VEHICLE BOOKING SYSTEM
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Quick Start Tutorial
1. GETTING STARTED

To begin using the VBS (Vehicle Booking System), you must have the following:

- VBS Website address
- Login Information (User name & password)

1.1. VBS Website Address

How to access the VBS Application in Web browser?
The easiest way to begin VBS system can be accessed from web browsers

Login VBS application in web browser:

- Open a Google chrome or any other browser
- Go to the Address bar provide the following Website address:
  
  https://vbs.2wth.com/VBS/

- User will see the below VBS Login page and enter valid User name & Password and click on login button

![Figure 1. VBS Login Page](image)

1.2. VBS Login Information

A username and password is required to log to access the VBS system. Truckers need to register into the VBS system at initial stage. VBS Administrator is responsible for creating, assigning and maintaining the initial VBS user account for Truckers.
2. VBS REGISTRATION

How to Register the VBS Application in Web browser?

Truckers need to register into the VBS system at initial stage is as follows.

- User will see the below VBS Login page and Click on the “Register Now” for the registration.

![VBS Login](image1.jpg)

*Figure 2. VBS Login*

- User need to select & provide the valid field details which is as shown below.

![VBS Registration](image2.jpg)

*Figure 3. VBS Registration*

- Once fields are entered click on the “Register” button for User Registration into the VBS system
- VBS administrator will verify & communicate according to the User details. Once verified the VBS administrator will send the Username & Password through mail for accessing the VBS system.
How to Open and Close the VBS Application in Web browser?

- Once receives the Username & Password. Provide the Username & Password & click on login button to access the VBS system.

Figure 4. VBS Login Page

- User can access the VBS application, once the Username and Password are correct
- If user wants to logout the application, press Logout button as shown in "Home Screen" at top right side of the page

Figure 5. VBS Home Screen
2.1. Menu Overview

How to Know Main Menu Overview?

VBS application Menu Overview in web browser:

- The below Booking list screen shows the Main Menu, Tool Bar, Search Option & Search box.

![Image of VBS Main Menu](image1)

**Figure 6. Application list Screen**

In this section you will find full details of Menu and Tool Bars.

**VBS application Main Menu Overview:**

- Main Menu represents different modules of VBS to start the operations
- The below figure shows the Main Menu

![Image of VBS Main Menu](image2)

**Figure 7. VBS Main Menu**

**VBS application Sub Menu Overview:**

- When you click on the "Main Menu", relevant Sub menus are displayed
- The below figure shows the Sub-menu of Admin module

![Image of VBS Admin Sub-menu](image3)

**Figure 8. VBS Admin Sub-menu screen**
VBS application Toolbar Overview:

- The Toolbar has New, Save, Update, Print, Search, Copy and Email functionalities
- The below figure shows the Booking Toolbar

![Booking Toolbar](image)

*Figure 9. Booking Toolbar*

VBS application Search Option:

- Write the fields text or Select the Drop-down list which you need to search
- Click on the "Search" buttons for filter according to the sections

![Booking Search Option](image)

*Figure 10. Booking Search Option*
VBS application Search Box:
- Write the field text in the search box and select the tab button in the keyboard to search by field by filed.

**Figure 11. Booking Search box**

VBS application - Menu list:

<table>
<thead>
<tr>
<th>Icon</th>
<th>MENU LIST</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌐</td>
<td>Click to view Home Screen.</td>
<td></td>
</tr>
<tr>
<td>📝</td>
<td>Click to Create the Transaction.</td>
<td></td>
</tr>
<tr>
<td>📊</td>
<td>Click to Save or Update the Transaction.</td>
<td></td>
</tr>
<tr>
<td>🔍</td>
<td>Click to Search the content in list screen.</td>
<td></td>
</tr>
<tr>
<td>⏰</td>
<td>Click to reset the Screen.</td>
<td></td>
</tr>
<tr>
<td>✍️</td>
<td>Click to Edit the Transaction.</td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Click to Close the Transaction.</td>
<td></td>
</tr>
<tr>
<td>🖨️</td>
<td>Click to Print the Transaction.</td>
<td></td>
</tr>
<tr>
<td>📜</td>
<td>Click to Upload the Document.</td>
<td></td>
</tr>
<tr>
<td>💌</td>
<td>Click to Send the email.</td>
<td></td>
</tr>
<tr>
<td>📊</td>
<td>Click to View the Booking Status History.</td>
<td></td>
</tr>
</tbody>
</table>
Step-by-Step Module
3. VBS BOOKING

Booking Operation Consist of:

<table>
<thead>
<tr>
<th>Screen name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking</td>
<td>To create new appointment</td>
</tr>
<tr>
<td>Day View</td>
<td>Appointment statuses for a particular day are shown.</td>
</tr>
</tbody>
</table>

- Record new vehicle booking in the VBS database.
- List page/search page for existing bookings
- Modify and delete existing booking

3.1. Booking Creation

How to create the Booking slot for a Vehicle?

To Set up VBS - Booking module from Web browsers as follows:

**Main menu --> Booking --> Booking**

![Booking menu](image)

- The below List screen is used to create, view and edit "Booking" in the name of a customer

![Booking Details list screen](image)

- For creating a Booking click on "new" button and then the following screen will be display

![Booking Summary List](image)
- Enter the Slot details like Truck Company, Pool cargo class and Activity.

Figure 14. Booking Details list screen

- Select the “Slot Date” from the calendar and for the “Slot Time” select the checkbox according to time intervals and click on "save" button.

Note: Booking information can be save within 5 Minutes.
• Once saved, a pop-up window will appear to send an email to relevant authorized person.

Figure 15. Email Pop-up

• Appointment is created with booking status as “BOOKED” as shown below.

Figure 16. Booking edit screen

• If you want to update the Booking details then click on "edit" button, modify the details and click on "update" button
• The below screen shows the Appointment #, Status and the Barcode is generated for the Slot.

Figure 17. Edit Booking Details

• In "Drop-off" Tab, Add the cargo details by the "Search By Cargo Id" or "Search By BL#"

Figure 18. Booking Details – Drop-off Tab
• By selecting the "Search By Cargo Id", it opens the sub window and selecting the Voyage or Cargo ID click on "Search" Button and then select the cargo then click "Add" Button or for Multiple selection press CTL button & Select the Rows then click "Add" Button.

• The below screen shows the Search by Voyage #.

Figure 19. Search By Voyage Id - Sub window

• The below screen shows the Search by Cargo Id #.

Figure 20. Search By Cargo Id - Sub window
By selecting the "Search By Booking Ref#", it opens the sub window and selecting the Voyage or Booking Ref# click on "Search" Button and then add the Numeric value in the "No of Units" fields compares with "Available Units", then click "Add" Button.

The below screen shows the Search by Voyage #.

![Search By BL# - Sub window](image1)

The below screen shows the Search by Booking Ref #.

![Search By BL# - Sub window](image2)
The below screen shows the Cargo is added for the Appointment

![Drop-off screen](image)

**Figure 23. Drop-off screen**

Click on "save" button. The Booking Status is changed from “Booked” to “Manifested” as shown in below screen

![Booking List screen](image)

**Figure 24. Booking List screen**

If you want to update the Truck Driver Details in Booking details then click on "edit" button

![Booking screen](image)

**Figure 25. Booking screen**
- Enter the Driver details and click on "update" button. The Booking Status is changed from "Manifested" to "Confirmed" as shown in below screen.

![Booking List screen](image1)

*Figure 26. Booking List screen*

- Booking Details can be sent via Email Notification with relevant authorized persons by click the "Email" Button.

![Email Notification](image2)

*Figure 27. Email Notification*

- "Email To" pop-up window will open to send the Booking Details.

![Email Pop window](image3)

*Figure 28. Email Pop window.*
• Cargo booking details can be checked with "Booking Status History" Button
• The below figure shows the Cargo Status with respective Truck company

![Booking Status History](image1)

*Figure 29. Booking Status History*

• The below figure shows the Cargo Status with respective Truck company

![Booking Summary List](image2)

*Figure 30. Booking List screen*

Note: No shows status: Interval exceed the grace period cargo allocation or truck details. Listed status: Interval exceed from Booking to Manifested or Manifested to Confirmed. Arrived status: Gate in operation is done when Vehicle is arrived with cargo into the port.
How to Change the Booking slot for a Vehicle?

- The below screen is used to change the slot. Click on the “Slot change”.

![Figure 31. Slot Exchange](image1)

- For changing the Slot, select the Slot Date and Slot Time slot is shown and click on "Update" button.

![Figure 32. Slot Exchange](image2)
How to Cancel the Booking slot for a Vehicle?

- The below screen is used to cancel the slot. Select the Filed “Cancel Booking” to Yes and click on "Update" button.

![Figure 33. Booking Cancel](image)

- The below screen is used to cancel the slot. Select the “Yes” to cancel.

![Figure 34. Booking Cancel](image)

- The Booking Status is changed from “Listed” to “Cancel” as shown in below screen.

![Figure 35. Booking Cancel Status](image)

Note: Only Listed Status Bookings can be able to cancel the Appointment.
How to Upload the Booking Document?

- The below screen is used to upload the "Booking Document Screen". Click on the "Document" Button.
- This screen is used to upload required documents against appointment.

![Document Upload](image1.png)

**Figure 36. Document Upload**

- Select the "Browse" button, select the files from the location and click on "Save".

![Document Upload](image2.png)

**Figure 37. Document Upload**
How to View or Print the Appointment receipt in PDF format?

- Click on the "Print" Button to view or print the Appointment receipt.

Figure 38. Appointment receipt

- The below screen show the Appointment receipt in PDF format.

Figure 39. Appointment receipt PDF
### 3.5.1. Data Elements: Booking

<table>
<thead>
<tr>
<th>ELEMENT NAME</th>
<th>PROPERTY OF FIELD</th>
<th>ELEMENT SIZE</th>
<th>ELEMENT DESCRIPTION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment</td>
<td>Disable</td>
<td>Char</td>
<td>System generated value of booked vehicle.</td>
<td>To get loaded upon saving the vehicle and cargo details.</td>
</tr>
<tr>
<td>Truck company</td>
<td>Disable / Enable</td>
<td>Char</td>
<td>For the company which had been selected the booked vehicles are allocated to that company</td>
<td>Truck company will be display automatically as per login truck company. For admin role it is in enable mode and need to select truck company from suggestion box.</td>
</tr>
<tr>
<td>Terminal</td>
<td>Mandatory</td>
<td>Char</td>
<td>Provide the Terminal Details</td>
<td>To select form the Drop down list Pre-configured in the masters</td>
</tr>
<tr>
<td>Pool</td>
<td>Mandatory</td>
<td>Char</td>
<td>Pool to be selected according the Cargo type like Roro, Auto, Break Bulk etc.</td>
<td>To select form the Drop down list Pre-configured in the masters</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Optional</td>
<td>Char</td>
<td>Enter the Vehicle Number</td>
<td>To accept alpha numeric characters from the user</td>
</tr>
<tr>
<td>Driver</td>
<td>Optional</td>
<td>Char</td>
<td>Enter the Driver Number</td>
<td>To accept alpha numeric characters from the user</td>
</tr>
<tr>
<td>Driver license</td>
<td>Optional</td>
<td>Char</td>
<td>Enter the Driver License</td>
<td>To accept alpha numeric characters from the user</td>
</tr>
<tr>
<td>Contact no</td>
<td>Optional</td>
<td>Num</td>
<td>Enter the contact no</td>
<td>To accept numeric from the user</td>
</tr>
<tr>
<td>Activity</td>
<td>Mandatory</td>
<td>Char</td>
<td>Select the activity according to the operations like Import / Export or Both.</td>
<td>To select form the Drop down list Pre-configured in the masters</td>
</tr>
<tr>
<td>Status</td>
<td>Disable</td>
<td>Char</td>
<td>Shows the status of the appointment.</td>
<td>Appointment status will be display here.</td>
</tr>
</tbody>
</table>