



FORTH PORTS

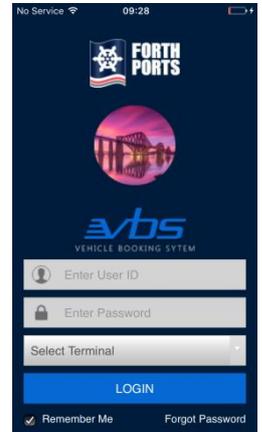
# Terminal VBS App for Smartphone

The Forth Ports VBS application is available to download for devices running iOS and the Android™ Operating System. Search for Forth Ports VBS in your app store.

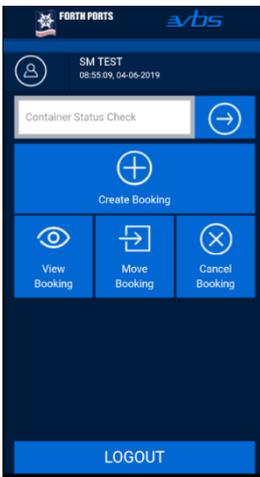
## Accessing the VBS App

As a haulier with an active VBS account, you can request access via the VBS app. Use your VBS login details to access the app. Use the "Remember Me" checkbox to store your login details in the application.

**NOTE:** When you change your login details from the desktop application, the password must be changed in the app.



## VBS Home Screen



- The app can be used to Create, View, Move and Cancel Bookings

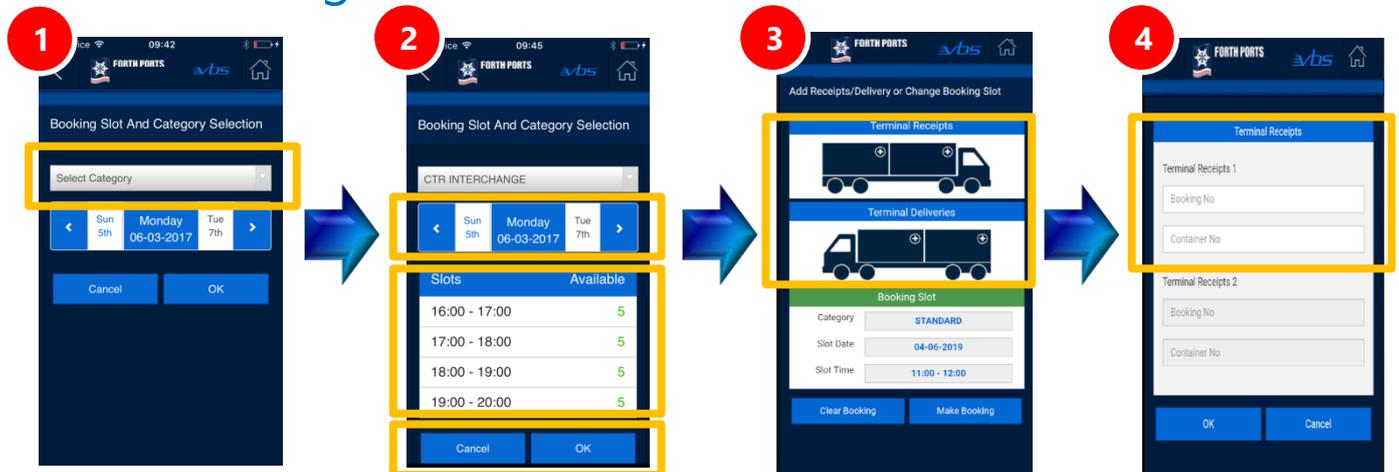
## VBS Navigation



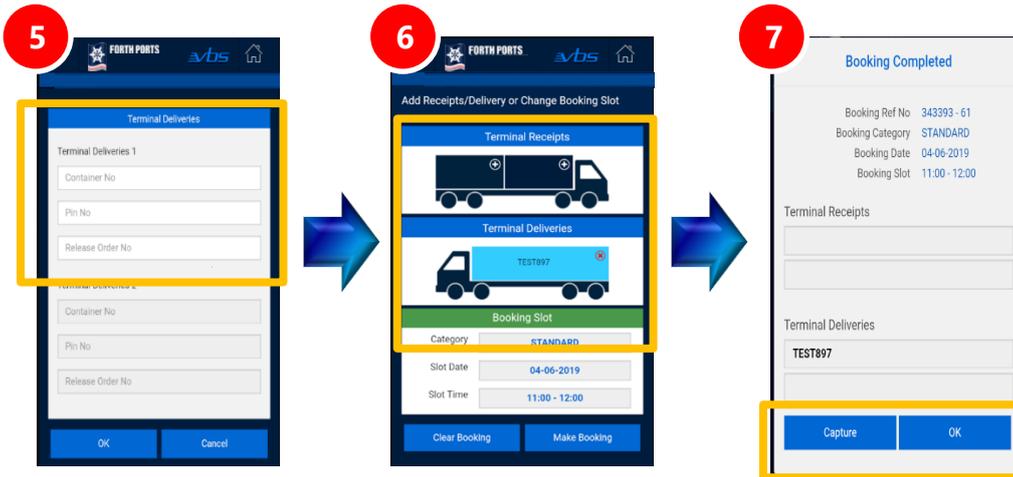
In the transaction screens: -

- Use the Back button to return to the previous screen
- Use the Home button to return to the main screen

## Create Booking



## Create Booking (cont...)



Create Booking can be used to create VBS bookings for Terminal Receipts and Terminal Deliveries

Choose the appropriate Booking Category;

Booking Date will default to the current day.

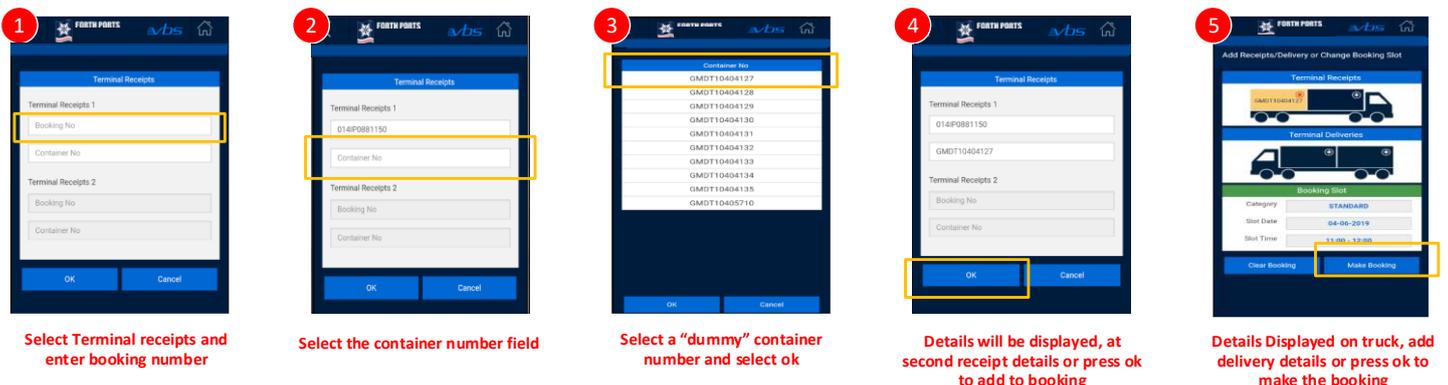
To select a new booking slot (Steps 1 & 2): -

- Choose the Booking Category from the Drop Down List
- Use the < and > icons to scroll left and right to select alternate days
- Swipe up/down to see time slots and availability. Tap on a time slot to select
- Scroll to the bottom of the screen – Tap OK to continue

## Terminal Receipts

Units being brought into the terminal will be added in this section, for both full and empty Units they can be added in two ways:

**Booking No:** where the Unit number has not been booked in directly but there is a booking in the system for the relevant booking number. The booking number can be entered and a “dummy” Unit number selected which is then updated at the kiosk to the actual Unit number by the driver.



Select Terminal receipts and enter booking number

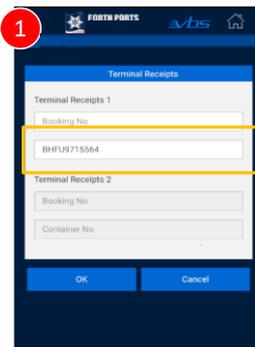
Select the container number field

Select a “dummy” container number and select ok

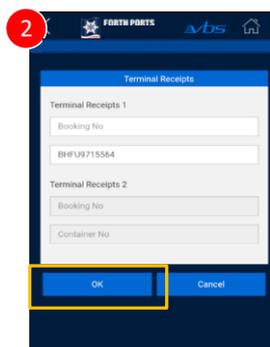
Details will be displayed, at second receipt details or press ok to add to booking

Details Displayed on truck, add delivery details or press ok to make the booking

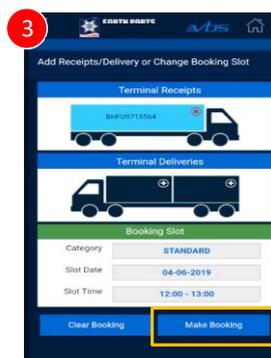
**Unit Number:** The actual Unit number being brought into the terminal can be added directly.



**1** Select Terminal receipts and enter container number



**2** Select the container number field

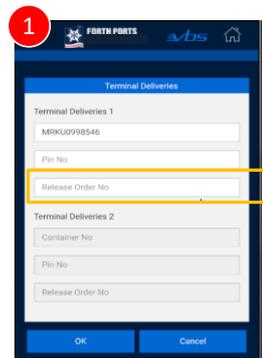


**3** Details will be displayed, add a second receipt details or press ok to add to booking

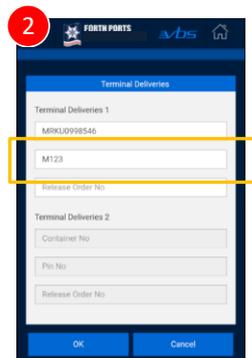
## Terminal Deliveries

Units being taken from the terminal will be added in this section, for both full and empty nominated Units and/or for Empty release references:

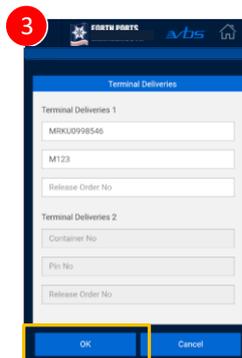
**Unit Number:** where the Unit number is known this can be entered directly and the pin number added if applicable.



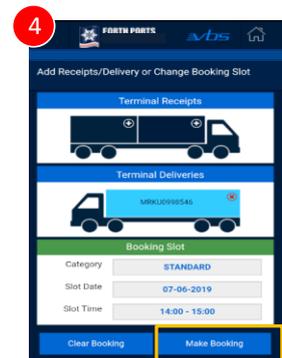
**1** Enter Container number



**2** Enter Pin number if Applicable

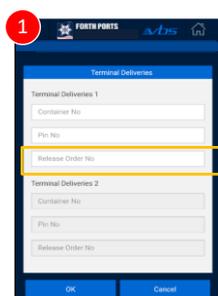


**3** Select OK to add to booking

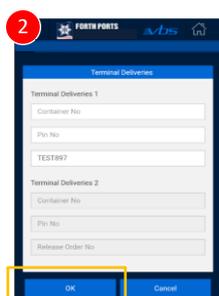


**4** Details Displayed on truck, add receipt details or press ok to make the booking

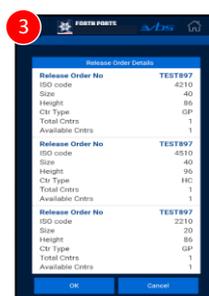
**Empty Release Reference:** When picking up an empty Unit where the Unit number will not be known then the release reference issued by the Shipping line can be entered and the correct ISO code size/height/type match can be selected.



**1** Select Terminal Deliveries and enter release number



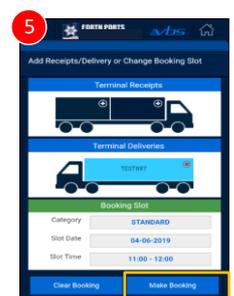
**2** Select ok to continue



**3** Details of all available size, height, type combinations will be shown



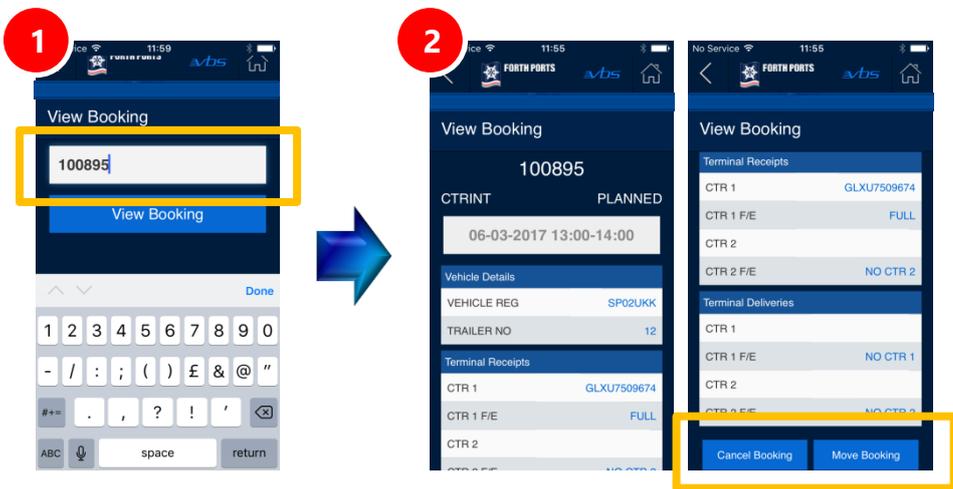
**4** Select the correct size height type combination and press ok



**5** Details Displayed on truck, add receipt details or press ok to make the booking

Booking Confirmation is displayed on the screen. If you wish to capture the image of the booking details use the **Capture** button to automatically store on your phone, or **OK** to close the Booking Confirmation window and return to the main screen

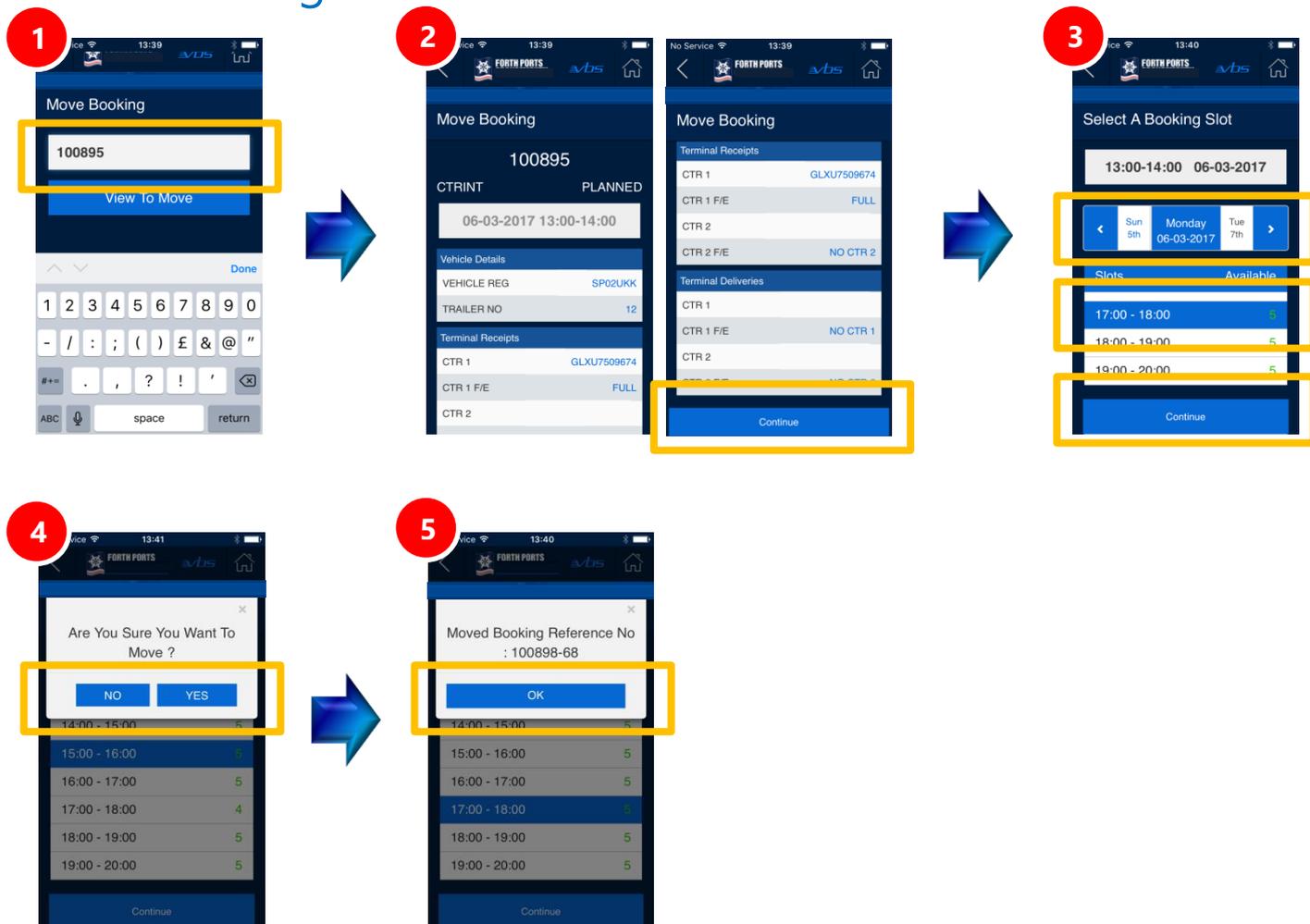
## View Booking



View Booking allows access to confirm the slot details, booking status and details of all Units on the booking

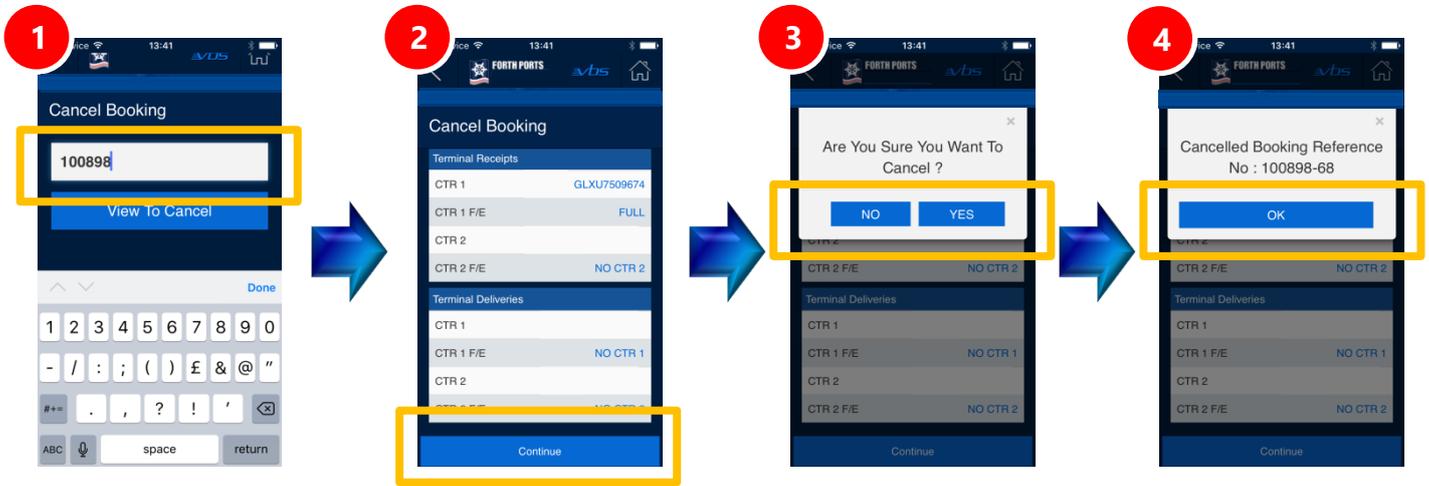
Move Booking and Cancel Booking can also be initiated from the View Booking screen

## Move Booking



When selecting a new booking slot (step 3), scroll left and right to select alternate days and use the vertical scroll to select an alternative time slot. Scroll to the bottom of the screen and press Continue

## Cancel Booking



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