



Port Newark Container Terminal



N4 User Guide

PORT NEWARK CONTAINER TERMINAL
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SECTION 1: Log In Screen

This section describes how to access PNCT’s Navis N4 system via the PNCT website at <https://www.pnct.net> using your assigned N4 user account information.

Log In

Launch the Web browser from your PC and navigate to the PNCT website:

<https://www.pnct.net>

- From the Quick Links navigation menu select Navis N4 (steamship lines)
 - When you click on the link you will be redirected to the Navis N4 Log On page
 - Select the Log On Navis N4 link
 - Your computer will download a file ending in “. jnlp”
 - File needs to be ran by Java
 - Recommended Java version for running Navis N4 is Java 7 or above.
- System window will prompt user with Starting and Verifying Navis N4 application.
- A Java window will appear prompting user to run the application.
 - When user selects “Run” the Navis N4 Login page will appear.

Log In Username/Password

User is required to have a username and password to access the system. If you do not have a username and password please contact PNCT IT Help Desk via email at it@pnct.net.

When you launch N4, it displays the N4 Login form and prompts you to type your username and password.

- Enter Username and Password.
 - Username and Password are case sensitive.
- Click the Login button.



Edit User Password

- Your user password can be changed by selecting the following menu option:
 - File menu > Edit Password
 - Enter your current password followed by your new password twice for verification select Save. If you do not remember your password, then contact PNCT Customer Service to have your password reset.

SECTION 2: Menu Layout

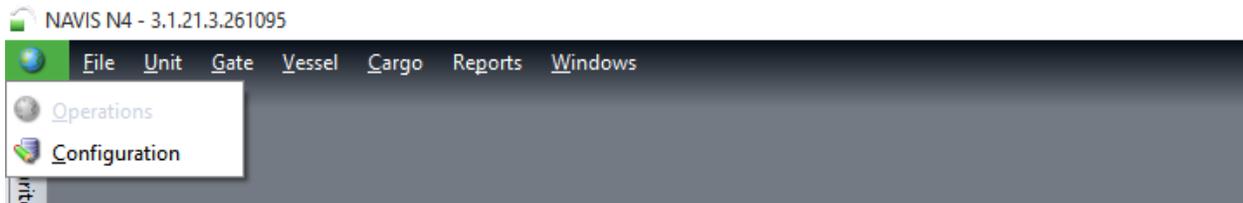
This section describes the menu layout of the N4 system. When you launch N4, you see an empty window with menus across the top. N4 categorizes the menus, displayed across the top of the window, into work modes. You can select a work mode from the work mode menu on the far left.

There are two work modes available in N4: **Operations** and **Configuration**. Each mode has menu options where you can choose features from a drop down menu. Access to each menu, sub menu and features of the menus are granted to users by a System Administrator.

The following icons identifies your choice:

- The **Operations** mode is symbolized by a Globe icon .
 - Use this work mode to perform terminal operations, such as gate, vessel, and rail operations, and to run reports.
 - This is the default work mode in N4.
 - Functional menu options are as follow: File, Unit, Gate, Vessel, Cargo and Reports

- The **Configuration** mode is symbolized by a Globe icon .
 - Use this work mode to reset your password, on hire container equipment, add/edit trucking companies to your line’s profile or update trucker insurance.
 - Functional menu options are as follows: File, Equipment and Organizations.



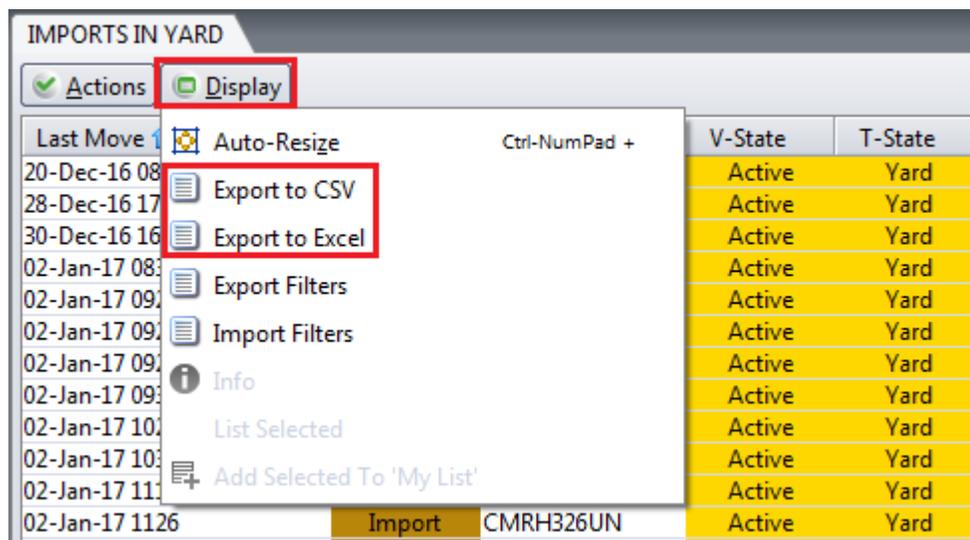
SECTION 3: List View Screens

This section describes the list view screens of the N4 system. The menus in this system display results of inquiries in a table format – list view. The Units, Bills of Lading and Booking menus are a few examples of list views within the system.

The list views can be sorted and reordered to customize your screen view as well as filtered to return only specific search criteria.

Any searches, sorts and/or filters you perform on a list view can be saved as a permanent filter and viewed any time you log in.

Data from these screens can also be exported to Excel or CSV file.



The total number of entries you are viewing is displayed in the bottom right corner of the screen. The first character represents the number of entries you highlight; the second character is the total number of entries that are listed in the entire view screen.

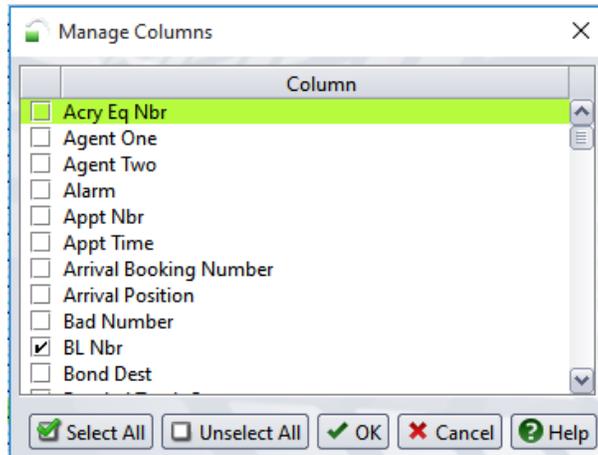
SECTION 4: Sorting Columns

This section describes sorting columns from the list view screens of the N4 system. The sorting functionality allows users to customize the viewing of the information on the list view.

You can sort information in a list view by up to two columns. A column header with a blue arrow indicates the primary sort order and a column header with a grey arrow indicates the secondary sort order. Each list view has a default sort order, which you override by sorting. There are several ways to sort the information.

To sort a list in a list view:

- Click a column header of a non-calculated field.
A blue arrow appears:
- To remove all previous sorting and make the clicked column the primary sort column in the list view, left-click a column header.
 - If you click the column header once, the displayed data is sorted by that column in ascending order.
The blue arrow points up:
 - If you click the column header twice, the displayed data is sorted by that column in descending order.
The blue arrow points down:
- To sort the list view by a second column in ascending or descending order, right-click the column header that you want to use as a secondary sort order and select Add 2nd sort by <attribute> ASC or Add 2nd sort by <attribute> DESC, where <attribute> is the column header.
- You can right click on any column and select **Manage Columns** to view all available data columns.
 - Select any you would like to see on the list screen by placing a check in the box next to them. Remove the check if you do not wish to see those columns.



SECTION 5: Reordering Columns

This section describes reordering columns from the list view screens of the N4 system. The reordering functionality allows users to customize the viewing of the information on the list view.

In N4, you can change the default order of the columns displayed in a list view. Use the left mouse button to click and drag a column header to the desired location.

To reorder a selected column:

1. Use the left mouse button to click and drag a column header, such as **Position**, in the list view.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position
2008-Jun-11 00:56	MAEU5682791	22R1	Import	Active	Yard	Y-MAIN-T0553
2008-Jun-11 00:54	SICT1084800	4000	Export	Active	Yard	Y-MAIN-T0253
2008-Jun-10 23:48	CBHU2649578	2230	Export	Active	Yard	Y-MAIN-W25X2
2008-Jun-10 23:45	JONU2233222	2200	Import	Active	Yard	Y-MAIN-T0653
2008-Jun-10 23:44	CBHU2636945	22R1	Export	Active	Yard	Y-MAIN-W24X2

Last Move	Unit Nbr	Type ISO	Category	Position	V-State	T-State
2008-Jun-11 00:56	MAEU5682791	22R1	Import	Y-MAIN-T0553	Active	Yard
2008-Jun-11 00:54	SICT1084800	4000	Export	Y-MAIN-T0253	Active	Yard
2008-Jun-10 23:48	CBHU2649578	2230	Export	Y-MAIN-W25X2	Active	Yard
2008-Jun-10 23:45	JONU2233222	2200	Import	Y-MAIN-T0653	Active	Yard
2008-Jun-10 23:44	CBHU2636945	22R1	Export	Y-MAIN-W24X2	Active	Yard

2. Release the mouse button to place the column header in the new location.

Last Move	Unit Nbr	Position	Type ISO	Category	V-State	T-State
2008-Jun-11 00:56	MAEU5682791	Y-MAIN-T0553	22R1	Import	Active	Yard
2008-Jun-11 00:54	SICT1084800	Y-MAIN-T0253	4000	Export	Active	Yard
2008-Jun-10 23:48	CBHU2649578	Y-MAIN-W25X2	2230	Export	Active	Yard
2008-Jun-10 23:45	JONU2233222	Y-MAIN-T0653	2200	Import	Active	Yard
2008-Jun-10 23:44	CBHU2636945	Y-MAIN-W24X2	22R1	Export	Active	Yard

To retain the changes made to the appearance of a list view, use the Save table view as filter option from the Saved Filters drop-down list. For more information about saved filters, see Filter section of this document.

SECTION 6: Hiding and Displaying Columns

This section describes hiding and displaying columns from the list view screens of the N4 system.

In N4, when you open a tab with a list view, it displays a default set of columns. However, you can configure the number and order of columns displayed in a list view. You can hide the columns that you do not want to view and display additional columns from a list of available columns.

You can hide or display one column at a time or you can use the Manage Columns form to hide and display multiple columns simultaneously.

To display a new column:

- In the list view, right-click any column header and select the column that you want to display in the list view. N4 inserts the new column to the right of the selected column header.

The columns already displayed in the list view appear with a check mark before them, as shown in the figure below:

Type ISO	Category	U.S.A.	T.S.A.	Position	Line Op
2200	Import			V-PND003A	PON
2200	Export				
4500	Export				
2232	Export				
2210	Storage				
2200	Export				
2200	Import				
2200	Import				
45G1	Export				
2200	Storage				
4310	Export				
2200	Transshi				
45G1	Export				
4300	Export				
4310	Export			V-MAIN-FK09.3	PON
2061	Transshi			V-MOW027A	MSC

If a list view has a large number of columns available, N4 groups related columns. A list view only displays the groups and columns relevant to the entity. All list views may not display all the groups. In addition, if a list view has columns that are not a part of any of the above groups, N4 lists them before any groups for the list view.

To hide a column displayed in the list view:

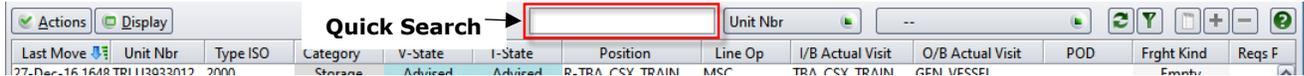
In the list view, right-click a column header and deselect the column that you want to hide. N4 always displays the current column header at the top of the list.

To retain the changes made to the appearance of a list view, use the Save table view as filter option from the Saved Filters drop-down list. For more information about saved filters, see section Filters.

SECTION 7: Quick Searches

This section describes the quick search functionality of the N4 system.

The Quick Search field appears in the middle of the bar above the list columns:



Use this field to narrow the list of items that are displayed in a list view.

To use Quick Search in a list view:

1. In a list view,
 - To search for an alphanumeric data, enter the data in the Quick Search field. You can use wildcard characters in the alphanumeric data if you are only entering part of the data.
 - Wildcard characters are either * or %.
 - To search for data having only two values, enter true or false in the Quick Search field.
2. Optionally, select the column to search from the Quick Search Column drop down list.
3. Press Enter.

To clear a quick search and display all the records in a list view:

1. In the Quick Search field, delete all the text.
2. Press Enter.
N4 displays all the records in the list view.

To use Quick Search in a list view for multiple records:

Quick search supports multiple, comma-separated values for strings, integers, and floating decimal numbers. For example, once you select a valid column, you can enter multiple values as follows:

- Strings
Example for POD column: "HON, NAW, SEA"

N4 searches for any of those POD's with an "OR" operand, so that it returns a union of all found records. If the data contains 30 records of HON, 20 records of NAW, and 0 records of SEA, the search result would have 50 records.
- Integers
Example for (Equipment Number) Digits column: "3769163, 4561185, 9051752"

N4 searches the database for any of those exact equipment number digits using an "OR" operand.
- Floating decimal numbers
Example: "2.3, 4.56, 6.1"

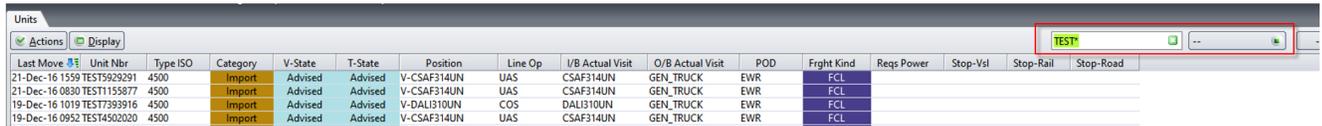
Returns all records with any of the exact numbers entered in the search field.

Example of using Quick Search in a list view for a Wildcard Search

For example, if you are looking for a specific unit number, but you only know the first few characters, you would have to enter the characters with an * or % at the end as shown in the screen shot example below. Hit enter and only data beginning with those characters will be populated in the list screen.

Reversely, if you only know the last few characters, you can enter * or % and the characters and your search will return any data ending with those characters.

You can also begin and end your search with a wildcard character and your search will return any data with those characters in the middle.



The information entered in the Quick Search Value field will return data from any column on the screen that contains information matching what you entered.

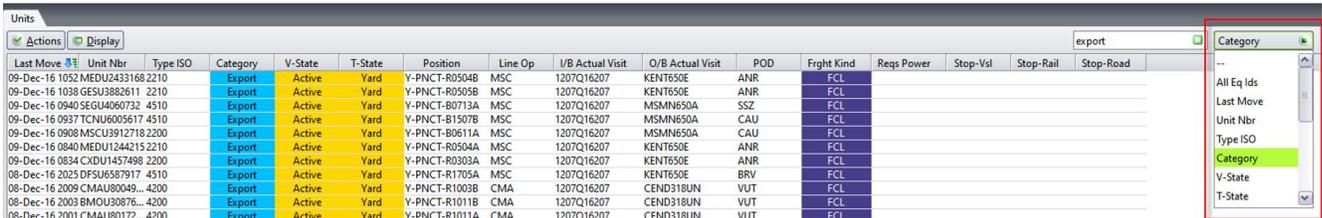
For example, if you enter PAG in the field and do a search, you may see containers that have the letters PAG in them, vessels with PAG, etc.

To restrict the search to a specific column, you can use the Quick Search Column drop down list.

The drop down list on the right hand side of the Quick Search field is called the Quick Search Column and can be used to narrow down the search even further.

For example, if want to view export containers, enter EXPORT in the Quick Search Value field and choose Category from the Quick Search Column drop down menu.

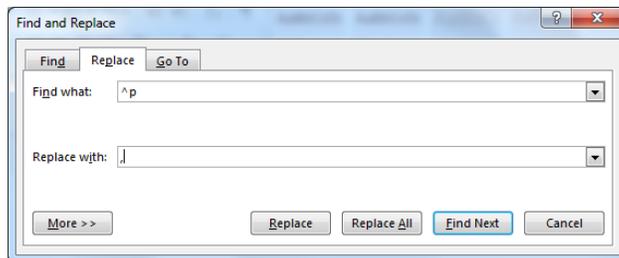
Hit Enter and only export containers will be populated in the list screen.



If you want to search all columns, select -- from the Quick Search Column drop-down list.

Example of using Quick Search in a list view for Multiple Items Search

To search on a list of multiple units / equipment, copy the list into MS Word as plain text. Use the Find & Replace function in word to locate the carriage returns (^p) and replace with a comma(.). Copy all items and place into the quick search bar in N4.



Example of using Quick Search in a list view for True Values indicated by Dot

In a list view, a boolean column displays a dot if the characteristic is true and a blank field if the characteristic is false. For example, in the Units view, the Reqs Power column displays a dot for all containers that require power, and a blank field for containers that do not require power, as shown in the following figure.

T-State	Category	Frght Kind	I/B Actual Visit	Reqs Power	O/B Visit	POD	Position
Inbound	Import	FCL	MHI147		GEN_TRUCK	HON	V-MHI147-26008
Inbound	Import	FCL	MHI147		GEN_TRUCK	HON	V-MHI147-14091
Inbound	Import	FCL	MHI147	•	GEN_TRUCK	HON	V-MHI147-30020
Inbound	Import	FCL	MHI147	•	GEN_TRUCK	HON	V-MHI147-18048
Inbound	Import	FCL	MHI147		GEN_VESSEL	NAW	V-MHI147-18031
Inbound	Import	FCL	MHI147		GEN_VESSEL	HIL	V-MHI147-30108
Inbound	Import	FCL	MHI147		GEN_TRUCK	HON	V-MHI147-34068
Inbound	Import	FCL	MHI147		GEN_VESSEL	HIL	V-MHI147-30108
Inbound	Import	FCL	MHI147		GEN_TRUCK	HON	V-MHI147-26100
Inbound	Import	FCL	MHI147		GEN_TRUCK	HON	V-MHI147-18060
Inbound	Import	FCL	MHI147		GEN_TRUCK	HON	V-MHI147-34018
Inbound	Import	FCL	MHI147	•	GEN_VESSEL	HIL	V-MHI147-18018
Inbound	Import	FCL	MHI147		GEN TRUCK	HON	V-MHI147-14050

For example, if want to view only containers that require power, enter TRUE in the Quick Search field and choose Reqs. Power from the Quick Search Column drop down menu.

Hit Enter and only containers requiring power will be populated in the list screen.

T-State	Category	Frght Kind	V-State	Last Move	Type ISO	Position	Reqs Power	POD	I/B A
Yard	Export	FCL	Active	22-Dec-16 1426 4530	Y-PNCT-N	Y-PNCT-N	•	BRV	16121
Yard	Export	FCL	Active	22-Dec-16 1412 4532	Y-PNCT-N	Y-PNCT-N	•	CAU	16122
Yard	Import	FCL	Active	22-Dec-16 1351 45R3	Y-PNCT-RZ24501A	Y-PNCT-RZ24501A	•	BUF	MSBE
Yard	Export	FCL	Active	22-Dec-16 1351 4532	Y-PNCT-RF12501A	Y-PNCT-RF12501A	•	CAU	16122
Inbound	Through	FCL	Active	22-Dec-16 1248 4530	V-MVIR649A-300184	V-MVIR649A-300184	•	BLB	MVIR
Inbound	Through	FCL	Active	22-Dec-16 1248 4530	V-MVIR649A-300182	V-MVIR649A-300182	•	BLB	MVIR

If you enter false in the Quick Search field and select Reqs Power from the Quick Search Column drop down list, N4 displays all units that do not require power.

Restrictions to Quick Search

The following restrictions apply when you use the Quick Search field:

- You can use quick search to search only the columns that are in the database. You cannot perform a quick search on columns with derived values.
- Quick Search only searches the columns and data displayed in the current list view.

You can apply a filter or hide certain columns in a list view to restrict the data or the columns that are displayed in a list view.

If a filter was applied to the data in a list view, you must clear the filter to perform a Quick Search on all the data.

SECTION 8: Filters

This section describes the filter functionality of the N4 system. Defining filters will allow you to restrict the information that displays on the list screens by choosing specific search criteria. Filters are a more advanced sorting method.

In a list view, saved filters are used to control the:

- Data displayed.
- Columns displayed.
- Order of the columns displayed.
- Sort order applied to columns.

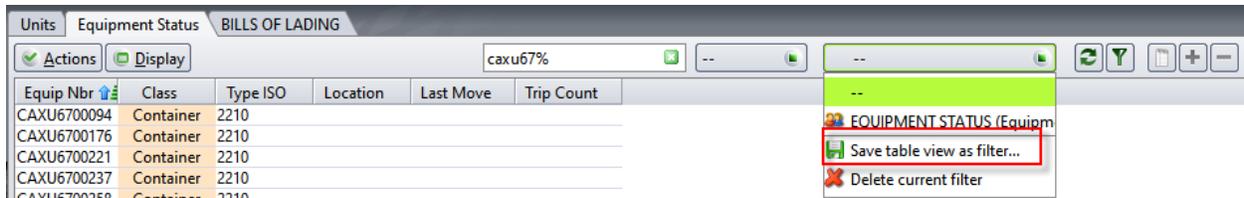
Shared Filter View (Predefined)

A set of Shared Filters will be predefined to allow users to view container, booking, bills of lading and vessel information in a customized view. These filters can be viewed in the Saved Filters drop down list. A Shared Filter is indicated by the following icon: 👤

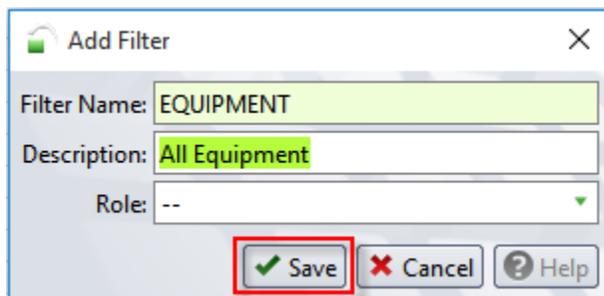
Based on the defined user privileges in N4, modifications to Shared Filter can only be performed by a terminal administrative user.

Saved Filters

The sorting and filtering that you use can be saved by clicking on the drop down menu in the center and selecting "Save table view as filter".



Name the filter and give it a brief description. Role is not required and can be left blank. Then hit Save.



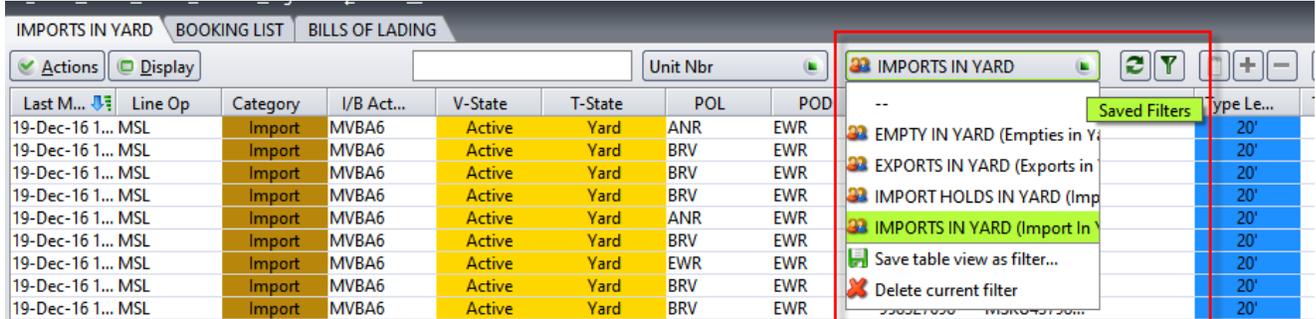
The saved filters will then show up in this drop down menu and you will be able to select them at any time to change the view on the list screen.

You can name and save a filter for easy reuse.

Using Saved Filters

In a list view, the Saved Filters drop-down list displays saved filters for the current list view. If the Saved Filters drop-down list displays "--", it indicates that no filter is currently applied to the entities displayed in the list view. If you apply a saved filter to the entities displayed in a list view:

- The Saved Filters drop-down list displays the name of the applied filter.
- The default tab name is replaced by the saved filter name.



Use the Saved Filters drop-down list to:

- Apply a saved filter to the entities displayed in a list view.
- Save the list view as a filter.
- Delete the current saved filter.

To apply a saved filter in a list view:

1. Click the Saved Filters drop-down list.
2. Select a saved filter from the list displayed.

When you apply a saved filter, the filter name is displayed in the Saved Filter drop-down list with a green background and the default tab name is replaced with the saved filter name.

If a filter criteria has parameters, N4 displays the Enter Filter Parameter Values form to enable you to enter data for the filter parameters.

3. The resulting rows appear in the list view.

If no rows are displayed, it indicates that there are no entities matching the criteria.

To remove a saved filter applied to a list view:

1. Click the Saved Filters drop-down list.
2. Select -- from the list displayed.

When you remove a filter from a list view, N4 reapplies the default tab name.

Saving the list view as a filter

In a list view, use saved filters to control the data displayed, the columns displayed, the order of the columns displayed, and sort orders applied to any column.

To prepare a list view to save as a filter:

1. If required, apply a saved filter from the Saved Filters drop-down list, or create and apply a new filter.
2. **Hide columns** not required or select new columns to display.
3. If required, **reorder the columns** displayed in the list view.

4. If required, **sort the columns** displayed in the list view.
5. From the Saved Filters drop-down list, select the Save table view as filter... option.
6. If you applied a saved filter to the list view, N4 displays the Save Table View as Filter form.

If you did not select a saved filter in step 1 above, N4 does not display the Save Table View as Filter form; instead, it displays the Filter form.

7. In the Save Table View as Filter form, click Update to update the saved filter applied to the list view, or click Add to add a new saved filter.

N4 displays the Filter form in the appropriate mode. Continue the steps using the Filter form.view.

N4 displays all the saved filters that you define in various list views in the Private Filters view. A Private Filter is indicated by the following icon:

Deleting a saved filter

In a list view, your ability to delete a saved filter is restricted to Private Filters only which are the filters you created. You cannot delete Shared Filters.

To delete a saved filter in a list view:

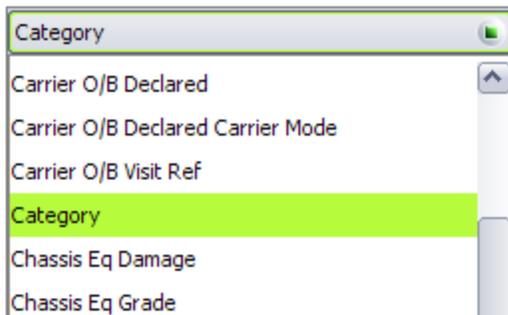
1. From the Saved Filters drop-down list, select the filter name.
The filter is applied to the list view.
2. From the Saved Filters drop-down list, select the Delete current filter option.
You are prompted to confirm the deletion.
3. Click Yes to confirm.
The filter is deleted and is no longer available in the Saved Filters drop-down list.

Creating a filter

A filter is a set of criteria that you define to limit the data displayed in a list view. For example, in the Units view, you can create a filter to display only the import containers.

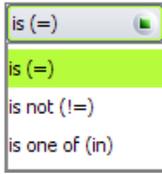
To create and apply a filter in a list view:

1. Select the Show/Hide Filter icon from the list view and filter pan appears.
Click
2. In the Filter Criteria block, from the first drop-down list on the left, select an attribute.
For example, in the Units view, to create a filter that displays all import containers, select Category from the first drop-down list, as shown below.



- 3. From the second drop-down list, select a filter operator.

For example, to display all units that belong to a specific category, select comparison operator is (=), as shown below.



The drop-down list displays filter operators based on the attribute that you select in step 2.

- 4. Enter or select a value for the attribute that you selected in step 2.

For example, to display all import units, select Import from the drop-down list, as shown below.



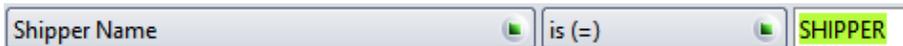
The value of a filter criterion depends on the attribute and filter operator selected in step 2 and step 3, respectively.

- 5. Based on your selection from the two filter drop down lists, the filter criterion may or may not be available.

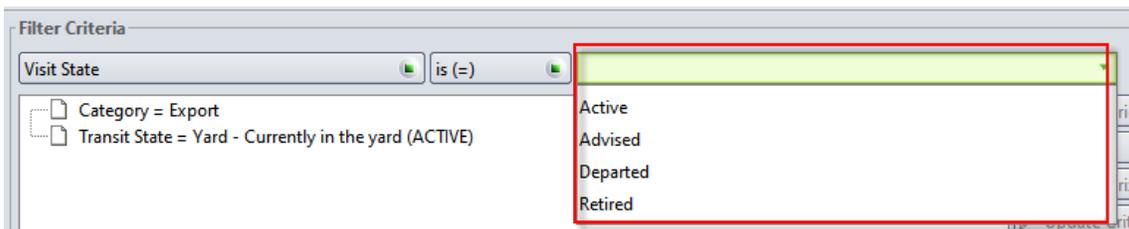
The True/False criteria eliminates the need to enter any information in this field.



If the field is available, you can either enter data (free text field)

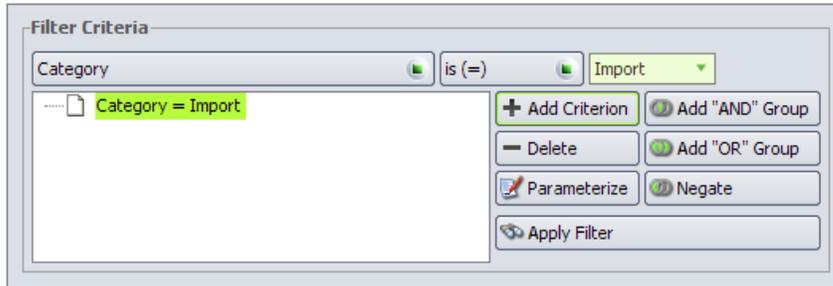


or select data from a drop down list



- To add the filter criterion to the filter, click **+ Add Criterion**.

The filter criterion appears in the filter pane.



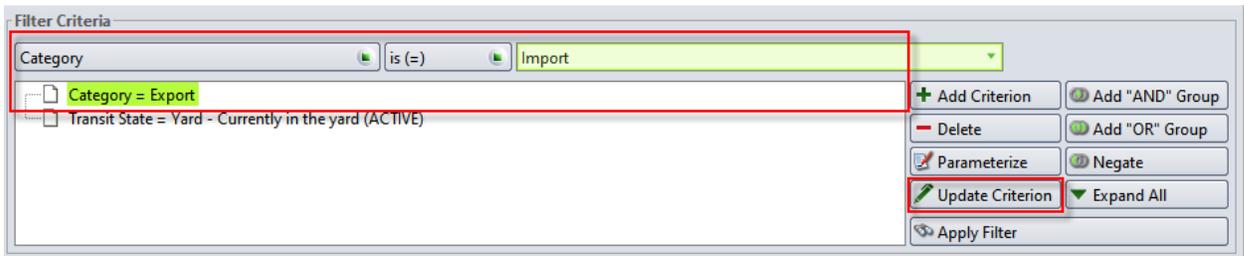
- To add another filter criterion at the same level, repeat steps 2 - 5 by selecting the appropriate filter attribute, operator, and value.
- To delete the filter criterion from the filter, select the line from the filter pane then click **- Delete**.

The filter criterion is removed from the filter pane.

- To update a filter criterion, select the line from the filter pane which enables the Update Criterion button.

Change the filter criteria for the corresponding line and click Update Criterion.

The filter line will update from



To



- To apply the filter, click **Apply Filter**.

N4 displays the resulting rows in the list view. If it does not display any rows, it indicates that there are no entities matching the filter criteria that you specified.

- Click to hide the filter pane.

Grouping Filter Criteria

In N4, you can create complex filters with multiple filter criteria.

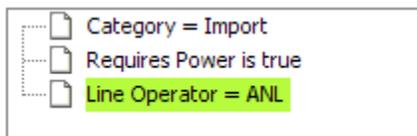
For example, you can create a filter that checks if a unit is owned by a specified line operator, is an import unit, and requires power. In addition, you can specify that a unit be listed only if all of these conditions are true or if any one or more of these conditions is true.

You use filter criteria groups to control the way conditions are combined in a filter. You can create the following types of filter criteria groups:

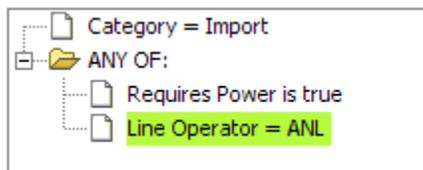
- "AND" Group: Click Add 'AND' Group to add an "AND" Group to the filter criteria. An "AND" Group:
 - Means "and ALL of the following criteria"
 - Is marked with the words ALL OF
 - Lists an entity only if all the conditions that are specified in the "AND" Group are true
- "OR" Group: Click Add 'OR' Group to add an "OR" Group to the filter criteria. An "OR" Group:
 - Means "and ANY of the following criteria"
 - Is marked with the words ANY OF
 - Lists an entity if any one or more of the conditions that are specified in the "OR" Group is true

The "AND" Group is the default criteria group and is used if you add multiple criteria without adding a group.

For example, in the filter displayed below, no criteria group is specified. The filter uses the "AND" Group and lists only the import units that require power and are owned by the specified line operator.



In the above example, if you want to list all import units that either require power or are owned by the specified line operator or both, you can create a filter using the "OR" Group, as shown below. The "OR" Group ensures that all import units that either require power, are owned by the specified line operator, or both are displayed.



SECTION 9: Exporting Data

This section describes the exporting data functionality of the N4 system. In N4, you can export data that is displayed in a list view to a CSV (comma-separated Value) or an Excel file.

To export data displayed in a list view:

1. Select the data that you want to export.
N4 will prompt you to export the selected rows or all the rows in the list view.
2. Click <Display>  .
3. Select either of the following export options:
 - Export to CSV: To export the rows to a Comma Separated Values (CSV) file.
 - Export to Excel: To export the rows to a Microsoft Office Excel file.
4. In the Data Export dialog box, click Selected to confirm your selection, or click All to export all rows.
If you did not select any records in the list view or
5. In the File Download dialog box, click Open to open the file without saving on your computer, or click Save to download the file on your computer.
6. In the Save As dialog box, select the folder where you want to store the file.
You can save the file with the default name or specify a name in the File Name field.

If you change the name of the file, ensure that you specify the .csv or .xls extension for the new file name.
7. Click **Save**.

SECTION 10: Managing Tabs

This section describes managing the menu tabs in N4. A tab is a work area or "page" in N4 that displays information and lets you interact with the application. Most tabs display a list view, but tabs can contain a variety of other elements.

You can use the commands on the **Windows menu** to open tabs, close tabs, duplicate tabs, detach tabs, and display them as free-floating forms. You can also access these commands when you **right-click a tab name**.

N4 reopens any tabs that you left open the last time that you logged in using the same user name and password.

- A maximum of 15 tabs can be open at once.
- The Alt + Arrow Key allows you to scroll between tabs.
- Selecting Control + O at any time to bring up the Open Tab menu. If you are not sure where a menu is, you can type it in here. Typing just a few letters will bring up all menus that begin with those letters.

The following table lists the tab commands that you can access from the Windows menu or when you right-click a tab name.

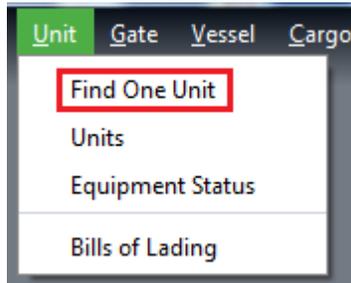
Command	Description
Open Tab	<p>Displays a form with a lookup field to enter a tab or a form name and opens the corresponding tab or form</p> <p>You can enter wildcard characters (* and ?) in the lookup field to search for a tab or a form.</p> <div style="border: 1px solid green; padding: 5px;">  You can access this tab command from the Windows menu only. </div>
Close Tab	Closes the active tab
Close All Tabs But This	Closes all tabs except for the active tab
Close All Tabs	Closes all open tabs
Select Next Tab	Makes the tab to the right of the active tab the active view
Select Previous Tab	Makes the tab to the left of the active tab the active view
Undock Tab	<p>Separates the tab from the N4 window and displays it as a free-floating window</p> <p>You can open multiple versions of the same tab and view different information in each.</p> <div style="border: 1px solid green; padding: 5px;">  Once you undock a tab, you can only redock it by reopening the tab in the N4 window. </div>
Duplicate Tab	<p>Creates a copy of the active tab</p> <p>You can create multiple copies of the same tab and display different information in each.</p>
Add to Favorites button	<p>Adds the active tab to the favorites list</p> <p>The favorites list is a customizable list of tabs that you can access quickly. Click the Favorites button to display or hide the favorites list.</p>

SECTION 11: Units

This section will cover the Units View. The Units view displays the units that exist at the current scope level. You can create a filter to limit the data displayed, such as displaying only the import units, and you can double-click a unit to display the Unit Inspector for the selected unit. There is a significant amount of information associated with the unit entity, more than can be displayed on one screen.

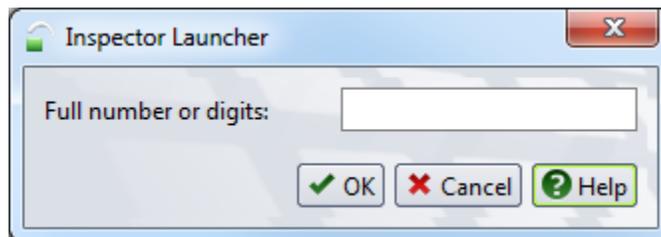
Find One Unit – Inspector Launcher

The Inspector Launcher form enables you to launch the Unit Inspector for a specified unit. The Unit Inspector displays detailed information about a unit including the status, contents, damages, event history, and any holds/permissions applied.



To launch the Unit Inspector:

1. In the Full number or digits field, enter one of the following:
 - a. The complete unit number
 - b. The last four or five unique digits of the unit number. In this case, you must prefix them with the asterisk wildcard character (*); otherwise, N4 displays an error message. N4 adds an asterisk wildcard character (*) at the end of the digits. Therefore, if you do not enter the check digit in the unit number, N4 still displays the correct unit.
2. Click OK.



Unit Inspector

The Unit Inspector displays the details of the selected unit and enables you to perform various actions on it. The Unit Inspector provides a view of all aspects of the selected unit from the perspective of the facility in the current scope. You can keep the Unit Inspector open at all times as you work in other views and forms, and you can move and resize it as needed.

The Unit Inspector displays the basic information for a unit in the following areas:

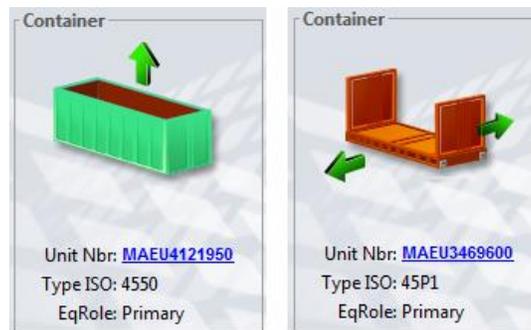
Equipment Type

The left area label identifies the type of unit:

- Container: Single container or the Primary equipment in a Unit Combo.
- Chassis: Bare chassis.
- Accessory: Accessory on a container in a Unit Combo.
- Accessory on Chassis: Accessory on a cassette/chassis that may or may not have a container.



The icon displayed in this area is also used to indicate if the equipment is out-of-gauge or is damaged.



In the Unit Inspector, the Unit Nbr and Related Unit Nbr fields in the left panel are displayed as links. If you click any of these links, N4 displays the Equipment Inspector for the selected unit.

Status

The central area displays the transit state, position, last move, freight kind, line operator, VGM weight (kg), VGM verifier, VGM updated date, gross weight source, weight, special stow code, equipment order number, bill of lading number, and if configured the flex fields. The Gross Weight Source field displays the source of the Gross Weight update, that is, VGM (VERMAS EDI), EDI (other EDI messages), or USER (manual update).

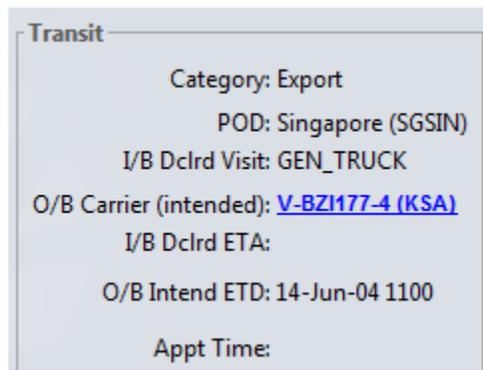
In addition, when you open the Unit Inspector for a unit with hazardous cargo, N4 displays Hazards as a link that you can click to open a small pop-up window with details of the hazardous items, such as the explosive class, UN number, and proper shipping name. If a unit is associated with one bill of lading, N4 displays the BL Nbr as a link in the Status area. However, if a unit is associated with multiple bills of lading, N4 displays the BL Number of one of the BLs and adds a + at the end to indicate multiple BLs. You can use the Bills of Lading tab in the Unit Inspector to view the details of the bills of lading associated with the selected unit.



Transit

The area on the right provides information about how the unit will move (or has moved) through the facility. It includes the category, whether the container is a restow, port of discharge, inbound carrier visit, outbound carrier visit (intended and actual), timestamps of key events, and other information.

If the outbound carrier operator, such as the trucking company or the line operator, is known, N4 displays it in parentheses after the carrier ID as shown in the graphic below:



The Unit Inspector displays the following values as links (blue and underlined) that you can click to access the corresponding form or Inspector:

- Unit Nbr or Related Unit Nbr: Equipment Inspector.
- Order (booking or EDO) Number: Booking Inspector or EDO Inspector.
- Hazards: Hazards Info form that displays the details of the hazards associated with the unit.

When a unit has an IMDG class, such as, 1.X (where X denotes 1 to 6), the Unit Inspector displays the corresponding hazard icon. However, if the unit has the IMDG class, such as, 1.XY, (where X denotes 1 to 6, Y denotes A to S), the Unit Inspector displays only the hazard icon of the corresponding base (1.X) IMDG class.

The Details pane displays additional unit information below the  button.

To display the Details pane:

Click .

From the list on the left, select the type of information to display.

To perform actions:

Click Actions to display the menu.

Select the required menu option.

Details Pane

The Details pane in the Unit Inspector displays additional unit information. The information is categorized and displayed on the following tabs:

All Equipment

The tab displays all of the equipment associated with the unit, such as bundled containers, for the selected equipment use only.

Bills of Lading

The tab displays the bill of lading for the unit. You can use the **Shipment Details form** to record the bill of lading number for the selected unit.

Contents

The **Contents** tab displays commodity, cargo weight, reefer requirement, OOG information, and hazardous cargo details, if any.

Damages

- ***Note*** N4 does not display this tab for Break-bulk units.

The tab displays damages, if any, associated with the selected visit of the primary equipment, not including damages to chassis or accessories.

Data Sources

The tab displays the data source, such as local user, the last update time and date, and the user ID for updates made to the unit's category, routing, outbound carrier, freight kind, or weight.

Declared Goods

The tab displays the details of the goods and documents associated with the selected unit. You can add, edit, and delete goods declarations from this tab.

History, Move

The tab displays the completed moves for the unit.

Holds/Perms

The tab displays holds/permissions, if any, for the selected unit, or any chassis, accessories, or goods associated with the unit.

Use the  menu on this tab, to add/release a hold or grant/cancel a permission for the unit, or any chassis, accessory, or goods associated with the unit.

Itinerary

The tab displays the itinerary of the facilities in a complex for the selected unit.

Primary Equip

- *Note* N4 does not display this tab for Break-bulk units.

The tab displays primary equipment information in the following areas:

- **Container Basics** - The basic attributes of a container such as the equipment number, type, material, grade, and tare weight.

For an empty container, the gross weight (**Weight**) of the unit is the same as the **Tare Weight** for the container. N4 displays the **Weight** of the unit in the **Status** area at the top of the Unit Inspector.

- **Ownership** - The various business entities associated with the primary equipment such as equipment operator, line operator, equipment owner, and lease expiration date (if leased).

You can use the Equipment Details form to edit these details for an equipment.

- **Capabilities** - The cargo carrying capabilities of the container and any limitations.
- **Seals** - The seals currently attached to the container, if any.
- **More** - The physical attributes of the primary equipment such as the ISO group, weight, height, and data source.

An important value displayed in this area is the **DataSrc**, which indicates the *source of the container record*.

Reefer

The tab displays reefer requirements for the primary equipment in the unit.

- If the primary equipment of the unit is not a reefer, N4 does not display this tab.

Storage

The tab displays the following storage/demurrage calculation information for the selected unit:

- **Rule**
 - **Line Op** - The line operator currently owning or using the selected unit.
 - **Rule Id** - The ID of the storage rule type that defines the start of the free-day period for the unit.
- **Dwell Time**
 - **Time In** - The date and time the unit entered the facility.
 - **Time Out** - The date and time the unit departed the facility.
 - **Dwell** - The number of days the unit resided at the facility.
- **Calculation**
 - **Calculation Start Time** - The start date and time as defined in the storage rule.
 - **Free Days Allowed** - The number of days the unit can be in the yard without accruing storage charges.
 - **Last Free Day** - The date and time for the last day that storage charges do not apply. The last free day is calculated based on the selected rule.
 - **Calculation End Time** - The end date and time as defined in the storage rule.
 - **Storage Days Total** - The difference between the **Calculation End Time** and either the **Calculation Start Time** or **Last Free Day**.
- **Owed**
 - **Guarantee Through Day** - The last day for which the storage is guaranteed by the guarantee party.
 - **Guarantee Party** - The business organization, such as a line operator, a trucking company, a consignee, or an agent of the consignee, that guarantees storage for the selected unit up to the guaranteed through day.
 - **Storage Paid Through Day** - The last day for which storage charges have been paid.
 - **Storage Days Paid** - The number of days for which storage charges have been paid.

The number of days from the **Calculation Start Time** or **Last Free Day** to the **Storage Paid Through Day** or the **Guarantee Through Day**.

- **Storage Days Owed** - The number of days for which storage charges are owed.

The difference between the **Storage Days Paid** and the **Storage Days Total**.

- **Special Note** - Any additional information related to storage charges and free days.

Unit - Import Actions

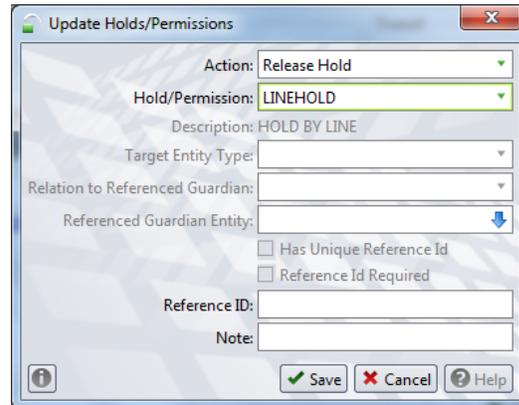
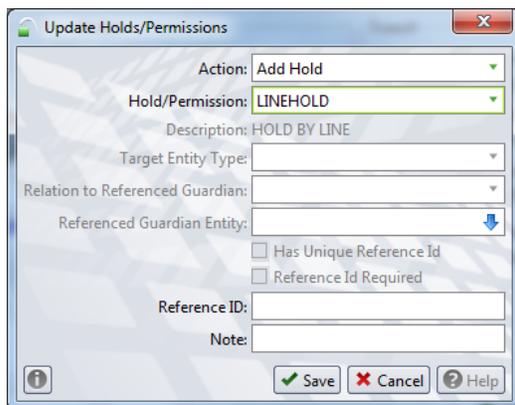
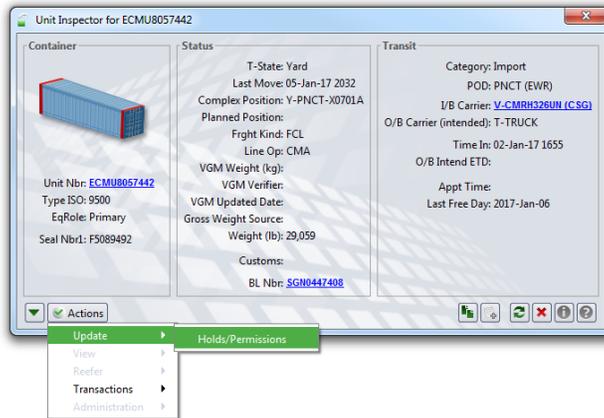
Holdings and Permissions

To update a Hold/Permission:

1. From the **Action** drop-down list, select one of the following options:
 - **Add Hold:** Add a hold for the selected entity/entities.
 - **Release Hold:** Release an **ACTIVE** hold for the entity/entities.
 - **Grant Permission:** Grant a **REQUIRED** permission for the entity/entities.
 - **Cancel Permission:** Cancel a **GRANTED** permission for the entity/entities.
2. Optionally, in the **Note** field, enter a note for any special considerations for the hold/permission.
3. Click **OK**.

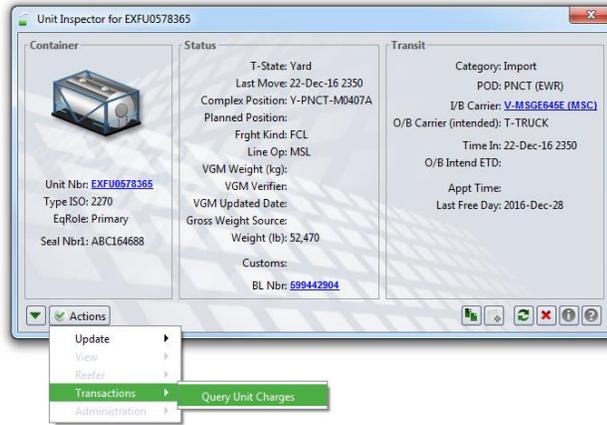
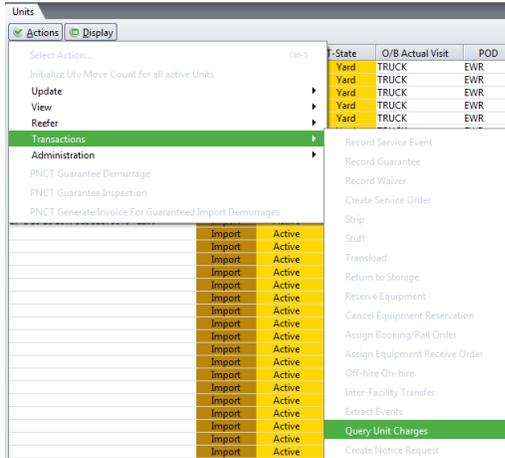
When updating a hold/permission:

- If you select multiple entities in a list view and a validation prevents you from applying the hold/permission to one or more selected entities, N4 still applies the hold/permission to the other selected entities.

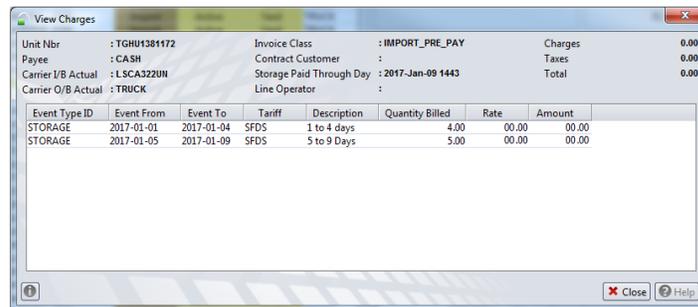
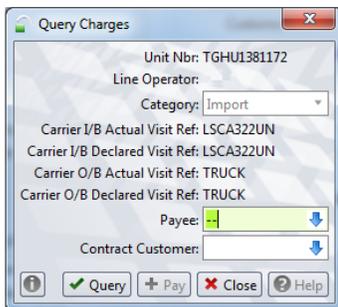


Query Import Charges

You can use the **Query Charges** form to view the accumulated unpaid charges for a unit, or calculate future charges for an import unit. Click on the **Actions** button.



Select the Query Unit Charges from either drop down, the Query Charges form will pop up. Choose Payee **10001 CASH**. Click on button, the View Charges screen will show what is due and the tariff rates.



SECTION 12: Pre-advised Units

The Pre-advised Units view provides information about a unit prior to its arrival at the terminal. The pre-advised data is normally received through EDI transmission and does not require manual input.

Pre-advised export units that are scheduled to arrive via rail will appear in the Gate > Pre-Advised Units view.

Visit State (V-State) - A visit state identifies a unit as:

- **Advised:** A unit that is incoming but not certain to arrive at the facility, such as a unit created via an EDI message.
- **Active:** The current use of a unit for a facility. The unit can be located on an inbound carrier, in the yard at the facility, or on an outbound carrier.

Transit State (T-State) - A transit state identifies a unit as:

- **Advised:** Is incoming but not certain to arrive, such as a unit created via a release EDI message.
- **Inbound:** Is incoming and located on an inbound carrier, such as a pre-advised unit or a unit created via a stowplan EDI message.

Position - A position identifies the physical location of a unit:

Example for Rail:

LocType	LocId	Slot	User Display
R	BNSF237595	AB1	
Location Type indicates Rail	Location ID holds the Carrier Visit ID of the Railcar Visit	Slot holds the well and tier position on the car	R-BNSF237595-AB1

I/B Actual Visit – An inbound actual visit identifies the carrier bringing the unit to the terminal:

The I/B Actual Visit for a unit arriving via rail is the Train ID.

If a unit arriving via rail has no train visit details, then the Position and I/B Actual Visit will display **R-TBA_CSX_TRAIN** to indicate the information is to be announced.

The following screenshot is of the Pre-advised Units view:

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	I/B Actual Visit	Line Op	O/B Actual Visit	POD	Frght Kind
20-Dec-16 1128	ECMU9516079	4500	Export	Advised	Advised	R-TBA_CSX_TRAIN	TBA_CSX_TRAIN	CMA	CMRH326UN	HKG	FCL
20-Dec-16 1128	TGHU9496542	4500	Export	Advised	Advised	R-TBA_CSX_TRAIN	TBA_CSX_TRAIN	CMA	CMRH326UN	HKG	FCL
20-Dec-16 1128	CARU9891872	4510	Export	Advised	Advised	R-TBA_CSX_TRAIN	TBA_CSX_TRAIN	MSC	MAEL652R	MUN	FCL
20-Dec-16 1148	TCNU7303827	4500	Export	Advised	Advised	R-TBA_CSX_TRAIN	TBA_CSX_TRAIN	CMA	CMRH326UN	PKG	FCL
20-Dec-16 1148	ECMU9878761	45G1	Export	Advised	Advised	R-TBA_CSX_TRAIN	TBA_CSX_TRAIN	CMA	ARIA193S	KIN	FCL
20-Dec-16 1218	MEDU3244298	2200	Export	Active	Inbound	R-DTTX055107-BB1	161218Q16218	MSC	MAEL652R	FPO	FCL
20-Dec-16 1218	CXDU2094416	2200	Export	Active	Inbound	R-DTTX055107-BB2	161218Q16218	MSC	MAEL652R	JEA	FCL
20-Dec-16 1218	TGCU5004841	4500	Export	Active	Inbound	R-DTTX055107-BT1	161218Q16218	MSC	MPAM651R	KAC	FCL
20-Dec-16 1218	TGHU2245015	2210	Export	Active	Inbound	R-DTTX458366-BB1	161218Q16218	MSC	MSBR651E	BRV	FCL
20-Dec-16 1218	MEDU1958085	2200	Export	Active	Inbound	R-DTTX458366-BB2	161218Q16218	MSC	MAEL652R	JEA	FCL
20-Dec-16 1218	UETU4007432	4300	Export	Active	Inbound	R-DTTX458366-BT1	161218Q16218	CMA	PACO191S	CTG	FCL

SECTION 13: Gate Transactions

The **Gate Transactions** view displays the gate transactions that exist at the current scope level. You can double-click a gate transaction record to display the details using the **Gate Transaction Inspector**. You cannot add, edit, or delete any gate transactions from this view.

Start Date	Number	Sequence Nbr	Trouble Status	Line Id	Transaction Type	Stage ID	Chr Number	Booking Number	Export Release Nbr	BL	BL 4 digit	Trucking Company Name	Truck Visit Driver Card	Next Stage ID	Status	Creator
09-Jan-17 1626	2506 1				Deliver Import	outgate	ECHM800539			SGM451427	1427	UNKNOWN TRUCKER XD	27896		COMPLETE	smattac
05-Jan-17 2047	2541 2				Deliver Import	outgate	ECHM962131				8852	SALSON TRUCKING CO., INC.	171526		COMPLETE	smattac
05-Jan-17 2033	2536 2				Deliver Import	outgate	CMAU5147220			SHZ2054384	4584	CONTAINERPORT GROUP INC.	176783		COMPLETE	smattac
05-Jan-17 2021	2534 2				Deliver Import	outgate	ECHM8112072			XIA0217744	7744	SALSON TRUCKING CO., INC.	172019		COMPLETE	smattac
05-Jan-17 2028	2532 2				Deliver Import	outgate	ECHM8125953			XIA0217744	7744	SALSON TRUCKING CO., INC.	165840		COMPLETE	smattac
05-Jan-17 2022	2525 1				Receive Empty	outgate	APZ1A250136					CONTAINERPORT GROUP INC.	166705		COMPLETE	smattac
05-Jan-17 2013	2520 2				Deliver Import	outgate	ECHM9406966			CNEU26076	6976	MARINE TRANSPORTATION INTERMODAL/NAT1	171522		COMPLETE	smattac
05-Jan-17 2011	2517 2				Deliver Import	outgate	UESU4835639			XIA0217744	7744	SALSON TRUCKING CO., INC.	172789		COMPLETE	smattac
05-Jan-17 1955	2513 1				Receive Empty	ingate	ECHM4676225					CONTAINERPORT GROUP INC.	169885	damageinspection	OK	smattac
05-Jan-17 1951	2510 2				Deliver Import	outgate	ECHM9406966			CNEU26071	6973	MARINE TRANSPORTATION INTERMODAL/NAT1	171522		COMPLETE	smattac
05-Jan-17 1946	2503 2				Deliver Import	outgate	MAGU5697675			HKA1549921	9921	SALSON TRUCKING CO., INC.	171526		COMPLETE	smattac
05-Jan-17 1944	2501 2				Deliver Import	outgate	CMAU4581628			SHZ2058075	8075	MARINE TRANSPORTATION INTERMODAL/NAT1	172690		COMPLETE	smattac
05-Jan-17 1942	2499 2				Deliver Import	outgate	GESU112646			HKA1549921	9921	SALSON TRUCKING CO., INC.	176026		COMPLETE	smattac
05-Jan-17 1939	2496 2				Deliver Import	outgate	ECHM9901087			HKA1549921	9921	SALSON TRUCKING CO., INC.	176866		COMPLETE	smattac
05-Jan-17 1933	2493 1				Deliver Import	outgate	TGHU4711880			SEL061673	1673	CONTAINERPORT GROUP INC.	179759		COMPLETE	smattac
05-Jan-17 1916	2485 2				Deliver Import	outgate	CMAU4089749			XIA0218900	8900	WEST END EXPRESS CO., INC.	170557		COMPLETE	smattac
05-Jan-17 1916	2484 2				Deliver Import	ingate	CADU9684462				8075	MARINE TRANSPORTATION INTERMODAL/NAT1	168954	yard	OK	smattac
04-Jan-17 1404	2467 2				Deliver Import	ingate	CMAU4047430				3327	UNKNOWN TRUCKER XD	29541	yard	OK	smattac
04-Jan-17 1402	2463 2				Deliver Import	outgate	CMAU453873				3327	UNKNOWN TRUCKER XD	28712		COMPLETE	smattac
04-Jan-17 1353	2459 2				Deliver Import	outgate	CMAU4041764				8171	UNKNOWN TRUCKER XD	23541		COMPLETE	smattac
04-Jan-17 1143	2456 1				Deliver Import	outgate	ECHM8112072			XIA0217744	7744	UNKNOWN TRUCKER XD	25488	yard	CANCEL	smattac
04-Jan-17 1116	2453 1				Deliver Import	outgate	ECHM8136466				0063	UNKNOWN TRUCKER XD	26123		COMPLETE	smattac

Gate Transaction Inspector

The **Gate Transaction Inspector** displays the details of the selected gate transaction. The **Gate Transaction Inspector** provides a view of all aspects of the selected gate transaction from the perspective of the facility in the current scope. You can keep the **Gate Transaction Inspector** open at all times as you work in other views and forms, and you can move and resize it as needed.

Information that appears in the **Gate Transaction Inspector** automatically refreshes every 30 seconds to reflect updates from the system.

The basic information for an archived gate transaction is displayed in the following areas:

- **Truck:** Displays the transaction number.
- **Transactions:** Displays the gate ID for the associated truck visit, gate transaction type, creator, changer, and the container, chassis, and equipment order numbers specified at the gate for the selected transaction.
- **Status:** Displays the status, the current and the next stage IDs, and the start date and time for the selected gate transaction.

The next stage ID indicates the next stage at which the gate transaction will be processed.

The **Details pane** displays additional gate transaction information below the  button.

To display the Details pane:

1. Click 
2. From the list on the left, select the type of information to display.

The **Details** pane in the **Gate Transaction Inspector** displays additional information in the following tabs:

- **Break Bulk:** Displays the details of the break-bulk cargo associated with the gate transaction in the following areas:
 - **Bill Of Lading** - The BL number, BL Item number, cargo quantity, and the cargo move quantity.
 - **Delivery Order** - The Delivery Order details, such as the Delivery Order number, the deliver order item BL item number and the quantity.
 - **Cargo Lots** - The individual cargo lots associated with the gate transaction.
- **Chassis:** Displays the details of the chassis associated with the gate transaction in the following areas:
 - **Chassis Basics** - The number, type, material, equipment grade, and tare weight recorded for the chassis at the gate.
 - **Ownership** - The line operators specified at the gate as the chassis owner and operator.
 - **Capabilities** - The safe weight specified for the chassis at the gate.
- **Chassis Damages:** Displays the damages recorded for the selected chassis at the gate.
- **Container:** Displays the details of the container associated with the gate transaction in the following areas:
 - **Container Basics** - The ISO Type, material, equipment grade, tare weight, and gross weight recorded for the container at the gate.
 - **Ownership** - The line operators specified at the gate as the container owner and operator.
 - **Capabilities** - The safe weight specified for the container at the gate.
 - **Seals** - The seal numbers recorded for the container at the gate and whether the container is sealed. You can record up to four seal numbers for a container.
 - **More** - Any out-of-gauge information recorded for the container at the gate.
- **Container Damages:** Displays the damages recorded for the selected container at the gate.
- **Contents:** Displays commodity, description, freight kind, and hazardous cargo details recorded at the gate.
- **Documents:** Displays the gate documents created for the selected gate transaction.
- **Messages:** Displays any error messages that occurred when N4 processed the gate transaction.
- **Placards:** Displays the placards observed during inspection.
- **Routing:** Displays the routing information for the container associated with the gate transaction in the following areas:
 - **Carrier** - The line operator, inbound vessel visit, vessel visit number, and the trucking company associated with the gate transaction.
 - **Ports** - The ports of load and discharge, the origin, and the destination of the container.
 - **Etc.** - Any notes recorded for the transaction at the gate.
- **Stages:** Lists the transaction's processed gate stages regardless of status.

SECTION 14: Bills of Lading

The **Bills of Lading** view displays the bills of lading that exist at the current scope level. You can create a filter to limit the data displayed, such as displaying only the bills of lading for a specific vessel visit.

BILLS OF LADING																
BILLS OF LADING																
Ves. Phase	BL Nbr	Line Op	BL Category	Ves. Visit	Dest	Shipper	Consignee	Exam	Inbound	Manifested	Released	POL	POD-1	POD-2	Creator	Created
Closed			Import	TAM01875	STL					6.0	12,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	EWR					3,258.0	6,516,000 POS	EWR			edi	10-Jan-17 1144
Closed			Import	TAM01875	EWR					24.0	48,000 CTG	EWR			edi	10-Jan-17 1144
Closed			Import	TAM01875	EWR					12.0	24,000 KIN	EWR			edi	10-Jan-17 1158
Closed			Import	TAM01875	EWR					2,028.0	4,056,000 CTG	EWR			edi	10-Jan-17 1140
Closed			Import	TAM01875	EWR					962.0	1,924,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	EWR					36.0	72,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	ERR					455.0	910,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	DET					121.0	242,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CVG					9.0	18,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CHI					7.0	14,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	STL					6.0	12,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CHI					7.0	14,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CHI					21.0	42,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CHI					26.0	52,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	EWR					1,556.0	6,224,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	EWR					129.0	258,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	EWR					1,470.0	2,940,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	STL					7.0	14,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CHI					211.0	422,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01875	CHI					257.0	514,000 KIN	EWR			edi	10-Jan-17 1137
Closed			Import	TAM01795	MCI					17.0	136,000 KIN	EWR			edi	10-Jan-17 1128
Closed			Import	TAM01795	EWR					65.0	130,000 KIN	EWR			edi	10-Jan-17 1037
Closed			Import	TAM01795	EWR					470.0	940,000 KIN	EWR			edi	10-Jan-17 1020
Closed			Import	TAM01795	EWR					5,418.0	10,836,000 KIN	EWR			edi	10-Jan-17 1018
Closed			Import	TAM01795	EWR					37.0	74,000 KIN	EWR			edi	10-Jan-17 1018
Closed			Import	TAM01795	MCI					760.0	1,520,000 KIN	EWR			edi	10-Jan-17 1013

To add a new record:

Click .

To edit or delete a record:

1. In the list view, select the record(s) that you want to edit or delete.
2. Do one of the following:
 - o Click  to edit a selected record.
 - o Click  to delete the selected record(s).

Depending upon the list view, when you double-click a record in the list view, N4 displays either an inspector that displays more details for the selected record or a form that enables you to edit the record.

Bill of Lading Inspector

The **Bill of Lading Inspector** displays the details of the selected bill of lading and enables you to perform various actions on it. The **Bill of Lading Inspector** provides a view of all aspects of the selected bill of lading from the perspective of the facility in the current scope. You can keep the **Bill of Lading Inspector** open at all times as you work in other views and forms, and you can move and resize it as needed.

To reflect the updates from the system, N4 refreshes the information displayed in the **Bill of Lading Inspector** every 30 seconds.

The basic information for a bill of lading displays in the following areas:

- **Details:** The left area displays the bill of lading details, such as the bill of lading number, line operator, category, and carrier visit for the selected bill of lading.
- **Routing:** The right area displays the routing information, such as POL and POD for the selected bill of lading.



The **Details pane** displays additional bill of lading information below the  button.

To display the Details pane:

1. Click 
2. From the list on the left, select the type of information to display.

The **Details** pane in the **Bill of Lading Inspector**, displays additional bill of lading information in the following tabs:

- **BL Releases:** Displays the releases granted for the bill of lading. You can add new BL releases, and edit or delete existing releases on this tab.
- **History, Events:** Displays the events recorded for the bill of lading. You can record new events or view details of existing events on this tab.
- **Holds/Perms:** Displays holds/permissions, if any, for the selected bill of lading. You can add new holds/permissions, show details, grant permissions, and release holds on this tab.
- **Items:** Displays the items associated with the selected bill of lading. You can add new items, and edit or delete existing items on this tab.
- **Units:** Displays the units associated with the selected bill of lading. You can add new units, or edit and delete existing units on this tab.

SECTION 15: Bookings

The **Bookings** view displays the bookings that exist at the current scope level. You can create a filter to limit the data displayed, such as displaying only the bookings for a specific vessel visit. You can add, edit, and delete bookings from this view.

Yes	Phase	Yes	Visit	Number	Line Op	Freight Kind	Origin	POL	Dest	POD-1	POD-2	Quantity	Tally In	Tally Out	Disp Complete	Receive Complete	Hazardous?	Hazards	Reefers?	Required temp	Special Stow	Over Dimension	Trucking
Closed	ARJAL775					FCL	USEWR	EWR	ERR	KNJ		1	0	0									
Closed	ARJAL775					FCL	CAMTR	EWR	TPPTS	PTS		8	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	DOHAI	KNJ		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	TPPTS	PTS		1	0	0									
Closed	ARJAL775					FCL	USCHE	EWR	JMKJN	KNJ		1	0	0									
Closed	ARJAL775					FCL	ERR	EWR	TPPTS	PTS		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	DOHAI	KNJ		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	0									
Closed	ARJAL775					FCL	USMACJ	EWR	TIPOS	POS		3	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	ERR	KNJ		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	COBAQ	BAQ		2	0	2									
Closed	ARJAL775					FCL	USEWR	EWR	GTSTC	KNJ		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	JMKJN	KNJ		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	TPPTS	PTS		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	BRPNG	KNJ		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	JMKJN	KNJ		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	1									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	1									
Closed	ARJAL775					FCL	ERR	EWR	ERR	KNJ		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	TIPOS	POS		1	0	0									
Closed	ARJAL775					FCL	USCHE	EWR	CLARI	KNJ		1	0	0									
Closed	ARJAL775					FCL	USEWR	EWR	JMKJN	KNJ		1	0	1									

Booking Screen

Add Booking
✕

Number:

Vessel Visit:

Port of Discharge:

Optional POD-1:

Shipper:

Origin:

Agent:

Freight Kind:

Shipping Mode:

Dray Status:

Special Stow:

Special Stow 3:

Stow block:

Hazards:

Stuffing Location:

Latest Date:

Line Operator:

Port of Load:

Second Port of Discharge:

Trucking Company:

Consignee:

Destination:

Client Ref.Number:

Special Stow 2:

Prevent Type Substitution

Empty Pickup Location:

Full Return Location:

Booking Items

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity	Temp Req. (C)	Vent Req	Vent Unit	Humd Req.%
No Data to display.													

The **Booking** form enables you to add and edit bookings. Most line operators use EDI to send bookings, but you can use the **Booking** form to:

- Add bookings for line operators that do not use EDI
- Edit bookings based on the instructions received from the line operators, such as changing the routing information (roll the booking)

Use bookings in N4 to control the number and type of empty containers dispatched to a warehouse to be stuffed, and the containers received to be loaded on a vessel. The containers received against a booking will inherit the booking's routing information.

To add or edit a booking:

1. In the **Number** field, enter a booking number that identifies the booking.
2. From the **Line Operator** lookup field, select the line operator for the booking.
3. From the **Vessel Visit** lookup field, select the vessel visit for the booking. The values displayed in the **Vessel Visit** lookup field depend on the line operator selected in *step 2*.

The system allows you to select **Departed** vessel visits to update erroneous bookings, but displays a note after saving the changes made to the booking.

- You cannot select a **Canceled, Closed, or Archived** vessel visit.
4. From the **Port of Load** lookup field, select the port where the container will be loaded on the ship.

By default, N4 selects the current facility as the port of load. However, you can select any routing point as the POL; N4 does not validate the POL against the port rotation of the outbound carrier.

- If you change the routing information, such as **Vessel Visit, Port of Load, or the Port of Discharge** to roll a booking and the booking rules for the selected line operator allow, N4 rolls the associated units.
5. From the **Port of Discharge** lookup field, select the port where the container will be discharged.

The ports listed in the **Port of Discharge** lookup field are based on the itinerary of the vessel visit selected in *step 3*.

- If the **Vessel Visit** specified in *step 3* is for a non-operational facility, N4 displays all the routing points in the **Port of Discharge** lookup field.
6. Specify optional information such as a second port of discharge, optional port of discharge, shipper, consignee, origin, and destination for the booking.
 7. From the **Freight Kind** drop-down list, select the freight kind for the container that will be received against the booking:
 - **Empty:** Empty container.
 - **FCL:** Full Container Load.
 - **LCL:** Less-than Container Load.
 - **B-bulk:** Break-bulk.
 8. From the **Category** drop-down list, select the booking category, either **Export** (default) or **Domestic**.
 - If you change the category of an existing booking, N4 does not change the category of any full containers already received against the booking. In this case, these containers display in the **Bkg Discrepancies** tab.
 9. Specify optional information, such as dray status, special stow, out of gauge, and hazards for the containers received against the booking.
 10. Click **Save**.

You must save a new booking before you can add booking items, record events, or update holds/permissions for the booking.

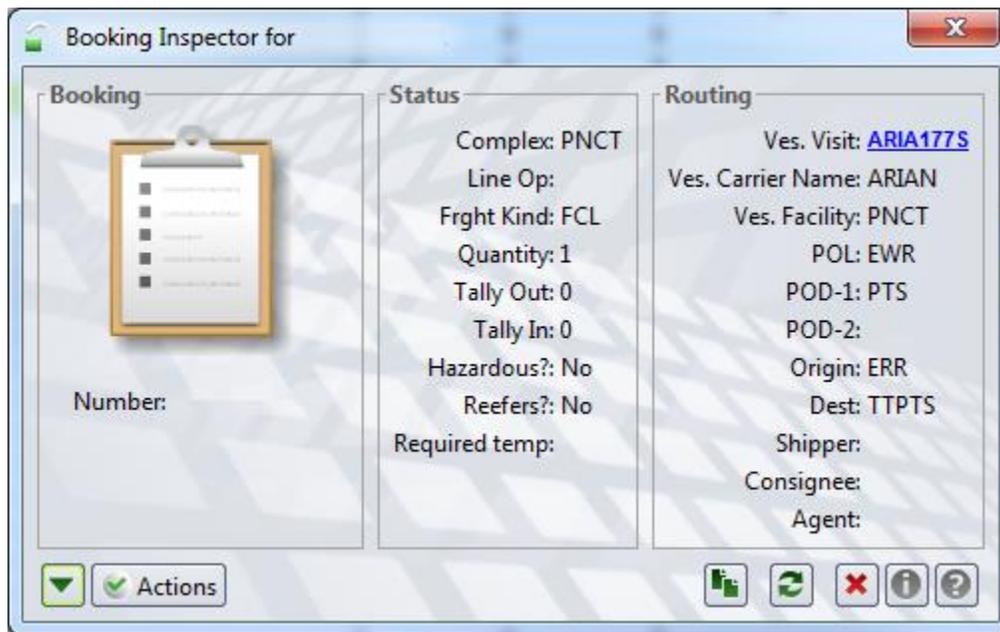
Booking Inspector

The **Booking Inspector** displays the details of the selected booking and enables you to perform various actions on it. The **Booking Inspector** provides a view of all aspects of the selected booking from the perspective of the facility in the current [scope](#). You can keep the **Booking Inspector** open at all times as you work in other views and forms, and you can move and resize it as needed.

When you update the selected booking, N4 automatically refreshes the information displayed in the **Booking Inspector**.

The **Booking Inspector** displays the basic information for a booking in the following areas:

- **Booking:** The left area displays the booking number for the selected booking.
- **Status:** The middle area displays the booking details, such as the line operator, freight kind, quantity, tally counts, and if the booking contains hazardous information or booking items for reefer containers.
- **Routing:** The right area displays the routing information, such as the complex, vessel visit, POL, and POD for the selected booking.



The **Details pane** displays additional booking information below the  button.

To display the Details pane:

1. Click 
2. From the list on the left, select the type of information to display.

The **Details pane** in the **Booking Inspector**, displays additional booking information in the following tabs:

- **Details:** Displays the booking details, such as the category, dray status, special stow code, or if the booking contains over dimension containers.
- **History, Events:** Displays the events recorded for the booking, such as an equipment update or routing change.

- **Hazards:** Displays the hazards associated with the selected booking.

To add, edit, or delete hazards, use the **Booking [form](#)**.

- **Holds/Perms:** Displays holds/permissions, if any, for the selected booking.
- **Items:** Displays the booking items associated with the selected booking.

You can add new booking items, and edit or delete existing booking items on this tab.

- **Units:** Displays the units associated with the selected booking.

SECTION 16: Equipment Deliver Order

The **Equipment Delivery Orders** view displays the Equipment Delivery Orders (EDO) that exist at the current scope level. You can add, edit, and delete EDOs from this view.

Facility	Line Op	Number	Trucking Company	Quantity	Tally Out	Disp Complete	Required temp	Earliest Date	Latest Date	Created	Creator	Changed	Changer	Order Purpose
				100	0					11-Jan-17 0512		11-Jan-17 0512		
				999	0					11-Jan-17 0512		11-Jan-17 0512		
				1099	0					11-Jan-17 0512		11-Jan-17 0512		
				75	0					11-Jan-17 0512		11-Jan-17 0512		
				30	0					11-Jan-17 0512		11-Jan-17 0512		
				10	0					11-Jan-17 0512		11-Jan-17 0512		

To create a new Equipment Delivery Order:

Click .

To edit or delete a record:

1. In the list view, select the record(s) that you want to edit or delete.
2. Do one of the following:
 - o Click  to edit a selected record.
 - o Click  to delete the selected record(s).

Depending upon the list view, when you double-click a record in the list view, N4 displays either an inspector that displays more details for the selected record or a form that enables you to edit the record.

The **Add**, **Edit**, and **Delete** commands are also available on the shortcut menu for the list view. To access the shortcut menu, right-click the selected record.

SECTION 17: Vessel Visits

The Vessel Visits view provides users with vessel schedule information for all vessels calling at the terminal. The Vessel Visits view will display inbound, arrived and departed vessels. This view will provide vessel information regarding voyage numbers, estimated and actual dates of vessel arrivals and departures and cargo cutoff dates. Cargo cutoffs dates are defined for Dry, Reefer and Hazardous.

This is a read only view and user cannot edit details of the vessel schedule information.

A Vessel Visits Shared filter will be defined to view the most current vessel schedule information.

Navigate to the Vessel Visits view as follows: Operations > Vessel > Vessel Visits

Phase	Line	Vessel Name	Vessel	Service	Vessel Class	Visit	O/B Vyg	I/B Vyg	ETA	ATA	ETD	ATD	Begin Receive	DryCutoff	ReeferCutoff
Inbound	MSC	MSC CARMEN	MCRM	ECUA	MCRM	MCRM646A	646A	646A	01-Dec-16 0100		01-Dec-16 2300		29-Nov-16 0600	30-Nov-16 1800	30-Nov-16 1800
Inbound	MSC	MSC JAPAN	MJAP	MTY	MJAP	MJAP664A	664A	664A	01-Dec-16 1300		02-Dec-16 1300				
Inbound	MSL	MAERSK OHIO	MSOH	TA2	MSOH	MSOH648E	648E	648E	03-Dec-16 0800		04-Dec-16 0800		01-Dec-16 0600	02-Dec-16 1800	02-Dec-16 1800
Inbound	MSC	MSC BARBARA	BARB	ES1	MSMH	BARB648A	648A	648A	03-Dec-16 1900		05-Dec-16 0100		01-Dec-16 0600	02-Dec-16 1800	02-Dec-16 1800
Inbound	CMA	ARIAN	ARIA	CGML	ARIA	ARIA1855	1855	1855	04-Dec-16 1300		05-Dec-16 0200		28-Nov-16 0600	02-Dec-16 1800	02-Dec-16 1800
Inbound	MSC	MSC NERISSA	MSNS	TA2	MSEM	MSNS647W	647W	647W	05-Dec-16 0800		06-Dec-16 0800				
Inbound	CMA	CMA CGM DALILA	DALI	COLB	DALI	DALI310UN	310UN	309US	05-Dec-16 1300		06-Dec-16 2300		01-Dec-16 0600	02-Dec-16 1800	02-Dec-16 1800
Inbound	MSC	MSC MAEVA	MSEM	IUE	MVBN	MSMW649R	649R	649R	06-Dec-16 1300		08-Dec-16 1300		02-Dec-16 0600	05-Dec-16 1800	05-Dec-16 1800
Created	MSC	MSC ADELAIDE	MSCA	TP12	MSCA	MSCA643E	643E	643E	07-Dec-16 1900						
Inbound	MSC	MSC LEIGH	MSLE	ECUA	MMTR	MSLE647A	647A	647A	08-Dec-16 0100		08-Dec-16 2300		06-Dec-16 0600	07-Dec-16 1800	07-Dec-16 1800
Inbound	MSC	MSC NERISSA	MSNS	TA2	MSEM	MSNS649E	649E	649E	10-Dec-16 0800		11-Dec-16 0800		08-Dec-16 0600	09-Dec-16 1800	09-Dec-16 1800
Inbound	MSC	MSC MAUREEN	MSMJ	ES1	MSLU	MSMJ649A	649A	649A	10-Dec-16 1900		12-Dec-16 0100		08-Dec-16 0600	09-Dec-16 1800	09-Dec-16 1800
Inbound	CSG	CSCL AFRICA	CSAF	COLB	CSAF	CSAF314UN	314UN	313US	12-Dec-16 0000		14-Dec-16 0800				
Inbound	MSL	MAERSK IDAHO	MSID	TA2	MSID	MSID648W	648W	648W	12-Dec-16 0800		13-Dec-16 0300				
Created	MSC	MSC ROMA	MROM	TP12	MSSU	MROM644E	644E	644E	14-Dec-16 1900						
Inbound	MSC	MSC JULIA R.	MJAR	ECUA	SARM	MJAR648A	648A	648A	15-Dec-16 0100		15-Dec-16 2300		13-Dec-16 0600	14-Dec-16 1800	14-Dec-16 1800
Inbound	MSL	MAERSK IDAHO	MSID	TA2	MSID	MSID650E	650E	650E	17-Dec-16 0800		18-Dec-16 0800		15-Dec-16 0600	16-Dec-16 1800	16-Dec-16 1800
Inbound	MSC	MSC MARIANNA	MSMN	ES1	MSMN	MSMN650A	650A	650A	17-Dec-16 1900		19-Dec-16 0100		15-Dec-16 0600	16-Dec-16 1800	16-Dec-16 1800
Inbound	CMA	CMA CGM CENDRILLON	CEND	COLB	CEND	CEND318UN	318UN	317US	19-Dec-16 1300		21-Dec-16 1200				
Inbound	MSC	MSC PAMELA	MPAM	IUE	MSSU	MPAM651R	651R	651R	21-Dec-16 1300		23-Dec-16 2300				
Created	MSC	MSC GISELLE	MSGE	TP12	MSGE	MEGE643E	643E	643E	21-Dec-16 1900						
Inbound	MSC	MSC VAISHNAVI R.	MVIR	ECUA	MVIR	MVIR649A	649A	649A	22-Dec-16 0100		22-Dec-16 2300		20-Dec-16 0600	21-Dec-16 1800	21-Dec-16 1800
Inbound	MSC	MSC GENEVA	MGVA	ES1	MGVA	MGVA651A	651A	651A	24-Dec-16 1900		26-Dec-16 0100		22-Dec-16 0600	23-Dec-16 1800	23-Dec-16 1800
Inbound	MSC	MSC BREMEN	MSBR	TA2	MSBR	MSBR649W	649W	649W	25-Dec-16 0800		27-Dec-16 0300				
Created	MSC	MSC ELODIE	MLOD	TP12	MLOD	MLOD647E	647E	647E	28-Dec-16 1900						
Inbound	MSC	MSC KIM	MKIM	ECUA	MKIM	MKIM650A	650A	650A	29-Dec-16 0100		30-Dec-16 2300		27-Dec-16 0600	28-Dec-16 1800	28-Dec-16 1800

SECTION 18: Reports

The **Report Definitions** view displays the report definitions that exist at the current scope level.

You can use the Run Report action in the **Report Definitions** view to generate a report using the selected report definition.

To generate a report:

1. In the **Report Definitions** view, select the report definition that defines the data and the layout of the report.
2. Select Actions  Run Report.

You can also right-click a report definition and select the Run Report option from the shortcut menu.

3. Optionally, in the **Sort Fields** area, you can select up to three **Sort** fields and the sort order (Ascending/Descending) for each field.

N4 uses the sort order to determine the order of the records displayed in the report.

If available, N4 automatically fills in values from the report definition. However, any sort values selected here **override the sort values** specified in the report definition.

4. If the selected report definition or the associated report design has filter parameters, enter or select those values.
5. Optionally, from the **Report Output** drop-down list, select a different report output format.

The **Report Output** drop-down list displays the default **Output Type** selected for the report definition.

6. Click **OK**.

N4 generates the report and displays it in the selected **Report Output** format.

If the report does not return any rows, N4 creates and displays an empty report.

SECTION 19: Equipment – On Hire Containers

The Equipment Containers view displays the containers that are known to the terminal. Typically, equipment information that appears in this view will be defined through receipt of a fleet file or other EDI file, which contains information about all containers that are owned or used by a line operator. However, if an unknown container arrives at the ingate and must be added to the system before it can be received you can on hire containers in this view. Users have the permissions to add new containers, and edit or delete existing containers from this view. This list is sometimes referred to as the master container list.

To view the Equipment Containers view, select Configuration > Equipment > Containers.

To add a new record for on hire:

1. Select the  to add a new record.
2. The Edit Container form will appear.
Enter data in the following required fields:
 - In the **Equipment Number** field, enter a unique container number.
 - From the **Equipment Type** drop-down list, select the equipment type ISO code.
 - **ISO Group** drop-down list will default to GP for general purpose and automatically change if equipment type selected is not GP.
 - **Equipment physical properties** automatically populate when equipment type is selected (i.e., weight, length, height, etc...).
 - From the **Owner** drop-down list, select the equipment owner code.
 - From the **Operator** drop-down list, select the equipment operator code.

If the owner and operator are not known the value can be null.
3. Click Save.

To edit or delete a record:

In the list view, select the record(s) that you want to edit or delete.

Do one of the following:

- Click  to edit a selected record.
- Click  to delete the selected record(s).

When you double-click a record in the list view, N4 displays a form that enables you to edit the record.

SECTION 20: Organizations

The Organizations menu provides access to various views, tabs, and forms that enable you to set up and manage your organizations, such as:

- Line operators
- Trucking companies

To view the Organizations view, select Configuration > Organizations > Line Operator or Trucking Companies.

From the **Line Operators** view, you will only be able to see your company’s information and that of any companies your user account is affiliated with.

When you double click on a customer, it will bring up the Edit Line Operator form which will list the contact information for that customer as well as other details. You will have read only access to the address and contact information.

Edit Line Operator

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Id: TST</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Name: TST, Inc.</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">SCAC Code: TSTU</td></tr> <tr><td style="border-bottom: 1px solid #ccc;"><input checked="" type="checkbox"/> Is Operator</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Guarantee Limit:</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Name: Cost Control</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Address Line2:</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact City: Newark</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact State: NJ (New Jersey) ↓</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Telephone: 999-999-9999</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Account Number: 11222</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Notes:</td></tr> </table>	Id: TST	Name: TST, Inc.	SCAC Code: TSTU	<input checked="" type="checkbox"/> Is Operator	Guarantee Limit:	Contact Name: Cost Control	Contact Address Line2:	Contact City: Newark	Contact State: NJ (New Jersey) ↓	Contact Telephone: 999-999-9999	Account Number: 11222	Notes:	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Master Organization: TST</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Credit Status: On account credit customer</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">BIC Code: TEST</td></tr> <tr><td style="border-bottom: 1px solid #ccc;"><input checked="" type="checkbox"/> Is Owner</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Email Address: test@portsamerica.com</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Address Line1: 700 Terminal Way</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Title: Manager</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Country: US (United States)</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Mail Code: 99999</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Contact Fax: 555-555-5555</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Oracle Account Number: 0100</td></tr> </table>	Master Organization: TST	Credit Status: On account credit customer	BIC Code: TEST	<input checked="" type="checkbox"/> Is Owner	Contact Email Address: test@portsamerica.com	Contact Address Line1: 700 Terminal Way	Title: Manager	Contact Country: US (United States)	Contact Mail Code: 99999	Contact Fax: 555-555-5555	Oracle Account Number: 0100
Id: TST																								
Name: TST, Inc.																								
SCAC Code: TSTU																								
<input checked="" type="checkbox"/> Is Operator																								
Guarantee Limit:																								
Contact Name: Cost Control																								
Contact Address Line2:																								
Contact City: Newark																								
Contact State: NJ (New Jersey) ↓																								
Contact Telephone: 999-999-9999																								
Account Number: 11222																								
Notes:																								
Master Organization: TST																								
Credit Status: On account credit customer																								
BIC Code: TEST																								
<input checked="" type="checkbox"/> Is Owner																								
Contact Email Address: test@portsamerica.com																								
Contact Address Line1: 700 Terminal Way																								
Title: Manager																								
Contact Country: US (United States)																								
Contact Mail Code: 99999																								
Contact Fax: 555-555-5555																								
Oracle Account Number: 0100																								

Trucking Companies

Actions Display	 	 	 	 	 	 	
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Trucking Company	Trucking Company Name	Alias Id	Expiration Date	Status	House Trucker	Life Cycle State
AADE	A & D EXPRESS, INC.		03-01-2017	OK		Active
AADP	AAA DELIVERY TRANSPORTATION, INC		12-18-2016	BANNED		Active
AAEC	A & A EXPRESS INC		03-13-2017	OK		Active
AAER	ALL AMERICAN ENTERPRISES LIMITED LI		09-27-2016	BANNED		Active

You will be able to edit the Trucking Companies tab which is used to add or update a trucking company’s information. The Trucking Company tab displays the trucking companies with which the line operator has an agreement to do business. The line operator can use this form to specify a trucking company as the official house trucking company for the line operator.

When you double click on a trucking company, it will bring up the Edit Trucking Company Line form. You can edit the credit, insurance and/or status information on this screen.

Credit Expiration Date	Enter the expiration date of the credit agreement between the trucking company and line operator.
Insurance Expiration Date	Enter the expiration date of the insurance agreement between the trucking company and shipping line.
Trucking Company Status	<p>Select one of the following statuses for the trucking company:</p> <ul style="list-style-type: none"> • BANNED: The terminal has banned the trucking company. • RECEIVE ONLY: The trucking company can only drop off, not pick up. • OK: The trucking company can drop off and pick up.
Expiration Date	Enter the date when the agreement between the line operator and the selected trucking company expires.
House Trucker	<p>Select if the trucking company is the official house trucker for the line operator.</p> <p>A house trucker is a trucking company that can always pick up a container for a line operator even though another trucking company may be assigned for the pick-up.</p> <ul style="list-style-type: none"> • A line operator can assign multiple trucking companies as house truckers.

To add a new trucking company record that has an agreement with the line operator:

1. From the Edit Line Operator form, select the  to add a new record the trucking company tab.
2. The Add Trucking Company Line form appear.
 - From the **Trucking Company** drop-down list, select trucking company by trucking code or company long name.
 - Enter credit, insurance and/or status information.
3. Click Save.

To edit or delete trucking company record:

In the list view for Trucking Companies tab, select the record(s) that you want to edit or delete.

Do one of the following:

- Click  to edit a selected record.
- Click  to delete the selected record(s).

When you double-click a record in the list view, N4 displays a form that enables you to edit the record.

From the **Trucking Companies** view, you will only be able to see the trucking company information affiliated with the line operator.

When you double click on a trucking company, it will bring up the Trucking Company Details form which will list the contact information for that trucking company. You will have read only access to the trucking company information.

Trucking Companies						
Actions		Display				
	Name	SCAC Code	Insurance Expiration	LifeCycleState	EDO Number	BIC Code
	A PLUS HAULING	AHAD	06-08-2017	Active		
	AH TRANSFERS & CARTAGE INC.	AHAI	10-23-2017	Active		
	ALPHA LOGISTICS GROUP INC.	AHAL		Active		
	ALPHA EXPLOSIVES	AHAP	07-01-2017	Active		
	A & H TRUCKING & SHIPPING	AHAS	02-27-2017	Active		
	ALPHA TRANSPORT INC.	AHAT		Active		
	ASHLEY BROOKS, INC.	AHBK		Active		
	AMERICAN HARBOR TRANSPORTATIO...	AHBT	03-01-2017	Active		
	ALPHA TRUCKING LLC	AHBY		Active		

SECTION 21: Customer N4 Role Definitions

Customer Role Definitions

1. Import Inquiry

- Viewing of Containers and their Status – (freight release, customs status, last free day, exam holds)
- View and check Bills of Lading information
- View Vessel Visits information

2. Import Entry

- Viewing of Containers and their Status – (freight release, customs status, last free day, exam holds)
- Adding and releasing manual Freight Holds by Container or B/L
- Adding/Updating Trucker Insurance/Credit/Contract information

3. Export Inquiry

- Viewing of Containers and their status
- Booking inquiries
- Equipment Delivery Order inquiries

4. Export Entry

- Viewing of containers and their status
- Booking entries and updates
- Equipment Delivery Order entries and updates

5. Equipment Inquiry

- Viewing of Containers and their status
- Booking inquiries
- Equipment Delivery Order inquiries

6. Equipment Entry

- Viewing of containers and their status
- Booking entries and updates
- Equipment Delivery Order entries and updates

7. All Departments Inquiry

8. All Departments Entry

SECTION 22: ISO Size Type Chart

ISO Classes/Archetypes

2200 = 20' 8'6" Dry

4300 = 40' 8'6" Dry

4500 = 40' 9'6" Dry

9500 = 45' 9'6" Dry

2250 = 20' 8'6" Open top

4250 = 40' 8'6" Open top

2230 = 20' 8'6" Reefer

4330 = 40' 8'6" Reefer

4530 = 40' 9'6" Reefer

2260 = 20' 8'6" Flatrack

4260 = 40' 8'6" Flatrack

2670 = 20' 8'6" Half High Tank

2070 = 20' 8' Half High Tank

4778 = 40' Half High Tank

2270 = 20' 8'6" Tank

4370 = 40' 8'6" Tank

20CZ = 20' Chassis

40CZ = 40' Chassis

45CZ = 45' Chassis

SECTION 23: Glossary of Terms

Bills of Lading (BL): A document or a contract between a line operator and a shipper. The bill of lading lists all cargo items received from a shipper that will be delivered to the consignee named in the contract. It also lists the origin and the destination of the cargo. One bill of lading can list cargo items that are distributed among several containers. Conversely, one container can include cargo items from several bills of lading. Each bill of lading relates to a single vessel visit.

Booking: See **Export Booking**

Category Applies to Units: The category of the unit. IMPORT, EXPORT, STORAGE, DOMESTIC, THROUGH (includes restow) or TRANSSHIP.

- **Import:** A unit with goods that are imported into the country of the facility. Typically, these are full containers that arrive by a deep sea vessel at the facility and depart by truck, rail, or barge, but not by another vessel.
- **Export:** A unit with goods that are being exported from the country of the facility. Typically, these are full containers that arrive at the facility by truck, rail, or barge to be loaded onto an outbound deep sea vessel.
- **Storage:** A unit at a facility that has no current movement plans. Typically, these are empty containers that arrive at the facility by truck, rail, barge, or vessel and remain at the facility for an undetermined period of time.
- **Through (Restow):** A unit that passes through the facility on a carrier. Typically, through containers arrive at the facility on a carrier, such as a vessel, train, or truck, and leave the facility on the same carrier without being discharged at the facility.
- **Transship:** A unit with goods that pass through the country of the facility. Typically, these goods are full containers that arrive at the facility on a deep sea vessel and leave the facility on another vessel.

Complex: Two or more facilities that function as one business unit. They share reference data, containers, bookings, and other business information. An operator can have multiple complexes.

Create Time Applies to Units: Creation time of the Unit Facility Visit.

Dwell: The length of time that cargo remains in a facility before it is loaded onto a vessel or collected for domestic distribution. It is typically used to calculate storage charges. SPARCS N4 calculates the unit dwell time as the current time minus the time that the unit entered the yard at the current facility. For example, if the result is:

- Greater than 0 days (2 hours) and less or equal to 1 day, the dwell equals 1 day.
- Greater than 1 day and less or equal to 2 days, the dwell equals 2 days.
- Greater than 2 days and less or equal to 3 days, the dwell equals 3 days.

EC/In Time *Applies to Units:* Time when Transit State became EC/IN (Equipment Control In).

- If arriving by road, the time the truck entered the gate.
- If arriving by sea, the time of discharge.

EIR: Equipment Interchange Receipt. A receipt that is given to a truck driver for verification of the gate transactions that were performed at the terminal. The EIR number is the same as the Gate Transaction Number. This number is only unique within a specific facility.

Equipment Delivery Order (EDO): An order that is used to deliver empty containers or chassis out the gate to reposition equipment, to provide empty containers to shippers, to dispatch off-hired equipment, or for repairs.

Export Booking: An appointment made with a line operator to reserve space on a vessel for the transport of containers.

Facility: A terminal, including its yards. A complex can have multiple facilities.

Freight Kind *Applies to Units:* The status of a unit, based on its contents: **MTY** (Empty), **FCL** (Full Container Load), **LCL** (Less-than Container Load), **B-BULK** (Break-bulk).

Guarded Entity: An entity whose behavior is controlled by another entity that is also referred to as a guardian entity. For example, the units on board a vessel are the guarded entities, while the vessel is the guardian. Also, equipment associated with a unit, such as a container or chassis, is the guardian of the unit, while the unit is the guarded entity.

Guardian Entity: An entity that controls the behavior of another entity that is also referred to as a guarded entity. For example, a vessel is a guardian for the units on board, which are the guarded entities. Also, equipment associated with a unit, such as a container or chassis, is the guardian for the unit, which is the guarded entity.

In SPARCS N4, the term is used to identify the affected entities when holds/permissions are updated and service events are recorded. For example, a hold that is applied to a guardian entity may prevent the recording of an event for the guarded entity, or a DISCHARGE hold that is applied to a vessel prevents all units on the vessel from being discharged. This makes it unnecessary to apply a direct hold on each unit on the vessel.

Impediments *Applies to Units:* REQUIRED permissions and ACTIVE holds that prevent any unit event. This includes holds/permission on a guardian of a unit, such as a hold on an export booking that prevents a UNIT_LOAD event for all units associated with the export booking.

I/B Actual Visit: Inbound Name of the Vessel/Voyage if unit came in by ship. If unit came in via truck, it will provide the Visit number.

Last Move *Applies to Units:* Time of the unit move to its current position. For a new visit it will be the same as the Create Time.

Line Op: The current operator (shipping line) of the unit.

O/B Actual Visit: Outbound mode of cargo: vessel name, truck, etc...

POD: The first Port of Discharge.

Pre-Advise: The action of providing information about an export container, such as the container number, prior to its arrival at the terminal. This can be done either through an EDI message or through data entry at the terminal. Pre-advising is allowed by line operators, customs brokers, trucking companies, and terminal representatives for containers with or without a booking.

Reqs Power: This column will have a dot "●" if container is refrigerated.

Stop-Road: A flag that indicates whether an active hold or required permission for a service business rule is in place for the associated gate event such as a UNIT_DELIVER.

Stop-Rail: A flag that indicates whether an active hold or required permission for a service business rule that is associated with a rail event, such as a UNIT_RAMP.

Stop-Vsl (Vessel): A flag that indicates whether an active hold or required permission for a service business rule is in place for the associated vessel event such as a UNIT_LOAD.

Tally In Applies to Export Bookings: The total amount of containers that were received for this order.

Tally Out Applies to Export Bookings/EDO: The total amount of containers that were dispatched for this order. The container need not be dispatched from one of our facilities. The Tally Out counter is incremented when a container is received that was not dispatched from one of our facilities. The Tally In count should never exceed the Tally Out count.

Time In Applies to Units: Time when Transit-State became YARD.

Time Out Applies to Units: Time when Transit-State became DEPARTED.

Transit-State (T-State) Applies to Units: INBOUND, EC/IN, YARD, EC/OUT, LOADED, ADVISED, DEPARTED, RETIRED. The Transit state will be the same as the Visit State when the container is not ACTIVE. The Transit-State is a further breakdown of the ACTIVE Visit State.

- **INBOUND:** Is incoming and located on an inbound carrier, such as a pre-advised unit or a unit created via a stow plan EDI message.
- **EC/IN:** Equipment Control in. Is incoming and at the facility. For example, a unit that is in a queue and waiting for the equipment control to place it in the yard.
- **YARD:** Is in a specific position in a yard in a facility.
- **EC/OUT:** Equipment Control out. Is in a queue at a facility and waiting for the equipment control to deliver it or load it on a vessel.
- **ADVISED, DEPARTED and RETIRED:** See Visit-State.

Type ISO: Equipment Type ISO. For information about ISO codes, please see **Section 22 ISO Size Type Chart**.

Unit: A business entity that is tracked by the system. A unit can be a single piece of equipment or any combination of equipment, such as a container and chassis, moving as a single entity through a complex. Units are created when the equipment enters a complex (or is pre-advised). A unit always has at least one unit facility visit. If equipment travels between facilities in a complex, SPARCS N4 creates a new unit facility visit for each facility that the unit visits.

Each unit facility visit displays as a separate record in the Unit tracking results. Therefore, SPARCS N4 can display multiple unit records for the same equipment in the Units list, but only one record is in an **ACTIVE** visit-state.

Units become historical data when their life cycle ends, such as when a unit is in a **DEPARTED** or **RETIRED** visit-state. Typically, this occurs when a unit leaves a complex.

Important characteristics:

- You can generate multiple units from one for different pieces of equipment (for example by splitting a bundle of flat-racks).
- You can combine multiple units into one (for example a stacked full container that is placed on a previously empty chassis).
- You can reconfigure units (for example two containers, each on a chassis, flipped onto each others' chassis).

Examples of units:

- A container and a chassis
- A bundle of five flat-rack containers
- A bare chassis
- A container, a chassis, and an accessory

Unit Facility Visit: Each visit that a unit makes or will make to a facility. A unit always has at least one unit facility visit and can be associated with multiple unit facility visits. Each unit facility visit displays as a separate record in the Unit tracking results.

Vessel Visit: A scheduled date and time that a vessel will arrive at a terminal for the purpose of loading and discharging cargo. Vessel visits may consist of one or more voyages.

Visit-State (V-State) Applies to Units: ACTIVE, ADVISED, DEPARTED or RETIRED.

ACTIVE: Located on an inbound carrier, in the yard at the facility, or on an outbound carrier.

ADVISED: Incoming but not certain to arrive at the facility, such as a unit created via an EDI message.

DEPARTED: The visit life-cycle ended with the container leaving the facility

RETIRED: The visit life-cycle ended on the facility. (Example: The container was stripped)

Reference: SPARCS N4 Help