Vehicle Booking System (VBS) Guide: Watchlist and Appointments

In this guide you will find information about:

Intermodal Manager

- [Containers Watchlist](#)
- [Gate Order Watchlist](#)
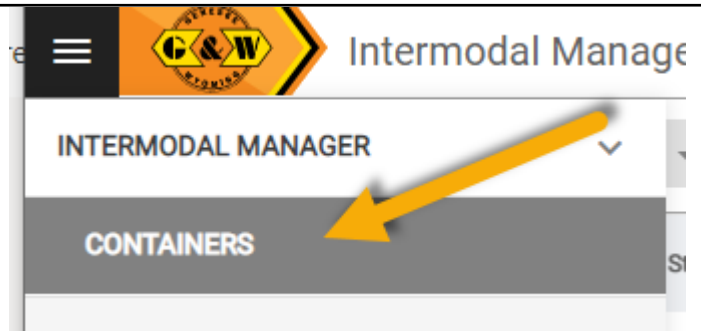- [Watchlist tips](#)

Appointments

- [Scheduling an Appointment from the Moves View menu](#)
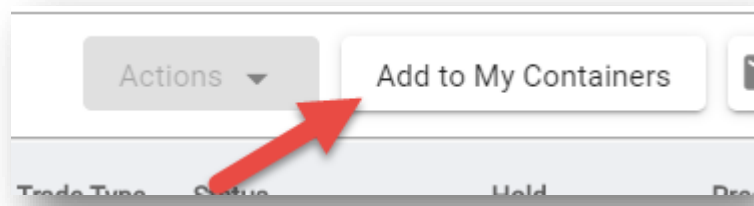- [Scheduling an Appointment from a Watchlist](#)

Add Containers to the Containers Watchlist

Your Containers Watchlist allows you to track containers of interest to you and get immediate visibility into their statuses.

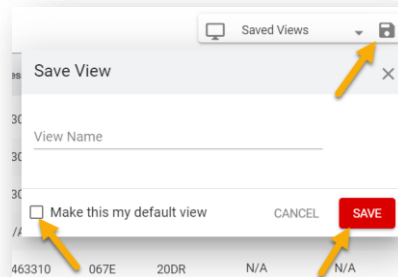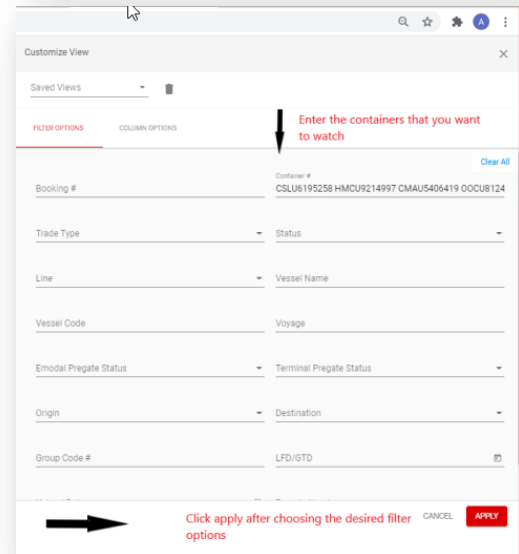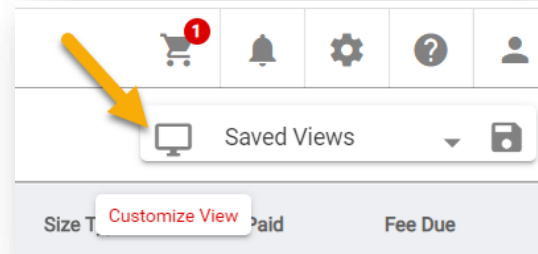|	
Navigate to the Containers Watchlist by selecting Intermodal Manager and Containers.	
The first time you open your containers watchlist, it will be blank." To add a container to the watchlist, click on the 'Add to My Containers' button.	
Add the container number or numbers. In the Container Number field, you can enter one or multiple container numbers. If you have a list of containers, simply copy and paste the list into this field. Click Submit.	 You may enter one or multiple containers

To create a custom view of the containers watchlist:

Click on the customize view icon (monitor).

Enter particular containers you wish to watch or select from any of the other applicable filter options. You may also select the columns that will appear in your custom view under 'column options

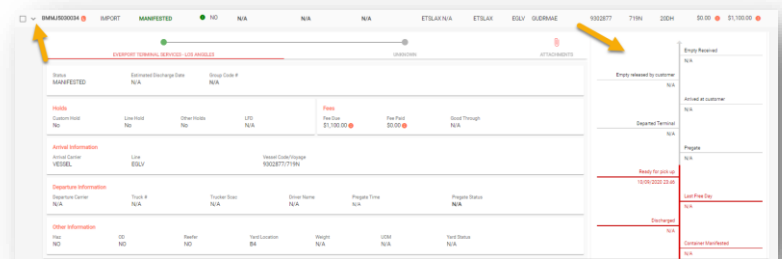Select Apply. You will return to the watchlist screen.

Click Save on the customize view (floppy disk icon). The save dialog will be presented. Provide a name of the view to save for future reference.

If desired, set the saved view as the default view by clicking the check box in the save view dialog box.
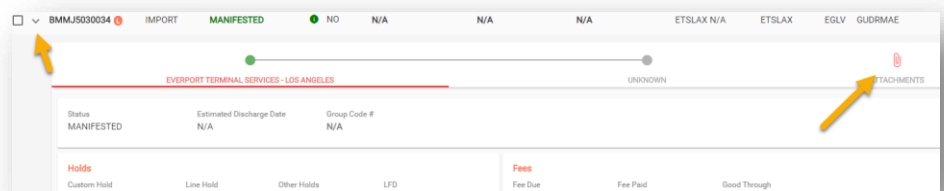
Container Details

Container information and Lifecycle are displayed by clicking the expand icon next to Container #.The timeline representation of the container journey is now displayed in container details.

You are able to attach supporting documents/images to the container from the container details section.
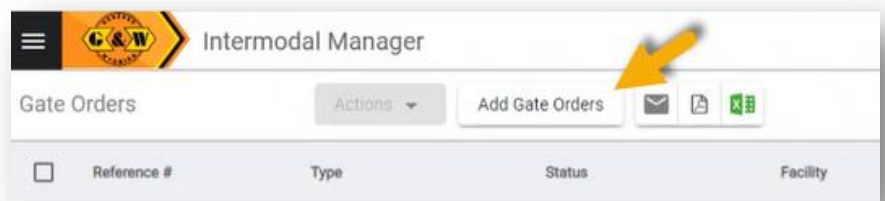
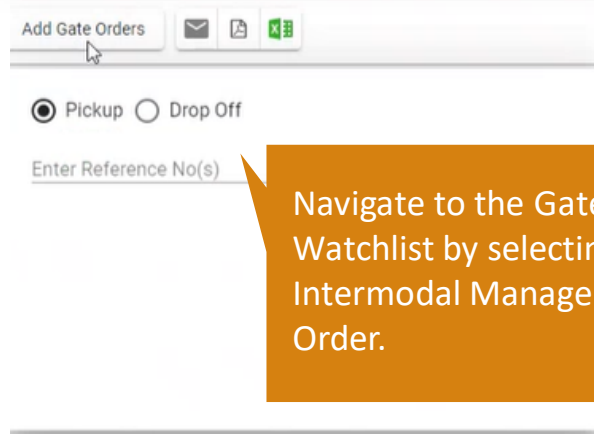# Add Containers to the Gate Order/ Reference Number Watchlist

Navigate to the Gate Order Watchlist by selecting Intermodal Manager and Gate Order.

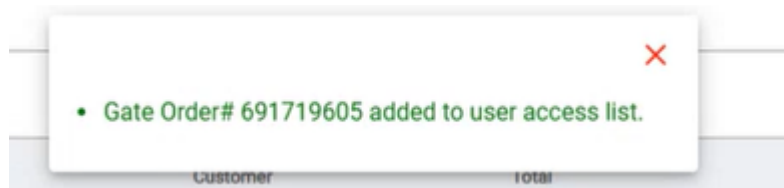To add a Gate Order, Click Add Gate Orders at the top of the page.

Select Pickup or Drop Off (Pick up or Drop off Equipment), add the reference number and click submit.

Navigate to the Gate Order Watchlist by selecting Intermodal Manager and Gate Order.
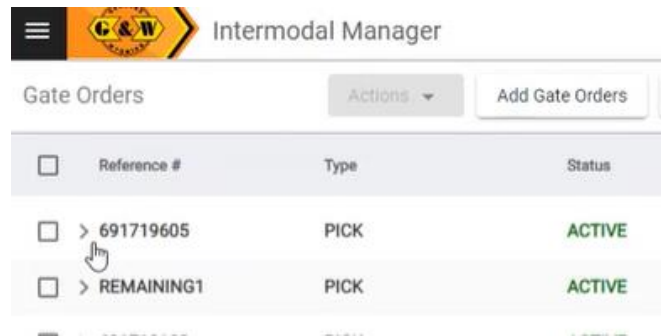
The Gate Order will be added to the list.

- Gate Order# 691719605 added to user access list.

Reference #	Type	Status	Facility	Customer	Total	Reserved	Completed	Order #
> 691719605	PICK	ACTIVE	GBCDF	ACLU	1	0	0	GBCDF202101075100
> REMAINING1	PICK	ACTIVE	GBCDF	ACLU	3	0	1	GBCDF202012304793
> 691710102	PICK	ACTIVE	GBCDF	CMDU	1	0	0	GBCDF202011270284
> LADEN020F	DROP	ACTIVE	GBCDF	ACLU	20	0	0	GBCDF202012143110
> EMPTYPICK01	PICK	ACTIVE	GBCDF	ACLU	39	0	0	GBCDF202012143116
> 691694906	DROP	ACTIVE	GBCDF	N/A	1	0	0	GBCDF202011290414

Gate Order Watchlist

Additional details about the Gate Order can be found by selecting the arrow.
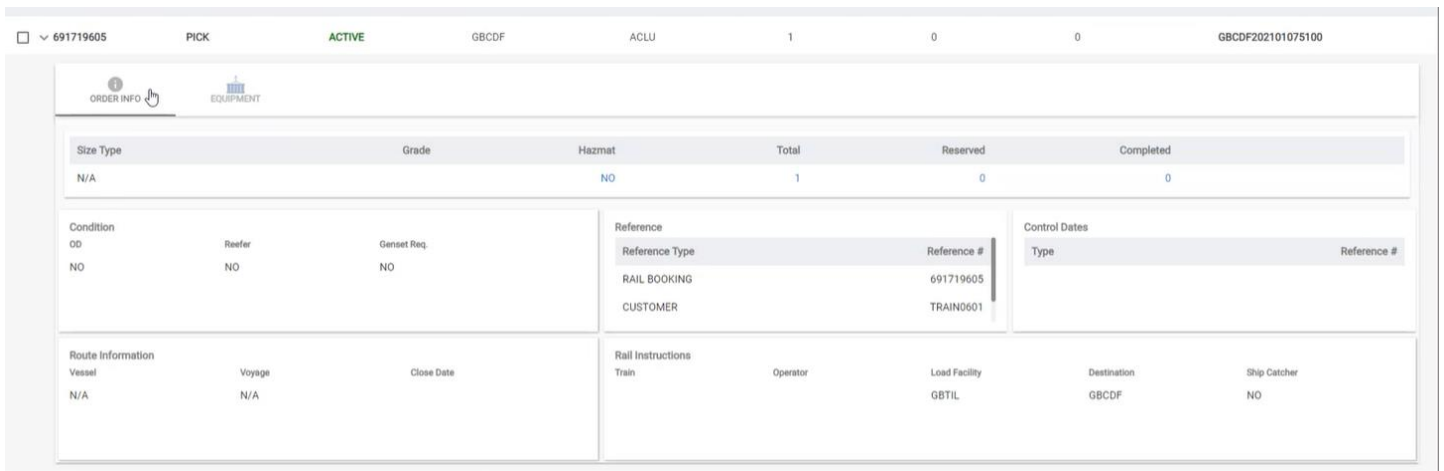
The Details view contains two tabs: Order Information and Equipment

Order Information

Equipment

Watchlist Tips

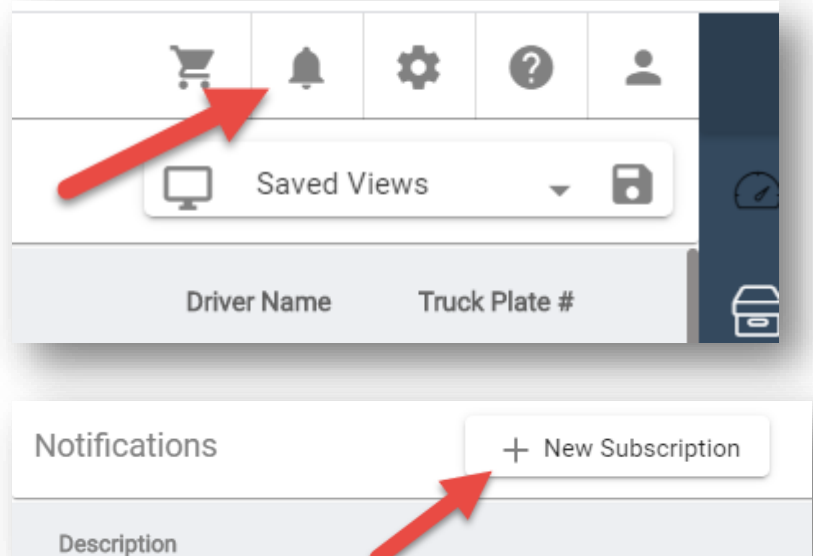## Notifications & Subscriptions

Notifications enable you to manage the email alerts that you or others in your organization get. The Notification functionality enables you to add a subscription based on the parameters and rules that you set.

To add a new notification, click on the notifications icon (bell), then click on +New Subscription and enter the Category and Notification type.

Then enter whether you would like to have it delivered to yourself or others, and the Email Address or Addresses the notification will go to.

Based on the Type and Category you select, you can then create Rules for the notification.

If you would like to add multiple rules, this can be done by clicking the plus sign.

To Schedule an Appointment

When logged in as a trucking company, or haulier, an appointment can be made in three different ways - from the appointments moves page, from containers watchlist, and from the gate order watchlist
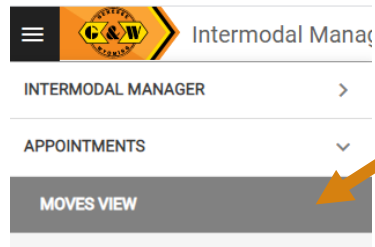
Appointments Moves Page

Navigate to appointment and then moves view.

On this page you will see all appointments made by your company from today's date moving forward.

Here you will see the status for each appointment.

When confirmed is listed in green – the appointments is confirmed and all of the required information has been provided. In other words, a green confirmed appointment is good to go.

When the appointment status is confirmed BUT the color is amber/yellow, the appointment time has been reserved BUT there are additional actions that must be completed prior to arriving at the gate to ensure there are no issues upon arrival.
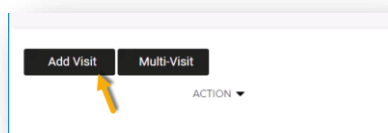
By clicking on the exclamation points you can see what additional items are needed to move the appointment to a green status.

To Schedule an Appointment from the Moves Page

Select Add Visit at the top left of the screen.

The trucking company will default to the company you are currently logged in under. If you work for more than one trucking company, select the appropriate company from the drop-down list. Select the terminal and type of visit (drop or pick) and add the requested information.
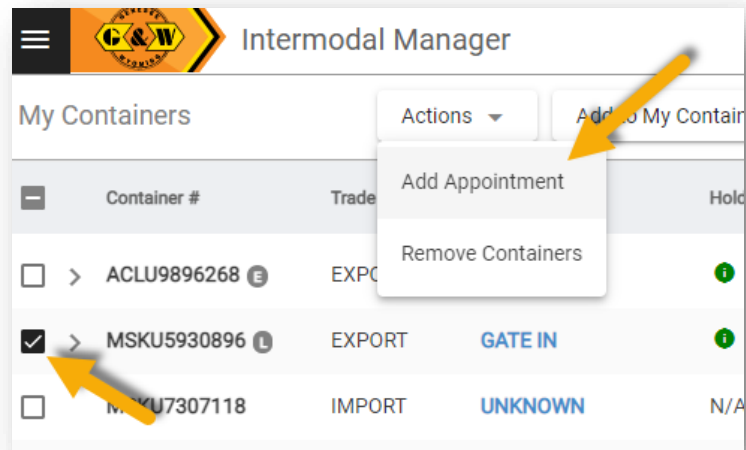
Then select Save and Close.

To Schedule an Appointment from the Container Watchlist

Navigate to the Containers Watchlist.

Select the container you would like to schedule the appointment for.

Select Actions at the top of the screen and Add Appointment.

Enter the information you are prompted to provide and select Save.

To Schedule an Appointment from the Gate Order Watchlist

Navigate to the Gate Order Watchlist.

Select the gate order you would like to schedule the appointment for.

Select Actions at the top of the screen and Add Appointment.

Enter the information you are prompted to provide and select Save.