VOYAGE CONTROL
CONTROL

VOYAGE CONTROL MULTIPLE BOOKINGS: EVENTS

DECEMBER, 2017

HERE'S HOW TO SCHEDULE MULTIPLE DELIVERIES AT ONCE

Step 1

Schedule a delivery the same way you have scheduled deliveries in the past.

Step 2

After filling out the Event and User Type for the first booking, click the 'Add New' button at the top of the booking tab to add additional bookings. **You can add up to 10 bookings at the same time.**
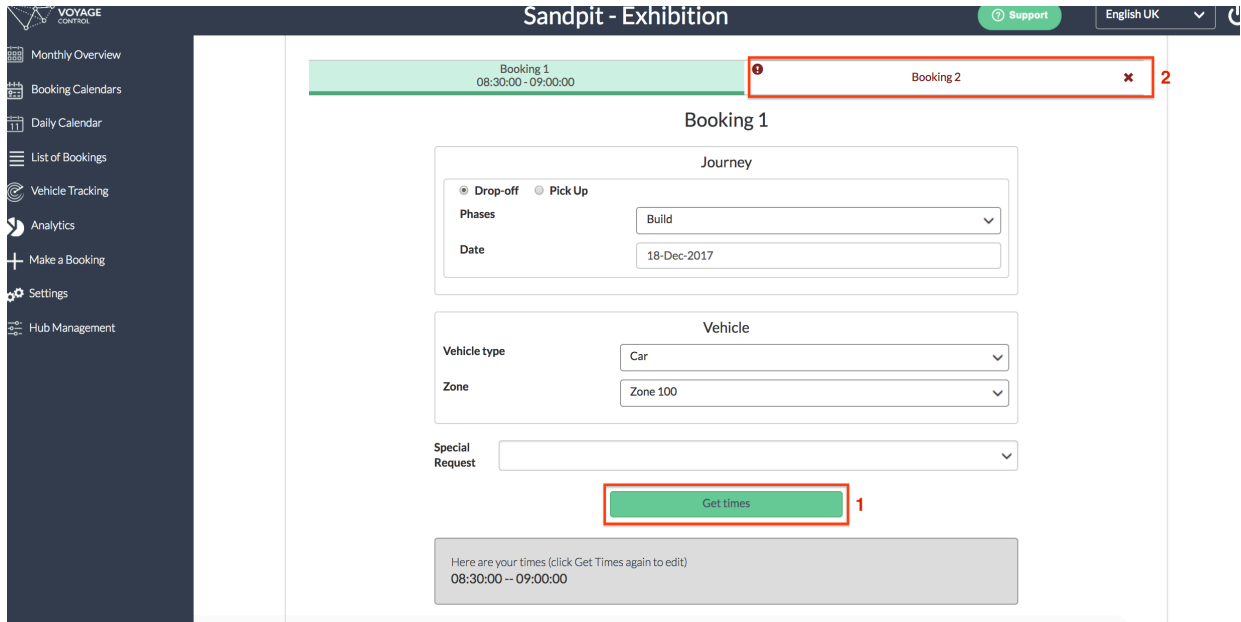

After filling out all fields for all the bookings, select 'Next'.

Step 3

For Booking 1, fill out the required info on the second booking page such as Phase, Date, Vehicle type and Zone (Hall) and select "Get Times" (Box 1) to select a timeslot for the first booking

Note: Terminology and fields may vary by project.

After choosing your timeslot, select the tab for "Booking 2". (Box 2)

Step 4

On the Booking 2 tab, select the pulldown (Box 1) to duplicate details from another booking, if desired, or fill out new information for this booking. You can duplicate a booking from any previously made bookings.
If duplicating you will have to choose the date (Box 3), and 'Get times' for that booking.
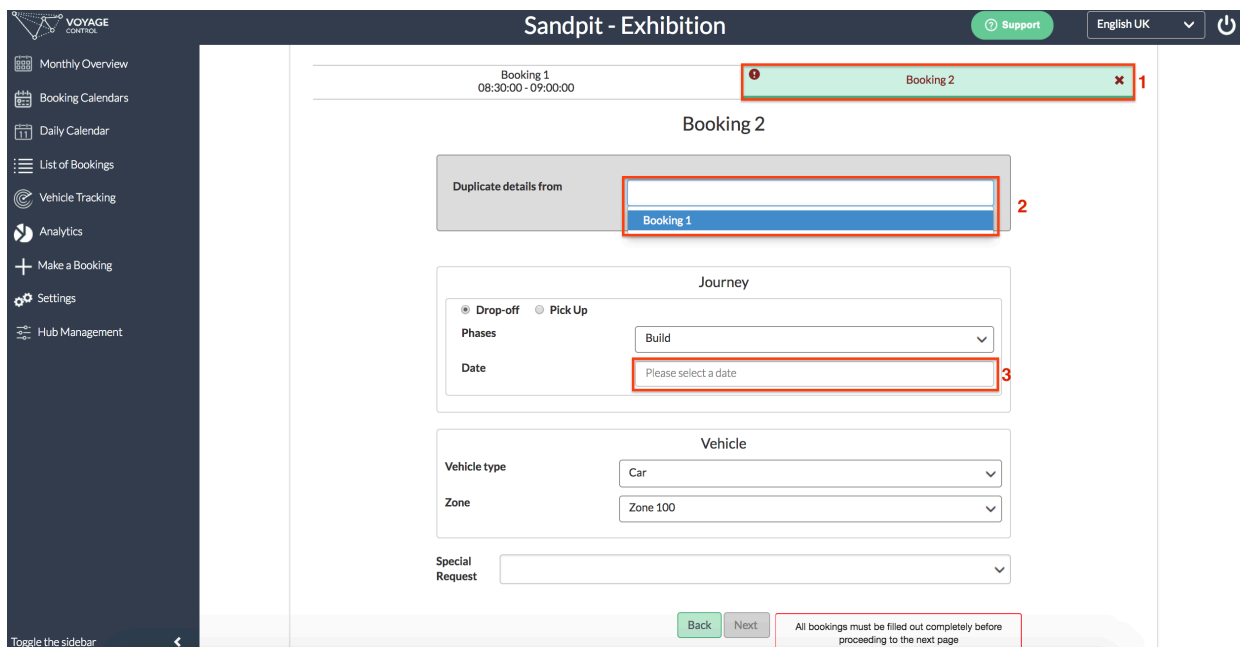
Once all bookings are complete, click 'Next' to proceed to the final page.

The same option to duplicate details is available on the final booking page. Once all bookings are filled out completely and submitted, individual emails for each booking will be sent.

Still have questions? Contact us at info@voyagecontrol.com