



VOYAGE
CONTROL

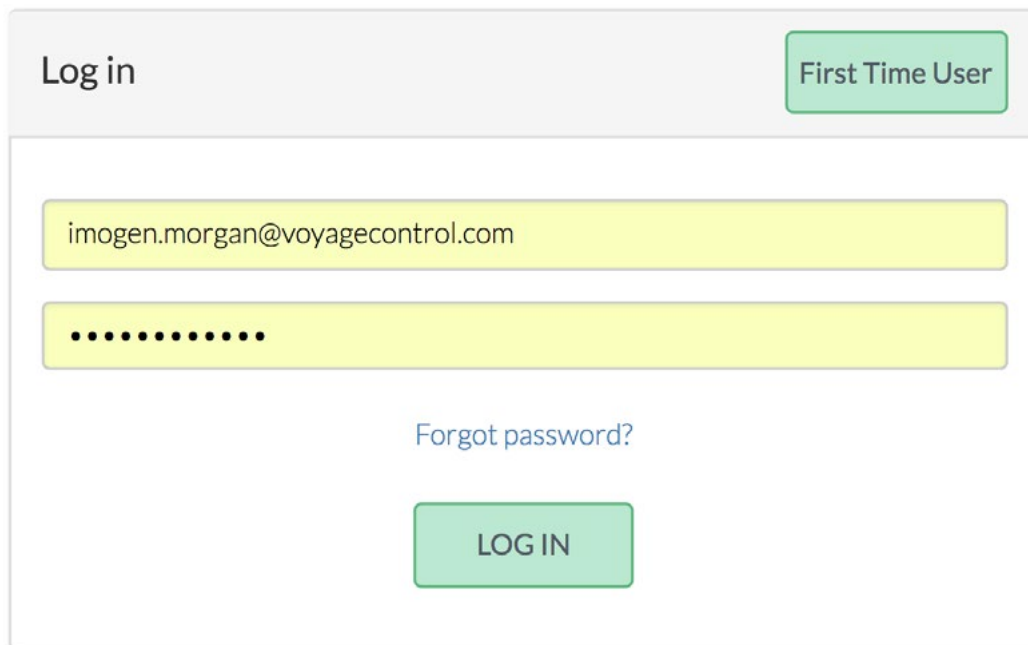
VOYAGE CONTROL CONDENSED USER MANUAL

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.



The image shows a login interface. At the top left, it says "Log in". At the top right, there is a green button labeled "First Time User". Below this, there are two yellow input fields. The first field contains the email address "imogen.morgan@voyagecontrol.com". The second field contains a series of dots, representing a password. Below the password field, there is a blue link that says "Forgot password?". At the bottom center, there is a green button labeled "LOG IN".

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.

MAKE A BOOKING AT ICC SYDNEY

Select date Get available times Complete Booking

Booking 1 + Add new

Booking 1

Event

User type

Back Next

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

MAKE A BOOKING AT ICC SYDNEY

Select date Get available times Complete Booking

Booking 1 Daily Delivery

Booking 1

Journey

Phases

Date

Vehicle

Zone

Vehicle type

Back Next

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

MAKE A BOOKING AT ICC SYDNEY

Complete Booking

Journey

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

07:30:00 - 08:00:00

08:00:00 - 08:30:00

08:30:00 - 09:00:00

09:00:00 - 09:30:00

09:30:00 - 10:00:00

Journey

Daily Delivery

30-Aug-2018

Vehicle

Zone

Convention

Vehicle type

Car/Ute/Van

- 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

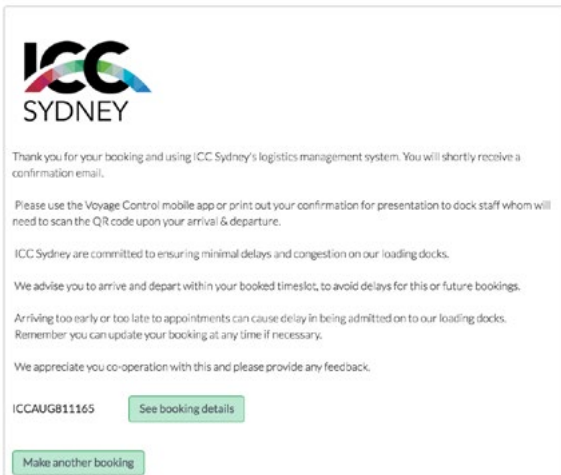
Stand Details

Stand number

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

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

You can also see all of your bookings in the **LIST OF BOOKINGS** in the menu on the left hand side of your screen.



Status	Vehicle Type	Plate	Stand	Special requests	Recipient company	Scheduled Arrival Time	Scheduled Arrival Date	Scheduled departure	Departed	User type	Coach Type	Location
For approval	Car/Truck		Convention		Voyage Control	07:30	29-Aug-2018	08:00				

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.