

# Time Slot Management

MATCH ONLINE

Plantion  
Verbindend in bloemen en planten



## Creating and managing bookings

### 1. First, you will be shown the portal login page.

Enter your login details to access your account in the portal.

### Inloggen

  
  
  
[Wachtwoord vergeten](#)

### 2. After logging in, you are taken straight to the booking page.

Here, you can see the available docks (E1 to E7) where transporters can unload. The shaded times are closed for unloading. One time slot is thirty minutes. The red line is the current time. You should click on the half hour when you wish to unload at Plantion.

Planning							
	E1	E2	E3	E4	E5	E6	E7
11 juli 2023							
22:00							
23:00							
12 juli 2023							
00:00							
01:00							
02:00							
03:00							

3. After clicking on a free half hour, you will see the following screen.


**Nieuwe boeking**


Transporteur PT	Dock E1	Datum 12-7-2023
Starttijd 20:00:00	Eindtijd 20:30:00	Referentie 050


Annuleer Opslaan

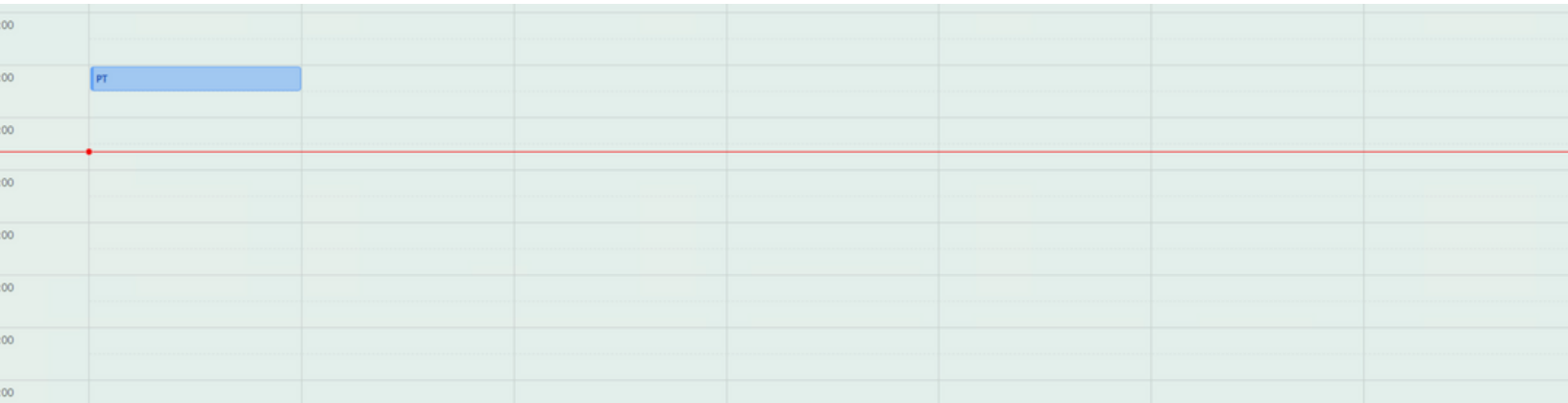
Here, you can see the details of your booking. The top row shows your company name, the dock you have selected and the booking date. The bottom row shows the start and end times of your booking. At 'reference', you can enter a reference for yourself, for example: registration number or driver name. However, this isn't compulsory. If you agree with the details, press 'save'. Your booking has been created.

4. Your booking is now displayed with a blue box in the schedule.

 = trip is expected

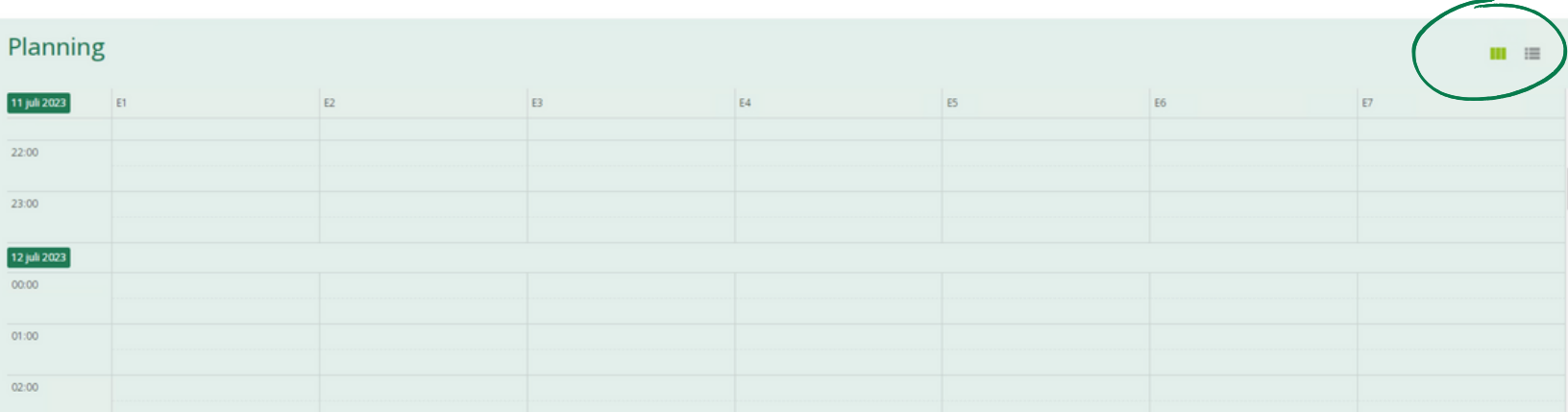
 = truck unloading started

 = unloading completed



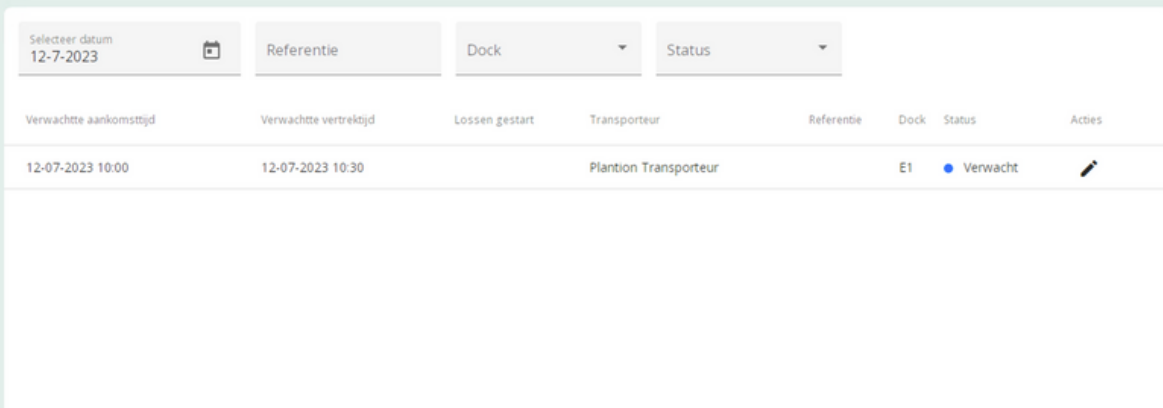
**5. See the circle at the top right of the image.**

If you click on these squares, you can choose another view of your bookings.



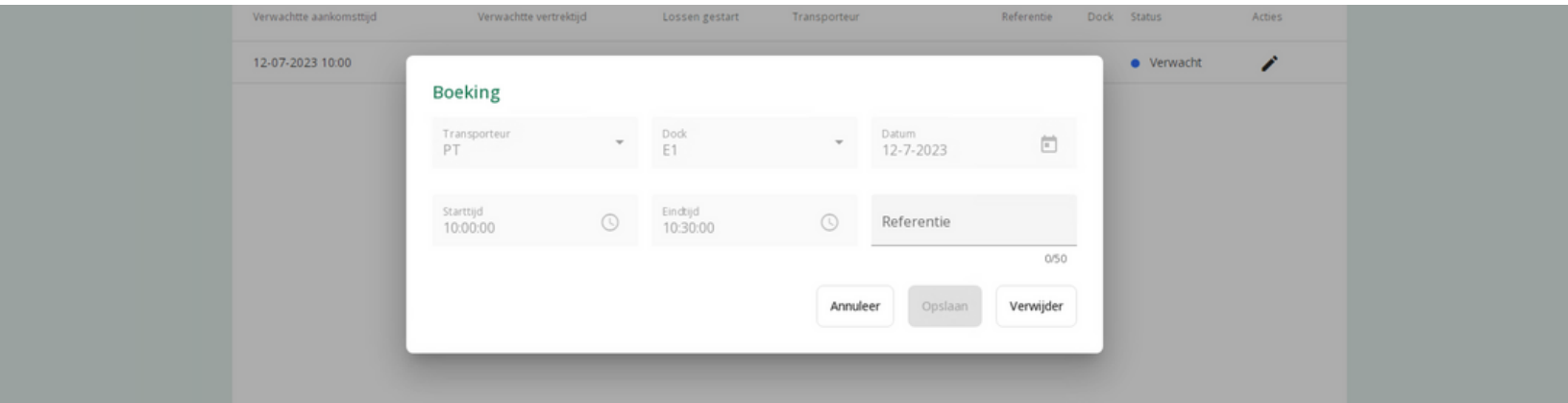
**6. After clicking on the right square at the top right of the screen, you get the following overview of your bookings.**

At the top of the page, you can use the filters to search for your bookings.



## 7. You can click on your booking (blue box).

The following screen appears:



Here, you will see your booking details again. You can delete a booking by clicking 'delete'. If you wish to modify an existing booking, you need to delete the current booking and create a new one for another time or date.

Do you have any queries in relation to the transition to Match Online or this manual? Please let us know. Simply send an email to [Eelco van der Vegt](mailto:Eelco.van.der.Vegt), or call (+31) 06 - 82115671.