

User manual for time slot booking



DACHSER

To register please visit to the following Internet site:
<http://www.cargoclix.com/dachser-karlsruhe>



Anmeldung Cargoclix Zeitfenstermanagement
DACHSER Karlsruhe

Sie besitzen bereits ein Benutzerkonto für das Cargoclix Zeitfenstermanagement und möchten sich **zusätzlich um die Aufnahme in den oben genannten CargoMarket bewerben?** Dann loggen Sie sich jetzt hier durch Eingabe von Benutzername und Passwort ein:

Sie besitzen noch kein Benutzerkonto für das Cargoclix Zeitfenstermanagement und möchten sich **um die Aufnahme in den oben genannten CargoMarket bewerben?** Dann legen Sie sich jetzt hier einen **neuen Account** an:

Jetzt bewerben

Jetzt neuen Account anlegen!

Login für bestehende User:
Ich bin bereits bei [DACHSER Karlsruhe] freigeschaltet und möchte mich direkt einloggen.

Login

If you are an existing user of Cargoclix Timeslot, you can log in here

If you do not have an account for Cargoclix Timeslot yet, you can create it here

→ In both cases your application will be checked and your account will be activated until the beginning of the next working day



Login

Benutzername

Passwort

[Passwort vergessen?](#)

Upon receiving the email confirmation that you are admitted at the DACHSER Karlsruhe timeslot system, you can login at www.cargoclix.com/timeslot or www2.cargoclix.com

Enter your user name and password here

[Back](#)

Cargoclix Help: Main menu

Click on Carrier

Shipper:

As a shipper please choose this point to see the timeslot bookings for your locations.

Carrier:

As a carrier please choose this point to book timeslots in the locations of your shippers.

My Cargoclix:

You find your account data and configuration here.

Help

If you need help on any site of the application, choose help in the menu above.

CargoMarket: DACHSER Karlsruhe Location: Warehouse Search: Search

Select CargoMarket
„DACHSER Karlsruhe“

Select Location
„Warehouse“

Type in the name of the supplier in the search field and then click Search. You will be automatically forwarded to the supplier relevant capacities

Shipper Carrier My Cargoclix Help Legal Notice | Privacy Policy | Cookies | T&C

Schedule Bookings Bookings (Beta) Your consultant

CargoMarket: DACHSER Karlsruhe Location: Warehouse Group: Malsch 3;

Warehouse Schedule not loading?

Quick search 02.01.2019 Zoom: 75%

Malsch 3	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30
Tor 50											B			
Wareneingang 1											B			
Wareneingang 2											B			
Wareneingang Container											B			

You always see the current date and you can choose another day from the calendar.

- Dark gray fields are not bookable(closed or lunch time etc.)
- Bright gray fields are not yet or not bookable any more.
- Grey striped fields are already booked by other carriers.
- White fields are bookable.

The screenshot shows the CARGOCLIX 'Timeslots' interface. At the top, there are navigation tabs: 'Shipper', 'Carrier', 'My Cargoclix', 'Help', 'Legal Notice', 'Privacy Policy', 'Cookies', and 'T&C'. Below these are buttons for 'Schedule', 'Bookings', 'Bookings (Beta)', and 'Your consultant'. The main area displays filters for 'CargoMarket: DACHSER Karlsruhe', 'Location: Warehouse', and 'Group: Malsch 3'. A 'Warehouse' tab is active, showing a 'Schedule not loading?' message. A timeline grid is visible with columns for time slots (07:00, 07:30, 08:00, 08:30, 09:00, 12:30, 13:00, 13:30) and rows for 'Malsch 3', 'Tor 50', 'Wareneingang 1', 'Wareneingang 2', and 'Wareneingang 3'. A magnifying glass icon is present next to 'Tor 50'. A callout box points to this icon with the text: 'By clicking on the magnifier you can open the ramp details'. Another callout box points to a detailed view of the 'Tor 50' ramp, which lists the following information:

- CargoMarket:** DACHSER Karlsruhe
- Location:** Warehouse
- Ramp name:** Tor 50
- Ramp type:** Loading at yard
- incoming:** No
- outgoing:** No
- Description:**

Beginning of booking phase:

- Whole week (default) 2 day(s) earlier at 00:00 (fixed end)
- Monday 3 day(s) earlier at 00:00 (fixed end)
- Tuesday 1 day(s) earlier at 00:00 (fixed end)
- Wednesday 1 day(s) earlier at 00:00 (fixed end)
- Thursday 1 day(s) earlier at 00:00 (fixed end)
- Friday 1 day(s) earlier at 00:00 (fixed end)

End of booking phase:

- 1.State: Entrance into the area
- 2.State: Exit from the area

Here you see for example how long in advance you can make a booking. The possibility to make changes in your own bookings ends with the end of the booking phase.

Shipper Carrier My Cargoclix Help Legal Notice | Privacy Policy | Cookies | T&C

Schedule Bookings Bookings (Beta) Your consultant

CargoMarket: DACHSER Karlsruhe Location: Warehouse Group: Malsch 3;

Warehouse Schedule not loading?

Quick search 02.01.2019 Zoom: 75%

	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	12:00	12:30	13:00	13:30
Malsch 3													
Tor 50													
Wareneingang 1													
Wareneingang 2													
Wareneing													

1. As soon as the required date is selected, please click on the timeslot you want to book.

2. Now click on the Pre-book icon.

CARGOCLIX > Shipper > Timeslots

Change requests | **Booking data** | Process details

DACHSER Karlsruhe, Warehouse: 02.01.2019, 08:30 - 08:59, Tor 50

LIMIT
bookable: 60 / 60

Booking Company

Company
Not registered company

User
Not registered user

Not registered company.

Created at
27.12.2018 13:39:34

Booking Type
Standard Booking

Additional data

Order number

Name of the carrier

Mobile phone

Truck plate

Customer

Dangerous goods (select)

Supplier (select)

Carrier (select)

Container type (select)

Trailer type (select)

Number of pallets (select)

Trailer type (select)

Comment gate

Load data from profile

Show only my profiles

Profile Overwrites

Profile
Please choose

Name for new profile

The profile will be saved when you click update

Delete profile

Comment

Comment of the shipper (to be shown to the carrier)

Save & Close Save & Print Standard Cargoclix Booking Conf

1. Please fill in the required fields. The * marked fields are mandatory and cannot be skipped.

2. Click

(If you want to save the entered data as a profile/template for future bookings, you can simply enter a name for the profile and it will be saved, for example the truck plate, etc.)

You can make changes to your bookings inside the booking phase.
For this use the symbols in the navigation line

CargoMarket: DACHSER Karlsruhe Location: Warehouse Group: Malsch 3;

Warehouse Schedule not loading?

Quick search 02.01.2019 Zoom: 75%

	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30
Malsch 3														
Tor 50														
Wareneingang 1													B	
Wareneingang 2													B	
Wareneingang Container													B	

Click here to cut

Click here to paste.

Click here to print

Shipper Carrier My Cargoclix Help Legal Notice | Privacy Policy | Cookies | T&C

Schedule **Bookings** Bookings (Beta) Your consultant

Search Autorefresh [Show customization window](#) Delete Selected Export: PDF XLS RTF

No data to paginate Results per page: 100 Show Filter Row Menu [Clear Filter](#) Search profile: Please choose Pforte Malsch 1 + - S R Sh

Drag a column header here to group by that color

<input type="checkbox"/>	ID	Order number	Details	Status	Name of the carrier	Date	Customer	Supplier (select)	Supplier	Truck plate	Comment	Comment gate

In Tab Bookings you can find a list of all your already saved bookings

You can also start a custom search:

1. Click

2. Choose a time frame and a search criteria

3. Click

The screenshot displays the CARGOCLIX web application interface. At the top, there is a navigation bar with 'Shipper', 'Carrier', 'My Cargoclix', 'Help', and 'Legal Notice'. Below this is a secondary navigation bar with 'Schedule', 'Bookings', 'Bookings (Beta)', and 'Your consultant'. The main content area shows a search interface with a 'Search' button and various filters. A search form is open, allowing users to input search criteria such as 'Order number', 'Cargoclix Bookings ID', 'Cargomarket Bookings-ID', 'Avis-Number', 'Booking Type', 'Date from', 'Date to', 'CargoMarket', 'Location', 'Group', 'Ramp', 'Truck plate', 'Mobile phone', 'Booking Company', 'Process states', 'Status', 'Common Company Name', and 'Number of loading units'. A 'Search' button is located at the bottom of the form. A table with columns like 'Details', 'Start time', 'Status', 'Name of the carrier', 'Date', 'Customer', 'Supplier (select)', 'Supplier', 'Truck plate', 'Comment', and 'Content gate' is visible in the background. Three callout boxes provide instructions: '1. Click' points to the search button, '2. Choose a time frame and a search criteria' points to the search form, and '3. Click' points to the search button again.

[Back](#)

Cargoclix Help: Carrier

[Index](#)

Book a timeslot: → [Watch a video tutorial on the subject](#)

In order to book a timeslot, click on „Carrier“ and select the Cargoclix Market and Location of the Shipper, where you want to book a timeslot. Now select the date you want to book on. Gray slots are not bookable, gray striped slots are already booked by another shipper and white slots are bookable. Now click on your preferred white slot to mark it with a red frame. Click on the “Pre-book” button, which you will find to the right side of the calendar/datepicker. Now the booking-window is now open and you can proceed with your booking in it.

Save a profile for bookings: → [Watch a video tutorial on the subject](#)

As soon as you have entered all information in the booking window, go ahead and save the entered information as a profile. Just enter a name for this profile in the booking window. Now, when you save and confirm your booking, the profile will be saved along.

Book a timeslot using a saved profile: → [Watch a video tutorial on the subject](#)

Mark your preferred free slot and click on „Pre-book“, next to the slot. The booking window has now opened. Now select the preferred profile from the drop-down on the right. The information saved with the profile will be automatically filled out in the booking window. If you wish, you could also change the pre-filled information and go ahead to save the booking.

Move a booked timeslot: → [Watch a video tutorial on the subject](#)

Click on a slot you have already booked to mark it with a red frame. Now click on the „Move“ button in the booking window. Now the booking window has now opened. Now select the preferred profile from the drop-down on the right. The information saved with the profile will be automatically filled out in the booking window. If you wish, you could also change the pre-filled information and go ahead to save the booking.

More help and videos you can find under Help menu.

Extend a booked timeslot: → [Watch a video tutorial on the subject](#)

If the shipper has allowed it, a timeslot could be extended or shortened using the arrows to the left or right inside the slot. A mouse-over makes the arrows visible.

Delete a booked timeslot:

Click on the booking you want to delete to mark it with a red frame. Now click on the “Cancel booking” button to the right of the calendar.

Show a list of my booked timeslots: → [Watch a video tutorial on the subject](#)

Click the „Bookings“ tab in the lower navigation line. The tab shows you a table with of all your bookings for the current day. You can narrow the results using the “Search” link in the upper left corner. A click on the colored status-point opens the booking window and shows you the current status of the particular booking. A click on the magnifier also opens the booking window and shows you the booking details.

Booking status:

The tab „Process details“ in the booking window shows you the steps of the timeslot process which were set by the shipper. (e.g. arrived at factory, truck at ramp, left ramp, truck left factory, etc.).

Blue point means: the process hasn't started yet

Orange point means: the process has started

Green point means: the process is finished

Red point means: delay, process behind schedule

Red circle to an orange or green point: delay at a certain stage of the process