

Client login – Training Manual



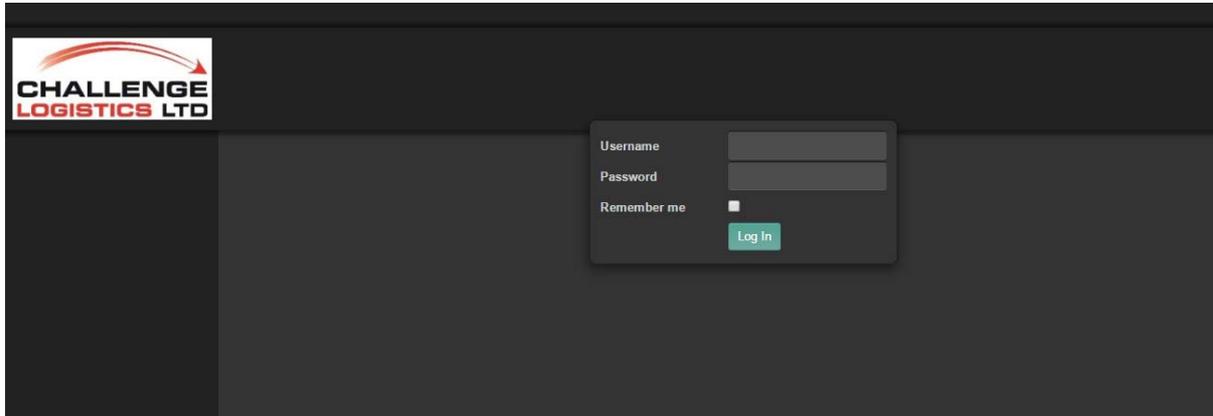
TLP Client Login

How to Logon to the Client portal?

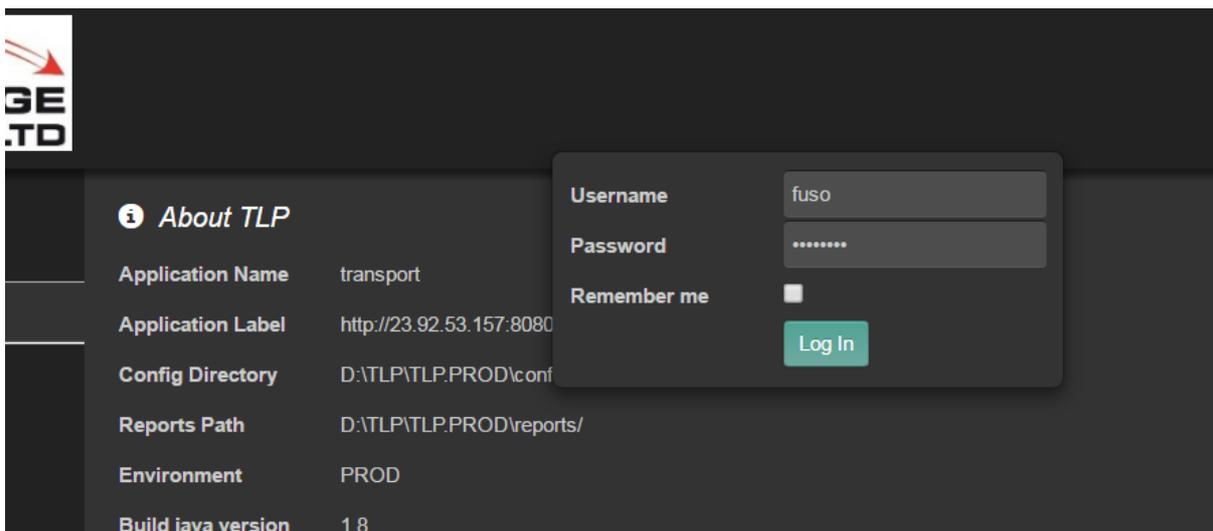
Clients can access the TLP Portal through the following web address:

<https://challenge.tlpsystems.co.nz:8790/transport/>

Once they've entered the Address in the browser the following screen will be presented to them.

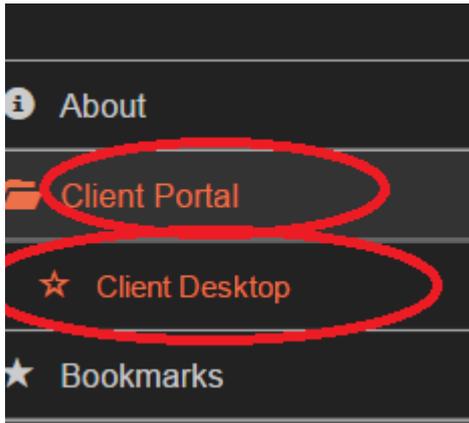


The Client need to enter the provided username and password to login.

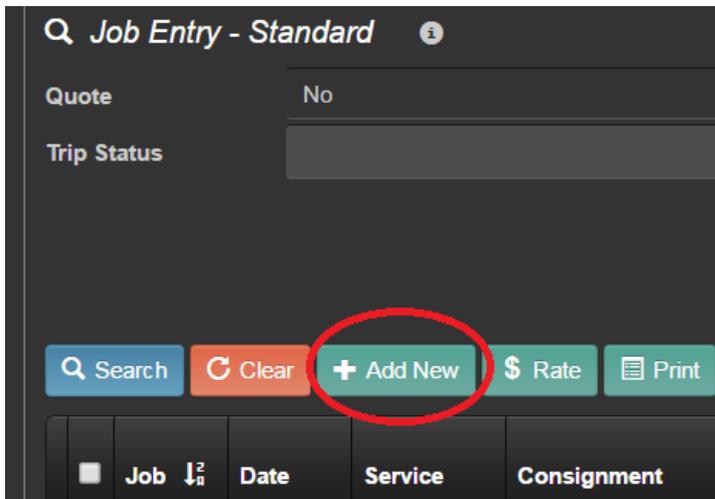


How to capture a job in TLP.

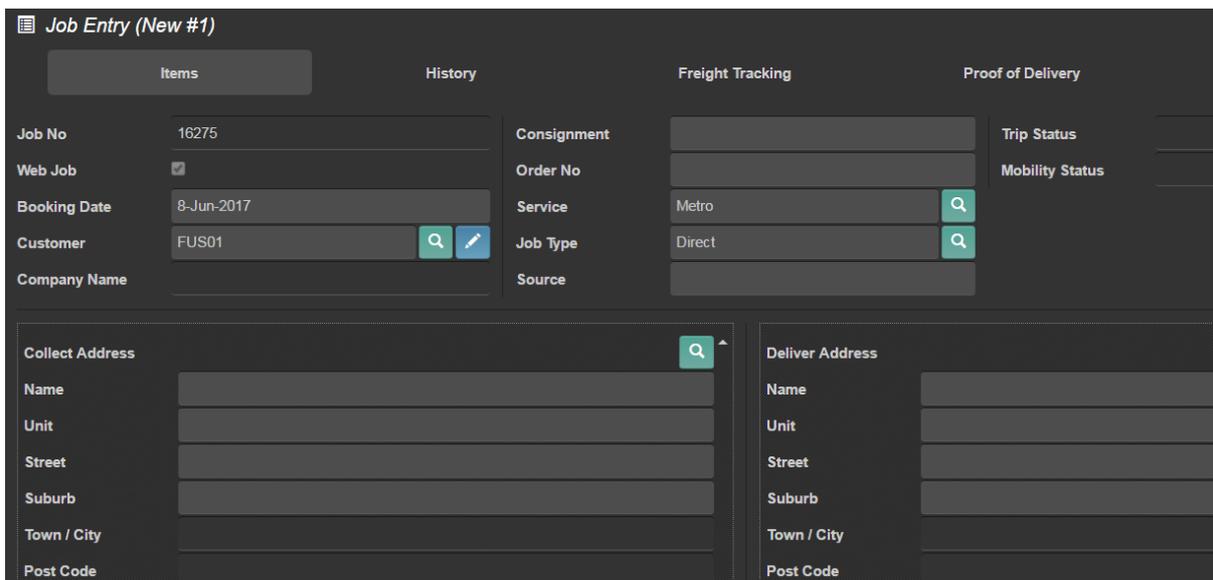
To create a new job in TLP, the user need to click on the Client Portal Tab on the Left-hand side of the screen. This will open the Client portal.



To add in a new, job the user will have to click on the add new Button.



This will open the standard Job Capturing screen for the client.



By default, the following information will auto populate.

1. TLP Job number
2. Booking date (by default it will show today's date)

3. Customer (The customer code)
4. Service -Metro (Don't change this as this will change the actions and rates for the job)
5. Job Type -Direct (Don't change this as this will change the actions and rates for the job)

The following information need to be captured on the job.

1. Consignment Number
2. Collect and Delivery Address
3. Any Notes with regards to the Collect and Delivery Addresses
4. And estimated Time of Collection and delivery

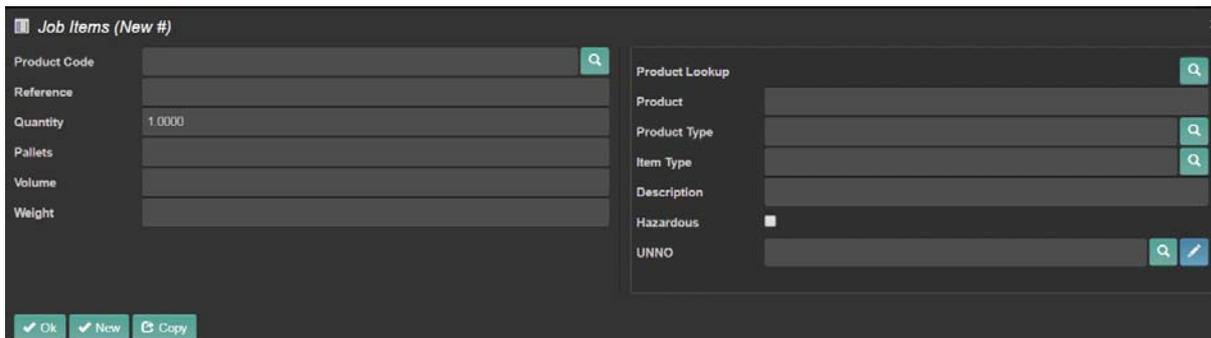
How to add product to the job?

Once all the basic information is captured the user can go ahead and add in the product/item details to the Job,

To do so the user will scroll down to Items and click on the + sign to add the items to the job.

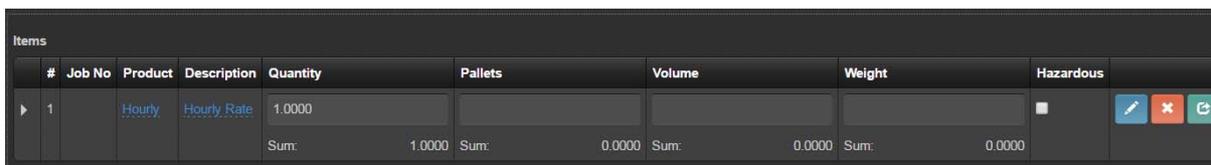


The following screen will be presented to them.



Customers need to select the product code, if it is Pallet delivery the user need to select the product code Pallet, and specify the Qty and Pallet Qty, by default there is a one to one relation between the Qty and the Pallet so as soon as a user update the qty it will update the Pallet Qty.

Once they've captured all the information the user need to click on the "Ok" button to add the items to the job.



How to add Special instructions for the Job?

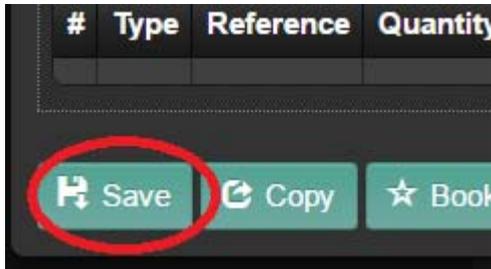
Users can add in some special notes/instructions to the job using the Instruction field.



This is a free text field so users can use this to capture any information

How to save the job?

Once the user is happy with the job, he can save the job by clicking on the Save button.

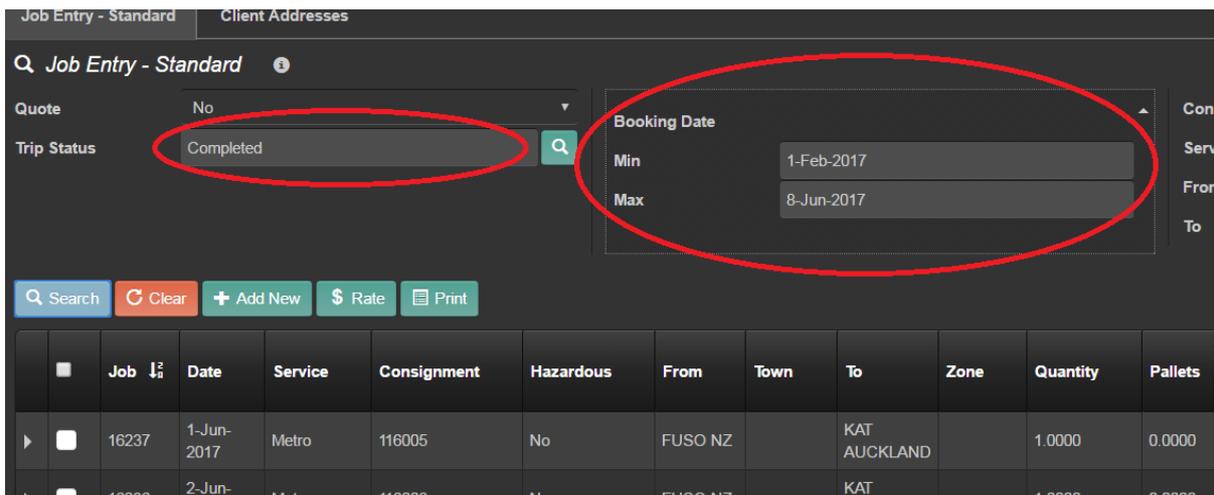


This will save the job on the system.

How to view jobs and status through the Web Service?

The client can view and keep track of job status through the portal. A list of all the jobs will display on the grid.

The grid is split into two sections the Search Section where you can specify some criteria like for example, to view Completed jobs, or jobs for a specific date range.



How to view the Freight tracking for A job?

Users can view the freight status for their jobs by editing the requested job and clicking on the Freight Status.

Job Entry - Standard Client Addresses Account Enquiry

Q Job Entry - Standard

Quote: No

Trip Status:

Booking Date: Min: 1-Sep-2017, Max: 1-Sep-2017

Consignment:

Service:

From:

To:

Search Clear Add New Rate Print

	Job	Date	Service	Consignment	From	Town	To	Zone	Quantity	Pallets	Volume	Weight-KG
	20886	1-Sep-2017		Test	Boc		test		0.0000	0.0000	0.0000	0.0000
									Sum: 0.0000	Sum: 0.0000	Sum: 0.0000	Sum: 0.0000

Bookmark Cancel

Job Entry

Items History **Freight Tracking** Proof of Delivery Audit

Job No: 20886 Consignment: Test Trip Status: Completed

Web Job: Order No: Mobility Status:

Booking Date: 1-Sep-2017 Service:

Customer: BOC Auckland Local Job Type:

Company Name:

Freight Movements

#	Date	Service	Work Type	Collect Name	Region	Deliver Name	Region	Allocated	Status
1	1-Sep-2017		Invoice	Boc	Auckland	test	Auckland	<input type="checkbox"/>	Completed

Cancel Rate Print Print and Save Labels

How to view Proof of Delivery?

Once a job is completed the user can view the proof of delivery by clicking on the Proof of delivery Tab.

Job Entry

Items History Freight Tracking **Proof of Delivery** Audit

Job No: 20886 Consignment: Test Trip Status: Completed

Web Job: Order No: Mobility Status:

Booking Date: 1-Sep-2017 Service:

Customer: BOC Auckland Local Job Type:

Company Name:

Proof of Delivery

Received: Date:

Signature: Time:

Damaged: Name:

Lost: Reference:

Comments:

Signature:

Documents

Attachment:

