



Creating a Pending IN booking and Updating a Pending booking

Step 1: At the VBS home page select which depot you wish to create a booking for:

The screenshot shows the 'PORT OTAGO VEHICLE BOOKING SYSTEM' dashboard. At the top, there are navigation links for 'Dashboard', 'Bookings', 'Containers', and 'Users', along with a user profile 'Alex, ad...'. The main content is divided into two sections: 'Port Chalmers Terminal' and 'Dunedin Depot'.

Port Chalmers Terminal

- Buttons: 'Create Booking', 'View Bookings'
- Today's Booking Availability: A bar chart showing 24 bars for hours 7-10 and 1-10. Each bar is green and has 'IN' or 'OUT' written above it.
- Today's Bookings: A yellow box with the text 'There are no bookings today'.

Dunedin Depot

- Acceptances - If no acceptance is found to make a drop off booking, please contact shipping line to get them to send one by either EDI or e-mail. From Thurs 28/11/19, all CMA 40' dry containers (40' ST & 40' HC) to be dehered to the terminal at Port Otago.
- Buttons: 'Create Booking', 'View Bookings'
- Today's Booking Availability: A bar chart showing 24 bars for hours 8-16. Each bar is green and has 'IN' or 'OUT' written above it.



Step 2: In Create Booking – select IN

If you would like to book a slot to bring in a container but do not have the container details and/or truck registration you can book a slot by making a Pending booking.

Click IN and select an available date and time slot. The container and truck registration fields can be left blank.

PORT OTAGO | VEHICLE BOOKING SYSTEM Dashboard Bookings Containers **bbttest**

Depot
Port Chalmers Terminal

Carrier
BRIAN BENNETT TRANSPORT

Container Direction
IN OUT

Container Quantity
1

Container Number

Container Details
ISO code: Rego number:
Added automatically when booking validated

Date
Tuesday 3rd December 2019
Wednesday 4th December 2019
Thursday 5th December 2019
Friday 6th December 2019
Saturday

Time Slot
Morning: 11am - 12pm (10 available)
Afternoon: 12pm - 1pm (10 available), 1pm - 2pm (10 available)
Evening: 5pm - 6pm (10 available), 6pm - 7pm (10 available)

Booking Details
Depot: Port Chalmers Terminal
Carrier: BRIAN BENNETT TRANSPORT
Container Direction: IN
Container Quantity: 1
Booking Date: 3rd December 2019
Booking Slot: 11am - 12pm
Validate Booking Clear



Step 3: Select Validate Booking and confirm booking details and finalise by clicking on Save Booking.

The screenshot shows the Port Otago Vehicle Booking System interface. A modal window titled "Confirm Booking Details" is open, displaying the following information:

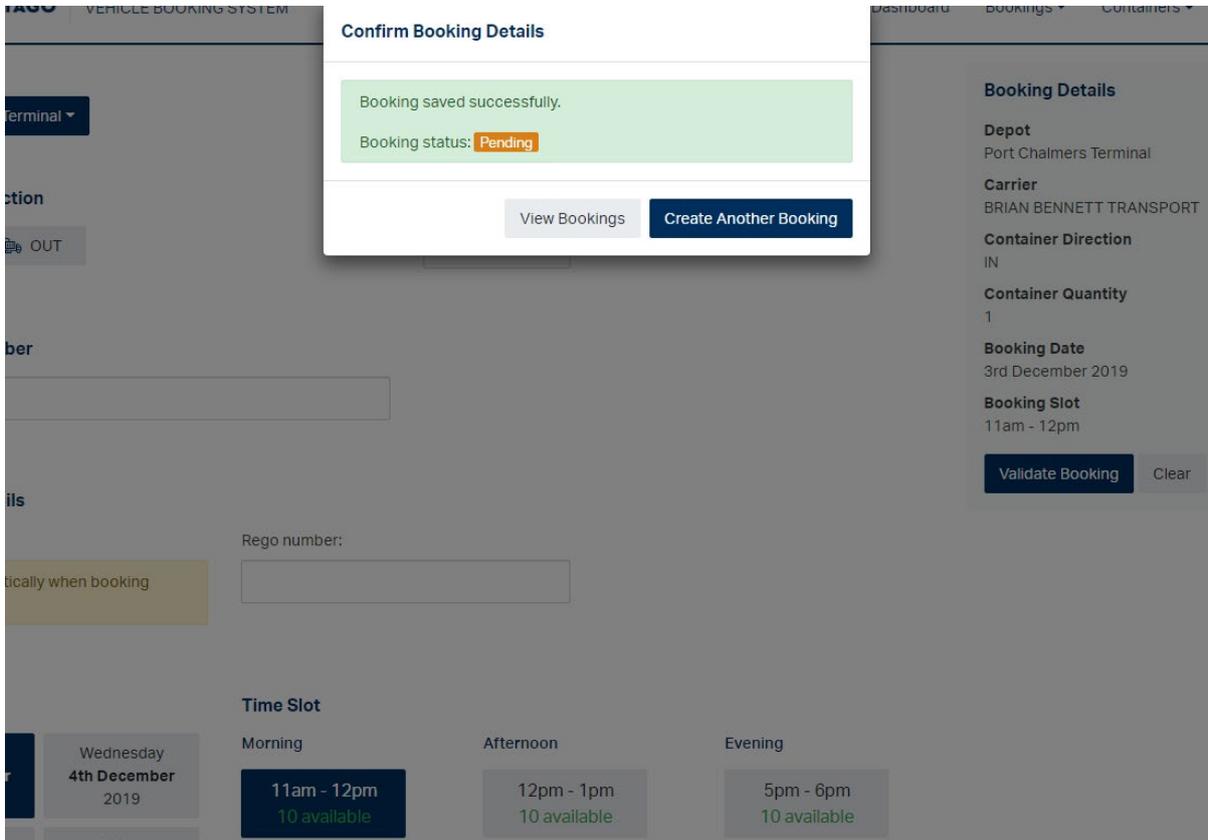
- Depot:** Port Chalmers Terminal
- Carrier:** BRIAN BENNETT TRANSPORT
- Container Direction:** IN
- Container Quantity:** 1
- Booking Date:** 3rd December 2019
- Booking Slot:** 11am - 12pm

At the bottom of the modal, there are two buttons: "Cancel" and "Save Booking". A blue arrow points from the "Save Booking" button to the "Validate Booking" button on the right side of the main interface.

The background interface shows a "Time Slot" grid for Wednesday, 4th December 2019. The grid is as follows:

Time Slot	Morning	Afternoon	Evening
11am - 12pm	10 available	12pm - 1pm	5pm - 6pm
12pm - 1pm		10 available	10 available
1pm - 2pm		10 available	6pm - 7pm
2pm - 3pm			10 available
3pm - 4pm			
4pm - 5pm			
5pm - 6pm			
6pm - 7pm			
7pm - 8pm			

Step 4: The booking will be confirmed as Pending but a VBS pin number will not be provided.



Confirm Booking Details

Booking saved successfully.

Booking status: **Pending**

[View Bookings](#) [Create Another Booking](#)

Booking Details

Depot
Port Chalmers Terminal

Carrier
BRIAN BENNETT TRANSPORT

Container Direction
IN

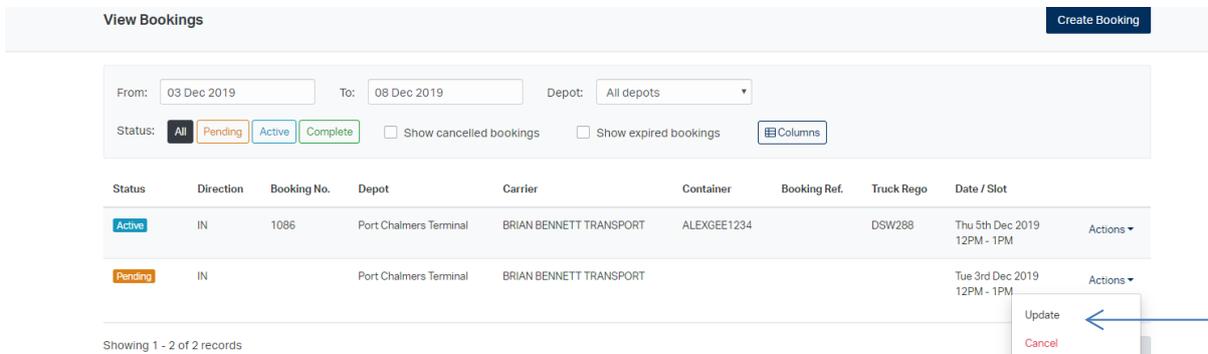
Container Quantity
1

Booking Date
3rd December 2019

Booking Slot
11am - 12pm

[Validate Booking](#) [Clear](#)

Step 5: Under View Bookings, click on Actions and select Update.



View Bookings [Create Booking](#)

From: 03 Dec 2019 To: 08 Dec 2019 Depot: All depots

Status: **All** Pending Active Complete Show cancelled bookings Show expired bookings [Columns](#)

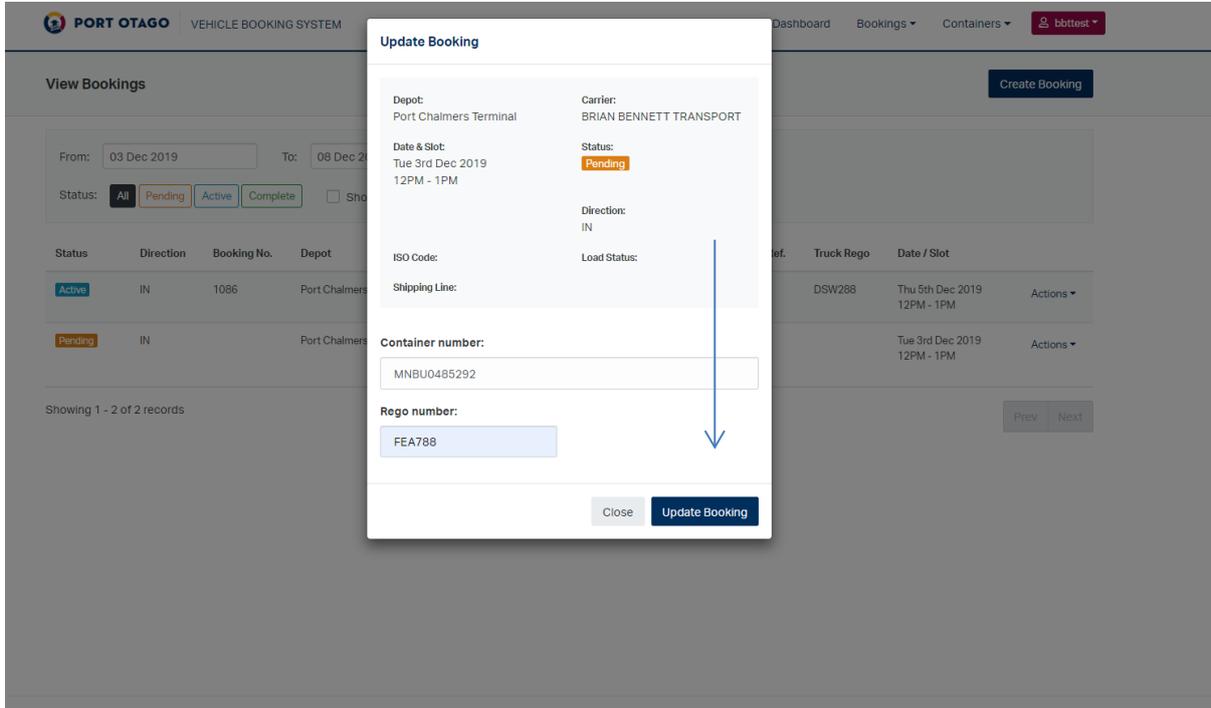
Status	Direction	Booking No.	Depot	Carrier	Container	Booking Ref.	Truck Rego	Date / Slot	Actions
Active	IN	1086	Port Chalmers Terminal	BRIAN BENNETT TRANSPORT	ALEXGEE1234		DSW288	Thu 5th Dec 2019 12PM - 1PM	Actions
Pending	IN		Port Chalmers Terminal	BRIAN BENNETT TRANSPORT				Tue 3rd Dec 2019 12PM - 1PM	Actions

Showing 1 - 2 of 2 records

Update [←](#)
Cancel



Step 6: In Update Booking, enter a valid Container and Truck registration then Click Update Booking.



Step 7: The booking has now been updated to Active and pin provided.

