N4 Upgrade External Users

Lyttelton Port Company

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.
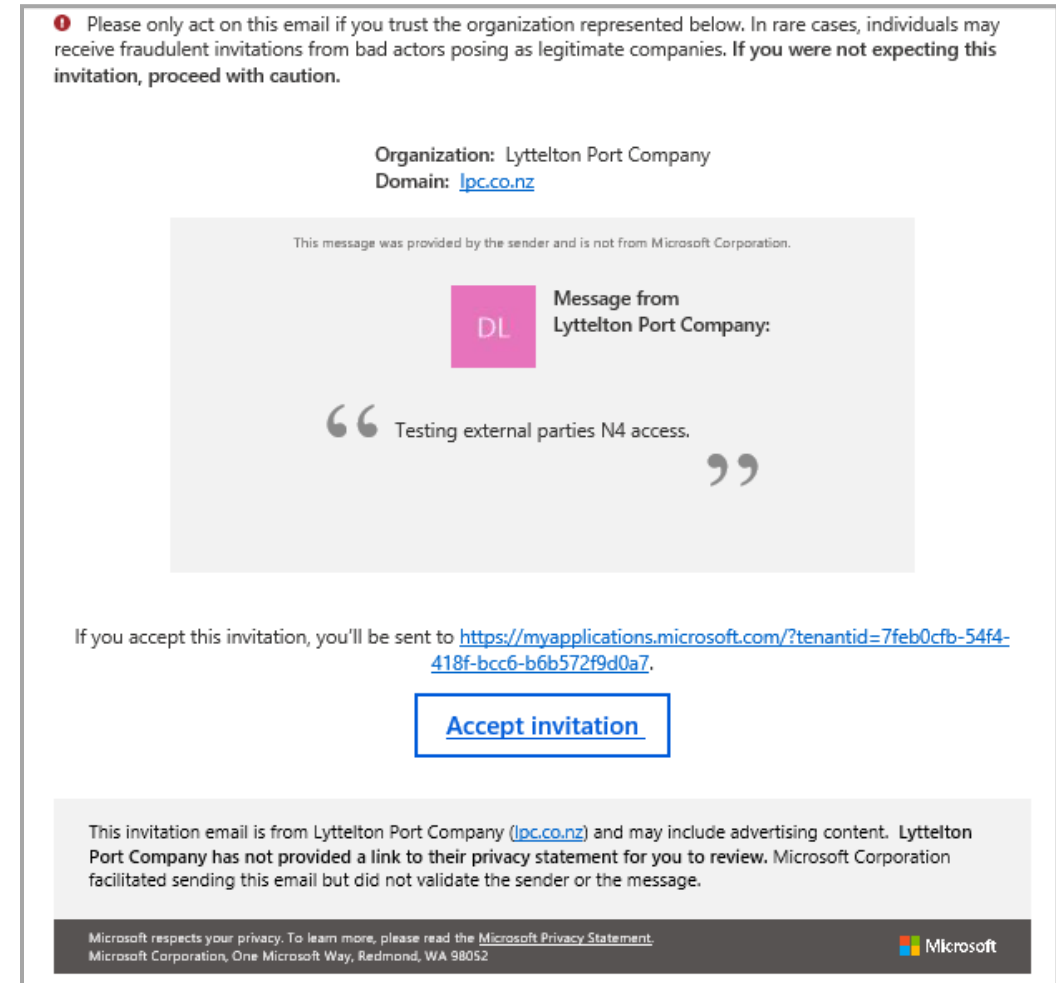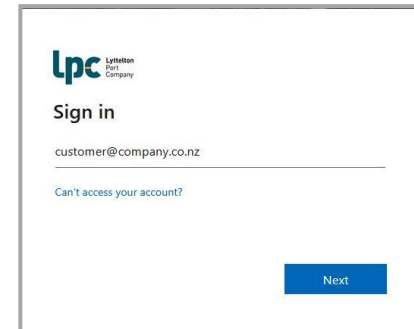
New Log in Process – Sign In

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.

2.

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.

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.
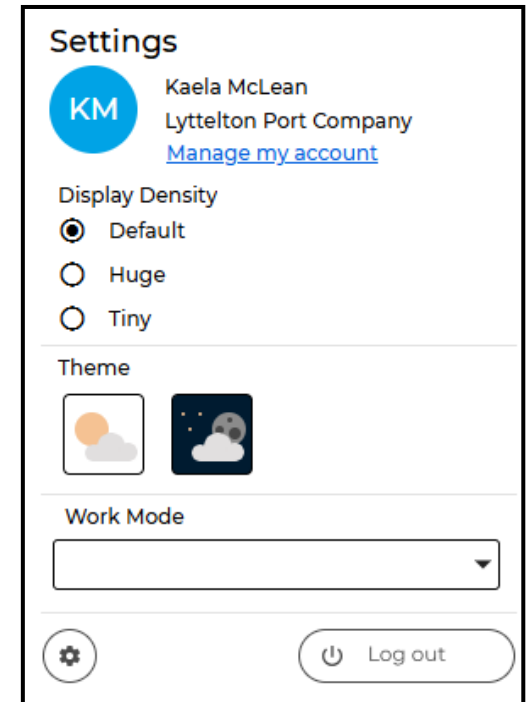
New View Layout

- 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.

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.
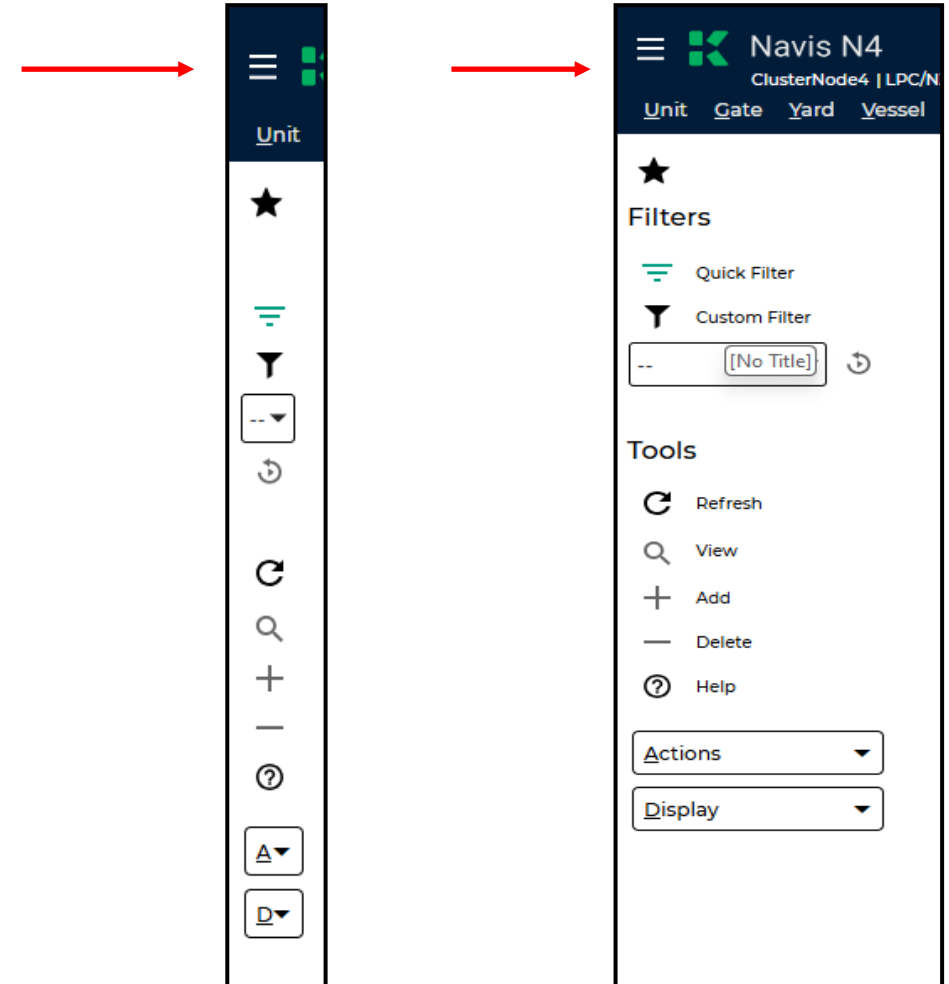
Tabs

- 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.
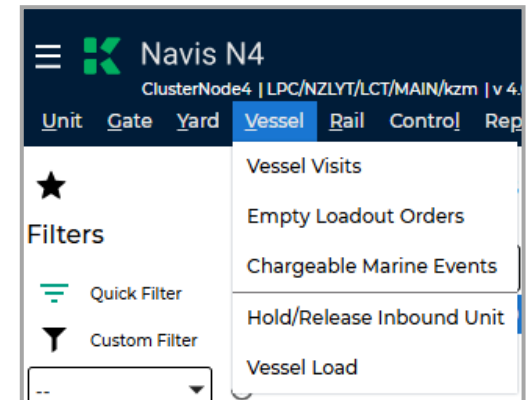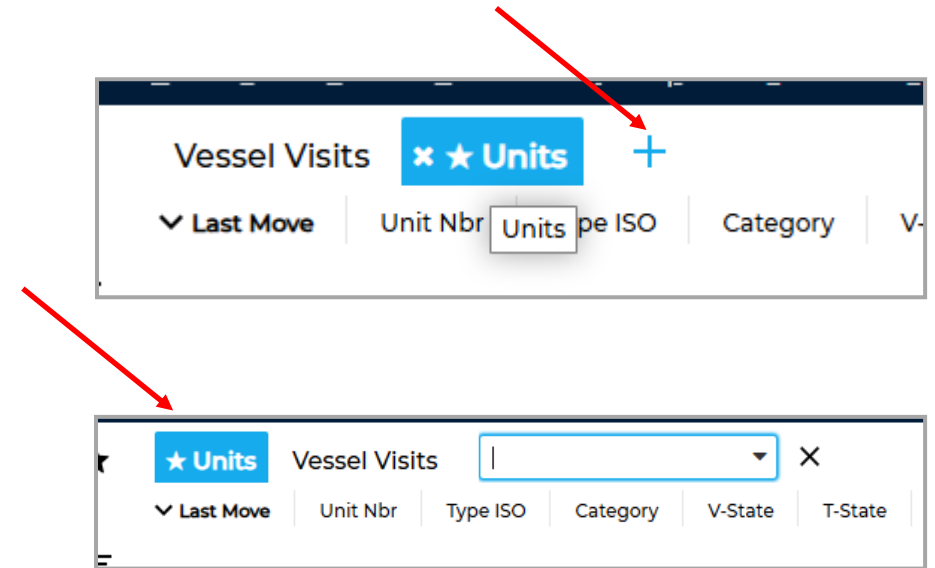
Quick Filter

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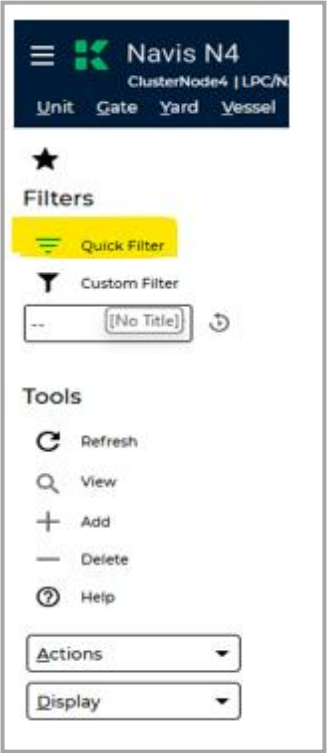
This feature provides an effective method for refining data within individual tabs.

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.
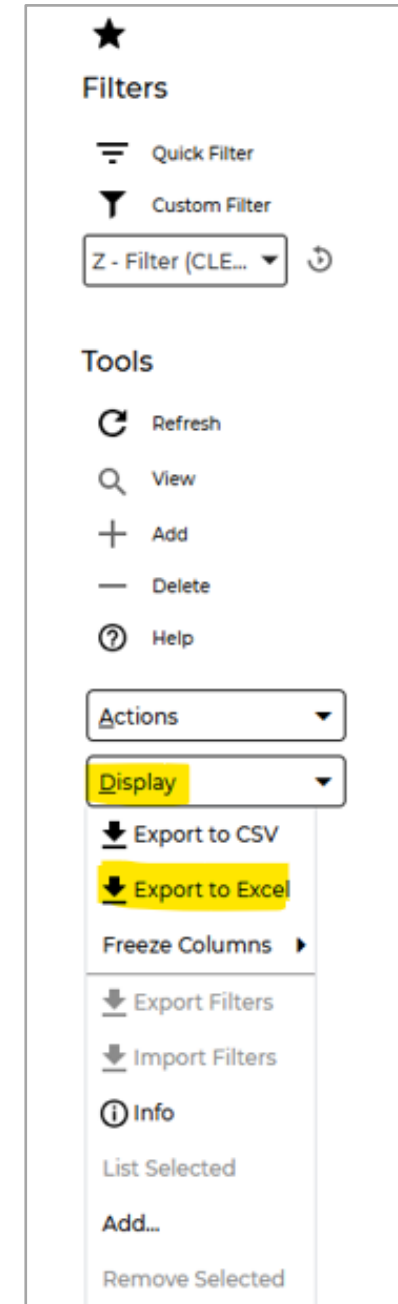
Filters

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.
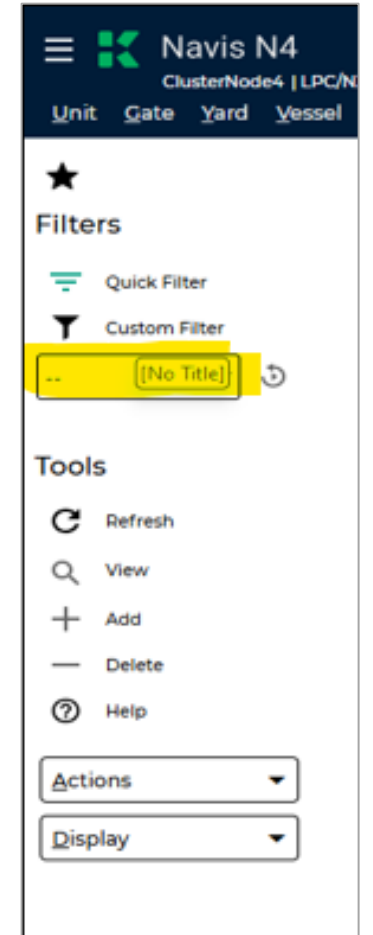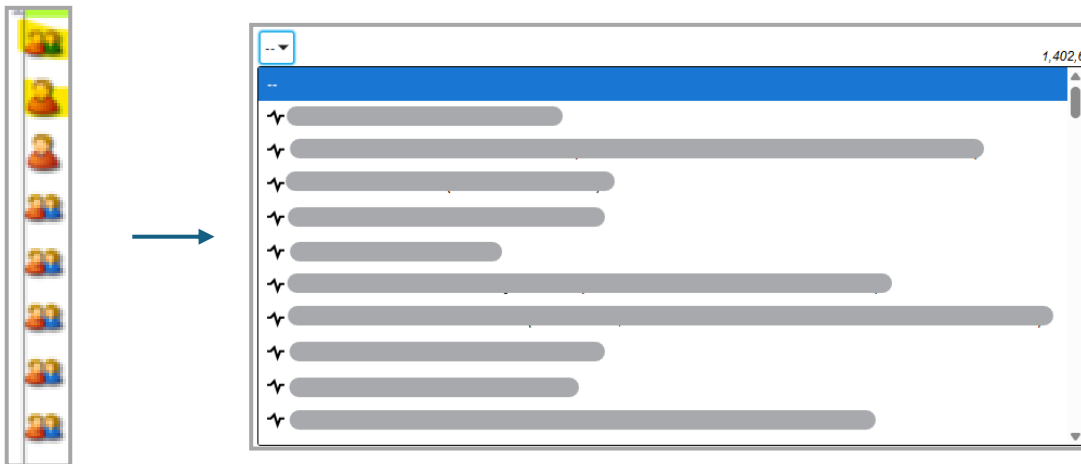
Container Inspector

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.

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.
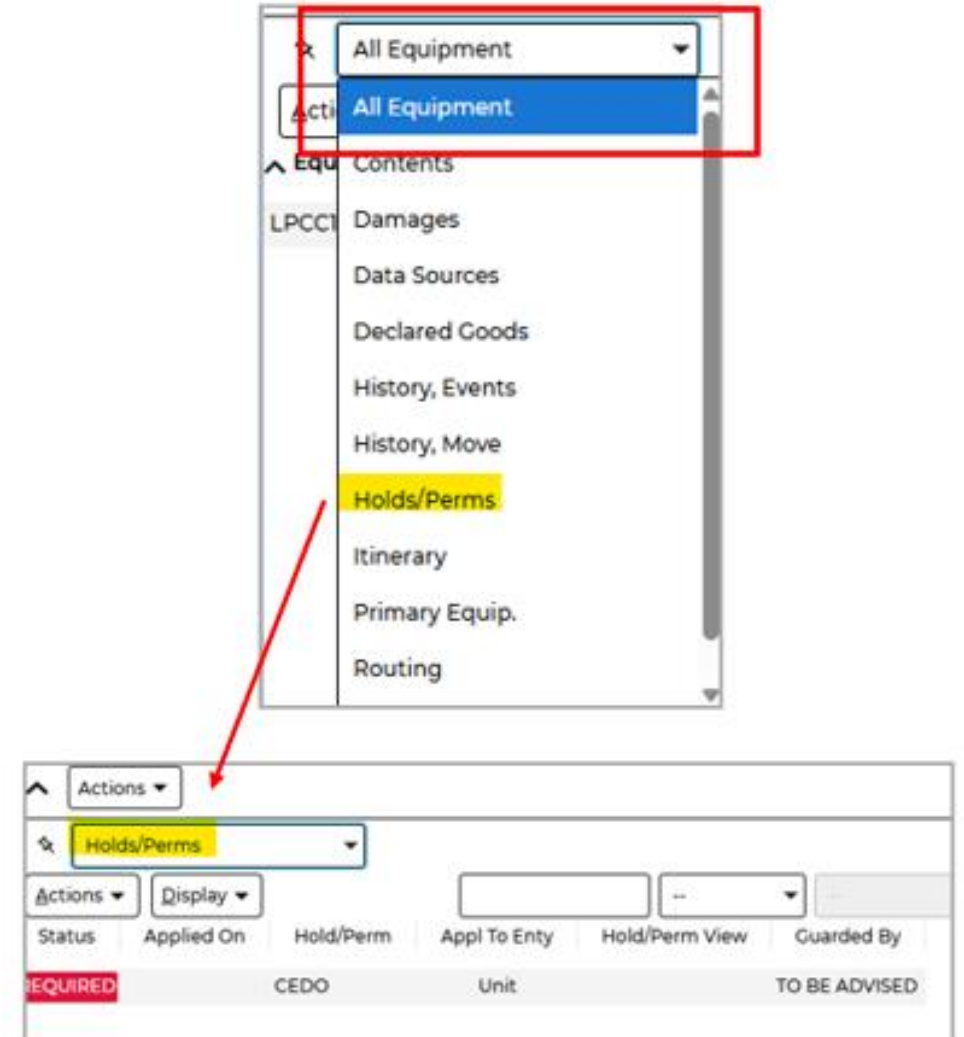
Container Inspector (cont'd)

- 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.
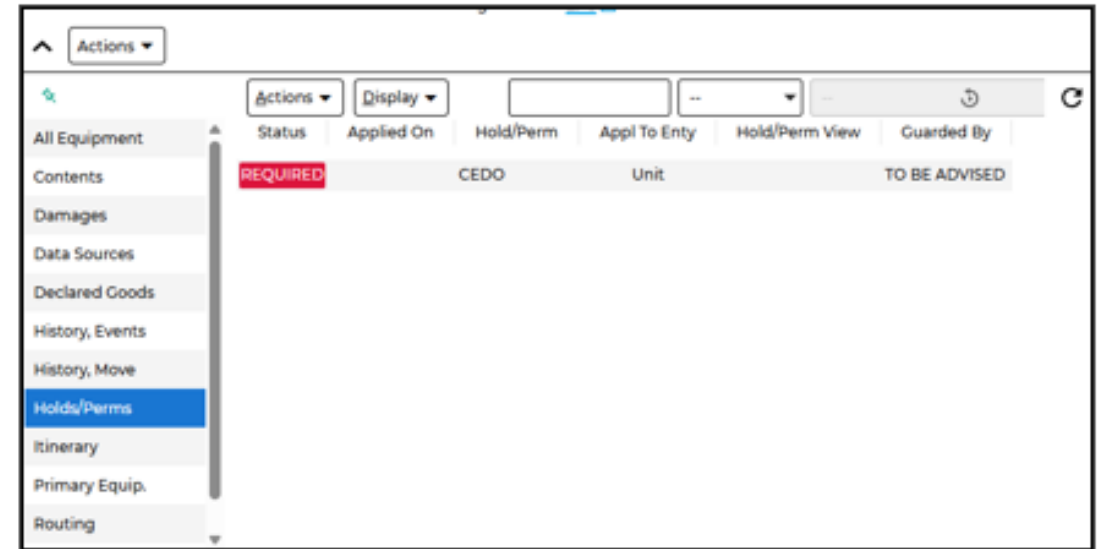
Universal Search Bar

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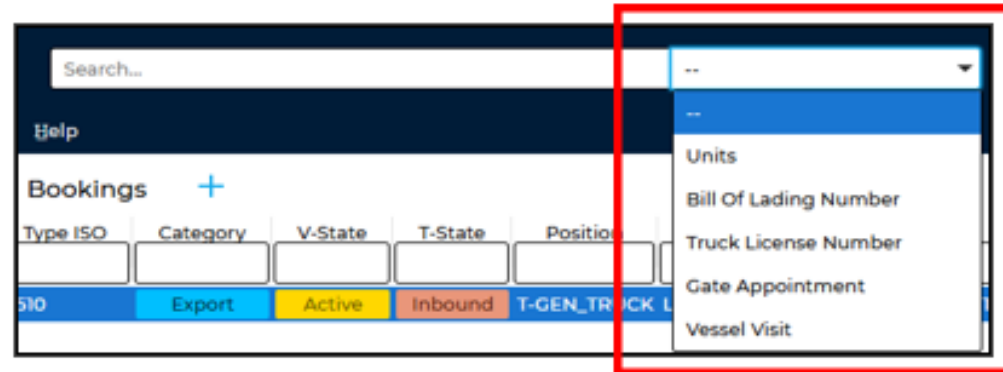
We would recommend using Quick Filter instead of universal search.

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.
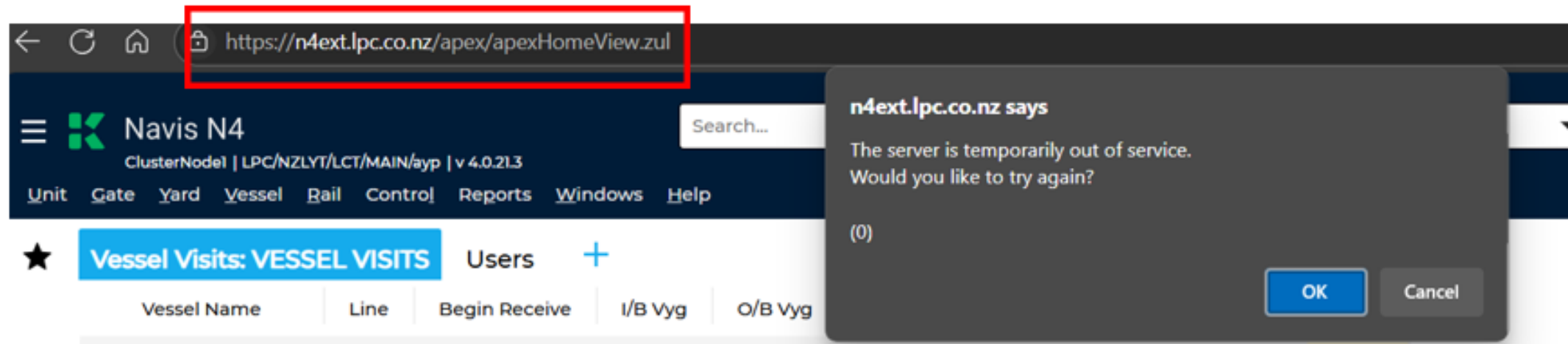
Recap

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) as soon as possible so our project team can resolve.

Questions?