

**CUSTOMER**  
plus

 **HUTCHISONPORTS**  
**HIT**



# Customer Plus User Manual For Report

**Revision History**

Version Number	Change Description	Effective Date	Section Author
Current		2015-03-22	31037

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# 1. Equipment Control Reports

## 1.1 Report Center

### 1.1.1 "Instruction" > "Equipment Control Center"

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

Figure: Equipment Control Reports



<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



The screenshot shows a web interface titled "Equipment Control Reports". It includes search criteria: Terminal: HIT, From Report Date: 17/05/2006, To Report Date: 19/05/2006, and Report Type: Equipment Control Report. Below this is a table with columns: No., Owner, Report Type, Report Date, File Type, and E-mail. Two records are listed: 1. NORA - ONEPORT OP HOLD/RELEASE CONTAINER LIST (17/05/2006) and 2. APL - ECA CONTAINER NO-SHOW REPORT (17/05/2006). At the bottom right, it says "Total is 2" and has buttons for Email, First, Previous, Next, Last, and Exit.

<Picture>

#### 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 E-mail Confirmation**

1. System prompts email list for user:

Figure: Send Email

<Picture>

- User information and Email address are retrieved to email notification details
- Click "To" or "CC" to select Email Address

Figure: Email List

No.	User Name	Email Address	Group	To	CC
1	UAT	uat@uat.com	UAT	<input type="checkbox"/>	<input type="checkbox"/>

<Picture>

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

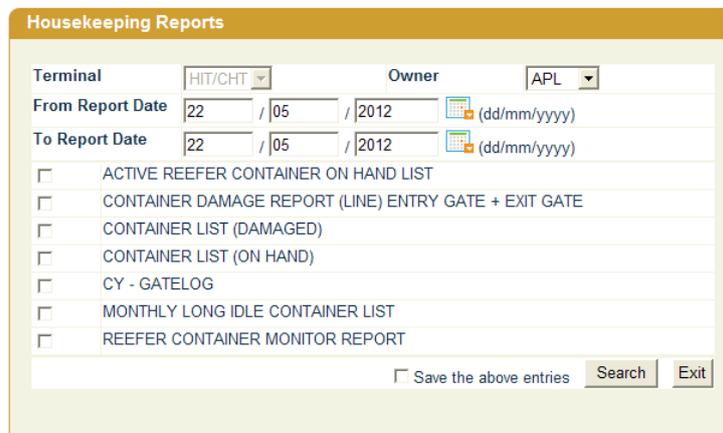
## 2. Housekeeping Reports

### 2.1 Report Center

#### 2.1.1 "Report Center" > "Housekeeping Reports"

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

Figure: Housekeeping Reports



<Picture>

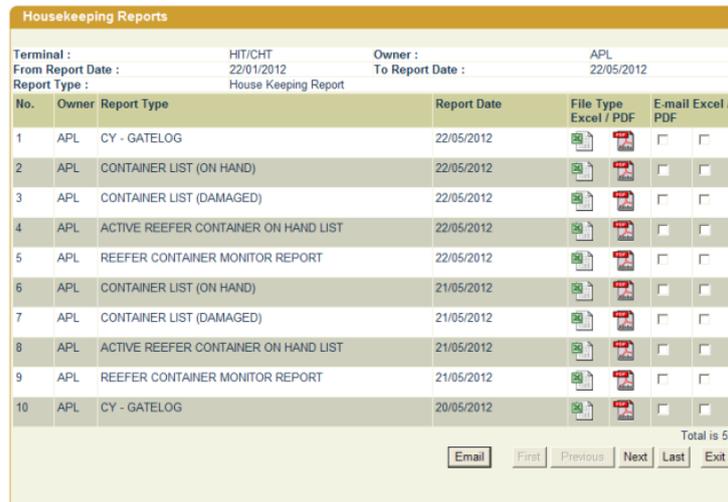
Table: Housekeeping Reports Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
- From Report Date - To Report Date	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	
MONTHLY 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]	

#### 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: Housekeeping Reports



No.	Owner	Report Type	Report Date	File Type Excel / PDF	E-mail Excel / PDF
1	APL	CY - GATELOG	22/05/2012		<input type="checkbox"/>
2	APL	CONTAINER LIST (ON HAND)	22/05/2012		<input type="checkbox"/>
3	APL	CONTAINER LIST (DAMAGED)	22/05/2012		<input type="checkbox"/>
4	APL	ACTIVE REEFER CONTAINER ON HAND LIST	22/05/2012		<input type="checkbox"/>
5	APL	REEFER CONTAINER MONITOR REPORT	22/05/2012		<input type="checkbox"/>
6	APL	CONTAINER LIST (ON HAND)	21/05/2012		<input type="checkbox"/>
7	APL	CONTAINER LIST (DAMAGED)	21/05/2012		<input type="checkbox"/>
8	APL	ACTIVE REEFER CONTAINER ON HAND LIST	21/05/2012		<input type="checkbox"/>
9	APL	REEFER CONTAINER MONITOR REPORT	21/05/2012		<input type="checkbox"/>
10	APL	CY - GATELOG	20/05/2012		<input type="checkbox"/>

<Picture>

#### 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 E-mail Confirmation

1. System prompts email list for user:

Figure: Send Email

**Send Email**

From: eXpress\_HIT@hit.com.hk

To:  Email List

CC:

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 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.

OK Exit

<Picture>

- 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	<input type="checkbox"/>	<input type="checkbox"/>

To:  CC:  Confirm Clear Exit

<Picture>

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

### 3. Report Subscription

#### 3.1 Report Center

##### 3.1.1 "Report Center" > "Report Subscription"

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



<Picture>

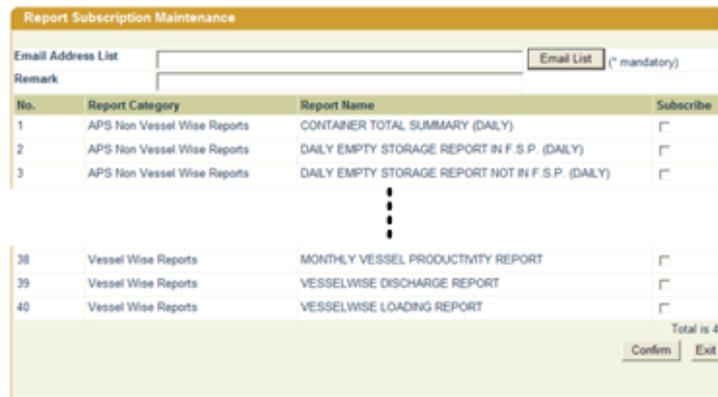
Table: Report Subscription Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
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 Create Report Subscription Record

Figure: Report Subscription Maintenance



<Picture>

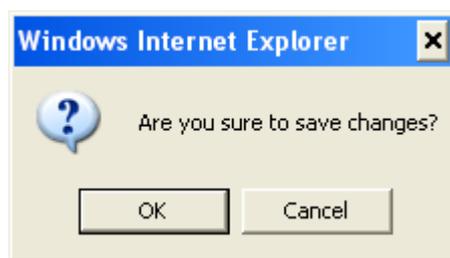
Table: Report Subscription Maintenance Property Descriptions

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



<Picture>

- Press "OK" button to confirm

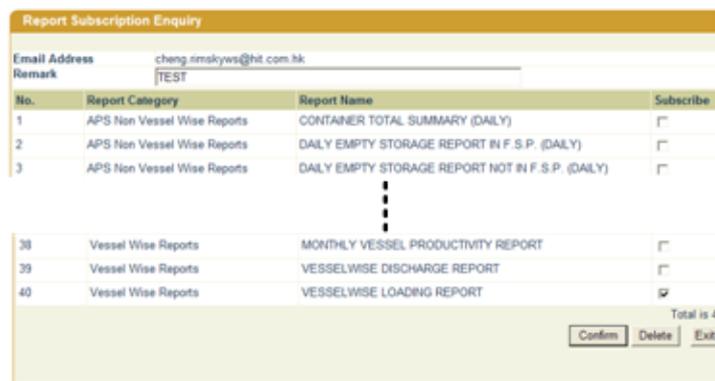
Figure: Message "Create successful!"



<Picture>

### 3.1.1.2 Search Report Subscription Record

Figure: Report Subscription Enquiry

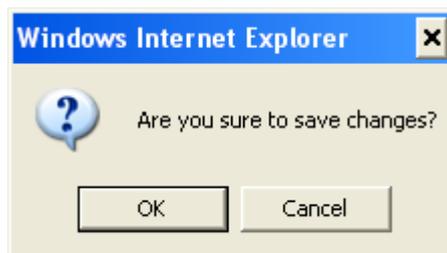


<Picture>

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!"



&lt;Picture&gt;

### 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 NOT IN 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 "Report Center" > "Terminal Departure Report"

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



<Picture>

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



The screenshot shows a web interface titled "Terminal Departure Report". At the top, there are search filters: Terminal (HIT/CHT), Vessel/Voyage (HNW / 020E), From ATD Date (03/05/2010 0000), Owner (APL), Vessel Name (HYUNDAI NEW YORK), and To ATD Date (31/05/2012 2359). Below the filters is a table with columns: No., Vessel Name, Owner, Vessel Code, Voyage Code, ATB, ATD, File Type, and E-mail. One record is displayed: No. 1, Vessel Name HYUNDAI NEW YORK, Owner APL, Vessel Code HNW, Voyage Code 020E, ATB 08/04/2012 21:12, ATD 09/04/2012 17:36. At the bottom right, it says "Total is 1" and there are buttons for "Email", "First", "Previous", "Next", "Last", and "Exit".

&lt;Picture&gt;

## Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	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	
ATB	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)	
--------	---	--

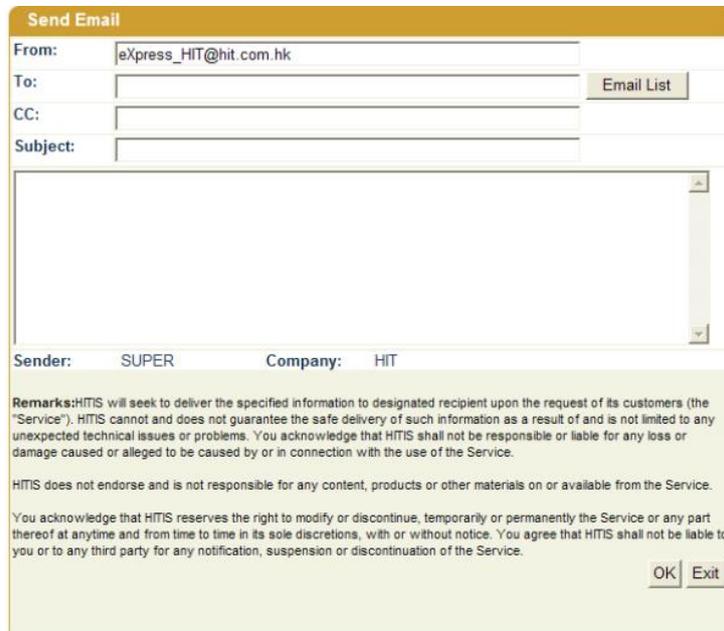
4. User can either:

- 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 E-mail Confirmation**

1. System prompts email list for user:

Figure: Send Email



<Picture>

- User information and Email address are retrieved to email notification details
- Click "To" or "CC" to select Email Address

Figure: Email List



<Picture>

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

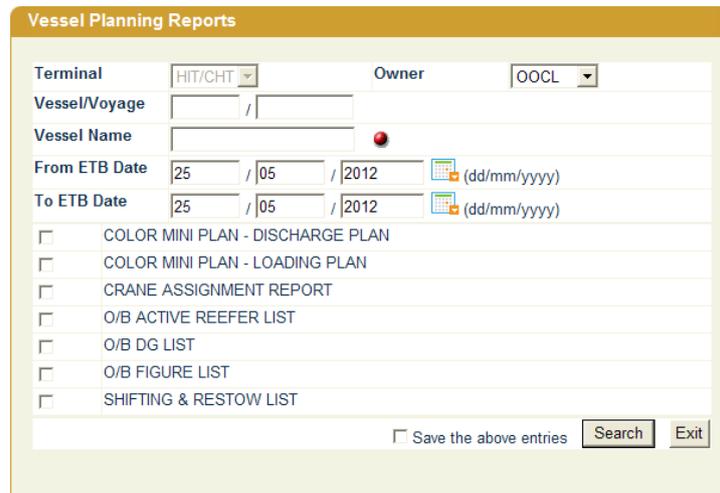
## 5. Vessel Planning Reports

### 5.1 Report Center

#### 5.1.1 "Report Center" > "Vessel Planning Reports"

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

Figure: Terminal Planning Reports



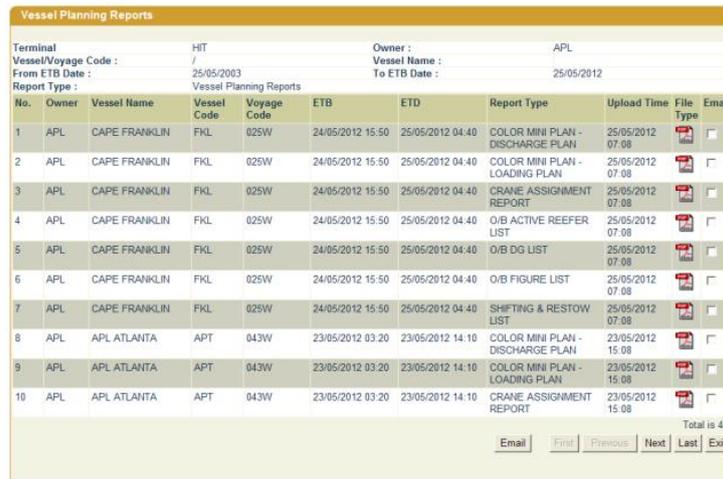
<Picture>

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



<Picture>

### Search Criteria (Read Only)

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	Read Only
Owner	Owner Code	
- From ETB Date - To ETB Date	Date in which Report(s) are 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 **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

### 5.1.1.1 E-mail Confirmation

1. System prompts email list for user:

Figure: Send Email

<Picture>

- User information and Email address are retrieved to email notification details
- Click "To" or "CC" to select Email Address

Figure: Email List

No.	User Name	Email Address	Group	To	CC
1	UAT	uat@uat.com	UAT	<input type="checkbox"/>	<input type="checkbox"/>

<Picture>

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

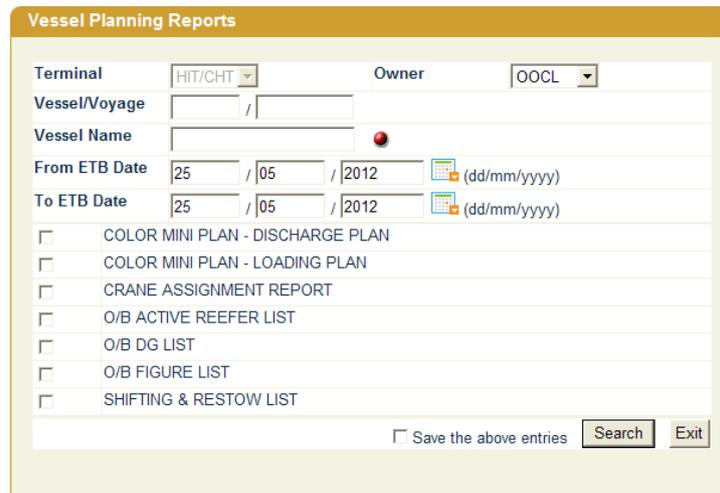
## 6. Vesselwise Reports

### 6.1 Report Center

#### 6.1.1 "Report Center" > "Vesselwise Reports"

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

Figure: Vesselwise Reports



<Picture>

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

Vessel Planning Reports												
Terminal				HIT			Owner :				APL	
Vessel/Voyage Code :				/			Vessel Name :					
From ETB Date :				25/05/2012			To ETB Date :				25/05/2012	
Report Type :				Vessel Planning Reports								
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		<input type="checkbox"/>		
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		<input type="checkbox"/>		
3	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	CRANE ASSIGNMENT REPORT	25/05/2012 07:08		<input type="checkbox"/>		
4	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	O/B ACTIVE REEFER LIST	25/05/2012 07:08		<input type="checkbox"/>		
5	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	O/B DG LIST	25/05/2012 07:08		<input type="checkbox"/>		
6	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	O/B FIGURE LIST	25/05/2012 07:08		<input type="checkbox"/>		
7	APL	CAPE FRANKLIN	FKL	025W	24/05/2012 15:50	25/05/2012 04:40	SHIFTING & RESTOW LIST	25/05/2012 07:08		<input type="checkbox"/>		
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		<input type="checkbox"/>		
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		<input type="checkbox"/>		
10	APL	APL ATLANTA	APT	043W	23/05/2012 03:20	23/05/2012 14:10	CRANE ASSIGNMENT REPORT	23/05/2012 15:08		<input type="checkbox"/>		

Total is 406  
[Email](#) [First](#) [Previous](#) [Next](#) [Last](#) [Exit](#)

&lt;Picture&gt;

### Search Criteria (Read Only)

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	
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	
ATB	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:

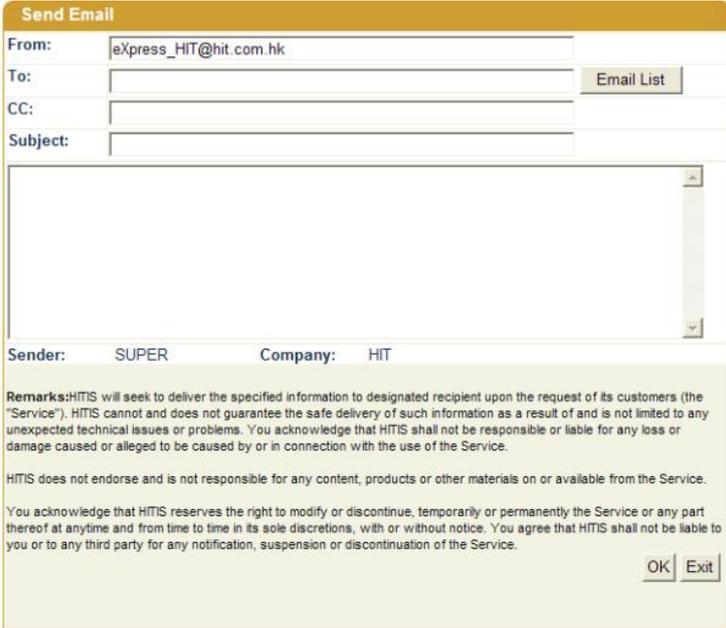
- Click the icon in column "File Type" to directly view or download the report(s) in **EITHER** Excel **OR** PDF format

- 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 E-mail Confirmation

1. System prompts email list for user:

Figure: Send Email



**Send Email**

From: eXpress\_HIT@hit.com.hk

To:

CC:

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 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.

<Picture>

- User information and Email address are retrieved to email notification details
- Click "To" or "CC" to select Email Address

Figure: Email List

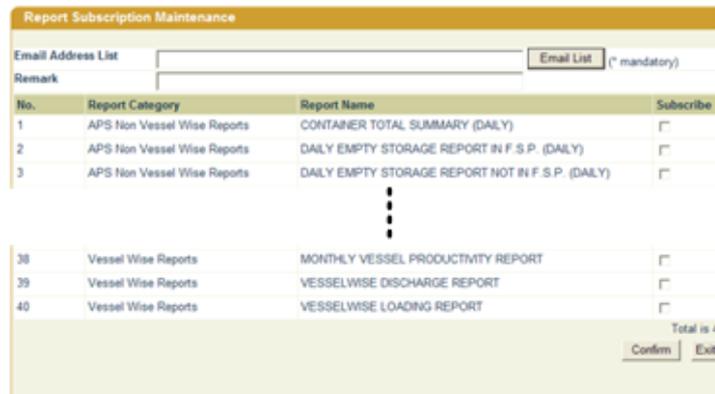


<Picture>

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

**6.1.1.2 Create Report Subscription Report**

Figure: Report Subscription Maintenance



<Picture>

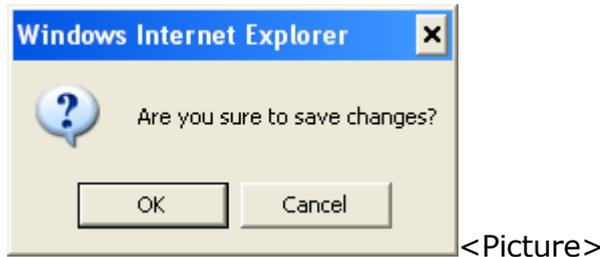
Table: Create Report Subscription Record Property Descriptions

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 Search Report Subscription Report

Figure: Report Subscription Enquiry



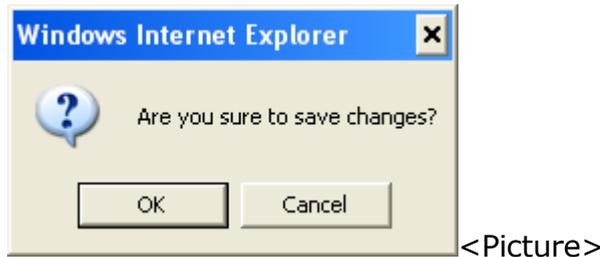
1. User can either:

- 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 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 CONATINER 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