

User manual WebSlot

BOOKING SOFTWARE

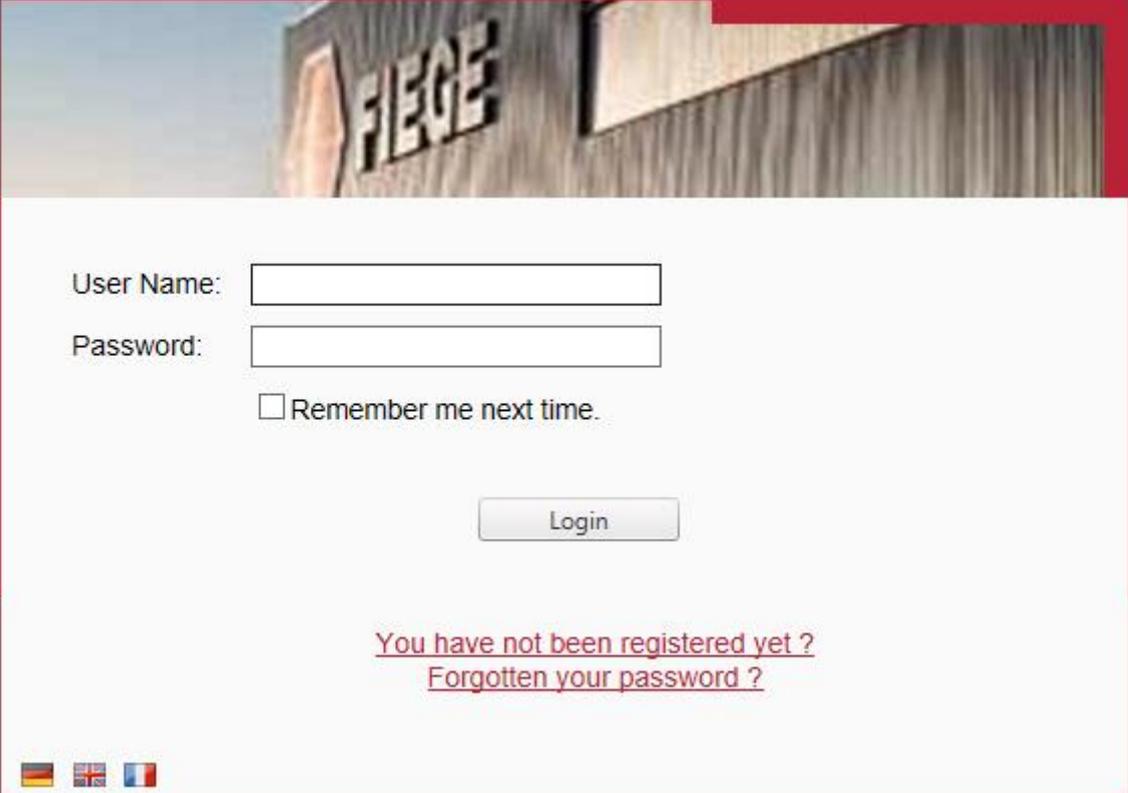
 **HEIDELBERG**



FIEGE
The World of Logistics

1. Opening the website

Use your internet browser to go to the URL [HTTPS://webslot-puurs.fiege.com](https://webslot-puurs.fiege.com). The login screen is shown.



User Name:

Password:

Remember me next time.

Login

[You have not been registered yet ?](#)
[Forgotten your password ?](#)

Fill in your username and password and click the login-button.

The language (German, English or French) can be changed by clicking the appropriate flag in the left down corner.

If there are any problems, please contact the Fiege Customer Service:

Email: BE-PUU-CS@fiege.com

Phone: 0032 386 03 029

2. Create a new account

If this is the first time using the website, you can register by clicking the link '**You have not been registered yet?**'. A new page is being shown where personal data must be filled in. Fields marked with a * are mandatory fields. **!!! Fill in the note that it is for Heidelberg – Inbound !!!**

Please note that the password must be at least 6 characters long and one of them must be a special character! (!, @, *, ...)

Please enter your data's to sign up for a new account.

Please note, that the password must be at least 6 characters and one of them must be a special character!

User Name: *

Password:

Confirm password:

E-Mail: *

Salutation:

Last Name: *

FirstName: *

Company Name: *

Address 1: *

Address 2:

Country: / P/c: / City: ***

Phone: *

Fax:

Mobile Phone:

Language:

Note: *

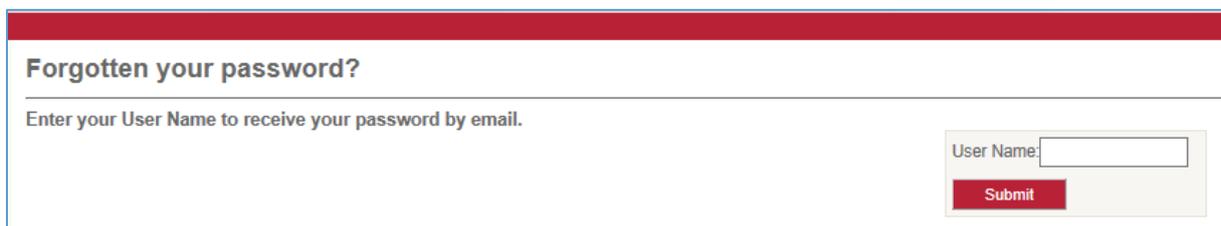
After filling in all required fields, click **'Register'** and your request is being send to Fiege to be handled. If a required field isn't filled in or doesn't meet the requirements an error message is shown on top of the screen.

The person who is registering will receive an e-mail when the request is approved.

3. Forgotten your password

When the password has to changed, just click the link **'Forgotten your password?'**

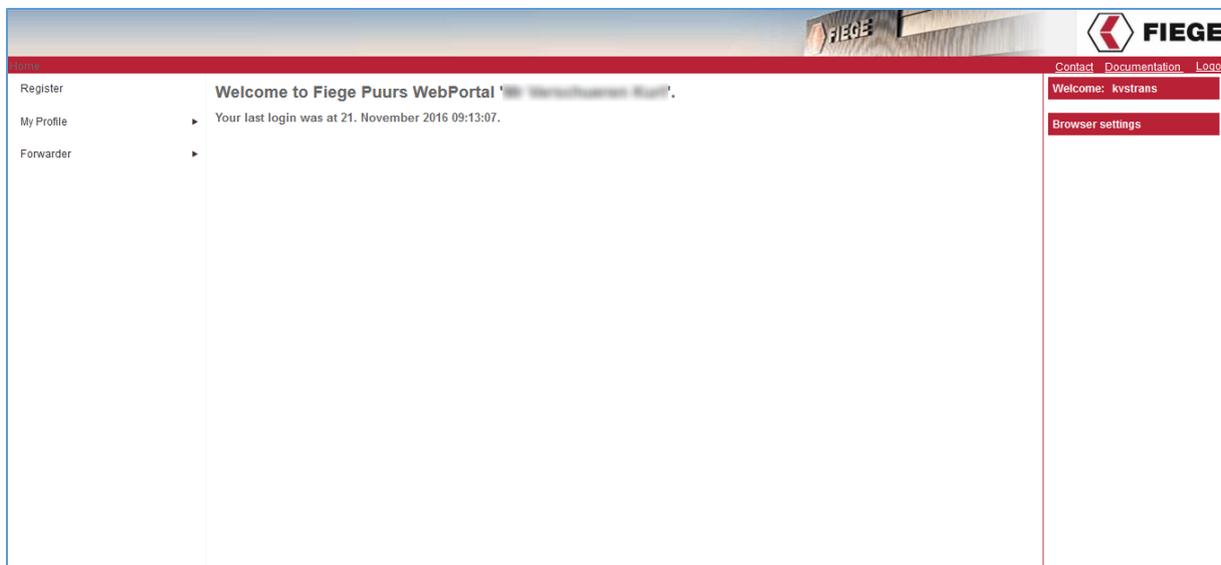
Fill in the username and press **'Submit'**. Your password will be sent by e-mail to the e-mail address that is linked to this username.



The screenshot shows a web form titled "Forgotten your password?". Below the title, there is a text prompt: "Enter your User Name to receive your password by email." To the right of this prompt is a text input field labeled "User Name:" and a red "Submit" button.

4. Welcome screen

After a successful login the welcome screen is shown.



The screenshot displays the Fiege Puurs WebPortal welcome screen. At the top right, there is a navigation bar with "Contact", "Documentation", and "Logout" links. The main content area features a welcome message: "Welcome to Fiege Puurs WebPortal 'kvstrans'". Below this, it states "Your last login was at 21. November 2016 09:13:07." On the left side, there is a vertical menu with three items: "Register", "My Profile", and "Forwarder". On the right side, there is a sidebar with two red buttons: "Welcome: kvstrans" and "Browser settings".

Beside of the welcome message and optional newsfeeds we find three menu-items on the left-hand side, i. e. **'Register'**, **'My profile'** and **'Forwarder'**.

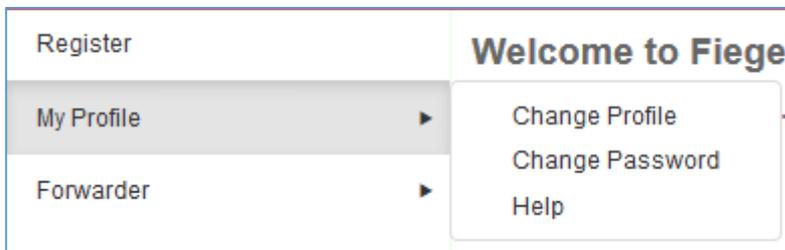


4.1. Register

Via the menu item 'Register' it's possible to enter data to request a new user. (See also [Create a new account](#))

4.2. My Profile

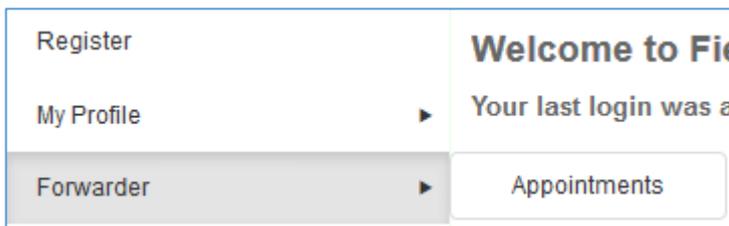
The menu item 'My Profile' holds the possibilities of changing the profile of the current user or to reset the actual password.



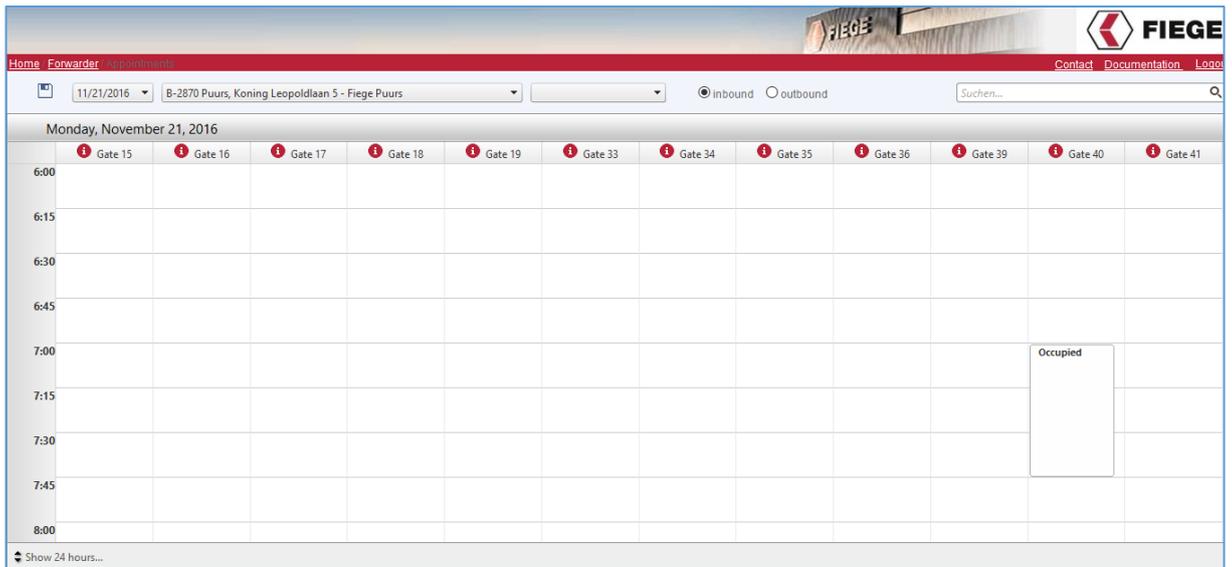
4.3. Forwarder

4.3.1. Overview

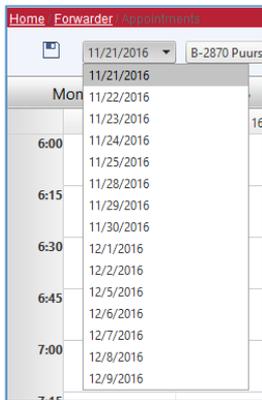
This menu-item holds the option to create and change appointments for the actual forwarder.



When clicking the item '*Appointments*' an overview of all gates which are available for the current forwarder and the actual date is shown.



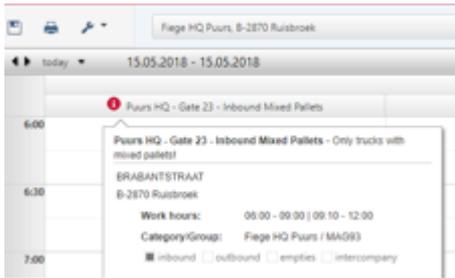
The date can be changed by clicking the drop-down box in the left top corner.



Also slots which are already taken are shown as 'Occupied'

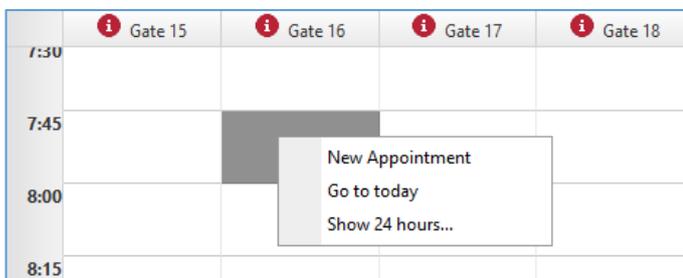


When pointing the  sign with the cursor, more information regarding this gate is shown.



4.3.2. Create an appointment

For creating an appointment just select a free slot on an available gate and click the right mouse button. A new context-menu is displayed now.



In this context-menu three topics are shown:

- **New appointment**

When choosing this topic, the actual booking can be made on the selected gate on the hour chosen

Booking-Id: 79EB9C82

Loading station: Gate 153 ⚠️ Special transport ! Priority

Inbound 📅 🕒 Full (45 min.)

04.12.2018 07:00

Shipments:

General	Extended	Details	Shipments	Notes	Status	Quality
Truck Forwarder <input type="text"/> <input type="button" value="🔍"/> license n° 1 <input type="text"/> license n° 2 <input type="text"/> phone n° <input type="text"/> +49 <input type="text"/>		Shipments order no * <input type="text"/> origin country <input type="text"/> origin city <input type="text"/> weight <input type="text"/> kg colli * <input type="text"/> pallets * <input type="text"/> <input type="checkbox"/> Ready <input type="text"/>				
PO-No <input type="text"/> Container-No <input type="text"/>						

- For the booking itself, fill in as much as possible and click 'Save'.

Fields marked with a * are mandatory fields.

From that moment the booking slot is reserved for you and will be confirmed by our Customer Support department. Until then the appointment can still be changed. Just drag and drop the appointment to another moment/gate.

Remark: Until further notice the tab 'Shipments' has not to be filled in.

From the moment an appointment is confirmed by our Customer Care department changing a slot is not possible anymore. If a change is needed, please contact:

Email: BE-PUU-CS@fiege.com

Phone: 0032 386 03 029

- **Go to today**
Return to the current day
- **Show 24 hours...**¹
Instead of the opening hours, all 24 hours are shown

¹ When the 24 hours' schedule is shown, this menu-item will hold the functionality 'Show business hours...'