SPARCS N4 User Guide

for MPI

Updated for SPARCS N4 version 4.0.20.3

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GETTING STARTED

WHAT IS SPARCS N4

SPARCS N4 is the Lyttelton 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 reprint reefer labels, to print out reports.

It is used by external customers such as MPI, Customs, Truck Companies and Shipping Companies to monitor activity with containers relating to their business.

WHAT IS COVERED IN THIS MPI USER GUIDE?

SPARCS N4 tasks specifically used by MPI to manage holds and permissions on 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.
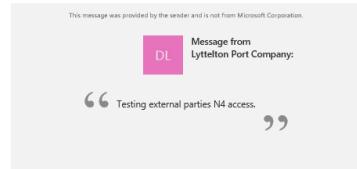
The invite includes an "Accept Invitation" button. Clicking this button allows Sparcs N4 to authenticate your email address against your Microsoft account.

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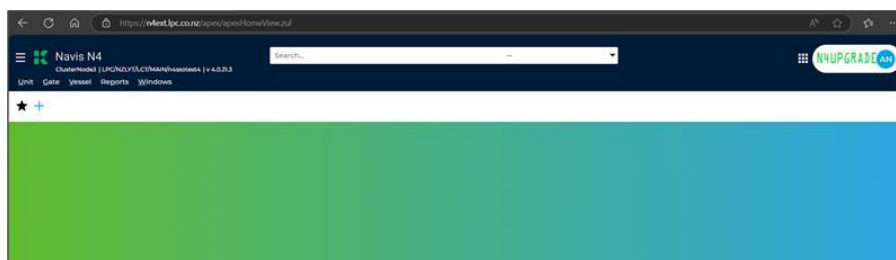
Note: depending on the frequency with which you login to N4, you may find that you don't get asked to provide your email address and password – you're taken directly to the N4 login screen. If this happens, it means your credentials are still authenticated. Just click on the "Login with Entra SSO" button.

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**
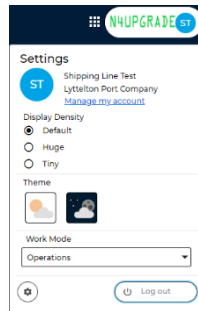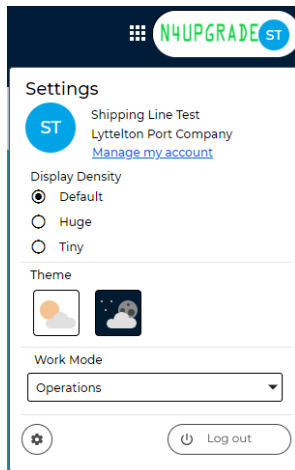
CHANGING PASSWORD AND USER PREFERENCES

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**

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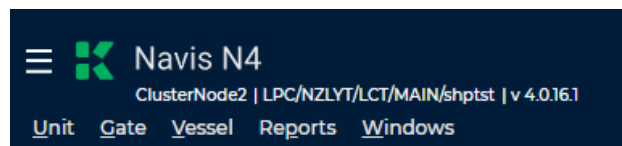   Navigate to the **Security** tab

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.

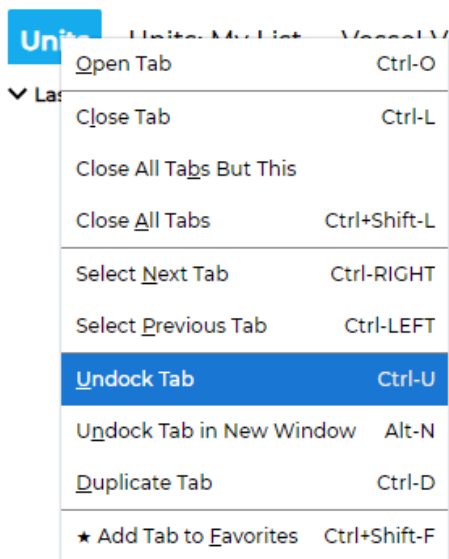5. Click one of the menu items from the menu bar i.e., **Unit – Units**

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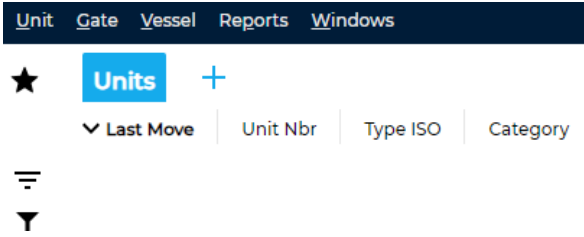
MANAGE TABS
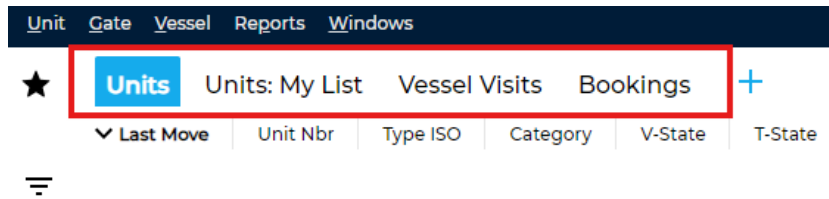
1. **Right click** on any **Tab**

2. Select an option from the list

3. **Undock** a tab to make the tab **"float"** on the screen

4. 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

Menu bar

Tabs

Quick search bar

Screen Layout

Colum heading

Range of non-consecutive items

Range of consecutive items

A single record

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.
Favourites 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 you to interact 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
✎ **Edit**	Edit a selected entity
+ **Add**	Add an entity
— **Delete**	Delete selected entities

Keyboard Navigation

Up Arrow	Move selection up the list.
Down Arrow	Move selection down the list.
Page Down	Move down the list one "page" at a time.
Page Up	Move up the list one "page" at a time.
CTRL + A	Select all items in a list.
CTRL + Home	Move to start of the list.
CTRL + End	Move to the end of the list.
ENTER	Perform the default action on selected entity, to view information about it.
⌄ Unit Nbr	A arrow beside 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

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

1. Use the **Quick Filter 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

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

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

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

Using a Wildcard with Quick Search

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

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

2.   Type a few of the characters of the item you are searching for.

3.   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 ✔	Unit Nbr ✘
%7301553 ✕	7301553 ✕

OR

Unit Nbr ✔	Unit Nbr ✘
MRKU% ✕	MRKU ✕
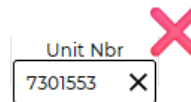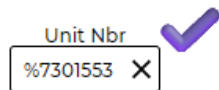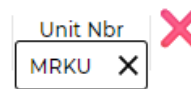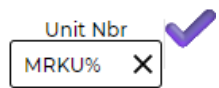
LOCATE A GROUP OF UNITS USING A FILTER

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, **LPC/MPI Inspections list** is a saved filter.
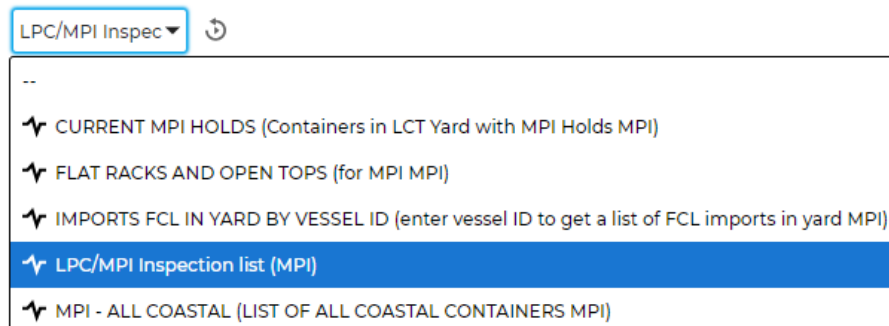
2. The list is automatically displayed according to the filter criteria.

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.
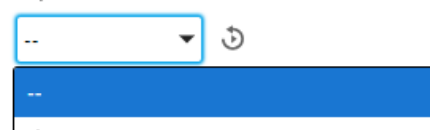
Filters with Parameter Queries

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:
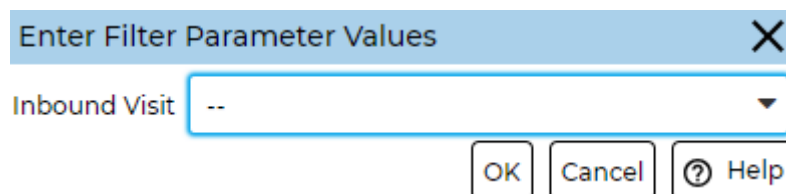
2. Supply or select the information as requested

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

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.

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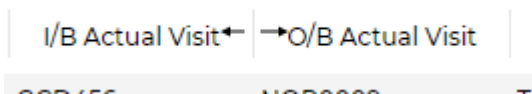
2. **Click and drag** the mouse to the right to increase column width, or to the left to decrease column width.

REFRESH A LIST

When a transaction is added or changed in N4, 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

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

 2 Click **Save**
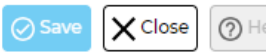
3. When returned to the tab view, the transactions just entered **may not** appear in the list and the Refresh Button , click this

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.

UNDERSTANDING HOLDS AND PERMISSIONS

It may be necessary to prevent a container from being moved for a number of reasons including but not confined to:

- 6 sided inspections

- Door inspections

- Fumigation

- Seal checks

- VA inspections

- Vent seal inspections

- External washes

PERMISSIONS

A **Permission** is a stop applied as an automatic response to activity with the container; effectively as the safe default option.

A decision then has to be made by someone to release the container. The only permission MAF usually deal with is a **MAF Hold on Wharf**

HOLDS

A **Hold** is applied at any time to a container because an issue has been identified which needs attention before releasing the container from the Port.

GRANTING AND RELEASING A HOLD OR PERMISSION
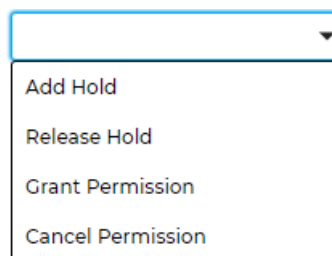
UPDATING A SINGLE CONTAINER

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

   3   Click the **Actions** button and select **Update Holds/Permissions**
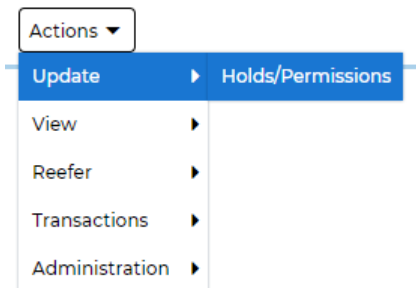
   4   Click the **Action** field **drop down** arrow, and select **Add Hold** or **Release Hold** accordingly

   5   Select the task you want to perform from the drop down list:
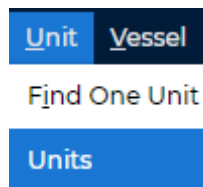

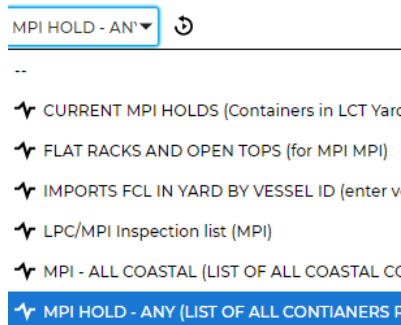   6   Click the **Save** button to grant or cancel the hold or release.

UPDATING MULTIPLE CONTAINERS

To grant or cancel holds or permissions for multiple containers that have arrived on a particular vessel
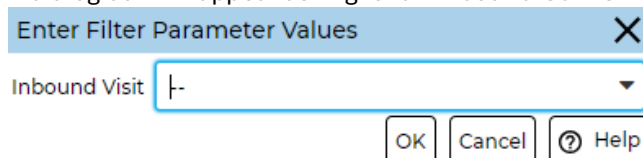
1.   From the **Units** menu, select **Units**

7   Click on the drop-down arrow beside **Saved Filters**

8   Select a filter from the drop list to apply it.
     A dialog box will appear asking for an **Inbound Carrier.** Provide the information as required.

9   Click on the **OK** button

10   Once the filtered data has appeared, **highlight all the units** that require the release to be applied.
     The items will display in **BLUE**
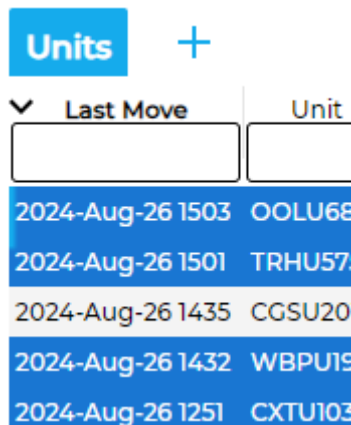
11   Click the **Actions** button and select **Update > Holds/Permissions**

12   Click the **Action** field **drop down** arrow, and select **Add or Release Hold** accordingly
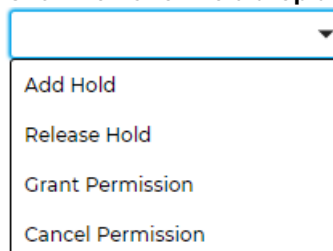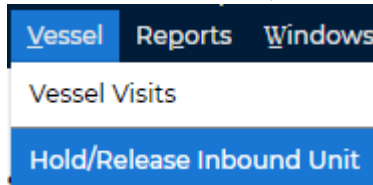

13   Select **the Hold Type** from the **Hold/Permission** field drop down menu

14   Supply the **Reference ID** and **Note** as required

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

RELEASING A HOLD OR PERMISSION BEFORE ARRIVAL

This function allows you to update a hold or permission on any unit but most importantly, 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**

16 The following dialog box will appear:

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

18 Enter the **Unit Number**

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

20 Supply the **Reference ID** and **Note** as required

21 Click **Save** to finish

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