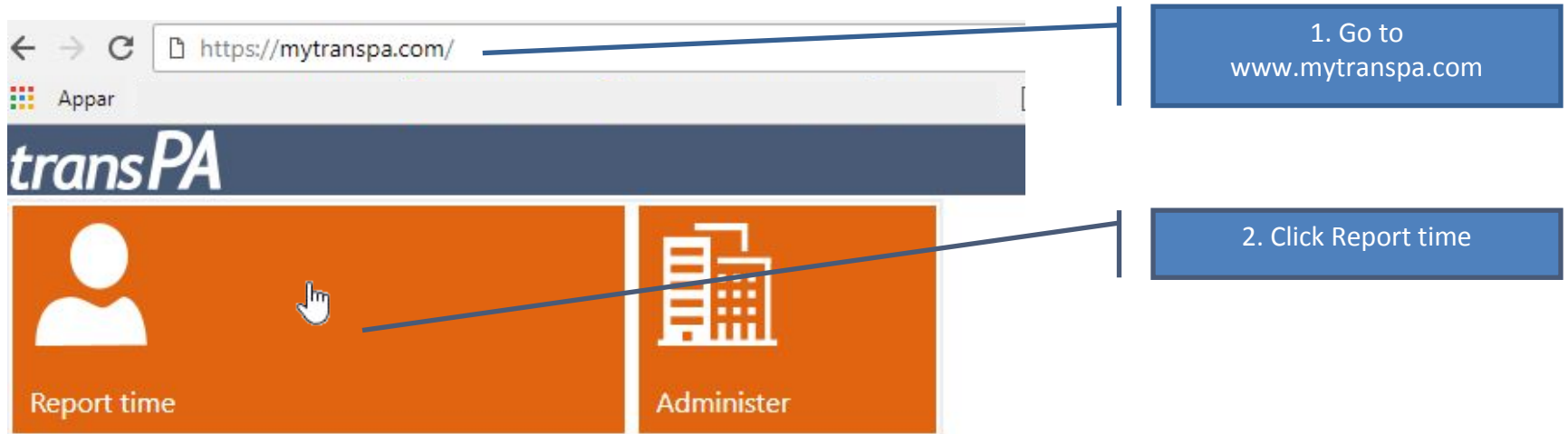


# Reporting time in TransPA Gold

The exact look can differ, depending on your settings

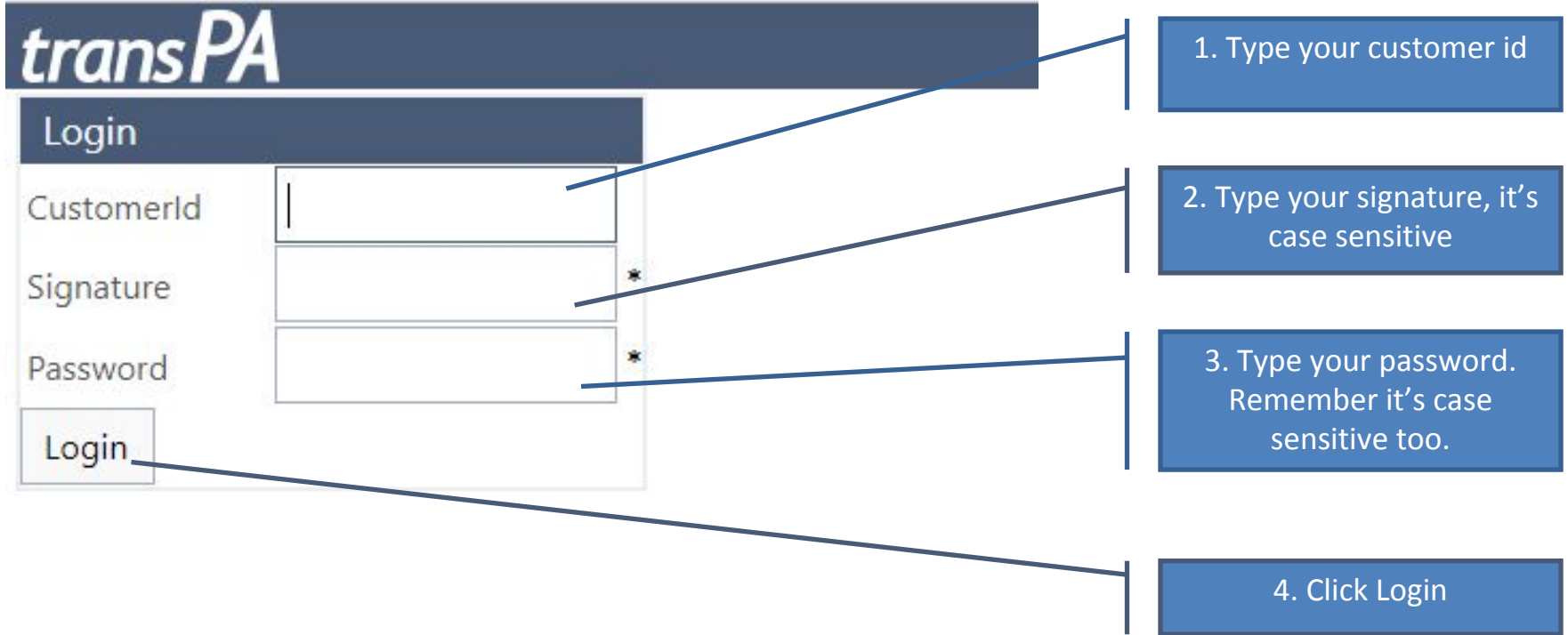


The image shows a browser window with the URL <https://mytranspa.com/>. Below the browser, the TransPA logo is displayed. The main navigation area contains two orange buttons: "Report time" (with a person icon) and "Administer" (with a building icon). A mouse cursor is hovering over the "Report time" button. Two blue callout boxes provide instructions: "1. Go to [www.mytranspa.com](https://www.mytranspa.com)" and "2. Click Report time".

1. Go to [www.mytranspa.com](https://www.mytranspa.com)

2. Click Report time

# Logging in



The screenshot shows the transPA login interface. It features a dark blue header with the 'transPA' logo. Below the header is a 'Login' section with three input fields: 'CustomerId', 'Signature', and 'Password'. The 'Signature' and 'Password' fields have asterisks indicating they are required. A 'Login' button is located at the bottom left of the form. Four blue callout boxes with white text provide instructions: 1. Type your customer id (pointing to the CustomerId field), 2. Type your signature, it's case sensitive (pointing to the Signature field), 3. Type your password. Remember it's case sensitive too. (pointing to the Password field), and 4. Click Login (pointing to the Login button).

1. Type your customer id

2. Type your signature, it's case sensitive

3. Type your password. Remember it's case sensitive too.

4. Click Login



You can change your password anytime you want, click on the gearwheel, when you've logged in. If you have forgotten your password, ask your employer for a new one.



The user profile bar is a dark blue horizontal bar. It contains a gear icon for settings, a user profile icon, the text 'Erik Johansson / Nonstop Åkeri AB', and a door icon with an arrow pointing out for logout.

# Startpage

*transPA* 



Report

Click on Report to go to where you report your time



Messages

Here you can read your incoming messages



Manual

If your employer use a company manual, you can reach it from here.



Incident

Our incident report module. Ask your employer if and how you should use it.



Sign out



# Overview



Jump between weeks here

To jump to current week click here

To jump to messages click here

Print everything registered this week

**transPA**   [Go](#)

← 15 Apr - 21 Apr → 4/16/2018  

Week: 16	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 15		Report	0	0	Trip	Absence	0.00
Mon 16		Report	0	0	Trip	Absence	0.00
Tue 17		Report	0	0	Trip	Absence	0.00
Wed 18		Report	0	0	Trip	Absence	0.00
Thu 19		Report	0	0	Trip	Absence	0.00
Fri 20		Report	0	0	Trip	Absence	0.00
Sat 21		Report	0	0	Trip	Absence	0.00
Reported time week 16:							0.00
Reported time April:							0.00




A calendar for jumping to a specific day

Here is the reported time for the current week and month. Both worked hours and absence is summarized.

Overtime	Comp balance	Flex balance	Work reduction
0	0	0	0

Depending on your settings, you can see your balance here

# Create timereport

transPA  Go							
← 15 Apr - 21 Apr →		4/16/2018		 			
Week: 16	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 15		8:00 AM - 5:00 PM Report	0	8	Trip	Absence	8.00
Mon 16		7:00 AM - 7:00 PM Report	1	0	Trip	Absence	11.00
Tue 17		Report	0	0	Trip	Absence	0.00
Wed 18		Report	0	0	Trip	Absence	0.00
Thu 19		Report	0	0	Trip	Absence	0.00
Fri 20		Report	0	0	Trip	Absence	0.00
Sat 21		Report	0	0	Trip	Absence	0.00
Reported time week 16:							19.00
Reported time April:							27.00
Overtime				Comp balance			
Flex balance		Work reduction					
0	0	0	0				

1. Register your timereport by clicking on *Report* for the day in question. Here you can write working hours, breaks, tasks, vehicle and notes to your supervisor. Red text means that your timereport has been confirmed by your supervisor and can not be changed. Green text means that you still can make changes.

2. *Trip* is used to register a trip eligible for allowance.

3. If you have been absent a day or part of a day, you can see and/or register that here.



# Report working hours

1. Write start time and end time.  
You can write time after midnight.

2. Write all your breaks during the day.

3. If any, write notes of things happened or performed, especially if it involves overtime.

4. Here you can register a trip for domestic allowance, but we recommend that you use the way described on the next page.

transPA   Go

Sunday, 22 April 2018

Employee: JOLO, Jonas Lövgren

Shift Tacho Log

notes

Trip  Shift with a trip

Start and end time

From time: 08:00 To time: 17:00

break


From time: 12:00 To time: 13:00

From time: To time:

From time: To time:

From time: To time:

Summary

Total time 8.00  Refresh

other

Save any overtime or undertime as

Task

From time	Task	Vehicle	Trailer	Counter start (km)	Counter end (km)
08:00	Generell	Choose vehicle	Choose trailer	0.00	0.00

6. If you performed another task than general, you can choose this here.

7. Choose the vehicle you have been using during the day.





8. These are company specific.

5. If you use comp time you can choose to save or withdraw from comp balance here.

9. Save



# Report a trip eligible for allowance

transPA   Go							
← 15 Apr - 21 Apr →			4/16/2018		 		
Week: 16	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 15		Report	0	0	Trip	Absence	0.00
Mon 16		Report	0	0	Trip	Absence	0.00
Tue 17		Report	0	0	Trip	Absence	0.00
Wed 18		Report	0	0	Trip	Absence	0.00
Thu 19		Report	0	0	Trip	Absence	0.00
Fri 20		Report	0	0	Trip	Absence	0.00
Sat 21		Report	0	0	Trip	Absence	0.00
Reported time week 16:							0.00
Reported time April:							8.00


1. Click on *Trip*. It's important you click on the day you ended your trip.

Overtime	Comp balance	Flex balance	Work reduction
0	0	0	0

# Report a trip eligible for allowance


Employee

**Started**

Date  

Time

**Ended**

Date  

Time

**Type of travel**

Transport  Abroad

Date  Free room & board

Mark/demark all





Sun 15 Apr

Mon 16 Apr

Tue 17 Apr

Wed 18 Apr

**Crossed borders**

Date	Time	Country
<input type="text" value="4/18/2018"/> 	<input type="text" value="13:00"/>	<input type="text" value="Danmark"/>  
		

1. Write date and time when the trip started.

2. Write time when the trip ended.

3. If your trip is regulated by the Abroad agreement, click that here. You should also mark if your accomodation was free or not.

4. If your trip is abroad, you should register all border crossings by choosing date, time and country your going in to. Click the plus sign for every crossing you want to register.



5. Save



For trips abroad it's important to register all border crossings. It is used to calculated the right type of allowance.




# Report absence

**transPA**   [Go](#)

Employee  ▼

Absence time

Reason  ▼

Start date  

Length of absence  Endag  Period

Start time

End time

Vehicle

Registration number  ▼

Notes

1. Write the correct absence time. Especially important when you're absent part of day.

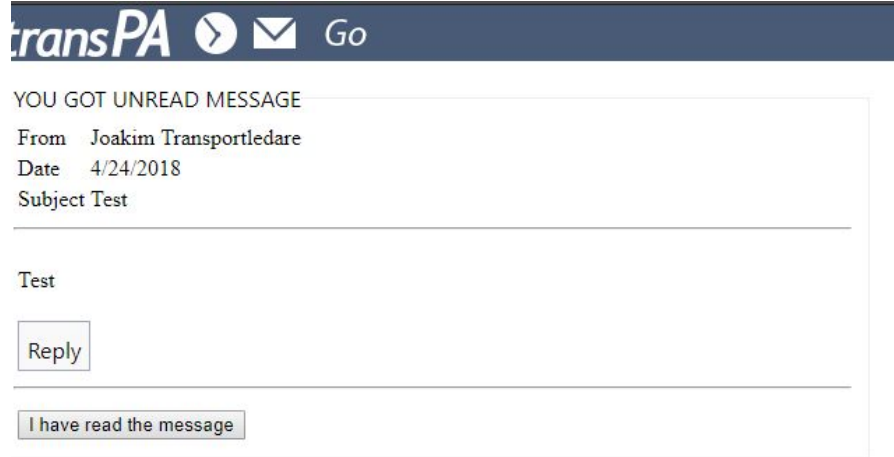
2. Choose the reason for your absence.

3. Save

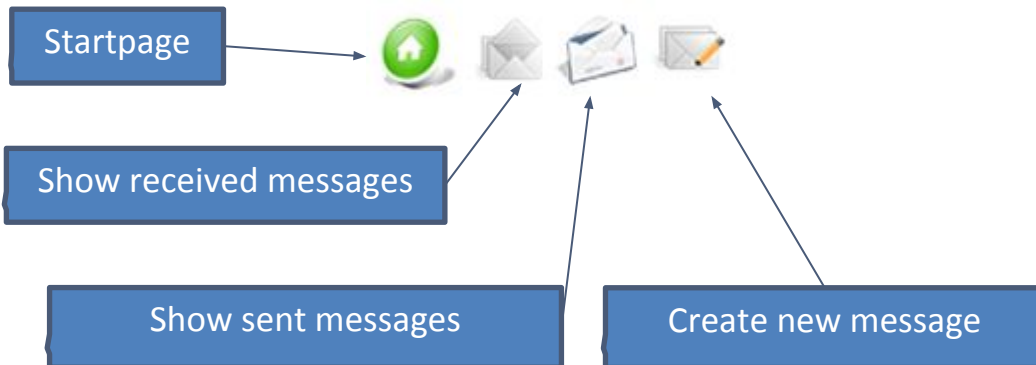


Some companies don't want you to register your absence yourself. Ask your supervisor about the routine on your company.

# Messages

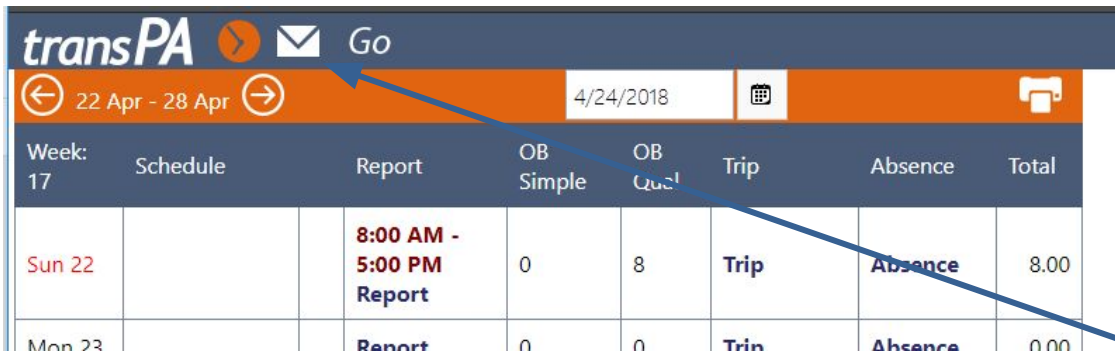


For instance, if your supervisor send you a message, you will see this next time you login. You can either send a read receipt or a reply. Read receipt is mandatory.



On the next page you can see how you write a new message. Some companies don't give the opportunity to write new messages, only reply to received messages.

# New message



Week: 17	Schedule	Report	OB Simple	OB Quot	Trip	Absence	Total
Sun 22		8:00 AM - 5:00 PM Report	0	8	Trip	Absence	8.00
Mon 23		Report	0	0	Trip	Absence	0.00

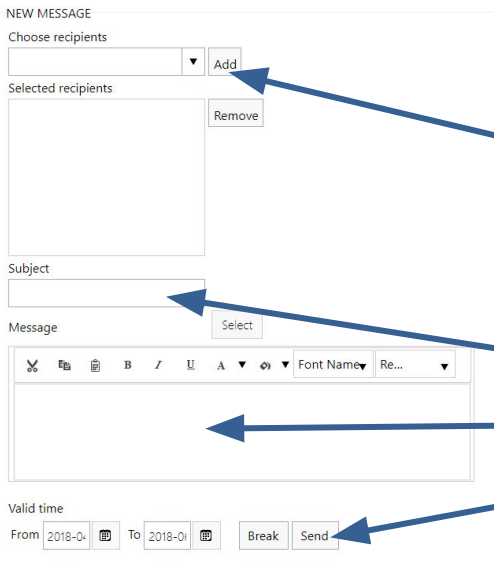
1. Click on the envelope



1. Click *Write new message*

3. Choose one or more recipients

4. Type a subject and the message and click Send



NEW MESSAGE

Choose recipients

Add

Selected recipients

Remove

Subject

Message

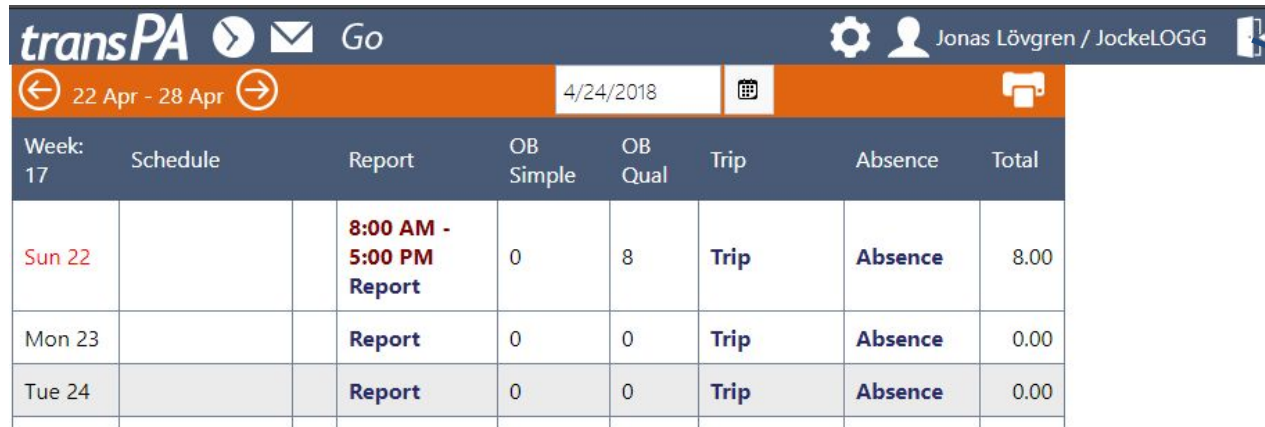
Select

Font Name Re...

Valid time

From 2018-01 To 2018-01 Break Send

# Logging out



Week:	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
17							
Sun 22		8:00 AM - 5:00 PM Report	0	8	Trip	Absence	8.00
Mon 23		Report	0	0	Trip	Absence	0.00
Tue 24		Report	0	0	Trip	Absence	0.00

1. Click on the door



When you've logged out you can easily bookmark the webpage, and place it on your desktop or startscreen of your cellphone, tablet or computer.