USER GUIDE

2017

Shipper Module

PORT KLANG *NET

Port Single Window for Maritime and Logistic Communities

Windows

Version 2.0

Rank Alpha Technologies Sdn Bhd®

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Disclaimer

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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

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

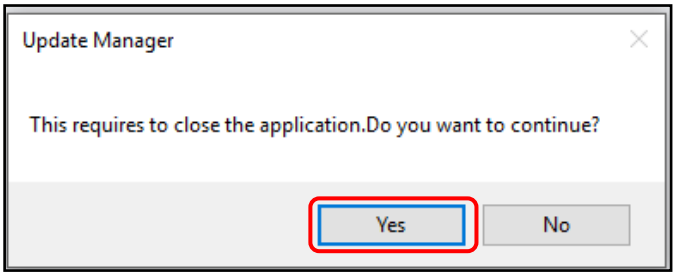
Chapter 1 LIVE UPDATE

1 LIVE UPDATE

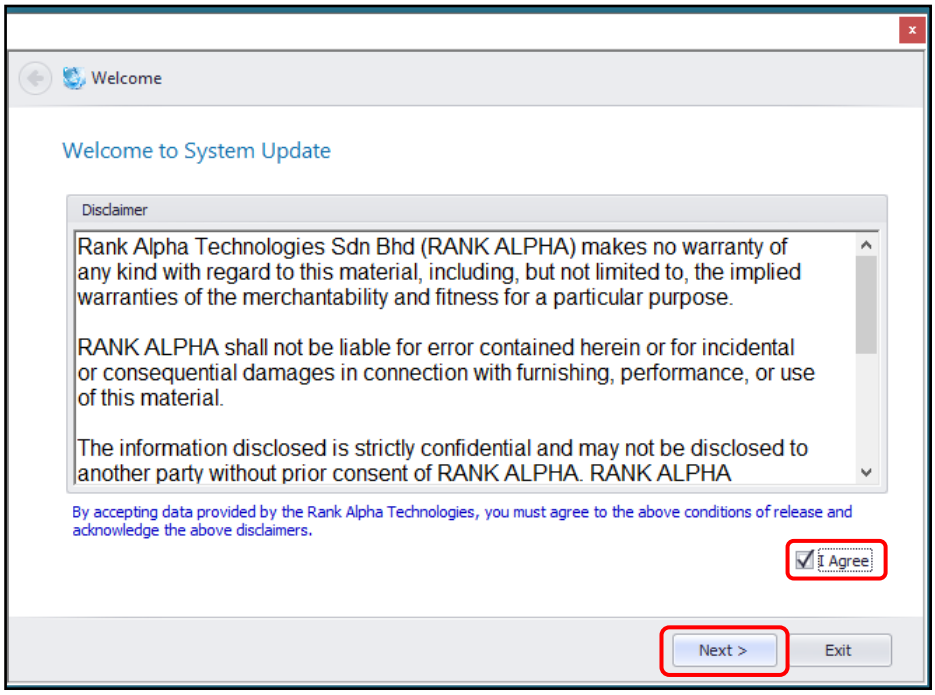
1.1 System Update

1. Choose **Home** tab and select **System Update** for update the latest version.

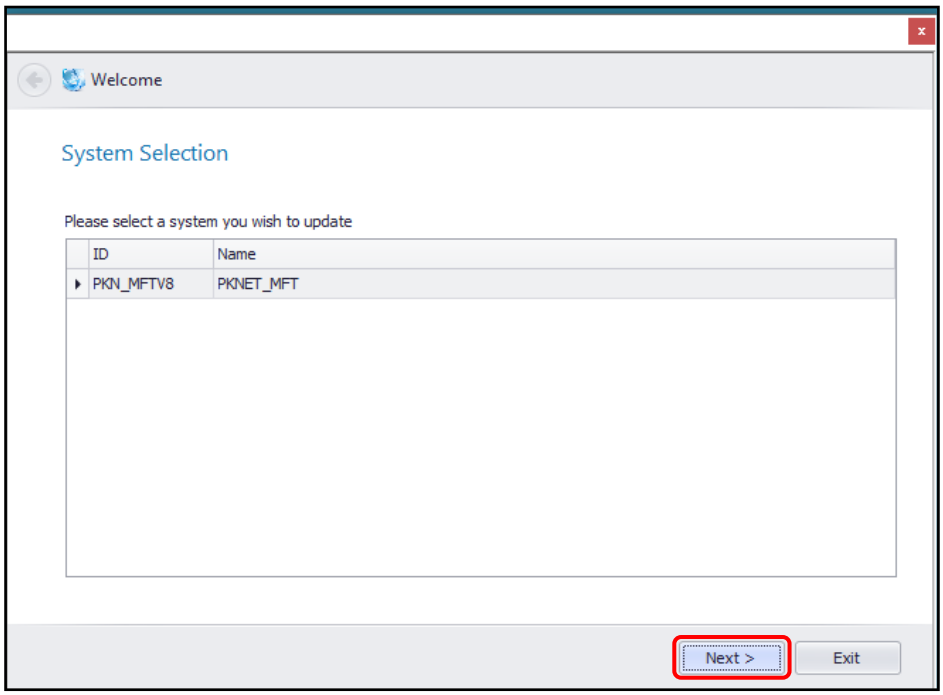
2. Popup for confirmation will appear. Click **Yes** to continue.



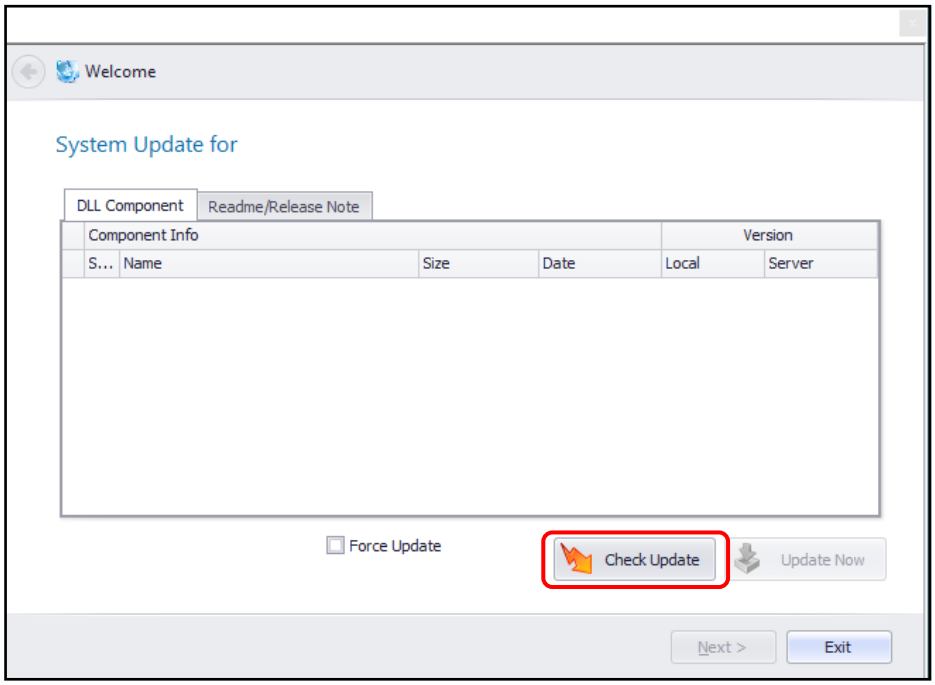
3. Disclaimer popup will appear and Click on **Agree** checkbox. **Next** button will become able to click.



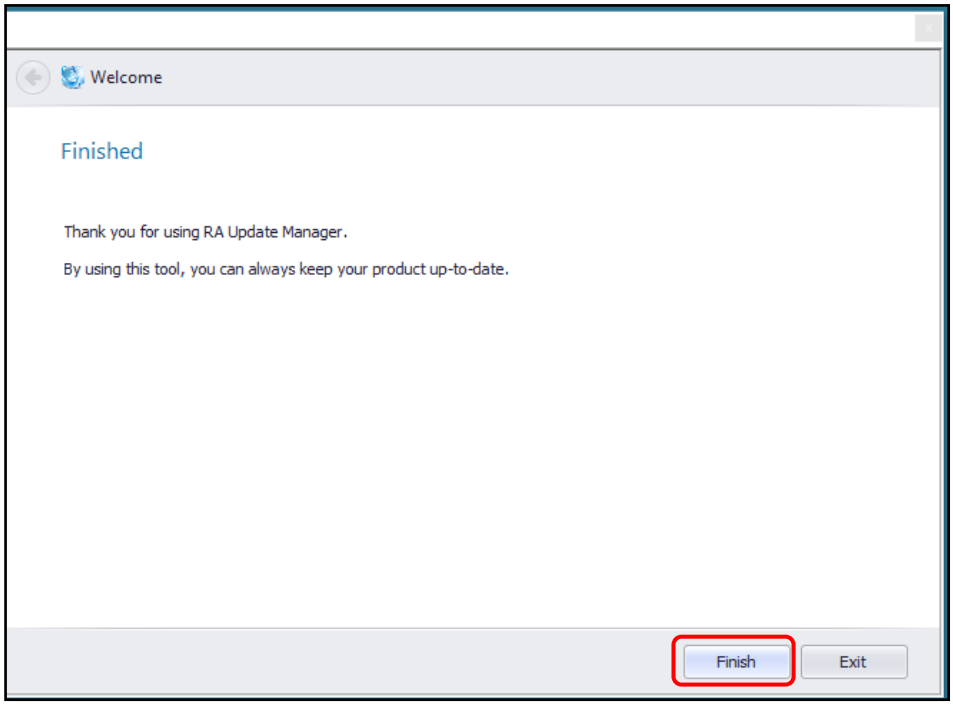
4. Click on **Next** button.



5. Click on **Check Update** button to update system. System will show all the patches that have to update. Then Click **Next** button.



6. Click on **Finish** button and your system already updated system.



1.2 Update– [Will be available soon]

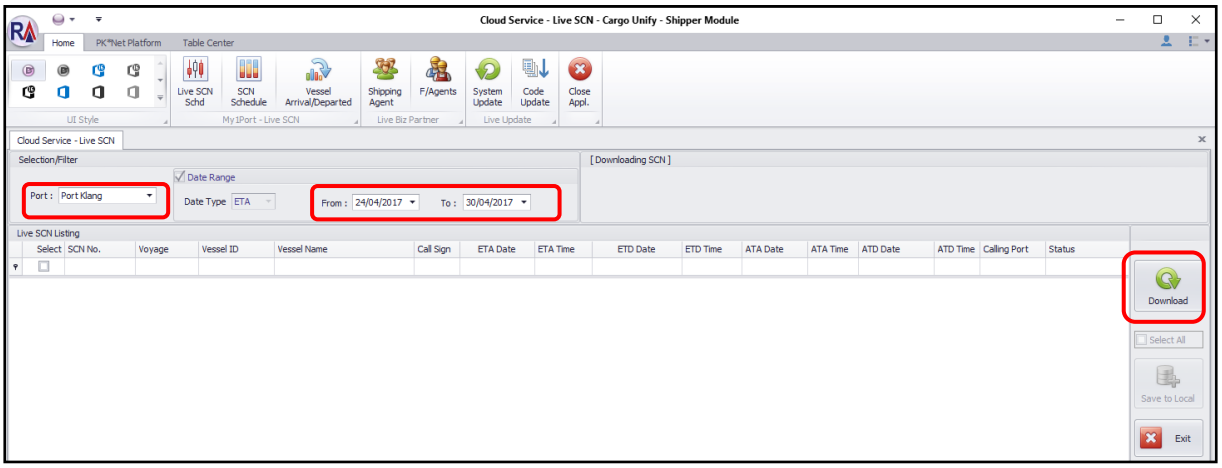
Chapter 2 My1Port – LIVE SCN

2 My1Port – LIVE SCN

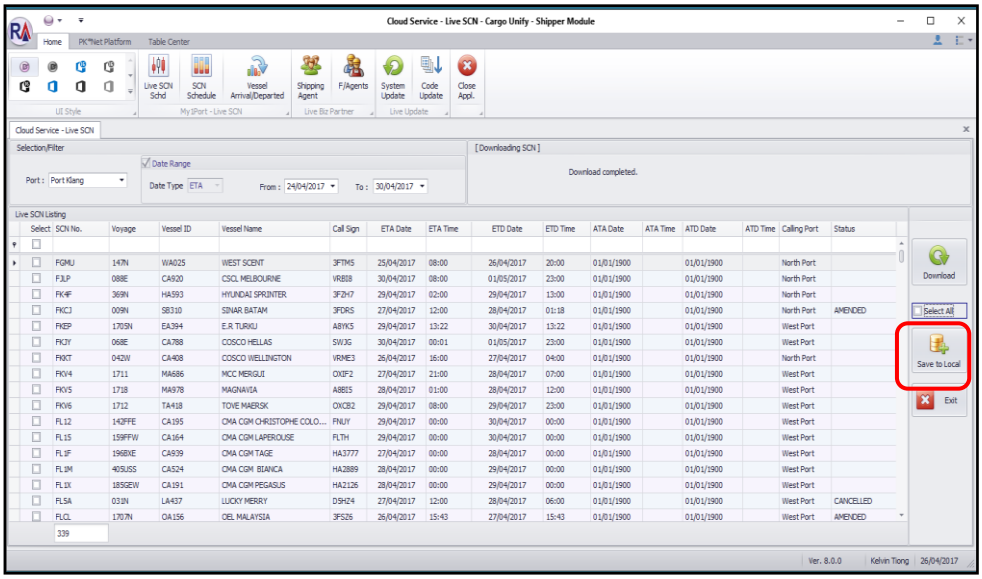
2.1 Live SCN Schedule

1. Go to **Home** tab and click on **Live SCN Schd** menu.

2. Choose **Port** and **Date** to download. Then click **Download** button.

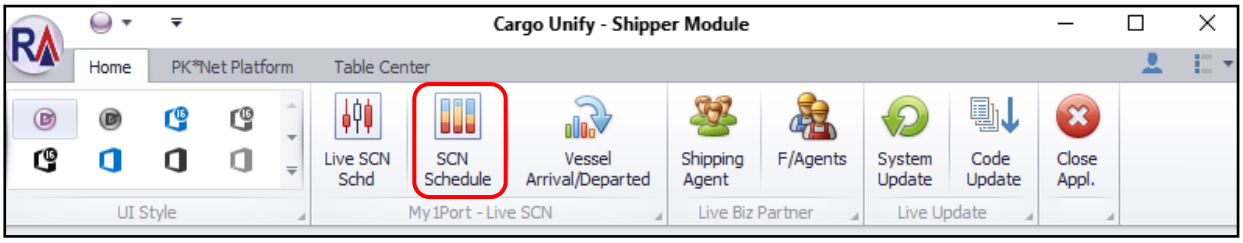


3. After all data already downloaded, click **Save to Local** button for save all the SCN data**.**

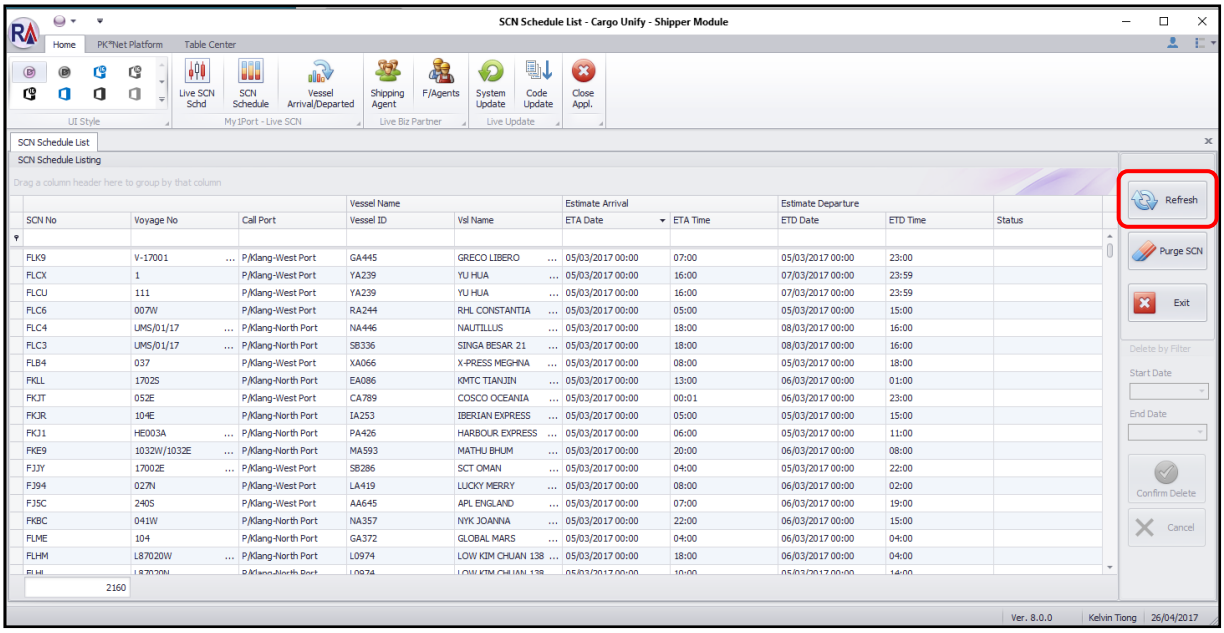


2.2 SCN Schedule

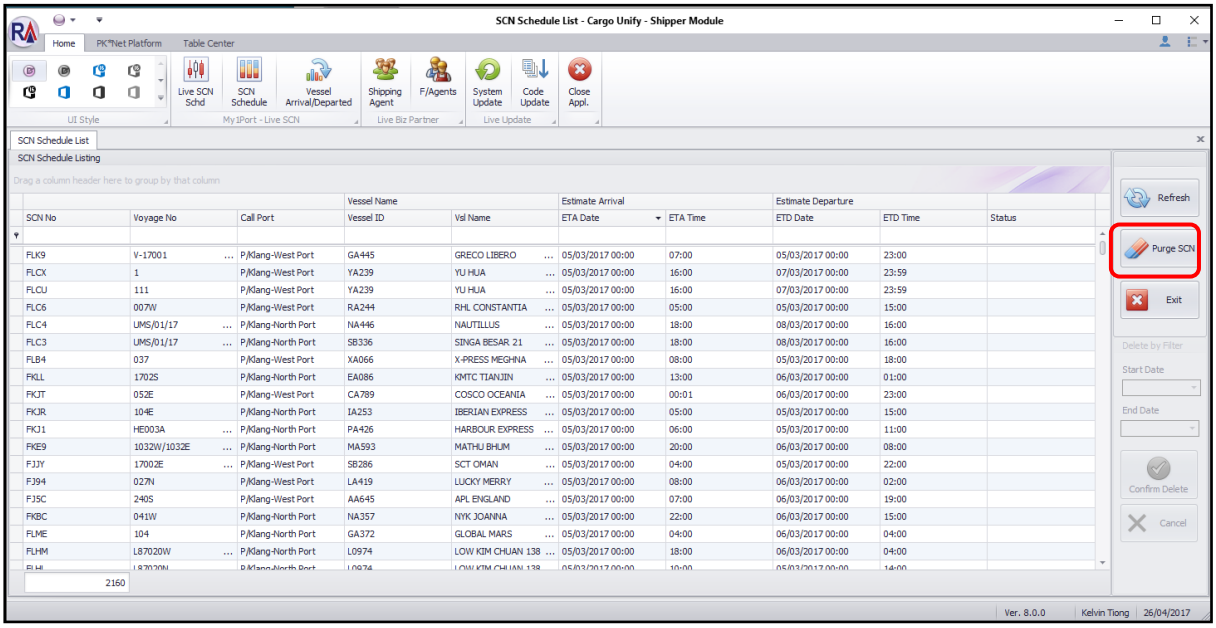
1. Go to **Home** tab and click on **SCN Schedule** menu.



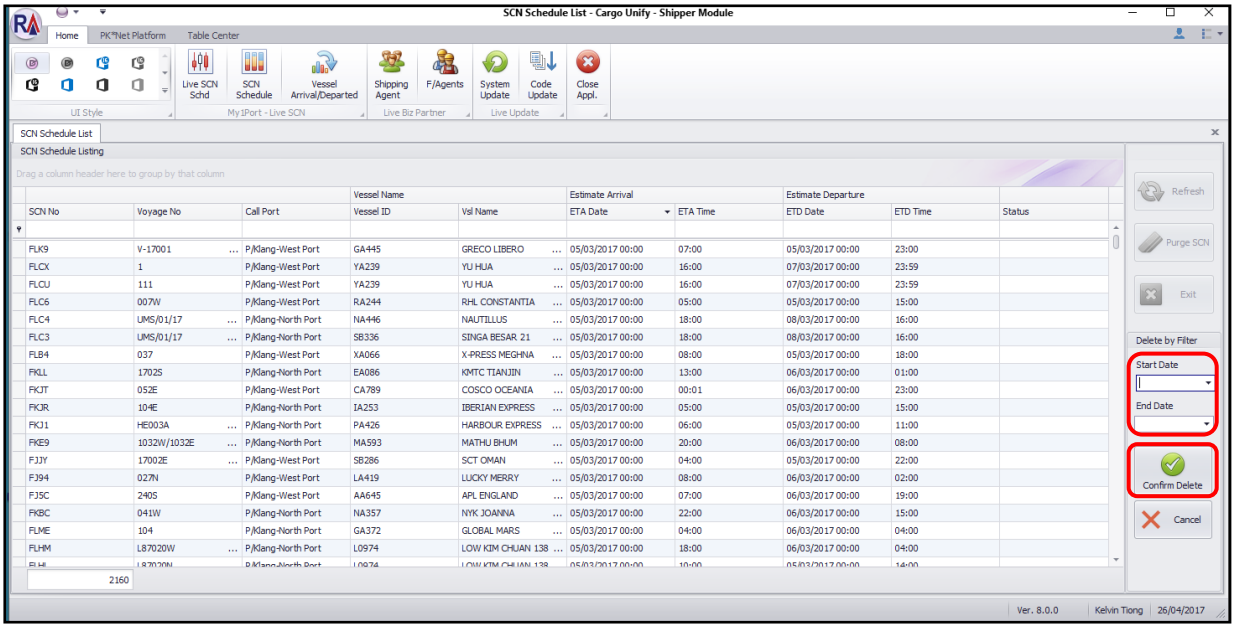
2. Click Refresh button to refresh the listing



3. To delete record in the listing, click on Purge SCN**.**



4. Delete by filter will be able for key in. Select **Start date** and **End date** then click **Confirm Delete** button to delete record.



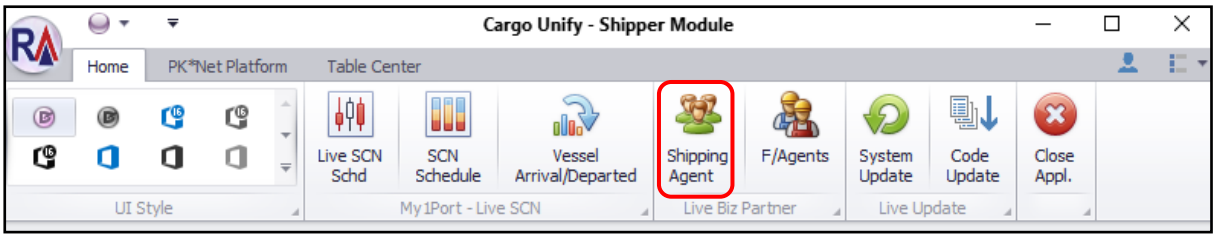
2.3 Vessel Arrival / Departed – [Will be available soon]

Chapter 3 BUSINESS PARTNER

3 LIVE BUSINESS PARTNER

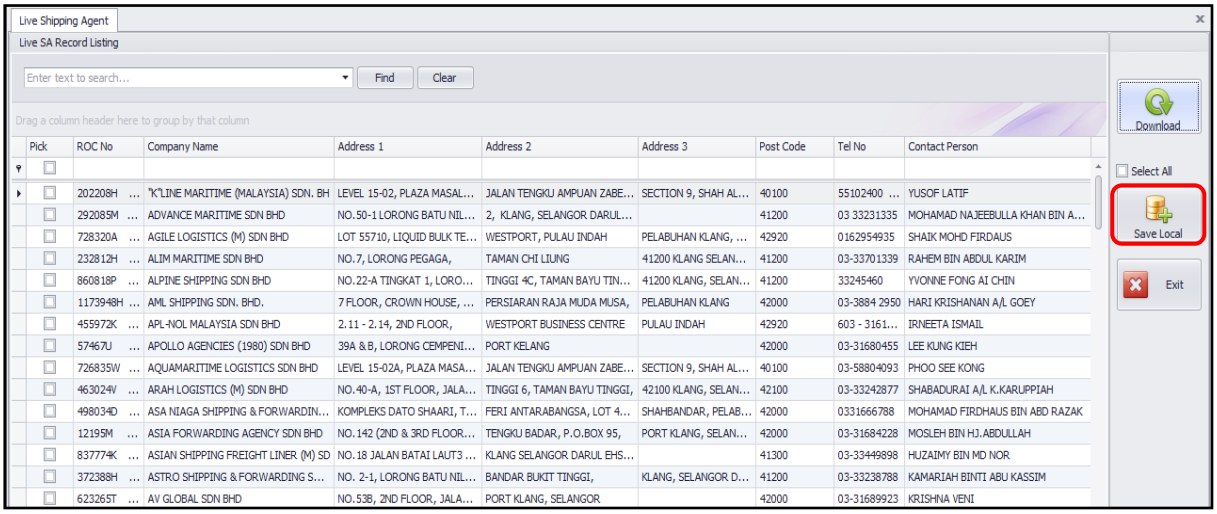
3.1 Shipping Agent

1. Go to **Home** tab and click on **Shipping Agent** menu.



2. Click on **Download** button to download all list of shipping agent.

3. Select record to be saved or you can click **Select All** check box to select all the record and click **Save Local** button to save the record.



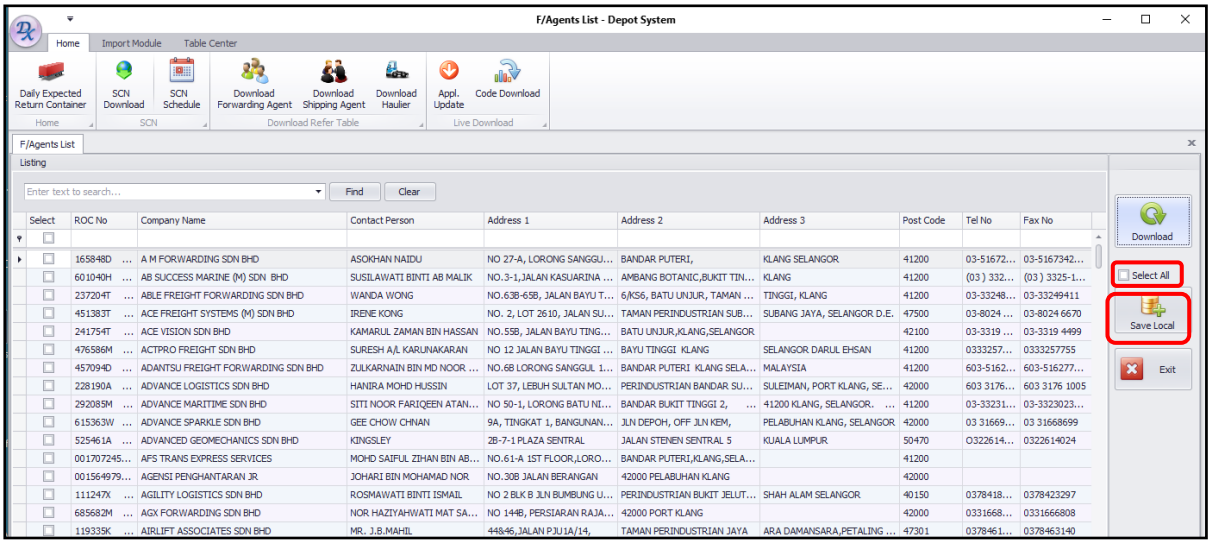
4. "**Record successfully saved to local**!" message will display.

3.2 Forwarding Agent

1. Go to **Home** tab and click on **Forwarding Agent** menu.

2. Click on **Download** button to download all list of forwarding agent.

3. Select record to be saved or you can click **Select All** check box to select all the record and click **Save Local** button to save the record.

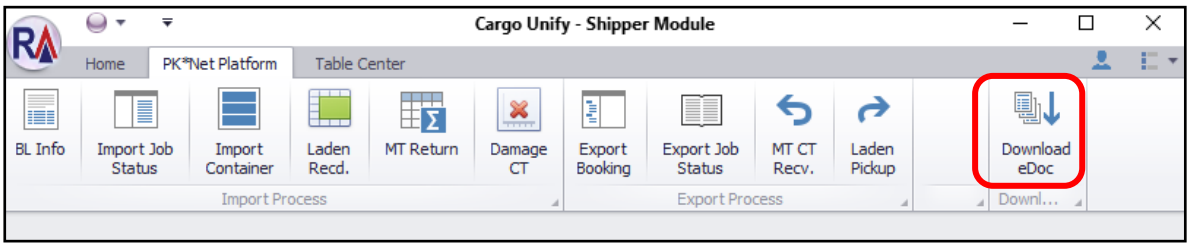


4. "**Record successfully saved to local**!" message will display.

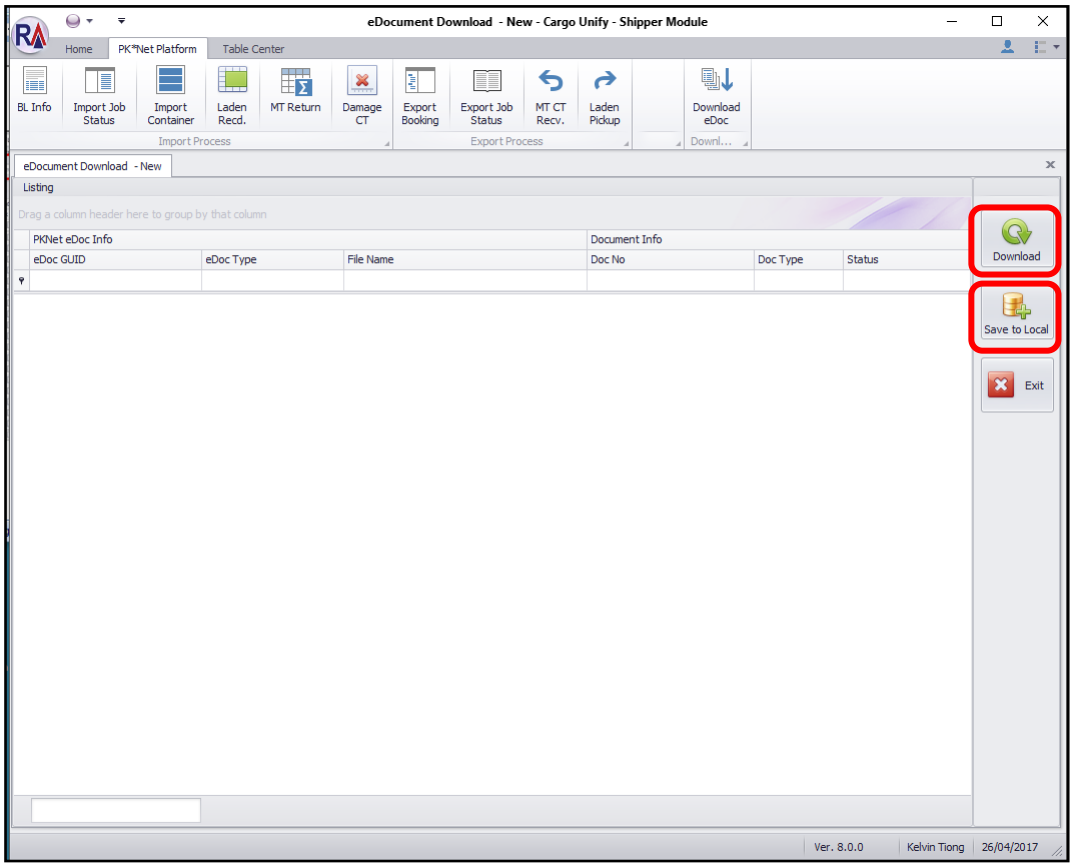
Chapter 4 DOWNLOAD EDOCUMENT

4 DOWNLOAD EDOCUMENT

1 To update new record for received and view record that have been submitted, you should download eDoc first by click at **PK*Net Platform** tab and click on **Download eDocument** menu.



2. Click on button **Download**. After done download, click **Save to Local** button.

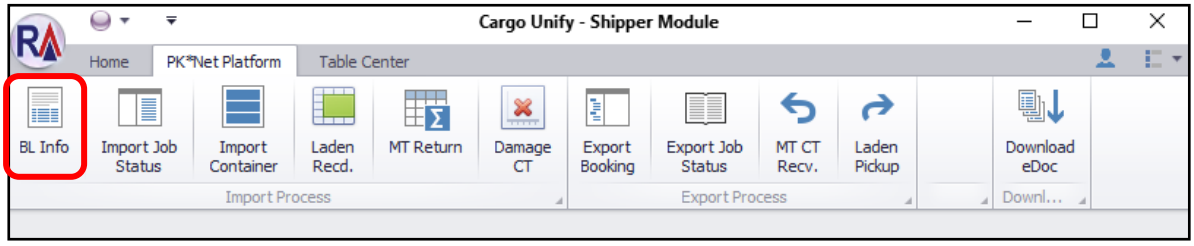


Chapter 5 IMPORT PROCESS

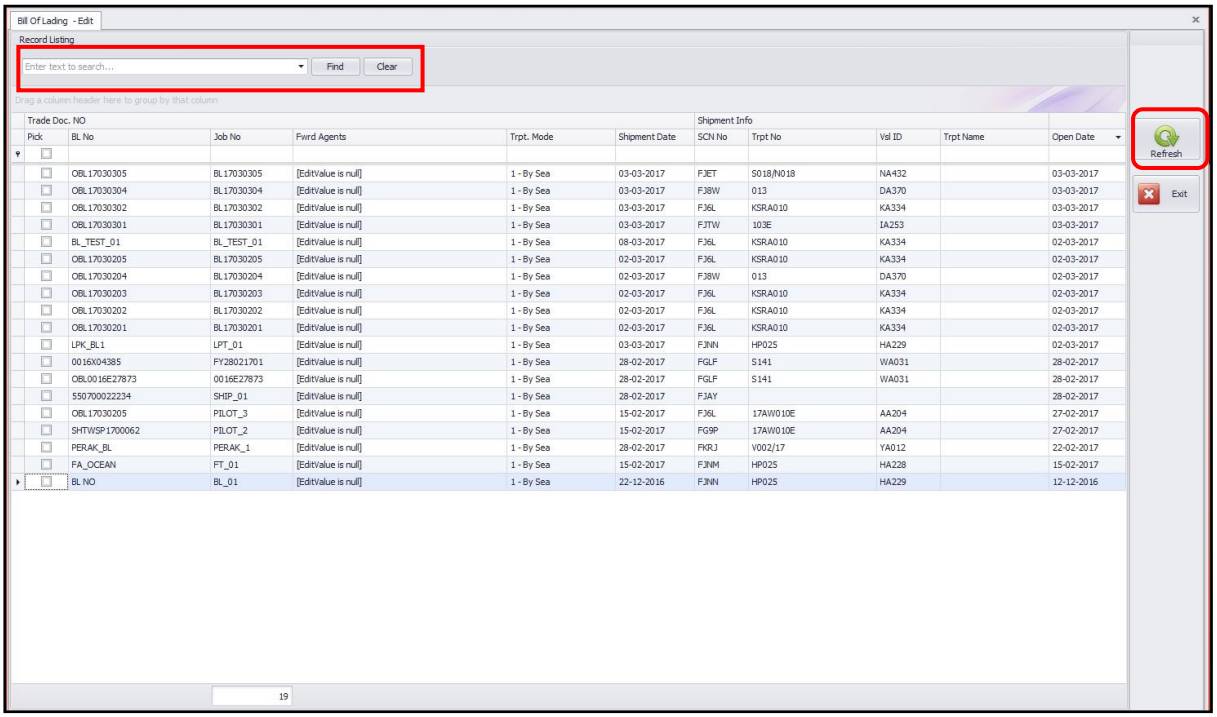
5 IMPORT PROCESS

5.1 Bill Of Lading Info

1. Go to **PK*Net Platform** tab and click on **BL Info** menu.

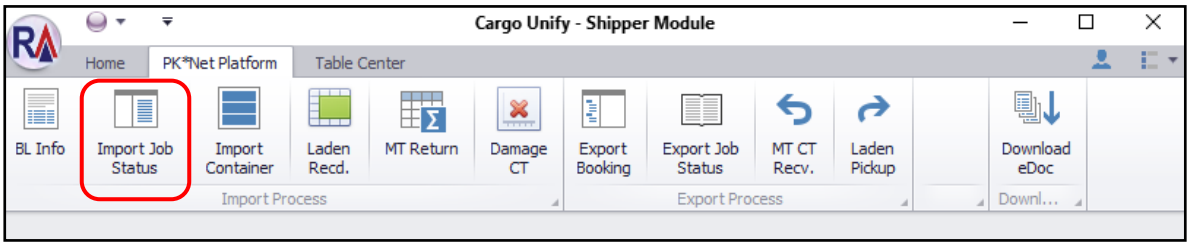


2. Click on **Refresh** button to update listing. You also can use search panel by enter your record key and click **Find** button.

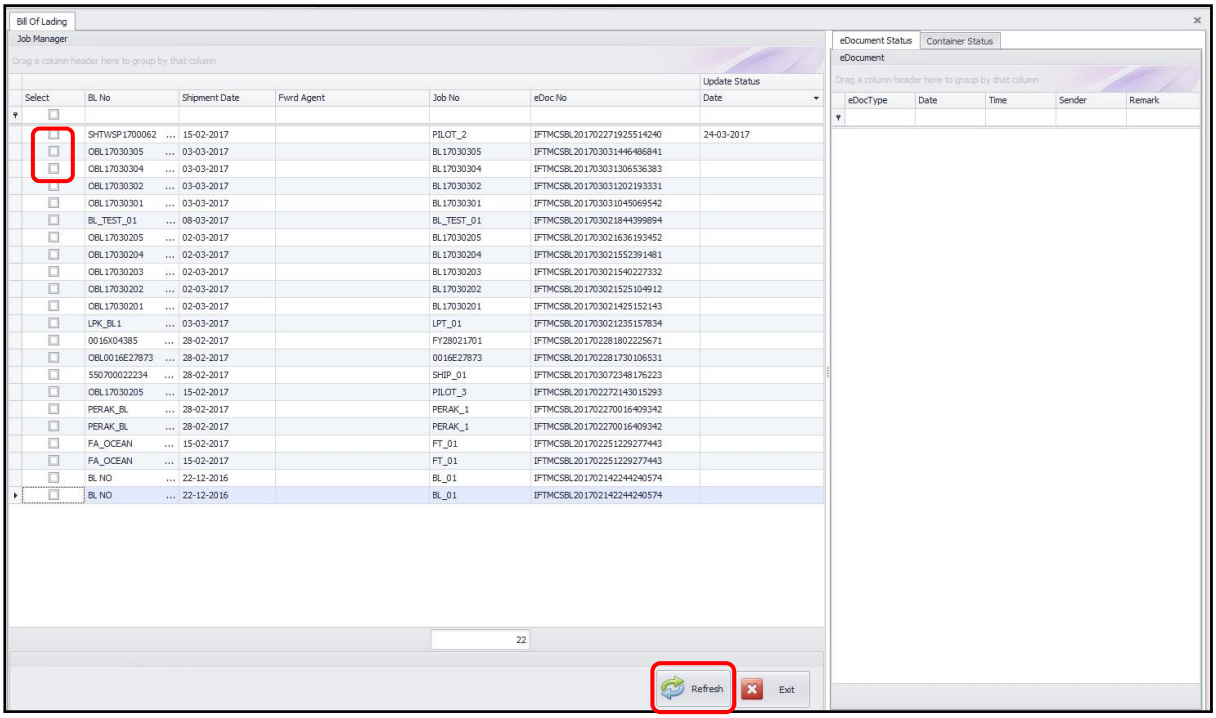


5.2 Import Job Status

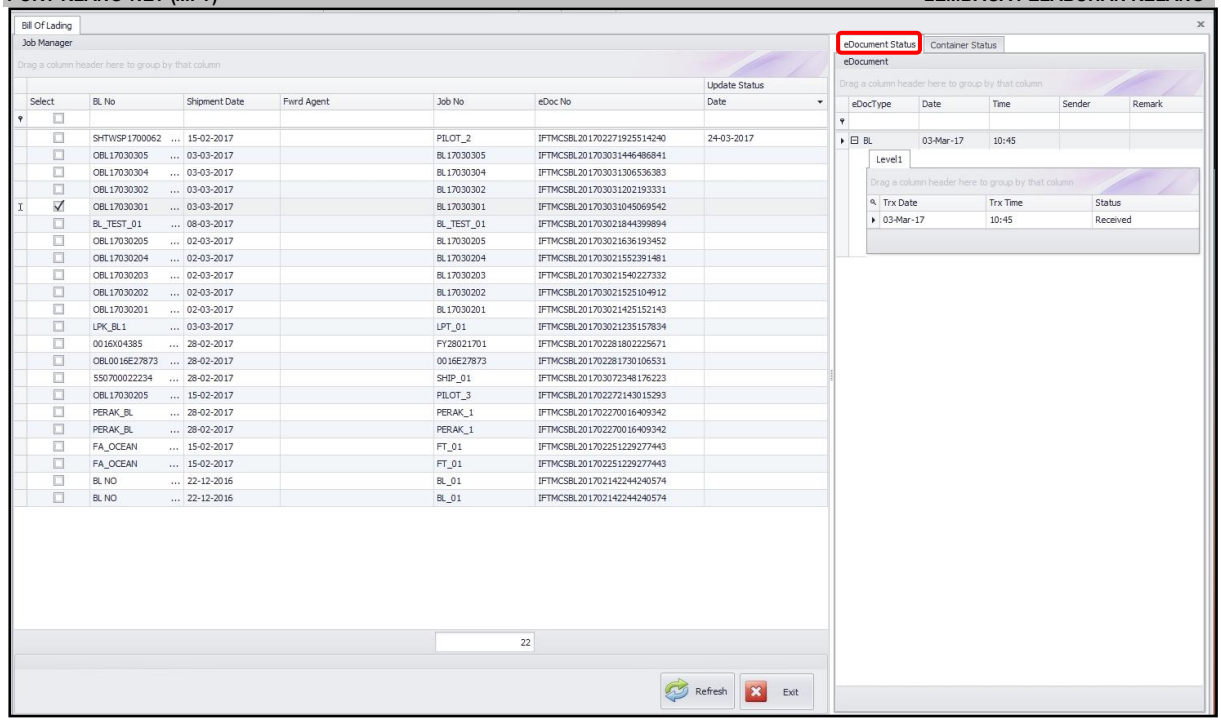
1. Select Go to **PK*Net Platform** tab and click on **Import Job Status** menu.

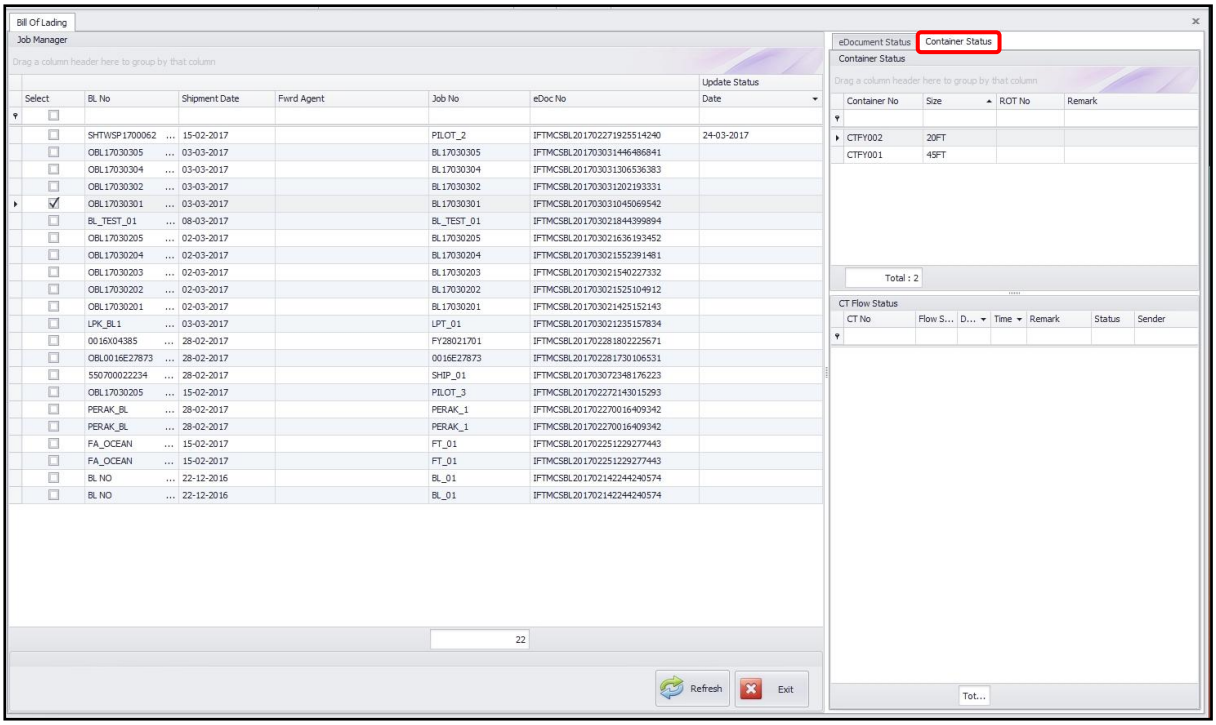


2. Click refresh button to update listing. Select your record to view your record by click at the check box.



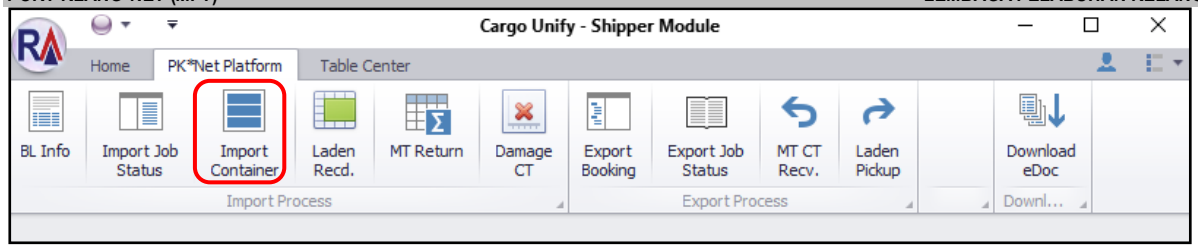
3. Record status will appear at right column. You can click at the tab to see different status whether eDocument status or container status.



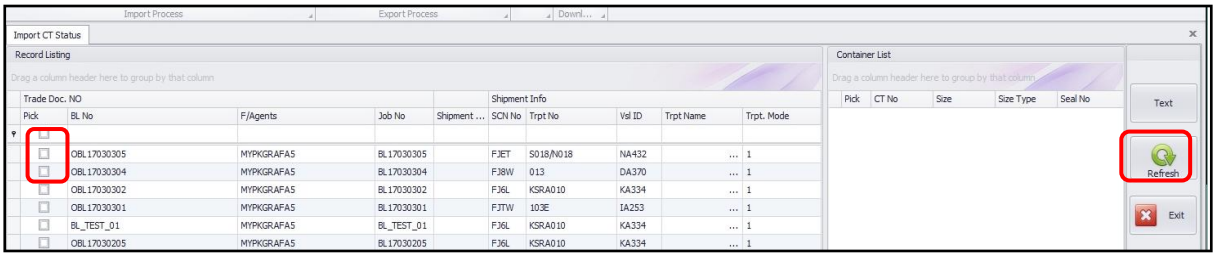


5.3 Import Container

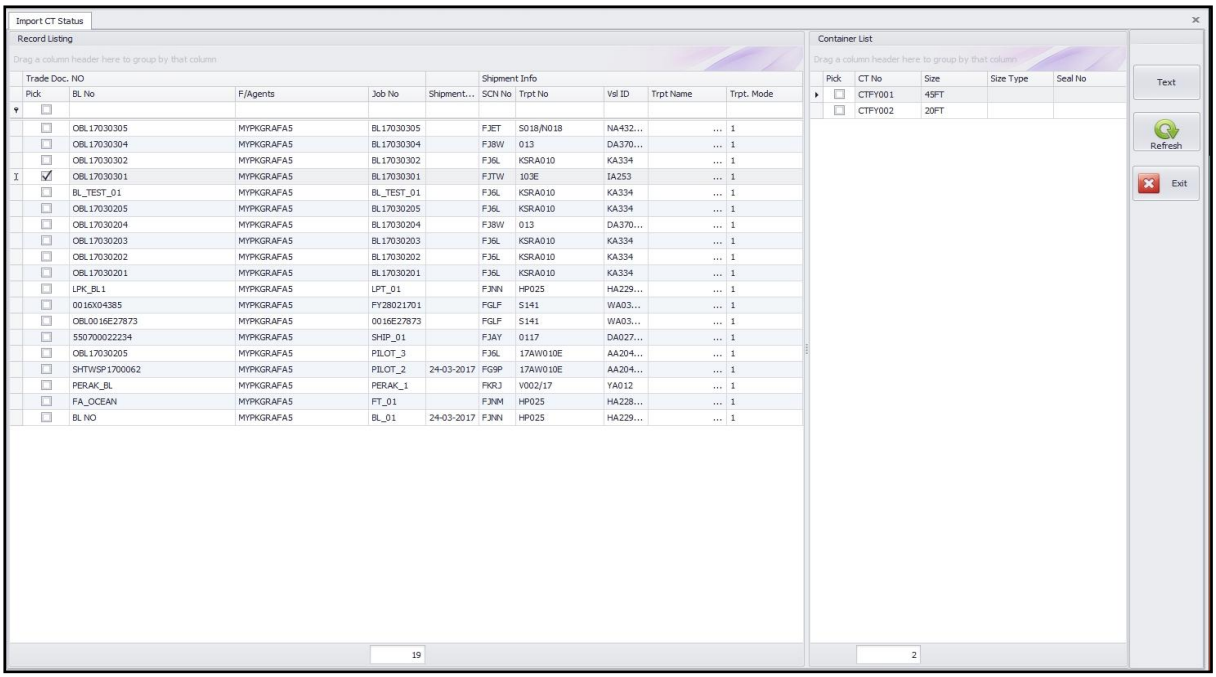
1. Select Go to **PK*Net Platform** tab and click on **Import Container** menu.



2. Click refresh button to update listing. Select your record to view your record by click at the check box.

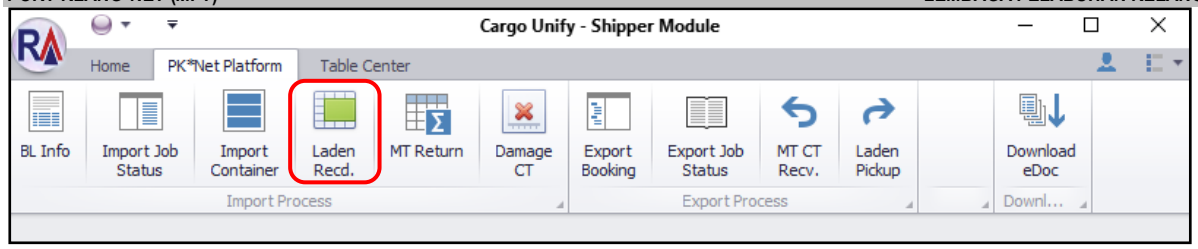


3. Record status will appear at right column. You also can adjust your page width by drag the splitter to left or right.

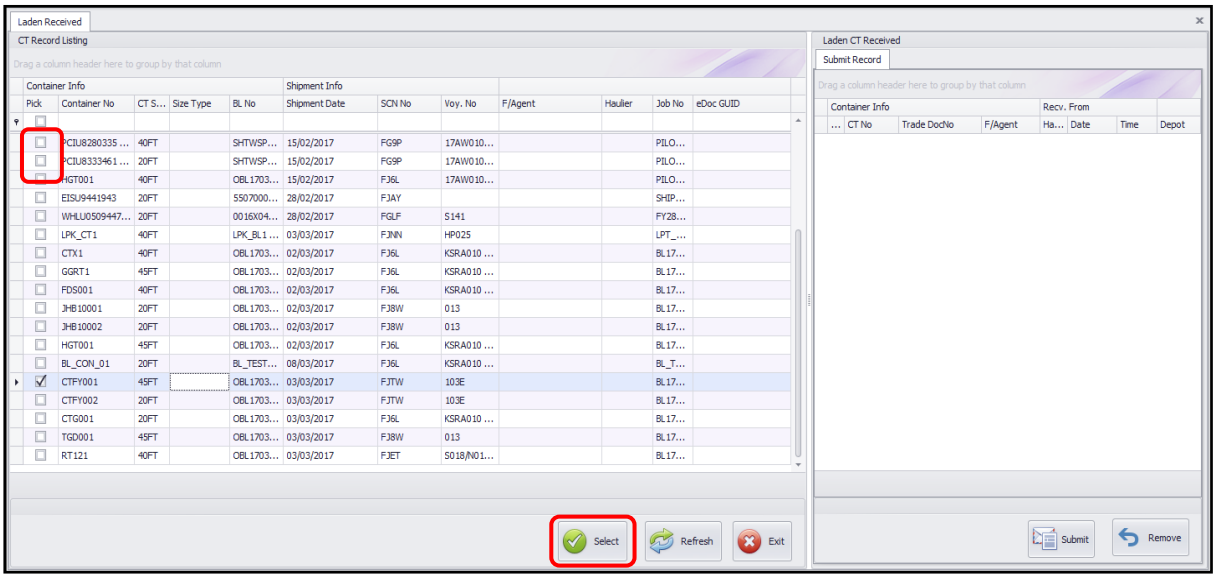


5.4 Laden Received

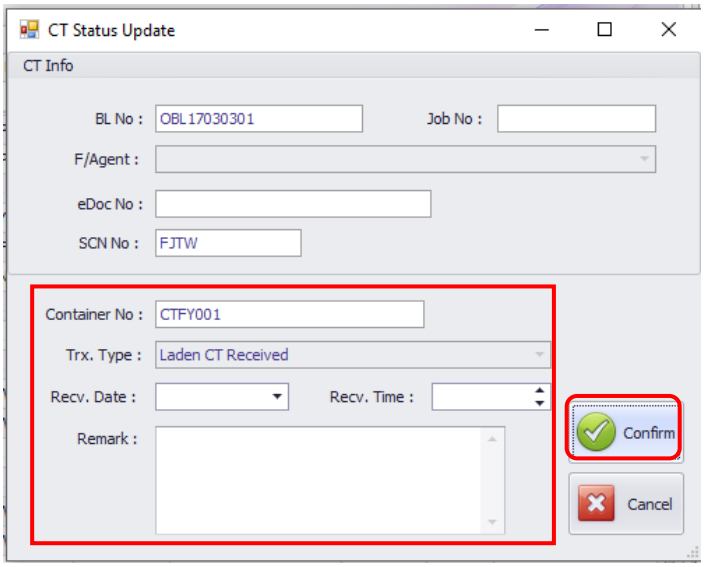
1. Select Go to **PK*Net Platform** tab and click on **Laden Received** menu.



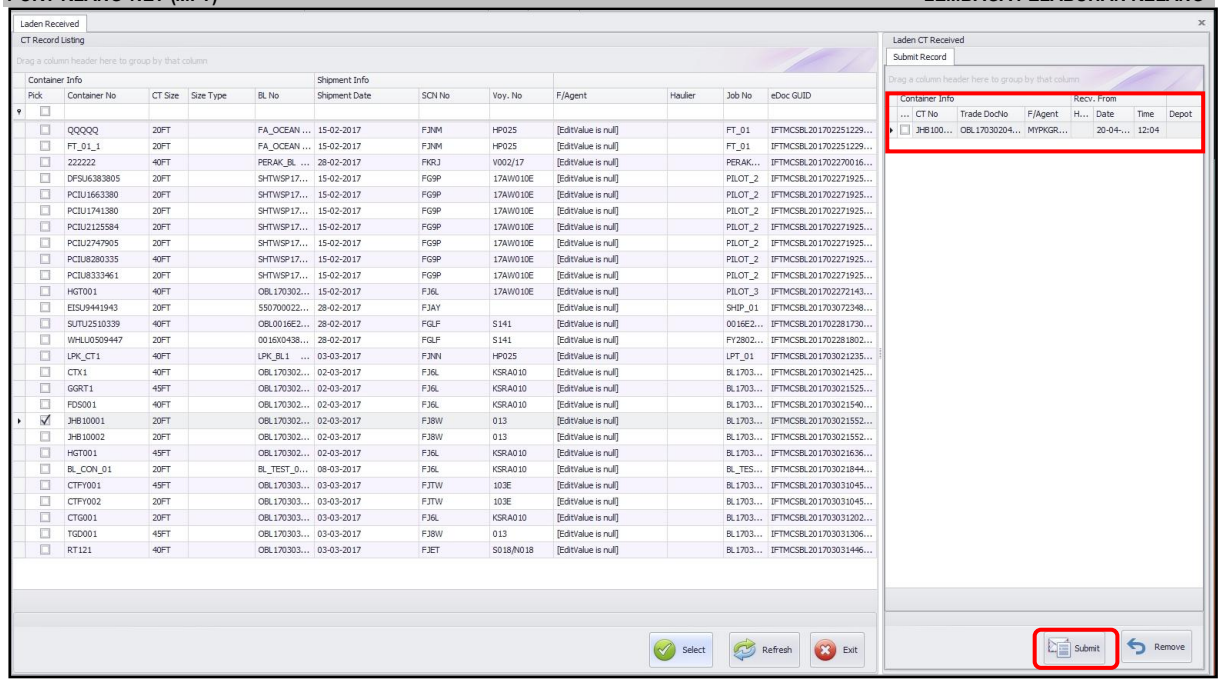
2. Select your record by click at the check box and click **Select** button to proceed.



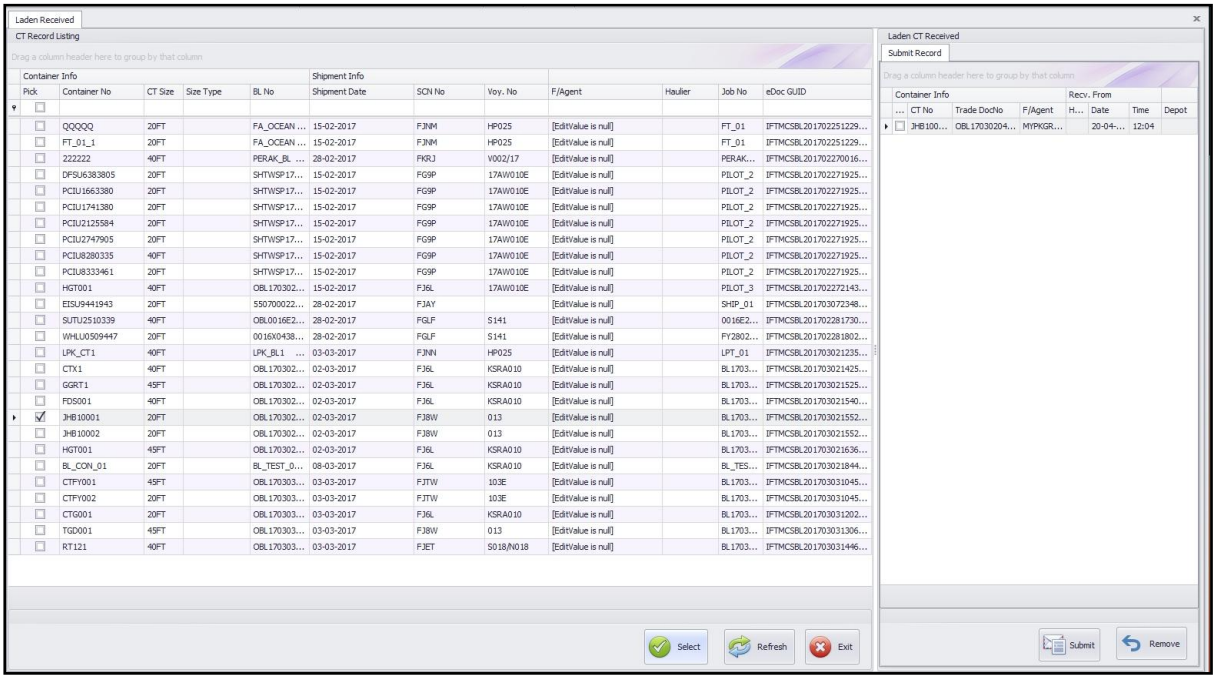
3. Popup of CT Status Update will appear. Enter container receive detail by select your Received Date, Received Time and Remark. Then click Confirm button.



4. Record status will appear at right column. Select record to be submitted by **tick** on checkbox. Then Click **Submit** button to submit the record.

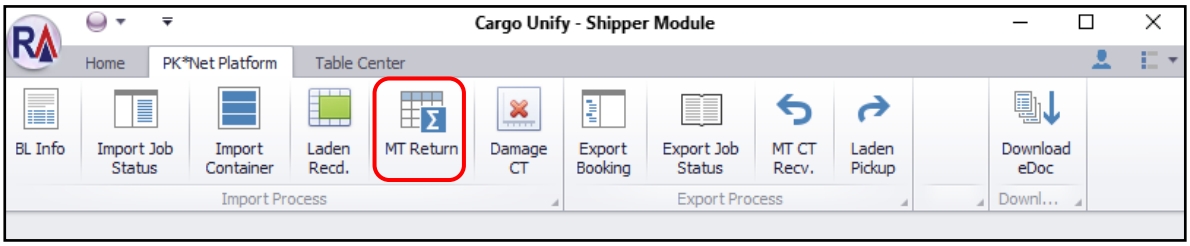


5. You also can adjust your page width by drag the splitter to left or right.

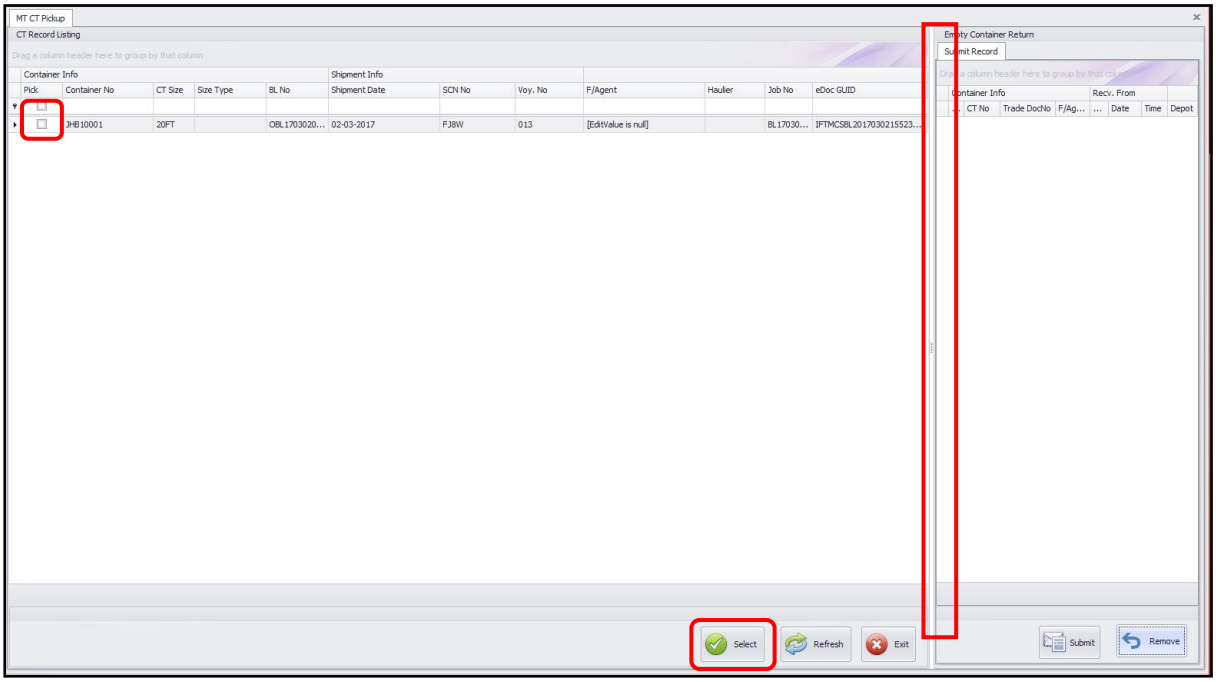


5.5 MT Return

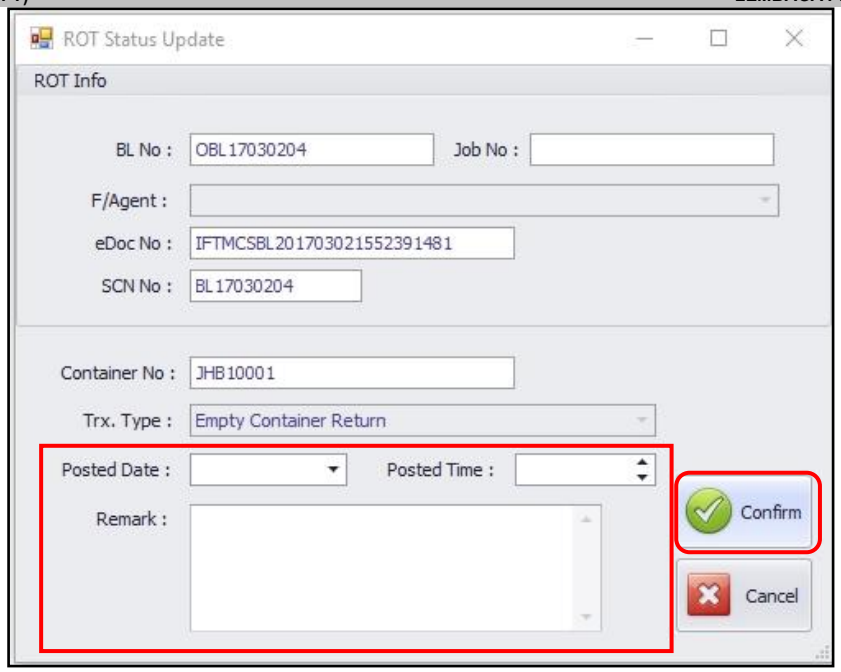
1. Select Go to **PK*Net Platform** tab and click on **MT Return** menu.



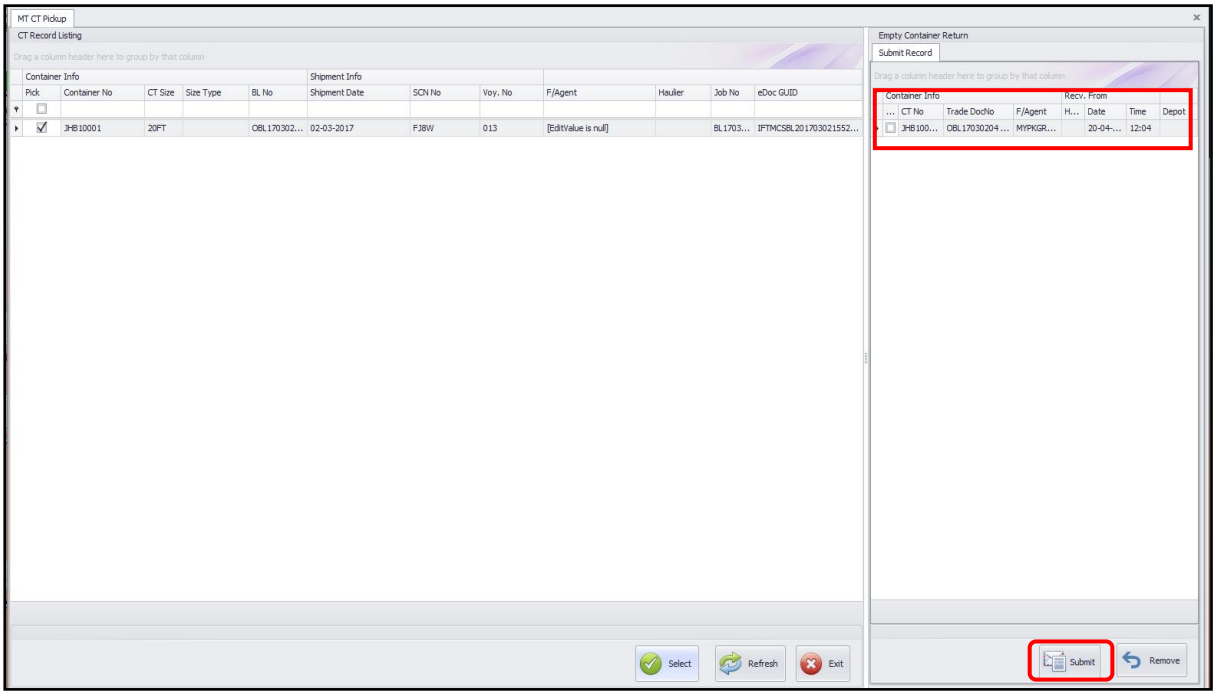
2. Select your record by click at the check box and click **Select** button to proceed.



3. Popup of ROT Info will appear. Enter ROT detail by select your Posted Date, Posted Time and Remark. Then click Confirm button.

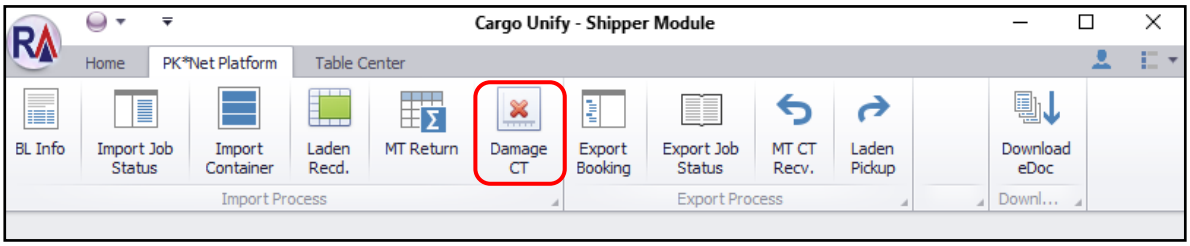


4. Record status will appear at right column. Select record to be submitted by **tick** on checkbox. Then Click **Submit** button to submit the record.

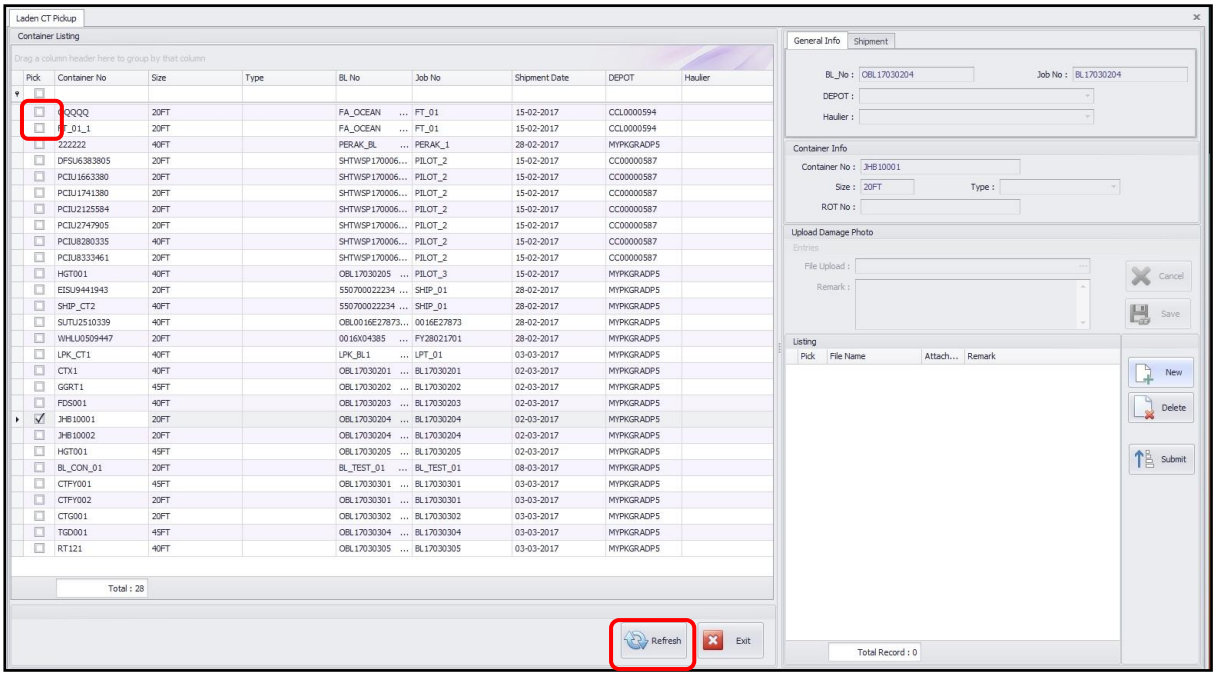


5.6 Damage Container

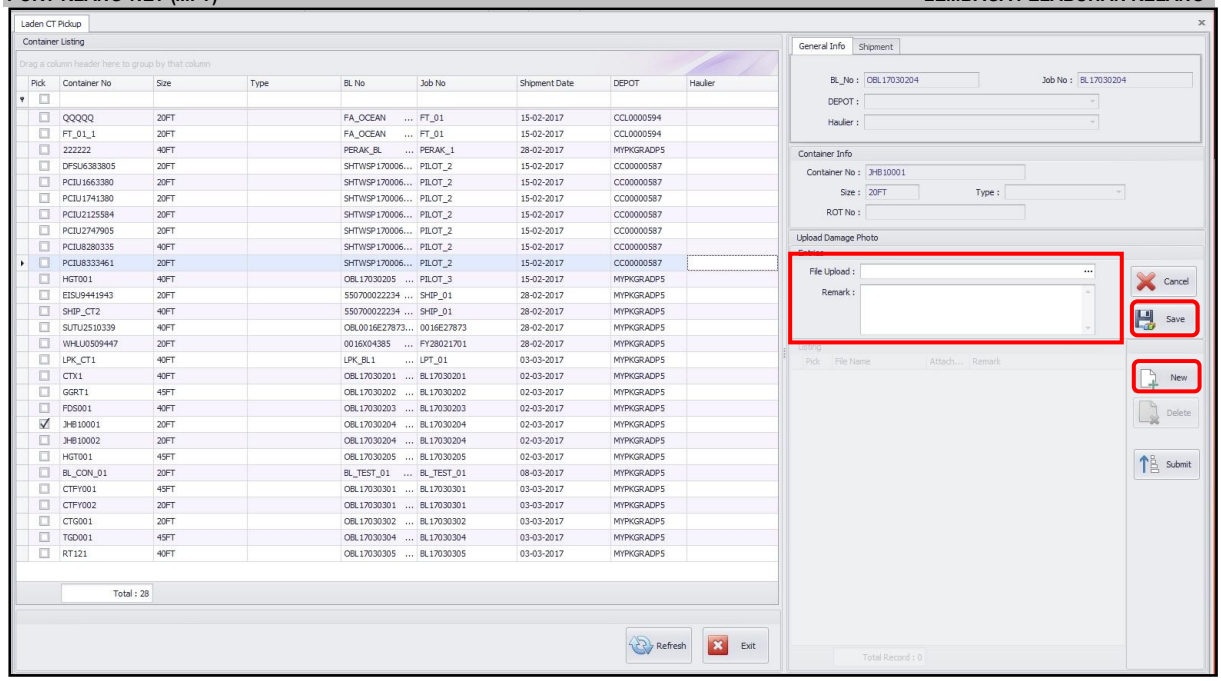
1. Go to **PK*Net Platform** tab and click on **Damage CT** menu.



2. Click **Refresh** button to update listing. Select your record by click at the check box.

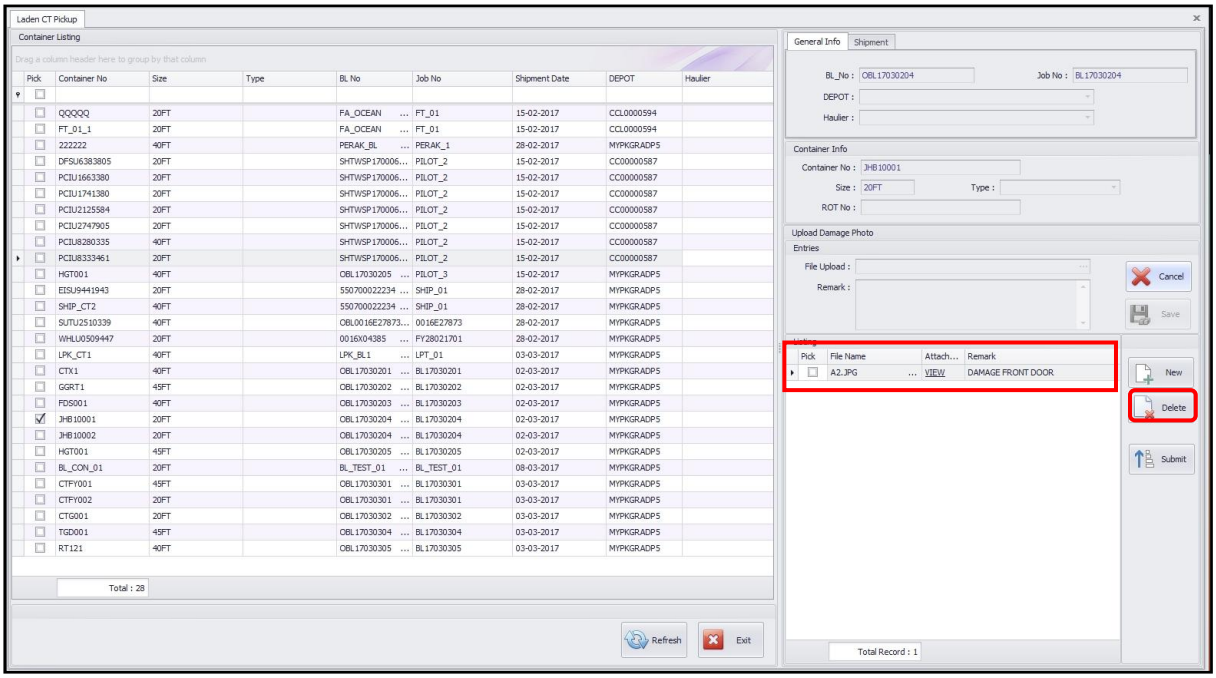


3. Click **New** button to create new list. Enter your information at the entries by upload picture of damage container and write some remark. Then click **Save** button to save record.

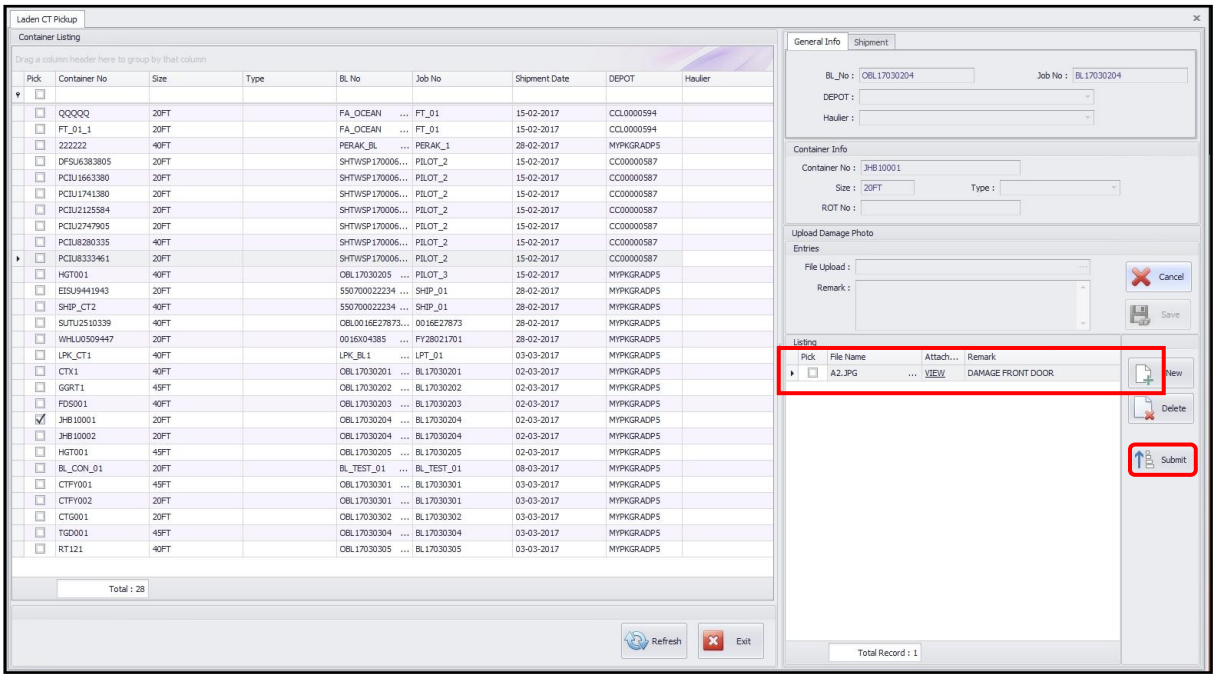


4. Record will appear at right column. You can delete your record by **tick** on checkbox and click **Delete** Button.

1.



5. For submit record, click on checkbox. Then Click **Submit** button to submit the record.

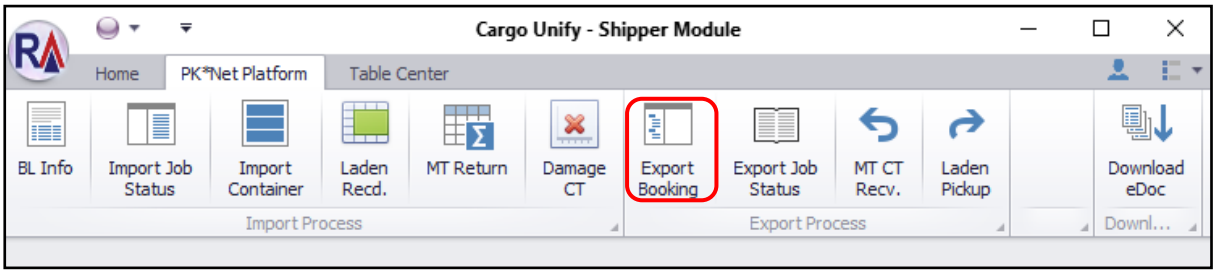


Chapter 6 EXPORT PROCESS

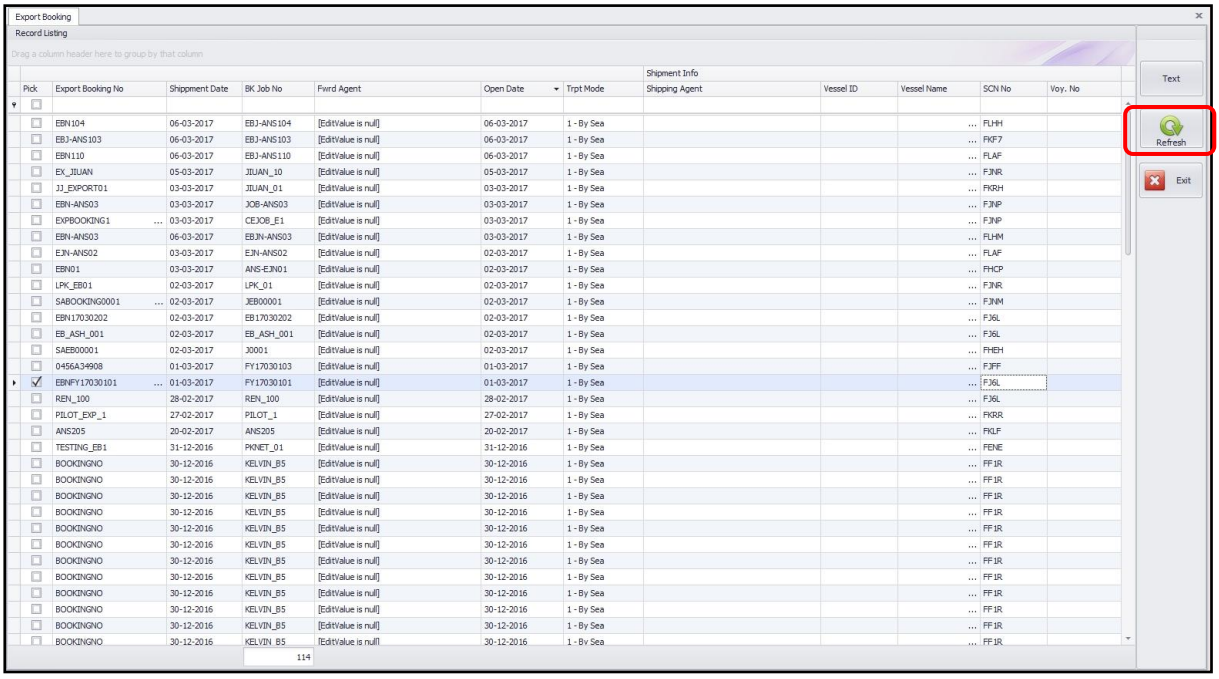
6 EXPORT PROCESS

6.1 Export Booking

1. Go to **PK*Net Platform** tab and click on **Export Booking** menu.

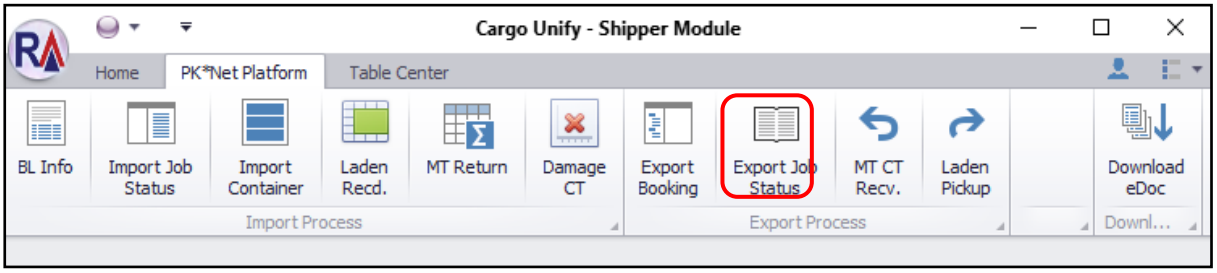


2. Click **Refresh** button to update listing

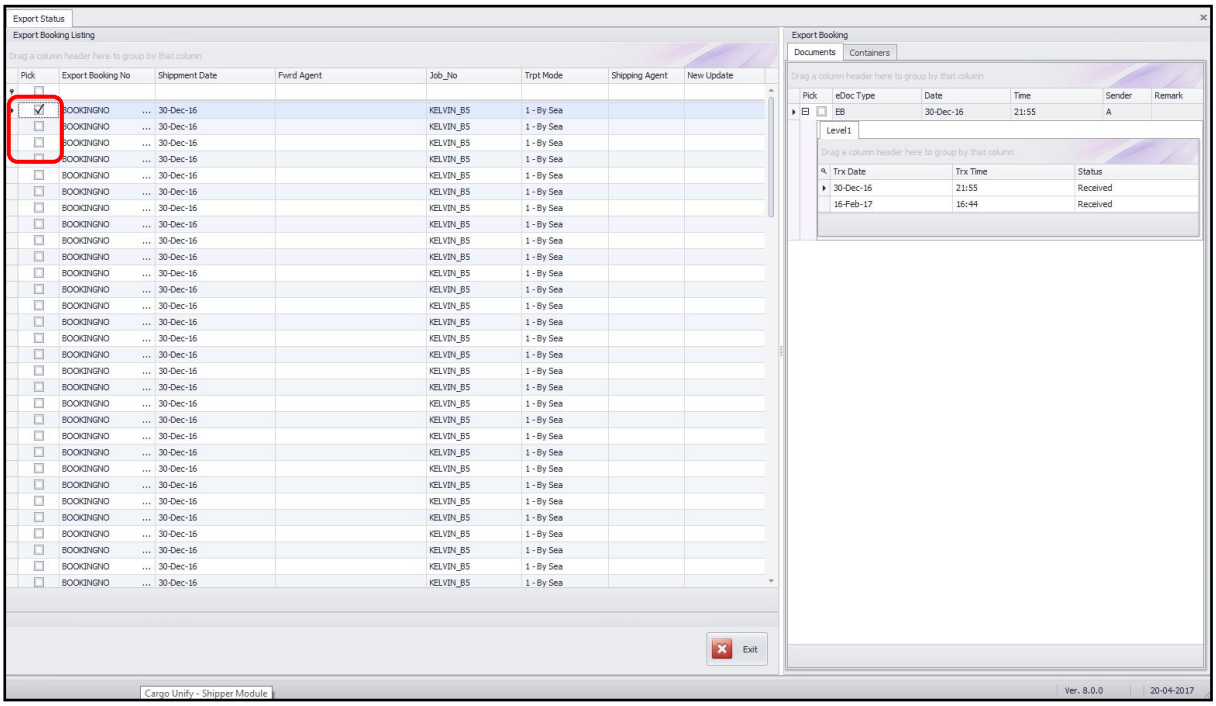


6.2 Export Job Status

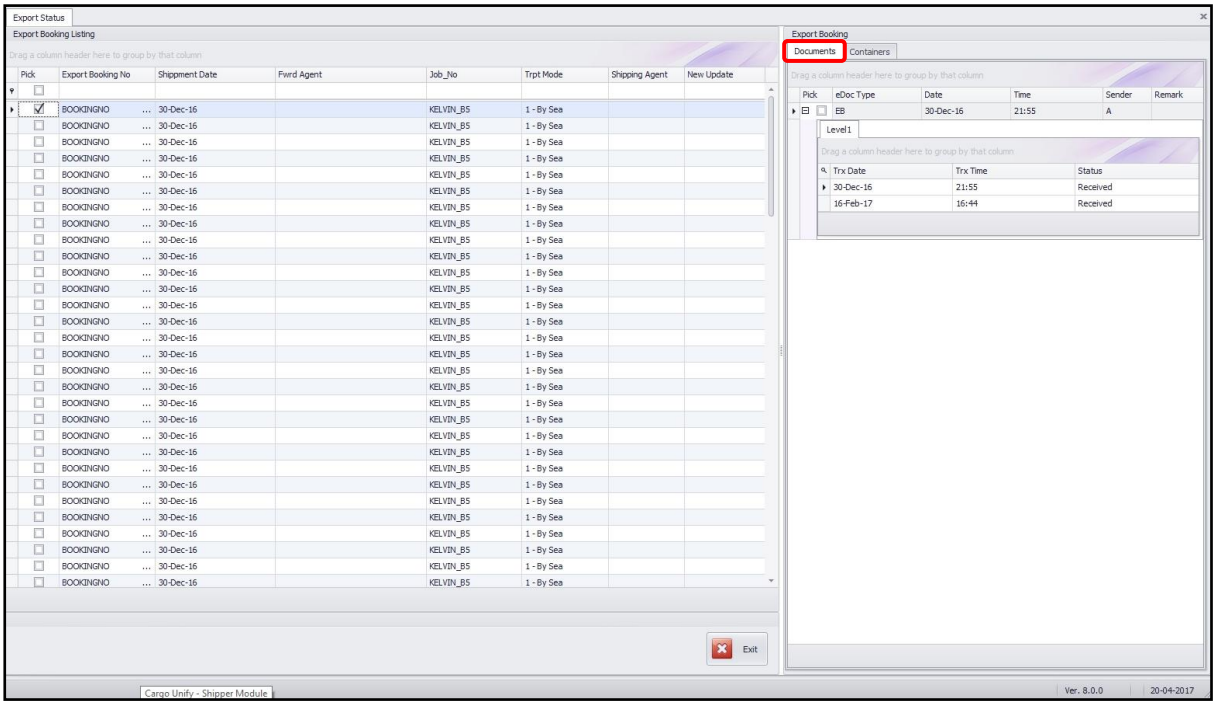
1. Go to **PK*Net Platform** tab and click on **Export Job Status** menu.

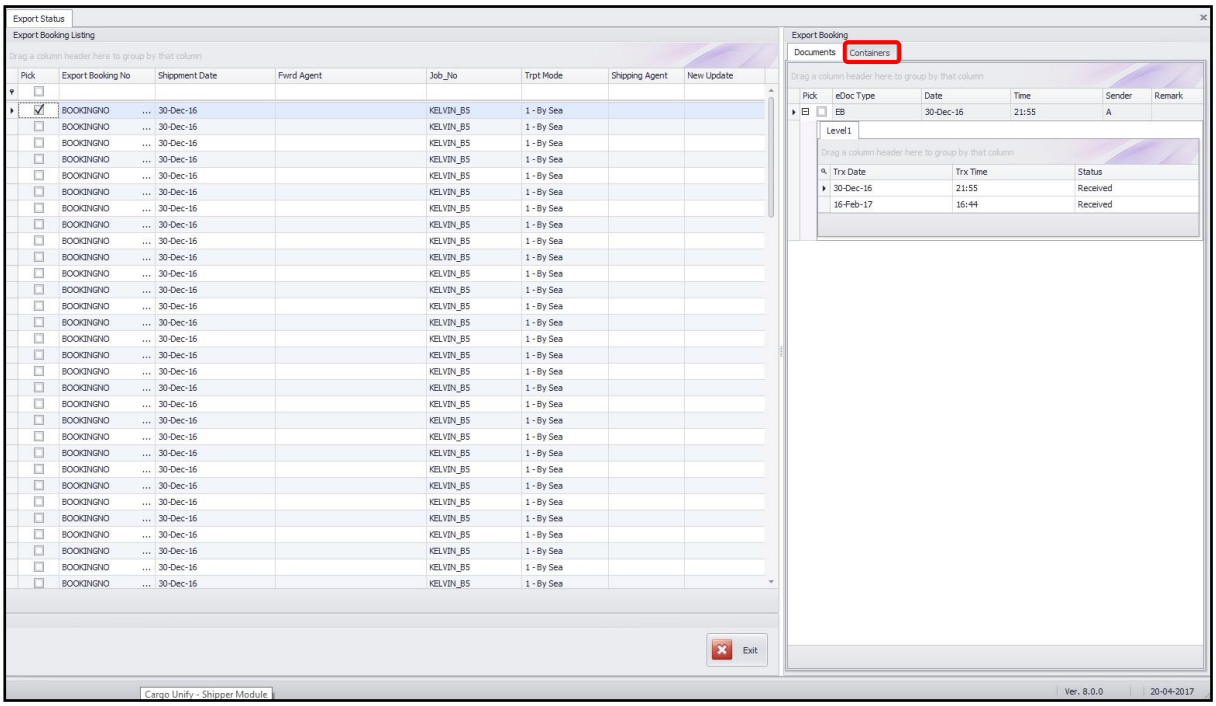


2. Select record by click at the checkbox



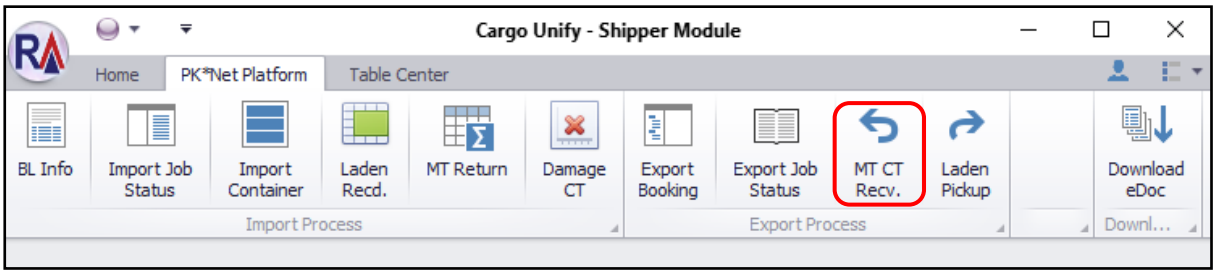
3. Record status will appear at right column. You can click at the tab to see different status whether document status or container status.



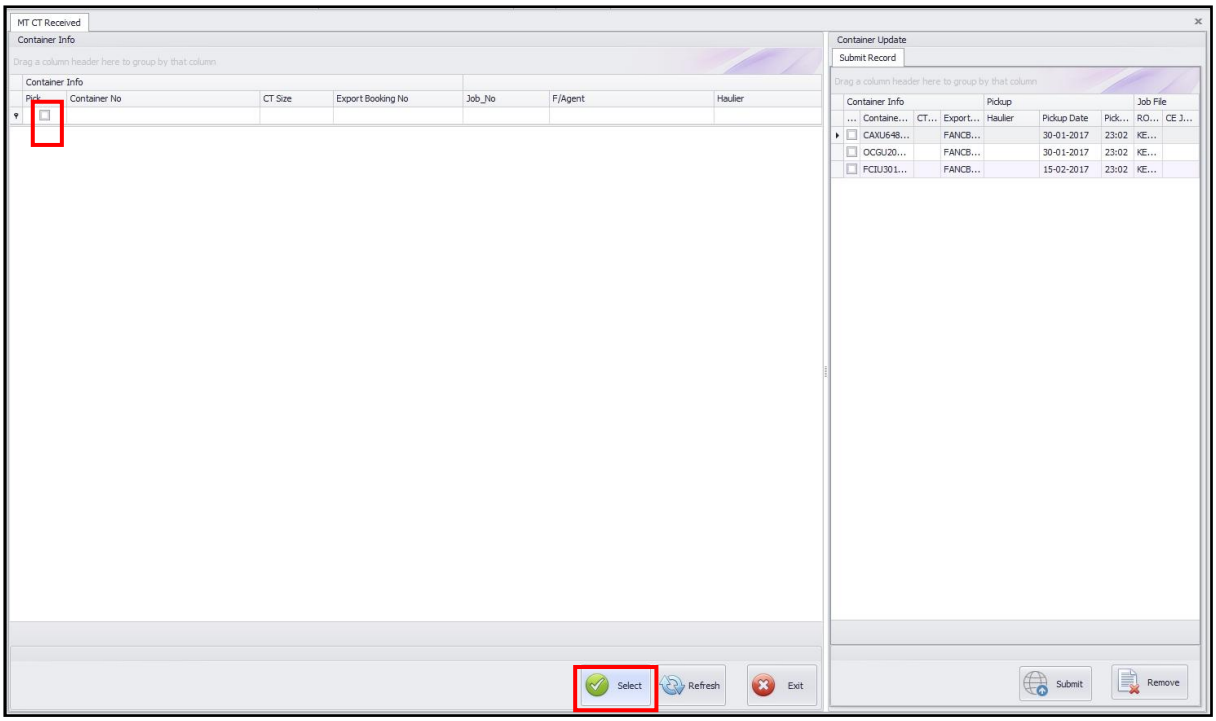


6.3 MT Container Receive

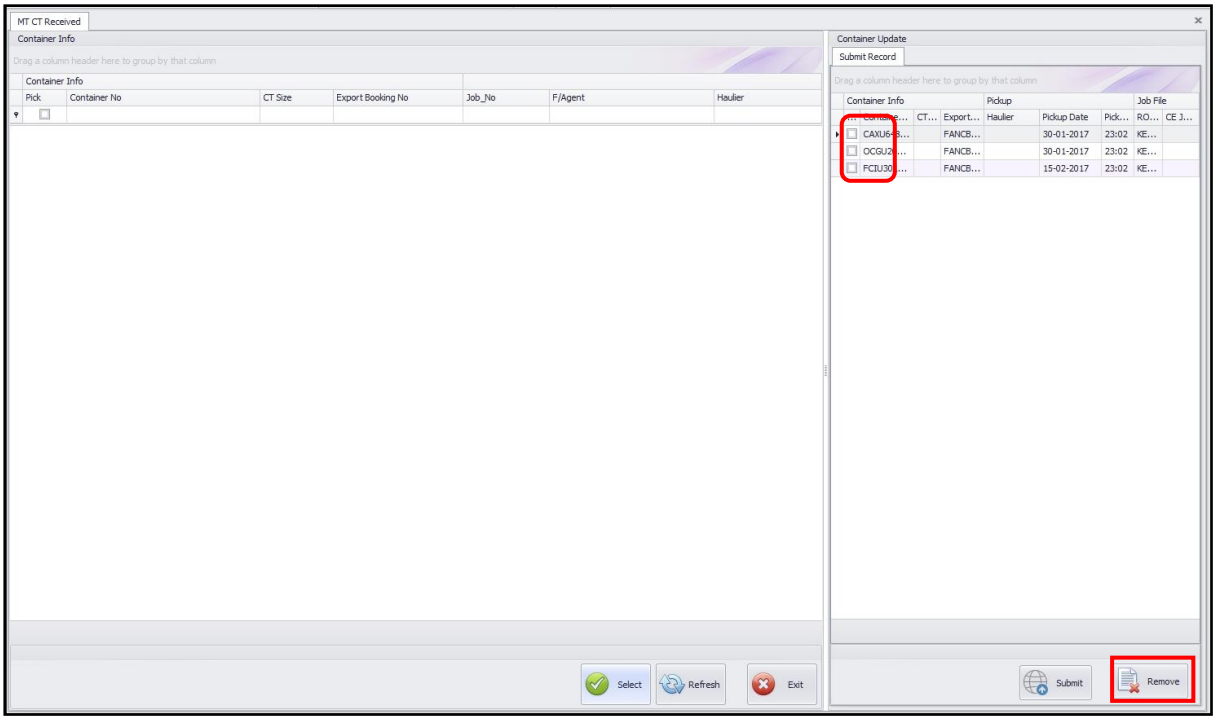
1. Go to **PK*Net Platform** tab and click on **MT CT Recv** menu.



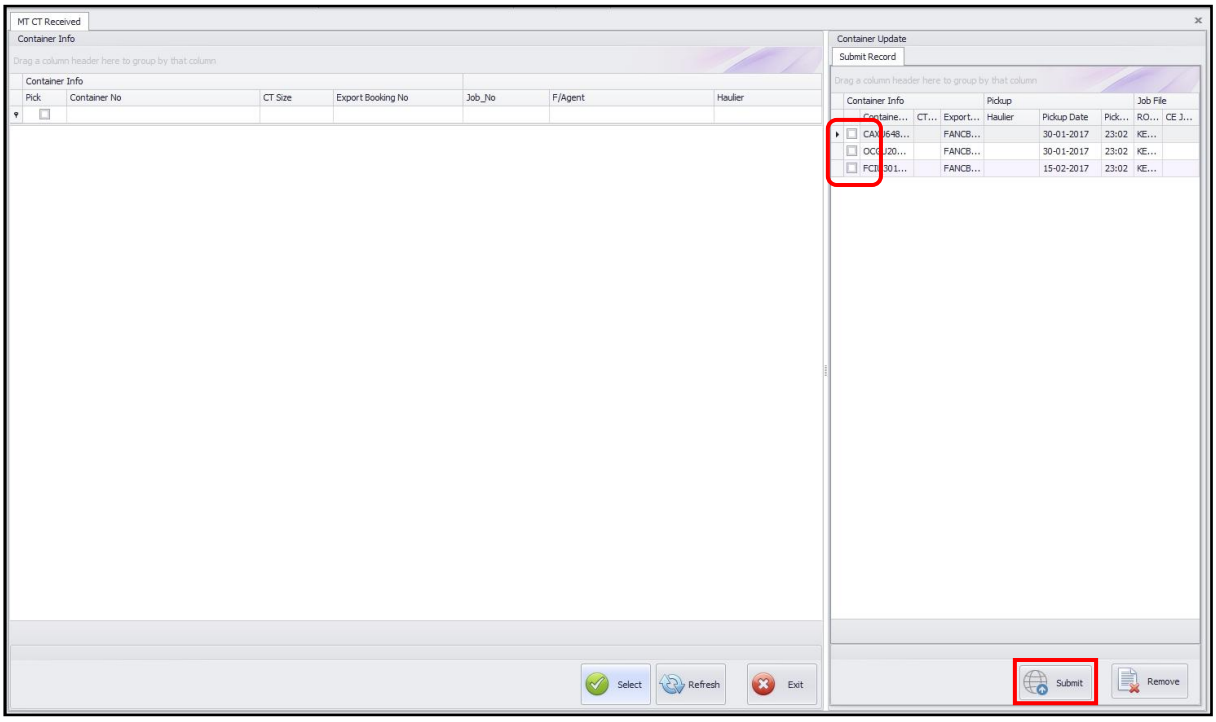
2. Click **Refresh** button to update listing. Select record by tick at the checkbox then click **Select** button.



3. Select record will appear at right column. To delete record at the listing, select your record and click **Remove** button.

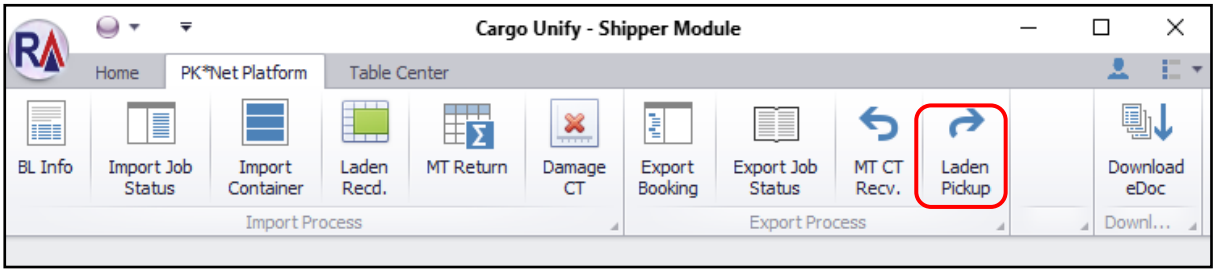


4. Submit record by click at the record and click at Submit button.

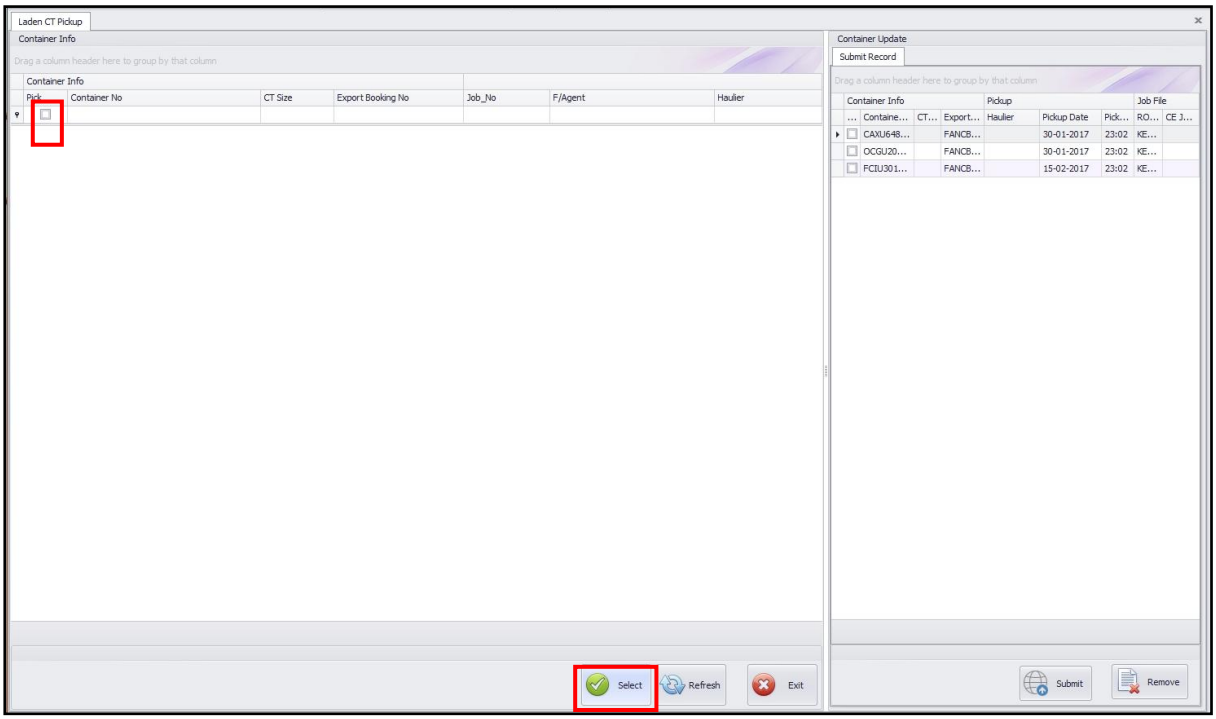


6.4 Laden Pickup

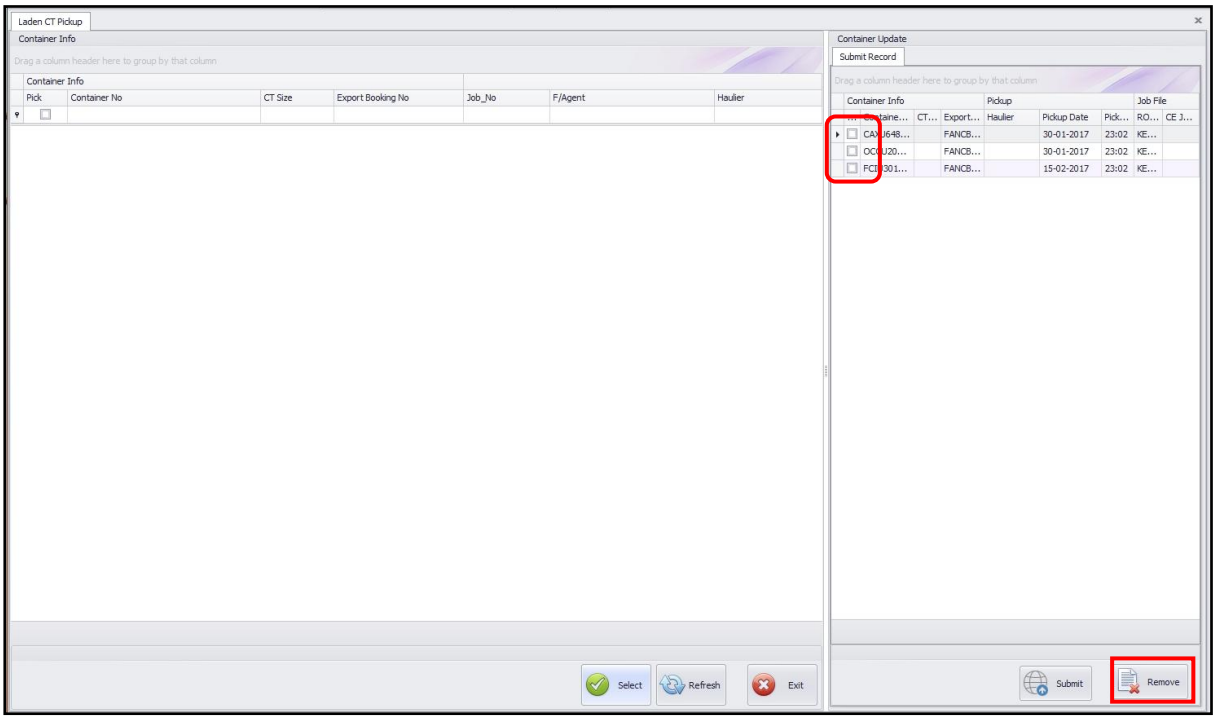
1. Go to **PK*Net Platform** tab and click on **Laden Pickup** menu.



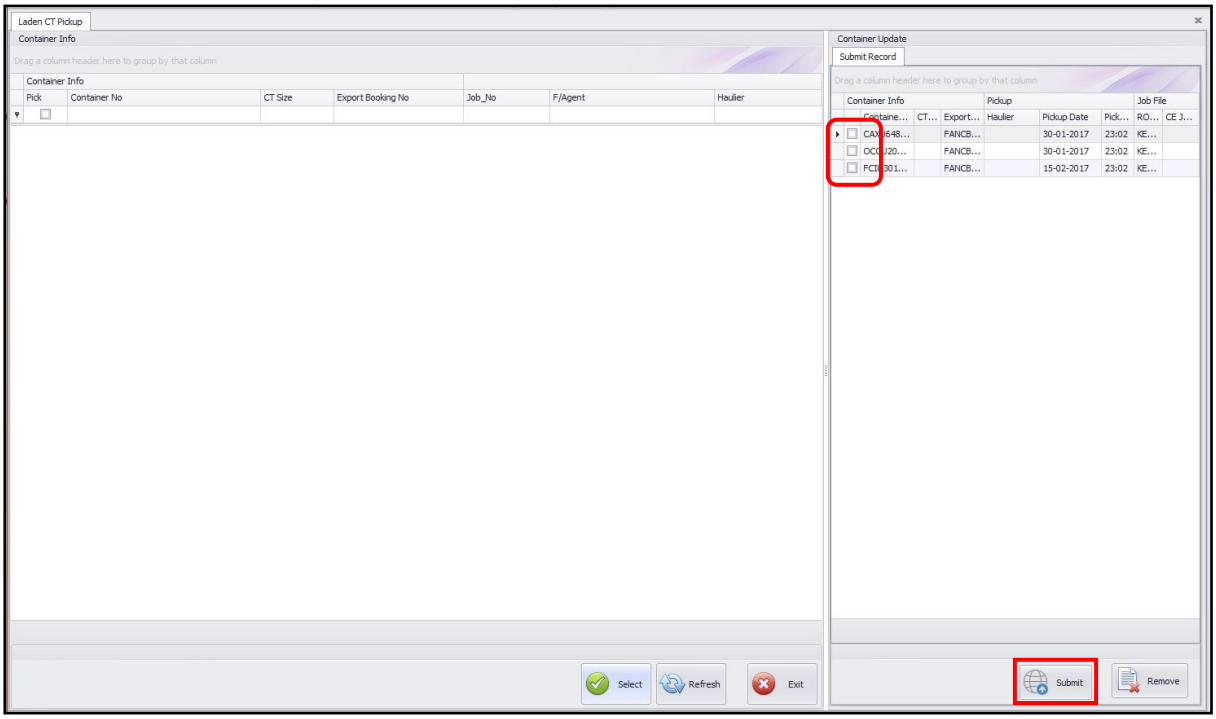
2. Click **Refresh** button to update listing. Select record by tick at the checkbox then click **Select** button.



3. Select record will appear at right column. To delete record at the listing, select your record and click **Remove** button.



4. Submit record by click at the record and click at Submit button.



Chapter 7 ISO CODE

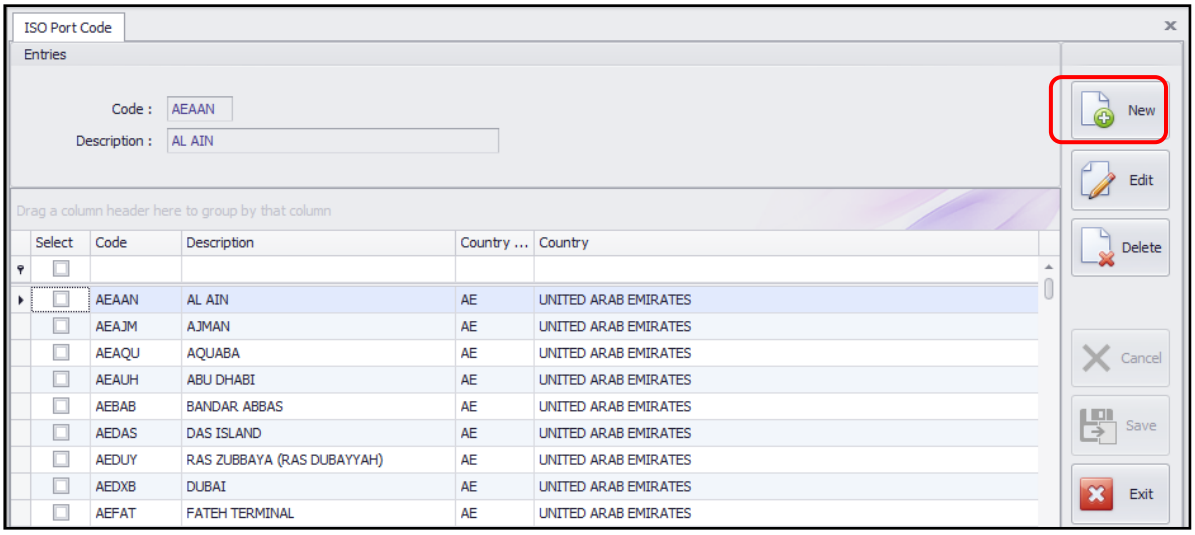
7 ISO CODE

7.1 Port Code

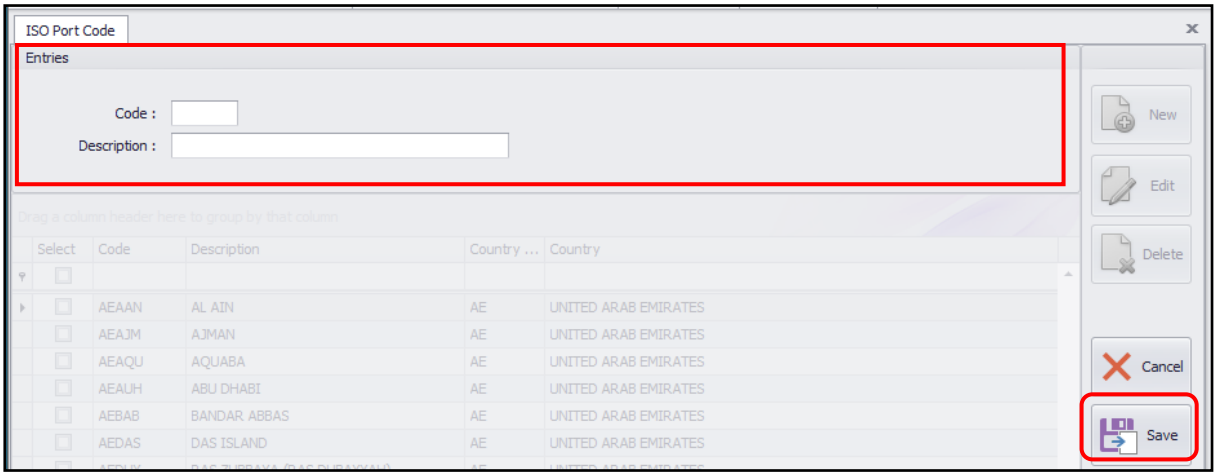
1. Go to **Table Center** tab and click on **Port Code** menu.

New ISO Port Code

1. To create new record, click at button **New**

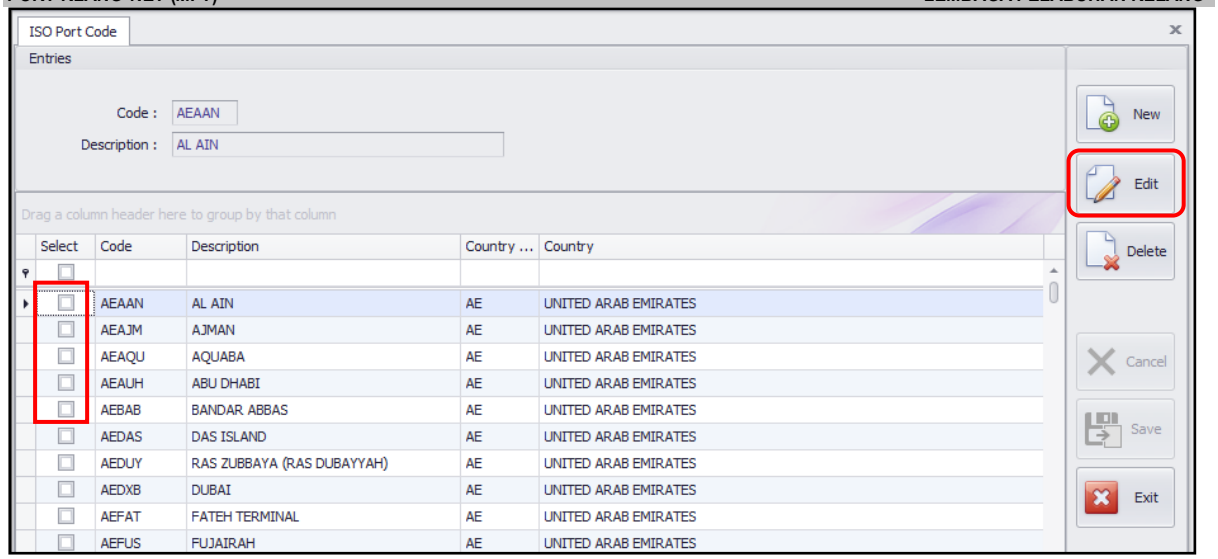


2. Enter your information of Code and Description at ISO Port Code entries. Then click **Save** button to save record.

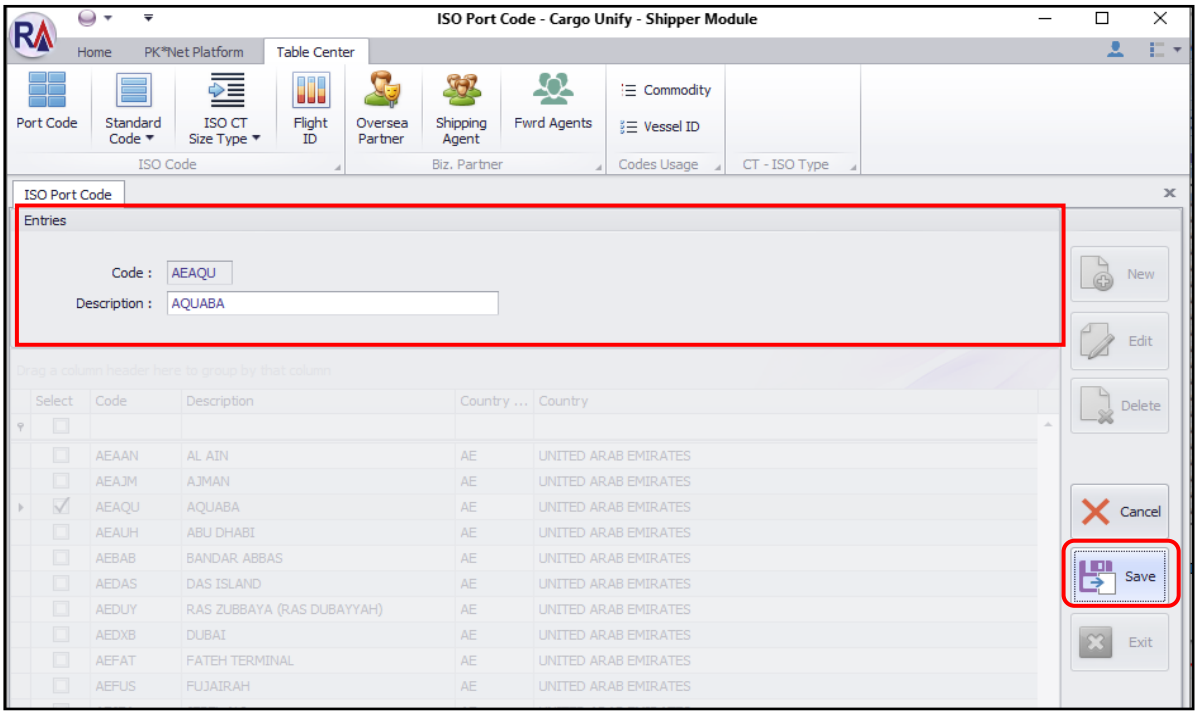


Edit ISO Port Code

1. To edit record, select your record to edit then click at button **Edit.**

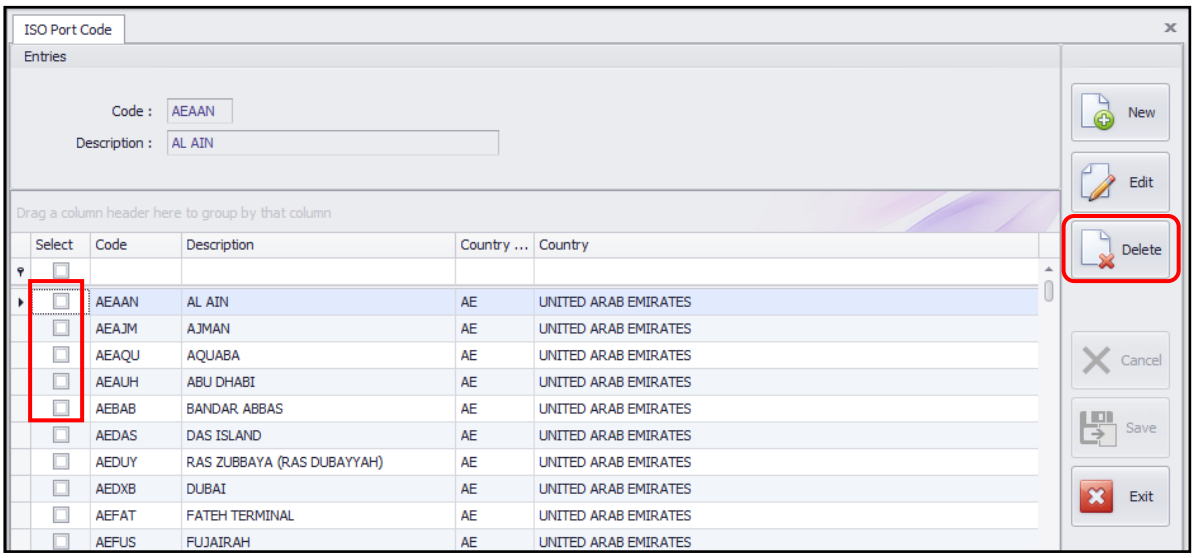


2. Edit your Description at ISO Port Code entries. Then click **Save** button to save record.

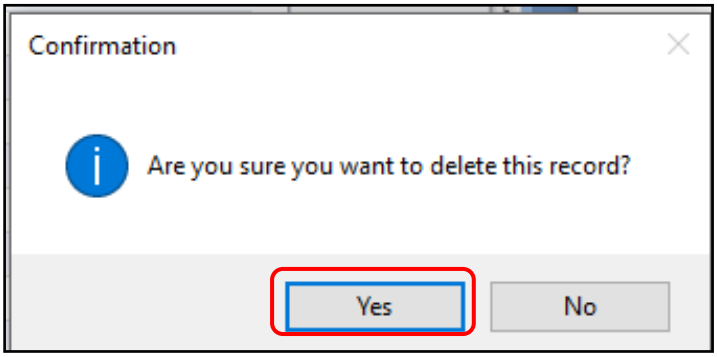


Delete ISO Port Code

1. To delete record, select your record to be deleted then click at button **Delete.**



2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel

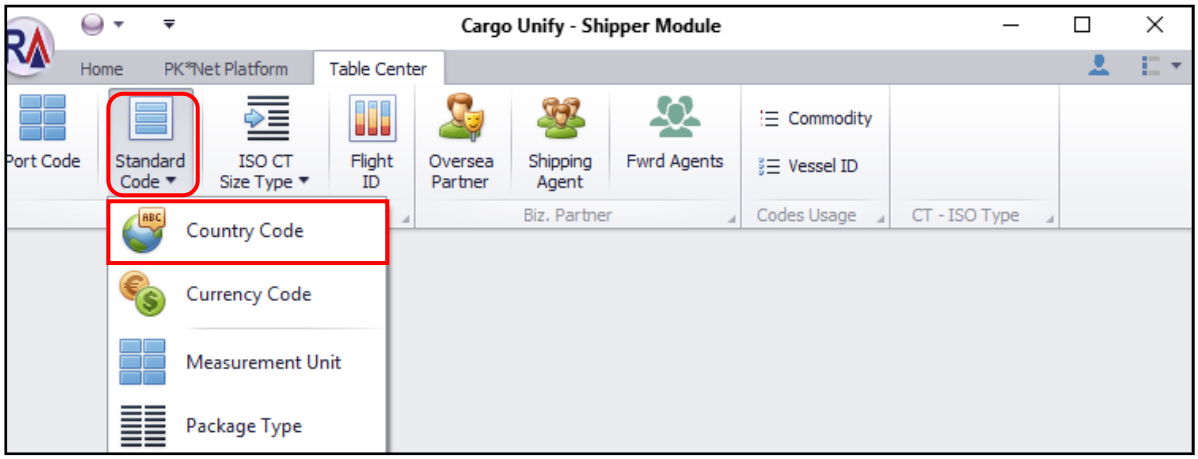


7.2 Standard Code

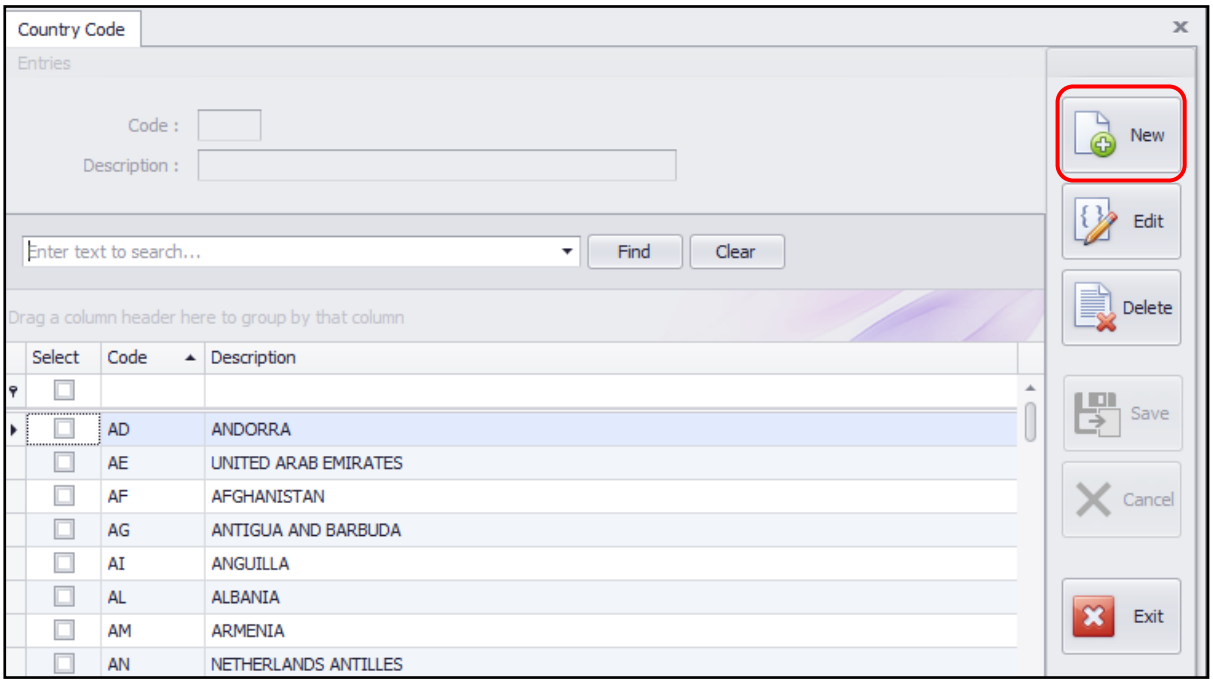
7.2.1 Country Code

New Country Code

1. Go to **Table Center** tab and click on **Standard Code** menu then select **Country Code**.

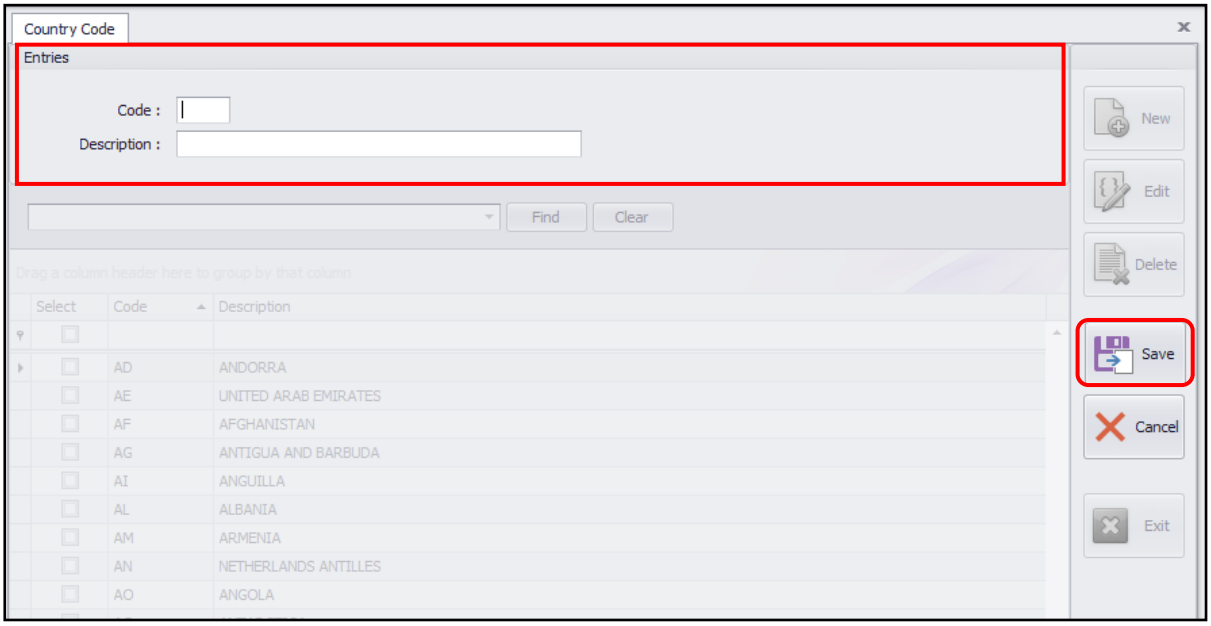


2. To create new record, click at button **New.**



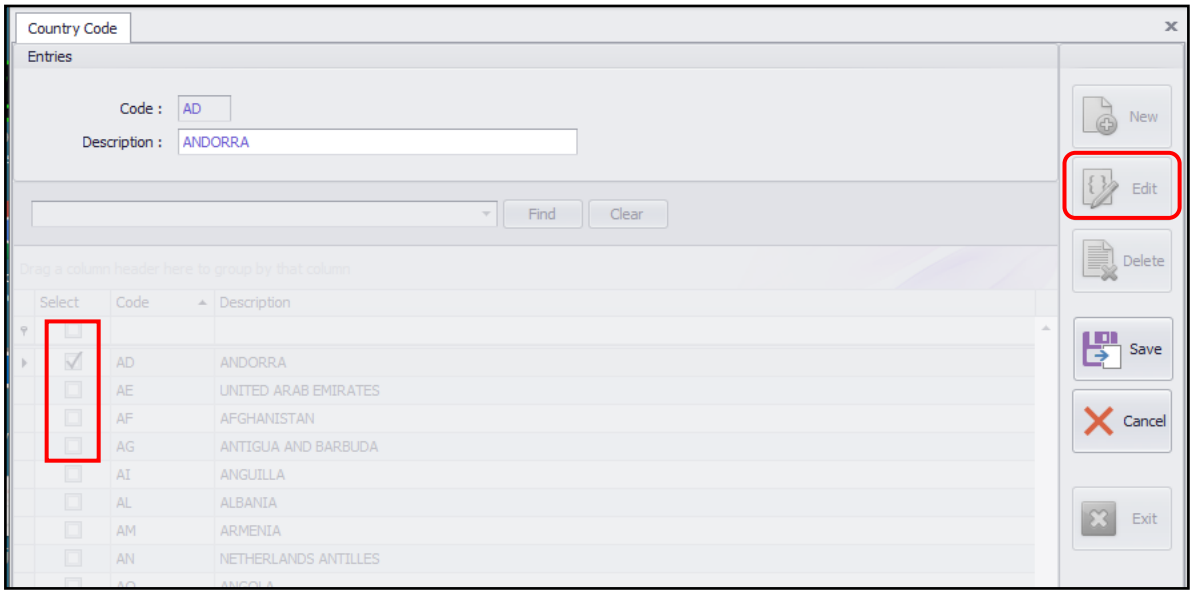
3. Enter your information of Code and Description at Country Code entries. Then click **Save**

button to save record.

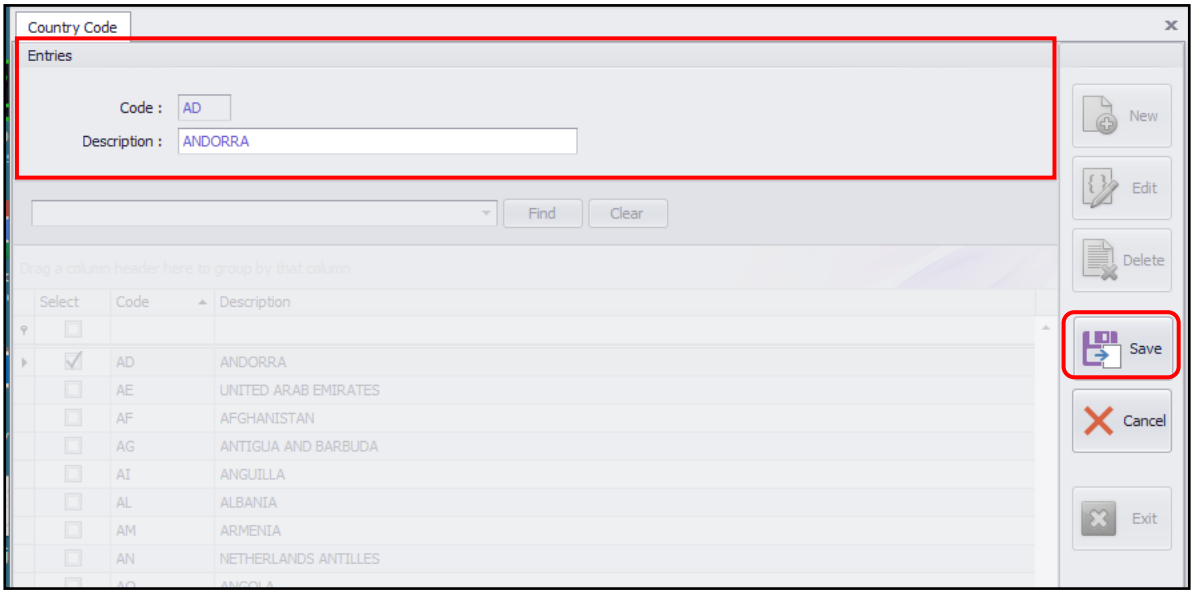


Edit Country Code

1. To edit record, select your record to edit then click at button **Edit.**

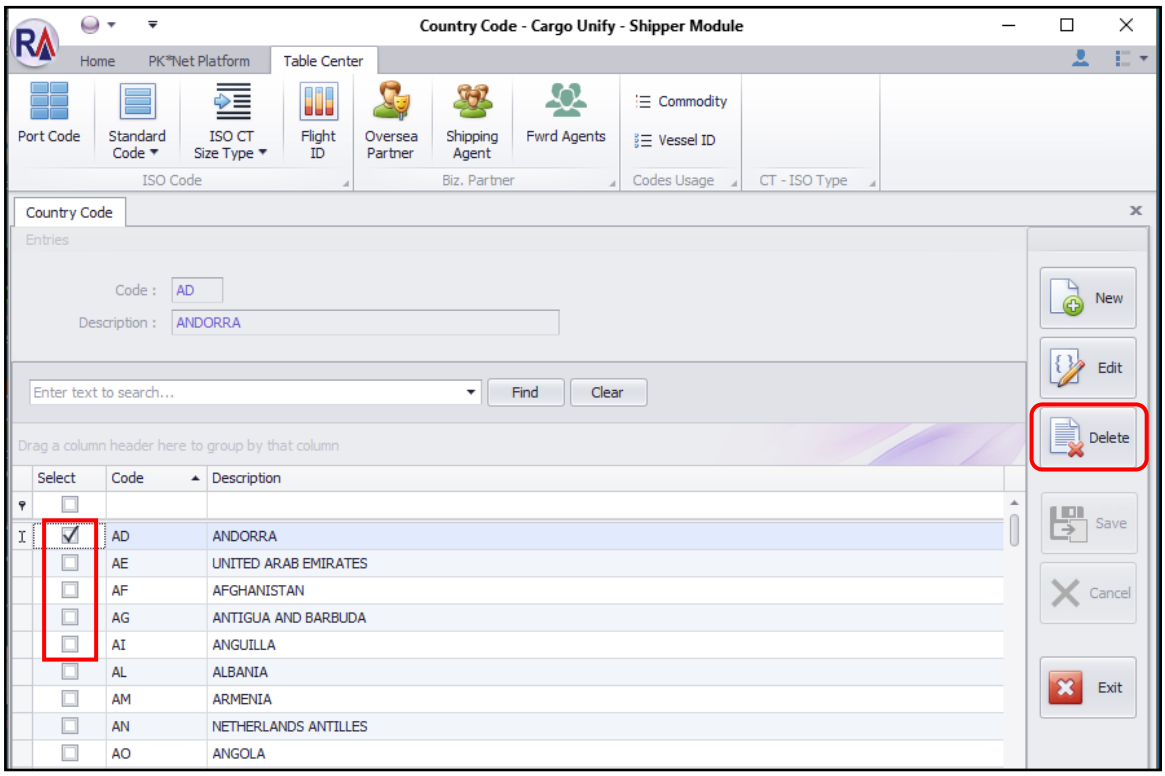


2. Edit your Description at ISO Port Code entries. Then click **Save** button to save record.

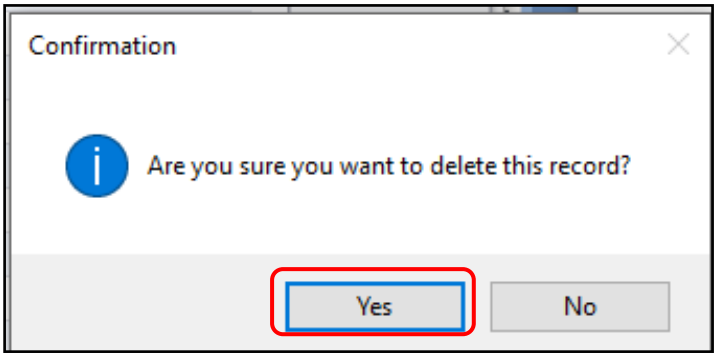


Delete Country Code

1. To delete record, select your record to be deleted then click at button **Delete.**



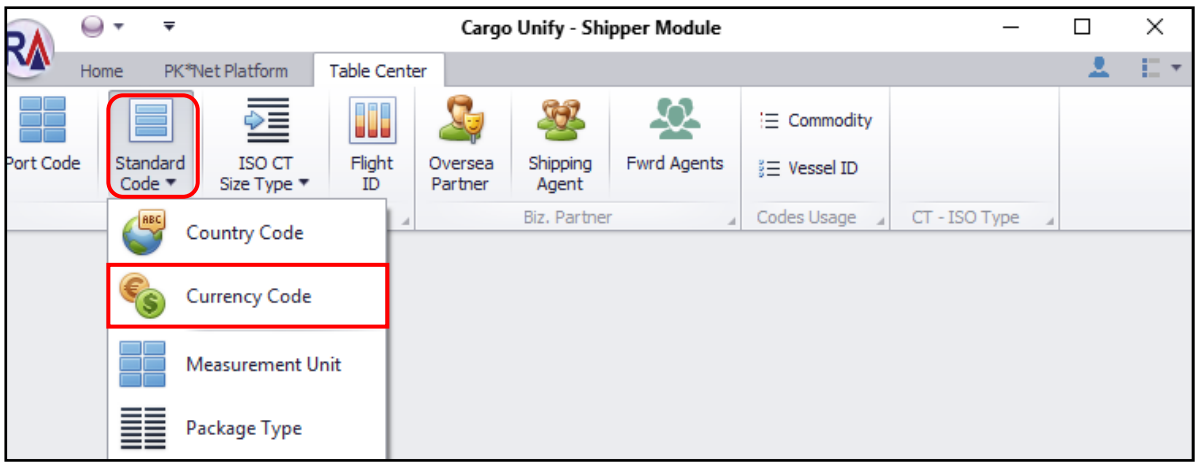
2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel



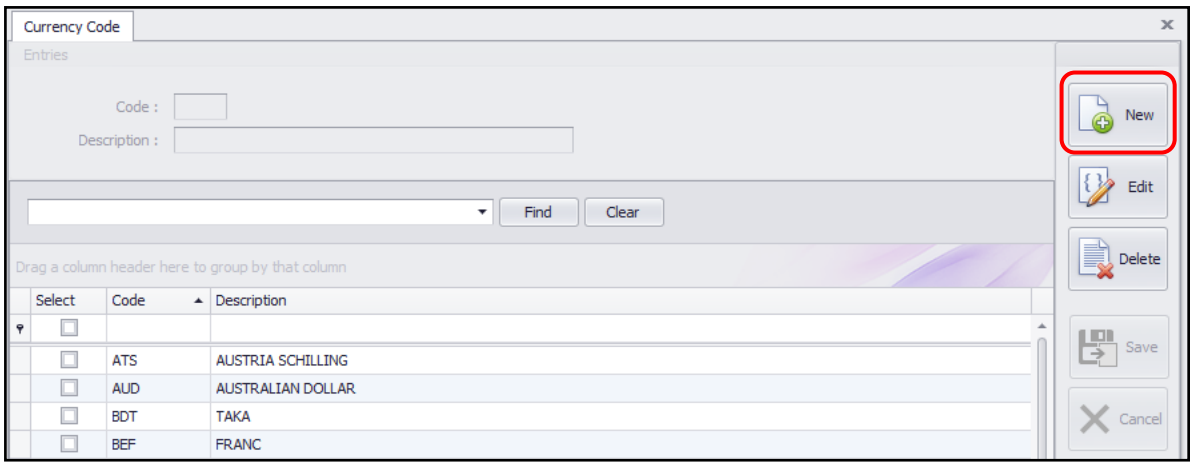
7.2.2 Currency Code

New Currency Code

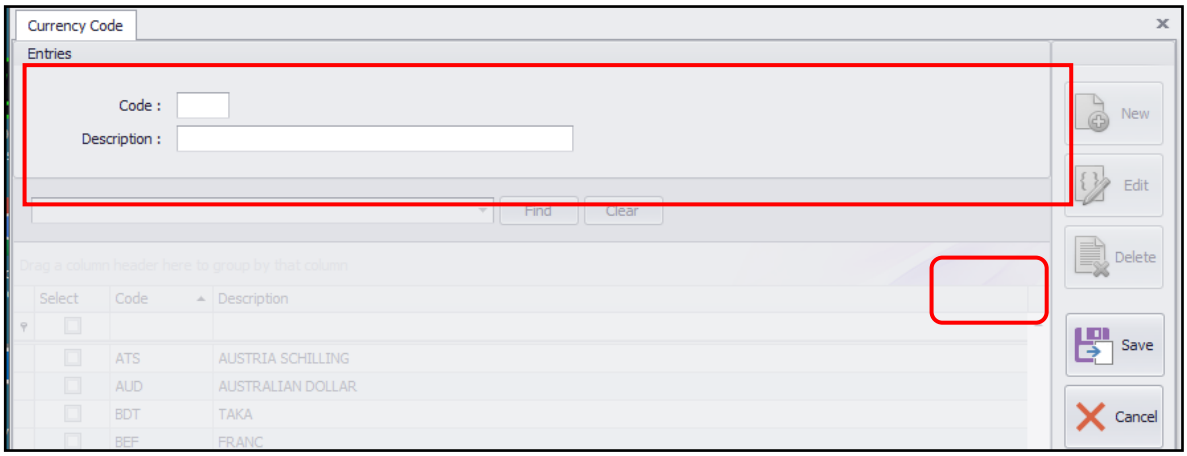
1. Go to **Table Center** tab and click on **Standard Code** menu then select **Currency Code**.



2. To create new record, click at button **New.**

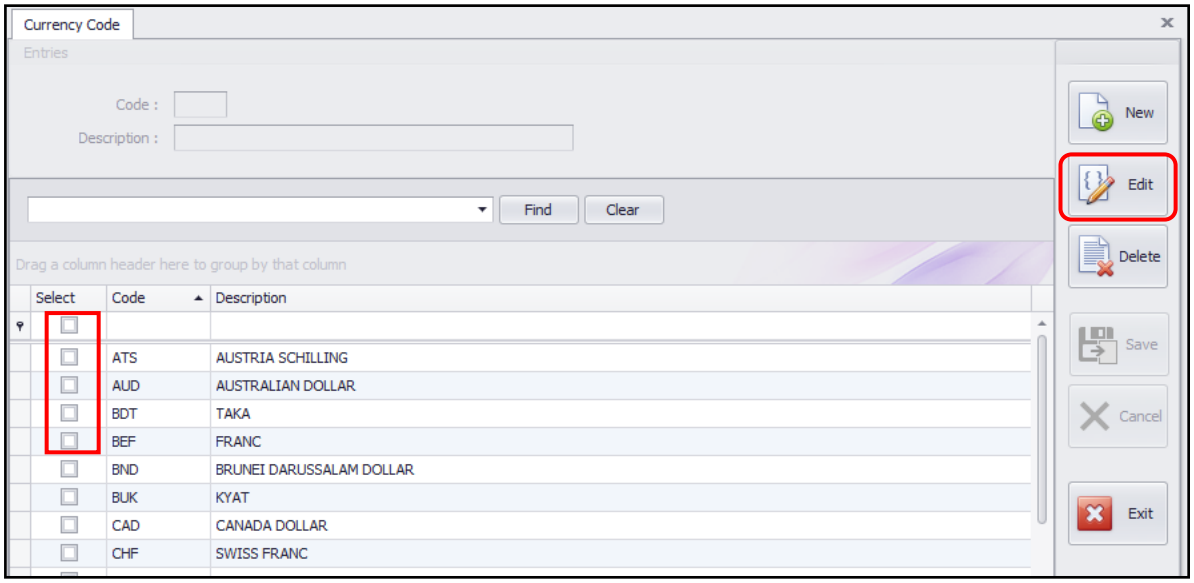


3. Enter your information of Code and Description at Currency Code entries. Then click **Save** button to save record.

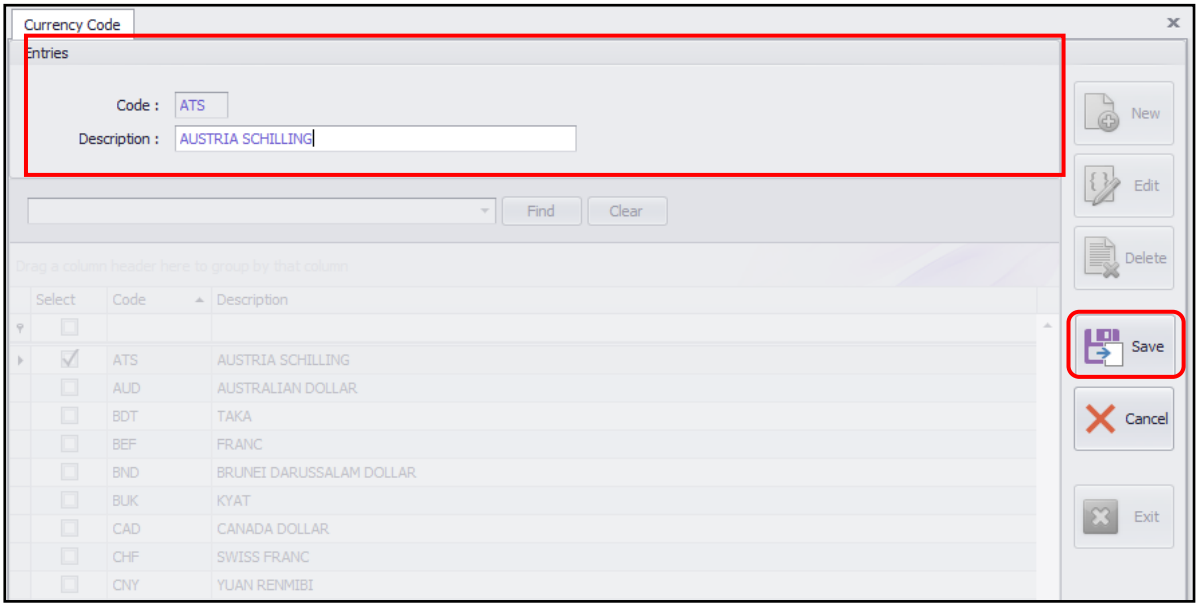


Edit Currency Code

1. To edit record, select your record to edit then click at button **Edit.**

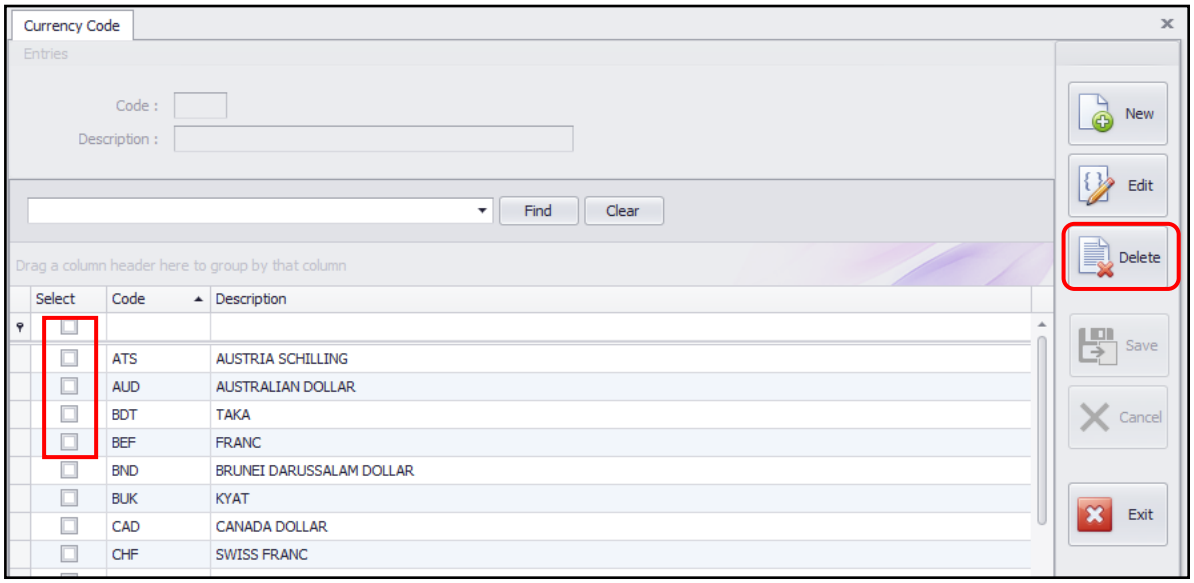


2. Edit your Description at Currency Code entries. Then click **Save** button to save record.

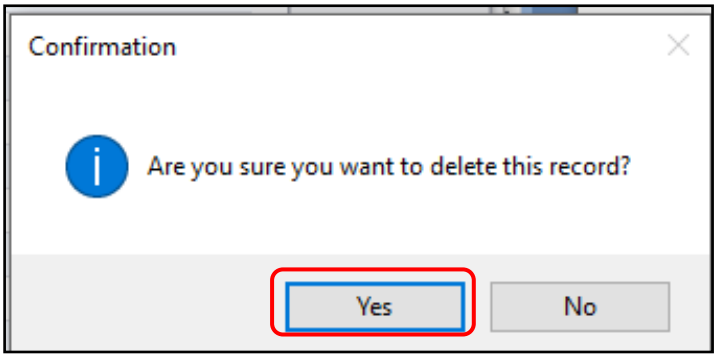


Delete Currency Code

1. To delete record, select your record to be deleted then click at button **Delete.**



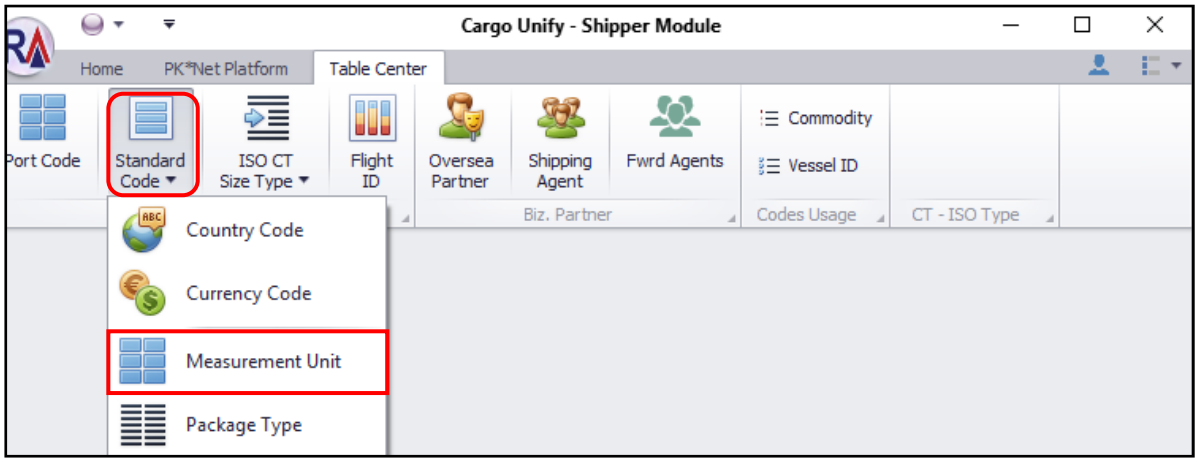
2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel



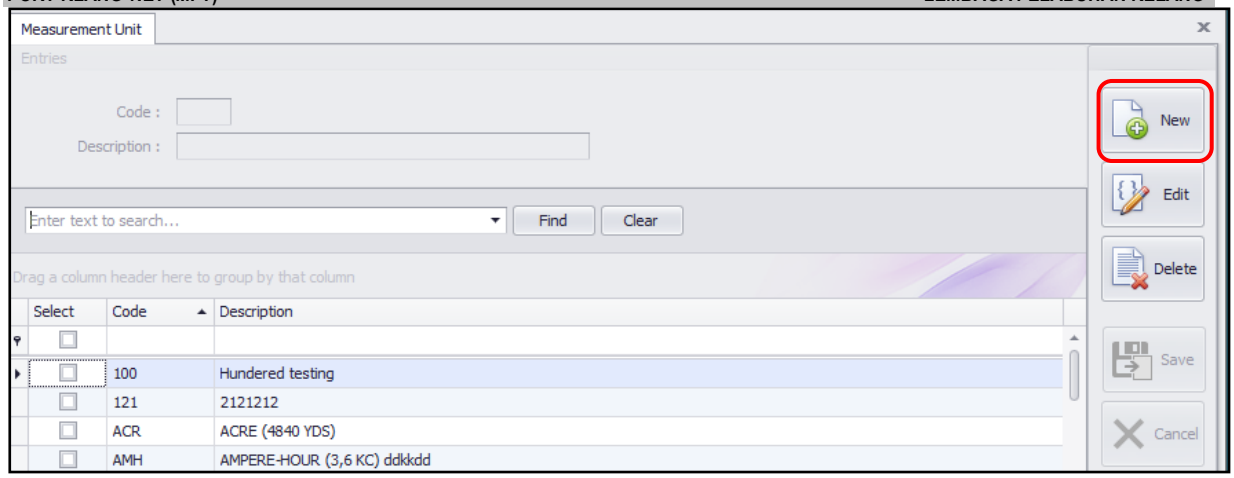
7.2.3 Measurement Code

New Measurement Code

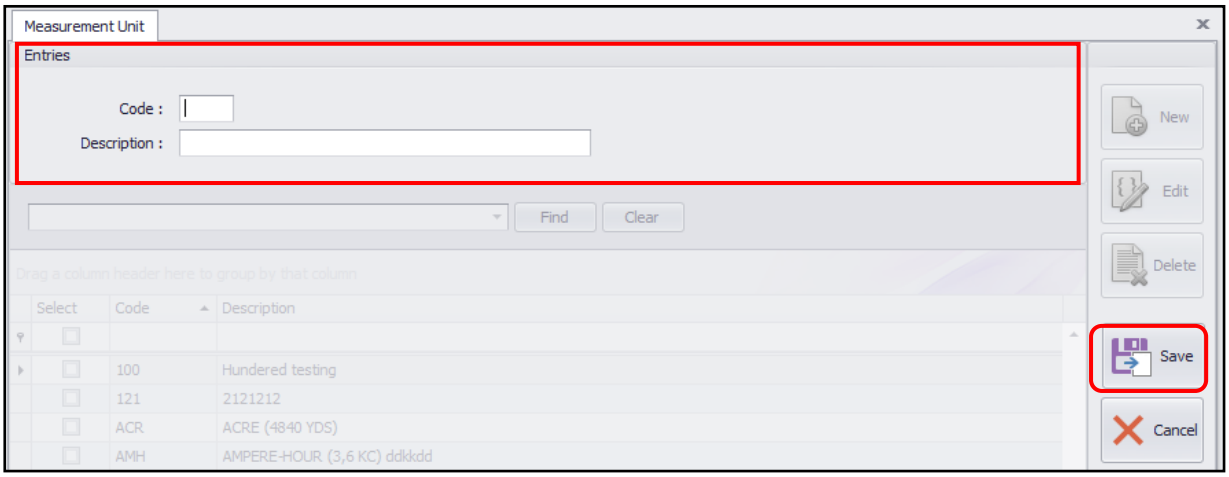
1. Go to **Table Center** tab and click on **Standard Code** menu then select **Measurement Code**.



2. To create new record, click at button **New.**

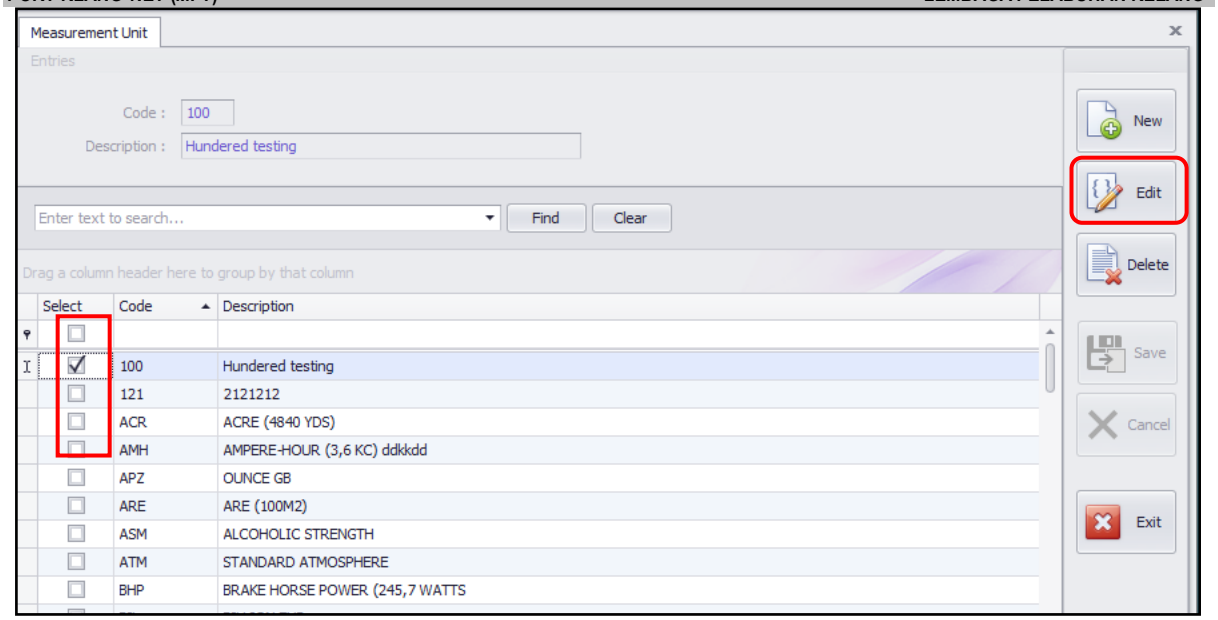


3. Enter your information of Code and Description at Measurement Unit entries. Then click **Save** button to save record.

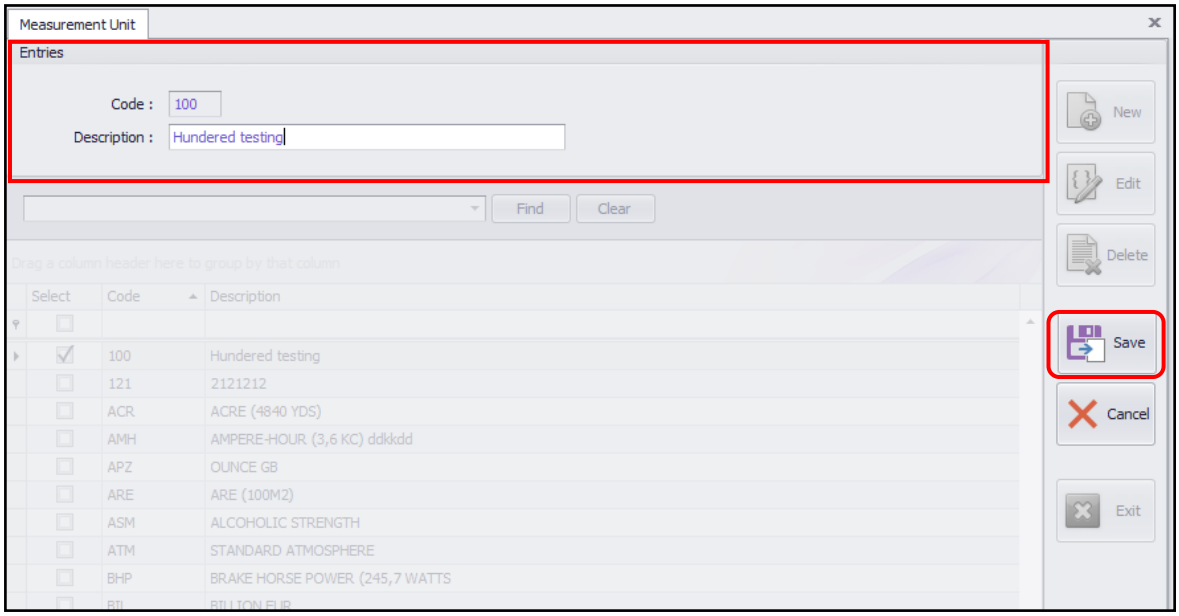


Edit Measurement Code

1. To edit record, select your record to edit then click at button **Edit.**

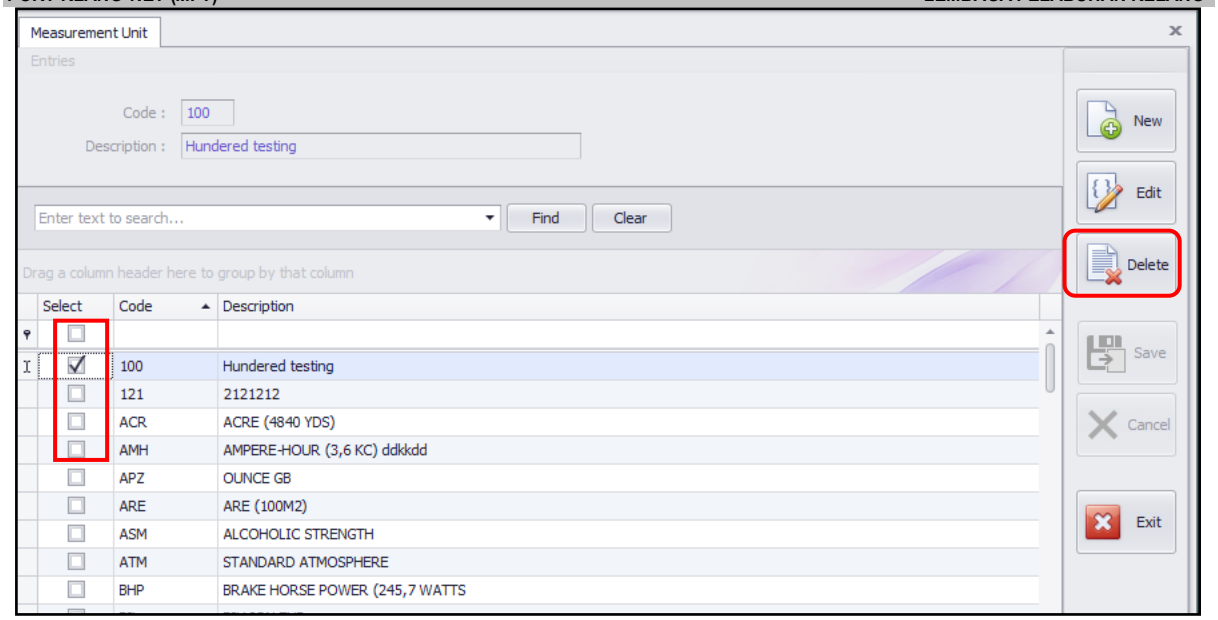


2. Edit your Description at Measurement Unit entries. Then click **Save** button to save record.

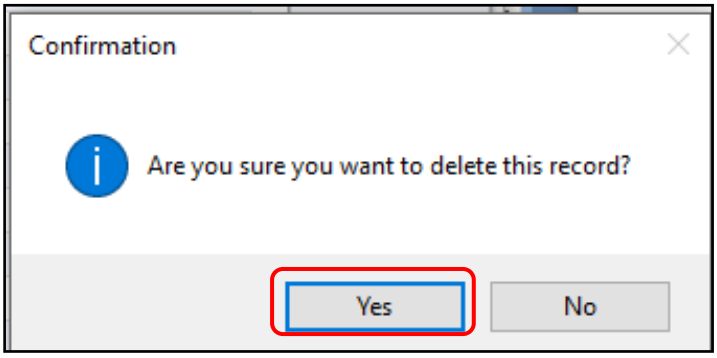


Delete Measurement Code

1. To delete record, select your record to be deleted then click at button **Delete.**



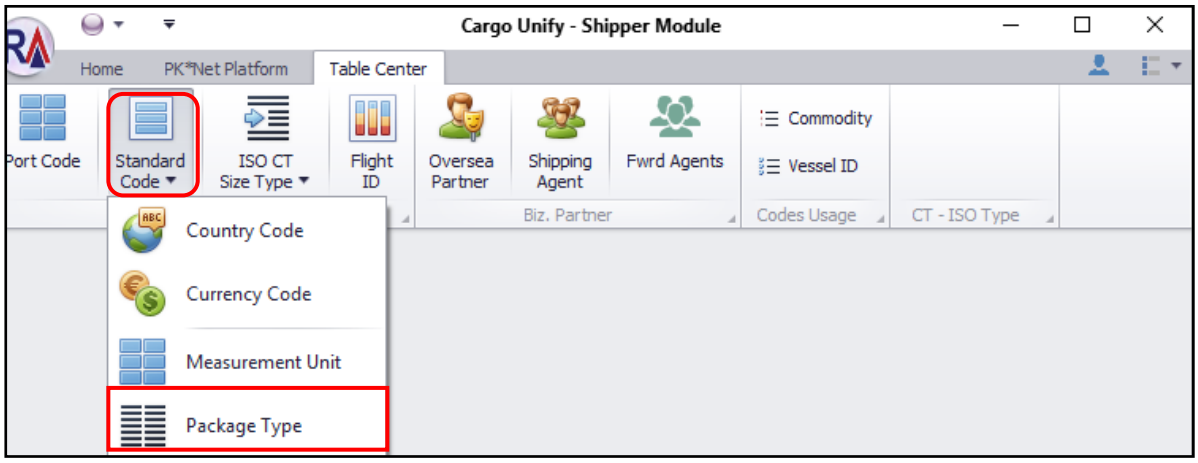
2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel



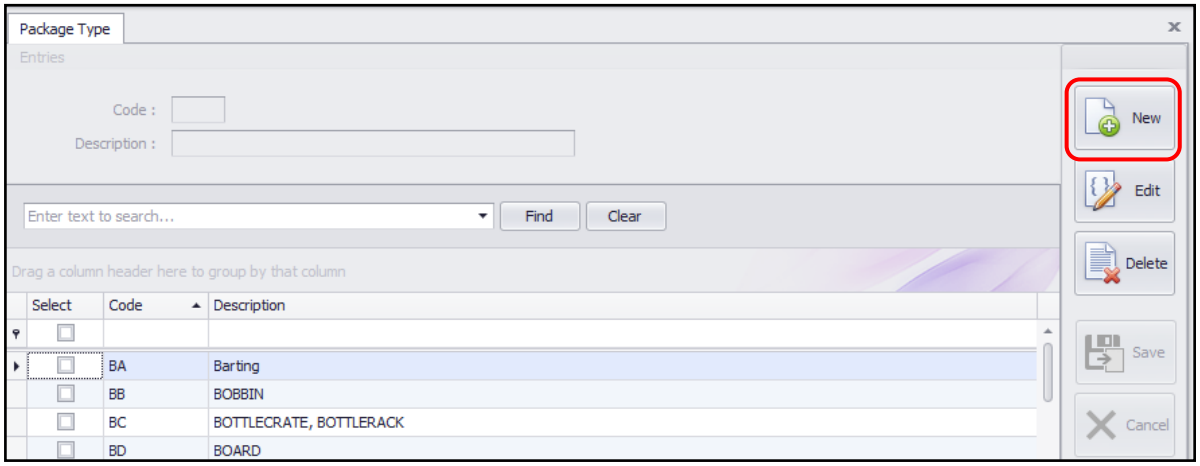
7.2.4 Package Type

New Package Type

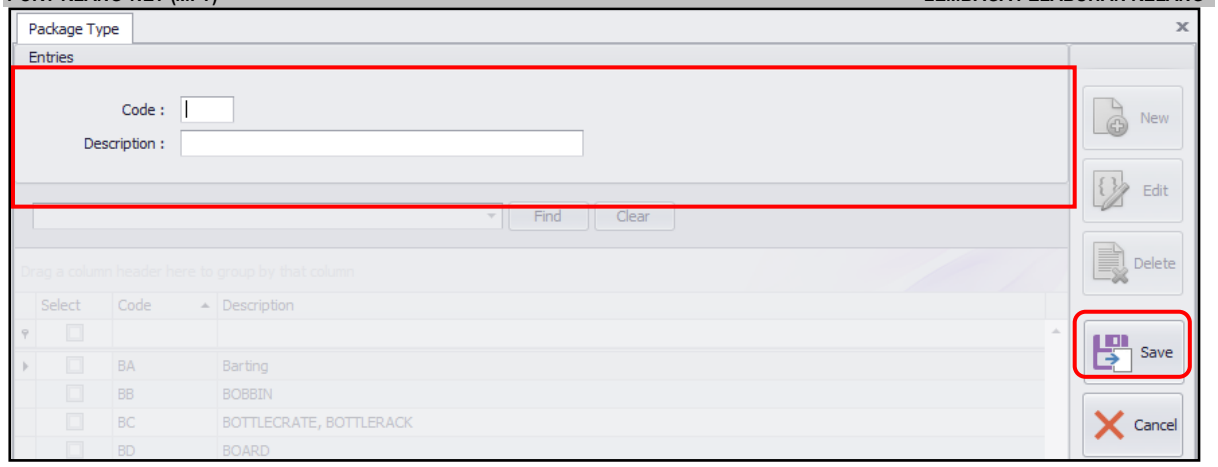
1. Go to **Table Center** tab and click on **Standard Code** menu then select **Package Type**.



2. To create new record, click a button **New.**

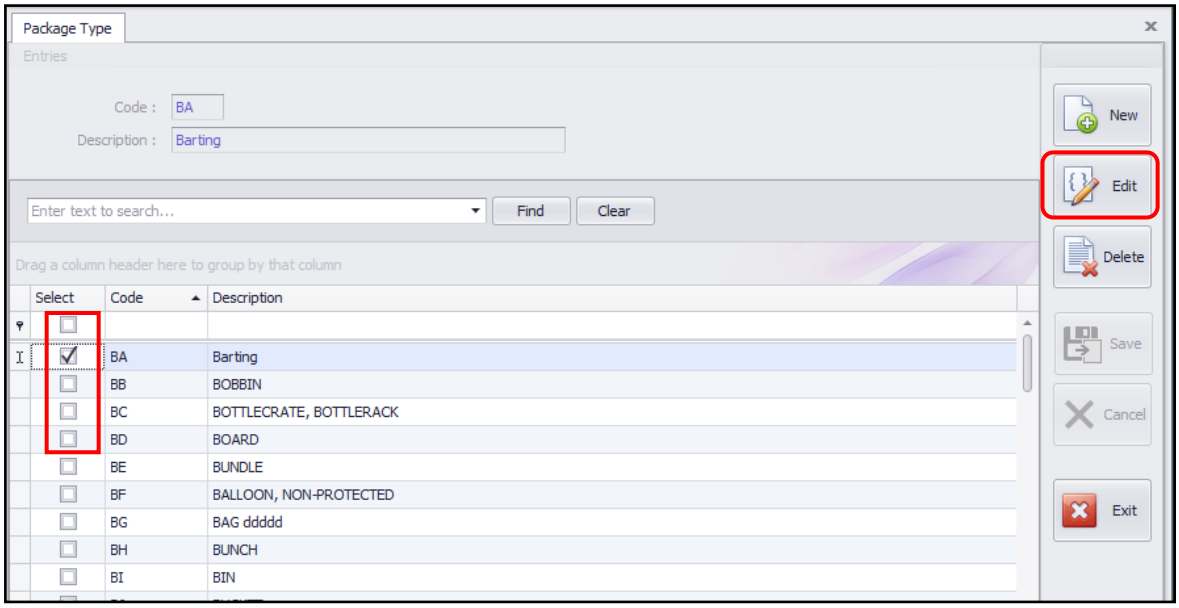


3. Enter your information of Code and Description at Package Type entries. Then click **Save** button to save record.

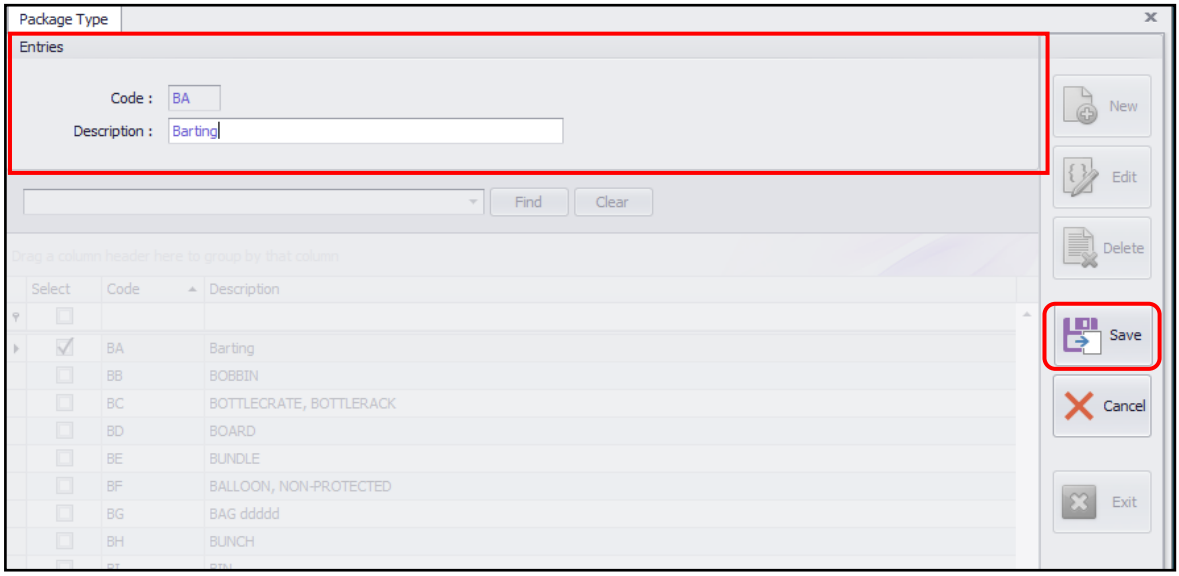


Edit Package Type

1. To edit record, select your record to edit then click at button **Edit.**

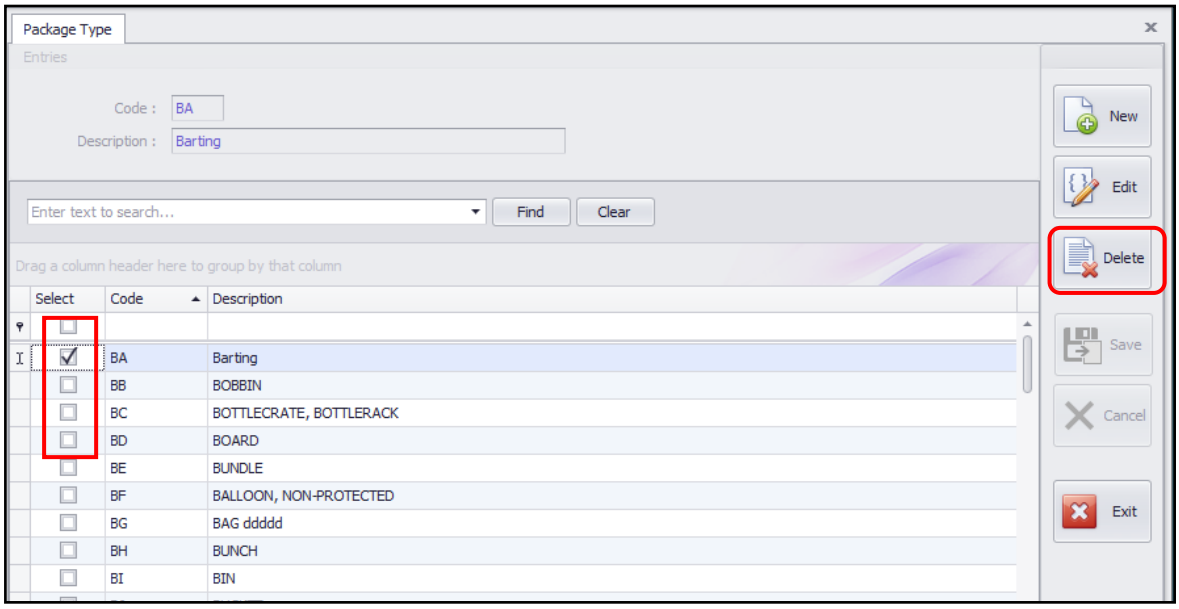


2. Edit your Description at package type entries. Then click **Save** button to save record.

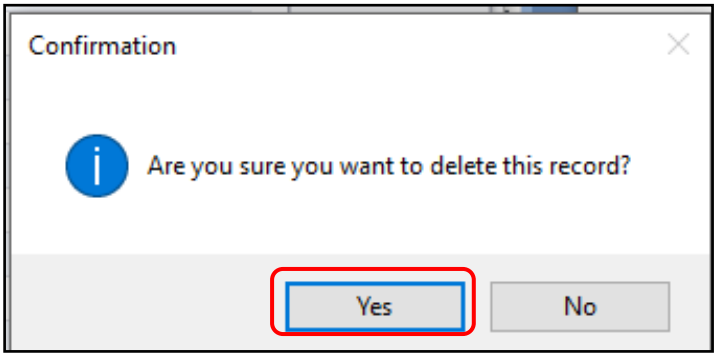


Delete Package Type

1. To delete record, select your record to be deleted then click at button **Delete.**



2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel



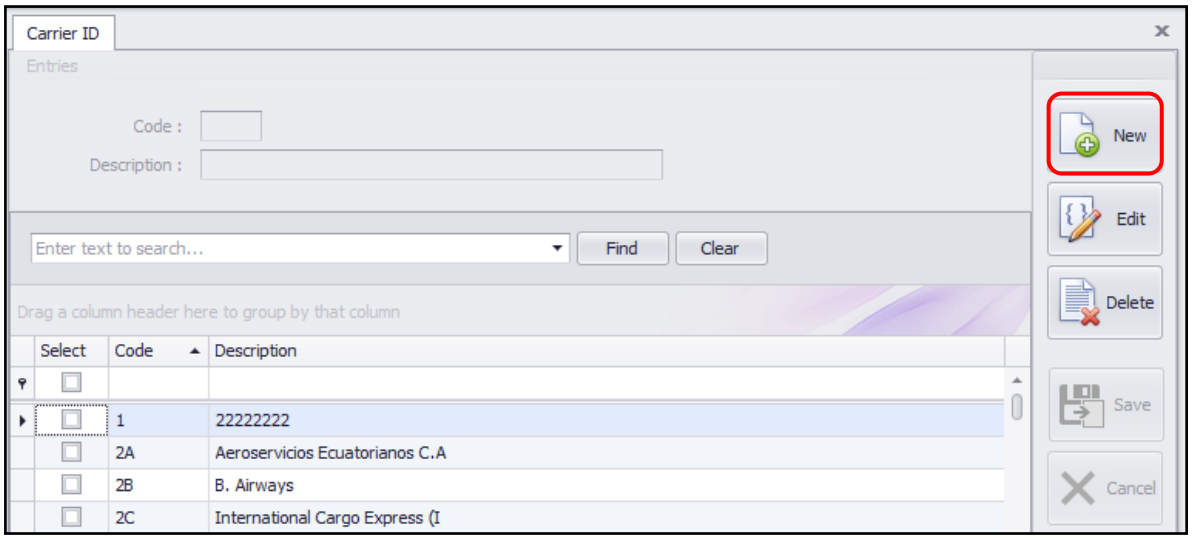
7.3 ISO CT Size Type– [Will be available soon]

7.4 Flight ID

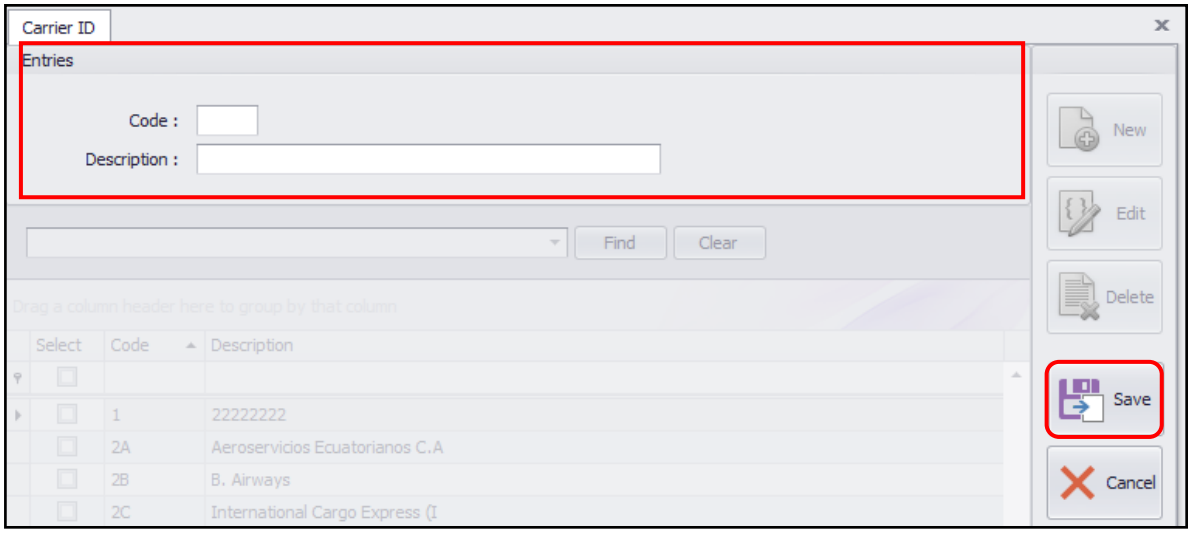
New Flight ID

1. Go to **Table Center** tab and click on **Flight ID**.

2. To create new record, click at button **New.**

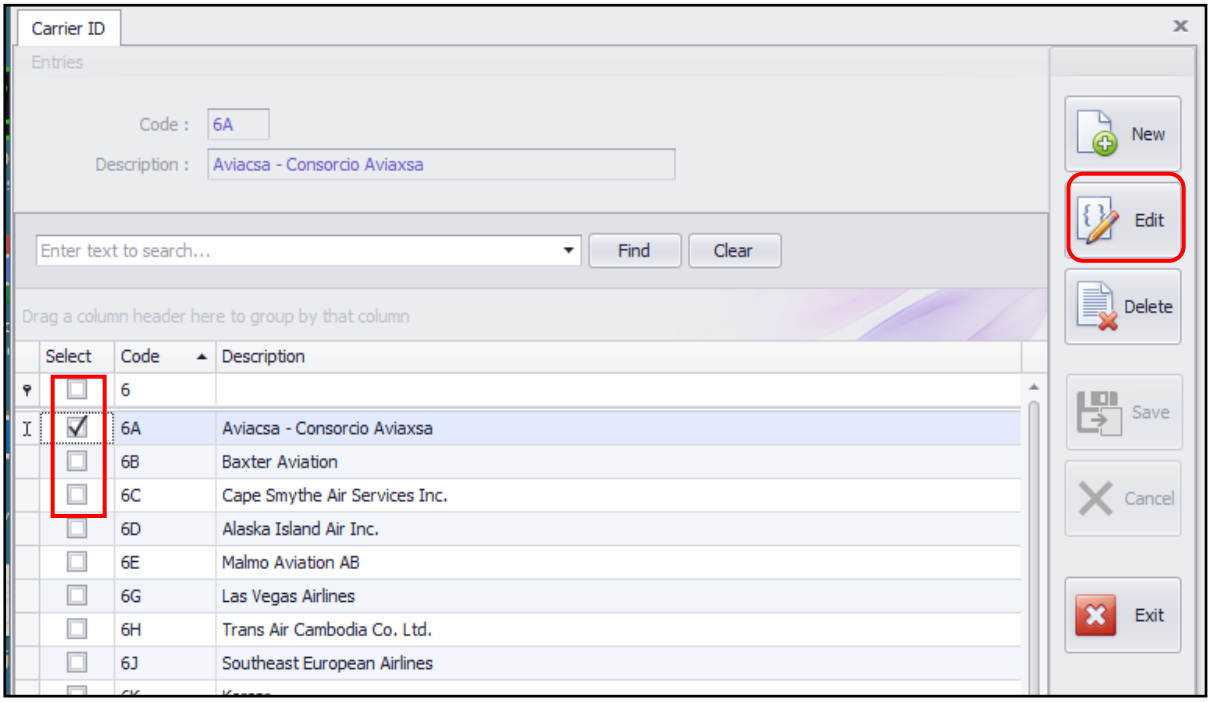


3. Enter your information of Code and Description at Carrier ID entries. Then click **Save** button to save record.

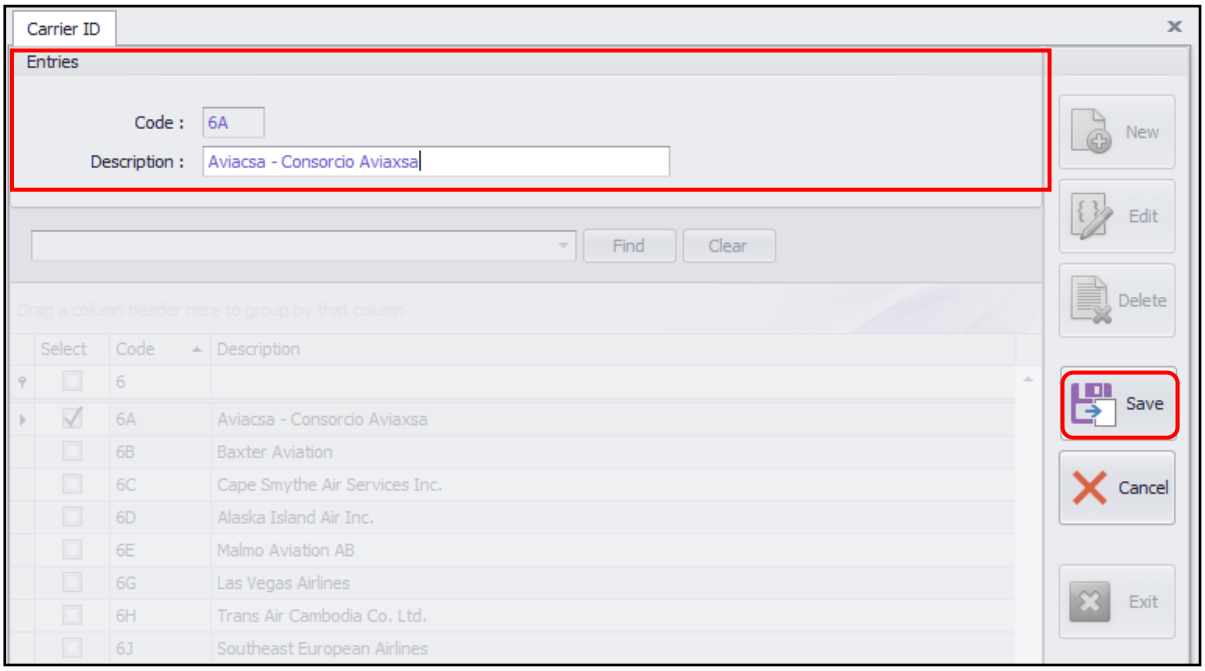


Edit Flight ID

1. To edit record, select your record to edit then click at button **Edit.4**

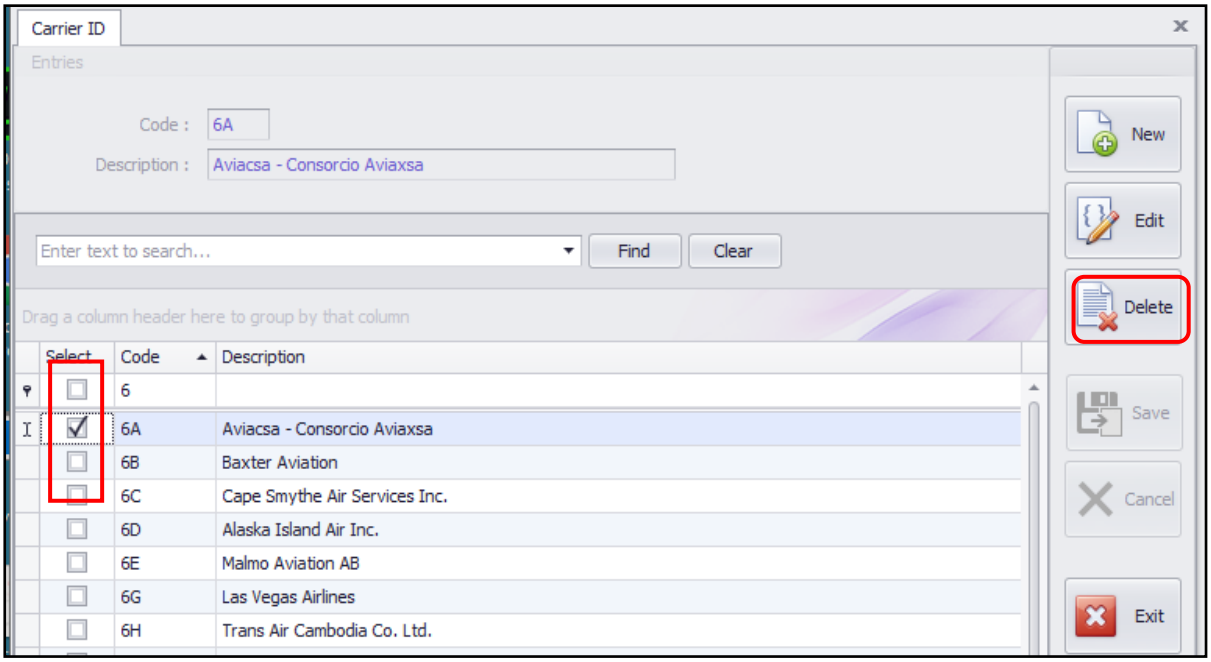


2. Edit your Description at Carrier ID entries. Then click **Save** button to save record.

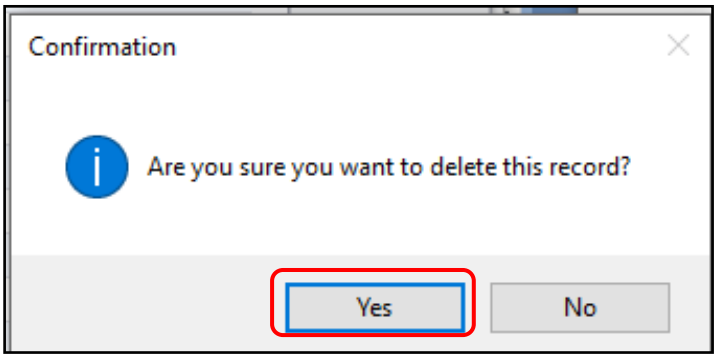


Delete Flight ID

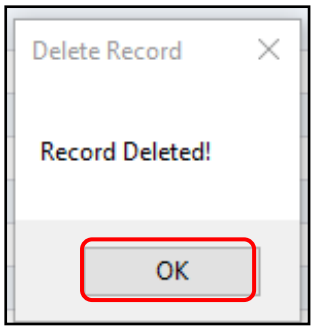
1. To delete record, select your record to be deleted then click at button **Delete.**



2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel



3. Popup of record Deleted appear. Click **OK** button.



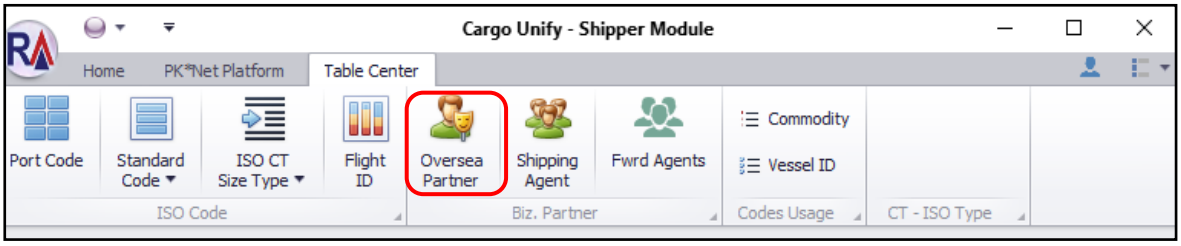
Chapter 8 BUSINESS PARTNER

8 BUSINESS PARTNER

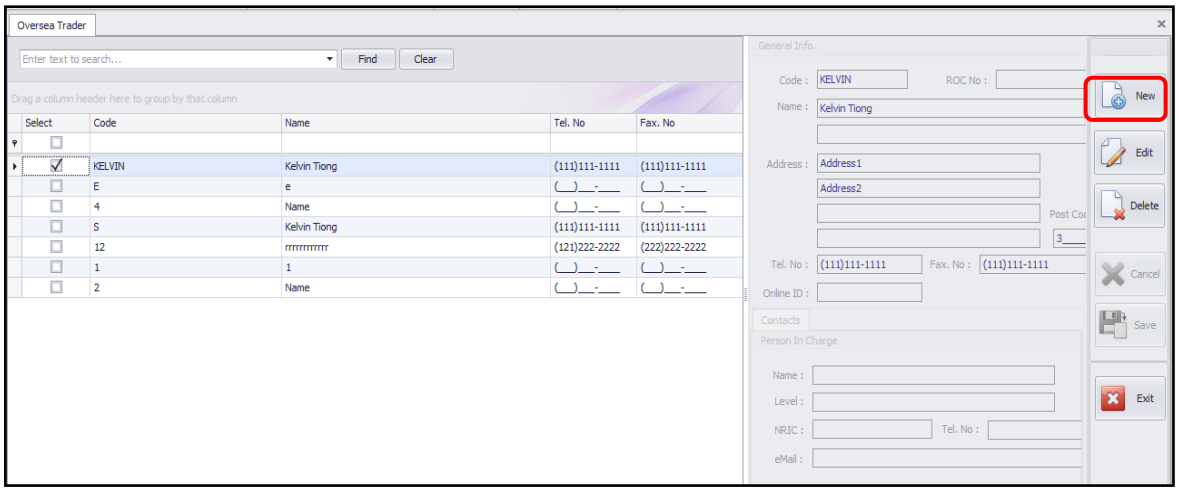
8.1 Oversea Partner

New Oversea Partner

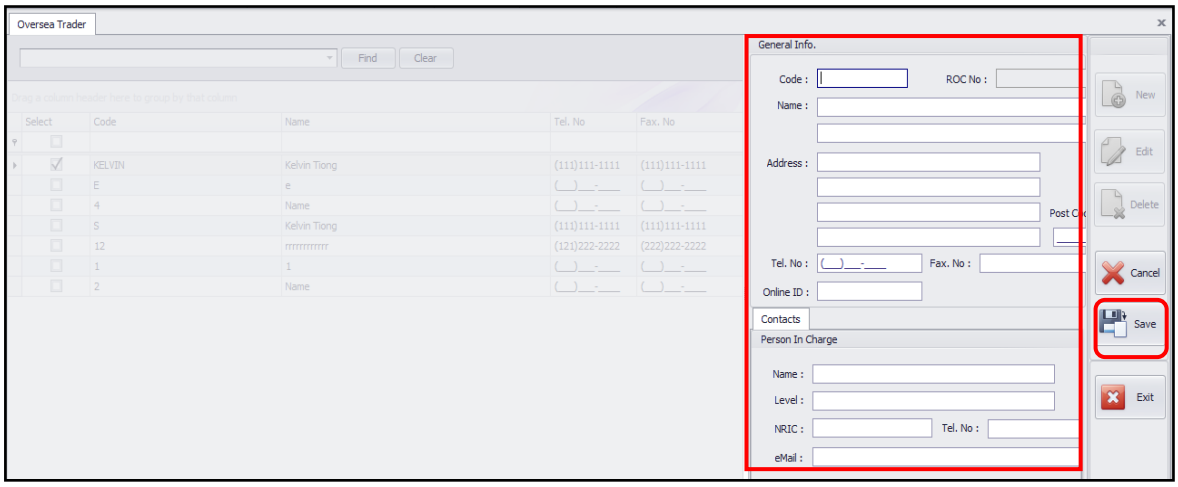
1. Go to **Table Center** tab and click on **Oversea Partner**.



2. To create new record, click at button **New.**

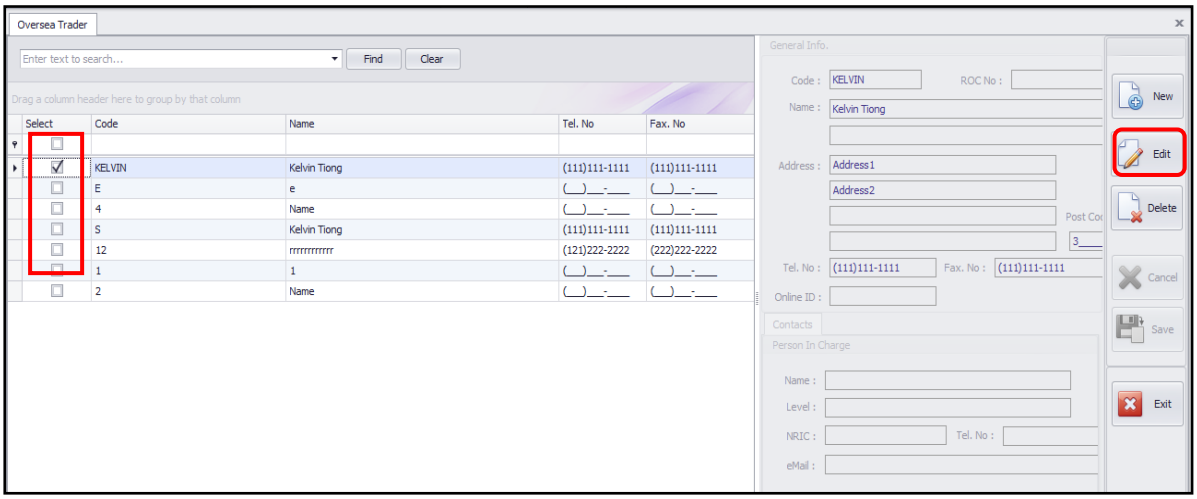


3. Enter your information in general info contacts entries. Then click **Save** button to save record.

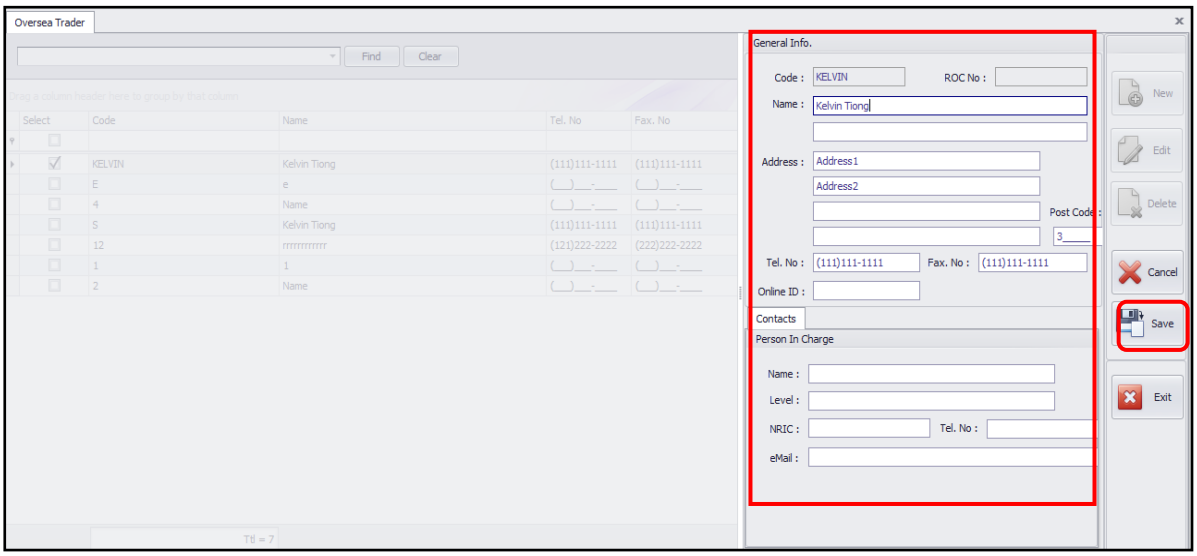


Edit Oversea Partner

1. To edit record, select your record to edit then click at button **Edit.**

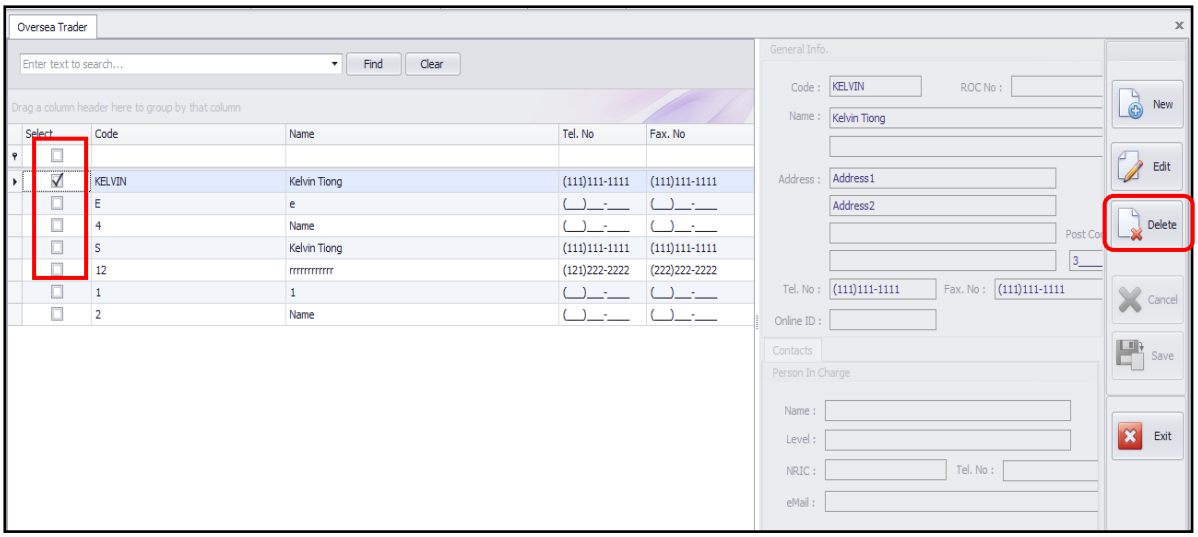


2. Edit your information at general info entries. Then click **Save** button to save record.

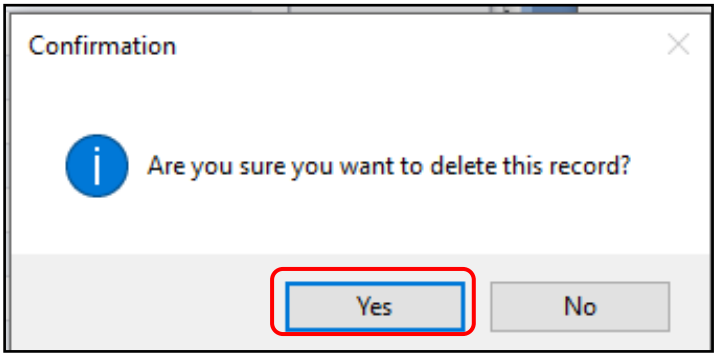


Delete Oversea Partner

1. To delete record, select your record to be deleted then click at button **Delete.**



2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel

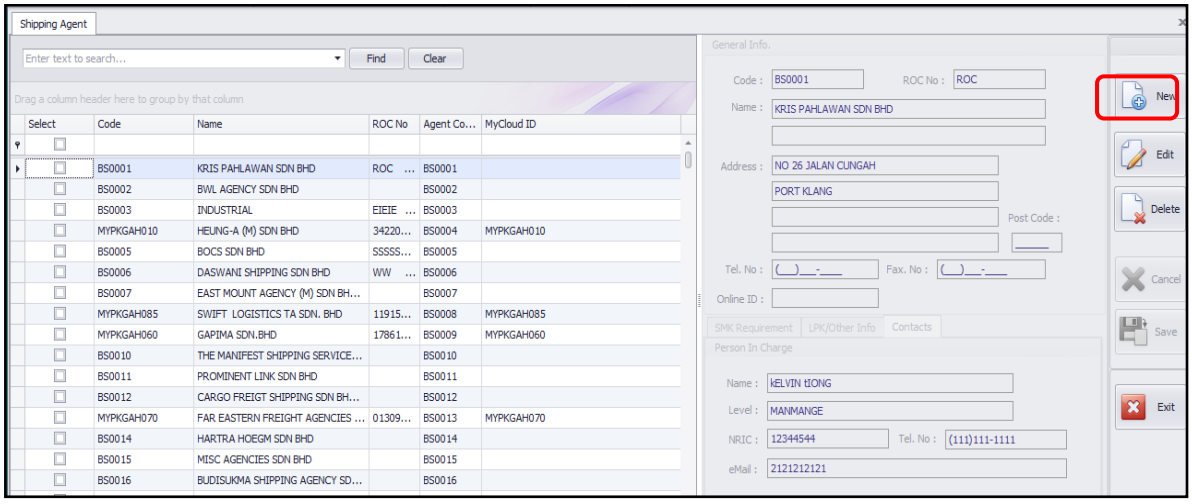


8.2 Shipping Agent

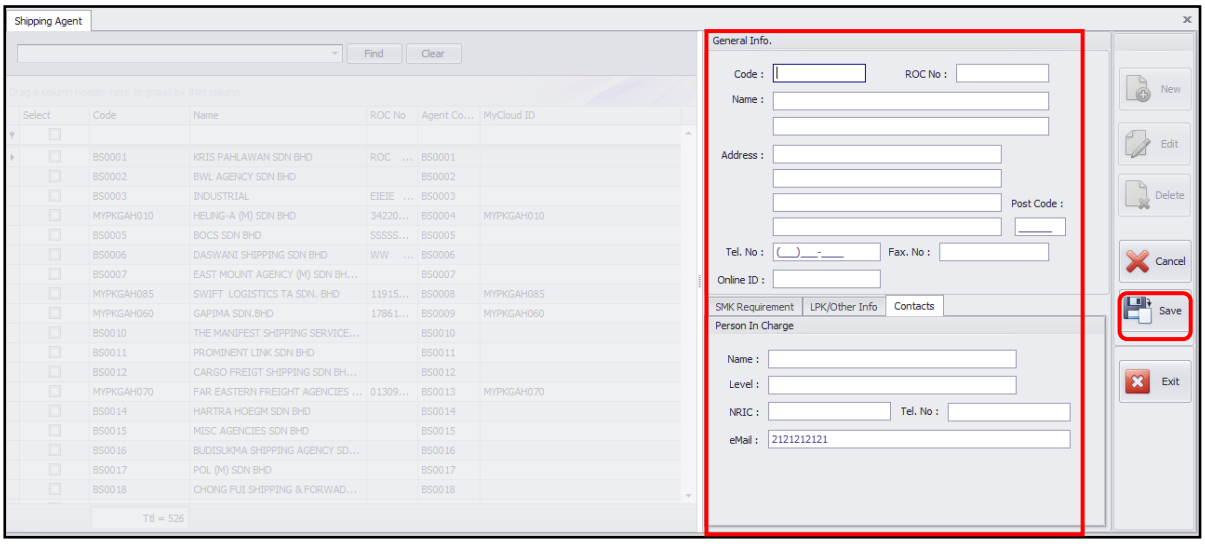
New Shipping Agent

1. Go to **Table Center** tab and click on **Shipping Agent**.

2. To create new record, click at button **New.**

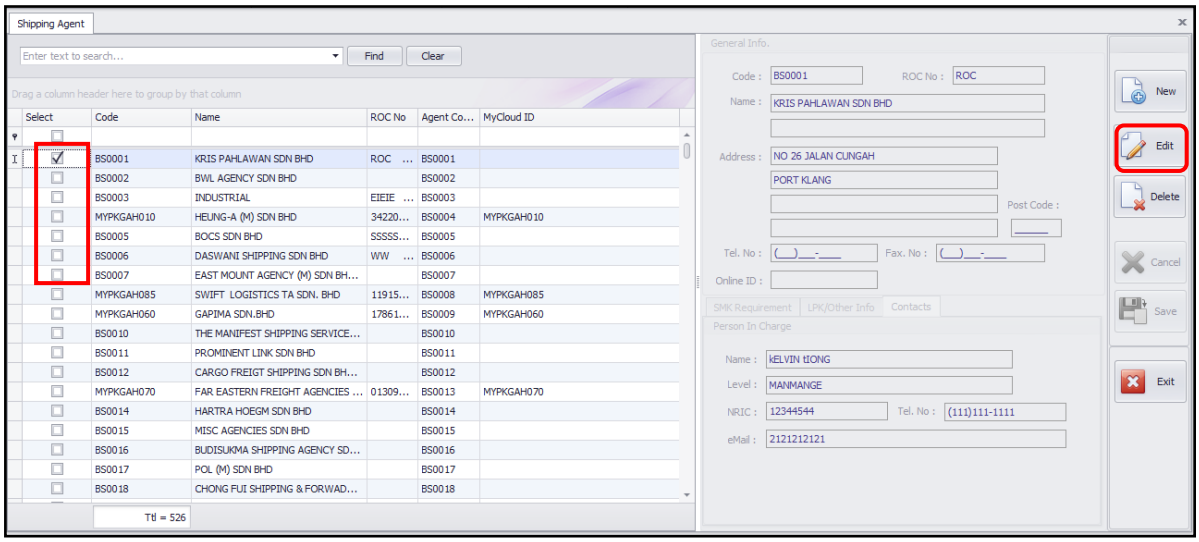


3. Enter your information in general info entries. Then click **Save** button to save record.

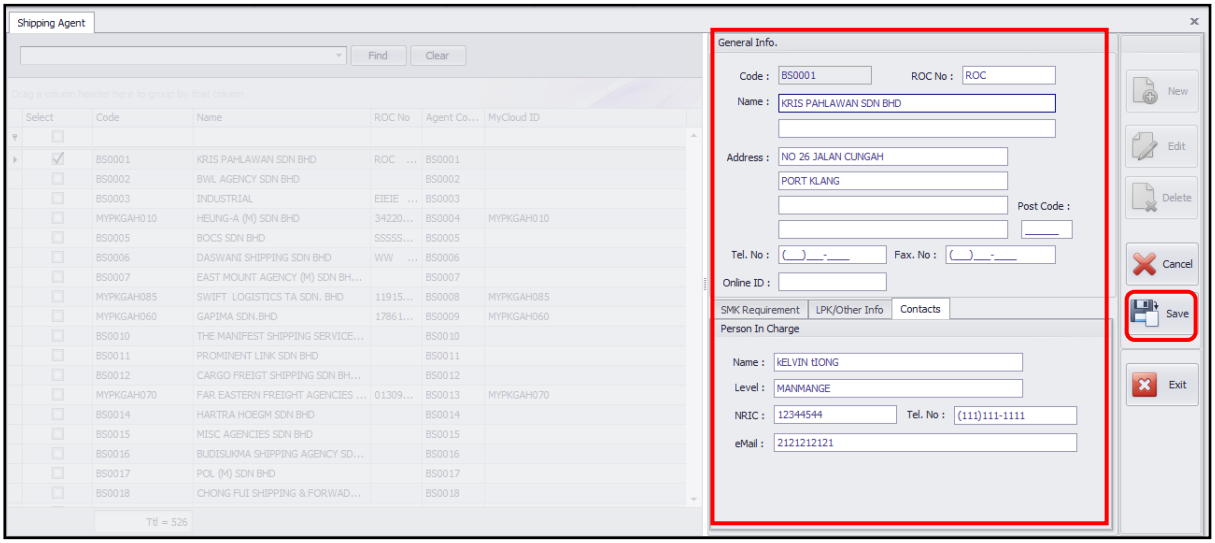


Edit Shipping Agent

1. To edit record, select your record to edit then click at button **Edit.**

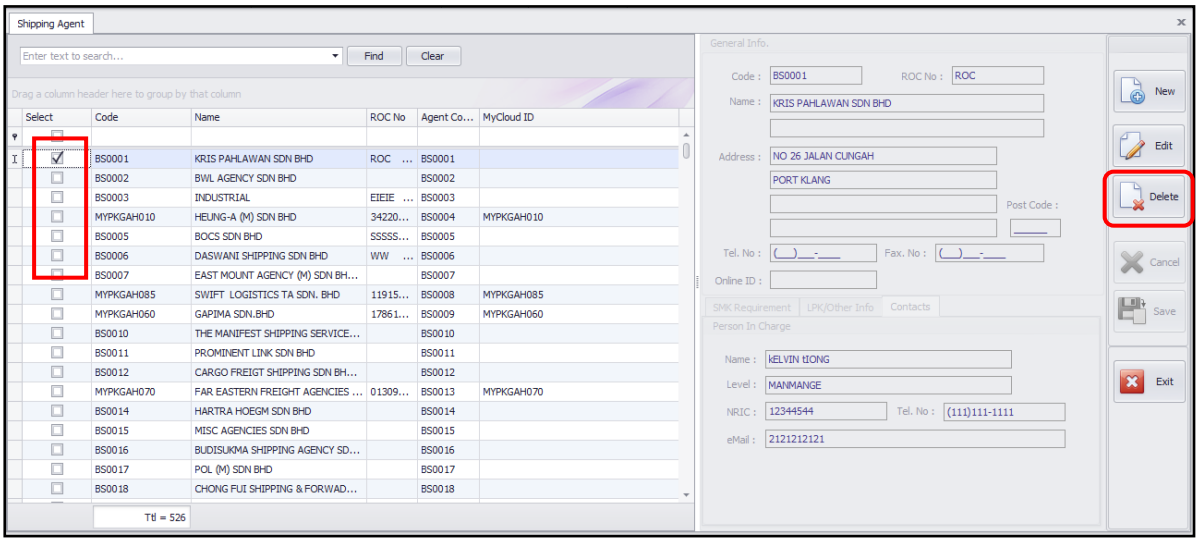


2. Edit your Description at general info entries. Then click **Save** button to save record.

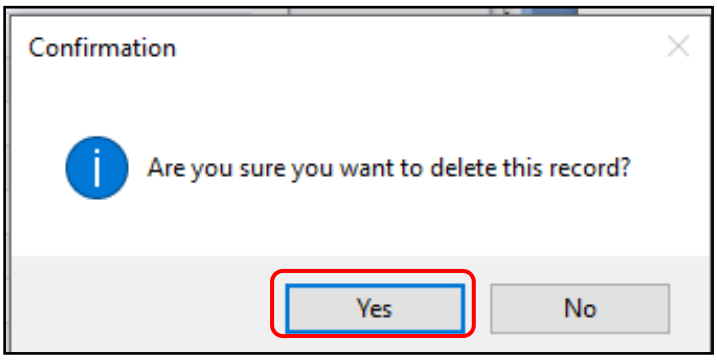


Delete Shipping Agent

1. To delete record, select your record to be deleted then click at button **Delete.**



2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel

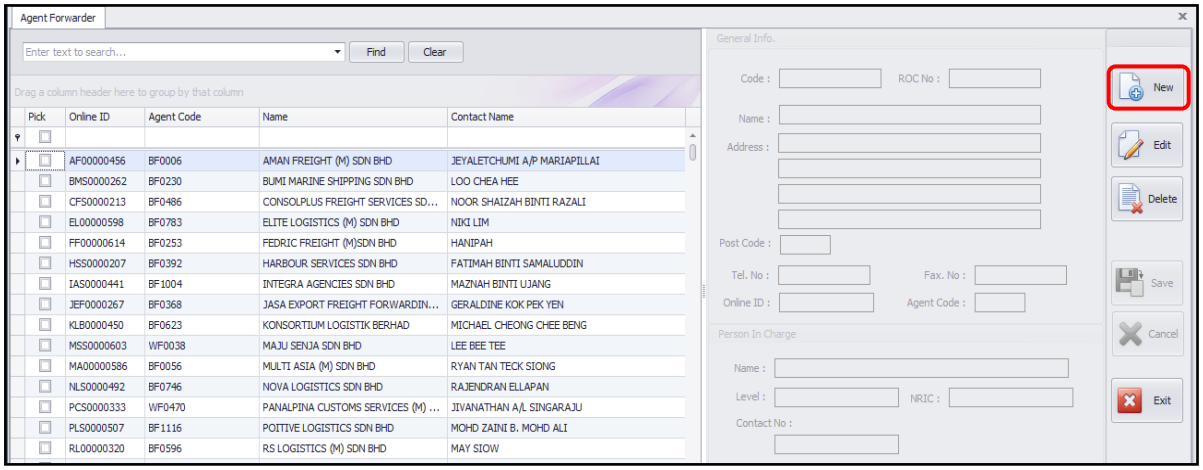


8.3 Forwarding Agents

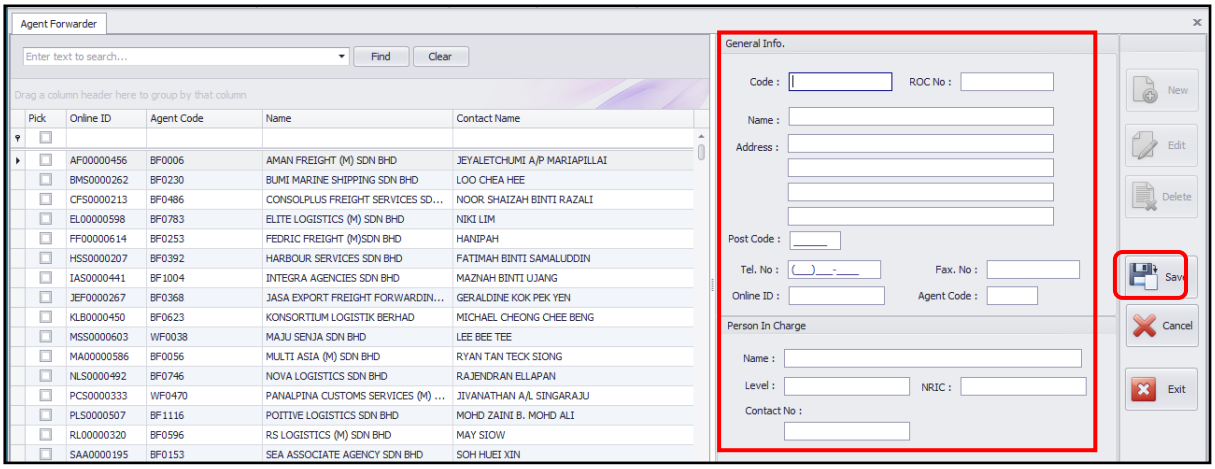
New Forwarding Agents

1. Go to **Table Center** tab and click on **Forwarding Agents**.

2. To create new record, click at button **New.**

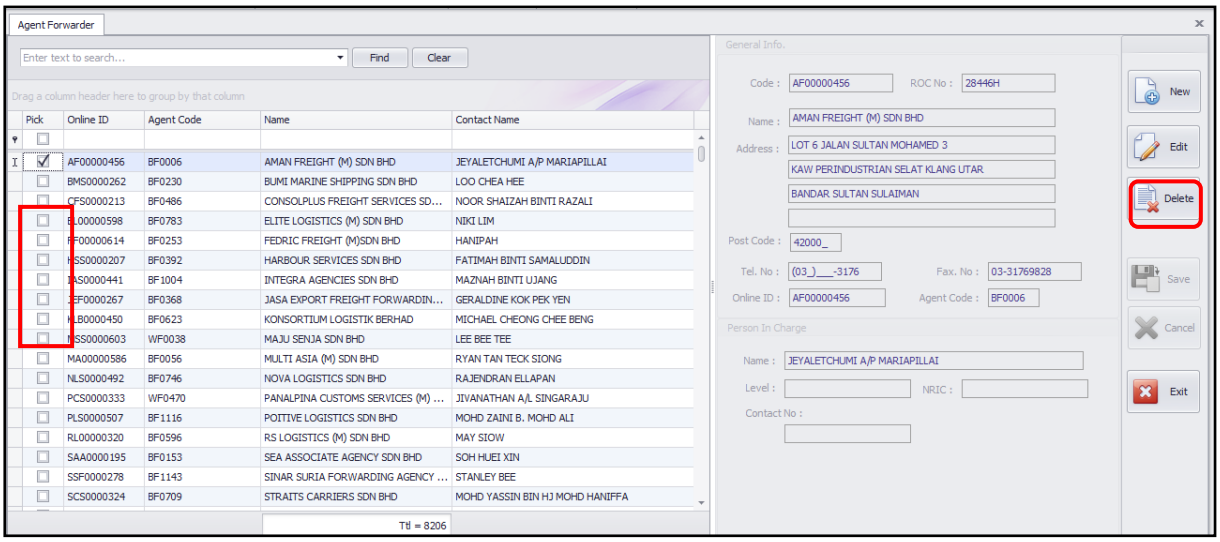


3. Enter your information in general info entries. Then click **Save** button to save record.

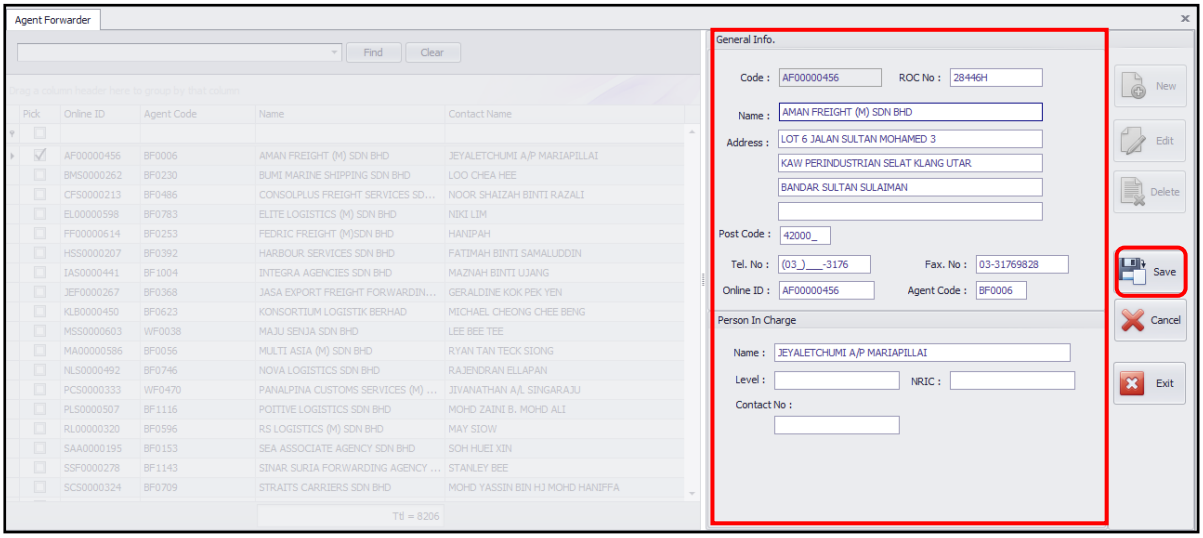


Edit Forwarding Agents

1. To edit record, select your record to edit then click at button **Edit.**

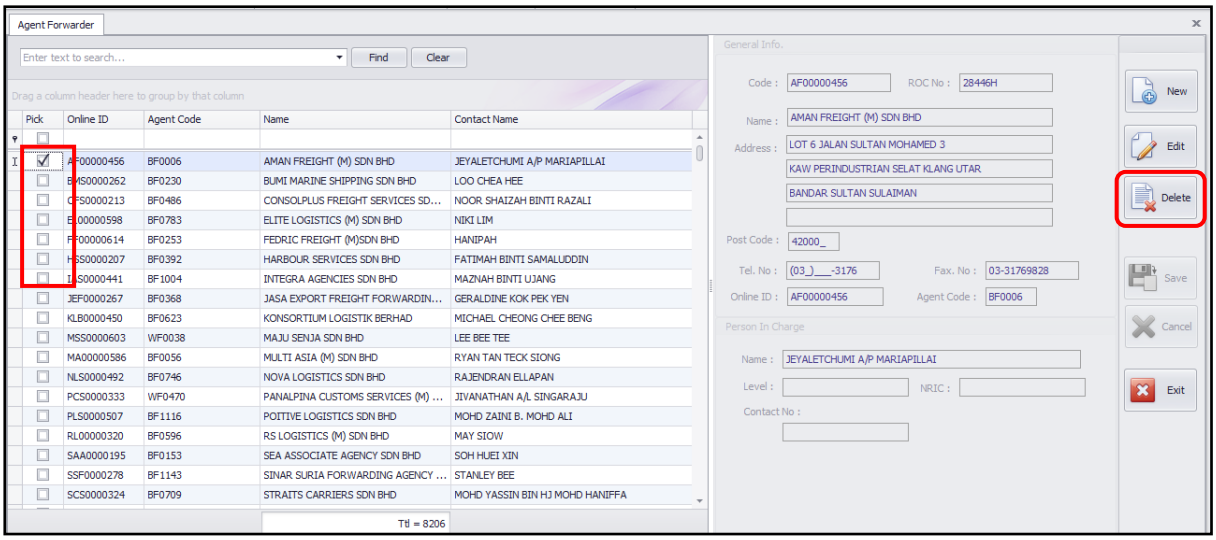


2. Edit your Description at general info entries. Then click **Save** button to save record.

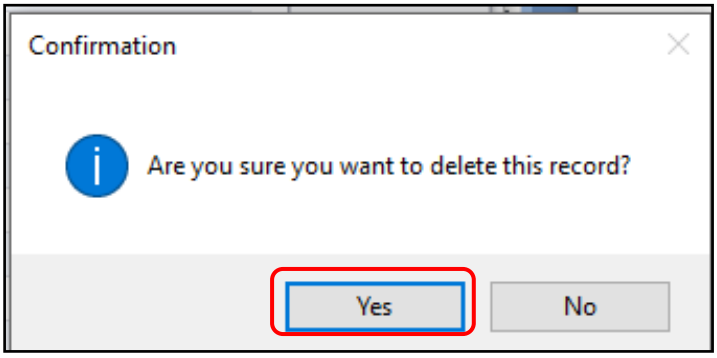


Delete Forwarding Agents

1. To delete record, select your record to be deleted then click at button **Delete.**



2. Popup of confirmation will appear. Click **Yes** if you agree to delete and click **No** to cancel



9 CODE USAGE – [Will be available soon]

- End of User Manual -