

How to: Print the Seating Plan

1. Go to **Express > Services**, right click the appropriate service and Click **View Seating Plans**

The screenshot shows the 'Express > Services' menu in a software application. A right-click context menu is open over a service entry, displaying various options. The 'View Seating Plan(s)' option is highlighted in blue. The background shows a table of services with columns for Service, Dep, and dates from Th 23 Jul to Mo 27 Jul. The 'Puffing Billy v2' service is selected, showing departure times and passenger counts. The context menu includes options like 'Print Manifest...', 'Print Tickets...', 'Email/ Fax Manifest...', 'Make Booking', 'View Booking List', 'View Pax List', 'View Seating Plan(s)', 'Show', 'Sort', 'Assign Vehicle...', 'Build SRVs...', 'Loco/Car Allocation...', 'Stop Sell / Max Pax...', 'Manifest Notes', 'Roll Bookings', 'Reports', and 'Configure'.

Service	Dep	Th 23 Jul	Fr 24 Jul	Sa 25 Jul	Su 26 Jul	Mo 27 Jul
Puffing Billy v2						
10:00 BEL_LAK - DOWN: ...	10:00	256/0	262/0	262/0	261/0	248/0
10:00 BEL_MNZ - DOWN: ...	10:00		200/0	204/0	204/0	
11:00 BEL_GMB - DOWN: ...	11:00		196/0	193/0	198/0	
11:00 BEL_LAK - DOWN: ...	11:00	236/0				262/0
11:00 MNZ_BEL - UP: Ge...						
11:35 MNZ_BEL - UP: Ge...			19			
12:25 LAK_BEL - UP: Ge...	12:25	258/0	26			262/0
12:30 BEL_LAK - DOWN: ...	12:30		26			
12:30 BEL_MNZ - DOWN: ...						
13:30 MNZ_BEL - UP: Ge...						
14:15 BEL_LAK - DOWN: ...	14:15	258/0	26			256/0
14:15 LAK_BEL - UP: Ge...	14:15	262/0				251/0
14:30 BEL_MNZ - DOWN: ...						
15:05 GEM_BEL - UP: Ge...	15:05		19			
15:20 LAK_BEL - UP: Ge...	15:20		26			
15:35 MNZ_BEL - UP: Ge...						
16:15 LAK_BEL - UP: Ge...	16:15	235/0				262/0
16:40 LAK_BEL - UP: Ge...	16:40		25			

Service/Tour	#Pax	Location
1100-B-G-1505-G-B	56	11:00 Belgrave
1100-B-L-1600-L-B	98	12:35 Lakeside
1235-L-G-1505-G-L	93	13:15 Gembrook
1235-L-G	41	
1100-B-L	35	

2. If there are multiple seating plans you will see them in the left corner. You can traverse to see the other ones in your window by using the scroll wheel or navigation scroll in the middle of the page.

Custom Desktop

Calendar Express Schedule Locos/Cars Seating Allocation Manifests

Seating Plan(s) for service DOWN: Belgrave-Gembrook on 24/07/2026

Quick Links: Sightseeing, Schedule, Availability, Check-in, Booking 1, Booking 2, Pickups, Manifests, Express, Services, Loadings, Check-in, Booking 1, Booking 2, Accommodation, Charter, Quote, Movements, Booking 1, Booking 2, Rates, Rostering, Rental, Issue / Return, Maintenance

Action List: 8 Bookings for QA

Locomotive G-BEL-LAK set - 8

0/0 - CAR G01
28/28 - CAR G02
28/28 - CAR G03
28/28 - CAR G04
28/28 - CAR G05
28/28 - CAR G06
34/34 - CAR G07
16/16 - CAR G08

Locomotive G2-LAK-GMB set - 1

0/0 - CAR G01
28/28 - CAR G02
28/28 - CAR G03
28/28 - CAR G06
34/34 - CAR G07
16/16 - CAR G08

Booking Ref

166237[1100-B-L-1600-L-B] - KA HO NG (0) Cash Sale
1 Adult
2 Children (4-15yrs)
4 Families (2Ad 2Ch)
166374[1100-B-G-1505-G-B] - NICOLA CALDOW (0) Cash Sale
5 Adults
166521[1100-B-G-1505-G-B] - RENAE WILKINSON (0) Cash Sale
2 Adults
166611[1100-B-G-1505-G-B] - TANIA DALTON (0) Cash Sale
2 Adults
166627[1100-B-G-1505-G-B] - HELENA KLASAS (0) Cash Sale
2 Adults
167000[1100-B-L-1600-L-B] - JONAH PEDAPUDI KAMALA PRIYADARSHINE (0) Cash Sale
2 Adults
167131[1100-B-L-1600-L-B] - ANDREA WONG (0) Cash Sale
4 Adults
167177[1235-L-G-1505-G-L] - MELANEE KUSHWAHA (0) Cash Sale
1 Child (4-15yrs)
1 Adult
1 Australian Concession Card
1 Toddler (1-3yrs)
167179[1100-B-G-1505-G-B] - GAURAV NUNYAL (0) Cash Sale
4 Adults
167595[1100-B-L-1600-L-B] - HIGUERA NORA (0) Cash Sale
10 Adults
167606[1100-B-L-1600-L-B] - JOHN ARVIN RELON (0) Cash Sale
2 Adults
167659[1100-B-L-1600-L-B] - JOHN ARVIN RELON (0) Cash Sale
2 Adults
1 Child (4-15yrs)
171532[1100-B-L-1600-L-B] - MAURENLIZ HERNANDEZ CABARIQUE (0) Cash Sale
1 Adult
171533[1100-B-L-1600-L-B] - DULCIE GLOSSOP (0) Cash Sale
2 Adults
171536[1100-B-L-1600-L-B] - JESS JIE YING NG (0) Cash Sale
3 Adults
171548[1100-B-L-1600-L-B] - SHANTANINA TUMANDAY CUSTODIO (0) Cash Sale
4 Adults
171561[1100-B-L-1600-L-B] - RHETT WELSH (0) Cash Sale
2 Adults
171656[1100-B-L-1600-L-B] - SUSANTY BENNETT (0) Cash Sale
3 Adults
171730[1235-L-G-1505-G-L] - BRUCE TSAI (0) Cash Sale
1 Adult
4 Families (2Ad 2Ch)
171755[1235-L-G-1505-G-L] - CHANRATHPISEY HUOT (0) Cash Sale
1 Child (4-15yrs)
8 Families (2Ad 2Ch)
171761[1235-L-G-1505-G-L] - BRUCE TSAI (0) Cash Sale
1 Adult
171783[1235-L-G-1505-G-L] - RITIKA SONDH (0) Cash Sale
2 Adults
172117[1235-L-G-1505-G-L] - JENNIFER POLLARD (0) Cash Sale
1 Adult
1 Toddler (1-3yrs)
4 Families (2Ad 2Ch)
172176[1235-L-G] - PARAMOUNT (0) Paramount Travel Operations Pty Ltd
12 Adults
7 Children (4-15yrs)
1 Tour Guide
172249[1235-L-G-1505-G-L] - KHOA KARL LE (0) Cash Sale
4 Adults
1 Child (4-15yrs)
172272[1235-L-G-1505-G-L] - BENJAMIN PARKINSON (0) Cash Sale
3 Adults
1 Australian Concession Card
172352[1235-L-G-1505-G-L] - BING LIU (0) Cash Sale
1 Adult

268 Pax Unallocated

Booking Office at Belgrave on PBR8280103, using Belgrave Cash Drawer 1

Puffing Billy v2 - Production System

3. In the top right click **Print**.

Desktop

Calendar Express Schedule Locos/Cars Seating Allocation Manifests

Seating Plan(s) for service DOWN: Belgrave-Gembrook on 24/07/2026

11

CAR G04
R 3 - ANNE MARIE BALING
R 2 - GWEN SHANNON-PAL
R 3 - ZIPEI WANG
R 2 - ZIPEI WANG
R 2 - PETER MURAWSKI
R 4 - PRERANA SHARMA

CAR G07
R 2 - CHUN CHIT CHAN
R 3 - ZHENGYI LIU

12

CAR G05
R 1 - JASON STEELE
R 1 - JASON STEELE
R 1 - SUNIYA KHANUM
R 1 - SUNIYA KHANUM
R 2 - STEPHEN MADILL
R 1 - UAN TU JANG
R 4 - UAN TU JANG
R 2 - UAN TU JANG
R 2 - UAN TU JANG

CAR G08

Booking Ref

166237[1100-B-L-1600-L-B] - KA HO NG (0) Cash Sale
1 Adult
2 Children (4-15yrs)
4 Families (2Ad 2Ch)
166374[1100-B-G-1505-G-B] - NICOLA CALDOW (0) Cash Sale
5 Adults
166521[1100-B-G-1505-G-B] - RENAE WILKINSON (0) Cash Sale
2 Adults
166611[1100-B-G-1505-G-B] - TANIA DALTON (0) Cash Sale
2 Adults
166627[1100-B-G-1505-G-B] - HELENA KLASAS (0) Cash Sale
2 Adults
167000[1100-B-L-1600-L-B] - JONAH PEDAPUDI KAMALA PRIYADARSHINE (0) Cash Sale
2 Adults
167131[1100-B-L-1600-L-B] - ANDREA WONG (0) Cash Sale
4 Adults
167177[1235-L-G-1505-G-L] - MELANEE KUSHWAHA (0) Cash Sale
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10 Adults
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2 Adults
167659[1100-B-L-1600-L-B] - JOHN ARVIN RELON (0) Cash Sale

Print

4. Deselect ALL Booking List & click **Finish**



Seating Plan Report

Load Preferences



Save Preferences
Save Preferences As...

☒ Seating Plan Graphic

☐ All Booking List

☐ Table / Seating Entities

☒ Show File Reference

☐ Show Booking Reference

Preview ▼

<< Back

Finish

Cancel

5. The first seating plan will be on first page. You can traverse to other seating plans using the **NextPage** button in the top left.

Previous PageNext PageFirst PageLast PageSpecific PageReducePrint ReportPrint SelectedEndFind NextCancel

Preview of printed page 1 of 6 pages

BEL-LAK set - 8 Carriages - Version 1
11:00 BEL_GMB on 24 Jul 2026

CAR G01	CAR G04 3 - ANNE MARIE BALINGASA 2 - GWEN SHANNON-PALFRY 3 - ZIPEI WANG 1 - ZIPEI WANG 2 - PETER MURAWSKI 4 - PRERANA SHARMA	CAR G07 2 - CHUN CHIT CHAN 3 - ZHENGYI LIU
CAR G02	CAR G05 1 - JASON STEELE 1 - JASON STEELE 1 - SUMIYA KHANUM 1 - SUMIYA KHANUM 4 - SUMIYA KHANUM 2 - STEPHEN MADILL 1 - UAN IU JANG 4 - UAN IU JANG 2 - UAN IU JANG 6 - UAN IU JANG 2 - UAN IU JANG	CAR G08
CAR G03	CAR G06	

6. Click Print Report.

You will then print out both seating plans.

BEL-LAK set - 8 Carriages - Version 1

11:00 BEL_GMB on 24 Jul 2026

CAR G01	CAR G04 2 - GWEN SHANNON-PALFREY 3 - ZIPEI WANG 1 - ZIPEI WANG 2 - PETER MURAWSKI 4 - PRERANA SHARMA 5 - NICOLA CALDOW 2 - RENAE WILKINSON 2 - HELENA KLASAS 3 - ANNE MARIE BALINGAS 4 - GAURAV NUNYAL	CAR G07 2 - CHUN CHIT CHAN 3 - ZHENG YI LIU 2 - JOHN ARVIN RELON 2 - JOHN ARVIN RELON 1 - JOHN ARVIN RELON 1 - MAURENLIZ HERNANDEZ 3 - JESS JIE YING NG 4 - SHANTANINA TUMAND 1 - SHANTANINA TUMAND 3 - SUSANTY BENNETT
CAR G02 8 - REX DAY TOUR 3 - REX DAY TOUR 2 - SUN IN MELB 2 - SUN IN MELB	CAR G05 1 - JASON STEELE 1 - JASON STEELE 1 - SUMIYA KHANUM 1 - SUMIYA KHANUM 4 - SUMIYA KHANUM 2 - STEPHEN MADILL 1 - UAN IU JANG 4 - UAN IU JANG 2 - UAN IU JANG 6 - UAN IU JANG 2 - UAN IU JANG 2 - TANIA DALTON 1 - TANIA DALTON	CAR G08
CAR G03 13 - CATHAY UEXPRESS 6 - CATHAY UEXPRESS 1 - CATHAY UEXPRESS	CAR G06 1 - KA HO NG 2 - KA HO NG 4 - KA HO NG 2 - JONAH PEDAPUDI KAM 4 - ANDREA WONG 1 - ANDREA WONG 10 - HIGUERA NORA 2 - DULCIE GLOSSOP 2 - RHETT WELSH	

LAK-GMB Set - 8 Carriages - Version 1

11:00 BEL_GMB on 24 Jul 2026

CAR G01		CAR G07 2 - DAVID HODGSON 2 - DAVID HODGSON 2 - KIN PONG LO 1 - KIN PONG LO 1 - KIN PONG LO 2 - KISSA KRYL GUMPAY
CAR G02 3 - GOLDEN DRAGON TRAY 1 - GOLDEN DRAGON TRAY 12 - PARAMOUNT 7 - PARAMOUNT 1 - PARAMOUNT 3 - PTC EXPRESS		CAR G08
CAR G03	CAR G06	

Revision #1

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