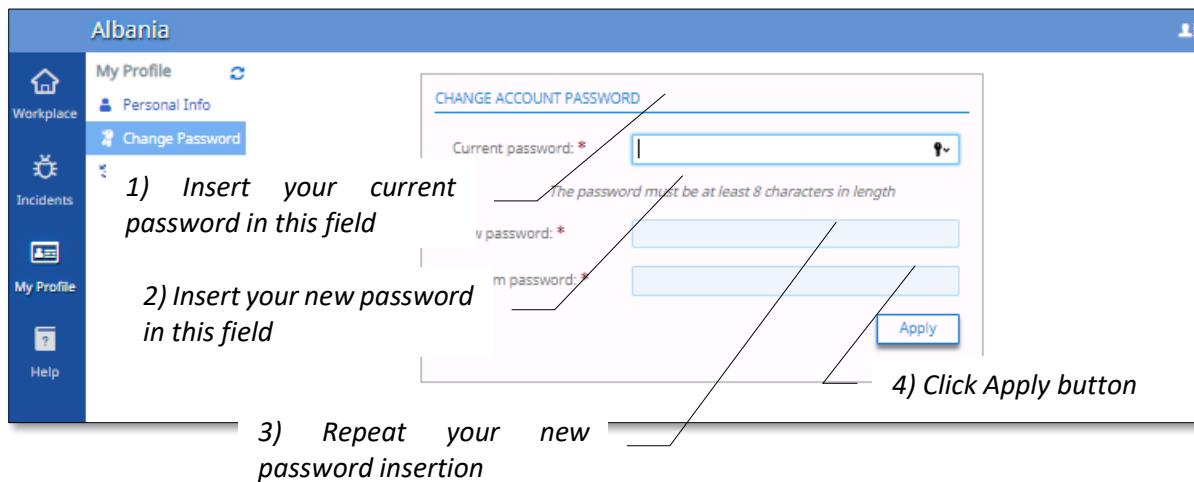
“My profile” is composed from following interface elements:

- **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:

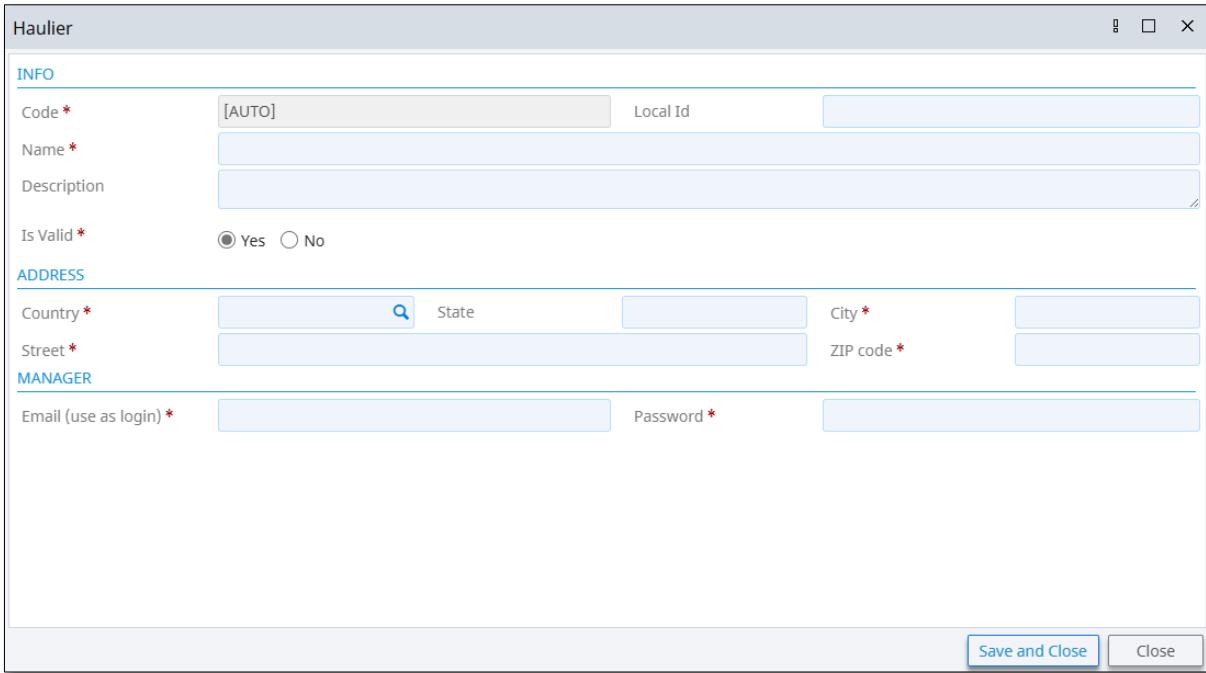
**Figure 49 "My profile". "Login history" list**

Albania																																					
Workplace	My Profile																																				
Incidents	<a href="#">Personal Info</a> <a href="#">Change Password</a> <a href="#">Login History</a>																																				
My Profile																																					
Help																																					
	<p><b>LOGIN ACTIVITY HISTORY</b></p> <table border="1"> <tbody> <tr><td>05/06/2024 01:09</td><td>Logged in</td></tr> <tr><td>05/06/2024 01:08</td><td>Logged in</td></tr> <tr><td>05/06/2024 00:16</td><td>Logged in</td></tr> <tr><td>03/06/2024 17:58</td><td>Logged in</td></tr> <tr><td>03/06/2024 16:01</td><td>Logged in</td></tr> <tr><td>03/06/2024 15:46</td><td>Logged in</td></tr> <tr><td>03/06/2024 15:46</td><td>Logged in</td></tr> <tr><td>18/04/2024 10:40</td><td>Logged in</td></tr> <tr><td>04/04/2024 17:53</td><td>Logged in</td></tr> <tr><td>04/04/2024 17:52</td><td>Logged in</td></tr> <tr><td>04/04/2024 17:52</td><td>Logged in</td></tr> <tr><td>13/03/2024 12:29</td><td>Logged in</td></tr> <tr><td>12/03/2024 12:48</td><td>Logged in</td></tr> <tr><td>11/03/2024 10:33</td><td>Logged in</td></tr> <tr><td>06/03/2024 17:37</td><td>Logged in</td></tr> <tr><td>06/03/2024 17:36</td><td>Logged in</td></tr> <tr><td>27/02/2024 14:34</td><td>Logged in</td></tr> <tr><td>16/02/2024 16:26</td><td>Logged in</td></tr> </tbody> </table>	05/06/2024 01:09	Logged in	05/06/2024 01:08	Logged in	05/06/2024 00:16	Logged in	03/06/2024 17:58	Logged in	03/06/2024 16:01	Logged in	03/06/2024 15:46	Logged in	03/06/2024 15:46	Logged in	18/04/2024 10:40	Logged in	04/04/2024 17:53	Logged in	04/04/2024 17:52	Logged in	04/04/2024 17:52	Logged in	13/03/2024 12:29	Logged in	12/03/2024 12:48	Logged in	11/03/2024 10:33	Logged in	06/03/2024 17:37	Logged in	06/03/2024 17:36	Logged in	27/02/2024 14:34	Logged in	16/02/2024 16:26	Logged in
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27/02/2024 14:34	Logged in																																				
16/02/2024 16:26	Logged in																																				

## How to Create / Edit a Haulier Record

In the Hauliers' interface click on the button:

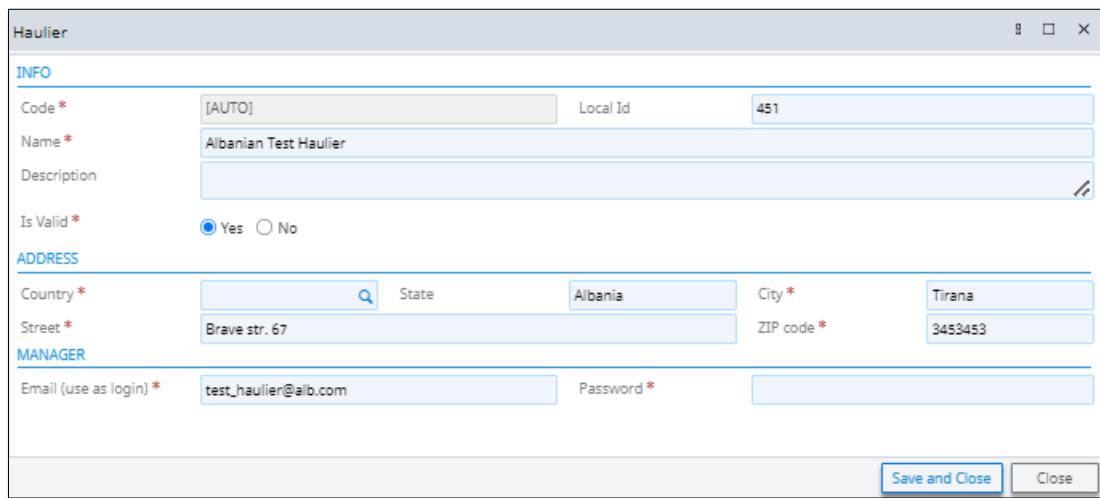
**Figure 1 Start of Haulier creation process**



The screenshot shows a software window titled 'Haulier' with a tab labeled 'INFO'. The 'INFO' tab contains fields for 'Code \*' (set to '[AUTO]'), 'Name \*' (empty), 'Description' (empty), and 'Is Valid \*' (radio buttons for 'Yes' and 'No', with 'Yes' selected). Below the 'INFO' tab is an 'ADDRESS' tab with fields for 'Country \*' (empty), 'Street \*' (empty), 'State' (empty), 'City \*' (empty), and 'ZIP code \*' (empty). At the bottom of the window are 'Save and Close' and 'Close' buttons.

In form that will be opened provide haulier's name, local id, description, address, haulier's manager credentials:

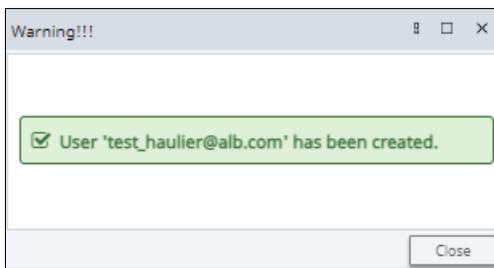
**Figure 2 Haulier's creation form**



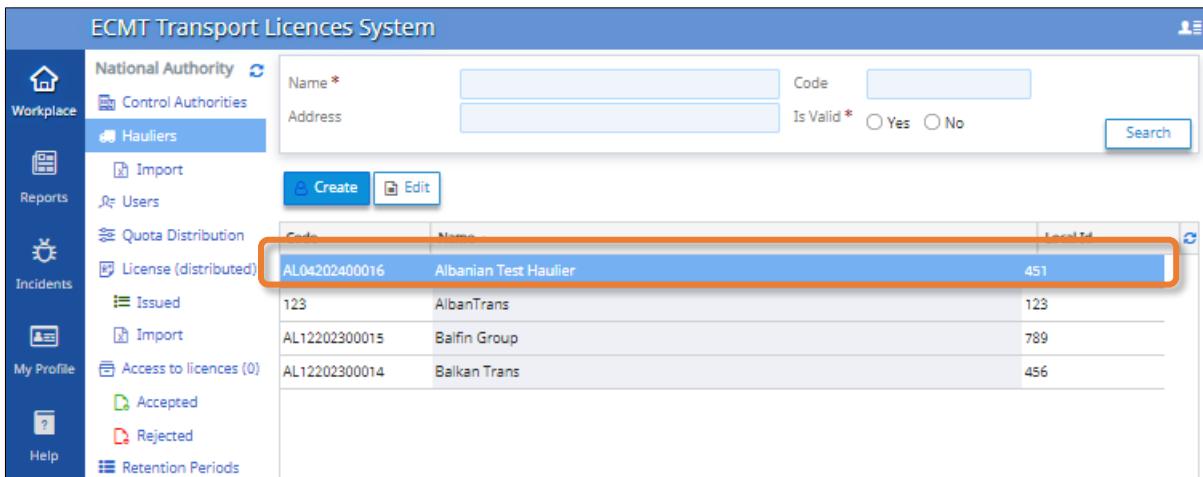
The screenshot shows the same software window as Figure 1, but with data entered. The 'INFO' tab now has 'Name \*' filled with 'Albanian Test Haulier' and 'Local Id' filled with '451'. The 'ADDRESS' tab has 'Country \*' set to 'Albania', 'Street \*' set to 'Brave str. 67', 'State' set to 'Albania', 'City \*' set to 'Tirana', and 'ZIP code \*' set to '3453453'. The 'MANAGER' tab has 'Email (use as login) \*' set to 'test\_haulier@alb.com' and 'Password \*' empty. The bottom buttons are 'Save and Close' and 'Close'.

After all data are provided click the button: you will see a warning message announcing the successful haulier's user creation:

**Figure 3 Warning message on successful haulier's creation**



Click **Close** button: warning message will be closed and created haulier's record will be displayed in the list of existing hauliers:



Code	Name	Entered
AL04202400016	Albanian Test Haulier	451
123	AlbanTrans	123
AL12202300015	Balfin Group	789
AL12202300014	Balkan Trans	456

After the haulier's record creation, you can double-click it to open the haulier's profile, which will contain the haulier's general info, list of trucks and list of trailers:

**Figure 4 Haulier's profile form**

Haulier: Albanian Test Haulier

General	INFO	
<input type="button" value="Info"/>	Code: AL04202400016 Local Id: 451	
<input type="button" value="Trucks"/>	Name: Albanian Test Haulier	
<input type="button" value="Trailers"/>	Description: description test	
	Is Valid: <input checked="" type="radio"/> Yes <input type="radio"/> No	
ADDRESS		
Country:	State:	City:
Street:		ZIP code:

Or you can select haulier's record in the grid (one click on record for selection) and click  button: haulier's data will be opened in editing mode:

**Figure 5 Haulier's record opened in editing mode**

Haulier

INFO			
Code *	AL04202400016	Local Id	451
Name *	Albanian Test Haulier		
Description	description test		
Is Valid *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
ADDRESS			
Country *	State *	City *	
Street *		ZIP code *	

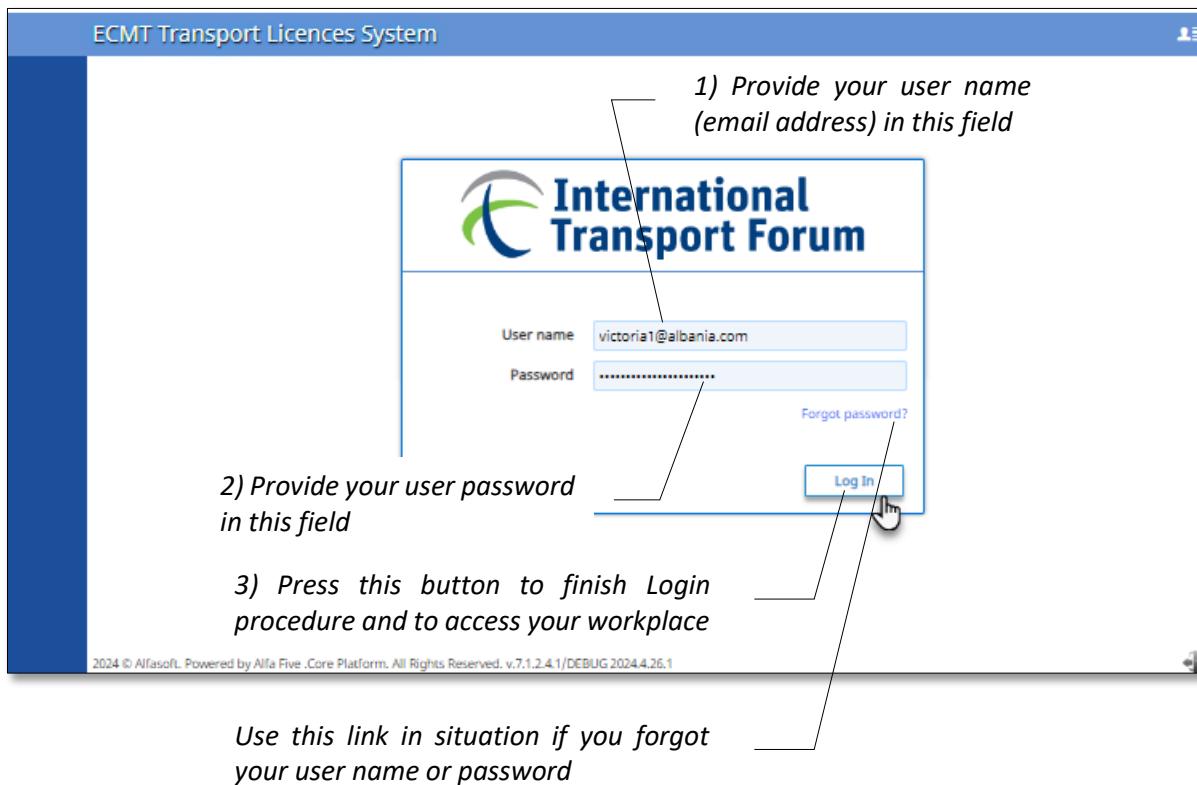
## How to log in the System

User account is created by administrator. To create an account any user provides an email address to the administrator, and the administrator creates an account for the user and provides a password for the following authentication process. Once the account is accessed, the user can change the password for the safety purpose (see paragraph **Error! Reference source not found.**)

To pass the authentication process do the following:

1. Use your browser to access the system's electronic page.
2. In the login form that will be displayed on your screen insert your email as a username and password:

**Figure 1 ECMT TLS login page**



The image shows the ECMT Transport Licences System login page. The page has a blue header bar with the text 'ECMT Transport Licences System'. Below the header is a logo for 'International Transport Forum' featuring a stylized green and blue 'i' shape. The main form is a light blue box with the following fields and buttons:

- 'User name' field containing 'victoria1@albania.com'.
- 'Password' field containing '\*\*\*\*\*'.
- 'Forgot password?' link.
- 'Log In' button, which is highlighted with a blue border and a mouse cursor icon.

Annotations with lines pointing to specific elements are as follows:

- 1) Provide your user name (email address) in this field (points to the 'User name' input field).
- 2) Provide your user password in this field (points to the 'Password' input field).
- 3) Press this button to finish Login procedure and to access your workplace (points to the 'Log In' button).
- Use this link in situation if you forgot your user name or password (points to the 'Forgot password?' link).

**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.

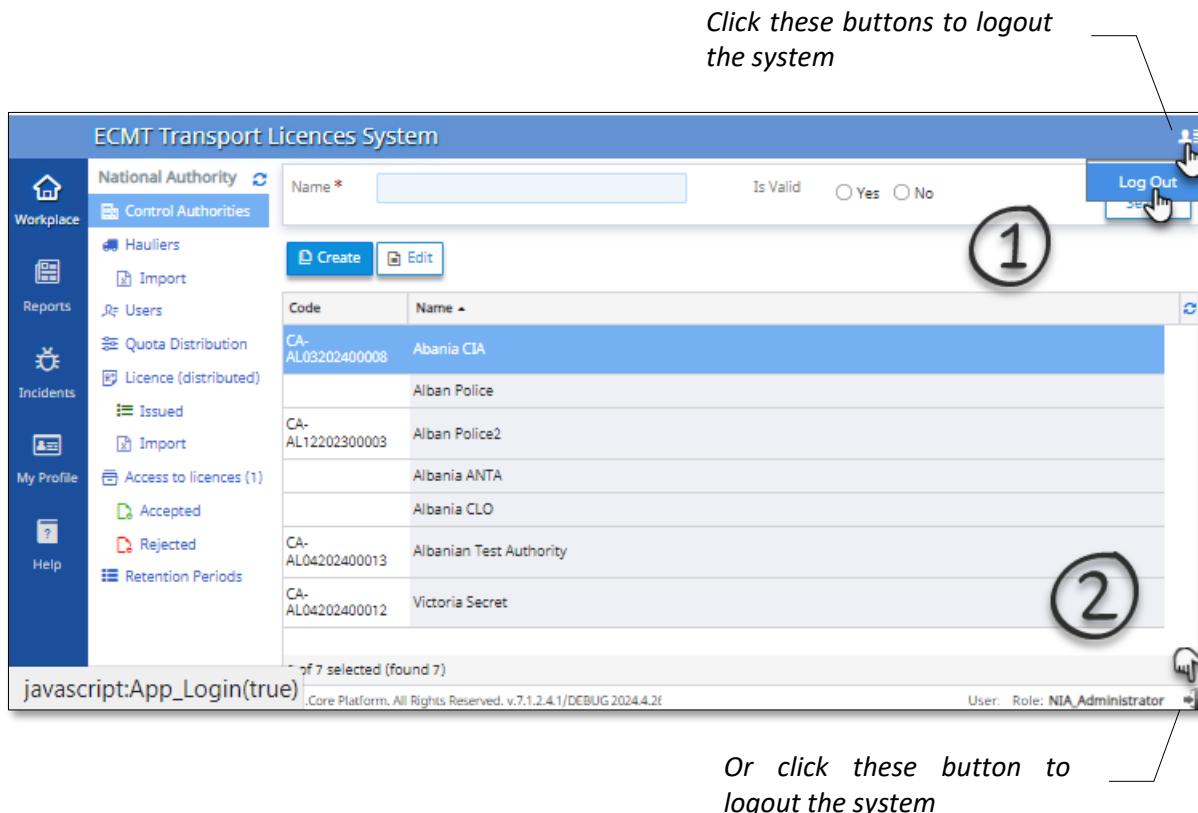
3. Click **Log In** button.

As a result of passed steps you will be moved into your working place (see **Error! Reference source not found.**)

## How to log out 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 2 Ways to logout the system**



# My Profile

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

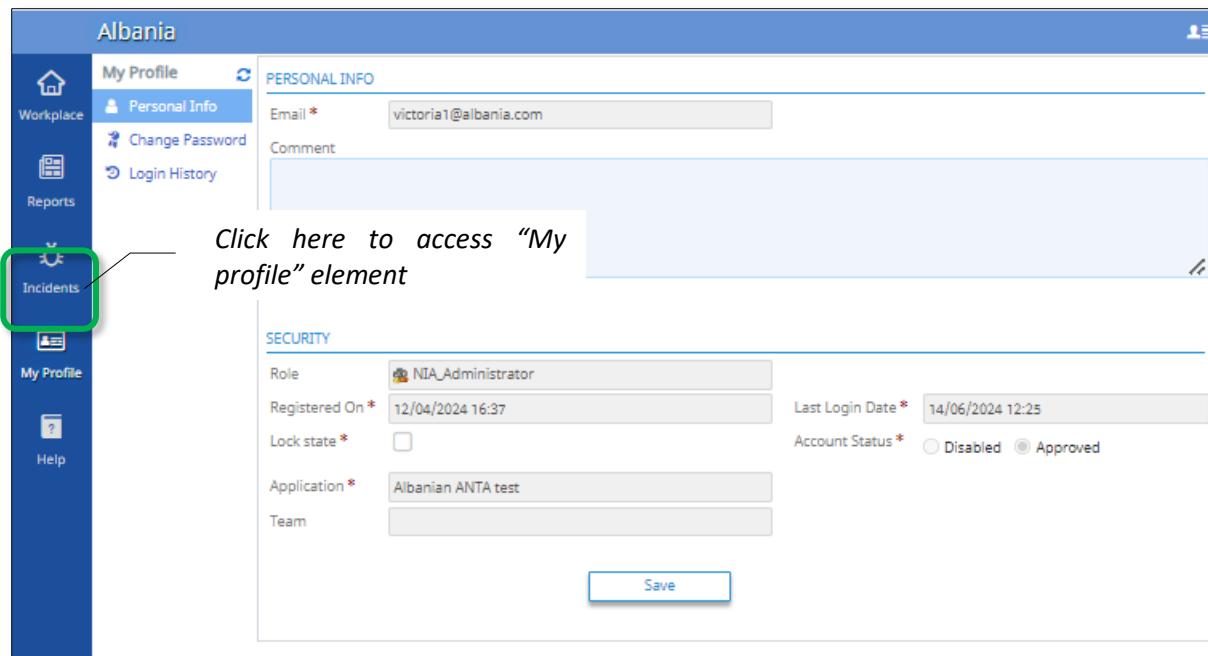
## 1.1 “My Profile” Elements

“My profile” is composed of the following interface elements:

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

**Save**

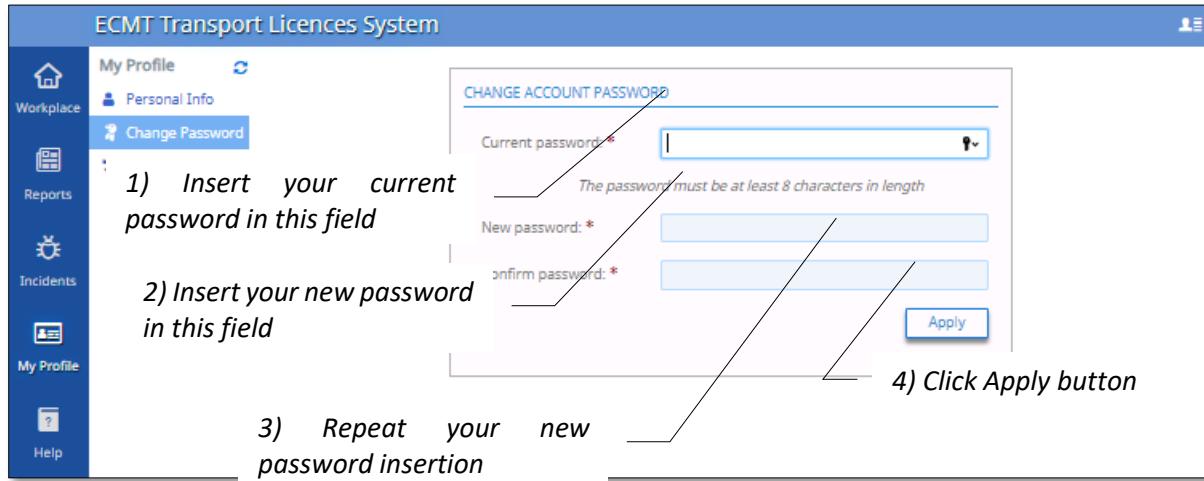
**Figure 1** “My profile”. “Personal info” interface



The screenshot shows the 'Albania' application interface. The left sidebar has a blue background with various menu items: 'Workplace', 'Reports', 'Incidents' (which is highlighted with a green box and has a callout pointing to it with the text 'Click here to access "My profile" element'), 'My Profile' (selected and highlighted in blue), 'Change Password', and 'Login History'. The main content area is titled 'PERSONAL INFO' and contains fields for 'Email \*' (victoria1@albania.com) and 'Comment'. Below this is a 'SECURITY' section with fields for 'Role' (NIA\_Administrator), 'Registered On \*' (12/04/2024 16:37), 'Last Login Date \*' (14/06/2024 12:25), 'Lock state \*' (unchecked), 'Account Status \*' (radio buttons for 'Disabled' and 'Approved' with 'Approved' selected), 'Application \*' (Albanian ANTA test), and 'Team' (empty). A 'Save' button is located at the bottom right of the form.

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

**Figure 2** “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 3** “My profile”. “Login history” list

ECMT Transport Licences System

Workplace

Reports

Incidents

My Profile

Help

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: 127.0.0.1

# 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 1** Incidents menu. "Submitted" interface

Click here to post new incident record

Click here to access Incidents profile

ECMT Transport Licences System

Incidents

Submitted

In Progress

On Hold

Cancelled

Resolved

Incidents

My Profile

Help

Incident Nr

Subject

Post an Incident

Mark as Resolved

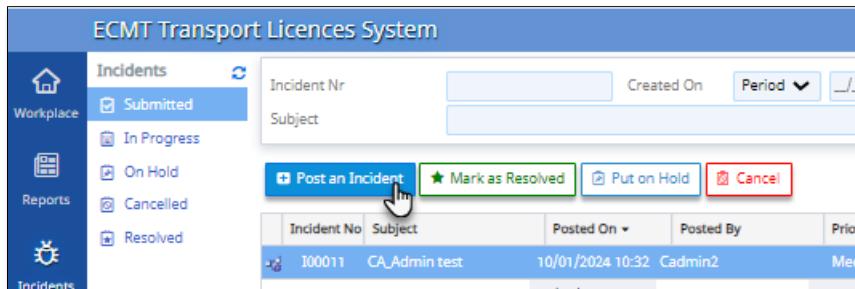
Put on Hold

Cancel

Incident No	Subject	Posted On	Posted By	Priority	Assign To	Application
I00011	CA_Admin test	10/01/2024 10:32	Cadmin2	Medium	Albania	
I00010	Test Officer	10/01/2024 10:31	0000123	Medium	Albania	
I00006	test 1	18/12/2023 15:23	George Michael	Medium	Albania	

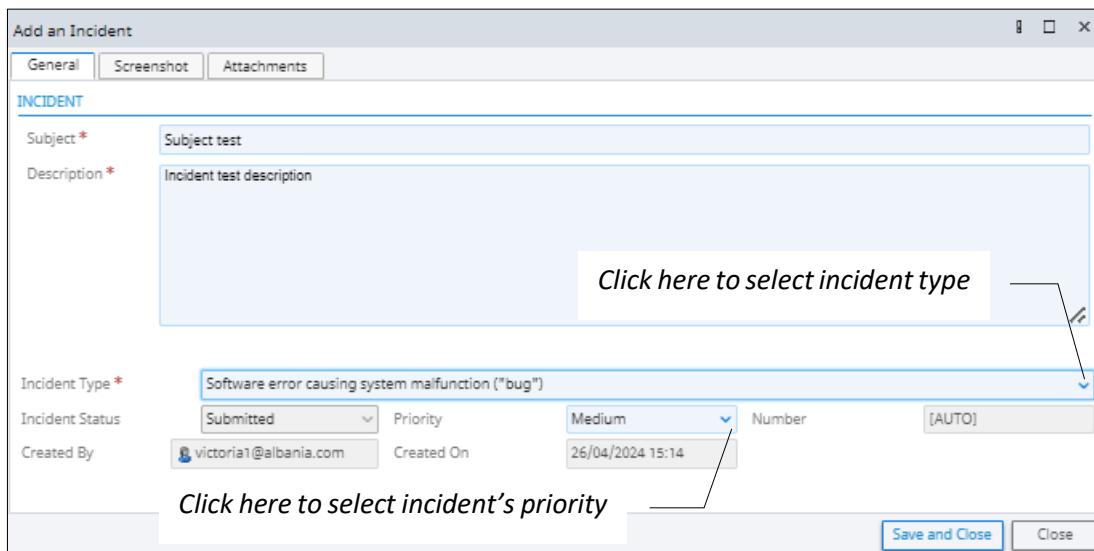
## 1.1 How to Post an Incident from “Incidents” Profile

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

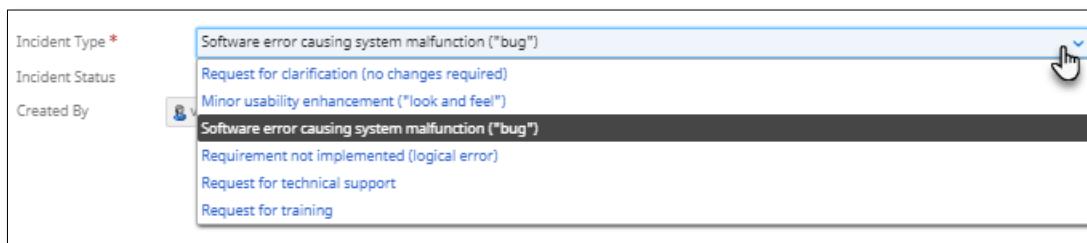


In incident form that will be opened use General tab to provide info about incident's subject, description, select incident type, its priority:

**Figure 2 “Add an Incident” form. General tab**

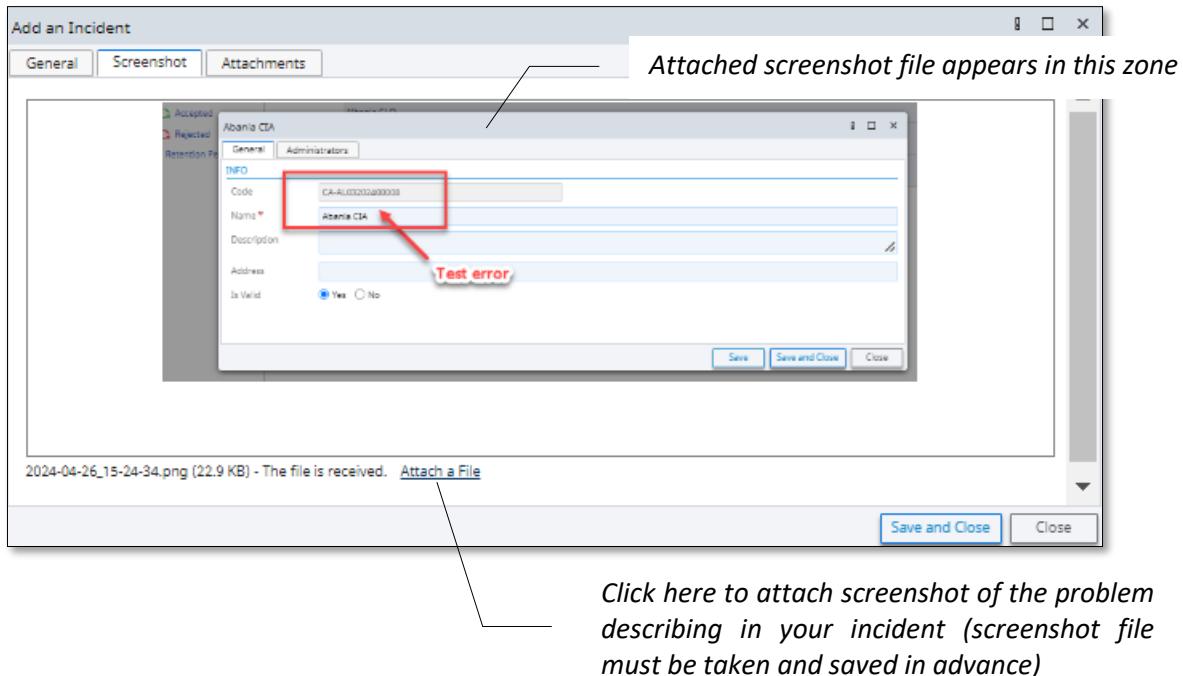


**Figure 3 Incident type selection**



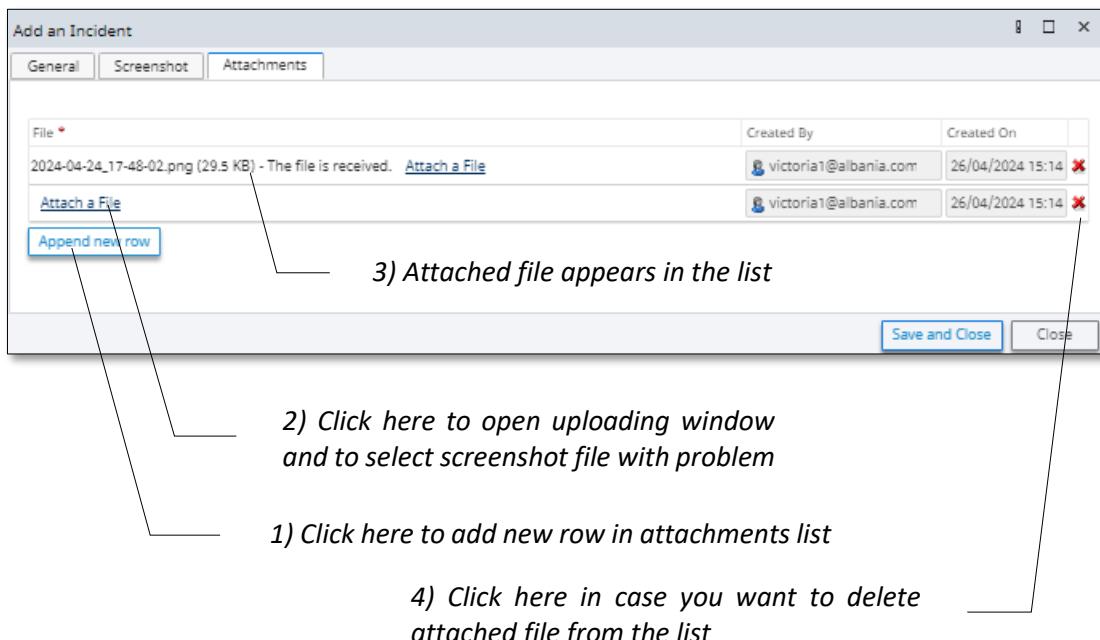
Go to “Screenshot” tab to attach screenshot file that shows emerged problem:

**Figure 4 “Add an incident” form. Screenshot tab**



In case yo want to attach move then one screenshot file to your incident, use Attachments tab:

**Figure 5 “Add an Incident” form. Attachments tab**

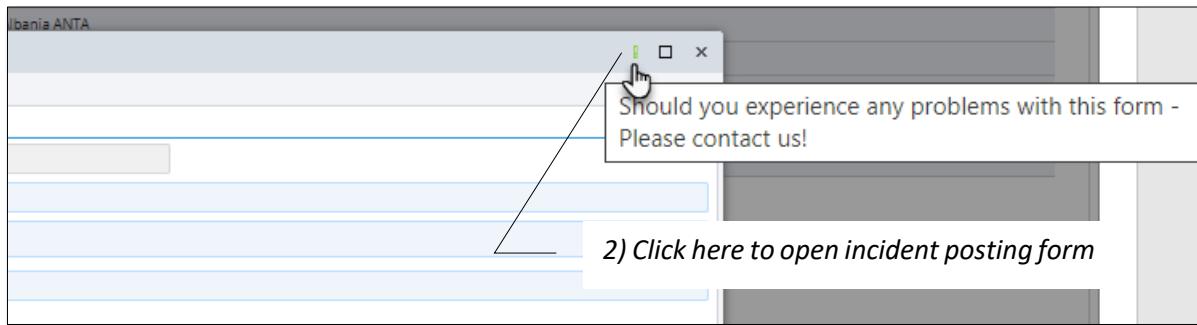


When all data about incident have been provided click [Save and Close](#) button: incident record will appear in the submitted incidents list:

## 1.2 How to Post Incident from Form's Interface

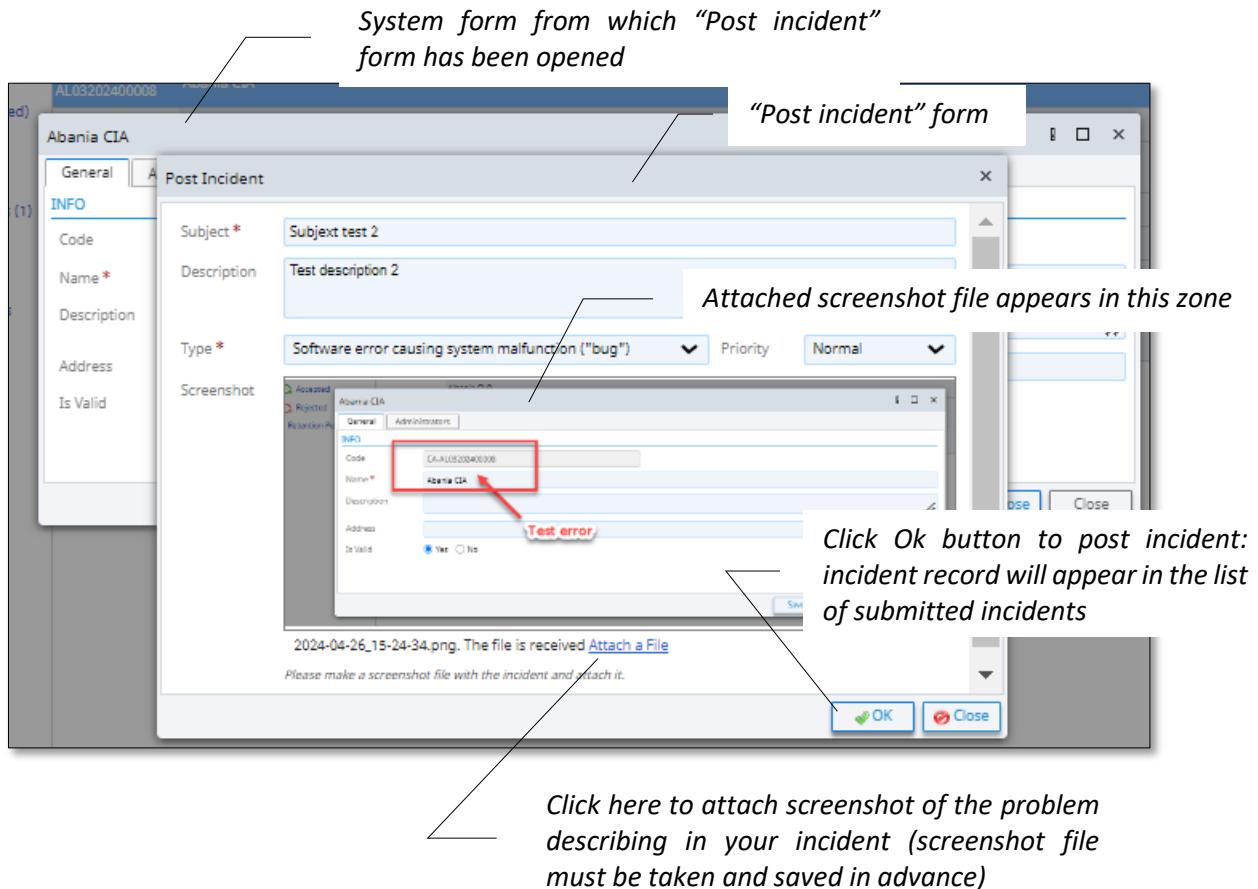
In interface of any of system's forms click on  button

**Figure 6 Posting incident from form's interface (incident posting button)**

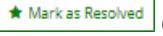


As a result on your screen will be opened “Post Incident” form where you’ll be able to provide incident’s data and to attach screenshot file (taken and saved on your hard disk in advance):

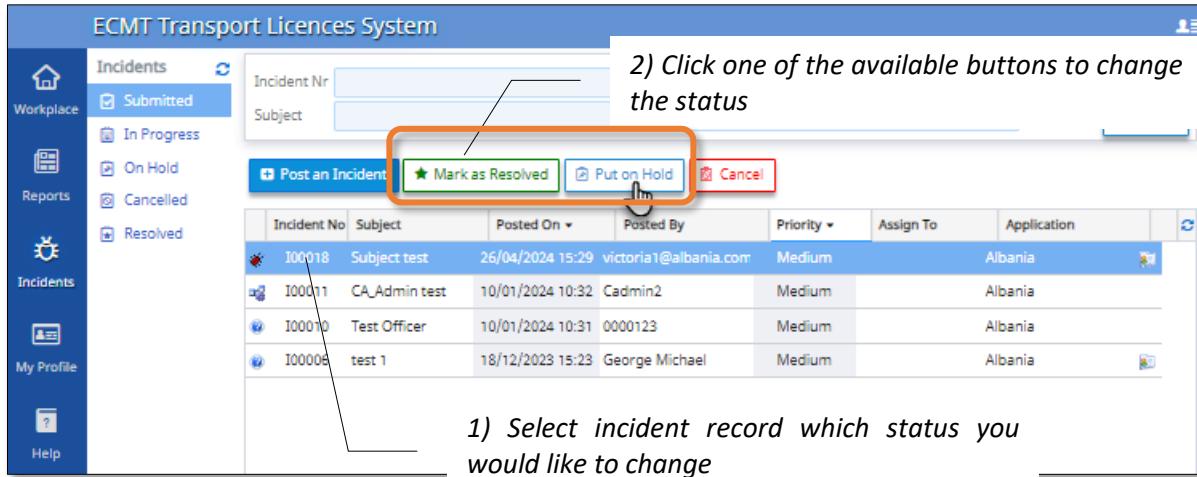
**Figure 7 “Post Incident” form opened from system form’s interface**



### 1.3 How to Change Incident’s Status

Being at any of incident lists click on any of available change status buttons:  or  (incident record must be selected in advance):

**Figure 8 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 9 Status changing form**

Status changed to: On Hold

Subject *	Subject test
Incident test description	
Change Status to:	On Hold
Comment: *	status changing test comment
Send Notification	<input checked="" type="radio"/> Yes <input type="radio"/> No
To:	victoria1@albania.com
<small>Support team is automatically notified via email on this change of status</small>	
<input type="button" value="Submit"/> <input type="button" value="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: