

User Guide — Incoming Vehicle Planning

Operational Guide · July 2026

This guide is intended for **users who need to book truck entry slots for vehicle deliveries**.

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1. What is an incoming booking

An incoming booking is a carrier's request to deliver one or more vehicles to the terminal on a specific date and time.

Each booking is tied to a **date and time slot** chosen from the available ones. Slots already taken by other bookings cannot be selected. The system automatically calculates the **status** of a booking based on the planned date, the vehicles entered, and the operational progress.

2. The 14:00 deadline rule

This rule applies exclusively to editing existing bookings: it determines when a booking can no longer be modified (transition from SCHEDULED to CONFIRMED). It does not apply to the date you can choose when creating a new booking, which follows a different, fixed rule (see below).

*For any booking day **D**, the deadline is at **14:00 on the previous day (D-1)**.*

Creation rule:

Incoming bookings can always only be created starting **two days from today (D+2)**, regardless of the time of day. Tomorrow (D+1) is never selectable. The calendar automatically blocks today and tomorrow.

Day	Bookable?
Today and tomorrow (D, D+1)	✗ Never bookable
From the day after tomorrow (D+2) onwards	✓ Always bookable on available slots

Example: today is Monday. The earliest available date for a new booking is always **Wednesday (D+2)**, whether you are working at 10:00 or at 16:00. **Tuesday (D+1)** is never selectable.

Practical effect on editing:

A booking with all data complete (vehicles + carrier license plate) stays in **SCHEDULED** status (editable) until the deadline passes. Once the deadline has passed, it moves to **CONFIRMED** and can no longer be modified.

***In short:** if you want to edit a booking for day D, you must do so before 14:00 on day D-1.*

3. Status legend

Statuses are shown as coloured badges in the list and in the detail view of each booking.

Badge	Colour	Meaning	Editable
MISSING DATA	Orange	Incomplete booking: vehicles are missing or the carrier license plate is missing (required for Trucks). The deadline has not yet passed.	✓ Yes
SCHEDULED	Light green	Complete booking (vehicles + license plate). The deadline has not yet passed.	✓ Yes
CONFIRMED	Dark green	Complete booking and deadline passed. The system has “locked” the booking.	✗ No
DELIVERED	Blue	The terminal has assigned all vehicles to a sector and lane. The delivery is complete.	✗ No
CANCELLED	Red	The deadline has passed but the booking was incomplete (missing vehicles or license plate).	✗ No, but you can reschedule
RESCHEDULE (DELAY)	Red	The booking has been marked as delayed or postponed by an operator.	✗ No, but you can reschedule

***Difference from outgoing bookings:** for incoming bookings there are no **PROCESSING**, **READY** or **COLLECTED** statuses. Instead, once the terminal has placed all vehicles in their sector and lane, the booking moves directly to **DELIVERED** (blue).*

4. Creating a booking

The page is divided into two sections: the creation form at the top and the list of existing bookings below.

Step 1 — Select vehicles (section “Select vehicles”) — optional

Type a license plate or VIN into the “**Plate or VIN**” field. The system searches the general vehicle registry and shows results: select the correct one.

Repeat for each vehicle to add.

Bulk input: you can paste multiple VINs or license plates into the search field at once, separated by spaces, commas, semicolons or line breaks. The system looks them all up in one go and adds the ones it finds. Any not found are listed in a warning message.

VINs and plates must be 4 to 17 alphanumeric characters (letters and numbers only).

Don’t know the VINs yet? You can skip this section and just enter the expected number of vehicles in the “Vehicle count” field (see Step 2). You can add the specific VINs later from the detail window, once they are known.

Step 2 — Fill in the form (section “Schedule incoming”)

Field	Required	Notes
Carrier	Yes	The carrier making the delivery
Type	Yes	Transport type: Truck
Carrier license plate	Recommended for Trucks	The truck’s license plate. Required for the booking to reach SCHEDULED status
Vehicle count	Yes if no vehicles selected	Number of expected vehicles. Not required if you already selected vehicles in Step 1
Date	Yes	Always starting two days from today (D+2), any time of day. The calendar automatically blocks today and tomorrow.
Time	Yes	Enabled only after selecting a date. Shows only free slots; already-taken slots are disabled
Batch/Lot	No	Reference for the vehicle batch or commercial order
Note	No	Free text

Step 3 — Confirm

Click the **Confirm** button. The booking is saved and immediately appears in the list below.

5. The bookings list

The “Scheduled” section shows all existing bookings with the columns: date and time, transport details (type + carrier plate), batch and status.

- **Click on a row** to open the full booking detail.
- **The × (delete) button** appears on the right only for bookings in **MISSING DATA** or **SCHEDULED** status. A confirmation dialog appears before the deletion is carried out.

6. The booking detail

Click a row in the list to open the detail window. It contains:

- Planned date and time, status badge
- Vehicle table (or “Vehicle count: N” if only a count was specified)
- Section to add more vehicles (visible only if the booking is editable)
- Carrier license plate, Batch/Lot and Notes, each with a pencil icon to edit them inline
- Action buttons at the bottom

Editing the license plate, batch or notes

1. Click the  icon next to the field you want to edit.
2. Type the new value in the field that appears.
3. Press **Enter** or click ✓ to save. Press **Esc** or click X to cancel without saving.

*Edit buttons are only visible when the booking is in **MISSING DATA** or **SCHEDULED** status.*

Adding or removing vehicles from the detail

In the “Select vehicles” section (visible only if the booking is editable) you can search for and add more vehicles the same way as during creation.

To remove a vehicle, click the × button on the corresponding row in the table.

***Note:** if the booking was created with only a vehicle count (no VINs), you can add the specific vehicles here as soon as they are known, as long as the booking is still in **MISSING DATA** or **SCHEDULED** status.*

Action buttons at the bottom of the window

Button	When visible	What it does
Delete and Reschedule	MISSING DATA, SCHEDULED	Deletes this booking and opens a new one with the same data at a new date/time
Reschedule	CANCELLED, RESCHEDULE (DELAY)	Creates a new booking copying all data, without deleting this one

Print	Always	Opens the browser print dialog
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7. What can be edited and when

A booking is **editable** only when its status is **MISSING DATA** or **SCHEDULED**.

Once the deadline (14:00 on the previous day) passes, the booking becomes **CONFIRMED** and every field is locked as read-only.

Action	MISSING DATA	SCHEDULED	CONFIRMED and beyond
Add vehicles	✓	✓	✗
Remove vehicles	✓	✓	✗
Edit carrier license plate	✓	✓	✗
Edit Batch/Lot	✓	✓	✗
Edit Notes	✓	✓	✗
Delete from list	✓	✓	✗
Delete and Reschedule	✓	✓	✗
Reschedule (from CANCELLED/ RESCHEDULE (DELAY))	—	—	✓ these statuses only

8. Rescheduling a booking

There are two rescheduling options, both accessible from the booking detail window.

“Delete and Reschedule” — available for MISSING DATA and SCHEDULED

Use this when you want to **move** the booking to a different day.

- Deletes the current booking and immediately creates a new one at the date/time you choose, copying all data (vehicles, license plate, batch, notes).
- A window opens where you select the new date and time slot.

“Reschedule” — available for CANCELLED and RESCHEDULE (DELAY)

Use this when the booking is already locked but you still want to plan the same transport for another day.

- **Does not delete** the original booking: creates a new booking copying all data (vehicles, license plate, batch, notes) at the new date/time.
- Typical scenario: the carrier did not show up or arrived late. An operator marks the plan as “Delay”; the carrier or user can then use “Reschedule” to book a new day.

Date constraints when rescheduling

- The minimum selectable date is always the day after tomorrow (D+2), the same fixed rule that applies when creating a new booking.
 - Only free slots are selectable.
 - If at the time of confirmation the chosen date is no longer valid (because the current day has changed in the meantime), the system warns you and asks you to pick a later date.
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9. Print

Every detail window has a **Print** button. Clicking it opens the browser print dialog with an optimised layout that includes:

- Header with the title “**Vehicle Incoming Order**” and the booking date/time
 - Top right: **carrier license plate** (large and prominent) and **Batch/Lot** (below the plate)
 - Carrier name and transport type
 - Vehicle table with: sequential number, plate/VIN, brand and model, colour, destination, manual check column
 - Total vehicle count (or the declared count if VINs were not specified)
 - **Notes** box (if present) at the bottom of the page
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10. Frequently asked questions

Why can't I select tomorrow as the date? Incoming bookings can only be created starting two days from today (D+2): tomorrow is never available, regardless of the time of day. The earliest selectable date is always the day after tomorrow.

Can I create a booking without knowing the VINs of the vehicles? Yes. Leave the vehicle selection empty and just enter the expected vehicle count in the “Vehicle count” field. You can add the specific VINs later from the detail window, as long as the booking is still in MISSING DATA or SCHEDULED status.

Why is the × button not shown next to a booking in the list? The booking is in an advanced status (CONFIRMED, DELIVERED, CANCELLED or RESCHEDULE (DELAY)) and cannot be deleted. If it is CANCELLED or RESCHEDULE (DELAY), open the detail and use the “Reschedule” button.

Why can't I add or remove vehicles in the detail window? The “Select vehicles” section and the × buttons on vehicles are only shown when the booking is in MISSING DATA or SCHEDULED status. In all other statuses the booking is read-only.

Why has my booking changed to CANCELLED? The deadline (14:00 on the previous day) expired while the booking was still incomplete: vehicles were missing or the carrier license plate was missing. For the system to automatically confirm a booking, it must have vehicles and a license plate before the deadline.

What is the difference between CONFIRMED and DELIVERED? CONFIRMED means the booking is locked (deadline passed) but the vehicles have not yet arrived. DELIVERED means the vehicles have physically arrived and the terminal has placed them in their sector and lane.

Can I move a booking that is already CONFIRMED? No, you cannot modify it directly. Contact an administrator for exceptions.

What is the Batch/Lot? It is an optional reference for the vehicle batch or commercial order. It is printed prominently on the movement document, below the carrier license plate.