

TROT &
trotinete
TAILORED UNIFORMS



ONLINE PRIVATE STORE

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5. Employees management page
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1. INTRODUCTION

TROT has developed an online platform available for its customers to manage all orders for their employees uniforms.

This platform, called Online Private Store, aims to optimize the uniform management of our customers, increase control, minimize order, production and delivery lead times, and minimize exchange and return costs.

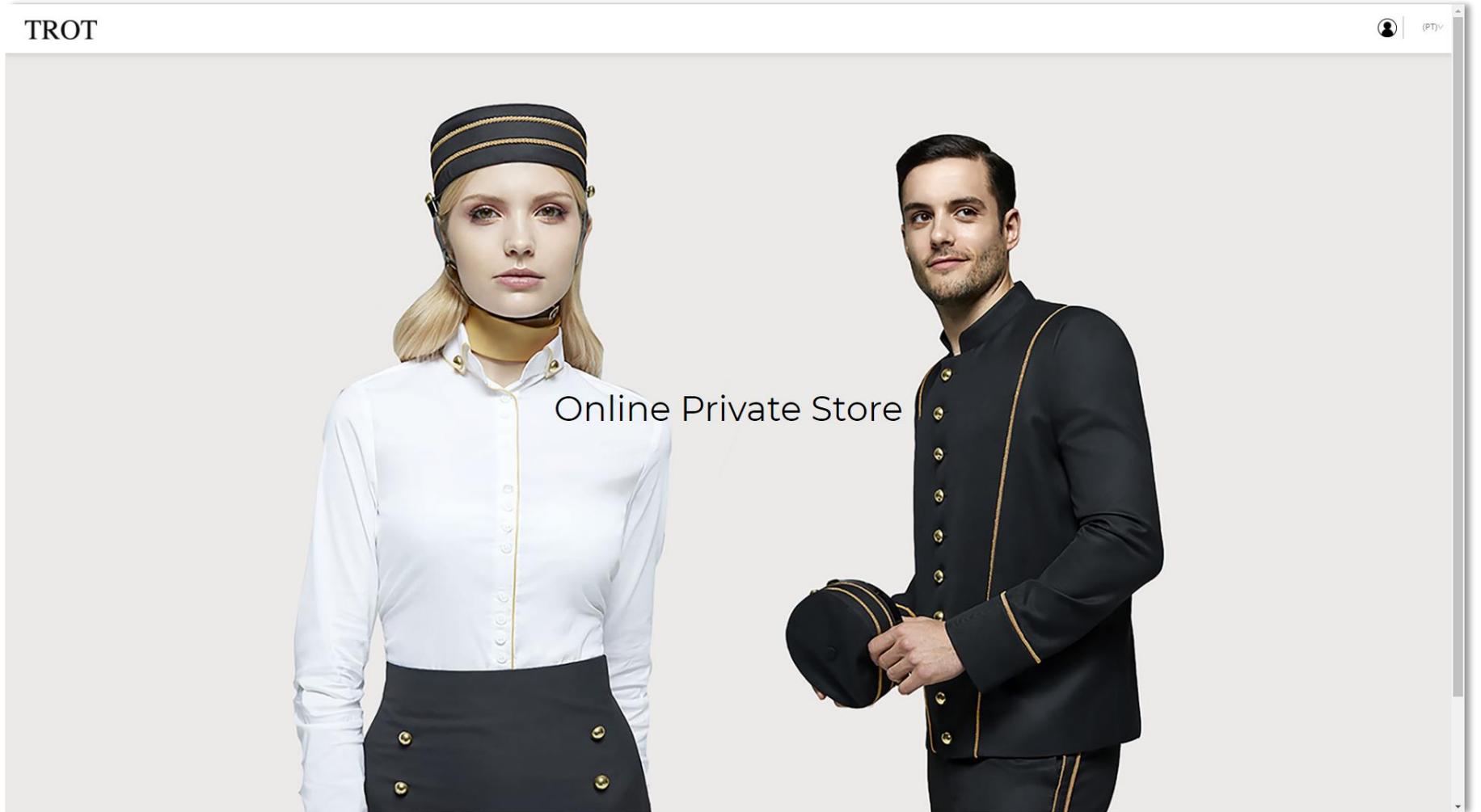


To achieve this objective and supported by its experience, TROT considered the development of some essential tools:

- Employee registration and editing
- Measurement registration and size detection
- Assignment of employee access to the specific uniform category
- User profiles with different permissions
- Allows to manage different units in a group logic
- Consumption reports
- Budget management



3. LANDING PAGE



TROT



BEM VINDO, AUTENTIQUE-SE

Novo Cliente

Sou um novo cliente

REGISTAR

Cliente registado

Autentique-se com as suas credenciais.

Email *

beatrizcgmvasconcelos@gmail.com

Password *

LOGIN

[*] Campos obrigatórios
[Esqueceu-se da palavra-passe?](#)

[Sobre nós](#) [Ajuda](#) [Políticas](#) [Contatos](#)



Site institucional www.trot.pt



5. EMPLOYEES MANAGEMENT PAGE

On this page, with reserved access to the Buyer, it is possible to register employees, one by one or by importing an excel file with pre-defined fields.

TROT Colaboradores Loja OLÁ, Beatriz | LOG OUT | 0 | (PT)

ibis Adicione e edite aqui a informação dos seus colaboradores Filtro Adicionar Colaborador + Importar via excel

ID	Nome	Genero	Uniforme	Plafond	Email	Status
602	Matilde Vasconcelos	Feminino	Welcomer	€ 600	matildevasconcelos@trotinete.pt	Inactivo
594	memogadget testes	Masculino	Welcomer		aderito@memogadget.com	Inactivo
591	Paula Vilares	Feminino	Bar/Rest.	€ 500	producao@trotinete.pt	Inactivo
590	Paula Sousa	Feminino	Limpeza	€ 500	gestora.comercial@trotinete.pt	Activo
589	Ricardo Teixeira	Masculino	Manutenção	€ 500	expedicao@trotinete.pt	Inactivo
588	Catarina Padrão	Feminino	Limpeza	€ 500	contabilidade@trotinete.pt	Activo
585	Rita Vieira	Feminino	Cozinha	€ 500	assistente.comercial3@trotinete.pt	Activo
584	Maria João Sousa	Feminino	Bar/Rest.	€ 500	assistproducao@trotinete.pt	Activo
583	ivone Fidalgo	Feminino	Bar/Rest.	€ 500	ivonefidalgo@trotinete.pt	Activo
581	Silvia Torres	Feminino	Welcomer	€ 500	assistente.comercial2@trotinete.pt	Activo
579	Paula Ferreira	Feminino	Limpeza	€ 500	commercial.department2@trotinete.pt	Activo
545	Beatriz Vasconcelos	Feminino	Welcomer	€ 500	beatrizcgvasconcelos@gmail.com	Activo

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5. EMPLOYEES MANAGEMENT PAGE

	Status			
isconcelos@trotinete.pt	● Inactivo	✉	✎	🗑
memogadget.com	● Inactivo	✉	✎	🗑
@trotinete.pt	● Inactivo	✉	✎	🗑
comercial@trotinete.pt	● Activo	✉	✎	🗑
@trotinete.pt	● Inactivo	✉	✎	🗑
lade@trotinete.pt	● Activo	✉	✎	🗑
comercial3@trotinete.pt	● Activo	✉	✎	🗑
Jucaao@trotinete.pt	● Activo	✉	✎	🗑
lgo@trotinete.pt	● Activo	✉	✎	🗑
comercial2@trotinete.pt	● Activo	✉	✎	🗑
ial.department2@trotinete.pt	● Activo	✉	✎	🗑

After completing the registration, all employees are left with “inactive” status.

This means that despite being created, the collaborator still does not have an assigned / registered size.

Also on this page, it is possible to send an email to employees, inviting them to record their measurements using an email link.

The employee only becomes “active” when the measurements are registered and the size is assigned.

5. EMPLOYEES MANAGEMENT PAGE

On this page, it is possible to register the employee individually, assigning him a gender, a uniform category and an indicative annual ceiling, which allows to obtain important consumption data by employee, with aggregation to the uniform category and globally.

The screenshot displays the 'Colaboradores' (Employees) management page in the TROT system. The page header includes the TROT logo, navigation links for 'Colaboradores' and 'Loja', and user information for 'OLÁ, Beatriz' with 'LOG OUT' and a shopping cart icon showing '0' items. A language selector '(PT) >' is also present.

The main content area features a sidebar with 'Colaboradores' and 'Reportes' options. The main section contains a table of employees and a form for editing an employee's details.

ID	Nome	Genero	Uniforme	Plafond	Email	Status
602	Matilde Vasconcelos	Feminino	Welcomer	€ 600	matildevasconcelos@trotinete.pt	Inactivo

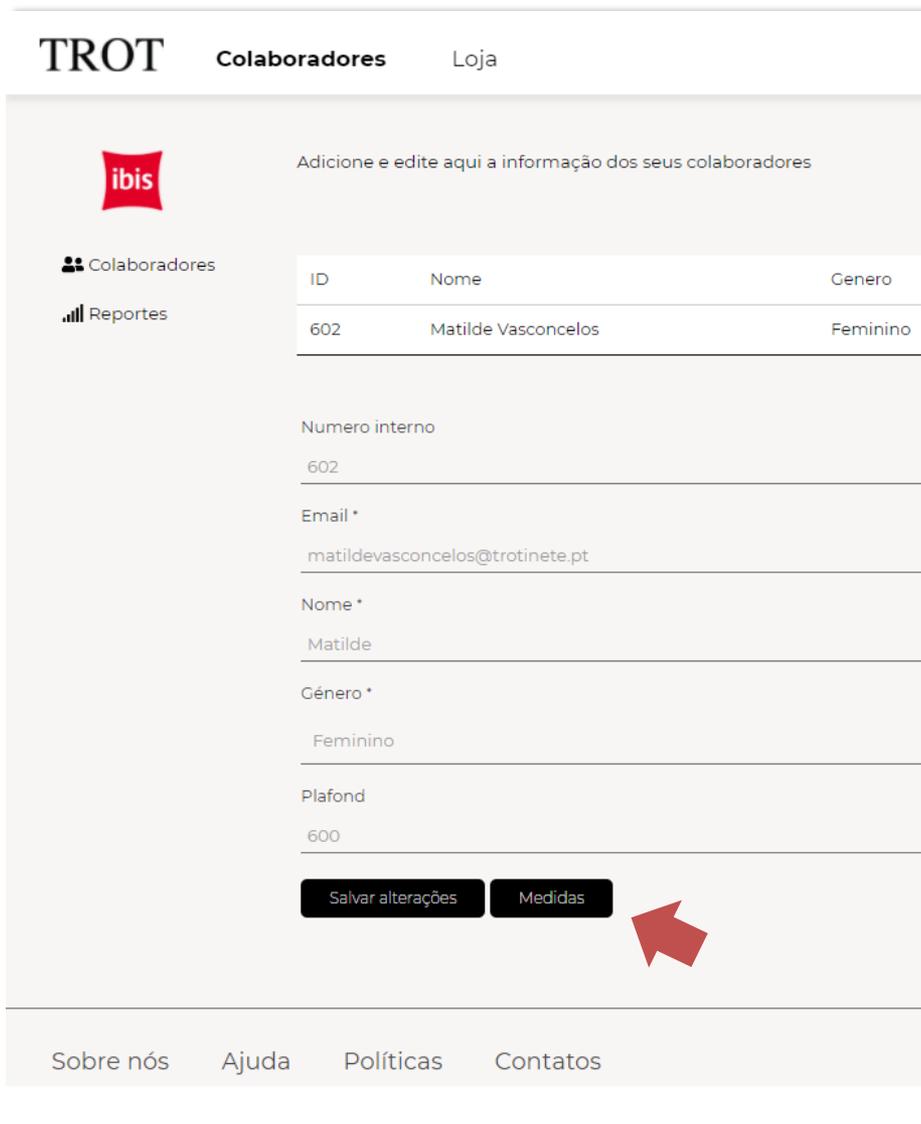
Below the table, there is a form for editing the selected employee's details:

- Numero interno: 602
- Email: matildevasconcelos@trotinete.pt
- Nome: Matilde
- Apelido: Vasconcelos
- Género: Feminino
- Uniforme: Welcomer
- Plafond: 600

Buttons for 'Salvar alterações' and 'Medidas' are located at the bottom of the form.

The footer contains navigation links: 'Sobre nós', 'Ajuda', 'Políticas', 'Contatos', social media icons for Facebook, LinkedIn, and Instagram, and the institutional website 'www.trot.pt'. It also features logos for 'NORTE2020', 'Portugal 2020', and 'UNião Europeia'.

6. MEASURES AND SIZES REGISTRATION



TROT Colaboradores Loja

Adicione e edite aqui a informação dos seus colaboradores

ibis

Colaboradores

Reportes

ID	Nome	Genero
602	Matilde Vasconcelos	Feminino

Numero interno
602

Email *
matildevasconcelos@trotinete.pt

Nome *
Matilde

Género *
Feminino

Plafond
600

Salvar alterações Medidas

Sobre nós Ajuda Políticas Contatos

Also in the employee's creation form, it is possible to access the measurement registration and size detection process.

The platform has in its database the anatomical measurement tables used by TROT:

Man Woman
Superior inferior
Alphabetical / Numerical

After recording the employee's anatomical measurements, the tool will search and return the suggested size, according to our tables.

It will also compare the suggested sizes, with the sizes that the employee usually wears.

In face of any found differences, it is up to the employee (a) to choose the size to be assigned / ordered.

6. MEASURES AND SIZES REGISTRATION

Once the process is started, the employee is guided through a set of steps in order to obtain their sizes:

1st STEP: ask the employee to inform the sizes he usually wears.

TROT Colaboradores Loja OLÁ, Beatriz | LOG OUT | 0 | (PT)

Matilde Vasconcelos 

Género Feminino
Uniforme Welcomer

Descubra aqui as suas medidas

1. Indique os tamanhos que habitualmente veste:

Parte do corpo	alfabético	numérico
superior	M	38
inferior	M	38
calçado	-	38

Salvar e continuar

Sobre nós Ajuda Políticas Contatos   

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NORTE2020  

6. MEASURES AND SIZES REGISTRATION

2nd STEP: ask the employee to obtain and record his height, chest, waist and hip measurements.

Minhas medidas - ibis.trotinete.p

ibis.trotinete.pt/p125-minhas-medidas-pt?id_user=602

Apps Definições Standvirtual OLX

Matilde Vasconcelos



Género Feminino

Uniforme Welcomer

Descubra aqui as suas medidas

1. Indique os tamanhos que habitualmente veste:

Parte do corpo	alfabético	numérico
superior	S	36
inferior	S	36
calçado	-	38

2. Obtenha e registe as suas medidas em cm, caso necessites de ajuda clica aqui!

altura/cm	peito/cm	cinta/cm	anca/cm
172	86	64	95

Salvar e continuar

Sobre nós Ajuda Políticas Contatos

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6. MEASURES AND SIZES REGISTRATION

3rd STEP: Get suggested sizes and decide in face of any differences with the indicated sizes.

Uniforme Welcomer

Descubra aqui as suas medidas

1. Indique os tamanhos que habitualmente veste:

Parte do corpo	alfabético	numérico
superior	M	38
inferior	M	38
calçado	-	38

2. Obtenha e registe as suas medidas em cm:

altura/cm	peito/cm	cinta/cm	anca/cm
172	86	64	95

3. Os seus tamanhos sugeridos são:

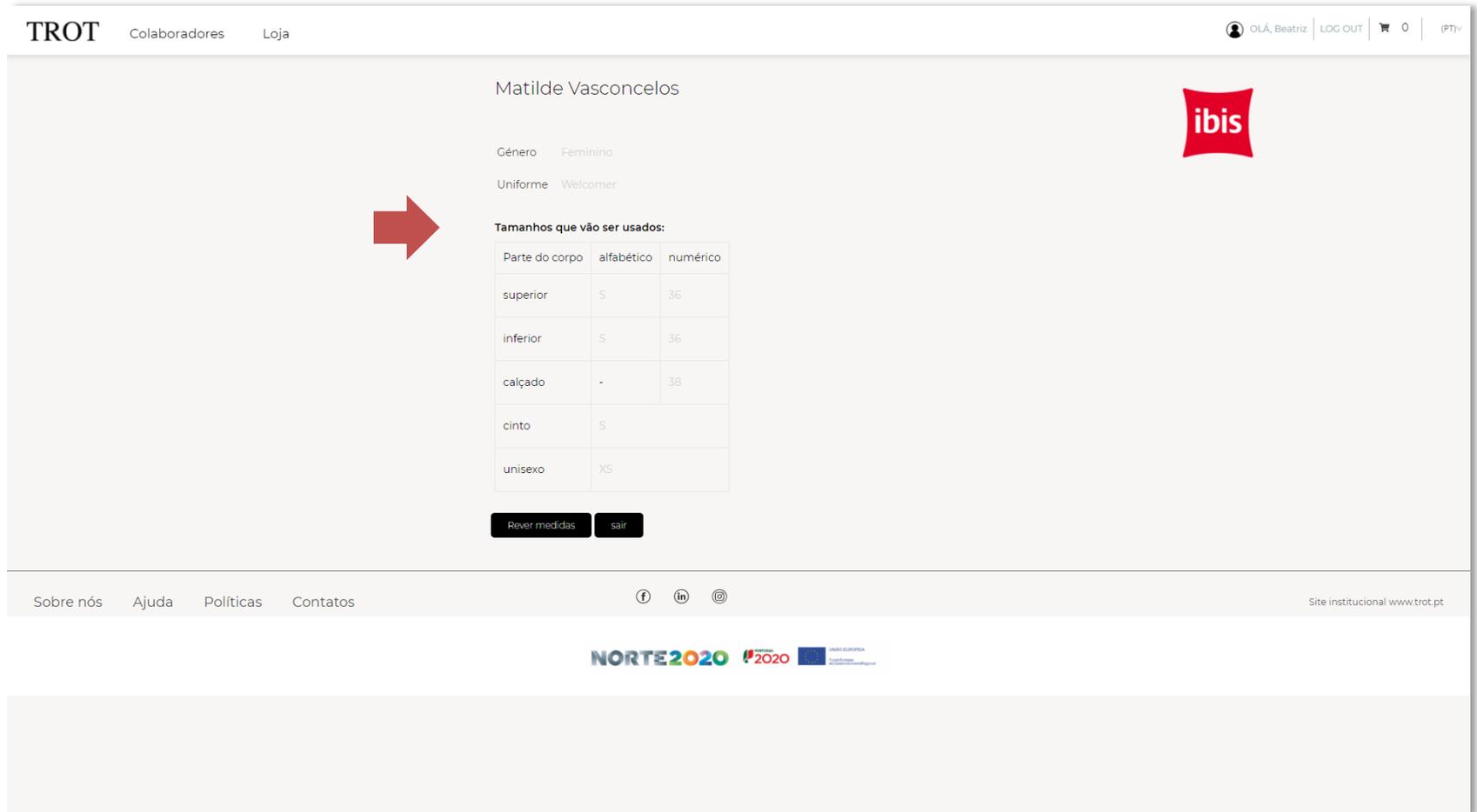
tabela / tamanho	alfabético	numérico	
superior	S	36	Pelo menos um dos tamanhos não corresponde ao seu tamanho habitual pretende: <input checked="" type="radio"/> Aceitar a nossa sugestão <input type="radio"/> Manter o meu tamanho habitual (M/38)
inferior	S	36	Pelo menos um dos tamanhos não corresponde ao seu tamanho habitual pretende: <input checked="" type="radio"/> Aceitar a nossa sugestão <input type="radio"/> Manter o meu tamanho habitual (M/38)
unissexo 	XS	-	
Cinto	S	-	
Calçado	-	38	

Continuar

Ou rever medidas

6. MEASURES AND SIZES REGISTRATION

4th STEP: At the end of the process, the platform informs the employee of the sizes that have been assigned and will be used in orders.



The screenshot displays the TROT employee interface. At the top left, the TROT logo is visible, along with navigation links for 'Colaboradores' and 'Loja'. On the top right, there is a user profile section for 'OLÁ, Beatriz', a 'LOG OUT' button, a shopping cart icon with '0' items, and a language selector '(PT)'. The main content area is for employee 'Matilde Vasconcelos'. It shows her gender as 'Feminino' and her uniform as 'Welcomer'. A red arrow points to the 'Tamanhos que vão ser usados:' section, which contains a table of assigned sizes. Below the table are two buttons: 'Rever medidas' and 'sair'. The 'ibis' logo is positioned in the top right corner of the main content area. The footer includes navigation links for 'Sobre nós', 'Ajuda', 'Políticas', and 'Contatos', social media icons for Facebook, LinkedIn, and Instagram, and the institutional website 'www.trot.pt'. At the bottom, there are logos for 'NORTE2020', '2020', and 'UNÃO EUROPEIA'.

TROT Colaboradores Loja

OLÁ, Beatriz LOG OUT 0 (PT)

Matilde Vasconcelos

Género Feminino

Uniforme Welcomer

Tamanhos que vão ser usados:

Parte do corpo	alfabético	numérico
superior	S	36
inferior	S	36
calçado	-	38
cinto	S	
unisexo	XS	

Rever medidas sair

Sobre nós Ajuda Políticas Contatos

f in @

Site institucional www.trot.pt

NORTE2020 2020 UNÃO EUROPEIA

6. MEASURES AND SIZES REGISTRATION

5th STEP: The employee goes to “● active” status!

TROT Colaboradores Loja OLÁ, Beatriz | LOG OUT | 0 | (PT)

Adicione e edite aqui a informação dos seus colaboradores Filtro  Adicionar Colaborador + Importar via excel 

 Colaboradores Reportes

ID	Nome	Genero	Uniforme	Plafond	Email	Status
602	Matilde Vasconcelos	Feminino	Welcomer	€ 600	matildevasconcelos@trotinete.pt	● Activo
594	memogadget testes	Masculino	Welcomer		aderito@memogadget.com	● Inactivo
591	Paula Vilares	Feminino	Bar/Rest.	€ 500	producao@trotinete.pt	● Inactivo
590	Paula Sousa	Feminino	Limpeza	€ 500	gestora.comercial@trotinete.pt	● Activo
589	Ricardo Teixeira	Masculino	Manutenção	€ 500	expedicao@trotinete.pt	● Inactivo
588	Catarina Padrão	Feminino	Limpeza	€ 500	contabilidade@trotinete.pt	● Activo
585	Rita Vieira	Feminino	Cozinha	€ 500	assistente.comercial3@trotinete.pt	● Activo
584	Maria João Sousa	Feminino	Bar/Rest.	€ 500	assistproducao@trotinete.pt	● Activo
583	Ivone Fidalgo	Feminino	Bar/Rest.	€ 500	ivonefidalgo@trotinete.pt	● Activo
581	Silvia Torres	Feminino	Welcomer	€ 500	assistente.comercial2@trotinete.pt	● Activo
579	Paula Ferreira	Feminino	Limpeza	€ 500	commercial.department2@trotinete.pt	● Activo
545	Beatriz Vasconcelos	Feminino	Welcomer	€ 500	beatrizcgmvasconcelos@gmail.com	● Activo

Sobre nós Ajuda Políticas Contatos    Site institucional www.trot.pt

The store groups uniforms through a set of tags associated with the products, allowing you to view and buy by genre / category of uniform / product.

The screenshot displays the 'Loja' (Store) page for TROT & trotinete. The page features a navigation bar with the brand name, user information ('OLÁ, Beatriz | LOG OUT'), a shopping cart icon with '0' items, and a language selector '(PT)'. Below the navigation bar, there are tabs for 'Geral' (selected) and 'Compra rápida'. A red 'ibis' logo is positioned in the top right corner. On the left side, there is a filter menu with the following sections:

- Gender:** Homem, Mulher
- Categoria:** Welcomers, Manutenção, Cozinha, Bar/Restaurante, Limpeza
- Roupa:** T-shirt, Calças, Casaco, Vestido, Acessórios, Aventais, Bandana, Jalecas, Bata, Túnica, Calçado, Conjunto de pins

The main content area displays a grid of six product images, each with a caption below it:

- 13 - CALÇA DE GANGA SENHORA (Dark blue jeans)
- 19.2 - VESTIDO SEM MANGAS SENHORA (Dark blue sleeveless dress)
- 41.2 - T-SHIRT MANGA COMPRIDA SENHORA (Red long-sleeved t-shirt with a logo)
- 13 - CALÇA DE GANGA SENHORA (Dark blue jacket with red accents)
- 19.2 - VESTIDO SEM MANGAS SENHORA (Dark blue t-shirt with a logo)
- 41.2 - T-SHIRT MANGA COMPRIDA SENHORA (Red and black patterned neckerchief)

On the “quick purchase” page, the order can be registered more efficiently, since the Buyer does not need to jump from page to page to add products to the cart. You can also use filters to optimize the order process.

TROT

Colaboradores

Loja

OLÁ, Beatriz | LOG OUT | 0 | (PT)

Geral
Compra rápida

Homem

Mulher

Categoria

Welcomers

Manutenção

Cozinha

Bar/Restaurante

Limpeza

Roupa

T-shirt

Calças

Casaco

Vestido

Acessórios

Aventais

Bandana

Jalecas

Bata

Túnica

Calçado

Conjunto de pins

ibis

3.1 T-SHIRT MANGA CURTA SENHORA

	XS	S	M	L	XL	XXL	TE
Preço	€ 25	€ 25	€ 25	€ 25	€ 25	€ 25	€ 25
Stock	100	100	100	100	100	100	100
Encomenda	<input type="text"/>						

[Preencher com ajuda](#)

3.3 T-SHIRT MANGA CURTA SENHORA

	XS	S	M	L	XL	XXL	TE
Preço	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11,8
Stock	2	2	2	2	2	2	2
Encomenda	<input type="text"/>						

[Preencher com ajuda](#)

4.1.3 T-SHIRT MANGA COMPRIDA SENHORA

	XS	S	M	L	XL	XXL	TE
Preço	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11
Stock	10	10	10	10	10	10	10
Encomenda	<input type="text"/>						

[Preencher com ajuda](#)

4.1.1 T-SHIRT MANGA COMPRIDA SENHORA

	XS	S	M	L	XL	XXL	TE
Preço	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11
Stock	100	100	100	100	100	100	100
Encomenda	<input type="text"/>						

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The product page contains all relevant information about it, including related products in the same uniform category, which can be useful to increase the efficiency of the process.

HOME | CATÁLOGO DE PRODUTOS | T-SHIRT MANGA CURTA SENHORA

3.2



T-SHIRT MANGA CURTA SENHORA
REF: 1610002.2862

T-shirt de manga curta de senhora, gola em rib e fita aplicada nas mangas (na zona da bainha). Tapa costuras na malha base. Estampado na frente e costas.

INSTRUÇÕES DE LAVAGEM: 

GRAMAGEM [G/M2]: 180

COR: VERMELHA

TIPO DE MATERIAL: JERSEY

COMPOSIÇÃO: 100% CO

Guia de Tamanho

	XS	S	M	L	XL	XXL	TE
Preço	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11
Stock	10	10	10	10	10	10	10
Encomenda	<input type="text"/>						

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ADICIONAR AO CARRINHO

Recomendado para si



7. SHOP | ORDER REGISTRATION TABLE

In this table it is possible to know the grid of sizes available for this product, as well as stocks and prices.

To register the order simply add quantities by size and add to the cart.

Guia de Tamanho

	XS	S	M	L	XL	XXL	TE
Preço	€11	€11	€11	€11	€11	€11	€11
Stock	10	10	10	10	10	10	10
Encomenda	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
	Preencher com ajuda						

ADICIONAR AO CARRINHO



However, the information previously registered on the employee management page, must be used to take full advantage of the platform. For this purpose, the option “FILL IN WITH HELP” must be used.

7. SHOP | FILL IN WITH HELP

Using this option, the Buyer is able to take advantage of the employee data for order registration, thus avoiding size errors and easily determine which uniform to be assigned to each employee.

Additionally, he can easily allocate the cost to the employee, improving costs/budget analysis and control.

HOME | CATÁLOGO DE PRODUTOS | T-SHIRT MANGA CURTA SENHORA

3.2



T-SHIRT MANGA CURTA SENHORA
REF: 1610002.2862

T-shirt de manga curta de senhora, gola em rib e fita aplicada nas mangas (na zona da bainha). Tapa costuras na malha base. Estampado na frente e costas.

INSTRUÇÕES DE LAVAGEM: 

GRAMAGEM [G/M2]: 180

COR: VERMELHA

TIPO DE MATERIAL: JERSEY

COMPOSIÇÃO: 100% CO

Guia de Tamanho

	XS	S	M	L	XL	XXL	TE
Preço	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11	€ 11
Stock	10	10	10	10	10	10	10
Encomenda	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Preencher com ajuda](#)

Colaboradores:

nome	status	tamanho	qtd
Matilde Vasconcelos	● Activo	S	<input type="text" value="3"/>
Silvia Torres	● Activo	M	<input type="text" value="3"/>
Beatriz Vasconcelos	● Activo	S	<input type="text" value="3"/>

Adicionar quantidades à encomenda

ADICIONAR AO CARRINHO

8. CHECK OUT

The use of the “fill in with help” tool, improves operational control, and gives access to important information like costs/quantity per uniform/category or costs/quantity per employee.

Below you can see how the shopping cart structures the information for the placed order - Model / Size / Employee / Quantities.

Método de Pagamento
Por favor escolha o método de pagamento

Resumo da sua encomenda

Imagem	Produto	Preço	Quantidade	Remover	
TOTAL					
	3,2 Tamanho S » Beatriz Vasconcelos, 3 unidades » Matilde Vasconcelos, 3 unidades	€ 11	6		€ 66
	3,2 Tamanho M » Silvia Torres, 3 unidades	€ 11	3		€ 33
Subtotal					17,89 €
Portes					4,98 €
IVA					81,11 €
TOTAL					103,98 €

TROT &
trotinete
TAILORED UNIFORMS



THANK YOU!