

# Barbours Cut Terminal Operating System Users Manual

## October 2015

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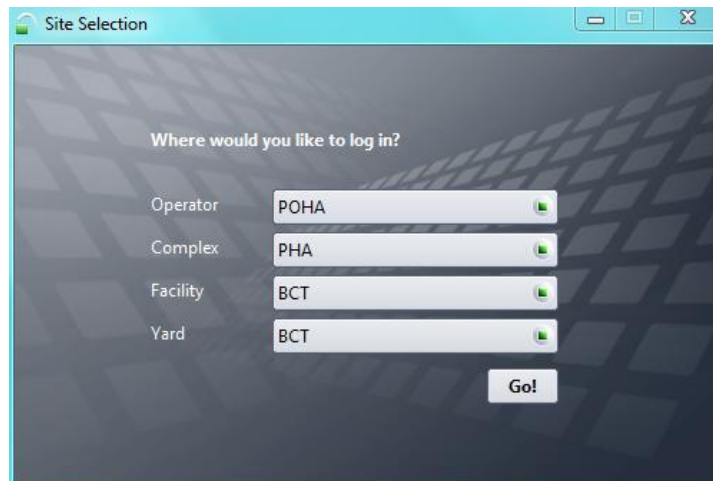
## THE BASICS

### Log Into N4

1. From your desk top, click on N4 icon to open N4.
2. The Sparcs N4 Log In screen will appear.



3. Type your User Name and Password. Click Login.
4. The Site Selection screen will appear.



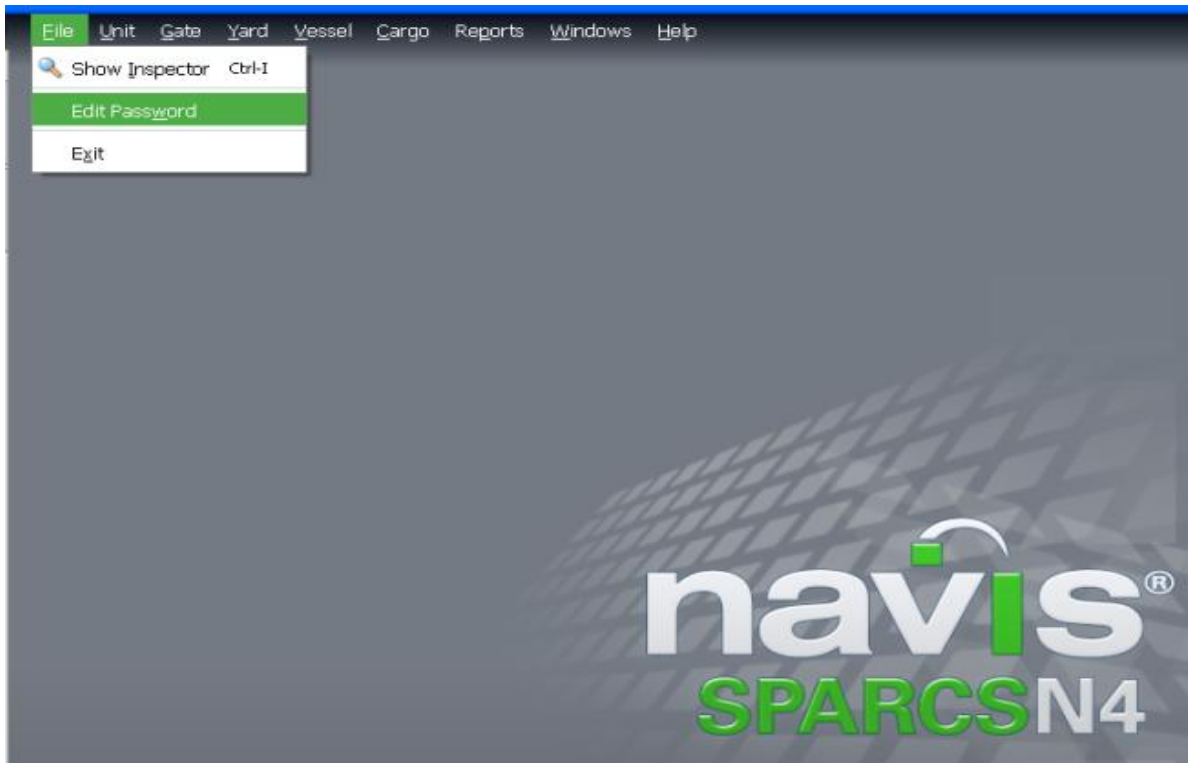
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5. Click Go! You are now logged in to N4.



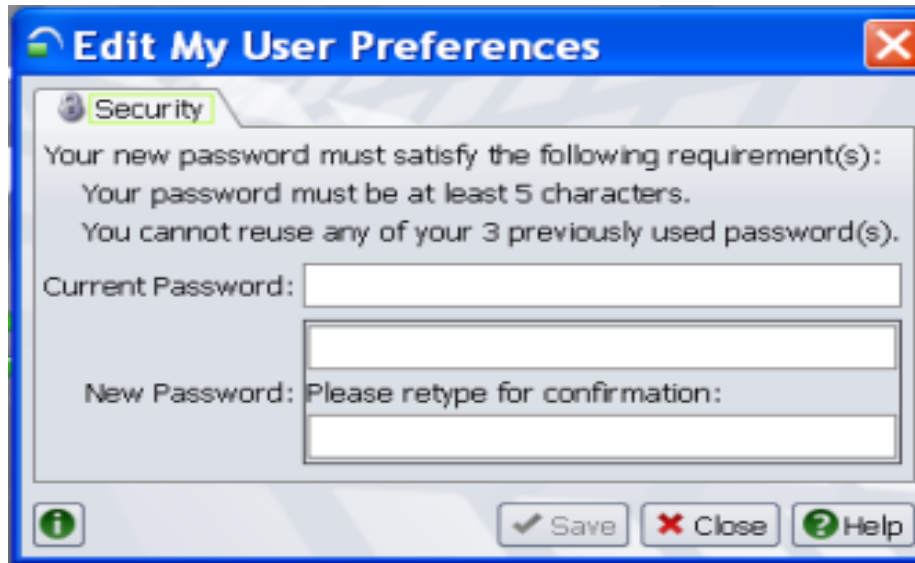
## Change Password

1. From Menu Bar, click File > Edit Password.





2. The Edit My User Preferences screen will appear.



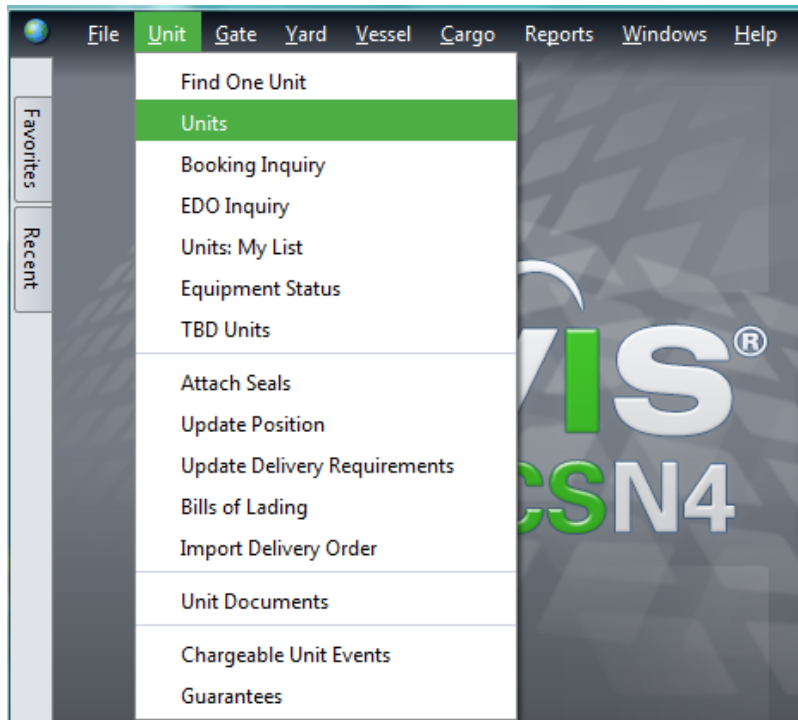
3. Type the Current Password into the Current Password field.
4. Type the New Password in first blank field of the New Password field.
5. Retype the New Password in second blank field of the New Password field.
6. Click Save.

### N4 Menu Bar and Tabs

1. To open a particular tab, go to the N4 Menu Bar .You will see nine categories: File, Unit, Gate, Yard, Vessel, Cargo, Reports, Windows and Help. Under each category you have several options to choose from; these options will be your menu tab items.



2. To open a particular tab, click on an N4 menu category. In the example below, the category Unit has been opened to reveal a drop down menu with various options. Click on any option to open that tab, such as Units.



*Continue instructions on next page*

- A list of units will appear and a Units tab is now displayed.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	P
12-Apr-05 1502	MSCU8855333	22G1	Storage	Active	EC/In	T-DKR320-TLT	MSC	DKR320	GEN_CARRIER	
12-Apr-04 1044	CMA222	20CH	Storage	Active	Yard	Y-BPT-41142A	CMA	051GWD	GEN_CARRIER	
12-Apr-04 0956	GWD10	20CH	Storage	Active	EC/In	T-055 (TQ)	CMA	055	GEN_CARRIER	
12-Apr-04 0908	GFWU3332222	22G1	Import	Advised	Advised	V-IBR-001	CMA	IBR-001	GEN_TRUCK	HOI
12-Apr-04 0859	MLBU5555566	22G1	Storage	Departed	Departed	T-053	CMA	050	053	
12-Apr-03 1443	ABCU1231234	22G1	Storage	Departed	Departed	T-458585	CMA	ABC123	458585	
12-Apr-03 1359	DEF654	20CH	Storage	Active	Yard	Y-BPT-DVRC	CMA	GEN_TRUCK	GEN_TRUCK	
12-Apr-03 1135	CMAU1940982	22G1	Import	Active	Yard	Y-BPT-3E45E	CMA	PAG-VB600	GEN_CARRIER	HOI
12-Apr-03 1050	CMA123	20CH	Storage	Departed	Departed	T-DKR320	CMA	CMA101	DKR320	
12-Apr-03 1047	MSCZ123	20CH	Storage	Active	Yard	Y-BPT-HT	MSC	DKR320	GEN_CARRIER	
12-Apr-02 1547	MSCU7535335	45GO	Import	Active	Inbound	V-MJO-1210R-060884	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	MSCU7632865	45GO	Import	Active	Inbound	V-MJO-1210R-060882	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	MSCU9798393	45GO	Import	Active	Inbound	V-MJO-1210R-060812	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	MSCU9492818	45GO	Import	Active	Inbound	V-MJO-1210R-061084	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	INKU2271127	45GO	Import	Active	Inbound	V-MJO-1210R-061082	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	MSCU8745589	45GO	Import	Active	Inbound	V-MJO-1210R-061284	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	MSCU7680919	45GO	Import	Active	Inbound	V-MJO-1210R-061282	MSC	MJO-1210R	GEN_TRUCK	HOI
12-Apr-02 1547	EXFU1435517	22TO	Through	Active	Inbound	V-MJO-1210R-050384	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	TRLU0277380	22TO	Through	Active	Inbound	V-MJO-1210R-050382	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	EXFU0278408	22TO	Through	Active	Inbound	V-MJO-1210R-050184	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	EXFU0279873	22TO	Through	Active	Inbound	V-MJO-1210R-050182	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	EXFU0278650	22TO	Through	Active	Inbound	V-MJO-1210R-050084	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	EXFU0278326	28T9	Through	Active	Inbound	V-MJO-1210R-050082	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	EXFU0279770	22TO	Through	Active	Inbound	V-MJO-1210R-050284	MSC	MJO-1210R	MJO-1210R	NOI
12-Apr-02 1547	EXFU0278959	22TO	Through	Active	Inbound	V-MJO-1210R-050282	MSC	MJO-1210R	MJO-1210R	NOI
12-Mar-29 1604	IMPU2225555	22G1	Import	Active	EC/In	T-GFWD (TIP)	CMA	GFWD	GEN_TRUCK	HOI
12-Mar-29 1504	MSCU8855333	22G1	Storage	Departed	Departed	T-DKR320	MSC	DKR320	DKR320	

- You may keep this tab open as long as you wish and open more tabs from other categories in the Menu Bar as needed.
- For example, click on Gate > Bookings. There are now two tabs under the N4 Menu Bar: Units and Bookings.

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper
0387025180	MSC	MCR	Created		ROHM & HAAS COMPANY	ROHM & HA
0387046750	MSC	MFI	Created		ROHM & HAAS COMPANY	ROHM & HA
0387046770	MSC	MFI	Created		ROHM & HAAS COMPANY	ROHM & HA
0387046800	MSC	MCR	Created		ROHM & HAAS COMPANY	ROHM & HA
0387099980	MSC	MCN	Created		ROHM & HAAS COMPANY	ROHM & HA
0388064175	MSC	MSM	Created		THE DOW CHEMICAL CO	THE DOW C
0388110075	MSC	JRM	Created		THE DOW CHEMICAL CO	THE DOW C
0388129675	MSC	JRM	Created		THE DOW CHEMICAL CO	THE DOW C
0388142875	MSC	MCD	Created		THE DOW CHEMICAL CO	THE DOW C

- You can move back and forth between these two tabs by clicking the tab of the screen you need displayed.
- You can un-dock a tab and have both screens displayed at the same time. See section on Undocking Tabs.

## Close Tabs

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD
12-Mar-29 1041	ECMU1510536	22G1	Through	Active	Inbound	V-PAG-VB600-090612	CMA	PAG-VB600	PAG-VB600	MIA
12-Mar-29 1041	IPXU3418782	22G1	Through	Active	Inbound	V-PAG-VB600-090610	ANL	PAG-VB600	PAG-VB600	MIA
12-Mar-29 1041	TRLU3840748	22G1	Import	Active	Inbound	V-PAG-VB600-090814	CMA	PAG-VB600	GEN_CARRIER	HOU
12-Mar-29 1041	TGHU3605836	22G1	Through	Active	Inbound	V-PAG-VB600-090812	ANL	PAG-VB600	PAG-VB600	MIA
12-Mar-29 1041	FSCU7903189	22G1	Through	Active	Inbound	V-PAG-VB600-091016	ANL	PAG-VB600	PAG-VB600	MIA
12-Mar-29 1041	FCU2621291	22G1	Import	Active	Inbound	V-PAG-VB600-070204	CMA	PAG-VB600	GEN_CARRIER	HOU
12-Mar-29 1041	ECMU1848502	22G1	Import	Active	Inbound	V-PAG-VB600-030782	CMA	PAG-VB600	GEN_CARRIER	HOU

1. Right click the tab you want to close and then click Close Tab. Example below is deleting My List tab.

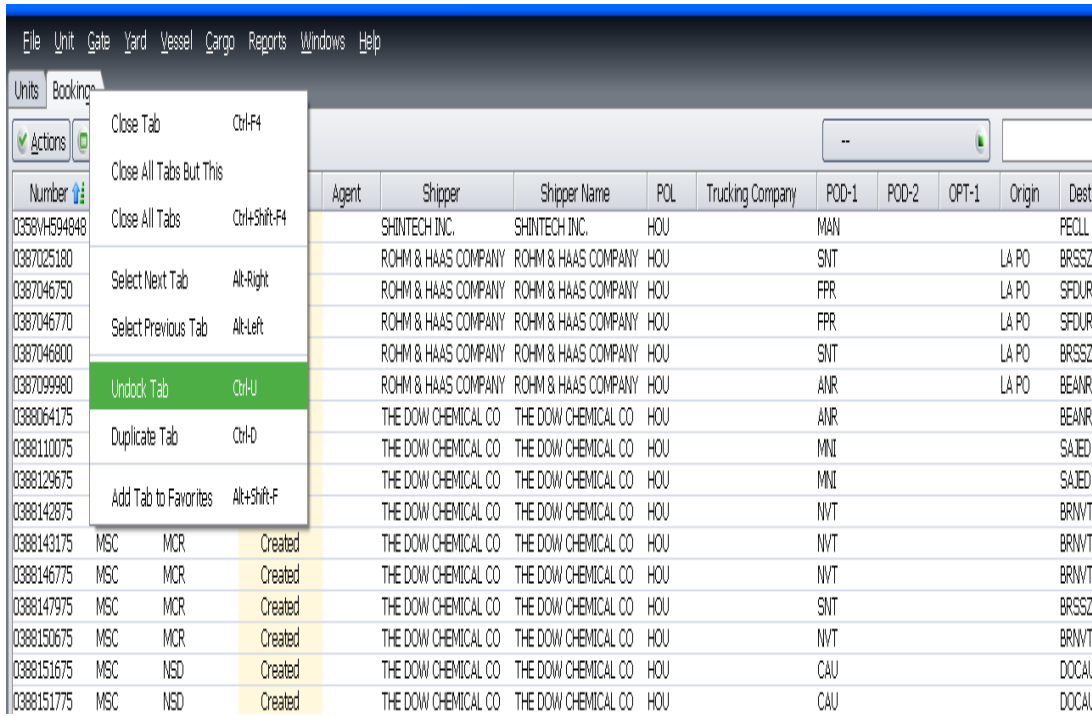
Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frht Kind
12-Mar-29 1041	ECMU1510536	22G1	Through	Active	Inbound	V-PAG-VB600-090612	CMA	PAG-VB600	PAG-VB600	MIA	FCL
12-Mar-29 1041	IPXU3418782	22G1	Through	Active	Inbound	V-PAG-VB600-090610	ANL	PAG-VB600	PAG-VB600	MIA	FCL
12-Mar-29 1041	TRLU3840748	22G1	Import	Active	Inbound	V-PAG-VB600-090814	CMA	PAG-VB600	GEN_CARRIER	HOU	FCL
12-Mar-29 1041	TGHU3605836	22G1	Through	Active	Inbound	V-PAG-VB600-090812	ANL	PAG-VB600	PAG-VB600	MIA	FCL
12-Mar-29 1041	FSCU7903189	22G1	Through	Active	Inbound	V-PAG-VB600-091016	ANL	PAG-VB600	PAG-VB600	MIA	FCL
12-Mar-29 1041	FCU2621291	22G1	Import	Active	Inbound	V-PAG-VB600-070204	CMA	PAG-VB600	GEN_CARRIER	HOU	FCL
12-Mar-29 1041	ECMU1848502	22G1	Import	Active	Inbound	V-PAG-VB600-030782	CMA	PAG-VB600	GEN_CARRIER	HOU	FCL

2. The My List tab now does not appear as a tab on your screen.

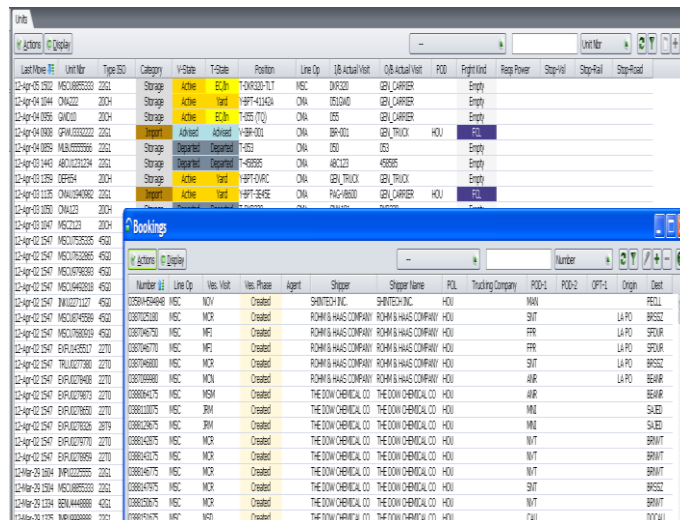
Visit	Facility	Next Facility	Line	Vessel Name	I/B Vyg	O/B Vyg	Export Mnft Nbr	Import Mnft Nbr	Import Mnft Date	Export Mnft Date
AGG-00151	BPT		CPL	AGGELIKI	00151	00157				
AGG-001NB	BPT		CPL	AGGELIKI	001NB	00151				
AGG-GH163	BPT		CPL	AGGELIKI	GH163	GH163				
AGG-GH169	BPT		CPL	AGGELIKI	GH169	GH169				
AGG-GH175	BPT		CPL	AGGELIKI	GH175	GH175				
AGG-GH181	BPT		CPL	AGGELIKI	GH181	GH181				
AGG-GH189	BPT		CPL	AGGELIKI	GH189	GH189				
AGG-GH195	BPT		CPL	AGGELIKI	GH195	GH195				
ALD-03R	BPT		MSC	ALDEBARAN	03R	04A				
ALD-04R	BPT		MSC	ALDEBARAN	04R	05A				
ALD-05R	BPT		MSC	ALDEBARAN	05R	06A				
ALD-VB530	BPT		MSC	ALDEBARAN	VB530	VB530				

## Undock Tabs

1. Right click on the tab you need to un-dock and click Un-dock.

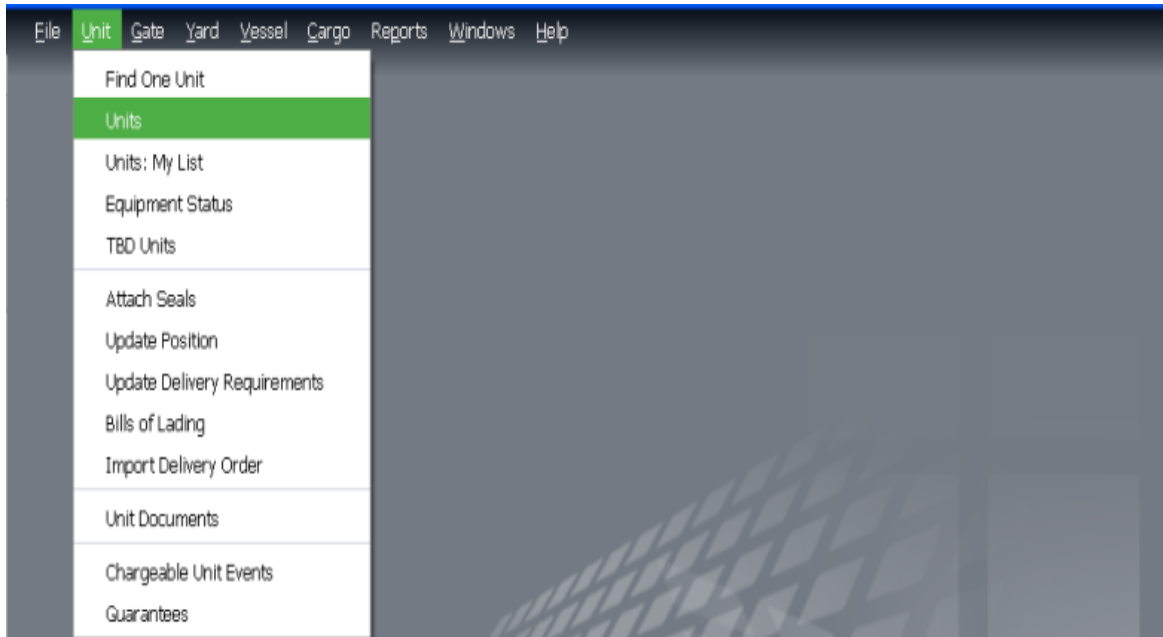


2. There are now two separate individual screens displayed, one with the Units list and one with the Bookings list.



## View Containers Using Filters

1. On the N4 Menu Bar, click Unit > Units. There is also a shortcut Ctrl O to easily find tabs.



2. A list of all units appears. In white search box near the top right of the screen, enter storage. Change the search field to the right of the white search box to Category. Press enter. A new list appears with just empty units.

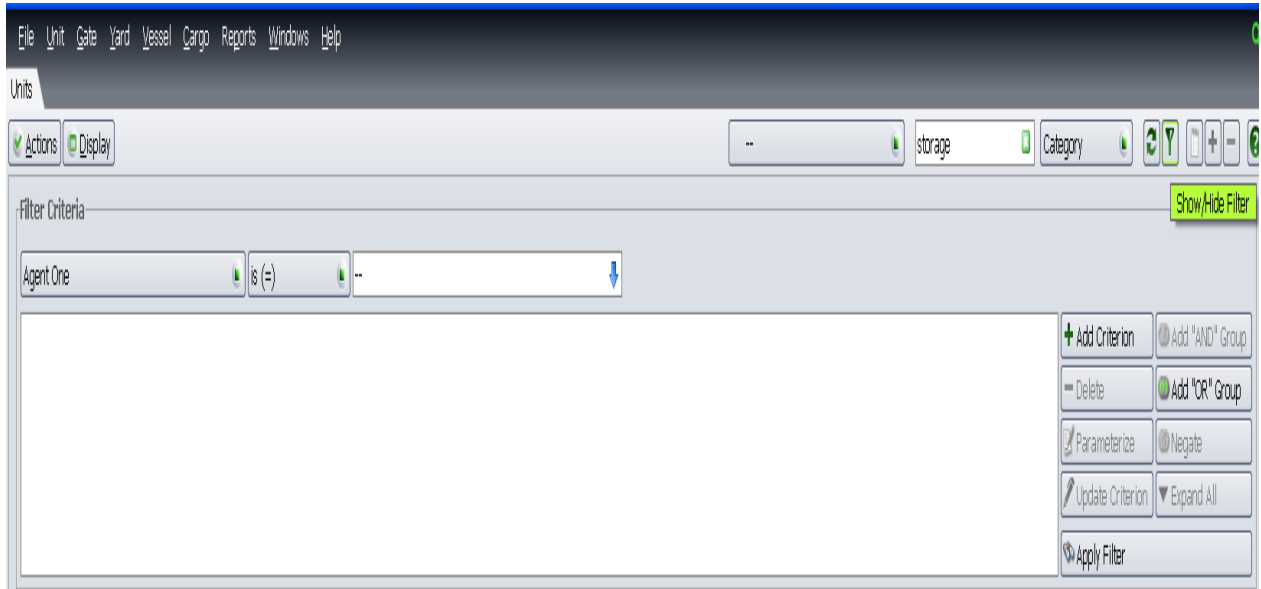
The screenshot shows the N4 Units screen. The 'Units' menu is open, and the search filters are set to 'storage' and 'Category'. The table below shows the list of units after the search is applied.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frht Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
12-Apr-18 0842	GWDU1112222	22G1	Storage	Active	Yard	Y-BPT-TLT	OMA	055	GEN_CARRIER		Empty				
12-Apr-13 1620	MSC	40CH	Storage	Active	EC/In	T-055 (TIP)	GCCP	055	GEN_CARRIER		Empty				
12-Apr-13 1605	MSCCHS	40CH	Storage	Active	EC/In	T-055 (TIP)	GCCP	055	GEN_CARRIER		Empty				
12-Apr-13 1557	OMA2444222	40CH	Storage	Active	EC/In	T-055 (TIP)	TLI	055	GEN_CARRIER		Empty				
12-Apr-13 1555	OMA24234	40CH	Storage	Active	EC/In	T-055 (TIP)	TLI	055	GEN_CARRIER		Empty				
12-Apr-13 1508	AWAZZZ	20CH	Storage	Active	Loaded	T-AWAKA12	OMA	AWAK7	AWAKA12		Empty				
12-Apr-13 1505	AWAZ777	20CH	Storage	Active	Yard	Y-BPT-TLT	MSC	AWAKK	GEN_CARRIER		Empty				
12-Apr-13 1457	AWAKKKK	40CH	Storage	Active	Yard	Y-BPT-TLT	OMA	AWAK	GEN_CARRIER		Empty				
12-Apr-13 1452	AFWZZZ	20CH	Storage	Active	Yard	Y-BPT-TLT	OMA	AWAK787	GEN_CARRIER		Empty				
12-Apr-13 1451	XNPZ3333	40CH	Storage	Active	Yard	Y-BPT-TLT	MSC	AWAKA12	GEN_CARRIER		Empty				
12-Apr-13 1442	XNPZ807123	40CH	Storage	Active	Yard	Y-BPT-TLT	GCCP	050PHA	GEN_CARRIER		Empty				
12-Apr-13 1437	REXC2223333	22G1	Storage	Departed	Departed	T-AWAKA78	GCCP	056GWD	AWAKA78		Empty				
12-Apr-13 1433	RTST2223333	22G1	Storage	Active	Yard	Y-BPT-TLT	GCCP	101	GEN_CARRIER		Empty				
12-Apr-13 1428	HAZU2222222	22G1	Storage	Active	Yard	Y-BPT-TLT	OMA	055	GEN_CARRIER		Empty				
12-Apr-13 1428	TEST9876543	22G1	Storage	Active	Yard	Y-BPT-TLT	OMA	0006	GEN_CARRIER		Empty				
12-Apr-13 1324	MSOU8855333	22G1	Storage	Active	Yard	Y-BPT-HT	MSC	DKR320	GEN_CARRIER		Empty				
12-Apr-13 1146	BKGO1234567	2200	Storage	Departed	Departed	T-050	TLI	GFWD	050		Empty				
12-Apr-13 1050	PHAZ123456	40CH	Storage	Active	Yard	Y-BPT-TLT		050PHA	GEN_CARRIER		Empty				
12-Apr-13 1050	GCP10	40CH	Storage	Active	Yard	Y-BPT-TLT	GCCP	050GFWD	GEN_CARRIER		Empty				
12-Apr-13 1050	AFWZ1111	40CH	Storage	Active	Yard	Y-BPT-TLT	TLI	AFW22	GEN_CARRIER		Empty				
12-Apr-13 1050	AFWZ121212	40CH	Storage	Active	Yard	Y-BPT-TLT	TLI	AFW22	GEN_CARRIER		Empty				
12-Apr-13 1050	AFW7777	40CH	Storage	Active	Yard	Y-BPT-TLT	TLI	AFW99	GEN_CARRIER		Empty				
12-Apr-13 1050	GCCP023	40CH	Storage	Active	Yard	Y-BPT-TLT	GCCP	023	GEN_CARRIER		Empty				
12-Apr-13 1050	XNPZ444555	40CH	Storage	Active	Yard	Y-BPT-TLT	TLI	AWAKAT	GEN_CARRIER		Empty				
12-Apr-13 1046	TLXZ444555	40CH	Storage	Active	Yard	Y-BPT-TLT	TLI	AWAKAT	GEN_CARRIER		Empty				

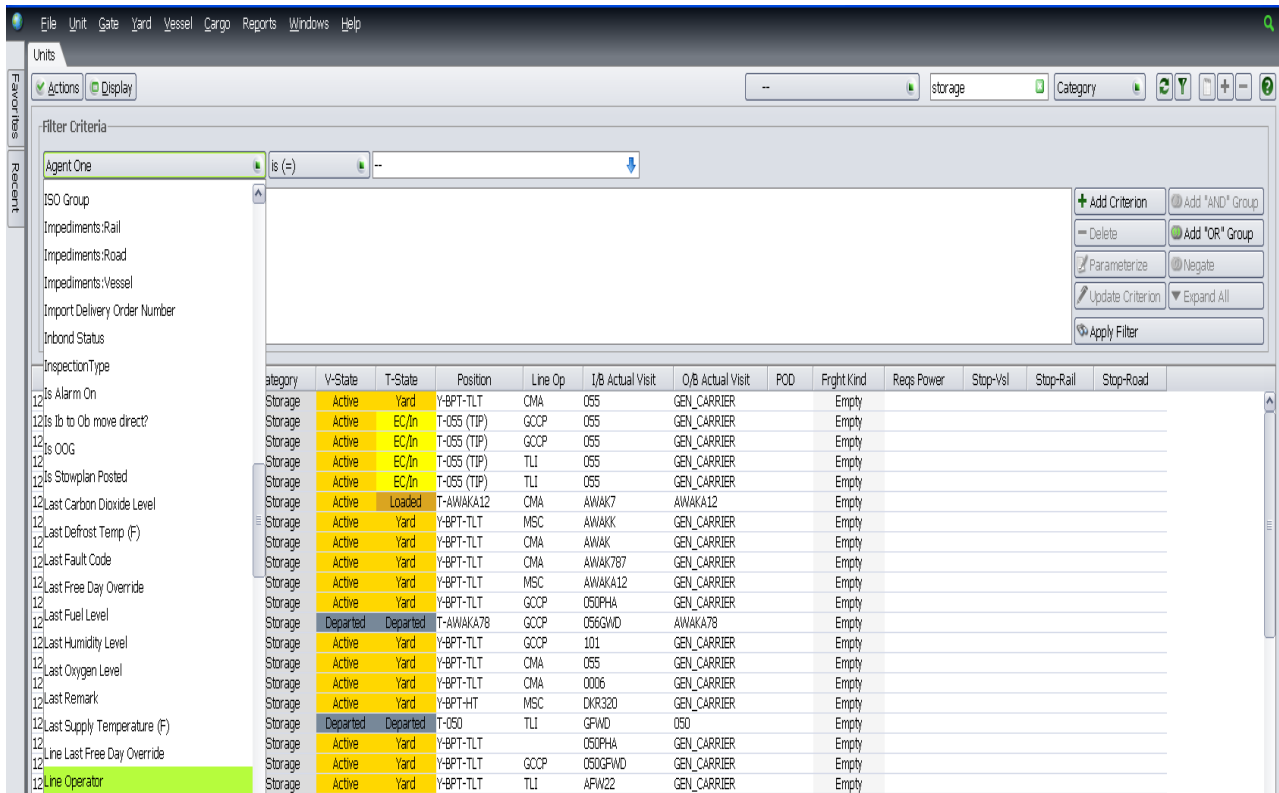
- To search for all empty (storage) units that belong to Line Operator CMA, click the funnel



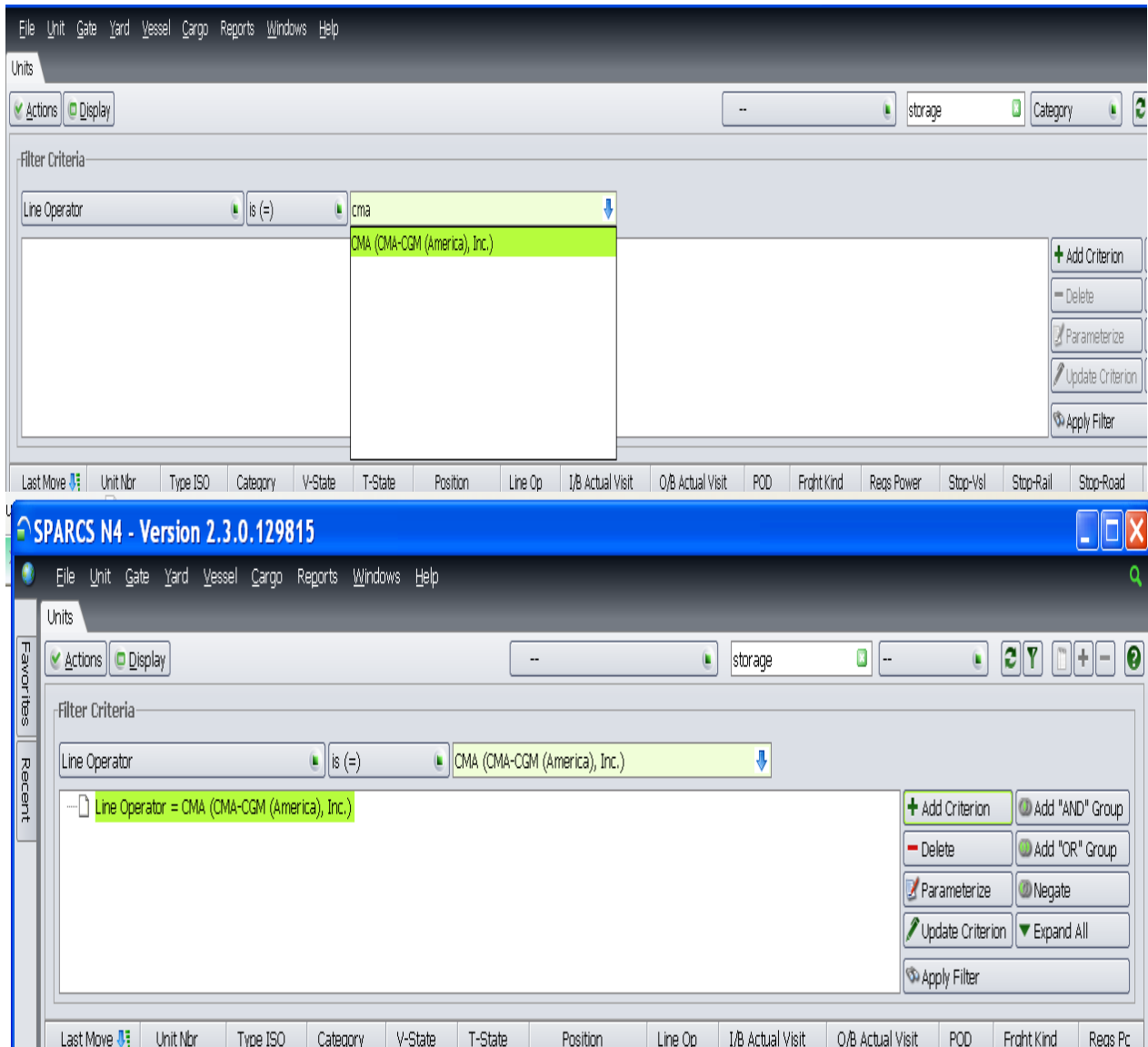
icon at the top right of the screen. The Filter Criteria screen will open.



- To search by Line Operator, change the information in the box showing Agent One to Line Operator by using the drop down menu.



- The next field to the right says, is (=), leave it as is (=). Click to the field to the right of this box. Enter CMA, or use the drop down menu to scroll the list of Line Operators to find CMA.

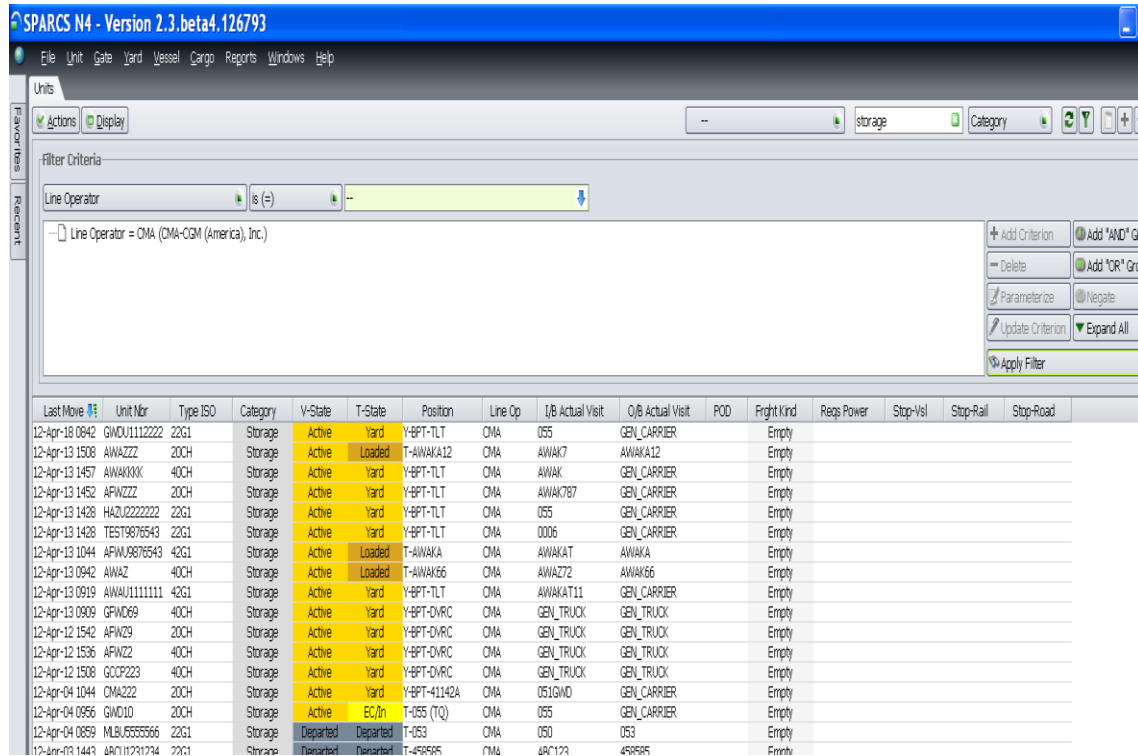


- Click on the **+**Add Criterion field on the right side of the screen.

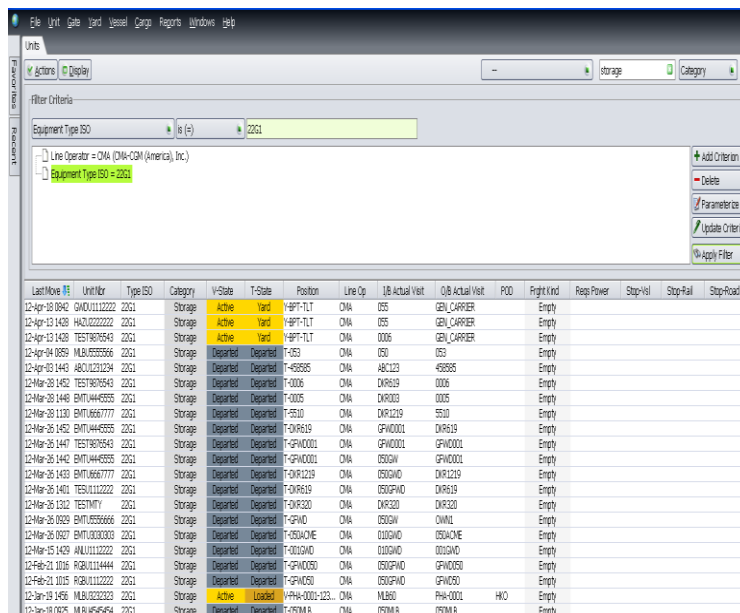
*Continue instructions on next page*



- Click the Apply Filter field at the bottom right of the screen. The Units List is now updated to show only empty units for CMA.



- To filter even further, use this process in steps 4 -7. Try adding a filter to show units with the Equipment Type ISO, is =, 22g1. From the drop down menu in the Filter Criteria screen, use Equipment Type ISO. Now the list will show only empty (storage) units with ISO codes 22g1 for Line Operator CMA.



## Delete Search Filters

1. In the Filter Criteria screen, highlight the search filter you want to delete.
2. Click the red **-** Delete icon to the right of the screen
3. Click Apply Filter at the bottom of the Filter Criteria screen.

Last Move	Unit Nr	Type ISO	Category	V-State	T-State	Position	Line Op	Q/B Actual Visit	Q/B Actual Visit	POD	Flight Kind	Resp Power	Stop-Vel	Stop-Rail	Stop-Road
12-Apr-26 0842	GNDU1112222	22G1	Storage	Active	Yard	Y-9PT-TLT	CMA	055	GEN_CARRIER		Empty				
12-Apr-23 1428	H4D222222	22G1	Storage	Active	Yard	Y-9PT-TLT	CMA	055	GEN_CARRIER		Empty				
12-Apr-23 1428	TES79076543	22G1	Storage	Active	Yard	Y-9PT-TLT	CMA	0006	GEN_CARRIER		Empty				
12-Apr-04 0859	MLB65555566	22G1	Storage	Departed	Departed	T-053	CMA	050	053		Empty				
12-Apr-03 1443	ABD01231234	22G1	Storage	Departed	Departed	T-456565	CMA	ABC123	456565		Empty				
12-Mar-28 1452	TES79076543	22G1	Storage	Departed	Departed	T-0006	CMA	DIR619	0006		Empty				
12-Mar-28 1448	EMTU4445555	22G1	Storage	Departed	Departed	T-0005	CMA	DIR003	0005		Empty				
12-Mar-28 1130	EMTU6667777	22G1	Storage	Departed	Departed	T-5510	CMA	DIR1219	5510		Empty				
12-Mar-26 1452	EMTU4445555	22G1	Storage	Departed	Departed	T-DIR619	CMA	GFWD001	DIR619		Empty				
12-Mar-26 1447	TES79076543	22G1	Storage	Departed	Departed	T-GFWD001	CMA	GFWD001	GFWD001		Empty				
12-Mar-26 1442	EMTU4445555	22G1	Storage	Departed	Departed	T-GFWD001	CMA	050GWD	GFWD001		Empty				
12-Mar-26 1433	EMTU6667777	22G1	Storage	Departed	Departed	T-DIR1219	CMA	050GWD	DIR1219		Empty				
12-Mar-26 1401	TES11112222	22G1	Storage	Departed	Departed	T-DIR619	CMA	050GFWD	DIR619		Empty				
12-Mar-26 1312	TESTMTY	22G1	Storage	Departed	Departed	T-DIR320	CMA	DIR320	DIR320		Empty				

4. The search criteria for Equipment Type ISO are removed and the list refreshed to show all CMA storage units.

Last Move	Unit Nr	Type ISO	Category	V-State	T-State	Position	Line Op	Q/B Actual Visit	Q/B Actual Visit	POD	Flight Kind	Resp Power	Stop-Vel	Stop-Rail	Stop-Road
12-May-27 1655	H4R1112222	4500	Storage	Active	EC/In	T-HEL123 (TP)	CMA	HEL123	GEN_CARRIER		Empty				
12-May-27 1524	AND4445555	22G1	Storage	Active	EC/In	T-051-2035A.1	CMA	051	GEN_CARRIER		Empty				
12-May-27 1501	TES79076543	22G1	Storage	Departed	Departed	T-051	CMA	051	051		Empty				
12-May-27 1448	BP4U1112222	22G1	Storage	Active	EC/In	T-051GWD-2613A.1	CMA	051GWD	GEN_CARRIER		Empty				
12-May-24 1338	AND2223333	22G1	Storage	Active	EC/In	T-050GWD (TP)	CMA	050GWD	GEN_CARRIER		Empty				
12-May-01 1554	FO3P123456	4004	Storage	Active	Yard	Y-9PT-ARC	CMA	GEN_TRUCK	GEN_TRUCK		Empty				

## Create My List

1. Click Unit > Units.
2. Select the containers you want on a list.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	...	...	...	...
12-Apr-05 1502	MSCU8855333	22G1	Storage	Active	EC/In	T-DKR320-TLT	MSC	DKR320	GEN_CARRIER	...	...	...	...
12-Apr-04 1044	CMA222	20CH	Storage	Active	Yard	Y-BPT-41142A	CMA	051GWD	GEN_CARRIER	...	...	...	...
12-Apr-04 0956	GWD10	20CH	Storage	Active	EC/In	T-055 (TQ)	CMA	055	GEN_CARRIER	...	...	...	...
12-Apr-04 0908	GFWU3332222	22G1	Import	Advised	Advised	V-IBR-001	CMA	IBR-001	GEN_TRUCK	...	...	...	...
12-Apr-04 0859	MLBU5555566	22G1	Storage	Departed	Departed	T-053	CMA	050	053	...	...	...	...
12-Apr-03 1443	ABCU1231234	22G1	Storage	Departed	Departed	T-458585	CMA	ABC123	458585	...	...	...	...
12-Apr-03 1359	DEF654	20CH	Storage	Active	Yard	Y-BPT-DVRC	CMA	GEN_TRUCK	GEN_TRUCK	...	...	...	...
12-Apr-03 1135	CMAU1940982	22G1	Import	Active	Yard	Y-BPT-3E45E	CMA	PAG-VB600	GEN_CARRIER	...	...	...	...
12-Apr-03 1050	CMA123	20CH	Storage	Departed	Departed	T-DKR320	CMA	CMA101	DKR320	...	...	...	...
12-Apr-03 1047	MSCZ123	20CH	Storage	Active	Yard	Y-BPT-HT	MSC	DKR320	GEN_CARRIER	...	...	...	...
12-Apr-02 1547	MSCU7535335	45G0	Import	Active	Inbound	V-MJO-1210R-060884	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	MSCU7632865	45G0	Import	Active	Inbound	V-MJO-1210R-060882	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	MSCU9798393	45G0	Import	Active	Inbound	V-MJO-1210R-060812	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	MSCU9492818	45G0	Import	Active	Inbound	V-MJO-1210R-061084	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	INKU2271127	45G0	Import	Active	Inbound	V-MJO-1210R-061082	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	MSCU8745589	45G0	Import	Active	Inbound	V-MJO-1210R-061284	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	MSCU7680919	45G0	Import	Active	Inbound	V-MJO-1210R-061282	MSC	MJO-1210R	GEN_TRUCK	...	...	...	...
12-Apr-02 1547	EXFU1435517	22T0	Through	Active	Inbound	V-MJO-1210R-050384	MSC	MJO-1210R	MJO-1210R	...	...	...	...
12-Apr-02 1547	TRLU0277380	22T0	Through	Active	Inbound	V-MJO-1210R-050382	MSC	MJO-1210R	MJO-1210R	...	...	...	...
12-Apr-02 1547	EXFU0278408	22T0	Through	Active	Inbound	V-MJO-1210R-050184	MSC	MJO-1210R	MJO-1210R	...	...	...	...
12-Apr-02 1547	EXFU0279873	22T0	Through	Active	Inbound	V-MJO-1210R-050182	MSC	MJO-1210R	MJO-1210R	...	...	...	...
12-Apr-02 1547	EXFU0278650	22T0	Through	Active	Inbound	V-MJO-1210R-050084	MSC	MJO-1210R	MJO-1210R	...	...	...	...

3. Select the Display button > Add Selected to My List
4. Select the Units tab > Units: My List.
5. The selected units are now on their own list.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind
12-Apr-02 1547	MSCU7535335	45G0	Import	Active	Inbound	V-MJO-1210R-060884	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty
12-Apr-02 1547	MSCU7632865	45G0	Import	Active	Inbound	V-MJO-1210R-060882	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty
12-Apr-02 1547	MSCU9798393	45G0	Import	Active	Inbound	V-MJO-1210R-060812	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty
12-Apr-02 1547	MSCU9492818	45G0	Import	Active	Inbound	V-MJO-1210R-061084	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty
12-Apr-02 1547	INKU2271127	45G0	Import	Active	Inbound	V-MJO-1210R-061082	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty
12-Apr-02 1547	MSCU8745589	45G0	Import	Active	Inbound	V-MJO-1210R-061284	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty
12-Apr-02 1547	MSCU7680919	45G0	Import	Active	Inbound	V-MJO-1210R-061282	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty

## Copy Feature

1. On the N4 Menu Bar, click Unit > Units. The Units List appears.

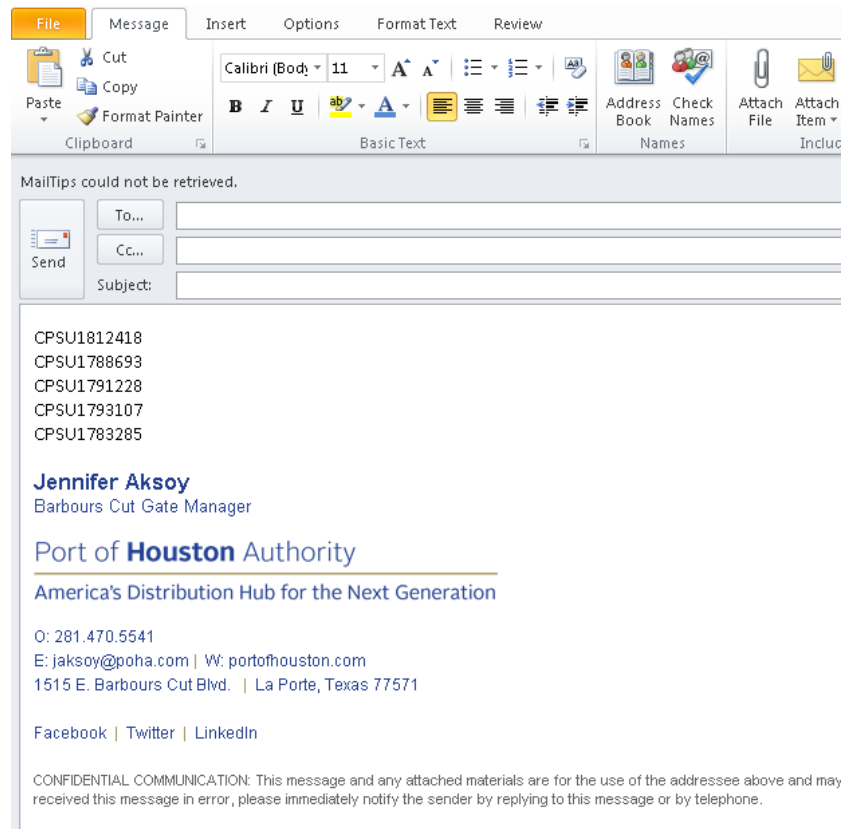
Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
12-Apr-18 0842	GMDU1112222	22G1	Storage	Active	Yard	Y-BPT-TLT	CMA	055	GEN_CARRIER		Empty				
12-Apr-17 1650	REJC4445555	22G1	Import	Active	Yard	Y-BPT-2B17A	CMA	058GWD	GEN_TRUCK	HOU	FCL				
12-Apr-17 1345	MSCU7983993	45G0	Import	Active	Yard	Y-BPT-3B24C	CMA	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-17 1344	MSCU9492818	45G0	Import	Active	Yard	Y-BPT-3B24C	MSC	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-17 1344	MSCU8745589	45G0	Import	Active	Yard	Y-BPT-3B24B	MSC	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-17 1343	MSCU7680919	45G0	Import	Active	Yard	Y-BPT-3B24B	MSC	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-17 1340	MSCU7632665	45G0	Import	Active	Yard	Y-BPT-3B24B	MSC	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-17 1339	MSCU7535335	45G0	Import	Active	Yard	Y-BPT-3B24B	MSC	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-17 1338	INKU2271127	45G0	Import	Active	Yard	Y-BPT-3B24A	MSC	M00-1210R	GEN_TRUCK	HOU	Empty				
12-Apr-13 1632	0505050	22G1	Export	Active	EC/In	T-055T (TIP)	CMA	055T	CAK-GH290	VER	Empty				
12-Apr-13 1630	MLBU6887777	22G1	Export	Active	EC/In	T-055 (TIP)	CMA	055	CAK-GH290	VER	Empty				
12-Apr-13 1623	REJU9998888	42G1	Import	Active	Inbound	V-MAA-583A	MSC	MAA-583A	GEN_TRUCK	HOU	FCL				
12-Apr-13 1620	MSC	40CH	Storage	Active	EC/In	T-055 (TIP)	G0CP	055	GEN_CARRIER		Empty				
12-Apr-13 1605	MSCOHS	40CH	Storage	Active	EC/In	T-055 (TIP)	G0CP	055	GEN_CARRIER		Empty				
12-Apr-13 1557	OMA2444222	40CH	Storage	Active	EC/In	T-055 (TIP)	TLI	055	GEN_CARRIER		Empty				
12-Apr-13 1556	OMA2223333	22G1	Storage	Active	EC/In	T-055 (TIP)	CMA	055	CAK-GH290	VER	Empty				
12-Apr-13 1553	OMA24234	40CH	Storage	Active	EC/In	T-055 (TIP)	TLI	055	GEN_CARRIER		Empty				
12-Apr-13 1508	AWAZ22	20CH	Storage	Active	Loaded	T-AWAKA12	CMA	AWAK7	AWAKA12		Empty				
12-Apr-13 1505	AWAZ2777	20CH	Storage	Active	Yard	Y-BPT-TLT	MSC	AWAKK	GEN_CARRIER		Empty				
12-Apr-13 1457	AWAK3333	20CH	Storage	Active	Yard	Y-BPT-TLT	CMA	AWAK	GEN_CARRIER		Empty				
12-Apr-13 1452	AFWZ22	20CH	Storage	Active	Yard	Y-BPT-TLT	CMA	AWAK727	GEN_CARRIER		Empty				
12-Apr-13 1451	YMP23333	40CH	Storage	Active	Yard	Y-BPT-TLT	MSC	AWAKA12	GEN_CARRIER		Empty				
12-Apr-13 1442	YMP2807123	40CH	Storage	Active	Yard	Y-BPT-TLT	G0CP	050PH4	GEN_CARRIER		Empty				
12-Apr-13 1437	REJC2223333	22G1	Storage	Departed	Departed	T-AWAKA78	G0CP	056GWD	AWAKA78		Empty				
12-Apr-13 1433	RTG12223333	22G1	Storage	Active	Yard	Y-BPT-TLT	G0CP	101	GEN_CARRIER		Empty				
12-Apr-13 1428	HAZU2222222	22G1	Storage	Active	Yard	Y-BPT-TLT	CMA	055	GEN_CARRIER		Empty				
12-Apr-13 1428	TEST9876543	22G1	Storage	Active	Yard	Y-BPT-TLT	CMA	0006	GEN_CARRIER		Empty				

2. Highlight any containers you want to copy and paste in another form such as an email, Word document, My List, etc. To select one unit, highlight the unit and press Ctrl C to copy. To select more than one unit from the list to copy, press and hold the Ctrl key and click on and highlight each number you wish to copy. After all numbers are highlighted press Ctrl C to copy.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
12-Apr-13 1428	TEST9876543	22G1	Storage	Active	Yard	Y-BPT-TLT	CMA	0006	GEN_CARRIER		Empty				
12-Apr-13 1044	AFWJ9876543	42G1	Storage	Active	Loaded	T-AWAKA	CMA	AWAKAT	AWAKA		Empty				
12-Apr-13 0942	AWAZ2	40CH	Storage	Active	Loaded	T-AWAKA66	CMA	AWAZ72	AWAK66		Empty				
12-Apr-13 0919	AWAU1111111	42G1	Storage	Active	Yard	Y-BPT-TLT	CMA	AWAKAT11	GEN_CARRIER		Empty				
12-Apr-13 0909	GFWD09	40CH	Storage	Active	Yard	Y-BPT-DVRC	CMA	GEN_TRUCK	GEN_TRUCK		Empty				
12-Apr-12 1542	AFWZ9	20CH	Storage	Active	Yard	Y-BPT-DVRC	CMA	GEN_TRUCK	GEN_TRUCK		Empty				
12-Apr-12 1536	AFWZ2	40CH	Storage	Active	Yard	Y-BPT-DVRC	CMA	GEN_TRUCK	GEN_TRUCK		Empty				
12-Apr-12 1508	G0CP223	40CH	Storage	Active	Yard	Y-BPT-DVRC	CMA	GEN_TRUCK	GEN_TRUCK		Empty				
12-Apr-04 1044	CMA222	20CH	Storage	Active	Yard	Y-BPT-41142A	CMA	051GWD	GEN_CARRIER		Empty				
12-Apr-04 0956	GWD10	20CH	Storage	Active	EC/In	T-055 (TQ)	CMA	055	GEN_CARRIER		Empty				
12-Apr-04 0859	MLBU5555566	22G1	Storage	Departed	Departed	T-053	CMA	050			Empty				

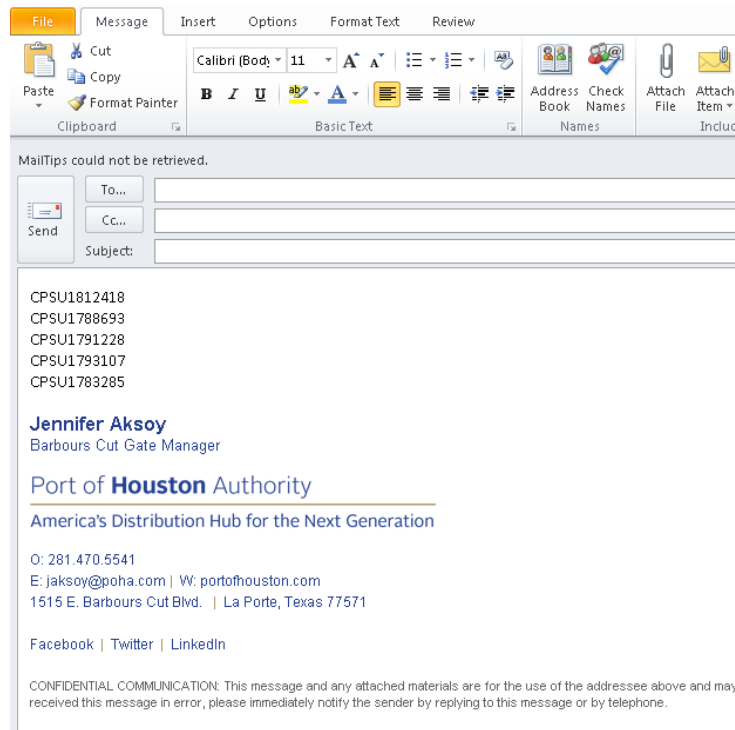
Continue instructions on next page

3. Go to the area you want to paste the unit numbers and press Ctrl V to add the units. Example below is units pasted into an email.

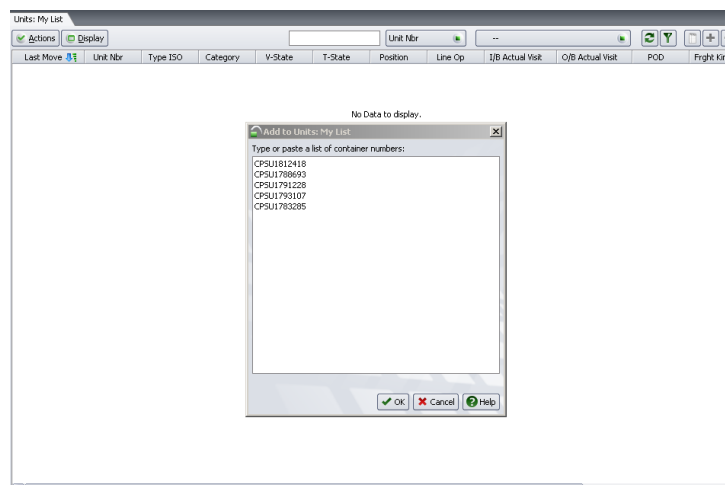


*Continue instructions on next page*

- To copy units from a document and add to N4, pull up the source (email, Word, text, Excel) document. Highlight the units and copy (Ctrl C) them.



- On the N4 Menu Bar, click Unit > My List.
- Click the Display tab, and select Add.
- Units: My List box will appear.
- Paste (Ctrl V) the units in the Add to Units: My List box.



9. Press OK. Units will appear in a list in N4.

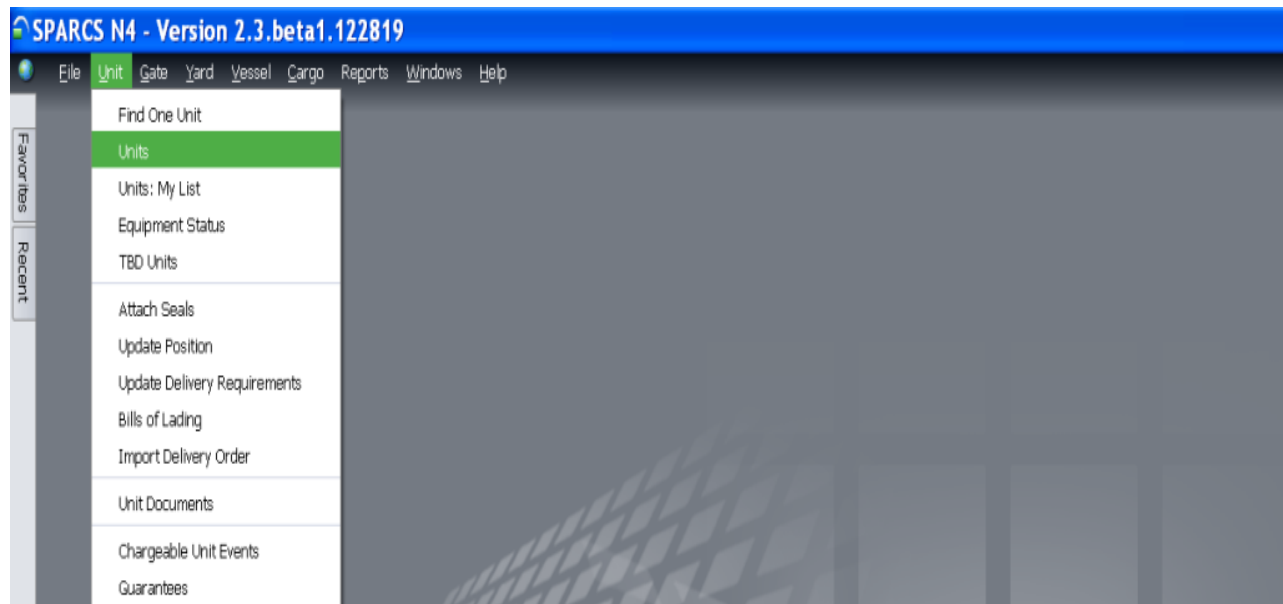
Units: My List

Actions Display  Unit Nbr  --

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind
2015-Sep-09 14:28	CPSU1812418	22G0	Storage	Active	Yard	Y-BCT-7F01D3	HLC	5LE-084E	GEN_CARRIER		Empty
2015-Sep-09 14:25	CPSU1788693	22G0	Storage	Active	Yard	Y-BCT-7F01E2	HLC	5LE-084E	GEN_CARRIER		Empty
2015-Sep-09 14:25	CPSU1791228	22G0	Storage	Active	Yard	Y-BCT-7F01E3	HLC	5LE-084E	GEN_CARRIER		Empty
2015-Sep-09 14:25	CPSU1793107	22G0	Storage	Active	Yard	Y-BCT-7F01E4	HLC	5LE-084E	GEN_CARRIER		Empty
2015-Jan-23 22:19	CPSU1783285	2210	Import	Active	Yard	Y-BCT-2E59E3	HLC	14120239	GEN_CARRIER	USHOU	Empty

## View a Unit

1. From the N4 Menu Bar, click Unit > Units. Find One Unit and Equipment Status on the Unit Menu are also ways to get to the Unit Inspector to view container information.



2. At the top right of the screen, there is a white search field. Enter the unit number into the search field.
3. The next field to the right of the search field should say Unit Number
4. Press Enter.
5. The specific container you searched will populate in the section below.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frigh Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
12-Mar-29 1149	REEF1112222	20R1	Export	Active	Yard	Y-BPT-2H	CMA	050GFWD	CON-PG686	MIA	FCL	•	•	•	•

*Continue instructions on next page*



6. Highlight and double click the container to open the Unit Inspector. View or edit information for a specific unit here.

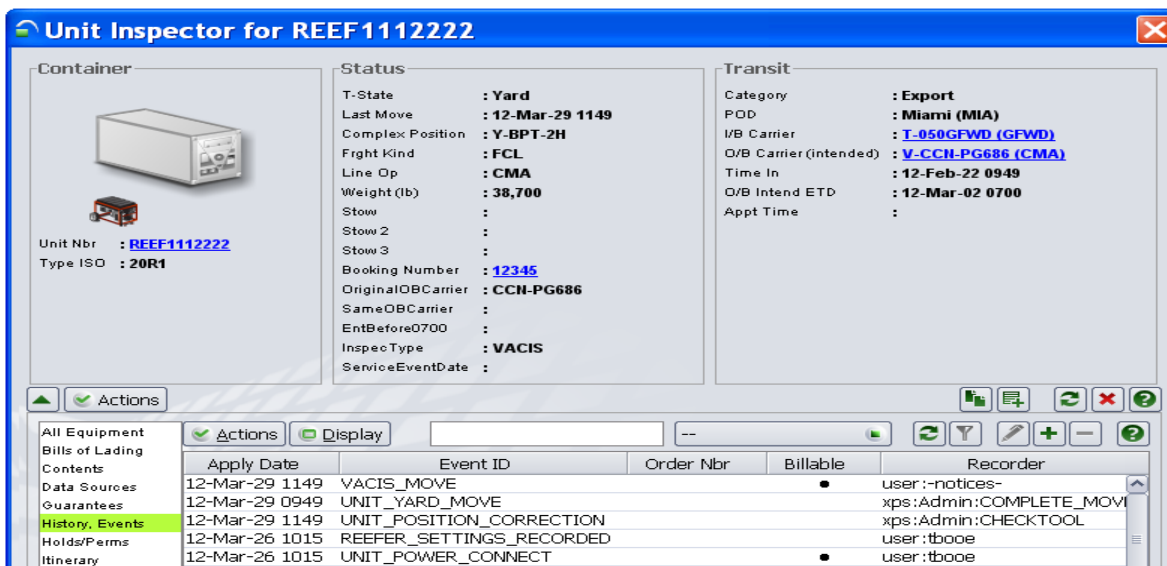
Container	Status	Transit
Unit Nbr : <a href="#">REEF1112222</a> Type ISO : 20R1	T-State : Yard Last Move : 12-Mar-29 1149 Complex Position : Y-BPT-2H Frght Kind : FCL Line Op : CMA Weight (lb) : 38,700 Stow : Stow 2 : Stow 3 : Booking Number : <a href="#">12345</a> GateTranNbr : OriginalOBCarrier : CCN-PG686 SameOBCarrier : EntBefore0700 : InspecType : VACIS ServiceEventDate :	Category : Export POD : Miami (MIA) I/B Carrier : <a href="#">T-050GFWD (GFWD)</a> O/B Carrier (intended) : <a href="#">V-CCN-PG686 (CMA)</a> Time In : 12-Feb-22 0949 O/B Intend ETD : 12-Mar-02 0700 Appt Time :

7. To view certain information for this unit, click on any of the underlined areas located in the Unit Inspector and a new screen specific to the information will appear. For example: Clicking on Booking Number: [12345](#) will show the Booking Inspector screen with the booking information for this container. Use the Booking Inspector Screen the same as the Container Inspector screen.

Booking	Status	Routing
Number : 12345	Complex : PHA Line Op : CMA Frght Kind : FCL Quantity : 120 Tally Out : 22 Tally In : 23 Hazardous? : Yes Reefers? : Yes	Ves. Visit : <a href="#">CCN-PG686</a> Ves. Carrier Name : CMA-CGM DOLPHIN Ves. Facility : BPT POL : HOU POD-1 : MIA POD-2 : Origin : Dest : Shipper : Consignee : Agent :

*Continue instructions on next page*

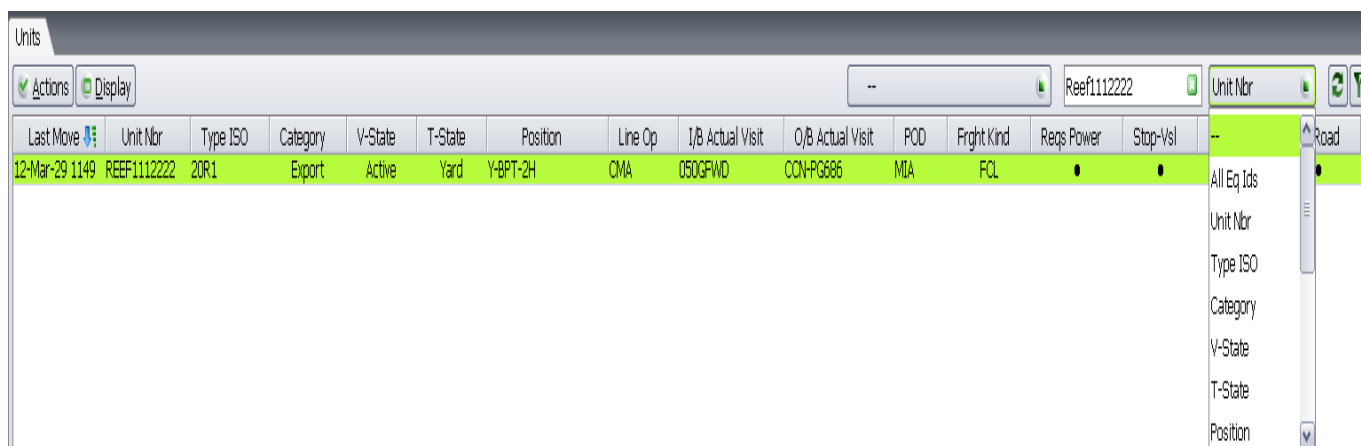
- To view even more information for this container, close the Booking Inspector. Click the arrow key to the left of the Actions. A drop down menu displaying several areas of information that can be viewed will appear. Click on any field you want to view. For example, click on History. The Units History will populate the window next to the drop down menu.



If you do not know the prefix of a container, search by number only using a % before the numbers. All containers with the typed numbers will be listed.

If you only know a prefix of a container, search by prefix using % after the prefix in lieu of the numbers. All containers with the typed prefix will be listed.


Search methods besides Unit Number include: All Eq IDs, Type ISO, Category, V-state, T-State, Position, Line Op, I/B Actual Visit, O/B Actual Visit, POD, Frght Kind, Reqs Power, Stop-Vessel, Stop-Rail or Stop-Road. Use the drop down menu next to the search field to change the method of search.



## Copy Button

1. Open any tab that provides a list such as Units, Bookings, Bills of Lading, Gate Transactions, Vessel Visits, Equipment Delivery Orders, etc. This feature is available in most of the inspector forms.
2. Locate the number you want to view. This example uses Bookings.
3. Open the Booking Inspector by double clicking the number in the list OR right clicking and choosing the Inspector.

The screenshot shows the NAVIS N4 software interface. The main window displays a list of bookings with columns for Number, Line Op, Ves. Visit, Ves. Phase, Agent, Shipper, Shipper Name, POL, Trucking Company, POD-1, and POD-2. The booking number NAM1921813 is highlighted in green. A 'Booking Inspector' dialog box is open over this entry, showing details for the booking. The dialog box has three tabs: Booking, Status, and Routing. The 'Booking' tab is active, showing a clipboard icon and the text 'Number: NAM1921813'. The 'Status' tab shows details like Complex: PHA, Line Op: CMA, Frght Kind: FCL, Quantity: 1, Tally Out: 0, Tally In: 0, Hazardous?: No, Reefers?: No, and Required temp. The 'Routing' tab shows details like Ves. Visit: CFL-GZ175S, Ves. Carrier Name: FRISTIA LOGA, Ves. Facility: BPT, POL: USHOU, POD-1: JMKIN, POD-2: JMKIN, Origin: JMKIN, Dest: JMKIN, Shipper: JMKIN, Consignee: JMKIN, and Agent: JMKIN. The dialog box also has an 'Actions' button and several icons at the bottom.

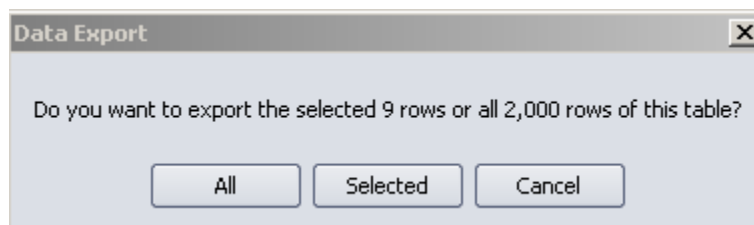
4. The Inspector screen has a copy button: 
5. Click this copy button. Nothing will happen, but N4 has copied the main number from the Inspector. In this example, it has copied the 0388153775A from the screen. It will work the same way for Units, Bills of Lading, and the other Inspectors.
6. You can then paste this number anywhere that allows it. Example: Word documents, emails, fields within N4, Excel documents, etc. This acts as the Ctrl C feature most individuals are familiar with, except it only copies the referenced number.

## Export a List to Excel

1. From any list in N4 (My List, Units, Bookings, Gate Transactions, etc.), highlight all of the information that you would like to export into Excel.
2. Select the Display button > Export Excel.

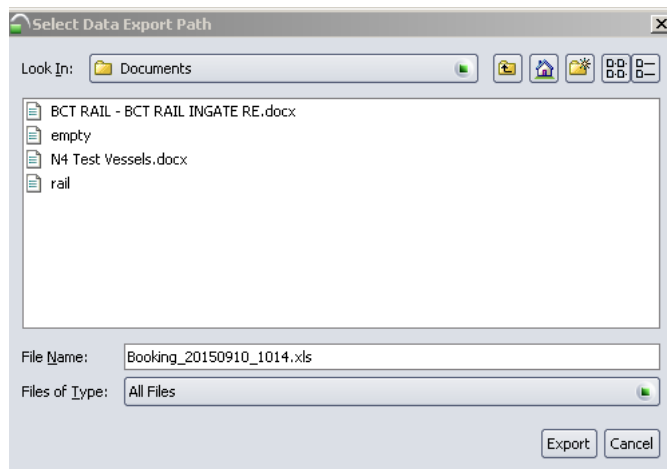
The screenshot shows the SPARCS N4 software interface. The main window displays a table with the following columns: Number, Shipper, Shipper Name, POL, Trucking Company, POC-1, POC-2, OPT-1, Origin, and Dest. The table contains multiple rows of data, with several rows highlighted in green. A context menu is open over the table, showing options such as 'Export', 'Customize Table', and 'Info'. The 'Export' option is highlighted in green.

3. A pop up window will ask, "Do you want to export the selected rows or all rows of this table?" Answer "All" if you want the entire table to export. Answer "Selected" if you only want those that are highlighted to export. In most cases, you will choose "Selected."



*Continue instructions on next page*

- The Select Data Export Path window will pop up. Choose the location where you would like to save this document. Choose a folder, your desktop, or any other location on your PC. You can create a unique file name for this document by entering it in the File Name field. Do not change the Files of Type field. Choose Export. Press OK.



- Open the folder where you saved the document. You will see your file listed.

## Documents library

Includes: 2 locations

Name ^	Date modified	Type	Size
BCT RAIL - BCT RAIL INGATE RE.docx	8/20/2015 11:09 AM	Microsoft Word Doc...	82 KB
Booking_20150910_1014.xls	9/10/2015 10:16 AM	Microsoft Excel 97-...	19 KB
Default.rdp	9/1/2015 8:31 AM	Remote Desktop Co...	0 KB
empty	8/27/2015 2:45 PM	File	60 KB
N4 Test Vessels.docx	9/10/2015 9:07 AM	Microsoft Word Doc...	13 KB
rail	8/27/2015 11:31 AM	File	73 KB

*Continue instructions on next page*

6. If you double click on the file, you will open an attachment similar to image below.

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking
NAM1900788	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1920377	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1925090	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1922009	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1921813	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1915714	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1922600	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1926121	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null
NAM1897709	CMA	CFL-GZ175S	Created	null	null	null	USHOU	null

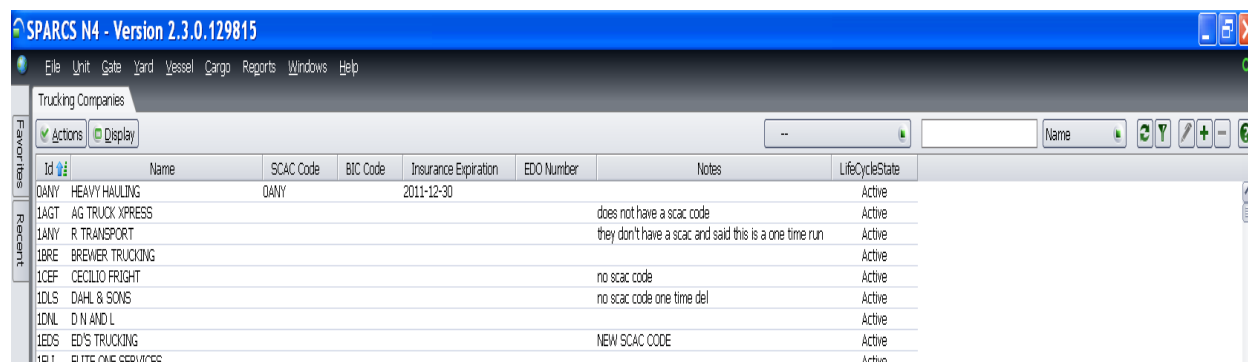
### View SCAC Codes for Trucking Companies

1. Click Ctrl O key to open the Open Tab screen. Type Trucking Companies into the white search field and press Enter.

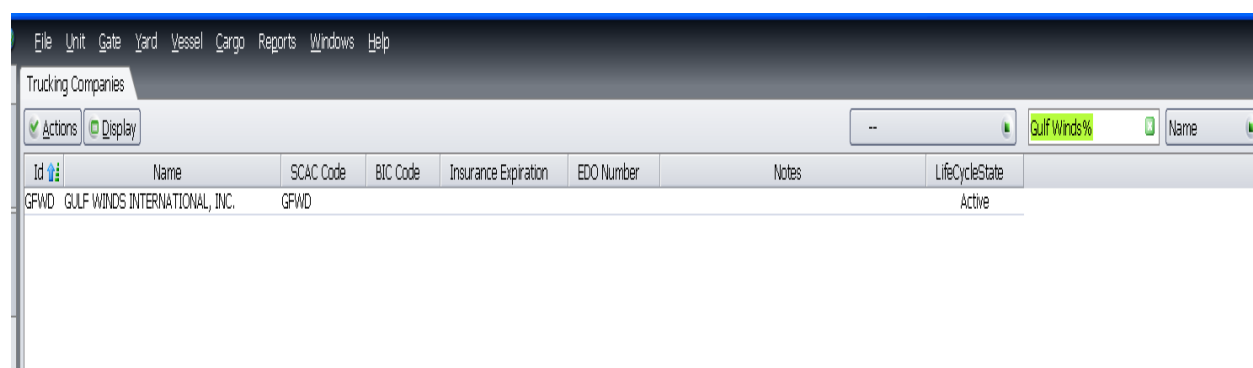


Continue instructions on next page

- A list of Trucking Companies starting with their SCAC codes will appear. Scroll through this list to find the SCAC code you need.



- If you know the exact name of the trucking company you are searching for, enter the name of the truck line in the white search field. Change the field next to the white search box to Name and press Enter.



## N4 Shortcuts

- Ctrl + F4 = Close Tab
- Ctrl + O = Open New Tab
- ALT + (left or right arrow) = switch between tabs
- Ctrl + U = Undock tab
- Ctrl + D = Duplicate tab
- Ctrl + S = Select Action (from the inspector)
- Ctrl + A = Select all entities in a list
- Ctrl + Home = move to the beginning of a list
- Ctrl + End = move to the end of a list
- Alt + Shift + F = Create Favorite tab
- Ctrl + Shift + F4 = Close all tabs
- Ctrl + I = launch inspector
- Ctrl + Enter = Save Transaction

Ctrl + Enter (twice) = Save Transaction - Proceed to Next Stage.

Up Arrow = moves up a list

Down Arrow = moves down a list

Pg Down = moves down the list one page at a time. (Approx 34 line items)

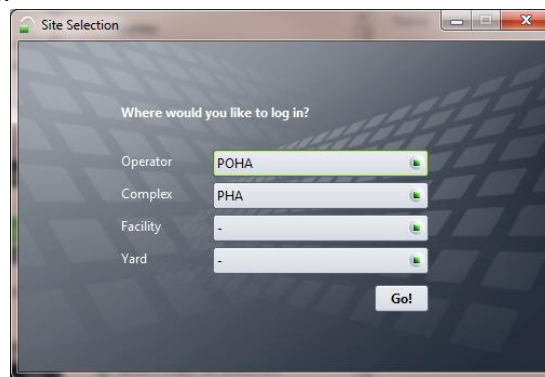
Pg Up = moves up the list one page at a time. (Approx 34 line items)

Delete = Delete Selected Item

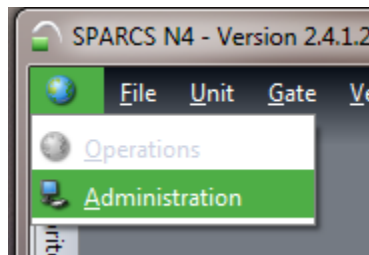
Insert = Add new Item

## Creating Roles and Users

1. Open N4. Log in at the complex level with username cmaadmin and password cmaadmin. Both are case sensitive.




2. After logging in go to the Administration mode.

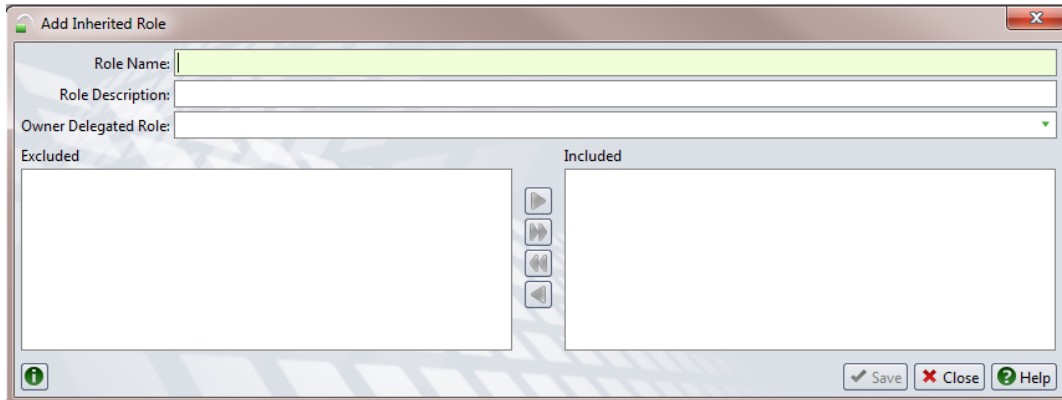


3. Under the Security Tab, click the Roles option. Roles will have to be created before a User can be created.





4. To create a new role, click the  in the right hand corner. After entering the Name, Description and selecting the Owner Delegated Role, then select the privileges listed in the bottom section using the arrow buttons in the center and click Save.




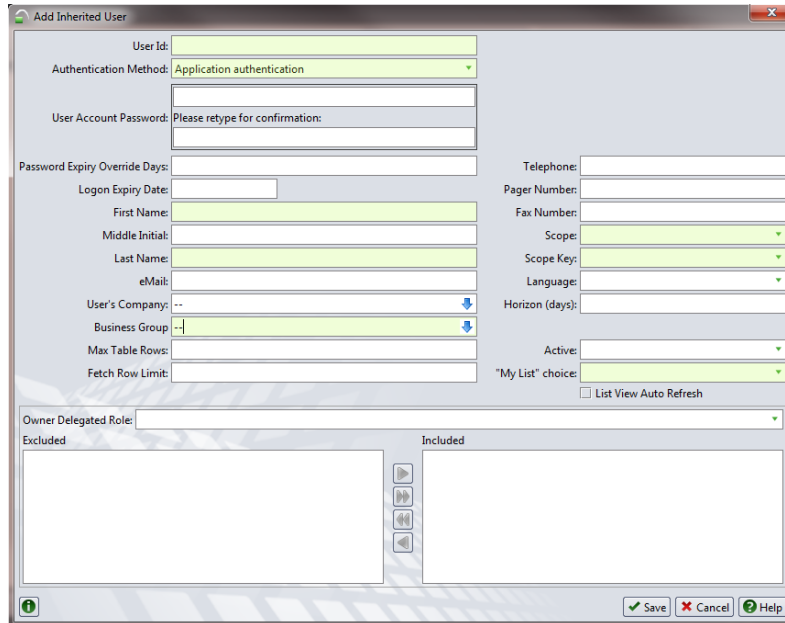
### Creating Users

5. In Administration mode after the necessary roles have been created, click Security > Users.



*Continue instructions on next page*

6. Click the  in the right hand corner. Enter all the fields in green. The bottom section of the screen will populate with the roles created. Use the arrows in the center to adjust which roles are assigned. After everything is entered, click Save.



The screenshot shows the 'Add Inherited User' dialog box. The form is divided into several sections:

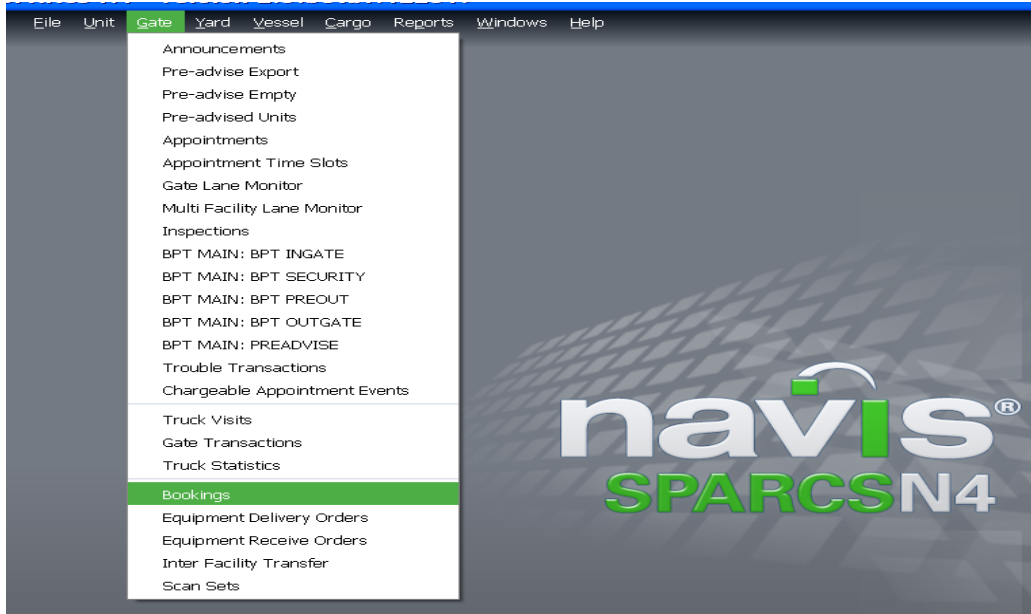
- User Identification:** User Id, Authentication Method (Application authentication), User Account Password (with a confirmation field), Password Expiry Override Days, Logon Expiry Date.
- Personal Information:** Telephone, Pager Number, Fax Number, First Name, Middle Initial, Last Name, eMail, User's Company, Business Group, Max Table Rows, Fetch Row Limit.
- System Settings:** Scope, Scope Key, Language, Horizon (days), Active, "My List" choice, List View Auto Refresh.
- Owner Delegated Role:** A dropdown menu.
- Role Management:** Two lists, 'Excluded' and 'Included', with arrows for moving items between them.

At the bottom right, there are buttons for 'Save', 'Cancel', and 'Help'.

# BOOKINGS

## View a Booking

1. From the N4 Menu Bar, click Gate > Bookings.

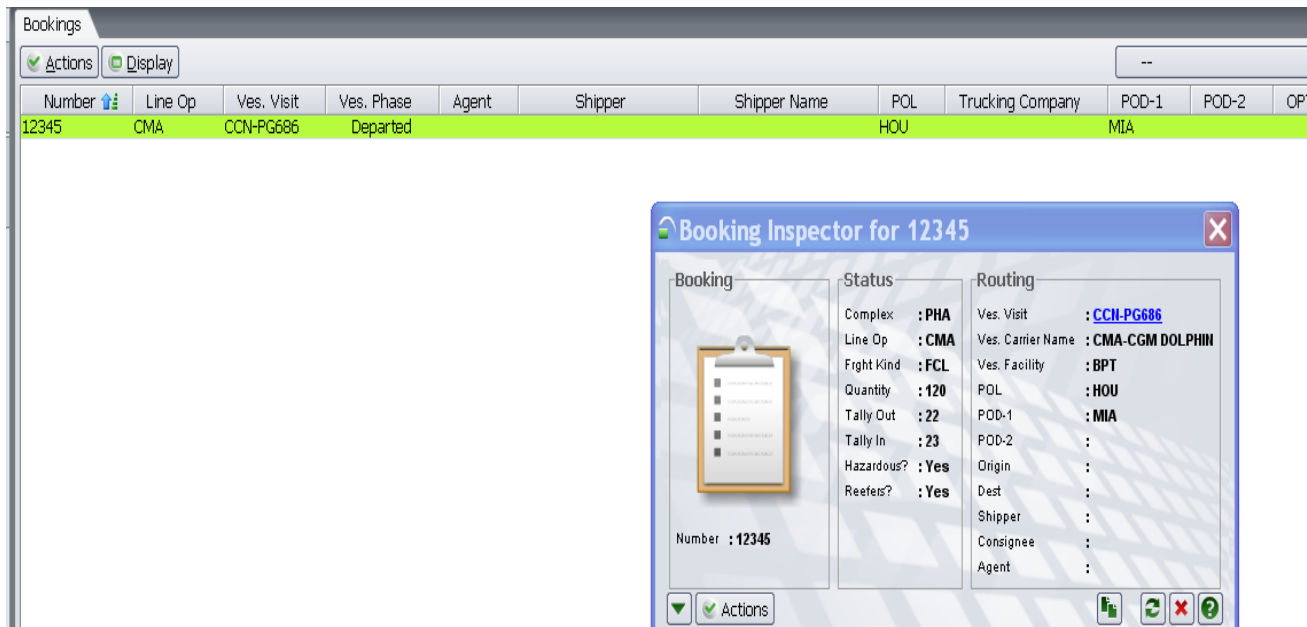


2. In the white search field toward the upper right of the screen, enter the booking number you wish to view. Press Enter.

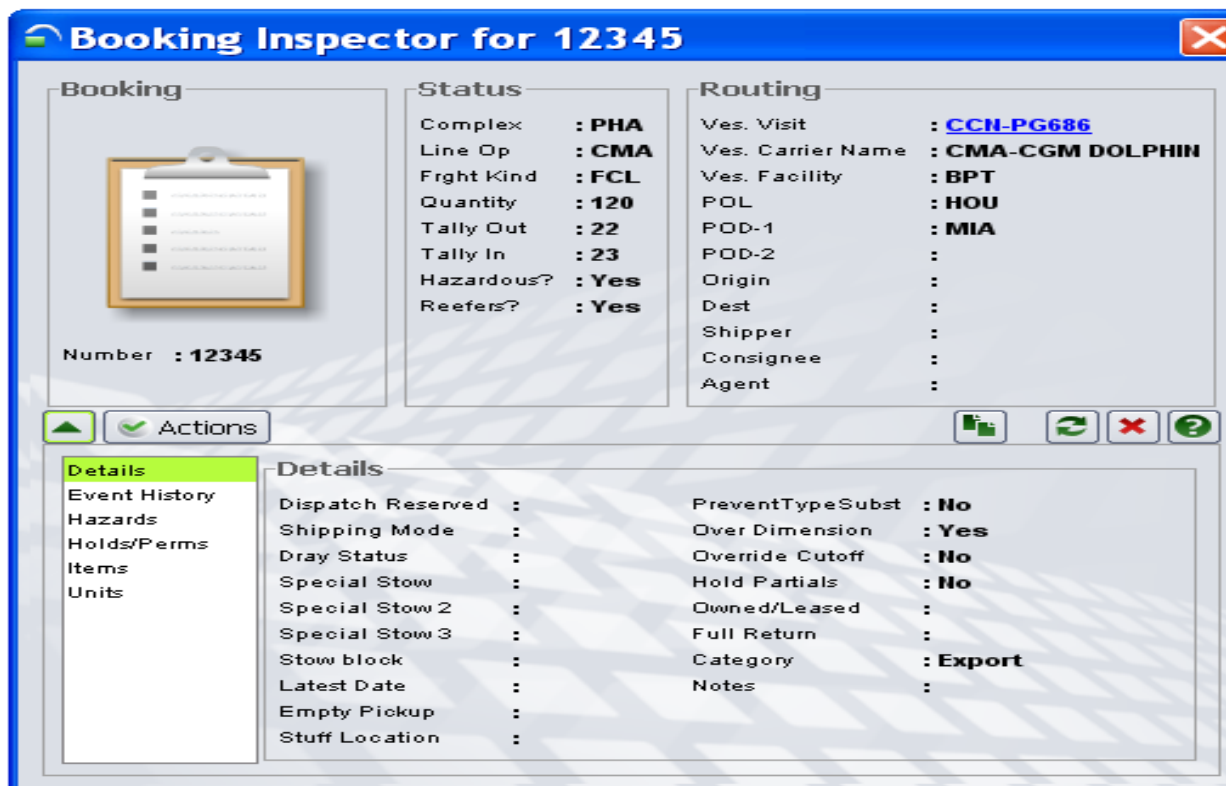
The screenshot shows the 'Bookings' window in the Navis SPARCS N4 application. The menu bar at the top includes 'File', 'Unit', 'Gate', 'Yard', 'Vessel', 'Cargo', 'Reports', 'Windows', and 'Help'. The 'Bookings' window has a search field in the upper right corner containing the number '12345'. Below the search field is a table of bookings. The table has columns for Number, Line Op, Ves. Visit, Ves. Phase, Agent, Shipper, Shipper Name, POL, Trucking Company, POD-1, POD-2, OPT-1, Origin, and Dest. The table contains 20 rows of booking data.

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
0358VH594848	MSC	NOV	Created		SHINTECH INC.	SHINTECH INC.	HOU		MAN				PECLL
0387025180	MSC	MCR	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		SNT			LA PO	BRSSZ
0387046750	MSC	MFI	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		FFR			LA PO	SFDUR
0387046770	MSC	MFI	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		FFR			LA PO	SFDUR
0387046800	MSC	MCR	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		SNT			LA PO	BRSSZ
0387099980	MSC	MCN	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		ANR			LA PO	BEANR
0388064175	MSC	MSM	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0388110075	MSC	JRM	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		MNI				SAJED
0388129675	MSC	JRM	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		MNI				SAJED
0388142875	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		IWT				BRNVT
0388143175	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		IWT				BRNVT
0388146775	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		IWT				BRNVT
0388147975	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSSZ
0388150675	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		IWT				BRNVT
0388151675	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				DOCAU
0388151775	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				DOCAU
0388151875	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				DOCAU
0388151975	MSC	MID	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0388152775	MSC	MCP	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSSZ

- Highlight and double click (or right click) on booking number to open Booking Inspector.

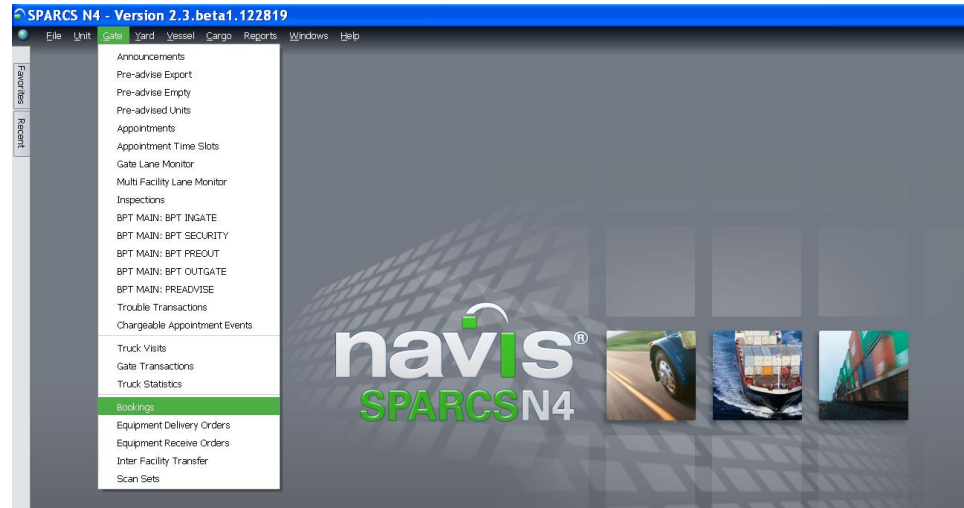


- Click the arrow next to the Actions field on your screen to view information associated with the booking such as: Details, Event History, Hazards, Holds/Perms, Items and Units. The information will populate to the right.



## Create a Booking

1. From the N4 Menu Bar, click on Gate > Bookings or Vessel > Bookings.




2. The list of bookings will appear.

The screenshot shows the SPARCS N4 software interface with the 'Bookings' window open. The title bar reads 'SPARCS N4 - Version 2.3.0.129815'. The menu bar includes 'File', 'Unit', 'Gate', 'Yard', 'Vessel', 'Cargo', 'Reports', 'Windows', and 'Help'. The 'Bookings' window displays a table of booking data. The table has the following columns: 'Number', 'Line Op', 'Yes. Visit', 'Yes. Phase', 'Agent', 'Shipper', 'Shipper Name', 'POL', 'Trucking Company', 'POD-1', 'POD-2', 'OPT-1', 'Origin', and 'Dest'. The data rows show various bookings with details such as 'Created' status, 'ROHM & HAAS COMPANY' as the shipper, and 'HOU' as the POL. The origin and destination are listed as 'LA PO' and 'BRSS2' respectively.

Number	Line Op	Yes. Visit	Yes. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
0307025180	MSC	MCR	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		SNT			LA PO	BRSS2
0307046750	MSC	MP1	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		FFR			LA PO	SFOUR
0307046770	MSC	MP1	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		FFR			LA PO	SFOUR
0307046800	MSC	MCI	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		SNT			LA PO	BRSS2
0307099900	MSC	MCN	Created		ROHM & HAAS COMPANY	ROHM & HAAS COMPANY	HOU		ANR			LA PO	BEANR
0308064175	MSC	MSM	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0308110075	MSC	JRM	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		MVA				SAJED
0308129675	MSC	JRM	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		MVA				SAJED
0308142875	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308143175	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308146775	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308147975	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSS2
0308150675	MSC	MCI	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308151675	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				DOCAU
0308151775	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				DOCAU
0308151875	MSC	NSD-021R	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		BUS				DOCAU
0308151975	MSC	MSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0308153775	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSS2
030815375A	MSC	MCI	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSS2
0308154475	MSC	MCN	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0308154575	MSC	MCN	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0308155275	MSC	MCI	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSS2
0308155575	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308156175	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308156575	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				ABBLE
0308156675	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				ABBLE
0308156775	MSC	MCR	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				ABBLE
0308156875	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		CAU				ABBLE
0308157375	MSC	MCI	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		NIT				BRNVT
0308158975	MSC	MP1	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		ANR				BEANR
0308160075	MSC	MCI	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSS2
0308160175	MSC	NSD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		SNT				BRSS2
0308160375	MSC	ALD	Created		THE DOW CHEMICAL CO	THE DOW CHEMICAL CO	HOU		FFR				BRMAO

Continue instructions on next page

3. Click on  icon (right hand side of the screen). The Add Booking screen will appear.

4. Enter a unique booking Number.
5. Enter appropriate Line Operator or steamship line if applicable.
6. Enter Vessel Visit reference. This is the unique reference that the Vessel Visit is given when that visit is created. It starts with the 3 digit vessel ID.
7. Enter Port of Load if it does not auto-populate.

*Continue instructions on next page*

8. Enter Port of Discharge.
9. Freight Kind is defaulted to FCL. Change to MTY if needed.
10. All other fields are optional. Enter any other applicable information.

**Add Booking**

Number: MANUAL1  
Vessel Visit: CAK-0262 (CMA CGM AUCKLAND,0267,BPT)  
Port of Discharge: ABA (Abu Dhabi)  
Optional POD-1: --  
Shipper: --  
Origin: --  
Agent: --  
Dispatch Reserved: --  
Owned/Leased: --  
 Override Cutoff  
Special Stow: --  
Special Stow 3: --  
Stow block: --  
Hazards: Add Hazard  
Stuffing Location: --  
Latest Date: --  
Notes: --

Line Operator: CMA (CMA-CGM (America), Inc.)  
Port of Load: HOU (Houston)  
Second Port of Discharge: --  
Trucking Company: --  
Consignee: --  
Destination: --  
Client Ref.Number: --  
Freight Kind: FCL  
Shipping Mode: --  
Dray Status: --  
Special Stow 2: --  
 Hold Partials  
 Prevent Type Substitution  
Empty Pickup Location: --  
Full Return Location: --  
Category: Export

Booking Items

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Req'd. (F)	Vent Req	Is OOG	Vent Unit
No Data to display.											

0:0

Save Cancel Help

*Continue instructions on next page*

11. Click on Save. The Booking has been entered at this point and is saved, but no booking items are associated with it.

**Add Booking**

Number: MANUAL1  
Vessel Visit: CAK-0262 (CMA CGM AUCKLAND,0267,BPT)  
Port of Discharge: ABA (Abu Dhabi)  
Optional POD-1: --  
Shipper: --  
Origin: --  
Agent: --  
Dispatch Reserved: --  
Owned/Leased: --  
 Override Cutoff  
Special Stow: --  
Special Stow 3: --  
Stow block:  
Hazards: Add Hazard  
Stuffing Location:  
Latest Date:  
Notes:

Line Operator: CMA (CMA-CGM (America), Inc.)  
Port of Load: HOU (Houston)  
Second Port of Discharge: --  
Trucking Company: --  
Consignee: --  
Destination:  
Client Ref Number:  
Freight Kind: FCL  
Shipping Mode: --  
Dray Status: --  
Special Stow 2: --  
 Hold Partials  
 Prevent Type Substitution  
Empty Pickup Location:  
Full Return Location:  
Category: Export

**Booking Items**

Actions Display

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Reqd. (F)	Vent Req	Is OOG	Vent Unit
No Data to display.											

Save Close Help





4. In the Quantity field, enter the number of units to be received for this Booking.
5. In the Equipment Type field, enter the Equipment Type using the ISO code.
6. The Length/Height/ISO Group fields automatically update.
7. All other fields are optional. Enter any other applicable information.

**Add Booking Item**

Quantity: 10  
 Equipment Type: 2210  
 Height: 8'6"  
 Tally Limit:  
 Grade: --  
 Accessory Type: --  
 Commodity: --  
 Commodity Desc.:  
 Ventilation Required:  
 CO2 required, %:  
 Humidity required, %:  
 Overlong Back (in):  
 Overwide Left (in):  
 Overheight (in):  
 Remarks:

Sequence Nbr:  
 Length: 20'  
 ISO Group: General purpose container without ventilation  
 Receive Limit:  
 Material: Unknown  
 Feature:  
 Gross Weight (lb):  
 Temp Required (F):  
 Ventilation Unit: Percentage  
 O2 required, %:  
 Hazards: Add Hazard  
 Overlong Front (in):  
 Overwide Right (in):  
 Is OOG

Serial Ranges: Reserved Equipment | Pre-Advised

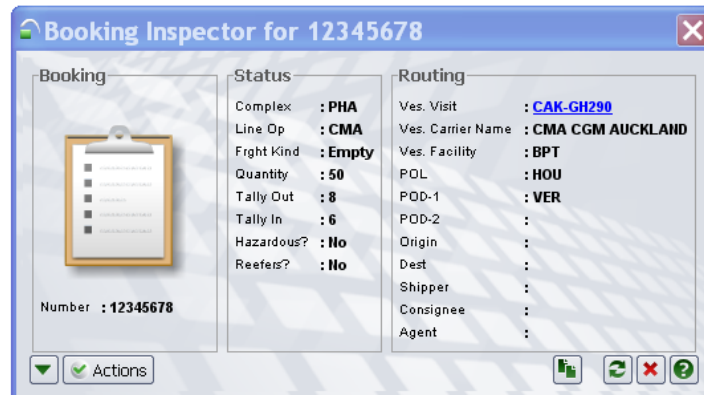
Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

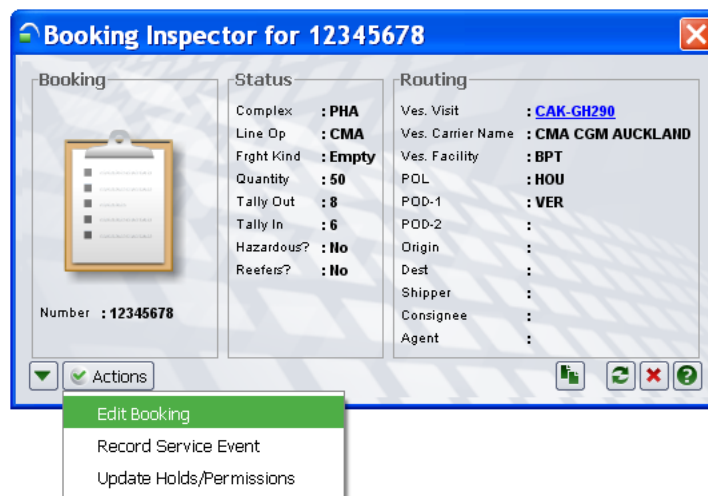
8. Click Save.
9. Using tabs at the bottom of this form, you can choose to Reserve Equipment or Pre-advise equipment for this Booking.
10. Click Save.

## Add Container Type to an Existing Booking

1. Open the Bookings tab.
2. In the white search box near the top right of the screen, enter an existing Booking Number.
3. Double click on the Booking Number to open the Booking Inspector.




4. In the Booking Inspector screen click Actions > Edit Booking.



*Continue instructions on next page*

5. The Edit Booking screen will appear.

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Rec
20	4	2	20R1	20'	Refrigerated container	8'0"		
29	1	0	42G1	40'	General purpose container without ventilation	8'6"		
30	16	15	22G1	20'	General purpose container without ventilation	8'6"		

6. Under the Booking Items tab in the second block, click .

7. The Add Booking Item screen will appear.

Serial Ranges	Reserved Equipment	Pre-Advised
Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'		

8. In the Quantity field, type the number of containers to be received.
9. In the Equipment Type field, type the ISO code. Length, Type, and ISO Group will auto-populate.
10. All other fields are optional. Enter any additional information that you may want to add to the Booking Item.
11. Click Save then Close. The new Booking Item is now listed under the Booking Items tab in the Edit Booking screen.

### Delete Container Type from an Existing Booking

1. Open Bookings tab and locate the Booking that will be updated using the white search box.
2. Double click on the Booking Number. This will open the Booking Inspector.
3. Click the Actions button > Edit Booking. The Edit Booking window will appear.

**Edit Booking 12345678**

Number: 12345678  
 Vessel Visit: CAK-GH290 (CMA CGM AUCKLAND,GH290,BPT)  
 Port of Discharge: VER (Veracruz)  
 Optional POD-1: --  
 Shipper: --  
 Origin: --  
 Agent: --  
 Dispatch Reserved: --  
 Owned/Leased: --  
 Override Cutoff  
 Special Stow: --  
 Special Stow 3: --  
 Stow block: --  
 Hazards: Add Hazard  
 Stuffing Location: --  
 Latest Date: --  
 Notes: --

Line Operator: CMA (CMA-CGM (America), Inc.)  
 Port of Load: HOU (Houston)  
 Second Port of Discharge: --  
 Trucking Company: --  
 Consignee: --  
 Destination: --  
 Client Ref.Number: --  
 Freight Kind: Empty  
 Shipping Mode: --  
 Dray Status: --  
 Special Stow 2: --  
 Hold Partial  
 Prevent Type Substitution  
 Empty Pickup Location: --  
 Full Return Location: --  
 Category: Export


Booking Items

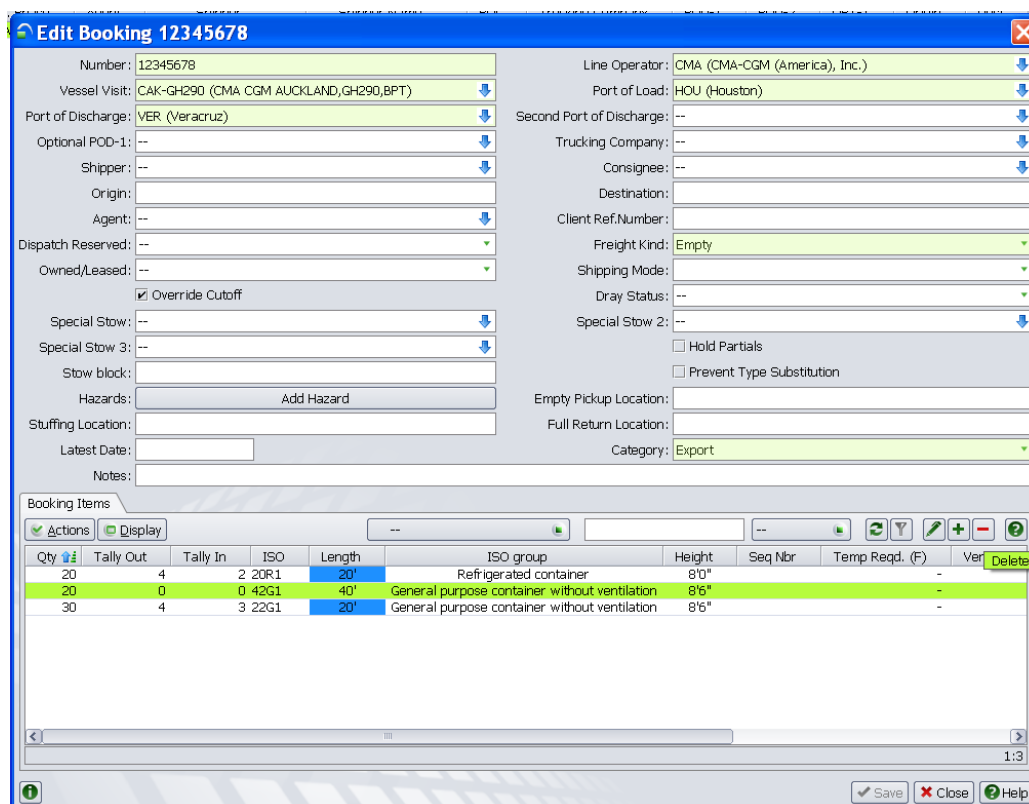
Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Reqd. (F)	Vent Req
20	4	2	20R1	20'	Refrigerated container	8'0"		-	
20	0	0	42G1	40'	General purpose container without ventilation	8'5"		-	
30	4	3	22G1	20'	General purpose container without ventilation	8'5"		-	

0:3

Save Close Help

Continue instructions on next page

- To delete an equipment type from the booking, highlight that equipment type in the Booking Items section of the screen. Click the red  icon.



**Edit Booking 12345678**

Number: 12345678  
 Vessel Visit: CAK-GH290 (CMA CGM AUCKLAND,GH290,BPT)  
 Port of Discharge: VER (Veracruz)  
 Optional POD-1: --  
 Shipper: --  
 Origin: --  
 Agent: --  
 Dispatch Reserved: --  
 Owned/Leased: --  
 Override Cutoff  
 Special Stow: --  
 Special Stow 3: --  
 Stow block: --  
 Hazards: Add Hazard  
 Stuffing Location: --  
 Latest Date: --  
 Notes: --

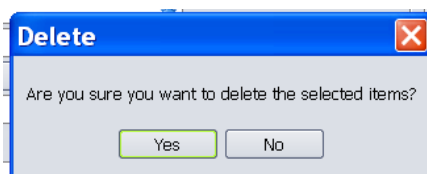
Line Operator: CMA (CMA-CGM (America), Inc.)  
 Port of Load: HOU (Houston)  
 Second Port of Discharge: --  
 Trucking Company: --  
 Consignee: --  
 Destination: --  
 Client Ref.Number: --  
 Freight Kind: Empty  
 Shipping Mode: --  
 Dray Status: --  
 Special Stow 2: --  
 Hold Partials  
 Prevent Type Substitution  
 Empty Pickup Location: --  
 Full Return Location: --  
 Category: Export

**Booking Items**

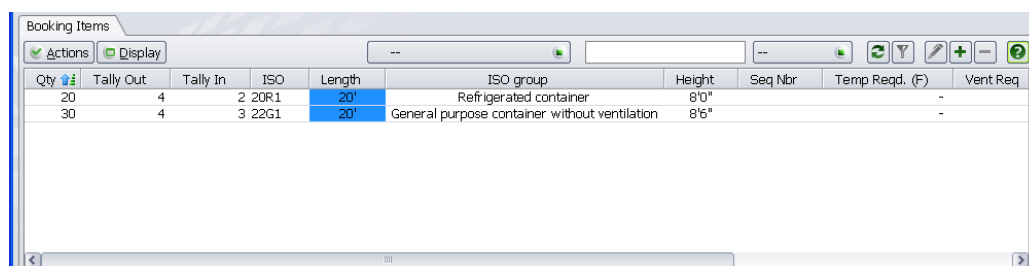
Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Req. (F)	Ver	Delete
20	4	2	20R1	20'	Refrigerated container	8'0"		-		
20	0	0	42G1	40'	General purpose container without ventilation	8'6"		-		
30	4	3	22G1	20'	General purpose container without ventilation	8'6"		-		

Buttons: Save, Close, Help

- You will get a message stating, "Are you sure you want to delete the selected items?" Click Yes - if you are sure.



- The container type no longer shows under the booking items tab.



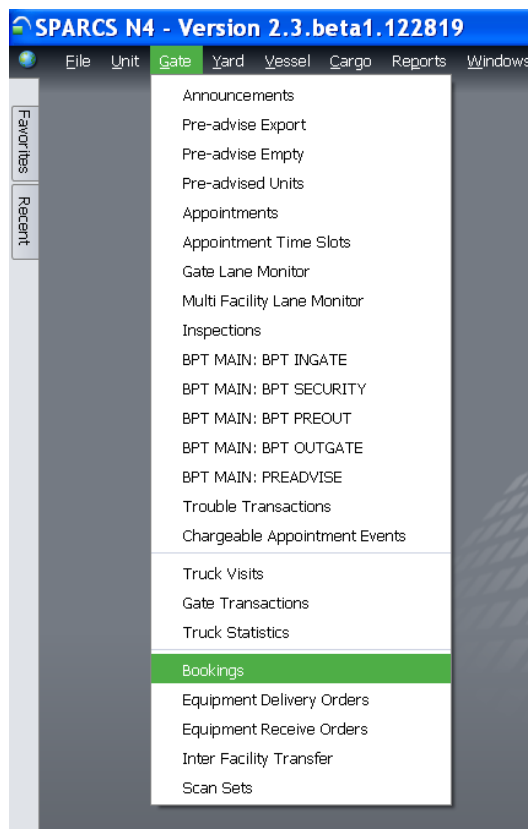
**Booking Items**

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Req. (F)	Vent Req
20	4	2	20R1	20'	Refrigerated container	8'0"		-	
30	4	3	22G1	20'	General purpose container without ventilation	8'6"		-	

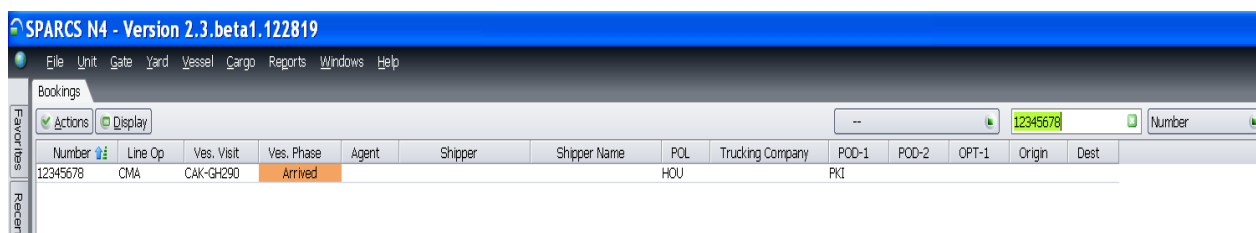
- Click Close on the Edit Booking form.

## Increase Booking Quantity

1. Click Gate or Vessel > Bookings to open Bookings tab.

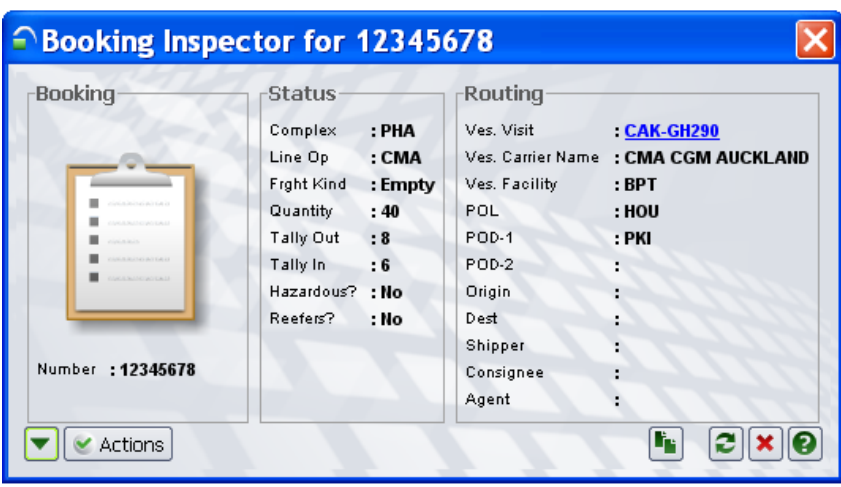


2. Locate the Booking number by entering the Booking number into the white search box near the top right of the screen. Press Enter.

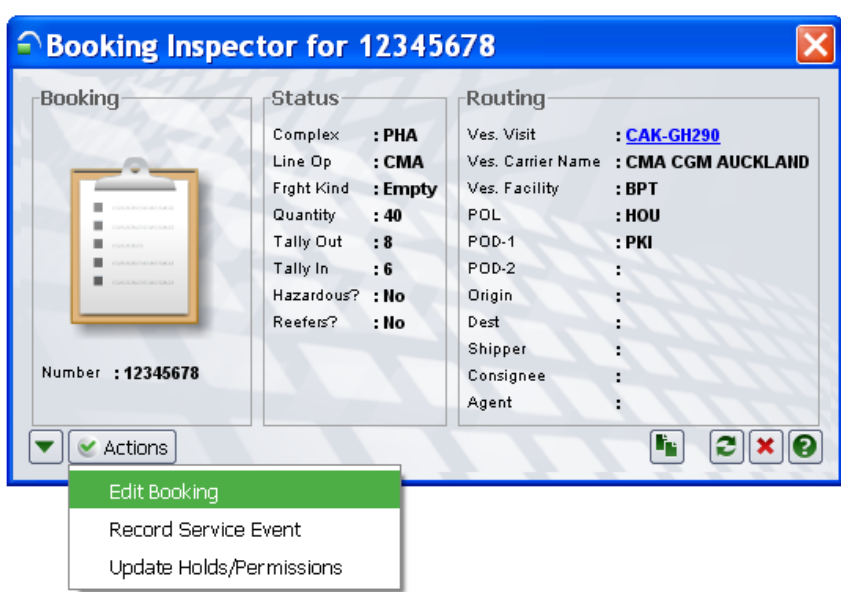


*Continue instructions on next page*

- 3. Highlight and double click, or right click on the Booking Number to open the Booking Inspector.



- 4. Click Actions > Edit Booking.



Continue instructions on next page



5. The Edit Booking window will appear.

**Edit Booking 12345678**

Number: 12345678  
 Vessel Visit: CAK-GH290 (CMA CGM AUCKLAND,GH290,BPT)  
 Port of Discharge: PKI (Kingston)  
 Optional POD-1: --  
 Shipper: --  
 Origin: --  
 Agent: --  
 Dispatch Reserved: --  
 Owned/Leased: --  
 Override Cutoff  
 Special Stow: --  
 Special Stow 3: --  
 Stow block: --  
 Hazards: Add Hazard  
 Stuffing Location: --  
 Latest Date: --  
 Notes: --

Line Operator: CMA (CMA-CGM (America), Inc.)  
 Port of Load: HOU (Houston)  
 Second Port of Discharge: --  
 Trucking Company: --  
 Consignee: --  
 Destination: --  
 Client Ref.Number: --  
 Freight Kind: Empty  
 Shipping Mode: --  
 Dray Status: --  
 Special Stow 2: --  
 Hold Partials  
 Prevent Type Substitution  
 Empty Pickup Location: --  
 Full Return Location: --  
 Category: Export

Booking Items

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Req. (F)	Vent Req
20	4	2	20R1	20'	Refrigerated container	8'0"		-	
20	4	3	22G1	20'	General purpose container without ventilation	8'6"		-	

1:2

Save Close Help

*Continue instructions on next page*

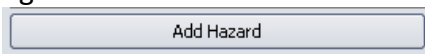
- 6. Under Booking Items, double click the container type that needs to be increased. The Edit Booking Item window will appear.

- 7. Update the Quantity field with the number of containers to be released.

- 8. Click Save > Close.

### Create a Hazardous Booking

1. Follow instructions under Create a New Booking .

2. While you are adding booking items, click on  .

**Add Booking**

Number:

Vessel Visit: --

Port of Discharge: --

Optional POD-1: --

Shipper: --

Origin:

Agent: --

Dispatch Reserved: --

Owned/Lease: --

Override Cutoff

Special Stow: --

Special Stow 3: --

Stow block:

Hazards:

Stuffing Location:

Latest Date:

Notes:

Line Operator:

Port of Load:

Second Port of Discharge: --

Trucking Company: --

Consignee: --

Destination:

Client Ref. Number:

Freight Kind: FCL

Shipping Mode:

Dray Status: --

Special Stow 2: --

Hold Partials

Prevent Type Substitution

Empty Pickup Location:

Full Return Location:

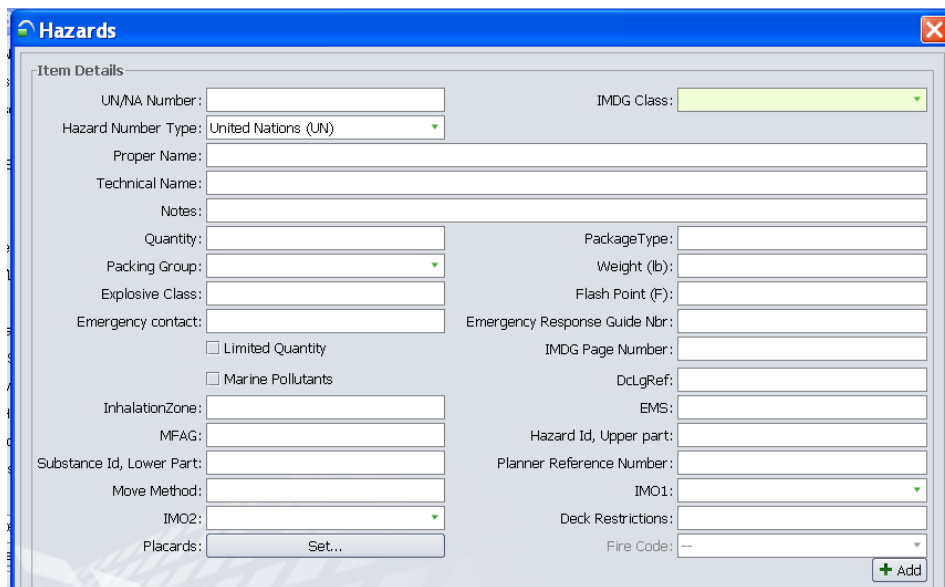
Category: Export

Booking Items

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Req. (F)
-----	-----------	----------	-----	--------	-----------	--------	---------	---------------

Continue instructions on next page

3. The Hazards window will appear.



The screenshot shows a software window titled "Hazards" with a close button in the top right corner. The window contains a form for "Item Details" with the following fields and controls:

- UN/NA Number: [Text Input]
- IMDG Class: [Dropdown Menu]
- Hazard Number Type: United Nations (UN) [Dropdown Menu]
- Proper Name: [Text Input]
- Technical Name: [Text Input]
- Notes: [Text Input]
- Quantity: [Text Input]
- Package Type: [Text Input]
- Packing Group: [Dropdown Menu]
- Weight (lb): [Text Input]
- Explosive Class: [Text Input]
- Flash Point (F): [Text Input]
- Emergency contact: [Text Input]
- Emergency Response Guide Nbr: [Text Input]
- Limited Quantity
- IMDG Page Number: [Text Input]
- Marine Pollutants
- DclgRef: [Text Input]
- Inhalation Zone: [Text Input]
- EMS: [Text Input]
- MFAG: [Text Input]
- Hazard Id, Upper part: [Text Input]
- Substance Id, Lower Part: [Text Input]
- Planner Reference Number: [Text Input]
- Move Method: [Text Input]
- IMO1: [Dropdown Menu]
- IMO2: [Dropdown Menu]
- Deck Restrictions: [Text Input]
- Placards: [Text Input] [Set... Button]
- Fire Code: [Text Input]

An "+ Add" button is located at the bottom right of the form area.

*Continue instructions on next page*

- Enter information for fields UN/NA Number, IMDG Class, Proper Name and Flashpoint if class 3.

The screenshot shows the 'Hazards' dialog box with the following fields and values:

- UN/NA Number: 1993
- IMDG Class: 3 Flammable Liquids
- Hazard Number Type: United Nations (UN)
- Proper Name: FLAMMABLE
- Technical Name: (empty)
- Notes: (empty)
- Quantity: (empty)
- Package Type: (empty)
- Packing Group: (empty)
- Weight (lb): (empty)
- Explosive Class: (empty)
- Flash Point (F): 52
- Emergency contact: (empty)
- Emergency Response Guide Nbr: (empty)
- IMDG Page Number: (empty)
- DcLgRef: (empty)
- EMS: (empty)
- Inhalation Zone: (empty)
- Hazard Id, Upper part: (empty)
- MFAG: (empty)
- Planner Reference Number: (empty)
- Substance Id, Lower Part: (empty)
- IMO1: (empty)
- Move Method: (empty)
- Deck Restrictions: (empty)
- IMO2: (empty)
- Fire Code: --
- Placards: Set...

At the bottom right of the dialog box, there is a '+ Add' button.

The 'Hazardous Cargo Items' table is currently empty, displaying 'No Data to display.'

- Type information for any other applicable fields and click the **+ Add** button. The information just added will appear in the bottom block of the Hazards screen.

The screenshot shows the 'Hazards' dialog box with the 'Hazardous Cargo Items' table updated with one row:

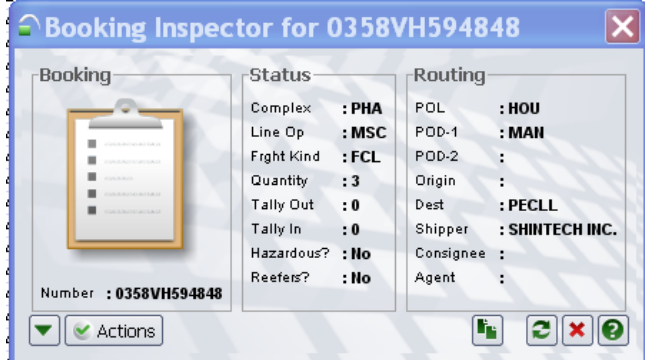
Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number Type
	3 Flammable Liquids	1993	FLAMMABLE	United Nations (UN)

The '+ Add' button is still visible at the bottom right of the dialog box.

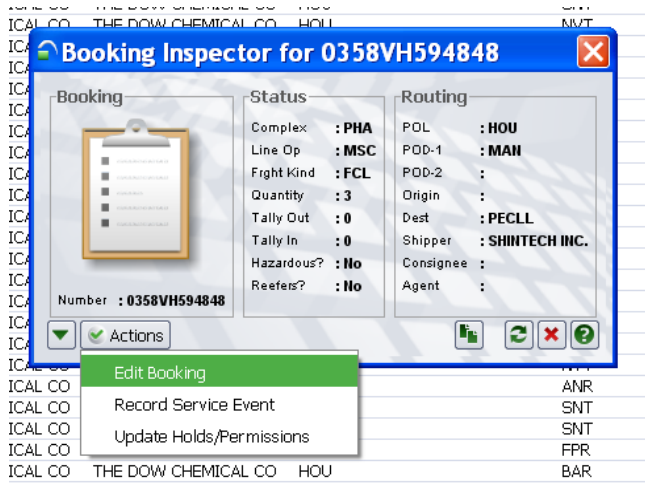
- Continue this step for any other Hazards for this booking. When finished, click OK.

### Add Hazards to an Existing Booking

1. Open the Bookings tab and locate the booking you want to update.
2. Highlight Booking Number and double click to open Booking Inspector.

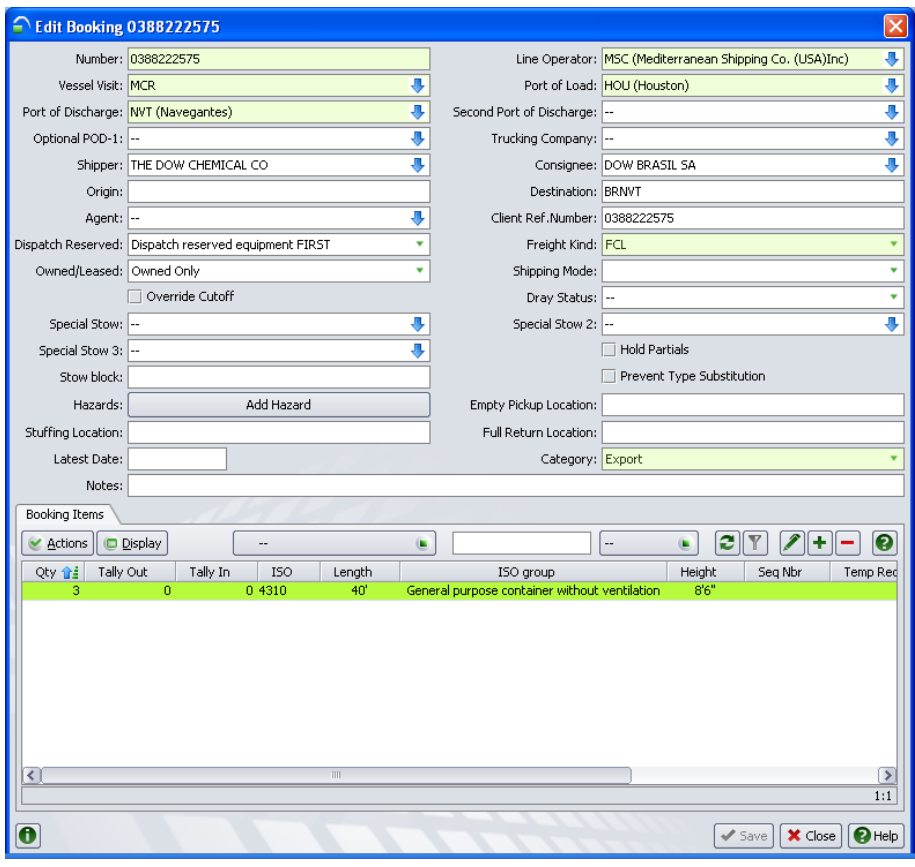


3. Click Actions > Edit Booking.

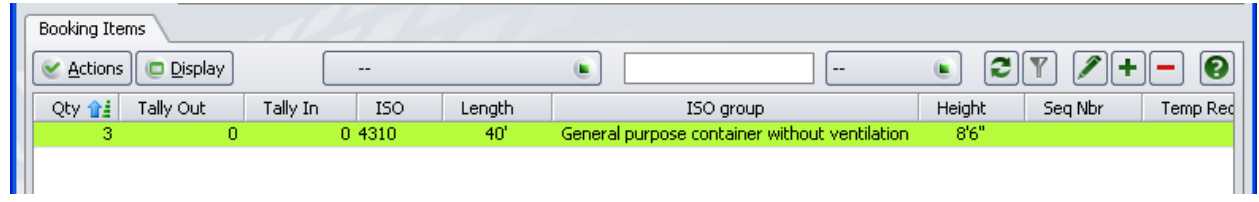


Continue instructions on next page

4. The Edit Booking window will appear.



5. Highlight and double click Booking Item to add hazards.



Continue instructions on next page

6. The Edit Booking Item window will appear.

The screenshot shows the 'Edit Booking Item' window with the following fields and values:

- Quantity: 3
- Equipment Type: 4310
- Height: 8'6"
- Tally Limit: (empty)
- Grade: --
- Accessory Type: --
- Commodity: --
- Commodity Desc.: POLYVINYL CHLORIDE, II
- Ventilation Required: (empty)
- CO2 required, %: (empty)
- Humidity required, %: (empty)
- Overlong Back (in): (empty)
- Overwide Left (in): (empty)
- Overheight (in): (empty)
- Remarks: (empty)
- Sequence Nbr: (empty)
- Length: 40'
- ISO Group: General purpose container without ventilation
- Receive Limit: (empty)
- Material: Unknown
- Feature: (empty)
- Gross Weight (lb): (empty)
- Temp Required (F): (empty)
- Ventilation Unit: (empty)
- O2 required, %: (empty)
- Hazards: Add Hazard button
- Overlong Front (in): (empty)
- Overwide Right (in): (empty)
- Is OOG:

At the bottom, there are tabs for 'Serial Ranges', 'Reserved Equipment', and 'Pre-Advised'. Below the 'Serial Ranges' tab, there is a text prompt 'Enter serial ranges. Example: MAEU : 7500000 - 7689999!' and a grid of input fields for serial ranges.

7. Click Add Hazard.

This close-up view shows the 'Hazards:' section of the form. It includes the 'Add Hazard' button, the 'Overlong Front (in):' field, the 'Overwide Right (in):' field, and the 'Is OOG' checkbox.

Continue instructions on next page



8. The Hazards window will appear.


The screenshot shows a software window titled "Hazards" with a blue border and a close button in the top right corner. The window is divided into two main sections: "Item Details" and "Hazardous Cargo Items".

**Item Details:** This section contains various input fields and dropdown menus. On the left side, there are fields for "UN/NA Number", "Hazard Number Type" (set to "United Nations (UN)"), "Proper Name", "Technical Name", "Notes", "Quantity", "Packing Group", "Explosive Class", "Emergency contact", "Inhalation Zone", "MFAG", "Substance Id, Lower Part", "Move Method", and "IMO2". There are also checkboxes for "Limited Quantity" and "Marine Pollutants", and a "Placards" button with a "Set..." option. On the right side, there are fields for "IMDG Class", "Package Type", "Weight (lb)", "Flash Point (F)", "Emergency Response Guide Nbr", "IMDG Page Number", "DcLgRef", "EMS", "Hazard Id, Upper part", "Planner Reference Number", "IMO1", "Deck Restrictions", and "Fire Code". A "+ Add" button is located at the bottom right of this section.

**Hazardous Cargo Items:** This section is a table with the following columns: "Seq Nbr", "IMDG Class", "UN/NA", "Prop.Name", and "Hazard Number Type". The table is currently empty, displaying "No Data to display." There are "+" and "-" buttons on the right side of the table.

At the bottom of the window, there are three buttons: "OK" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark).

9. Enter information for fields UN/NA Number, IMDG Class, Proper Name and Flashpoint if class 3.

10. Enter information for any other applicable fields and click . The Hazard information just added will appear in the Hazardous Cargo Items section.

11. Continue this step for any other Hazards for this Booking. When finished, click OK.

## Change Booking Details

1. Open Bookings tab and locate the Booking you want to change.
2. Highlight the Booking and right click > Edit or double click on the Booking to open the Inspector, then click the Actions button > Edit Booking.
3. The Edit Booking window will appear.

**Edit Booking 038HOU602153**

Number: 038HOU602153  
 Vessel Visit: MCR  
 Port of Discharge: VIT (Vitoria)  
 Optional POD-1: --  
 Shipper: MONTACHEM INTERNATIONAL INC  
 Origin:   
 Agent: --  
 Dispatch Reserved: Dispatch reserved equipment FIRST  
 Owned/Leased: Owned Only  
 Override Cutoff  
 Special Stow: --  
 Special Stow 3: --  
 Stow block:   
 Hazards: Add Hazard  
 Stuffing Location:   
 Latest Date:   
 Notes:   
 Line Operator: MSC (Mediterranean Shipping Co. (USA)Inc)  
 Port of Load: HOU (Houston)  
 Second Port of Discharge: --  
 Trucking Company: --  
 Consignee: COLUMBIA TRADING S/A  
 Destination: BRVIX  
 Client Ref. Number: 038HOU602153  
 Freight Kind: FCL  
 Shipping Mode:   
 Dray Status: --  
 Special Stow 2: --  
 Hold Partials  
 Prevent Type Substitution  
 Empty Pickup Location:   
 Full Return Location:   
 Category: Export

**Booking Items**

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Rec
3	3	0	22G1	20'	General purpose container without ventilation	8'6"		

Save Close Help

4. Update any of the appropriate fields. Click Save.

## Delete an Existing Booking

NOTE: To delete an existing booking from N4, there can be no activity against the booking.

1. Open Bookings Tab to locate and highlight the Booking Number to be deleted.

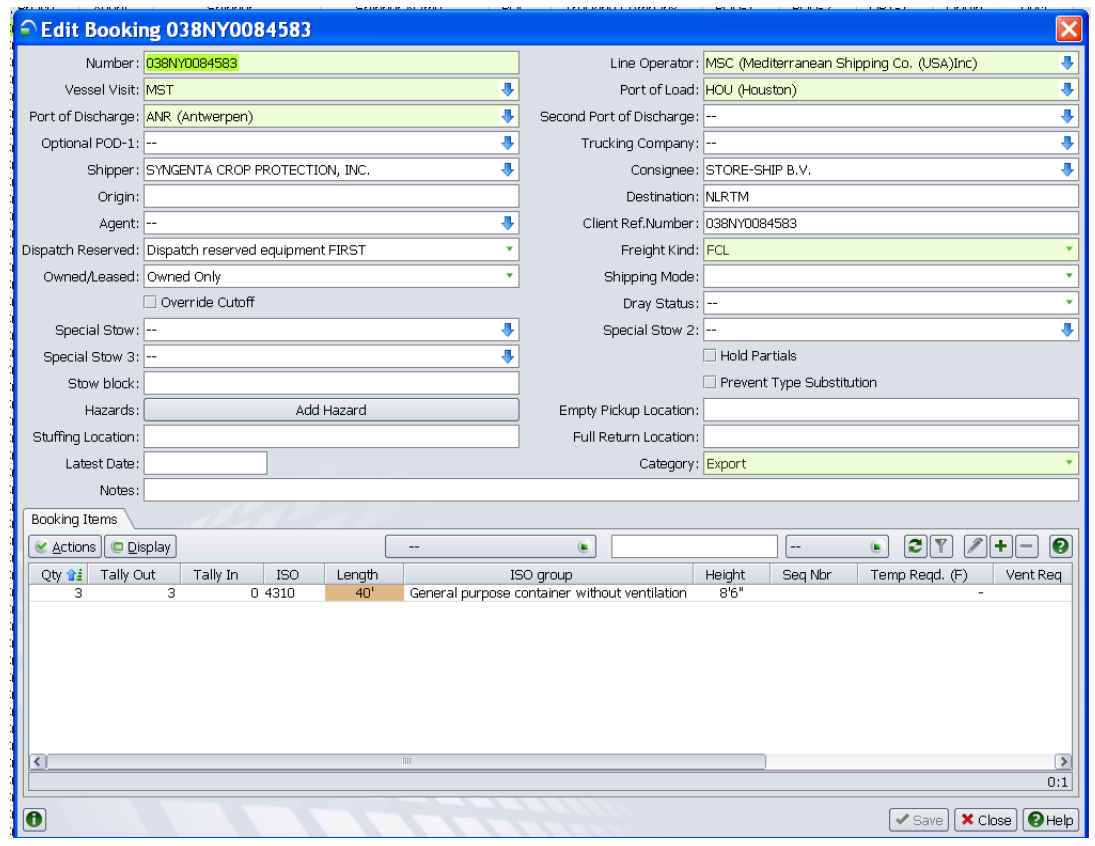
Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2
038NY0084583	MSC	MST	Created		SYNGENTA CROP PROTE...	SYNGENTA CROP PROTE...	HOU		ANR	
038NY0084626	MSC	WMR	Created		CELANESE INTERNATION...	CELANESE INTERNATION...	HOU		PEC	
038NY0084644	MSC	JRM	Created		PANALPINA INC	PANALPINA INC	HOU		GIT	
038NY0084669	MSC	MST	Created		NETWORK AMERICA LIN...	NETWORK AMERICA LIN...	HOU		FAL	
038NY0084823	MSC	MLV	Created		PANALPINA INC	PANALPINA INC	HOU		ANR	
038NY0084824	MSC	MLV	Created		PANALPINA, INC.	PANALPINA, INC.	HOU		FPR	
038NY0084829	MSC	BRN	Created		HTS SERVICES INC	HTS SERVICES INC	HOU		MINI	
038NY0084869	MSC	BVE	Created		PANALPINA INC	PANALPINA INC	HOU		VAL	
038NY0084873	MSC	MID	Created		TICONA, LLC	TICONA, LLC	HOU		ANR	
038NY0084921	MSC	NED	Created		CELANESE INTERNATION...	CELANESE INTERNATION...	HOU		SNT	
038NY0084938	MSC	MLV	Created		NETWORK AMERICA LIN...	NETWORK AMERICA LIN...	HOU		FAL	
038NY0084948	MSC	MLV	Created		OVEROCEANS, INC	OVEROCEANS, INC	HOU		ANR	


2. Right click on the Booking Number, Edit.

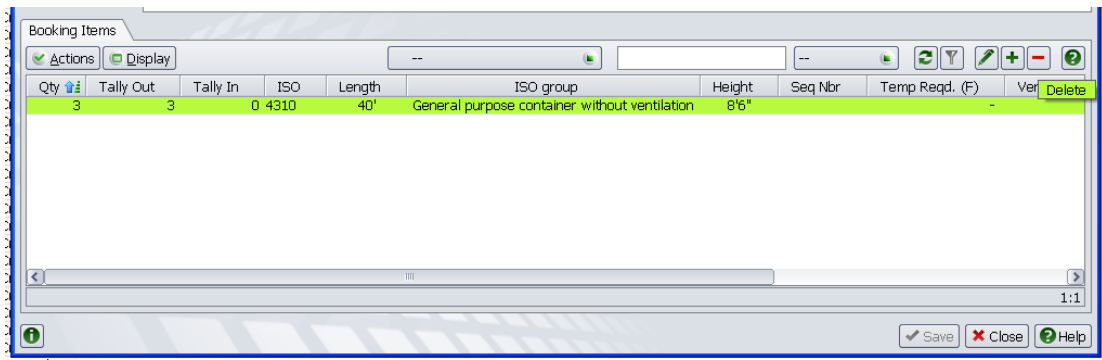
Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2
038NY0084583	MSC	MST	Cre		TE... SYNGENTA CROP PROTE...	HOU		ANR		
038NY0084626	MSC	WMR	Cre		ON... CELANESE INTERNATION...	HOU		PEC		
038NY0084644	MSC	JRM	Cre		PANALPINA INC	HOU		GIT		
038NY0084669	MSC	MST	Cre		IN... NETWORK AMERICA LIN...	HOU		FAL		
038NY0084823	MSC	MLV	Cre		PANALPINA INC	HOU		ANR		
038NY0084824	MSC	MLV	Cre		PANALPINA, INC.	HOU		FPR		
038NY0084829	MSC	BRN	Cre		HTS SERVICES INC	HOU		MINI		
038NY0084869	MSC	BVE	Cre		PANALPINA INC	HOU		VAL		
038NY0084873	MSC	MID	Cre		TICONA, LLC	HOU		ANR		
038NY0084921	MSC	NED	Cre		ON... CELANESE INTERNATION...	HOU		SNT		
038NY0084938	MSC	MLV	Cre		IN... NETWORK AMERICA LIN...	HOU		FAL		
038NY0084948	MSC	MLV	Created		OVEROCEANS, INC	OVEROCEANS, INC	HOU		ANR	
038NY0084953	MSC	MIL	Created		PANALPINA INC.	PANALPINA INC.	HOU		FPR	
038NY0084970	MSC	MEG	Created		HTS SERVICES INC	HTS SERVICES INC	HOU		MINI	
038NY0085170	MSC	MEG	Created		PANALPINA INC	PANALPINA INC	HOU		BAR	
038NY0085241	MSC	MAH	Created		JAS OCEAN SERVICES INC	JAS OCEAN SERVICES INC	HOU		CAU	

Continue instructions on next page

3. The Edit Booking screen will appear.

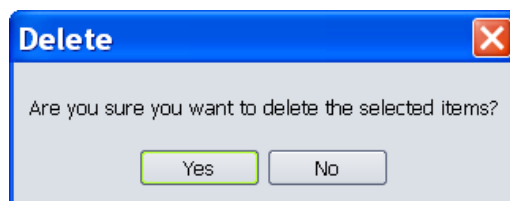



4. In the bottom section (Booking Items), highlight the booking item that you would like to delete. Click on the .



Continue instructions on next page

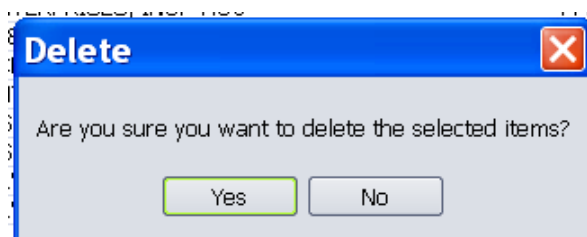
- A Delete screen will appear that asks, “Are you sure you want to delete the selected item?” Click Yes. Continue to do this until all Booking Items have been removed.



- Close all screens associated to this task and return to the Bookings list. Right click on the booking you need to delete and select Delete or click the  icon.

Number #	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
038NY0084583	MSC	MST	Created	SYNAGE	SYNAGE	SYNAGE	HOU	ANR					NLRTM
038NY0084626	MSC	WHR	Created	CELANE	CELANE	CELANE	IN...	FEC					BRFC
038NY0084644	MSC	JRM	Created	PANALF	PANALF	PANALF	HOU	GIT					EGALY
038NY0084669	MSC	MST	Created	NETWC	NETWC	NETWC	HOU	FAL					GEPTI
038NY0084823	MSC	MLV	Created	PANALF	PANALF	PANALF	HOU	ANR					DKCPH
038NY0084824	MSC	MLV	Created	PANALF	PANALF	PANALF	HOU	FPR					SFCPT
038NY0084829	MSC	BRN	Created	HTS SE	HTS SE	HTS SE	HOU	MNI					JOAQJ
038NY0084859	MSC	BVE	Created	PANALF	PANALF	PANALF	HOU	VAL					ESYLC
038NY0084873	MSC	MID	Created	TICONA	TICONA	TICONA	HOU	ANR					BEANR
038NY0084921	MSC	NED	Created	CELANE	CELANE	CELANE	IN...	SNT					BRSSZ
038NY0084938	MSC	MLV	Created	NETWC	NETWC	NETWC	HOU	FAL					GEPTI
038NY0084948	MSC	MLV	Created	NETWC	NETWC	NETWC	HOU	ANR					NLRTM
038NY0084953	MSC	MIL	Created	PANALPINA INC.	PANALPINA INC.	PANALPINA INC.	HOU	FPR					SFCPT
038NY0084970	MSC	MEG	Created	HTS SERVICES INC	HTS SERVICES INC	HTS SERVICES INC	HOU	MNI					AEALH
038NY0085179	MSC	MEG	Created	DANALPINA INC	DANALPINA INC	DANALPINA INC	HOU	BAF					EEBPA

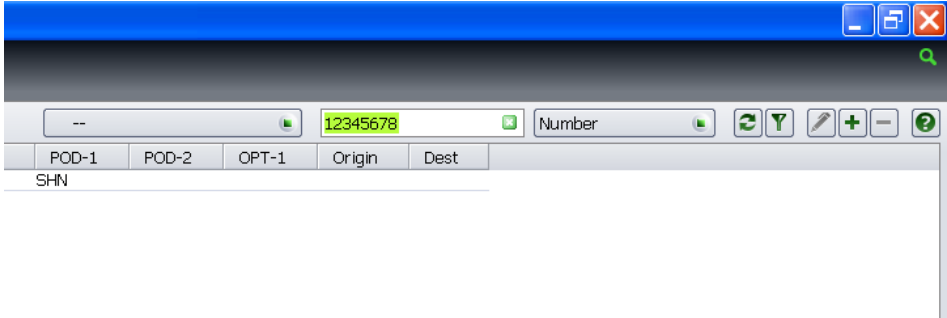
- A Delete screen will appear asking, “Are you sure you want to delete this item?” Click Yes.



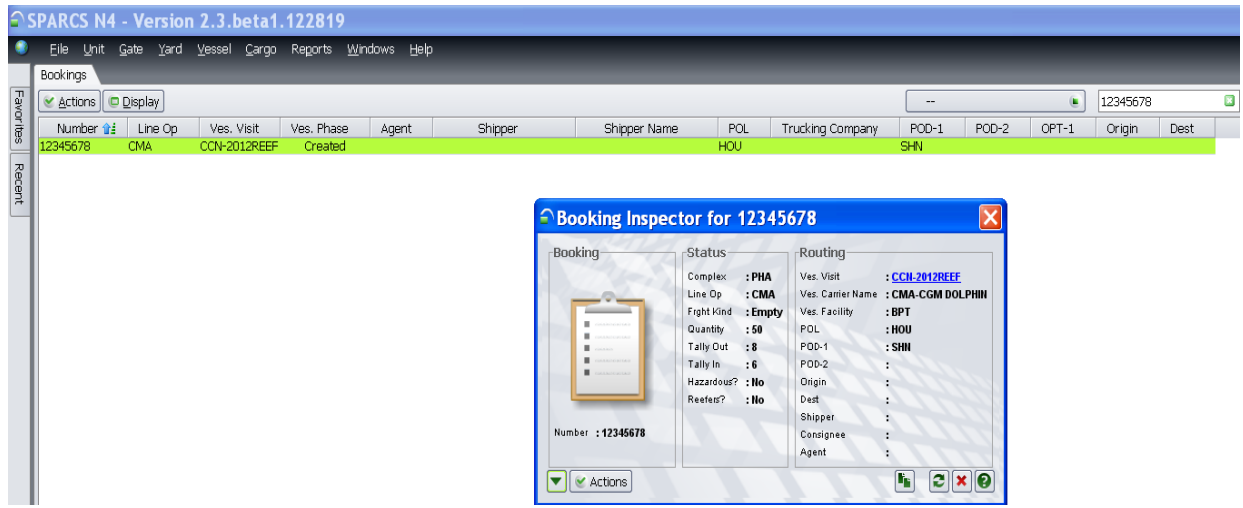
- The booking no longer appears under the Bookings tab.

## Roll Booking

1. Type the booking number in the white search field box at the top of the page. Press Enter to open Bookings tab and locate the Booking you are looking to roll.

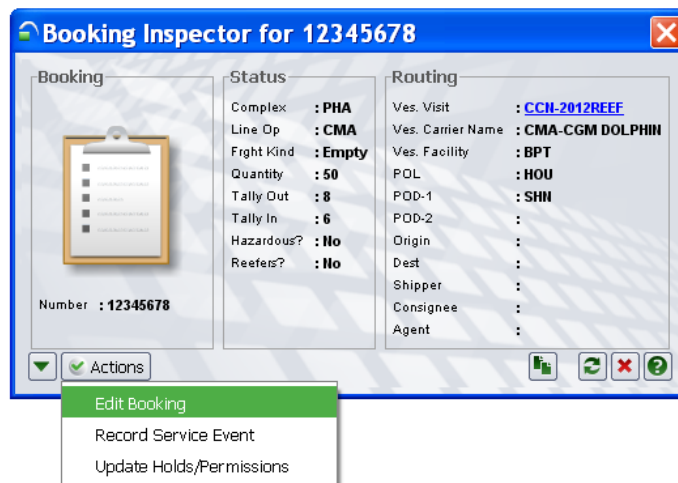


2. Double click or right click on the Booking Number listed to open the Booking Inspector.

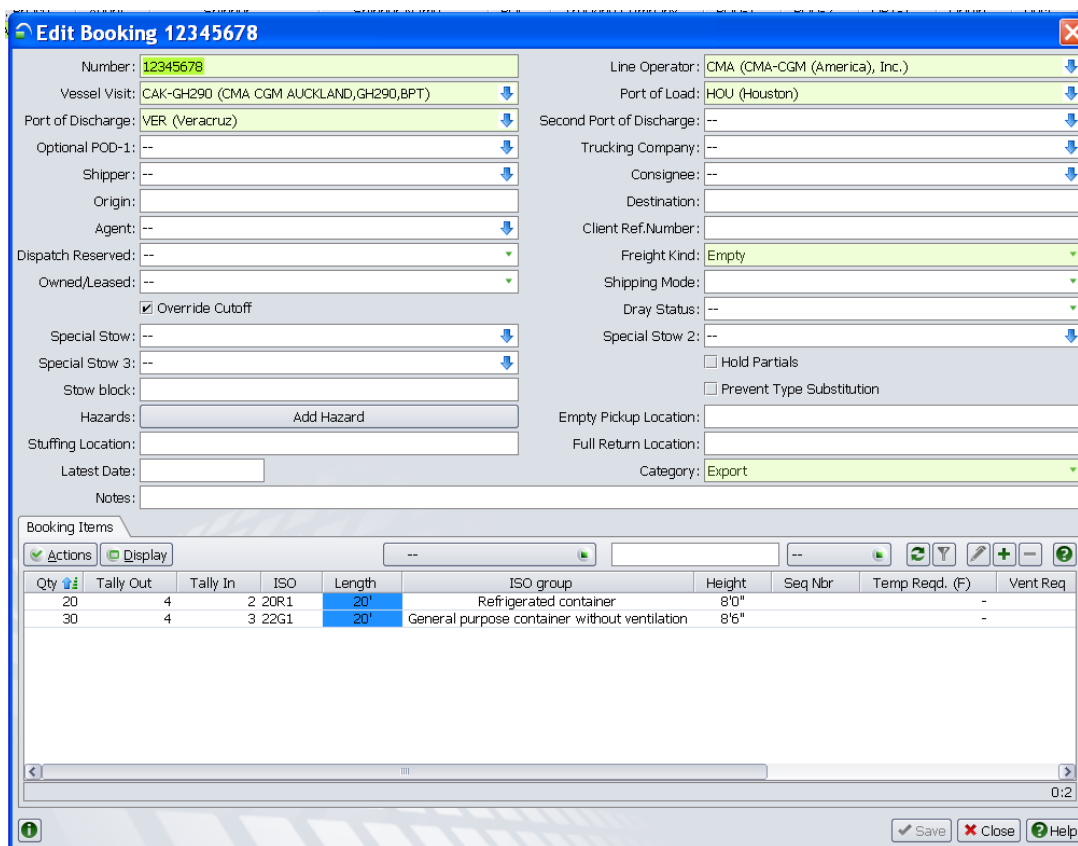


Continue instructions on next page

3. In the Booking Inspector click Actions > Edit Booking.

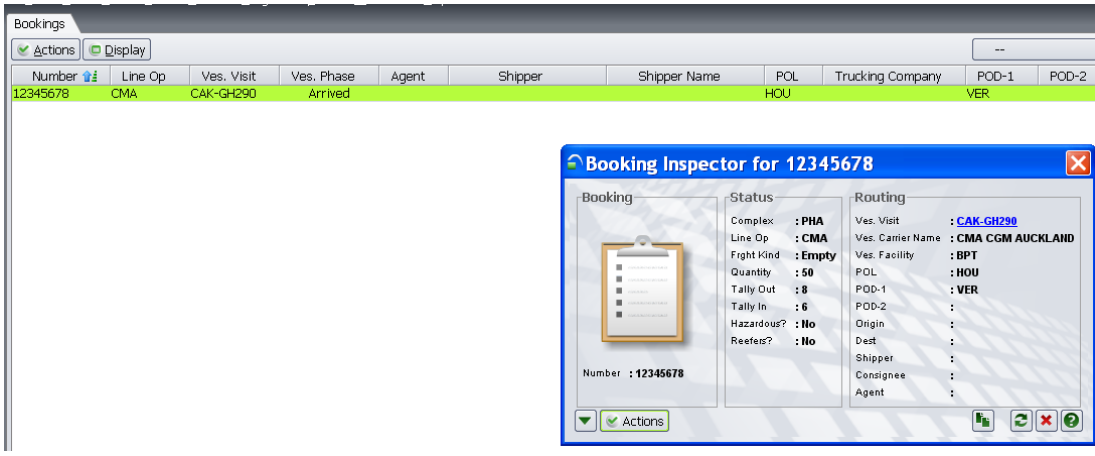


4. Change or update any of the information in the Booking as needed to complete the roll such as Vessel Visit, POD, POL, Origin. In the example below, the Vessel Visit is changed from CCN-2012REEF to CAK-GH290 and added/changed POD to Veracruz.



5. Click Save.

- 6. The information in the Booking Inspector as well as the information in the list of bookings now shows that the Booking is for the current vessel CAK-GH290.




### Split Booking

- 1. Open Booking Inspector for the booking you need to split.



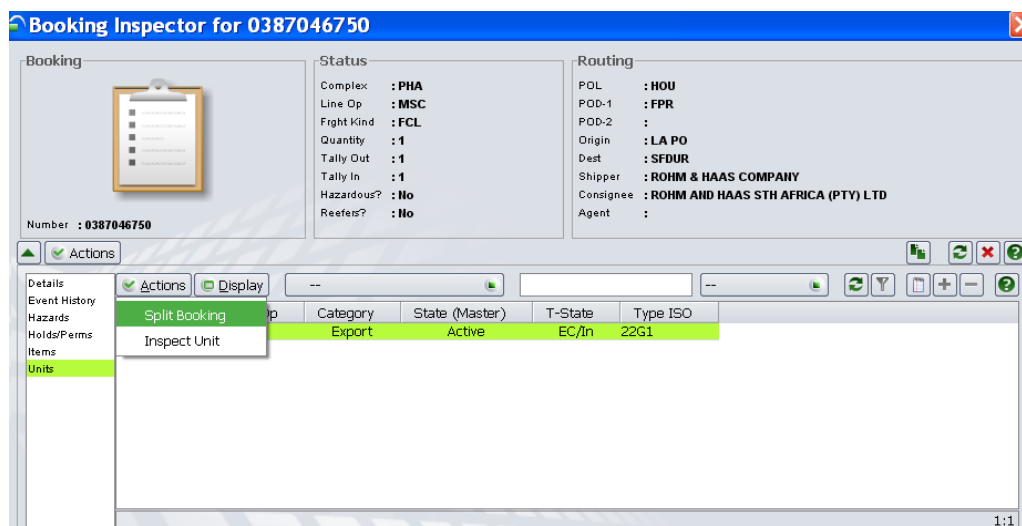
Continue instructions on next page



2. Click the arrow  key next to the Actions key and select Unit.



3. Highlight the unit(s) you need to split from the Booking and click Actions > Split Booking.



Category	State (Master)	T-State	Type ISO
Export	Active	EC/In	22G1

4. The Define Split Booking screen will appear.



5. Change the booking number in the Number field to the new booking number for the selected units.
6. The Vessel Visit and Port of Discharge will change to that of the new booking number



**Define Split Booking**

Number: 0387099980

Vessel Visit: MCN

Port of Discharge: ANR (Antwerpen)

Save Cancel Help

7. Click Save.

## Reserve Equipment

1. Open the Bookings tab and locate the Booking you are reserving equipment for.
2. Edit the booking by highlighting the booking number, right clicking on it, and choosing Edit. You could also double click the booking number, click the Actions button > Edit Booking and the Edit Booking window will appear.

The screenshot shows the 'Edit Booking PCACCLR00' window with the following details:


- Number: PCACCLR00
- Vessel Visit: ALD
- Port of Discharge: ANR (Antwerpen)
- Optional POD-1: --
- Shipper: THE GOODYEAR TIRE & RUBBER COMPANY
- Origin:
- Agent: --
- Dispatch Reserved: Dispatch reserved equipment FIRST
- Owned/Leased: Owned Only
- Special Stow: --
- Special Stow 3: --
- Stow block:
- Hazards: Add Hazard
- Stuffing Location:
- Latest Date:
- Notes:
- Line Operator: CPL (Compania Sudamericana de Vapores SA)
- Port of Load: HOU (Houston)
- Second Port of Discharge: --
- Trucking Company: --
- Consignee: --
- Destination: BEANR
- Client Ref. Number: PCACCLR00
- Freight Kind: FCL
- Shipping Mode:
- Dray Status: --
- Special Stow 2: --
- Empty Pickup Location:
- Full Return Location:
- Category: Export

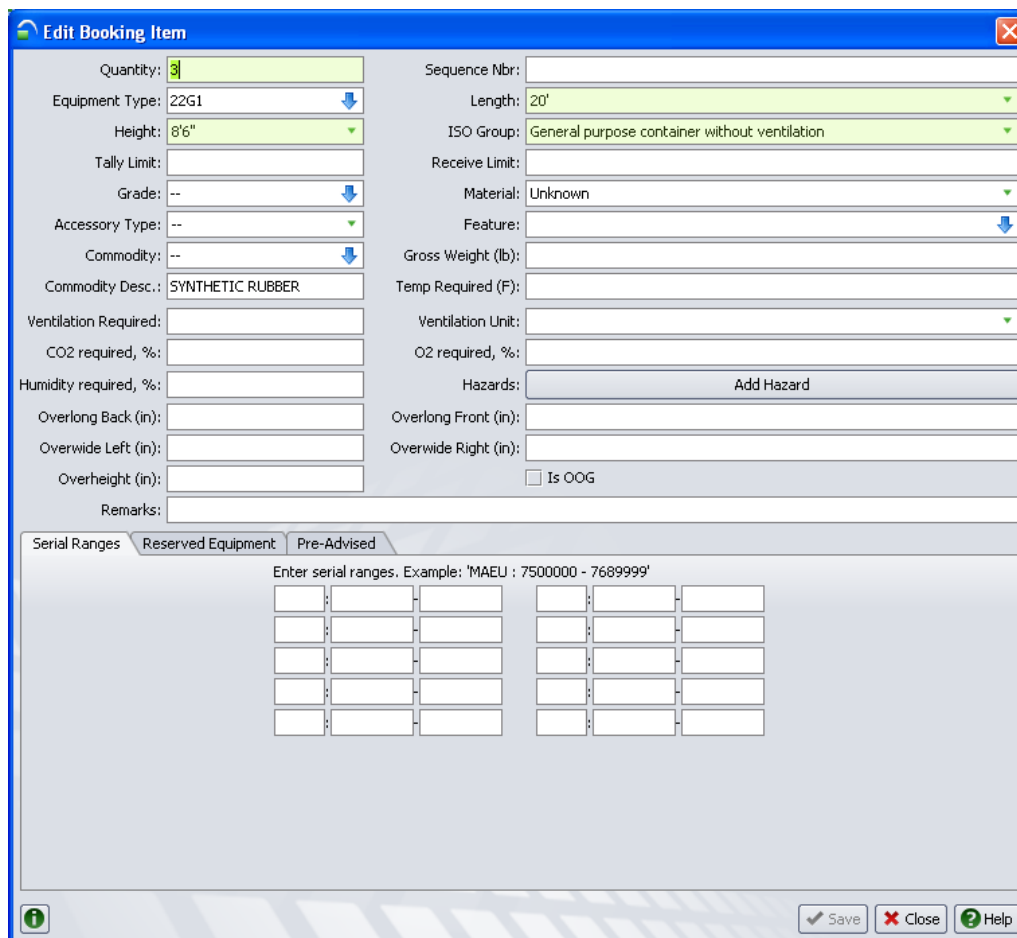
Below the details is a 'Booking Items' table:

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Rec
3	0	0	22G1	20'	General purpose container without ventilation	8'6"		

The bottom of the window contains 'Save', 'Close', and 'Help' buttons.

*Continue instructions on next page*

3. In the Booking Items section, there is a list of the different types of equipment planned for the booking. Choose the equipment type that you want to reserve against. For example, choose the 20' line item if you are reserving 20' container. Double click that equipment type. The Edit Booking Item window will appear.
4. On the Edit Booking Item window, there are three tabs in the lower part of the screen: Serial Ranges, Reserved Equipment, Pre-Advised. Click Reserved Equipment.
5. To add a container to the Reserved Equipment tab, click the 



**Edit Booking Item**

Quantity: 3

Equipment Type: 22G1

Height: 8'6"

Tally Limit:

Grade: --

Accessory Type: --

Commodity: --

Commodity Desc.: SYNTHETIC RUBBER

Ventilation Required:

CO2 required, %:

Humidity required, %:

Overlong Back (in):

Overwide Left (in):

Overheight (in):

Remarks:

Sequence Nbr:

Length: 20'

ISO Group: General purpose container without ventilation

Receive Limit:

Material: Unknown

Feature:

Gross Weight (lb):

Temp Required (F):

Ventilation Unit:

O2 required, %:

Hazards: Add Hazard

Overlong Front (in):

Overwide Right (in):

Is OOG

Serial Ranges Reserved Equipment Pre-Advised

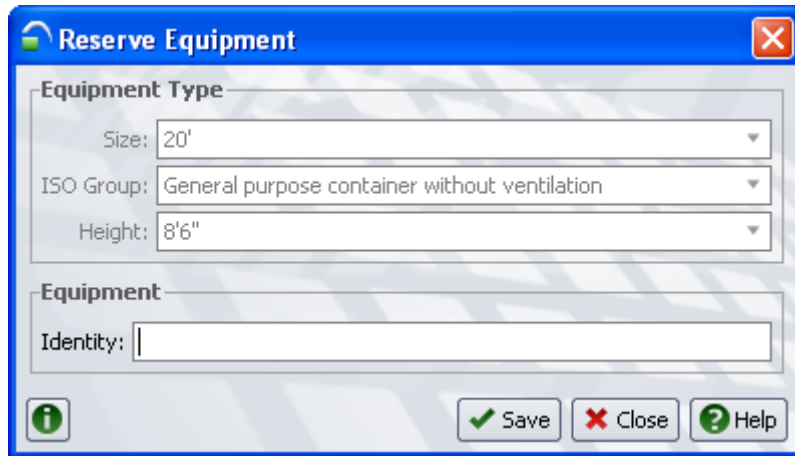
Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

	:		:		:		:	
	:		:		:		:	
	:		:		:		:	
	:		:		:		:	
	:		:		:		:	

Save Close Help

Continue instructions on next page

6. The Reserve Equipment window will appear.

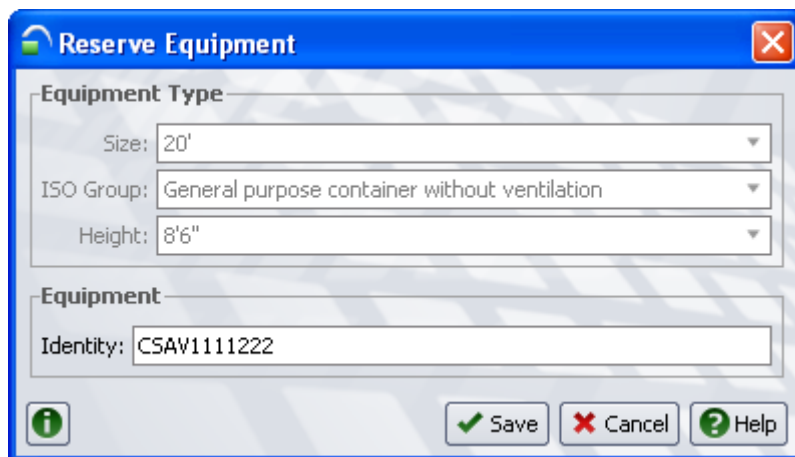


The screenshot shows a software window titled "Reserve Equipment". It contains two main sections: "Equipment Type" and "Equipment".

- Equipment Type:** This section contains three dropdown menus:
  - Size: 20'
  - ISO Group: General purpose container without ventilation
  - Height: 8'6"
- Equipment:** This section contains a single text input field labeled "Identity:" which is currently empty.

At the bottom of the window, there are three buttons: "Save" (with a green checkmark icon), "Close" (with a red X icon), and "Help" (with a green question mark icon). There is also an information icon (i) on the left side of the bottom bar.

7. Enter the container number into the Identity field. Click Save.



This screenshot is identical to the previous one, but the "Identity:" field in the "Equipment" section now contains the text "CSAV1111222".

The "Save" button remains highlighted with a green checkmark, and the "Close" button now has a red X icon, indicating it has been replaced by "Cancel".

*Continue instructions on next page*

8. The container is now reserved for this booking.

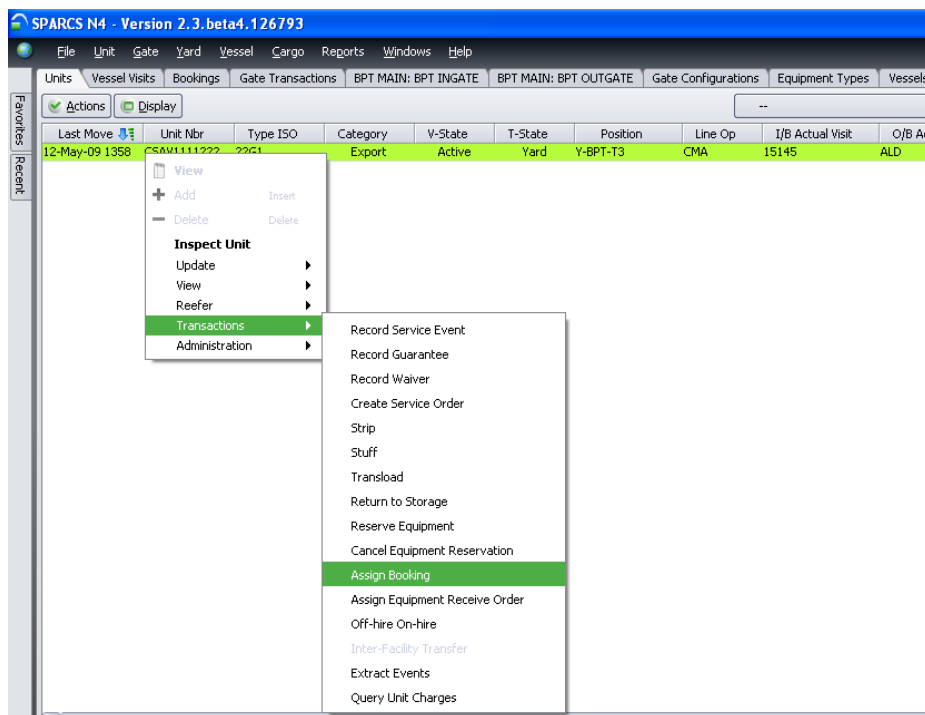
The screenshot shows a software window titled "Edit Booking Item" with a blue header and a close button in the top right corner. The window is divided into two main columns of input fields. The left column includes fields for Quantity (3), Equipment Type (22G1), Height (8'6"), Tally Limit, Grade (--), Accessory Type (--), Commodity (--), Commodity Desc. (SYNTHETIC RUBBER), Ventilation Required, CO2 required, %, Humidity required, %, Overlong Back (in), Overwide Left (in), Overheight (in), and Remarks. The right column includes fields for Sequence Nbr, Length (20'), ISO Group (General purpose container without ventilation), Receive Limit, Material (Unknown), Feature, Gross Weight (lb), Temp Required (F), Ventilation Unit, O2 required, %, Hazards (with an "Add Hazard" button), Overlong Front (in), Overwide Right (in), and an "Is OOG" checkbox. Below these fields are three tabs: "Serial Ranges", "Reserved Equipment", and "Pre-Advised". Under the "Reserved Equipment" tab, there is a toolbar with icons for Actions, Display, and other functions. At the bottom, a table displays the following data:

Equip Nbr	Line Op	Category	State (Master)	Type ISO
CSAV1111222	CMA	Storage	Active	22G1

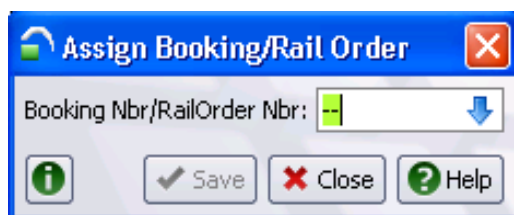
## Assign Empty Equipment to a Booking

In order to assign empty containers to a booking, the booking must show as freight kind "Empty" and the container must be a category of "Export" or "Transshipment".

1. Open Units tab and locate the container that you will be updating.
2. Right click on the container number OR double click to open the Inspector.
3. Choose Transactions > Assign Booking.



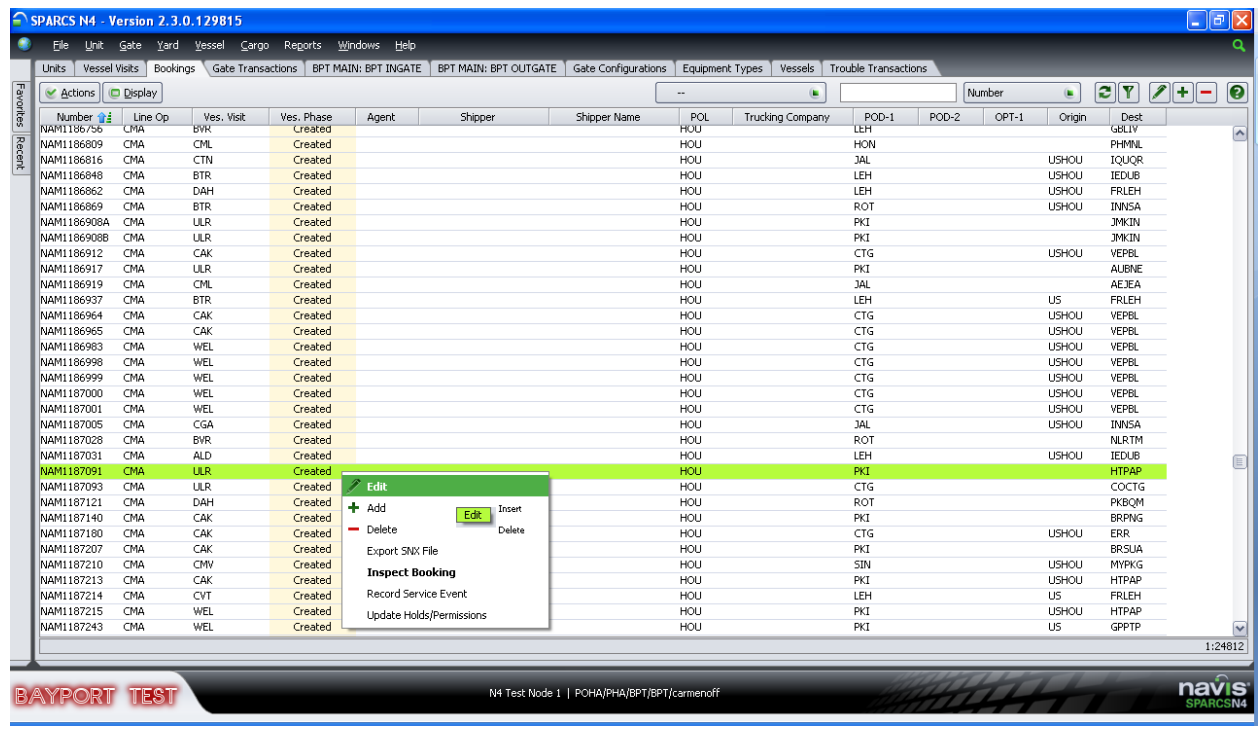
4. Enter the Booking Number. Click Save.



5. A pop up window will ask you if you want to change the container details. Choose "Yes".

### Change Freight Kind in a Booking

- 1. Open Bookings tab and locate the booking to be changed.
- 2. Click on that booking number to highlight it.
- 3. Double click the booking number to open the Inspector. Click the Actions button > Edit Booking. OR right click the booking number > Edit.



Continue instructions on next page



4. The Edit Booking form will appear.

**Edit Booking NAM1187091**

Number: NAM1187091  
Vessel Visit: ULR  
Port of Discharge: PKI (Kingston)  
Optional POD-1: --  
Shipper: --  
Origin: --  
Agent: --  
Dispatch Reserved: Dispatch reserved equipment FIRST  
Owned/Leased: Owned Only  
 Override Cutoff  
Special Stow: --  
Special Stow 3: --  
Stow block:  
Hazards: Add Hazard  
Stuffing Location:  
Latest Date:  
Notes:

Line Operator: CMA (CMA-CGM (America), Inc.)  
Port of Load: HOU (Houston)  
Second Port of Discharge: --  
Trucking Company: --  
Consignee: --  
Destination: HTPAP  
Client Ref. Number: NAM1187091  
Freight Kind: FCL  
Shipping Mode: --  
Dray Status: --  
Special Stow 2: --  
 Hold Partials  
 Prevent Type Substitution  
Empty Pickup Location:  
Full Return Location:  
Category: Export

**Booking Items**

Actions Display

Qty	Tally Out	Tally In	ISO	Length	ISO group	Height	Seq Nbr	Temp Rec
1	1		0 22G1	20'	General purpose container without ventilation	8'6"		

0:1

Save Close Help

Continue instructions on next page

5. There are many fields in this form, but to simply change the Freight Kind, you will use the drop down menu on the right side of the form labeled "Freight Kind".

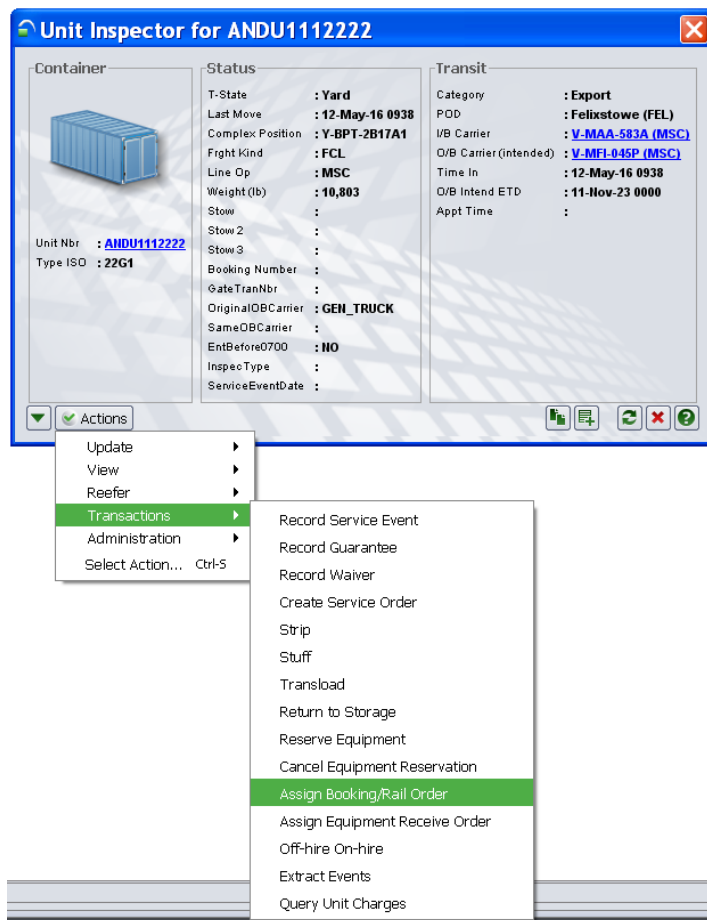
Edit Booking NAM1187091	
Number: NAM1187091	Line Operator: CMA (CMA-CGM (America), Inc.)
Vessel Visit: ULR	Port of Load: HOU (Houston)
Port of Discharge: PKI (Kingston)	Second Port of Discharge: --
Optional POD-1: --	Trucking Company: --
Shipper: --	Consignee: --
Origin:	Destination: HTPAP
Agent: --	Client Ref. Number: NAM1187091
Dispatch Reserved: Dispatch reserved equipment FIRST	Freight Kind: FCL
Owned/Leased: Owned Only	Shipping Mode: Empty
<input type="checkbox"/> Override Cutoff	Dray Status: FCL
Special Stow: --	Special Stow 2: LCL
Special Stow 3: --	B-bulk
Stow block:	<input type="checkbox"/> Prevent Type Substitution

6. There are four options for this field and most often we will only see Empty and FCL:
  - a. Empty – Empty containers booked
  - b. FCL – Full Container Loads booked
  - c. LCL – Less than Container Loads booked
  - d. B-Bulk – Break bulk
7. Choose the correct option.
8. Click Save.

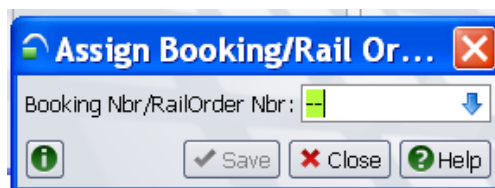
## Transshipments

Note: the category for this unit must be set as Export or Transshipment before the below can occur.

1. Locate the Unit to be transshipped.
2. Open the Units Inspector for the transshipment container.
3. Click Actions > Transactions > Assign Booking/Rail Order.

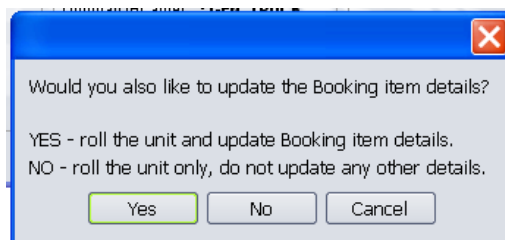


4. The Assign Booking / Rail Order window will appear.



5. Type the Booking Number assigned for the transshipment.
6. Click Save.

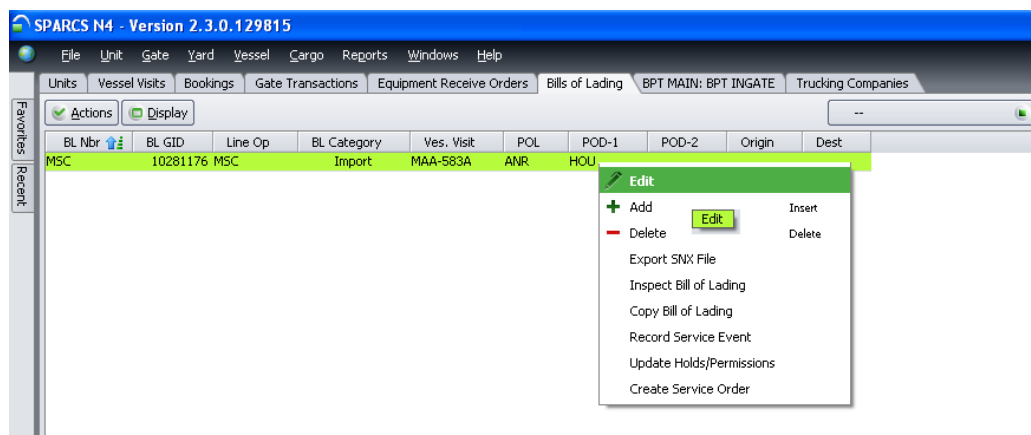
- The message, “Would you like to update the Booking Item Details?” appears. Depending on your preference, click the appropriate answer either Yes or No.



- Close all screens associated with this task.

## Change Bill of Lading

- Open Bills of Lading tab.
- Right click on the Bill of Lading > Edit. OR Open the Inspector and click the Actions button > Edit Bill of Lading.



*Continue instructions on next page*

3. The Edit Bill of Lading screen will appear.

**Edit Bill of Lading MSC**

**Bill of Lading Details**

BL Generated Id: 10281176

BL Number:

BL Category:

Port of Load:

Origin:

Shipper:

Agent:

Notes:

Line Operator:

Vessel Visit:

Port of Discharge:

Destination:

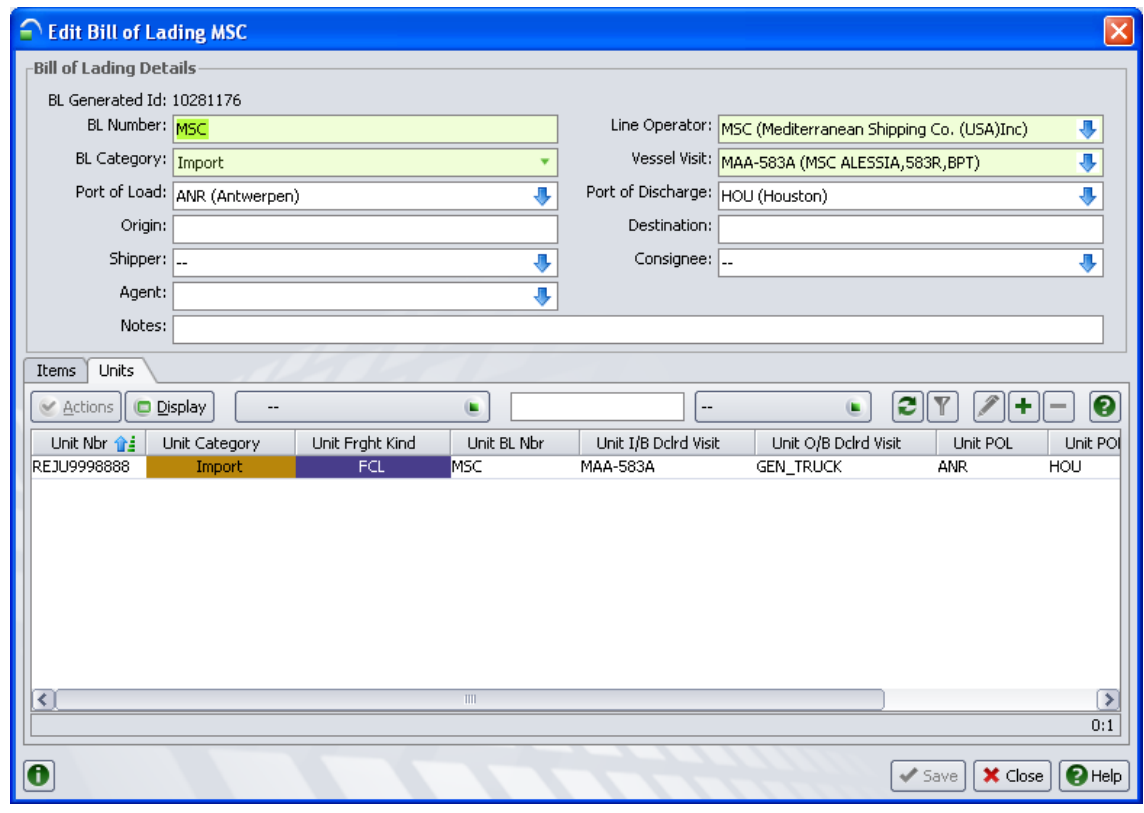
Consignee:

**Items**   **Units**

Sequence	Item Nbr	Bulk	Commodity	Commodity Note	Product	Item Qty	Total Weight (lb)	Units
No Data to display.								

*Continue instructions on next page*

- 4. Bill of Lading details can be changed on this screen. Please ensure to add notes to any changes that you make.
- 5. You can view the units associated to the Bill of Lading by clicking the Units tab on this screen.

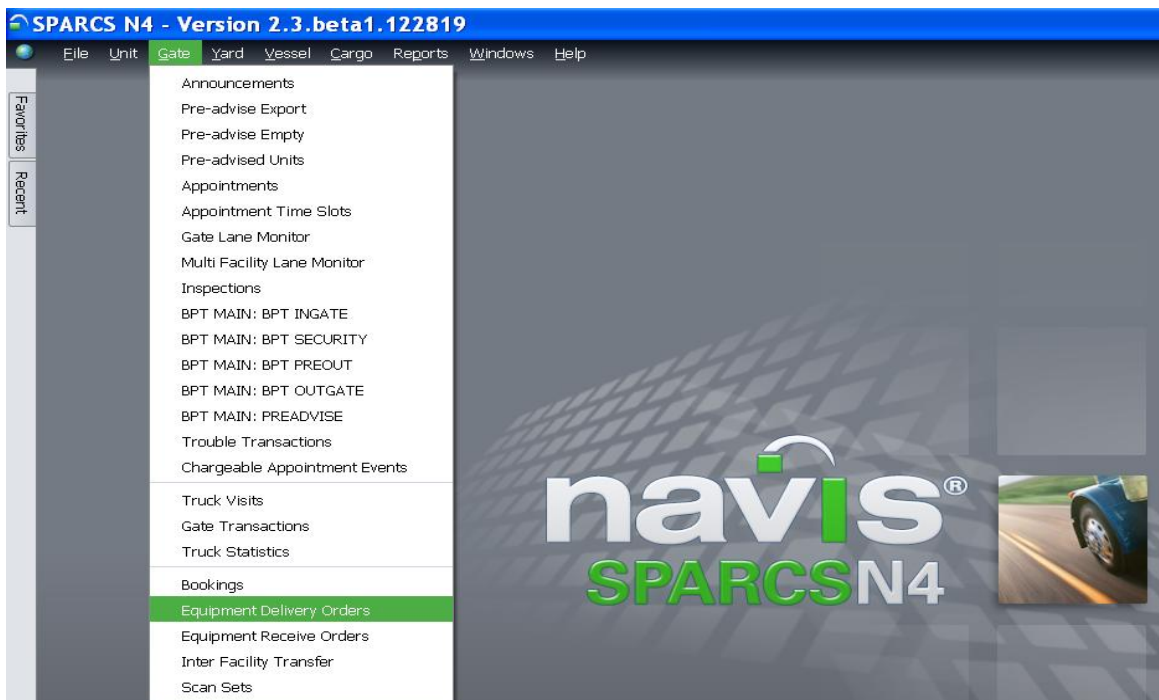


Note: You will likely never make changes to this screen. This should only be changed and managed by the steamship lines.

## EDOS

## View EDO (Equipment Delivery Order)

1. From the N4 Menu Bar, click Gate > Equipment Delivery Orders.



2. In the white search field, enter EDO number and press Enter.

Equipment Delivery Orders														
Actions		Display		0388413475		Number		--		[Refresh]	[Filter]	[Edit]	+	-
Number	Line Op	Agent	Shipper	Shipper Name	Trucking Company	Dest	Notes	Facility	Quantity					
038HOU907388	MSC													
000000751	EVG								9					
000003791	EVG								9					
000003841	EVG								9					
000035931	EVG								9					
000039961	EVG								9					
000907375	CNI		CNI	CNI					39					
000910796	CNI								9					
000937495	CNI		CNI	CNI					9					
004311274	CNI								29					
004324975	CNI								9					
004325043	CNI								19					
010006011	EVG								9					
010021101	EVG								9					
010024381	EVG								9					
010024931	EVG								9					

- Highlight and double click (or right click) on booking number to open the EDO Inspector.

Equipment Delivery Orders


Actions Display 0388413475 Number

Number	Line Op	Agent	Shipper	Shipper Name	Trucking Company	Dest	Notes	Facility	Quantity
0388413475	MSC								99

EDO Inspector for 0388413475

EDO



Number: 0388413475

Actions

Status

Complex: PHA  
Line Op: MSC  
Dispatch Facility:  
Estimated Date:  
Earliest Date:  
Latest Date:  
Quantity: 999  
Tally Out: 0  
Reefers?: No  
Required temp:

Shipment Info


Complex: PHA  
Dest:  
Shipper:  
Trucking Company:  
Agent:

Actions

- Click the arrow next to Actions screen to view information associated with the EDO. You can view information for Details, Event History, Holds/Perms Items and Units.

EDO Inspector for 0388413475

EDO



Number: 0388413475

Actions

Status

Complex: PHA  
Line Op: MSC  
Dispatch Facility:  
Estimated Date:  
Earliest Date:  
Latest Date:  
Quantity: 999  
Tally Out: 0  
Reefers?: No  
Required temp:

Shipment Info

Complex: PHA  
Dest:  
Shipper:  
Trucking Company:  
Agent:

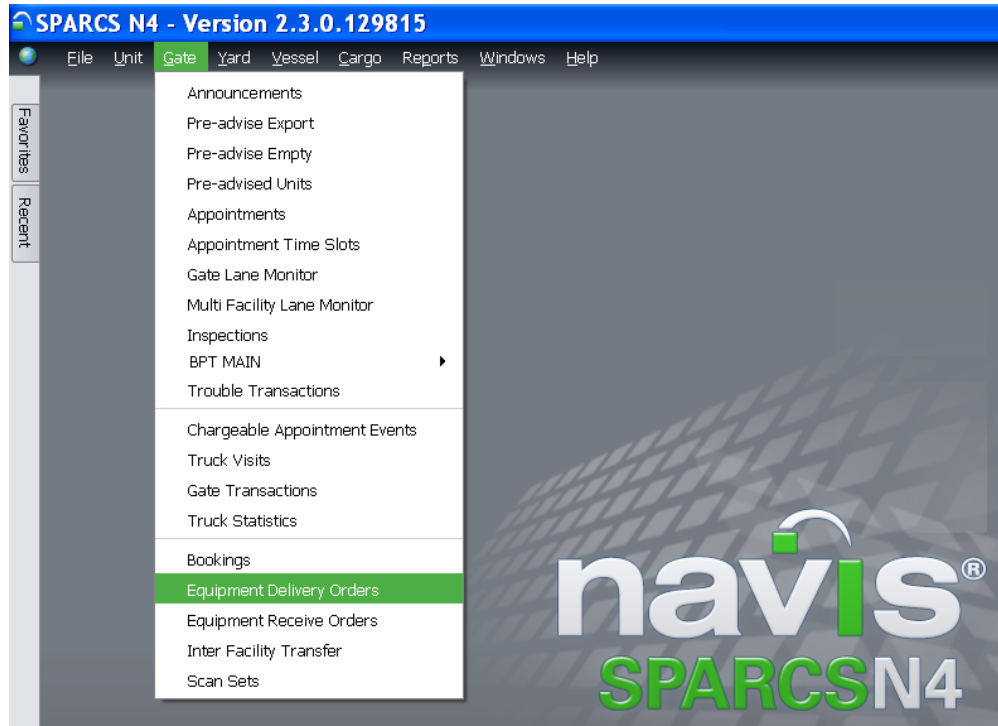
Actions

Details	Apply Date	Event ID	Order Nbr	Billable	Recorder	Notes	Changes
History, Events	2013-Apr-13 03:51	EQ_UPDATE_EDO			snx:admin	Length : 40',ISO Group : VH,Height : 8'6" 0->999	
Holds/Perms	2013-Apr-13 03:51	EDO_PROPERTY_UPDATE			snx:admin	null->0388413475, 0->999, nu	
Items	2013-Apr-13 03:51	EDO_CREATE			snx:admin		




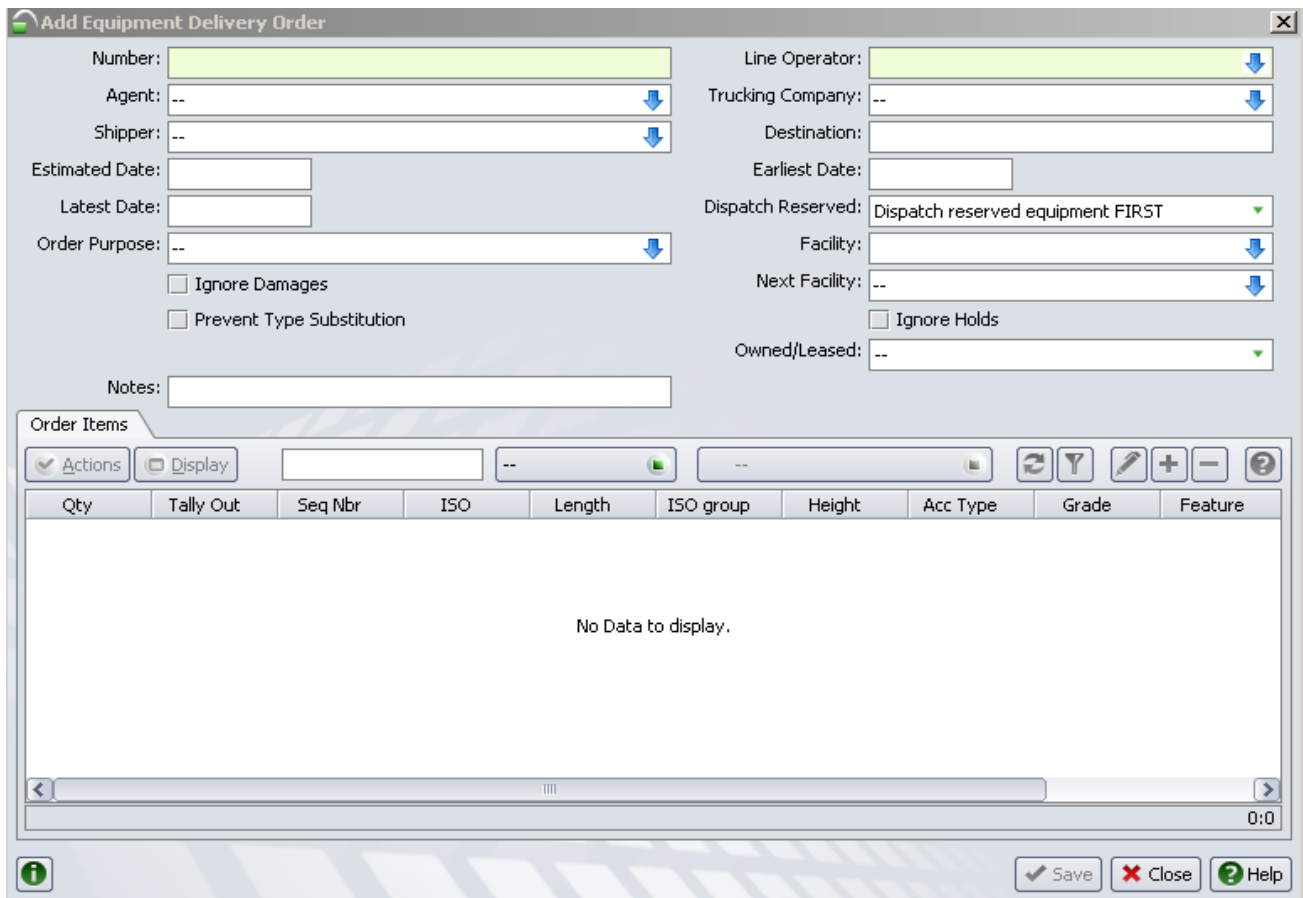
## Create Equipment Delivery Order (EDO)

1. From the Menu Bar, click on Gate > Equipment Delivery Order.



*Continue instructions on next page*

- Click on  icon on the right hand side of the screen and the Add Equipment Delivery Order screen will appear.



**Add Equipment Delivery Order**

Number:

Agent:

Shipper:

Estimated Date:

Latest Date:

Order Purpose:

Ignore Damages

Prevent Type Substitution

Notes:

Line Operator:

Trucking Company:

Destination:

Earliest Date:

Dispatch Reserved:

Facility:

Next Facility:

Ignore Holds

Owned/Leased:

**Order Items**


Actions Display  --

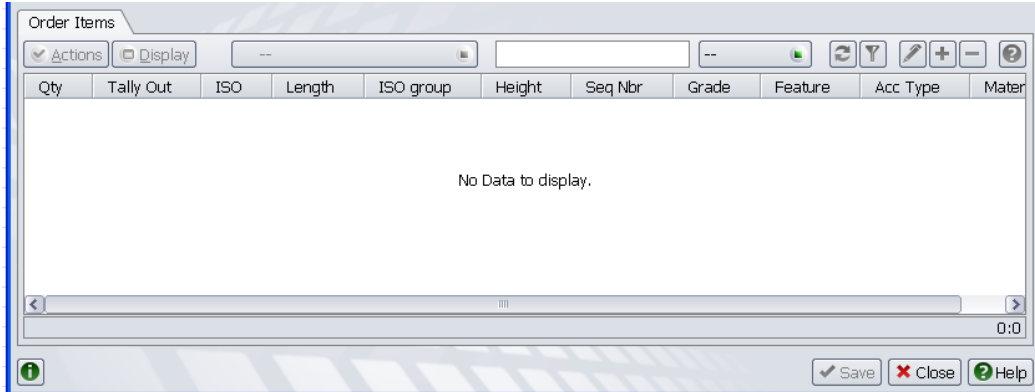
Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height	Acc Type	Grade	Feature
No Data to display.									

0:0

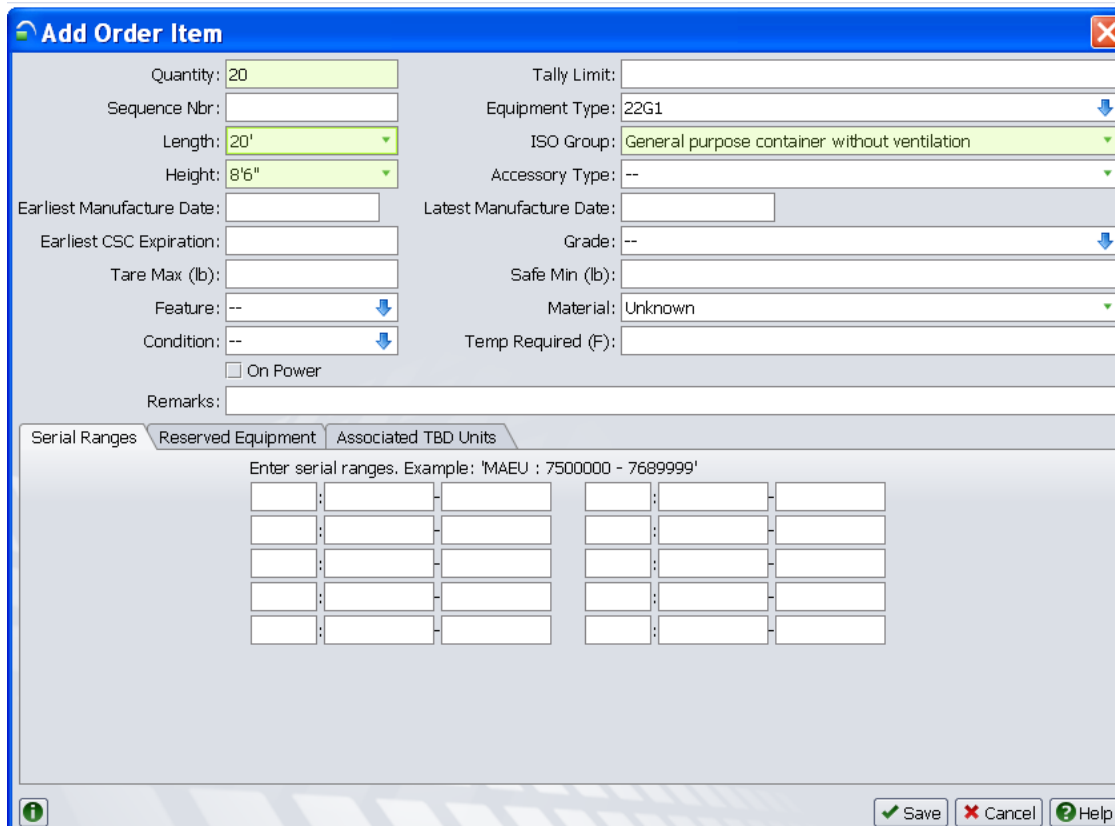
- Enter a unique Equipment Delivery Order number.
- Enter appropriate line operator. Steamship line if applicable.
- All other fields are optional. Enter any other applicable information.
- Click Save. The EDO has been entered at this point and is saved, but no booking items are associated with it.

## Add Items to an EDO (Equipment Delivery Order)

1. In the Add Equipment Delivery Order form, click the  icon at the bottom of the form.



2. The Add Order Item screen will appear.

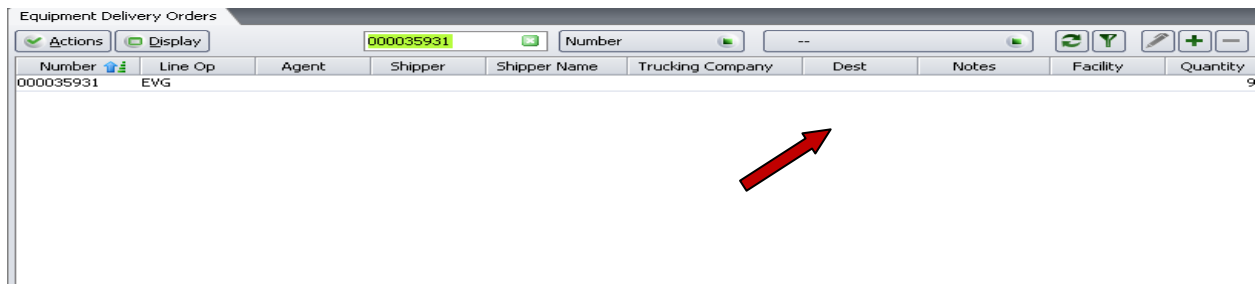


3. In the Quantity field, enter the number of units to be received for this EDO.
4. In the Equipment Type field, enter the Equipment Type (ISO code).
5. Length/Height/ISO Group fields automatically update.
6. All other fields are optional. Enter any other applicable information.

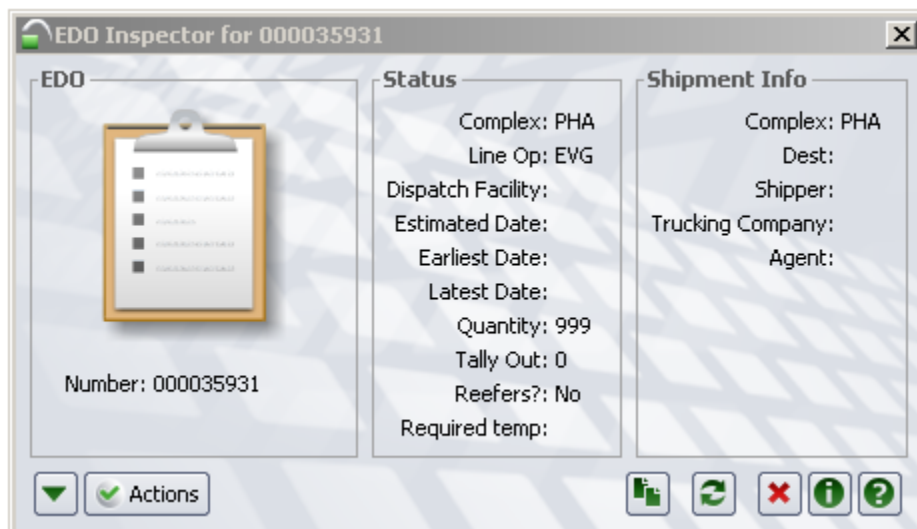
7. Click Save.
8. Using tabs at the bottom of this form, you can choose to Reserve Equipment or Pre-advise equipment for this booking.
9. Click Save.

### Add Container Type to Existing EDO

1. Open the Equipment Delivery Orders tab.
2. In the white search box near the top right of the screen, enter the existing EDO number. Press Enter.

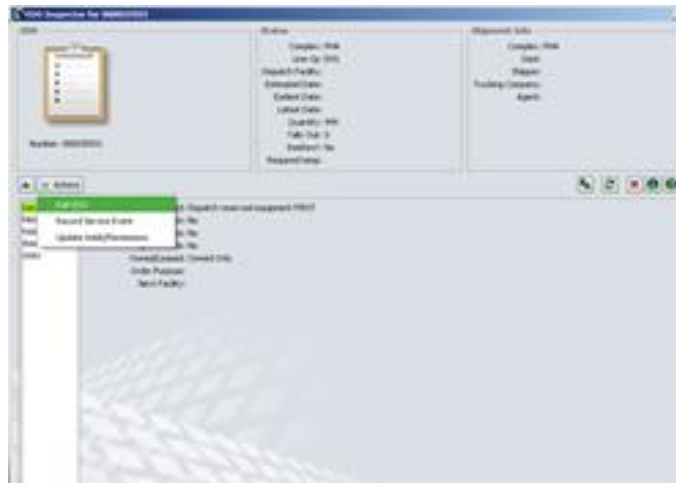



3. Double click or right click on the listed EDO number to open the Equipment Delivery Inspector.



*Continue instructions on next page*

4. Click Actions > Edit EDO.



5. In the Order Items section of the Edit EDO screen, click the .

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height	Acc Type
999	0	0	ISO	40'	General purpose container with ventilation	9'6"	

6. The Add Order Item screen will appear.

The screenshot shows a software window titled "Add Order Item". The window is divided into several sections for data entry:

- Top Section:** Fields for Quantity (100), Sequence Nbr, Length (40'), Height (8'6"), Tally Limit, Equipment Type (40DR), ISO Group (General purpose container without ventilation), Accessory Type, and Remarks.
- Second Section:** Fields for Earliest Manufacture Date, Latest Manufacture Date, Earliest CSC Expiration, Tare Max (lb), Feature, Condition, On Power checkbox, Grade, Safe Min (lb), Material (Unknown), and Temp Required (F).
- Third Section:** A tabbed interface with "Associated TBD Units" selected. It contains a text input field with the example "MAEU : 7500000 - 7689999" and a grid of 10 small input boxes for serial ranges.

At the bottom right of the window, there are three buttons: "Save", "Close", and "Help".

Continue instructions on next page

7. In the Quantity field, type the number of containers/chassis to be released.
8. In the Equipment Type field, type the ISO code matching the Equipment Type to be added. Length, Type, ISO Group will fill in automatically.
9. All other fields are optional. Enter any additional information necessary.
10. Click Save and Close on the Order Items form. The new equipment is now displayed in the Edit EDO screen under the Order Items tab.

Number: 000035931

Agent: --

Shipper: --

Estimated Date:

Latest Date:

Order Purpose: --

Ignore Damages

Prevent Type Substitution

Notes:

Line Operator: EVG (Evergreen Shipping Agency (America))

Trucking Company: --

Destination:

Earliest Date:

Dispatch Reserved: Dispatch reserved equipment FIRST

Facility: --

Next Facility: --

Ignore Holds

Owned/Leased: Owned Only

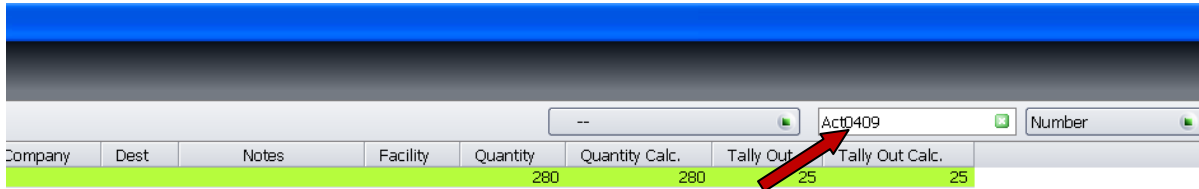
Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height	Acc Type
100	0		40DR	40'	General purpose container without vent...	8'6"	
999	0			40'	General purpose container with ventilation	9'6"	

Save Close Help

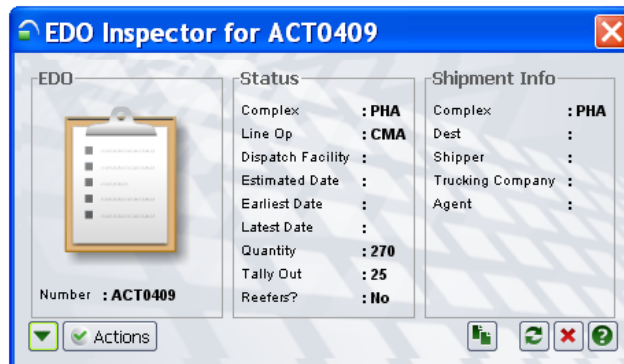
11. Click Close on the Edit Booking form.

## Change Booking or EDO

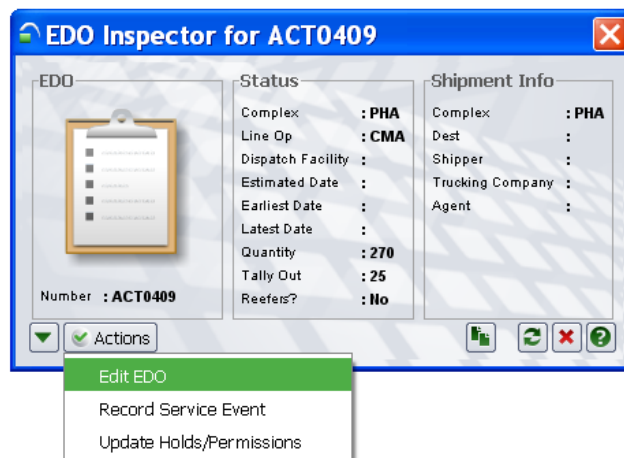
1. Open the Equipment Delivery Orders tab. From the N4 Menu Bar click Gate > Equipment Delivery Orders.
2. Locate the EDO number you are looking to revise by entering the existing EDO number in the white search field at the top right of the screen. Press Enter.



3. Highlight and double click on the EDO Number to open EDO Inspector.

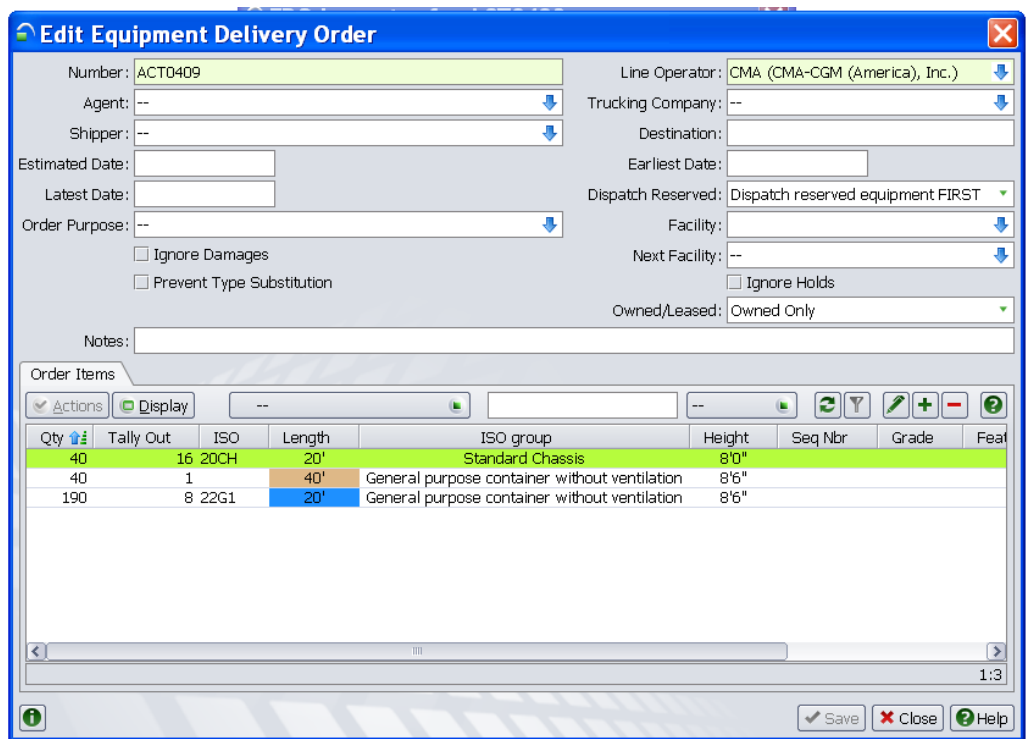


4. Click Actions > Edit EDO.

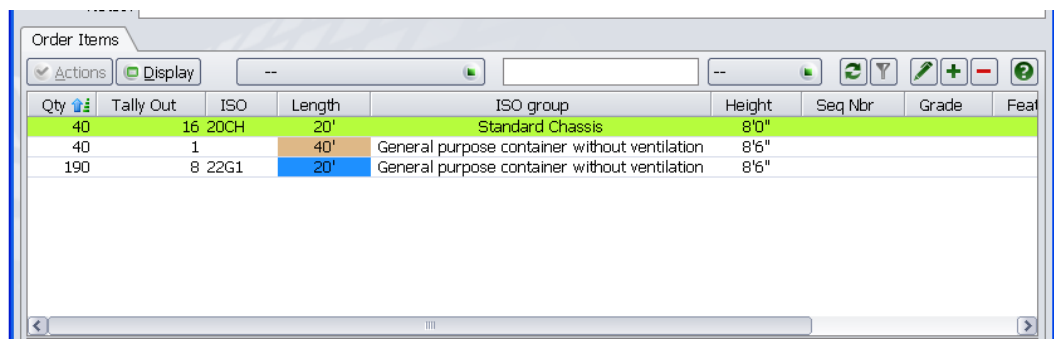




5. The Edit EDO window will appear.



6. Under Order Items, highlight and double click the container that needs to be increased.



Continue instructions on next page

7. In Quantity field, type in the new quantity to be released/received.

**Edit Order Item**

Quantity: 60

Sequence Nbr:

Length: 20'

Height: 8'0"

Earliest Manufacture Date:

Earliest CSC Expiration:

Tare Max (lb):

Feature: --

Condition: --

On Power

Remarks:

Tally Limit:

Equipment Type: 20CH

ISO Group: Standard Chassis

Accessory Type: --

Latest Manufacture Date:

Grade: --

Safe Min (lb):

Material: Unknown

Temp Required (F):

8. Click Save.

### Delete Equipment Type from an Existing EDO

1. Open Equipment Delivery Orders tab.
2. Locate the EDO number using the white search box near the top right of the screen. Press Enter to view the EDO number.
3. To open the EDO Inspector for that EDO number, double click or right click on the listed EDO number to open the Equipment Delivery Inspector.

Shipper Name	Trucking Company	Dest	Notes	Facility	Quantity	Quantity Calc.	Tally Out	Tally Out Calc.
					280	280	25	25

**EDO Inspector for ACT0409**

EDO

Number : ACT0409

Status

Complex : PHA

Line Op : CMA

Dispatch Facility :

Estimated Date :

Earliest Date :

Latest Date :

Quantity : 280

Tally Out : 25

Reefers? : No

Shipment Info

Complex : PHA

Dest :

Shipper :

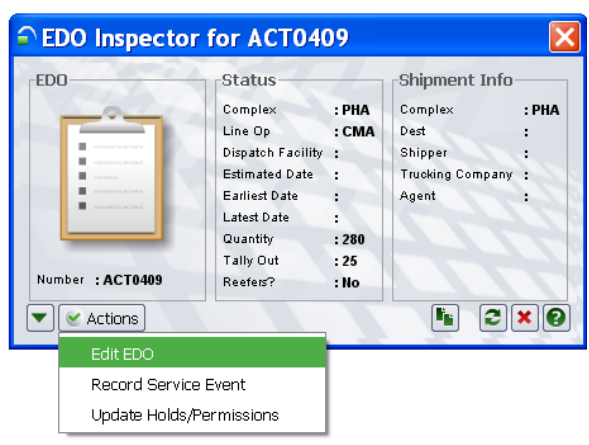
Trucking Company :

Agent :

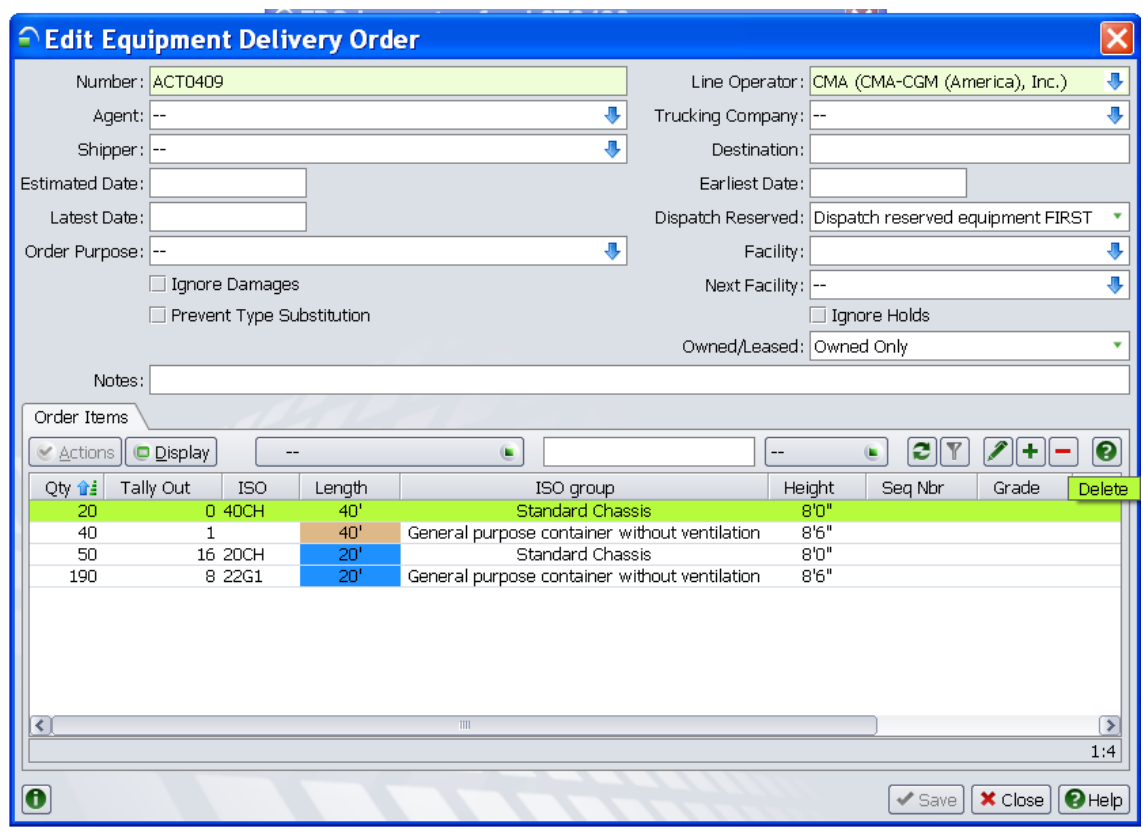
Actions

Continue instructions on next page


4. Click Actions > Edit EDO.

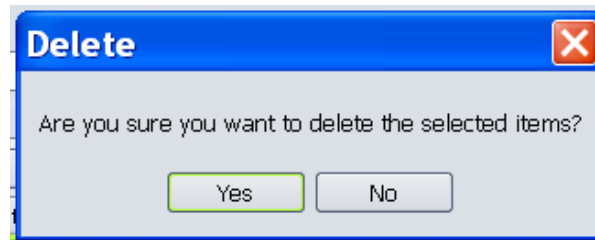


5. The Edit EDO screen will appear.

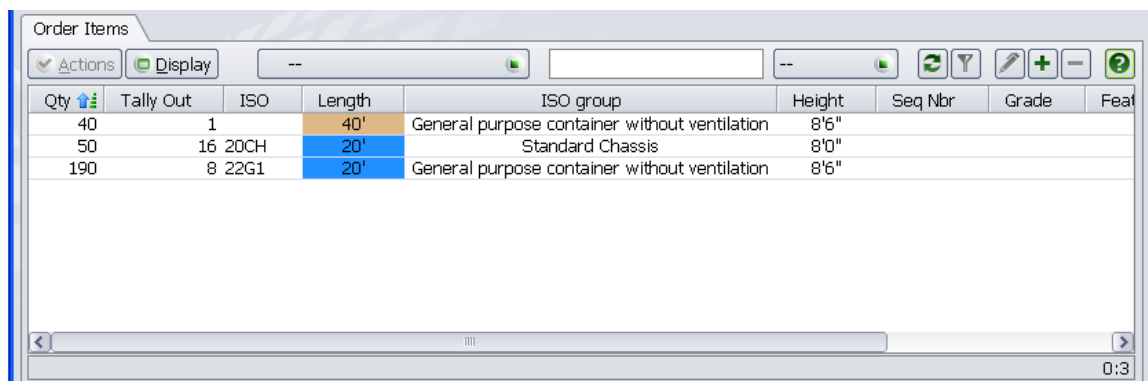


Continue instructions on next page

- Highlight the equipment type you wish to delete and click on the red  icon.
- The message, "Are you sure you want to delete selected items?" will appear. Click Yes.



- The container type no longer appears under the Order Items tab on the Edit EDO screen.

A screenshot of the "Order Items" table in a software application. The table has columns for Qty, Tally Out, ISO, Length, ISO group, Height, Seq Nbr, Grade, and Feat. The first row is highlighted in orange, and the second and third rows are highlighted in blue. The "Length" column for the second and third rows is highlighted in blue. The "ISO group" column for the second row is "Standard Chassis". The "Height" column for the second row is "8'0\"/>

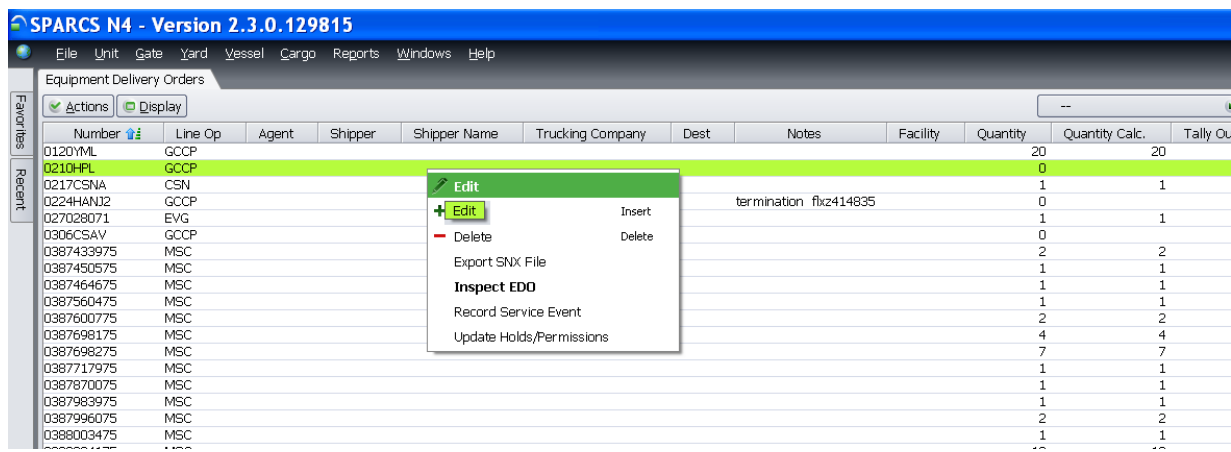
Qty	Tally Out	ISO	Length	ISO group	Height	Seq Nbr	Grade	Feat
40	1		40'	General purpose container without ventilation	8'6"			
50	16	20CH	20'	Standard Chassis	8'0"			
190	8	22G1	20'	General purpose container without ventilation	8'6"			

- Click Close on the Edit EDO screen.

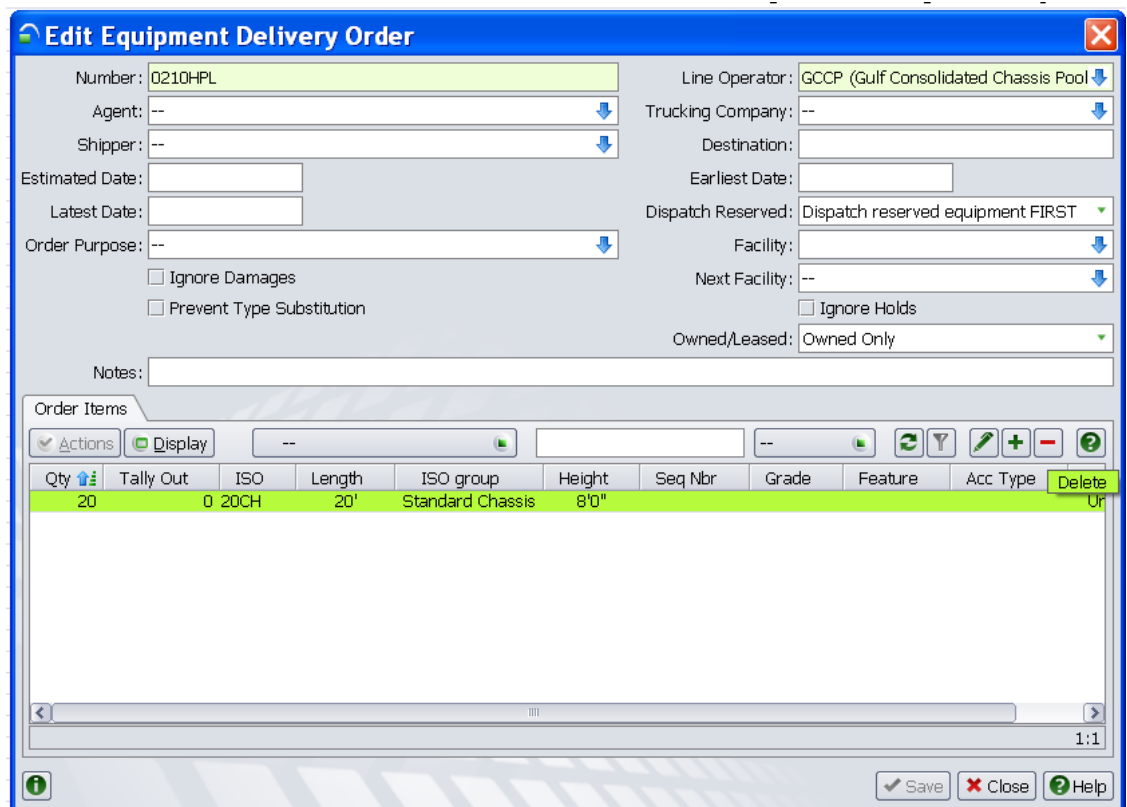
### Delete an Existing EDO (Equipment Delivery Order)


Note: To delete an existing EDO from N4, there can be no activity against the EDO.

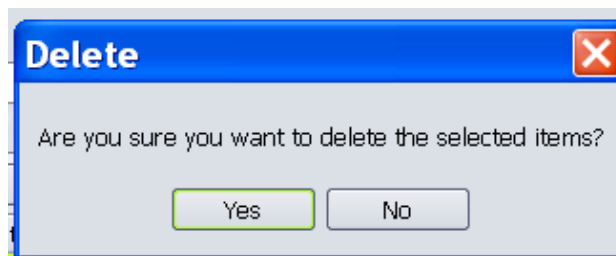
1. Open Equipment Delivery Orders Tab.
2. Highlight and right click EDO to be deleted.
3. Select Edit.



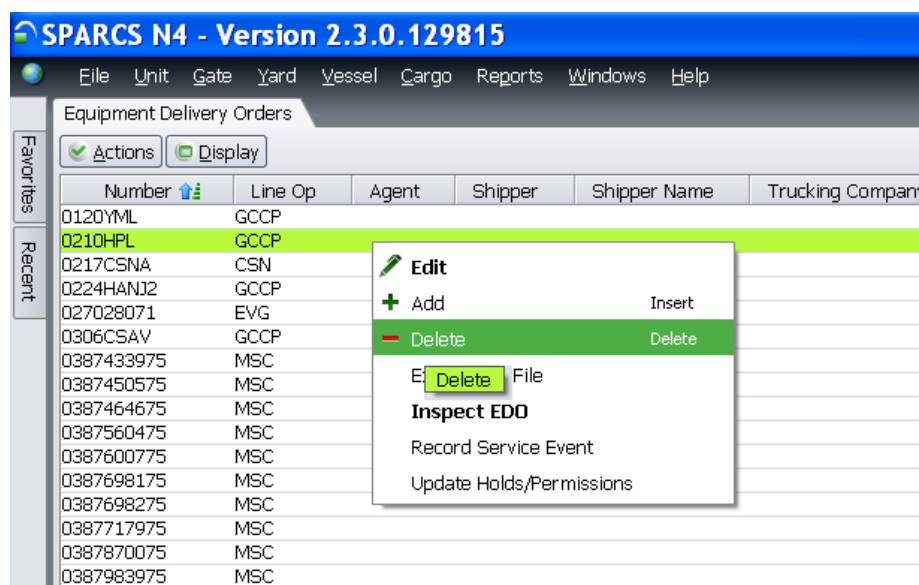
4. The Edit Equipment Delivery Order screen will appear.



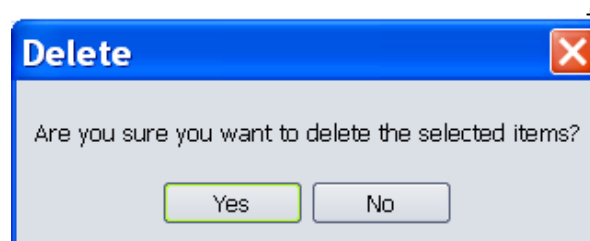
5. In the Order Items block, highlight the Order Item and click on the .
6. A Delete screen will appear that asks, "Are you sure you want to delete the selected item?" Click Yes. Continue to do this until all Order Items have been removed.



7. Close all screens associated to this task and return to the Equipment Delivery Orders list.
8. Right click on the Equipment Delivery Order you need to delete. Select Delete or click the



9. A Delete screen will appear that asks, "Are you sure you want to delete the selected item?" Click Yes.

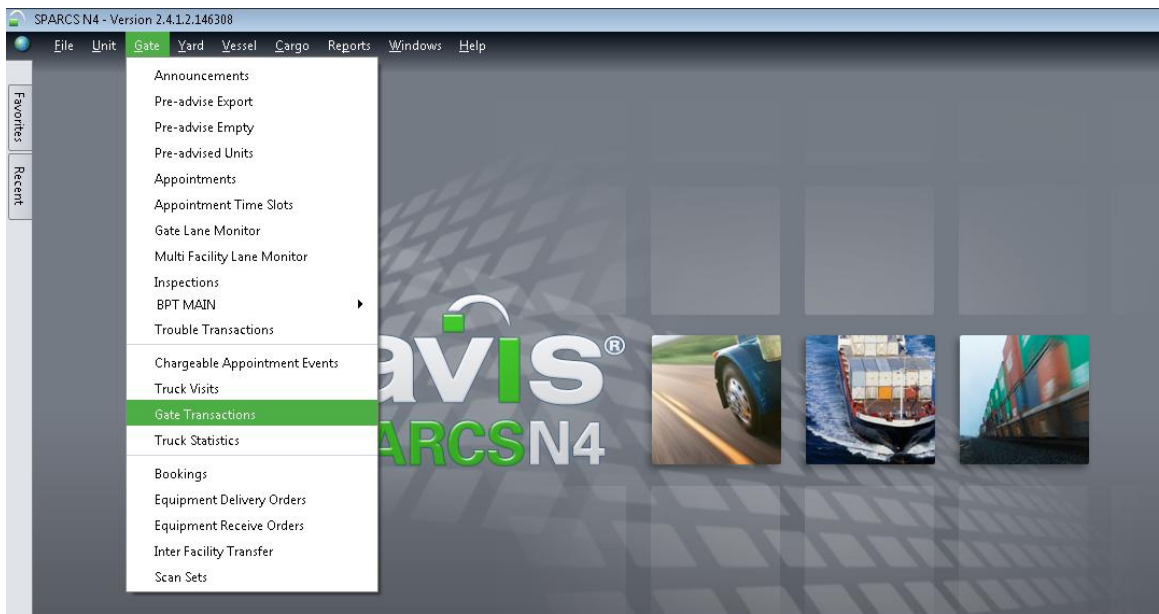


10. The EDO is no longer on the Equipment Delivery Orders list.

# GATE

## View a Gate Transaction

1. Open the Gate Tab > Gate Transactions.

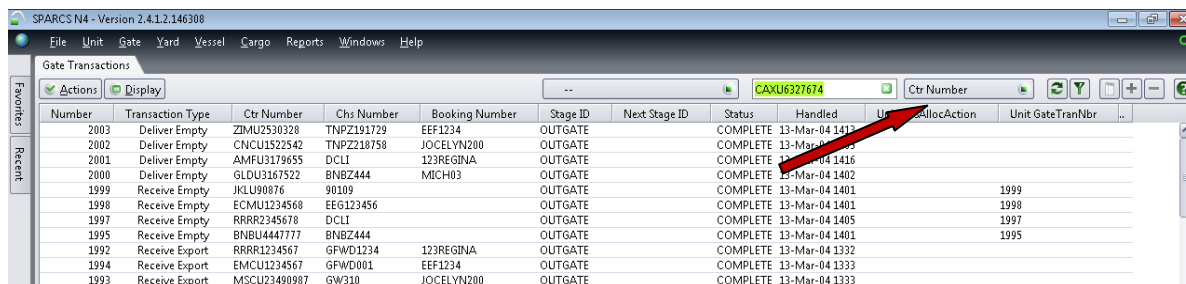


The screenshot shows a list of Gate Transactions in the SPARCS N4 software. The table has columns for Number, Transaction Type, Ctr Number, Chs Number, Booking Number, Stage ID, Next Stage ID, Status, and Handled. The first row is highlighted in green.

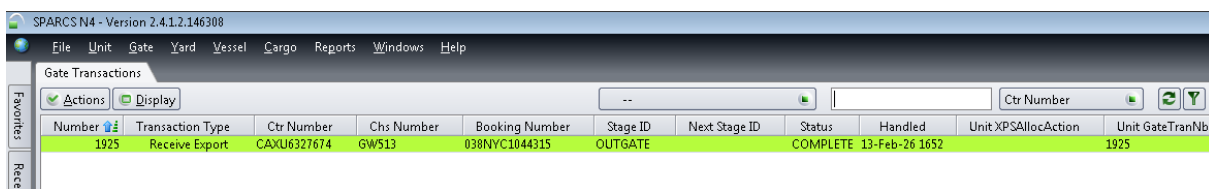
Number	Transaction Type	Ctr Number	Chs Number	Booking Number	Stage ID	Next Stage ID	Status	Handled	Unit XPSAllocAction	Unit GateTranNbr
2003	Deliver Empty	ZIMU2530328	TNPZ191729	EEF1234	OUTGATE		COMPLETE	13-Mar-04 1413		
2002	Deliver Empty	CNCU1522542	TNPZ218758	JOCELYN200	OUTGATE		COMPLETE	13-Mar-04 1405		
2001	Deliver Empty	AMFU3179655	DCLI	123REGINA	OUTGATE		COMPLETE	13-Mar-04 1416		
2000	Deliver Empty	GLDU3167522	BNBZ444	MICH03	OUTGATE		COMPLETE	13-Mar-04 1402		
1999	Receive Empty	JFLU90076	90309		OUTGATE		COMPLETE	13-Mar-04 1401		1999
1998	Receive Empty	ECMU1234560	EEG123456		OUTGATE		COMPLETE	13-Mar-04 1401		1998
1997	Receive Empty	RRRR2345678	DCLI		OUTGATE		COMPLETE	13-Mar-04 1405		1997
1995	Receive Empty	BNBU4447777	BNBZ444		OUTGATE		COMPLETE	13-Mar-04 1401		1995
1992	Receive Export	RRRR1234567	GFWD1234	123REGINA	OUTGATE		COMPLETE	13-Mar-04 1332		
1994	Receive Export	EMCU1234567	GFWD001	EEF1234	OUTGATE		COMPLETE	13-Mar-04 1333		
1993	Receive Export	MSCU23490987	GW310	JOCELYN200	OUTGATE		COMPLETE	13-Mar-04 1333		
1991	Receive Export	ANBU9999999	GW301	MICH03	OUTGATE		COMPLETE	13-Mar-04 1332		
1990	Deliver Empty		CHASSIS	CANDICE_STD	INGATE	OUTGATE	OK			
1989	Receive Export	CAND7777777	CHASSIS	CANDICE_STD	OUTGATE		COMPLETE	13-Mar-01 1344		1989
1988	Dray Off	CAND9999999	CHASSIS		OUTGATE		COMPLETE	13-Mar-01 1201	FLIP	1986
1986	Receive Export	CAND9999999	CHASSIS	CANDICE_STD	OUTGATE		COMPLETE	13-Mar-01 1154	FLIP	1986
1981	Receive Export	NOUN0000000	CHASSIS	DEBRA01	INGATE	INGATE	CANCEL			

Continue instructions on next page

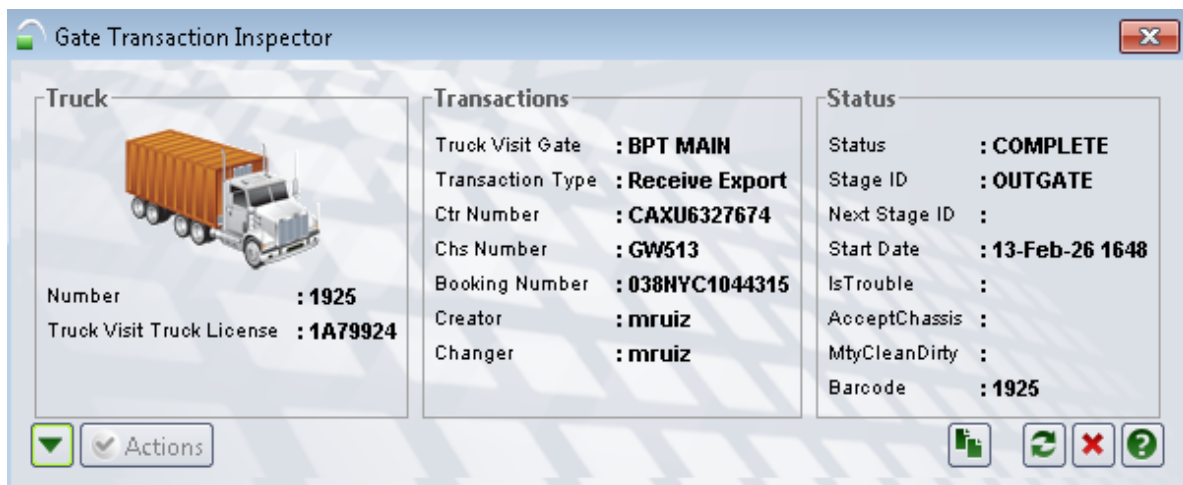
2. Enter the unit number in the white blank field search field in the top right hand of the screen.
3. The next field to the right of the search field is Ctr Number.




4. Press Enter.
5. The specific unit you searched for with the associated transaction will populate in the section below.



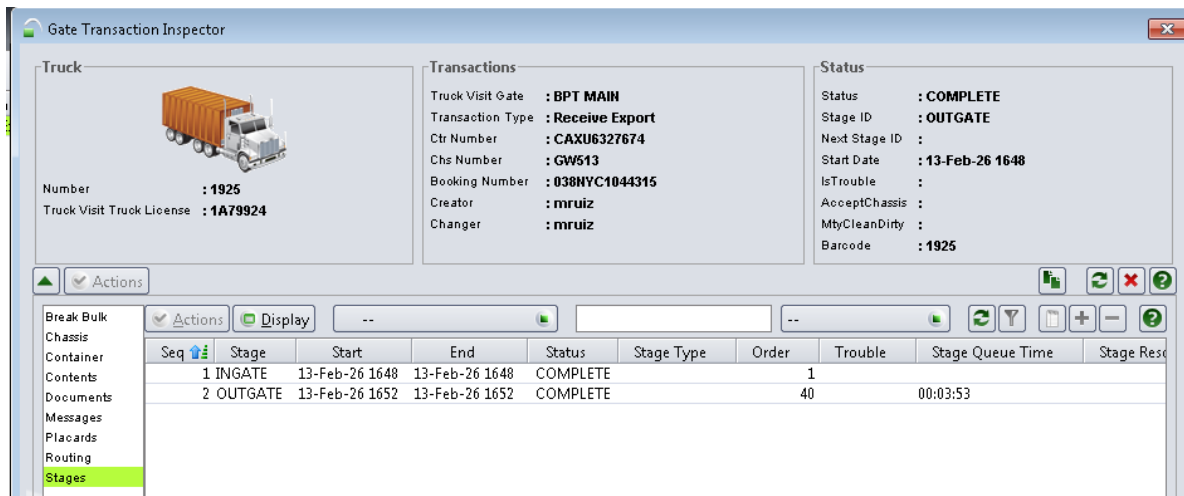
6. Highlight and double click the transaction to open the Gate Transaction Inspector-this is where you can view all the information for this specific transaction associated to the unit.



7. To view the history of this transaction, click the  button at the bottom left of the inspector screen.
8. There are several places to see information. On the top of the screen is the basic information and latest status. This is information that is available on the Reprint Gate Document screen of Express.

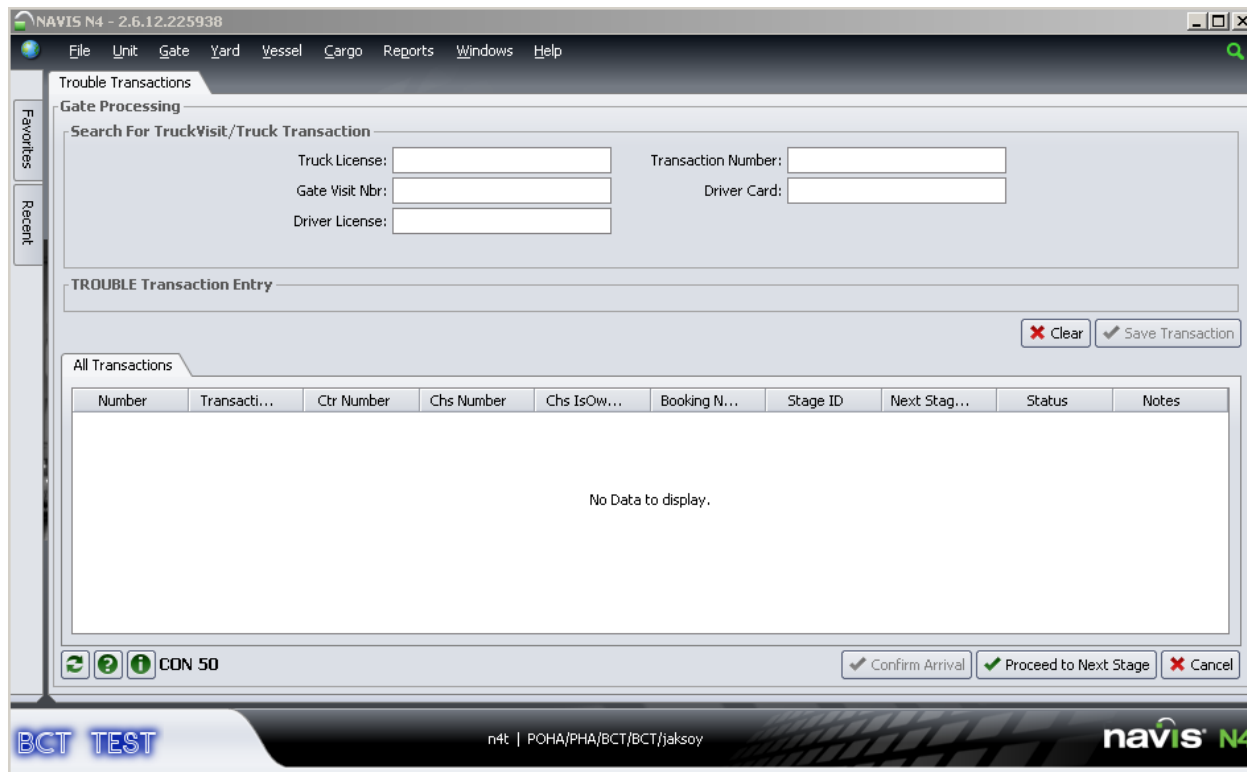


- The drop down menu below the green arrow includes many categories of information: Chassis, Container, Contents, Documents, Messages, Placards, Routing, and Stages. The Documents section shows the tickets (Drop-off, Pickup, EIR) that were printed for this transaction.

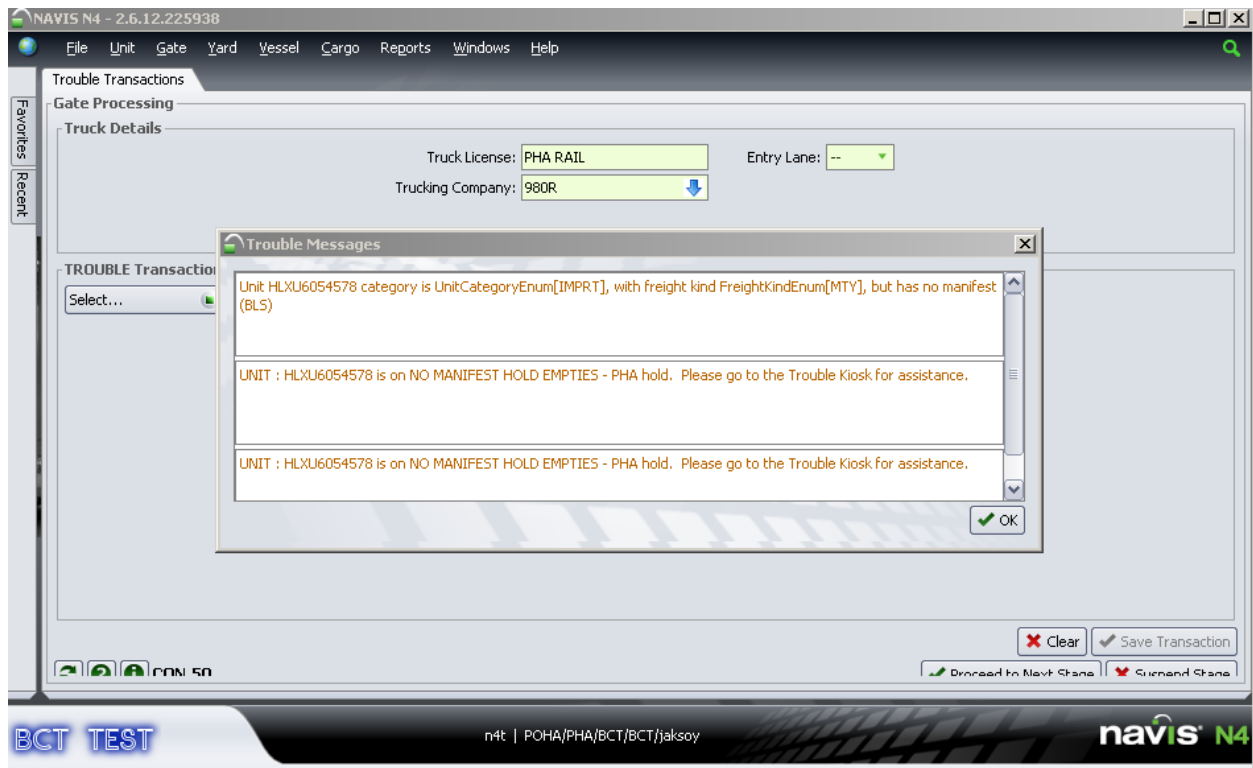


## View a Trouble Transaction

- Open the Trouble Transactions tab.



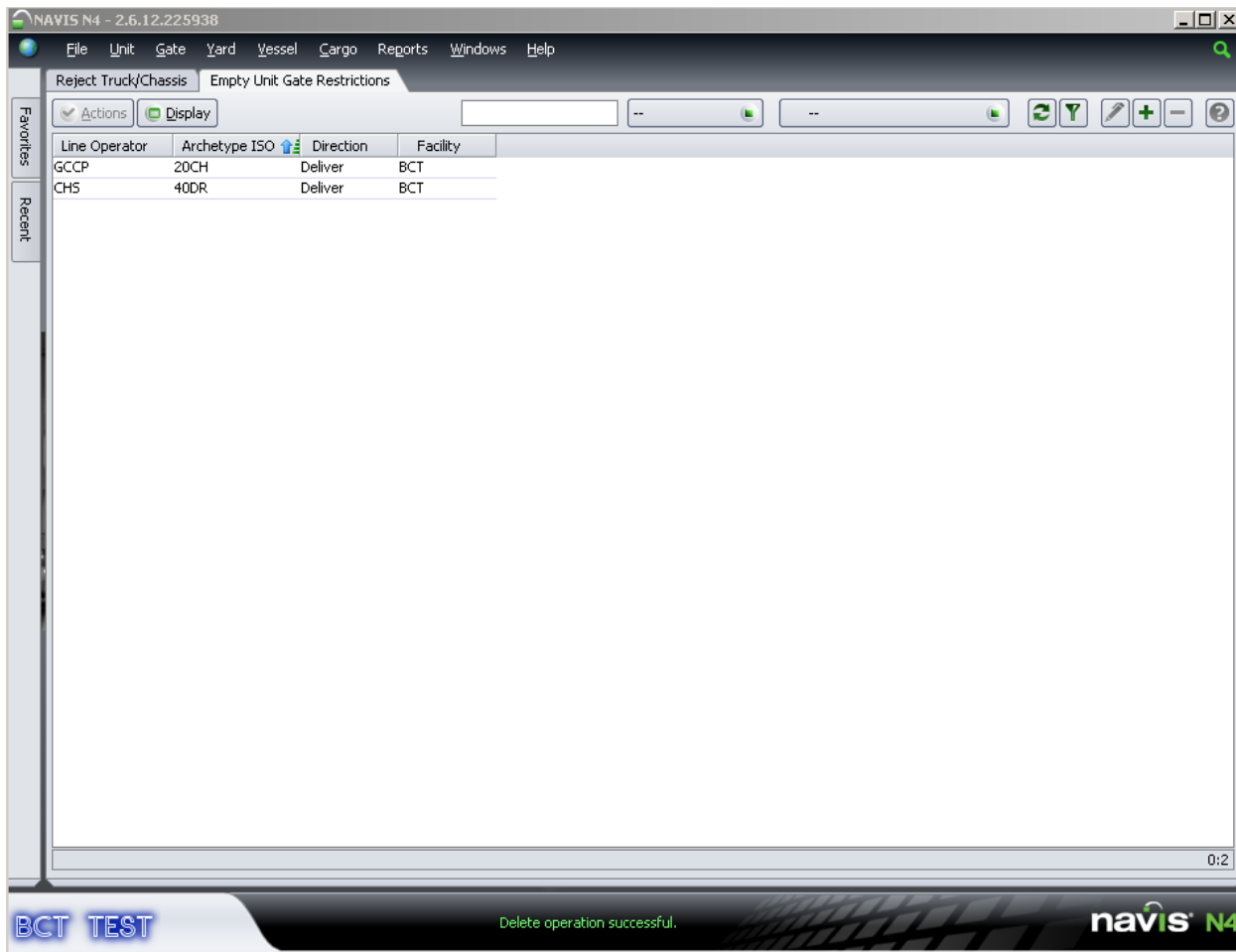
2. Enter the Truck License or the Transaction Number. Press Enter or Tab twice. The ticket information is populated with errors.



3. Each of the above listed errors is not allowing the creation of a good truck transaction. If you are able to fix any of the errors, double click unit number to generate details.
4. Click on Save Transaction and then click Fix to return to the ticket, Send to Trouble, or Override.

## Empty Unit Gate Restrictions (Empty or Chassis Instructions)

1. Open the Empty Unit Gate Restrictions tab.
2. The list provided will show which container or chassis types are currently being rejected at the gate. In the example below, the gate will not receive GCCP 20' chassis, or deliver CHS 40DR empties.



NAVIS N4 - 2.6.12.225938

File Unit Gate Yard Vessel Cargo Reports Windows Help

Reject Truck/Chassis Empty Unit Gate Restrictions


Actions Display

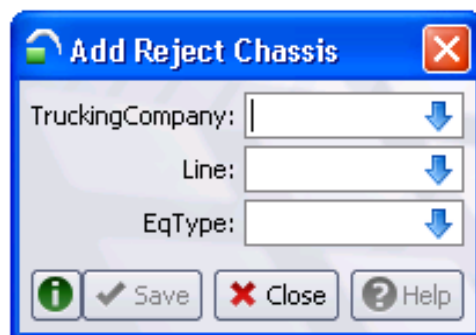
Line Operator	Archetype ISO	Direction	Facility
GCCP	20CH	Deliver	BCT
CHS	40DR	Deliver	BCT

0:2

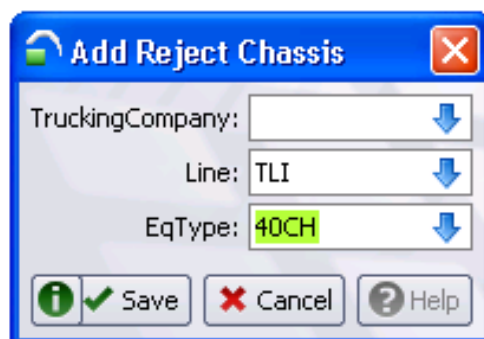
BCT TEST Delete operation successful. navis N4

*Continue instructions on next page*

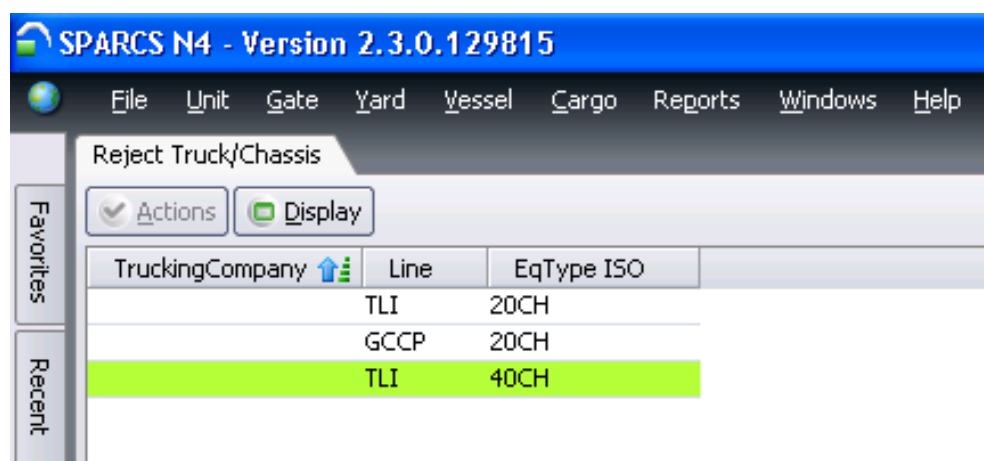
3. In order to add another rejected chassis type, click the  at the top right of the tab. The Add Reject Chassis form will appear.




4. Enter the Line and EqType that you are looking to reject.

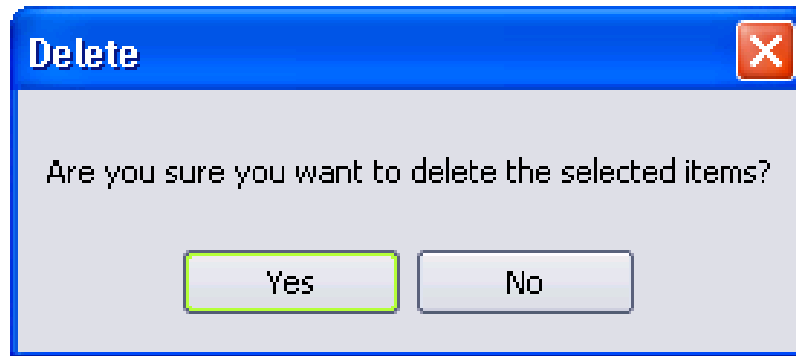


5. Click Save.  
6. The TLI (TRAC) 40CH is now added to the list.

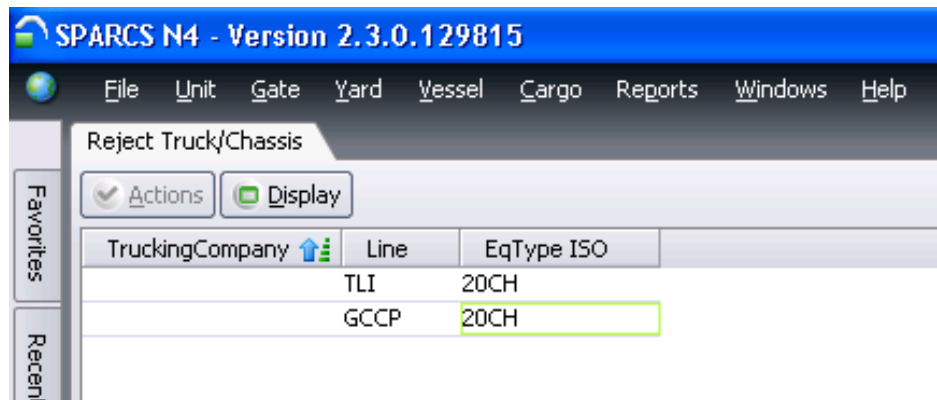


TruckingCompany	Line	EqType ISO
	TLI	20CH
	GCCP	20CH
	TLI	40CH


- In order to delete a rejected chassis type, highlight the line item you would like to delete. Click the  at the top right of the tab. The Delete message will appear. Click "Yes" to proceed.

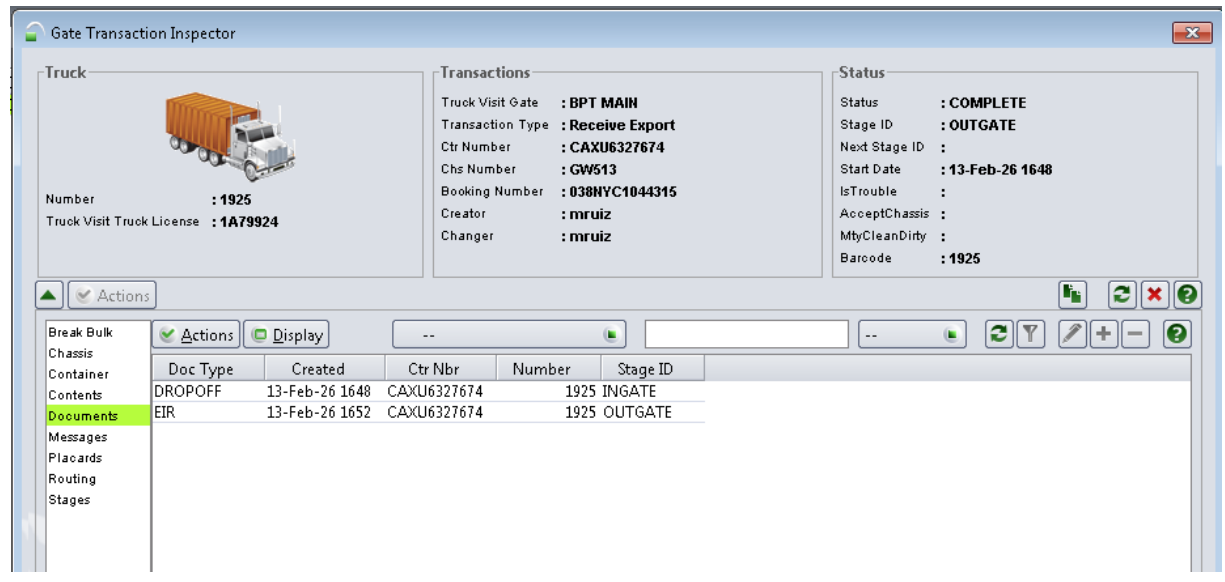


- The TLI (TRAC) 40CH is now deleted from the list. TRAC 40' chassis will not be accepted at the gate.

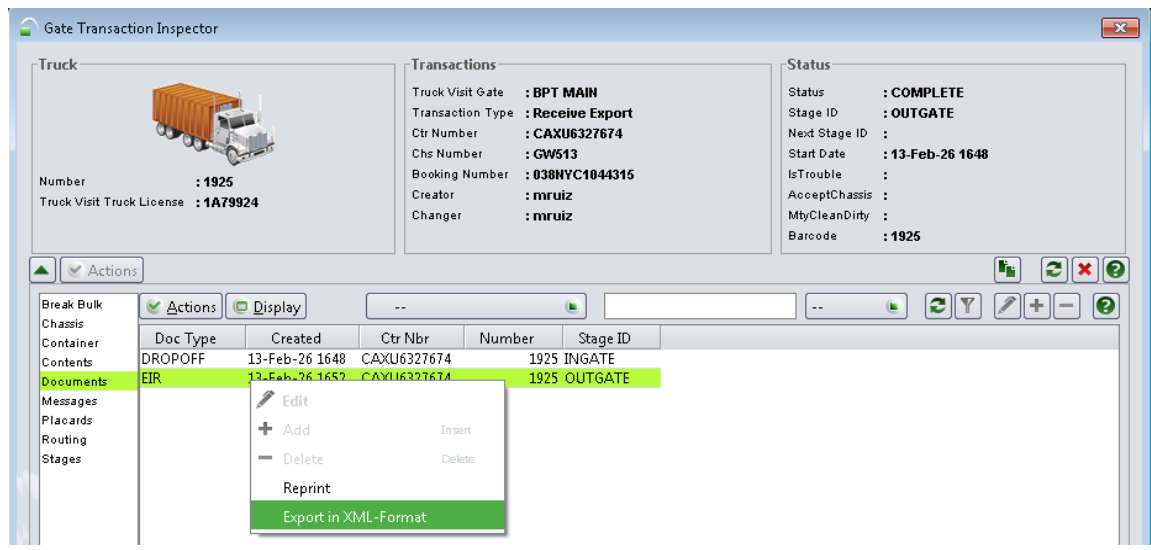


### Reprint Gate Document

- 1. In Operations mode, open the Gate Tab and choose Gate Transactions.
- 2. Find the Gate Transaction number you want to look at.
- 3. Double click on the Gate Transaction to open the Gate Transaction Inspector
- 4. Click on the Actions down arrow  and select Documents from the drop down list.



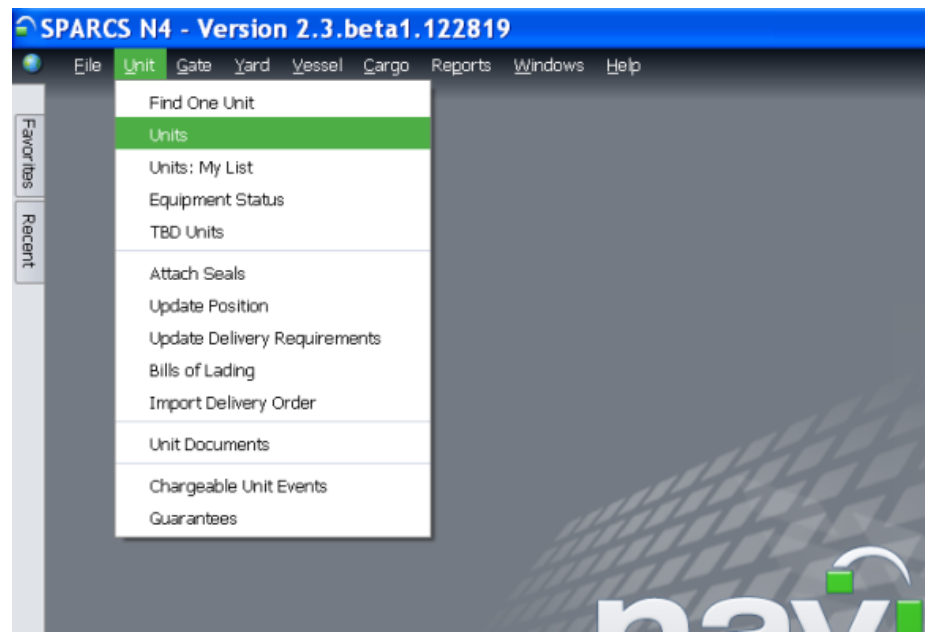
- 5. Choose the document you would like to reprint, highlight it, right click, and choose Reprint.



# UNITS

## Change a Container

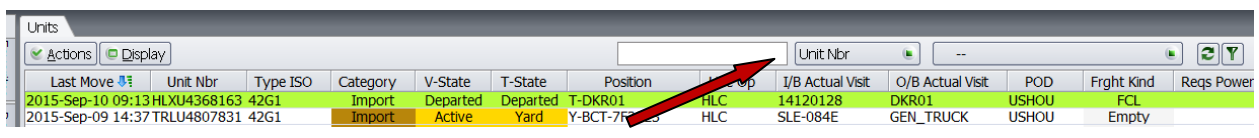
1. Open the Units tab.



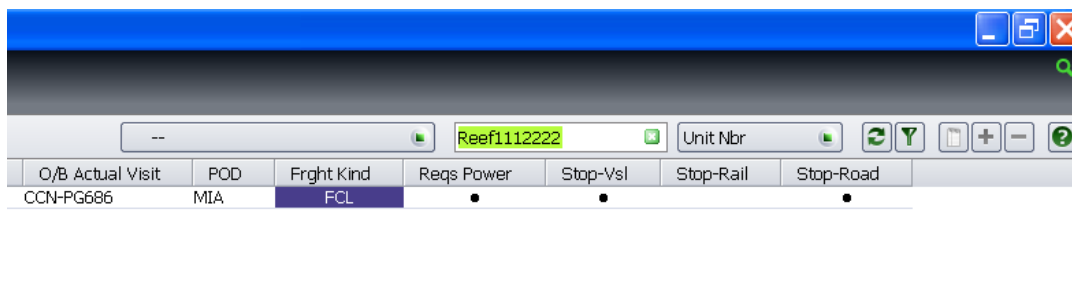
The screenshot shows a table of units in the SPARCS N4 software. The table has the following columns: Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, Line Op, I/B Actual Visit, O/B Actual Visit, POD, Frght Kind, and Re. The data rows include various unit numbers and their corresponding details.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Re
12-May-17 1504	ANDU4445555	22G1	Storage	Active	EC/In	T-051-2C15A.1	CMA	051	GEN_CARRIER		Empty	
12-May-17 1501	TEST9876543	22G1	Storage	Departed	Departed	T-051	CMA	051	051		Empty	
12-May-17 1448	BRAU1112222	22G1	Storage	Active	EC/In	T-051GWD-2B13A.1	CMA	051GWD	GEN_CARRIER		Empty	
12-May-16 1006	ANDU3334444	22G1	Transship	Active	Loaded	V-MFI-045P-123456	MSC	MAA-583A	MFI-045P	FEL	FCL	
12-May-16 0938	ANDU1112222	22G1	Export	Active	Yard	Y-BPT-2B17A1	MSC	MAA-583A	MAA-583A	FEL	FCL	
12-May-15 1430	MSCU8196956	45G0	Import	Active	Inbound	V-MJO-1210R-101282	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty	
12-May-15 1351	TCHU7168060	45G0	Import	Active	Inbound	V-MJO-1210R-480984	MSC	MJO-1210R	GEN_TRUCK	HOU	Empty	
12-May-15 1327	HAZU7778888	22G1	Export	Active	EC/In	T-056GWD (TIP)	CMA	056GWD	CCN-201200G	SAV	FCL	
12-May-14 1339	ANDU2223333	22G1	Storage	Active	EC/In	T-050GWD (TIP)	CMA	050GWD	GEN_CARRIER		Empty	
12-May-14 1217	TABU1234567	20TK	Export	Active	Yard	Y-BPT-5B49F1	CMA	984948*9	CAK-001A	SIN	FCL	
12-May-14 1214	TAZU123456	40CH	Storage	Active	Yard	Y-BPT-5B33F1	GCCP		GEN_TRUCK		Empty	
12-May-11 1402	HAZU1114444	22G1	Export	Active	Inbound	T-GEN_TRUCK	CMA	GEN_TRUCK	CCN-201200G	SAV	FCL	
12-May-11 1401	HAZU1113333	22G1	Export	Active	EC/In	T-HAZ02 (TIP)	CMA	HAZ02	CCN-201200G	SAV	FCL	
12-May-11 1350	HAZU1112222	22G1	Export	Active	EC/In	T-HAZ01 (TIP)	CMA	HAZ01	CCN-201200G	SAV	FCL	
12-May-11 1043	FSCU6920957	45G1	Import	Active	Yard	Y-BPT-3B12A2	CMA	MJO-1210R	GEN_TRUCK	HOU	Empty	
12-May-09 1503	CMAU11317041	UNKN	Import	Advised	Advised	V-GEN_VESSEL	HLC	GEN_VESSEL	GEN_TRUCK		FCL	
12-May-09 1459	ECHU8048081	L5G1	Import	Advised	Advised	V-GEN_VESSEL	HLC	GEN_VESSEL	GEN_TRUCK		FCL	
12-May-09 1459	GESUS118789	UNKN	Import	Advised	Advised	V-GEN_VESSEL	HLC	GEN_VESSEL	GEN_TRUCK		FCL	
12-May-09 1459	CMAU5339727	UNKN	Import	Advised	Advised	V-GEN_VESSEL	HLC	GEN_VESSEL	GEN_TRUCK		FCL	
12-May-09 1358	CSAV1111222	22G1	Export	Active	Yard	Y-BPT-T3	CMA	15145	ALD	ANR	Empty	

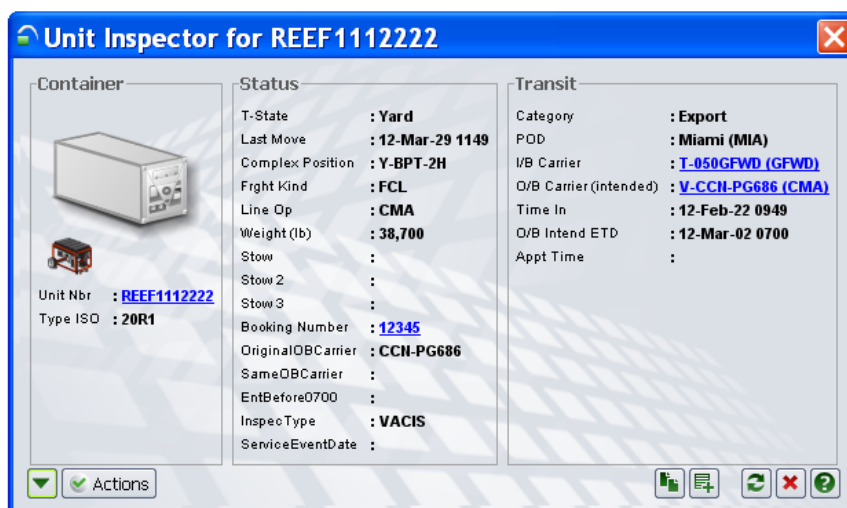
2. At the top right of the screen, enter the unit number in the white blank search field.
3. The next field to the right of the search field should say "Unit Nbr".



4. Press Enter
5. The specific unit you searched will populate in the section below.



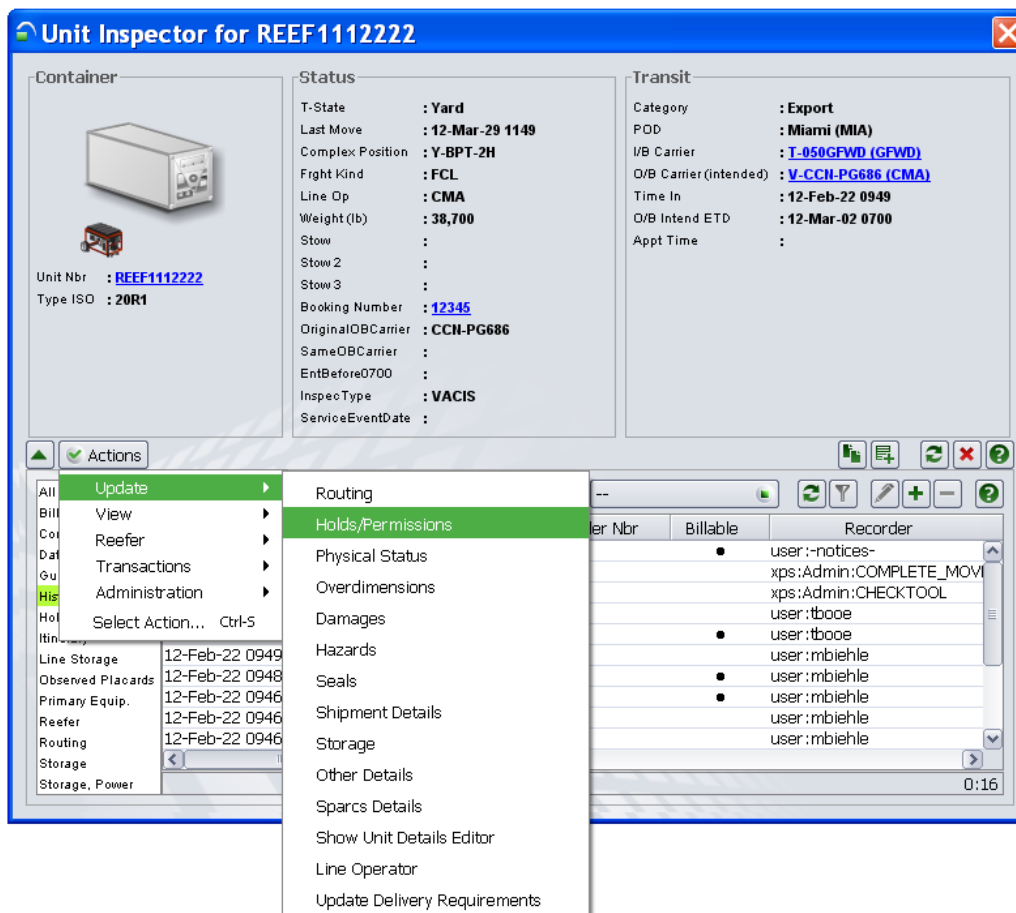
6. Highlight and double click the container to open the Unit Inspector. This is where you can view or edit information for a specific unit.



*Continue instructions on next page*

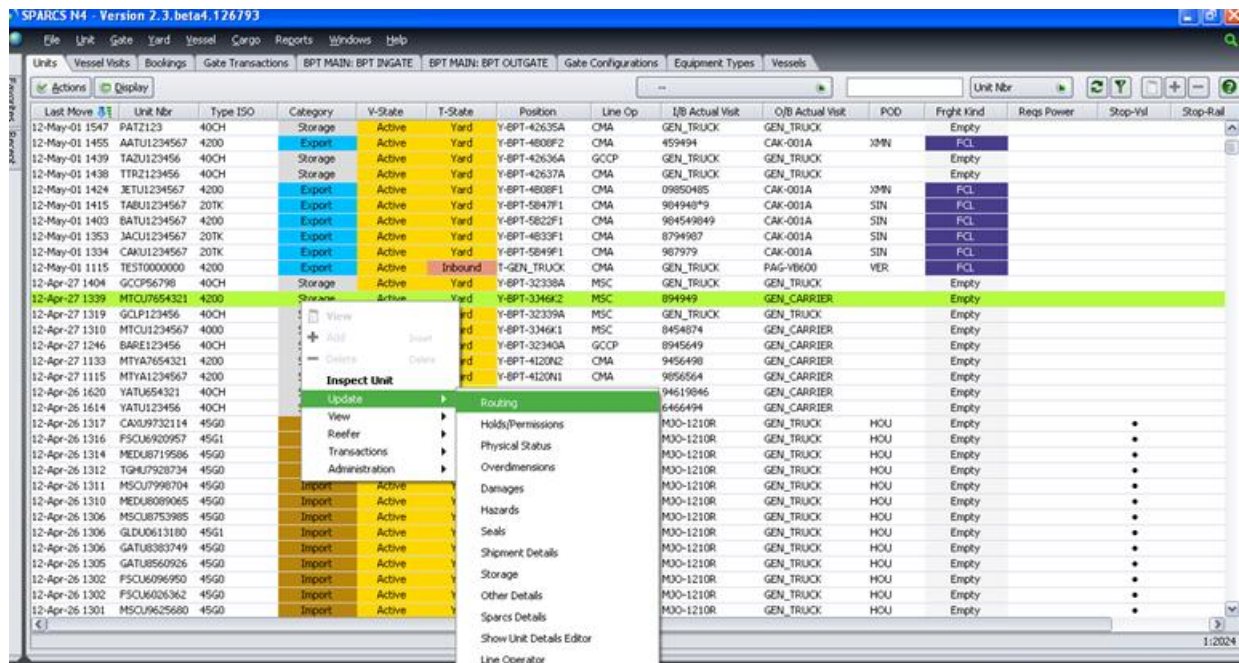


7. To edit specific information for a unit, click on Actions. A drop down menu will appear.
8. Click Update. A drop down menu will appear where you can choose the information you want to edit. For example: Holds/Permissions.



## Change Equipment Category

1. Open the Units tab and locate the container you want to change.
2. Right click the container number or open the Unit Inspector and choose Actions.
3. Hover your mouse over Update.
4. Choose Routing.



5. The Routing window will pop up.

The Routing window is a dialog box with a blue title bar and a close button. It contains the following fields and controls:

- Carrier O/B Intended: GEN\_CARRIER (dropdown menu)
- Carrier O/B Declared: GEN\_CARRIER (dropdown menu)
- Category: Storage (dropdown menu)
- Port of Discharge: -- (dropdown menu)
- Second Port of Discharge: -- (dropdown menu)
- Optional POD-1: -- (dropdown menu)
- Optional POD-2: -- (dropdown menu)
- Optional POD-3: -- (dropdown menu)
- Group: -- (dropdown menu)
- Destination: (text input field)
- Dray Status: -- (dropdown menu)
- Bonded Destination: -- (dropdown menu)

At the bottom of the window, there are three buttons: Save (with a checkmark icon), Close (with an X icon), and Help (with a question mark icon).

- In the Category field, use the drop down menu to choose the category you need.

The screenshot shows a 'Routing' dialog box with the following fields and values:

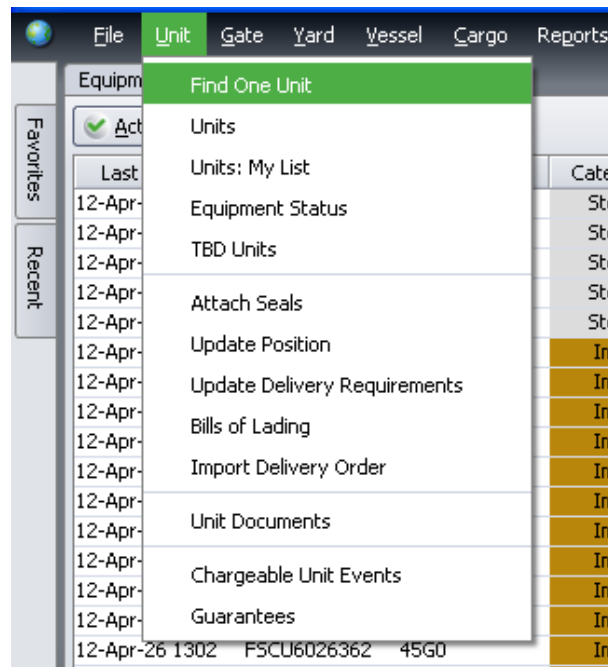
- Carrier O/B Intended: GEN\_CARRIER
- Carrier O/B Declared: GEN\_CARRIER
- Category: Export
- Port of Discharge: Import
- Second Port of Discharge: Export
- Optional POD-1: Transship
- Optional POD-2: Domestic
- Optional POD-3: Storage
- Group: Through
- Destination: (empty)
- Dray Status: --
- Bonded Destination: --

Buttons at the bottom: Save, Cancel, Help.

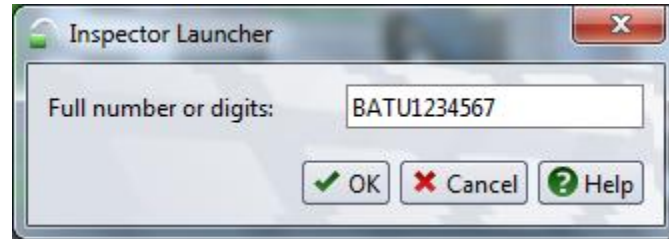
- Click Save.

## Change Line Operator

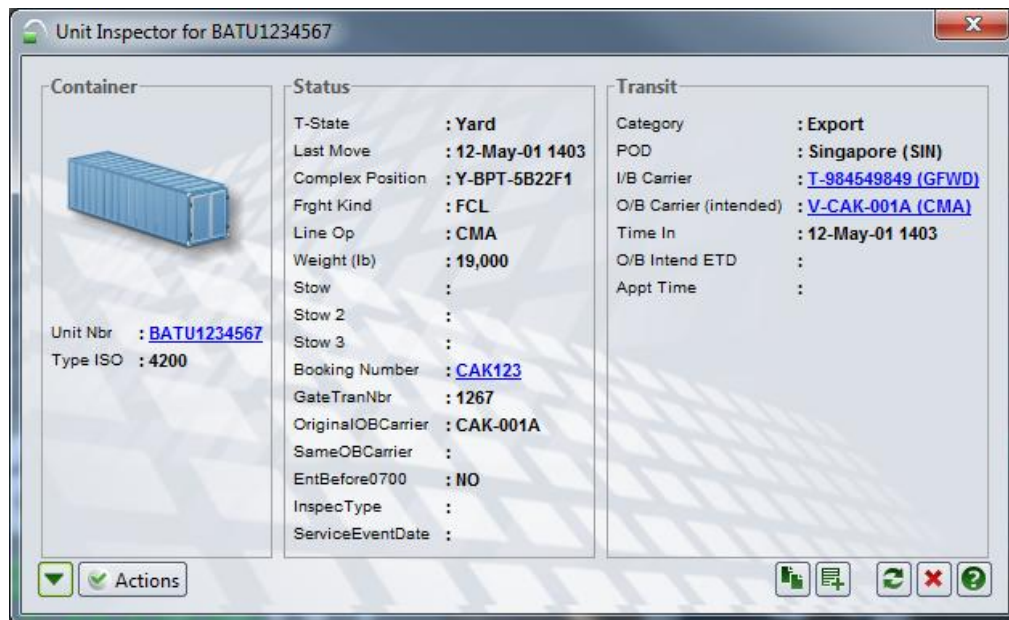
- Open the Unit tab.
- Click Unit > Find One Unit.

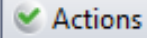


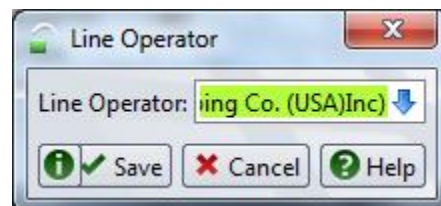
- The Inspector Launcher appears. Enter the equipment ID.



- Click Enter.
- The Unit Inspector will appear.



- Click on the  button.
- Choose Update.
- Choose Line Operator. The Line Operator window will appear.
- Enter the new Line.




- Click Save.






## Change OOG Details

1. Under Operations Mode, open the Unit tab.
2. Select Find One Unit and enter Unit Number .
3. Click Enter.
4. The Unit Inspector will populate the screen.

Unit Inspector for OOGZ1112222
X

<div style="border: 1px solid gray; padding: 5px;"> <p><b>Container</b></p>  <p>Unit Nbr : <a href="#">OOGZ1112222</a> Type ISO : 4363</p> </div>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Status</b></p> <p>T-State : <b>Yard</b> Last Move : <b>12-Mar-15 0957</b> Complex Position : <b>Y-BPT-T3</b> Frght Kind : <b>FCL</b> Line Op : <b>CMA</b> Weight (lb) : <b>70,000</b> Stow : Stow 2 : Stow 3 : Booking Number : <a href="#">OOG2012</a> GateTranNbr : OriginalOBCarrier : <b>CCN-2012OOG</b> SameOBCarrier : <b>NO</b> EntBefore0700 : InspecType : ServiceEventDate :</p> </div>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Transit</b></p> <p>Category : <b>Export</b> POD : <b>Singapore (SIN)</b> I/B Carrier : <a href="#">T-59609 (GFWD)</a> O/B Carrier (intended) : <a href="#">V-CCN-2012OOG (GFWD)</a> Time In : <b>12-Mar-06 1421</b> O/B Intend ETD : Appt Time :</p> </div>
--	---	---

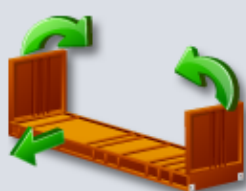
▼
Actions

*Continue instructions on next page*

5. Click on the down arrow to the left of the Actions button.
6. Choose Primary Equipment.
7. Click Actions > Update Overdimensions.

**Unit Inspector for OOGZ1112222**

Container	Status	Transit
 Unit Nbr : <a href="#">OOGZ1112222</a> Type ISO : <b>4363</b>	T-State : <b>Yard</b> Last Move : <b>12-Mar-15 0957</b> Complex Position : <b>Y-BPT-T3</b> Frght Kind : <b>FCL</b> Line Op : <b>CMA</b> Weight (lb) : <b>70,000</b> Stow : Stow 2 : Stow 3 : Booking Number : <a href="#">OOG2012</a> GateTranNbr : OriginalOBCarrier : <b>CCN-201200G</b> SameOBCarrier : <b>NO</b> EntBefore0700 : InspecType : ServiceEventDate :	Category : <b>Export</b> POD : <b>Singapore (SIN)</b> I/B Carrier : <a href="#">T-59609 (GFWD)</a> O/B Carrier (intended) : <a href="#">V-CCN-201200G (GFWD)</a> Time In : <b>12-Mar-06 1421</b> O/B Intend ETD : Appt Time :

**Actions**

- All
- Bill
- Co
- Da
- Gu
- His
- Ho
- Itin
- Line Storage
- Observed Pla...
- Primary Equip.**
- Routing
- Storage

**Update**

- View
- Reefer
- Transactions
- Administration
- Select Action... Ctrl-S

**Routing**

- Routing
- Holds/Permissions
- Physical Status
- Overdimensions**
- Damages
- Hazards
- Seals
- Shipment Details
- Storage
- Other Details
- Sparcs Details
- Show Unit Details Editor
- Line Operator
- Update Delivery Requirements

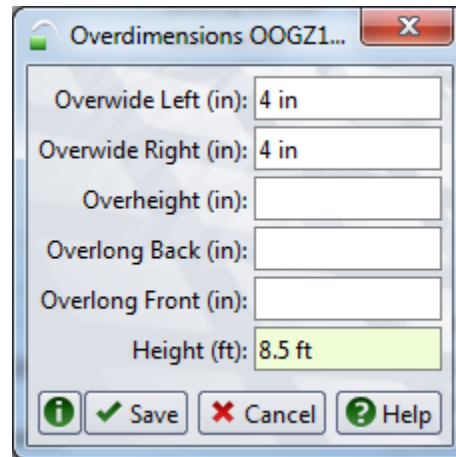
**Capabilities**

No Overstow Mty	: No
No Overstow Laden	: No
Below Deck Only	: No
Above Deck Only	: No
Insulated	: No
Safe Wt (lb)	: 99,208

**Platform**

: Platform
: 40'
: 8'6"
: 40.0
: 8.50
: 8.00
: In Gate
de :

8. The Overdimensions screen will appear. Type the OOG information into the appropriate fields in inches.



Overdimensions OOGZ1...

Overwide Left (in): 4 in

Overwide Right (in): 4 in

Overheight (in):

Overlong Back (in):

Overlong Front (in):

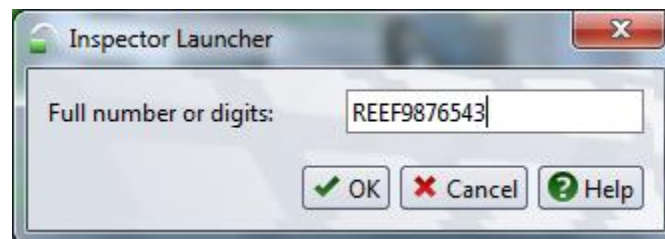
Height (ft): 8.5 ft

Save Cancel Help

9. Click Save.

### Change Reefer Details

1. Under Operations Mode, open Unit tab.
2. Select Find One Unit.
3. Enter Equipment ID.



Inspector Launcher

Full number or digits: REEF9876543


OK Cancel Help

*Continue instructions on next page*



4. Press Enter.
5. The Unit Inspector will populate the screen.

Unit Inspector for REEF9876543

Container	Status	Transit
 Unit Nbr : <a href="#">REEF9876543</a> Type ISO : 40RH	T-State : Yard Last Move : 12-Feb-23 1548 Complex Position : Y-BPT-T3 Frght Kind : FCL Line Op : CMA Weight (lb) : 73,000 Stow : Stow 2 : Stow 3 : Booking Number : <a href="#">REEF2012A</a> GateTranNbr : OriginalOBCarrier : CCN-2012REEF SameOBCarrier : EntBefore0700 : InspecType : ServiceEventDate :	Category : Export POD : Singapore (SIN) I/B Carrier : <a href="#">T-4546 (GFWD)</a> O/B Carrier (intended) : <a href="#">V-CCN-2012REEF (CMA)</a> Time In : 12-Feb-23 1548 O/B Intend ETD : Appt Time :

*Continue instructions on next page*



6. Click the Actions Button > Reefer.
7. You can select one of three choices: Update Reefer Requirements, Reefer On Power Status, or Record Reefer Readings.
8. Select the area needing to be updated. For example: Record Reefer Reading.

**Unit Inspector for REEF9876543**

**Container**

Unit Nbr : [REEF9876543](#)  
Type ISO : 40RH

**Status**

T-State : Yard  
Last Move : 12-Feb-23 1548  
Complex Position : Y-BPT-T3  
Fight Kind : FCL  
Line Op : CMA  
Weight (lb) : 73,000  
Stow :  
Stow 2 :  
Stow 3 :  
Booking Number : [REEF2012A](#)  
GateTranNbr :  
OriginalOBCarrier : CCN-2012REEF  
SameOBCarrier :  
EntBefore0700 :  
InspecType :  
ServiceEventDate :

**Transit**

Category : Export  
POD : Singapore (SIN)  
I/B Carrier : [T-4546 \(GFWD\)](#)  
O/B Carrier (intended) : [V-CCN-2012REEF \(CMA\)](#)  
Time In : 12-Feb-23 1548  
O/B Intend ETD :  
Appt Time :

**Actions**

- All
- Bill
- Col
- Dat
- Gu
- His
- Hol
- Itin
- Line Storage
- Observed Pla...
- Primary Equip.
- Reefer**
- Routing
- Storage
- Storage, Power

**Reefer**

- Update
- View
- Reefer**
  - Update Reefer Requirements
  - Update Reefer On-Power Status
  - Record Reefer Readings
- Transactions
- Administration
- Select Action... Ctrl-S

**Recording History**

Time	Tmp (F)	Vent Set	Vent Unit	Humidity%	O2%	CO2%
12-Mar-26 1011	50.0					
12-Feb-23 1546	-					

0:2

Continue instructions on next page

9. Enter the temperature of the reefer into the Return Temperature field.

**Record Reefer Readings**

Time of recording: 2012-05-24 09:42

Return Temperature (F): 32

Ventilation Setting:

Ventilation Unit:

Humidity:

Oxygen Level:

Carbon Dioxide:

Reefer Record Fault Code:

Min Monitored Temperature (F):

Max Monitored Temperature (F):

Defrost Temperature (F):

Temperature Set Point (F):

Supply Temperature (F):

Sensor1 Temperature (F):

Sensor2 Temperature (F):

Sensor3 Temperature (F):

Sensor4 Temperature (F):

Fuel Level, %:

Reefer Hours:

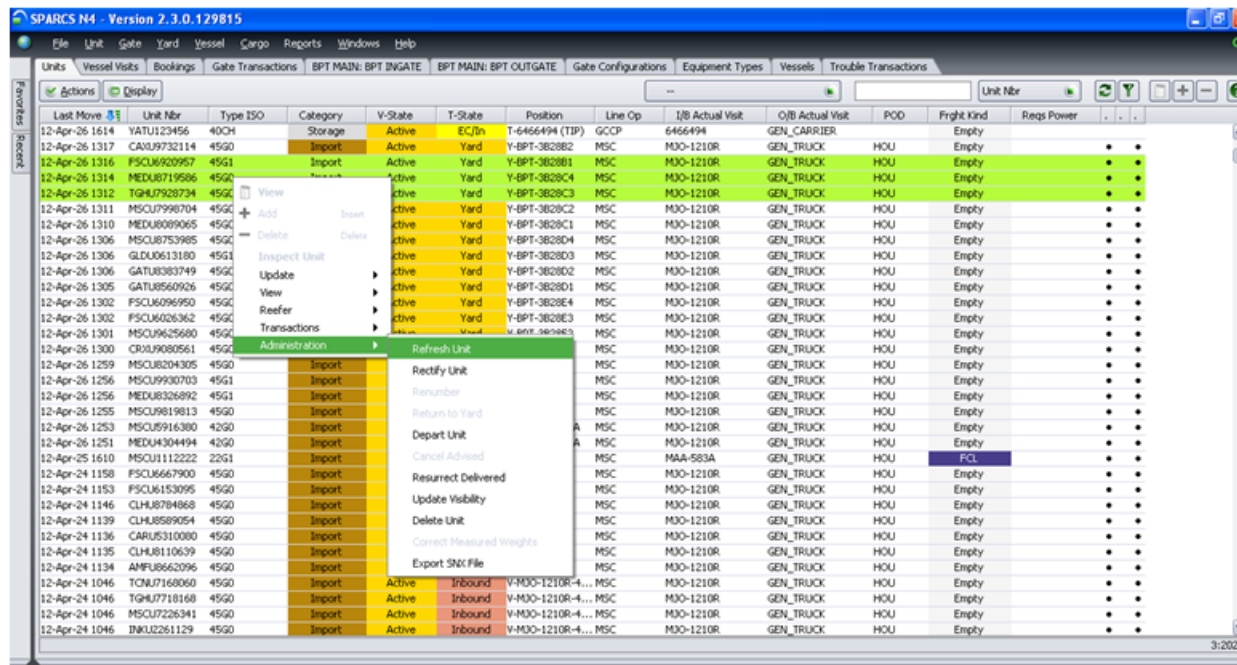
Remark:


Save Cancel Help

10. Click Save.

## Refresh Units

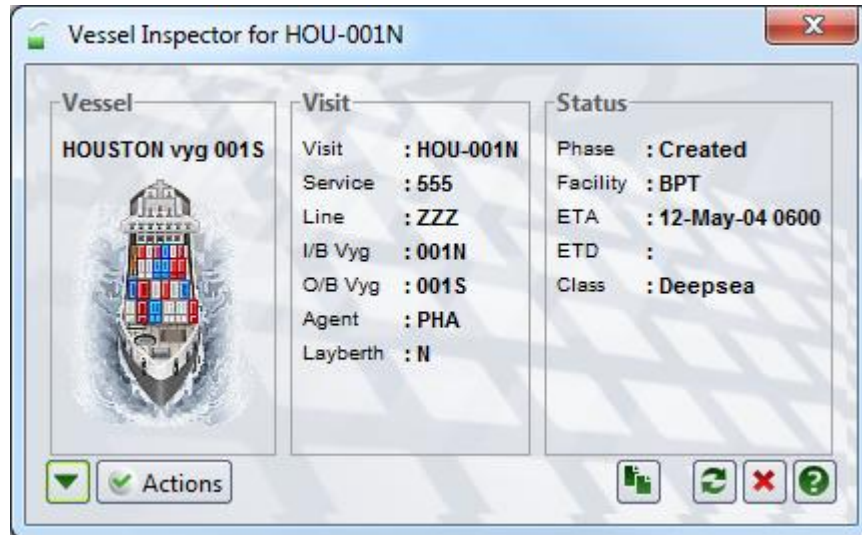
1. A unit refresh will simply update any data for that unit that may have been changed in another system or is not showing as updated on the N4 screen.
2. Highlight the unit(s) that you would like to refresh. You can refresh more than one container at a time if needed.
3. Right click over the unit(s).
4. Hover over Administration.
5. Choose Refresh Unit.



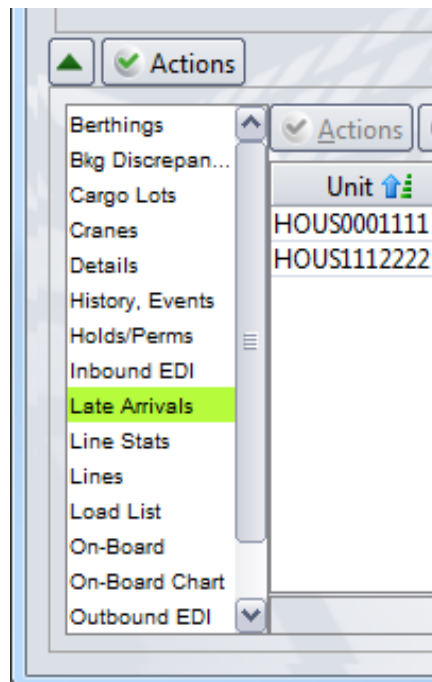
6. This feature works the same as clicking the  on the top of each tab. This button will refresh the information on the entire tab.

## Change the Late Arrival List

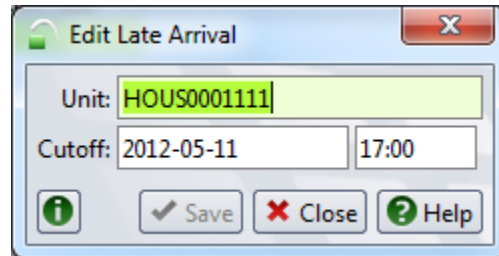
1. Open the Vessel Visits tab.
2. Locate the Vessel Visit you want to change.
3. Double click on the Vessel Visit ID to open the Vessel Inspector.



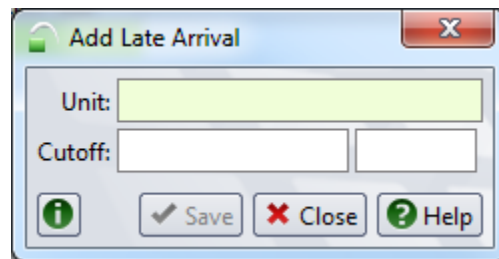
4. Click the  to view options.
5. Choose Late Arrivals.



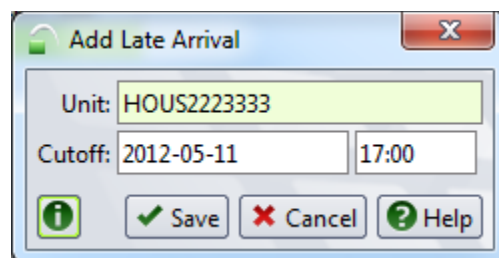
6. You will see the unit numbers and the associated cutoff for that unit.
7. To edit a specific unit, double click on the unit number. The Edit Late Arrival window will appear.
8. Edit any necessary changes.



9. Click Save.
10. To add additional late units, click the  button. The Add Late Arrival window will appear.



11. Add Unit number.
12. Enter the Cutoff date (YYYY-MM-DD).
13. Enter the time.



14. Click Save. The new container will appear in the Late Arrival Screen.

Unit	cutoff	T-State	Position Slot
HOUS0001111	12-May-11 1700		
HOUS1112222	12-May-11 1700		
HOUS2223333	12-May-11 1700		

## Add Container to Import by Road Vessel

1. Open the Vessel Stow Plan from the N4 Menu Bar. Click Vessel > Vessel Stow Plan.



*Continue instructions on next page*

2. The Add Vessel Stow Plan screen will appear.

**Add Stow Plan**

Vessel

Visit Reference: [dropdown]

Unit/Slot

Equipment Number: [text]

Equipment Type: [dropdown]

Slot: [text]

Line Operator: [dropdown]

Freight Kind: [dropdown]

Gross Weight (lb): [text]

Special Stow: [dropdown]

Special Stow 2: [dropdown]

Special Stow 3: [dropdown]

Port of Load: [dropdown]

Original Port of Load: [dropdown]

Port of Discharge: [dropdown]

Category: [dropdown]

Second Port of Discharge: [dropdown]

Destination: [text]

Commodity Code: [dropdown]

Temp. Required (F): [text]

ERO#: [dropdown]

[Magnifying Glass Icon]

[Save] [Close] [Help]

*Continue instructions on next page*

3. In the Visit Reference field, choose the vessel visit reference that you are looking to change. For example, we are looking for IBR-CHS(BCT).

The screenshot shows a software interface with a 'Vessel' section containing a 'Visit Reference' dropdown menu with 'IBR-CHS (BCT)' selected. Below this is a 'Unit/Slot' section with various input fields: Equipment Number, Equipment Type (dropdown), Slot, Line Operator (dropdown), Freight Kind (dropdown), Gross Weight (lb), Special Stow (dropdown), Special Stow 2 (dropdown), Special Stow 3 (dropdown), Port of Load (dropdown), Original Port of Load (dropdown), Port of Discharge (dropdown), Category (dropdown), Second Port of Discharge (dropdown), Destination, Commodity Code (dropdown), Temp. Required (F), and ERO# (dropdown). At the bottom right are 'Save', 'Cancel', and 'Help' buttons.

4. Enter the information for Equipment Number. An Action box may appear. If it does, retype the Equipment Number and enter in Equipment Type. Click Save.

The screenshot shows an 'Action' dialog box with a blue title bar. It contains two input fields: 'Equipment Number' with the value 'IBRU4445556' and 'Equipment Type' with the value '22G1'. Below the fields is a red error message: 'Equipment unknown or container check digit validation failed.' At the bottom right is a 'Save' button.

*Continue instructions on next page*



5. Enter all other necessary information: Equipment Type, Line Operator if applicable, Freight Kind, Gross Weight, Port of Load, Port of Discharge and Category. All other fields are optional.

Vessel

Visit Reference: IBR-CHS (BCT)

Unit/Slot

Equipment Number: IBRU4445556

Equipment Type: 42G1

Slot:

Line Operator: CHS

Freight Kind: FCL

Gross Weight (lb): 10833

Special Stow: --

Special Stow 2: --

Special Stow 3: --

Port of Load: USHOU (Houston)

Original Port of Load: --

Port of Discharge: USHOU (Houston)

Category:

Second Port of Discharge: --

Destination:

Commodity Code: --

Temp. Required (F):

ERO#: --

Save Cancel Help

6. Click Save.
7. Continue this process until all containers you have for Dray In are completed.

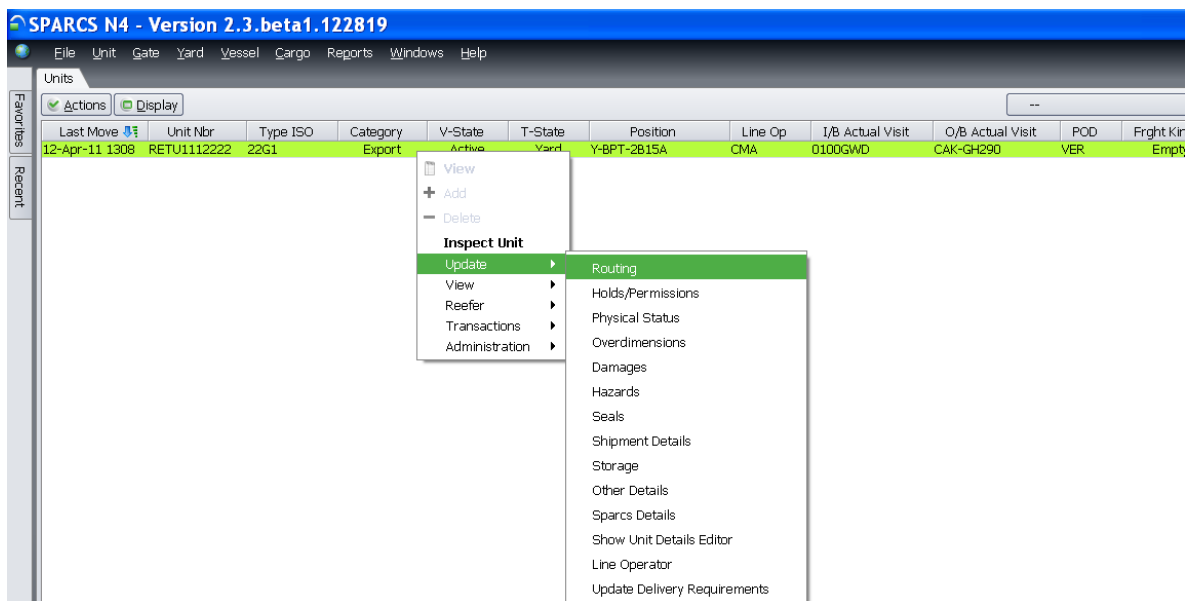
### Change Export to Redeliver

1. Open the Units tab.
2. In the white search box near the top right of the screen, enter the container number that needs to be redelivered. Click Enter.

retu1112222 Unit Nbr

O/B Actual Visit	POD	Frght Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
CAK-GH290	VER	Empty				

- Highlight and right click on the unit number. From drop down menu, click Update > Routing.



- This will open the Routing Window.

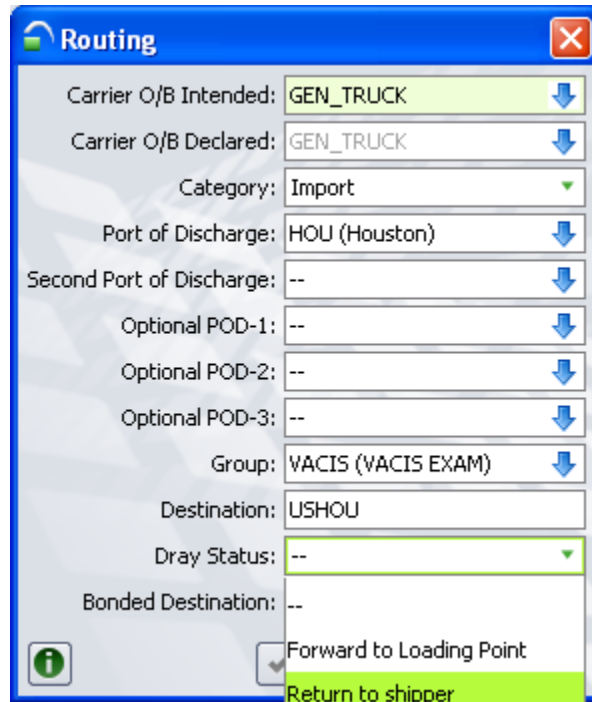
The screenshot shows the "Routing" window. It contains the following fields and values:

- Carrier O/B Intended: GEN\_TRUCK
- Carrier O/B Declared: GEN\_TRUCK
- Category: Import
- Port of Discharge: HOU (Houston)
- Second Port of Discharge: --
- Optional POD-1: --
- Optional POD-2: --
- Optional POD-3: --
- Group: VACIS (VACIS EXAM)
- Destination: USHOU
- Dray Status: --
- Bonded Destination: --

At the bottom of the window are three buttons: "Save", "Close", and "Help".

*Continue instructions on next page*

5. Click on the Dray Status field and choose Return to Shipper from the drop down menu.



The screenshot shows a 'Routing' dialog box with the following fields and values:

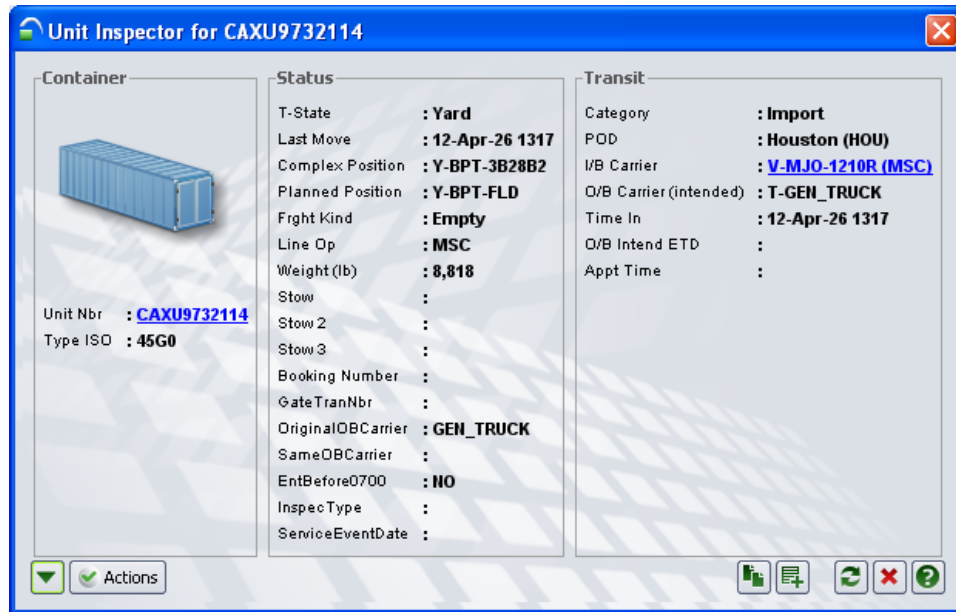
Carrier O/B Intended:	GEN_TRUCK
Carrier O/B Declared:	GEN_TRUCK
Category:	Import
Port of Discharge:	HOU (Houston)
Second Port of Discharge:	--
Optional POD-1:	--
Optional POD-2:	--
Optional POD-3:	--
Group:	VACIS (VACIS EXAM)
Destination:	USHOU
Dray Status:	--
Bonded Destination:	--


At the bottom, there is a checkbox for 'Forward to Loading Point' which is checked, and a dropdown menu for 'Dray Status' which is open, showing 'Return to shipper' as the selected option.

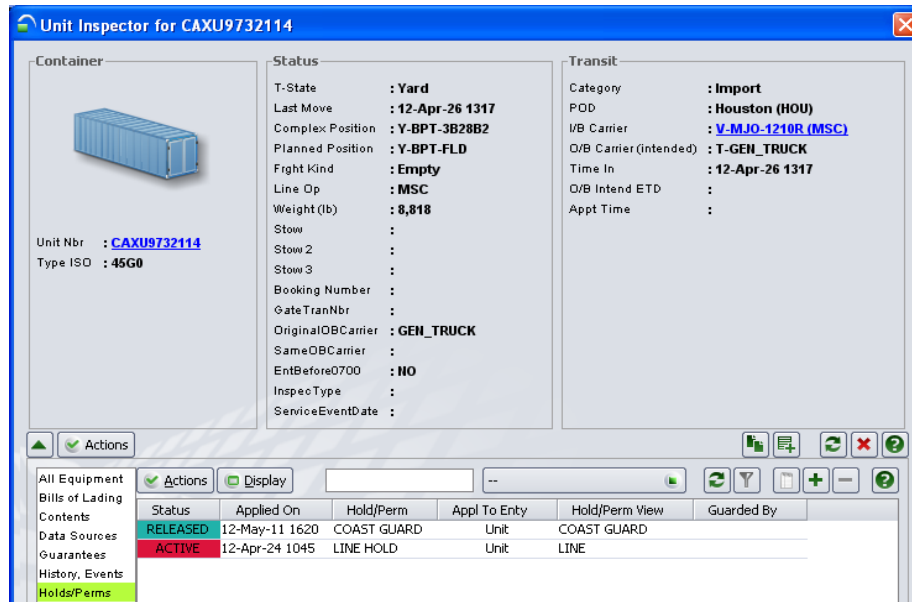
6. Click Save.

## View Existing Unit Holds

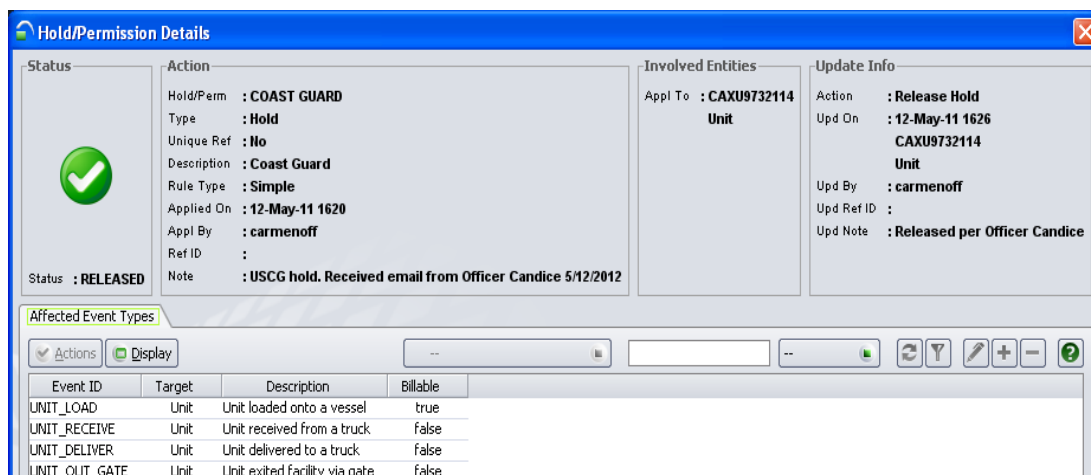
1. In Operations mode, open the Units tab.
2. Locate the unit you are looking for.
3. Open the Unit Inspector for that unit by double clicking the unit or right clicking and choosing Inspect Unit.



4. To view the holds that are active as well as those that have been released for this unit, click the  button. Choose Holds/Perms.



- This example unit has a Coast Guard hold as well as a Line hold. The Coast Guard hold shows to be in a Released status and the Line hold is still Active.
- You can see the date and time that the holds were applied, but to view more information, double click on the line item you would like to review.
- This opens the Hold/Permission Details window.



- There is a lot of information available: dates, who applied the hold, who released it, the current status, applicable notes, and the events that the hold prevents. On the bottom of this window is the Affected Event Types section. When the hold is Active, these are the events that the hold will prevent.

## Change and View All Holds and Permissions

- Open the Holds/Permissions tab to display a list of all existing holds available to use.

SPARCS N4 - Version 2.3.0.129815

File Unit Gate Yard Vessel Cargo Reports Windows Help

Units Vessel Visits Bookings Gate Transactions Equipment Receive Orders Bills of Lading BPT MAIN: BPT INGATE Gate Configurations Trouble Transactions Holds/Permissions

Actions Display

Id	Type	Applies To	Unique by RefId	Ref ID Required	Billing Hold	Description	LifeCycleState
1X	Hold	Bill of Lading				Customs 1X Hold	Active
2F	Hold	Bill of Lading				USDA hold removed at port of in-bond destination	Active
2O	Hold	Bill of Lading				NO ISF ON FILE Hold	Active
2P	Hold	Bill of Lading				ISF COMPLIANCE Hold	Active
2Q	Hold	Bill of Lading				NO LOAD - NO ISF ON FILE Hold	Active
2R	Hold	Bill of Lading				NO LOAD-ISF COMPLIANCE Hold	Active
3H	Hold	Bill of Lading				Other Government Agency Hold	Active
3I	Hold	Bill of Lading				OGA hold removed at port of discharge	Active
4E	Hold	Bill of Lading				CANCEL EXAM	Active
54	Hold	Bill of Lading				Delete Carrier Bill	Active
5H	Hold	Bill of Lading				Entry Processing Hold	Active
83	Hold	Bill of Lading				Port Transfer Cancelled	Active
84	Hold	Bill of Lading				Exam Transfer Cancelled	Active
95	Hold	Bill of Lading				IN-BOND Deleted	Active
AQI DOCUMENTATION	Hold	Bill of Lading				AQI DOCUMENTATION hold (2H)	Active
AQI FUMIGATION	Hold	Bill of Lading				AQI FUMIGATION Hold (73)	Active
AQI INSPECTION	Hold	Bill of Lading				AQI INSPECTION Hold (72)	Active
AQI INTENSIVE	Hold	Bill of Lading				AQI INTENSIVE Hold (71)	Active
AQI SEAL CHECK	Hold	Bill of Lading				AQI SEAL CHECK Hold	Active
AQI TAILGATE	Hold	Bill of Lading				AQI TAILGATE Hold	Active
BILL OF LADING HOLD - CUSTOMS	Hold	Bill of Lading				Bill of Lading Hold for Customs	Active
BILL OF LADING HOLD - LINE	Hold	Bill of Lading				Bill of Lading Hold for Line	Active
BILL OF LADING HOLD - PHA	Hold	Bill of Lading				Bill of Lading Hold for PHA	Active

2. Locate the hold you want to review or edit.
3. Double click the hold name to view the Edit Hold/Permission Type screen.

4. This gives a basic description of what the hold is there for and where it can be applied.
5. Update the fields with any applicable changes and click Save. Most individuals will not be able to edit holds

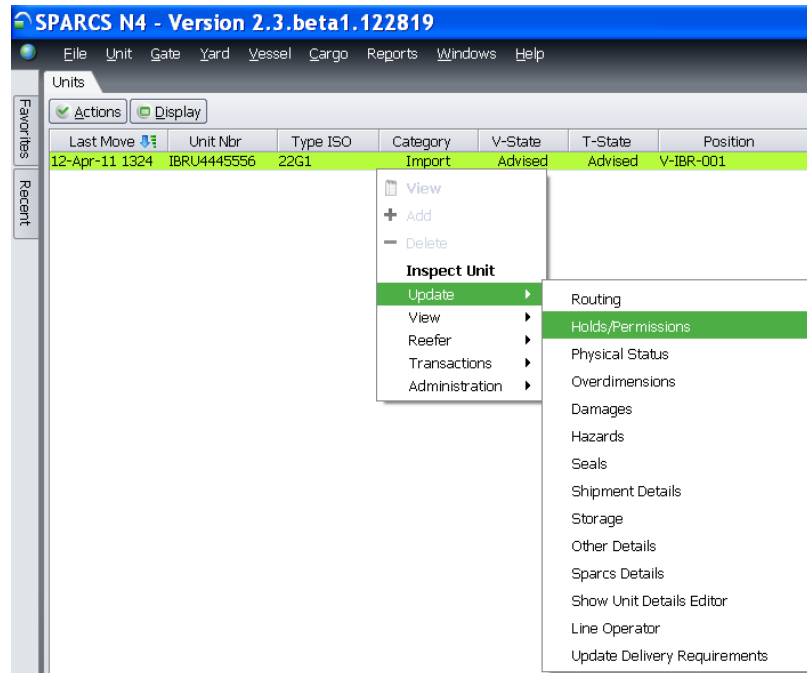
### Add a Hold

1. Open the Units tab.
2. Locate the unit you are looking to change. Use the white search box near top right of screen to find the unit.

O/B Actual Visit	POD	Frght Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
GEN_TRUCK	HOU	FCL				

*Continue instructions on next page*

3. Right click on the container number. Choose Update > Holds/Permissions.



4. The Update Holds and Permissions screen will appear.

The screenshot shows the "Update Hold/Permission" dialog box. It has a blue title bar with a close button (X). The dialog contains the following fields and controls:

- Action: [Dropdown menu]
- Hold/Permission: [Dropdown menu]
- Description: [Text input field]
- Target Entity Type: [Dropdown menu]
- Relation to Referenced Guardian: [Dropdown menu]
- Referenced Guardian Entity: [Dropdown menu with a blue arrow icon]
- Has Unique Reference Id
- Reference Id Required
- Reference ID: [Text input field]
- Note: [Text input field]
- Buttons: [OK], [Cancel], [Help]

Continue instructions on next page

- In the Action field, use the drop down menu to choose Add Hold. The Update Hold/Permission screen will appear.

**Update Hold/Permission**

Action: Add Hold

Hold/Permission: Add Hold

Description: Release Hold

Target Entity Type: Grant Permission

Relation to Referenced Guardian: Cancel Permission

Referenced Guardian Entity:

Has Unique Reference Id

Reference Id Required

Reference ID:

Note:

OK Cancel Help

- In the Hold/Permission field, use the drop down menu to choose which type of hold to place on the container. For example Line Hold.

**Update Hold/Permission**

Action: Add Hold

Hold/Permission:

Description: CUSTOMS (Empty Not Released in AMS)

Target Entity Type: DVMR CHASSIS (Chassis Can Not Exit Terminal)

Relation to Referenced Guardian: EMPTY INSPECTION (MTY Inspect Required Prior to Outgate)

Referenced Guardian Entity: FUMIGATION (Fumigation Required Booking)

Reference ID: NO EXIT (Container Can Not Exit)

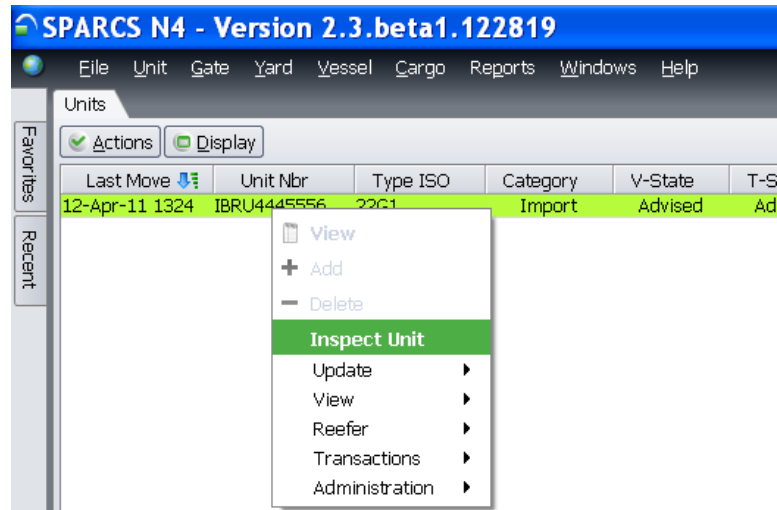
Note: NO RETURN (Not Allowed to Receive Unit)


OK Cancel Help

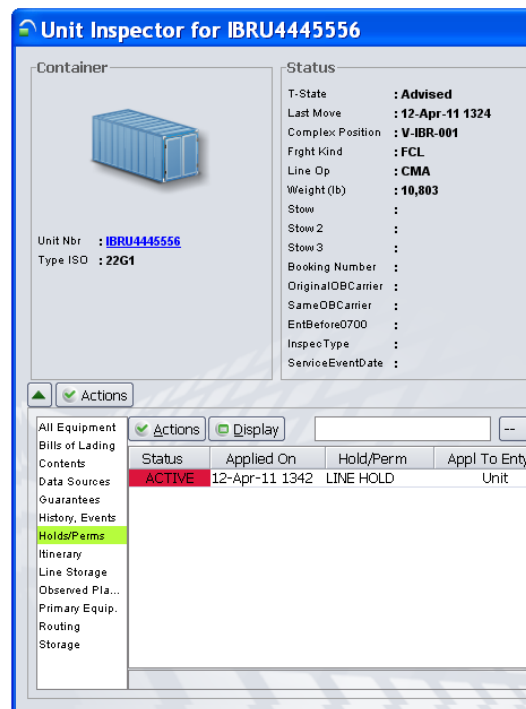
*Continue instructions on next page*



7. Description and Target Entity Type fields will auto-populate. Reference ID and Notes fields are optional. Always add notes if you can.
8. Click OK.
9. To view the Hold on the Unit, you can return to units list and right click on the unit. Choose Inspect Unit to open the Unit Inspector.

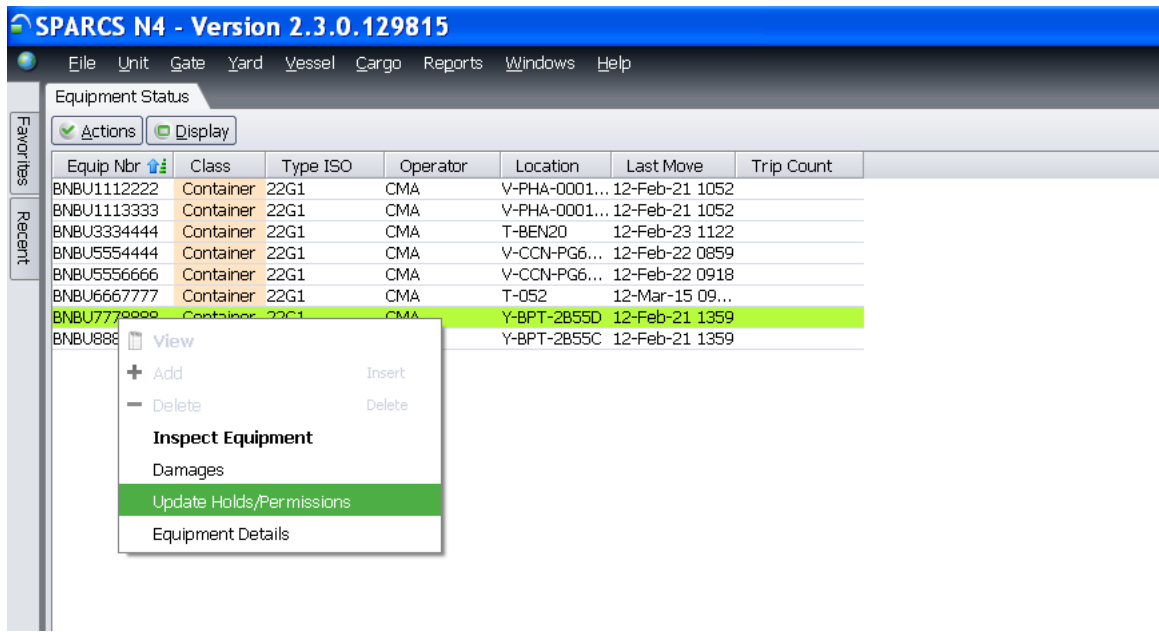


10. In the Unit Inspector screen, click the  button. Choose Holds/Perms.

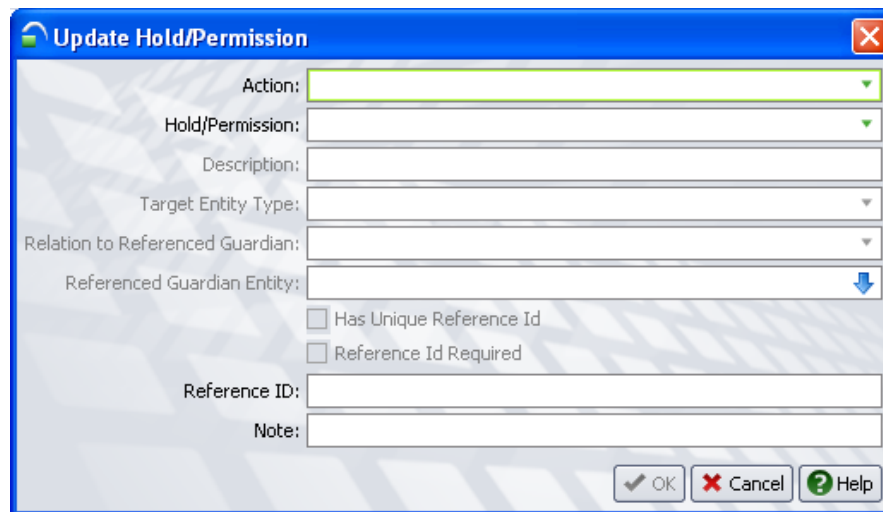


## Add No Entry Hold (No Return Hold)

1. From the N4 Menu Bar, click Unit > Equipment Status.
2. Locate the container you are looking to update.
3. Highlight and right click on the container. Click Update Holds and Permissions.

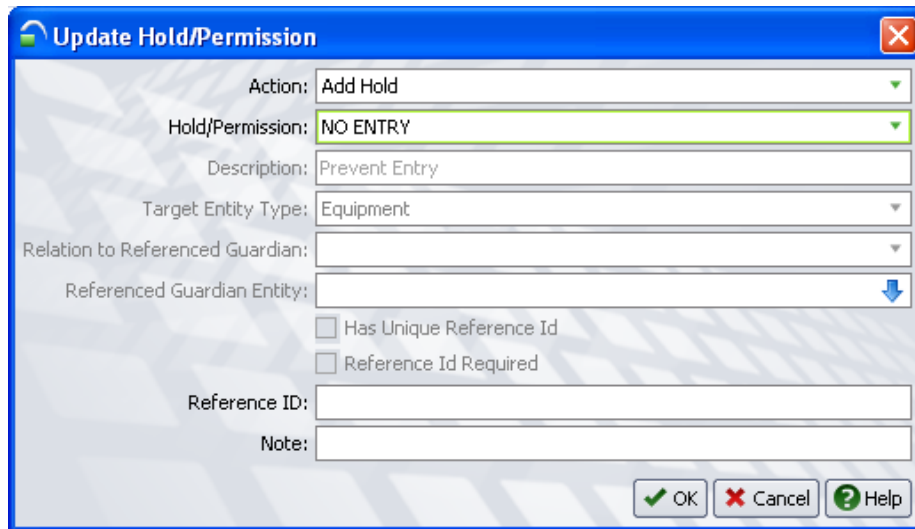


4. Update Hold/Permission window will appear.



Continue instructions on next page

- Using the drop down menu, select Add Hold in the Action field.
- Select No Entry in the Hold/Permission field.



**Update Hold/Permission**

Action: Add Hold

Hold/Permission: NO ENTRY

Description: Prevent Entry

Target Entity Type: Equipment

Relation to Referenced Guardian:

Referenced Guardian Entity:

Has Unique Reference Id

Reference Id Required

Reference ID:

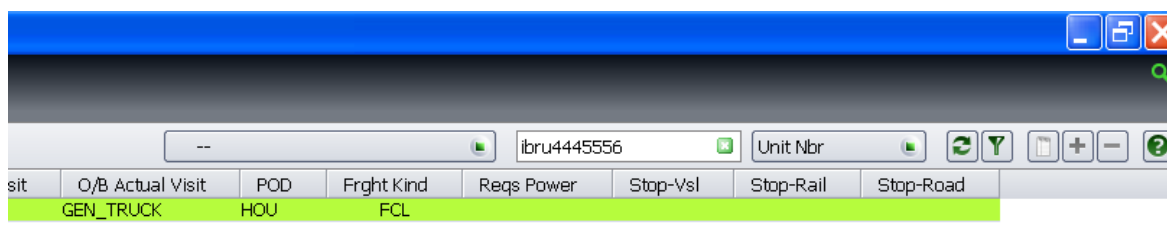
Note:

OK Cancel Help

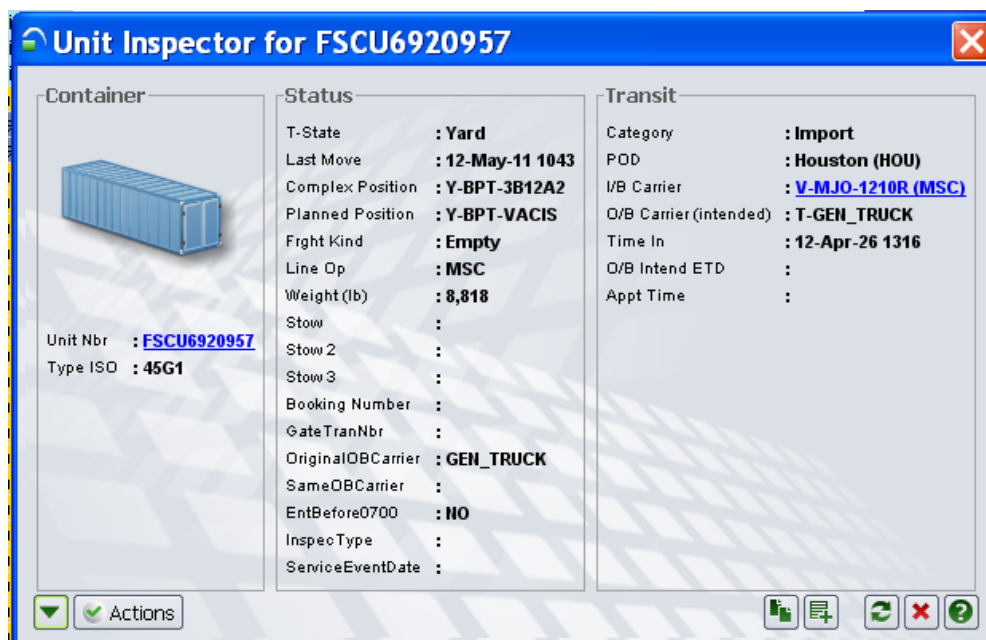
- Click OK.

## Release Hold


1. Open the Units tab.
2. Locate the unit you are looking to update entering the unit number into the white search box near top right of screen type. Press Enter.

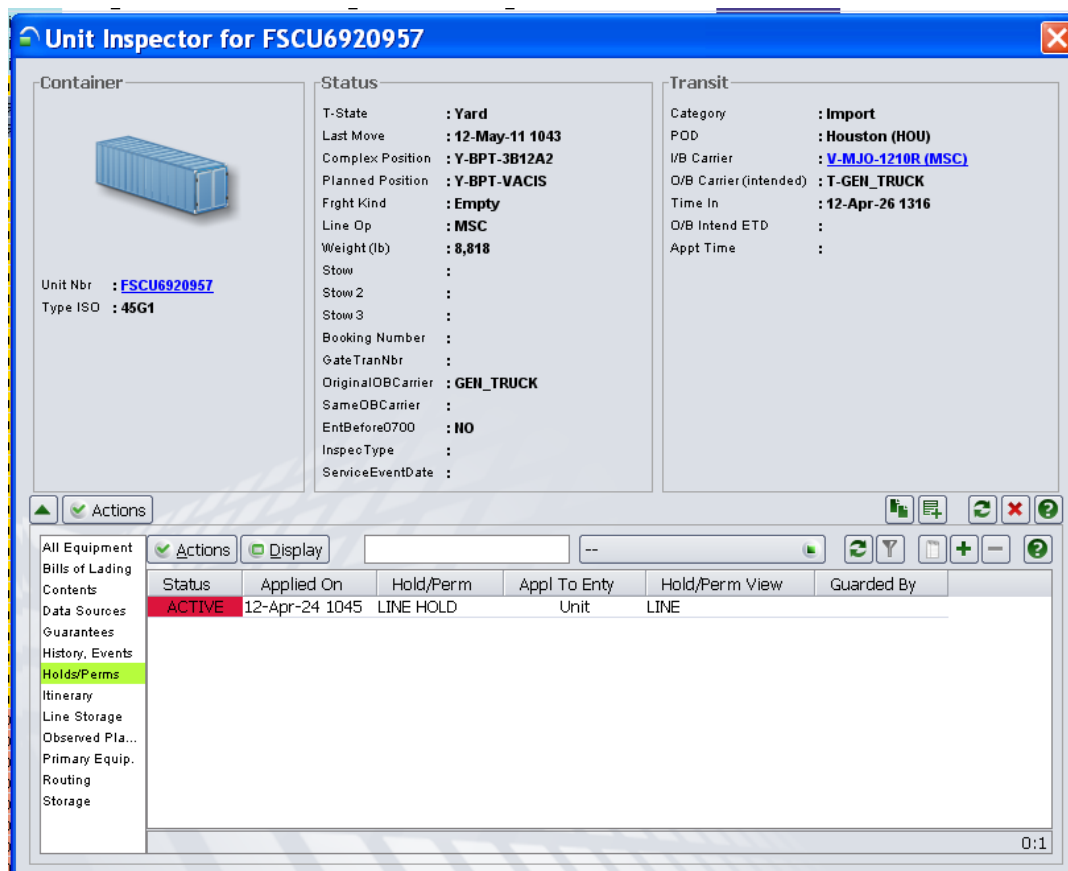


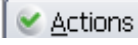
3. Double click the container number to display the Unit Inspector.

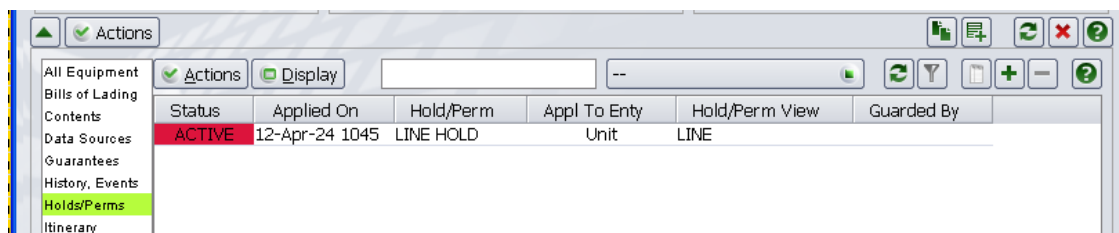


*Continue instructions on next page*

4. Click the  button.
5. Choose Holds/Perms to see all holds and permissions associated with the unit.

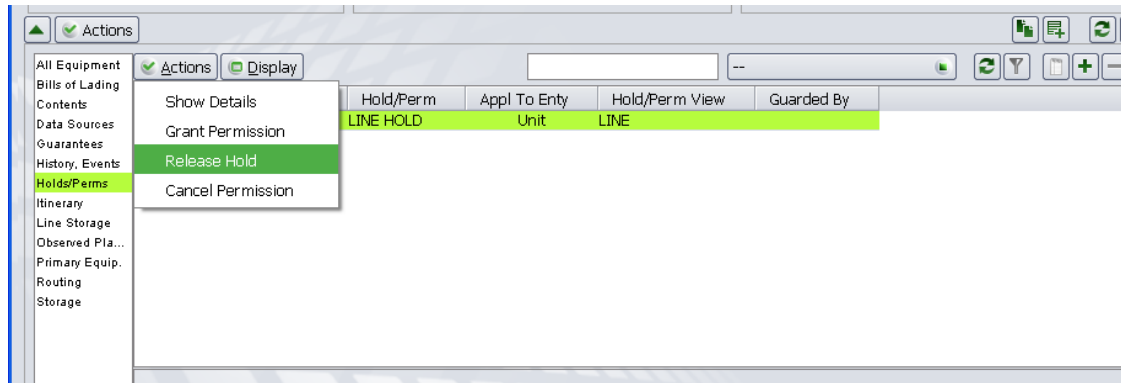


6. Highlight the Active hold and click the  button.

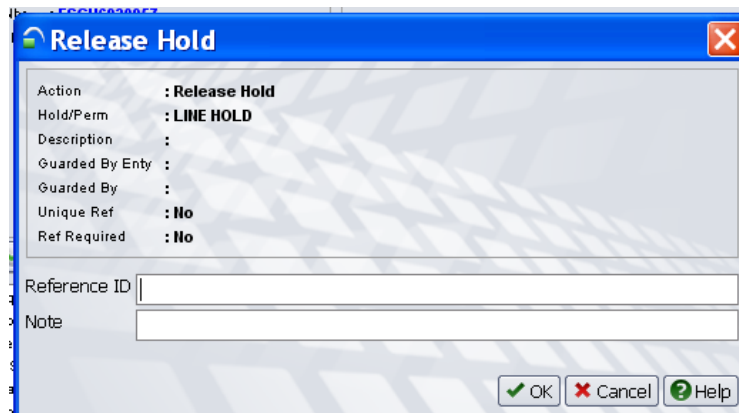


*Continue instructions on next page*

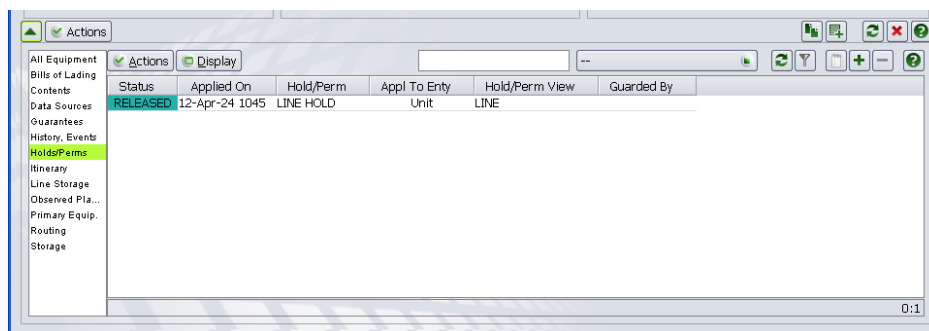
## 7. Click Release Hold.



## 8. The Release Hold screen will appear. The Reference ID field and Note field are optional. Click OK.

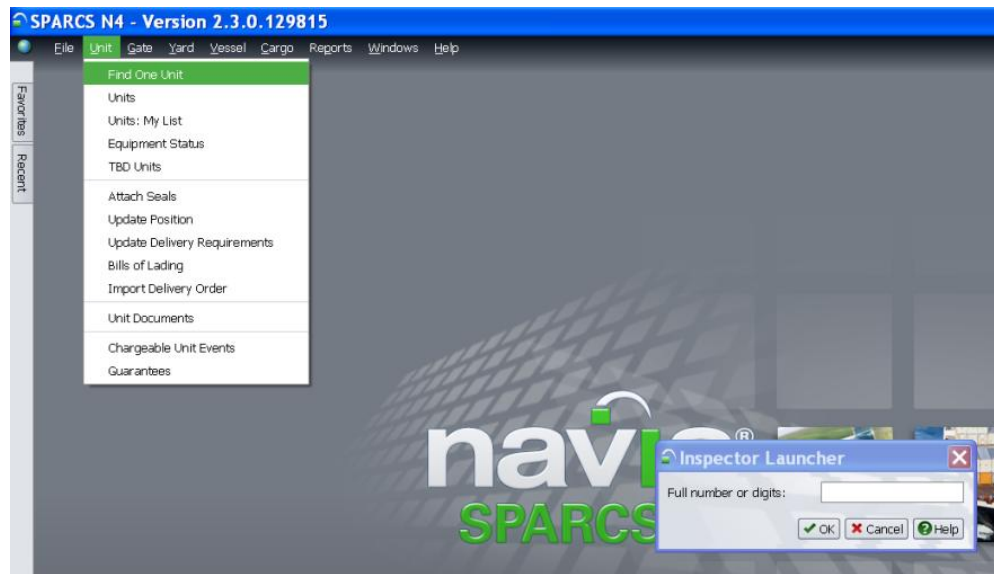


## 9. The status of the unit now shows Released.

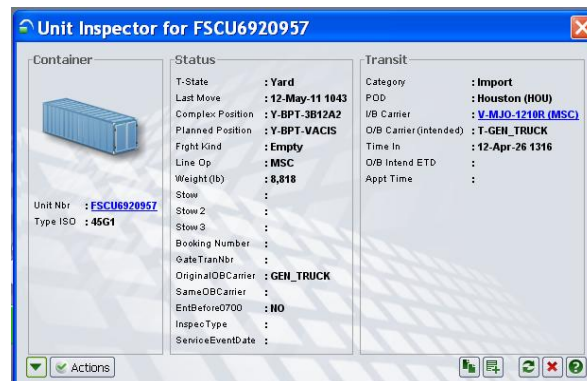


## Create a Guarantee

1. In the N4 Menu bar, click Unit > Find One Unit. The Inspector Launcher will appear.

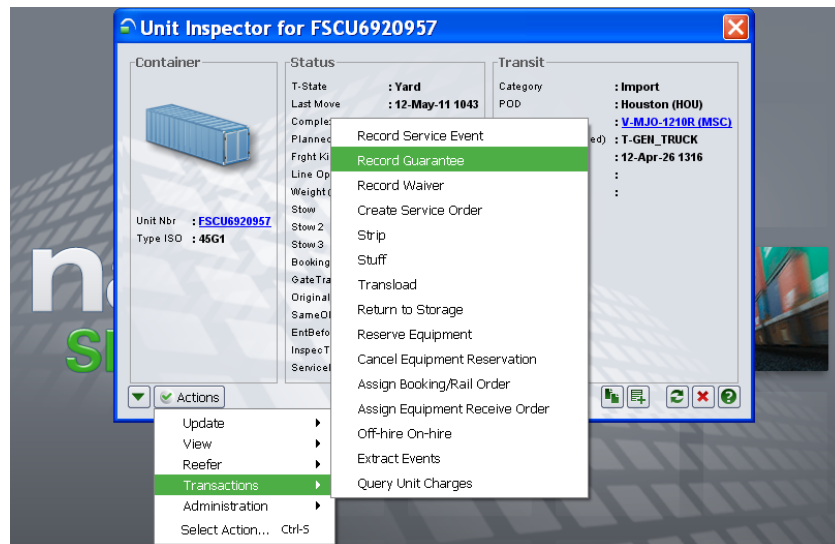


2. Type the unit number into the Full Number or Digits field on the Inspector Launcher.
3. Click OK. The Unit Inspector for the container number will appear.



*Continue instructions on next page*

4. Click Actions.
5. Click Transactions.
6. Click Record Guarantee.



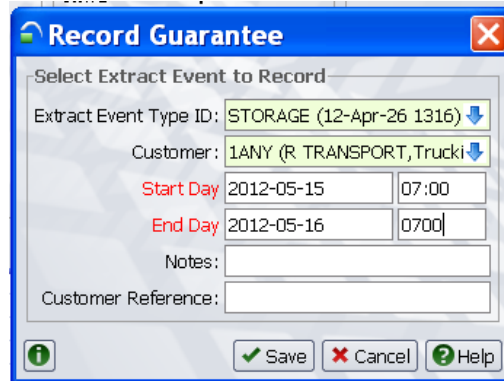
7. Record Guarantee screen will appear.

The screenshot shows the 'Record Guarantee' dialog box. It contains fields for 'Extract Event Type ID', 'Customer', 'Start Day', 'End Day', 'Notes', and 'Customer Reference'. There are 'Save', 'Close', and 'Help' buttons at the bottom.

*Continue instructions on next page*



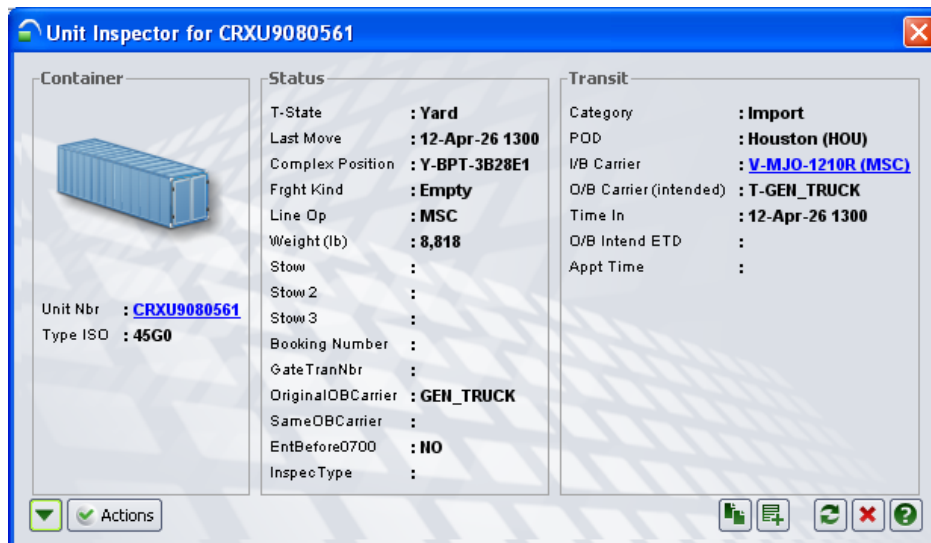
8. Using the drop down menu for Extract Event Type ID, select the event you wish to guarantee.
9. In the Customer field, use the drop down menu to choose the customer that is making the guarantee.
10. Enter a date and time for Start Day.
11. Enter a date and time for End Day.



12. Click Save.


### View Last Free Day

1. Open Units tab.
2. Open Unit Inspector for the container.



3. Click the  and choose Storage. In the Calculation section, you will see the Last Free Day.

**Unit Inspector for CRXU9080561**

Container	Status	Transit
 Unit Nbr : <b>CRXU9080561</b> Type ISO : <b>45G0</b>	T-State : <b>Yard</b> Last Move : <b>12-Apr-26 1300</b> Complex Position : <b>Y-BPT-3B28E1</b> Frght Kind : <b>Empty</b> Line Op : <b>MSC</b> Weight (lb) : <b>8,818</b> Stow : Stow 2 : Stow 3 : Booking Number : GateTranNbr : OriginalOBCarrier : <b>GEN_TRUCK</b> SameOBCarrier : EntBefore0700 : <b>NO</b> InspecType :	Category : <b>Import</b> POD : <b>Houston (HOU)</b> I/B Carrier : <b>V-MJO-1210R (MSC)</b> O/B Carrier (intended) : <b>T-GEN_TRUCK</b> Time In : <b>12-Apr-26 1300</b> O/B Intend ETD : Appt Time :

Actions

**Storage/Demurrage**

Rule

Line Op : **Mediterranean Shipping Co. (USA)Inc**  
 Rule Id : **NO\_RULE**

Dwell Time

Time In : **12-Apr-26 1300**  
 Time Out :  
 Dwell : **26**

Calculation

Calculation Start Time : **n/a**  
 Free Days Allowed : **n/a**  
 Last Free Day : **n/a**  
 Calculation End Time : **12-May-22 1428**  
 Storage Days Total : **0**

## VESSELS

### View a Specific Vessel

1. In Operations mode, open the Vessel tab.
2. Click Vessel Visit.
3. Enter the Vessel ID or the Voyage followed by % (Wild Card) in the blank search field near the top right of the screen.
4. Choose Visit or (--) from the list of values in the next field to the right.

The screenshot shows a search interface with a text input field containing 'HOU%' and a dropdown menu set to 'Visit'. Below the search field are four buttons: 'Import Mnft Date', 'Export Mnft Date', 'Phase', and 'ETA'.

5. Press Enter.
6. All matches will populate the screen below.

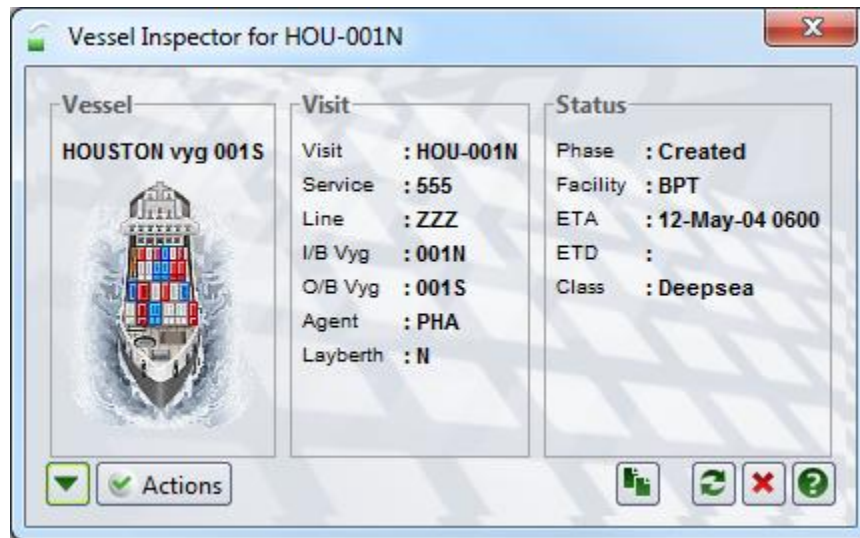
The screenshot shows a table titled 'Vessel Visits' with the following data:

Visit	Facility	Next Facility	Line	Vessel Name	I/B Vyg	O/B Vyg	Export Mnft Nbr	Import Mnft Nb
HOU-001N	BPT		ZZZ	HOUSTON	001N	001S		
HOU-002N	BPT		ZZZ	HOUSTON	002N	002S		

7. You may also search by:
  - a. Facility
  - b. Next Facility
  - c. Line
  - d. Vessel Name
  - e. I/B Voyage
  - f. O/B Voyage
  - g. Export Manifest Number
  - h. Import Manifest Number
  - i. Phase
  - j. Service

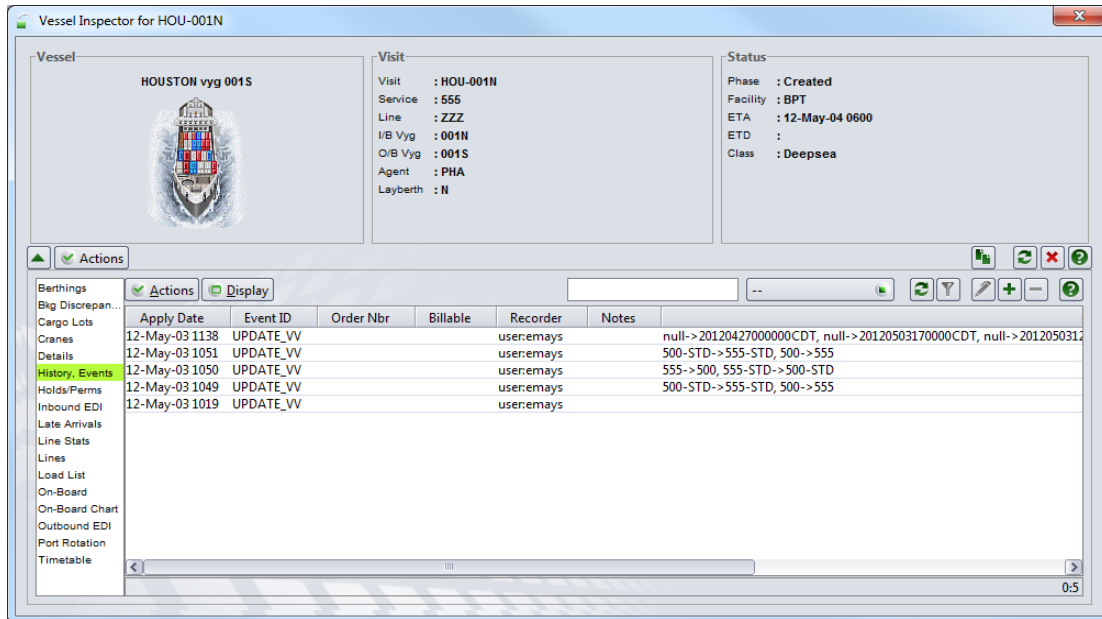
## Vessel Inspector

1. In Operations mode, open Vessel tab.
2. Click Vessel Visits.
3. Find the Vessel Visit you want to view.
4. Double click on it to open the Vessel Inspector.



*Continue instructions on next page*

5. Click on the down arrow to the left of the Actions button.
6. The list of things you may browse include:
  - a. Berthings
  - b. Booking Discrepancies
  - c. Cargo Lots
  - d. Cranes
  - e. Details
  - f. History, Events



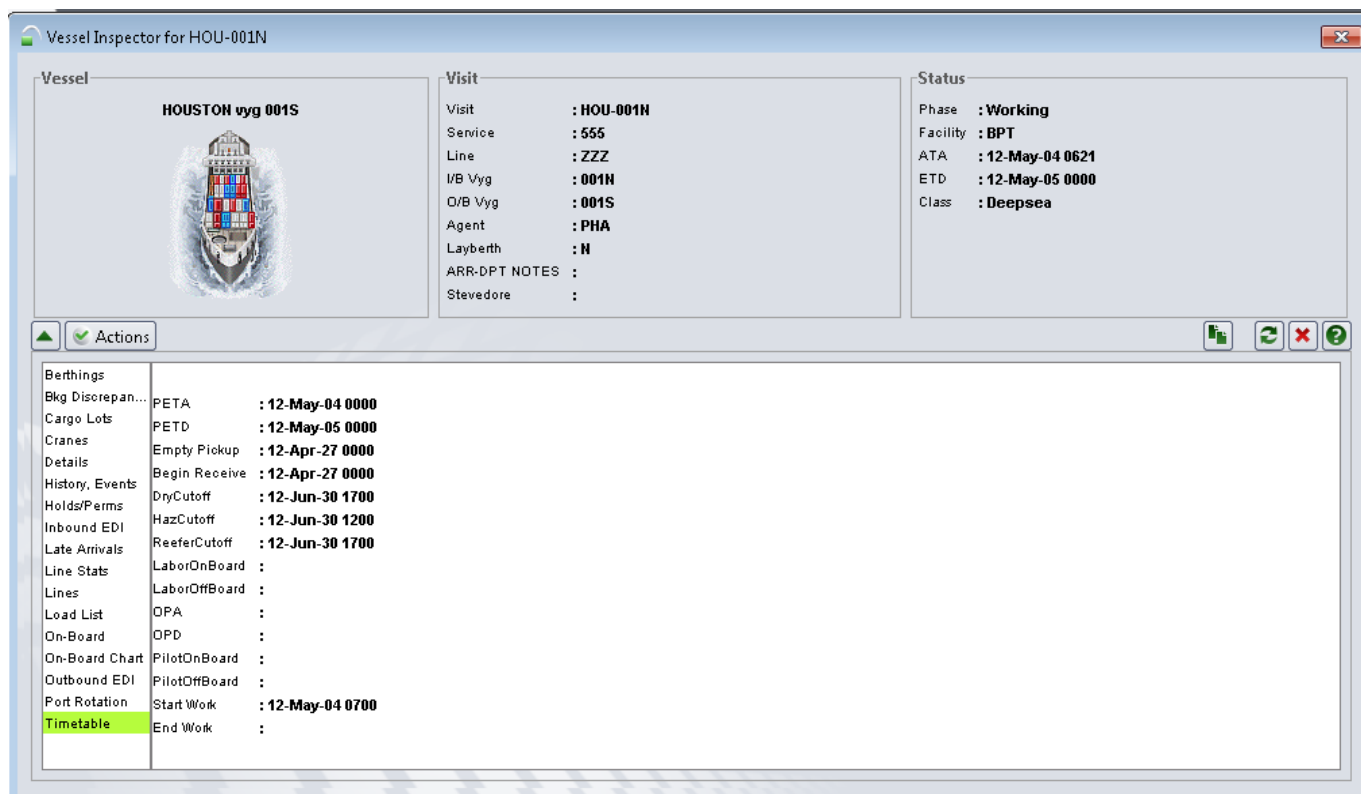
- g. Holds/Perms
- h. Inbound EDI
- i. Late Arrivals
- j. Line Stats
- k. Lines
- l. Load List
- m. On-Board
- n. On-Board Chart
- o. Outbound EDI
- p. Port Rotation
- q. Timetable

## Cargo Times (Receive/Cutoff)

1. In Operations mode, open the Vessel tab.
2. Choose Vessel Visits.
3. Double click on the Vessel Visit to open the Vessel Inspector.
4. Click on the down arrow near the bottom left.



5. Select Timetable and all times attached to the vessel will be displayed.



## INDEX

**Click on any Topic to be Taken to that Topic**

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### **Booking**

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