

**Time slot management**

**User Guide**

**Time slot booking process haulage companies**

# Abbreviations

- IT ..... Information Technology
- MA ..... Employees
- ZFM..... Time slot management

## Table of Figures

Figure 1 Registration Mail .....	8
Figure 2 Registration Link .....	9
Figure 3 Registration Form .....	9
Figure 4 ToS .....	10
Figure 5 Account Activation .....	11
Figure 6 Log in.....	12
Figure 7 Timeslot management.....	12
Figure 8 Select Location.....	13
Figure 9 Book timeslot.....	13
Figure 10 Book a Time Slot .....	14
Figure 11 Select delivery.....	14
Figure 12 Driver and tour information .....	15
Figure 13 Select Loading Position .....	15
Figure 14 Select Cargo .....	16
Figure 15 Add Loading Action.....	16
Figure 16 Continue Standard Delivery.....	17
Figure 17 Select Tour Date Standard Delivery.....	18
Figure 18 Select desired time Standard Delivery .....	18
Figure 19 Generate Proposals Standard Deliveries .....	19
Figure 20 Click on proposals Standard Delivery .....	19
Figure 21 Save Solution Standard Deliveries .....	20
Figure 22 Send Confirmation Email Standard Deliveries .....	20
Figure 23 Create Delivery Slip Standard Deliveries .....	21
Figure 24 Open Delivery Slip Standard Deliveries .....	21
Figure 25 Home Page Standard Deliveries .....	22
Figure 26 Book a regular tour .....	23
Figure 27 Select Regular Tour.....	24
Figure 28 Book Tour .....	24
Figure 29 Fill out Delivery Data .....	25
Figure 30 Create Delivery .....	25
Figure 31 Delivery Monitor.....	26
Figure 32 Create Delivery Slip Regular Tour .....	26
Figure 33 Home Page Regular Tour.....	27
Figure 34 Book Time slot Returns.....	28
Figure 35 Select Return .....	29
Figure 36 Reference Number .....	29
Figure 37 Delivery Data .....	30
Figure 38 Select Loading Position Returns .....	30
Figure 39 Select Cargo Returns .....	31
Figure 40 Continue Returns.....	31
Figure 41 Tour Date and Time Returns .....	32
Figure 42 Generate Proposals Returns.....	33
Figure 43 Suggested deliveries Returns .....	33
Figure 44 Save Selected Solution Returns.....	34
Figure 45 Create Delivery Slip Returns .....	34
Figure 46 Home Page Returns .....	35
Figure 47 Delivery Monitor Link .....	36
Figure 48 Send Booking Link.....	36
Figure 49 Data Booking Link .....	37
Figure 50 Click Send.....	38
Figure 51 Click Booking Link .....	39
Figure 52 Trip Information .....	39

Figure 53 Click Save ..... 40  
Figure 54 Save Confirmation ..... 40  
Figure 55 Time and Date Booking Link ..... 41  
Figure 56 Generate Suggestions..... 41  
Figure 57 Select Suggestion ..... 42  
Figure 58 Save Timeslot..... 43  
Figure 59 Booking confirmation ..... 43  
Figure 60 Ticket ..... 44

## Contents

Abbreviations.....	2
Table of Figures .....	3
Contents .....	5
1 Implementation .....	7
2 Instructions Synchrosupply External .....	8
2.1 Process Start .....	8
2.1.1 Register .....	8
2.1.2 Launch website .....	11
2.1.3 Log in for time slot booking .....	12
2.1.4 Time slot management .....	12
2.1.5 Select Location .....	13
2.1.6 Book time slot .....	13
2.2 Standard deliveries .....	14
2.2.1 Book a time slot .....	14
2.2.2 Select Delivery .....	14
2.2.3 Fill out tour and driver information .....	15
2.2.4 Select loading position .....	15
2.2.5 Select cargo .....	16
2.2.6 Add another loading action .....	16
2.2.7 Fill out loading as previously .....	17
2.2.8 Continue .....	17
2.2.9 Select tour date .....	18
2.2.10 Select desired time .....	18
2.2.11 Click on „Generate Proposals “ .....	19
2.2.12 Click on Proposals .....	19
2.2.13 Save selected solution .....	20
2.2.14 Send confirmation e-mails .....	20
2.2.15 Create delivery Slip .....	21
2.2.16 Open and print Delivery Slip .....	21
2.2.17 Home Page .....	22
2.3 Regular Tours .....	23
2.3.1 Book a regular tour .....	23
2.3.2 Select Regular Tour .....	24
2.3.3 Click „Book tour“ .....	24
2.3.4 Fill out Delivery data .....	25
2.3.5 Click „Create Delivery“ .....	25
2.3.6 Delivery Monitor .....	26
2.3.7 Click to create a ticket .....	26
2.3.8 Home page .....	27
2.4 Returns .....	28
2.4.1 Book Tour .....	28
2.4.2 Select return .....	29
2.4.3 Enter Reference Number .....	29

2.4.4	Fill out remaining data .....	30
2.4.5	Select Loading Position .....	30
2.4.6	Select Cargo .....	31
	Click "Continue " .....	31
2.4.7	Select tour date and proposed time .....	32
2.4.8	Click "Generate proposals" .....	32
2.4.9	Suggested delivery .....	33
2.4.10	Click on Save Selected Proposal .....	34
2.4.11	Click to create a ticket .....	34
2.4.12	Home page .....	35
2.5	Sending booking link .....	35
2.5.1	Create trip to time selection .....	35
2.5.2	Click on travel monitor .....	35
2.5.3	Send a booking link .....	36
2.5.4	Fill out data .....	36
2.5.5	Click send .....	38
2.6	Use of booking link .....	38
2.6.1	Open emails .....	38
2.6.2	Click booking link .....	39
2.6.3	Fill in trip information .....	39
2.6.4	Click save .....	40
2.6.5	Select time and date .....	41
2.6.6	Click to create time slot suggestions .....	41
2.6.7	Select suggestion .....	42
2.6.8	Click save .....	43
2.6.9	Print out ticket and give to driver .....	44

## 1 Implementation

- With the expansion of the location in Neustadt in Saxony, CAPRON is breaking new ground in order to be able to cope with the increasing number of deliveries / collections in the future. With the help of the SyncroSupply time slot booking system, we are systematizing the flow of goods. In this way, we achieve a more effective utilization of our existing capacities and, at the same time, haulage companies can better plan their delivery times at CAPRON and thus obtain more leeway. Waiting and idle times as well as processing times on the part of the drivers are optimized and enable an effective use of resources.
- In the course of the financial year 23/24, we will introduce the time window management system. After the introduction, all haulage companies (except courier and parcel service providers) will have to register their transports (deliveries and collections) via SyncroSupply. Please be prepared for this. From this point on, we will only be able to process deliveries registered and logged in SyncroSupply.
- In order to ensure the processes in connection with our time slot management system, our suppliers are obliged to provide us with the contact details of the haulage companies commissioned for delivery with a lead time of 10 working days before the first delivery, so that they receive an activation link and training documents before the first delivery.
- Opening hours:  
our gates are open for the delivery traffic in the time between 6-18 o'clock. The times of receiving of the individual incoming goods deviate from this. Any variations in the individual loading points can be seen in the time slot management.
- In case of problems, the control center can be reached via the e-mail address [Zeitfenster@capron.eu](mailto:Zeitfenster@capron.eu). We will get back to you as soon as possible.

## 2 Instructions Synchrosupply External

### 2.1 Process Start

#### 2.1.1 Register

You will receive an email from us with an invitation to book time slots: "Invitation to book time slot for location xxx". The email contains a link to SYNCROSUPPLY Central (1) and an activation link (2). If you do not have an account in SYNCROSUPPLY Central yet, click on the first link. (1)

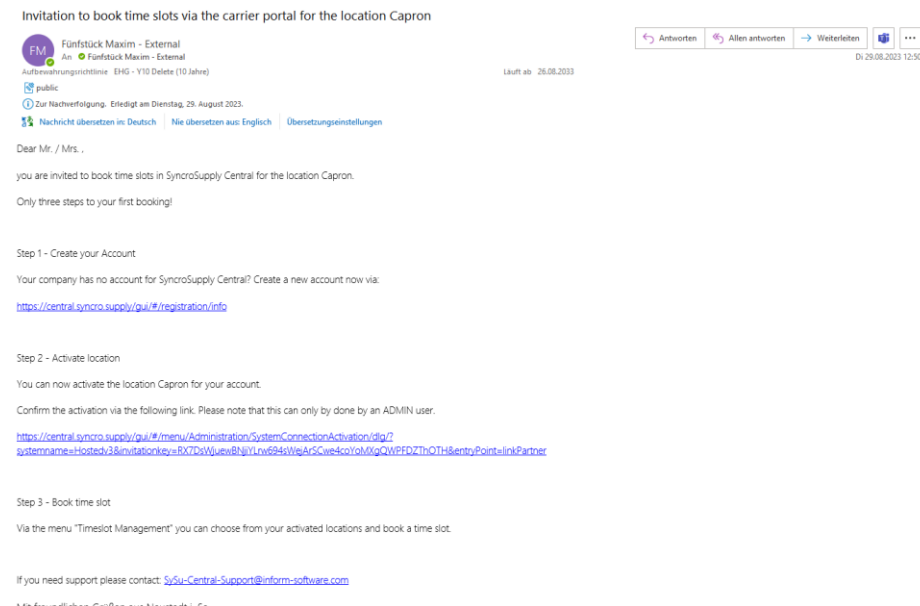


Figure 1 Registration Mail

Alternatively, you can call up the SYNCROSUPPLY Central login page and click on Register a freight transport at the bottom of the dialog.



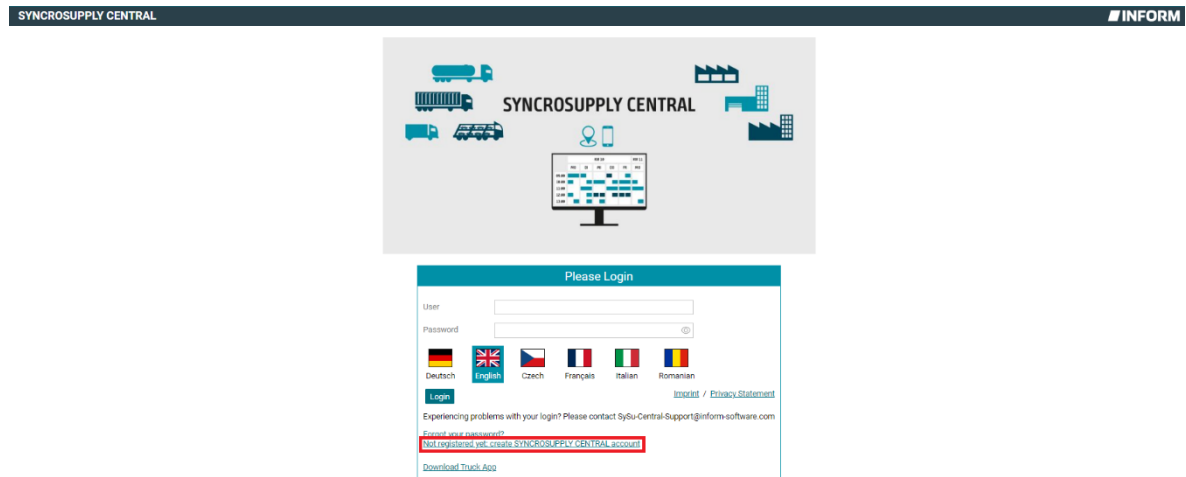


Figure 2 Registration Link

You will be automatically redirected to the registration form:

Figure 3 Registration Form

- ✓ Select a preferred language using the flags.
- ✓ Fill out this form.
- ✓ All fields marked with a red asterisk are mandatory.
- ✓ Note that each email address can only be used once in a SYNCROSUPPLY Central account.
- ✓ Observe the guidelines for assigning a secure password.
- ✓ Click Next. A window opens in which you can view and confirm the terms of use.

**Account Registration**

**Terms of Usage**

INFORM grants you the free, simple, revocable, non-transferable and non-sublicensable right to use the SYNCROSUPPLY CENTRAL portal, hereinafter also referred to as "portal", with its standard functions limited to use for the purpose of processing transport and driving orders and as a specialized means of communication with the customer or with the loading/unloading location that has activated you for this portal, hereinafter referred to as "customer". In order to communicate with your customer via the portal, your customer must first invite your organization. By using the portal, you agree to these terms of use. If you do not accept these conditions, use of the portal is not permitted. INFORM reserves the right to change these Terms of Use at any time.

The initial registration of your organization in the portal is carried out by the "Company Admin", who was designated by your organization. The Company Admin is your organization's first point of contact for INFORM. This role involves special tasks. The Company Admin centrally maintains the base data for the users of your organization (dispatchers and drivers), so that they can access the portal directly. For this purpose, he obtains the consent of the respective employees beforehand. For further information on the handling of personal data at INFORM, please refer to the [Privacy Policy](#) for the portal.

You are responsible for the content posted. When using photo, video and sound recordings, which are created, transmitted and processed for the purpose of order processing documentation, you are fully liable, among other things, for compliance with personal rights and copyrights.

You may neither access the data of the software directly nor manipulate this data. This includes the base data and runtime data, the interface data and the log files generated and/or used by the software. Furthermore, you are prohibited from granting unauthorized third parties access to the portal and the data. Your access is only permitted via interfaces provided by INFORM, e.g. the web interface of SYNCROSUPPLY CENTRAL, further INFORM modules, adapted INFORM interfaces and via your customers operating processes approved by INFORM, e.g. backup and monitoring processes. (Semi-) automated access to these interfaces is prohibited.

Repeated improper use of the portal can lead to the revocation of the rights of use granted and to the blocking of your access.

Support inquiries are to be directed to INFORM via the contact form in the portal or by Mail via [Info-Central-Support@inform.software.com](mailto:Info-Central-Support@inform.software.com). INFORM Support will contact you as soon as possible, depending on the severity of the request.

INFORM shall be liable for damages for any legal reason in terms of amount in accordance with the following provisions:

a) Intent and gross negligence: The liability of INFORM for damages caused by INFORM or one of its vicarious agents or legal representatives intentionally or through gross negligence is unlimited in amount.

b) Personal injury: In the event of damage resulting from injury to life, body or health, liability is unlimited, even in the event of a simple negligent breach of duty by INFORM or a legal representative or vicarious agent of INFORM.

c) Organizational fault and guarantee: Liability is also unlimited in terms of amount for damages which are attributable to serious organizational fault on the part of INFORM, as well as for damages which were caused by the absence of a guaranteed quality.

d) breach of essential contractual obligations: In the event of a breach of material contractual obligations, INFORM shall be liable, if none of the cases referred to in letters a) to c) and in f) is given, to the extent of the damage typically foreseeable under the contract.

I accept the terms of usage

[Back](#) [Create Account](#)

Figure 4 ToS

After reading the terms of use and accepting them by ticking the box, you can proceed.

✓ Click on the "Create Account" button.

A confirmation message will appear.

After completing the registration, you will receive an e-mail "Welcome to SYN-CROSUPPLY Central" and you can activate your user account by clicking on Activate account.

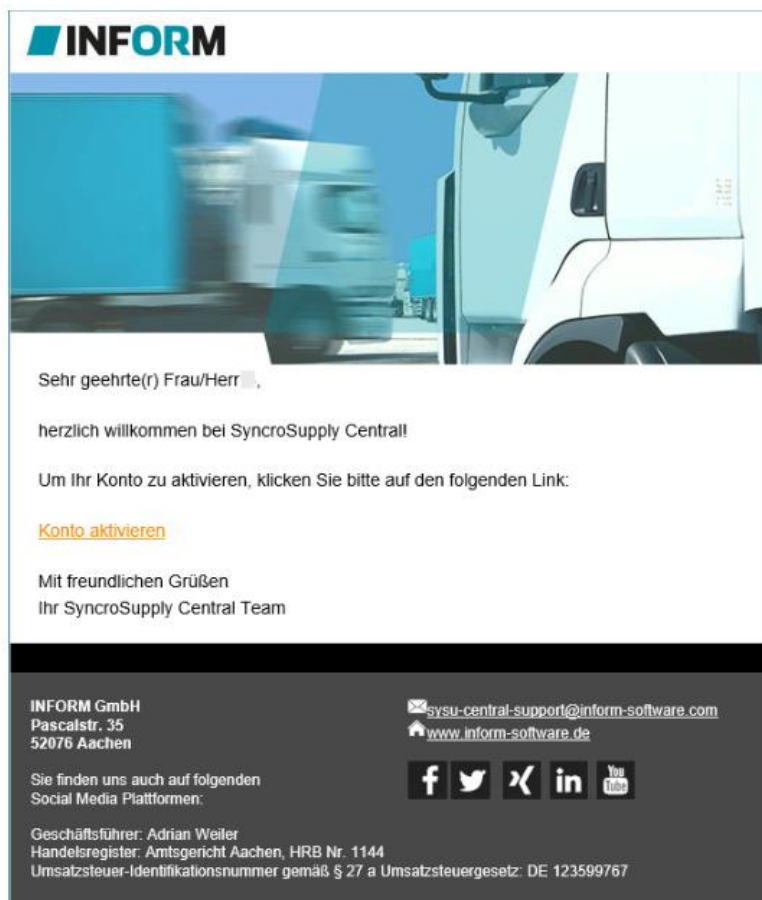


Figure 5 Account Activation

After that, you will receive another email confirming that your user account has been created. Your username and password will be sent to you.

### 2.1.2 Launch website

Open the website <https://central.syncro.supply/gui/#/login> to be able to book delivery or pick-up time slots for Capron Neustadt.

### 2.1.3 Log in for time slot booking

Log in with your e-mail address (=user) and the password you have defined.

The program interface is available in several languages, the desired language can be selected via the respective flag icon.

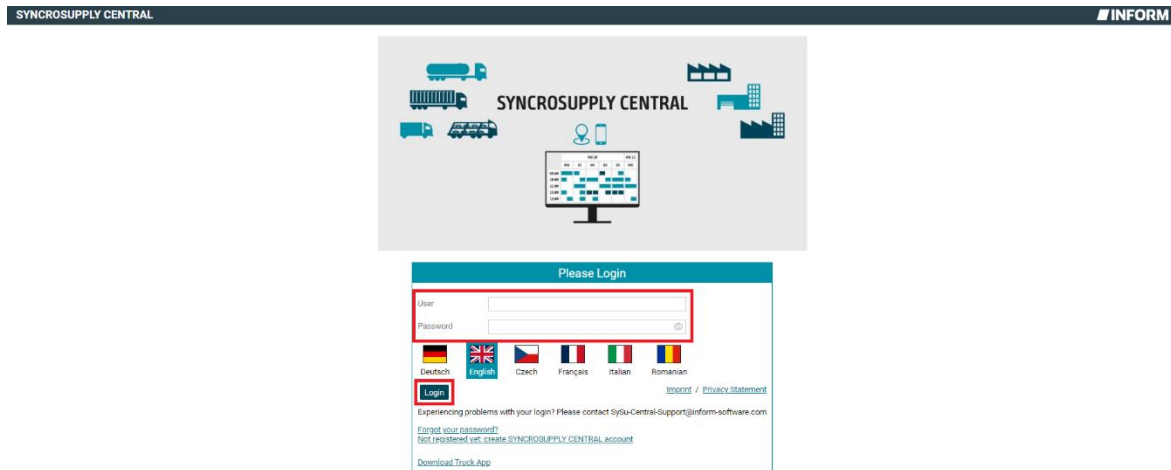


Figure 6 Log in

### 2.1.4 Time slot management

Click on the Time slot management menu item.

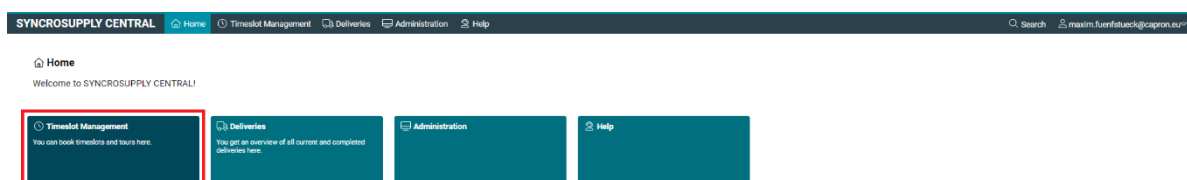


Figure 7 Timeslot management

## 2.1.5 Select Location

Select Capron, as the location to which you want to deliver. Note that depending on the situation, other companies may appear here if they are also users of the SynchroSupply system.

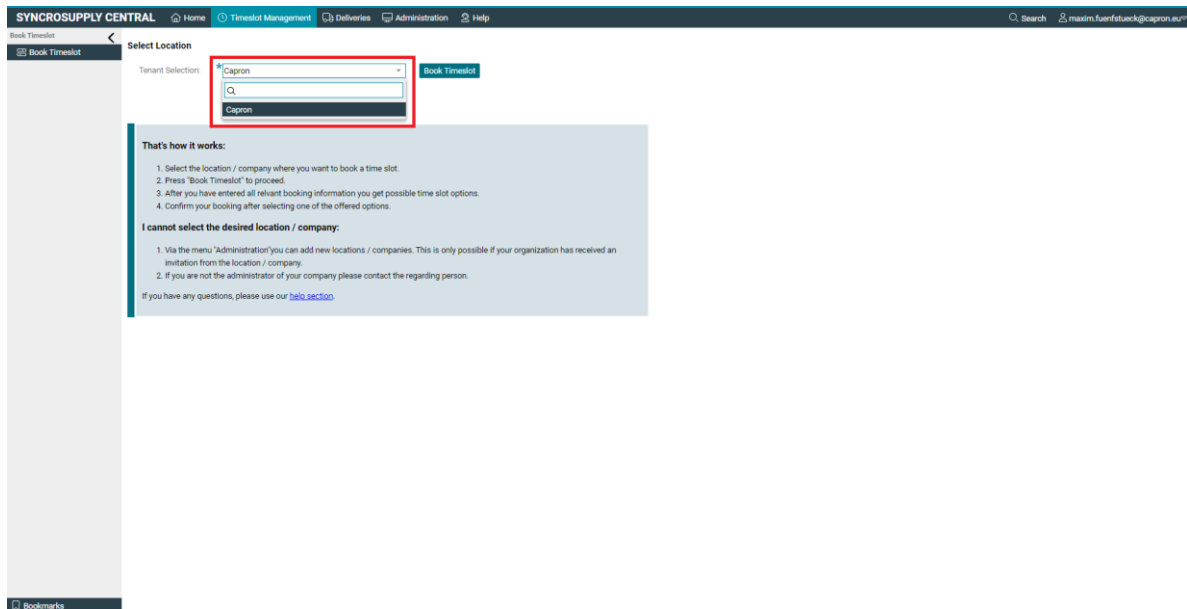


Figure 8 Select Location

## 2.1.6 Book time slot

Click the Book time slot button to continue the process.

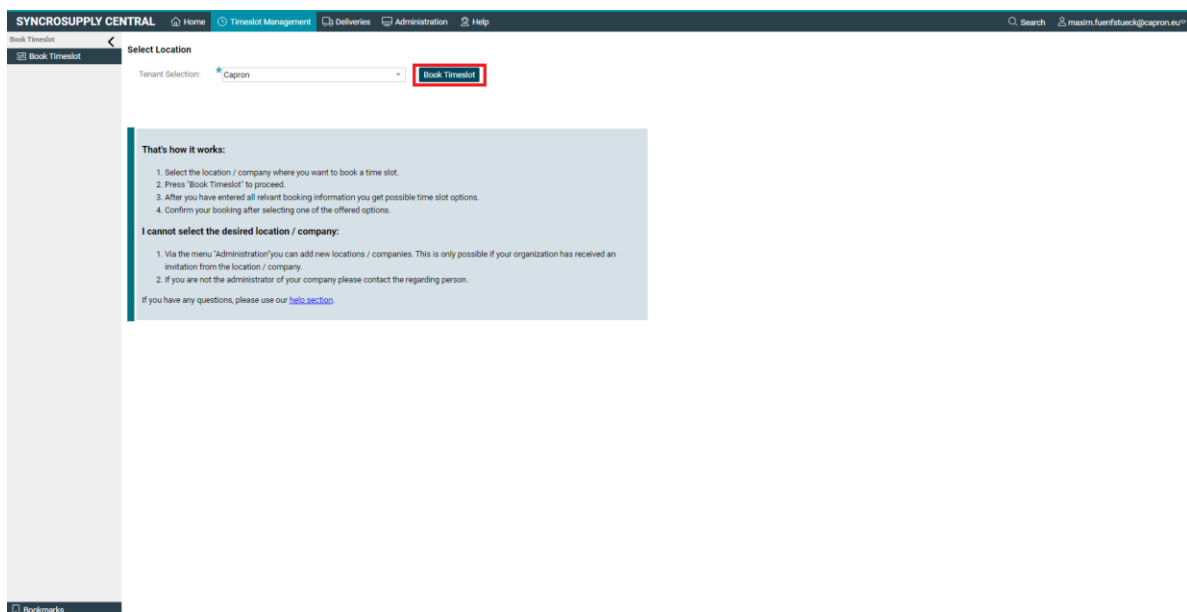


Figure 9 Book timeslot

## 2.2 Standard deliveries

Standard deliveries are all those that follow the normal delivery process, i.e. are not shown in the form of the special cases that follow.

### 2.2.1 Book a time slot

Select the "Book time slot" button to create a new trip.

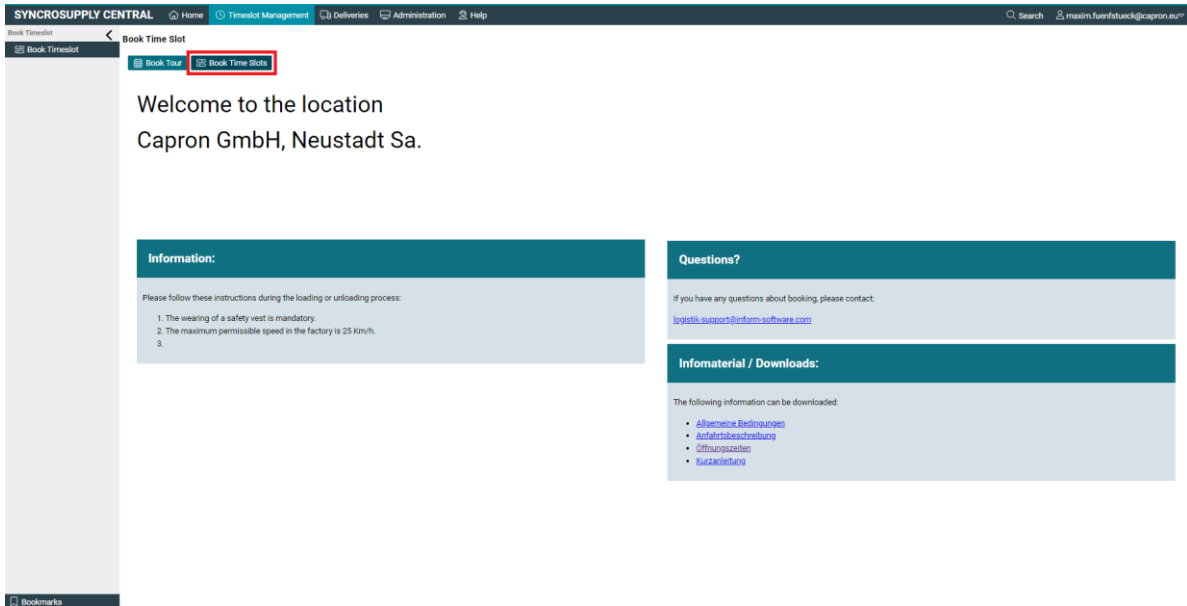


Figure 10 Book a Time Slot

### 2.2.2 Select Delivery

Now select the desired delivery from those that have been activated for you. You can either search for your shipping company name or select the WE number to which the delivery will be made.

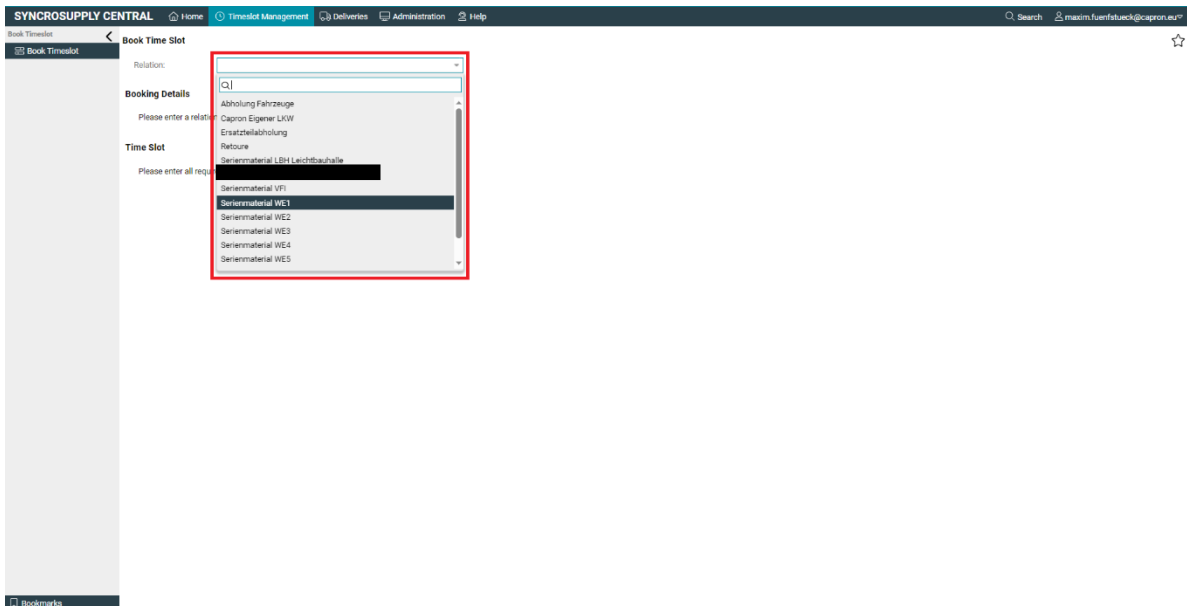


Figure 11 Select delivery

### 2.2.3 Fill out tour and driver information

Please fill in all the fields you can. Fields marked with an asterisk are mandatory and therefore must be filled in. The other fields, such as trailer license plate, should be filled only if required.

SYNCRO SUPPLY CENTRAL

Book Time Slot

Relation: Serienmaterial WE1

**Booking Details**

**Delivery Data**

Delivery Type: Standardlieferung/abholung Carrier: Capron

Reference: Add reference Supplier: Lieferant fehlt

Hauler: Capron

Remark: Add remark here

**Resource and Driver Information**

Vehicle Licence Plate: Trailer Licence Plate: Vehicle Type: Leichte Lkw max. 7,5 t max. Höhe 4,00 m

Driver Name: Harry Potter Driver Language: English Mobile Number:

**Loading Positions and Loading Units**

Operations: WE1 Gebäude 40 Loading Type: Unloading Loading Unit: Loading Quantity:

Continue

**Time Slot**

Please enter all required booking details to request a time slot.

Figure 12 Driver and tour information

### 2.2.4 Select loading position

Select the destination to which you are delivering. Normally only one can be selected. If you change the loading type to "Loading", the empty location will appear as the loading destination and can be used normally.

SYNCRO SUPPLY CENTRAL

Book Time Slot

Relation: Serienmaterial WE1

**Booking Details**

**Delivery Data**

Delivery Type: Standardlieferung/abholung Carrier: Capron

Reference: Add reference Supplier: Lieferant fehlt

Hauler: Capron

Remark: Add remark here

**Resource and Driver Information**

Vehicle Licence Plate: Trailer Licence Plate: Vehicle Type: Leichte Lkw max. 7,5 t max. Höhe 4,00 m

Driver Name: Harry Potter Driver Language: English Mobile Number:

**Loading Positions and Loading Units**

Operations: WE1 Gebäude 40 Loading Type: Unloading Loading Unit: Loading Quantity:

Continue

**Time Slot**

Please enter all required booking details to request a time slot.

Figure 13 Select Loading Position

## 2.2.5 Select cargo

Select the cargo items that you want to deliver. Note here that if you want to deliver several different ones, you must also add several loading actions. You will find more information on this in the next step.

After selecting the cargo item, enter the number of items to be delivered in the next field.

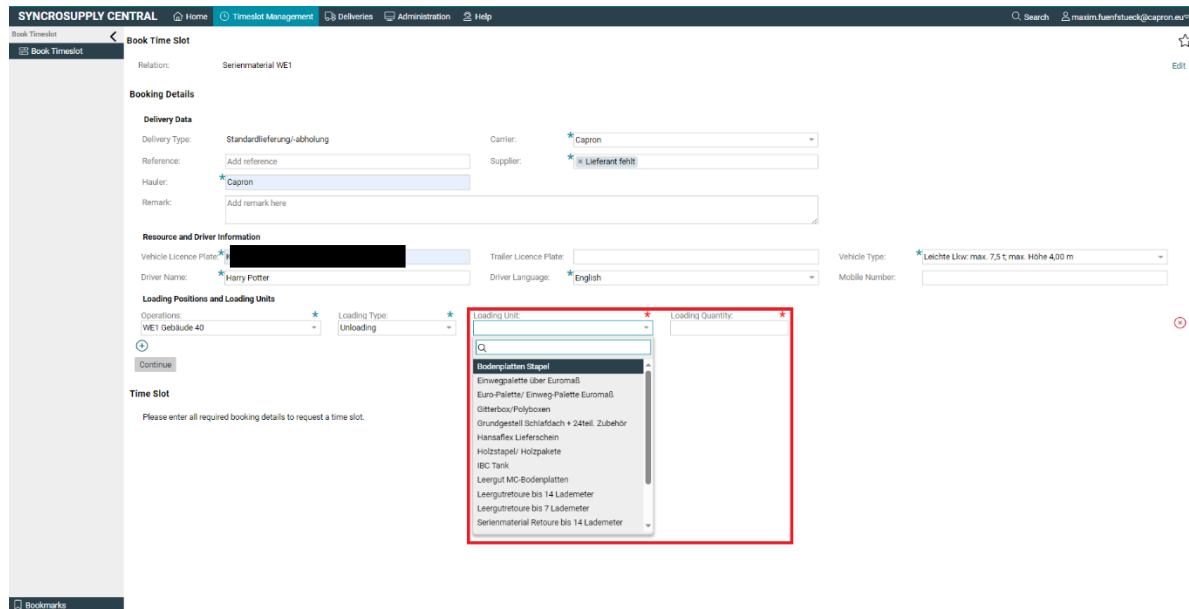


Figure 14 Select Cargo

## 2.2.6 Add another loading action

Add another loading action by clicking on the plus symbol. You must create one loading action per unit and type of loading.

This is not necessary for every journey and is not required if only one type of loading unit is delivered.

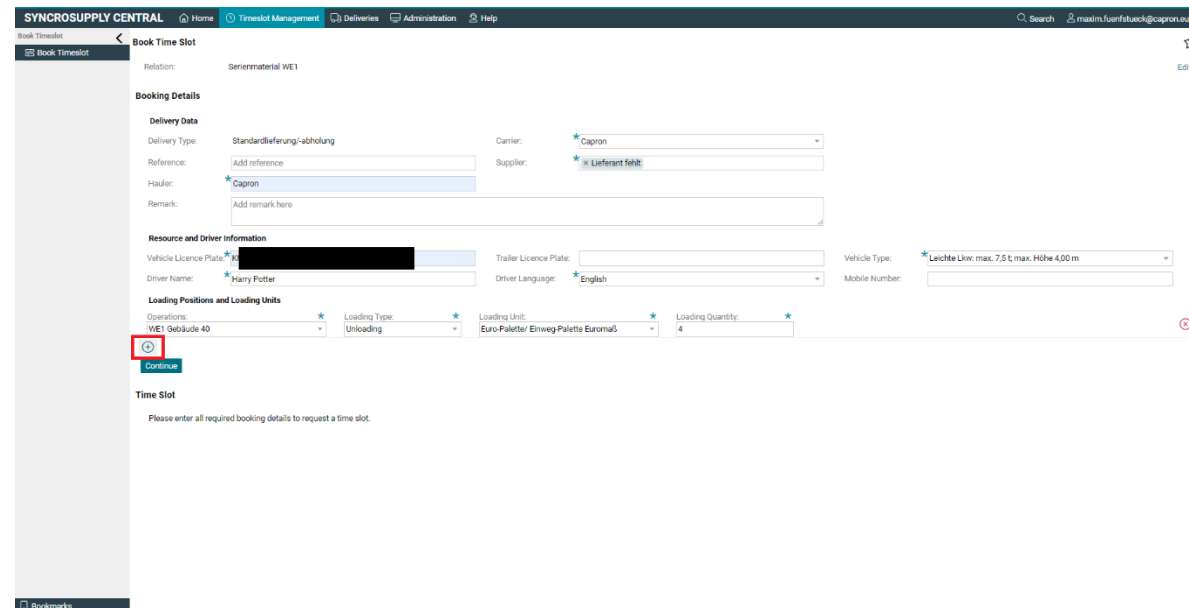


Figure 15 Add Loading Action



## 2.2.7 Fill out loading as previously

If you added loading actions in the previous step, you must now fill them in as in steps 3.2.4 and 3.2.5.

## 2.2.8 Continue

Now check if your loading actions are right and correct the content if necessary.

If everything is so far correct, click on the "Continue" button to continue the process.

**SYNCRO SUPPLY CENTRAL** Home Timeslot Management Deliveries Administration Help Search maxim.fuerfstueck@capron.eu

Book Time Slot

Relation: Serienmaterial WE1

**Booking Details**

**Delivery Data**

Delivery Type: Standardlieferung/-abholung Carrier: Capron  
Reference: Add reference Supplier: Lieferant fehlt  
Hauler: Capron  
Remark: Add remark here

**Resource and Driver Information**

Vehicle Licence Plate: [redacted] Trailer Licence Plate: [redacted] Vehicle Type: Leichte Lkw: max. 7,5 t; max. Höhe 4,00 m  
Driver Name: Harry Potter Driver Language: English Mobile Number: [redacted]

**Loading Positions and Loading Units**

Operations	Loading Type	Loading Unit	Loading Quantity
WE1 Gebäude 40	Unloading	Euro-Palette/ Einweg-Palette Europaß	4
Operations	Loading Type	Loading Unit	Loading Quantity
WE1 Gebäude 40	Unloading	Gitterbox/Polyboxen	4

**Continue**

**Time Slot**

Please enter all required booking details to request a time slot.

Figure 16 Continue Standard Delivery

## 2.2.9 Select tour date

Select the date on which the tour will take place and the goods will be delivered by pressing on the text field and clicking on the day in the calendar sheet.

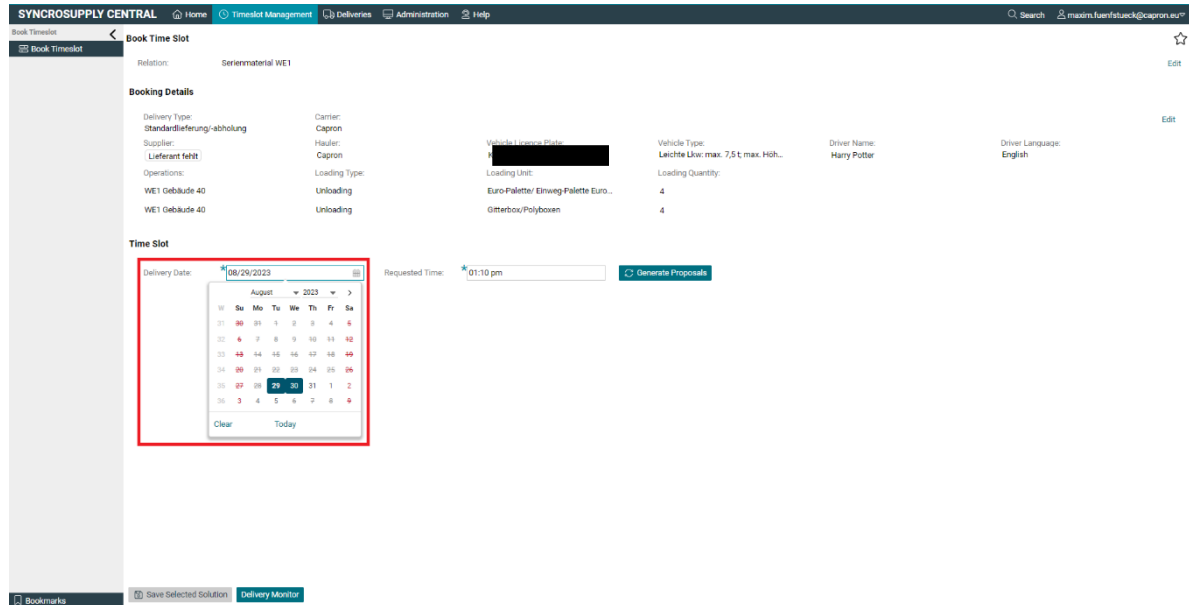


Figure 17 Select Tour Date Standard Delivery

## 2.2.10 Select desired time

Select the desired time for your truck to arrive at Capron's premises.

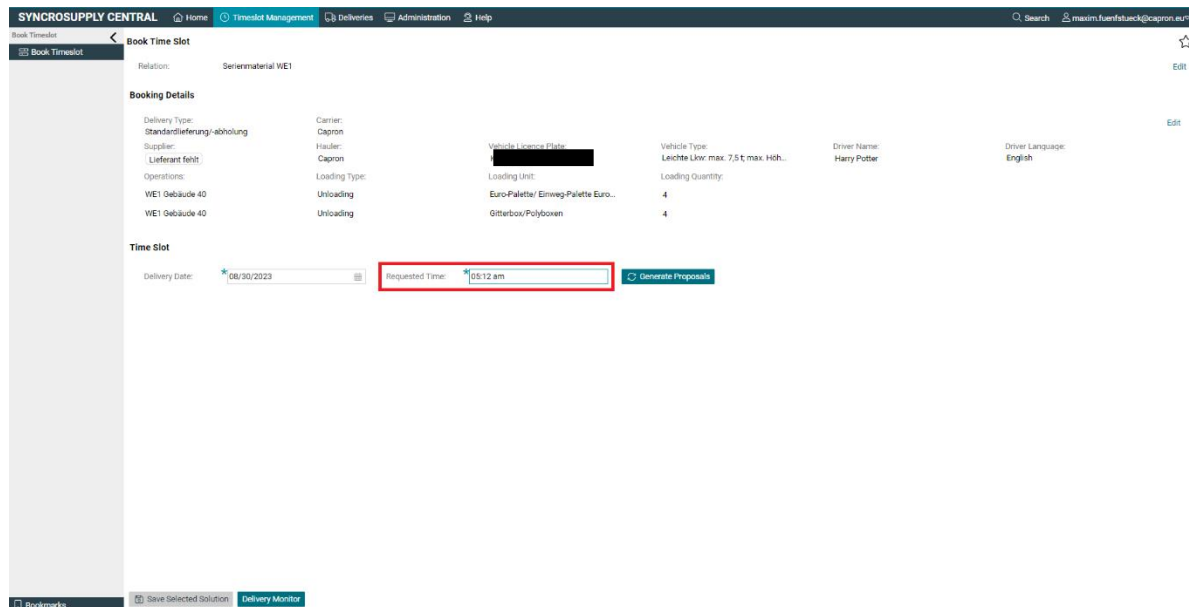


Figure 18 Select desired time Standard Delivery

### 2.2.11 Click on „Generate Proposals“

Click on the button „Generate Proposals“, to continue the process.

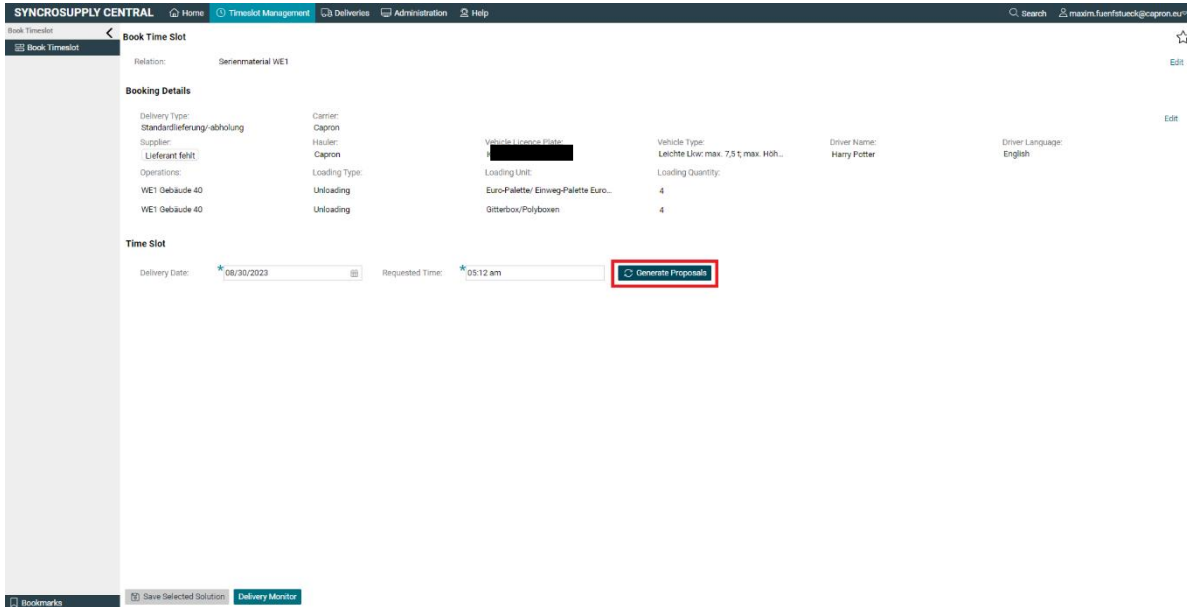


Figure 19 Generate Proposals Standard Deliveries

### 2.2.12 Click on Proposals

Click on the one that suits you best from the suggestions displayed. Time slots are displayed at 15-minute intervals, but you can only book time slots at least 10 minutes in the future.

Depending on the opening hours of the loading destination you have selected, there may not be a time slot available at certain times. If this is the case, try again on another date or time.

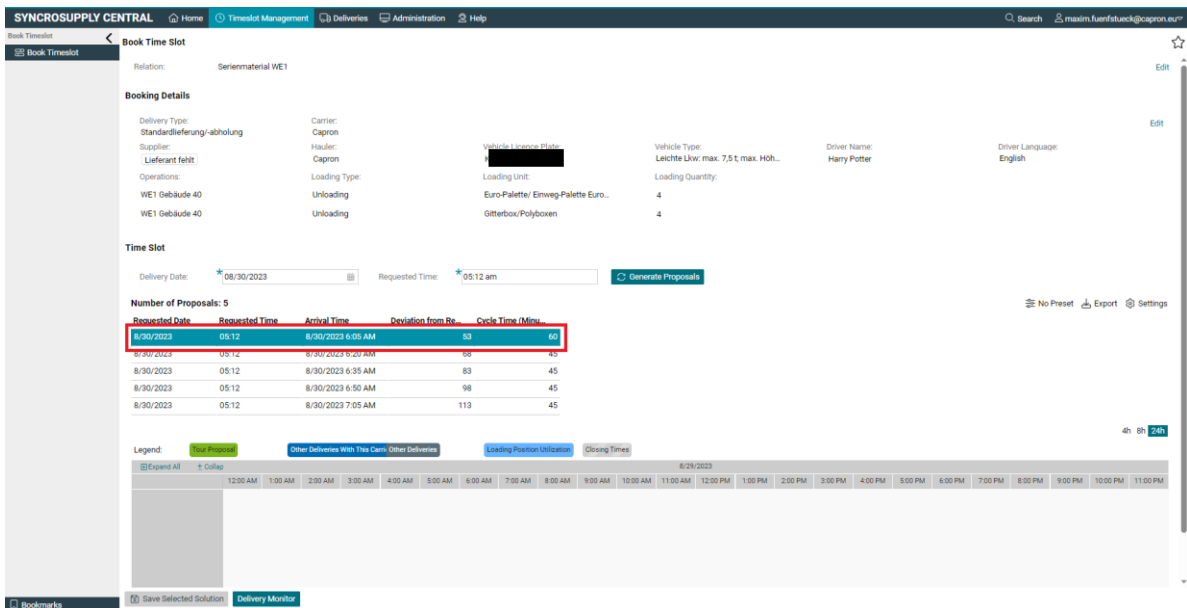


Figure 20 Click on proposals Standard Delivery

### 2.2.13 Save selected solution

Once you have selected your proposal, click on the "Save Selected Solution" button to book the tour.

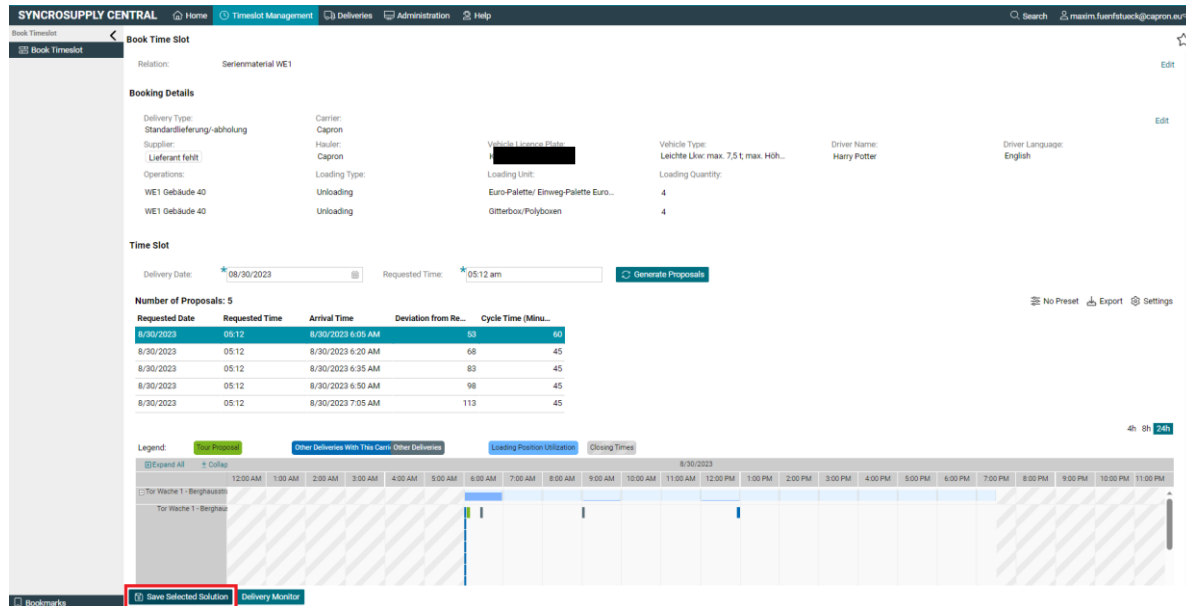


Figure 21 Save Solution Standard Deliveries

Once you've done this, the journey is booked and shows up in the system, so check the selected time slot again.

### 2.2.14 Send confirmation e-mails

Enter the e-mail addresses that should receive a copy of the booking confirmation. For example, subcontractors who take over the tour can be informed in this way.

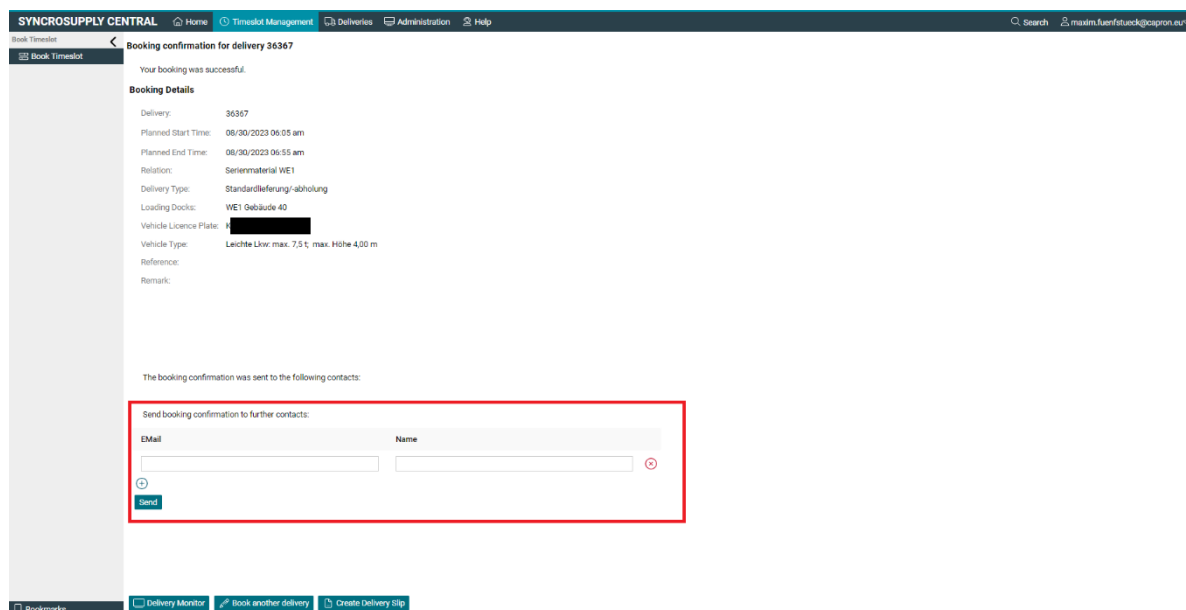


Figure 22 Send Confirmation Email Standard Deliveries

### 2.2.15 Create delivery Slip

Click on the "Create Delivery Slip" button to save the ticket on your device. The default location is in the Downloads folder.

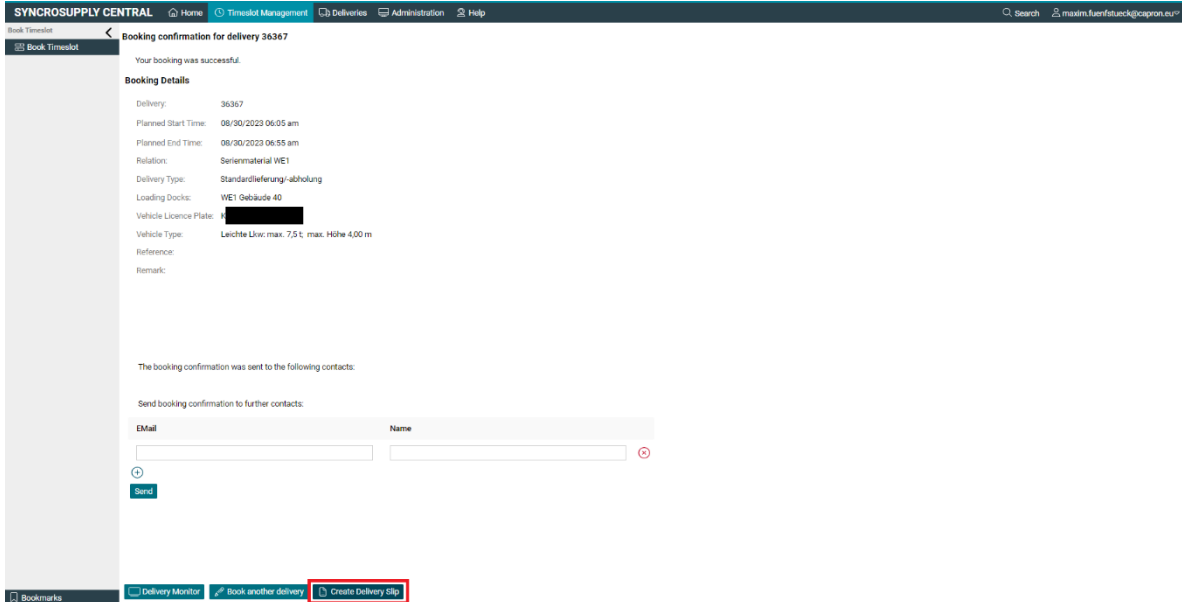


Figure 23 Create Delivery Slip Standard Deliveries

### 2.2.16 Open and print Delivery Slip

Print out the ticket and give it to the driver of the vehicle.

The delivery slip is the driver's way of identifying their tour to Capron. If there is no slip, the delivery may be delayed or even postponed.

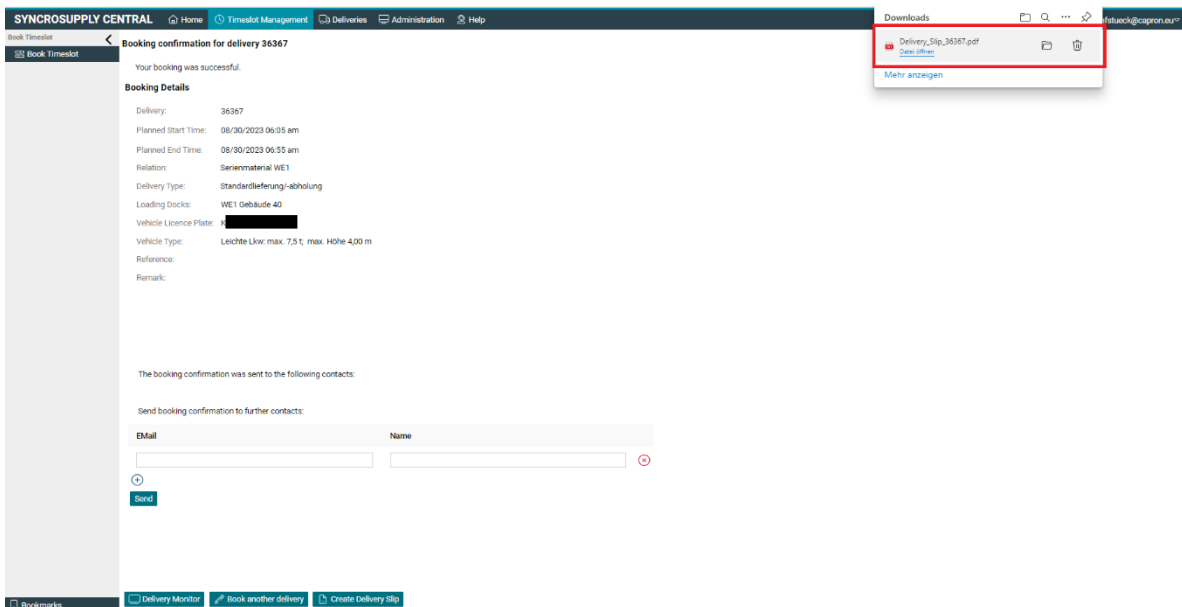


Figure 24 Open Delivery Slip Standard Deliveries

## 2.2.17 Home Page

Return to the start page. From the home page you can make further bookings if you wish.

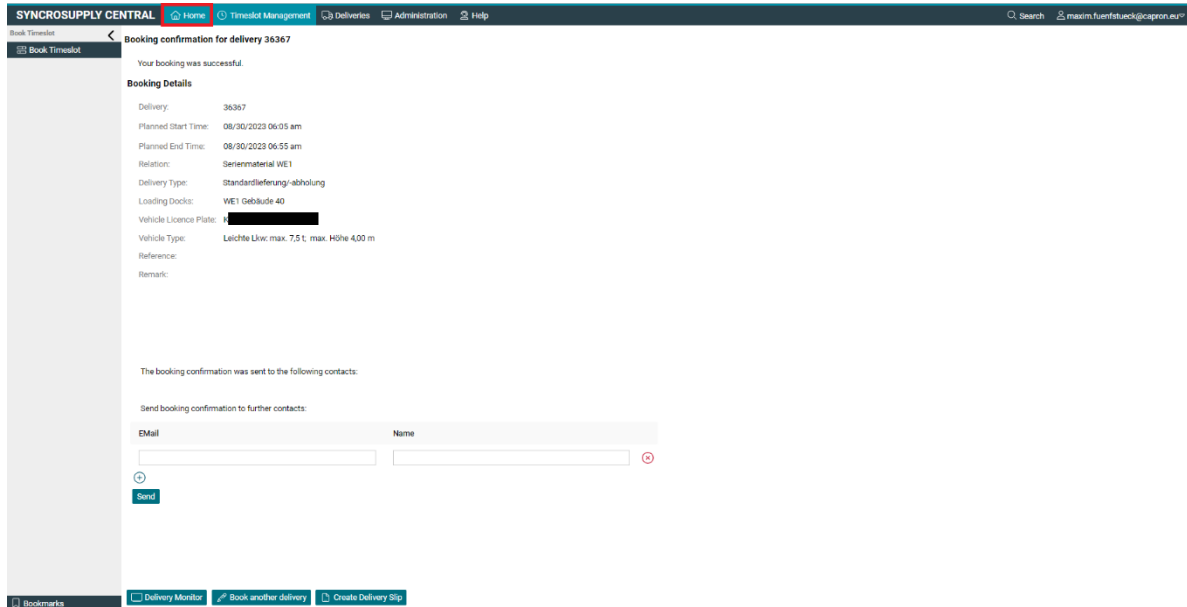


Figure 25 Home Page Standard Deliveries

## 2.3 Regular Tours

Regular tours are permanently created tours with a fixed cycle and a permanently similar freight volume. Depending on the setting of the regular tour, regular tours are automatically booked time slots or just a pre-booking. Pre-bookings must be confirmed by the delivering carrier to become confirmed bookings.

With a regular tour, the haulage companies lose flexibility in the choice of delivery time, this is set once in agreement, but the efforts of booking are reduced.

The set-up of a regular tour can be requested via the operational purchasing department or by email to [Zeitfenster@capron.eu](mailto:Zeitfenster@capron.eu). The request should be made informally and in writing, stating the desired day(s) of the week, time, load volume and contact person for coordination. The possibility of implementing this will be checked by Capron and, if possible, the regular tour will be configured.

Important: Unused regular tour time slots must be cancelled by the forwarder, if it is repeatedly found that regular tour time slots remain unused and have not been cancelled, thus blocking a time slot for use by others, the forwarder will again be excluded from regular tour operation.

### 2.3.1 Book a regular tour

Click on the button "Book tour" to book a regular tour.

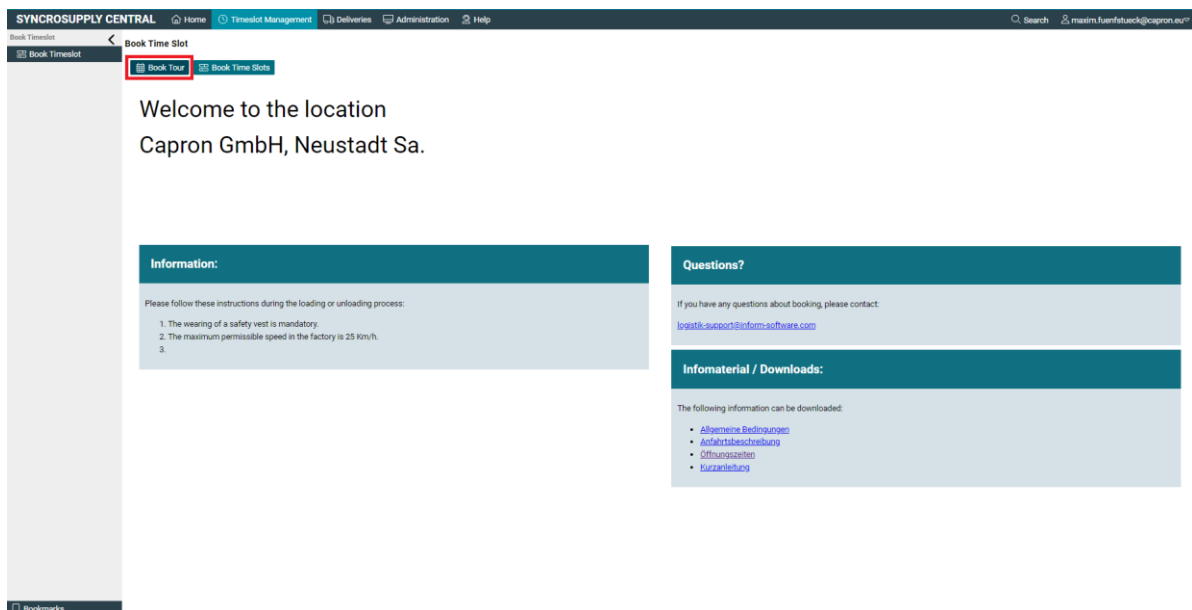


Figure 26 Book a regular tour

### 2.3.2 Select Regular Tour

You will now be shown a list of all scheduled regular tour dates, find the one you want to schedule in the list and click on it once.

Number	Tour Date	Arrival Time	Remark	Relation	Delivery type	Carrier	Suppliers	Book State	Tour	Already Automati...	Delivery	Expiry
29,722	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE03	X		8/30
29,723	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE04	X		8/30
29,725	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE02	X		8/30
29,721	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE07	X		8/30
29,724	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE01	X		8/30
29,720	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE06	X		8/30
29,716	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE05	X		8/30
29,718	8/30/2023	8/30/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		8/30
29,735	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE02	X		8/31
29,734	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE01	X		8/31
29,732	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE03	X		8/31
29,726	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE05	X		8/31
29,730	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE06	X		8/31
29,733	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE04	X		8/31
29,731	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE07	X		8/31
29,728	8/31/2023	8/31/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		8/31
29,797	9/1/2023	9/1/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/1/23
33,002	9/4/2023	9/4/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/4/23
33,005	9/5/2023	9/5/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/5/23
33,008	9/6/2023	9/6/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/6/23
33,011	9/7/2023	9/7/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/7/23
33,014	9/8/2023	9/8/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/8/23
33,017	9/11/2023	9/11/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/11/23
33,020	9/12/2023	9/12/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/12/23
33,023	9/13/2023	9/13/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/13/23
33,026	9/14/2023	9/14/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/14/23

Figure 27 Select Regular Tour

### 2.3.3 Click „Book tour“

Click on the "Book tour" button to confirm the selected date.

Number	Tour Date	Arrival Time	Remark	Relation	Delivery type	Carrier	Suppliers	Book State	Tour	Already Automati...	Delivery	Expiry
29,722	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE03	X		8/30
29,723	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE04	X		8/30
29,725	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE02	X		8/30
29,721	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE07	X		8/30
29,724	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE01	X		8/30
29,720	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE06	X		8/30
29,716	8/30/2023	8/30/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE05	X		8/30
29,718	8/30/2023	8/30/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		8/30
29,735	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE02	X		8/31
29,734	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE01	X		8/31
29,732	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE03	X		8/31
29,726	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE05	X		8/31
29,730	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE06	X		8/31
29,733	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE04	X		8/31
29,731	8/31/2023	8/31/2023 6:00 AM	Übungsfahrt	Capron Eigener LKW	Werkverkehr	Capron		Open	UE_WE07	X		8/31
29,728	8/31/2023	8/31/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		8/31
29,797	9/1/2023	9/1/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/1/23
33,002	9/4/2023	9/4/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/4/23
33,005	9/5/2023	9/5/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/5/23
33,008	9/6/2023	9/6/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/6/23
33,011	9/7/2023	9/7/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/7/23
33,014	9/8/2023	9/8/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/8/23
33,017	9/11/2023	9/11/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/11/23
33,020	9/12/2023	9/12/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/12/23
33,023	9/13/2023	9/13/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/13/23
33,026	9/14/2023	9/14/2023 12:55 PM		Serienmaterial WES	Standardlieferung/-a...	Capron		Open	TEST_CAPRON	X		9/14/23

Figure 28 Book Tour



### 2.3.4 Fill out Delivery data

The journey data view will now open. Fill in everything you can here. Fields marked with an asterisk are mandatory fields and must therefore be filled in.

Here you can also see the general data of the tour, such as which delivery station you are going to and how long the unloading will take.

**Delivery Data**

Tour Date: 09/01/2023 Arrival Time: 12:55 pm  
 Relation: Serienmaterial WES Carrier: \*Capron Supplier: \*  
 Reference:   
 Delivery type: Standardlieferung/-abholung Hauler: \*  
 Remark:

**Resource and Driver Information**

Vehicle Licence Plate: \*  
 Driver Name: \*  
 Driver Language: \*  
 Trailer Licence Plate:   
 Vehicle Type: \*  
 Mobile Number:

**Time Slots of the Tour**

Start at	End at	Durati...	Bookable Object	Loading Type	Dangerous Goods
09/01/2023 12:55 pr	09/01/2023 01:00 pr	5	Tor Wache 1 - Berghaus...	Entry Handling	
09/01/2023 01:00 pr	09/01/2023 01:30 pr	30	WES	Unloading	

Buttons:

Figure 29 Fill out Delivery Data

### 2.3.5 Click „Create Delivery“

Click on the "Create Delivery" button to complete the booking. The journey is then booked and can no longer be changed. Therefore, check beforehand whether the entered data is correct.

**Delivery Data**

Tour Date: 09/01/2023 Arrival Time: 12:55 pm  
 Relation: Serienmaterial WES Carrier: \*Capron Supplier: \*Lieferant fehlt  
 Reference:   
 Delivery type: Standardlieferung/-abholung Hauler: \*Capron  
 Remark:

**Resource and Driver Information**

Vehicle Licence Plate: \*  
 Driver Name: \*Ron Westly  
 Driver Language: \*English  
 Trailer Licence Plate:   
 Vehicle Type: \*Schwere Lkw: ab 12 t, max. Höhe 4,00 m  
 Mobile Number:

**Time Slots of the Tour**

Start at	End at	Durati...	Bookable Object	Loading Type	Dangerous Goods
09/01/2023 12:55 pr	09/01/2023 01:00 pr	5	Tor Wache 1 - Berghaus...	Entry Handling	
09/01/2023 01:00 pr	09/01/2023 01:30 pr	30	WES	Unloading	

Buttons:

Figure 30 Create Delivery

### 2.3.6 Delivery Monitor

Click on the "Delivery Monitor" button to access the trip monitor.

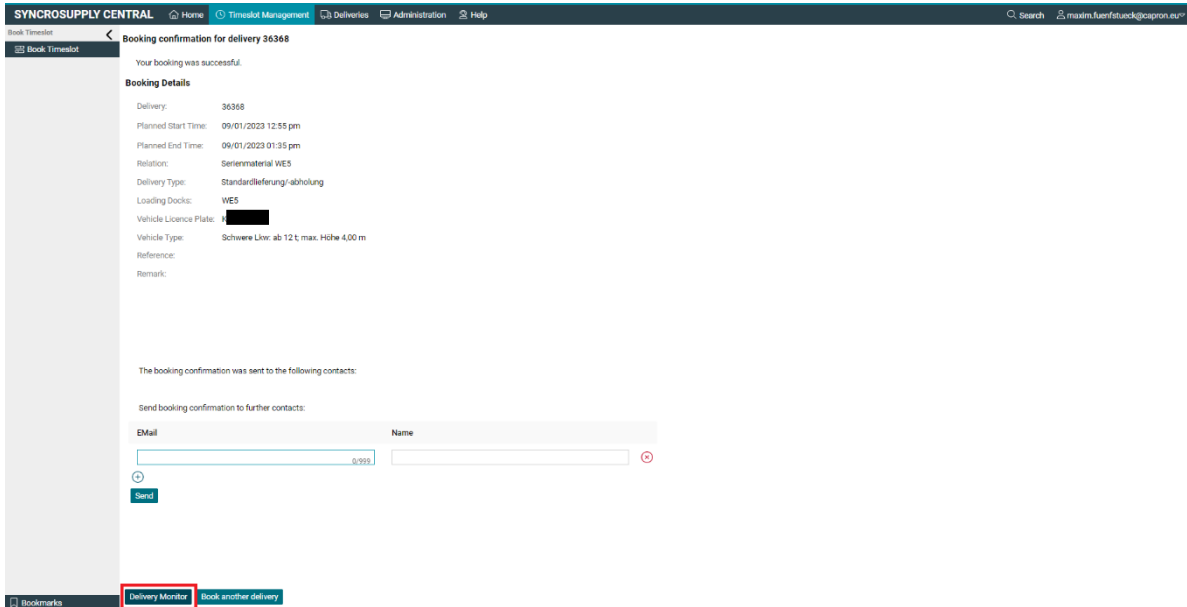


Figure 31 Delivery Monitor

### 2.3.7 Click to create a ticket

Once in the delivery monitor, you must click on the "Create Delivery Slip" button to download the ticket. Print the ticket and give it to the driver.

The ticket is the driver's way of identifying their journey to Capron. If no ticket is brought, the delivery may be delayed or even postponed.

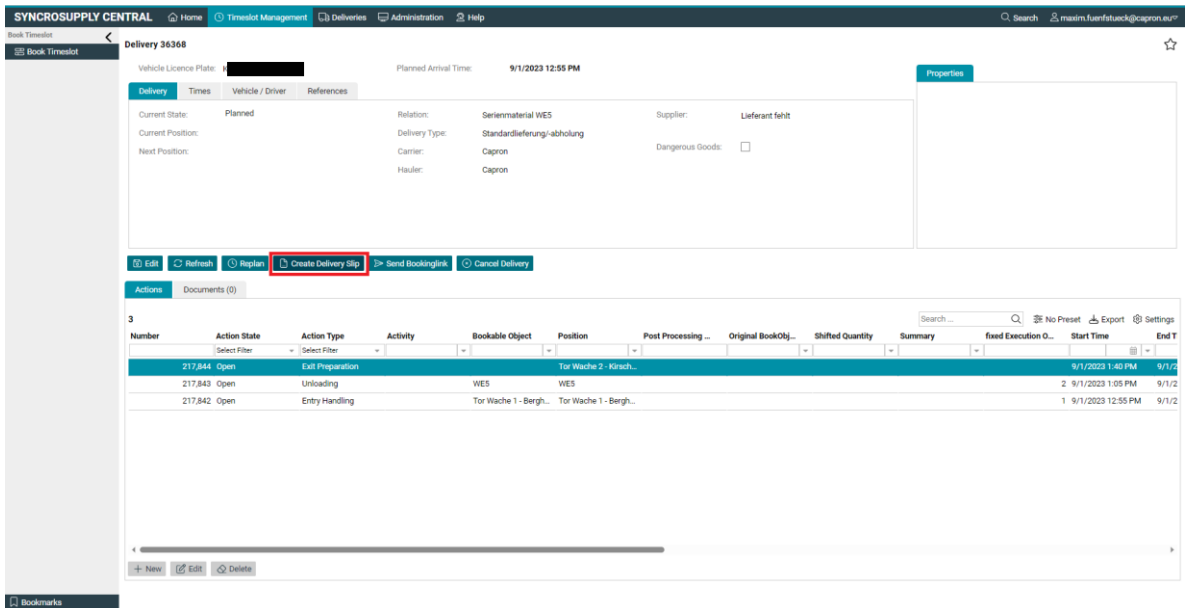


Figure 32 Create Delivery Slip Regular Tour

### 2.3.8 Home page

Click the Home button to return to your starting position. From there, you can book further journeys.

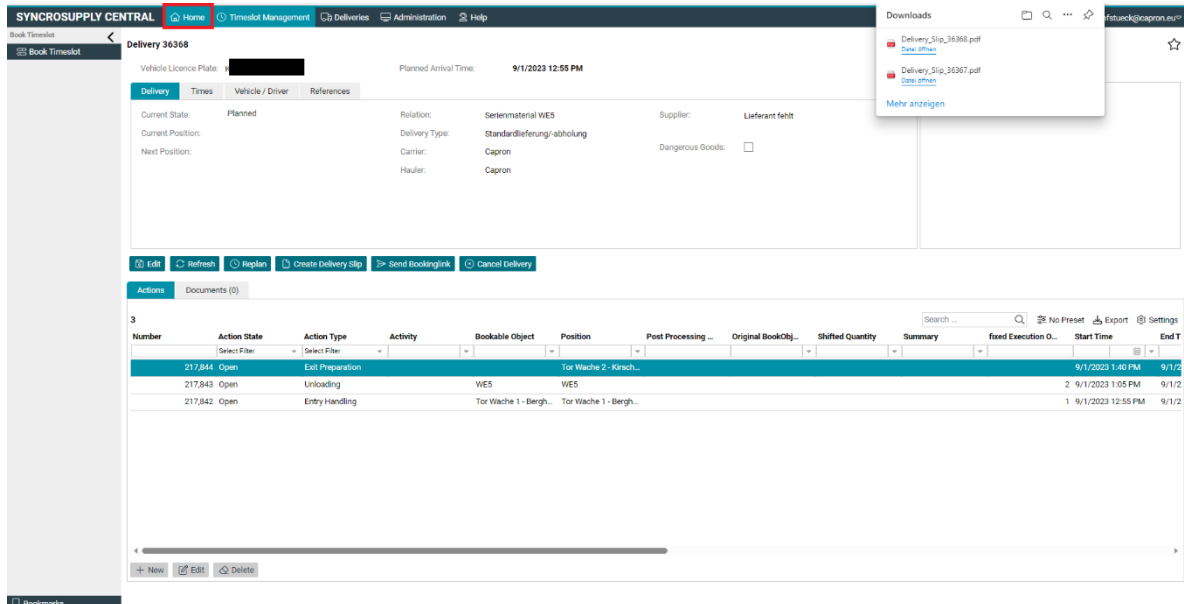


Figure 33 Home Page Regular Tour

## 2.4 Returns

We define a return as the return of goods to the supplier. We distinguish between two types of returns:

- Empties-/Packaging materials
- Returns/ agreed returns of production material for e.g. rejection reasons

In the processes, the two are almost identical

Capron shall notify the supplier of returns and the supplier shall instruct its haulage company to collect and return the goods. For this purpose, the supplier shall be notified by Capron of a return delivery note including a return number.

The forwarding agent needs this return number to book and register a return in time slot management system.

### 2.4.1 Book Tour

Click on the button “Book Tour”

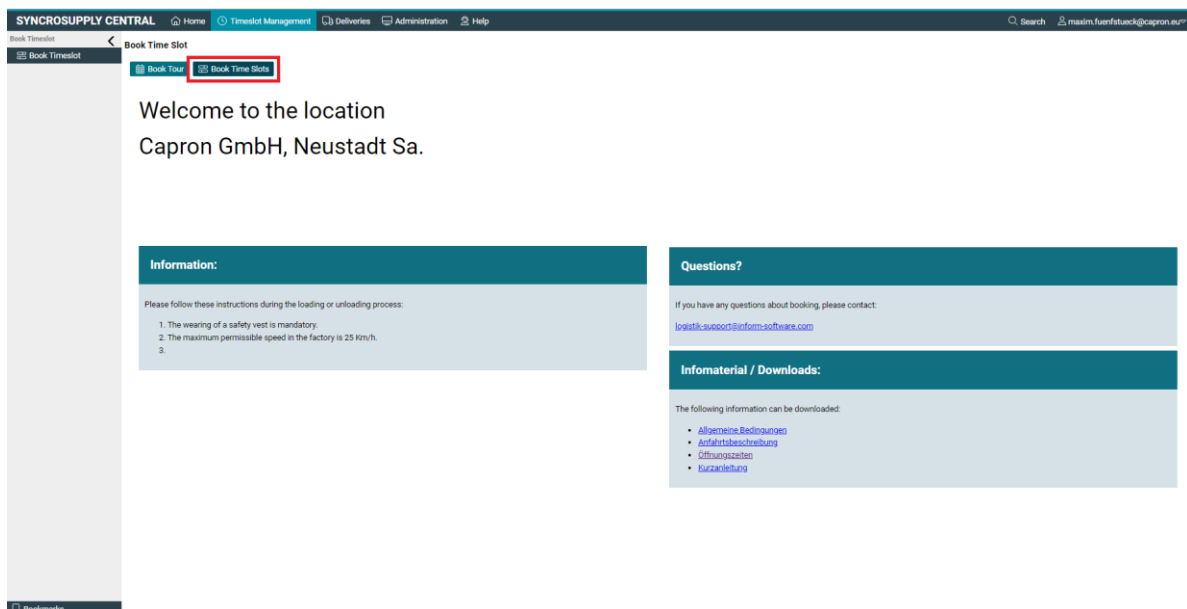


Figure 34 Book Time slot Returns

## 2.4.2 Select return

Select "Retoure" in the context menu that opens.

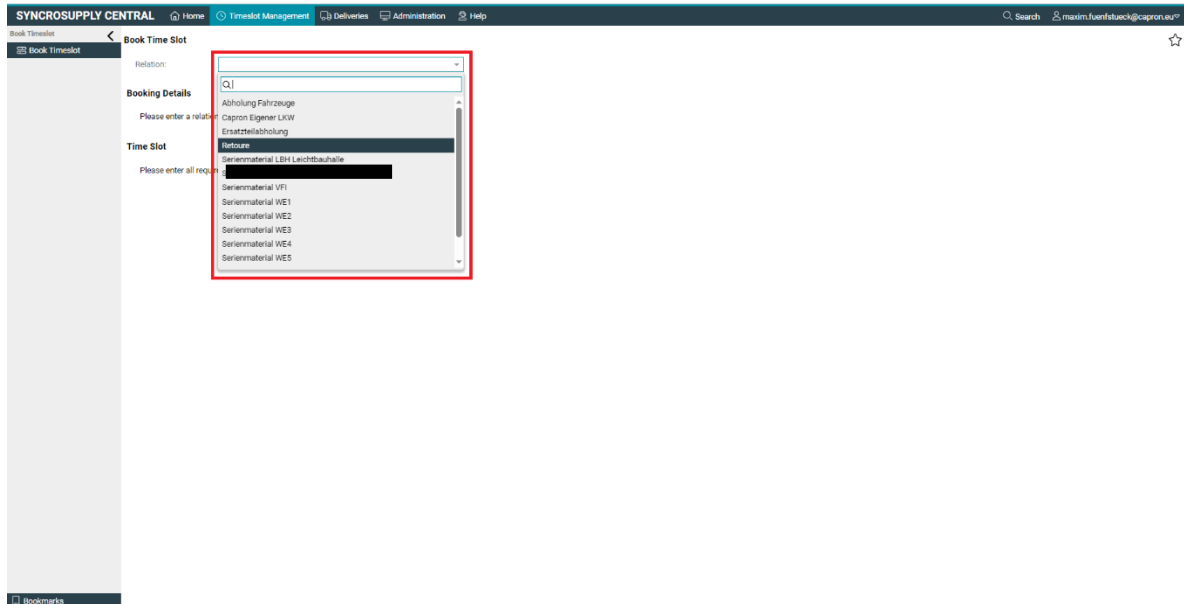


Figure 35 Select Return

## 2.4.3 Enter Reference Number

Please enter the return number sent to you by Capron so that we can allocate your booking and provide the material to be collected at the time booked.

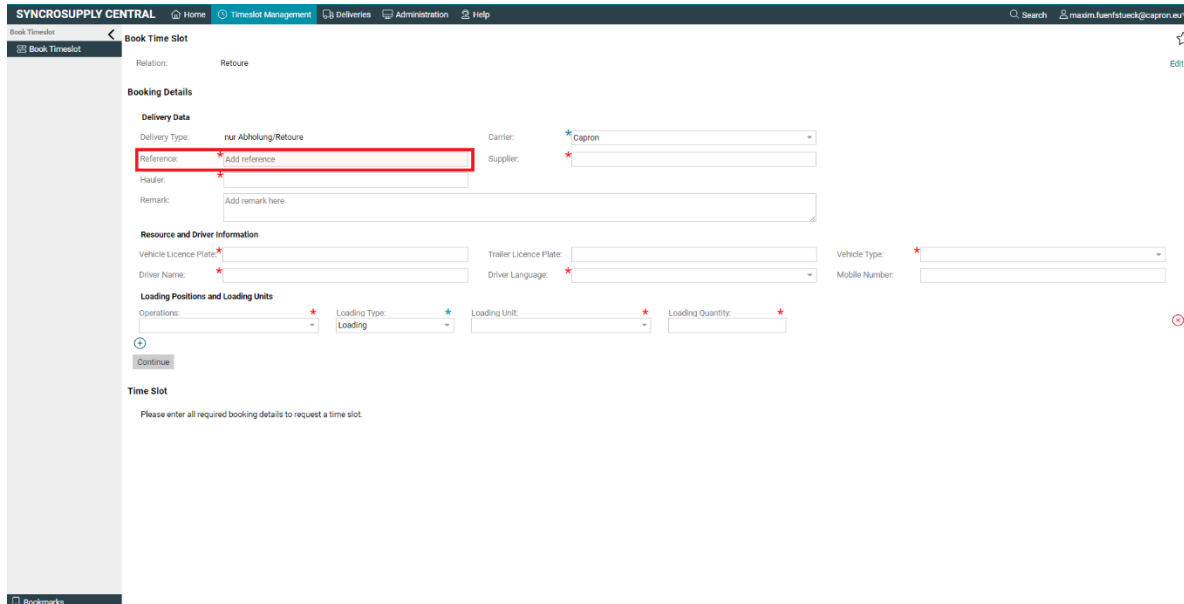


Figure 36 Reference Number

### 2.4.4 Fill out remaining data

Fill in everything you can here. Fields marked with an asterisk are mandatory and must therefore be filled in.

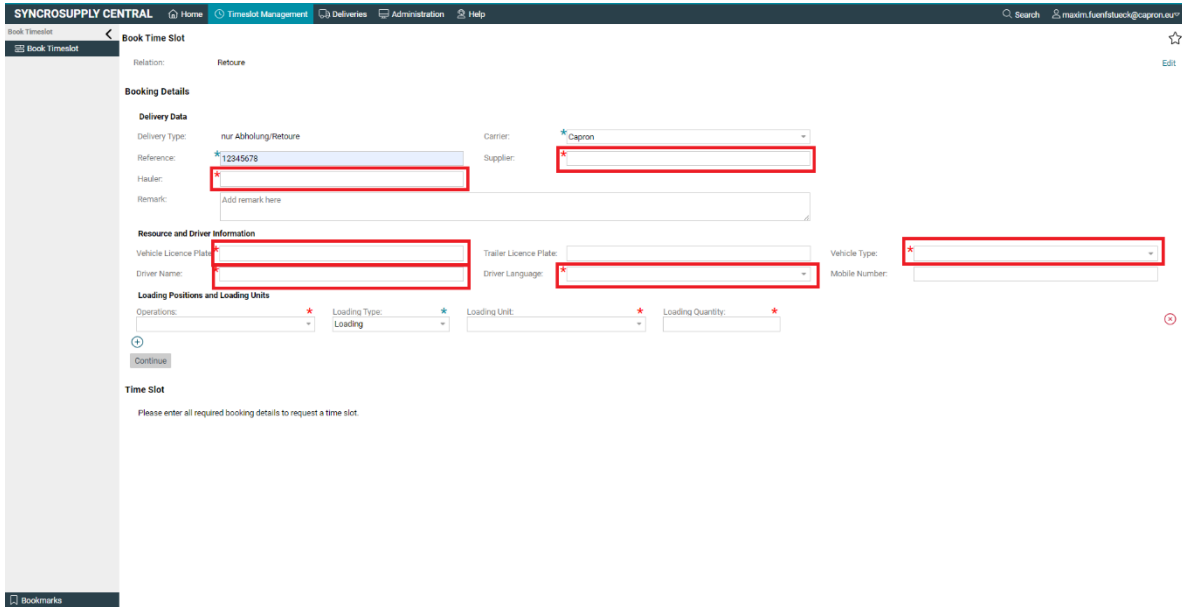


Figure 37 Delivery Data

### 2.4.5 Select Loading Position

Select the loading destination/position communicated to you by Capron.

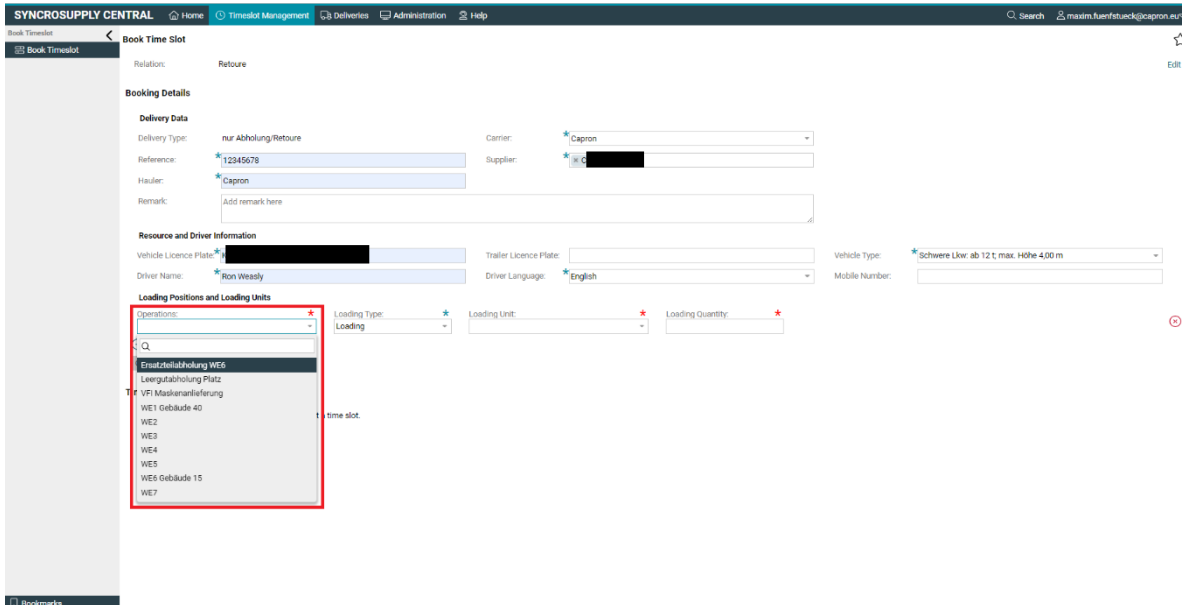


Figure 38 Select Loading Position Returns

### 2.4.6 Select Cargo

Now select the Cargo. A distinction is made here between Empties Return and Series Material Return. The loading metres are determined on the basis of the freight that Capron informs you of, while the loading quantity should remain at 1.

Note: Loading metre = loading length \* loading width / 2.4

Since the average truck is around 2.4 metres wide, the length of the loading area to be loaded roughly corresponds to the loading metres.

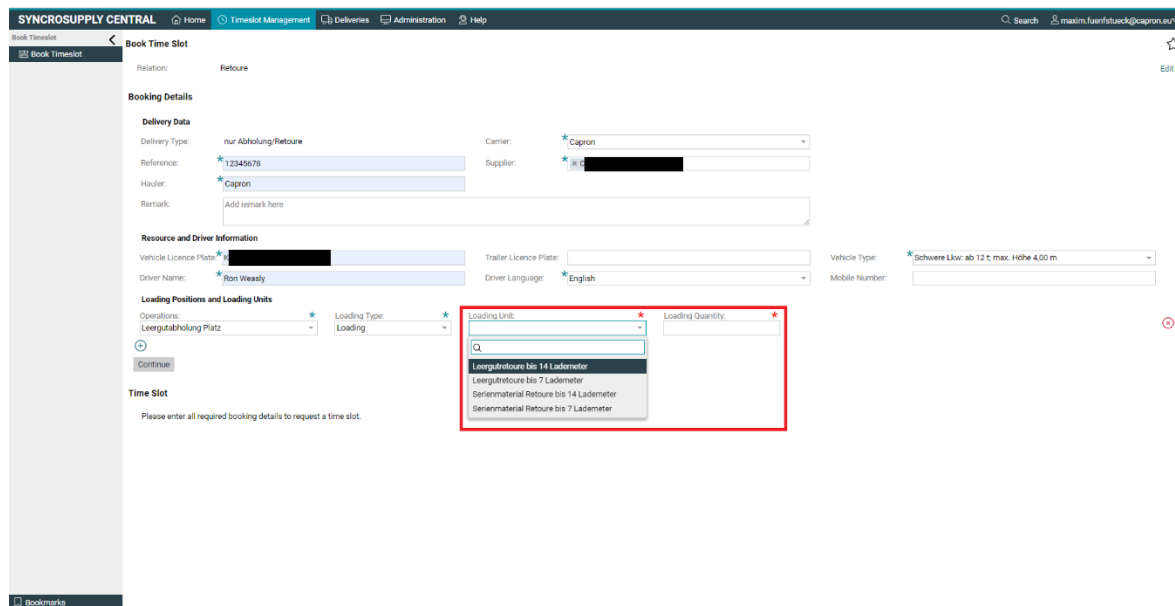


Figure 39 Select Cargo Returns

### Click "Continue"

Now click on the "Continue" button to continue the process. Check your data first and correct it if necessary.

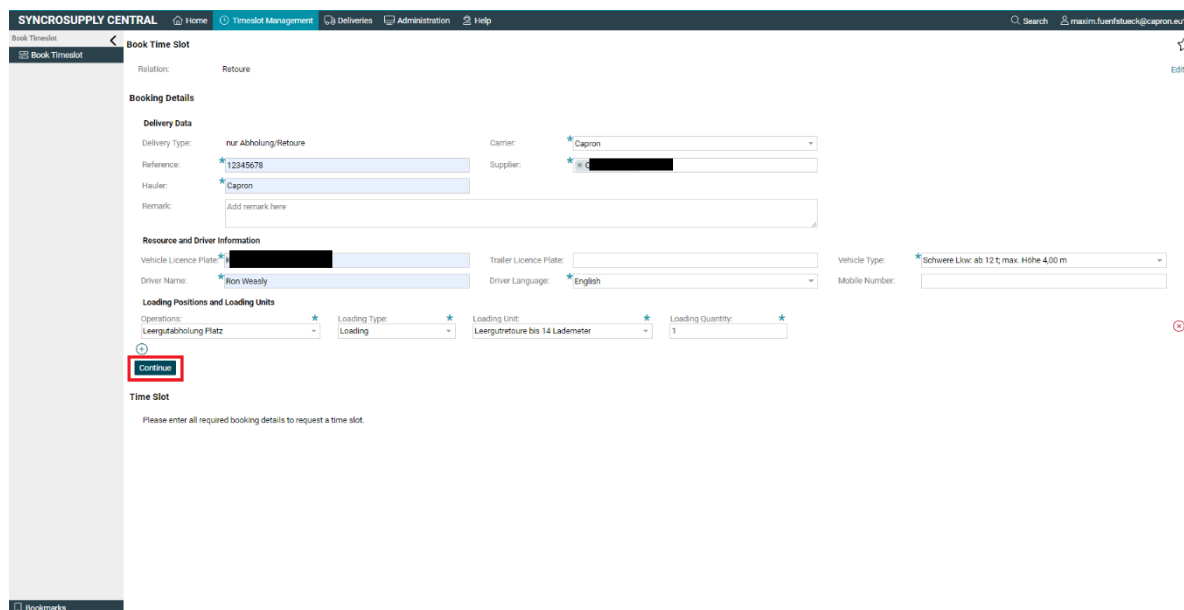


Figure 40 Continue Returns

### 2.4.7 Select tour date and proposed time.

Select the date on which the tour is to take place and the goods are to be delivered by pressing on the text field and clicking on the day in the calendar sheet.

Select the time you want your truck to arrive at Capron's facility. Time slots are displayed at 15-minute intervals, but you can only book time slots at least 10 minutes in the future.

Depending on the opening hours of the loading destination you have selected, there may not be a time slot available at certain times. If this is the case, try again on another date or at another time.

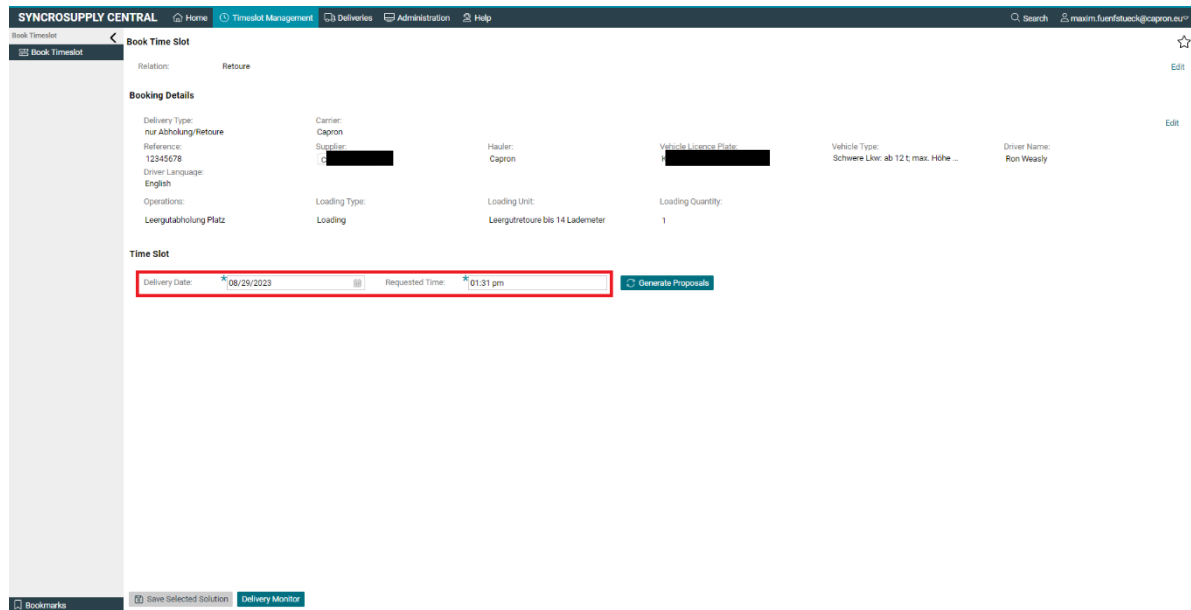


Figure 41 Tour Date and Time Returns

### 2.4.8 Click "Generate proposals".

Click on the button „Generate proposals“.



# Time slot booking process haulage companies

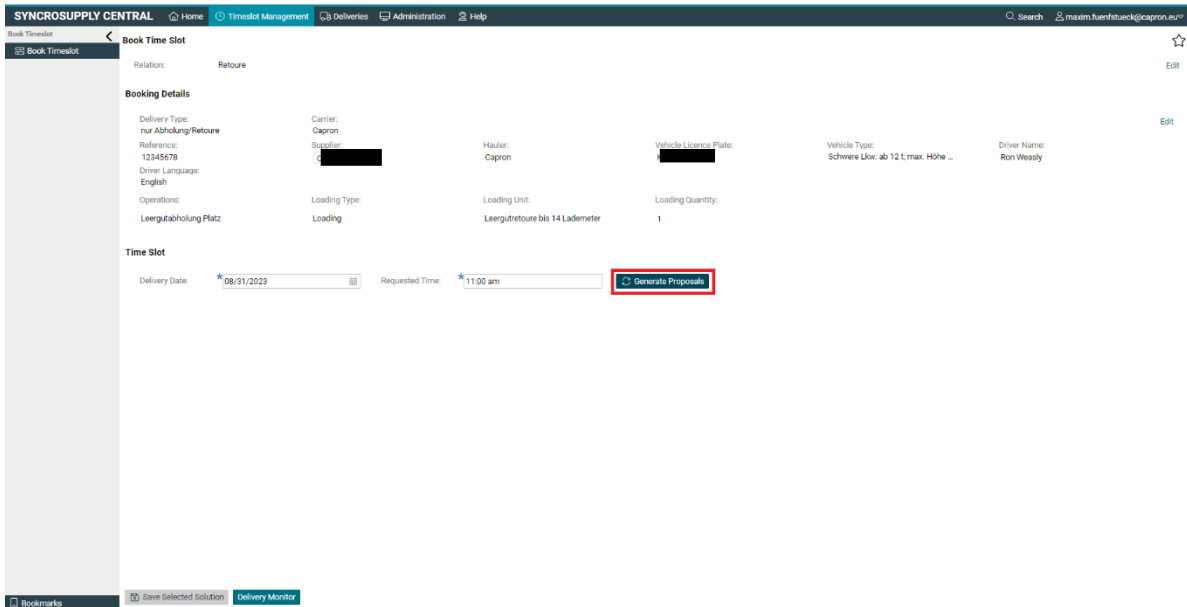


Figure 42 Generate Proposals Returns

## 2.4.9 Suggested delivery

Click on the one that suits you best from the proposals displayed.

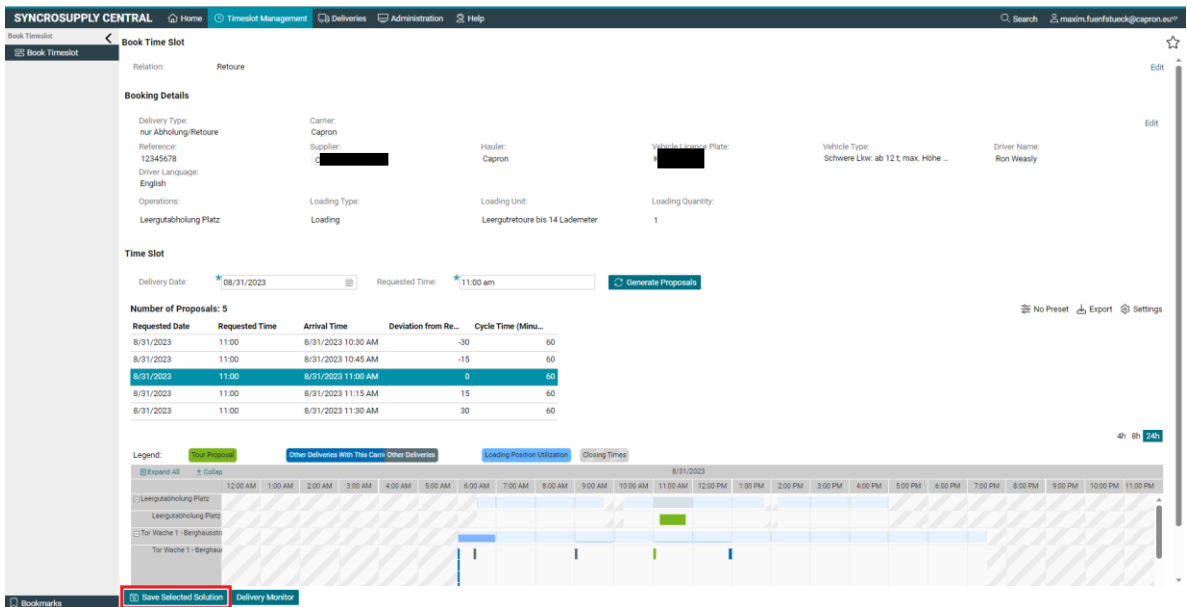


Figure 43 Suggested deliveries Returns

### 2.4.10 Click on Save Selected Proposal

Click on the button "Save selected proposal" to book the time slot..

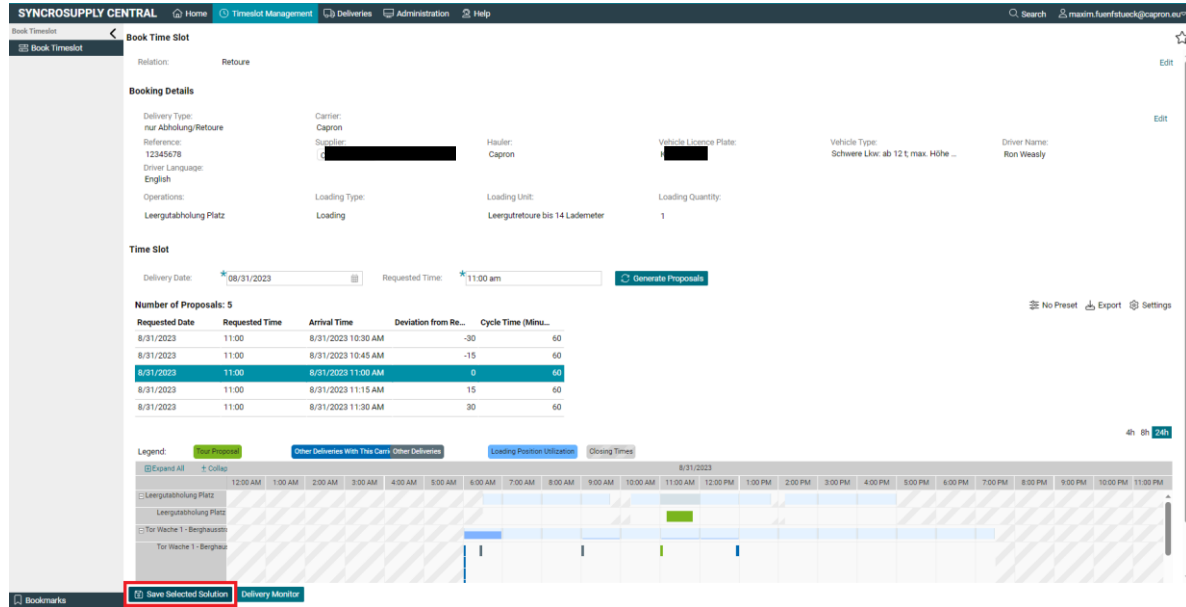


Figure 44 Save Selected Solution Returns

### 2.4.11 Click to create a ticket

Once in the delivery monitor, you must click on the "Create Delivery Slip" button to download the ticket. Print the ticket and give it to the driver.

The ticket is the driver's way of identifying their journey to Capron. If no ticket is brought, the delivery may be delayed or even postponed.

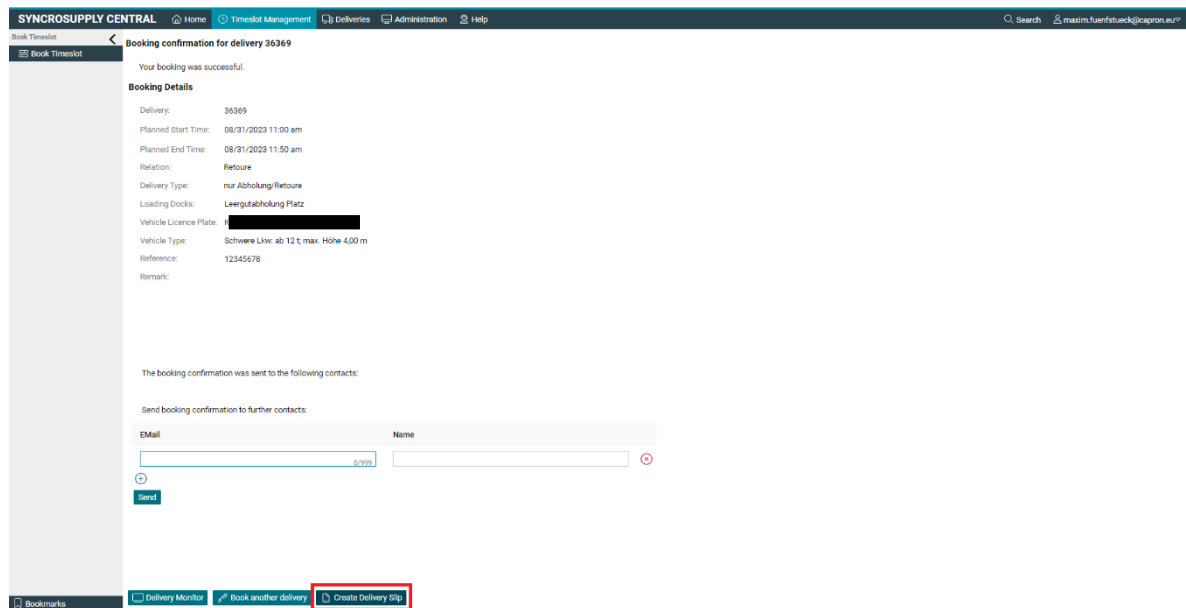


Figure 45 Create Delivery Slip Returns

## 2.4.12 Home page

Click the Home button to return to your starting position. From there, you can book further journeys.

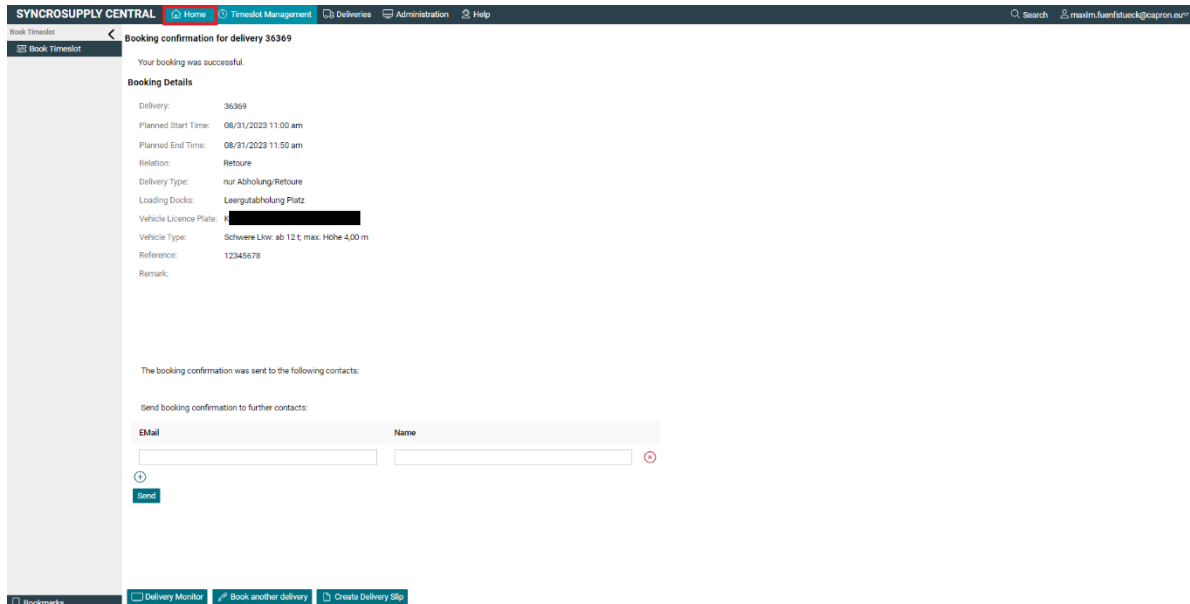


Figure 46 Home Page Returns

## 2.5 Sending booking link

Booking links can be used to support subcontractors in scheduling trips. To do this, a journey must first be created by the haulage company and then a booking link must be sent, which the subcontractor can use to book the journey at a time of his own choosing.

### 2.5.1 Create trip to time selection

Create the journey according to the normal pattern until you select the date of the journey, taking care of course to indicate the carrier correctly.

### 2.5.2 Click on travel monitor

Instead of selecting the trip date and time, click on the "Trip Monitor" button at the bottom of the screen.

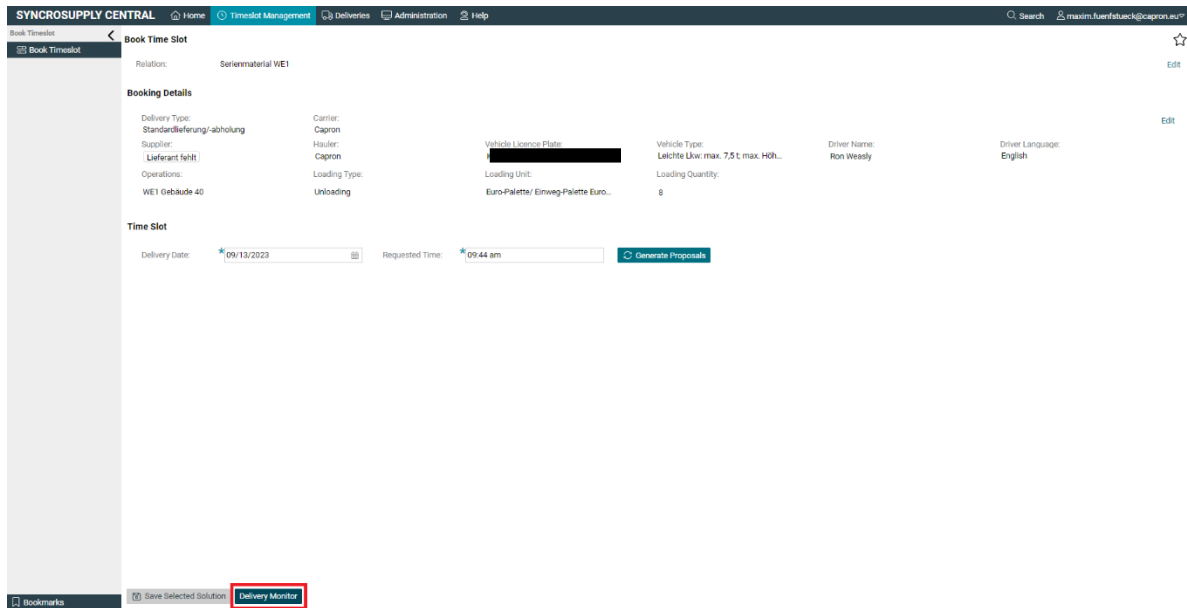


Figure 47 Delivery Monitor Link

## 2.5.3 Send a booking link

Look for the "Send booking link" button here and click on it.

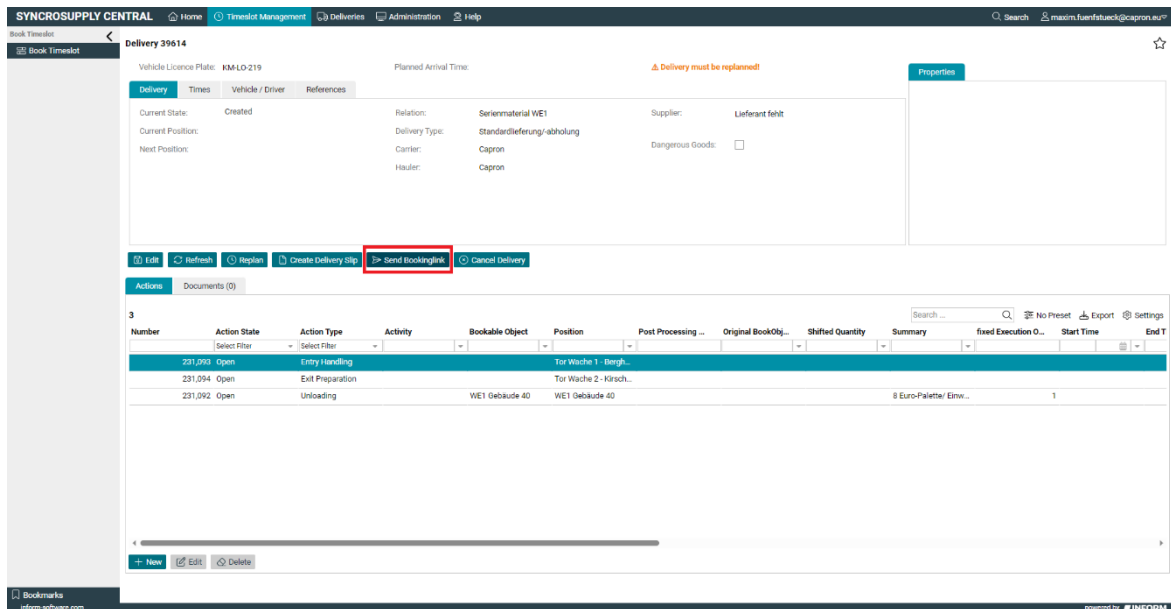


Figure 48 Send Booking Link

## 2.5.4 Fill out data

## Time slot booking process haulage companies

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Enter the language, e-mail and name of your contact person at the carrier. The booking link will be sent via the e-mail address entered here, so check that it is correct.

The data given in the picture are only inserted for understanding, use real data when using this function.

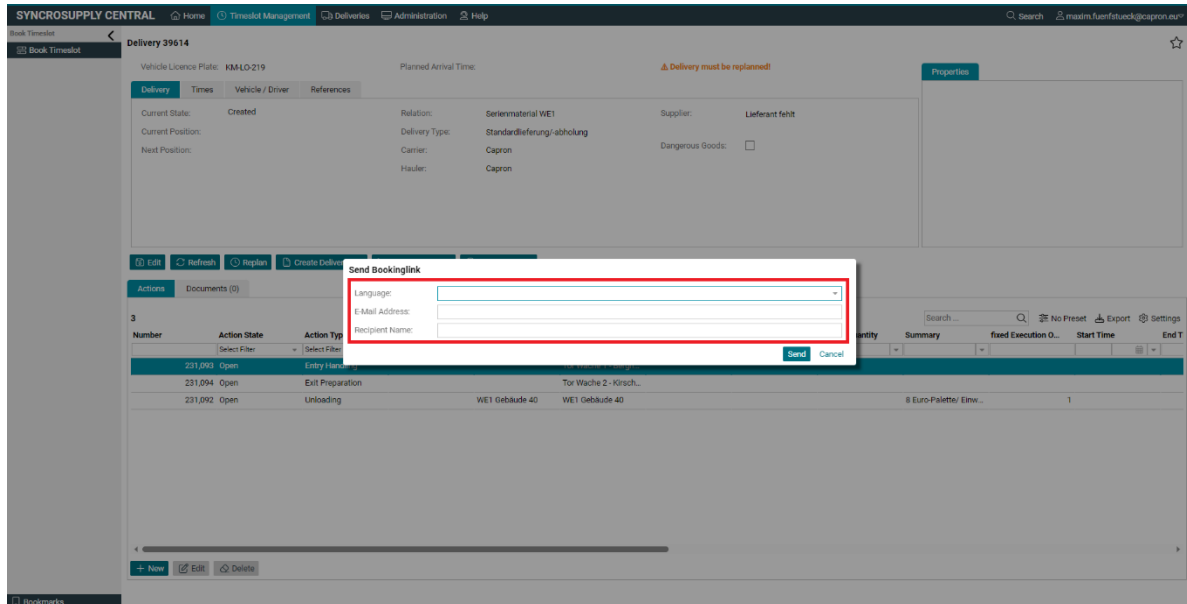


Figure 49 Data Booking Link

## 2.5.5 Click send

Click on the "Send" button to send the booking link.

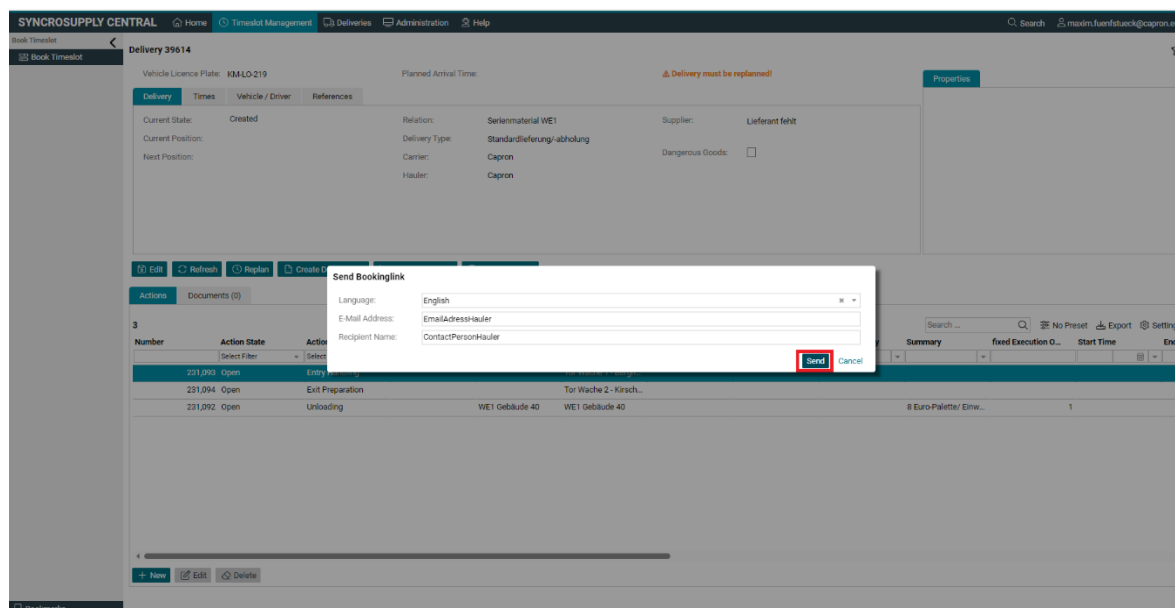


Figure 50 Click Send

Thereafter, the Haulage Contractor may book the journey at a time chosen by the Haulage Contractor.

## 2.6 Use of booking link

### 2.6.1 Open emails

You will receive the booking link from the booking haulage company by e-mail. Therefore, check your e-mail regularly. If you receive an e-mail with the subject Booking link, open it.

Booking links are used by hauliers, for example, to inform sub hauliers that a journey is being booked through them. Use this opportunity to schedule journeys according to your preferences.

## 2.6.2 Click booking link

Click on the booking link in the email to open the booking window..

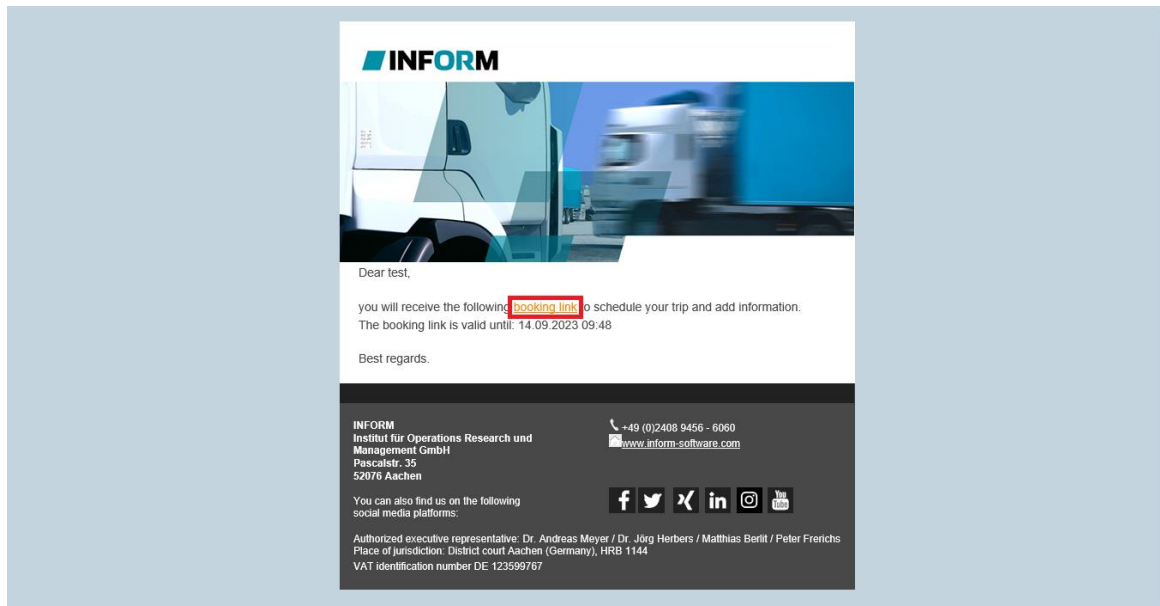


Figure 51 Click Booking Link

## 2.6.3 Fill in trip information

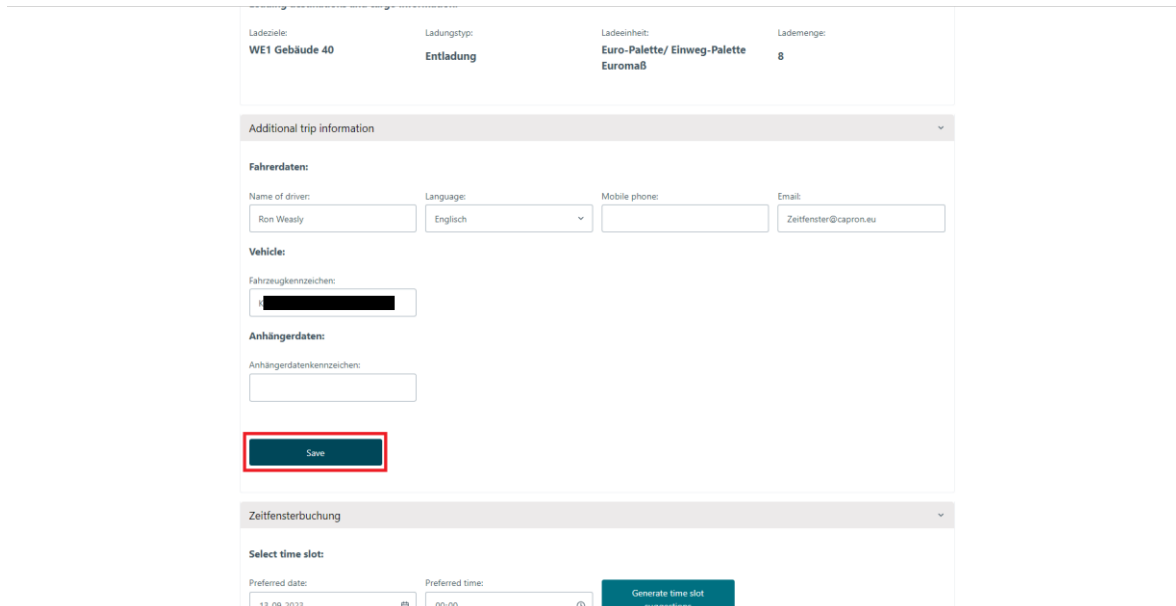
Fill in the trip data. The e-mail address is particularly important, as it will be used to send the ticket to you and is required for arrival at the factory site.

The image shows a web form for trip information. At the top, there are four columns of data: "Ladestelle: WE1 Gebäude 40", "Ladungstyp: Entladung", "Ladeinheit: Euro-Palette/ Einweg-Palette", and "Lademenge: 8". Below this is a section titled "Additional trip information" with a dropdown arrow. Inside this section, there are four input fields: "Name of driver" (Ron Weasley), "Language" (Englisch), "Mobile phone" (empty), and "Email" (Zeitfenster@capron.eu). Below these are "Vehicle:" and "Anhängerdaten:" sections, each with a license plate input field. A "Save" button is at the bottom of this section. Below the "Additional trip information" section is a "Zeitfensterbuchung" section with a "Select time slot:" label. It includes "Preferred date:" (13.09.2023) and "Preferred time:" (00:00) fields, and a "Generate time slot" button.

Figure 52 Trip Information

## 2.6.4 Click save

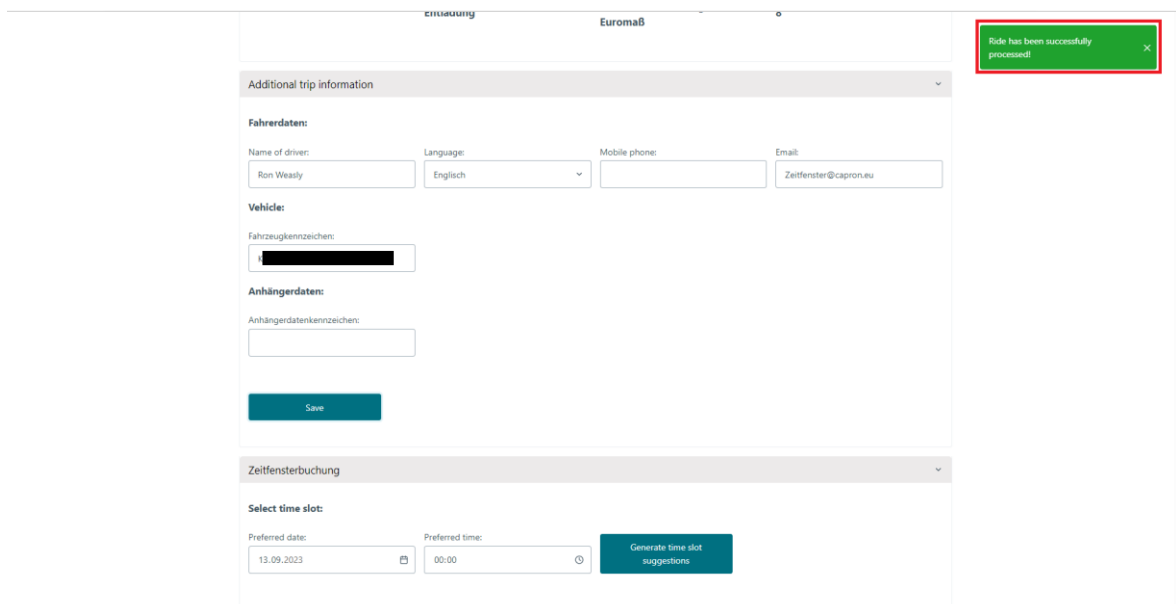
Click on the "Save" button to save the data.



The screenshot shows a web form for booking a haulage service. At the top, there are four fields: 'Ladeziele: WE1 Gebäude 40', 'Ladungstyp: Entladung', 'Ladeinheit: Euro-Palette/ Einweg-Palette Euromaß', and 'Lademenge: 8'. Below this is a section titled 'Additional trip information' which contains a sub-section 'Fahrerdaten' with fields for 'Name of driver: Ron Weasly', 'Language: Englisch', 'Mobile phone:', and 'Email: Zeitfenster@capron.eu'. Underneath is the 'Vehicle' section with 'Fahrzeugkennzeichen: K [redacted]' and 'Anhängerdaten' with 'Anhängerkennzeichen:'. A red box highlights the 'Save' button. At the bottom, there is a 'Zeitfensterbuchung' section with 'Select time slot:' and fields for 'Preferred date: 13.09.2023' and 'Preferred time: 00:00', along with a 'Generate time slot suggestions' button.

Figure 53 Click Save

A green menu appears in the upper right corner if the save was successful. If this does not appear, simply click on the "Save" button again..



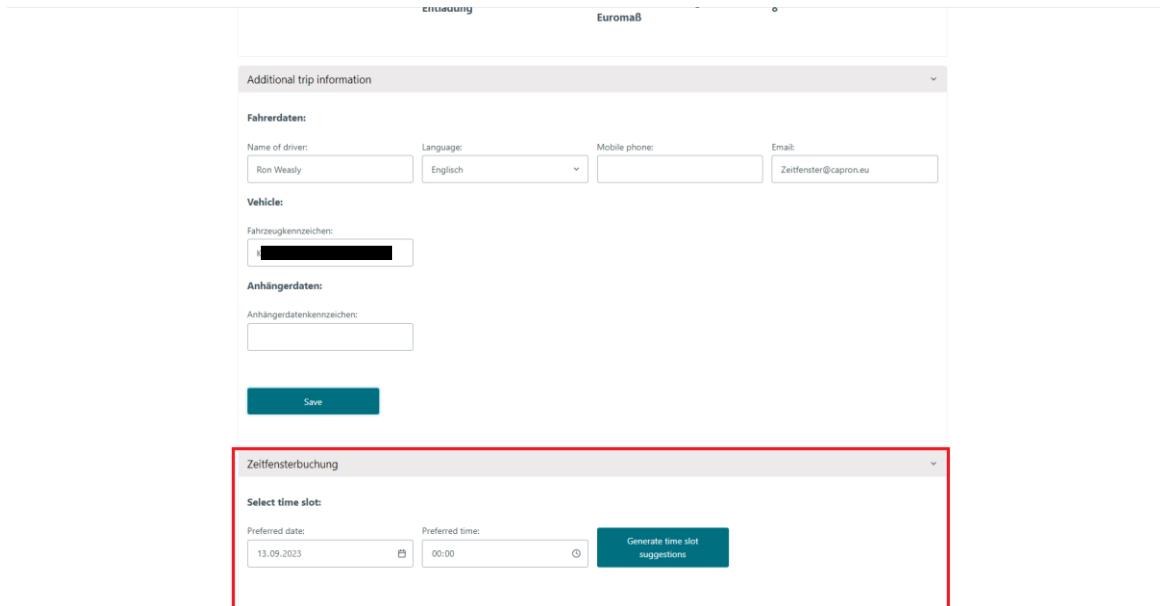
This screenshot is identical to Figure 53, but it includes a green confirmation message in the top right corner that reads 'Save has been successfully processed!'. The 'Save' button is no longer highlighted with a red box.

Figure 54 Save Confirmation



## 2.6.5 Select time and date

Now select the time at which the trip should arrive at Capron's factory. Please note that not all times are available. There are different opening times for each goods receipt. The suggestions that are displayed to you take into account opening times and slots that are already blocked.

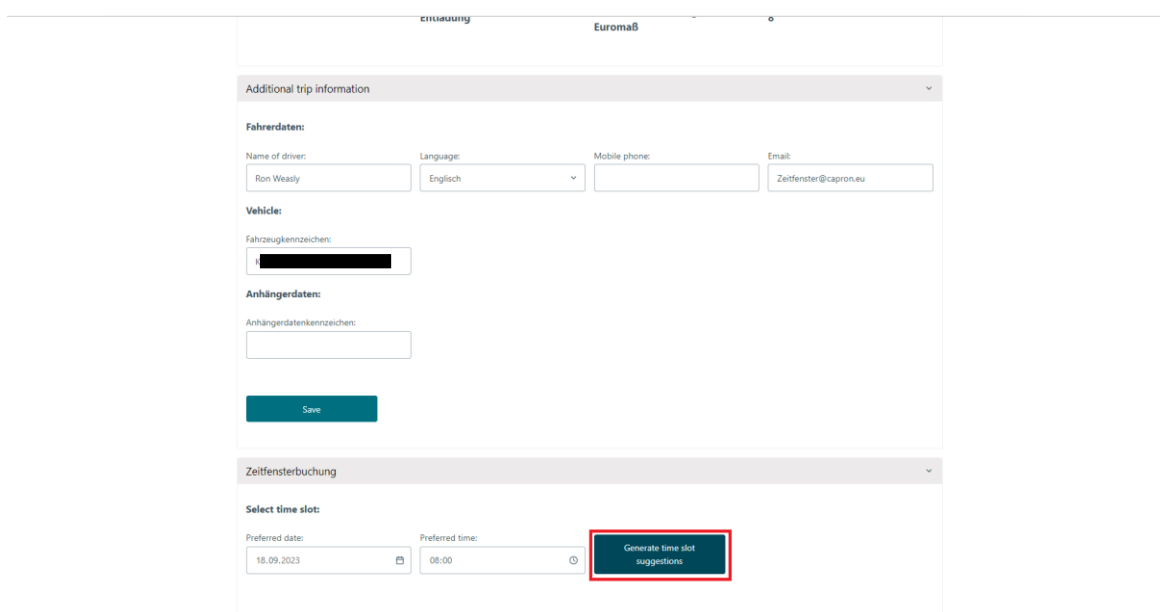


The screenshot shows a web form titled 'Euromaß' with a section 'Additional trip information'. Below this, there are fields for driver information: 'Name of driver' (Ron Weasley), 'Language' (Englisch), 'Mobile phone', and 'Email' (Zeitfenster@capron.eu). There are also fields for 'Vehicle' (Fahrzeugkennzeichen) and 'Anhängerdaten' (Anhängerkennzeichen). A 'Save' button is present. Below this, the 'Zeitensterbuchung' section is highlighted with a red border. It contains 'Preferred date' (13.09.2023) and 'Preferred time' (00:00) fields, and a 'Generate time slot suggestions' button.

Figure 55 Time and Date Booking Link

## 2.6.6 Click to create time slot suggestions

Click on the button "Generate time suggestions".



This screenshot is identical to the previous one, but the 'Generate time slot suggestions' button in the 'Zeitensterbuchung' section is highlighted with a red border. The 'Preferred date' is now 18.09.2023 and the 'Preferred time' is 08:00.

Figure 56 Generate Suggestions

## 2.6.7 Select suggestion

You will now be shown five suggestions that are as close as possible to your desired time. Select your favorite by clicking on it once and the time will be highlighted in blue.

The screenshot displays a web interface for booking a time slot. It is divided into three main sections:

- Vehicle:** Contains two input fields: 'Fahrzeugkennzeichen:' (Vehicle license plate) with a blacked-out value, and 'Anhängerkennzeichen:' (Trailer license plate) which is empty. A 'Save' button is located below these fields.
- Zeifensterbuchung:** A section header with a dropdown arrow. Below it, the 'Select time slot:' section includes a 'Preferred date:' field with '18.09.2023' and a 'Preferred time:' field with '08:00'. A 'Generate time slot suggestions' button is positioned to the right of the time field.
- Book a time slot:** Displays five time slot options in a row:
  - 09:50 (Duration: 60 min)
  - 10:05 (Duration: 45 min) - This slot is highlighted with a blue background and a red border.
  - 10:20 (Duration: 45 min)
  - 10:35 (Duration: 45 min)
  - 10:50 (Duration: 45 min)A 'Save' button is located below the list of slots.

Figure 57 Select Suggestion

## 2.6.8 Click save

Click on the "Save" button to book the time slot. It is best to check again whether the dates and times are correct.

The screenshot shows a web form for booking a time slot. It is divided into two main sections. The top section, titled 'Vehicle:', contains two input fields: 'Fahrzeugkennzeichen:' (with a blacked-out value) and 'Anhängerdatenkennzeichen:'. Below these is a 'Save' button. The bottom section, titled 'Zeifensterbuchung', has a sub-section 'Select time slot:' with 'Preferred date:' (18.09.2023) and 'Preferred time:' (08:00) fields, and a 'Generate time slot suggestions' button. Below this is the 'Book a time slot:' section, which displays five time slot options in a grid. The first slot is 09:50 with a 60 min duration. The second slot is 10:05 with a 45 min duration and is highlighted in dark teal. The other slots are 10:20, 10:35, and 10:50, all with 45 min durations. A 'Save' button at the bottom of this section is highlighted with a red rectangular box.

Figure 58 Save Timeslot

This screenshot shows the same booking interface as Figure 58, but with a confirmation message. The 'Save' button in the 'Book a time slot:' section is now highlighted in dark teal. A green notification box with a red border and a close button (X) is visible in the top right corner, containing the text 'Time slot has been successfully booked!'. The 'Preferred time:' field now shows '10:05'.

Figure 59 Booking confirmation

## 2.6.9 Print out ticket and give to driver

You will now receive a confirmation email to the email address you provided, open the email and save the Transport Ticket for Delivery. This must be printed out and given to the driver on the day of delivery so that the journey runs smoothly and without delays.

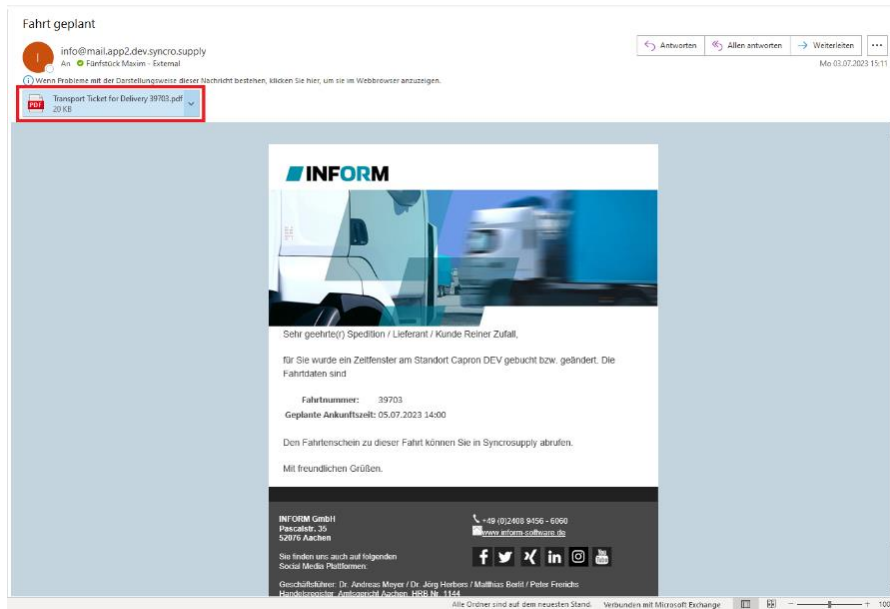


Figure 60 Ticket