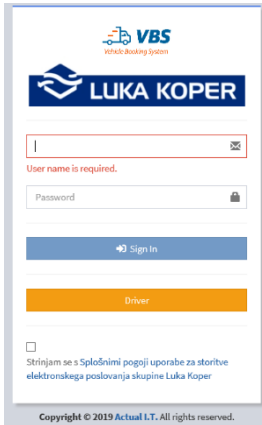


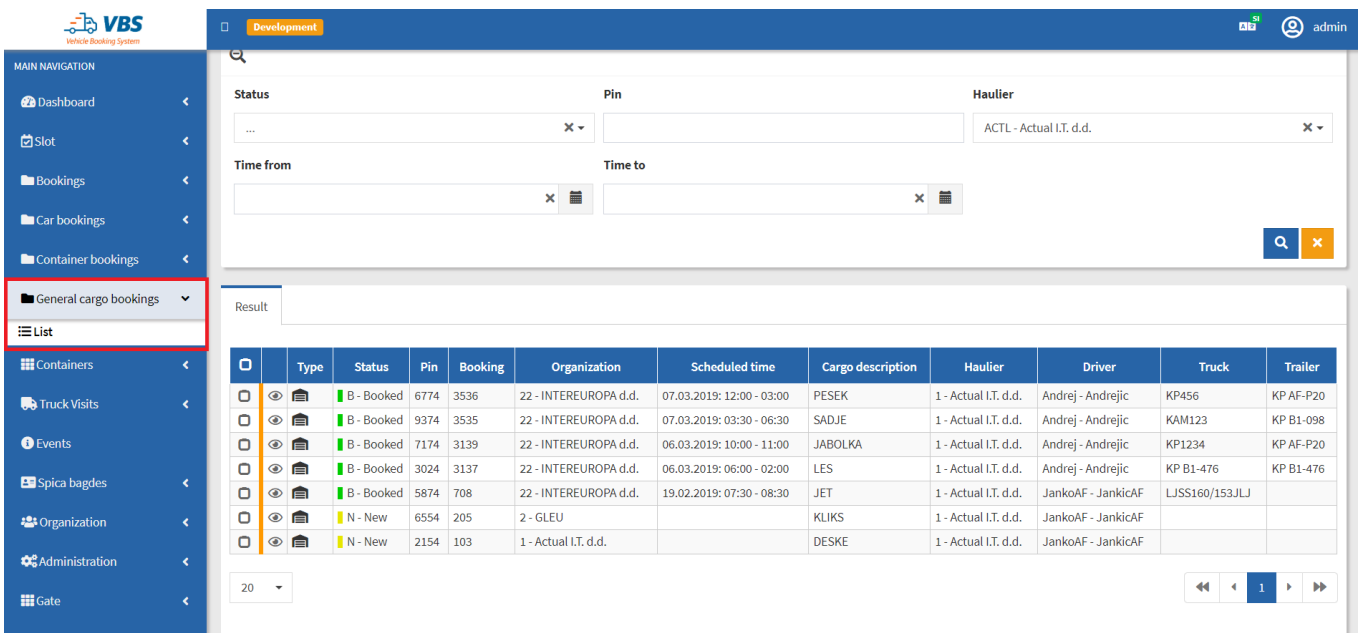
Instructions "General cargo booking"

Entry into the VBS: ID and password + accepting general terms and conditions



General cargo booking.

Bookings for the discharging and loading of vehicles for the terminal of general, bulk and liquid cargo, are created daily by freight forwarders in one of the freight forwarding applications. LK schedules these bookings. A freight forwarder will receive a scheduled booking to their VBS with the status "New", and an associated PIN. Once a booking is created, the PIN is also created, as the time of the truck's visit has already been scheduled. Clicking the "eye" icon in the second column will open a booking for editing. You can search bookings in the "Bookings" tab, which lists all bookings, or you can go to "General cargo bookings". You can search by status or PIN, or by Scheduled time (time from, time to).



	Type	Status	Pin	Booking	Organization	Scheduled time	Cargo description	Haulier	Driver	Truck	Trailer
<input type="checkbox"/>		B - Booked	6774	3536	22 - INTEREUROPA d.d.	07.03.2019: 12:00 - 03:00	PESEK	1 - Actual I.T. d.d.	Andrej - Andrejic	KP456	KP AF-P20
<input type="checkbox"/>		B - Booked	9374	3535	22 - INTEREUROPA d.d.	07.03.2019: 03:30 - 06:30	SADJE	1 - Actual I.T. d.d.	Andrej - Andrejic	KAM123	KP B1-098
<input type="checkbox"/>		B - Booked	7174	3139	22 - INTEREUROPA d.d.	06.03.2019: 10:00 - 11:00	JABOLKA	1 - Actual I.T. d.d.	Andrej - Andrejic	KP1234	KP AF-P20
<input type="checkbox"/>		B - Booked	3024	3137	22 - INTEREUROPA d.d.	06.03.2019: 06:00 - 02:00	LES	1 - Actual I.T. d.d.	Andrej - Andrejic	KP B1-476	KP B1-476
<input type="checkbox"/>		B - Booked	5874	708	22 - INTEREUROPA d.d.	19.02.2019: 07:30 - 08:30	JET	1 - Actual I.T. d.d.	JankoAF - JankicAF	LJSS160/153JLJ	
<input type="checkbox"/>		N - New	6554	205	2 - GLEU		KLIKS	1 - Actual I.T. d.d.	JankoAF - JankicAF		
<input type="checkbox"/>		N - New	2154	103	1 - Actual I.T. d.d.		DESKE	1 - Actual I.T. d.d.	JankoAF - JankicAF		

1. SUPPLEMENTING/CONFIRMING A BOOKING

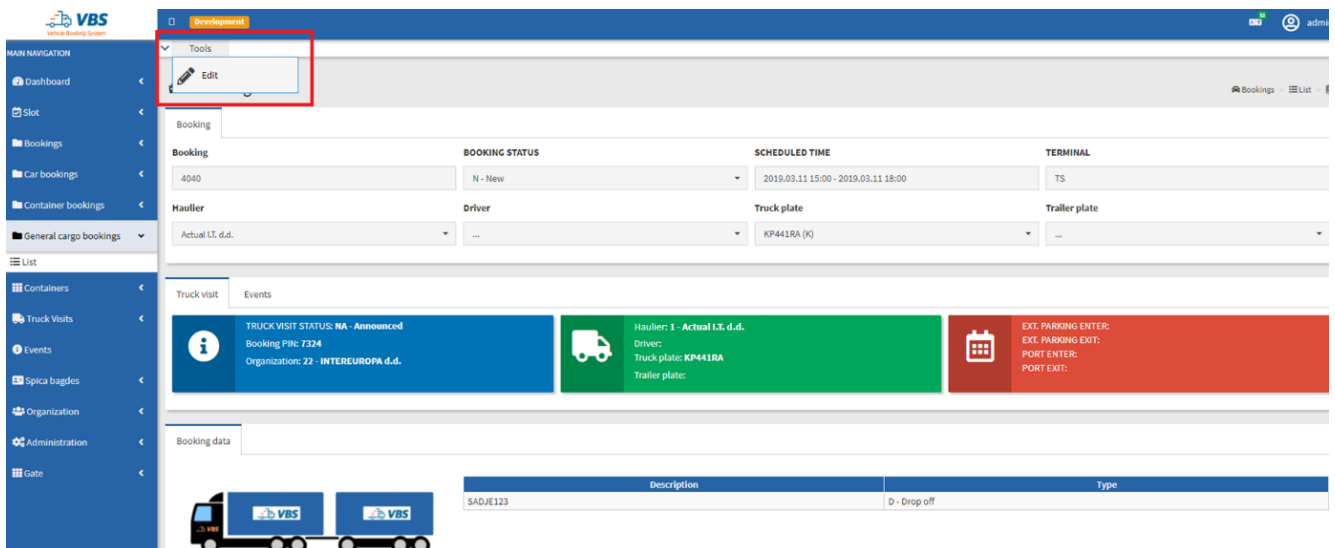
Once you find the relevant booking, click the "eye" to open it. In the "Tools" menu in the upper left corner select "Edit" to insert the missing data.

			Id	User name	First name	Last name	Mobile number	Email	Active
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55	spicaedit	Testni uporabnik za spica users edit	test		test@test.si	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	Actual	Actual	Testni		actual@actual.actual	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	admin	Admin	Admin		admin@actual-it.si	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	system	System	System		system@actual-it.si	

Clicking the "pencil" icon will open a booking for editing.

			Id	User name	First name	Last name	Mobile number	Email	Active
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55	spicaedit	Testni uporabnik za spica users edit	test		test@test.si	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	Actual	Actual	Testni		actual@actual.actual	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	admin	Admin	Admin		admin@actual-it.si	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	system	System	System		system@actual-it.si	

Confirm the action by clicking "Edit".



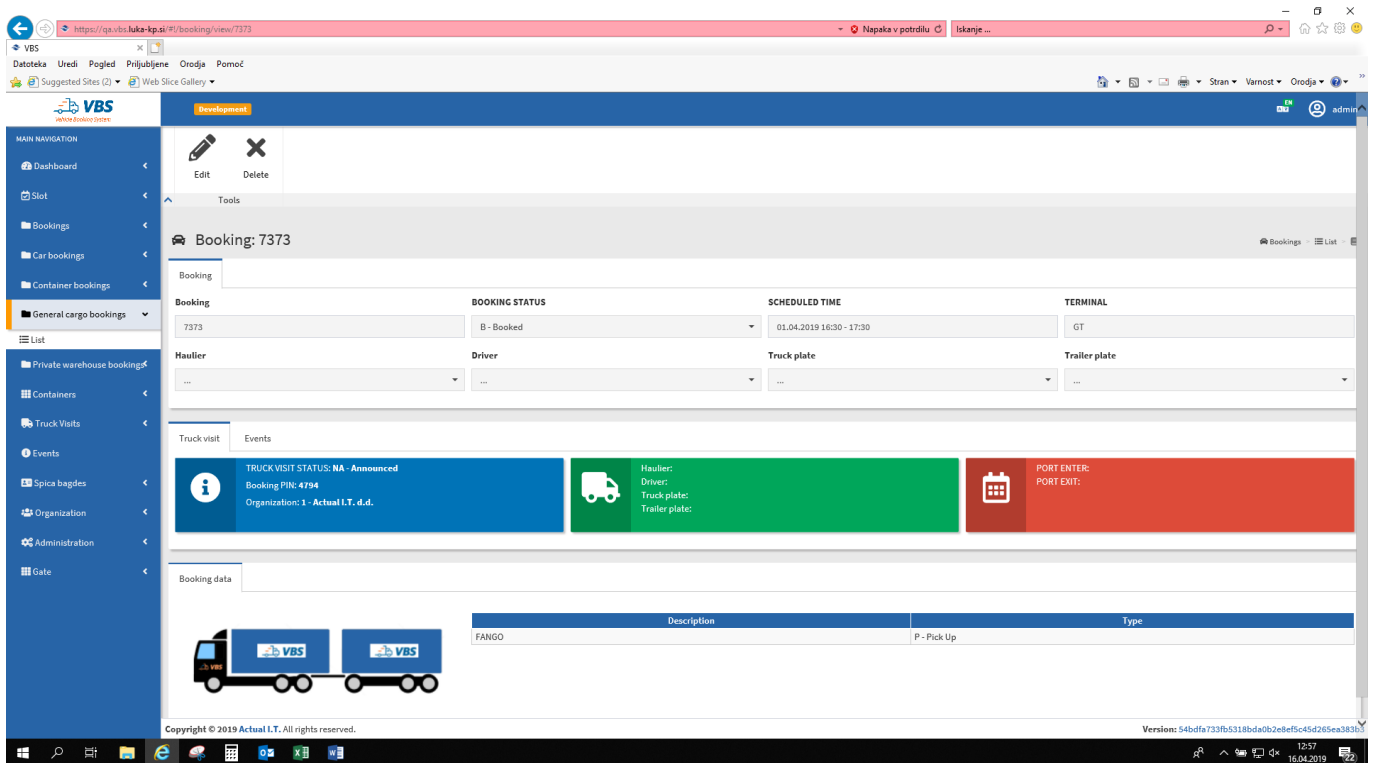
The screenshot shows the VBS web application interface. On the left is a navigation menu with options like Dashboard, Slot, Bookings, Car bookings, Container bookings, General cargo bookings, List, Containers, Truck Visits, Events, Spica baggdes, Organization, Administration, and Gate. The main content area shows a 'Tools' dropdown menu with 'Edit' selected. Below this, there is a 'Booking' section with fields for Booking (4040), Booking Status (N - New), SCHEDULED TIME (2019.03.11 15:00 - 2019.03.11 18:00), and TERMINAL (TS). There are also fields for Haulier (Actual LT. d.d.), Driver, Truck plate (KP441RA (K)), and Trailer plate. Below the booking details, there are three status boxes: 'TRUCK VISIT STATUS: NA - Announced' (blue), 'Haulier: 1 - Actual LT. d.d.' (green), and 'EXT. PARKING ENTER: EXT. PARKING EXIT: PORT ENTER: PORT EXIT:' (red). At the bottom, there is a 'Booking data' table with columns for Description and Type, showing a row for 'SADJE123' with 'D - Drop off' type.

For the status of a booking to change from "New" to "Booked", the haulier must complete the fields "Driver", "Truck plate" and "Trailer plate".

Once the required data is entered and the "Save" button is pressed, the status of a booking will change to "Booked".

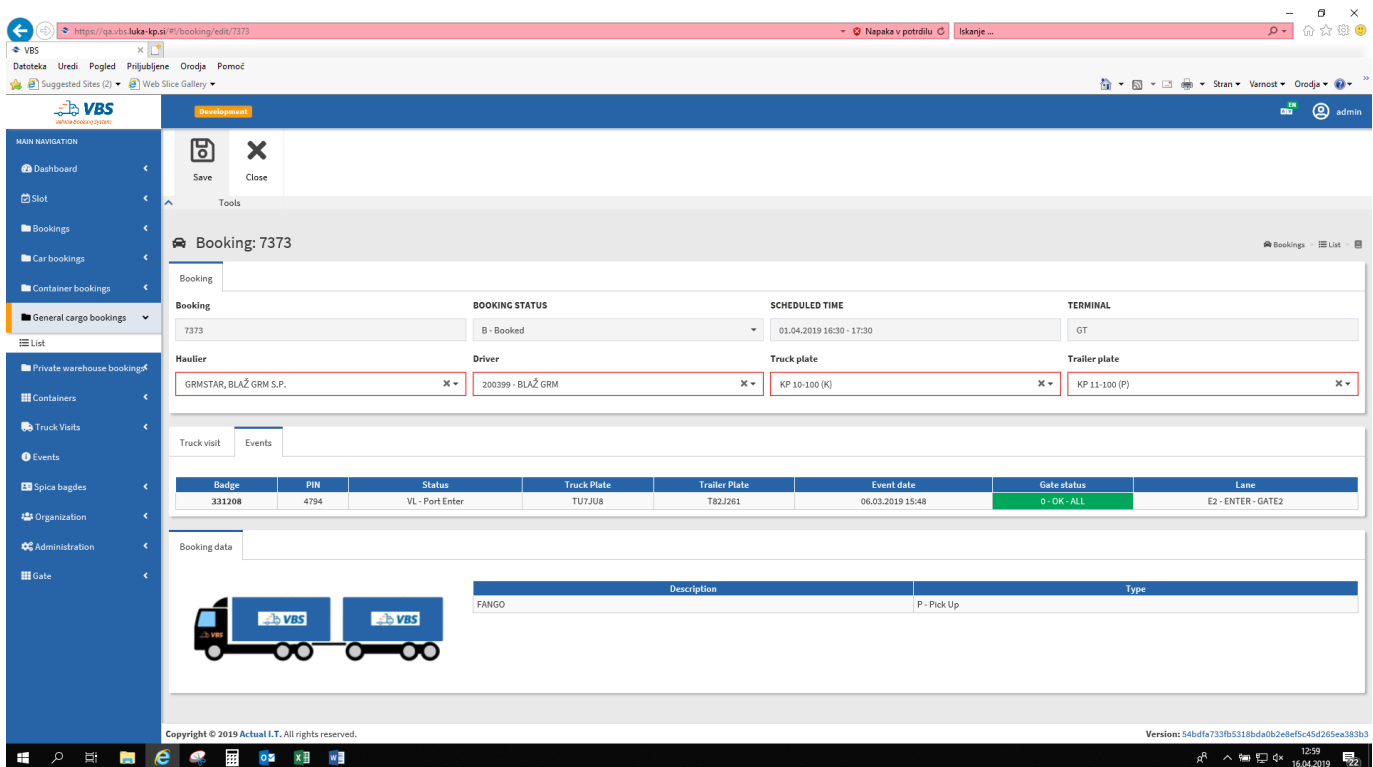
Should the freight forwarder only define a haulier and save the entry, the haulier will receive the booking into their VBS. The driver and vehicle are selected in the same window by the haulier; the entry must be saved.

The "Delete" function will cancel a booking!



The screenshot shows the VBS web application interface. The main navigation menu on the left includes Dashboard, Slot, Bookings, Car bookings, Container bookings, General cargo bookings, Private warehouse bookings, Containers, Truck Visits, Events, Spica badges, Organization, Administration, and Gate. The 'Delete' button is highlighted in the top navigation bar. The main content area displays 'Booking: 7373' with a 'Delete' button. Below this, there are several data fields: Booking (7373), Booking Status (B - Booked), SCHEDULED TIME (01.04.2019 16:30 - 17:30), and TERMINAL (GT). There are also fields for Haulier, Driver, Truck plate, and Trailer plate. A 'Truck visit' section shows 'TRUCKVISIT STATUS: NA - Announced' with Booking PIN: 4794 and Organization: 1 - Actual I.T. d.d. A 'PORT ENTER: PORT EXIT' status is also visible. At the bottom, there is a 'Booking data' table with columns for Description and Type, showing 'FANGO' and 'P - Pick Up'.

The booking gives the haulier an insight into the status and location of the truck in the port (Port Enter, Port Exit).



The screenshot shows the VBS web application interface with the 'Save' button highlighted in the top navigation bar. The main content area displays 'Booking: 7373' with a 'Save' button. Below this, there are several data fields: Booking (7373), Booking Status (B - Booked), SCHEDULED TIME (01.04.2019 16:30 - 17:30), and TERMINAL (GT). There are also fields for Haulier (GRMSTAR, BLAŽ GRM S.P.), Driver (200399 - BLAŽ GRM), Truck plate (KP 10-100 (K)), and Trailer plate (KP 11-100 (P)). A 'Truck visit' section shows a table with columns: Badge, PIN, Status, Truck Plate, Trailer Plate, Event date, Gate status, and Lane. The table contains one row: Badge 331208, PIN 4794, Status VL - Port Enter, Truck Plate TU7JU8, Trailer Plate T82J261, Event date 06.03.2019 15:48, Gate status 0 - OK - ALL, and Lane E2 - ENTER - GATE2. At the bottom, there is a 'Booking data' table with columns for Description and Type, showing 'FANGO' and 'P - Pick Up'.

In the "Booked" status, the haulier can change the driver and vehicle up until the moment of the vehicle's entry into the port. Entry time cannot be changed in the VBS. Should the entry slot expire, the haulier must obtain a new PIN for a new booking slot from the freight forwarder.

Status diagram for different bookings:

Status diagram for General cargo and Car terminal

