



WebAccess Truckers Manual



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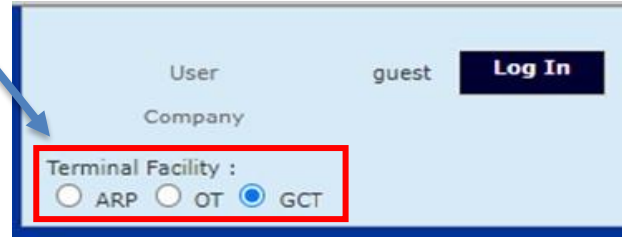
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SECTION 1: TODAY

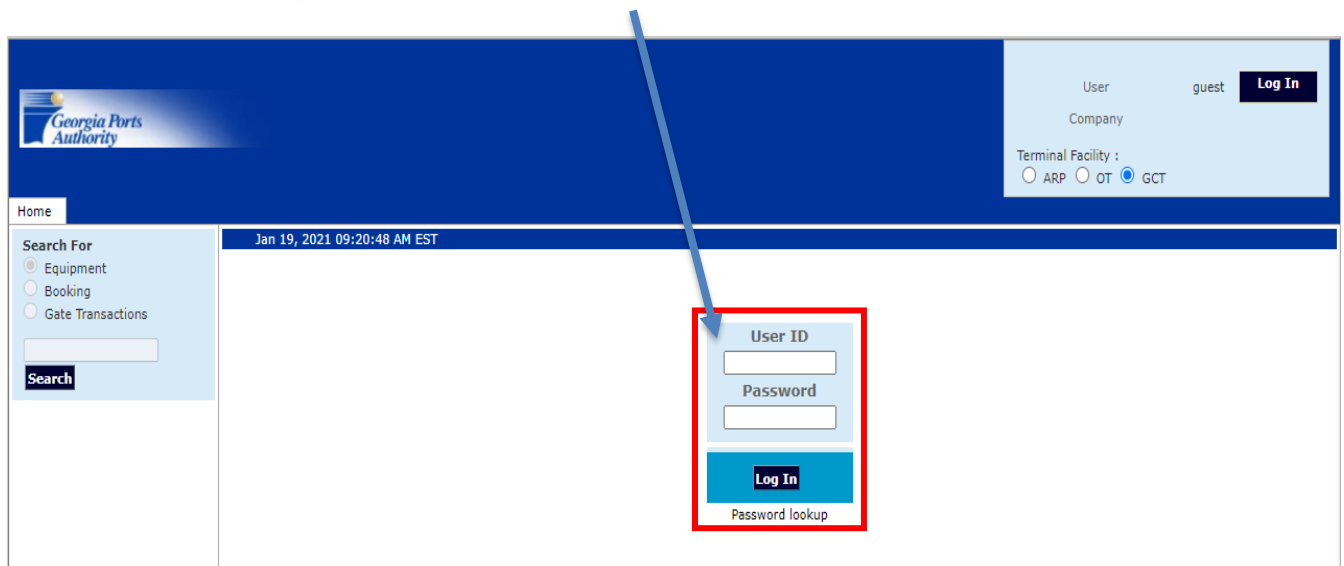
1.1 : Log-In Instructions

You will need to select which facility you are trying to access



A screenshot of a login form. At the top, there are fields for 'User' (containing 'guest') and 'Company', with a 'Log In' button to the right. Below these fields is a section labeled 'Terminal Facility :'. This section contains three radio button options: 'ARP', 'OT', and 'GCT'. The 'GCT' option is selected, indicated by a blue dot. A red rectangular box highlights the 'Terminal Facility' section, and a blue arrow points from the text above to this box.

Once Selected, the log in screen will pop up, enter your username and password



A screenshot of the Georgia Ports Authority web application. The top navigation bar is dark blue with the Georgia Ports Authority logo on the left and a 'Log In' button on the right. Below the navigation bar, there is a search sidebar on the left and a main content area. The main content area displays the date and time 'Jan 19, 2021 09:20:48 AM EST'. A red rectangular box highlights the login form in the main content area, which includes fields for 'User ID' and 'Password', a 'Log In' button, and a 'Password lookup' link. A blue arrow points from the text above to this highlighted login form.

he today page will display as shown below. By clicking on any of the underlined items, you will find additional information.

[WebAccess > Today](#) Jun 23, 2022 03:56:48 PM EDT

[News](#)
[Ships On Berth](#)

[Receiving For](#)

1.2 News

This page contains news items which provides users with valuable information.

NEWS
EXCEL PDF
NOTICES
COLONEL'S ISLAND TERMINAL
GARDEN CITY TERMINAL GATE HOURS
MAYORS POINT TERMINAL GATE HOURS
OCEAN TERMINAL GATE HOURS
OT EMPTY DISPATCH
TEST
VESSEL BEGIN RECEIVE DATES

By clicking on any of the underlined items, a message will appear to the right of the box.

NOTICE	EXCEL	PDF
TEXT	SUBJECT	
HOLIDAY HOURS go to www.gaports.com	COLONEL'S ISLAND TERMINAL	
Go to Contact>Holiday Hours & Gate Closings>Other terminals and facilities>	COLONEL'S ISLAND TERMINAL	
Colonel's Island Terminal Holiday Hours & Gate Closings	COLONEL'S ISLAND TERMINAL	

1.3 Ships on Berth

The below box will show a list of vessels working at GPA's terminals today. Vessel schedule is not terminal specific, you will see the same vessel schedule regardless of the terminal selected.

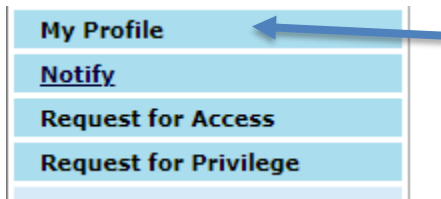
SHIPS ON BERTH			
SHIP ON BERTH	VOYAGE	CALL	ESTIMATED DEPARTURE
PENN	34122	1	24 Jun 2022 06:00
IKARIA	W	1	23 Jun 2022 23:59
MSC POH LIN	A	1	23 Jun 2022 23:59
MAERSK SHIVLING	E	1	24 Jun 2022 06:00
CMA CGM ZEPHYR	MBBE	1	25 Jun 2022 06:00
CMA CGM LYRA	XRHE	1	23 Jun 2022 18:00

1.4: Receiving for (Future Vessels)

The below box will show a list of future vessel arrivals.

RECEIVING FOR					EXCEL	PDF
INBOUND SHIP	VOYAGE	CALL	ETA	TERMINAL		
<u>OFF PORT</u>	001	1	04 Oct 2022 11:02	GCT		
<u>ULSAN EXPRESS</u>	E	1	06 Aug 2022 18:00	GCT		
<u>HYUNDAI HOPE</u>	E	1	15 Aug 2022 18:00	GCT		
<u>MONACO BRIDGE</u>	E	1	14 Sep 2022 18:00	GCT		
<u>ZIM LUANDA</u>	E	1	25 Jun 2022 06:00	GCT		
<u>MADRID BRIDGE</u>	E	1	28 Jun 2022 23:59	GCT		
<u>MONACO BRIDGE</u>	E	1	14 Jul 2022 18:00	GCT		
<u>YM WELLHEAD</u>	E	1	25 Jul 2022 23:00	GCT		
<u>YM WIDTH</u>	E	1	21 Jul 2022 18:00	GCT		

1.5: My Profile



This selection will allow you to update your password, phone number, and email address

1.6: Notify

The **Notify** button enables you to request notifications of any container movement. Use this feature to closely track certain container events, such as the discharge or release of high priority container(s).

To request Container Event Notification:

1.6.1 Select **Today>Notify**.

1.6.2 Enter a valid equipment ID in the **Container** field. Equipment can be either a container or chassis.

1.6.3 Select a container event from the **Notify Me When** field.

1.6.4 Select how you want to be notified from the **Notification By** field.

1.6.5 Enter your e-mail in the **Address/Number** field.

1.6.6 Click **Submit**.

Note: You must request the event **before** it happens. If the requested event has already happened, you will not receive notification.

To view pending and recent events:

1. The Pending table appears below, listing all events for which you are waiting for notification.

Example: The below container is showing empty on the yard. The notify event was requested for **deliver empty container out gate via truck**. It will be in the pending section until the container out gates.

PENDING			
NOTIFYREMOVE	EQ_NBR	EVENT	CREATED
⊗	CAIU7187045	EMPTY OUT	2022-06-27 11:15:32

2. The Recent table below includes all completed events for which notification was already sent. The extracted section shows the date and time the event was sent out.

RECENT			EXCEL	PDF
EQ_NBR	EVENT	EXTRACTED		
FSCU4682314	AVAILABLE	2010-03-29 21:35:45.0		
FCIU8436829	AVAILABLE	2010-03-29 11:36:49.0		
FCIU8433985	AVAILABLE	2010-03-30 01:35:44.0		
FSCU4660260	AVAILABLE	2010-03-29 11:06:37.0		

SECTION 2: GATE

2.1 : Pre-Advising All Equipment Moves

Pre-Advising is the process of submitting gate transaction information before the truck reaches the terminal. There are two ways to submit the information; one is done manually through WebAccess; and the second is an automatic computer file transfer. If a pregate transaction is validated, WebAccess issues a truck transaction number that the trucker can use as PIN # when arriving at the ingate.

If you are interested in the automatic computer file transfer process, please see below instructions.

Automated Pins

To be able to receive PINs without manually typing them into WebAccess, the following information is required:

1. For the import loaded containers, create a comma delimited text file named **pregate_di_(trucking company code from Express).txt** with the information in the following order:

A	B	C	D	E
CAIU7187045	CMA	40	HC	96

- Container Number
- Line
- Size
- Type
- Height

2. For empty received, create a comma delimited text file named **pregate_rm_(trucking company code from Express).txt** with the information in the following order:

A	B	C	D	E	F
CAN0633722	CMA	40	HC	96	13

- Booking Number
- Line
- Size
- Type
- Height
- Number of containers to be pre-advised/picked up

If you would like to utilize our File Transfer Process (FTP) and have this information uploaded to our server, please contact our GPA IT team at gpaediteam@gaports.com, to get set up. Currently, we will be e-mailing the file back with the information needed (PIN) to the address(s) that is supplied.

Pin Rules and Updates

When manually creating Pre-Advise gate moves:

1. Once created, PINs are valid for 72 hours.
2. All fields marked with an asterisk (*) are required information and must be submitted.
3. WebAccess does not auto-populate any information on the Pre-Advise forms.
4. Equipment Ids should be entered without spaces or punctuation. Container numbers must include the check digit.
5. The update to creating a pin is the **size/type/height** field. This applies to all pre-gate pin types **EXCEPT** New Receive Export.
6. Each pin will have a terminal specific prefix (i.e. OT5483 or GCT5483). This is to help all parties distinguish the different terminals.

Transaction Completed!

You have successfully created a Pre-Gate. Click Done to return to the Pre-Gate form.
Please take note of your [Transaction ID | PIN].

[Transaction ID PIN]
OT4071

7. The driver will only need to give the ILA clerk the four digits not OT or GCT. The OT and GCT is to help the driver to distinguish between the different terminals.
8. Driver will only be able to use a Pickup or Trouble ticket on the trip (Truck Visit) he received it on. The next time the driver comes to the Port, the ticket will be cancelled. If he had a PIN previously, he could use that PIN again when he comes back.
9. If the Gate transaction gets cancelled (or Trouble gets cancelled) the PIN goes back to the created state and can be used again



Pregate Delivery Pinning Process

An import delivery is any container that is being picked-up after being discharged from a vessel.

New Deliver Import

Truck License Nbr (not required)	<input type="text"/>	Trucking Company*	<input type="text"/>
Container Number*	<input type="text"/>		
Line Operator	<input type="text"/>		

Submit

To pregate an import delivery:

1. Select **Gate>PreGate Deliver Import**.
2. In the **Truck License Number** field (not required), make up a Truck License Number. You may use your name if you like. The truck's actual tag number will be updated when it arrives at the terminal.
3. Select the **Trucking Company's code** from the drop-down list.
4. In the **Container Number** field, enter the equipment ID.
5. Click **Submit** in the lower right corner.
6. If the transaction is successful, a 6-digit PIN number appears.
7. Click **Done** to return to the pregate form.

WebAccess validates the information according to the information in Navis N4 and returns any errors.

EMPTY DELIVERIES

An empty delivery is a pick-up for an empty that is going to be repositioned or stuffed to be returned for export.

New Deliver Empty

Truck License Nbr (not required)	<input type="text"/>	Trucking Company*	<input type="text"/>
Booking/EDO Number*	<input type="text"/>		
Cont. Size Type Height*	<input type="text"/>		
Container Number	<input type="text"/>		
Steamship Line	<input type="text"/>		

Submit



To pregate an empty delivery:

1. Select **Gate>PreGate Deliver Empty**
2. In the **Truck License Number** field, make up a Truck License Number. You may use your name if you like. The truck's actual tag number will be updated when it arrives at the terminal.
3. Select the **Trucking Company's code** from the drop-down list.
4. Enter the EDO or booking number in the **Booking/EDO Number** field.
5. Select the **Container size, type, and height** from the drop-down list.
6. Enter any other fields as necessary.
7. Click **Submit** in the lower right corner.
8. If the transaction is successful, a 6-digit PIN number appears.
9. Click **Done** to return to the pregate form.

**WebAccess validates the information according to the information in Navis Express and returns any errors. **

Export Deliveries

An export delivery, also known as a dray-off, is an export that is returned to the shipper or drayed to another port for loading. The Steamship Line must have the container(s) flagged as RETURN TO SHIPPER.

New Deliver Export

Truck License Nbr (not required)	<input type="text"/>	Trucking Company*	<input type="text"/>
Container Number*	<input type="text"/>		
Line Operator	<input type="text"/>		

Submit

To pregate an export delivery:

1. Select **Gate>PreGate Deliver Export**.
2. In the **Truck License Number** field, make up a Truck License Number. You may use your name if you like. The truck's actual tag number will be updated when it arrives at the terminal.
3. Select the **Trucking Company's code** from the drop-down list.
4. In the **Container Number** field, enter the equipment ID.
5. In the **Line Operator** field, select from the drop-down list.
6. Click **Submit** in the lower right corner.
7. If the transaction is successful, a 6-digit PIN number appears.
8. Click **Done** to return to the pregate form.

**WebAccess validates the information according to the information in Navis Express and returns any errors. **



Pregate Receiving Process

Process

An Export Reveal is any container that is being dropped off after being outgated as an empty or import.

New Receive Export

Truck License Nbr (not required)	<input type="text"/>	Trucking Company*	<input type="text"/>
Container Number*	<input type="text"/>	Chassis Genset Number	<input type="text"/>
Booking Number (NA at ARP)*	<input type="text"/>	Container Genset Number	<input type="text"/>
Booking Owner (Line)	<input type="text"/>	Special Stow	<input type="text"/>

Submit

To pregate an Receive Export:

8. Select **Gate>PreGate Receive Export**.
9. In the **Truck License Number** field (not required), make up a Truck License Number. You may use your name if you like. The truck’s actual tag number will be updated when it arrives at the terminal.
10. Select the **Trucking Company’s code** from the drop-down list.
11. In the **Container Number** field, enter the equipment ID.
12. In the **Booking Number** field, enter your booking number.
13. Click **Submit** in the lower right corner.
14. If the transaction is successful, a 6-digit PIN number appears.
15. Click **Done** to return to the pregate form.

**WebAccess validates the information according to the information in Navis N4 and returns any errors. **

EMPTY RECEIVALS

An empty receipts is a drop-off for an empty that was repositioned or stuffed off terminal and returned as an export.

New Receive Empty

Truck License Nbr (not required)	<input type="text"/>	Trucking Company*	<input type="text"/>
Container Number*	<input type="text"/>	Chassis Genset Number	<input type="text"/>
Container Owner (Line)	<input type="text"/>	Container Genset Number	<input type="text"/>
		Special Stow	<input type="text"/>

Submit

To pregate an Receive Empty:

10. Select **Gate>PreGate Receive Empty**

11. In the **Truck License Number** field, make up a Truck License Number. You may use your name if you like. The truck's actual tag number will be updated when it arrives at the terminal.
12. Select the **Trucking Company's code** from the drop-down list.
13. Enter the **Container Number**.
14. Enter any other fields as necessary.
15. Click **Submit** in the lower right corner.
16. If the transaction is successful, a 6-digit PIN number appears.
17. Click **Done** to return to the pregate form.

**WebAccess validates the information according to the information in Navis Express and returns any errors. **

Import Receival

An

import receival, also known as a dray-in, is an import that is returned to the terminal. The Steamship Line must have the container(s) flagged as DRAY-IN.

New Receive Import

Truck License Nbr (not required)	<input type="text"/>	Trucking Company*	<input type="text"/>
Container Number*	<input type="text"/>	Chassis Genset Number	<input type="text"/>
		Container Genset Number	<input type="text"/>

Submit

To pregate an Receive Import:

9. Select **Gate>PreGate Receive Import**.

10. In the **Truck License Number** field, make up a Truck License Number. You may use your name if you like. The truck's actual tag number will be updated when it arrives at the terminal.
11. Select the **Trucking Company's code** from the drop-down list.
12. In the **Container Number** field, enter the equipment ID.
13. Click **Submit** in the lower right corner.
14. If the transaction is successful, a 6-digit PIN number appears.
15. Click **Done** to return to the pregate form.

**WebAccess validates the information according to the information in Navis Express and returns any errors. **

2.2: Error Messages

1. WebAccess **GCT** facility: Trying to pin a Deliver Import that is located at OT and not on file at GCT.

New Deliver Import

Message(s)			
Container GRIU1208222 is unknown! Container not currently in use!			
Truck License Number*	THERESA	Trucking Company*	HUDD
Container Number*	GRIU1208222	Chassis Type (use NONE if not known)	

2. WebAccess **GCT** facility: Trying to pin a Deliver Import that is located at OT and is on file in GCT but last use at GCT was loading vsl, rail, etc.

New Deliver Import

Message(s)			
Container is not an IMPORT. Container has no Bills of Lading Error: This Container is not a Full Container			
Truck License Number*	THERESA	Trucking Company*	HUDD
Container Number*	ZCSU2673000	Chassis Type (use NONE if not known)	

3. WebAccess **GCT** facility: Trying to pin a Rec Export at GCT for a vsl that is at OT (the booking won't be on file at GCT).

New Receive Export

Message(s)			
Invalid booking Number. Unable to retrieve the booking details.			
Truck License Number*	THERESA	Trucking Company*	HUDD
Container Number*	ACLU9683479	Chassis Size Type	
Container Owner (Line)*	GRI	Chassis Owner	
Cont. Size Type Height*	40DR96	Chassis Genset Number	
Booking Number (NA at ARP)	GRGB1119	Container Genset Number	
Bkg Status/ Empty or Full		Seal Number 1	
Booking Owner (Line)		Seal Number 3	
OOG	<input type="checkbox"/>	Special Stow	
Hazardous	<input type="checkbox"/>	Seal Number 2	

Submit

4. WebAccess **OT** facility: Trying to pin a Deliver Import that is located at GCT and not on file at OT.

New Deliver Import

Message(s)			
Appointment failed to create with error: Container AMFU8778039 not found.			
Truck License Number*	TEST	Trucking Company*	HUDD
Container Number*	AMFU8778039	Chassis Type (use NONE if not known)	

5. WebAccess **OT** facility: Trying to pin a Deliver Import that is located at GCT and is on file in OT but last use at OT was loading vessel, rail, etc.

New Deliver Import

Message(s)			
Appointment failed to create with error: Unknown Container BMOU9850157.			
Truck License Number*	TEST	Trucking Company*	HUDD
Container Number*	BMOU9850157	Chassis Type (use NONE if not known)	

6. WebAccess **OT** facility: Trying to pin a Rec Export at OT for a vessel that is at GCT (the booking won't be on file at OT).

New Receive Export

Message(s)			
Appointment failed to create with error: Invalid Booking, Please choose a Valid Line ID			
Truck License Number*	THERESA	Trucking Company*	HUDD
Container Number*	BEAU4415023	Chassis Size Type	
Container Owner (Line)*	ONE	Chassis Owner	
Cont. Size Type Height*	40HC96	Chassis Genset Number	
Booking Number (NA at ARP)	RICAB2250500	Container Genset Number	
Bkg Status/ Empty or Full		Seal Number 1	
Booking Owner (Line)		Seal Number 3	
OOG	<input type="checkbox"/>	Special Stow	
Hazardous	<input type="checkbox"/>	Seal Number 2	

2.3 : Generating Gate Reports

Note: Reporting is facility specific.




From the Gate menu, you can generate three types of gate reports:

1. The **Truck Transaction** command allows you to generate a quick list of truck transactions ordered by date, truck transaction number, trucking company, trucker ID, or equipment ID.
2. The **Truck Visit** command allows you to generate detailed truck information such as truck and driver ID, turn-time, and number of transactions while in the terminal.
3. The **Find Transaction** command allows you to create a detailed transaction report that you can format, sort, and save for later use.

2.4 : Truck Transactions Report (Does Not Show Turn Time)

1. Select **Gate>Truck Transactions** from the navigation bar.
2. For a report on a specified date range, enter the start and end dates.
3. Enter the gate transaction ID in the **Transaction** field (if you want to view details for a specific gate transaction).
4. Enter the trucking company ID in the **Truck Co. ID** field (if you only want to view gate transactions for a specific trucking company.)
5. Enter the truck ID, generally the truck license number, in the **Truck ID** field (if you only want to view gate transactions for a specific trucker.)
6. Enter the container ID in the **Equipment ID** field (if you only want to view gate transactions for a specific container.)
7. Or you may search by any combination of the above items.

Example: HUDD transactions from June 28 through June 28:


Start Date	<input type="text" value="28-JUN-2022"/>	
End Date	<input type="text" value="28-Jun-2022"/>	
Pin/Trans	<input type="text"/>	
Truck.CO ID	<input type="text" value="HUDD:HUDD TRANSPC"/>	
Truck ID	<input type="text"/>	
Equipment ID	<input type="text"/>	

Submit

Once you have entered the information, click submit.

54207	2022-06-29 08:53:57	DI	OK [GCT]	2927856	HUDD	VISIT	MSC	TCLU1631605				
60239	2022-06-29 08:53:04	RM	COMPLETE [GCT]	2927856	HUDD	VISIT	MSC	MSMU8923799				
39572	2022-06-29 08:52:53	DI	OK [GCT]	2433757	HUDD	VISIT	MSK	MRKU4871903				
60061	2022-06-29 08:52:47	RM	OK [GCT]	2433757	HUDD	VISIT	HAP	TRHU4530097				
992926	2022-06-29 08:52:29	DI	OK [GCT]	XHB512	HUDD	VISIT	MSK	TCKU6858111				
54400	2022-06-29 08:52:12	RM	COMPLETE [GCT]	XHB512	HUDD	VISIT	CMA	FSCU4832230				
33650	2022-06-29 08:50:31	DM	OK [GCT]	FAU559	HUDD	VISIT	OOC	MAGU5205836	4037501890			
54904	2022-06-29 08:50:03	DI	OK [GCT]	C796DY	HUDD	VISIT	CMA	TRHU7881834				
54027	2022-06-29 08:49:56	RM	COMPLETE [GCT]	C796DY	HUDD	VISIT	CMA	TEMU8232517				
992987	2022-06-29 08:49:43	DI	OK [GCT]	2397235	HUDD	VISIT	EVE	TGHU5140337				
60049	2022-06-29 08:49:18	RM	COMPLETE [GCT]	2397235	HUDD	VISIT	MSC	TRHU7997022				

[View Gate Documentation](#)

1. Generate a truck transaction report.
2. Click on the document icon  under the **Docs** column. A list of gate documents will appear.
3. Click on the appropriate document link for details.

GATEDOCUMENTS

DOCUMENT	CREATED
EIRGPA	29-Jun-2022 11:36
DROPOFFGPA	29-Jun-2022 11:27




[Viewing trouble ticket information](#)

A trouble ticket is a document that describes a gate transaction problem, such as a container not released by the steamship line, or if the equipment has a damage hold. Truckers need to take the trouble ticket to the Trucker's Assistance Kiosk (trouble booth) to resolve the problem.

Through the Truck Transaction report, you have access to any trouble ticket messages that were generated during a gate transaction.

Viewing Trouble Ticket Messages

1. Generate a truck transaction  report.
2. Click on the warning icon under the **Trouble** column to the far right. A list of trouble messages appears.

TRUCKTRANSACTIONS												EXCEL	PDF
Start Date: 29-JUN-2022 End Date: 29-Jun-2022 Pin/Trans: 973212 Report Created on Jun 29, 2022 11:08:56 AM													
PIN/TRANS	ENTERED	TYPE	STATUS	TRUCK			LINE	EQUIP ID	BOOKING	TROUBLE	PICS	DOCS	
				ID	CO.	VISIT							
64071	2022-06-29 10:54:18	RE	TROUBLE [GCT]	C963DV	EDCT	VISIT	HAP	HLBU9399811	67484466				

Previous Items 1 - 1 Next

Click a trouble link for transaction details and a list of trouble messages.

GATEDOCUMENTS	
DOCUMENT	CREATED
TROUBLEGPA	29-Jun-2022 10:58
TROUBLEGPA	29-Jun-2022 11:02
TROUBLEGPA	29-Jun-2022 11:04
TROUBLEGPA	29-Jun-2022 10:57
TROUBLEGPA	29-Jun-2022 10:59
DROPOFFGPA	29-Jun-2022 10:55
TROUBLEGPA	29-Jun-2022 11:03
TROUBLEGPA	29-Jun-2022 11:00
TROUBLEGPA	29-Jun-2022 10:57

Once you click on the TroubleGPA link the Trouble message will appear.

GateDocuments			
	Georgia Ports Authority, Savan	Receive export Container	973212
	HAP:HAPAG LLOYD		
		EDCT	29-Jun-2022 10:54:18
Container	HLBU9399811	Truck ID	
Chassis	449731	Booking	67484466
Vessel	HLBJ:BOMAR JULIANA		





MESSAGES		EXCEL	PDF
MESSAGES			
Take container HLBU9399811 to yard position FLD			
Then exit terminal with your own chassis			
Unable to plan HLBU9399811 into yard Failed to deck			
Take container HLBU9399811 to yard position FLD			

2.5: Truck Visits (shows turn time)

A **truck visit** consists of all the truck events that occur from when a truck enters the terminal through the ingate until the truck finishes the transaction for that visit. The turn-time of a truck visit is the time the trucker has spent completing a single truck visit. The **Truck Visits** command enables you to generate a report that includes truck visit details such as trucking company, trucker name and ID, and turn-time. You can generate a list of truck visits by date, truck company, or trucker.

To generate a report of truck visits:

1. Select Gate>Truck Visits
2. For a report on a specified date range, enter the start and end dates.
3. Enter the trucking company ID in the **Truck Co. ID** field (if you only want to view gate transactions for a trucking company.)
4. Enter the truck ID, generally the truck license number, in the **Truck ID** field (if you only want to view gate transactions for a trucker.) or you may search by any combination of the above.





Start Date	<input type="text" value="30-JUN-2022"/>	
End Date	<input type="text" value="30-Jun-2022"/>	
Truck.CO ID	<input type="text"/>	
Truck ID	<input type="text"/>	

Submit

Example below is result for Truck Visit Search. Number in Count Column represents number of transactions during that specific visit. Click on this number to view pickup ticket, interchange, or trouble ticket.

TRUCKVISITS											
Start Date: 30-JUN-2022 End Date: 30-Jun-2022 Report Created on Jun 30, 2022 3:00:15 PM											
ENTERED	TRUCK				STATUS	EXITED	TURN-TIME (MINUTES)	DRIVER		TRANSACTION	
	ID	ST	CO.	NAME				NAME	ID	COUNT	TROUBLE
2022-06-30 14:33:08	2670542	IN	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	OK					<u>2</u>	
2022-06-30 14:28:08	YDM447	GA	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	OK					<u>2</u>	
2022-06-30 12:54:46	3247196	IN	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 14:28:17	94			<u>2</u>	
2022-06-30 12:51:35	YDM447	GA	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 12:56:41	5			<u>1</u>	
2022-06-30 11:21:10	2670542	IN	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 12:24:50	64			<u>2</u>	
2022-06-30 11:02:41	YDM447	GA	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 11:51:43	49			<u>2</u>	
2022-06-30 10:58:25	ESU768	GA	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 11:44:36	46			<u>2</u>	
2022-06-30 10:46:57	EHE215	GA	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 11:43:14	56			<u>2</u>	
2022-06-30 10:19:00	3320188	IN	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 10:57:52	39			<u>2</u>	
2022-06-30 10:14:36	3247196	IN	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 11:38:08	84			<u>2</u>	
2022-06-30 09:06:59	EHE215	GA	EDCV	61 TRANSPORT DIVISION, EVANS DELIVERY CO	COMPLETE	2022-06-30 09:44:25	37			<u>2</u>	

The following example is created by clicking on “2” on first visit. This shows you detail of the two transactions on this visit. Click on the icons on the far right “Trouble” or “Docs” to view document detail.

TRUCKTRANSACTIONS												
Truck ID: 2670542 Report Created on Jun 30, 2022 3:00:55 PM												
PIN/TRANS	ENTERED	TYPE	STATUS	TRUCK			LINE	EQUIP ID	BOOKING	TROUBLE	PICS	DOCS
				ID	CO.	VISIT						
994814	2022-06-30 14:33:08	RM	COMPLETE [GCT]	2670542	EDCV	<u>VISIT</u>	EVE	<u>EISU9414803</u>				
101347	2022-06-30 14:33:56	DI	OK [GCT]	2670542	EDCV	<u>VISIT</u>	COS	<u>OOCU6540178</u>				



Result from clicking on the “Trouble” icon will list *all* documents during this visit. If you click on the second “Docs” icon, system will only show the EIR and Pickup Ticket.

GateDocuments	
DOCUMENT	CREATED
<u>EIR</u>	24-FEB-2006 13:29
<u>TROUBLE</u>	24-FEB-2006 12:07
<u>PICKUP</u>	24-FEB-2006 10:50

2.6: Example of EIR (interchange)

If there are any damages, they will be noted in the Messages area.

GateDocuments			
Georgia Ports Authority, Savan		Receive Empty Container	994814
EVE:EVERGREEN SHIPPING AGENCY			30-Jun-2022 14:33:08
EDCV			
Driver Name		Truck ID	2670542
Container	EISU9414803	Size/Type	40_DRY_9.5
Chassis	MCCZ404983	Size/Type	40_STANDARD_CHASSIS
Vessel		Booking	
Chs Acc		Scale Wt	32580
Ctr Acc		Gross Wt	8780
Temp		Seals	

MESSAGES  EXCEL  PDF

MESSAGES

Take empty container EISU9414803 to yard position 809126B 1
Then park chassis MCCZ404983 at yard location 8CCHZ

Below is view of the trouble ticket.

GateDocuments			
Georgia Ports Authority, Savan		Deliver Import Container	992077
ONE:ONE - OCEAN NETWORK EXPRESS			
		XPDR	30-Jun-2022 12:33:48
Container	FDCU0608958	Truck ID	
Chassis	FLTZ454621	Booking	
Vessel	HMDR:HYUNDAI DRIVE		

MESSAGES  EXCEL  PDF

MESSAGES

Pick up FDCU0608958 from yard position 703090E 2
Pick up 40 ft Chassis
Chassis Federal Inspection Date Expired 2022 06 30

2.7: Creating Customized Gate Transaction Reports

The **Find Transaction** command enables you to create customized gate transaction queries, which are requests to view truck transactions that share certain criteria. You can define a query by any number of items, such as a booking number, bill of lading, vessel voyage, shipping line, or trucking company. You can save and modify queries for later use.

When you run a query, Navis WebAccess generates a table of information. When you define the query, you can determine the order in which columns appear in the report, as well as how the report is sorted.

To create a customized gate transaction report:

5. Select **Gate>Find Transaction** from the navigation bar. A list of saved queries appears.
6. Click the **Add** button in the top right corner of the report list.


List of Saved Queries			
NAME	EXECUTE	DUPLICATE	REMOVE
(No items to display)			

7. Under the **Criteria** tab, at the top in the **Report Name** field, enter the report name. Try to be unique in naming the report. WebAccess will not allow duplicate names.
8. Select the criteria you want included in the report, then click **OK**.

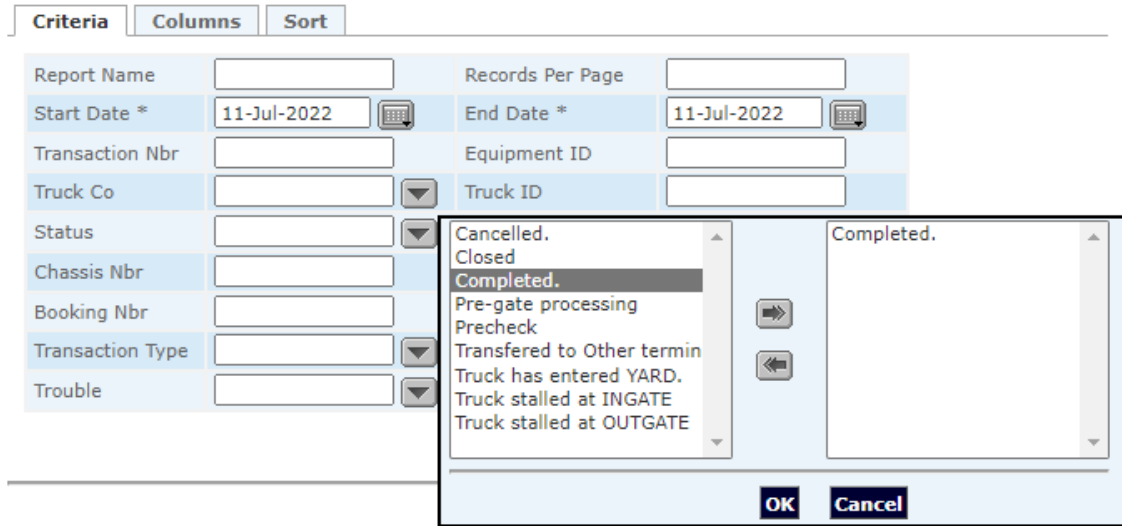
Query Criteria

Criteria	Columns	Sort
Report Name	<input type="text"/>	Records Per Page <input type="text"/>
Start Date *	<input type="text" value="11-Jul-2022"/>	End Date * <input type="text" value="11-Jul-2022"/>
Transaction Nbr	<input type="text"/>	Equipment ID <input type="text"/>
Truck Co	<input type="text"/>	Truck ID <input type="text"/>
Status	<input type="text"/>	Vessel/Voyage/Call <input type="text"/>
Chassis Nbr	<input type="text"/>	Line <input type="text"/>
Booking Nbr	<input type="text"/>	Bill Of Lading Nbr <input type="text"/>
Transaction Type	<input type="text"/>	Damage <input type="text"/>
Trouble	<input type="text"/>	Hazard <input type="text"/>

For all text boxes: The values you enter must be valid.

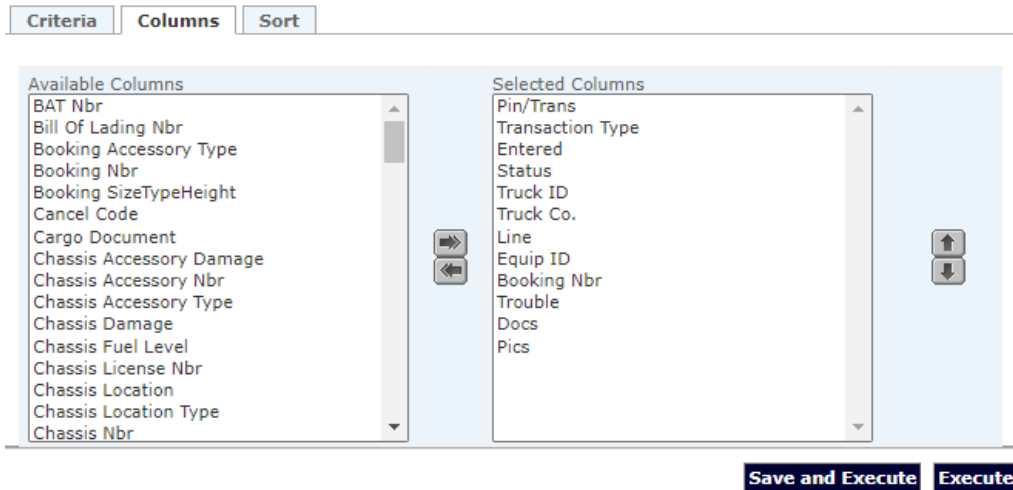
For all drop-down boxes: You must make selections by clicking on the desired item in the left box, then clicking on the right arrow button  .

To unselect an item, select it from the right box, then click the left arrow button, and then click OK.



- Under the **Columns** tab, determine the order in which you want the criteria columns to appear in the report by selecting the criteria from the left box and clicking the right arrow button.

You can change the order of the columns by selecting a criteria in the right box, then selecting the up or down button to move that item.



10. Under the **Sort** tab, determine the criteria you want the report to sort by. For example, if you want to view the report by equipment ID, scroll down and select Equip ID and click on the right arrow button. Your sort item must be one of the available columns you chose on the previous page.

Criteria Columns **Sort**

Available Columns

- Driver License Nbr
- Driver Name
- Entered
- Equip ID**
- Equipment Feature
- Export Release Nbr
- Grade
- Group
- Handled
- Hazard Class 1
- Hazard Class 2
- Hazard Class 3
- Hazard Class 4
- Hazard UNDG Code 1
- Hazard UNDG Code 2
- Hazard UNDG Code 3

Selected Columns


- Equip ID

Save and Execute Execute

11. Scroll down to the bottom of the screen. If you want to save the query, click **Save and Execute** OR Click the **Execute** button to run the report without saving it.

2.8: Running A Transaction Report

To run a transaction report:

- Select **Gate>Find Transaction** from the navigation bar. A list of saved queries appears.
- Click on the **Execute** icon  to the right of the report you want to run. The report results appear.

2.9: Editing A Transaction Report


To edit a transaction report:

12. Select **Gate>Find Transaction** from the navigation bar. A list of saved queries appears.
13. Click on the desired report name under the **Name** column. The Transaction Reports dialog opens with the query criteria selected.
14. Edit the report details as necessary.
15. Scroll down to the bottom of the screen and click **Save and Execute**. The report results appear.

2.10: Copying A Transaction Report

You may want to copy the formatting or criteria from one report to create another.

To copy a transaction report:


16. Select **Gate>Find Transaction** from the navigation bar. A list of saved queries appears.
17. Click on the **Duplicate** icon  to the right of the report you want to run. The Transaction Reports dialog opens with the query criteria selected. You can now create a new report using the existing formats.
18. Make any changes to the query, and type in the name for the new report.

Note: If you do not type in a new name, your report name will be COPY OF (report name).

19. Then scroll down to the bottom of the screen and click **Save and Execute**.

2.11: Deleting A Transaction Report

To delete a report:

20. Select **Gate>Find Transaction** from the navigation bar. A list of saved queries appears.
21. Click on the **Remove** icon  to the right of the report you want to run. The report is deleted.

SECTION 3: SHIPS

3.1: Schedule

This menu item allows you to look at vessel schedules during a specified time. For a report on a specified date range, enter the start and end dates, and then click **Submit**.

VSCCHEDULE

 EXCEL
 PDF

Start Date

End Date

Submit

VESSEL NAME	VESSELVISIT	SERVICE	TERMINAL	BERTH	IMPORT				EXPORT		RECEIVAL			
					VOYAGE	ARRIVE	DELIVERY		VOYAGE	DEPART	BEGIN		END	
							BEGIN	LAST FREE			DRY	REEF	DRY	REEF

Note: Pay special attention to the terminal column below to specify the terminal of the vessel call.

This report can now be converted to Excel.

VSCCHEDULE

Start Date: 30-Jun-2022 | End Date: 30-Jul-2022 | Report Created on Jun 30, 2022 4:04:23 PM

VESSEL NAME	VESSELVISIT	SERVICE	TERMINAL	BERTH	IMPORT	
					VOYAGE	ARRIVE
MANDALAY	CMMLRPACN	RTWNB	Ocean Terminal	OT_18	RPACN	30 Jun 2022 06:25
MARIUS	CCNP2425	RTWSB	Ocean Terminal	OT_13	2425	30 Jun 2022 12:00
CCNI ANDES	ZCNI220E	USEC6	GCT	CB06	216W	30 Jun 2022 23:59
SAN ALVARO	SLNV225S	SAE	Ocean Terminal	OT_18	225S	01 Jul 2022 07:00
ARC COMMITMENT	WTIGNF221	WLFNA	Ocean Terminal	OT_12	AF221	01 Jul 2022 07:00
ZIM TARRAGONA	ZTAR83E	ZCA	GCT	CB04	83E	01 Jul 2022 07:00
POLAR ARGENTINA	MARA226S	NAE ACX	Ocean Terminal	OT_13	224N	01 Jul 2022 07:00
MSC MATTINA	EVMA223	TGUSA	GCT	CB02	213A	01 Jul 2022 08:00
COSCO SHIPPING CAMELLIA	COCC014W	OALP2	GCT	CB08	014E	01 Jul 2022 13:00
ZIM NEWARK	ZLIN18W	ZCP	GCT	CB07	18W	01 Jul 2022 23:59
SALOME	WSALNZ204	WLFNA	Ocean Terminal	OT_12	NZ204	02 Jul 2022 07:00
MSC ELODIE	MCELNU219	ATL2	GCT	CB04	216W	02 Jul 2022 07:00
MAX SCHULTE	HAMX2219E	TURKON	GCT	CB02	2219W	02 Jul 2022 07:00
LONG BEACH EXPRESS	MKME004E	IN2	GCT	CB03	004W	02 Jul 2022 13:00
CSCL SYDNEY	CISY054E	EMA	GCT	CB06	054W	02 Jul 2022 23:59
BOMAR JULIANA	HLBJ04E23	TEX	GCT	CB02	04W21	03 Jul 2022 07:00
GRANDE SENEGAL	GRGS0422	GRIM	Ocean Terminal	OT_13	0422	03 Jul 2022 07:00
FIGARO	WFIGNF227	WLFNA	Ocean Terminal	OT_12	AF227	03 Jul 2022 07:00
ZIM ROTTERDAM	ZROT67W	ZCP	GCT	CB04	67W	03 Jul 2022 07:00
PORTO GERMENO	MKPG224W	TP10	GCT	CB03	219E	05 Jul 2022 06:00
ARC COMMITMENT	WTIGNZ204	WLANZ	Ocean Terminal	OT_12	NZ204	05 Jul 2022 06:00
CMA CGM JULES VERNE	CCJVUOAN	OAAWE3	GCT	CB08	TU09S	05 Jul 2022 07:00
HOEGH COPENHAGEN	HGCO76	HUALOT	Ocean Terminal		76	29 Jun 2022 09:31
HOEGH BERLIN	HOBE115	HUALOT	Ocean Terminal	OT_13	115	05 Jul 2022 07:00
HYUNDAI RESPECT	HMRP029W	TAEC1	GCT	CB06	029E	05 Jul 2022 07:00
JAL SIDDHI	VJAL2204	LBULK	GCT		2204	05 Jul 2022 07:00
ELEKTRA	WELEEX212	WLFNA	Ocean Terminal	OT_12	EX212	05 Jul 2022 07:00

SECTION 4: CONTAINERS

4.1 : Container Availability

You can check to see if a container will be available for pickup on a specific date.

To check container availability:

1. Select **Containers>Availability Inquiry** from the navigation bar.
2. Enter the container number in the **Equipment ID** field.
3. Select a trucking company from the **Trucking Company** drop-down list.
Or you may select ANY.
4. Today's date will automatically appear as Pickup Date and click **Submit**.

DELIVERYINQ

 EXCEL
  PDF



Equipment IDs	TGPU0065783
Trucking Company	TEST ▼
Pickup Date	30-Jun-2022 


Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	FACILITY	LINE STATUS	CUSTOM STATUS	AGRI STATUS	B/L NBR	OTHER HOLDS
		LFD	PTD	GTD							
	TGPU0065783				Y-GCT-803030	GCT	RELEASED	RELEASED		SHZ4926230	


Note: If there any problems with the container's status, error messages will appear like the below screenshot.

DELIVERYINQ

 EXCEL
  PDF

Equipment IDs	TCNU9979683
Trucking Company	TEST ▼
Pickup Date	30-Jun-2022 

Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	FACILITY	LINE STATUS	CUSTOM STATUS	AGRI STATUS	B/L NBR	OTHER HOLDS
		LFD	PTD	GTD							
	TCNU9979683				Y-GCT-806.062.F.2	GCT	HOLD	HOLD		XIA0967368	

4.2: EDO/Booking Details

You can view a single equipment order using the **Containers>EDOs/Booking Detail** command. When you enter an equipment order, you will receive four tables of booking/EDO information:

1. Equipment Order Detail

Includes booking/EDO details that pertain to the entire order, such as vessel voyage, point of discharge, and consignee, or any restrictions, such as a special stow instructions, override cutoff, or no empty/no full.

Equipment Order Detail

EQNBR: CAN0638967 | Report Created on Jun 30, 2022 4:33:20 PM

Nbr	CAN0638967	POL	SAV
Line	CMA	POD	BBA
Outbound Ship	<u>MANDALAY</u>	POD2	
Voyage	RPB1S	Status	FCL
Call	1	Special Stow	
Origin	SAV	Stow Block	
Dest.	BBA	Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty	Hold Partial	Mtys From	
No Full	Oversize	Ref.	
Override Cutoff	Dry Begin Receive Date	Facility	OT
Notes	Reefer Begin Receive Date		

2. Equipment Types

Includes the quantity of containers included in the booking/EDO, as well as container specifications, such as size, type, and height.

EQUIPMENT TYPES															EXCEL	PDF
QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
2			40	40_OPENTOP_8.5	86											



3. Booking Hazards

Includes the quantity of how many hazardous containers that are expected on this booking. It also includes what IMDG code as well as the UN number that's associated with this booking.

BOOKING HAZARDS								EXCEL	PDF
SEQ	IMDG		UNDG NBR	MARINE POLLUTANT	LIMITED QTY	FLASH POINT			
	ID	PAGE				TEMP	UNITS		
1	9		3077			999.0	C		



4. Equipment Out for Order

Includes the equipment that has been specified for the booking/EDO but hasn't been received into the terminal.

EQUIPMENT OUT FOR ORDER								
 								
EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
OOCU4842461	STRGE	MTY	8130	LB	40	40_DRY_8.5	86	T-EQF072 (OUT)
OOLU4304565	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-EXL992 (OUT)
OOLU4497084	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-XBB972 (OUT)
FSCU5029984	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-EXL988 (OUT)
OOLU4404590	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-XHB526 (OUT)
OOLU7834764	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-DFJ159 (OUT)
OOLU7699160	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-YAH638 (OUT)
OOCU5049935	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-EXL980 (OUT)
OOCU4850390	STRGE	MTY	8430	LB	40	40_DRY_8.5	86	T-EXL979 (OUT)
OOCU4853018	STRGE	MTY	8030	LB	40	40_DRY_8.5	86	T-XBB971 (OUT)

5. Equipment in for Order

Includes the equipment that has been received against a booking/EDO number.

EQUIPMENT IN FOR ORDER								
 								
EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
TCKU7609134	EXPRT	FCL	63764	LB	40	40_DRY_9.5	96	Y-GCT-714.034.A.1
CMAU7683665	EXPRT	FCL	66180	LB	40	40_DRY_9.5	96	Y-GCT-724.090.B.3
TRLU7318259	EXPRT	FCL	64860	LB	40	40_DRY_9.5	96	Y-GCT-824.022.C.2
CMAU6716316	EXPRT	FCL	50000	LB	40	40_DRY_9.5	96	T-GEN_TRUCK
TRLU7083787	EXPRT	FCL	67360	LB	40	40_DRY_9.5	96	T-ERU967 (TQ)
GESU5584513	EXPRT	FCL	67080	LB	40	40_DRY_9.5	96	T-EXL991 (TIP)
TCKU7524422	EXPRT	FCL	66180	LB	40	40_DRY_9.5	96	Y-GCT-822.086.B.4
TEMU7862907	EXPRT	FCL	65540	LB	40	40_DRY_9.5	96	Y-GCT-714.034.C.4
BMOU6067240	EXPRT	FCL	67960	LB	40	40_DRY_9.5	96	Y-GCT-817.010.B.2
FSCU5029984	EXPRT	FCL	66180	LB	40	40_DRY_9.5	96	Y-GCT-724.090.B.3

4.3: Equipment Details

You can view extensive real-time container or chassis details through the **Container Details** command.

To view real-time container details:

1. Select **Containers>Container Detail** from the navigation bar.
2. Enter the equipment/container ID and click **Submit**. An Equipment Detail table appears providing available container information.



This screen can be used to verify container owner (steamship line), category, status, position and size, type, and height.

Equipment Detail

Container: SEGU5371174 | Report Created on Jun 30, 2022 4:54:28 PM



Current Position:		Y-GCT-WB.02.035			
Category:	EXPRT	Chassis:	T1061	Height:	9.5
Status:	FCL	Accessory:		Length:	40
Group:				Type:	GP
I/B Carrier:	NS232A0630	Bkg/EDO:	NAM5428782	Weight:	40129
O/B Carrier:	CMJATUOIN			POL:	SAV
Line Operator:	CMA			POD:	KEL
Reefer:				Destination:	
Hazardous:	false			Damaged:	false

DAMAGE

AREA	TYPE	REPORTED	REPAIRED	PICS	DESCRIPTION	NOTES
No items found for this table.						

HAZARD


IMDG	UNDG NBR	PICS	DESCRIPTION
No items found for this table.			

4.4: Equipment History

You can view a list of every recorded event for a particular piece of equipment, such as gate-in, gate-out, any yard shifts, or terminal services.

To view an equipment history report:

1. Select **Containers>Container History** from the navigation bar.
2. Enter the equipment ID and click **Submit**. An EQ History table appears with the service event history.

EQHISTORY						
Number: FSCU4626774 Report Created on Jul 7, 2022 11:03:38 AM						
Size Type Height: 40 DR 86						
SERVICE	LINE	DATE	NOTE	FACILITY	INVOICE	
UNIT_STORAGE_UPDATE	CMA	7/6/22 5:05:44 PM	Unit Storage details updated	GCT		
UNIT_OUT_VESSEL	CMA	7/1/22 6:55:00 PM		GCT		
UNIT_LOAD	CMA	7/1/22 2:14:00 PM		GCT		
UNIT_YARD_MOVE	CMA	7/1/22 9:39:38 AM		GCT		
UNIT_LOADLIST_LOCK_APPLY	CMA	6/28/22 5:12:59 PM	Recorded By GPAREcordEventAtInspection Groovy	GCT		
GPA_UNIT_UPDATE	CMA	6/28/22 11:22:21 AM	Recorded by GPAUnitLifecycleInterceptor	GCT		
UNIT_LOADLIST_LOCK_APPLY	CMA	6/28/22 11:22:21 AM	Recorded By GPAREcordEventAtInspection Groovy	GCT		
UNIT_PROPERTY_UPDATE	CMA	6/28/22 11:17:12 AM	Sparcs Details Updated	GCT		
UNIT_YARD_MOVE	CMA	6/23/22 2:54:14 AM		GCT		
UNIT_VESSELROLL_1	CMA	6/20/22 7:24:35 PM	Gvy: groovy.GPAREcordCustomUnitVesselRoll	GCT		
UNIT_ROLL	CMA	6/20/22 7:24:34 PM		GCT		
UNIT_RECEIVE	CMA	6/16/22 6:39:36 AM		GCT		
FULL_IN	CMA	6/16/22 6:25:48 AM	Recorded By GPAGateRecordEventAtInspection Groovy	GCT		
GPA_UNIT_UPDATE	CMA	6/16/22 6:24:06 AM	Recorded by GPAUnitLifecycleInterceptor	GCT		
PRECHECK	CMA	6/16/22 6:24:06 AM	Recorded By GPAGateRecordEventAtPrecheck Groovy	GCT		
UNIT_IN_GATE	CMA	6/16/22 6:24:05 AM		GCT		