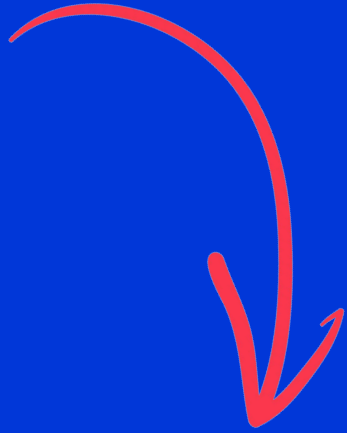




Veyor



Your onboarding pack.

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Introduction & summary

The Veyor logistics scheduling system is used to control deliveries to the construction sites and to communicate requirements to the supply chain.

The Veyor modules that are being used at this site are:

- **Delivery scheduling**
- **Worker Site inductions**
- **Visitor Inductions**



There are two (2) key stages involved in scheduling a delivery through Veyor that are summarized in the following pages.

1. **Pre-delivery** - Registration, Role selection, assignment and Scheduling deliveries
2. **Day of delivery** - Assigning a Driver/Vehicle, Site inductions



Pre-delivery process

1. Registration links

The PC will issue a registration link to all users requiring access.

- Click on the link and complete your profile to request access
- The PC will then approve your access and you will be notified when you can log into the platform.
- The following link contains a [2min video](#) outlining how to register for access

[Video: How to register](#)

2. How to make a booking request

Ensure any delivery requests are submitted before 1pm the day before of the delivery at the latest, so the PC site team can review and approve at their daily 2pm coordination meeting.

- The following link contains a [3min video](#) outlining how to make a booking request

[Video: How to make a booking request](#)

3. Key Roles when registering

The key roles you will need to register for are summarised below:

- Requestor – this role is typically for any users organising deliveries to site. They can make a booking request and cc their suppliers to notify them of their scheduled deliveries
- Supplier – this is for suppliers who only need to be notified of their schedule. They cannot make booking requests. Requestors need to make bookings on their behalf.
- Driver – this is for drivers who will be making deliveries to site to be kept up to date with delivery times, familiarised with vehicle routes and to be able to communicate around the progress with the delivery



Day of delivery process

1. Allocating a driver

The company responsible for loading the vehicle before coming to site, will need to allocate the driver to the respective delivery booking

- If you have REQUESTOR access the following link contains a 1min video outlining how to assign a driver

[Video: How to assign a driver \(Requestor\)](#)

2. Completing the Site Inductions

Once a driver is assigned, the driver must complete the Driver Induction via the app. This is required to verify the driver has completed the appropriate training, has the right qualifications, and is able to enter site. This only needs to be completed once, the first time the driver enters site.

- The following link contains a 4min video outlining how to complete a driver induction

[Video: How to complete Induction](#)

Role process summary



	Admin/Approver Role (Builder)	Requestor Role (Subbies/Suppliers)	Site Visitors
3 Days before	2. Booking approved	1. Booking requested - Min 3 days in advance <i>2.1 Notified once approved (all parties associated with the booking are notified via email & push notification. *Must have notifications turned on</i>	1.1 Site Visits (Must complete visitor induction and check in with site security on the day) <i>2.1 Notified once approved (notified via email & push notification. *Must have notifications turned on</i>
Visitor Days			**Must Complete Site Induction Must be accompanied during visit Visits Available on Tues/Thurs Between 3.00pm to 4:30pm - 15 Minute Intervals Saturdays 11:30am - 2:00pm - 15 Minute Intervals
On the day	4. Delivery arrived on site	3. Ensure everyone attending site has completed the site induction prior to attending	



Veyor



All your scheduling.
All in your pocket.