

# ECMT DIGITAL SYSTEM

## SET OF MANUALS

NOVEMBER 2025

# OVERVIEW

<b>Manual for Haulier Manger</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.

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International Transport Forum (ITF)

# Manual for Haulier Manger

ECMT Transport Licences System

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## Acronyms and Abbreviation

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

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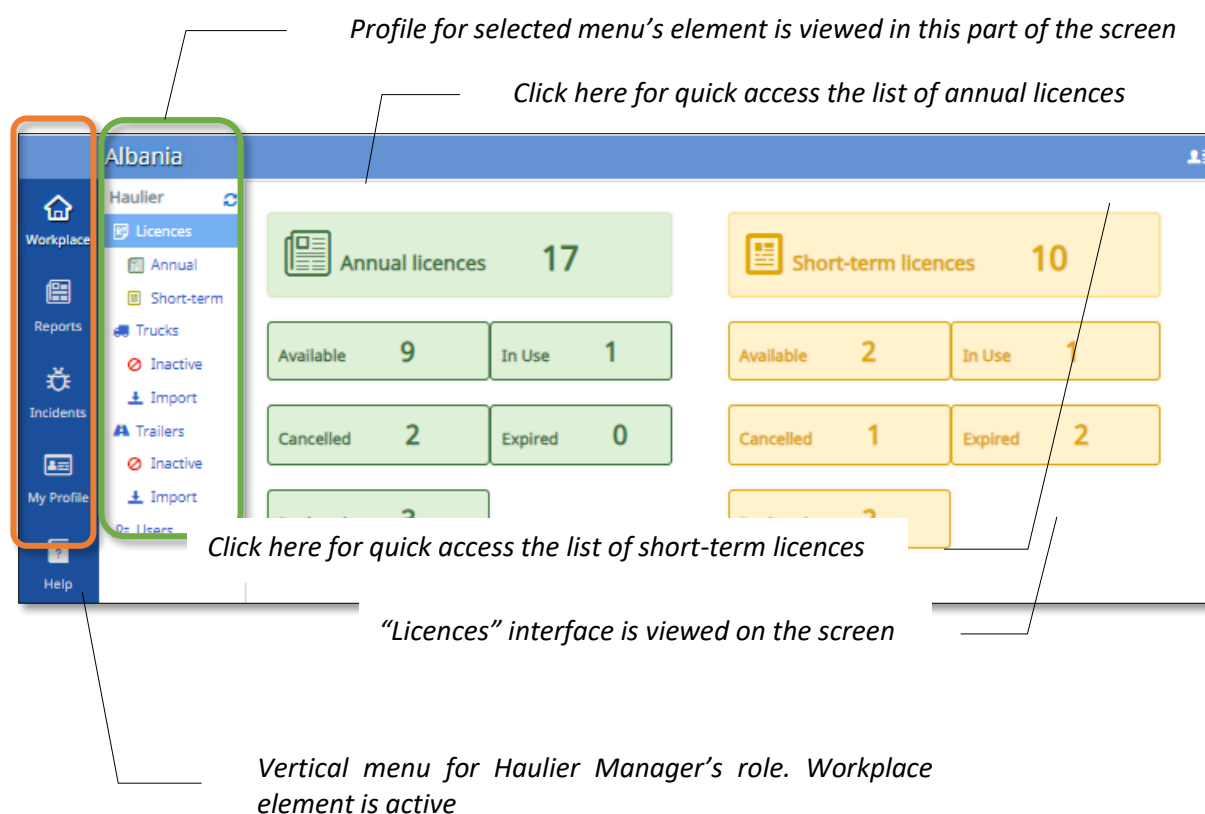
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# 1 About Haulier Manager Role

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

Haulier Manager is empowered by following functions in the system:

- Manages (creates, closes, suspends, reactivates) accounts for other employees of the haulier drivers.
- Uploads to the system certificates for the trucks used with the ECMT licenses
- Associates trip(s), vehicle and a driver(s) to any of the ECMT licence assigned to the haulier for any given transport operation, at a time
- Manage (creates/changes) a trip plans
- Modifies, during the trip, the planned date of arrival of the trip
- Gives driver(s) permissions to edit the attributes of trips, if applicable
- Accesses data about ECMT licences assigned to the haulier, and trips performed with those licences
- Replaces the vehicle associated with a licence with an operational vehicle in order to continue the trip in case of a road accident or vehicle damage, including the declaration of a statement confirming such accident or damage
- Has ability to see, in real time, which licences assigned to the haulier are in use and which are available for a new trip
- Generates/downloads licence and/or logbook files in pdf format

**Figure 1 Haulier's workplace. "Licences" interface**

## 2 User's Authentication (Login / Logout)

Before starting work in the system each user has to pass login procedure. At the end of working session it is recommended to execute logout procedure for the purpose of system data safety.

### 2.1 How to Login the System

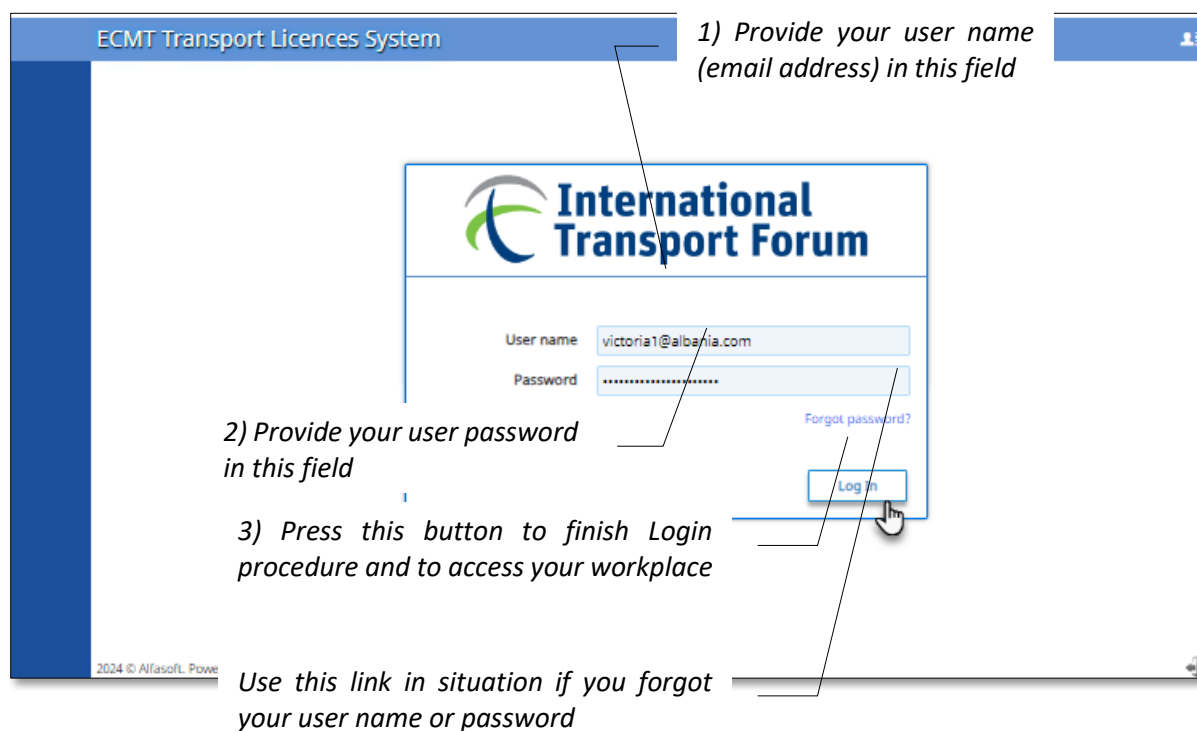
User account is created by administrator. To create an account any user provides his data and email address to administrator, administrator in his turn creates an account for a user and provides password for following authentication process. Once account is accessed, user can change password for safety purpose (see paragraph 6.1 below)

To pass authentication process do following:

1. Using your browser access system's electronic page.

2. In login form that will be displayed on your screen insert your email as a user name and password:

**Figure 2 ECMT TLS login page**





**Note1:** User name and password fields are sensitive for capitalization, so be sure that you enter your credentials in the way they were provided during the registration.

**Note2:** If you forgot your user name or password use “Forgot password?” link situated under the authentication fields.

3. Click  button.

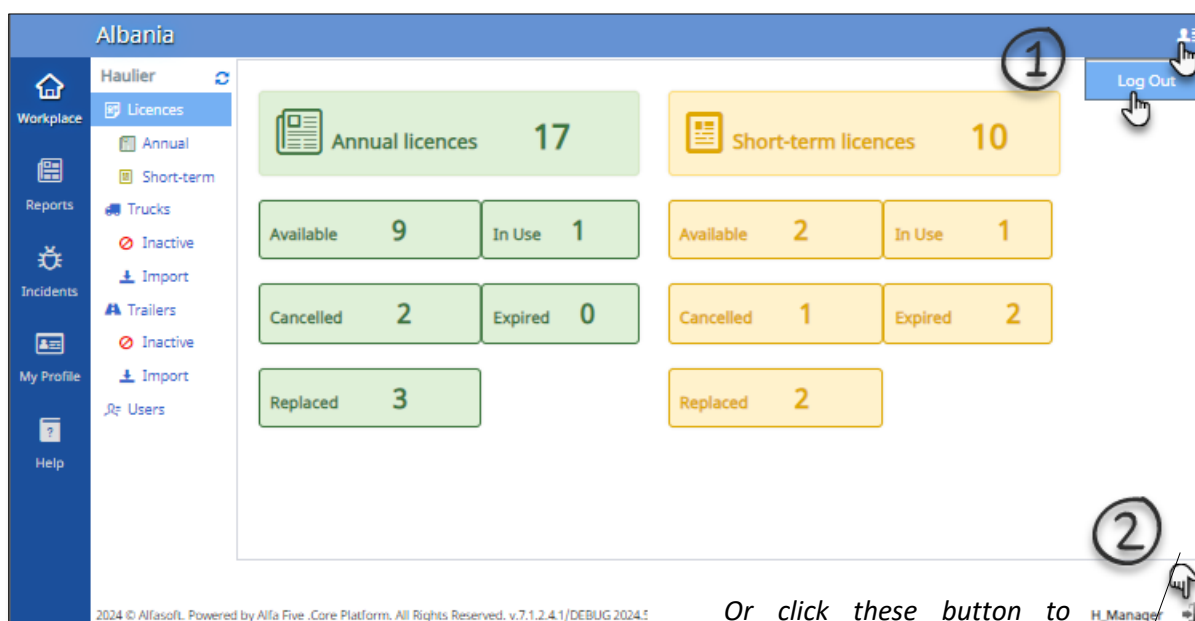
As a result of passed steps you will be moved into your working place (see Figure 1)

## 2.2 How to Logout the System

Once you are done with your work in the system it is recommended to effectuate Logout procedure. In this way you will protect your workplace from outside interferences and will keep safety of the system data. To execute Logout procedure press **Logout** button in the right top corner of your workplace  or same functionality button in the right down corner of your account workplace .

**Figure 3 Ways to logout the system**

Click these buttons to logout the system



Or click these button to logout the system

### 3 Haulier Manager's Workplace

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

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

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

Click here to view annual licences list

Year	Code	Number	Status	Type	Vehicle C	Restrictions	Issued at	Valid From	Valid To	Modified On
2024	AL	00001	Replaced	Annual	Euro VI		28/12/2023	01/01/2024	30/12/2024	28/12/2023
2024	AL	00004	Replaced	Annual	Euro V	A,GR	10/01/2024	11/01/2024	31/12/2024	10/01/2024
2024	AL	00005	Replaced	Annual	Euro VI		26/01/2024	26/01/2024	31/12/2024	26/01/2024
2024	AL	00006	Available	Annual	Euro VI	A,GR,H,I,RUS	26/01/2024	26/01/2024	26/01/2024	26/01/2024
2024	AL	00007	In Use	Annual	Euro V	A,GR,H	31/01/2024	31/01/2024	31/12/2024	31/01/2024
2024	AL	00008	Cancelled	Annual	Euro V	A,GR,H,RUS	07/02/2024	07/02/2024	31/12/2024	07/02/2024
2024	AL	00009	Cancelled	Annual	Euro V	A,H,I	15/02/2024	15/02/2024	31/12/2024	15/02/2024
2024	AL	00010	Available	Annual	Euro VI	A,GR	28/03/2024	28/03/2024	31/12/2024	28/03/2024
2024	AL	00011	Available	Annual	Euro VI		01/04/2024	01/04/2024	31/12/2024	03/04/2024
2024	AL	00012	Available	Annual	Euro VI	A,GR,H	01/04/2024	01/04/2024	31/12/2024	01/04/2024
2024	AL	00013	Linked	Annual	Euro V	A,H,RUS	04/04/2024	04/04/2024	31/12/2024	04/04/2024
2024	AL	00014	Available	Annual	Euro V	A,GR,H,I	11/04/2024	11/04/2024	31/12/2024	11/04/2024

1 of 13 selected (found 17) Page 1

- **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 [Search](#) button, or provide search criteria and then click [Search](#) button to view list of short-term licences records that satisfy provided search criteria:

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

Albania

Haulier

Number  Vehicle Category  Status  Reserve? ☐ Yes ☐ No

Click here to view short-term licences list

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	Replace	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	Replace	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**

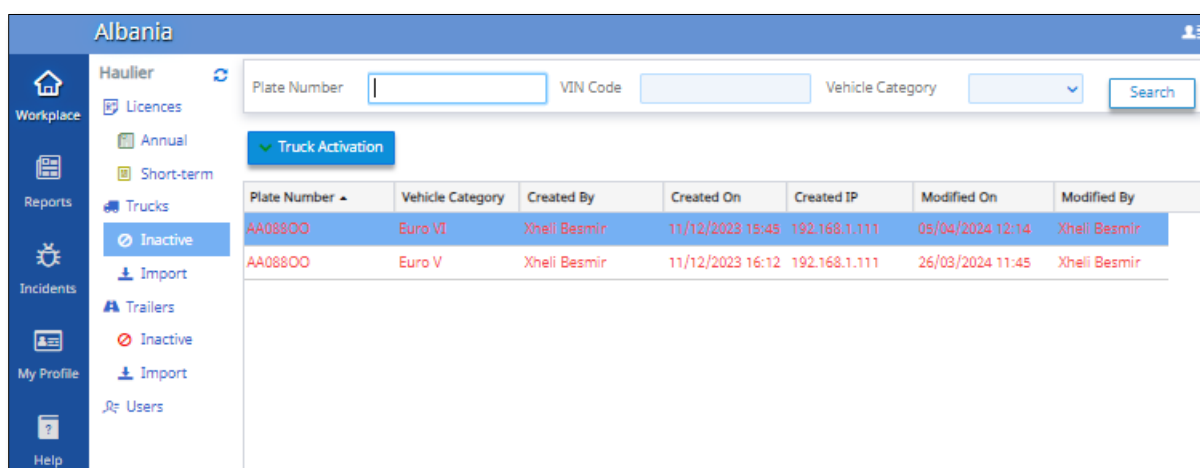
Albania

Haulier

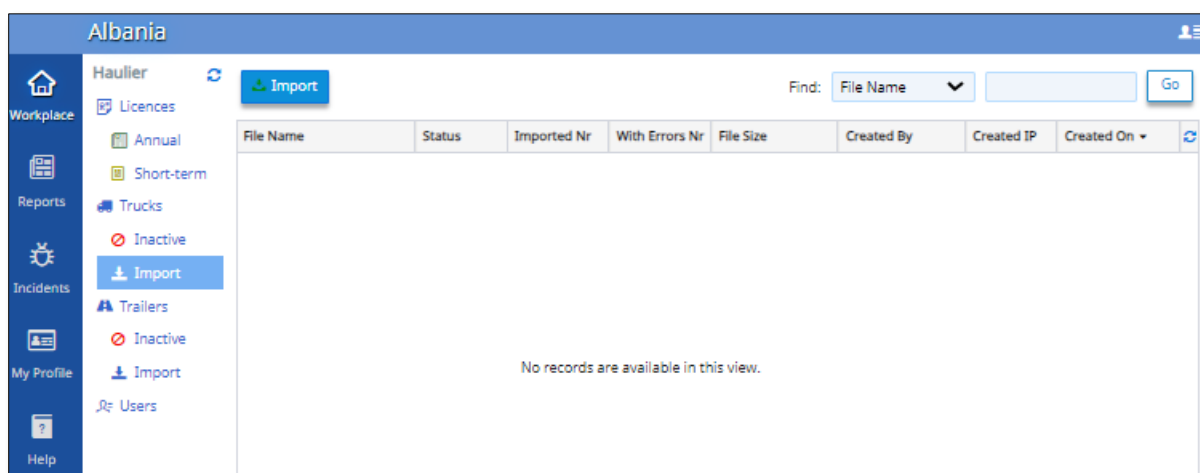
Plate Number  VIN Code  Vehicle Category

Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
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
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:

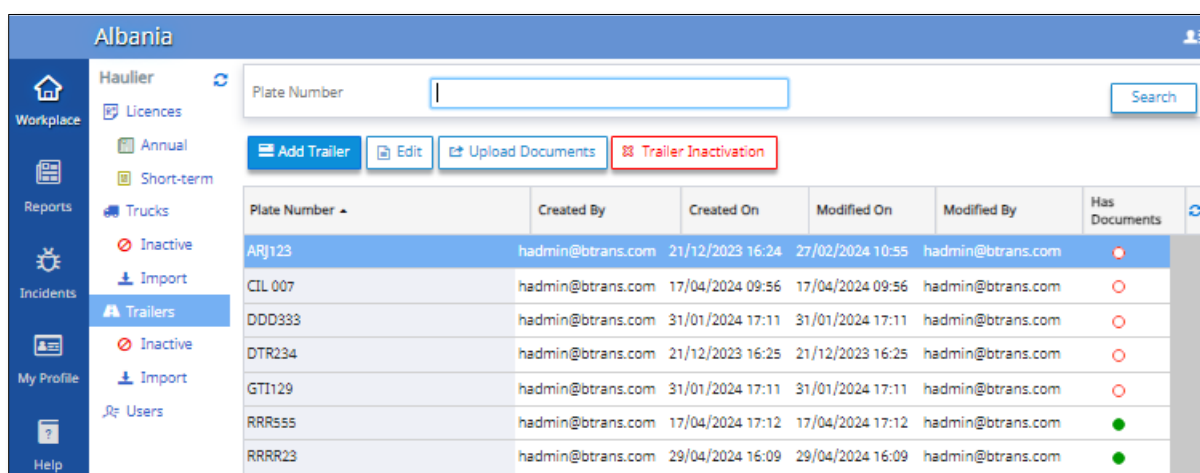
**Figure 7 Haulier Manager's workplace. Inactive trucks interface**

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

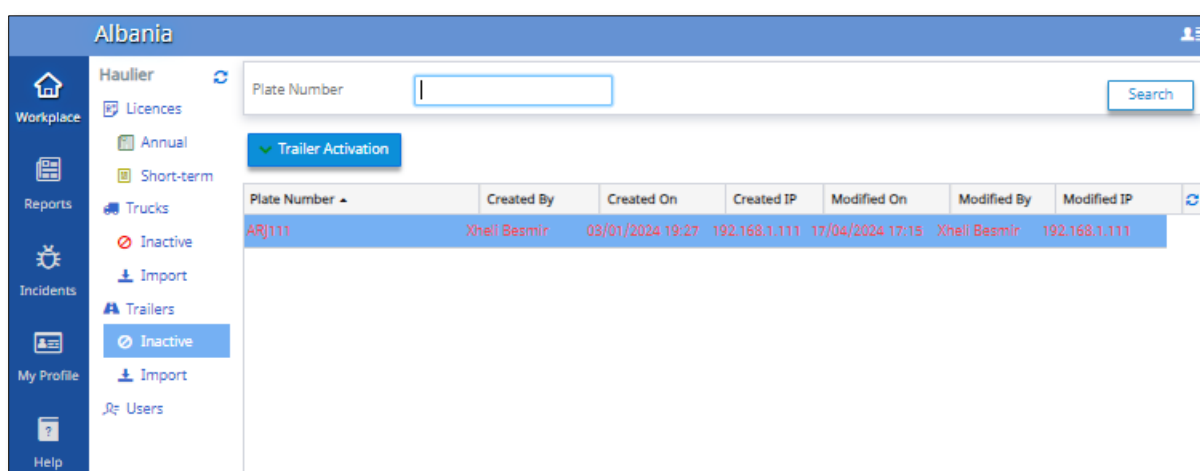
**Figure 8 Haulier Manager's workplace. Trucks import interface**

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

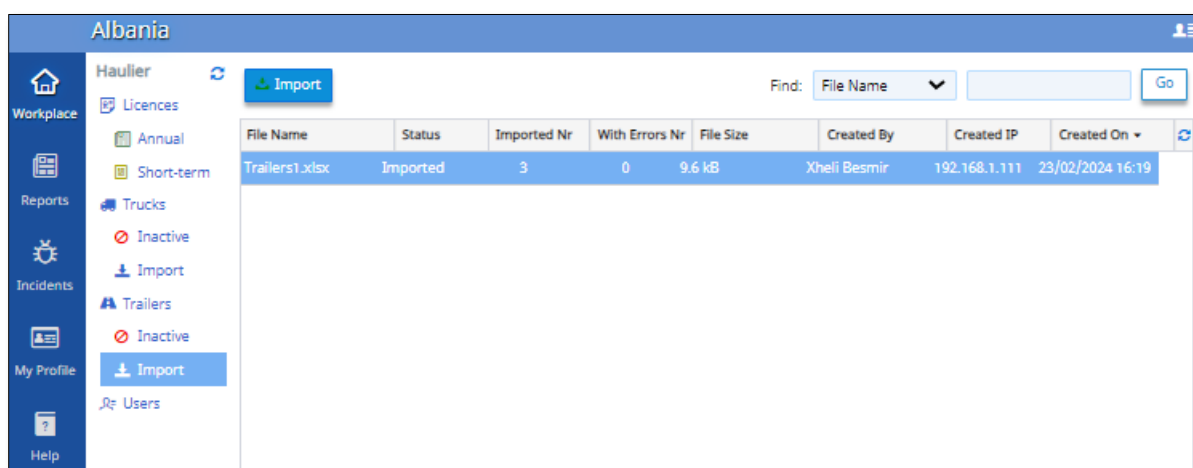


**Figure 9 Haulier Manager's workplace. Trailers interface**

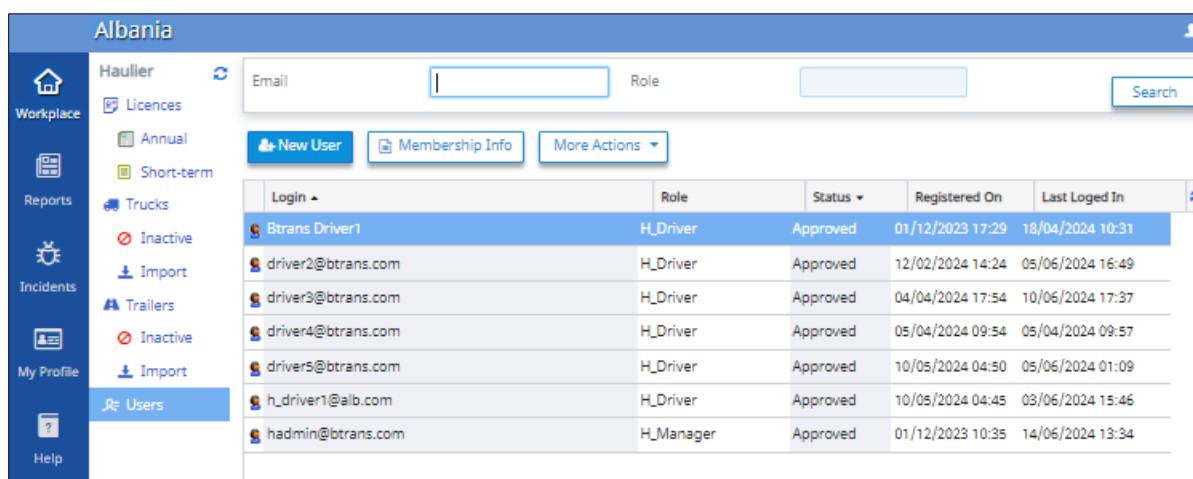
- **Inactive trailers** – list of inactive trailers of the company. Records of inactive trailers can be activated back in case of necessity:

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

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

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


- **Users** – list of 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.

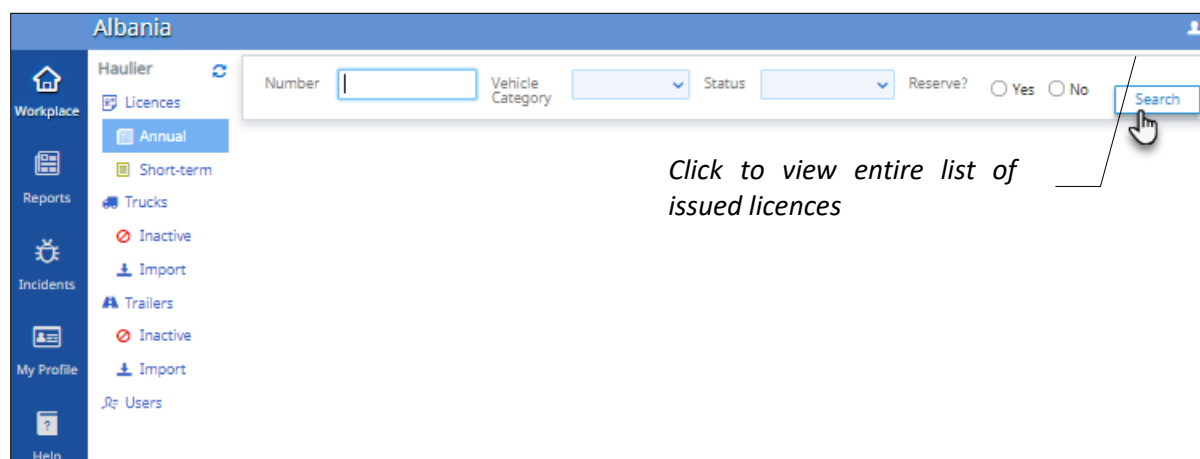
 **Expired** – a licence that has been issued to a haulier, which term of usage has been expired.

 **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*

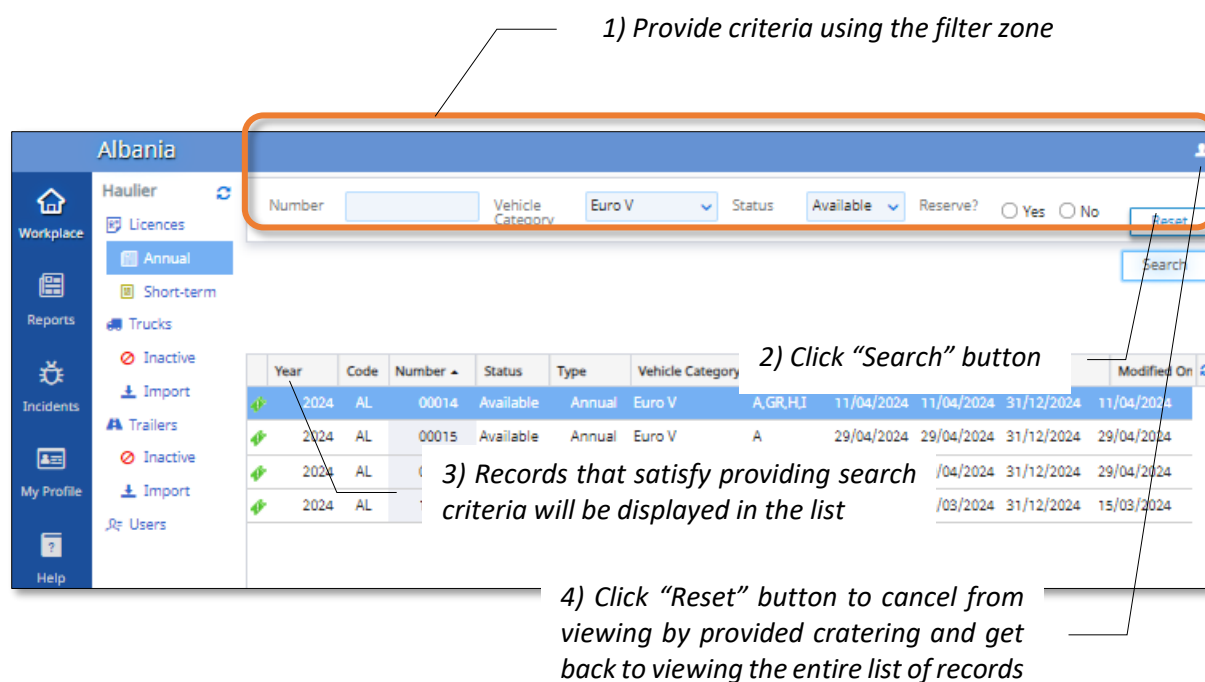


You can click [Search](#) button without providing search criteria in case you want to view the entire licence list.

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**

*Licence current status indication*

Click here to view licence document in PDF format

Click here to view licence logbook in PDF format

**Figure 16 Licence document in PDF viewer**

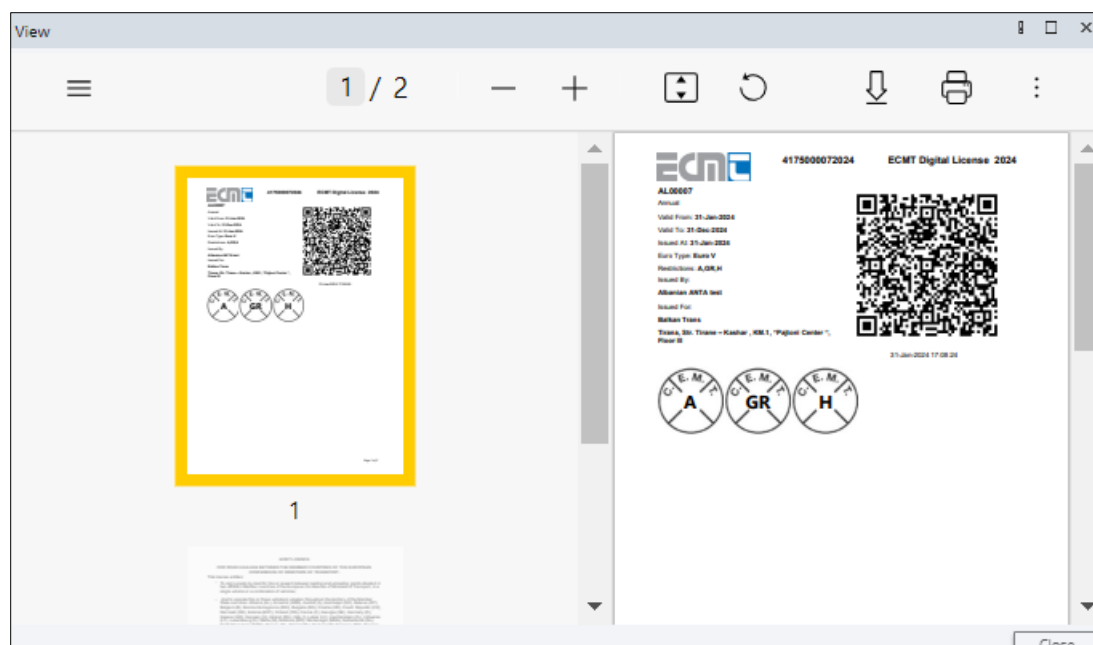
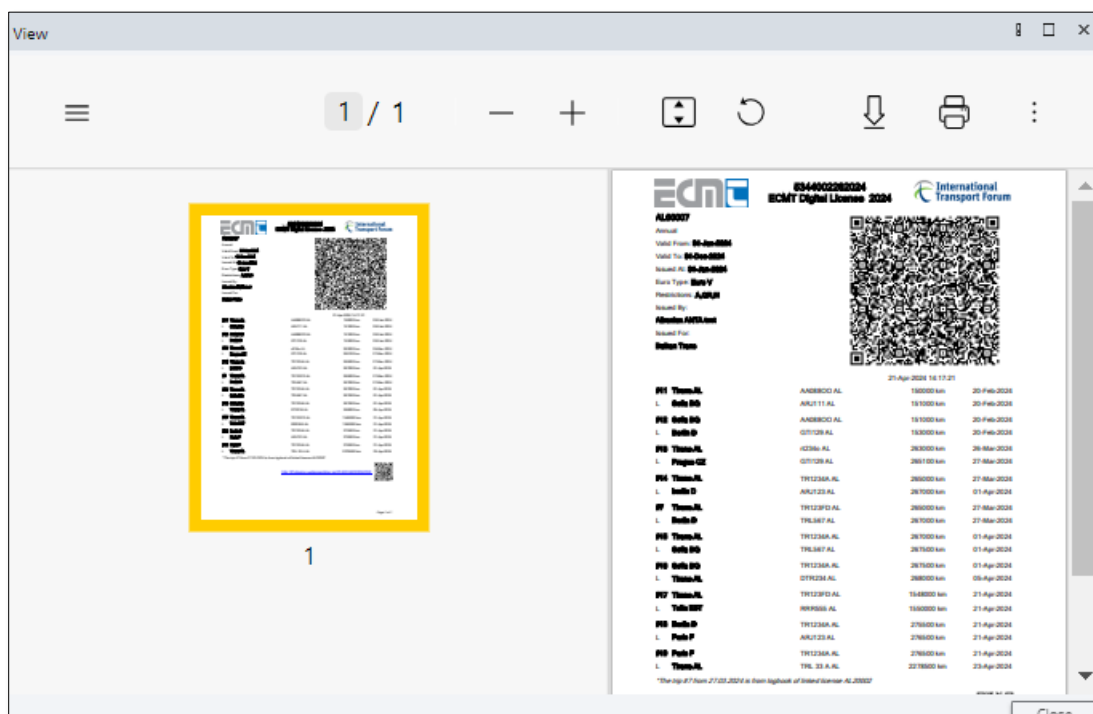


Figure 17 Licence logbook in PDF viewer form



**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)

The screenshot displays the 'LOGBOOK' window with a title bar indicating 'License Annual AL00007 - In Use 31/01/2024-31/12/2024'. It features three tabs: 'INFO', 'LOGBOOK' (selected), and 'HISTORY'. A 'New trip' button is at the top left. The main area shows two trip blocks. The first block, '#19 - TRIP ACTIVATED', is highlighted with a green border. It includes a 'STEPS: 1' icon with a lock and a '1' in a blue circle. To its right, a row of buttons is enclosed in an orange box: 'Transit', 'Add step', 'Special remark', 'Change vehicle', 'Finish the trip', and 'Change'. Below this, the trip details are organized into two sections: 'A) DEPARTURE' and 'B) ARRIVAL'. Each section contains fields for 'Departure Date', 'Place of loading/unloading', 'Country of loading/unloading', 'Number of km at departure/arrival', 'Truck Reg Nr', 'Trailer Reg Nr', and 'Driver'. The second block, '#18 - TRIP FINISHED', is shown below the first. Annotations with arrows point to specific elements: one points to the 'STEPS: 1' icon with the text 'Steps and actions adding buttons (available only for active trip)', another points to the 'Add step' button with the text 'Steps\' and actions\' icons: click on icon to view step / action data in a separate form', and a third points to the first trip block with the text 'One trip block of fields'. A fourth annotation points to the 'TRIP ACTIVATED' status with the text 'Trip\'s current status'.

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

INFO LOGBOOK HISTORY

New trip

#19 - TRIP ACTIVATED STEPS: 1 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 AL Gross Weight (in tonnes) 5.0

Number of km at departure 276500 Truck Reg Nr TR1234A Trailer Reg Nr

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 227500 Truck Reg Nr Trailer Reg Nr

Driver Number One

#18 - TRIP FINISHED

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 275500 Truck Reg Nr ARJ123 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 ARJ123 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

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

Figure 19 Action's form

The screenshot shows a 'Control' window with a title bar. It contains several input fields: 'Control Authority' (Albania CLO), 'Country' (AL), 'Control Result' (Valid), and 'Control Date' (21/04/2024 14:27). Below these is a 'Comments' section with a large text area. A 'Close' button is located at the bottom right.

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

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

INFOLOGBOOKHISTORY

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

0 of 16 selected (found 30)Page 1

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

License Short-term AL20004 - Available 04/04/2024-05/04/2024

INFO LOGBOOK HISTORY

**New trip**

Licence must have "available" status

**A) DEPARTURE**

Departure Date: 05/04/2024 Place of loading: Albania Country of loading: AL Gross Weight (in tonnes): 18.0

Number of km at departure: 276000 Truck Reg Nr: rt234o AL Trailer Reg Nr: ARJ123 AL Loaded

**B) ARRIVAL**

Arrival Date: 11 ntry of unloading: BG Gross Weight (in tonnes): 17.0

Number of km at arrival: 276500 Truck Reg Nr: rt234o AL Trailer Reg Nr: GTI129 AL

Driver: driver3@btrans.com

**#2 - TRIP FINISHED**

**A) DEPARTURE**

Departure Date: 04/04/2024 Place of loading: Erevan Country of loading: ARM Gross Weight (in tonnes): 8.0

Number of km at departure: 273000 Truck Reg Nr: rt234o AL Trailer Reg Nr: TRL568 RO Loaded

**B) ARRIVAL**

Arrival Date: 05/04/2024 Place of unloading: Tirana Country of unloading: AL Gross Weight (in tonnes): 8.0

Number of km at arrival: 276000 Truck Reg Nr: rt234o AL Trailer Reg Nr: TRL568 RO

Driver: driver3@btrans.com

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**

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) \* 7000

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 \* Baku Country of unloading \* AZ Gross Weight (in tonnes) \* 7,000.0

Number of km at arrival \* 594300 Trailer Reg Nr TRN68969 Trailer Reg Nr RRR555

Next Close

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**

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

**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: rt234o 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: rt234o 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: rt234o 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: rt234o 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 [Link license](#) 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 Gross Weight (in tonnes) \* 7,000.0

Number of km at arrival \* 594300

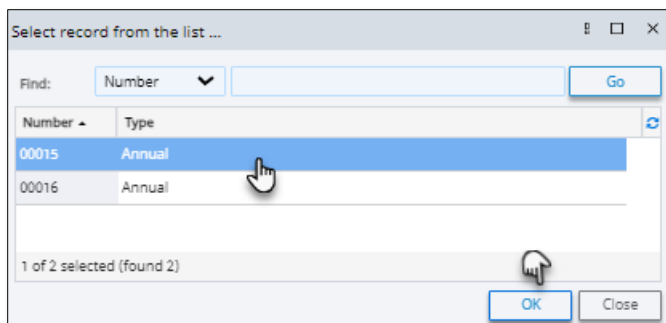
Click here to link another licence from available licences list

[Link license](#)

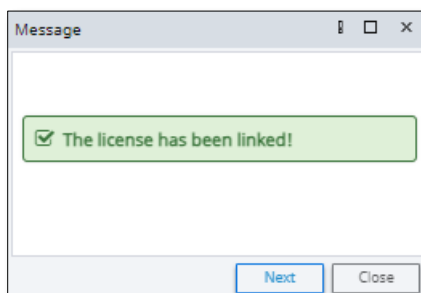
Invalid dates! Departure date can't be greater than Valid to!

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 [Transit](#) button:

**Figure 28 Start of transit point addition**

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

INFO LOGBOOK HISTORY

New trip

#19 - TRIP ACTIVATED STEPS: 1 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): 5.0

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: ARJ123 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: ARJ123 AL

Driver: Number One

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**

Add transit point

Step 2: Transit point

Date\*: 07/05/2024 Place\*: Ljubljana Country\*: SLO

Number of km: 276900 Truck Reg Nr: TR1234A Trailer Reg Nr: TRL 33 A

Finish Close

Click [Finish](#) 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

INFOLOGBOOKHISTORY

New trip

# 19 - TRIP ACTIVATED STEPS: 2 1

TransitAdd stepSpecial remarkChange vehicleFinish the tripChange

A) DEPARTURE

Departure Date21/04/2024

Place of loadingParis

Country of loadingF

Gross Weight (in tonnes)5.0

Number of km at departure276500

Truc

Loaded

B) ARRIVAL

Arrival Date23/04/2024

Place-

Truck Reg NrTR1234A AL

Trailer Reg NrTRL 33 A AL

Gross Weight (in tonnes)5.0

Number of km at arrival2278500

DriverNumber 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 Date21/04/2024

Place of loadingParis

Country of loadingF

Gross Weight (in tonnes)5.0

Number of km at departure276500

Truck Reg NrTR1234A AL

Trailer Reg NrTRL 33 A AL

Step 1 - Transit point

Date21/04/2024

PlaceBudapest

Truck Reg NrTR1234A AL

Trailer Reg NrTRL 33 A AL

Step 2 - Transit point

Date21/04/2024

PlaceLjubljana

CountrySLO

Number of km(ODO meter)276900

Truck Reg NrTR1234A AL

Trailer Reg NrTRL 33 A AL

B) ARRIVAL

Arrival Date23/04/2024

Place of unloadingTirana

Country of unloadingAL

Gross Weight (in tonnes)5.0

Number of km at arrival2278500

Truck Reg NrTR1234A AL

Trailer Reg NrTRL 33 A AL

0 of 4 selected (found 4)

All data are presented in "read only" mode

Close

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### 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**

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

INFO LOGBOOK HISTORY

New trip

#19 - TRIP ACTIVATED STEPS: 2 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): 5.0

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: ARJ123 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: ARJ123 AL

Driver: Number One

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**

Trip steps in logbook

Step 3:

Date \*: 21/04/2024 Place \*: Prague Country \*: CZ

Weight Sign \*: - Weight (in tonnes) \*: 6.00

Number of km: 2276500 Truck Reg Nr: TR1234A Trailer Reg Nr: TRL 33 A

Next Close

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 Pla: 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

Number of steps added in a trip

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 1

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: ARJ123 AL Loaded, Assembled goods

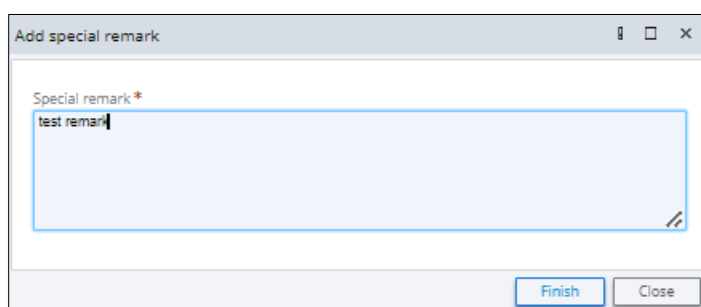
B) ARRIVAL

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

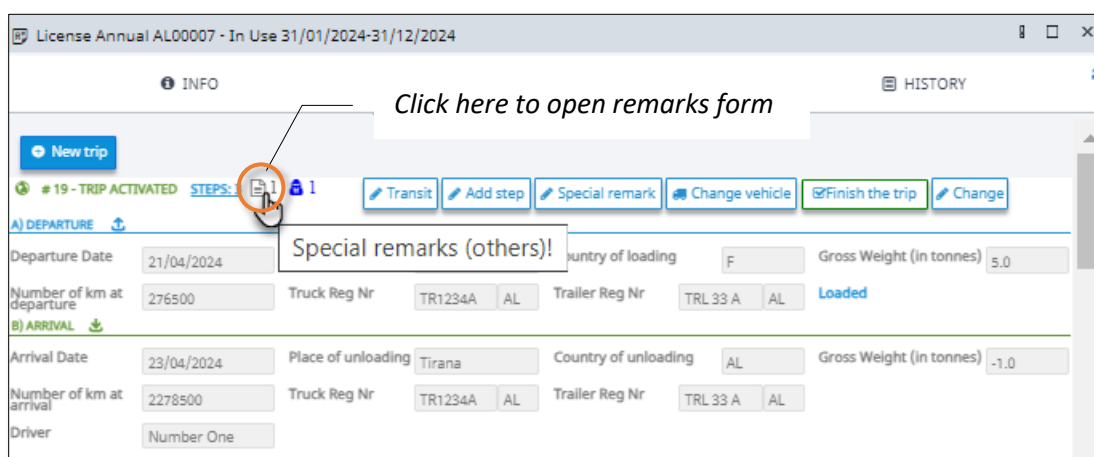
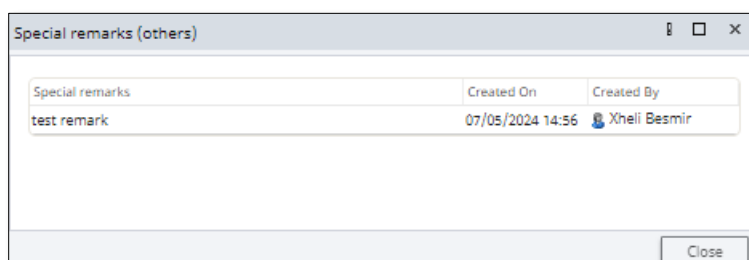
Number of km at arrival: 276500 Truck Reg Nr: TR1234A AL Trailer Reg Nr: ARJ123 AL

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 [Special remark](#) button:

**Figure 36 Start of change vehicle / trailer process**

The screenshot shows the 'License Annual AL00007 - In Use 31/01/2024-31/12/2024' window. The 'LOGBOOK' tab is active. A trip is listed with the status 'TRIP ACTIVATED'. The 'Change vehicle' button is highlighted with a mouse cursor. The trip details include:

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
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

Below this, another trip is shown with status 'TRIP FINISHED'.

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)**

The 'Change vehicle' dialog box is shown. It has a title bar 'Change vehicle' and a close button. Inside, there is a section 'Select type of change vehicle' with a dropdown menu. The dropdown is open, showing three options: 'Change the truck', 'Change the trailer', and 'Change the truck and trailer'. A mouse cursor is pointing at the dropdown arrow. At the bottom of the dialog are 'Next' and 'Close' buttons.

Click here and select option for changing

Click [Next](#) button: depending on selected option during the previous step, fill in the second step of the changing form:

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

Table for Logbook Change vehicle

Type \*  On Date \*  14:59

Old Trailer  New Trailer \*

Comments \*

Statement of honor \*  [Attach a File](#)

Select another trailer from the lookup grid

Leave a comment about vehicle / trailer changing

Click here to add attachment document stored on your hard disk

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

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

Confirmation

After finishing the action you will not be able to change the indicated data!  
Confirm you action!

Confirmation!

✓ The vehicle has been changed!  
Make sure that the diver has updated logbook printed form!

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

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

INFO

#19 - TRIP ACTIVATED STEPS: 3

A) DEPARTURE

Departure Date  Place of loading  Country of loading  Gross Weight (in tonnes)

Number of km at departure  Truck Reg Nr  AL Trailer Reg Nr  AL

B) ARRIVAL

Arrival Date  Place of unloading  Country of unloading  Gross Weight (in tonnes)

Number of km at arrival  Truck Reg Nr  AL Trailer Reg Nr  AL

Driver

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**

The screenshot shows the 'LOGBOOK' tab in the 'License Annual AL00007 - In Use 31/01/2024-31/12/2024' window. A list of trips is displayed. The first trip, '#19 - TRIP ACTIVATED', is selected. A tooltip points to the 'Change' button in the top right of the trip's action bar. The trip details for departure and arrival are visible below.

A) DEPARTURE	
Departure Date	21/04/2024
Place of loading	Paris
Country of loading	F
Gross Weight (in tonnes)	21.0
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	RRRR23 AL
Driver	Number One

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**

The screenshot shows the 'Change the Date, Number of KM, Country, or Place of arrival' form. The 'ARRIVAL' section is highlighted with an orange box. A text box indicates that fields available for editing and data change are situated in this part of the form.

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 *	25/04/2024
Place of unloading *	Tirana
Country of unloading *	AL
Gross Weight (in tonnes) *	-1.0
Number of km at arrival *	2278900
Truck Reg Nr *	TR1234A AL
Trailer Reg Nr *	RRRR23 AL
Loaded	

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**

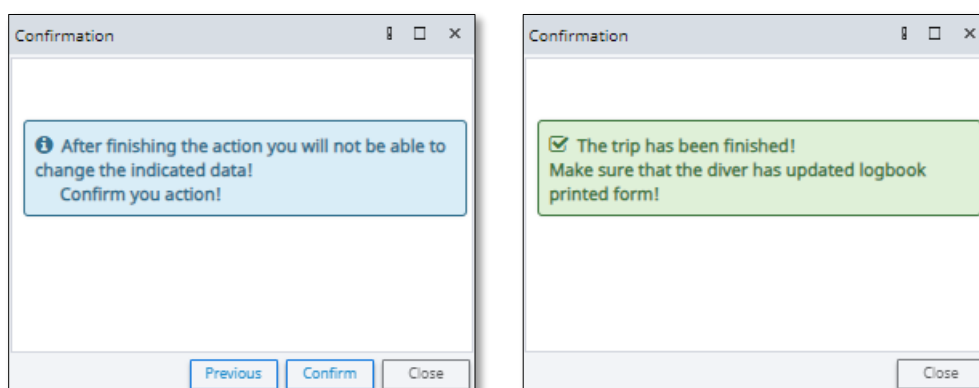
The screenshot shows the 'LOGBOOK' tab in the 'License Annual AL00007 - In Use 31/01/2024-31/12/2024' window. A mouse cursor is clicking the 'Finish the trip' button in the top toolbar. Below the toolbar, there are two trip entries. The first entry, '#19 - TRIP ACTIVATED', is currently selected and shows details for departure from Paris on 21/04/2024 and arrival in Tirana on 23/04/2024. The second entry, '#18 - TRIP FINISHED', shows a completed trip from Berlin to Paris on 21/04/2024.

You'll see the form with trip general info:

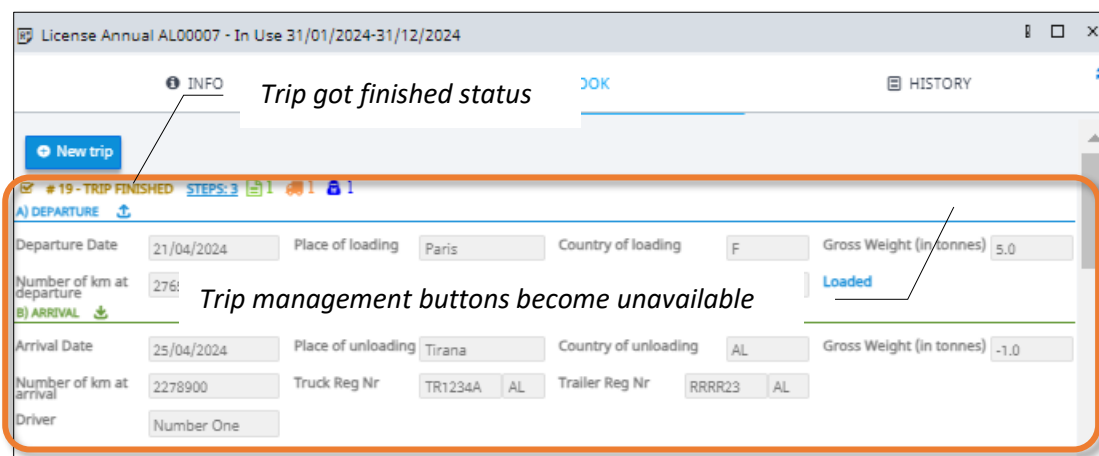
**Figure 43 finish the trip form**

The screenshot shows the 'Finish trip' dialog box. It contains two sections: 'A) DEPARTURE' and 'B) ARRIVAL'. In the 'DEPARTURE' section, fields include Departure date (21/04/2024), Place of loading (Paris), Country of loading (F), Gross Weight (5.0), Number of km at departure (276500), Truck Reg Nr (TR1234A AL), and Trailer Reg Nr (RRRR23 AL). There is also a checkbox for 'Is Assembled Goods' with 'No' selected. The 'ARRIVAL' section includes Arrival Date (25/04/2024), Place of unloading (Tirana), Country of unloading (AL), Gross Weight (-1.0), Number of km at arrival (2278900), Truck Reg Nr (TR1234A AL), and Trailer Reg Nr (RRRR23 AL). At the bottom right, there are 'Finish' and 'Close' buttons.

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

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

Click **Confirm** → **Close** buttons: confirmation messages will be closed, trip section in licence logbook will get “finished” status, trip management buttons will disappear from finished trip section:

**Figure 45 Finished trip section in licence logbook**

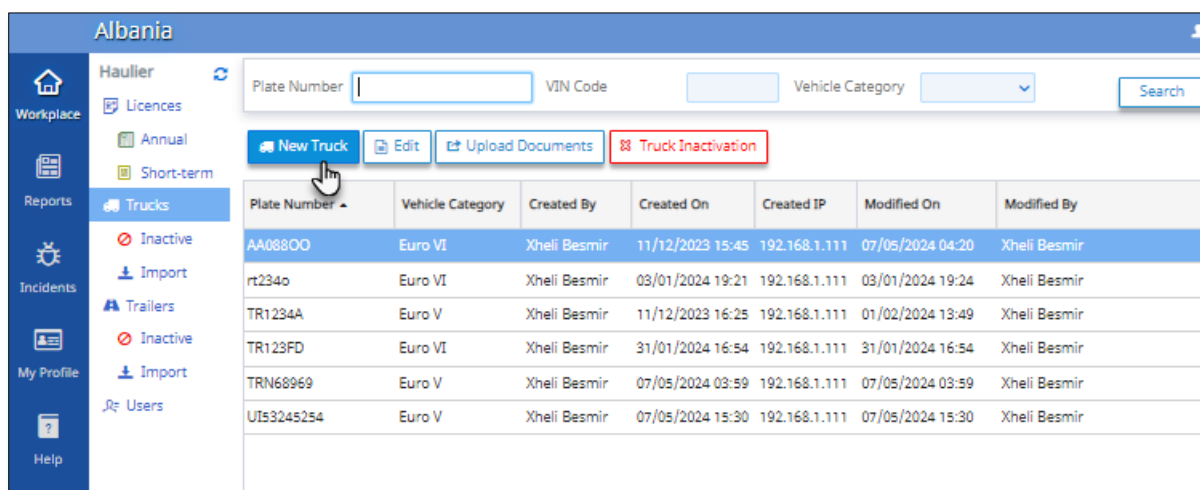


## 3.2 Trucks Management

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

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

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

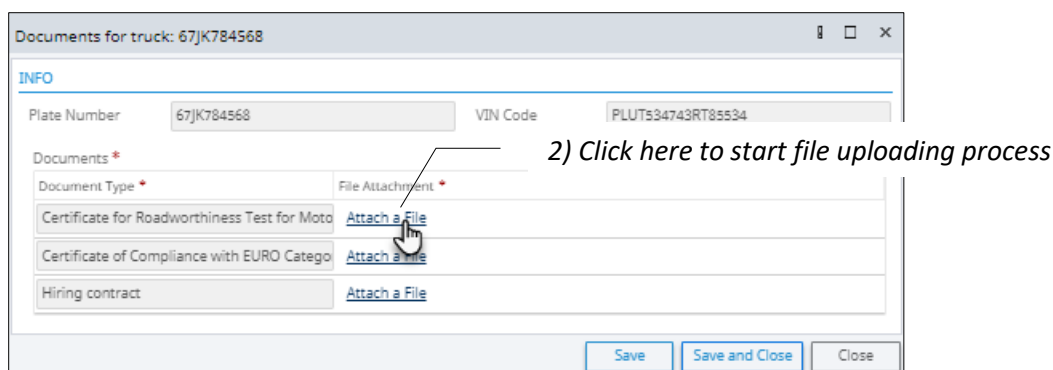


In form that will be opened provide truck's info:

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

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

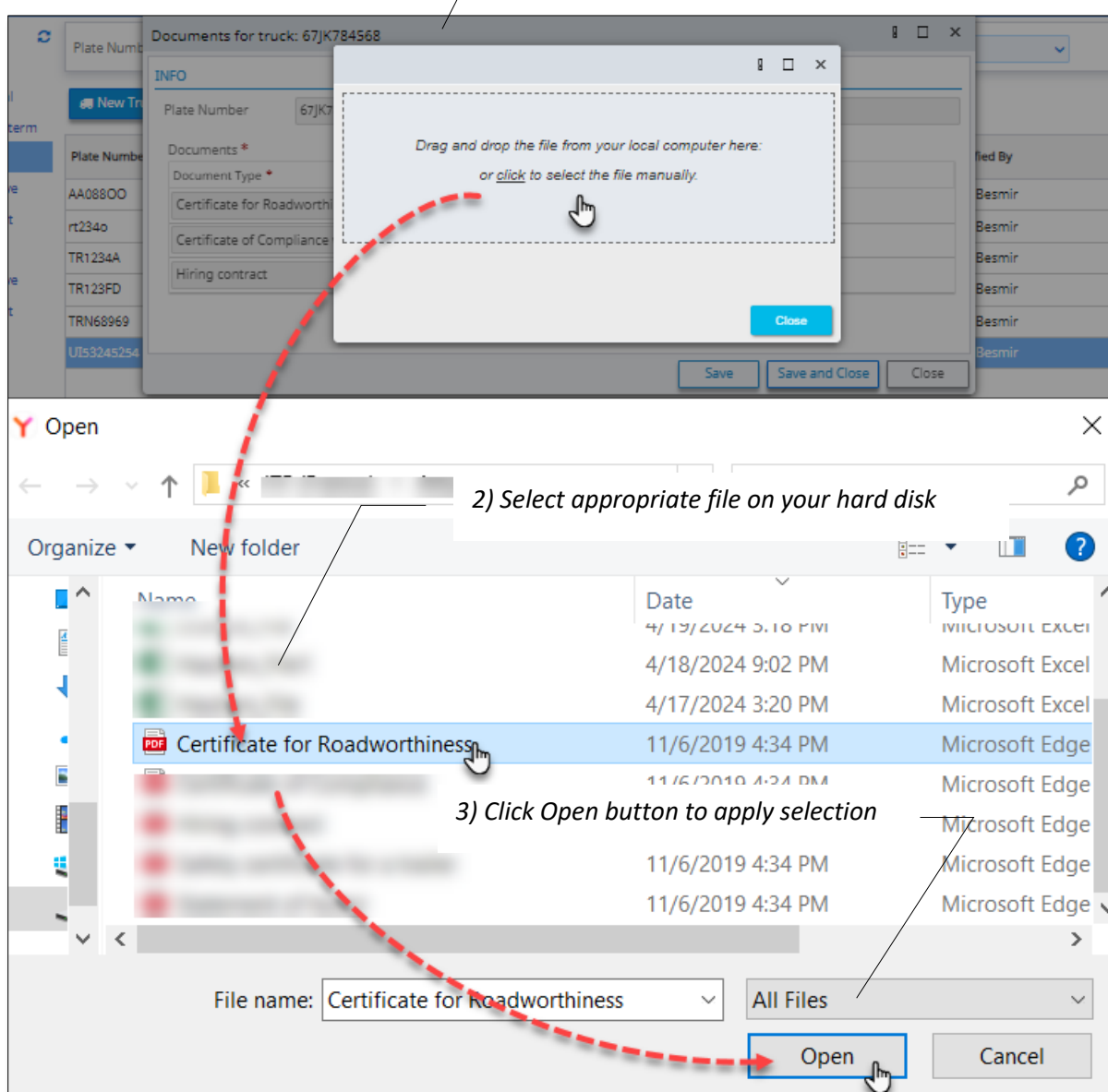
**Figure 48 New truck form. Document Uploading (second step)**



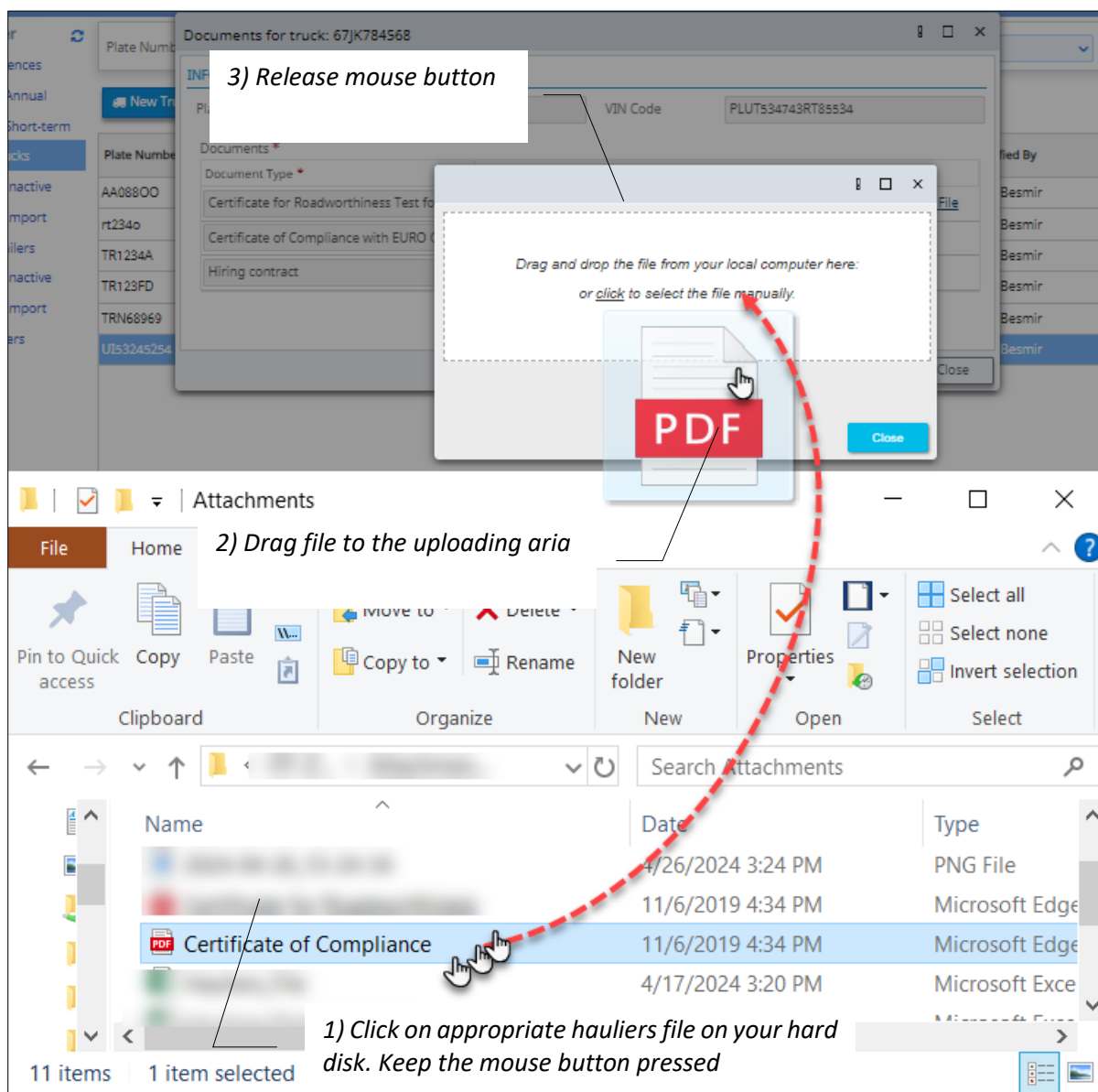
To upload a document, do steps described on Figure 49 or Figure 50

**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**

Documents for truck: 67JK784568

INFO

Plate Number: 67JK784568 VIN Code: PLUT534743RT85534

Documents \*

Document Type *	File Attachment *
Certificate for Roadworthiness Test for Moto	Certificate for Roadworthiness.pdf (234.2 KB) - The file is received. <a href="#">Attach a File</a>
Certificate of Compliance with EURO Category	Certificate of Compliance.pdf (234.2 KB) - The file is received. <a href="#">Attach a File</a>
Hiring contract	Hiring contract.pdf (234.2 KB) - The file is received. <a href="#">Attach a File</a>

Save Save and Close Close

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:

Albania

Haulier

Plate Number: VIN Code: Vehicle Category: Search

New Truck Edit Upload Documents Truck Inactivation

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
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
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

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

Truck: 67JK784568

General Info Documents History

INFO

Plate Number: 67JK784568 VIN Code: PLUT534743RT85534

Ownership Type: Hiring contract Vehicle Category: Euro V

Active: ☒ Yes ☐ No Country: Albania

Close

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

Figure 53 Truck’s profile form. Documents list

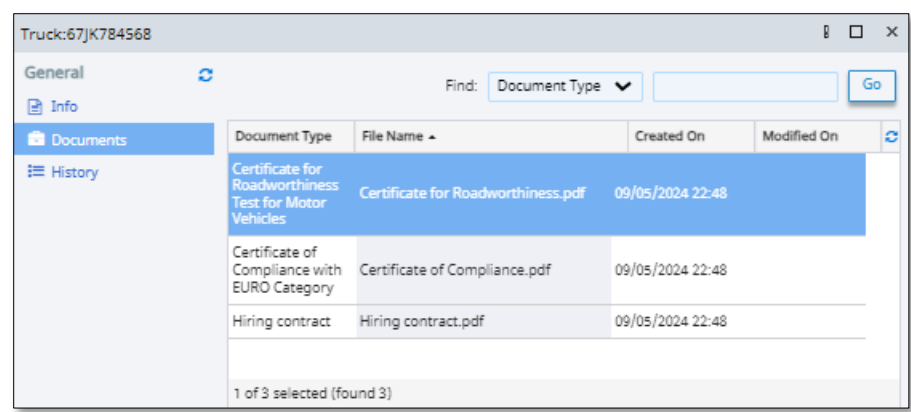
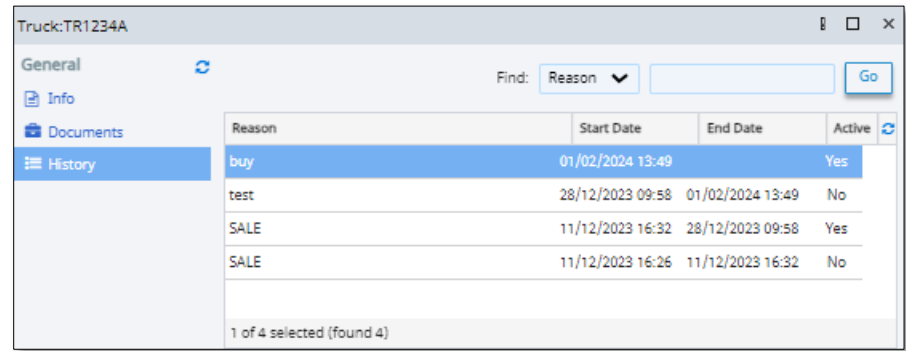


Figure 54 Truck’s profile form. History list



3.2.2 How to Edit Truck’s Data


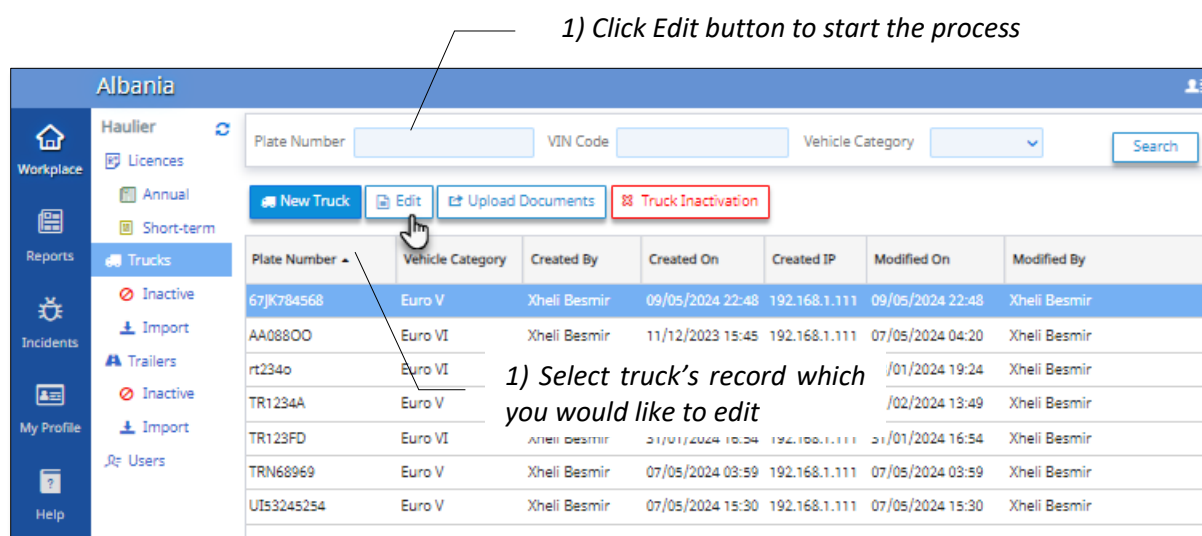
In truck’s list select truck record for editing (one click on truck’s record for selection) and click  button:

Figure 55 Start of truck’s record editing process



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

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

Truck: 67JK784568

INFO

Plate Number \* 67JK784568 VIN Code \* PLUT534743RT85534

Ownership Type \* Hiring contract Vehicle Category \* Euro V

Country \* Albania

Save Upload documents Close

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)**

Documents for truck: 67JK784568

INFO

Plate Number 67JK784568 VIN Code PLUT534743RT85534

Documents \*

Document Type \* File Attachment \*

Certificate for Roadworthiness Test for Moto [Certificate for Roadworthiness.pdf](#) (234.2 kB) [Attach a File](#)

Certificate of Compliance with EURO Catego [Certificate of Compliance.pdf](#) (234.2 kB) [Attach a File](#)


Hiring contract [Hiring contract.pdf](#) (234.2 kB) [Attach a File](#)

Save Save and Close Close

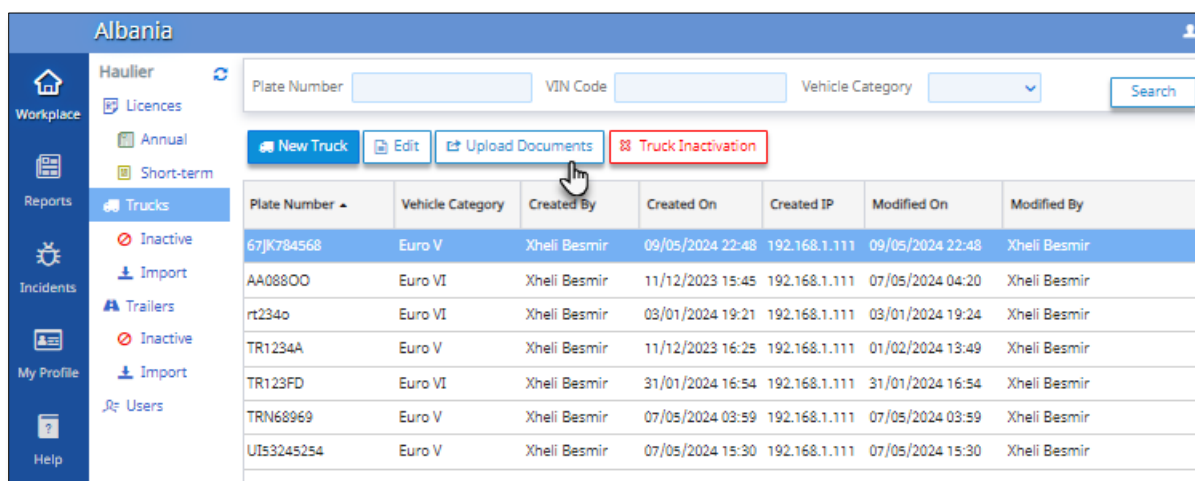
Use this step to download existing file documents or to upload new ones (see Figure 49 and Figure 50). Click [Save and Close](#) button: inserted changes will be saved, truck's form will be closed.

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

In truck's list select truck record for which you would like to upload documents and click

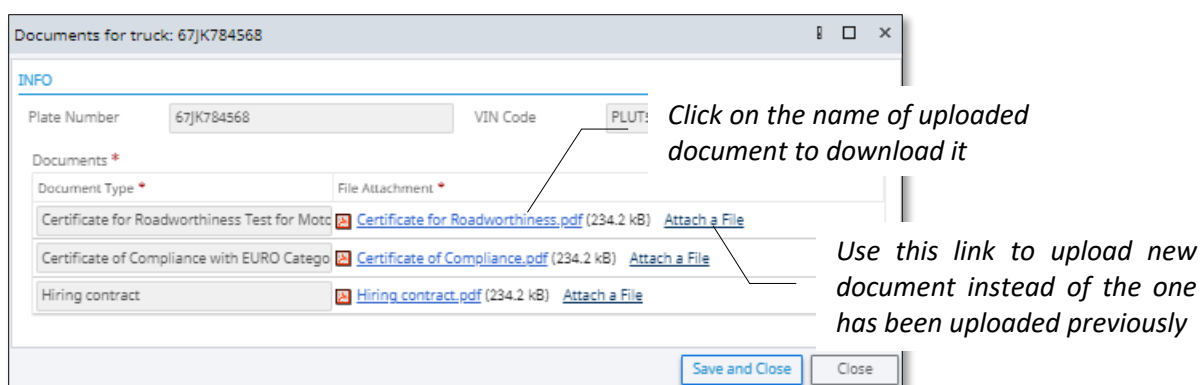
 Upload Documents button:

**Figure 58 Start of documents uploading process**



In form that will be open use links of uploaded documents to download them (in case of necessity) or use [Attach a File](#) buttons to upload new documents instead of old ones:

**Figure 59 Truck's uploading documents form**



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

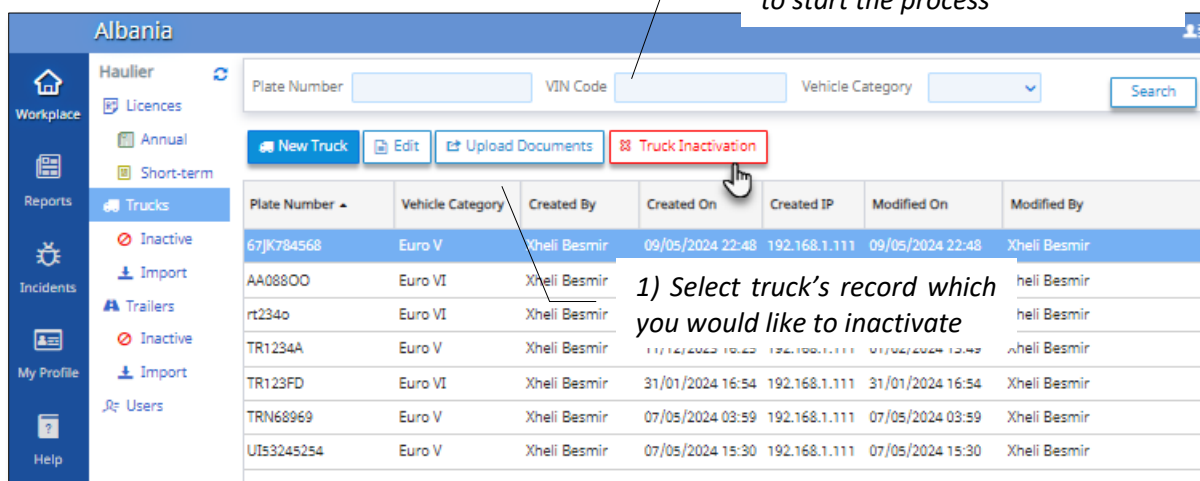


### 3.2.4 How to Inactivate Truck's Record

In truck's list select truck record which you would like to inactivate and click Truck Inactivation button:

**Figure 60 Start of truck inactivation process**

1) Click Truck Inactivation button to start the process

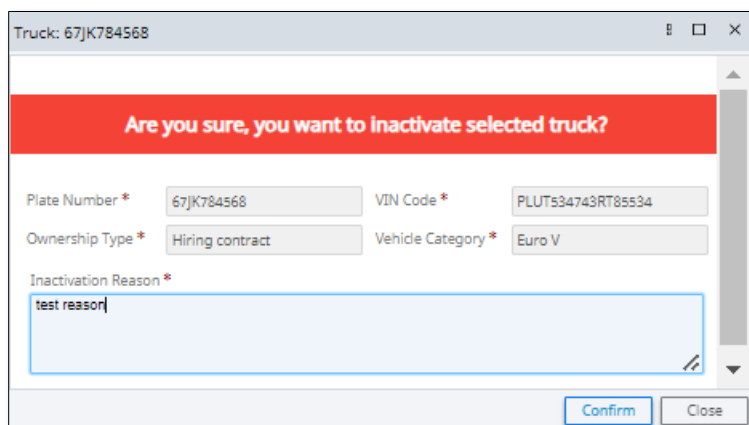


The screenshot shows the 'Albania' Haulier Manger interface. On the left is a sidebar with navigation options: Workplace, Licences, Annual, Short-term, Reports, Trucks, Incidents, Trailers, My Profile, and Help. The 'Trucks' section is active. The main area displays a table of trucks with columns: Plate Number, Vehicle Category, Created By, Created On, Created IP, Modified On, and Modified By. A red box highlights the 'Truck Inactivation' button in the top toolbar. A hand cursor is pointing at the first row of the table, which has the plate number '67JK784568'. A text box with an arrow points to this row, stating '1) Select truck's record which you would like to inactivate'.

Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
67JK784568	Euro V	Xheli Besmir	09/05/2024 22:48	192.168.1.111	09/05/2024 22:48	Xheli Besmir
AA08800	Euro VI	Xheli Besmir				Xheli Besmir
rt234o	Euro VI	Xheli Besmir				Xheli Besmir
TR1234A	Euro V	Xheli Besmir	11/12/2023 19:42	192.168.1.111	01/06/2024 12:42	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

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

In form that will be opened provide reason of inactivation:

**Figure 61 Truck inactivation form**

Truck: 67JK784568

**Are you sure, you want to inactivate selected truck?**

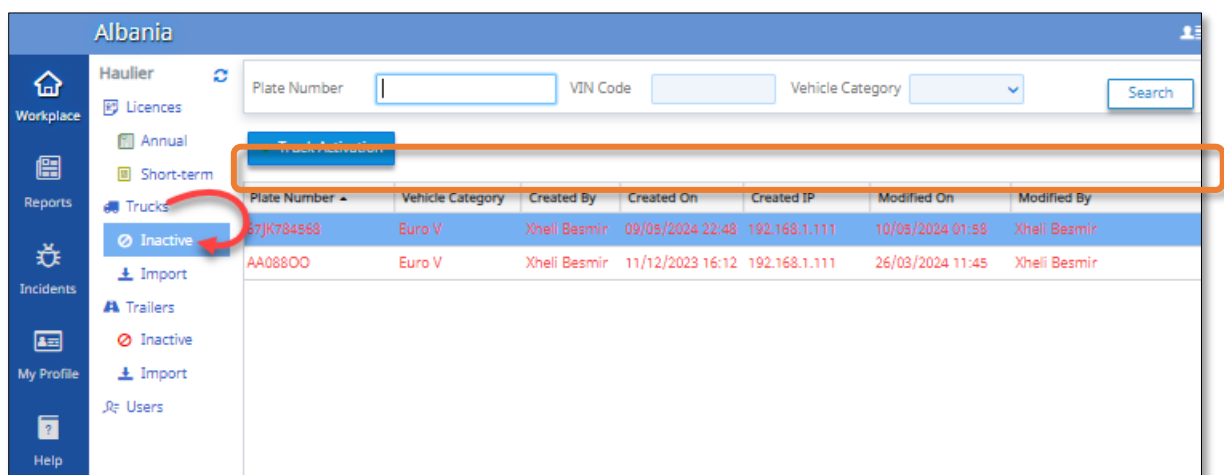
Plate Number \* 67JK784568 VIN Code \* PLUT534743RT85534

Ownership Type \* Hiring contract Vehicle Category \* Euro V

Inactivation Reason \*  
test reason

Confirm Close

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



Albania

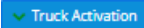
Haulier

Plate Number VIN Code Vehicle Category Search

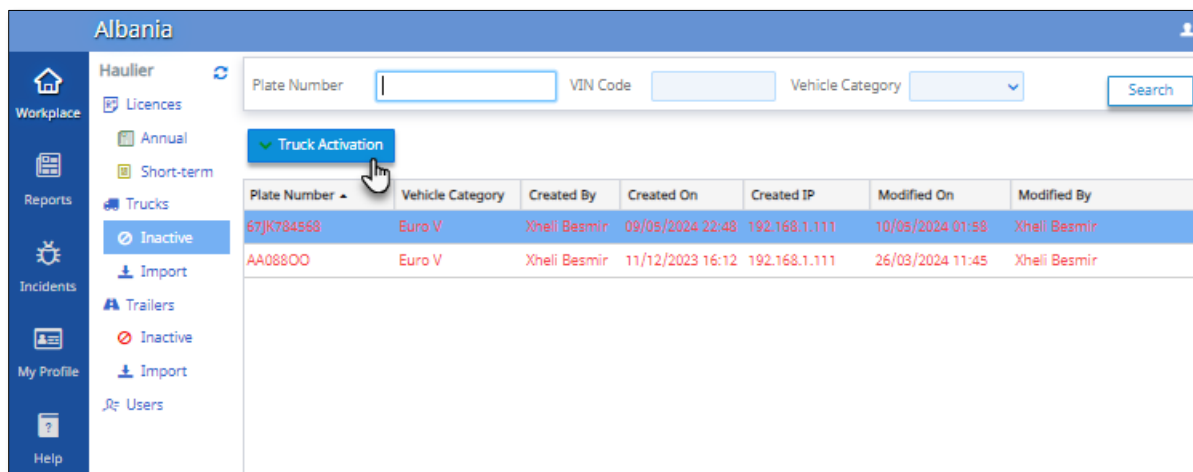
Truck Activation

Plate Number	Vehicle Category	Created By	Created On	Created IP	Modified On	Modified By
67JK784568	Euro V	Xhelli Besmir	09/09/2024 22:48	192.168.1.111	10/09/2024 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

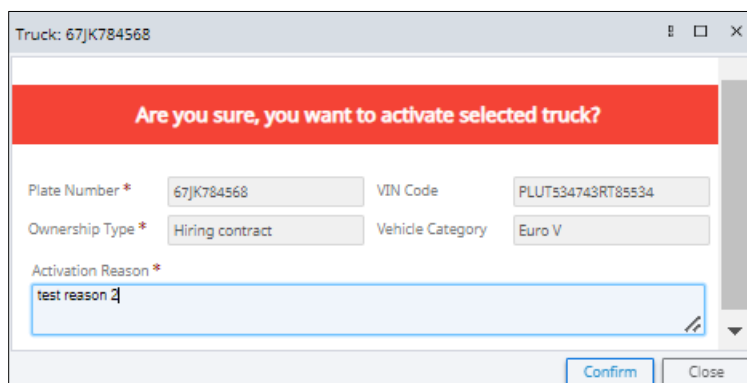
In inactive truck's list select truck record which you would like to activate back and click  button:

**Figure 62 Start of truck's activation process**




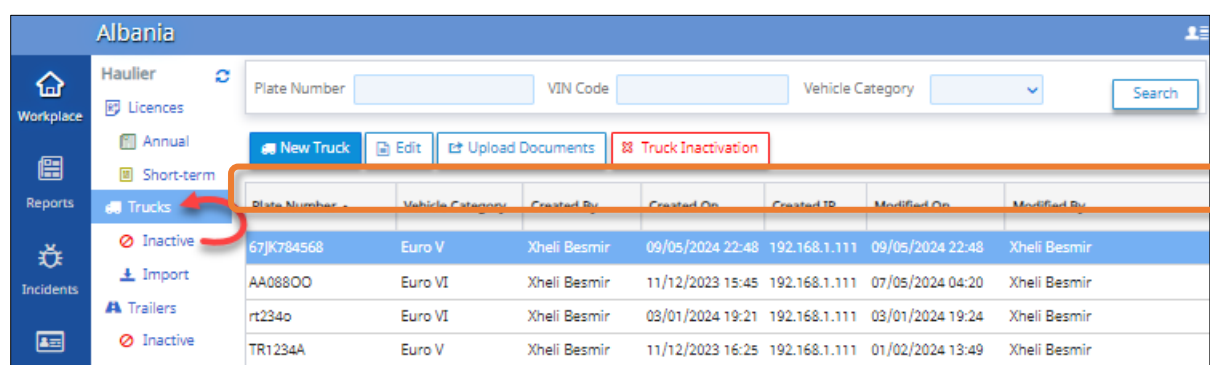
In form that will be opened provide reason of truck's activation:

**Figure 63 Truck's activation form**



The screenshot shows a dialog box titled 'Truck: 67JK784568'. At the top, a red banner contains the text 'Are you sure, you want to activate selected truck?'. Below the banner, there are four input fields: 'Plate Number \*' (67JK784568), 'VIN Code' (PLUT534743RT85534), 'Ownership Type \*' (Hiring contract), and 'Vehicle Category' (Euro V). Below these fields is a text area for 'Activation Reason \*' containing the text 'test reason'. At the bottom right, there are two buttons: 'Confirm' and 'Close'.

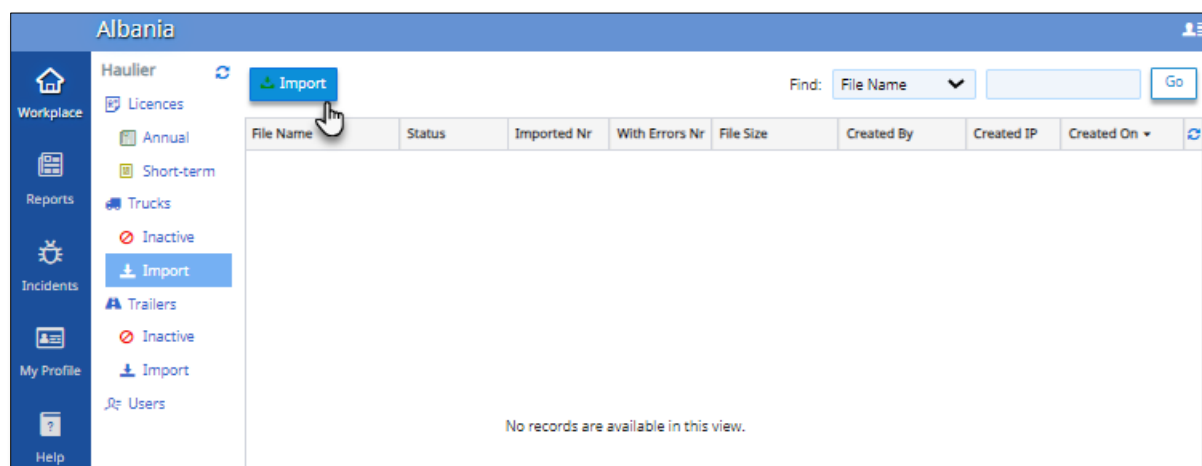
Click  button: activation form will be closed, truck record will be moved back in the list of haulier's active trucks:



### 3.2.6 How to Import Trucks' Records

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

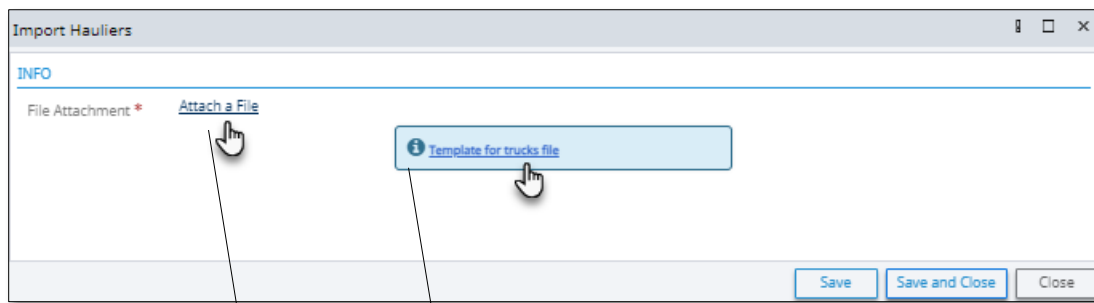
**Figure 64 Start of trucks' records importing process**



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

- Use [Template for trucks file](#) button to download template trucks file
- Use [Attach a File](#) button to upload trucks' file filled in accordance with downloaded template

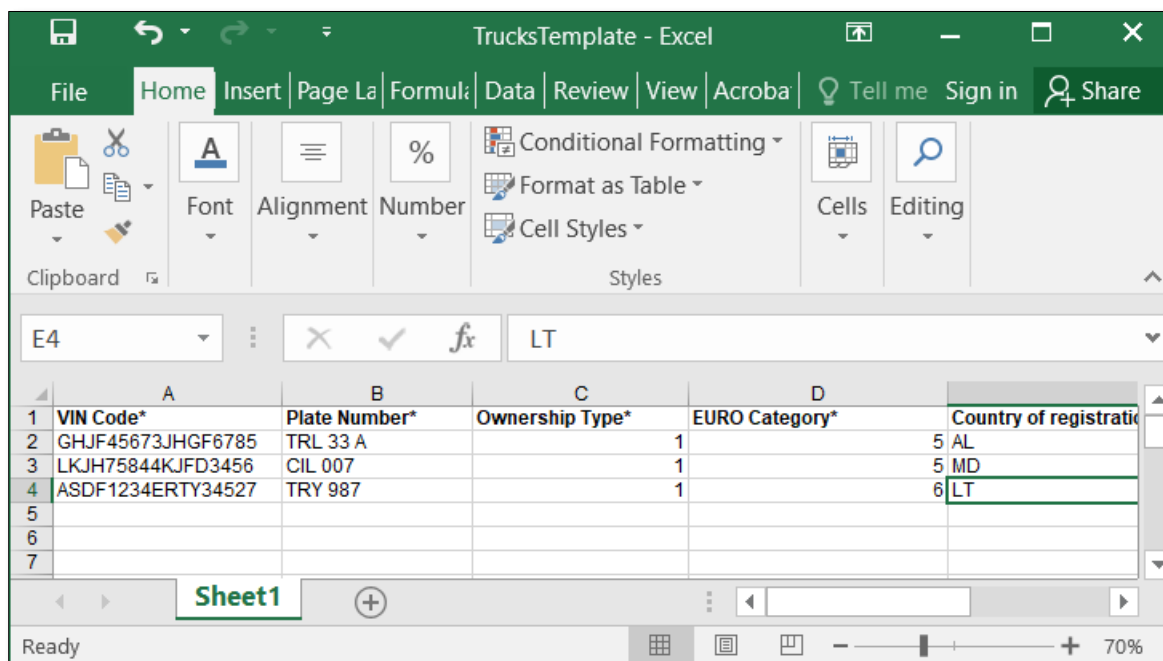
**Figure 65 "Import Trucks" form**



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

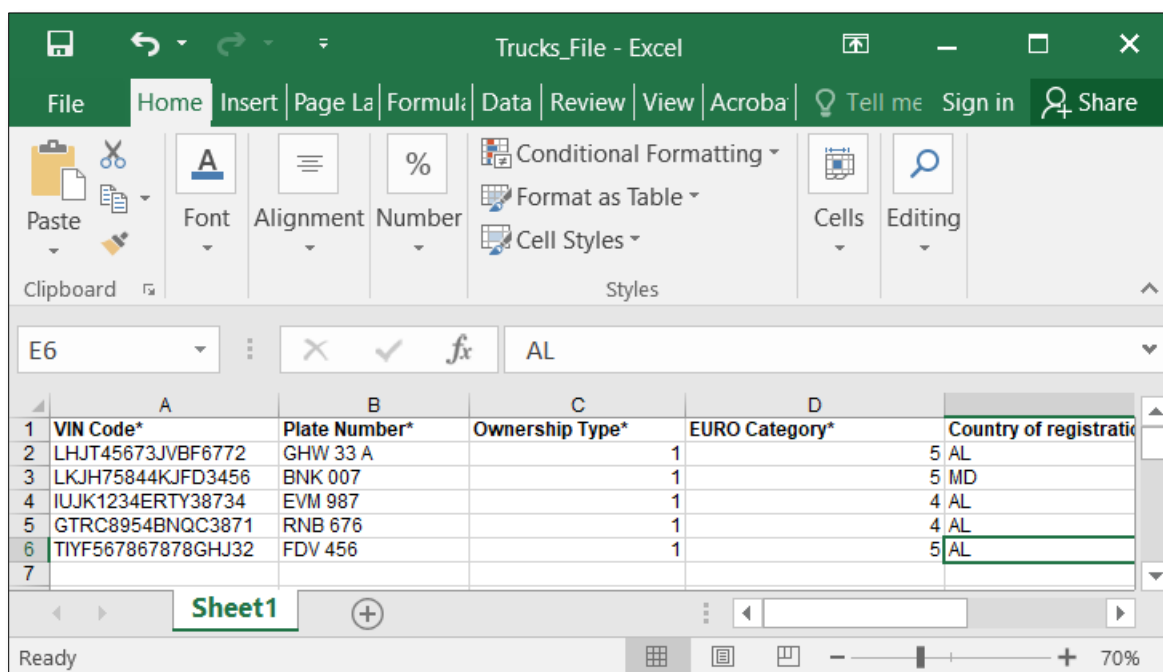
2) Click here to upload filled in trucks file

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

**Figure 66 Trucks template file**


The screenshot shows the 'TrucksTemplate - Excel' file. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The Home tab is active, showing options for Paste, Font, Alignment, Number, Conditional Formatting, Format as Table, Cell Styles, Cells, and Editing. The formula bar shows 'LT' in cell E4. The spreadsheet has columns A through E with headers: VIN Code\*, Plate Number\*, Ownership Type\*, EURO Category\*, and Country of registration. Rows 2 through 7 contain sample data.

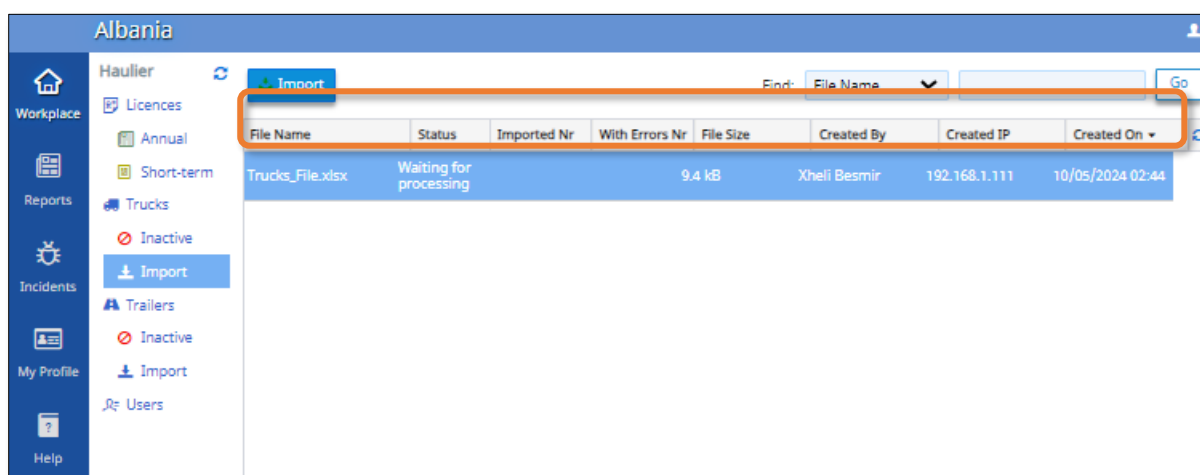
	A	B	C	D	E
	VIN Code*	Plate Number*	Ownership Type*	EURO Category*	Country of registration
2	GHJF45673JHGF6785	TRL 33 A	1	5	AL
3	LKJH75844KJFD3456	CIL 007	1	5	MD
4	ASDF1234ERTY34527	TRY 987	1	6	LT
5					
6					
7					

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


The screenshot shows the 'Trucks\_File - Excel' file. The ribbon is the same as in Figure 66. The formula bar shows 'AL' in cell E6. The spreadsheet has columns A through E with headers: VIN Code\*, Plate Number\*, Ownership Type\*, EURO Category\*, and Country of registration. Rows 2 through 7 contain data from the downloaded file.

	A	B	C	D	E
	VIN Code*	Plate Number*	Ownership Type*	EURO Category*	Country of registration
2	LHJT45673JVBF6772	GHW 33 A	1	5	AL
3	LKJH75844KJFD3456	BNK 007	1	5	MD
4	IUJK1234ERTY38734	EVM 987	1	4	AL
5	GTRC8954BNQC3871	RNB 676	1	4	AL
6	TIYF567867878GHJ32	FDV 456	1	5	AL
7					

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



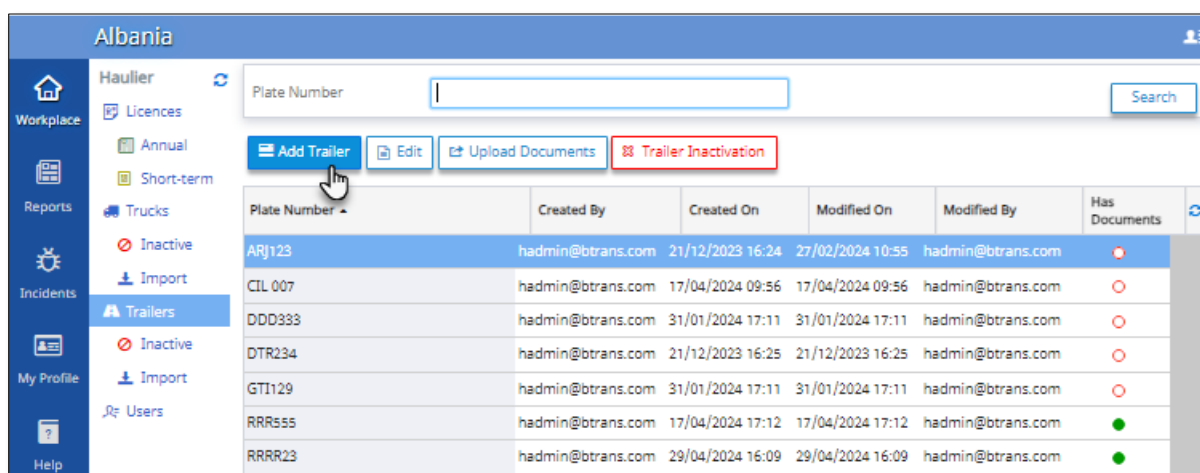
The following processing procedure of uploaded files is executed during the night time. Once processing is done, trucks' records can be found in haulier's active trucks' list.

### 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 \* DFET1234SRG234546

Documents \*

Document Type \* File Attachment \*

Certificate for Roadworthiness Test for Trailer [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 \* DFET1234SRG234545

Documents \*

Document Type \* File Attachment \*

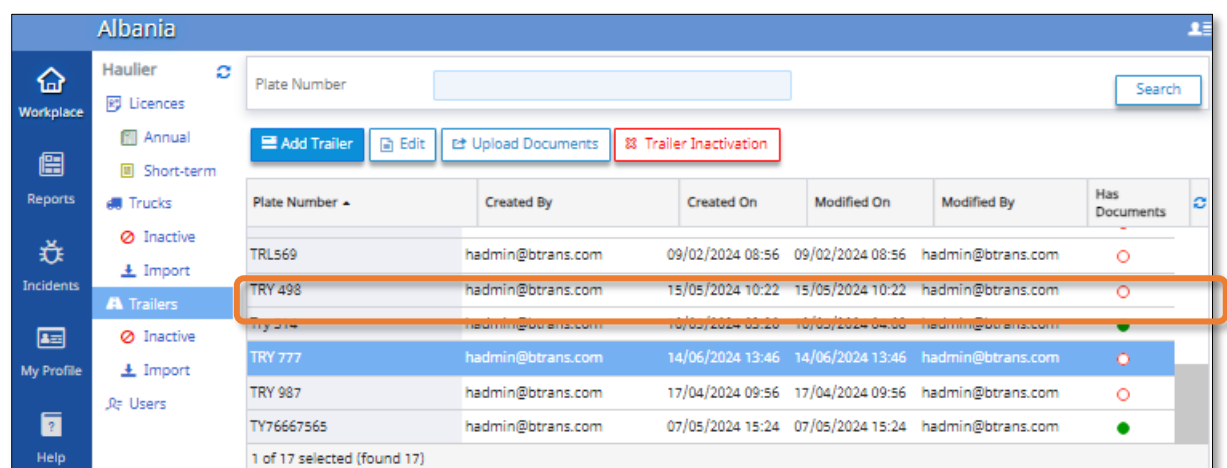
Certificate for Roadworthiness Test for Trailer Certificate for Roadworthiness.pdf (234.2 KB) - The file is received. [Attach a File](#)

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

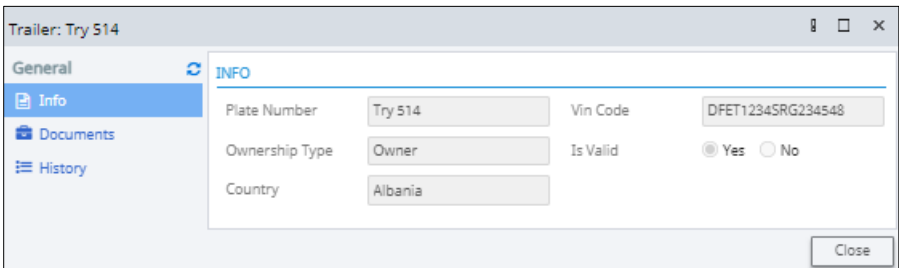
Click [Save and Close](#) button: truck adding process will be done, trailer's data will be saved and new trailer record will be viewed in the list of haulier's active trailers:





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

Figure 72 Trailer’s profile form. Info interface



Trucks profile form contains trailer’s general info (see Figure 72), list of uploaded documents (Figure 73) and trailer’s actions history (Figure 74):

Figure 73 Trailer’s profile form. Documents list

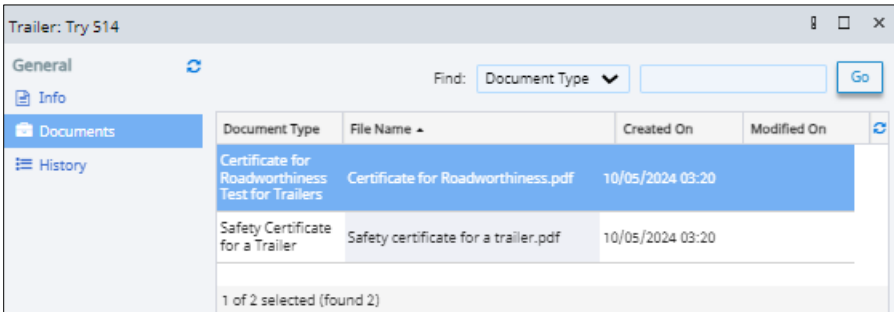


Figure 74 Trailer’s profile form. History list


Trailer: ARJ123

General Info Documents History

Find: Reason  Go

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

### 3.3.2 How to Edit Trailer's Data

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

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

1) Click Edit button to start the process

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

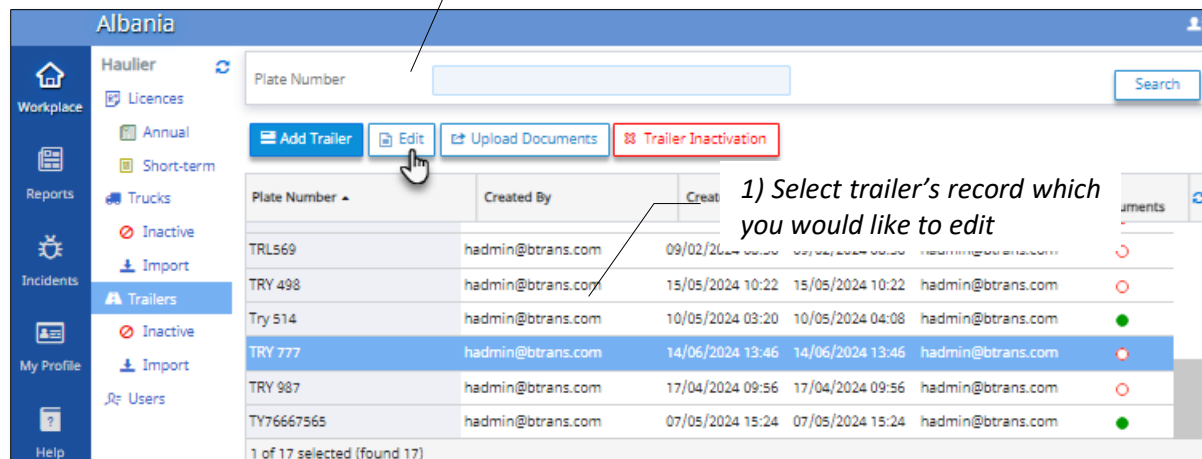


Plate Number	Created By	Created	Updated	Updated By	Status
TRL569	hadmin@btrans.com	09/02/2024 10:22			
TRY 498	hadmin@btrans.com	15/05/2024 10:22	15/05/2024 10:22	hadmin@btrans.com	
Try 514	hadmin@btrans.com	10/05/2024 03:20	10/05/2024 04:08	hadmin@btrans.com	
TRY 777	hadmin@btrans.com	14/06/2024 13:46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

1 of 17 selected (found 17)

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

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

Table with Haulier trailers


INFO

Plate Number \* TRY 514 Vin Code \* DFET1234SRG234548

Ownership Type \* Owner

Country \* Albania

Save Upload documents Close

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

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

Documents for trailer: Try 514

INFO

Plate Number Try 514 Vin Code \* DFET1234SRG234548

Documents \*

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

Save Save and Close Close

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

### 3.3.3 How to Upload Documents to Trailer’s Record

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

Figure 78 Start of documents uploading process

Albania

Haulier

Trucks

Plate Number  Search

[Add Trailer](#) [Edit](#) [Upload Documents](#) [Trailer Inactivation](#)

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

1 of 17 selected (found 17)

In form that will be open use links of uploaded documents to download them (in case of necessity) or use [Attach a File](#) buttons to upload new documents instead of old ones:

Figure 79 Trailer’s uploading documents form

Documents for trailer: Try 514

INFO

Plate Number Try 514 Vin Code \* DFET

Documents \*

Document Type \* File Attachment \*

Certificate for Roadworthiness Test for Trailer Certificate for Roadworthiness.pdf (234.2 kB) Attach a File

Safety Certificate for a Trailer Safety certificate for a trailer.pdf (234.2 kB) Attach a File

Save and Close

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

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

### 3.3.4 How to Inactivate Trailer's Record

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

**Figure 80 Start of trailer inactivation process**

Albania

Haulier

Plate Number Search

Add Trailer Edit Upload Documents **Trailer Inactivation**

1) Click Trailer Inactivation button to start the process

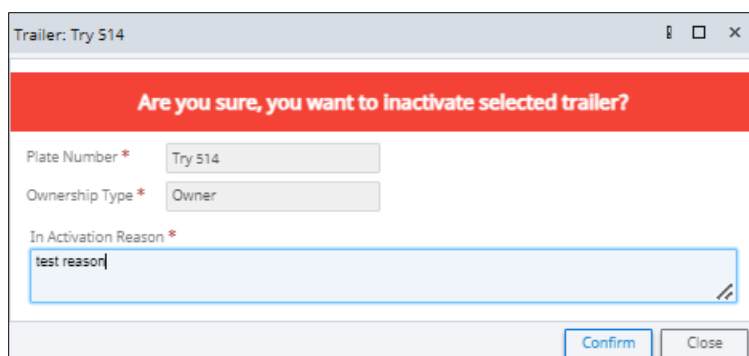
1) Select trailer's record which you would like to inactivate

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

1 of 17 selected (found 17)

In form that will be opened provide reason of inactivation:

**Figure 81 Trailer inactivation form**



Trailer: Try 514

**Are you sure, you want to Inactivate selected trailer?**

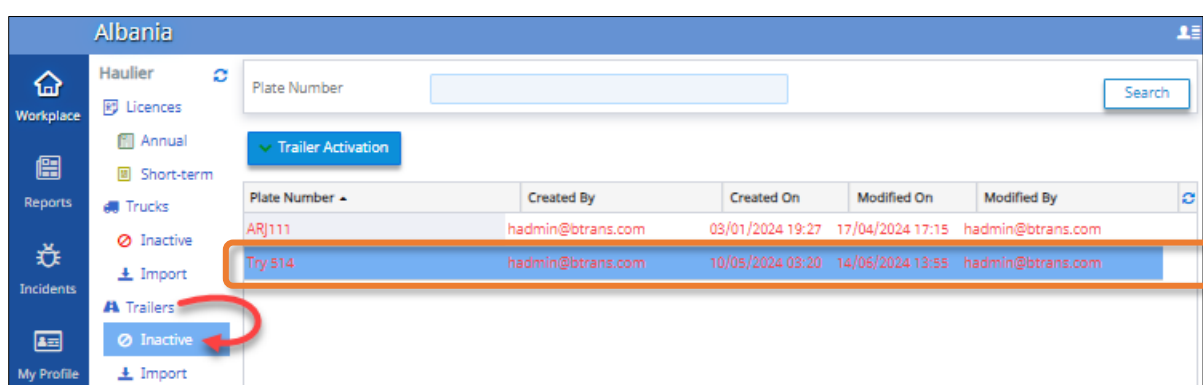
Plate Number \* Try 514

Ownership Type \* Owner

In Activation Reason \*  
test reason

Confirm Close

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



Albania

Haulier

Plate Number Search

Trailer Activation

Plate Number	Created By	Created On	Modified On	Modified By
ARJ111	hadmin@btrans.com	03/01/2024 19:27	17/04/2024 17:15	hadmin@btrans.com
Try 514	hadmin@btrans.com	10/05/2024 03:20	14/06/2024 13:55	hadmin@btrans.com

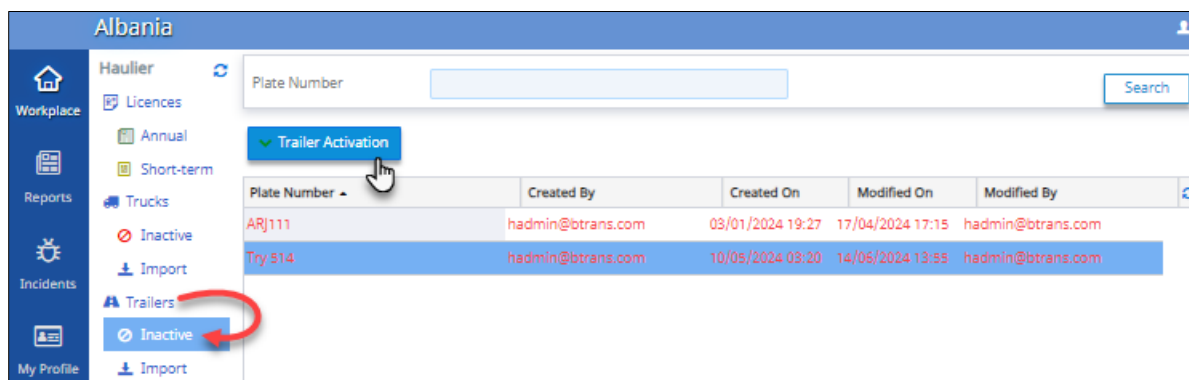
Trailer Activation

Inactivate

### 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**



Albania

Haulier

Plate Number Search

Trailer Activation

Plate Number	Created By	Created On	Modified On	Modified By
ARJ111	hadmin@btrans.com	03/01/2024 19:27	17/04/2024 17:15	hadmin@btrans.com
Try 514	hadmin@btrans.com	10/05/2024 03:20	14/06/2024 13:55	hadmin@btrans.com

Trailer Activation

Inactivate

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

**Figure 83 Trailer's activation form**

Trailer: Try 514

Are you sure, you want to activate selected trailer?

Plate Number \*  
Try 514

Ownership Type \*  
Owner

Activation Reason \*  
activation reason 2

ConfirmClose

Click [Confirm](#) button: activation form will be closed, truck record will be moved back in the list of hauler’s active trailers:

Albania

Haulier

Plate Number

Search

Add TrailerEditUpload DocumentsTrailer Inactivation

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 490	hadmin@btrans.com	13/02/2024 10:22	13/02/2024 10:22	hadmin@btrans.com	
Try 514	hadmin@btrans.com	10/05/2024 03:20	14/06/2024 13:58	hadmin@btrans.com	
TRY 777	hadmin@btrans.com	14/06/2024 13:46	14/06/2024 13:46	hadmin@btrans.com	

3.3.6 How to Import Trailers’ Records

In “Trailers’ Import” interface click on [Import](#) button:

Figure 84 Start of trailers’ records importing process

Albania

Haulier


Import

Find: File Name

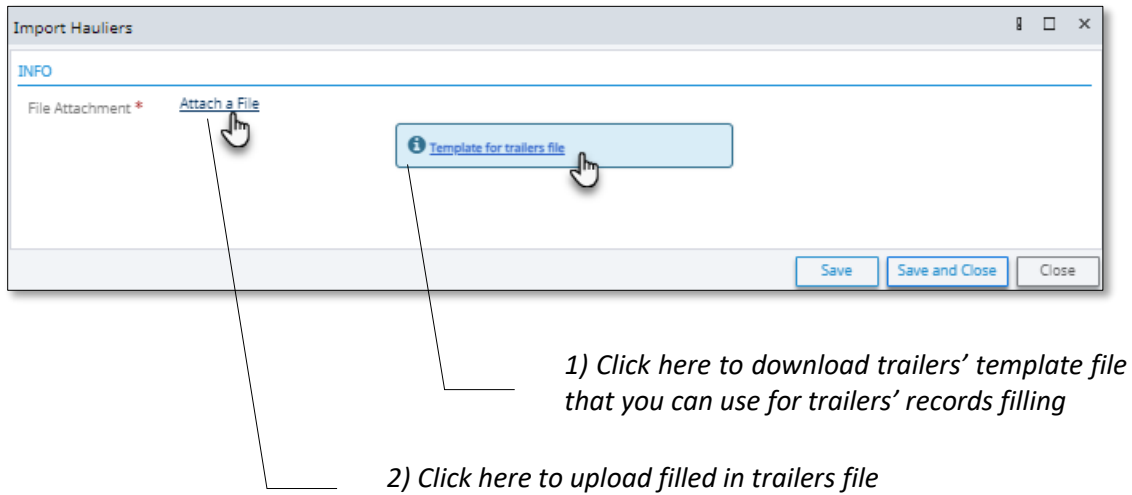
Go

File Name	Status	Imported Nr	With Errors Nr	File Size	Created By	Created IP	Created On
Trailers1.xlsx	Imported	3	0	9.6 kB	Xheli Besmir	192.168.1.111	23/02/2024 16:19

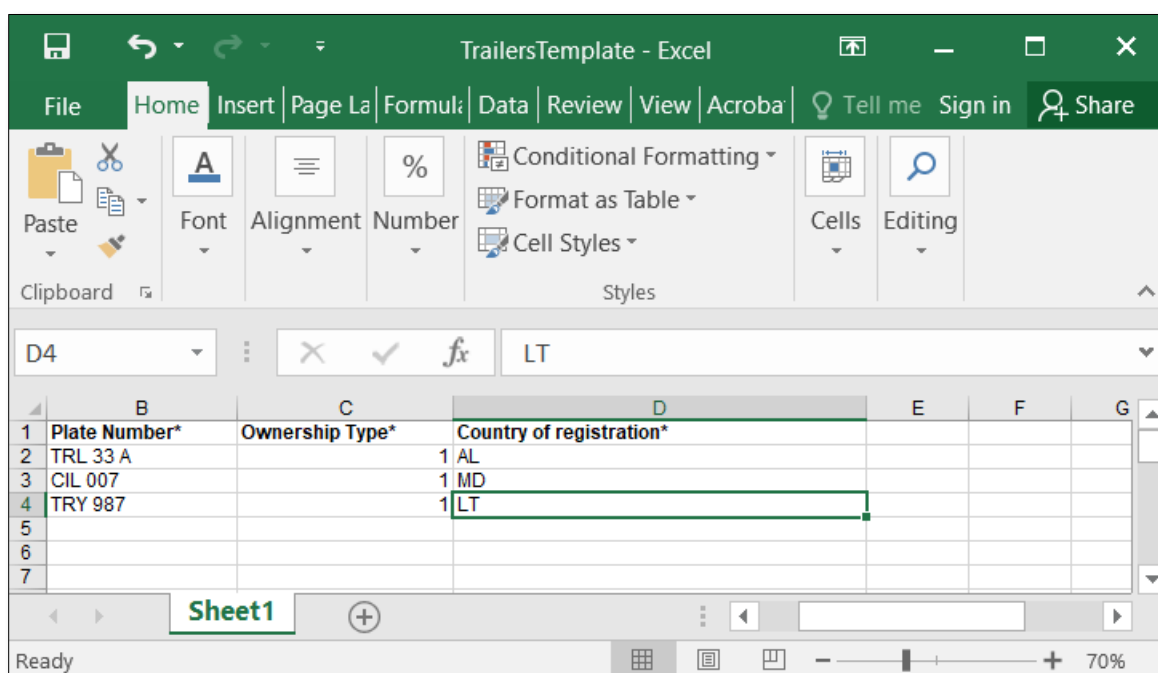
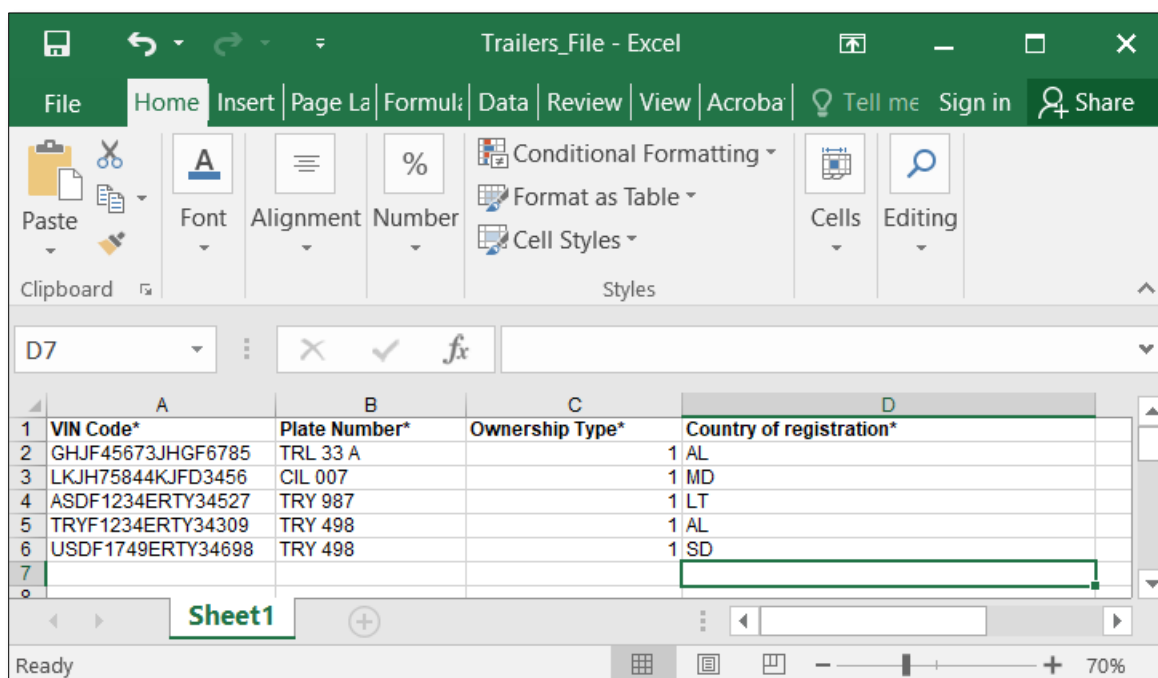
In “Import Trailers” form that will be opened on your screen do following:

- Use  button to download template trailers file
- Use [Attach a File](#) button to upload trailers' file filled in accordance with downloaded template

**Figure 85 “Import Trailers” form**

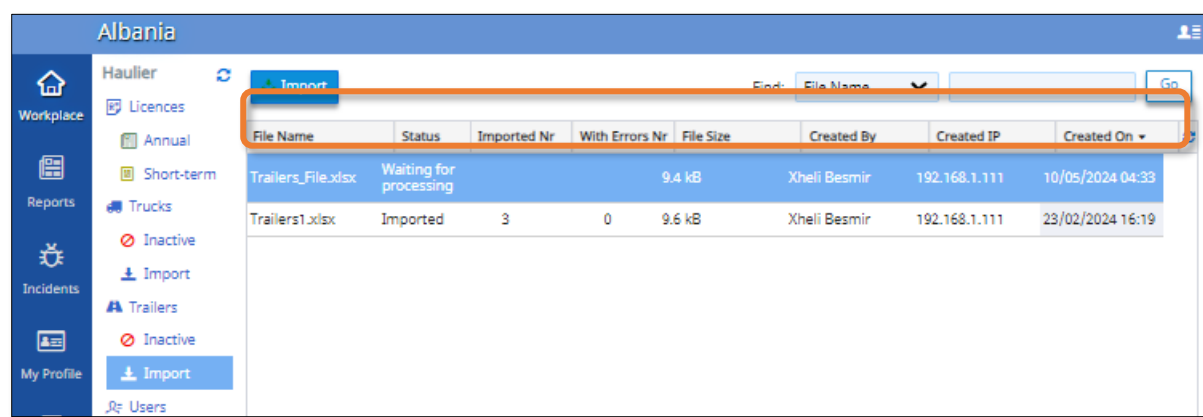


See Figure 49 and Figure 50 to get information about ways of document uploading.

**Figure 86 Trailers' template file****Figure 87 Trailers' records file filled in on base of the downloaded template**

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





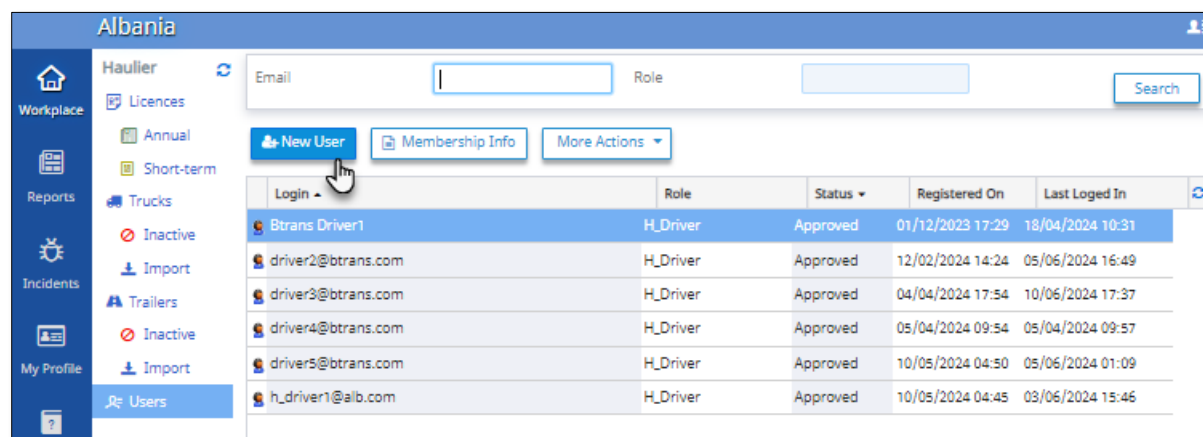
The following processing procedure of uploaded files is executed during the night time. Once processing is done, trailers’ records can be found in haulier’s active trailers’ list.

## Users Management

### 3.3.7 How to Create New User

In “Users” interface click on [New User](#) button

Figure 88 Start of new user creation process



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

Figure 89 New user registration form

Register new user

INFO

Email (use as login) \*

driver6@btrans.com

Password \*

\*\*\*\*\*

Role \*

H\_Driver

Register

Close

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

Click on **Register** button: warning message about successful user creation will be displayed:

Figure 90 Warning message on successful user creation

Warning!!!

✔ User created.

has been

Close

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

Albania

Workspace

Licences

Annual

Short-term

Trucks

Inactive

Import

Trailers

Inactive

Import

Users

Help

Email

Role

Search

New User

Membership Info

More Actions

Login	Role	Status	Registered On	Last Logged In
Btrans Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31
driver2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49
driver3@btrans.com	H_Driver	Approved	04/04/2024 17:54	10/06/2024 17:37
driver4@btrans.com	H_Driver	Approved	05/04/2024 09:54	05/04/2024 09:57
driver5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09
driver6@btrans.com	H_Driver	Approved	14/06/2024 14:03	01/01/1900 00:00
h_driver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46
hadmin@btrans.com	H_Manager	Approved	01/12/2023 10:35	14/06/2024 13:50

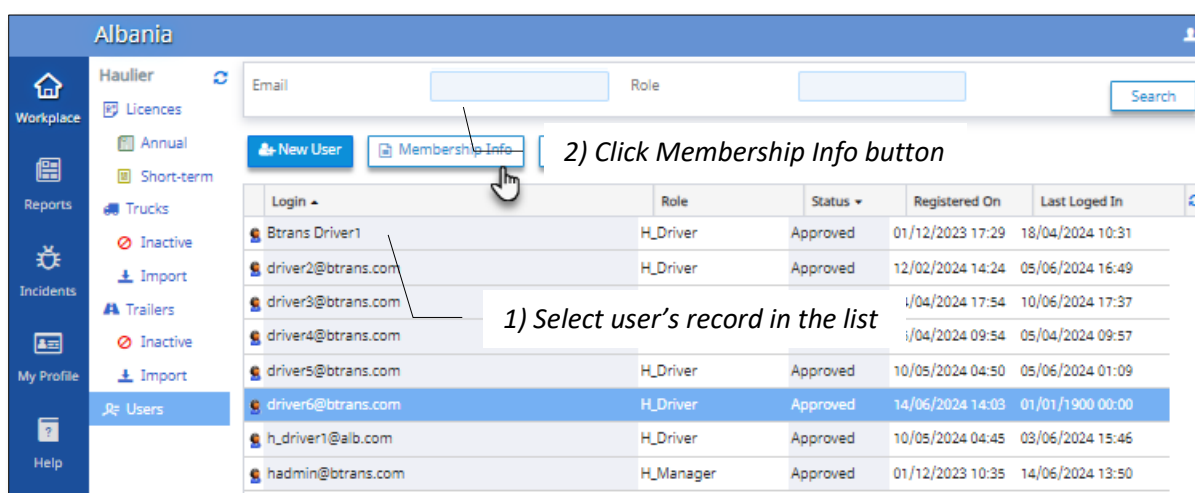
### 3.3.8 How to View / Edit Existing User's Info (Unlock/Disable User)

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

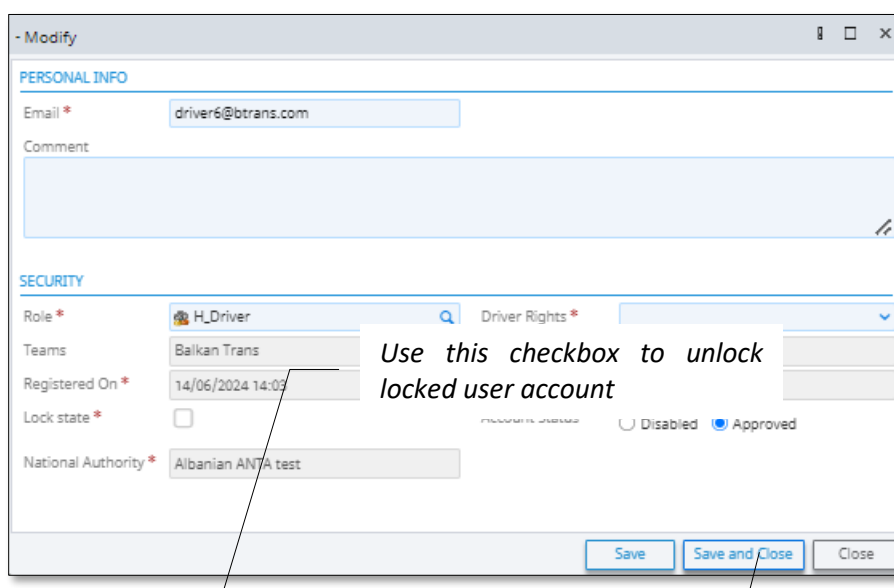
Or

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

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



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



Use these switchboxes to disable / enable user account

**Note:** for users in H\_Driver role, Haulier Manager is enabled to select their access rights (whether driver can complete logbook or just see it):

**Figure 93 Driver rights selection**

**PERSONAL INFO**

Email \* driver6@btrans.com

Comment

*Click here to select level of access for a driver user*

**SECURITY**

Role \* H\_Driver

Teams Balkan Trans

Registered On \* 14/06/2024 14:03

Last Login Date \*

Lock state \* ☐

Account Status \* ☐ Disabled ☒ Approved

National Authority \* Albanian ANTA test

Can complete logbook

Only view

Can complete logbook

Save Save and Close Close

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**

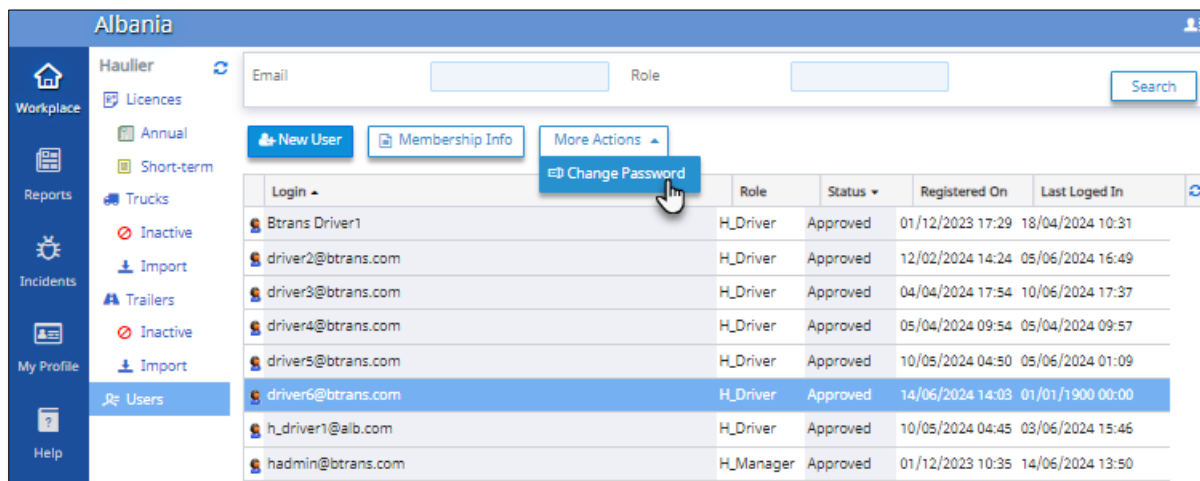
Login	Role	Status	Registered On	Last Logged In
Btrans Driver1	H_Driver	Approved	01/12/2023 17:29	18/04/2024 10:31
driver2@btrans.com	H_Driver	Approved	12/02/2024 14:24	05/06/2024 16:49
driver3@btrans.com	H_Driver	Approved	04/04/2024 17:54	10/06/2024 17:37
driver4@btrans.com	H_Driver	Approved	05/04/2024 09:54	05/04/2024 09:57
driver5@btrans.com	H_Driver	Approved	10/05/2024 04:50	05/06/2024 01:09
h_driver1@alb.com	H_Driver	Approved	10/05/2024 04:45	03/06/2024 15:46
medrini@btrans.com	H_Manager	Approved	01/12/2023 10:33	14/06/2024 13:50
driver6@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

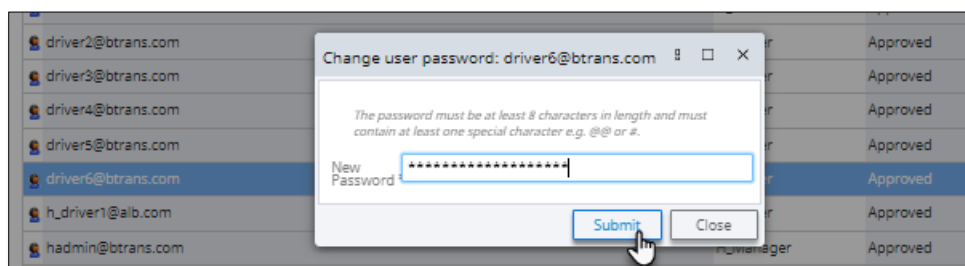
Select user record in users' list. In list menu bar click More Actions → Change Password

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



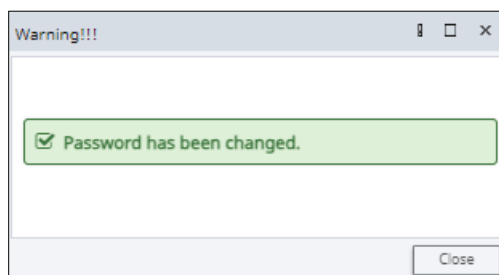
In "change password" form that will be viewed on your screen type user's new password:

**Figure 96 Change password form**



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

**Figure 97 Message about successful password changing**

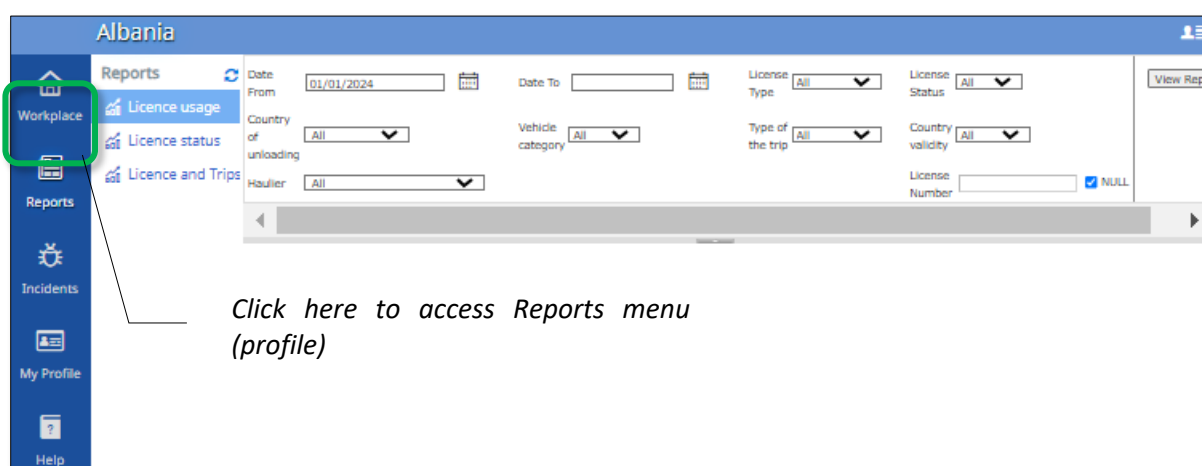


Click Close button to finish the process and to close message form.

## 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:

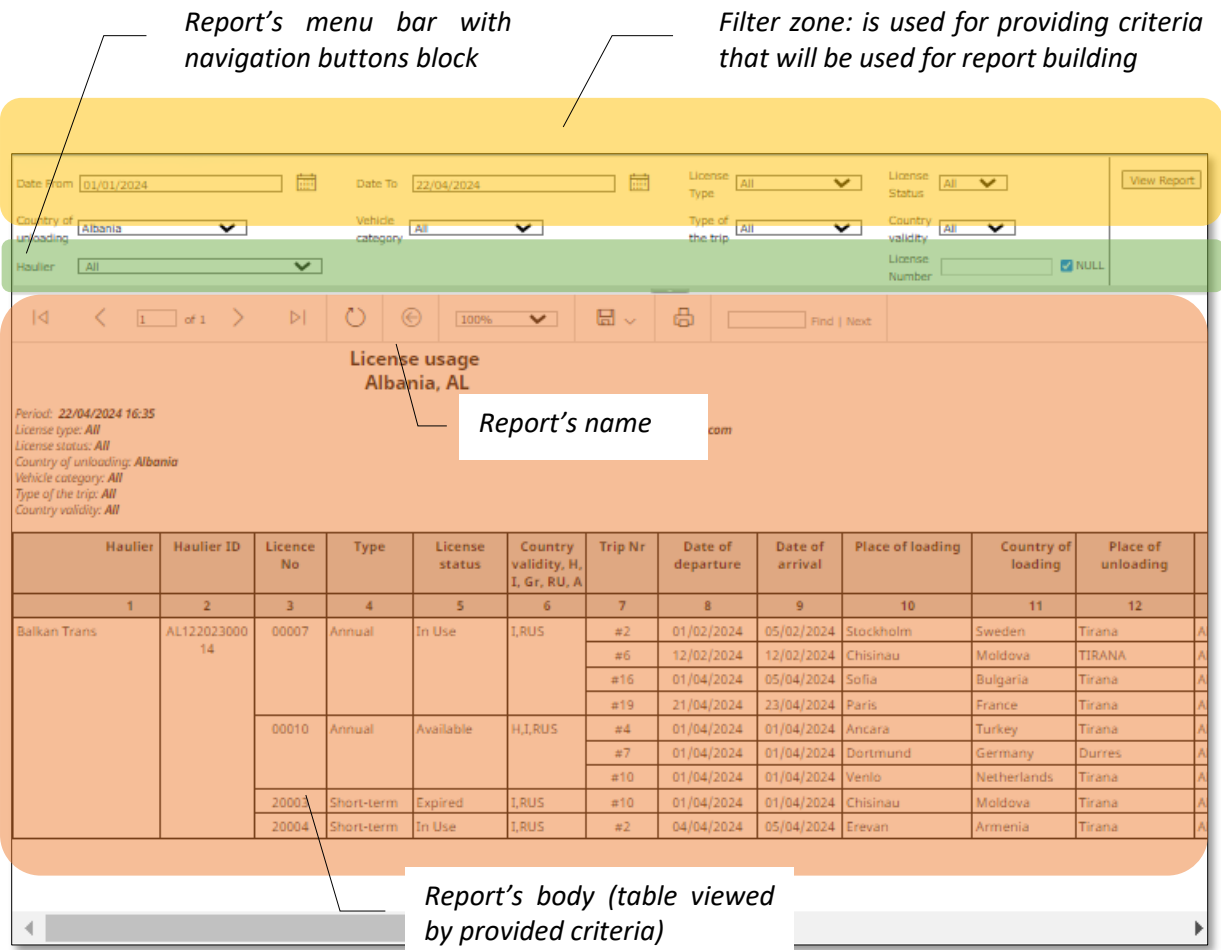
**Figure 98 Reports menu access**



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

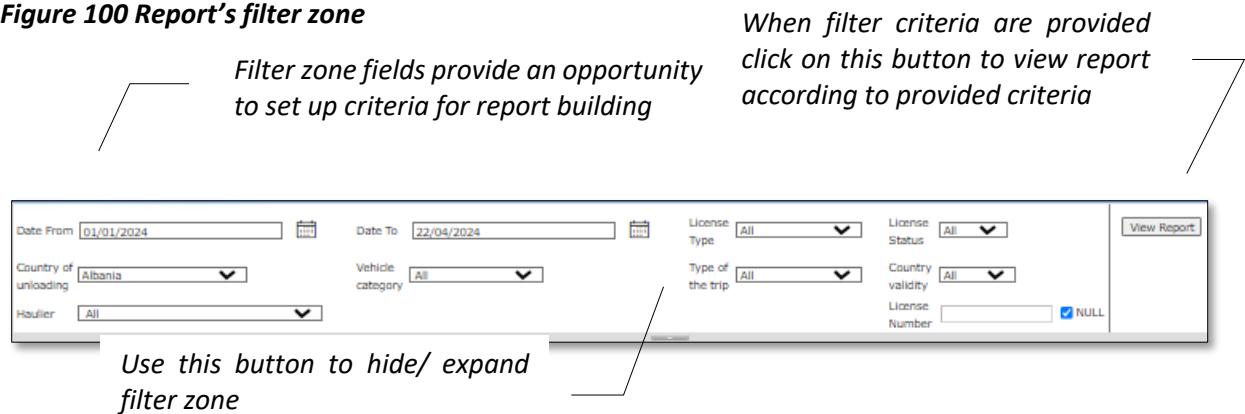


#### 4.1 Elements of Report Interface

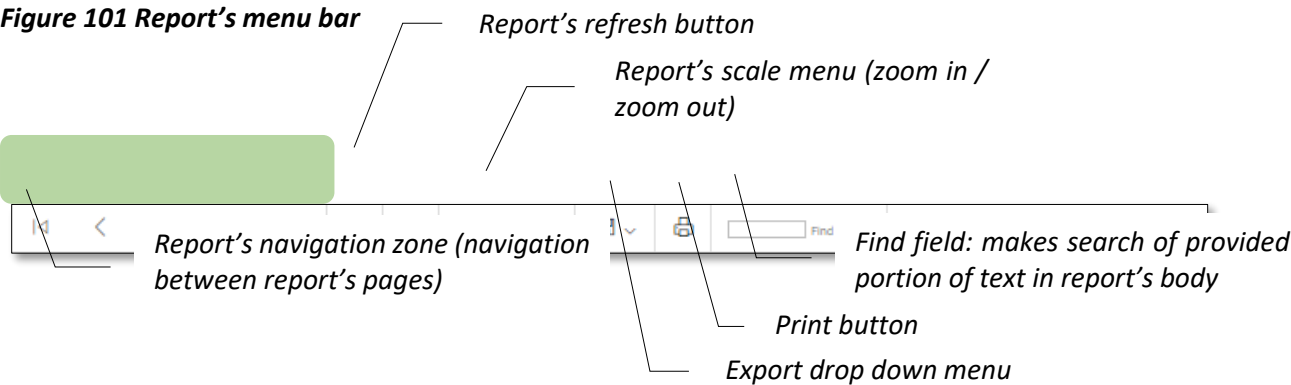
Report interface consists from three main zones (see Figure 99)

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

Figure 100 Report's filter zone



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




- **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 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	AL12202300014	00007	Annual	In Use	I,RUS	#2	01/02/2024	05/02/2024	Stockholm	Sweden	Tirana	A
						#6	12/02/2024	12/02/2024	Chisinau	Moldova	TIRANA	A
						#16	01/04/2024	05/04/2024	Sofia	Bulgaria	Tirana	A
						#19	21/04/2024	23/04/2024	Paris	France	Tirana	A
		00010	Annual	Available	H,I,RUS	#4	01/04/2024	01/04/2024	Ancara	Turkey	Tirana	A
						#7	01/04/2024	01/04/2024	Dortmund	Germany	Durres	A
						#10	01/04/2024	01/04/2024	Venlo	Netherlands	Tirana	A
						#10	01/04/2024	01/04/2024	Chisinau	Moldova	Tirana	A
		20003	Short-term	Expired	I,RUS	#10	01/04/2024	01/04/2024	Chisinau	Moldova	Tirana	A
		20004	Short-term	In Use	I,RUS	#2	04/04/2024	05/04/2024	Erevan	Armenia	Tirana	A

#### 4.2 How to View Report According to Provided Criteria

In report's interface use filter zone to provide criteria that will be used for report building

Click  button

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



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

Period: 24/04/2024 15:15  
 Licence type: All  
 Licence status: All  
 Country of unloading: Albania  
 Vehicle category: All  
 Type of the trip: All  
 Country validity: All

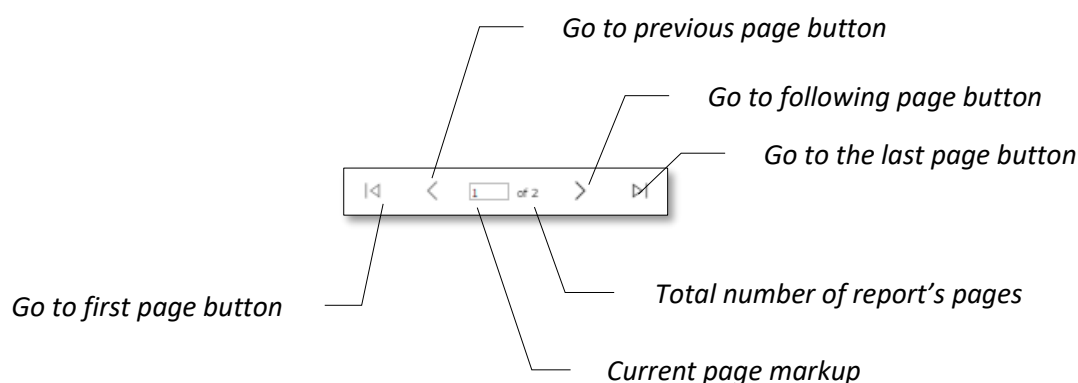
Date of report: 24/04/2024 15:15  
 Generated by victoriad@albania.com

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

When your report contains more than one page, block of navigation buttons becomes active.


Block of navigation buttons is places on report's menu bar and contains following buttons:

**Figure 104 Report's navigation buttons**

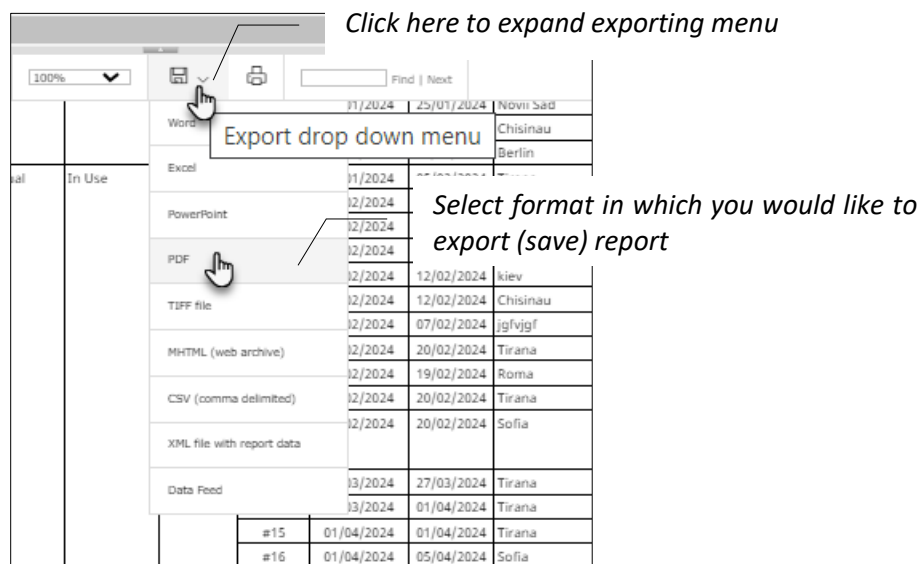




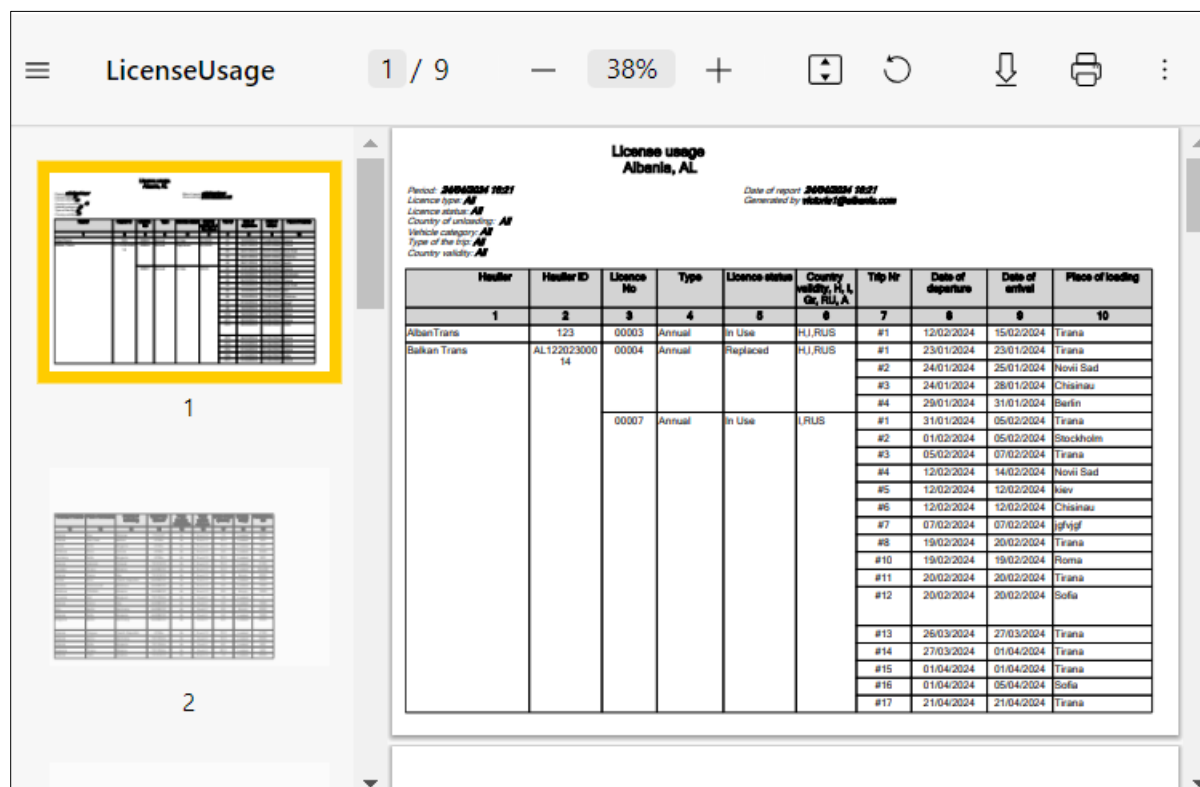
## 4.4 How to Export (Save) a Report

In case if there is such necessity generated report can be saved in one of stipulated formats. For this reason is used  button. By clicking on this button there will be displayed the list of possible formats that can be used for reports saving. One report is saved as file, it can be opened and viewed from your hard disk:

**Figure 105 Report's Export**



**Figure 106 Viewing exported report in PDF**

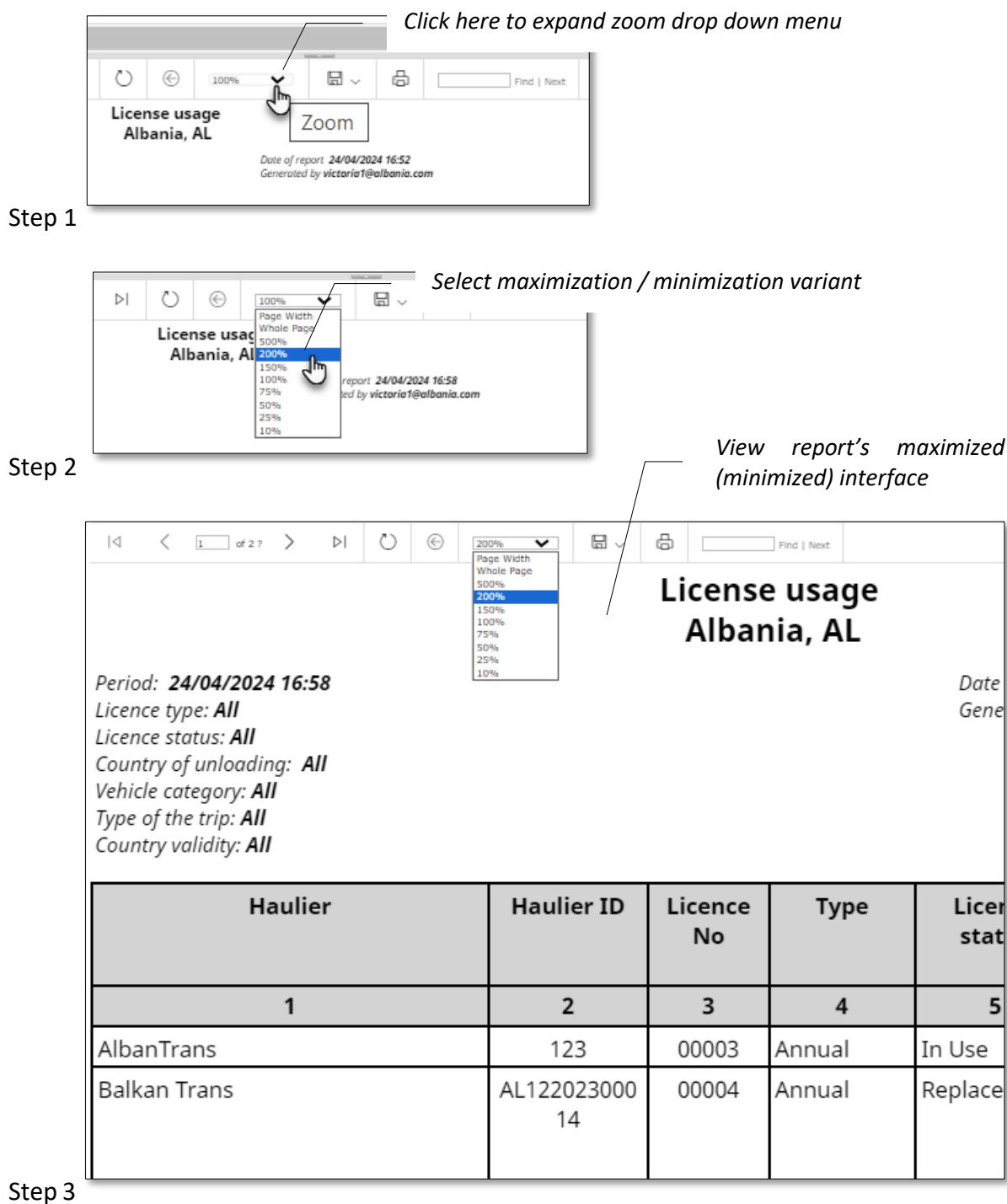


## 4.5 How to Maximize / Minimize Report's View

For your comfort report's viewing mode can be maximized / minimized according to necessity.

For this purpose, is used Zoom drop down menu in report's menu bar:

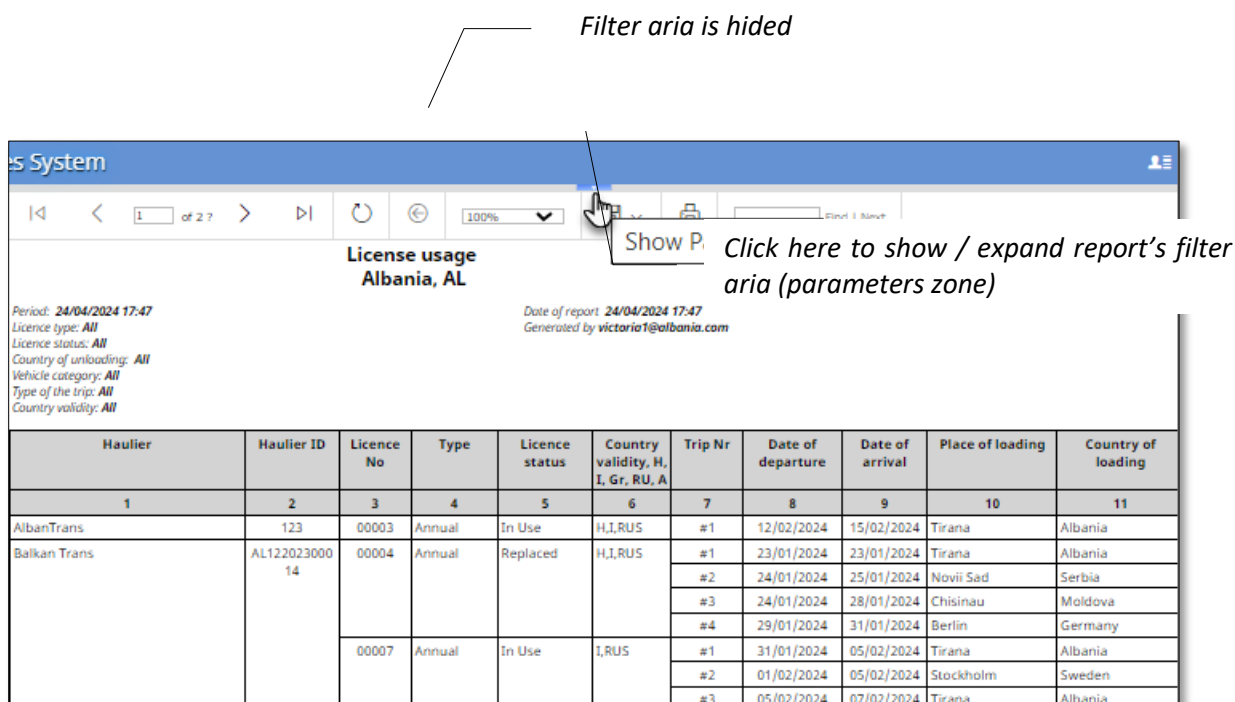
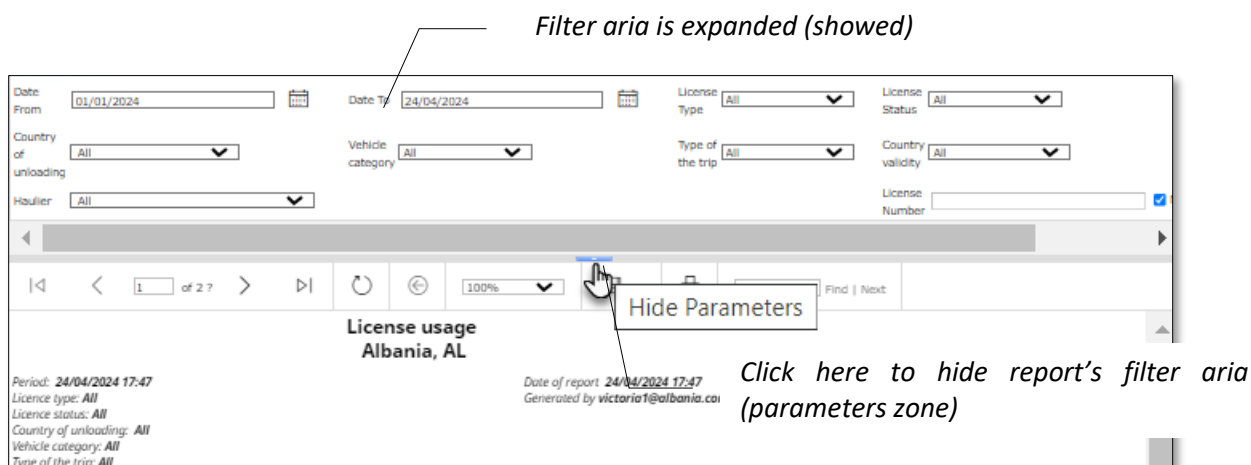
**Figure 107 Zoom drop-down menu**



## 4.6 How to Hide / Show Report's Filter Zone

By default, filter zone is always viewed in report's interface. When you already viewed report according to given parameters and don't need viewing filter zone you can hide it for the purpose of increase report's viewing aria (report's body). The way you can hide / expand filter zone is presented on figure below:

**Figure 108 "Hide / Show parameters" button. Hiding / viewing report's filter zone**



## 5 Incidents

Incidents menu serves for logical or functional errors reporting which users can encounter during their work in the system. Incidents can also have a character of a new functionality, question or training request. When an incident is posted by a user, developing team sees the incident record and gets measures for its quick elimination. When incident's status is changing, user that posted incident, gets informed about this fact through the email notification. In Incidents menu each user can view only those incident records that had been posted by him in person. Access to the entire list of incident records has only users with administration permissions and developing team.

Incidents can be posted in two modes:

- From the list of posted (submitted) incidents that makes part of the “Incidents” profile
- From the form's interface where an error has been discovered.

Below will be examined these ways of incident posting.

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

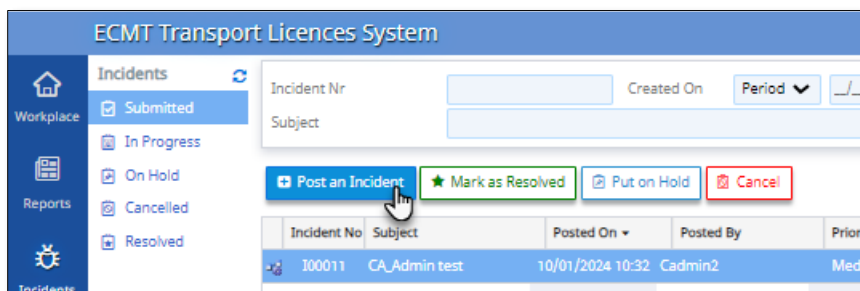
Click here to post new incident record

Click here to access Incidents profile

Incident No	Subject	Posted On	Posted By	Priority	Assign To	Application
I00011	CA_Admin test	10/01/2024 10:32	Cadmin2	Medium		Albania
I00012	Test Office	10/01/2024 10:31	0000123	Medium		Albania
13	George Michael			Medium		Albania

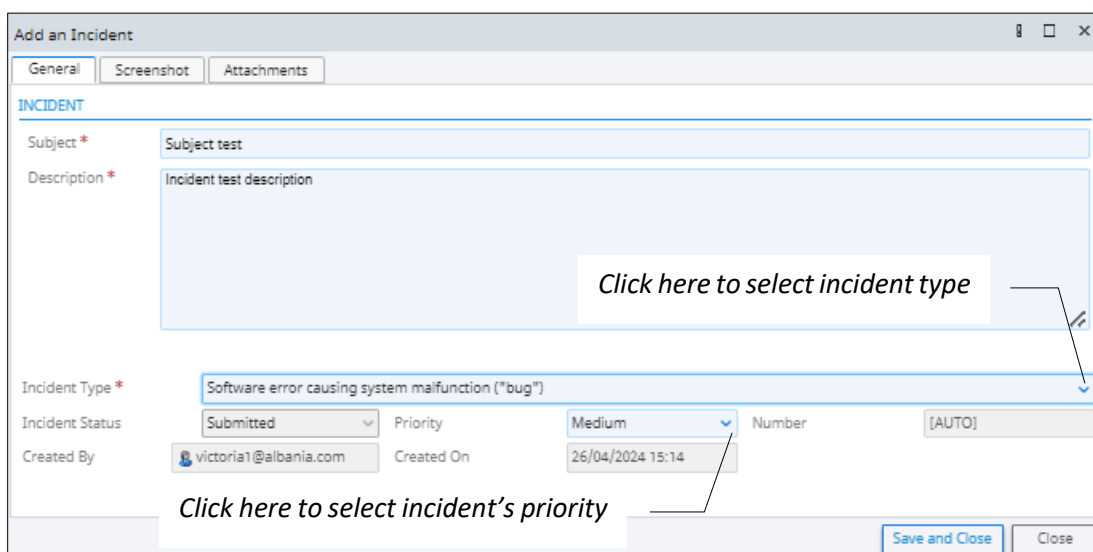
## 5.1 How to Post an Incident from “Incidents” Profile

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

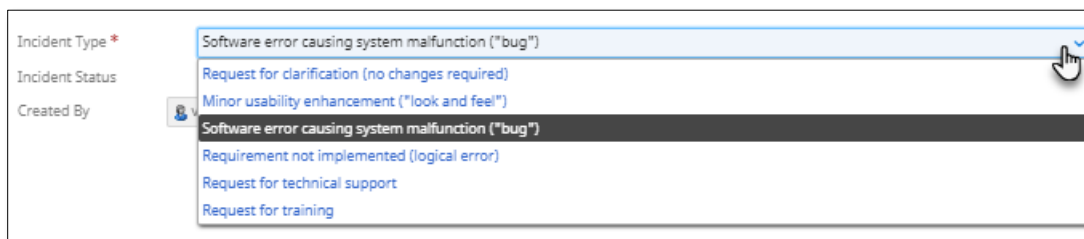


In incident form that will be opened use General tab to provide info about incident's subject, description, select incident type, its priority:

**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**

Attached screenshot file appears in this zone

Test error

2024-04-26\_15-24-34.png (22.9 KB) - The file is received. [Attach a File](#)

[Save and Close](#) [Close](#)

Click here to attach screenshot of the problem describing in your incident (screenshot file must be taken and saved in advance)

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

**Figure 113 “Add an Incident” form. Attachments tab**

3) Attached file appears in the list

1) Click here to add new row in attachments list

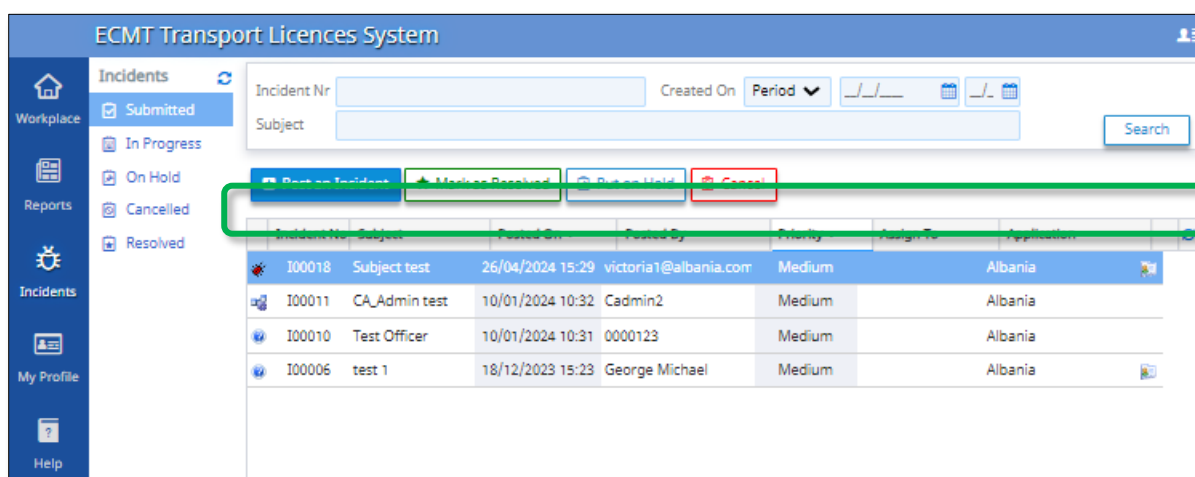
4) Click here in case you want to delete attached file from the list

[Save and Close](#) [Close](#)

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

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

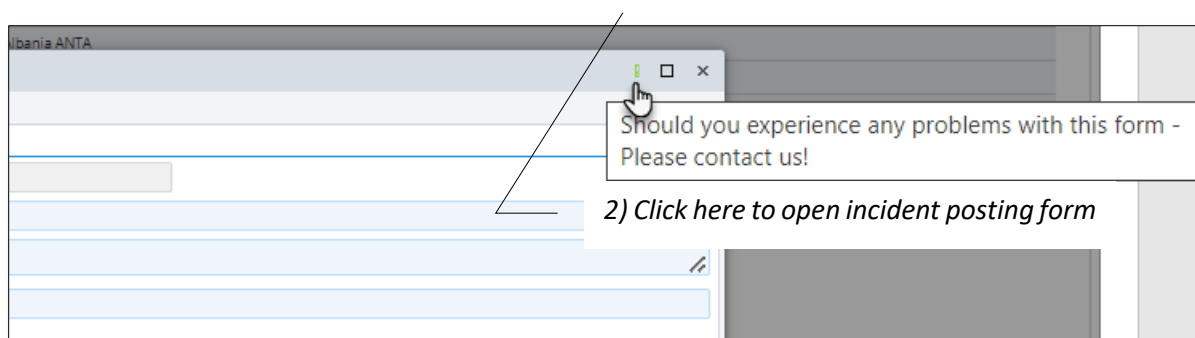




## 5.2 How to Post Incident from Form's Interface

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**

The screenshot shows the 'Post Incident' form overlaid on a system form. The system form in the background has a tab labeled 'Abania CIA' and a sidebar with 'INFO' and 'General' tabs. The 'Post Incident' form contains the following fields:

- Subject \***: Subjezt test 2
- Description**: Test description 2
- Type \***: Software error causing system malfunction ("bug")
- Priority**: Normal
- Screenshot**: A screenshot of the system form is attached, showing the 'Abania CIA' tab and a red box around the 'Name' field with the text 'Test error'.

Annotations and actions:

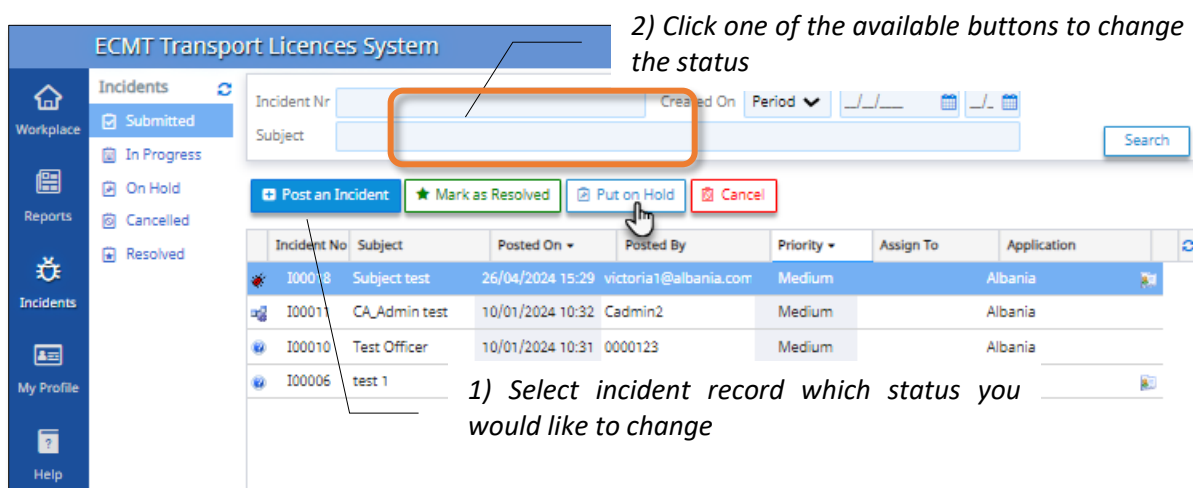
- System form from which "Post incident" form has been opened**: Points to the 'Abania CIA' tab in the background system form.
- "Post incident" form**: Points to the 'Post Incident' form window.
- Attached screenshot file appears in this zone**: Points to the screenshot area in the 'Post Incident' form.
- Click Ok button to post incident: incident record will appear in the list of submitted incidents**: Points to the 'OK' button at the bottom right of the 'Post Incident' form.
- Click here to attach screenshot of the problem describing in your incident (screenshot file must be taken and saved in advance)**: Points to the 'Attach a File' link below the screenshot area.

At the bottom of the 'Post Incident' form, there is a timestamp '2024-04-26\_15-24-34.png. The file is received' and a link 'Attach a File'. Below this is the instruction 'Please make a screenshot file with the incident and attach it.' and 'OK' and 'Close' buttons.

### 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**

Status changed to: On Hold

Subject \*  
Subject test

Incident test description

Change Status to: On Hold

Comment: \*  
status changing test comment

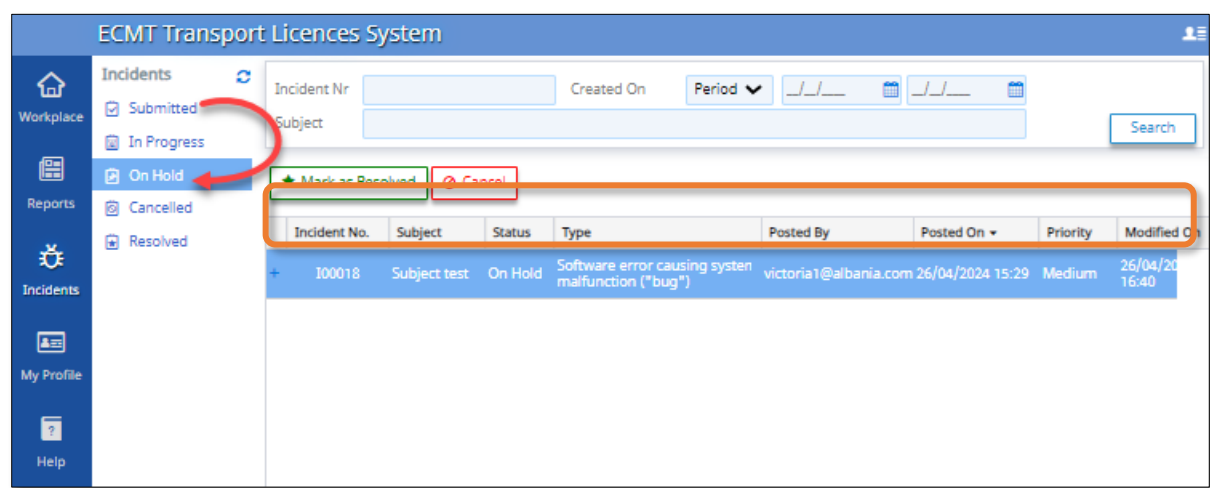
Send Notification ☒ Yes ☐ No

To: victoria1@albania.com

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:




## 6 My Profile

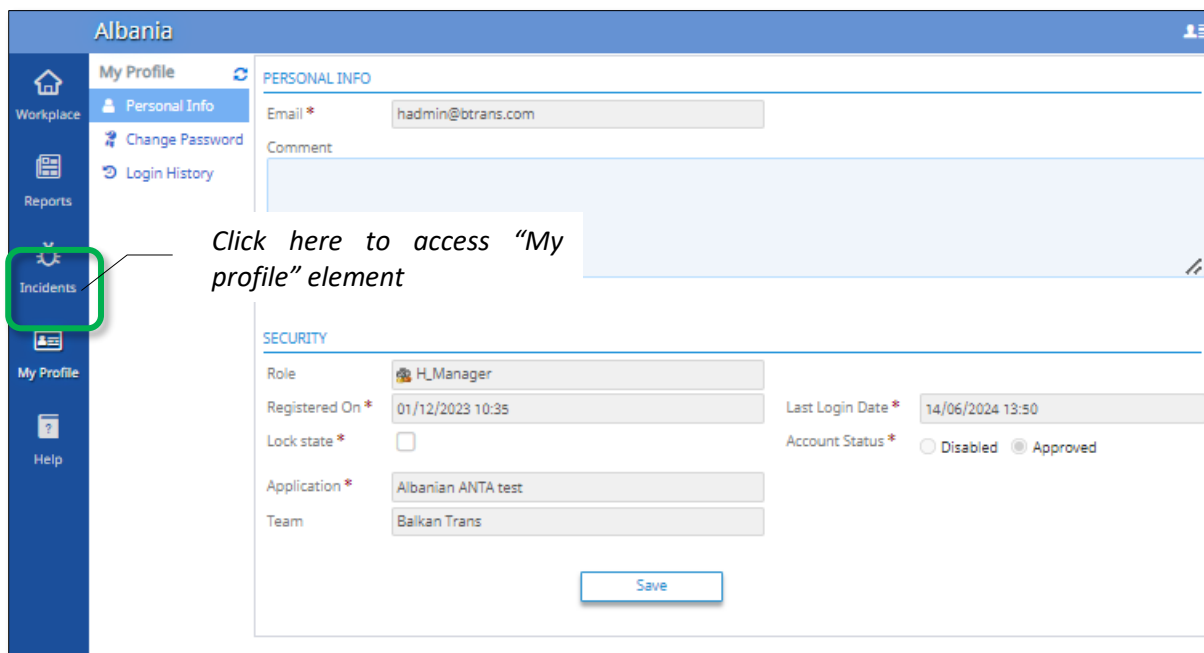
“My profile” menu is meant for storing your personal data as a system user, password changing, viewing your login history.

### 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**



Albania

My Profile

PERSONAL INFO

Email \* hadmin@btrans.com

Comment

SECURITY

Role H\_Manager

Registered On \* 01/12/2023 10:35

Last Login Date \* 14/06/2024 13:50

Lock state \* ☐

Account Status \* ☐ Disabled ☒ Approved

Application \* Albanian ANTA test

Team Balkan Trans

Save

Click here to access “My profile” element

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

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

ECMT Transport Licences System

My Profile

Personal Info

Change Password

1) Insert your current password in this field

2) Insert your new password in this field

3) Repeat your new password insertion

4) Click Apply button

CHANGE ACCOUNT PASSWORD

Current password: \*

The password must be at least 8 characters in length

New password: \*

Confirm password: \*

Apply

- **Login Activity History** – the list of your last authentications in the system. Each authentication record contains date, time, login action that took place, IP address of the device that has been used to login the system:

**Figure 120 “My profile”. “Login history” list**

ECMT Transport Licences System

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: 1

International Transport Forum (ITF)

# Manual for Drivers

ECMT Transport Licences System

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





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## Acronyms and Abbreviation

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

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# 1 About Haulier'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,

Truck's documents View license View last logbook printed document

# 2 - TRIP ACTIVATED (AL00006)

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 AR1123 AL Loaded

B) ARRIVAL

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

# 10 - TRIP FINISHED

A) 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

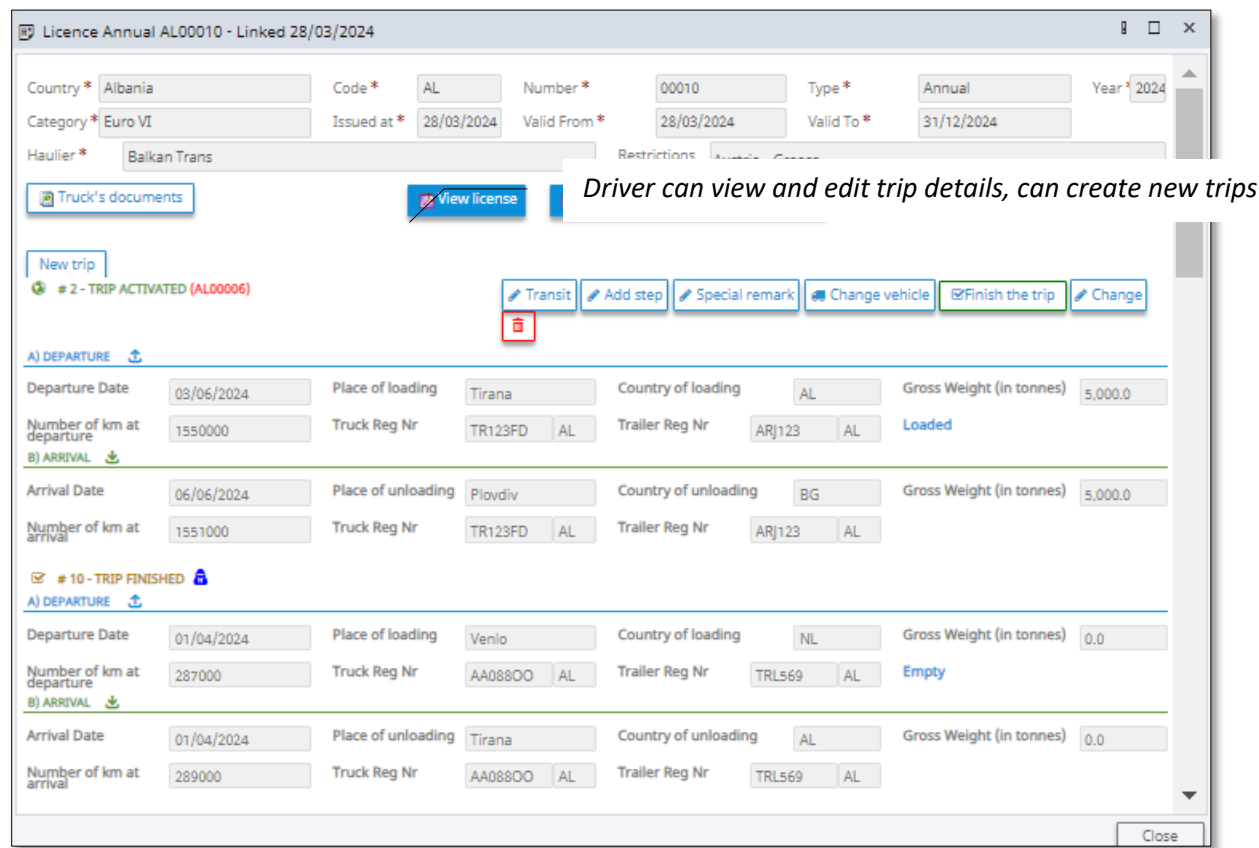
# 9 - TRIP FINISHED

A) DEPARTURE

Driver can only view trip details without possibility of changing them

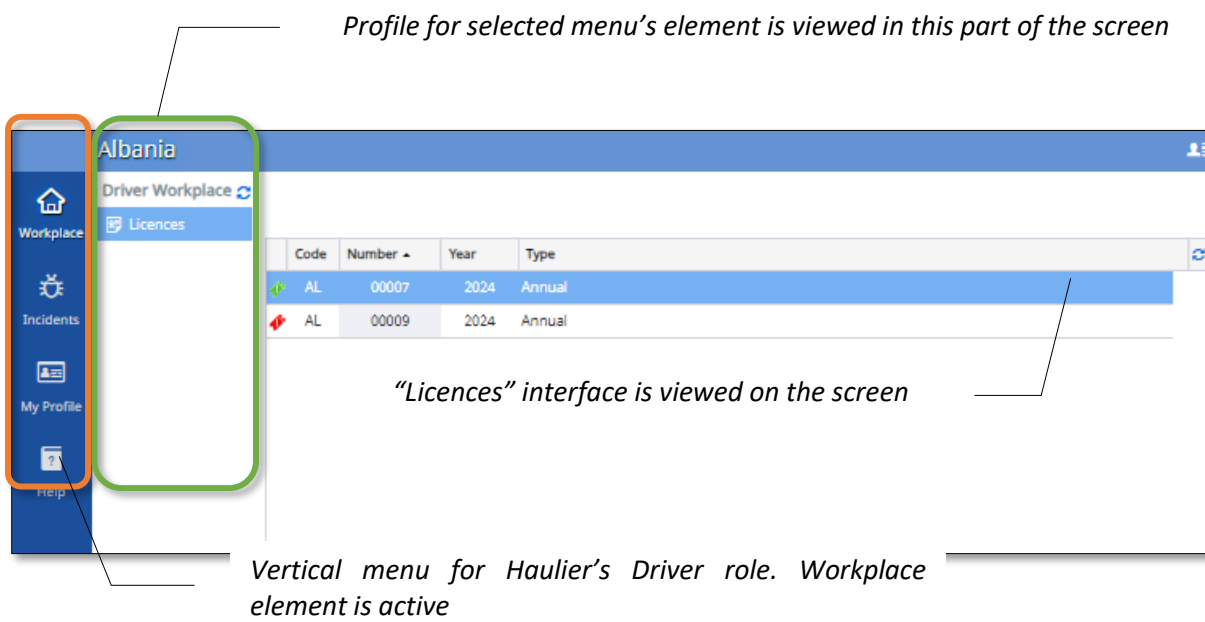
Close

Figure 2 Licence logbook for driver with full access



Driver can view and edit trip details, can create new trips

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

## 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.

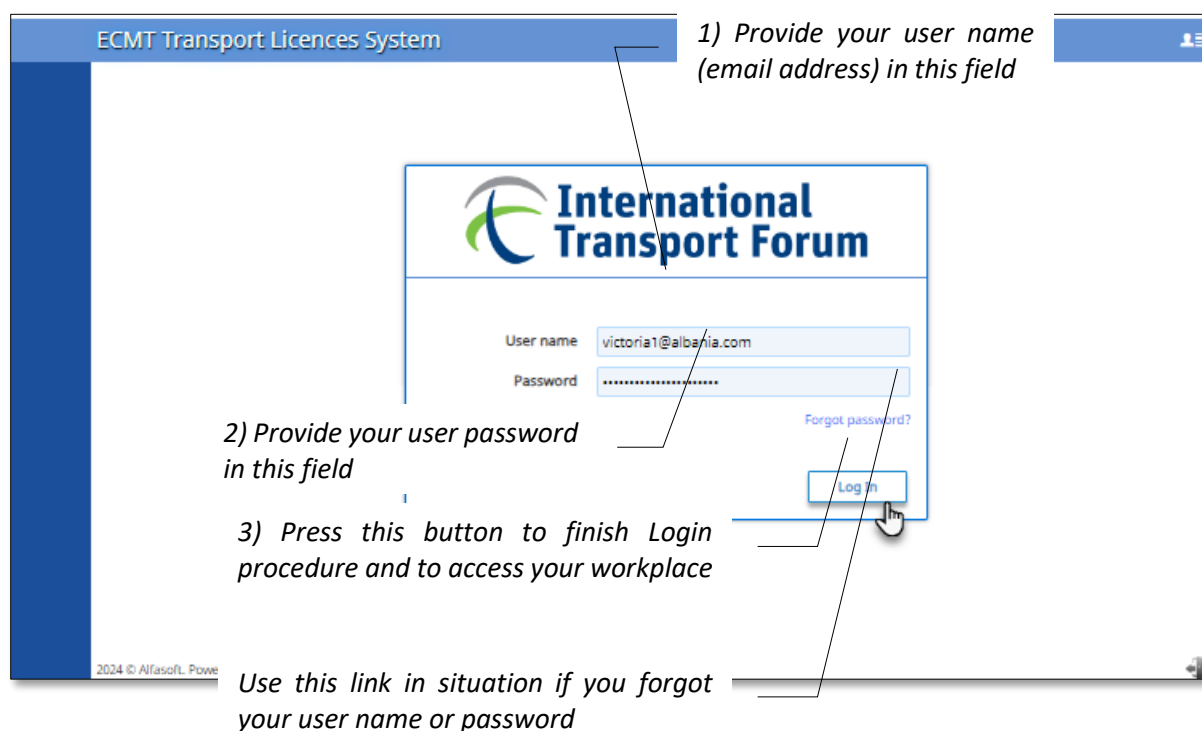
### 2.1 How to Login the System

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  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



The screenshot shows the 'Albania Driver Workplace' interface. On the left is a sidebar with icons for Workplace, Incidents, My Profile, and Help. The main area displays a table of licenses under the 'Licences' tab. The table has columns for Code, Number, Year, and Type. Two licenses are listed: one with Code 'AL', Number '00007', Year '2024', and Type 'Annual' (marked with a green checkmark), and another with Code 'AL', Number '00009', Year '2024', and Type 'Annual' (marked with a red cross). A 'Log Out' button is located in the top right corner, and a 'Help' button is in the bottom right corner. Both buttons are circled with numbers 1 and 2 respectively. A status bar at the bottom shows 'javascript:App\_Login(true)' and 'ore Platform. All Rights Reserved. v.7.1.2.4.2/DEBUG 2024.5.24.6'.

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

1

2

Log Out

Help

javascript:App\_Login(true)

ore Platform. All Rights Reserved. v.7.1.2.4.2/DEBUG 2024.5.24.6

Or click these button 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*

*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*

**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,

[Truck's documents](#) [View license](#) [View last logbook printed document](#)

New trip

# 2 - TRIP ACTIVATED (A) (none)

[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 Gross Weight (in tonnes) 5,000.0

Number of km at arrival 1551000 Reg Nr ARJ123 AL

# 10 - TRIP FINISHED

**A) DEPARTURE**

Departure Date 01/04/2024 Place of loading Venlo Country of loading NL Gross Weight (in tonnes) 0.0

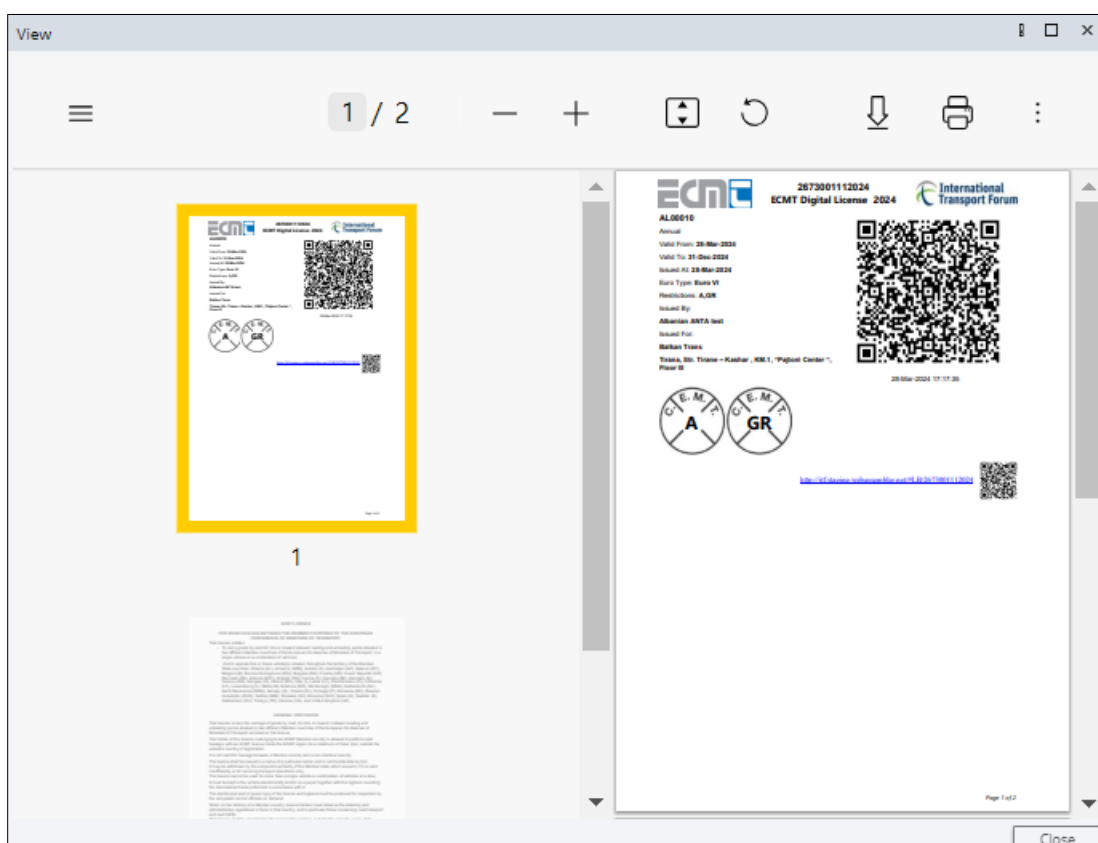
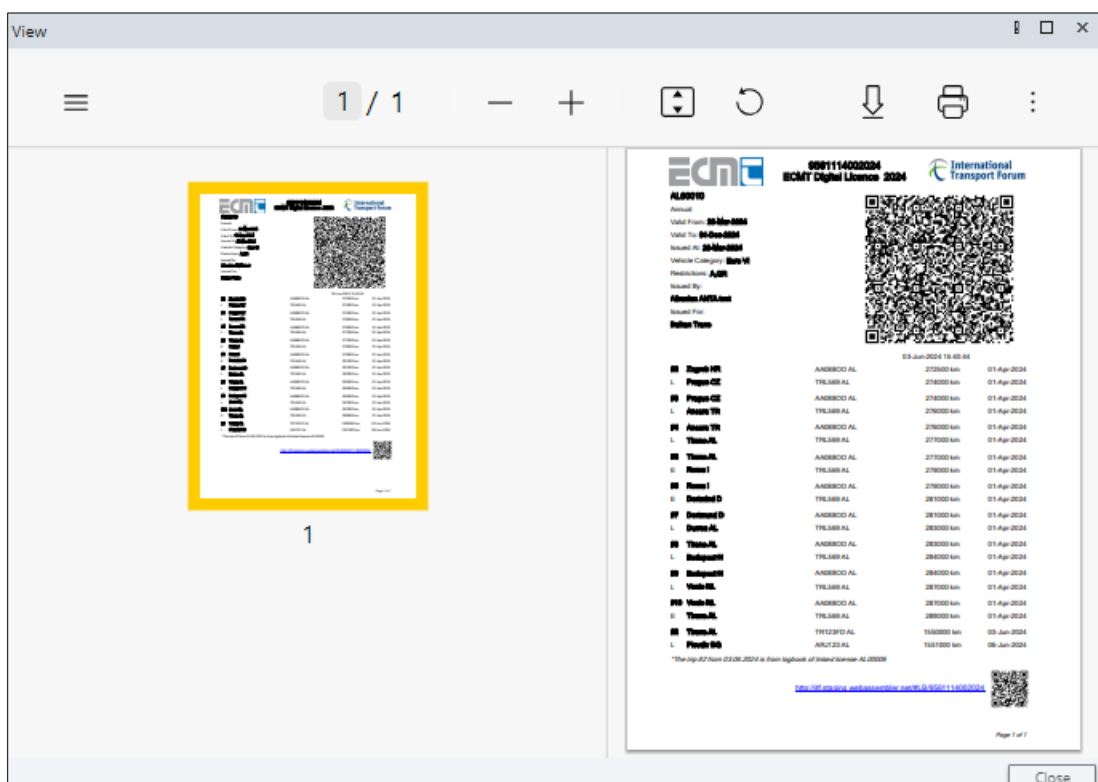
Number of km at departure 287000 Truck Reg Nr AA08800 AL Trailer Reg Nr TRL569 AL Empty

**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**

The screenshot shows a web application window titled "Documents for truck: AA08800". It contains a table with vehicle information and a list of documents. A hand cursor is pointing to the document name "ECMT Digital License 2023\_QRcode.pdf".

Documents for truck: AA08800	
INFO	
Plate Number	AA08800
VIN Code	SCEDT26TOD004301
Documents	
Document Type	File Attachment
Certificate for Roadworthiness Test for Motor Vehicles	 <a href="#">eroarea_12.04.23.png</a> (53.3 kB)
Certificate of Compliance with EURO Category	 <a href="#">ECMT Digital License 2023_QRcode.pdf</a> (180.9 kB)

Click document's name to download it on your device

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**

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

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

Trips' current status

One trip block of fields

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

**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

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

### 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**

Licence Annual AL00007 - Available 31/01/2024

Country \* Albania Code \* *Licence must have “available” status* 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.

Truck's documents View license View last logbook printed document

**New trip**

# 1 - TRIP FINISHED STEPS: 3

A) DEPARTURE

Departure Date 21/04/2024 Place of loading Place of loading Country of loading F Gross Weight (in tonnes) 5.0

Number of km at departure 27650 Click here to activate new trip Trailer Reg Nr TRL 33 A AL Loaded

B) ARRIVAL

Arrival Date 25/04/2024 Place of unloading Tirana Country of unloading AL Gross Weight (in tonnes) -1.0

Number of km at arrival 2278900 Truck Reg Nr TR1234A AL Trailer Reg Nr RRRR23 AL

# 18 - TRIP FINISHED

A) DEPARTURE

Close

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**

New trip

License \* 00007 Driver Number One

A) DEPARTURE

Departure Date \* 05/06/2024 Place of loading \* Plovdiv Country of loading \* BG Gross Weight (in tonnes) \* 7000

Number of km at departure \* 340000 Truck Reg Nr \* 67JK784568 AL Trailer Reg Nr DDD333 AL

Is Assembled Goods \* ☐ Yes ☒ No

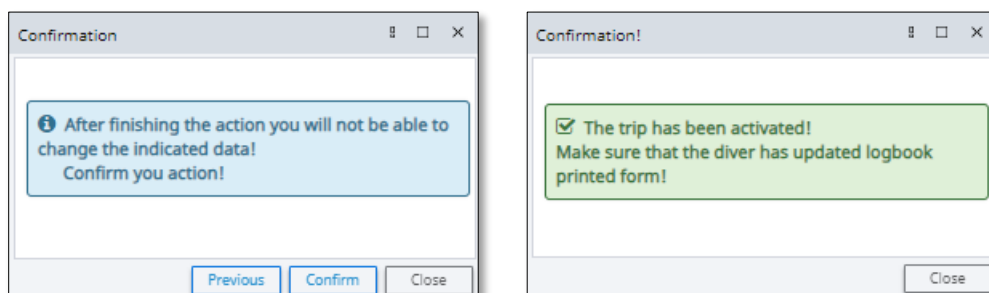
B) ARRIVAL

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 Trailer Reg Nr DDD333

Next Close

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**

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

Truck's documents View license View last logbook printed document

New trip

20 - TRIP ACTIVATED

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

A) DEPARTURE

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	

B) ARRIVAL

Arrival Date	08/06/2024	Place of unloading	Rakov	Country of unloading	BG	Gross Weight (in tonnes)	7,000.0
Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL		

19 - TRIP FINISHED STEPS: 3

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

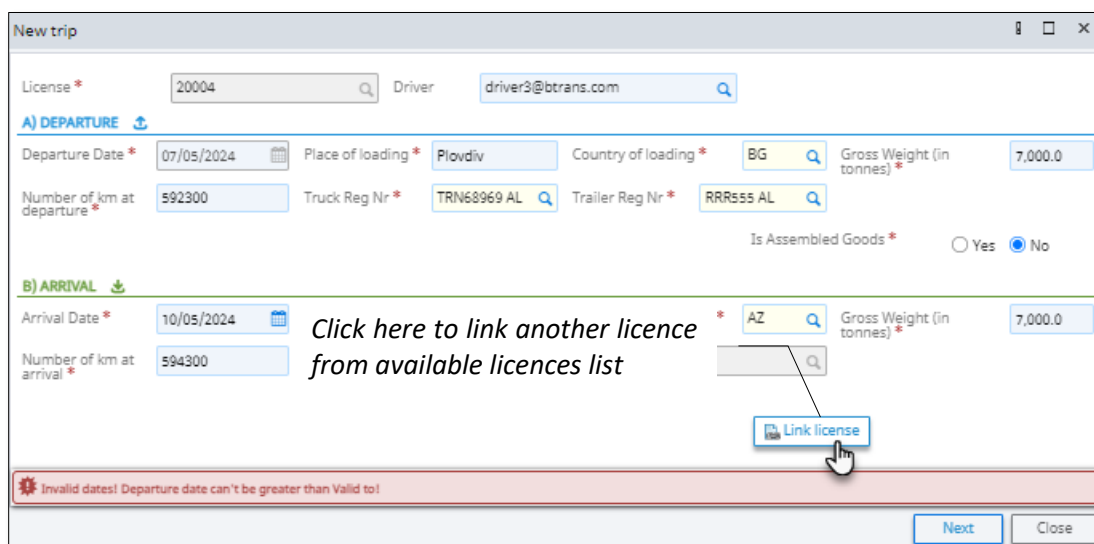
Arrival Date	25/04/2024	Place of unloading	Tirana	Country of unloading	AL	Gross Weight (in tonnes)	-1.0
Number of km at arrival	2278900	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	RRRR23 AL		

Close



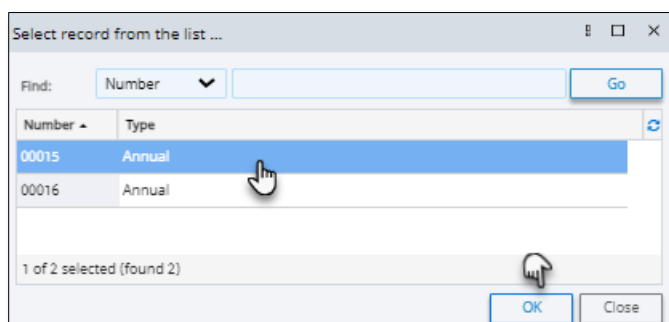
**Note:** In situation when arrival date is greater than licence valid date “link licence” button is going to be available. Click  Link license button and select licence number from available licence list:

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



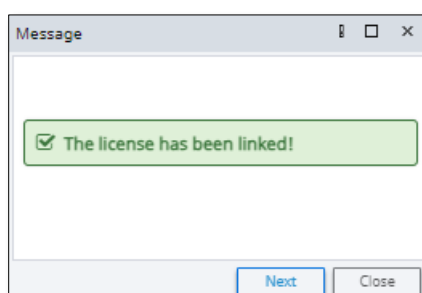
Invalid dates! Departure date can't be greater than Valid to!

**Figure 18 Lookup for available licence selection**




Number	Type
00015	Annual
00016	Annual

**Figure 19 Message on successful licence link**

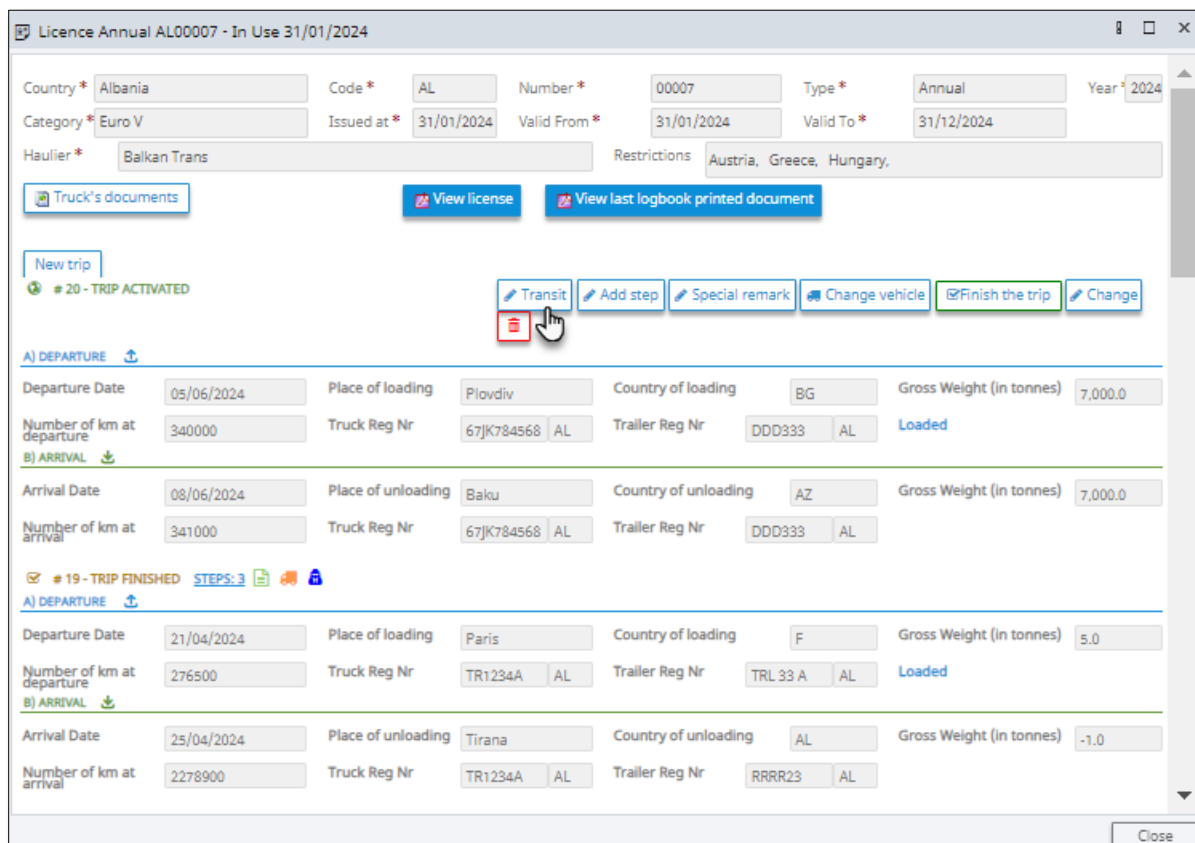


The license has been linked!

### 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**



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,

Truck's documents View license View last logbook printed document

New trip

# 20 - TRIP ACTIVATED

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

A) DEPARTURE

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	

B) ARRIVAL

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		

# 19 - TRIP FINISHED STEPS: 3

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	

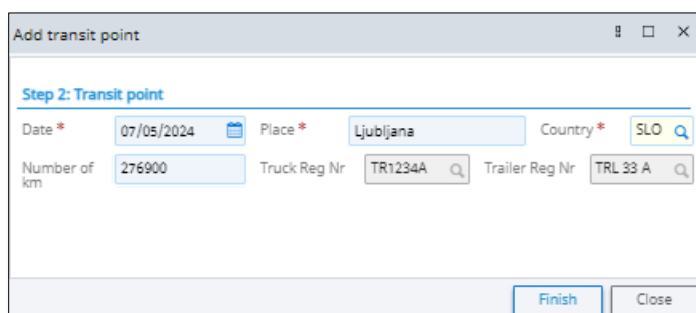
B) ARRIVAL

Arrival Date	25/04/2024	Place of unloading	Tirana	Country of unloading	AL	Gross Weight (in tonnes)	-1.0
Number of km at arrival	2278900	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	RRRR23 AL		

Close

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**




Add transit point

Step 2: Transit point

Date \* 07/05/2024 Place \* Ljubljana Country \* SLO

Number of km 276900 Truck Reg Nr TR1234A Trailer Reg Nr TRL 33 A

Finish Close

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\* AlbaniaCode\* ALNumber\* 00007Type\* AnnualYear\* 2024

Category\* Euro VIssued at\* 31/01/2024Valid From\* 31/01/2024Valid To\* 31/12/2024

Haulier\* Balkan TransRestrictions Austria, Greece, Hungary,

Truck's documents

View licenseView last logbook printed document

New trip

# 20 - TRIP ACTIVATED STEPS: 2 1

TransitAdd stepSpecial remarkChange vehicleFinish the tripChange

A) DEPARTURE

Departure Date05/06/2024Place of loadingPlovdivCountry of loadingBGGross Weight (in tonnes)7,000.0

Number of km at departure340000Truck Reg Nr67JK784568 ALTrailer Reg NrDDD333 ALLoaded

B) ARRIVAL

Arrival Date08/06/2024Place of unloadingBakuCountry of unloadingAZGross Weight (in tonnes)7,000.0

Number of km at arrival341000Truck Reg Nr67JK784568 ALTrailer Reg NrDDD333 AL

Figure 22 Steps form with transit points

License 00007 , Trip Nr 19

A) DEPARTURE

Departure Date21/04/2024Place of lGross Weight (in tonnes)5.0

Number of km at departure276500Truck Reg NrTR1234A ALTrailer Reg NrTRL 33 A AL

Step 1 - Transit point

Date21/04/2024PlaceBudapest

Number of km(ODO meter)Truck Reg NrTR1234A ALTrailer Reg NrTRL 33 A AL

Step 2 - Transit point

Date21/04/2024PlaceLjubljanaCountrySLO

Number of km(ODO meter)276900Truck Reg NrTR1234A ALTrailer Reg NrTRL 33 A AL

B) ARRIVAL

Arrival Date23/04/2024Place of unloadingTiranaCountry of unloadingALGross Weight (in tonnes)5.0

Number of km at arrival2278500Truck Reg NrTR1234A ALTrailer Reg NrTRL 33 A AL

0 of 4 selected (found 4)

Click here to open steps form with transit points

Transit point step that has been added in this paragraph

All data are presented in "read only" mode

Close

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### 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.

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

Truck's documents

New trip

# 20 - TRIP ACTIVATED STEPS: 3 1

Transit Add step Special remark Change vehicle Finish the trip Change

A) DEPARTURE

Departure Date 05/06/2024 Place of loading Country of loading BG Gross Weight (in tonnes) 7,000.0

Number of km at departure 340000

B) ARRIVAL

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 Truck Reg Nr 67JK784568 AL Trailer Reg Nr DDD333 AL

# 19 - TRIP FINISHED STEPS: 3

A) DEPARTURE

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

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

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

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,

Truck's documents View license View last logbook printed document

New trip

# 20 - TRIP ACTIVATED STEPS: 3 1

Transit Add step Special remark Change vehicle Finish the trip Change

A) DEPARTURE

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

B) ARRIVAL

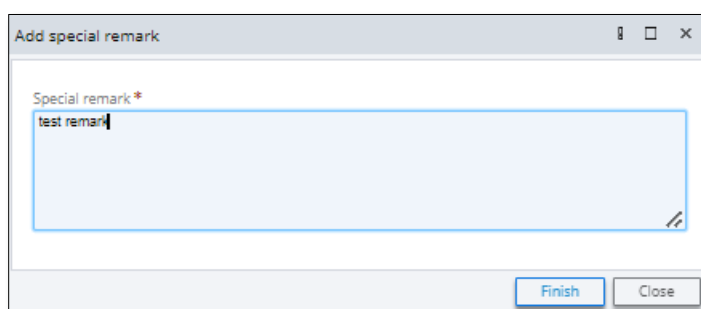
Arrival Date 08/06/2024 Place of unloading Baku Country of unloading AZ Gross Weight (in tonnes) 6,992.0

Number of km at arrival 341000 Truck Reg Nr 67JK784568 AL Trailer Reg Nr DDD333 AL

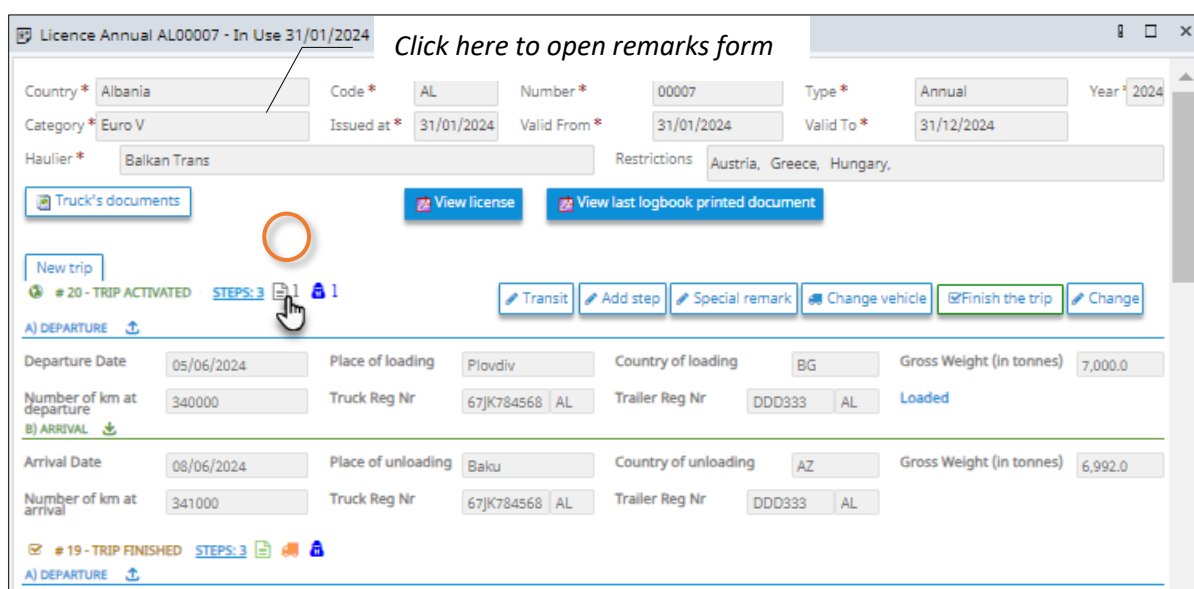
# 19 - TRIP FINISHED STEPS: 3

A) DEPARTURE

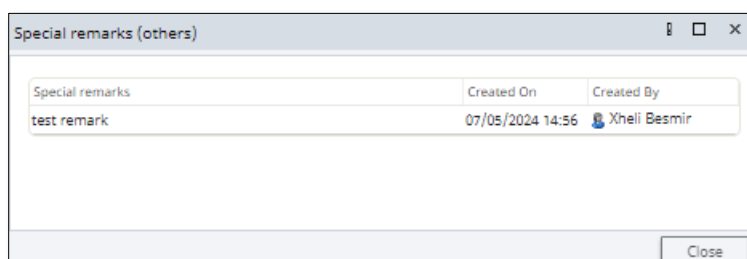
In form that will be displayed provide remark's text in a provided field:

**Figure 26 Special remark form**

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



Click here to open remarks form

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

Special remarks	Created On	Created By
test remark	07/05/2024 14:56	Xheli Besmir

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

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

**Figure 28 Start of change vehicle / trailer process**

The screenshot shows the 'Licence Annual AL00007 - In Use 31/01/2024' window. It contains fields for 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), and Restrictions (Austria, Greece, Hungary). Below these are buttons for 'Truck's documents', 'View license', and 'View last logbook printed document'. A 'New trip' section shows a trip activated on 05/06/2024 with steps 3 and 1. A row of buttons includes 'Transit', 'Add step', 'Special remark', 'Change vehicle' (highlighted with a mouse cursor), 'Finish the trip', and 'Change'. Below this are sections for 'A) DEPARTURE' and 'B) ARRIVAL' with various fields for dates, locations, countries, weights, and registration numbers.

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)**

The 'Change vehicle' dialog box has a title bar and a close button. It contains a section 'Select type of change vehicle' with a 'Type\*' dropdown menu. The dropdown is open, showing three options: 'Change the truck', 'Change the trailer', and 'Change the truck and trailer'. A mouse cursor is pointing at the 'Change the truck and trailer' option. At the bottom are 'Next' and 'Close' buttons.

Click here and select option for changing

Click [Next](#) button: depending on selected option during the previous step, fill in the second step of the changing form:

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

The screenshot shows a web form titled "Table for Logbook Change vehicle". It has a dropdown menu for "Type" set to "Change the trailer", a date field for "On Date" set to "05/06/2024", and a time field set to "01:27". There are input fields for "Old Trailer" (containing "DDD933") and "New Trailer" (containing "RRRR23 AL"). A "Comments" section has a text area with "comment test". Below this is a "Statement of honor" section with a message "Statement of honor.pdf (234.2 KB) - The file is received." and an "Attach a File" button. At the bottom are "Finish" and "Close" buttons. Annotations with arrows point to the "New Trailer" field, the "Comments" text area, and the "Attach a File" button.

Select another trailer from the lookup grid

Leave a comment about vehicle / trailer changing

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**

The left screenshot shows a "Confirmation" dialog box with a blue header bar. It contains a message: "After finishing the action you will not be able to change the indicated data! Confirm you action!". At the bottom are "Confirm" and "Close" buttons. The right screenshot shows a "Confirmation!" dialog box with a green header bar. It contains a message: "The vehicle has been changed! Make sure that the diver has updated logbook printed form!". At the bottom is a "Close" button.

Click **Confirm** → **Close** buttons: confirmation messages will be closed and "change vehicle" icon 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

Haulier \* Balkan Trans

Truck's documents View license View last logbook printed document

New trip # 20 - TRIP ACTIVATED STEPS: 3

A) DEPARTURE

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	

B) ARRIVAL

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	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	RRRR23 AL		

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

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,

Truck's documents View license View last logbook printed document

New trip # 20 - TRIP ACTIVATED STEPS: 1

A) DEPARTURE

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	

B) ARRIVAL

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	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	RRRR23 AL		

# 19 - TRIP FINISHED STEPS: 3

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

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

**A) DEPARTURE**

Departure Date \* 05/06/2024 Place of loading \* Plautiv Country of loading \* BG Gross Weight (in tonnes) 7,000.0

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) ARRIVAL**

Arrival Date \* 09/06/2024 Place of unloading \* Baku Country of unloading \* AZ Gross Weight (in tonnes) 6,992.0

Number of km at arrival \* 341000 Truck Reg Nr 67JK784568 AL Trailer Reg Nr RRRR23 AL

Change Close

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. It contains fields for 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), and Restrictions (Austria, Greece, Hungary). Below these are buttons for 'Truck's documents', 'View license', and 'View last logbook printed document'. A 'New trip' button is also present. The main section shows two active trips. The first trip is highlighted, and the 'Finish the trip' button is highlighted with a green box and a mouse cursor. The second trip is also visible below it.

# 20 - TRIP ACTIVATED STEPS: 1					
A) DEPARTURE					
Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loading	BG
Number of km at departure	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL
B) ARRIVAL					
Arrival Date	09/06/2024	Place of unloading	Baku	Country of unloading	AZ
Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	RRRR23 AL
# 19 - TRIP FINISHED STEPS: 3					
A) DEPARTURE					
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL
B) ARRIVAL					
Arrival Date	25/04/2024	Place of unloading	Tirana	Country of unloading	AL
Number of km at arrival	2278900	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	RRRR23 AL

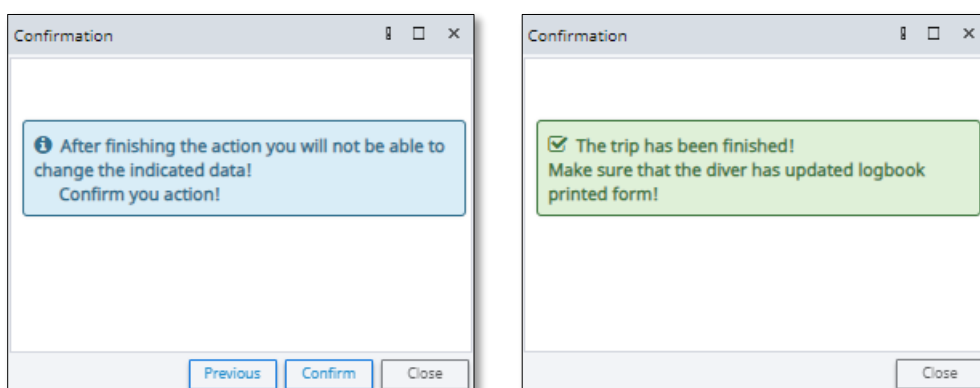
You'll see the form with trip general info:

**Figure 35 finish the trip form**

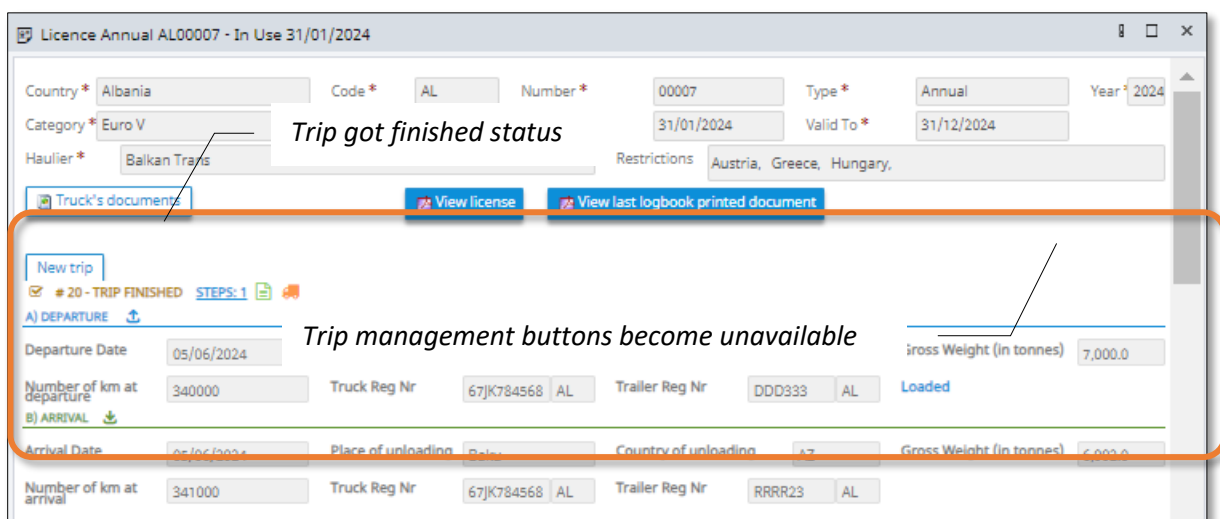
The screenshot shows the 'Finish trip' form. It has two main sections: A) DEPARTURE and B) ARRIVAL. Each section contains fields for date, place, country, gross weight, and vehicle registration numbers. The 'Is Assembled Goods' field has radio buttons for 'Yes' and 'No'. The 'Finish' button is highlighted in blue.

A) DEPARTURE					
Departure date *	05/06/2024	Place of loading *	Plovdiv	Country of loading *	BG
Number of km at departure *	340000	Truck Reg Nr *	67JK784568 AL	Trailer Reg Nr	RRRR23 AL
Is Assembled Goods * <input type="radio"/> Yes <input checked="" type="radio"/> No					
B) ARRIVAL					
Arrival Date *	09/06/2024	Place of unloading *	Baku	Country of unloading *	AZ
Number of km at arrival *	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	RRRR23 AL

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.

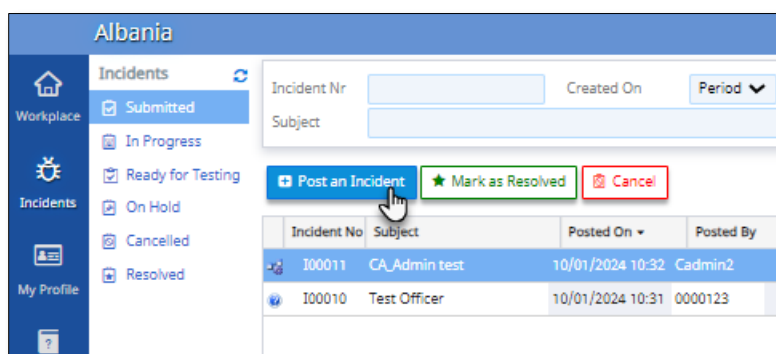
Below will be examined these ways of incident posting.

**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**

**INCIDENT**

Subject \* Subject test

Description \* Incident test description

Incident Type \* Software error causing system malfunction ("bug")

Incident Status Submitted Priority Medium Number [AUTO]

Created By victoria1@albania.com Created On 26/04/2024 15:14

Buttons: Save and Close, Close

**Figure 40 Incident type selection**

Incident Type \*

- Software error causing system malfunction ("bug")
- Request for clarification (no changes required)
- Minor usability enhancement ("look and feel")
- Software error causing system malfunction ("bug")
- Requirement not implemented (logical error)
- Request for technical support
- Request for training

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



**Figure 41 “Add an incident” form. Screenshot tab**

Attached screenshot file appears in this zone

Test error

2024-04-26\_15-24-34.png (22.9 KB) - The file is received. [Attach a File](#)

[Save](#) [Save and Close](#) [Close](#)

Click here to attach screenshot of the problem describing in your incident (screenshot file must be taken and saved in advance)

In case you want to attach more than one screenshot file to your incident, use Attachments tab:

**Figure 42 “Add an Incident” form. Attachments tab**

File

Created By

Created On

2024-04-24\_17-48-02.png (29.5 KB) - The file is received. [Attach a File](#)

[Attach a File](#)

[Append new row](#)

3) Attached file appears in the list

[Save and Close](#) [Close](#)

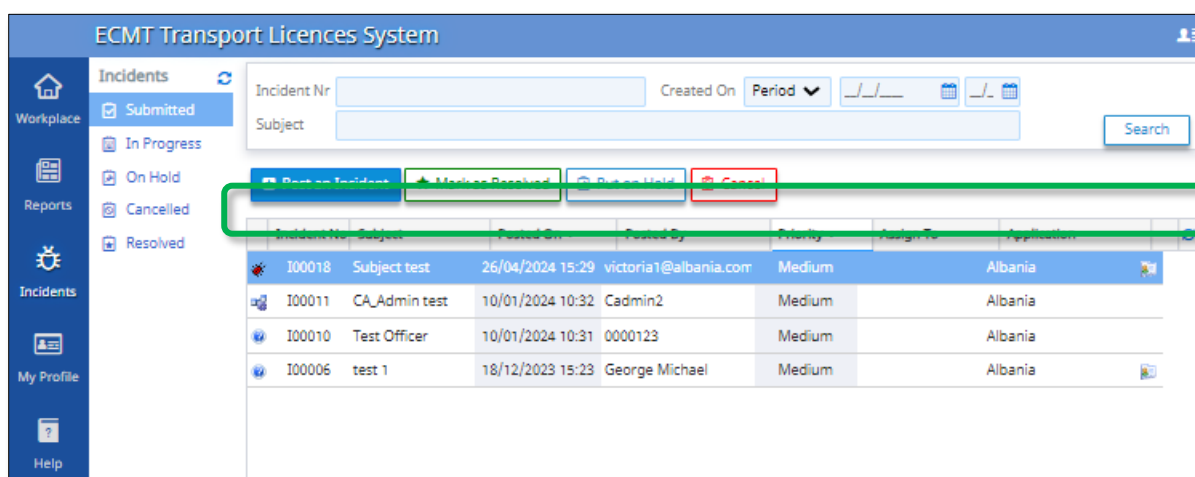
2) Click here to open uploading window and to select screenshot file with problem

1) Click here to add new row in attachments list

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

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

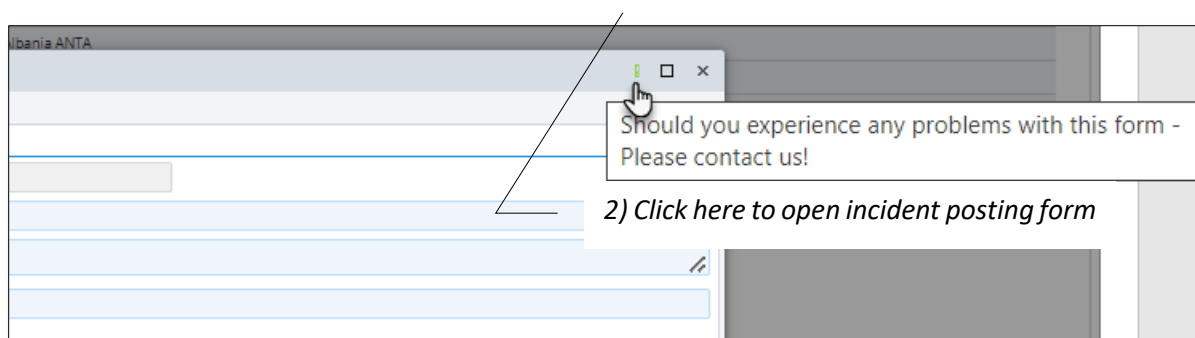




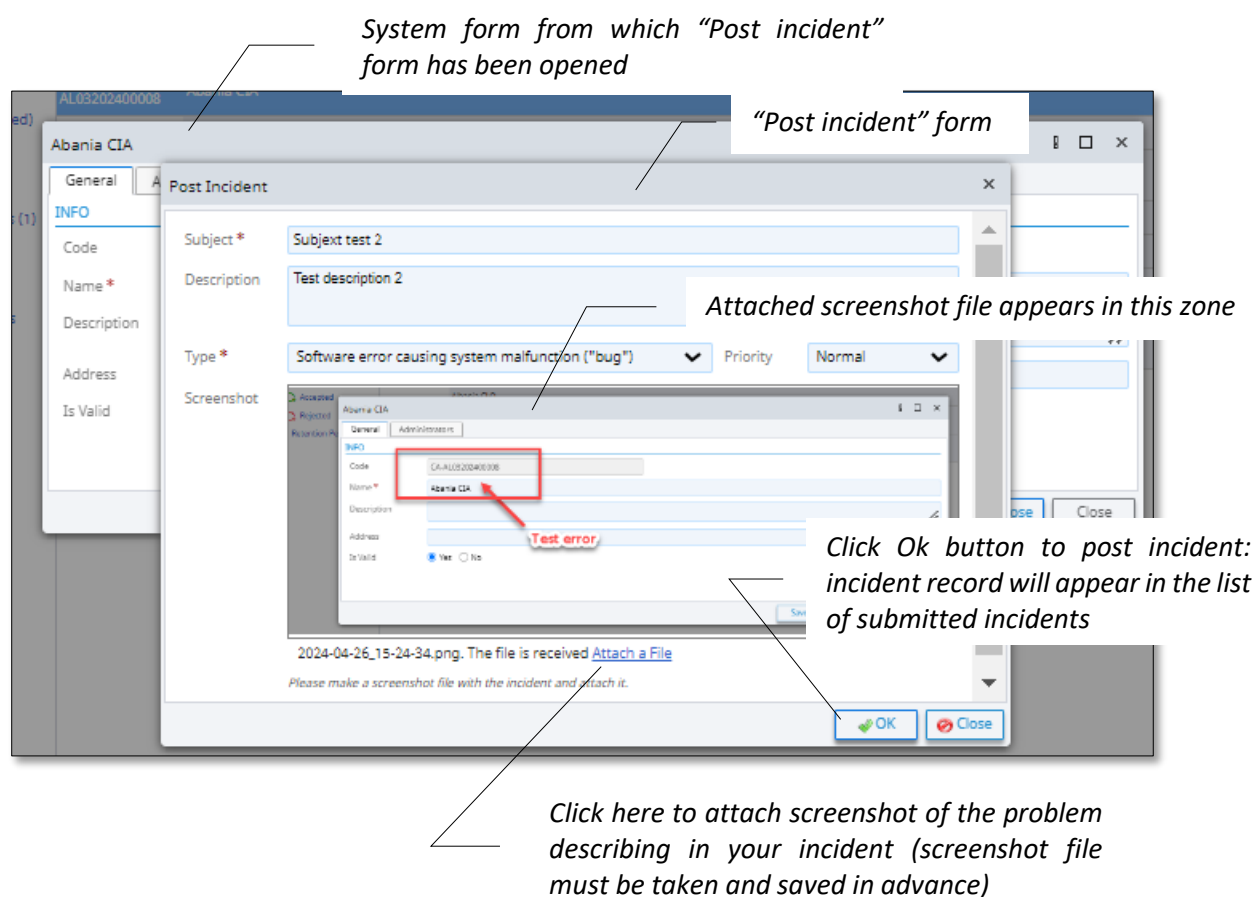
## 4.2 How to Post Incident from Form's Interface

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

**Figure 43 Posting incident from form's interface (incident posting button)**

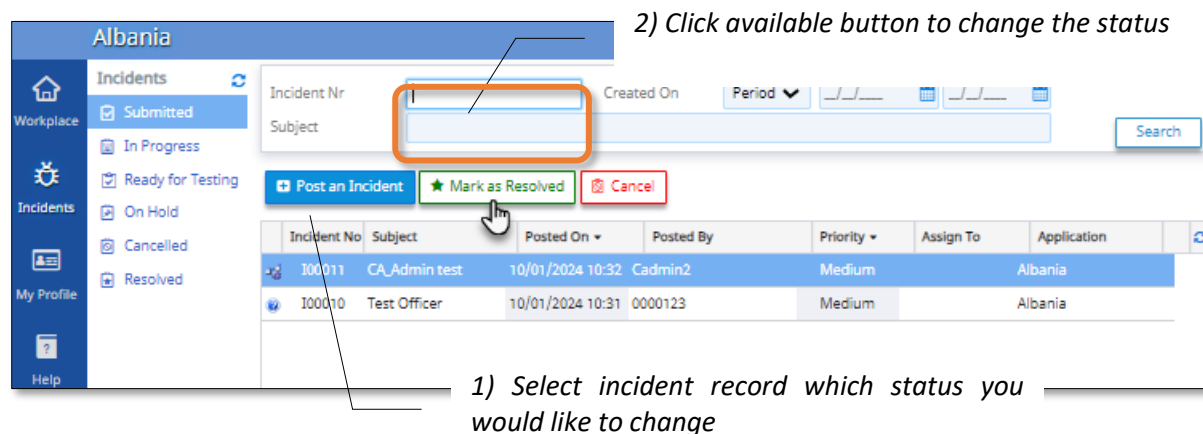


As a result on your screen will be opened "Post Incident" form where you'll be able to provide incident's data and to attach screenshot file (taken and saved on your hard disk in advance):

**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: ★ Mark as Resolved  
 (incident record must be selected in advance):

**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:

Albania

Incidents

Submitted In Progress Ready for Testing On Hold Cancelled Resolved

Incident No. Created On Period Subject Search

Resubmit Incident


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

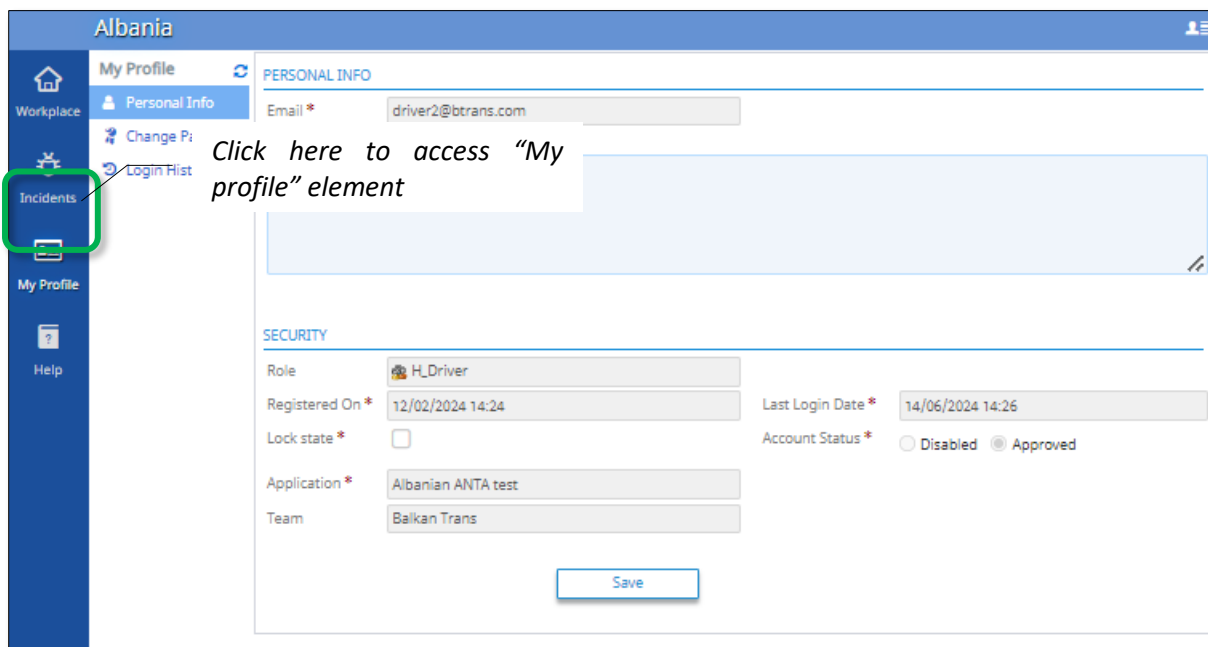
“My profile” menu is meant for storing your personal data as a system user, password changing, viewing your login history.

### 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**



Albania

My Profile

PERSONAL INFO

Email \* driver2@btrans.com

Change P: Login Hist

Click here to access “My profile” element

Incidents

My Profile

Help

SECURITY

Role H\_Driver

Registered On \* 12/02/2024 14:24

Last Login Date \* 14/06/2024 14:26

Lock state \* ☐

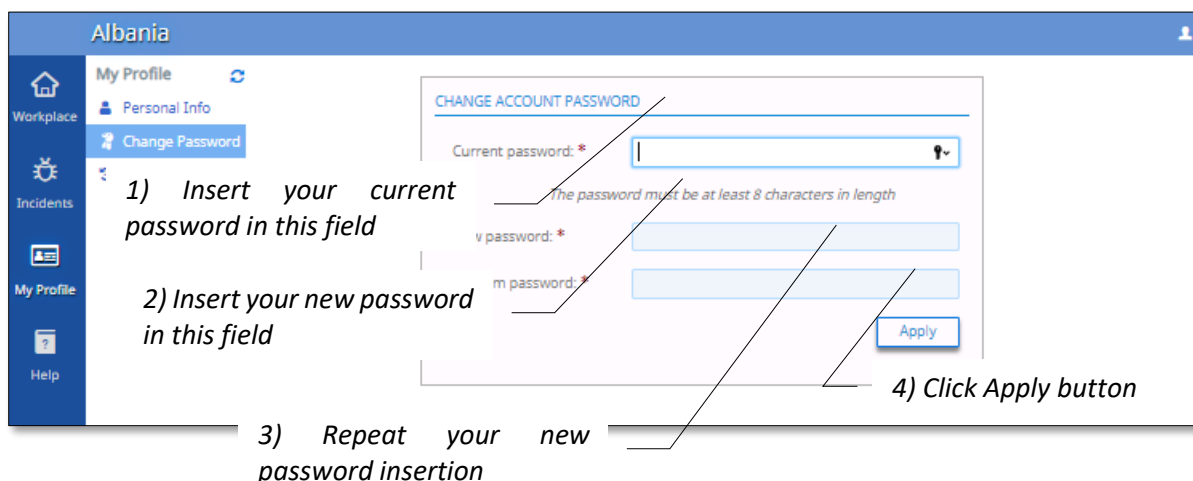
Account Status \* ☐ Disabled ☒ Approved

Application \* Albanian ANTA test

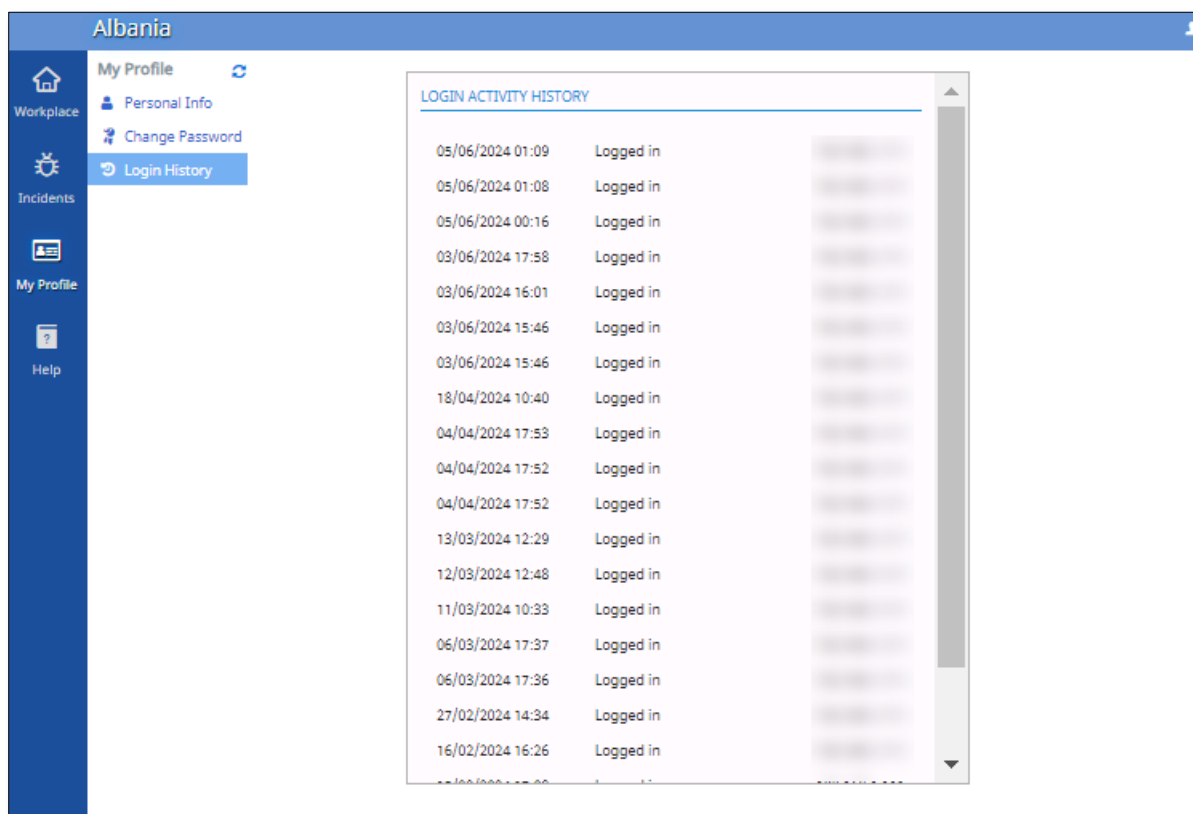
Team Balkan Trans

Save

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

**Figure 48 “My profile”. “Change Password” interface**

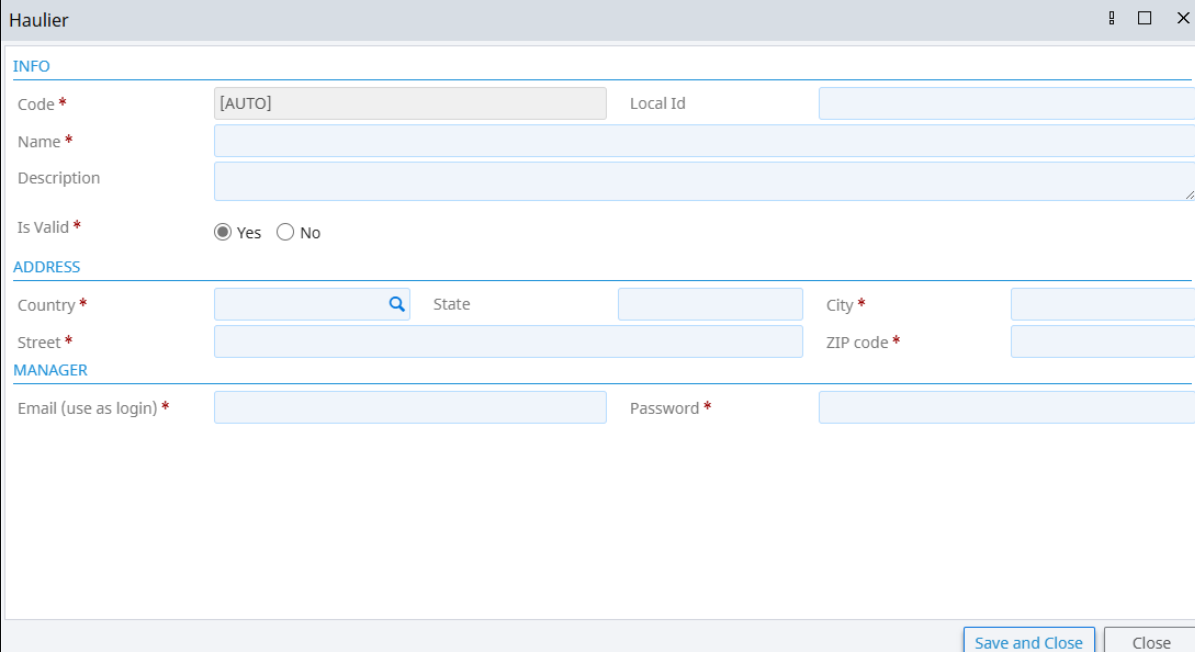
- **Login Activity History** – the list of your last authentications in the system. Each authentication record contains date, time, login action that took place, IP address of the device that has been used to login the system:

**Figure 49 “My profile”. “Login history” list**

## How to Create / Edit a Haulier Record

In the Hauliers' interface click on the button:

**Figure 1 Start of Haulier creation process**

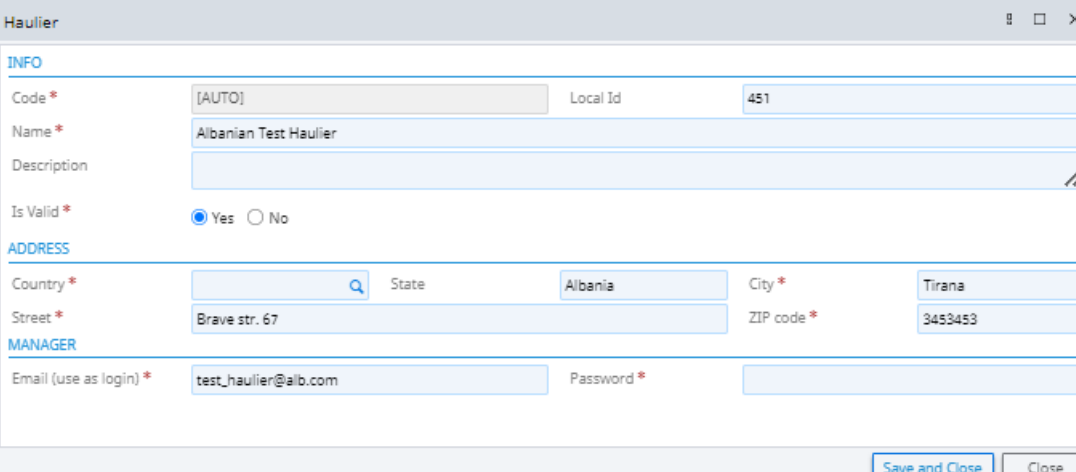


The screenshot shows a web form titled "Haulier" with three main sections: INFO, ADDRESS, and MANAGER. The INFO section contains fields for Code (set to [AUTO]), Local Id, Name, Description, and Is Valid (radio buttons for Yes and No). The ADDRESS section contains fields for Country, State, City, Street, and ZIP code. The MANAGER section contains fields for Email (use as login) and Password. At the bottom right, there are "Save and Close" and "Close" buttons.

Section	Field	Value
INFO	Code *	[AUTO]
	Local Id	
	Name *	
	Description	
	Is Valid *	<input checked="" type="radio"/> Yes <input type="radio"/> No
ADDRESS	Country *	
	State	
	City *	
	Street *	
	ZIP code *	
MANAGER	Email (use as login) *	
	Password *	

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

**Figure 2 Haulier's creation form**

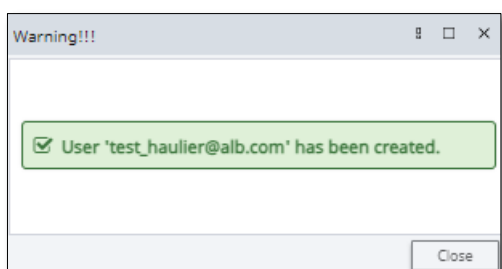



The screenshot shows the same "Haulier" form as Figure 1, but with sample data filled in. The INFO section has Code [AUTO], Local Id 451, Name Albanian Test Haulier, and Is Valid Yes. The ADDRESS section has Country Albania, State, City Tirana, Street Brave str. 67, and ZIP code 3453453. The MANAGER section has Email test\_haulier@alb.com and Password. At the bottom right, there are "Save and Close" and "Close" buttons.

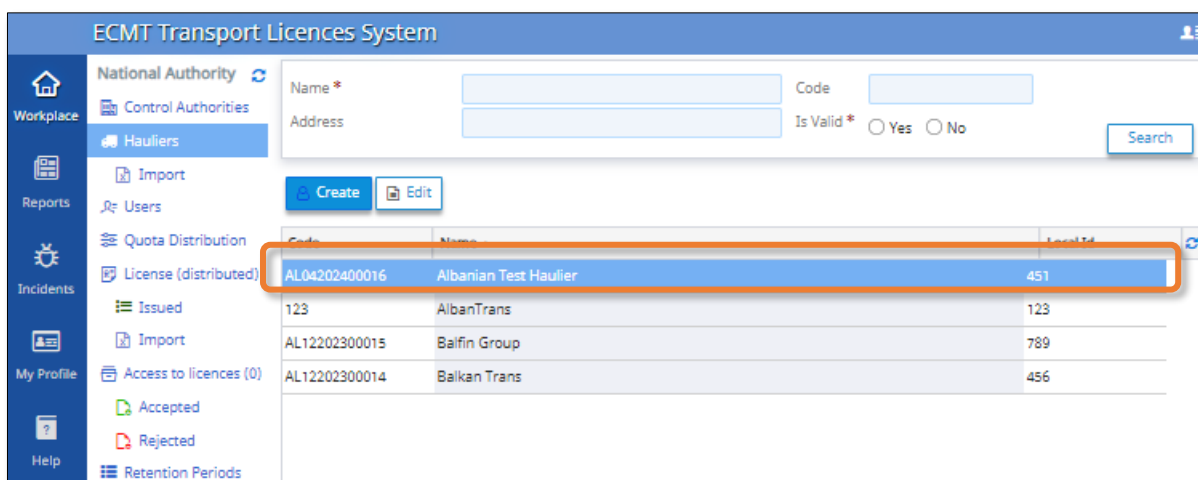
Section	Field	Value
INFO	Code *	[AUTO]
	Local Id	451
	Name *	Albanian Test Haulier
	Description	
	Is Valid *	<input checked="" type="radio"/> Yes <input type="radio"/> No
ADDRESS	Country *	Albania
	State	
	City *	Tirana
	Street *	Brave str. 67
	ZIP code *	3453453
MANAGER	Email (use as login) *	test_haulier@alb.com
	Password *	

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



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

Trucks

Trailers

INFO

Code AL04202400016 Local Id 451

Name Albanian Test Haulier

Description description test


Is Valid ☒ Yes ☐ No

ADDRESS

Country State City

Street ZIP code

Close

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 \* ☒ Yes ☐ No

ADDRESS

Country \* State \* City \*

Street \* ZIP code \*

Save Save and Close Close



## 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 screenshot shows the login interface for the ECMT Transport Licences System. The page has a blue header with the title 'ECMT Transport Licences System' and a user icon. The main content area features the 'International Transport Forum' logo. Below the logo are two input fields: 'User name' containing 'victoria1@albania.com' and 'Password' with masked characters. To the right of the password field is a 'Forgot password?' link. A 'Log In' button is positioned below the password field. A mouse cursor is hovering over the 'Log In' button. Three annotations with arrows point to specific elements: '1) Provide your user name (email address) in this field' points to the 'User name' field; '2) Provide your user password in this field' points to the 'Password' field; and '3) Press this button to finish Login procedure and to access your workplace' points to the 'Log In' button. A fourth annotation, 'Use this link in situation if you forgot your user name or password', points to the 'Forgot password?' link. At the bottom left, a small footer reads: '2024 © AlfaSoft. Powered by Alfa Five .Core Platform. All Rights Reserved. v.7.1.2.4.1/DEBUG 2024.4.26.1'.



**Note1:** User name and password fields are sensitive for capitalization, so be sure that you enter your credentials in the way they were provided during the registration.

**Note2:** If you forgot your user name or password use “Forgot password?” link situated under the authentication fields.

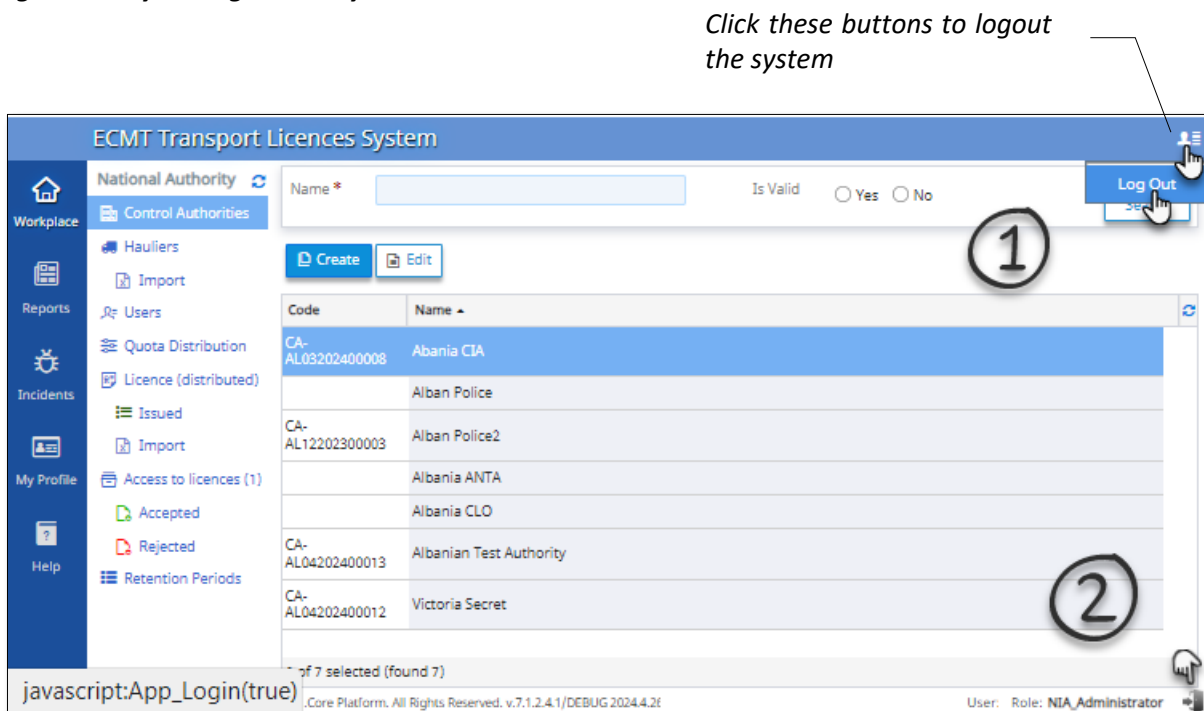
3. Click  button.

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



Or click these button 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**

Albania

My Profile

PERSONAL INFO

Email \* victoria1@albania.com

Comment

SECURITY

Role NIA Administrator

Registered On \* 12/04/2024 16:37

Last Login Date \* 14/06/2024 12:25

Lock state \* ☐

Account Status \* ☐ Disabled ☒ Approved

Application \* Albanian ANTA test

Team

Save

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

**Figure 2 “My profile”. “Change Password” interface**

ECMT Transport Licences System

My Profile

Personal Info

Change Password

1) Insert your current password in this field

2) Insert your new password in this field

3) Repeat your new password insertion

4) Click Apply button

CHANGE ACCOUNT PASSWORD

Current password: \*

The password must be at least 8 characters in length

New password: \*

Confirm password: \*

Apply

- **Login Activity History** – the list of your last authentications in the system. Each authentication record contains date, time, login action that took place, IP address of the device that has been used to login the system:

**Figure 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: 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.

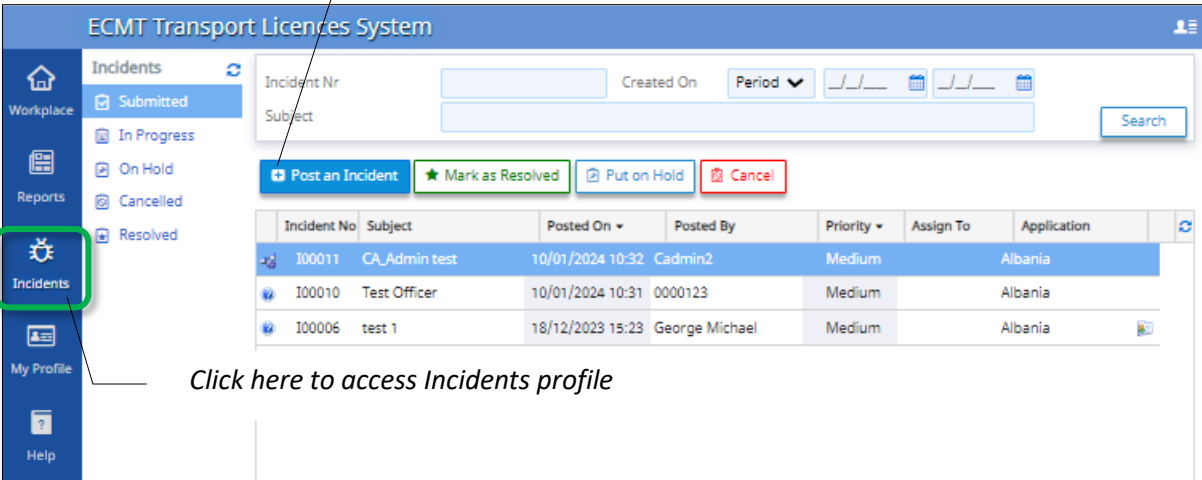
Incidents can be posted in two modes:

- 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

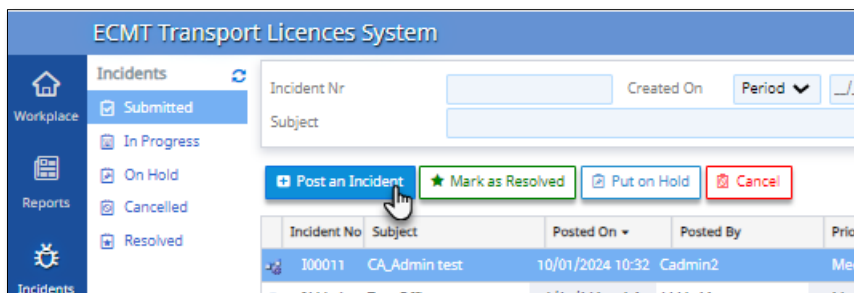


Click here to access Incidents profile

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**

Add an Incident

General Screenshot Attachments

INCIDENT

Subject \*

Description \*

Incident Type \*

Incident Status

Priority

Created By

Created On

Number

[AUTO]

Click here to select incident type

Click here to select incident's priority

Save and Close

Close

**Figure 3 Incident type selection**

Incident Type \*

Incident Status

Created By

Software error causing system malfunction ("bug")

Request for clarification (no changes required)

Minor usability enhancement ("look and feel")

Requirement not implemented (logical error)

Request for technical support

Request for training

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

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

Attached screenshot file appears in this zone

Test error

2024-04-26\_15-24-34.png (22.9 KB) - The file is received. [Attach a File](#)

[Save and Close](#) [Close](#)

Click here to attach screenshot of the problem describing in your incident (screenshot file must be taken and saved in advance)

In case you want to attach more than one screenshot file to your incident, use Attachments tab:

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

File	Created By	Created On
2024-04-24_17-48-02.png (29.5 KB) - The file is received. <a href="#">Attach a File</a>	victoria1@albania.com	26/04/2024 15:14
<a href="#">Attach a File</a>	victoria1@albania.com	26/04/2024 15:14

[Append new row](#)

[Save and Close](#) [Close](#)

3) Attached file appears in the list

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

1) Click here to add new row in attachments list

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

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



ECMT Transport Licences System

Incidents

Incident Nr:  Created On:  Period:

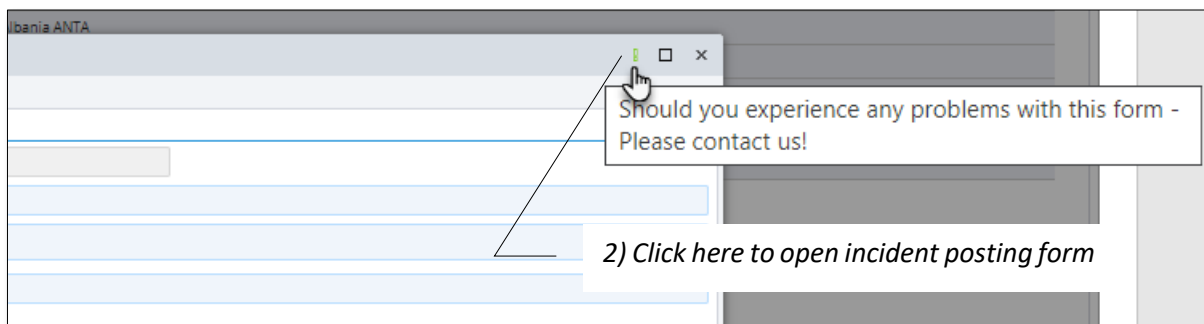
Subject:

Incident No	Subject	Posted On	Posted By	Priority	Assign To	Application
100009	Subject test	10/01/2024 10:32	Cadmin2	Medium		Albania
100011	CA_Admin test	10/01/2024 10:32	Cadmin2	Medium		Albania
100010	Test Officer	10/01/2024 10:31	0000123	Medium		Albania
100006	test 1	18/12/2023 15:23	George Michael	Medium		Albania

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

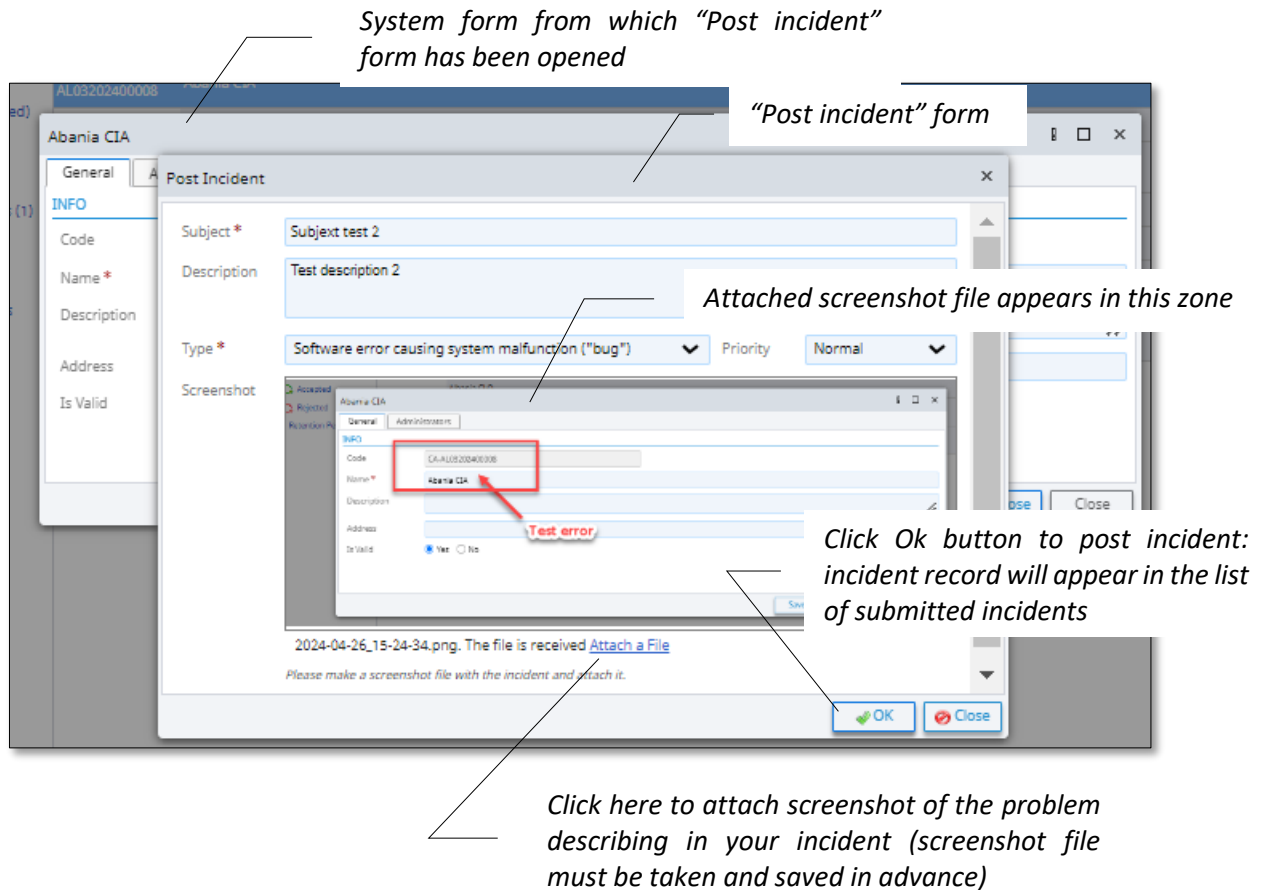
In interface of any of system's forms click on button

**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: ★ Mark as Resolved or 🔒 Put on Hold (incident record must be selected in advance):

**Figure 8 Start of incident status changing process**

ECMT Transport Licences System

Incidents

Incident Nr  
Subject

2) Click one of the available buttons to change the status

Post an Incident Mark as Resolved Put on Hold Cancel

Incident No	Subject	Posted On	Posted By	Priority	Assign To	Application
I00018	Subject test	26/04/2024 15:29	victoria1@albania.com	Medium	Albania	
I00011	CA_Admin test	10/01/2024 10:32	Cadmin2	Medium	Albania	
I00010	Test Officer	10/01/2024 10:31	0000123	Medium	Albania	
I00008	test 1	18/12/2023 15:23	George Michael	Medium	Albania	

1) Select incident record which status you would like to change

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 ☒ Yes ☐ No

To: victoria1@albania.com

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: