



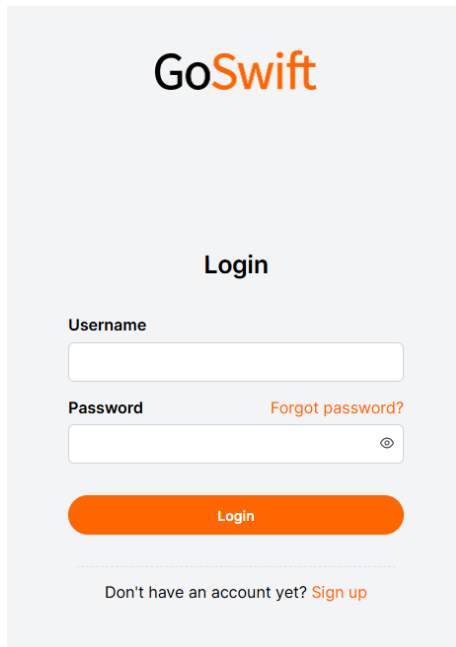
Smarten Logistics goods receptions bookings – system user manual

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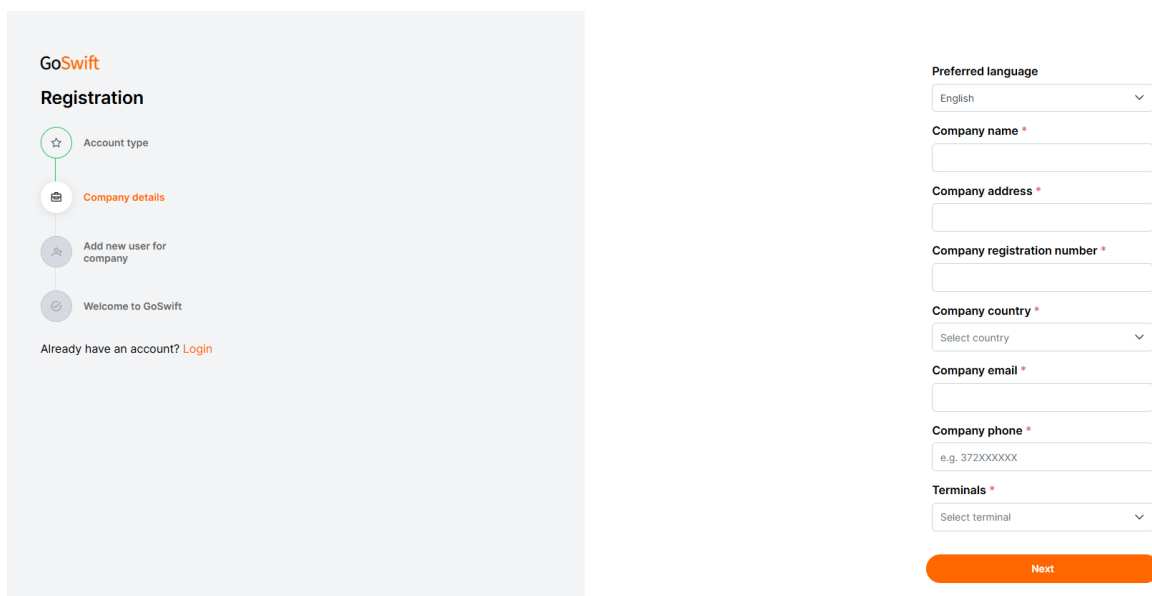
Logging in

1. The address of the website <https://gms.goswift.eu/smarten/login>
2. If you do not have an account, you must first register a company account.
 - a. To do this, go to the home page and click on the "Sign up" link.



The image shows the GoSwift login page. At the top is the GoSwift logo. Below it is the heading "Login". There are two input fields: "Username" and "Password". The "Password" field has a "Forgot password?" link next to it. Below the input fields is an orange "Login" button. At the bottom, there is a link that says "Don't have an account yet? Sign up".

- b. When registering, first fill in the company details and click on the "Next" button.
NB! Only one company with the same registration number can be in the system.
One customer can have multiple terminals, and the carrier can request access to all of them on the list.

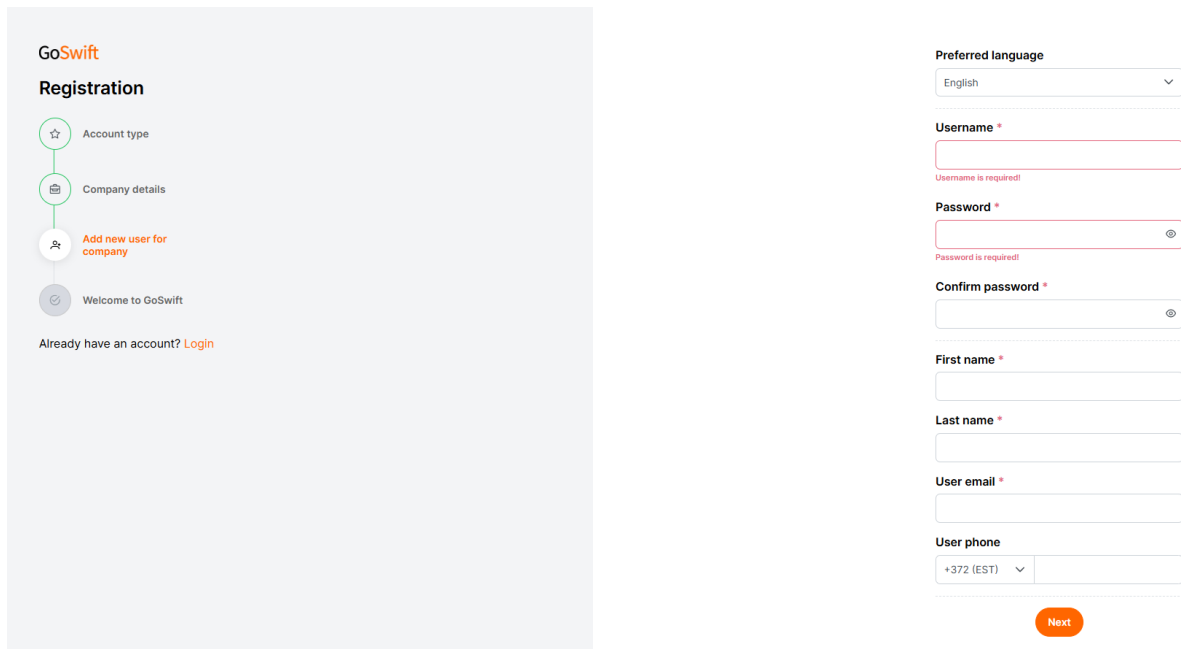


The image shows the GoSwift registration page. On the left, there is a sidebar with the GoSwift logo and the heading "Registration". Below the heading are four steps: "Account type", "Company details", "Add new user for company", and "Welcome to GoSwift". Below the sidebar, there is a link that says "Already have an account? Login". On the right, there is a form with the following fields: "Preferred language" (dropdown menu with "English" selected), "Company name" (text input), "Company address" (text input), "Company registration number" (text input), "Company country" (dropdown menu with "Select country" selected), "Company email" (text input), "Company phone" (text input with a placeholder "e.g. 372XXXXXX"), and "Terminals" (dropdown menu with "Select terminal" selected). Below the form is an orange "Next" button.

After that, you will be redirected to a new page where you need to create a master user account. After clicking on the "Next" button, the account will be registered and the head

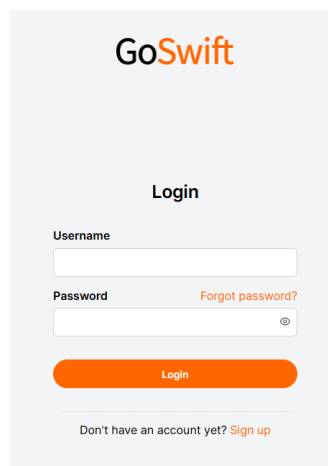
coach of the terminal will receive a notification that the new carrier is waiting to be confirmed.

NB! It is not possible to make reservations before confirmation from the terminal.



The image shows two screenshots of the GoSwift user interface. The left screenshot is the registration page, titled "GoSwift Registration". It features a vertical progress bar with four steps: "Account type", "Company details", "Add new user for company" (which is highlighted in orange), and "Welcome to GoSwift". Below the progress bar, there is a link "Already have an account? Login". The right screenshot is the registration form, which includes a "Preferred language" dropdown menu set to "English", and input fields for "Username *", "Password *", "Confirm password *", "First name *", "Last name *", "User email *", and "User phone". The "User phone" field has a dropdown menu set to "+372 (EST)". A red "Next" button is located at the bottom right of the form.

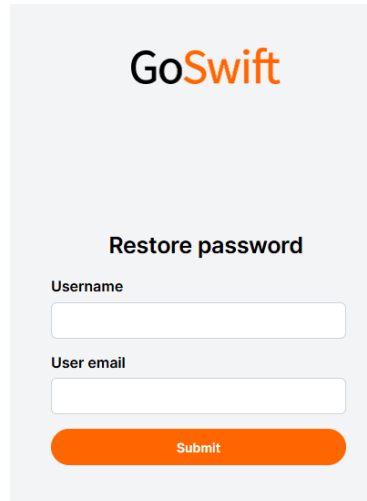
3. To log in, the user must enter their personal account details.
 - a. Username
 - b. Password



The image shows the GoSwift login page. It features the GoSwift logo at the top, followed by the word "Login" in bold. Below this, there are two input fields: "Username" and "Password". The "Password" field has a "Forgot password?" link to its right. Below the input fields is an orange "Login" button. At the bottom of the page, there is a link "Don't have an account yet? Sign up".

4. In case the user forgets the password or the account is locked, the password recovery procedure must be performed.
 - a. Click on the link "Forgot password?"

- b. Enter your username and e-mail address and click on the "Submit" button



The image shows a web form for password restoration. At the top, the GoSwift logo is displayed. Below it, the heading "Restore password" is centered. The form contains two input fields: "Username" and "User email". At the bottom of the form is a prominent orange "Submit" button.

- c. The system will send a link to activate password recovery to the entered e-mail address. Click on the link in the email and the system will send a new email with an automatically generated password.

The desktop and its fields.

1. On the dashboard, the carrier's main user can see the bookings and company-related data of all terminals assigned to him/her.

The screenshot shows the GoSwift dashboard for a user named 'Company Super'. The main section is 'Bookings', which contains a table with the following data:

Slot date	Time at terminal	Terminal name	Terminal queue	Parking lot	Loading area	Transport order number	Vehicle plate number	Booking status	Driving status
27.06.2025	10:30 - 10:45	Demo Terminal	Maha laadimine			2455	ABC123	Pre-booking	Late
27.06.2025	09:30 - 10:15	Demo Terminal	Maha laadimine			r1543	F50E31	Pre-booking	Late
26.06.2025	10:30 - 10:45	Demo Terminal	Maha laadimine			2455	ABC123	Pre-booking	Late
12.06.2025	10:00 - 10:45	Terminal	Jono		Text12		ABC123	Pre-booking	Late
04.06.2025	10:00 - 11:00	Demo Terminal	Maha laadimine		Text12		ABC123	Pre-booking	Late
20.05.2025	14:00 - 15:00	Demo Terminal	Maha laadimine		Tellusee nr		RCR175	Pre-booking	Late

Below the bookings table is the 'My company' section, which includes:

- Company data:** GoSwift Solutions OÜ, Mäeläse 2-1, Estonia, 16845479, 3775.
- Company users:** A table with columns for First name, Last name, Username, User phone, User email, Role, and Enabled. Users include testpid, Company Super, and Madis.
- Company vehicles:** A table with columns for Vehicle plate number and Vehicle registration country. One vehicle is listed with plate ABC123 and country Finland.
- Drivers:** A table with columns for Driver first name, Driver last name, Driver phone number, and Driver e-mail. One driver is listed with first name Jyvi and phone number 35840.

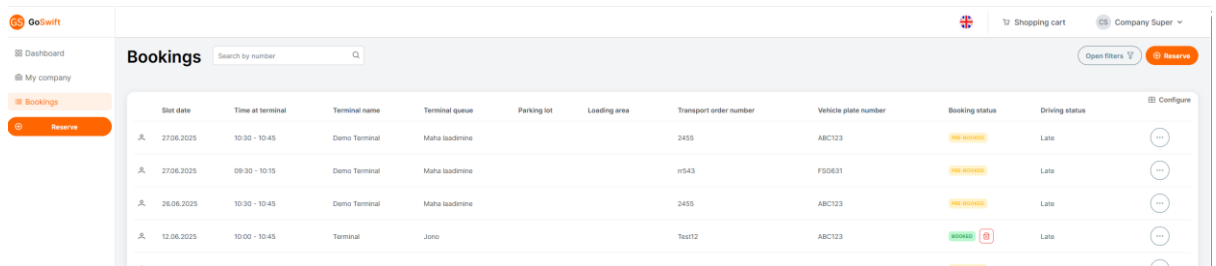
2. In the booking menu, the user can filter the bookings by clicking the "Open filter" button. You can filter:
 - a. Date
 - b. Carrier
 - c. Terminal
 - d. Parking lot
 - e. Booking status
 - f. "Cancel filter" removes all previous filters.

The screenshot shows the GoSwift dashboard with the 'Bookings' table. A 'Filters' modal is open, allowing the user to filter the bookings. The modal includes the following options:

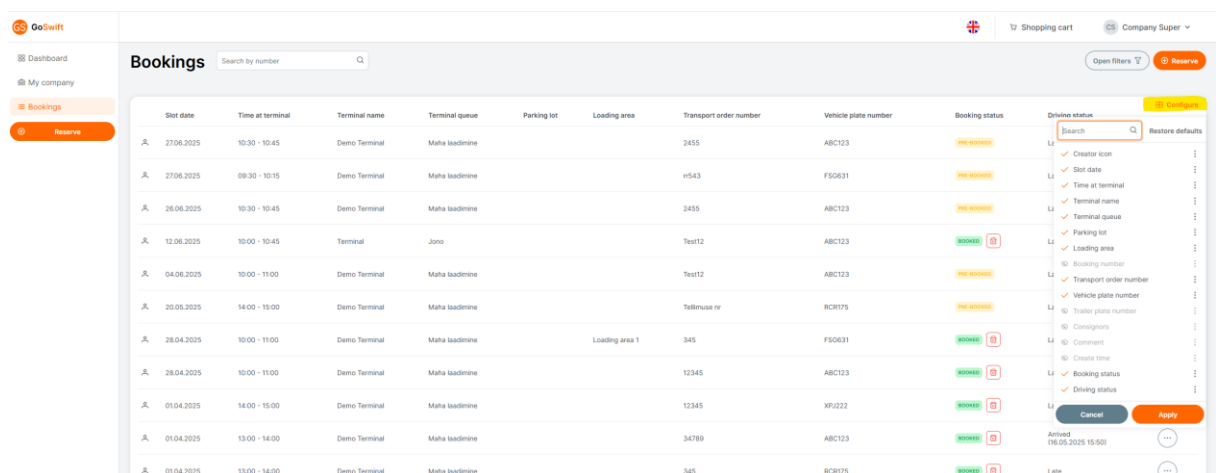
- Start date:** [Input field]
- End date:** [Input field]
- Terminal:** Choose your option
- Terminal queue:** Choose your option
- Parking lot:** Choose your option
- Booking status:** Canceled, Pre-booking, Booked, Promoted, Cancelled
- Driving status:** All, Early, In time, Arrived, Late, Not arrived

The 'Booking was created' section at the bottom of the modal has 'Manually' and 'Automatically' options.

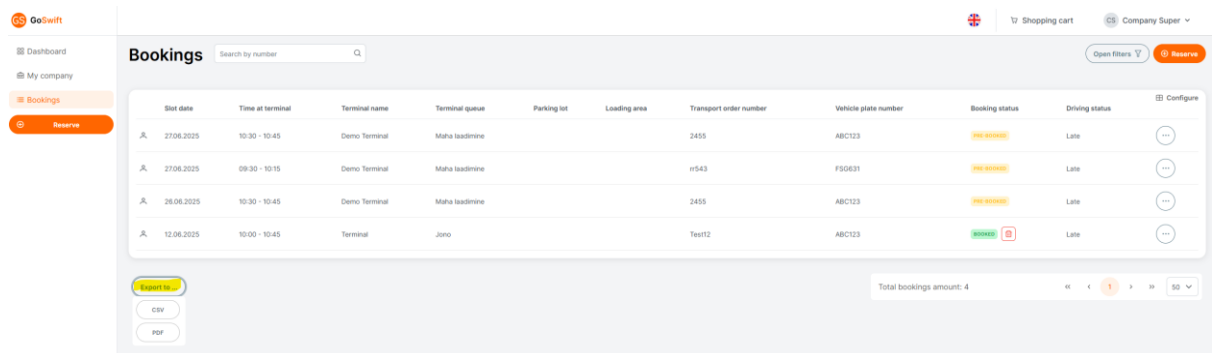
- Reservation statuses can be seen in the "Reservation status" column. The status of a booking can have three different statuses.
 - PRE-BOOKED – pre-booking, the booking is not active and needs to be confirmed by a terminal employee.
 - BOOKED – booked, booking is active.
 - PROCESSED – the booking has been processed and after that the booking will be removed from the dashboard. All processed bookings can be made visible by opening the filters and clicking on the "Processed" button.



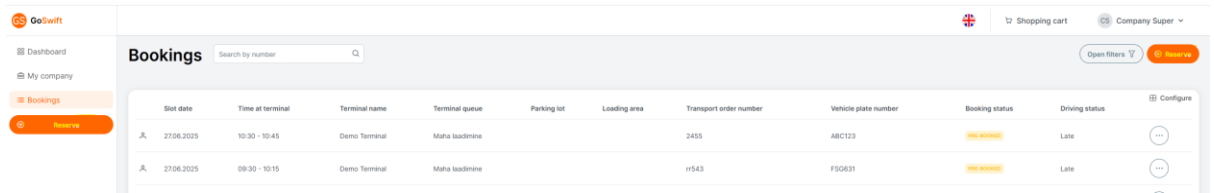
- The user can make visible or hide and sort the columns in the booking dashboard view. To do this, press the "Configure" button. To change the order of the columns, drag the corresponding names up or down.



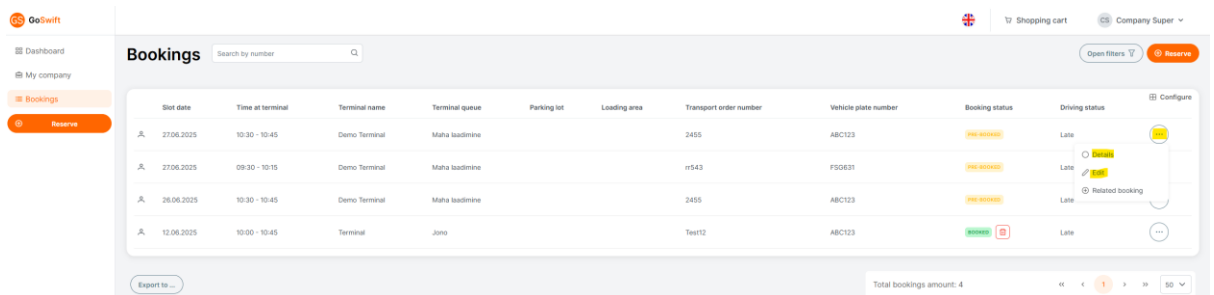
- The user can export the booking information in CSV or PDF format by clicking on "Export..." Click.



6. The user can enter a new booking by clicking on the "Reserve" button.



7. The user can view the details of all bookings and edit the booking by clicking on the three-dot button and selecting "Details" or "Edit" from the drop-down menu.



8. Bookings can be cancelled by going to the booking edit and clicking on the "Cancel booking" button. Bookings can be cancelled up to 24h before booking time.

The screenshot shows the 'Edit booking' form with the following sections and fields:

- General data**
 - Terminal name: Demo Terminal
 - Queue name: Maha laadimine
 - Booking status: PRE-BOOKED
 - Date and time: 27.06.2025 10:30
 - Booking number: DEM/20250627/5903
- Driver first name**
 - Carrier:
- Driver e-mail**
 - Karenn@mail.ee
- Driver phone number**
 - +55 (BRA) 5666879
- Vehicle plate number**
 - ABC123
- Transport order number ***
 - 2455
- Consignors ***
 - Tehtaan nimi

At the bottom, there are 'Back', 'Cancel', and 'Save' buttons.

User account information and editing.

1. The user can view and, if necessary, edit their profile. To do this, go to the name in the upper right corner of the window and click on the "My Profile" button.

You can change your preferred language, first name, last name, email address, phone number, password, and notification channel. By default, only SMS notifications are set.

The screenshot shows the 'Your profile data' form in the GoSwift user interface. The form is titled 'Your profile data' and contains the following fields and sections:

- Preferred language:** A dropdown menu set to 'English'.
- Username:** A text input field containing 'companysuper'.
- First name:** A text input field containing 'Company'.
- Last name:** A text input field containing 'Super'.
- User email:** A text input field containing 'd[redacted]@su'.
- User phone:** A text input field containing '+358 (FIN) 4050 [redacted]'.
- Your notification settings:** A section with three sub-sections:
 - Confirmation:** Radio buttons for SMS (selected), EMAIL, WHATSAPP, and PUSH.
 - Update reservation:** Radio buttons for SMS (selected), EMAIL, WHATSAPP, and PUSH.
 - Booking reminder:** Radio buttons for SMS (selected), EMAIL, WHATSAPP, and PUSH.

At the bottom of the form, there are two buttons: 'Change password' and 'Save'.

My company settings.

1. The main user can create additional user accounts, enter the registration numbers of their company's vehicles, drivers' data, and edit company data.

Pre-entered vehicle numbers and driver data make it easier to make reservations later.

The screenshot shows the 'My company' settings page in the GoSwift user interface. The page is titled 'My company' and contains the following sections:

- Company users:** A table with columns: First name, Last name, Username, User phone, User email, Role, and Enabled. There are three rows of data, with some fields redacted. An 'Add new user' button is visible in the top right.
- Company vehicles:** A table with columns: Vehicle plate number and Vehicle registration country. There are four rows of data, with some fields redacted. An 'Add new vehicle' button is visible in the top right.
- Drivers:** A table with columns: Driver first name, Driver last name, Driver phone number, and Driver e-mail. There are two rows of data, with some fields redacted. An 'Add new driver' button is visible in the top right.
- Company data:** A section on the right side of the page with the title 'Company data' and an 'Edit' button. It contains the following information:
 - Company name: GoSwift Solutions OÜ
 - Company address: Mänttälä 2-1
 - Company country: Estonia
 - Company registration number: 16845478
 - Company phone: 37 [redacted]
 - Company email: [redacted]@su
 - Company status: Active
 - Preferred language: Eesti

2. To request or cancel access to a new/additional terminal, there are options "Request access" and "Cancel access" under the page "Company requests for terminals". After clicking on the "Request access" button, the terminal employee must confirm the access.

The status column shows the access status of a specific terminal.

- a. Yellow – Pending terminal approval.
- b. Green – access is valid
- c. Red – Access denied.

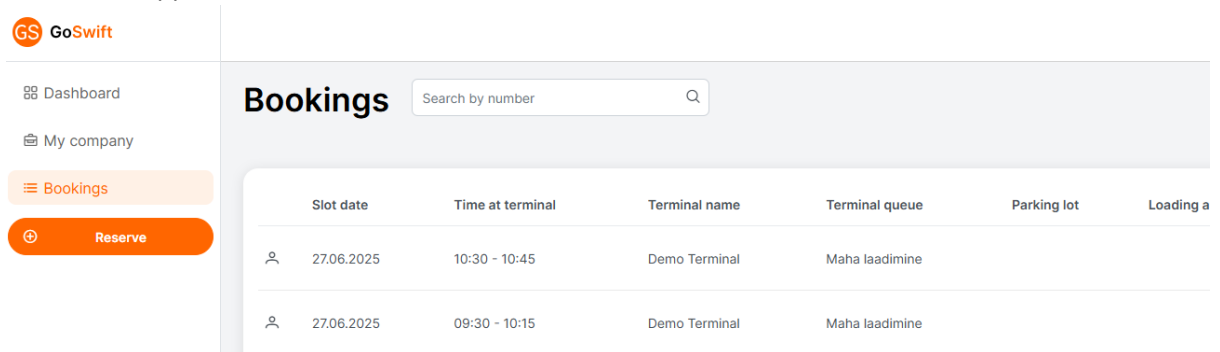
The screenshot displays the GoSwift web application interface. On the left is a navigation sidebar with the GoSwift logo and menu items: Dashboard, My Company (highlighted), Bookings, and Reserve. The main content area is divided into three sections:

- Terminal List:** A table with columns for terminal ID and location. It lists FSG631, RCR175, and XPJ222, all located in Finland. A pagination control shows page 1 of 10.
- Drivers:** A table with columns for Driver first name, Driver last name, Driver phone number, and Driver e-mail. It lists four drivers: Jyrki, Carrier, Rider, and Driver. The last name, phone number, and email fields are redacted with red bars. An 'Add new driver' button is in the top right.
- Company requests to terminals:** A table with columns for Terminal name and Status. It lists four requests: Demo Terminal (Green status), Proov (Red status), Terminal (Green status), and Lorex (Yellow status). Each row has a 'Revoke access' button. The 'Request access' button is highlighted in orange.

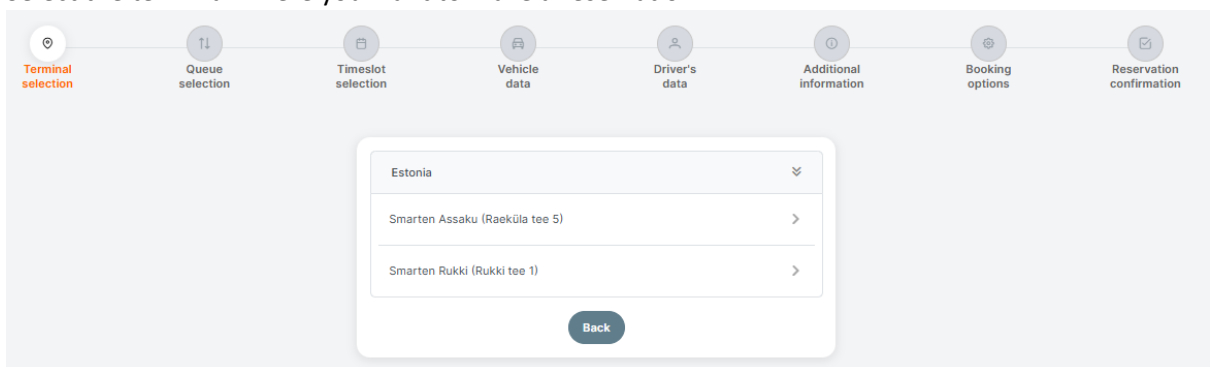
At the bottom left of the sidebar, there is a 'Feedback' link.

Booking

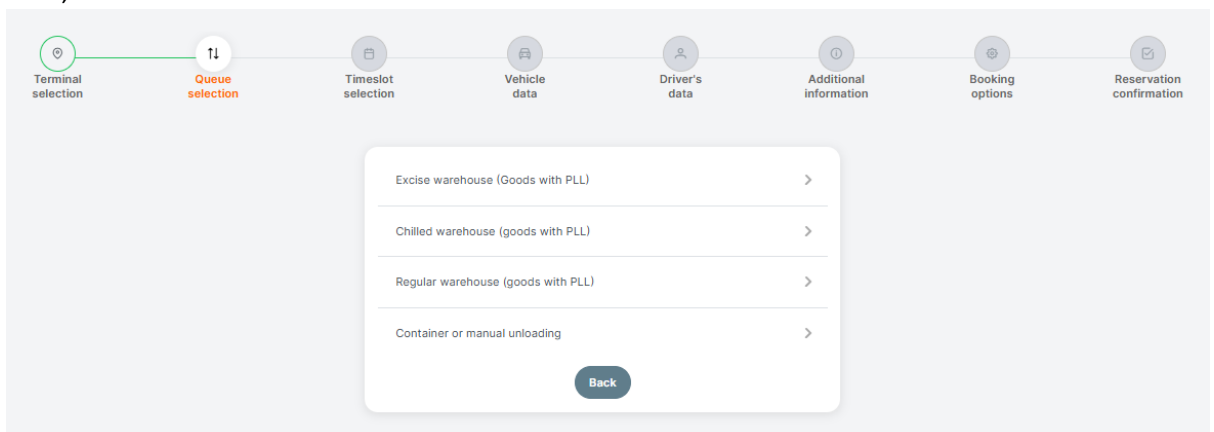
1. To book an appointment at the terminal, click on the "Reserve" button.



2. Select the terminal where you want to make a reservation.



3. Next, choose the order



Rukki tee 1 queues:

- Excise warehouse (Goods with PLL) – all arrivals where goods are placed on pallets and goods will be handled in excise warehouse
- Chilled warehouse (Goods with PLL) – all arrivals where goods are placed on pallets and goods will be handled in chilled warehouse
- Regular warehouse (Goods with PLL) - all arrivals where goods are placed on pallets and goods will be handled in regular warehouse
- Container or manual unloading - all arrivals where goods are placed in container or in truck without pallets

Raeküla 5 queues:

- Regular warehouse (Goods with PLL) - all arrivals where goods are placed on pallets and goods will be handled in regular warehouse
- Bonded warehouse (Goods with PLL) - all arrivals where goods are placed on pallets and goods will be handled in bonded warehouse
- Container or manual unloading - all arrivals where goods are placed in container or in truck without pallets

4. Next, select a suitable time from the calendar. The time can only be selected for the periods marked in green.

GoSwift

Dashboard

My company

Bookings

Reserve

Terminal selection

Queue selection

Timeslot selection

Vehicle data

Driver data

Additional info

Booking options

Booking confirmation

07.07.2025

07.07.2025	08.07.2025	09.07.2025	10.07.2025	11.07.2025	12.07.2025	13.07.2025
10:00 - 10:30					10:00 - 11:00	10:00 - 11:00
10:45 - 11:15					11:00 - 12:00	11:00 - 12:00
11:30 - 12:00					12:00 - 13:00	12:00 - 13:00
12:15 - 12:45					13:00 - 14:00	13:00 - 14:00
13:00 - 13:30					14:00 - 15:00	14:00 - 15:00
13:45 - 14:15						
14:30 - 15:00						
15:15 - 15:45						
16:00 - 16:30						

Back Next

5. Next, enter the vehicle-related information.

Terminal selection

Queue selection

Timeslot selection

Vehicle data

Driver's data

Additional information

Reservation confirmation

Transport Data

Vehicle Data

Vehicle license plate number *

Trailer Data

Trailer license plate number

Back

6. In the next step, select an already saved driver from the drop-down menu or enter new data by activating the "Enter driver data" button.

The screenshot shows the 'Driver data' step in the GoSwift booking process. A progress bar at the top indicates the current step is 'Driver data', with previous steps like 'Terminal selection', 'Queue selection', 'Timeslot selection', and 'Vehicle data' completed. The main form contains fields for 'Driver first name', 'Driver phone number' (with a dropdown for country code), and 'Driver e-mail'. Below these fields is a checkbox labeled 'Check to enter different driver data'. At the bottom of the form are 'Back' and 'Next' buttons. A sidebar on the left shows navigation options: Dashboard, My company, Bookings, and Reserve.

7. Fill additional info for the booking

The screenshot shows the 'Additional information' step in the GoSwift booking process. The progress bar at the top highlights 'Additional information' as the current step. The form contains several text input fields: 'Partners name (to whom goods are sent) *', 'Vendor name (who send goods) *', 'Partner's purchase order nr', 'Smarten's purchase order nr', 'Delivery note nr', 'Full pallet quantity (1 item per pallet) *', 'Mixed pallets quantity (2+ dif.products on pallet) *', and 'Comment'. A 'Back' button is located at the bottom of the form. The sidebar on the left shows navigation options: Dashboard, My company, Bookings, and Reserve.

- Partners name – to whom goods will be sent
- Vendors name – who sends the goods
- Partner's purchase order number – specific number in partner's system representing this load order ID (info will be available from partner whos goods will be delivered)
- Smarten's purchase order number - specific number in Smarten's system representing this load order ID (info will be available from partner whos goods will be delivered)
- Delivery nore number - specific number in vendor's system representing this load order ID
- Goods with pallets:
 - Full pallet quantity – pallets amount where is 1 item per pallet, pallets don't need additional actions (sorting, relocating etc)
 - Mixed pallets quantity – pallets amount where are 2 or more items per pallet, goods need to be sorted, relocated etc

- Container or manual unloading:
 - Means of transport
 - K20 – goods are placed in 20' container
 - K40 – goods are placed in 40' container
 - Truck – goods are placed in truck trailer
 - Goods type
 - Regular goods – goods will be handled in regular warehouse
 - Excise goods – good will be handled in excise warehouse
 - Goods placement
 - Without pallets – goods are placed in container or in truck trailer floor without pallets and belongs to placement on pallets
 - On pallets – goods are placed in container with pallets and can be unload with forklift
- Comment – additional information released with arrival

8. To confirm the booking, click on the "Save" button.

Remove booking relation

Booking data

Terminal name	Demo Terminal
Queue name	Maha laadimine
Timeslot	09.07.2025 09:45
Transport order number	rer
Vehicle plate number	-
Consignors	Saatja nimi
Driver first name	-
Driver phone number	-
Driver e-mail	-

Back Save

After that, a confirmation of saving the reservation will be displayed and a reservation will be created on the desktop.