# User Manual

Transport Organizer / Partner – appointment

(GLABS v1.0.0413)

Registration

You need to be registered to GLABs if You would like to login. You can't start registration process, however Your partner who has already access or license owner is able to add You as customer/supplier or carrier company. You are registered based on Your email email address.
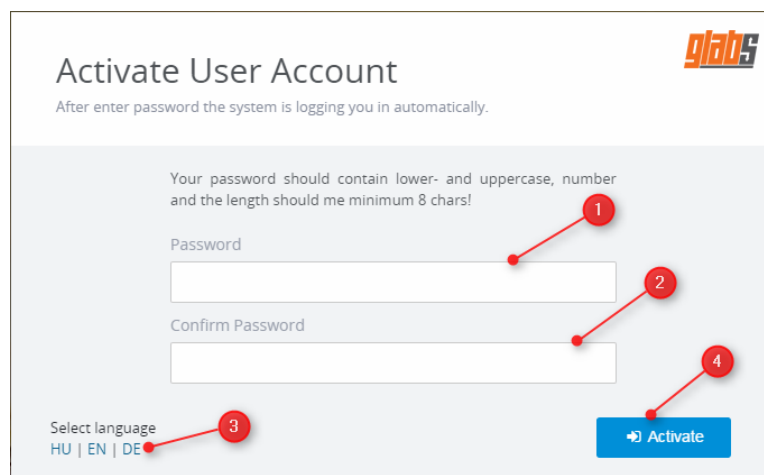
Before the first login you will receive a notification e-mail message. In the mail you can find the **activation link** (1).
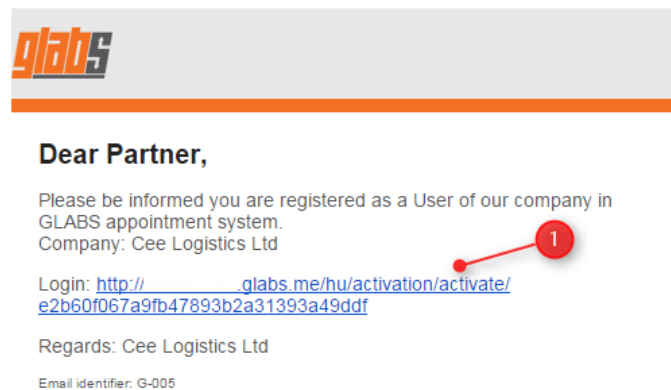
The link navigates to the Activation page. Here you have to **enter your password** (**1**) and **confirmed password** (**2**). GLABS has strict password policy. Your password should contain lower- and uppercase, number and the length should me minimum 8 chars. You can't use sequences in the password as "123456" or "abcde".
You can change the language of the application in **language selector** (**3**). This function is available from any page within GLABS.
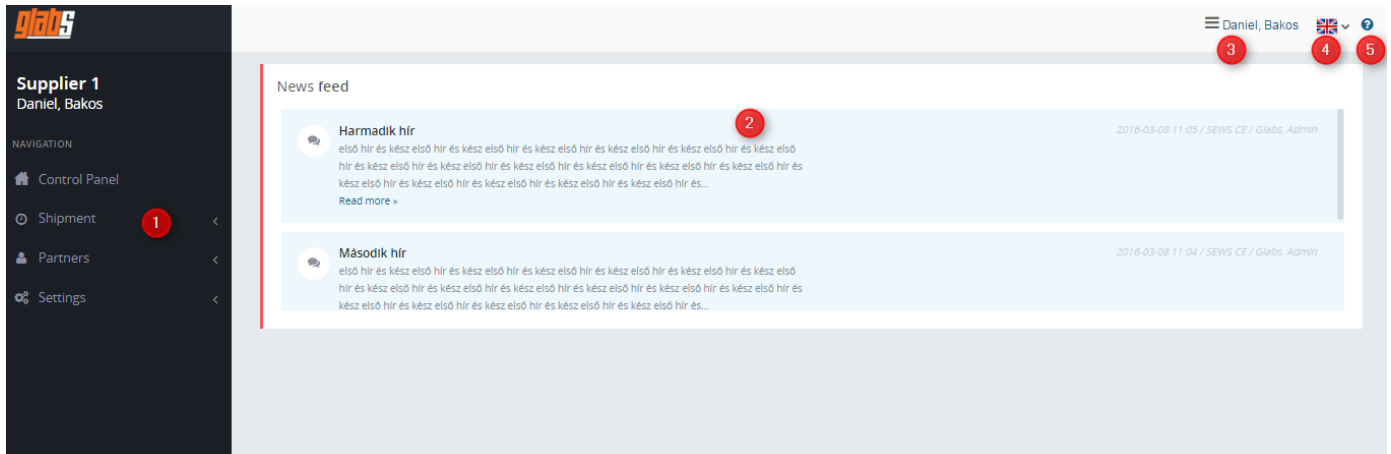If you click on **Activate** (**4**) button, then the systems logs you in to the system.

Login

Login address: https://dutrade.glabs.me/en/login

If you would like to login please enter your email address and password.

After login the application starts with the main page(below).

1. Available Menus and Submenus based on User's permissions.
2. Central News and Notifications in Control Panel.
3. User Profile, Profile Change, Exit (Available on every page)
4. Language Selector (Available on every page)
5. Help (Available on every page)

After **first login** finalize your account in the system. Please click on My Account (**1**) button next to the warning message. You can access the same page if you choose My Account submenu in Profile menu at top right corner (**2**).
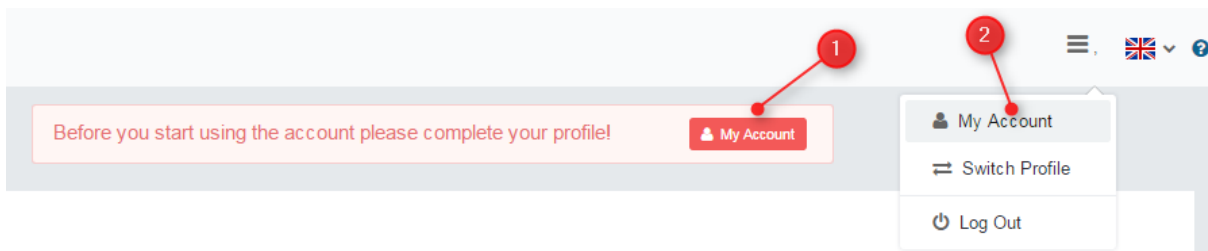
In My account page you can modify your email address (**1**), define your surname (**2**) or first name (**3**). You can enter your phone number (**4**). It is recommended to add phone number as it is be visible in several places within the application, which can help to get in contact with you easier.

If you want to save these setting, it is required to enter your valid password (**5**) and click on Save button (**6**).

Add Your Forwarder/Carrier companies
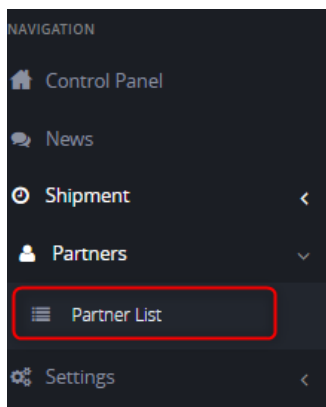
You can check in [**Partners/Partner list**] menu what kind of partner connection you are registered in.

You can add Your Forwarder companies by clicking on the button at the end of Partner List row. It is recommended to add those companies because You can share administration and inform Your partners properly about shipment.

Important: if Forwarder button is not visible, then You are carrier company in this partner connection.

1. Click on + button
2. Enter Your Carrier company
3. Enter a valid email address of Your Carrier
4. Fill phone number

Appointment Management

You can make new appointments in **[Shipment/New Shipment]** menu.

If you would like to edit, delete or complete existing appointments, use **[Shipment/Shipment List]** menu.

New appointment process has 3 simple steps to complete:

Step 1: select Partner From(Dispatch) and Partner To(Receiver) and enter products and quantity. If you don't find the exact quantity in the dropdown list, choose the closest value from the list. In case of average, please select the higher value.

Step 2: select date&time of the appointment when the truck arrives to the specified site. In the calendar view you can see only the available periods. Please note the system will calculate your (un)loading time automatically and some periods won't be available for any operation. In the calendar you can see the available periods with bright color on the other hand reserved dates are marked with dark..
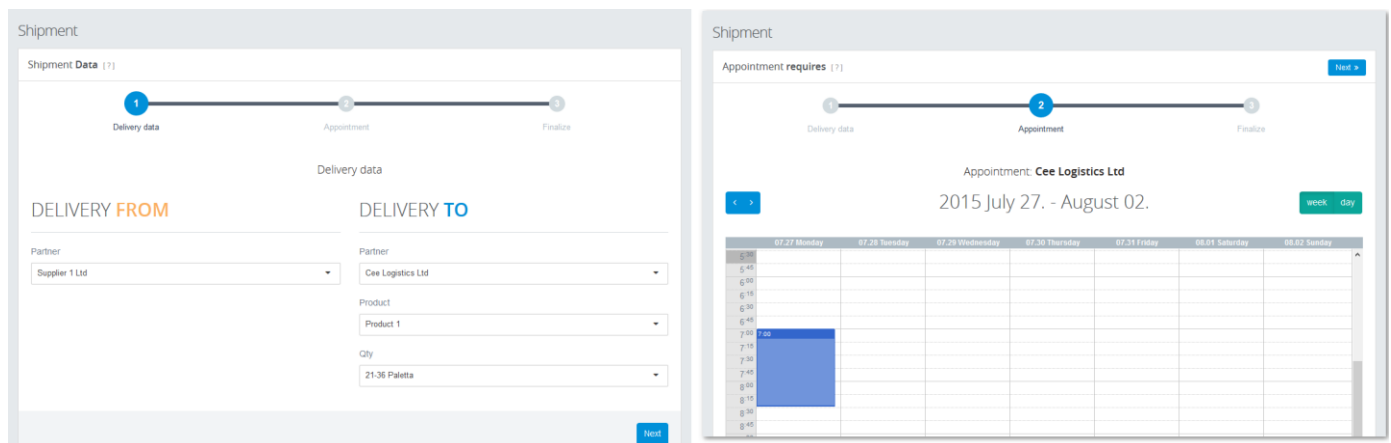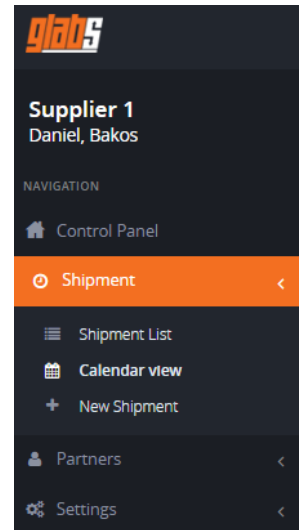
Step 3: please enter or upload final data of appointment (License Plate Number, Consignment Number, Notes or Other documents).

You can link multiple License Plate numbers (traction and trailer) and Documents to a shipment with using ➕ ➖ buttons.

Please leave those fields blank where some of the shipment related data or documents are not available yet at the moment of Shipment finalization. Later you can enter or upload all missing data with using Edit function in **[Shipment/Shipment List].**
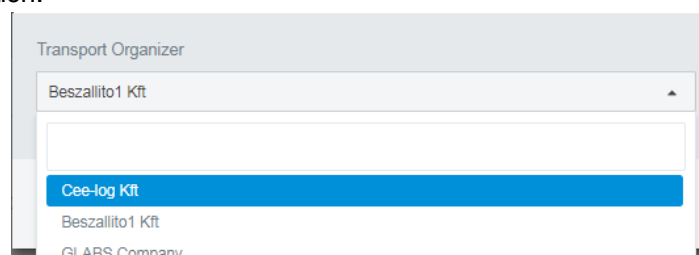
The system will send out notifications continuously to fix if there are some missing mandatory data or document in the appointment.

Important: in this step You can define carrier of this shipment by clicking on 🔲 button. You can select from all companies registered in Your partner connection.
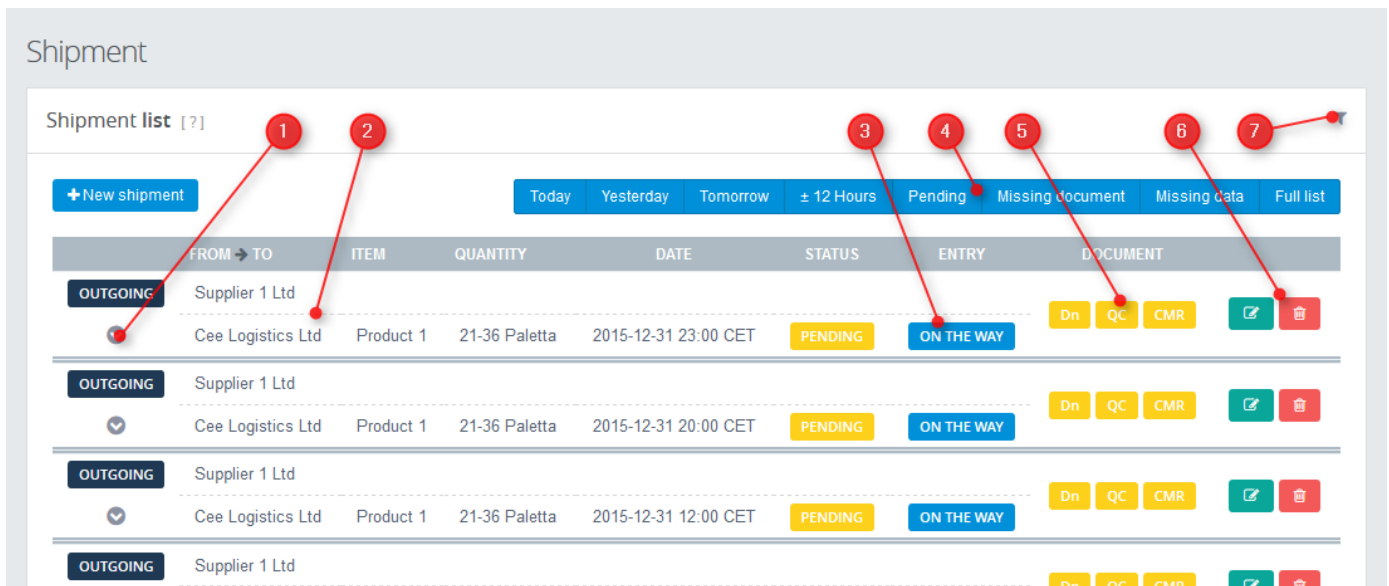
If you would like to modify or edit a shipment, please use [edit icon] button in **[Shipment/Shipment List]** menu.

1. Appointment details
2. Appointment data
3. Statuses
    The status can be:
        Pending: the Receiver has not accepted the appointment yet
        Approved: the appointment is accepted by the Receiver
        Conditionally Approved: the appointment is accepted, but some further document should be uploaded to finalize. The notes of the rejection can be found in the details
        Rejected: the Receiver is rejected the Shipment in the selected time

    Check-in status can be:
        On The Way – not arrived yet
        Waiting – arrived, and checked-in, but waiting for un(loading).
        Loading – checked-in and under (un)loading process.
        Dispatched – (un)loading process is done and already left.

4. Quick buttons: for simple and clear filtering.
5. Mandatory documents: missing document marked with yellow, completed visible with blue color.
6. Edit or Delete appointment: With Edit button you can enter missing data or upload missing documents.
7. Detailed filter: if you would like to filter the list.

	FROM ➜ TO	ITEM	QUANTITY	DATE	STATUS	ENTRY	DOCUMENT
OUTGOING	Supplier 1 Ltd						Dn QC
⌄	Cee Logistics Ltd	Product 1	0,5-10 Paletta	2015-07-24 08:00 CEST	PENDING	ON THE WAY	CMR

EKÁER Number: N/A
License Plate Number: AAA123
Entry Gate (Cee Logistics Ltd): Kapu 1
Attachments
Delivery Note Sample_of_delivery_note 👁
Quaility Certification 20150520-DN 👁

Conditional Accepted (Cee Logistics Ltd):
dghdggdfsg

Cee Logistics Ltd
Depo kamion: Depo1, Depo2, Depo3

Comment
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer urna mauris, tincidunt non tristique at, porta et eros. Integer odio nunc, congue vitae vehicula in, ultricies nec sapien. Cras varius lectus nulla. Donec interdum quam eros, ut sodales

History

2015-07-02 10:10	Create	=> 46	John Doe	Cee Logistics Ltd
2015-07-02 10:10	Appointment (Cee Logistics Ltd)	=> 2015-07-02 13:30	John Doe	Cee Logistics Ltd
2015-07-02 11:13	Entry status change	On the way => Waiting	John Doe	Cee Logistics Ltd
2015-07-02 11:13	Entry status change	Waiting => On the way	John Doe	Cee Logistics Ltd
2015-07-02 12:40	Modify	N/A => (AAA123)	John Doe	Cee Logistics Ltd
2015-07-02 13:15	Modify		John Doe	Cee Logistics Ltd

In the Appointment details you can find all data in one sheet without using Edit function: License Plate Number, Consignment Note(**1**), Documents(**2**), Notes(**3**), Conditions of approval and Appointment history(**4**)).

Calendar View

You can check deliveries in a calendar view. Select Calendar submenu from Shipment menu or click on Calendar button above Shipment List.

1. You can switch the next/previous period with arrows above the calendar (1).
2. You can add new appointment with clicking on New Shipment button
3. There are 2 views available (3):
   Daily: only one day is visible
   Weekly: a full week is available
4. There is an additional Submenu in this screen (4), which contains the following menu item:
   Shipment list: you can navigate back to Shipment List screen
5. In the Gridview You can view or edit Your deliveries.

User Management

You can manage users in **Settings/Users** menu where you can add, modify or delete users.

1. **Add new user**
2. **User data**
3. **User permissions**
4. **User page button:** to review all setting in one page.
5. **Edit user,** to modify user settings.
6. **Delete user button**
7. **Built in filter**

When you add a new user to GLABS you have to enter **user's email address** (**1**), **position** within company (**2**) and **permission roles** (**3**). You can find more information about permission roles in Appendix A.

After saving user, the system sends out a notification mail to the registered email address. In the mail the users will find a link to the first login, where they have to enter the password. More information can be found in *General Use* chapter.

Company Data

There are some properties in company level, which used in GLABS application globally. This means what You define in this menu, that will be visible for Your partners. However there are some settings that can be used for whole company as a default value.

Name

Supplier 1 ①

Email

bakos.daniel@colibree.hu ②

Telephone

1234567 ③

💾 Save

1. **Company Name:** it can't be modified. Defined by GLABS administrator.
2. **Email:** central email address, You will receive notifications to this mailbox, also this will be published to another partners.
3. **Telephone:** it is Your public phone number, where Your partners can get in contact with Your company.