



TEAM TRANSPORT & LOGISTICS

ONLINE SERVICES GUIDE

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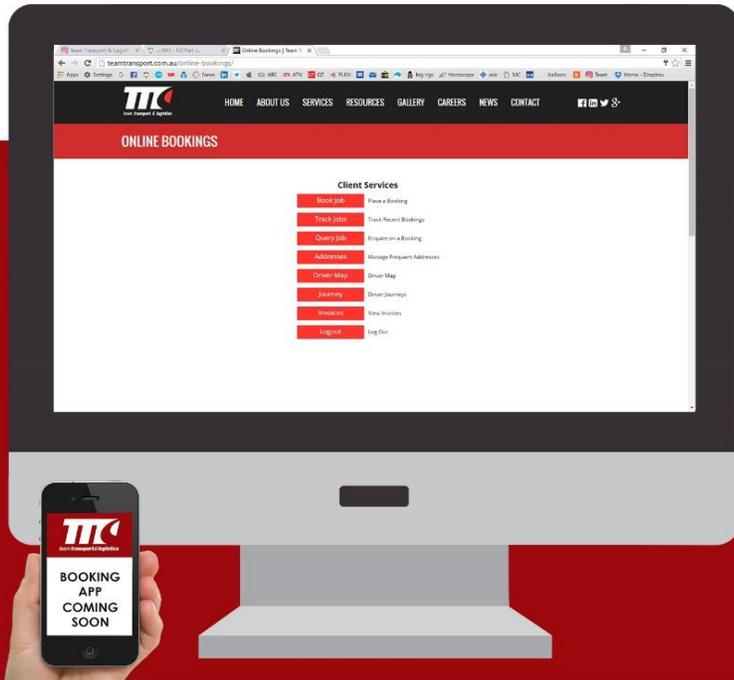
www.teamtransport.com.au



team transport & logistics

IT'S TIME TO TAKE ADVANTAGE OF TEAM'S ONLINE SERVICES

**REGISTER NOW FOR
ONLINE ACCESS**



TO REGISTER FOR ONLINE ACCESS PLEASE COMPLETE
& RETURN THE FORM BELOW

COMPANY TRADING NAME: _____

FULL NAME: _____

POSITION: _____

EMAIL: _____

PLEASE LIST USERS (NAME & EMAIL) WHO YOU AUTHORISE TO ACCESS TEAM ONLINE SERVICES:

SIGN _____ DATE _____

ON RETURN OF THIS FORM YOU WILL BE PROVIDED WITH YOUR UNIQUE ONLINE ACCESS INFORMATION INCLUDING A LOG IN & PASSWORD



PLEASE RETURN THIS FORM TO EMAIL@TEAMTRANSPORT.COM.AU

W www.teamtransport.com.au

P 1300 138 326

E email@teamtransport.com.au

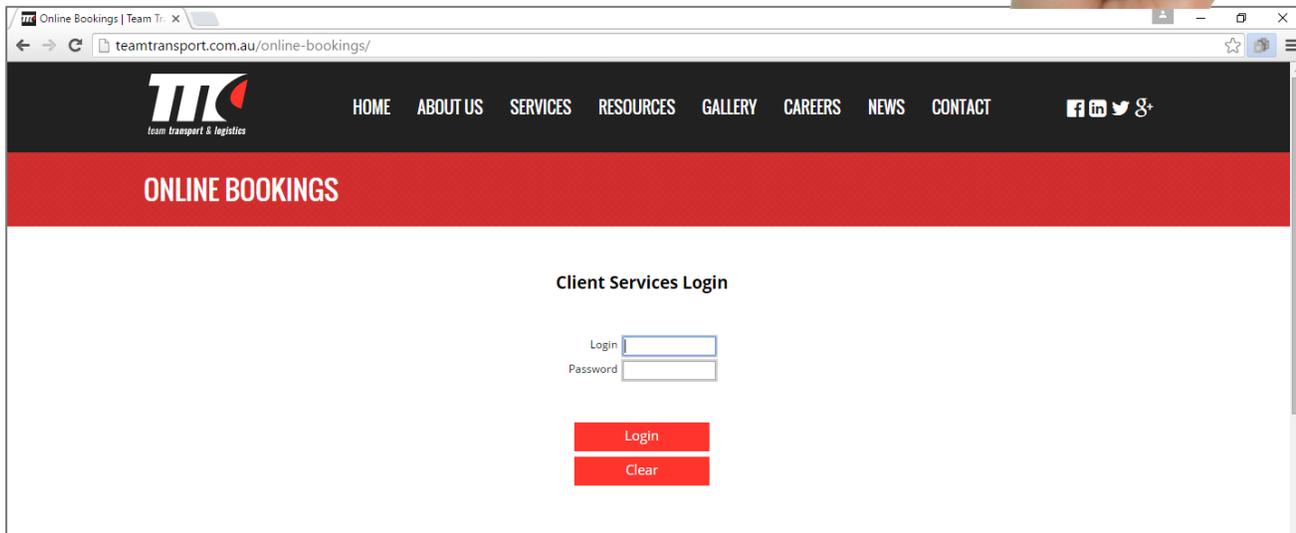


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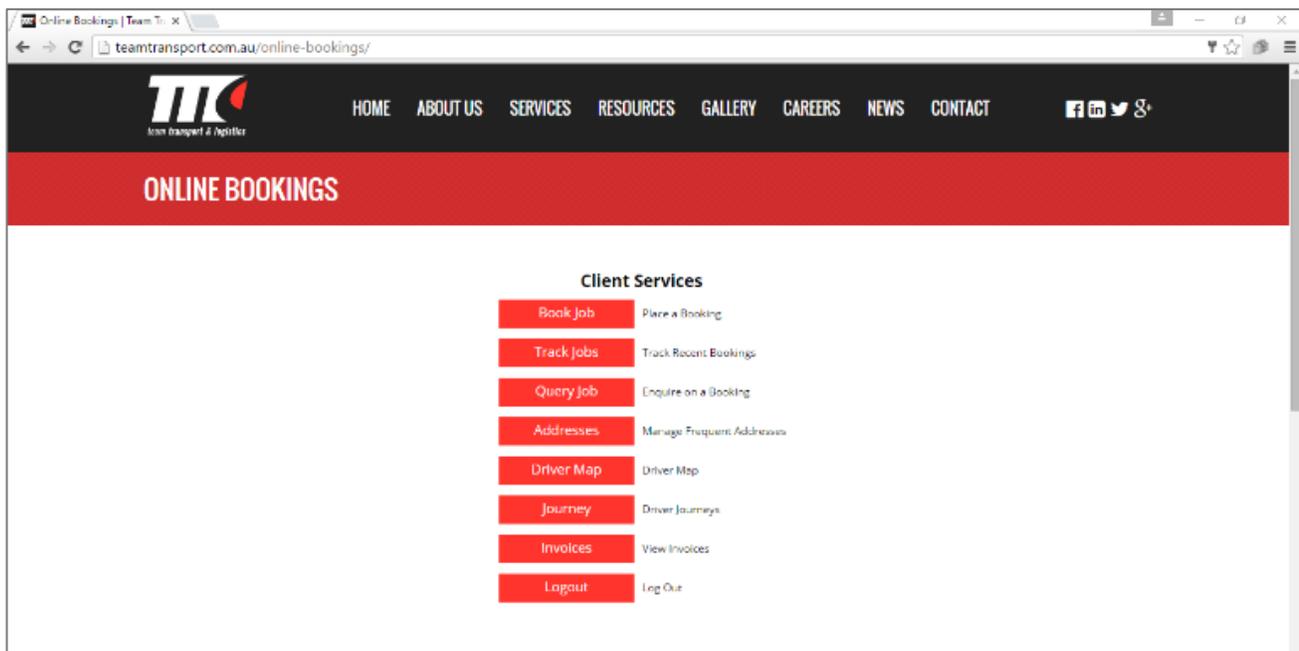
To use Team's online services, please visit

www.teamtransport.com.au

- Access your account through the Client Login tab
- Key in your user name (your assigned customer code)
- Key in your password
- Click on 'Login'



Once logged in, you will arrive at Team's 'Client Services' Webpage. From here you can do a number of things including placing a job booking and tracking the status of recent bookings.



If you select the 'Book Job' option, you will be able to place a booking. To do so you will be required to enter information using the 'job booking' platform.

BOOKING YOUR JOB

Job Booking

Job Information

Account: DUMMY TEST COMPANY

Contact: _____

Reference/Order: _____

Description of Goods: _____

Goods: --Select--

Service Information

Date: 11 Mar 2016

Time: 1:45 pm

Service: --Select Service--

Weight: kg

Extras: --Select--

Dimensions: _____ cm

If you are booking this job outside of office hours 6:00am-5:00pm please call our after hours number to book job.

Pickup Details

Frequent: --Select Address--

Address: Select Address or enter below

Suburb: --Select Suburb--

Address/Details: _____

Add stop: _____

Drop Details

Frequent: --Select Address--

Address: Select Address or enter below

Suburb: --Select Suburb--

Address/Details: _____

Add stop: _____

Return Job: _____

Book Job

Clear

Main Menu

Job Information

- Key in your name
- Key in your reference/order number(s)
- Use the goods drop down menu box and select the option that best describes your goods

Service Information

- Select the date for pickup
- Select the time for pickup
- Select the service (size of truck that you require)
- Select any extras if they apply (wide load, long or dangerous goods)
- Key in length of goods in meters

Pickup Details

- Select address for frequent saved address or
- Key in post code or select suburb of pickup
- Key in pickup name, address, weight, dimensions and any special instructions such as site contacts
- If you have multiple pickups click on the 'Add Drop' option

Drop Details

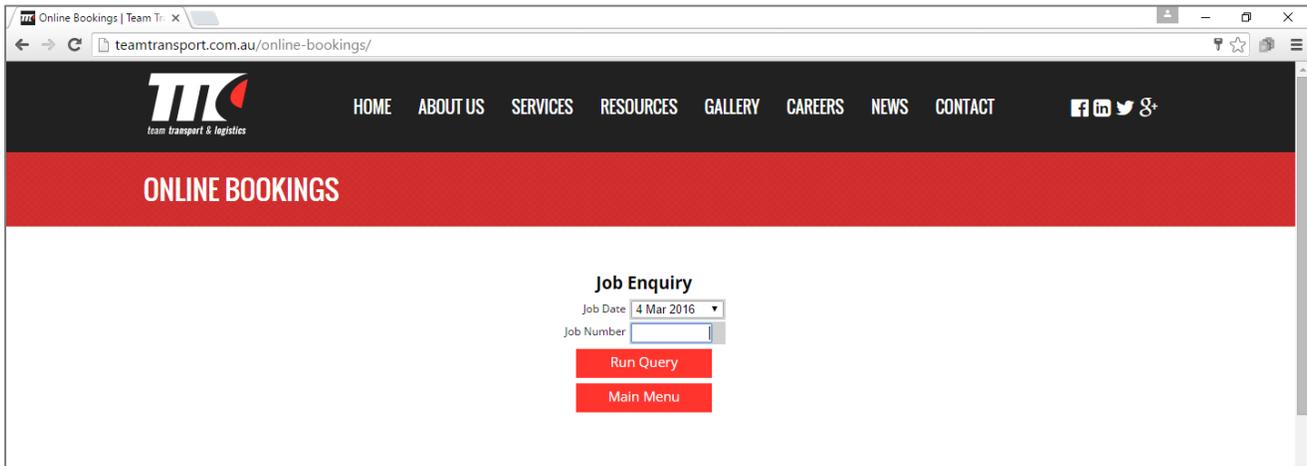
- Select address for a frequent saved address or
- Key in the post code or select suburb or delivery
- Key in delivery name, address and any special instructions e.g. which gate the truck is to enter through on site
- If you have multiple drops, click on the 'Add Drop' option

Click on 'Book Job' when you finished entering in details and the booking will be sent to Team's Operations Staff. A truck will be dispatched at your instructed time.



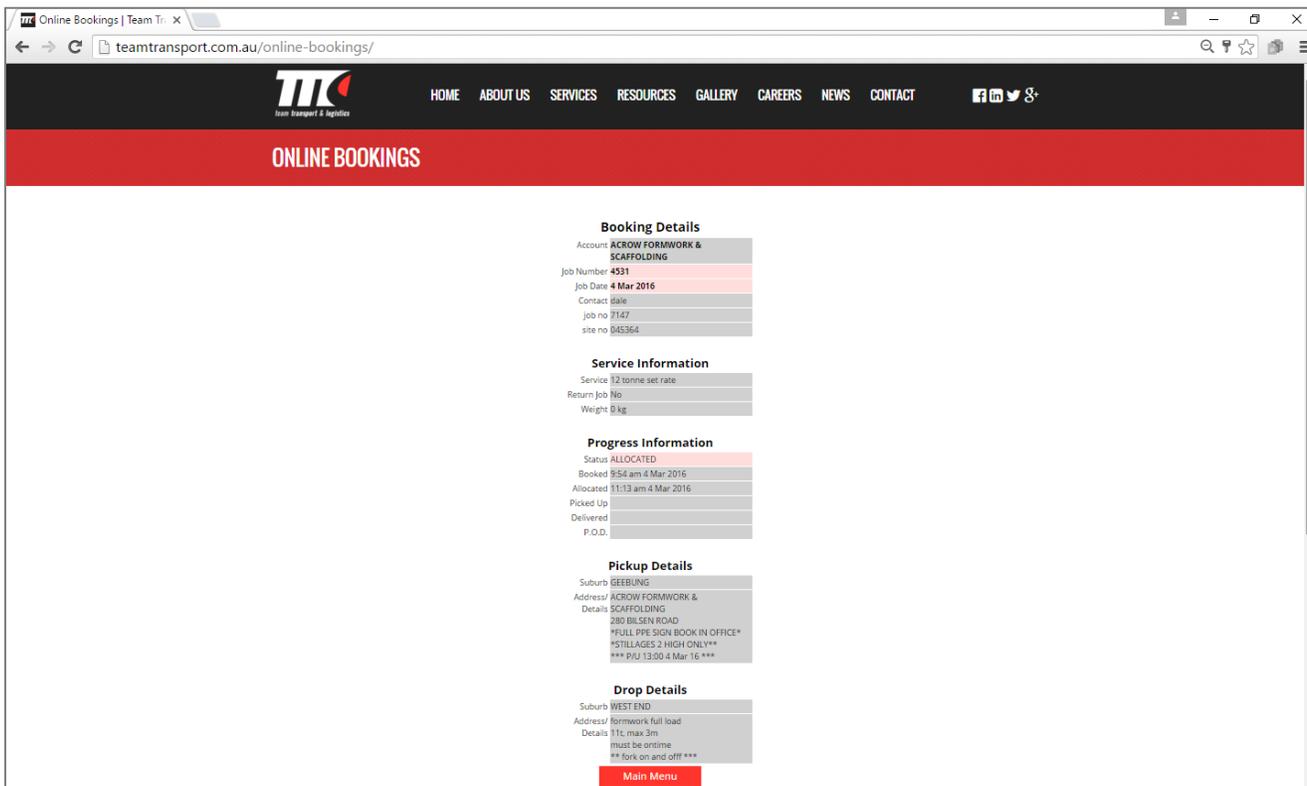
QUERY YOUR JOB

You can enquire on a booking using the 'Query Job' option located on the Client Services webpage.



- Click on the drop down menu and select the date of the booking that you wish to enquire
- Enter in the Team Transport job number
- Click on 'Run Query'

Doing this, will bring up the job in question and display all relevant booking information.



FREQUENT ADDRESSES YOU MAY USE

By creating frequent addresses on your account, you can save yourself the time and hassle of entering in the same details for an often-visited site over and over. Instead, you can save multiple addresses that you can add to, modify or delete as necessary.

Account **DUMMY TEST COMPANY.**

No.	Name	Address	Suburb	Modify	Delete
1	ONE STEEL PETERKIN STREET		ACACIA RIDGE	Modify	Delete
3	ONESTEEL	ARGON STREET	CAROLE PARK	Modify	Delete
4	STOCKWELLS	11/835 NUDGEE ROAD	NORTHGATE	Modify	Delete
2	TUBEMAKERS	CNR BEAUDESERT & BOUNDARY	COOPERS PLAINS	Modify	Delete

[Add Address](#)

[Main Menu](#)

To modify a pre-existing frequent address, click on the word 'modify' in the column following the address' suburb.

To add a frequent address, select the 'Add Address' button and enter in the relevant information.

- Key in new address
- Click on submit and this address will be added to your account's frequent address list

Add Frequent Address

Number **To be assigned**

Name

Address

Suburb

[Submit](#)

[Cancel](#)

****If you would like Team online booking training please give us a call on 1300 138 326**

