



# **SPARCS N4 Community Access Portal (CAP) Manual**

Updated for SPARCS N4 version 4.0.21.3

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## GETTING STARTED

### WHAT IS SPARCS N4 CAP?

SPARCS N4 is the terminal's container management system.

Community Access Portal (CAP) is a SPARCS N4 program that enables a user to find information about a specific container(s) e.g., to view holds and permissions on containers, together with viewing vessel visits.

### 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 CAP?

To log in you require the following:

- A User ID and password - created by the IT ServiceDesk at Lyttelton Port

To have a new user set up in CAP, send an email to the **Customer Services** [customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz) advising the person's first name, last name, email address, company name, company type, and phone number that needs to be set up.

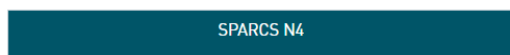
## LOGGING IN

1. Browse to [www.lpc.co.nz](http://www.lpc.co.nz)  
Click on **Customer Portal** at the very top right corner

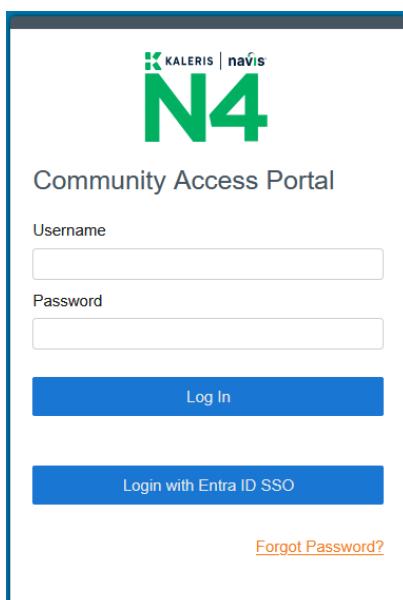


2. This will open another tab.  
Then click on **Community Access Login**

Welcome to our Portal for Lyttelton Port Company customers, with everything on hand to help you get the most out of the South Island's largest Port.



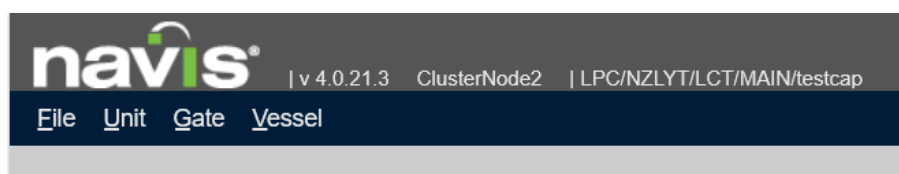
3. When the login screen appears type in your **Username** and **Password**

A login screen for the 'N4 Community Access Portal'. At the top is the 'KALERIS | navis' logo. Below it is the title 'Community Access Portal'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Log In' button. Below that is a blue button labeled 'Login with Entra ID SSO'. At the bottom right is a link that says 'Forgot Password?'.

4. Click **Log In**

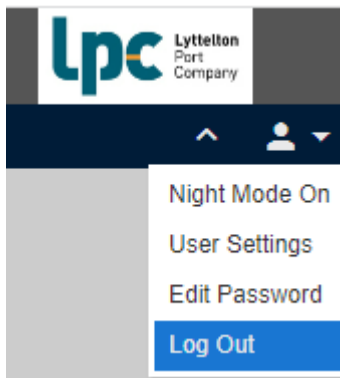
**Please do not click on the “Login with Entra ID SSO” button, this is not applicable for CAP**

The following screen will appear:



## LOGGING OUT

1. Located at the top right hand side of the screen, click **Log Out** from the drop down menu.



## MENU BAR ITEMS



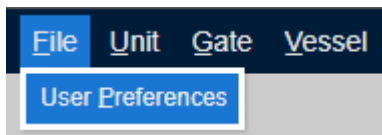
Listed below are the menu items available for you to select from the menu toolbar.

<b>File</b>	Allows you to manage user preferences such as changing user password.
<b>Unit</b>	To list detailed information about units (containers) such as container number, category, port of discharge within My List View.
<b>Gate</b>	Enables to pre-advise export.
<b>Vessel</b>	To view detailed information about vessel voyages.

## CHANGING PASSWORD

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

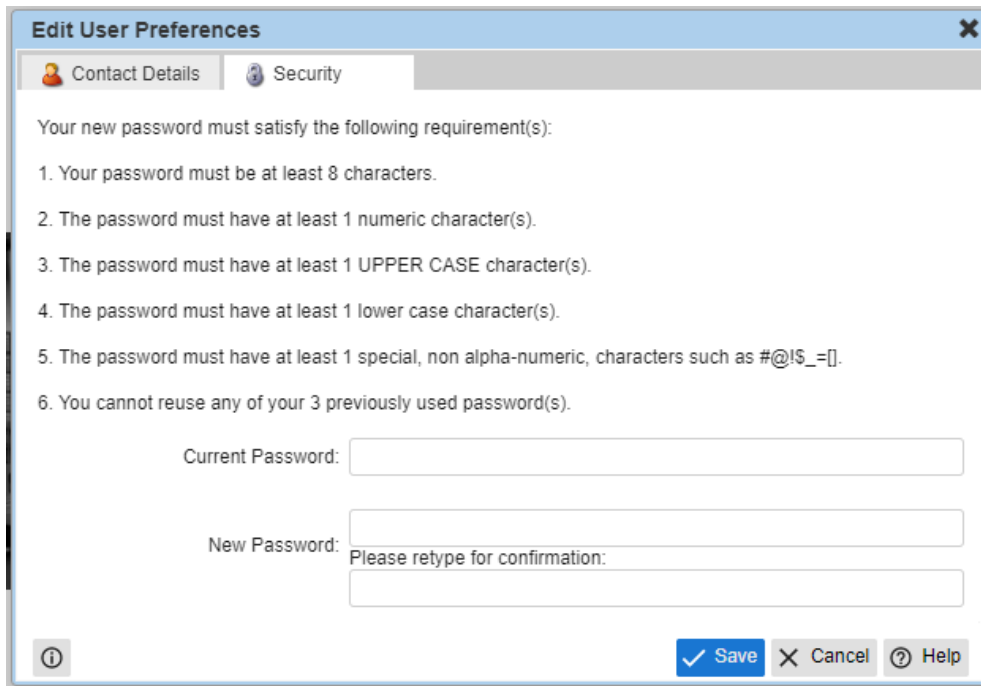
1. From the **File** menu, select **User Preferences**



The following dialog box will appear:

 A screenshot of the 'Edit User Preferences' dialog box. The dialog has a title bar with the text 'Edit User Preferences' and a close button (X). Below the title bar, there are two tabs: 'Contact Details' (selected) and 'Security'. The 'Contact Details' tab contains several input fields: 'Salutation' (dropdown menu), '\*First Name' (text field with 'Web'), '\*Last Name' (text field with 'Test'), 'Telephone' (text field), 'Email' (text field), 'Pager Number' (text field), 'SMS Number' (text field), 'Fax Number' (text field with 'CREATED 171022 0946'), 'Language' (dropdown menu with 'English'), 'Country' (dropdown menu), and 'TimeZone' (dropdown menu). At the bottom of the dialog, there are three buttons: 'Save' (with a checkmark icon), 'Cancel' (with an X icon), and 'Help' (with a question mark icon).

- Click the **Security** tab, type your Current Password, **type** your New Password, and then retype it in the confirmation box



The screenshot shows a dialog box titled "Edit User Preferences" with a close button (X) in the top right corner. It has two tabs: "Contact Details" and "Security". The "Security" tab is active. Below the tabs, it states: "Your new password must satisfy the following requirement(s):"

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 requirements are three input fields:

- "Current Password:" followed by a text input field.
- "New Password:" followed by a text input field.
- "Please retype for confirmation:" followed by a text input field.

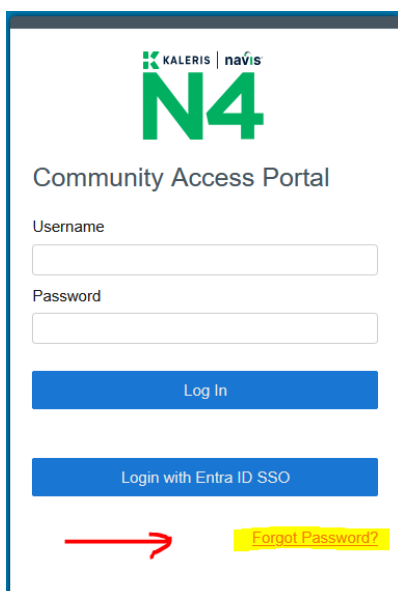
At the bottom left is an information icon (i). At the bottom right are three buttons: "Save" (with a checkmark icon), "Cancel" (with an X icon), and "Help" (with a question mark icon).

- Click the  button.

## PASSWORD RESETS

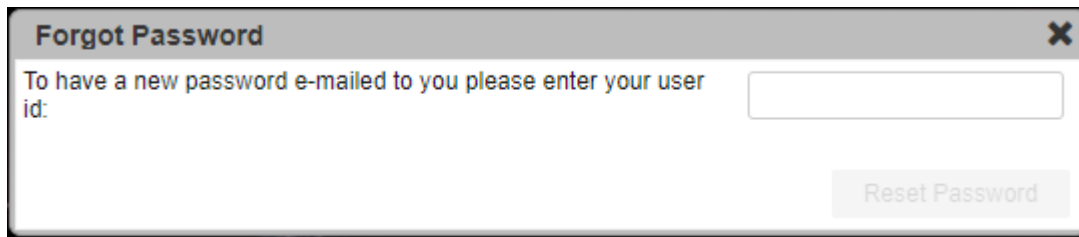
If you have forgotten your password, or the system has locked you out after 3 unsuccessful attempts of logging in:

- From the CAP login page, click on **Forgot Password?** link



The screenshot shows the CAP login page. At the top is the logo for KALERIS | naVis N4. Below the logo is the text "Community Access Portal". There are two input fields: "Username" and "Password". Below these fields are two buttons: "Log In" and "Login with Entra ID SSO". At the bottom, there is a red arrow pointing to a yellow button labeled "Forgot Password?".

2. Enter your **User ID** (not your email address) and click **Reset Password**



**Forgot Password** [X]



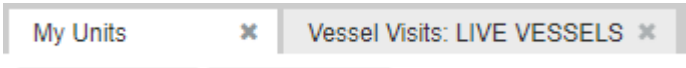
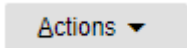


To have a new password e-mailed to you please enter your user id:

Reset Password

3. An email with the new password will be sent to the email address we have on file for that user ID.
4. If you do not receive an email automatically, email [customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz) including the username that requires the password reset.
5. When you log back in, ensure you change your password.  
(see the above section for instructions on how to do this)



## ICONS AND FIELDS

<b>Menu Bar:</b> 	Displays the menus available to the person currently logged in
	Type in the quick search box to rapidly locate an item in the current list.
	An area/page in SPARCSN4 that displays information enabling interaction with the system. The information on a tab is in a list view.
<b>List View:</b>	Displays a list of items such as units, vessels – one line per transaction
	This button displays a list of actions that can be performed. <i>For example: Shows Holds/Permissions, check unit availability</i>
 <b>Refresh</b>	To refresh the data on the screen when data is displayed on one tab and related data is modified on another tab.
 <b>Filter</b>	Allows you to find specific information

## RESIZING COLUMNS

Locate the column to be widened or narrowed.

1. **Move** the mouse pointer on the line between this column and the next column on the right.  
The mouse pointer will change to a hand cursor.
2. **Click and drag** the mouse to the right to increase column width, or to the left to decrease column width

**Note:** You **cannot** double-click as you would do in Excel to automatically resize column headings

## SORTING COLUMNS

Locate the column to be sorted.

1. **Click** once to sort ascending or click once again to sort descending.

## LOCATE CONTAINERS (UNITS)

1. Select **Unit** menu > click on **My Units** submenu.

The maximum number of units that you can add to the **My Units** view is **950**. Once a unit is added to the list it will stay on the list until you remove it (see instructions below on how to remove a unit from the list).

2. The **My Units** tab is displayed together with the list (if using for the first time will be empty).

My Units																	
Vessel Visits: LIVE VESSELS																	
actions																	
Display																	
Unit Nbr	Type ISO	Time In	Time Out	Last Free Day	Line Op	I/B Actual Visit	O/B Actual Visit	Category	T-State	Frigh Kind	Position	POD	Reqs Power	Impediments:Road	Impediments:Vessel	VGM Weight (kg)	VGM Verifier
MEDU6943030	2210	2023-Jan-04 2351		2023-Jan-11	MSC	555	MHH005A	Export	Yard	Empty	Y-MAIN-NTH04J1	TPP					
TRHU1818562	2210	2023-Jan-04 2354		2023-Jan-11	ANL	SL040123	LUS008A	Export	Yard	FCL	Y-MAIN-PUR91M1	HKG			ICEDO	20,344	LUCAS
GESU3841973	2210	2023-Jan-04 2353		2023-Jan-11	ANL	SL040123	LUS008A	Export	Yard	FCL	Y-MAIN-PUR92M3	HKG			ICEDO	20,364	LEIGHTON
TLLU2327909	2210	2023-Jan-04 2351		2023-Jan-11	ANL	SL040123	LUS008A	Export	Yard	FCL	Y-MAIN-PUR92M1	HKG			ICEDO	20,364	LEIGHTON
TEMU5314123	2210	2023-Jan-04 2351		2023-Jan-11	ANL	SL040123	LUS008A	Export	Yard	FCL	Y-MAIN-PUR92M2	HKG			ICEDO	20,344	LEIGHTON
MNBU4201985	4532	2022-Dec-27 0848	2023-Jan-05 1032	2023-Jan-02	MSK	MMT000A	MZJ336	Import	Departed	FCL	T-MZJ336-2-Y	LYT				30,920	LYTBAPLE

3. Select **Display** > click **Add...**

My Units

Vessel Visits:

Actions

Display

Unit Nbr

MEDU6943030

TRHU1818562

GESU3841973

TLLU2327909

TEMU5314123

MNBU4201985

Export to CSV

Export to Excel

Freeze Columns

Export Filters

Import Filters

Info

Remove Selected

Add...

4. Type or paste a list of container numbers and click **Save**

Add to Units: My List

Type or paste a list of container numbers:

Save

Close

Help

5. **Click** once on any **Unit** or group of units. The active unit(s) will be highlighted.

6. **Right Click** the **Unit** or click **Actions** to perform actions upon the unit.

Actions		Display					
Show Holds / Permissions		Time In	Time Out	Last Free Day	Line Op	I/B Actual Visit	O/B Actual Visit
Show History		2023-Jan-04 2351		2023-Jan-11	MSC	555	MHH005A
		2023-Jan-04 2354		2023-Jan-11	ANL	SL040123	LUS008A

## REMOVE A UNIT FROM “MY UNITS”

1. In the **My Units** tab, select the unit(s) that you want to remove from the list view.  
The active unit(s) will be highlighted in **BLUE**

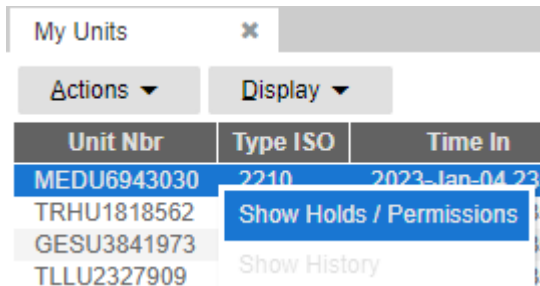
MEDU6943030	2210	2023-Jan-04 2351	2023-Jan-11	MSC	555	MHH005A
-------------	------	------------------	-------------	-----	-----	---------

2. Select **Display** then click **Remove Selected**

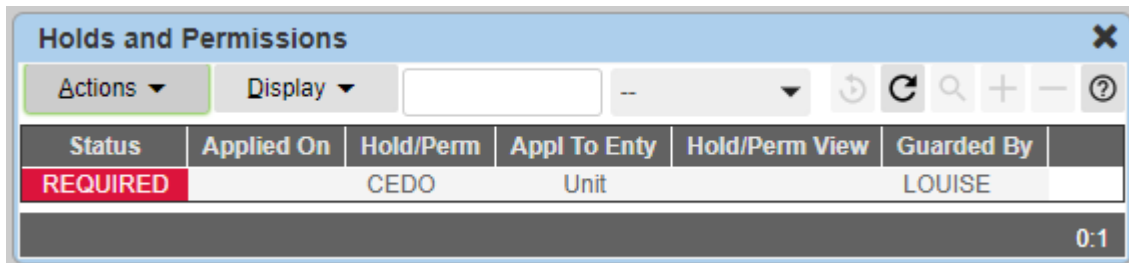
Unit Nbr	Time In	Time Out
MEDU6943030	an-04 2351	
TRHU1818562	an-04 2354	
GESU3841973	an-04 2353	
TLLU2327909	an-04 2351	
TEMU5314123	an-04 2351	
MNBU4201985	Dec-27 0848	2023-Jan-05 1032


## VIEW STOPS

1. From the **My Units** tab, click the required container once to select. The active unit will be highlighted in **BLUE**
2. **Right click** on the selected container to invoke the short-cut menu
3. Select **Show Holds/Permissions**



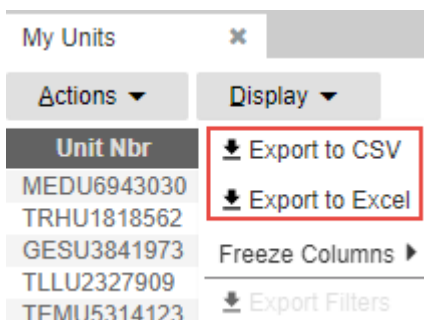
The Holds and Permissions window will appear listing the status of the unit



4. Click  to close the window and return to the **My Units** list

## EXPORT DATA FROM A LIST TO EXCEL OR CSV FILE

1. From the **My Units** view, **select** the data lines you wish to export  
Tip: CTRL+Click or Shift+Click to select multiple containers.
2. Click **Display** to show a drop-down menu



3. Select either **Export to CSV** or **Export to Excel**

## APPENDIX

### FREQUENTLY ASKED QUESTIONS

**Q:** Once I type in container number in the designated field as described in the CAP manual and click 'ok' the requested container doesn't come up on the screen

**Reason/Solution:**

- The container number is incorrect, please re-check
- The container is not known to our system. Please note, Import containers are not available in our system until we load a Baplie file from the previous port of call which can be between 1-2 days prior to vessel arrival. However, if we received any releases for the container prior to that, they would show up in our system straight away.

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**Q:** I do not understand the meaning of information displayed along with the container number

**Reason/Solution:**

Please find below the explanation to the most common fields used:

**V-State column** (Visit state)

- **Advised:** A unit that is incoming but not certain to arrive at the facility, such as a unit created via an EDI message.
- **Active:** The current live use of a unit for a facility. The unit can be located on an inbound carrier, in the yard at the facility, or on an outbound carrier.
- **Departed:** A unit that departed a facility on an outbound carrier such as vessel or truck or train. The unit is not located at the facility.

**T-State column** (Transit state)

- **Advised:** Is incoming but not certain to arrive, such as a unit created via a release EDI message.
- **Inbound:** Is incoming and located on an inbound carrier, such as a pre-advised unit or a unit created via a stowplan EDI message.
- **EC/In:** Is incoming and at the facility. For example, a unit that is in a queue and waiting to be placed in the yard.
- **Yard:** Is in a specific position in a yard in a facility.
- **EC/Out:** Is in a queue at a facility and waiting to be delivered or loaded on a vessel.
- **Loaded:** Is loaded on an outbound carrier.
- **Departed:** Departed on an outbound carrier.

**I/B Actual Visit** column

Inbound visit number (can be a vessel, a train, or a truck). If it is a vessel visit you can check the details of that visit on Vessel tab.

### **O/B Actual Visit** column

Outbound visit number (can be a vessel, a train, or a truck).

### **POD** column

Port of discharge

### **Position** column

If a unit is Active, the Position column displays the current real-time position of the unit. If a unit is Departed, the Position column displays the position of the unit on the outbound carrier, such as vessel, train, or truck that took the unit away from the port that handled it last. In other words, the Position column displays the last known position of a unit from the perspective of the port.

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**Q:** I've added/deleted some columns to my screen but when I log off and log back on the view is back to default

#### **Reason/Solution:**

At this stage the customisation of the columns view in CAP is not available. We are working on providing this feature to our users in the future.

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**Q:** I entered a container but now I don't need it and would like to remove it from my list

#### **Reason/Solution:**

Highlight container by clicking on it once, go to Display and click on Remove selected. The container(s) will disappear from your list. You can always add it back again as per normal procedure.

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## **Further Assistance and Support**

If you need further assistance, or have a question about CAP, please contact LPC Customer Services on the following telephone number +64 3 328 7987 or send an email to [customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz)