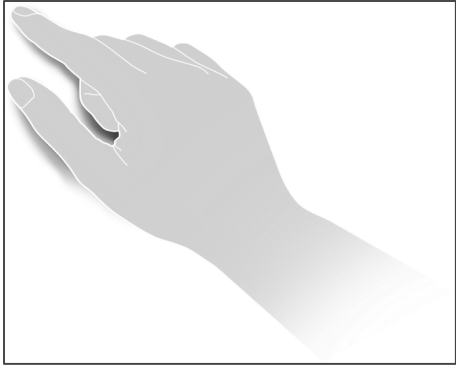


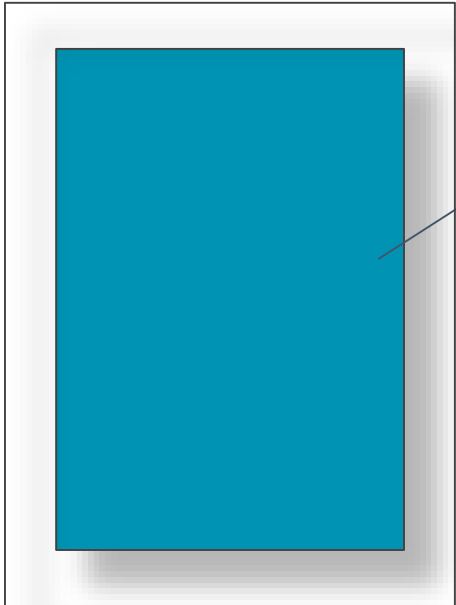
# VBS User Manual



Version 1.5  
Issued 1<sup>st</sup> of August 2019



User Click Action



Description Box

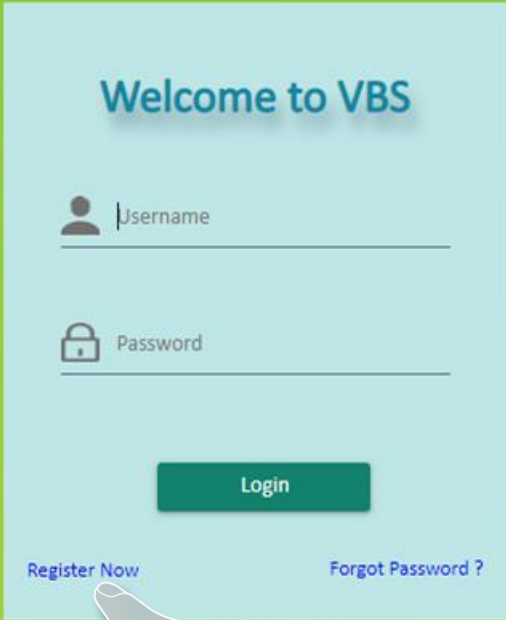
## Booking Status Definitions

- **Booked** (Opens 10 days prior – Closes 4 hours prior)
  - Initial booking, date and time nominated
- **Manifested** (15 mins prior to appointment time)
  - Associating cargo to the appointment
- **Confirmed** (15 mins prior to appointment time)
  - Nominate and confirm collection/delivery driver



# Systems Access Login & Registration

# Registration



A screenshot of a web application interface for VBS. The background is a solid green color. In the center, there is a light blue rectangular box containing the login and registration form. The form has the title "Welcome to VBS" at the top. Below the title, there are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a dark green "Login" button. At the bottom of the form, there are two links: "Register Now" on the left and "Forgot Password ?" on the right. A hand icon is pointing at the "Register Now" link. At the bottom of the green background, there is a small copyright notice: "©2019 Infyz.com. All rights reserved."

Welcome to VBS

Username

Password

Login

[Register Now](#) [Forgot Password ?](#)

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In order to access the VBS users must register and create an account. To register click on the “**REGISTER NOW**” button.

# Registration

Profile Registration

Terminal: \*

MIRRAT

Request Number:

Company Name: \*

Country: \*

AU

State:

City:

Address : \*

Telephone #: \*

Email: \*

ABN#: \*

Register

✕ cancel

Users will need to provide certain details in order to create an account. To enter click on each field and input the relevant information. To finalise the registration click on the **“REGISTER”** button. Please note all fields must be complete for registration to be successful. \* Denotes mandatory information.

# Registration – Errors

Welcome to VBS

AUTOCARE SERVICES

Profile Registration

Terminal: \*

select one

Request Number:

Company Name: \*

Country: \*

AU

State:

City:

Address : \*

Telephone #: \*

Email: \*

ABN#: \*

Register

cancel

\*Terminal:-Value is required

\*Name:-Value is required

\*Address :-Value is required

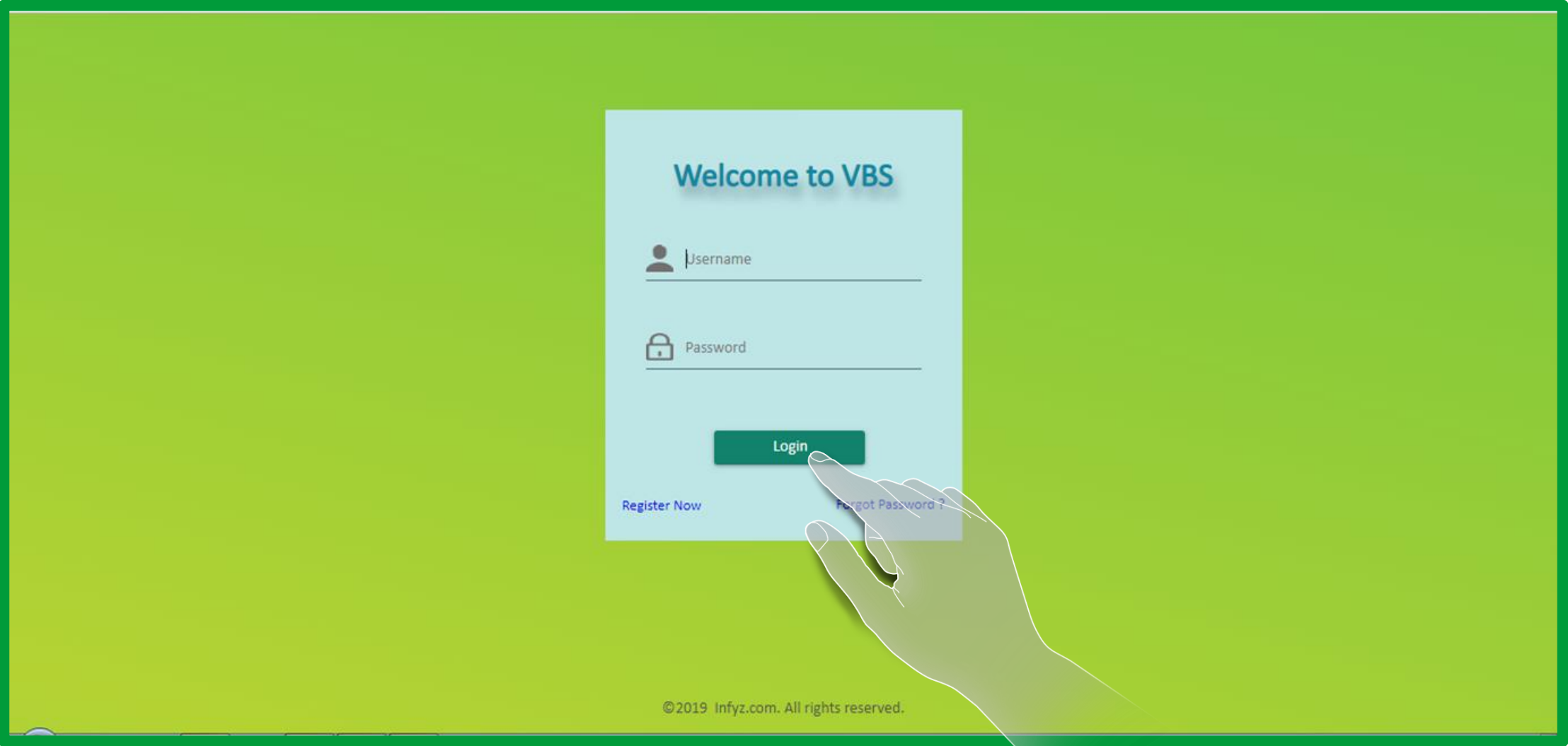
\*Telephone #-Value is required

\*Email:-Value is required

\*ABN#:-Value is required

All the fields must be completed, otherwise this pop up will be displayed.

# System Login

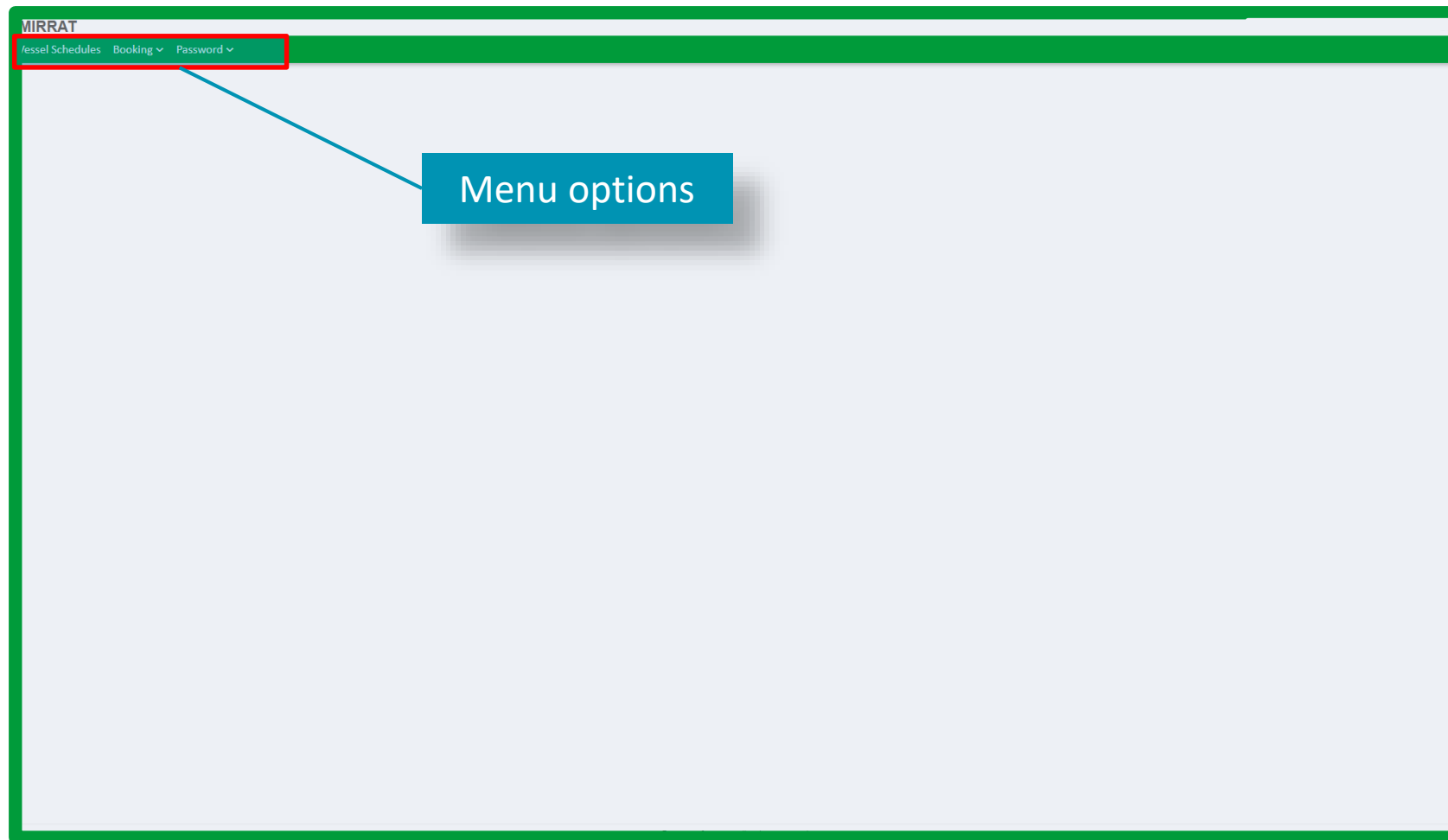


Once an account has been created the VBS can be accessed by entering your Username and Password in the corresponding fields and clicking on the **“LOGIN”** button. *Please note both Username and password are case sensitive*

# Home Screen Navigation



# Home Screen



Once logged on users will arrive at the home screen. The home screen has three options located in the top menu bar, these are **Vessel Schedules**, **Booking** and **Password**. Each menu will expand revealing addition options when clicked on.

# Password – Change Password

**1. Click Change Password**

**2. Enter current Password**

**3. Enter and confirm new Password**

**4. Click Update**

Password Administration can be managed through the **“Password”** menu. To change your existing password click on **“Change Password”**.

# Vessel Schedules

MIRRAT

Vessel SchedulesBookingPassword

Vessel Schedules

Search

Reset

Close

Search

From Date: YYYY-MM-DD HH:MM To Date: YYYY-MM-DD HH:MM Status: CLICK HERE TO SELECT Vessel: ENTER ONE CHARACTER

BERTHED SAILED

For Export Voyage Schedule,Please refer the MIRRAT Web site [Vessel Sheduling](#)

Search All Fields: Enter Keyword Total Count: 98

Vessel	Voyage Load #	Voyage DisCharge #	Activity	Vessel Status	Berthed	Sailed	Carrier Voyage DisCharge #	Carrier Voyage Load #	First Day	Last Name Day
GLOBAL LEADER	028	028	BOTH	SAILED	2019-08-05 21:06:00	2019-08-06 15:43:00	028	028		
GLOVIS CARAVEL	024	024	BOTH	SAILED	2019-08-05 03:40:00	2019-08-05 18:57:00	024	024		
FRONTIER ACE	161	161	BOTH	SAILED	2019-08-04 16:28:00	2019-08-05 16:06:00	161	161		
GLORIOUS LEADER	OZ903-GLO	CZ903-GLO	BOTH	SAILED	2019-08-04 07:10:00	2019-08-04 19:55:00	CZ903-GLO	OZ903-GLO		
BELUGA ACE	012	012	BOTH	SAILED	2019-08-03 00:30:00	2019-08-03 17:57:00	012	012		
NIPPON HIGHWAY	153	153	BOTH	SAILED	2019-08-02 08:03:00	2019-08-02 19:57:00	153	153		
PLEIADES SPIRIT	51	51	BOTH	SAILED	2019-08-01 13:36:00	2019-08-02 14:53:00	51	51		
HUANGHAI STRUGGLER		5034	IMPORT	SAILED	2019-08-01 12:30:00	2019-08-03 07:57:00	5034			
HUANGHAI STRUGGLER		5034A	IMPORT	SAILED	2019-08-01 12:30:00	2019-08-03 07:57:00	5034A			
BALTIC HIGHWAY	167	167	BOTH	SAILED	2019-07-31 08:45:00	2019-07-31 18:22:00	167	167		
TALISMAN	FF933-TLI	CF917-TLI	BOTH	SAILED	2019-07-30 15:19:00	2019-07-31 06:51:00	CF917-TLI,FF933-TLI	FF933-TLI		
BOHEME	OC925-BOH	CO925-BOH	BOTH	SAILED	2019-07-30 06:40:00	2019-07-30 17:51:00	CO925-BOH,OC925-BOH	OC925-BOH		
POSITIVE LEADER	071	071	BOTH	SAILED	2019-07-28 11:34:00	2019-07-29 02:13:00	071	071		
HERCULES LEADER	063	063	BOTH	SAILED	2019-07-27 06:25:00	2019-07-28 01:04:00	063	063		
TRANS FUTURE 6	114	114	BOTH	SAILED	2019-07-27 00:50:00	2019-07-27 16:43:00	114	114		

< >

(1-15 of 98)

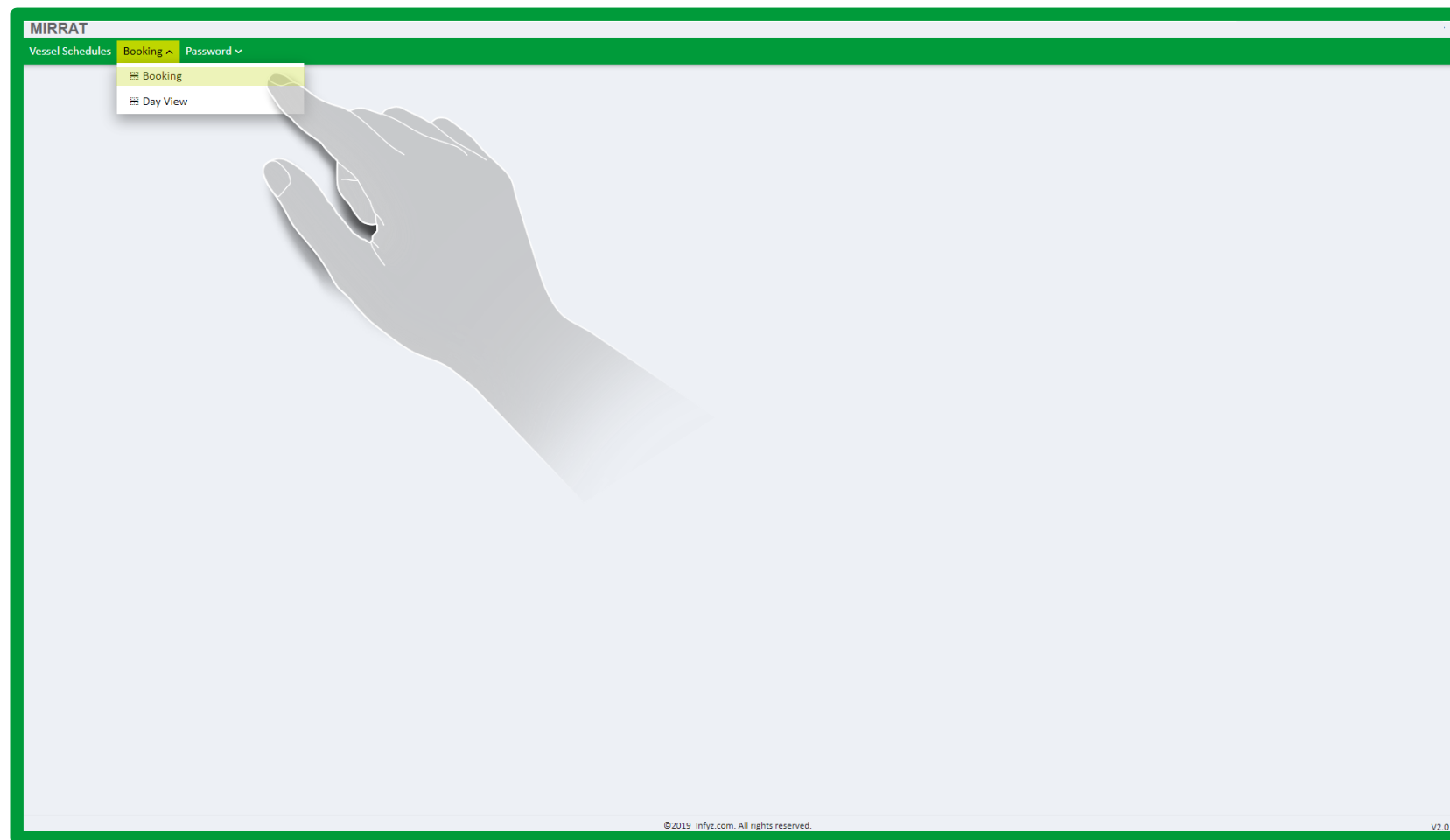
> >

15

Schedules can be exported to both excel and PDF

The Vessel Schedules screen allows the user to view real-time vessel information. The schedules display all vessels currently berthed, working and recently departed.

# Booking



The booking menu has two options. Booking and Day View. Clicking on **“BOOKING”**, will navigate to the **“BOOKING LIST”** screen

# Booking Screen

MIRRAT

Welcome: MIRRAT

Vessel Schedules

Booking

Password

Home

Booking

Booking List

+ New

Search

Reset

Template Upload

Close

Booking Hours 0:0 - 23:59

Search

From Date:2019-07-21

To Date:2019-08-26

Appointment #:ENTER ONE CHARACTER

Vehicle Reg #:

Truck Company:SELECT ONE

Booking Type:SELECT ONE

Booking Status:SELECT ONE

Booking Ref #:ENTER ONE CHARACTER

BL #:ENTER ONE CHARACTER

Search Results

MANIFESTED

BOOKED

CONFIRMED

ARRIVED

DELIVERED

CANCELLED

LISTED

Search All Fields: Enter Keyword

Total Count: 18

Edit	Print	Appointment #	Vehicle #	Truck Company	Booking Type	Booking Status	Slot Date	Start Time
		VBS/2019/50	LITTLETRUCK	AMERICAN SHIPPING LINE TEST	IMPORT	DELIVERED	26/07/2019	23:01
		VBS/2019/49	MIDDLETRUCK	AUTOCARE	IMPORT	DELIVERED	26/07/2019	22:01
		VBS/2019/48		AUTOCARE	EXPORT	MANIFESTED	28/07/2019	00:01
		VBS/2019/47		AMERICAN SHIPPING LINE TEST	IMPORT	MANIFESTED	31/07/2019	01:01
		VBS/2019/46	LITTLETRUCK	AUTOCARE	EXPORT	DELIVERED	29/07/2019	08:01
		VBS/2019/45		RJ INTERNATIONAL FRIEGHT LTD.,	IMPORT	BOOKED	26/07/2019	18:01
		VBS/2019/44	LITTLETRUCK	RJ INTERNATIONAL FRIEGHT LTD.	IMPORT	DELIVERED	26/07/2019	20:01

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V2.0

Search Fields

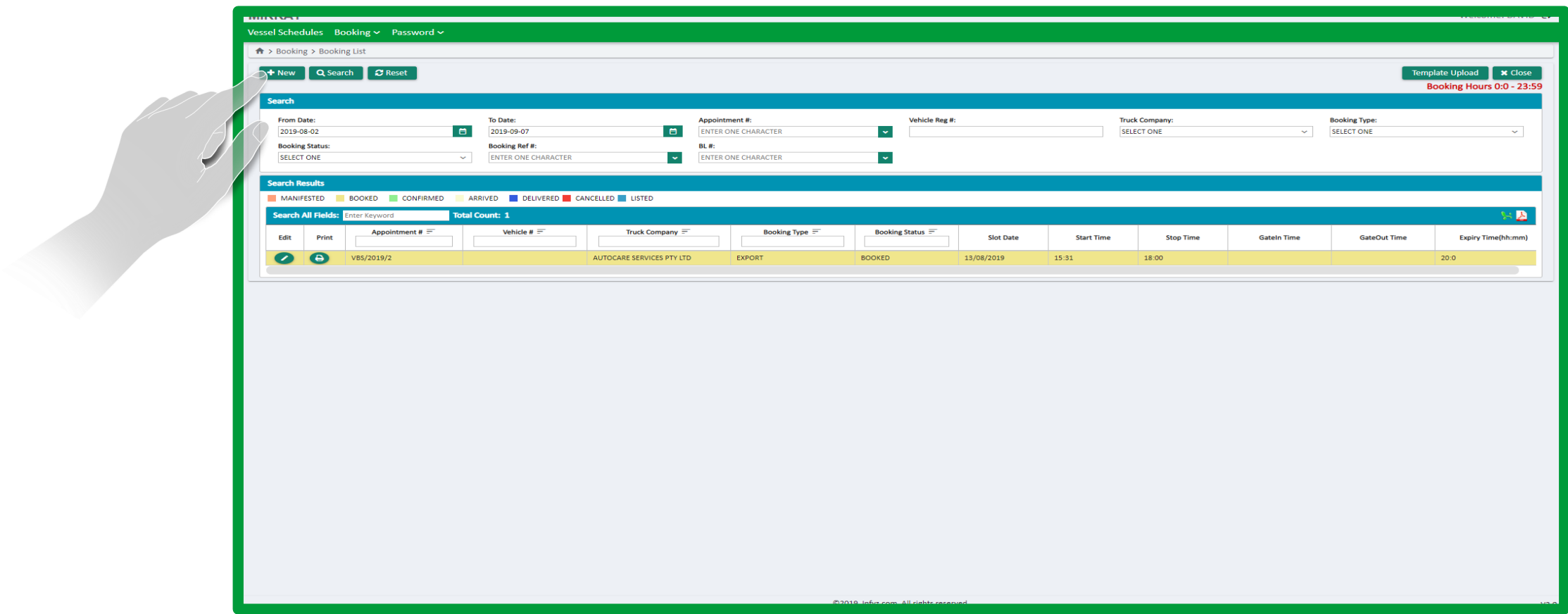
Summary table

The **Booking Screen** allows the user to create new bookings and search existing bookings. The screen is split into two main sections , Search and Summary.

The **Search** section contains several search parameters which allows the user to filter existing bookings. Search results are displayed in the summary table.

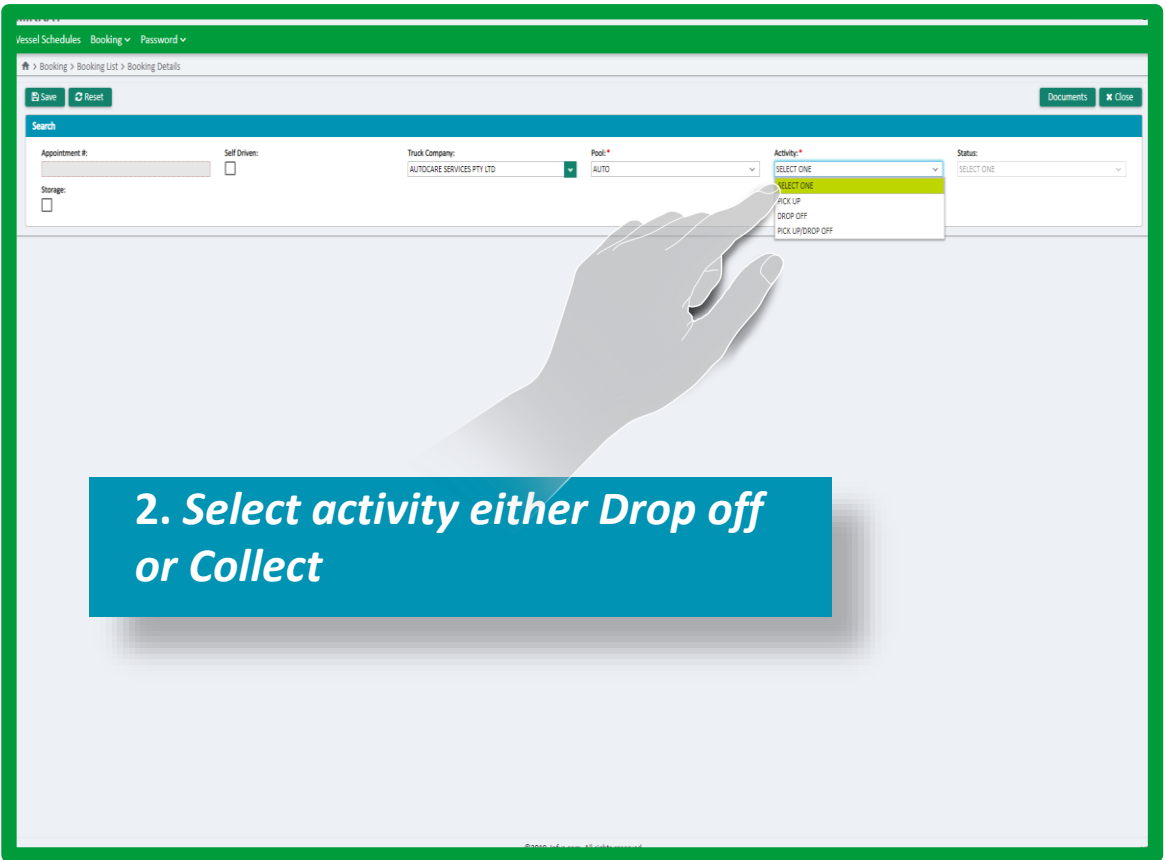
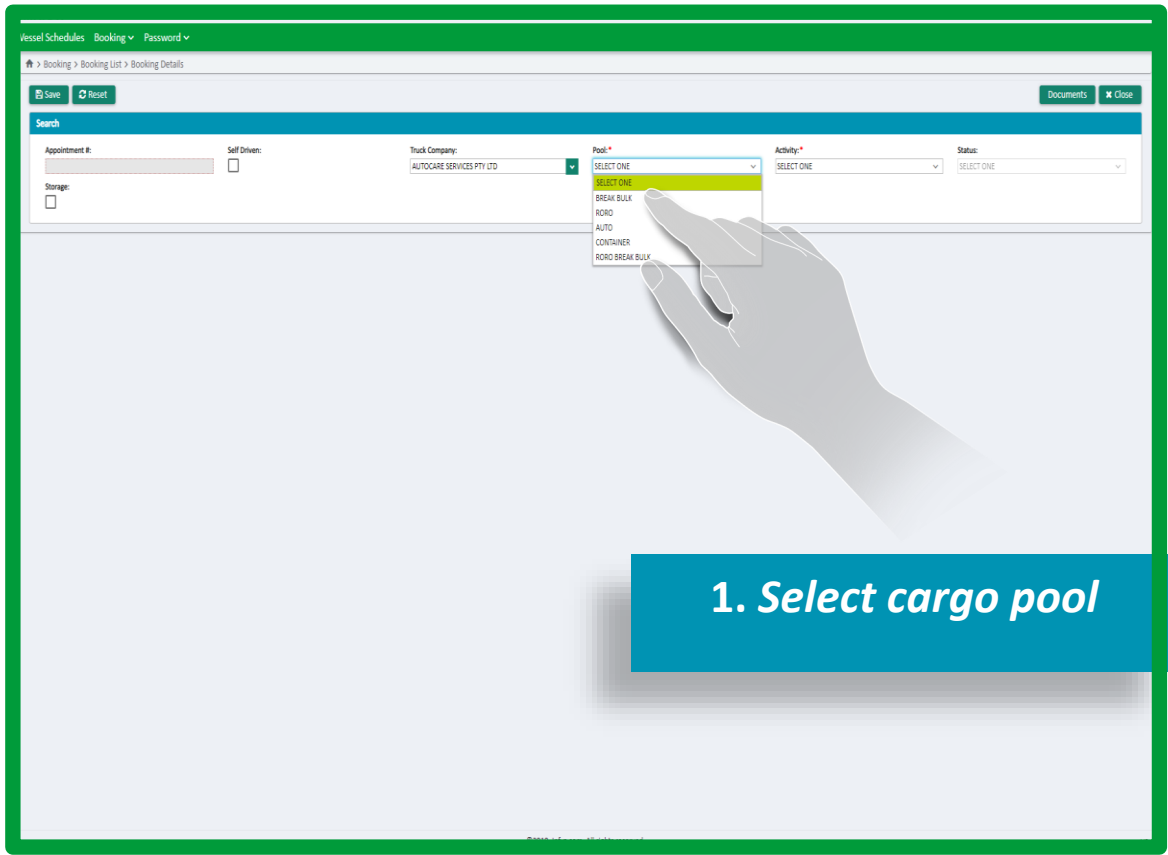
The **Summary section** displays a users existing bookings.

# Booking – Create New Booking



To create a new booking click on “+New” button. Creating a new booking is a three step process. These steps can be either staggered or completed in one transaction.

# Create New Booking - Step 1



**Book status:** This is the initial step in the booking process. It is at this stage the user can make appointment reservations by nominating date, time, cargo pool and activity type. At this stage, no further detail is required.

# Create New Booking - Step 1

**Note:** Booking information should be saved within 30 Minutes.

The screenshot shows the 'Booking Details' form. At the top, there are tabs for 'Vessel Schedules', 'Booking', and 'Password'. Below the tabs, there are 'Save' and 'Reset' buttons. The form includes fields for 'Appointment #', 'Self Driven' (checkbox), 'Truck Company' (dropdown menu showing 'AUTOCARE SERVICES PTY LTD'), 'Pool' (dropdown menu showing 'AUTO'), 'Activity' (dropdown menu showing 'DROP OFF'), and 'Status' (dropdown menu showing 'SELECT ONE'). A 'Storage' checkbox is also present. The 'Slot Date' field is highlighted with a hand cursor, and a calendar for August 2019 is displayed. The calendar shows dates from 1 to 31, with the 10th highlighted in yellow. A blue callout box with the text '3. Select date of appointment' points to the calendar. A hand cursor is also pointing to the 'Save' button, with a blue callout box containing the text '5. Save'.

3. Select date of appointment

5. Save

The screenshot shows the 'Booking Details' form with the 'Slot Details' table. The table has columns for 'S.No', 'Start Time', 'Stop Time', 'Available', and 'Slot Check'. The 'Available' column shows the number of available slots for each time slot. A hand cursor is pointing to the 'Slot Check' column, and a blue callout box with the text '4. Select time of appointment' points to the 'Slot Check' column. A blue callout box with the text 'Availability column will display available slots.' points to the 'Available' column. The 'Drop Off' section shows 'AUTO' as the selected option. A hand cursor is also pointing to the 'Save' button, with a blue callout box containing the text '5. Save'.

4. Select time of appointment

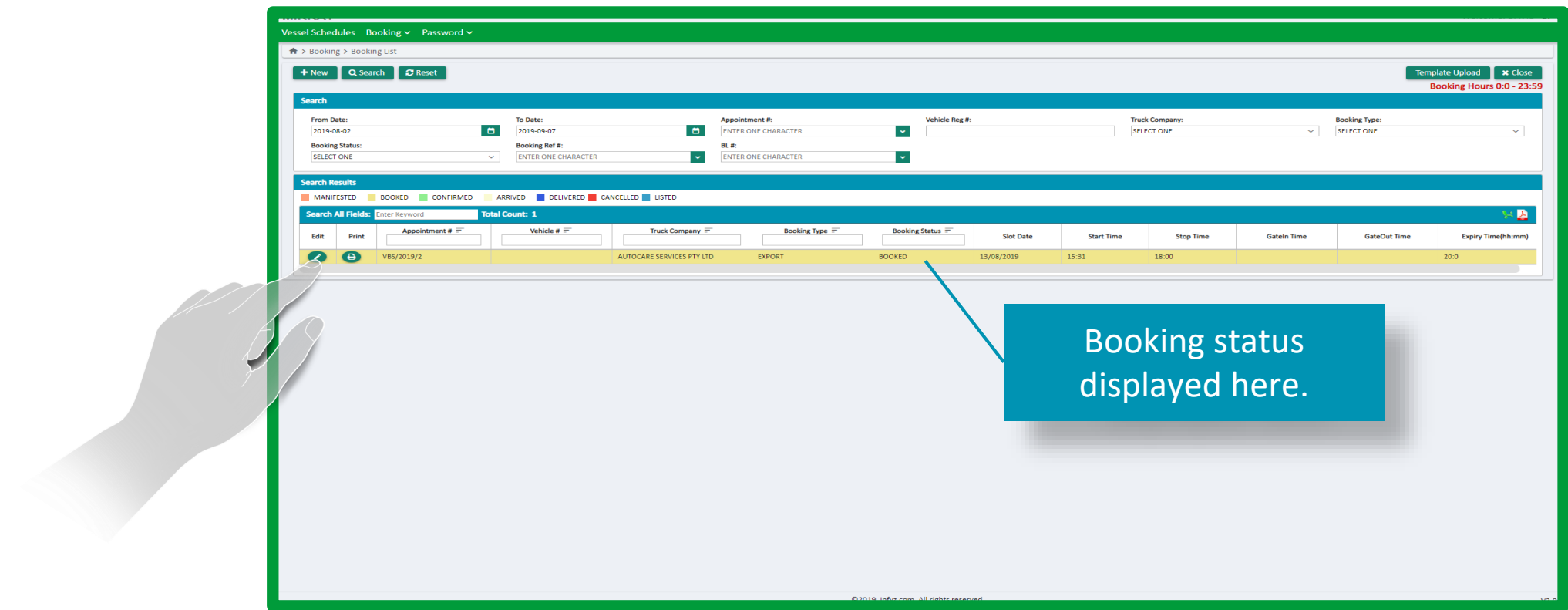
Availability column will display available slots.

5. Save

**Once date and time are nominated the booking can be saved. Further details can be added later. Please note Drop off appointments can only be made during R&D office hours.**



# Booking - Step 1



The screenshot shows a web application interface for managing bookings. At the top, there are navigation tabs: 'Vessel Schedules', 'Booking' (selected), and 'Password'. Below the tabs, there's a breadcrumb trail 'Home > Booking > Booking List' and buttons for '+ New', 'Search', and 'Reset'. A 'Template Upload' button and a 'Close' button are also present. The 'Booking Hours' are displayed as '0:0 - 23:59'.

The 'Search' section contains several filters: 'From Date' (2019-08-02), 'To Date' (2019-09-07), 'Appointment #' (dropdown), 'Vehicle Reg #' (text input), 'Truck Company' (dropdown), and 'Booking Type' (dropdown). There are also fields for 'Booking Status' (dropdown), 'Booking Ref #' (text input), and 'BL #' (dropdown).

The 'Search Results' section shows a legend for booking statuses: MANIFESTED (orange), BOOKED (yellow), CONFIRMED (green), ARRIVED (light green), DELIVERED (blue), CANCELLED (red), and LISTED (light blue). Below the legend, there's a 'Search All Fields' input and a 'Total Count: 1' indicator.

The main table displays the booking details. The first row shows a booking with the following data:

Edit	Print	Appointment #	Vehicle #	Truck Company	Booking Type	Booking Status	Slot Date	Start Time	Stop Time	GateIn Time	GateOut Time	Expiry Time(hh:mm)
		VBS/2019/2		AUTOCARE SERVICES PTY LTD	EXPORT	BOOKED	13/08/2019	15:31	18:00			20:0

A hand icon points to the 'EDIT' button in the first row. A blue callout box with the text 'Booking status displayed here.' points to the 'BOOKED' status in the same row.

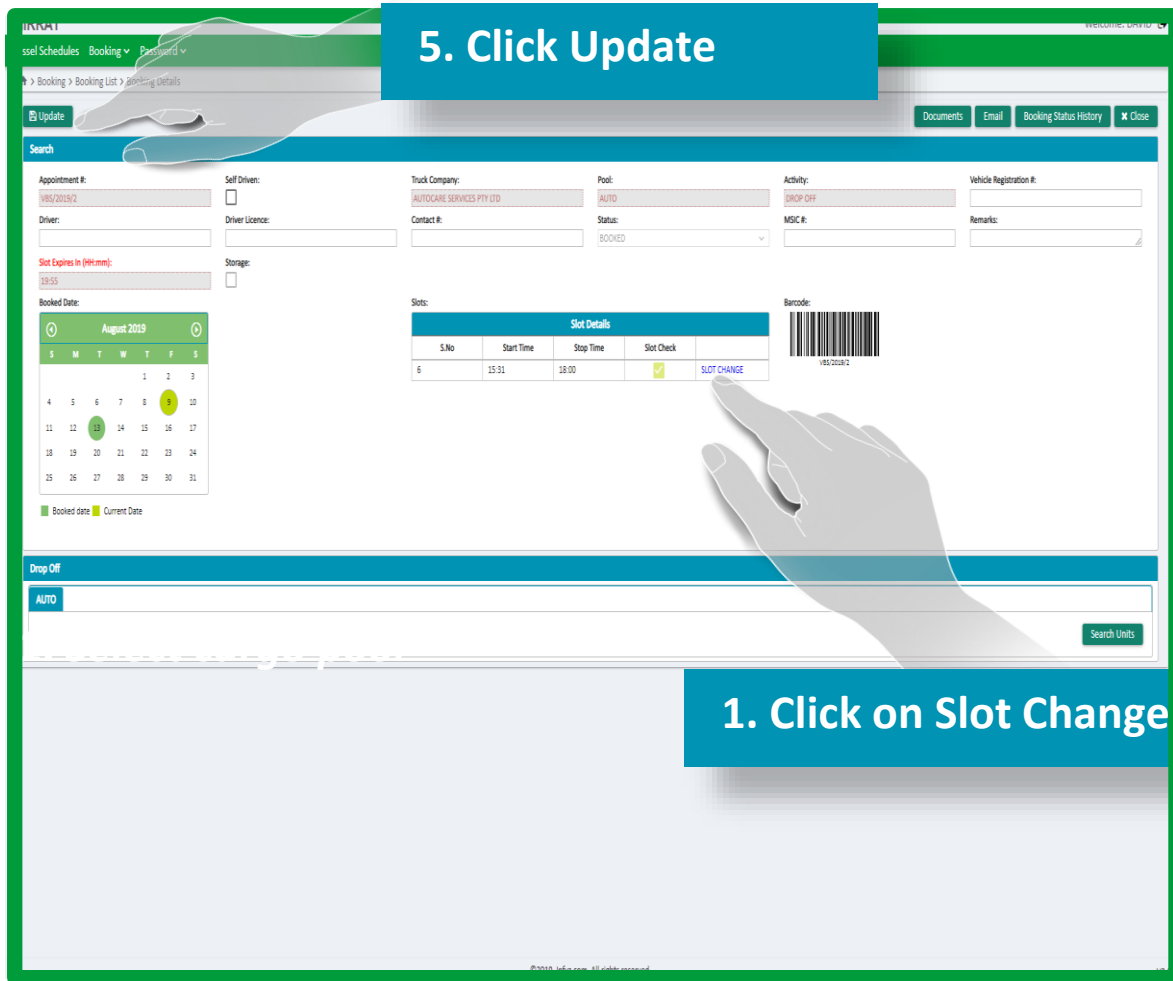
Once the initial booking is created it will appear in the booking summary screen, with a status of **“BOOKED”**

To edit details or to associate cargo to the booking click on **“EDIT”**.

# Create New Booking – Edit Appointment Details

5. Click Update

1. Click on Slot Change



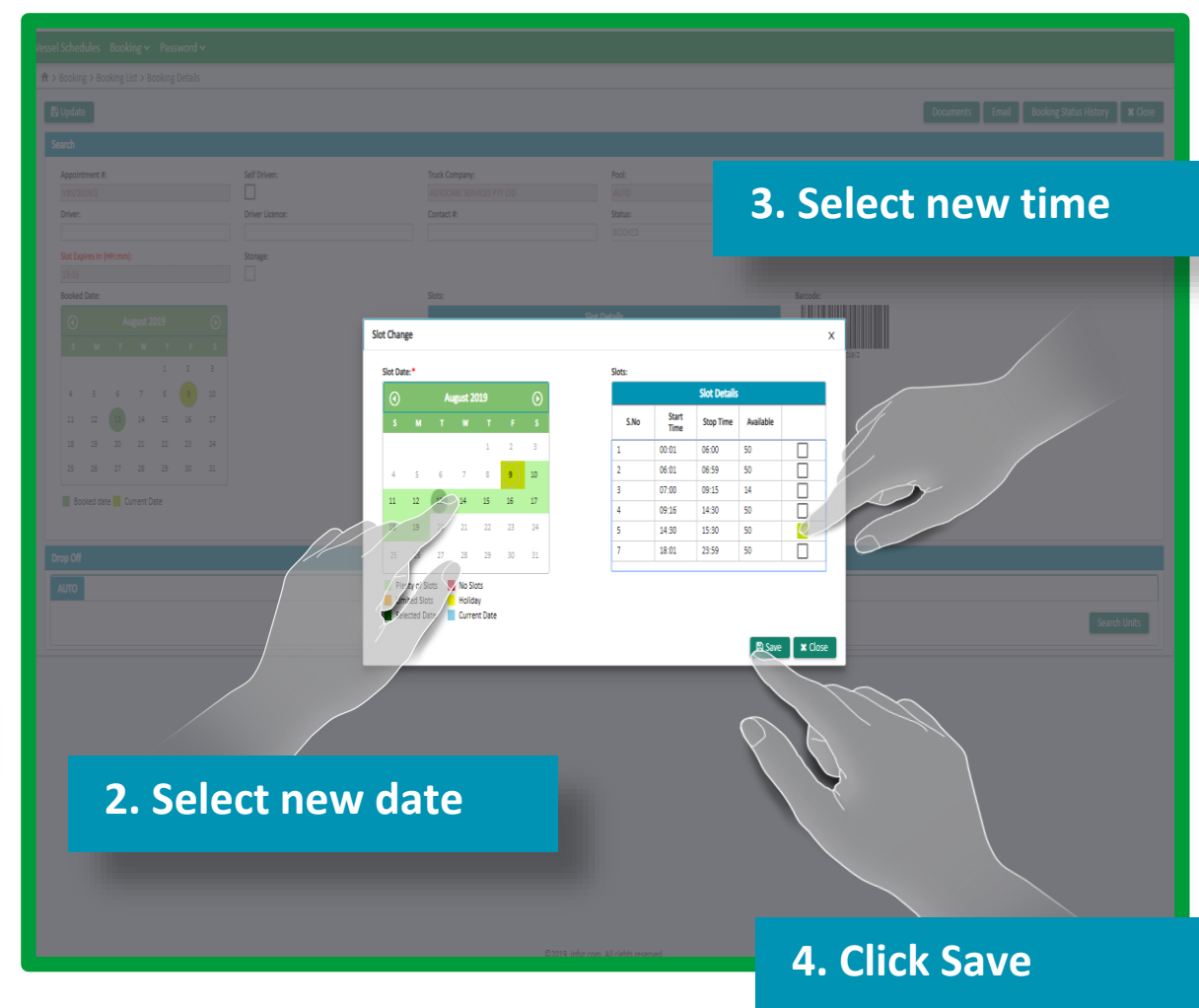
The screenshot shows the 'Booking Details' page. A hand is pointing to the 'Slot Change' link in the 'Slot Details' table. The table has columns: S.No, Start Time, Stop Time, Slot Check, and Slot Change. The first row shows S.No 6, Start Time 15:31, Stop Time 18:00, Slot Check checked, and Slot Change link.

S.No	Start Time	Stop Time	Slot Check	Slot Change
6	15:31	18:00	<input checked="" type="checkbox"/>	Slot Change

3. Select new time

2. Select new date

4. Click Save



The screenshot shows the 'Slot Change' modal. A hand is selecting a new date on the calendar (August 12) and a new time in the 'Slot Details' table. The table has columns: S.No, Start Time, Stop Time, Available, and a checkbox. The first row shows S.No 1, Start Time 00:01, Stop Time 06:00, Available 50, and a checkbox.

S.No	Start Time	Stop Time	Available	
1	00:01	06:00	50	<input type="checkbox"/>
2	06:01	06:59	50	<input type="checkbox"/>
3	07:00	09:15	14	<input type="checkbox"/>
4	09:16	14:30	50	<input type="checkbox"/>
5	14:30	15:30	50	<input checked="" type="checkbox"/>
7	18:01	23:59	50	<input type="checkbox"/>

To amend appointment date or time click on **“Slot Change”**, this will trigger the calendar to appear, select a new date, select a new time and then click save. Once the slot change window has collapsed click the **“Update”** button to save changes.

# Create New Booking - Step 2 – Associate Cargo Details

WIRKAT Vessel Schedules Booking Password welcome: DAVID

Home > Booking > Booking List > Booking Details

Save Reset 29:42 Documents Close

**Search**

Appointment #: Self Driven: Truck Company: AUTOCARE SERVICES PTY LTD Pool: AUTO Activity: PICK UP Status: SELECT ONE

Storage: Slot Date: August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Plenty of Slots Limited Slots Selected Date No Slots Holiday Current Date

**Slots:**

S.No	Start Time	Stop Time	Available	Slot Check
1	00:01	06:00	50	<input type="checkbox"/>
2	06:01	06:59	50	<input type="checkbox"/>
3	07:00	09:15	14	<input type="checkbox"/>
4	09:16	14:30	50	<input type="checkbox"/>
5	14:30	15:30	50	<input type="checkbox"/>
6	15:31	18:00	14	<input checked="" type="checkbox"/>
7	18:01	23:59	50	<input type="checkbox"/>

**Option 2: Open Gate Pass**

**Pick Up**

AUTO

No Customs Clearance No Commercial Release On Hold No Customs Clear/No Commercial Release/on Hold

Search Units Open Gate Pass

**Option 1: Search via Unit**

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**Manifest status:** To associate cargo to the booking the user has two options. **“Search Units”** which allows collection of a of specific piece of cargo(s). Or **“Open Gate Pass”** which allows the user to nominate a Bill of Lading(s) that they will be collecting from. To select the relevant collection method click on the corresponding button. This will open a search window. *Please note Drop Off appointments can only be booked by unit.*

# Step 2 – Option 1. Collect via Unit

1. Enter B/L details

3. Select units you wish to collect

4. Click "Add" to add units to booking

2. Click "Search"

The screenshot shows a web application for managing shipping bookings. At the top, there are navigation links: 'Vessel Schedules', 'Booking', and 'Password'. Below this is a breadcrumb trail: 'Home > Booking > Booking List > Booking Details'. The main area is divided into a left sidebar and a central content area. The sidebar contains a 'Search' section with fields for 'Appointment #', 'Self Driven' (checkbox), 'Storage' (checkbox), and 'Slot Date' (calendar). The central content area features a 'Search' modal window. This modal has fields for 'BL#' (containing 'KKLUETH000503') and 'Cargo Id'. Below these fields are buttons for 'Search', 'Reset', and 'Close'. A table of results is displayed below the buttons, with columns for 'Voyage #', 'Vessel', 'BL #', 'VIN', and 'Cargo Class'. The first row is highlighted in yellow and has a checkbox selected. Below the table is an 'Add' button. The background of the main interface shows a calendar and a 'Pick Up' section with a dropdown menu set to 'AUTO'.

	Voyage #	Vessel	BL #	VIN	Cargo Class	
<input checked="" type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-1	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-2	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-3	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-4	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-5	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-6	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-7	AUTO	CAR
<input type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-8	AUTO	CAR

# Step 2 – Option 1. Collect via Unit

Search

BL#

Cargo Id

5. Click Close

Search

Reset

Close

No Customs Clearance

No Commercial Release

On Hold

No Customs Clear/No Commercial Release/on Hold

6. Click Save

Nominated Cargo  
will appear here

ssel Schedules Booking Password

Booking > Booking List > Booking Details

Save Reset 12:01 Documents Close

Search

Appointment # Self Drive: Truck Company: Pod: Activity: Status:

Storage: Slot Date: Slot Details

Pick Up

Manifold Information

S.No	Start Time	Stop Time	Available	Slot Check
1	00:01	06:00	50	<input type="checkbox"/>
2	06:01	06:59	50	<input type="checkbox"/>
3	07:00	09:15	14	<input type="checkbox"/>
4	09:16	14:30	50	<input type="checkbox"/>
5	14:30	15:30	50	<input type="checkbox"/>
6	15:31	18:00	14	<input checked="" type="checkbox"/>
7	18:01	23:59	50	<input type="checkbox"/>

Voyage #	Vessel	BL #	Cargo Id	Cargo Type	Commodity Desc.	Make	Model	No. of Units	Hazardous	Marks	Loc
174	CARIBBEAN HIGHWAY	KILLUETH000003	KILLUETH000003-1	CAR		HONDA		1	<input type="checkbox"/>	HONDA CAR	A

# Step 2 – Option 2. Collect via B/L

**1. Enter B/L details**

**2. Click "Search"**

**3. Select b/l**

**4. Click "Add"**

The screenshot shows the MIRRA1 system interface. The main menu includes Vessel Schedules, Booking, and Password. The current view is Booking > Booking List > Booking Details. A search modal is open, showing a search for BL# KKLUEH000503. The search results table shows a single entry for Voyage # 174, Vessel CARIBBEAN HIGHWAY, and BL# KKLUEH000503. The entry is highlighted in yellow. The modal also includes a legend for status: No Customs Clearance (purple), No Commercial Release (green), On Hold (grey), and No Customs Clear/No Commercial Release/on Hold (red). The background shows a calendar for August 2019 and a status dropdown menu.

	Voyage #	Vessel	BL#
<input checked="" type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUEH000503

# Step 2 – Option 2. Collect via B/L

Search

BL#

Cargo Id

Search

Reset

Close

No Customs Clearance

No Commercial Release

On Hold

No Customs Clear/No Commercial Release/on Hold

5. Click “Close”

6. Click Save

Nominated B/L will appear here

WIRAT

Welcome: DAVID

essel Schedules Booking Password

Booking > Booking List > Booking Details

Save

Reset

08:41

Documents

Close

Search

Appointment #

Self Driven

Truck Company

Post

Activity

Status

Storage

Slot Date

Slot Details

Pick Up

AUTO

No Customs Clearance

No Commercial Release

On Hold

No Customs Clear/No Commercial Release/on Hold

Search Units

Open Gate Pass

Manifest Information

	Voyage #	Vessel	BL#	Cargo Id	Cargo Type	Commodity Desc.	Make	Model	Hazardous
9	174	CARIBBEAN HIGHWAY	KULLEYH000553						<input type="checkbox"/>

# Create New Booking – Step 3 – Associate Driver Details

WIKKAT

Vessel Schedules Booking Password

Home > Booking > Booking List

+ New Search Reset

Template Upload Close

Booking Hours 0:0 - 23:59

Search

From Date: 2019-08-05 To Date: 2019-09-30 Appointment #: ENTER ONE CHARACTER Vehicle Reg #: TRUCK COMPANY: SELECT ONE Booking Type: SELECT ONE

Booking Status: SELECT ONE Booking Ref #: ENTER ONE CHARACTER BL #: ENTER ONE CHARACTER

Search Results

MANIFESTED BOOKED CONFIRMED ARRIVED DELIVERED CANCELLED LISTED

Search All Fields: Enter Keyword Total Count: 2

Edit	Print	Appointment #	Vehicle #	Truck Company	Booking Type	Booking Status	Slot Date	Start Time	Stop Time	GateIn Time	GateOut Time	Expiry Time(hh:mm)
		VBS/2019/5		AUTOCARE SERVICES PTY LTD	IMPORT	MANIFESTED	15/08/2019	18:01	23:59			20:0
		VBS/2019/2		AUTOCARE SERVICES PTY LTD	EXPORT	BOOKED	13/08/2019	15:31	18:00			23:50

Booking Status

Booking will now show a status of **“Manifested”** in booking summary. To Confirm booking and add driver/truck details click **“Edit”**



# Create New Booking – Step 3

1. Enter drivers name

2. Enter driver's license

3. Enter MSIC details

4. Enter Truck Rego

5. Update

Self Driven units must be declared, by checking this box.

**Appointment #:** VBS/2019/5  
**Driver:** ART VANDELAY  
**Slot Expires in (HH:mm):** 1:00:00  
**Booked Date:** August 2019

**Self Driven:** ☐  
**Driver Licence:** 123XYZ  
**Storage:** ☐

**Truck Company:** AUTOCARE SERVICES PTY LTD  
**Contact #:**  
**Pool:** AUTO  
**Status:** MANIFESTED

**Activity:** PICK UP  
**MSIC #:** OS192334  
**Vehicle Registration #:** TEST555  
**Remarks:**

**Barcode:** VBS/2019/5

**Slot Details**

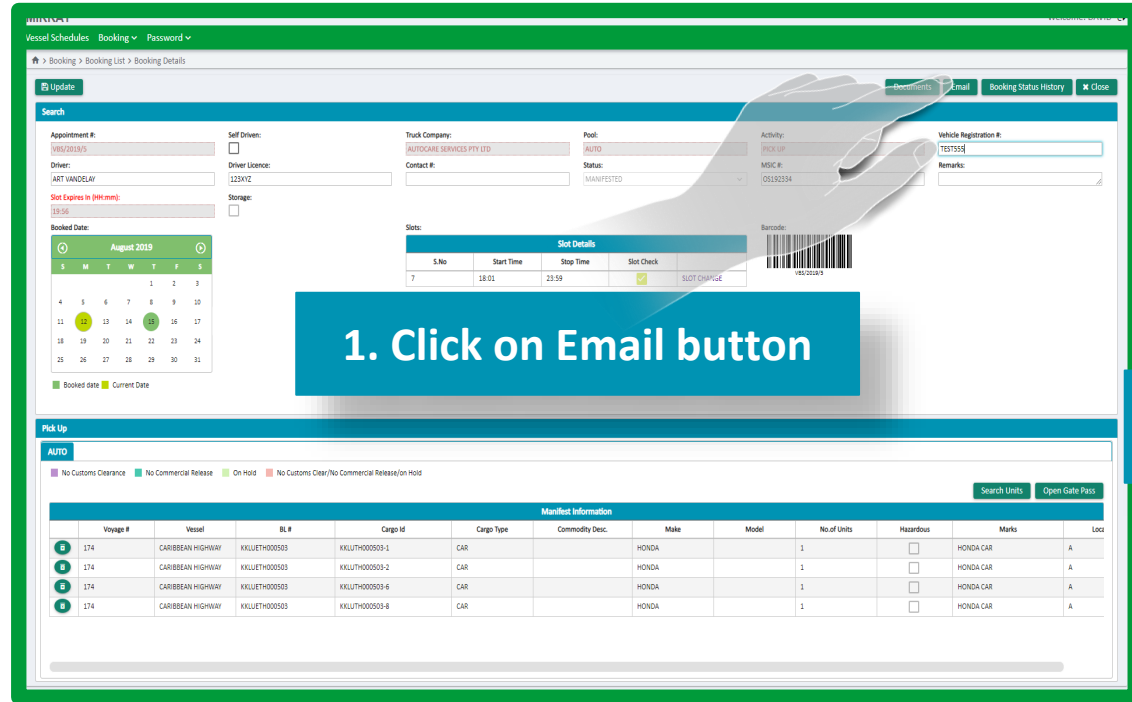
S.No	Start Time	Stop Time	Slot Check	
7	18:01	23:59	<input checked="" type="checkbox"/>	SLOT CHANGE

**Manifest Information**

	Voyage #	Vessel	BL #	Cargo Id	Cargo Type	Commodity Desc.	Make	Model	No. of Units	Hazardous	Marks	Loc
<input checked="" type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-1	CAR		HONDA		1	<input type="checkbox"/>	HONDA CAR	A
<input checked="" type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-2	CAR		HONDA		1	<input type="checkbox"/>	HONDA CAR	A
<input checked="" type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-6	CAR		HONDA		1	<input type="checkbox"/>	HONDA CAR	A
<input checked="" type="checkbox"/>	174	CARIBBEAN HIGHWAY	KKLUETH000503	KKLUTH000503-8	CAR		HONDA		1	<input type="checkbox"/>	HONDA CAR	A

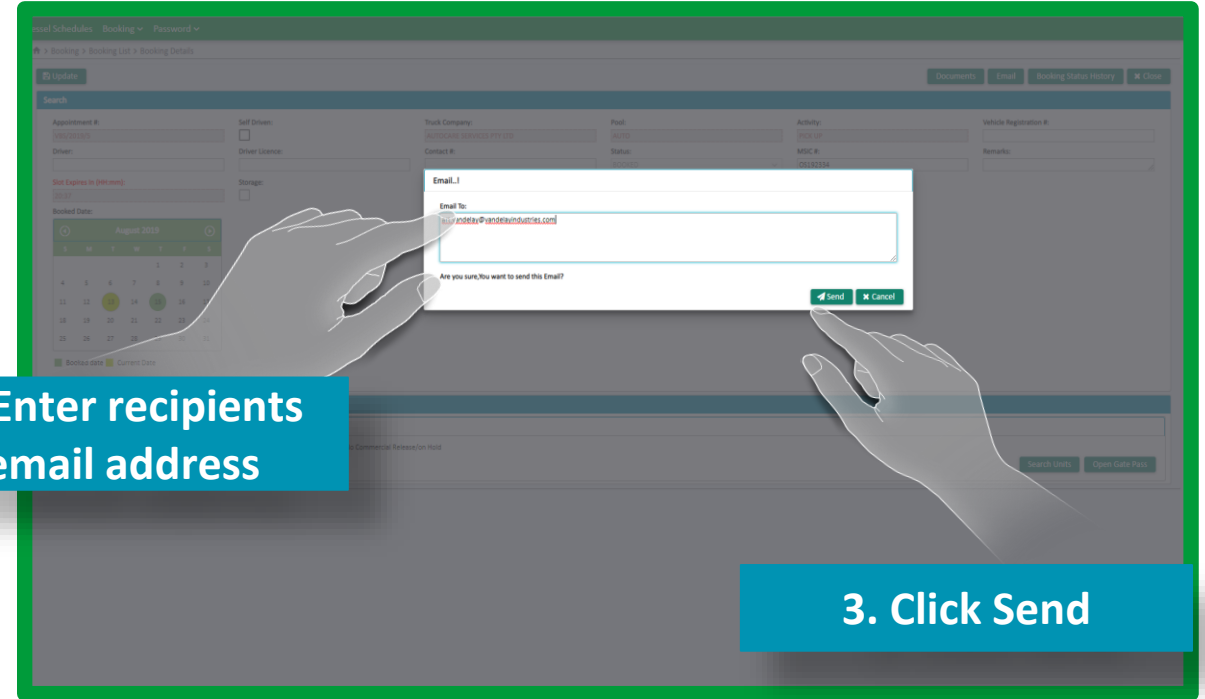
**Confirmed Status:** The final step in the booking process is allocating the appointment to a driver. At this stage the user can enter details of the driver who will be arriving on site. Once all details are complete click **“Update”** to confirm booking.

# Create New Booking – Step 3 - Email confirmation



The screenshot shows the 'Booking Details' page in a software application. A hand icon points to the 'Email' button in the top right corner. A blue callout box with the text '1. Click on Email button' is overlaid on the image.

**1. Click on Email button**



The screenshot shows the 'Email' dialog box in the software application. A hand icon points to the 'Send' button. A blue callout box with the text '3. Click Send' is overlaid on the image.

**3. Click Send**

Once driver details have been associated to the appointment a booking confirmation can be emailed. This can be done by first clicking on the **“Email”** button then entering the recipients email address and clicking **“Send”**. A soft or hardcopy of the booking appointment will be required for presentation upon arrival at the terminal. If printing is preferable see the Printing Appointment Receipt instructions on how to print.

# Create New Booking – Step 3

Booking status is now updated to "CONFIRMED"

Template UploadClose

Booking Hours 0:0 - 23:59

From Date:2019-08-05To Date:2019-09-30Appointment #:ENTER ONE CHARACTERVehicle Reg #:Booking Status:SELECT ONEBooking Ref #:ENTER ONE CHARACTERBL #:ENTER ONE CHARACTERBooking Type:SELECT ONE

Search Results

MANIFESTEDBOOKEDCONFIRMEDARRIVEDDELIVEREDCANCELLEDLISTED

Search All Fields: Enter KeywordTotal Count: 2

Edit	Print	Appointment #	Vehicle #	Truck Company	Booking Type	Booking Status	Slot Date	Start Time	Stop Time	GateIn Time	GateOut Time	Expiry Time(hh:mm)
		VBS/2019/5	TEST555	AUTOCARE SERVICES PTY LTD	IMPORT	CONFIRMED	15/08/2019	18:01	23:59			
		VBS/2019/2		AUTOCARE SERVICES PTY LTD	EXPORT	BOOKED	13/08/2019	15:31	18:00			23:41

The booking will now show a confirmed status and cargo can now be collected at the nominated time. Booking details can be edited up to 15 mins prior to appointment time, by clicking on the edit button.

# Booking – Printing Appointment Receipt

Vessel SchedulesBookingPassword

Home>Booking>Booking List

NewSearchReset

Template UploadClose

Booking Hours 0:0 - 23:59

Search

From Date:2019-08-05To Date:2019-09-30Appointment #:ENTER ONE CHARACTERVehicle Reg #:Truck Company:SELECT ONEBooking Type:SELECT ONE

Booking Status:SELECT ONEBooking Ref #:ENTER ONE CHARACTERBL #:ENTER ONE CHARACTER

Search Results

MANIFESTEDBOOKEDCONFIRMEDARRIVEDDELIVEREDCANCELLEDLISTED

Search All Fields:Enter KeywordTotal Count: 2

Edit	Print	Appointment #	Vehicle #	Truck Company	Booking Type	Booking Status	Slot Date	Start Time	Stop Time	GateIn Time	GateOut Time	Expiry Time(hh:mm)
		VBS/2019/5	TEST555	AUTOCARE SERVICES PTY LTD	IMPORT	CONFIRMED	15/08/2019	18:01	23:59			
		VBS/2019/2		AUTOCARE SERVICES PTY LTD	EXPORT	BOOKED	13/08/2019	15:31	18:00			23:41

Click print

MIR RAT  
MELBOURNE INTERNATIONAL  
RORO AUTOMOTIVE TERMINAL

APPOINTMENT RECEIPT

APPOINTMENT #VBS/2019/5

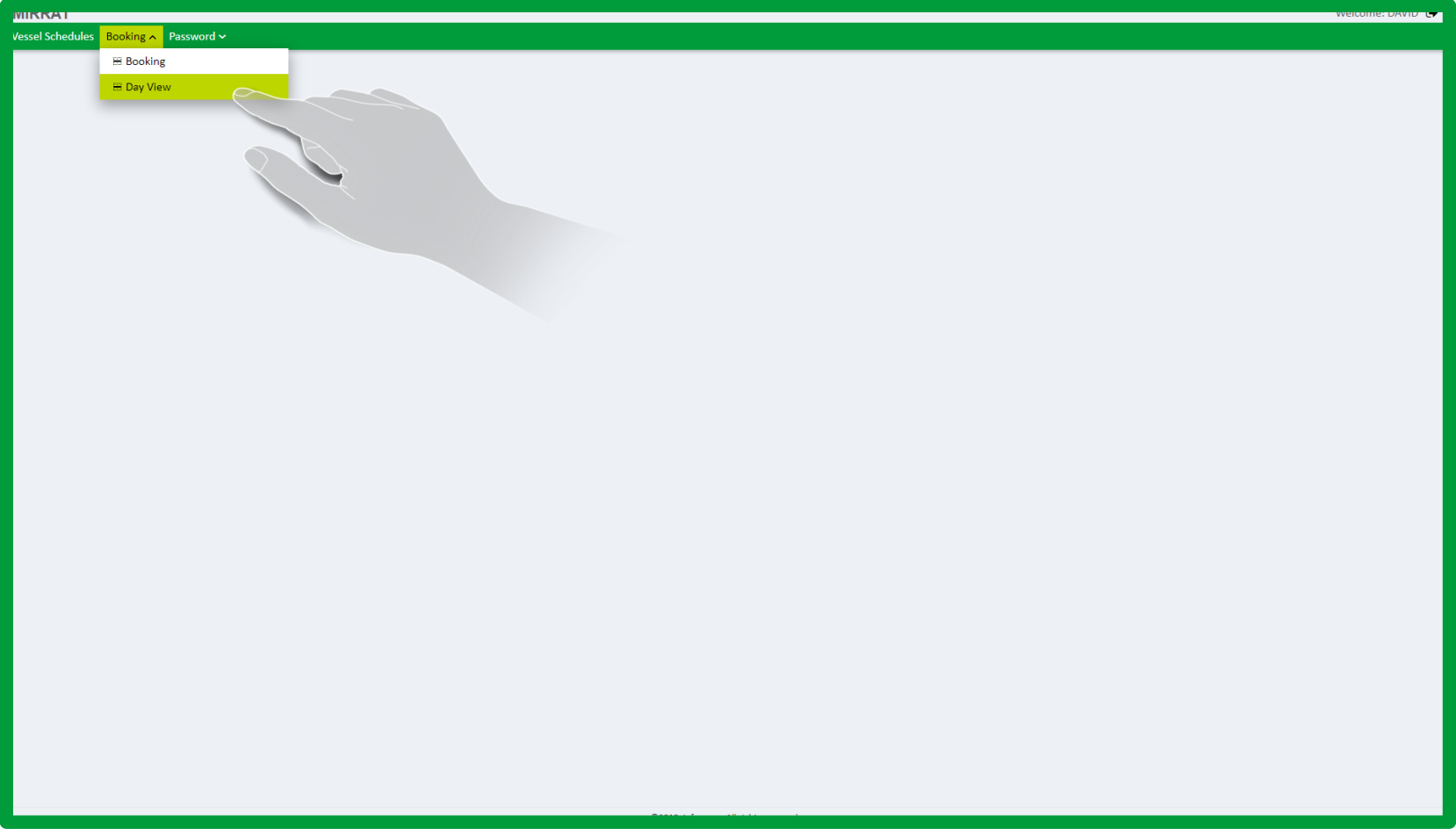
PICK UP

TERMINAL	MIR RAT	TRUCK COMPANY	AUTOCARE SERVICES PTY LTD
POOL	AUTO	SLOT DATE	15, August 2019
SLOT START TIME	18:01	SLOT STOP TIME	23:59
STATUS	CONFIRMED	VEHICLE	TEST555
DRIVER	aRT vandelay	MSIC NUMBER	OS192334
DRIVER LICENCE	123XYZ	CONTACT NO	

VESSEL	VOYAGE #	BOOKING/BILL #	COMMODITY	CARGO REFERENCE #	MAKE	MODEL	NO OF UNITS
PICK UP							
CARIBBEAN HIGHWAY	VCN/MIR/19/585	KKLUETH000503		KKLUTH000503-1	HONDA		1
CARIBBEAN HIGHWAY	VCN/MIR/19/585	KKLUETH000503		KKLUTH000503-2	HONDA		1
CARIBBEAN HIGHWAY	VCN/MIR/19/585	KKLUETH000503		KKLUTH000503-6	HONDA		1
CARIBBEAN HIGHWAY	VCN/MIR/19/585	KKLUETH000503		KKLUTH000503-8	HONDA		1

Once bookings have been complete, the appointment receipt can be printed by clicking on the **“Print”** button.

# Booking – Day View



The **Day View** option allows users to obtain a daily summary of their current appointments.

# Booking – Day View

Vessel SchedulesBookingPassword

Booking > Day View

Close

Day View

Slot Date: 

August 2019

SMTWTFSS

12345678910111213141516171819202122232425262728293031

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Total Bookings:

1

Vehicles Arrived:

0

No Shows:

0

Listed:

0

Total Bookings

Vehicles Arrived

No Shows

Listed

Total Booking List

Search All Fields: Enter Keyword

Total Count: 1

Appointment #	Truck Company	Terminal	Vehicle #	Activity	Slot Date	Slot Start Time	Slot Stop Time
VBS/2019/5	AUTOCARE SERVICES PTY LTD	MIRRA	TEST555	PICK UP	2019-08-15 00:00:00	1970-01-01 18:01:27	1970-01-01 23:59:27

Appointments  
will appear  
here

The view appointments select the you want to review on the calendar. The bookings will appear in the summary screen.