



Delivery Management System (DMS)

Instructions for Supply Chain & Sub-  
Contractors

August 2020 (rev2)

# VOYAGE CONTROL – User information

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# WHAT IS VOYAGE CONTROL?

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Voyage Control is a delivery management system for scheduling deliveries/collections to and from a construction site or compound holding area on behalf of the East West Rail alliance project. The system is designed to bring transparency to the delivery scheduling process and allow for more reliable delivery timeslots. The system streamlines communication between the supply chain and the project team through one platform. Below is a list of instructions on how to use the website and mobile application as part of the East West Rail Alliance supply chain or sub-contractor.

## **East West Rail Alliance 2 (EWRA2) Logistics Contacts:**

2A Logistics Manager – Wayne John - [wjohn@ewralliance.co.uk](mailto:wjohn@ewralliance.co.uk) 07385 368 634

2B Logistics Manager - Jason Colvin – [J Colvin - jcolvin@ewralliance.co.uk](mailto:jcolvin@ewralliance.co.uk) 07392 134 430

2C Logistics Manager – [Michael Kasprowicz - mkasprowicz@ewralliance.co.uk](mailto:mkasprowicz@ewralliance.co.uk)

## **Delivery Management System - Voyage Control support option:**

Use the “SUPPORT” tab on the front screen of the Voyage Control web app for assistance, or email [support@voyagecontrol.com](mailto:support@voyagecontrol.com)

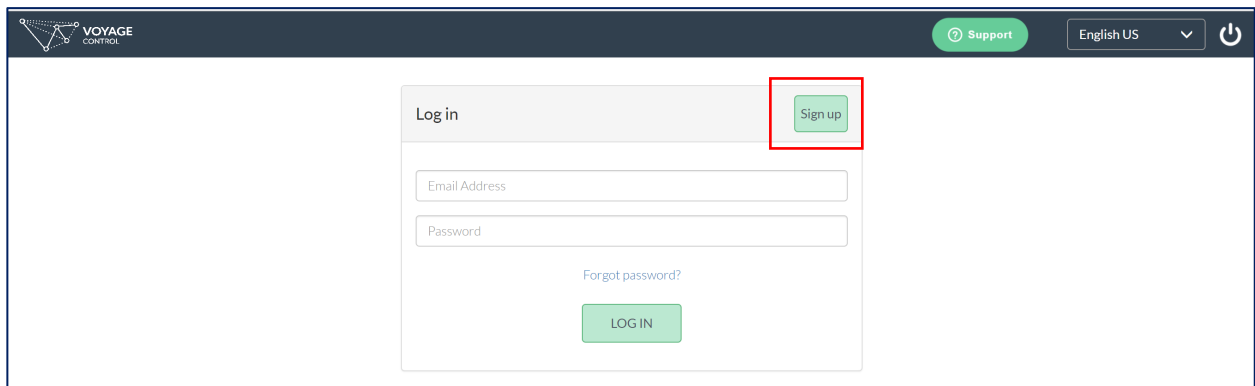
## Creating an Account

Open your internet browser and go to this URL:

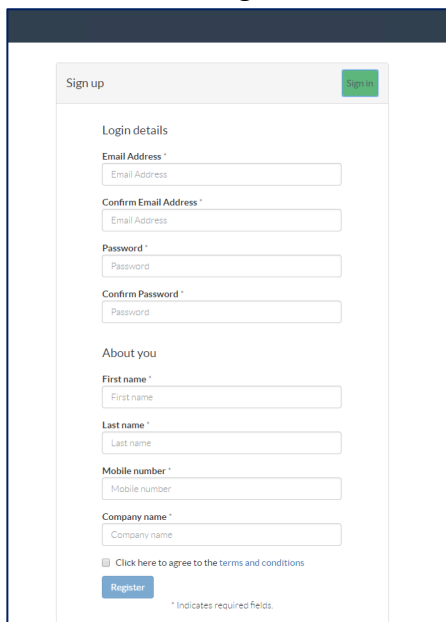
**<https://lorewr.voyagecontrol.com/dashboard/welcome/>**

Note: preferred browsers are Chrome, Firefox, Safari, Edge. (Internet explorer *not* supported)

Click on “Sign Up”



Enter the following fields:

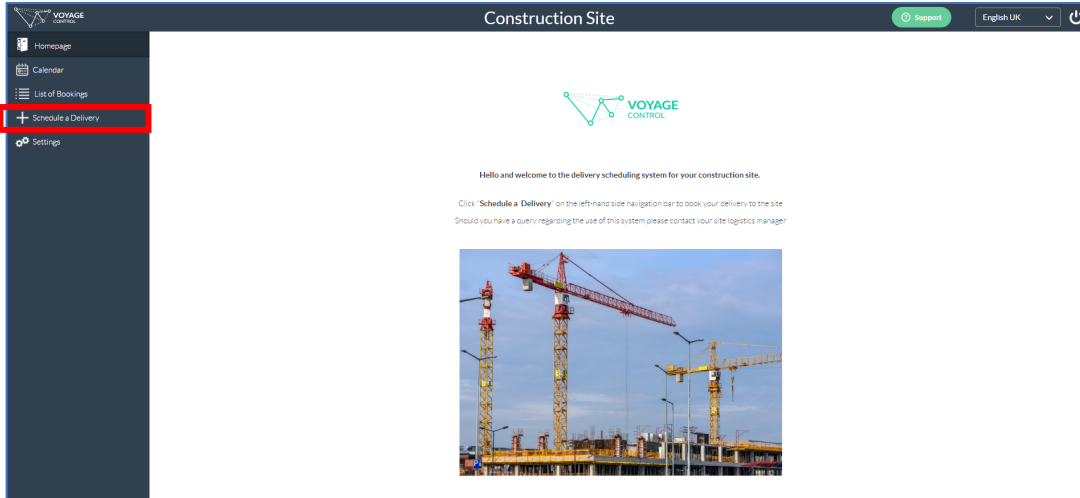


## Schedule a Delivery

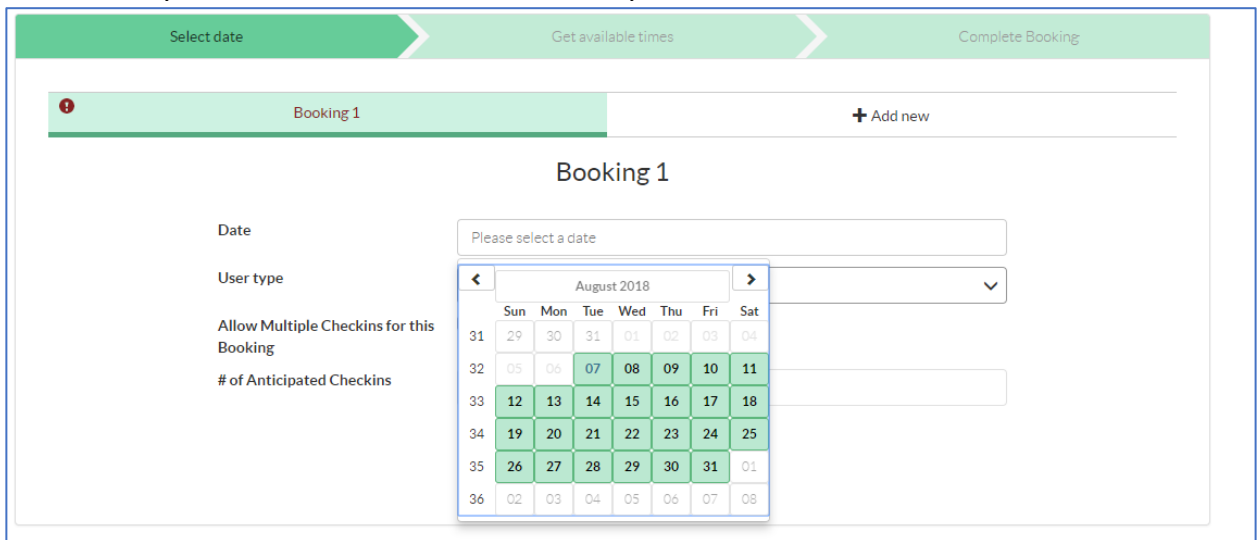
After an account is created you'll be directed to the welcome screen.

*Recommended: Create a bookmark for this website by pressing CTRL + D on the keyboard.*

1. Click on the “Schedule a Delivery Button” on the left-hand navigation bar.



2. Click in the box that says “Please select a date” to select a date for delivery. Choose the date in that you would like to schedule a delivery for.



3. Click on the text box next to “User Type” and choose the appropriate user type.

The screenshot shows a web interface for booking a delivery. At the top, there are three steps: 'Select date', 'Get available times', and 'Complete Booking'. Below this is a header for 'Booking 1' with an '+ Add new' button. The main form area is titled 'Booking 1' and contains the following fields and options:

- Date:** 08-Aug-2018
- Instructions:** All delivery drivers must wear PPE. Large vehicles are restricted to East Street Gate Entrance Only. Direct questions to the job site office team. All trucks will be washed upon exit.
- User type:** A dropdown menu is open, showing three options: 'Subcontractor' (highlighted in blue), 'General Contractor', and 'Concrete'.
- Allow Multiple Checkins for this Booking:** A checkbox that is currently unchecked.
- # of Anticipated Checkins:** A text input field.
- Buttons:** 'Back' and 'Next' buttons are located at the bottom.

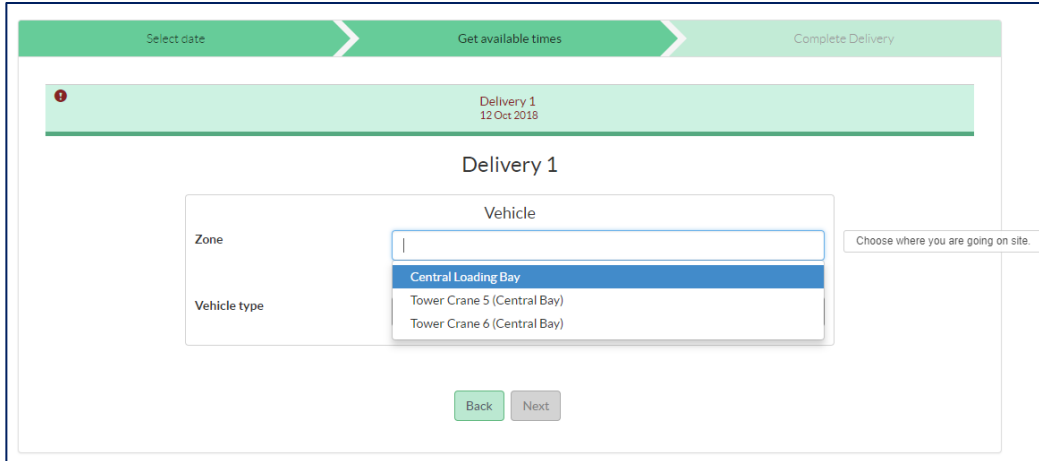
A tooltip on the right side of the 'User type' dropdown says 'Please choose your user type.'

4. If you are scheduling a concrete delivery, click the check box for “Allow Multiple checkins for this booking” and enter the anticipated number of trucks. Proceed to click the green Next button.

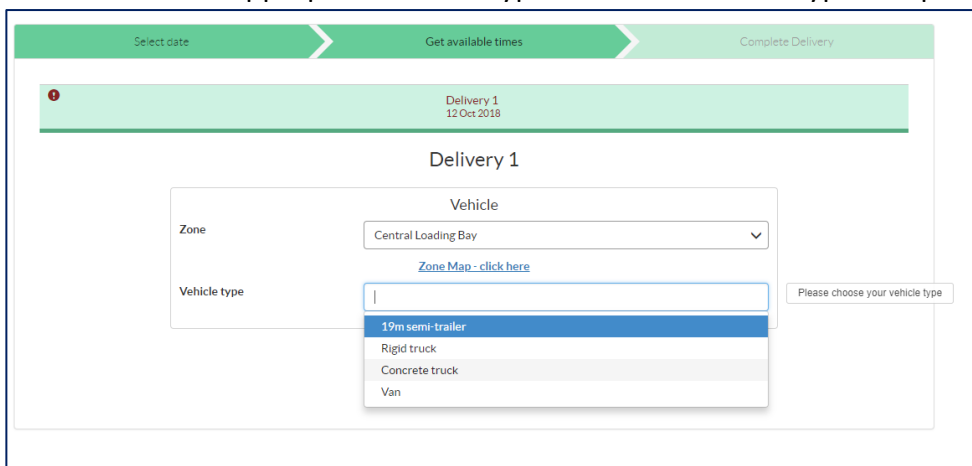
The screenshot shows the same booking interface as above, but with the following changes:

- Date:** 11-Jul-2018
- User type:** Concrete
- Allow Multiple Checkins for this Booking:** The checkbox is now checked.
- # of Anticipated Checkins:** The value 10 is entered in the text box.
- Buttons:** The 'Next' button is highlighted in green, indicating it is the next step.

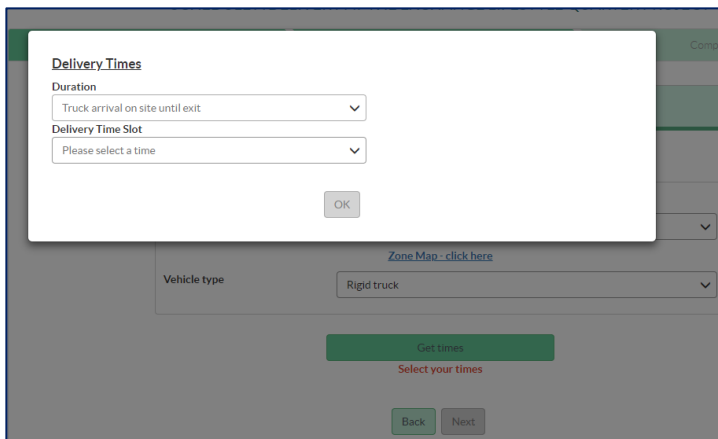
5. Click on the text box next to “Zone” and select the location for this delivery. Some sites may have a site map with blue text for [Zone Map - click here](#)



6. Choose the most appropriate vehicle type from the “Vehicle Type” drop down menu.



7. Click on the green “Get Times” button to view the available delivery slots. This will bring up a pop-up window that enables you to change the desired delivery duration for the vehicle on site. Once the duration is selected, choose the desired timeslot from the second text box. Note that any times that are not available will be greyed out.



8. On the next page, enter the contact information for the company scheduling the delivery. If you are creating a delivery for your own company, click the “Use my details” button to fill in these four boxes. Proceed to fill out the Delivering Company as well.

Progress: Select date → Get available times → Complete Delivery

**Delivery 1**  
12 Oct 2018  
08:30:00 - 09:00:00

**Site Contact**

Use my details

Company name

Name and surname

Email address

Mobile number

**Delivering Company**

Use my details

Company name

Email address

- In the driver section, either add the driver’s information if it is known at the time of booking by clicking on the green “+ Add a driver” button and entering the specified information or check the box “I do not know the driver at this time”.

**Driver**

+ Add driver

I do not know the driver at this time

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**Add driver**

Driver First Name\* :

Driver Last Name\* :

Phone Number\* :

Email Address\* :

\*This should be the email address your driver will use to sign into their Voyage Control account. This is so that you can share bookings with them.

\* Fields with \* are required

Save Close

- In the bottom section of the delivery page, enter the postcode of origin for the delivery, as well as the vehicle registration number.

<u>Journey information</u>	
Postcode of origin	<input type="text" value="Postcode of origin"/>
<u>Vehicle Info</u>	
Vehicle Registration Number	<input type="text"/>

11. Fill out the final 'Details' section. This section will vary significantly per site, region, and country.

Details	
FORS Certification Level	<input type="text" value="▼"/>
FORS Registration Number	<input type="text"/>
Resources Required	<input type="text" value="▼"/>
Product Description	<input type="text"/>

12. After clicking Submit, the delivery will be sent to the Project management team for approval.

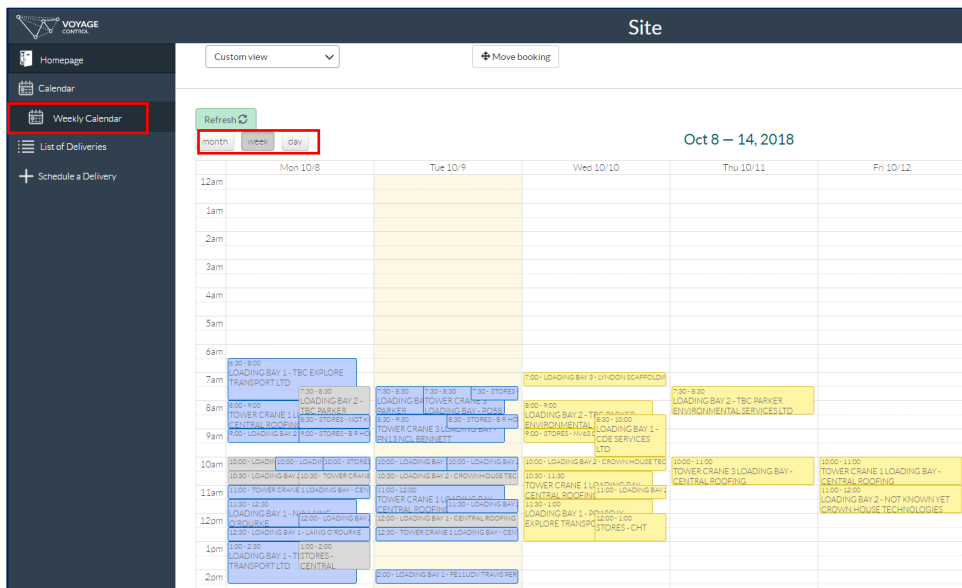
- a. If the submit is not green, then you need to check and confirm all fields are filled out on the page.

13. Once this delivery is approved, a confirmation email will be sent.

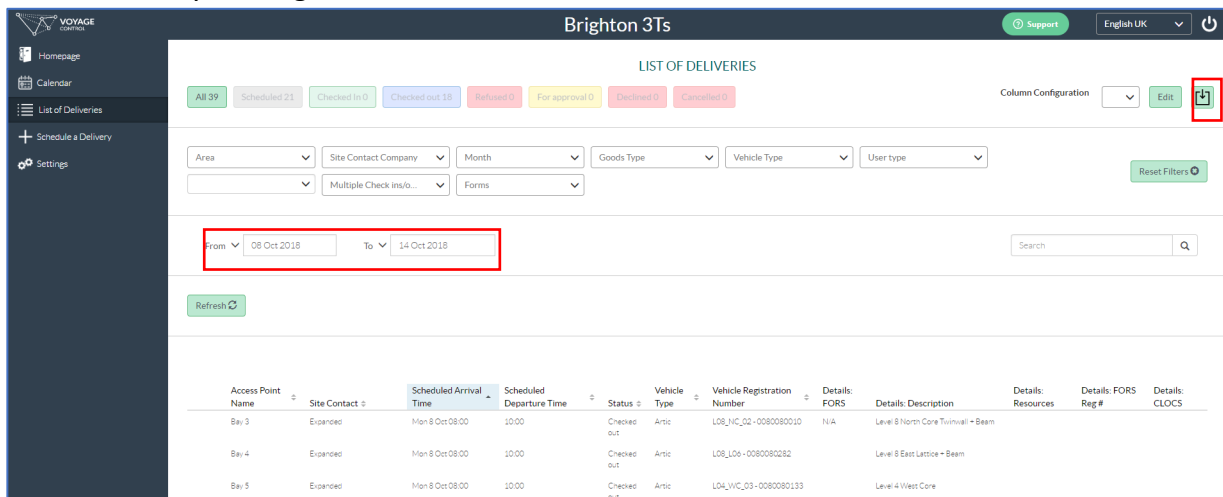
# View & Edit Your Deliveries

There are two options to view your deliveries. Both are found in the left hand navigation bar.

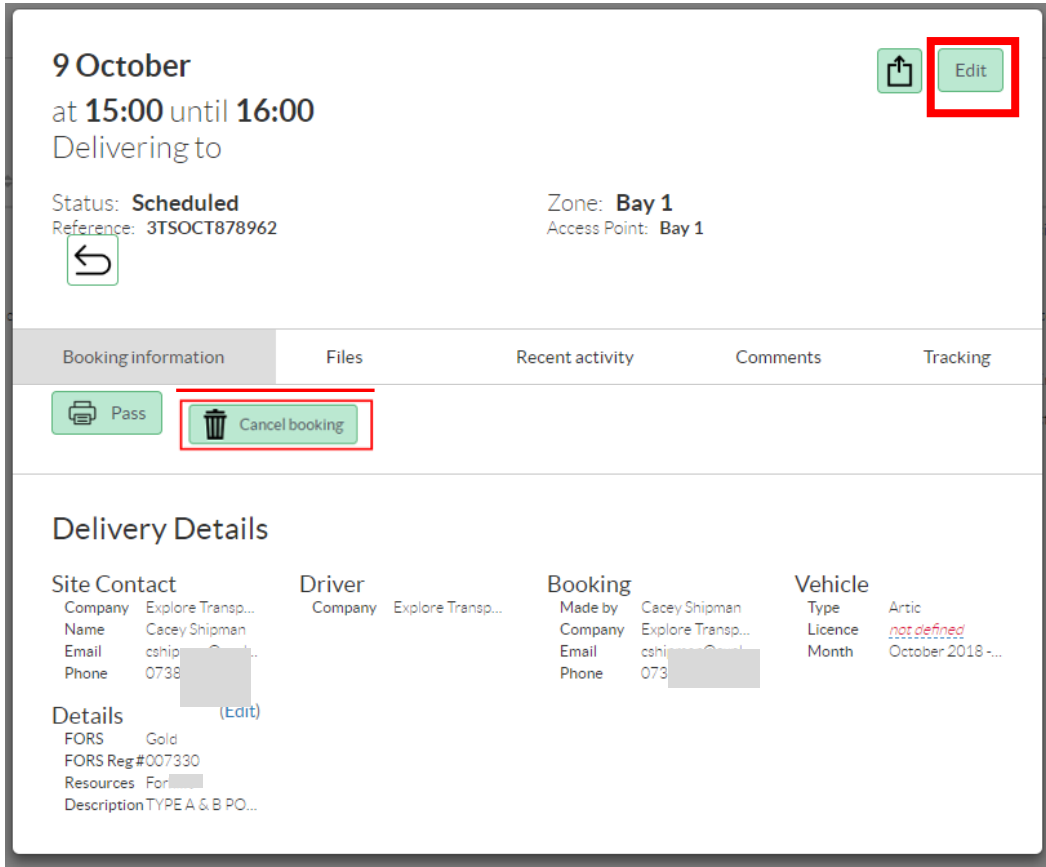
1. The **Calendar View** shows all deliveries in a calendar format. Delivery details can be seen by clicking in to one of the deliveries. Views can be switched to Month/Week/Day by clicking on the three buttons marked in red below.



2. The **List View** shows the same information and the date range can be filtered as well as data downloaded by clicking in the section marked in red below.



3. Once you click on a delivery, a pop up will appear with delivery details.
  - a. You can **edit your delivery** by clicking the green Edit button in the top right corner.
  - b. You can **cancel your delivery** by clicking the green Cancel Booking button in the center



**Booking Information:** Shows information that was filled out in the delivery scheduling process including contacts, vehicle details, site destination, etc.

**Files:** Will list all files attached to a delivery. See section below for instructions on this.

**Recent Activity:** Will show a history of who has approved and checked in/out deliveries.

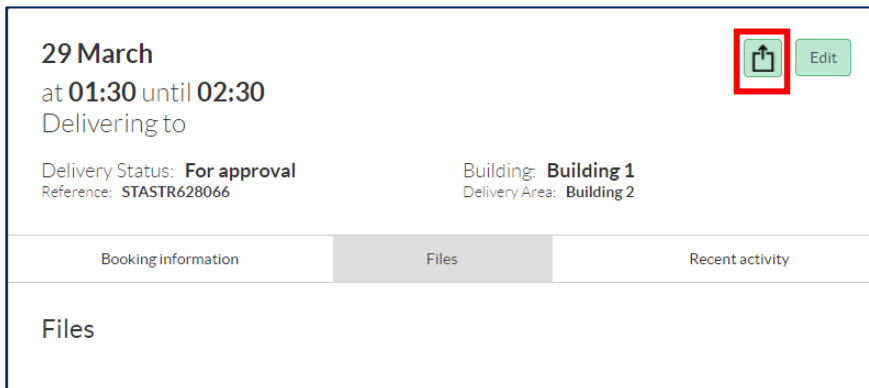
**Comments:** Comments added by EWRA2 staff will be listed here.

**Tracking:** For sites using vehicle tracking through the mobile app. Vehicles appear on a map here en route to the site.

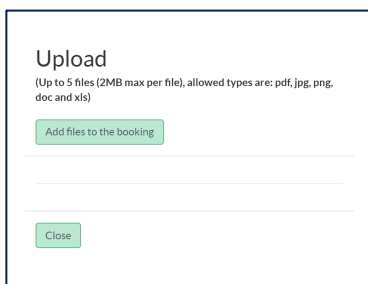
4. To exit out of the delivery information window click outside the white pop-up window to return to the list of deliveries page.

# Add and View Attachments

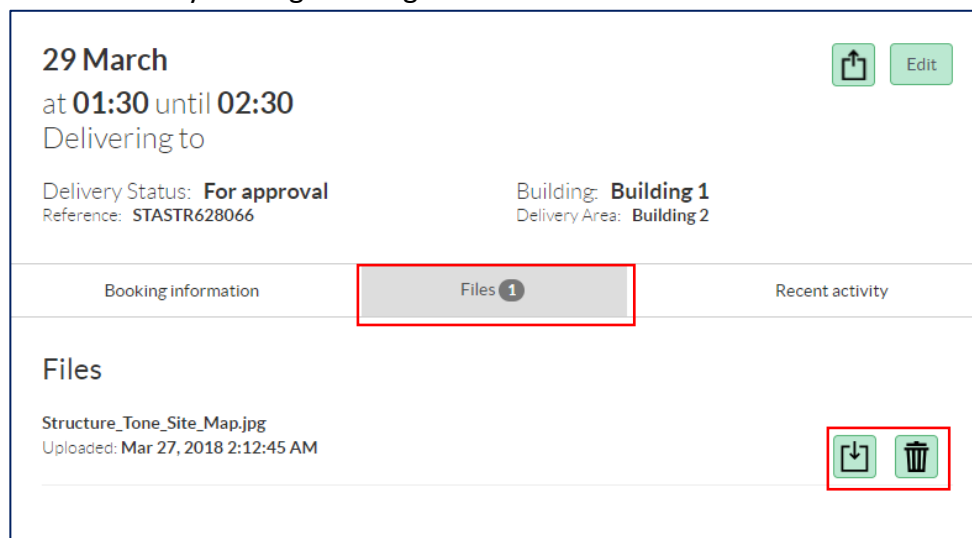
1. Attachments can be uploaded and viewed for each delivery from the delivery information page (See previous section for how to view delivery information)
  - a. To upload a file (such as a bill of lading, material certification, etc.) click on the button with an upward arrow:



Choose up to 5 files (max 2MB per file) allowed file types are PDF, JPG, PNG, DOC and XLS



- b. View the attached files by clicking on “Files” and then clicking on the “Download” icon.
- c. Delete a file by clicking on the green trash bin icon.

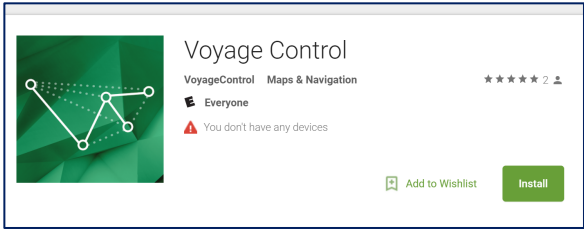


# Mobile App

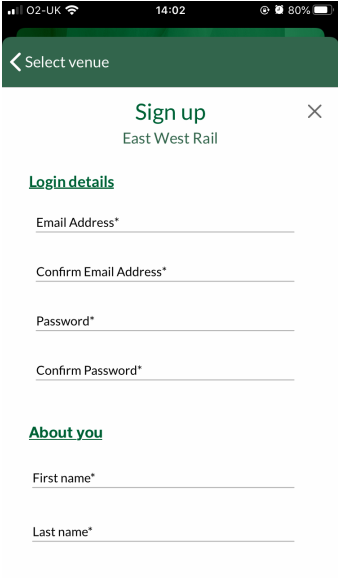
- 1. Download the “Voyage Control” Mobile App
  - a. iPhone: <https://apps.apple.com/gb/app/voyage-control/id1444851406?uo=4>



- 2. Android: <https://play.google.com/store/apps/details?id=com.voyagecontrol.android&gl=GB>



- 3. Open Mobile App and **Sign Up or Log In.**
  - a. If you already have an account with Voyage Control, you will be able to log in and select the site that you want to book into. If this is the case, you can skip to number 4.
  - b. If you are signing up for the first time, **we recommend signing up on the web-application first** and then logging into the app for ease of process.
  - c. To sign up on the app, first click sign up. Then, enter the code: **lorewr** or **ewr** - this will invite you to select East West Rail (any of the three options to select works here). You can then sign up with an email address or phone number. Make sure to fill out all fields and click the terms and conditions checkbox at the bottom of the screen.



- d. Upon clicking register, you will be invited to enter your company name
- e. You will then have to verify your email. This will arrive into the inbox of the account you signed up with. You will not be able to access the site without verifying your email. If you are having any issues with this process, email [support@voyagecontrol.com](mailto:support@voyagecontrol.com) and someone will be happy to help. Once you have done this, you will be able to log in.

**4. To make a booking**

- a. Proceed through the delivery booking steps by clicking the + button at the bottom of the screen. This will be the same booking process as the website.

**5. To track your journey.**

- a. EWR asks all drivers to track their journeys to ensure compliance to the routes provided
- b. To track your journey, select List from the taskbar at the bottom. Select the booking you want to track. At the bottom, you'll see an option for 'Start Journey' on the main screen. Click that button to start the tracking.
- c. When you reach your destination, click "Complete Journey" to stop the tracking.

