

COMMERCIAL



SPARCS N4 User Guide

for Transport Companies

Updated for SPARCS N4 version 4.0.20.3

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Table of Contents

GETTING STARTED.....	4
What is SPARCS N4?	4
What is covered in this User Guide?	4
How do I access SPARCS N4?	4
Logging Off	7
Changing Password and User Preferences	7
Password Resets.....	8
Menu Bar	9
Manage Tabs.....	9
 NAVIGATING LISTS	 9
Screen Layout	9
Fields and Buttons.....	9
Keyboard Navigation.....	10
 CONTAINER MANAGEMENT	 11
Locate Containers.....	11
Locate a Unit using Quick Search	11
Locate a Unit using Quick Filter	12
Using a Wildcard with Quick Filter Search & Universal Bar	12
Locate a group of Units using a Filter	13
Use a Saved Filter	13
Clear a Filter	13
Filters with Parameter Queries	13
Change the List View	14
Moving Columns.....	14
Removing a Column Heading.....	14
Adding a column heading	15

<i>To change the width of a column:</i>	15
Refresh a List	15
<i>Use the Refresh button to update data display:</i>	16
WORKING WITH UNIT DETAILS	17
Actions BUTTON	17
Show/Hide Unit Details BUTTON	17
Viewing the Last Free Day for Multiple Containers	18
UPDATING DELIVERY REQUIREMENTS	19
CONTAINER INQUIRIES	21
List of Available Filters on UNITS tab.....	21
SINGLE CONTAINER/UNIT INQUIRY	22
Actions Button	23
HOLDS/PERMISSIONS ON A CONTAINER	23
VIEW HOLDS.....	23
VESSEL VISITS LIST	25
EQUIPMENT DELIVERY ORDERS	25
GLOSSARY OF TERMS	26
FURTHER ASSISTANCE AND SUPPORT	27

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:

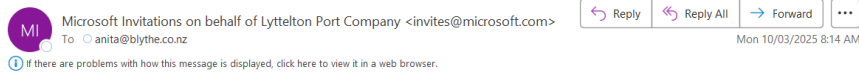
- First Name, Last Name
- Company Name
- Contact telephone number
- Email address
 - o All user accounts require a unique email address
 - o The email account will need to be associated with a Microsoft account; if you use your email address for accessing products like Outlook, Word, Excel, PowerPoint 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

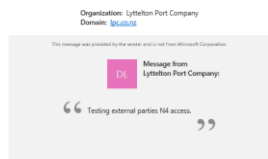
Once your access to LPC's Sparcs N4 application is in place, you will receive an email inviting you to access LPC systems. The invite will be issued by Microsoft Invitations on behalf of LPC.

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



Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.



If you accept this invitation you'll be sent to <https://myapplications.microsoft.com/?tenantid=726d04b-5484-4138-ba0b-30b0c729a9d7>.

[Accept invitation](#)

This invitation email is from Lyttelton Port Company (lpc.co.nz) and may include advertising content. Lyttelton Port Company has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitates sending this email but does not validate the sender or the message.

Microsoft reserves your privacy. To learn more, please visit the [Microsoft Privacy Statement](#). Microsoft Corporation One Microsoft Way, Redmond, WA 98073

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:

A screenshot of a web form for logging in. At the top left is the "lpc" logo with "Lyttelton Port Company" text. Below the logo is the heading "Sign in". There is a text input field containing "customer@company.co.nz". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

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

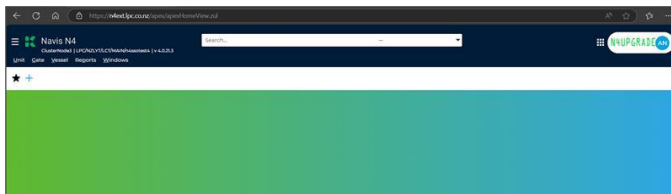
Note: this is your Microsoft password, not a password managed in Sparcs N4. If you have forgotten your password, please click on the "Forgot your password" link to re-set it. Any future changes to your password should also be managed in your Microsoft account, not in Sparcs N4.



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:



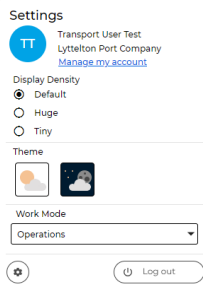
Note: depending on the frequency with which you login to N4, you may find that you don't get asked to provide your email address and password – you're taken directly to the N4 login screen. If this happens, it means your credentials are still authenticated. Just click on the “Login with Entra SSO” button.

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**

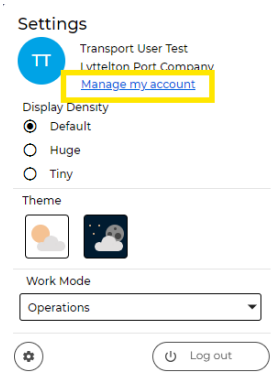


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CHANGING PASSWORD AND USER PREFERENCES

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

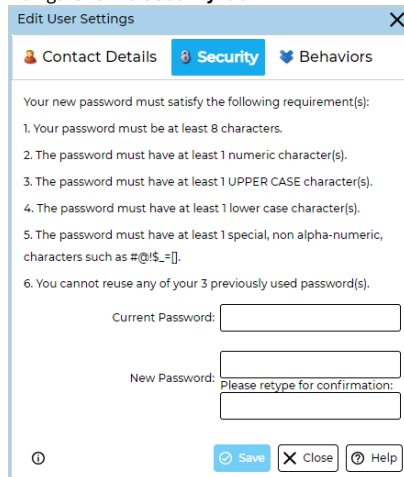
1. From the **icon in top right corner**, select **Manage my Account**



Commented [KM2]: Amending name??

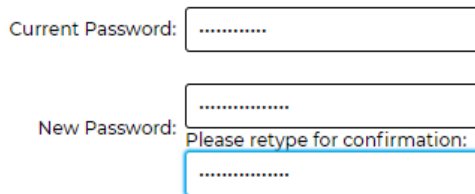
2. A new window **Edit User Settings** will appear.

Navigate to the **Security** tab



The screenshot shows the 'Edit User Settings' window with the 'Security' tab selected. The window has a title bar with a close button. Below the title bar are three tabs: 'Contact Details', 'Security' (active), and 'Behaviors'. The main content area lists password requirements: 1. Your password must be at least 8 characters. 2. The password must have at least 1 numeric character(s). 3. The password must have at least 1 UPPER CASE character(s). 4. The password must have at least 1 lower case character(s). 5. The password must have at least 1 special, non alpha-numeric, characters such as #@\$%=&[]. 6. You cannot reuse any of your 3 previously used password(s). Below the list are three input fields: 'Current Password:', 'New Password:', and 'Please retype for confirmation:'. At the bottom are three buttons: 'Save', 'Close', and 'Help'.

3. **Type** your Current Password.
Type your **New Password** and then **retype** it in the confirmation box

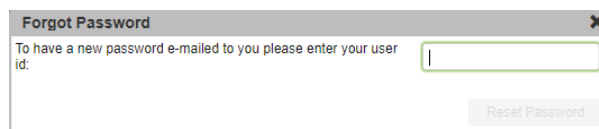


The form shows three input fields. The first is labeled 'Current Password:' and contains eight asterisks. The second is labeled 'New Password:' and contains eight asterisks. The third is labeled 'Please retype for confirmation:' and contains eight asterisks. The third field is highlighted with a blue border.

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

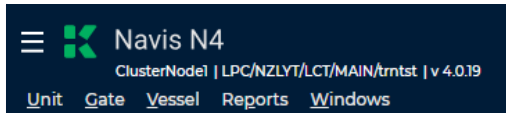


The screenshot shows the 'Forgot Password' form. It has a title bar with a close button. The main content area says 'To have a new password e-mailed to you please enter your user id:' followed by a text input field. Below the input field is a 'Reset Password' button.

MENU BAR

The menu bar when clicked will provide a list of items to choose from.

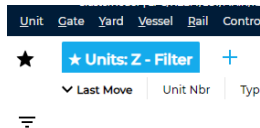
Commented [KM3]: Waiting for Access



Listed below are the menu items available for you to select in **SPARCS N4**:

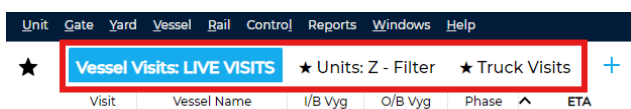
Unit	<ul style="list-style-type: none"> • Find One Unit: invokes the Inspector Launcher • Units: view detailed information about containers such as unit number, category, port of discharge, status etc. • Units: My List displays a set of units selected by the current user. When you log into SPARCS N4 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Vessel Visits: view more detailed information about vessel voyages
Reports	<ul style="list-style-type: none"> • Report Definitions: shows reports available for you to run.
Windows	<ul style="list-style-type: none"> • 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**



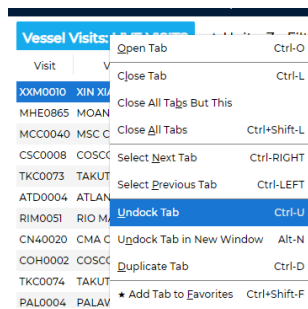
2. Once a menu item has been selected, a tab will appear below the menu with a list displayed

MANAGE TABS



1. **Right click on any Tab**

2. Select an option from the list



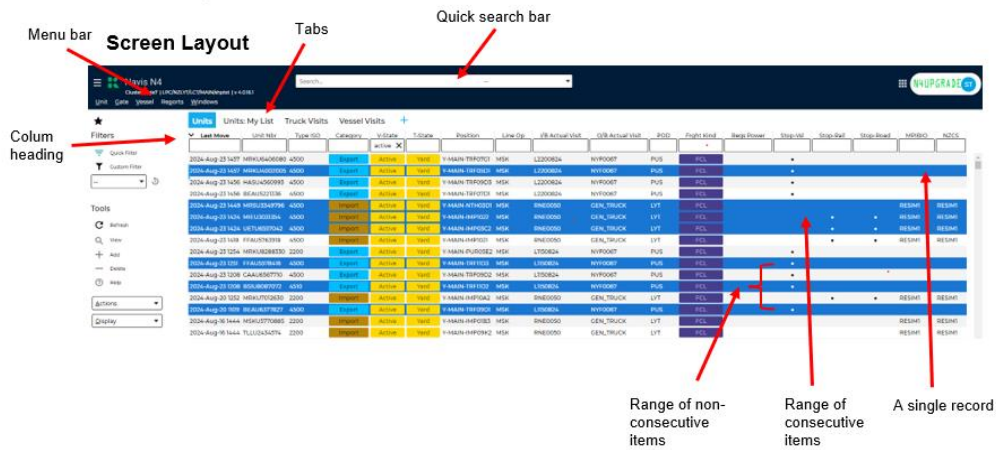
3. Undock a tab to make the tab “float” on the screen

4. Click the 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: 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: 	This button displays a list of actions that can be performed. <i>For example: Apply Holds/Permissions</i>

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

Commented [KM4]: Where?

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


CONTAINER MANAGEMENT

LOCATE CONTAINERS

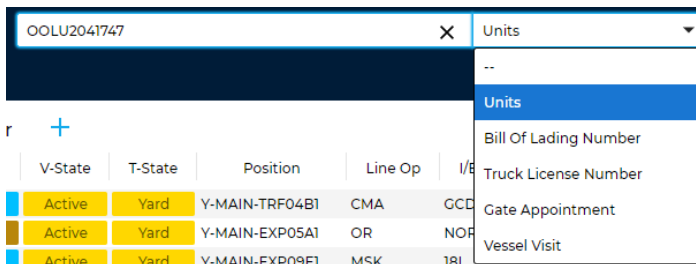
1. Select **Unit - Units** from the menu.
2. The **Unit's** tab is displayed



Vessel Visit	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Freight Kind	Reqs Power	Stop-Vil	Stop-Rail	Stop-Road	MPBIO	NZCS
2024-Aug-22 1233	CLDU3336469	2200	Export	Active	Yard	Y-MAIN-TRF04B1	CMA	GCD456	NOR0009	TBG	FCL						
2024-Aug-22 1114	OOLU2004833	2251	Export	Active	Yard	Y-MAIN-EXP05A1	OR	NOR0009	GEN_TRUCK	LYT	FCL					RESIM1	RESIM1
2024-Aug-16 1046	MSKU9479395	4500	Export	Active	Yard	Y-MAIN-EXP09E1	MSK	18L	MFT0001	TPP	FCL						
2024-Aug-15 1216	CAIU7817428	4510	Export	Active	Yard	Y-MAIN-COL12C1	MSC	ATJ	MST0007	SIN	FCL						
2024-Aug-15 1206	SEOU6432000	4510	Import	Departed	Departed	T-353-Y	ANL	NOR0009	353	LYT	FCL					RESIM1	RESIM1
2024-Aug-14 1239	OOLU2041747	2251	Import	Active	Yard	Y-MAIN-EXP01C1	OR	NOR0009	GEN_TRUCK	LYT	FCL					RESIM1	RESIM1

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  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



V-State	T-State	Position	Line Op	I/B
Active	Yard	Y-MAIN-TRF04B1	CMA	GCD
Active	Yard	Y-MAIN-EXP05A1	OR	NOR
Active	Yard	Y-MAIN-EXP09E1	MSK	18L

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

★

Filters

Quick Filter

Units +

▼ Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Freight Kind

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

✓ Unit Nbr

GESU3131652 X

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:

Unit Nbr

%7301553 X

✓

Unit Nbr

7301553 X

✗

OR

Unit Nbr

MRKU% X

✓

Unit Nbr

MRKU X

✗

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.

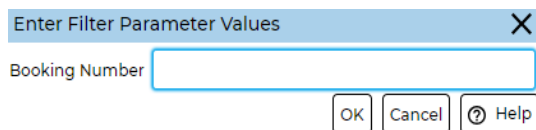


Filters with Parameter Queries

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.

Moving Columns

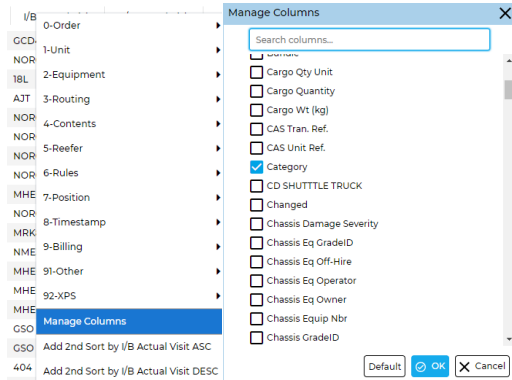
-
2. The column will be “dropped” in the new location.

▼ Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	W
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

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

D-Order		Page Power	550-V
DT000	1-Name	Cargo Qty Unit	
EN, T			
FT000	2-Equipment	Cargo Quantity	
ST000	3-Branding	Category	
EN, T			
CT000	4-Contents	Div Appl Nbr	
EN, T			
ST000	5-Sealer	Head Reason	
EN, T			
CT000	6-Rules	Import DO Number	
EN, T			
FT000	7-Position	Line Op	
EN, T			
ST000	8-Timestamp	Move Count	
EN, T			
CT000	9-Billing	MPBIO	
EN, T			
ST000	10-Other	NZCS	
EN, T			
CT000	12-XPS	Picards Mismatch	
EN, T			
Y0000	Machine Columns	Restow	
EN, T			
AD000	Add 2nd Sort by Or/Actual Visit ASC	Search Notes	
EN, T			
DT000	Add 2nd Sort by Or/Actual Visit DESC	State (Master)	
EN, T			
DT000009	PWG Empty	Stopplan Posted	
EN, T			
DT000009	PWG Empty	T State	
EN, T			
DT000009	PWG Empty	Unit Combo	
EN, T			
DT000009	PWG Empty	Unit Nbr	
EN, T			
DT000009	PWG Empty	Unit Notes	
EN, T			
DT000009	SIN	V State	
EN, T			

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

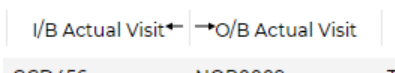
TIPS ! **Impediments – Road** – Select this column to see delays on a container going out by road.
Last Free Day - Select this column to see the date of the last free storage day for the container.

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.



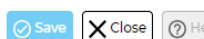
REFRESH A LIST


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**



3. 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	CSNI18109913	4510	Import	Active

Commented [KM6]: Doesn't turn red I don't think

WORKING WITH UNIT DETAILS

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

Unit Inspector for MRKU7012630

Container	Status	Transit
MRKU7012630	T-State: Yard	Category: Import
ISO: 2200	Last Move: 2024-Aug-20 1252	POD: Lyttelton (LYT)
WT: 19939...	Complex Position: Y-MAIN-IMP10A2	I/B Carrier: V-RNE0050 (MSK)
	Planned Position:	O/B Carrier (intended): T-GEN-TRUCK
Unit Nbr: MRKU7012630	Flight Kind: FCL	Time In: 2024-Jul-26 2335
Type ISO: 2200	Line Op: MSK	O/B Intend ETD:
EqRole: Primary	VGM Weight (kg): 19,939	Dlv Appt Time:
	VGM Verifier: LYTBAPIJE	Recv Appt Time:
	VGM Updated Date: 2024-Jul-25 1047	
	Gross Weight Source: VGM	
	Weight (kg): 19,939	
	Stow:	
	Stow 2:	
	Stow 3:	
	Customs:	

Actions

All Equipment

Damage Severity

Eq Hold/Perm

0:1

ACTIONS BUTTON

- Click the **Actions** button on any screen to see the options
- Click the action to be applied.

SHOW/HIDE UNIT DETAILS BUTTON

- Click the **Show/Hide Details** button
- 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**

9-Billing	<input type="checkbox"/> Dehire premium
91-Other	<input type="checkbox"/> Guarantee Party
92-XPS	<input type="checkbox"/> Guarantee Through Day
Manage Columns	<input checked="" type="checkbox"/> Last Free Day

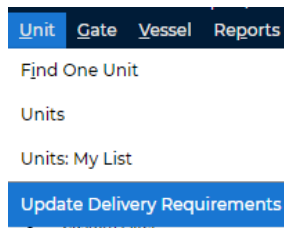
2. Select **Last Free Day** from the list
3. The **Units** list will now display the **Last Free Day** column for all the units.
Use filters to narrow down the list of units to view.

POD	Frght Kind	Last Free Day
TRG	FCL	2024-Jul-29
LYT	FCL	2024-Jul-31
TPP	FCL	2024-Aug-23

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:

A screenshot of a 'Delivery Requirements' dialog box. The dialog box has a title bar with a close button (X). Inside, there are several input fields: 'Unit Nbr:' with a text input field, 'Trucking Company:' with a dropdown menu showing '--', 'Destination:' with a text input field, 'Return to Location:' with a text input field, and 'Bonded Trucking Company:' with a dropdown menu showing '--'. Below these fields is a checkbox labeled 'Is Ib to Ob move direct?'. At the bottom of the dialog box, there is a large empty text area. At the very bottom, there are three buttons: 'Save' (with a checkmark icon), 'Close' (with an X icon), and 'Help' (with a question mark icon).

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

A screenshot of a dropdown menu for the 'Trucking Company' field. The dropdown menu is open, showing a list of options. The first option is 'NZE (NZ EXPRESS)' and is highlighted. Below it, there is an option '--'. At the bottom of the list, there is an option 'NZE (NZ Express)'.

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

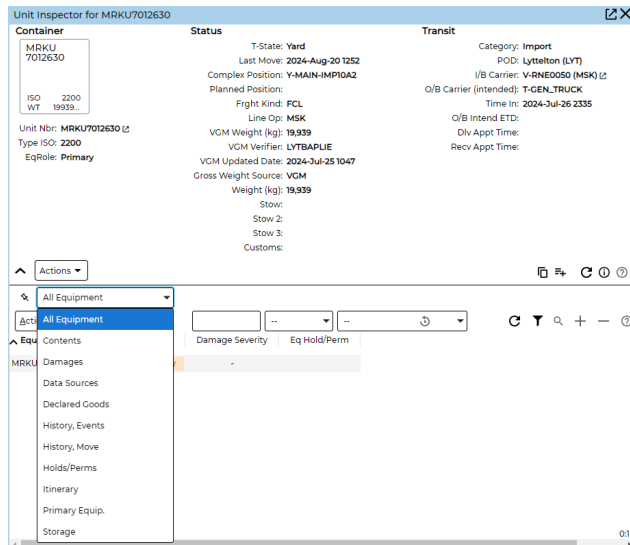
LIST OF AVAILABLE FILTERS ON UNITS TAB

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.

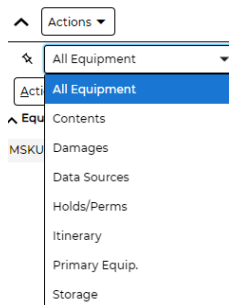
1. **Locate** the Unit and open the **Unit Inspector** dialogue box



ALL EQUIPMENT BUTTON

All Equipment

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

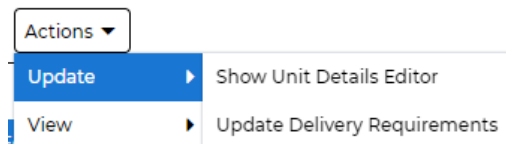


PIN BUTTON

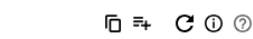
1. Click the Pin button and all actions will show down the right-hand side and information on the left-hand side.
2. This view will be saved for the next time you open unit inspector

ACTIONS BUTTON

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



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.




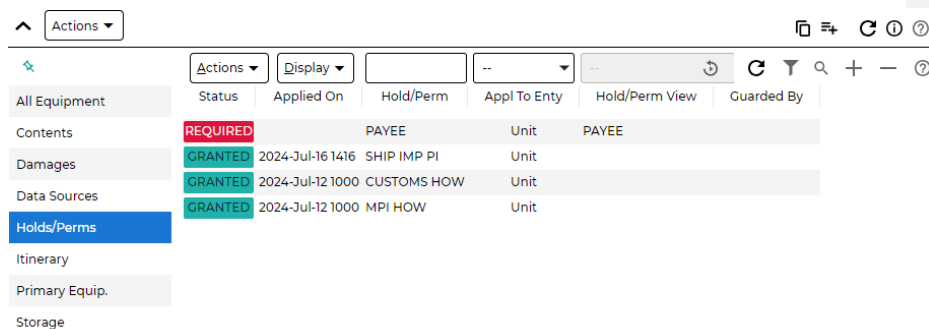
HOLDS/PERMISSIONS ON A CONTAINER

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.

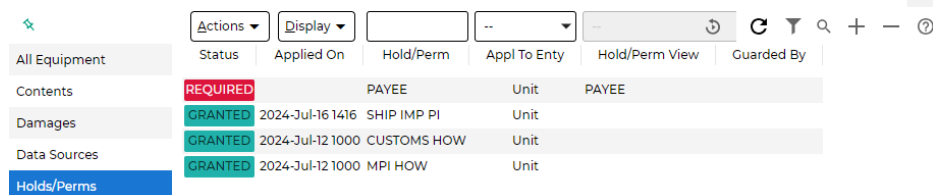
To find out the status of the holds/permissions on a container:

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



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



	Status	Applied On	Hold/Perm	Appl To Enty	Hold/Perm View	Guarded By
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		

- **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**



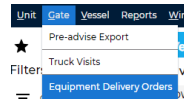
2. This window will be displayed:

A screenshot of the 'Vessel Visits' window. It features a table with columns: Visit, Facility, Next Facility, Next Carrier Visit, Line, Vessel Name, Vessel Class, I/B Vyg, O/B Vyg, Export Mvmt Nbr, Import Mvmt Nbr, Import Mvmt Date, Export Mvmt Date, Phase, ETA, and ETD. The table contains several rows of data, with some rows highlighted in grey. The 'Phase' column shows various statuses like 'Cancelled', 'Closed', and 'Pre-advise'.

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:

A screenshot of the 'Equipment Delivery Orders' window. It features a table with columns: Number, Line Op, Agent, Shipper, Shipper Name, Trucking Company, Dest, Notes, Facility, Quantity, and Tally Out. The table contains several rows of data. On the left side of the window, there are filters and tools. The 'Filters' section includes a 'Quick Filter' and a 'Custom Filter' dropdown. The 'Tools' section includes buttons for 'Refresh', 'View', 'Add', 'Delete', and 'Help'. There are also 'Actions' and 'Display' dropdown menus.

- **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.

EDO Inspector for EP67979730



Number: **EP67979730**

Status

Complex: **NZLYT**
Line Op: **COS**
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date:
Quantity: **20**
Tally Out: **19**
Reefers?: **No**
Required temp:

Shipment Info

Complex: **NZLYT**
Dest:
Shipper:
Trucking Company: **NZE**
Agent:

Actions

Details	Equip Nbr	Line Op	Category	State (Master)	T-State	Type ISO	Facility
History, Events	BMOU8713252	COS	Import	Departed	Departed	2232	LCT
Holds/Perms	BMOU8714990	COS	Import	Departed	Departed	2232	LCT
Units	FBIU7508096	COS	Import	Departed	Departed	2232	LCT
	OERU2000400	COS	Import	Departed	Departed	2232	LCT
	OERU2006455	COS	Import	Departed	Departed	22R1	LCT
	OERU2007528	COS	Import	Departed	Departed	2232	LCT
	OERU2007723	COS	Import	Departed	Departed	2232	LCT
	OERU2009515	COS	Import	Departed	Departed	2232	LCT
	OERU2012334	COS	Import	Departed	Departed	2232	LCT
	OERU2013074	COS	Import	Departed	Departed	2232	LCT
	OERU2013238	COS	Import	Departed	Departed	2232	LCT
	OERU4263869	COS	Import	Departed	Departed	2232	LCT

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

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

GLOSSARY OF TERMS

Container Status Types	<p>Active = unit is at the facility or on a carrier (vessel, train, truck) at the facility</p> <p>Advised = unit is expected at the facility but not yet arrived</p> <p>Departed = unit has left the facility</p> <p>Retired = unit has come to the end of its lifecycle</p>
Delivery Impediment	This stops anything going out by road or rail (for example a MPI HOW means Hold On Wharf)
Filter	<p>A set of user-defined criteria that determines the entities that display in a list view or form.</p> <p><i>For example, you could display all 40-foot empty reefer containers bound for Hong Kong.</i></p>
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	<p>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.</p> <p><i>For example MPI can apply a Fumigation Hold</i></p>

Permission	<p>This is the same as a Stop but it is applied automatically to a unit. This includes shipping company, MPI and Customs stops.</p> <p>Permissions are:</p> <ul style="list-style-type: none">• required (still needs to be granted in order for a container to be released)• granted (released)• cancelled (stopped)
Unit	<p>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.</p>
Unit Number	<p>This is the container number</p>
(*)	<p>The asterisk indicates it is a mandatory field.</p>

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