

HOW TO USE THE TRUCK KIOSK

Staff & Driver Manual (Post VBS implementation)

This document explains how to confirm arrival of your vehicle for your VBS bookings at the electronic LCT Kiosk.

You will be required to have the below information;

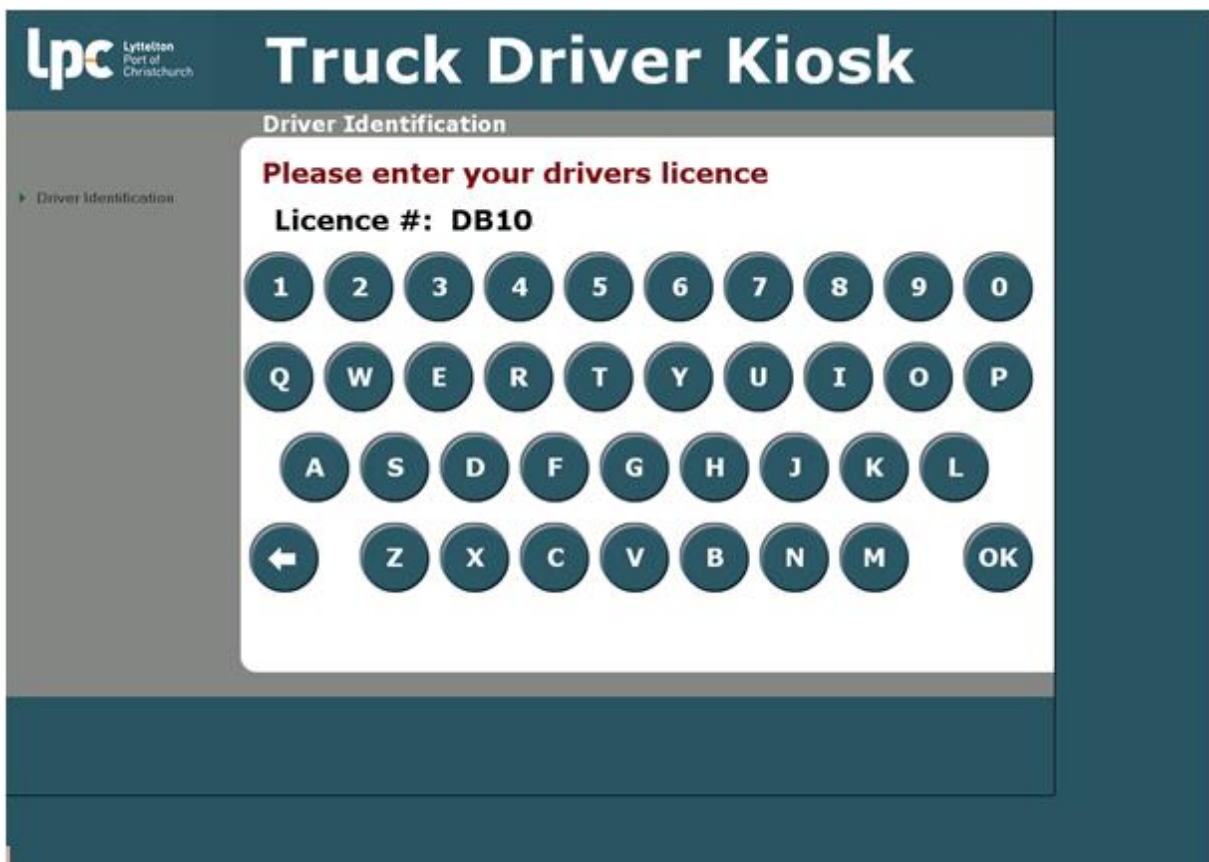
- Drivers licence number
- Container number(s) for all drop off and pick up containers

NOTE: If you are unable to process your transaction at the Kiosk please obtain your manifest number from your dispatch team and see the Clerk on duty upstairs between 0700 and 2300 Monday – Friday or 0700 – 1500 on a Saturday. Outside of these hours please contact 03 328 7982

TO BEGIN:

STEP 1: Driver Identification

- Enter your Drivers Licence number using the on screen keyboard
- Click “OK”



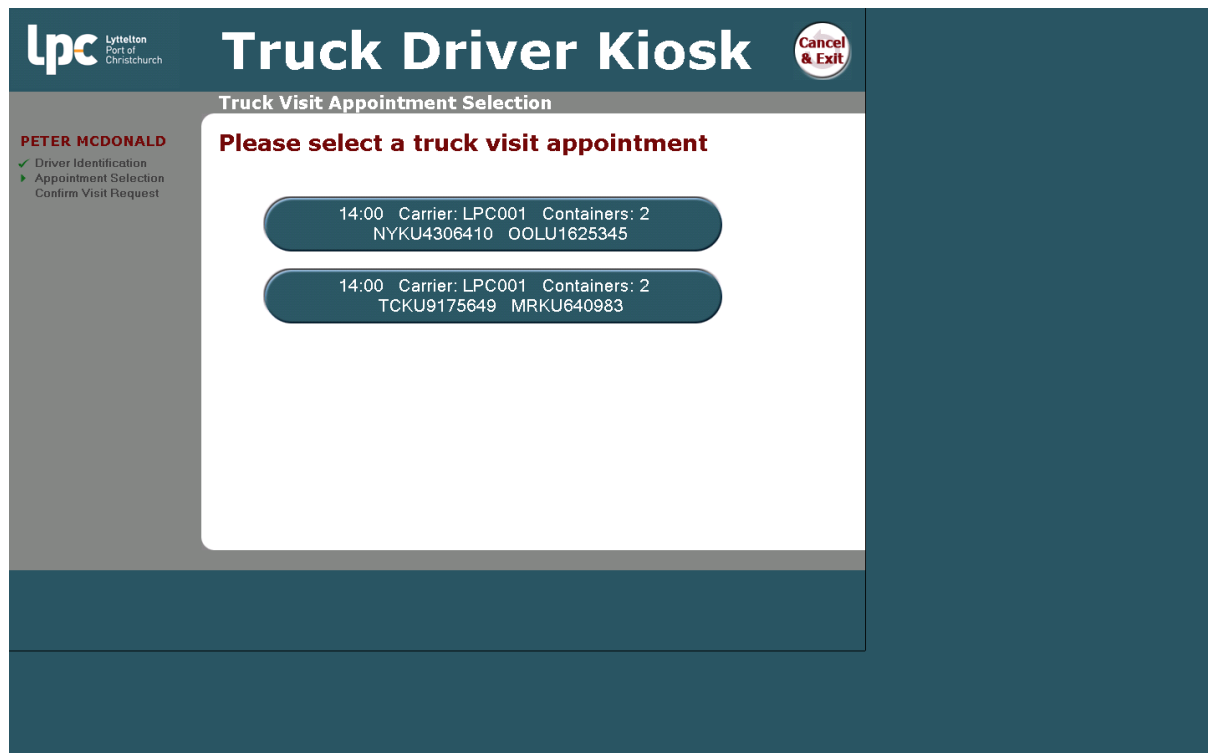
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STEP 2: Selecting your booking

- A list of your manifested bookings will appear on screen
- Select the appointment you are at LCT for by pushing it on the touch screen

NOTE: If the containers that you are at LCT to drop off or pick up are not all grouped together please contact your dispatch and ask them to make one manifest for the visit. You will not be able to process multiple containers unless they are manifested together. In the event the containers are not manifested together,, **you will need to select the “Cancel & Exit” button on the top right side of the screen.**



The example above shows that the driver is onsite for two containers for zone 14

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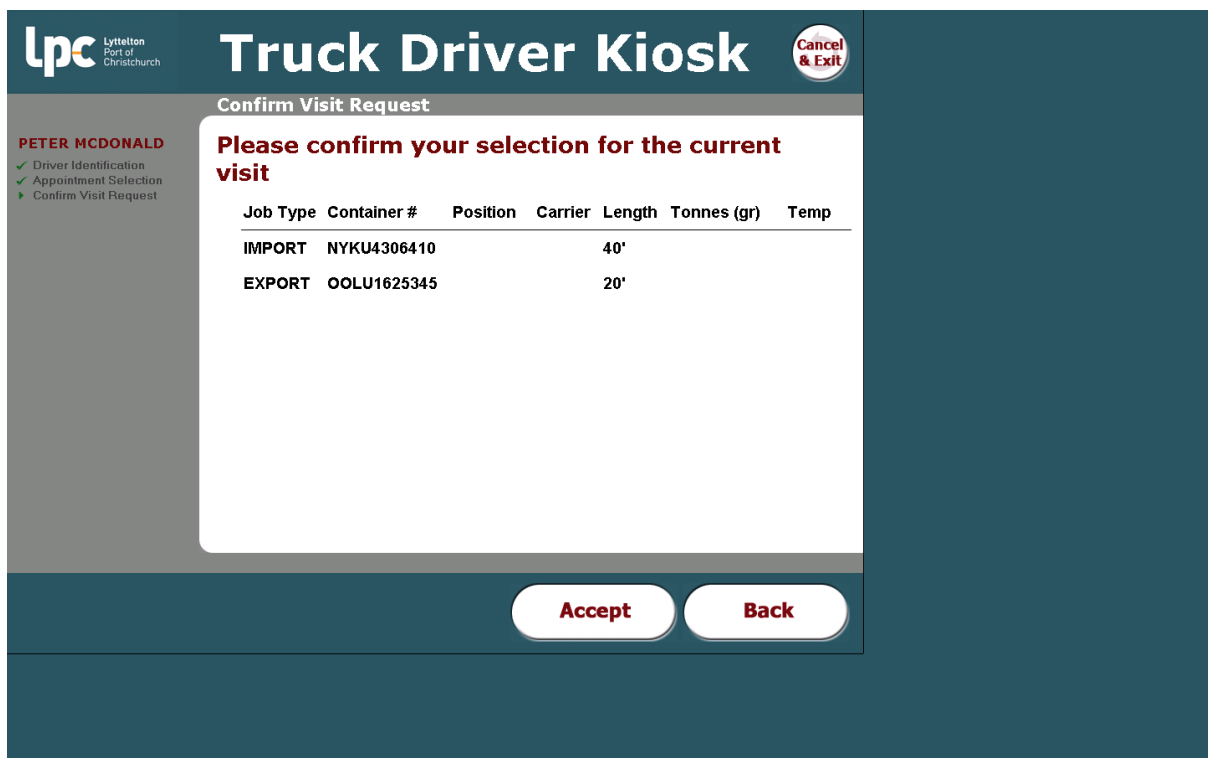
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STEP 3: Confirm your arrival

If all of the information is correct, press the “Accept” button. The kiosk will arrive all of your bookings. Please wait for the kiosk to process the bookings before going back to your vehicle.

If the booking details are incorrect or you have selected the wrong bookings by mistake, please press the back button.

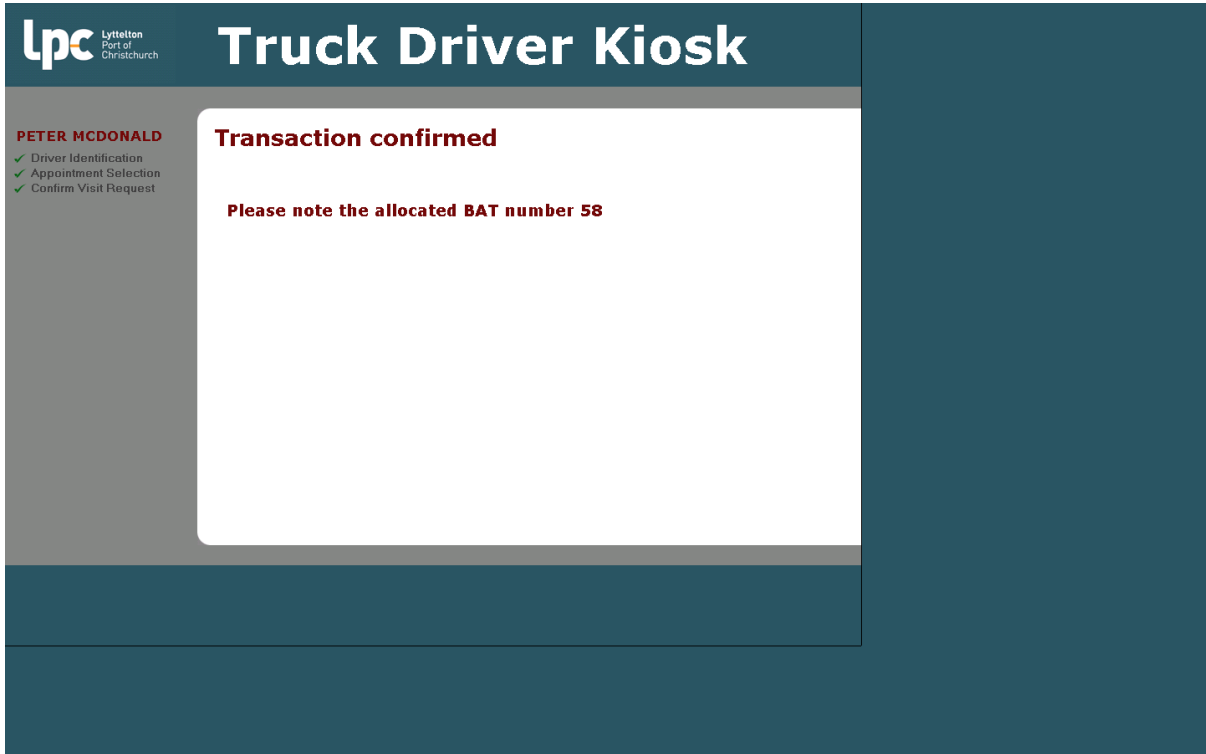
NOTE: If you are unable to process your transaction at the Kiosk please press “Cancel & Exit” then, obtain your manifest number from your dispatch team and see the Clerk on duty upstairs between 0700 and 2300 Monday – Friday or 0700 – 1500 on a Saturday. Outside of these hours please contact 03 328 7982



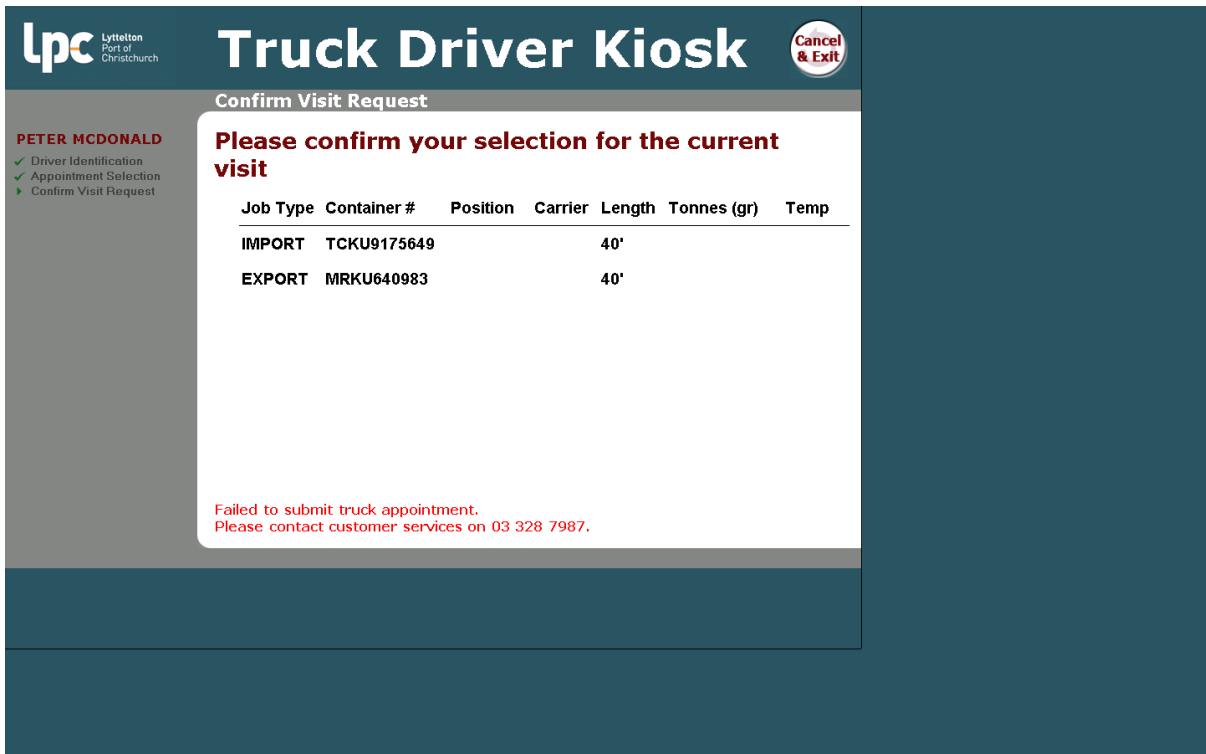
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Below is an example of a transaction that has been accepted – You may go back to your truck and wait for your BAT number to display on the call up board.



Below is an example of a transaction that is unable to process – The transaction has been rejected. Please see the Clerks with your manifest number.



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Truck waiting lanes

