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 JIniatior COmponet by doing the following:
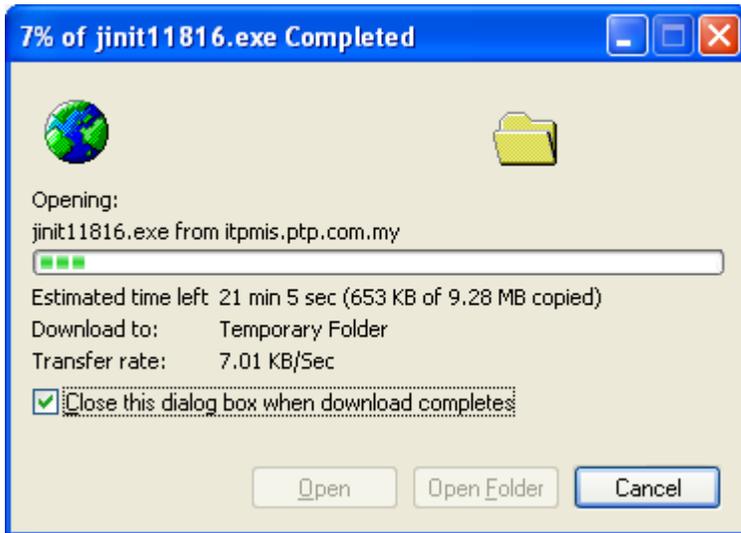
1. Go to http://pcop.ptp.com.my.
2. On the PCOP website, click the **DOWNLOAD** link under **Oracle JIniator Component for Navis**

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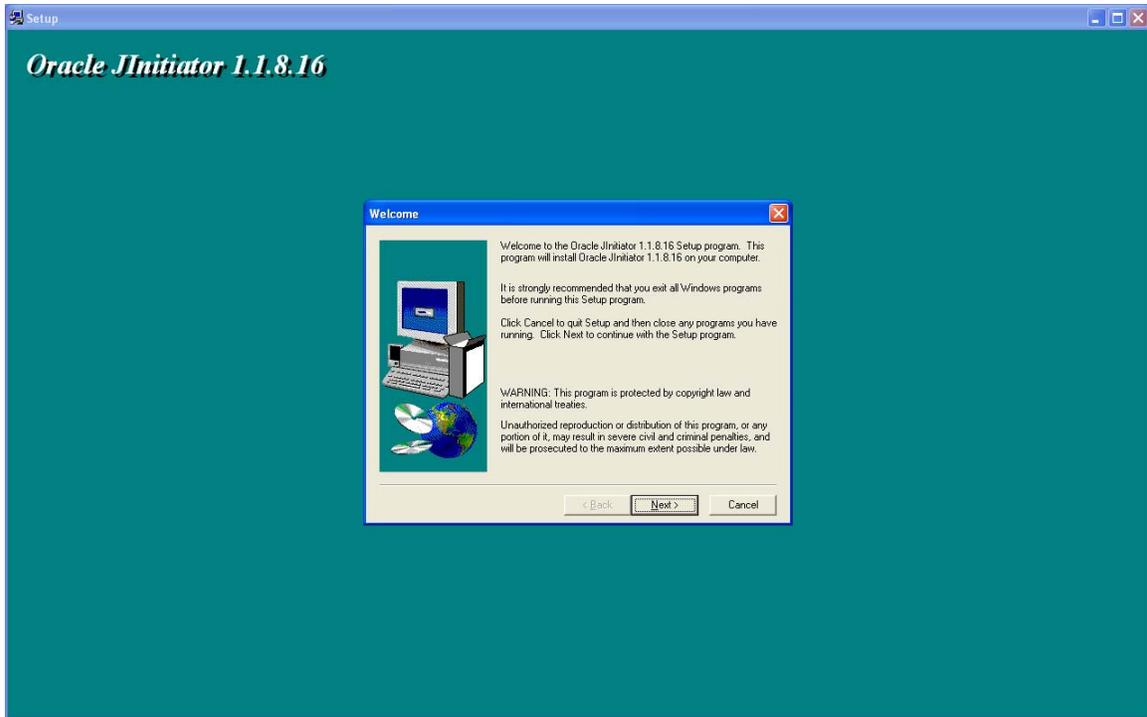
The download window will appear.

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

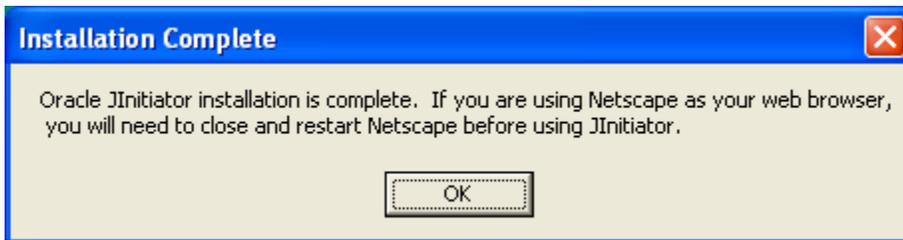
4. Click **Run**. A window will appear.

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

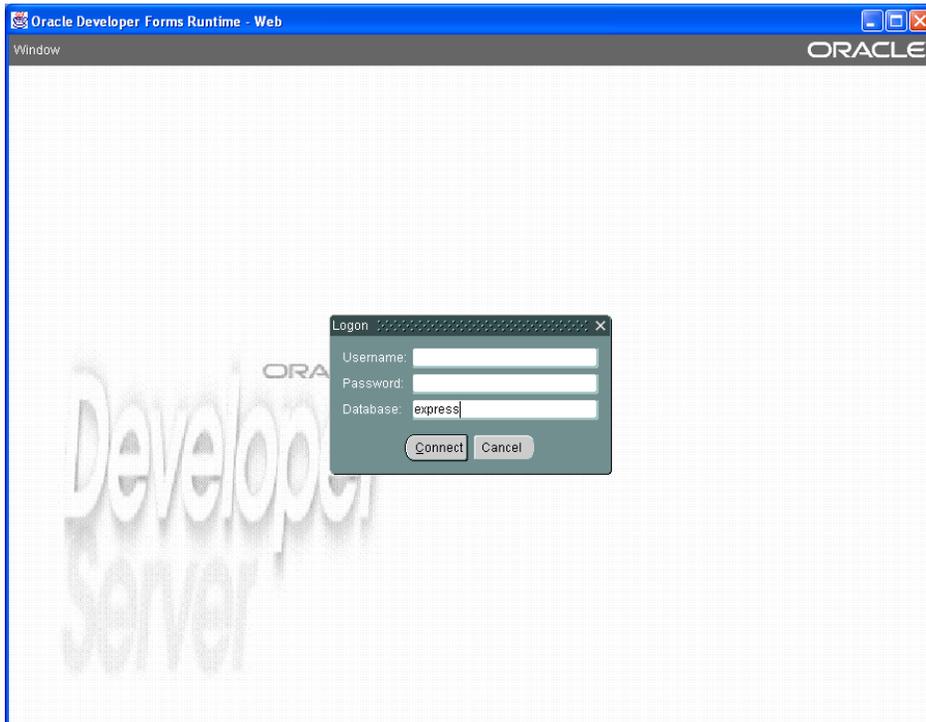Click **Next** 2 times and system will start installing the component.

6. The installation is successful if below message appear.

Please reboot your machine/PC.
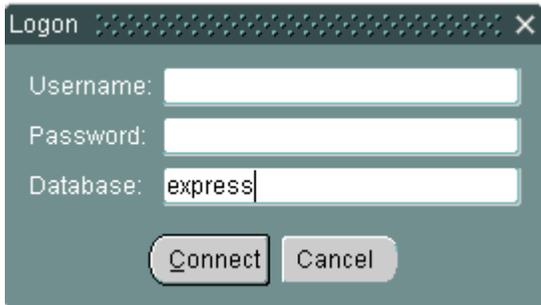
Launching Navis Express

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

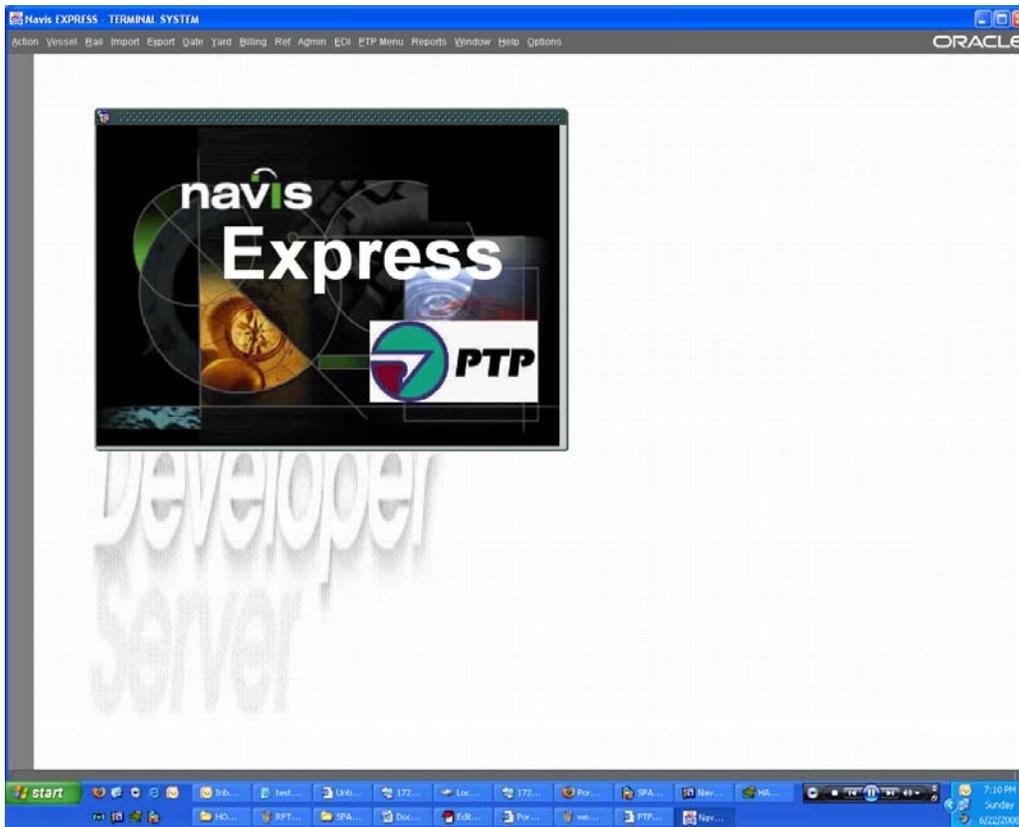To start the Web Forms (Navis Express application):

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.
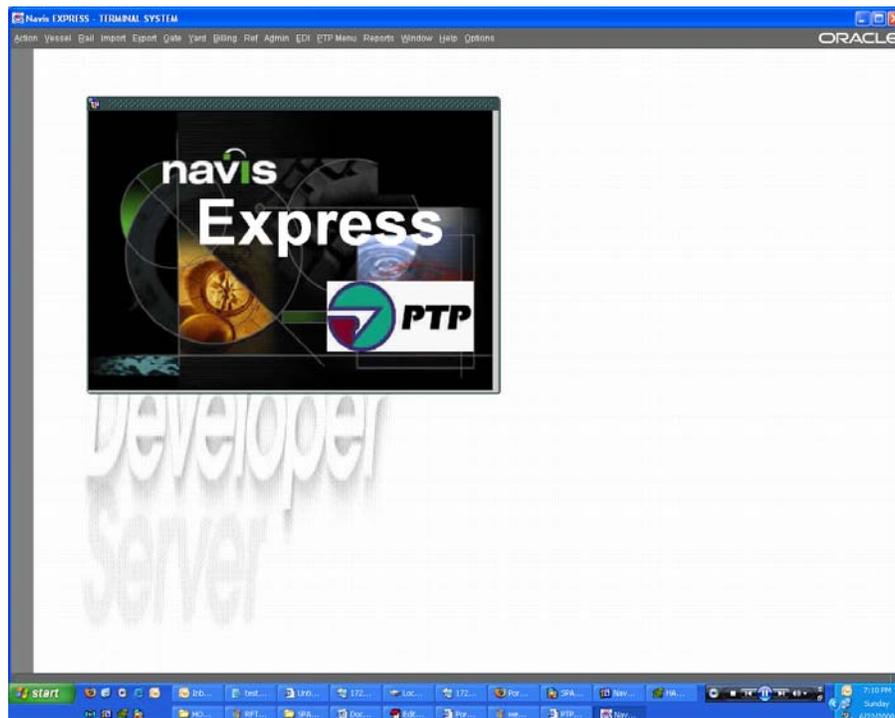
Title Bars

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

Action Vessel Rail Import Export Gate Yard Billing Ref Admin EDI PTP Menu Reports Window Help Options

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

Vessel Voyage Rotation - VSL001F

Control buttons

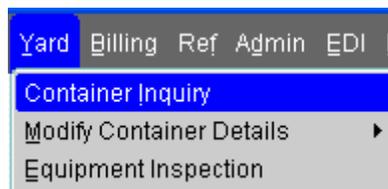The window control buttons appear on all title bars. They have the following functions:

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.

Yard Billing Ref Admin EDI
Container Inquiry
Modify Container Details ▶
Equipment Inspection

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 keybord	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** meu items.

To view a list of quick keys (shortcuts):

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

The Keys Window appears.
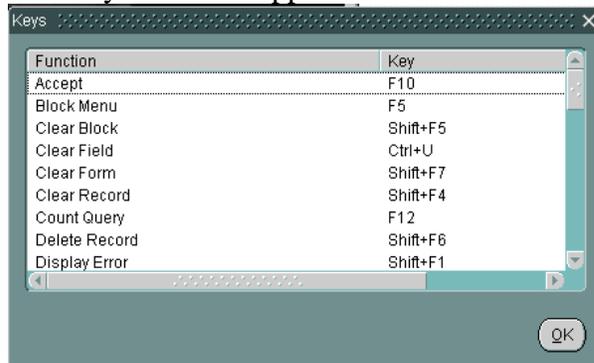
Click OK or press Enter to Exit.

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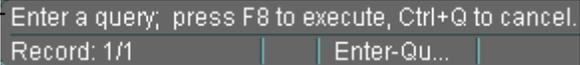
Message line —— Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1   Enter-Qu...

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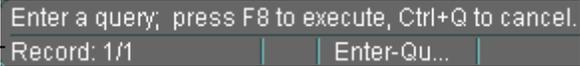
Message line —— Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1   Enter-Qu...

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.

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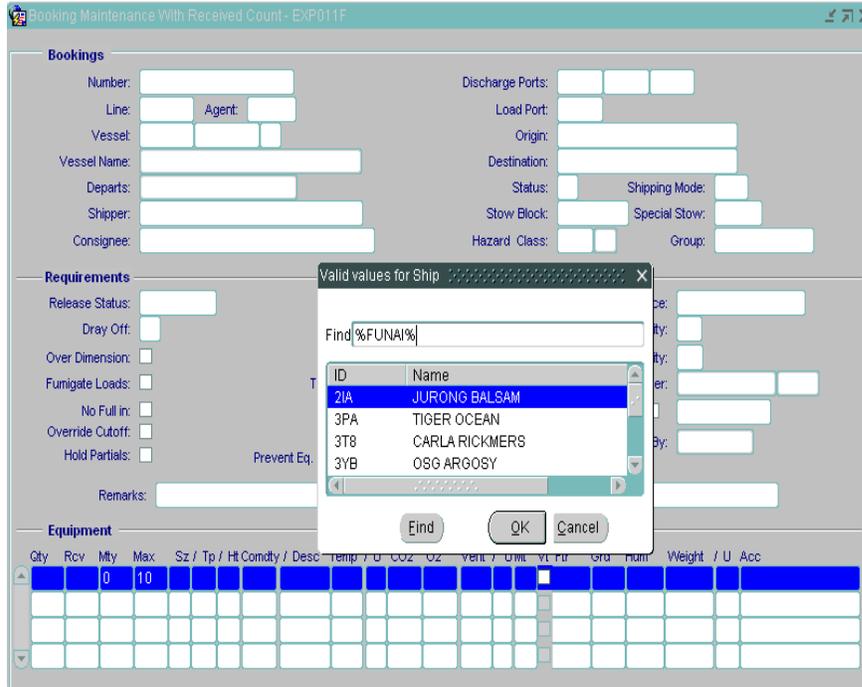
I.   Press F9 on the VESSEL column.
II.   Find box will appear "Valid Values for Ship". Type %vessel name%. eg %FUNAI%
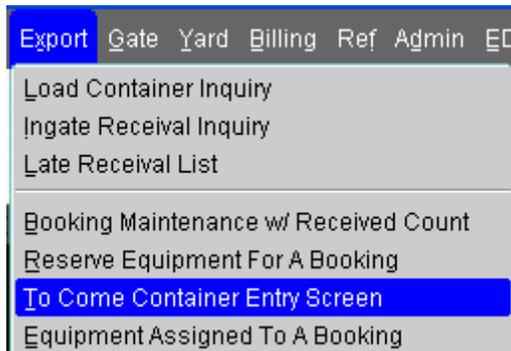III. Click Find button
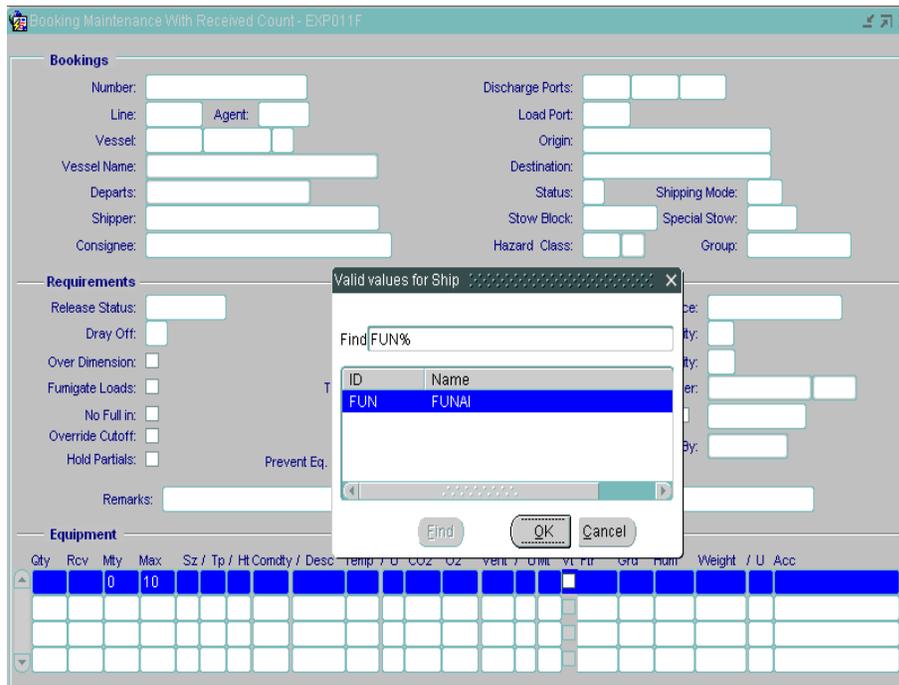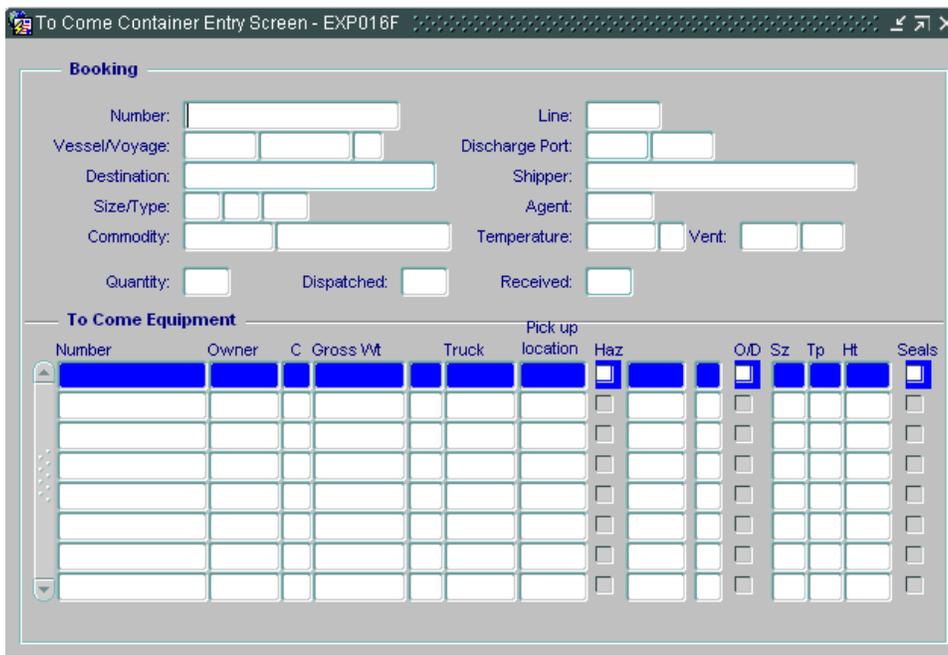

I. Choose/Select the vessel
II. Click OK

3. Key in Equipment details (container details) at the Equipment section. Save changes (F10 or ▣).

4. To query a booking, go to

    Export > Booking Maintenance w/ Received Count.

    Booking Maintenance form will open. This form doesn't open in query mode.

5. Press F7. Key in the booking number in the Number field, press F8.

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.

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

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 adviced.
   E. Received   - The quantity container has entered port/yard.
   F. To Come Equipment - List of containers has been pre adviced 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).
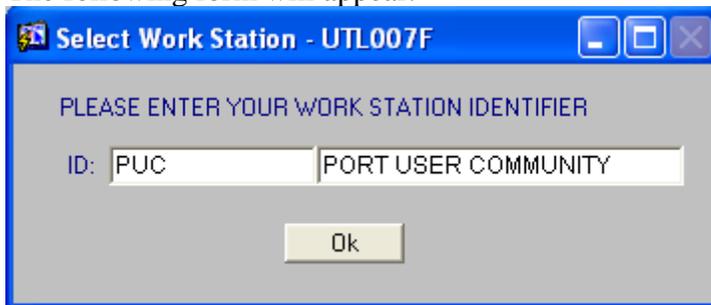
Pre Gate

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.

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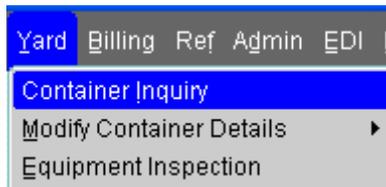
2. Press F7. Key in trucking company in **Trucking Company** field, container number in **Container Number** field **and** press TAB. Details of the container will appear. Key in truck ID in **Truck ID** field. Save changes (F10 or [save icon]).
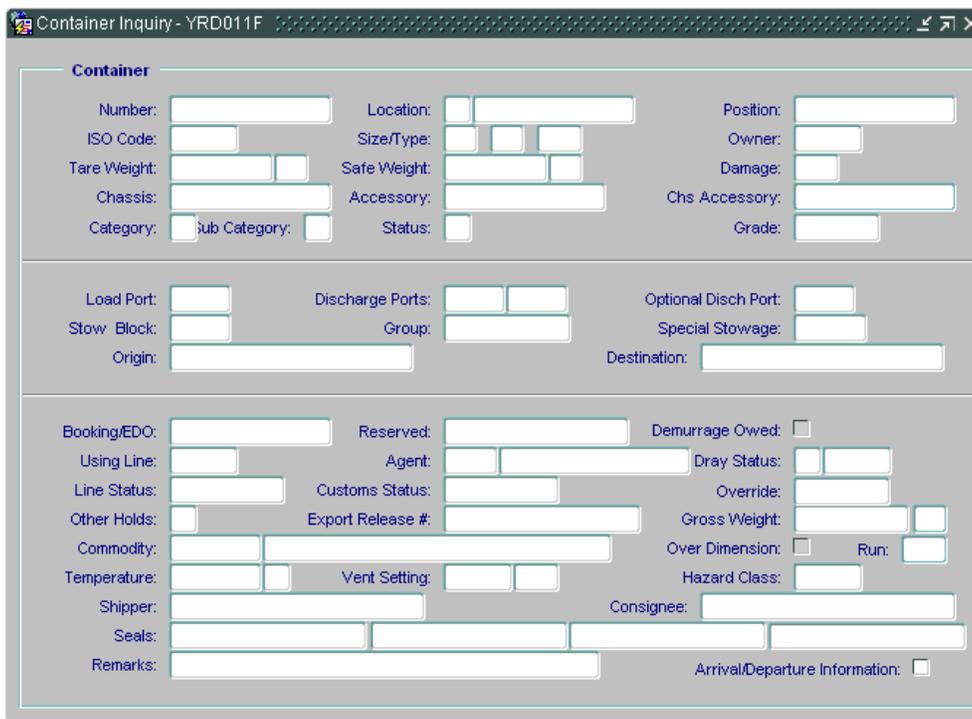
Container Query

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.

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:

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

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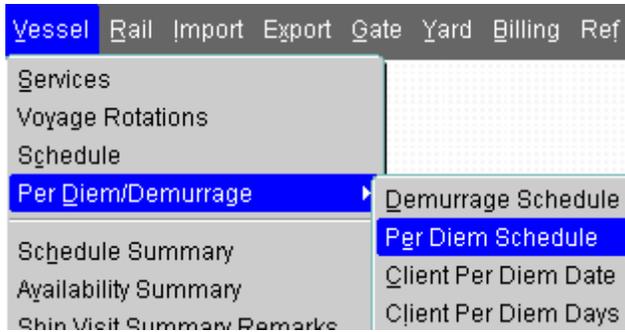
The following form will open. The form doesn't open in query mode.

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
Inbound Voyage: 0806 1
Discharged:

SPARCS Reference: 6950806
Outbound Voyage: 0806 1
Actual Departure: 01-APR-2008

Line Operator Per Diem

| Line	First Free Day Dry	First Free Day Reefer	Last Free Day Dry	Last Free Day 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
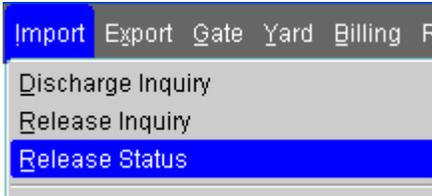
The following form will open. The form doesn't open in query mode.

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

Import Release Status - IMP003F

Containers

Field	Value
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   ).