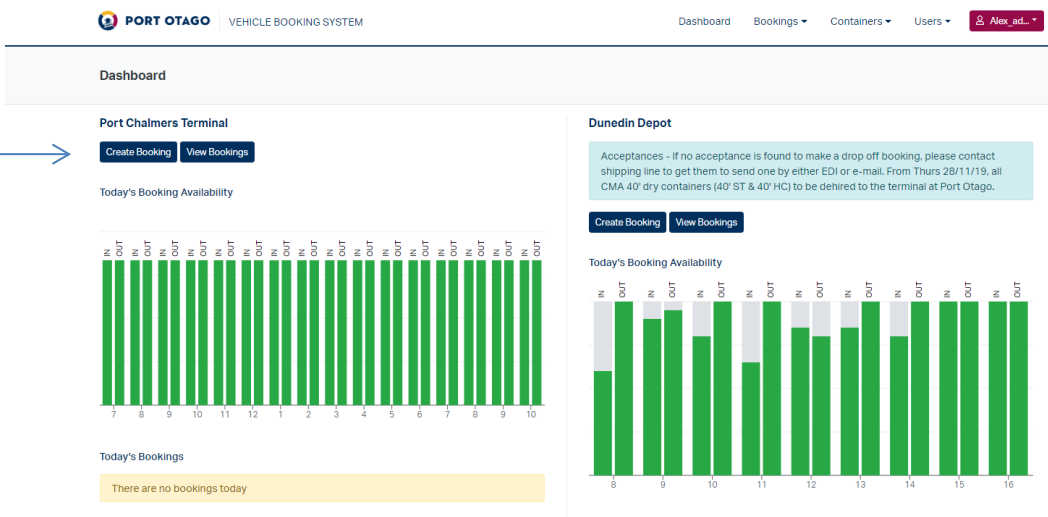
Creating a Pending IN booking and Updating a Pending booking

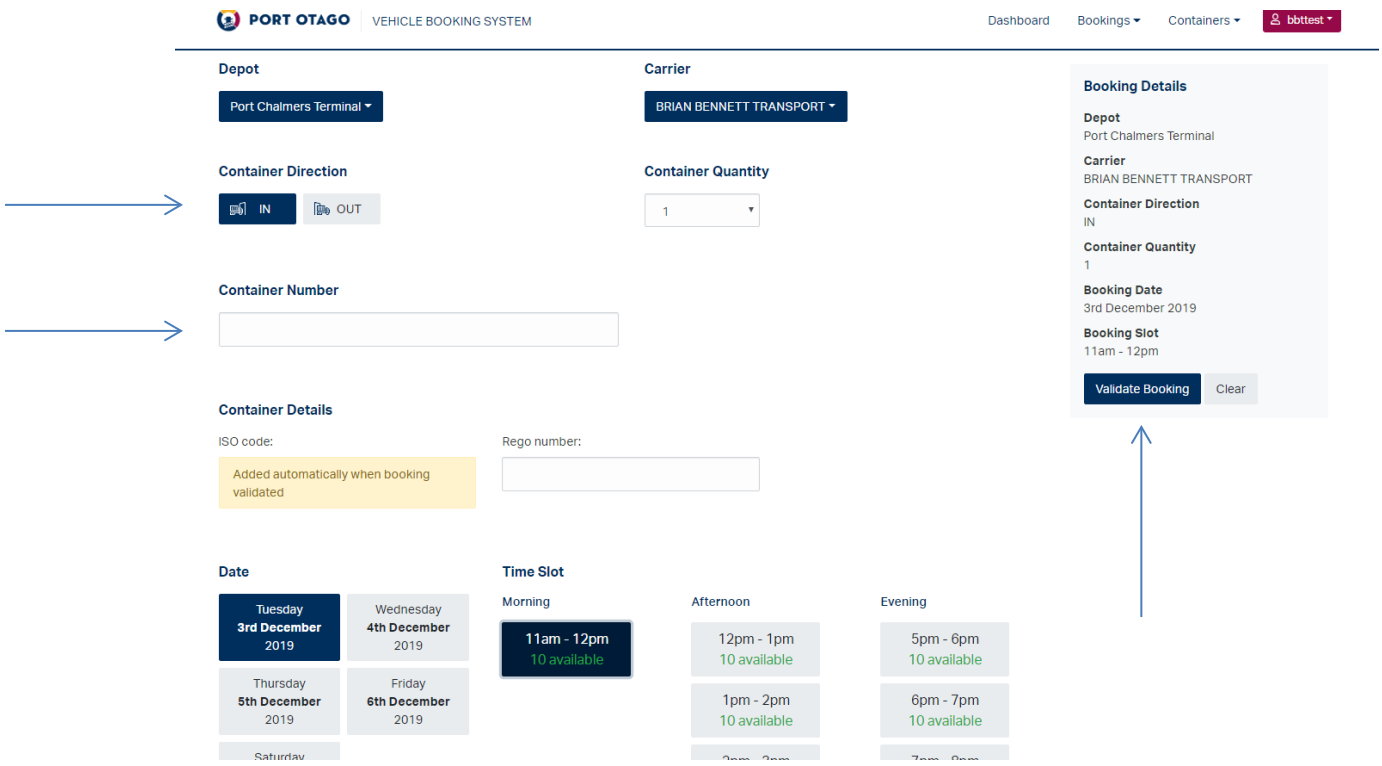
Step 1: At the VBS home page select which depot you wish to create a booking for:



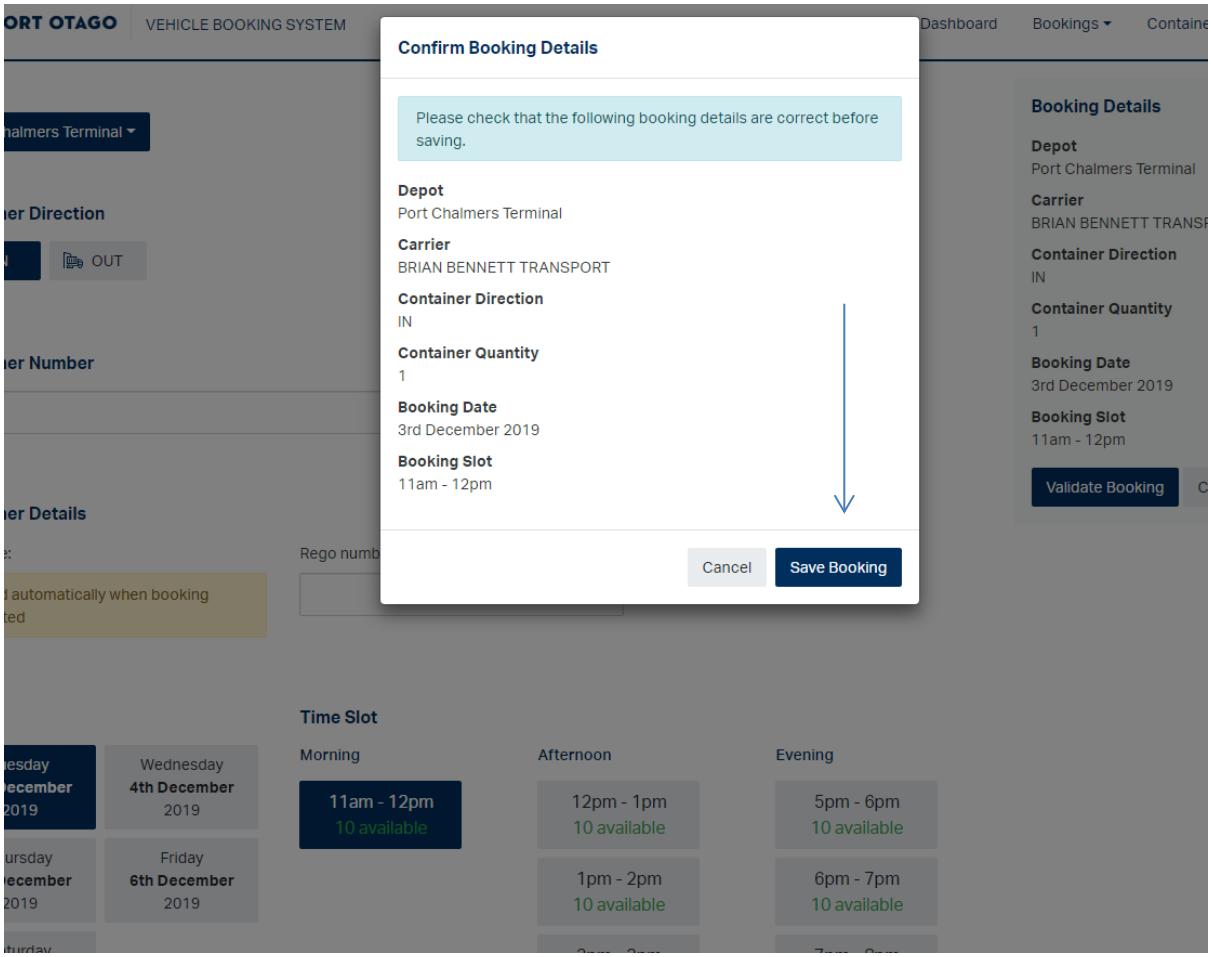
Step 2: In Create Booking – select IN

If you would like to book a slot to bring in a container but do not have the container details and/or truck registration you can book a slot by making a Pending booking.

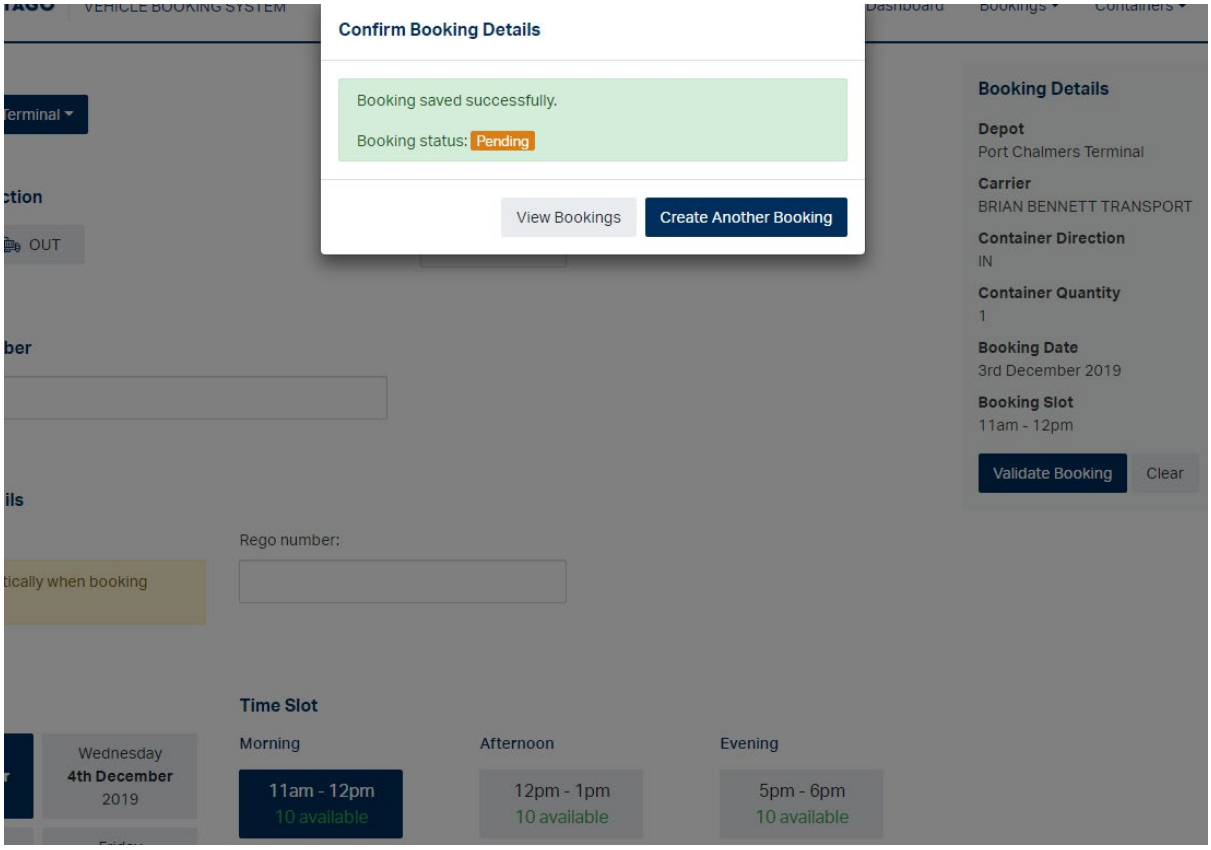
Click IN and select an available date and time slot. The container and truck registration fields can be left blank.



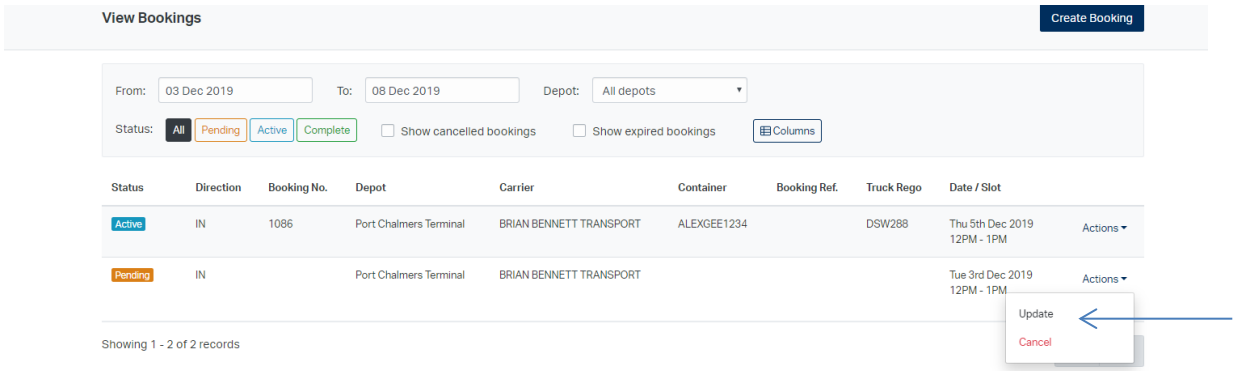
Step 3: Select Validate Booking and confirm booking details and finalise by clicking on Save Booking.



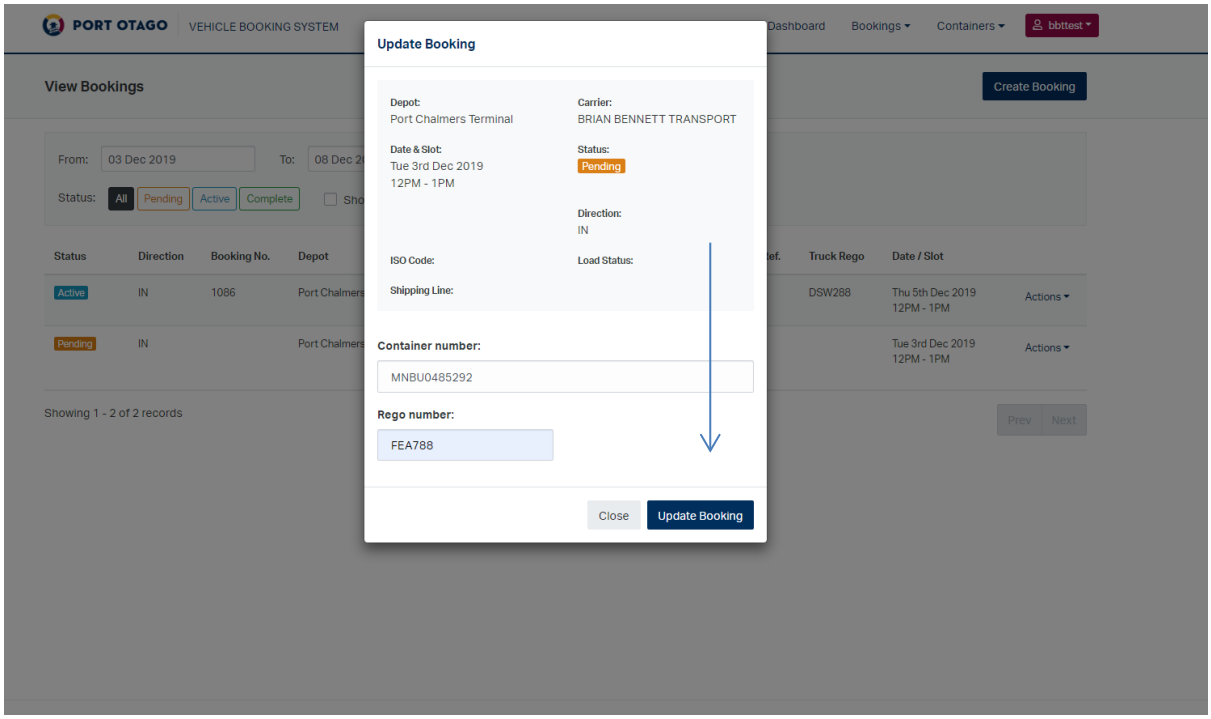
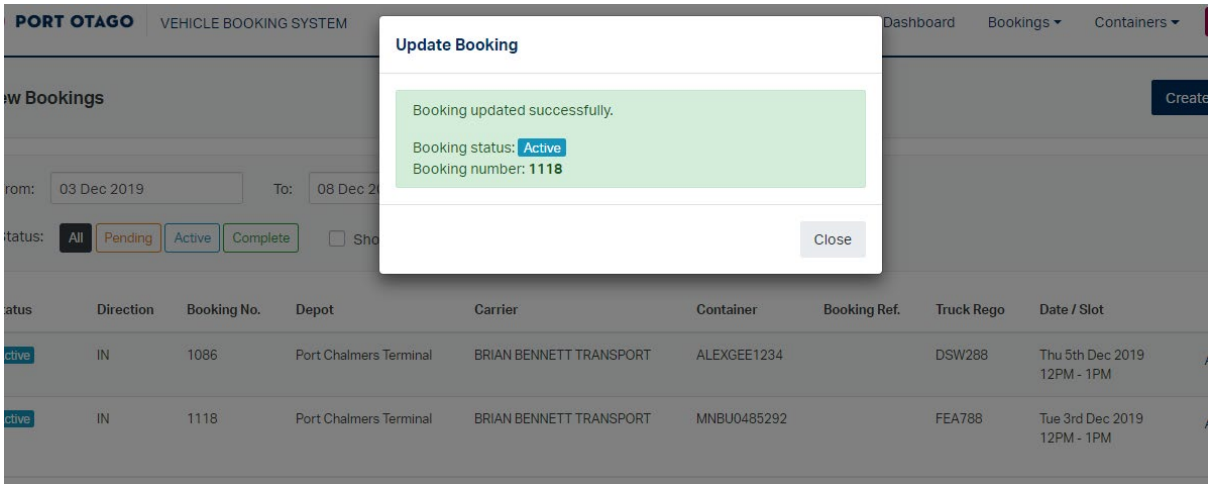
Step 4: The booking will be confirmed as Pending but a VBS pin number will not be provided.



Step 5: Under View Bookings, click on Actions and select Update.



Step 6: In Update Booking, enter a valid Container and Truck registration then Click Update Booking.



Step 7: The booking has now been updated to Active and pin provided.