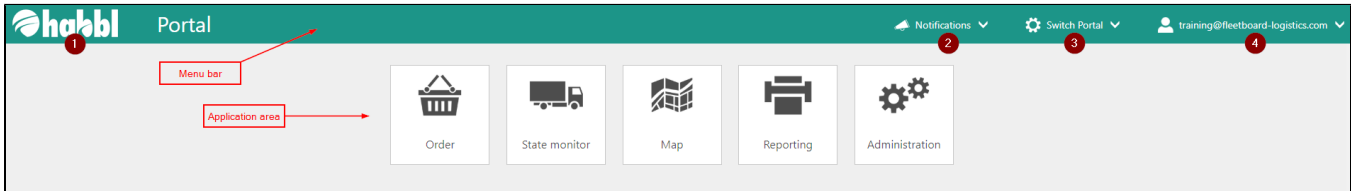


# Navigation elements in the habbI PORTAL

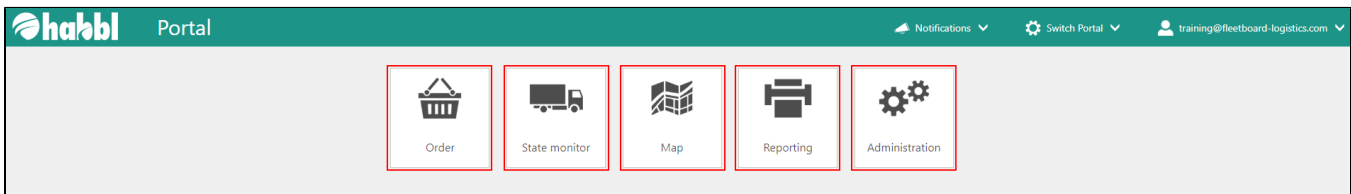
## ARTICLE

Depending on the permissions your user has in the portal, various portal functions will be available to you on the start page. In this example, the user [training@fleetboard-logistics.com](mailto:training@fleetboard-logistics.com) has full access rights and can therefore use all functionalities provided by the portal. For example, he can create and process orders, define his own workflows, track his linked vehicles on the map, use the arrival monitor for ETA monitoring, etc. You will notice that the home screen is divided into two main areas. The first is the menu bar at the top and the second is the application area, in which you can select the individual portal applications by clicking on the navigation. The different menu and navigation elements are explained below.



## PROCEDURE

1. By clicking on the habbI logo in the upper left corner you can return to the homepage at any time.
2. The menu item "Notification" display message information to a certain user or a group of users. Notifications can be configured in the workflow editor for any status. Messages from a chat with drivers appear in this context too.
3. The dropdown menu "Switch Portal" contains the same elements that you also find in the tile overview. Since the menu bar is persistent, you can jump to the different applications at any time without returning to the homepage. Following tabs are included by default for habbI contractors:
  - Order
  - State monitor
  - Map
  - Reporting
  - Administration
4. You can use this menu item to log off from the portal or switch the language settings.



### Order

This tile takes you to the following applications:

- Orders
- Tours
- State routing
- State routing settings
- Workflows

### State monitor

This tile takes you to the state monitor, where you can follow ETA (Estimated Time of Arrival) times during your orders.

### Reporting

In this section you can generate reports. Please note that only reports explicitly ordered by you are currently available.

### Map

In the map, you can use the transmitted GPS data to see the location and, if necessary, the lane (depending on the user's authorization profile) of your vehicles.

### Administration

You can use this tile to access the following functions:

- My profile
- Company profile
- FTP account
- Linkages
- Device versions
- User
- Privacy-Contract