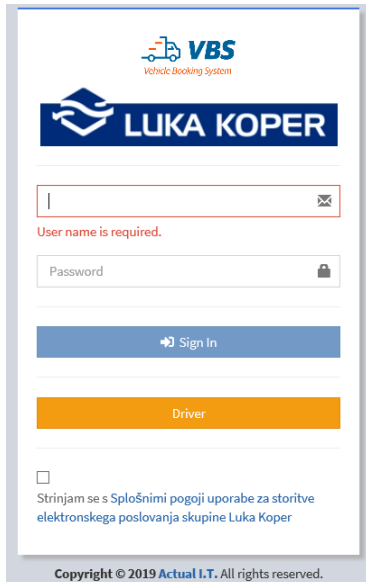


VBS navodila Administrator organizacije

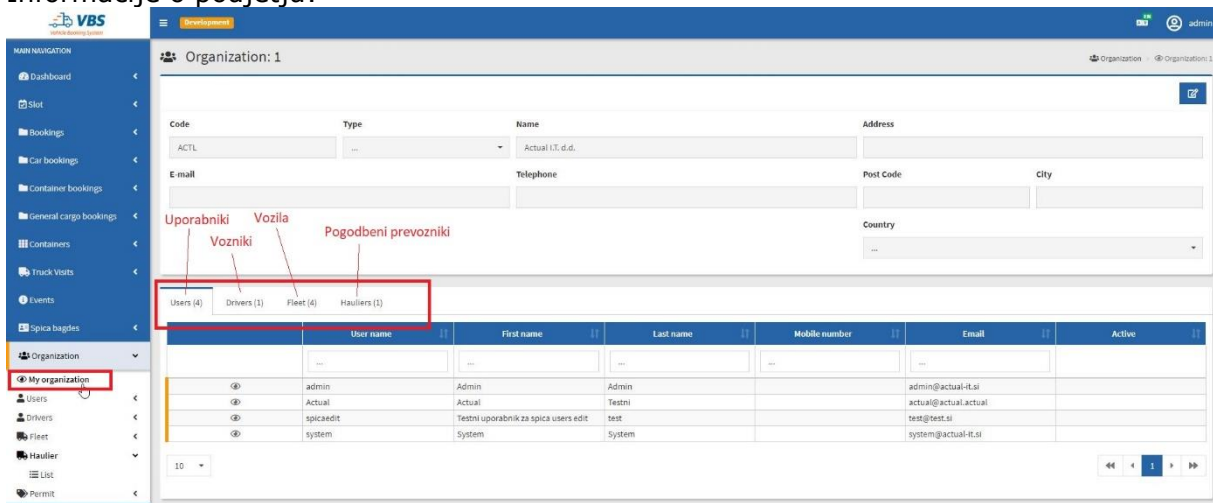
Vstop v VBS: vpis ID in geslo + potrditev splošnih pogojev



The login form features the VBS logo and the LUKA KOPER logo. It includes a text input field for the user name, a password field with a lock icon, a 'Sign In' button, and a 'Driver' button. A checkbox for terms and conditions is located below the buttons. The footer contains the copyright notice: 'Copyright © 2019 Actual I.T. All rights reserved.'

Ob prvi prijavi VBS je administrator dolžan zamenjati geslo. V zavihku »Organization« administrator določiti uporabnike aplikacije VBS za svoje podjetje ter pristopne pravice posameznega uporabnika. Uporabniku je potrebno najprej kreirati uporabniško ime ter geslo.

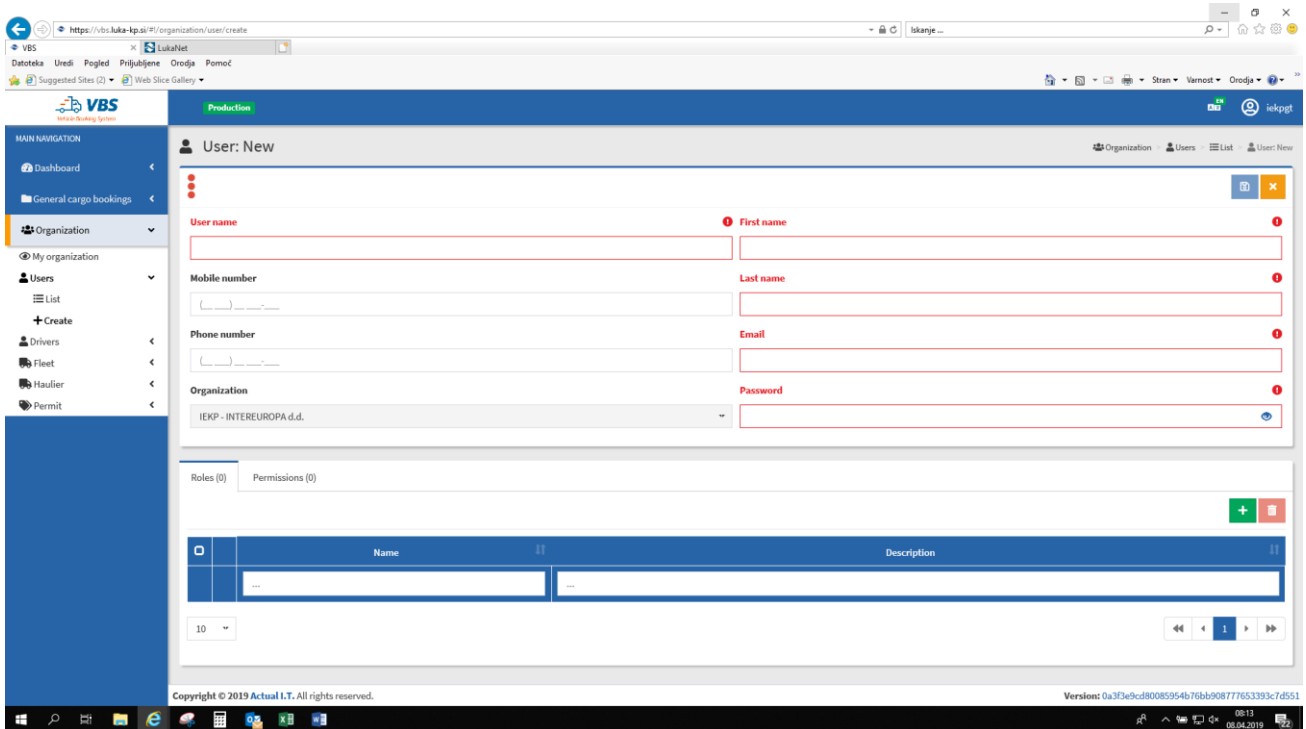
Informacije o podjetju:



The screenshot shows the 'Organization: 1' management page. The left sidebar contains a navigation menu with 'My organization' highlighted. The main content area displays a form for organization details and a table of users. A red box highlights the 'Users (4)' link in the breadcrumb navigation, with arrows pointing to the 'Users' link in the sidebar and the user table below.

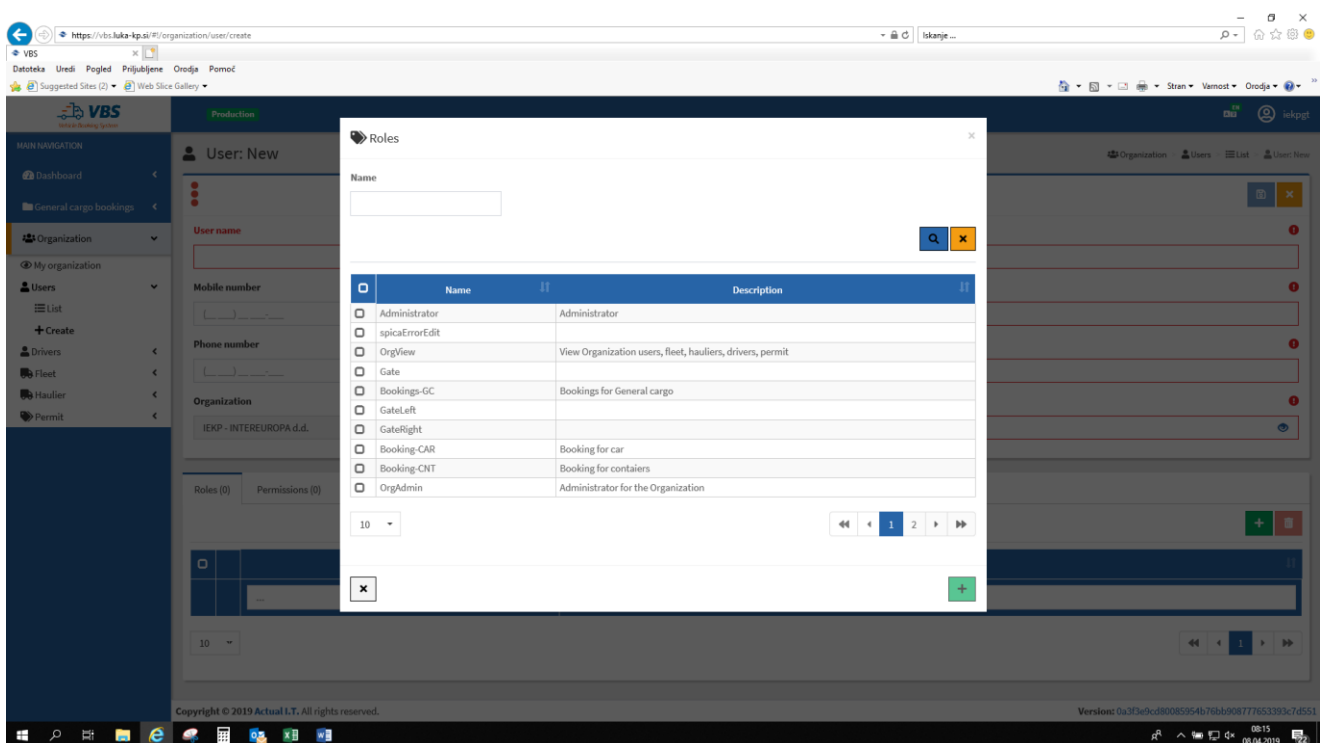
User name	First name	Last name	Mobile number	Email	Active
admin	Admin	Admin		admin@actual-itsi	
Actual	Actual	Testni		actual@actual.actual	
spicaedit	Testni uporabnik za spica users edit	test		test@test.si	
system	System	System		system@actual-itsi	

Vnos novega uporabnika.



Copyright © 2019 Actual I.T. All rights reserved. Version: 0a3f2e9cd80085954b76bb908777653393c7d551

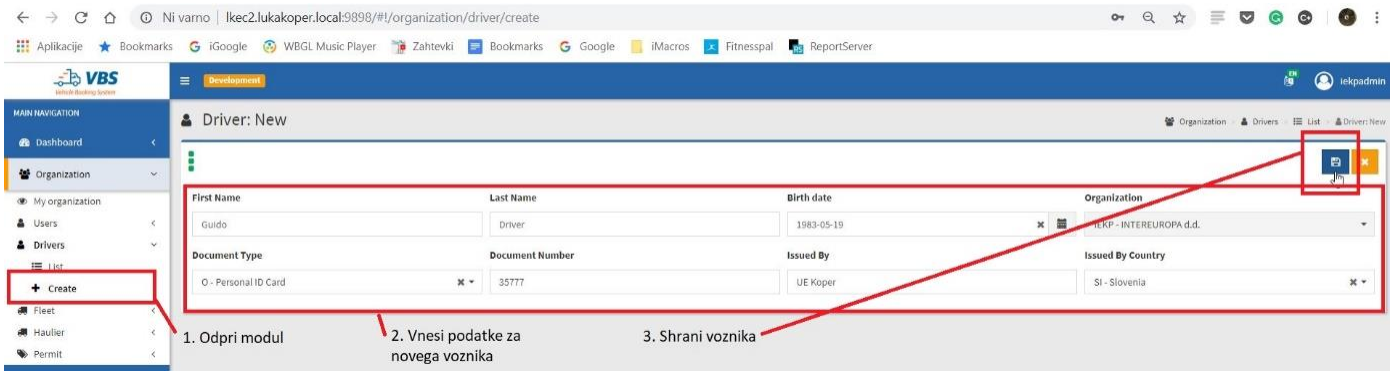
Z znakom + uporabniku dodamo pravice uporabe posameznih opcij aplikacije ali »role«. Z določitvijo »rol« uporabniku podjetja določimo vidnost funkcij in njihovo uporabo v aplikaciji VBS. Tri ključne »role« so za najavo vstopa kamionov za Terminal avtomobilov – Booking-Car, Terminal za kontejnerje – Booking-CNT ter Terminal za generalne tovore in Terminal za rzsute in tekoče tovore – Booking-GC.



Name	Description
<input type="checkbox"/> Administrator	Administrator
<input type="checkbox"/> spicaErrorEdit	
<input type="checkbox"/> OrgView	View Organization users, fleet, hauliers, drivers, permit
<input type="checkbox"/> Gate	
<input type="checkbox"/> Bookings-GC	Bookings for General cargo
<input type="checkbox"/> GateLeft	
<input type="checkbox"/> GateRight	
<input type="checkbox"/> Booking-CAR	Booking for car
<input type="checkbox"/> Booking-CNT	Booking for containers
<input type="checkbox"/> OrgAdmin	Administrator for the Organization

Copyright © 2019 Actual I.T. All rights reserved. Version: 0a3f2e9cd80085954b76bb908777653393c7d551

Če imamo v podjetju voznike, jih dodamo tu:

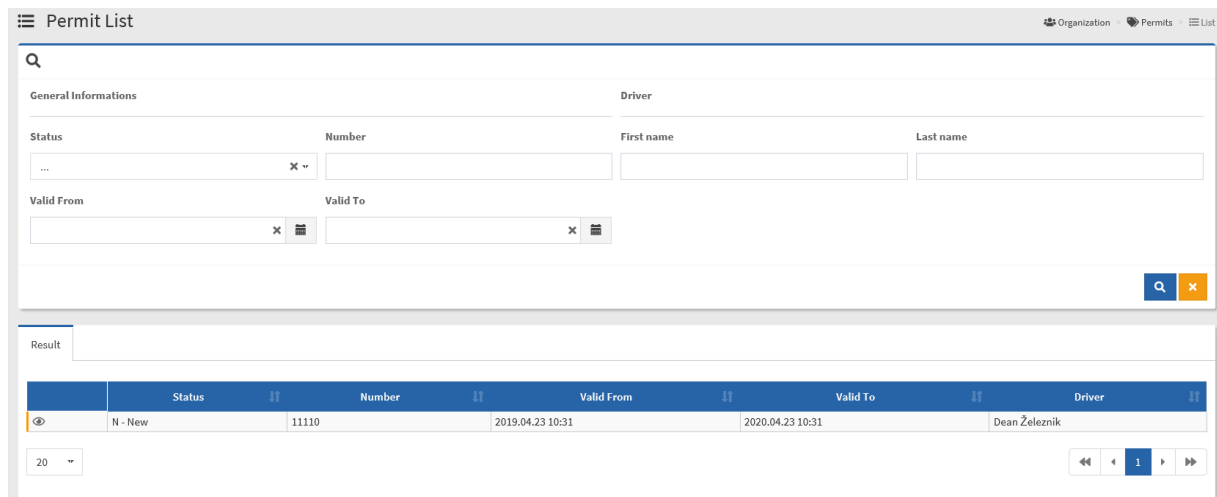


1. Odpri modul

2. Vnesi podatke za novega voznika

3. Shrani voznika

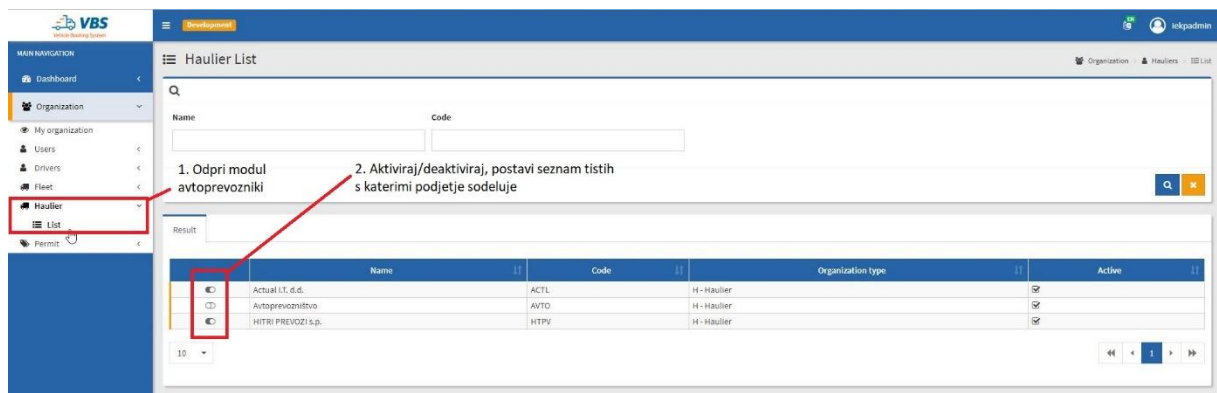
V zavihku »Permit« je seznam vseh imetnikov letnih dovolilnic lastnega podjetja s podatkom o veljavnosti dovolilnice.



Status	Number	Valid From	Valid To	Driver
N - New	11110	2019.04.23 10:31	2020.04.23 10:31	Dean Železnik

PREVOZNIK/ŠPEDITER

Če ima naše podjetje pod-prevoznike, jih lahko poiščemo in označimo v modulu Haulier/List v polju »Associated«. V istem modulu špediter določi s katerimi prevozniki bo sodeloval. Pri dodelitvi najav bodo na seznamu vidni samo izbrani prevozniki.



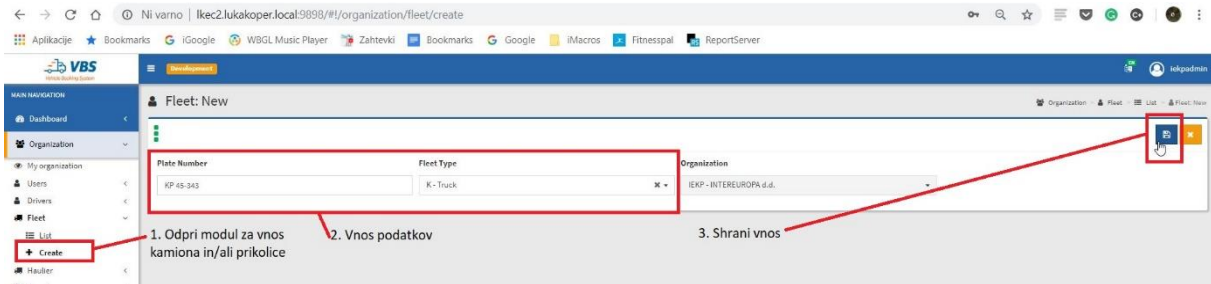
1. Odpri modul avtoprevozniki

2. Aktiviraj/deaktiviraj, postavi seznam tistih s katerimi podjetje sodeluje

Associated	Name	Code	Organization type	Active
<input checked="" type="checkbox"/>	Actual LT, d.d.	ACTL	H - Haulier	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Avtoprevoznitvo	AVTO	H - Haulier	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HITRI PREVOZI S.P.	HTPV	H - Haulier	<input checked="" type="checkbox"/>

VOZILA

Če imamo v podjetju vozila jih v aplikacijo dodamo skozi modul »Fleet/Create«



The screenshot shows the 'Fleet: New' form in the VBS application. The form contains the following fields:

- Plate Number:** KP-66-345
- Fleet Type:** K-Truck
- Organization:** IEXP - INTEREUROPA d.d.

Three numbered instructions are overlaid on the screenshot:

1. Odpri modul za vnos kamiona in/ali prikolice (Open the module for entering truck and/or trailer)
2. Vnos podatkov (Data entry)
3. Shrani vnos (Save entry)

Red boxes and arrows highlight the 'Create' button in the left sidebar, the form fields, and the save button in the top right corner.