

Guide – HABBL App

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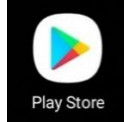
1 Introduction

This manual provides the user detailed instructions for installing and using the HABBL App. The HABBL App can be installed and successfully used on any mobile device that meets the following requirements:

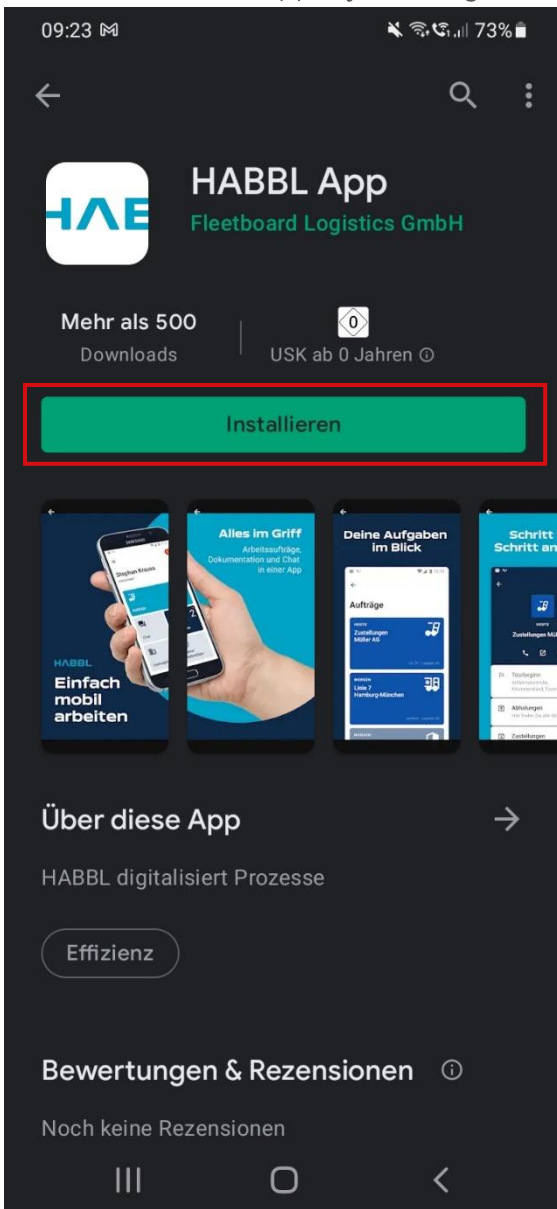
- Android operating system version 4.3 or higher
- SIM card (cell phone number)
- Working camera

2 Installing the HABBL App

Open the Google Play Store on your Android smartphone.



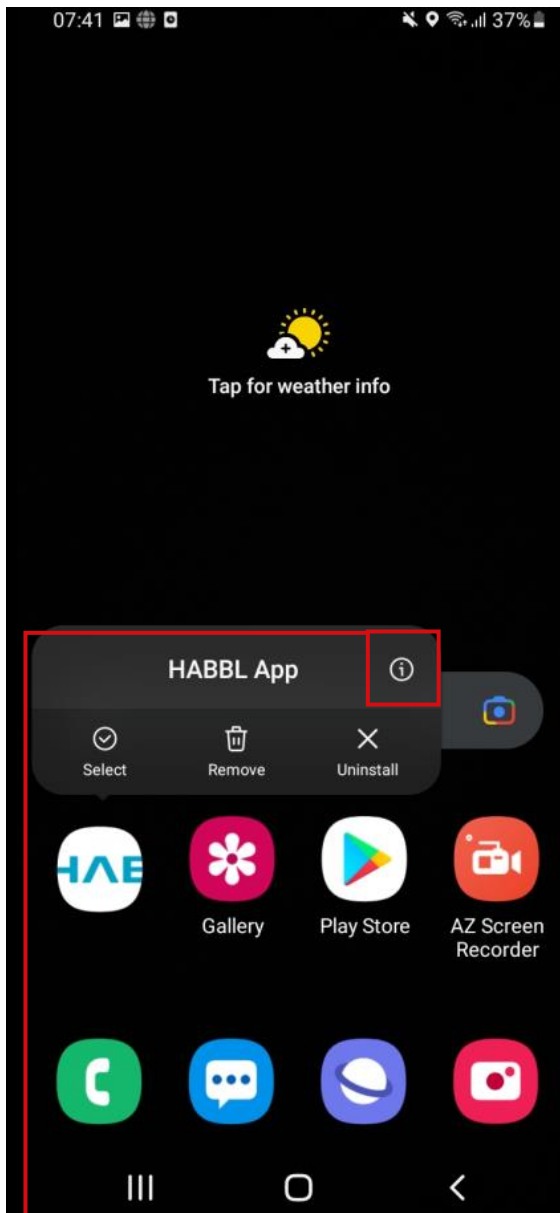
Search for "HABBL App" by entering it in the search bar and install the app on your device.



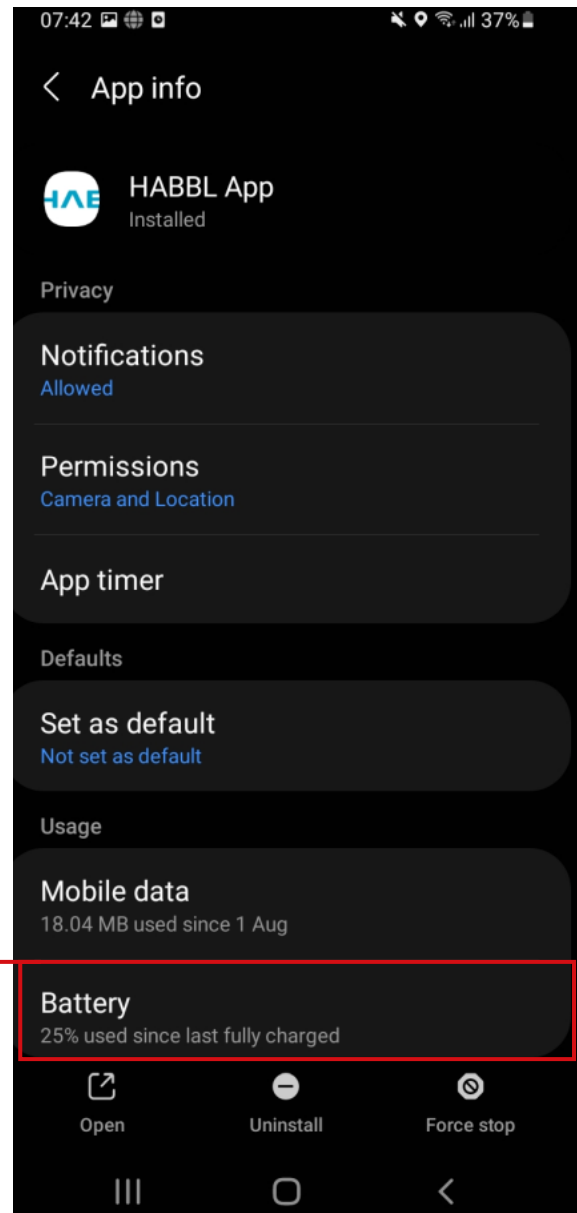
Note: There is another HABBL app available in the AppStore, please install the app, with the following logo:



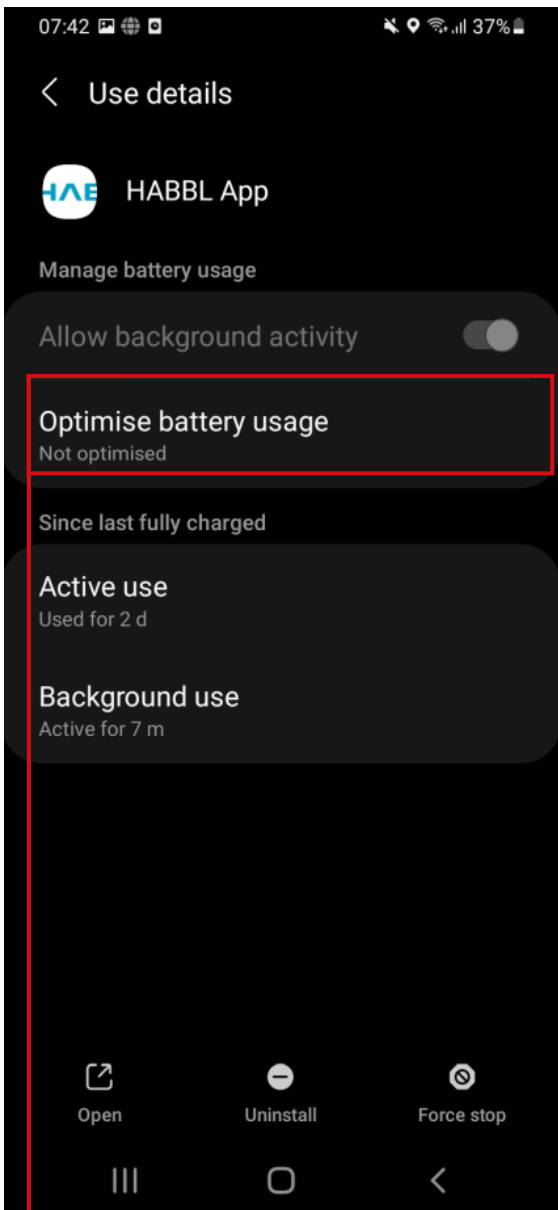
2.1 Deactivate Battery Optimization



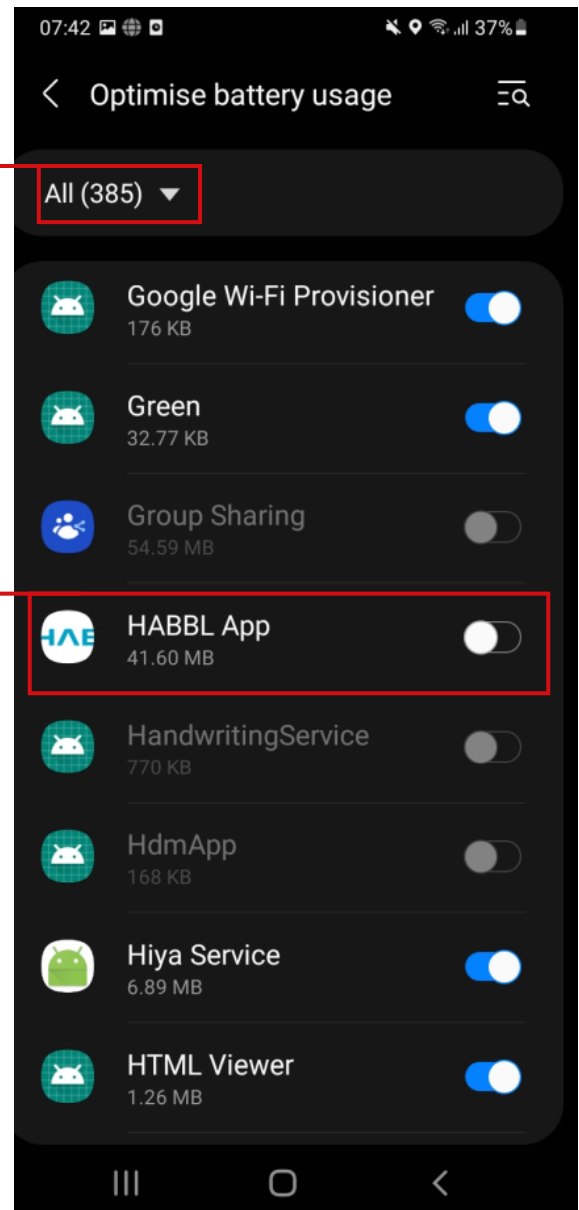
Hold the HABBL App icon until the menu is displayed. Then select the information icon.



Select "Battery".



Select "Optimize battery consumption".

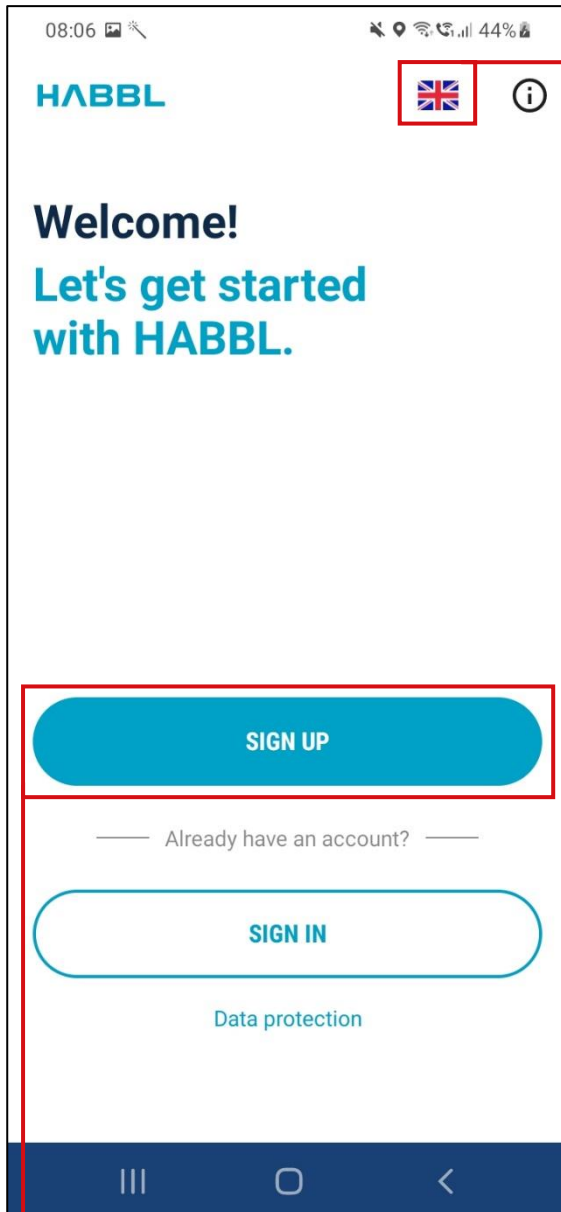


Set filter to "All".

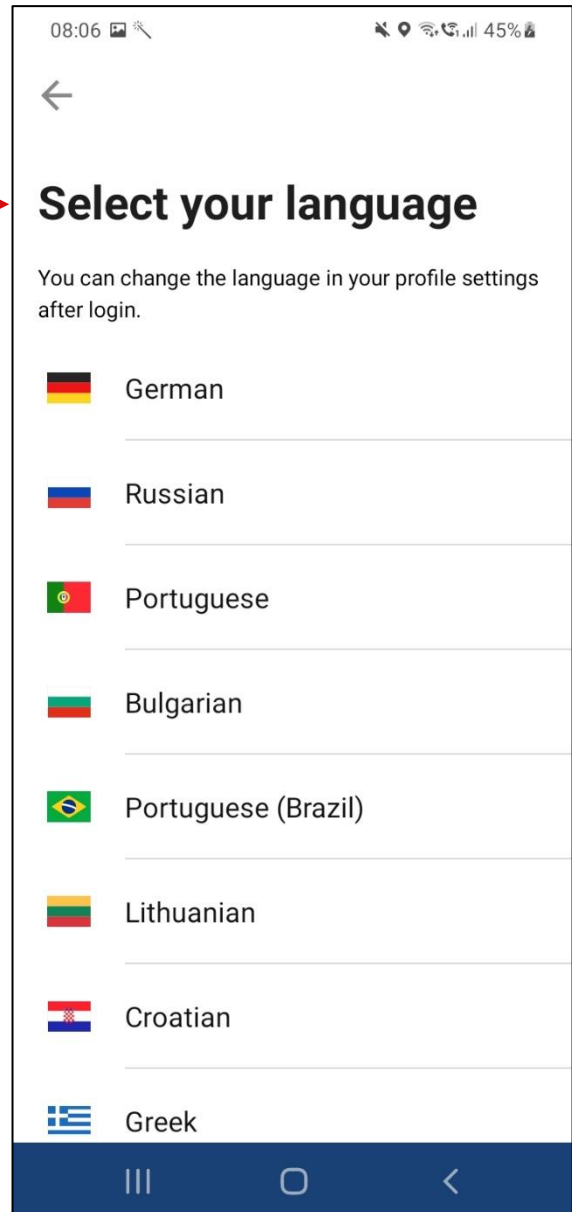
Deactivate the switch at HABBL App.

3 Registration in the HABBL App

When you open the HABBL App for the first time, the following registration window appears. You can select your favorite language.



Select "Register".



08:07 45%

←

How would you like to register?

PHONE E-MAIL

Germany

Mobile number

+49

You'll receive an activation code via SMS.

Already have an account? [Sign in now.](#)

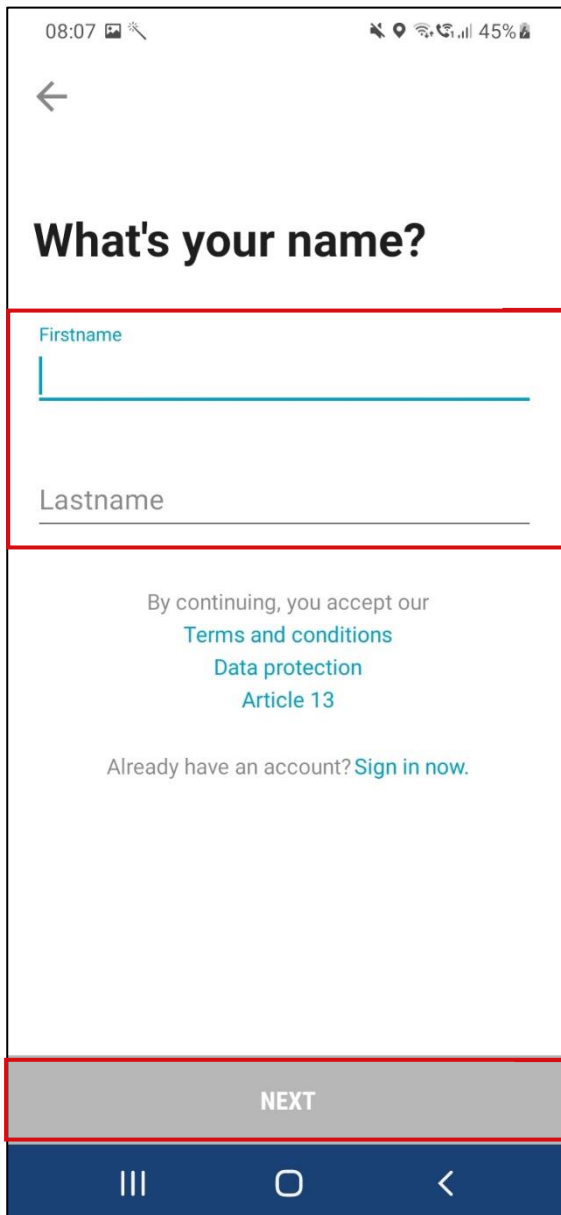
NEXT

Select the registration option "Phone".

Select the nationality according to the phone code of the mobile number and enter the mobile number.

Note: You will receive an activation code via SMS, this will be automatically recognized by the HABBL App. If this does not work, please enter the code manually.

Select "Next".

A screenshot of a mobile application registration screen. At the top, the status bar shows the time 08:07, signal strength, Wi-Fi, and 45% battery. Below the status bar is a back arrow icon. The main heading is "What's your name?". There are two input fields: "Firstname" and "Lastname". Below the input fields, there is a section for terms and conditions: "By continuing, you accept our Terms and conditions, Data protection, Article 13". Below that, it says "Already have an account? Sign in now.". At the bottom, there is a grey button labeled "NEXT" and a dark blue navigation bar with three icons: a hamburger menu, a circle, and a back arrow.

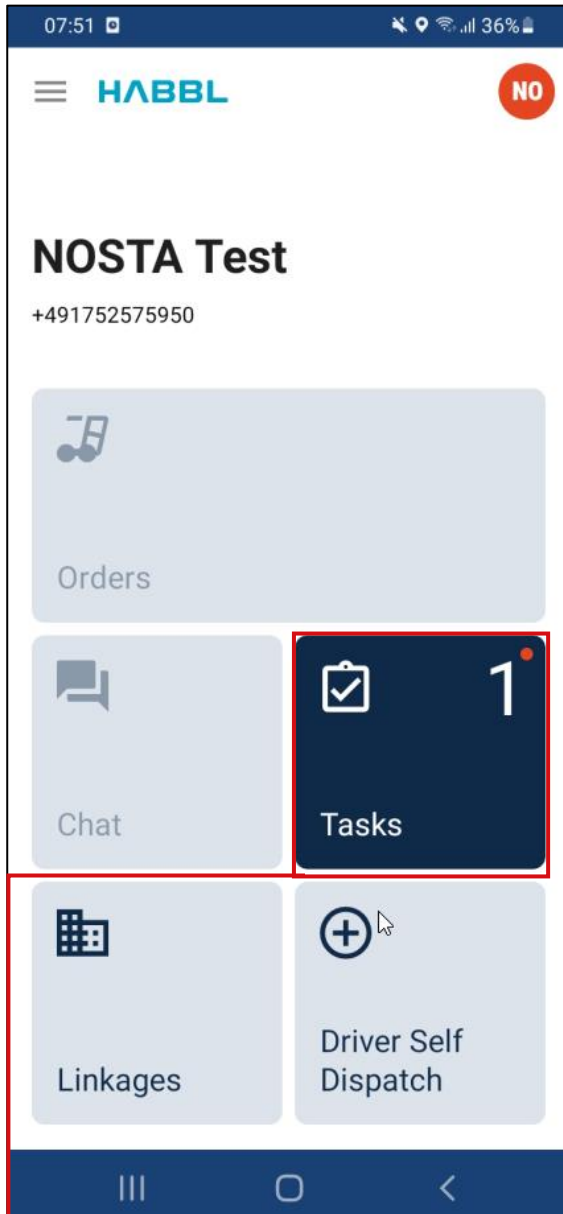
Enter your first and last name.

Select "Next".

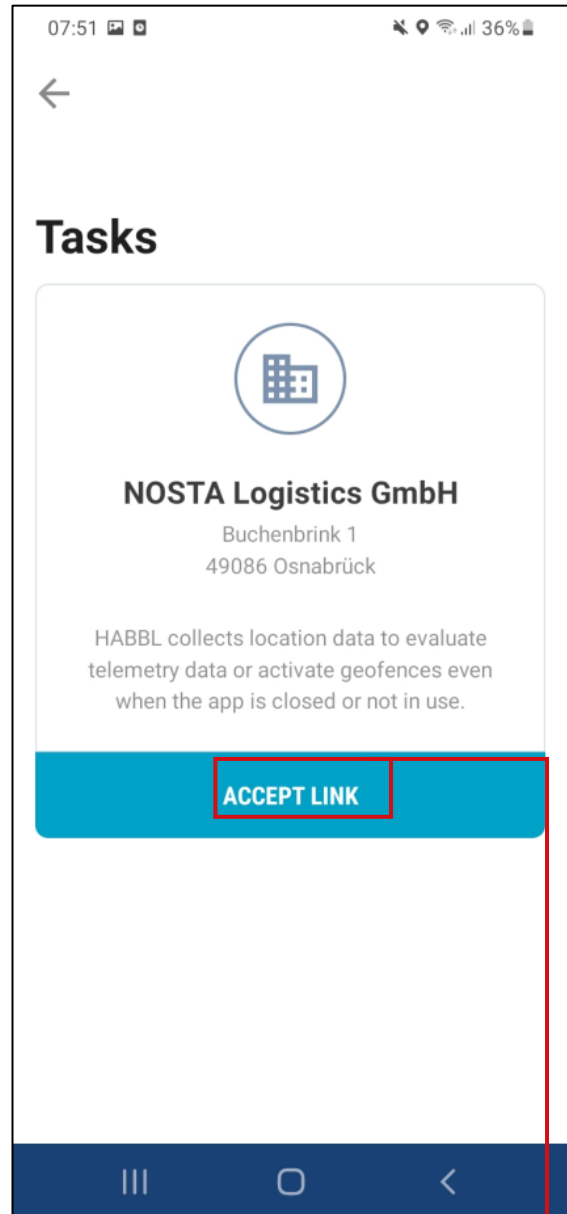
Done: This completes the initial registration!

4 Establishing a Link to NOSTA Logistics GmbH

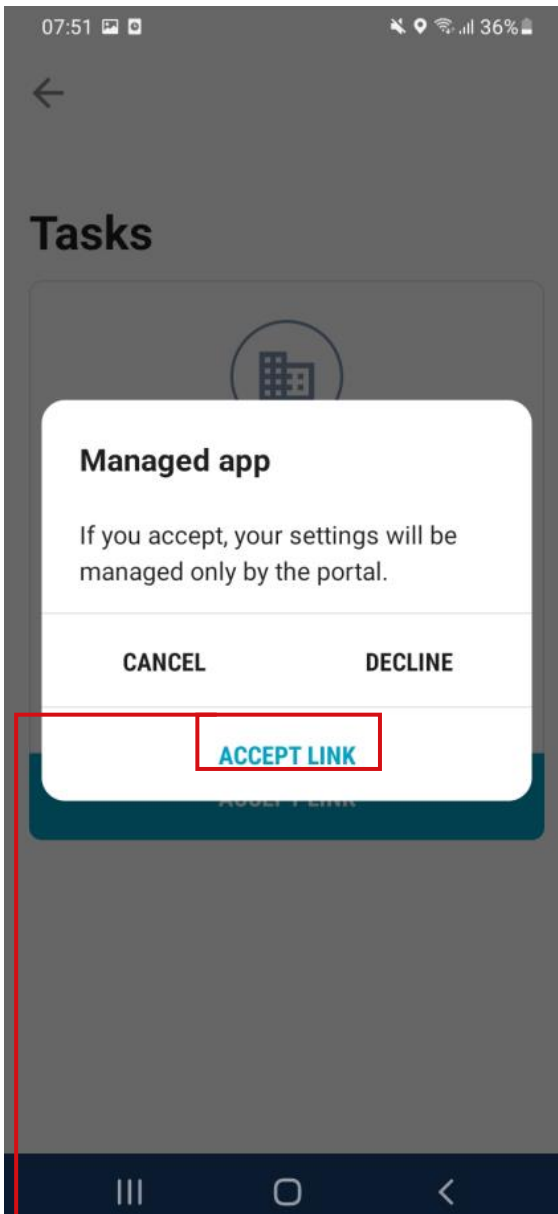
After you have successfully registered, go to the start page of the HABBBL App.



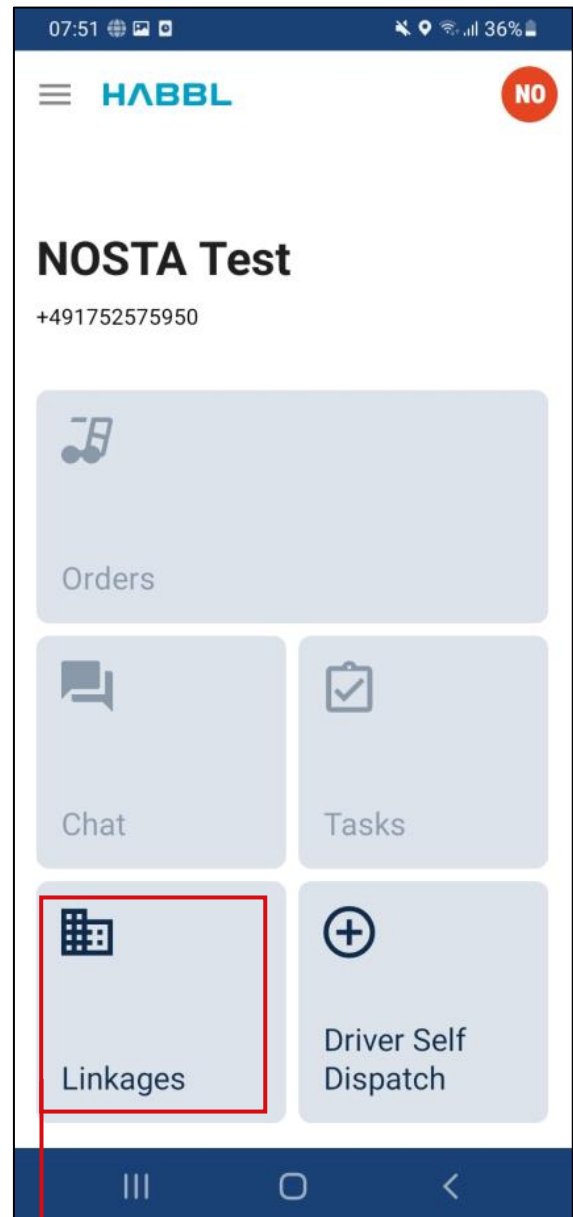
There is a message on the home page "Tasks".



Select "Accept Link".

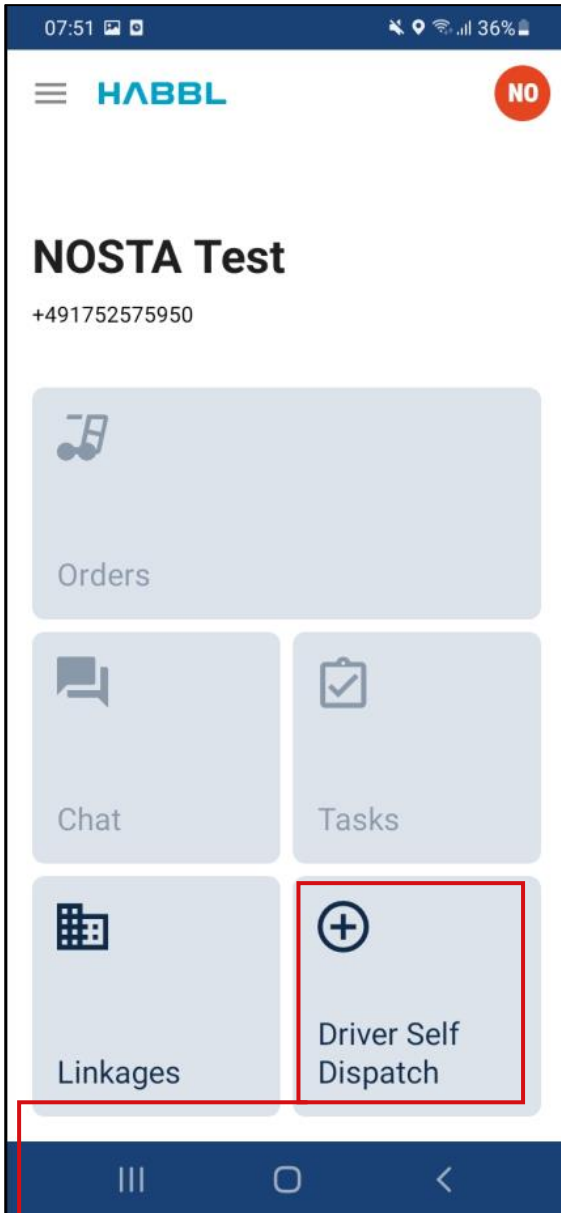


Accept the request by selecting "Accept Link".

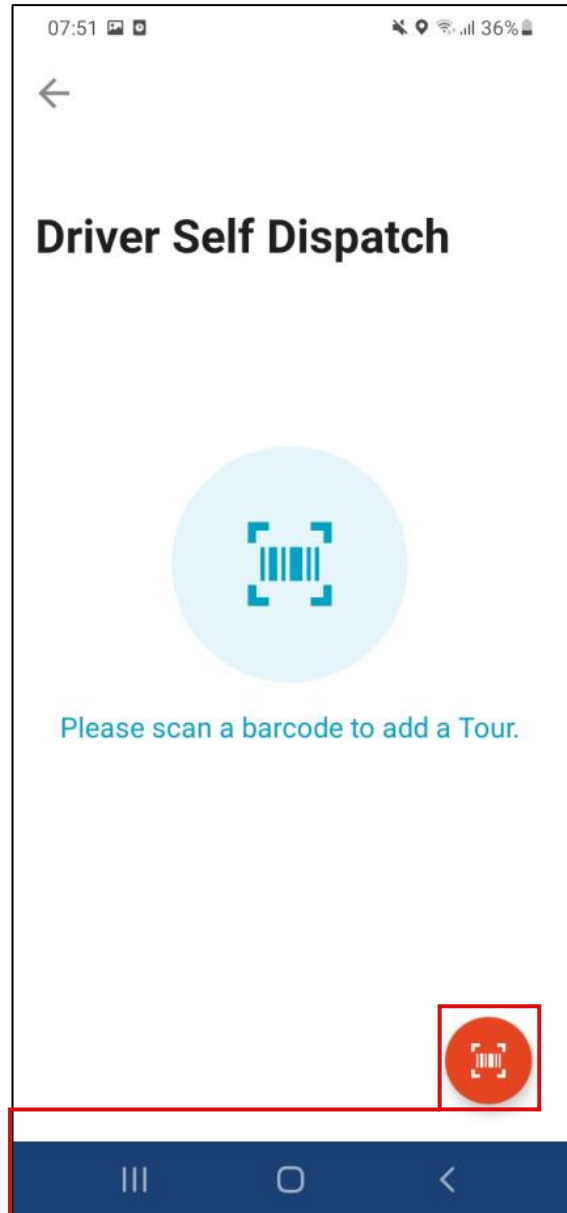


Under "Linkages" you can check your links at any time.

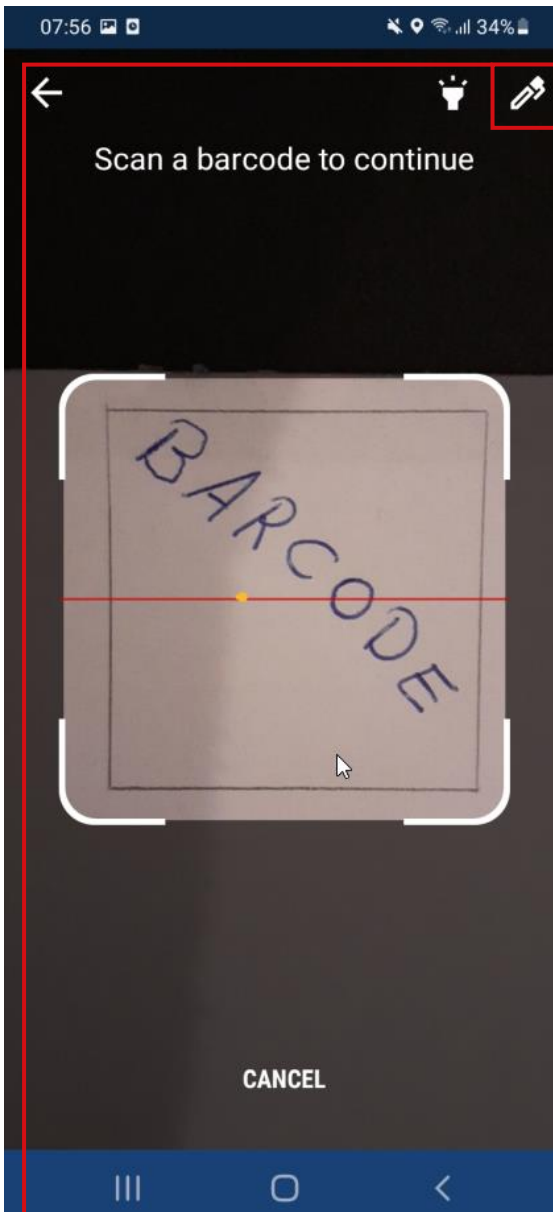
5 Assign a Tour



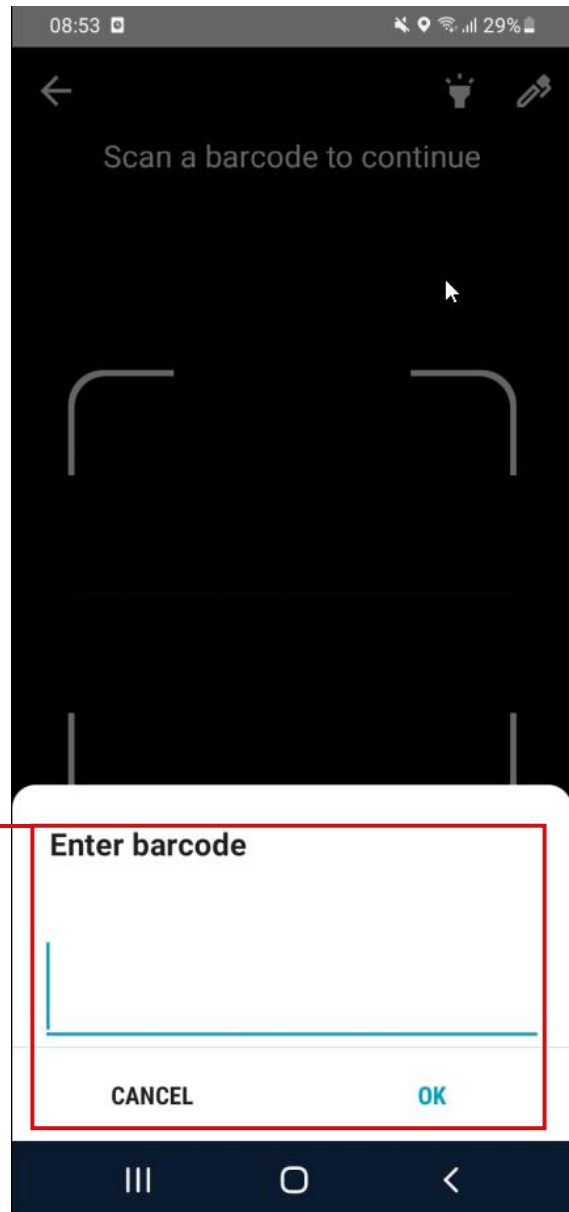
To get a tour, select "Driver Self Dispatch".



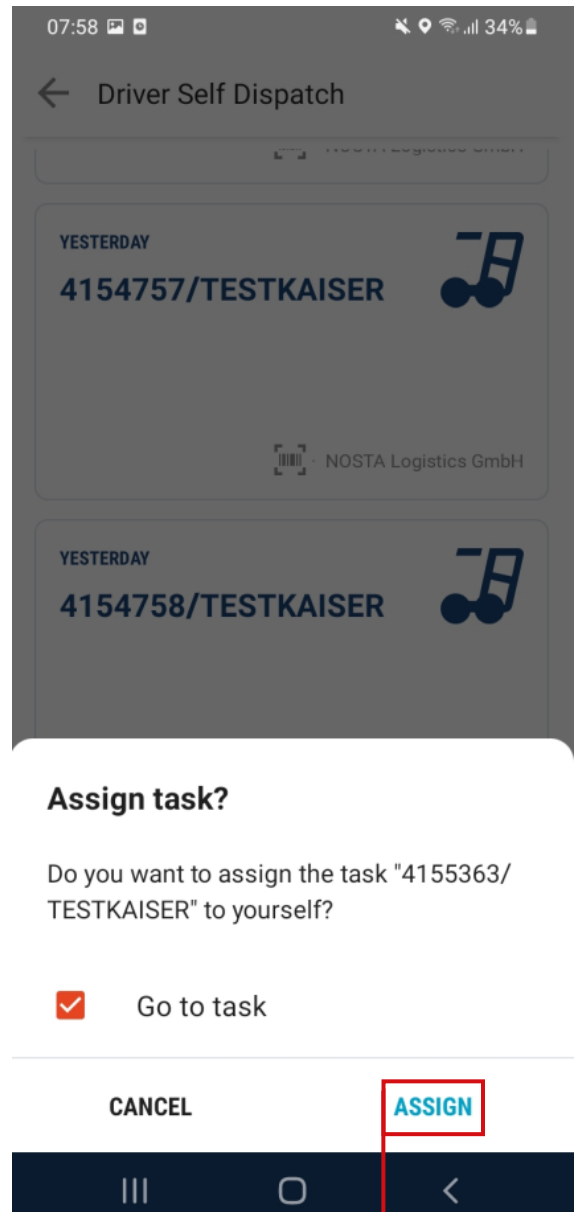
Scan the barcode placed in the vehicle.



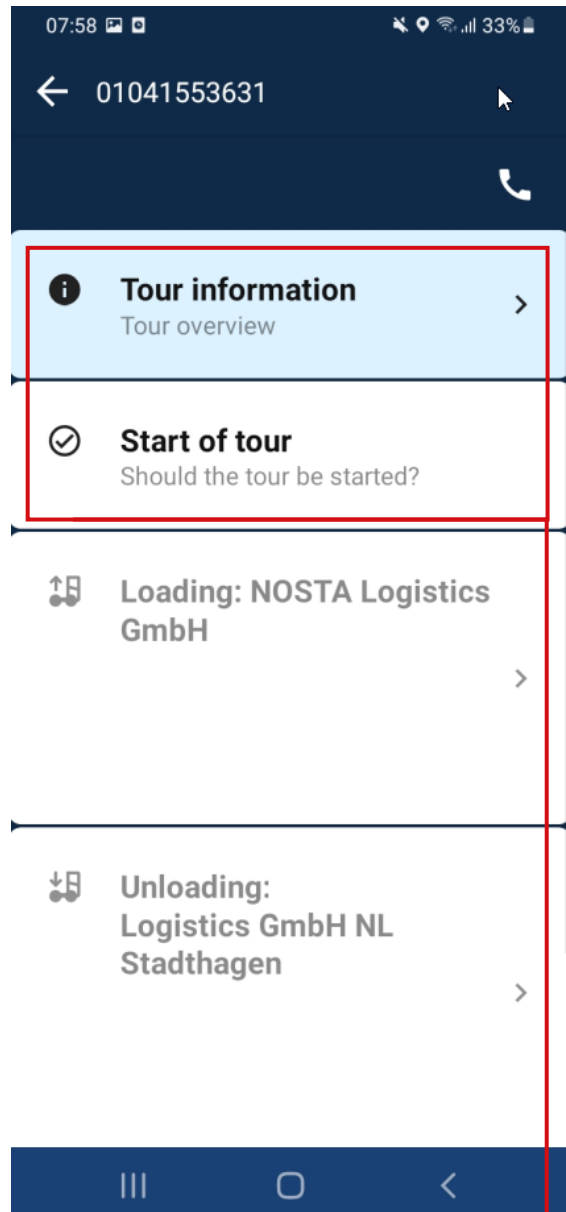
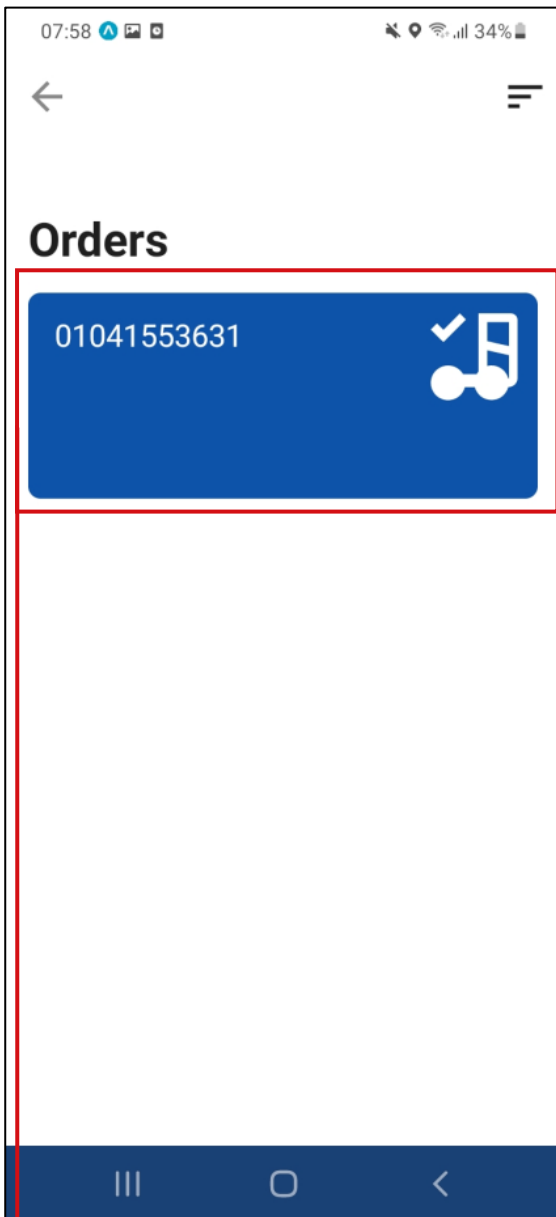
If there is NO barcode in the vehicle, select the following icon.



Enter the vehicle name at this point, e.g. "MEYER_1" and confirm with "OK".



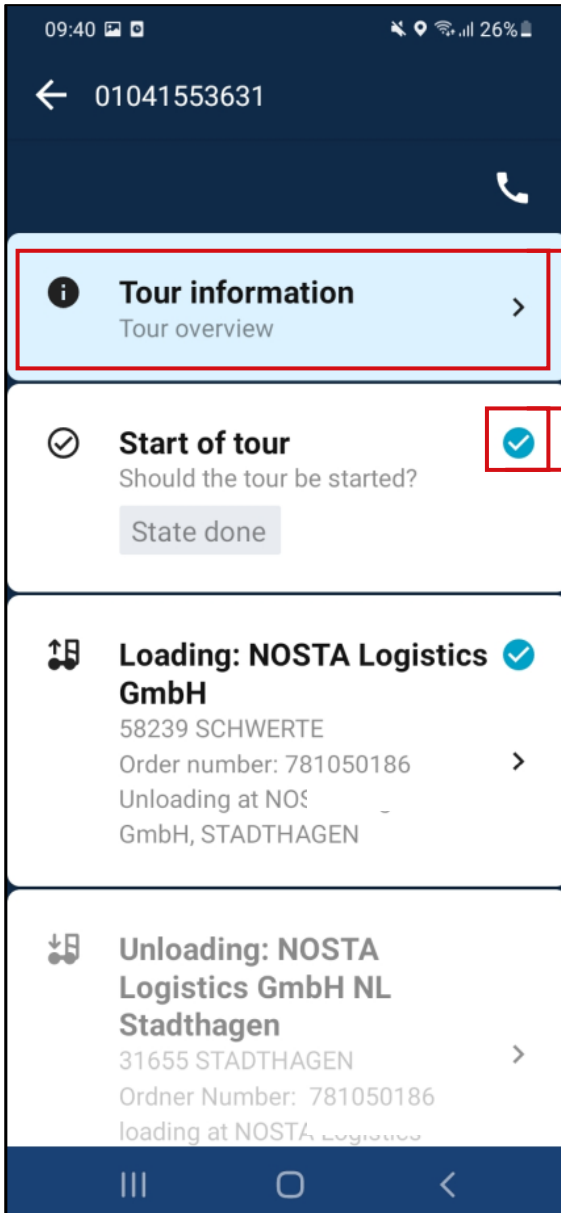
Select your current tour and confirm by selecting "Assign".



Your tour will then appear under "Orders" and you can start the tour.

Note: After you have assigned yourself the tour, it will last a moment to load. Please be patient at this point! Pull down the screen once to refresh.

6 General Notes



Under "Tour Information" you can see general information, such as loading and unloading points and times, shipment size and stops.

You start the tour by setting the "Start of tour" status.

Note: The blue check mark indicates that a status has been set; you can only proceed to the next step when the mark is checked.

7 Record Waiting Times

Note: The recording of the waiting time is the same for unloading as for loading.

Note: If there is NO waiting time, you can directly set the status "Start loading".

If there is waiting time, activate the field by setting the expected time by setting +5 minutes or -5 minutes.

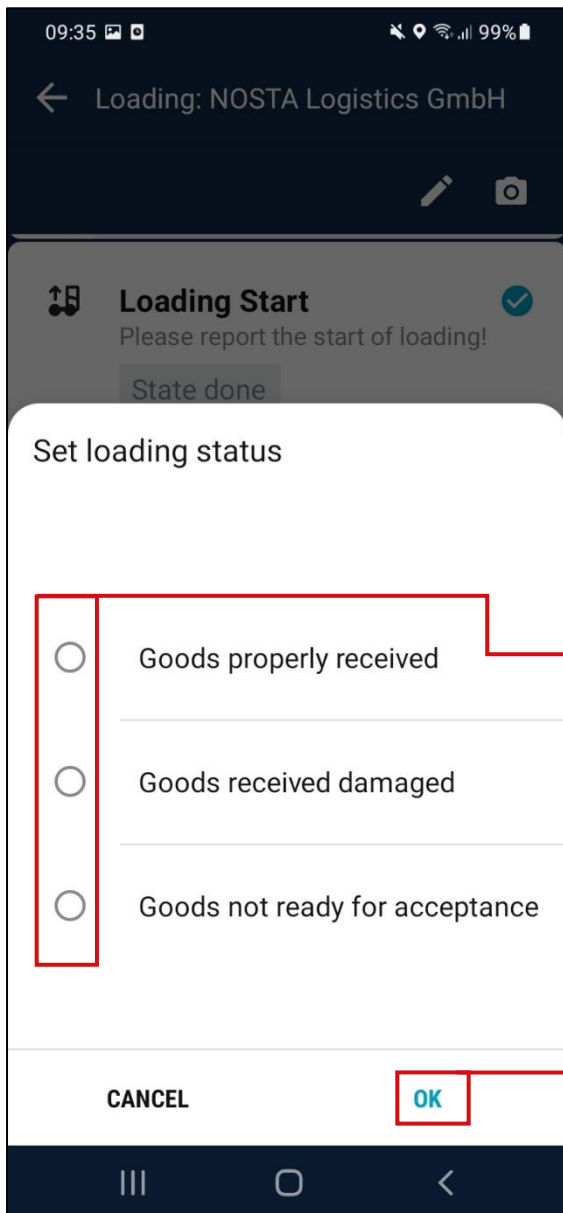
Activate the waiting time by flipping the switch.

A waiting time of 60 minutes was specified here. To deactivate, flip the switch again.

To be able to start loading/unloading, you must deactivate the waiting time.

8 Status Report

8.1 Loading

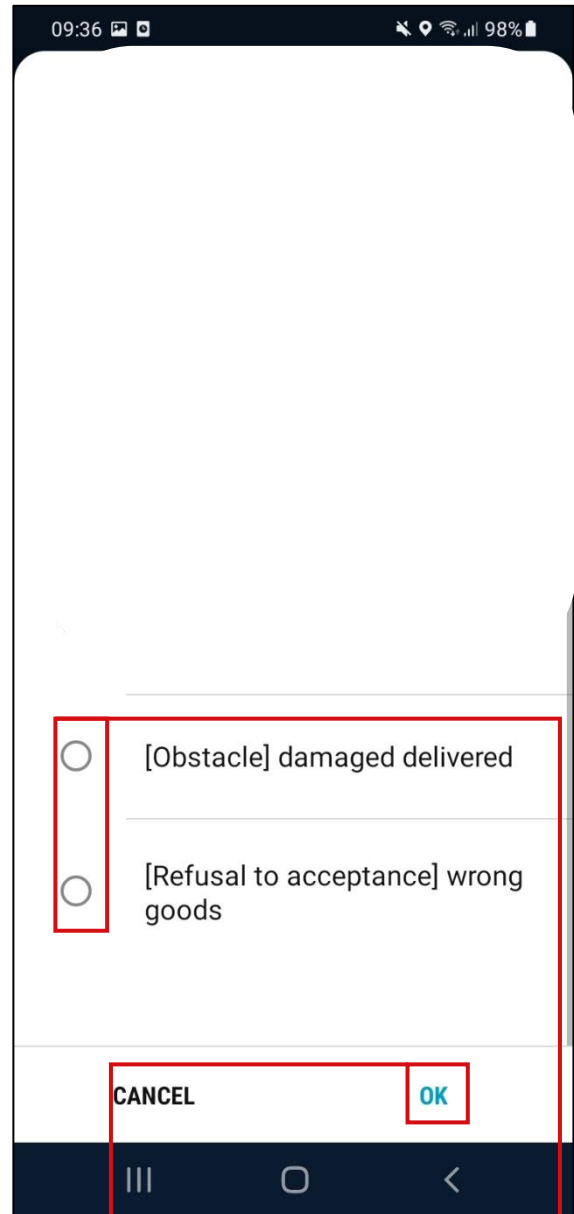
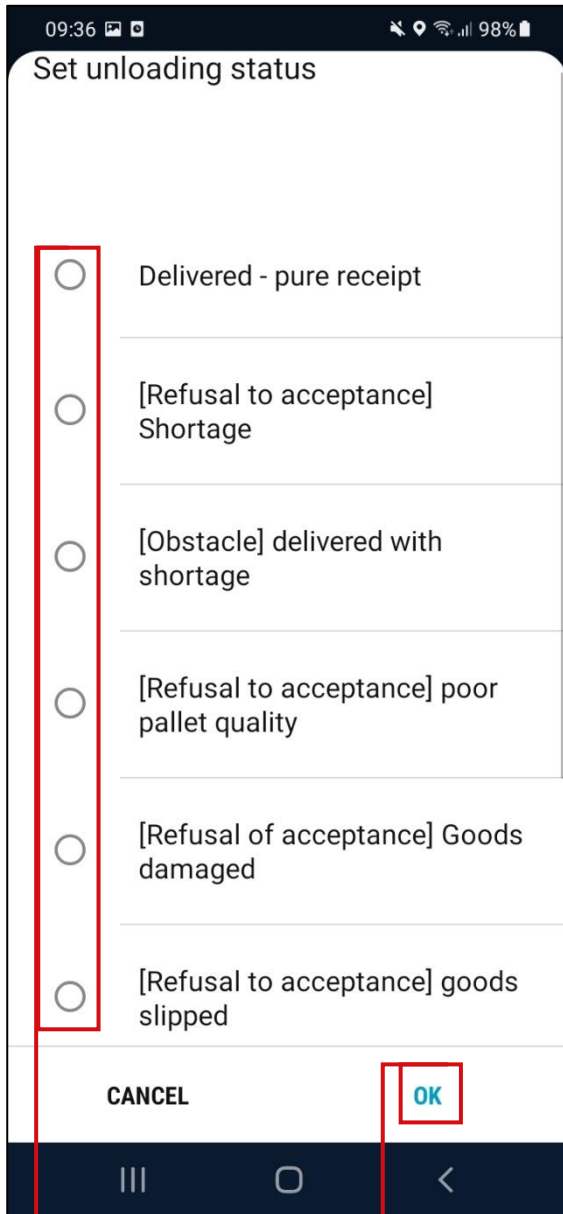


Select the appropriate status.

Confirm with "OK".

Status	Further procedure in the workflow
Goods properly received	<ul style="list-style-type: none"> • If there is NO need to change of loading equipment, the loading is finished. • If a loading equipment exchange is to be carried out <ol style="list-style-type: none"> 1. exchange the loading equipment in the app (see 10. "Exchange loading equipment") 2. photograph the pallet note (all pages)
Goods received damaged	<ul style="list-style-type: none"> • Photographing loading slips • Photograph damage • If necessary, exchange loading equipment (as in status "goods properly received")
Goods not ready for acceptance	<ul style="list-style-type: none"> • Stop is ended automatically.

8.2 Unloading



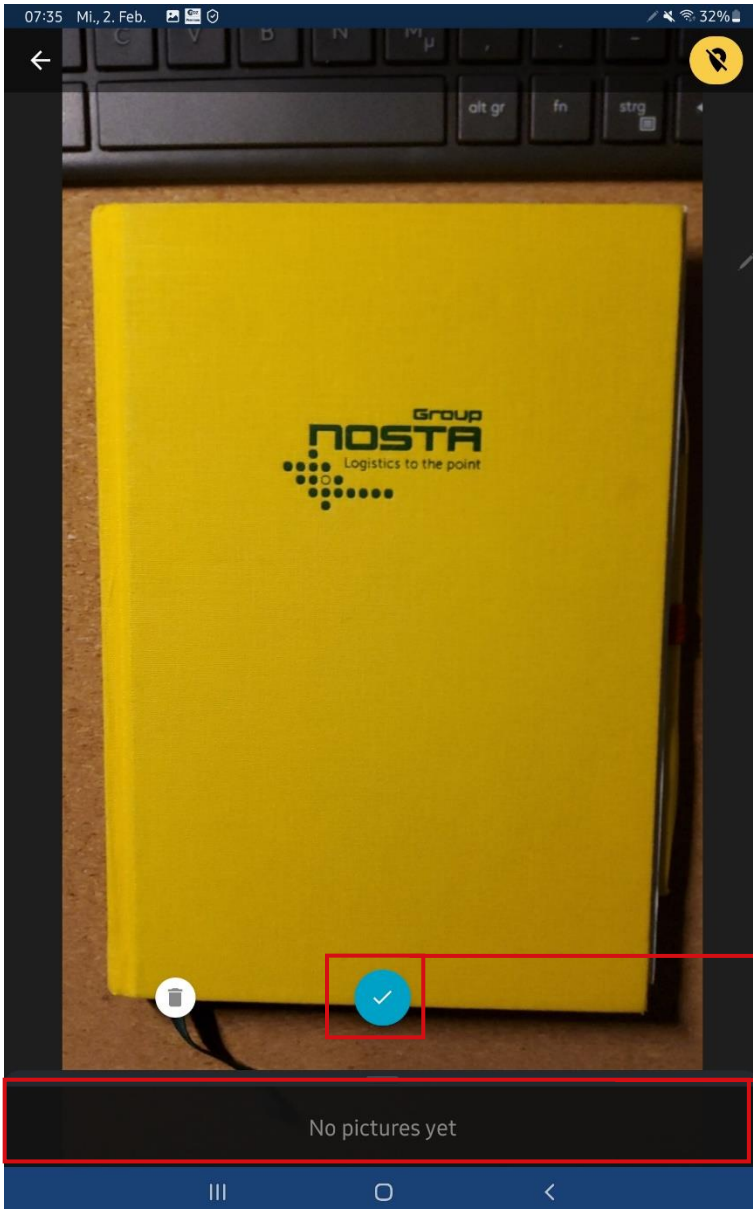
Confirm with "OK".

Select the appropriate status.

Status	Further procedure in the workflow
Delivered – pure receipt	<ul style="list-style-type: none"> • Photograph delivery documents (All documents) • If the loading equipment does NOT have to be exchanged, the loading is finished. • If a loading equipment exchange is to be carried out <ol style="list-style-type: none"> 1. exchange the loading equipment in the app (see 10. Exchange loading equipment) 2. photograph the pallet slip (all pages)
Refusal to acceptance	<ul style="list-style-type: none"> • Photograph delivery documents (all documents) • Photograph damage
Obstacle – Shortage	<ul style="list-style-type: none"> • Photograph delivery documents • If necessary, exchange loading equipment (as in status “Delivered – pure receipt”).
Obstacle – damaged delivered	<ul style="list-style-type: none"> • Photograph delivery documents • Photograph damage • If necessary, exchange loading equipment (as for status “Delivered – pure receipt”)

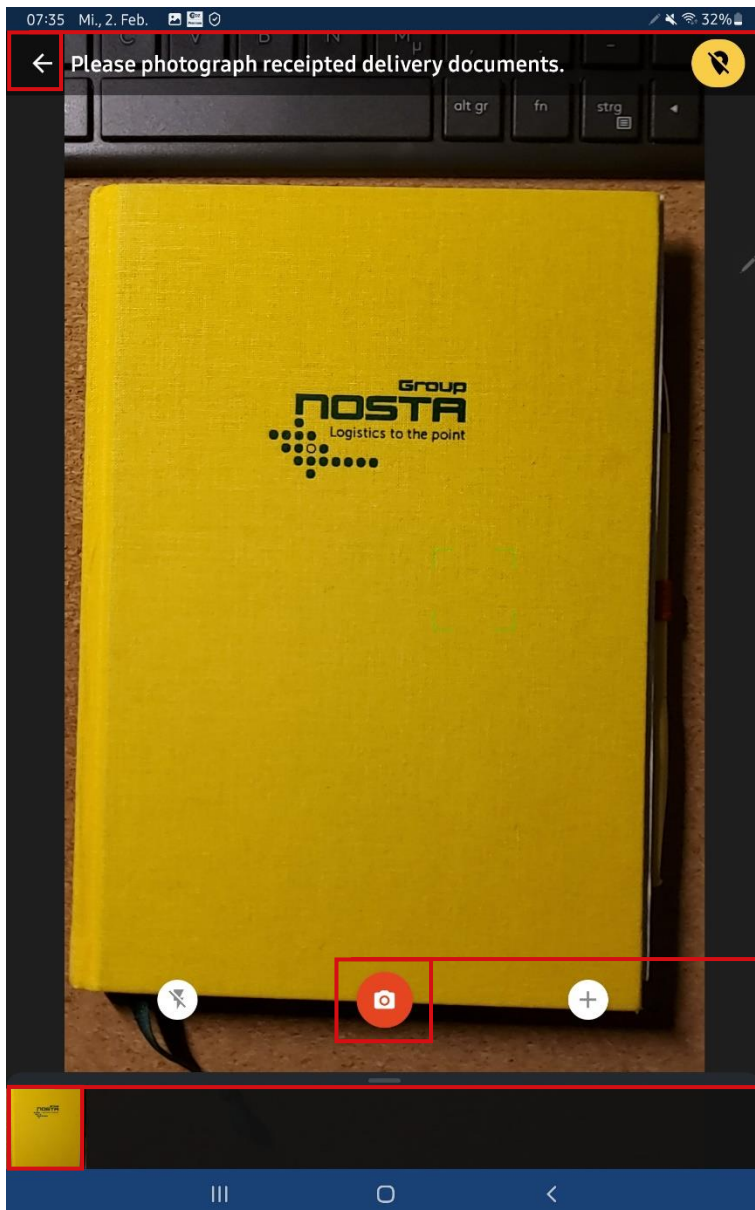
9 Photo Documentation

9.1 Taking Photos in the HABBL App



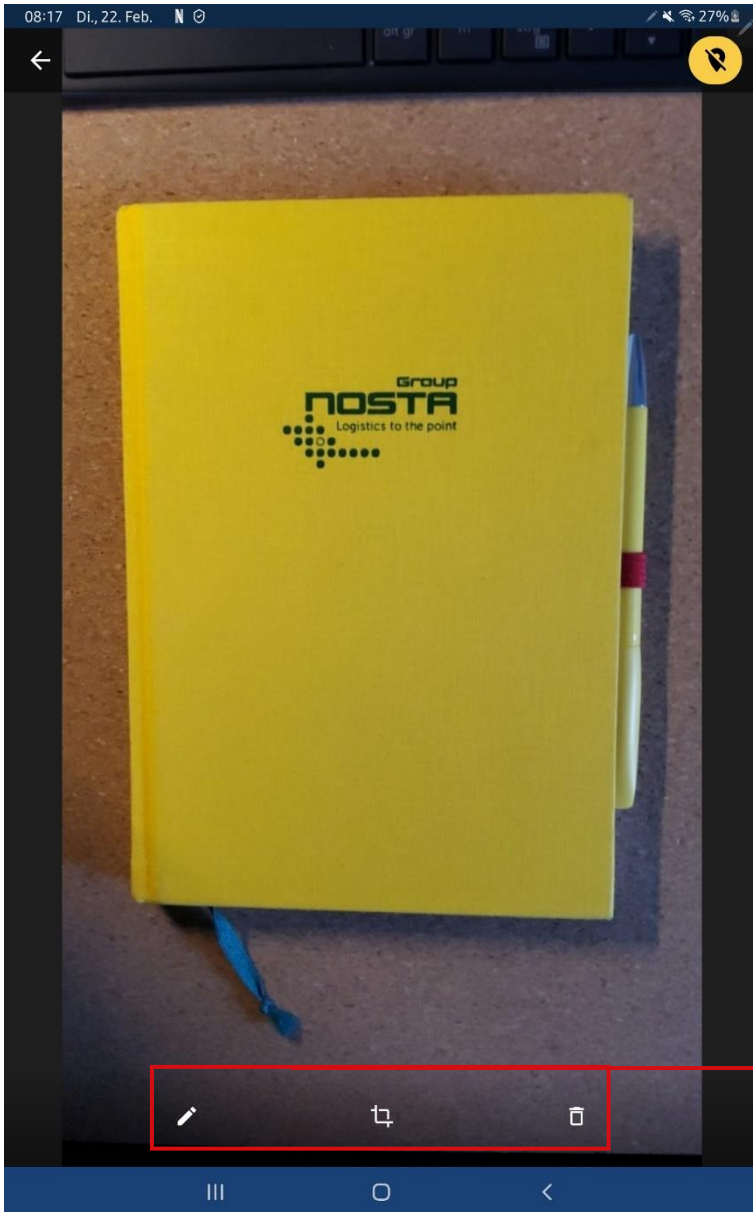
With the blue tick, you can save the photo. Afterwards it appears in the "No pictures yet" area (see also next photo).

Note: The area "no pictures yet" is also photographed. Please note that you do not photograph any back-grounds.

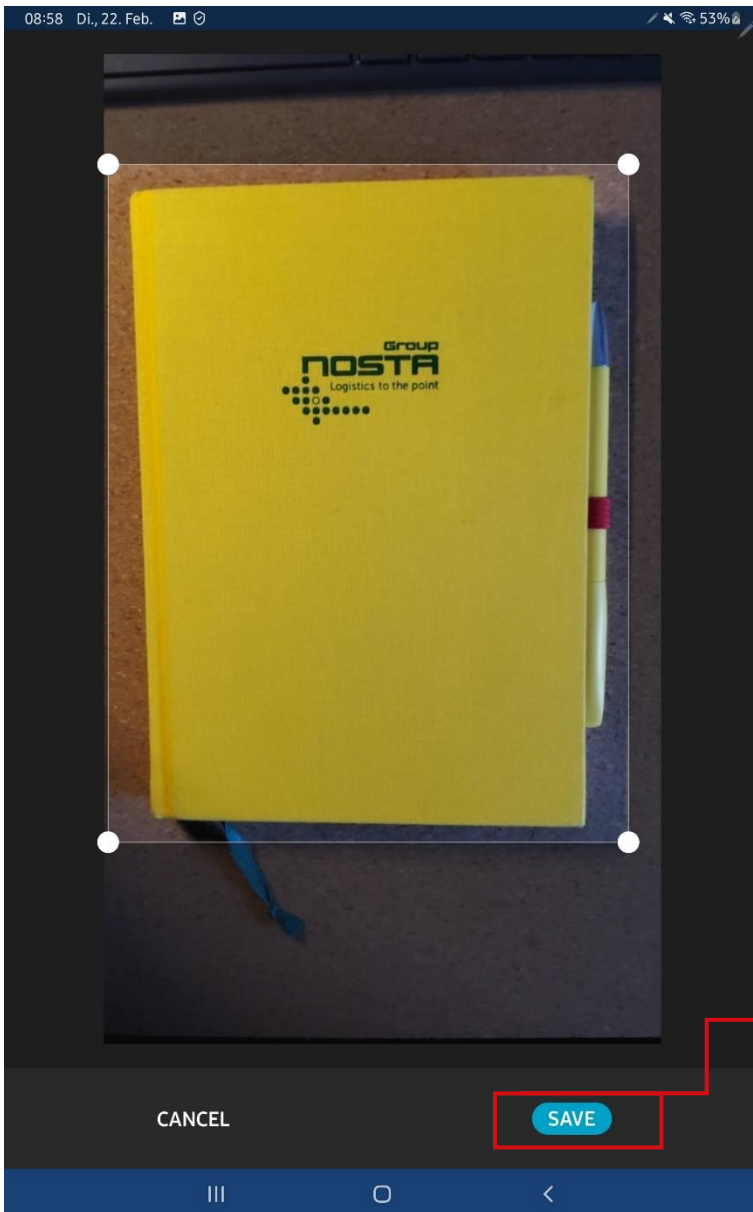


You can take another photo or return to the workflow via the arrow.

Here you can see the photo that was taken.



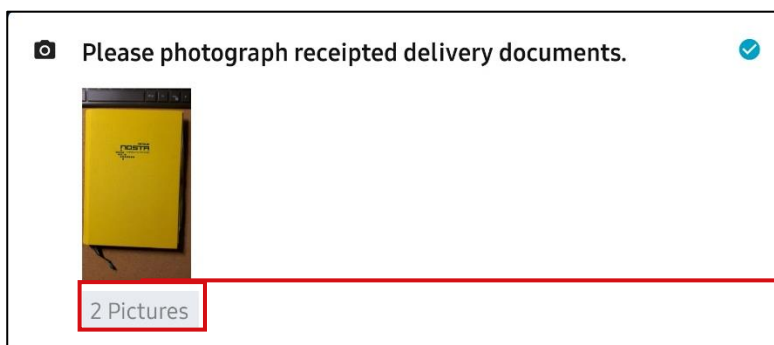
If you click on the photo you have already taken, you can edit, crop or delete it.



In order to avoid photographing the surroundings, it is recommended to crop the photos.

Note: You can crop a photo by dragging the four points until the desired section is reached.

Then just select "Save".

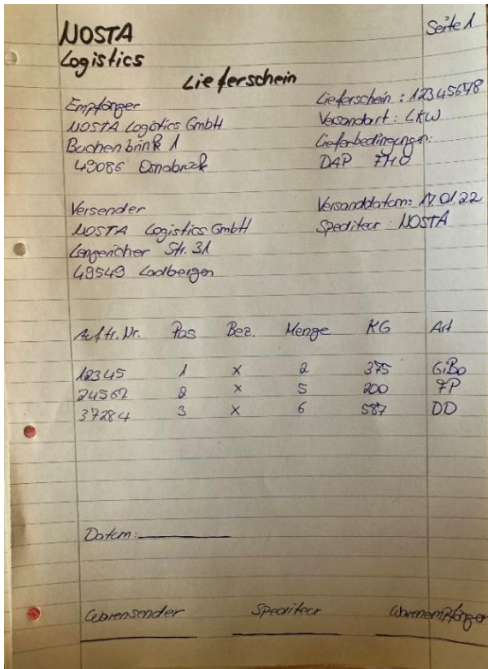


Under status you can see how many photos you have taken.

9.2 Gos and No Gos

Important: Please take a photo of all documents.

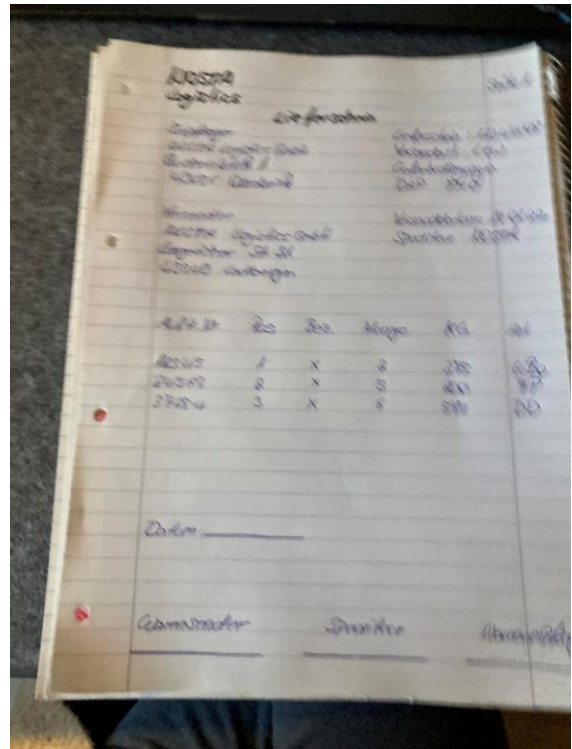
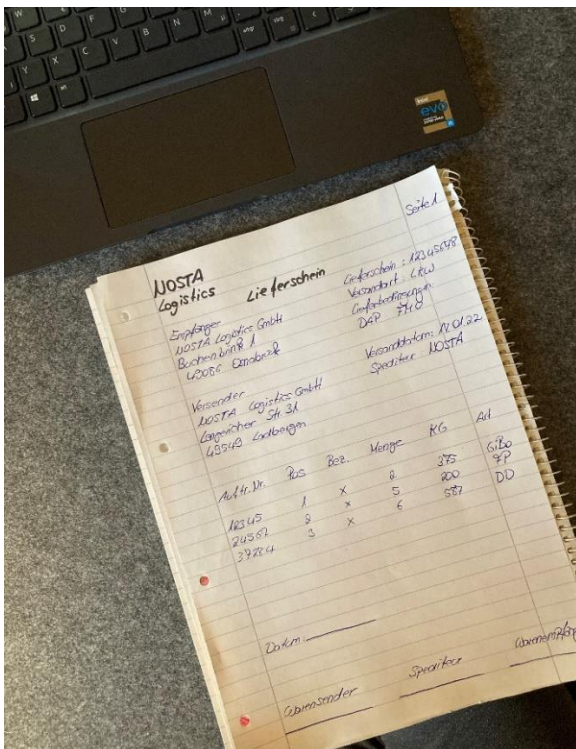
Go:



Like that:

1. photo contains no/ few environment details
2. photo is not blurred
3. the whole document is photo-graphed

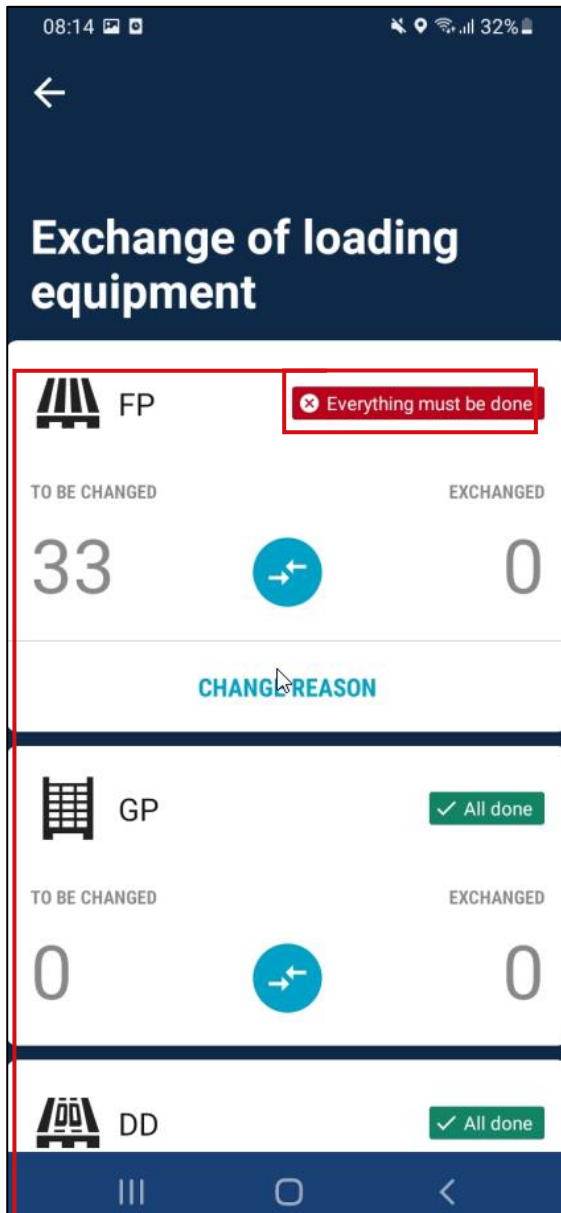
No Go:



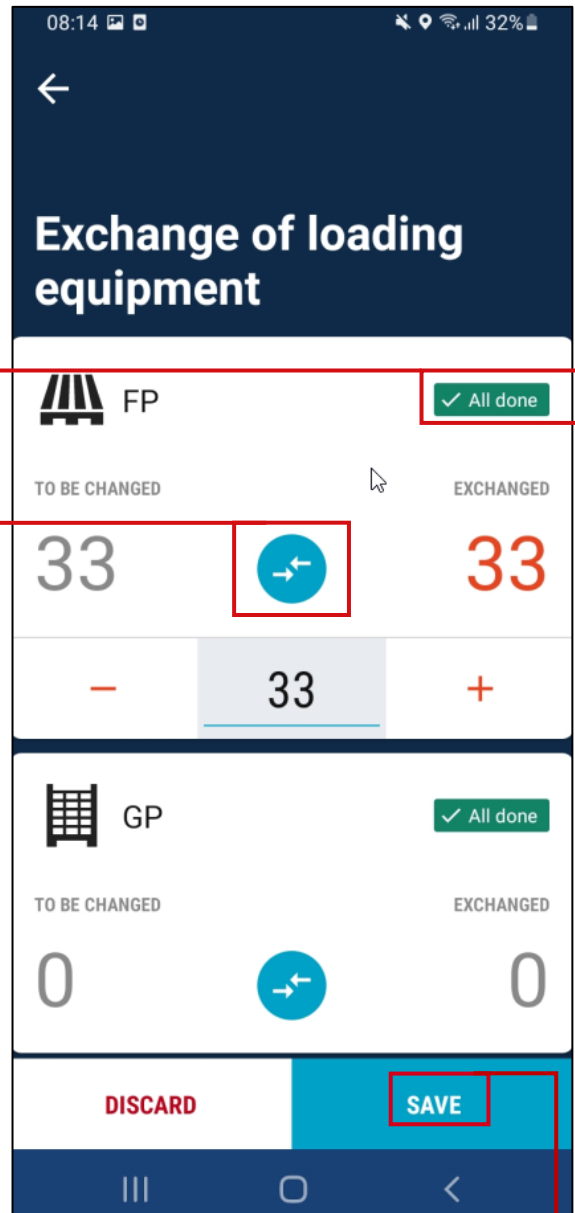
10 Loading Equipment Exchange

Note: The procedure for exchanging loading equipment is the same for loading and unloading.

10.1 1:1-Exchange

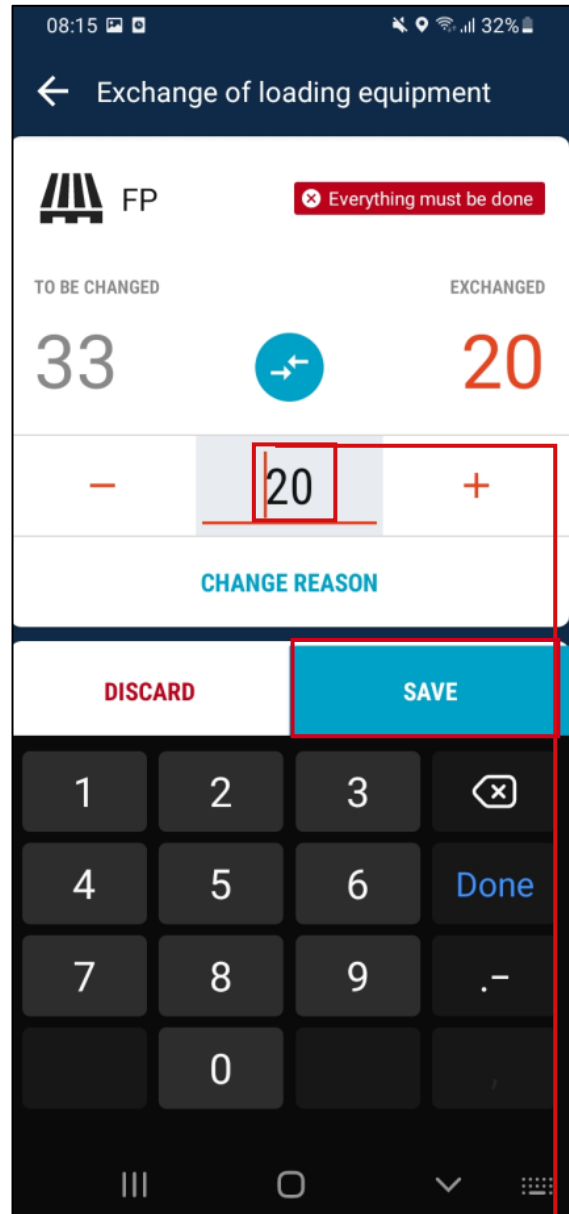
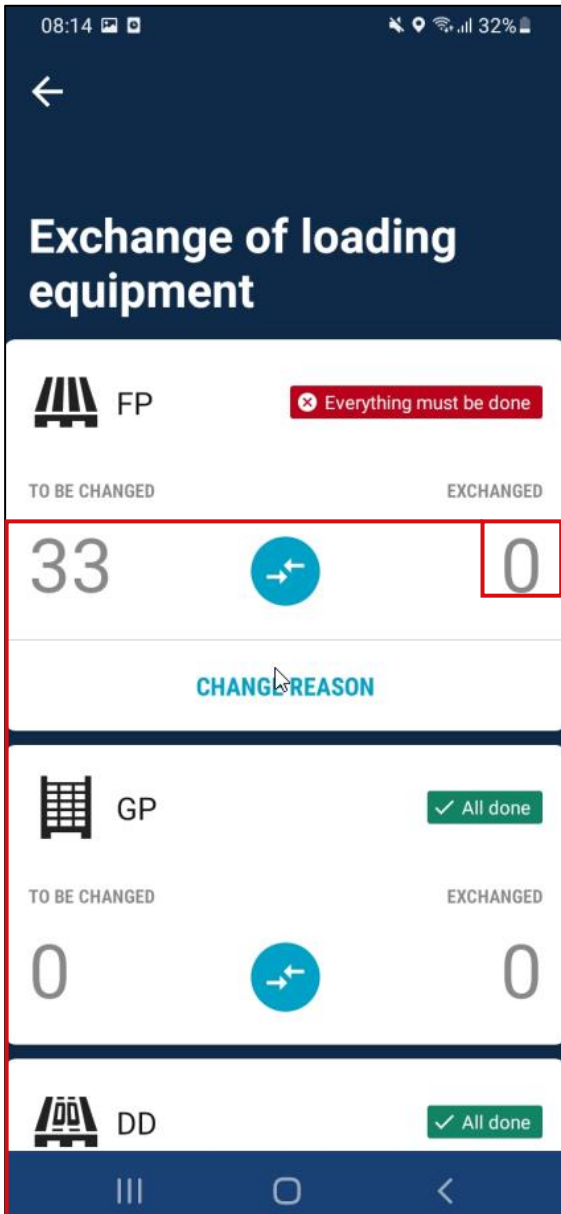


As soon as you have made the loading device exchange correctly, the field changes to "All done".

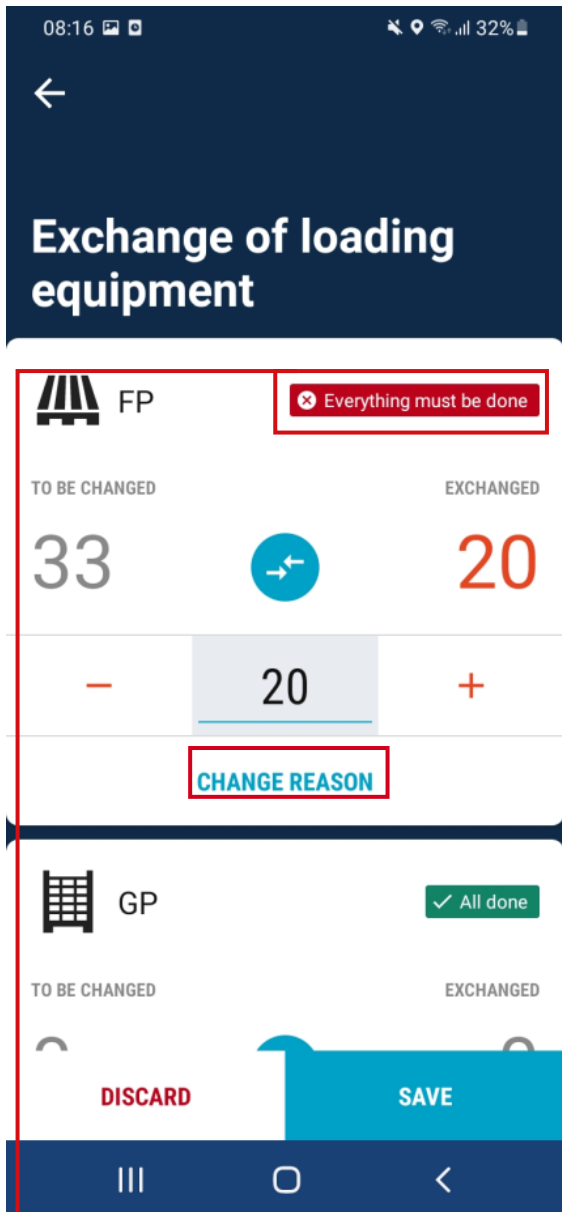


If you can swap 1:1 without any problems, simply select the "swap icon" and then save.

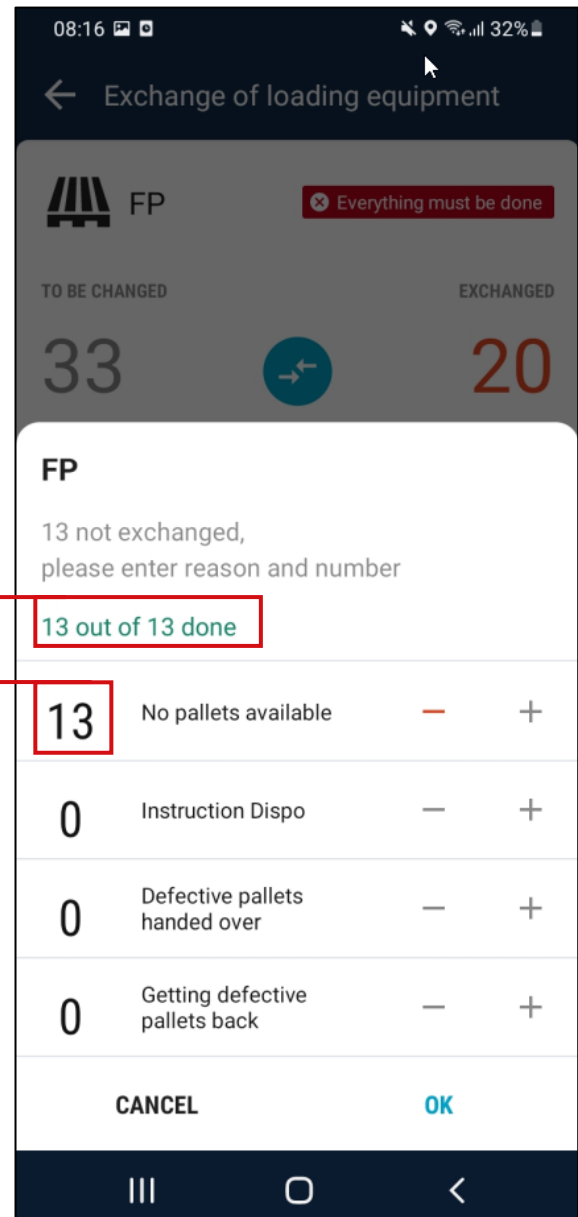
10.2 Exchange with Obstacle



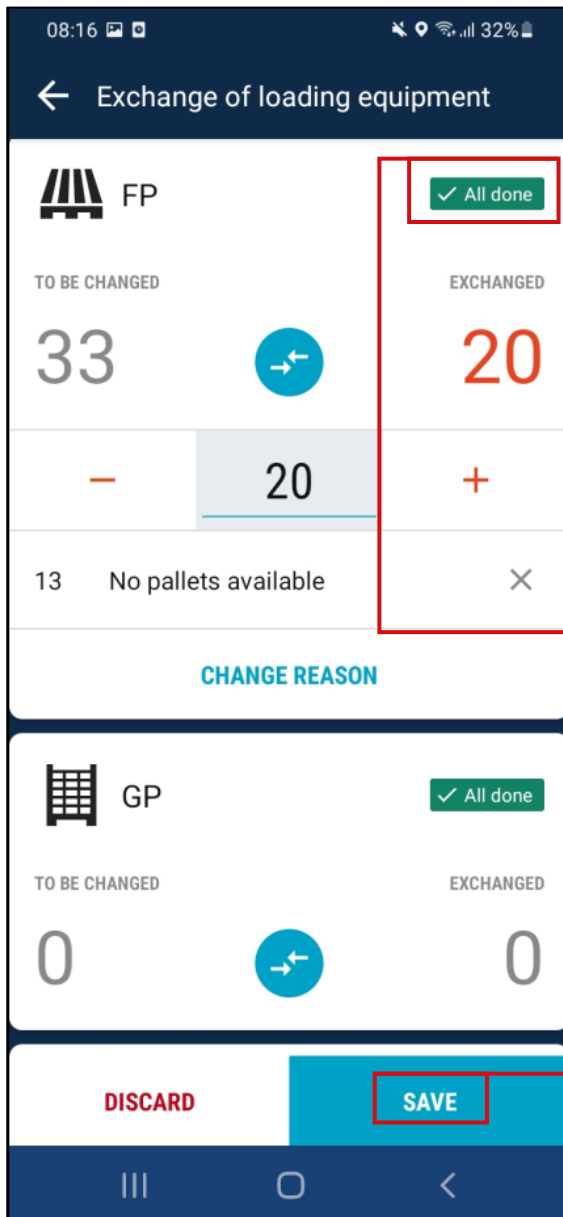
If there is no smooth exchange of loading equipment, first enter the number (in this case 20) that could be exchanged without problems and confirm this with "Save".



As you have not completed all of them yet, select "Reason for change".



Select the reason for the change. Enter the corresponding number using the "-" and "+" and confirm with "OK".



Everything is done and you can select "Save".

Important: Please ALWAYS photograph ALL pages of the loading equipment documents!

11 Tour Conclusion

In order to complete a tour, you must set the status "Tour conclusion". Afterwards you will no longer find the tour under "Orders".

- Tour conclusion**
Do you want the tour to end?

12 Any Questions or Problems?

If you have any questions or problems, please do not hesitate to contact one of the contact persons you know from the dispatch departments.