

Vehicle Management htg-express.com/login/



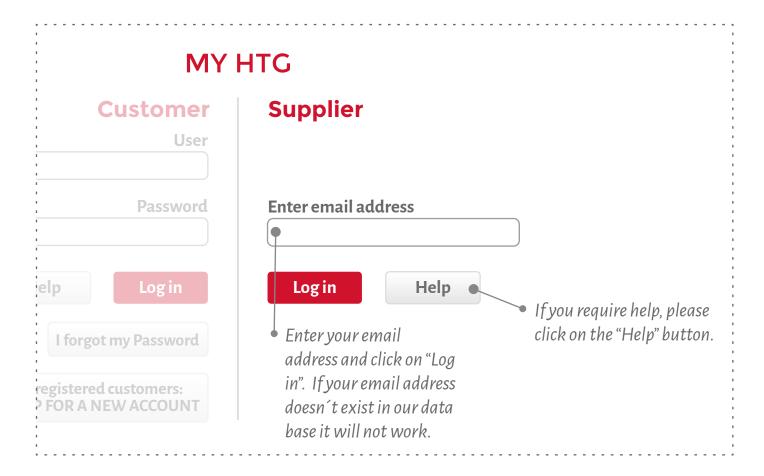
Manage your vehicles in the HTG Express data base



Welcome to this brief tutorial about **managing your vehicles in My HTG**. In just a few steps we explain how to access and manage your vehicles in our data base.

Please remember that to access the data base, <u>your Supplier account needs to be</u> <u>created beforehand</u>. If your account hasn't yet been created, you can complete the relevant form on our web page or send us an email to <u>proveedores@htg-express.com</u>.

To access the data base **enter your email address in the Suppliers section** and click on "Log in".



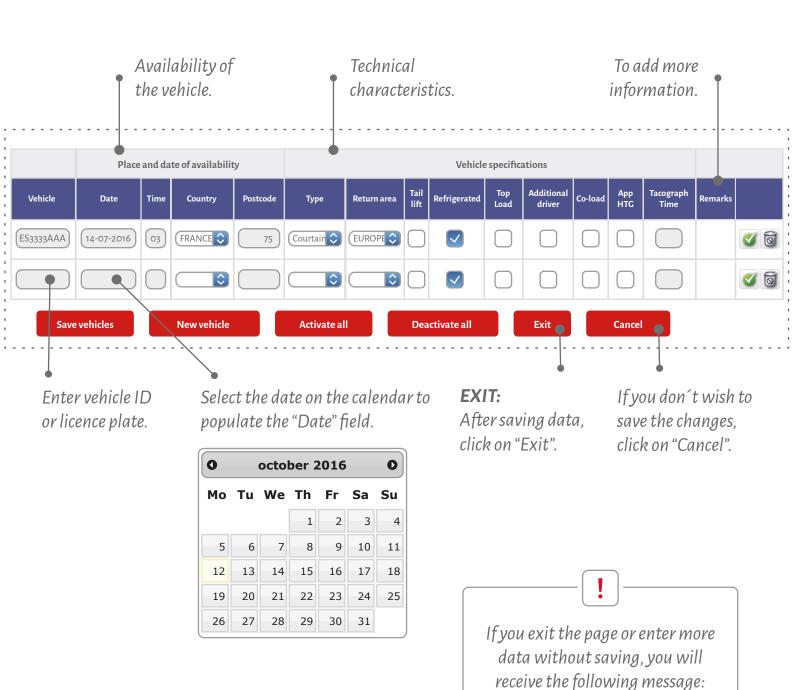
You will receive an email with a link to access your private Supplier area. This link is valid up to one month. After a month you will need to request a new one from the Suppliers Log in page.



CREATE VEHICLE

When you access the data base for the first time, the vehicle table will be empty. To enter a vehicle, **click on "New Vehicle"** and fill in at least the following fields: licence plate, date, time, country, postcode (min. 2 caracters).

Then click on "Save Vehicle".



A Unsaved changes



UPDATE EXISTING VEHICLE ENTRIES

- After your first connection and after entering your vehicles, each time you log in to the data base, you will need to update the information for each vehicle:
 - <u>Active entries:</u> in white, you can change the data without clicking on "Activate" or you can click on "Deactivate" to temporarily make the vehicle unavailable.
 - <u>Deactivated entries:</u> in grey, you can click on "Activate" to make the vehicle available again: date, time, place, country, postcode, etc.

It's possible to "Activate" or "Deactivate" all vehicles at the same time by clicking on "Activate All" or "Deactivate All".

To save changes, it's imperative you click on "Save vehicle".

from the list, click on the

symbol. You have to remove

vehicles one by one.

SUPPLIER: MANAGEMENT OF YOUR VEHICLES X∰ Help Place and date of availability Vehicle specifications Additional Tacograph Time Тор Remarks Vehicle Date Time Country Postcode Туре Refrigerated Co-load Return area driver 14-07-2016 03 FRANCE \$ Courtain 🗘 EUROPE 🗘 14-09-2016 03 FRANCE 🗘 75 Courtain 🗘 EUROPE 🗘 V FRANCE \$ Courtain C EUROPE New vehicle Activate all Deactivate all Save vehicles **UPDATE ALL: UPDATE VEHICLE ENTRIES** By clicking on each button you **INDIVIDUALLY:** will activate / deactivate all. For each entry: Activate / Marchine **REMOVAL** Remember to click on To permanently remove a vehicle "Save Vehicles" before

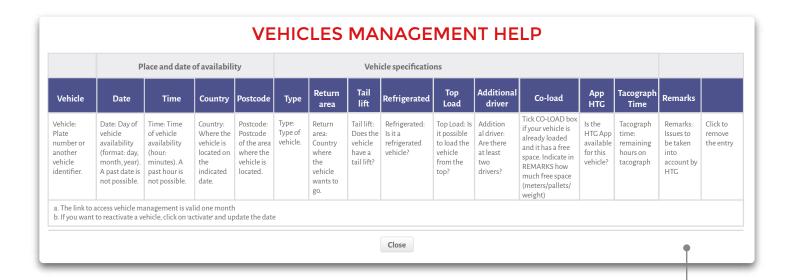
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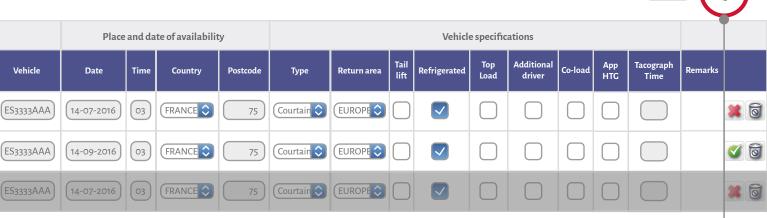
Help

HELP

To find out what information is required in each field, click on "Help".



SUPPLIER: MANAGEMENT OF YOUR VEHICLES



DOWNLOAD DATA •

You can download your vehicle management data in an **Excel file** for use with other customers.



If you have any questions, please contact proveedores@htg-express.com