Activate your account

do.not.reply — 09:30
Welcome to TransPA
Dear Erik Johansson, Welcome to Tran...
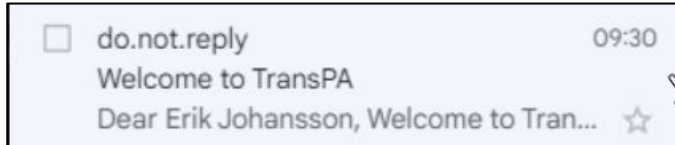
As you got registered as an employee of Transpa, you have received a welcome email. Go to your inbox and open the email with the subject "Welcome to transpa"

Dear Erik Johansson,

Welcome to TransPA and thank you for signing up!

Click below and follow the instructions in order to activate your account

Activate account

This link will expire in 24 hours and will only work once. If the link is not accessible, please copy and paste it into your browser.

Best regards,
Visma

click activate account

TransPA

Enter your password

New password
Confirm your password

Change password

Tillbaka till inloggningen
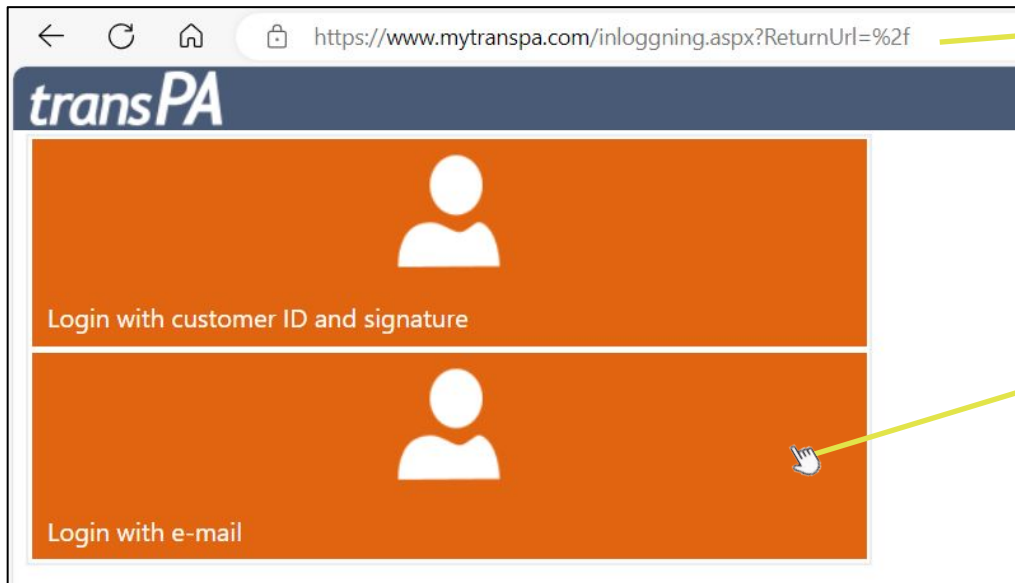
VISMA

enter your password

Timereporting in Transpa

The exact look can differ, depending on your settings

https://www.mytranspa.com/inloggning.aspx?ReturnUrl=%2f

trans PA

Login with customer ID and signature

Login with e-mail

1. Go to
www.mytranspa.com

2. Login with e-mail

TransPA

Email address

Next 👆

☑ Save my email address for next time
Not recommended for public or shared computers

Sign in with security key or biometrics

Enter your email address

click next

💡 Tip! Check the box to save your e-mail address for the next time you log in on your personal device

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TransPA

◀ 👤

Password
| 👁

Sign in 👆

Forgot your password?

OR

🔐 Sign in with passkey

⊞ Sign in with Entra ID (Visma)

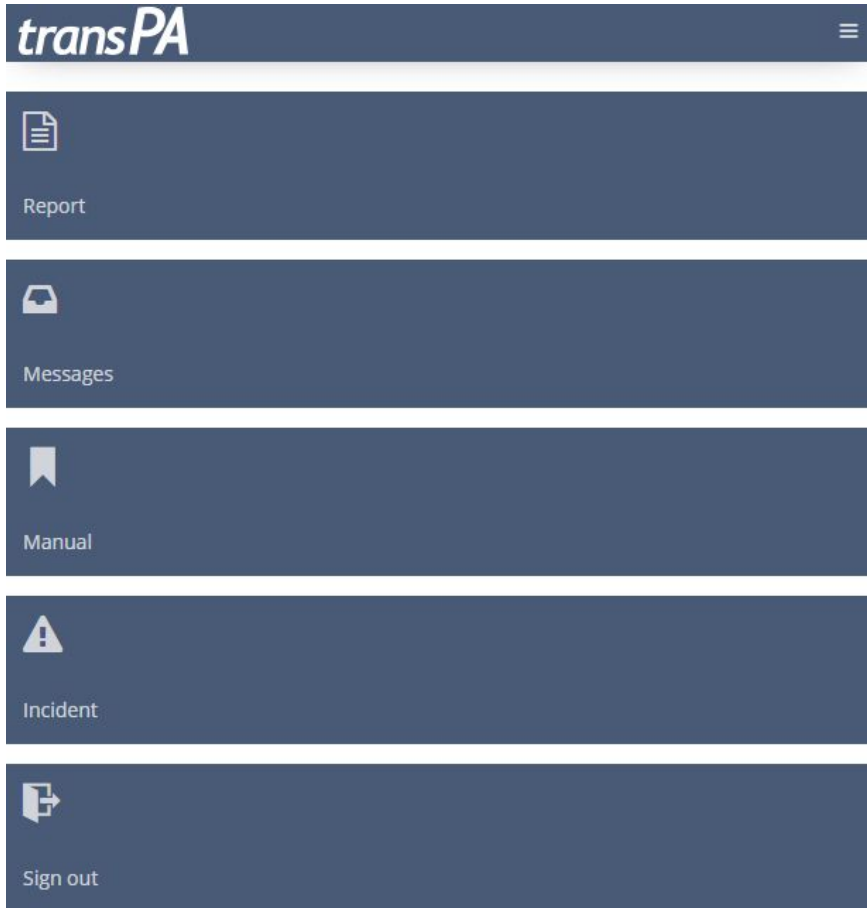Enter your password

Click sign in

💡 Click on the link "forgot your password?" to reset. You will then receive a reset email to enter a new password

💡 You can also choose to log in via passkey or Entra ID, click to activate

Startpage

transPA

Report

Click Report to go to time reporting

Messages

Here you can read your incoming messages

Manual

If your employer use a company manual, you can reach it from here.

Incident

Our incident report module. Ask your employer if and how you should use it.

Sign out

Overview

Go between weeks here

click here to go to current week

click here for messages

Click here to print all registered time for current week

Click here to choose which period you want to display

Here is the reported time for the current week and month. Both worked hours and absence is summarized.

Depending on your settings, you can see your balance here

transPA GO

◄ 15 Apr - 21 Apr ►   4/16/2018

Week: 16	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 15		Report	0	0	Trip	Absence	0.00
Mon 16		Report	0	0	Trip	Absence	0.00
Tue 17		Report	0	0	Trip	Absence	0.00
Wed 18		Report	0	0	Trip	Absence	0.00
Thu 19		Report	0	0	Trip	Absence	0.00
Fri 20		Report	0	0	Trip	Absence	0.00
Sat 21		Report	0	0	Trip	Absence	0.00
						Reported time week 16:	0.00
						Reported time April:	0.00

Overtime	Comp balance	Flex balance	Work reduction
0	0	0	0

Create timereport

Week: 16	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 15		8:00 AM - 5:00 PM **Report**	0	8	**Trip**	**Absence**	8.00
Mon 16		7:00 AM - 7:00 PM **Report**	1	0	**Trip**	**Absence**	11.00
Tue 17		**Report**	0	0	**Trip**	**Absence**	0.00
Wed 18		**Report**	0	0	**Trip**	**Absence**	0.00
Thu 19		**Report**	0	0	**Trip**	**Absence**	0.00
Fri 20		**Report**	0	0	**Trip**	**Absence**	0.00
Sat 21		**Report**	0	0	**Trip**	**Absence**	0.00
						Reported time week 16:	19.00
						Reported time April:	27.00

Overtime	Comp balance	Flex balance	Work reduction
0	0	0	0

transPA ❯ ✉ Go

15 Apr - 21 Apr   4/16/2018

1. Register your timereport by clicking on *Report* for the day in question. Here you can write working hours, breaks, tasks, vehicle and notes to your supervisor. Red text means that your timereport has been confirmed by your supervisor and can not be changed. Green text means that you still can make changes.

2. *Trip* is used to register a trip eligible for allowance.

3. If you have been absent a day or part of a day, you can see and/or register that here.

Report working hours

1. Write start- and end time. You can write time after midnight.

2. Write all your breaks during the day.

3. If any, write notes of things happened or performed, especially if it involves overtime.

4. Here you can register a trip for domestic allowance, but we recommend that you use the way described on the next page.

transPA ❯ ✉ *Go*

Sunday, 22 April 2018

Employee JOLO, Jonas Lövgren ▼

Shift | Tacho | Log

notes

Trip
☐ Shift with a trip

Start and end time

From time: 08:00   To time: 17:00

break

From time: 12:00   To time: 13:00

From time: To time:

From time: To time:

From time: To time:

Summary

Total time 8.00   ↻ Refresh

other

Save any overtime or undertime as   Comp time ▼

5. If you use comp time you can choose to save or withdraw from comp balance here.

Task

From time	Task	Vehicle	Trailer	Counter start (km)	Counter end (km)
08:00	Generell ▼	Choose vehicle ▼	Choose trailer ▼	0.00	0.00	➕

☑ ✖

6. If you performed another task than general, you can choose this here.

7. Choose the vehicle you have been using during the day.

8. These are company specific.

9. Save

Report a trip
eligible for allowance

trans**PA** ❯ ✉ Go							
← 15 Apr - 21 Apr →			4/16/2018	📅			🖨
Week: 16	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 15		**Report**	0	0	**Trip**	**Absence**	0.00
Mon 16		**Report**	0	0	**Trip**	**Absence**	0.00
Tue 17		**Report**	0	0	**Trip**	**Absence**	0.00
Wed 18		**Report**	0	0	**Trip**	**Absence**	0.00
Thu 19		**Report**	0	0	**Trip**	**Absence**	0.00
Fri 20		**Report**	0	0	**Trip**	**Absence**	0.00
Sat 21		**Report**	0	0	**Trip**	**Absence**	0.00
						Reported time week 16:	0.00
						Reported time April:	8.00

1. Click on *Trip*. It's important you click on the day you ended your trip.

Overtime	Comp balance	Flex balance	Work reduction
0	0	0	0

Report a trip
eligible for allowance

transPA Go Jonas Lövgren / JockeLOGG

Employee ▼

Started

Date 4/15/2018 📅

Time 10:00

Ended

Date 4/18/2018 📅

Time 15:00

Type of travel

◉ Transport ○ Abroad

Date	Free room & board
Mark/demark all	☐
Sun 15 Apr	☐
Mon 16 Apr	☐
Tue 17 Apr	☐
Wed 18 Apr	☐

Crossed borders

Date	Time	Country
4/18/2018 ▼	13:00	Danmark ▼ ⊖

⊕

4. If your trip is abroad, you should register all border crossings by choosing date, time and country your going in to. Click the plus sign for every crossing you want to register.

5. Save

1. Write date and time when the trip started.

2. Write time when the trip ended.

3. If your trip is regulated by the Abroad agreement, click that here. You should also mark if your accomodation was free or not.

💡 For trips abroad it's important to register all border crossings. It is used to calculated the right type of allowance.

Report absence

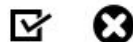

1. Write the correct absence time. Especially important when you're absent part of day.
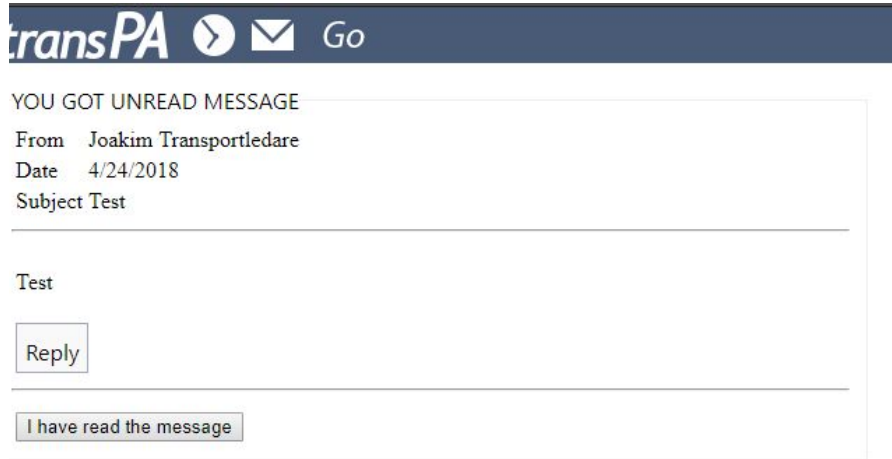
2. Choose the reason for your absence.

3. Save

Some companies don't want you to register your absence yourself. Ask your supervisor about the routine on your company.
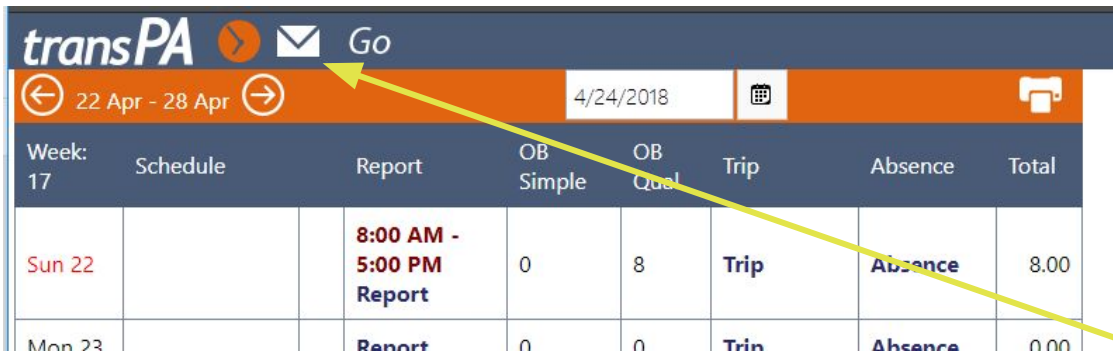
Messages

trans**PA** ⟫ ✉ *Go*

YOU GOT UNREAD MESSAGE

From   Joakim Transportledare
Date   4/24/2018
Subject Test

Test

[Reply]

[I have read the message]

For instance, if your supervisor send you a message, you will see this next time you login. You can either send a read receipt or a reply. Read receipt is mandatory.

Startpage

Show received messages

Show sent messages
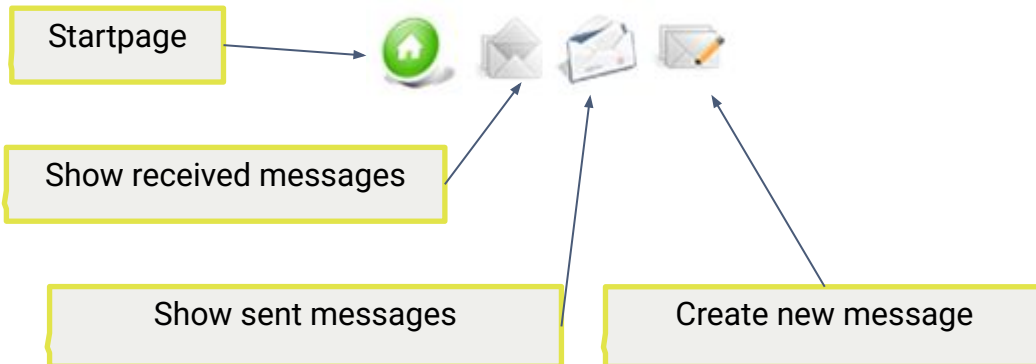
Create new message

On the next page you can see how you write a new message. Some companies don't give the opportunity to write new messages, only reply to received messages.

New message
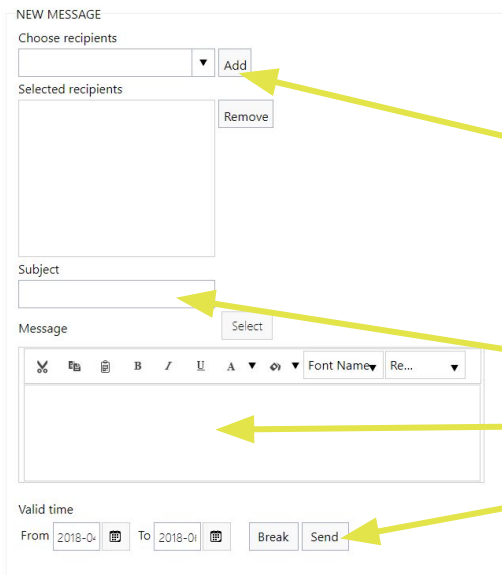

1. Click on the envelope

1. Click *Write new message*

3. Choose one or more recipients

4. Type a subject and the message and click Send

Log out

Week: 17	Schedule	Report	OB Simple	OB Qual	Trip	Absence	Total
Sun 22		8:00 AM - 5:00 PM Report	0	8	Trip	Absence	8.00
Mon 23		Report	0	0	Trip	Absence	0.00
Tue 24		Report	0	0	Trip	Absence	0.00

transPA — Go — Jonas Lövgren / JockeLOGG

22 Apr - 28 Apr — 4/24/2018

1. Click on the door

When you've logged out you can easily bookmark the webpage, and place it on your desktop or startscreen of your cellphone, tablet or computer.