# Instructions nox MobileNXT

Document version 1.2

**Document version**

| Date | Author(s) | Version | Description |
|---|---|---|---|
| 18-04-2019 | DSR | 1.0 | Initial version |
| 25-04-2019 | RHS | 1.1 | Adaptation initial version |
| 11-12-2019 | RHS | 1.1.1 | Translation Dutch → English |
| 24-06-2021 | RHS | 2.0 | Addition ad-hoc addresses and print report |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# INHOUD

# 1   Introduction

Via a secure connection and using your own login account you can create and register your shipments and associated shipping units via the web service of nox NightTimeExpress, nox MobileNXT.
The barcode for your shipment is automatically created from the web service and you can print it via your own linked printer, both label and laser printers are supported.

The shipments entered are automatically passed on to nox NightTimeExpress, you do not have to do anything extra for this.
Nox NightTimeExpress then always has the data available on time to be able to plan a smooth and correct delivery.

The web service can in principle be opened in any modern web browser.
Our supplier recommends the use of Google Chrome. Other browsers can sometimes show an unexpected handling of screens.
In addition, Microsoft's support to Internet Explorer has already ended.

This document describes the operation of the web service. For questions about this you can contact the ICT Support department of nox NightTimeExpress via the email address support@nox-nighttimeexpress.nl or by telephone, +31 30 608 3888 (during office hours).

For questions about your shipments during the delivery process you can contact your Customer Care contact person at nox NightTimeExpress.

# 2 Account and settings

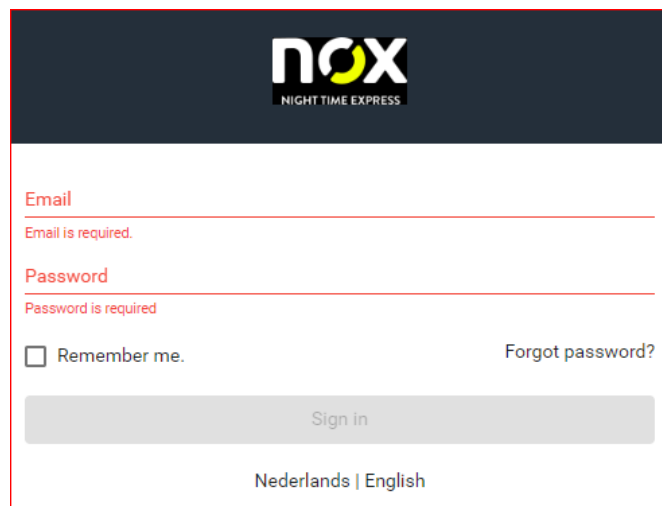## 2.1 Create and activate an account

At your request, or that of your company, nox NightTimeExpress will create an account for the nox MobileNXT web service. You will receive an email with a link about this and a request to activate your account. You must choose a password yourself.

The link is only valid for approximately 1 hour. Via the login screen on the portal you can request a new link via "forgot password" to create your password.
Once the password has been successfully created, you can log in to the nox NightTimeExpress web service.

## 2.2 Logging in

Open an internet browser (preferably Google Chrome) and go to the page https://nox.mobilenext.eu
The following login screen appears:



Choose your language at the bottom of the screen and enter your e-mail address and your chosen password.
If you have forgotten your password you can click on the bottom right of the screen. You will then receive an email with a link to reset your password (similar to step 2.1).

## 2.3 Log in for the first time

When you log in for the first time, you have to do the initial setup.
To do this, go to settings (left menu):
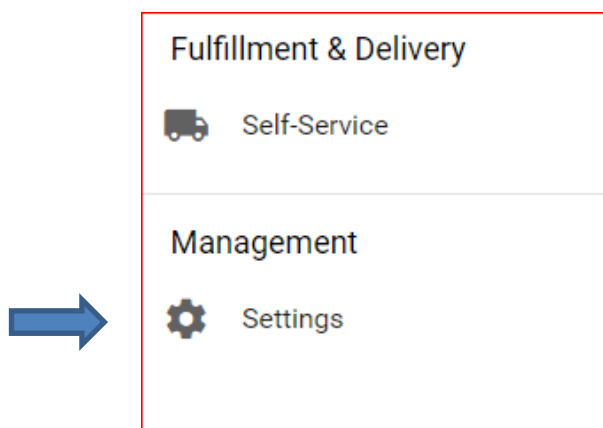
You will see this screen appear on the right:

| Active Owner | |
|---|---|
| 123456NL | ▼ |

| Office Stop Location | |
|---|---|
| 123456_999999 NOX NIGHTTIME EXPRESS | ▼ |

| Active Print Queue | |
|---|---|
| | ▼ |

Save

At the field "Active owner" you can choose the nox client number with the country code for which you have shipments. Check whether this corresponds to the data that you have received from nox.
At the field "Office stop location", please choose the location from where the shipments are sent. If more locations are active, you can make your choice with the drop-down menu that you can activate with the arrow on the right.
The printer is already set up. This setting refers to the printer(s) on your PC.
You cannot adjust this option in this screen. You can make the final printer choice when you actually print the label (see point 3.4, step 7, later in this document).
Make sure that your internet browser allows pop-ups, otherwise the printing of the label(s) is not possible. See also chapter 4.
When you have saved the data, nox MobileNXT is ready to print your label(s) and to be able to report your shipments to nox NightTimeExpress.

## 2.4  **Personal account**

At the top right of the screen you see the account with which you are currently logged in:
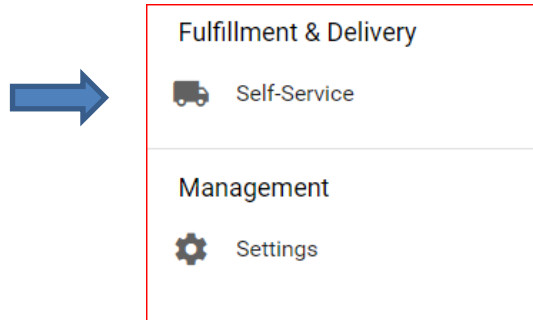
**Rudy Hofs**
rudy.hofs@nox-nighttimeexpress.nl

By clicking on the name you will see the details, you can change the language, change your password or log out.

Rudy.Hofs@nox-nighttimeexpress.
nl
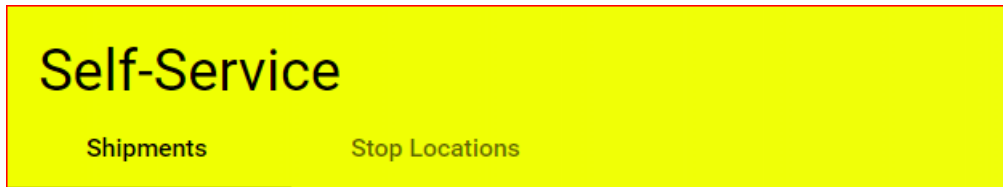
English ▼

Version: 1.7.2

Reset password

Sign out
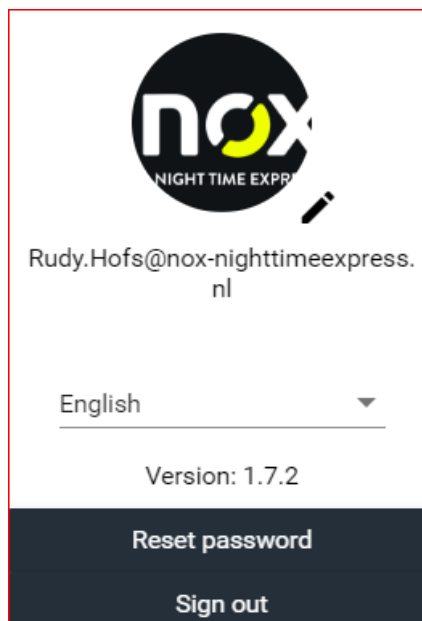
# 3   Create shipments and shipping units

## 3.1   Self-service – Shipments

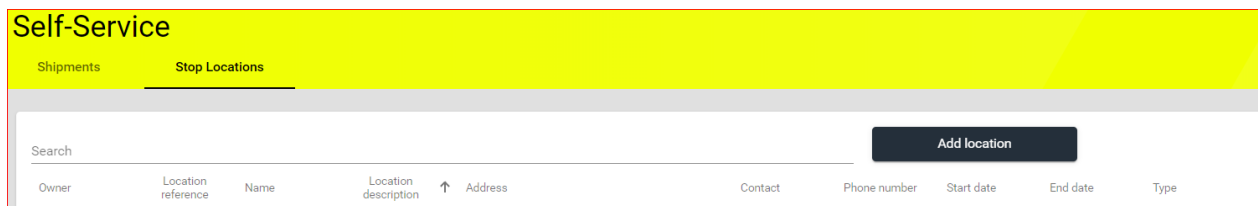To create shipments, choose Self-Service in the left menu:



In the screen that opens on the right you will see 2 "tabs":



The "Shipments" tab is for daily use, you can create the shipments here.
The "Stop Locations" tab shows all active addresses for your company.

## 3.2   Stop Locaties

On this tab you can see all active addresses that are known by nox NightTimeExpress.



To search, click in the search bar. The program will search all columns for matching data that you type in.

Suppose: you type the letters 'AMS' in the search bar, then all the engineers will be shown with these letters (Mr. Van Amstel, Mr. Hamster, etc.), as well as all the engineers located in the cities with these letters (Amsterdam , Amstelveen etc.)

You can also search by numbers (zip code, house number, customer number) or a combination of letters and numbers. The more data you enter, the more accurately your search result will be.

To view the details of the "stop", click on the relevant address:
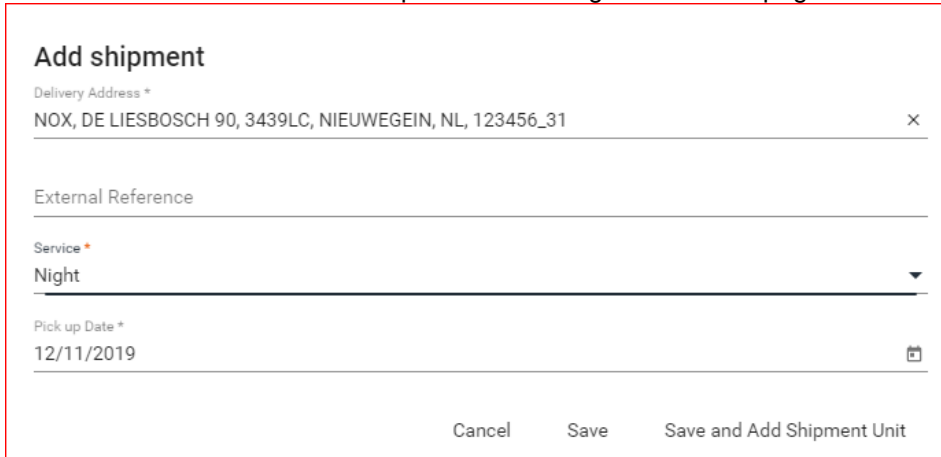


If you have a new delivery location, this must be notified to locatiebeheer@nox-nighttimeexpress.nl for the Netherlands or locatiebeheer@nox-nighttimeexpress.be for Belgium and Luxembourg.
These departments will add the new address in the nox NightTimeExpress system. A number of times a day there is a synchronization between the nox NightTimeExpress system and MobileNXT. The new address will automatically appear in your overview in MobileNXT. So you can quickly use the new delivery address, often within a few hours of registration.
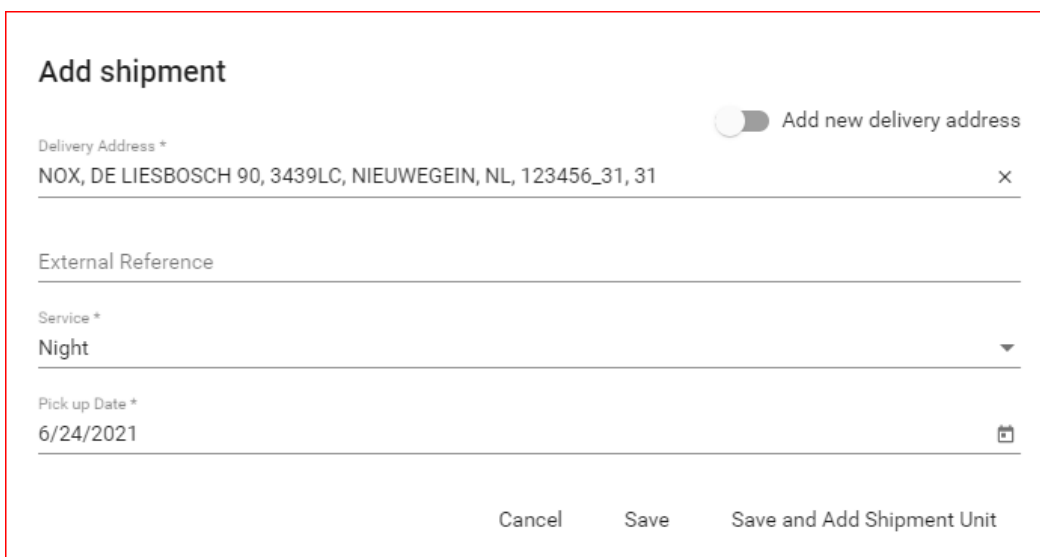
## 3.3 **Create shipment**

On the "Shipments" tab you can create your shipments and associated packages. To do this, follow the following steps:

1. Click on the black button "Add shipment" on the right side of the page. A window opens:



2. Search for the delivery address by entering a part of the data (see also "search" under the stop locations, 3.2) and click on the correct address.
3. In the field "External Reference" you can enter your own shipment reference.
4. Select the "Night" or "Day" Service.
5. Select the Pick up Date. This is the date that our driver needs to pick up the shipments from you. We will deliver your shipments the night (or day) thereafter.
6. Click on 'Save' if you want to add a package to this address at a later time. If you want to add a package directly, click on 'Save and Add Shipment Unit'.
7. After the shipment has been saved you will see a number of options regarding the shipment by clicking on the three points at the far right.

If the agreement has been made with you that you have the option to send shipments to an address that is not known to nox NightTimeExpress (ad hoc), you will see an extra option 'Add new delivery address' at the top of the 'Add shipment' screen:

If you move the slider to the right you will get the following screen:



Fill in this screen as completely as possible. All fields with an * are required fields.
Please note: the 'Service' can only be Day: an address unknown to us cannot be delivered during the night.
After filling in all address details, follow the procedure as above from step 5.

The new address will not be automatically saved in the nox NightTimeExpress system. If you have a shipment for the entered address again the next day, you will have to re-enter it as a new address.
If it concerns a regularly recurring address, you must report it to the Location Management department of nox NightTimeExpress, as usual (see chapter 3.2).

## 3.4 **Create package - add shipment unit**

You can add 1 or more packages (shipment units) to a shipment. You can do this immediately after you have created the shipment (see 3.3) or at a later time by clicking on the three points behind the shipment and choosing "Add shipment unit".

Add shipment unit

Shipment

Delivery Address
DE LIESBOSCH 90, 3439LC, NIEUWEGEIN, NL

Pick up Date
December 11, 2019

External Reference

Service
Night

Shipment unit

Packaging type *
Europallet (EUR1)                                                                          ×

Weight (Kg) *
150

Reference *

Content
various parts

Cancel      Save      Save and Add Another one

Adding a shipment unit works as follows:
1. Choose the type of package. By default this value will be filled. By clicking on this you can adjust it.
2. Enter the total weight of the shipment unit.
3. Optionally, add your own package reference.
4. Enter the content of the shipment unit (optional).
5. Make sure your browser allows pop-ups. Chapter 4 describes how the pop-up blocker can be deactivated in the most used internet browsers.
6. Click on 'Save'. If you want to add another package to the shipment, click on "Save and Add Another one".
7. A pop-up window will open to print the label (with the barcode). Choose the correct printer and print the label.
8. Stick the label on the shipment unit. The package is now ready to be shipped.

After entering the shipment units you return to the overview with the shipments. You can see how many shipment units have been added per shipment and what the total weight of the shipment is.

You can optionally "call up" shipments from the past by adjusting the date at the top of the screen. This way you can always see afterwards what has been sent.

The overview of shipments shows all shipments that have been entered under your client number. This also includes shipments that have been entered and / or created under a different account (by your colleague or at another location).

The shipment list will be automatically sent to nox NightTimeExpress. You don't have to do anything else for this.

## 3.5 Printing a manifest or shipment list

After you have created shipments and shipping units, it is possible to print them in a total overview. There is the option Print Report for this:
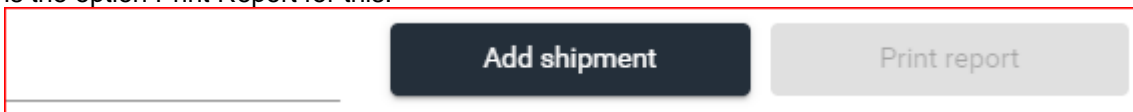


You can choose to print a number of entered shipments or to print all shipments.

To print a number of shipments, tick the box for the relevant shipment:



If you want to print a report of all shipments, you can check these 1 by 1 or check the box at the top (next to 'status'):



You will see that, after checking 1 or more shipments, the button 'Print report' is no longer gray.

If you click on this button, the report will be generated for the shipments you have chosen:



You can then send this report to your printer or save it on your PC.

## 3.6 **Status of the Shipment**

In the shipment list you will see a status bar for each shipment with a down arrow. If you click on this arrow, you will see more details about that shipment:

| Status | External Reference | Pick up Date ↑ | Pickup Name | Pickup Address | Delivery Date | Delivery Name | Delivery Address | Service | Amount | Weight (Kg) | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ∧ | | December 11, 2019 | NOX NIGHTTIME EXPRESS | DE LIESBOSCH 90, 3439LC, NIEUWEGEIN, NL | | NOX | DE LIESBOSCH 90, 3439LC, NIEUWEGEIN, NL | Night | 1 | 150 | ⋮ |

| Barcode | Status ↓ | | Packaging type | Weight (Kg) | Reference | |
|---|---|---|---|---|---|---|
| OPD800003100000000057 | | | Europallet (EUR1) | 150 | test | ⋮ |

By clicking on the status bar you can follow the progress of a shipment unit:

Shipment Unit OPD800003100000000057

**Created** — Planned — Loaded — In transit — Delivered

**Receiver's address**
Name
NOX

Address
DE LIESBOSCH 90, 3439LC, NIEUWEGEIN, NL

Contact
-

**Sender's address**
Name
NOX NIGHTTIME EXPRESS

Address
DE LIESBOSCH 90, 3439LC, NIEUWEGEIN, NL

Contact
-

**Transaction history**

| Status | Date | User |
|---|---|---|
| CREATED | December 11, 2019 11:31 AM | R. Hofs |

Cancel

As soon as a shipment unit is given the status "Planned", the data is processed by nox NightTimeExpress and the shipment can no longer be canceled.

You can close the status screen by clicking on cancel.

# 4   Unblocking Pop-ups

To be able to print the labels from nox MobileNXT it is important that the pop-up blocker in your internet browser is switched off. Here we describe how you can disable this block in the most used internet browsers. If you use a browser other than the one described here, consult your System Administrator or mail to support@nox-nighttimeexpress.nl, stating the browser used (incl. Version number). The use of Google Chrome is advised.

## 4.1   Chrome (Google)

*This browser is advised by our supplier.*
Disable pop-up blocker:

- Open Chrome on your computer.
- Click More Settings in the top right corner.
- Click on Advanced at the bottom.
- Under 'Privacy and security', click Settings for content.
- Click on Pop-ups and redirects.
- Set the setting at the top to Allowed.

## 4.2   Internet Explorer (Microsoft)

*Support and development on this browser has been terminated by Microsoft.*
Disable pop-up blocker:

- Open Internet Explorer.
- Select the Extra button.
- Select Internet options.
- Under Pop-up Blocker on the Privacy tab, clear the Enable Pop-up Blocker check box, and then click OK.

## 4.3   Edge (Microsoft)

*This browser is the successor and replacement of Microsoft for Internet Explorer.*
Disable pop-up blocker:

- Open Microsoft Edge.
- Navigate to Settings and more> Settings> Privacy and security.
- Scroll down to Security.
- Set Block Pop-ups to Off.

## 4.4   Firefox (Mozilla)

Disable pop-up blocker:

- Open Firefox.
- Click on extra (Tools).
- Click on Options.
- Go to the Content tab.
- Uncheck Block pop-up windows to disable it.

## 4.5   Safari (Apple)

Disable pop-up blocker:

- Open Safari.
- Navigate to the menu bar and click on Safari ▸ Preferences.
- Open the 'security' tab in the window.
- Uncheck the 'Block pop-up windows' option.