

A Short Introduction to KRONOS Loading Times Control.

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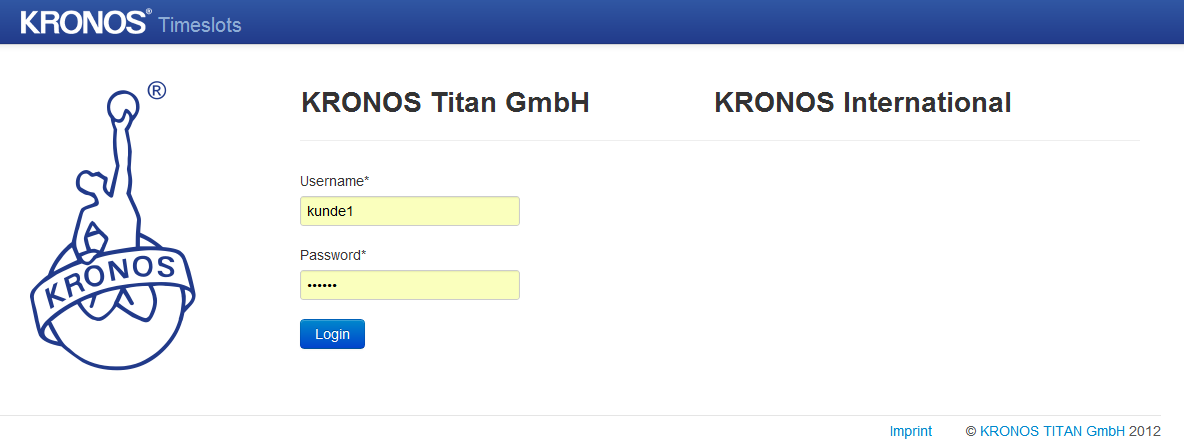
[Profile 10](#_Toc355621755)

**Registering**

In order to reserve loading times you will have first to register on the loading times control web page. You should already have received your username and the appropriate password.

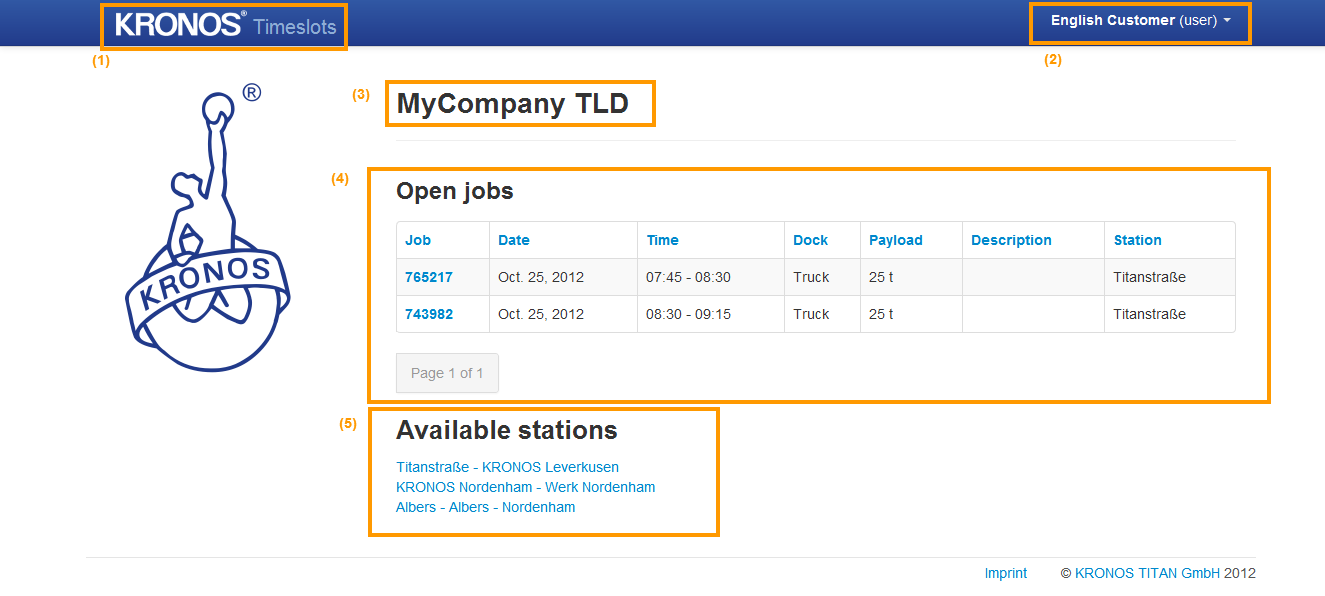
Call up the respective web page “loading times control” under the link mentioned below and log in with your username and your password. Should this at first not be possible , please get in touch with your contact person at KRONOS.

<http://www.kronos-timeslots.com/>



After having entered all your data, push the button “registering” and your personal starting page will open up which we will describe in the following chapter.

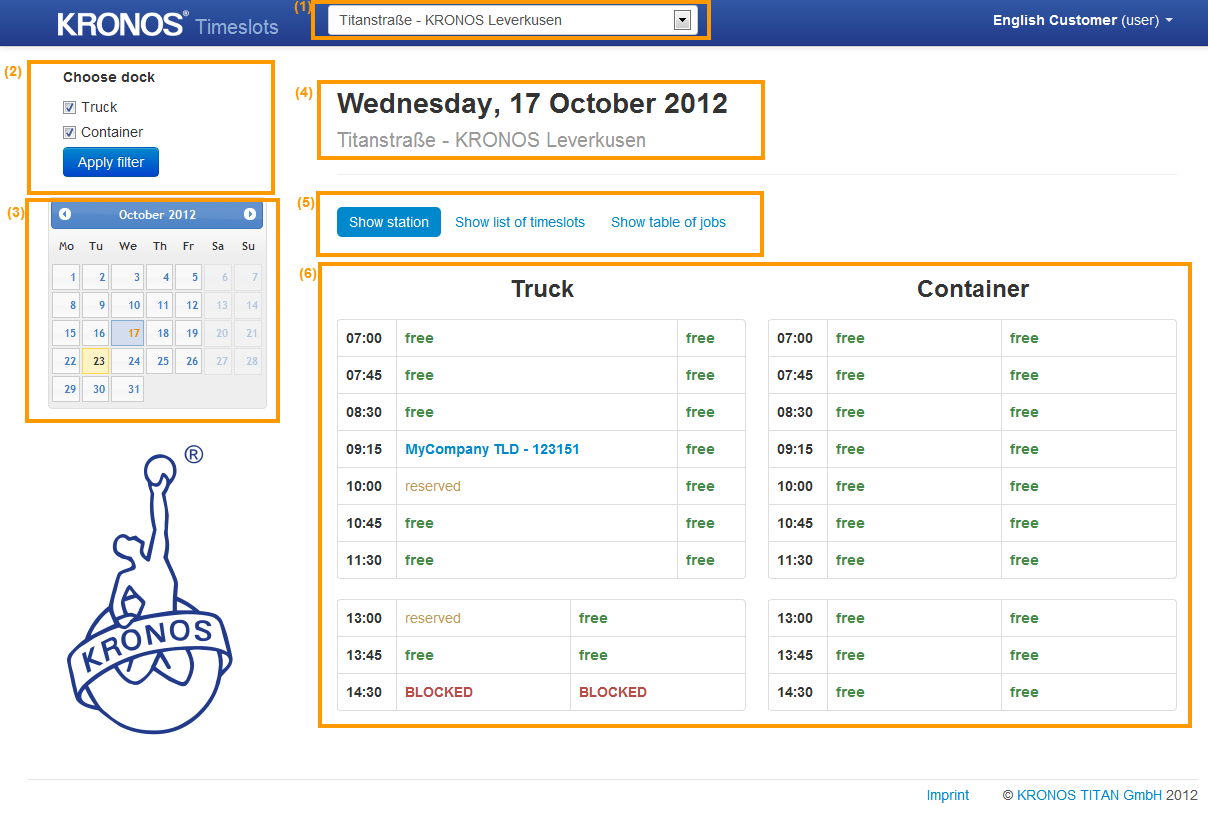
Should it not be possible for you to register within the system, please get in touch with your contact person at KRONOS. We will try to help you as quickly as possible.

**Personal Starting Page**

Your personal starting page is divided into different sections which we would like to explain shortly:

1. The title “KRONOS Timeslots” links you with your personal starting page. No matter which page you are on at the moment, by pushing the button on this title you will get back to this page.
2. On the right hand side at the top either your username or your proper name will be shown provided it has been deposited. When linking with this area, a further navigation menu will open up to which we will come back later on (see [Personal Navigation Menu](#_Persönliches_Navigationsmenü)).
3. As a heading on this page your company’s name will be appear.
4. The first chart will show all loading slots reserved by you at the present time. You may re-arrange this chart according to the individual rows by clicking on the respective headings.   
   By marking the order number, you will immediately receive a detailed view of this  
   loading window and thus be able to change order details within the stipulated periods  
   (see [Reservation Rules](#_Regeln_für_die)).
5. The second chart will point out loading slots available for you. Should you find that a loading slot is missing, please get in touch with your contact person at KRONOS. We will then be happy to open up more loading slots for you.  
   By marking one of the mentioned loading slots, you will receive an up-to-date [loading times overview](#_Ladezeiten-Übersicht) of the respective slot.

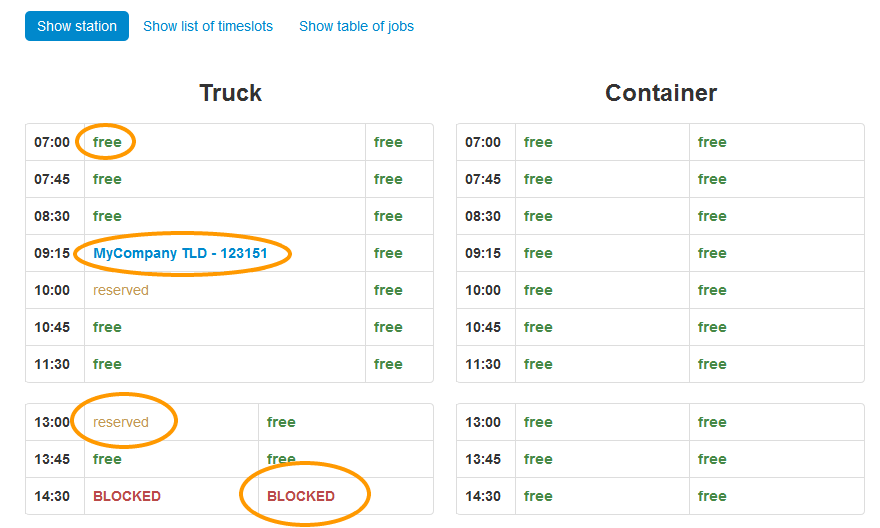
# Detailed View of a Loading Slot



This page is also separated into different areas which we would like to explain briefly hereafter:

1. By marking the heading “Central Dropdown” at the top, you can change among the individual loading slots quickly. You will then receive a loading time overview of the respective loading slot. The actual set date will remain.
2. On the left hand side you do have the possibility to limit the information to certain ramps. Normally all ramps will be shown at first. By removing the tick from one ramp and mark “use filter” this ramp will be cut out.
3. In the calendar on then left hand side you can switch to another date. Details selected will  
   change automatically as soon as you have changed the date. Filter set-ups will remain.
4. The heading on this page will show the chosen date and the loading slot.
5. Underneath the heading you will find the links regarding the various views. Here you may choose between the actual shown “Loading Time Overview”, the “List of Loading Times” or the view “Orders as a Chart”. The respective views will be explained in detail in the following chapter.
6. In the lower area of the page you will find details concerning the loading slot for the date selected – more in the following chapter.

## Loading Times Overview



Under the heading “Loading Times Overview” you will find a chart display of the possible loading times of a loading slot. The respective loading windows may have different circumstances:

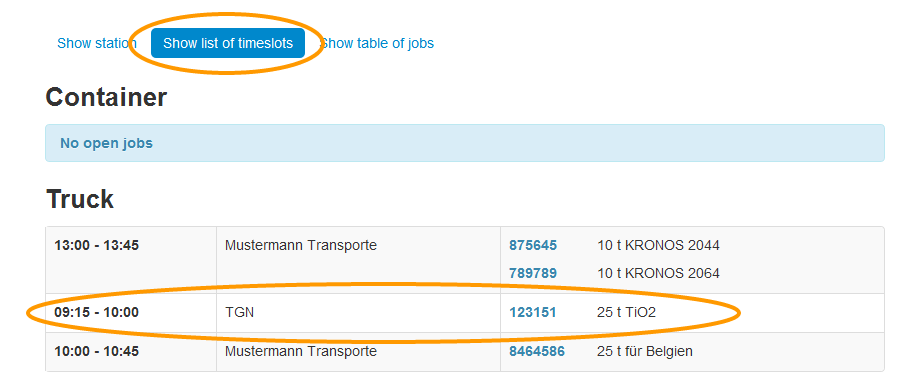
**Free** This loading window has not yet been booked. By marking it you will get the reservation form, so that you can book it for yourself and name the accompanying orders accordingly (see [Form for Reservation of a Loading Window](#_Formular_für_die)).

**Reserved** This loading window has been booked by yourself. Here you will find your company’s name and the number of the first respective order. By marking this entry, you will get a detailed view (see [Form for the Reservation of a Loading Window](#_Formular_für_die)) and be able to make changes regarding accompanying orders within the set periods.

Reserved This loading window has been booked by another forwarder and thus will not be at your disposal. However, should a ramp be prepared to accept several loadings at the same time, you might still be able to book a loading window. Otherwise you will have to decide on a different time.

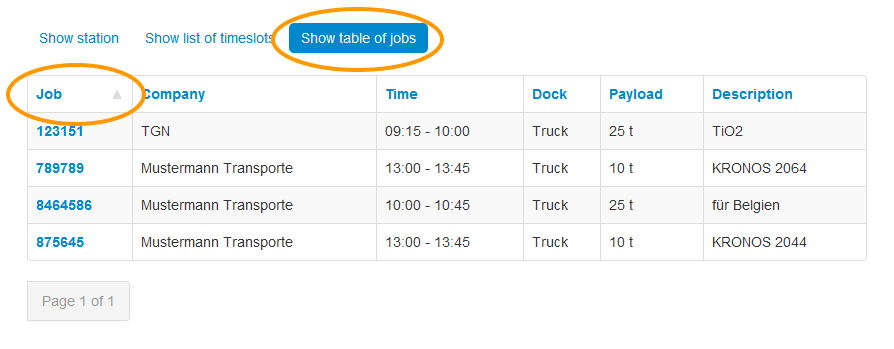
**BLOCKED** This loading window has been blocked by our loading manager and is no longer available.

## List of Loading Times



The list of loading times will give you a chronological overview regarding your orders. Here you will find the various ramps (the filter is taken into consideration here, too) and loading windows listed underneath each other. This chart has mainly been drawn up for the loading manager.

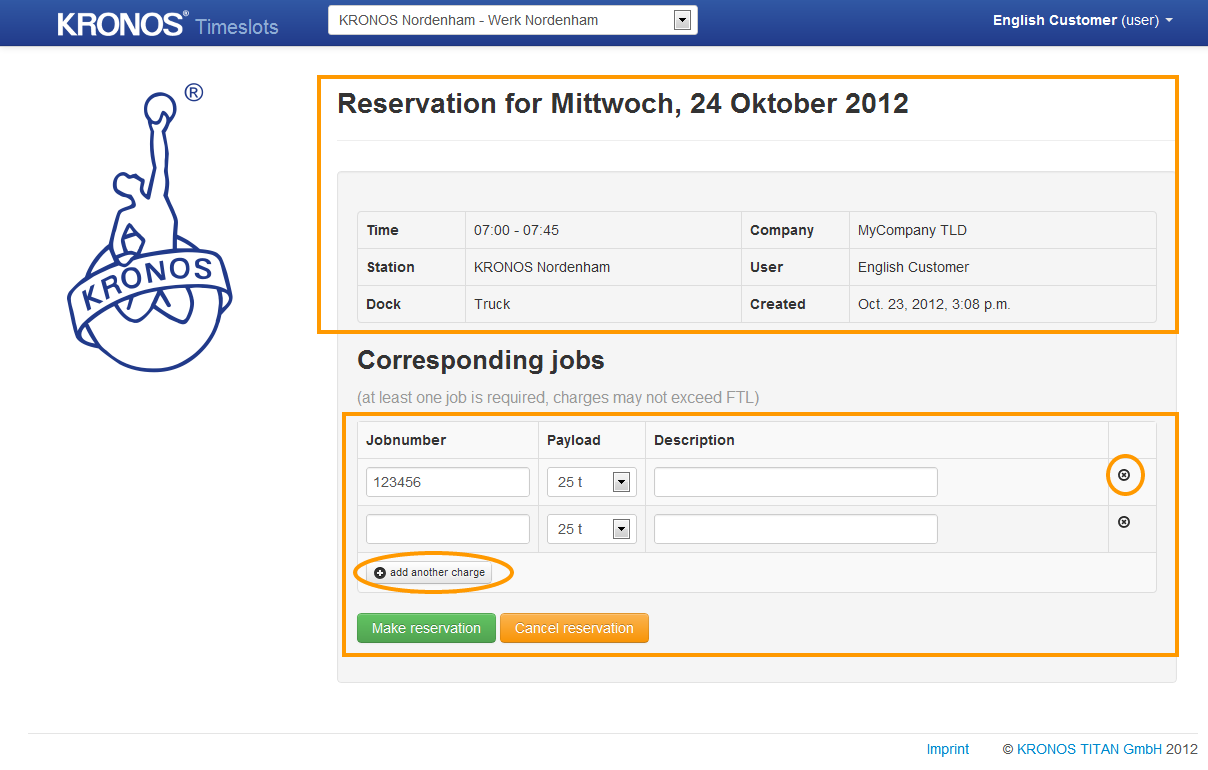
## Orders as Chart



From this chart you can take your orders for the booked day and chosen loading ramp. You may grade this chart by marking the individual headings. When clicking on the heading again, the sequence will turn around and with a third click it will be cancelled.

The grading will be marked by a small grey triangle. In the sample above the chart shows the grading by order number in an ascending sequence.

# Form for the Reservation of a Loading Window



By using the form shown above you will be able to book a loading window. Data at the top of the form will be completed automatically and cannot be changed directly by you.

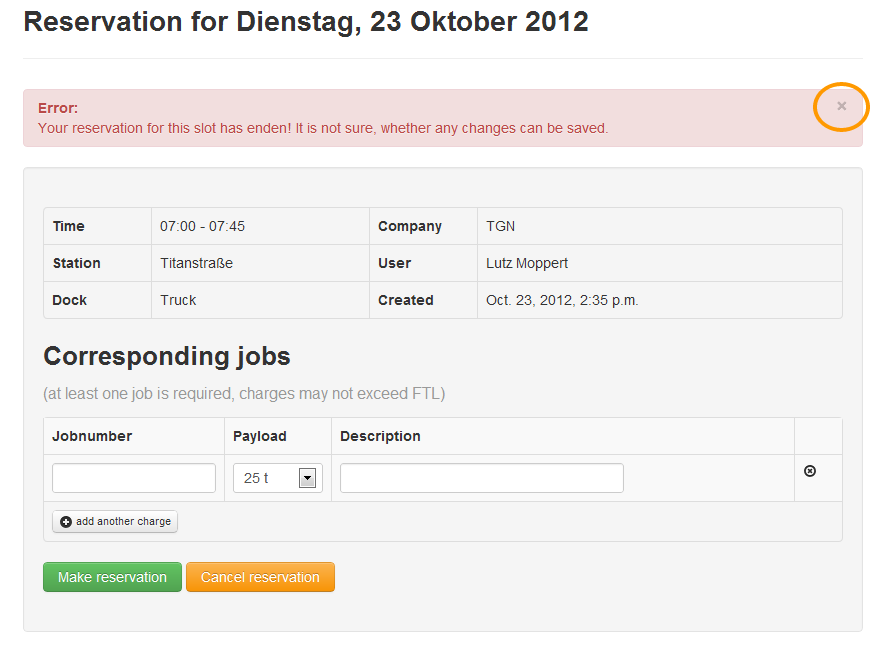
In the lower part you will find all details referring to the respective orders. Here you will have to mention one order number at least. Should you want to pick up several orders from one loading window - which will not be possible at every loading slot – you may add further form lines. In order to do so, please push the button “add further orders”. You may also cancel some of the lines again by clicking on the small circled “x” at the end of the line.

After having entered all orders you may mail the form by pushing the green button (“reservation” or “up-date reservation”) and the reservation will be stored.

By using the second button (“Break off Reservation” or “Cancel Reservation”) you will get back to the loading time overview and your reservation will be cancelled. If you would like to leave this page without having stored any changes or cancelled the reservation, please click on “stop process”.

## Reservation Rules

There are certain deadlines which you will have to consider when booking a loading window.   
Should a deadline have passed, a respective notice will appear on this page. By clicking on the small cross in the right upper corner you may cut out this notice:

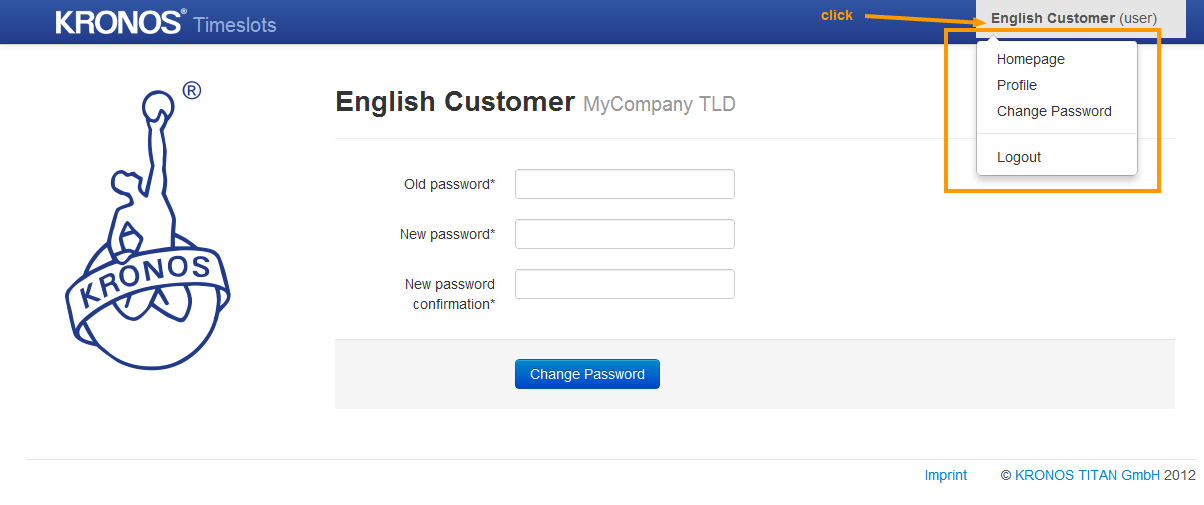
 Remarks with regard to the individual deadlines:

1. Bookings for a specific day are only possible until a certain time at the day before loading is to take place. After that you will not be able to book another loading window. Should there be an urgent need for another loading, please get in touch with your contact person at KRONOS.
2. Changes of an existing reservation are also possible until a specific time. However, some of the loading stations, e. g. Werk Leverkusen (FERROFLOC/KRONOSFLOC) offer a rather short deadline before the actual loading date.
3. When booking a loading window and opening the respective form (see [Form for reservation of a loading window](#_Formular_für_die)), this window will be blocked for you immediately and cannot be booked by other users. You have 10 minutes now to correctly fill in the form and mail it off. Otherwise the window will open up again and you might not be able to go through with your reservation.  
   Special notices will point this time limit out to you. Should you exit this page without having filled in the form, the reservation will also be cancelled after 10 minutes at the latest.

# Personal Navigation Menu

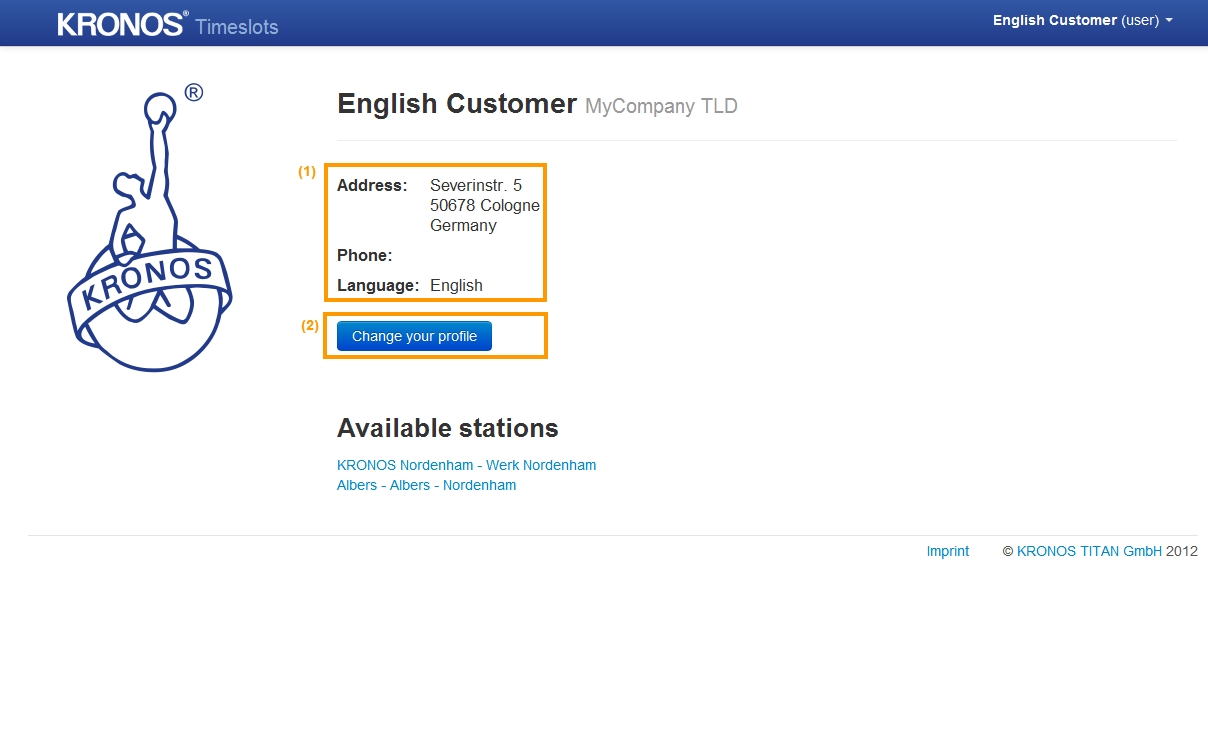
By clicking your name/user’s name in the upper area (see picture below) your personal navigation menu will open up. Here you will for example find a link to take you to the form for a password change.

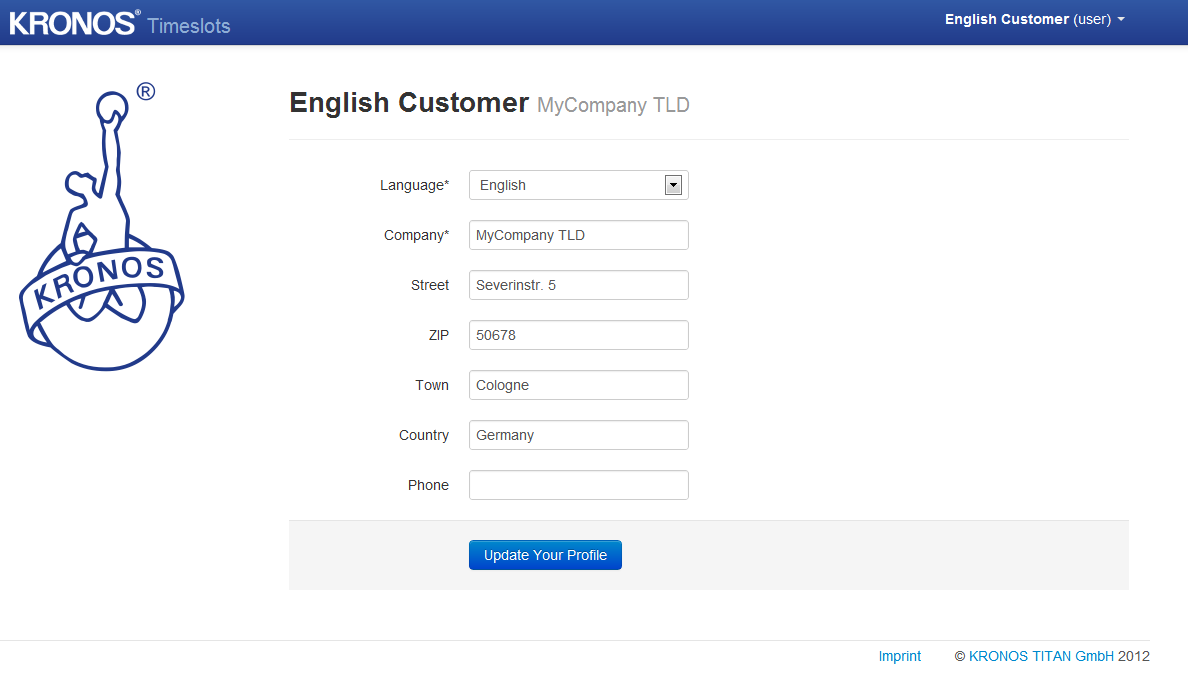
## Change of Password



You will have to enter your old password once and underneath it the new password twice. However, passwords will not show up. Following this you have to click on “change of password”. If your old password was entered correctly and the two passwords in the lower two fields match you will get back to your profile page. (see next chapter)

## Profile

On this profile page you will find data which have been entered into the system about you. Click the button “change of your data” to get to the following form:



Here you will be able to change your personal data. Unfortunately, it is impossible at present to correct your name or e-mail address by using this form. As far as this is concerned, please get in touch with your contact person at KRONOS.