



Bookings

User guide

Book your loading or unloading slot quickly and effortlessly.

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Welcome

With **SlotsEyes Bookings** you can book your loading or unloading slot at any of our warehouses online — in less than a minute and with nothing to install.

You only need a browser, your email or mobile number to receive the security code, and the basic details of the transport.

What are you going to do?

1. Pick the language for the screens.
2. Identify yourself with your email or mobile number.
3. Validate the code we send you.
4. Choose the warehouse, the order reference and the transport details.
5. Pick the day and time that best suit you among the free slots.
6. Upload any documents we ask for (CMR, certificates, etc.).
7. Review the summary and confirm.
8. Receive the booking confirmation by email or SMS.

Tips before you start

- Have the **order reference** or delivery note at hand: it will save you typing in the data manually.
- If you are going to upload documents, make sure they are already scanned or photographed on the device you are using.
- Use the email address where you want to receive the confirmation: that same email also lets you check or change the booking later on.

Conventions used in this manual

- The **blue** button always moves on to the next step.
- The **red** button always goes back to the previous step.
- To the right of each step you will find the actual screenshot of that screen.

1. Choose the language

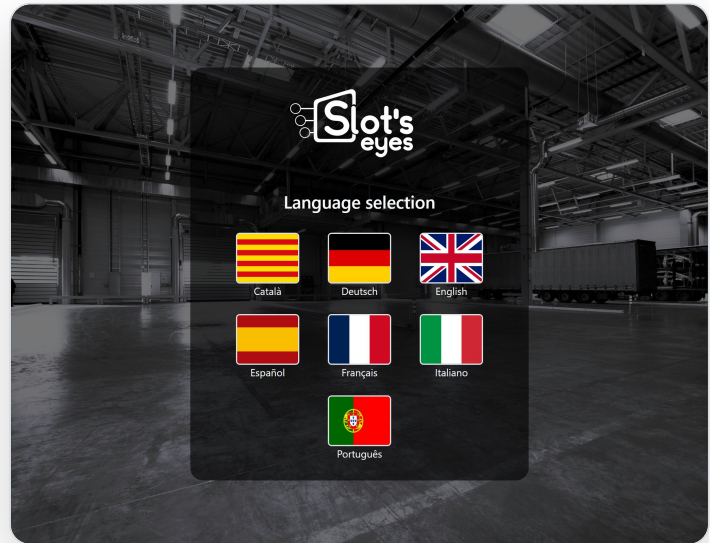
What is this screen?

The first time you open the app you will see a screen with flags so you can pick the language.

How to use it

1. Tap or click on the flag of the language you prefer.
2. The app will remember your choice next time you come back.
3. You can switch language at any time from the "Change language" button on the main screen.

Good to know: Available languages: Spanish, English, Catalan, French, German, Italian and Portuguese.



Actual view of the screen

2. Welcome screen

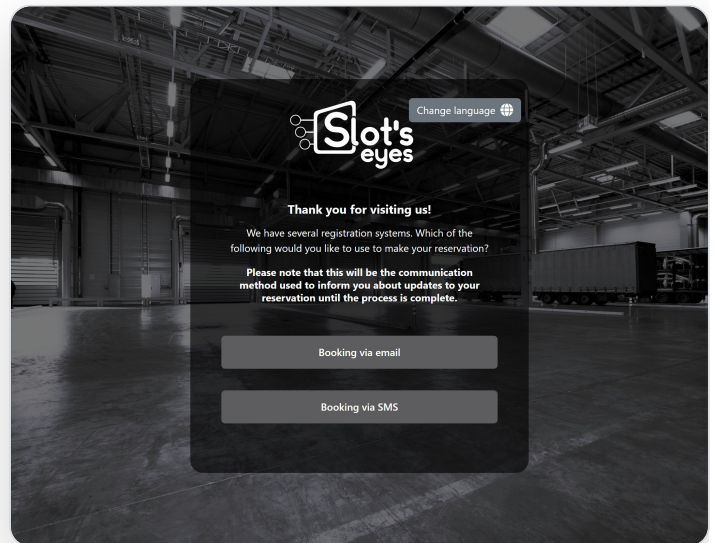
What is this screen?

Once the language is chosen you reach the main screen. Here you choose how to identify yourself to start the booking.

How to use it

1. Tap **“Book with email”** if you prefer to receive the code by email.
2. Tap **“Book with SMS”** if you prefer to receive it on your phone (when this option is available at your warehouse).
3. On the top-right corner there is a “Change language” button if you want to switch language again.

Good to know: You do not need to create an account. You just need an email or mobile number you can access right now.



Actual view of the screen

3. Identify yourself with your email

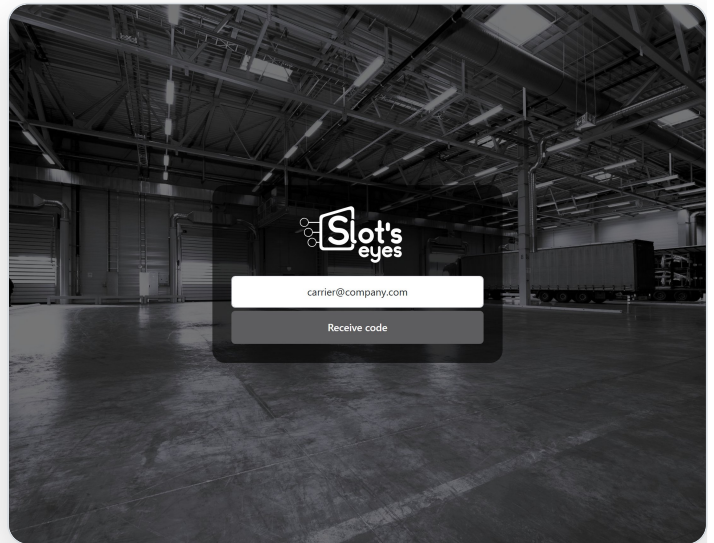
What is this screen?

On this screen you enter your email address. We will send you a one-time code to verify it is really you.

How to use it

1. Type the email address you can access right now.
2. Tap **“Receive code”**.
3. Within a few seconds you will receive an email with a numeric code.

Good to know: If you misspell it, you can change the email from the next screen.



Actual view of the screen

3-bis. Identify yourself with your phone

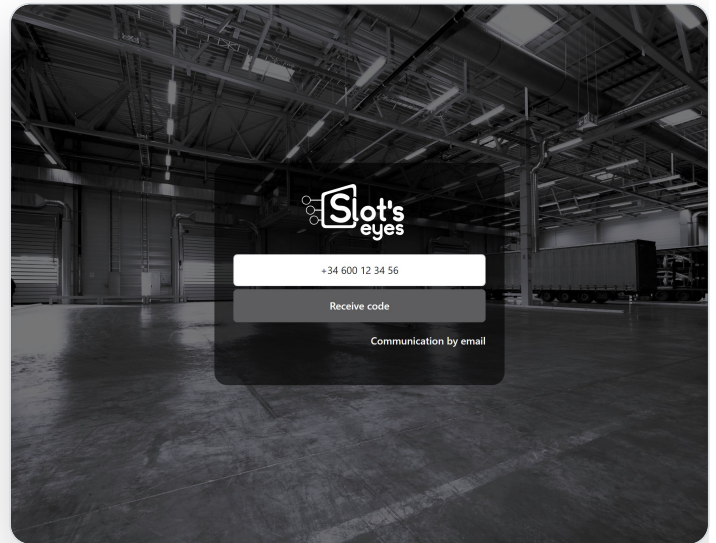
What is this screen?

Alternative to email, in case you prefer to receive the code by SMS.

How to use it

1. Type your mobile number.
2. Tap **“Receive code”**.
3. You will receive a text message with a numeric code in a few seconds.

Good to know: If your warehouse does not have SMS enabled, you will not see this option. In that case, use the email flow.



Actual view of the screen

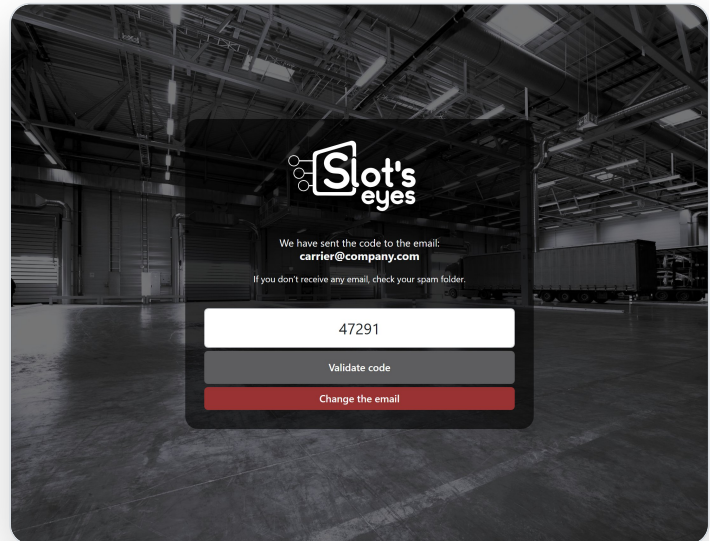
4. Enter the code (email)

What is this screen?

Confirm that the email is really yours by entering the 5-digit code we just sent.

How to use it

1. Open your inbox. The email arrives within seconds.
2. If it does not show up, check your spam or junk folder.
3. Type the 5-digit code in the central box.
4. Tap **“Validate code”**.
5. If you mistyped the email, tap **“Change email”**.



Actual view of the screen

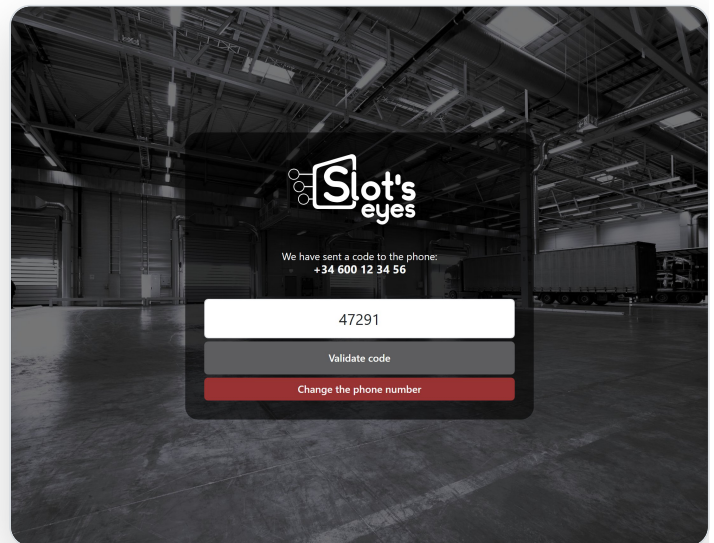
4-bis. Enter the code (phone)

What is this screen?

Same as the previous step, but with the code you received by SMS.

How to use it

1. Wait for the text message (it usually takes a few seconds).
2. Type the 5-digit code in the central box.
3. Tap **“Validate code”**.
4. If you mistyped the number, tap **“Change phone”**.



Actual view of the screen

5. Pick the warehouse

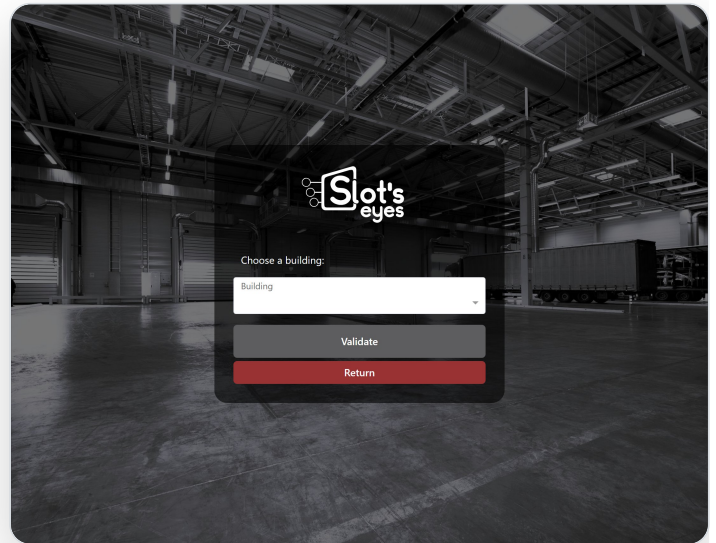
What is this screen?

If your company has more than one warehouse, this screen lets you pick where the operation will take place.

How to use it

1. Tap the selector to open it.
2. You can type part of the name to find it faster.
3. Select the right warehouse and tap **“Validate”**.

Good to know: If only one warehouse is available, this step is skipped automatically.



Actual view of the screen

6. Order reference

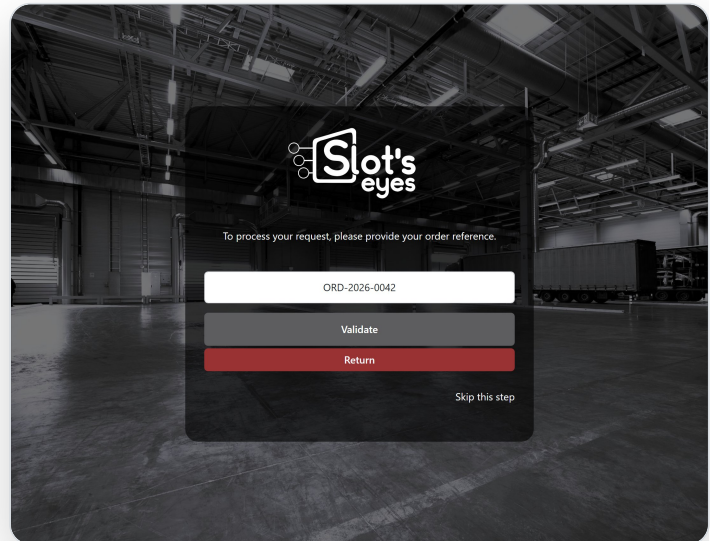
What is this screen?

We link your booking to the order or delivery note you are transporting. If you have the reference at hand, this is the moment to enter it.

How to use it

1. Type the reference exactly as it was given to you (it appears on your delivery note or order).
2. Tap **“Validate”**. If the order exists in the system, the transport details fill in automatically.
3. If you do not have the reference, tap **“Skip this step”** and you will be able to fill in the details manually.

Good to know: On large screens you will see a side list of your pending orders. Tap any of them to use it without typing the reference.



Actual view of the screen

7. Transport company

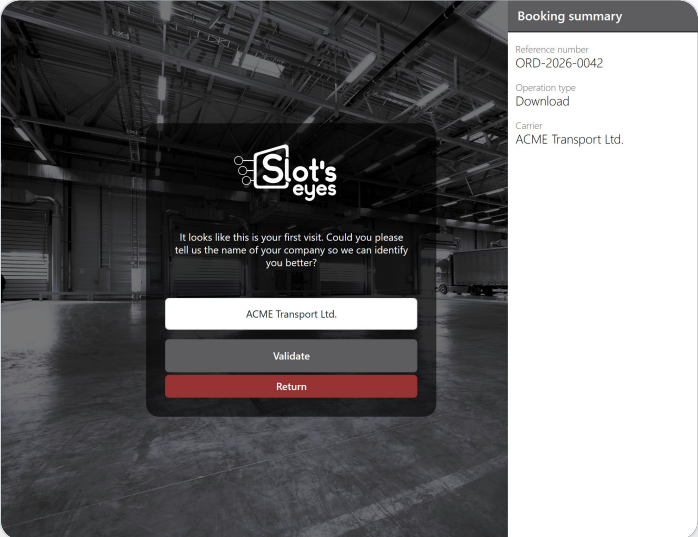
What is this screen?

Here you enter the name of the company that performs the transport. It only appears if it could not be filled in automatically from the reference.

How to use it

1. Type the commercial name of the transport company.
2. Tap **“Validate”** to move on to the next step.

Good to know: If you make a mistake, you can always go back with the red button.



The screenshot displays the Slot's eyes application interface. The main area features a dark overlay with the Slot's eyes logo and a message: "It looks like this is your first visit. Could you please tell us the name of your company so we can identify you better?". Below this is a text input field containing "ACME Transport Ltd.", followed by "Validate" and "Return" buttons. On the right, a "Booking summary" sidebar lists: Reference number (ORD-2026-0042), Operation type (Download), and Carrier (ACME Transport Ltd.).

Actual view of the screen

8. Transport details

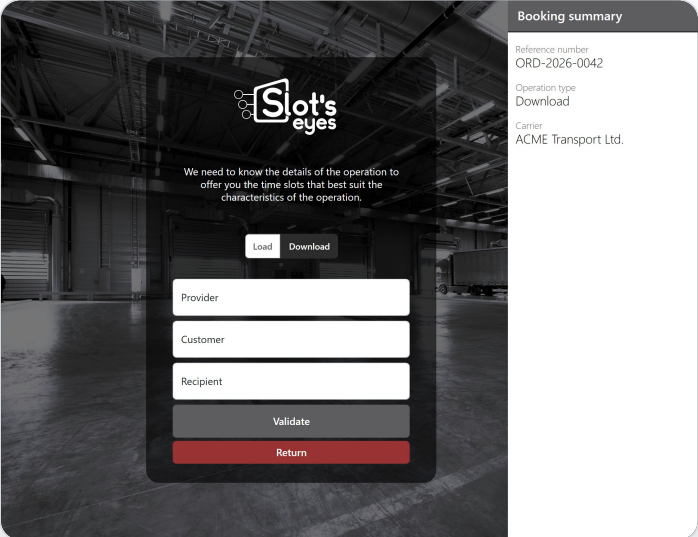
What is this screen?

This is the most important screen: here we tell the system what you are going to do, in which vehicle and with what goods. These details determine the available time slots later on.

How to use it

1. Choose whether you are coming to **load** or **unload**.
2. Select the **vehicle type** (trailer, van, rigid truck...).
3. Select the **goods type**.
4. Enter the **quantity** (pallets, boxes...). The system will show the right unit based on the goods.
5. If we ask for them, fill in the supplier or customer of the operation.
6. Tap “**Validate**” when everything is correct.

Good to know: The visible fields may vary slightly depending on the configuration of your warehouse.



The screenshot shows a mobile application interface for 'Slot's eyes' set against a warehouse background. On the right, a 'Booking summary' panel displays: Reference number ORD-2026-0042, Operation type Download, and Carrier ACME Transport Ltd. The main screen features the 'Slot's eyes' logo and a message: 'We need to know the details of the operation to offer you the time slots that best suit the characteristics of the operation.' Below this are two buttons, 'Load' and 'Download'. Further down are three input fields labeled 'Provider', 'Customer', and 'Recipient'. At the bottom of the form are two buttons: 'Validate' and a red 'Return' button.

Actual view of the screen

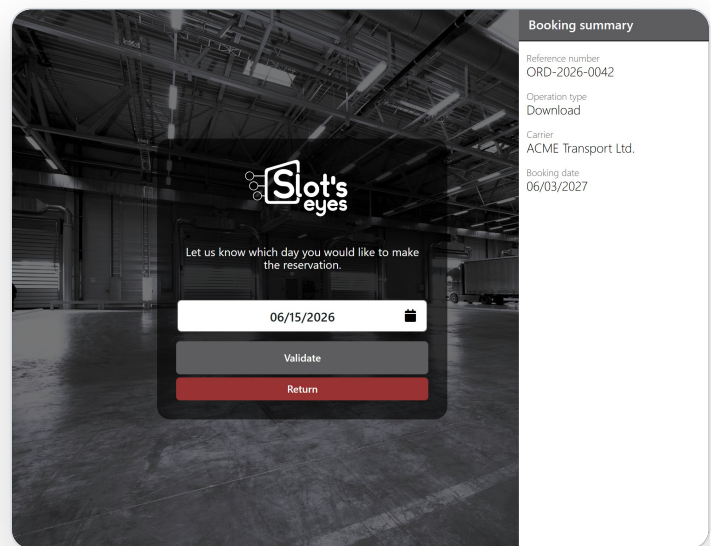
9. Pick the day

What is this screen?

Select the day you want to come to the warehouse.
You will only see the days that accept bookings.

How to use it

1. Tap the date field. A calendar will open.
2. Tap the day you prefer. Days in the past cannot be picked.
3. Tap **“Validate”** to see the free hours on that day.



Actual view of the screen

10. Pick the time

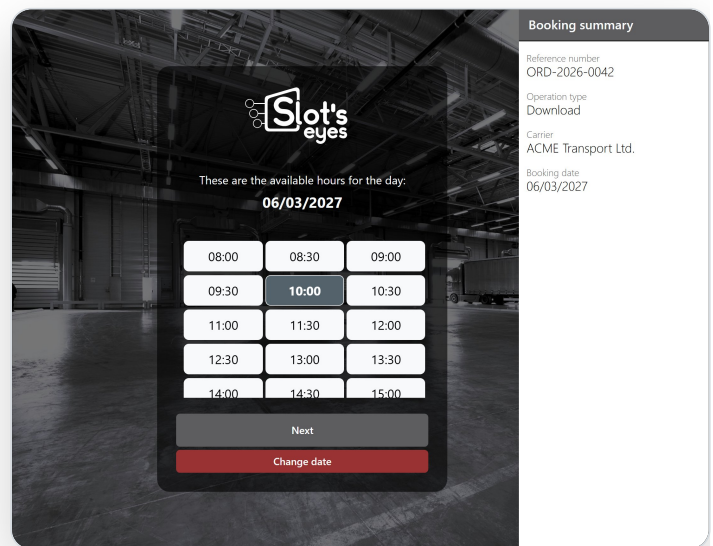
What is this screen?

We show you only the time slots that are free for the day and the type of transport you have chosen.

How to use it

1. Tap the time that suits you best. It will be highlighted.
2. Tap **“Next”** to continue.
3. If no time suits you, tap **“Change date”** and pick another day.

Good to know: If no time appears, the day is fully booked. Try a nearby day.



Actual view of the screen

11. Upload your documents

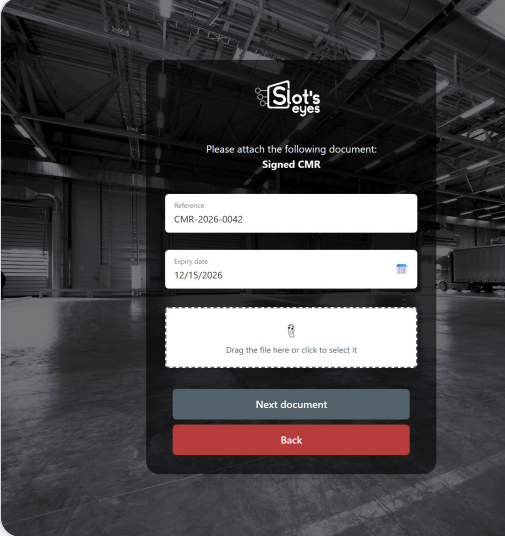
What is this screen?

Some warehouses require documents before accepting the booking (CMR, ADR certificate, MOT, authorisations...). Here you can attach them.

How to use it

1. You will see the name of the document we ask for at each step.
2. If we request a reference or expiry date, fill them in.
3. Drag the file into the box, or tap it to pick it from your device.
4. Tap **“Next document”** until you have attached every requested document.
5. At the end you can also attach optional extra documents (internal notes, photos...).

Good to know: If you are uploading from a phone, you can use the camera to photograph the document directly.

The screenshot shows a mobile application interface for uploading documents. The background is a dark, industrial warehouse setting. A semi-transparent dark overlay contains the form. At the top, the 'Slot's eyes' logo is visible. Below it, the text 'Please attach the following document: Signed CMR' is displayed. The form has two input fields: 'Reference' with the value 'CMR-2026-0042' and 'Expiry date' with the value '12/15/2026'. Below these is a large white box with a dashed border and a file icon, containing the text 'Drag the file here or click to select it'. At the bottom of the form are two buttons: a grey 'Next document' button and a red 'Back' button.

Actual view of the screen

12. Review before confirming

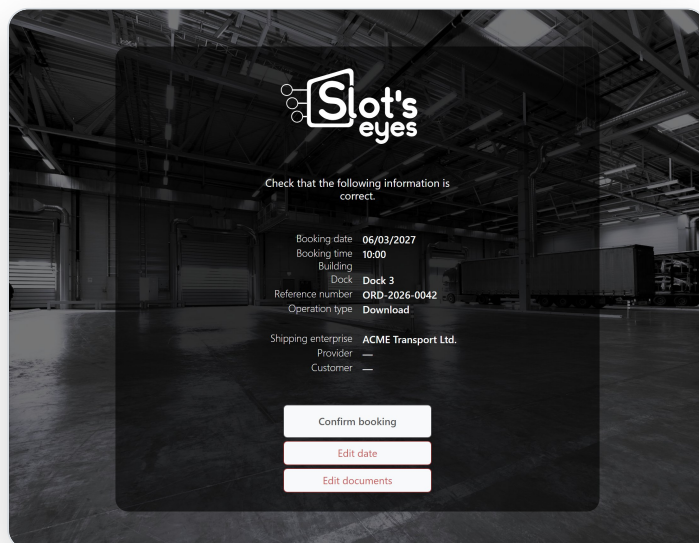
What is this screen?

Before closing the booking we show you a full summary so you can double-check everything.

How to use it

1. Review every item in the list.
2. If you need to change the date or time, tap **"Change date"**.
3. If you want to change any other item (goods, transport, reference...), tap **"Change documents"**.
4. When everything is correct, tap **"Confirm booking"**.

Good to know: Your booking is not recorded until you press "Confirm booking".



Actual view of the screen

13. Booking confirmed

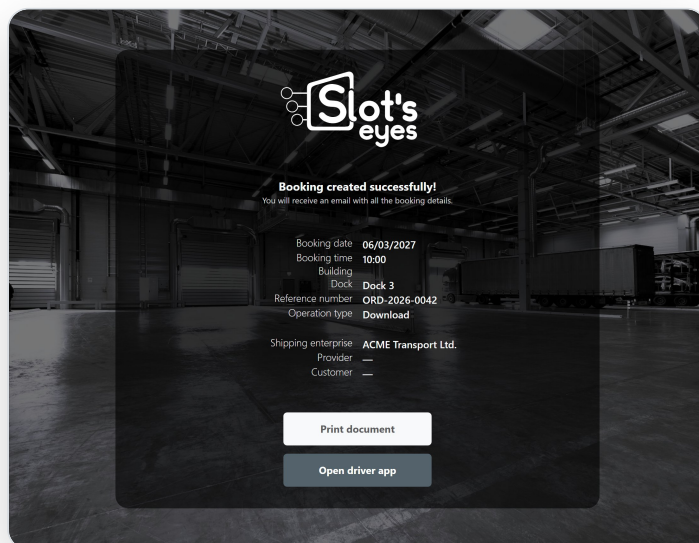
What is this screen?

Done! Your slot is reserved. You will receive an email or SMS with the confirmation and the receipt.

How to use it

1. Tap **“Print document”** to download the receipt as a PDF — bring it on the day of the appointment.
2. Tap **“Open driver app”** so the driver has the information already loaded on their phone.
3. Keep the confirmation email or SMS: it contains a link that takes you back to this same screen whenever you need.

Good to know: If later on you need to change or cancel the booking, you can do it from the link in the confirmation email.



Actual view of the screen

Frequently asked questions

I did not receive the email with the code

Wait a couple of minutes and check the spam or junk folder. If it still does not show up, go back and double-check that you typed the address correctly.

I did not receive the SMS

Make sure you have coverage. If after a minute it still has not arrived, go back and double-check the number.

I cannot find any free time

That means the day is fully booked for the type of transport you indicated. Try a nearby day or change the vehicle type if you have flexibility.

I want to change or cancel a booking

Open the confirmation email or SMS we sent you. Tap the link and you will be able to change the date and time or cancel it, as long as the reserved slot has not passed yet.

The system says my reference does not exist

Check that it is typed exactly as on the delivery note or order. If your customer changed it, ask them for the correct one. You can also skip that step and fill in the data manually.

Is it safe to upload my documents here?

Yes. Documents are transmitted encrypted and are only visible to the warehouse staff that handles your booking.

Do I need to install anything?

No. Everything works in your phone, tablet or computer browser. You do not need to download any app to make the booking.

I still have doubts

Contact the warehouse where you made the booking: they have access to all your bookings and can help you directly.