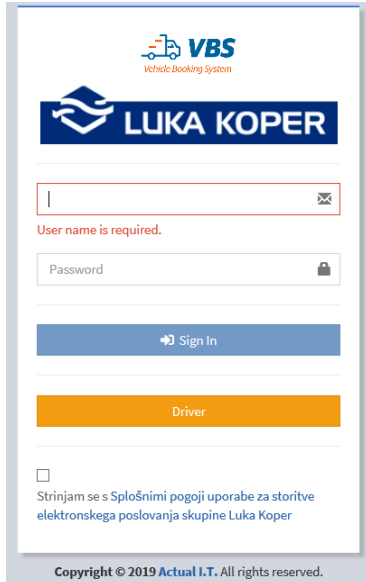


VBS instructions: Administrator for the organisation

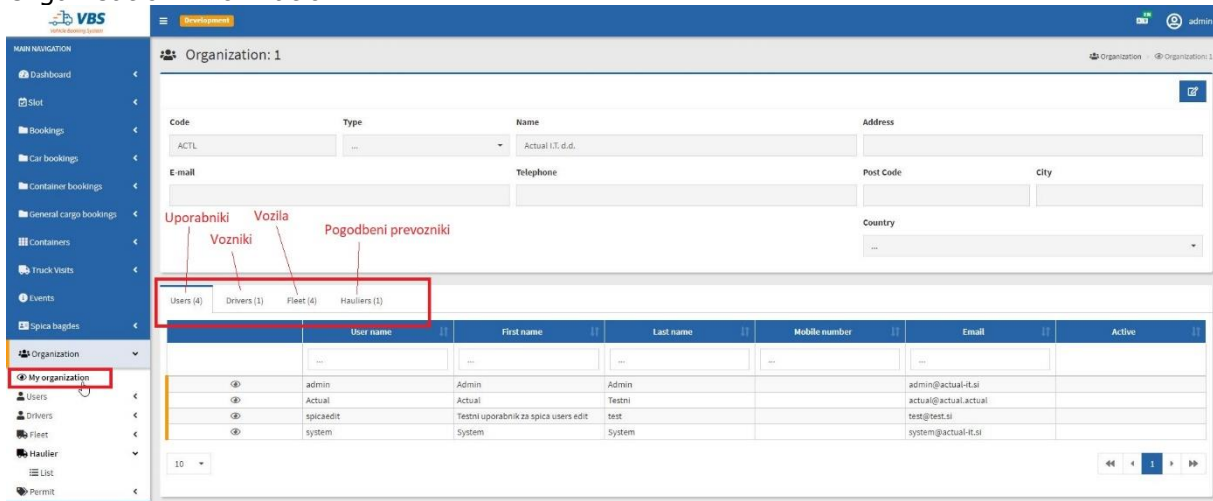
Entry into the VBS: ID and password + accepting general terms and conditions



The login form includes the VBS logo, LUKA KOPER branding, a username field with a red error message "User name is required.", a password field, a "Sign In" button, and a "Driver" button. At the bottom, there is a checkbox for accepting terms and conditions and a copyright notice for Actual I.T.

Upon first sign-in, the administrator is required to change the password. In the "Organization" tab, the administrator identifies the users of the VBS application for their organisation and the access rights of each user. A user name and password should first be created for each user.

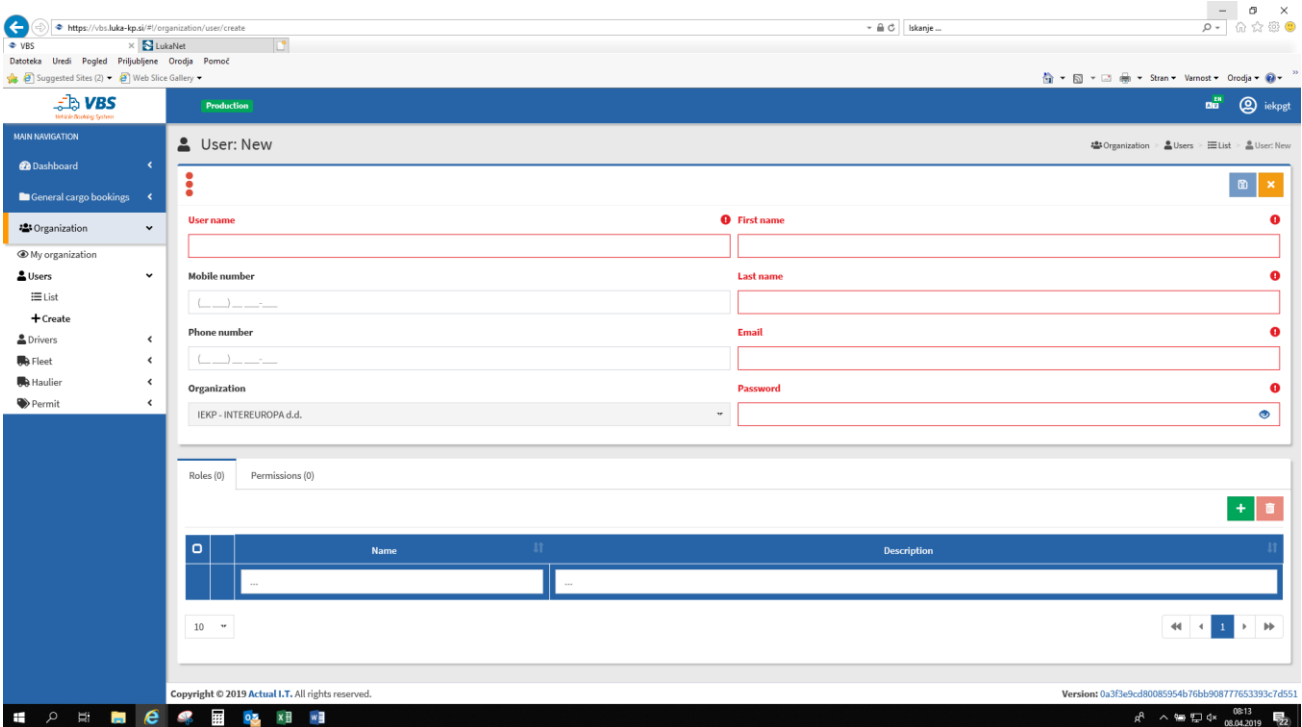
Organisation information:



The screenshot shows the "Organization: 1" management page. A red box highlights the navigation menu on the left, specifically the "My organization" option. Another red box highlights a summary bar with the following counts: Users (4), Drivers (1), Fleet (4), and Hauliers (1). Red arrows point from these counts to labels: "Uporabniki" (Users), "Vozila" (Vehicles), "Vozniki" (Drivers), and "Pogodbeni prevozniki" (Contracted carriers).

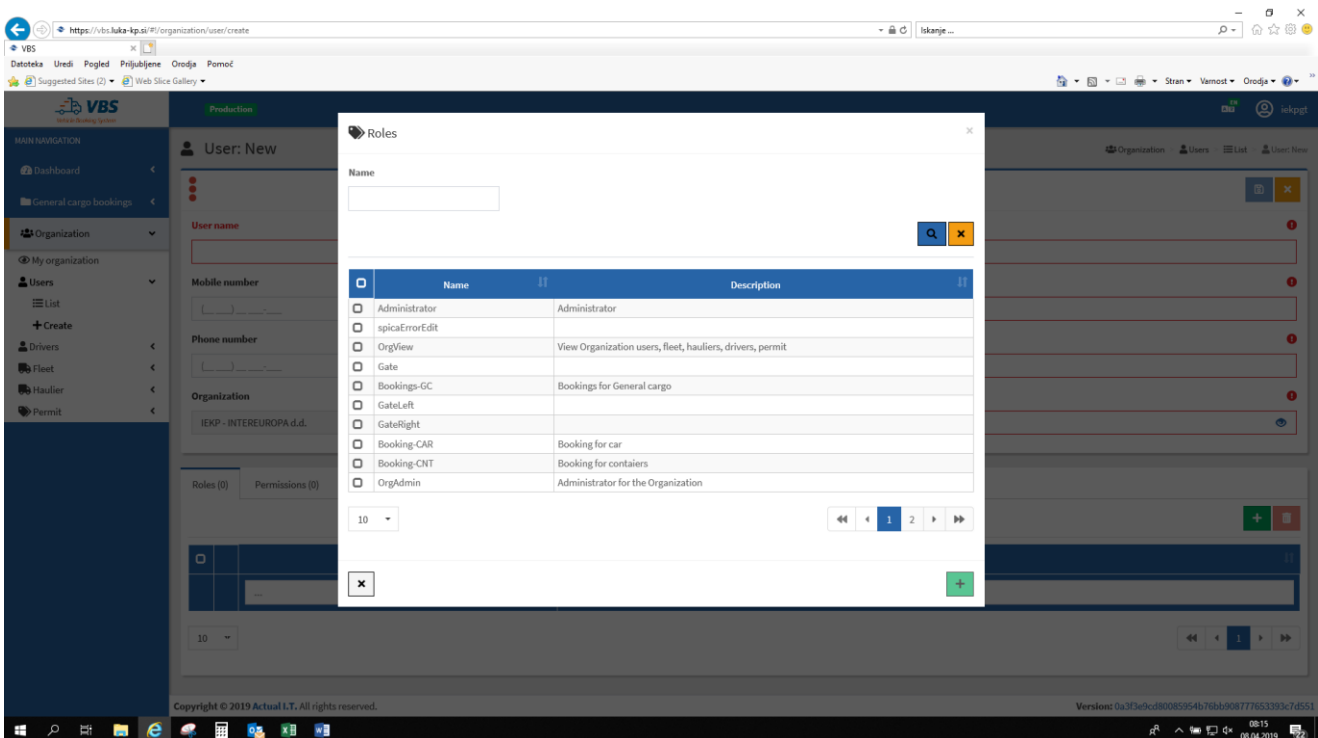
| User name | First name | Last name | Mobile number | Email | Active |
|-----------|--------------------------------------|-----------|---------------|----------------------|--------|
| admin | Admin | Admin | | admin@actual-itsi | |
| Actual | Actual | Testni | | actual@actual.actual | |
| spicaedit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

Entering a new user.



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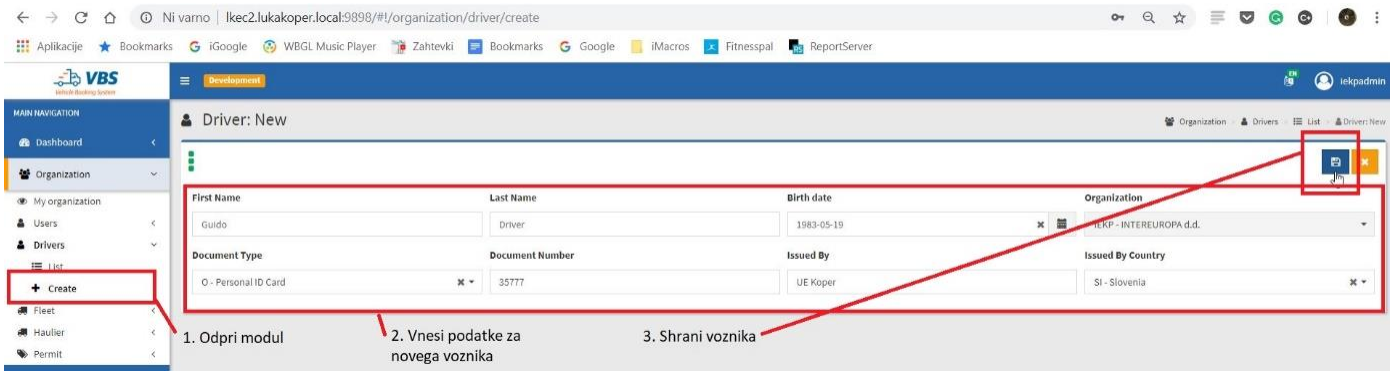
Using the "+" icon, a user is assigned the rights to use individual options in the application, the so-called "roles". Specifying roles for a user will determine which functions will be visible and available for use to them in the application. Three key roles: booking truck entries for the car terminal (Booking-CAR), container terminal (Booking-CNT), and terminals for general cargo, and bulk and liquid cargo (Bookings-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 |

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If an organisation has drivers, they are added here:

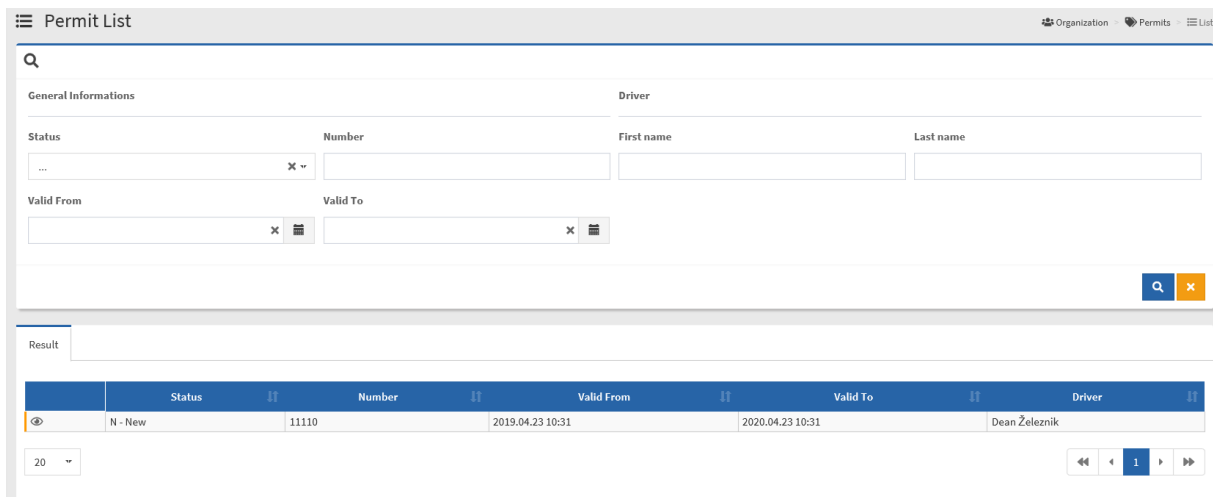


1. Odpri modul

2. Vnesi podatke za novega voznika

3. Shrani voznika

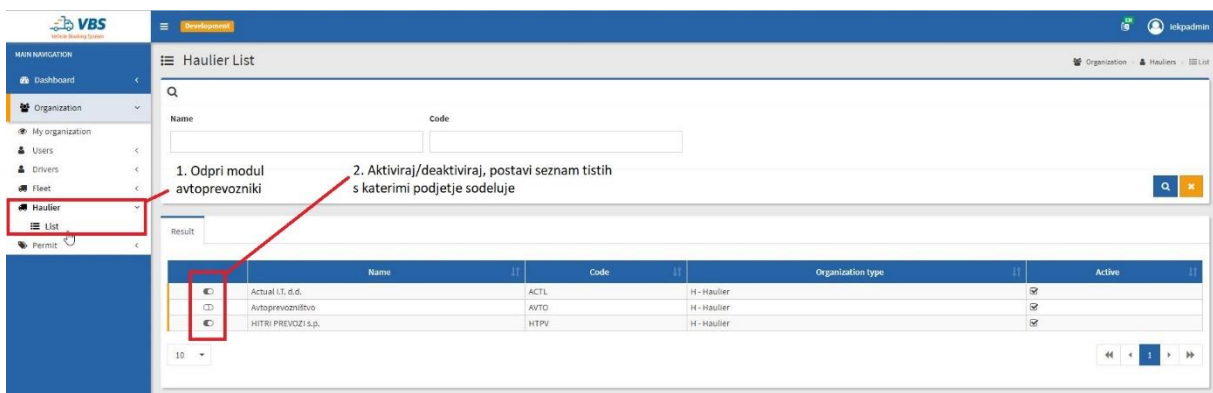
The "Permit" tab contains the list of all the organisation's drivers with annual permits, including information on the permits' validity.



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

HAULIER/FREIGHT FORWARDER

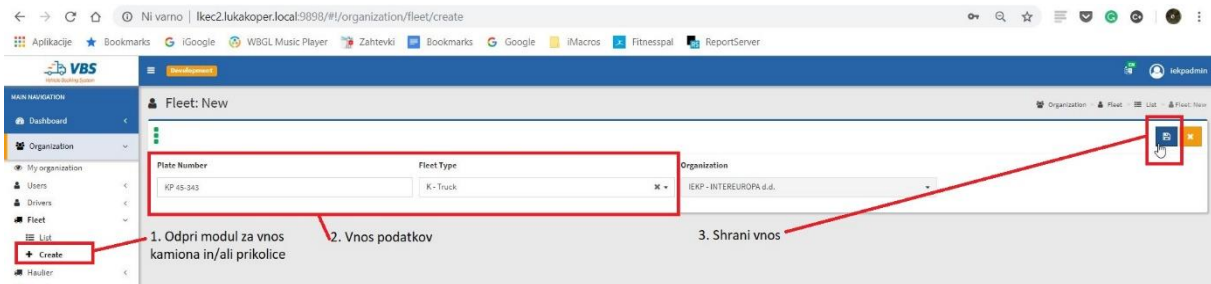
If an organisation has sub-hauliers, they can be found and selected in the "Haulier/List" module in the "Associated" field. In the same module, the freight forwarder will determine which hauliers they will collaborate with. Only selected hauliers will be visible for the relevant booking.



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

VEHICLES

If an organisation has vehicles, they are added in the "Fleet/Create" module.



The screenshot shows a web browser window with the URL `http://ikeyc2.lukakoper.local:9000/#/organization/fleet/create`. The page title is "Fleet: New". The form contains the following fields:

- Plate Number:**
- Fleet Type:**
- Organization:**

On the left sidebar, the "Create" button is highlighted. A red box highlights the "Save" button in the top right corner of the form.

Numbered instructions are provided:

1. Odpri modul za vnos kamiona in/ali prikolice
2. Vnos podatkov
3. Shrani vnos