

# N4 Upgrade External Users



19/06/2025

PowerPoint Author: Customer Service Officer





# Overview

**LPC is undertaking a major upgrade of Navis N4 on Saturday 30 August 2025**

- There will be an outage window from 23:00 on Saturday 30th until 07:00 on Sunday 31st

**The new version of Navis N4 brings several enhancements, including:**

- A new modern user interface.
- Enhanced system performance and reliability.
- Stronger security protocols to better protect your data.
- A new login process which introduces Single Sign-On (SSO) and Multi-Factor Authentication (MFA)

**LPC will provide ongoing support to all Users during, and after, the upgrade.**

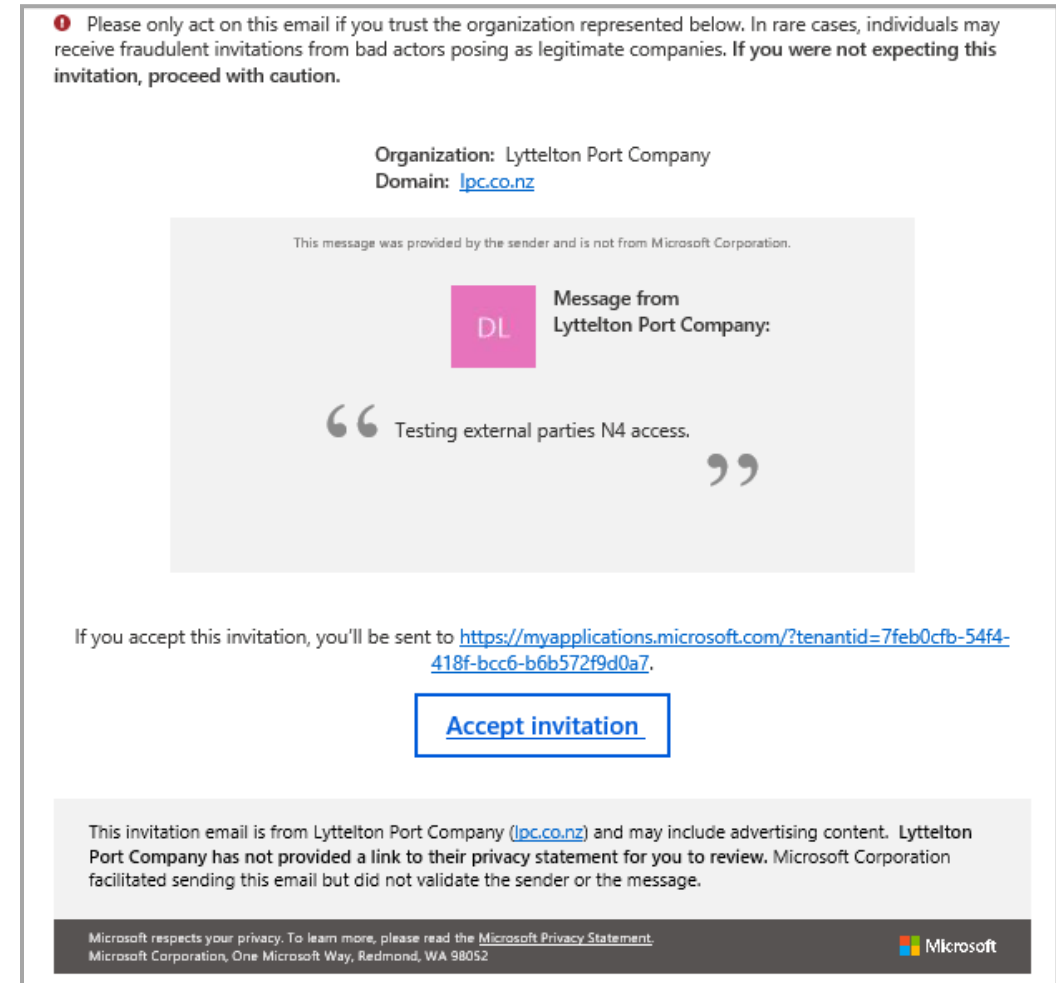
# New Log in Process - Preparation

You will receive a one-time email invitation from Microsoft Invitations on behalf of LPC. This email is legitimate and should not be marked as junk.

1. Check your inbox for an email from **Microsoft Invitations**. If it is not in your inbox, check your Spam or Junk folder.
2. **Open** the email and click the **Accept invitation** button. This will allow N4 to authenticate against your Microsoft credentials.

## New URL

- N4 4.0 is a web application, accessed via web browser (Microsoft Edge or Chrome preferred).
- The URL is: <https://n4ext.lpc.co.nz/apex/n4.zul>  
Save the URL as a favourite.
- On go-live, the link to N4 on LPC's website will be updated to point to this new location.



# New Log in Process – Sign In

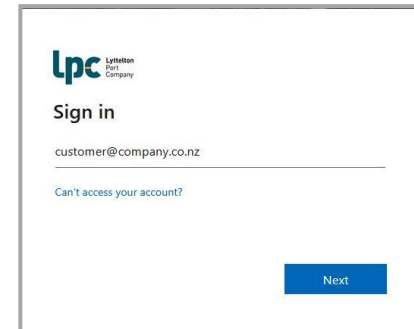
## 1. Sign in:

- The N4 URL will take you to an LPC sign in screen
- **Type** your **email address** (not username) at the Sign in prompt, click **Next**
- **Type** your password associated with your email address, click **Next** (this is your Microsoft password, not your old N4 password; password resets will now be managed through your Microsoft account)

## 2. MFA authentication:

- You will be asked for an authentication code.
- The code will either be sent to your email inbox, or to the Microsoft Authenticator mobile app, depending on how you have set up your Microsoft profile.
- Follow the prompts on screen, they will direct you to the right location to retrieve your code.

1.

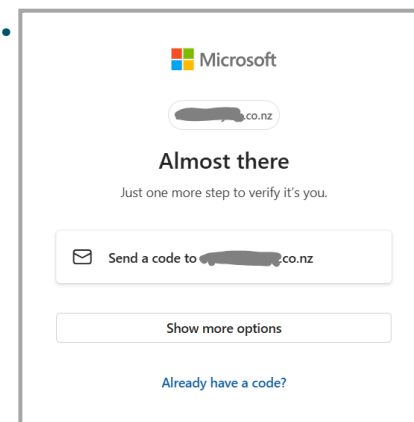


The screenshot shows the LPC sign-in interface. At the top left is the 'lpc' logo with the text 'Lyttelton Port Company' underneath. Below the logo is the heading 'Sign in'. A text input field contains the email address 'customer@company.co.nz'. Below the input field is a link that says 'Can't access your account?'. At the bottom right is a blue button labeled 'Next'.



The screenshot shows the Microsoft password entry screen. At the top is the Microsoft logo. Below it is a blurred email address ending in '.co.nz'. The heading 'Enter your password' is centered. Below the heading is a password input field with the placeholder text 'Password'. Below the input field is a link that says 'Forgot your password?'. At the bottom is a blue button labeled 'Next'.

2.



The screenshot shows the Microsoft MFA screen. At the top is the Microsoft logo. Below it is a blurred email address ending in '.co.nz'. The heading 'Almost there' is centered, followed by the subtext 'Just one more step to verify it's you.' Below this is a button with an envelope icon and the text 'Send a code to [blurred email] co.nz'. Below that is a button labeled 'Show more options'. At the bottom is a link that says 'Already have a code?'.

# New Log in Process - Login

## 3. Login with Entra ID SSO:

- Once you have been authenticated, the Navis N4 login page will appear.
- At the Navis N4 login screen, leave Username and Password **blank**.
- Click the **Login with Entra ID SSO** button.  
Note: the Log in button is for LPC employees only.
- The N4 window will appear.

### Tip:

- If you have been using N4, logout and then return sometime later, you may be brought directly to the Navis N4 login screen. If that happens, just click the **Login with Entra ID SSO** button (your credentials will still be active for your session)

3.

KALERIS | navis  
**N4**

Navis N4

Username

Password

Log In

Login with Entra ID SSO

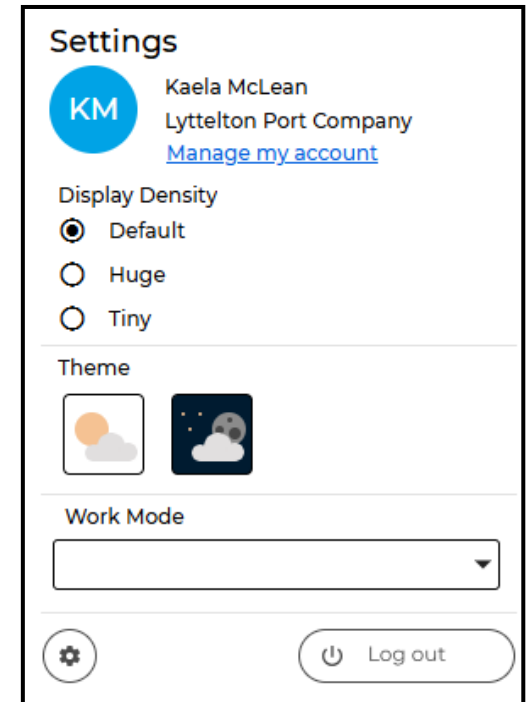
[Forgot Password?](#)

# User Settings

Once logged in, user specific-settings can be adjusted by clicking your **user initials** located at the top right corner of the screen.

From this menu:

- The **Display Density** setting allows adjustment of spacing between rows and lines to suit viewing preferences.
- The default **Light mode** theme can be switched to **Dark mode** for those who prefer a darker interface.




# New View Layout

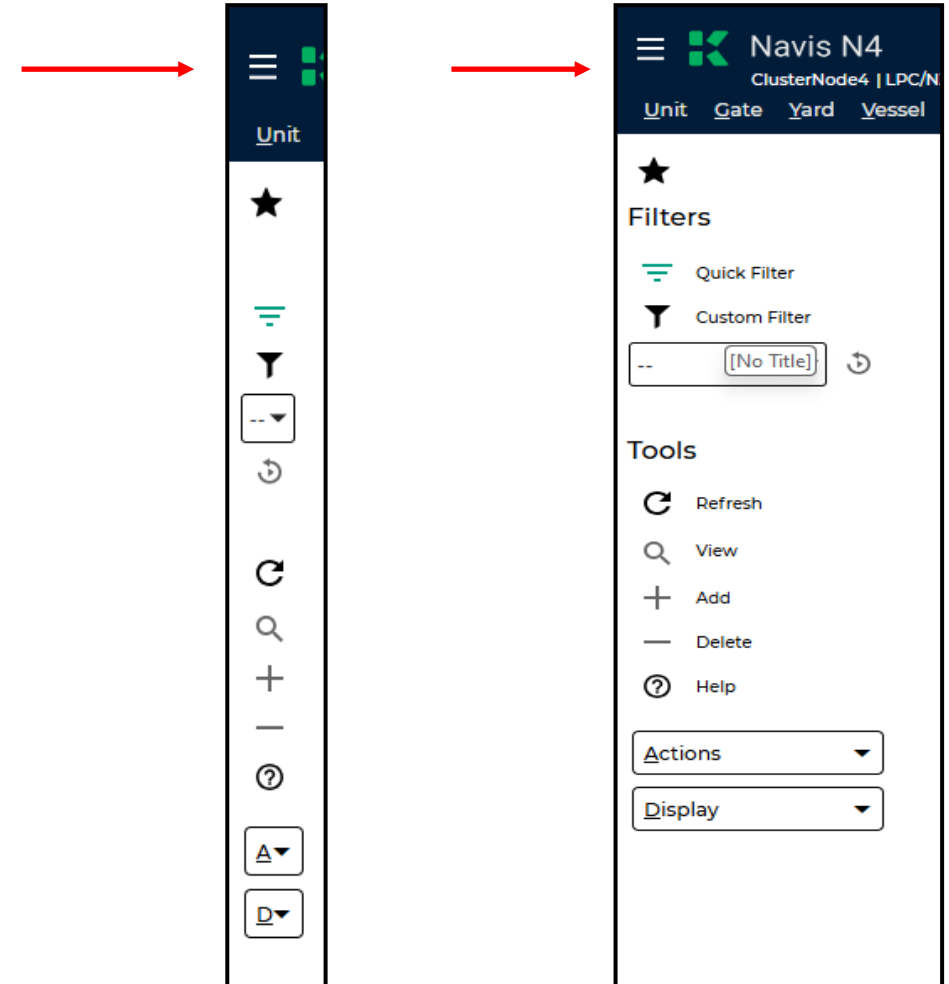
- N4 4.0 introduces a new view layout.
- All action items now reside down the left hand vertical menu (they used to be located across the top).
- Core functionality remains the same.

Service Name	Service	Visit	Line	Vessel Name	I/B Vyg	O/B Vyg	Phase	Begin Receive	DryCutoff	ETA	ETD
Charter	CHART	TRNG001	UNK	TRAINING VESSEL	000	000	Created	2024-Dec-18 1100	2024-Dec-24 2300	2024-Dec-25 1100	2024-Dec-26 2300
ANL- Trans Tasman TTZ	TTAS	HNS0010	ANL	HANSA HOMBURG	2513	2514	Departed	2025-Jun-27 0900	2025-Jul-03 2100	2025-Jul-04 0900	2025-Jul-04 2230
Southern Star	NZ1	RNE0057	MSK	MAERSK RIO NEGRO	523S	526N	Departed	2025-Jun-27 1600	2025-Jul-04 0400	2025-Jul-04 1600	2025-Jul-06 0500
Coastal Pacifica Moana	CSTL1	MHE0932	PFC	MOANA CHIEF	4708	4709	Complete	2025-Jun-28 2200	2025-Jul-05 1000	2025-Jul-05 2200	2025-Jul-06 2000
North Asia	NASIA	GSK0016	MSK	GSL KITHIRA	523S	527N	Working	2025-Jun-30 0200	2025-Jul-06 1400	2025-Jul-07 0200	2025-Jul-08 0900
CMA CGM Far East / ANL Asia oceania	ANZEX	KLE0317	PI	KOTA LESTARI	275S	275N	Inbound	2025-Jul-01 1400	2025-Jul-08 0200	2025-Jul-08 1400	2025-Jul-09 0930
MSC Wallaby	MSCW	MSM0012	MSC	MSC MANU	KN528A	KN528R	Inbound	2025-Jul-02 1200	2025-Jul-09 0000	2025-Jul-09 1200	2025-Jul-10 0300
NZX-South East Asia	NZS	KLB0049	PI	KOTA LEMBAH	246	247	Inbound	2025-Jul-02 2130	2025-Jul-09 0930	2025-Jul-09 2130	2025-Jul-10 2300
ANL- Trans Tasman TTZ	TTAS	CN40037	CMA	CMA CGM SEMARANG	2513	2514	Inbound	2025-Jul-04 0600	2025-Jul-10 1800	2025-Jul-11 0600	2025-Jul-11 2300
Southern Star	NZ1	RIB0058	MSK	MAERSK RIO BLANCO	524S	527N	Inbound	2025-Jul-04 1600	2025-Jul-11 0400	2025-Jul-11 1600	2025-Jul-13 1500
Coastal Pacifica Moana	CSTL1	MHE0933	PFC	MOANA CHIEF	4710	4711	Inbound	2025-Jul-05 2200	2025-Jul-12 1000	2025-Jul-12 2200	2025-Jul-13 2200
North Asia	NASIA	NYH0019	ONE	NYK FUSHIMI	132S	132N	Inbound	2025-Jul-07 0600	2025-Jul-13 1800	2025-Jul-14 0600	2025-Jul-15 0600
TBA	TBA	TBA7143	TBA	TO BE ADVISED	TBA7143	TBA7143	Working	2024-Feb-15 2100	2025-Jul-13 1900	2025-Jul-14 0700	2025-Jul-14 2300
CMA CGM Far East / ANL Asia oceania	ANZEX	AO10011	CMA	CMA CGM PERTH	471S	471N	Inbound	2025-Jul-08 0700	2025-Jul-14 1900	2025-Jul-15 0700	2025-Jul-15 2300
MSC Wallaby	MSCW	MR70007	MSC	MSC STAR R	KN528A	KN529R	Inbound	2025-Jul-09 0600	2025-Jul-15 1800	2025-Jul-16 0600	2025-Jul-16 2300
NZX-South East Asia	NZS	CMO0004	CMA	CMA CGM OLIVEA	781	782	Inbound	2025-Jul-09 2200	2025-Jul-16 1000	2025-Jul-16 2200	2025-Jul-17 1500

Service Name	Service	Visit	Line	Vessel Name	I/B Vyg	O/B Vyg	Phase	Begin Receive	DryCutoff	ETA	ETD
Charter	CHART	TRNG001	UNK	TRAINING VESSEL	000	000	Created	2024-Dec-18 1100	2024-Dec-24 2300	2024-Dec-25 1100	2024-Dec-26 2300
Southern Star	NZ1	ALF0001	MSK	MAERSK RIO ALFA	519S	522N	Departed	2025-May-30 1600	2025-Jun-06 0400	2025-Jun-06 1600	2025-Jun-07 0500
Coastal Pacifica Moana	CSTL1	MHE0928	PFC	MOANA CHIEF	4700	4701	Departed	2025-May-31 2200	2025-Jun-07 1000	2025-Jun-07 2200	2025-Jun-08 0500
North Asia	NASIA	CSC0016	COS	COSCO FELIXSTOWE	197S	197N	Complete	2025-Jun-02 1630	2025-Jun-09 0430	2025-Jun-09 1630	2025-Jun-10 0500
ANL- Trans Tasman TTZ	TTAS	HNS0009	ANL	HANSA HOMBURG	2511	2512	Complete	2025-May-30 0700	2025-Jun-10 1400	2025-Jun-11 0200	2025-Jun-11 2300
NZX-South East Asia	NZS	NOR0016	OR	NORFOLK	133	134	Working	2025-Jun-04 1900	2025-Jun-11 0700	2025-Jun-11 1900	2025-Jun-12 0500
Southern Star	NZ1	RIB0059	MSK	MAERSK RIO INDIA	521S	524N	Inbound	2025-Jun-13 1600	2025-Jun-20 0400	2025-Jun-20 1600	2025-Jun-21 0500
Coastal Pacifica Moana	CSTL1	MHE0929	PFC	MOANA CHIEF	4702	4703	Inbound	2025-Jun-13 2200	2025-Jun-20 1000	2025-Jun-20 2200	2025-Jun-21 0500
CMA CGM Far East / ANL Asia oceania	ANZEX	JAL0008	ANL	ANL OTAGO	507S	507N	Inbound	2025-Jun-14 1630	2025-Jun-21 0430	2025-Jun-21 1630	2025-Jun-22 0500
Coastal Pacifica Moana	CSTL1	MHE0930	PFC	MOANA CHIEF	4704	4705	Inbound	2025-Jun-14 2200	2025-Jun-21 1000	2025-Jun-21 2200	2025-Jun-22 0500
Southern Star	NZ1	RIA0056	MSK	MAERSK RIO BRAVO	520S	523N	Arrived	2025-Jun-15 1600	2025-Jun-22 0400	2025-Jun-22 1600	2025-Jun-23 0500
North Asia	NASIA	JPV0018	COS	VOLANS	042S	042N	Inbound	2025-Jun-16 0600	2025-Jun-22 1800	2025-Jun-23 0600	2025-Jun-24 0500
TBA	TBA	TBA7143	TBA	TO BE ADVISED	TBA7143	TBA7143	Working	2024-Feb-15 2100	2025-Jun-22 1900	2025-Jun-23 0700	2025-Jun-24 0500
CMA CGM Far East / ANL Asia oceania	ANZEX	ALC0002	ANL	ALC CLIVIA	469S	469N	Inbound	2025-Jun-17 0600	2025-Jun-23 1800	2025-Jun-24 0600	2025-Jun-25 0500

# Expandable Menu

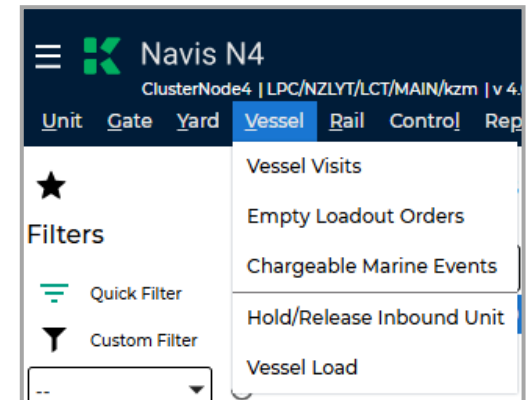
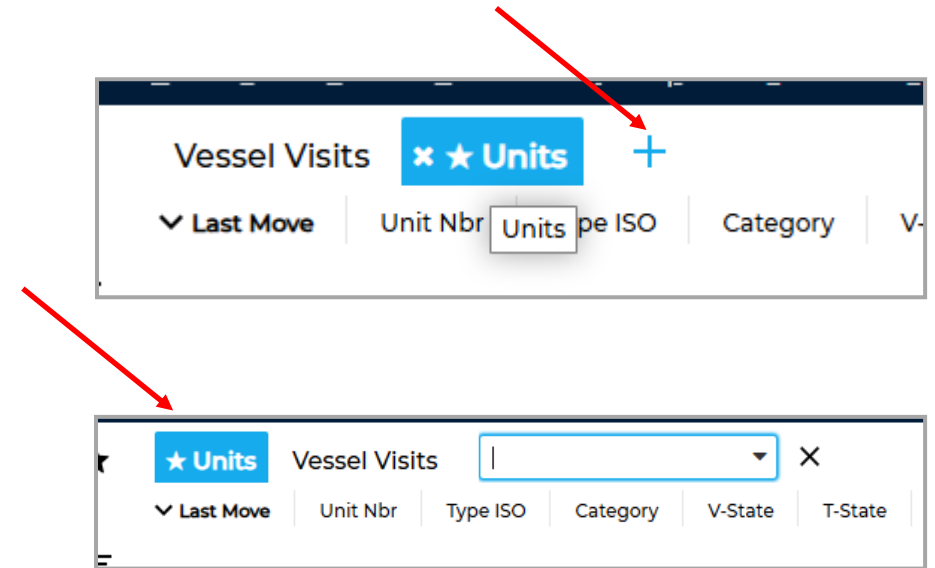
- By default the left hand menu will be minimised – this maximises space on your screen.
- **Expand** and **collapse** the vertical menu anytime by clicking the  **hamburger** icon.





# Tabs

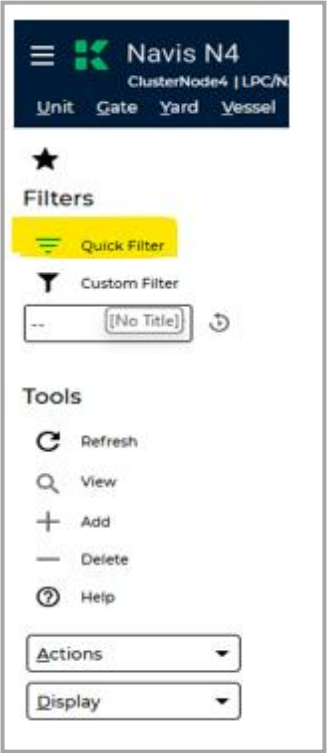
- Open new tabs by clicking the + button and either typing in the name of the required tab, or selecting from the dropdown menu.
- Rearrange the order of tab(s) by dragging the tab to the desired location.
- Tabs can still be opened from the top of the screen using the menu item.



# Quick Filter

This is a great new addition! **Quick filter** is a valuable addition designed to support fast and efficient data searching.

- **Quick Filter** is found on the left hand vertical menu.
- The quick filter performs searching via specific category(s).
  - e.g. Trucking Company, Shipping Line, in the yard, inbound etc.
  - Type in **full values**, or **partial values** followed by \* or % for wildcard searches



This feature provides an effective method for refining data within individual tabs.



# Adding Units to My List

Adding units into your list remains the same as the old version of N4.

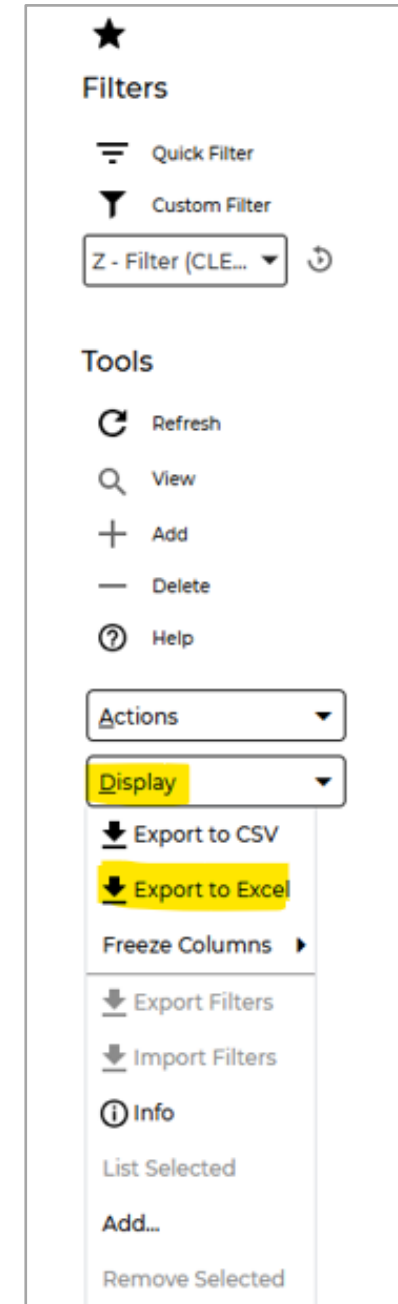
1. Within the **Tools** section on the left-hand side, select **Display**.
2. Select **Add** and add your list of units into the box by pasting a list that has been copied or typing the container numbers manually.
3. Finish with **Save**.

# Exporting to Excel

The function for exporting unit lists to Excel remains consistent with the previous version, although the location of items has changed.

1. Select **Display** to open the left-hand drop-down menu.
2. Select **Export to Excel**.

An excel spreadsheet will be saved to the browser's Downloads folder.





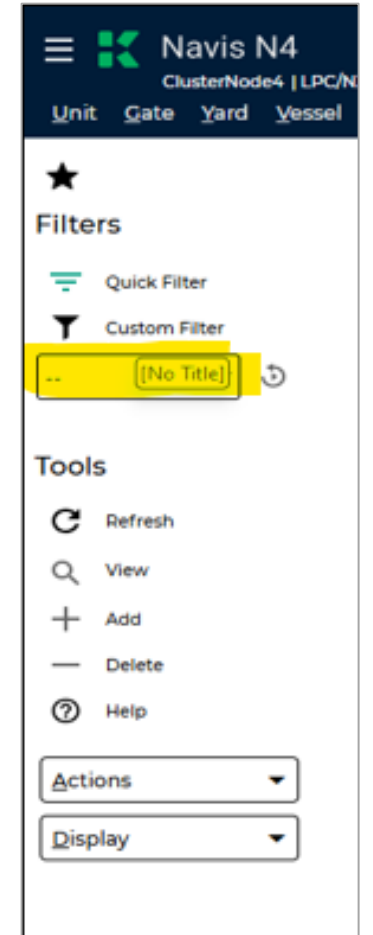
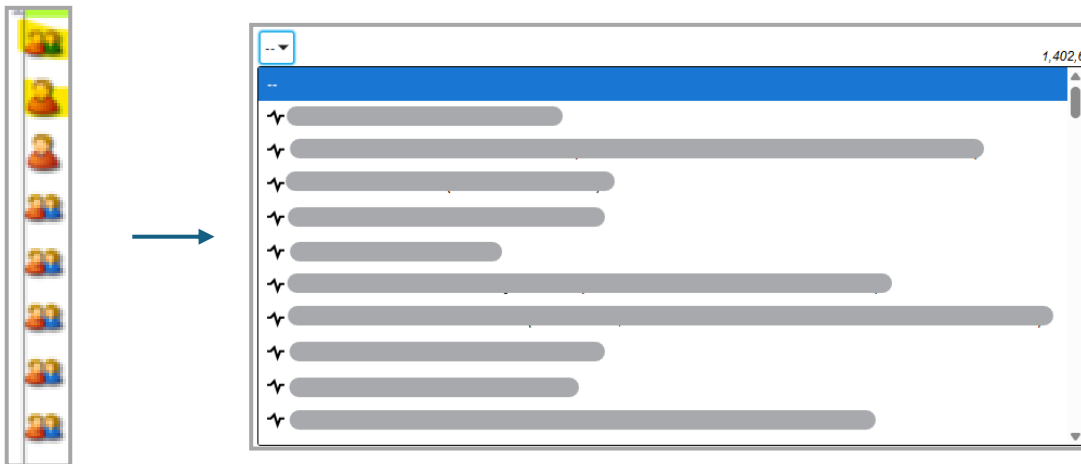
# Filters

Saved filters can now be located from the left-hand menu.

To access a saved filter:

1. Click the “—” option (below Customer Filter)
2. Select the required filter


**Note:** In N4 4.0 the icon for each filter no longer identifies if it is a shared or individual filter – the icon remains the same for every filter.




# Container Inspector

When a container is double-clicked, the **Unit Inspector** panel will appear. This panel can be expanded or collapsed as needed; however, it cannot be detached from the browser window by default.

To move the Unit Inspector to another screen:


1. Click the **pop-out** icon located in the top corner of the inspector panel. 
2. Once selected, the inspector becomes a separate window that can be freely repositioned by **dragging** to a different location.

Unit Inspector for LPCC1234567

Container	Status	Transit
 Unit Nbr: <a href="#">LPCC1234567</a> Type ISO: 4510 EqRole: Primary	T-State: Inbound Last Move: 2025-Jul-04 1400 Complex Position: T-GEN_TRUCK Planned Position: Frght Kind: Empty Line Op: LPC VGM Weight (kg): 3,800 VGM Verifier: LPC VGM Updated Date: 2025-Jul-04 1400 Gross Weight Source: VGM Weight (kg): 3,800 Stow: Stow 2: Stow 3: Customs: Booking Number: <a href="#">LPC</a>	Category: Export POD: OPTIONAL (OPT) I/B Dclrd Visit: GEN_TRUCK O/B Carrier (intended): <a href="#">V-TBA7143 (TBA)</a> I/B Dclrd ETA: O/B Intend ETD: 2025-Jun-23 2300 Dlv Appt Time: Recv Appt Time:

Actions

Unit Inspector for LPCC1234567

Container	Status	Transit
 Unit Nbr: <a href="#">LPCC1234567</a> Type ISO: 4510 EqRole: Primary	T-State: Inbound Last Move: 2025-Jul-04 1400 Complex Position: T-GEN_TRUCK Planned Position: Frght Kind: Empty Line Op: LPC VGM Weight (kg): 3,800 VGM Verifier: LPC VGM Updated Date: 2025-Jul-04 1400 Gross Weight Source: VGM Weight (kg): 3,800 Stow: Stow 2: Stow 3: Customs: Booking Number: <a href="#">LPC</a>	Category: Export POD: OPTIONAL (OPT) I/B Dclrd Visit: GEN_TRUCK O/B Carrier (intended): <a href="#">V-TBA7143 (TBA)</a> I/B Dclrd ETA: O/B Intend ETD: 2025-Jun-23 2300 Dlv Appt Time: Recv Appt Time:

Actions

All Equipment

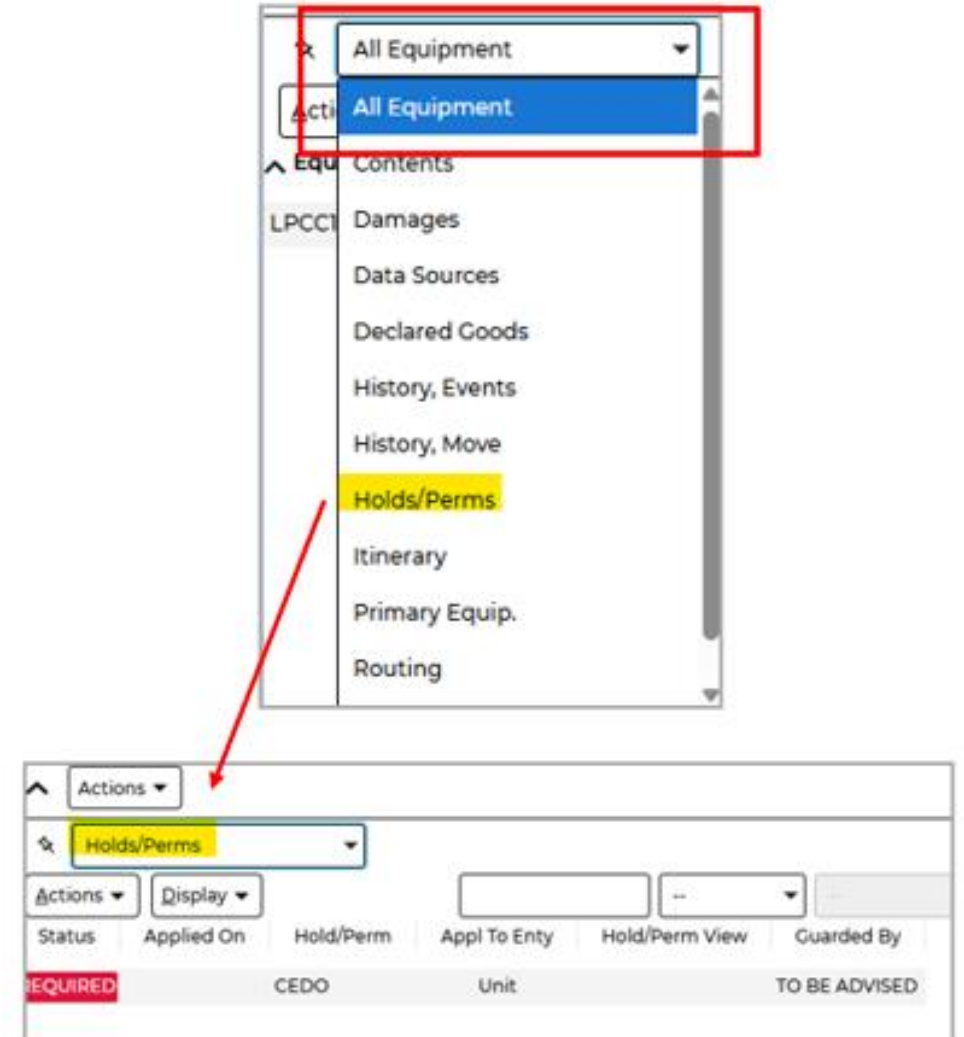
Actions Display

Equip Nbr	Type ISO	EqRole	Damage Severity	Eq Hold/Perm
LPCC1234567	4510	Primary	-	


# Container Inspector (cont'd)

- To view details of the container, **click** the **Actions** drop down
- Click **All Equipment** to view further details regarding the container, eg holds or history events.
- Use the dropdown to select a category. See the example to the right.

**Note:** Each user will have different categories depending on permissions.



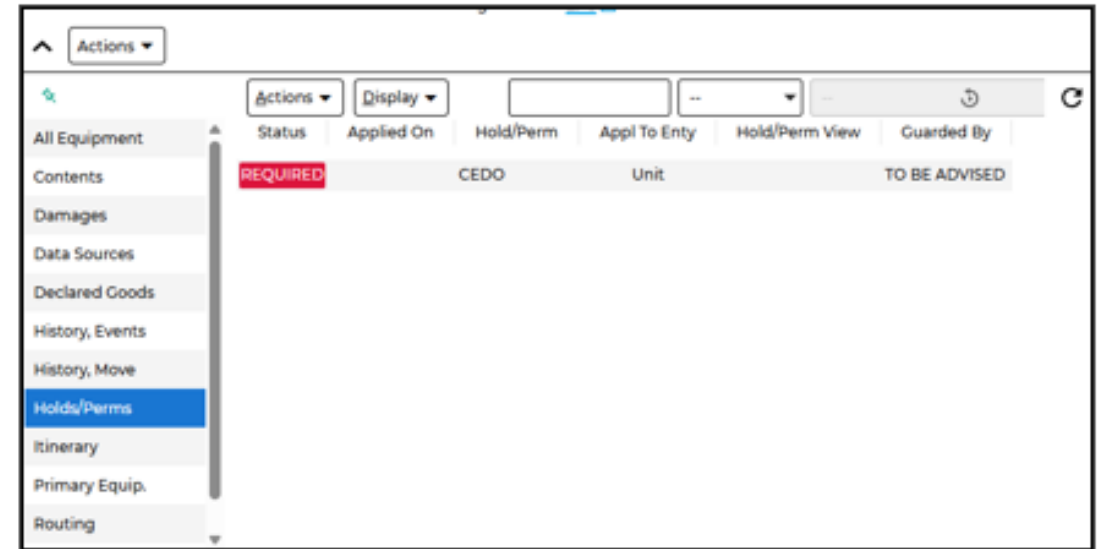
# Container Inspector (cont'd)

- Another way of viewing the containers' information is to click the **blue pin**. 



- The items will be listed down the left-hand side, (the same view as the previous version).

Once pinned, each time Container Inspector is opened, items will be pinned to the left-hand side.



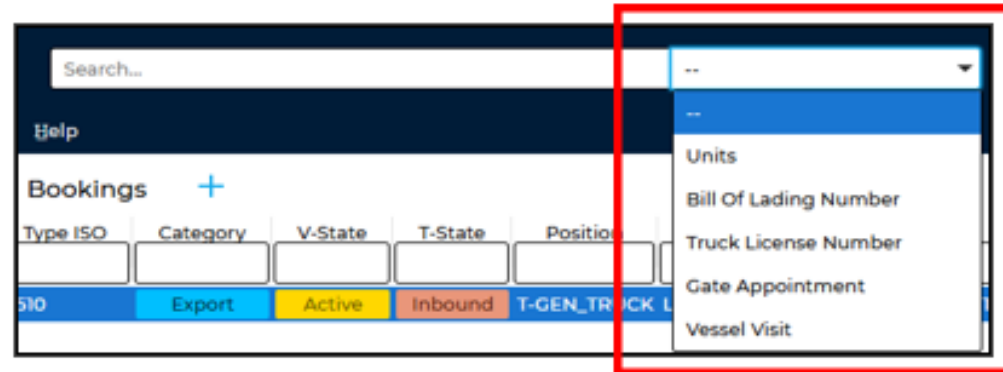


# Universal Search Bar

The **Universal Search** (located at the top of the page) will search data across all tabs that are open. The search can therefore take significant time to complete. We would discourage using this function.



Selecting a value from the Search dropdown will not narrow search criteria. An Inspector will launch, but not all are valid for LPC (eg Bill of Lading Number).



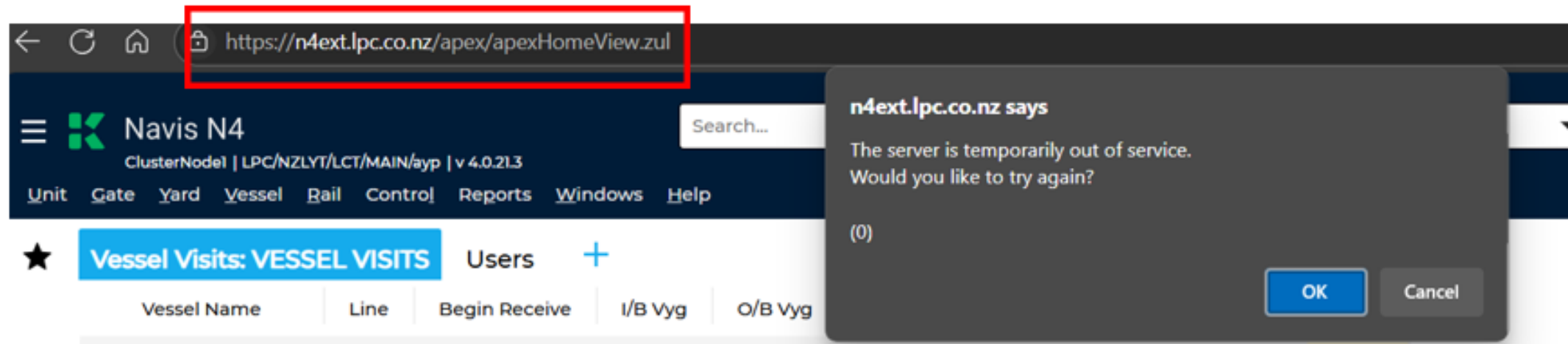
**We would recommend using Quick Filter instead of universal search.**

# Network Connection

If you leave your N4 session open but stop using it for some time, you may find the error message below appears when you return. This is a network connection drop, not an issue with the application.

The OK and Cancel buttons will not restore your connection.

**Please refresh your browser.** Depending on how long you have been inactive for, your screen will either just refresh – or it will return you to the login page where you can click on the “Login with Entra SSO ID” button.





# Recap

The key takeaways from today's session are:

- LPC will be upgrading Navis N4 on 30 August 2025
- N4 4.0 will be accessed via web browser instead of an application
- There will be a new login process that uses your email address and Microsoft password
- The tab layout has changed, but functions remain the same
- A new “Quick Filter” has been added to improve search capability
- Filters are now found on the left hand menu and have a new icon



## Next Steps

- Later today you will receive an email inviting you to access the LPC network.
  - The email will come from Microsoft, on behalf of LPC.
  - Please accept this invitation. Once accepted, you will be able to use your email address and Microsoft password to login to N4 4.0 <https://n4ext.lpc.co.nz/apex/n4.zul>
- Note:** This is a one-time invitation – you will not be required to complete this step again once N4 4.0 is live.
- We would encourage you to login to familiarise yourself with N4 4.0 before we go-live on 31 August 2025. You have access to the environment from now until 20 August (after 20 August, access will be restricted so that we can prepare for go-live).
  - If you experience any issues accessing the new environment, please contact our Customer Services team ([customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz)) as soon as possible so our project team can resolve.





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# Questions?