Configuration and data import

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User data import

1) Create a user list with the following user information:

No.	Name	Surname	E-mail	Phone number.	Position	Notes
1.						
2.						
3.						

2) Send the prepared table to e-mail info@cloudex.lv. Ozols TMS team will import the data.

Business partner database import

To make it easier to get started with Ozols TMS, we recommend that you use this option to import existing business partners databsae by following the steps below:

1. Create an Excel table that contains business partner information, using the following example:

2) Send the prepared table to the OZOLS TMS technicians who will import the data into your database. E-mail: info@cloudex.lv

If you have any questions about these instructions, please contact the OZOLS TMS customer support team: **info@cloudex.lv** or call 003-71 **28-38-83-00**

Linking car navigation to Ozols TMS (API keys)

Ozols TMS allows you to add API keys (for example from Mapon) to provide real-time location of cars, as well as other data from your navigation system. Please contact the OZOLS TMS support team for details. E-mail: info@cloudex.lv

Benefits:

- Real time car location in OZOLS TMS
- Better cargo planning
- Hours spent in a specific country
- etc

Car data import

1) Create an Excel document with a table that contains information about vehicles:

Information	1	2	3	4	5	...
TruckNo						
TehCertNo						
Model						
ChasNo						
Year						
Type						
OwnerCompany						
Notes						
EmissionSt						
FullWeight						
NetWeight						
HolderCompany						
LeaseholderCompany						
ExpeditionCompany						
ADR						
CarrierCompany						
Color						

2) Send the prepared table to the OZOLS TMS maintainers who will import this data into your database. E - mail: info@cloudex.lv

Driver data import

To make it easier to get started with Ozols TMS, we recommend that you use this option to import a list of drivers by following the steps below:

1) Create an Excel document with a table that contains information about drivers:

Name	Surname	Phone Number	Car Number	Trailer number	Certificates	etc

2) Send the prepared table to the OZOLS TMS maintainers who will import this data into your database. E-mail: info@cloudex.lv

Import of fixed costs (MTPL, CASCO, Leasing ...)

To simplify the entry of fixed costs into Ozols TMS, we recommend creating an Excel spreadsheet that can be imported into the database.

1. Create an Excel spreadsheet containing the required information. For example: MTPL, CASCO, leasing or other fixed costs.

- The data in the Excel file is grouped into 6 columns - according to the example below.
- The first row must contain the column names.
- There must be no other empty columns between these 6 columns.
- The type names must correspond <u>exactly</u> to the defined position names!
- Date must be in the format dd.mm.yyyy

	A	B	C	D	E	F
1	type	carNumber	documentNumber	startDate	endDate	sum
2	OCTA	AA111	AA15162	19.03.2019	18.06.2019	1 340.00
3	OCTA	EE222	BB12132	12.04.2019	12.07.2019	454.80
4	leasing	AA111	6516156	14.03.2019	15.03.2023	49 622.35
5	leasing	EE222	6516519	14.03.2019	15.03.2023	49 622.35
6	Technical inspection	AA111	WE18T066279981	21.11.2018	22.11.2019	319.52
7	Technical inspection	EE222	WE18T066280115	26.11.2018	27.11.2019	319.52
8	KASKO	AA111		20.03.2019	19.03.2020	1 164.96
9	KASKO	EE222		12.04.2019	11.04.2020	1 164.96
10	CMR insurance	AA111		14.03.2019	13.03.2020	254.55
11	CMR insurance	EE222		14.03.2019	13.03.2020	254.55
12	TAHO Certificate	AA111		12.02.2018	12.02.2020	49.00
13	TAHO Certificate	EE222				
14	Navigation	AA111				8.30
15	Navigation	EE222				8.30

2. The prepared Excel spreadsheet is sent to Ozols TMS specialists by e-mail: info@cloudex.lv

Type of transport

You can specify the **type of transport in client's order**. It can be added or edited.

OZOLS > **Freight forwarding** > **Lists** > **Transport types**