



# Customer Plus User Manual For Report





# **Revision History**

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# **1. Equipment Control Reports**

## **1.1 Report Center**

1.1.1 <u>"Instruction" > "Equipment Control Center"</u>

This function allows user to view, save and email Equipment Control Reports.

Figure: Equipment Control Reports

Equipment Contr	ol Reports				
Terminal	HIT/CHT	Owner	APL	-	
From Report Date	22 / 05	/ 2012	dd/mm/yyyy)		
To Report Date	22 / 05	/ 2012	dd/mm/yyyy)		
DAILY EC	A SUMMARY REPO	RT			
DAILY EN	IPTY CONTAINER G	ATE MOVEMENT SUM	MARY		
DUMMY (	CONTAINER REPOR	Т			
ECA CON	TAINER NO-SHOW	REPORT			
EMPTY E	QUIPMENT EXCHAN	IGE REPORT			
EXPORT	LADEN CONTAINER	WITH PATCHED REPO	RT		
MONTHL'	Y OVERDUE TRANS	SHIPMENT CONTAINER	LIST		
C ONEPOR	T OP HOLD/RELEAS	E CONTAINER LIST			
T WEEKLY	OVERDUE INBOUN	D CONTAINER LIST			
		Save the a	bove entries	Search	Exit

<Picture>

Table: Equipment Control Reports Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
Report Date (From/To)	Date in which Report(s) are related to	
DAILY ECA SUMMARY REPORT	Daily Empty Collection Appointment (ECA) Summary Report	
DAILY EMPTY CONTAINER GATE MOVEMENT SUMMARY	Daily Empty Container Gate Movement Summary	
DUMMY CONTAINER REPORT	Dummy Container Report	
ECA CONTAINER NO-SHOW REPORT	Empty Collection Appointment (ECA) No-Show Report	
EMPTY EQUIPMENT EXCHANGE REPORT	Empty Equipment Exchange Report	
EXPORT LADEN CONTAINER WITH PATCHED REPORT	Export Laden Container with Patched Report	
MONTHLY OVERDUE TRANSSHIPMENT CONTAINER LIST	Monthly Overdue Transshipment Container List	
ONEPORT OP HOLD/RELEASE CONTAINER LIST	OnePort Hold (OP)/Release Container List	



WEEKLY OVERDUE INBOUND CONTAINER LIST	Weekly Overdue Inbound Container List	
Save the above entries	Whether system remember the setting of user to re-use next time [Default: Not Ticked]	

- 1. Select "Owner"
- 2. Tick the required report(s) check box(es)

3. Press "Search" button to view Search Result (Total Number of records is listed above "Exit" button)

#### Figure: Equipment Control Reports

ermina	d:		HIT	Owner :			
From Re Report 1	oport Da Type:	ite :	17/05/2006 Equipment Contro	To Report Date Report	18/	05/2006	
No.	Owner	Report Type			Report Date	File Type	E-mail
1	NORA	ONEPORT OP HOLD	OVRELEASE CONTAI	NER LIST	17/05/2006		
2	APL	ECA CONTAINER N	0-SHOW REPORT		17/05/2006	2	
				E	mail First Previous	Next Last	Total is 2 Exit

#### Search Criteria (Read Only)

Field Name	Description	Value
Terminal	Terminal	
	[Default: HIT]	
Owner	Owner Code	
Report Date (From/To)	Date in which Report(s) are	
	related to	
Report Type	Equipment Control Report	

#### Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Owner Code	Owner Code	
Report Type	Report Type	
Report Date	Report Date	
File Type	File Type	
E-mail	E-mail	

4. User can either:

- Click the icon in column "File Type" to directly view or download the report(s) in **EITHER** Excel **OR** PDF format

- Select **EITHER** Excel **OR** PDF format, then press "Email" button to e-mail the report to recipient(s)

- "First" button to jump to first page of result



- "Previous" button to jump to previous page
- "Next" button to jump to next page
- "Last" button to jump to last page of result
- "Exit" button to quit the function after enquiry
- 1.1.1.1 <u>E-mail Confirmation</u>
  - 1. System prompts email list for user:

### Figure: Send Email

- User information and Email address are retrieved to email notification details

- Click "To" or "CC" to select Email Address

Figure: Email List

Email List
Company: EGL
No. User Name Email Address Group To CC
1 UAT uat@uat.com UAT
To CC CC Confirm Clear Exit

-- Press "Confirm" button to confirm the selected email address



# 2. Housekeeping Reports

## 2.1 Report Center

# 2.1.1 <u>"Report Center" > "Housekeeping Reports"</u>

This function allows user to view, save and email Equipment Control Reports. Retention period of housekeeping reports is one month.

Figure: Housekeeping Reports

Housekeeping Reports	
Terminal HIT/CHT Owner	APL 💌
From Report Date 22 / 05 / 2012	(dd/mm/yyyy)
To Report Date 22 / 05 / 2012	dd/mm/yyyy)
ACTIVE REEFER CONTAINER ON HAND LIST	
CONTAINER DAMAGE REPORT (LINE) ENTRY	GATE + EXIT GATE
CONTAINER LIST (DAMAGED)	
CONTAINER LIST (ON HAND)	
CY - GATELOG	
MONTHLY LONG IDLE CONTAINER LIST	
REEFER CONTAINER MONITOR REPORT	
C Save	the above entries Search Exit

#### Table: Housekeeping Reports Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
<ul> <li>From Report Date</li> <li>To Report Date</li> </ul>	Date in which Report(s) are related to	DD/MM/YYYY
ACTIVE REEFER CONTAINER ON HAND LIST	Active Reefer Container On Hand List	
CONTAINER DAMAGE REPORT (LINE) ENTRY GATE + EXIT GATE	Container Damage Report (Line) Entry Gate + Exit Gate	
CONTAINER LIST (DAMAGED)	Container List (Damaged)	
CONTAINER LIST (ON HAND)	Container List (On Hand)	
CY-GATELOG	CY-Gatelog	
MONTHYLY LONG IDLE CONTAINER LIST	Monthly Long Idle Container List	
REEFER CONTIANER MONITOR REPORT	Reefer Container Monitor Report	
Save the above entries	Whether system remember the setting of user to re-use next time [Default: Not Ticked]	

<sup>1.</sup> Select "Owner"



2. Tick the required report(s) check box(es)

3. Press "Search" button to view Search Result (Total Number of records is listed above "Exit" button)

Figure: Housekeeping Reports

Hou	sekeep	ing Reports								
Termin From F Report	al: Report Da Type:	ate :	HIT/CHT 22/01/2012 House Keeping Report	Owner : To Report	Date :		API 22/	_ 05/2012		
No.	Owner	Report Type			Report Date		File Ty Excel /	pe PDF	E-mail PDF	Excel /
1	APL	CY - GATELOG			22/05/2012			1		
2	APL	CONTAINER LIST (ON	HAND)		22/05/2012			1		Г
3	APL	CONTAINER LIST (DAI	MAGED)		22/05/2012			2		
4	APL	ACTIVE REEFER CON	TAINER ON HAND LIST		22/05/2012		8	1		П
5	APL	REEFER CONTAINER	MONITOR REPORT		22/05/2012			-		
6	APL	CONTAINER LIST (ON	HAND)		21/05/2012		8	1		
7	APL	CONTAINER LIST (DAI	MAGED)		21/05/2012			<b>7</b>		
8	APL	ACTIVE REEFER CON	TAINER ON HAND LIST		21/05/2012		8	1		
9	APL	REEFER CONTAINER	MONITOR REPORT		21/05/2012			-		
10	APL	CY - GATELOG			20/05/2012		8	1	П	Г
									To	otal is 59
					Email	First	Previous	Next	Last	Exit

## Search Criteria (Read Only)

Field Name	Description	Value
Terminal	Terminal	
	[Default: HIT]	
Owner	Owner Code	
Report Date (From/To)	Date in which Report(s) are related to	
Report Type	House Keeping Report	

#### Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Owner Code	Owner Code	
Report Type	Report Type	
Report Date	Report Date	
File Type (Excel/PDF)	Directly download the Excel/PDF file(s)	
E-mail (Excel/PDF)	Whether to email the Excel/PDF file(s)	

4. User can either:

- Click the icon in column "File Type" to directly view or download the report(s) in **EITHER** Excel **OR** PDF format

- Select **EITHER** Excel **OR** PDF format, then press "Email" button to e-mail the report to recipient(s)

- "First" button to jump to first page of result



- "Previous" button to jump to previous page
- "Next" button to jump to next page
- "Last" button to jump to last page of result
- "Exit" button to quit the function after enquiry
- 2.1.1.1 <u>E-mail Confirmation</u>
  - 1. System prompts email list for user:

#### Figure: Send Email

To: Email List CC: Subject: Subject: Sender: SUPER Company: HIT Remarks:HITIS will seek to deliver the specified information to designated recipient upon the request of its customers (the Service'). HITIS cannot and does not guarantee the safe delivery of such information as a result of and is not limited to any unexpected technical issues or problems. You acknowledge that HITIS shall not be responsible or lable for any loss or damage caused or alleged to be caused by or in connection with the use of the Service. HITIS does not endorse and is not responsible for any content, products or other materials on or available from the Service. You acknowledge that HITIS reserves the right to modify or discontinue, temporarily or permanently the Service or any part thereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HITIS shall not be liable to you or to any third party for any notification, suspension or discontinuation of the Service.
CC: Subject: Subject: Sender: SUPER Company: HIT Remarks:HTIS will seek to deliver the specified information to designated recipient upon the request of its customers (the "Service"). HTIS cannot and does not guarantee the safe delivery of such information as a result of and is not limited to any unexpected technical issues or problems. You acknowledge that HTIS shall not be responsible or liable for any loss or damage caused or alleged to be caused by or in connection with the use of the Service. HTIS does not endorse and is not responsible for any content, products or other materials on or available from the Service. You acknowledge that HTIS reserves the right to modify or discontinue, temporarily or permanently the Service or any part thereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HTIS shall not be liable to you or to any thing darly for any notification, suspension or discontinuation of the Service.
Subject:         Sender:       SUPER         Company:       HIT         Remarks:HITS will seek to deliver the specified information to designated recipient upon the request of its customers (the "Service"). HITS cannot and does not quarantee the safe delivery of such information as a result of and is not limited to any unexpected technical issues or problems. You acknowledge that HITS shall not be responsible or liable for any loss or damage caused or alleged to be caused by or in connection with the use of the Service.         HITS does not endorse and is not responsible for any content, products or other materials on or available from the Service.         You acknowledge that HITS reserves the right to modify or discontinue, temporarily or permanently the Service or any part thereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HITS shall not be liable to you or to any third party for any notification, suspension or discontinuation of the Service.
Sender: SUPER Company: HIT Remarks:HITS will seek to deliver the specified information to designated recipient upon the request of its customers (the "Service"). HITS cannot and does not guarantee the safe delivery of such information as a result of and is not limited to any unexpected technical issues or problems. You acknowledge that HITS shall not be responsible or liable for any loss or damage caused or alleged to be caused by or in connection with the use of the Service. HITS does not endorse and is not responsible for any content, products or other materials on or available from the Service. You acknowledge that HITIS reserves the right to modify or discontinue, temporarily or permanently the Service or any part thereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HITIS shall not be liable to you or to any third party for any notification, suspension or discontinuation of the Service.
Sender: SUPER Company: HIT Remarks:HITIS will seek to deliver the specified information to designated recipient upon the request of its customers (the "Service"). HITIS cannot and does not guarantee the safe delivery of such information as a result of and is not limited to any unexpected technical issues or problems. You acknowledge that HITIS shall not be responsible or liable for any loss or damage caused or alleged to be caused by or in connection with the use of the Service. HITIS does not endorse and is not responsible for any content, products or other materials on or available from the Service. You acknowledge that HITIS reserves the right to modify or discontinue, temporarily or permanently the Service or any part thereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HITIS shall not be liable to you or to any third party for any notification, suspension or discontinuation of the Service.
Remarks:HITIS will seek to deliver the specified information to designated recipient upon the request of its customers (the "Service"). HITIS cannot and does not guarantee the safe delivery of such information as a result of and is not limited to any unexpected technical issues or problems. You acknowledge that HITIS shall not be responsible or liable for any loss or damage caused or alleged to be caused by or in connection with the use of the Service. HITIS does not endorse and is not responsible for any content, products or other materials on or available from the Service. You acknowledge that HITIS reserves the right to modify or discontinue, temporarily or permanently the Service or any part thereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HITIS shall not be liable to you or to any third party for any notification, suspension or discontinuation of the Service.
yea of to any time party for any nonnearent, coopennent of anoonianearent of the outfloor.

- User information and Email address are retrieved to email notification details

- Click "To" or "CC" to select Email Address

Figure: Email List

Email List					
Company: EGL					
No. User Name Email Address Group To CC					
1 UAT uat@uat.com UAT					
To CC CC Confirm Clear Exit					

-- Press "Confirm" button to confirm the selected email address



# **3. Report Subscription**

## 3.1 Report Center

#### 3.1.1 <u>"Report Center" > "Report Subscription"</u>

This function allows authorized user to pre-define report subscription list for different recipients. System sends reports automatically to predefined recipients once the reports are available.

Figure: Report Subscription

Report Subscriptio	n			
Terminal	HIT/CHT			
0				
Owner	<b>•</b>			
Email Address				
		Se	arch Create	Exit

Table: Report Subscription Property Descriptions

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Owner Code	
Email Address	Predefined E-mail Recipients	

1. Select "Owner"

2. User can either:

- Press "Create" button to create or add a new e-mail address to the predefined list; **OR** 

- Select E-mail Address and press "Search" button to view Search Result

#### 3.1.1.1 <u>Create Report Subscription Record</u>

Figure: Report Subscription Maintenance



Report Subscription Maintenance		
ail Address List	Email List (* m	andatory)
rk 🗌		
Report Category	Report Name	Subscribe
APS Non Vessel Wise Reports	CONTAINER TOTAL SUMMARY (DAILY)	
APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT IN F.S.P. (DAILY)	E
APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT NOT IN F.S.P. (DAILY)	E
Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT	
Vessel Wise Reports	VESSELWISE DISCHARGE REPORT	E
Vessel Wise Reports	VESSELWISE LOADING REPORT	C
	L	Total is 4 Confirm Exit

## Table: Report Subscription Maintenance Property Descriptions

Field Name	Description	Value
Email Address List	Define multiple e-mail address as predefined recipient(s)	
Remark	User Remarks	
No.	Total Number of Available Type(s) of Report	
Report Category	Category in which individual report(s) belongs to	
Report Name	Name of Report (Please refer to Full Report List)	
Subscribe	Whether to send e-mail notification once the subscribed report is available	

1. User can either:

- Press "Confirm" button to confirm the change

Figure: Confirmation Message to Save Changes



- Press "OK" button to confirm

Figure: Message "Create successful!"





## 3.1.1.2 Search Report Subscription Record

Figure: Report Subscription Enquiry

mail A Remark	ddress cheng.rimskyws@hit.c TEST	iom hk	
<b>0.</b>	Report Category	Report Name	Subscribe
	APS Non Vessel Wise Reports	CONTAINER TOTAL SUMMARY (DAILY)	E
	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT IN F.S.P. (DAILY)	
	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT NOT IN F.S.P. (DAILY)	
		!	
8	Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT	
38 39	Vessel Wise Reports Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT VESSELWISE DISCHARGE REPORT	0
18 19 10	Vessel Wise Reports Vessel Wise Reports Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT VESSELWISE DISCHARGE REPORT VESSELWISE LOADING REPORT	

- 1. User can either:
- Change "Remarks"; OR
- Change subscribed report(s) by tick / un-tick "Subscribe" column

Figure: Confirmation Message to Save Changes



<Picture>

- Press "OK" button to confirm

Figure: Message "Create successful!"





# 3.1.1.3 Full Report List

Table: Full Report List

#### 3.1.1.3.1.1 Table

No.	Report Category	Report Name
1	APS Non Vessel Wise Reports	CONTAINER TOTAL SUMMARY (DAILY)
2	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT IN F.S.P. (DAILY)
3	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT NOTIN F.S.P. (DAILY)
4	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE SUMMARY REPORT (DAILY)
5	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE SUMMARY REPORT IN F.S.P. (DAILY)
6	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE SUMMARY REPORT NOT IN F.S.P. (DAILY)
7	APS Non Vessel Wise Reports	DAILY MOVEMENT REPORT (DAILY)
8	APS Non Vessel Wise Reports	LONG IDLE REPORT (WEEKLY)
9	APS Non Vessel Wise Reports	OUTBOUND LIST (DAILY)
10	APS Non Vessel Wise Reports	WATERFRONT JOB SUMMARY (DAILY)
11	APS Non Vessel Wise Reports	WATERFRONT JOB SUMMARY (WEEKLY) START FROM SUNDAY
12	APS Non Vessel Wise Reports	BARGE JOB REPORT
13	APS Non Vessel Wise Reports	DAMAGE REPORT
14	APS Non Vessel Wise Reports	FINAL LANDING REPORT
15	APS Non Vessel Wise Reports	OUTBOUND PRELOADING LIST
16	APS Non Vessel Wise Reports	VESSEL OPERATION REPORT
17	Equipment Control Reports	DAILY ECA SUMMARY REPORT
18	Equipment Control Reports	DAILY EMPTY CONTAINER GATE MOVEMENT SUMMARY
19	Equipment Control Reports	DUMMY CONTAINER REPORT
20	Equipment Control Reports	ECA CONTAINER NO-SHOW REPORT



21	Equipment Control Reports	EMPTY EQUIPMENT EXCHANGE REPORT
22	Equipment Control Reports	EXPORT LADEN CONTAINER WITH PATCHED REPORT
23	Equipment Control Reports	MONTHLY OVERDUE TRANSSHIPMENT CONTAINER LIST
24	Equipment Control Reports	ONEPORT OP/HOLD RELEASE CONTAINER LIST
25	Equipment Control Reports	WEEKLY OVERDUE INBOUND CONTAINER LIST
26	HouseKeeping Reports	ACTIVE REEFER CONTAINER ON HAND LIST
27	HouseKeeping Reports	CONTAINER DAMAGE REPORT (LINE) ENTRY GATE + EXIT GATE
28	HouseKeeping Reports	CONTAINER LIST (DAMAGED)
29	HouseKeeping Reports	CONTAINER LIST (ON HAND)
30	HouseKeeping Reports	CY - GATELOG
31	HouseKeeping Reports	MONTHLY LONG IDLE CONTAINER LIST
32	HouseKeeping Reports	REEFER CONTAINER MONITOR REPORT
33	Terminal Departure Report	Terminal Departure Report
34	Vessel Planning Reports	COLOR MINI PLAN - DISCHARGE PLAN
35	Vessel Planning Reports	COLOR MINI PLAN - LOADING PLAN
36	Vessel Planning Reports	CRANE ASSIGNMENT REPORT
37	Vessel Planning Reports	O/B ACTIVE REEFER LIST
38	Vessel Planning Reports	O/B DG LIST
39	Vessel Planning Reports	O/B FIGURE LIST
40	Vessel Planning Reports	FIGURE & RESTOW LIST
41	Vessel Wise Reports	MONTHLY VESSEL OPERATION SUMMARY
42	Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT
43	Vessel Wise Reports	VESSELWISE DISCHARGE REPORT
44	Vessel Wise Reports	VESSELWISE LOADING REPORT

# 4. Terminal Departure Report

## 4.1 Report Center

# 4.1.1 <u>"Report Center" > "Terminal Departure Report"</u>

This function allows user to view, save and e-mail Terminal Departure Report. The retention period of the report is one month.

Figure: Terminal Departure Report

Terminal Depar	ture Report		
Terminal	HIT/CHT	Owner 🗸	
Vessel/Voyage	1		
Vessel Name		۲	
From ATD Date	23 / 05	/ 2012 (dd/mm/yyyy)	
To ATD Date	23 / 05	/ 2012 (dd/mm/yyyy)	
		Save the above entries	

e>

Table: Terminal Departure Report Property Descriptions



Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
- From ATD Date - To ATD Date	Date Range for Actual Time to Departure of required records	DD/MM/YYYY

- 1. Select "Owner"
- 2. User can optionally either:
- Fill in Vessel/Voyage Code; OR
- Fill in Vessel Name and press red dot to browse for the voyage
- 3. Press "Search" button to view the Report List

Figure: Terminal Departure Report

Te	rminal De	parture Report						
Tern Vess Fron	ninal : el/Voyage : n ATD Date	:	HIT/CHT HNW / 020E 03/05/2010 00	Own Vess 00 To A	er : el Name : TD Date :	APL HYUNDAI NE 31/05/2012 2	EW YO 359	RK
No.	Vessel Name	Owner	Vessel Code	Voyage Code	ATB	ATD	File Type	E- mail
1	HYUNDAI NEW YORK	APL	HNW	020E	08/04/2012 21:12	09/04/2012 17:36		
							Т	otal is 1
					Email	First Previous Next	Last	Exit

<Picture>

## Search Criteria

Field Name	Description	Value
Terminal	Terminal	Read Only
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
- From ATD Date - To ATD Date	Date Range for Actual Time to Departure of required records	DD/MM/YYYY

#### Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Vessel Name	Vessel Name	
Owner	Owner Code	
Vessel Code	Vessel Code	
Voyage Code	Voyage Code	
АТВ	Actual Time to Berth	
ATD	Actual Time to Departure	
File Type	File Type	



E-mail	Whether to e-mail the selected	
	report to recipient(s)	

- 4. User can either:
- Press file icon (PDF) to directly open the report; OR

- Tick "E-mail" check box and press "E-mail" button to e-mail the report to recipient(s)

#### 4.1.1.1 <u>E-mail Confirmation</u>

1. System prompts email list for user:

#### Figure: Send Email

Send E	mail				
From:	eXpress_HIT@	hit.com.hk			
To:	[			Email List	
CC:	Í				
Subject:	Í				
					-
Sender:	SUPER	Company:	НП		
Remarks:HI "Service"). HI unexpected to damage caus HITIS does no You acknowi thereof at any you or to any	TS will seek to deliver 1 TS cannot and does no echnical issues or prob ed or alleged to be cau t endorse and is not re edge that HITS reserve time and from time to to third party for any not	the specified information to guarantee the safe de elems. You acknowledge sed by or in connection sponsible for any conter es the right to modify or r ime in its sole discretions frication, suspension or o	to designated recipier livery of such informa that HITIS shall not be with the use of the Se at, products or other in discontinue, temporaril with or without notic liscontinuation of the S	t upon the request of its customers () tion as a result of and is not limited to responsible or liable for any loss or rvice. laterials on or available from the Servi y or permanently the Service or any p e. You agree that HITIS shall not be in service.	the any rice. part able to Exit

- User information and Email address are retrieved to email notification details

- Click "To" or "CC" to select Email Address

Figure: Email List



-- Press "Confirm" button to confirm the selected email address



# **5. Vessel Planning Reports**

## 5.1 Report Center

#### 5.1.1 <u>"Report Center" > "Vessel Planning Reports"</u>

This function allows user to view, save and e-mail Vessel Planning Reports.

Figure: Terminal Planning Reports

Vessel	Planning	Repo	orts					
Termin	al	HIT/C	HT 🔽	Ow	ner	000	L	
Vessel/	Voyage		/					
Vessel	Name			0				
From E	TB Date	25	/ 05	/ 2012		dd/mm/yyyy	()	
To ETB	Date	25	/ 05	/ 2012		dd/mm/yyyy	()	
	COLOR	MINI PI	LAN - DISCHA	ARGE PLAN				
	COLOR	MINI PI	LAN - LOADIN	NG PLAN				
	CRANE	ASSIG	NMENT REP	ORT				
	O/B ACT	rive re	EEFER LIST					
	O/B DG	LIST						
	0/B FIG	URE LI	ST					
	SHIFTIN	G & RE	STOW LIST					
				Γ	Save the	above entri	es Search	Exit

Table: Terminal Planning Reports Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
- From ATD Date - To ATD Date	Date Range for Actual Time to Departure of required records	DD/MM/YYYY

1. Select "Owner"

2. Tick the required report(s) check box(es)

3. Press "Search" button to view Search Result (Total Number of records is listed above "Exit" button)

Figure: Vessel Planning Reports



Term Vesse From Repo	inal I/Voyage ETB Date rt Type :	Code :	HIT / 25/05/200 Vessel P	13 Ianning Report	Owr Vess To E	ier : iel Name : TB Date :	APL 25/05/201	2		
No.	Owner	Vessel Name	Vessel Code	Voyage Code	ETB	ETD	Report Type	Upload Time	File Type	Email
1	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	COLOR MINI PLAN - DISCHARGE PLAN	25/05/2012 07:68		Г
2	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	COLOR MINI PLAN - LOADING PLAN	25/05/2012 07:08	1	Г
3	APL	CAPE FRANKLIN	FKL.	025W	24/05/2012 15:50	25/05/2012 04:40	CRANE ASSIGNMENT REPORT	25/05/2012 07:08		-
4	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	0/B ACTIVE REEFER UST	25/05/2012 07:08	12	Г
5	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	0/B DG LIST	25/05/2012 07:08	1	Г
6	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	0/B FIGURE LIST	25/05/2012 07:08	1	Г
7:	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	SHIFTING & RESTOW	25/05/2012 07:08		-
8	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	COLOR MINI PLAN - DISCHARGE PLAN	23/05/2012 15:08	12	Г
9	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	COLOR MINI PLAN - LOADING PLAN	23/05/2012 15:08		П
10	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	CRANE ASSIGNMENT REPORT	23/05/2012 15:08	1	Г
							Email First P	revious Next	Tot. Last	al is 40

## Search Criteria (Read Only)

Field Name	Description	Value
Terminal	Terminal	Read Only
Owper	Owner Code	
- From ETB Date - To ETB Date	related to	
Report Type	Vessel Planning Report	

#### Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Owner	Owner Code	
Vessel Name	Vessel Name	
Vessel Code	Vessel Code	
Voyage Code	Voyage Code	
ETB	Estimated Time of Berthing	DD/MM/YYYY hh:mm
ETD	Estimated Time of Departure	DD/MM/YYYY hh:mm
Report Type	Report Type	
Upload Time	Time the file is uploaded to CPLUS	
File Type	Directly download the file(s)	
E-mail	Whether to email the file(s)	

4. User can either:

- Click the icon in column "File Type" to directly view or download the report(s) in  ${\bf EITHER}$  Excel  ${\bf OR}$  PDF format

- Select **EITHER** Excel **OR** PDF format, then press "Email" button to e-mail the report to recipient(s)

- "First" button to jump to first page of result
- "Previous" button to jump to previous page



- "Next" button to jump to next page
- "Last" button to jump to last page of result
- "Exit" button to quit the function after enquiry

#### 5.1.1.1 <u>E-mail Confirmation</u>

1. System prompts email list for user:

#### Figure: Send Email

To: E	imail List
CC: Subject:	A
Subject:	*
	*
Sender: SUPER Company: HIT	*
Remarks:HITIS will seek to deliver the specified information to designated recipient upon the request of it Service"). HITIS cannot and does not guarantee the safe delivery of such information as a result of and unexpected technical issues or problems. You acknowledge that HITIS shall not be responsible or liable for lamage caused or alleged to be caused by or in connection with the use of the Service. HITIS does not endorse and is not responsible for any content, products or other materials on or available You acknowledge that HITIS reserves the right to modify or discontinue, temporarily or permanently the St hereof at anytime and from time to time in its sole discretions, with or without notice. You agree that HITIS you or to any third party for any notification, suspension or discontinuation of the Service.	s customers (the s not limited to any or any loss or from the Service. ervice or any part is shall not be liable !

- User information and Email address are retrieved to email notification details

- Click "To" or "CC" to select Email Address

Figure: Email List

-- Press "Confirm" button to confirm the selected email address



# **6. Vesselwise Reports**

## 6.1 Report Center

#### 6.1.1 <u>"Report Center" > "Vesselwise Reports"</u>

This function allows user to view, save and e-mail Vesselwise Reports

Figure: Vesselwise Reports

Vessel	Planning	j Repo	rts						
Termin	al	HIT/C	HT 🔽	Ow	ner	00	DCL	<b>•</b>	
Vessel/	Voyage		/						
Vessel	Name			0					
From E	TB Date	25	/ 05	/ 2012	— 📑 (	dd/mm/yy	уу)		
To ETB	Date	25	/ 05	/ 2012	— III (	dd/mm/yy	/уу)		
	COLOR	MINI PL	LAN - DISCH	ARGE PLAN					
	COLOR	MINI PL	LAN - LOADII	NG PLAN					
	CRANE	ASSIG	NMENT REP	ORT					
	O/B AC	TIVE RE	EFER LIST						
	O/B DG	LIST							
	O/B FIG	URE LI	ST						
	SHIFTIN	IG & RE	STOW LIST						
				Г	Save the	e above er	ntries	Search	Exit

Table: Vessel Reports Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Job ID	Barge Job ID	
Vessel Name	Vessel Name	
- From ATD Date - To ATD Date	Date Range for Actual Time to Departure of required records	DD/MM/YYYY

- 1. Select "Owner"
- 2. Tick the required report(s) check box(es)

3. Press "Search" button to view Search Result (Total Number of records is listed above "Exit" button)

Figure: Vesselwise Reports



Term Vesse From	inal I/Voyage ETB Date	Code :	HIT / 25/05/200	13	Owr Ves To E	ier : iel Name : TB Date :	APL 25/05/201	2		
Repo	rt Type :		Vessel P	lanning Reports	1					
No.	Owner	Vessel Name	Vessel Code	Voyage Code	ETB	ETD	Report Type	Upload Time	File Type	Email
1	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	COLOR MINI PLAN - DISCHARGE PLAN	25/05/2012 07:08		Г
2	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	COLOR MINI PLAN - LOADING PLAN	25/05/2012 07:08	1	Е
3	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	CRANE ASSIGNMENT REPORT	25/05/2012 07:08		Г
4	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	0/B ACTIVE REEFER UST	25/05/2012 07:08	12	Г
5	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	0/B DG LIST	25/05/2012 07:08	1	Г
6	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	0/B FIGURE LIST	25/05/2012 07:08	1	Г
7	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	SHIFTING & RESTOW	25/05/2012 07:08		<b>E</b>
8	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	COLOR MINI PLAN - DISCHARGE PLAN	23/05/2012 15:08	72	Г
9	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	COLOR MINI PLAN - LOADING PLAN	23/05/2012 15:08		П
10	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	CRANE ASSIGNMENT REPORT	23/05/2012 15:08	T	Г
									Tota	al is 40
							Email First P	revious Next	Last	Exit

## Search Criteria (Read Only)

Field Name	Description	Value
Terminal	Terminal	
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
- From ATD Date - To ATD Date	Date Range of Actual Time of Departure of Vessel(s)	
Report Type	Vesselwise Report	

#### Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Owner	Owner Code	
Vessel Name	Vessel Name	
Vessel Code	Vessel Code	
Voyage Code	Voyage Code	
Job ID	Barge Job ID	
АТВ	Actual Time to Berth	
ATD	Actual Time to Departure	
Report Type	Report Type	
Report Date	Report Date	
File Type (Excel/PDF)	Directly download the Excel/PDF file(s)	
E-mail (Excel/PDF)	Whether to email the Excel/PDF file(s)	

4. User can either:

- Click the icon in column "File Type" to directly view or download the report(s) in  ${\bf EITHER}$  Excel  ${\bf OR}$  PDF format



- Select **EITHER** Excel **OR** PDF format, then press "Email" button to e-mail the report to e-mail the report to recipient(s)

- "First" button to jump to first page of result
- "Previous" button to jump to previous page
- "Next" button to jump to next page
- "Last" button to jump to last page of result
- "Exit" button to quit the function after enquiry

#### 6.1.1.1 <u>E-mail Confirmation</u>

1. System prompts email list for user:

Figure: Send Email

	nail			
From:	eXpress_HIT@	hit.com.hk		
To:				Email List
CC:				
Subject:				
				<u>*</u>
				+
Sender:	SUPER	Company:	нт	
Remarks:HIT	S will seek to deliver to S cannot and does no	he specified information It guarantee the safe de	to designated recipient i livery of such informatio	upon the request of its customers (the n as a result of and is not limited to any
"Service"). Hill unexpected te damage cause HITIS does not You acknowle thereof at any	chnical issues or prob of or alleged to be cau endorse and is not re- dge that HITIS reserve lime and from time to til	lems. You acknowledge sed by or in connection sponsible for any conte is the right to modify or o me in its sole discretions	e that HITIS shall not be n with the use of the Serv nt, products or other mat discontinue, temporarily ( s, with or without notice.	esponsible or liable for any loss or ice. terials on or available from the Service. or permanently the Service or any part You agree that HITS shall not be liable to
"Service"). Hill unexpected te damage cause HITIS does not You acknowle thereof at any you or to any t	chnical issues or prob of or alleged to be cau endorse and is not re- dge that HITIS reserve time and from time to ta third party for any notif	lems. You acknowledge sed by or in connection sponsible for any conte is the right to modify or of me in its sole discretions fication, suspension or of	e that HTIS shall not be n with the use of the Serv nt, products or other mal discontinue, temporarily o s, with or without notice. discontinuation of the Se	esponsible or liable for any loss or ice. erials on or available from the Service. or permanently the Service or any part You agree that HITIS shall not be liable to rvice. OK Exit

- User information and Email address are retrieved to email notification details

- Click "To" or "CC" to select Email Address

Figure: Email List





-- Press "Confirm" button to confirm the selected email address

## 6.1.1.2 Create Report Subscription Report

Figure: Report Subscription Maintenance

Remark		Cital On (* mi	andatory)
No.	Report Category	Report Name	Subscribe
1	APS Non Vessel Wise Reports	CONTAINER TOTAL SUMMARY (DAILY)	E
2	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT IN F.S.P. (DAILY)	E
3	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT NOT IN F.S.P. (DAILY)	E
2.0	Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT	
2.0	Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT	•
20		MEDDELMARE DISCULLAGE DEDORT	-
39	Vessel Wise Reports	VESSELWISE DISCHARGE REPORT	1.J
39 40	Vessel Wise Reports Vessel Wise Reports	VESSELVISE LOADING REPORT	
39 40	Vessel Wise Reports Vessel Wise Reports	VESSELVISE LOADING REPORT	Total i

Table: Create Report Subscription Record Property Descriptions

Field Name	Description	Value
Email Address List	Define multiple e-mail address as predefined recipient(s)	
Remark	User Remarks	
No.	Total Number of Available Type(s) of Report	
Report Category	Category in which individual report(s) belongs to	
Report Name	Name of Report (Please refer to Full Report List)	
Subscribe	Whether to send e-mail notification once the subscribed report is available	

- 2. User can either:
- Press "Confirm" button to confirm the change

Figure: Confirmation Message to Save Changes





- Press "OK" button to confirm

Figure: Message "Create successful!"



## 6.1.1.3 <u>Search Report Subscription Report</u>

Figure: Report Subscription Enquiry

Remark	TEST	Annual Const	
No.	Report Category	Report Name	Subscribe
1	APS Non Vessel Wise Reports	CONTAINER TOTAL SUMMARY (DAILY)	
2	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT IN F.S.P. (DAILY)	
)	APS Non Vessel Wise Reports	DAILY EMPTY STORAGE REPORT NOT IN F.S.P. (DAILY)	
18	Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT	
38 39	Vessel Wise Reports Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT VESSELWISE DISCHARGE REPORT	с С
38 39 40	Vessel Wise Reports Vessel Wise Reports Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT VESSELWISE DISCHARGE REPORT VESSELWISE LOADING REPORT	

- 1. User can either:
- Change "Remarks"; OR
- Change subscribed report(s) by tick / un-tick "Subscribe" column
- 2. Press "Confirm" button to confirm the change(s) made

Figure: Confirmation Message to Save Changes





- Press "OK" button to confirm

Figure: Message "Create successful!"



## 6.1.1.4 Full Report List

Table: Full Report List

#### 6.1.1.4.1.1 Table

No.	Report Category	Report Name
1	APS Non Vessel Wise	CONTAINER TOTAL SUMMARY (DAILY)
	Reports	
2	APS Non Vessel Wise	DAILY EMPTY STORAGE REPORT IN F.S.P.
	Reports	(DAILY)
3	APS Non Vessel Wise	DAILY EMPTY STORAGE REPORT NOTIN F.S.P.
	Reports	(DAILY)
4	APS Non Vessel Wise	DAILY EMPTY STORAGE SUMMARY REPORT
	Reports	(DAILY)
5	APS Non Vessel Wise	DAILY EMPTY STORAGE SUMMARY REPORT IN
	Reports	F.S.P. (DAILY)
6	APS Non Vessel Wise	DAILY EMPTY STORAGE SUMMARY REPORT NOT
	Reports	IN F.S.P. (DAILY)
7	APS Non Vessel Wise	DAILY MOVEMENT REPORT (DAILY)
	Reports	
8	APS Non Vessel Wise	LONG IDLE REPORT (WEEKLY)
	Reports	
9	APS Non Vessel Wise	OUTBOUND LIST (DAILY)
	Reports	
10	APS Non Vessel Wise	WATERFRONT JOB SUMMARY (DAILY)
	Reports	
11	APS Non Vessel Wise	WATERFRONT JOB SUMMARY (WEEKLY) START
	Reports	FROM SUNDAY
12	APS Non Vessel Wise	BARGE JOB REPORT
	Reports	
13	APS Non Vessel Wise	DAMAGE REPORT
	Reports	



14	APS Non Vessel Wise	FINAL LANDING REPORT
	Reports	
15	APS Non Vessel Wise	OUTBOUND PRELOADING LIST
	Reports	
16	APS Non Vessel Wise	VESSEL OPERATION REPORT
	Reports	
17	Equipment Control	DAILY ECA SUMMARY REPORT
10	Reports	
18	Equipment Control	DAILY EMPTY CONTAINER GATE MOVEMENT
10	Equipmont Control	
19	Reports	DOMINI CONTAINER REPORT
20	Fauipment Control	ECA CONTAINER NO-SHOW REPORT
20	Reports	
21	Equipment Control	EMPTY EOUIPMENT EXCHANGE REPORT
	Reports	
22	Equipment Control	EXPORT LADEN CONATINER WITH PATCHED
	Reports	REPORT
23	Equipment Control	MONTHLY OVERDUE TRANSSHIPMENT
	Reports	CONTAINER LIST
24	Equipment Control	ONEPORT OP/HOLD RELEASE CONTAINER LIST
	Reports	
25	Equipment Control	WEEKLY OVERDUE INBOUND CONTAINER LIST
26	Reports	ACTIVE REFER CONTAINER ON HAND LIST
20	HouseKeeping Reports	ACTIVE REEFER CONTAINER ON HAND LIST
27	Housekeeping Reports	GATE + EXIT GATE
28	HouseKeeping Reports	CONTAINER LIST (DAMAGED)
29	HouseKeeping Reports	CONTAINER LIST (ON HAND)
30	HouseKeeping Reports	CY - GATELOG
31	HouseKeeping Reports	MONTHLY LONG IDLE CONTAINER LIST
32	HouseKeeping Reports	REEFER CONTAINER MONITOR REPORT
33	Terminal Departure	Terminal Departure Report
	Report	
34	Vessel Planning Reports	COLOR MINI PLAN - DISCHARGE PLAN
35	Vessel Planning Reports	COLOR MINI PLAN - LOADING PLAN
36	Vessel Planning Reports	CRANE ASSIGNMENT REPORT
37	Vessel Planning Reports	O/B ACTIVE REEFER LIST
38	Vessel Planning Reports	O/B DG LIST
39	Vessel Planning Reports	O/B FIGURE LIST
40	Vessel Planning Reports	FIGURE & RESTOW LIST
41	Vessel Wise Reports	MONTHLY VESSEL OPERATION SUMMARY
42	Vessel Wise Reports	MONTHLY VESSEL PRODUCTIVITY REPORT
43	Vessel Wise Reports	VESSELWISE DISCHARGE REPORT
44	Vessel Wise Reports	VESSELWISE LOADING REPORT