## Quick Guide twSlot for Carriers



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## 1. Profile

1.1. My profile1.2. Profile of my company1.3. My notifications



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## 1. Profile

The profile can be accessed by clicking on the

"Profile" Tab.

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	Language"	-					My Noti	ification	5
	Save user profile						Sign Ou	,t	
	Save user profile							_	÷

### 1.1 My profile

You can choose the home page when connecting to Transwide as well as

the language of the application.

Then click on "Save this profile" when changes are made.

### 1.2 Company profile

In this section you are able to view the details of your company

			carrierdem
Company profile			My Profile
· Company profile			TW Profile
Company contact details Company Name	Name of parent Company transuide Itd.		Company P
demo carrier VAT Numberi	transvide tid. Number of Engloyees	Terreter	My Notifica
NO VAT Address Line 1:	Address Line 2:	Region/States	Sign Out
Postcode, Cityi		nagari salari	
iller (	UN Codei		
Country: BE	Timezone: Europe/Brussels		
tuCal-offi To add a	carrier for your company please contact Transvide.		
	carrier for your company please contact Transvide.		
tuSit: To add a			
tuSit: To add a			
turSist: To add a Additional Center Information			
toljat: Ta dd a Addited Careto Folewards  Addited Careto Folewards  Bedentizetter Name  Diter Name	anim fer sur conque y plane contact Transida.		
to data Tradi a Tradi a School	carrier for your company please contact Transvide.		
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### 1.2 My notifications

Each user can activate or filter notifications. Notifications are automatically generated email when certain actions have been completed in the Transwide application.

You can enable notifications by:

- Click on the appropriate product at the top of the page
- Select the notifications you wish to receive.
- Click on "save this profile" at the bottom right.

If you want to disable notifications, you must follow the same steps and deselect unnecessary notifications

### My notifications

> My notifications

twCall-off / twSlot

Preferred Notification* Email 🔻	You can select below events for which you want to be notified by the media selected above
wCall-off notifications	Please click on "save user profile" before moving to the next product.
wCall-off	CONEW : A new call-off has been created
	COUPD : An existing call-off has been updated
	COACC : A call-off has been accepted
	CONAC : A call-off has not yet been accepted 1 🔻 hours after it has been created/updated
	CORE) : An unaccepted call-off has been rejected
	COCOAA : A call-off has been rejected after it has been accepted
	COCAN : A call-off has been cancelled
	COPCI : A call-off cancellation information has been updated
	COEXP : A call-off expired
	COXPW : A call-off will expire in 1 hour
	COCIU : The carrier updated his additional information to you
	COSIU: The shipper updated the additional information
	COSADIU : The sender updated his additional information
	CORADIU : The receiver updated his additional information
	□ COSLN : No slot has been booked for an accepted call-off 0 ▼ days before the planned pickup date
	CONOSL : Several call-offs do not have any corresponding slot booked yet in a determined location.
	COSLC : A time-slot booking has been created for a call-off
	COSLU : A time-slot booking of a call-off has been updated
	COSLD : A time-slot booking of a call-off has been cancelled
	COPUP : A call-off has been set to 'At pick-up'
	COSHP : A call-off has been set to 'Shipped'
	COAPW : A call-off has not been set to 'At pick-up' 5 🔻 minutes after latest pick-up
	□ COSHW : A call-off has not yet been set to 'Shipped' 0 ▼ hours after latest pick-up
	□ COSDW : A call-off has not been set to 'Delivered' more than 1 ▼ days after it had been set to 'Shipped'
	□ CORES : An incident notice with any ▼ severity has been added to a call-off
	COADL: A call-off has been set to 'At delivery'

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# 2.1. Book a time slot2.2. My reservation



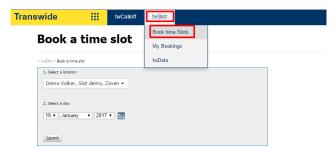
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### 2.1 Book time slots

Click on "twSlot" in the application



To reserve a loading slot at a specified location on a specific date, click "Reserve a slot" in the dropdown menu:

- Choose the **location** ٠
- Select the date ٠
- Click on Submit ٠

Select an available slot by clicking [X] in a free box (green) as shown in the caption.

You can select a different date for the same place of loading by using the arrows or the drop-down menu. **≣**¢

To update this schedule for a real-time availability situation, click

If you want to reserve a time slot with a reference already used for an existing slot, the system will suggest you replace the existing reservation with the new reservation. If you confirm this change, the reservation will be

Automatically moved to the schedule with the new date or time selected.

<ul> <li>✓ → 19 ▼ January ▼ 2017 ▼ IIII Show</li> <li>List of bookings - Current day</li> </ul>												
structions provided by the shipper Contact details for this location: test quidf												
test quiti												
		_	_									
🔍 Group 1 (Gr		lesour	ce									
	Max of	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	
(Un)loading Point	bookings											
(Un)loading Point	bookings	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	
(Un)loading Point Max of bookings	bookings		[X] 1									
	bookings	[X]										
	bookings	[X]										

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#### 2.1 Book time slots

Monday, 23.01.2017 11:30 - Transwide Demo Shipper

You are allowed to handle this booking until 23.01.2017 at 16:00	
Marked as booked     Marked as pre-booked	
Transport Reference:	test release16.6
QF TEST	TESTPL> Select T
	Geing to/Coming froms
Location: pick-updelivery	Verd Location:
Additional Information :	Product Information:
	Remarks/Observations:
	Remarks/ Observations i
Driver Phone Number - Select a country -	Driver Language
Back	Save Save and Close

After selecting a slot that suits you, you are directed to the details page.

To reserve this slot, enter the transport reference and indicate whether the reservation is for loading(pick-up) or unloading(delivery).

These fields are mandatory. Other fields may be indicated as mandatory by the shipper.

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Click "save" to confirm, or on "save & close" to confirm and you

will be direct to the schedule page.

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#### 2.1 My Bookings

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My Bookings Book time Stots My Bookings	
> tudiot > My Bookings tuDia C > 14 - September - 2018 - Show Extract Save Bit setting 1 2 3	5
Reference(*): Search * Search on reference is applied on a range -7 days till +14 days	-8-
Show 10 • entries Filter 4 Show/hide columns	ł
🔟 (Un)loading on 🔺 Reference 🔅 Shipper Hame 🔅 Going to/Coming from 🍦 Slot Address 🌵 Remarks/Observations 🔶 Resource 💠 Actions 7	
	3 💷
Image: Construction of the second shipper     Transwide Demo Shipper     solid     solid	<u>7 III </u>

1/ Navigation to previous day / next day

2/ Choice of a specific day (when a date is selected, you need to click on "show")

3/ Extraction of the selected day in excel format

4/ Filter field

5/Print button. Select at least one slot with the check box on the left and click on the printer icon

6/ Click 🔀 to cancel a slot

7/ Click 🔣 to update slot information

8/ Click III to go back to the schedule page

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## **Contact:**

<u>www.alpegagroup.com | www.transwide.com | www.teleroute.com</u> Carrier support : carriers-support@transwide.com



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