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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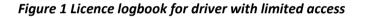
1 About Haulier's Driver Role

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.



Eicence Annual	AL00010 - Linked 28/	03/2024							∎ □	×
Country * Albania		Code *	AL	Number *	00010		Type *	Annual	Year ^{\$} 2024	
Category * Euro VI		Issued at *	28/03/2024	Valid From *	28/03/2	024	Valid To *	31/12/2024		
Haulier* Balkan Trans Restrictions Austria, Greece,										
Truck's documents View license View last logbook printed document										
 # 2 - TRIP ACTIVA A) DEPARTURE 	TED (AL00006)									
Departure Date	03/06/2024	Place of loadin	9 Tirana	3	Country of loa	ding	AL	Gross Weight (in tonnes)	5,000.0	
Number of km at departure B) ARRIVAL 🛃	1550000	Truck Reg Nr	TR123	FD AL	Trailer Reg Nr	ARJ	123 AL	Loaded		
Arrival Date	06/06/2024	Place of unloa	ding Plovd	iv	Country of unl	oading	BG	Gross Weight (in tonnes)	5,000.0	
Number of km at arrival	1551000	Truck Reg Nr	TR123	FD DI	river can d	only v	iew trip	details without _l	possibility	y o
🕑 # 10 - TRIP FINIS	HED 🔒			ch	anging th	пет				
A) DEPARTURE	HED 🖸									
Departure Date	01/04/2024	Place of loadin	Venlo		Country of loa	ding	NL	Gross Weight (in tonnes)	0.0	
Number of km at departure	287000	Truck Reg Nr	AA088	300 AL	Trailer Reg Nr	TRL	569 AL	Empty		
B) ARRIVAL										
Arrival Date	01/04/2024	Place of unloa	ding Tirana	3	Country of unl	oading	AL	Gross Weight (in tonnes)	0.0	
Number of km at arrival	289000	Truck Reg Nr	AA088	300 AL	Trailer Reg Nr	TRL	569 AL			
🗹 # 9 - TRIP FINISH	ED									-
									Clos	e

Figure 2 Licence logbook for driver with full access

Country* Albania		Code* AL	Number *	00010	Type *	Annual	Year * 2024
Category * Euro VI		Issued at * 28/03	/2024 Valid From *	28/03/2024	Valid To *	31/12/2024	
Haulier * Balk	an Trans			Restrictions	C		
Truck's docum	ents	The second	w license D	river can view	and edit t	rip details, can d	create new
The rack solution	ents	Viev	whicense			, ,	_
Neutrin							
New trip # 2 - TRIP ACTIV	ATED (AL00006)		🖉 Transit 🥒	Add step	nark 🖪 Change v	vehicle ØFinish the trip	A Channel
				Add step	ark Change	Venicle Berinish the trip	Change
) DEPARTURE			ā				
Departure Date		Place of loading		Country of loading		Gross Weight (in tonnes)	
	03/06/2024		Tirana		AL		5,000.0
Number of km at departure	1550000	Truck Reg Nr	TR123FD AL	Trailer Reg Nr AF	RJ123 AL	Loaded	
B) ARRIVAL 🛃							
Arrival Date	06/06/2024	Place of unloading	Plovdiv	Country of unloading	BG	Gross Weight (in tonnes)	5,000.0
Number of km at	1551000	Truck Reg Nr	TR123FD AL	Trailer Reg Nr AF	RJ123 AL		
	^						
🕑 # 10 - TRIP FINIS	SHED 🖻						
# 10 - TRIP FINIS A) DEPARTURE		Place of loading	Venio	Country of loading	NI	Gross Weight (in tonnes)	0.0
# 10 - TRIP FINIS A) DEPARTURE	01/04/2024		Venio		NL	_	0.0
# 10 - TRIP FINIS A) DEPARTURE Departure Date Sumber of km at departure		Place of loading Truck Reg Nr	Venlo AA08800 AL		NL RL569 AL	Gross Weight (in tonnes) Empty	0.0
# 10 - TRIP FINE A) DEPARTURE Departure Date Number of km at departure a) ARRIVAL &	01/04/2024 287000	Truck Reg Nr	AA088OO AL	Trailer Reg Nr TR	RL569 AL	Empty	
# 10 - TRIP FINIS A) DEPARTURE Departure Date Sumber of km at departure	01/04/2024					_	0.0

Figure 3 Driver's workplace. "Licences" interface

				Profile f	or sele	cted menu's element is viewed in this part of the screen	
	Albania						13
Workplace	Driver Workplace 🤿	Γ					
			Code	Number +	Year	Туре	C
Ŭ.		ø	AL	00007	2024	Annual	
Incidents		ø	AL	00009	2024	Annual	
Ass My Profile				"Lic	ences'	' interface is viewed on the screen	
? Heip							
				l menu et is activ	-	Haulier's Driver role. Workplace	

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.

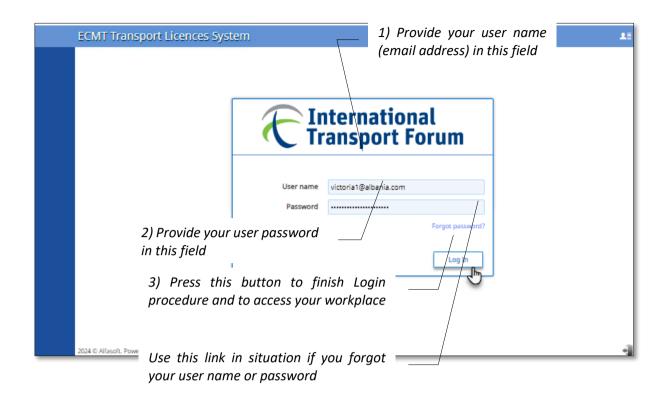
2.1 How to Login the System

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



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)

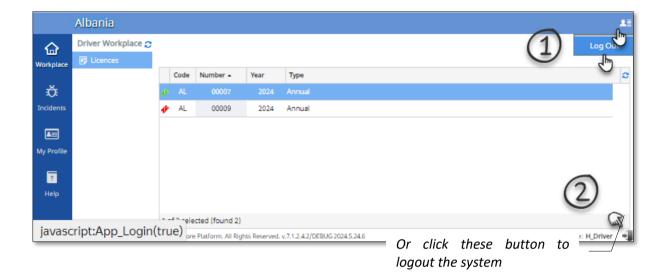
2.2 How to Logout the System

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 for same functionality button in the right down corner of your account workplace **a**.

Figure 5 Ways to logout the system

Click these buttons to logout the system





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.

I spired – 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).

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 Licen	ce form
--------	---------	---------

Licence current status indication

😰 Licence Annual A	AL00010 - Linked 28/0	03/2024		ick here to ocument in PL		icence	8 🗆 ×
Country * Albania Category * Euro VI Haulier * Balkar	n Trans	Code* AL Issued at* 28/03	Number* /2024 Valid From*	00010 28/03/2024 Restrictions	Type * Valid To *	Annual 31/12/2024	Year * 2024
New trip			b	v last logbook printed de		ehicle Grinish the trip	
A) DEPARTURE	Click hei PDF fori		ence logbool				
Departure Date Number of km at departure B) ARRIVAL	03/06/2024	Truck Reg Nr	Tirana TR123FD AL	Trailer Reg Nr	AL RJ123 AL	Gross Weight (in tonnes) Loaded	5,000.0
Arrival Date	06/06/202	here to view ments	w truck's list	y of unloading	BG RJ123 AL	Gross Weight (in tonnes)	5,000.0
# 10 - TRIP FINISH A) DEPARTURE	ied 🔒						
Departure Date Number of km at departure B) ARRIVAL	01/04/2024 287000	Place of loading Truck Reg Nr	Venio AA08800 AL	Country of loading Trailer Reg Nr	NL RL569 AL	Gross Weight (in tonnes) Empty	0.0
Arrival Date Number of km at arrival	01/04/2024 289000	Place of unloading Truck Reg Nr	Tirana AA088OO AL	Country of unloading Trailer Reg Nr	AL RL569 AL	Gross Weight (in tonnes)	0.0
							Close

Figure 7 Licence document in PDF viewer

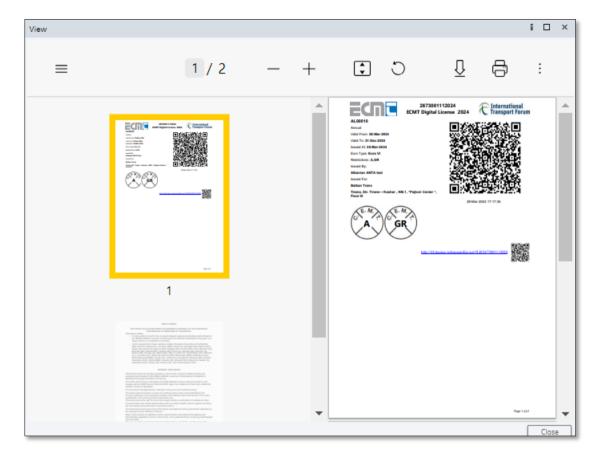


Figure 8 Licence logbook in PDF viewer form

View							∎ 🗆 ×
≡	1 / 1	_	+	: 5	$\overline{\Omega}$	đ	:
				ECCEPTION And Market State Market Mar	ANNERO A THEME OF AN ANNE AN ANNERO A THEME A ANNERO A THEME A		1 1 1 1 1 1 1 1 1 1 1 1 1 1
							Close

Figure 9 Documents for truck form

Documents for truck: AA088OO			B		х		
INFO							
Plate Number AA08800	VIN Cod	e SCEDT:	26TOD004301				
Documents							
Document Type	File Attachment						
Certificate for Roadworthiness Test for Motor Vehicles	eroarea_12.0	<u>4.23.png</u> (53.3 k	B)				
Certificate of Compliance with EURO Category	ECMT Digital	License 2023_Q	Rcode.pdf (18	0.9 kB)		
		Ð					
		Click	docu	ma	nt'r	name	to
							to
		dowi	nload it	on	you	r device	
				Clos	e		

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

When licence is in use new trip can't be activated (created)
Eicence Annual AL00010 - Linked 28/03/2024
Country * Albania Code * AL Number * 00010 Steps and actions adding buttons Category * Euro VI Issued at * 28/03/2024 Valid From * 28/03/2024 Haulier * Balkan Trans Restrictions Austria, weak Restrictions Austria, weak New trip * ±2 - TRIP ACTIVATED (AL00006)
A) DEPARTURE Departure Date 03/6/2024 Number of km at 1550000 Trip's current status AL Trailer Reg Nr ARj123 AL Loaded
Arrival Date or loc loose Place of unloading provide Country of unloading pc Gross Weight (in toppes) append
Number of km at 1 Truck Res Nr TR123FD AL Trailer Reg Nr ARj123 AL ✓ # 10-TRIP FINISHED A) DEPARTURE
Departure Date 01/04/2024 Place of loading Venio Country of loading NL Gross Weight (in tonnes) 0.0
Number of km at 287000 Truck Pen Nr Trailer Pen Nr Trailer Pen Nr Frency
BI ARRIVAL & Steps' and actions' icons: click on icon to
Arrival Date 01/04/2024 Place view step / action data in a separate form s Weight (in tonnes) 0.0
Number of km at 289000 Truck Reg Nr AA08800 AL Trailer Reg Nr TRL569 AL
Close

Note: Step adding is available for annual licences only

Figure 11 Action's form

Control			1 🗆 ×
Control Autority	Albania CLO		
Control Autority	Albania CLO		
Country	AL		
Control Result	Valid	Control Date	23/05/2024 03:24
Comments			
test comment 1			
			Close

Figure 12 Steps form

License 00007 , Trip	Nr 19						B		x
A) DEPARTURE									
Departure Date	21/04/2024	Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes)	5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
Step 1 - Transit poin	t								
Date	21/04/2024	Place	Budapest	Country	Н				-
Number of km(ODO meter)		Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
B) ARRIVAL 🛃									
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unloading	ng AL	Gross Weight (in tonnes)	5.0		
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
0 of 3 selected (four	id 3)								
								Close	•

3.1.3 How to Activate New Trip for a Licence

In licence form that has "available" status click • New trip button:

Figure 13 Start of new trip activation process

😰 Licence Annual AL00007 - Available	31/01/2024			∎ □ ×
Country * Albania Category * Euro V	Code * Licence must have Issued at * 31/01/2024 Valid From	ve "available" status * 31/01/2024 Valid To *	Annual 31/12/2024	Year [®] 2024
Haulier * Balkan Trans		Restrictions Austria, Greece, Hungar	<i>i.</i>	
Truck's documents New trip S ● 1 TAP FINISHED STEPS: 3 ■ A) DEPARture Departure Date 21/04/2004		ew last logbook printed document	Gross Weight (in tonnes)	5.0
Number of km at 27650 Click h	ere to activate new trip	aller Reg Nr TRL 33 A AL	Loaded	
Arrival Date 25/04/2024 Number of km at arrival 2278900 Image: the state of km at arrival 2278900	Place of unloading Tirana Truck Reg Nr TR1234A AL	Country of unloading AL Trailer Reg Nr RRRR23 AL	Gross Weight (in tonnes)	-1.0
A) DEPARTURE 🗶				Close

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 Ne	w trip acti	ivation form
--------------	-------------	--------------

lew trip								8		×
License *	00007	Q, Drive	er Number Or	ne						
A) DEPARTURE 🛨										
Departure Date *	05/06/2024	Place of loading *	Plovdiv	Country of loading	* BG	i q	Gross Weight (in tonnes) *	70	00	
Number of km at departure *	340000	Truck Reg Nr *	67JK784568 AL 🔾	Trailer Reg Nr	DDD333 /	AL Q				
acportora					Is	Assemble	ed Goods * 🛛 Ye	s 💿	No	
B) ARRIVAL 🗶					Is	Assemble	ed Goods * 🛛 🔿 Ye	s 💿	No	
	08/06/2024	Place of unloading *	Baku	Country of unloadi			0.6		No 000.0	
B) ARRIVAL 🛃	08/06/2024	Place of unloading * Truck Reg Nr	Baku 67JK784568 Q	Country of unloadi Trailer Reg Nr			ed Goods * Ye Gross Weight (in tonnes) *			
B) ARRIVAL 速		unloading *		-	ing * AZ	٩	0.6			

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

Figure 15 Confirmation steps on trip activation

Confirmation	8		×	Confirmation!	×
After finishing the action you will no change the indicated data! Confirm you action!	t be a	ble t	0	The trip has been activated! Make sure that the diver has updated logbook printed form!	
Previous	1	Clos	e	Close	2

Click <u>Confirm</u> \rightarrow <u>Close</u>: 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

Licence Annual	AL00007 - In Use 31	/01/2024							
Country * Albania		Code * Al	L	Number *	00007		Type *	Annual	Year * 2024
Category * Euro V		Issued at * 31	1/01/2024	Valid From *	31/01/202	4	Valid To *	31/12/2024	
laulier* Balk	an Trans			R	Restrictions Au	istria, Gre	ece, Hungar	ry,	
Truck's docum	ents	28	View license	👩 View la	ist logbook print	ted docum	ent		
		_		_					
New trip									
# 20 - TRIP ACTI	VATED		1	Transit 🖉 Adı	d step 🖋 Spec	ial remark	🚛 Change	vehicle Prinish the trip	🖋 Change
			1						
DEPARTURE 🟦			_	_					
parture Date	05/06/2024	Place of loading	Plovdiv	C	ountry of loadir	ig	BG	Gross Weight (in tonne	s) 7,000.0
umber of km at	340000	Truck Reg Nr	67IK784	568 AL T	railer Reg Nr	DDD3	33 AL	Loaded	
ARRIVAL	340000		07/17/04	100 AL		0000	10 100		
rrival Date	08/06/2024	Place of unload	ng Palar		ountry of unloa	dina	۸7	Gross Weight (in tonne	s) 7,000.0
umber of km at	341000	Truck Reg Nr	67 K784	568 AL T	railer Reg Nr	DDD3	33 AL		
	_								
# 19 - TRIP FINIS DEPARTURE ①	ihed <u>steps:3</u> 🖹 🚚	A state of the							
eparture Date	21/04/2024	Place of loading	Paris	0	country of loadir	ig	F	Gross Weight (in tonne	s) 5.0
lumber of km at	276500	Truck Reg Nr	TR12344	AL T	railer Reg Nr	TRL 33	A AL	Loaded	
eparture) ARRIVAL 🛃	270300		111234			THE DE			
		Place of unload	ing Tirana	c	country of unloa	ding	AL	Gross Weight (in tonne	s) -1.0
rrival Date	25/04/2024								
_	25/04/2024	Truck Reg Nr	TR12344	AL T	railer Reg Nr	RRRR2	3 AL		

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

New trip									8 🗆	I X
License *	20004	Q, Drive	driver3@bt	rans.com	Q					
A) DEPARTURE 🛨										
Departure Date *	07/05/2024	Place of loading *	Plovdiv	Country of loading	* [BG Q	Gross Weight tonnes) *	(in	7,000.	.0
Number of km at departure *	592300	Truck Reg Nr *	TRN68969 AL Q	Trailer Reg Nr *	RRR555	5 AL Q				
						Is Assemble	d Goods *	⊖ Yes	🖲 No	
B) ARRIVAL 🛃										
Arrival Date *	10/05/2024 📫	Click here	to link ano	ther licence	* /	AZ Q	Gross Weight tonnes) *	(in	7,000.	.0
Number of km at arrival *	594300	from avai	lable licenc	es list		Q	,			
		,								
						🖺 Link lio	ense Im			
🕸 Invalid dates! Depa	rture date can't be greate	er than Valid to!								
4								Next		ose
								IVEXE		ље

Figure 18 Lookup for available licence selection

Select reco	rd from the lis	t			Đ		×
Find:	Number	~				Go	
Number 🔺	Туре						c
00015	Annual	b ~					
00016	Annual	3					
1 of 2 selec	ted (found 2)			F			
				ОК		Close	2

Figure 19 Message on successful licence link

Message	B		×
The license has been linked!			
Next		Close	e]

3.1.4 How to Add Transit Point to a Trip

In active trip section in licence logbook click **Transit** button:

Figure 2) Start d	of transit	point addition
----------	-----------	------------	----------------

E Licence Annual /	AL00007 - In Use 31/0	01/2024							8 🗆	х
Country * Albania Category * Euro V Haulier * Balka	n Trans	Code * AL Issued at * 31/01	/2024 Valid Fr	rom *	00007 31/01/2024		Type * Valid To *	Annual 31/12/2024	Year 2024	
Truck's docume New trip 20 - TRIP ACTIV	nts	😹 Viet	w license	View last lo	gbook printe	d documer	e, Hungary,	hicle	🖌 Change	
A) DEPARTURE 2 Departure Date Number of km at departure B) ARRIVAL & Arrival Date Number of km at arrival	05/06/2024 340000 08/06/2024 341000	Place of loading Truck Reg Nr Place of unloading Truck Reg Nr	Plovdiv 67JK784568 Al Baku 67JK784568 Al	Count	rry of loading r Reg Nr try of unloadi r Reg Nr	DDD333	AL	Gross Weight (in tonnes) Loaded Gross Weight (in tonnes)	7,000.0]
# 19 - TRIP FINISH A) DEPARTURE Departure Date Number of km at departure B) ARRIVAL	ED STEPS:3 ☐ ## 4 21/04/2024 276500	Place of loading Truck Reg Nr	Paris TR1234A AI		ry of loading r Reg Nr	F TRL 33 A		Gross Weight (in tonnes) Loaded	5.0	j
Arrival Date Number of km at arrival	25/04/2024 2278900	Place of unloading Truck Reg Nr	Tirana TR1234A AI		ry of unloadi r Reg Nr	ng A RRRR23	AL	Gross Weight (in tonnes)	-1.0	▼ se

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

Add transit p	oint						8		>
Step 2: Tran	sit point								
Date *	07/05/2024	Place *	Ljubljana			Count	ry *	SLO	q
Number of km	276900	Truck Reg Nr	TR1234A	Q,	Trailer	Reg Nr	TRL 3	33 A	0
m									
					_				
					L	Finish		Clos	e

Click Frish button: "Add transit point" form will be closed, step button will be displayed in active trip section:

🛛 Licence Annua	I AL00007 - In Use 31	1/01/2024											8 🗆	
Country * Albania	1	Code *	AL	Number *	00	007		Type *		Annual		Yea	r [*] 2024	4
Category * Euro V		Issued at *	31/01/2024	Valid From *	31,	/01/2024		Valid To	*	31/12/2024	Ļ			
Haulier* Ball	kan Trans				Restrictio	ons Aus	tria, Gre	ece, Hun	gary,					1
Truck's docum	nents		👩 View licen	se 🛛 🙀 Viev	w last logbo	ook printe	d docum	ent						1
New trip														
New trip	IVATEC <u>STEPS: 2</u> 🔒 1			/ Transit	Add step	✓ Specia	Iremark	Char	nae vehic	e MFinis	h the trip	Cha	nge	
	IVATEC STEPS: 2 🗟 1				Add step	🖋 Specia	l remark	# Chan	ige vehic	e 🕑 Finis	h the trip	🖋 Cha	nge	
# 20 - TRIP ACT	0.			/ Transit /	Add step	🖋 Specia	l remark	🚚 Char	ige vehic	e 🖾 Finis	h the trip	🖉 Cha	nge	
# 20 - TRIP ACT	Ð	Direc of load	fina	â										-
A) DEPARTURE 1	0.	Place of load	ding Plove	â				G G		e EFinis		,]
# 20 - TRIP ACT A) DEPARTURE Departure Date Number of km at	Ð	Place of load Truck Reg N	FION	â		ofloading		BG	Gr]
# 20 - TRIP ACT A) DEPARTURE Departure Date	05/06/2024		FION	điv	Country	ofloading		BG	Gr	oss Weight				Ī
# 20 - TRIP ACT A) DEPARTURE Departure Date Number of km at departure	05/06/2024		67JK	iv 184568 AL	Country o	ofloading	DDD3:	BG	Gr	oss Weight	(in tonnes)	7,000	0.0	

Figure 22 Steps form with transit points

License 00007 , Trip	Nr 19	Click	here to o	pen steps	form		8		×
A) DEPARTURE			transit poi						_
Departure Date	21/04/2024	Place of I			-	Gross Weight (in tonnes)	5.0		
Number of km at departure	276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr					
Step 1 - Transit poin	it			-	nt step that h his paragrap				
Date	21/04/2024	Place	Budapest						
Number of km(ODO meter)		Truck Reg Nr	R1234A AL	Trailer Reg Nr	TRL 33 A AL				
Step 2 - Transit poin	it	/					_		
Date	21/04/2024	Place	Ljubljana	Country	SLO				
Number of km(ODO meter)	276900	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
B) ARRIVAL									
Arrival Date	23/04/2024	Place of unloading	Tirana	Country of unload	ding AL	Gross Weight (in tonnes)	5.0		
Number of km at arrival	2278500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr	TRL 33 A AL				
0 of 4 selected (four	nd 4)								
			All data a only" mo	are presento de	ed in "read			Close	2

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

Licence Annua	I AL00007 - In Use 31,	/01/2024							8	
Country * Albania	I	Code *	AL	Number *	00007	Ţ	ype *	Annual	Year ^a 20	024
Category * Euro V		Issued at *	31/01/2024	Valid From *	31/01/2024	v	alid To *	31/12/2024		
laulier* Ball	kan Trans				Restrictions Au	stria, Greece	e, Hungary,			
Truck's docum	ients		🙍 View license	e 👩 View	last logbook print	ed document				
	IVATEC STEPS: 2 â 1			/ Transit / A	idd step 🖋 Speci	al remark 🛛 🤞	Change v	ehicle Grinish the trip	🖋 Change	
New trip		Place of loadi		ā	Ъ					
# 20 - TRIP ACT DEPARTURE eparture Date	05/06/2024		ing Plovdiv	â /	Country of loadin	9 BG	i	Gross Weight (in tonnes		
# 20 - TRIP ACT DEPARTURE parture Date umber of km at eparture		Place of loadi Truck Reg Nr	ing Plovdiv	ā	Ъ					
# 20 - TRIP ACT) DEPARTURE 1	05/06/2024		ing Plovdiv 67JK78	â /	Country of loadin	g BG DDD333	i AL	Gross Weight (in tonnes	;) 7,000.0	

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

Trip steps in l	ogbook				8		×
Step 1:							
Date *	05/06/2024	Place *	Prague	Country	*	cz	٩
Weight Sign *	-	Weight (in tonnes) *	8				
Number of	340700	Truck Reg Nr	67JK784568 Q	Trailer Reg Nr	DDD	333	Q
				Next		Clos	e

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.

ountry* Albania		Code *	AL	Number *	00007	Type *	Annual	Year [®] 2024	4
ategory * Euro V		Issued at *	31/01/2024	Valid From *	31/01/2024	Valid To *	31/12/2024		1
		Issued at *	51/01/2024	valid From *	51/01/2024	Valid TO *	51/12/2024		J
aulier * Balkan Tran	5					eece, Hungar	у,		
Truck's documents		NUI	nber of	steps aa	ded in a trip	hent			
<u> </u>			-	_					
	\								
New trip									
# 20 - TRIP ACTIVATED	STEPS: 3 🔒 1			🖋 Transit 🖉 A	dd step 🖋 Special	remark 🛛 🛲 Change	vehicle 🖾 Finish the trip	🖋 Change	
# 20 - TRIP ACTIVATED DEPARTURE			[/ Transit / A	dd step 🖋 Special	remark 🖪 Change	vehicle Pinish the trip	🖋 Change	_
) DEPARTURE	STEPS: 3 1	Place of load		🖋 Transit 🖉 A	dd step 🖋 Special	remark 🖪 Change BG	Gross Weight (in tonnes		-
eparture Date 05/01	6/2024		ing in a		Country of loading	BG	Gross Weight (in tonnes]
eparture Date 05/00 umber of km at 3400	6/2024		ing in a		Country of loading]
DEPARTURE 1 eparture Date 05/01	6/2024		ing in a		Country of loading	BG	Gross Weight (in tonnes		9
DEPARTURE 2 eparture Date 05/01 umber of km at 3400 parture 2 ARRIVAL 2	6/2024		here to		Country of loading	BG DDD333 AL	Gross Weight (in tonnes) 7,000.0	
DEPARTURE 3 eparture Date 05/01 umber of km at 3400 ARRIVAL 3	5/2024 00 5/2024	Click	here to		os form	BG DDD333 AL	Gross Weight (in tonnes) 7,000.0	

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

E Licence Annual AL00007 - In Use 31	/01/2024					8 🗆	×
Country* Albania Category* Euro V	Code * AL Issued at * 31/01/202	Number *	00007 31/01/2024	Type *	Annual 31/12/2024	Year [®] 2024	Â
Haulier * Balkan Trans			Restrictions Austria	Greece, Hungary,			
Truck's documents	😰 View lice	ense 🙍 View	last logbook printed d	ocument			
New trip # 20 - TRIP ACTIVATED <u>STEPS: 3</u>		🖊 Transit 🖉 A	dd step 🖋 Special re		hicle Prinish the trip	🖋 Change	
Departure Date 05/06/2024	Place of loading Plo	vdiv	Country of loading	-	Gross Weight (in tonnes)	7,000.0	
Number of km at 340000	Truck Reg Nr 67]	K784568 AL	Trailer Reg Nr	DDD333 AL	Loaded		
B) ARRIVAL							
Arrival Date 08/06/2024	Place of unloading Ba	cu	Country of unloading	AZ	Gross Weight (in tonnes)	6,992.0	
Number of km at 341000	Truck Reg Nr 67]	K784568 AL	Trailer Reg Nr	DDD333 AL			
# 19 - TRIP FINISHED STEPS: 3 A) DEPARTURE	۵						

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

Figure 26 Special remark form

Add special remark		x
Special remark *		
test remark		٦
	4	1
Finish	Close	2

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

E Licence Annual /	AL00007 - In Use 31/0	1/2024 Click	here to open	remarks form			8 🗆	×
Country* Albania		Code * AL	Number *	00007	Type *	Annual	Year ^a 2024	
Category * Euro V	, i i i	Issued at * 31/01	/2024 Valid From *	31/01/2024	Valid To *	31/12/2024		
Haulier* Balka	n Trans			Restrictions Austria, (Greece, Hungary,			
Truck's docume		Die Vier	w license 🗾 💆 Viev	v last logbook printed doci	ument			
# 20 - TRIP ACTIV	ATED STEPS: 3	1	🥒 Transit 🥒	Add step 🖋 Special rema	ark 🖪 Change vel	hicle 🕼 Finish the trip	🖋 Change	
A) DEPARTURE	0							
Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000.0	
Number of km at departure B) ARRIVAL 🛃	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr DD	D333 AL	Loaded		
Arrival Date	08/06/2024	Place of unloading	Baku	Country of unloading	AZ	Gross Weight (in tonnes)	6,992.0	
Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr DD	D333 AL			
# 19 - TRIP FINISH A) DEPARTURE	HED <u>steps: 3</u> 🖹 🚚 🕻	<u> </u>						

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

		ecial remarks (others)
Created By	Created On	Special remarks
🙎 Xheli Besmir	07/05/2024 14:56	test remark
-		

3.1.7 How to Change Vehicle / Trailer for a Trip

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

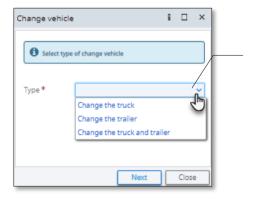
Figure 28 Start of change vehicle / trailer process

E Licence Annual A	AL00007 - In Use 31/(01/2024						8 🗆	×
Country * Albania Category * Euro V		Code * AL Issued at * 31/0	Number*	00007 31/01/2024	4	Type * Valid To *	Annual 31/12/2024	Year [®] 202	4
Haulier * Balka	n Trans			Restrictions Au	istria, Gre	ece, Hungary,			
Truck's docume	nts	📑 Vie	ew license 🛛 🙍 View	w last logbook print	ed docum	ent			
New trip		A 1							
A) DEPARTURE	ATED STEPS: 3	D 1	/ Transit /	Add step 🖋 Speci	ial remark	Change veh		🖋 Change	
Departure Date	05/06/2024	Place of loading	Plovdiv	Country of loadin	ig	BG	Gross Weight (in tonnes)	7,000.0	
Number of km at departure	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD3:	33 AL	Loaded		
B) ARRIVAL 🛃									-
Arrival Date	08/06/2024	Place of unloading	Baku	Country of unloa	ding	AZ	Gross Weight (in tonnes)	6,992.0	
Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD3:	33 AL			
# 19 - TRIP FINISH A) DEPARTURE	ied <u>steps: 3</u> 🖹 🚚	8							_

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:

Table for Logb	ook Change vehicle	8		×	
Type *	Change the trailer v On Date * 05/06	5/2024 🗰 0	1:27	0	
Old Trailer	DDD333 Q New Trailer *	RRR23 AL		٩	
Comments *					
comment test					Select another trailer from the lookup
		<u> </u>		11	grid
Statement of honor *	Statement of honor.pdf (234.2 KB) - The file is received. At	ttach a File			
		Finish	diose		Click here to add attachment document stored on your hard disk
1	Leave a comment about ve	ehicle / t	rail	er	stored on your nard disk

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

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

Figure 31 Confirmation messages forms on vehicle / trailer change

Confirmation	8 🗆	×		Confirmation!	8		×
After finishing the action you will not be able to change the indicated Confirm you action!			ī	The vehicle has been char Make sure that the diver has printed form!		ok	
Confirm	Clo	se				Clo	se

Click \bigcirc buttons: confirmation messages will be closed and "change vehicle" icon will be displayed in active trip section:

•	AL00007 - In Use 31	/01/2024					
Truck's docum	an Trans	Code * AL Issued at * 31/	trailer char	nges in "Char ew last logbook printe	data about v nge vehicle" d document	form	Year ⁴ 2024
A) DEPARTURE 🏦	C.	2					
	05/06/2024	Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000.0
Departure Date							
Departure Date Number of km at departure B) ARRIVAL 🛃	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD333 AL	Loaded	
Number of km at departure	340000	Truck Reg Nr Place of unloading		Trailer Reg Nr Country of unloadi		Loaded Gross Weight (in tonnes)	

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 <a>Change button:

Figure 32 Start of change trip parameters process

E Licence Annual AL00007 -	In Use 31/01/2024					8 🗆 ×
Country * Albania Category * Euro V	Code * AL Issued at * 31/	Number* 01/2024 Valid From*	00007 31/01/2024	Type * Valid To *	Annual 31/12/2024	Year 2024
Haulier * Balkan Trans			Restrictions Austria,	Greece, Hungary,		
Truck's documents	pp V	iew license 🛛 🙀 View	w last logbook printed doo	ument		
New trip						
# 20 - TRIP ACTIVATED STEP	<u>s:1</u> 🖹 🚚	🖋 Transit 🖉	Add step 🖋 Special rem	ark 🖪 Change veh	icle 🖾 Finish the trip	
A) DEPARTURE						<u>b</u>
Departure Date 05/06/20	24 Place of loading	Plovdiv	Country of loading	BG	Gross Weight (in tonnes)	7,000. Chang
Number of km at 340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr DD	D333 AL	Loaded	
B) ARRIVAL						
Arrival Date 08/06/20	24 Place of unloadin	9 Baku	Country of unloading	AZ	Gross Weight (in tonnes)	6,992.0
Number of km at 341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr RR	RR23 AL		
# 19 - TRIP FINISHED STEPS	13 🖹 🛲 🤷					
A) DEPARTURE						
Departure Date 21/04/20	24 Place of loading	Paris	Country of loading	F	Gross Weight (in tonnes)	5.0
Number of km at 276500	Truck Reg Nr	TR1234A AL	Trailer Reg Nr TR	L 33 A AL	Loaded	
B) ARRIVAL						

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

License *	00007		river Number O								4
		Q, Di	Number O	ne							
A) DEPARTURE 🏦										_	
Departure Date *	05/06/2024	Place of loading	* Ploydiv	Country of loading	na * BG		Gross Weight (in	n 7,0	00.0		
Number of km at departure *	340000	Truck Reg Nr *	Fields avail are situated	-	-		-				
			ure situatet	i ili tilis pui	i oj inc.	0		S.V			
								🔵 Yes 🍥 I	vo		
B) ARRIVAL 🛃										_	1
B) ARRIVAL 速	09/06/2024	Place of unloading *	Baku	Country of unloa	ding * AZ	٩	Gross Weight (in tonnes) *		92.0	-	ĺ
	09/06/2024		Baku 67JK784568 AL Q	Country of unloa Trailer Reg Nr	ding * AZ	Q	Gross Weight (in tonnes) *				Ī
Arrival Date *		unloading *		-			Gross Weight (in tonnes) *				

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

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

🕽 Licence Annu	al AL00007 - In Use 31	/01/2024							8 🗆	
Country * Alban	ia	Code *	AL	Number *	00007		Type *	Annual	Year [®] 2024	4
Category * Euro	V	Issued at *	31/01/2024	Valid From *	31/01/2	024	Valid To *	31/12/2024		
laulier* Ba	alkan Trans				Restrictions	Austria, (Greece, Hungary	<i>i.</i>		1
Truck's docu	ments		🙍 View licen	se 🛛 🙍 Viev	v last logbook pr	rinted docu	ument			1
Newtrie				_						
New trip # 20 - TRIP AC	TIVATED <u>STEPS: 1</u>			/ Transit	Add step 🖉 Sp	ecial rema	ark 🖪 Change v	vehicle Brinish the trip	🖋 Change	1
) DEPARTURE										_
Departure Date	05/06/2024	Place of loading	ng Plove	div	Country of loa	ding	BG	Gross Weight (in tonnes)	7,000.0	
Number of km at Jeparture	340000	Truck Reg Nr	67JK7	784568 AL	Trailer Reg Nr	DDI	D333 AL	Loaded		
B) ARRIVAL 🛃										-
Arrival Date	09/06/2024	Place of unloa	ding Baku		Country of un	oading	AZ	Gross Weight (in tonnes)	6,992.0	
Number of km at arrival	341000	Truck Reg Nr	67JK7	784568 AL	Trailer Reg Nr	RRF	R23 AL			
🗭 # 19 - TRIP FI	NISHED STEPS: 3 🖹 🚚	A								
A) DEPARTURE										
Departure Date	21/04/2024	Place of loading	ng Paris		Country of loa	ding	F	Gross Weight (in tonnes)	5.0	
Number of km at departure	276500	Truck Reg Nr	TR12	34A AL	Trailer Reg Nr	TRL	.33 A AL	Loaded		
B) ARRIVAL 🛃										
Arrival Date	25/04/2024	Place of unloa	ding Tiran	a	Country of un	oading	AL	Gross Weight (in tonnes)	-1.0	
Number of km at		Truck Reg Nr			Trailer Reg Nr	RRF				

You'll see the form with trip general info:

Figure 35 finish the trip form

Finish trip								8 0	×
A) DEPARTURE									
Departure date *	05/06/2024	Place of loading *	Plovdiv	Country of loading *	BG		Gross Weight (in tonnes) *	7,000	0
Number of km at departure *	340000	Truck Reg Nr *	67JK784568 AL	Trailer Reg Nr	RRRR23 AL				
					Is A	ssembled	d Goods * 🛛 Yes	No	
							0.000		
							0.0	0.00	
B) ARRIVAL 🛃							0.0	0.10	
B) ARRIVAL 🗶	09/06/2024	Place of	Baku	Country of unloading	g* AZ	٩	Gross Weight (in	6,992	0
	09/06/2024	Place of unloading * Truck Reg Nr	Baku 67JK784568 AL Q	-	g * AZ RRR23 AL	Q			0
Arrival Date *		unloading *		-		-	Gross Weight (in	6,992	0 ose

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

Figure 36 Confirmation messages on finish trip process

Confirmation	8		×	Confirmation	8		×
After finishing the action you will not to change the indicated data! Confirm you action! Previous Confirm	be a	ble t		The trip has been finished! Make sure that the diver has updated logb printed form!		Close	e

Click Confirm \rightarrow 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

😰 Licence Annual	AL00007 - In Use	31/01/2024						8 🗆	×
Country * Albania Category * Euro V		Code * AL	Number*	00007 31/01/202	4	Type * Valid To *	Annual 31/12/2024	Year ^a 2024	^
	an Trans	Trip got finishe	ea status			ece, Hungary			
Truck's docume	ents	ph Viev	v license 🛛 📂 Viev	v last logbook prin	ted docum	ent			
New trip	ihed steps: 1 🖹 (/		
A) DEPARTURE 1	05/06/2024	Trip manager	ment button	s become i	unava	ilable	iross Weight (in tonnes)	7,000.0	
Number of km at departure B) ARRIVAL	340000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	DDD3	33 AL	Loaded		
Arrival Date	05/06/2024	Place of unloading	Balar	Country of unloa	dina	17	Gross Weight (in tonnes	6,002.0	
Number of km at arrival	341000	Truck Reg Nr	67JK784568 AL	Trailer Reg Nr	RRRR2	23 AL			

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

		Click he	re to post new incic	lent reco	rd		
	Albania						2
	Incidents C	Incident Nr	Created On Period V	_/_/	m _J	m	
Workplace	Submitted	Subject				Searc	ch
	In Progress					Jean	
Ť	🔁 Ready for Testing	🔁 Post an Incident 🔺 Mark as Resolu	ved 🔯 Cancel				
Incidents	On Hold						
	Cancelled	Incident No Subject	Posted On - Posted By	Priority -	Assign To	Application	0
My Profile	Resolved	ෘදු I00011 CA_Admin test	10/01/2024 10:32 Cadmin2	Medium	A	Ibania	
my Prome	\	I00010 Test Officer	10/01/2024 10:31 0000123	Medium	A	Ibania	_
?	Click	here to access Incidents	profile				

4.1 How to Post an Incident from "Incidents" Profile

In menu bar of submitted incidents click ^{C Post an Incident} button:

	Albania			
습	Incidents C	Incident Nr	Created On	Period 🗸
Workplace	Submitted	Subject		
ŏ	 In Progress Ready for Testing 	Post an Incident Mark as Resol	ved 🔯 Cancel	
Incidents	 On Hold Cancelled 	Incident No Subject	Posted On 👻	Posted By
My Profile	Resolved	-x2 100011 CA_Admin test (a) 100010 Test Officer	10/01/2024 10:32 (10/01/2024 10:31 (
?				

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

Add an Inci	dent		8		х
General	Screen	nshot Attachments			
INCIDENT					
Subject *		Subject test			
Description	*	Incident test description			
		Click here to select incident t	vpe –		
				1	11
Incident Typ	e*	Software error causing system malfunction ("bug")			4
Incident Sta	tus	Submitted V Priority Medium Vumber	[AUTO]		
Created By		💈 victoria1@albania.com Created On 26/04/2024 15:14			
		Click here to select incident's priority			
			and Close	Close	e

Figure 40 Incident type selection

Incident Type *	Software error causing system malfunction ("bug")	
Incident Type *	Software error causing system mainunction ("bug")	-m
Incident Status	Request for clarification (no changes required)	U
Created By	R V Minor usability enhancement ("look and feel")	
	Software error causing system malfunction ("bug")	
	Requirement not implemented (logical error)	
	Request for technical support	
	Request for training	
		_

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



dd an Incide	ent			8 🗆 ×
General	Screenshot	Attachments		Attached screenshot file appears in this zon
	 Acceptor Reserved Reserved on the 	Abania CIA Connecti Administratora DRO Cole Name Description	Test error	I X
2024-04-26_1	5-24-34.png (22	.9 KB) - The file is received. <u>Attar</u>		Click here to attach screenshot of the problem describing in your incident (screenshot file must be taken and saved in advance)

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 Cose} button: incident record will appear in the submitted incidents list:

G Workplace	Incidents 2 Submitted	In	cident Nr Ibject			Created On P	eriod 🗸 _/.	_/ 🛍 _/- 🛍	Search
Reports	 On Hold Cancelled 	ľ	Dert en 1	- tidane 📥 Mari	es Resoluted	Rease Held	3		
ŏ	Resolved	*	100018	Subject test	26/04/2024 15:29	victoria1@albania.com	Medium	Albania	×
ncidents		-2	I00011	CA_Admin test	10/01/2024 10:32	Cadmin2	Medium	Albania	
1			I00010	Test Officer	10/01/2024 10:31	0000123	Medium	Albania	
y Profile		۲	100006	test 1	18/12/2023 15:23	George Michael	Medium	Albania	80
? Help									

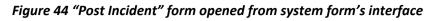
4.2 How to Post Incident from Form's Interface

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

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

Ibania ANTA	
	Should you experience any problems with this form - Please contact us!
	2) Click here to open incident posting form

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):



AL0320240000	8	form has been opened "Post incident" form
Abania CIA General	A Post Incident	
Code	Subject *	Subjext test 2
Name *	Description	Test description 2 Attached screenshot file appears in this zone
Address	Type *	Software error causing system malfunction ("bug") V Priority Normal V
Is Valid	Screenshot	D Access A Anna (A Ann
		Click Ok button to post incident incident record will appear in the list of submitted incidents
		2024-04-26_15-24-34.png. The file is received <u>Attach a File</u> Please make a screenshot file with the incident and stach it.
		₩ OK Ø Close
		Click here to attach screenshot of the problem describing in your incident (screenshot file

must be taken and saved in advance)

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

	Albania	2) Click available button to a	change the status
습	Incidents	Incident Nr	//
Workplace	Submitted	Subject	Search
Č: Incidents	🗐 Ready for Testin	C Post an Incident 🖈 Mark as Resolved 🔯 Cancel	
	 On Hold Cancelled 	Incident No Subject Posted On + Posted By Priority + Assign	To Application
My Profile	Resolved	10 10<	Albania Albania
?			
Help		1) Select incident record which status	you
		would like to change	

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

Status chang	ed to: Resolved	8		x
Subject *				
CA_Admin te	st			
Just for testir	1g purposes			
Change Status to: Comment: *	Resolved			
test comment				1
Send Notification	● Yes O No			
To:	& Cadmin2			
O Support to	eam is automatically notified via email on this change of status			
	Submit		Close	2

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:

	Albania		1
G Workplace	Incidents 2	Incident Nr Created On Period V _/_/	Search
Ö Incidents	 In Progress Ready for Testing On Hold 	G. Base downit Inscident	
Arrofile	Cancelled	Minor usability enhancement ("look current and a factor page 10-40	Modified Ch 24/05/202 20:05
? Help			

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

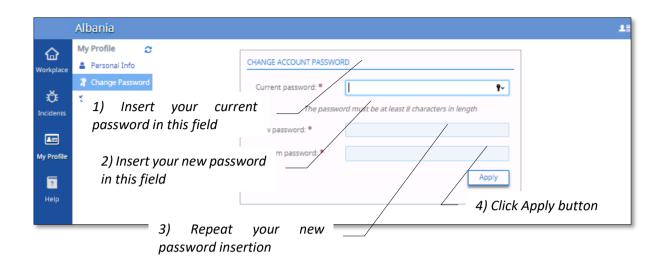
"My profile" is composed from following interface elements:

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

	Albania								1
G Workplace	My Profile	PERSONAL IN Email *		driver2@btrans.c	:om				
ہے۔ Incidents	 Change P: Login Hist 	c here ïle″ elen		access t	"My				
My Profile	J								1.
?		SECURITY							
Help		Role Registered O		H_Driver 12/02/2024 14:24	L .		Last Login Date *	14/06/2024 14:26	
		Lock state *	_				Account Status *	O Disabled Approved	
		Application * Team		Albanian ANTA te Balkan Trans	est				
						Save			

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

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

	Albania		
습	My Profile 2	LOGIN ACTIVITY HISTORY	
Workplace	Personal Info		
Ť	Change Password	05/06/2024 01:09 Logged in	
Incidents	ී Login History	05/06/2024 01:08 Logged in	
		05/06/2024 00:16 Logged in	
1		03/06/2024 17:58 Logged in	
My Profile		03/06/2024 16:01 Logged in	
?		03/06/2024 15:46 Logged in	
Help		03/06/2024 15:46 Logged in	
		18/04/2024 10:40 Logged in	
		04/04/2024 17:53 Logged in	
		04/04/2024 17:52 Logged in	
		04/04/2024 17:52 Logged in	
		13/03/2024 12:29 Logged in	
		12/03/2024 12:48 Logged in	
		11/03/2024 10:33 Logged in	
		06/03/2024 17:37 Logged in	
		06/03/2024 17:36 Logged in	
		27/02/2024 14:34 Logged in	
		16/02/2024 16:26 Logged in	_