



# Port Manager

## A Resource Guide for Dispatchers

In this guide you will find information about:

- [Containers Watchlist and Pregates](#)
- [Bookings Watchlist and Pregates](#)
- [Group Codes Watchlist and Pregate](#)
- [My Jobs Page](#)
- [Watchlist tips](#)
- [Paying Fees](#)

Version date: April 2020

## Add Containers to the Containers Watchlist

Navigate to the Containers page from the left side menu and select Add to My Containers at the top of the screen.

Choose whether it is an Import, Domestic or Export container and add the container number. In the Container Number field, you can enter one or multiple container numbers. If you have a list of containers, simply copy and paste the list into this field.

Click Submit.

## Schedule a Pregate from the Containers Watchlist

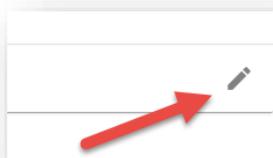
Ensure the container shows a status of Ready for Pregate.

Select one or multiple containers using the left side check boxes, select that Actions drop-down menu at the top, and click Add Pregate. You will be brought to the Pregate page.

Container #	Trade	Hold	Pregate Status	Origin	Dest
<input type="checkbox"/> > CCLU7744135	IMP	NO	NOT READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > FSCU8464774	IMP	NO	NOT READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > TLLU4500150	IMP	NO	NOT READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > CCLU7249044	IMP	NO	NOT READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > GATU8571108	IMP	YES	NOT READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > MSKU5102000	IMP	YES	NOT READY FOR PREGATE	WT	N/A
<input type="checkbox"/> > TCLU8350641	IMP	NO	NC-0331-01498 300330	NC	N/A
<input type="checkbox"/> > TCNU3839051	IMP	NO	NC-0331-01511 300146	NC	NC
<input type="checkbox"/> > CCLU7790803	IMP	NO	*****	NC	N/A
<input type="checkbox"/> > CSLU6131166	IMP	N/A	*****	NC	WT
<input checked="" type="checkbox"/> > OOLU9169848	IMP	NO	READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > TCNU1091802	IMP	NO	READY FOR PREGATE	NC	N/A
<input type="checkbox"/> > DFSU7446003	IMP	NO	READY FOR PREGATE	NC	N/A

Enter the Pregate Date and select the Facility, Move Type, and Trucking Company. Then click Submit.

The Pregate will show as Pending until it is been approved by the terminal. If the Pregate shows a Failed status, use the edit pen to add the required information.

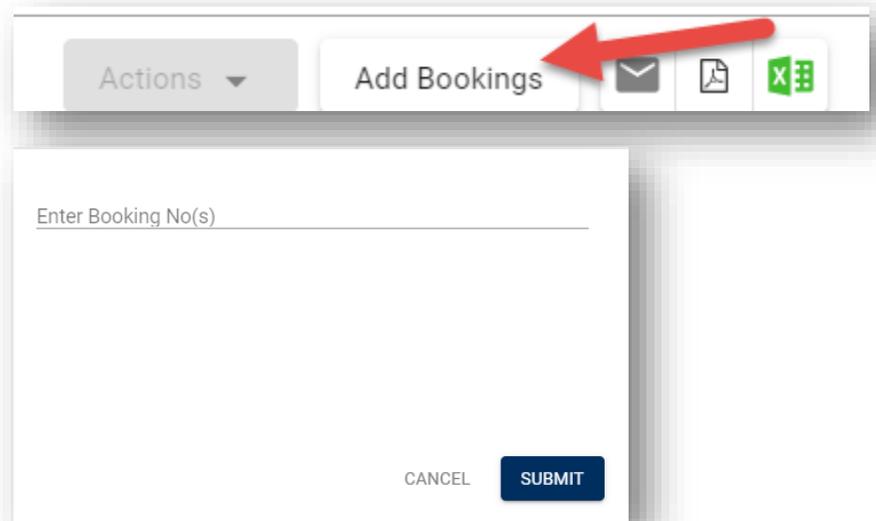


## Add a Booking to the Bookings Watchlist

Navigate to the Bookings page from the left side menu and select “Add Bookings” at the top of the screen.

In the Booking Number field, you can enter one or multiple booking numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.



## Schedule a Pregate from the Bookings Watchlist

Select the booking number or numbers you would like to add the Pregate for, click on the Actions drop down menu at the top, and select Add Pregate. You will be brought to the Pregate screen.

Enter the date you would like to schedule the Pregate for. Each port or terminal has different rules around the amount of time that Pregate ticket is valid for.

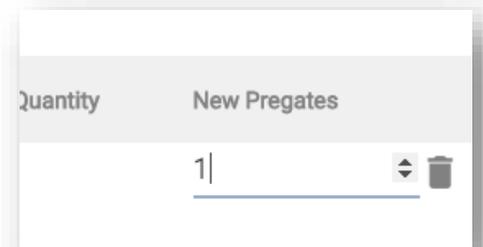
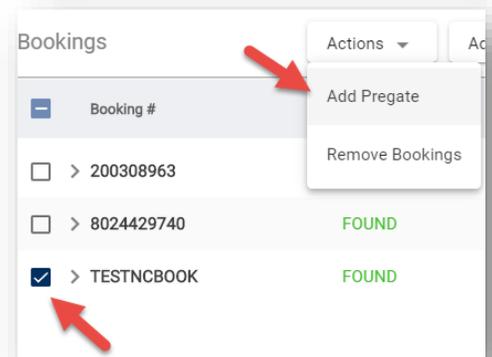
In the Move Type field, select whether you are picking up an Empty or dropping an Export. If your user ID is affiliated as a dispatcher for multiple companies, you can also select the Company that you are scheduling the Pregate for.

The select the number of New Pregates you would like to create against the total Quantity available.

Then click Submit.

You are brought to a Summary page. If the request was successful, from this page you will see your Ticket Number and Gate Code. The Pregate will have a status of Pending until it has been validated by the terminal. Once it is validated, the Status will show as Confirmed or with Errors. If that validation process identifies errors, the system will display the errors so they can be rectified.

The Pregate can be edited by clicking on the edit pen to the right.

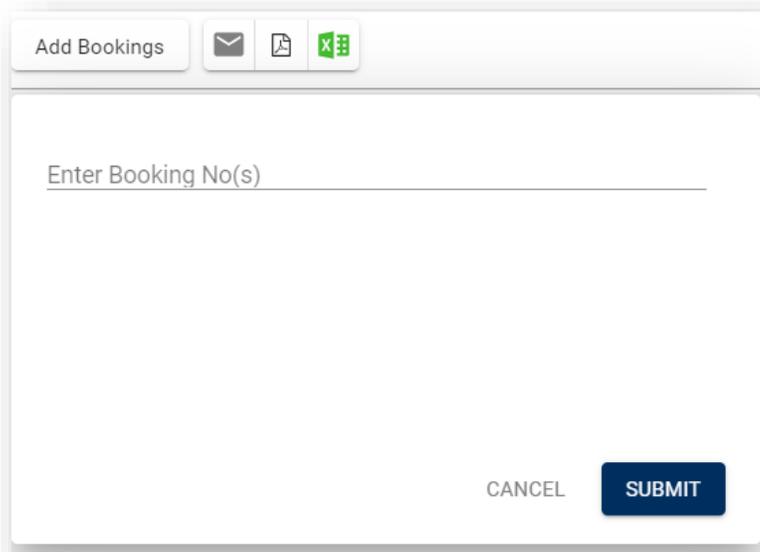


## Add a Group Code Number to the Group Codes Watchlist

Navigate to the Group Codes page from the left side menu and select Add Group Codes at the top of the screen.

In the Group Code field, you can enter one or multiple Booking Numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.



## Schedule a Pregate from the Group Codes Watchlist

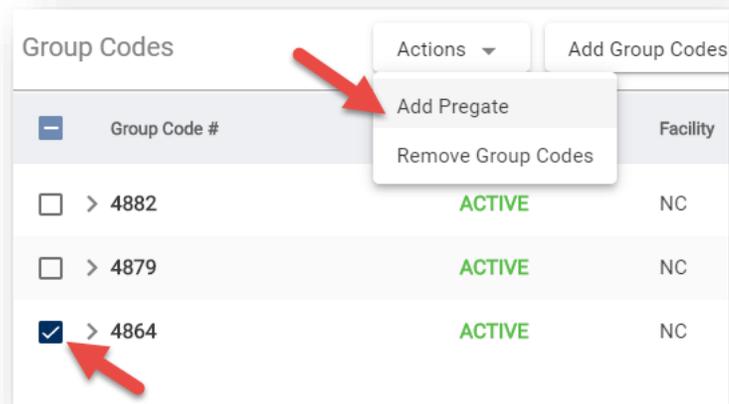
To add a Pregate for a group code, navigate to the Group Codes Watchlist by selecting Group Codes from the left side menu.

Select one or multiple Group Codes you would like to add the Pregate for and click Add Pregate from the Actions drop-down menu at the top of the screen.

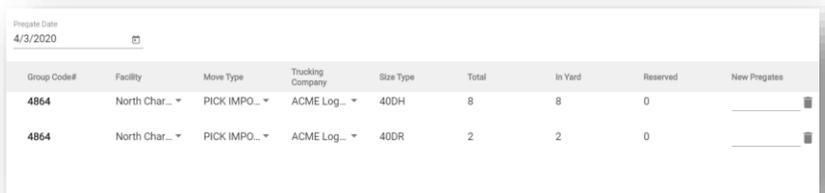
Enter the Date of the Pregate, and if applicable, you may change the Facility or Move Type. If you are affiliated with multiple companies, you may also select the Company you are creating the Pregate for.

The enter the number of New Pregates and select Submit at the bottom right.

Keep in mind the Reserved number cannot exceed the total number that is available.



Group Code #	Facility
<input type="checkbox"/> > 4882	NC
<input type="checkbox"/> > 4879	NC
<input checked="" type="checkbox"/> > 4864	NC



Group Code#	Facility	Move Type	Trucking Company	Size Type	Total	In Yard	Reserved	New Pregates
4864	North Char...	PICK IMPO...	ACME Log...	40DH	8	8	0	
4864	North Char...	PICK IMPO...	ACME Log...	40DR	2	2	0	

# My Jobs Page

My Jobs is a screen that provides you visibility into all of your jobs that are created as you create Pregates from the various watchlists. This screen can help you manage the dispatch process.

To navigate to the screen, select My Jobs from Port Manager menu.

If a Pregate is scheduled for a pickup, the date will be listed in the Pregate Origin column. If a Pregate is scheduled for a drop, the date will be listed in the Pregate Destination column.

You may edit the Pregate directly from the page by clicking on the edit pen to the right of your Pregate Date. Any changes made to the Pregate require that it is submitted back to the terminal for acceptance, and therefore Status goes back to Pending.

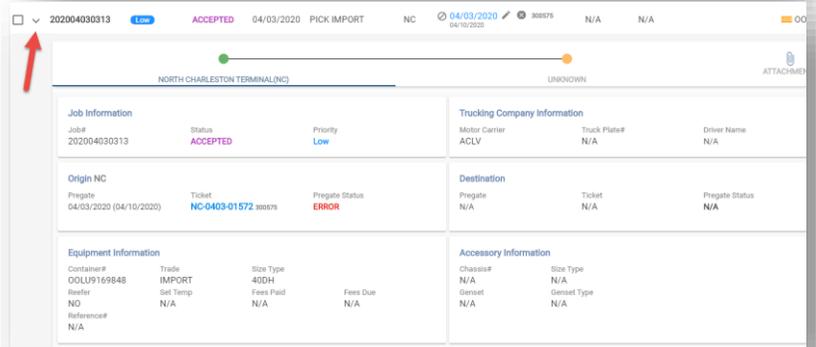
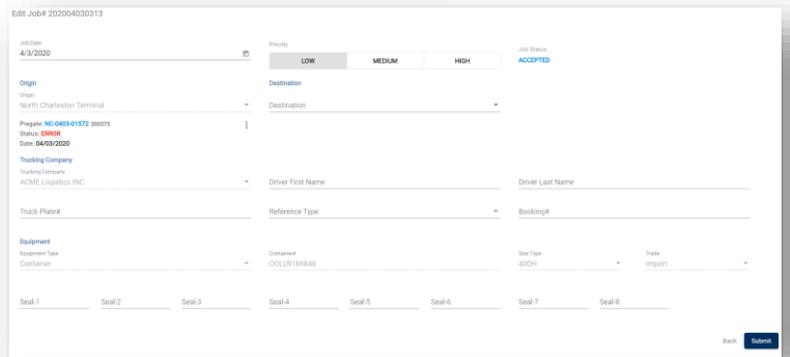
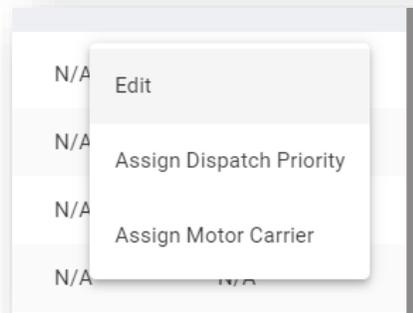
The Pregate may be cancelled by clicking on the X to the right of the Pregate Date. It is important to note, canceling the Pregate does not cancel the job. All the information for the job is still included on this page for ease of tracking.

When you hover over the job, you will see the three dots farthest to the right, indicating functionality for that job or Pregate. The job may be edited by selecting the three dots and selecting Action. To edit the job, click on Edit.

Here you can change the Date, change the Priority, include any additional information such as the Origin or Destination and add Accessories such as a Chassis to the move.

Additionally, from the screen you may use Quick Actions on the right to Assign Priority or Assign the Motor Carrier to the job.

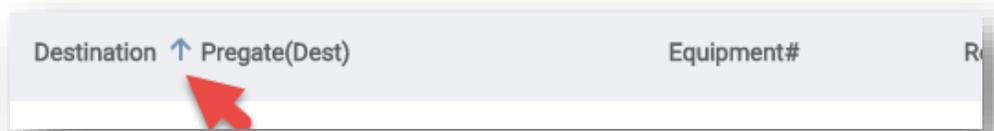
To see the details of the job, click on the arrow to the left of the screen to expand the job. All the information about the job is provided, including the Ticket Number and the life cycle of the job.



## Watchlist Tips

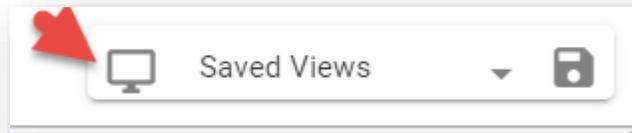
### To filter a column

Click on the column header.

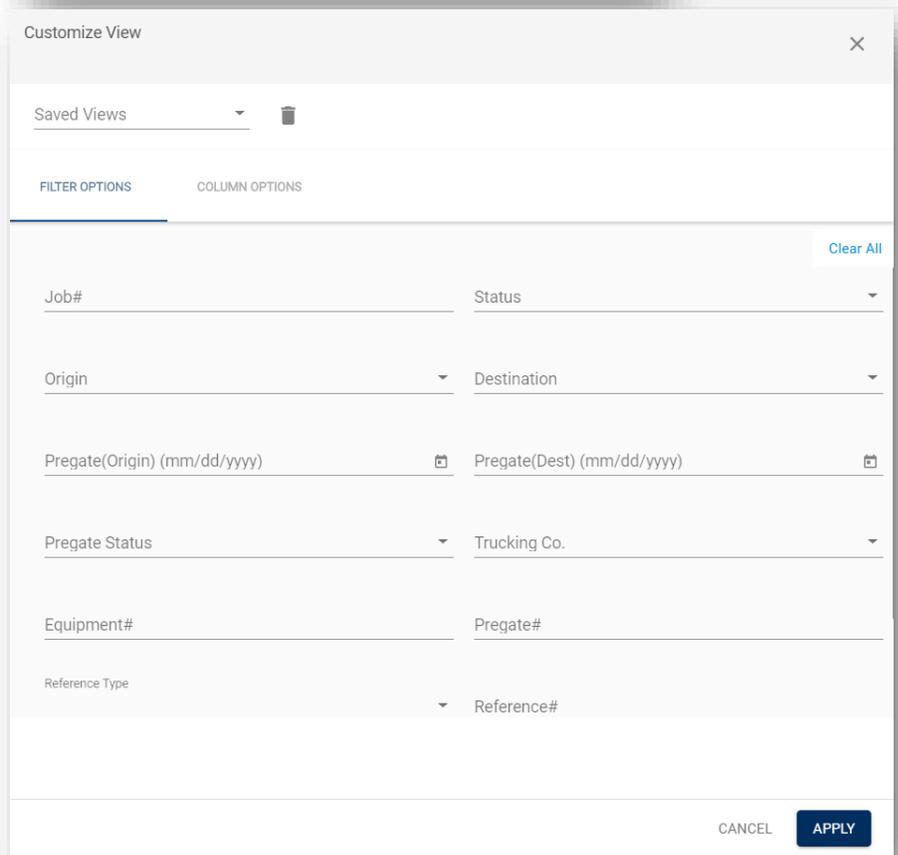


### Create and save a search

Click the Customized View icon at the top right.



Here you can create a customized view of your watchlist by Booking Number, Container Number, Status, or a wide variety of other fields.

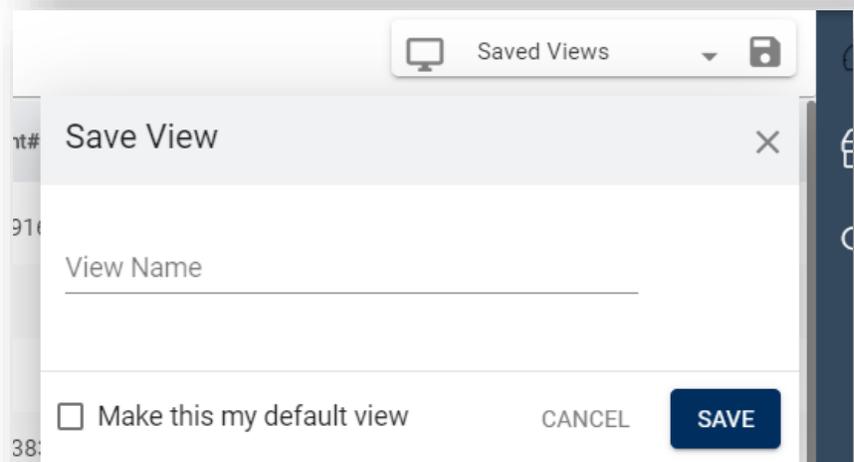


Select the columns you would like to view by selecting the Columns Options tab and checking or unchecking the Columns box. The column titles can also be dragged to indicate the order in which you would like to see them.

After completing your customized view, select Apply.

If these are criteria you use often, you can save them by selecting the Save icon at the top right. By checking the box, you can also make it your Default View.

Saved searches can be found by clicking the drop-down at the top right.



## Watchlist Tips Continued

### Notifications

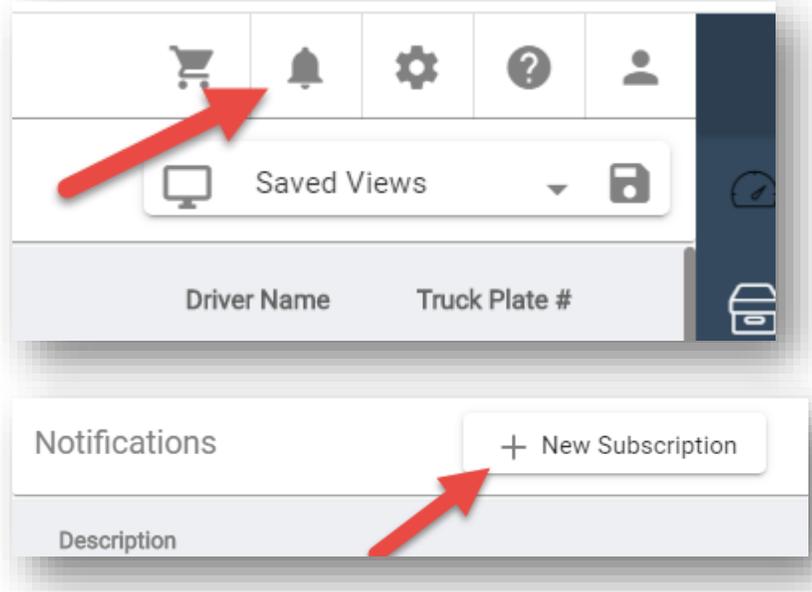
Notifications enable you to manage the email alerts that you or others in your organization get. The Notification functionality enables you to add a subscription based on the functionality you set.

To add a new notification, click on New Subscription and enter the Category and Notification type, based on the category.

Then enter whether you would like to have it delivered to yourself or others, and the Email Address or Addresses the notification will go to.

Based on the Type and Category you select, you can then create Rules for the notification.

If you would like to add multiple rules, this can be done by clicking the plus sign.



### New Subscription

Category  Notification type

Description

Deliver to

Email Address

Rules

Cancel

## Pay A Fee

In the right-side columns of the Containers Watchlist, you will find fees that have been paid and fees that are due.

If you click on the icon to the right of the Fee Due amount, you will see specific information about the fees, including a breakdown of the fees and the total amount.

To pay a specific fee, click on the cart to the right of the fee or click on "Add All To Cart" to pay all fees that are due.

Navigate to the cart at the top of the window and select Payment Cart to be brought to the Payment Center. The fees you selected will be listed in the Cart Summary.

To pay the fee, navigate to the right side and use the drop down to select your Payment Source.

Click Proceed to Checkout. You will be brought to the Purchase Confirmation page.

At the top left of this page is a free-form box you can use to add in reference information specific to your company.

You will then select that you agree to the terms and click Complete Purchase.

Once the purchase is complete, you will be provided with a purchase receipt.

The screenshot shows a table with columns: Vessel Code, Voyage, Size Type, Fee Paid, and Fee Due. A modal window is open over the table, displaying the following information:

Current Balance For	Last Free Date
03/24/2020	02/04/2020 23:59

Description	Amount
Demurrage (03/24/2020)	\$8,300.00
Demurrage Day 1 (03/25/2020)	\$8,475.00
<b>Total</b>	<b>\$8,300.00</b>
<b>In Cart</b>	<b>\$0.00</b>

Buttons: ADD ALL TO CART

The screenshot shows a navigation menu with options: Payment Cart, Payment Sources, My Purchase History, and Company Purchase History. Below the menu is a table with columns: Voyage, Paid, and Fee Due.

Voyage	Paid	Fee Due
N/A	\$0.00	\$8,300.00
N/A	\$0.00	\$8,300.00
OVB39	N/A	N/A

My Cart (1 items)  
NC Container Fees: \$8,475.00  
**Total: \$8,475.00**  
\* plus applicable shipping and service fees  
Company: ACME Logistics INC  
Select Payment Source  
Add New Card/Bank Account  
Proceed to Checkout

Confirm Purchase  
Your Reference:   
Your Memo:   
Summary  
My Cart (1 items)  
NC Container Fees: \$8,475.00  
Total: \$8,475.00  
Review the purchase details and click "Complete Purchase" at the bottom of this page.  
Payment Funding  
\$8,475.00 | Test Rowed  
Item Description Amount  
NC Container Fees  
DFSJ432917 Demurrage Through 2020-03-25 \$8,475.00  
Card Terms of Use (click to expand)  
I Agree/Acknowledge  
return to cart Complete Purchase