

MyHTG
 **SUPPLIERS**

Vehicle Management
htg-express.com/login/



HANDBOOK

**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, **your Supplier account needs to be created beforehand**. If your account hasn't yet been created, you can complete the relevant form on our web page or send us an email to proveedores@htg-express.com.

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

The screenshot shows the My HTG login interface, divided into two sections: Customer and Supplier. The Customer section has fields for User and Password, a Log in button, a Help button, and a link for 'I forgot my Password'. The Supplier section has a field for 'Enter email address', a Log in button, and a Help button. A callout points to the Help button in the Supplier section with the text: 'If you require help, please click on the "Help" button.' Another callout points to the Log in button in the Supplier section with the text: 'Enter your email address and click on "Log in". If your email address doesn't exist in our data base it will not work.'

MY HTG

Customer

User

Password

Log in

Help

I forgot my Password

registered customers:
FOR A NEW ACCOUNT

Supplier

Enter email address

Log in

Help

If you require help, please click on the "Help" button.

Enter your email address and click on "Log in". If your email address doesn't exist in our data base it will not work.

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 characters).

Then click on “Save Vehicle”.

Availability of the vehicle.

Technical characteristics.

To add more information.

Place and date of availability					Vehicle specifications										Remarks	
Vehicle	Date	Time	Country	Postcode	Type	Return area	Tail lift	Refrigerated	Top Load	Additional driver	Co-load	App HTG	Tacograph Time	Remarks		
ES3333AAA	14-07-2016	03	FRANCE	75	Courtain	EUROPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save vehicles
New vehicle
Activate all
Deactivate all
Exit
Cancel

Enter vehicle ID or licence plate.

Select the date on the calendar to populate the “Date” field.

◀ **october 2016** ▶

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

EXIT:
After saving data, click on “Exit”.

If you don't wish to save the changes, click on “Cancel”.

!

If you exit the page or enter more data without saving, you will receive the following message:

⚠ 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:

- **Active entries:** in white, you can change the data without clicking on “Activate” or you can click on “Deactivate” to temporarily make the vehicle unavailable.
- **Deactivated entries:** 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”.

SUPPLIER: MANAGEMENT OF YOUR VEHICLES

Help



Place and date of availability					Vehicle specifications									Remarks
Vehicle	Date	Time	Country	Postcode	Type	Return area	Tail lift	Refrigerated	Top Load	Additional driver	Co-load	App HTG	Tacograph Time	Remarks
ES3333AAA	14-07-2016	03	FRANCE	75	Courtain	EUROPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ES3333AAA	14-09-2016	03	FRANCE	75	Courtain	EUROPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ES3333AAA	14-07-2016	03	FRANCE	75	Courtain	EUROPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save vehicles, New vehicle, Activate all, Deactivate all, Exit, Cancel

UPDATE ALL:

By clicking on each button you will activate / deactivate all.

UPDATE VEHICLE ENTRIES INDIVIDUALLY:

For each entry:

Activate / Deactivate



REMOVAL

To permanently remove a vehicle from the list, click on the symbol. You have to remove vehicles one by one.



Remember to click on “Save Vehicles” before exiting.

HELP

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

VEHICLES MANAGEMENT HELP

Place and date of availability					Vehicle specifications										
Vehicle	Date	Time	Country	Postcode	Type	Return area	Tail lift	Refrigerated	Top Load	Additional driver	Co-load	App HTG	Tacograph Time	Remarks	
Vehicle: Plate number or another vehicle identifier.	Date: Day of vehicle availability (format: day, month, year). A past date is not possible.	Time: Time of vehicle availability (hour: minutes). A past hour is not possible.	Country: Where the vehicle is located on the indicated date.	Postcode: Postcode of the area where the vehicle is located.	Type: Type of vehicle.	Return area: Country where the vehicle wants to go.	Tail lift: Does the vehicle have a tail lift?	Refrigerated: Is it a refrigerated vehicle?	Top Load: Is it possible to load the vehicle from the top?	Additional driver: Are there at least two drivers?	Co-load: Tick CO-LOAD box if your vehicle is already loaded and it has a free space. Indicate in REMARKS how much free space (meters/pallets/weight)	App HTG: Is the HTG App available for this vehicle?	Tacograph Time: remaining hours on tacograph	Remarks: Issues to be taken into account by HTG	Click to remove the entry
a. The link to access vehicle management is valid one month b. If you want to reactivate a vehicle, click on 'activate' and update the date															

Close

SUPPLIER: MANAGEMENT OF YOUR VEHICLES



Place and date of availability					Vehicle specifications										
Vehicle	Date	Time	Country	Postcode	Type	Return area	Tail lift	Refrigerated	Top Load	Additional driver	Co-load	App HTG	Tacograph Time	Remarks	
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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