Barbours Cut Terminal Operating System Users Manual
October 2015

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THE BASICS
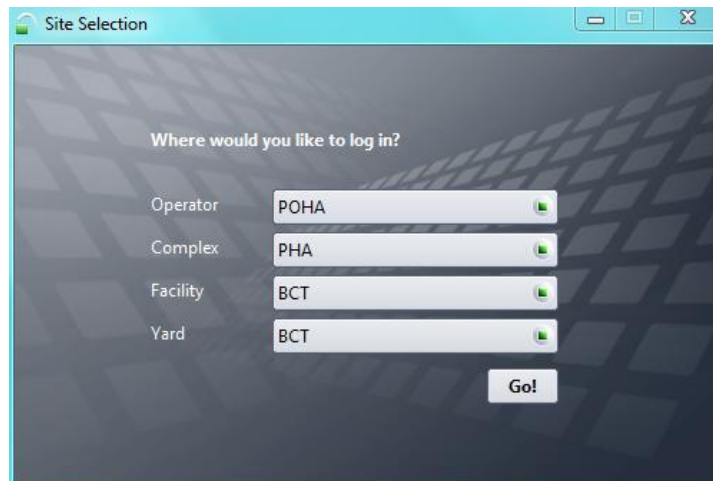
BOOKINGS

EDOS

GATE

UNITS

VESSELS

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.
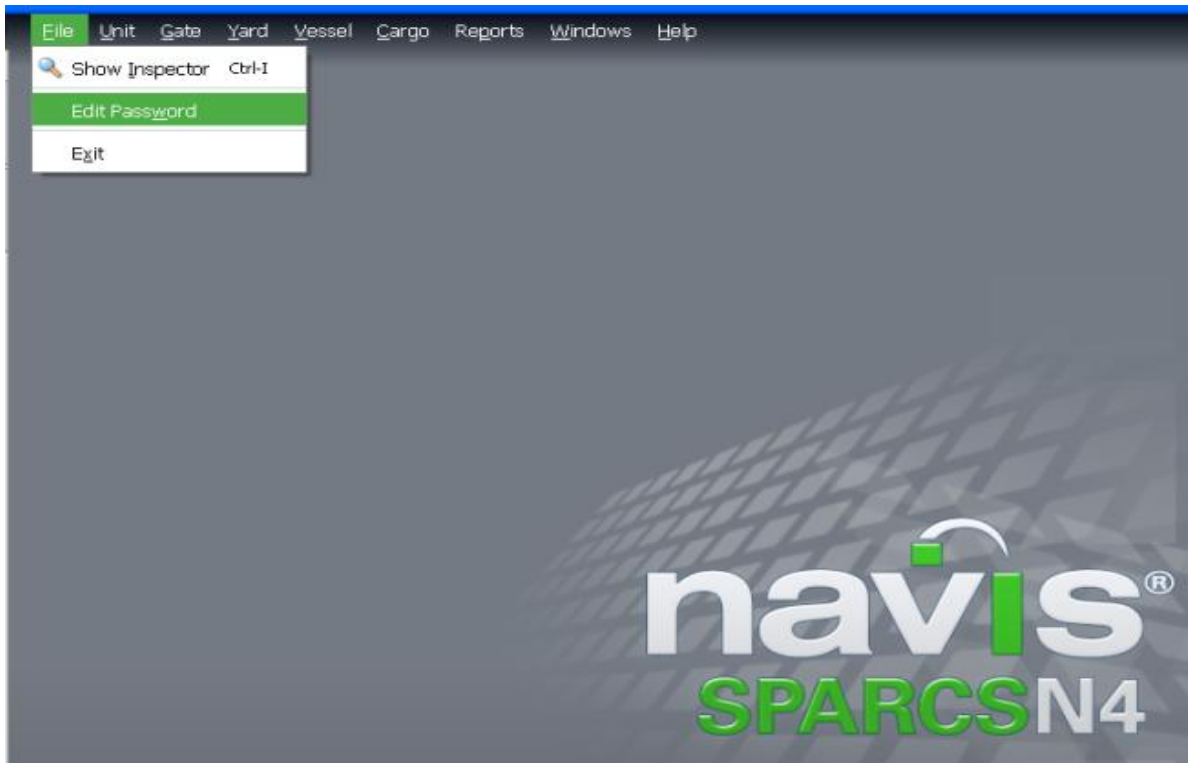4. The Site Selection screen will appear.

Continue instructions on next page
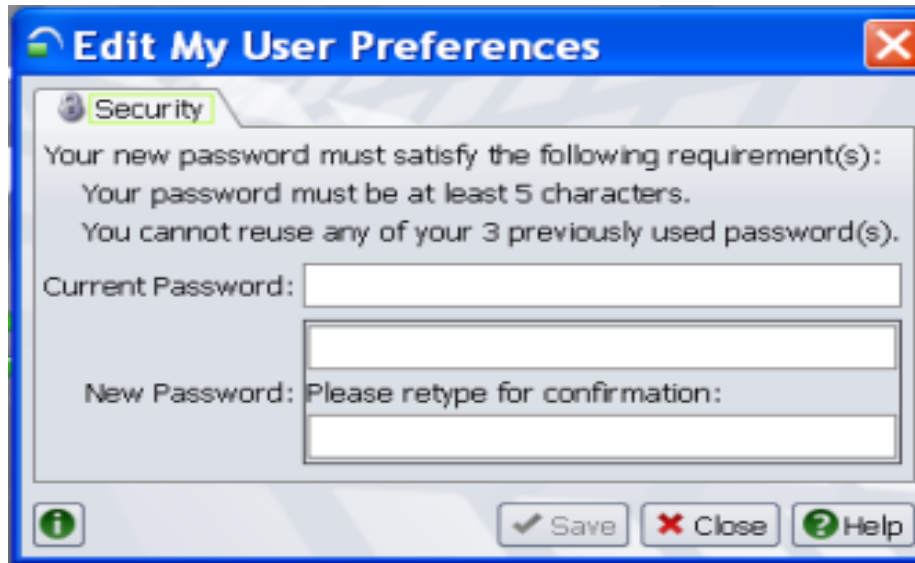
5. Click Go! You are now logged in to N4.

Change Password

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

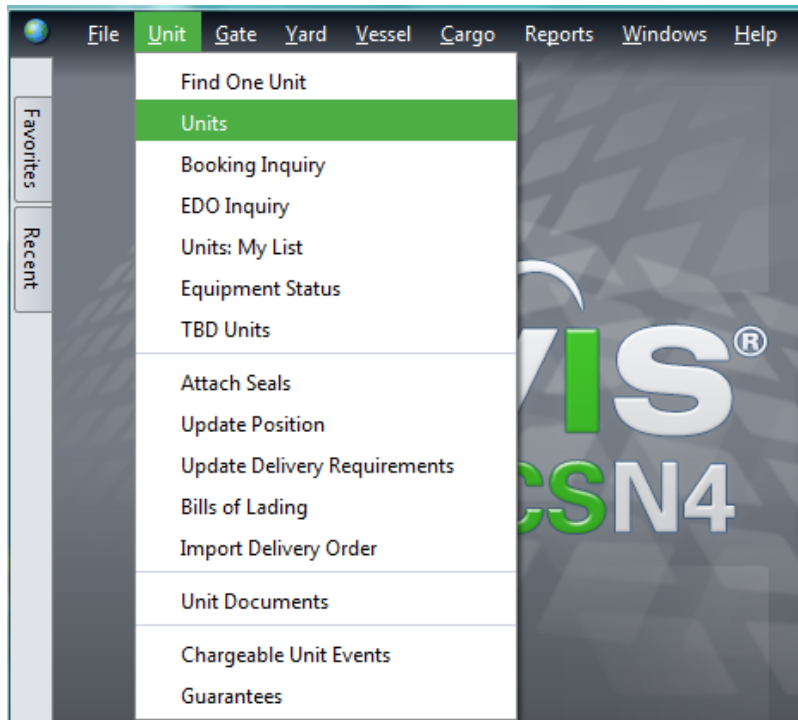2. The Edit My User Preferences screen will appear.

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

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

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

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

Close Tabs

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

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

Undock Tabs

1. Right click on the tab you need to un-dock and click Un-dock.
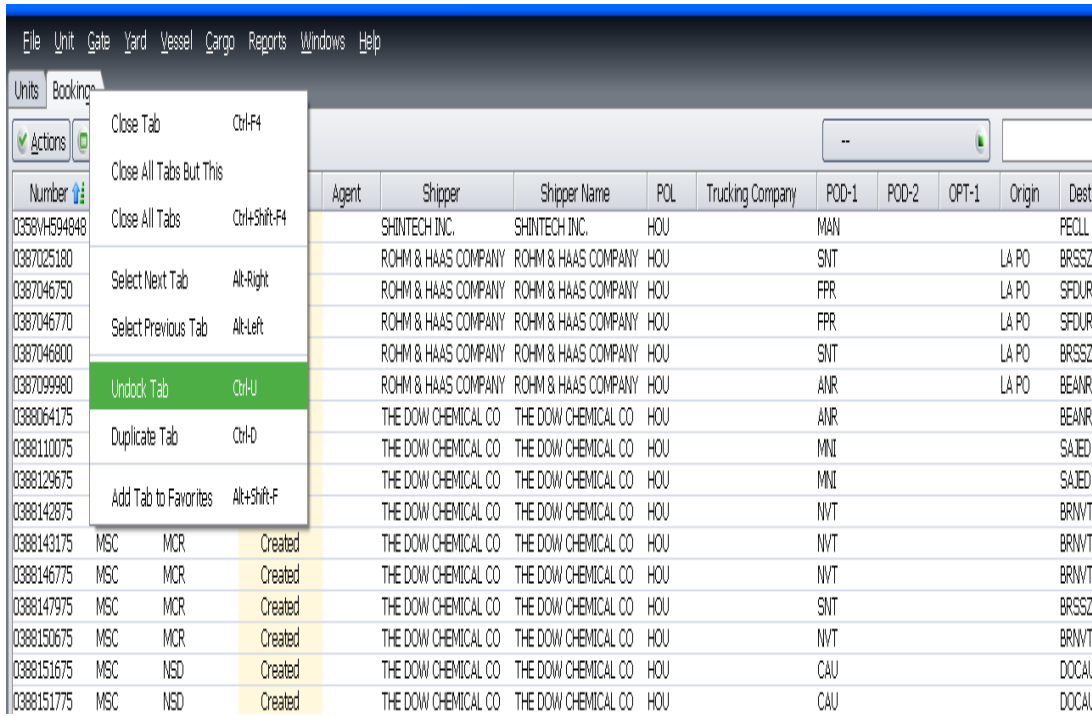
2. There are now two separate individual screens displayed, one with the Units list and one with the Bookings list.
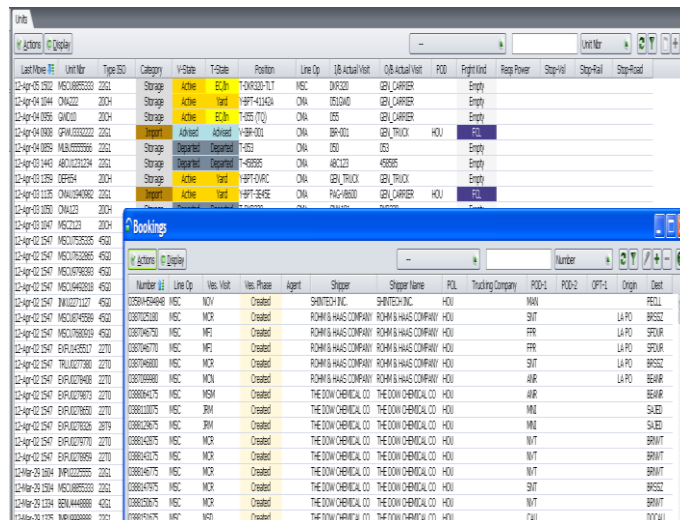
View Containers Using Filters

1. On the N4 Menu Bar, click Unit > Units. There is also a shortcut Ctrl O to easily find tabs.
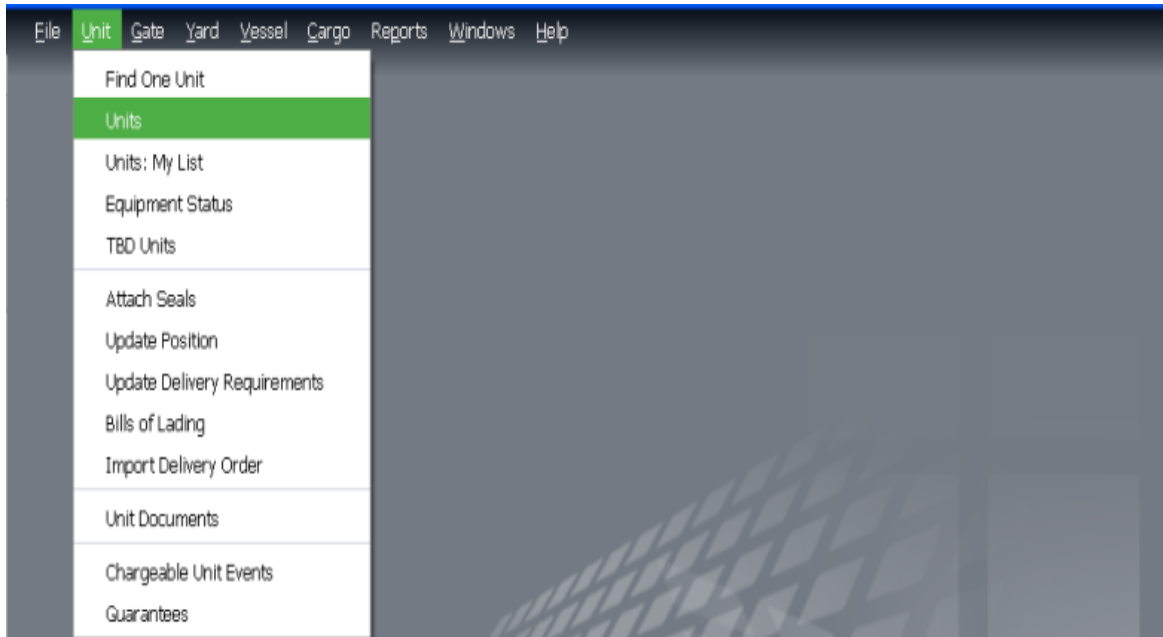
2. A list of all units appears. In white search box near the top right of the screen, enter storage. Change the search field to the right of the white search box to Category. Press enter. A new list appears with just empty units.

3. 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.
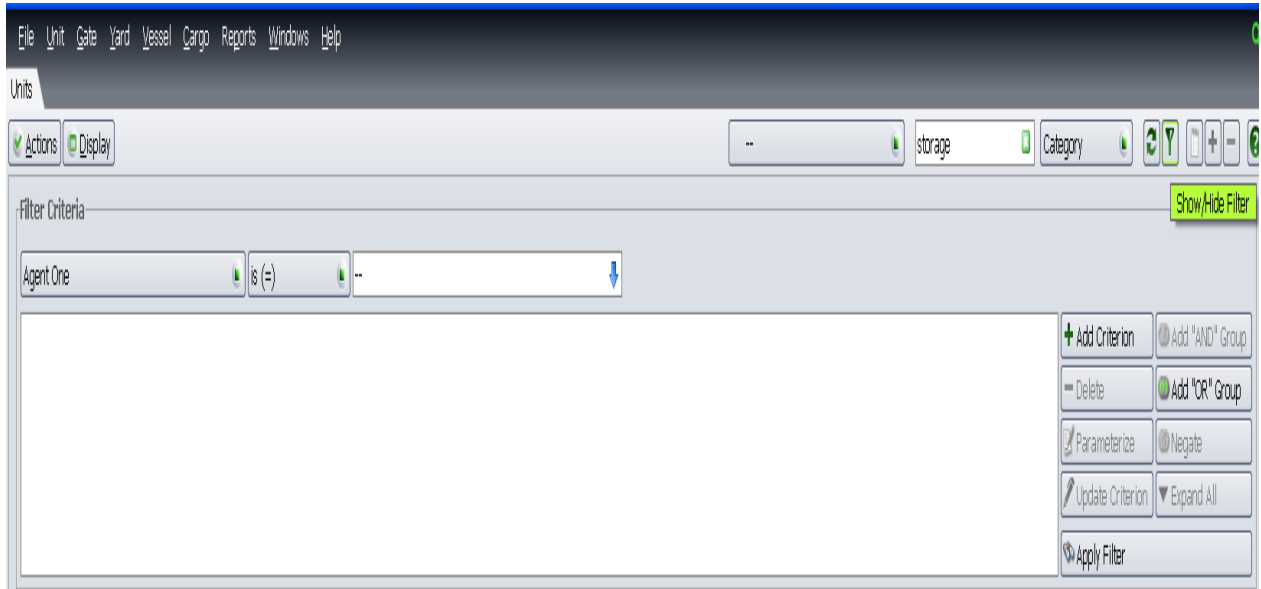
4. To search by Line Operator, change the information in the box showing Agent One to Line Operator by using the drop down menu.
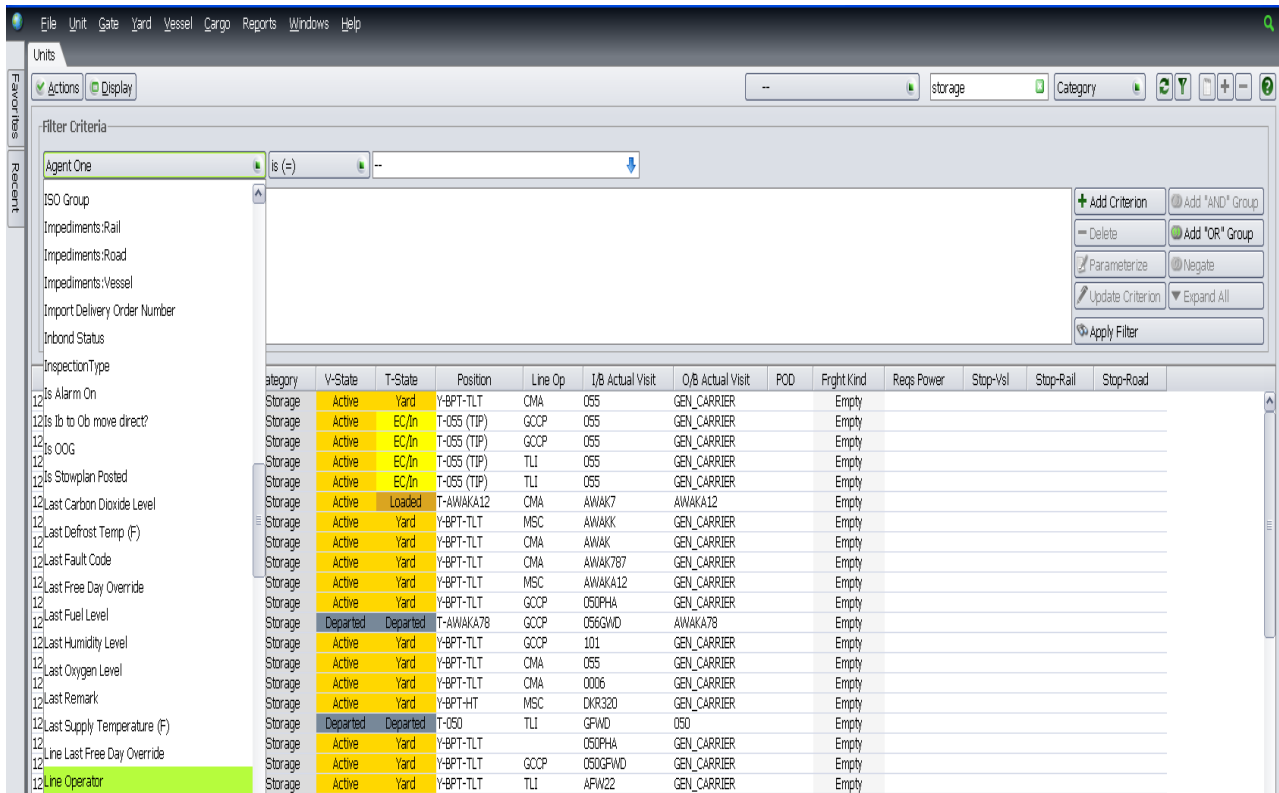
5. The next field to the right says, is (=), leave it as is (=). Click to the field to the right of this box. Enter CMA, or use the drop down menu to scroll the list of Line Operators to find CMA.
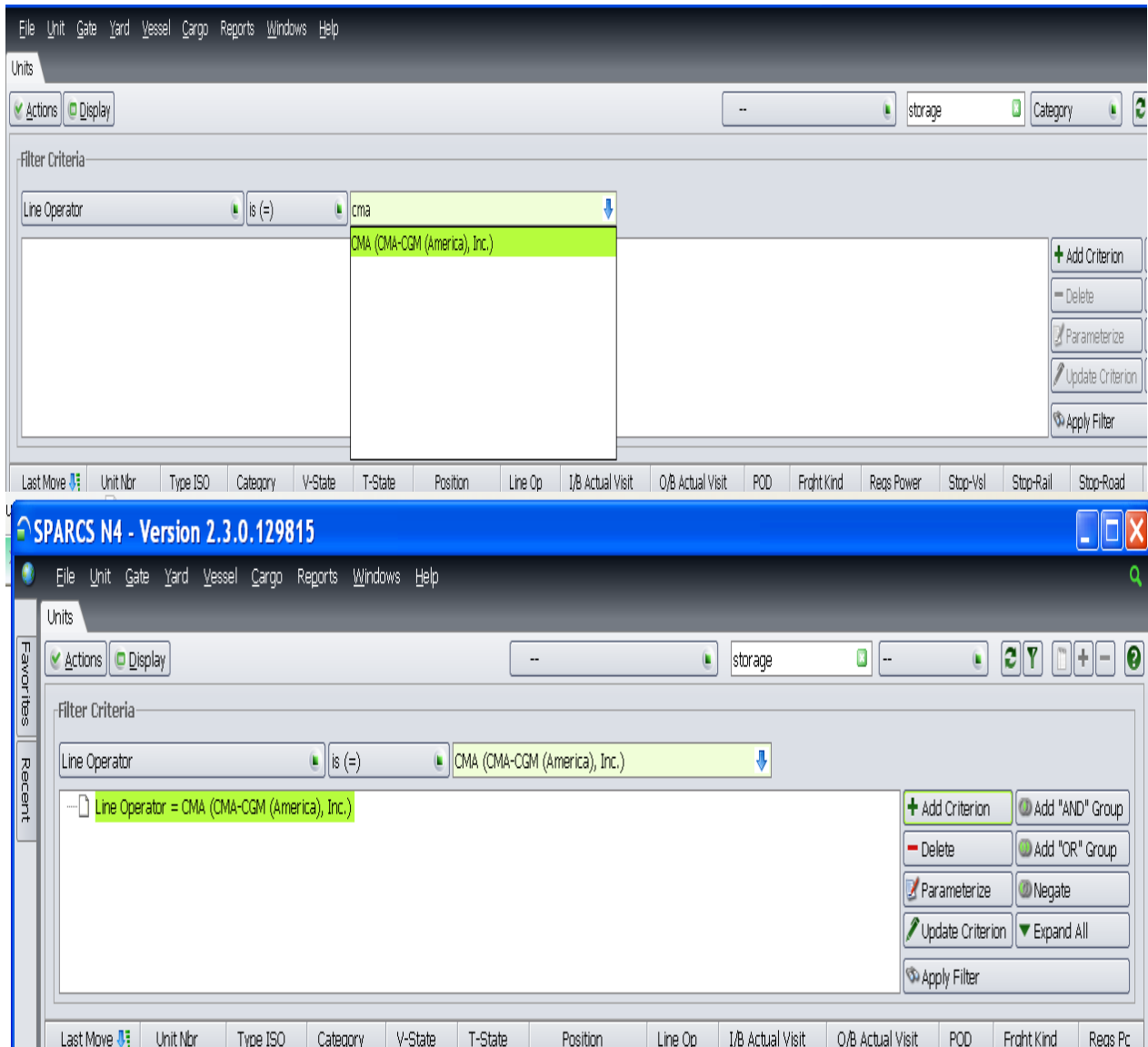
6. Click on the **+**Add Criterion field on the right side of the screen.

Continue instructions on next page

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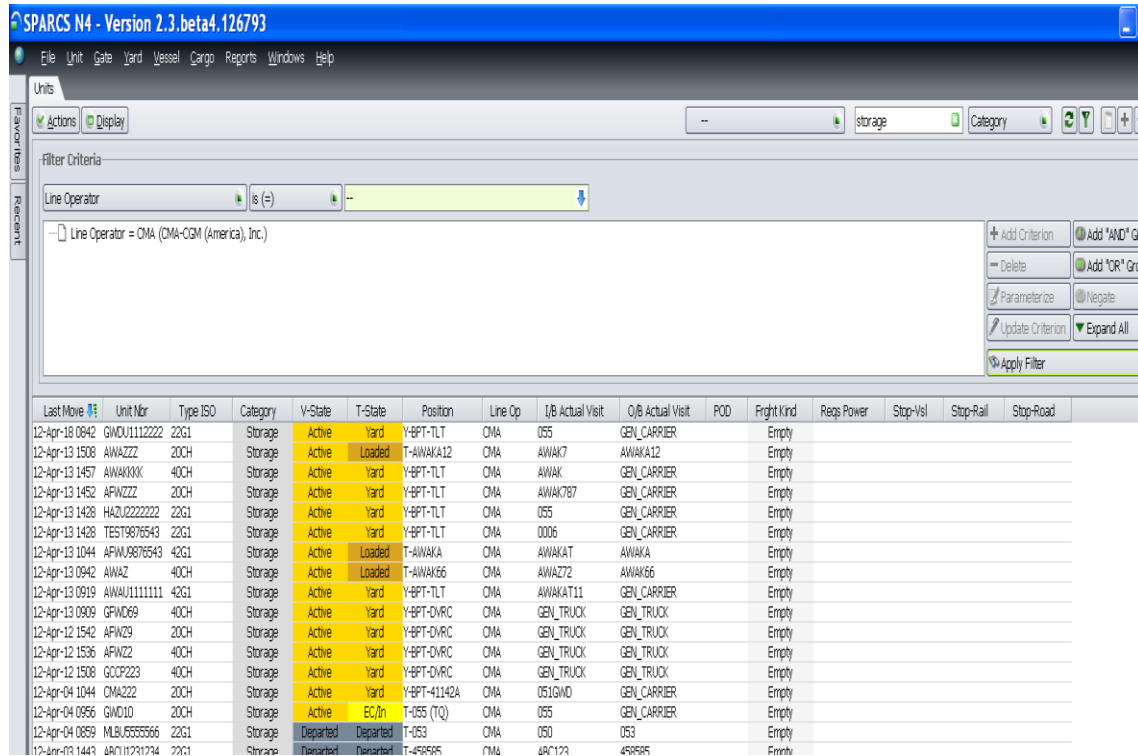
8. To filter even further, use this process in steps 4 -7. Try adding a filter to show units with the Equipment Type ISO, is =, 22g1. From the drop down menu in the Filter Criteria screen, use Equipment Type ISO. Now the list will show only empty (storage) units with ISO codes 22g1 for Line Operator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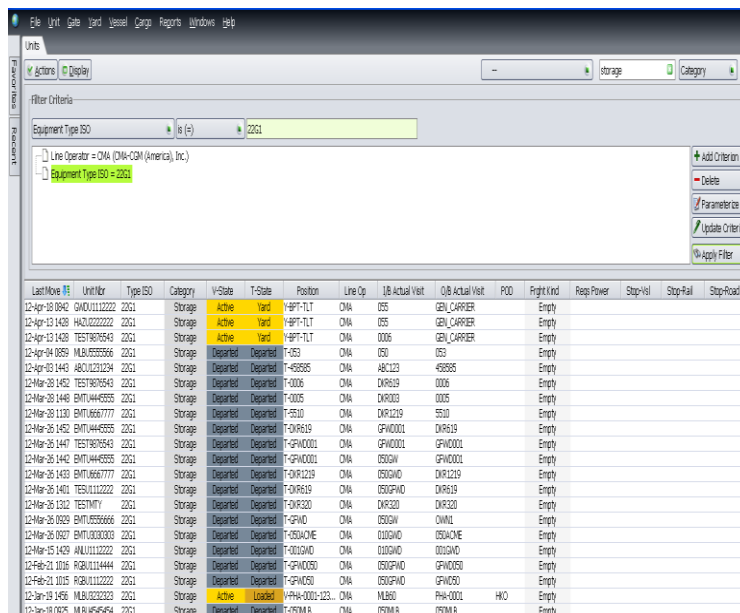
Delete Search Filters

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.

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

Create My List

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

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.

Copy Feature

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

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.

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.
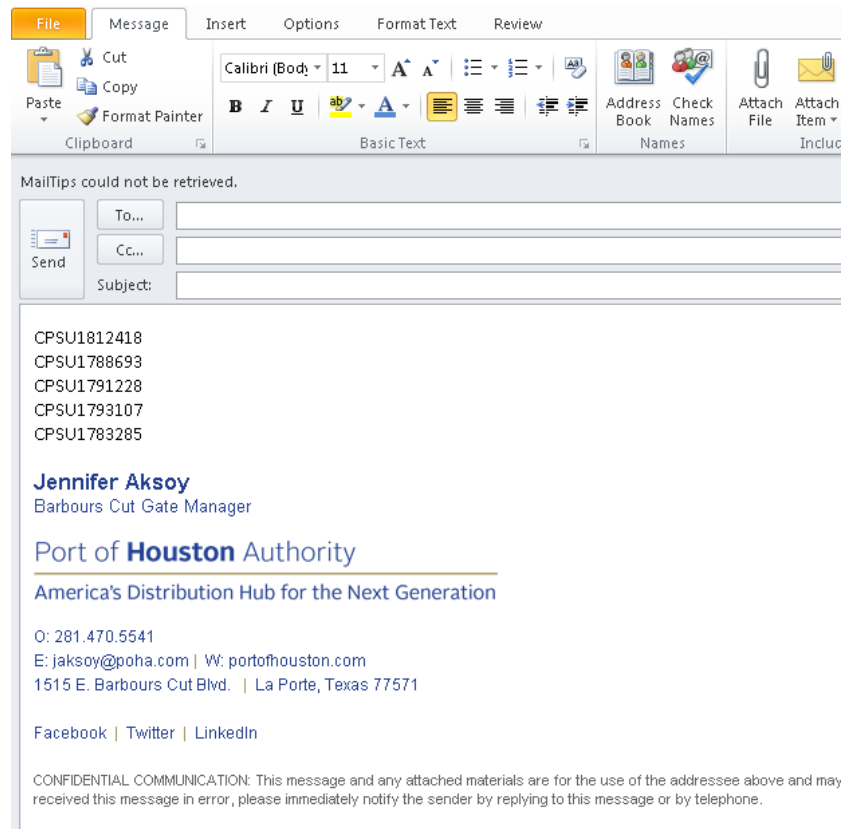
4. To copy units from a document and add to N4, pull up the source (email, Word, text, Excel) document. Highlight the units and copy (Ctrl C) them.
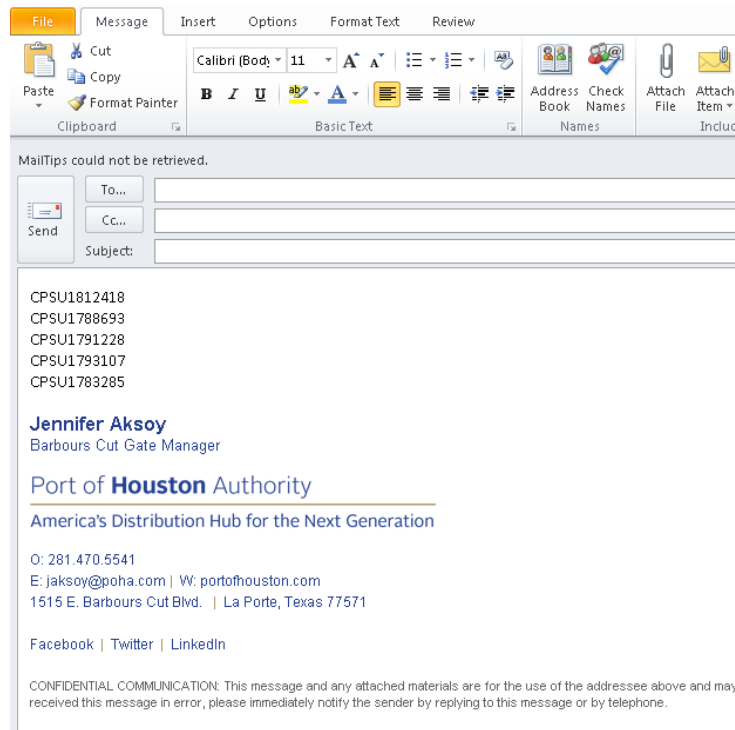
5. On the N4 Menu Bar, click Unit > My List.
6. Click the Display tab, and select Add.
7. Units: My List box will appear.
8. Paste (Ctrl V) the units in the Add to Units: My List box.
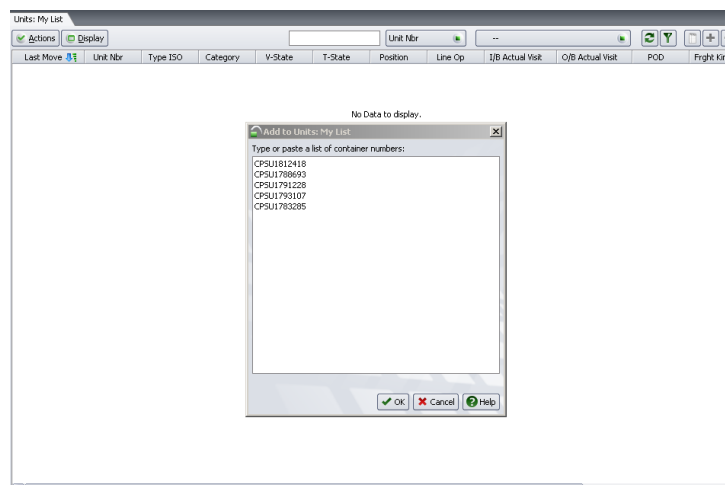
9. Press OK. Units will appear in a list in N4.

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	SLE-084E	GEN_CARRIER		Empty
2015-Sep-09 14:25	CPSU1788693	22G0	Storage	Active	Yard	Y-BCT-7F01E2	HLC	SLE-084E	GEN_CARRIER		Empty
2015-Sep-09 14:25	CPSU1791228	22G0	Storage	Active	Yard	Y-BCT-7F01E3	HLC	SLE-084E	GEN_CARRIER		Empty
2015-Sep-09 14:25	CPSU1793107	22G0	Storage	Active	Yard	Y-BCT-7F01E4	HLC	SLE-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.
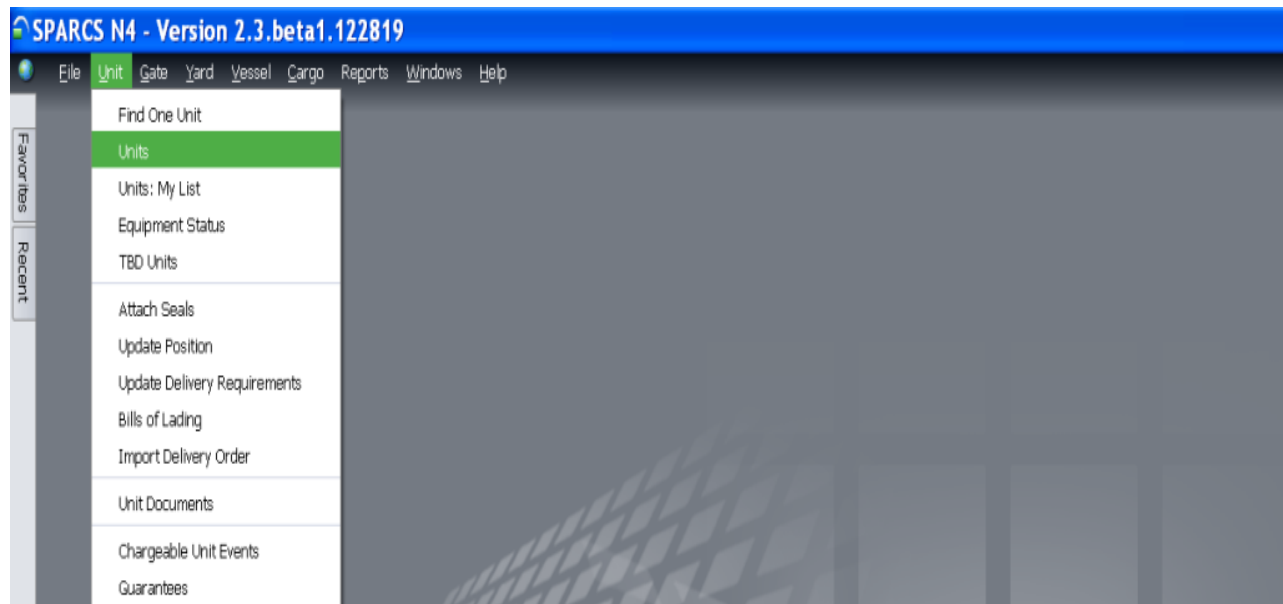
2. At the top right of the screen, there is a white search field. Enter the unit number into the search field.
3. The next field to the right of the search field should say Unit Number
4. Press Enter.
5. The specific container you searched will populate in the section below.

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.

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.

Continue instructions on next page

8. 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.
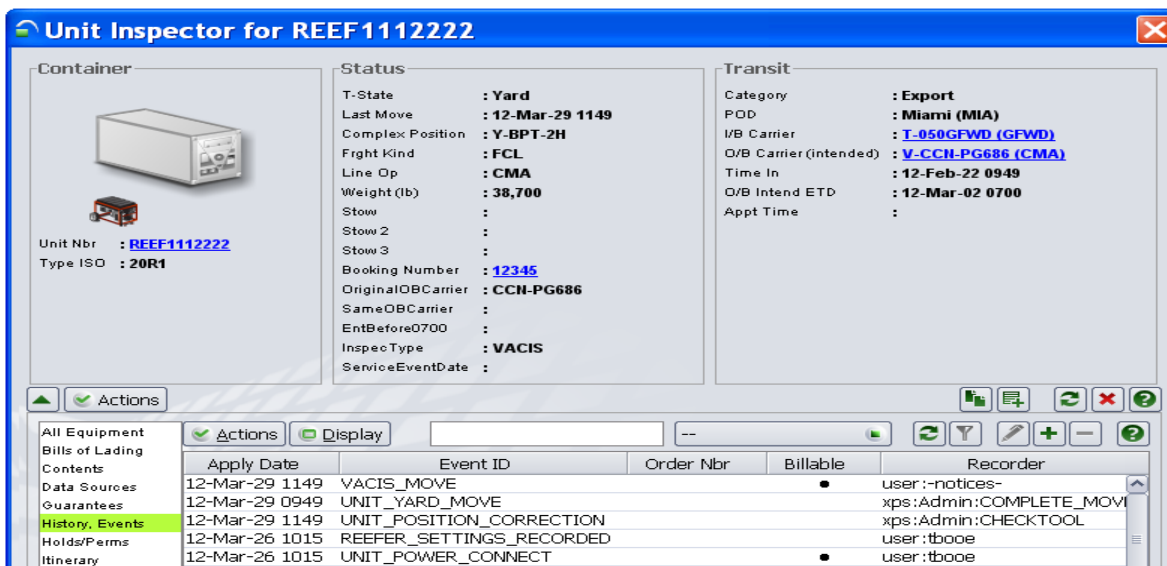
If you do not know the prefix of a container, search by number only using a % before the numbers. All containers with the typed numbers will be listed.

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.
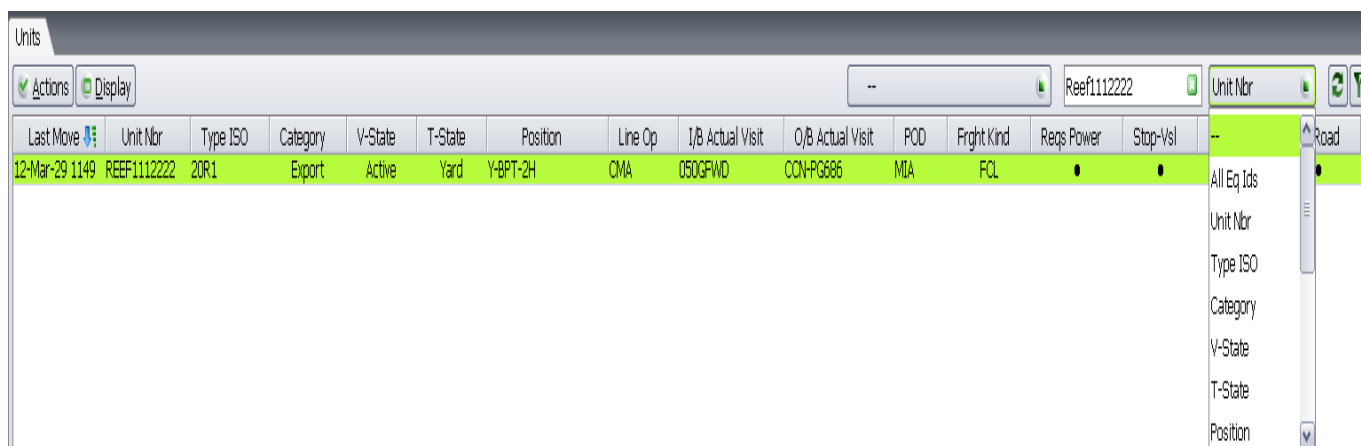
Copy Button

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.

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.

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."
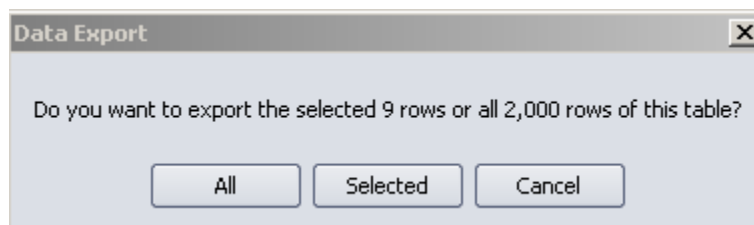
Continue instructions on next page

4. 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.
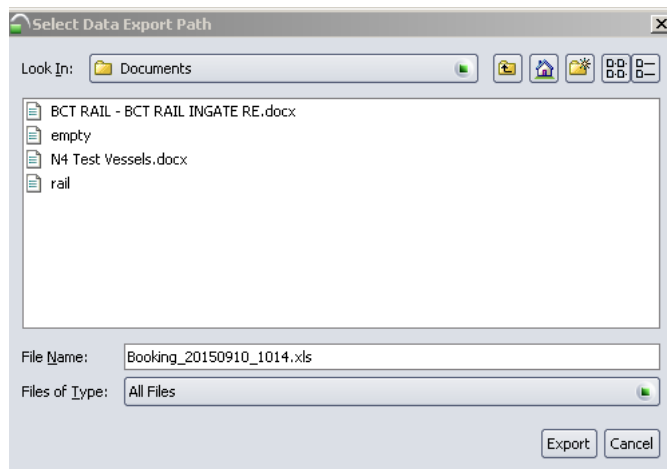
5. Open the folder where you saved the document. You will see your file listed.

Continue instructions on next page

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

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.
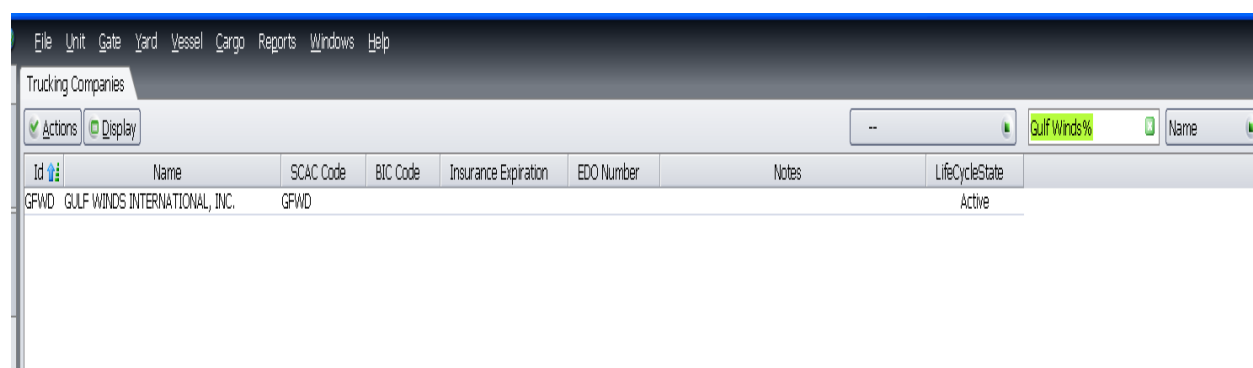

Continue instructions on next page

2. A list of Trucking Companies starting with their SCAC codes will appear. Scroll through this list to find the SCAC code you need.
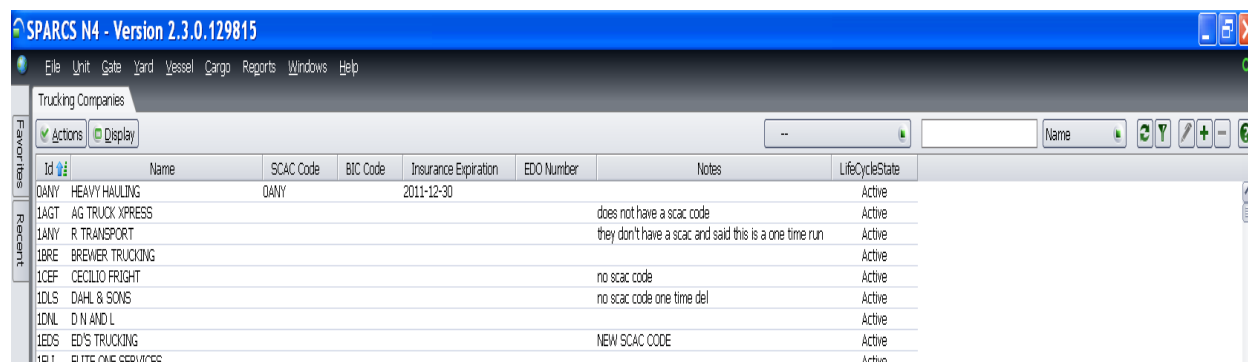
3. If you know the exact name of the trucking company you are searching for, enter the name of the truck line in the white search field. Change the field next to the white search box to Name and press Enter.

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)
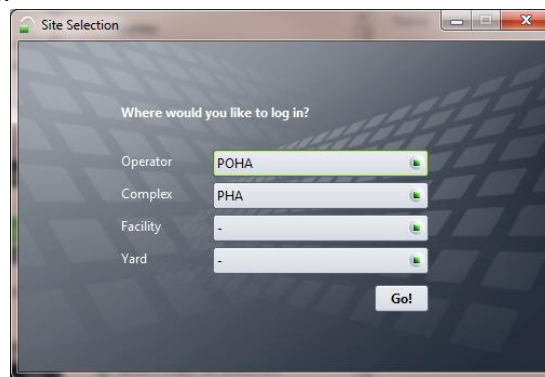Pg Up = moves up the list one page at a time. (Approx 34 line items)
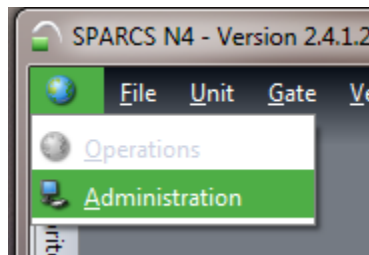Delete = Delete Selected Item
Insert = Add new Item

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.
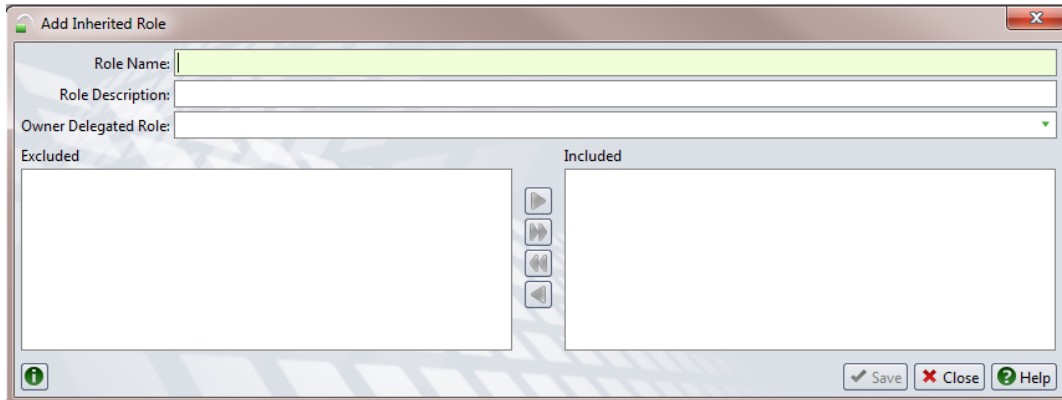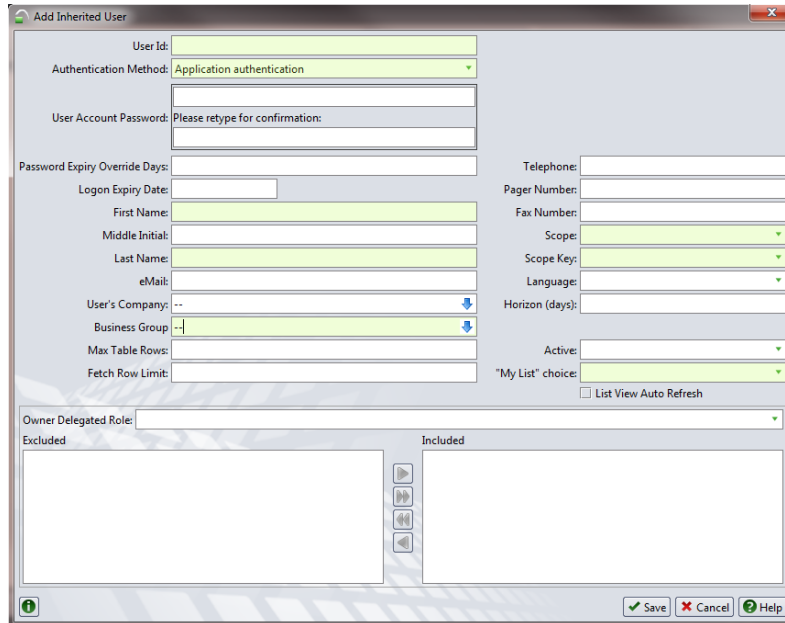

Creating Users

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.

BOOKINGS

View a Booking

1. From the N4 Menu Bar, click Gate > Bookings.
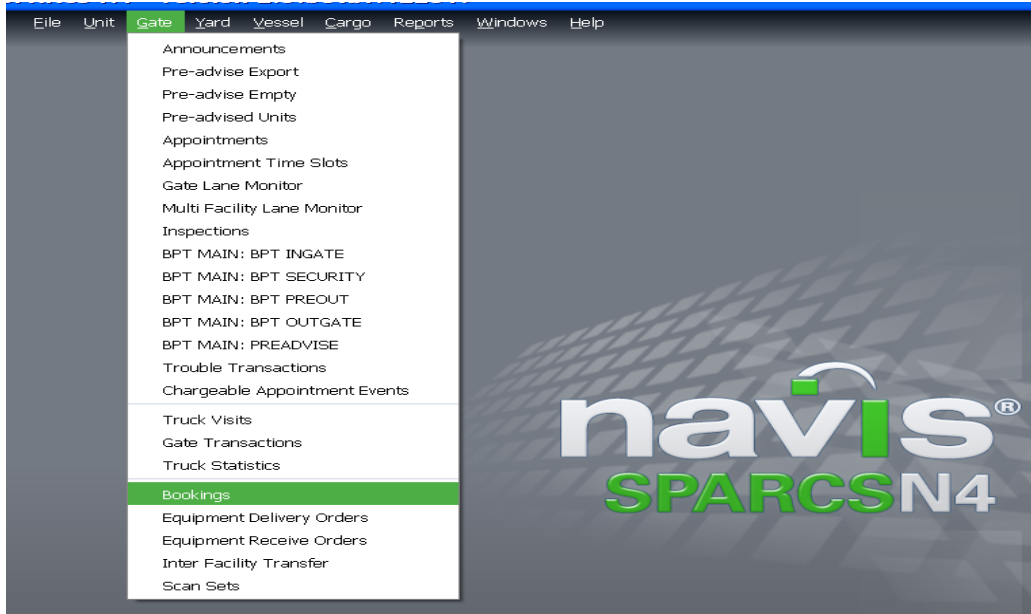
2. In the white search field toward the upper right of the screen, enter the booking number you wish to view. Press Enter.

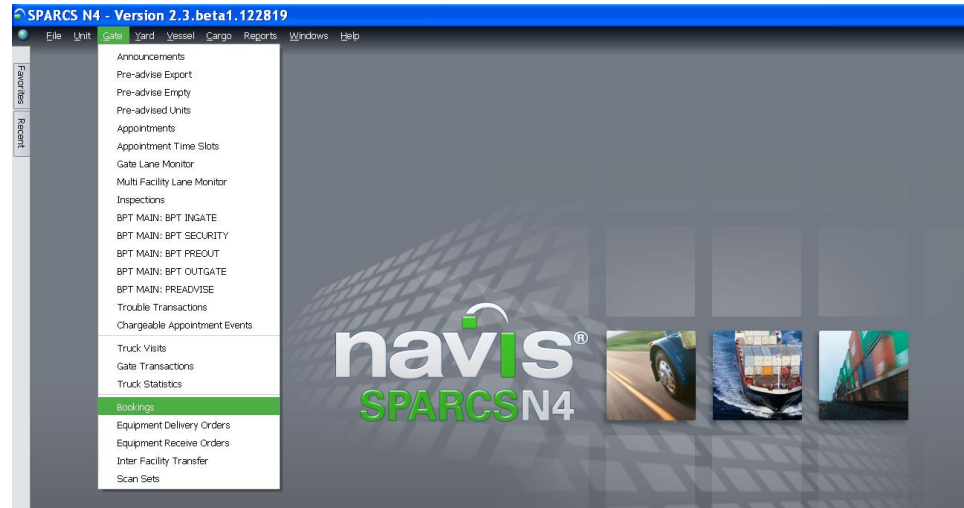3. Highlight and double click (or right click) on booking number to open Booking Inspector.
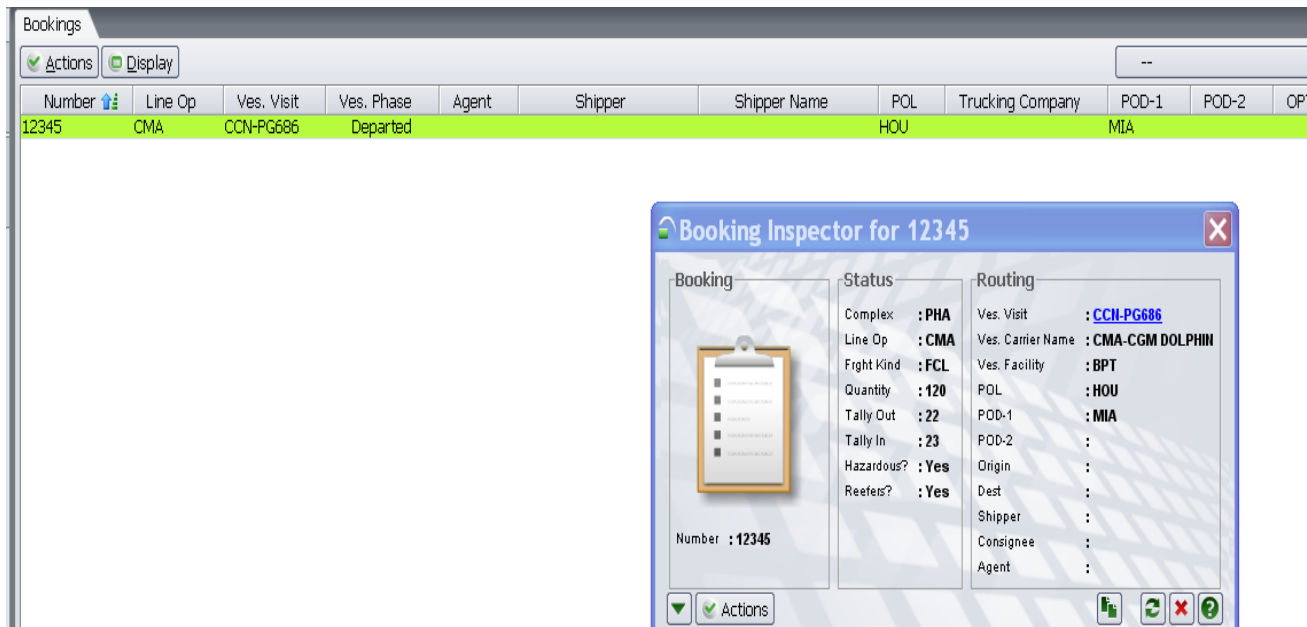
4. Click the arrow next to the Actions field on your screen to view information associated with the booking such as: Details, Event History, Hazards, Holds/Perms, Items and Units. The information will populate to the right.
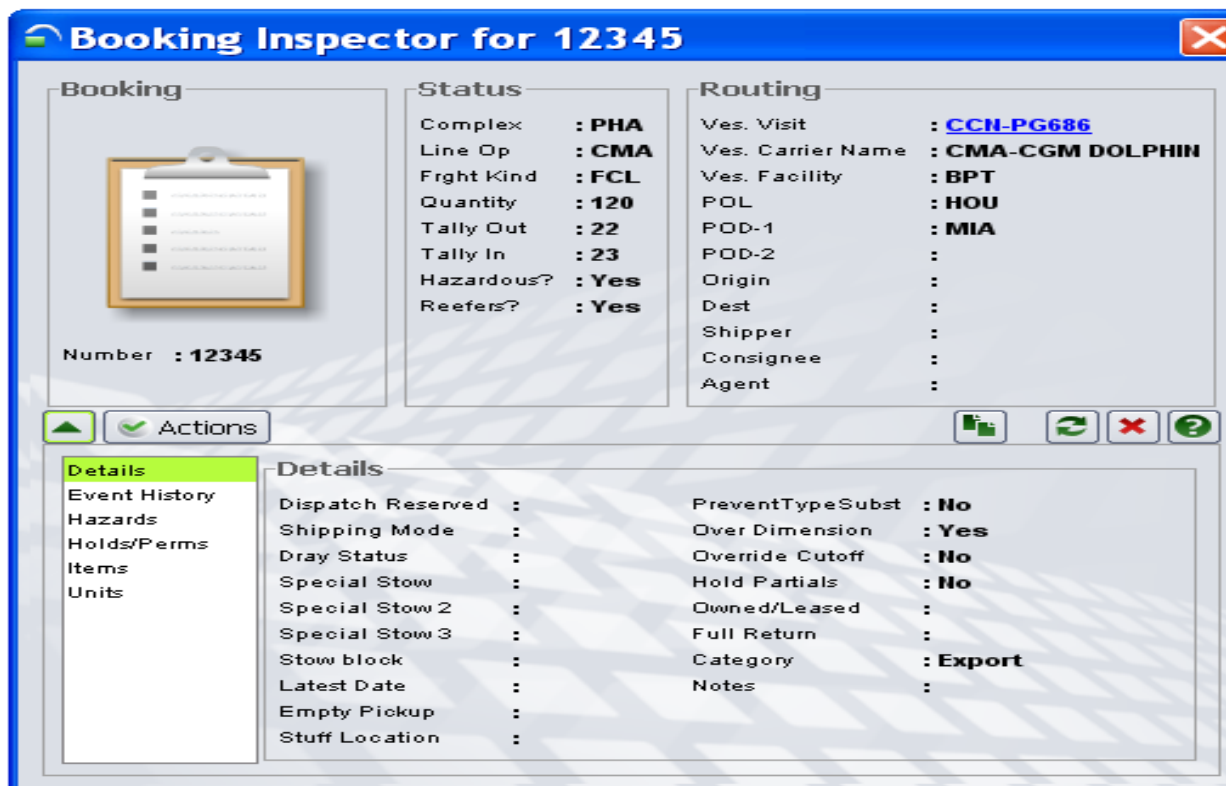
Create a Booking

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

2. The list of bookings will appear.

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.

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 Items to a Booking

1. Open Bookings tab and locate the Booking that you want to revise.
2. Right Click the Booking > Edit. The Edit Booking window will appear.

3. Under the Booking Items tab, click the ➕ icon. The Add Booking Item screen will appear.

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.

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.
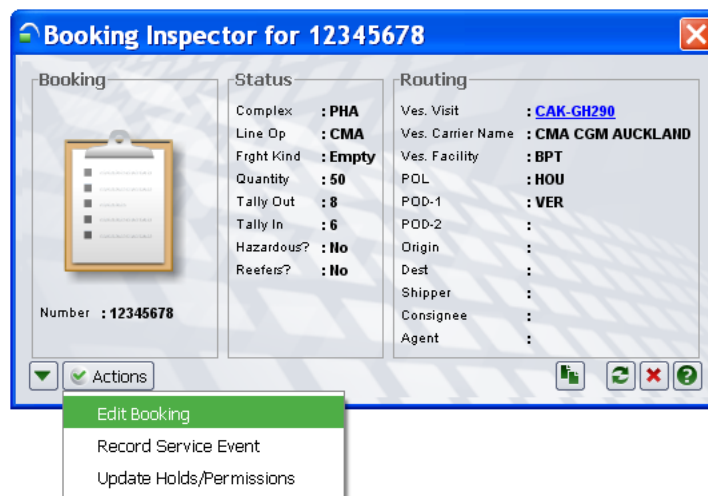3. Double click on the Booking Number to open the Booking Inspector.
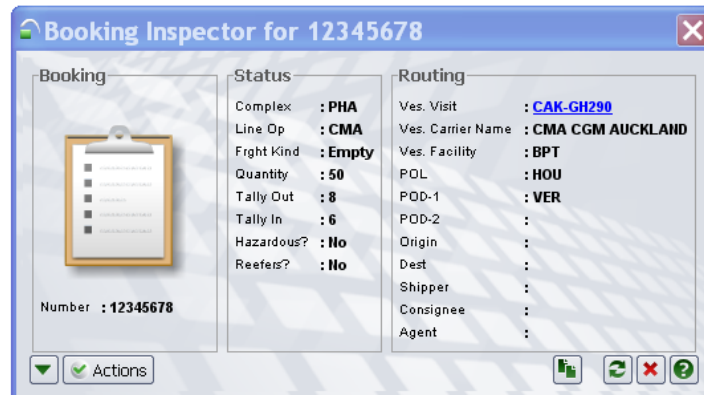
4. In the Booking Inspector screen click Actions > Edit Booking.

5. The Edit Booking screen will appear.

6. Under the Booking Items tab in the second block, click ⊞.
7. The Add Booking Item screen will appear.

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.

Continue instructions on next page

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

5. You will get a message stating, "Are you sure you want to delete the selected items?" Click Yes - if you are sure.
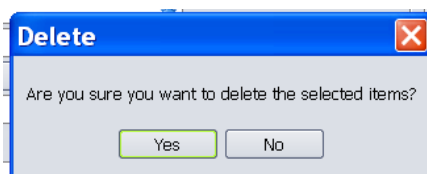
6. The container type no longer shows under the booking items tab.
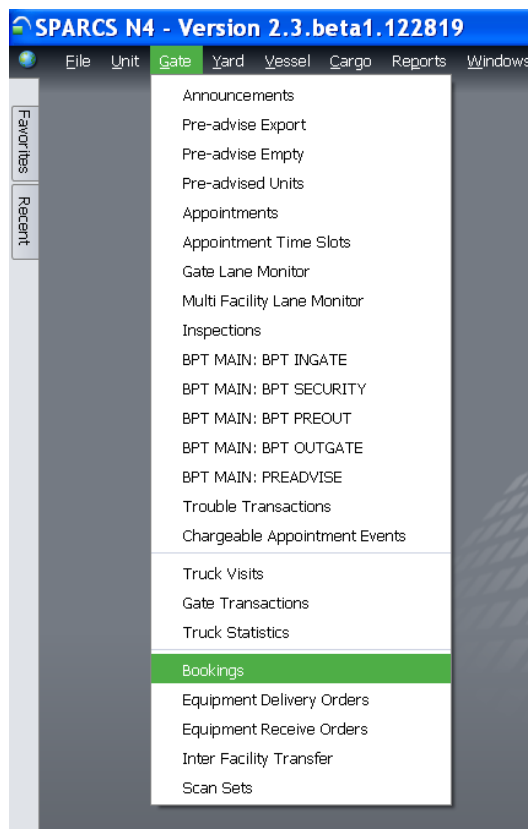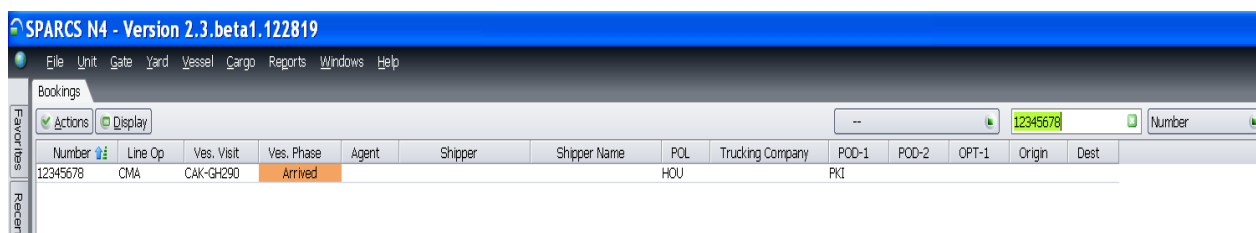

7. Click Close on the Edit Booking form.

Increase Booking Quantity

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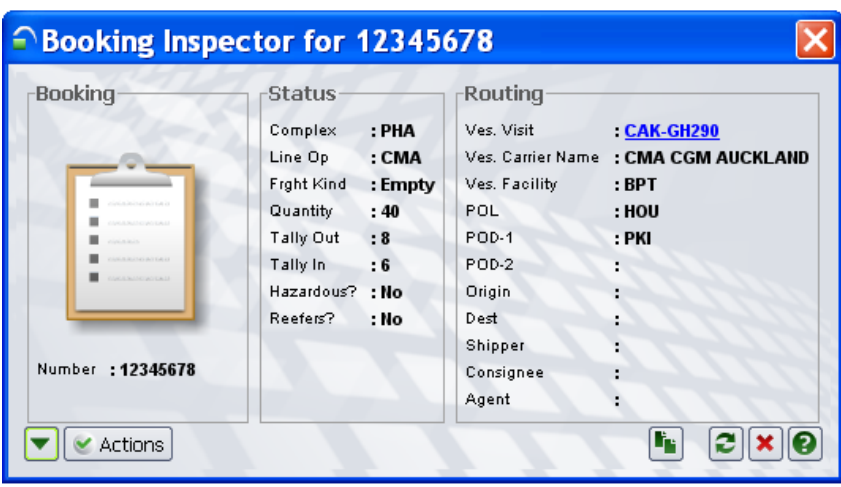

2. Locate the Booking number by entering the Booking number into the white search box near the top right of the screen. Press Enter.
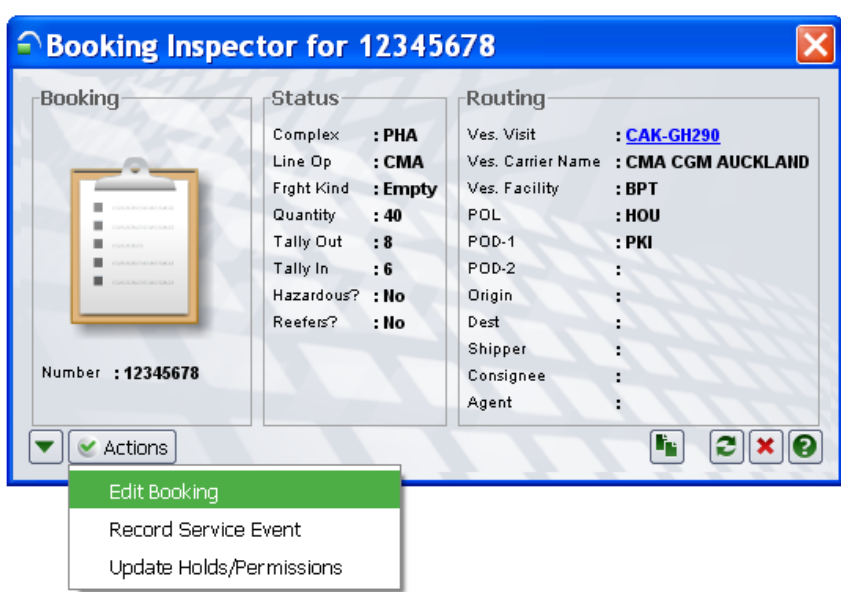
3. Highlight and double click, or right click on the Booking Number to open the Booking Inspector.

4. Click Actions > Edit Booking.

Continue instructions on next page

5. The Edit Booking window will appear.
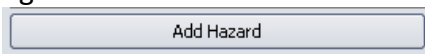

Continue instructions on next page

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 ttems, click on [Add Hazard] .

3. The Hazards window will appear.

Continue instructions on next page

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

5. 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.

6. 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.
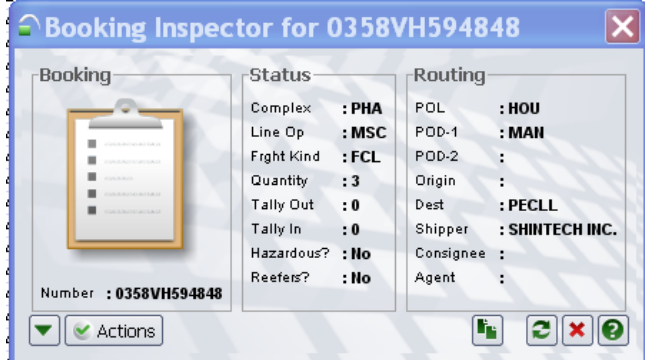
3. Click Actions > Edit Booking.
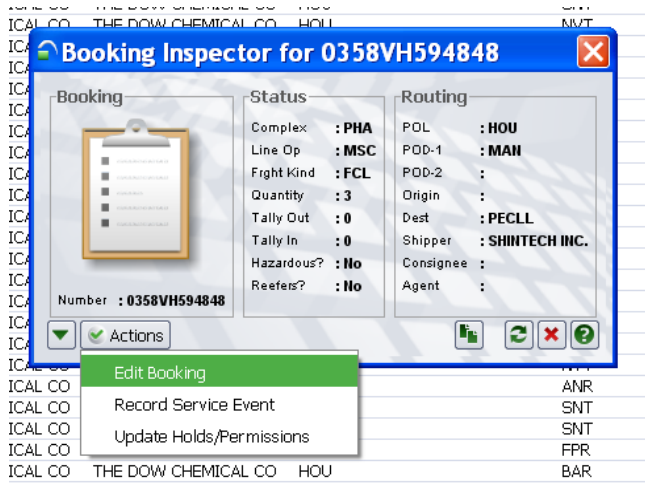
Continue instructions on next page

4. The Edit Booking window will appear.
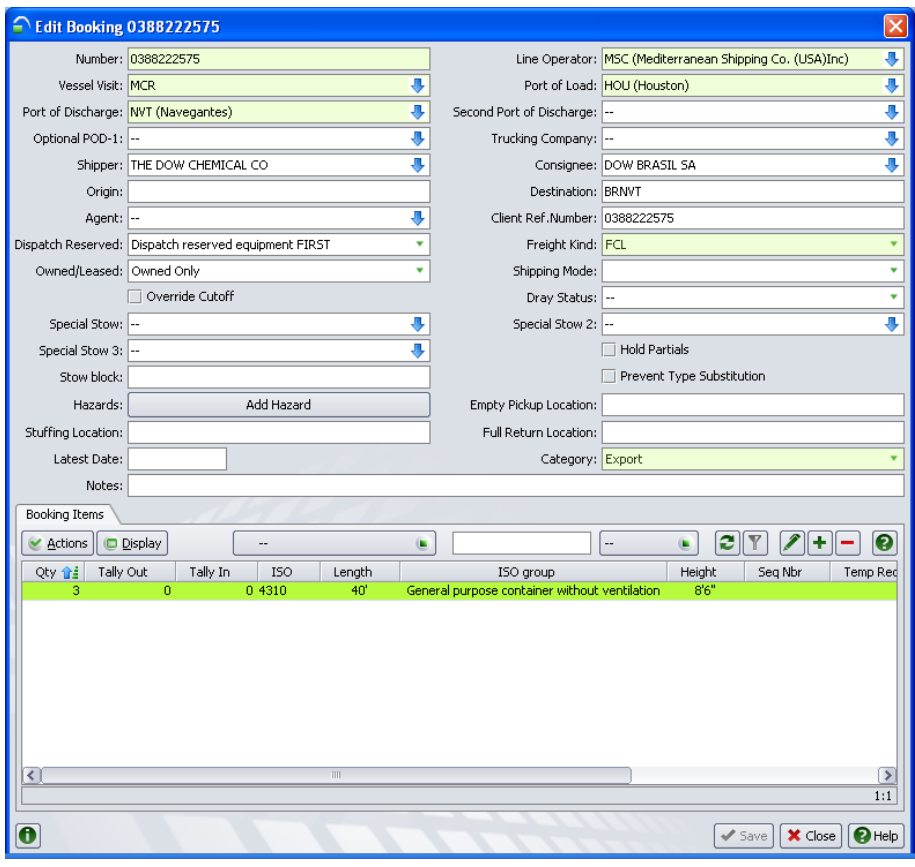
5. Highlight and double click Booking Item to add hazards.
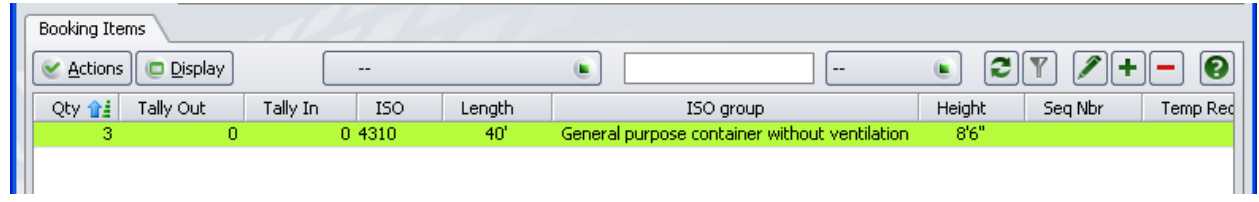
Continue instructions on next page

6. The Edit Booking Item window will appear.

7. Click Add Hazard.

Continue instructions on next page

8. The Hazards window will appear.

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 ➕ Add. 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.

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.

2. Right click on the Booking Number, Edit.

Continue instructions on next page

3. The Edit Booking screen will appear.
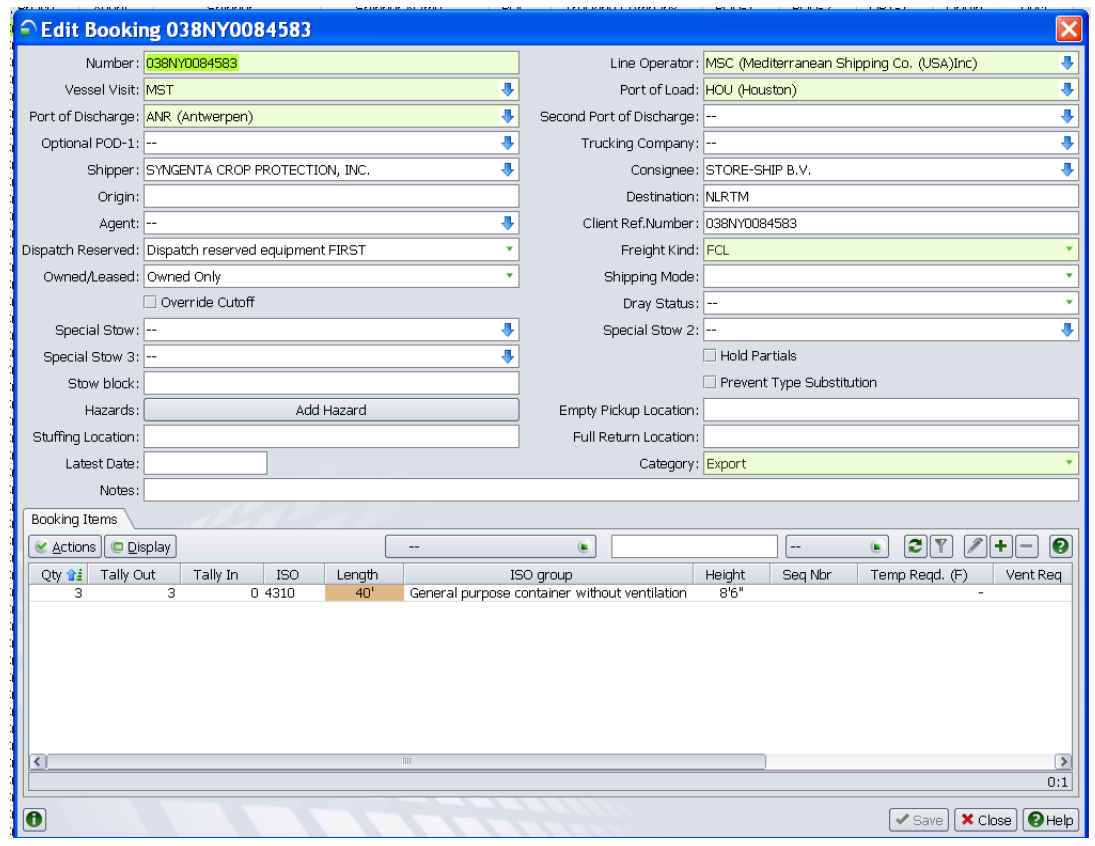
4. In the bottom section (Booking Items), highlight the booking item that you would like to delete. Click on the [−].
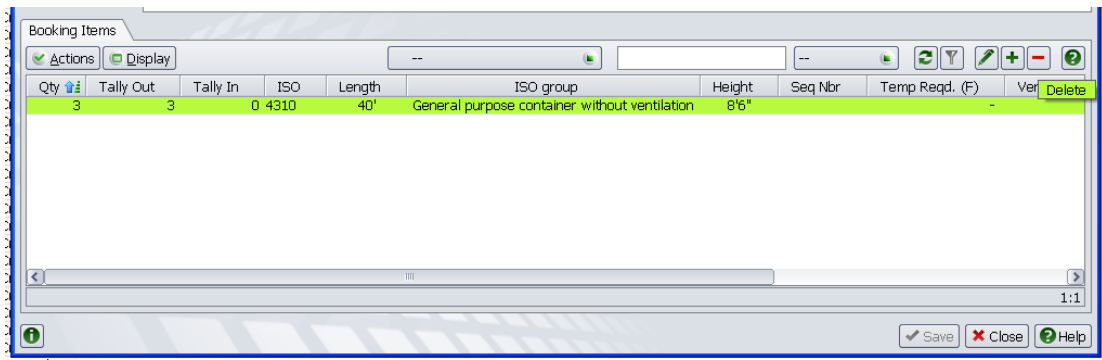
Continue instructions on next page

5. 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.
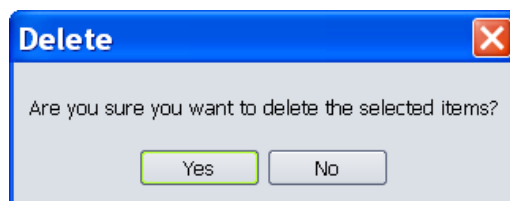
6. Close all screens associated to this task and return to the Bookings list. Right click on the booking you need to delete and select Delete or click the ⊟ icon.

7. A Delete screen will appear asking, "Are you sure you want to delete this item?" Click Yes.
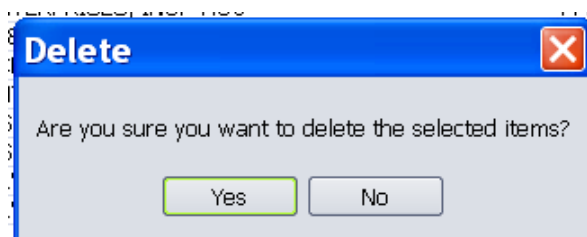
8. The booking no longer appears under the Bookings tab.

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.
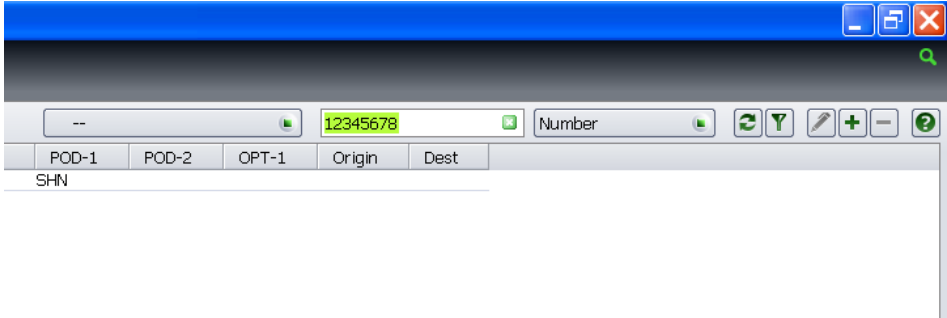
2. Double click or right click on the Booking Number listed to open the Booking Inspector.
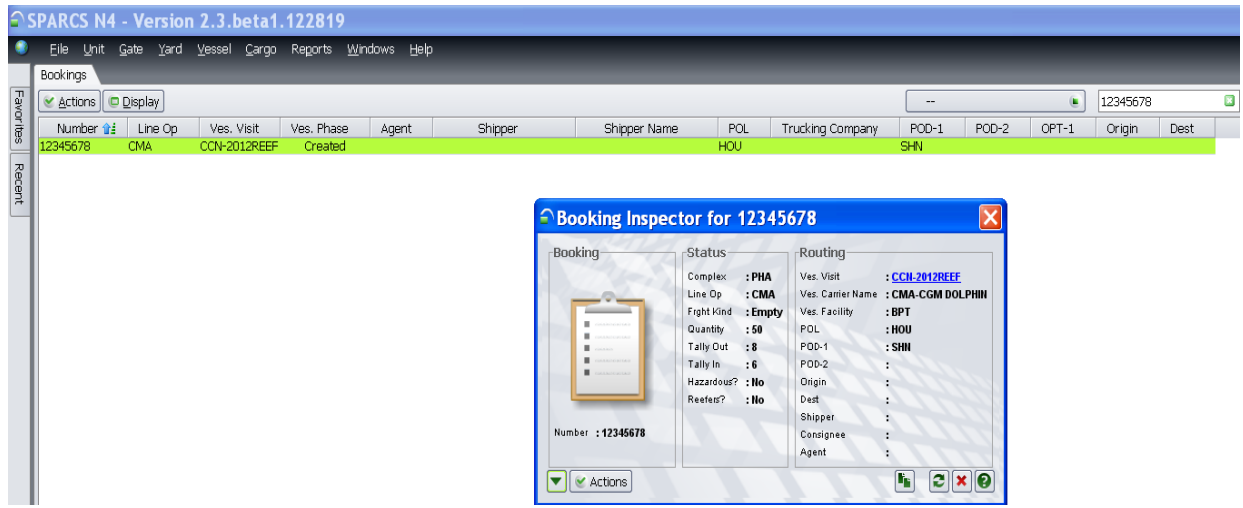
Continue instructions on next page

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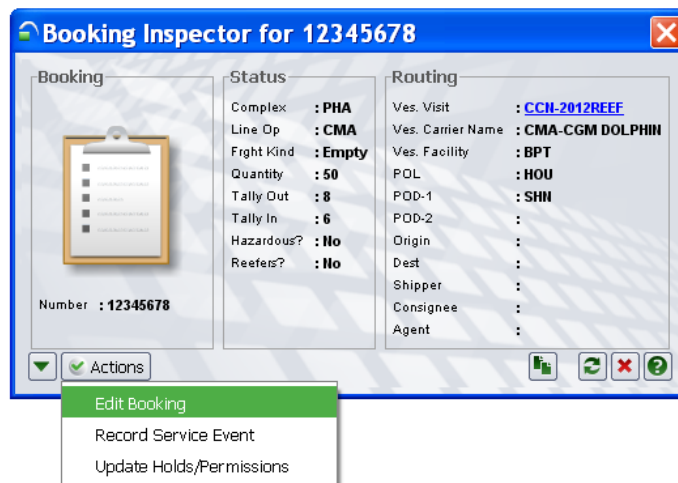
4. Change or update any of the information in the Booking as needed to complete the roll such as Vessel Visit, POD, POL, Origin. In the example below, the Vessel Visit is changed from CCN-2012REEF to CAK-GH290 and added/changed POD to Veracruz.
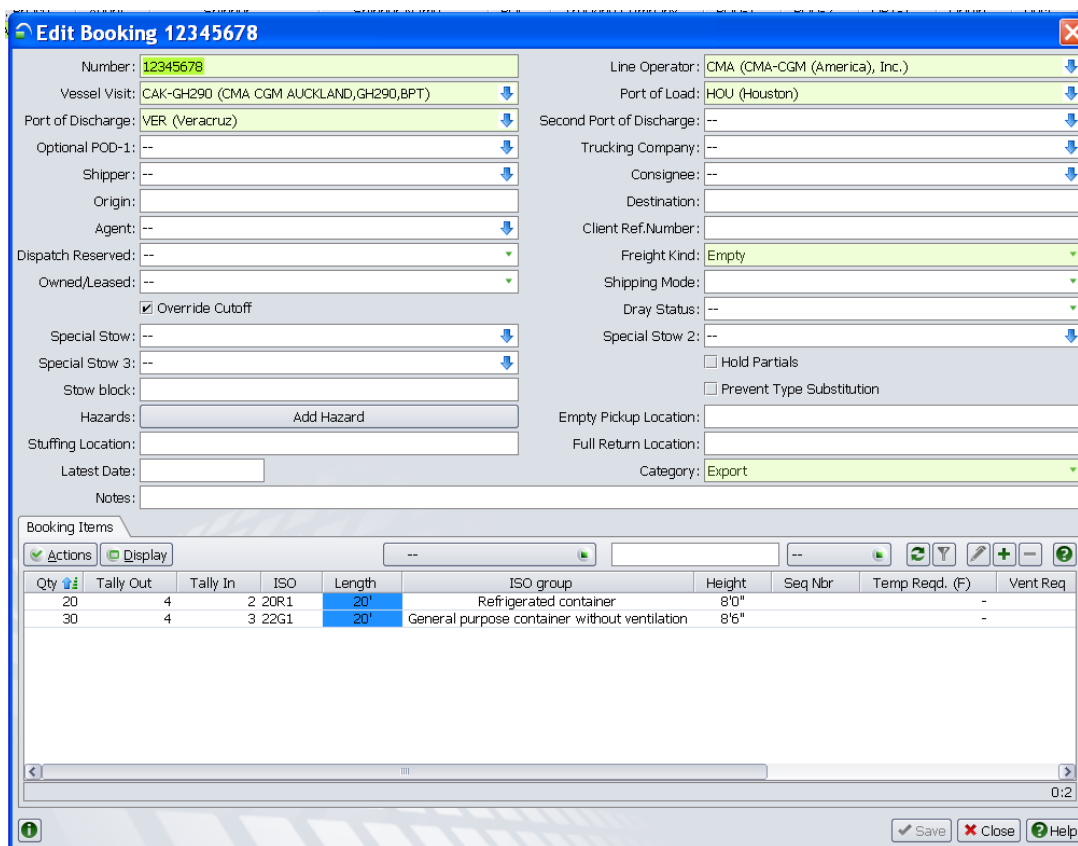
5. Click Save.

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.
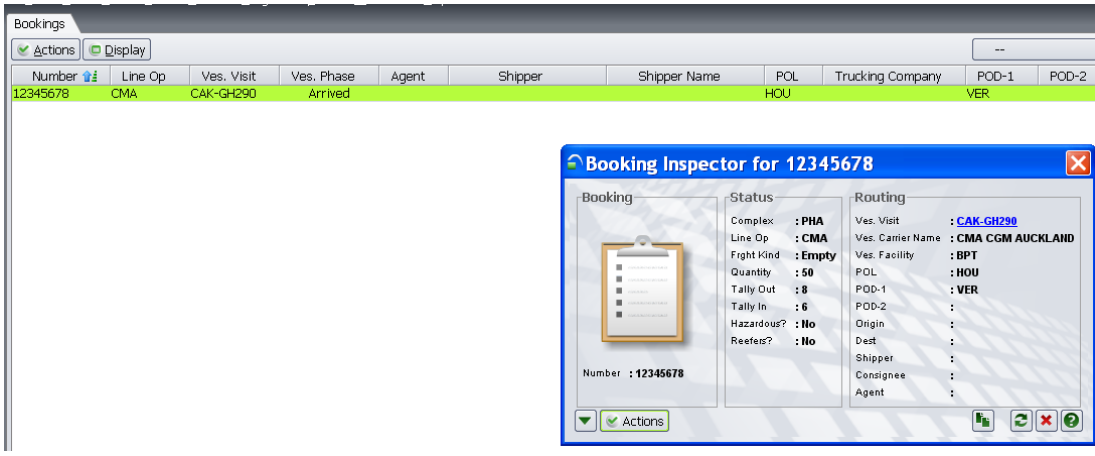
Split Booking

1. Open Booking Inspector for the booking you need to split.
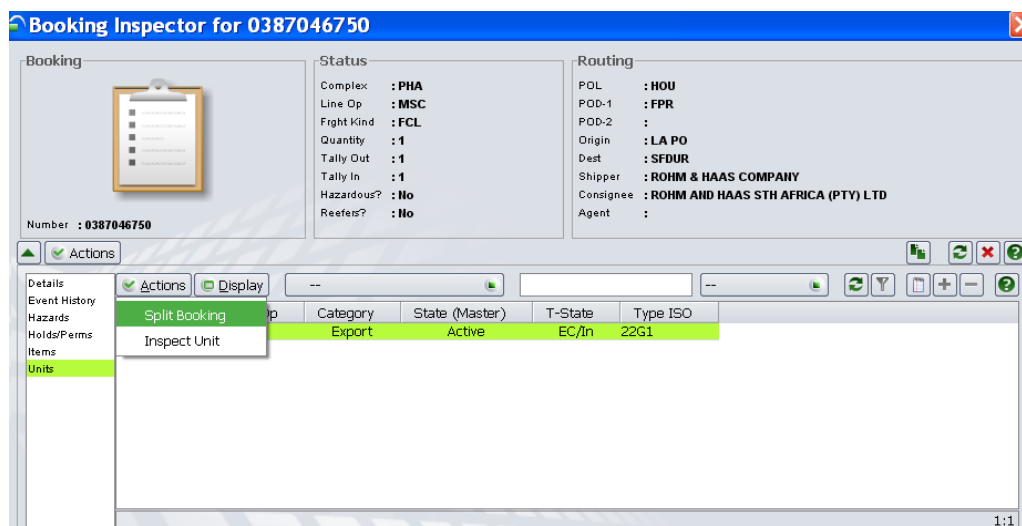
2. Click the arrow key next to the Actions key and select Unit.

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

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

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.

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.
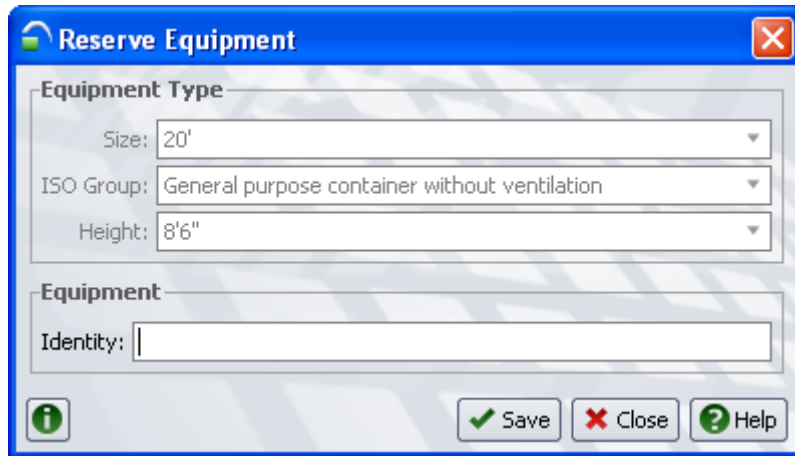
5. To add a container to the Reserved Equipment tab, click the [+]

Continue instructions on next page

6. The Reserve Equipment window will appear.
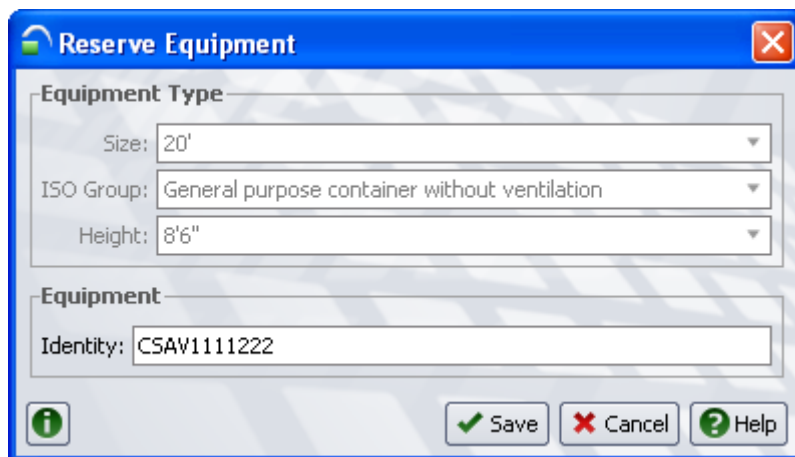
7. Enter the container number into the Identity field. Click Save.

Continue instructions on next page

8. The container is now reserved for this booking.

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.
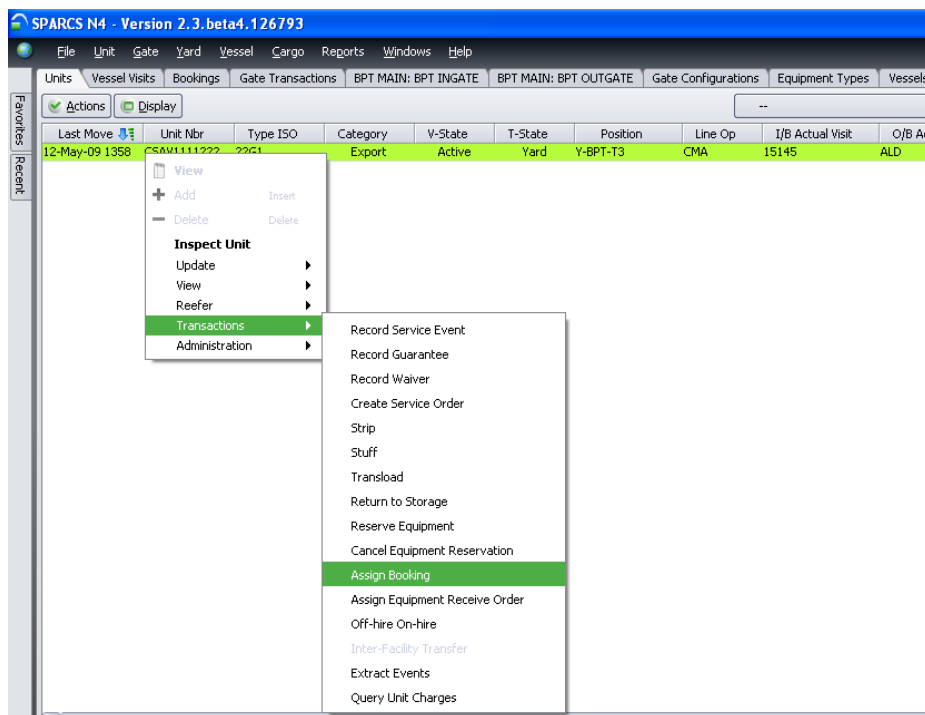
4. Enter the Booking Number. Click Save.
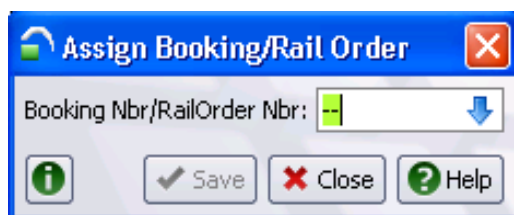
5. A pop up window will ask you if you want to change the container details. Choose "Yes".

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.
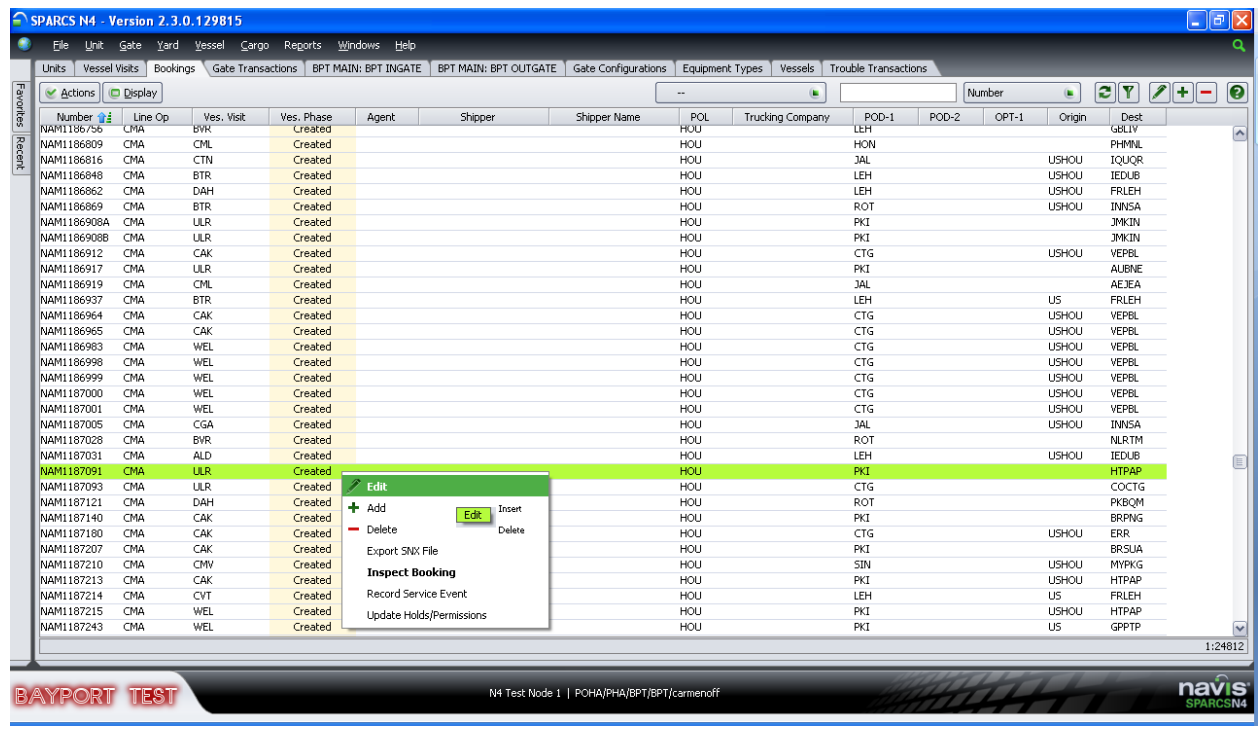
Continue instructions on next page

4. The Edit Booking form will appear.

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".

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 that 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.
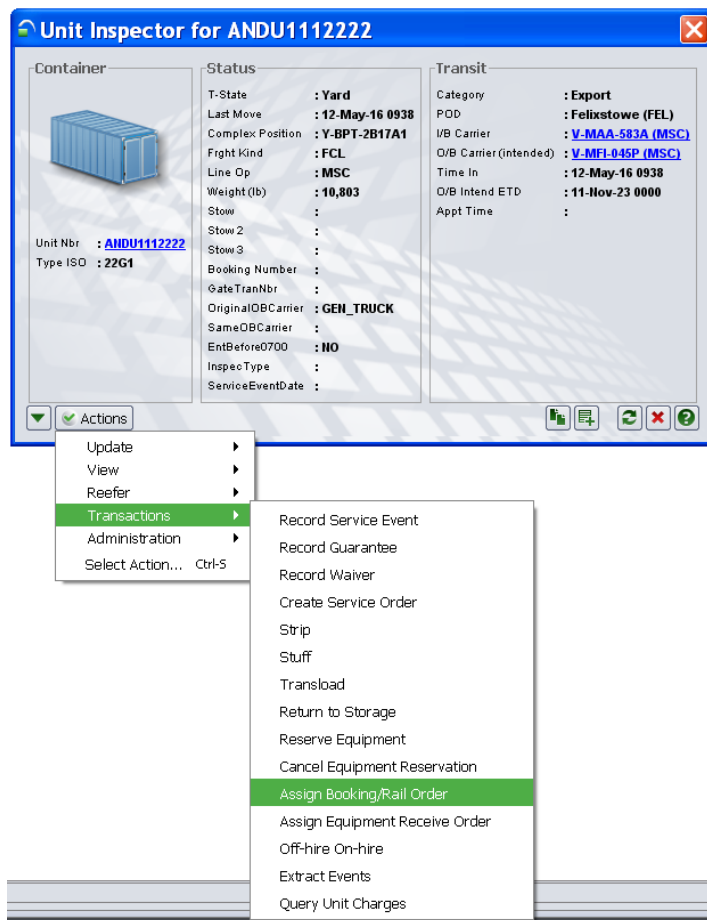
4. The Assign Booking / Rail Order window will appear.
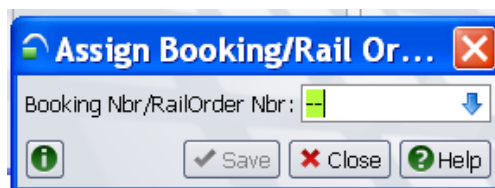
5. Type the Booking Number assigned for the transshipment.
6. Click Save.

7. The message, "Would you like to update the Booking Item Details?" appears. Depending on your preference, click the appropriate answer either Yes or No.
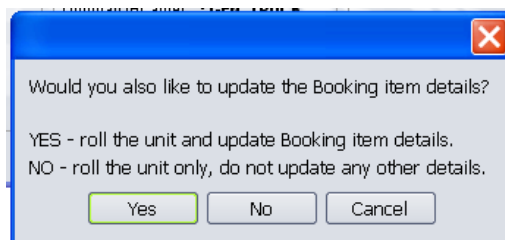
8. Close all screens associated with this task.

Change Bill of Lading

1. Open Bills of Lading tab.
2. Right click on the Bill of Lading > Edit. OR Open the Inspector and click the Actions button > Edit Bill of Lading.
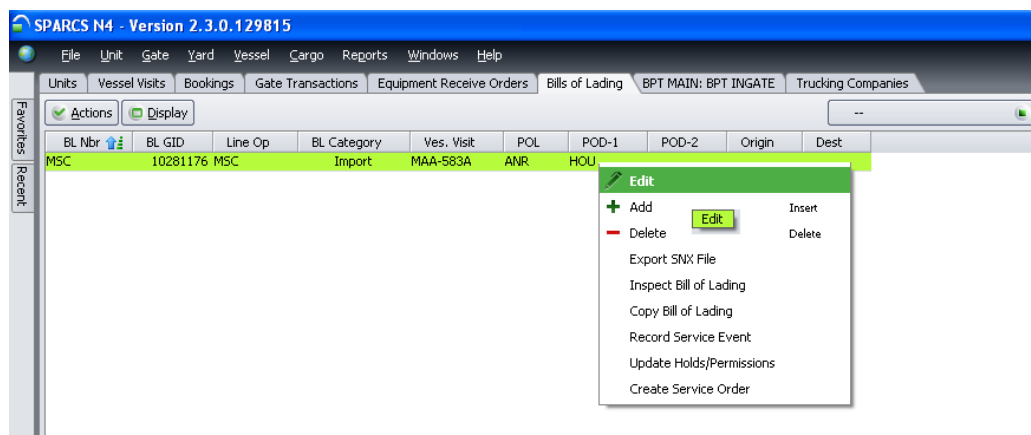
3. The Edit Bill of Lading screen will appear.

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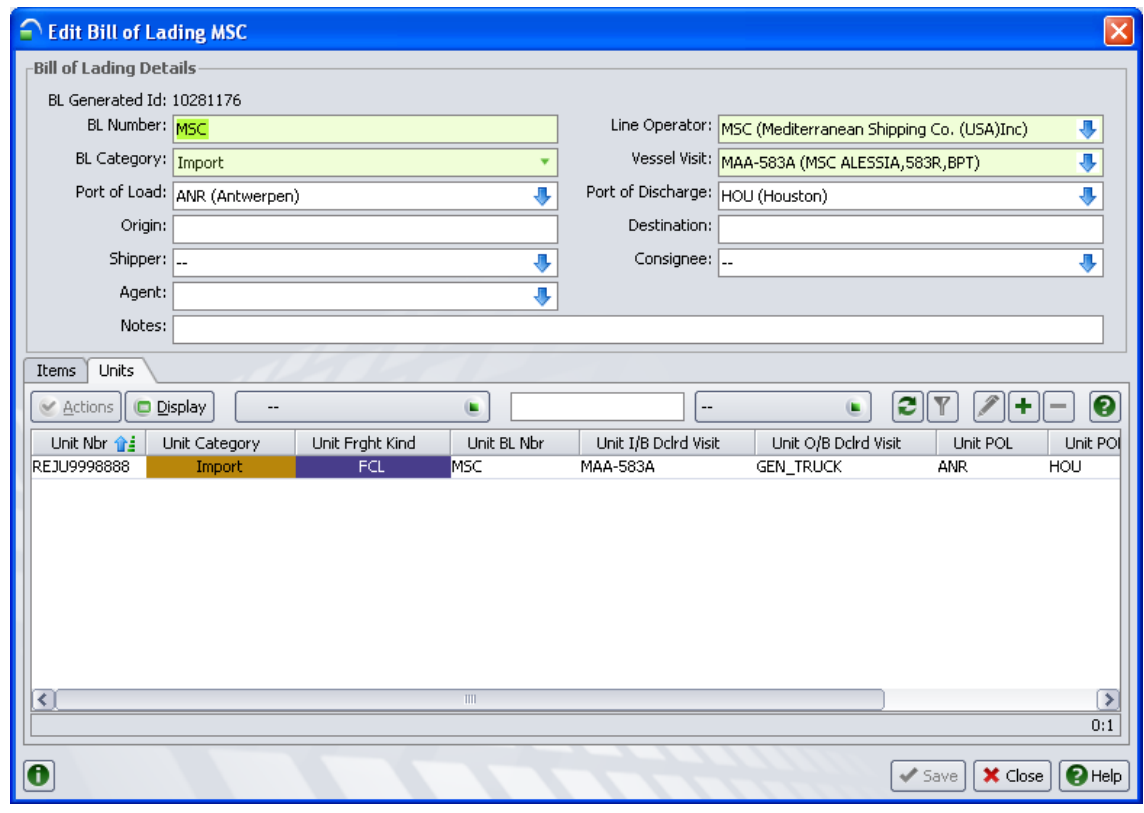
Note: You will likely never make changes to this screen. This should only be changed and managed by the steamship lines.

EDOS

View EDO (Equipment Delivery Order)

1. From the N4 Menu Bar, click Gate > Equipment Delivery Orders.
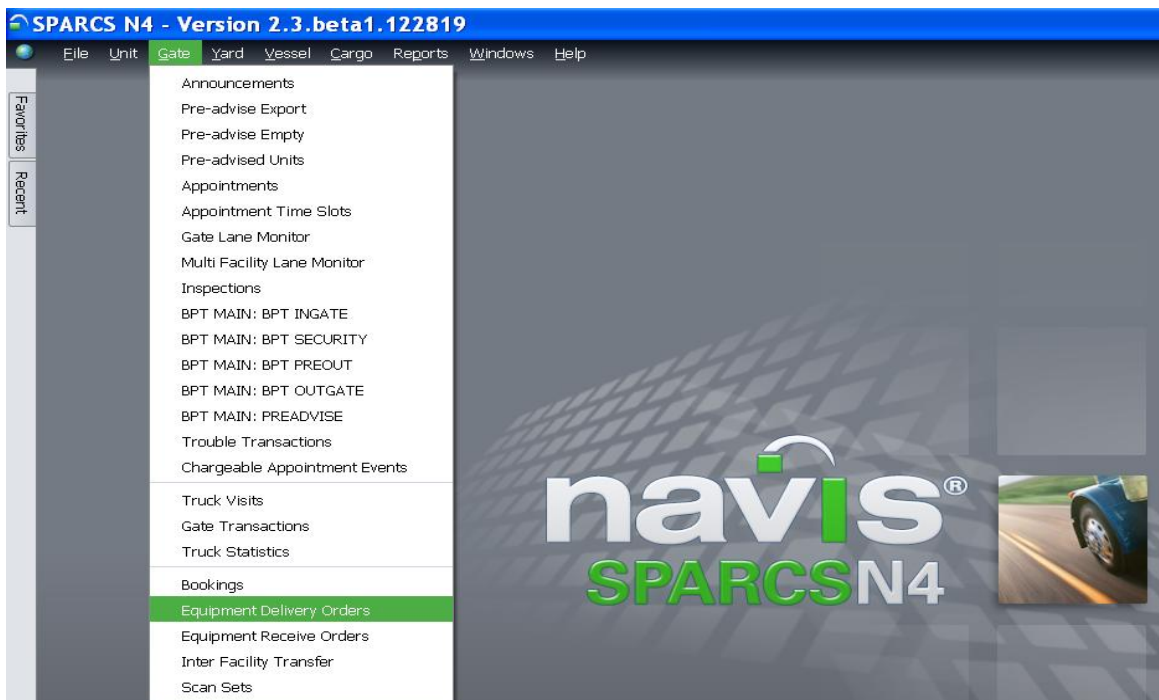
2. In the white search field, enter EDO number and press Enter.

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

4. 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.
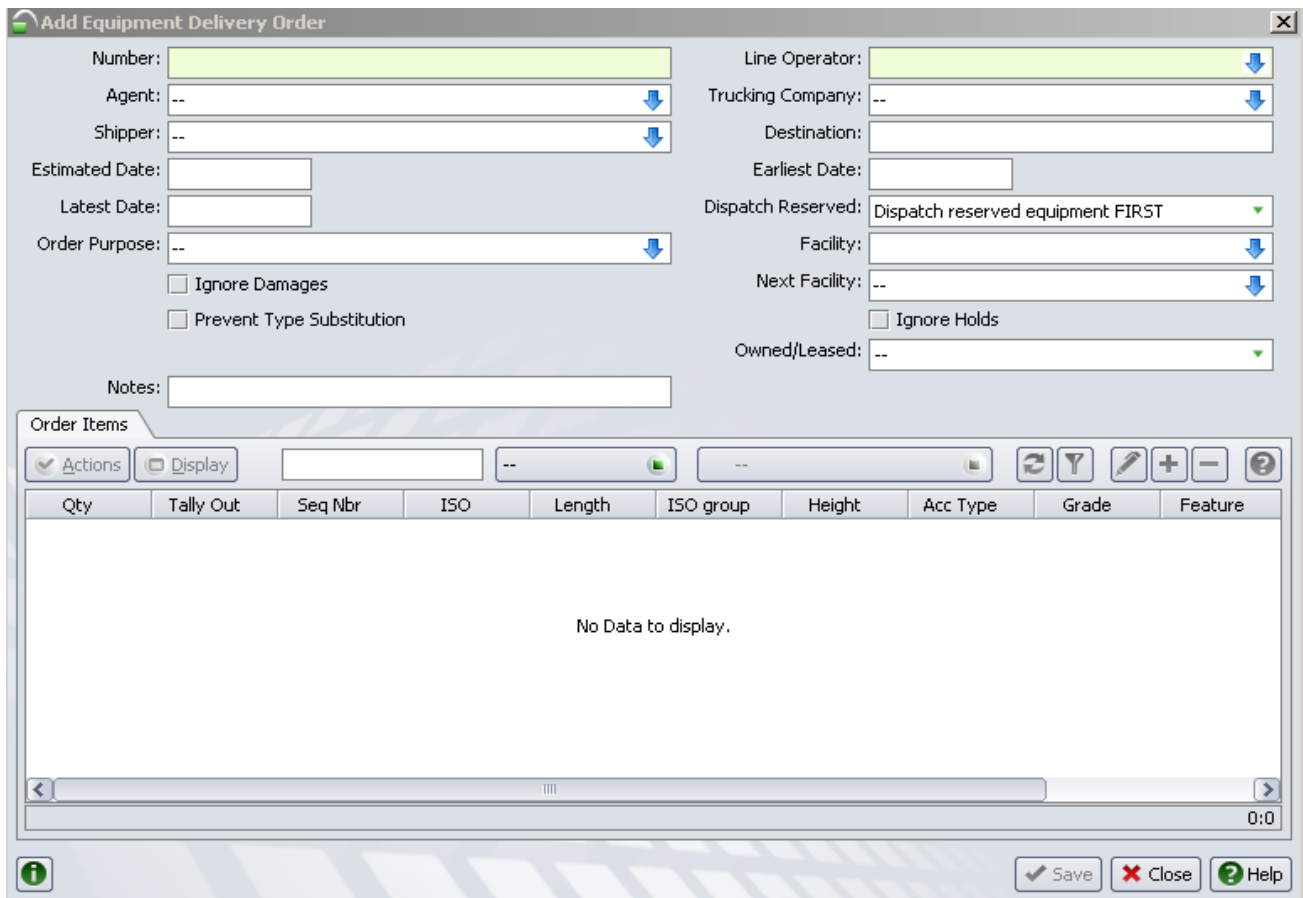
Create Equipment Delivery Order (EDO)

1. From the Menu Bar, click on Gate > Equipment Delivery Order.
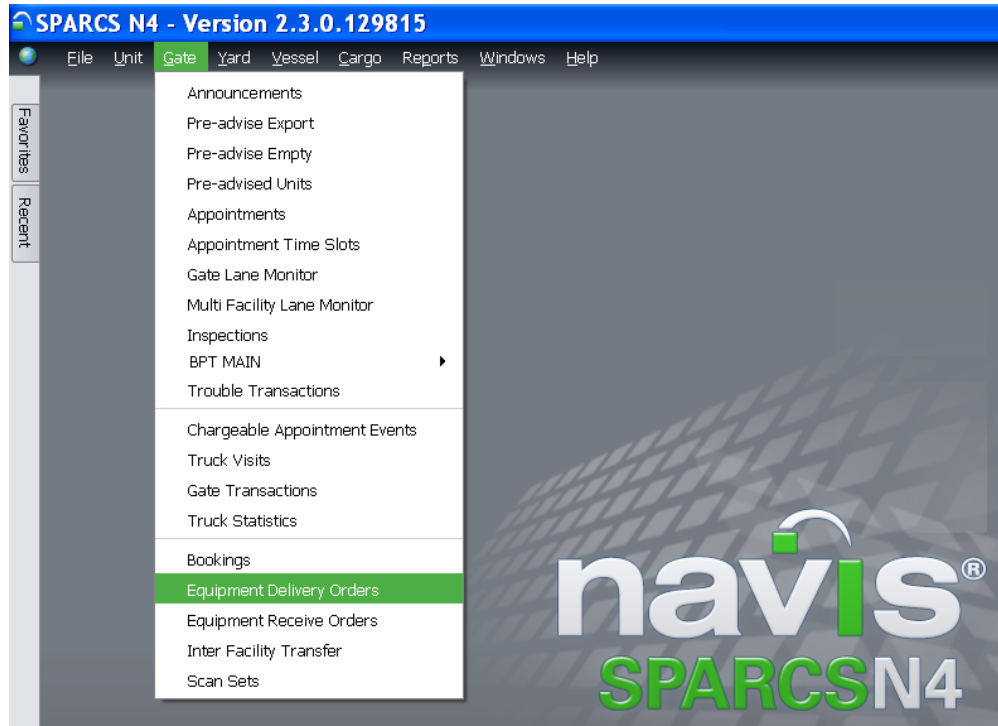
Continue instructions on next page

2. Click on ![+] icon on the right hand side of the screen and the Add Equipment Delivery Order screen will appear.

3. Enter a unique Equipment Delivery Order number.
4. Enter appropriate line operator. Steamship line if applicable.
5. All other fields are optional. Enter any other applicable information.
6. 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.
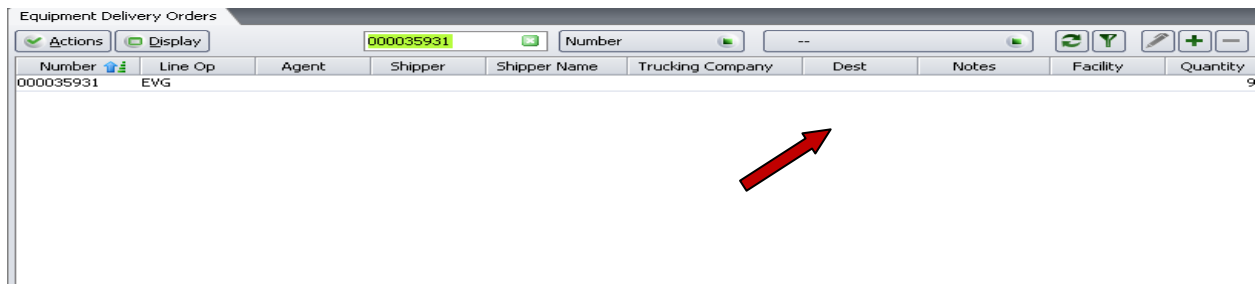
3. Double click or right click on the listed EDO number to open the Equipment Delivery Inspector.
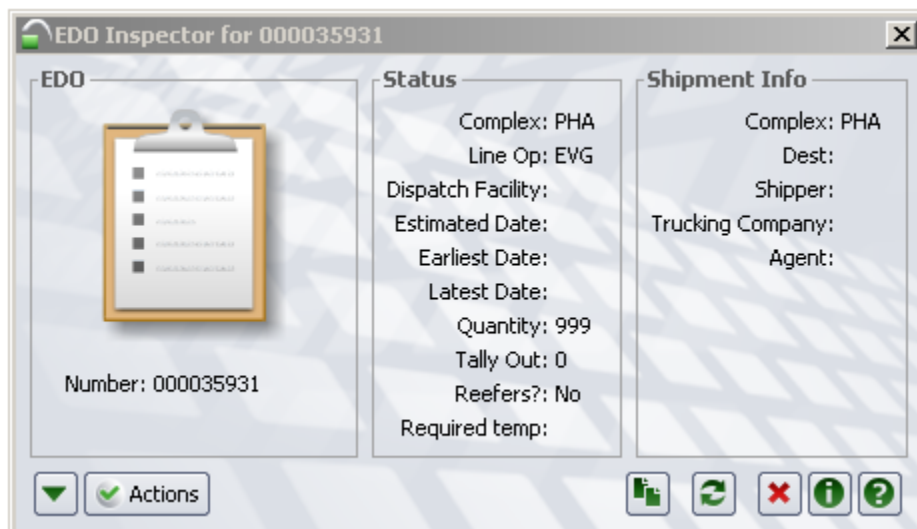
Continue instructions on next page

4. Click Actions > Edit EDO.

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

6. The Add Order Item screen will appear.

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.
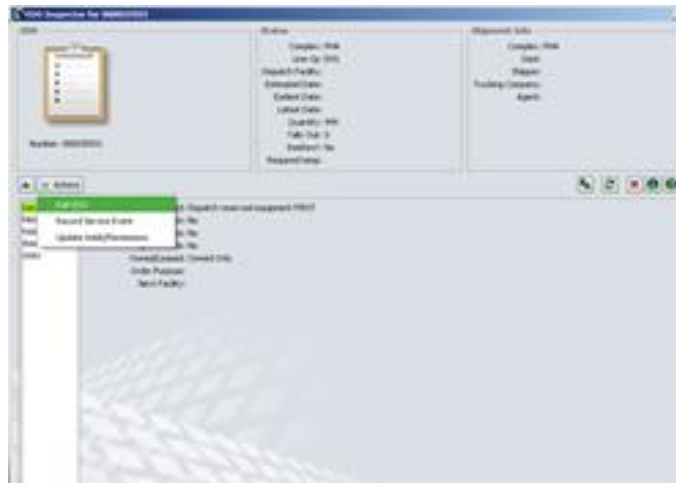9. All other fields are optional. Enter any additional information necessary.
10. Click Save and Close on the Order Items form. The new equipment is now displayed in the Edit EDO screen under the Order Items tab.

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.
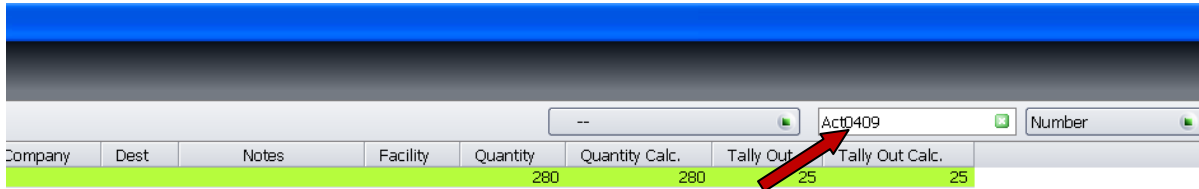
3. Highlight and double click on the EDO Number to open EDO Inspector.
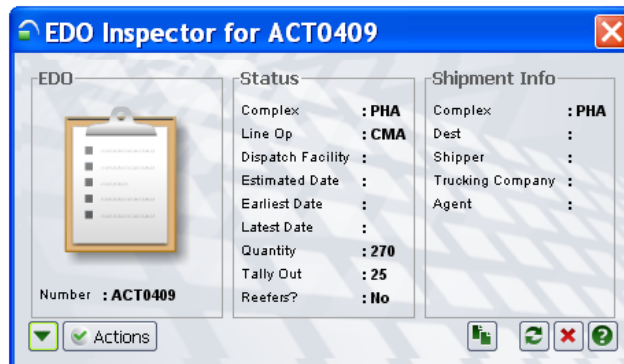
4. Click Actions > Edit EDO.
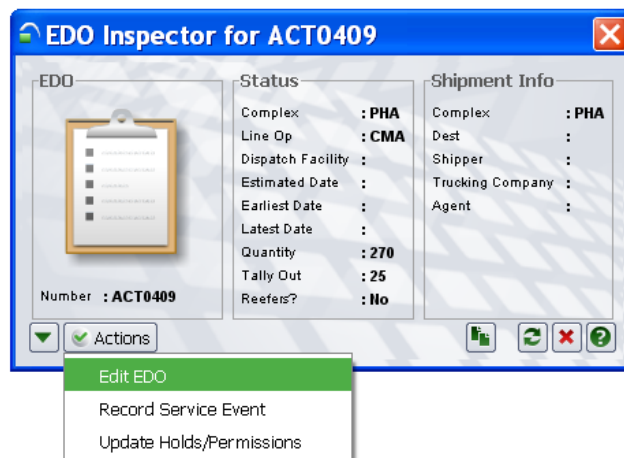
5. The Edit EDO window will appear.

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.

8. Click Save.

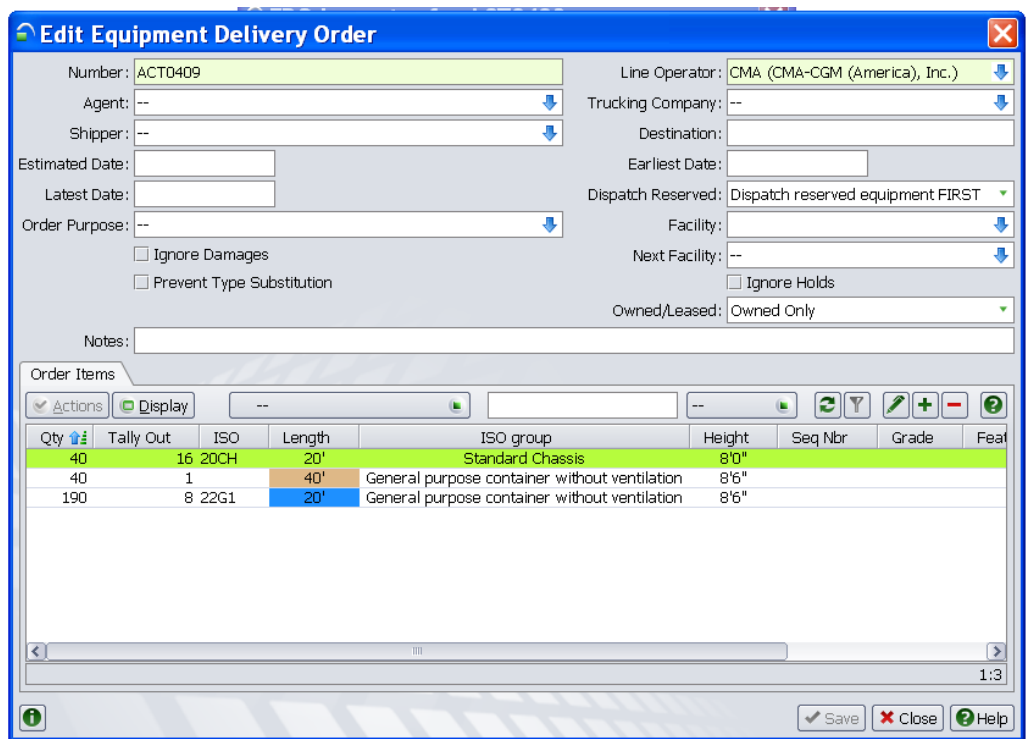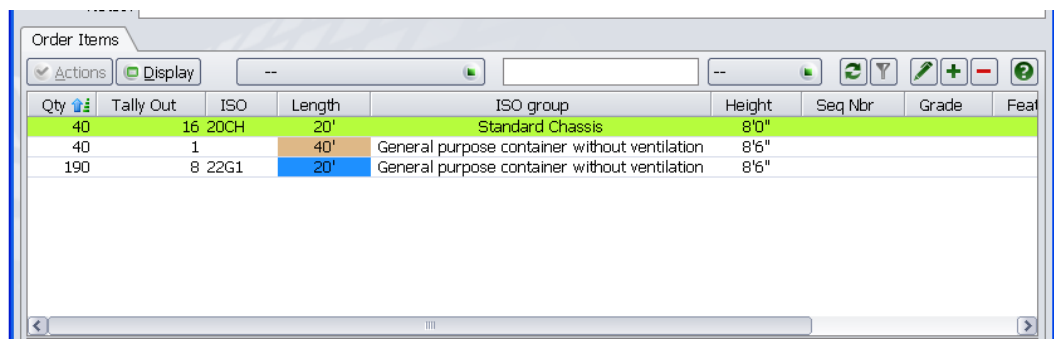## Delete Equipment Type from an Existing EDO

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.
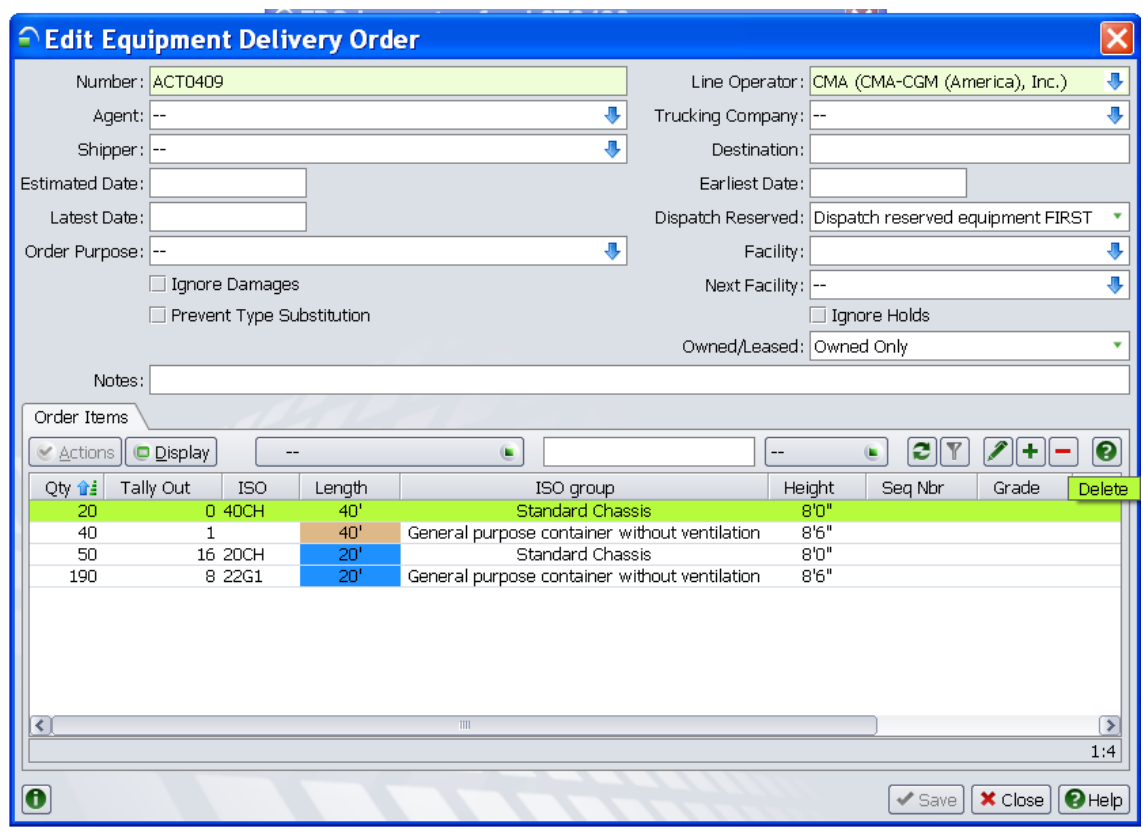

Continue instructions on next page

4. Click Actions > Edit EDO.
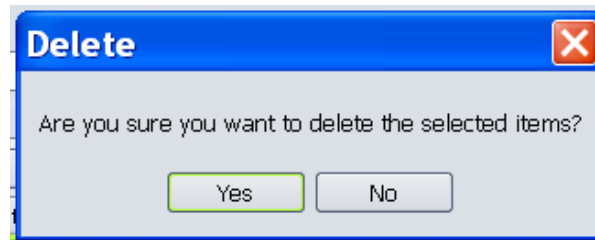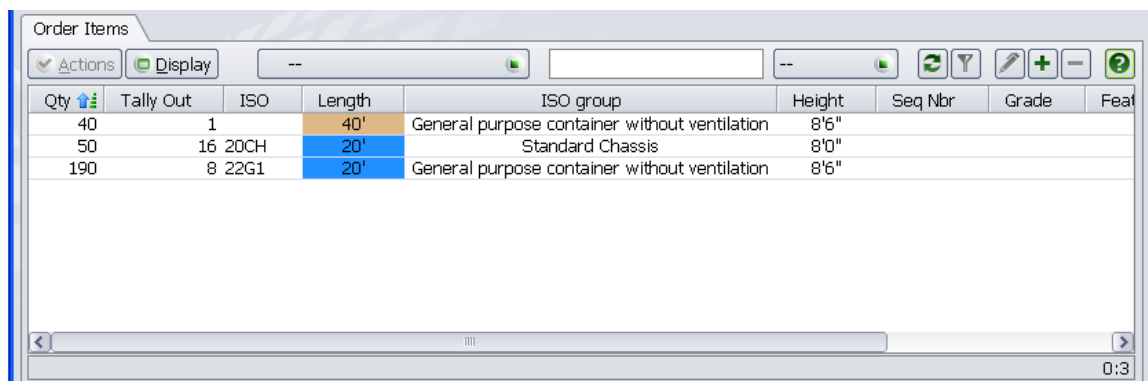

5. The Edit EDO screen will appear.

Continue instructions on next page

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

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

9. 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.
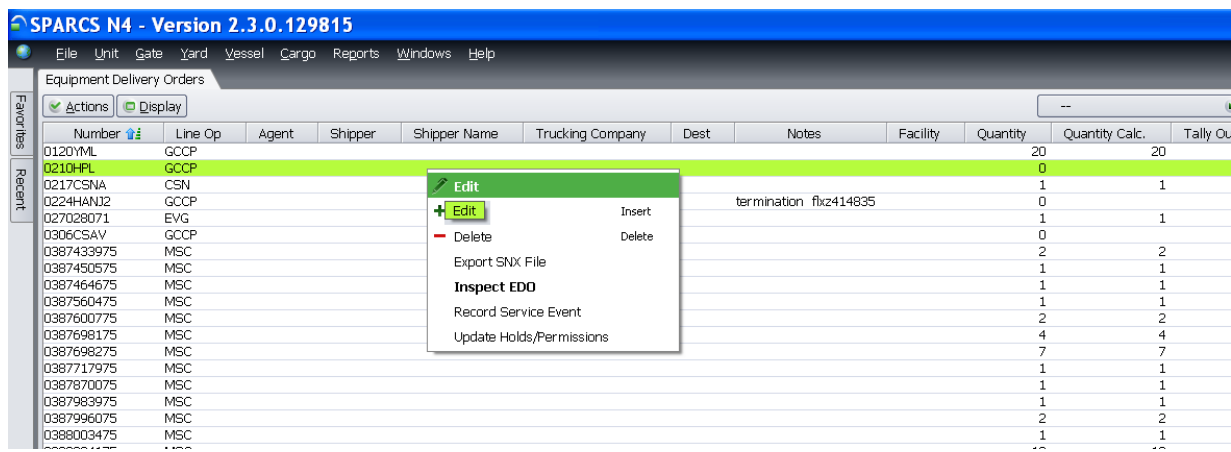
4. The Edit Equipment Delivery Order screen will appear.

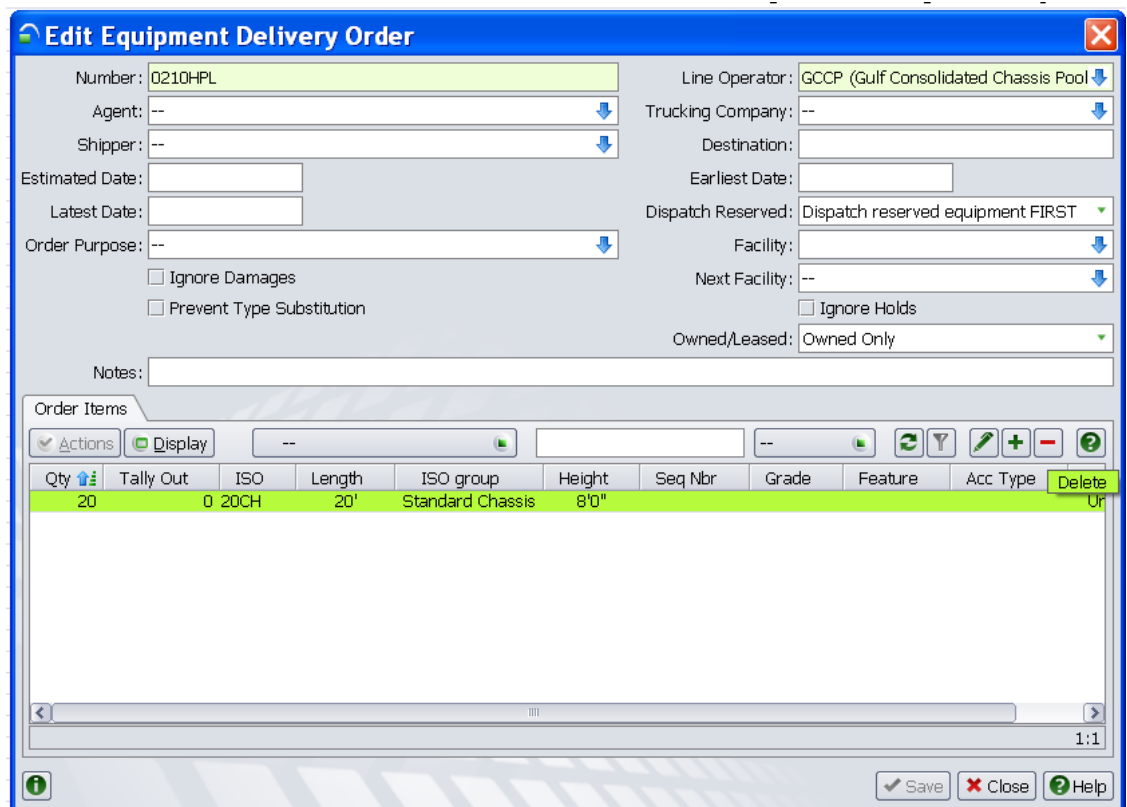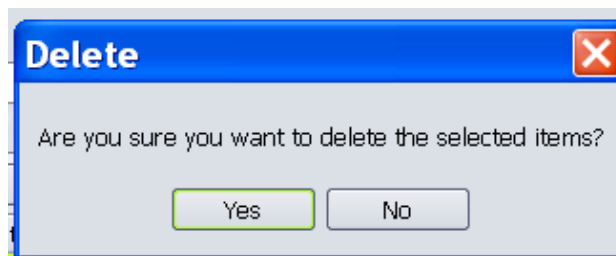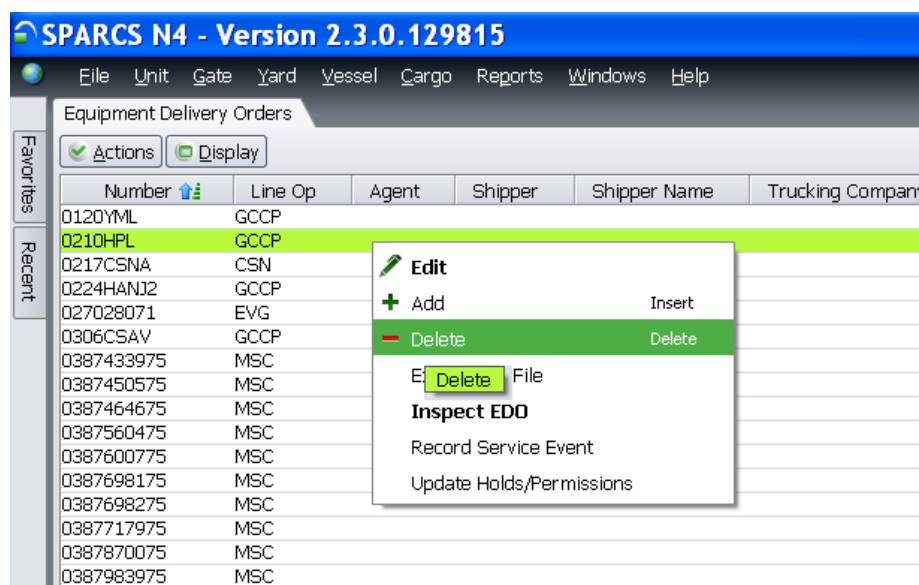5. In the Order Items block, highlight the Order Item and click on the [−].
6. A Delete screen will appear that asks, "Are you sure you want to delete the selected item?" Click Yes. Continue to do this until all Order Items have been removed.

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 [−].

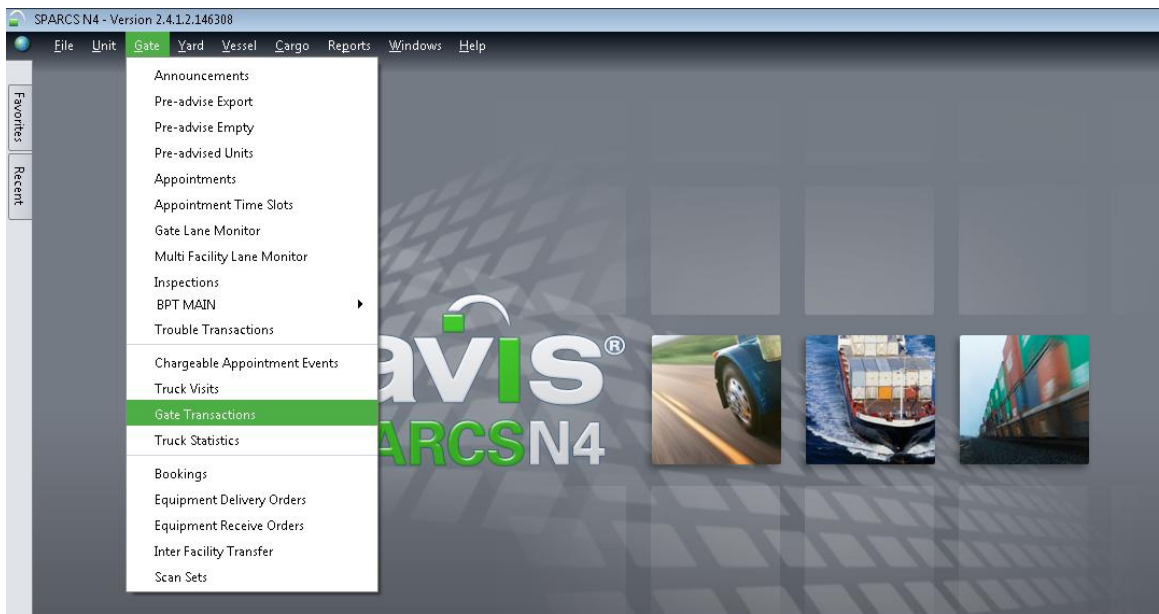9. A Delete screen will appear that asks, "Are you sure you want to delete the selected item? Click Yes.
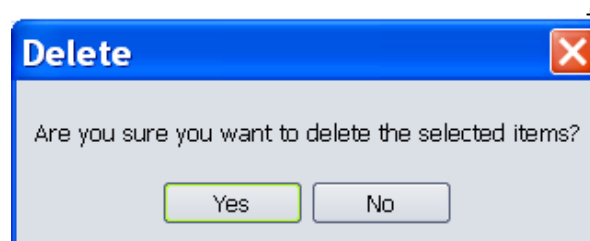
10. The EDO is no longer on the Equipment Delivery Orders list.

GATE

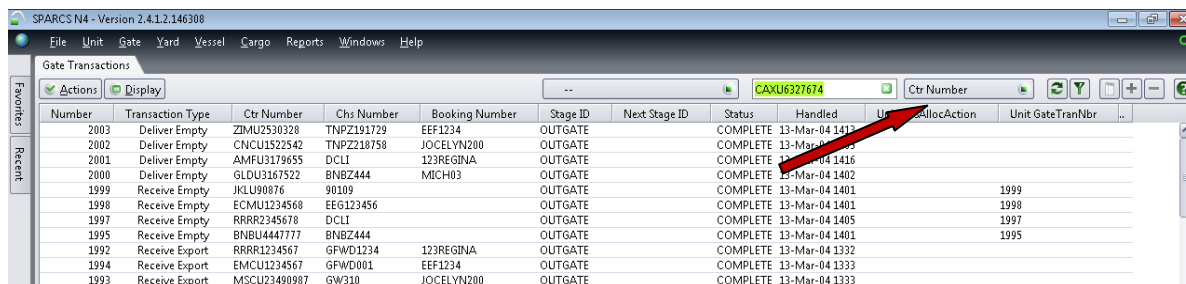## View a Gate Transaction

1. Open the Gate Tab > Gate Transactions.

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.
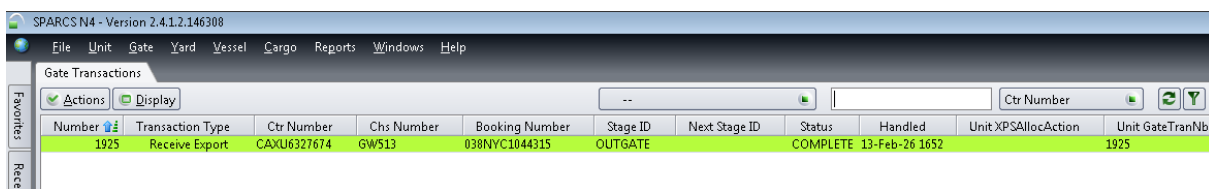

6. Highlight and double click the transaction to open the Gate Transaction Inspector-this is where you can view all the information for this specific transaction associated to the unit.
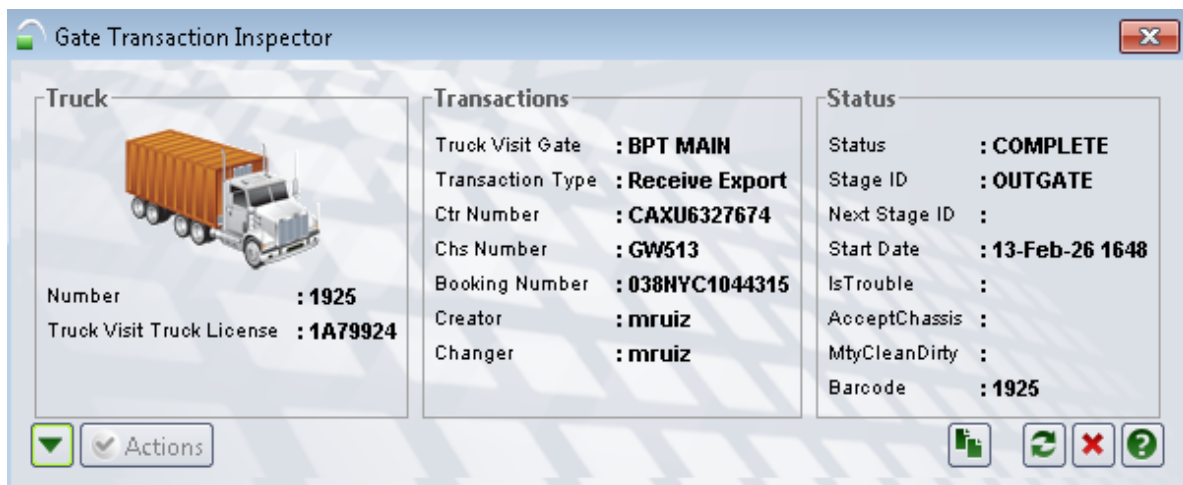
7. To view the history of this transaction, click the [▼] button at the bottom left of the inspector screen.
8. There are several places to see information. On the top of the screen is the basic information and latest status. This is information that is available on the Reprint Gate Document screen of Express.
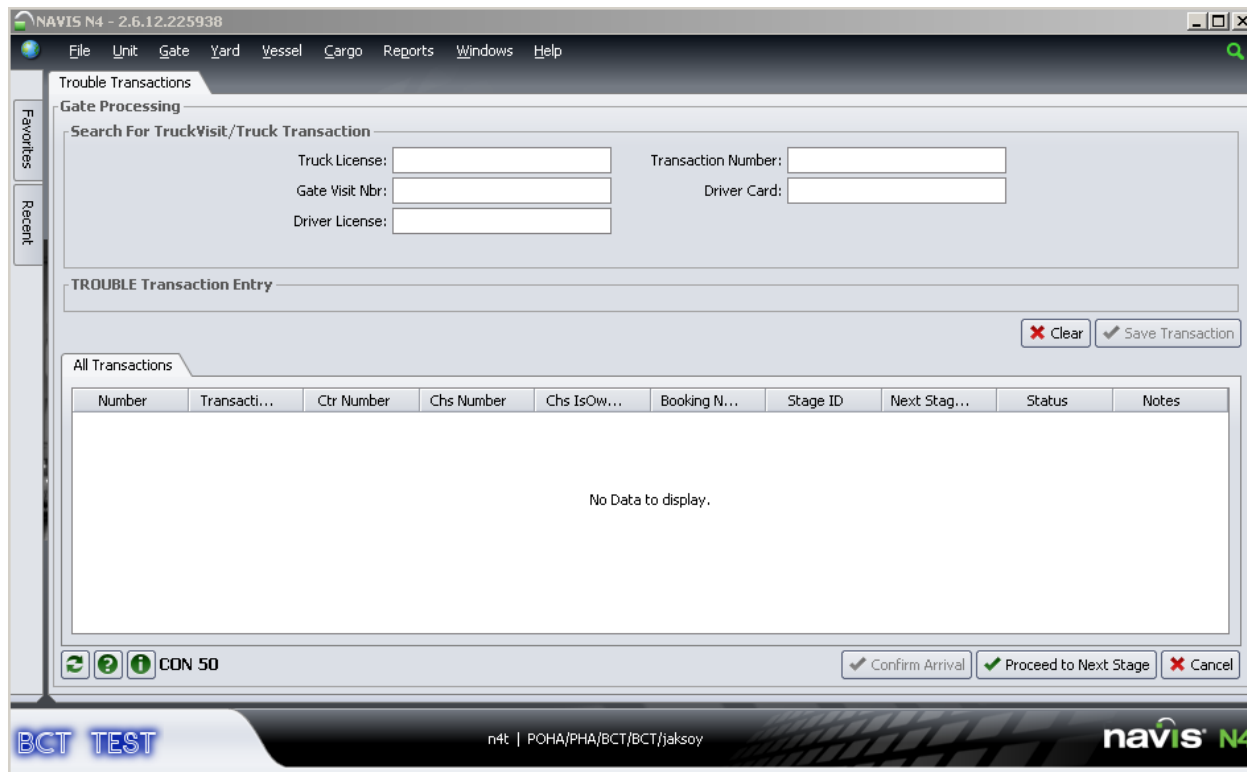
9. The drop down menu below the green arrow includes many categories of information: Chassis, Container, Contents, Documents, Messages, Placards, Routing, and Stages. The Documents section shows the tickets (Drop-off, Pickup, EIR) that were printed for this transaction.
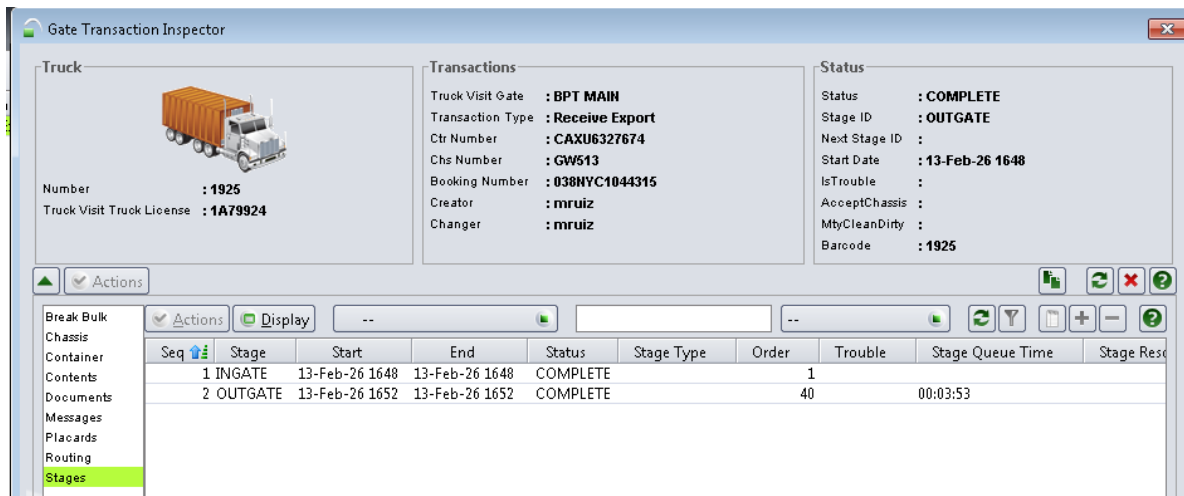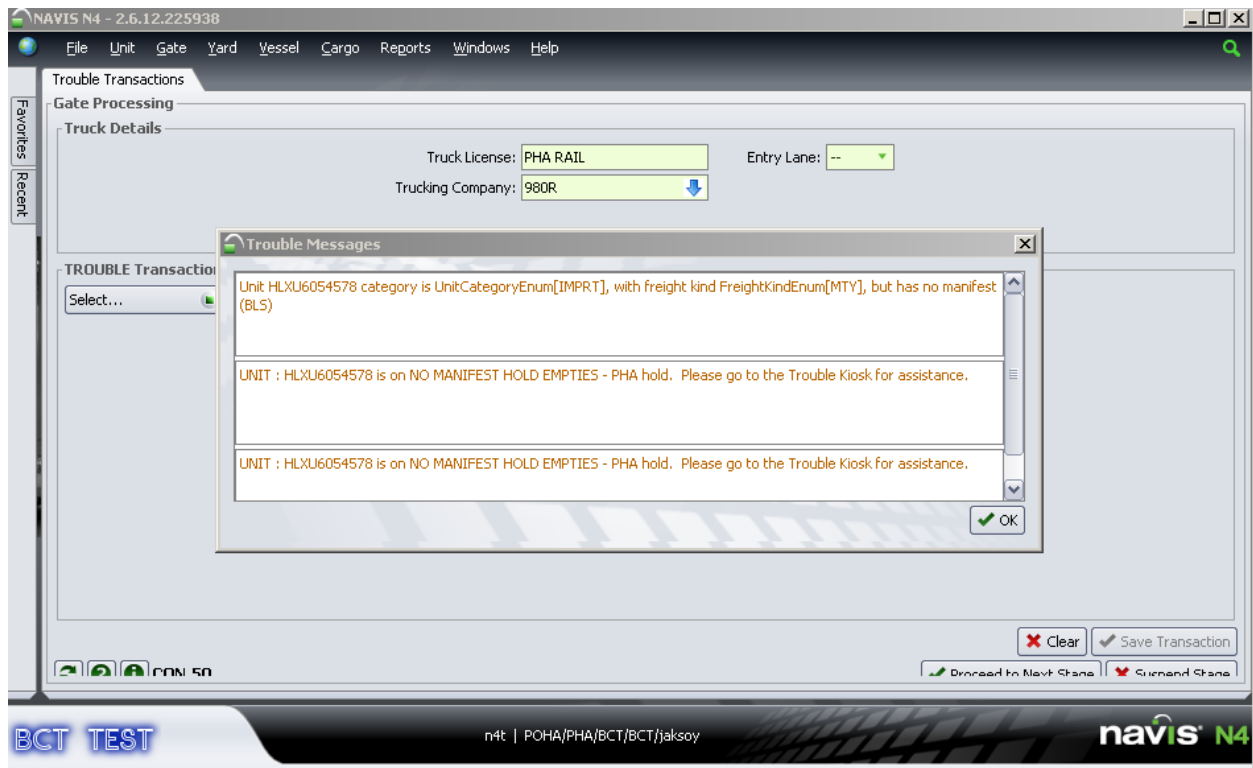

View a Trouble Transaction

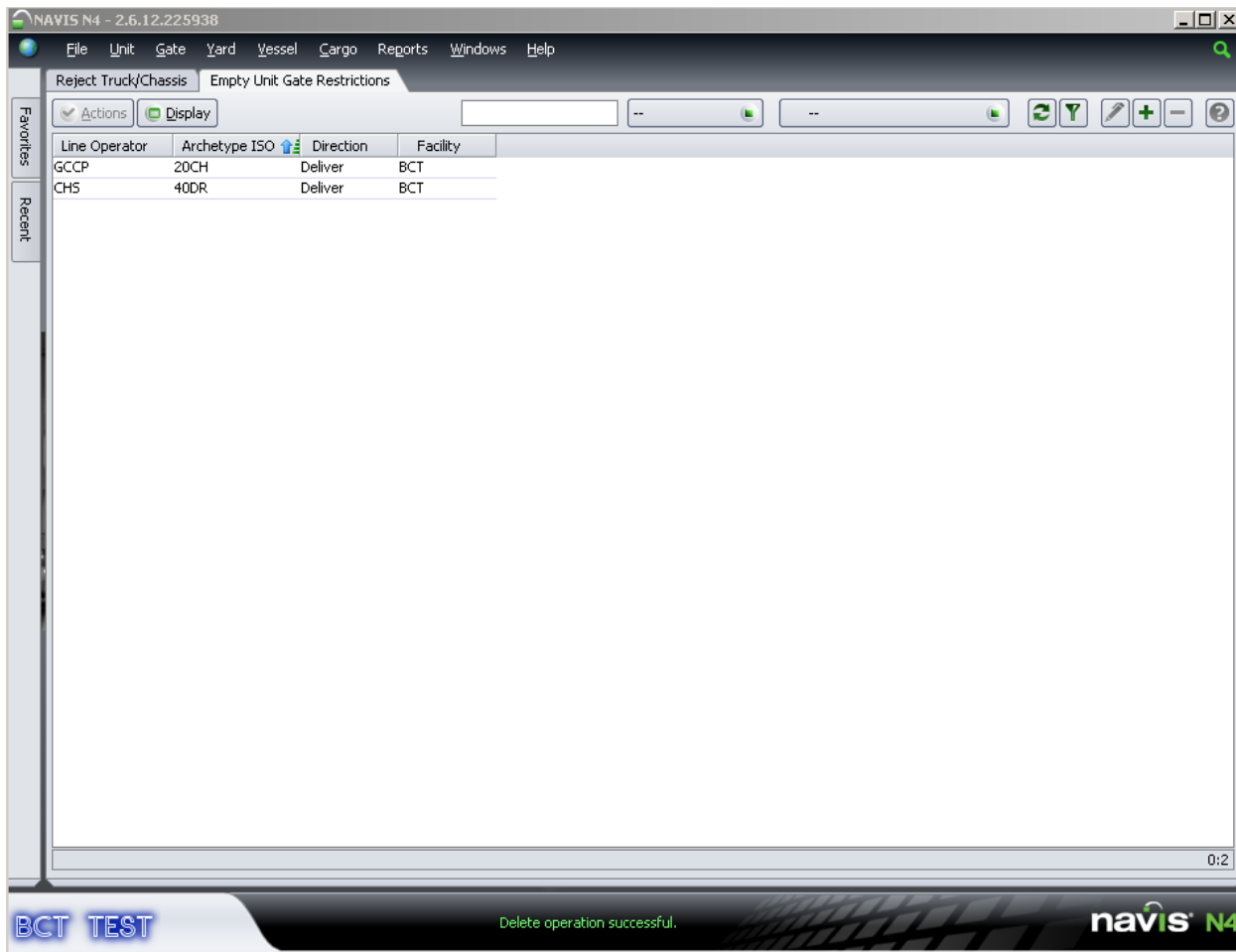1. Open the Trouble Transactions tab.

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.
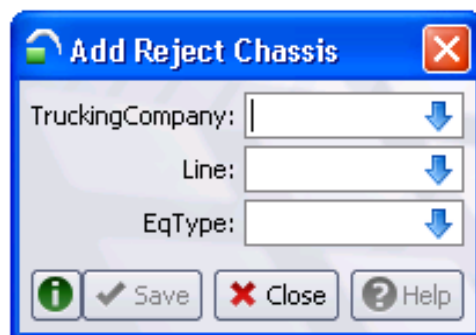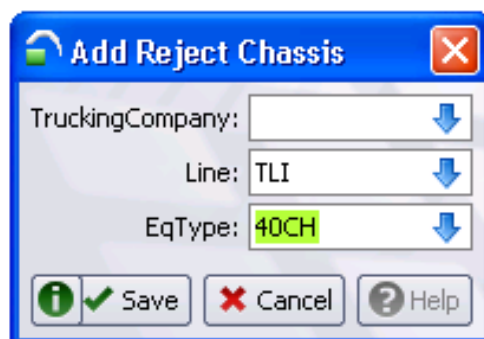
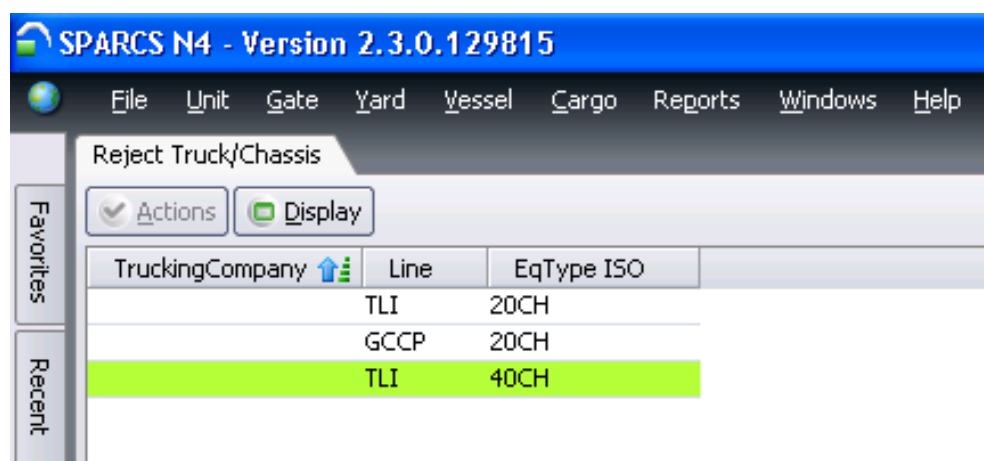*Continue instructions on next page*

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.

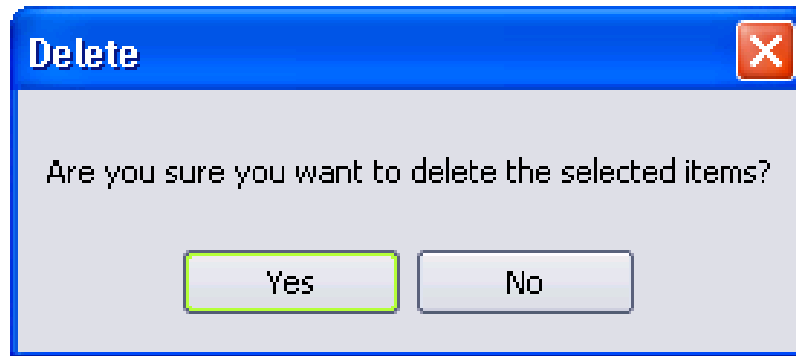4. Enter the Line and EqType that you are looking to reject.

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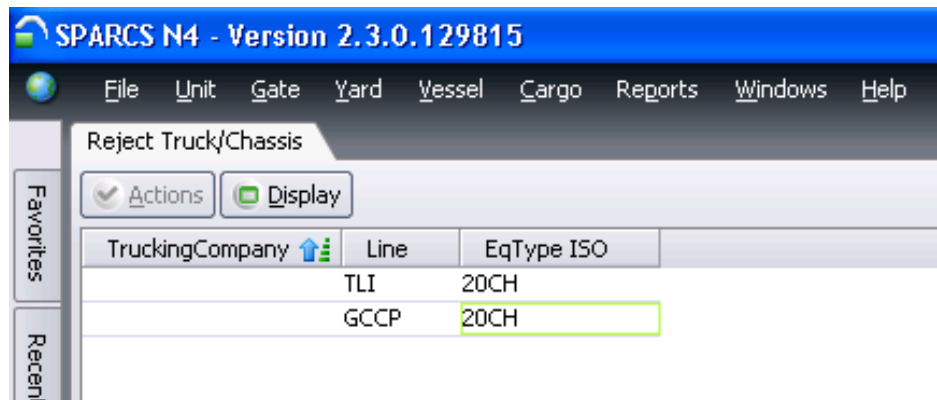6. The TLI (TRAC) 40CH is now added to the list.

7. 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.


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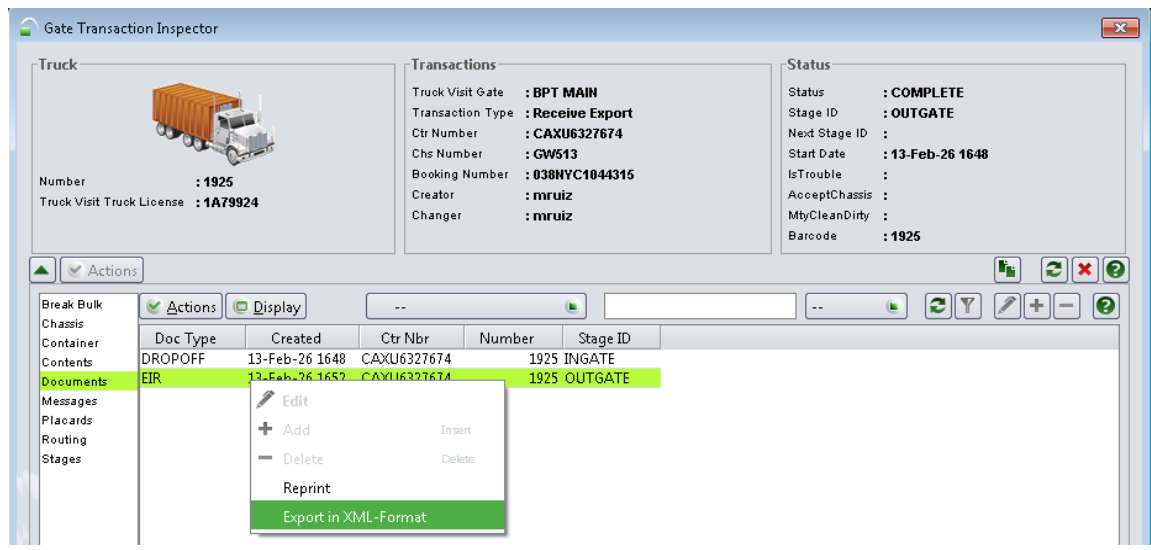
Reprint Gate Document

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
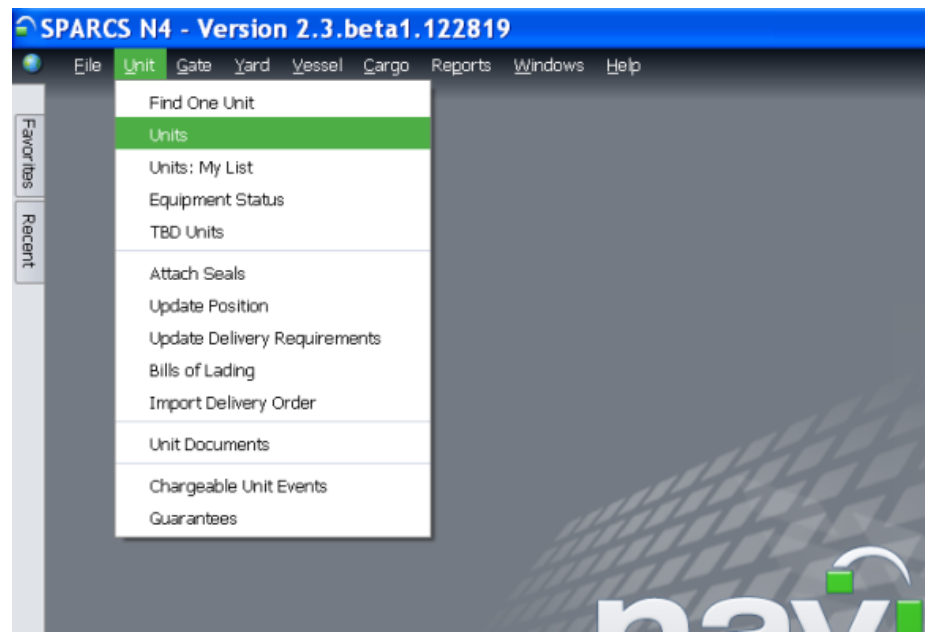4. Click on the Actions down arrow ⬇ and select Documents from the drop down list.
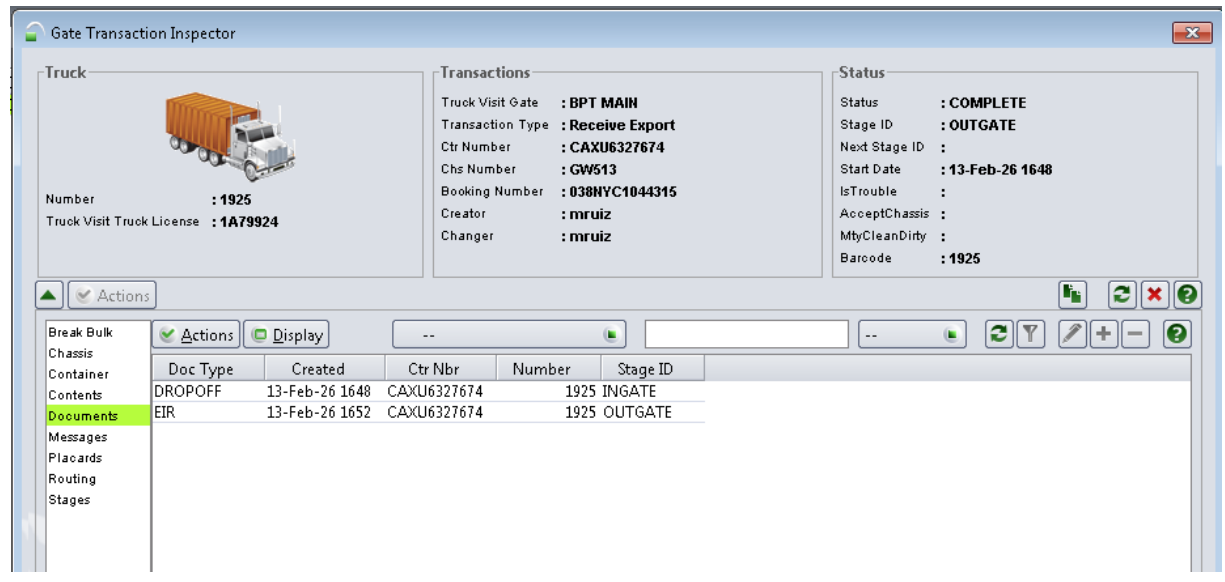
5. Choose the document you would like to reprint, highlight it, right click, and choose Reprint.
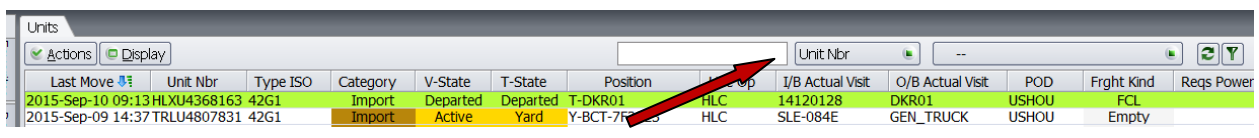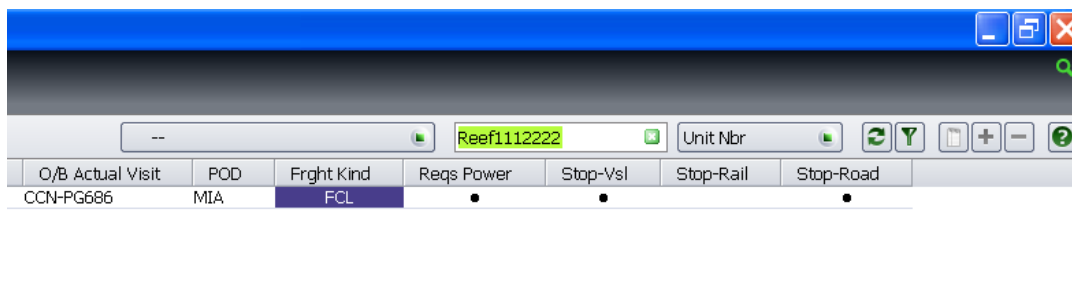
UNITS

Change a Container

1. Open the Units tab.

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.
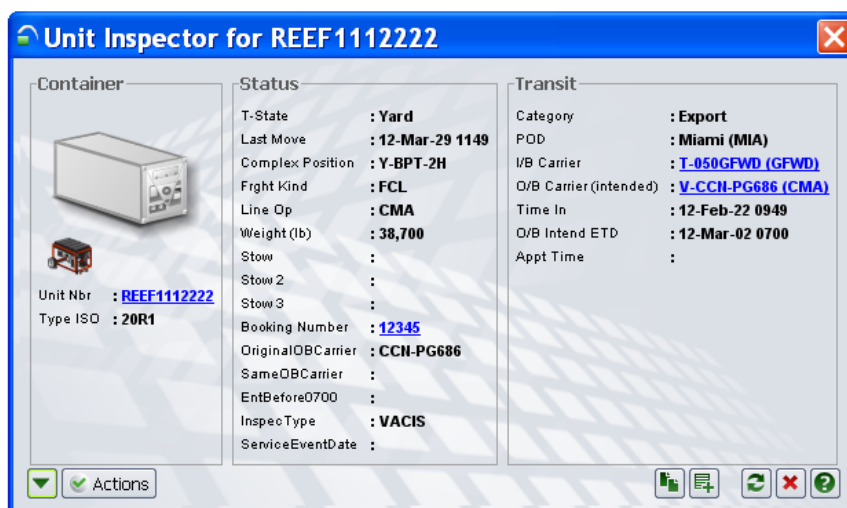
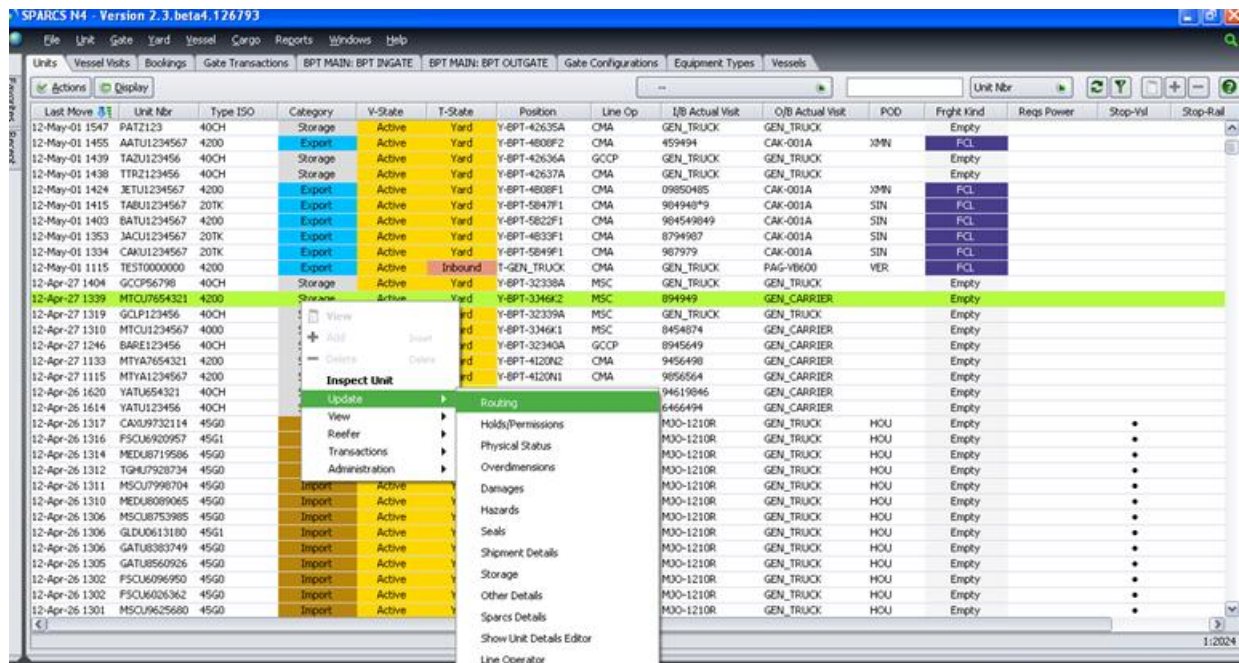
Continue instructions on next page

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.
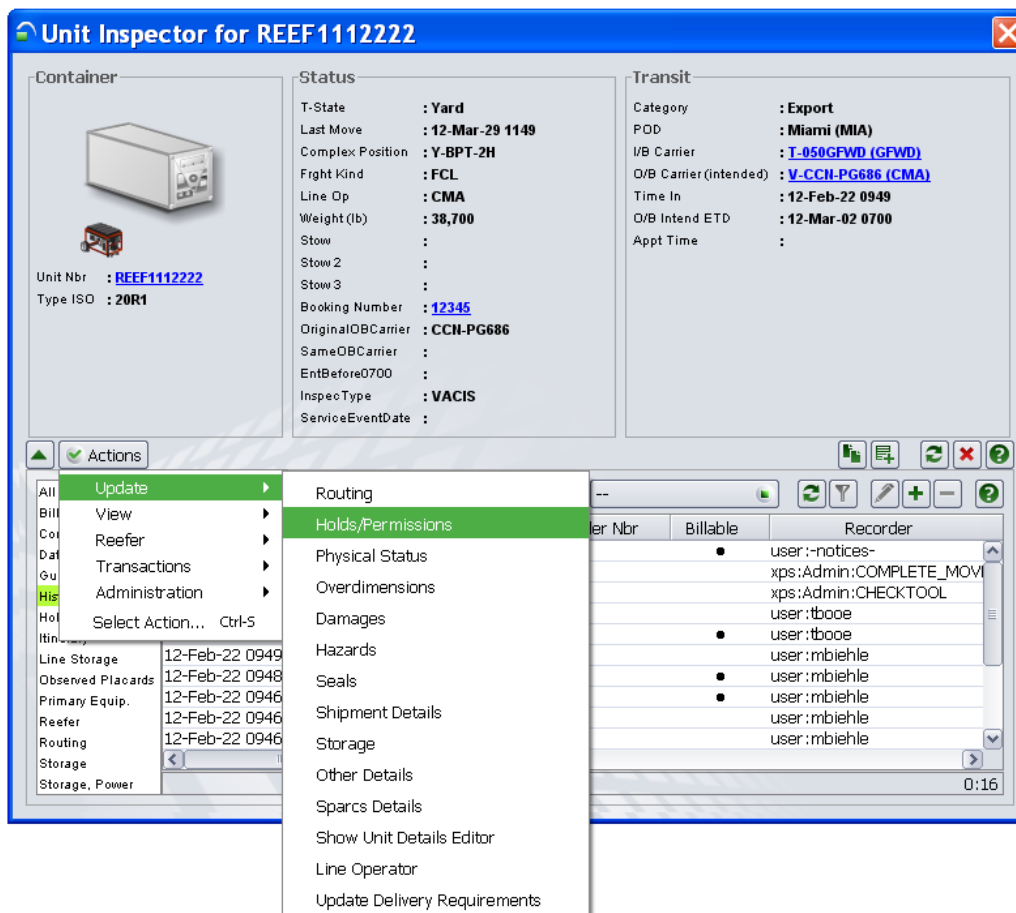
Change Equipment Category

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.

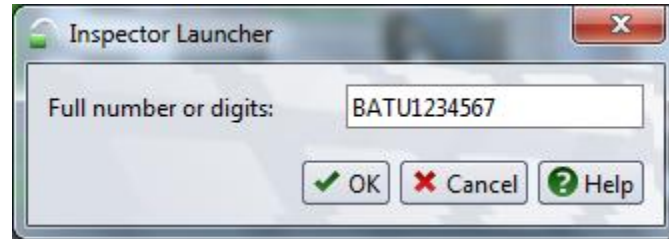6. In the Category field, use the drop down menu to choose the category you need.
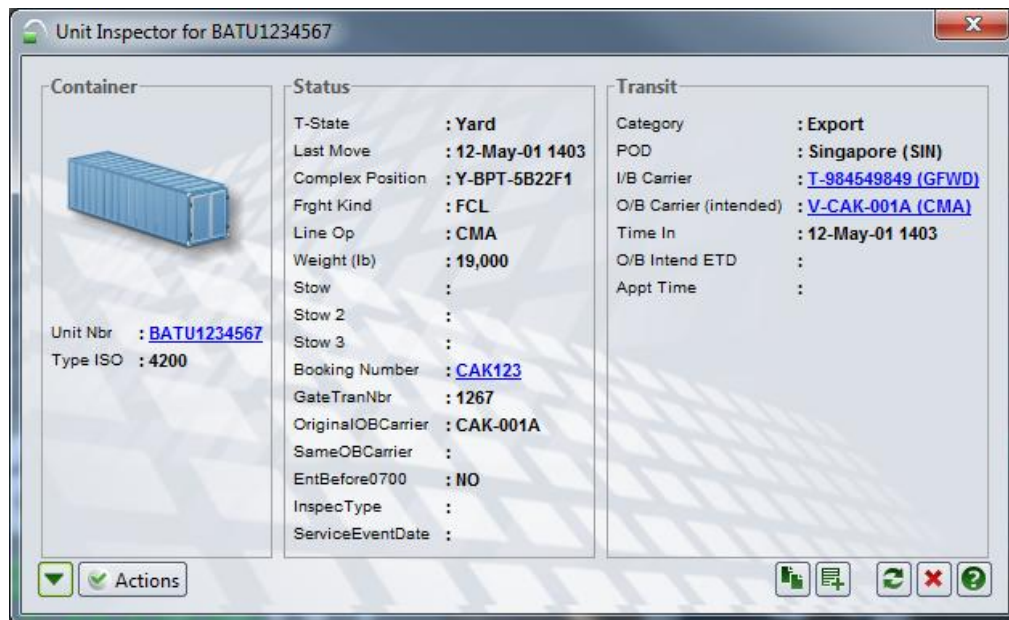

7. Click Save.

Change Line Operator

1. Open the Unit tab.
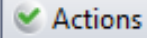2. Click Unit > Find One Unit.
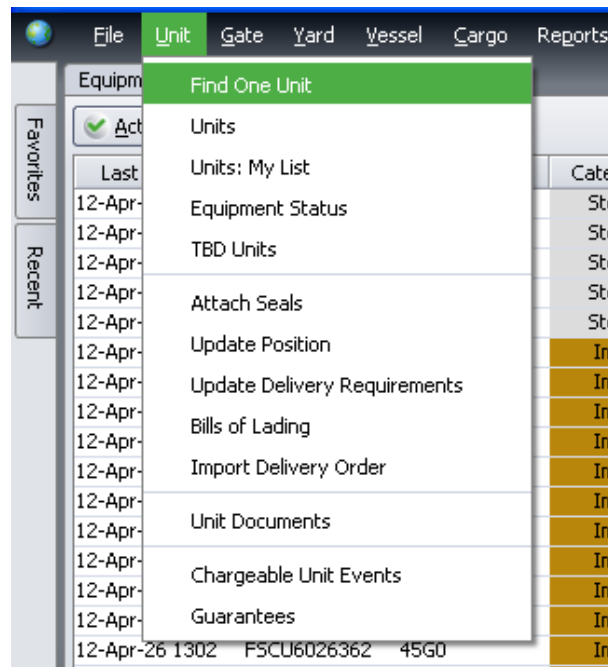
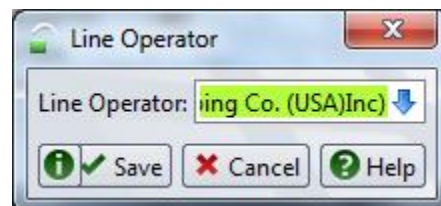3. The Inspector Launcher appears. Enter the equipment ID.

4. Click Enter.
5. The Unit Inspector will appear.

6. Click on the [Actions] button.
7. Choose Update.
8. Choose Line Operator. The Line Operator window will appear.
9. Enter the new Line.

10. Click Save.

Change OOG Details

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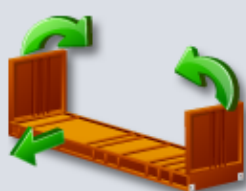3. Click Enter.
4. The Unit Inspector will populate the screen.

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.

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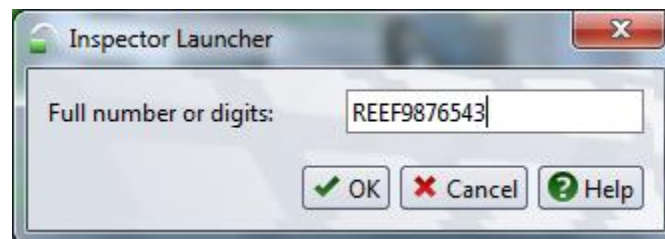
9. Click Save.

Change Reefer Details

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

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

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.

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

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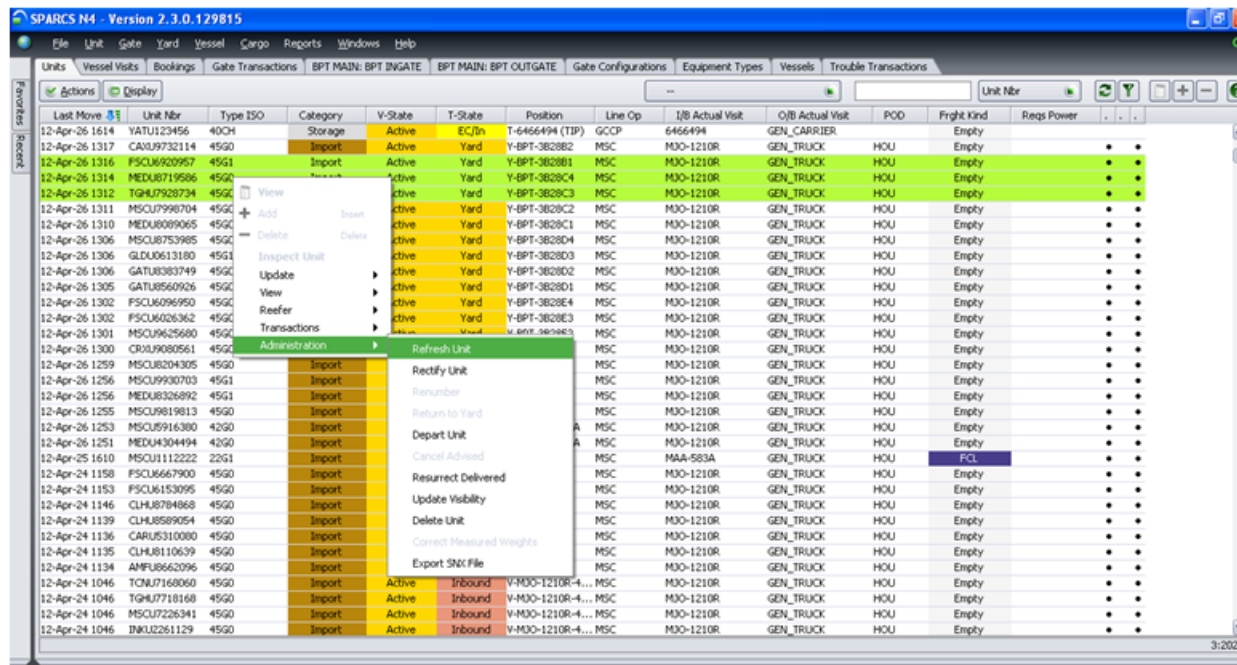
6. This feature works the same as clicking the on the top of each tab. This button will refresh the information on the entire tab.

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.
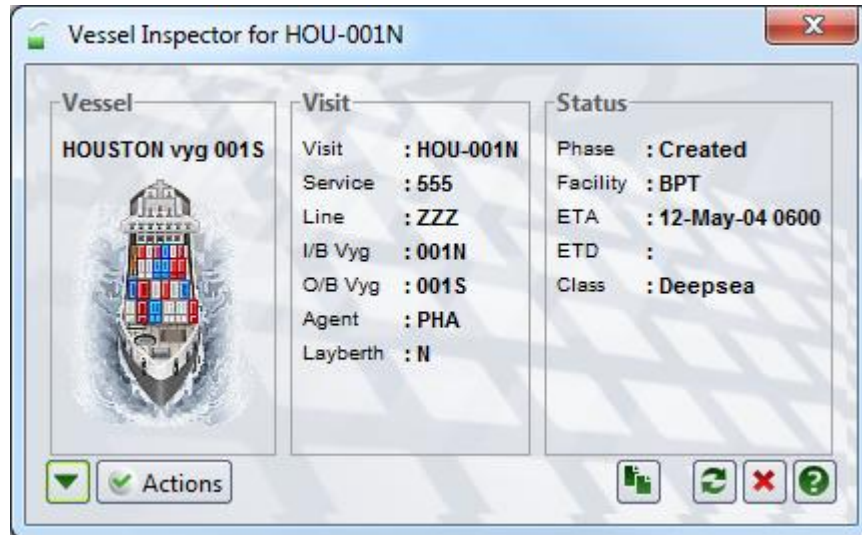
4. Click the [▼] to view options.
5. Choose Late Arrivals.
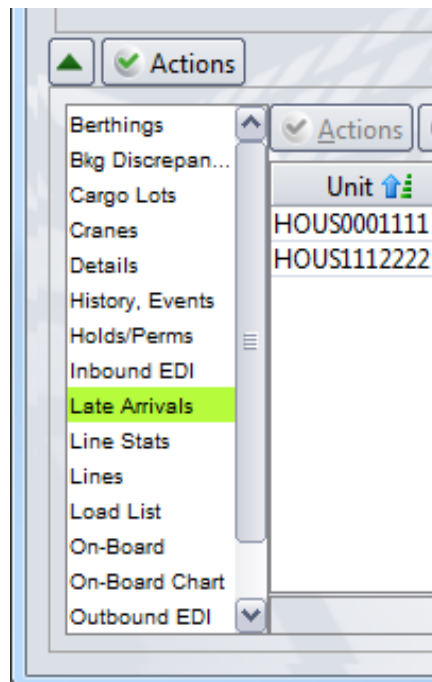
6. You will see the unit numbers and the associated cutoff for that unit.
7. To edit a specific unit, double click on the unit number. The Edit Late Arrival window will appear.
8. Edit any necessary changes.
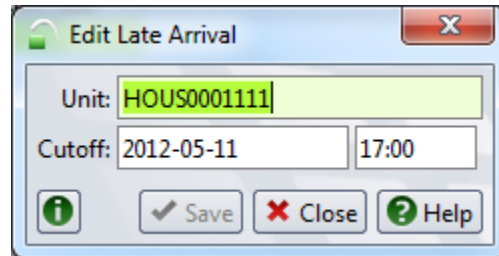
9. Click Save.

10. To add additional late units, click the ➕ button. The Add Late Arrival window will appear.
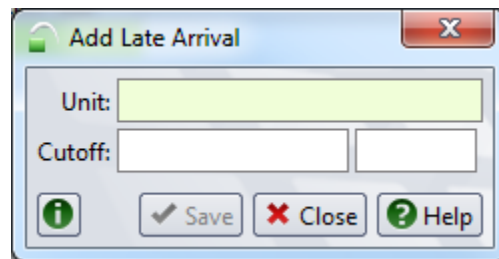
11. Add Unit number.
12. Enter the Cutoff date (YYYY-MM-DD).
13. Enter the time.
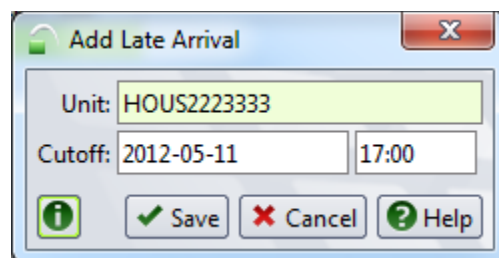
14. Click Save. The new container will appear in the Late Arrival Screen.

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.

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).

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.

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.

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.

3. Highlight and right click on the unit number. From drop down menu, click Update > Routing.
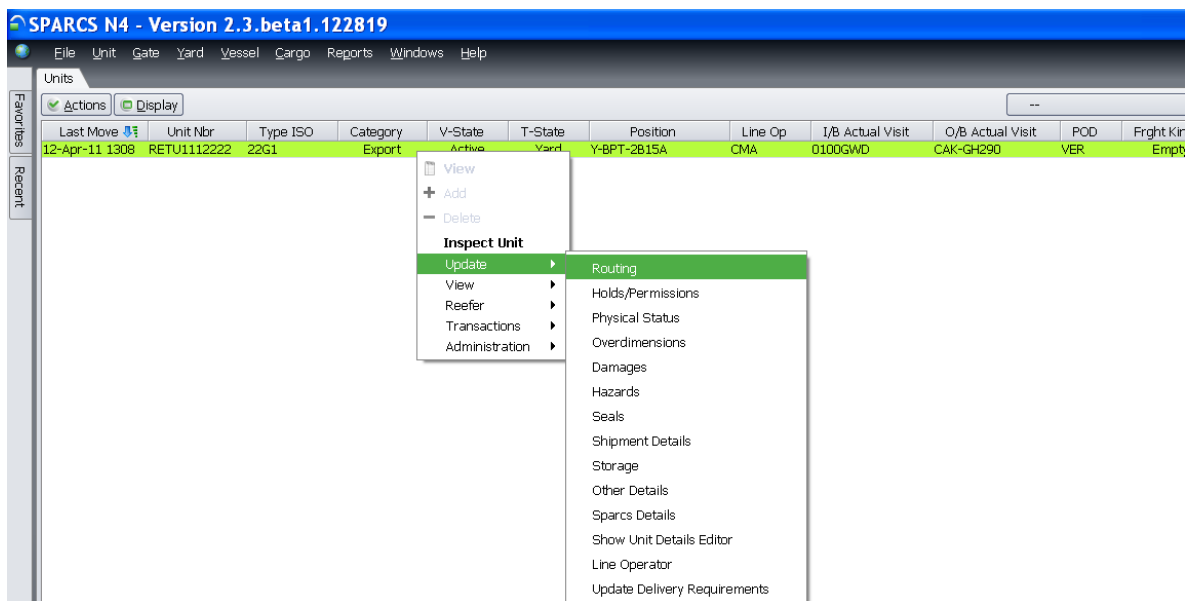
4. This will open the Routing Window.

Continue instructions on next page

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

6. Click Save.

View Existing Unit Holds
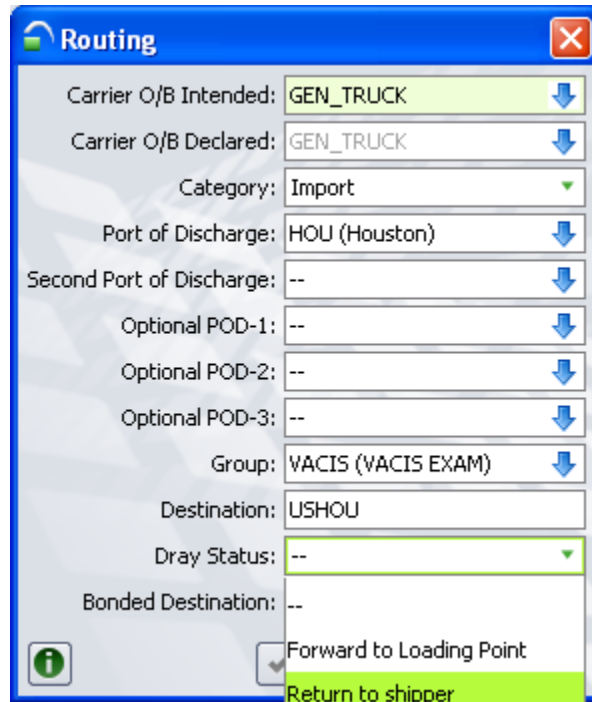
1. In Operations mode, open the Units tab.
2. Locate the unit you are looking for.
3. Open the Unit Inspector for that unit by double clicking the unit or right clicking and choosing Inspect Unit.
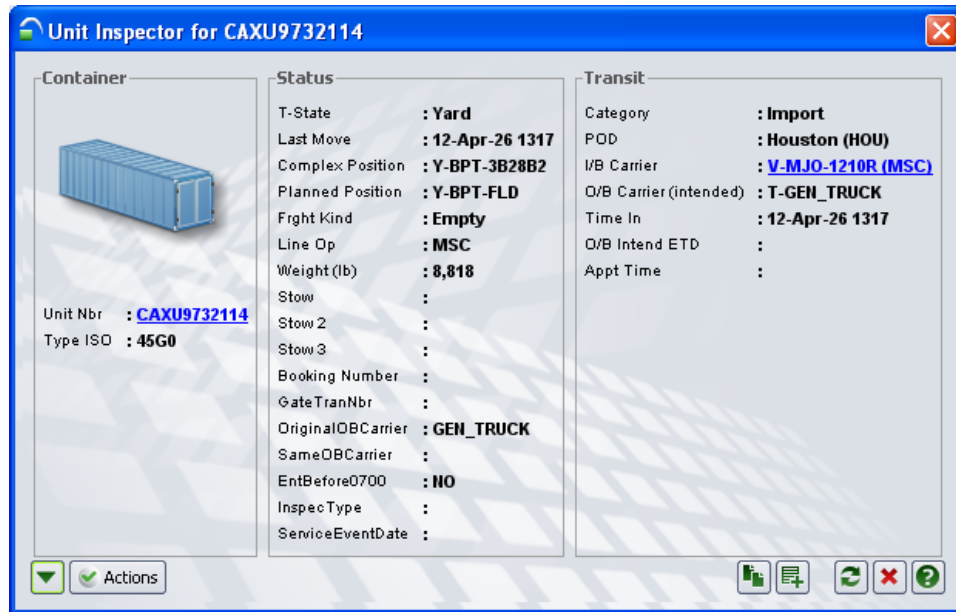
4. To view the holds that are active as well as those that have been released for this unit, click the ⬇ button. Choose Holds/Perms.

5. 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.
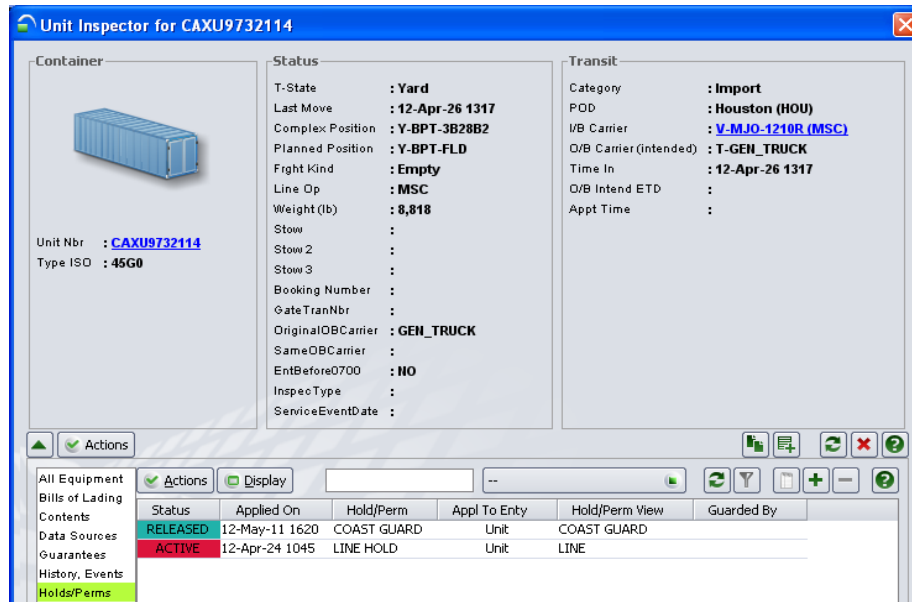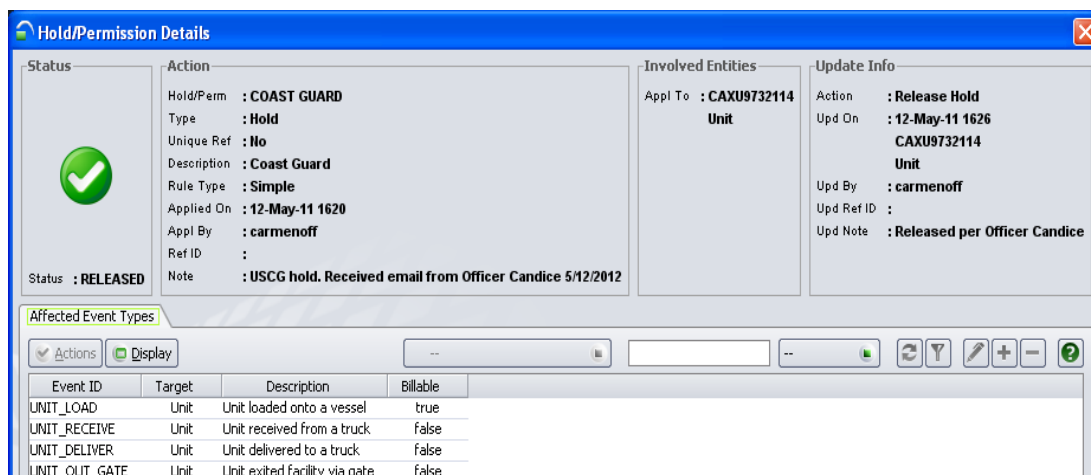6. You can see the date and time that the holds were applied, but to view more information, double click on the line item you would like to review.
7. This opens the Hold/Permission Details window.

8. 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

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

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
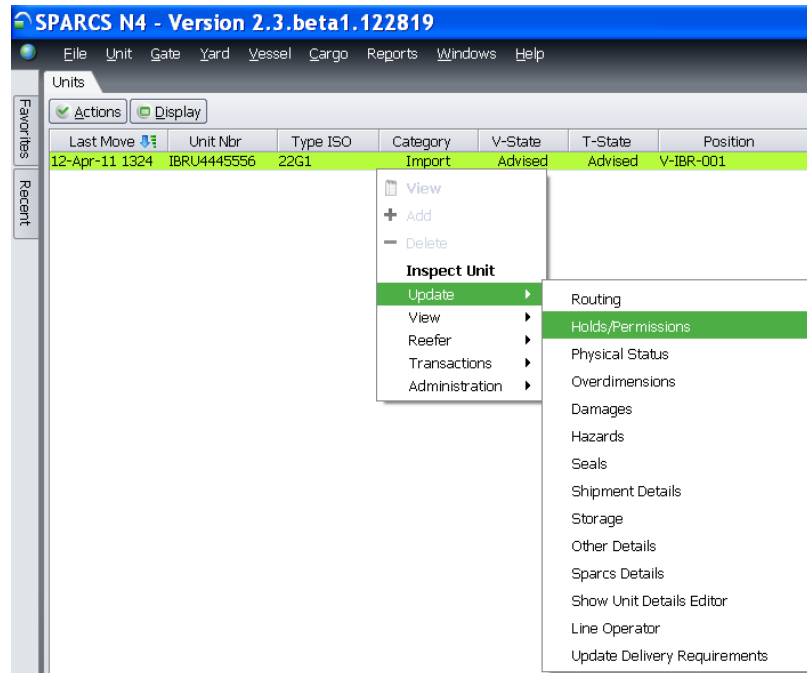
Add a Hold

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.

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.

Continue instructions on next page

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

6. 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.


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.
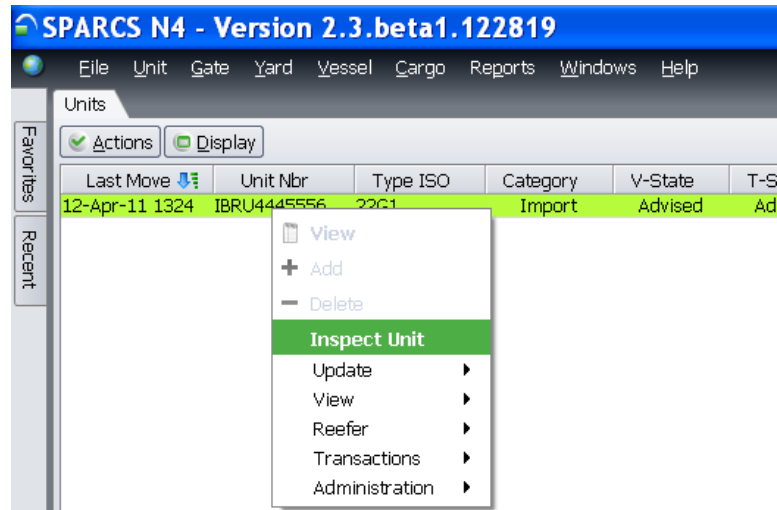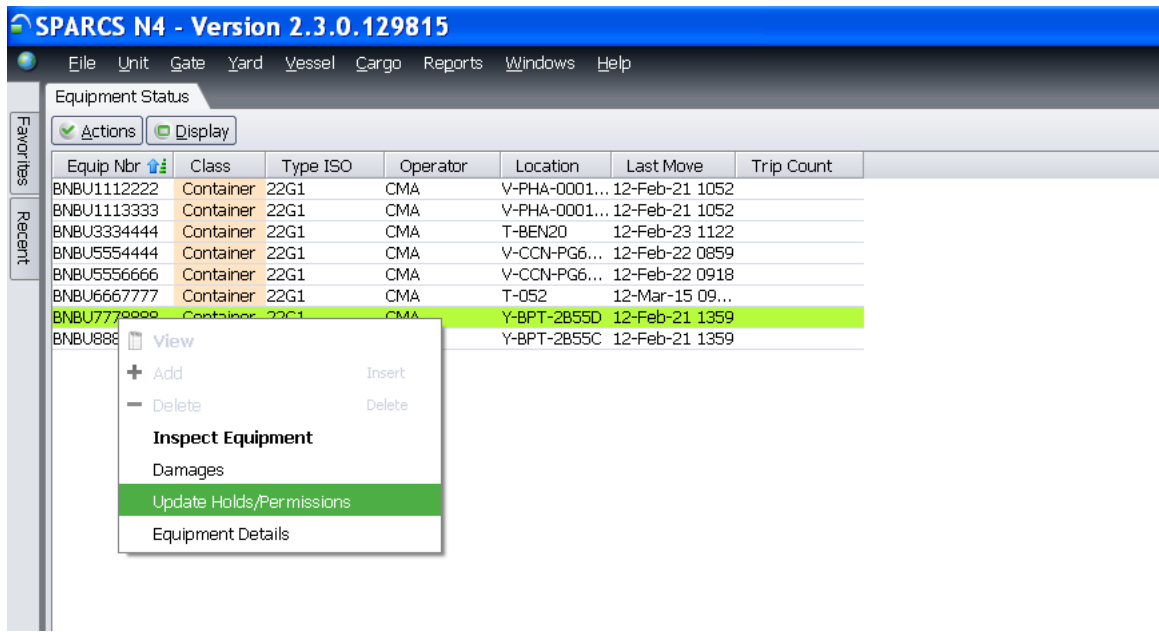

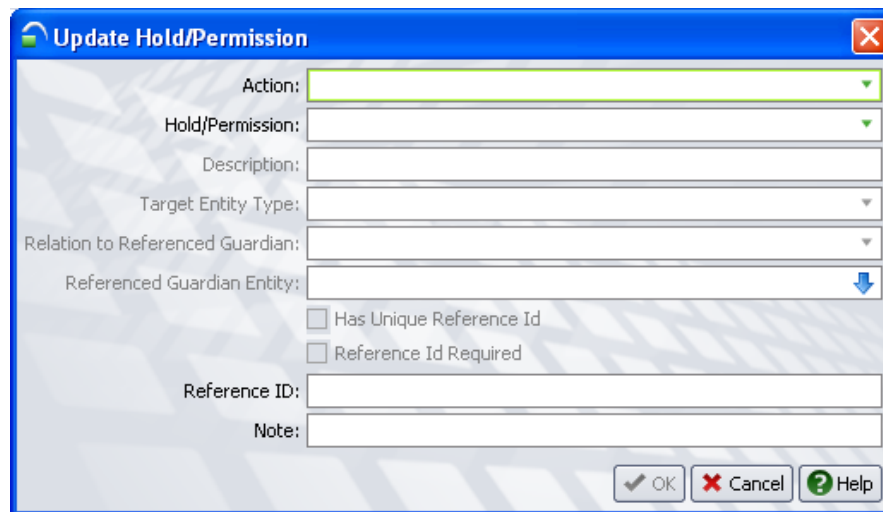10. In the Unit Inspector screen, click the button. Choose Holds/Perms.
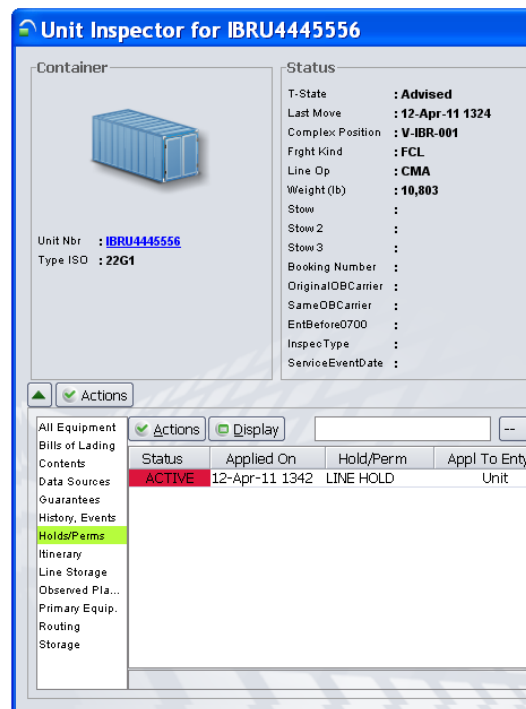
Add No Entry Hold (No Return Hold)

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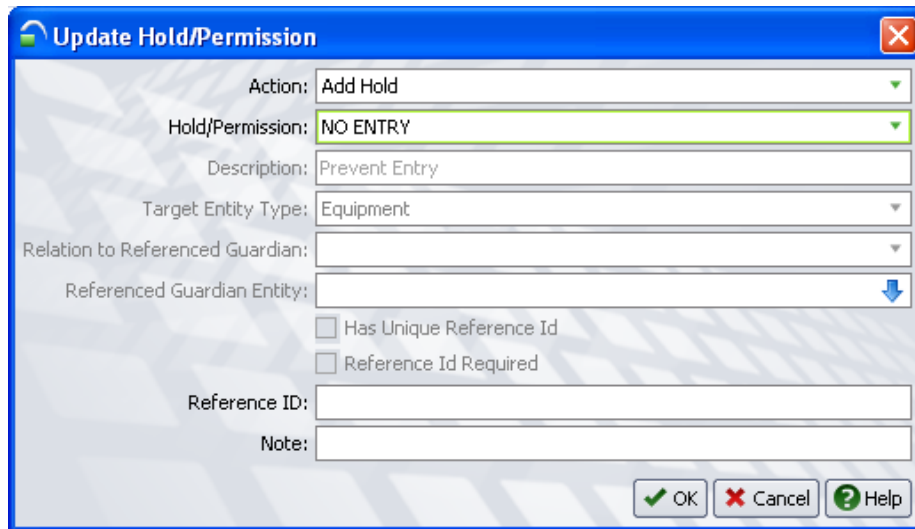3. Highlight and right click on the container. Click Update Holds and Permissions.

4. Update Hold/Permission window will appear.

Continue instructions on next page

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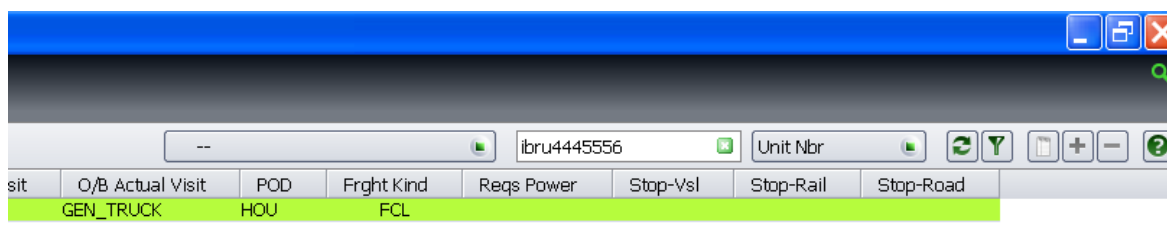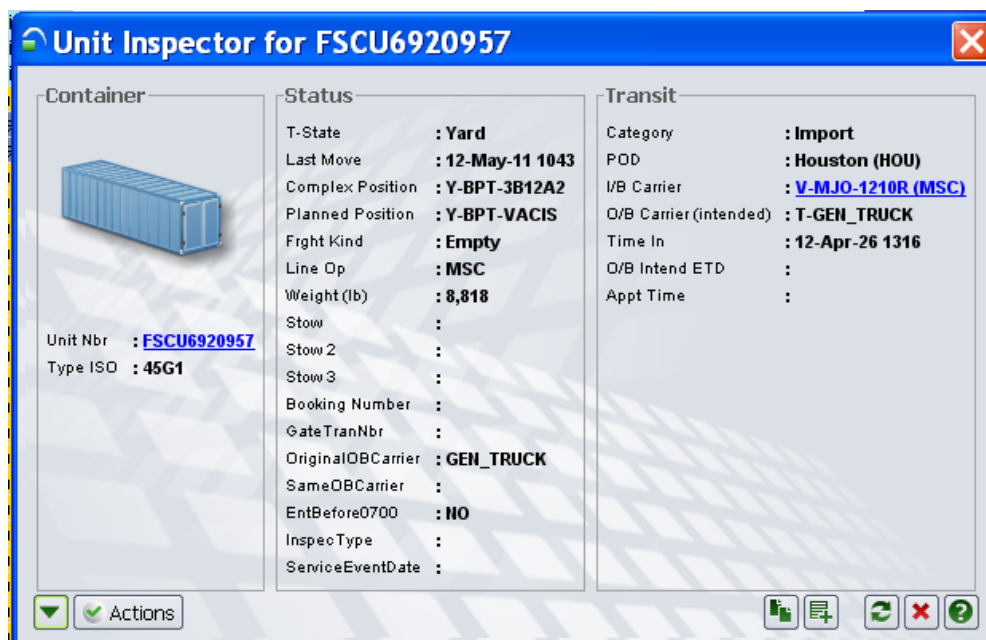

7. Click OK.

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.
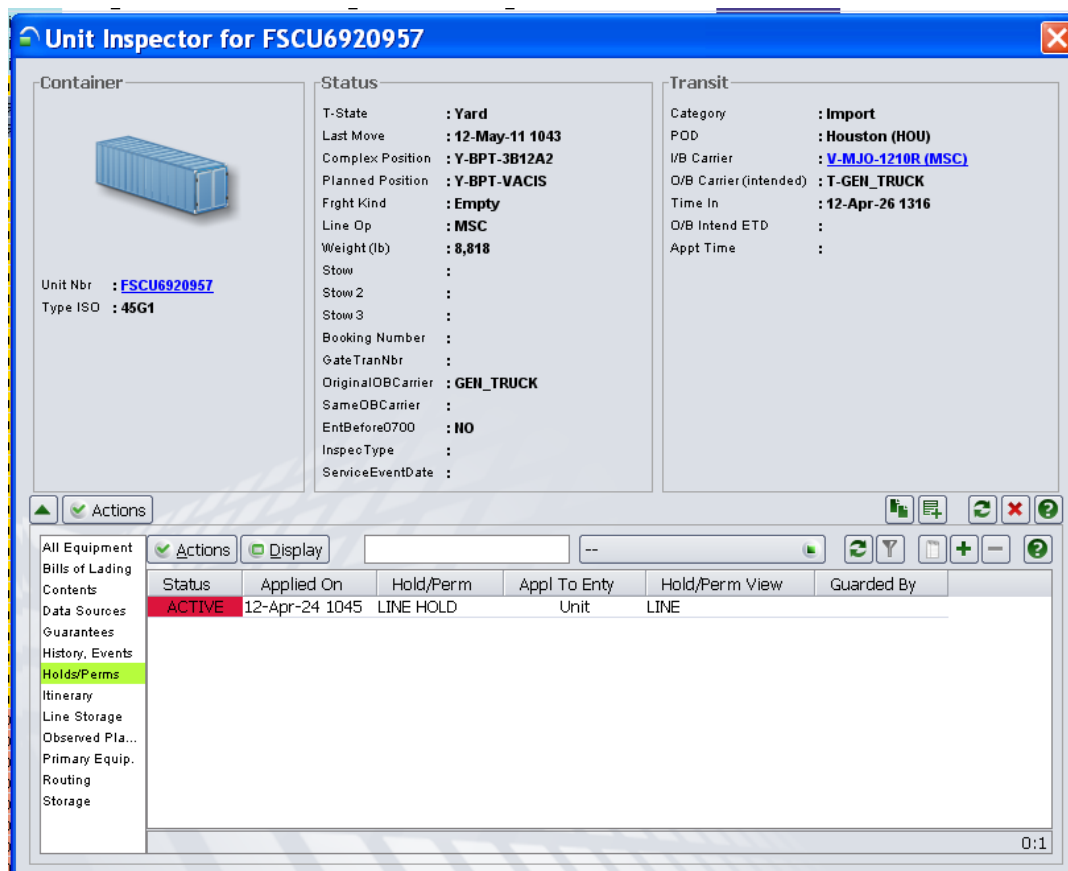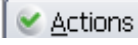

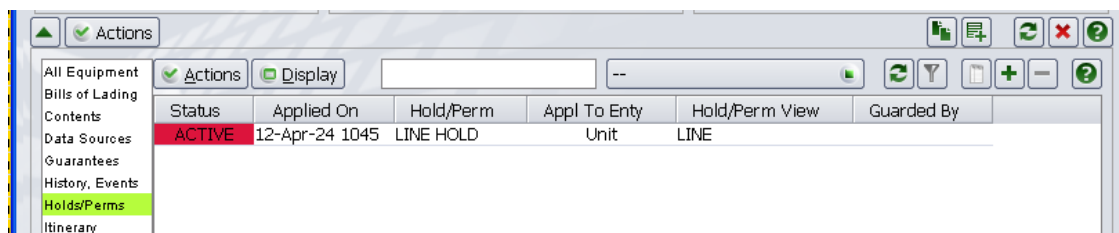3. Double click the container number to display the Unit Inspector.

Continue instructions on next page

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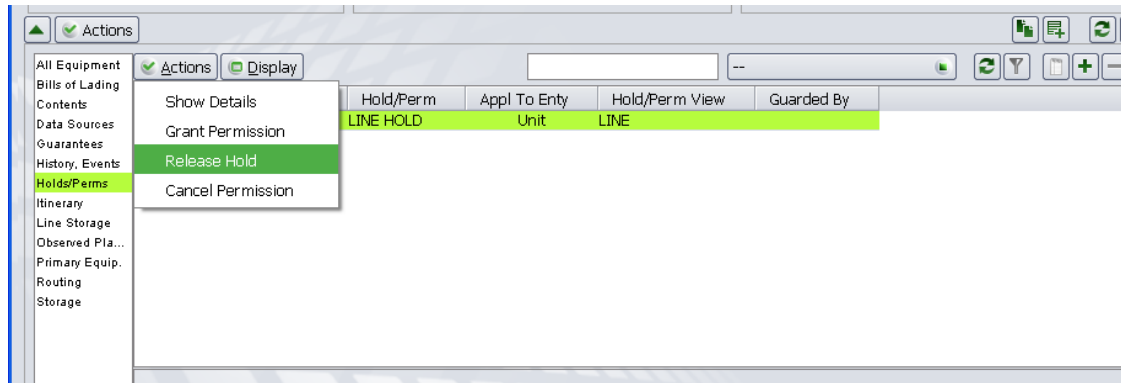5. Choose Holds/Perms to see all holds and permissions associated with the unit.

6. Highlight the Active hold and click the [✔ Actions] button.
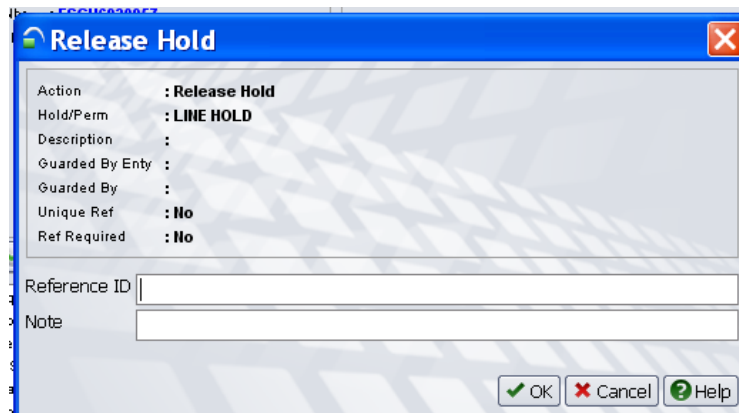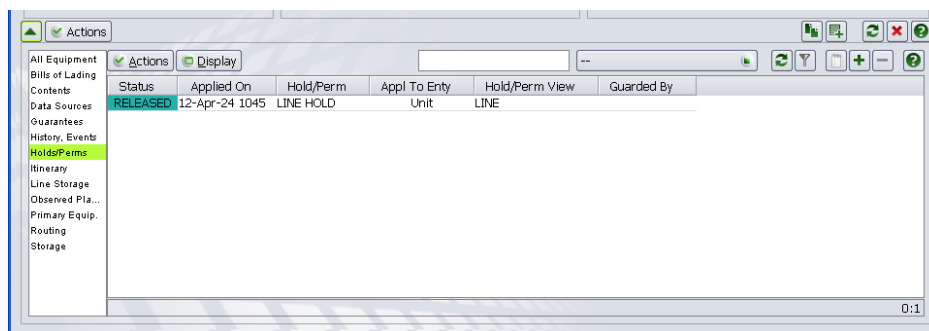

Continue instructions on next page

7. Click Release Hold.

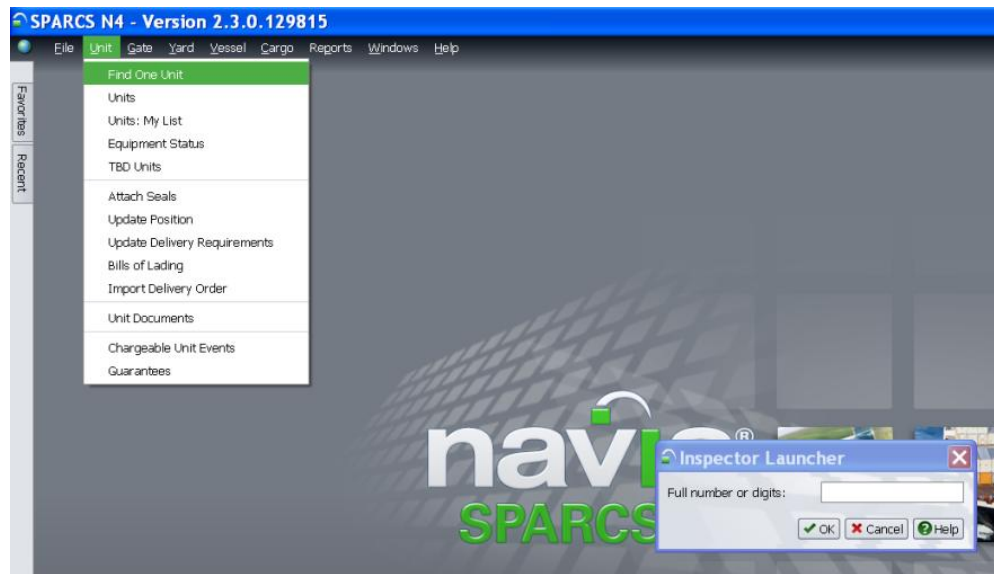8. The Release Hold screen will appear. The Reference ID field and Note field are optional. Click OK.
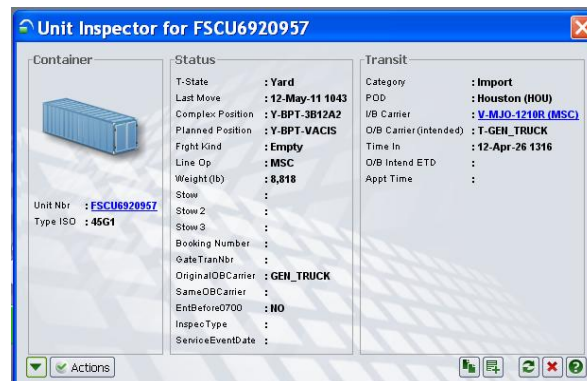

9. The status of the unit now shows Released.

Create a Guarantee

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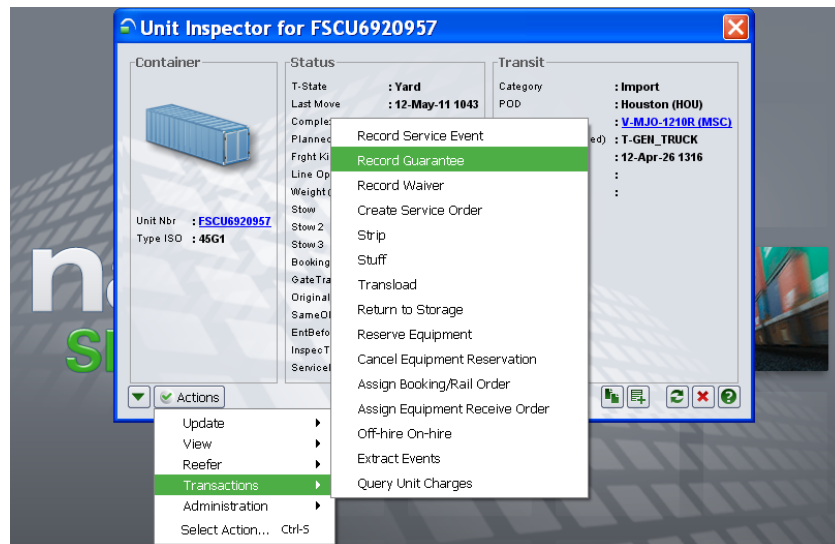

2. Type the unit number into the Full Number or Digits field on the Inspector Launcher.
3. Click OK. The Unit Inspector for the container number will appear.

Continue instructions on next page

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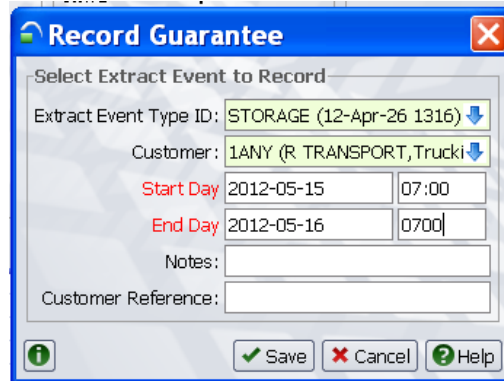6. Click Record Guarantee.

7. Record Guarantee screen will appear.
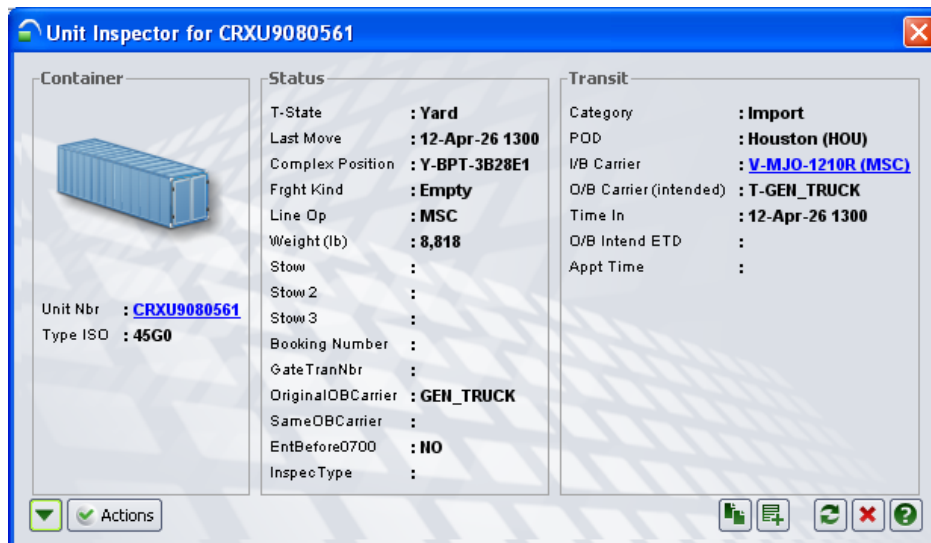

Continue instructions on next page

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.

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.

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

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.
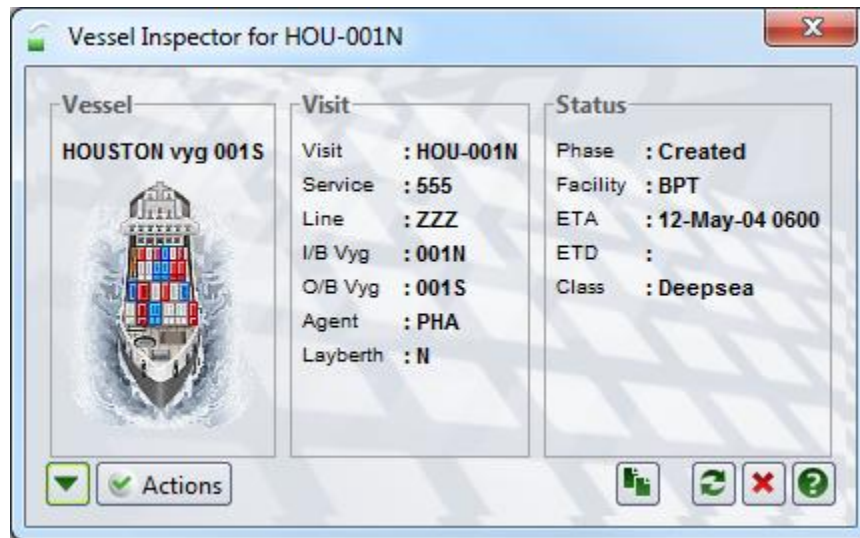
Continue instructions on next page

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
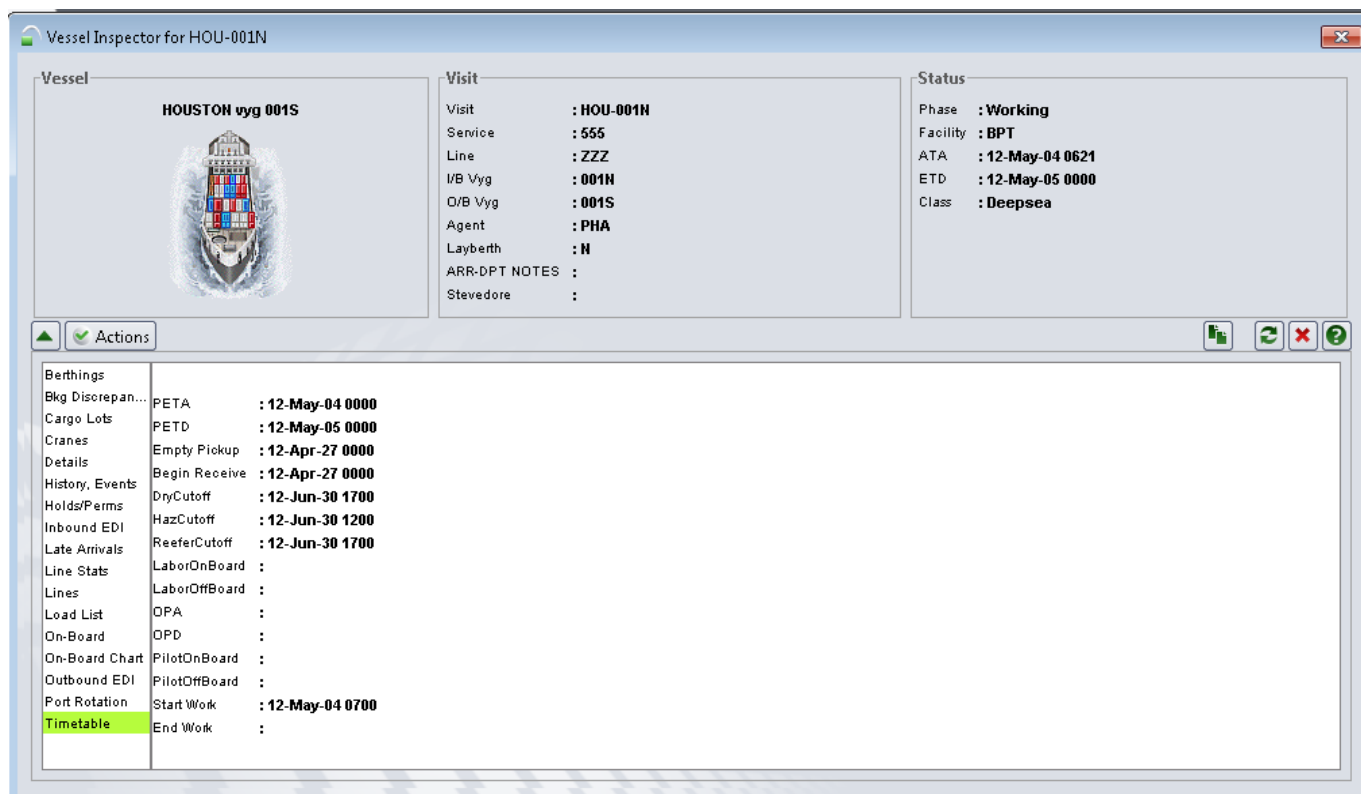   c. Cargo Lots
   d. Cranes
   e. Details
   f. History, Events
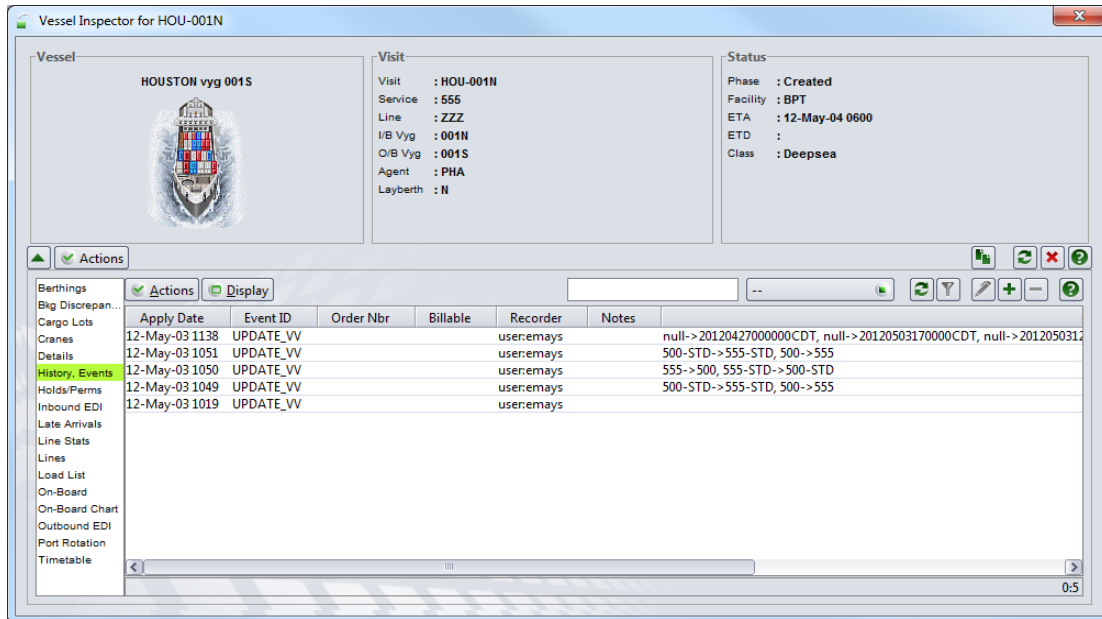
   g. Holds/Perms
   h. Inbound EDI
   i. Late Arrivals
   j. Line Stats
   k. Lines
   l. Load List
   m. On-Board
   n. On-Board Chart
   o. Outbound EDI
   p. Port Rotation
   q. Timetable

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.

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