

## QUICK TASK GUIDE:

# Making an Appointment

### 1. Go to Napier Port website

Navigate to Customer Portal / Customer Tools / Vehicle Booking System or visit [www.propel.napierport.co.nz](http://www.propel.napierport.co.nz)

### 2. Input your user name & password.

### 3. Booking an appointment:

Login takes you directly to the Current Appointments page or you can select the **Appointments TAB** from left side panel.



### 4. Create booking:

Either select the **Appointment Date Box** or the **Quick Book** option to the right of your screen.

#### APPOINTMENT DATE BOX

Select the Date, Zone and Quantity required and press **BOOK**.

Appointment Date ✕  
29-06-2020

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Zone ▼ Quantity  
13 2

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**BOOK**

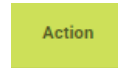
#### QUICK BOOK

For a quick option when requiring one booking – chose which Zone you require and press **BOOK**.

Zone	AV Slots	Quick Book
12	38	<b>BOOK</b>

### 5. Complete booking

Press the **Edit Button** and complete your appointment details.



Complete the Container or Group #, Truck Rego, whether Drop Off or Pick Up and Save.

If you do not have ALL of the details of your required Appointment, complete what you have and Save - select Edit at any time to finish the Appointment when required.

#### Edit Appointment

Appointment # 674013 Date 29-06-2020 Zone 13

Container / Group # Truck Rego ▼

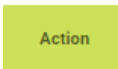
Drop off  Pick up

**CANCEL SAVE**

### To cancel an appointment

Press the **Cancel Button** prior to the start of the required Zone at any time if the booking is no longer required.

If the hour has started please contact [westg@napierport.co.nz](mailto:westg@napierport.co.nz) to Cancel your appointment.



Alerts	Date	Zone	Rego	Trans Type	Container / Group #	Weight (kg)	Import Status	Holds	Appointment #	State	Action
!	29-06-2020	13		Drop off					674013	Created	
!	29-06-2020	13		Drop off					674012	Created	

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