

**MORE** transparency, **MORE** information, **MORE** comfort - our new web site simply offers you **MORE**.

## Manual

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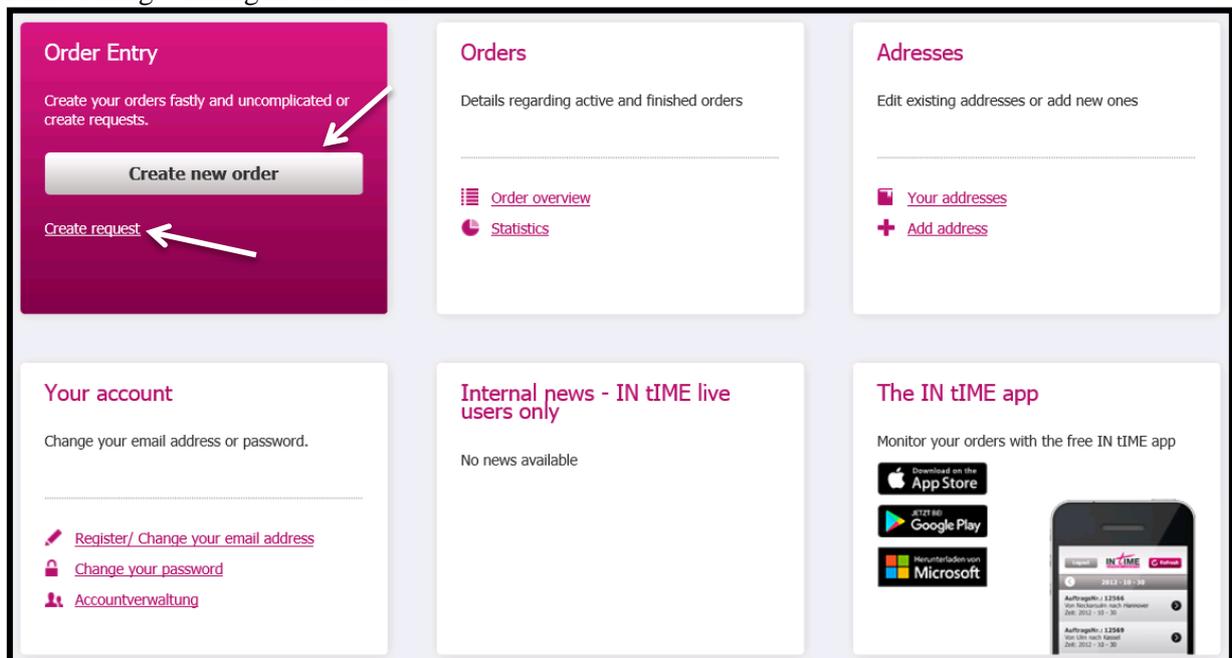
## 1.) Overview

In the following you will be introduced step by step to the order entry on our web site “IN tIME live“. The single steps of the order entry will be described in detail to allow a smooth and pleasant utilization of the web site.

You can log-in to the IN tIME live either via our homepage <http://www.intime.de/nc/en/home.html> or you can use the following link: <https://live.intime.de/index.php?id=48&L=1>. To gain access, you need valid login details. These include your customer number, your user name or e-mail-address, and your user-specific password.

If you are not in possession of login details, please directly contact our sales team ([vertrieb@intime.de](mailto:vertrieb@intime.de)) or make a request with the contact form (click on the button “contact” in the headline of the web site).

The welcome page gives you an overview and quick access to the essential functions of the IN tIME live. Please note that your entries will not automatically be saved, when you change between the menu items during working in one menu.



## 2.) Order entry

When you click on the button “Create new order“, the input window will open (see next page) and you can enter all relevant shipment details. You also have the possibility to generate a request by clicking on the button “Create request“.

In the following an explanation of the most important input fields will be given.

### 2.1) Create a new order / a non-binding quote request

To create an order or a quote request, you need to have the address of the forwarder and of the recipient.

The address fields are both automatically filled with your own address to accelerate the entry. The content of both can of course be adapted.

Please consider the following when entering the forwarder / recipient data in the next step:

- Utilization of the previously generated addresses (Guidance addresses – bullet point 4.1 Add address) in the address field is possible with different entries (name, street, etc.)
- Specification / Creation of loading or unloading points and pick up or delivery advice
- Selection of the desired pick up and delivery time
- You can choose the delivery type (directly, at, from – to, fix)

### Sender

Cust. no. / Search     

Address \*

Loading Place  Hydraulic platform nec. 

Loading comment

Collect time from/to \*

### Consignee

Cust. no. / Search     

Address \*

Unloading Place  Hydraulic platform nec. 

Delivery comment

Delivery 

From/to \*

For the attention

Phone Number



You can find several question mark buttons in the different IN TIME live menus. They contain explanations of the respectively used term.

The freight information (number and size of packages, weight) is very important to plan the correct vehicle type, so please make sure to provide the data.

Please consider the following for the freight information:

- The freight information can contain a variable number of freight positions
- Please enter the data as detailed as possible
- The total number of packages and the total weight are calculated automatically

**Shipment**

Add freight 

---

Total shipment Packages: 0, Total weight of packages: 0 kg

With the  you can add freight positions if needed:

**Shipment**

1. Freight Delete freight 

| Sign & Number        | Piece number & content | Package              |                      |                      |                      |
|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |                      |                      |                      |
| Package quantity     | kg (subtotal)          | Length (cm) / piece  | Width (cm) / piece   | Height (cm) / piece  | Stackable            |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Add freight 

Based on the entered freight information, the system automatically chooses the potential **vehicle type**. Only the indicated weights are considered in the selection. If the selected vehicle type is not negotiated, it will automatically be marked “on request”.

Please note: Size of the shipment and the required pallet storage space are NOT considered at this point.

## 2.2) Additional Information

The other entry possibilities are shown summarized (see below). You can choose freely which ones you want to use because they are not mandatory.

**Requirements & Specificities** 

---

**Document upload** 

---

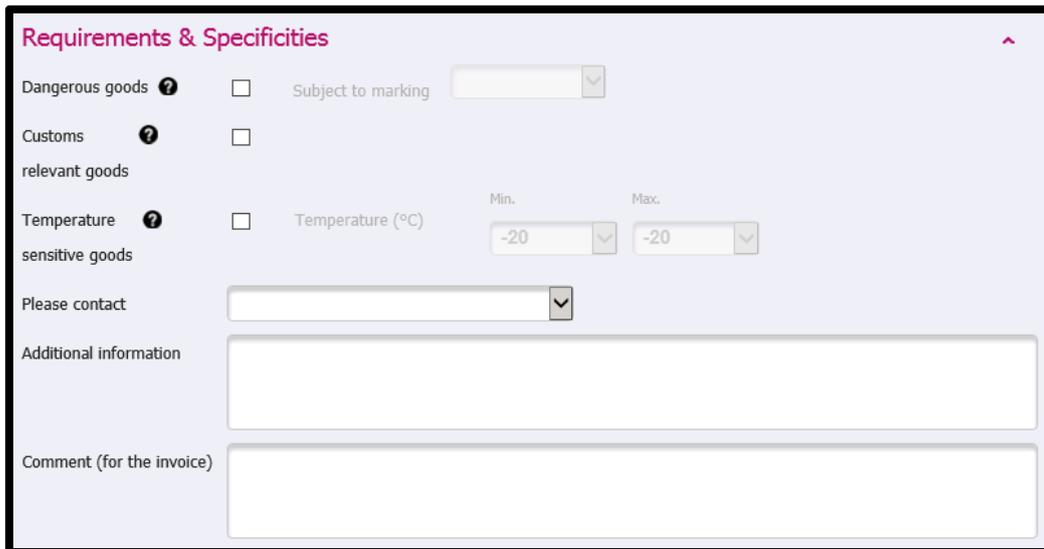
**Status information**  

---

You now have the possibility to place the order / quote request. A click on the button “Summary” will show you a summary of your entries.

## 2.3) Explanation of the additional information

You can choose particular **Requirements & Specificities** and give additional information. If you select one of the requirements for the shipment, the order will automatically be placed as a request in our system, so that our dispatching department can check the special requirements. Additionally, you can enter comments regarding the shipment, which can appear on the invoice for example.



**Requirements & Specificities**

Dangerous goods  Subject to marking

Customs   
relevant goods

Temperature  Temperature (°C) Min.  Max.

sensitive goods

Please contact

Additional information

Comment (for the invoice)

- Dangerous goods: UN-number, packaging group and dangerous goods class are required in advance
- Customs relevant goods (shipments to third countries): What is the value of goods, who does the customs clearance, which documents are necessary?
- Temperature sensitive goods: Please enter the necessary temperature range
- Please contact: You can choose the Sender or / and the Consignee, if you wish them to be contacted. In that case please enter the name and phone number of the contact person(s) in the field “Additional information”



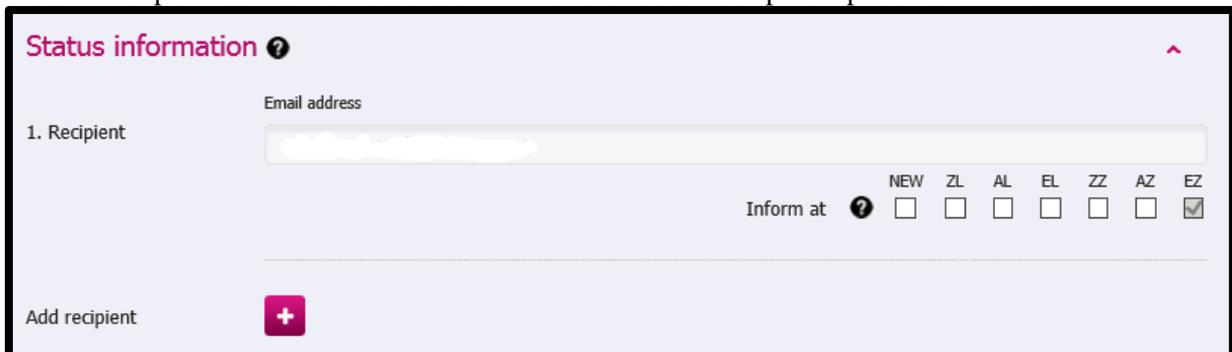
**Document upload**

Documents

You can provide us with relevant documents for the shipment (delivery note, CMR, etc.) via the submenu **Document upload**. For that purpose click on the symbol and choose the required file from your computer. Permitted formats are JPG, JPEG, PDF, TIF and TIFF.

## 2.4) Status information

You would like to receive information about the shipment process or the plate number of the vehicle? Please, choose which **Status information** you would like to automatically receive by e-mail. You can also add recipients who should receive information about the shipment process as well.



**Status information**

1. Recipient

Email address

Inform at  NEW  ZL  AL  EL  ZZ  AZ  EZ

Add recipient

After you have checked the summary and sent the order, the following options are available:

- **Create a new order**
- **Make a copy of the just created order**
- **Print the summary**

### 3.) Orders

In the menu “Order overview“ several details of all your orders can be viewed. By clicking on the menu “Statistics“, you can create reports of your shipments.

#### 3.1) Order overview

The orders are grouped and can be shown in the different menus “Active orders“, “Orders by period“ and “Search by order number“. Different search windows are available in each menu.

By clicking on “Edit columns“, you can choose the listed criteria.

To search for an order, you need to enter the order number, which has to be definite, including additional and/or space characters.

The screenshot shows the 'Order overview' interface. At the top, it says 'Order overview' and 'Details of your active and completed orders'. Below this are three buttons: 'Active orders', 'Orders by period', and 'Search by order number'. A search key input field is present with a 'Filter orders' button to its right. Underneath, there is an 'Orders' section with a grid of checkboxes for columns: Order-No., Status, Distance, Sender / Consignee, Contact Purchaser, Price, Arrival time, Remark, Finishing time, and Vehicle. An 'Edit columns' link is on the right, and a 'Reset column' link is below the grid. At the bottom, a table header shows columns: Order-No. ^v, Sender / Consignee ^v, Arrival time ^v, Finishing time ^v, and Status ^v.

Please consider the following in the order overview menu:

- The shipment overview can be limited by using one or several search keys (e.g. by entering a specific sender)
- The view of the columns can be personalized (Edit columns) and will remain the same
- **ATTENTION!** The maximum period of display is 30 days. A longer period can only be viewed in the statistics menu.
- By re-clicking the button “Filter orders“ you can refresh the overview
- With this button you can copy already generated orders 



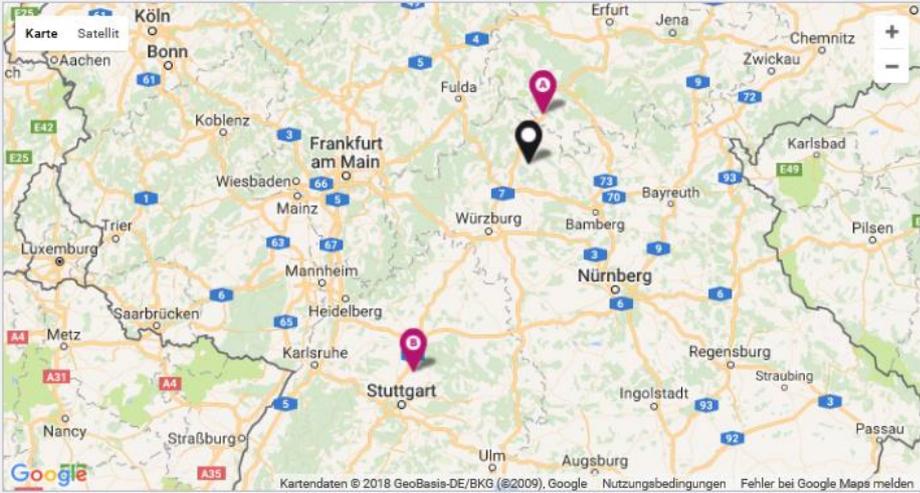
As can be viewed below, the following information is shown in the order details of ongoing shipments:

- **Overview map with starting point and destination and the current location of the vehicle**
- **Button to send tracking link of the shipment to individual recipients (the tracking link can only be sent by the e-mail-address that is registered for access to IN tIME live)**

**Vehicle & Position**

Vehicle Type:  
 Plate number loading:  
 Plate number delivery:  
 Driver name:  
 Driver phone number:  
 Position:

Send tracking link



The map shows a route from Stuttgart (marked with a red 'O') to Würzburg (marked with a red 'A'). A black location pin is placed near Würzburg, indicating the current vehicle position. Major cities like Frankfurt am Main, Nürnberg, and Stuttgart are labeled. The map includes a Google logo and copyright information for 2018.

**Documents**

Transport documents: [CMR.pdf](#)  
 Transport documents: [Transportauftrag.pdf](#)

### 3.2) Statistics

In the menu **Statistics** you can create variable reports of your shipments. First of all, you need to select the required period. Two options are available: You can either choose a certain, predefined period from the “Preselection“ (e.g. last week). Or you can enter a variable, user-defined period at the menu item “Period“. You can view the data of approx. two years at maximum. A click on “Create statistics“ confirms your entry and starts the statistics module.

**Create Order**

**Order Management** ▲

Order overview

**Statistics**

Address Management ▼

## Statistics

Create transport statistics according to your requirements.

---

Preselection: Last week ▼

Period: 01.01.2018 📅 07.01.2018 📅

Create statistics

Since our statistics module is operated by an additional integrated program, another browser window (pop-up) will open. Please, click again on “Show statistics“. Pop-up blocker may restrict the opening of new windows. If the pop-up doesn’t open, please check your browser settings.

The statistics menu shows an overview of the shipments. **With the option “Actions“, you have several different alternatives to process the data, which are amongst others:**

- **Save reports for regular use**
- **Create diagrams**
- **Send reports by e-mail**
- **Calculate sums (e.g. shipments, freight costs)**
- **Show groups**

The screenshot displays the 'IN TIME Order Statistics' interface. At the top, it shows 'Orders from 2018-01-01 Up until 2018-01-07'. Below this is a search bar and a 'Go' button. The main area contains a table with columns: Year, Month, Day, Date, From country, From zip code, To country, To zip code, and Vehicle. The table lists 10 rows of shipment data. An 'Actions' dropdown menu is open over the table, showing options: Select Columns, Filter, Rows Per Page, Format, Save Report, Reset, Help, and Download.

| Year | Month | Day | Date       | From country | From zip code | To country | To zip code | Vehicle |
|------|-------|-----|------------|--------------|---------------|------------|-------------|---------|
| 2018 | 01    | 04  | 2018-01-04 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 02  | 2018-01-02 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 02  | 2018-01-02 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 02  | 2018-01-02 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 03  | 2018-01-03 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 05  | 2018-01-05 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 04  | 2018-01-04 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 05  | 2018-01-05 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 03  | 2018-01-03 | D            | 97638         | D          | 74321       | BUS     |
| 2018 | 01    | 05  | 2018-01-05 | D            | 73527         | D          | 74321       | BUS     |

## 4.) Addresses

In this menu you can add and edit the addresses of your customers.

### 4.1) Add address

If you want to add a new customer, please click on **Add address**. Mandatory fields are marked with \*. You can choose if you want to define the customer number yourself, otherwise it will be generated automatically.

### Add address

Create new loading or delivering addresses. These are going to be useable directly in the ordering process. Entering a customer number adds a search key.

---

Customer number

Company name \*

Country \*

Address

Street \*  ZIP \*  City \*

---

## 4.2) Your addresses

In the menu **Your addresses** you can edit the saved addresses and/or delete them. To search for an address, any part of the address can be entered in the field “Search address”.

### Your addresses

Edit existing addresses or add new ones

Search address

---

**Addresses**

| Cust. no.<br>^v | Company name ^v | Street ^v | Country ^v / ZIP ^v / City<br>^v |   |
|-----------------|-----------------|-----------|----------------------------------|---|
| 00023           |                 |           |                                  | <input type="button" value="x"/> <input type="button" value="P"/> |
| 00051           |                 |           |                                  | <input type="button" value="x"/> <input type="button" value="P"/> |
| 00098           |                 |           |                                  | <input type="button" value="x"/> <input type="button" value="P"/> |
| 00100           |                 |           |                                  | <input type="button" value="x"/> <input type="button" value="P"/> |

## 5.) Your account

### 5.1) Register/ Change your email address

You can edit your email address in the menu **“Your account”**. This enables you to register either with your user name or your email address. Please note, that sending the tracking link to track shipments or sending status information to individual recipients only works with the registered email address.

## 5.2) Change your password

**Change Password**

Here you can change your password. The regular change of the password increases the security of your account.

Old password

New password

New password (rep.)

Password security ⓘ Too unsecure

To use the IN tIME live, you need to create a password after receiving the email with your login data. If you want to change the password afterwards, you can do this in the menu **“Change your password”**.

There is a note regarding the required characters (Capital and small letters, numeric characters, special characters). Please, consider the password security to ensure a high safety level for your account.