

# CPLUS – HOTBOX INSTRUCTION

USER MANUAL

# HOTBOX INSTRUCTION

CPlus Hotbox instruction function allows shipping line users to make request to declare a container as Hotbox with Special Code “HB” assigned to the container.

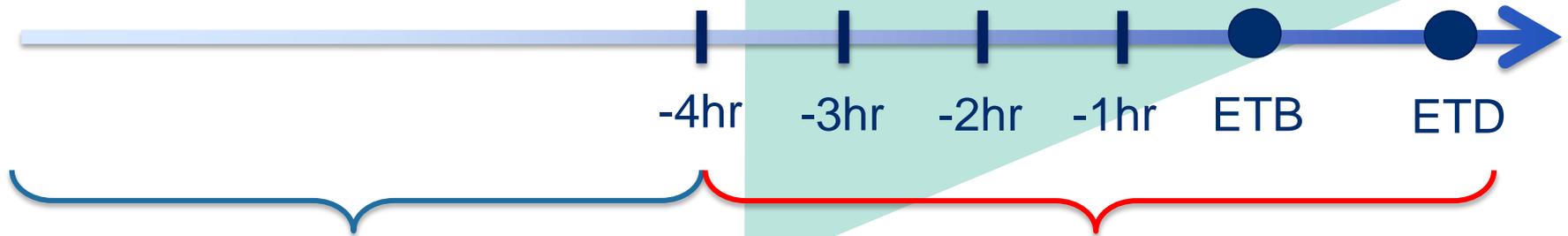
Users can create Hotbox instruction by Container No. or File Upload.

System sends email notification to the requester when Hotbox instruction is:

- Created
- Confirmed
- Rejected
- Deleted

# HOTBOX INSTRUCTION

Timeline to create Hotbox instruction:



Hotbox Instruction is created before ETB-4 hours, it's status will be:

- Proceeding, or
- Accepted, or
- Confirmed

Hotbox Instruction creation is after ETB-4 hours, it will be Rejected.

# HOTBOX INSTRUCTION

Hotbox Instruction Status summary:

Hotbox Instruction Status	Meaning
Proceeding	Hotbox instruction request is being processed.
Accepted	Hotbox instruction request is accepted. System assigned Special Code “HB” to the container.
Confirmed	Hotbox instruction request is confirmed. System assigned pick up time to the container.
Rejected	Hotbox instruction request is rejected.
Deleted	The original Hotbox instruction request is deleted by requester. Only “Proceeding” or “Accepted” Hotbox instruction can be deleted. System removed Special Code “HB” from the container.
Deletion Accepted	The Deletion request is accepted.
Deletion Rejected	The Deletion request is rejected.
Obsolete	Hotbox instruction request is duplicated with previous record.

# HOTBOX INSTRUCTION

Part 1. CPlus > Instruction > Hotbox

1. Create Hotbox by Input Container No.

3. Enquiry & Delete Hotbox

The screenshot shows the 'Hotbox' application window. It features a form with the following fields: Terminal (HIT/CHT), Company Code (APL), Owner (dropdown), Vessel/Voyage (two input boxes), and Vessel Name (one input box). Below these fields are two radio buttons: 'By Input Container No.' (selected) and 'File Upload'. The 'File Upload' section includes a 'Browse...' button. At the bottom of the form are three buttons: 'Create Hotbox', 'Hotbox History', and 'Exit'. A 'Search Hotbox' button is located to the right of the Vessel Name field. Blue arrows and boxes highlight the 'By Input Container No.' radio button, the 'File Upload' section, the 'Search Hotbox' button, and the 'Hotbox History' button.

2. Create Hotbox by File Upload

4. View Hotbox History

# USER ADMIN SETTINGS

Part 2: CPlus > User Admin

## 1. Create e-Alert - Shipping Line

**Browse e-Alert - Shipping Line**

Alert:  [Create e-Alert](#)

Email Group:  Status:

No.	Alert Name	Alert Level	Email Group	Status	e-Alert Activation	Auto email notification		Manual email notification		Remove
						HTML format	CSV format	HTML format	CSV format	
Total is 0										

Remove All

**Upload Excel Configuration**

Configuration Type:

## 2. Upload Excel Configuration

# HOTBOX FUNCTIONS

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# 1. CREATE HOTBOX BY CONTAINER NO

- Choose to create Hotbox instruction by Container No.
- Input Vessel and Voyage code

**[Optional]**

Recommended to input Owner for increasing the chance of matching containers to accept hotbox instruction

The screenshot shows the 'Hotbox' application window. It contains several input fields: 'Terminal' (with a dropdown menu showing 'HIT/CH'), 'Company Code' (with 'APL' entered), 'Owner' (with a dropdown arrow), 'Vessel/Voyage' (with two input boxes separated by a slash), and 'Vessel Name' (with an input box and a red dot). Below these fields are two radio buttons: 'By Input Container No.' (which is selected) and 'File Upload'. A 'Browse...' button is located below the 'File Upload' option. To the right of the 'Vessel Name' field is a 'Search Hotbox' button. At the bottom of the window are three buttons: 'Create Hotbox', 'Hotbox History', and 'Exit'. A red dot is visible on the 'Vessel Name' input field.

**[Mandatory]**

Input Vessel and Voyage Code

**[Optional]**

Click the red dot to choose Vessel Name

Choose "By Input Container No."

Click "Create Hotbox" to proceed next step

# 1. CREATE HOTBOX BY CONTAINER NO

– Input Container No.

**Hotbox Instruction - Create**

Terminal	HIT/CHT				
Owner	APL				
Vessel/Voyage Code	Y8Z / 025E				
Vessel Name	EVER LEARNED				
Container No.					
1	<input type="text" value="TCNU9972164"/>	2	<input type="text" value="TCNU9974085"/>	3	<input type="text" value="CAIU5854154"/>
4	<input type="text" value="DRYU4523208"/>	5	<input type="text" value="TGCU0002511"/>		
6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>
9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>
12	<input type="text"/>	13	<input type="text"/>	14	<input type="text"/>
15	<input type="text"/>	16	<input type="text"/>	17	<input type="text"/>
18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>
21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>
24	<input type="text"/>	25	<input type="text"/>	26	<input type="text"/>
27	<input type="text"/>	28	<input type="text"/>	29	<input type="text"/>
30	<input type="text"/>				
⋮					
191	<input type="text"/>	192	<input type="text"/>	193	<input type="text"/>
194	<input type="text"/>	195	<input type="text"/>	196	<input type="text"/>
197	<input type="text"/>	198	<input type="text"/>	199	<input type="text"/>
200	<input type="text"/>				

Input at least 1 container no.

Click "Confirm" to create hotbox containers

# 1. CREATE HOTBOX BY CONTAINER NO

– Hotbox instruction is created for the container(s)

\*Note: After Hotbox instruction is created, system will send email notification to the Hotbox instruction requester

### Hotbox Instruction Result

Terminal:	HIT/CHT			
Owner:	APL			
Vessel/Voyage:	Y8Z /025E			
Vessel Name:	EVER LEARNED			
Result:	Total 5 hotbox instructions are being processed.			
Container List:				
CAIU5854154    DRYU4523208    TCNU9972164    TCNU9974085    TGPU0002511				
<input type="button" value="Exit"/>				

Hotbox instructions of these containers are being processed

Result of Hotbox instructions

# 2. CREATE HOTBOX BY FILE UPLOAD

- Choose to create Hotbox instruction by File Upload and upload Excel/CSV file
- Input Vessel and Voyage code

**[Optional]**  
Recommended to input Owner for increasing the chance of matching containers to accept hotbox instruction

**[Mandatory]**  
Input Vessel and Voyage Code

**[Optional]**  
Click the red dot to choose Vessel Name

Choose **"File Upload"**  
(Excel or CSV format)

Click "Create Hotbox" to proceed next step

**Hotbox**

Terminal	HIT/CH
Company Code	APL
Owner	APL ▾
Vessel/Voyage	Y8Z / 025E
Vessel Name	EVER LEARNED

By Input Container No.  
 **File Upload**

D:\HotBoxContainer.xlsx

# 2. CREATE HOTBOX BY FILE UPLOAD

- After upload Excel/CSV file, system shows Container No. from the file
- Update Container No. if necessary

**Hotbox Instruction - Create**

Terminal	HIT/CHT
Owner	APL
Vessel/Voyage Code	Y8Z / 025E
Vessel Name	EVER LEARNED
Container No.	

Review and update Container No. if necessary

1	APHU4589512	2	CMAU4085090	3	CMAU1453454	4	INKU6282217	5	GLDU7452786
6	APHU4622890	7	APHU6305997	8	CMAU7329836	9	TCNU5606104	10	APHU6766582
11	TCLU8144105	12	ECMU4322487	13	CMAU4597753	14	APZU4528269	15	CMAU0873426
16	TCLU1759999	17	APHU6926103	18	TLLU4910941	19	GESU6742146	20	GESU4846291

First Previous Next Last Confirm Clear Exit

Click "Confirm" to create Hotbox instruction

# 2. CREATE HOTBOX BY FILE UPLOAD

– Hotbox instruction is created for the container(s)

\*Note: After Hotbox instruction is created, system will send email notification to the Hotbox instruction requester

**Hotbox Instruction Result**

Terminal:	HIT/CHT		
Owner:	APL		
Vessel/Voyage:	Y8Z /025E		
Vessel Name:	EVER LEARNED		
Result:	Total 20 hotbox instructions are being processed.		
Container List:			

APHU4589512 APHU4622890 APHU6305997 APHU6766582 APHU6926103 APZU4528269  
CMAU0873426 CMAU1453454 CMAU4085090 CMAU4597753 CMAU7329836 ECMU4322487  
GESU4846291 GESU6742146 GLDU7452786 INKU6282217 TCLU1759999 TCLU8144105  
TCNU5606104 TLLU4910941

Exit

Result of Hotbox instructions

Hotbox instructions of these containers are being processed

# 3. HOTBOX ENQUIRY AND DELETE

– Input Vessel and Voyage Code to search Hotbox instructions

The screenshot shows a web form titled "Hotbox" with the following fields and controls:

- Terminal:** HIT/CH
- Company Code:** APL
- Owner:** A dropdown menu with a checkmark icon.
- Vessel/Voyage:** Two adjacent input fields separated by a slash (/).
- Vessel Name:** An input field with a red dot on its right side.
- Search Method:** Radio buttons for "By Input Container No." (selected) and "File Upload".
- Buttons:** "Search Hotbox", "Create Hotbox", "Hotbox History", and "Exit".

Callouts provide the following instructions:

- [Optional]** Owner is optional for hotbox enquiry (points to the Owner dropdown).
- [Mandatory]** Input Vessel and Voyage Code (points to the Vessel/Voyage input fields).
- [Optional]** Click the red dot to choose Vessel Name (points to the red dot on the Vessel Name input field).
- Click "Search Hotbox" to search Hotbox instructions (points to the Search Hotbox button).

# 3. HOTBOX ENQUIRY AND DELETE

– Select container(s) to delete Hotbox instructions

Hotbox Enquiry/Delete							
Terminal		HIT/CHT					
Owner							
Vessel/Voyage Code		Y8Z / 025E		ETB:		24/11/2017 02:00	
Vessel Name		EVER LEARNED		ETD:		25/11/2017 21:30	
Ref No	Container No.	Owner	Hotbox Pickup Time	Request Time	Request By	Status	Remove
6	APHU4589512	APL		15/11/2017 14:54	XPR:HIT.ngsis	Obsolete	<input type="checkbox"/>
6	APHU4622890	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	APHU6305997	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	APHU6766582	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	APHU6926103	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input checked="" type="checkbox"/>
6	APZU4528269	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input checked="" type="checkbox"/>
7	CAIU5854154	APL		15/11/2017 17:36	XPR:HIT.ngsis	Accepted	<input checked="" type="checkbox"/>
6	CMAU0873426	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input checked="" type="checkbox"/>
6	CMAU1453454	APL		15/11/2017 14:54	XPR:HIT.ngsis	Obsolete	<input checked="" type="checkbox"/>
6	CMAU4085090	APL		15/11/2017 14:54	XPR:HIT.ngsis	Obsolete	<input type="checkbox"/>
6	CMAU4597753	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	CMAU7329836	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
7	DRYU4523208	APL		15/11/2017 17:36	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	ECMU4322487	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	GESU4846291	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	GESU6742146	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	GLDU7452786	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	INKU6282217	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	TCLU1759999	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	TCLU8144105	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	TCNU5606104	APL		15/11/2017 14:54	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
7	TCNU9972164	APL		15/11/2017 17:36	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
7	TCNU9974085	APL		15/11/2017 17:36	XPR:HIT.ngsis	Accepted	<input type="checkbox"/>
6	TLLU4910941	APL		15/11/2017 14:54	XPR:HIT.ngsis	Deleted	<input type="checkbox"/>

Status of Container Hotbox instructions

Select to delete Hotbox instructions

Click "Confirm" to delete Hotbox instructions.

Click "Remove All" to select all Hotbox instructions

Remove All    Confirm    Clear    Exit

# 3. HOTBOX ENQUIRY AND DELETE

– Hotbox instruction deletion request is sent

\*Note: After deletion request is sent, system will send email notification to the requester

**Hotbox Instruction Result**

<b>Terminal:</b>	HIT/CHT
<b>Owner:</b>	
<b>Vessel/Voyage:</b>	Y8Z / 025E
<b>Vessel Name:</b>	EVER LEARNED
<b>Result:</b>	Total 5 hotbox instructions are being processed.
<b>Container List:</b>	

APL:APHU6926103   APL:APZU4528269   APL:CAIU5854154   APL:CMAU0873426   APL:CMAU1453454

Exit

Result of Hotbox instruction deletion request

Hotbox instruction deletion request of these containers are being processed

# 4. VIEW HOTBOX HISTORY

– To view containers' Hotbox history

The screenshot shows the 'Hotbox' application interface. It features a search form with the following fields and controls:

- Terminal:** A dropdown menu with 'HIT/CHT' selected.
- Company Code:** A text field containing 'APL'.
- Owner:** A dropdown menu.
- Vessel/Voyage:** Two adjacent text fields separated by a slash, both currently empty.
- Vessel Name:** A text field.
- Search:** A 'Search Hotbox' button with a red indicator light.
- Search Method:** Two radio buttons: 'By Input Container No.' (selected) and 'File Upload'.
- File Upload:** A 'Browse...' button.
- Navigation:** Three buttons at the bottom: 'Create Hotbox', 'Hotbox History', and 'Exit'.

Click "Hotbox History" to show search screen

# 4. VIEW HOTBOX HISTORY

– Input search criteria to view containers' Hotbox history

**Hotbox History Enquiry**

Terminal	HIT/CHT	Owner
<input checked="" type="radio"/> <b>By Request Date/Time</b>		
From Date/Time	<input type="text"/> / <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> (dd/mm/yyyy hhmm)
To Date/Time	<input type="text"/> / <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> (dd/mm/yyyy hhmm) (Date range should be within 60 days)
<input type="radio"/> <b>By Voyage</b>		
Vessel/Voyage	<input type="text"/> / <input type="text"/>	
Vessel Name	<input type="text"/>	
<input type="radio"/> <b>By Container</b>		
Container No.	<input type="text"/>	
<input type="radio"/> <b>By Reference No.</b>		
Reference No.	<input type="text"/>	

HTML    PDF    EXCEL    CSV

**Search Hotbox history either by:**

- Request Date/Time
- Vessel/Voyage
- Container No.
- Reference No.

Choose display format of Hotbox history

Click "Search" to view Hotbox history

# 4. VIEW HOTBOX HISTORY

– Search result of Hotbox Instruction records, status and reason

Hotbox History							
Terminal	HIT/CHT		From Request Date/Time	19/09/2017 00:00:00	To Request Date/Time	15/11/2017 23:59:59	
Owner			Vessel/Voyage				
No.	Container No. Reference No.	Sz/Ty Status	Vessel/Voyage Vessel Name	ETB ETD	Hotbox Pickup Time Instruction Status	Request Time Request Action	Reason Updated By
1	APLL0101018	/	HIT /XX/A101 TET		Proceeding	15/11/2017 17:46 Create	Container is not found XPR:HIT:ngsis
2	APLL0202028	/	HIT /XX/A101 TET		Proceeding	15/11/2017 17:46 Create	Container is not found XPR:HIT:ngsis
3	TGCU00025117	45/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Proceeding	15/11/2017 17:36 Create	Voyage is not matched XPR:HIT:ngsis
4	TCNU99740857	95/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Accepted	15/11/2017 17:36 Create	XPR:HIT:ngsis
5	TCNU99721647	95/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Accepted	15/11/2017 17:36 Create	XPR:HIT:ngsis
6	DRYU45232087	95/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Accepted	15/11/2017 17:36 Create	XPR:HIT:ngsis
7	CAIU58541547	95/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Accepted	15/11/2017 17:36 Create	XPR:HIT:ngsis
8	CMAU40850906	45/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Obsolete	15/11/2017 14:54 Create	Previous instruction is Proceeding XPR:HIT:ngsis
9	CMAU45977536	45/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Accepted	15/11/2017 14:54 Create	XPR:HIT:ngsis
10	CMAU73298366	45/10 IF	HIT /Y8Z/025E EVER LEARNED	24/11/2017 02:00 25/11/2017 21:30	Accepted	15/11/2017 14:54 Create	XPR:HIT:ngsis

Shows reason regarding to the Instruction Status

Total is 41

# USER ADMIN SETTINGS

# 2

# 1. CREATE E-ALERT - SHIPPING LINE

- To create e-Alert of Hotbox Instruction
- User can receive auto or manual e-mail notification in HTML format

Click "Create e-Alert" to go to create e-Alert screen

**Browse e-Alert - Shipping Line**

Alert   [Create e-Alert](#)

Email Group    Status

No.	Alert Name	Alert Level	Email Group	Status	e-Alert Activation	Auto email notification		Manual email notification		Remove
						HTML format	CSV format	HTML format	CSV format	

Total is 0

Remove All

# 1. CREATE E-ALERT - SHIPPING LINE

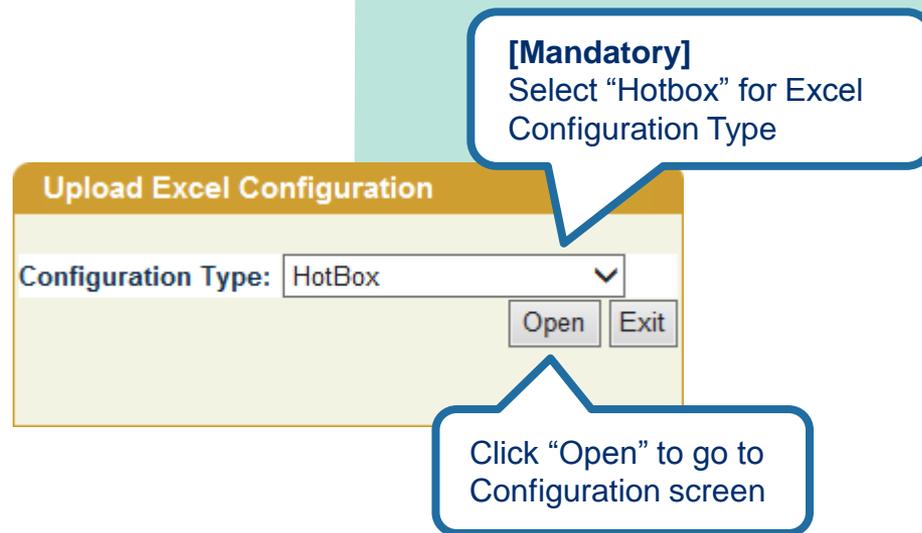
- Select Alert type “Hotbox” and Email group(s) to create e-Alert
- Select Auto and/or Manual email notification

The screenshot shows a web form titled "Create e-Alert - Shipping Line". The form contains the following fields and options:

- Alert:** A dropdown menu with "Hotbox" selected. A callout box points to this field with the text: "[Mandatory] Select 'Hotbox' for Alert Name".
- Alert Level:** A dropdown menu with "COMPANY" selected.
- Email Group:** A dropdown menu with "Hotbox Group" selected. A callout box points to this field with the text: "[Mandatory] Select one or more 'Email Group'".
- Status:** A dropdown menu with "Active" selected.
- Auto email notification:** A section with a sub-header "Auto email notification" and a checkbox for "HTML format" which is checked.
- Manual email notification:** A section with a sub-header "Manual email notification" and a checkbox for "HTML format" which is checked. A callout box points to these checkboxes with the text: "Select at least one email notification format option".
- e-Alert Activation:** A text input field containing the number "1" and a note "(1-999)( \* mandatory )".
- Buttons:** Three buttons labeled "Confirm", "Clear", and "Exit" are located at the bottom right. A callout box points to the "Confirm" button with the text: "Click 'Confirm' to create e-Alert".

## 2. UPLOAD EXCEL CONFIGURATION

- Select Configuration Type “Hotbox” to define excel configuration
- User can prepare data of Hotbox Instruction in excel file according to the configuration



# 2. UPLOAD EXCEL CONFIGURATION

– Select Excel column for Container No. and input data starting row

**Create Hotbox Upload Excel Configuration**

Company	APL	User Group	Corporate ▼		
<b>System default configuration:</b>			<b>Editable/Created configuration:</b>		
Field	Excel Column	Indicator Value	Field	Excel Column	Indicator Value
Container No.	A		Container No.	A ▼	
Data Starting Row	2		Data Starting Row	2	
<input type="button" value="Confirm"/> <input type="button" value="Exit"/>					

Select Excel Column for Container No.

**[Mandatory]**  
Enter Excel data starting row

Click "Confirm" to save the Upload Excel Configuration

# THE WORLD'S LEADING PORT NETWORK