Quick-Manual
Partner & Carriers
Please go to following web link: https://www.cargoclix.com/alloga

If you are already user of timeslot management, then just click on „Apply now“.

If you don't have an account for timeslot management then you can create one by clicking here.

→ In both ways your data will be checked and your account (if newly created) will be ready to use as soon as possible.
Type in your credentials and click "Login".

If you got an email that you have now the permission to use the timeslot management of Alloga then you can login here: www.cargoclix.com/timeslot
Click on "Carrier".

To start please click on the menu above.

Shipper:
As a shipper please choose this point to see the timeslot bookings for your locations.

Carrier:
As a carrier please choose this point to book timeslots in the locations of your shippers.

My Cargoclix:
You find your account data and configuration here.

Help:
If you need help on any site of the application, choose help in the menu above.
1. Choose CargoMarket.
2. Choose Location.
3. Choose Group.
Always you will see at first the current date entries, click here to choose another date to display.

Timeslot colors:
- Darkgrey fields are not bookable (Ramp closed).
- Darkgrey fields with B (Pause).
- Lightgrey fields are not yet or not anymore bookable.
- Diagonal grey striped fields are booked by other customers.

**White fields are bookable.**
1. Click on the magnifying glass to see more information about a ramp.

2. Here you see for example how long in advance you can make a booking (booking phase). The possibility to make changes to your own bookings ends with the end of the booking phase.
1. Select an available time slot and click on it to mark.

2. Click on Pre-Book icon.
3. Type in all your data. If this booking is similar to upcoming bookings then we recommend to set a profile name (e.g. plate number), then it will be chooseable next time as a template. Click on "Save & Close" button when finished and your booking is done.
This is how a done booking is shown in the schedule view. If you let your mouse stand on it, you will see a tooltip for this booking.
1. Mark a booking first by clicking on the booking once (red frame means marked).

2. To cut click here.

3. To copy click here.

4. Mark the timeslot where you want to paste and click here to paste.

5. To cancel the booking click here.

6. To change the background color of the booked timeslot click here.
7. To create a PDF file with all important booking data click here.
**Timeslot Booking Confirmation**

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Spedition Musterhuber GmbH</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Alexander Vatchev</td>
</tr>
<tr>
<td>Order number</td>
<td>11111</td>
</tr>
<tr>
<td>Name of the carrier</td>
<td>Gerhard Strohbach</td>
</tr>
<tr>
<td>Mobile phone</td>
<td></td>
</tr>
<tr>
<td>Truck plate</td>
<td>K FC 1904</td>
</tr>
<tr>
<td>Number of pallets</td>
<td>10</td>
</tr>
</tbody>
</table>

**Comment**

**Date And Time** | 20.08.2021 12:00-12:29
**CargoMarket**  | Allga AG
**Location**     | Burgdorf
**Ramp name**    | A (Ambient)
**Group**        | Wareneingang

The PDF has all important booking data including the Cargoclix booking ID number.

This is an example how a PDF file of a booking looks like. The language depends on the language you have chosen (see slide 2 upper right corner).
1. Click here to see all today's bookings in tabular view.

2. Click here to search the bookings.
Thank you!

If you have questions regarding your deliveries, please contact your partner at Alloga.

If you need technical support, you can contact Cargoclix:
Email: support@cargoclix.com
Tel.: +49 (0) 761 – 20 55 11 00