USER GUIDE

2017

Haulier Module

PORT KLANG *NET

Port Single Window for Maritime and Logistic Communities

Windows Version 2.2

Rank Alpha Technologies Sdn Bhd®

Table of Contents

Table of Contents 1
Disclaimer 4
Table Conventions 5
Navigations 6
Chapter : 1 Home Module 7
1.1 SCN 7
1.1.1 Download Live SCN 7
1.2 Service Provider 9
1.2.1 Forwarding Agent 9
1.2.2 Shipping Agent 11
1.2.3 Depot 13
1.3 Download Files 15
1.3.1 Prime Movers 15
1.3.2 Trailer 16
1.4 Live update 17
1.4.1 Appl Update 17
1.4.2 Code Download 21
Chanpter 2 : Import Module 23
2.1. Inbox 23
2.1.1 Download Documents 23
2.2. ROT Confirmation 24
2.2.1 Confirm ROT 24
2.2.2 Upload Doc 26
2.3. Planning Schedule 27
2.3.1 Container Planning 27
2.3.2 Assign Driver 28
2.4. Container Status 31

2.4.1 Port Booking 31
2.4.2 CT Movement Update 34
2.4.3 CT Damages Photos Upload 41
2.5 Container Staging 43
2.5.1 Container Staging 43
2.5.2 Deliver to Consignee 46
2.5.3 Depot Return from Staging 48
2.6 Track & Tracking 50
2.6.1 Gatepass Inquiry 50
2.6.2 Container Status 51
2.6.3 ROT Booking Status 52
2.6.4 Support Docs 53
2.6.5 ROT Form 55
Chapter 3 : Export Module 57
3.1 Inbox 57
3.1.1 Download Document 57
3.2 Request of Transport 58
3.2.1 Confirm Export ROT 58
3.2.2 Submit ROT Confirmation 60
3.3 CT Movement 61
3.3.1 MT Release 61
3.3.2 Laden Pick 62
3.3.3 CT Status Update 62
3.4 Inquiry 68
3.4.1 Container Status 68
3.4.3 ROT Form 70
Chapter 4 : Pre-Alert Booking 72
4.1 Pickup Container Request 72
4.1.1 New CT Container Pickup 72
4.1.3 Delete CT Pickup Request 76
4.1.4 Submit CT Pickup Request 77
4.1.5 CT Pickup Request Inquiry 79

4.2.2 Edit CT Deliver Request 82

4.2.3 Delete CT Container Request 82

Chapter 5 : Table Center 83

5. Table Center 5.1 Business Partner 83

5.1.1 Forwarding Agent 83

5.1.2 Depot 84

5.1.4 Port Operator 86

5.2 Others 87

5.2.1 Driver 87

Disclaimer

The information contained in this document is the proprietary and exclusive property of Rank Alpha Technologies Sdn Bhd except as otherwise indicated. No part of this document, in whole or in part, may be reproduced, stored, transmitted, or used for design purposes without the prior written permission of Rank Alpha Technologies Sdn Bhd.

The information contained in this document is subject to change without notice. The contents in this document are provided for informational purposes only.

This document may contain information of a sensitive nature. System and documentation are provided solely for the use of customers of Rank Alpha Technologies Sdn Bhd.

Table Conventions

Key Symbol

Table 1 : Described the key icons and elements used in this User Guide.

Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips : Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
text	Bold and italicized text indicate an entries name
italics	Text in italics indicate field name
`mono`	Monospace indicate text you enter from keyboard

Table 1

Navigations

Port Klang*Net System was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the programme.

Icons have been used to identify the various types of functions used in ***Port Klang*Net System***. Below are the most commonly used icons in the system.

Icon	Description
	To view details records or to expand grid listing childs record.
	Go to previous record
	Go to next record
	Check box to select a record
	Selected record
	Date Time picker
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disck
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page

Table 2

Chapter 1 Home

1. Home Module

1.1 SCN

1.1.1 Download Live SCN

Figure 1

i. Click on **Download Live SCN** tab to download SCN registed at Port Klang*Net

ii. The screen will be displayed as below. Click on **Download** button to start download Live SCN.

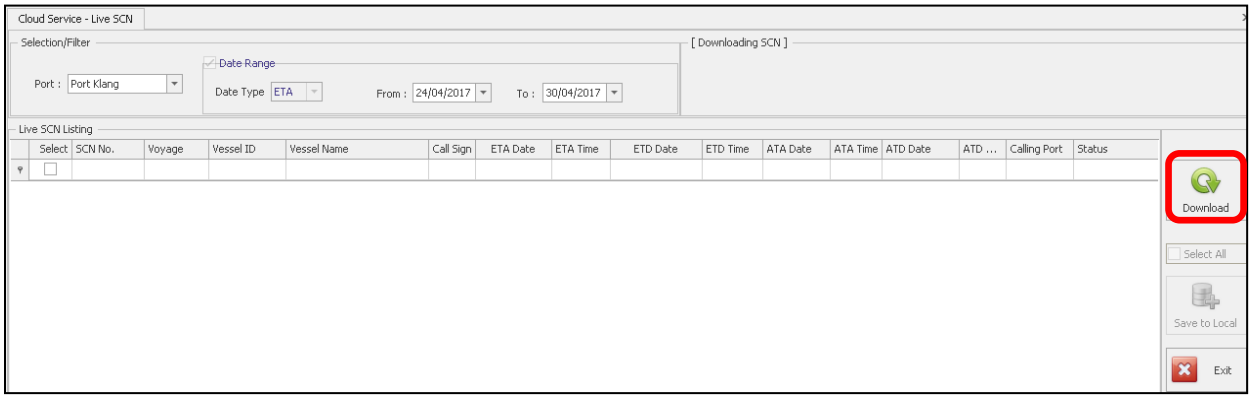


Figure 2

iii. **Live SCN** will be generated as below. Select a record in Live SCN No. and click on **Save to Local** button to save the data.

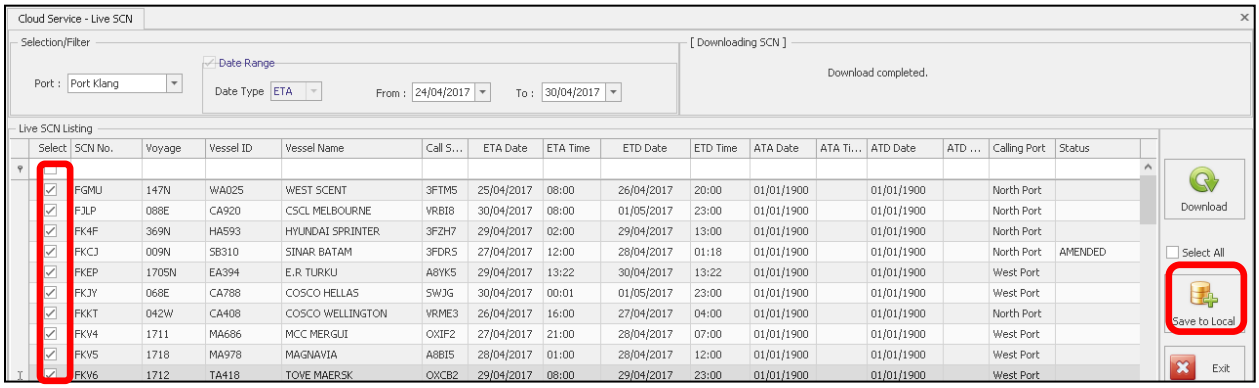


Figure 3

iv. Successful message will be displayed.

Figure 4

1.1.2 SCN Schedule

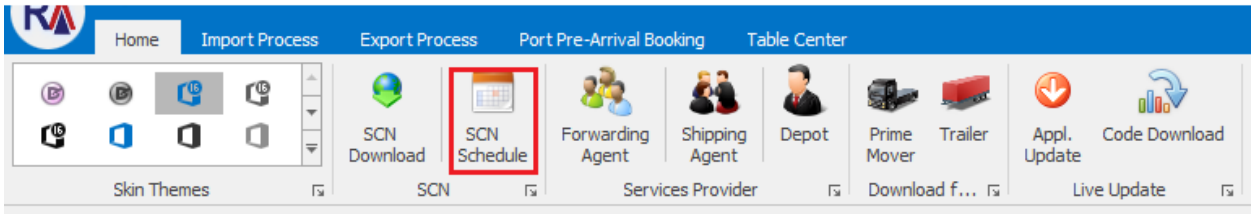


Figure 5

i. Click on **SCN Schedule** tab to proceed download SCN scheduled.

ii. The screen will be displayed as below. Click on **Purge SCN** button to delete the data.

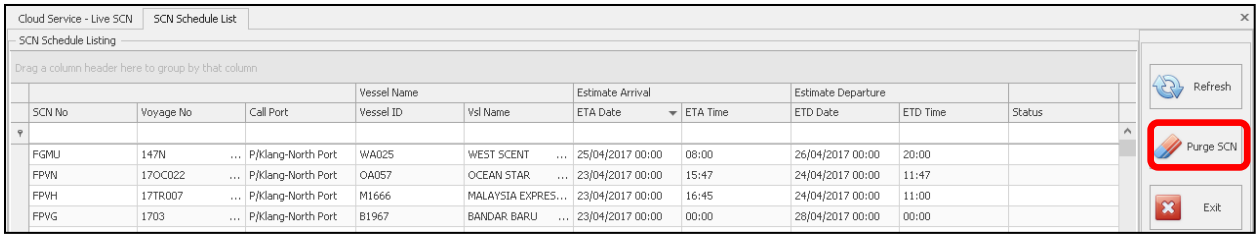


Figure 6

iii. Select **Start date** and **End Date** at the Date Filter and click on **Confirm Delete** button to purge the data.

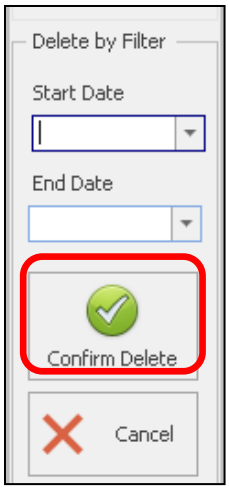


Figure 7

iv. Successful message will be displayed.

1.2 Service Provider

1.2.1 Forwarding Agent

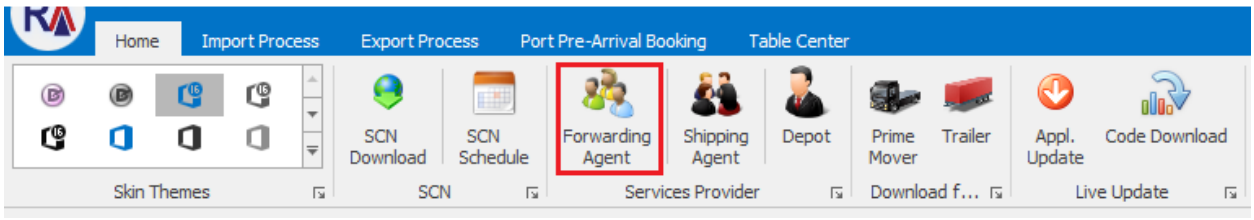


Figure 8

i. Click on **Forwarding Agent** tab to download Forwarding Agent.

ii. The screen will be displayed as below. Click on **New** button to create new Forwarding Agent records.

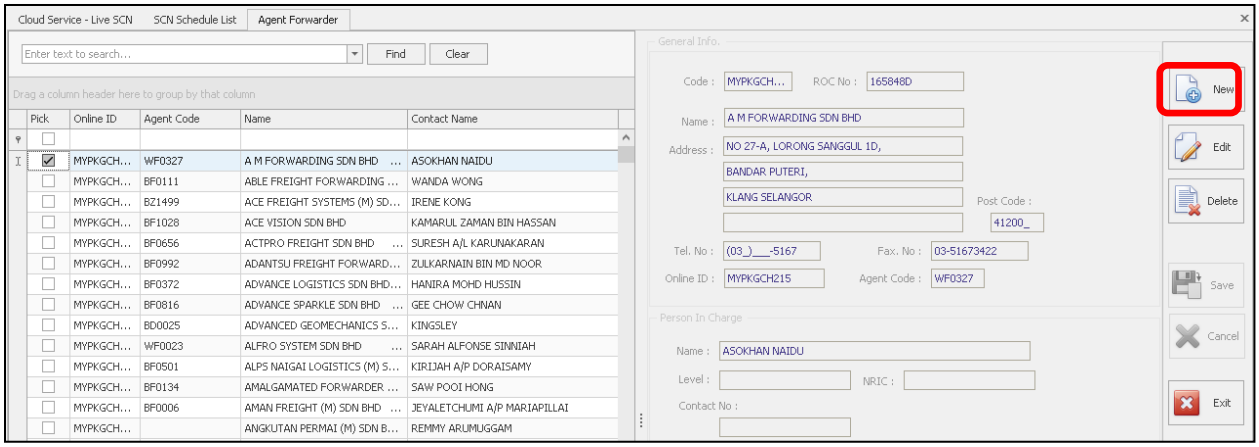


Figure 9

iii. Fill up the entries and click on **Save** button to save the details.

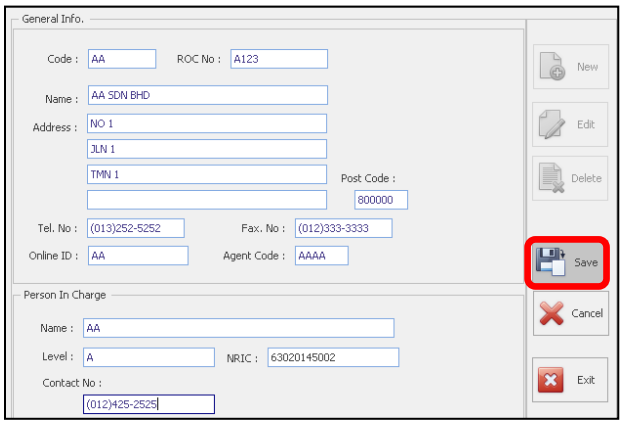


Figure 10

iv. Click on **Edit** button to edit the records. And click on **Delete** button to delete the records.

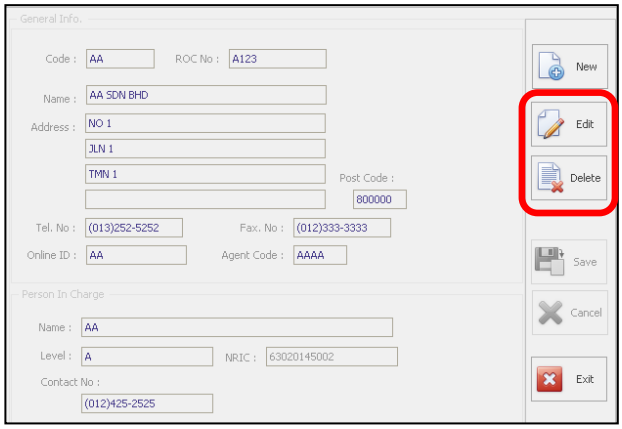


Figure 11

1.2.2 Shipping Agent

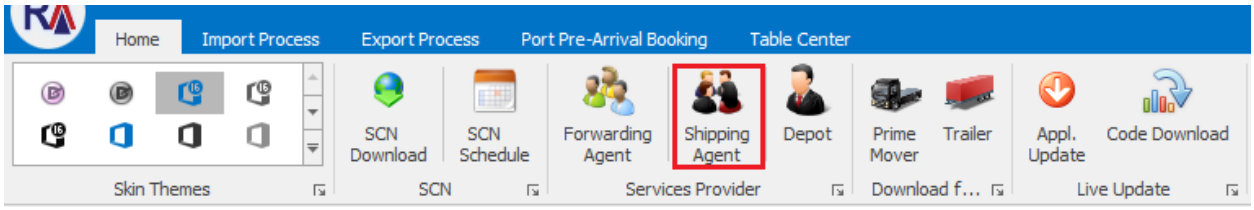


Figure 12

i. Click on **Shipping Agent List** tab to download Shipping Agent.

ii. The screen will be displayed as below. Click on **New** button to create new Shipping Agent records.

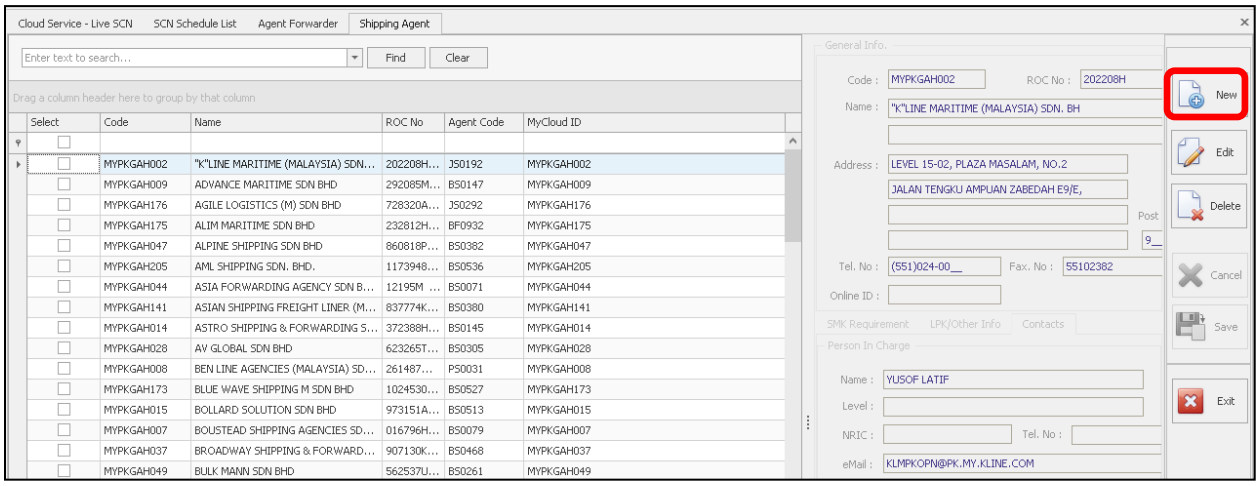


Figure 13

iii. Fill up the entries and click on **Save** button to save the details.

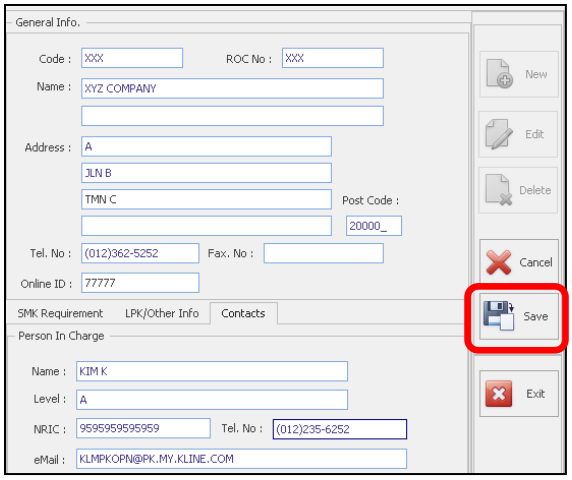


Figure 14

iv. Select a record and click on **Edit** button to edit the record or **Delete** button to delete record.

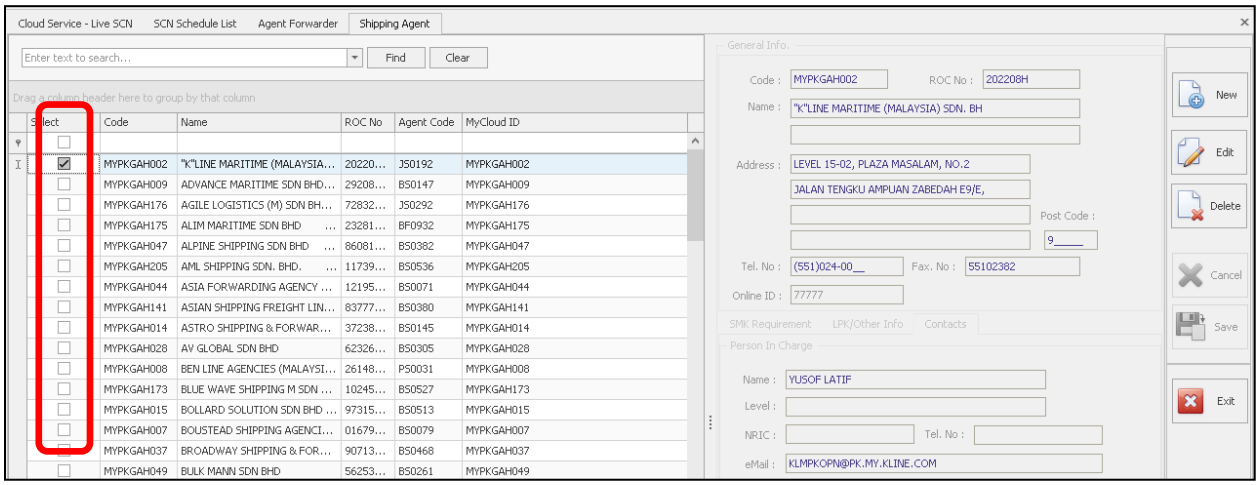


Figure 15

1.2.3 Depot

Figure 16

i. Click on **Depot List** tab to download Depot.

ii. The secreen will be displayed as below. Click on **New** button to create a new Depot records.

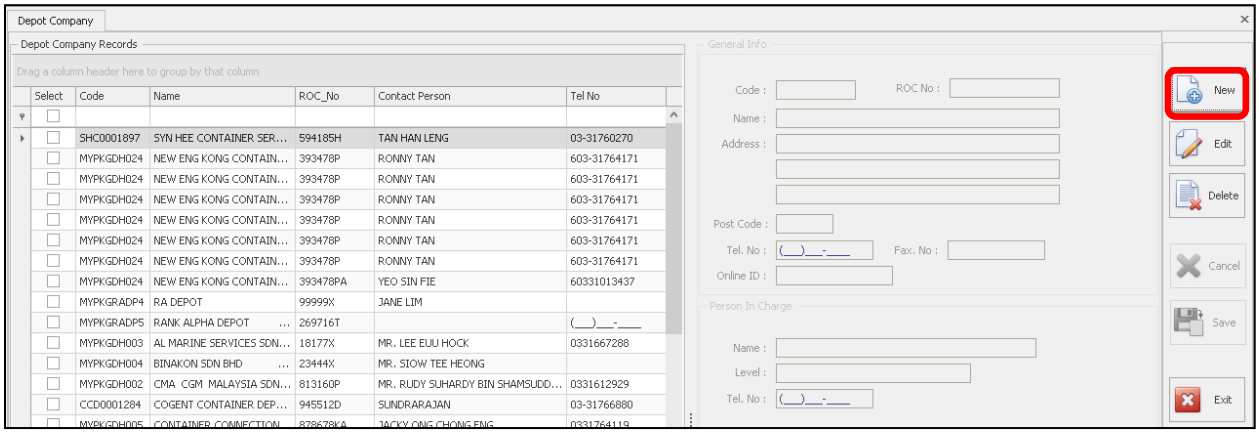


Figure 17

iii. Fill up the entries and click on **Save** button to save the details.

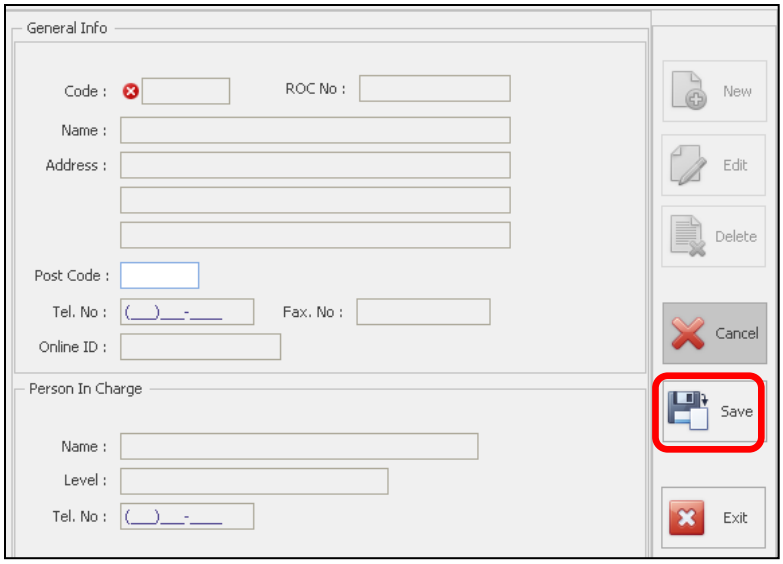


Figure 18

iv. Select a record and click on **Edit** button to edit the data or **Delete** button to delete record.

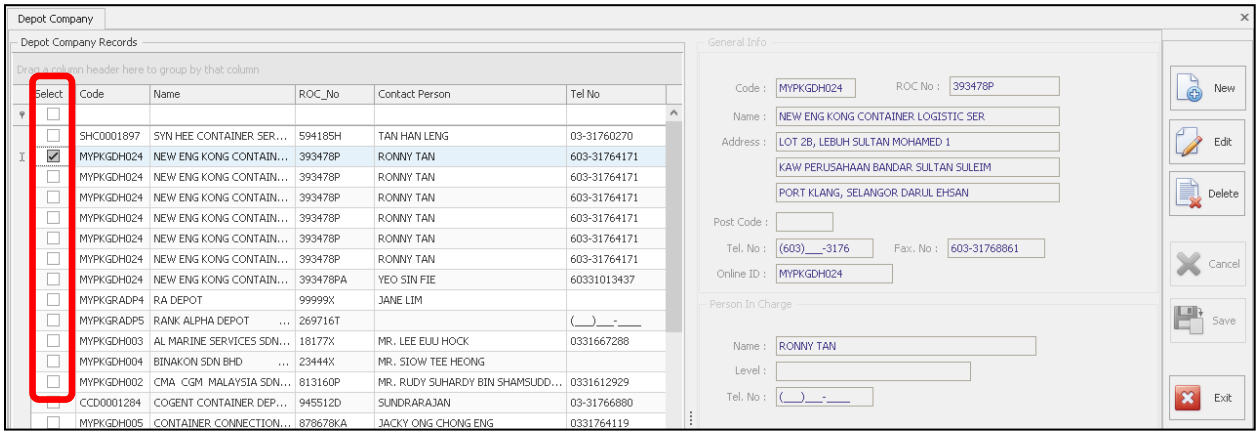


Figure 19

1.3 Download Files

1.3.1 Prime Movers

Figure 20

Figure 21

i. Click Download to proceed download the Prime Movers.
ii. Click SAVE once downloaded completed.

1.3.2 Trailer

Figure 22

i. Click Download to proceed download the Trailers.

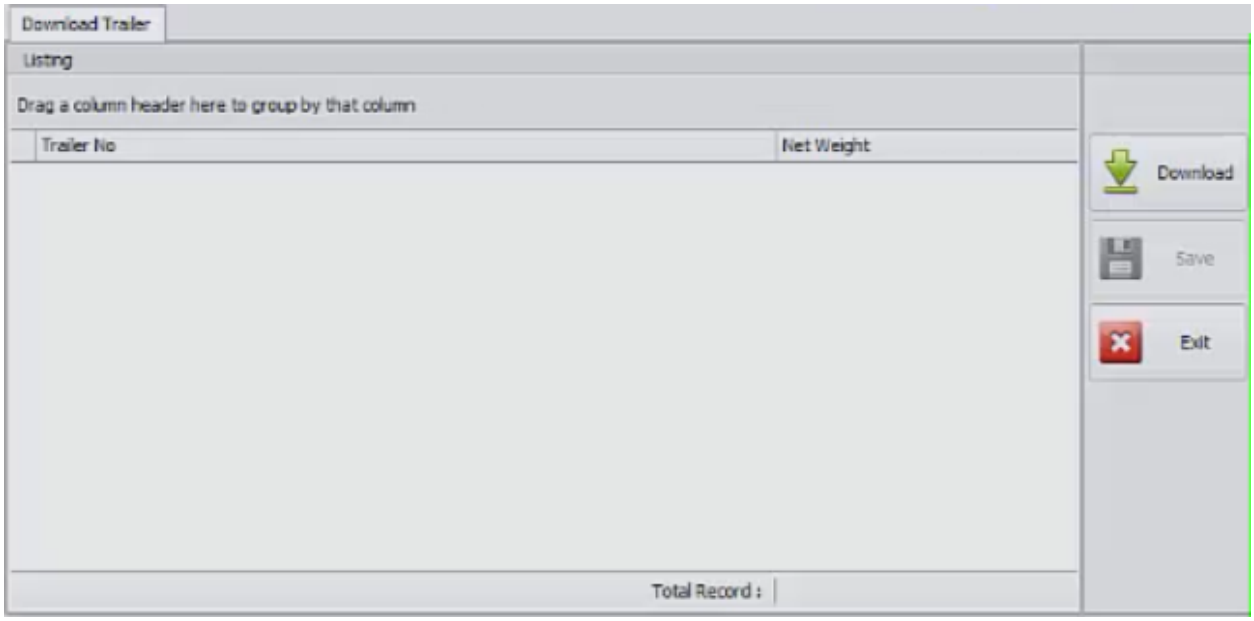


Figure 23

ii. Click SAVE once downloaded completed.

1.4 Live update

1.4.1 Appl Update

Figure 24

i. Choose **Home** tab and select **Download Update** to update the latest patches of ***PK*Net System.***

ii. Confirmation popup will appear before can proceed further. Click **Yes** to continue close current application before proceed.

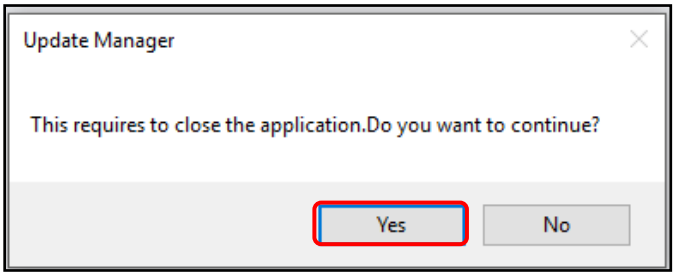


Figure 25

iii. Disclaimer windows will popup and click on **Agree** checkbox to proceed further. **Next** button will be enabled to click before updating starts the process.

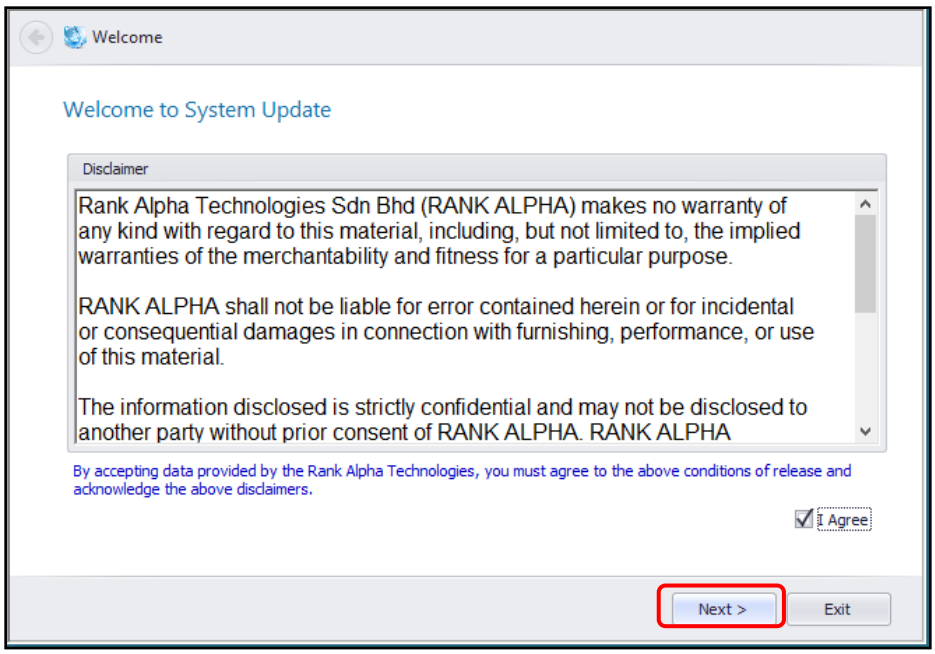


Figure 26

iii. Click on **Next** button on *Figure 26,* below screen will appear for user to confirm the system name and Id.

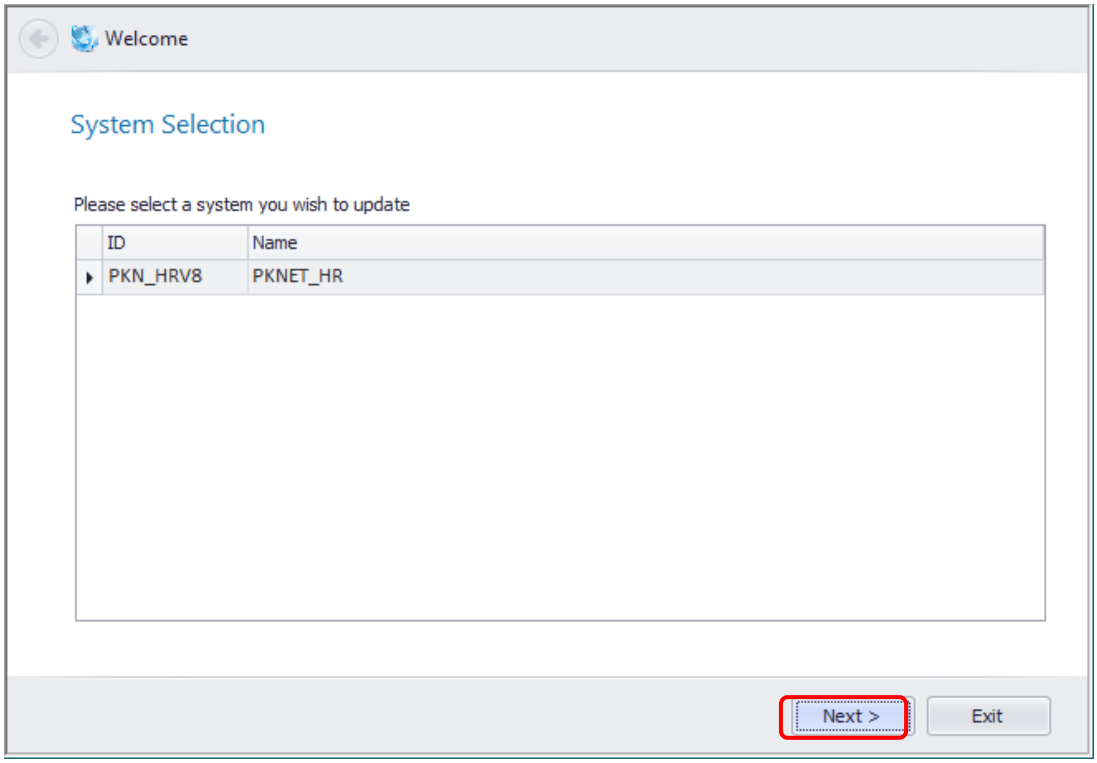


Figure 27

iv. Click on **Check Update** button to check for any latest patches. System will show all the patches that have to update.

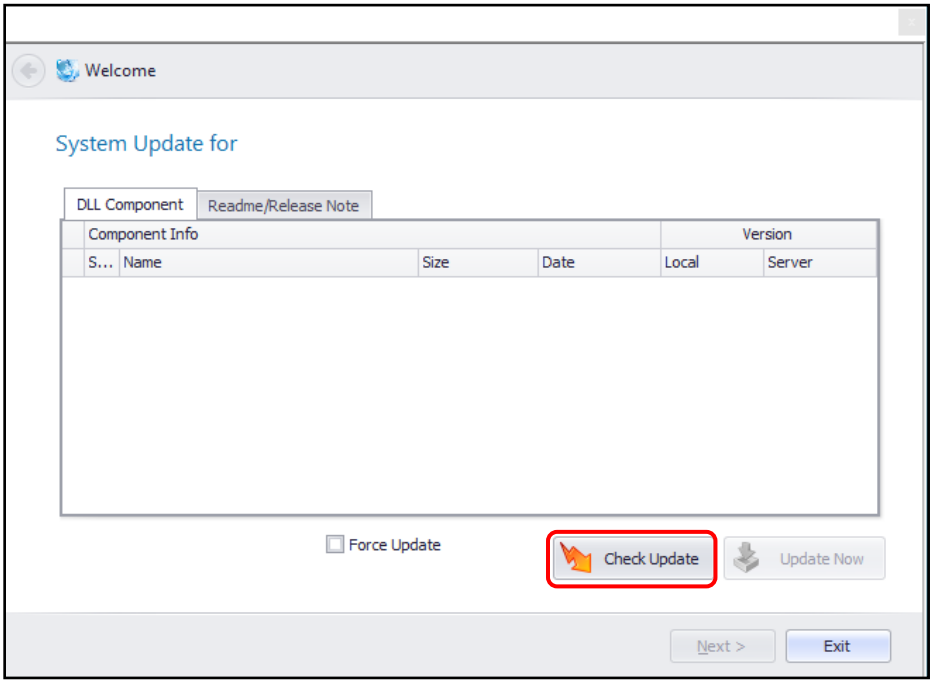


Figure 28

v. User are allows to check and compare the latest patches with the current patches used. Tick the check box for any requires patches to be updated. Click on **Update Now** to proceeds update on the current system.

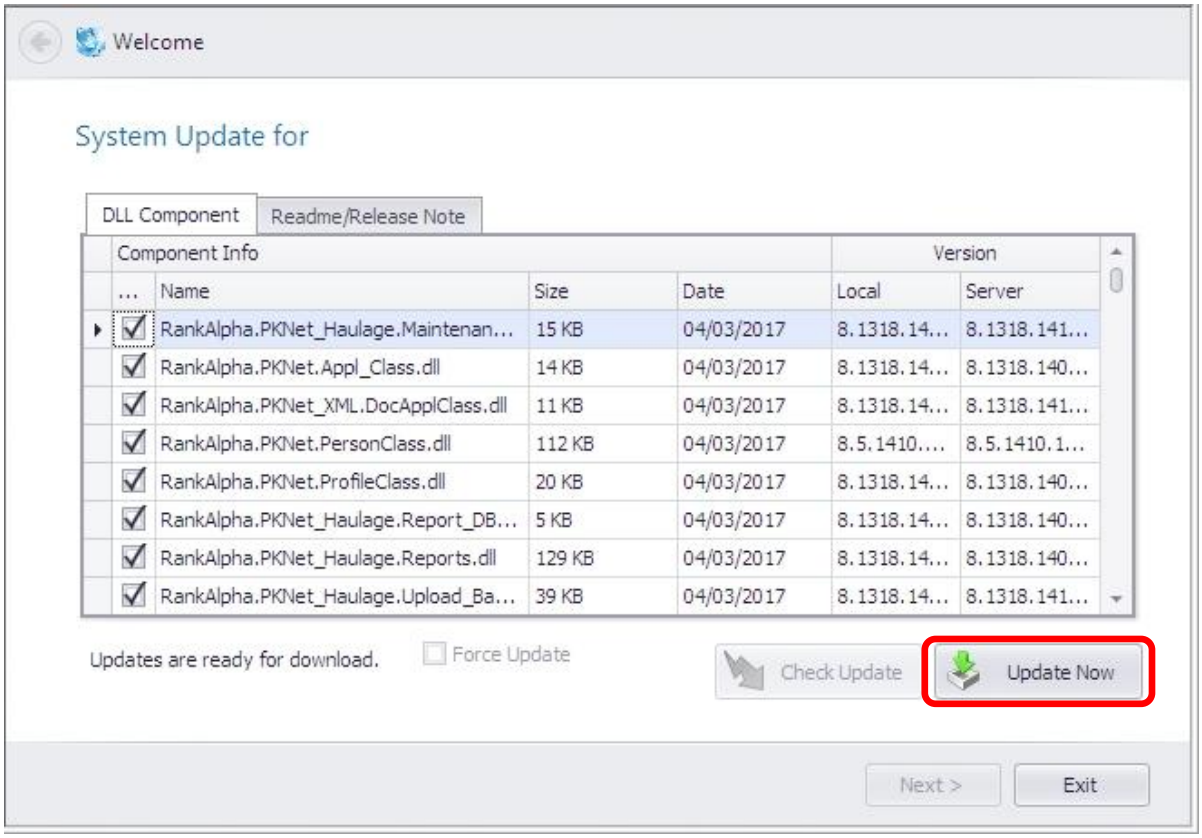


Figure 29

vi. Click on **Finish** button and your system ready for the latest updated system

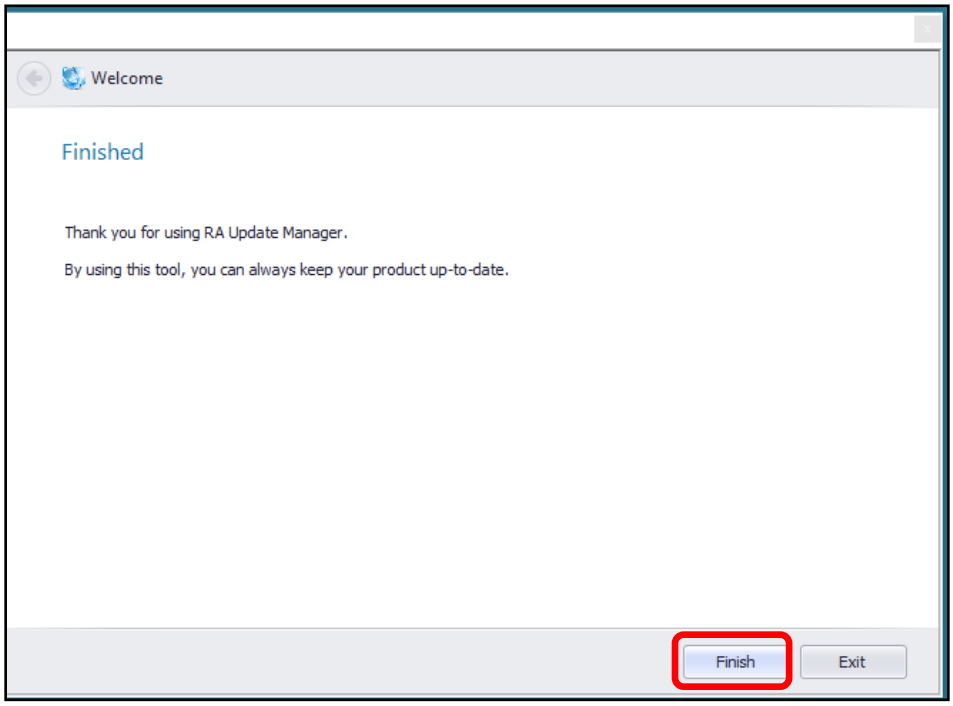


Figure 30

1.4.2 Code Download

Figure 31

i. Click on **Code Download** to download a list of Codes.

ii. The screen will be displayed as below. Click on **Get Table List** button to download table list

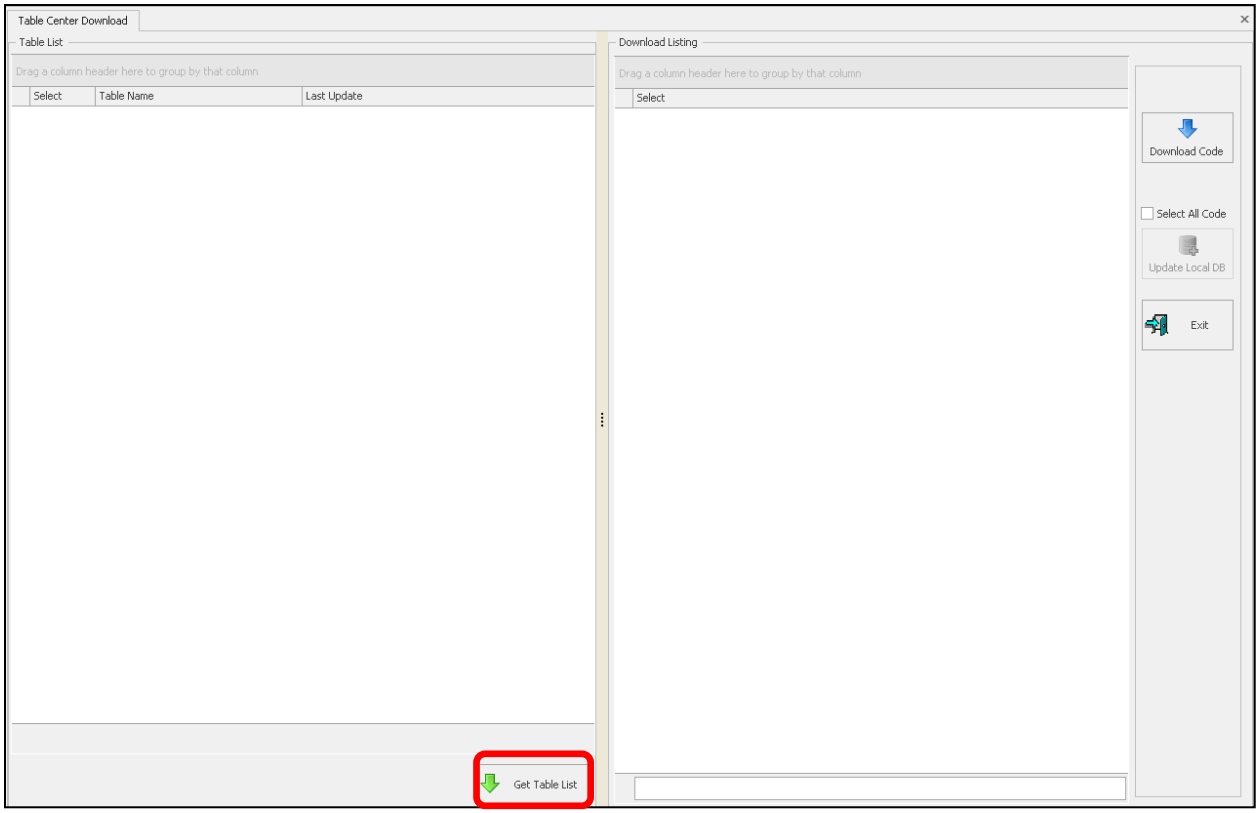


Figure 32

iii. Select a **Table List** and click on **Download Code** button to get code.

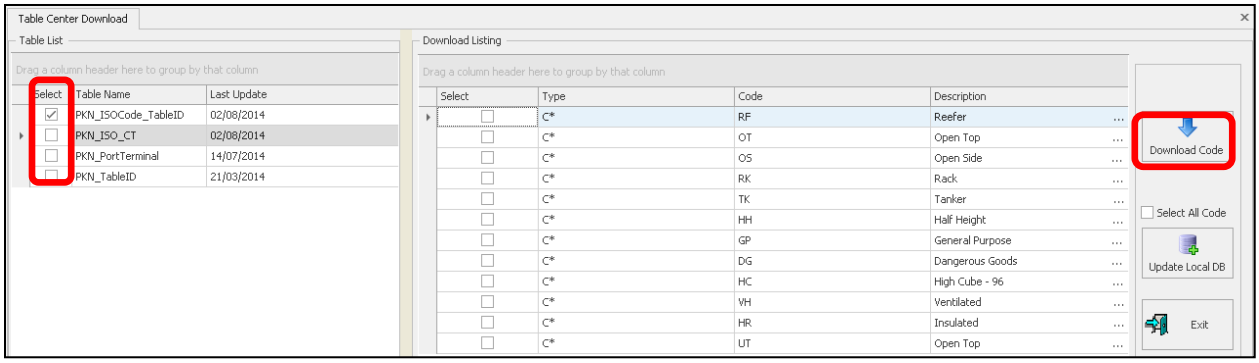


Figure 33

iv. Select a **Code** or tick on **Select All Code** tick box and click on **Update Local DB** button to save the code.

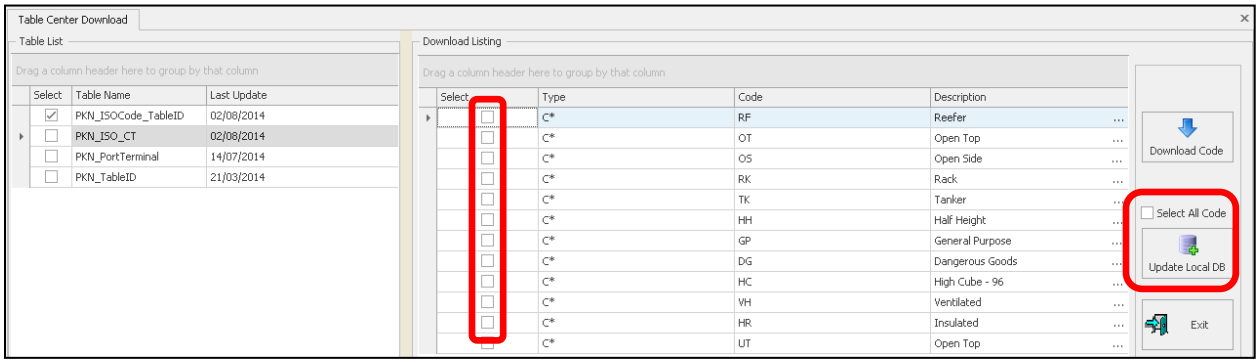


Figure 34

v. Successful message will be displayed.

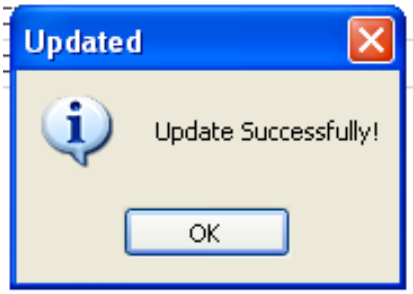


Figure 35

Chapter 2 Import Module

2. Import Process

2.1. Inbox

2.1.1 Download Documents

Figure 36

i. Click on **Download Documents** tab.

ii. The screen will be displayed as below. Click on **Download** button to start download documents

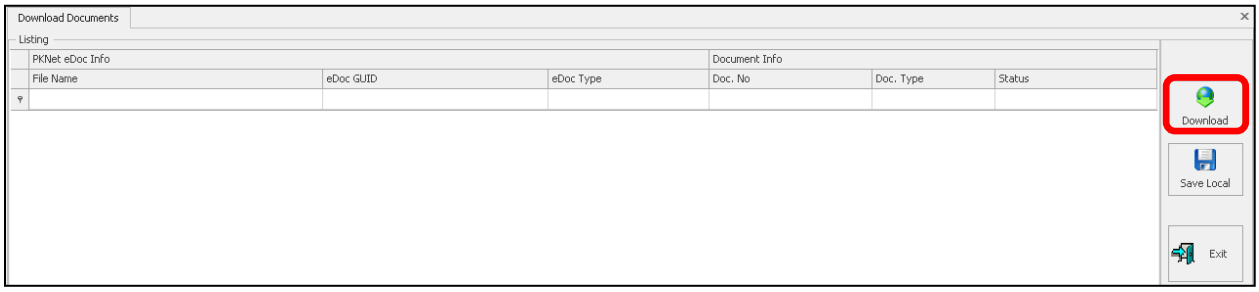


Figure 37

iii. Documents will be generated. Click on **Save Local** button to save the data.

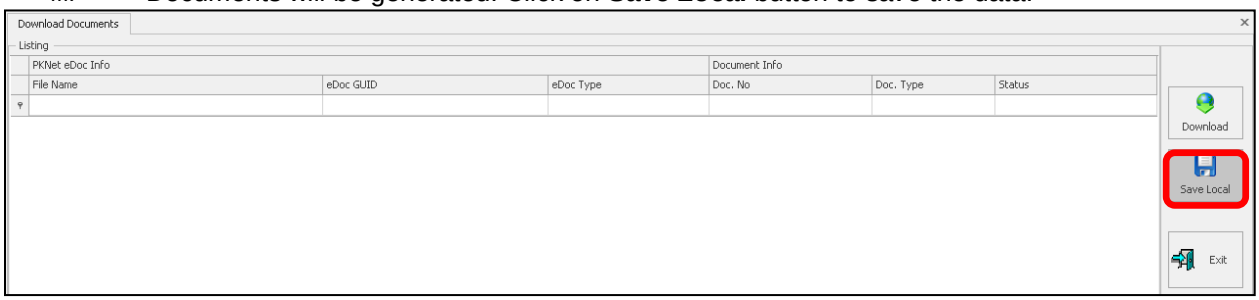


Figure 38

iv. Once complete, Successful message will be displayed.

2.2. ROT Confirmation

2.2.1 Confirm ROT

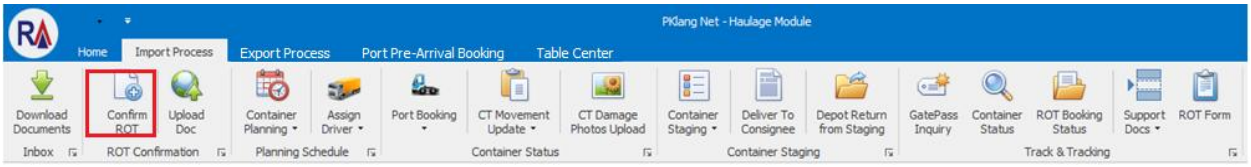


Figure 39

i. Click on **Confirm ROT** tab.

ii. The screen will be displayed as below. Select a **Job No.** and click on **View** button to view Job details.

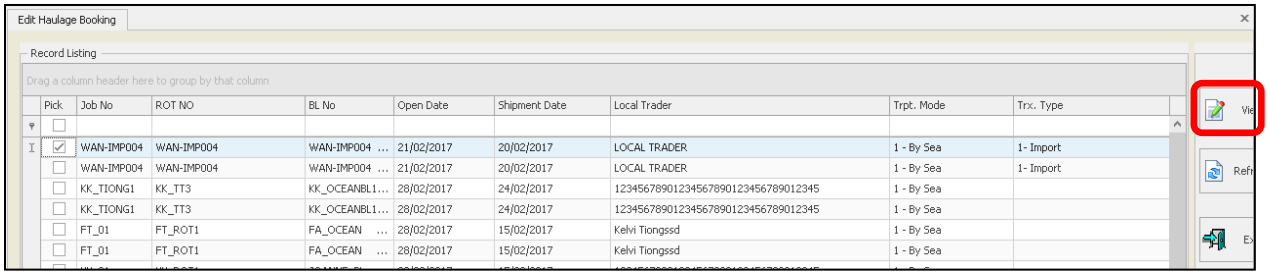


Figure 40

iii. Job details will be displayed as below. Click on **Approve/Reject** button to update ROT.

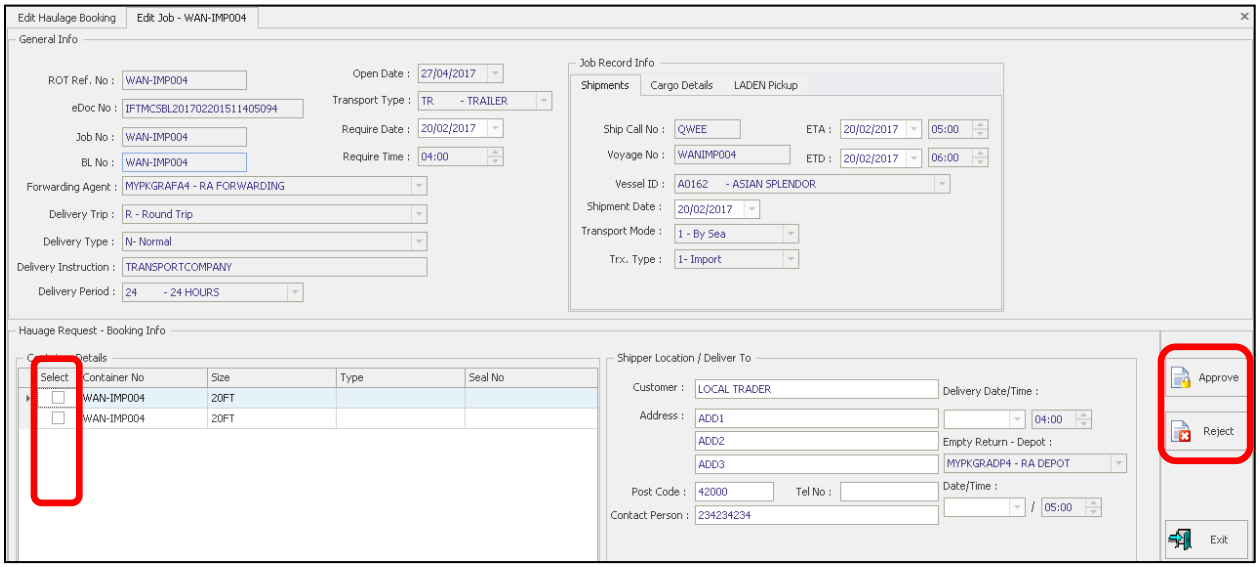


Figure 41

iv. Update ROT page will popup. Fill up necessary field and click on **Save** button to Update ROT.

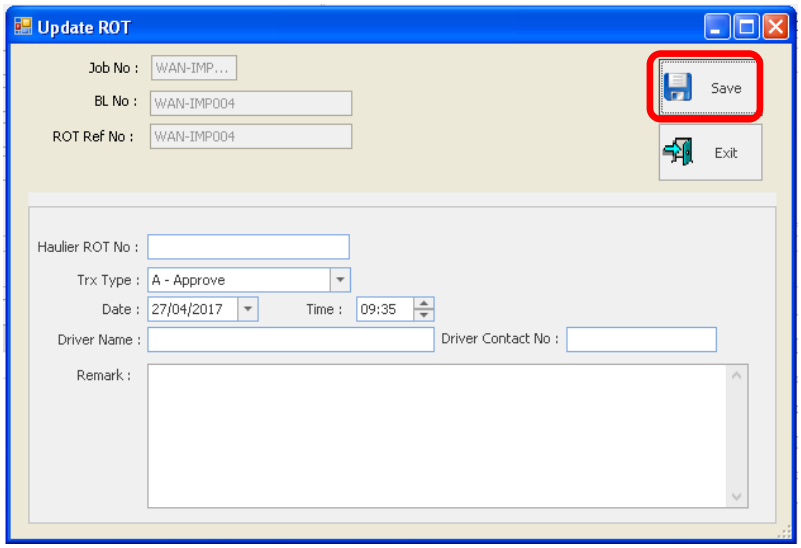


Figure 42

v. Successful message will be displayed.

2.2.2 Upload Doc

Figure 43

i. Click on **Upload Doc** tab.

ii. The screen will be displayed as below. Select a **Job No in Upload Haulage listing** and click on **Select** button to add **Job No.** to the selected list.

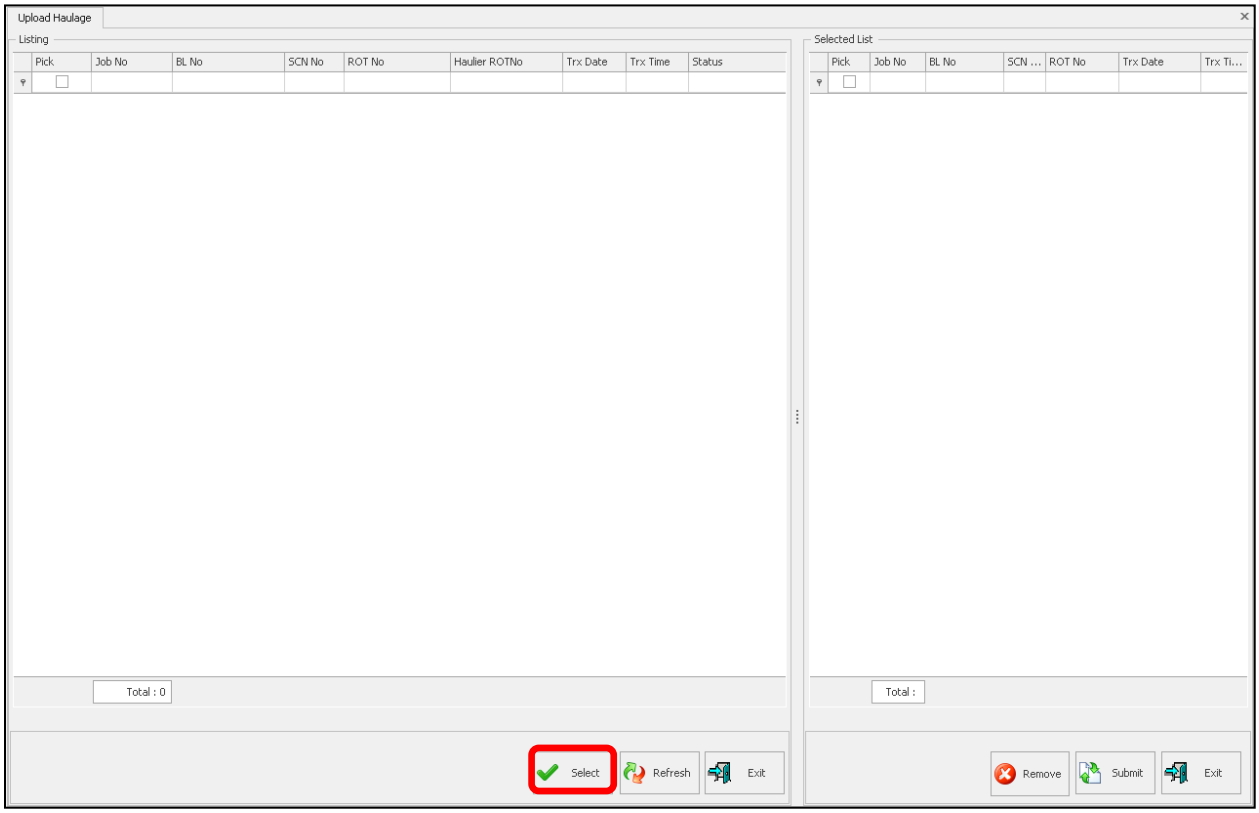


Figure 44

iii. After record been selected, click on **Submit** button to submit the job records.

iv. Successful message will be displayed.

2.3. Planning Schedule

2.3.1 Container Planning

2.3.1.1 MT Collect Planning

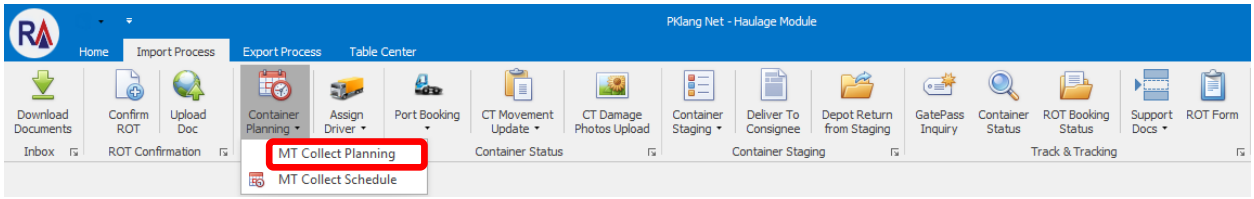


Figure 45

i. Go to **Container Planning > MT Collect Planning** to view MT details.

ii. The screen will be displayed as below. Select a record in the **Record Listing** and click on **View** button to view MT details.

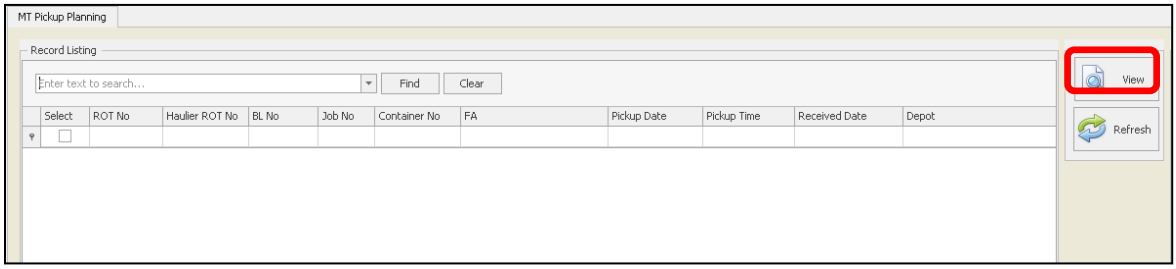
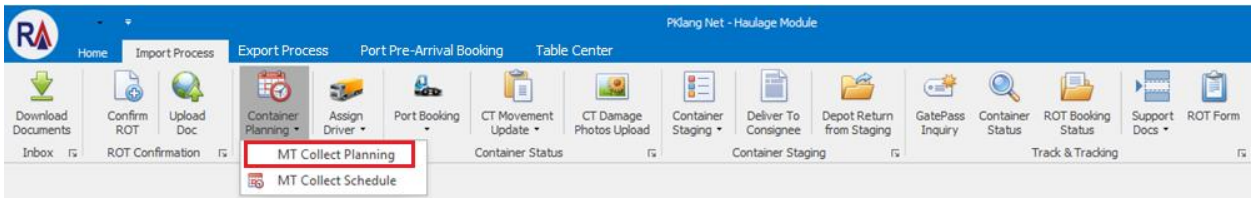


Figure 46

2.3.1.2 MT Collect Schedule



i. Go to **Container Planning > MT Collect Planning** to view MT details.

ii. The page will be displayed as below. Select a **ROT No.** and click on View button to view record details.

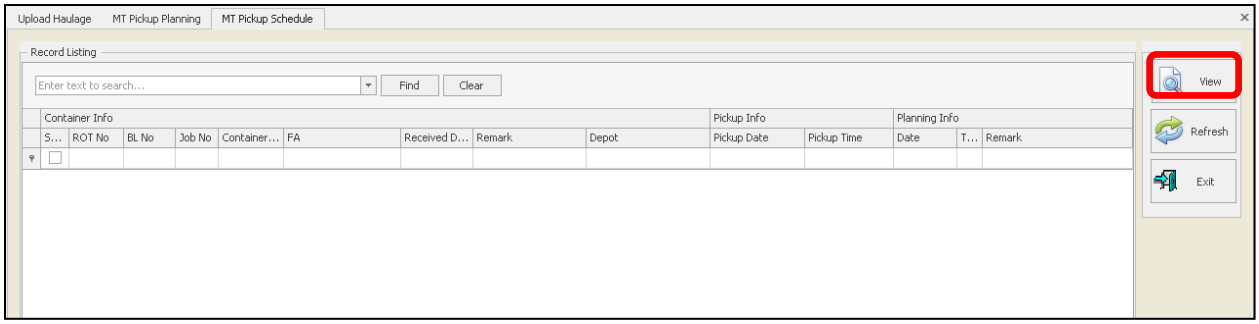


Figure 47

2.3.2 Assign Driver

2.3.2.1 Assign Driver Entries

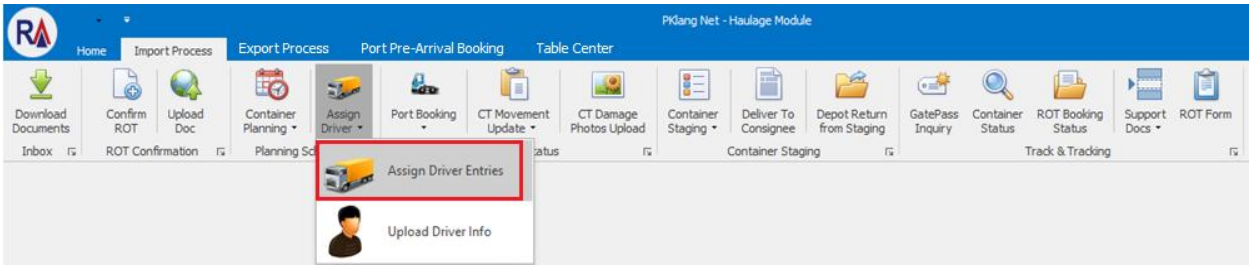


Figure 48

i. Go to **Assign Driver > Assign Driver Entries** to view driver details.

ii. The screen will be displayed as below.

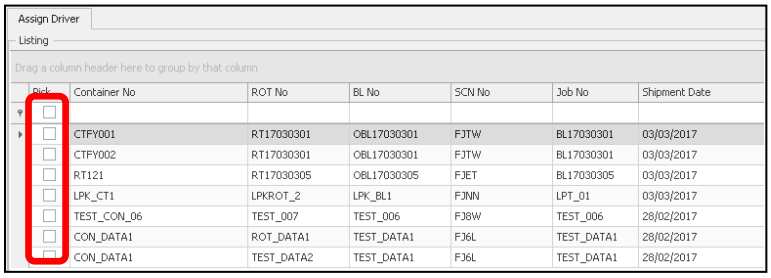


Figure 49

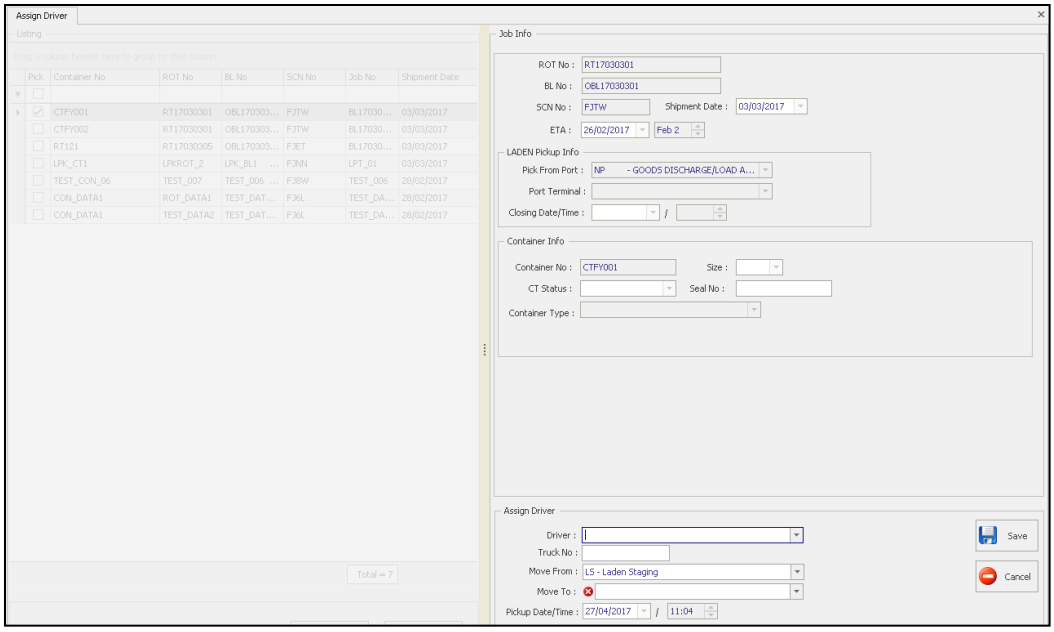


Figure 50

iii. Select **a record in the listing** to view Job Info at Job Info section. Fill up necessary field and click **Save** button to save the records.

2.3.2.2 Upload Driver Info

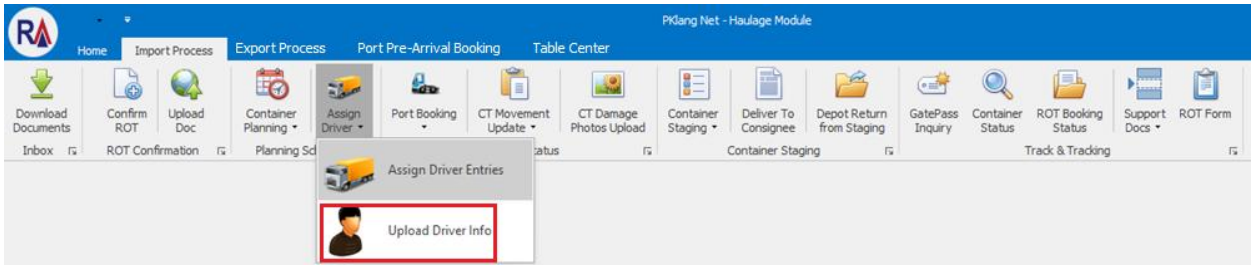


Figure 51

i. Go to **Assign Driver > Upload Driver Info** to view driver details.

ii. The page will be displayed as below. Select a **record in Record Listing** and click on **Select** button to add the records to the Selected Listing.

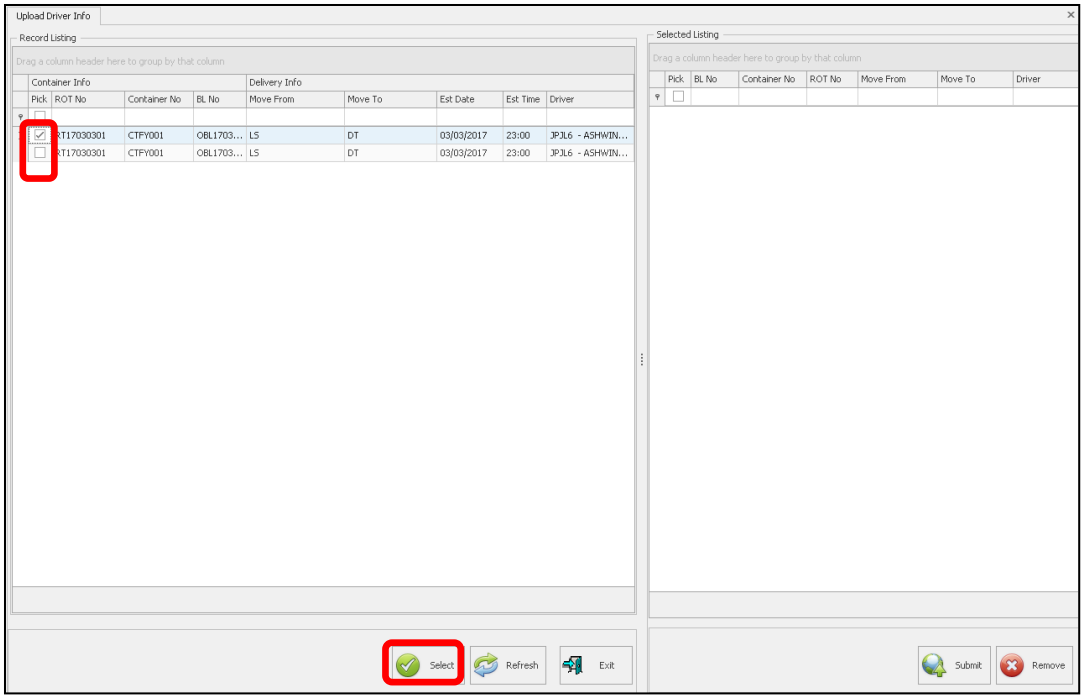


Figure 52

iii. Click on **Submit** button to submit driver info.

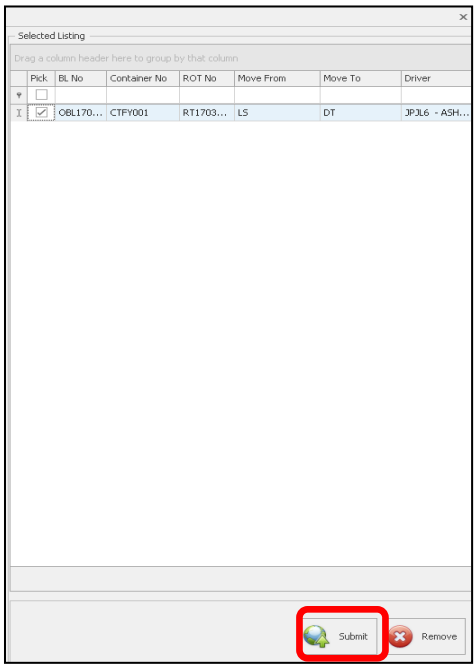


Figure 53

2.4. Container Status

2.4.1 Port Booking

2.4.1.1 Port Booking Entries

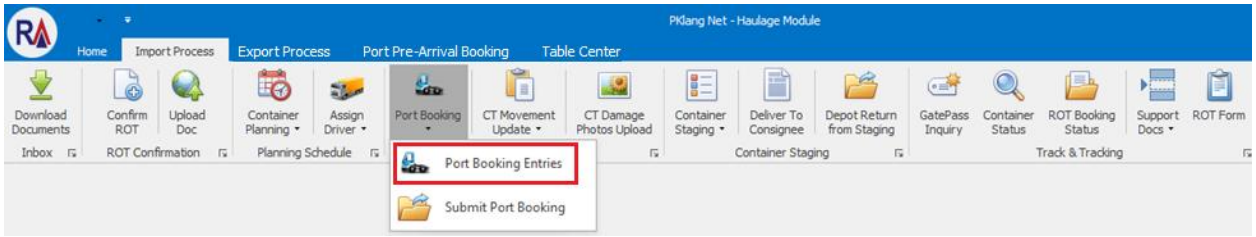


Figure 54

i. Go to **Port Booking > Port Booking Entries** to view container details.

ii. The screen will be displayed as below.

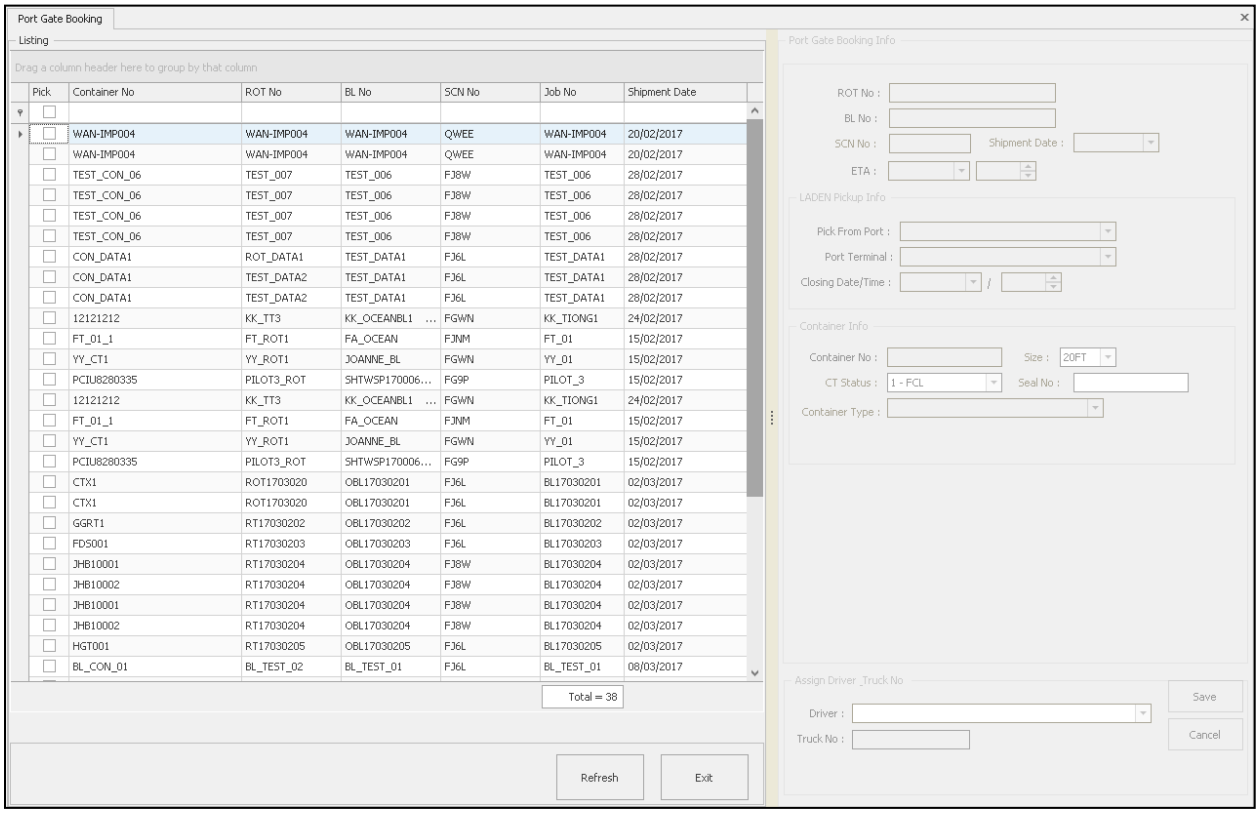


Figure 55

iii. Select a **record in the listing** to view Booking Info at Port Gate Booking Info section. Fill in all mandatory fields and click **Save** button to save information.

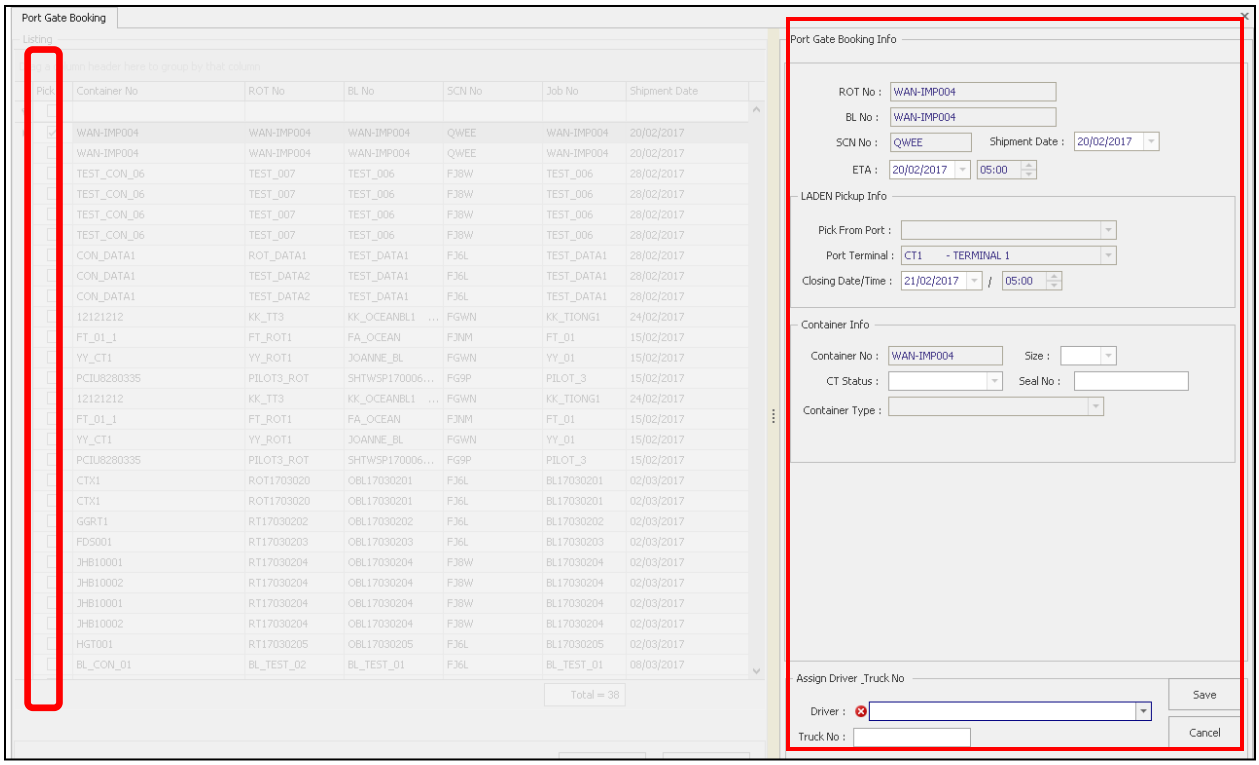


Figure 56

iv. Successful message will be displayed.

2.4.1.2 Port Booking Submit

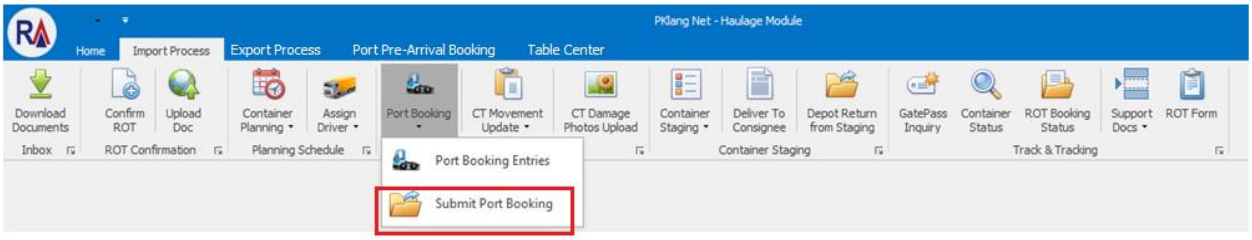


Figure 57

i. Go to **Port Booking > Submit Port Booking** to view container details.

ii. Submitted Port Booking screen will be displayed as below.

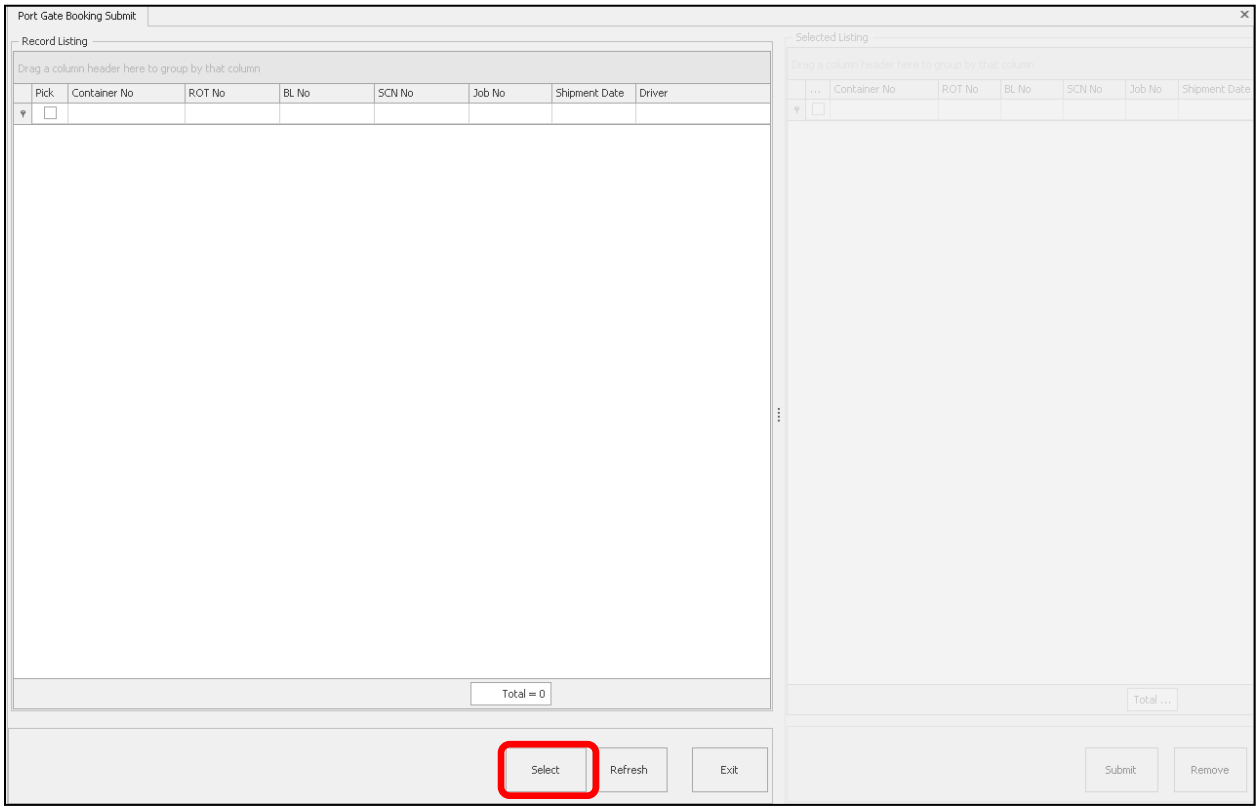


Figure 58

iii. Select Container No.by tick on the checkbox and click on **Select** button to add Container No. to the Selected Listing.

iv. Tick record to be submitted at selected listing, then click **Submit** button to submit record.

2.4.2 CT Movement Update

2.4.2.1 Pickup from Port

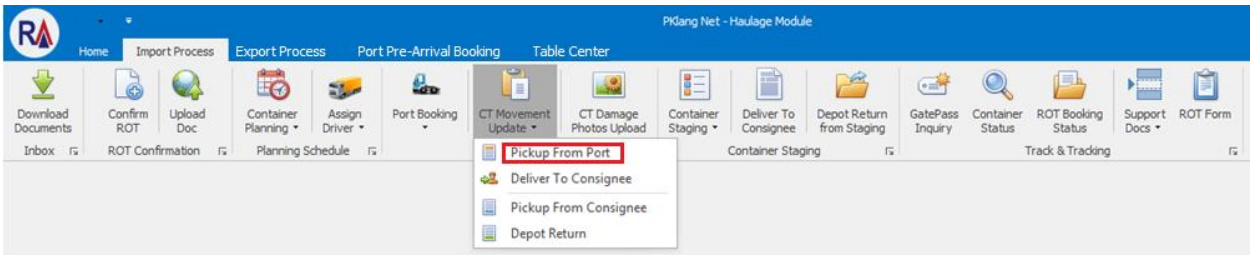


Figure 59

i. Go to **CT Movement Update > Pickup From Port** to view container details.

ii. The screen will be displayed as below. Select a **Container No.** and click **Add** button to add container details to CT Status section.

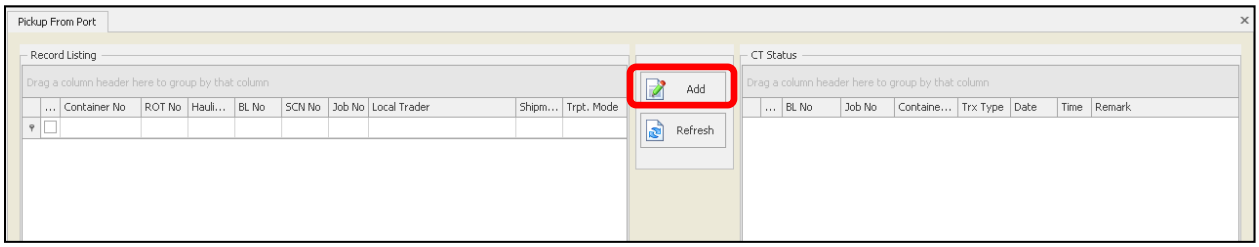


Figure 60

iii. Click on **Submit** button to submit container status.

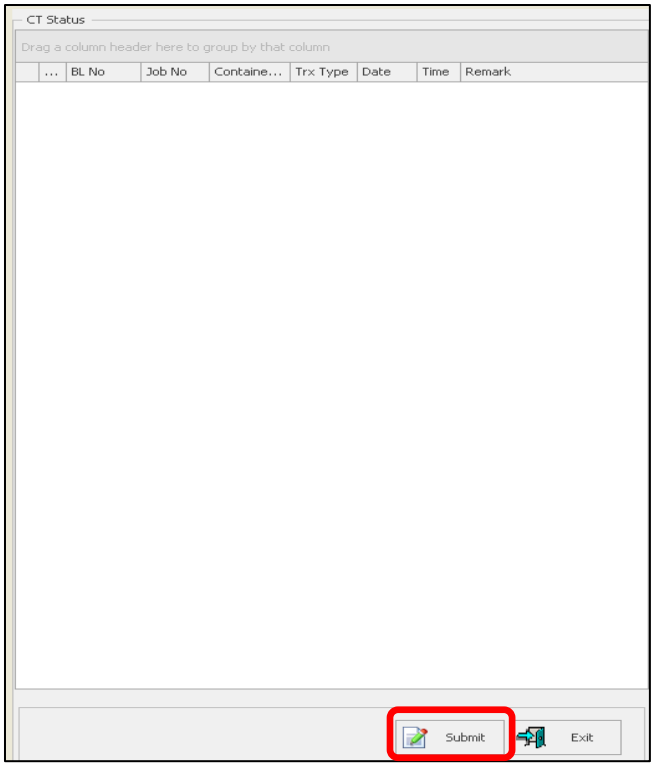


Figure 61

iv. Successful message will be displayed.

2.4.2.2 Deliver to Consignee

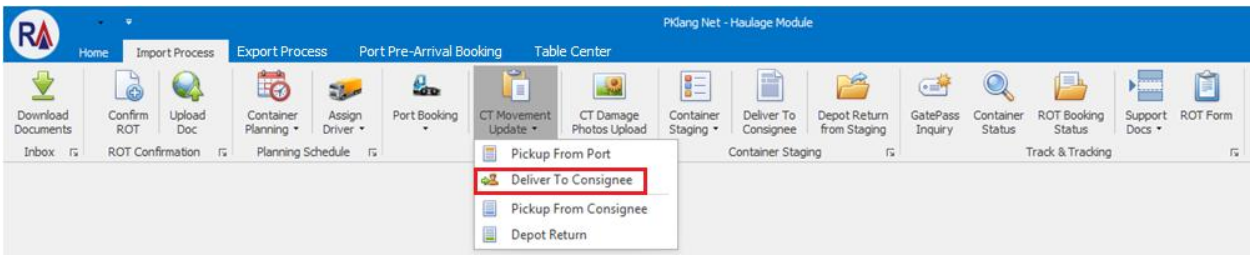


Figure 62

i. Go to **CT Movement > Delivered To Consignee** to view container details.

ii. The screen will be displayed as below. Select **a record in Record Listing**, click on **Add** button to add Container No. to update Container Status.

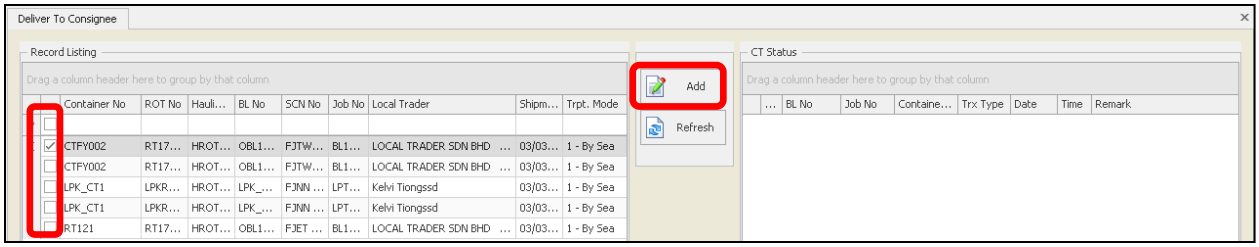


Figure 63

iii. Update Container Status popup will be displayed. Fill up necessary information and Click **Save** button to update the records.

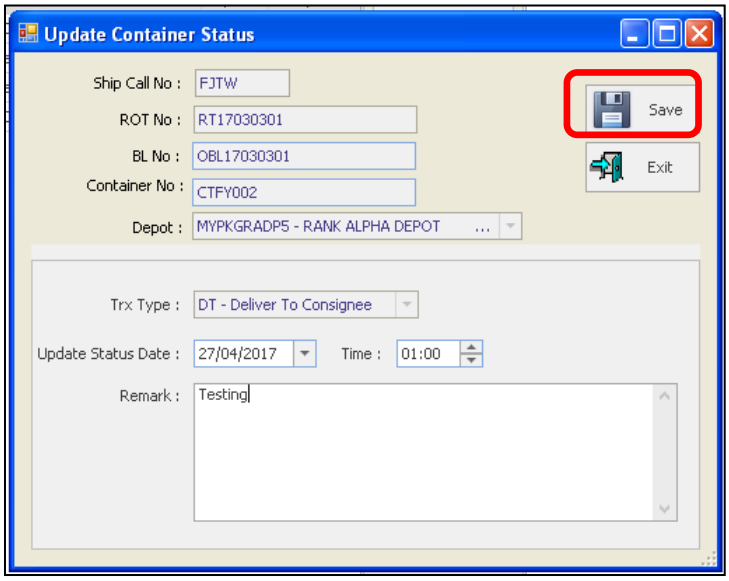


Figure 64

iv. Select a **record** and click on **Submit** button to submit container status.

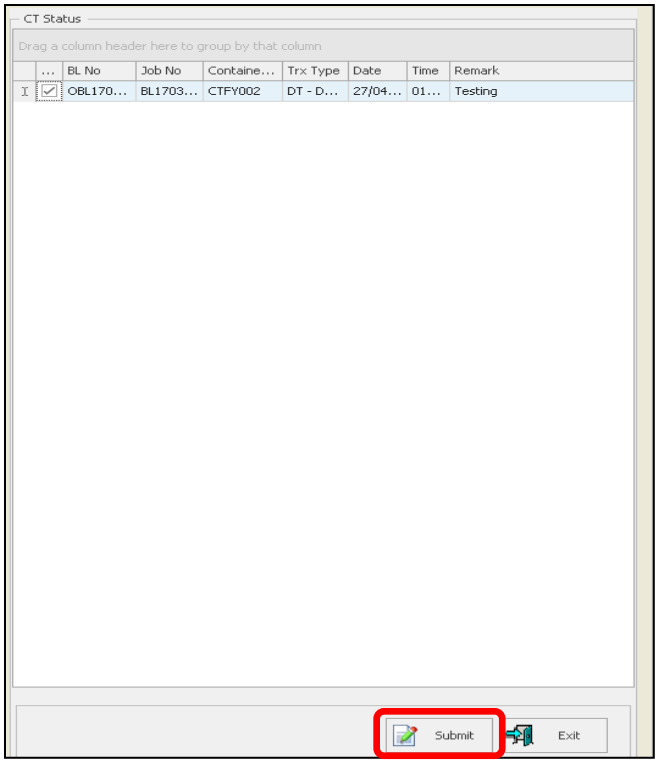


Figure 65

v. Successful message will be displayed.

2.4.2.3 Pickup from Consignee

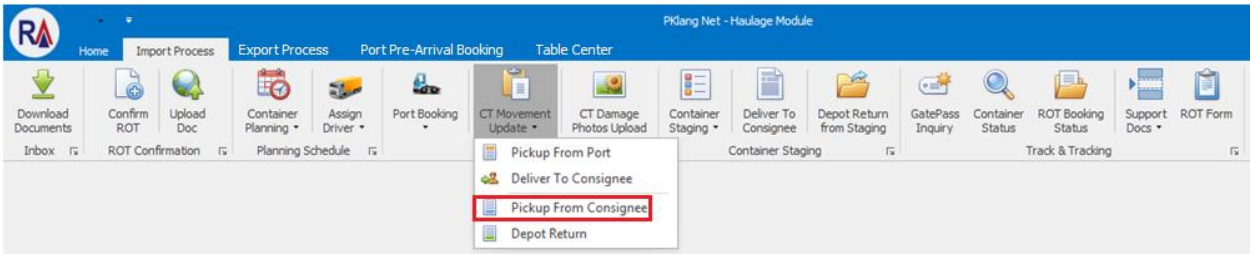
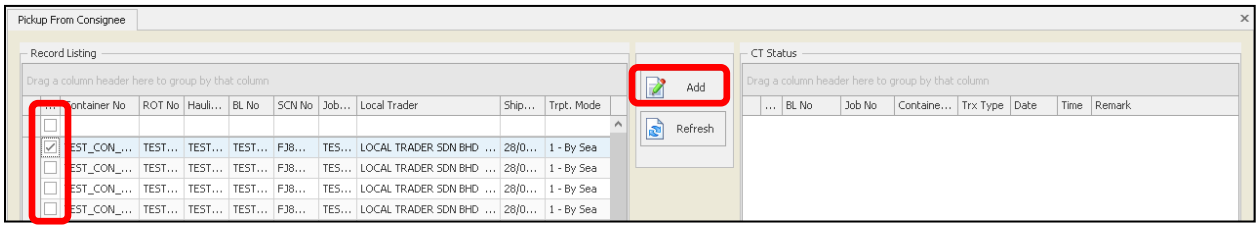


Figure 66

i. Go to **CT Movement Update > Pickup From Consignee** to view container details.

ii. The screen will be displayed as below. Click on **Add** button to update container status.



iii. Update Container Status popup will be displayed. Fill up necessary information and Click **Save** button to update the records.

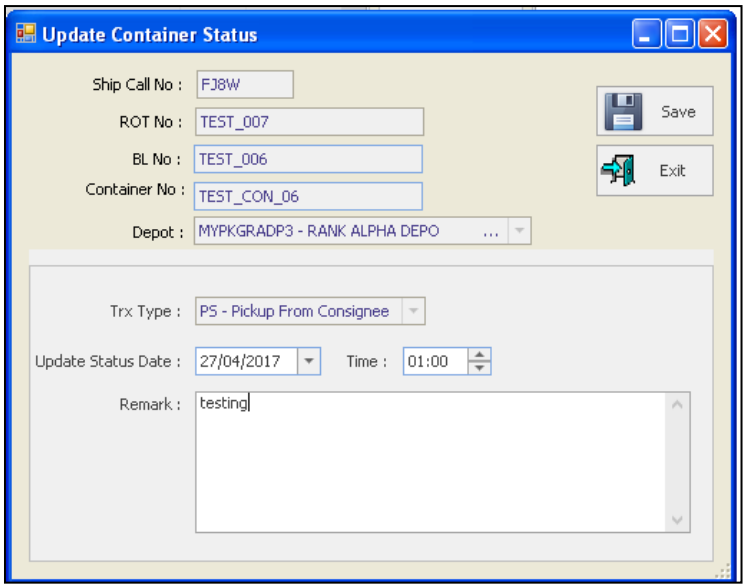
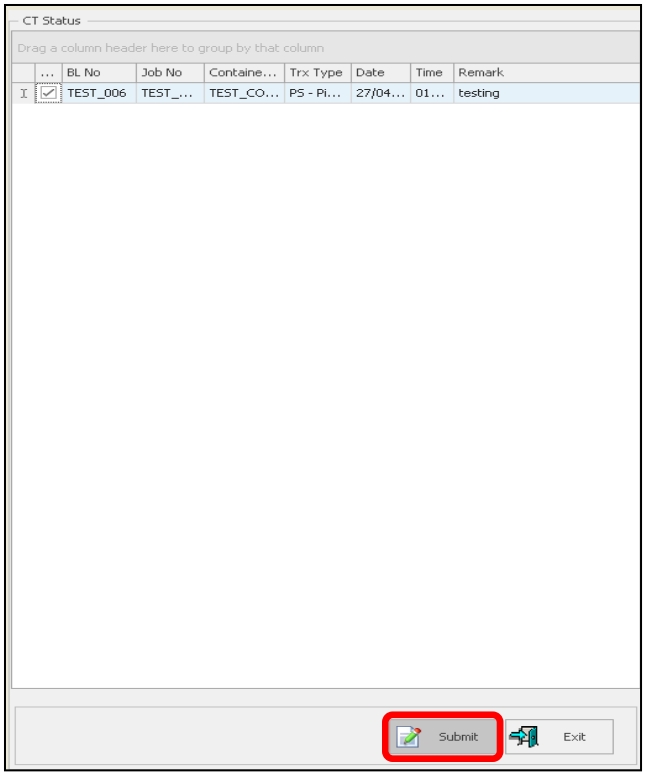


Figure 67

iv. Select **record** and click on **Submit** button to submit CT status.



v. Successfully message will be displayed.

2.4.2.4 Depot Return

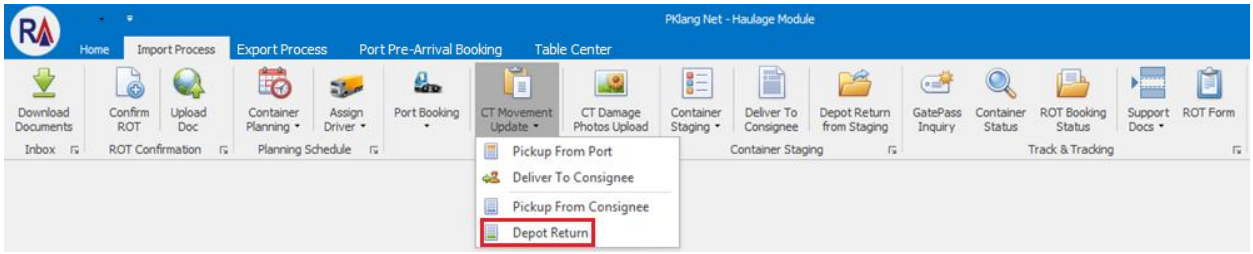
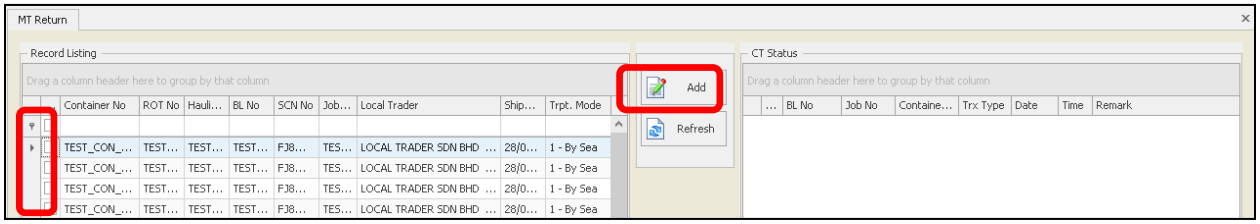


Figure 68

i. Go to **CT Movement Update > Depot Return**

ii. The screen will be displayed as below. Select **Container No.** and click on **Add** to update container status.



iii. Update Container Status popup will be displayed. Fill up necessary information and Click **Save** button to update the records.

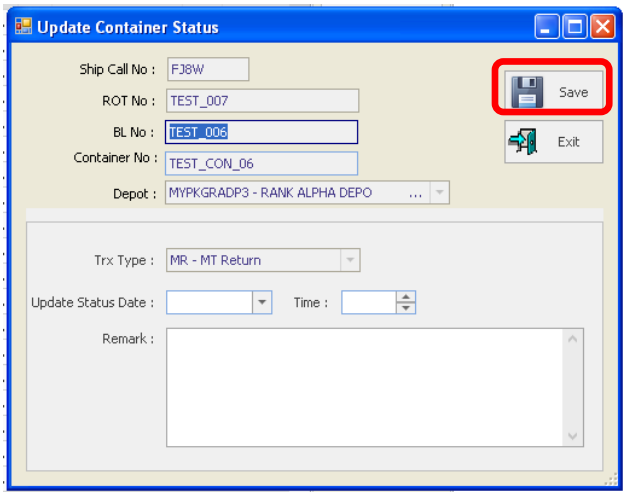


Figure 69

iv. Successfully message will be displayed.

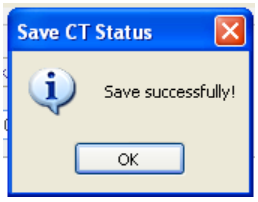


Figure 70

2.4.3 CT Damages Photos Upload

Figure 71

i. Click on **CT Damage Photo Upload** tab.

ii. The screen will be displayed as below. Select **a record in Container Listing** to view container detail in General Info, Shipment and Container Info section.

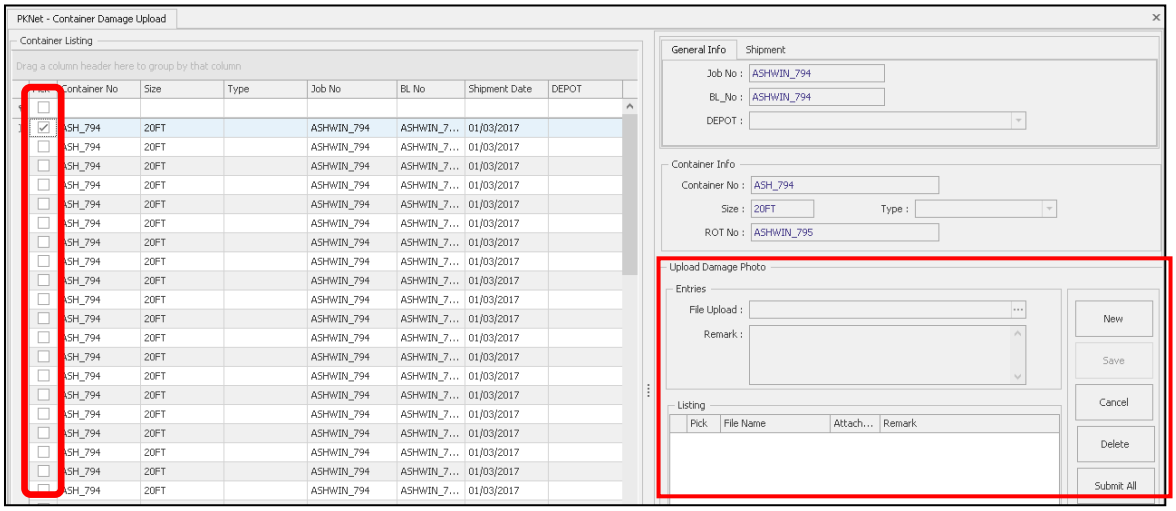


Figure 72

iii. Click on **New** button in Upload Damaged Photo section to add new entries. Fill up necessary field and click on **Save** button to save the entries.

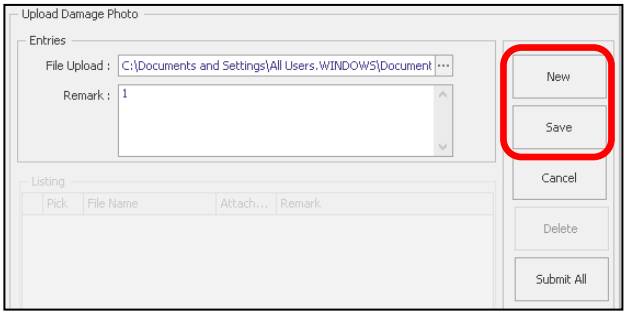


Figure 73

iv. Successful message will be displayed.

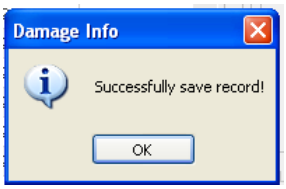


Figure 74

v. Click on **New** button to continue add new photo entries or delete added photo by click on **Delete** button. Click on **Submit All** button to submit the entries.

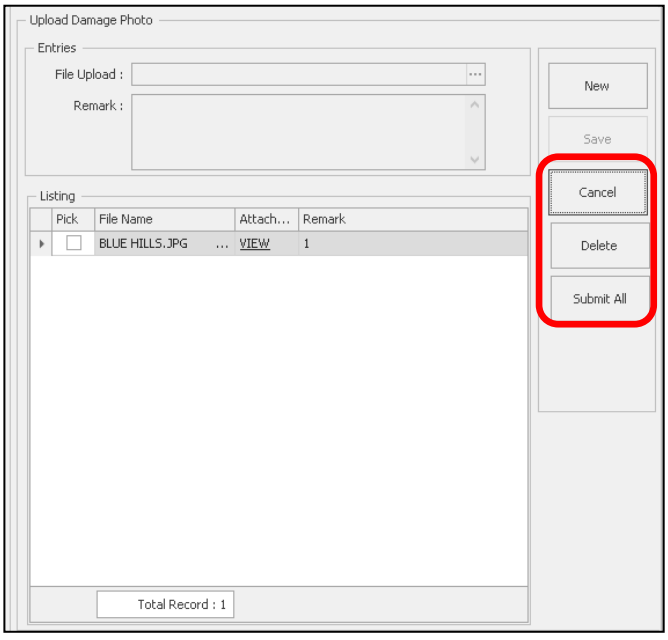


Figure 75

vi. Successful message will be displayed.

2.5 Container Staging

2.5.1 Container Staging

2.5.1.1 MT Staging

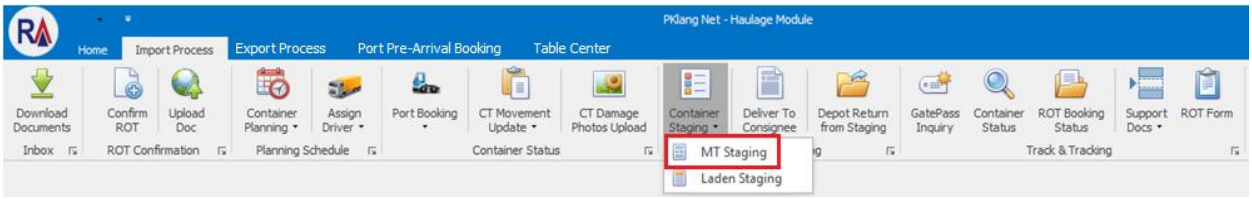


Figure 76

i. Go to **Container Staging > MT Staging** to view container details.

ii. The screen will be displayed as below. Select a **Container No.** and click **Add** button to add container details to update container status.

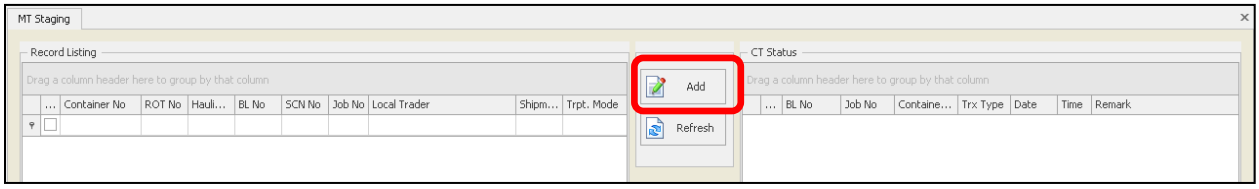


Figure 77

iii. Click on **Submit** button to submit container status.

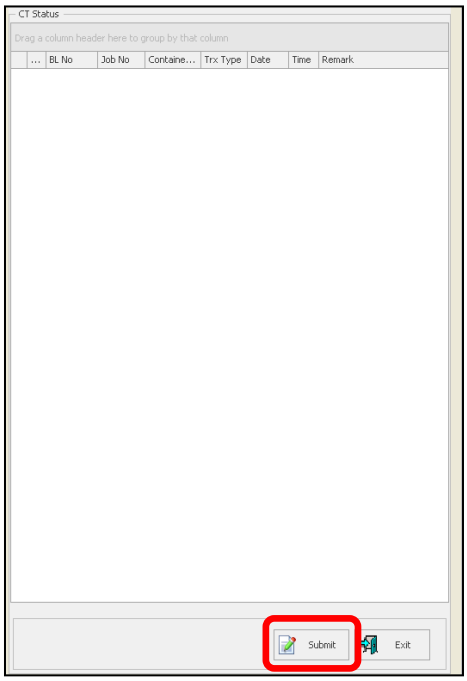


Figure 78

iv. Successful message will be displayed.

2.5.1.2 Laden Staging

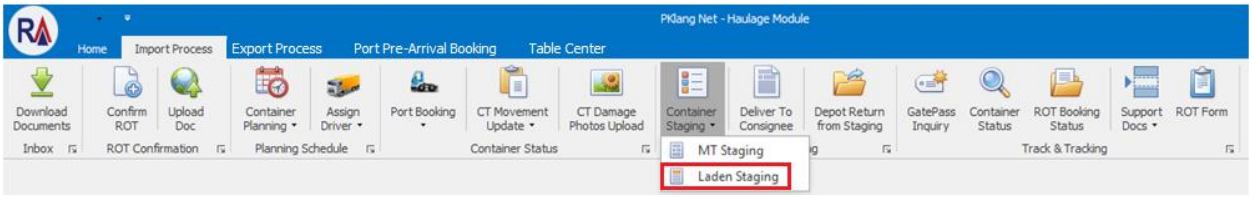


Figure 79

i. Go to **Container Staging > Laden Staging** to view container details.

ii. The screen will be displayed as below. Select **Container No.** and click on **Select** button to add Container No. to the CT Status section.

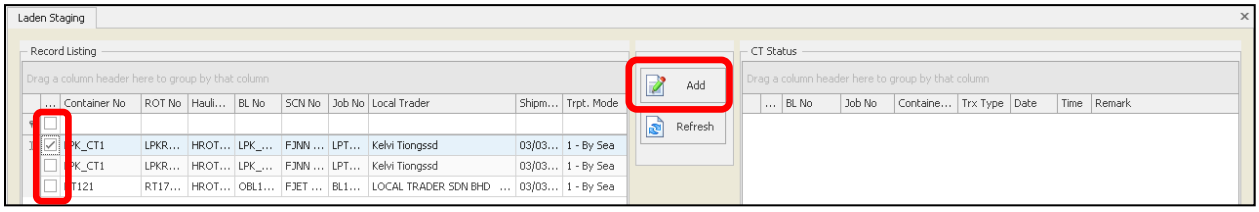


Figure 80

iii. Update Container Status popup will be displayed. Fill up necessary information and Click **Save** button to update the records.

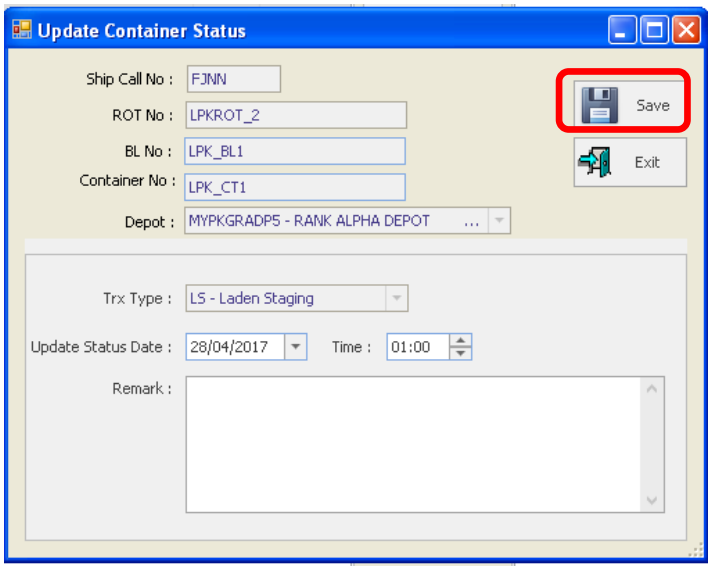


Figure 81

iv. Successful message will be displayed.

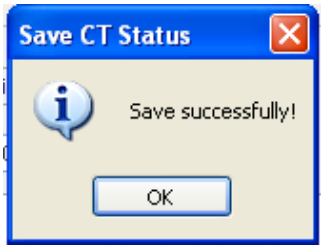


Figure 82

v. Select **Container No.** and click on **Submit** button to submit container status.

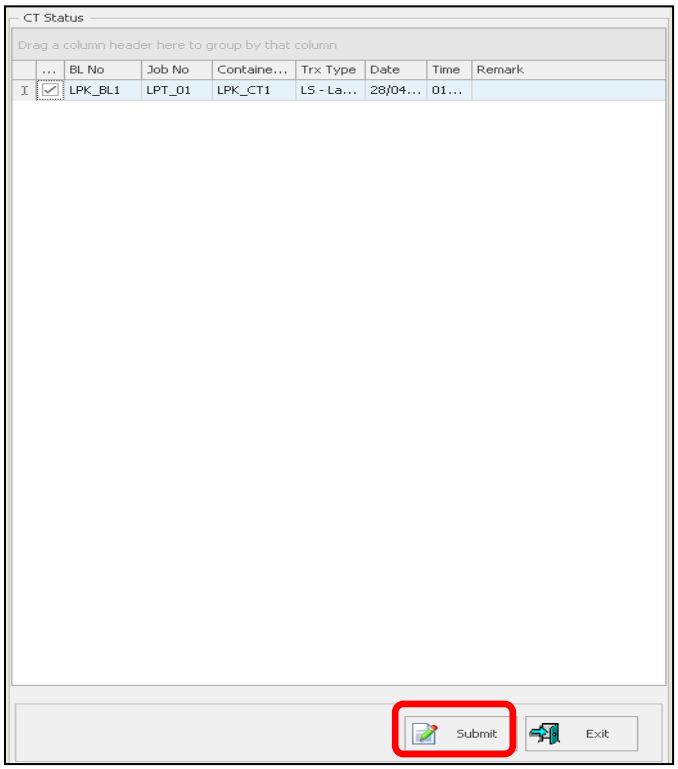


Figure 83

vi. Successful message will be displayed.

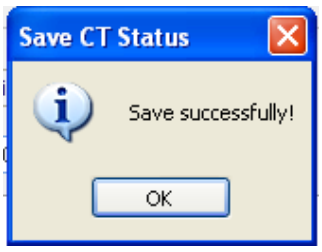


Figure 84

2.5.2 Deliver to Consignee

Figure 85

i. Click on **Deliver To Consignee** tab.

ii. The screen will be displayed as below. Select **Container No.** and click on **Add** button to add Container No. to the Selected Listing. *no record

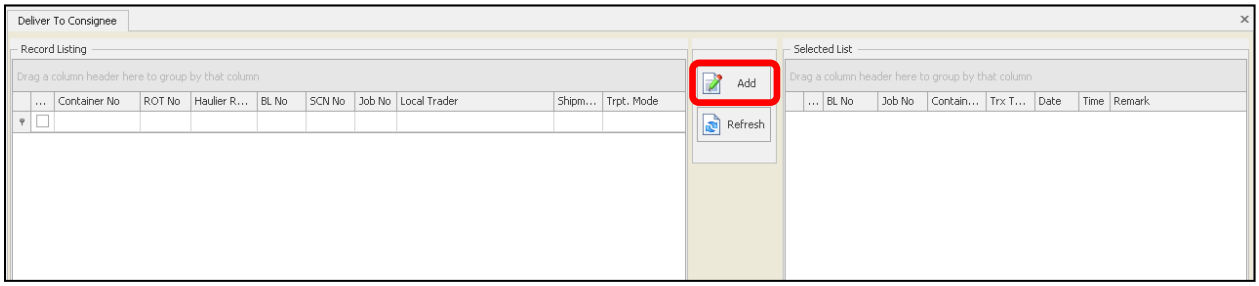


Figure 86

iii. Update Container Status popup will be displayed. Fill up necessary information and Click **Save** button to update the records.

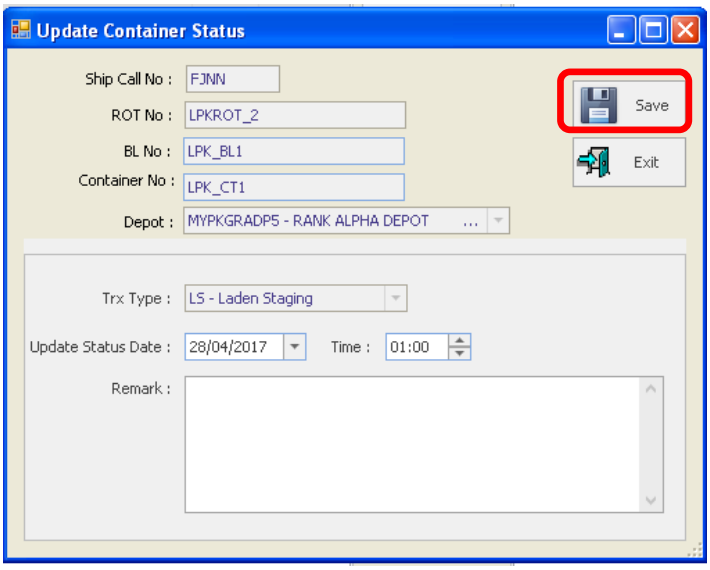


Figure 87

iv. Successful message will be displayed.

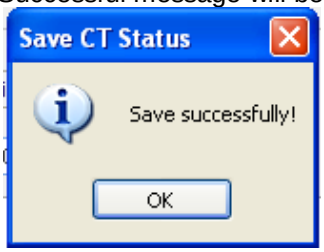


Figure 88

v. Select **Container No.** and click on **Submit** button to submit container status.

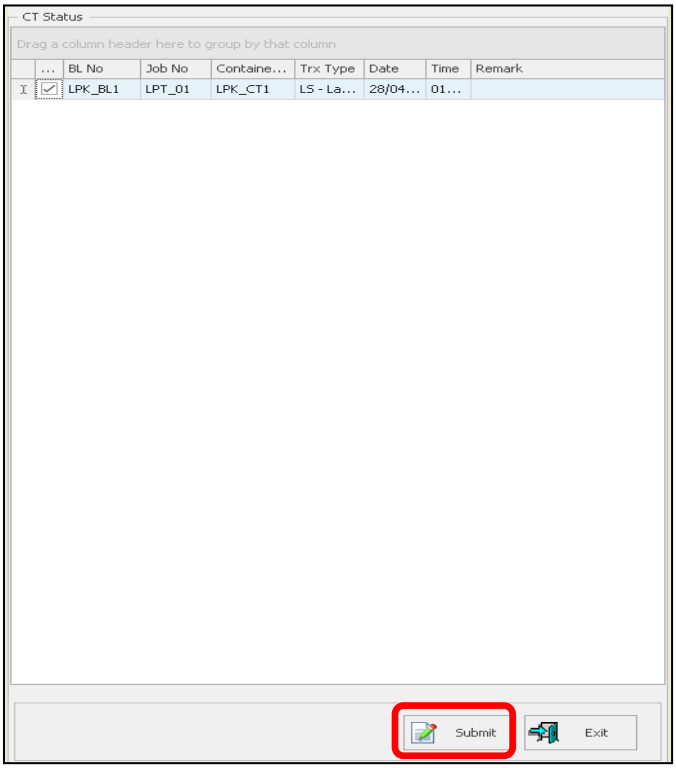


Figure 89

vi. Successful message will be displayed.

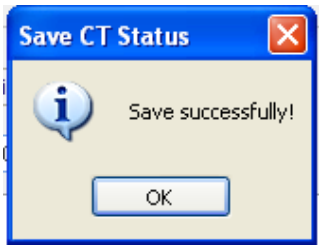


Figure 90

2.5.3 Depot Return from Staging

Figure 91

i. Click on **Depot Return from Staging** tab.

ii. The screen will be displayed as below. Select **Container No.** and click on **Add** button to add Container No. to the Selected Listing.

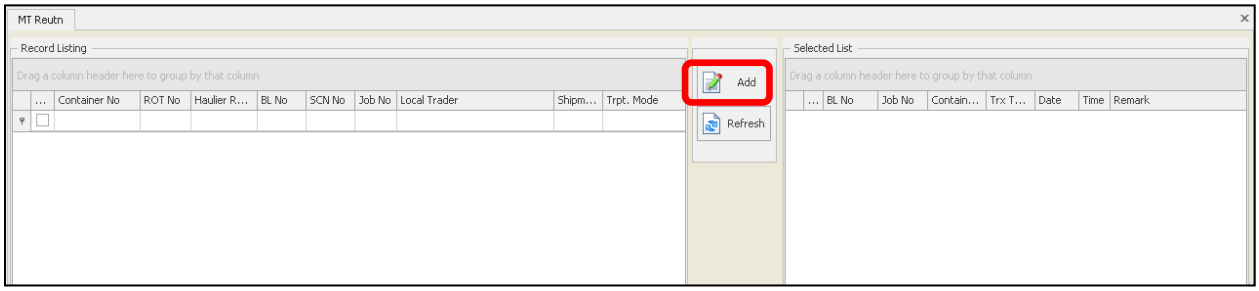


Figure 92

iii. Update Container Status popup will be displayed. Fill up necessary information and Click **Save** button to update the records.

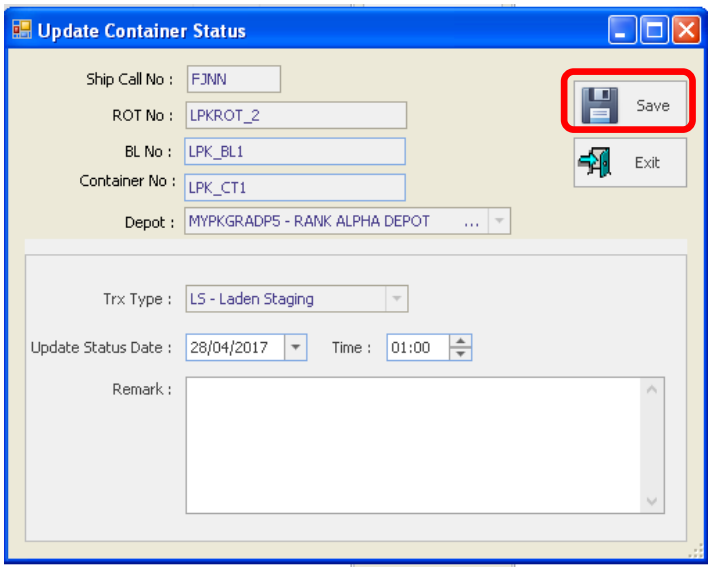


Figure 93

iv. Successful message will be displayed.

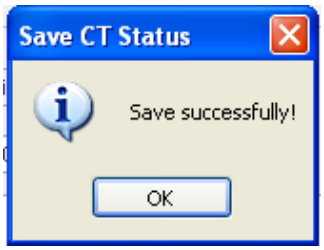


Figure 94

v. Select **Container No.** and click on **Submit** button to submit container status.

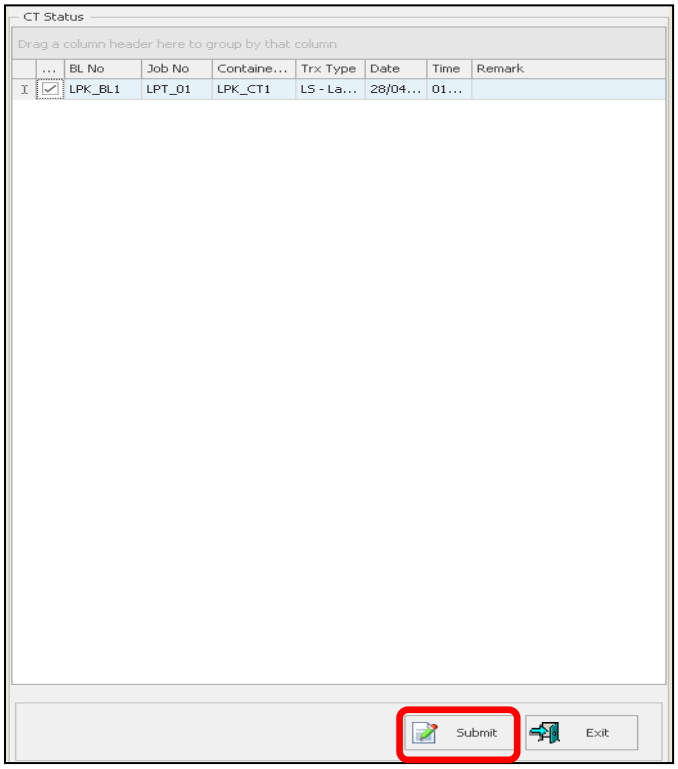


Figure 95

vi. Successful message will be displayed.

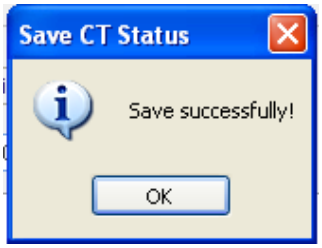


Figure 96

2.6 Track & Tracking

2.6.1 Gatepass Inquiry

i. Click on **GatePass Inquiry** tab.

ii. GatePass Inquiry Listing will display as below

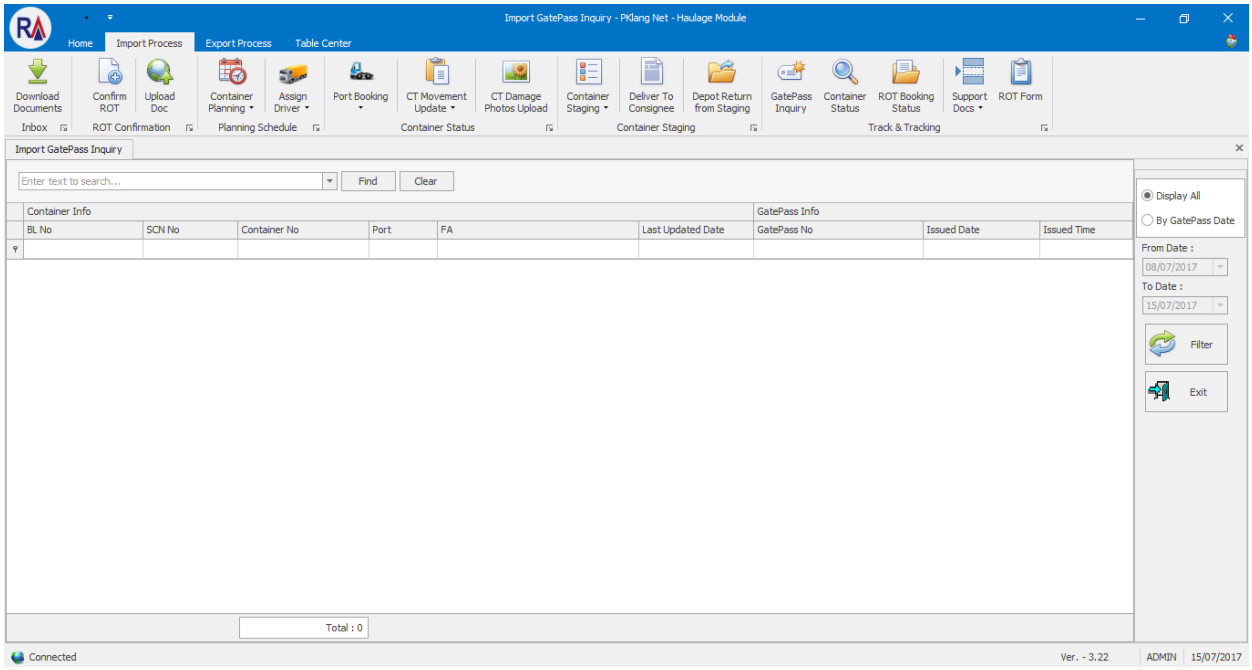


Figure 97

2.6.2 Container Status

Figure 98

i. Click on **Container Status** tab.

ii. The screen will be displayed as below. Select **a record in Request of Booking List** to view container status at Container Status section.

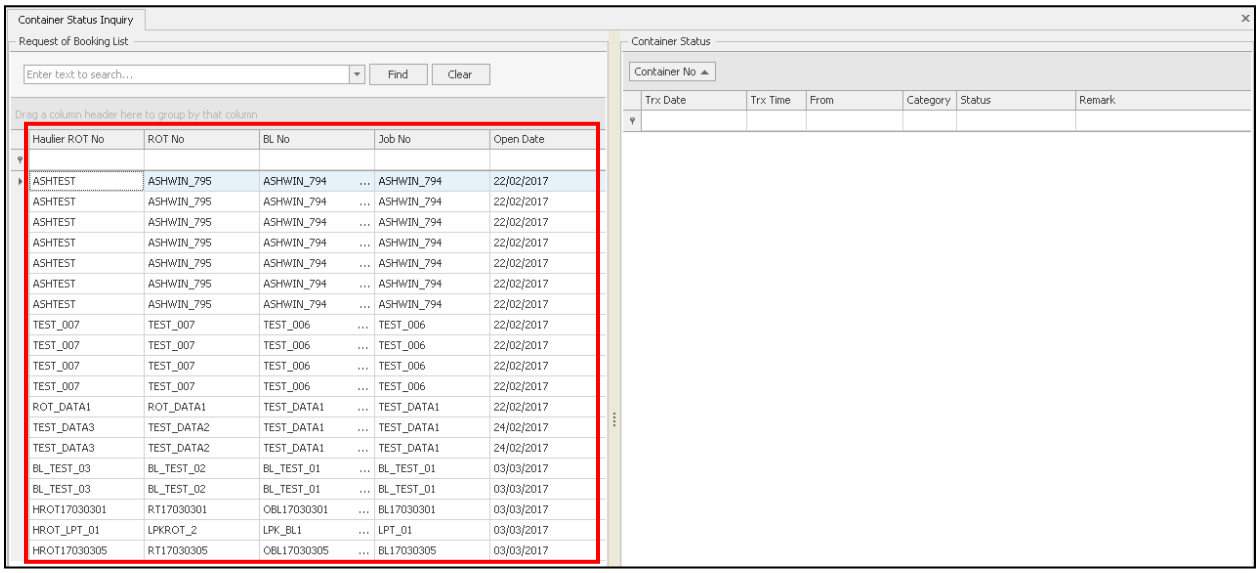


Figure 99

iii. Container status details will be displayed as below.

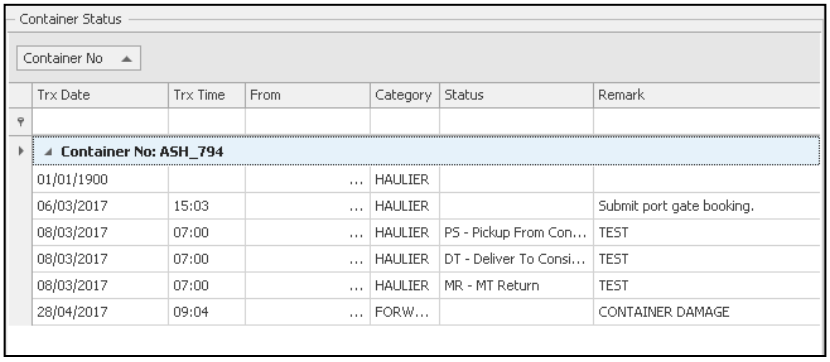


Figure 100

2.6.3 ROT Booking Status

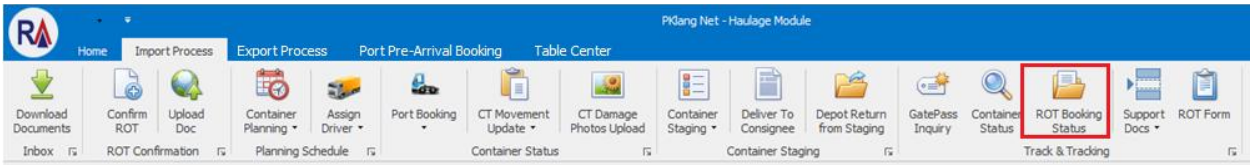
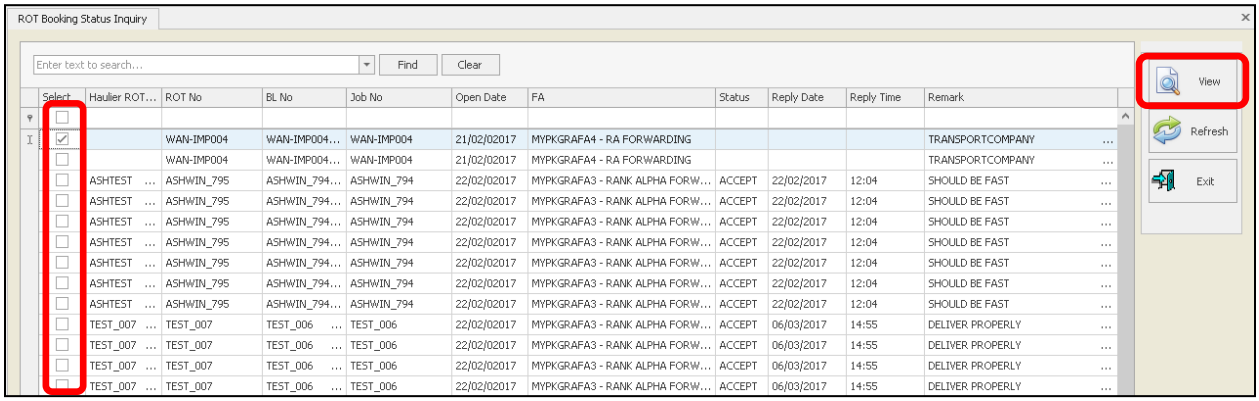


Figure 101

i. Click on **ROT Booking Status** tab.

ii. The screen will be displayed as below. Select a **record in ROT Booking Status Inquiry** and click on **View** button to view Job details.



Select	Haulier ROT...	ROT No	BL No	Job No	Open Date	FA	Status	Reply Date	Reply Time	Remark
☑		WAN-IMP004	WAN-IMP004...	WAN-IMP004	21/02/02017	MYPKGRAFA4 - RA FORWARDING				TRANSPORTCOMPANY
☐		WAN-IMP004	WAN-IMP004...	WAN-IMP004	21/02/02017	MYPKGRAFA4 - RA FORWARDING				TRANSPORTCOMPANY
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	ASHTEST	ASHWIN_795	ASHWIN_794...	ASHWIN_794	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	22/02/2017	12:04	SHOULD BE FAST
☐	TEST_007	TEST_007	TEST_006	TEST_006	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	06/03/2017	14:55	DELIVER PROPERLY
☐	TEST_007	TEST_007	TEST_006	TEST_006	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	06/03/2017	14:55	DELIVER PROPERLY
☐	TEST_007	TEST_007	TEST_006	TEST_006	22/02/02017	MYPKGRAFA3 - RANK ALPHA FORW...	ACCEPT	06/03/2017	14:55	DELIVER PROPERLY

Figure 102

2.6.4 Support Docs

2.6.4.1 K1 Paperless Chit

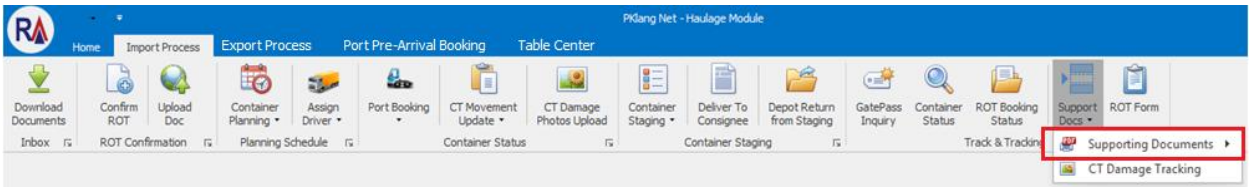
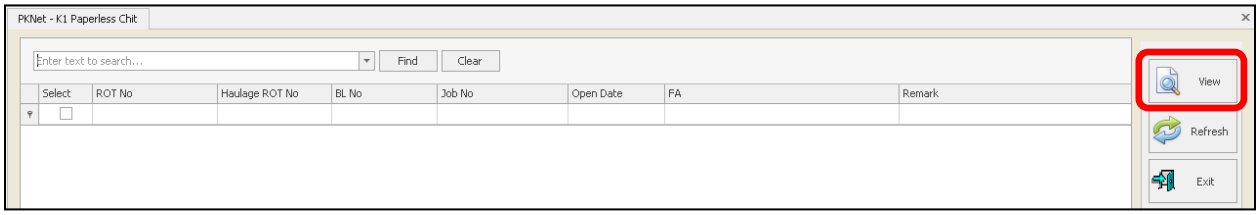


Figure 103

i. Go to **Support Docs > Supporting Documents > K1 Paperless Chit** to view container details.

ii. The page will be displayed as below. Select **a record in the PkNet – K1 Paperless Chit** and click on **View** button to view the records.



2.6.4.2 CT Damage Tracking

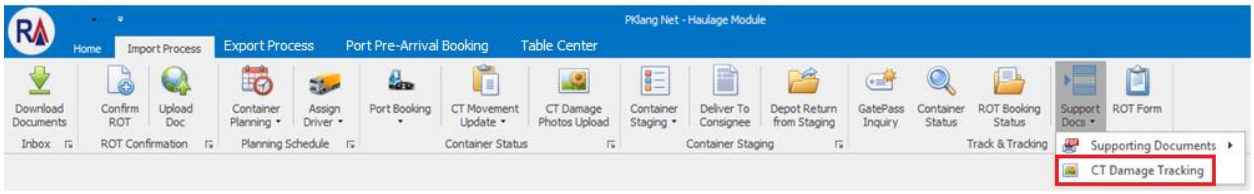


Figure 104

i. Go to **Support Docs > CT Damaged Tracking** to view container details.

ii. The page will be displayed as below. Select a record in the Container List to view Damage Info.

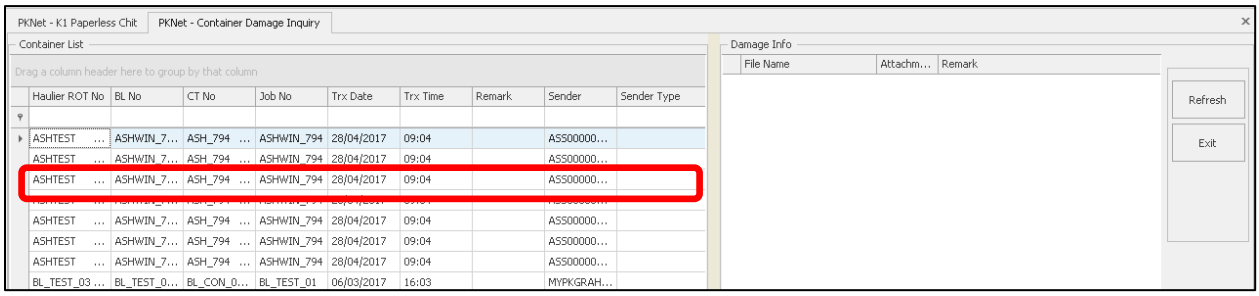


Figure 105

iii. Container status will be displayed at Damage Info section. Click on **View** button to open the attachment.

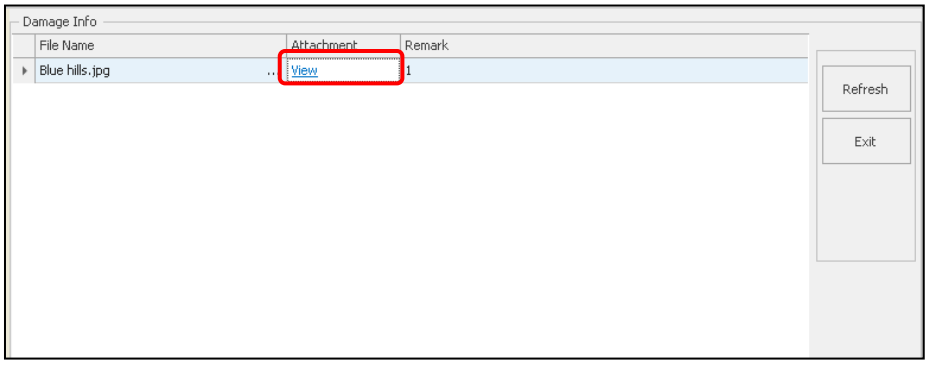


Figure 106

2.6.5 ROT Form

Figure 107

i. Click on **ROT Form** to prepare Request of Transport

ii. The screen will be displayed as below. Select a record in Import ROT Form and click on **Preview** button to view record details.

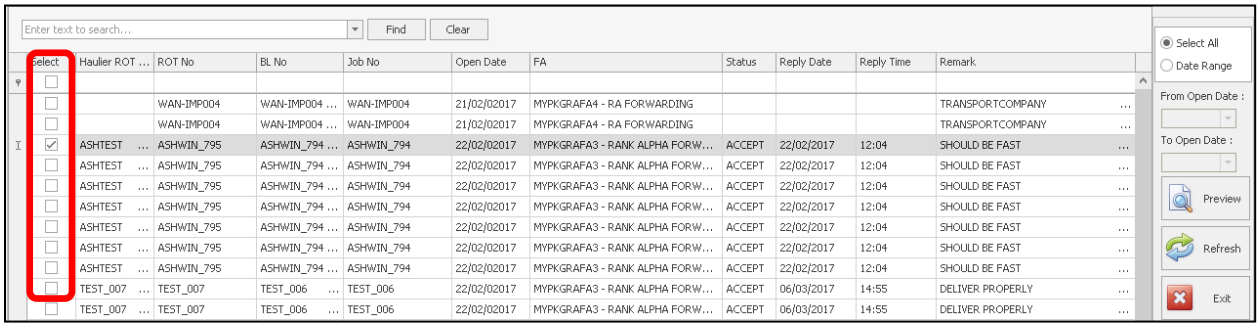


Figure 108

iii. Preview popup will be displayed as below.

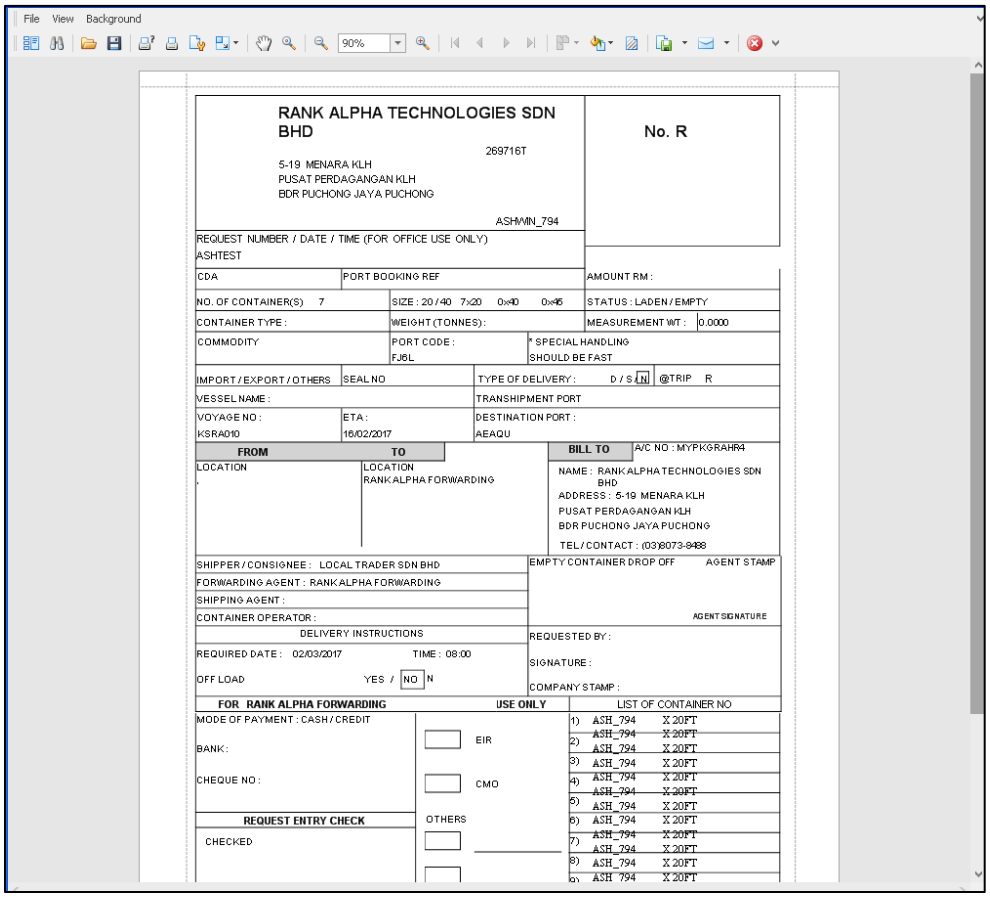


Figure 109

Chapter 3 Export Module

3 EXPORT MODULE

3.1 Inbox

3.1.1 Download Document

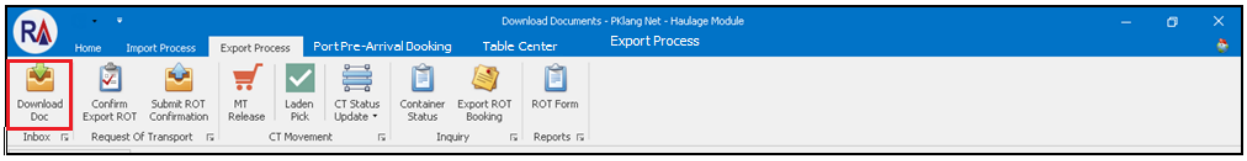


Figure 110

i. Click on **Download Doc** tab.

ii. The screen will be displayed as below. Click on **Download** button to get new document.

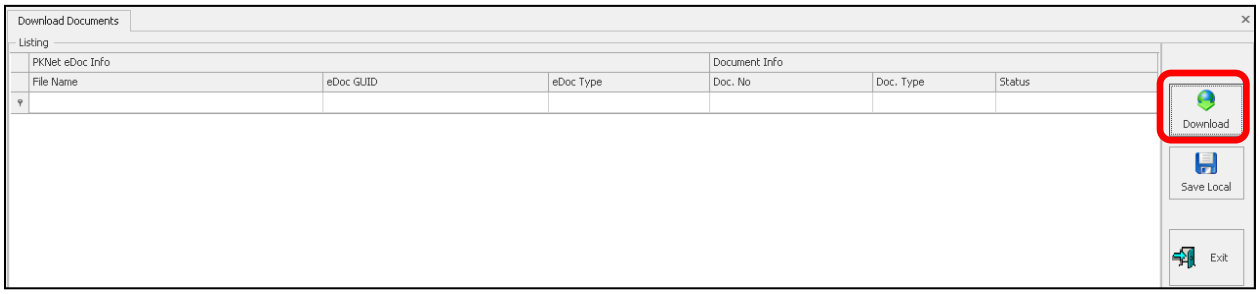


Figure 111

iii. Downloaded document will be generated. Select **Document** and click on **Save to Local** button to save the data.

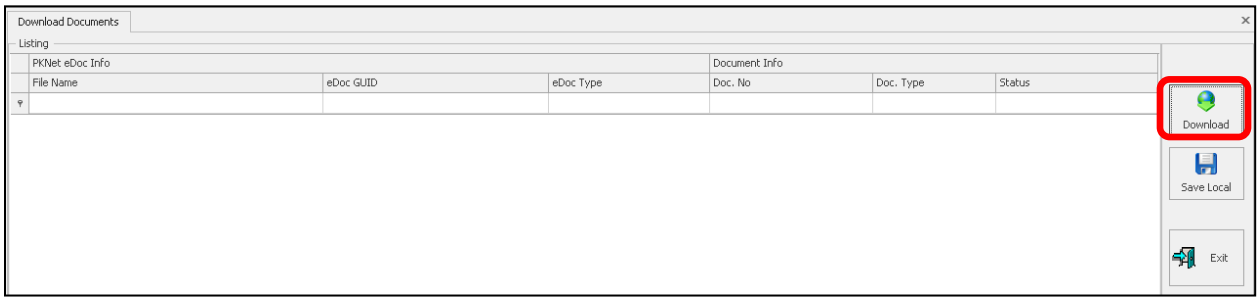


Figure 112

3.2 Request of Transport

3.2.1 Confirm Export ROT

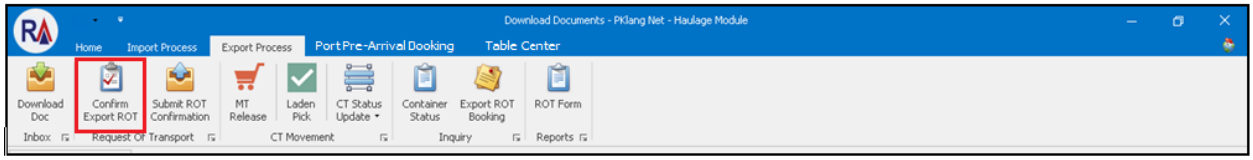


Figure 113

i. Click on **Export Booking** tab to proceed for *Export Booking* entries.

ii. The screen will be displayed as below. Select **Job No.** and click **View** button to review job details.

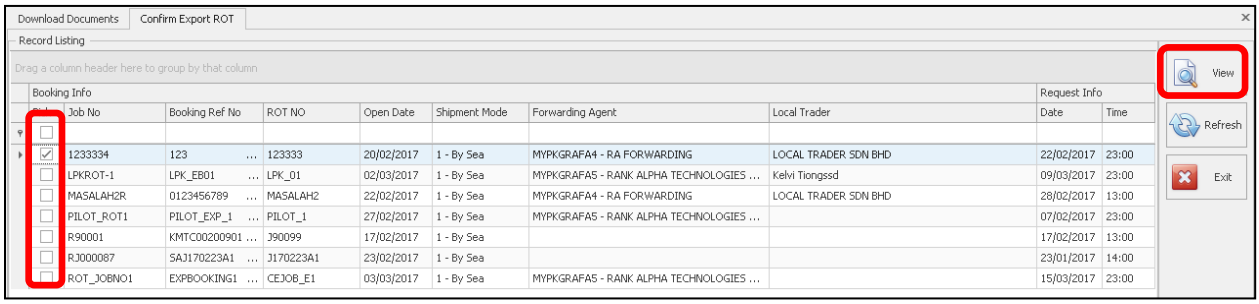


Figure 114

iii. The page will be displayed as below. Click on **Approve/Reject** button to confirm the records.

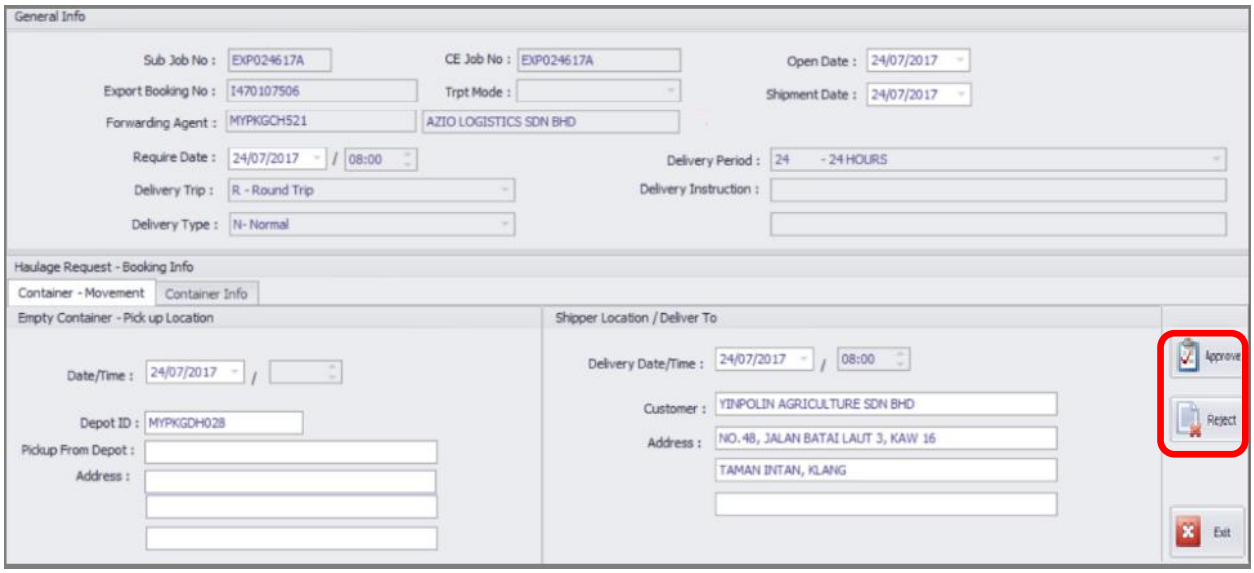


Figure 115

iv. Fill up necessary fields and click on **Save** button to reply Export Booking.

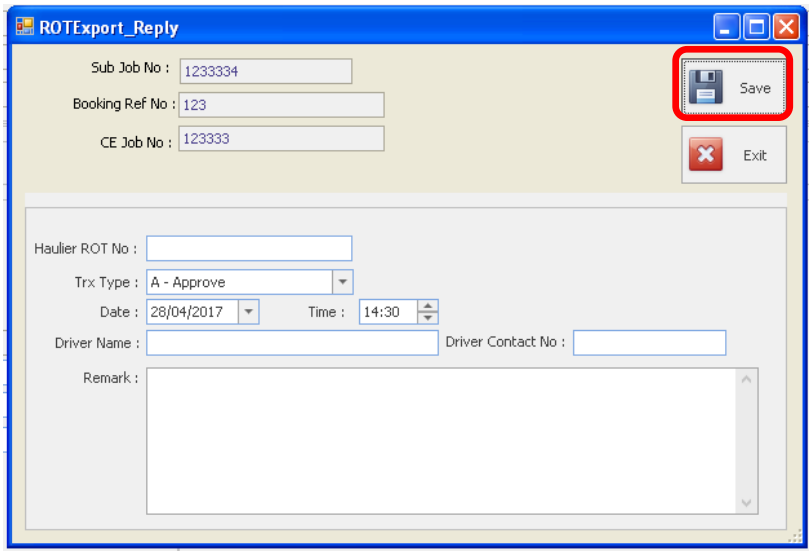


Figure 116

v. Successfully message will be displayed.

Figure 117

3.2.2 Submit ROT Confirmation

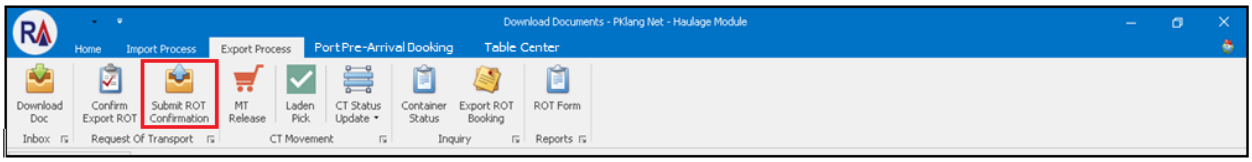


Figure 118

i. Click on **Submit ROT Confirmation** tab.

ii. The page will be displayed as below. Tick record to be submited then click **Select** button.

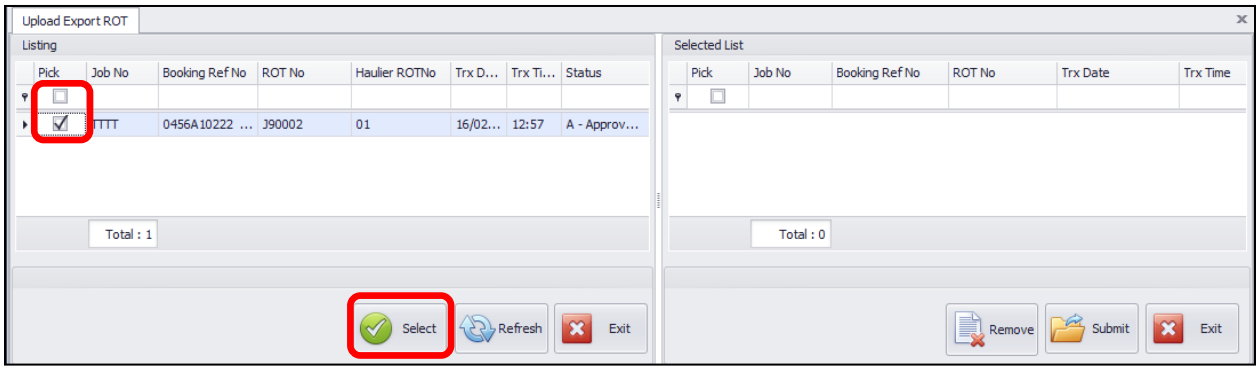


Figure 119

iii. Selected record will be display on right side. Select record by tick on the checkbox, then click **Submit** button to submit record.

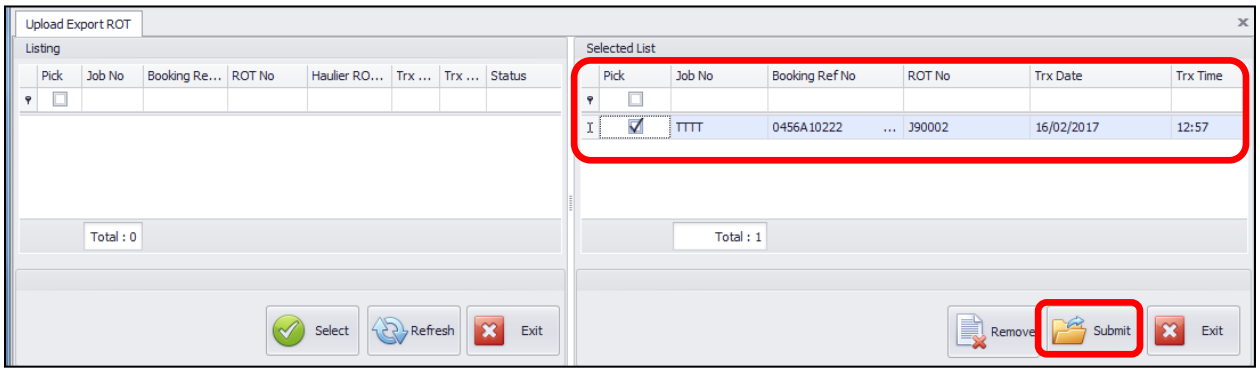


Figure 120

iv. Successfully message will be displayed.

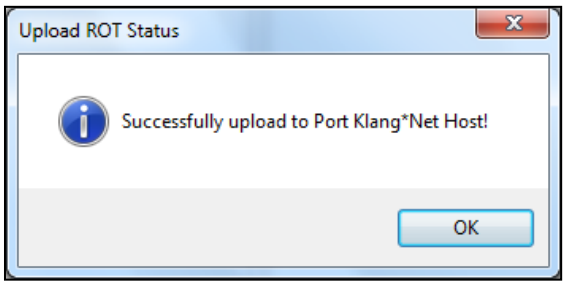


Figure 121

3.3 CT Movement

3.3.1 MT Release

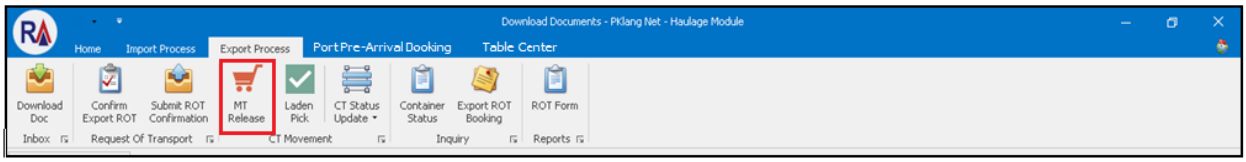


Figure 122

i. Click on **MT Release** tab.

ii. The screen will be displayed as below. Select a record in listing and click **View** button to review job details.

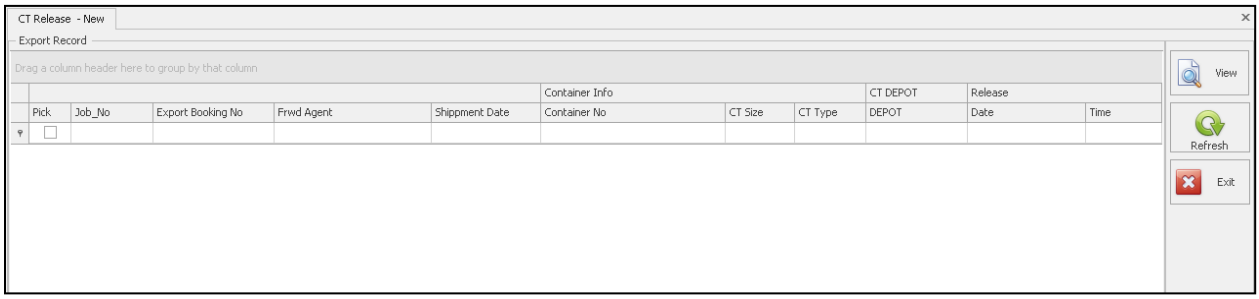


Figure 123

3.3.2 Laden Pick

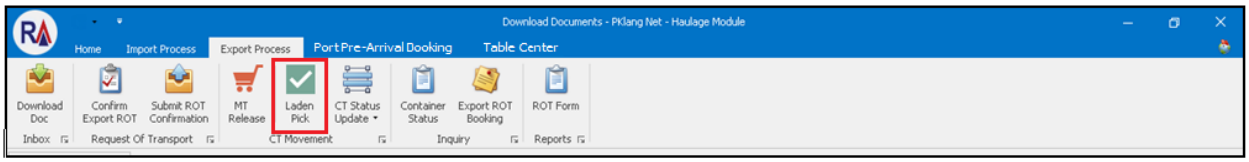


Figure 124

i. Click on **Laden Pick** tab.

ii. The page will be displayed as below. Click **Refresh** button to refresh listing.

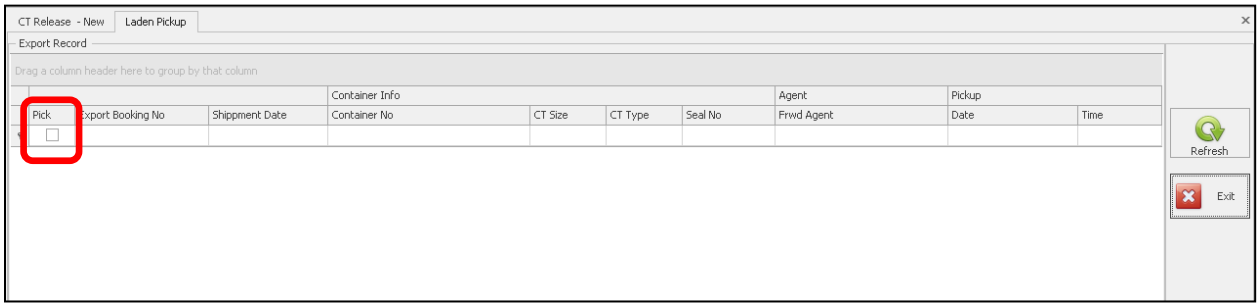


Figure 125

3.3.3 CT Status Update

3.3.3.1 Depot Pickup

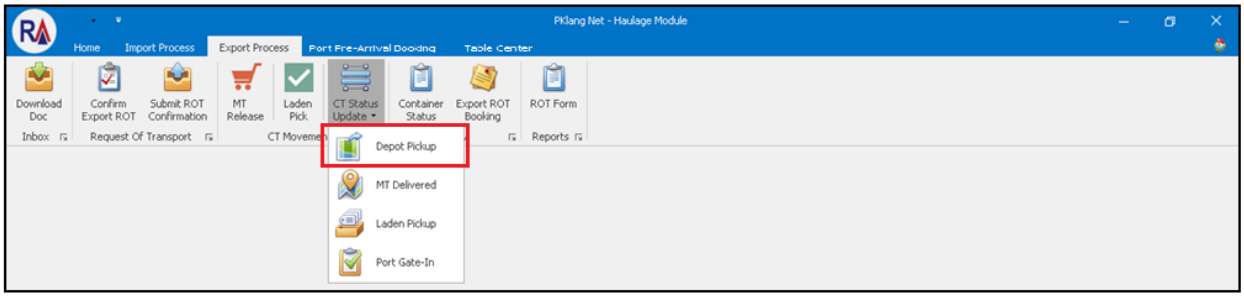


Figure 126

i. Go to **CT Status Update > Depot Pickup** to view container details.

ii. The screen will be displayed as below. Select a **Container No.** and click **Add** button to add container details to update container status.

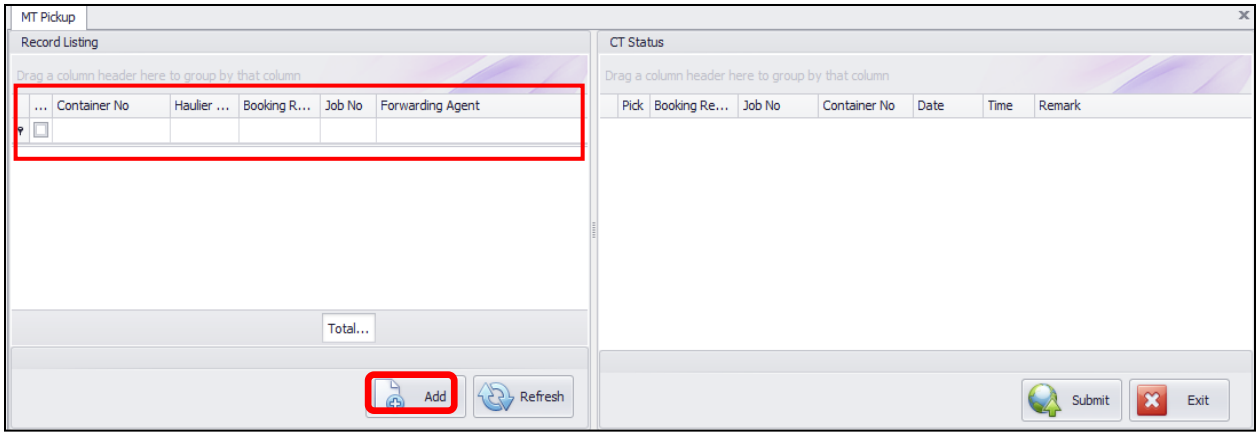


Figure 127

iii. Select CT Status record by tick on checkbox, then click **Submit** to submit record.

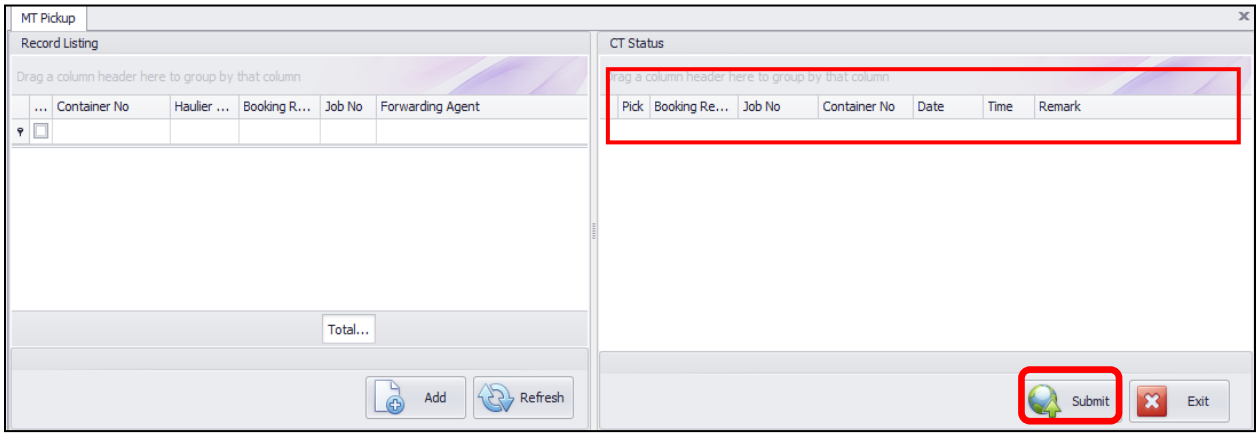


Figure 128

iv. Successful message will be displayed.

3.3.3.2 MT Delivered

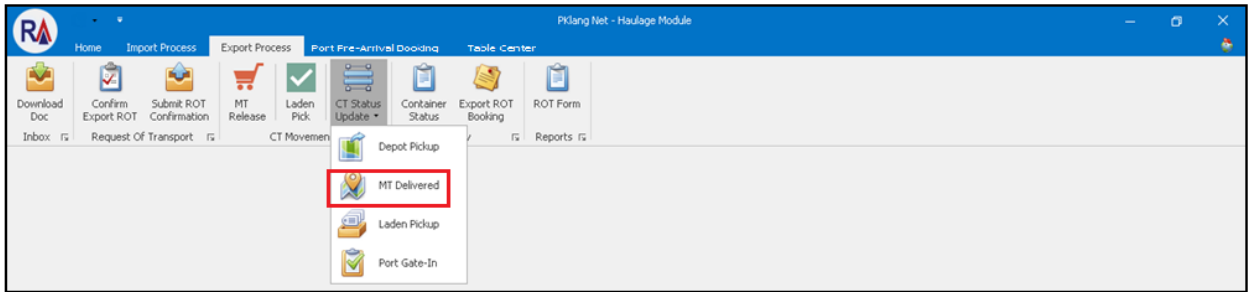


Figure 129

i. Go to **CT Status Update > MT Delivered** to view container details.

ii. The screen will be displayed as below. Select a record in Listing and click on **Add** button to add the record to container status listing.

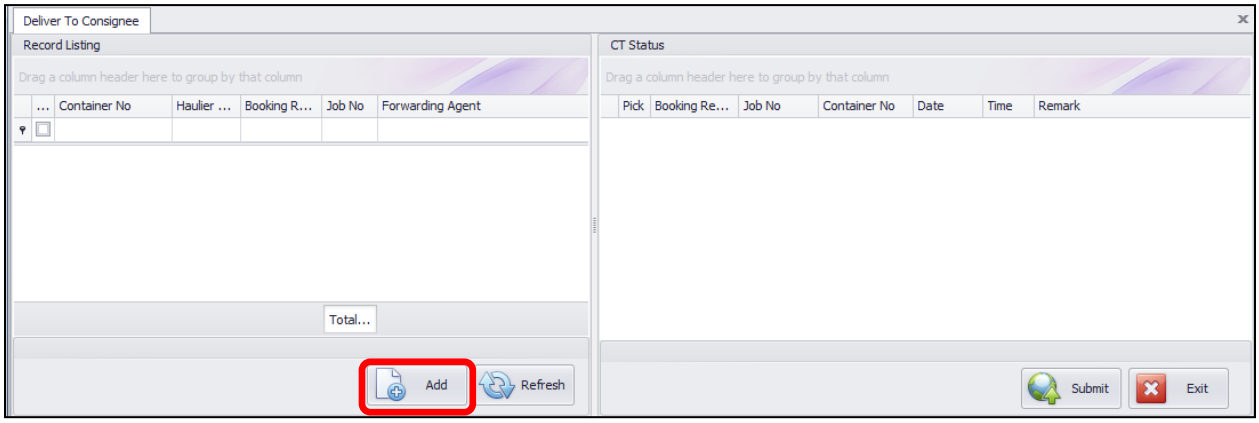


Figure 130

iii. Select CT Status record by tick on checkbox, then click **Submit** to submit record.

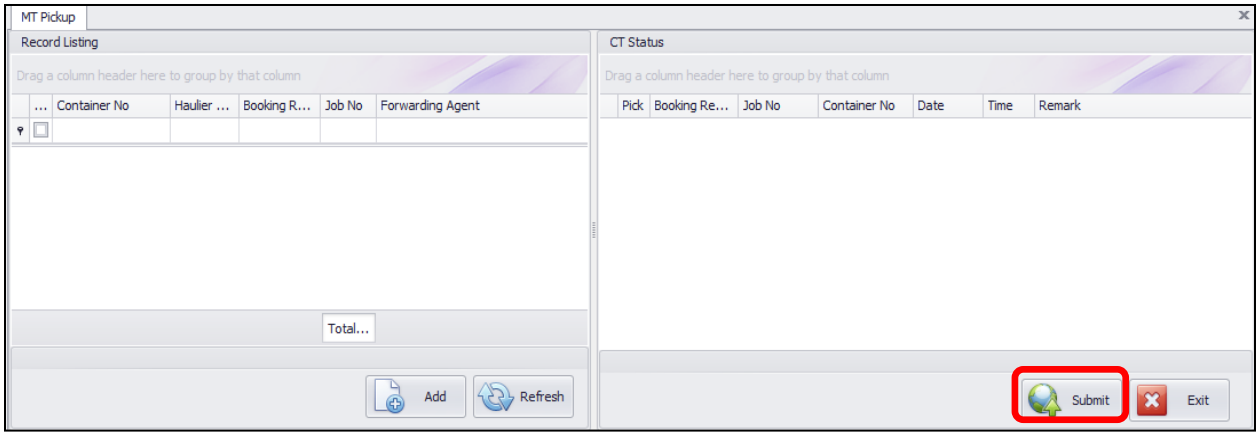


Figure 131

iv. Successful message will be displayed.

3.3.3.3 Laden Pickup

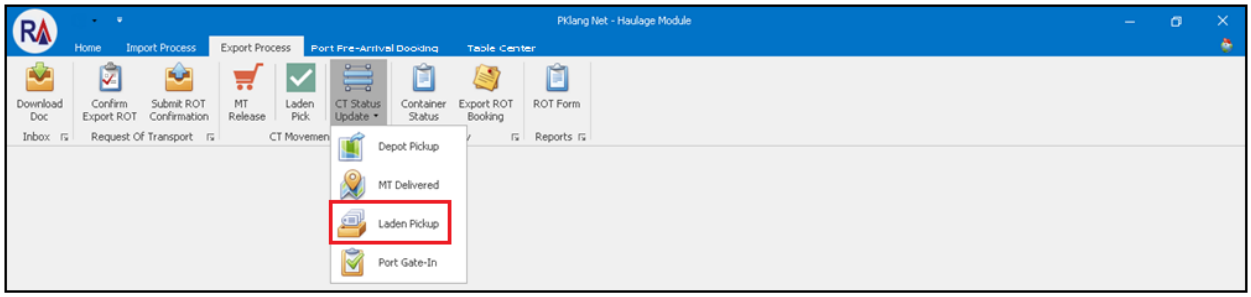


Figure 132

i. Go to **CT Status Update > Laden Pickup** to view container details.

ii. The page will be displayed as below. Select a record in Listing and click on **Add** button to add the record to container status listing.

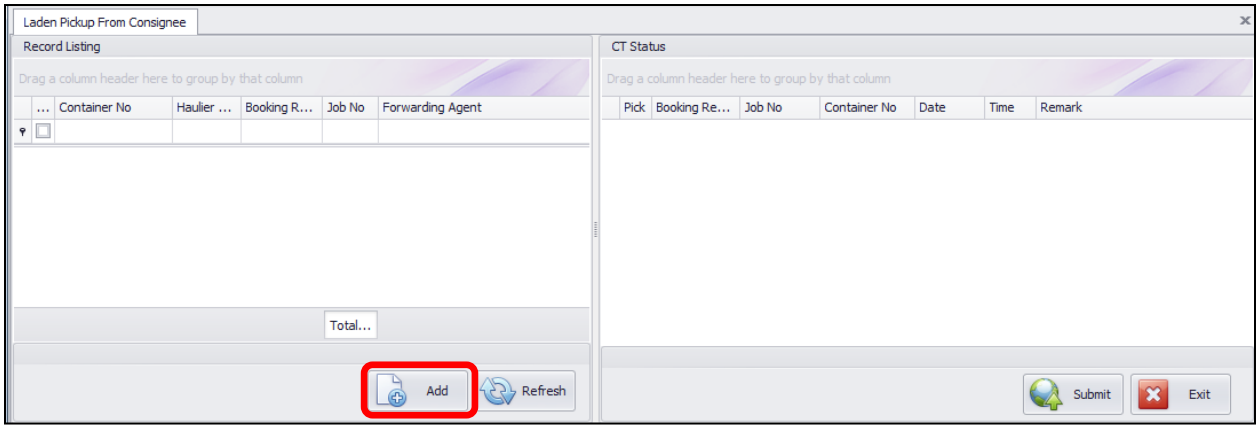


Figure 133

iii. Select CT Status record by tick on checkbox, then click **Submit** to submit record.

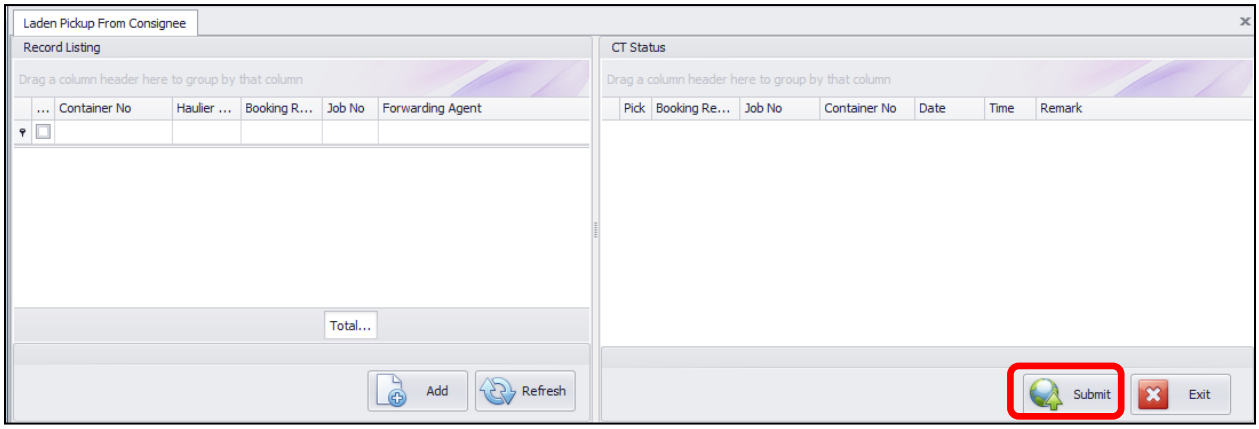


Figure 134

iv. Successful message will be displayed.

3.3.3.4 Port Gate In

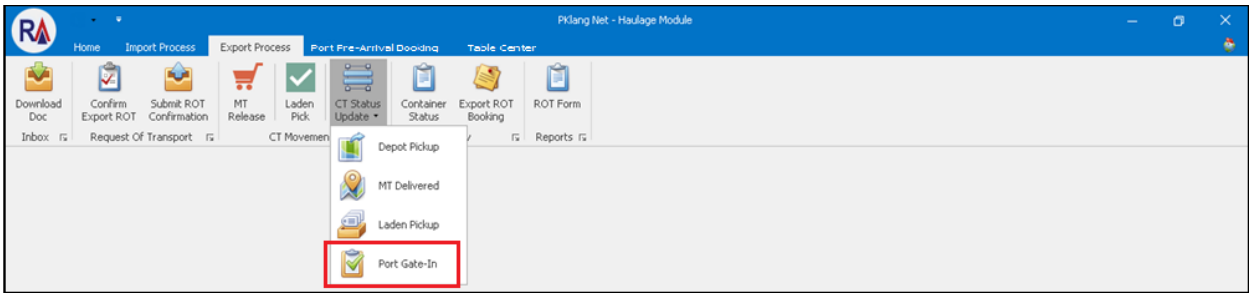


Figure 135

i. Go to **CT Status Update > Port Gate-in**

ii. The screen will be displayed as below. Select a record in Listing and click on **Add** button to add the record to container status listing.

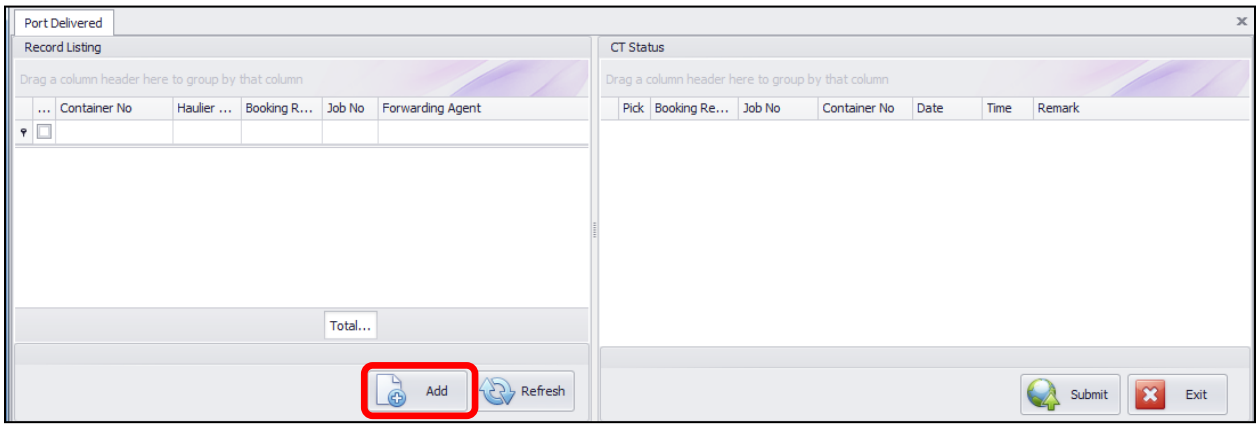


Figure 136

iii. Select CT Status record by tick on checkbox, then click **Submit** to submit record.

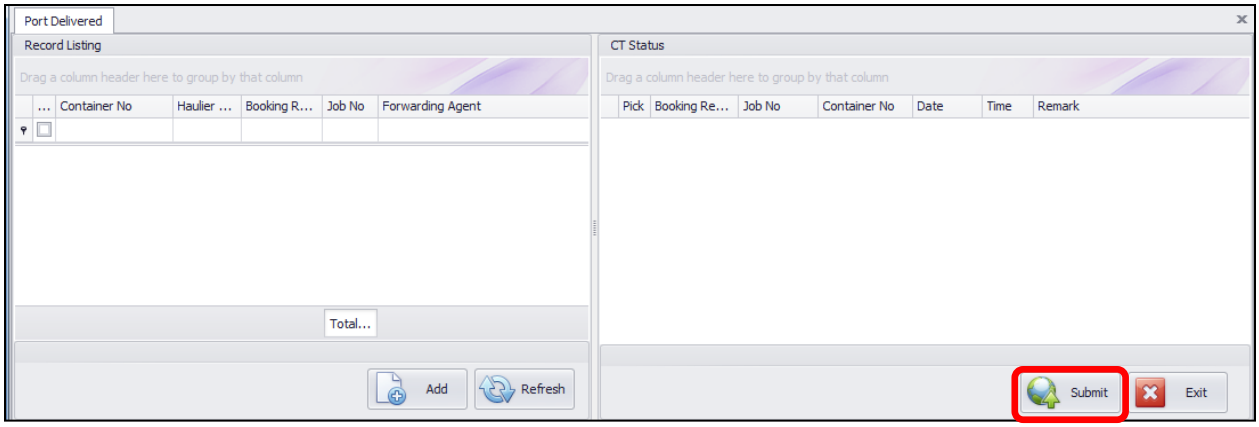


Figure 137

iv. Successful message will be displayed.

3.4 Inquiry

3.4.1 Container Status

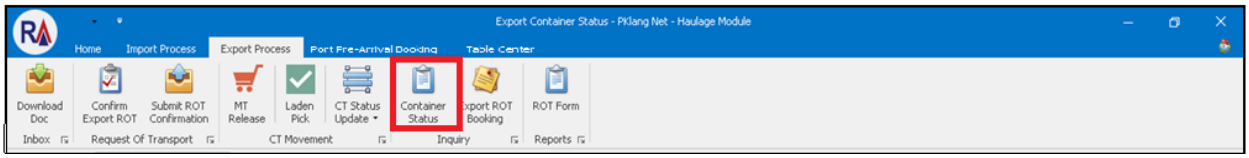


Figure 138

i. Click on **Container Status** tab.

ii. The screen will be displayed as below. Select **a record in Request of Booking List** to view container status at Container Status section.

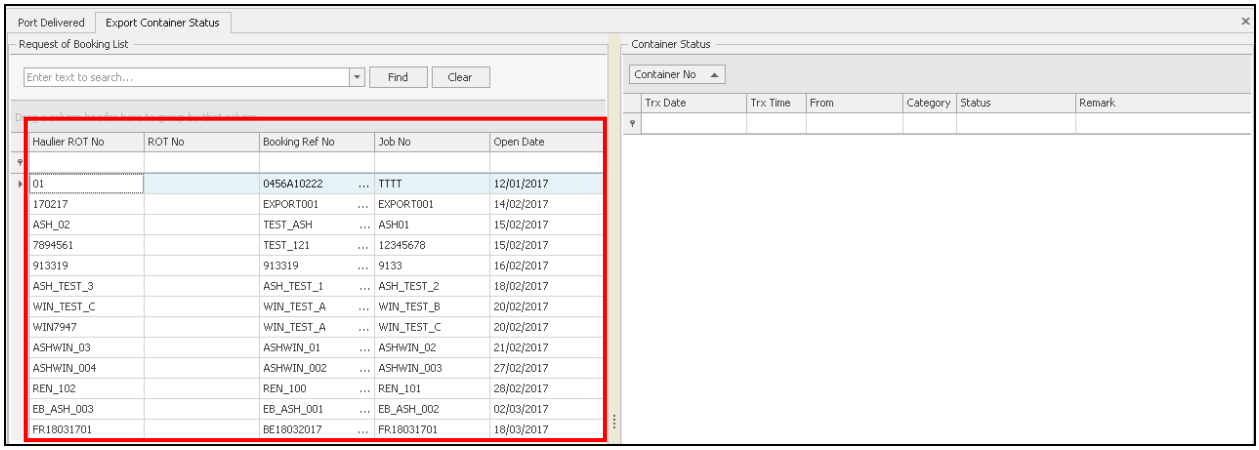


Figure 139

iii. Container status details will be displayed as below.

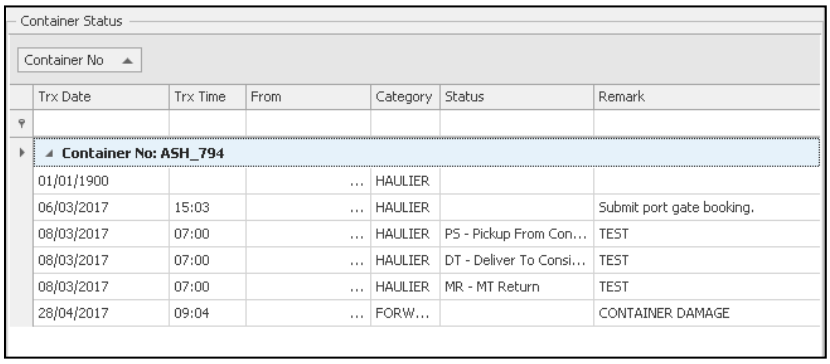


Figure 140

3.4.2 Export ROT Booking

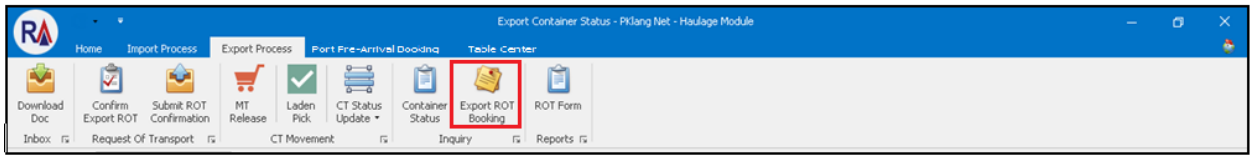


Figure 141

i. Click on **Export ROT Booking** tab.

ii. The screen will be displayed as below. Select **Job No.** and click **View** button to review job details.

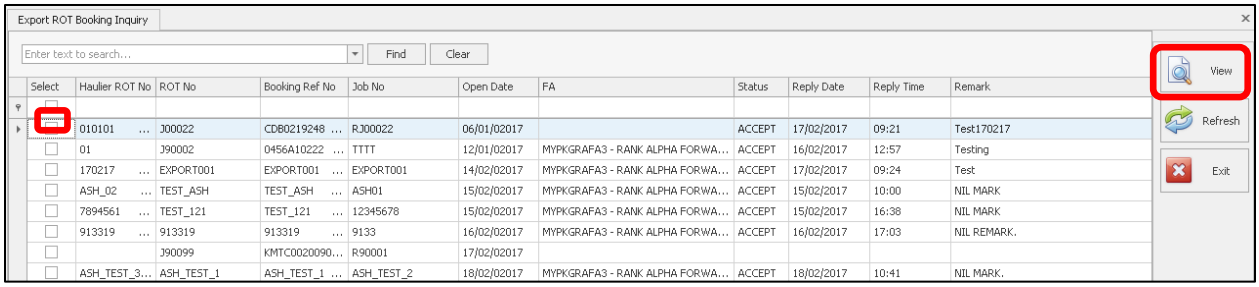


Figure 142

iii. Export ROT page will be displayed as below.

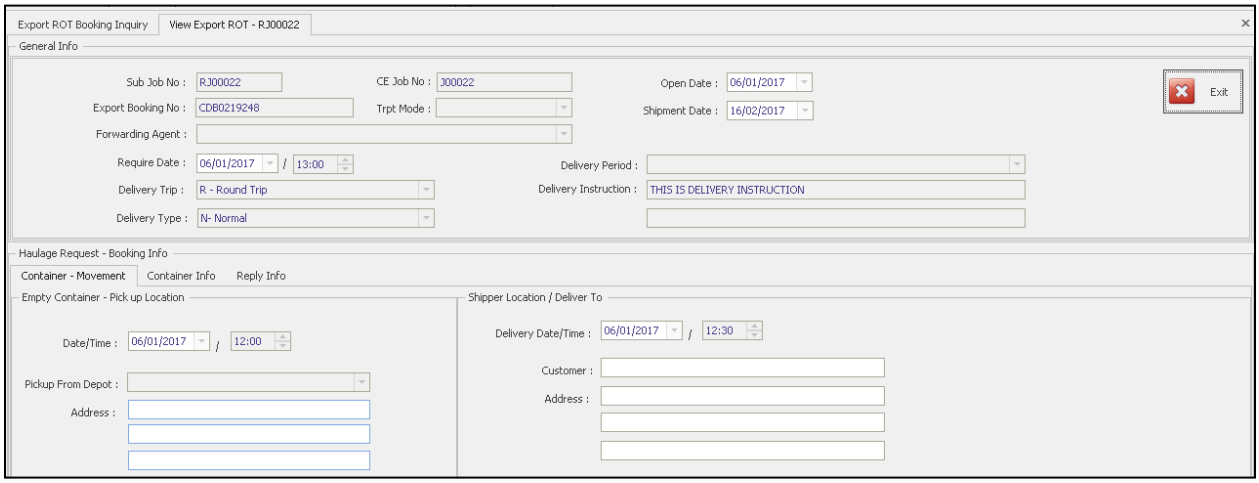


Figure 143

3.4.3 ROT Form

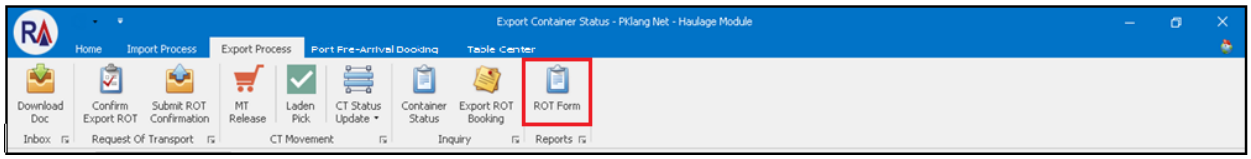


Figure 144

i. Click on **ROT Form** tab

ii. The secreen will be displayed as below. Select a **record in Export ROT Form** and click on **Preview** button to view record details.

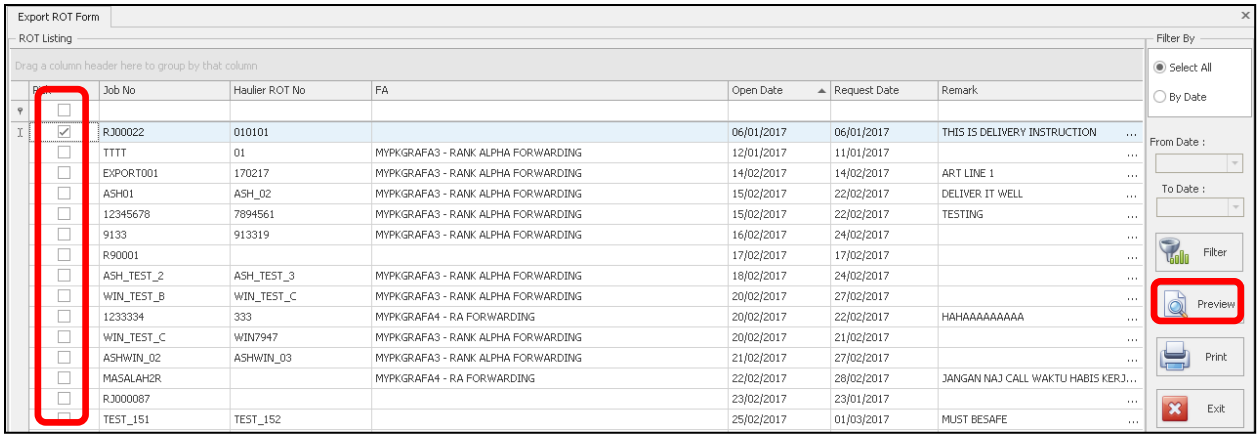


Figure 145

iii. Preview popup will be displayed as below.

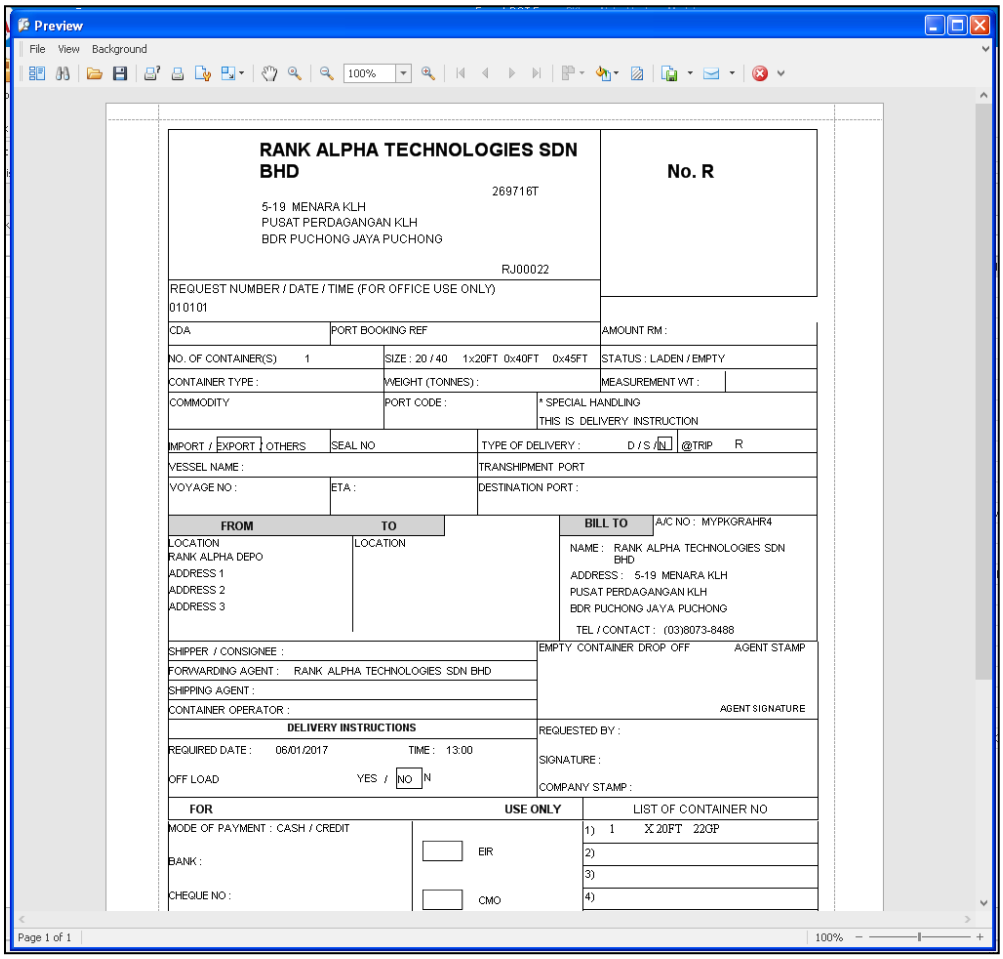


Figure 146

Chapter 4 Port Pre-Alert Booking

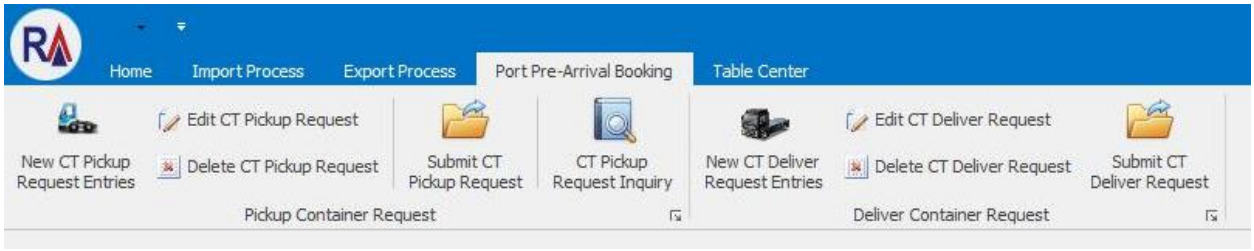


Figure 147

Port Alert Pre-Booking consist of :

1. New CT pickup
2. Submit CT Pickup Request
3. New CT Deliver Request Entries
4. Submit CT Deliver Request

4.1 Pickup Container Request

4.1.1 New CT Container Pickup

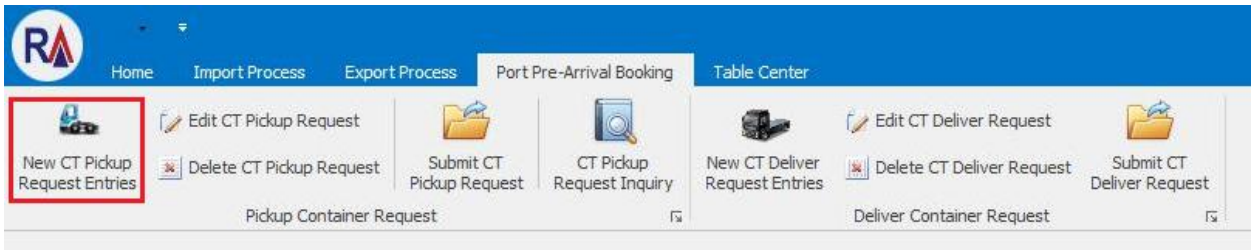


Figure 148

i. System will shows a screen as below

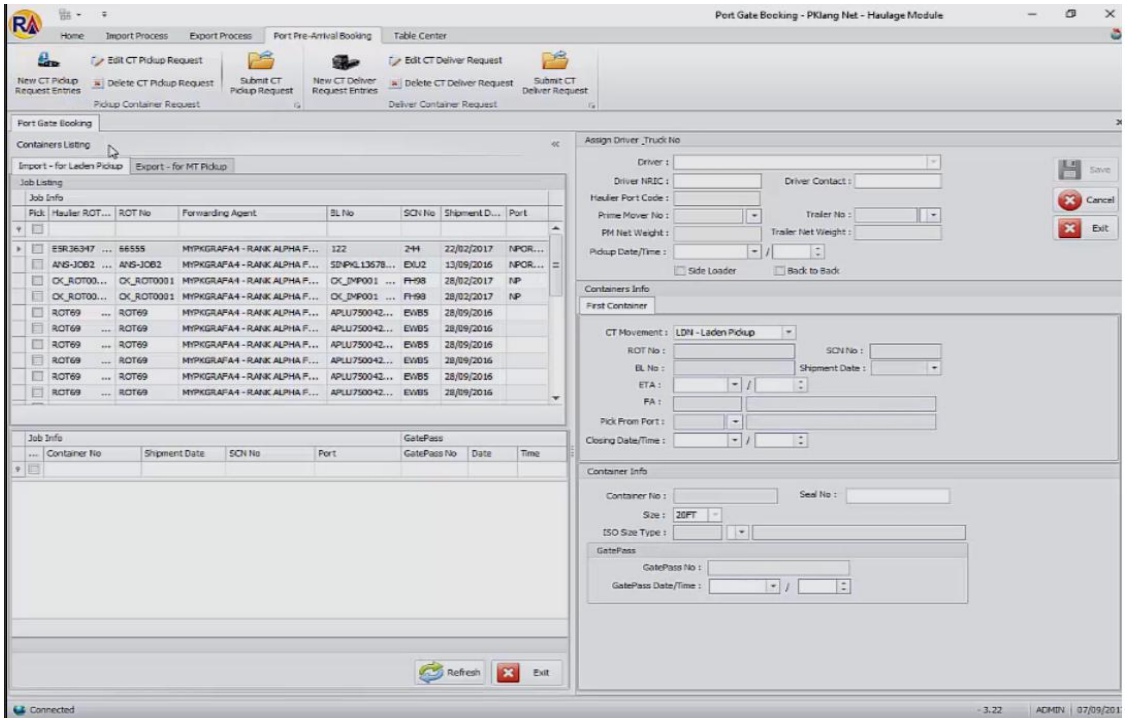


Figure 149

ii. Select a record from Port Gate Booking and Job Info to continue assign Truck Number

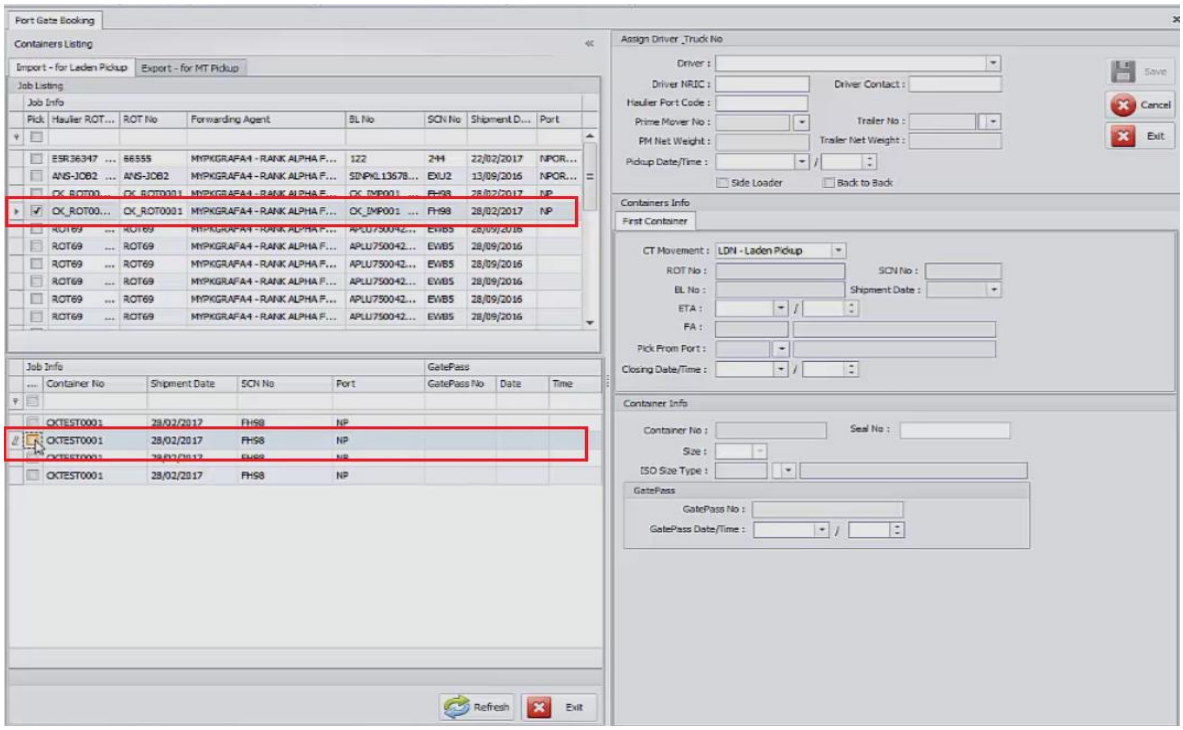


Figure 150

iii. Enter all require information for assigning Truck Driver with the respective container details information.

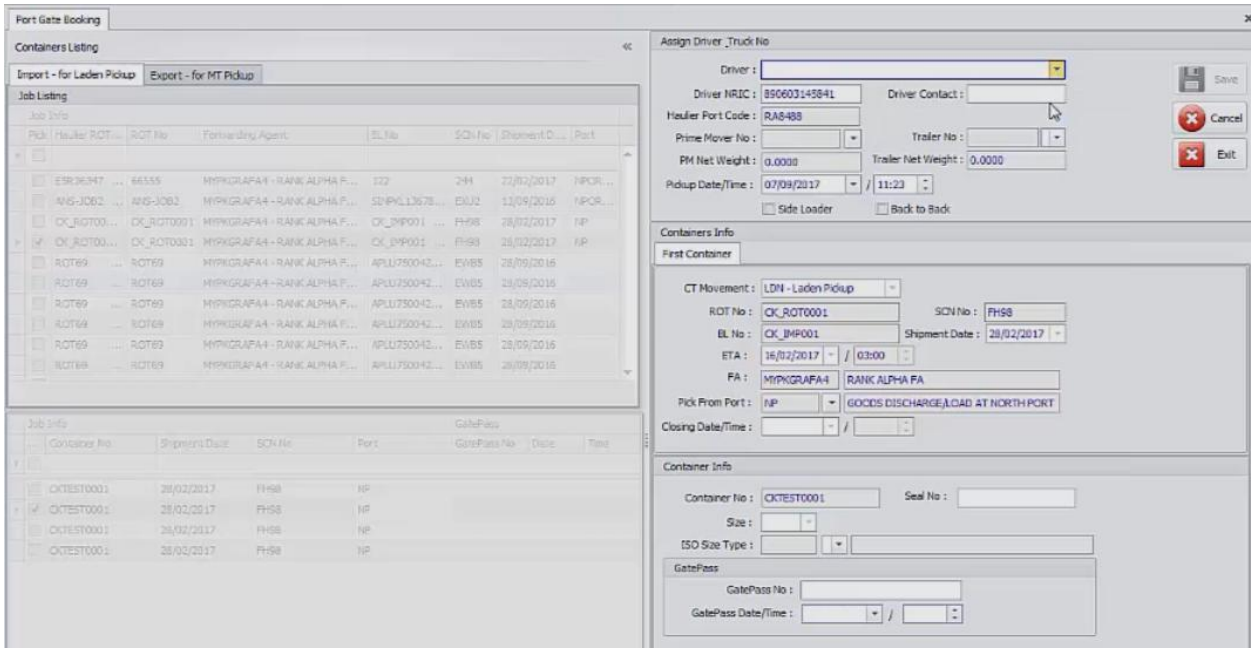


Figure 151

iv. Once fnish the entries, click on

to confirm save the records.

v. System will prompt a dialog message to inform for the status of the entris.

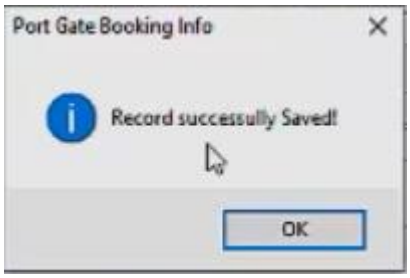


Figure 152

4.1.2 Edit CT Pickup Request

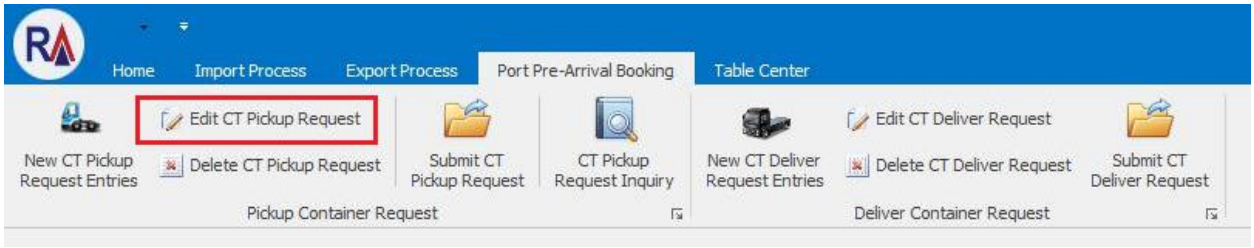


Figure 153

i. Clik on EDIT CT Pickup request allows to modify any information related. System will shows below listing to allow for record selection.

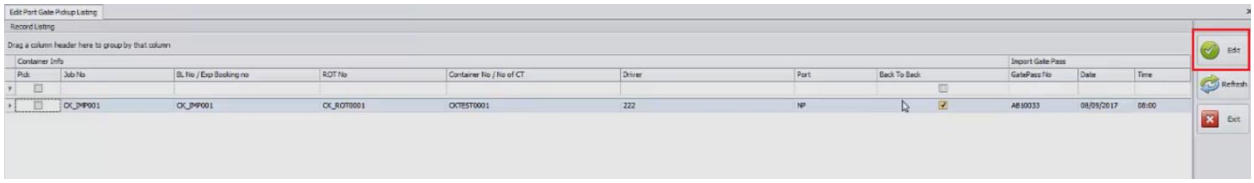
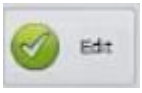


Figure 154

ii. Select a record and click on 

to start make any changes on the selected record.

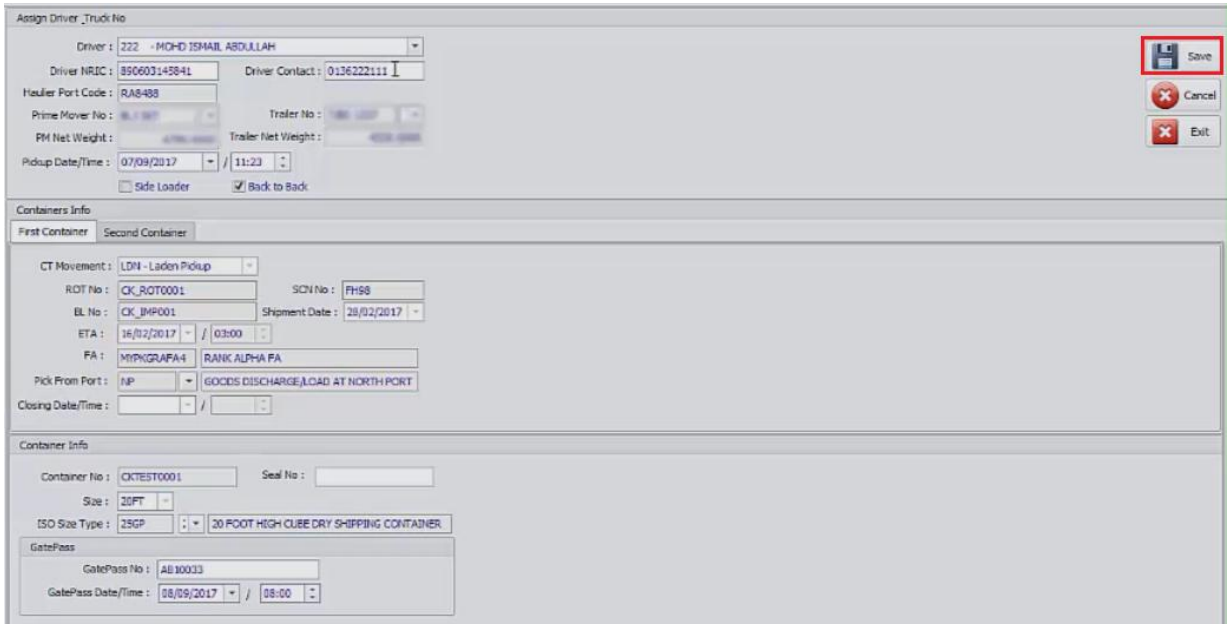


Figure 155

iii. Click on

once complete the changes and system will prompt a message to inform if record has successfully saved.

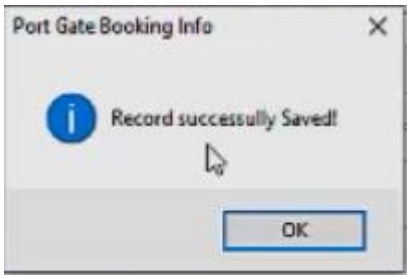


Figure 156

4.1.3 Delete CT Pickup Request

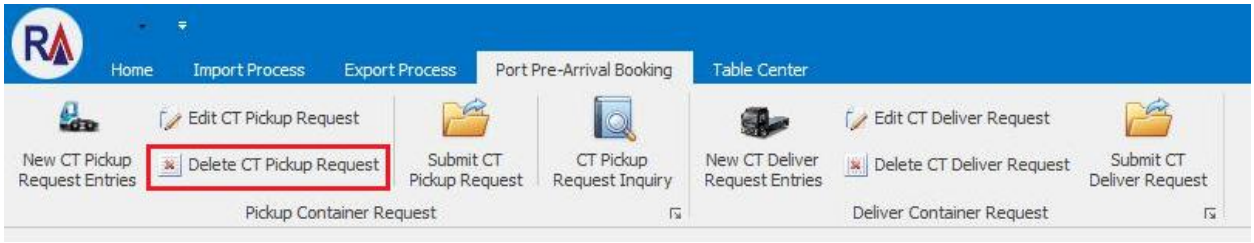


Figure 157

i. Record can be deleted by clicking on the option of **Delete CT Pickup Reuqest**. System will shows a listing for user to select a record.

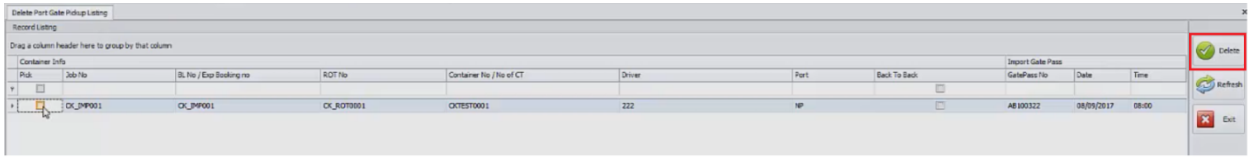


Figure 158

ii. Select record to be deleted and click on

to proceed for deletion.

iii. System will prompt a message once record successfully deleted.

Figure 159

4.1.4 Submit CT Pickup Request

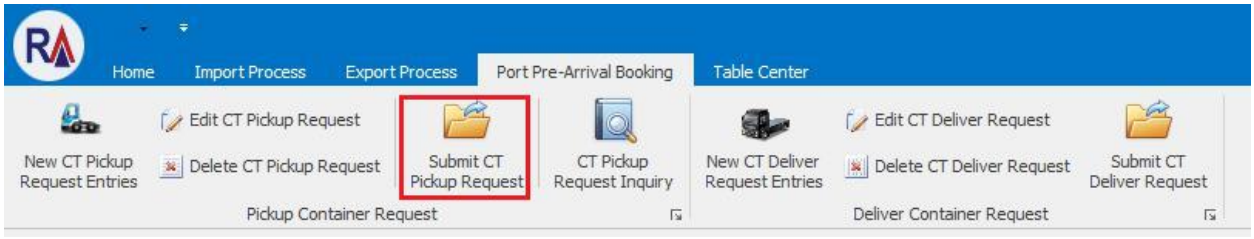


Figure 160

i. Option will allows user to do submission of CT Pickup request.

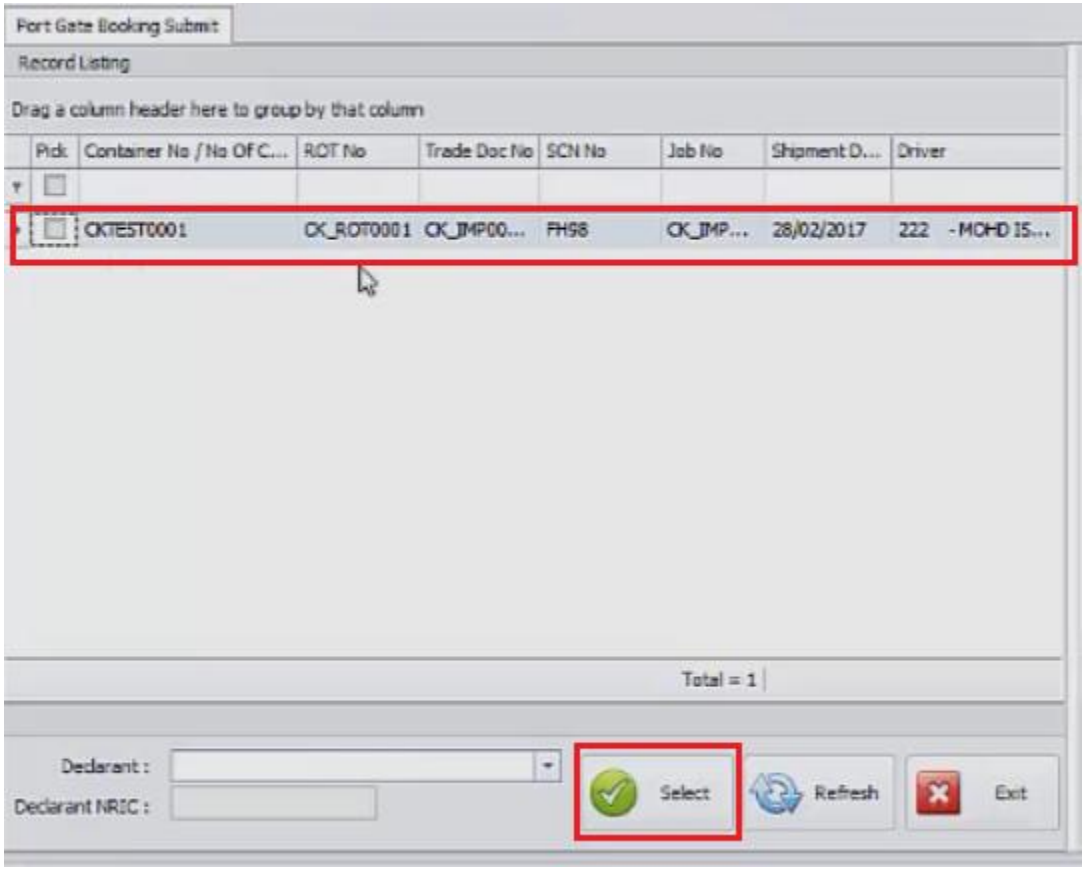


Figure 161

ii. Tick a record from listing to be submitted. Declarat are mandatory field to be enter before can proceed for submission.

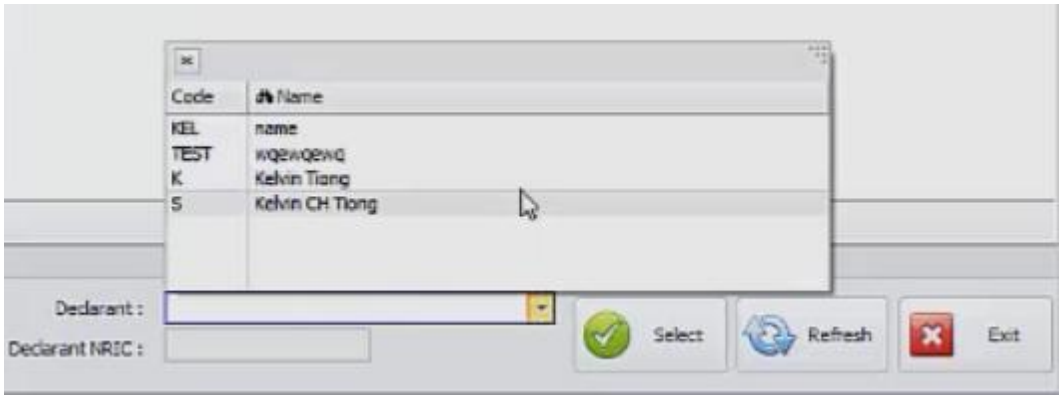


Figure 162

iii. Select a **Declarat** before click on

to send the record to the Selected List on right windows.

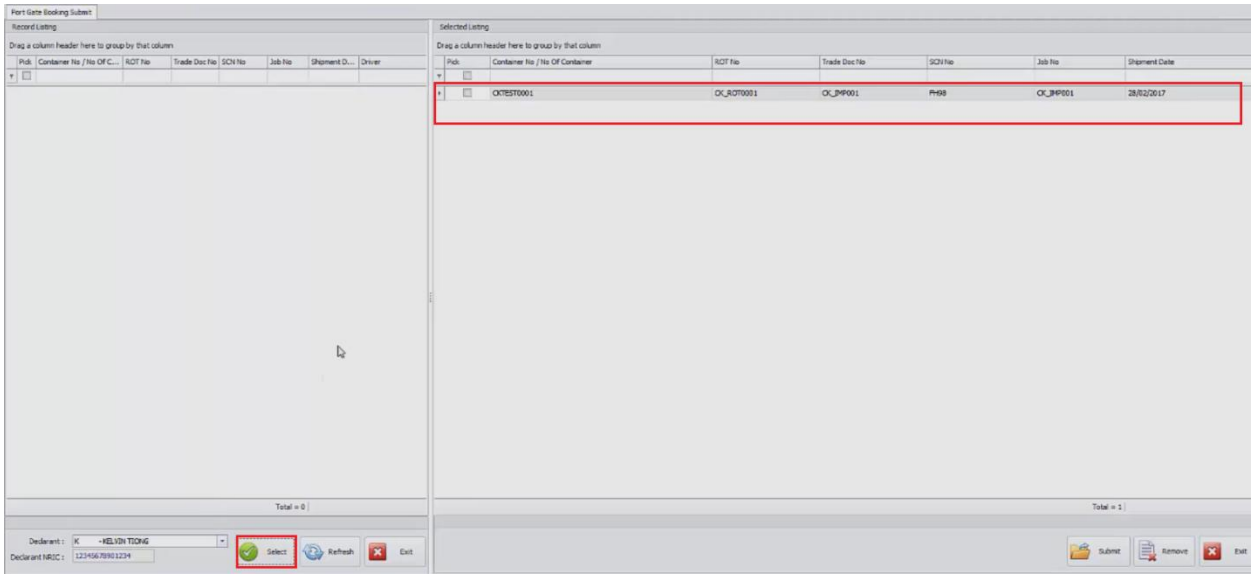
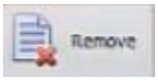
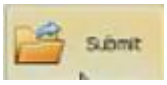


Figure 163

iv. Record need to be ticked before it can be sent for submission.

v. To remove record from Selected List, click on 

and record will move back to the right windows on Record Listing.

vi. Tick all require record and click on 

to proceed for submission.

4.1.5 CT Pickup Request Inquiry

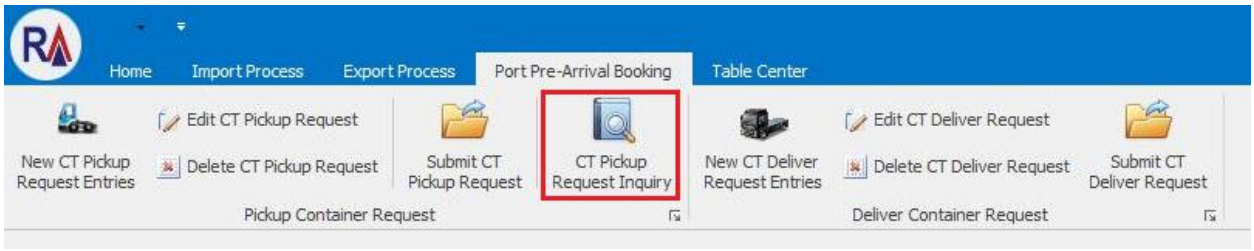


Figure 164

CT Pickup Request can be query by clicking on **CT Pickup Request Inquiry** option.

4.2. Deliver Container Request

4.2.1 New CT Deliver Request Entries

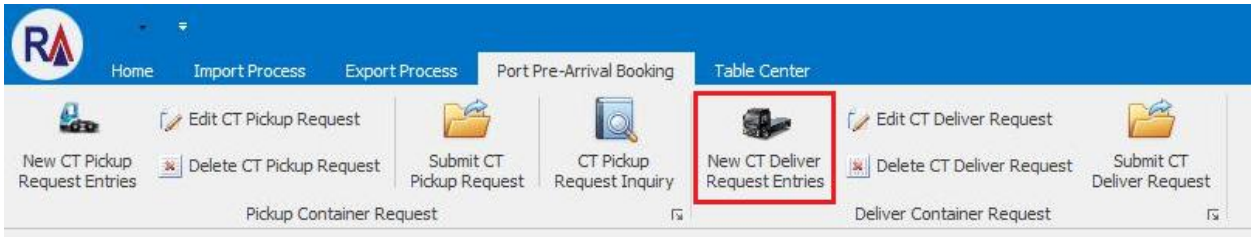


Figure 165

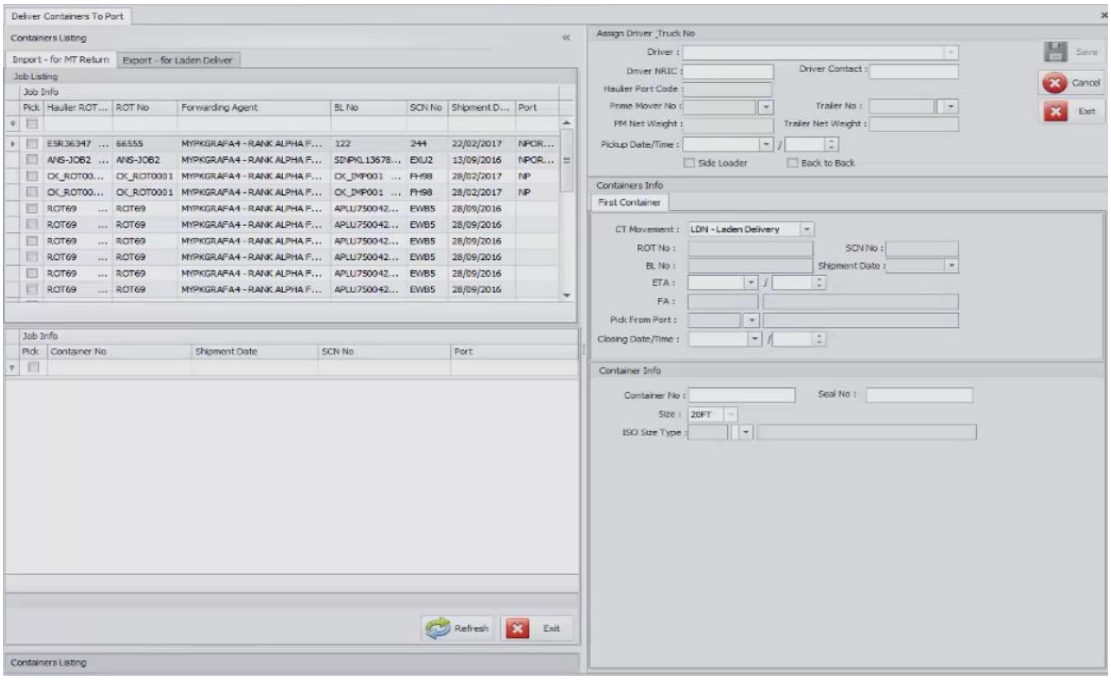


Figure 166

i. Select record from Import for MT Return or Export for Laden Deliver. Tick to proceed further.

ii. Click on the JobInfo will activate entries on right windows and user are require to enter all necessary information to proceed for Deliver Container to Port.

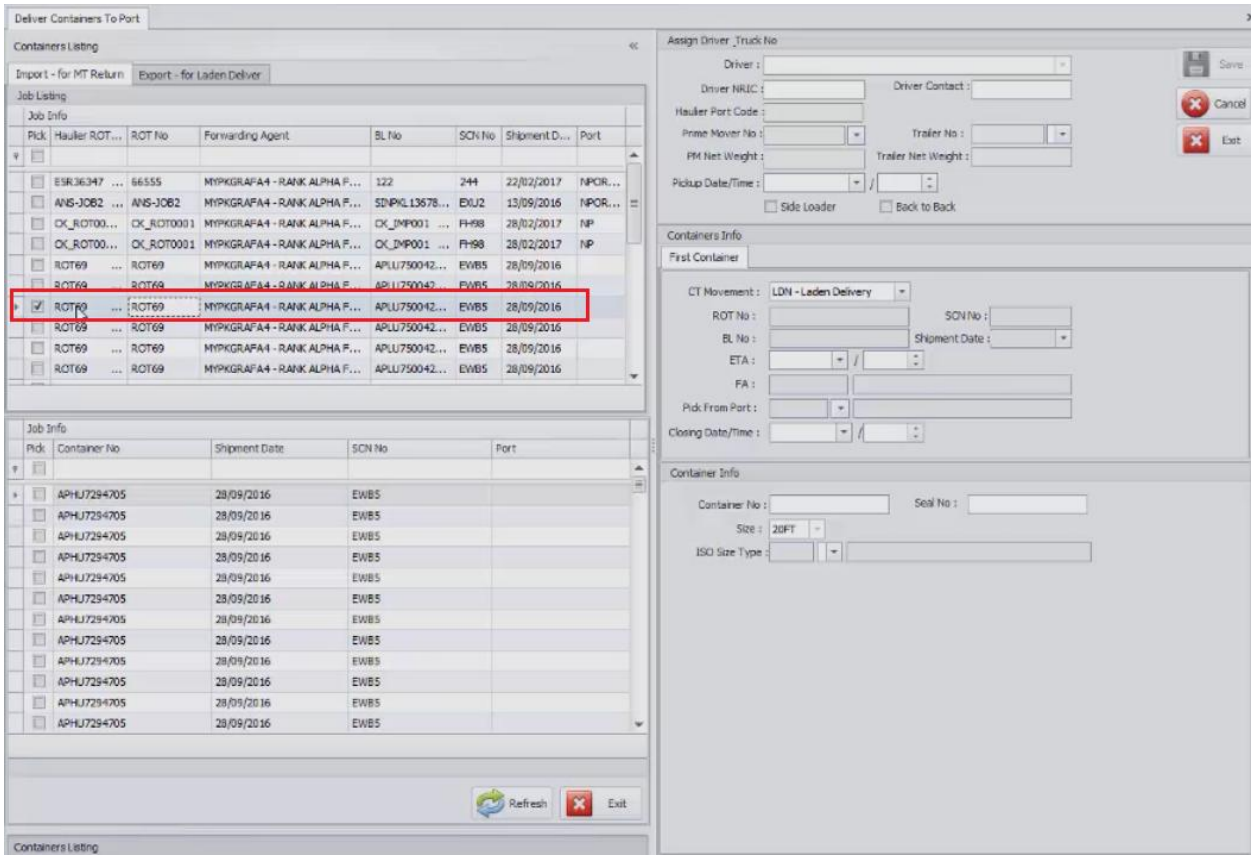


Figure 167

iii. Assign Driver Truck Number and Container Information before can click on Save button.

iv. System will prompt a notification once record successfully saved.

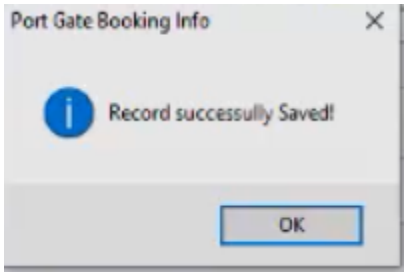


Figure 168

4.2.2 Edit CT Deliver Request

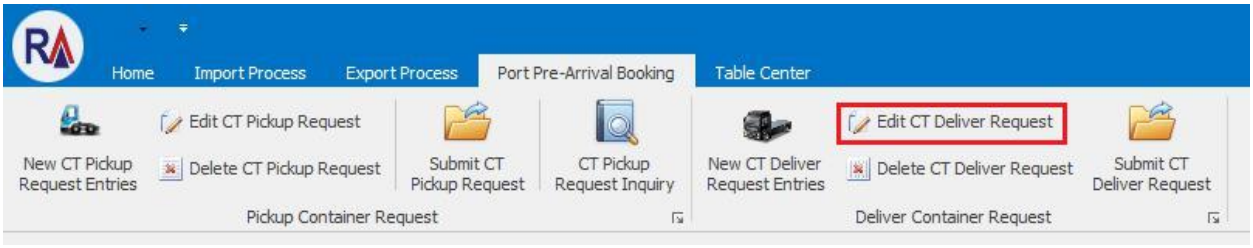


Figure 169

i. Click on the option of Edit **CT Deliver Deliver Entries** record to proceed for modification.

ii. Below listing will be shown for user to select a record.

Figure 170

4.2.3 Delete CT Container Request

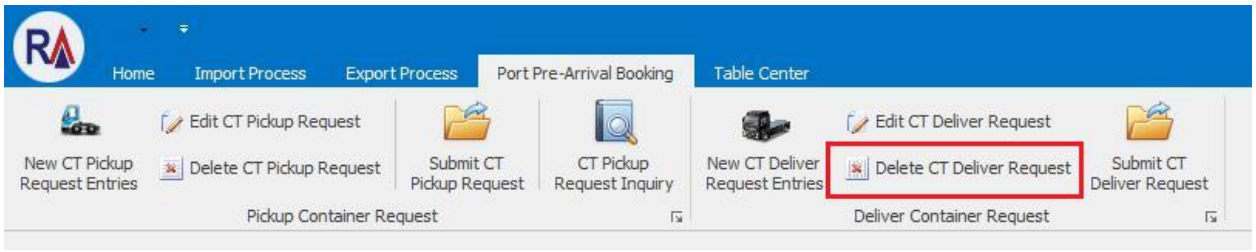


Figure 171

i. Click on the option of Delete CT Deliver Request to remove a required record.

ii. Delete button to proceed delete CT Deliver Request.

Chapter 5 Table Center

5. Table Center

5.1 Business Partner

5.1.1 Forwarding Agent

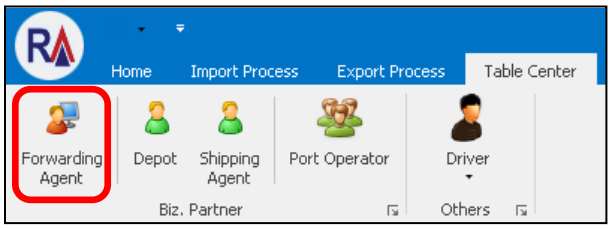


Figure 172

i. Click on **Forwarding Agent** tab.

ii. The screen will be displayed as below. Click on **New** button to add new Forwarding Agent.

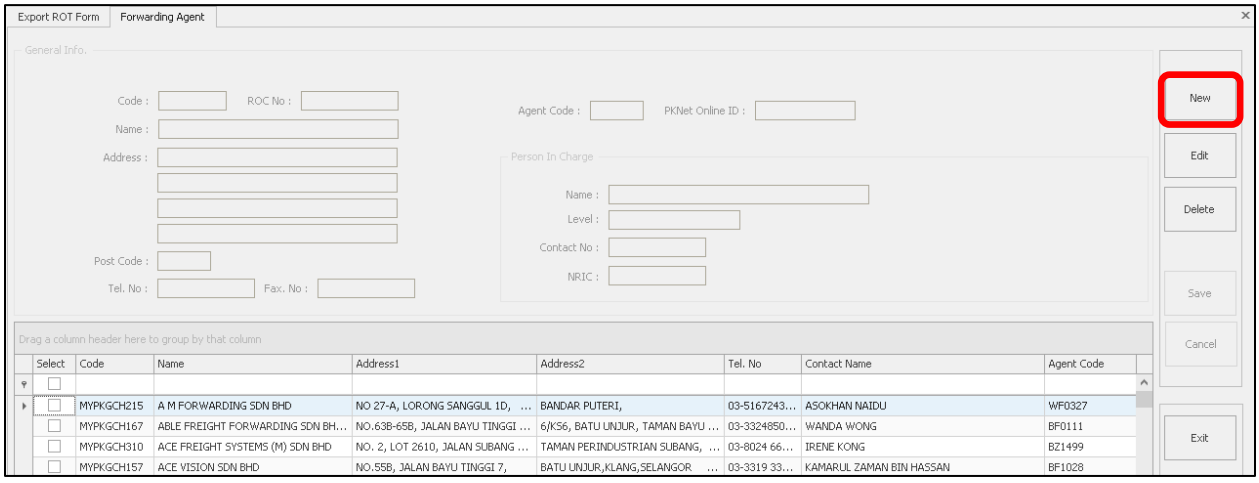


Figure 173

iii. Click on **Save** button to save the details.

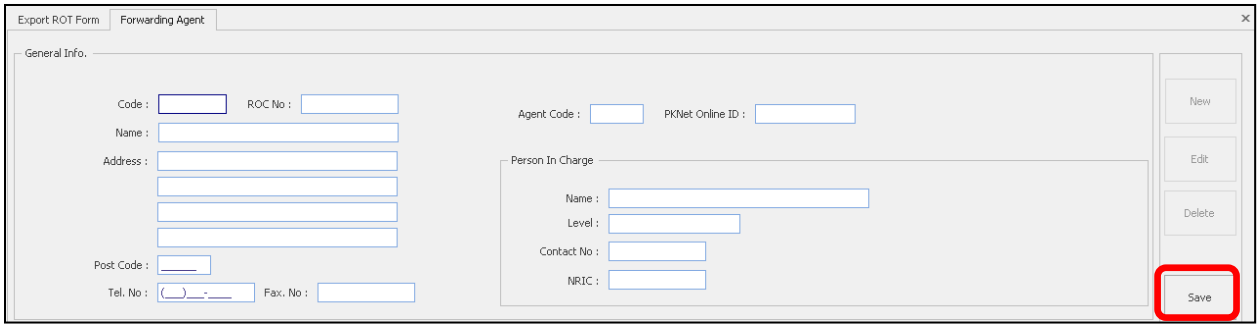


Figure 174

iv. Select a **record** to review Forwarding Agent details.

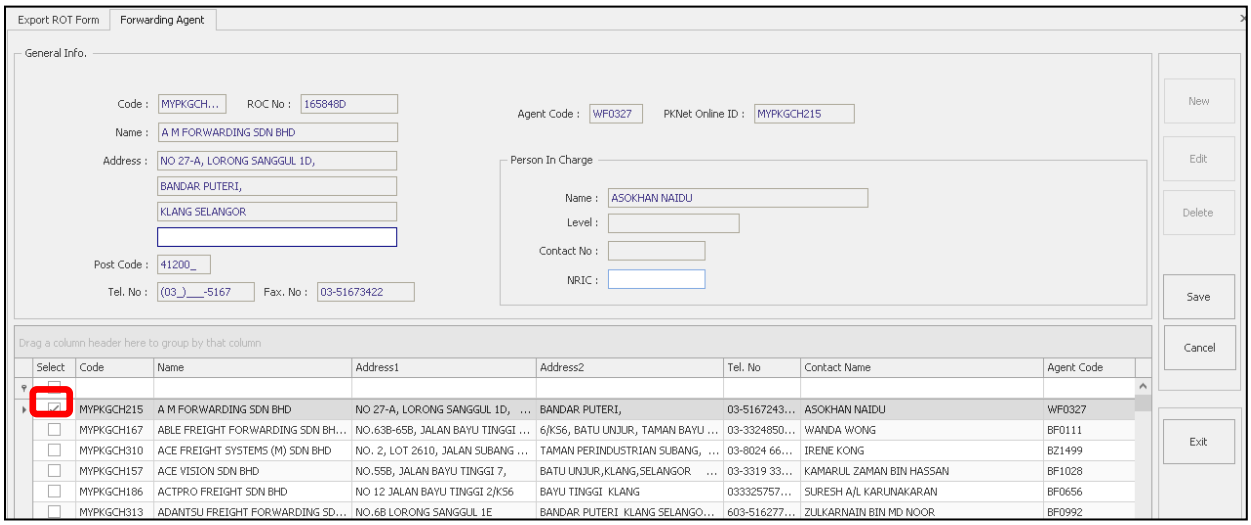


Figure 175

5.1.2 Depot

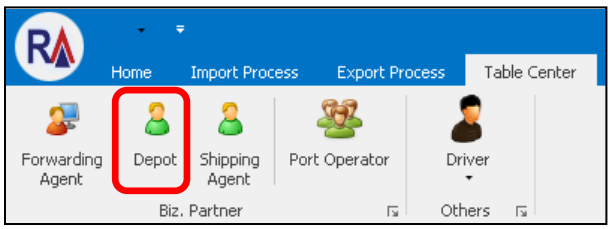


Figure 176

i. Click on **Depot** tab.

ii. The screen will be displayed as below. Click on **Download** button to download Live Depoh Listing.

Figure 177

iii. Live Depoh List will be generate as below. Click on **Save Local** button to save the data.

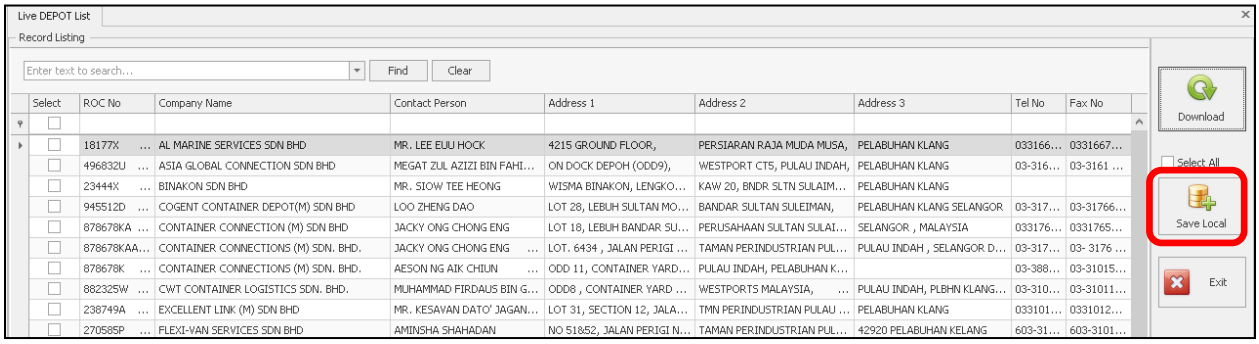


Figure 178

iv. Successful message will be displayed.

Figure 179

5.1.3 Shipping Agent – [Will be available soon]

5.1.4 Port Operator

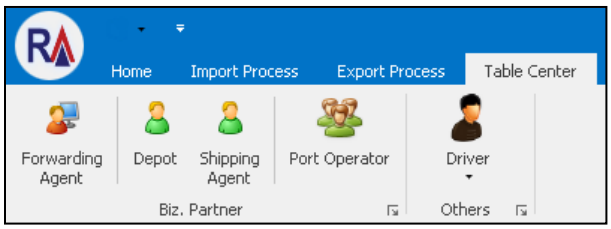


Figure 180

i. Click on **Port Operator** tab.

ii. The screen will be displayed as below. Click on **New** button to add Port Operator. Click on **Edit** button to edit Port Operator detail. Click on **Delete** button to delete Port Operator.

Figure 181

iii. After enter necessary details. Click **Save** button to save entries.

5.2 Others

5.2.1 Driver

5.2.1.1 Driver Entries

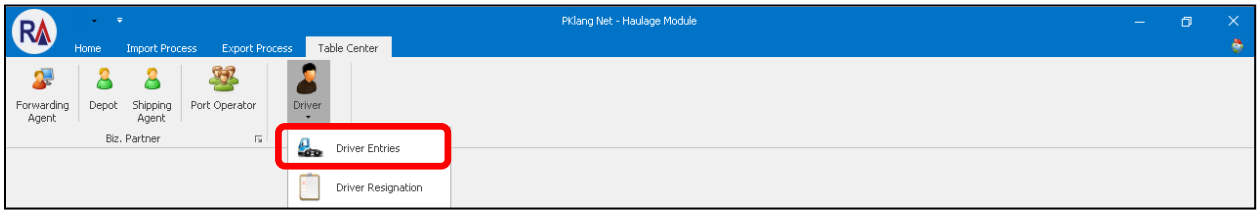


Figure 182

i. Go to **Driver > Driver Entries**.

ii. The page will be displayed as below. Click on **New** button to create new driver entries.

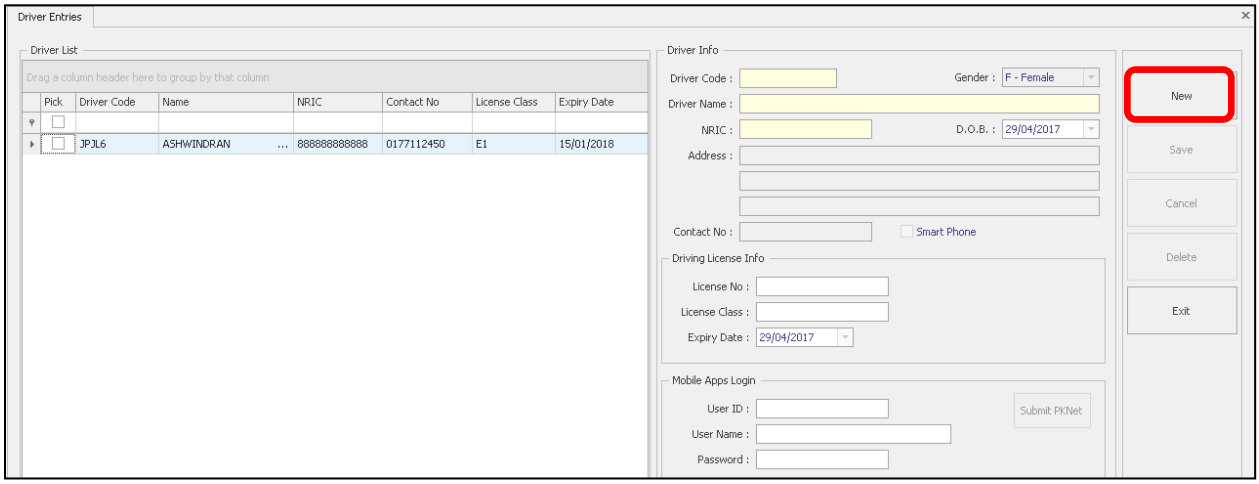


Figure 183

iii. Fill up necessary field and click on **Save** button to save the details.

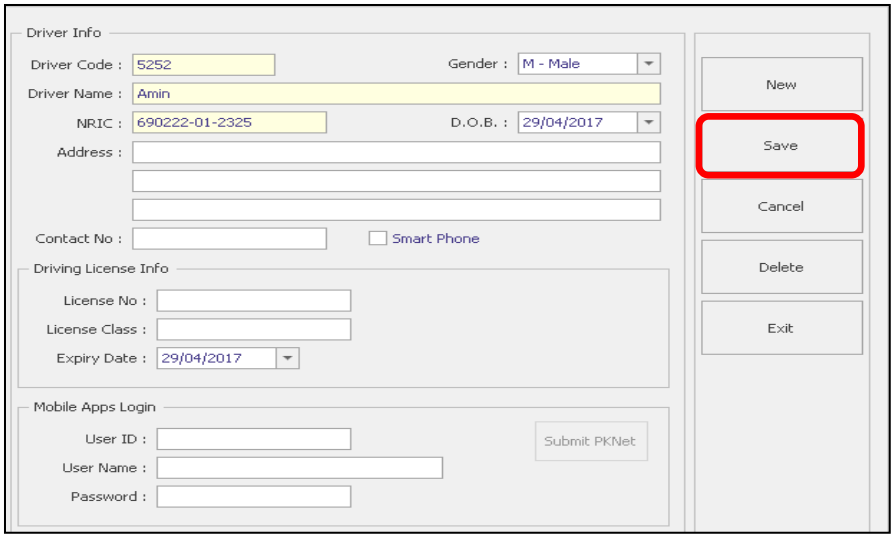


Figure 184

iv. Successful message will be display.

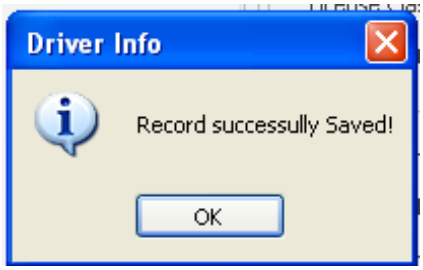


Figure 185

v. Select a record and click on **Delete** button to delete driver entries.

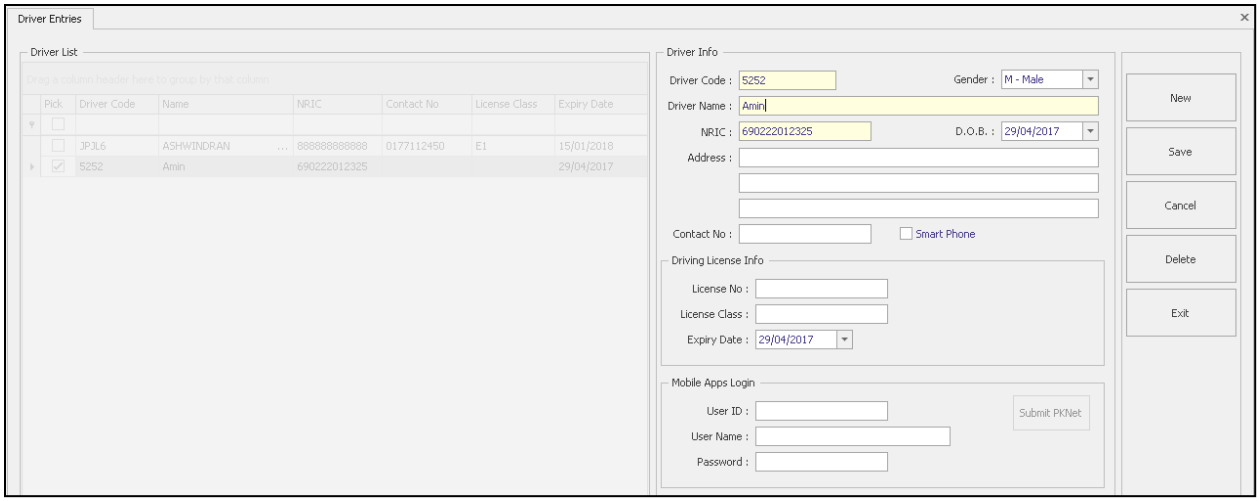


Figure 186

vi. Successful message will be displayed.

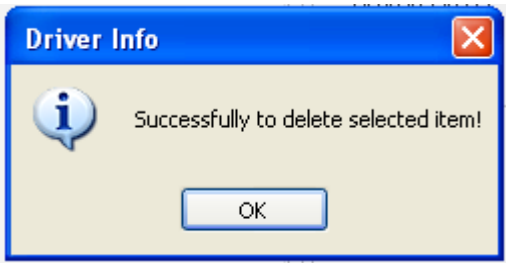


Figure 187

5.2.1.2 Driver Resignation

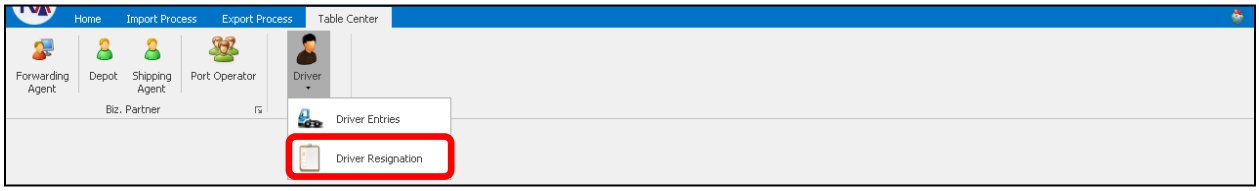


Figure 188

i. Go to **Driver > Driver Entries**

ii. The screen will be displayed as below.

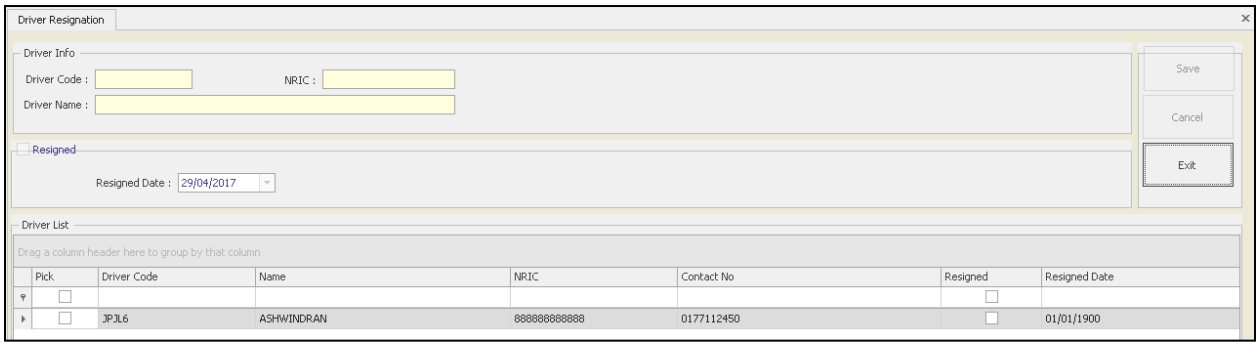


Figure 189

iii. Click a **record in Driver List**. Tick **Resigned tickbox** and select **Resigned Date** to resigned a driver. After that, click on **Save** button to save the information.

Figure 190

iv. Successful message will be displayed.

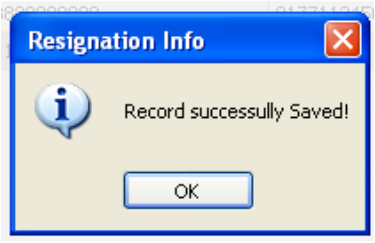


Figure 191

- End of User Manual -