COMMERCIAL

SPARCS N4 User Guide

for Transport Companies

Updated for SPARCS N4 version 4.0.20.3

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GETTING STARTED

WHAT IS SPARCS N4?

Lyttelton Port Company (LPC) uses a container management system called SPARCS N4 to manage the movement of containers. This system can be accessed via a web interface which provides the opportunity for external customers to view the same application that LPC use internally to track their containers through the Port processes. This will provide valuable information to the transport companies prior to any Port visit and will assist in streamlining the process for everyone involved.

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 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

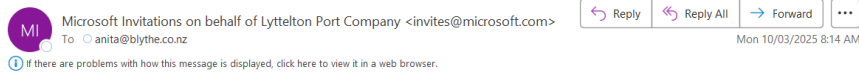You will need to provide the following details:

- 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

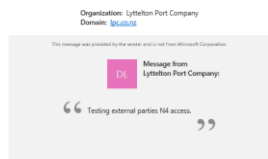#### You Will Receive Invitation to Access to Sparcs N4

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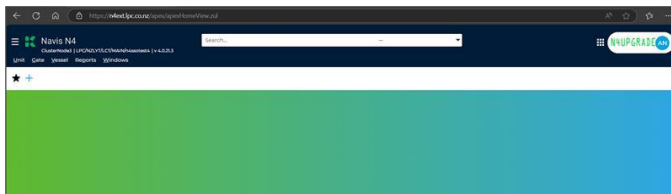
Note: depending on the frequency with which you login to N4, you may find that you don't get asked to provide your email address and password – you're taken directly to the N4 login screen. If this happens, it means your credentials are still authenticated. Just click on the "Login with Entra SSO" button.

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 your Icon in the top right corner, select **log out**
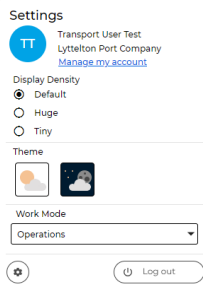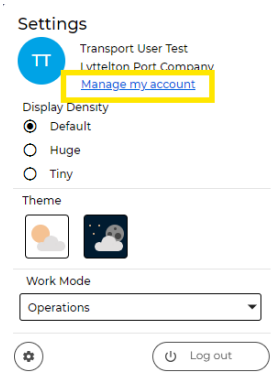

CHANGING PASSWORD AND USER PREFERENCES

If you have your own personal login, it is important to change your password when you first login to SPARCS N4.
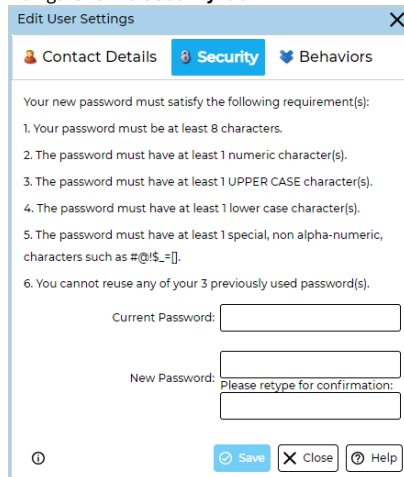
1.   From the **icon in top right corner**, select **Manage my Account**

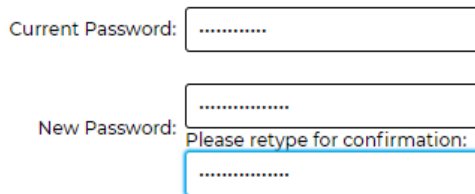2. A new window **Edit User Settings** will appear. Navigate to the **Security** tab

3. **Type** your Current Password.
   Type your **New Password** and then **retype** it in the confirmation box
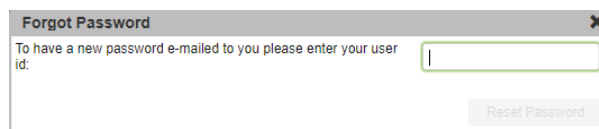
4. Finish by clicking the **Save** button

PASSWORD RESETS

1. On the Login screen, click on **Forgot Password?** link

2. Enter your username (not your email address)
   and click on **Reset Password**

3. An email with the new password will be sent to the email address we have on file for that username.

4. If you experience any issues with the password reset or can't remember your username, send an e-mail to the **LPC Customer Services** customerservices@lpc.co.nz

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:**

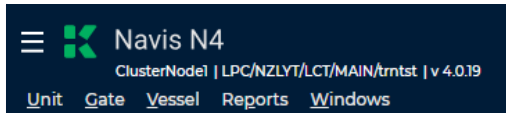| Unit	• **Find One Unit**: invokes the Inspector Launcher • **Units:** view detailed information about containers such as unit number, category, port of discharge, status etc. • **Units: My List** displays a set of units selected by the current user. When you log into SPARCS N4 for the first time, the 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**
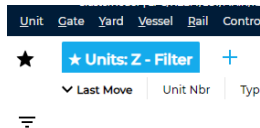
2. Once a menu item has been selected, a tab will appear below the menu with a list displayed

MANAGE TABS
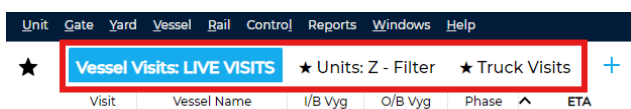
1. **Right click** on any **Tab**

2.   Select an option from the list
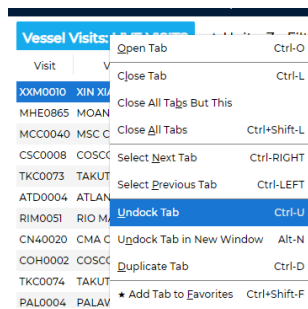
3.   **Undock** a tab to make the tab **"float"** on the screen

4.   Click the [icon] to be able to move tab onto another screen

5.   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

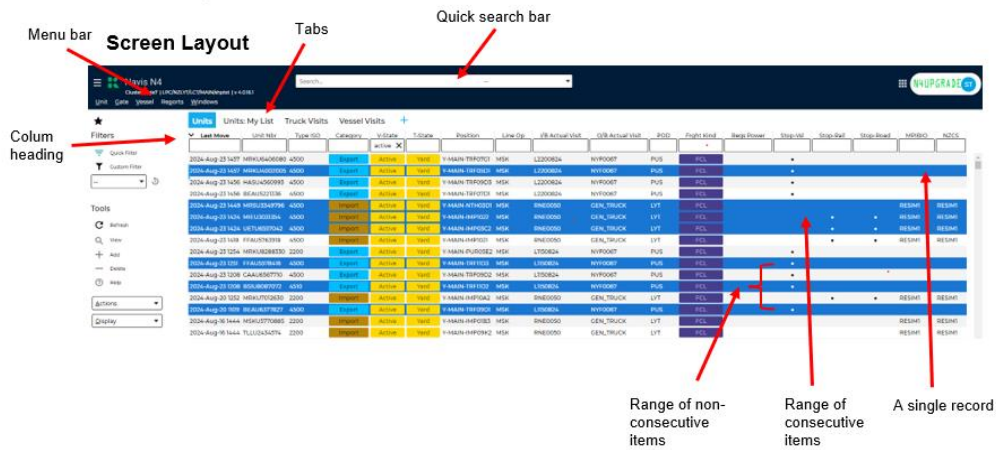| Menu Bar:	Displays the menus available to the person currently logged in
Universal Bar:	Type into this box to quickly locate an item in the currently displayed list.
Favorites Button: ★	A button that displays and hides a customizable list of frequently used tabs. Simply click on the Favourites button 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**	Allows you to find specific information. For example, list all containers that are 20' and damaged
☰ **Quick Filter**	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 / End	Move to start /end of the list.
˅ Last Move	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 arrow to display the list of available choices. Select an item from the list only. Press ESC to close the selection

Commented [KM4]: Where?

CONTAINER MANAGEMENT

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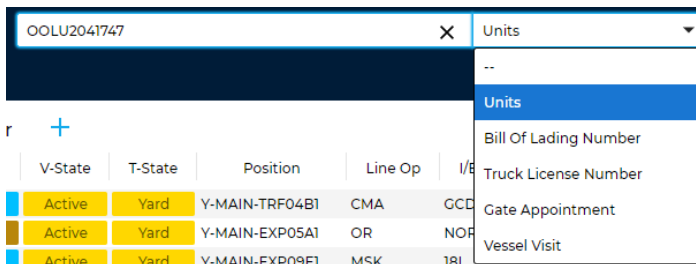
1.   Select **Unit - Units** from the menu.

2.   The **Unit's** tab is displayed

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.

Locate a Unit using Quick Search

1.   Use the **Quick Search Column** to select a column to search by

2.   Click into the **Quick Search** field on the tab bar

3.   Type the characters of the item you are searching for

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

5.   **Clear** the **Quick Search** box to clear the search criteria

LOCATE A UNIT USING 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

6.   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.

7.   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.

8.   Select a filter from the **Saved Filters** list to apply it.
     The example below, **CONTAINERS LOADED BY VISIT** is a saved filter.

9.   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**

An example of a Parameter query prompt is shown here:

1.   Supply or select the information as requested
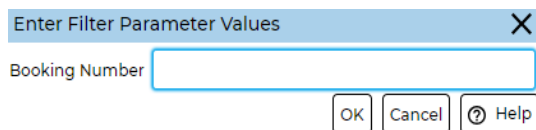
2.   Supply or select the information as requested

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

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

4. or click **Manage Columns** at the bottom of the list

5. Select preferred columns
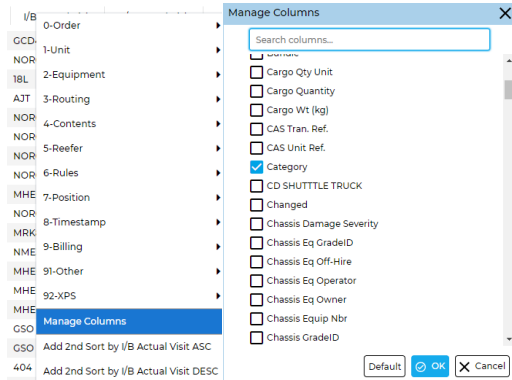
Adding a column heading

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 as below:

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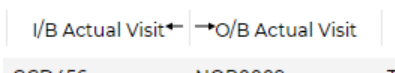
REFRESH A LIST

When a transaction is added or changed in N4, a **manual refresh** may need to be performed, 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

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

2. Click **Save**

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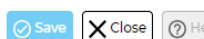
3. When returned to the tab view, the transactions just entered **may not** appear in the list and the Refresh
   Button ↻ , click this

↻ Refresh	2024-Aug-14 1230 TXGU5269650 4510	Import	Active
🔍 View	2024-Aug-14 1226 TEMU6551752 4510	Import	Active
	2024-Aug-14 1149 CSNU8109913 4510	Import	Active

COMMERCIAL

WORKING WITH UNIT DETAILS

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

ACTIONS BUTTON

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

5. Click the action to be applied.

SHOW/HIDE UNIT DETAILS BUTTON

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

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

VIEWING THE LAST FREE DAY FOR MULTIPLE CONTAINERS

1. Within the **Units** list, **right-click** on a column heading and select **9-Billing**
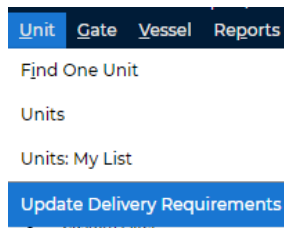

2. Select **Last Free Day** from the list

3. The **Units** list will now display the **Last Free Day** column for all the units.
    Use filters to narrow down the list of units to view.

UPDATING DELIVERY REQUIREMENTS

If a transport company knows that they are going to collect a particular inbound import, then they can attach themselves to the container which indicates to the system which company will be picking it up. This allows the transport company to monitor the availability of the container from that point forward. A transport company can only attach themselves to a container once the ship has sailed from the previous port and is on its way to Lyttelton. Follow these instructions to attach a transport company to a container:

1.   From the **Units** menu, select **Update Delivery Requirements**

2.   The following dialog box will appear:

3.   **Type** in the **Unit Number** of the container

4.   Within the **Trucking Company** field, **type** the first letter of the trucking company.
      A list will then appear

5.   **Double-click** the trucking company from the list

6. Complete the **Destination** and **Return to Location** fields (these are not mandatory)

7. **PIN Number** – if a container has a secure pin number, this will show as ●●●●●●'s in the field. The pin is applied by the Shipping Line)

8. Finish with **Save**
    Units lists can now be filtered according to the Transport Company that will be the Outbound Carrier

CONTAINER INQUIRIES

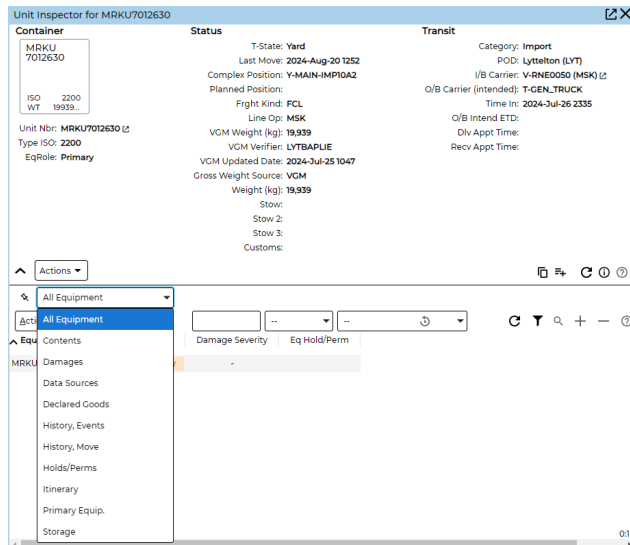Information about containers can be obtained via Unit Tab filters

LIST OF AVAILABLE FILTERS ON UNITS TAB

Name Of Saved Filter	Description Of Filter
BOOKING NUMBER LIST	Displays all containers related to a specified booking number
EXPORTS IN YARD	Displays all Exports in LCT yard from your Transport company
IMPORT ALL FCL	Displays all full import containers in LCT yard
IMPORT FCL CUSTOMS MAYGO REQD	Displays all full import containers in the yard that still require a customs release
IMPORT FCL PAYEE REQD	Displays all full import containers in LCT yard that have a payee stop (demurrage charge)
IMPORT FCL WITH NO STOPS	Displays all full import containers in LCT yard that have no stops on them (i.e., they are available for collection)
IMPORT FCL WITH NO STOP ROAD	Displays all full import containers in LCT yard that have a stop on them, this can include Shipping Line, MPI, Customs and Payee holds

SINGLE CONTAINER/UNIT INQUIRY

A trucking company can find out detailed information about a container that they have collected from the terminal, dropped off at the terminal or assigned their company to.
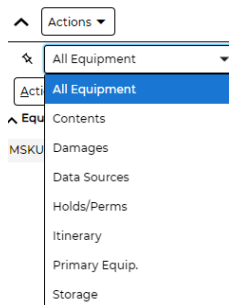
1. **Locate** the Unit and open the **Unit Inspector** dialogue box

ALL EQUIPMENT BUTTON

1. Click the **All-Equipment** button on any screen to see categories with information

2. Click the action to be applied.


PIN BUTTON

1. Click the Pin button and all actions will show down the right-hand side and information on the left-hand side.

2. This view will be saved for the next time your open unit inspector

ACTIONS BUTTON

1.   Click [Actions ▼] to perform changes to a selected Unit or to its process. Below is an example:

Actions ▼		
Update	▶	Show Unit Details Editor
View	▶	Update Delivery Requirements
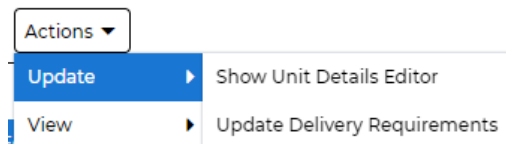
2.   Use the **icons** on the unit inspector to **Copy; Add to My Units; Refresh**; **Close** respectively. Hover the mouse over any of the icons to view the tooltip associated with the icon.
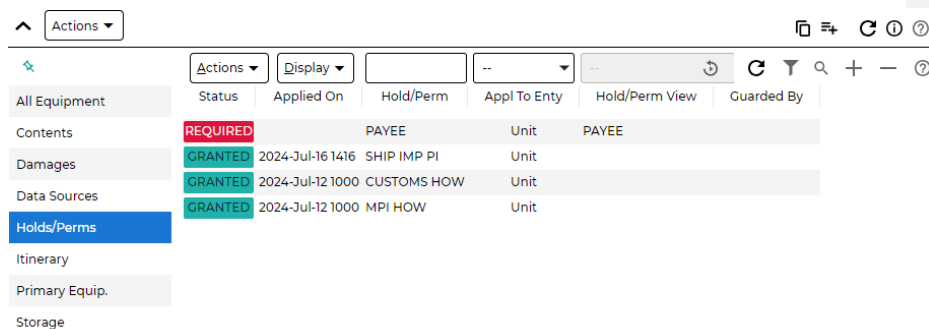
⎙ ⇥ C ⓘ ⊚

C ▼ ⚲ + — ⊚
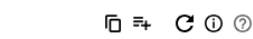
HOLDS/PERMISSIONS ON A CONTAINER

Import container is required to be released by MPI, Customs and Shipping Line. Payee permission is applied to a container when the last free day has passed.
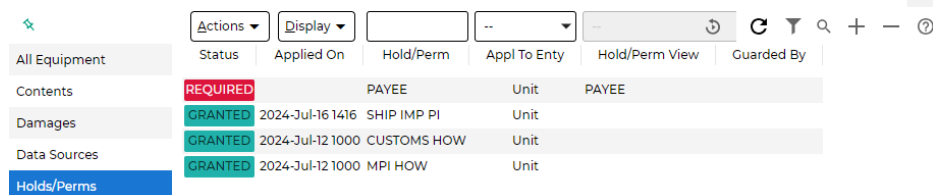
To find out the status of the holds/permissions on a container:

VIEW HOLDS

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

2.   Click the **Show/Hide** details button ⌄

3.   Select **Holds/Perms** from the left panel list

	Status	Applied On	Hold/Perm	Appl To Enty	Hold/Perm View	Guarded By
All Equipment						
Contents	REQUIRED		PAYEE	Unit	PAYEE	
Damages	GRANTED	2024-Jul-16 1416	SHIP IMP PI	Unit		
Data Sources	GRANTED	2024-Jul-12 1000	CUSTOMS HOW	Unit		
Holds/Perms	GRANTED	2024-Jul-12 1000	MPI HOW	Unit		
Itinerary						
Primary Equip.						
Storage						

4. A list of items will be displayed. Held items are shown in **RED**

- **GRANTED** or **RELEASED** indicates that permission has been given to release the container.
- **ACTIVE** or **REQUIRED** indicates that the container has a hold upon it.

VESSEL VISITS LIST

The **Vessel Visits** List displays detailed information on all the vessel visits at Lyttelton Container Terminal (LCT).

To view the Vessel Visits list:
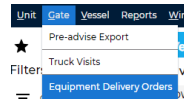
1. From the **Vessel** menu, select **Vessel Visits**

2. This window will be displayed:

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**

This window will be displayed:

- **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.

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

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

GLOSSARY OF TERMS

Container Status Types	**Active** = unit is at the facility or on a carrier (vessel, train, truck) at the facility
	Advised = unit is expected at the facility but not yet arrived
	Departed = unit has left the facility
	Retired = unit has come to the end of its lifecycle
Delivery Impediment	This stops anything going out by road or rail (for example a MPI HOW means Hold On Wharf)
Filter	A set of user-defined criteria that determines the entities that display in a list view or form.
	For example, you could display all 40-foot empty reefer containers bound for Hong Kong.
Filter Criterion	A combination of an entity (for example a container), an attribute of the entity (for example: container size, type, ISO code, etc.), a value for the attribute (for example: 20', import, departed etc), and an operator (equal to, not equal to, matches, etc.) used in a filter.
Hold	This is the same as a **Stop** but it is not applied automatically to a unit. Holds can be applied by the port, shipping companies, MPI and Customs.
	For example MPI can apply a Fumigation Hold

Permission	This is the same as a **Stop** but it is applied automatically to a unit. This includes shipping company, MPI and Customs stops.
	Permissions are:
	• required (still needs to be granted in order for a container to be released)
	• granted (released)
	• cancelled (stopped)
Unit	A business entity tracked by the system. It can be a single piece of equipment or set of goods, or any combination of equipment with or without goods moving as a single entity through the complex.
Unit Number	This is the **container number**
(*)	The asterisk indicates it is a mandatory field.

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