



Creating an OUT booking (Full or Empty)

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

The screenshot shows the VBS home page with a navigation bar at the top containing 'PORT OTAGO VEHICLE BOOKING SYSTEM', 'Dashboard', 'Bookings', 'Containers', 'Users', and a user profile 'Alex_ad.'. Below the navigation bar is a 'Dashboard' section with two main panels: 'Port Chalmers Terminal' and 'Dunedin Depot'. The 'Port Chalmers Terminal' panel includes a 'Create Booking' button (highlighted with a blue arrow), a 'View Bookings' button, and a 'Today's Booking Availability' bar chart showing 24 slots, all of which are green and labeled 'OUT'. Below this is a 'Today's Bookings' section with a yellow box stating 'There are no bookings today'. The 'Dunedin Depot' panel includes a text box with acceptance instructions, a 'Create Booking' button, a 'View Bookings' button, and a 'Today's Booking Availability' bar chart showing 24 slots with varying green and grey bars, indicating some are 'IN' and some are 'OUT'.

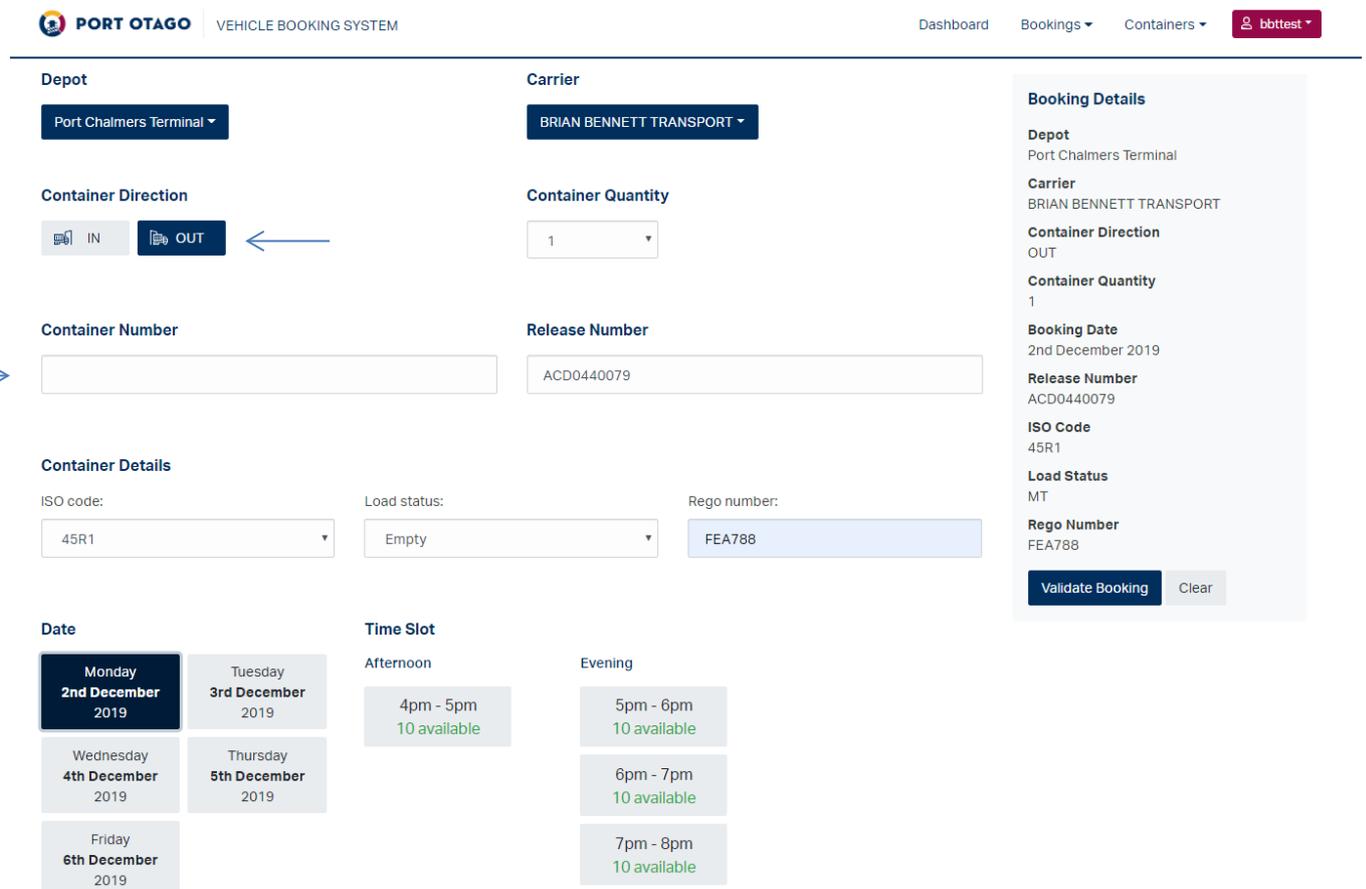
Step 2: In Create Booking – select OUT

Enter the container or Release number. Container quantity up to 6 can be selected for Releases.

The following criteria must be met for a valid VBS booking to be made:

- Import containers must be pinned in Jade Master Terminal
- Releases must be active and have AV stock (Port Chalmers and Dunedin Depot)

Select an available date and time slot. Enter a valid truck registration number.



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

Release Number
ACD0440079

Container Details

ISO code: 45R1 Load status: Empty Rego number: FEA788

Date

Monday 2nd December 2019	Tuesday 3rd December 2019
Wednesday 4th December 2019	Thursday 5th December 2019
Friday 6th December 2019	

Time Slot

Afternoon	Evening
4pm - 5pm 10 available	5pm - 6pm 10 available
	6pm - 7pm 10 available
	7pm - 8pm 10 available

Booking Details

Depot
Port Chalmers Terminal

Carrier
BRIAN BENNETT TRANSPORT

Container Direction
OUT

Container Quantity
1

Booking Date
2nd December 2019

Release Number
ACD0440079

ISO Code
45R1

Load Status
MT

Rego Number
FEA788

Validate Booking Clear

Step 3: Select door and pin position (This is optional).

Date

Monday 2nd December 2019	Tuesday 3rd December 2019
Wednesday 4th December 2019	Thursday 5th December 2019
Friday 6th December 2019	

Time Slot

Afternoon	Evening
4pm - 5pm 10 available	5pm - 6pm 10 available
	6pm - 7pm 10 available
	7pm - 8pm 10 available
	8pm - 9pm 10 available
	9pm - 10pm 10 available

Container Direction
OUT

Container Quantity
1

Booking Date
2nd December 2019

Release Number
ACD0440079

ISO Code
45R1

Load Status
MT

Rego Number
FEA788

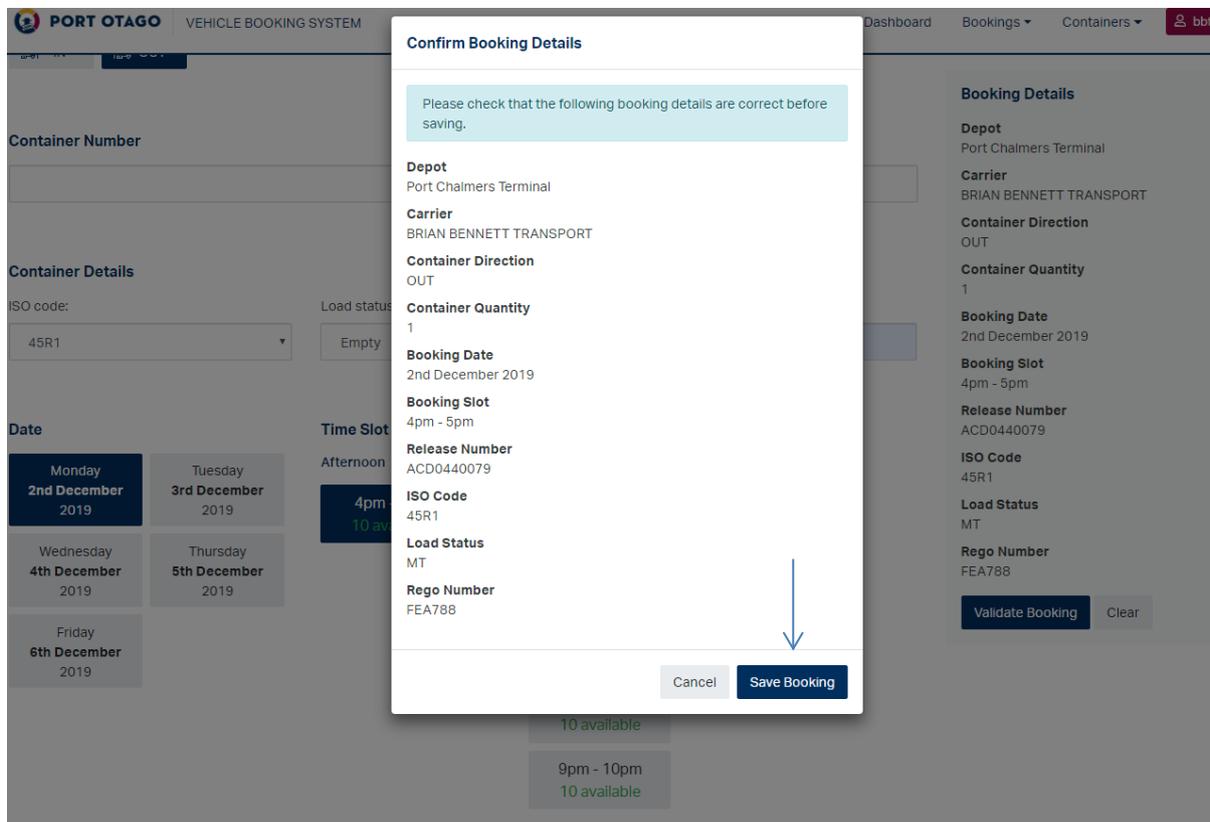
Validate Booking Clear

Container Positioning

Door position:

Pin position:

Step 4: Select Validate Booking and confirm booking details and finalise by clicking on Save Booking.



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
2nd December 2019

Booking Slot
4pm - 5pm

Release Number
ACD0440079

ISO Code
45R1

Load Status
MT

Rego Number
FEA788

Cancel **Save Booking**



Step 5: A booking number (VBS pin used for gate entry) will be generated and ready for use.

The screenshot displays the 'VEHICLE BOOKING SYSTEM' interface. A modal window titled 'Confirm Booking Details' is centered on the screen, indicating a successful booking. The modal contains the following information:

- Booking saved successfully.
- Booking status: **Active**
- Booking number: **1116**

At the bottom of the modal, there are two buttons: 'View Bookings' and 'Create Another Booking'. The background interface shows a 'Time Slot' selection grid for Tuesday, 3rd December 2019, with the '4pm - 5pm' slot selected. Other visible details include 'Load status: Empty', 'Rego number: FEA788', and a 'Booking Details' sidebar on the right with fields for Depot, Carrier, Container Direction, Container Quantity, Booking Date, Booking Slot, Release Number, ISO Code, and Load Status.