

NAVIS Community Access Portal User Guide

Version 2.0

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Contents

1 How to login to Community Access Portal (CAP)

2 View Pre-advised Units

3 View Gate Transactions

4 View Vessel Visits



1. How to login to Community Access Portal (CAP)

- Sign into CAP using the URL <http://41.160.4.49:9080/apex/cap.zul>
- Enter the credentials provided by the TPT call centre agent then click **Log In**.



- On the **Site Selection** window, select the desired **Facility** and **Yard** then click **OK** to proceed.

Site Selection

Operator:
 ▼

Complex:
 ▼

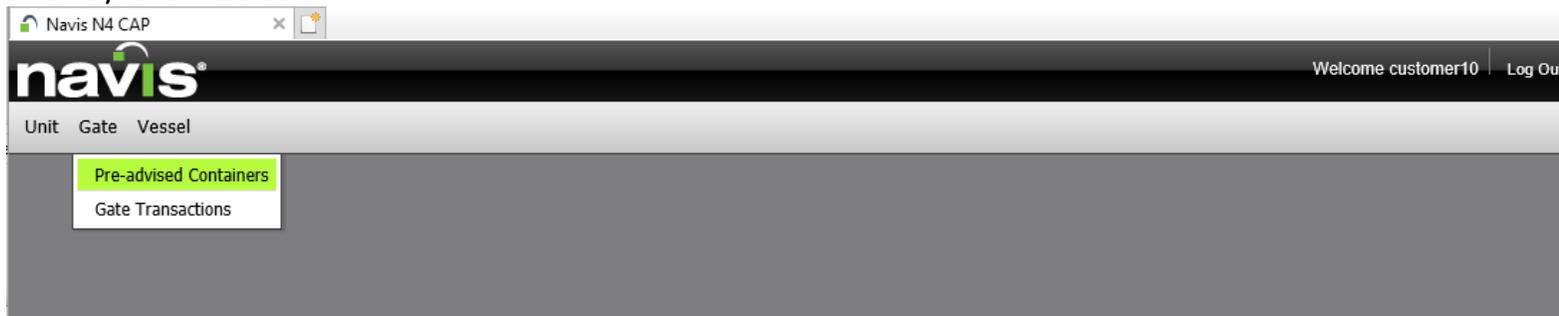
Facility:
 ▼

Yard:
 ▼

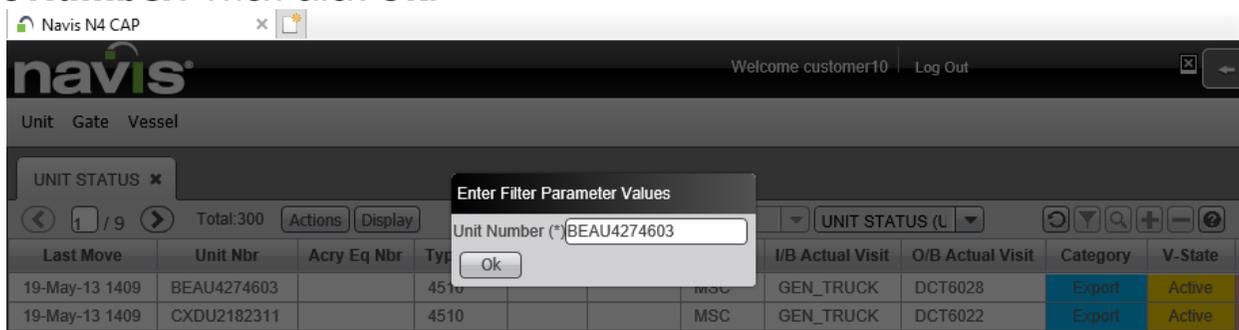


2. View Pre-advised Units

- On the menu, click **Gate**. Then click **Pre-Advised Containers**.



- Enter the full **Unit Number**. Then click **Ok**.



- The Unit instance will be returned and displayed if it is Pre-advised.





View Pre-advised Units (cont.)

- To search for another unit, click the filter list drop down button (circled in red). Then click **UNIT AVAILABILITY**.

Navis N4 CAP

Welcome customer10 | Log Out

Unit Gate Vessel

UNIT AVAILABILITY ✕

Total: 1 Actions Display

Last Move	Unit Nbr	Line Op	Time In	Time Out	Position	I/B Actual Visit	O/B Actual Visit	Category	V-State	T-State	Frght Kind	POD	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
19-May-13 1409	BEAU4274603	MSC			T-GEN_TRUCK	GEN_TRUCK	DCT6028	Export	Active	Inbound	FCL	LPA				

- A search window will appear. Enter the full **Unit Number** then click **Ok**.

Enter Filter Parameter Values

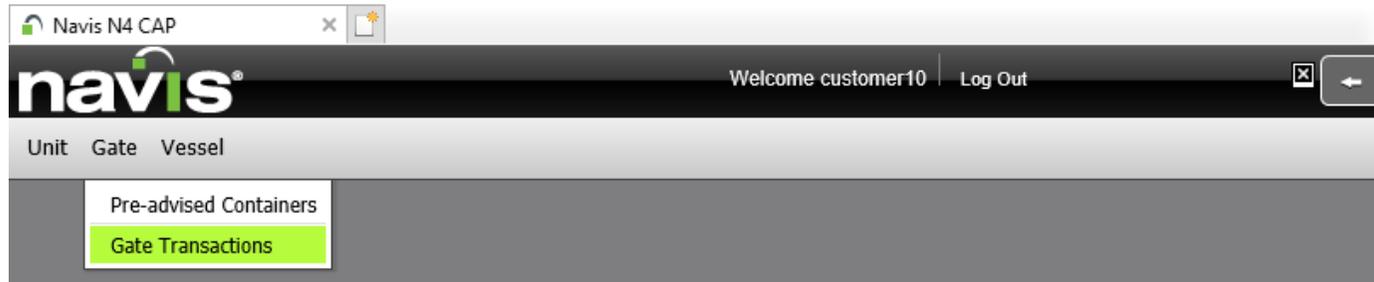
Unit Number (*)

Ok



3. View Gate Transactions

- On the menu click **Gate**. Then click **Gate Transactions**.



- A search window will appear. Enter the full **Truck License** then click **Ok**.

Enter Filter Parameter Values

Search Truck License (*)

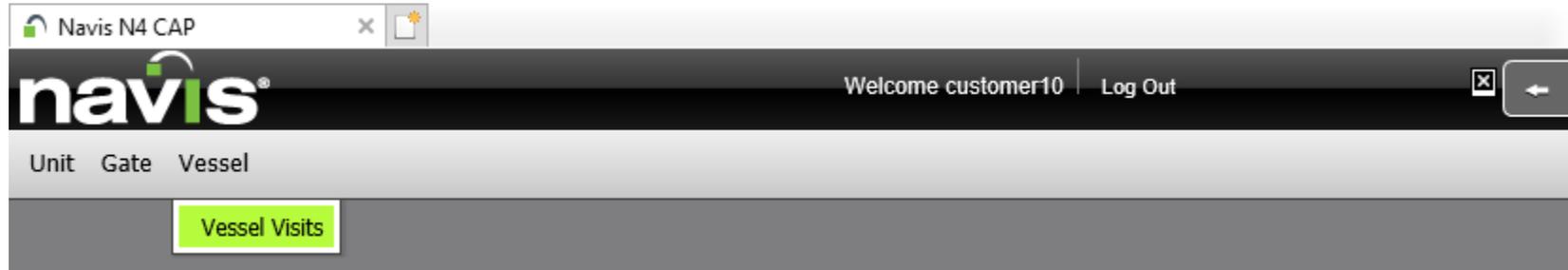
- The search will return the most recent transactions processed by the truck license.

Number	Transaction Type	Status	Ctr Number	Truck Visit Truck License	Truck Visit BAT Number	Exchange Area Id	Stage ID	Next Stage ID	Booking Number
7693560	Terminal Receive Export / Domestic	OK	MAGU2458466	ND476082			yard	outgate	320930017238
7693559	Terminal Receive Export / Domestic	OK	SEGU1311855	ND476082			yard	outgate	320930017238
7693292	Terminal Receive Export / Domestic	COMP	MRKU7259194	ND476082			outgate		968730251



4. View Vessel Visits

- On the menu click **Vessel**. Then click **Vessel Visits**.



- Click the filter list drop down button (circled in red).

The screenshot shows the 'WORKING VESSELS' table in the Navis N4 CAP web application. A red circle highlights the filter dropdown button in the top right corner of the table. A blue arrow points to this button. The table displays a list of vessel visits with columns for Visit, Facility, Phase, Vessel Name, Line, I/B Vyg, O/B Vyg, ETA, ETD, ATA, ATD, and Service.

Visit	Facility	Phase	Vessel Name	Line	I/B Vyg	O/B Vyg	ETA	ETD	ATA	ATD	Service
A4937	PIER1	Working	KOWLOON BAY	ONE	902W	902E	19-Mar-06 1800	19-Mar-10 1800	19-Mar-06 1700		ONEFAX
CT7314	CTCT	Working	SANTA ISABEL	MAE	190A	190B	19-Feb-04 0959	19-Feb-07 0600	19-Feb-04 0920		MSKSAECS12
CT7344	CTCT	Working	XIN PU DONG	COS	226W	226E	19-Feb-05 0656	19-Feb-07 0803	19-Feb-05 0430		COSASA
CT7351	CTCT	Working	NORTHERN JAVELIN	MSC	ZF852A	NZ904R	19-Feb-04 0800	19-Feb-06 2200	19-Feb-04 0515		MSCEM2
CT7374	CTCT	Working	KOTA SEMPENNA	PIL	0029W	0029W	19-Feb-07 0957	19-Feb-07 1806	19-Feb-27 0849		PILSWACS
DCT5694	DCT	Working	SANTA INES	MAE	1901	1901	19-Feb-02 0600	19-Feb-04 0600	19-Feb-05 0948		SAFSAFARI1
DCT5760	DCT	Working	MSC SINDY	MSC	FY904R	ZF906R	19-Feb-07 1400	19-Feb-09 1400	19-Feb-05 2212		MSCSEASEING
DCT5775	DCT	Working	NORTHERN POWER	ONE	120W	120E	19-Feb-03 0600	19-Feb-06 0200	19-Feb-06 0124		ONEASA
DCT5804	DCT	Working	BAHAMAS	COS	104W	104E	19-Apr-02 1800	19-Apr-07 0600	19-Apr-04 0221		COSFEZX3
EL531	ELS	Working	HORIZON	OAC	150A	150B	19-Mar-18 0600	19-Mar-20 2200	19-Mar-18 0700		OACNA
NCT5047	NCT	Working	MSC NAOMI	MSC	F1902R	F1902R	19-Feb-05 2100	19-Feb-07 0200	19-Feb-05 1930		MSCASAS

The screenshot shows the filter dropdown menu for 'WORKING VESSELS'. The menu is open, displaying a list of vessel visit schedule options. The 'WORKING VESSELS (WORKING VESSELS 65)' option is highlighted in a green box.

Filter Option
WORKING VESSELS (WORKING VESSELS 65)
VESSEL VISIT SCHEDULE (CTCT) (VESSEL VISIT SCHEDULE (CTCT) 65)
VESSEL VISIT SCHEDULE (CTMPT) (VESSEL VISIT SCHEDULE (CTMPT) 65)
VESSEL VISIT SCHEDULE (DCT) (VESSEL VISIT SCHEDULE (DCT) 65)
VESSEL VISIT SCHEDULE (DRT) (VESSEL VISIT SCHEDULE (DRT) 65)
VESSEL VISIT SCHEDULE (ELS) (VESSEL VISIT SCHEDULE (ELS) 65)
VESSEL VISIT SCHEDULE (MWT) (VESSEL VISIT SCHEDULE (MWT) 65)
VESSEL VISIT SCHEDULE (NCT) (VESSEL VISIT SCHEDULE (NCT) 65)
VESSEL VISIT SCHEDULE (PIER1) (VESSEL VISIT SCHEDULE (PIER1) 65)
VESSEL VISIT SCHEDULE (PLZ) (VESSEL VISIT SCHEDULE (PLZ) 65)

- Select the desired terminal vessel visits e.g. **Vessel Visit Schedule (DCT)** or;
- Select **Working Vessels** to see all vessels which are currently in a working phase at any terminal.



View Vessel Visits (cont.)

- **Working Vessels** will return results as per below.

WORKING VESSELS ✕											
Visit	Facility	Phase	Vessel Name	Line	I/B Vyg	O/B Vyg	ETA	ETD	ATA	ATD	Service
A4937	PIER1	Working	KOWLOON BAY	ONE	902W	902E	19-Mar-06 1800	19-Mar-10 1800	19-Mar-06 1700		ONEFAX
CT7314	CTCT	Working	SANTA ISABEL	MAE	190A	190B	19-Feb-04 0959	19-Feb-07 0600	19-Feb-04 0920		MSKSAECS12
CT7344	CTCT	Working	XIN PU DONG	COS	226W	226E	19-Feb-05 0656	19-Feb-07 0803	19-Feb-05 0430		COSASA
CT7351	CTCT	Working	NORTHERN JAVELIN	MSC	ZF852A	NZ904R	19-Feb-04 0800	19-Feb-06 2200	19-Feb-04 0515		MSCEM2
CT7374	CTCT	Working	KOTA SEMPENA	PIL	0029W	0029W	19-Feb-07 0957	19-Feb-07 1806	19-Feb-27 0849		PILSWACS
DCT5694	DCT	Working	SANTA INES	MAE	1901	1901	19-Feb-02 0600	19-Feb-04 0600	19-Feb-05 0948		SAFSAFARI1
DCT5760	DCT	Working	MSC SINDY	MSC	FY904R	ZF906R	19-Feb-07 1400	19-Feb-09 1400	19-Feb-05 2212		MSCEASEING
DCT5775	DCT	Working	NORTHERN POWER	ONE	120W	120E	19-Feb-03 0600	19-Feb-06 0200	19-Feb-06 0124		ONEASA
DCT5804	DCT	Working	BAHAMAS	COS	104W	104E	19-Apr-02 1800	19-Apr-07 0600	19-Apr-04 0221		COSFEZX3
EL531	ELS	Working	HORIZON	OAC	150A	150B	19-Mar-18 0600	19-Mar-20 2200	19-Mar-18 0700		OACNA
NCT5047	NCT	Working	MSC NAOMI	MSC	FI902R	FI902R	19-Feb-05 2100	19-Feb-07 0200	19-Feb-05 1930		MSCASAS
NCT5054	NCT	Working	SANTA CATARINA	MAE	908S	912N	19-Mar-29 1600	19-Mar-30 0800	19-Mar-29 1600		SAFSAFARI1

- Filter for a specific terminal e.g. **Vessel Visit Schedule (DCT)** will return results as per below.

VESSEL VISIT SCHEDULE (DCT) ✕											
Visit	Facility	Phase	Vessel Name	Line	I/B Vyg	O/B Vyg	ETA	ETD	ATA	ATD	Service
A4949	DCT	Inbound	SANTA ROSA	MAE	190A	191B	19-Feb-08 1800	19-Feb-11 0400			MSKSAECS1
D154	DCT	Inbound	MSCTOPUP	MSC	01	01	19-Jan-01 0600	19-Dec-31 1801			MSCTOPUP
D155	DCT	Inbound	MSKMTY	MAE	1	1	19-Jan-01 0600	19-Dec-31 1800			MSKMT
D174	DCT	Inbound	MSCME	MSC	01	01	19-Jan-01 0600	19-Dec-31 1800			MSCME
D182	DCT	Inbound	MSCEM	MSC	01	01	19-Jan-01 0600	19-Dec-31 1800			MSCEM
D244	DCT	Inbound	MSKMTY	MAE	2	2	19-Dec-12 0600	19-Dec-31 0600			MSKMT
DCT_MB0406F	DCT	Inbound	BAHAMAS	COS	105W	105W	19-Apr-13 0700	19-Apr-17 1200			COSFEZX3W
DCT0003	DCT	Inbound	REEFER ALL LINES	MAE	1	1	19-Jan-01 0600	19-Dec-31 1800			REEFERS
DCT0004	DCT	Inbound	MSCMZEA	MSC	01	01	19-Jan-01 0600	19-Dec-31 1800			MSCMZEA



The End
Thank You