Yardmanagement in RIS
# - Time Slot Management -

Content

1   Introduction

The Time Slot Managament is one of the two components of the Yardmanagement in RIS. This tool combines a time slot booking system in which carriers, clients and suppliers can book time slots for their deliveries and pick-ups at a Rhenus site, with a vehicle management system for the employees of the inbound and outbound.
In this manual all divisions of the Time Slot Management which are relevant for external users, are explained.

2   Dashboard

The dashboard is the first tab in the Time Slot Management system and forms the entry in the tool.
Information is displayed on tiles and in diagrams. With one click on a tile one can enter the particular tab right away.
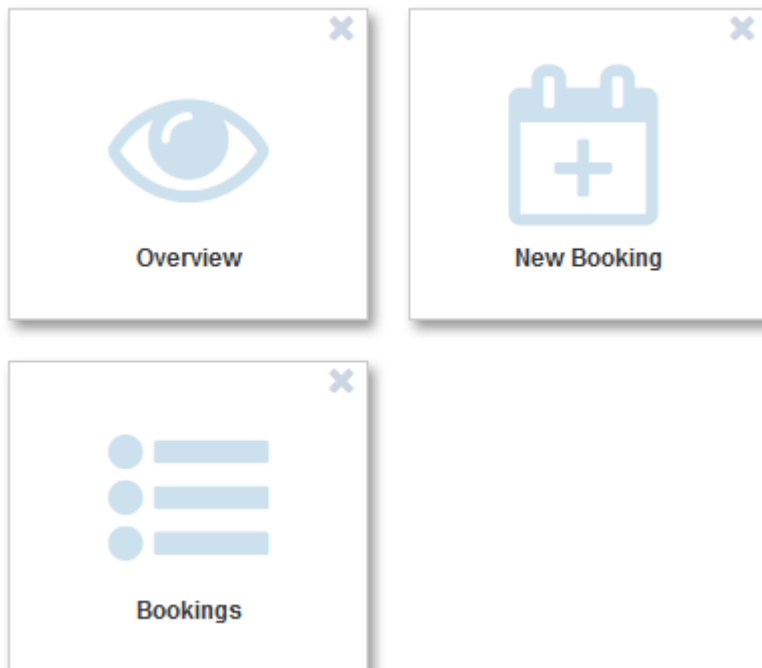
The tiles on the dashboard can be moved and adjusted. With the X on the top right of the tile one can remove a tile from the dashboard.
If one wants to bring a removed tile back to the dashboard, one has to click on the "plus" icon

( ) and drag the tile back on the dashboard.

All adjustments made in the dashboard can be saved by clicking on the "save" icon ( ).

3   Overview

In the tab overview all bookings of the user are displayed.

In this table all announced, canceled, checked-in, called and completed bookings are shown. Completed bookings are only displayed for 24 hours after completion.

Every column of the table can be filtered, sorted or hidden. To do so, one has to click on the topic of the column.
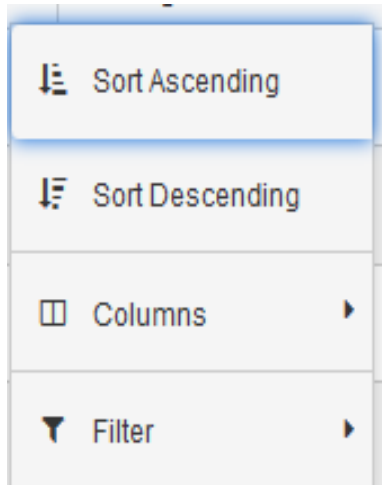
➔ Sorts the table according to ascending order of the column.

➔ Sorts the table according to descending order of the column.

➔ Shows all columns which can be hidden by deactivating the particular checkbox.

➔ Filters the column for maximum two different features with adjustable accuracy.

Apart from that, different actions can be performed in the overview of the Time Slot Management:

1. Download attachments: If a document was attached to the booking, this document can be downloaded in the overview. To do so, the paper-clip icon in the first column of the table has to be clicked.
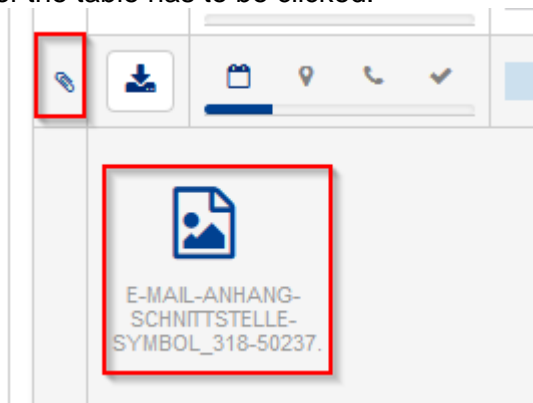
2. Download booking receipt: The booking receipt of announced bookings can be downloaded in the overview. For recurring appointments no booking receipt is generated after the completion of the booking. The booking receipts of the appointments of a recurring booking can be downloaded here.

   To download the booking receipt one has to click on the "download" button ( ) in the second column of the table.

3. Cancel, Edit, And Reschedule: Announced bookings can be adjusted before the vehicle reaches the site.
   The first option is to *cancel* the appointment. This means, that the booking is deleted. However, the booking will still be displayed in the overview with the status "canceled".
   Another option is to *edit* the data of the booking which is not relevant for the allocation of the time slot (e.g. additional information).
   Moreover it is possible to reschedule an announced appointment. This means that the original appointment will be deleted and a new appointment with the same data (except for the preferred date) can be booked. If this button is pushed, the user is directed to the tab "New Booking" and can book a new appointment with the same data.
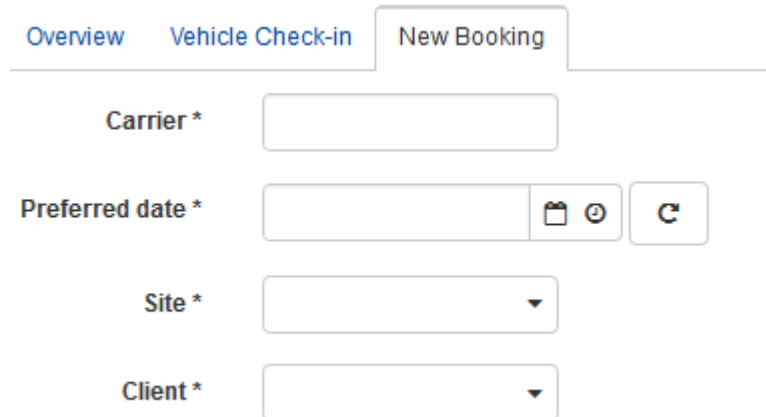   To perform these actions the user has to mark the particular booking in the overview table per click and then push corresponding button in the header.
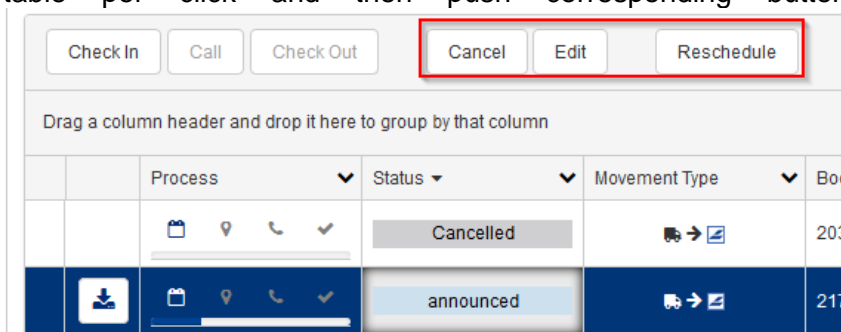
4   New Booking

In this tab new appointments can be booked.

In the first step first few input fields of the booking form need to be filled.

Overview	Vehicle Check-in	New Booking

Carrier *

Preferred date *

Site *

Client *

The field "carrier" has to be filled in every booking because with the entry in this field the booking is linked to the corresponding carrier. The field is an autocomplete field. All entries made in this field are saved and provided for all users.

In the field "preferred date" the booker can enter a date and time for their appointment. There is no guarantee, that this date and time is available.

Apart from this the booker has to enter the Rhenus site and the client to which he would like to come.

After the selection of site and client, more client-specific input fields appear on the form. These input fields are either relevant for the allocation of the time slots (constraints, mandatory fields) or additional information which are desired by the site or the client.

When these fields are also filled in, documents can be attached to the booking.

After this step available appointments for the delivery or pick-up can be searched by clicking on the "search" button (Search free time slots)

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Carrier *	ABC Spedition
Preferred date *	12/05/2016 15:30
Site *	TST_STDORT
Client *	Demo
Movement Type *	Inbound
Vehicle Type *	Van
Order / Delivery Note Number	123456

Begleitdokumente hochladen

🔍Search free time slots

Available Appointments

MAI 13 Friday	06:00 Uhr
MAI 13 Friday	06:15 Uhr
MAI 13 Friday	06:30 Uhr
MAI 13 Friday	06:45 Uhr

Per click on one of the displayed appointments one can select the time slot. After the selection the booking has to be confirmed in the following pop-up.
[Screenshot]

After the confirmation a booking receipt as PDF is generated.
When arriving at the site, the driver of the vehicle should have the booking receipt on hand because this document contains the booking ID which is used by the gate keeper or check-in to identify the booked appointment.
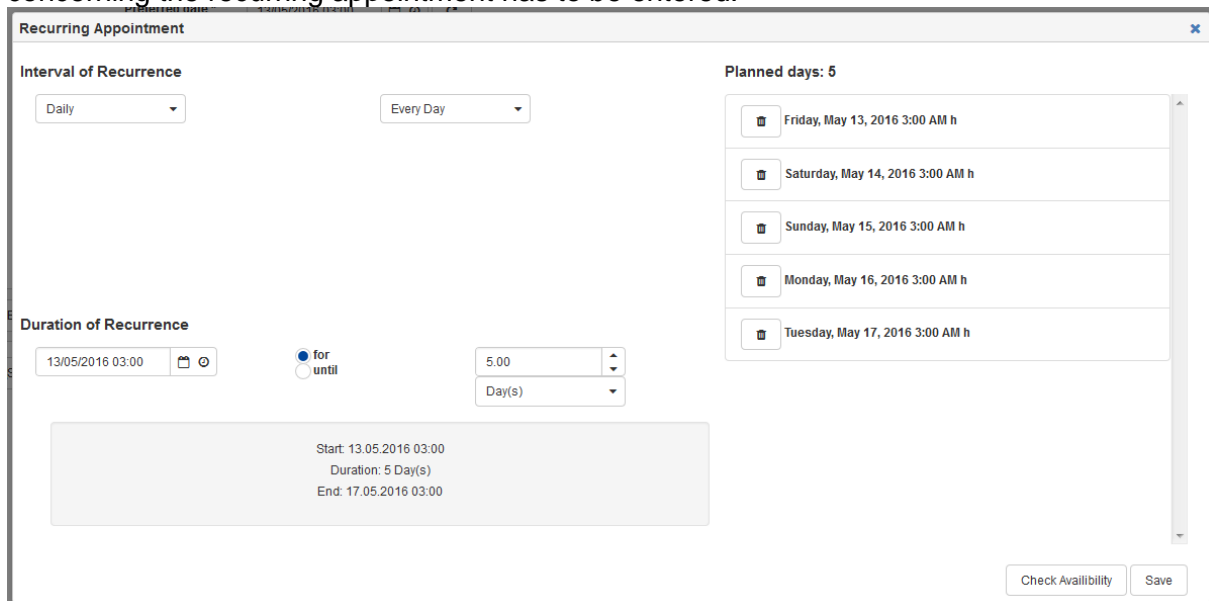
4.1 Recurring Appointment

If a vehicle comes regularly to a site, one can book a recurring appointment.

Next to the input field for the preferred date, there is the following button: [↻] .
To use the recurring appointment function, the user has to fill in all mandatory information, including the fields that appear after the selection of the site and the client.

If the above mentioned button is pushed, a pop-up appears in which all information concerning the recurring appointment has to be entered.

First the interval of recurrence has to be defined. There are two drop-down menus in which several options can be selected.
If the user selects for example "Daily" in the first drop-down menu, he can select in the second drop-down menu whether the appointment should be booked for every day, every other day, every third day and so on.
If the appointment should be booked on a monthly basis, there are two options to do so.

If "Monthly with date" is selected in the first drop-down menu, one can select the day of the month in the second drop-down menu.
If "Monthly with day" is selected in the first drop-down menu, the second drop-down menu shows the weekdays of the month.
When choosing "User-defined" as the first option particular dates can be selected in the second menu.

In a second step the booker has to define the duration of recurrence.
Here are also two possibilities to do so.

Either the booker selects the number of days, weeks or months for which the appointment should be repeated, or he enters an end date until which the appointment should be repeated.

Duration of Recurrence

| 13/05/2016 14:00 | 📅 🕐 | ⦿ for ⚪ until | 5.00 | ▲▼ |
| | | | Month(s) | ▼ |

Start:
Duration: 5 Month(s)
End:

On the right side of the pop-up one can see an overview of the planned days which are the result of the entries on the left side. They refresh automatically once the entries on the left side are changed. Particular days can be removed from the list by clicking on the "trash" icon

(🗑) next to the day.

Once the list of planned days meets the requirements of the booker, the availability of the planned appointments needs to be checked.

| Check Availibility | Save |

If one appointment is not available, it will turn red. Available appointments turn green.

Planned days: 5

| 🗑 | | Friday, May 13, 2016 8:00 AM h |
| 🗑 | ↺ | Saturday, May 14, 2016 8:00 AM h |

If an appointment is not available, it is possible to search for auxiliary dates. To do so, the user has to push the "auxiliary date" button (↺) next to the day. A list of available appointments appears.
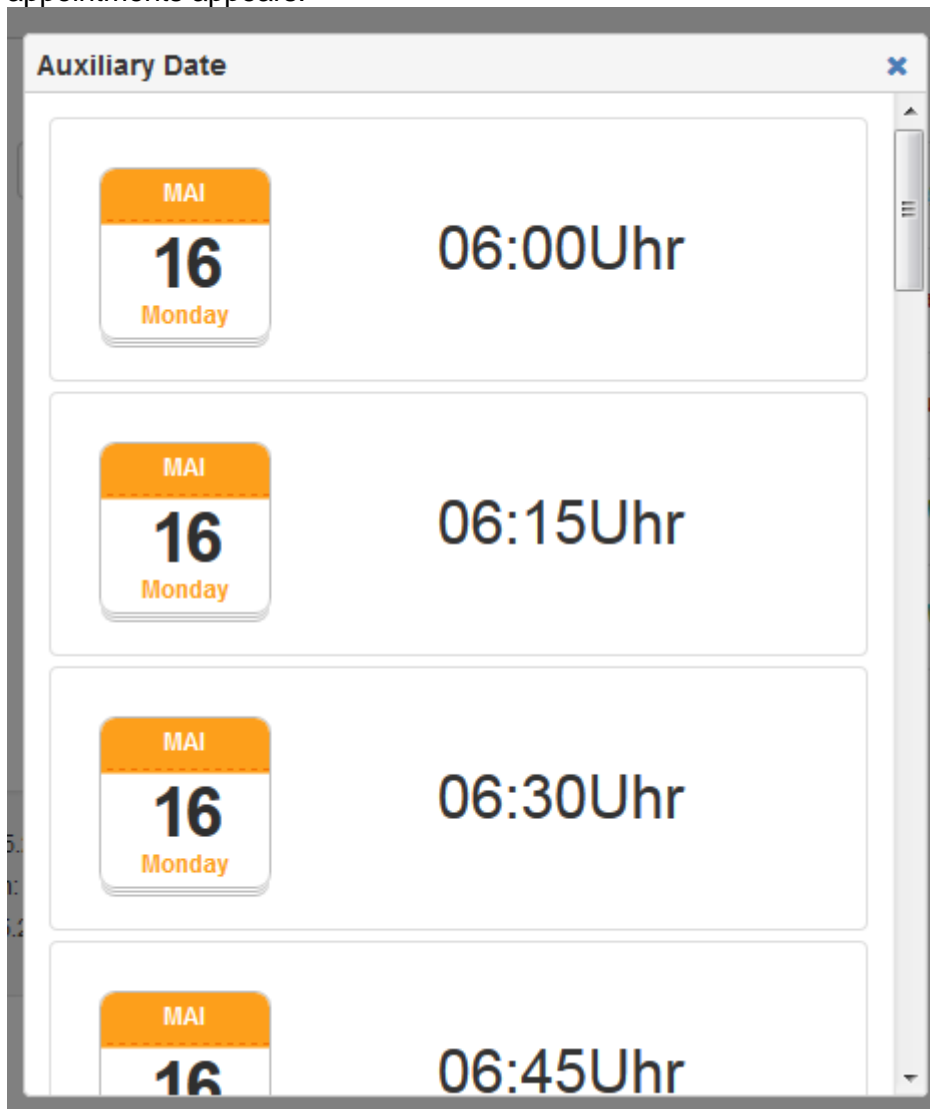
If one of the auxiliary dates was selected, the availability is checked once again and the appointment turns green in the list.

When the list meets the requirements of the booker, the recurring appointment can be saved.