

# TASS

Truck Appointment System  
Slot booking system

# TASS

- The TASS system is in use at the Port of Hamina.
- The service is free of charge for transport companies.
- Goals of the TASS (Truck Appointment System Steveco) system:
  - Reduce waiting and turnaround times for transport companies so they can plan operations better. In the Corealis pilot, truck turnaround time decreased by 14%.
  - Reduce congestion at unloading/loading locations by distributing the same number of vehicles over a longer period within available resources.
- Operating principle for managing truck traffic:
  - The transport company books an unloading/loading time slot for the truck delivering the goods. The vehicle is served within the slot when possible. The driver can change the slot if they will not arrive on time.
  - The transport company selects an unloading/loading queue based on the cargo (see p. 10). Careliance makes the final decision on the unloading/loading location.
  - Terminal users can monitor incoming vehicle order and arrival times, helping plan unloading/loading resources and reduce unnecessary unit moves.

# TASS

- Basic operating principle:
  - When a transport has a booked time slot, the aim is to unload/load it within that window.
  - If a transport arrives at the port on time or early for its booked slot, there must be space at the reserved unloading/loading location within a reasonable time in relation to the slot.
  - If the transport misses its slot, or arrives when it can no longer be handled within the booked slot:
    - If the vehicle arrives within the slot but more than 15 minutes after it starts, unloading/loading in the reserved slot cannot be guaranteed.
    - By terminal decision, the vehicle may be taken for unloading/loading outside the booked time slot if resources and other bookings allow.
    - Alternatively, the driver is instructed to book the next available slot, or truck reception books it.
  - Transports without a booked unloading slot may remain in the queue, or be instructed to book the next available unloading time.



## Truck Appointment System

Transport company  
registration as a  
service user

- Transport companies, dispatchers and truck drivers can start using the TASS mobile application at any time.
- Transport companies can register as service users at any time through the TASS website, where unloading time bookings are also made.
- <https://tass.kube.goswift.eu/steveco/>
- For support, contact [tass@steveco.fi](mailto:tass@steveco.fi)

# Transport company user roles

- **Transport company user:** creates bookings for drivers and vehicles. Any number of users may act on behalf of the same company. Company users can manage the full company booking list, drivers and vehicles. The driver and vehicle lists simplify the booking wizard by allowing details to be selected from a list or entered manually.
- **Company administrator:** a user who can also edit company details, such as company users.
- **Driver:** uses the mobile application to see which terminal the load must be taken to and when. Terminal users can track the driver's movement and see whether the load arrives early, on time or late. The driver's location is automatically linked to the corresponding booking.

# Company details

On the My company page, you can add, change and delete the following details:

- Company details
- Manage company users
- Manage available vehicles
- Manage driver details

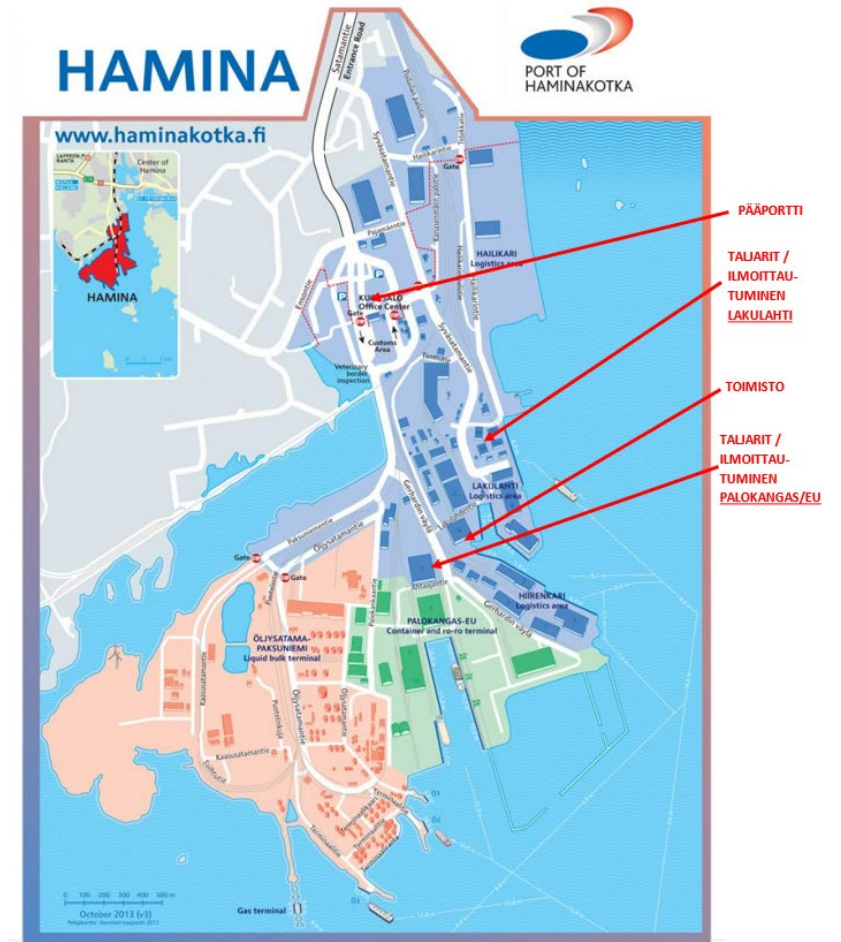
The screenshot displays the STEVECO web application interface. At the top, there is a navigation bar with the STEVECO logo and user options: 'Tervetuloa, Jyrki!', 'Profilini', and 'Logout'. Below the navigation bar, there is a dark header with menu items: 'Kotisivu', 'Varaa', 'Yritykseni', 'Varaukset', 'Ilmoitukset', 'Tilastot', and 'Palautteet'. The main content area is divided into three sections:

- Yrityksen tiedot** (Company details): A card with a 'Muuta' button. It lists company information: Yrityksen nimi (JJ-kuljetus), Yrityksen osoite (Torniomäentie 1 45200 Kouvola, Finland, Y-987654321), Yrityksen maa (Finland), Yrityksen rekisteröintinumero (Y-987654321), Yrityksen puhelin (35840595555), Yrityksen sähköposti (jyrki.jarvinen@sahkoposti.com), and Aktiivinen (Active) status with a green toggle.
- Yrityksen käyttäjät** (Company users): A card with a '+ Lisää uusi käyttäjä' button. It shows a table of active users with columns: Etunimi, Sukunimi, Käyttäjänimi, Käyttäjän puhelin, Käyttäjän sähköposti, Rooli, and Aktivoitu. The table lists three users: Jyrki Järvinen (pääkäyttäjän rooli), Paavo Pääkkönen (käyttäjän rooli), and Liisa Ajola (käyttäjän rooli). Each user has a 'Muuta' button.
- Yrityksen autot** (Company vehicles): A card with a '+ Lisää uusi auto' button. It shows a table of vehicles with columns: Rekisterinumero and Maa. The table lists three vehicles: XPJ222 (Finland), ABC313 (Finland), and 123ABC718 (Russia). Each vehicle has a 'Muuta' button.
- Kuljettajat** (Drivers): A card with a '+ Lisää uusi kuljettaja' button. It shows a table of drivers with columns: Kuljettajan etunimi, Kuljettajan sukunimi, Kuljettajan puhelinnumero, and Kuljettajan sähköposti. The table lists three drivers: Joel Järvinen, Kalle (Kuljettaja), and another Kalle (Kuljettaja). Each driver has a 'Muuta' button.

# Booking

- Bookings are made at <https://tass.kube.goswift.eu/steveco/>
- To make a booking, you must be registered in the service and sign in before booking.

Autoja pyydetään ilmoittautumaan taljareiden kopilla satamaan saapuessa; riippuen lastista Palokangas-EU tai Lakulahti.



# Booking

Making a booking:

1. Select Hamina.
2. Select the terminal unloading queue according to the cargo (see page 10), e.g. Rolls H-1 USA (Lakulahti side).
3. Time slot, i.e. the time when the transport should be handled.
4. Vehicle details and transport number (e.g. waybill number, or pickup reference when collecting a load). Vehicle details can be selected from the menu or entered manually.
5. Driver details. Driver details can be selected from the menu or entered manually.
6. Booking confirmation, saved after the details are checked.

After making the selection, continue by clicking the lower "Next" button. You can also go back by clicking "Back".

In booking confirmation, check the details and click "Save" to activate the booking. The application then moves to Bookings, where all company bookings are shown.

# Bookings

On the Bookings page, you can view, change and delete company bookings



Tervetuloa, Jyrki! [Profilini](#) [Logout](#)

[Kotisivu](#) [Varaa](#) [Yritykseni](#) **[Varaukset](#)** [Ilmoitukset](#) [Tilastot](#) [Palautteet](#)

Etsi kuljetuksen järjestysnumeron tai auton perusteella

[Kaikki](#) [Varattu](#) [Peruttu](#)

[Kaikki](#) [Etujassa](#) [Ajoissa](#) [Saapunut](#) [Myöhässä](#)

Alku pvm

Loppu pvm

Terminaalit  
Valitse valintasi

Varausten kokonaismäärä: 4

[Hallitse ilmoituksia](#)

Aikaikkuna pvm	Aika rajalla	Terminaalin nimi	Terminaalin jono	Transport order number	Auton rekisterinumero	Varauksen tila	Status		
16.01.2021	11:00	Sapokka	Jono 1	121234		BOOKED	Tuntematon	<a href="#">Yksityiskohdat</a>	<a href="#">Muuta</a>
16.01.2021	10:30	Sapokka	Jono 1	nnlkk	XPJ222	BOOKED	Tuntematon	<a href="#">Yksityiskohdat</a>	<a href="#">Muuta</a>
16.01.2021	10:30	Sapokka	Jono 1	ddd	ABC313	BOOKED	Tuntematon	<a href="#">Yksityiskohdat</a>	<a href="#">Muuta</a>
16.01.2021	10:30	Sapokka	Jono 1	123	xxx222	BOOKED	Tuntematon	<a href="#">Yksityiskohdat</a>	<a href="#">Muuta</a>

«« « 1 »»

[Vie CSV-tiedostoon](#)

[Luo PDF-tiedosto](#)

[Kuljettajan sijaintitilastot](#)

# Hamina terminal unloading/loading queues

Rolls H-1 USA	Rolls H-8 Terneuzen/Stettin	Timber Lakulahti	Timber EU quay Ahtaajantie	Pulp & loadings
<ul style="list-style-type: none"><li>• Open: Mon-Fri 06:00-22:00</li><li>• Intended for all inbound roll loads whose destination is USA traffic.</li></ul>	<ul style="list-style-type: none"><li>• Open: Mon-Fri 06:00-22:00</li><li>• Intended for all inbound roll loads whose destination is Terneuzen or Stettin.</li></ul>	<ul style="list-style-type: none"><li>• Open: Mon-Fri 06:00-22:00</li><li>• Intended for timber loads unloaded at Lakulahti.</li></ul>	<ul style="list-style-type: none"><li>• Open: Mon-Fri 06:00-22:00</li><li>• Intended for timber loads unloaded at the EU quay.</li></ul>	<ul style="list-style-type: none"><li>• Open: Mon-Fri 06:00-22:00</li><li>• Intended for loads with pulp.</li><li>• Intended for pickup loads.</li></ul>

# Feedback and contact



USE THE FEEDBACK SECTION TO CONTACT YOUR SELECTED  
TERMINAL BY EMAIL, SEND FEEDBACK TO STAFF AND OPEN  
A CONVERSATION.



BY EMAIL

[TASS@STEVECO.FI](mailto:TASS@STEVECO.FI)