



# Customer Plus User Manual For User Admin





## **Revision History**

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## 1. Company Session

#### **1.1 User Administration**

#### 1.1.1 <u>"User Admin" > "Company Session"</u>

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

Figure: Company Session



<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

0 0				
company s	ession			
Company Co	ode HIT			
Max Session	n 20	(Used 1)		
Max Session	n(APP) 50	(Used 0)		
Status	A			
No.	Login User	Login Time	Elapsed Time (min.)	Remove
1	SUPER	2015/11/13 08:56	70	
				Confirm Clear Exit

## 2. Email Address Maintenance

### 2.1 User Administration

2.1.1 <u>"User Admin" > "Email Address Maintenance"</u>

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

Search
Email Group Update/Delete

#### 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

mail Address Maint	enance		
Company Code	HIT		
Search By Group	User Name 💌	Search	
No. User Nam	e Email Address	Email Group	Update/Delete
11 YPL	YPL.EDIUAT@hit.com.hk	YPL	
12		ACT -	
< Page 2	of 2 >>	Create Cop	Confirm Exit

2. Fill in "User Name", "Email Address" and select "Email Group"

3. Press "Confirm" button





4. Press "OK" button to confirm the change

Figure: Email Address Maintenance

Email A	Address Mainte	nance		
Compa Search	any Code n By Group	HIT User Name	Search	
No.	User Name	Email Address	Email Group	Update/Delete
11	YPL	YPL.EDIUAT@hit.com	m.hk YPL	
12	Test	Test@123.com	RIMSKY	
2	<< Page 2	of 2 <u>&gt;&gt;</u>	Create	e Copy Confirm Exit

### 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

Search	ny Code HIT By Group User N	lame 🔽	Search	
No.	User Name	Email Address	Email Group	Update/Delete
1	60247	cheng.jennywl@locdom01.com	BPA	
2	John Kwok	kwok.johnyk@hit.com.hk	BPA	
3	CMA User	EDIUAT.SPL@hit.com.hk	CMA	
1	GHS	EDIUAT.GHS@hit.com.hk	GHS 💌	
5	GHS ITT	EDIUAT.GHS@hit.com.hk	GHS ITT	
6	LOGS	ediuat_logs@hit.com.hk	LOGS	
7	Test	Test@123.com	RIMSKY -	
3	RIMSKY	cheng.rimskyws@hit.com.hk	RIMSKY	
9	60247	cheng.jennywl@locdom01.com	SPL	
10	50890	kwok.johnyk@hit.com.hk	TEST	
<	< Page 1 of 2	2 >>	Create	Copy Confirm Exit

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





5. Press "OK" button to confirm the change

Figure: Email Address Maintenance

Search	By Group User	Name 💌	Search	
No.	User Name	Email Address	Email Group	Update/Delete
1	60247	cheng.jennywl@locdom01.com	BPA	
2	John Kwok	kwok.johnyk@hit.com.hk	BPA	
3	CMA User	EDIUAT.SPL@hit.com.hk	CMA	
4	GHS	EDIUAT.GHS@hit.com.hk	GHS	
5	GHS ITT	EDIUAT.GHS@hit.com.hk	GHS ITT	
6	LOGS	ediuat_logs@hit.com.hk	LOGS	
7	Test	Changed@123.com	RIMSKY	
8	RIMSKY	cheng.rimskyws@hit.com.hk	RIMSKY	
9	60247	cheng.jennywl@locdom01.com	SPL	
10	50890	kwok.johnyk@hit.com.hk	TEST	
<	< Page 1 of	2 >>	Create C	Copy Confirm Exit

### 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

Search	By Group User	Name 💌	Search	
No.	User Name	Email Address	Email Group	Update/Delete
1	60247	cheng.jennywl@locdom01.com	BPA	
2	John Kwok	kwok.johnyk@hit.com.hk	BPA	
3	CMA User	EDIUAT.SPL@hit.com.hk	CMA	
4	GHS	EDIUAT.GHS@hit.com.hk	GHS	
5	GHS ITT	EDIUAT.GHS@hit.com.hk	GHS ITT	
6	LOGS	ediuat_logs@hit.com.hk	LOGS	
7	Test	Changed@123.com	RIMSKY	
8	RIMSKY	cheng.rimskyws@hit.com.hk	RIMSKY	
9	60247	cheng.jennywl@locdom01.com	SPL	
10	50890	kwok.johnyk@hit.com.hk	TEST	

3. Press "Confirm" button





4. Press "OK" button to confirm the change

Figure: Email Address Maintenance

Search	By Group User	Name 💌	Search	
No.	User Name	Email Address	Email Group	Update/Delete
	60247	cheng.jennywl@locdom01.com	BPA	
2	John Kwok	kwok.johnyk@hit.com.hk	BPA	
3	CMA User	EDIUAT.SPL@hit.com.hk	CMA	
4	GHS	EDIUAT.GHS@hit.com.hk	GHS	
5	GHS ITT	EDIUAT.GHS@hit.com.hk	GHS ITT	
6	LOGS	ediuat_logs@hit.com.hk	LOGS	
7	RIMSKY	cheng.rimskyws@hit.com.hk	RIMSKY	
3	60247	cheng.jennywl@locdom01.com	SPL	
9	50890	kwok.johnyk@hit.com.hk	TEST	
10	60157	wong.neilsonth@hit.com.hk	TEST	

<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

mail A	Address Maintenance			
Compa Search	any Code HII By Group Llear N	ama	Search	
No	User Name	Email Addross	Email Group	Undate/Doloto
11	YPL	YPL.EDIUAT@hit.com.hk	YPL	
12	YPL	YPL.EDIUAT@hit.com.hk	YPL 💌	
-	< Page 2 of 2	2 >>	Create Cop	y Confirm Exit

3. User must make change to the copied information. Duplicate record(s) is not allowed

4. Press "Confirm" button





5. Press "OK" button to confirm the change

Figure: Email Address Maintenance

Emai	il Address Mainte	enance		
Com Sear	ipany Code rch By Group	HIT User Name	Search	
No.	User Name	e Email Address	Email Group	Update/Delete
11	YPL	YPL.EDIUAT@hit.com.hk	YPL	
12	YPL	YPL@hit.com.hk	YPL	
	< Page 2	of 2 >>	Create Copy	Confirm Exit

## 3. Email Group Maintenance

### 3.1 User Administration

3.1.1 <u>"User Admin" > "Email Group Maintenance"</u>

This function allows user to:

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

Figure: Email Group Maintenance

Email Group Mainten	ance		
Company Code Search By Group	APL	Search	
No. Email Gro	ip of 0 >>		Update/Delete Create Confirm Exit
ZZ Lage).	01 0 🔛		

<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	

Information Services Department



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

### 3.1.1.1 <u>Create E-mail Group</u>

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

Figure: Email Group Maintenance

Compar	ny Code	APL	
Search	By Group	S	earch
No.	Email Group	p	Update/Delete
1	ABC		
2	COD-COV		
3	TRAIN		
4			
	Page 1	of 1 >>	Create Confirm Exit

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

Figure:	"Confirm	to	Change"	Dialog	Box
---------	----------	----	---------	--------	-----



4. Press "OK" button to confirm the change

Figure: Email Group Maintenance

Email 0	Group Maintenance	2				
Compa	ny Code	ADI				
Search	By Group		Search			
No.	Email Group			Update	e/Delete	
1	ABC					
2	COD-COV					
3	TRAIN					
4	OPERATOR					
3	< Page 1 o	of 1 <u>&gt;&gt;</u>		Create	Confirm	Exit

### 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)



Email (	Group Maintenance					
Compa Search	any Code n By Group	APL	Search			
No.	Email Group	,		Update	Delete	
1	ABC			<b>v</b>		
2	COD-COV					
3	TRAIN			7		
4	OPERATOR					
	<< Page 1 c	f 1 <u>&gt;&gt;</u>		Create	Confirm	Exit

- 3. User can change "Email Group"
- 4. Press "Confirm" button

Figure: "Confirm to Change" Dialog Box

Windows	Internet	Explorer	×
?	Do you cor	nfirm the chan	ige?
	ж	Cancel	

5. Press "OK" button to confirm the change

Figure: Email Group Maintenance

Ema	il Group Maintenan	ce		
Cor	anany Codo	ADI		
Sea	rch By Group		Search	
No.	Email Group			Update/Delete
1	ABC			
2	COD-COV			
3	TRAIN BRAVO			
4	OPERATOR			
	<< Page 1	of 1 >>		Create Confirm Exit

### 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)

Compa	ny Code APL	
Search	By Group S	earch
No.	Email Group	Update/Delete
1	ABC	
2	COD-COV	
3	TRAIN BRAVO	
4	OPERATOR	
~	< Page 1 of 1 >>	Create Confirm Exit

<Picture>

3. Press "Confirm" button.



#### Figure: "Confirm to Change" Dialog Box



4. Press "OK" button to confirm the change

Figure: Email Group Maintenance

Ema	il Group Maintenan	ce			
Con Sea	npany Code arch By Group	APL	Search	1	
No.	Email Group			Update	e/Delete
1	ABC				
2	COD-COV				
3	OPERATOR				
	< Page 1	of 1 <u>&gt;&gt;</u>		Create	Confirm Exit

## 4. e-Alert - Shipping Line

#### 4.1 User Administration

#### 4.1.1 <u>"User Admin" > "e-Alert - Shipping Line"</u>

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

Bro	wse e-Alert	- Shipping Line							
Alert	1.0				<u> </u>	eate e-Alert			
Ema	Group					Status	Active 💌	Search	
No.	Alert Name Email Status e-		e-Alert Auto email notification		Manual email notification Remo		Remove		
		Group		Activation	HTML format	CSV format	HTML format	CSV format	
									Total is 0
				E R	emove All	Confirm First	Previous N	lext Last	Clear Exit

- 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-handing
- 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

Forwar	ded by ELENA S.Y. NG HKG-CSD-TF2/TF2/CSD/HKG/EGH on 2012/10/11 10:26		
	customerplus@hit.com.hk		
	2012/10/11 04:35	To	edihit@evergreen-marine.com.hk
		00	
		Subject	Berthing Update:

Berthing Update:	
1. Owner:	EGL
2. Vsl/Voy:	CZEE/0068E
3. ATB:	11/10/2012 03:45
<ol> <li>ETD:</li> </ol>	11/10/2012 16:30
5. Vessel Name:	CSCL ZEEBRUGGE

<Picture>

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

#### 4.1.1.1 Create e-Alert Record

Figure: Create e-Alert Record

Brov	wse e-Alert -	Shipping	g Line							
Alert						• <u>c</u>	reate e-Alert			
Email	Group		-				Status	Active 💌	Search	
No.	Alert Name		Email	Status	e-Alert Activation	Auto email n	otification	Manual email	notification	Remove
		C.	Group			HTML format	CSV format	HTML format	CSV format	
										Total is 0
					E R	emove All	Confirm Firs	t Previous N	lext Last	Clear Exit

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

Figure: Create e-Alert - Shipping Line



Create e-Alert - Shipping Line	
Alert	
Email Group	Status Active -
Auto omail patification	
Auto email notification Manual email notification	
HTML format CSV format HTML format CSV format	
e-Alert Activation 1 (1-999)( * mandatory )	
	Confirm Clear Exit
	Committee Ciccuit Exite

#### 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

Auto email notification Manual email notification HTML format CSV format HTML format CSV format <- Picture>

5. Press "Confirm" button

Figure: Browser e-Alert - Shipping Line





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



2. Notification Sample:

Figure: Notification E-mail Sample

Empty Cont cplus_uat@hi Sent: Tue 17/07/2 To: Message Dear Sir, You are advise	ainer Return it.com.hk 2012 09:15 ECR.CSV (207 B) CSV format ed that the following instruction has been applied on the C+ system, please be noted accordingly	
Container No. APL3231324	Empty Container Keturn Instruction Empty Return Date Time New Owner Request Date Time Action Tue Jul 24 00:00:00 HKT 2012 APL 17/07/2012 09:14 Create	
Should you hav Regards, nguat APL CO. PTE I	ve any queries, please do not hesitate to contact me. Thank you. HTML format	<picture></picture>

## 4.1.1.3 Delete e-Alert Record

Figure: Record(s) Search



Br	owse e-Alert -	Shipping Line							
Aler Ema	il Group				• Cre	eate e-Alert	Active	Search	
No.	Alert Name	Emai	il Status p	e-Alert Activation	Auto email not	tification	Manual email	notification	Remove
				ΓR	emove All	Confirm Fire	st Previous 1	Vext Last	Total is 0 Clear Exit

#### 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 - Sh	ipping Line
-----------------------------	-------------

Browse e-Alert - Shipping Line									
Alei	t			• 0	reate e-Alert				
Ema	il Group				Status	Ac	tive 💌	Search	
No.	Alert Name	Email	Status	e-Alert	Auto email no	otification	Manual emai	I notification	Remove
		Group		Activation	HTML format	CSV format	HTML format	CSV format	
1	Change of Discharge Port / Destination	normal	Active	1	Y	Y	N	N	
2	Change of Vessel	test	Active	1	Y	Y	Ν	N	Г
3	Change of Vessel	normal	Active	1	Y	N	N	N	
4	Empty Container Return	normal	Active	1	Y	Y	Y	Y	Г
5	Exception Handling - Inbound Container Return	normal	Active	1	Y	N	N	N	
6	Exception Handling - Outbound Cancel Shipment	normal	Active	1	Y	N	N	N	Г
7	Exception Handling - Outbound Re-handling	normal	Active	1	Y	N	N	N	
8	Hold / Release - Off Lease	normal	Active	1	Y	N	Ν	Ν	Г
9	Hold / Release - Pending Instruction	normal	Active	1	Y	N	Ν	Ν	
10	Hold / Release - Pending for Next Vessel	normal	Active	1	Y	N	Ν	Ν	Г
									Total is 12
			E Re	emove All	Confirm	First P	revious Next	t Last C	Clear Exit

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

• Alert Create e-Alert Email Group • Status Active 
Search Email Status e-Alert Auto email notification Manual email notification Activation HTML format CSV format HTML format CSV format No. Alert Name Auto email notification Manual email notification Remo normal Active 1 1 Change of Discharge Port / Destination Г 2 Change of Vessel test Active 1 Y Ν Ν Y normal Active 1 Change of Vessel N N 4 Empty Container Return normal Active 1 Y Y Y Exception Handling - Inbound Container Return normal Active 1 N N N 6 Exception Handling - Outbound Cancel Shipment normal Active 1 Ν Ν Ν Y Exception Handling - Outbound Re-handling normal Active 1 N Ν N normal Active 1 8 Hold / Release - Off Lease N N Ν Y 9 Hold / Release - Pending Instruction normal Active 1 Ν Ν Ν Y 10 Hold / Release - Pending for Next Vessel normal Active 1 Ν Ν Ν Y Total is 12 Remove All Confirm First Previous Next Last Clear Exit <Picture>

Figure: Delete e-Alert Record

3. Press "Confirm" button



#### Figure: "Confirm to Delete Records" Dialog Box



4. Press "OK" button

Figure: Browse e-Alert - Shipping Line

Browse e-Alert - Shipping Line									
Alert Email Group				•	<u>Create e-Alert</u> Status	t Ac	tive 💌	Search	
No.	Alert Name	Email Group	Status	e-Alert Activation	Auto email no HTML format	otification CSV format	Manual emai HTML format	I notification CSV format	Remove
1	Change of Discharge Port / Destination	normal	Active	1	Y	Y	N	N	
2	Change of Vessel	test	Active	1	Y	Y	Ν	Ν	
3	Change of Vessel	normal	Active	1	Y	N	N	N	
4	Exception Handling - Inbound Container Return	normal	Active	1	Y	N	N	N	Г
5	Exception Handling - Outbound Re-handling	normal	Active	1	Y	N	N	N	
6	Hold / Release - Pending Instruction	normal	Active	1	Y	N	N	N	Г
7	Hold / Release - Pending for Next Vessel	normal	Active	1	Y	N	N	N	
8	Inbound Control	normal	Active	1	Y	N	N	N	
9	Late Come	normal	Active	1	Y	N	N	N	
			□ Re	move All	Confirm	First P	revious Next	Last	Total is 9 ear <u>Exit</u>

5. Record(s) is deleted

## 5. Login User Profile

#### 5.1 User Administration

5.1.1 <u>"User Admin" > "Login User Profile"</u>

This function allows user to:

- Check Accessible Functions

Figure: Login User Profile

ogin User Profile			
User ID	nguat		
Company	HIT		
Accessible Functions			
			Exit

Table: User List

Field Name	Description	Value

Information Services Department



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"

Ne.	Function	Owner
1	APS Non VESSEL WISE REPORT - DOWNLOAD	Queter
2	APS Non VESSEL WISE REPORT - ENOURY	Owner
3	APS VESSEL WSE REPORT - DOWNLOAD	Queer
12	APS VESSEL WISE REPORT - ENQURY	Queer
Fi C	A8 System Code - LIST	Quitar
10	BARGE BOOKING DETAILS ENGURY	Queer
7	BARGE ID ENQURY	Queer
283	VESSEL CONTAINER SUMMARY ENQUIRY	Queter
284	VESSEL IN AMBING REPORT - DOWNLOAD	Owner
185	VESSEL PLANNING REPORT - ENQUIRY	Owner
286	VEISSEL WISE REPORT - DOWILLOAD	Qamer
287	VESSEL WISE REPORT - ENQUIRY	Queer
265	VISIT NUMBER ENQURY	Chether
289	VOYAGE SCHEDULE ENQUIRY	Chinter
290	WEIGHT ENQUIRY REPORT - ENQUIRY	Owner
		1

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

User Access	ible Owners List	
Function		
Owner Code	AFS NULVESSEE WISE REPORT - DOWINEORD	
ADX		
AEL		
ANAU		
ANLL		



### **6.** Password Maintenance

#### 6.1 User Administration

#### 6.1.1 <u>"User Admin" > "Password Maintenance"</u>

This function allows user to change password:

Figure: Password Maintenance

Password Mainte	nance					
Company Code	нт		User ID	SUPER		
Password		(* mandatory )				
Confirm Password		( * mandatory )				
					Confirm Clear	Exit

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



3. Password is changed successfully.



## 7. Upload Excel Configuration

### 7.1 User Administration

#### 7.1.1 <u>"User Admin" > "Upload Excel Configuration"</u>

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 <u>COD/COV</u>

Figure: COD/COV

tainer Pick Up Location	Vessel Schedule	Terminal Special Arrangement	Traffic View	Cam HIT Forms Reference FAQ	
nter   Instruct	tion   EDI Ga	teway   Code De	scription	User Admin   System Admin   Contac	t
				Company Session Email Address Maintenance Email Group Maintenance	As of
Create IB C	Control Uploa	d Excel Config	uration	Login User Info	
				Password Maintenance	
Company	HIT	User Group		Reassign Company Session	
System defaul	It configuration	n:	Editab	User Group	
Field		Excel Column	Field	User Greupload Excel Configuration	
Container No.		A	Contair	User Profile	

Figure: Upload Excel Configuration

Upload Excel Con	figuration	
Configuration Type:	COD/COV -	Open Exit

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:

Create COD/COV U	pload Excel Co	nfiguration		
Company APL	User Group	ALPS 🔽		
System default configu Field	ration: Excel Column	Editable/Created con Field	figura	ation: Excel Column
Container No.	A	Container No.		A
New Owner	В	New Owner		В 🗸
New VsI Code	С	New VsI Code		C 🗸
New Voy Code	D	New Voy Code		DV
New POD/Block Code	E	New POD/Block Code		E
New FD/Train Code	F	New FD/Train Code		F
Remarks	G	Remarks		G 🗸
	1 H		1	Н
Optional Ports , POD/Block	2	Optional Ports POD/Block	2	
1 OD/Diocit	3 J	1 OD/Diock	3	J
New Vessel Name	к	New Vessel Name		К
Data Starting Row	2	Data Starting Row		2
				Confirm Exit

Figure: Create COD/COV 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

#### 7.1.2.1 <u>Notes</u>

1. COD/COV Excel File Sample:

#### Figure: COD/COV Excel File Sample



### 7.1.3 Inbound Control

#### Figure: Inbound Control



tainer Pick Up Location	essel Schedule	Terminal Special Arrangement	Traffic View	Cam HIT Forms Reference FAQ	
nter   Instructio	on   EDI Gate	way   Code [	Description	User Admin   System Admin   Contac	ct
Create IB Co	ontrol Upload	Excel Confi	iguration	Company Session Email Address Maintenance Email Group Maintenance e-Alert - Shipping Line Login User Info	As of
				Password Maintenance	
Company	HIT	User Group		Reassign Company Session	
System default	configuration:		Editab	User Group	
Field	1	Excel Column	Field	User Groupland Excel Configuration	
Container No.	/	A	Contair	User Profile	

#### Figure: Upload Excel Configuration

opiesa Exect configuration
Configuration Type: IB Control 💌 Open Exit

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

Create IB Control Upload Excel Config	uration	
Company An Oser Group	Editable/Created con	figuration
Field Excel Column	Field	Excel Column
Container No. A	Container No.	A 🗸
Line Expiry Date B	Line Expiry Date	B 🔽
EM Return Date C	EM Return Date	C 🗸
No. of Days D	No. of Days	D 💌
New Owner E	New Owner	E 💌
EM Rtn Loc F	EM Rtn Loc	F 💌
Action G	Action	G 💌
Data Starting Row 2	Data Starting Row	2
		Confirm Exit

- 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 <u>Notes</u>

1. I/B Control Excel File Sample:

Figure: I/B Control Excel File Sample

	A	В	С	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	н	Update
3	ABCD1234562	04/05/2012		1	APL	н	Update
4	ABCD1234563	05/05/2012		1	APL	н	Update
5	ABCD1234564	06/05/2012		1	APL	н	Update
6	ABCD1234565	07/05/2012		1	APL	н	Update
7	ABCD1234566	08/05/2012		1	APL	н	Update
8	ABCD1234567	09/05/2012		1	APL	н	Update
9	ABCD1234568	10/05/2012		1	APL	н	Update
10	ABCD1234569	11/05/2012		1	APL	н	Update
11	ABCD1234570	12/05/2012		1	APL	н	Update
12	ABCD1234571	13/05/2012		1	APL	Н	Update

### 7.1.4 T/S Declaration

Figure: T/S Declaration

Container Details Empty Container Pick Up Vessel Schedule Terminal Special Traffic View Cam HIT Forms Reference FAD
& Return Location Arrangement
Enquiry   Report Center   Instruction   EDI Gateway   Code Description   User Admin   System Admin   Conta
Company Session
Email Address Maintenance
Email Group Maintenance
e-Alert - Shipping Line
T/S Declaration Upload Excel Configurations Login User Info
Password Maintenance
Company EGL User Group SUPER Reassign Company Session
Container 2nd log inform Upload Excel Configuration
User Group
No. CoUser Group Size Type Status Full/Empty Rfr Vsl OPT1 (User Group Accessible Owner Function
Temp Code Uses Perfile
Tomp code Oser Prome

Figure: Upload Excel Configuration

Upload Excel Configuration		
Configuration Type: T/S Declaration	~	
	Open Exit	
		<pre></pre>

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



Company	HIT		User Group	0	Corporate 🗸						
System default cont	figuration:		Editable/Created confi	guration:							
Field	Excel Colum	Indicator Value	Field	Excel Col	umn		Indicator V	alue			
Container No.	A		Container No.	A 🗸							
Container Size	В		Cartaines Directions	Size	В 💙 Туре С	· •					
Container Type	С		Container Size/Type	O Size/I	ype 💙 sp	hit by					
Container Status	D	Import/TS	Container	Status	D V Full/E	mpty E V	Import/TS :	mport	TS	Full/Empty F	E
Full/Empty	E	F/E	Status/Full/Empty	O Statur	/Full/Empty	✓ (Status List:T)	A/TE/IE/IM)				
Bill of Lading No.	F		Bill of Lading No.	F V							
2nd Leg Vsl Code	G			VsI N	me I 🗸 Vs	al Code G 🗸 Voy	Code H	~			
2nd Leg Voy Code	н		2nd Leg Vessel/Voyge	0.000		· · · · · · · · · · · · · · · · · · ·					
2nd Leg Vsl Name	1	_			ime/Voy	split by					
2nd Leg Owner	J		2nd Leg Owner	1 🗸							
P00	к		POO	КЧ							
POL	L		POL	L 🗸							
POD	м		POD	м 🗸							
Block Code	N		Block Code	N 🗸							
FD	0		FD	0 🗸							
	1P			P V							
Opt Port Codes	2Q		Opt Port Codes 2	Q 🗸							
	3R		1	R 🗸							
	1S		1	IS 🗸							
SP Codes	2T		SP Codes	Т 🗸							
	3U			U 🗸							
Barge Pick ind	v	Y	Barge Pick ind	V V			Barge Pick:	Y	1		
Remark	w		Remark	w v							
Reefer Temp	х		Reefer Temp	x v							
Reefer Content	Y		Reefer Content	Y V							
IMDG Code 1	Z		IMDG Code 1	Z ¥							
UNDG Code 1	AA		UNDG Code 1	AA 🗸							
DG Content 1	AB		DG Content 1	AB ¥							
DG Weight 1	AC		DG Weight 1	AC Y							
IMDG Code 2	AD		IMDG Code 2								
UNDG Code 2	AF		UNDG Code 2	AF V							
DG Content 2	AF		DG Content 2	AF V							
DG Weight 2	AG		DG Weight 2								
MDG Code 2	AU		MDG Code 2								
UNDG Code 3	AI		UNDG Code 3								
DR Centent 3	A1		DC Content 2								
DG Content 3	AU		DG Content 3								
UG weight 3	AK		DG Weight 3	AK V							_
Barge Operator	AĹ		Barge Operator	AL V							
Data Starting Row	2		Data Starting Row	2		]					
										Confirm D	elete Exit

- 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



- 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 <u>Notes</u>

1. T/S Declaration Excel File Sample:

Figure: I/B Control Excel File Sample



	А	В	С	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	н	Update
3	ABCD1234562	04/05/2012		1	APL	н	Update
4	ABCD1234563	05/05/2012		1	APL	н	Update
5	ABCD1234564	06/05/2012		1	APL	н	Update
6	ABCD1234565	07/05/2012		1	APL	н	Update
7	ABCD1234566	08/05/2012		1	APL	н	Update
8	ABCD1234567	09/05/2012		1	APL	н	Update
9	ABCD1234568	10/05/2012		1	APL	н	Update
10	ABCD1234569	11/05/2012		1	APL	н	Update
11	ABCD1234570	12/05/2012		1	APL	н	Update
12	ABCD1234571	13/05/2012		1	APL	н	Update

### 7.1.5 Vessel Schedule Update

Figure: Vessel Schedule

CUSTOMER plus		E.P	4 0	HIT. H	ingkong iernational Term	inals				
Container Details Empty Container P & Return Location	ck Up Vessel Schodu	te Terminal Specia Arrangement	d Trattic View Cam HI	T Forms	Reference FA	10				
Enquiry   Keport Cen	Create Updat	e Vessel Sched	ual Upload Excel Co User Group	nfigura	Company Se Email Addre: Email Group e-Alert - Shij Login User II Password Ma Reassign Cor Upload Excel	ssion ss Mair Mainte pping I nfo nintena mpany	system Admin itenance ine ine Session juration	Contact	A	1
	System default of	onfiguration:	Indicator Malue	Edi	User Group			diantes Melus		
	SOA	A	mulcator Value	SO/	User Group / User Profile	Accessi	ble Owner Funct	on uicator value		
	Service Code	в		Serv	ce Code	BV				
	Vessel Code	С		Vest	el Code	c v				
	I/B Voyage Code	D		VB V	oyage Code	DV				<b>D</b> · · ·
	O/B Voyage Code	E		O/B	Voyage Code	EV				<pictur< td=""></pictur<>

Figure Upload Excel Configuration

Upload Excel Configuration								
Configuration Type:	Update Vessel Schedule 🗸	Open Exit						

#### 7.1.5.1 <u>Create Upload Excel Configuration for Vessel Schedule</u> <u>Update</u>

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

Upload Excel Confi	Upload Excel Configuration								
Configuration Type:	Lindata Vassal Sabadula M	]							
configuration Type.	Opuale Vessel Schedule 🗸	Open Evit							

- The Update Vessel schedule Upload Excel Configurations Window appears.





- 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.

Create Update	Vessel Schedua	I Upload Excel Confi	guration			
Company	TSL	User Group	EQC_GP			
System default co	onfiguration:		IBDOC_GP	ated co	onfigura	tion:
Field	Excel Column	Indicator Value	OBDOC CP		Excel (	Column
SOA	A		OPS GP		Α 🗸	
Service Code	В		PTS_GP		В 🗸	
Vessel Code	С		SALES1_GP		С 🗸	
I/B Voyage Code	D		SUPER	ode	D 🗸	
O/B Voyago Codo	F		O/B Vovage	Codo	EV	

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

System default co	onfiguration:		Editable/Created	I configuration:				
Field	Excel Column	Indicator Value	Field		Column	Indicator Value	ł	
SOA	A		SOA	A				
Service Code	В		Service Code	B				
Vessel Code	С		Vessel Code	D				
I/B Voyage Code	D		I/B Voyage Code	E				
O/B Voyage Code	E		O/B Voyage Code	G				
Vessel Name	F		Vessel Name	H				
ETA	G	dd/MM/yyyy HH:mm	ETA	J K		Date/Time Format: dd/MM/yyyy HH:mm		
TML	н		TML	L				
Est. Dis. Fig.	1		Est. Dis. Fig.	N				
Est. Load Fig.	J		Est. Load Fig.	0				
Est. Restow Fig.	к		Est. Restow Fig.	0				
Reefer Dis. Fig.	L		Reefer Dis. Fig.	R				
Reefer Load Fig.	M		Reefer Load Fig.	S				
Over Dim Fig.	N		Over Dim Fig.	υ				
Long Crane Fig.	0		Long Crane Fig.	V				
Req. Bunker (hr)**	Р		Req. Bunker (hr)**	X				
Previous Port	Q		Previous Port	Y				
Next Port	R		Next Port	<u></u>				
Berth Side	S		Berth Side	s 🗸				
Arrival Draft Fore	Т		Arrival Draft Fore	Т 🗸				
Arrival Draft Aft / Mean	U		Arrival Draft Aft / Mean	U 🗸				
Pilot On Board	V		Pilot On Board	v 🗸				
PIC	W		PIC	w v				
Data Starting Row	2		Data Starting Row	2				
						Confirm Exit		

- `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 <u>Amend Upload Excel Configuration for Vessel Schedule</u> <u>Update</u>

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

Upload Excel Config	guration	
Configuration Type:	Update Vessel Schedule V	Open Exit

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



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

Amend Updat	Amend Update Vessel Schedual Upload Excel Configuration									
			_							
Company	TSL	User Group	Corporate							
System default c	onfiguration:		Editable/Created	config	juration:					
Field	Excel Column	Indicator Value	Field	Excel	Column					
SOA	A		SOA	Α 🗸	'					
Service Code	В		Service Code	в 🗸	•					
Vessel Code	С		Vessel Code	с 🗸	•					
I/B Voyage Code	D		I/B Voyage Code	D 🗸	'					
O/R Vovana Coda	F		O/B Voyage Code	F V	-					

- 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 <u>VGM</u>

Figure: V	GM						
CUSTOMER plus	A STATE OF	ET		Hongkong International Terminals			
Contailer Details A ferior and a ferior and	Create Updat	te Vessel Sched	Traffic View Cam R teway   Code Des ual Upload Excel Co	Frems Betereen FAQ cription   User Admin Company Session Email Address Hal Email Group Mainten Login User Info Password Mainten Beassion Company	System Admin   Con intenance ienance Line iance or Session	itact   Main   A:	
	Company	HIT	User Group	Upload Excel Conf	iguration		
	Field	Excel Column	Indicator Value	Fiel User Group	sible Owner Function dica	tor Value	
	SOA	A		SO/ User Profile	note officer r direction		
	Service Code	В		Service Code B N	1		
	Vessel Code	С		Vessel Code C N	1		
	I/B Voyage Code	D		I/B Voyage Code D N	7		<b>D</b> <sup>1</sup>
	0.011 0.1	-		0.011	1		~Dictura>

Figure Upload Excel Configuration

Upload Excel Configuration						
Configuration Type:	VGM	▼ Open Exi				

### 7.1.6.1 Create Upload Excel Configuration for VGM

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

Upload Excel Config	juration	
Configuration Type:	VGM	V Open Exit
		<pictur< td=""></pictur<>

- The Update Vessel schedule Upload Excel Configurations Window appears.

VGM Up	load Excel Config	urations								
Company	TSL	User Group	SUPER							
No.	CoUser Group	Owner	Container No.	Booking No.	Vessel Name	Voyage	VGM Weight	Weighing Time	Data Starting Row	Delete
1	TSL - Corporate	A	В	С	D	E	F	G	2	
									Create	Delete Exit

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

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



Create VGM	I Upload Exc	el Configuration	n			
					_	
Company	TSL	User Grou	цр	Corporate 🔹		
System defau	It configuration	on:	Editab	Corporate	juration:	
Field	Excel Column	Indicator Value	Field	EQC_GP IBDOC GP	lumn	Indicator Value
Owner	A		Owner	IT_GP		
Container No.	В		Contair	OBDOC_GP		
Booking No.	С		Booking	OPS_GP		
Vessel Name	D		Vessel	SALEST CP		
Voyage	E		Voyage	SALEST_OF		
VGM Weight	F		VGM V	SUPER		
Weighing Time	G	yyyy-MM-dd hh:mm	Weighir	ng Time G 🔻	-	Date/Time Format yyyy-MM-dd hh:mm
Data Starting Row	2		Data S Row	tarting 2		
						Confirm Exit

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

Create VG	I Upload Exc	el Configuratio	n				
Company	TSL	User Grou	up Corp	orate		•	
System defau	It configuration	on:	Editable/Cre	ated	co	nfiguration:	
Field	Excel Column	Indicator Value	Field	Ex	cel	Column	Indicator Value
Owner	A		Owner	A	۲		
Container No.	В		Container No				
Booking No.	С		Booking No.	Α			
Vessel Name	D		Vessel Name	B			
Voyage	E		Voyage				
VGM Weight	F		VGM Weight	E			
Weighing Time	G	yyyy-MM-dd hh:mm	Weighing Tim	e F G			Date/Time Format yyyy-MM-dd hh:mm
Data Starting Row	2		Data Starting Row	H			
				J			Confirm Exit
				L			

- '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'.

Upload Excel Config	uration	
Configuration Type:	VGM	▼ Open Ex

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





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

Amend VG	M Upload Ex	cel Configuratio				
Company	TSL	User Grou	ip Corpora	ate		
System defa	ult configuration	on:	Editable/Crea	ted co	onfiguration:	
Field	Excel Column	Indicator Value	Field	Excel	Column	Indicator Value
Owner	A		Owner	A۰		
Container No	. В		Container No.	Вv		
Booking No.	С		Booking No.	C 🔻		
Vessel Name	D		Vessel Name	D 🔻		
Voyage	E	and the second s	Voyage	Ε·		
VGM Weight	F		VGM Weight	F۳		
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

- Edit the required field(s):

`Excel Column';

 `Date/Time Format' of the `Weighing Time' Field: Amend the Time / Date Format;

 $\checkmark$  `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 <u>"User Admin" > "User Group Accessible Owner Function"</u>

This function allows user to:

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

Figure: User Group Accessible Owner Function Assigned



			-					
User Group .	Accessible	e Owne	r Functio	on Assigned				
Company Co	de Hi	т						
User Group	A	BC	•					
Owner			•					
No.	Function							Remove
					Remove All	Assign	Confirm	Total is 0 Clear Exit

#### 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

Company C User Group	APL APL				
Owner	APL				
No.	Function			3	Remove
	BARGE BOOK	ING DETAILS ENGLIRY			E
t .	BARGE ID EN	QUIRY			F7
5	BARGE OPER	DATION ENQUIRY			17
4	BARGE SCHE	DULE ENQURY			C
5	BOOKING VO	YAGE TRANSFER - ENQURY			Γ.
6	BOOKING VO	YAGE TRANSFER - INSTRUCTION			E
7	CHANGE OF D	XSCHARGE PORT/DESTINATION			F
19	VESSEL CON	TANER SUMMARY ENQUIRY			Π.
10	VESSEL PLA	NNNG REPORT - DOWNLOAD			Π.
45	VESSEL PLAY	NNNG REPORT - ENGURY			C.
42	VESSEL WISH	E REPORT - DOWNLOAD			0
43	VESSEL WISI	E REPORT - ENQUIRY			C
44	VOYAGE SCH	EDULE ENQURY			E
			Renove A8	Assign Confirm (	Total is 4 Clear Exit

2. Press "Assign" button

Figure: User Group Accessible Owner Function Assigned



Compan	ny Code APL		
User Gro	oup APLCFS		
Operatio	onal Owner APL		Anglan
NO. 1	APS Non VESSEL WISE REPORT - DOWNLOAD		Assign
2	APS Non VESSEL WISE REPORT - ENQUIRY		E
3	APS VESSEL WISE REPORT - DOWNLOAD		E
4	APS VESSEL WISE REPORT - ENQUIRY		E
5	E-ALERT SHPPING LINE CREATE		E
6	E-ALERT SHIPPING LINE DELETE		E
7	E-ALERT SHEPING LINE ENOLIRY		E
8	E-ALERT SHPPING LINE UPDATE		
9	EXCEPTION HANDLING - INBOUND CONTAINER - AMEND		E
10	EXCEPTION HANDLING - INBOUND CONTAINER - CREATE		E
11	EXCEPTION HANDLING - INBOUND CONTAINER - HISTORY		
12	HOUSEKEEPING REPORT - DOWNLOAD		
13	HOUSEKEEPING REPORT - ENQUIRY		
14	INBOUND CONTROL DETAIL - ENQUIRY		E
15	OFE LEASE HOLD - ENQUIRY		
16	OFF LEASE HOLD - HOLD		
17	OFF LEASE HOLD - PRE-DECLARE RELEASE		
18	OFF LEASE HOLD - RELEASE		
19	ONHAND CONTAINER ENQUIRY		
20	PENDING FOR NEXT VESSEL HOLD - ENQUIRY		
21	PENDING FOR NEXT VESSEL HOLD - HOLD		
22	PENDING FOR NEXT VESSEL HOLD - RELEASE		
23	PENDING INSTRUCTION - ENQUIRY		E
24	PENDING INSTRUCTION - HOLD		
25	PENDING INSTRUCTION - PRE-DECLARE RELEASE		Γ.
26	PENDING INSTRUCTION - RELEASE		Π.
27	TERMINAL DEPARTURE REPORT - DOWNLOAD		П
28	TERMINAL DEPARTURE REPORT - ENQUIRY		Г
			Total is 28
		Assign All	Clear Exit

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

Company ( User Group	Code	APL APLCFS		
Operationa	I Owner	APL		
No.	Functi	ion		Assign
1	APS N	Ion VESSEL WISE REPORT - DOWNLOAD		
2	APS N	Ion VESSEL WISE REPORT - ENQUIRY		
3	APS V	ESSEL WISE REPORT - DOWNLOAD		
4	APS V	ESSEL WISE REPORT - ENQUIRY		
5	E-ALE	RT SHPPING LINE CREATE		
6	E-ALE	RT SHPPING LINE DELETE		
7	E-ALE	RT SHPPING LINE ENQUIRY		
8	E-ALE	RT SHPPING LINE UPDATE		<b>v</b>
9	EXCEP	PTION HANDLING - INBOUND CONTAINER - AMEND		<b>V</b>
10	EXCEP	PTION HANDLING - INBOUND CONTAINER - CREATE		
11	EXCEP	PTION HANDLING - INBOUND CONTAINER - HISTORY		<b>v</b>
12	HOUS	EKEEPING REPORT - DOWNLOAD		<b>v</b>
13	HOUS	EKEEPING REPORT - ENQUIRY		<b>V</b>
14	INBOU	IND CONTROL DETAIL- ENQUIRY		2
15	OFF L	EASE HOLD - ENQUIRY		<b>V</b>
16	OFF L	EASE HOLD - HOLD		
17	OFF L	EASE HOLD - PRE-DECLARE RELEASE		~
18	OFF L	EASE HOLD - RELEASE		<b>V</b>
19	ONHA	ND CONTAINER ENQUIRY		2
20	PEND	ING FOR NEXT VESSEL HOLD - ENQUIRY		1
21	PEND	ING FOR NEXT VESSEL HOLD - HOLD		
22	PEND	ING FOR NEXT VESSEL HOLD - RELEASE		E
23	PEND	ING INSTRUCTION - ENQUIRY		2
24	PEND	ING INSTRUCTION - HOLD		Γ
25	PEND	ING INSTRUCTION - PRE-DECLARE RELEASE		E
26	PEND	ING INSTRUCTION - RELEASE		Г.
27	TERM	INAL DEPARTURE REPORT - DOWNLOAD		Г. Г.
28	TERM	INAL DEPARTURE REPORT - ENQUIRY		Г. Г.
				Total is 28
			Assign All	Confirm Clear Exit



4. Press "Confirm" button to confirm the change

#### 8.1.1.2 <u>Delete Function from User Group</u>

1. Select "User Group", "Owner"

Figure: User Group Accessible Owner Function Assigned

User Grou	0 APL	
Owner	APL .	
No.	Function	Remove
1	BARGE BOOKING DETAILS ENGURY	C
t :	BARGE ID ENQUIRY	F
1	BARGE OPERATION ENQUIRY	17
1	BARGE SCHEDULE ENGURY	r
	BOOKING VOYAGE TRANSFER - ENQUIRY	E
6	BOOKING VOYAGE TRANSFER - INSTRUCTION	C
7	CHANGE OF DISCHARGE PORT/DESTINATION	F
39 40 41 42 43	VESSEL CONTAINER SUMMARY ENQURY VESSEL PLANNIG REPORT - DOWILOAD VESSEL PLANNIG REPORT - ENQURY VESSEL WISE REPORT - ENQURY VESSEL WISE REPORT - ENQURY	
44.	VOYAGE SCHEDULE ENQUIRY	Total in Al
		100.00 10 40

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

Company Cod User Group	APL APLCES		
Owner	APL .		
No. 1	unction	Rem	dia in
1 1	MAGE BOOKING DETAILS ENQURY	9	
2 8	SARGE ID ENQUIRY	P	
3 1	MARGE OPERATION ENQUIRY	9	
4 1	MARGE SCHEDULE ENQUIRY	P .	
5 1	BOOKING VOYAGE TRANSFER - ENGLIRY	Г	
5 5	BOOKING VOYAGE TRANSFER - INSTRUCTION	E	
7 (	HANGE OF DISCHARGE PORT/DESTINATION	F	
29	VESSEL CONTAINER SUMMARY ENQURY	5	
11	ALCOLD PLANNING DEPORT - ENGLIDY		
17	JERSEL WISE REPORT , DOWNLOAD	-	
41	FSSEL WISE REPORT FNOURY	5	
44	VOYAGE SCHEDULE ENQUIRY	5	
		Tet	al is 44

3. Press "Confirm" button

Figure: "Confirm to Delete Records" Dialog Box





4. Press "OK" button to confirm the change

Figure: Confirmation for Records Deletion Dialog Box



Figure: User Group Accessible Owner Function Assigned

Name         Function         Remove           1         BOOKING VOYAGE TRANSFER - ENQURY         Г           2         BOOKING VOYAGE TRANSFER - INSTRUCTION         Г           0         CHANGE OF DISCHARGE PORT/DESTINATION         Г           4         CHANGE OF VOYAGE         Г           5         CODICOV - ENGURY         Г           6         CONTANER AGING LIST ENGURY         Г           7         CONTAINER DETAIL ENGURY         Г           29         VESSEL CONTAINER SUMMARY ENGURY         Г           20         VESSEL PLAINING REPORT - DOWNLOAD         Г           24         VESSEL PLAINING REPORT - ENGURY         Г	Iser Group APLCF'S	
1     BOOKING VOYAGE TRANSFER - ENGUIRY     F       2     BOOKING VOYAGE TRANSFER - INSTRUCTION     F       3     CHANGE OF DISCHARGE PORT/DESTINATION     F       4     OHANGE OF VOYAGE     F       5     CODICOV - ENQUIRY     F       6     CONTAINER AGING LIST ENGLIRY     F       7     CONTAINER DETAIL ENQUIRY     F       20     VESSEL CONTAINER SUMMARY ENQUIRY     F       40     VESSEL PLANNING REPORT - DOWNLOAD     F       41     VESSEL PLANNING REPORT - ENQUIRY     F	lo. Function	Remove
2 BOOKING VOYAGE TRANSFER - INSTRUCTION F 3 CHANGE OF DISCHARGE PORT/DESTINATION F 4 CHANGE OF VOYAGE PORT/DESTINATION F 5 CONCOV - ENQUIRY F 6 CONTAINER AGING LIST ENQUIRY F 7 CONTAINER AGING LIST ENQUIRY F 10 VESBEL CONTAINER SUMMARY ENQUIRY F 10 VESBEL PLANING REPORT - DOWNLOAD F 11 VESBEL PLANING REPORT - DOWNLOAD F	BOOKING VOYAGE TRANSFER - ENQUIRY	- C
CHANGE OF DISCHARGE PORTOESTINATION     CHANGE OF VOYAGE     CONTAINER OF VOYAGE     CONTAINER AGING LIST ENGLIRY     CONTAINER DETAIL ENGLIRY     CONTAINER DETAIL ENGLIRY     CONTAINER SUMMARY ENGLIRY     VESSEL PLANNING REPORT - DOWNLOAD     VESSEL PLANNING REPORT - DOWNLOAD     VESSEL PLANNING REPORT - DOWNLOAD     VESSEL PLANNING REPORT - ENGLIRY	BOOKING VOYAGE TRANSFER - INSTRUCTION	F
4 CHANGE OF VOYAGE F 5 CODICOV - ENGURRY F 6 CONTAINER AGING LIST ENGLIRY F 7 CONTAINER DETAIL ENGLIRY F 29 VESSEL CONTAINER SUMMARY ENGLIRY F 40 VESSEL PLANNING REPORT - DOWNLOAD F 41 VESSEL PLANNING REPORT - ENGLIRY F	CHANGE OF DISCHARGE PORT/DESTINATION	r
S CODICOV - ENQUIRY F CONTAINER AGING LIST ENQUIRY F CONTAINER DETAIL ENQUIRY F 29 VESBEL CONTAINER SUMMARY ENQUIRY F 40 VESBEL PLANING REPORT - DOWNLOAD F 41 VESBEL PLANING REPORT - DOWNLOAD F	CHANGE OF VOYAGE	r.
6 CONTAINER AGING LIST ENQURY  7 CONTAINER DETAIL ENQURY 7 CONTAINER DETAIL ENQURY 7 90 VESSEL CONTAINER SUMMARY ENQURY 80 VESSEL PLANNING REPORT - DOWNLOAD 7 14 VESSEL PLANNING REPORT - ENQURY 7	COD/COV - ENQURY	r
7 CONTAINER DETAIL ENQUIRY   29 VESSEL CONTAINER SUMMARY ENQUIRY  20 VESSEL PLANNING REPORT - DOWNLOAD   21 VESSEL PLANNING REPORT - ENQUIRY	CONTAINER AGING LIST ENQUIRY	E
29 VESSEL CONTAINER SUMMARY ENQUIRY F 40 VESSEL PLANNING REPORT - DOWILLOAD F 41 VESSEL PLANNING REPORT - DOWILLOAD F	CONTAINER DETAIL ENQURY	r.
42 VESSEL WISE REPORT - DOWINLOAD 43 VESSEL WISE REPORT - ENQUIRY 44 VOYAGE SCHEDULE ENQUIRY Traveled	9 VESBEL CONTAINER SUMMARY ENQUIRY 0 VESBEL PLANNING REPORT - DOWILOAD 1 VESBEL PLANNING REPORT - ENQUIRY 2 VESBEL WISE REPORT - ENQUIRY 3 VOYAGE SCHEDULE ENQUIRY	F F F F Tradicio da

## 9. User Group

#### 9.1 User Administration

9.1.1 <u>"User Admin" > "User Group"</u>

This function allows user to:

- Create User Group
- Delete User Group

Figure: Browse User



Compar	y Code APL	Create User Gro	oup
No.	User Group	Description	Remove
1	ALPS		
2	APLCES	APL CFS TEAM	
3	BEER	BEER	
4	CORP		
5	COUNTER	APL - RELEASE OFFICE	
6	HKGCFS	APL OPERATIONS - CFS TEAM	
7	HKGCSC	CSC	
8	HKGCY	HKG CY & EQT	
9	HKGIR	HKG IR DEPARTMENT	
10	HKGLOG	HK LOGISTICS	
11	HKGMAR	HK MARINE	
12	HKGMNR	APL OPERATIONS - M N R	
13	HKGOPS		
14	LAM		
15	LOGISTIC		
16	MACOPS	MACAU USER	
17	MASTER	APL MASTER	
18	OPS-CFS	OPERATIONS - C F S GROUP	
19	OPS-CY	OPERATIONS - C Y GROUP	
20	PRC-HKG	APL TRANSHIPMENT - HKG	
21	ST. DE	EQT	
22	SUBMAST	SUB - MASTER	
23	SUNHING	APL CFS CONTRACTOR - SUNHING HUNGKAI	
24	SUPER	SUPER USER	
25	TERM-OPS		
26	USER	USER	
			Total is 2

<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

Create User Gro	up				
Company Code	API				
User Group		(* mandatory )			
Description			(* mandatory )		
				Confirm Clear	Exit

- 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



Compai	ny Code APL	Create U	ser Group
No.	User Group	Description	Remove
1	ALPS		
2	APLCES	APL CFS TEAM	
3	BEER	BEER	
4	CORP		
5	COUNTER	APL - RELEASE OFFICE	
6	HKGCFS	APL OPERATIONS - CFS TEAM	
7	HKGCSC	CSC	
	HKGCY	HKG CY & EQT	
)	HKGIR	HKG IR DEPARTMENT	
10	HKGLOG	HK LOGISTICS	
1	HKGMAR	HK MARINE	
2	HKGMNR	APL OPERATIONS - M N R	
3	HKGOPS		
4	LAM		
5	LOGISTIC		
6	MACOPS	MACAU USER	
7	MASTER	APL MASTER	
3	OPS-CFS	OPERATIONS - C F S GROUP	Γ
9	OPS-CY	OPERATIONS - C Y GROUP	Γ
J	PRC-HKG	APL TRANSHIPMENT - HKG	
1	RIM	TEST	
2	ST. DE	EQT	
	SUBMAST	SUB - MASTER	
4	SUNHING	APL CFS CONTRACTOR - SUNHING HUNGKAI	
5	SUPER	SUPER USER	Γ.
i	TERM-OPS		Γ
,	USER	USER	Γ.
			Total is 27
		Pamova All	Confirm   Clear   Exit

## 9.1.1.2 Delete User Group

#### 1. User can either:

#### Figure:

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

Windows	s Internet Explorer 🛛 🗙
♪	User group has been deleted successfully.
	ОК

#### Figure: Browse User Group

Compa	ny Code APL	Create L	Iser Group
No.	User Group	Description	Remove
1	ALPS		
2	APLCFS	APL CFS TEAM	
3	BEER	BEER	
4	CORP		
5	COUNTER	APL - RELEASE OFFICE	
6	HKGCFS	APL OPERATIONS - CFS TEAM	
7	HKGCSC	CSC	
8	HKGCY	HKG CY & EQT	
9	HKGIR	HKG IR DEPARTMENT	
10	HKGLOG	HK LOGISTICS	
11	HKGMAR	HK MARINE	
12	HKGMNR	APL OPERATIONS - M N R	
13	HKGOPS		
14	LAM		
15	LOGISTIC		
16	MACOPS	MACAU USER	
17	MASTER	APL MASTER	
18	OPS-CFS	OPERATIONS - C F S GROUP	
19	OPS-CY	OPERATIONS - C Y GROUP	
20	PRC-HKG	APL TRANSHIPMENT - HKG	Г
21	ST. DE	EQT	
22	SUBMAST	SUB - MASTER	<b>_</b>
23	SUNHING	APL CFS CONTRACTOR - SUNHING HUNGKAI	
24	SUPER	SUPER USER	
25	TERM-OPS		
26	USER	USER	
			Total is 26
			Confirm   Clear   Exit
		Remove All 1	



## **10. User Profile**

#### **10.1 User Administration**

10.1.1<u>"User Admin" > "User Profile"</u>

This function allows user to:

- Create User Profile
- Delete User Profile

Figure: Browse User

iearch By	User ID •	Search	Create User	
io. User 1D	Naroe	User Group	Email	Remove
ABS		MASTER		r
ACHAN		HKGOPS		E
ACHEN	1	HEGCY		. C
ACHU		HEGOPS		C
AHAU		HKGOPS		C
ALAU		HKGMAR		۲
ALEE		HKGMAR		C
IT YILAM		HIGHNIR		E
PHUNK PH		HKGOPS		E.
WPANK		TERM-OPS		<b>F</b>
H YHE		HKGOPS		17
2 YWCHA	8	HKOOPS		17
D ZWANG		HIGHNIR		-
			Ramove All ITCo	Total is 93 firm Clear Exit

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



Create Üser					
Company Code	APL				
User ID		(* mandatory ) User Group	ALPS	•	
First Name					
Last Name					
Email					
Password					
		* mandatory )			
Confirm Password	(	(* mandatory )			
Status	Active -				
Effective Date	29/05/2012	📑 ( dd/mm/yyyy )( * mandatory )			
				Confirm Clear	Exit

#### 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

wich By User D .	Seath	Create Sher	
Over ID Name	User Group	Email	Returns
605	MASTER		- F.
60588	HVDOPS		P.
AGHENG	HIODOY		- E
ACISU	HIGOPTE		C.
Areania .	HIGOPS.		E
ALAU	HECOMAN		C
ALLE	Hendtanavala		r
XLAM	HACAMUR		r
TULANS	F#VC99AM		- F-
10200	PERCENTS		
TEAN	TEMA OPS		- E
1112	PRODUCTS		- F-
21022303	PROOPS		F
annena	recounts		- Filosofield
	1	lamon Ad T	dim   Ower Ext



#### 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

earch 8	By C	Joer ID ·	Search	Create User	
	User ID	Name	User Group	Email	Remove
	689		MASTER		E
	ACHAN		HKGOPS		<b>1</b>
	ACHENG		HKGCY		r-
	ACHU		HKGOPS		C
	Attal		HKGOPS		Г
	ALAU		HKGMAR.		r .
	ALEE		HKGMAR		E
7 8 9 0 1	WLAM WLAM2 WLHQ WPANG XHE XWCHAN		HKGMMR HKGMMR HKGOPS HKGOPS HKGOPS HKGOPS		רררר
	2WANG		HIGHINR		E

<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



4. Press "OK" button to confirm deletion

Figure: Confirmation for Records Deletion Dialog Box



