SPARCS N4 User Guide
for Shipping Lines

Updated for SPARCS N4 version 4.0.20.3

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GETTING STARTED

WHAT IS SPARCS N4?

SPARCS N4 is the Lyttelton Port Company's terminal's container management system. It can be used to find more detailed information about a specific container e.g., to manage holds and permissions on containers, to print out reports.

WHAT IS COVERED IN THIS SHIPPING USER GUIDE?

SPARCS N4 tasks specifically used by Shipping Companies to manage containers.

HOW DO I ACCESS SPARCS N4?

LPC Sparcs N4 Access Request Process

Requests for access to LPC's Sparcs N4 application should be directed to:

- Customer Services +64 3 328 7987 or customerservices@lpc.co.nz

You will need to provide the following details:

- First Name, Last Name

- Company Name

- Contact telephone number

- Email address

    o   All user accounts require a unique email address

    o   The email account will need to be associated with a Microsoft account; if you use your email address for accessing products like Outlook, Word, Excel, PowerPoint you will already have a Microsoft account and password. If you do not have a Microsoft account, you can create one here: Microsoft Account Sign In or Create

You Will Receive Invitation to Access to Sparcs N4

Once your access to LPC's Sparcs N4 application is in place, you will receive an email inviting you to access LPC systems. The invite will be issued by Microsoft Invitations on behalf of LPC.

The invite includes an "Accept Invitation" button. Clicking this button allows Sparcs N4 to authenticate your email address against your Microsoft account.

Lyttelton Port Company invited you to access applications within their organization

Logging In to Sparcs N4

1. Open SPARCS N4 in an Edge or Chrome browser: *https://n4ext.lpc.co.nz/apex/n4.zul*

   We recommend you bookmark this page.

2. Enter your Email Address:

3. Enter your password in the Microsoft screen which is presented:

   Note: this is your Microsoft password, not a password managed in Sparcs N4. If you have forgotten your password, please click on the "Forgot your password" link to re-set it. Any future changes to your password should also be managed in your Microsoft account, not in Sparcs N4.

4. For improved security, a further security challenge will be presented. Follow the prompts provided. You will need to retrieve a code from your email inbox, or the Microsoft Authenticator mobile app, depending on how you have setup authentication in your Microsoft account.

5. Once you have been authenticated, the normal SPARCS N4 login page will appear. **There is no need to re-enter your email address and password, please leave these fields blank.** Just click on: Login with Entra ID SSO

6. You will then land on the N4 home page:
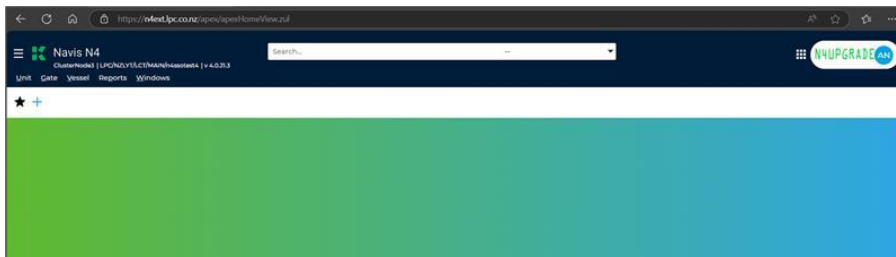
Note: depending on the frequency with which you login to N4, you may find that you don't get asked to provide your email address and password – you're taken directly to the N4 login screen. If this happens, it means your credentials are still authenticated. Just click on the "Login with Entra SSO" button.

If you have any problems with your access, please contact LPC Customer Services +64 3 328 7987 or customerservices@lpc.co.nz

- **TIP !**   We recommend that you save the URL https://n4ext.lpc.co.nz/apex/n4.zul in your internet browser favourites list so that you can easily access SPARCS N4 in the future.

LOGGING OFF

Click on the icon with your initials in the top right corner, select **Log out**
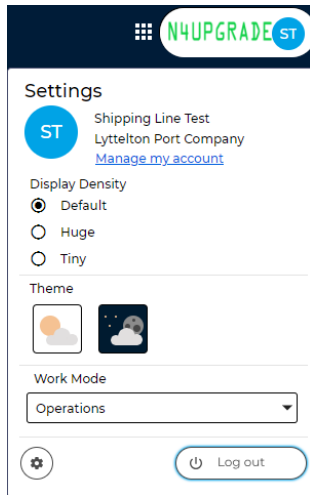
CHANGING PASSWORD AND USER PREFERENCES

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

1.   Click on the icon with your initials in the top right corner, select **Manage my account**
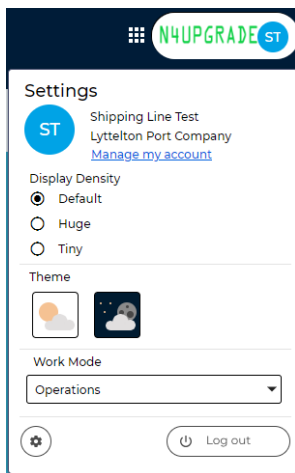
PASSWORD RESETS

2.   The password you use for N4 is your Microsoft account password.

MENU BAR

The menu bar when clicked will provide a list of items to choose from.
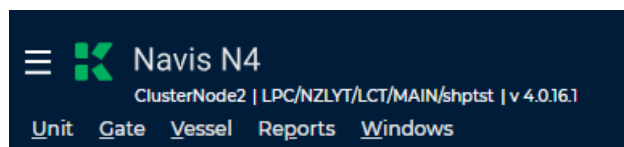
Listed below are the menu items available for you to select in **SPARCS N4:**

Unit	• **Find One Unit**: invokes the Inspector Launcher
	• **Units:** view detailed information about containers such as unit number, category, port of discharge, status etc.
	• **Units: My List** displays a set of units selected by the current user.
	When you log into SPARCS N4 for the first time, the Units: My List does not display any records. You can add units to the Units: My List as you go.
	• **Update Delivery Requirements:** allows a trucking company to attach itself to a container
Gate	• **Pre-advise Export:** open the Pre-Advise export container form
	• **Truck Visits:** allows you to view Truck visits
	• **Equipment Delivery Orders:** view empty release authority inquiries

Vessel	• **Vessel Visits:** view more detailed information about vessel voyages
Reports	• **Report Definitions:** shows reports available for you to run.
Windows	• Allows tab manipulation with those tabs that are open • **Add to Favorites:** adds the active tab to the favorites list The favorites list is a customizable list of tabs that you can access quickly.

1. Click one of the menu items from the menu bar i.e., **Unit – Units**

2. Once a menu item has been selected, a tab will appear below the menu with a list displayed
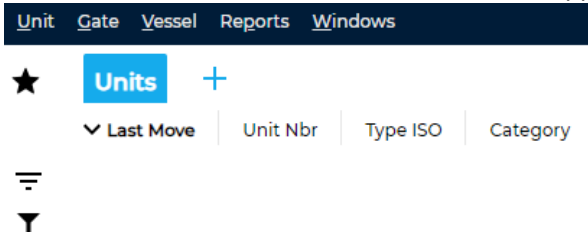
MANAGE TABS
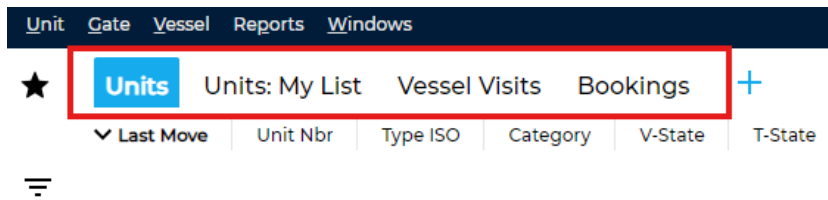
1. **Right click** on any **Tab**

2. Select an option from the list

Open Tab	Ctrl-O
Close Tab	Ctrl-L
Close All Tabs But This	
Close All Tabs	Ctrl+Shift-L
Select Next Tab	Ctrl-RIGHT
Select Previous Tab	Ctrl-LEFT
Undock Tab	Ctrl-U
Undock Tab in New Window	Alt-N
Duplicate Tab	Ctrl-D
★ Add Tab to Favorites	Ctrl+Shift-F
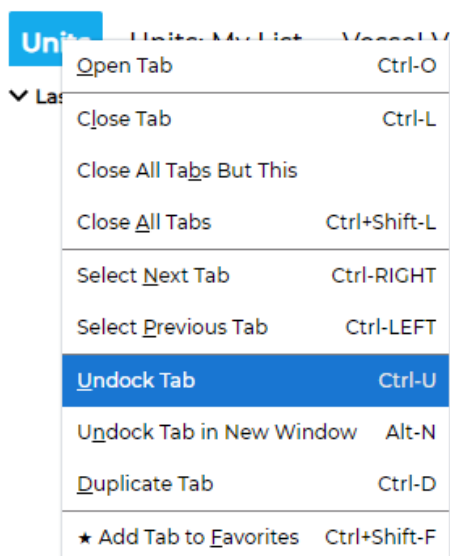
3. **Undock** a tab to make the tab **"float"** on the screen

4.   Use **Duplicate Tab** to compare the lists from the same tab and where screen space does not allow you to see non-adjacent items on the same screen

NAVIGATING LISTS

Screen Layout

Fields and Buttons

Menu Bar:	Displays the menus available to the person currently logged in
Universal Bar:	Type into this box to quickly locate an item in the currently displayed list.
Favorites Button: ★	A button that displays and hides a customizable list of frequently used tabs. Simply click on the Favourites button to either reveal or hide the favourites list. Right Click any **Tab** to add to favourites
Tab: Units Units: My List Vessel Visits	An area or page in N4 that displays information and enables interaction with the system. Usually, the information on a tab is in a list view.
List View:	Displays a list of items such as units, vessels schedules etc – one line per transaction
Actions Button: Actions ▼	This button displays a list of actions that can be performed.

For example: Apply Holds/Permissions |

Buttons:	
🗇	Copy selected item
➕	Add Unit to **Units: MyList**
⌄ **Show/Hide Details**	Click to Show/Hide transaction details for a unit or a visit
↻ **Refresh**	To refresh the data on the screen when data is displayed on one tab and related data is modified on another tab. When the refresh button is **RED** this indicates that the data in the list is not up to date. Click the refresh button to update the data
▼ **Custom Filter** ▼ **Quick Filter**	Allows you to find specific information. For example, list all containers that are 20' and damaged Allows you to find specific information by searching multiple key words
✏ **Edit**	Edit a selected entity
＋ **Add**	Add an entity
＿ **Delete**	Delete selected entities

Keyboard Navigation

Up / Down Arrow	Move up / down selection within the list.
Page Up / Down	Move up / down the list one "page" at a time.
CTRL + A	Select all items in a list.
CTRL + Home / CTRL + End	Move to start / end of the list.
ENTER	Perform the default action on selected entity, to view information about it.
⌄ Unit Nbr	A arrow above a column indicates the (A-Z) sort order for the column. Click the column to change the sort order (Z-A)
-- ▼	Double-click the blue arrow to display the list of available choices. Select an item from the list only. Press ESC to close the selection

CONTAINER MANAGEMENT

LOCATE UNITS

1.   Select **Unit - Units** from the menu.

2.   The **Units** tab is displayed

★ Units	+									
Last Move	∨ Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	
2024-Aug-13 1505	GAOU7190921	4500	Export	Active	Yard	Y-MAIN-EXP15E1	MSK	MRK815N	GSK0010	
2024-Aug-13 1501	HASU4852212	4500	Export	Active	Yard	Y-MAIN-EXP17E1	MSK	NME344N	GSK0010	
2024-Jul-26 2202	OOLU0339413	20GP	Export	Active	Yard	Y-MAIN-SEA13E1	COS	PFT876	GSK0010	
2024-Jul-26 2151	CSNU1435590	20GP	Export	Active	Yard	Y-MAIN-SEA13F1	COS	PFT876	GSK0010	
2024-Jul-26 1313	MRKU2874436	4510	Export	Active	Yard	Y-MAIN-WST11P1	MSK	GZM228	GSK0010	
2024-Jul-26 1225	CSNU1289881	20GP	Export	Active	Inbound	T-GEN_TRUCK	COS	GEN_TRUCK	GSK0010	

3.   **Click** once on any **Unit** or group of units. The active unit(s) will be highlighted in **BLUE**

4.   **Right Click** the **Unit** or click `Actions ▾` to access a menu to perform actions upon the unit.

5.   **Double-click** the **Unit** to open the Unit Inspector to view other container information.

SELECT RECORDS IN A LIST

To select a range of consecutive records in a list:

1.   Click and drag the mouse from the first record through to the last record

OR

2.   Click the first **record**

3.   Hold the **SHIFT** key

4.   Click the last **record**

To select a range of non-consecutive records in a list:

1.   Click the first **record**

2.   Hold the **CTRL** key

3.   Click the next **record**

4.   Continue to hold down the **CTRL** key and click each record

LOCATE A UNIT USING QUICK FILTER

★		Units	+											
Filters		∨ Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	
≈ Quick Filter														

1.   Click into the **Quick Filter** field on the tab bar on the left-hand side of your screen

2.   Type the characters of the item you are searching for under the correct section e.g. Line Op

3.   Press **Enter** to start the search. **Units** matching the **criteria** will be displayed

Note: This method of searching only searches the list currently displayed. If the information has been **filtered**, you will only see a container if it matches the filter criteria exactly

4.   **Clear** the **Quick Filter** box to clear the search criteria

5.   Press **Enter** for all units to be re-displayed

Using a Wildcard with Quick Filter Search & Universal Bar

Use a wildcard to return any item by only supplying a few of the consecutive characters

1.   Click into the **Universal Bar** at the top of the screen or the left-hand side select the **Quick Filter** Type a few of the characters of the item you are searching for.

2.   Type a **%** or ***** to replace any characters that you have not supplied. This can be either at the beginning, the end or both beginning and end. See the examples below:

OR

Note: If you know the letter prefix place the % or * after you have entered the letters. If you know the numbers but not the letter prefix place the % or * in front of the numbers

LOCATE A GROUP OF UNITS USING A FILTER

A filter provides more choices than a single column search.

Use a Saved Filter

TIP !   If you want to keep your original tab intact – for example **Units** create a duplicate tab (Right Click the tab, select **Duplicate Tab**) Apply the filter to the duplicate tab.

1.   Select a filter from the **Saved Filters** list to apply it.
     The example below, **CONTAINERS LOADED BY VISIT** is a saved filter.
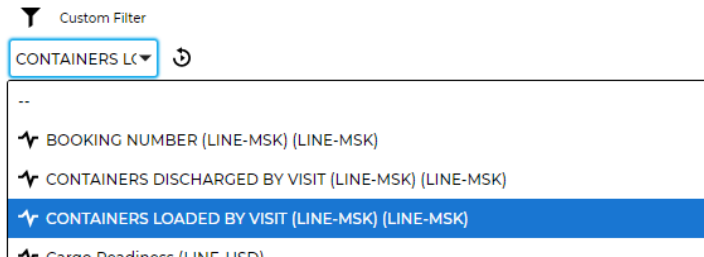
2.   The list is automatically displayed according to the filter criteria.

Clear a Filter

1.   Select **[--]** (no filter) from the **Saved Filters** list

2.   The full list is automatically re-displayed and is no longer filtered.
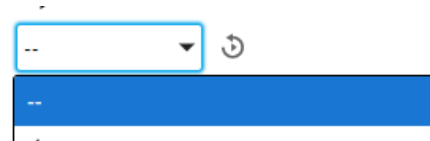
Filters with Parameter Queries

Some preset filters will prompt for additional information. These are known as **Parameter Queries**

1.   An example of a Parameter query prompt is shown here:
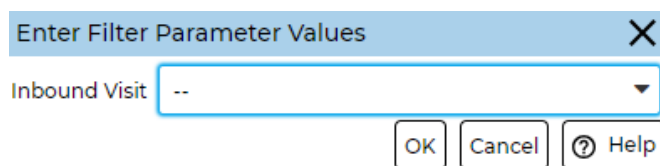
2.   Supply or select the information as requested

3.   Click **OK**

4.   The filter will be applied.

CHANGE THE LIST VIEW

Moving Columns

1. **Click** and **drag** the column heading to the new location and release the mouse button

⌄ Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/
2024-Aug-22 1233	GLDU3336469	2210	Export	Active	Yard	Y-MAIN-TRF04B1	CMA	GCD
2024-Aug-22 1114	OOLU2004933	2251	Import	Active	Yard	Y-MAIN-EXP05A1	OR	NOF
2024-Aug-16 1046	MSKU9479395	4500	Export	Active	Yard	Y-MAIN-EXP09E1	MSK	18L

2. The column will be "dropped" in the new location.

Removing a Column Heading

1. Right click the **column heading**

2. Click on the **column heading** to remove

3. Columns that are currently displayed have a ✔ next to them

Position	0-Order	▶	⌄isit	Type ISO	O/
				4510 ✕	
0003-42	**1-Unit**	▶	☐	Cargo Qty Unit	
048-46	2-Equipment	▶	☐	Cargo Quantity	
0016-14	3-Routing	▶	☑	Category	
412-2-A	4-Contents	▶	☐	Dlv Appt Nbr	
0044-5	5-Reefer	▶	☐	Hndl Reason	
543-2-A	6-Rules	▶	☐	Import DO Number	
815-2-F	7-Position	▶	☑	Line Op	
0007-18	8-Timestamp	▶	☐	Move Count	
0007-42	9-Billing	▶	☑	MPIBIO	
-TRF05	91-Other	▶	☑	NZCS	
0026-1	92-XPS	▶	☐	Placards Mismatch	
052-06	Manage Columns		☐	Restow	
400-2-	Add 2nd Sort by Position ASC		☐	Sparcs Notes	
22-2-F	Add 2nd Sort by Position DESC		☐	State (Master)	

Adding a column heading

1. Right click the **column heading**

2. Click on the **column heading** to add

3. The new column heading will automatically be added to the list.

    TIPS !   **Impediments – Road** – Select this column to see delays on a container going out by road.

    Last Free Day- Select this column to see the date of the last free storage day for the container.

    To add these columns within the Units tab, **right-click** a column heading, navigate to
    6-Rules ▶ **Impediments : Road** | **9**-Billing ▶ **Last Free Day**

To change the width of a column:

Some columns may be too large or too small to view the content.

1. Position the mouse on the right hand edge of column you wish to alter.
    The mouse pointer should change to a double headed arrow.

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

I/B Actual Visit ← | → O/B Actual Visit
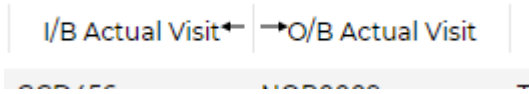
REFRESH A LIST

When a transaction is added or changed in N4, you may be required to perform a **manual refresh** to update the changes to the current tab list view. The benefit of the manual refresh is that multiple transactions be entered without the view refreshing between each entry, thus speeding up the cursor and system response time. By clicking the **refresh button** at the end of the data entry, all the transactions are uploaded in one hit.

NOTE: The following screenshots are for example only.
                 Refreshing may be required following **any** type of data entry or transaction update.

Use the Refresh button to update data display

3. Complete the data entry for each transaction – i.e., Export Booking, Pre-Advise Export etc.

4. Click **Save**

⊘ Save ✕ Close ⊙ H
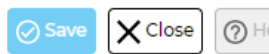
5. When returned to the tab view, the transactions just entered **may not** appear in the list and the Refresh Button ↻ , click this

↻ Refresh
🔍 View

2024-Aug-14 1230	TXGU5269650	4510	Import	Active
2024-Aug-14 1226	TEMU6551752	4510	Import	Active
2024-Aug-14 1149	CSNU8109913	4510	Import	Active
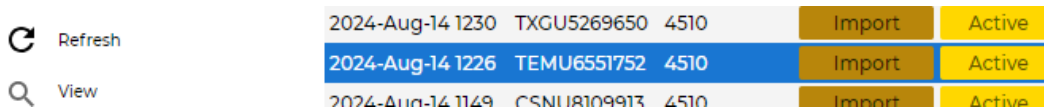
LOCATE VESSELS

NOTE!   Use the same techniques to search and display <u>Vessel information</u> that are used for searching and displaying <u>Unit information</u>

The Vessel Visits Screen

Vessel Visits   +

Visit	Facility	Line	Vessel Name	Vessel Class	I/B Vyg	O/B Vyg	Phase ∧	ETA	ETD
XIA0030	LCT	COS	XIN ZHANG ZHOU	XIA	063S	063N	Departed	2024-Jul-23 2200	2024-Jul-24 2200
TKC0090	LCT	PFC	TAKUTAI CHIEF	TKC	0190	0191	Departed	2024-Jul-25 1600	2024-Jul-26 0130
CCQ0003	LCT	CMA	CMA CGM QUELIMANE	CCQ	2411	2412	Complete	2024-Jul-25 2000	2024-Jul-26 1400
RNE0050	LCT	MSK	MAERSK RIO NEGRO	RNE	426S	429N	Departed	2024-Jul-26 1530	2024-Jul-27 1930
MHE0883	LCT	PFC	MOANA CHIEF	MHE	4610	4611	Complete	2024-Jul-27 2230	2024-Jul-28 0830
NOR0009	LCT	OR	NORFOLK	NOR	119	120	Working	2024-Jul-28 0700	2024-Jul-29 0500
JOT0003	LCT	ANL	JONATHAN SWIFT	JOT	461S	461N	Arrived	2024-Jul-30 0600	2024-Jul-31 0015
GHZ0020	LCT	MSC	MSC ZONDA III	GHZ	KE430A	KE430R	Inbound	2024-Jul-30 2200	2024-Jul-31 2300

Viewing the Vessel Visits List

1.   Select Vessel – Vessel Visits from the menu

2.   **Double-click on the vessel to open the Vessel Inspector window**

Vessel Inspector for GHZ0020		
Vessel	**Visit**	**Status**
Vessel Name: **MSC ZONDA III**	Visit: **GHZ0020**	Visit Phase: **Inbound**
O/B Vyg: **KE430R**	Next Carrier Visit:	Facility: **LCT**
	Service: **MSCS**	Est. Time of Arrival: **2024-Jul-30 2200**
	Line: **MSC**	Est. Time of Depart.: **2024-Jul-31 2300**
	I/B Vyg: **KE430A**	Classification:
	O/B Vyg: **KE430R**	
	Visit Comments:	
	Visit Comments 2:	
	Visit Comments 3:	
	Internal comments:	
	Internal comments 2:	
	Tugs:	
	LateCEDOHoldsApplied:	
	Override Begin Receive:	
	BeginReceive_Reefer: **2024-Jul-23 2200**	
	BeginReceive_MT: **2024-Jul-23 2200**	

Actions ▼

WORKING WITH UNIT DETAILS

Locate the Unit and **double-click** or **right click – Inspect Unit** to display the Unit Inspector
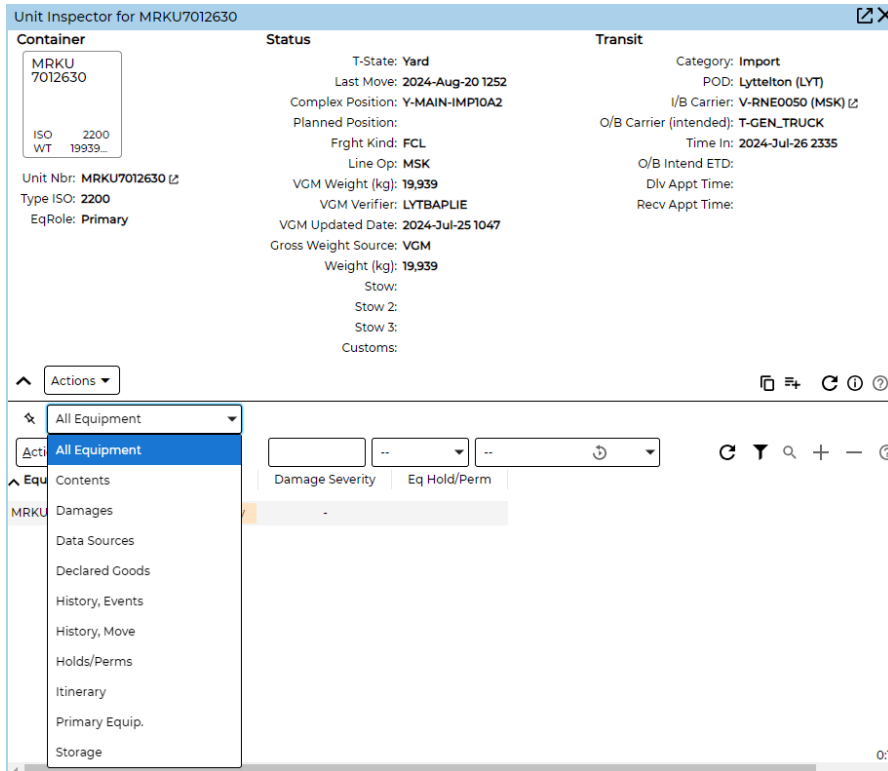
ACTIONS BUTTON

1.   Click the **Actions** button on any screen to see the options

2.   Click the action to be applied.

SHOW/HIDE UNIT DETAILS BUTTON

1.   Click the **Show/Hide Details** button

2.   Click on any item in the list on the left and observe the information on the right.

SHIPPING IMPORT RELEASES

To remove the default **SHIP IMP** stop in order to grant permission for the container(s) to be released, follow the instructions below:

SINGLE CONTAINER RELEASE

To grant permission for a single container to be released:

1.   Locate the Unit and double click to open the container details

2.   Click the **Actions** button and select **Update Holds/Permissions**

The following dialog box will appear:

3.   Click the **Action Field drop down** arrow, and select **Grant Permission**

4.   Click the **Hold/Permission** Field **drop down** arrow, and select **SHIP IMP**

5.   Click **SAVE** to apply the release

CANCELLING A SINGLE UNIT RELEASE

1. Locate the Unit and double click to open the container details

2. Click the **Actions** button and select **Update Holds/Permissions**

3. Click the **Action field drop down** arrow, and select **Cancel Permission**
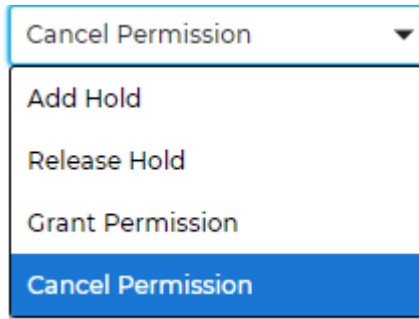
4. Click the **Hold/Permission** Field **drop down** arrow, and select **SHIP IMP**

5. Click **SAVE** to finish

MULTIPLE CONTAINER RELEASE

To grant permission for multiple containers to be released:

1.   From the **Units** menu, select **Units**
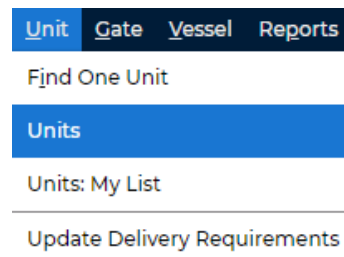
2. On the left hand **click** on the drop-down arrow under Custom Filter
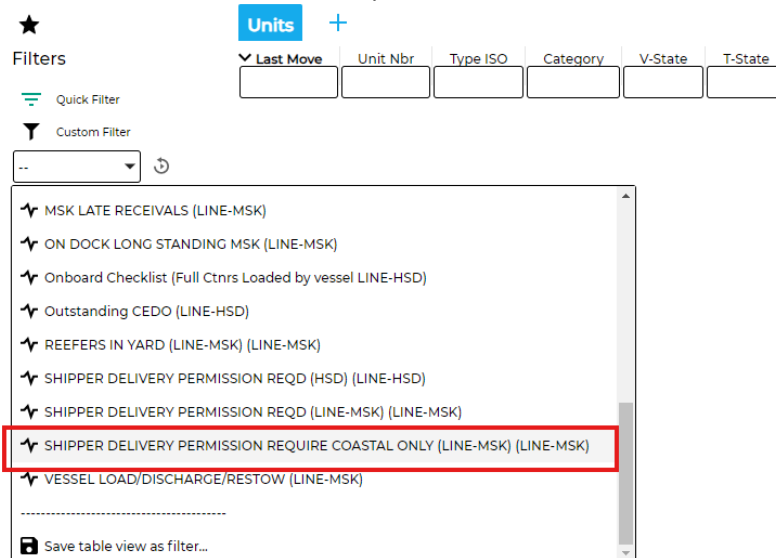
3.   Select **SHIPPER DELIVERY PERMISSION REQD** from the list
      The following dialog box will appear:

4.   **Type** in the vessel visit number for the Inbound Carrier
      (this number can be found in the Vessel Visits screen) and the Line Operator

5.   Click on the **OK** button

6.   Once the filtered data has appeared, **highlight all the units** that require the release to be applied. The
      items will display in **BLUE**

7.   Click the **Actions** button on the left-hand side and select **Update > Holds / Permissions**

8.   Click the **Action field drop down** arrow, and select **Grant Permission**

9.   Click the **Hold/Permission** Field **drop down** arrow, and select **SHIP IMP**

Update Holds/Permissions	✕
Action:	Grant Permission ▼
Hold/Permission:	SHIP IMP (Shipping Compar ▼
Description:	Shipping Company Import Release required
Target Entity Type:	
Relation to Referenced Guardian:	
Referenced Guardian Entity:	▼
	☐ Has Unique Reference Id
	☐ Reference Id Required
Reference ID:	
Note:	
ⓘ	⊘ Save ✕ Cancel ⑦ Help

10.   Supply the **Reference ID** and **Note** as required

11.   Click the **Save** button to apply the release to all the units selected.

CANCELLING MULTIPLE CONTAINER RELEASES

1. The same process as above, but **DO NOT** select Grant Permission:

2. You will need to choose **Cancel Permission** on the **Action field drop down** menu instead

Update Holds/Permissions	✕
Action:	Cancel Permission ▼
Hold/Permission:	SHIP IMP (Shipping Compar ▼
Description:	Shipping Company Import Release required
Target Entity Type:	Unit
Relation to Referenced Guardian:	
Referenced Guardian Entity:	▼
	☐ Has Unique Reference Id
	☐ Reference Id Required
Reference ID:	
Note:	
ⓘ	✓ Save ✕ Cancel ⓘ Help

RELEASING COASTALS

Coastal containers are units that have come from another New Zealand port and therefore do not have Customs Requirements but may have other holds.

1. From the **Units** menu, select **Units**

Unit	**Gate**	**Vessel**	**Reports**
Find One Unit			
Units			
Units: My List			
Update Delivery Requirements			

2. **Click** on the drop-down arrow beside **Saved Filters**

⚡ SHIPPER DELIVERY PERMISSION REQUIRE COASTAL ONLY (LINE-MSK) (LINE-MSK)

3. Select **SHIPPER DELIVERY PERMISSION REQD COASTAL ONLY** from the list
   The following dialog box will appear:

Enter Filter Parameter Values	✕
Inbound Visit	-- ▼
	OK Cancel ⓘ Help

4. Type in the **vessel visit number** for the Inbound Carrier
   (this number can be found in the Vessel Visits screen) - click on the **OK** button

5. Once the filtered data has appeared, **highlight the first unit** to be released.
   The item(s) will display in **BLUE**

6. Click the **Actions** button and select **Update > Holds / Permissions**

7. Click the **Action field drop down** arrow, and select **Grant Permission**

Add Hold

Release Hold

Grant Permission

Cancel Permission

8. Click the **Hold/Permission** Field **drop down** arrow, and select **SHIP IMP**

Update Holds/Permissions   ✕

Action:	Grant Permission ▾
Hold/Permission:	SHIP IMP (Shipping Compar ▾
Description:	Shipping Company Import Release required
Target Entity Type:	
Relation to Referenced Guardian:	
Referenced Guardian Entity:	▾
	☐ Has Unique Reference Id
	☐ Reference Id Required
Reference ID:	
Note:	

ⓘ   ⊘ Save   ✕ Cancel   ⑦ Help

9. Supply the **Reference ID** and **Note** as required

10. Click the **Save** button to apply the release to all the units selected.

SHIPPING HOLDS

ADDING / RELEASING SHIPPING HOLDS

Shipping lines can add and remove a hold on a container.

For example: a hold can be applied to an export container that the shipping line has not yet received payment for.

1.   Locate the Unit and open the **Unit Inspector** dialogue box

2.   Click the **Actions** button and select **Update Holds/Permissions**

Actions ▼		
Update	▶	Holds/Permissions
View	▶	
Reefer	▶	
Transactions	▶	
Administration	▶	
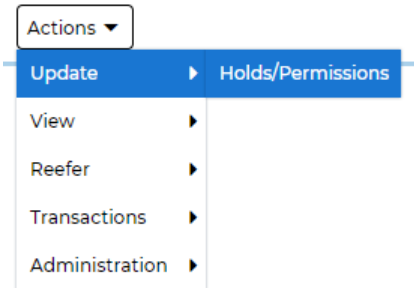
3.   Click the **Action** field **drop down** arrow, and select **Add Hold** or **Release Hold** accordingly

▼
Add Hold
Release Hold
Grant Permission
Cancel Permission
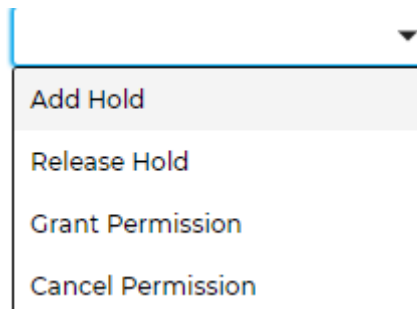
4.   Select **SHIP HOLD** from the **Hold/Permission** field drop down menu

5.   Supply the **Reference ID** and **Note** as required

6.   Click the **Save** button to add or release the hold

PRE-RELEASING CONTAINERS

PRE-RELEASING AN INBOUND UNIT FOR A VISIT

This function allows you to remove a hold or permission on a unit that is either already known or not yet known in the SPARCS N4 system. This is the same as when you add a container in the Import Release screen in the current system.

Note: It is the only way to grant permission or apply a hold before a unit is known to SPARCS N4

1.   From the **Vessel** menu, select **Hold/Release** Inbound Unit
       The following dialog box will appear:

2.   Enter the **Visit Reference** (this can be obtained from the Vessel Visits screen)

3.   Enter the **Unit Number**

4.   Enter the **Line Operator**

5.   Click the **Hold/Permission** field **drop down arrow** and select the appropriate option

6.   Supply the **Reference ID** and **Note** as required

7.   Click **Save** to finish

TO VIEW A LIST OF PRE-RELEASED CONTAINERS FOR A VISIT
(RESTRICTED ACCESS)

Only limited staff with specific access will be able to view the list of pre-released containers in this way.

This information is normally only viewed container by container using the Unit Inspector box

1.   From the **Vessel** menu, select **Vessel Visits**

2.   Double click on the Vessel you have pre-released the container(s) for.
     The Vessel Inspector window is displayed.

3.   Click on the **Show/Hide Details** button to view more container information.

4.   Click on **On-Board** from the list on the left.
     The list of containers that have been pre-released will appear.
     This list can then be exported to Excel if required by selecting the
     Export to Excel function.

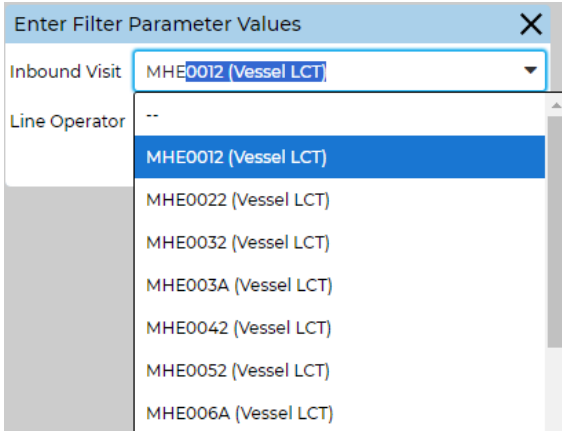
CONTAINERS BY SHIP VISIT

VIEWING IMPORTS ON AN INBOUND CARRIER

1.   From the **Units** menu, select **Units**

2.   Select the filter **Imports FCL Yard & Vessel** from the **Saved Filters** list to apply it.
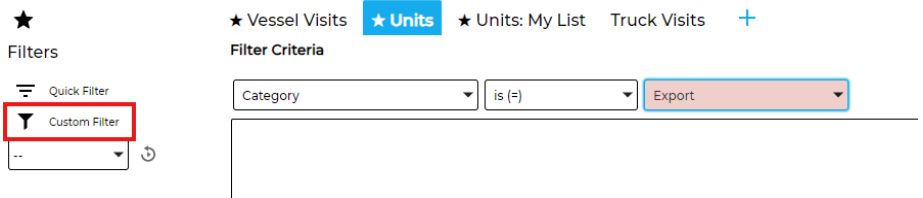
⌄ IMPORTS FCL YARD & VESSEL (LINE-MSK) (LINE-MSK)

3.   Enter the Vessel's **Inbound Visit** number. This can be found on the Vessel Visits screen.

Enter Filter Parameter Values	✕
Inbound Visit	MHE0012 (Vessel LCT) ▾
Line Operator	--
	MHE0012 (Vessel LCT)
	MHE0022 (Vessel LCT)
	MHE0032 (Vessel LCT)
	MHE003A (Vessel LCT)
	MHE0042 (Vessel LCT)
	MHE0052 (Vessel LCT)
	MHE006A (Vessel LCT)

VIEWING EXPORTS ON AN OUTBOUND CARRIER

1.   From the **Units** menu, select **Units**

2.   Click the **Show/Hide Filter** button

3.   In the Filter Criteria area select **Category** from the drop down list
      Set the Comparison operator to **is(=)**
      Select **Export** from the value field drop down arrow

★
Filters   ★ Vessel Visits   ★ **Units**   ★ Units: My List   Truck Visits   +
               Filter Criteria

☰ Quick Filter | Category ▾ | is (=) ▾ | Export ▾ |
▼ Custom Filter
-- ▾ ↺

4.   Click **Add Criterion** button   ➕ Add Criterion

5.   In the Filter Criteria area select **Carrier O/B Declared** from the drop down list
      Set the Comparison operator to **is(=)**
      Enter the **Outbound Visit** number in the value field (This can be found on the Vessel Visits screen.)

Filter Criteria

| Carrier O/B Declared ▾ | is (=) ▾ | -- ▾ |

6.   Click **Add Criterion** button   ➕ Add Criterion

7.   Click **Apply Filter** button   ← Apply Filter

CONTAINERS IN YARD

1.   From the **Units** menu, select **Units**

2.   Click the **Show/Hide Filter** button

3.   In the Filter Criteria area select **Category** from the drop down list
      Set the Comparison operator to **is(=)**
      Select the required option such as **Export** or **Import** from the value field drop down arrow

4.   Click **Add Criterion** button

5.   In the Filter Criteria area select **Position** from the drop down list
      Set the Comparison operator to **Matches(==)**
      Enter **Y*** in the value field

6.   Click **Add Criterion** button

7.   Click **Apply Filter** button   to display the list of export or import containers in
   the Lyttelton Container Terminal (LCT) Yard.

CONTAINERS ON A VESSEL

1.   From the **Units** menu, select **Units**

2.   Select a filter **CONTAINERS LOADED BY VESSEL VISIT** from the **Saved Filters** list to apply it.

3.   Enter the **LPC Outbound Visit Number**. This can be found on the Vessel Visits screen.

∧ Visit	Line	Vessel Name
HAE0001	MSC	HANSA EUROPE
HBR0001	ANL	HONGKONG BRIDGE
HBR0002	ANL	HONGKONG BRIDGE
HBR0003	ANL	HONGKONG BRIDGE
HBR0004	ANL	HONGKONG BRIDGE

EXPORT BOOKING INQUIRY

To view an export booking to see how many containers have been attached to the booking, and which of those containers have been delivered to the terminal, follow these instructions:
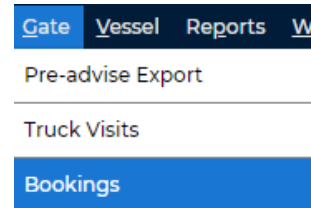
1.   From the **Gate** menu, select **Bookings**

2.   The Bookings sist is displayed

∧ Number	Line Op	Ves. Visit	Ves. Phase
1	MSK	GSK0010	Inbound
12345	MSK	GSK0010	Inbound
1ADL009969	HSD	NYU031A	Closed
1ADL010215	HSD	SKH001A	Closed

3.   Double Click on a booking to view more detailed information about it.

4.   The Booking Inspector is displayed

Booking Inspector for 1ADL010215

Booking

Number: **1ADL010215**

Status

Complex: **NZLYT**
Line Op: **HSD**
Frght Kind: **FCL**
Quantity: **1**
Tally Out: **1**
Tally In: **1**
Hazardous?: **No**
Reefers?: **No**
Required temp:

Routing

Ves. Visit: **SKH001A**
Ves. Carrier Name: **SFL MAUI**
Ves. Facility: **LCT**
POL: **LYT**
POD-1: **SIN**
POD-2: **ASH**
Origin:
Dest:
Shipper: **JF HILLEBRAND NEW ZEALAND LTD**
Consignee:
Agent:

Actions ▼

5.   Click the **Show/Hide Details** button and click on **Items** in the list on the left.

6. **Double click** on the **Item** (or required field) displayed to view all details.
This list can then be exported to a spreadsheet if required by selecting the **Export to Excel** function.

EQUIPMENT DELIVERY ORDERS

To view the equipment delivery orders to see the number of empty containers on a delivery order and which of those empty containers have already been collected, follow these instructions:

1. From the **Gate** menu, select **Equipment Delivery Orders**

- **Quantity -** the total number of containers on that Equipment Delivery Order number.

- **Tally Out -** the number of containers on that Equipment Delivery Order number that have been collected

2.   **Double click** on an **order** to view more detailed information

3.   **Click** the **Show/Hide Details** button to view details.

REPORTS

There are a wide variety of reports that you can choose from to either view, print or to download and then import into Excel.

The report output types are as follows:

PDF (Portable Document Format) – for viewing and printing a report

CSV (Comma Separated Value File) – this is the most common output type for importing into Microsoft Excel

**TSV** (Tab Separated Value File) – useful for importing into Excel

RTF (Rich Text Format) – useful for importing into Microsoft Word allowing changes to the report to be made

XLS (Excel worksheet format)

The recommended output types are PDF if you simply wish to view the report and CSV if you wish to import the information into Excel.

RUN A REPORT

1.   From the **Reports** menu, select **Report Definitions**

2.   A list of Reports will be displayed
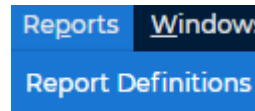
Name	Report Type	Description
[L01-5] MAERSK CONTAINERS WITH GRANTED SHIP IMP HOLD BUT NO PIN ASSIGNED	Reportable Entity	Container with SHIP IMP hold granted but no PIN assigned
[L63DVPALL] ROAD & RAIL DELIVERIES	Reportable Entity	Cntrs delivered out of the yard by Road or Rail (L63DVPALL)
[L64DVPALL] ROAD & RAIL RECEIVALS	Reportable Entity	Cntrs received into the yard by Road or Rail (L64DVPALL)
CUSTOMER RPT: IMPORTS IN YARD WITH STOPS BY LINE OPERATOR	Reportable Entity	Import containers in Yard with Stops (L01)
CUSTOMER RPT: LINE OPERATOR IMPORT LIST	Reportable Entity	Import containers by vessel (L01)
CUSTOMER RPT: LINE OPERATOR IMPORT PRE-ADVISED LIST	Reportable Entity	Pre-advised Import containers by vessel (L01)
CUSTOMER RPT: CEDO FOR EXPORT UNITS	Reportable Entity	Export (Transship) containers with CEDO
CUSTOMER RPT: CEDO OUTSTANDING	Reportable Entity	Export (Transship) containers without CEDO

3.   **Right click** on the report you wish to view and select **Run Report**

View
+ Add
— Delete
Export SNX File
Run Report
Report Analyzer
Duplicate Report Def
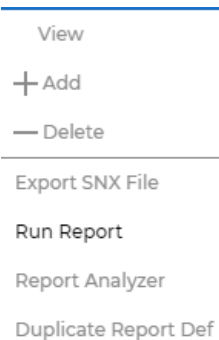
4.   If an **Enter Filter Parameter Values** dialog box appears, supply the information, and click **OK**
     NOTE: The highlighted fields are mandatory.
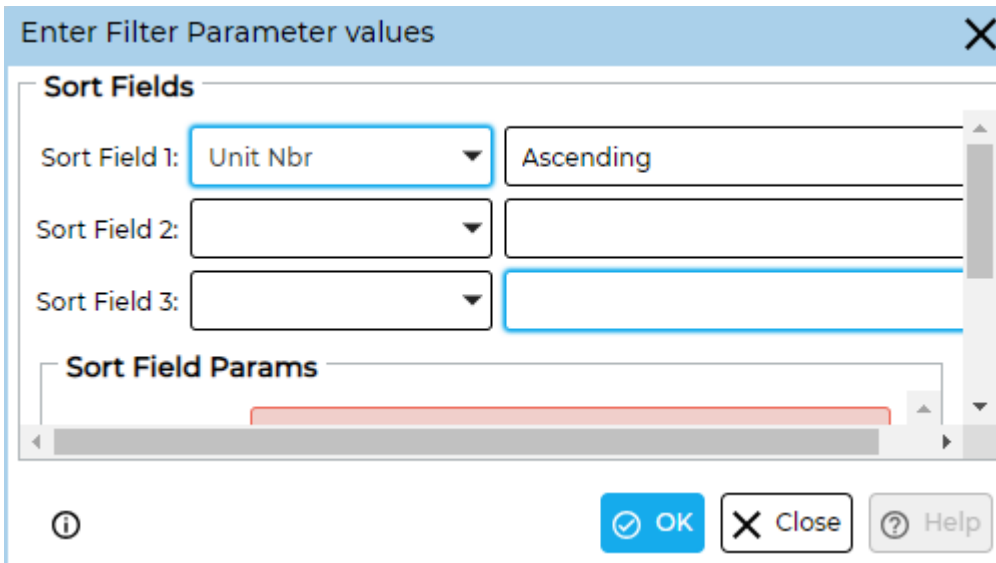
5.   Your report will be generated:

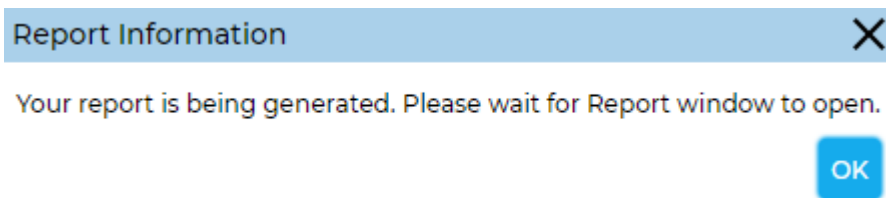
6.   Click **OK**

Depending on the output type selected the report will appear in **PDF format** in a new window,

or if you chose **CSV format** you will be prompted to either open or save the CSV file.

> **TIP !** If you a Date and Time field is required in the '**Enter Filter Parameter Values'** dialog box use the following format:
>
> **YYYY-MM-DD** for the year, month, and date
>
> **HH:MM** for the hour and minute (based on a 24-hour clock)
>
> For example: 2006-03-01 for the 1st March 2006 and 00:30 for half past midnight

LIST OF AVAILABLE REPORTS

Name Of Report	Description Of Report
CUSTOMER RPT: LINE OPERATOR IMPORT LIST	This is the same as the old L01 report. It shows Import containers off a selected vessel for specified line operators
CUSTOMER RPT: CEDO FOR EXPORT UNITS	Shows the CEDO number for Export or Tranship Units advised to or already at LCT

CUSTOMER RPT: CEDO OUTSTANDING	Provides a list of Export containers which do not have a CEDO
CUSTOMER RPT: COMMODITY - CHILLED MEAT	Lists units that have a commodity code of CMT. It specifies the date the container arrived in the yard, the port of discharge, and the required temperature
CUSTOMER RPT: CONTAINERS IN YARD	Lists all containers currently in the Yard. It allows the user to specify the category of container (such as import, export, tranship etc)
CUSTOMER RPT: EMPTY CONTAINERS IN YARD	Lists all empty containers currently in the yard
CUSTOMER RPT: EXPORTS IN YARD NOT LOADED ON VESSEL	Lists all export containers currently in the yard that have not been loaded onto a vessel. It specifies the date the container arrived into the yard, and the number of dwell days
CUSTOMER RPT: FINAL RECEIVAL LOAD LIST	This is the same as the old L07 report. It lists all units received to be loaded or already loaded on a specific departure vessel
CUSTOMER RPT: HAZARDOUS CARGO ON VESSEL	This is the same as the old L44 report. It lists all hazardous cargo currently loaded on a selected vessel
CUSTOMER RPT: HAZARDS IN YARD	This is the same as the old L47 report. It lists all hazardous cargo in the yard
CUSTOMER RPT: REEFERS IN YARD	This is the same as the old L11 report. It lists all Reefer containers in the Yard, the date they arrived into the yard, and the temperature they are set at
ROAD & RAIL DELIVERIES	This lists all containers delivered out of the yard by Road or Rail
ROAD & RAIL RECEIVALS	This lists all containers received into the yard by Road or Rail
CUSTOMER RPT: VESSEL DISCHARGE	This lists all containers discharged from a specified vessel after a specified time
CUSTOMER RPT: VESSEL LOAD	This lists containers loaded onto a vessel since a specified start date and time
CUSTOMER RPT: VESSEL LOADS, DISCHARGES AND RESTOWS	This is the same as the old L23 report. It provides a detailed list of all units that where loaded, discharged or restowed for a specified vessel

INTERNAL RPT: VESSEL LOAD/DISCHARGE SUMMARY	This is the summary of the L23 report showing all containers loaded or discharged (includes restows) for a specified vessel
CUSTOMER RPT: VESSEL REEFER DISCHARGE	This is the same as the old L10-D report. This lists all reefer units discharged from a specified vessel
CUSTOMER RPT: VESSEL REEFER LOAD	This is the same as the old L10-L report. This lists all reefer units to be loaded or already loaded on a specified vessel

FURTHER ASSISTANCE AND SUPPORT

If you need further assistance, or have a question about SPARCS N4, please contact the **LPC Customer Services** on +64 3 328 7987 or by email to customerservices@lpc.co.nz