BOOKING SYSTEM Guide
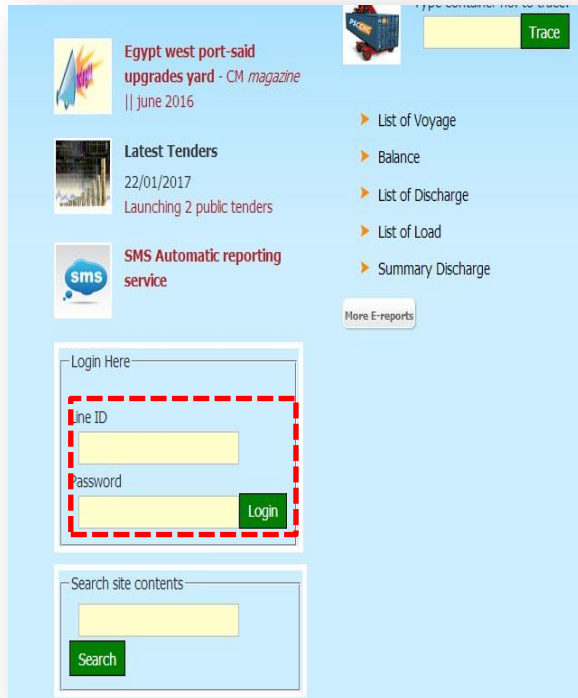

EMPTY BOOKING
Record Booking For Empty Containers
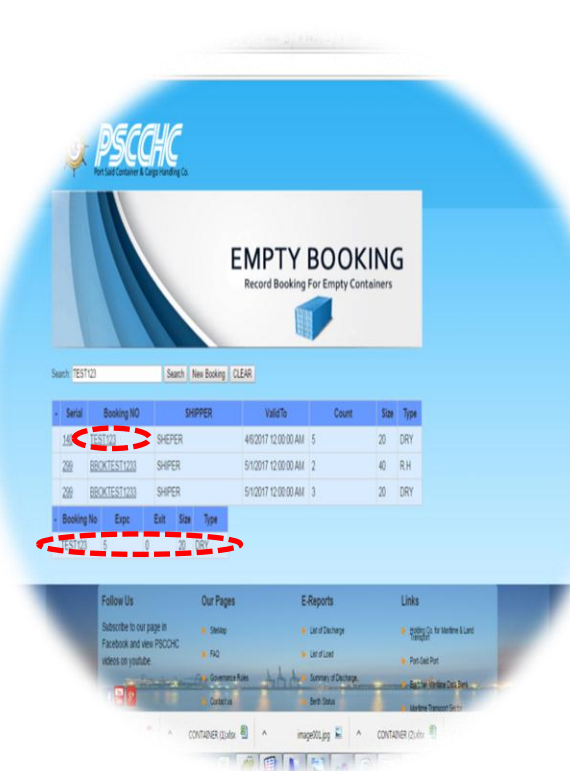
1. First go to our web site
"PSCCHC.COM"
Enter your user name & password
to login.

2. Our E-Reports Page will be
showed.
A List of available E-Reports of
PSCCHC.

Press on "Empty Booking"

3. Now you can see a list with all
available Not ended Booking Letters.
. If you want to look for an old letter
which isn't appeared in the list you
can search by using Booking no .

4. IF you Want to Search For Booking Number You can Type Booking No And Press Search.
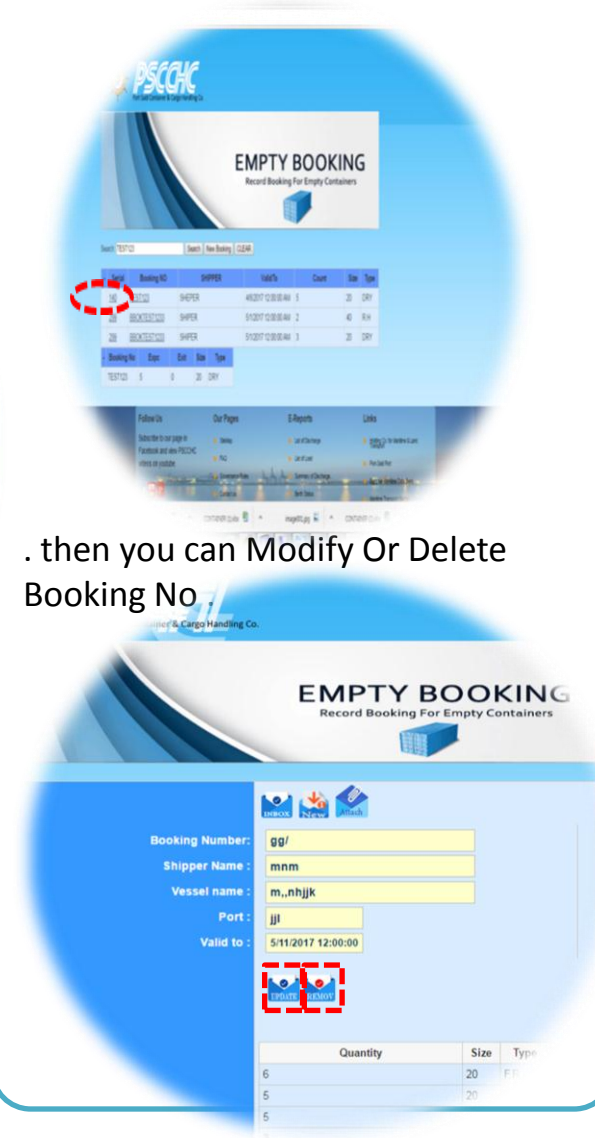
5. IF you press on the link on the "Booking no" ,It will show only the containers in this Booking letter details .

6. IF you press on the link on the "Serial " ,It will show the Booking letter details.

. then you can Modify Or Delete Booking No

7. How to make a New Booking Letter?
. Click on the button "NEW Booking".
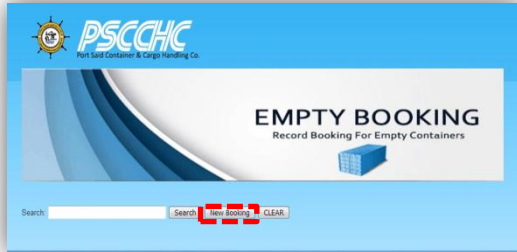
. your browser display a new page.

.You can Fill in the Fields according to The Booking header.

8. After filling in the fields press the button "Details" .

• The following message will be appeared "Add Booking Details"
•The Table Below shows "Quantity – size-type"
•Fill in the table with demanded Quantity of the same "size - type".
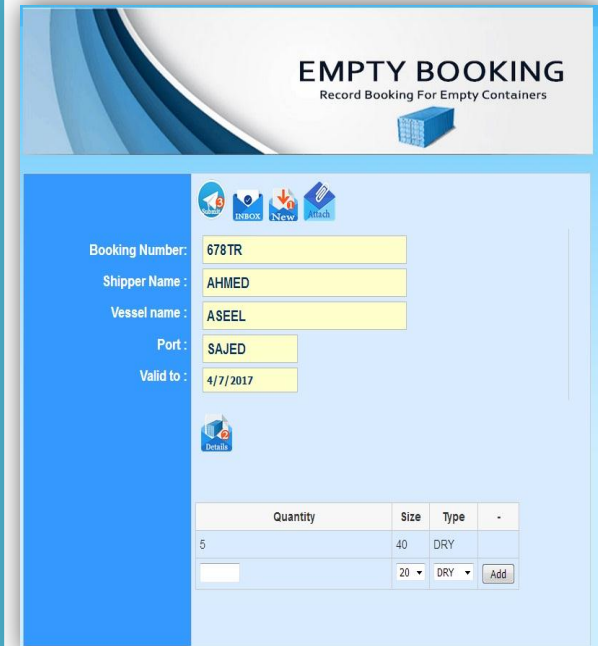•Press the button "Add"

Example:
•Here we add Quantity =5 & all of them are the same size= 40 &the same Type = Dry
•If there is more quantity to be added ,you can press button ADD to fill in anew line with the required quantity.

9.After you finish you will have to check the data well before you press the button "submit" because you will not be able to return or resend Booking Letter again to our PSCCHC Database.

•Press button "Submit".
•The Data will be send to our PSCCHC Database.

Note: before pressing Submit
1-IF the quantity you entered is wrong in the first row ; Then
.enter a new record with the right quantity with the same(size &type).
.Click ADD.
.The record will be replaced with the correct quantity.
2-How to delete data you entered in the table?
If you entered wrong data in (quantity or size or type) ,you can put Zero in the Quantity field and it will be deleted.
3-What happen if you entered booking no. exists before?
When you click On "Details"
A message will be appeared showing that "Your booking No. is Exist"

10.How to attach container to your booking ?
•Click the link " attach file"
to download excel file format.

.You can Fill in The File.

10. How to upload excel file ?
• Click on the icon "attach",
•A "Browser" Button will appeared.
•Click on it
•Then Upload the Excel file you filled in .
 2. You can see the file by pressing "Display" button.
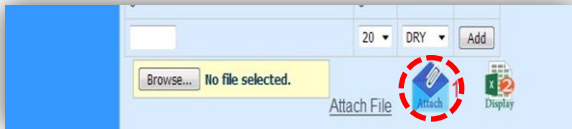
•Press button "Submit".
•The Data will be send to our PSCCHC Database.

We really appreciate your co-operation with us.

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