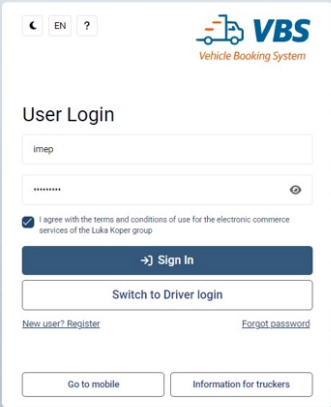


VBS instructions: Administrator for the organization

1

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



The screenshot shows the VBS (Vehicle Booking System) User Login page. At the top, there is a navigation bar with a left arrow, 'EN', and a question mark. The VBS logo (a truck icon) and 'VBS Vehicle Booking System' are in the top right. The main heading is 'User Login'. Below it are two input fields: the first contains 'lmeip' and the second is a password field with a toggle icon. A checkbox is checked, with the text 'I agree with the terms and conditions of use for the electronic commerce services of the Luka Koper group'. Below the checkbox is a dark blue button labeled '→ Sign In'. Underneath is a button labeled 'Switch to Driver login'. At the bottom of the login area are two links: 'New user? Register' and 'Forgot password'. At the very bottom of the page are two buttons: 'Go to mobile' and 'Information for truckers'. The footer text reads '2025 © All rights reserved Version 0.0.0'.



In the "My Organization" tab, the administrator identifies the users of the VBS application for their organization and the access rights of each user. A user name and password should first be created for each user.

2 Organization information:

The screenshot shows the VBS application interface. On the left is a sidebar with navigation links: Dashboard, Information, Bookings, Containers, Administration, and My Organization. The 'My Organization' link is highlighted with an orange box. The main content area shows the organization details for 'Organization: 33000011'. Below this, there are tabs for 'Users (2)', 'Drivers (1)', 'Fleet (7)', and 'Hauliers (0)'. The 'Users (2)' tab is selected, and a table of users is displayed. The table has columns for 'User name', 'Full name', and 'Mobile number'. The users listed are 'imep' and 'usert'. A blue '+' button is visible above the table, and a pagination bar at the bottom shows '1'.

Organization: 33000011

Code: MR123
Type: Haulier
E-mail: masa.batagelj@actual-it.si
Telephone: -
Country: -

Users (2) Drivers (1) Fleet (7) Hauliers (0)

User name	Full name	Mobile number
imep	imep	
usert	usert	

3 Entering a new user.

This screenshot shows the same VBS application interface as the previous one, but with the 'My Organization' link in the sidebar highlighted with a grey background. In the main content area, the 'Users (2)' tab is still selected. The blue '+' button above the user table is now highlighted with an orange box, indicating the action to add a new user. The table below shows the same two users: 'imep' and 'usert'.

Organization: 33000011

Code: MR123
E-mail: masa.batagelj@actual-it.si
Country: -

Users (2) Drivers (1) Fleet (7) Hauliers (0)

User name	Full name
imep	imep
usert	usert

4

A user can be designated as an organization administrator. Users who have this option checked can receive mobile app notifications.

Link driver Unlink driver Save Cancel Changes

Password * Full Name * 4 / 255 Organization *
 TEST Transport Prevoznik s.p.

Phone Number Language *
 English

Organization Admin ☒

5

Roles are assigned to enable the user to access and use specific functions. For announcing truck entries, three roles are key: for the Car Terminal – Booking-CAR, for the Container Terminal – Booking-CNT, and for the General Cargo and Liquid Bulk Terminal – Booking-GC.

VBS

Dashboard Information Bookings Containers Administration My Organization

Administration > Users > New User

New User

General Roles Permissions

Administrator
 BlockCar
 Booking GT - view
 Booking-CAR
 Booking-CAR-Tesla
 Booking-CNT
 Booking.EVN-PW

No record

- Dashboard
- Information
- Bookings
- Containers
- Administration
- My Organization

Administration > Users > User

New User

General Roles Permissions

Booking-CNT

Name

No rec

20 items per page

6 Vehicle entry (truck/trailer):

- Information
- Bookings
- Containers
- Administration
- My Organization

Code

MR123

Type

Hauli

E-mail

masa.batagelj@actual-it.si

Telepl

-

Country

Users (2) Drivers (1) Fleet (6) Hauliers (0)

+

Plate number

KP456A

LJ123B

NM78SD

MBA456

KP456A

Fleet type	Active
(All)	
K	●
P	●
K	●
P	●

Add Fleet

Plate number *

P085A4

Fleet type *

Trailer

Organization

Transport Prevoznik s.p.

Close

Add