International Transport Forum (ITF)

Manual for Drivers

ECMT Transport Licences System

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Acronyms and Abbreviation

Acronym	Definition
ECMT	European Conference of Ministers of Transport
ECMT TLS	ECMT Transport Licences System
ITF	International Transport Forum
NIA	National Issuing Authority

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1 About Haulier's Driver Role

Driver is an employee of the trucking company (haulier) who performs trips.

Haulier's Driver is empowered by following functions in the system:

- Accesses data concerning licences assigned to the account, and the related documents stored in the system.
- Accesses the licence to edit the attributes of this trip, if haulier chooses to delegate this responsibility;
- Sees the trip plan for the assigned licence by accessing the driver's account on the ECMT portal

Note: Depending on granted by Haulier Manager level of access a driver user can only view licence logbook or can view and complete licence logbook.

Figure 1 Licence logbook for driver with limited access

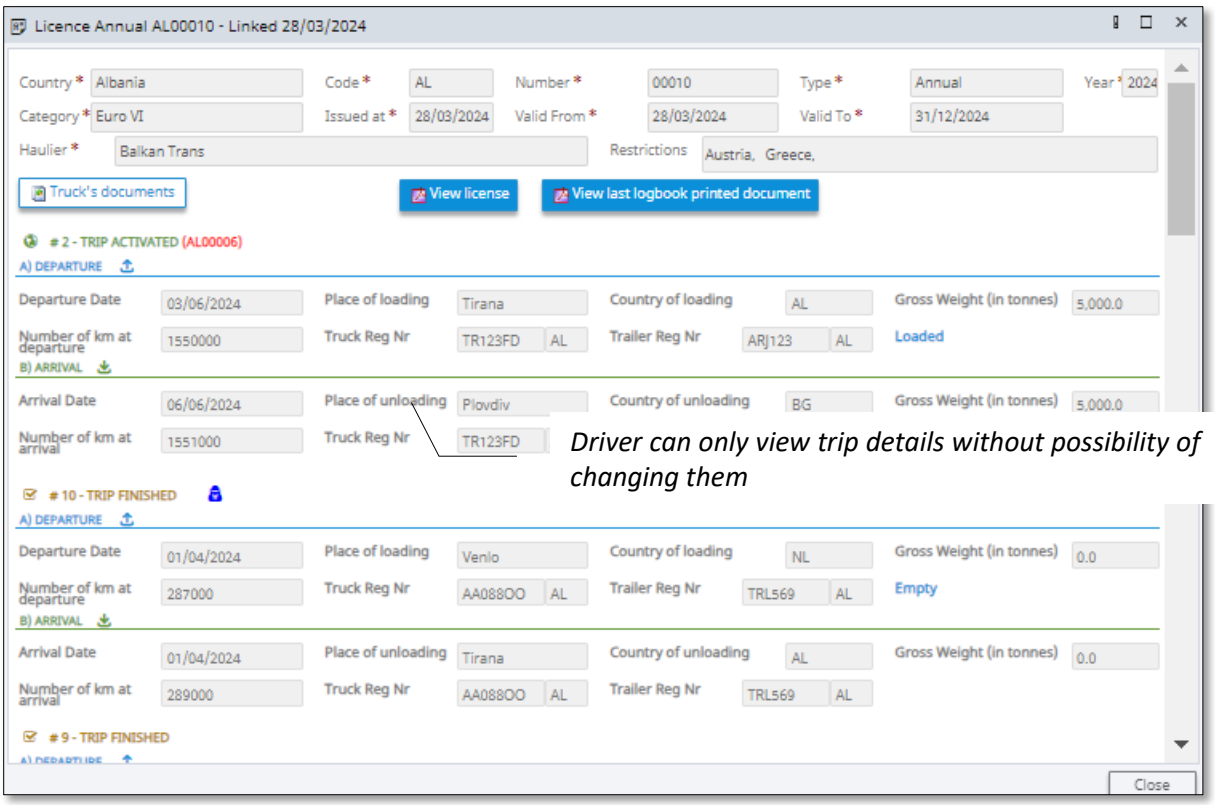

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Figure 2 Licence logbook for driver with full access

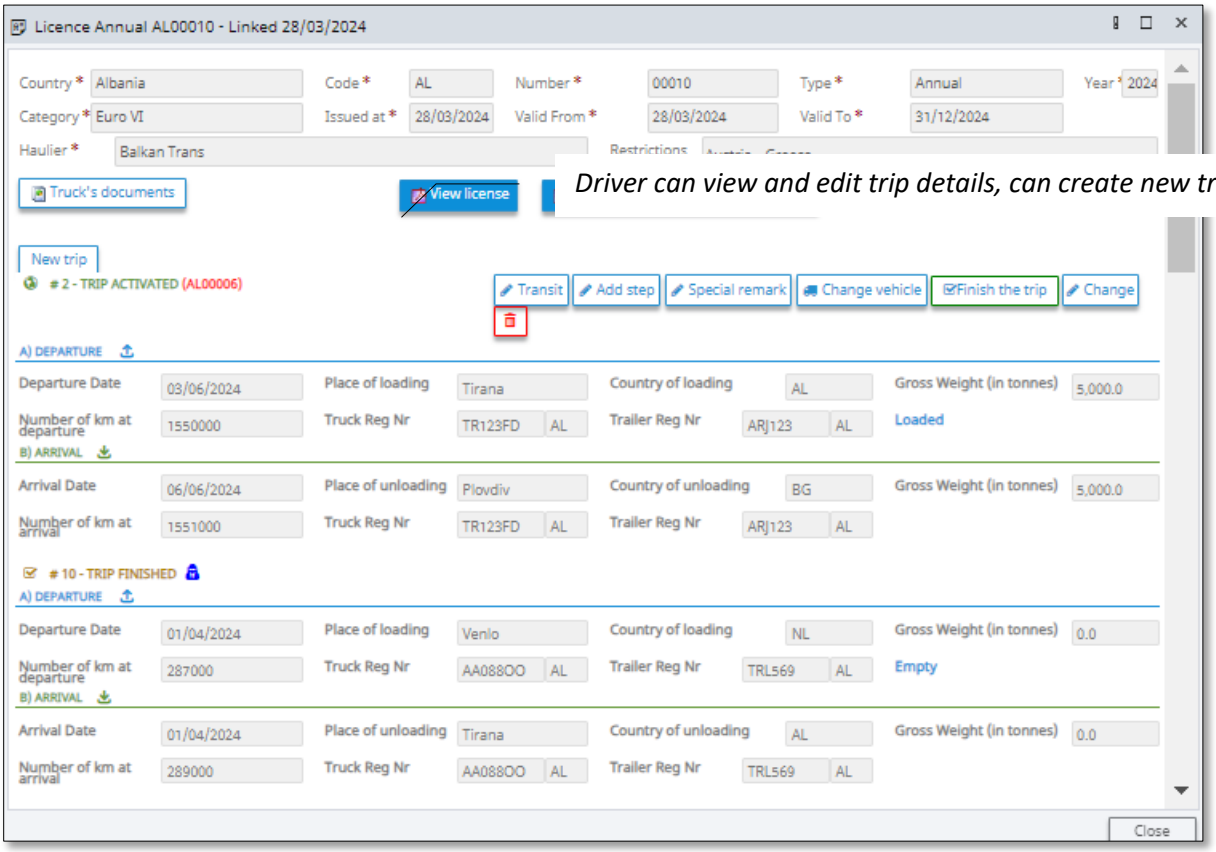
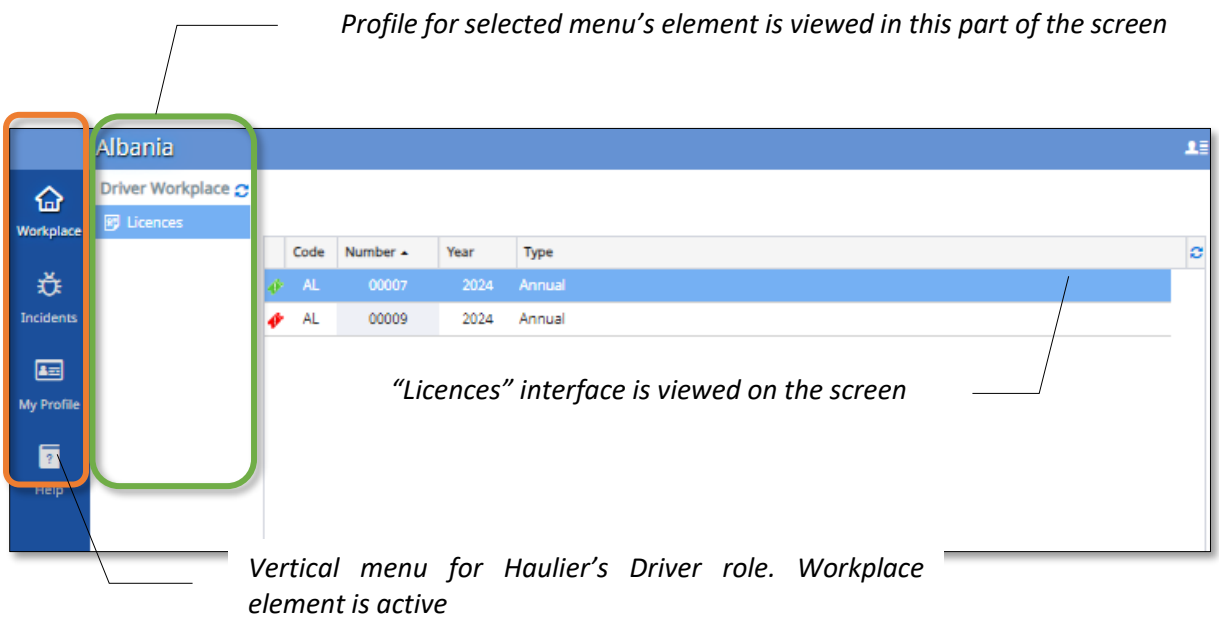


Figure 3 Driver's workplace. "Licences" interface



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2 User's Authentication (Login / Logout)

Before starting work in the system each user has to pass login procedure. At the end of working session it is recommended to execute logout procedure for the purpose of system data safety.

2.1 How to Login the System

User account is created by administrator. To create an account any user provides his data and email address to administrator, administrator in his turn creates an account for a user and provides password for following authentication process. Once account is accessed, user can change password for safety purpose (see paragraph 5.1 below)

To pass authentication process do following:

1. Using your browser access system's electronic page.
2. In login form that will be displayed on your screen insert your email as a user name and password:

Figure 4 ECMT TLS login page

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Note1: User name and password fields are sensitive for capitalization, so be sure that you enter your credentials in the way they were provided during the registration.

Note2: If you forgot your user name or password use "Forgot password?" link situated under the authentication fields.

3. Click Log In button.

As a result of passed steps you will be moved into your working place (see Figure 3)

2.2 How to Logout the System

Once you are done with your work in the system it is recommended to effectuate Logout procedure. In this way you will protect your workplace from outside interferences and will keep safety of the system data. To execute Logout procedure press **Logout** button in the right top corner of your workplace or same functionality button in the right down corner of your account workplace .

Figure 5 Ways to logout the system

Click these buttons to logout the system

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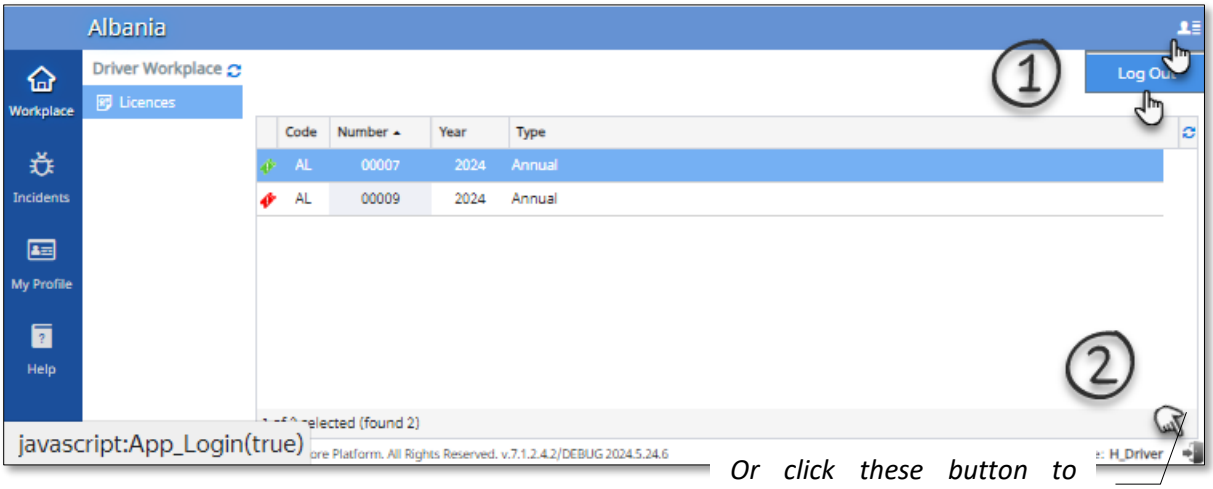

Or click these button to logout the system

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3 Haulier's Driver Workplace

Driver's workplace represents a vertical profile that contains one element:

- **Licences** – shows licences at disposal of the driver (that has been assigned to driver by haulier manager) (see Figure 3).

3.1 Licence Management

Licence management is available only for drivers that have been granted with full access to licence logbook (can view and complete licence logbook) (see Figure 2.

3.1.1 How to Get Licence Info According to Its Status

Licence status shows stage of its life cycle in the system. Licences can get following statuses:

Available – a licence that has been issued to a haulier and is available for its use (is not used in none of hauliers trips at the current moment of time).

In use – a licence that has been issued to a haulier and is in use for a moment. One licence can be used for one trip at once. If licence is in use for a trip, it can't be used for another trip.

Cancelled – a licence that has been issued to a haulier but has been cancelled due to some reasons (for instance: haulier stopped its activity, haulier doesn't respect stipulated licence usage agreement, etc.) Cancelled licences can't be reused, but they can be replaced from a reserved stock of licences.

Replaced – a licence that has been replaced after its cancellation. Actually licence replacement means its repeated activation for another haulier.

Expired – a licence that has been issued to a haulier, which term of usage has been expired.

Linked – a licence issued to a haulier, linked to a trip where it will be used right after a licence with expiring term of usage (in case when trip duration exceed expiring licence time limits).

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3.1.2 How to Get Licence Info from Licence Form

To view licence form double-click its record from the list of assigned licences (see Figure 3). Licence form is composed from general info about the licence, list of trips that have been done by use of this licence, buttons of licence and logbook documents viewing in PDF format:

Figure 6 Licence form

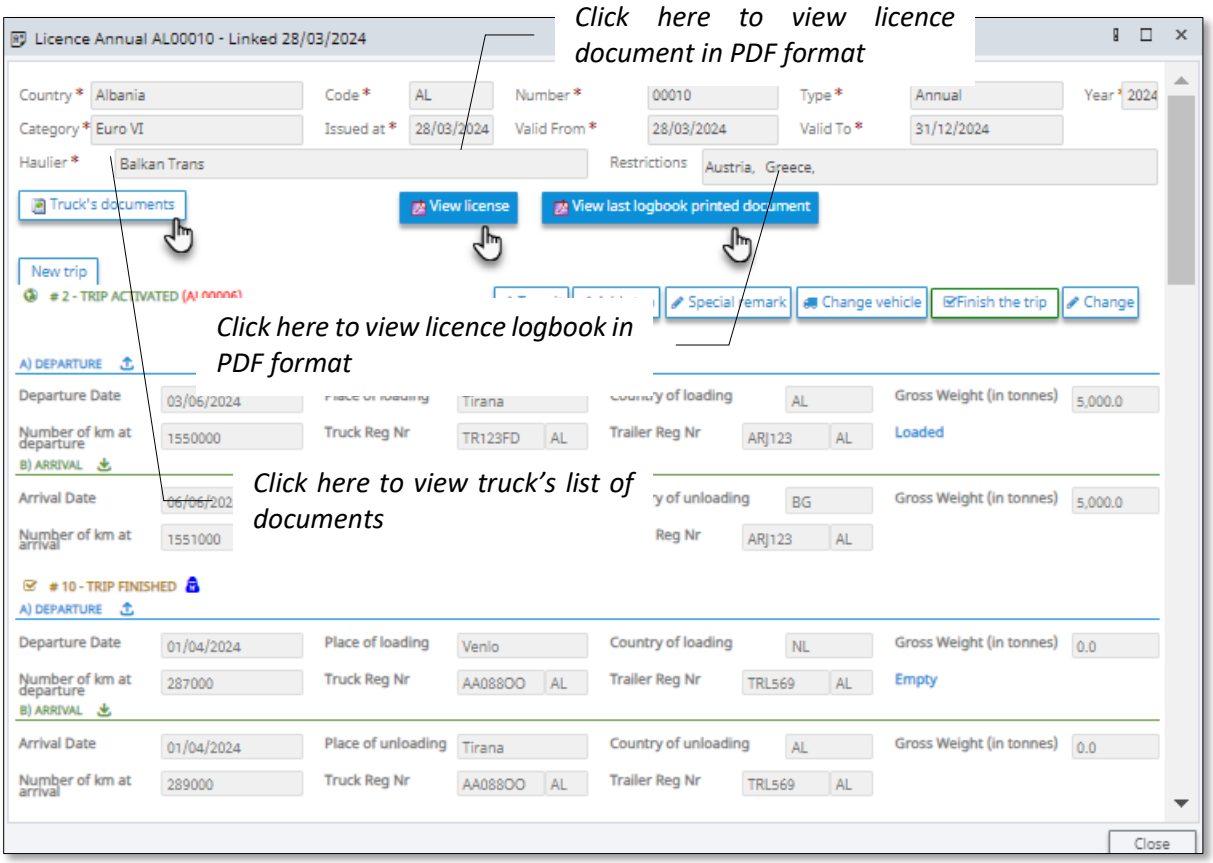

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Figure 7 Licence document in PDF viewer

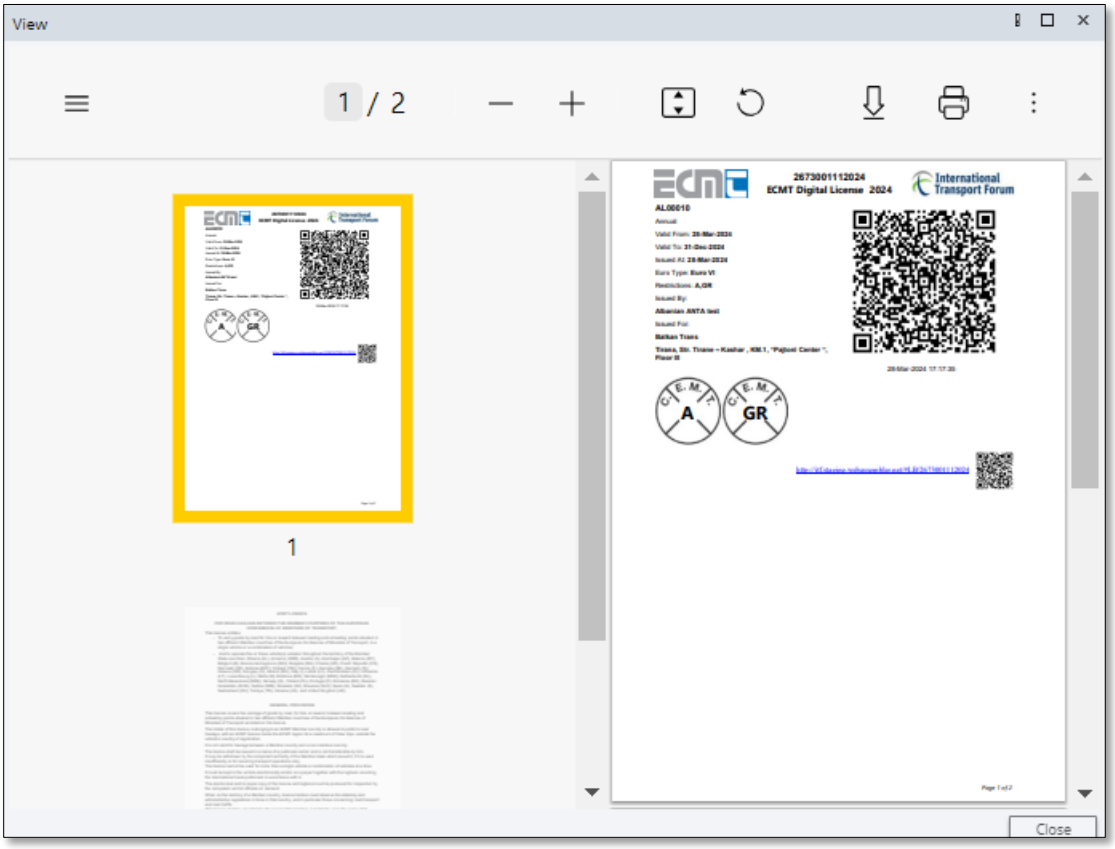

Figure 8 Licence logbook in PDF viewer form

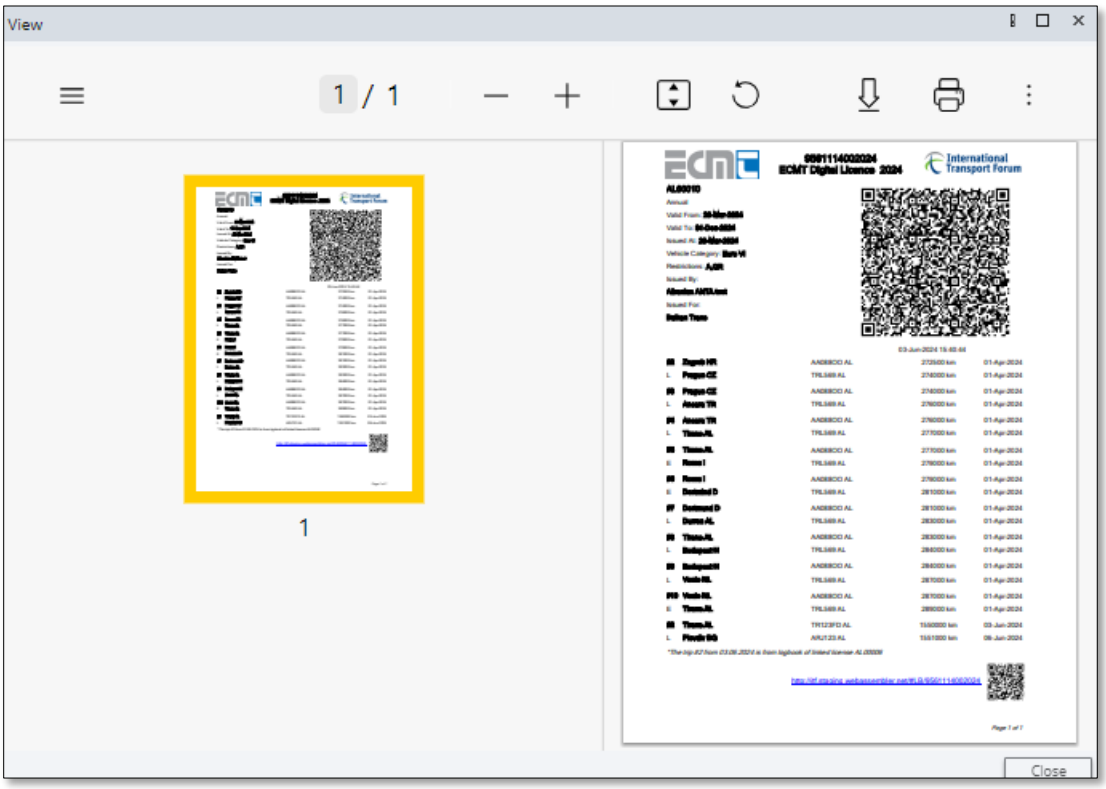

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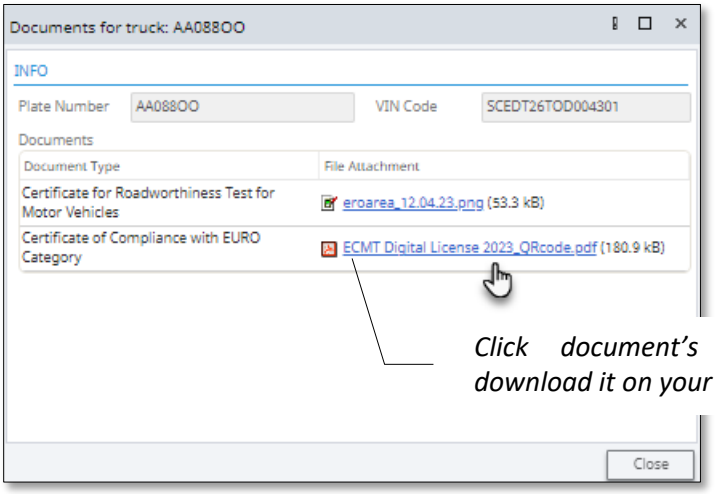
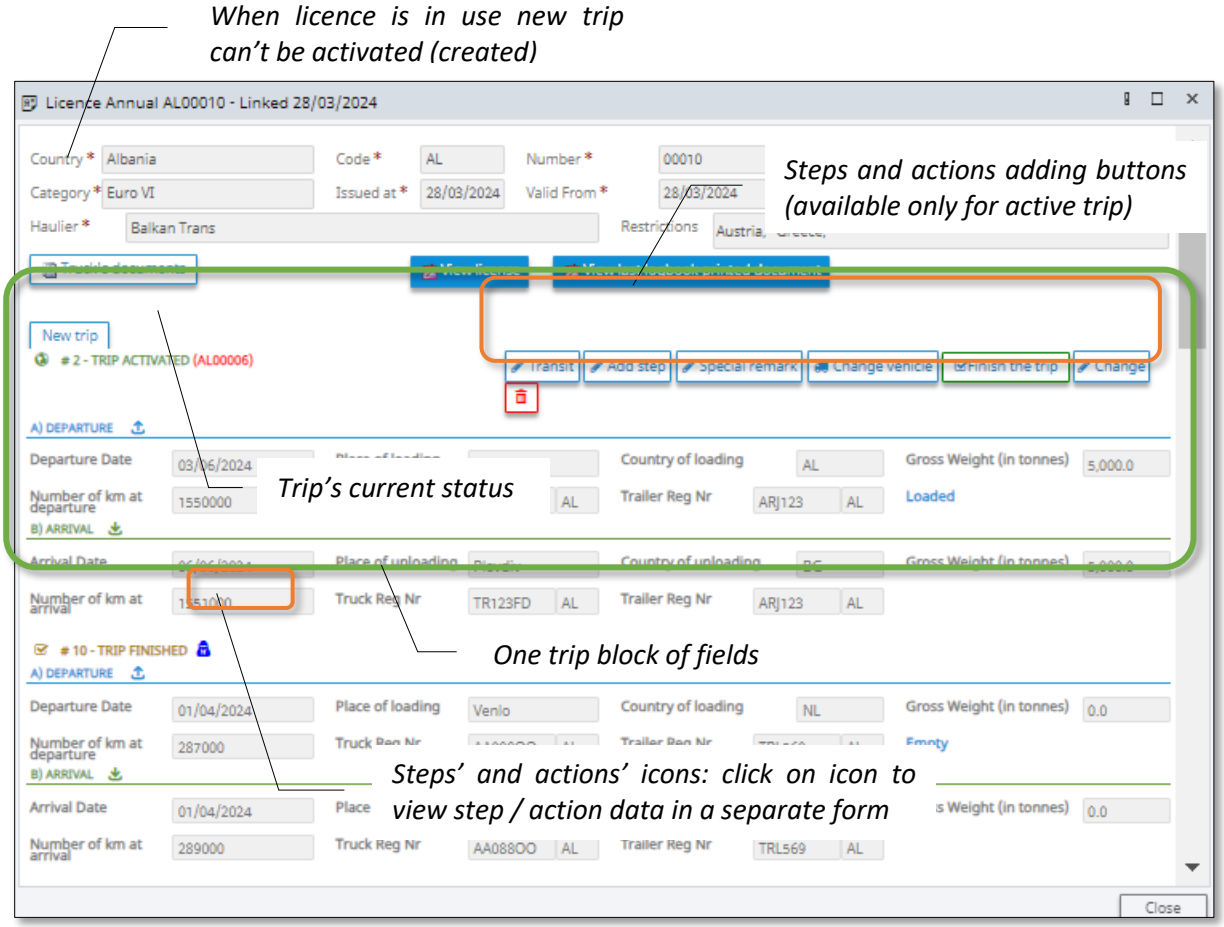
Figure 9 Documents for truck form



In licence form you can also activate new trip or manage active trip (add steps and actions for a current trip, view steps data, finish current trip)

Figure 10 Licence form. Active trip management



Note: Step adding is available for annual licences only

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Figure 11 Action's form

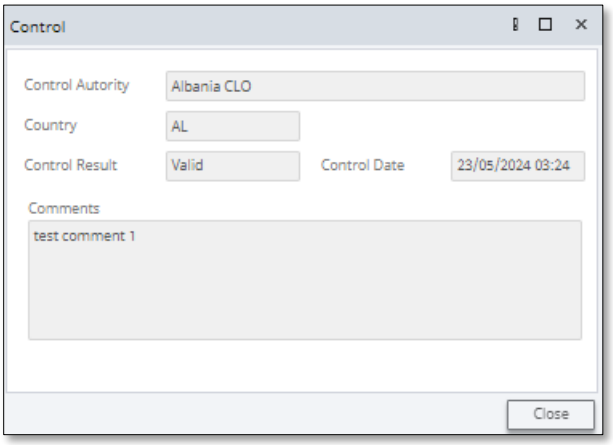
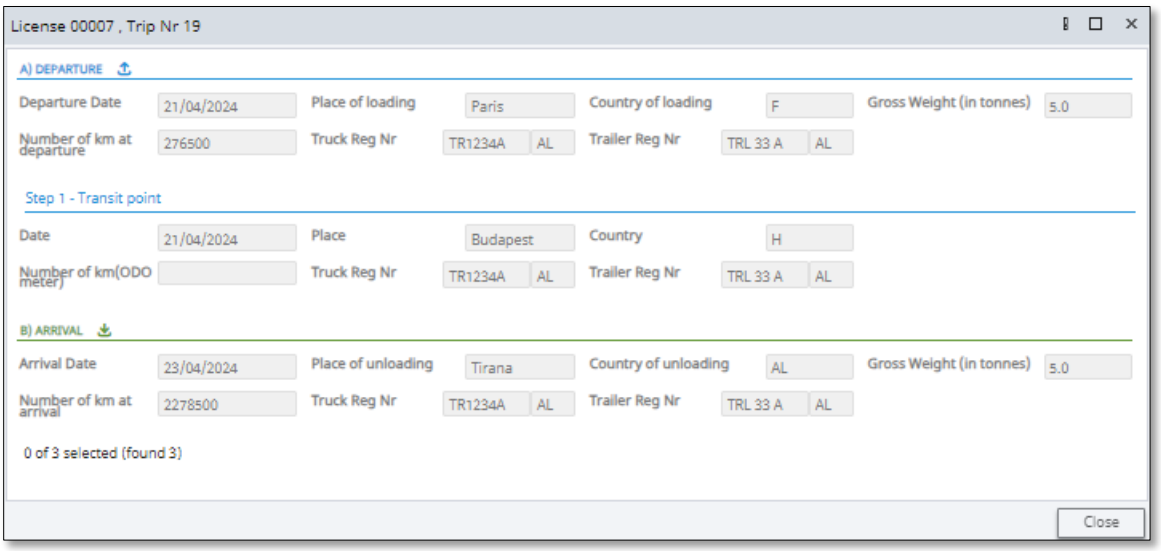


Figure 12 Steps form



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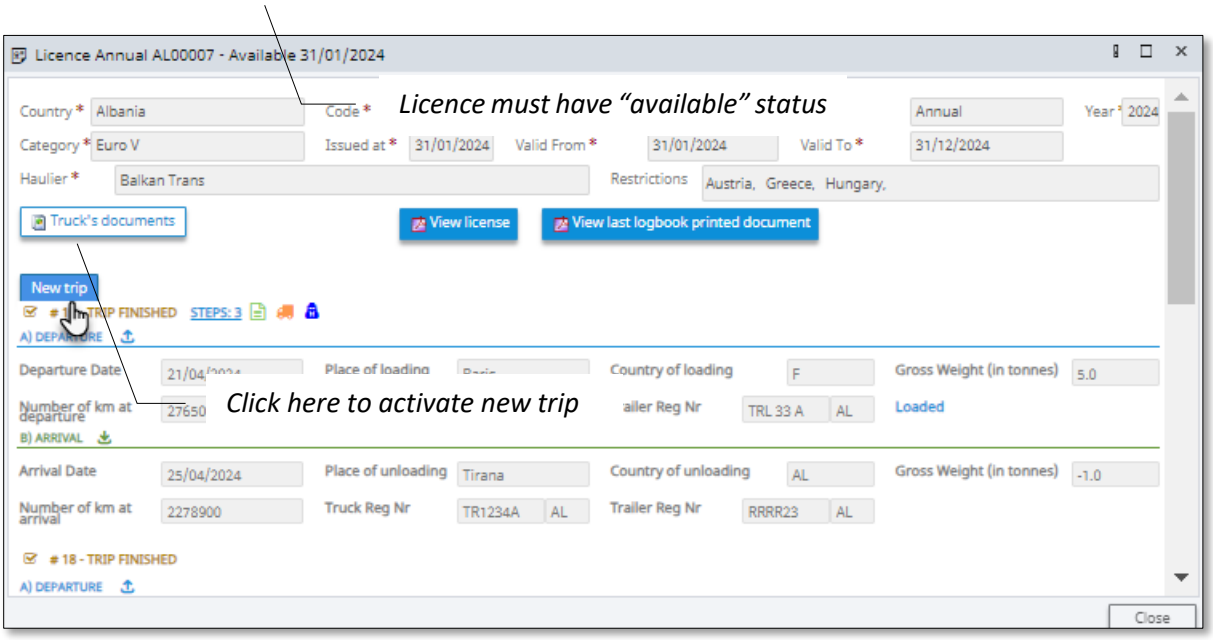
3.1.3 How to Activate New Trip for a Licence

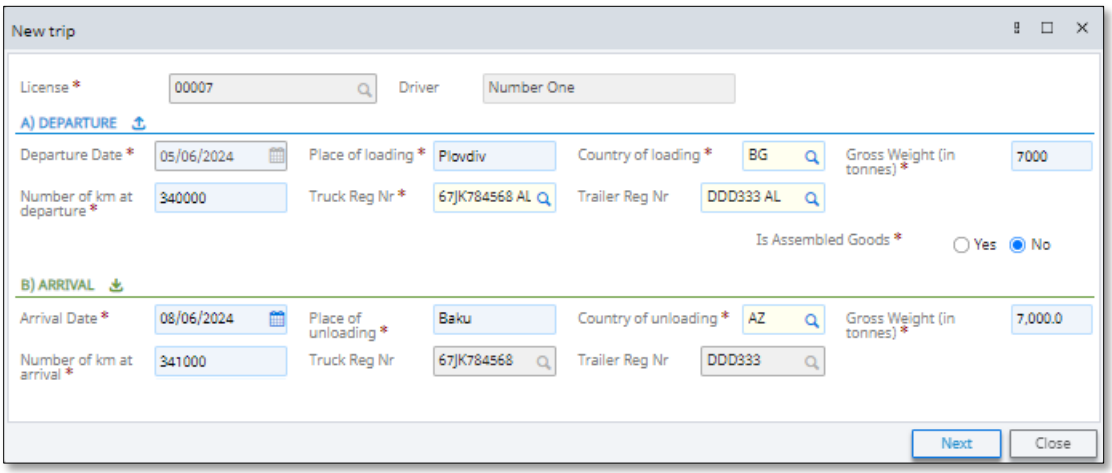
In licence form that has “available” status click button:

Figure 13 Start of new trip activation process



In new trip form that will be opened select driver, information about departure (departure date, place and country of loading, weight that is going to be hauled, truck and trailer registration number, number of km at departure); information about arrival (arrival date, place and country of unloading, etc.):

Figure 14 New trip activation form



Click button: confirmation steps will be displayed on your screen:

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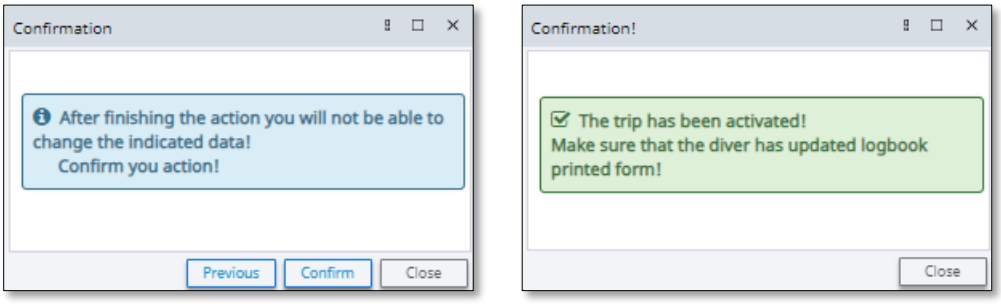
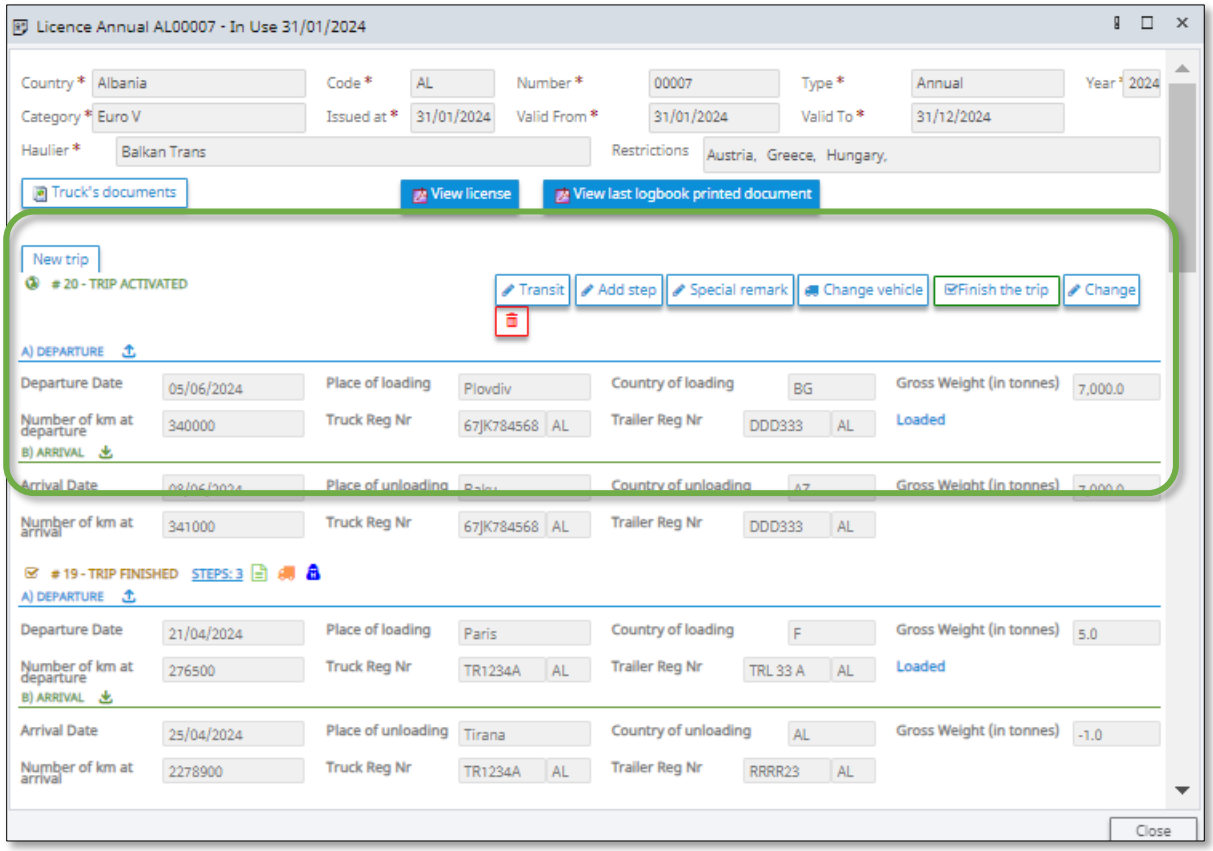
Figure 15 Confirmation steps on trip activation



Click Confirm → Close: trip confirmation forms will be closed, activated trip's block of fields will be available in licence logbook. Licence status will be changed from "Available" to "In use":

Figure 16 Active trip block of fields in the licence logbook



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Note: In situation when arrival date is greater than licence valid date “link licence” button is going to be available. Click Link license button and select licence number from available licence list:

Figure 17 Link licence step on new trip activation

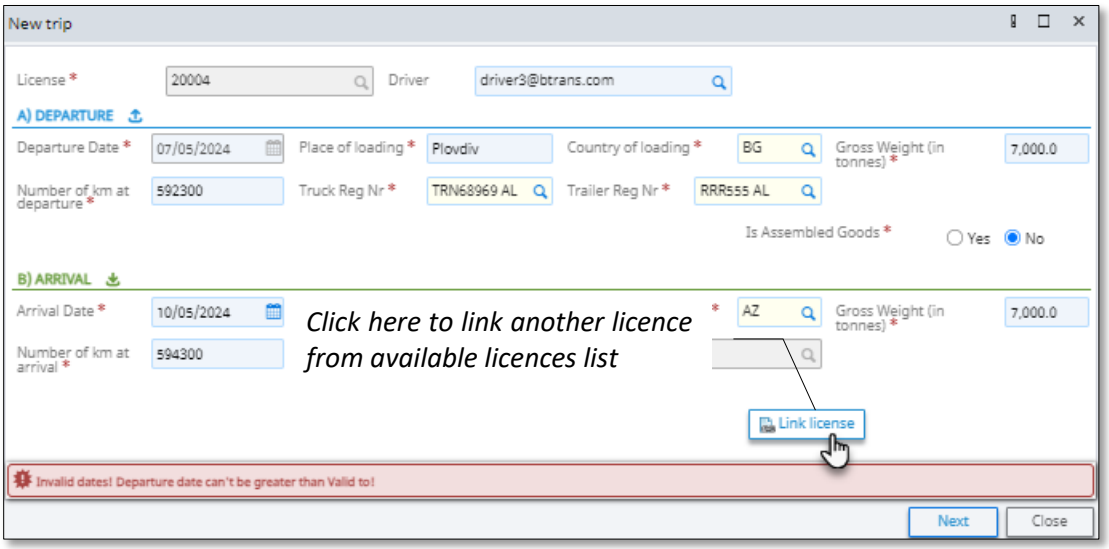


Figure 18 Lookup for available licence selection

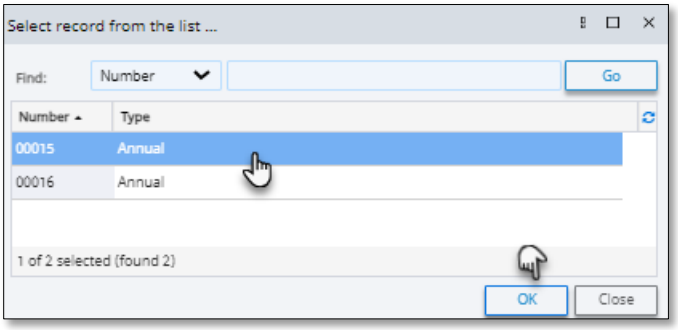
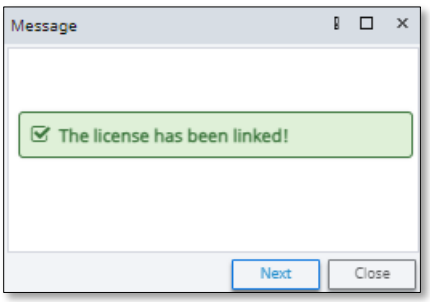


Figure 19 Message on successful licence link



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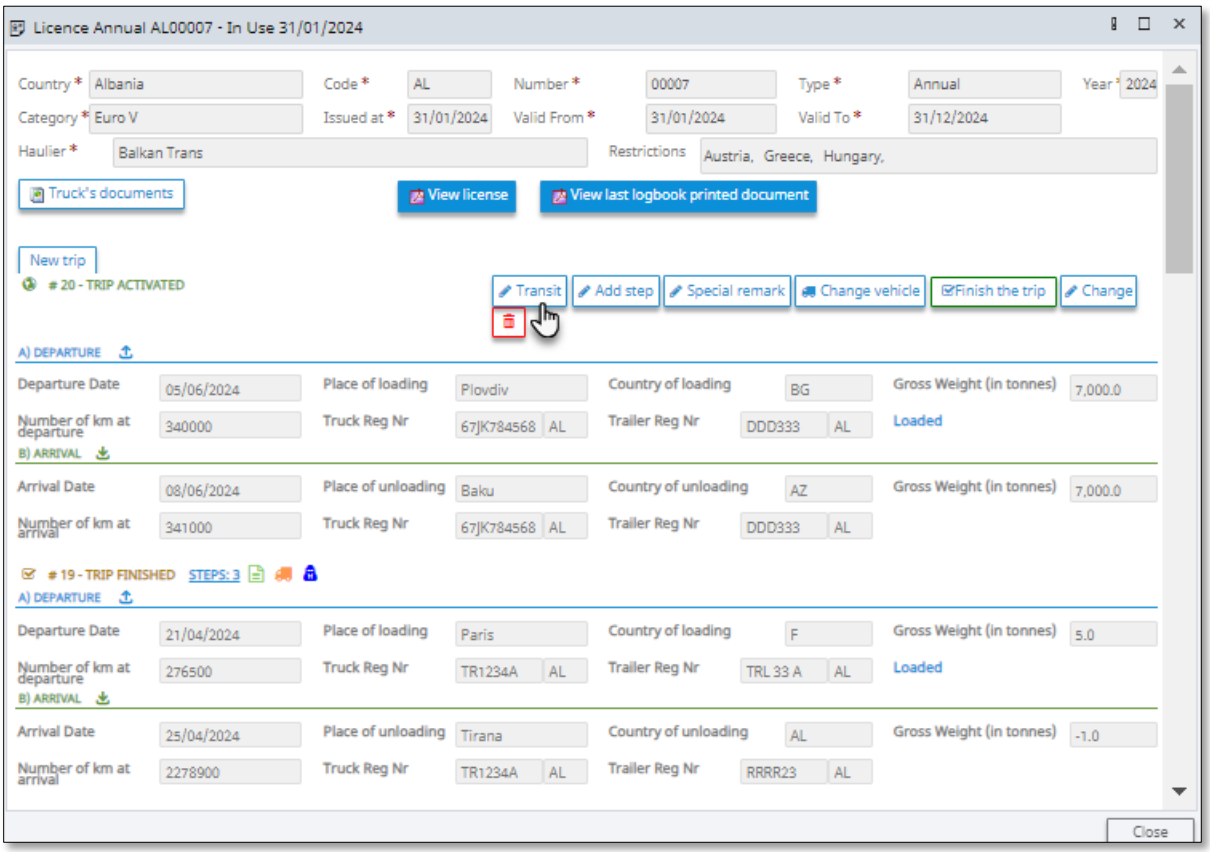
3.1.4 How to Add Transit Point to a Trip

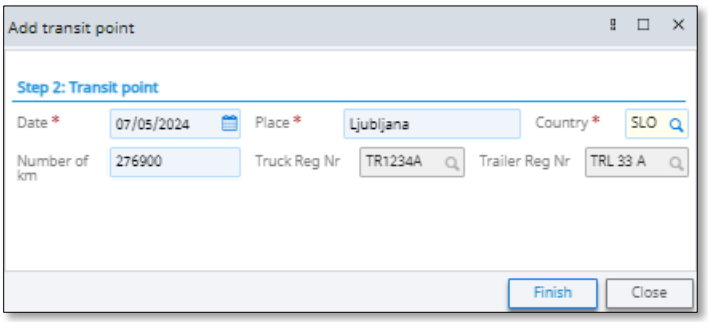
In active trip section in licence logbook click Transit button:

Figure 20 Start of transit point addition



In form that will be opened select date of transit, place and country of transit, number of km that have been passed:

Figure 21 Transit point addition form



Click Finish button: “Add transit point” form will be closed, step button will be displayed in active trip section:

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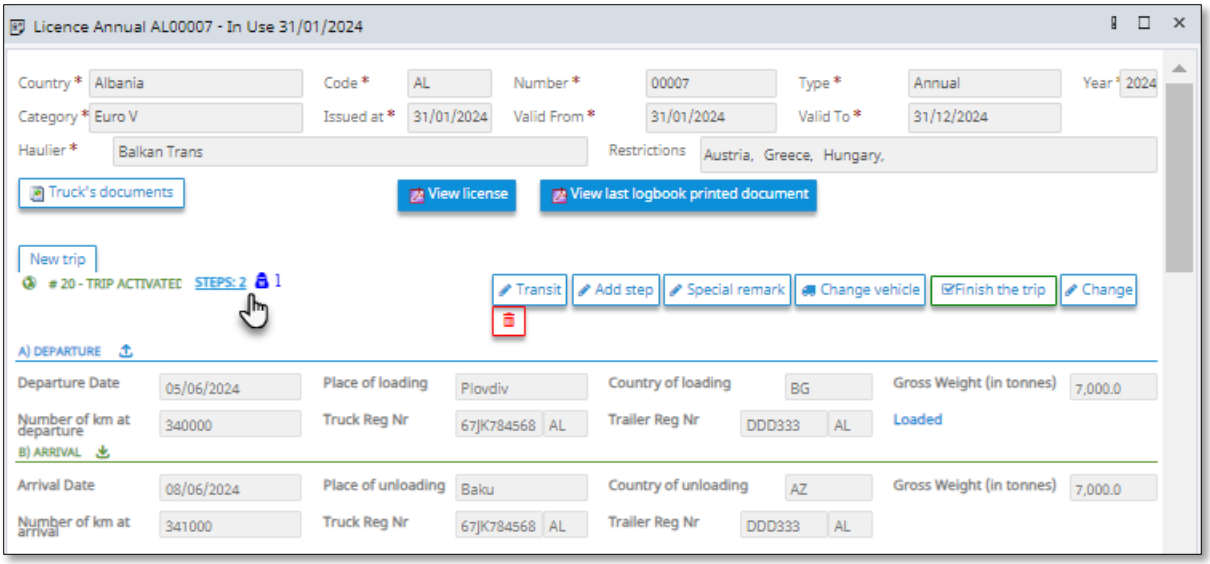
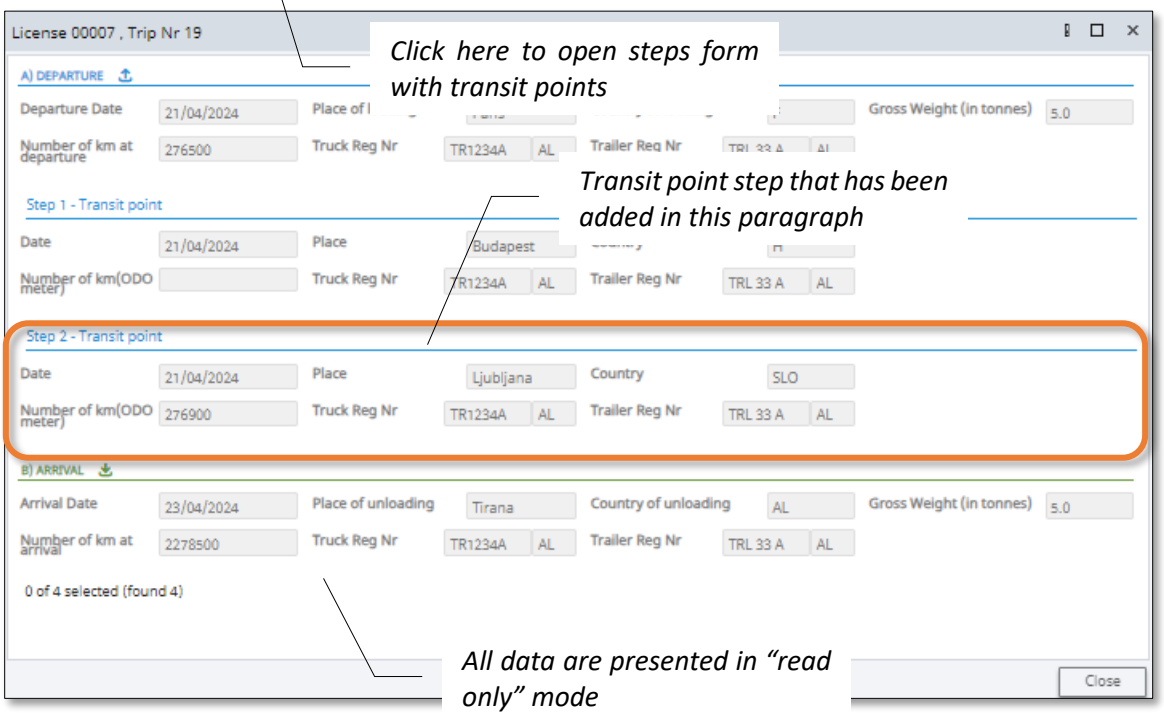


Figure 22 Steps form with transit points



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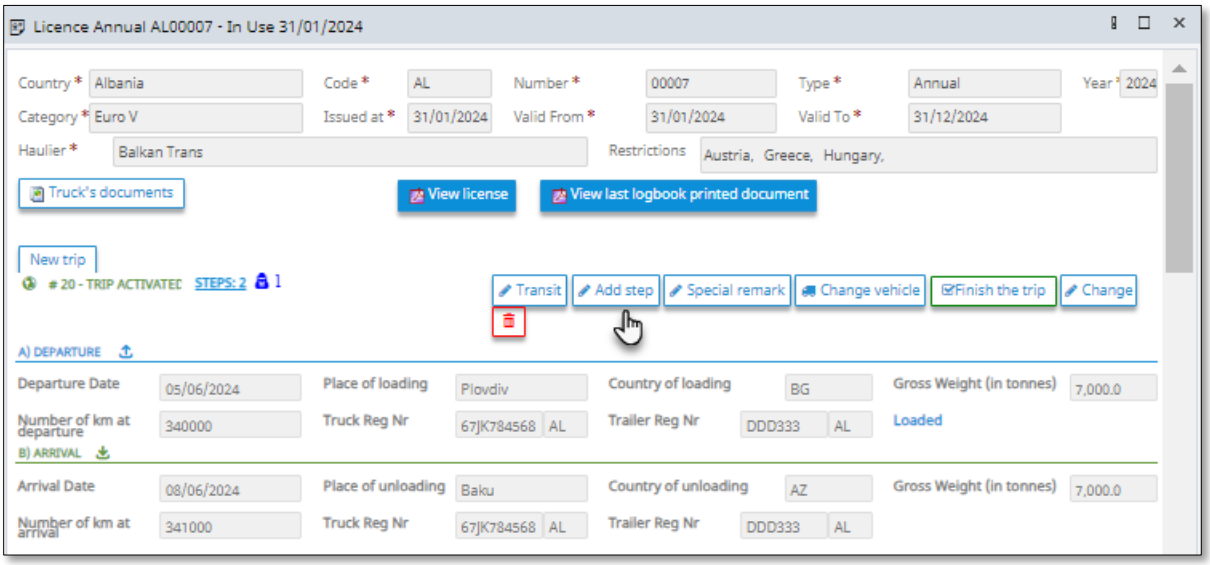
3.1.5 How to Add a Step to a Trip

Steps can be added to annual licences logbooks. Trip steps can be described as intermediate stop points when trip gross weight is added or reduced.

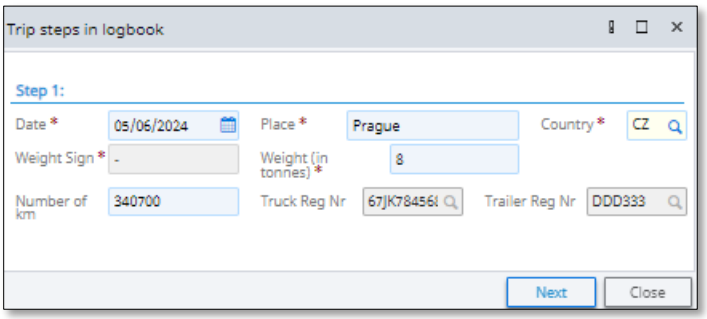
In active trip section in licence logbook click Add step button:

Figure 23 "Add step" process start



In form that will be opened provide date, country and place of the trip step, weight change resulting after the stop:

Figure 24 Trip step adding form



Click Next button: trip step form will be closed, step icon will be viewed in trip's section in licence logbook. In case to a trip have been added more than one steps, the total step number will be displayed near the step icon.

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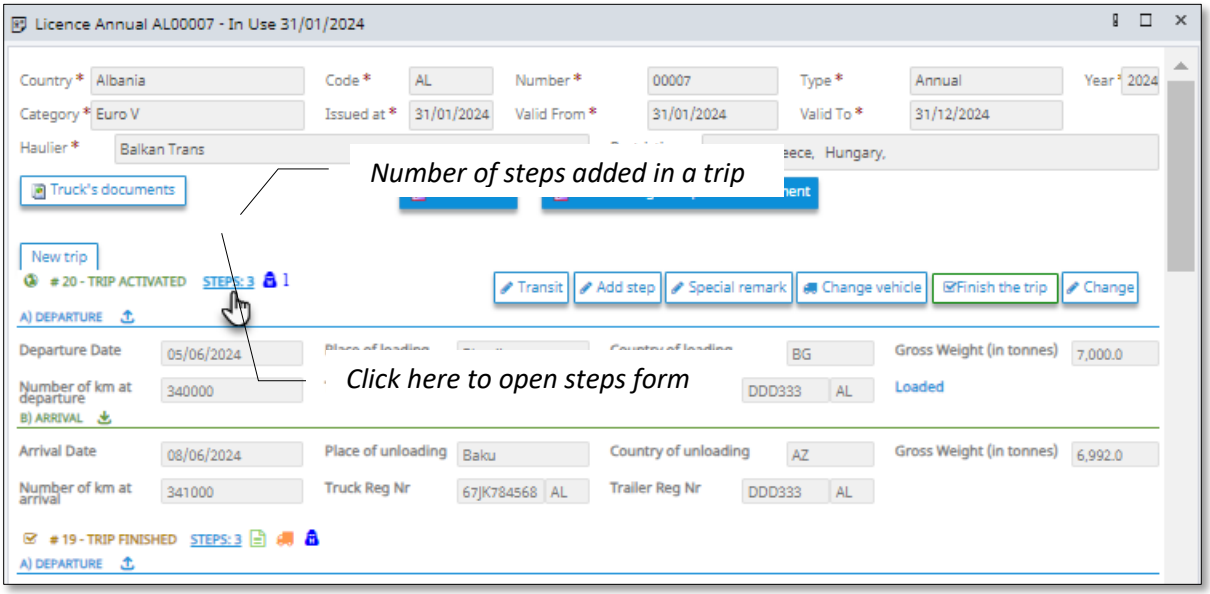
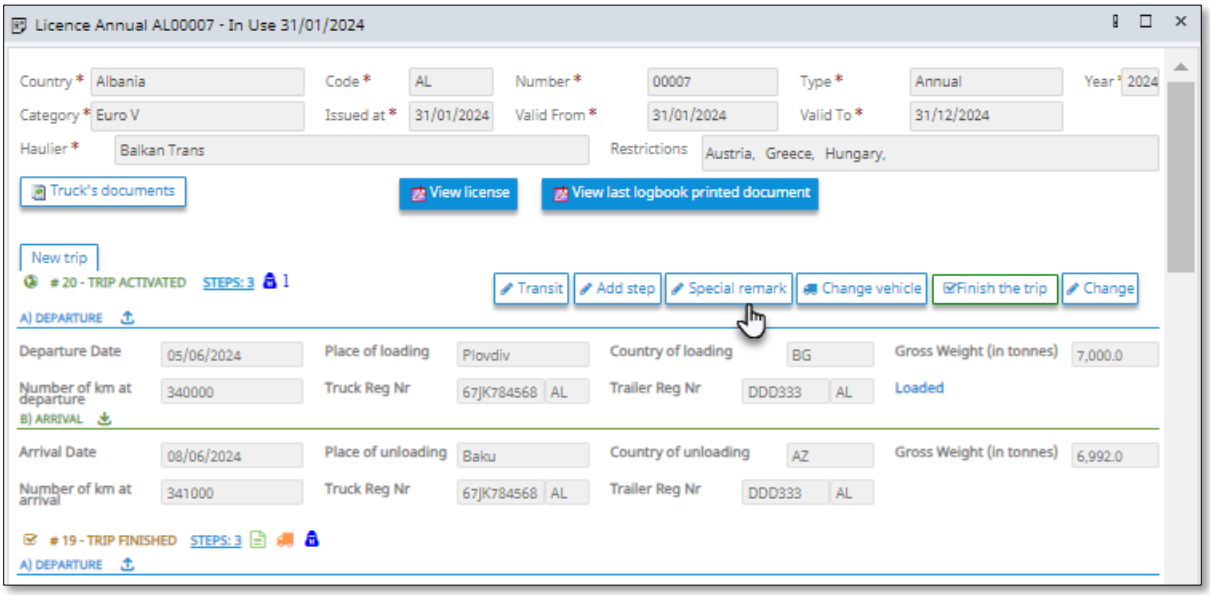


3.1.6 How to Add Special Remark to a Trip

In block of active trip in Licence Logbook click Special remark button:

Figure 25 Start of special remark adding process



In form that will be displayed provide remark's text in a provided field:

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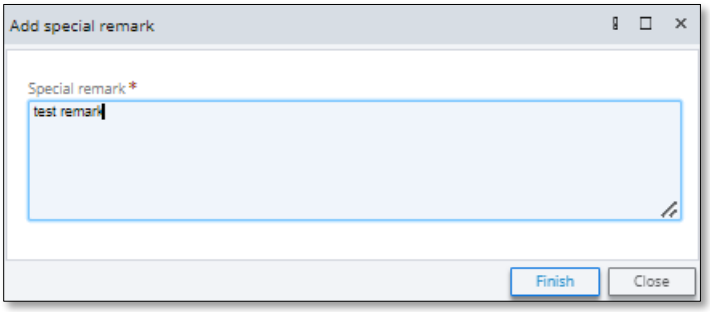
Figure 26 Special remark form



Click Finish button: remark form will be closed and remark icon will be displayed in active trip section:

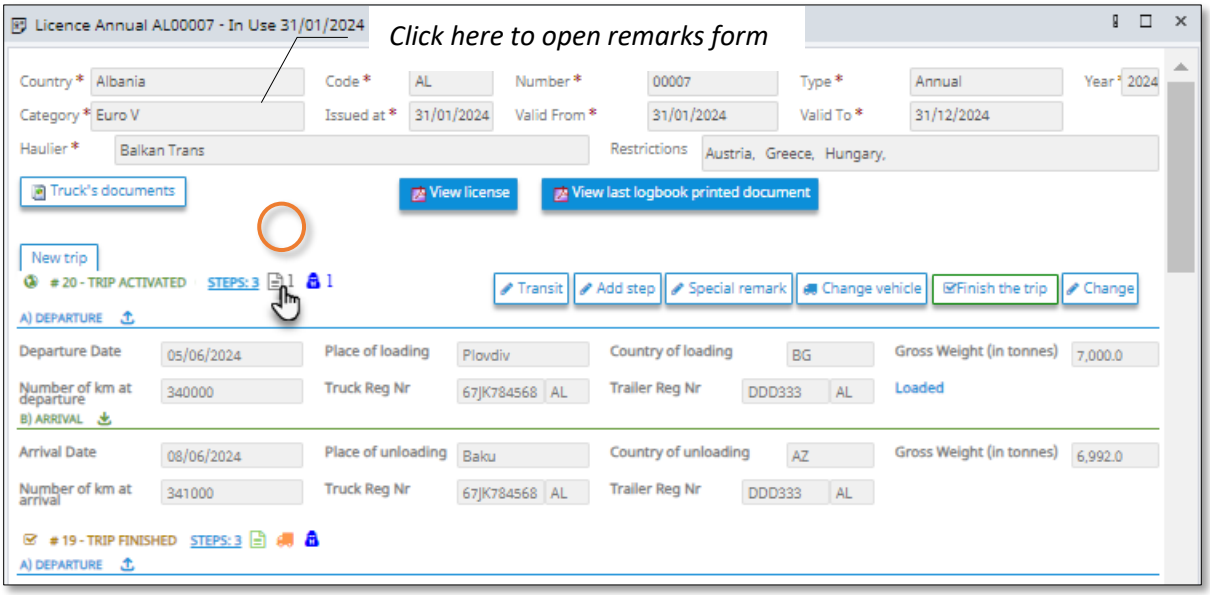
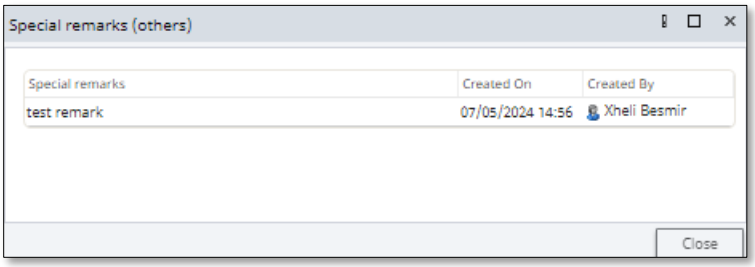


Figure 27 Viewing the list of added special remarks after adding them to active trip



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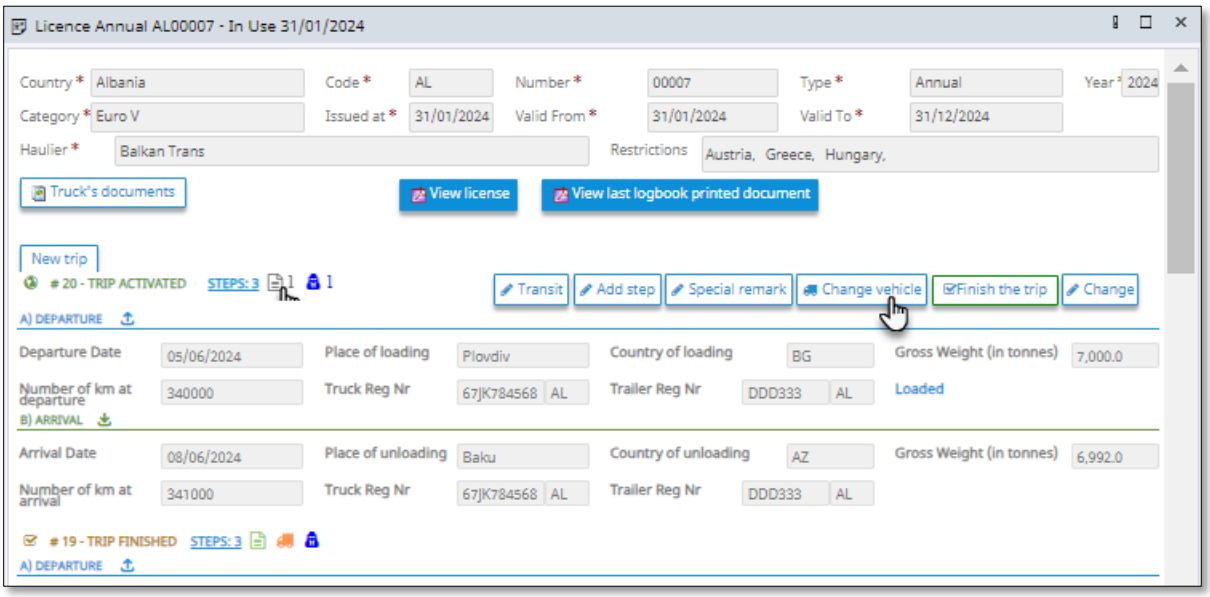
3.1.7 How to Change Vehicle / Trailer for a Trip

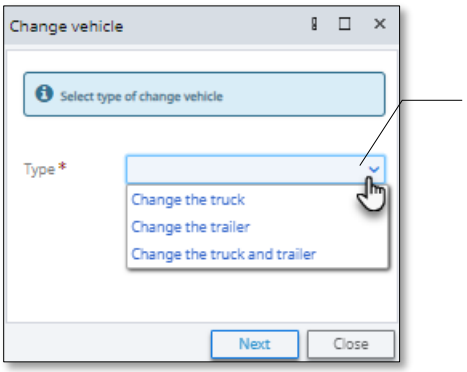
In block of active trip in Licence Logbook click Special remark button:

Figure 28 Start of change vehicle / trailer process



In form that will be displayed select what would you like to change: vehicle, trailer or vehicle and trailer at the same time:

Figure 29 Change vehicle form (first step)



Click here and select option for changing

Click Next button: depending on selected option during the previous step, fill in the second step of the changing form:

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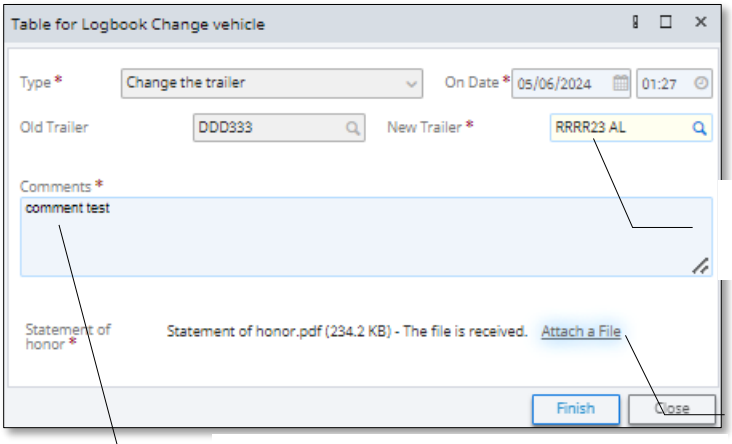
Figure 30 Change vehicle form (second step. "Change trailer" case)



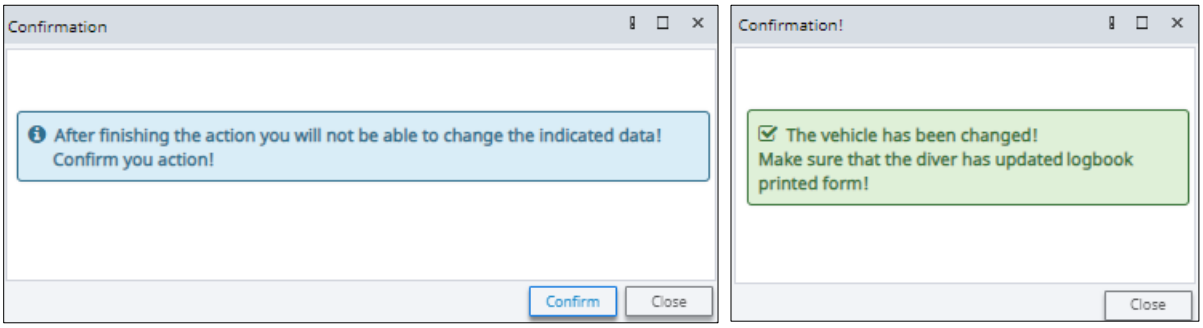
Select another trailer from the lookup grid

Click here to add attachment document stored on your hard disk

Leave a comment about vehicle / trailer changing

Click Finish button: confirmation messages will be displayed on your screen:

Figure 31 Confirmation messages forms on vehicle / trailer change



Click Confirm → Close buttons: confirmation messages will be closed and "change vehicle" icon will be displayed in active trip section:

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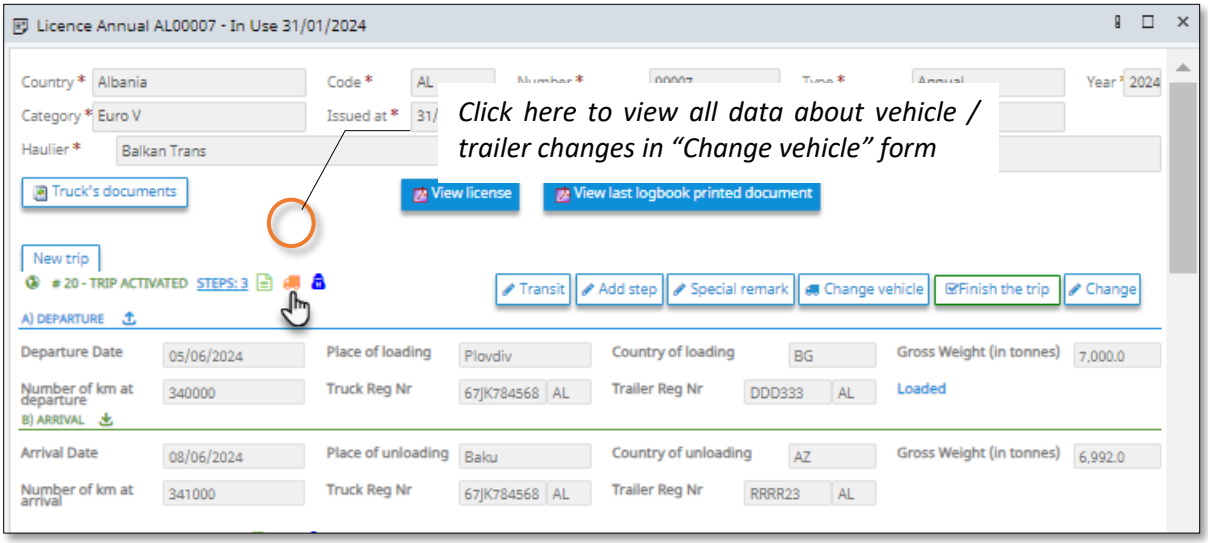
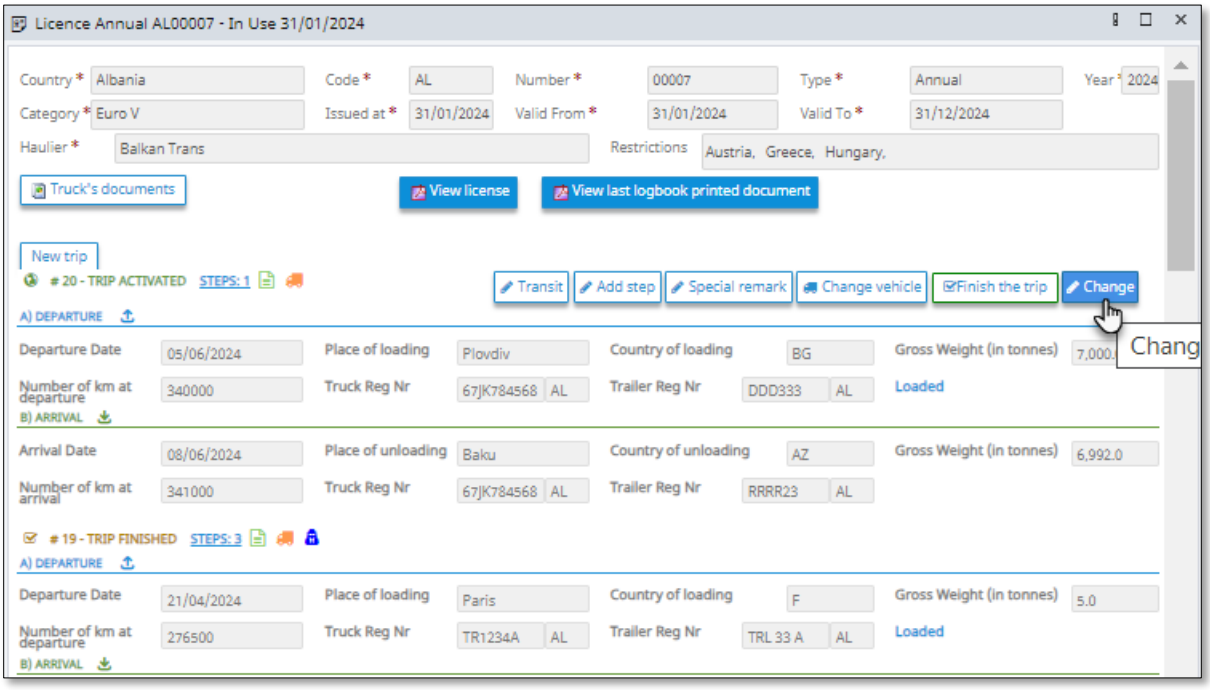


3.1.8 How to Change the Date, Number of KM, Country or Place of Arrival for a Trip

In block of active trip in Licence Logbook click Change button:

Figure 32 Start of change trip parameters process



In form that will be opened use "Arrival" section to make changes in trip's data:

Figure 33 "Change the date, number of km, country or place of arrival" form

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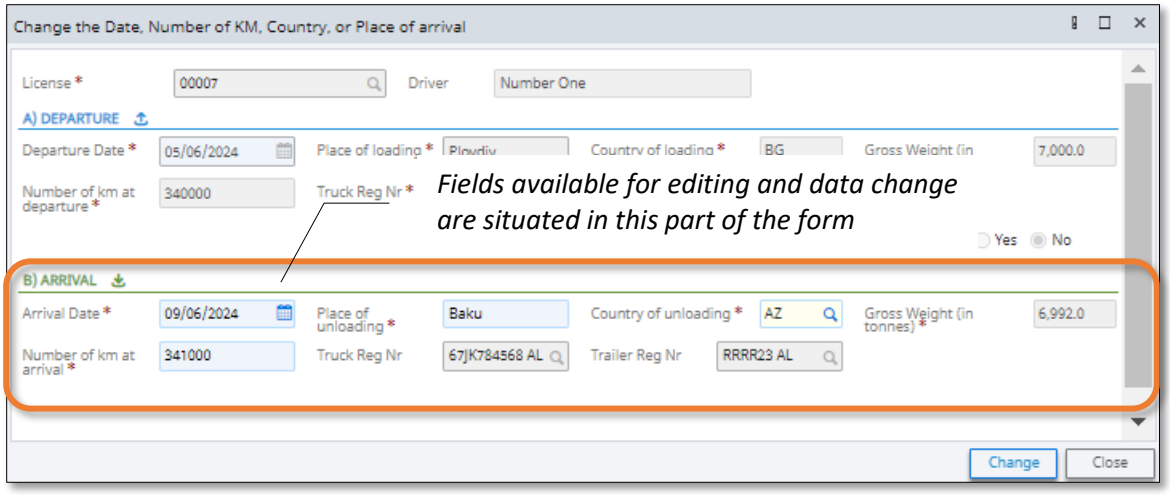

After all changes are done click Change button: form will be closed, modification will be saved

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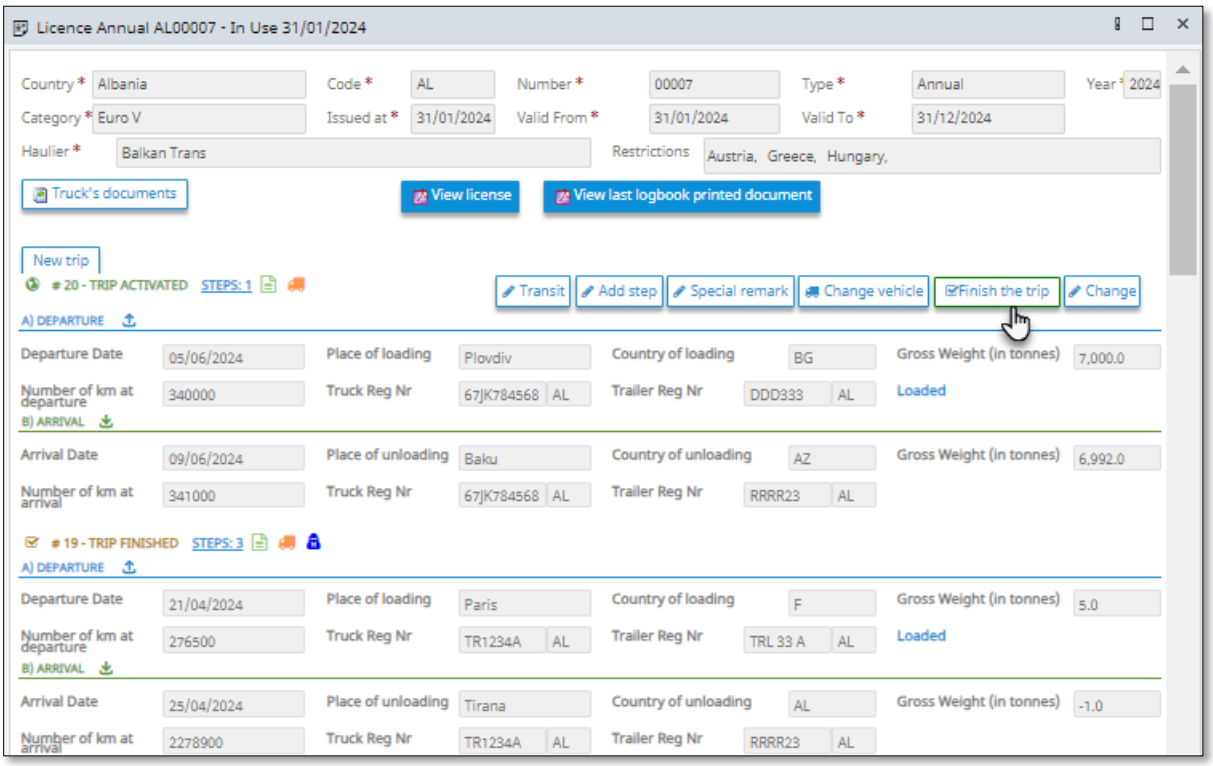
3.1.9 How to Finish the Trip

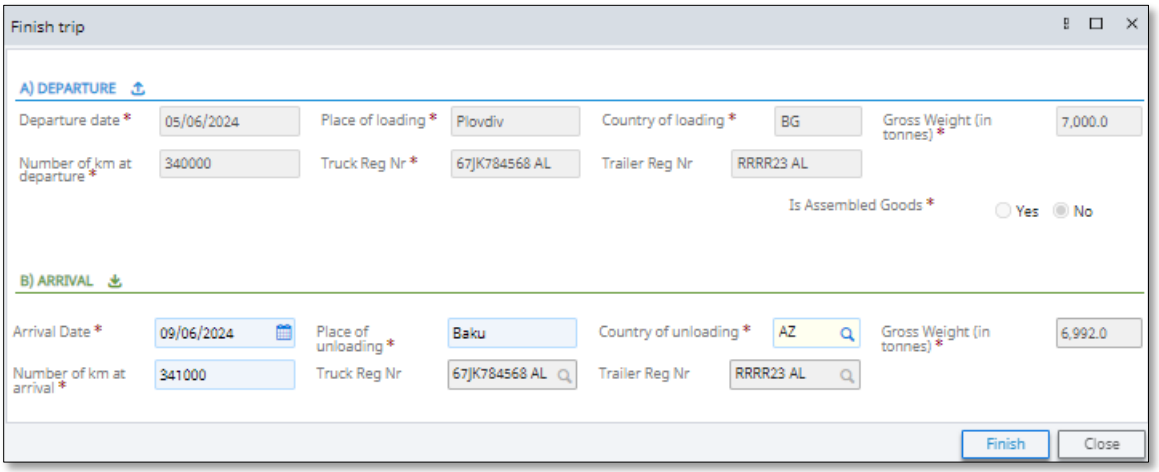
In block of active trip in Licence Logbook click Finish the trip button:

Figure 34 Start of "finish the trip" process



You'll see the form with trip general info:

Figure 35 finish the trip form



Click Finish button: confirmation messages about trip finish process will be displayed on the screen:

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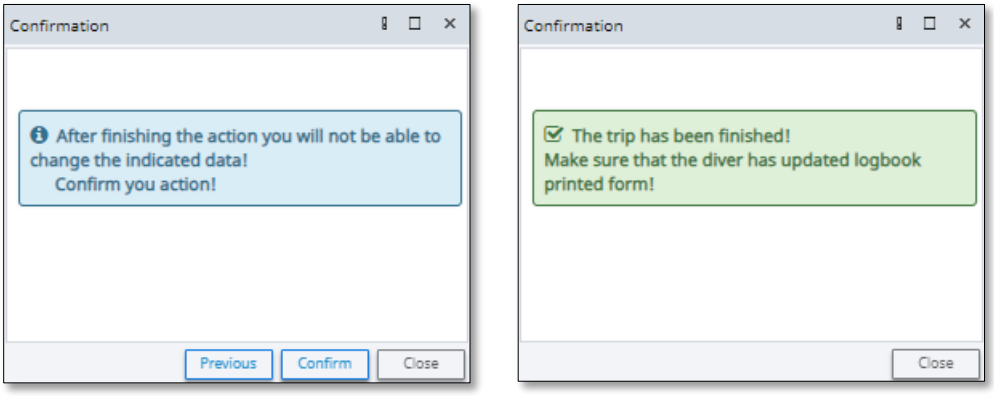
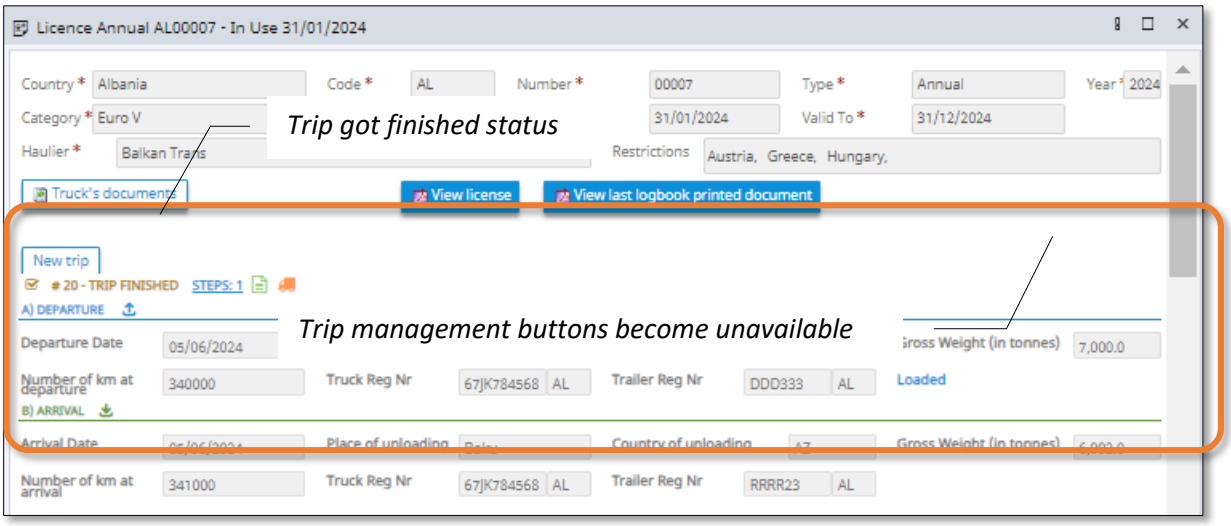
Figure 36 Confirmation messages on finish trip process



Click Confirm → Close buttons: confirmation messages will be closed, trip section in licence logbook will get "finished" status, trip management buttons will disappear from finished trip section:

Figure 37 Finished trip section in licence logbook



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4 Incidents

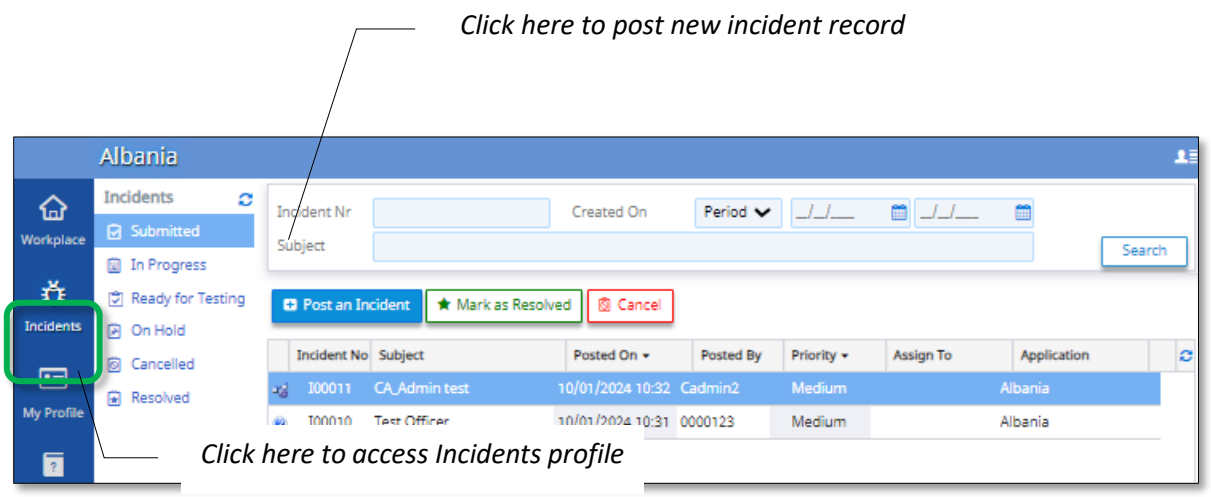
Incidents menu serves for logical or functional errors reporting which users can encounter during their work in the system. Incidents can also have a character of a new functionality, question or training request. When an incident is posted by a user, developing team sees the incident record and gets measures for its quick elimination. When incident's status is changing, user that posted incident, gets informed about this fact through the email notification. In Incidents menu each user can view only those incident records that had been posted by him in person. Access to the entire list of incident records has only users with administration permissions and developing team.

Incidents can be posted in two modes:

- From the list of posted (submitted) incidents that makes part of the "Incidents" profile
- From the form's interface where an error has been discovered.

Below will be examined these ways of incident posting.

Figure 38 Incidents menu. "Submitted" interface



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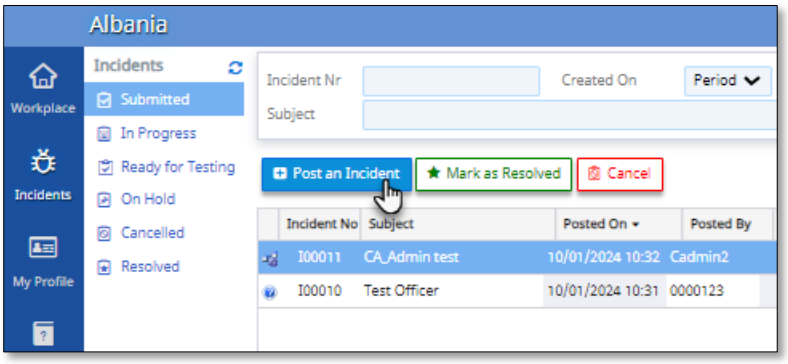
4.1 How to Post an Incident from “Incidents” Profile

In menu bar of submitted incidents click Post an Incident button:



In incident form that will be opened use General tab to provide info about incident’s subject, description, select incident type, its priority:

Figure 39 “Add an Incident” form. General tab

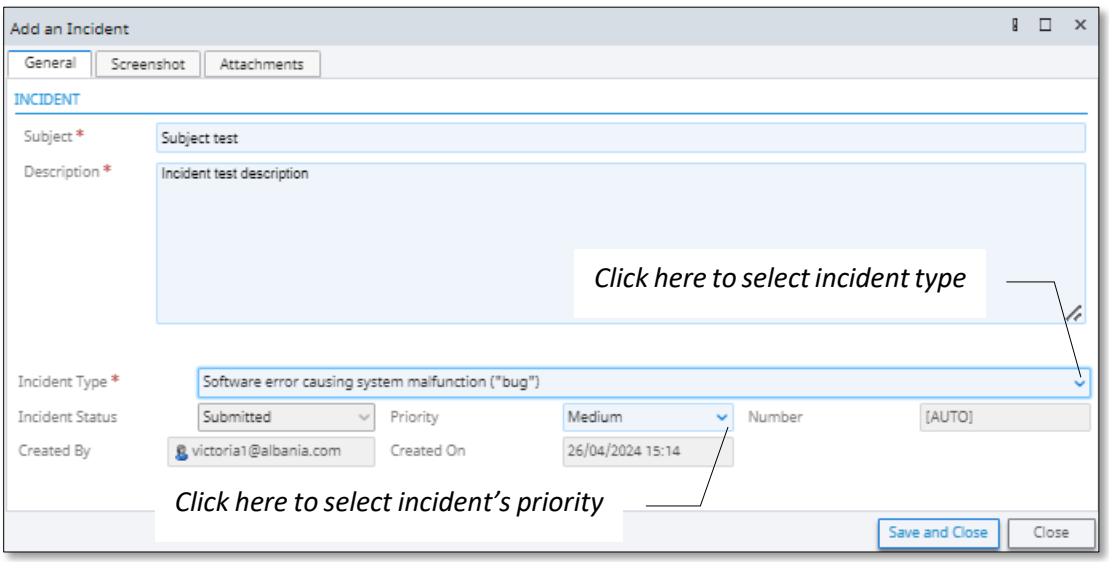
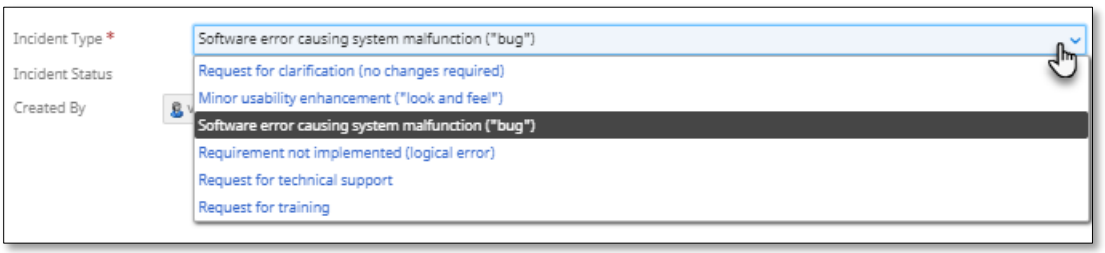


Figure 40 Incident type selection



Go to “Screenshot” tab to attach screenshot file that shows emerged problem:

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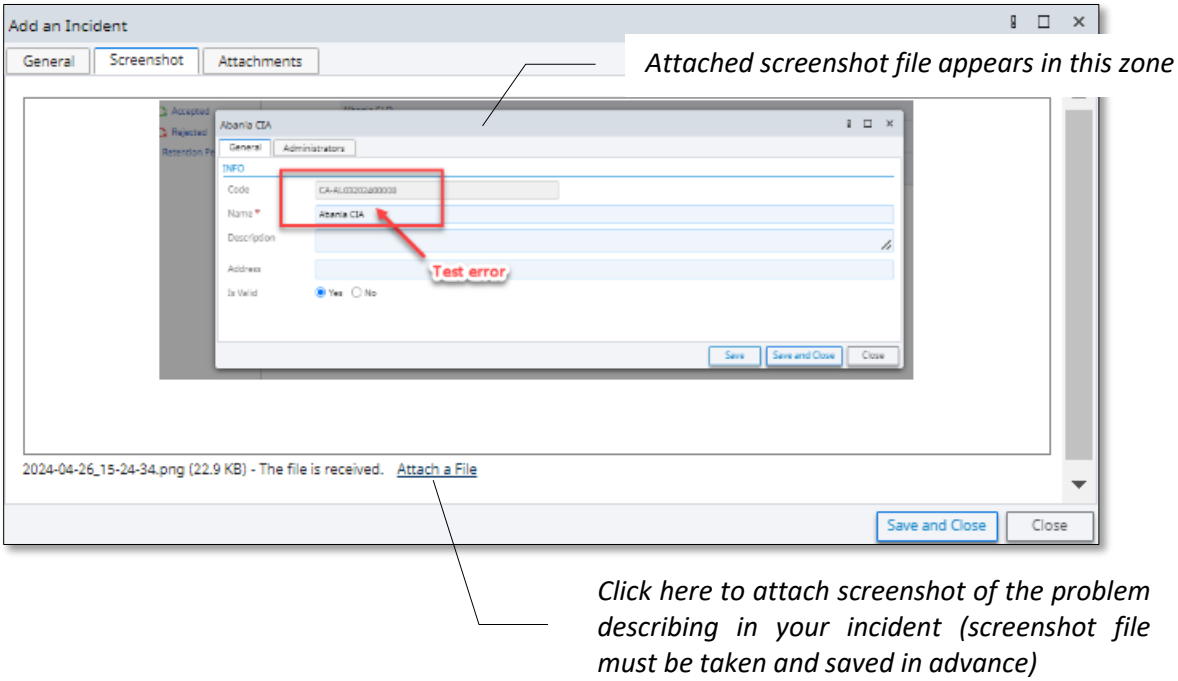
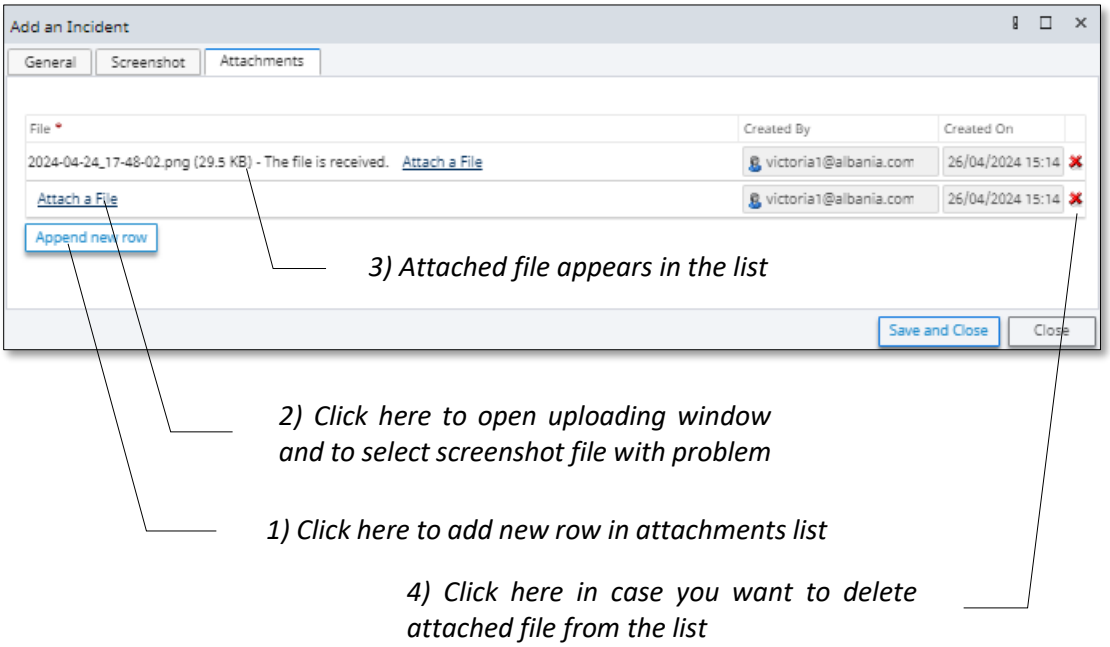
Figure 41 "Add an incident" form. Screenshot tab



In case yo want to attach move then one screenshot file to your incident, use Attachments tab:

Figure 42 "Add an Incident" form. Attachments tab



When all data about incident have been provided click Save and Close button: incident record will appear in the submitted incidents list:

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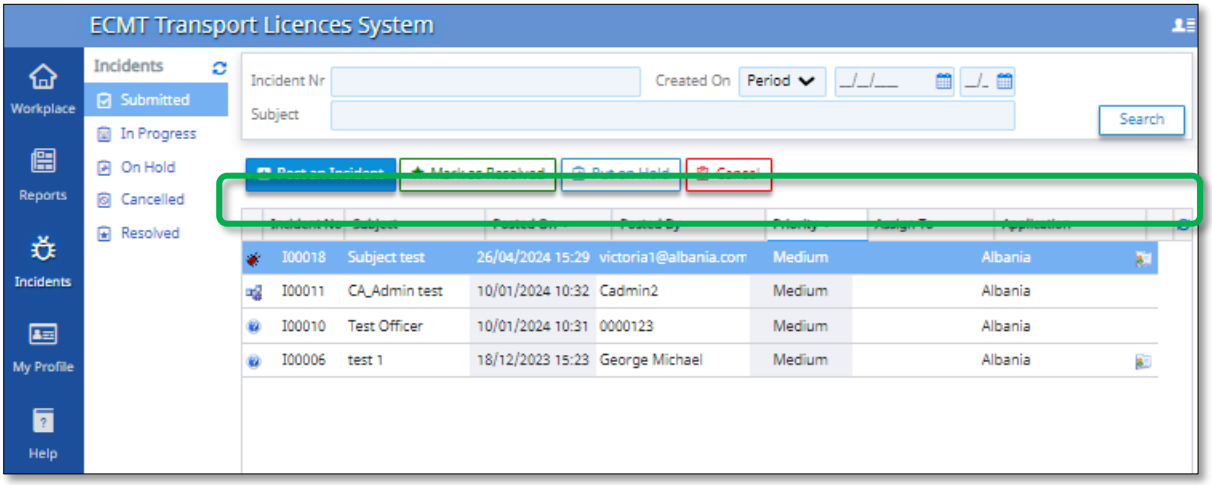
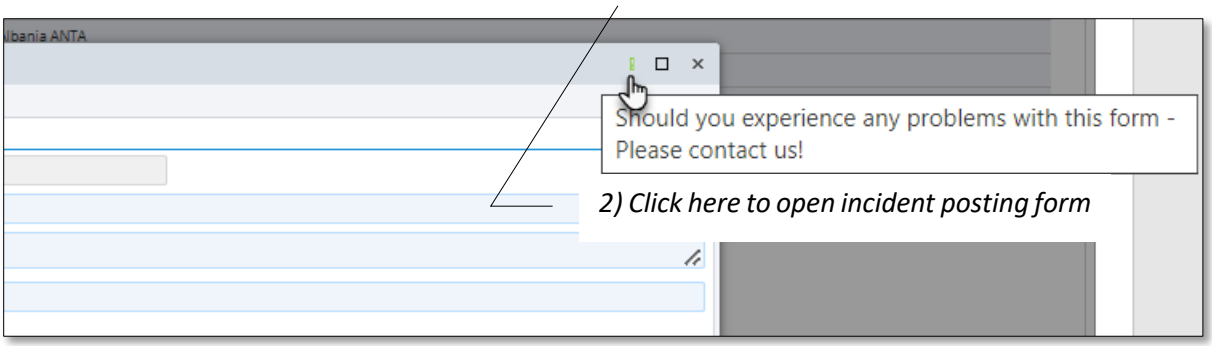


4.2 How to Post Incident from Form's Interface

In interface of any of system's forms click on button

Figure 43 Posting incident from form's interface (incident posting button)



As a result on your screen will be opened "Post Incident" form where you'll be able to provide incident's data and to attach screenshot file (taken and saved on your hard disk in advance):

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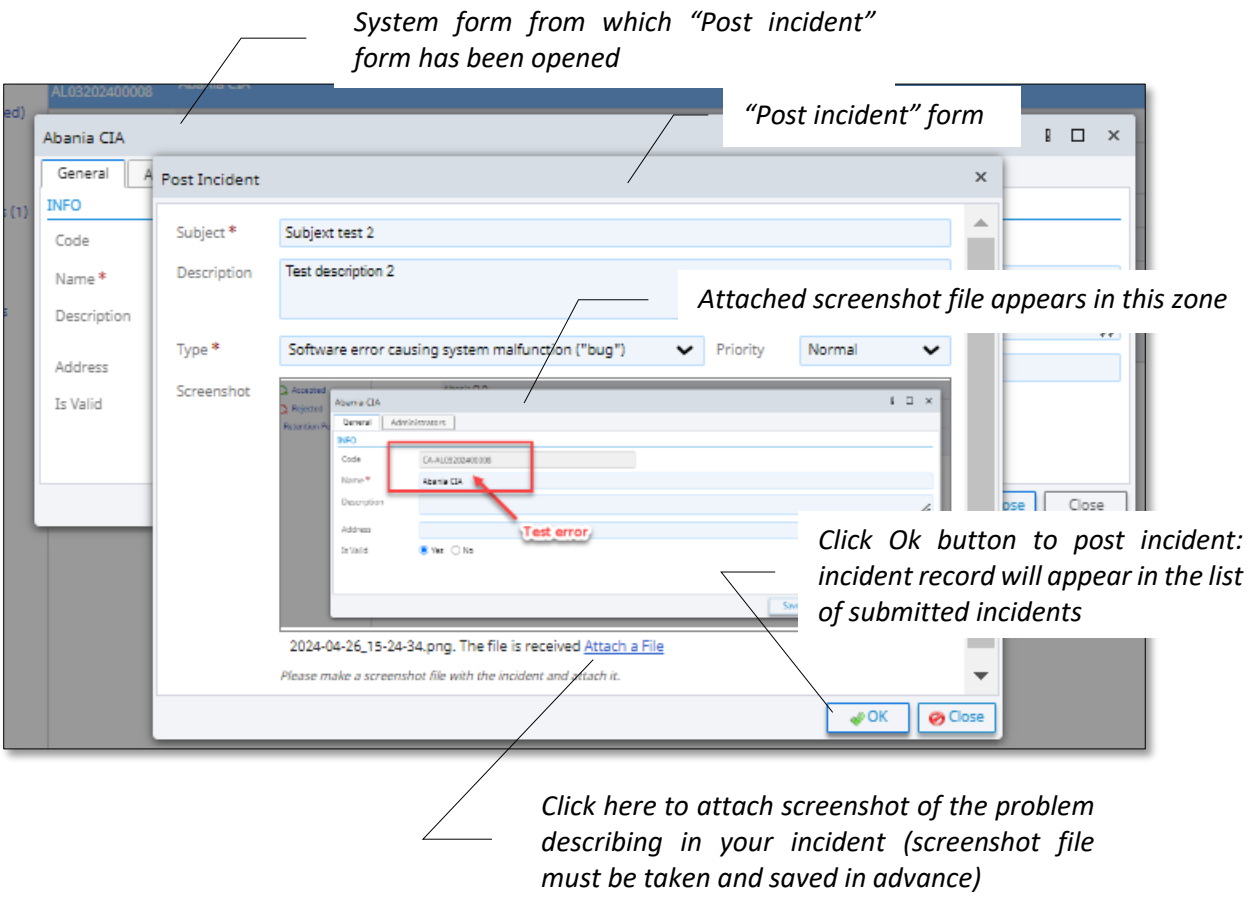
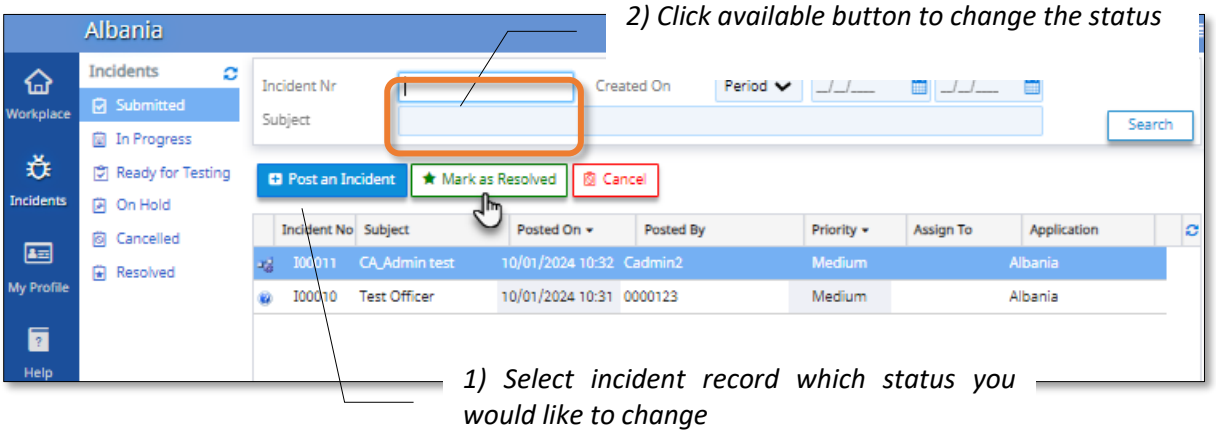
Figure 44 "Post Incident" form opened from system form's interface



4.3 How to Change Incident's Status

Being at any of incident lists click on any of available change status button: ★ Mark as Resolved (incident record must be selected in advance):

Figure 45 Start of incident status changing process



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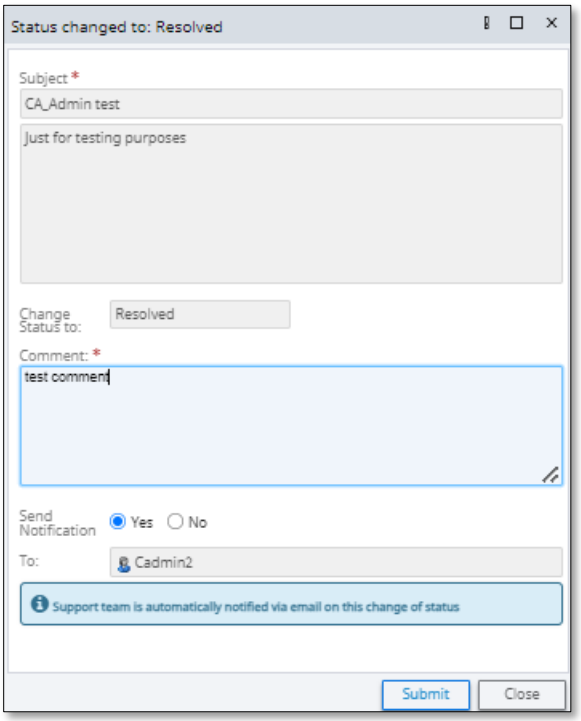
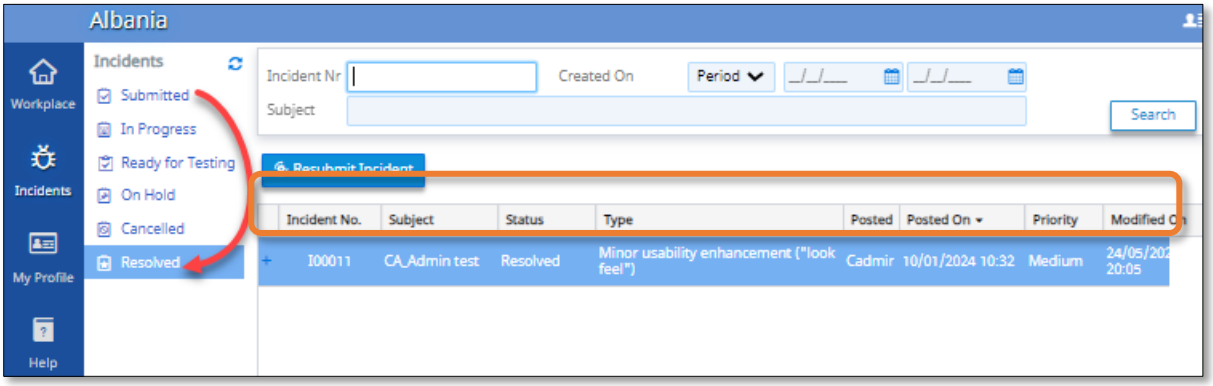
In “Status changing” form that will be opened provide status changing comment, use “Send notification” radio-buttons to define whether email notification about status changing would be sent to user who posted the incident:

Figure 46 Status changing form



Click on Submit button: status changing form will be closed, and incident record will be moved in one of the incident list depending on its new status:



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5 My Profile

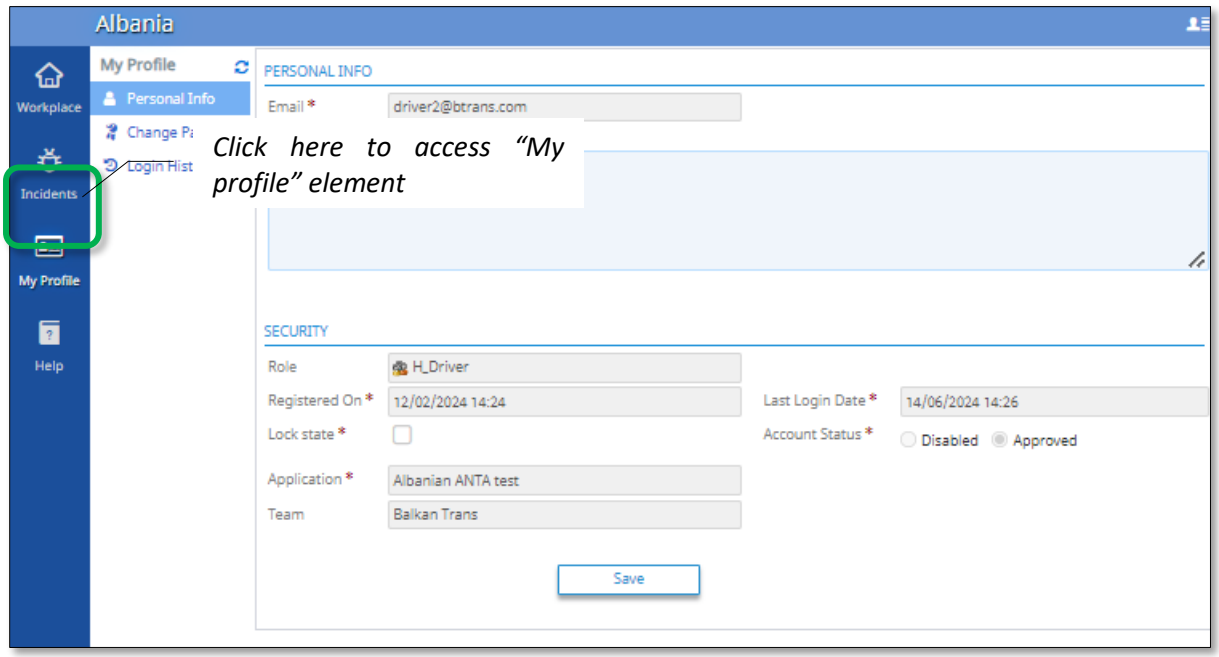
"My profile" menu is meant for storing your personal data as a system user, password changing, viewing your login history.

5.1 "My profile" Elements

"My profile" is composed from following interface elements:

- **Personal Info** – interface where personal info and security data are stored. Here you can add your address details, provide your first name and last name data. Once any changes in your personal info have been done don't forget to click Save

Figure 47 "My profile". "Personal info" interface



- **Change password** – interface with set of fields that you can use to change your current password

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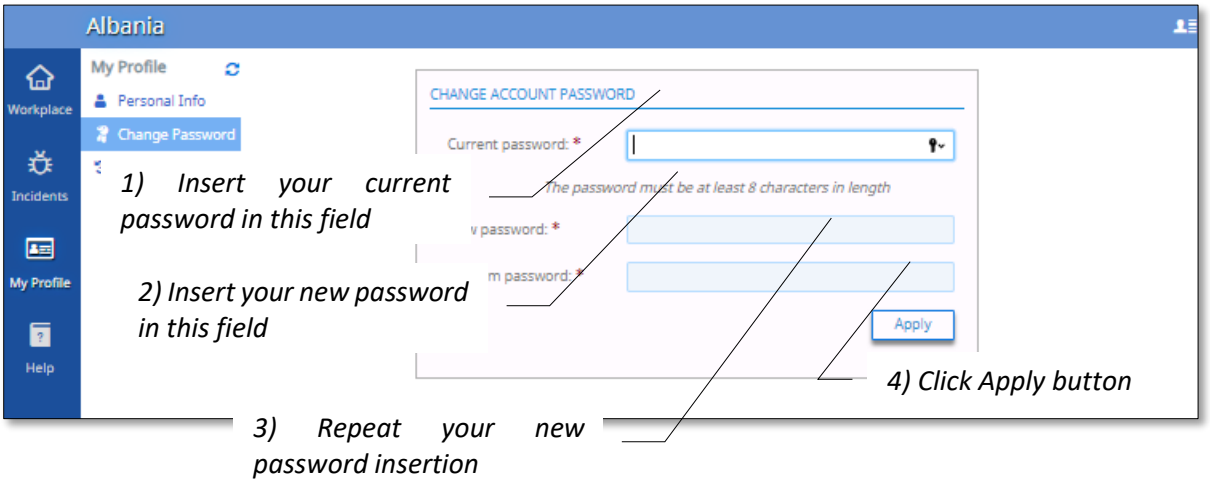
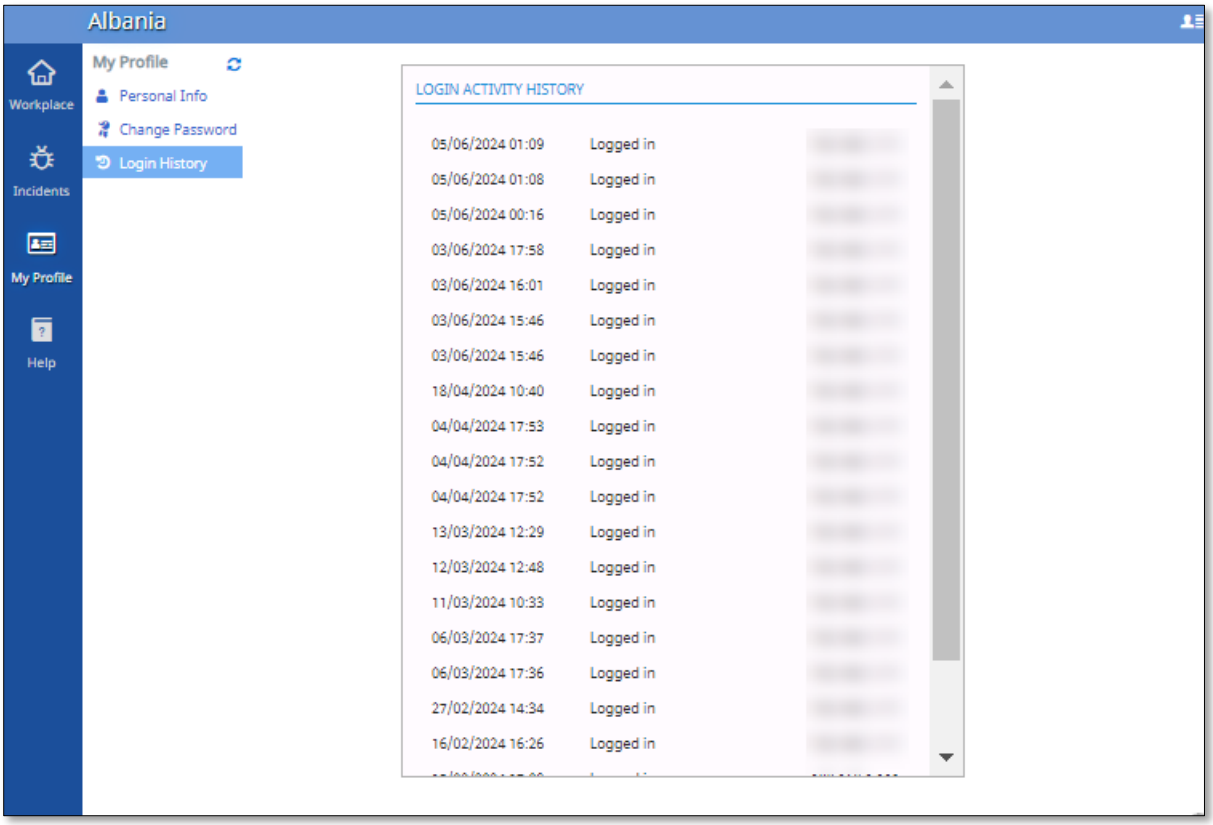
Figure 48 "My profile". "Change Password" interface



- **Login Activity History** – the list of your last authentications in the system. Each authentication record contains date, time, login action that took place, IP address of the device that has been used to login the system:

Figure 49 "My profile". "Login history" list



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