



## Creating a Pending OUT booking and Updating a Pending booking

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

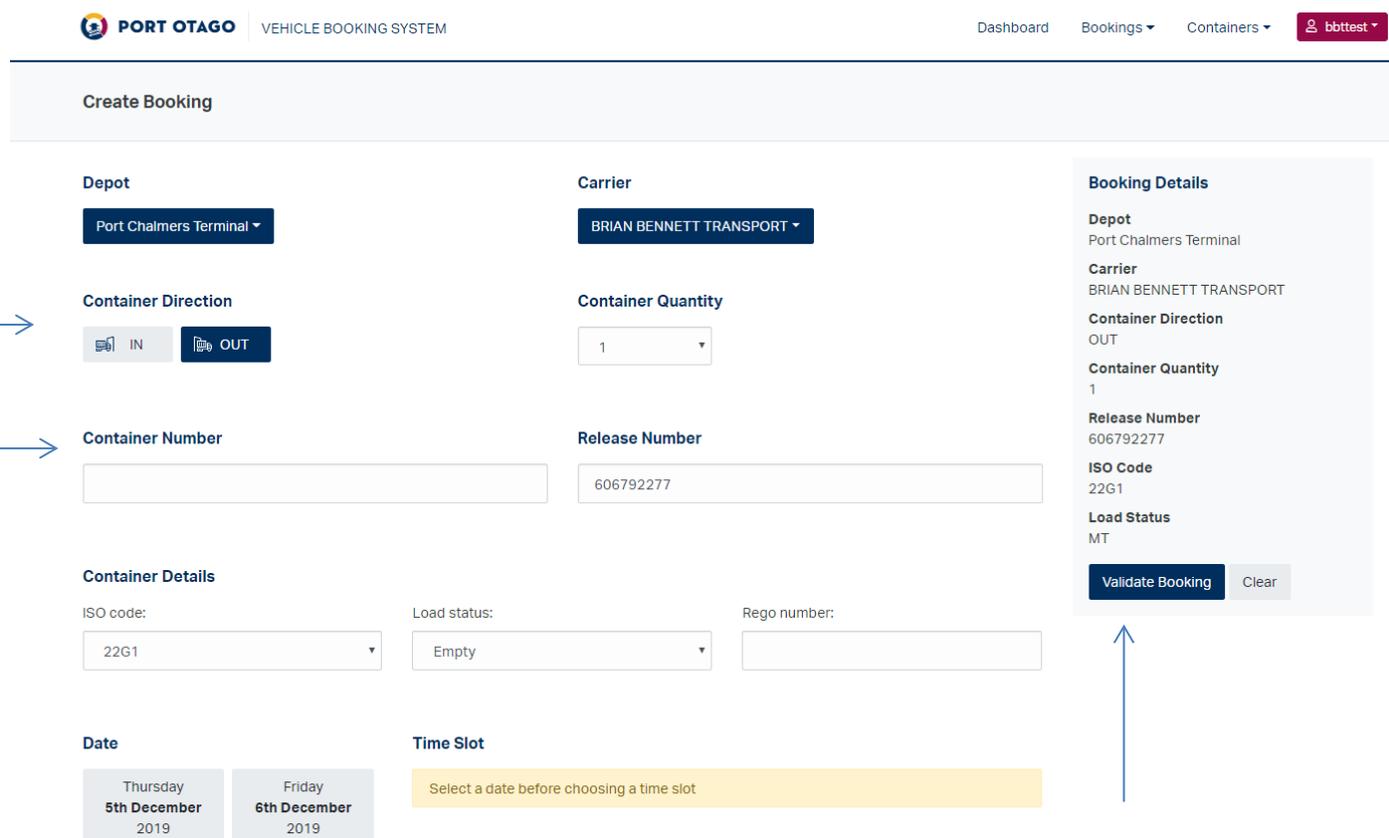
The screenshot shows the 'PORT OTAGO VEHICLE BOOKING SYSTEM' dashboard. At the top, there are navigation links for 'Dashboard', 'Bookings', 'Containers', and 'Users', along with a user profile 'Alex\_ad.'. The main content area is divided into two sections: 'Port Chalmers Terminal' and 'Dunedin Depot'. A blue arrow points to the 'Create Booking' button in the 'Port Chalmers Terminal' section. Below this button is a 'Today's Booking Availability' bar chart showing a full day of green bars, indicating availability. Underneath the chart is a 'Today's Bookings' section with a yellow box stating 'There are no bookings today'. The 'Dunedin Depot' section includes a text box with acceptance instructions, another 'Create Booking' button, and a 'Today's Booking Availability' bar chart showing a mix of green and grey bars, indicating partial availability.

## Step 2: In Create Booking – select OUT

If you would like to book a slot to collect a container but do not yet know which truck registration you can still book a slot by making a Pending booking.

An active release (Empty) or Full container (Import with Jade pin) will still be required.

Select OUT and choose an available date and time slot. The truck registration fields can be left blank.



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

---

Create Booking

<b>Depot</b> Port Chalmers Terminal	<b>Carrier</b> BRIAN BENNETT TRANSPORT
<b>Container Direction</b> IN <b>OUT</b>	<b>Container Quantity</b> 1
<b>Container Number</b> <input type="text"/>	<b>Release Number</b> 606792277
<b>Container Details</b> ISO code: 22G1 Load status: Empty Rego number: <input type="text"/>	<b>Booking Details</b> Depot: Port Chalmers Terminal Carrier: BRIAN BENNETT TRANSPORT Container Direction: OUT Container Quantity: 1 Release Number: 606792277 ISO Code: 22G1 Load Status: MT <b>Validate Booking</b> Clear
<b>Date</b> Thursday 5th December 2019    Friday 6th December 2019	
<b>Time Slot</b> Select a date before choosing a time slot	



Step 3: Select Validate Booking and confirm booking details then finalise by selecting Save Booking.

The screenshot displays the Port Otago Vehicle Booking System interface. A modal window titled "Confirm Booking Details" is centered on the screen, prompting the user to verify booking information before saving. The background interface shows the booking process with various fields and a calendar view.

**Confirm Booking Details**

Please check that the following booking details are correct before saving.

- Depot:** Port Chalmers Terminal
- Carrier:** BRIAN BENNETT TRANSPORT
- Container Direction:** OUT
- Container Quantity:** 1
- Booking Date:** 5th December 2019
- Booking Slot:** 10am - 11am
- Release Number:** 606792277
- ISO Code:** 22G1
- Load Status:** MT

Buttons: Cancel, Save Booking

**Booking Details**

- Depot:** Port Chalmers Terminal
- Carrier:** BRIAN BENNETT TRANSPORT
- Container Direction:** OUT
- Container Quantity:** 1
- Booking Date:** 5th December 2019
- Booking Slot:** 10am - 11am
- Release Number:** 606792277
- ISO Code:** 22G1
- Load Status:** MT

Buttons: Validate Booking, Clear

**Background Interface:**

- Depot:** Port Chalmers Terminal
- Container Direction:** IN, OUT
- Container Number:** [Empty]
- Container Details:** ISO code: 22G1, Load status: Empty
- Date:** Thursday 5th December 2019, Friday 6th December 2019, Saturday 7th December 2019, Monday 9th December 2019, Tuesday 10th December 2019
- Time Slot:** Morning, 9am - 10am (10 available), 12pm - 1pm (10 available), 5pm - 6pm (10 available), 10am - 11am (10 available), 1pm - 2pm (10 available), 6pm - 7pm (10 available), 11am - 12pm, 2pm - 3pm, 8pm - 9pm



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

The screenshot shows the 'Confirm Booking Details' modal with the following text: 'Booking saved successfully.' and 'Booking status: Pending'. Below the modal, the 'Booking Details' section is visible, containing the following information:

- Depot:** Port Chalmers Terminal
- Carrier:** BRIAN BENNETT TRANSPORT
- Container Direction:** OUT
- Container Quantity:** 1
- Booking Date:** 5th December 2019
- Booking Slot:** 10am - 11am
- Release Number:** 606792277

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

The screenshot shows a table with the following data:

						12PM - 1PM
Pending	OUT	Port Chalmers Terminal	BRIAN BENNETT TRANSPORT	606792277	Thu 5th Dec 2019 10AM - 11AM	Actions

Below the table, it says 'Showing 1 - 2 of 2 records'. An 'Update' menu is open over the 'Actions' column, with 'Update' and 'Cancel' options. A blue arrow points to the 'Update' option.



Step 6: In Update Booking, enter a valid Truck Registration then Select Update Booking. Door and Pin position is optional.

**Update Booking**

Depot: Port Chalmers Terminal	Carrier: BRIAN BENNETT TRANSPORT
Date & Slot: Thu 5th Dec 2019 10AM - 11AM	Status: <b>Pending</b>
Reference: 606792277	Direction: OUT
ISO Code:	Load Status:
Shipping Line:	

**Container number:**

**Rego number:**

**Door position:**

**Pin position:**

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

**Update Booking**

Booking updated successfully.

Booking status: **Active**

Booking number: **1121**