



Community Access Portal (CAP) manual

(Updated for SPARCS N4 version 2.6)

TABLE OF CONTENTS

GETTING STARTED.....	3
What is SPARCS N4 CAP?	3
What is covered in this User Guide?.....	3
How do I Access CAP?	3
LOGGING IN.....	4
LOGGING OUT.....	4
MENU BAR ITEMS	5
ACCESSIBILITY FEATURES	5
CHANGING PASSWORD	6
Password Resets	7
BUTTONS AND FIELDS.....	8
Resizing Columns	8
Sorting Columns.....	8
LOCATE CONTAINERS (UNITS).....	8
Remove a Unit from “My units”	9
View stops	10
EXPORT DATA FROM A LIST TO EXCEL OR CSV FILE	11
APPENDIX.....	12
Frequently Asked Questions.....	12

GETTING STARTED

WHAT IS SPARCS N4 CAP?

SPARCS N4 is the terminal's container management system.

CAP is a SPARCS N4 program that enables a user to find information about a specific container(s) e.g. to view holds and permissions on containers, together with viewing vessel visits.

WHAT IS COVERED IN THIS USER GUIDE?

This user guide covers the basic skills required to move around the system and carry out simple queries.

HOW DO I ACCESS CAP?

To log in you require the following:

- A User ID and password - created by the IT Team at Lyttelton Port

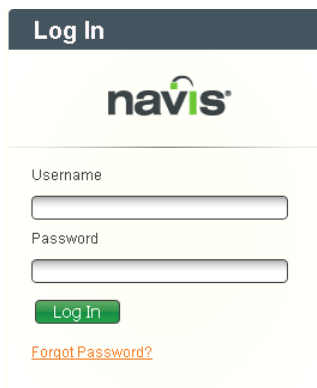
To have a new user set up in CAP, send an e-mail to the **IT Team** at the itsupport@lpc.co.nz e-mail address advising the person's first name, surname, email address and phone number that needs to be set up.

LOGGING IN

1. Open your Internet browser and type www.lpc.co.nz into the address bar, press the **Enter** key
1. In the top right corner click **LOGIN** next to **Community Access Portal**



2. When the login screen appears type in your **Username** and **Password**

A screenshot of the Navis login page. It features a dark header with 'Log In' in white. Below the header is the Navis logo. The main content area has a light yellow background and contains two input fields labeled 'Username' and 'Password'. Below the fields is a green 'Log In' button and a red link for 'Forgot Password?'.

3. Click **Login**



LOGGING OUT

1. Located at the top right hand side of the screen, click **Log Out**




MENU BAR ITEMS



Listed below are the menu items available for you to select from the menu toolbar within Navis SPARCSN4™.

File	Allows you to manage user preferences such as changing user password
Unit	To list detailed information about units (containers) such as container number, category, port of discharge within My List View.
Gate	Enables to pre-advise export
Vessel	To view detailed information about vessel voyages

ACCESSIBILITY FEATURES

There are three different style sheets available in CAP which could be accessed by clicking on  in the top right corner



- Default (grey text on white background)
- High Contrast (black text on white background)
- High visibility (white text on black background)

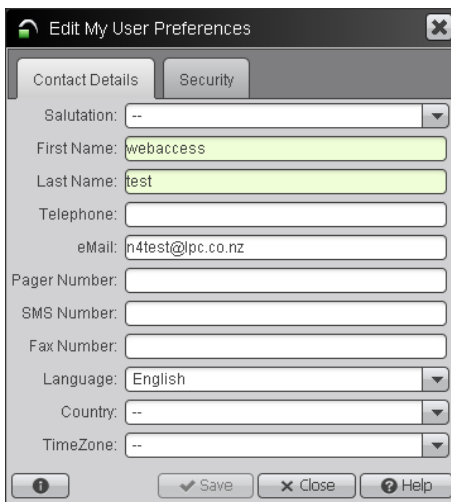
CHANGING PASSWORD

If you have your own personal login, it is important to change your password when you first login to SPARCS N4.

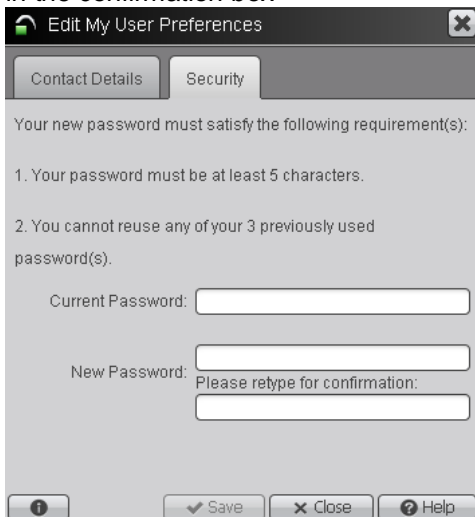
1. From the **File** menu, select **User Preferences**



The following dialog box will appear:

A screenshot of the 'Edit My User Preferences' dialog box. The 'Security' tab is selected. The form contains fields for Salutation (dropdown), First Name (webaccess), Last Name (test), Telephone, eMail (n4test@pc.co.nz), Pager Number, SMS Number, Fax Number, Language (English), Country (dropdown), and Time Zone (dropdown). At the bottom are buttons for Save, Close, and Help.

2. Click the **Security** tab, type your Current Password, **type** your New Password and then retype it in the confirmation box

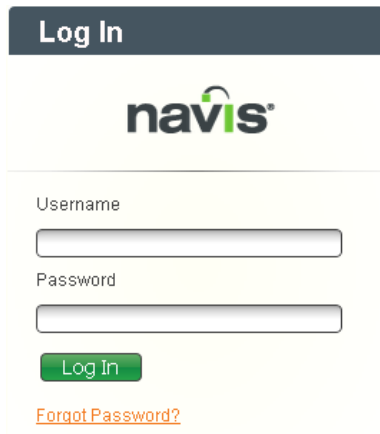
A screenshot of the 'Edit My User Preferences' dialog box, Security tab. It displays password requirements: 'Your new password must satisfy the following requirement(s): 1. Your password must be at least 5 characters. 2. You cannot reuse any of your 3 previously used password(s)'. Below are input fields for 'Current Password:', 'New Password:', and a confirmation field labeled 'Please retype for confirmation:'. Buttons for Save, Close, and Help are at the bottom.

3. Click the  button

PASSWORD RESETS

If you have forgotten your password, or the system has locked you out after 3 unsuccessful attempts of logging in:

1. Click on Forgot Password? Link



Log In

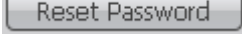
navis

Username








Password

Log In

[Forgot Password?](#)

2. Enter your user ID and click 
3. An email with the new password will be sent to the email addresses we have on file for that user ID
4. If you don't receive an email automatically please email itsupport@ipc.co.nz including the username that requires the password reset
5. When you log back in, ensure you change your password (see the above section for instructions on how to do this)

BUTTONS AND FIELDS

<p>Menu Bar:</p> 	<p>Displays the menus available to the person currently logged in</p>
	<p>Type in the quick search box to rapidly locate an item in the current list.</p>
	<p>An area/page in SPARCSN4 that displays information enabling you to interact with the system. The information on a tab is in a list view.</p>
<p>List View:</p>	<p>Displays a list of items such as units, vessels – one line per transaction</p>
	<p>This button displays a list of actions that can be performed. <i>For example: Shows Holds/Permissions, check unit availability</i></p>
	<p>Click to Show/Hide transaction detail for a unit or a visit</p>
	<p>To refresh the data on the screen when data is displayed on one tab and related data is modified on another tab.</p>
	<p>Allows you to find specific information</p>

RESIZING COLUMNS

Locate the column to be widened or narrowed.

1. Click the mouse pointer on the line between this column and the next column on the right



2. **Click and drag** the mouse to the right to increase column width, or to the left to decrease column width

Note: You **cannot** double-click as you would do in Excel to automatically resize column headings

SORTING COLUMNS

Locate the column to be sorted.

1. Click once to sort ascending or click once again to sort descending

LOCATE CONTAINERS (UNITS)

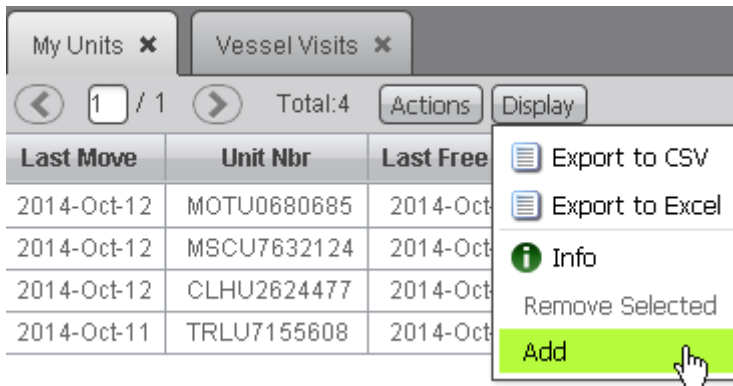
1. Select **Unit >My Units** from the menu

The maximum number of units that you can add to the **My Units** view is **950**. Once a unit is added to the list it will stay on the list until you remove it (see instructions below on how to remove a unit from the list).

- The **My Units** tab is displayed together with the list (if using for the first time will be empty)

Last Move	Unit Nbr	Last Free Day	Type ISO	Time In	Time Out	Line Op	IB Actual Visit	O/B Actual Visit	Category	V-State	T-State	Frght Kind	Weight (kg)	Position	POD
2014-Oct-12	MOTU0680685	2014-Oct-15	4500	2014-Oct-12 1		PFC	SPF319A	GEN_TRAIN	Import	Active	Yard	Y-MAIN-1	11,400	Y-MAIN-1	LYT
2014-Oct-12	MSCU7632124	2014-Oct-17	4510	2014-Oct-10 1		MSC	MBC011A	SPI093A	Transship	Active	Yard	Y-MAIN-1	6,700	Y-MAIN-1	NPL
2014-Oct-12	CLHU2624477	2014-Oct-19	2210	2014-Oct-12 1		MSC	309	TBA7143	Export	Active	Yard	Y-MAIN-1	23,800	Y-MAIN-1	SIN
2014-Oct-11	TRLU7155608	2014-Oct-17	4510	2014-Oct-10 1		MSC	039	TBA7143	Export	Active	Yard	Empty	3,800	Y-MAIN-1	OPT

- Select **Display > Add**



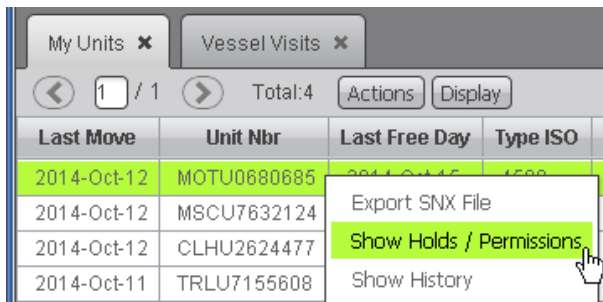
- Type or paste a list of container numbers and click **OK**
- Click** once on any **Unit** or group of units. The active unit(s) will be highlighted in **GREEN**
- Right Click** the **Unit** or click **Actions** to perform actions upon the unit

REMOVE A UNIT FROM “MY UNITS”

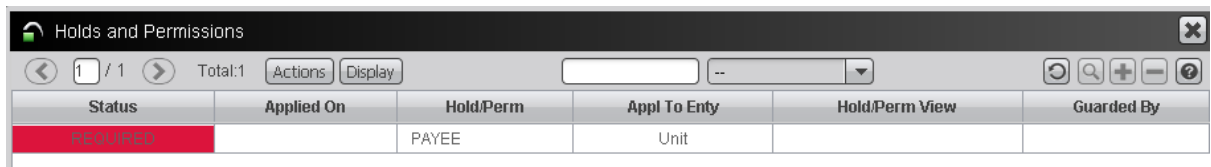
- In the **Units>My Units** view, select the units that you want to remove from the list view. The unit(s) will be highlighted in **GREEN**
- Select **Display>Remove Selected**

VIEW STOPS

1. Within Units view
2. **Click** the required container once to select. The unit(s) will be highlighted in **GREEN**
3. **Right click** on the selected container to invoke the short-cut menu
4. Select **Show Holds/Permissions**



The Holds and Permissions window will appear listing the status of the unit



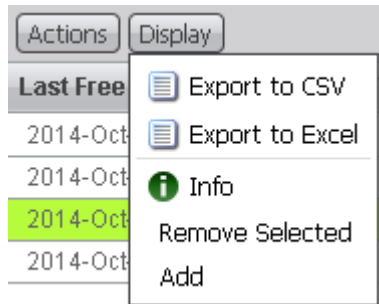
5. Click  to close the window and return to the Units list

EXPORT DATA FROM A LIST TO EXCEL OR CSV FILE

1. **Select** the data lines you wish to export (CTRL Click or SHIFT Click)

2. Click **Display** 

3. Select **Export**



4. Click **Export** 

APPENDIX

FREQUENTLY ASKED QUESTIONS

Q: Once I type in container number in the designated field as described in the CAP manual and click 'ok' the requested container doesn't come up on the screen

Reason/Solution:

- The container number is incorrect, please re-check
- The container is not known to our system. Please note, Import containers are not available in our system until we load a Baplie file from the previous port of call which can be between 1-2 days prior to vessel arrival. However, if we received any releases for the container prior to that, they will show up in our system straight away

Q: I do not understand the meaning of information displayed along with the container number

Reason/Solution:

Please find below the explanation to the most common fields used:

V-State column (Visit state)

- **Advised:** A unit that is incoming but not certain to arrive at the facility, such as a unit created via an EDI message.
- **Active:** The current live use of a unit for a facility. The unit can be located on an inbound carrier, in the yard at the facility, or on an outbound carrier.
- **Departed:** A unit that departed a facility on an outbound carrier such as vessel or truck or train. The unit is not located at the facility.

T-State column (Transit state)

- **Advised:** Is incoming but not certain to arrive, such as a unit created via a release EDI message.
- **Inbound:** Is incoming and located on an inbound carrier, such as a pre-advised unit or a unit created via a stowplan EDI message.
- **EC/In:** Is incoming and at the facility. For example, a unit that is in a queue and waiting to be placed in the yard.
- **Yard:** Is in a specific position in a yard in a facility.
- **EC/Out:** Is in a queue at a facility and waiting to be delivered or loaded on a vessel.
- **Loaded:** Is loaded on an outbound carrier.
- **Departed:** Departed on an outbound carrier.

I/B Actual Visit column

Inbound visit number (can be a vessel, a train or a truck). If it is a vessel visit you can check the details of that visit on Vessel tab.

O/B Actual Visit column

Outbound visit number (can be a vessel, a train or a truck).

POD column

Port of discharge

Position column

If a unit is Active, the Position column displays the current real-time position of the unit. If a unit is Departed, the Position column displays the position of the unit on the outbound carrier, such as vessel, train, or truck that took the unit away from the port that handled it last. In other words, the Position column displays the last known position of a unit from the perspective of the port.

Q: I've added/deleted some columns to my screen but when I log off and log back on the view is back to default

Reason/Solution:

At this stage the customisation of the columns view in CAP is not available. We are working on providing this feature to our users in the future.

Q: My screen goes to sleep after being inactive too quickly

Reason/Solution:

We received a confirmation from the product developers that the default sleep delay can't be changed unfortunately. They might consider introducing this feature in a later version of the software.

Q: Do I have to enter my username and password every time I login or is there an option to remember password for next time I log in?

Reason/Solution:

Once you are logged in you could add the webpage to your favourites. Next time you open CAP from your favourites you would be able to get into CAP without entering password but only if you re-opened it before your account has been inactive for too long and the system logged you out.

We received a confirmation from the product developers that the default sleep delay can't be changed unfortunately. They might consider introducing this feature in a later version of the software.

Q: I entered a container but now I don't need it and would like to remove it from my list

Reason/Solution:

Highlight container by clicking on it once, go to Display and click on Remove selected. The container(s) will disappear from your list. You can always add it back again as per normal procedure.

Further Assistance and Support

If you need further assistance, or have a question about CAP, please contact the IT Team on the following telephone number +64 3 328 7959 or send an email to ITSupport@ipc.co.nz