

Manager workflow

Your role. Your department. One clear vehicle approval process.

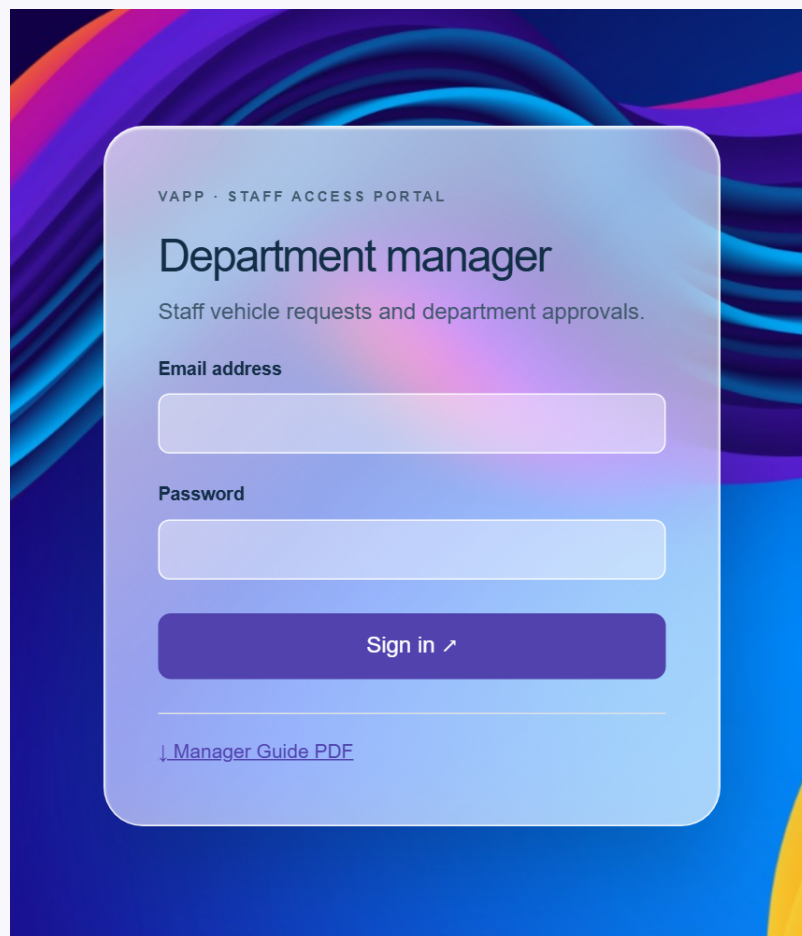
01

Sign in to your assigned portal

Use the department manager login link supplied by your system administrator. Your account only has access to its assigned department.

Open your email invitation, set your own password (at least 12 characters), then sign in. The invitation is single-use and expires after 24 hours. Ask the system administrator to resend an expired link.

If terms and conditions have been published, read the full document on first login, scroll to the end, tick the acknowledgement checkbox and select Acknowledge and continue. A new published version requires acknowledgement again.



VAPP · STAFF ACCESS PORTAL

Department manager

Staff vehicle requests and department approvals.

Email address

Password

Sign in ↗

[↓ Manager Guide PDF](#)

Login screen shown with sample data. Download this guide from your role login page.

Review your queue

Approve or reject directly from the list. Open details whenever needed.

02 Open Approval queue

Select Approval queue in the sidebar. It contains pending requests for your department. Search by staff name, vehicle or plate. Check the VAPP type and requested access before making a decision.

Search staff, plate or vehicle...

Pending approval

Filter

Approve selected

☐	STAFF MEMBER	VEHICLE	VAPP TYPE	PLATE NUMBER	DEPARTMENT	STATUS	ACTIONS
☐	Maya Khan sample4@example.com	Toyota Camry White	Service	AA 12349 Dubai	Operations	Pending approval	Approve Reject
☐	Khalid Noor sample3@example.com	Toyota Camry White	Operations Compound	AA 12348 Dubai	Operations	Pending approval	Approve Reject
☐	Sara Ahmed sample2@example.com	Toyota Camry White	Guest shuttle service	AA 12347 Dubai	Operations	Pending approval	Approve Reject
☐	Omar Ali sample1@example.com	Toyota Camry White	STAFF	AA 12346 Dubai	Operations	Pending approval	Approve Reject
☐	Amira Hassan sample0@example.com	Toyota Camry White	HQ	AA 12345 Dubai	Operations	Pending approval	Approve Reject

5 records · Page 1 of 1

03 Approve one request or several

Select Approve on a row to approve that entry immediately. For several entries, tick their checkboxes, select Approve selected and confirm. Use the arrow on a row to open full staff, contact and vehicle details before approving.

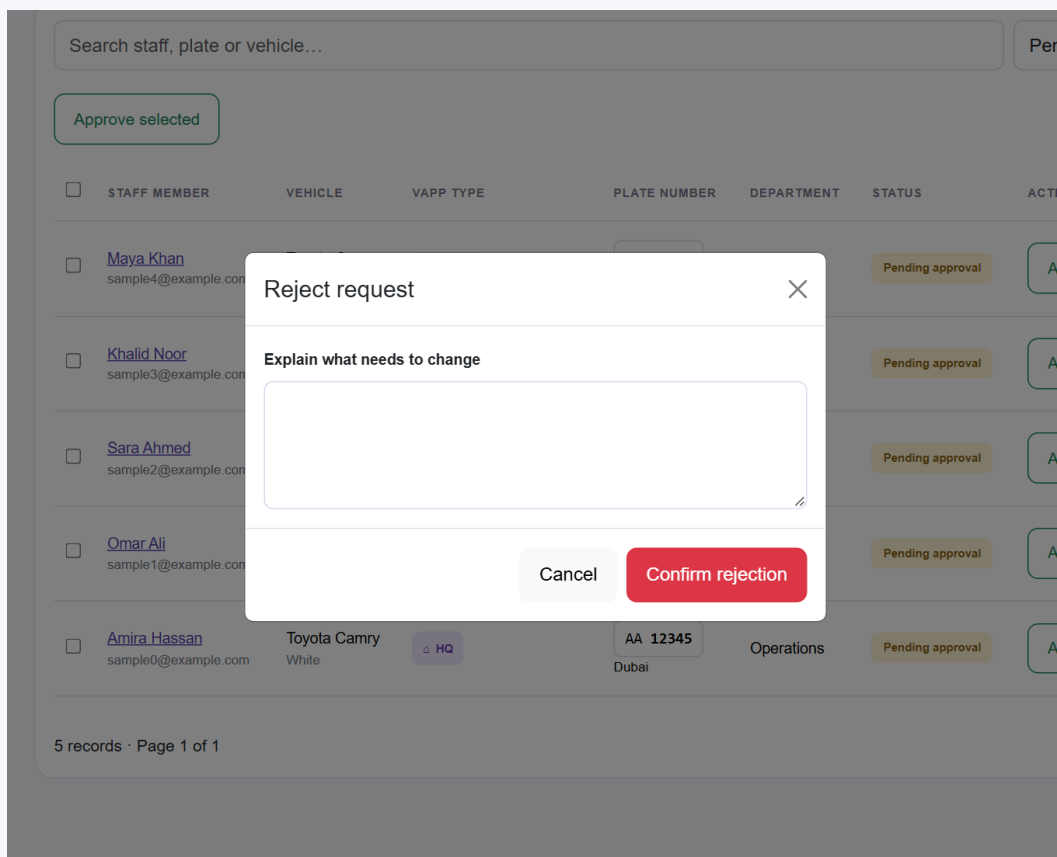
Approved requests become visible to the system administrator in Approved vehicles. The portal completes departmental approval; final pass processing continues in your existing system.

Reject with a clear reason

Help your department admin correct and resubmit the request.

04 Explain what needs to change

Select Reject directly on the pending row. Enter a specific rejection reason in the dialog, then confirm. A reason is required. Cancel closes the dialog without changing the request.



05 Follow the corrected submission

The department admin can update a rejected request and submit it again. It returns to pending approval for a fresh review. Approved vehicles are listed separately. Use Activity log to review recorded decisions and sign out when finished.

VAPP access reference

Choose the correct pass for the staff member and required access.

01

HQ

Access: HQ. Choose this VAPP for staff who require HQ access.

02

STAFF

For staff working within the venue who require access to park. All staff VAPP requests are reviewed and approved internally.

Staff parking is split between Red 6 and C37. Staff working in Marina or South Grandstands are recommended to use C37 and walk to functional areas. A shuttle helps staff reach the venue, with limited timings and drop-off/pick-up locations; more information will be shared closer to the date.

From Red 6 staff parking, a staff shuttle stops at all functional areas, operating 6:00am to 1:00am across the four days.

03

Operations Compound

For anyone working within the Operations Compound areas. Access is to the Operations Compound area only. The VAPP allows access through West and East Gate, with parking only at the Operations Compound.

All requests are reviewed internally before approval. Staff working in MOC should use this VAPP.

VAPP access reference

Choose the correct pass for the staff member and required access.

04 Service

For companies or staff required to move around the venue to work in functional areas. These VAPPs are specifically for staff or crew who need to access parking areas or a grandstand to perform a service.

This VAPP does not allow parking in guest parking areas. Access is strictly for work-related needs. A maximum of 15 minutes is allowed within parking areas unless coordinated otherwise.

Approval for access to areas is coordinated by the MOC, Transport Team, Security and Site team.

05 Guest shuttle service

For shuttle services transporting guests within the event. These VAPPs are strictly for guest shuttling services within the venue, following approved routes across the venue.

No parking within guest car parks unless specified by the approved route and transport team.