

# REGISTRATION OF HOURS AT



2024

- Part 1 Introduction to the use of the APP
- Part 2 Practical information about functions in the App
- Part 3 Dispatch of assignments
- Part 4 Create your own orders
- Part 5 Registrations via the Website

# **Introduction to the use of the APP Part 1**

*How to log in and the daily use*

**App for drivers on assignment with Grenland Transport AS 2024**

**download**



**Hogia Transport Mobile 2.0**

*Huawei phone and tablet do not work with Hogia*

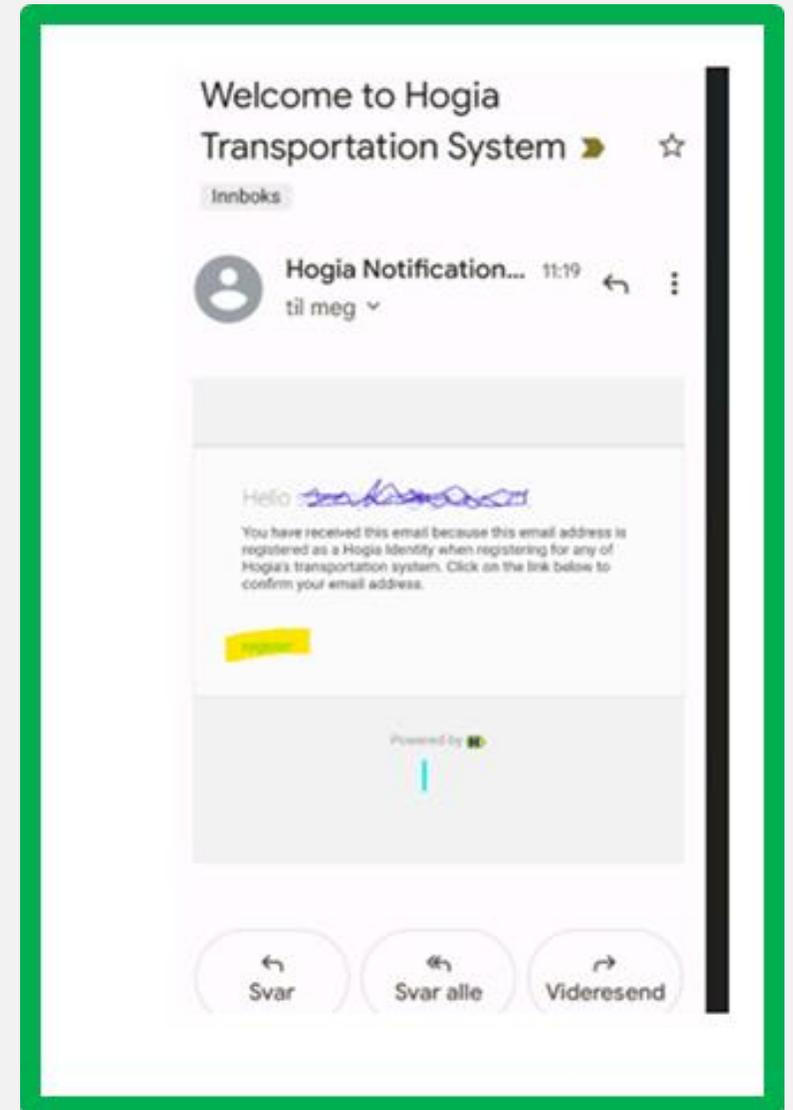


- ❑ You must be registered with Grenland Transport for and have access to the APP

**You receive this email when we register you.**

**YOU SHOULD NOT ENTER YOUR Social Security Number**

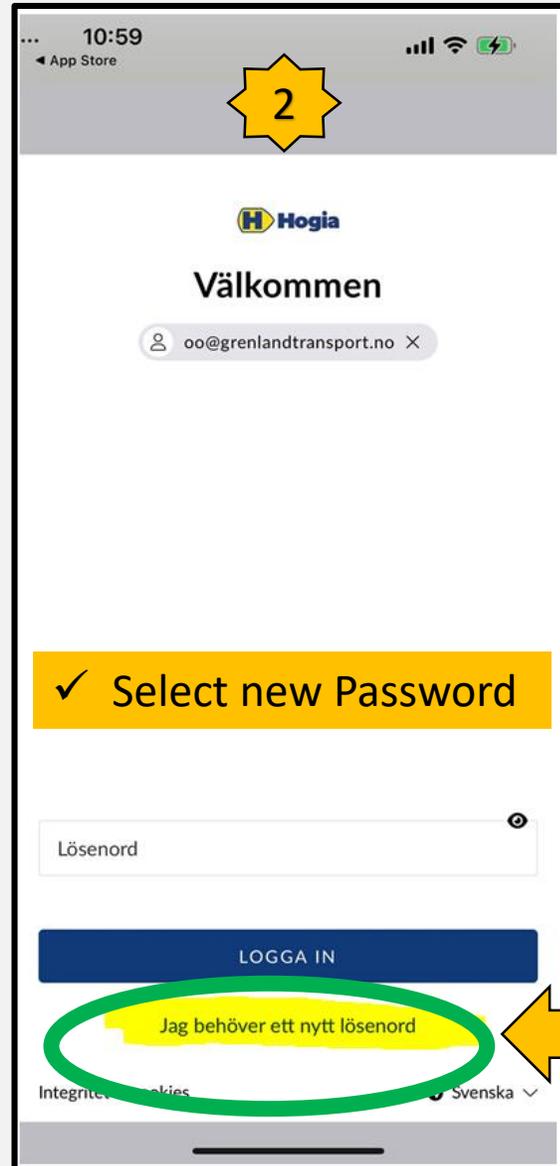
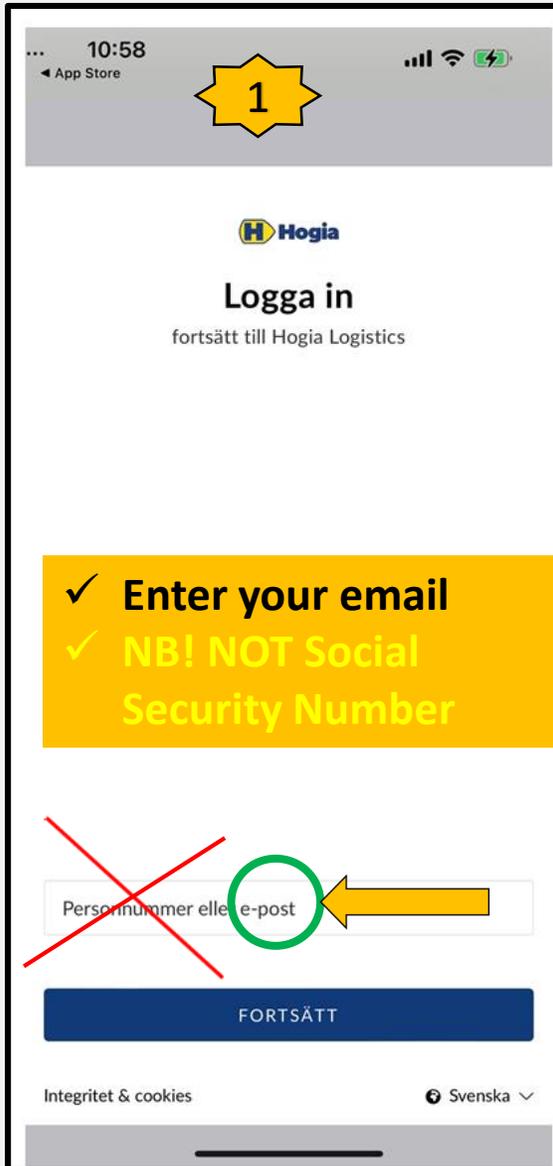
*You can register your name in this email that you receive when you are registered by Grenland Transport, but you will not access the App here. You may well ignore this one, because confusion often arises here.  
(but ok if you register with your name)*



**Now you know that you are registered in the App,  
then follow the next instructions**

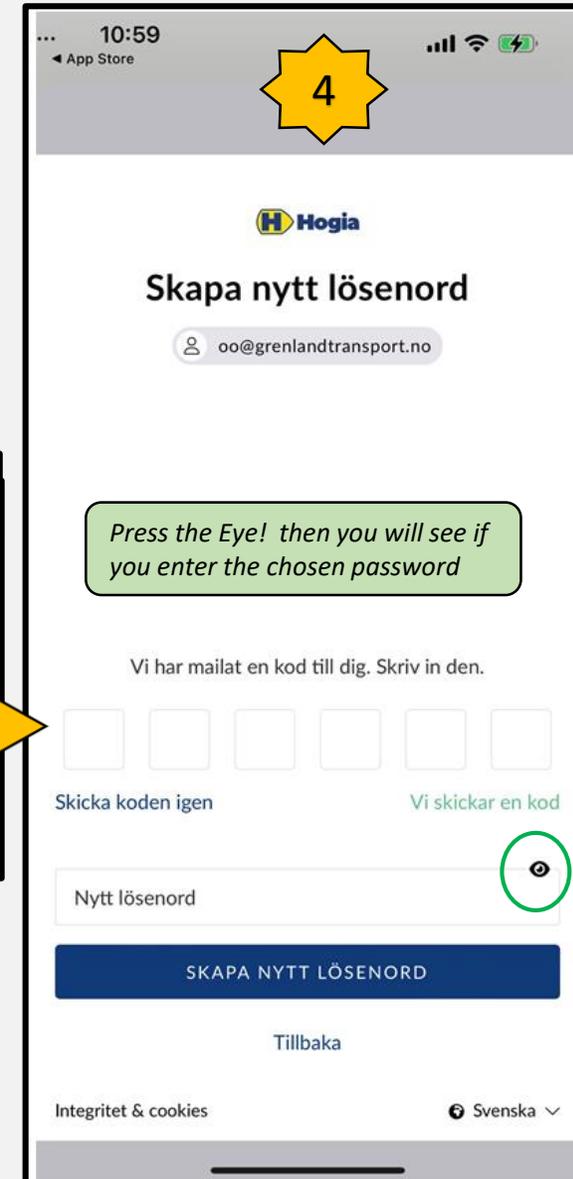
**LOG IN ON**





3

- ✓ You will now receive an email with a code
- ✓ Add that code and create a password.



# Now you can log in



Unifon 13:55 87%

**1 ny ordre**  
Ny ordre: NCC Industry AS Avregning (#13572)  
Gå til ordrelisten og oppdater.

## Velkommen!

Hvilken bil kjører du i dag? Velg bil ved og først velge firma og deretter velge bil.

FIRMA  
Grenland Transport AS

BIL  
GT12345

**Tips!**  
Visste du att du raskt kan endre bil ved å velge "Avslutte dagen"? Du kommer deretter tilbake til denne siden.

**→ Start dagen**

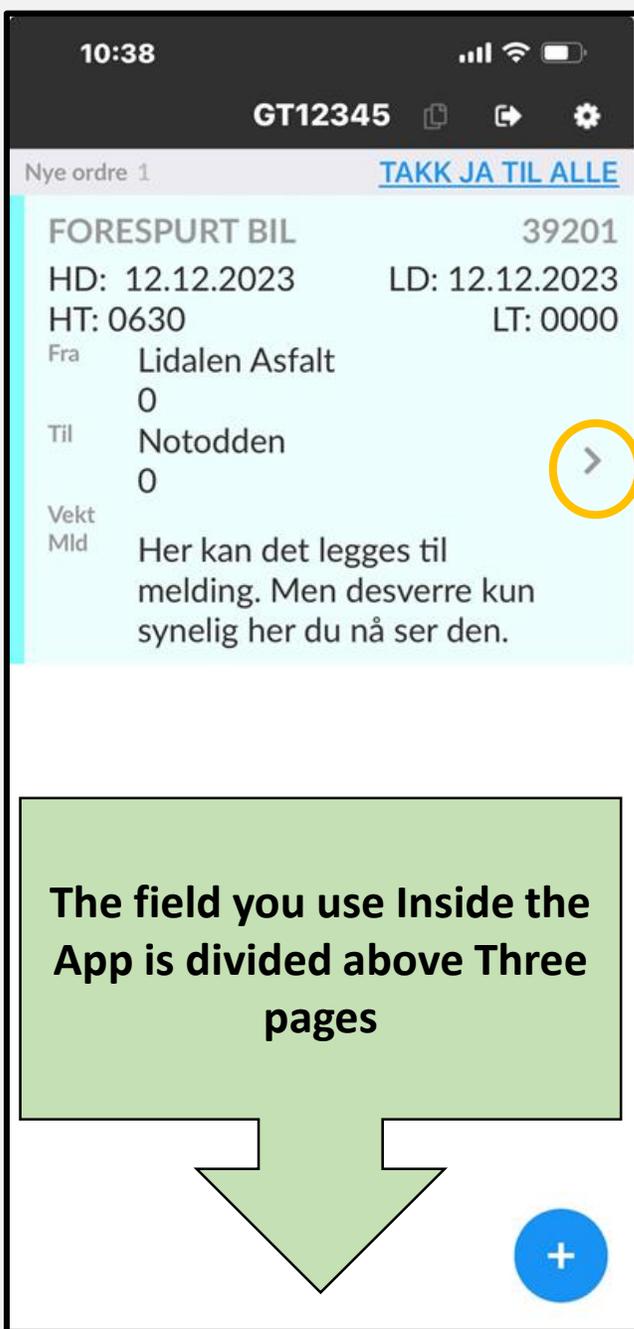
✓ Select company

✓ Select vehicle

✓ *NB! You only get access to the car/s GT chooses for you. So here there may be several cars available for you.*

If you do not get a car number, we have not added the car

*NB! The car owner or a representative of the car owner can and should have access to all their cars, for and help with filling in for new drivers or replacement drivers*



Enter the mission as shown

- Here you see the assignment's unique Hogia number (39201) similar to the one on the received SMS.
- HD: is the start date (LD: is normally equal to the date. Not used)
- HT: is the attendance time. LT: stands as 0000, it is filled in by the driver.
- Mld: Is current information from the office. Message is only visible here on the first page, but you can exit and enter missions..



Signatur



Bilde



Note

KUNDE

NCC Industry AS Avregning

FRA:



Lidalen Asfalt



0

Map references  
can be added  
here

TIL:



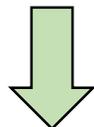
Notodden <https://maps.app.goo.gl/2GUxKjjQA8cp2ECf>



0

DERES REF

12345678-20012345



Bilde

- Use this to take pictures of loading lists, receipts etc.

*This is actually a deviation function. Don't let that confuse you.  
We use it for all images/documents we enter*



Note

- Here you can write messages. Up to 255 letters



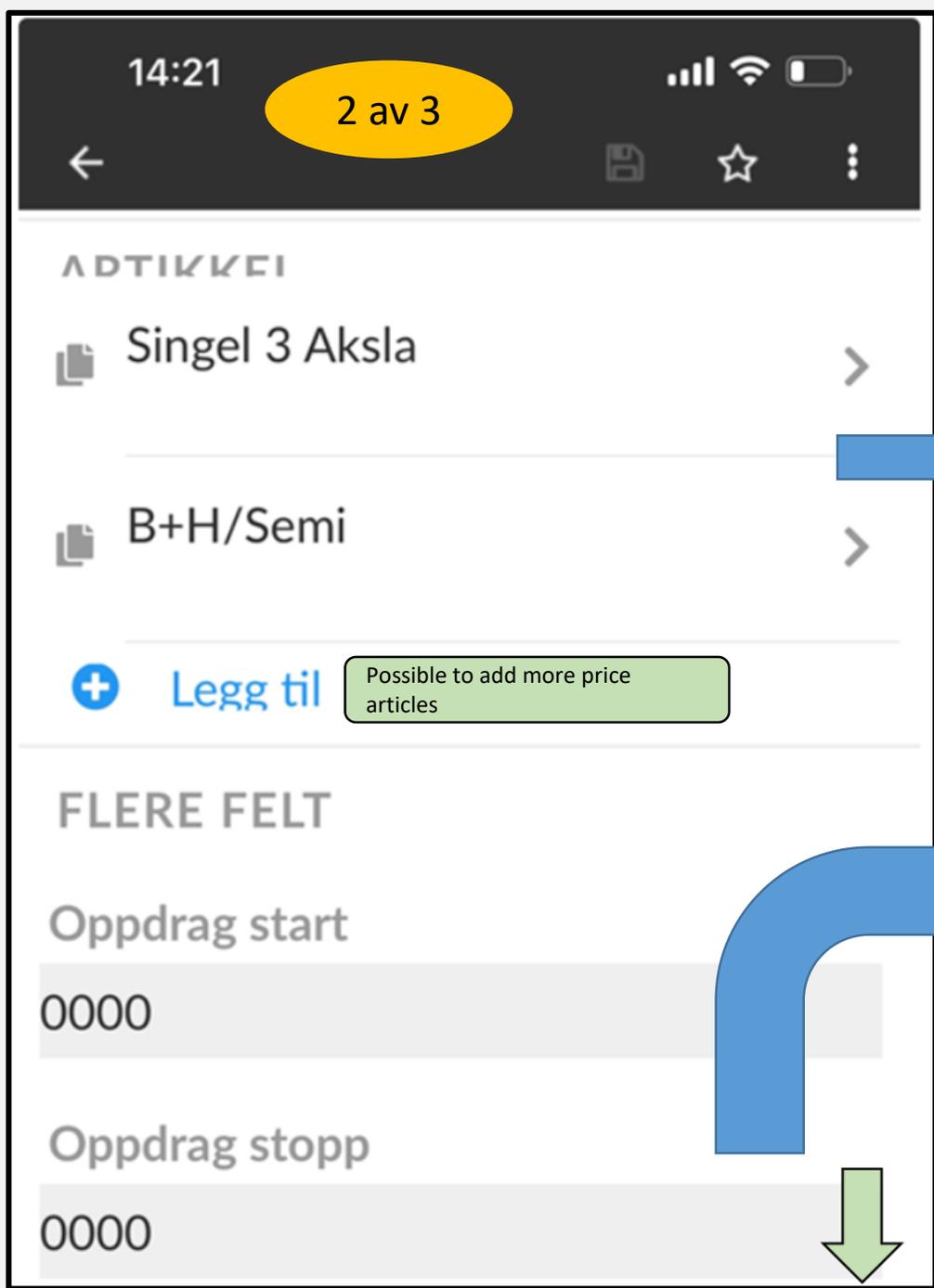
Signatur

- GT currently does not use this. But the opportunity is there

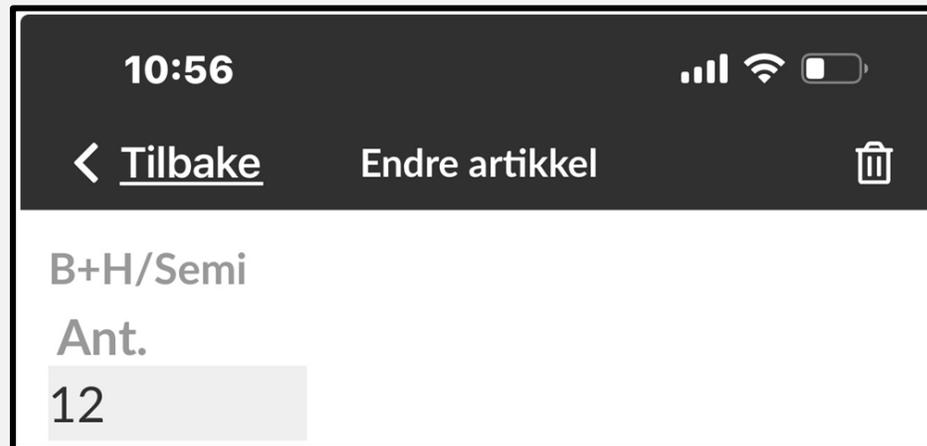
DERES REF

12345678-20012345

- Ref./Project number and Sub-account
- Only GT can be entered and changed in this field



Enter hours on relevant articles



**Mission Start and Stop**  
**New!**  
**You can change the start time and add the stop time.**  
*Note that if no time has been added, 0000 will be displayed as here.*

It is important that you fill in the articles as shown here. In the event of errors or omissions in the article, the text field can be used

14:56

3 av 3



0000

Deres ref 2

Deres ref 3

NOTER

Fraktseddel /Vektseddel



Bilnotat 0/255

LASTING SLUTT



39098

AKSEPTERT AV BIL

### Deres ref felt 2 og 3

Here you can enter references (Project no. and Subaccount) Short texts can also be added in these fields.

Noter: Here you can add waybill number etc. We do not use this camera function.

Bilnotat: Here you can give us information such as car exchange etc.

*Please note that DELIVERED with white text has not been delivered. Press again*



LEVERT



39172

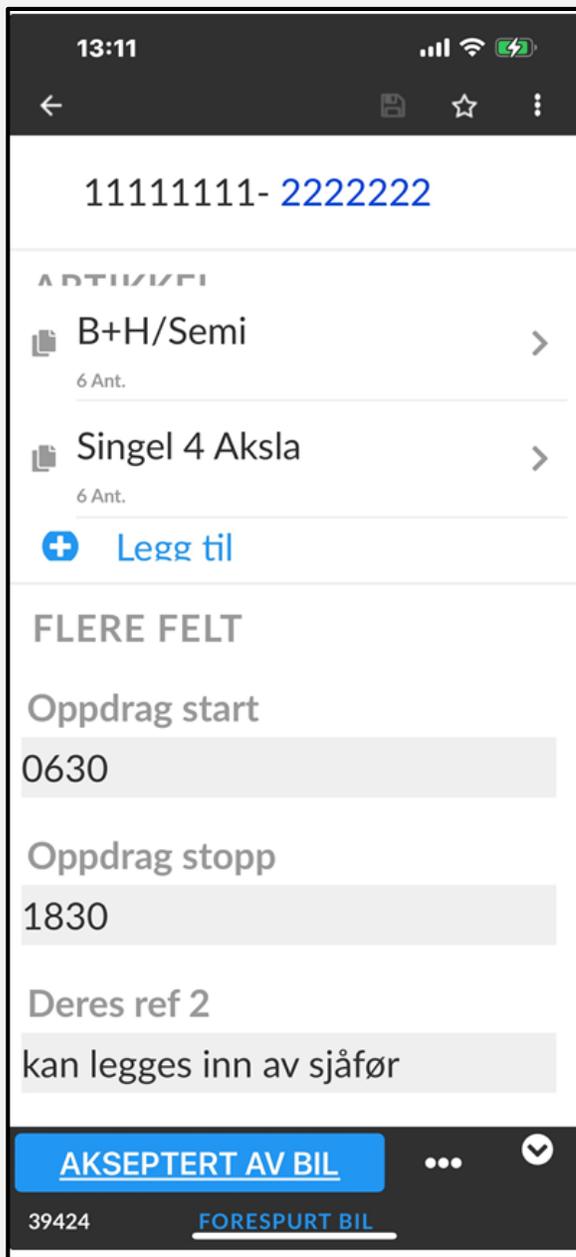
LASTING SLUTT

Here the mission is delivered



39172

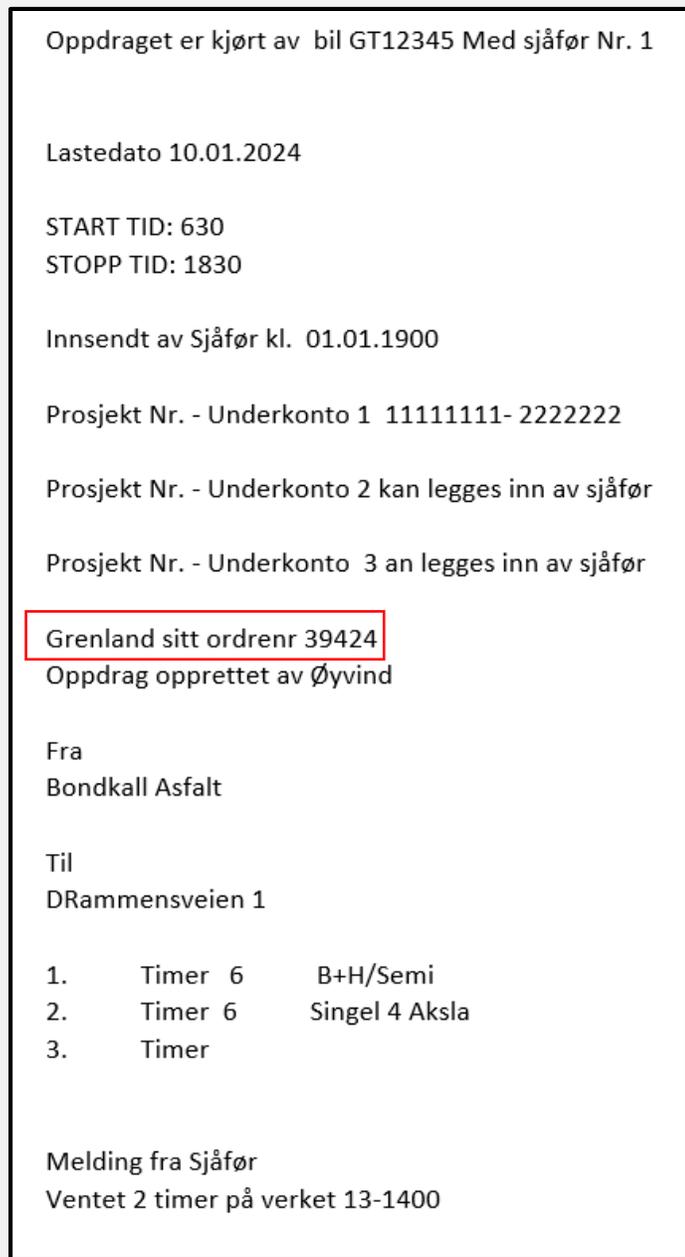
LEVERT



APP COMPLETED BY DRIVER

Asfalt Bas/Foreman sees this

*As of January 2024, all foremen are set up with this setup by submitting the APP.  
But the loading list must be delivered anyway*



# Tolls - Bompenger

- A separate assignment is always made for toll roads.
- Tolls are invoiced and a separate assignment is therefore made.
- On the article, you enter the number of loads. (Not total passes)
- GT has found the roundtrip price in advance which is written in the message to car field.
- Deviations from this, use the note field.



The screenshot shows a mobile application interface for entering toll information. At the top, the time is 10:56, and there are icons for signal strength, Wi-Fi, and battery. Below the status bar, there is a navigation bar with a back arrow, the text "Tilbake", the text "Endre artikkel", and a trash icon. The main content area displays "BOMVEI" in bold, followed by "Ant." in a lighter font. Below "Ant.", there is a text input field containing the number "4".

# Remember!

- NCC requires physical loading list everyday.
- TONNES PER LOAD MUST BE NOTED IN THE LOADING LIST
- GT equips all relevant team cars at NCC as well as asphalt plants with Lastelist.
- GT's order number must always be added to this loading list.
- APP is for registering hours for GT, who in turn checks daily against NCC's Suppliers web. (Opposite invoicing).
- Hours must without exception be handed in after completion of the assignment.
- *Receipt on the loading list if this is practically possible*



LASTELISTE 33753

Oppdragsgiver NCC

Bileier ATM 45

Prosjektnummer 350010

Underkonto 10 2001

Reg.nr. GT 12345

Sjåfør JIMMO ØYEN

Dato 17/1-24

REF 34919

Lass Nr.	Lastetid Kl.	Massetype	Antall M3	Antall Tonn	Lastested	Tippsted	Transp. Km	Ankommet Kl.	Avreise Kl.	Merknader
1	8:00	AB 11		30.1	BONDØRE	LILLESTRØM	35	9:00	9:30	B+H
2	10:30	- 11		30.2	- 11	- 11	"	11:10	11:40	B+H
3	12:30	- 11		31.2	- 11	- 11	"	13:30	14:00	B+H
4					- 11			14:30		STOPP VECK
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Start kl. 8:00

Slutt kl. 14:30

Totalt timer 6.5

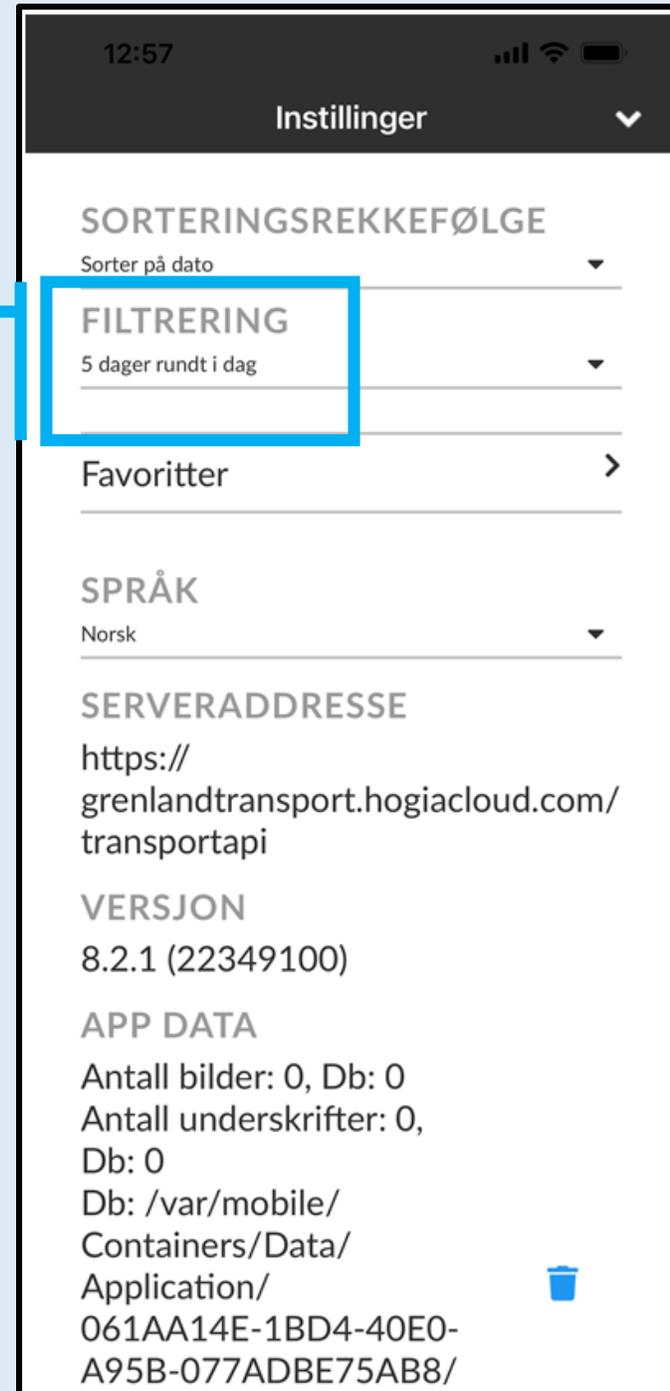
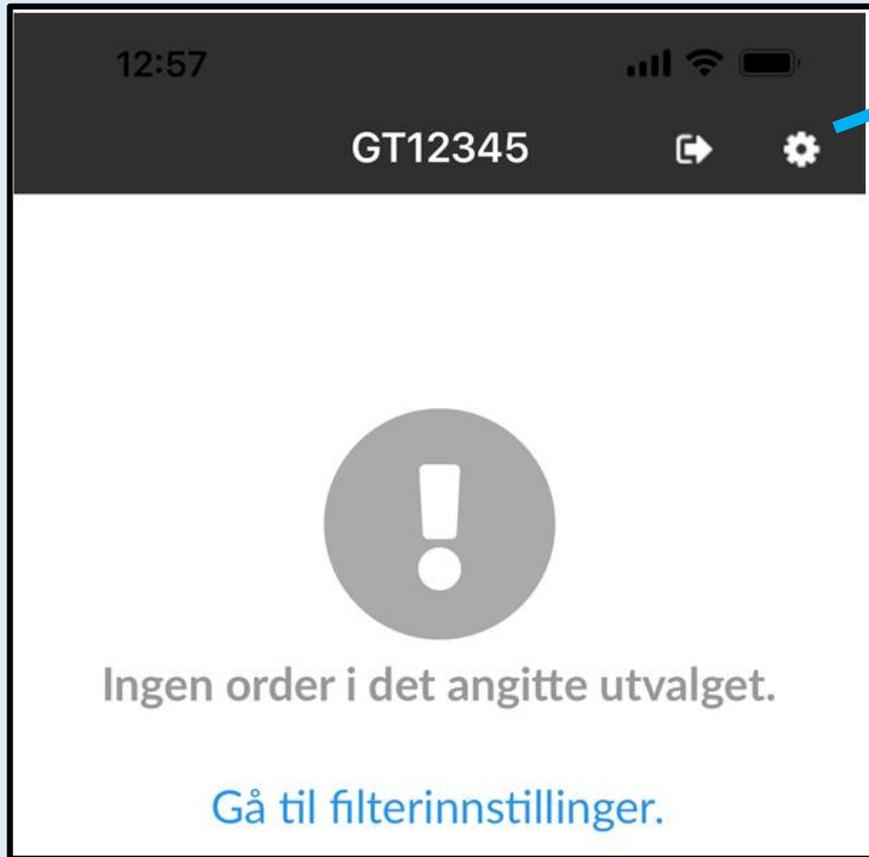
  
Sjåfør sign.

  
Attestert

The load list needs no explanation, but **remember to add GT's reference number here.** New lists will have their own field for it

**Now follows some practical  
information about settings and  
functions in the App  
Part 2**

Start with and set filtering. 5 days around today is recommended





Before you have accepted the assignment, it is possible in this field...and not accept the assignment. Never do it without an appointment! Call, something is misunderstood.



Rejection is only notified to us with a small cross on the assignment. It will not be discovered until the following day.

# **Dispatch of assignments**

## **Part 3**

# SMS Varsel

[39098](#)

Lastedato:06.12.2023

Tid:00:00

Kunde:NCC Industry AS

Avregning

Anlegg:Øyvind Øyen -

[93269624](#)

Lastenavn:Lidalen Asfalt

Lossenavn:Notodden <https://>

[maps.app.goo.gl/](https://maps.app.goo.gl/)

[2GUxKjjQA8cp2ECf](https://maps.app.goo.gl/2GUxKjjQA8cp2ECf)

Nålen vil vises i Google Maps

Everyone will always receive an SMS notification of the assignment the day before.

SMS has limited opportunities for information, so always read the e-mail entry! It is the information in the e-mail that applies to the assignment you are to carry out.

*It is now possible to enter map references for you on the SMS notification, you will then find them again in the App*

- ❑ Assignments are first sent out to everyone via e-mail.
- ❑ It is always this information in the email that you should follow.
- ❑ If you have not received an email before the SMS notification, call! Then something must have gone wrong.

### Example of daily email registration

(111) Sebastian Gill Tlf: 941 24 553					
Start Tid	Bilnummer:	Type Bil på oppdrag	Bileier:	Sjåfør-Tlf	E-post Sjåfør
09:00	NV80417	Semi Tipp	Antras	241 Kristoffer Lindgren - [REDACTED]	[REDACTED]
09:15	GA12691	B+H 3A	Antras	276 Antanas Bielskis - [REDACTED]	[REDACTED]
09:30	SD77144	B+H 3A	Antras	37 Robert Kloc - [REDACTED]	[REDACTED]
09:45	XD86897	B+H 4A	Antras	346 Sebastian [REDACTED]	[REDACTED]

**Salgsordrenummer: 828797**  
 Lag: 4300-PLP2 Oslo (Sebastian Gill)  
 Prosjekt: 4300054 - Skanska E102 Fornebukrysset - Strand (241407)  
 Underkonto: 435403 - Desember 2024  
 Leveringsdato: 04.12.2023  
 Første lastetid: 08:00  
 Fabrikk: 260 - Steinskogen Asfalt  
 Produkt: 1003761 - AG 16 Bærelag 160/220 LTA RA40  
 Mengde: 400 ton  
 Antall lastebiler: 4  
 Lastefrekvens: 15 - 20 min, avklares med formann  
 Arbeidsplass: Skanska E102 Fornebukrysset - Strand (241407) Prosjekt: 4300054 – 435403  
 Transport kommentarer: Lastetid 08:00, lastefrekvens avtales med formann  
 Kommentarer: 4 lastebiler, lastetid 09:00

*The information during the car layout comes from NCC's system after Asfaltverket has received the order and approved it.*

- Email orders are mainly sent from [ordre@grenlandtransport.no](mailto:ordre@grenlandtransport.no)
- Do not reply to us on this email.
- Including [lastelister@grenlandtransport.no](mailto:lastelister@grenlandtransport.no).
- Let all replies go to our ``Private'' emails, or [post@grenlandtransport.no](mailto:post@grenlandtransport.no) (preferably not)

# **Create your own orders**

## **Part 4**

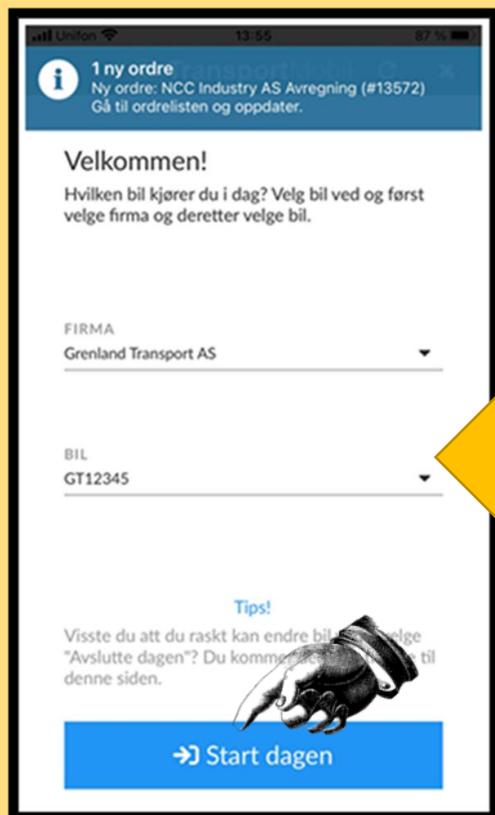
**Creating your own orders basically applies to everyone who runs moving assignments.**

**Everyone who will use this will receive their own training.**

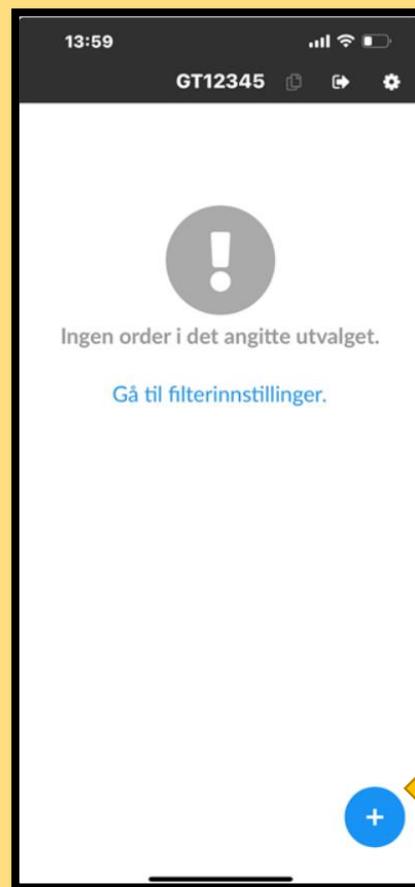
**This is very important do correct!**

# Create your own assignments in the APP

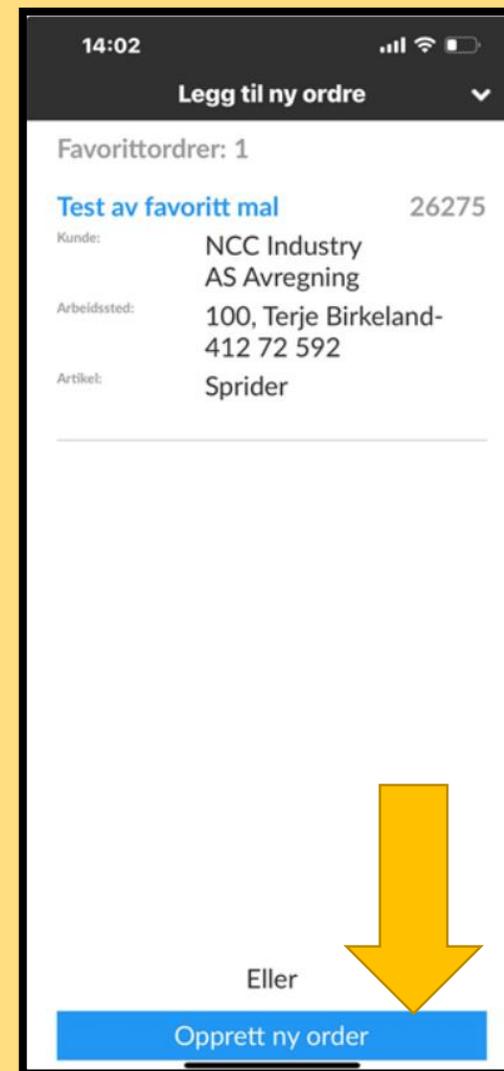
All old Favorite assignments must be deleted.

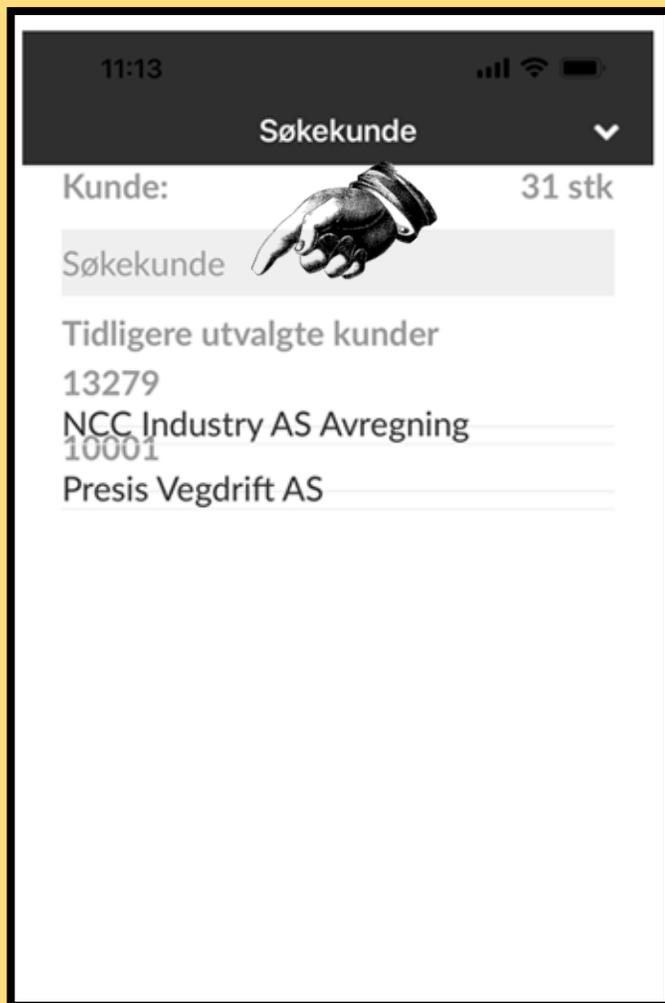


SELECT CAR



Press +





## ➤ Enter customer

Here, all registered customers appear when they have been used once.

You only get access to relevant customers that we at Grenland Transport add.

11:14 📶 🔋

Skape ordre ▼

Kunde:  
NCC Industry AS Avregning

Arbeidssted:   
100 - Terje Birkeland- 412 72 592

Avsender  
Lidalen 

Mottaker  
Notodden 

Hentedat  
2022-10-27  

Hentetid  
11.12   

Skape orden

## ➤ Create Order

**Arbeidssted/ Workplace:** Bas is entered there.

You can find our internal number for Bas in the e-mail registration.

*Skip if you are unsure and write the name of the chairman/client in the notes field*

NB! after you have made an order (*Create Order*) Everything disappears.  
Go out and in, don't start by creating another order.  
A common mistake 😊

*The base's internal number is next to the name on the registration*

(111) 		<b>Sebastian Gill Tlf: 941 24 553</b>			
Start Tid	Bilnummer:	Type Bil på oppdrag	Bileier:	Sjåfør-Tlf	E-post Sjåfør
09:00	NV80417	Semi Tipp	Antras	241 Kristoffer Lindgren - 976 33 224	<a href="mailto:scania.kristoffer@hotmail.com">scania.kristoffer@hotmail.com</a>

**MOVING TRUCKS:** Keep track of toll expenses and notes on the same assignment.

GT creates a separate assignment where this is to be invoiced.

Permanent moving vehicles in Oslo are invoiced based on Auto pass once per month

# Registrations via the website

[www.grenlandtransport.no](http://www.grenlandtransport.no)

## Part 5





- ALL return of hot asphalt to Franzefoss
- RUH Registration (*Deviation registration*)
- Random assignments not registered by GT
- Random drivers who don't have App
- Add the webpage to the Home screen

Here, everyone without an APP MUST send GT hours every day after the end of the shift.

Here you MUST Register Unwanted Events

**Hours must be registered and delivered immediately**

# For tilfeldige sjåførar uten Grenland Transport sin APP

NCC's Asphalt base must always receive a loading list after the end of the shift.

*(must also be received by everyone with APP)*

If you don't have a list, you can find it at Asfalt plant or at NCC Basen.

Grenland Transport must also immediately receive these hours! They must be sent via our website or at least a picture of the loading list to

[lastelister@grenlandtransport.no](mailto:lastelister@grenlandtransport.no)

**The lists must ALWAYS be marked with GT's order number.**

***Everyone has received the order via SMS. IF Not, contact GT immediately for order***



Order number sent by SMS

## List on the website

It is also possible to send this to Asphalt bas  
(all bases are stored on the extra receiver)

**Then remember the Order number from the SMS.**

Optional e-mail you choose yourself. (valgfri epost)

When submitting the form, it goes directly to

[lastelister@grenlandtransport.no](mailto:lastelister@grenlandtransport.no)

rest should be self-explanatory.

### Drivers without APP

**Hours should only be sent via** [lastelister@grenlandtransport.no](mailto:lastelister@grenlandtransport.no)

**SMS should not be used to submit hours**

Dato *	Reg. nummer *			
4. mai 2023				
Sjåfer *	Ordrenummer (Hogia)			
Oppdrags giver				
Prosjektnummer (Evt. andre referansenummere)	Underkonto			
Start tid	Stopp tid			
<b>Biltype: Antall timer / tonn</b> Fyll ut enten timer eller tonn, avhengig av oppdrag.				
3A	4A	B+H / Semi		
Fra lokasjon	Til destinasjon			
Tonn pr. lass - #1	#2	#3	#4	#5
0	0	0	0	0
Merknader				
<b>Velg en ekstra epost mottaker</b> Asfalt-bas NCC				
Ingen ekstra mottaker				
Ekstra valgfri epostadresse				
Send inn skjema				

# Important!

## RETUR ASFALT (Hot retur asfalt)

To Bondkall and Steinskogen.

Then the recipient is Franzefoss.

**Always weigh in and ALWAYS use this function.**

## REMEMBER

- Weight/return tonnage
- Vehicle number
- Name
- **Prosjektnummer og Underkonto/Project number and Subaccount**
- Date and time of delivery
- You will find both Franzefoss departments **Ekstra epost mottager**

Salgsordrenummer: 828797  
Lag: 4300-PLP2 Oslo (Sebastian Gill)  
Prosjekt: 4300054 ; Skanska E102 Fornebukrysset - Strand (241407)  
Underkonto: 435403 - Desember 2024  
Leveringsdato: 04.12.2023  
Første lastetid: 08:00  
Fabrikk: 260 - Steinskogen Asphalt  
Produkt: 1003761 - AG 16 Bærelag 160/220 LTA RA40  
Mengde: 400 ton  
Antall lastebiler: 4  
Lastefrekvens: 15 - 20 min, avklares med formann  
Arbeidsplass: Skanska E102 Fornebukrysset - Strand (241407) Prosjekt: 4300054 – 435403  
Transport kommentarer: Lastetid 08:00, lastefrekvens avtales med formann

Dato *	Reg. nummer *			
4. mai 2023				
Sjåfer *	Ordrenummer (Hogia)			
Oppdragsgiver				
Prosjektnummer (Evt. andre referansenummere)	Underkonto			
Start tid	Stopp tid			
Biltype: Antall timer / tonn Fyll ut enten timer eller tonn, avhengig av oppdrag.				
3A	4A	B+H / Semi		
Fra lokasjon		Til destinasjon		
Tonn pr. lass - #1	#2	#3	#4	#5
0	0	0	0	0
Merknader				
Velg en ekstra epost mottaker				
Afalt-bas NCC				
Ingen ekstra mottaker				
Ekstra valgfri epostadresse				
Send inn skjema				

**THANK YOU 😊**

**Drive safely!**