

EXTERNAL USERS MANUAL

NAVIS SYSTEM WEB FORM

Pelabuhan Tanjung Pelepas

Accessing Navis Express

Installing Oracle JInitiator Component

If you are the first time user, please install the Oracle JInitiator Component by doing the following:

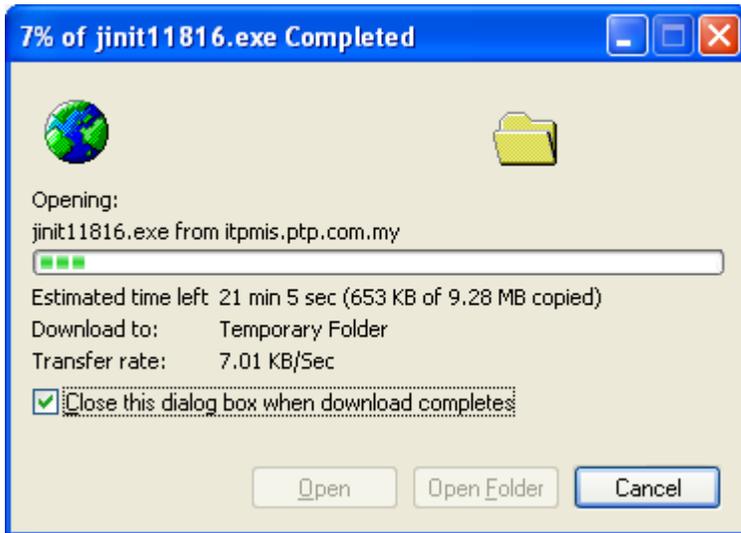
1. Go to <http://pcop.ptp.com.my>.
2. On the PCOP website, click the **DOWNLOAD** link under **Oracle JInitiator Component for Navis**



3. A window will appear. Click Run to install the component.



The download window will appear.



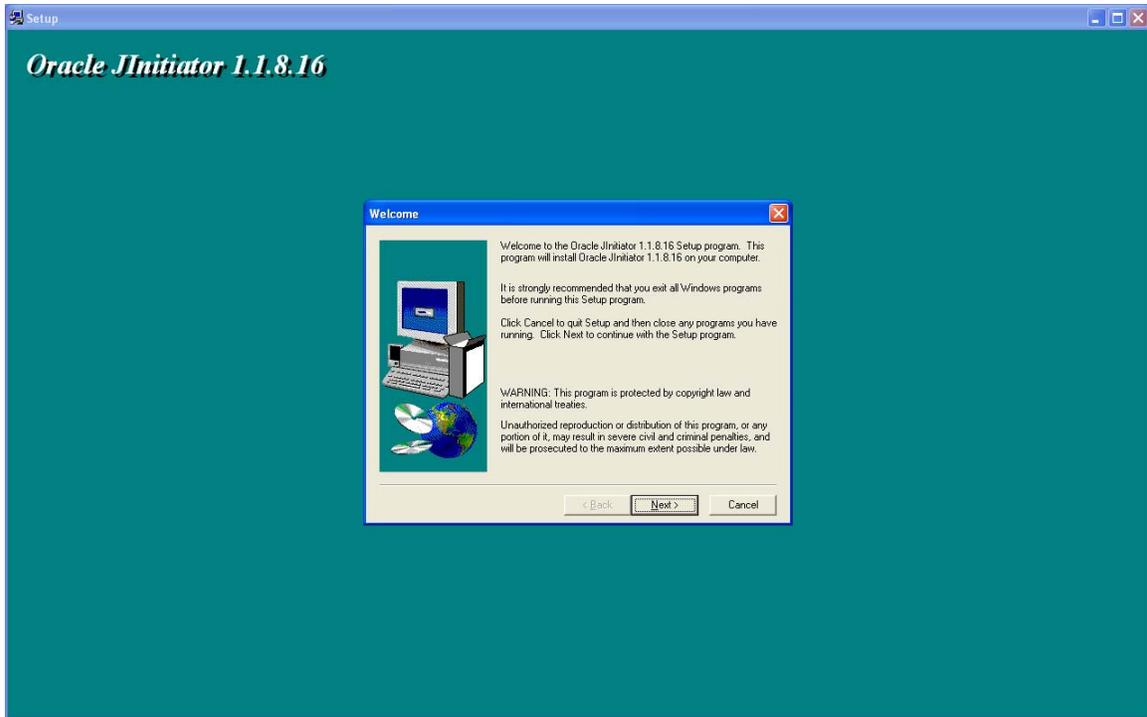
Wait until the downloading process is finished and a window will appear.



4. Click **Run**. A window will appear.

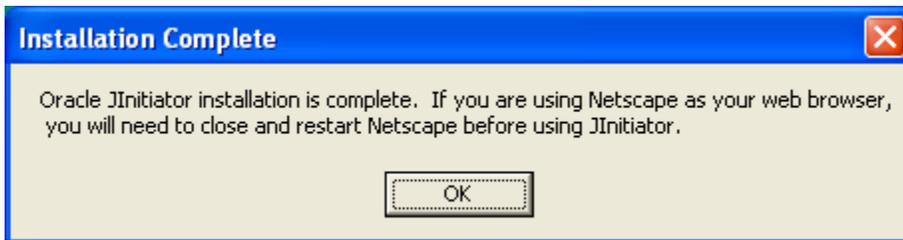


5. Click **Yes**. Wait until a window appear.



Click **Next** 2 times and system will start installing the component.

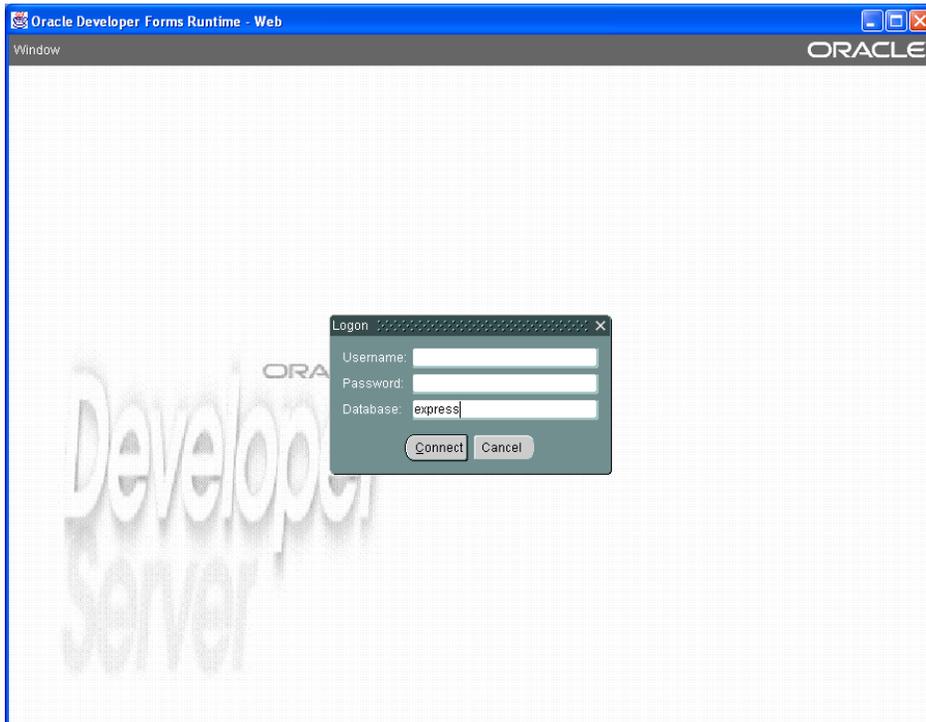
6. The installation is successful if below message appear.



Please reboot your machine/PC.

Launching Navis Express

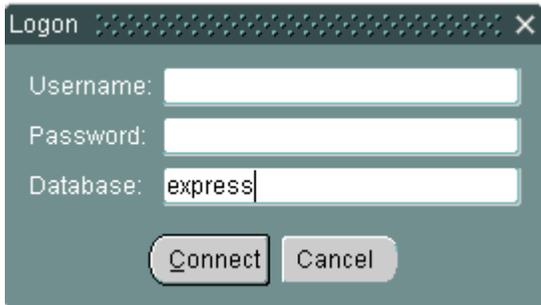
On the PCOP website <http://pcop.ptp.com.my> click on the **NAVIS SYSTEM WEB FORM** link. A new window of Navis Express application will appear



EXPRESS Overview

Starting Navis Express

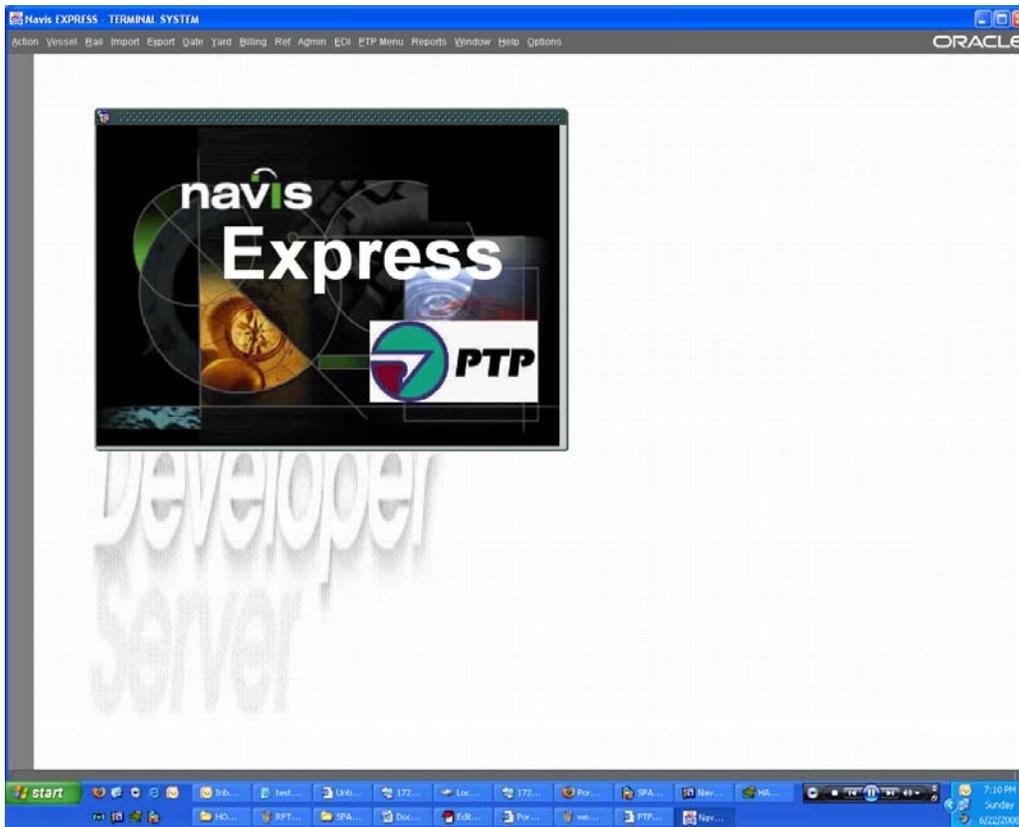
To start the Web Forms (Navis Express application):



A screenshot of a 'Logon' dialog box. It has a title bar with 'Logon' and a close button. Below the title bar are three input fields: 'Username:', 'Password:', and 'Database:'. The 'Database:' field contains the text 'express'. At the bottom of the dialog are two buttons: 'Connect' and 'Cancel'.

1. Enter your user ID in the Username field and press TAB or click in the next field.
2. Enter your password in the Password field and press TAB.
3. Click Connect or press ENTER. Do not change the information in the database field.

The Navis Express application window appears.



EXPRESS Basics

Overview

Navis Express is a relational database system that enables you to manage all aspects of terminal operations.

The Navis interfaces enables you to perform tasks by using a menu command, a toolbar icon or a keyboard shortcuts.

Keyboard Conventions

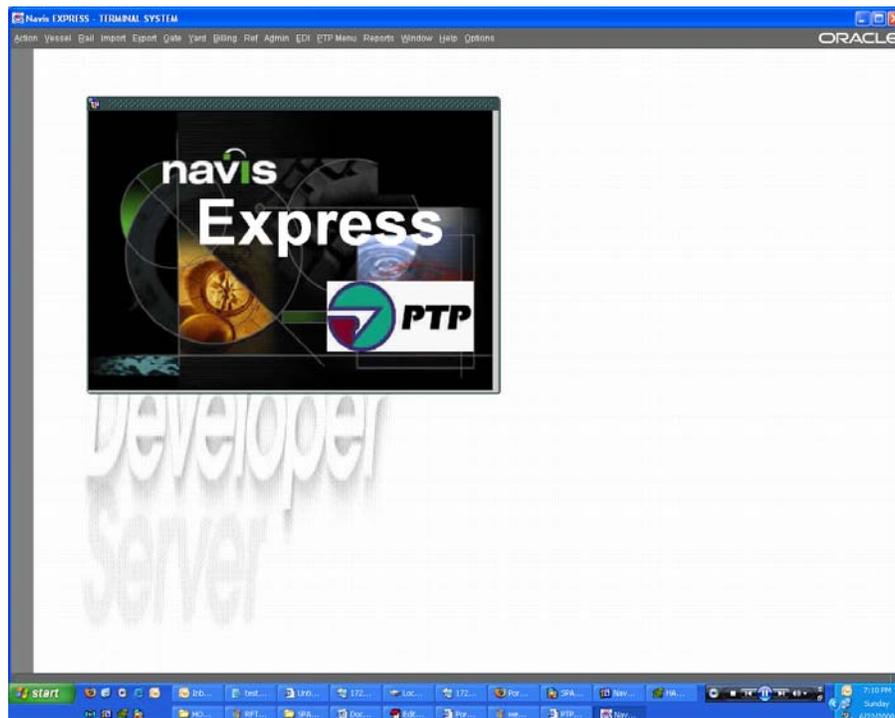
Quick keys provide shortcuts to toolbar tools or **Actions** menu items.

To view a list of quick keys and their corresponding actions, do one of the following:

- Select **Help > Show Quick Keys**
- Press **Ctrl+F1**

Looking at Navis Express

The Navis Express application window provides access to all the Navis Express Web forms. The application window consists of a title bar, menu bar and control button.



Title Bars

The title bar in Navis Express application window displays the title of the application:
Navis EXPRES – Terminal System



Each Navis Express form also has a title bar that displays the title and number of the form.



Control buttons

The window control buttons appear on all title bars. They have the following functions:

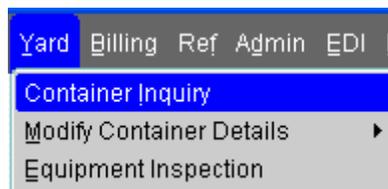
-  **Minimize.** The Minimize button reduces the window to a button on the Windows NT task or in the application window.
-  **Maximize.** The Maximize button increases the size of the window to the largest possible size for the terminal screen.
-  **Restore.** The Restore button returns a window to its previous size. Once a window is restored, this button changes into the Maximize button.
-  **Close.** The Close button closes or quits the open form or window

Menus

Menus group forms by functions or task. For example, all forms that you use for import or export operation appear under the **Import** and **Export** menus.

To open a form, do one of the following:

- Click any form menu item to open its corresponding form.
- Press Alt and the underlined letter of the menu item you want.



The selected form displays:

Toolbar

When you open a Navis Express form, the application window displays a toolbar. The toolbar is a column of icons or tools that allow you to access commonly-used commands, such as **Commit** and **Enter Query**. The following table describes the toolbar icons and commands they access.

Command	Icon	Shortcut	Description
Commit		F10	Updates an existing record or saves a new record to the Navis Express database.
Exit		Ctrl+q	Close the current Navis Express form.
Enter Query		F7	Places a Navis Express in query mode. A query is a request to retrieve records from database.
Execute Query		F8	Retrieves a record or set of records from the Navis Express database. The executed query is based on the selection criteria entered in the associated form.
Cancel Query		Ctrl+q	Ends a query request before you select Execute Query.
Previous Record		Up-arrow on keyboard	Allows you to view a set of records that wereretrieved from the Navis Express

			database during a query. Scrolls up through a set of records one record at a time.
Next Record		Down-arrow on keyboard	Allows you to view a set of records that were retrieved from the Navis Express database during a query. Scrolls down through a set of records one record at a time.
Previous Block		Ctrl+Page Up	Moves the cursor to the previous block on a form.
Next Block		Ctrl+Page Down	Moves the cursor to the next block on the form.
Inset Record		F6	Adds a new record to the database. A record is a group of related data. One record corresponds to a row of data in Navis Express database table.
Delete Record		Shift+F6	Deletes a record from the database.
List of Values		F9	Displays a list of predefined values that you can use to enter data in particular field. You can also access a list of values by double-clicking in te field.

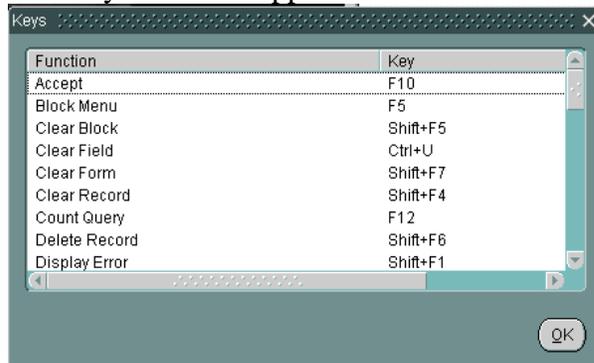
Quick Keys

Quick Keys provide shortcuts to toolbar tools or **Action** menu items.

To view a list of quick keys (shortcuts):

- Select **Help>Show Quick Keys**
OR
- Press Ctrl+F1

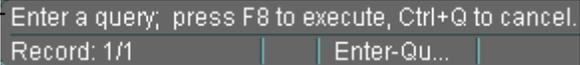
The Keys Window appears.



Click OK or press Enter to Exit.

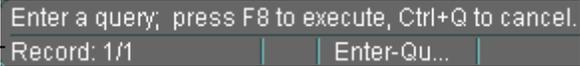
Message Line

The message line appears at the bottom of the Navis Express application window and displays Navis Express system messages. For example, the message line can tell you which key to press to execute or cancel a query, how many records you will retrieve with a query, what kind of data are required in a particular field and so on.

Message line —  Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu...

Status Line

The status line appears below the message line and displays specific information about the current form. For example, the status line displays information about the record you are viewing.

Message line —  Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu...

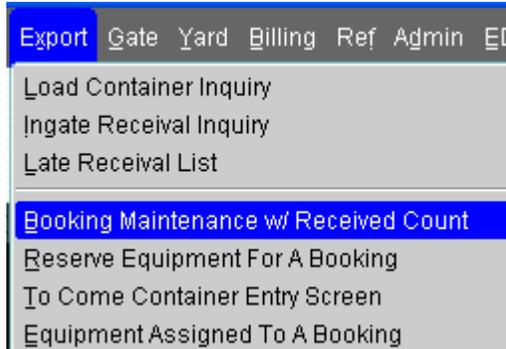
Using Express Web Forms

Booking

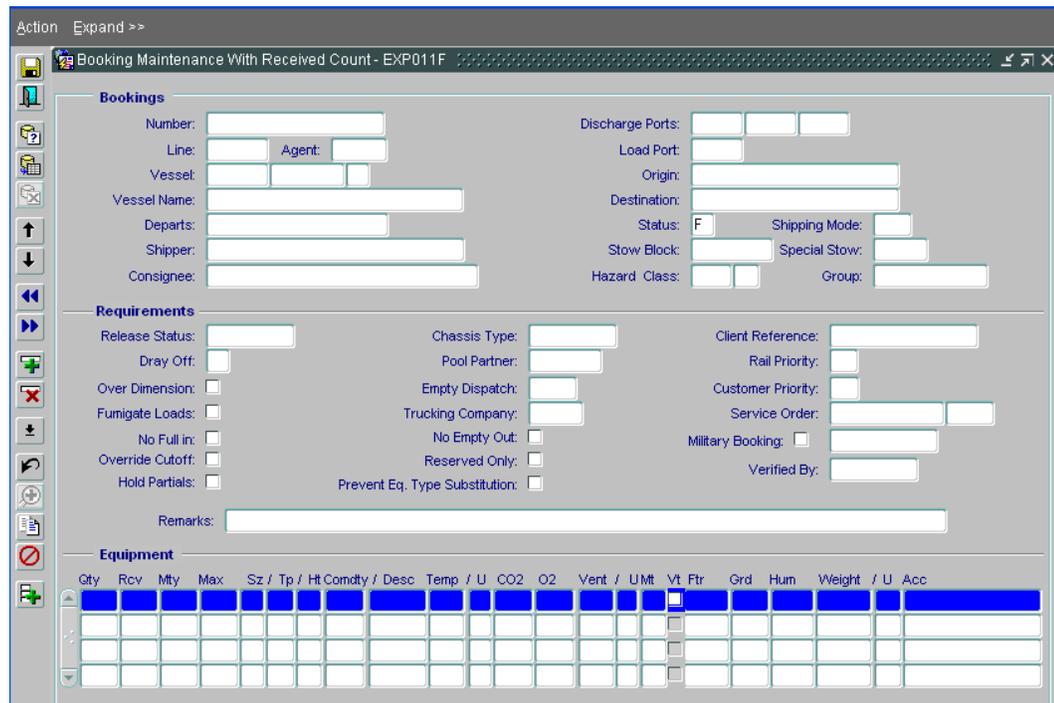
This form can be used to create and query Booking information.

1. To create a Booking, go to

Export > Booking Maintenance w/ Received Count.



The following form will open. This form doesn't open in query mode.



The screenshot shows a web form titled "Booking Maintenance With Received Count - EXP011F". The form is divided into three main sections: "Bookings", "Requirements", and "Equipment".

Bookings Section:

- Number: [Text Field]
- Line: [Text Field] Agent: [Text Field]
- Vessel: [Text Field]
- Vessel Name: [Text Field]
- Departs: [Text Field]
- Shipper: [Text Field]
- Consignee: [Text Field]
- Discharge Ports: [Text Field]
- Load Port: [Text Field]
- Origin: [Text Field]
- Destination: [Text Field]
- Status: [Text Field] Shipping Mode: [Text Field]
- Stow Block: [Text Field] Special Stow: [Text Field]
- Hazard Class: [Text Field] Group: [Text Field]

Requirements Section:

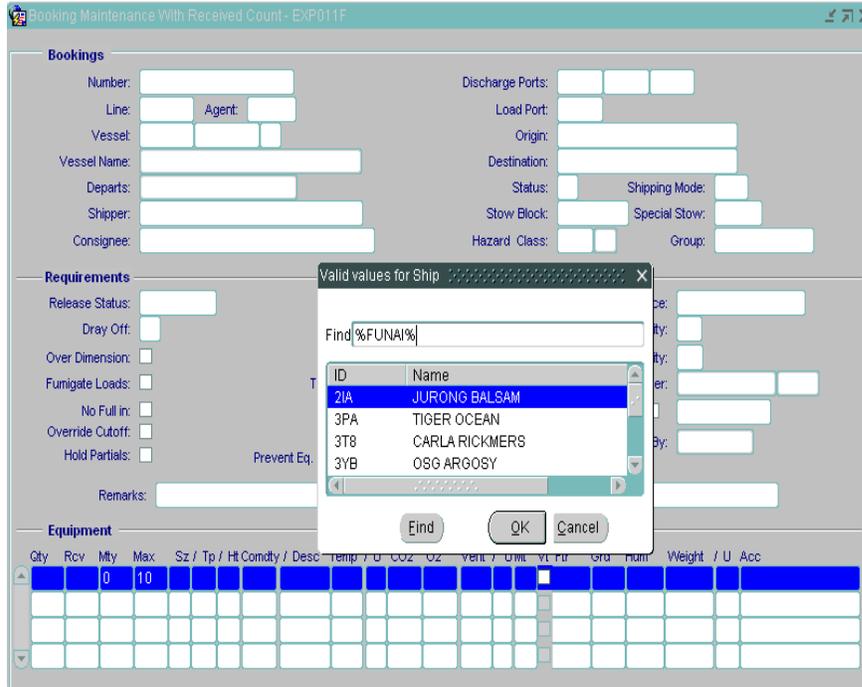
- Release Status: [Text Field]
- Chassis Type: [Text Field]
- Client Reference: [Text Field]
- Dray Off: [Text Field]
- Pool Partner: [Text Field]
- Rail Priority: [Text Field]
- Over Dimension: [Text Field]
- Empty Dispatch: [Text Field]
- Customer Priority: [Text Field]
- Fumigate Loads: [Text Field]
- Trucking Company: [Text Field]
- Service Order: [Text Field]
- No Full in: [Text Field]
- No Empty Out: [Text Field]
- Military Booking: [Text Field]
- Override Cutoff: [Text Field]
- Reserved Only: [Text Field]
- Verified By: [Text Field]
- Hold Partials: [Text Field]
- Prevent Eq. Type Substitution: [Text Field]

Equipment Section:

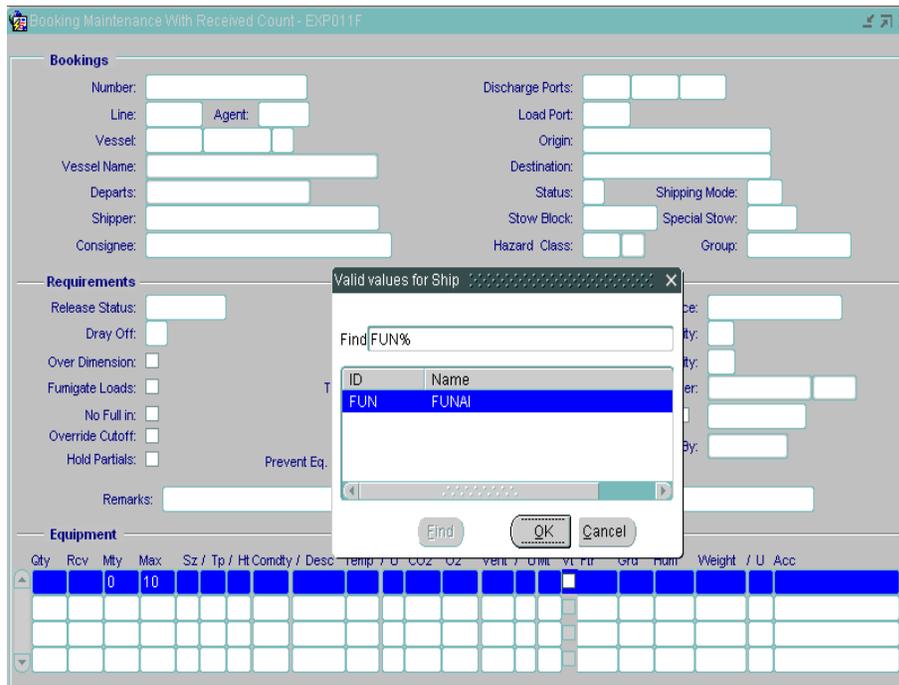
Qty	Rcv	Mty	Max	Sz	Tp	Ht	Comdty	Desc	Temp	U	CO2	O2	Vent	U Mt	Vt	Ftr	Grd	Hum	Weight	U	Acc	

2. Enter the booking number, Line info, Agent code, vessel(Refer 2.1) and voyage code, press tab and key in details associated with the booking. Save changes. (F10 or )

2.1 How to find vessel without knowing the vessel code.



- I. Press F9 on the VESSEL column.
- II. Find box will appear “Valid Values for Ship”. Type %vessel name%.
eg %FUNAI%
- III. Click Find button



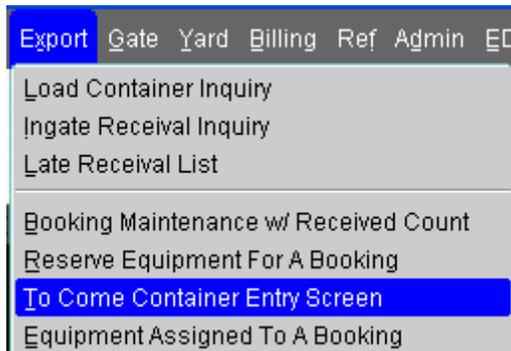
- I. Choose/Select the vessel
- II. Click OK

Pre Advice

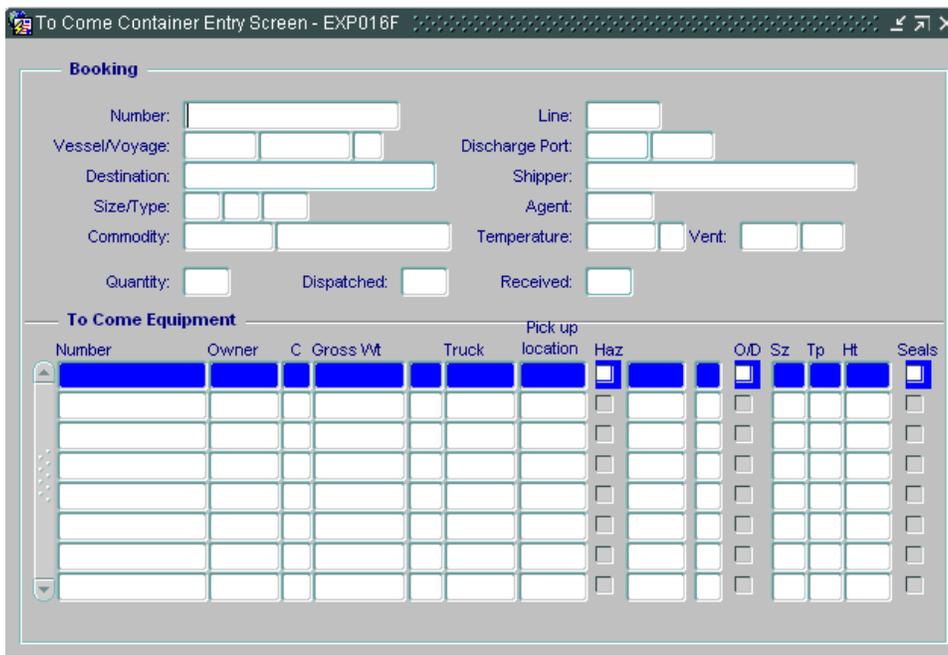
This form can be used to update pre advice for a booking.

1. To query on a pre advice go to

Export > To Come Container Entry Screen.



The following form will open. This form will open in query mode.



The screenshot shows a window titled 'To Come Container Entry Screen - EXP016F'. It contains two main sections: 'Booking' and 'To Come Equipment'.

Booking Section:

- Number:
- Line:
- Vessel/Voyage:
- Discharge Port:
- Destination:
- Shipper:
- Size/Type:
- Agent:
- Commodity:
- Temperature:
- Vent:
- Quantity:
- Dispatched:
- Received:

To Come Equipment Section:

Number	Owner	C	Gross Wt	Truck	Pick up location	Haz		O/D	Sz	Tp	Ht	Seals
						<input checked="" type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						

2. Enter the Booking number in the **Number** field, press F8.

To Come Container Entry Screen - EXP016F

Booking

Number: 525902251 Line: MCC
 Vessel/Voyage: 3RE 0847 1 Discharge Port: KOS
 Destination: PNH Shipper:
 Size/Type: 40 GP 86 Agent: WAR
 Commodity: FABRICS, NOS, TEX Temperature: Vent:
 Quantity: 1 Dispatched: 0 Received: 0

To Come Equipment

Number	Owner	C	Gross Wt	Truck	Pick up location	Haz	O/D	Sz	Tp	Ht	Seals
		E		KG		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The system will return the details of the Booking.
4. This form will show the following details:
 - A. Line - The Steamship Line
 - B. Vessel/ Voyage - The Vessel / Voyage Call.
 - C. Quantity - The quantity container assigned to this booking.
 - D. Dispatched - The quantity container has been pre advised.
 - E. Received - The quantity container has entered port/yard.
 - F. To Come Equipment - List of containers has been pre advised that doesn't entered the port/yard yet.
5. To add a container/equipment, enter the container/equipment number in the **Number** field in the **To Come Equipment** section. Press Tab.
6. Key in gross weight in the **Gross Wt** field, haulier code in **Truck** field.
7. Click check box for **Seals** and a window will open. Key in the seal number and press **OK**.
8. Save changes (F10 or )
9. To add another container/equipment, press  and do steps 5 to 7 again.
10. To delete container/equipment, select the container/equipment by highlighting the number and press  to delete. Save changes (F10 or )

Pre Gate

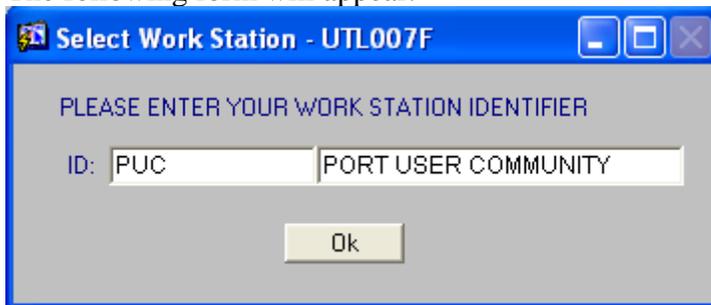
This form can be used to do the pregate container.

1. To do pregate a container go to

Gate>Pregate>Receive Export Container



The following form will appear.

A screenshot of a dialog box titled 'Select Work Station - UTL007F'. The dialog box has a blue title bar with standard window controls (minimize, maximize, close). The main area is grey and contains the text 'PLEASE ENTER YOUR WORK STATION IDENTIFIER'. Below this text is a label 'ID:' followed by a text input field containing 'PUC' and a dropdown menu showing 'PORT USER COMMUNITY'. At the bottom center of the dialog box is an 'Ok' button.

Enter work station ID by double click the ID text box. This window appears for first time only. Select 'PUC – PORT USER COMMUNITY' and click ok. The following form will appear. The form doesn't open in query mode.

Receive Export Container - GAT010Fptp

Gate Transaction

ID:

Trucking Company:

Container Number:

ISO Code:

Size/Type/Height:

Shipping Order:

Vessel/Voyage:

Discharge Port:

Category/Status: E F

Commodity:

Temperature: C

Hazard (IMDG):

Bundle:

Line:

Truck ID: TRUCK

Driver Name:

Prime Mover:

Shipper:

Origin:

Destination:

Gross Weight: KG

Damage:

Over Dimension:

Seal:

Container Accessory:

Notes:

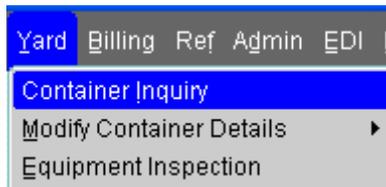
2. Press F7. Key in trucking company in **Trucking Company** field, container number in **Container Number** field and press TAB. Details of the container will appear. Key in truck ID in **Truck ID** field. Save changes (F10 or ).

Container Query

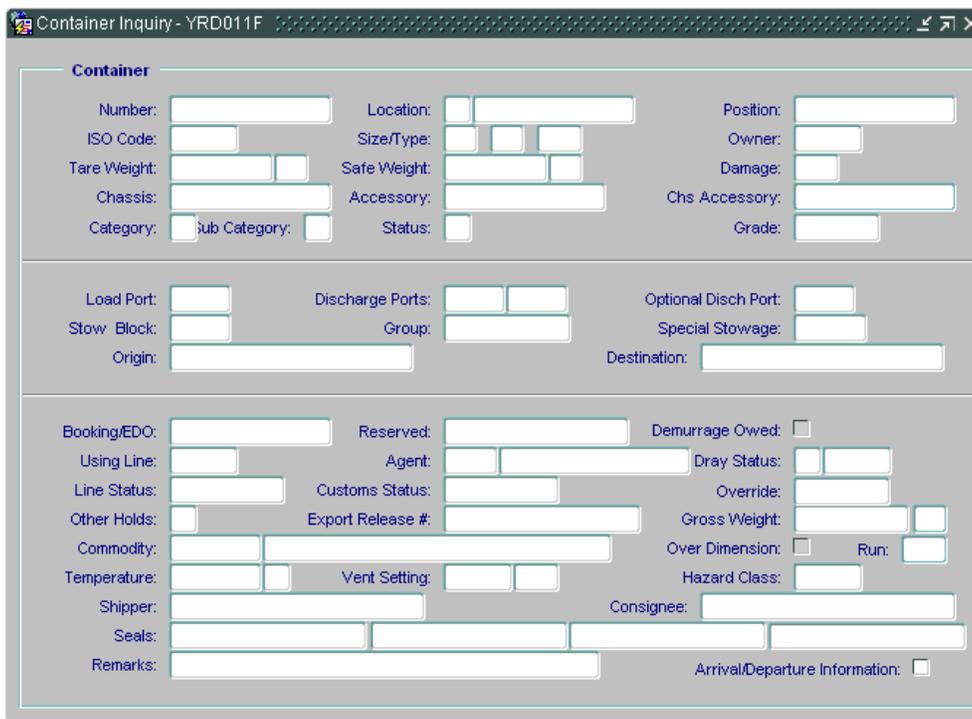
This form can be used to query container information.

1. To query a container information go to

Yard > Container Inquiry



The following form will open. The form will open in query mode.

A screenshot of a web-based form titled 'Container Inquiry - YRD011F'. The form is organized into several sections with various input fields and checkboxes. The 'Container' section includes fields for Number, Location, Position, ISO Code, Size/Type, Owner, Tare Weight, Safe Weight, Damage, Chassis, Accessory, Chs. Accessory, Category, Sub Category, Status, and Grade. The second section includes Load Port, Discharge Ports, Optional Disch Port, Stow Block, Group, Special Stowage, Origin, and Destination. The third section includes Booking/EDO, Reserved, Demurrage Owed, Using Line, Agent, Dray Status, Line Status, Customs Status, Override, Other Holds, Export Release #, Gross Weight, Commodity, Over Dimension, Run, Temperature, Vent Setting, Hazard Class, Shipper, Consignee, Seals, Remarks, and Arrival/Departure Information.

2. Enter the container number in the **Number** field, press F8.

3. The system will return the details of the container.

4. This form shows the following details:

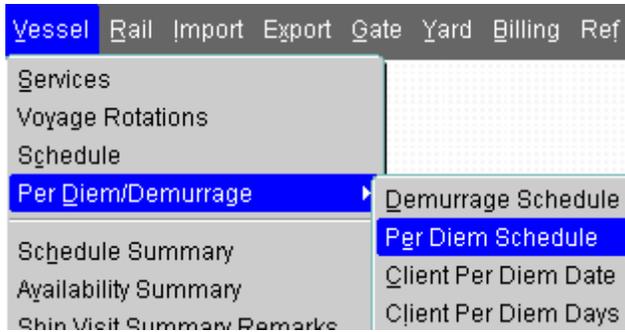
- | | |
|---|--|
| <p>A. Location</p> <p>B. Load/Discharge Port</p> <p>C. Line/Custom Status</p> <p>D. Arrival/Departure Information</p> | <p>- Current location of the container</p> <p>- Container's load and discharge port/location.</p> <p>- Release status for Line/Custom.</p> <p>- Container's arrival and departure information.</p> |
|---|--|

Set Demurrage

This form can be used to set demurrage for a vessel.

1. To set demurrage for a vessel go to

Vessel > Per Diem/Demurrage > Per Diem Schedule



The following form will open. The form doesn't open in query mode.

The screenshot shows a form titled 'Vessel Per Diem Schedule - VSL009F'. The form is divided into two main sections: 'Vessel Visits' and 'Line Operator Per Diem'.
 In the 'Vessel Visits' section, there are several input fields: 'Vessel:', 'SPARCS Reference:', 'Inbound Voyage:', 'Outbound Voyage:', 'Discharged:', and 'Actual Departure:'.
 The 'Line Operator Per Diem' section contains a table with the following structure:
 - A header row with columns: Line, Dry, Reefer, Dry, Reefer.
 - A row for 'First Free Day' with a date input field.
 - A row for 'Last Free Day' with a date input field.
 - A table with 5 columns and 5 rows of data cells, with the first row highlighted in blue.

2. Press F7, enter the vessel code in **Vessel** field and voyage number in **Inbound Voyage** field, press F8.

Vessel Per Diem Schedule - VSL009F

Vessel Visits

Vessel: 695 SPARCS Reference: 6950806
 Inbound Voyage: 0806 1 Outbound Voyage: 0806 1
 Discharged: Actual Departure: 01-APR-2008

Line Operator Per Diem

————— First Free Day ————— ————— Last Free Day —————

Line	Dry	Reefer	Dry	Reefer
MAE			04-APR-2008	02-APR-2008
MCC			04-APR-2008	02-APR-2008
MSK				
SCL			04-APR-2008	02-APR-2008
SFL				

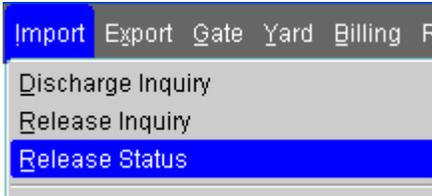
3. The system will return the list Line associated with the vessel and Dry and Reefer per diem schedule for respected Line.
4. To edit the per diem date for respected Line, change the date at **Dry** or **Reefer** fields. Save changes (F10 or ).

Import Release

This form can be used to change the Line or Custom status for Import containers

1. To change the Line/Custom status for Import containers go to

Import > Release Status



The following form will open. The form doesn't open in query mode.

A screenshot of a software window titled 'Import Release Status - IMP003F'. The window contains a form with the following fields and controls:

- Number: [Text Field]
- Line: [Text Field]
- Vessel: [Text Field]
- Voyage: [Text Field]
- Call: [Text Field]
- Size: [Text Field]
- Type: [Text Field]
- Height: [Text Field]
- Forwarding Agent: [Text Field]
- Customs Channel: [Text Field]
- Line Release Status: [Text Field]
- Customs Release Status: [Text Field]
- Agriculture Release Status: [Text Field]
- Forestry Release Status: [Text Field]
- References:

2. Press F7 and enter the container number at **Number** field and press F8.

Import Release Status - IMP003F

Containers

Number: FSCU7487271

Line: LTT

Vessel: YGHE

Voyage: 440W

Call: 1

Size: 20

Type: GP

Height: 86

Forwarding Agent:

Customs Channel:

Line Release Status: RELEASED

Customs Release Status: RELEASED

Agriculture Release Status: HELD

Forestry Release Status:

References

3. The system will return the container details.
4. This form shows the following details:
 - A. Vessel/Voyage - Container's outbound voyage
 - B. Forwarding Agent: - Agent code assigned for this container
 - C. Line Release Status - Status for Line's release
 - D. Customs Release Status - Status for Custom's release
5. To change the status of Custom/Line release, update the status at **Customs Release Status/Line Release Status** field.
6. To update Forwarding agent code, key in agent code at **Forwarding Agent** field and press TAB.
7. Save changes (F10 or ).