

CUSTOMER
plus



 **HUTCHISONPORTS**
HIT

Customer Plus User Manual For User Admin

Revision History

Version Number	Change Description	Effective Date	Section Author
Current		2017-02-03	52685

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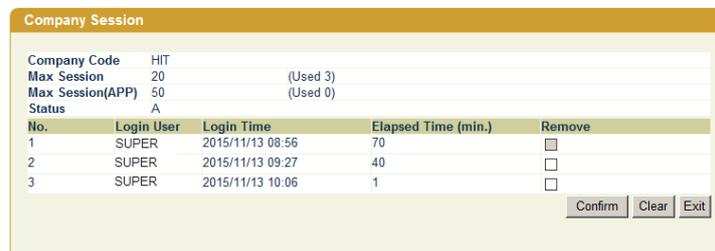
1. Company Session

1.1 User Administration

1.1.1 "User Admin" > "Company Session"

This function allows user to browse details of company sessions. Authorize administrator can remove unwanted logged in user(s).

Figure: Company Session



The screenshot shows a window titled "Company Session". It contains the following configuration fields:

- Company Code: HIT
- Max Session: 20 (Used 3)
- Max Session(APP): 50 (Used 0)
- Status: A

Below the configuration fields is a table with the following data:

No.	Login User	Login Time	Elapsed Time (min.)	Remove
1	SUPER	2015/11/13 08:56	70	<input type="checkbox"/>
2	SUPER	2015/11/13 09:27	40	<input type="checkbox"/>
3	SUPER	2015/11/13 10:06	1	<input type="checkbox"/>

At the bottom right of the window are buttons for "Confirm", "Clear", and "Exit".

<Picture>

Table: Company Information

Field Name	Description	Value
Company Code	Company Code	
Max Session	Maximum amount of web users that can log in CPLUS at the same time	
Max Session(App)	Maximum amount of app users that can log in CPLUS at the same time	
Status	Company Status	

Table: Logged In User List

Field Name	Description	Value
No.	Record Number	
Login User	User Name of logged in user(s)	
Login Time	Date/Time in which user logged in CPLUS	DD/MM/YYYY hh:mm
Elapsed Time (min.)	Total minutes passed counting from user login time	
Remove	Used to remove unwanted user from the list	

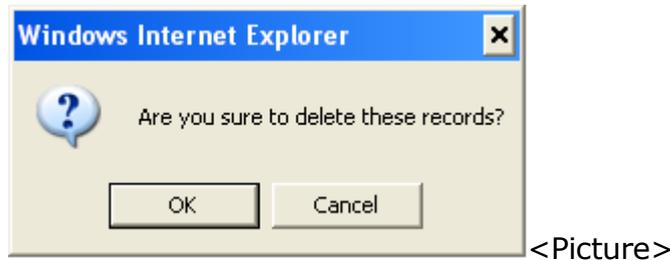
1. User can either:

- Remove Company Session from logged in User(s)
- Press "Exit" button to exit function

1.1.1.1 Remove Company Session

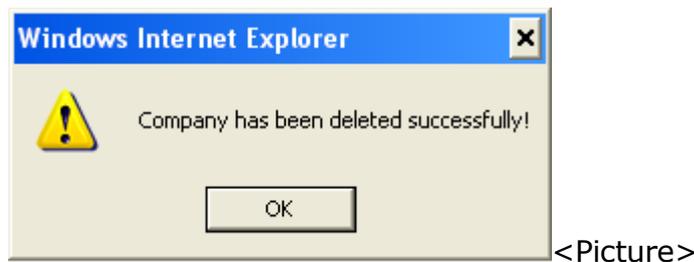
2. Tick "Remove" check box of the selected record and press "Confirm" button

Figure: "Confirm to Delete" Dialog Box



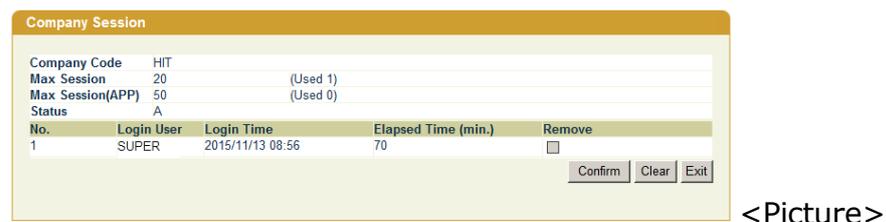
3. Press "OK" button and system display result:

Figure: "Deleted A Record Successfully" Dialog Box



4. User can check the session is already deleted

Figure: Company Session



2. Email Address Maintenance

2.1 User Administration

2.1.1 "User Admin" > "Email Address Maintenance"

This function allows user to:

- Create E-mail Address
- Update E-mail Address

- Delete E-mail Address
- Copy E-mail Address

Figure: Email Address Maintenance



<Picture>

Table: Company Information

Field Name	Description	Value
Company Code	Company Code	
Search By Group	Refine User List by: - User Name - Email Address - Email Group (Search blank equals to Search ALL)	

Table: User List

Field Name	Description	Value
No.	Record Number	
User Name	User Name	
Email Address	E-mail Address	
Email Group	E-mail Group	
Update/Delete	Update/Delete the selected record	

2.1.1.1 Create E-mail Address

1. Press "Create" button to create a new line of empty record:

Figure: Create E-mail Address



<Picture>

2. Fill in "User Name", "Email Address" and select "Email Group"
3. Press "Confirm" button

Figure: "Confirm to Change" Dialog Box



<Picture>

4. Press "OK" button to confirm the change

Figure: Email Address Maintenance



<Picture>

2.1.1.2 Update E-mail Address

1. Press "Search" button to reveal User List
2. Tick "Update" check box of selected record(s):

Figure: Update E-mail Address



<Picture>

3. User can either:
 - Change "User Name"; **OR**
 - Change "Email Address"; **OR**
 - Change "Email Group"
4. Press "Confirm" button

Figure: "Confirm to Change" Dialog Box



<Picture>

5. Press "OK" button to confirm the change

Figure: Email Address Maintenance

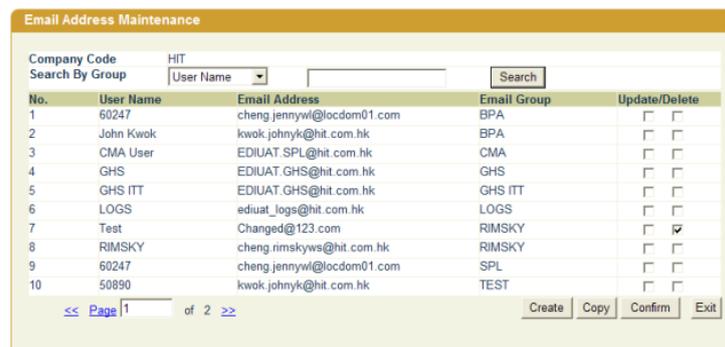


<Picture>

2.1.1.3 Delete E-mail Address

1. Press "Search" button to reveal User List
2. Tick "Delete" check box of selected record(s):

Figure: Delete E-mail Address



<Picture>

3. Press "Confirm" button

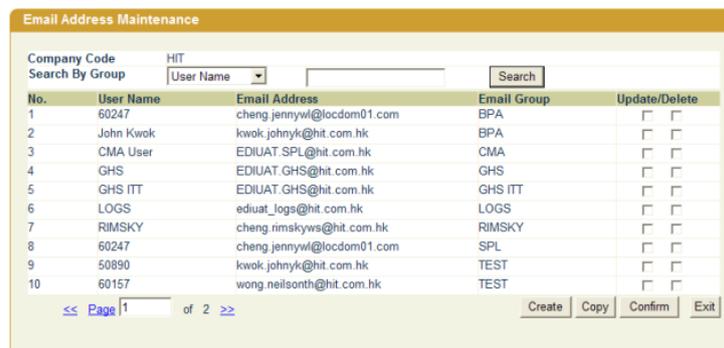
Figure: "Confirm to Change" Dialog Box



<Picture>

4. Press "OK" button to confirm the change

Figure: Email Address Maintenance



<Picture>

2.1.1.4 Copy E-mail Address

1. Press "Search" button to reveal User List
2. Press "Copy" button to copy the latest record

Figure: Copy E-mail Address



<Picture>

3. User must make change to the copied information. Duplicate record(s) is not allowed
4. Press "Confirm" button

Figure: "Confirm to Change" Dialog Box



<Picture>

5. Press "OK" button to confirm the change

Figure: Email Address Maintenance



<Picture>

3. Email Group Maintenance

3.1 User Administration

3.1.1 "User Admin" > "Email Group Maintenance"

This function allows user to:

- Create E-mail Group
- Update E-mail Group
- Delete E-mail Group

Figure: Email Group Maintenance



<Picture>

Table: Company Information

Field Name	Description	Value
Company Code	Company Code	
Search By Group	Refine User List by Group Name	

Table: User List

Field Name	Description	Value
No.	Record Number	

Email Group	Email Group	
Update/Delete	Update/Delete the selected record	

3.1.1.1 Create E-mail Group

1. Press "Create" button to create a new line of empty record:

Figure: Email Group Maintenance



<Picture>

2. Fill in "Email Group"
3. Press "Confirm" button

Figure: "Confirm to Change" Dialog Box



<Picture>

4. Press "OK" button to confirm the change

Figure: Email Group Maintenance



<Picture>

3.1.1.2 Update E-mail Group

1. Press "Search" button to reveal E-mail Group List
2. Tick "Update" check box of selected record(s):

Figure: Update Selected Record(s)



<Picture>

3. User can change "Email Group"

4. Press "Confirm" button

Figure: "Confirm to Change" Dialog Box



<Picture>

5. Press "OK" button to confirm the change

Figure: Email Group Maintenance



<Picture>

3.1.1.3 Delete E-mail Group

1. Press "Search" button to reveal User List.

2. Tick "Delete" check box of selected record(s):

Figure: Delete Selected Record(s)



<Picture>

3. Press "Confirm" button.

Figure: "Confirm to Change" Dialog Box



<Picture>

4. Press "OK" button to confirm the change

Figure: Email Group Maintenance



<Picture>

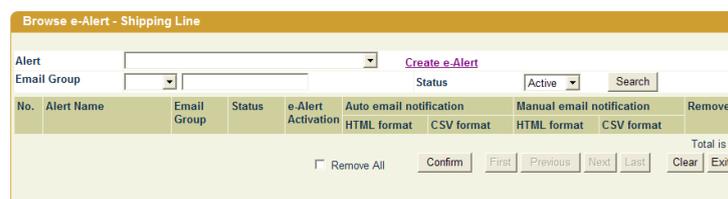
4. e-Alert - Shipping Line

4.1 User Administration

4.1.1 "User Admin" > "e-Alert - Shipping Line"

User can access this function to receive auto or manual e-mail notification through either HTML format or CSV format when one of the following instructions has updates:

Figure: Browser e-Alert - Shipping Line



<Picture>

- COD / COV - Change of Discharge Port / Destination
- COD / COV - Change of Vessel
- Empty Container Return
- Exception Handling - Inbound Container Return
- Exception Handling - Outbound Cancel Shipment

- Exception Handling - Outbound Re-handling
- Hold / Release - Off lease
- Hold / Release - Pending Instruction
- Hold / Release - Pending for Next Vessel
- Inbound Control
- Late Come
- Berthing Update
- T/S Declaration
- Update Vessel Schedule
- VGM

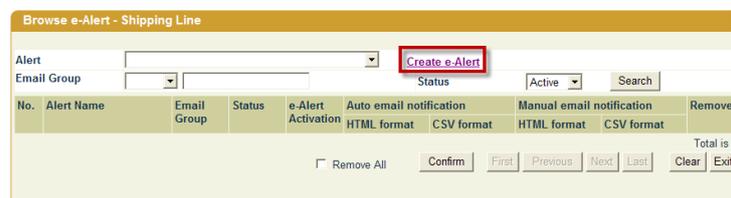


<Picture>

Subject: "Berthing Update:" + <Line Vessel Code> + <Line Voyage Code>

4.1.1.1 Create e-Alert Record

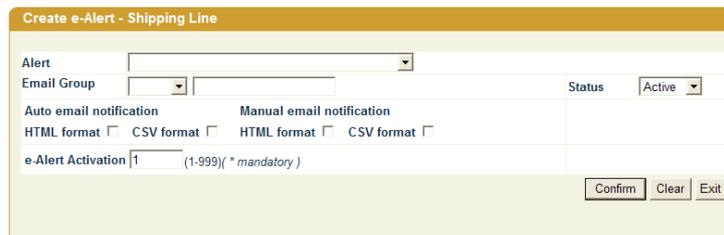
Figure: Create e-Alert Record



<Picture>

1. Press "Create e-Alert" hyperlink to enter record creation screen:

Figure: Create e-Alert - Shipping Line



<Picture>

Table: e-Alert Property Descriptions

Field Name	Description	Value
Alert	Type of Alert	
Email Group	E-mail Group	
Status	Alert Status - Active: Alert will be sent - Inactive: Alert will not be sent	{Active, Inactive}
Auto email notification HTML format	Email is automatically sent. Whether to include the notification content directly in the email.	
Auto email notification CSV format	Email is automatically sent. Whether to include the notification content as attachment in CSV format.	
Manual email notification HTML format	System will ask whether to send email when user successfully creates instruction. Whether to include the notification content directly in the email.	
Manual email notification CSV format	System will ask whether to send email when user successfully creates instruction. Whether to include the notification content as attachment in CSV format.	
e-Alert Activation	Number of records accumulated before sending out e-mail. [Default: 1]	

2. Select one of the instruction types from "Alert" list
3. Select one or more "Email Group"
4. Tick at least one of the email notification check box:

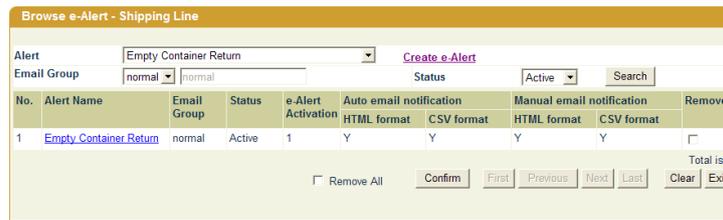
Figure: E-mail Notification Check Box



<Picture>

5. Press "Confirm" button

Figure: Browser e-Alert - Shipping Line



<Picture>

6. Record is created

4.1.1.2 Notes:

1. If either HTML format **OR** CSV format under "Manual email notification" is ticked, system prompts E-mail Confirmation dialog box when user creates the related instruction. User need to press "OK" button in order to send the E-mail notification.

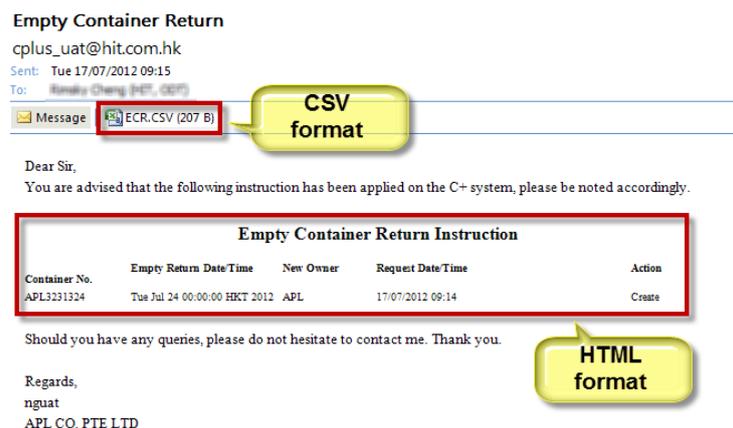
Figure: "Email Confirmation" Dialog Box



<Picture>

2. Notification Sample:

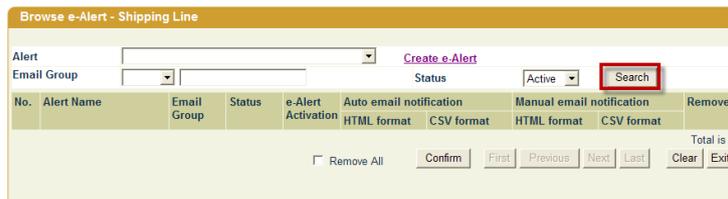
Figure: Notification E-mail Sample



<Picture>

4.1.1.3 Delete e-Alert Record

Figure: Record(s) Search



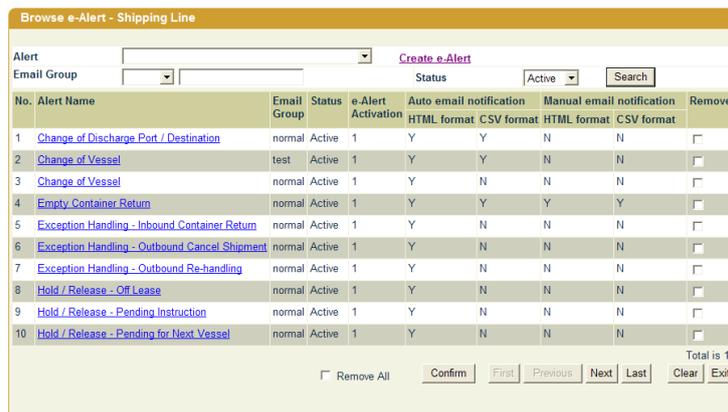
<Picture>

Table: Search Criteria

Field Name	Description	Value
Alert	Type of Alert	
Email Group	E-mail Group	
Status	Status Alert Status - Active: Alert will be sent - Inactive: Alert will not be sent	{Active, Inactive}

1. Press "Search" button

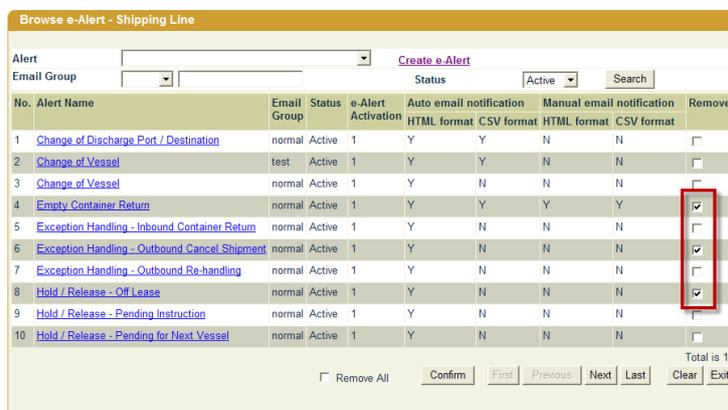
Figure: Browse e-Alert - Shipping Line



<Picture>

2. Tick "Remove" check box of the selected record(s)

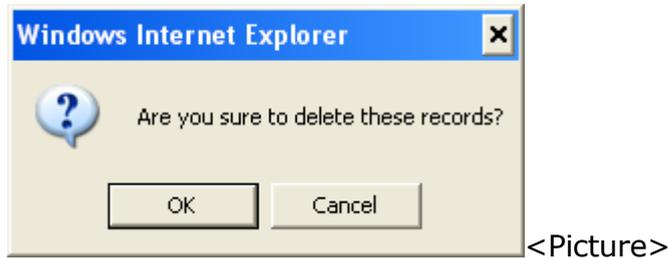
Figure: Delete e-Alert Record



<Picture>

3. Press "Confirm" button

Figure: "Confirm to Delete Records" Dialog Box



4. Press "OK" button

Figure: Browse e-Alert - Shipping Line



5. Record(s) is deleted

5. Login User Profile

5.1 User Administration

5.1.1 "User Admin" > "Login User Profile"

This function allows user to:

- Check Accessible Functions

Figure: Login User Profile

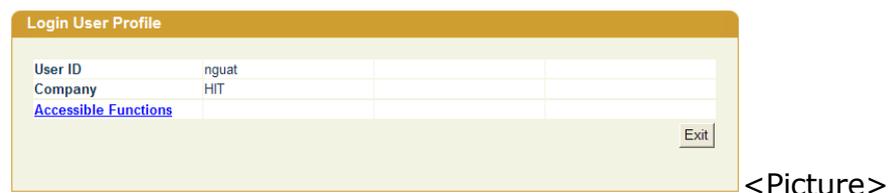


Table: User List

Field Name	Description	Value
------------	-------------	-------

User ID	User ID	
Company	Company Group	

5.1.1.1 Check Accessible Functions

1. Click "Accessible Functions" hyperlink to review accessible functions:

Figure: To Review "Accessible Functions"



No.	Function	Owner
1	APS Non VESSEL WISE REPORT - DOWNLOAD	Owner
2	APS Non VESSEL WISE REPORT - ENQUIRY	Owner
3	APS VESSEL WISE REPORT - DOWNLOAD	Owner
4	APS VESSEL WISE REPORT - ENQUIRY	Owner
5	All System Code - LIST	Owner
6	BARGE BOOKING DETAILS ENQUIRY	Owner
7	BARGE ID ENQUIRY	Owner
...		
283	VESSEL CONTAINER SUMMARY ENQUIRY	Owner
284	VESSEL PLANNING REPORT - DOWNLOAD	Owner
285	VESSEL PLANNING REPORT - ENQUIRY	Owner
286	VESSEL WISE REPORT - DOWNLOAD	Owner
287	VESSEL WISE REPORT - ENQUIRY	Owner
288	VISIT NUMBER ENQUIRY	Owner
289	VOYAGE SCHEDULE ENQUIRY	Owner
290	WEIGHT ENQUIRY REPORT - ENQUIRY	Owner

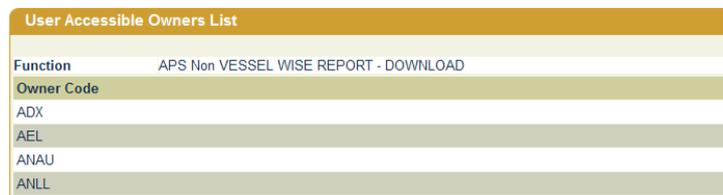
<Picture>

Table: "Accessible Functions" Property Descriptions

Field Name	Description	Value
No.	Function Number	
Function	Function Description	
Owner	Link to show owner code that can access the function	

2. User can click "Owner" hyperlink to review accessible owner code:

Figure: User Accessible Owners List



Function	Owner Code
APS Non VESSEL WISE REPORT - DOWNLOAD	ADX
	AEL
	ANAU
	ANLL

<Picture>

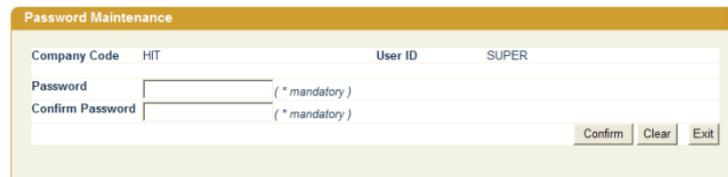
6. Password Maintenance

6.1 User Administration

6.1.1 "User Admin" > "Password Maintenance"

This function allows user to change password:

Figure: Password Maintenance



<Picture>

Table: Password Maintenance Property Descriptions

Field Name	Description	Value
Company Code	Company Code	
User ID	User ID	
Password	Password	
Confirm Password	Reconfirm Password	

1. Fill in "Password" and "Confirm Password". Make sure that both fields are filled in the same passwords

- User can press "Clear" button to clear all entered information

2. Press "Confirm" button

Figure: Confirmation Dialog Box



<Picture>

3. Password is changed successfully.

7. Upload Excel Configuration

7.1 User Administration

7.1.1 "User Admin" > "Upload Excel Configuration"

User can access this function to define his/her own excel configuration for uploading file for the following functions:

- COD/COV
- Inbound Control
- T/S Declaration
- Vessel Schedule Update
- VGM

7.1.2 COD/COV

Figure: COD/COV

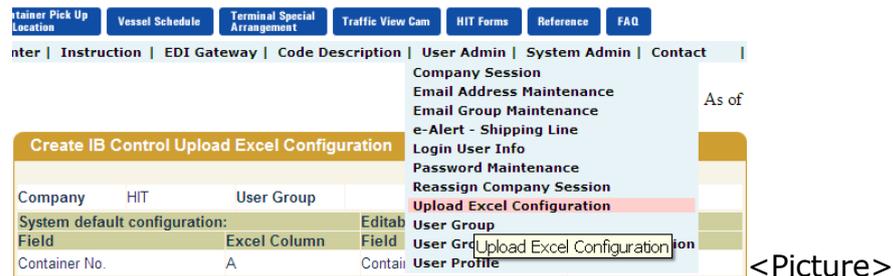
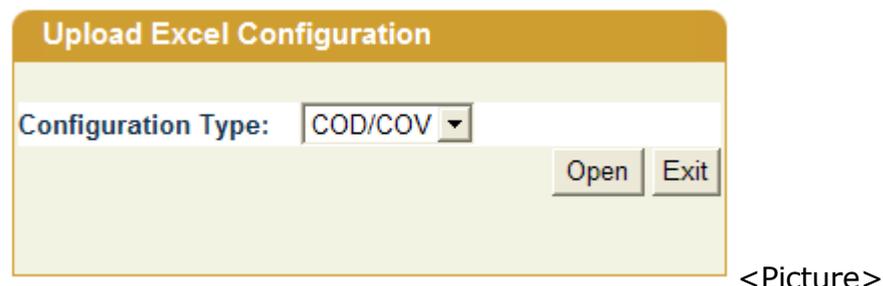


Figure: Upload Excel Configuration



To define excel configuration for file upload:

1. Select "COD/COV"
2. Press "Open" button to display Excel Configuration Setting:

3. Press "Create" button to create a custom excel configuration for COD/COV:

Figure: Create COD/COV Upload Excel Configuration

Create COD/COV Upload Excel Configuration				
Company	APL		User Group	ALPS
System default configuration:		Editable/Created configuration:		
Field	Excel Column	Field	Excel Column	
Container No.	A	Container No.	A	
New Owner	B	New Owner	B	
New Vsl Code	C	New Vsl Code	C	
New Voy Code	D	New Voy Code	D	
New POD/Block Code	E	New POD/Block Code	E	
New FD/Train Code	F	New FD/Train Code	F	
Remarks	G	Remarks	G	
Optional Ports	1 H	Optional Ports	1 H	
POD/Block	2 I	POD/Block	2 I	
	3 J		3 J	
New Vessel Name	K	New Vessel Name	K	
Data Starting Row	2		Data Starting Row	2

<Picture>

- Select "User Group" to apply the custom file format to the selected user group
- Select the appropriate "Excel Column" value according to user's own practice
- Fill in "Date Starting Row" value (must **NOT** be the first row of the file which are assumed to be header of the file)
- Press "Confirm" to save configuration

7.1.2.1 Notes

1. COD/COV Excel File Sample:

Figure: COD/COV Excel File Sample

	A	B	C	D	E	F	G	H	I	J
1	New Owner	Container No.	New Vsl Cde	New Voy Code	New POD	New FD	Remarks	Optional Ports POD 1	Optional Ports POD 2	Optional Ports POD 3
2		APLV12345678			CNSHA	CNSHA				
3		APLV12345679			CNSHA	CNSHA				
4		APLV12345680			CNSHA	CNSHA				
5		APLV12345681			CNSHA	CNSHA				
6		APLV12345682			CNSHA	CNSHA				
7		APLV12345683			CNSHA	CNSHA				
8		APLV12345684			CNSHA	CNSHA				
9		APLV12345685			CNSHA	CNSHA				

<Picture>

7.1.3 Inbound Control

Figure: Inbound Control

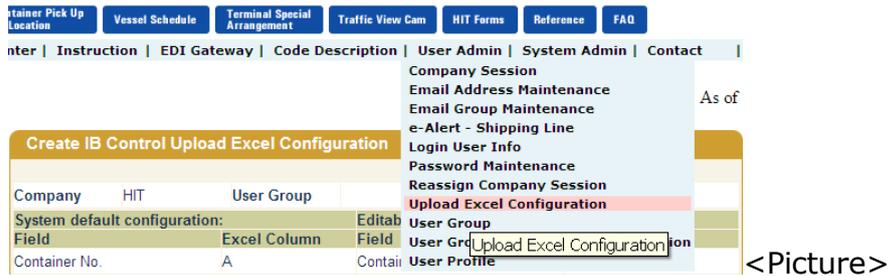
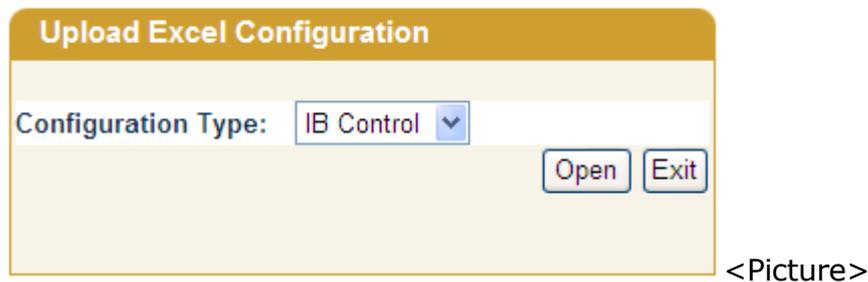


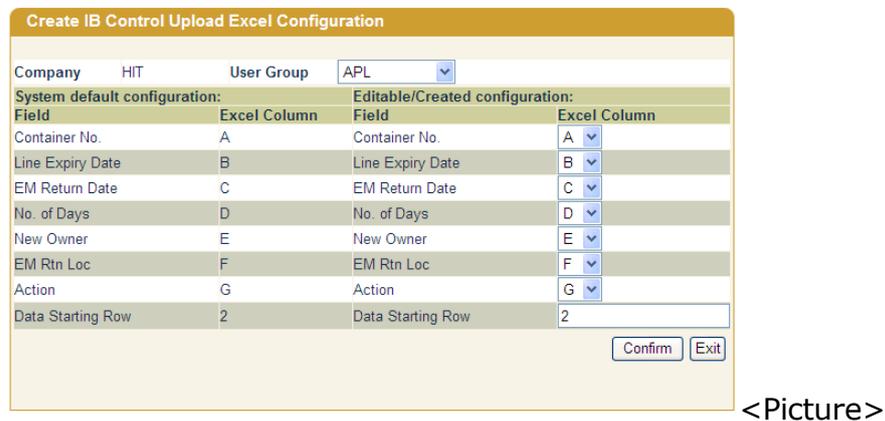
Figure: Upload Excel Configuration



To define excel configuration for file upload:

2. Select "IB Control"
3. Press "Open" button to display Excel Configuration Setting:

Figure: Create IB Control Upload Excel Configuration



- Select "User Group" to apply the custom file format to the selected user group
- Select the appropriate "Excel Column" value according to user's own practice
- Fill in "Date Starting Row" value (must **NOT** be the first row of the file which are assumed to be header of the file)
- Press "Confirm" to save configuration

7.1.3.1 Notes

1. I/B Control Excel File Sample:

Figure: I/B Control Excel File Sample

	A	B	C	D	E	F	G
1	Container No.	Line Expiry Date	EM Return Date	No. of Days	New Owner	Em Return Location	Action
2	ABCD1234561	03/05/2012		1	APL	H	Update
3	ABCD1234562	04/05/2012		1	APL	H	Update
4	ABCD1234563	05/05/2012		1	APL	H	Update
5	ABCD1234564	06/05/2012		1	APL	H	Update
6	ABCD1234565	07/05/2012		1	APL	H	Update
7	ABCD1234566	08/05/2012		1	APL	H	Update
8	ABCD1234567	09/05/2012		1	APL	H	Update
9	ABCD1234568	10/05/2012		1	APL	H	Update
10	ABCD1234569	11/05/2012		1	APL	H	Update
11	ABCD1234570	12/05/2012		1	APL	H	Update
12	ABCD1234571	13/05/2012		1	APL	H	Update

<Picture>

7.1.4 T/S Declaration

Figure: T/S Declaration

The screenshot shows a navigation menu with various options. The 'T/S Declaration Upload Excel Configurations' option is highlighted in orange. Other visible options include 'Company Session', 'Email Address Maintenance', 'Email Group Maintenance', 'e-Alert - Shipping Line', 'Login User Info', 'Password Maintenance', 'Reassign Company Session', 'Upload Excel Configuration', 'User Group', 'User Group Accessible Owner Function', and 'User Profile'.

<Picture>

Figure: Upload Excel Configuration

The dialog box has a title bar 'Upload Excel Configuration'. It contains a dropdown menu labeled 'Configuration Type:' with 'T/S Declaration' selected. Below the dropdown are two buttons: 'Open' and 'Exit'.

<Picture>

To define excel configuration for file upload:

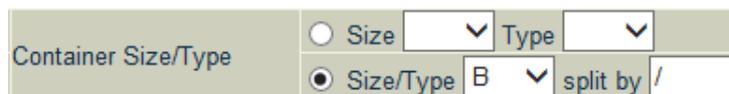
2. Select "T/S Declaration"
3. Press "Open" button to display Excel Configuration Setting:

Figure: Create T/S Declaration Upload Excel Configuration



<Picture>

- Select "User Group" to apply the custom file format to the selected user group
- Select the appropriate "Excel Column" value according to user's own practice
- Fields such as 'Container Size/Type' allow further customization. Select one of the available format options and enter self-defined delimiter into 'split by' field as needed



<Picture>

- Fill in "Date Starting Row" value (must **NOT** be the first row of the file which are assumed to be header of the file)
- Press "Confirm" to save configuration

7.1.4.1 Notes

1. T/S Declaration Excel File Sample:

Figure: I/B Control Excel File Sample

	A	B	C	D	E	F	G
1	Container No.	Line Expiry Date	EM Return Date	No. of Days	New Owner	Em Return Location	Action
2	ABCD1234561	03/05/2012		1	APL	H	Update
3	ABCD1234562	04/05/2012		1	APL	H	Update
4	ABCD1234563	05/05/2012		1	APL	H	Update
5	ABCD1234564	06/05/2012		1	APL	H	Update
6	ABCD1234565	07/05/2012		1	APL	H	Update
7	ABCD1234566	08/05/2012		1	APL	H	Update
8	ABCD1234567	09/05/2012		1	APL	H	Update
9	ABCD1234568	10/05/2012		1	APL	H	Update
10	ABCD1234569	11/05/2012		1	APL	H	Update
11	ABCD1234570	12/05/2012		1	APL	H	Update
12	ABCD1234571	13/05/2012		1	APL	H	Update

<Picture>

7.1.5 Vessel Schedule Update

Figure: Vessel Schedule



<Picture>

Figure Upload Excel Configuration



<Picture>

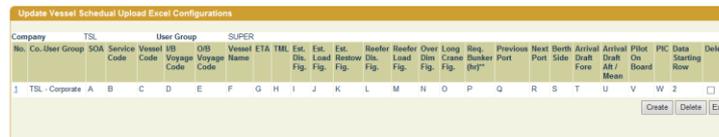
7.1.5.1 Create Upload Excel Configuration for Vessel Schedule Update

- Select 'Update Vessel Schedule' from the drop-down list, and then click 'Open'.



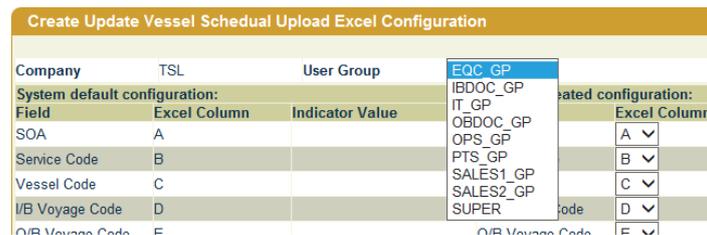
<Picture>

- The Update Vessel schedule Upload Excel Configurations Window appears.



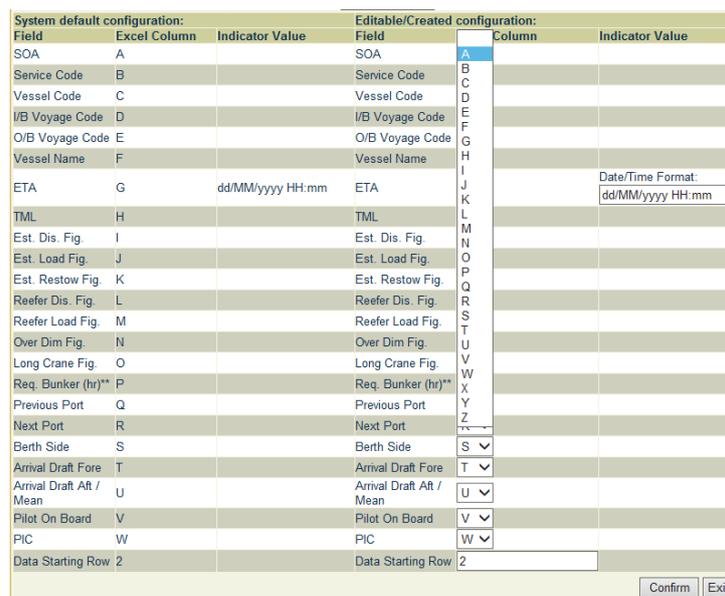
<Picture>

- Click the 'Create' Button to create a new configuration.
- In 'Create Update Vessel Schedule Upload Excel Configuration', select the User Group from the drop-down list.



<Picture>

- Select the desired option from the drop-down list in 'Excel Column' for each field.



<Picture>

- 'Date/Time Format' of the 'ETA' Field: Configure the Time / Date Format.
- 'Data Starting Row' Field: Enter the starting row of data to be uploaded from the Excel file.
- Click 'Confirm' at the bottom of the form to complete.

7.1.5.2 Amend Upload Excel Configuration for Vessel Schedule Update

- Select 'Update Vessel Schedule' from the drop-down list, and then click 'Open'.

<Picture>

- All the existing Upload Excel Configuration(s) for Update Vessel Schedules of the company will be listed.

Update Vessel Schedule Upload Excel Configurations																											
Company		User Group: SUPER																									
No.	Co.	User Group	SOA	Service Code	Vessel Code	I/B Voyage Code	Voyage Name	Vessel ETA	Time	Est. Dis. Fig.	Est. Load Fig.	Est. Retrow Fig.	Reefer Load Fig.	Reefer Dim Fig.	Over Crane Fig.	Long Staker Fig.	Req. Port	Previous Port	Next Port	Birth Side	Arrival Draft	Arrival Draft	Pilot On Board	Data Starting Row	Delete		
1	TSL	SQC_OP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	2	<input type="checkbox"/>
2	TSL	PTS_OP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	2	<input type="checkbox"/>
3	TSL	Corporate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	2	<input type="checkbox"/>

<Picture>

- Click the desired User Group Number on the 'No.' Column to edit the settings in 'Amend Update Vessel Schedule Upload Excel Configuration'.

Amend Update Vessel Schedule Upload Excel Configuration				
Company	TSL	User Group	Corporate	
System default configuration:			Editable/Created configuration:	
Field	Excel Column	Indicator Value	Field	Excel Column
SOA	A		SOA	A
Service Code	B		Service Code	B
Vessel Code	C		Vessel Code	C
I/B Voyage Code	D		I/B Voyage Code	D
O/R Voyage Code	E		O/R Voyage Code	E

<Picture>

- Edit the required field(s):
 - ❖ 'Excel Column';
 - ❖ 'Date/Time Format' of the 'ETA' Field: Amend the Time / Date Format;
 - ❖ 'Data Starting Row' Field: Amend the starting row of data to be uploaded from the Excel file.

Click 'Confirm' at the bottom of the form to complete.

- To remove all the configurations of this User Group, click 'Delete' at the bottom of the form.

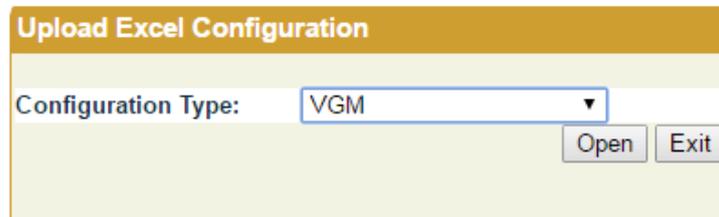
7.1.6 VGM

Figure: VGM



<Picture>

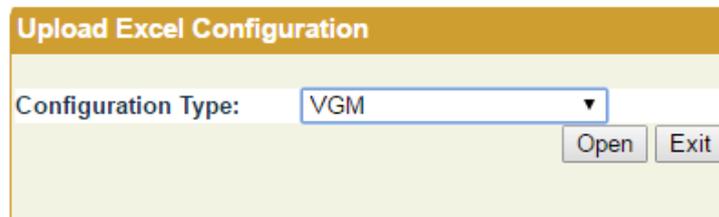
Figure Upload Excel Configuration



<Picture>

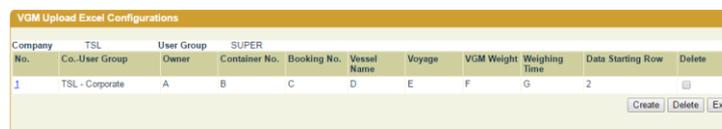
7.1.6.1 Create Upload Excel Configuration for VGM

- Select 'VGM' from the drop-down list, and then click 'Open'.



<Picture>

- The Update Vessel schedule Upload Excel Configurations Window appears.



<Picture>

- Click the 'Create' Button to create a new configuration.

- In 'Create VGM Upload Excel Configuration', select the User Group from the drop-down list.

Field	Excel Column	Indicator Value	Field	Excel Column	Indicator Value
Owner	A		Owner	IBDQC_GP	
Container No.	B		Container No.	IT_GP	
Booking No.	C		Booking No.	OBDOC_GP	
Vessel Name	D		Vessel Name	OPS_GP	
Voyage	E		Voyage	PTS_GP	
VGM Weight	F		VGM Weight	SALES1_GP	
				SALES2_GP	
				SUPER	

<Picture>

- Select the desired option from the drop-down list in 'Excel Column' for each field.

Field	Excel Column	Indicator Value	Field	Excel Column	Indicator Value
Owner	A		Owner	A	
Container No.	B		Container No.	B	
Booking No.	C		Booking No.	C	
Vessel Name	D		Vessel Name	D	
Voyage	E		Voyage	E	
VGM Weight	F		VGM Weight	F	
Weighing Time	G	yyyy-MM-dd hh:mm	Weighing Time	G	
Data Starting Row	2		Data Starting Row	2	

<Picture>

- 'Date/Time Format' of the 'Weight Time' Field: Configure the Time / Date Format.
- 'Data Starting Row' Field: Enter the starting row of data to be uploaded from the Excel file.
- Click 'Confirm' at the bottom of the form to complete.

7.1.6.2 Amend Upload Excel Configuration for VGM

- Select 'VGM' from the drop-down list, and then click 'Open'.

Configuration Type:

<Picture>

- All the existing Upload Excel Configuration(s) for VGM of the company will be listed.

VGM Upload Excel Configurations										
Company No.	TSL Co-User Group	User Group Owner	SUPER Container No.	Booking No.	Vessel Name	Voyage	VGM Weight	Weighing Time	Data Starting Row	Delete
1	TSL - Corporate	A	B	C	D	E	F	G	2	<input type="checkbox"/>

Create Delete Exit

<Picture>

- Click the desired User Group Number on the 'No.' Column to edit the settings in 'Amend VGM Upload Excel Configuration'.

Amend VGM Upload Excel Configuration					
System default configuration:			Editable/Created configuration:		
Field	Excel Column	Indicator Value	Field	Excel Column	Indicator Value
Owner	A		Owner	A ▼	
Container No.	B		Container No.	B ▼	
Booking No.	C		Booking No.	C ▼	
Vessel Name	D		Vessel Name	D ▼	
Voyage	E		Voyage	E ▼	
VGM Weight	F		VGM Weight	F ▼	
Weighing Time	G	yyyy-MM-dd hh:mm	Weighing Time	G ▼	Date/Time Format yyyy-MM-dd hh:mm
Data Starting Row	2		Data Starting Row	2	

Confirm Delete Exit

<Picture>

- Edit the required field(s):
 - ❖ 'Excel Column';
 - ❖ 'Date/Time Format' of the 'Weighing Time' Field: Amend the Time / Date Format;
 - ❖ 'Data Starting Row' Field: Amend the starting row of data to be uploaded from the Excel file.

Click 'Confirm' at the bottom of the form to complete.

- To remove all the configurations of this User Group, click 'Delete' at the bottom of the form.

8. User Group Accessible Owner Function

8.1 User Administration

8.1.1 "User Admin" > "User Group Accessible Owner Function"

This function allows user to:

- Assign Function from User Group
- Delete Function from User Group

Figure: User Group Accessible Owner Function Assigned



<Picture>

Table: Company Information

Field Name	Description	Value
Company Code	Company Code	
User Group	User Group	
Owner	Owner	

Table: Function List

Field Name	Description	Value
No.	Record Number	
Function	Function Name	
Remove	Remove the selected function	

8.1.1.1 Assign Function from User Group

1. Select "User Group", "Owner"

Figure: User Group Accessible Owner Function Assigned



<Picture>

2. Press "Assign" button

Figure: User Group Accessible Owner Function Assigned

User Group Accessible Owner Function Unassigned		
Company Code	APL	
User Group	APLCFS	
Operational Owner	APL	
No.	Function	Assign
1	APS Non VESSEL WISE REPORT - DOWNLOAD	<input type="checkbox"/>
2	APS Non VESSEL WISE REPORT - ENQUIRY	<input type="checkbox"/>
3	APS VESSEL WISE REPORT - DOWNLOAD	<input type="checkbox"/>
4	APS VESSEL WISE REPORT - ENQUIRY	<input type="checkbox"/>
5	E-ALERT SHPPING LINE CREATE	<input type="checkbox"/>
6	E-ALERT SHPPING LINE DELETE	<input type="checkbox"/>
7	E-ALERT SHPPING LINE ENQUIRY	<input type="checkbox"/>
8	E-ALERT SHPPING LINE UPDATE	<input type="checkbox"/>
9	EXCEPTION HANDLING - INBOUND CONTAINER - AMEND	<input type="checkbox"/>
10	EXCEPTION HANDLING - INBOUND CONTAINER - CREATE	<input type="checkbox"/>
11	EXCEPTION HANDLING - INBOUND CONTAINER - HISTORY	<input type="checkbox"/>
12	HOUSEKEEPING REPORT - DOWNLOAD	<input type="checkbox"/>
13	HOUSEKEEPING REPORT - ENQUIRY	<input type="checkbox"/>
14	INBOUND CONTROL DETAIL- ENQUIRY	<input type="checkbox"/>
15	OFF LEASE HOLD - ENQUIRY	<input type="checkbox"/>
16	OFF LEASE HOLD - HOLD	<input type="checkbox"/>
17	OFF LEASE HOLD - PRE-DECLARE RELEASE	<input type="checkbox"/>
18	OFF LEASE HOLD - RELEASE	<input type="checkbox"/>
19	ONHAND CONTAINER ENQUIRY	<input type="checkbox"/>
20	PENDING FOR NEXT VESSEL HOLD - ENQUIRY	<input type="checkbox"/>
21	PENDING FOR NEXT VESSEL HOLD - HOLD	<input type="checkbox"/>
22	PENDING FOR NEXT VESSEL HOLD - RELEASE	<input type="checkbox"/>
23	PENDING INSTRUCTION - ENQUIRY	<input type="checkbox"/>
24	PENDING INSTRUCTION - HOLD	<input type="checkbox"/>
25	PENDING INSTRUCTION - PRE-DECLARE RELEASE	<input type="checkbox"/>
26	PENDING INSTRUCTION - RELEASE	<input type="checkbox"/>
27	TERMINAL DEPARTURE REPORT - DOWNLOAD	<input type="checkbox"/>
28	TERMINAL DEPARTURE REPORT - ENQUIRY	<input type="checkbox"/>

Total is 28
Assign All

<Picture>

3. User can either:

- Tick "Assign" check box of selected record(s); **OR**
- Tick "Assign All" check box to assign **ALL** available function(s)

Figure: User Group Accessible Owner Function Unassigned

User Group Accessible Owner Function Unassigned		
Company Code	APL	
User Group	APLCFS	
Operational Owner	APL	
No.	Function	Assign
1	APS Non VESSEL WISE REPORT - DOWNLOAD	<input type="checkbox"/>
2	APS Non VESSEL WISE REPORT - ENQUIRY	<input type="checkbox"/>
3	APS VESSEL WISE REPORT - DOWNLOAD	<input type="checkbox"/>
4	APS VESSEL WISE REPORT - ENQUIRY	<input type="checkbox"/>
5	E-ALERT SHPPING LINE CREATE	<input type="checkbox"/>
6	E-ALERT SHPPING LINE DELETE	<input type="checkbox"/>
7	E-ALERT SHPPING LINE ENQUIRY	<input type="checkbox"/>
8	E-ALERT SHPPING LINE UPDATE	<input checked="" type="checkbox"/>
9	EXCEPTION HANDLING - INBOUND CONTAINER - AMEND	<input checked="" type="checkbox"/>
10	EXCEPTION HANDLING - INBOUND CONTAINER - CREATE	<input checked="" type="checkbox"/>
11	EXCEPTION HANDLING - INBOUND CONTAINER - HISTORY	<input checked="" type="checkbox"/>
12	HOUSEKEEPING REPORT - DOWNLOAD	<input checked="" type="checkbox"/>
13	HOUSEKEEPING REPORT - ENQUIRY	<input checked="" type="checkbox"/>
14	INBOUND CONTROL DETAIL- ENQUIRY	<input checked="" type="checkbox"/>
15	OFF LEASE HOLD - ENQUIRY	<input checked="" type="checkbox"/>
16	OFF LEASE HOLD - HOLD	<input type="checkbox"/>
17	OFF LEASE HOLD - PRE-DECLARE RELEASE	<input checked="" type="checkbox"/>
18	OFF LEASE HOLD - RELEASE	<input checked="" type="checkbox"/>
19	ONHAND CONTAINER ENQUIRY	<input checked="" type="checkbox"/>
20	PENDING FOR NEXT VESSEL HOLD - ENQUIRY	<input checked="" type="checkbox"/>
21	PENDING FOR NEXT VESSEL HOLD - HOLD	<input type="checkbox"/>
22	PENDING FOR NEXT VESSEL HOLD - RELEASE	<input type="checkbox"/>
23	PENDING INSTRUCTION - ENQUIRY	<input checked="" type="checkbox"/>
24	PENDING INSTRUCTION - HOLD	<input type="checkbox"/>
25	PENDING INSTRUCTION - PRE-DECLARE RELEASE	<input type="checkbox"/>
26	PENDING INSTRUCTION - RELEASE	<input type="checkbox"/>
27	TERMINAL DEPARTURE REPORT - DOWNLOAD	<input type="checkbox"/>
28	TERMINAL DEPARTURE REPORT - ENQUIRY	<input type="checkbox"/>

Total is 28
Assign All

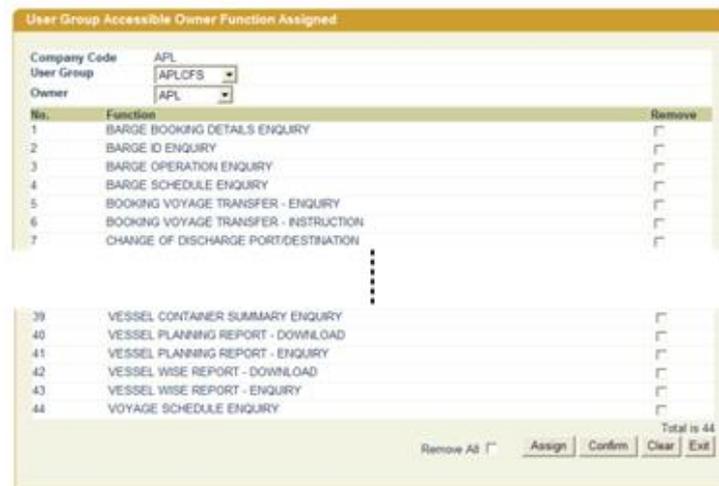
<Picture>

4. Press "Confirm" button to confirm the change

8.1.1.2 Delete Function from User Group

1. Select "User Group", "Owner"

Figure: User Group Accessible Owner Function Assigned



<Picture>

2. User can either:

- Tick "Remove" check box of selected record(s); **OR**
- Tick "Remove All" check box to remove **ALL** record(s)

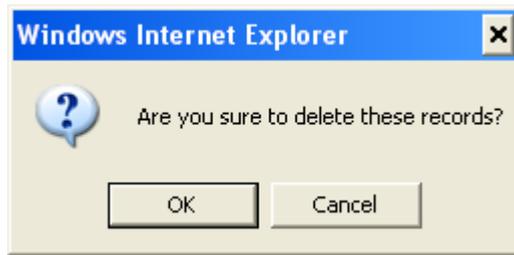
Figure: User Group Accessible Owner Function Assigned



<Picture>

3. Press "Confirm" button

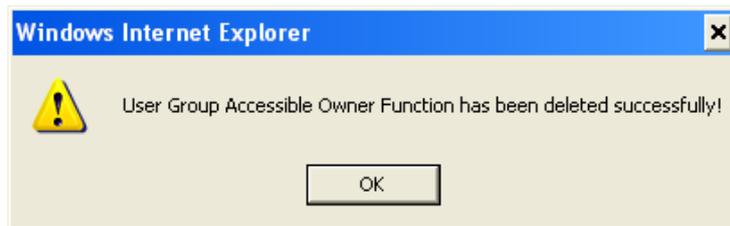
Figure: "Confirm to Delete Records" Dialog Box



<Picture>

4. Press "OK" button to confirm the change

Figure: Confirmation for Records Deletion Dialog Box



<Picture>

Figure: User Group Accessible Owner Function Assigned



<Picture>

9. User Group

9.1 User Administration

9.1.1 "User Admin" > "User Group"

This function allows user to:

- Create User Group
- Delete User Group

Figure: Browse User



<Picture>

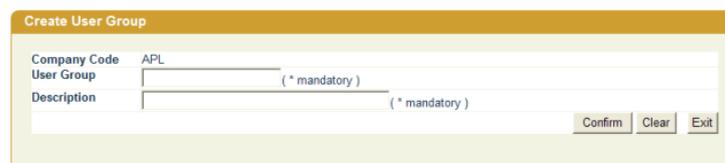
Table: User Profile Property Descriptions

Field Name	Description	Value
Company Code	Company Code	
No.	Record Number	
User Group	User Group	
Description	User Group Description	
Remove	Remove the selected function	

9.1.1.1 Create User Group

1. Click "Create User Group" hyperlink to create new record:

Figure: Create User



<Picture>

2. Fill in "User Group", "Description"

3. Press "Confirm" button

Figure: Confirmation of User Group Creation

3. Press "OK" button to confirm the change

Figure: Browse User

Browse User Group			
Company Code	APL		Create User Group
No.	User Group	Description	Remove
1	ALPS		<input type="checkbox"/>
2	APLCFS	APL CFS TEAM	<input type="checkbox"/>
3	BEER	BEER	<input type="checkbox"/>
4	CORP		<input type="checkbox"/>
5	COUNTER	APL - RELEASE OFFICE	<input type="checkbox"/>
6	HKGCFS	APL OPERATIONS - CFS TEAM	<input type="checkbox"/>
7	HKGCSC	CSC	<input type="checkbox"/>
8	HKGCY	HKG CY & EQT	<input type="checkbox"/>
9	HKGIR	HKG IR DEPARTMENT	<input type="checkbox"/>
10	HKGLOG	HK LOGISTICS	<input type="checkbox"/>
11	HKGMAR	HK MARINE	<input type="checkbox"/>
12	HKGMNR	APL OPERATIONS - M N R	<input type="checkbox"/>
13	HKGOPS		<input type="checkbox"/>
14	LAM		<input type="checkbox"/>
15	LOGISTIC		<input type="checkbox"/>
16	MACOPS	MACAU USER	<input type="checkbox"/>
17	MASTER	APL MASTER	<input type="checkbox"/>
18	OPS-CFS	OPERATIONS - C F S GROUP	<input type="checkbox"/>
19	OPS-CY	OPERATIONS - C Y GROUP	<input type="checkbox"/>
20	PRC-HKG	APL TRANSHIPMENT - HKG	<input type="checkbox"/>
21	RIM	TEST	<input type="checkbox"/>
22	ST_DE	EQT	<input type="checkbox"/>
23	SUBMAST	SUB - MASTER	<input type="checkbox"/>
24	SUNHING	APL CFS CONTRACTOR - SUNHING HUNGKAI	<input type="checkbox"/>
25	SUPER	SUPER USER	<input type="checkbox"/>
26	TERM-OPS		<input type="checkbox"/>
27	USER	USER	<input type="checkbox"/>

Total is 27

Remove All Confirm Clear Exit

<Picture>

9.1.1.2 Delete User Group

1. User can either:

Figure:

Browse User Group			
Company Code	APL		Create User Group
No.	User Group	Description	Remove
1	ALPS		<input type="checkbox"/>
2	APLCFS	APL CFS TEAM	<input type="checkbox"/>
3	BEER	BEER	<input type="checkbox"/>
4	CORP		<input type="checkbox"/>
5	COUNTER	APL - RELEASE OFFICE	<input type="checkbox"/>
6	HKGCFS	APL OPERATIONS - CFS TEAM	<input type="checkbox"/>
7	HKGCSC	CSC	<input type="checkbox"/>
8	HKGCY	HKG CY & EQT	<input type="checkbox"/>
9	HKGIR	HKG IR DEPARTMENT	<input type="checkbox"/>
10	HKGLOG	HK LOGISTICS	<input type="checkbox"/>
11	HKGMAR	HK MARINE	<input type="checkbox"/>
12	HKGMNR	APL OPERATIONS - M N R	<input type="checkbox"/>
13	HKGOPS		<input type="checkbox"/>
14	LAM		<input type="checkbox"/>
15	LOGISTIC		<input type="checkbox"/>
16	MACOPS	MACAU USER	<input type="checkbox"/>
17	MASTER	APL MASTER	<input type="checkbox"/>
18	OPS-CFS	OPERATIONS - C F S GROUP	<input type="checkbox"/>
19	OPS-CY	OPERATIONS - C Y GROUP	<input type="checkbox"/>
20	PRC-HKG	APL TRANSHIPMENT - HKG	<input type="checkbox"/>
21	RIM	TEST	<input checked="" type="checkbox"/>
22	ST_DE	EQT	<input type="checkbox"/>
23	SUBMAST	SUB - MASTER	<input type="checkbox"/>
24	SUNHING	APL CFS CONTRACTOR - SUNHING HUNGKAI	<input type="checkbox"/>
25	SUPER	SUPER USER	<input type="checkbox"/>
26	TERM-OPS		<input type="checkbox"/>
27	USER	USER	<input type="checkbox"/>

Total is 27

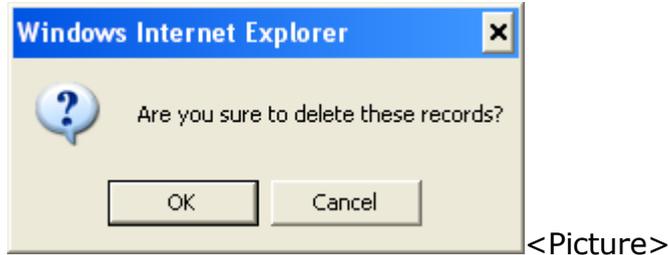
Remove All Confirm Clear Exit

<Picture>

- Tick "Delete" check box of selected record(s)
- Tick "Remove All" check box to remove **ALL** record(s)

2. Press "Confirm" button

Figure: "Confirm to Delete Records" Dialog Box



3. Press "OK" button to confirm the change

Figure: Confirmation for Records Deletion Dialog Box



Figure: Browse User Group



10. User Profile

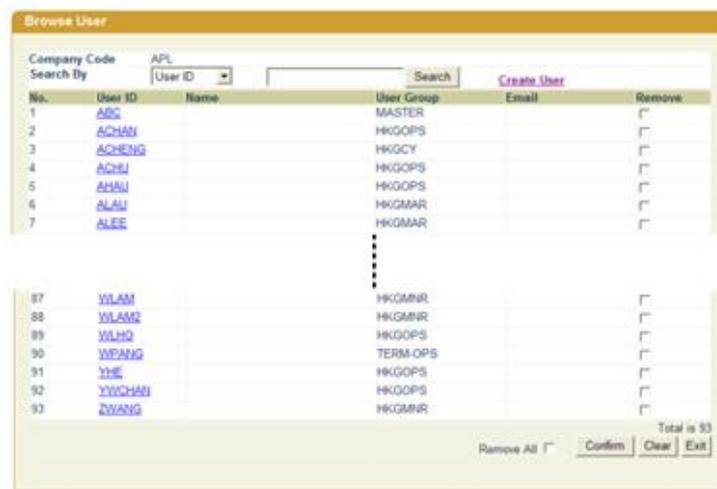
10.1 User Administration

10.1.1 "User Admin" > "User Profile"

This function allows user to:

- Create User Profile
- Delete User Profile

Figure: Browse User



<Picture>

Table: User Property Descriptions

Field Name	Description	Value
Company Code	Company Code	
Search By	Allow User to Search Record by - User ID - Name - User Group - Email	
No.	Record Number	
User ID	User ID	
Name	User Group that the selected record belongs to	
User Group	User Group	
Email	E-mail Address	
Remove	Remove the selected record	

10.1.1.1 Create User Profile

1. Click "Create User" hyperlink to create new record:

Figure: Create User

<Picture>

Table: User Profile Property Descriptions

Field Name	Description	Value
Company Code	Company Code	
User ID	User ID	
User Group	User Group that the created User ID belongs to	
First Name	First Name	
Last Name	Last Name	
Email	E-mail Address	
Password	Password	
Confirm Password	Password Confirmation, must be the same as "Password"	
Status	Current Status of Account - Active - Inactive	
Effective Date	Date in which the created account status become active [Default: Current Day]	DD/MM/YYYY

2. Fill in at least "User ID", "Password", "Confirm Password" "Status" and "Effective Date"

- User can press "Clear" button to remove all the entered information

3. Press "Confirm" button

Figure: Browse User

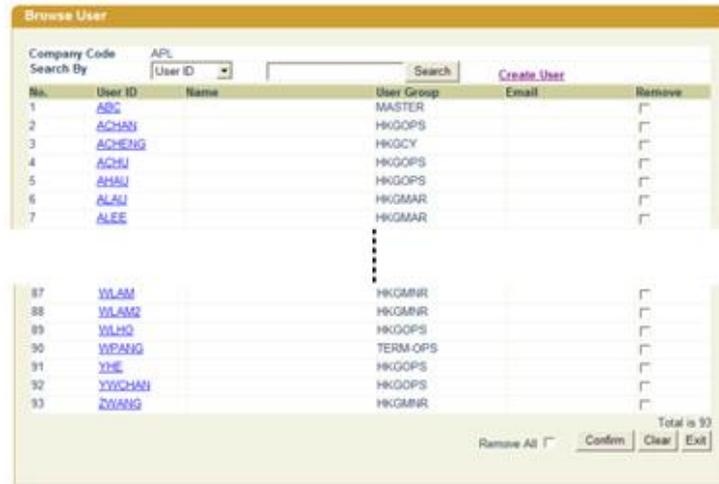
<Picture>

10.1.1.2 Delete User Profile

1. Press "Search" button to search for User Profile. (Search blank equals to Search **ALL**)

2. User can either:

Figure: Browse User



<Picture>

- Tick "Delete" check box of selected record(s)
- Tick "Remove All" check box to remove **ALL** record(s)

3. Press "Confirm" button

Figure: "Confirm to Delete Records" Dialog Box



<Picture>

4. Press "OK" button to confirm deletion

Figure: Confirmation for Records Deletion Dialog Box

