

Quick Manual for Carrier Timeslot Booking

Reca Norm GmbH



CARGOCLIX

Please go to the following web link:

www.cargoclix.com/reca-norm

Login Cargoclix timeslot management



You already have an activated user account for Cargoclix timeslot management and need an inscription for the above mentioned Cargo Market as well? Then just login now by entering username and password:

Apply now

If you are already a user of time slot management then just click on „Apply now”.

You do not have an account for Cargoclix timeslot management yet and need an inscription for the above mentioned CargoMarket? Then register now:

Create a new account now!

If you do not have an account for time slot management then you can create one by clicking here.

In both cases your data will be checked and your account (if you created a new one) will be ready to use the next day.

Login

Username

Password

Forgot your password?

Login

Type in your credentials here
and click “Login,,.

If you got an email that you have the
permission to use the time slot management
of **Reca Norm GmbH** now, then you can login
here: www.cargoclix.com/timeslot

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Cargoclix Help: Main menu

[Index](#)

Click on Carrier

To start using the application, click on the menu above.

Shipper:

As a shipper please choose this point to see the timeslot bookings for your locations.

Carrier:

As a carrier please choose this point to book timeslots in the locations of your shippers.

My Cargoclix:

You find your account data and configuration here.

Help

If you need help on any site of the application, choose help in the menu above.

Schedule **Bookings** **Bookings (Beta)**

CargoMarket: Reca Norm GmbH Location: Kupferzell Group: Wareneingang;

Local date/time at location: 01.05.2025, 22:43:47

[New Version](#)

Kupferzell

1. Choose CargoMarket

2. Choose Location

3. Choose a desired group if available

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[Schedule](#) [Bookings](#) [Bookings \(Beta\)](#)

CargoMarket: Location: Group:

Local date/time at location: **01.05.2025, 22:45:04**
Kupferzell
[New Version](#)

Quick search

05.05.2025

Zoom: 50%

Wareneingang	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	May, 2025							09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45
Rampe 2									Su	Mo	Tu	We	Th	Fr	Sa										
									27	28	29	30	1	2	3										
Rampe 3									4	5	6	7	8	9	10										
									11	12	13	14	15	16	17										
Rampe 4									18	19	20	21	22	23	24										
									25	26	27	28	29	30	31										
Rampe 5									1	2	3	4	5	6	7										
									Today: May 1, 2025																
Rampe 6																									

At first you will always see the current date entries.

Click here to choose another date to display.

Time slot colors:

At first you will always see the current date entries.
Click here to choose another date to display.

Time slot colors:

- Dark grey fields are not bookable (Ramp closed, Pause, etc.)
- Light grey fields are not yet or not anymore bookable
- Diagonal grey striped fields are booked by other customers

White fields are bookable.

Group: Wareneingang;

New Version

Quick se

10:30	10:45	11:00	11:15	11:30	11:45

CargoMarket:	Reca Norm GmbH
Location:	Kupferzell
Ramp name:	Rampe 3
Ramp type:	Standard Ramp
incoming:	Yes
outgoing:	No
Description:	
Beginning of booking phase:	Whole week (default) 14 day(s) earlier at 00:00 (fixed beginning)
End of booking phase:	Whole week (default) 1 day(s) earlier at 14:00 (fixed end) Monday 3 day(s) earlier at 14:00 (fixed end)
1.State:	Registration in the office, Should be reached 0 minutes before the beginning of the time slot
Critical start state	
2.State:	Begin of unloading
3.State:	End of unloading

2. Here you can see the booking phase e.g. how long in advance you can make a booking. The possibility to make changes to your own bookings ends with the end of the booking phase.

[Schedule](#) [Bookings](#) [Bookings \(Beta\)](#)CargoMarket: Location: Group:

Local date/time at location: 01.05.2025, 22:47:16

[New Version](#)

Kupferzell

Quick search

05.05.2025

Zoom: 50%

	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45
Wareneingang																				
Rampe 2																				
Rampe 3																				
Rampe 4																				
Rampe 5																				
Rampe 6																				

1. Choose an available and a desired time slot and click it to mark it.

2. Click on Pre-Book icon to book.

Schedule Bookings Bookings (Beta)

CargoMarket: Reca Norm GmbH Location: G

Change requests

Booking data

Process details

Attachment

Reca Norm GmbH, Kupferzell: 05.05.2025, 08:00 - 08:14, Rampe 3

Local date/time at location: 01.05.2025, 22:48:00

[New Version](#)

Hint:

Sicherheitsschuhe und Warnweste sind Pflicht!

Booking Company

Company
**XXX Cargo LA,
Bremen**
User
CARRIER USER
Created at
01.05.2025 22:47:58
Booking Type
Standard Booking

Additional data

Order number
Name of the carrier *
Mobile phone
Truck plate
Supplier *
Bill of delivery number *
Number of pallets *
Type of pallets (select) *
Please select
Goods declared *
Yes, I upload the attachments *
☐

* Mandatory

Load data from profile

☒ Show only my profiles
☐ Profile Overwrites

Profile
Please select
Name for new profile

The profile will be saved when you click
update

Delete profile

Save & Close

Save & Print

"Standard Cargoclix Buchungsbe" >

3. Type in all the data required.
If you are going to do regular
bookings we recommend to set
a new profile (e.g. truck plate
number), then you can choose
it next time as a template. Click
"Save & Close," button when
finished and your booking will
be saved.

[Schedule](#)
[Bookings](#)
[Bookings \(Beta\)](#)

CargoMarket: [Reca Norm GmbH](#)
 Location: [Kupferzell](#)
 Group: [Wareneingang;](#)

Local date/time at location: **01.05.2025, 22:49:02**

Kupferzell

[New Version](#)

05.05.2025
Zoom: 50%

	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45
Wareneingang																				
Rampe 2																				
Rampe 3																				
Rampe 4																				
Rampe 5																				
Rampe 6																				

This is how a booking is done and shown in the schedule view. If you let your mouse stand on it, you will see a tooltip for this booking.

Schedule **Bookings** **Bookings (Beta)**

CargoMarket: Reca Norm GmbH Location: Kupferzell

2. To cut click here.

Local date/time at location: 01.05.2025, 22:49:27

New Version

Kupferzell

Quick search

05.05.2025



Zoom: 50

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Wareneingang

Rampe 2 🔍

Rampe 3

Rampe 4

Rampe 5

Rampe 6

1. Mark a booking first by clicking on the booking once (red frame means marked).

3. To copy click
here.

4. Mark the time slot where you want to paste and click here to paste.

[Schedule](#) [Bookings](#) [Bookings \(Beta\)](#)CargoMarket: Location: Group:

5. To delete click here.

Local date/time at location: **01.05.2025, 22:49:27**[New Version](#)**Kupferzell**

Quick search

05.05.2025

Zoom: 50%

	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45
Rampe 2																				
Rampe 3																				
Rampe 4																				
Rampe 5																				
Rampe 6																				

1. Mark a booking first by clicking on the booking once (red frame means marked).

6. To create a PDF file with all important booking data click here.

Timeslot Booking Confirmation



Cargoclix Booking ID

55171285

Cargomarket Bookings-ID



Carrier	XXX Cargo LA
User	CARRIER USER
Order number	123
Name of the carrier	Person 1
Mobile phone	1234565
Truck plate	ab12
Supplier	1
Bill of delivery number	1
Number of pallets	1
Type of pallets (select)	Europallets
Goods declared	1
Yes, I upload the attachments	Yes
Comment	

The PDF file contains all the important booking data including the Cargoclix booking ID number.

Date And Time	05.05.2025 08:00-08:14
CargoMarket	Reca Norm GmbH
Location	Kupferzell
Ramp name	Rampe 3
Group	Wareneingang
Description	

This is an example how a PDF file of a booking looks like. The language depends on which language you have chosen (see slide 2 upper right corner).

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[Bookings \(Beta\)](#)

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[Autorefresh](#)
[Show customization window](#)

No data to paginate
 Results per page 30
☐ Show Filter Row Menu
 [Clear Filter](#)

+
-
S
R

Drag a

Click here to see all the
 bookings in tabular view
 for today

ID	er number	Date	Created at	Start time	Length	Truck plate	Name of the carrier	User	CargoMarket	Location

No data to display

No data to paginate
 Results per page 30
☐ Show Filter Row Menu
 [Clear Filter](#)

+
-
S
R

Contacts

If you have questions regarding your deliveries, please contact
your partner at **Reca Norm GmbH**

E-Mail: support@cargoclix.com

Tel. +49 (0) 761 – 20 55 11 00

Cargoclix

Dr. Meier & Schmidt GmbH

Münsterplatz 11 / Im Kornhaus

D-79098 Freiburg

Tel: +49 (0) 761 / 20 55 11 00

Fax: +49 (0) 761 / 20 55 11 22

Email: info@cargoclix.com

Website: www.cargoclix.com



Thank you!

Let's keep in touch on social media



CARGOCLIX