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## VOYAGE CONTROL CONDENSED USER MANUAL

VERSION 1.1 RELEASED 29 AUGUST 2018



## **GET STARTED**

LOG IN with your email address and password.

If you haven't used the system before, please click on the **SIGN UP** button.

Log in	First Time User
imogen.morgan@voyagecontrol.com	
Forgot password?	

## PLEASE NOTE:

- 1. There is an online helpdesk which will be able to answer frequently asked questions (click on the button in the top right hand corner).
- 2. We recommend the use of Chrome or Edge browsers; older browsers will provide a poor user experience.

## **MAKE A BOOKING**

1. Select a date and your user type (eg. Shell Scheme or Space Only - these are pre-defined in the dropdown). You can also make multiple bookings at once by clicking on the **ADD NEW** button.

	Select date	Get available times	Complete Booking
9	Booking 1	<b>+</b> Ad	ld new
		Booking 1	
Event	Event		~
	User type		~

2. Select which zone you want and your vehicle type.

	Booking 1 Dally Dellvery	
	Booking 1	
	Journey	
Phases		~
Date	Please select a date	
	Vehicle	
Zone		~
Vehicle type		~

3. A pop up will then appear with available time slots - if a time is not available, it will be greyed out.

		Complete Booking
Journey		r calcine record
Please select a time		
Please select a time		
06:00:00 - 06:30:00		
06:30:00 - 07:00:00		
07:00:00 - 07:30:00		
08:00:00 - 08:30:00	Journey	
08:30:00 - 09:00:00	Daily Delivery	<b>U</b>
09:00:00 - 09:30:00		
	30-Aug-2018	
	Vehicle	
Zone		
Zone	Convention	~]

10 25 50 100

**4.** Add in details of who you are delivering to, as well as the driver and vehicle (or click on the check boxes if you don't know).

	Booking 1
Delivery for	
Use my details	
Company name	
Name and surname	
Email address	
Mobile Number	
Delivered by	
Use my details	
Company name	
Email address	
Stand Details	
Stand number	

5. A summary screen will then appear with loading bay rules.

You will receive an email and booking pass (once approved).

			LIST OF E	OOKINGS				
All1 Scheduled 0	Checked In 0	d felant	For sported 3	Central 0		Column Configuration	Default v	New
Ana	♥ Recipient Company	♥ [fvert	←] [ Goods 1	iya v	Vehicle Type	- Usertype	-	Reset Filters O
Special Requests	✓ Form	~						
From ¥ 26 Aug 201	1	T	• ♥ 03-5ep-2018			ICCA	UC8111e5	Q

LIST OF BOOKINGS in the menu on the left hand side

You can also see all of your bookings in the

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SYDNEY Ank you for your booking and using ICC Sydney's logistics management system. You will shortly receive a infirmation email. Lease use the Voyage Control mobile app or print out your confirmation for presentation to dock staff whom will ease use the Voyage Control mobile app or print out your confirmation for presentation to dock staff whom will ease use the Voyage Control mobile app or print out your confirmation on our loading docks. CC Sydney are committed to ensuring minimal delays and congestion on our loading docks. We advise you to arrive and depart within your booked timeslot, to avoid delays for this or future bookings. rriving too early or too late to appointments can cause delay in being admitted on to our loading docks. emember you can update your booking at any time if necessary.		
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We advise you to arrive and depart within your booked timeslot, to avoid delays for this or future bookings. rriving too early or too late to appointments can cause delay in being admitted on to our loading docks. emember you can update your booking at any time if necessary.		
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Ve appreciate you co-operation with this and please provide any feedback.	Remember you can up	fate your booking at any time if necessary.
	We appreciate you co-	operation with this and please provide any feedback.
CAUG811165 See booking details	ICCAUG811165	See booking details
Make another booking	Make another book	ng

YOUR BOOKING IS SUBJECT TO APPROVAL BY VENUE STAFF.

PLEASE ENSURE THAT THE VEHICLE PASS REQUIRED FOR ACCESS TO THE VENUE IS GIVEN TO THE DRIVER OF THE VEHICLE AS IT WILL BE SCANNED UPON ARRIVAL.