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An ICTSI Group Company

# eBRAMA USER MANUAL
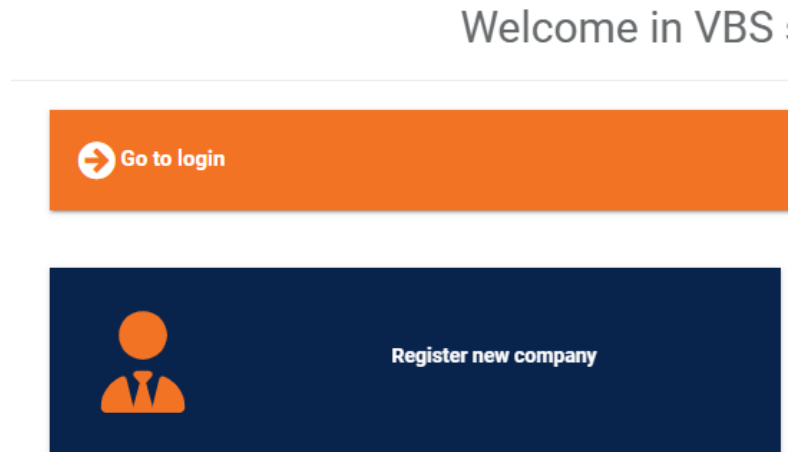
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# 1. Registration of a Transport Company:

- You can register on the website: https://ebrama.bct.ictsi.com/

## 1.1. Register a company:
- Choose the option „Register new company":



- Fill in all the required fields - make sure they are correct:



- Accept the terms and conditions;
- In the attachment in .doc or .pdf format, include only the NIP and/or KRS;

- Select „Submit" and confirm the request with „Yes":



- Do not close the page – you need to enter the confirmation code for your application, which will be sent via email and/or SMS:



- Enter the code and wait for an email and/or SMS with your login and temporary password (you will receive them once the company is verified, if the data is incorrect, you will receive an email and/or SMS with a link to correct it);
- Log in and change the temporary password to the final one;
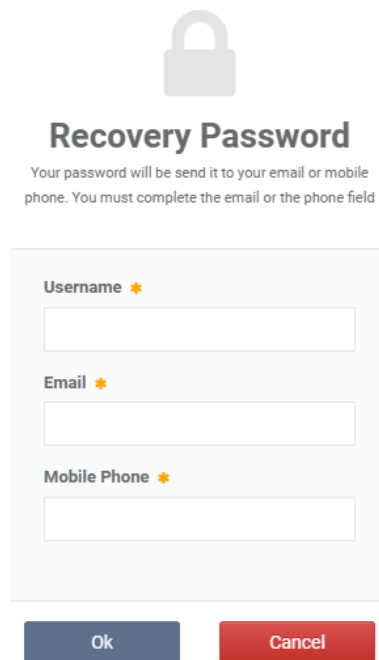- If you forget your password, select the option "Forgot password?":

and enter all the required information, then you will receive a temporary password again:



2. Logging into the system:

For each transport or freight forwarding company, the system generates a main user profile as the Administrator of the company. The profile is held by the owner of the company or a person designated to manage the account on his/her behalf. After the BCT employee generates the user profile for a transport company, they receive login details via email and SMS provided in the registration form. Each profile Administrator is responsible for creating accounts for their employees, i.e., Dispatchers or Drivers. After creating accounts, each user will receive a unique login and temporary access password at the email address and/or phone number specified in the system, which will enable the first login: Login Temporary password.

- Upon first login, a password change is required. A window will appear in which you will need to enter your individual password twice. Remember that the password must consist of at least 8 characters, including at least one capital letter, one lowercase letter, a digit, and a special character, e.g. (:;",./?!@#$%^&*). After filling in the new password, the system will ask for your login details again.
- To log in to your account, go to the website: https://ebrama.bct.ictsi.com/ click the box "Go to login":

Welcome in VBS system



- In the upper right corner, you have the option to change the language to:
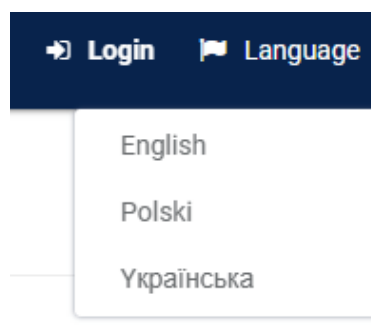


- A window will then appear as below:



- Enter the username you received during registration and the password you changed, then click „Login".

## 2.1 Start screen

- After logging in, the main desktop will appear as below:



- On the main desktop, there is information about: time slots, annoucments;

- In the top right corner, there is a "Profile" section where you can change: the password, email address, or phone number associated with the profile. If you need to change your company information, please contact us at: ebrama@bct.ictsi.com You can also set up the „Notifications" you are interested in receiving in the "Notifications" tab. The "Log Out" button will log you out of the system and return you to the login page:
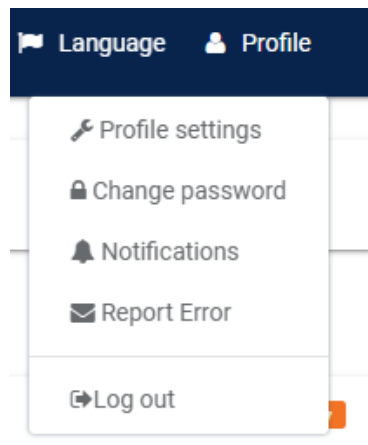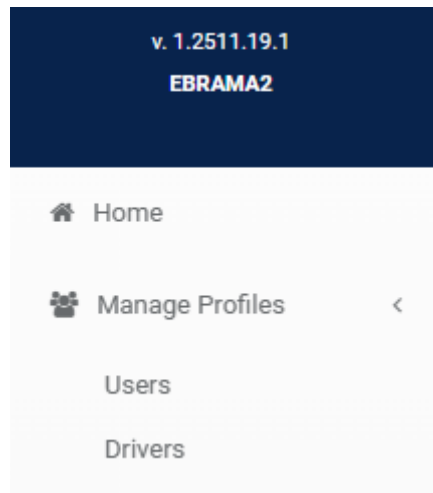
- Additionally, on the left side, there is a sidebar menu, where after expanding it you can perform necessary actions, such as: adding drivers, users, vehicle sets, and creating notifications:
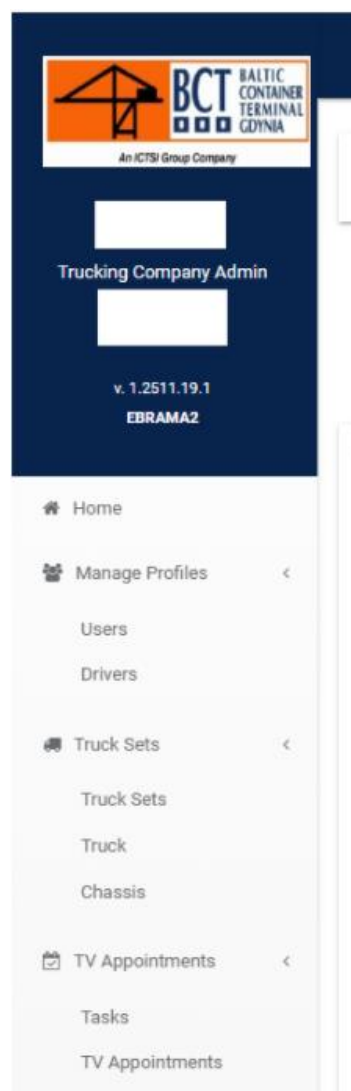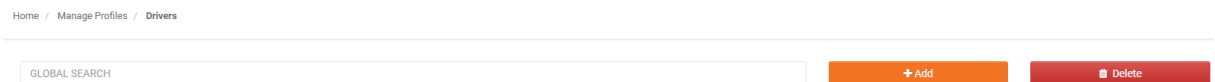
## 3. Adding and deleting users and drivers:

### 3.1. Adding users:

- Expand "Manage Profiles" on the left side -> select "Users":



- Select the '+ Add' option on the right side:



- Enter the required information: first name, last name, email, and mobile phone number:
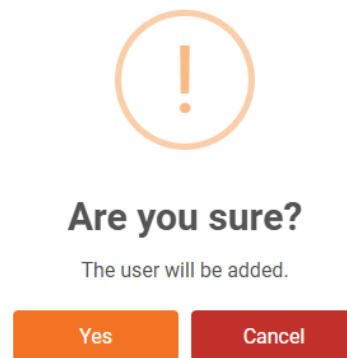
- After entering, select "OK", and then confirm the request with "Yes":
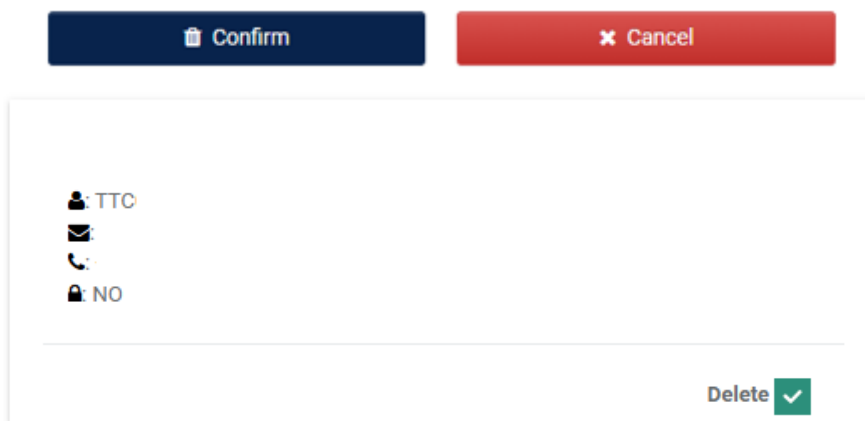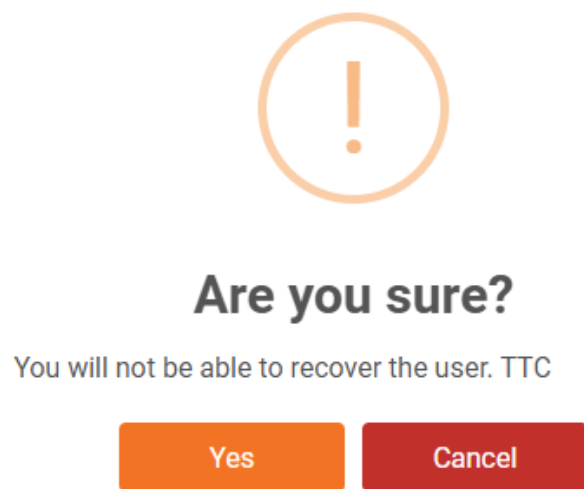


## 3.2.    Deleting users:

- You can delete the user by first selecting "Delete" on the right-hand side:



- Then check the box under the user's information and select the "Confirm" option:
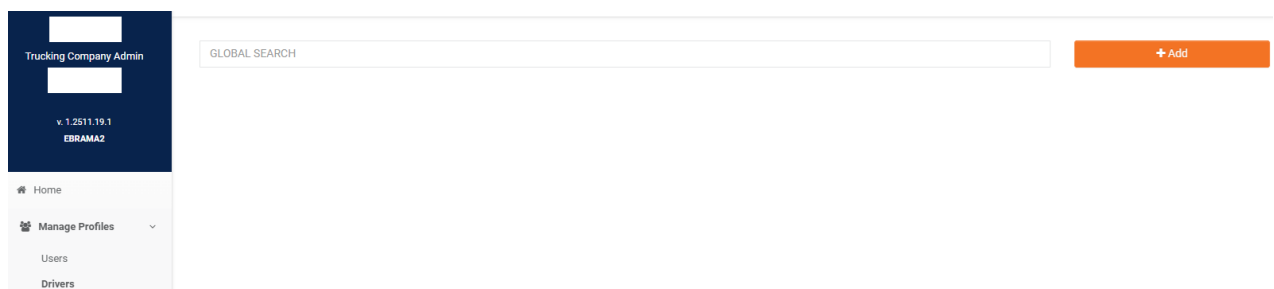
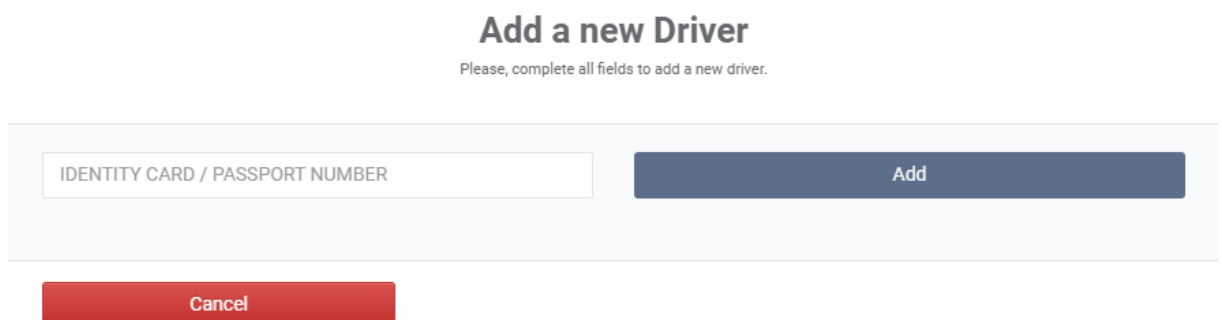- Confirm deletion, and the user will be removed from your company:



## 3.3.  Adding and looking for drivers:

- Expand "Manage Profiles" on the left side, next select "Drivers", then select the option "+ Add" on the right side:



- Enter your ID card number or passport number (make sure the information is correct) and select "Add":

- If the driver already exists in the driver database, the system will display their information. If the driver is not in the system, fill in the required fields and add them by clicking "OK":



- The driver's contact information (phone and email) can be edited by the driver, who receives a temporary login and password on their phone;

- After entering the information, select "OK" and then confirm the request with "Yes":
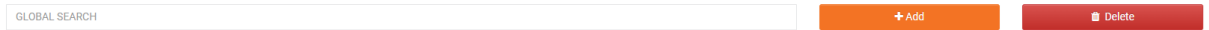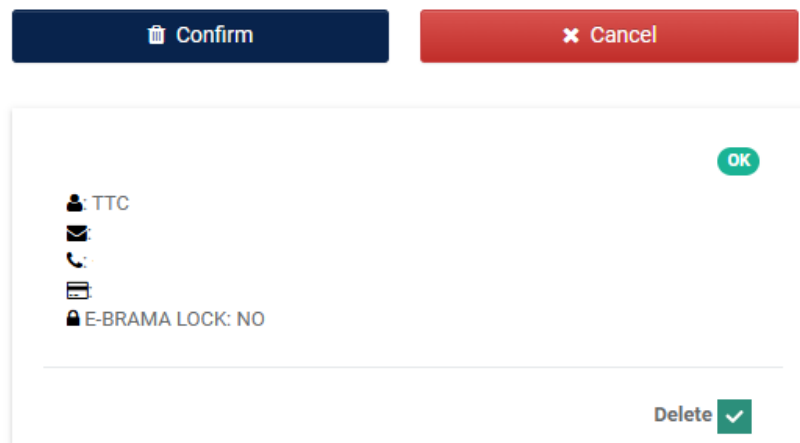
## 3.4.    Deleting drivers:

- You can remove the driver by first selecting "Remove" from the right side:



- Next, check the box under the driver's information and select the "Confirm" option:



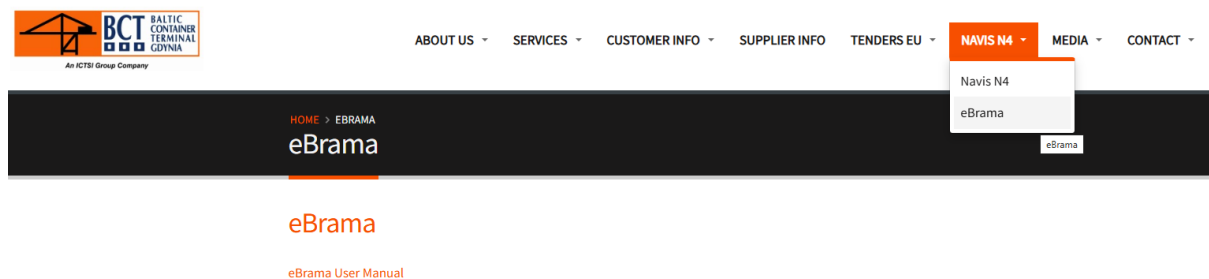- Confirm deletion, and the driver will be removed from your company:

- You can find all other information in the user manual – along with instructional videos, on the website: www.bct.gdynia.pl in the Navis N4 -> eBrama section:



# 05.11.2025 r. – eBrama - instrukcje i informacje



# Filmy instruktażowe

1. Złożenie pełnego
2. Podjęcie pełnego
3. Złożenie pustych kontenerów na podstawie ERO
4. Złożenie pustych kontenerów numerycznie
5. Podjęcie pustego kontenera
6. Podjęcie drobnicy
7. Złożenie drobnicy
8. Awizacja kontenerów
9. Awizacja drobnicy
10. Rejestracja firmy
11. Rejestracja kierowcy oraz truck setu