Instructions for use

Software "COMPOUND RESERVATION"

Companies

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COMPOUND RESERVATION SW

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This instruction manual was created to support **transportation companies**, in the form of **companies with employees** or **individual drivers with VAT number**, in using the new Compound Software made available by the company Bertani Trasporti S.p.A.

The **''Compound Reservation'' Software** offers users the ability to **schedule** and **book** their deliveries at Bertani's compounds, quickly and easily.

Please refer to the following chapters for proper use of the Software.

1. First Steps

1.1 Registration on the Reservation Portal

2. Software Functions

2.1 Section ''New Reservation''

2.2 Section ''Reservations''

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2.4 Section "Vehicle Number Plates"

3. Logout

COMPOUND RESERVATION SW

1. First Steps

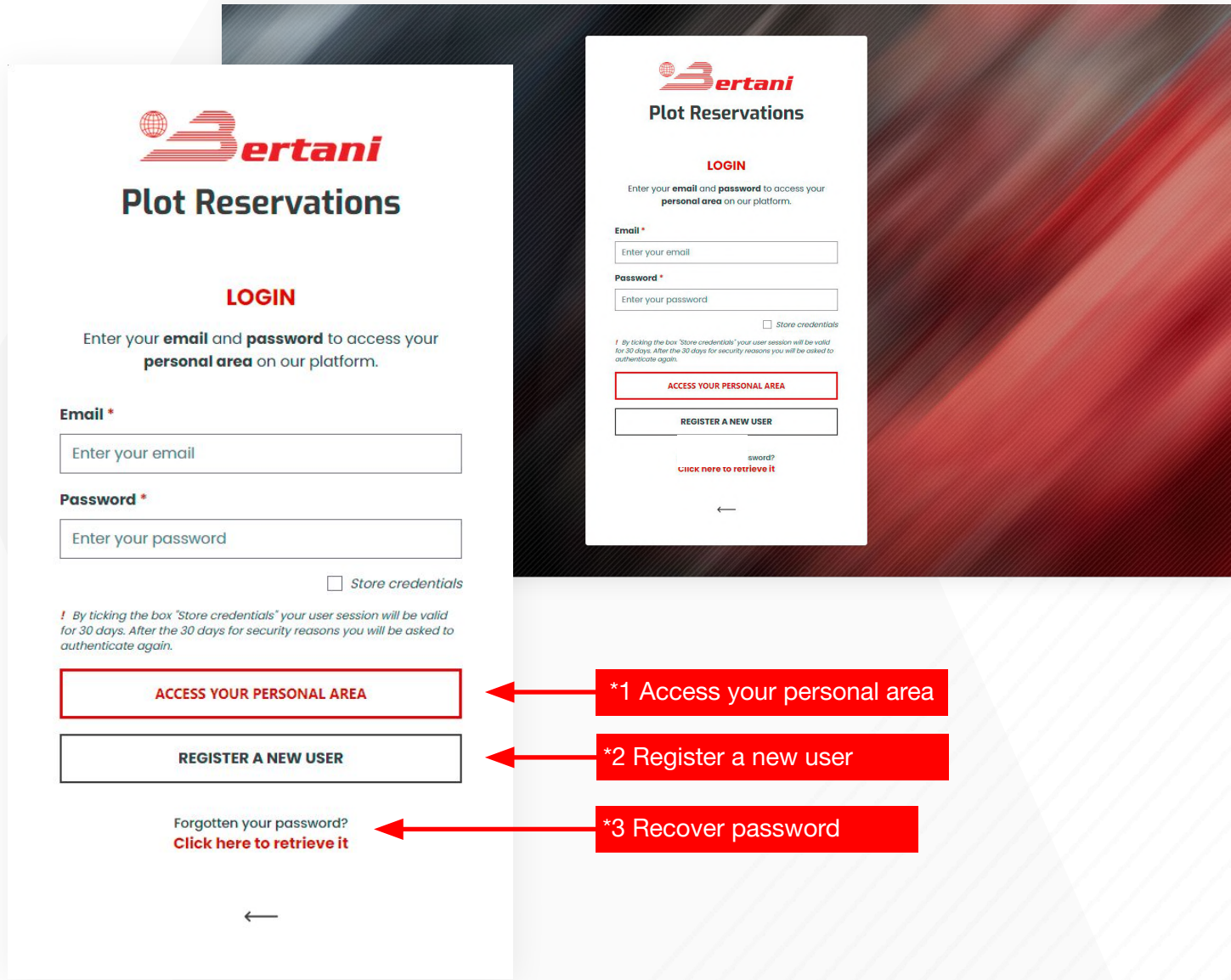
The **"Compound Reservation'' Software** is available at the link:

https://scarichi.bertanitrasporti.it/en

You can access your Personal Area by clicking on the **"Access your personal area"** button. ***1**

Otherwise, if you do not already have a user you will need to register via the **"Register a new user"** button. ***2**

On this screen you can start the **password recovery** procedure using the appropriate link.***3**



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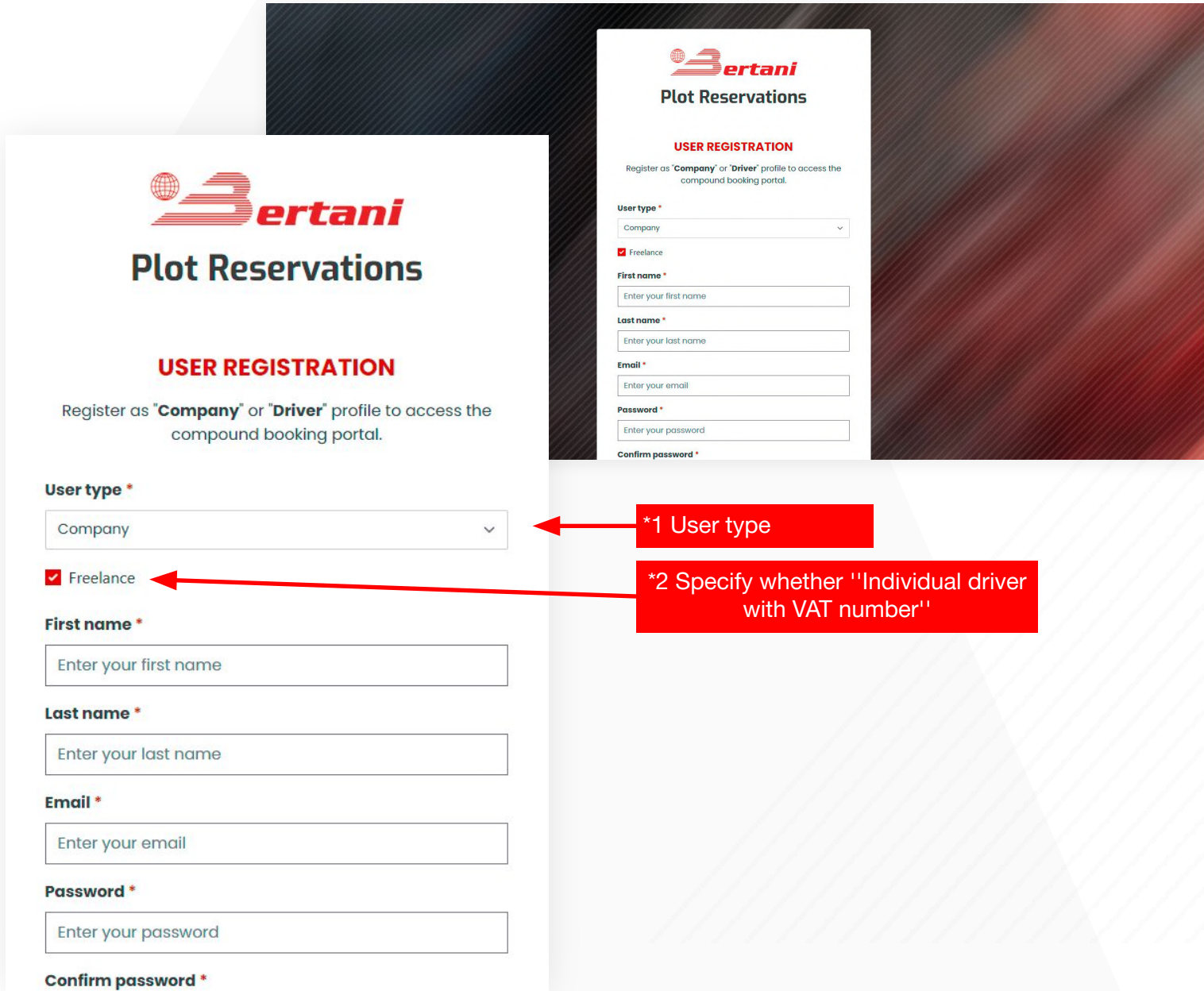
1.1 Registration on the reservation portal

Select the “User type”

It is essential that **transport companies**, whether in the form of **companies with employees** or in the form of **individual drivers with VAT number**, correctly select their **"User type"** from the drop-down menu.***1**

The correct user role for this type of user is **"Company"**. Once the user role **"Company"** is selected, you will need to specify whether you are organized as a **''Company with employees''** or **"Individual driver with VAT number"**.

If you are ''Individual driver with VAT number'' you will need to specify this via the ''Freelance'' option.***2**



COMPOUND RESERVATION SW

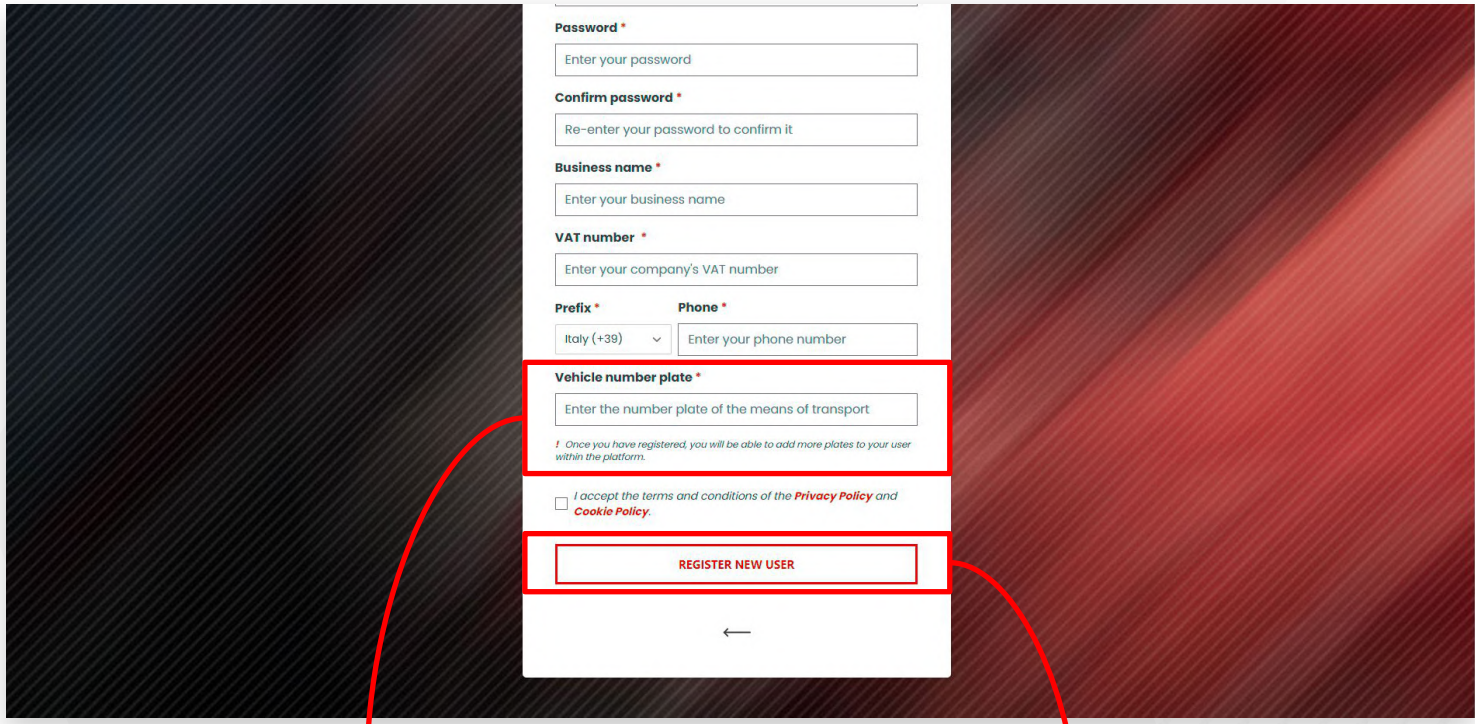
1.1 Registration on the reservation portal

Vehicle Number Plates

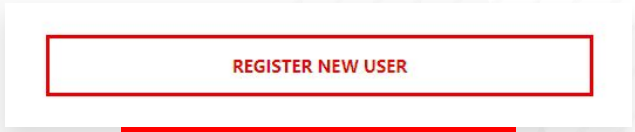
When registering, the **license plate of one of the vehicles that will be used to deliver the cars** must be entered (field "Vehicle Number Plate"). Additional license plates **can be added later** by accessing the **"Vehicle Number Plates"** section. ***1**

*Please refer to **Chapter 2.4**. for further discussion of this aspect.*

Click the **"REGISTER NEW USER"** button to finalize the procedure. ***2**



*1 Vehicle number plate



*2 Registration button

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1.1 Registration on the reservation portal

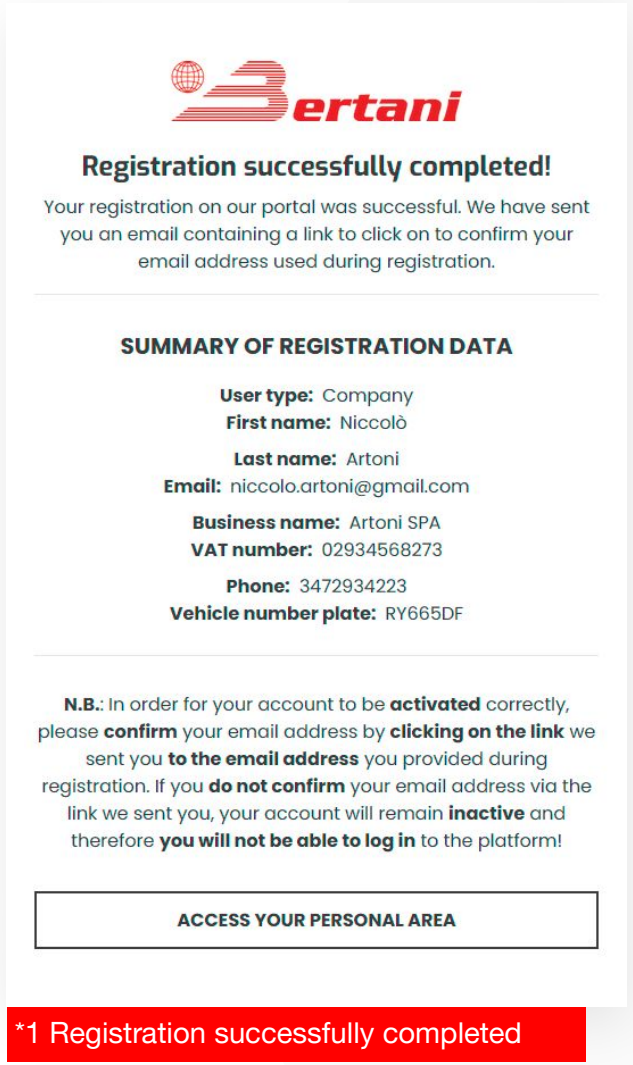
Registration Confirmed

When the request has been submitted, a screen will appear, with **a summary of all the data released** during registration, confirming the **success of the operation**.***1**

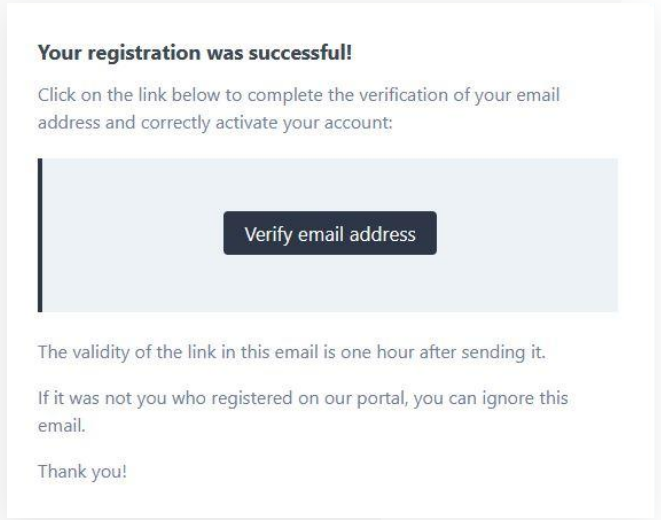
You will receive an email in your inbox for your **user activation**. All you will have to do is click on the **''Verify email address''** button to complete the activation process.***2**

Once the procedure is started, a screen will appear confirming that the user has been activated.***3**

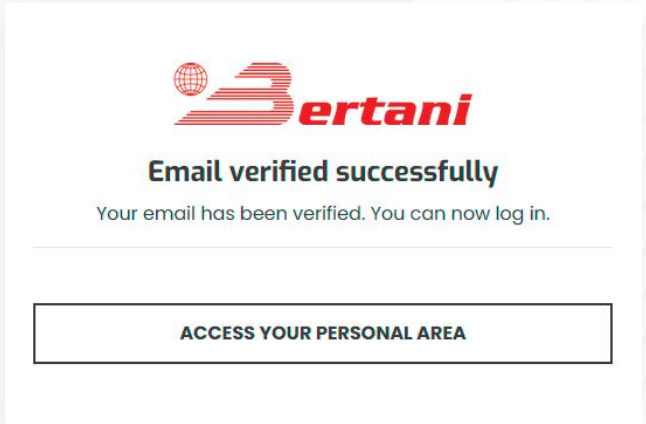
At this point you will receive a confirmation email in your inbox with a summary of all your data. You can now **access your personal area**.



*1 Registration successfully completed



*2 Email verification



*3 User activation

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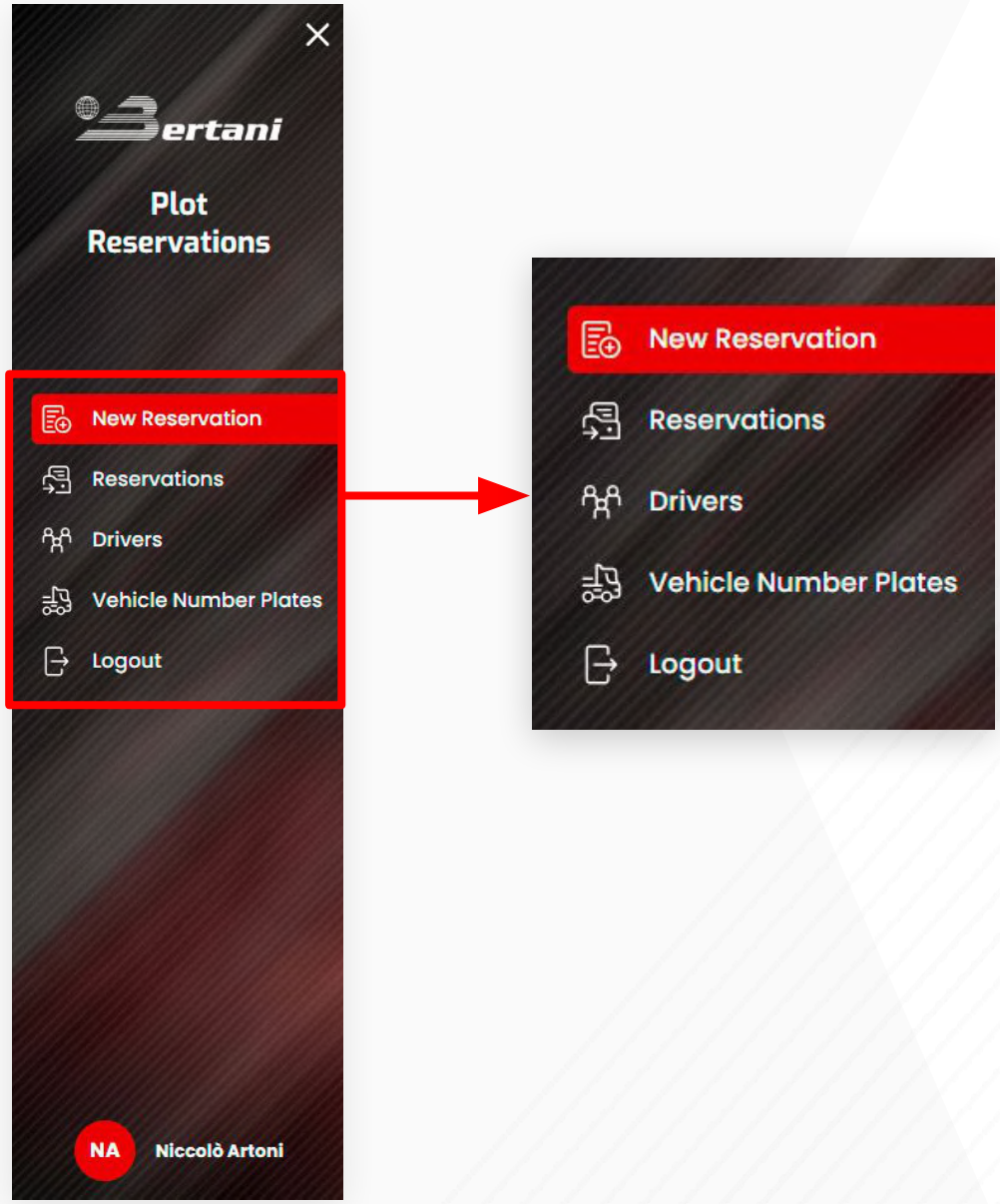
2. Software Functions

The **Compound Software** has five main sections, which can be navigated from the sidebar.



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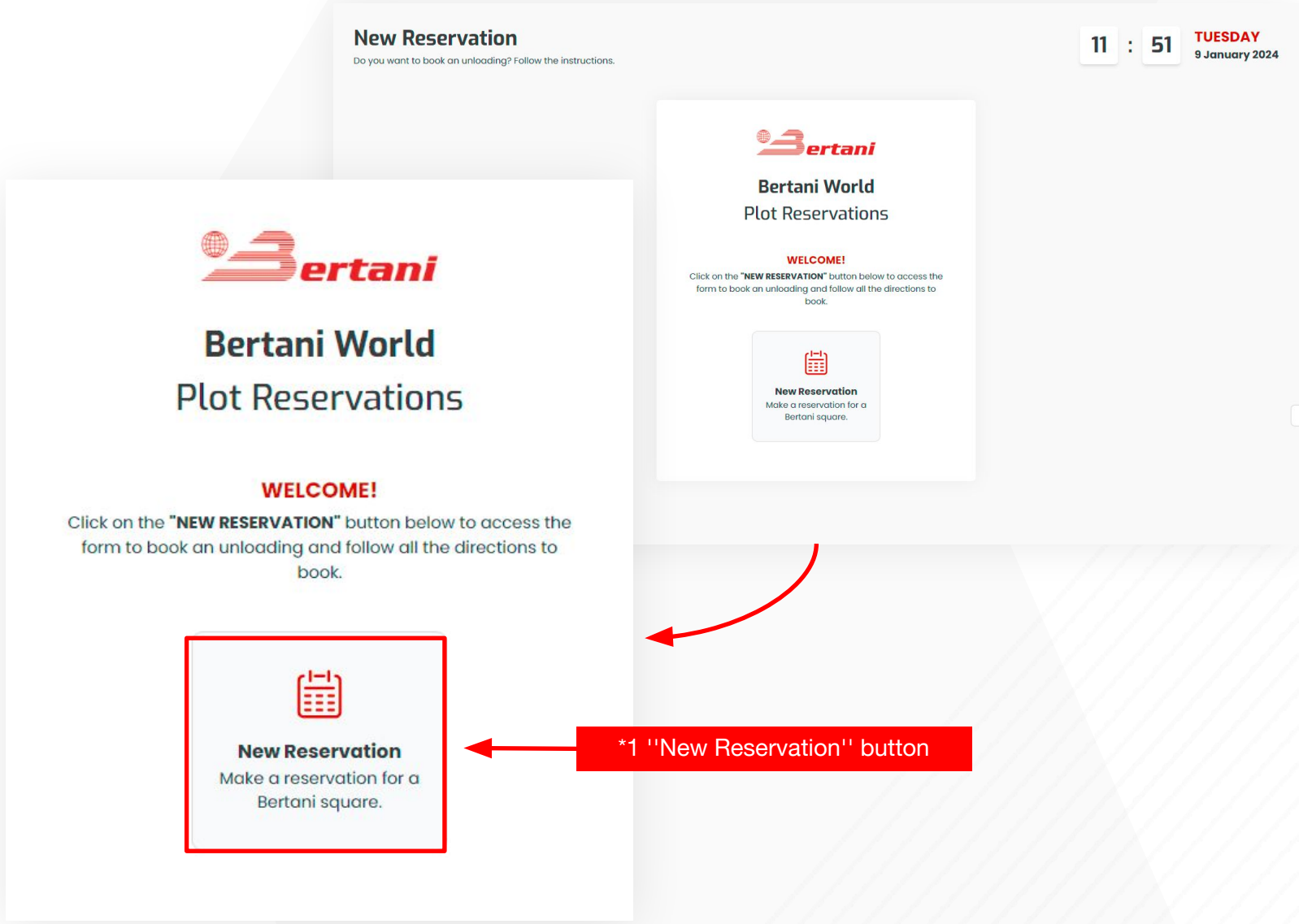
2.1 Section ''New Reservation''

The **"New Reservation"** section allows you to access the form to book unloading at a Bertani compound.

Simply click on the **"New Reservation"** button to access the compound reservation form. ***1**



COMPOUND RESERVATION SW

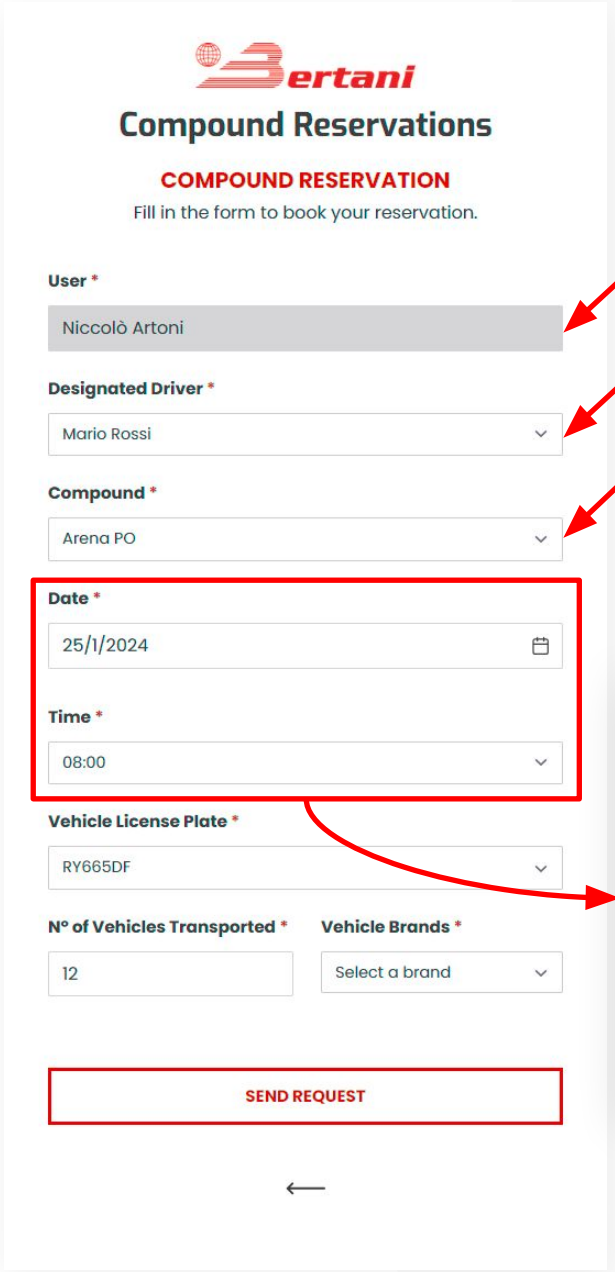
2.1 Section "New Reservation"

The **"User"** field is **automatically filled** in by the platform, entering the data associated with the user who logged in.***1**

In the case of companies with employees (Companies), select the **driver in charge of unloading** from the related drop-down menu. This option is not available in the case of individual drivers with a VAT number***2**

Then choose from the drop-down menu the Bertani compound where you intend to make a reservation. ***3**

The **"Date"** and **"Time"** field allows you to indicate **the day and time of booking**. Clicking on the calendar icon will provide access to the **weekly calendar** display, showing the **time slots** with **availability** (identified as "**Free**") and those **no longer available** (identified as "**Occupied**"). ***4**



*1 User who is booking (data taken from the authenticated user).

*2 Driver designated by the company to book the unloading (only for Companies, no Freelance).

*3 The compound where unloading will take place.

*4 Calendar with compound availability.

***Note**: The weekly calendar is currently not yet available, but will be implemented soon. For now, select date and time in the appropriate fields.*

COMPOUND RESERVATION SW

2.1 Section ''New Reservation''

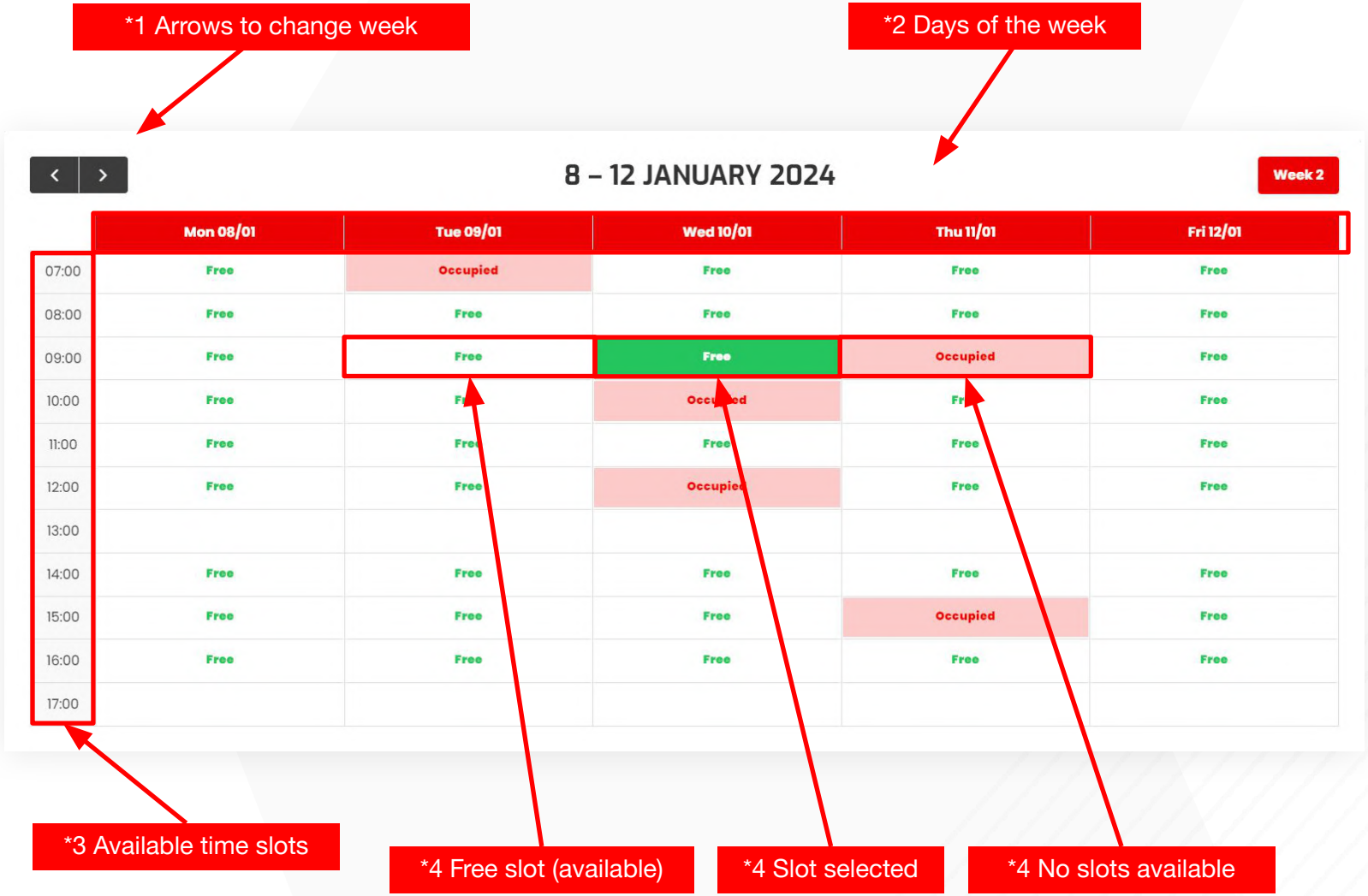
Focus on Calendar

With the **arrows** in the upper left corner, you can go **back and forth** to check **availability** in different weeks.***1**
At the calendar level, at the top are **the days of the week**, based on the compound activity period.***2**

On the left, instead, we find the **time slots** of compound activity, in which you can **reserve a slot depending on availability**.***3**

Only time slots identified as **"Free"** can be **booked**. Once you have identified the desired day and time, select the relative slot directly from the Calendar. The box will turn **green** to **confirm** your selection.***4**

Click on the **''X''** button in the upper right corner to **close the Calendar** and continue with filling out the reservation form.



***Note**: The weekly calendar is currently not yet available, but will be implemented soon. For now, select date and time in the appropriate fields.*

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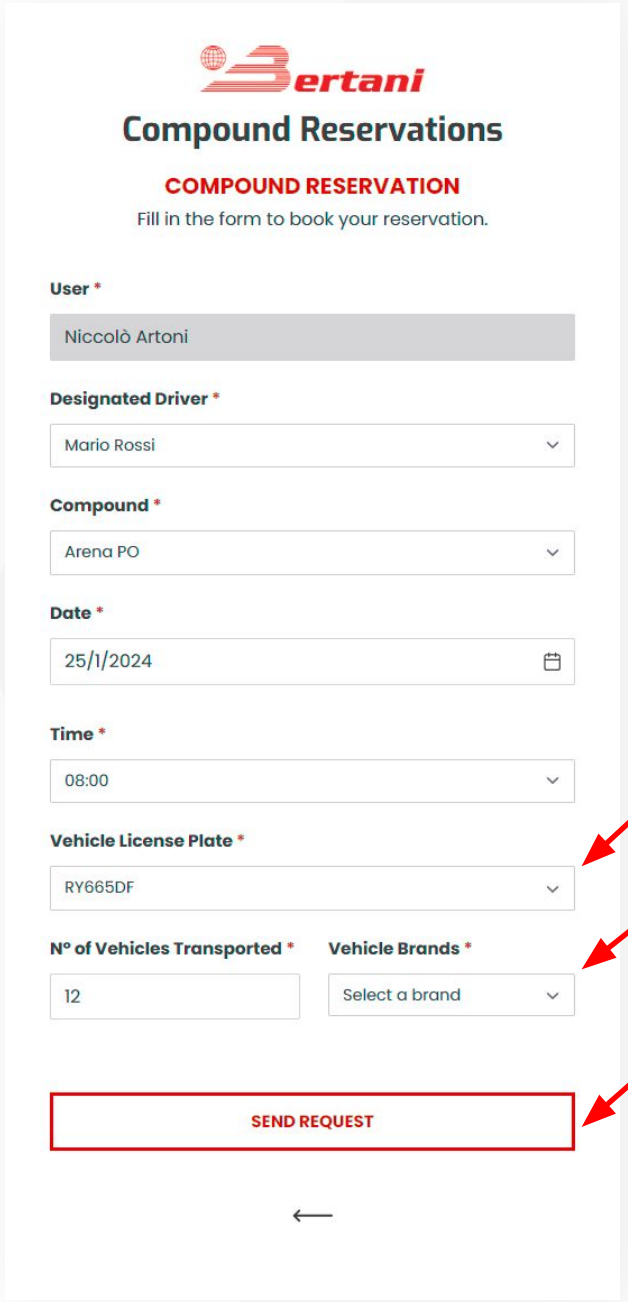
2.1. Section ''New Reservation''

License plate of the vehicle and vehicles transported

From the drop-down menu, choose the **license plate** belonging to the **vehicle** that will be used to carry out the transportation and related **unloading of vehicles**.***1**

Indicate the **number of vehicles transported** and their **brand**. In case of transporting vehicles with different brands, select the **"multi-brand"** option. ***2**

Click on the **''Send Request''** button to proceed with the reservation.***3**



*1 License plate of the vehicle selected for transporting and unloading vehicles

*2 Number of vehicles transported and their brands (single or multi-brand)

*3 Send reservation request

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2.1. Section "New Reservation"

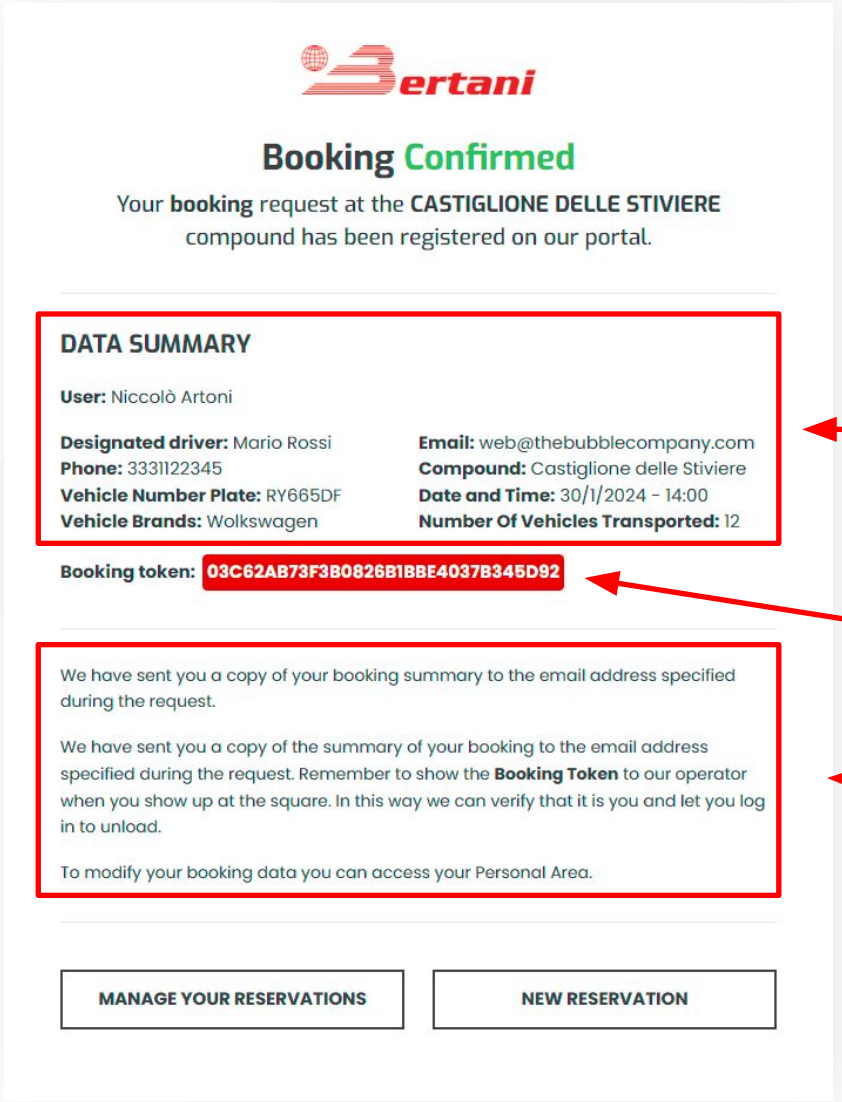
Confirmation of reservation

Once the booking request is submitted, the portal will return a booking **confirmation** with **data summary**. ***1**

The reservation confirmation contains an identification **token**, which must be kept and shown to Bertani staff on the day of the reservation. Confirmation of the reservation and the corresponding token will also be sent by email (both to the company and the designated driver). ***2 *3**

The reservation is valid for one hour from the selected time. Any unloading activity must be finished within this time frame.

In the event that the driver arrives more than **20 minutes late**, the reserved slot **may no longer be available**.



*1 Summary of company and driver details.

*2 Reservation token

*3 Directions for Token use at the compound.

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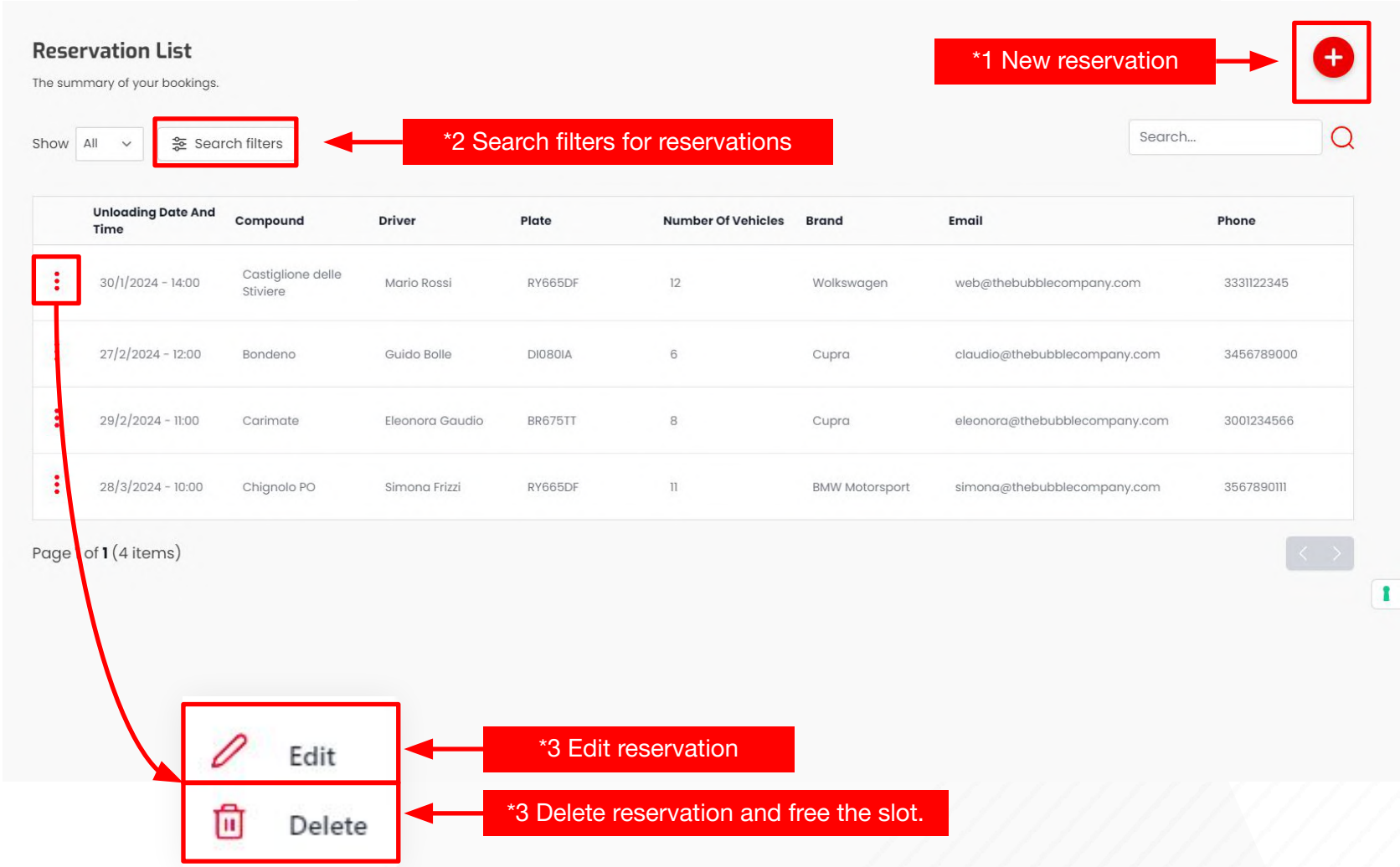
2.2 Section "Reservations"

The **"Reservation List"** section presents the complete list of active reservations. You can use the **search filters** to filter the results in the table and see only the **reservations of interest**.***1**

To make a **New Reservation** you can click on the red **"+"** button in the upper right corner.***2**

You can **edit** or **delete** future reservations by clicking on the **three dots** next to the reservation and then on the desired action. ***3**



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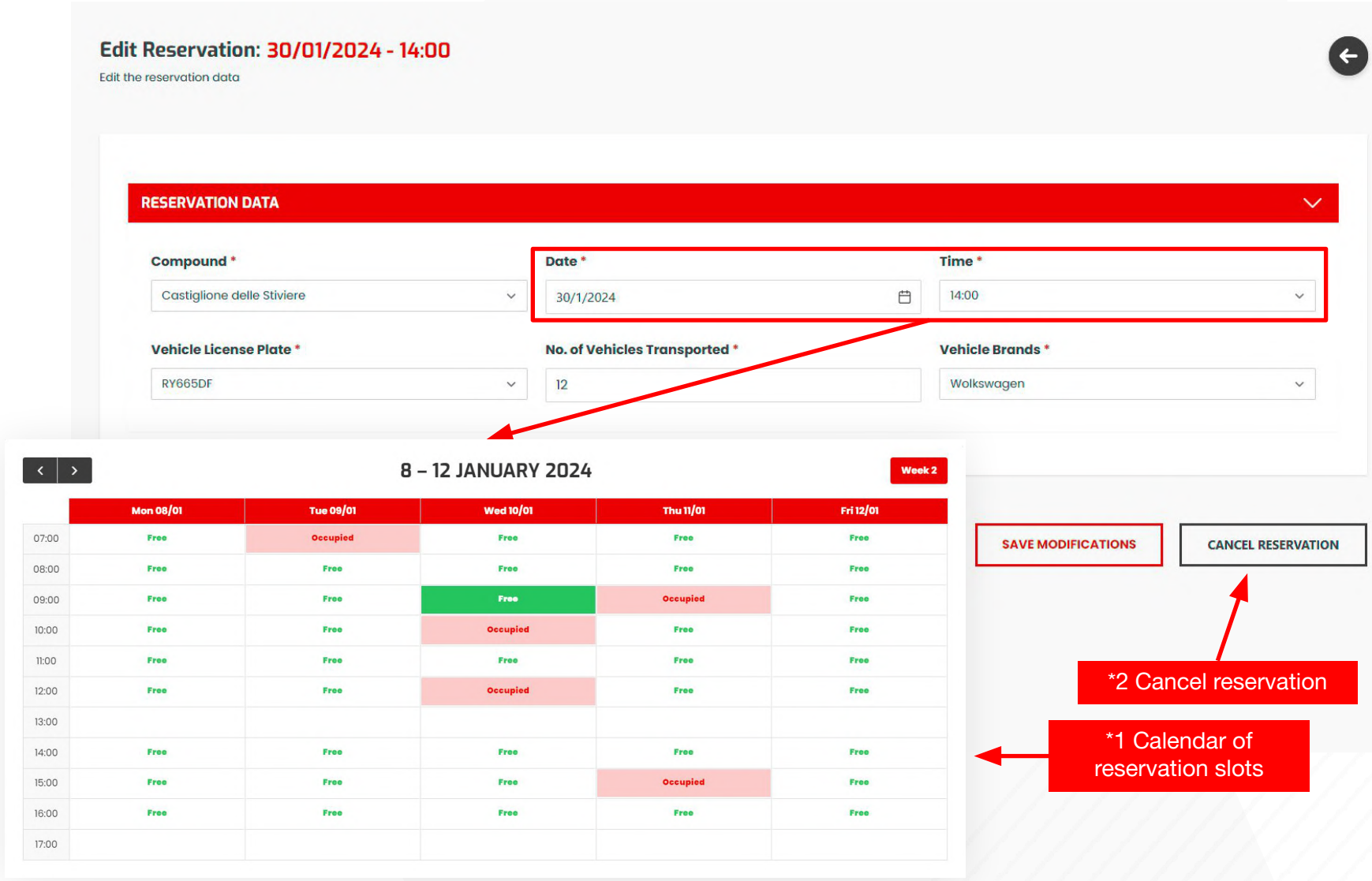
2.2. Section ''Reservations'

Edit reservation

In the **"Edit Reservation"** section, the user can edit the following Data:

- **Date and time of unloading** (i.e., change of reservation slot); ***1**
- **Compound**;
- **Driver**;
- **No. vehicles transported**;
- **Vehicle Brand**;
- **Vehicle license plate.**

Also, in the same section you can **cancel a reservation** by clicking on the appropriate button. ***2**



***Note**: The weekly calendar is currently not yet available, but will be implemented soon. For now, select date and time in the appropriate fields.*

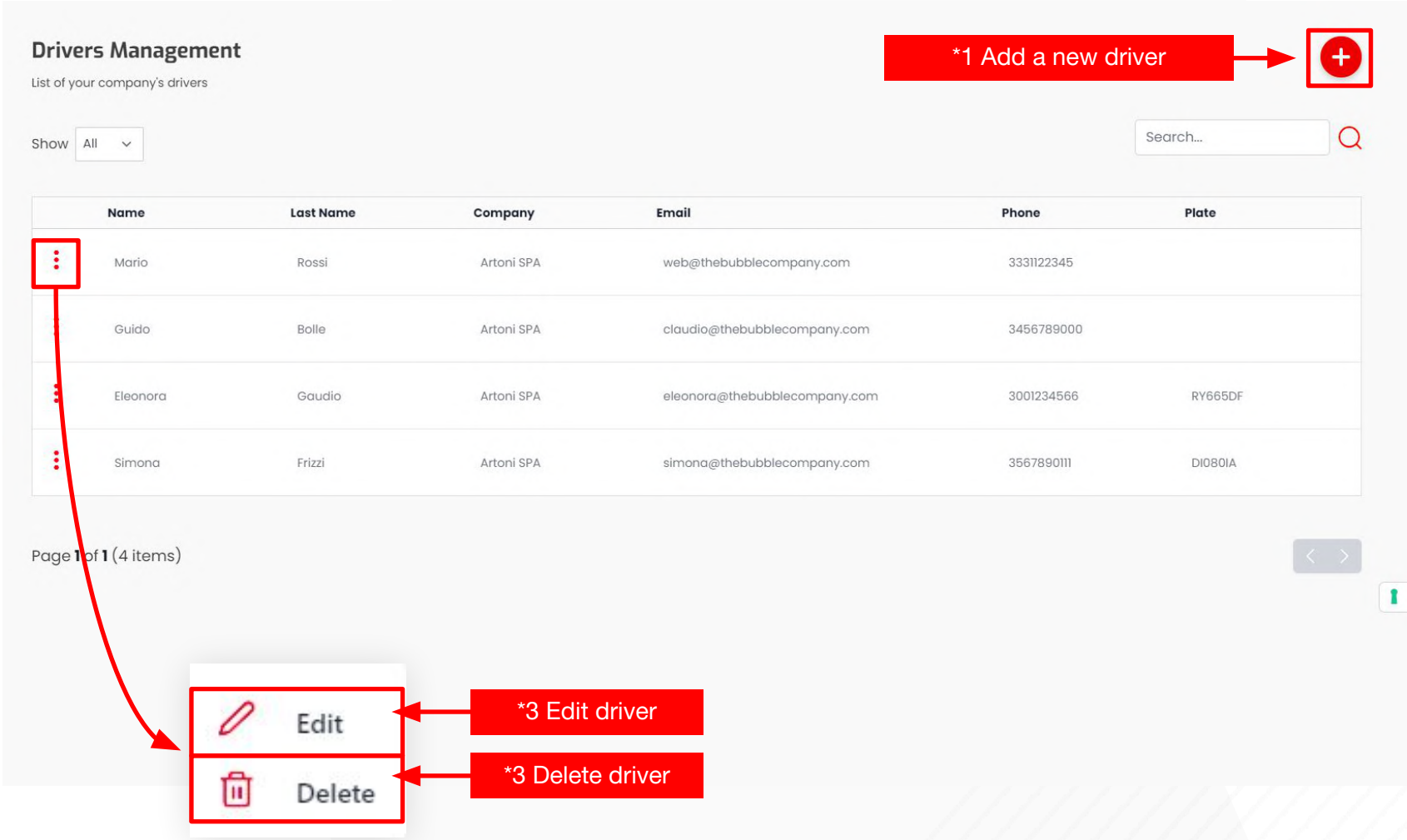
COMPOUND RESERVATION SW

2.3 Section "Drivers"

The **"Drivers Management"** section contains **the list of drivers** belonging to your company.

To **add a new driver**, click on the **"+"** button in the upper right corner and enter the required data. ***1**

To **edit or delete** a driver in the list, click on the **three dots** next to the name and then on the desired action. ***2**



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2.3 Section "Drivers"

Edit Driver

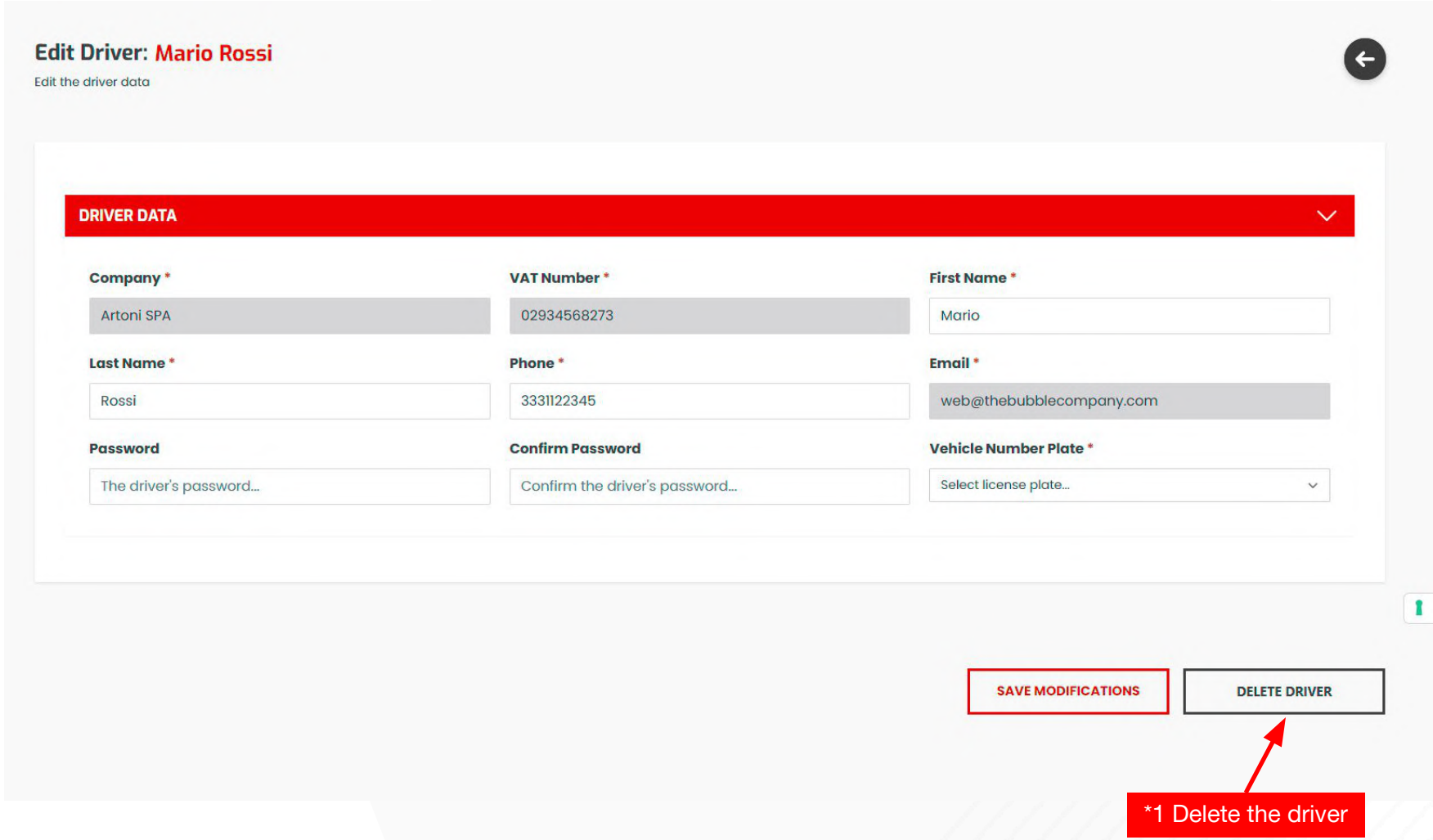
In the **"Edit Driver"** section, the user can edit the following data.:

- **First Name**;
- **Last Name**;
- **Phone**;
- **Password**;
- **Vehicle Number Plate**.

The following data, on the other hand, being related to the company to which the driver belongs, cannot be changed:

- **Company**;
- **VAT number**;
- **Email**.

Also, in the same section you can **delete a driver** by clicking on the appropriate button.***1**



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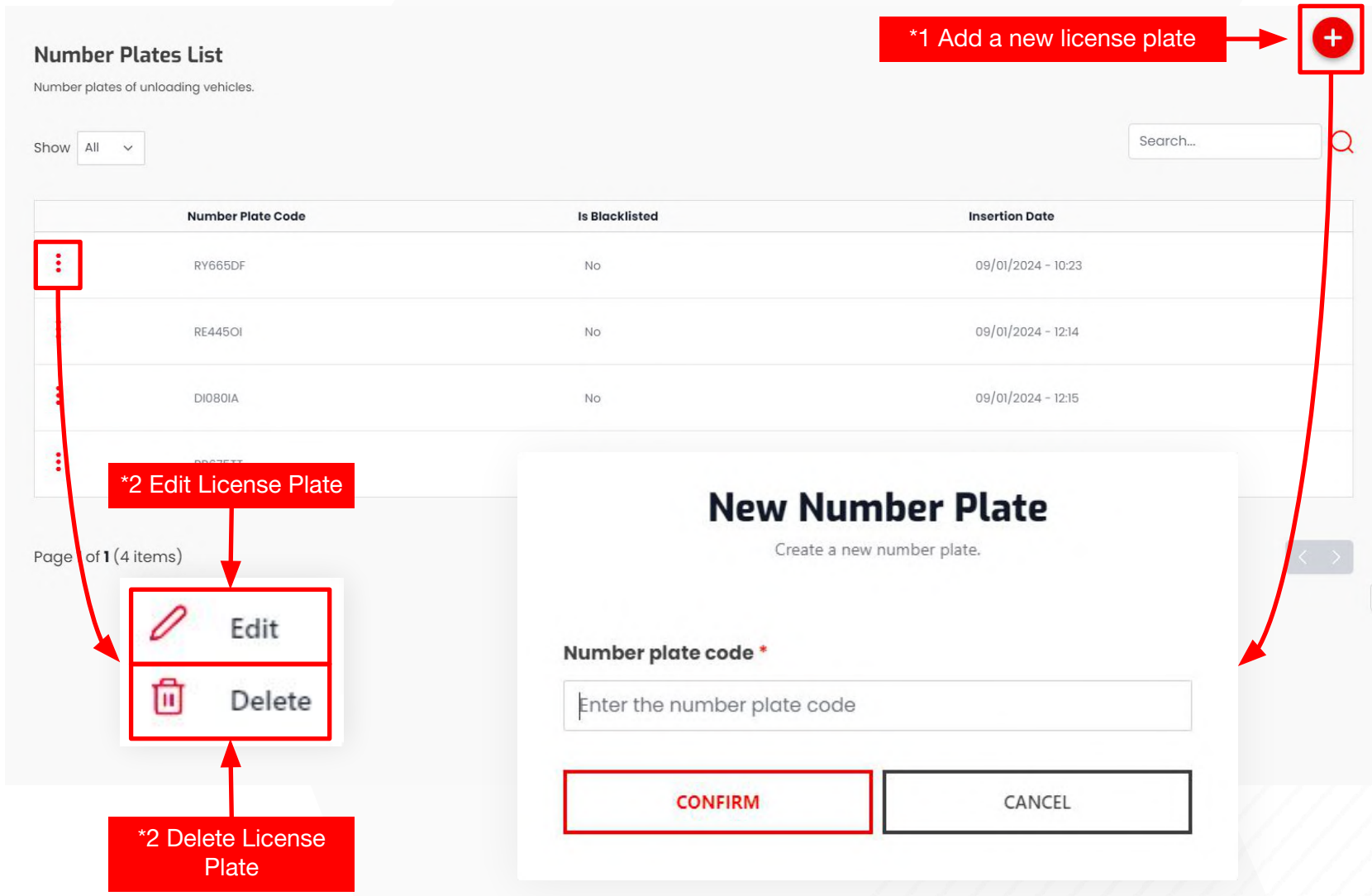
2.4 Section "Vehicle Number Plates"

The **"Vehicle Number Plates"** section contains a **list of the license plates** of the unloading vehicles associated with the company.

To **add a new license plate**, click on the **"+"** button in the upper right corner and enter the required data.***1**

To **edit** or **delete a plate** in the list, click on the **three dots** next to the plate and then on the desired action.***2**



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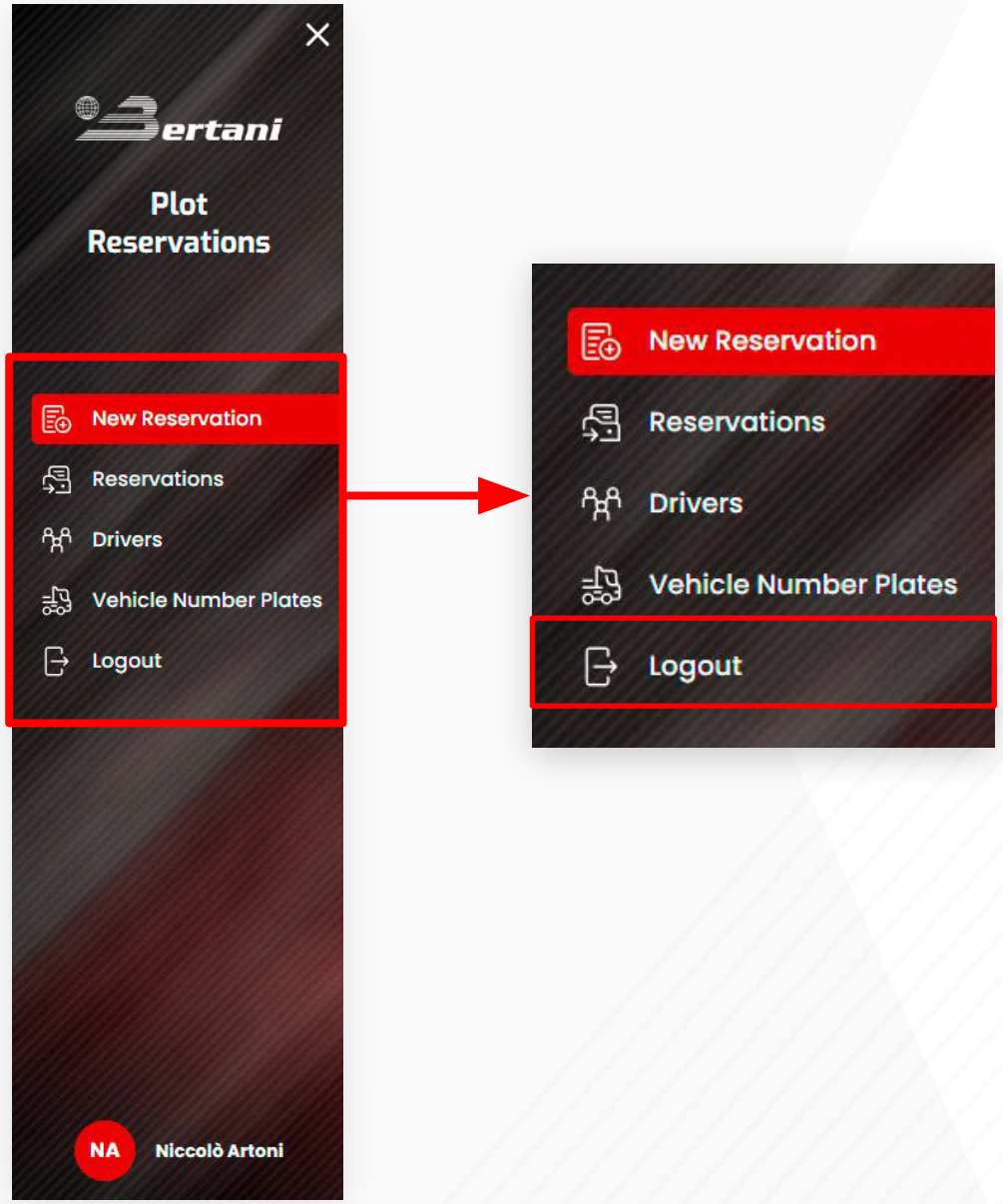
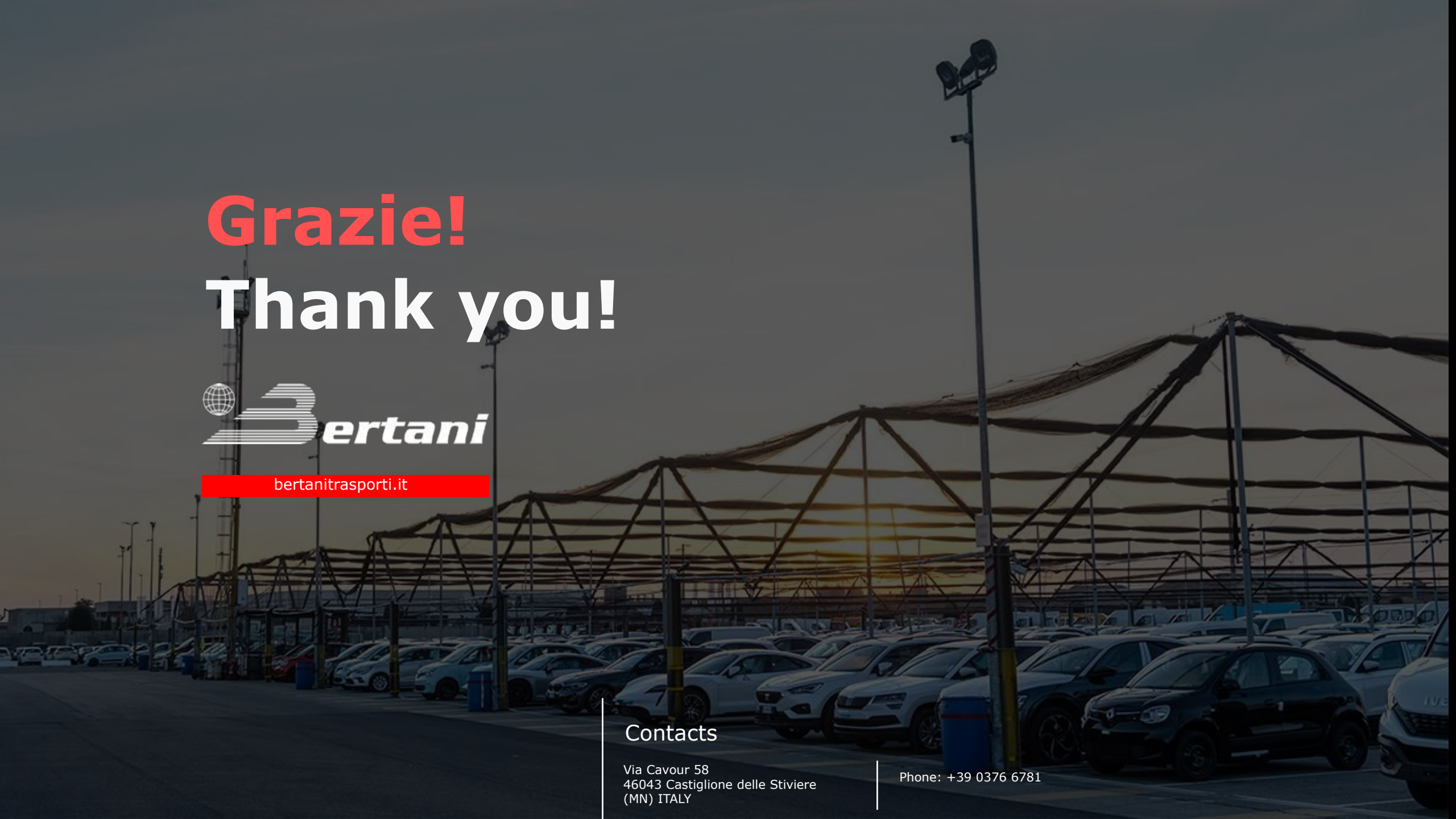
3. Logout

Disconnection from the Portal

To **log out** of the portal, it is necessary to click on the **"Logout"** command, available in the side menu.

Having completed this action, to perform further activities within the platform it will be necessary to **log in** again, entering your **e-mail address** and **password**.





Grazie!
Thank you!

Bertani

bertanitrasporti.it

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