e-Link

User Guide   v1.0

ELINK.PATRICK.COM.AU

Contents

1   Logging to E-Link

1.1   Login

LOGIN

Username (email address) *

Password *

Forgotten password

LOGIN

The home page displays the Login window.
Enter your Username (email address) and Password and press the LOGIN button.

Forgot Password   ✕

Enter your Email address *

SUBMIT

A link will be sent to the email address. Simply follow the
instructions to reset your password.

*Mandatory fields

Clicking on the Forgotten Password link within the Login screen will allow the user to reset their password.

Hello e-Link user

Click here to reset your password.

Please note that the above link to reset your password is valid for 1 day.

Once you have reset your password by clicking the link above, you can change your password in "My Account" at any time after logging into e-Link.

If you did not make this request, please ignore this email. For any questions, please contact us.

Privacy Policy

Enter your Email address (username) and press the SUBMIT key. Once submitted an email will be sent to the user from support@patrick.com.au
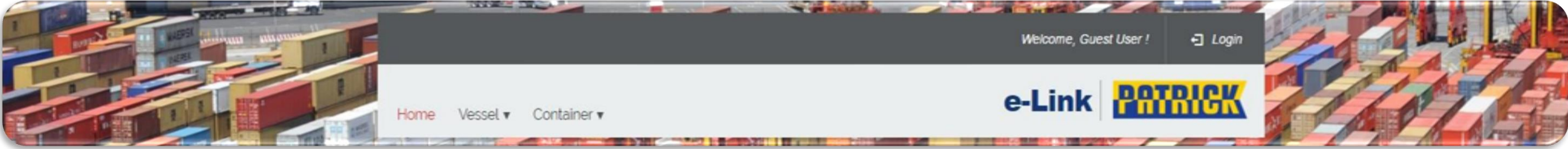
## 1.2   Reset Password

RESET PASSWORD

New password *

Confirm new password *

RESET PASSWORD

Click on the Click here to reset your password link. You now be taken back to e-Link to set your password.
Enter your new password and Confirm new password then press the Reset Password button.
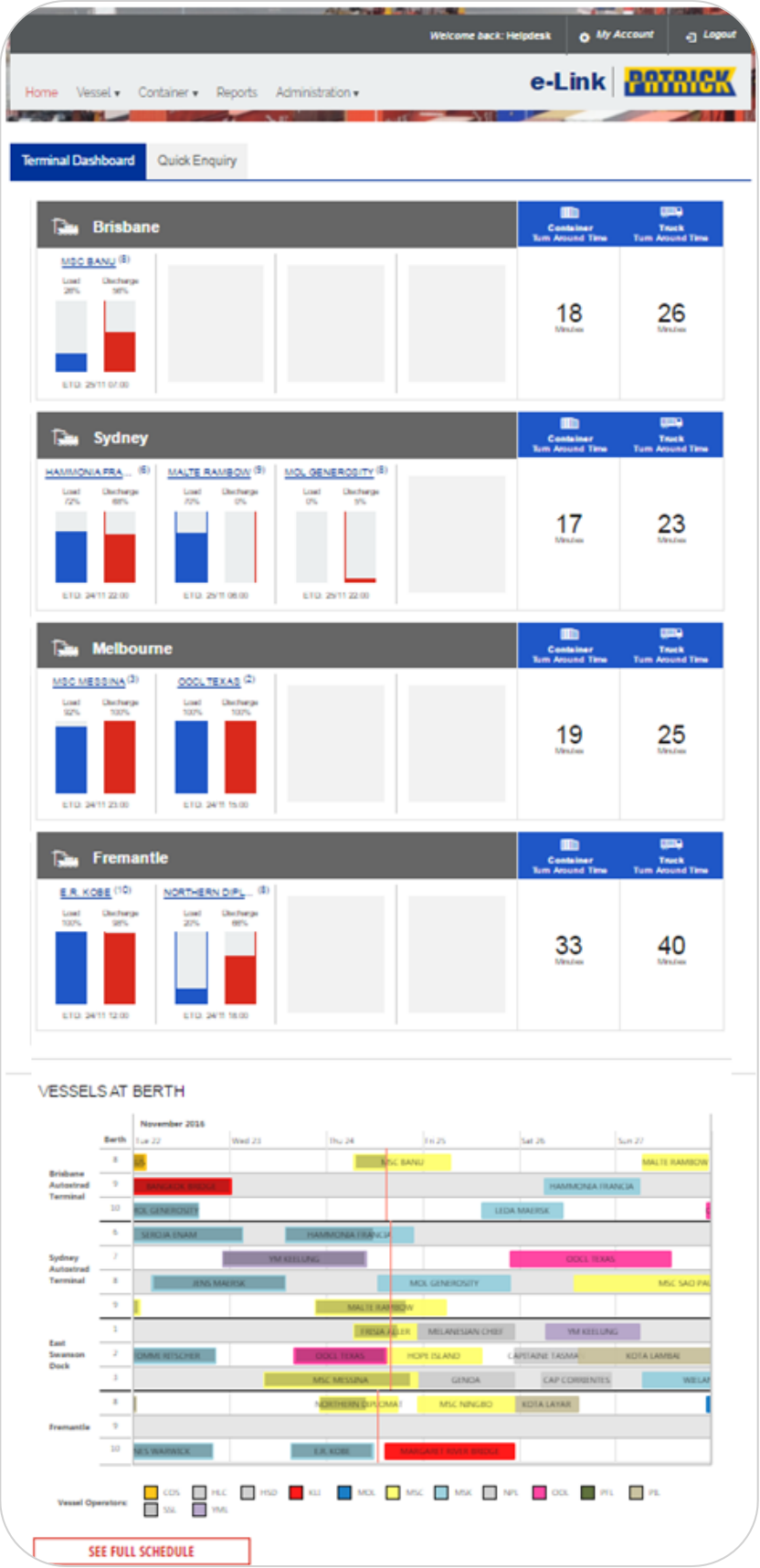*Now log in using your new password*

2   Home screen and Quick Enquiries

Home   Vessel ▾   Container ▾   Reports

e-Link | PATRICK
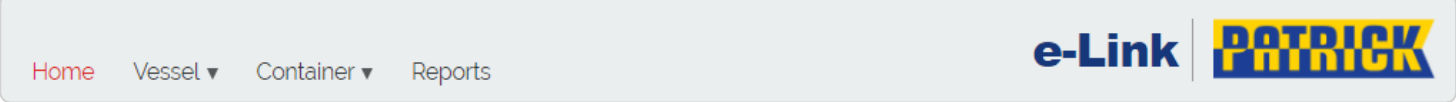
2.1   Home Screen

Clicking on the Home menu option will take you to the respective e-Link home page for guest and logged in users.

Container and truck turn around times
The average container turn around time

The average truck turn around times

Vessel, berth, load and discharge and ETD details in real time
Vessel load (%), Vessel discharge (%) and ETD displayed for a quick update on the vessel working. Clicking on vessel name, navigates to another screen for a detailed listing of the vessel schedule details.

Vessel Schedule
Graphical view of the vessel berth

2.2   Container Enquiries

Clicking on the Container tab in the Quick Enquiry box will allow the user retrieve details for 1 or many container numbers for selected terminals

QUICK ENQUIRY

🚢 Container	🚢 Vessel

Terminal
Sydney ▼

All Terminals
Melbourne
Fremantle
Brisbane
Sydney

*Mandatory fields

SEARCH   **RESET**

Firstly select the appropriate Patrick Terminal.
Note, as a guest user you will have all terminals available for selection however when logged in only those terminals that you are authorised to see will be available to choose from. This allows logged in users to view more detail for the container than a guest user.

QUICK ENQUIRY

🚢 Container	🚢 Vessel

Terminal
Sydney ▼

Container No *
▼

OOLU1403630 ✕   OOLU3641582 ✕

*Mandatory fields

SEARCH   **RESET**

The following container numbers are invalid:
OOLU2843399 - No container history available
OOLU3044036 - No container history available

Type container number and e-Link will start to present you with matching numbers in a drop down list, either type in the complete number or select from the drop down when ready. This procedure can be repeated for up to 20 numbers for guest users and 50 numbers for logged in users.

💡 QUICK TIP   *Alternatively e-Link allows copying and pasting from most data sources (e.g. Word, Excel etc.)*

QUICK ENQUIRY

🚢 Container	🚢 Vessel

Terminal
Sydney ▼

Container No *
OOLU ▼

Container No	ISO	Category	Status
OOLU8922807	45G1	IMPORT	FULL
OOLU2875987	22G1	IMPORT	FULL
OOLU2830600	2200	STORE · STORAGE	FULL
OOLU1909716	2200	STORE · STORAGE	FULL
OOLU0122768	22G0	STORE · STORAGE	FULL
OOLU0265460	22G0	STORE · STORAGE	FULL
OOLU0174550	22G0	STORE · STORAGE	FULL

Prior to hitting the SEARCH button e-Link will validate and then list accepted numbers (blue highlighted) as well as those numbers that are invalid (with a reason) as they do not exist or do not exist for the selected terminal.

After hitting the SEARCH button you will be presented with the most current details for your selected container number/s. for the selected terminal.

Container No and Vessel/Voyage detail display links are only available to authorised e-Link logged in users. As a guest all container numbers will display in blue however attempting to select a container link will take you to the login screen.

Unauthorised

YOU ARE NOT AUTHORISED TO ACCESS THIS PAGE.

We are sorry. You are not authorised to access this page as the details belong to a different Line Operator.
If you see this page in error, Please contact e-Link refresh team.

If you sign in and you are not authorized to see the details you will receive this message, otherwise the container details page will appear. For logged in users clicking on the blue container numbers will take you to the container details page, however clicking on container numbers in red will not open the details page as you are not authorized and the following error will appear.

When a container number is clicked the corresponding e-Link Container details page will open with the most current information.

The container details page will allow users to display for the selected terminal, history records for up to 7 years. Simply click on the down arrow and select the date to display the details.

2.3   Vessel Enquiries

Clicking on the Vessel tab in the Quick Enquiry box will allow the user retrieve details for a vessel for selected terminals

Firstly select the appropriate Patrick Terminal. Note, as a guest user you will have all terminals available for selection and when logged in, only those terminals that you are authorized to see will be available to choose from. This allows logged in users to view more detail for the vessel than a guest user.

Commence typing the vessel Name and e-Link will start to present you with matching vessels in a drop down list, either type in the complete vessel name or select from the drop down when ready. Alternatively e-Link will allow you to copy and paste a vessel name from most data sources (e.g. Word Excel etc.)

If a vessel is selected and there is no data for that vessel in the selected terminal, then the displayed error message No data to display for selected vessel will appear.

Hit Search to enquire selected vessel / terminal combination.

e-Link | **PATRICK**

Home   Vessel ▾   Container ▾

8 | P a g e

VESSEL SEARCH RESULTS FOR SYDNEY TERMINAL

Name: JENS MAERSK

Export to: 📄 📄 📄

Vessel / VOY	Vessel Operator	Terminal	Berth	At Pilot Datetime	At Berth Datetime	Commence Datetime	Sail Datetime	Export Receive Start	Export Cargo Cutoff
JENS MAERSK 671S - 671N	MSK	PBT - Sydney	7	11 Oct 16 10:26	11 Oct 16 12:00	11 Oct 16 14:25	11 Oct 16 14:25	06 Oct 16 05:00	10 Oct 16 22:00

After pressing the SEARCH button you will be presented with the above basic details for the most recent visit to the selected terminal.

More details can be accessed by clicking the vessel link (for authorized users).

💡 QUICK TIP   *Date and times displayed in **blue text** represent estimates whereas actuals are represented in black text.*

Search again - Details displayed below for the **SYDNEY** terminal berthing as at 11/10/2016

VESSEL ENQUIRY: JENS MAERSK (LLOYDS NUMBER 9215177)

Show history records from

[Current ▾]

VESSEL INFORMATION

Vessel Details		Dates		
			Estimate	Actual
Vessel Reference	JEK5740	At Pilot	11 Oct 2016 04:00 AM	
Vessel Service	MSLN2	At Berth	11 Oct 2016 05:30 AM	
Ship Operator	MSK	Labour Aboard		
SOP Voy IB	671S	Commence Work	11 Oct 2016 06:00 AM	
SOP Voy OB	671N	Completed Work		
Receival Berth	7	Labour Ashore		
Account Number	107005	Departing	12 Oct 2016 06:00 AM	
Forecast Units	0	Availability		
First Day of Storage		Commence Recvl		
SCA Controlled Vessel	C	Cutoff		

LINE OPERATOR DETAILS ⊕
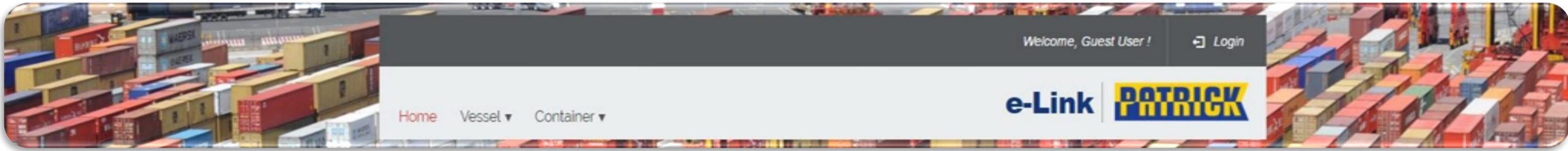
CONTAINERS TO GO ⊕

Description	20'	40'	Total
To Go			
Discharge	0	0	0
Load	0	15	15
Total	0	15	15
Completed			
Discharge	0	0	0
Load	0	0	0
Total	0	0	0
Exchange			
Total	0	15	15

Load 0%   Discharge 0%
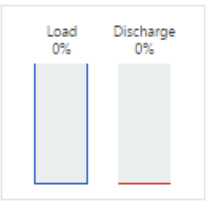
When the Vessel name link is clicked the corresponding e-Link Vessel details page will open with the most current information.

Please note that the CONTAINERS TO GO section at the bottom of the details page is only available for authorized logged in users.

3   Vessel Schedule

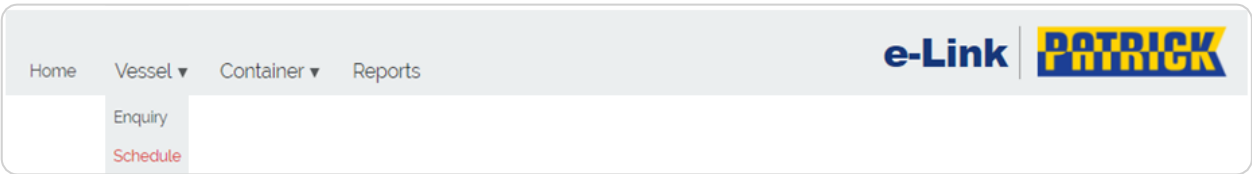Clicking on the Schedule menu option will take you to the e-Link Vessel Schedule page for guest and logged in users, where you will be presented with the following 2 tabs;

3.1   Graphical View

The above Graphical View displays the scheduled visits of vessels to the 4 Patrick terminals. Guest users will be presented with all 4 terminals however they will be unable to view exchange details.

Authorized logged in users will be presented with only the terminals that they are authorized to see but will have access to the full details for their authorized vessels in those terminals.

Each vessel is represented as a horizontal bar placed in position that is determined by its Estimated or Actual at Berth date and time with its colour matching the colours defined in the footer legend. The length of the vessel bar is based on the estimated or actual stay of the vessel at the terminal berth.
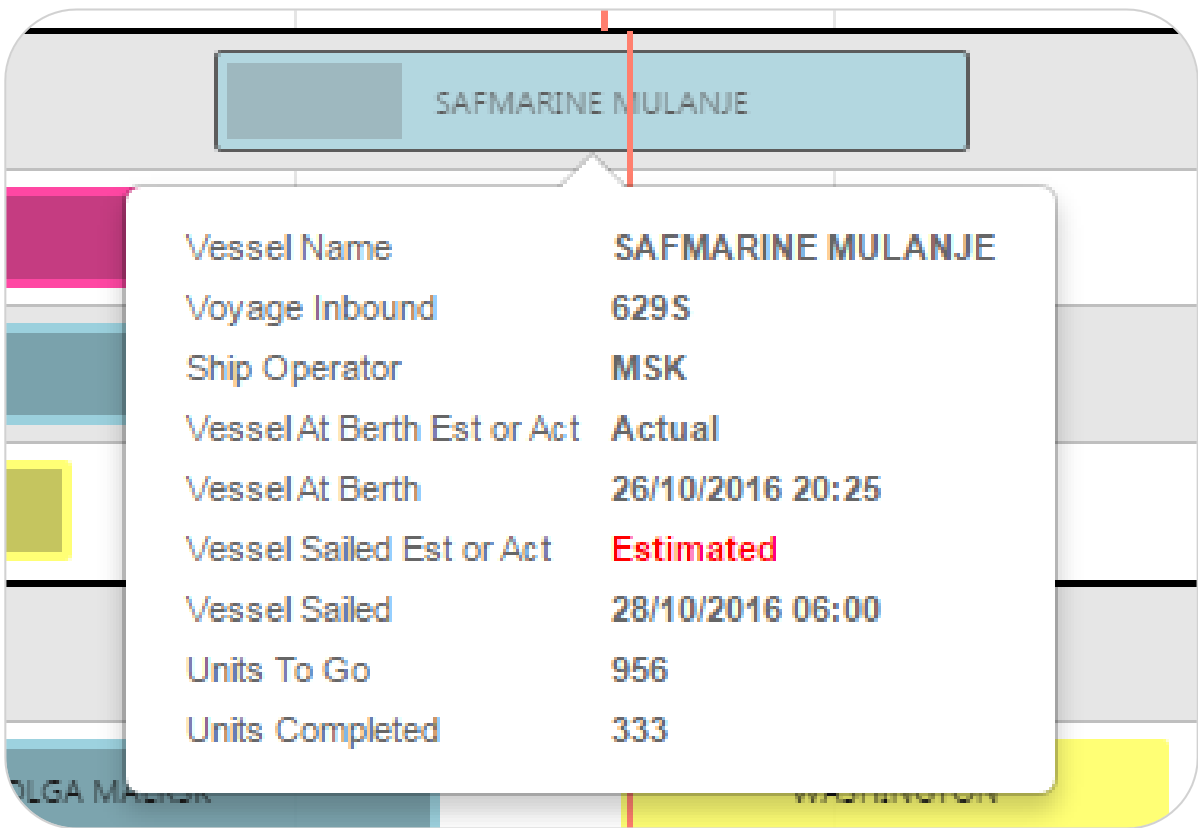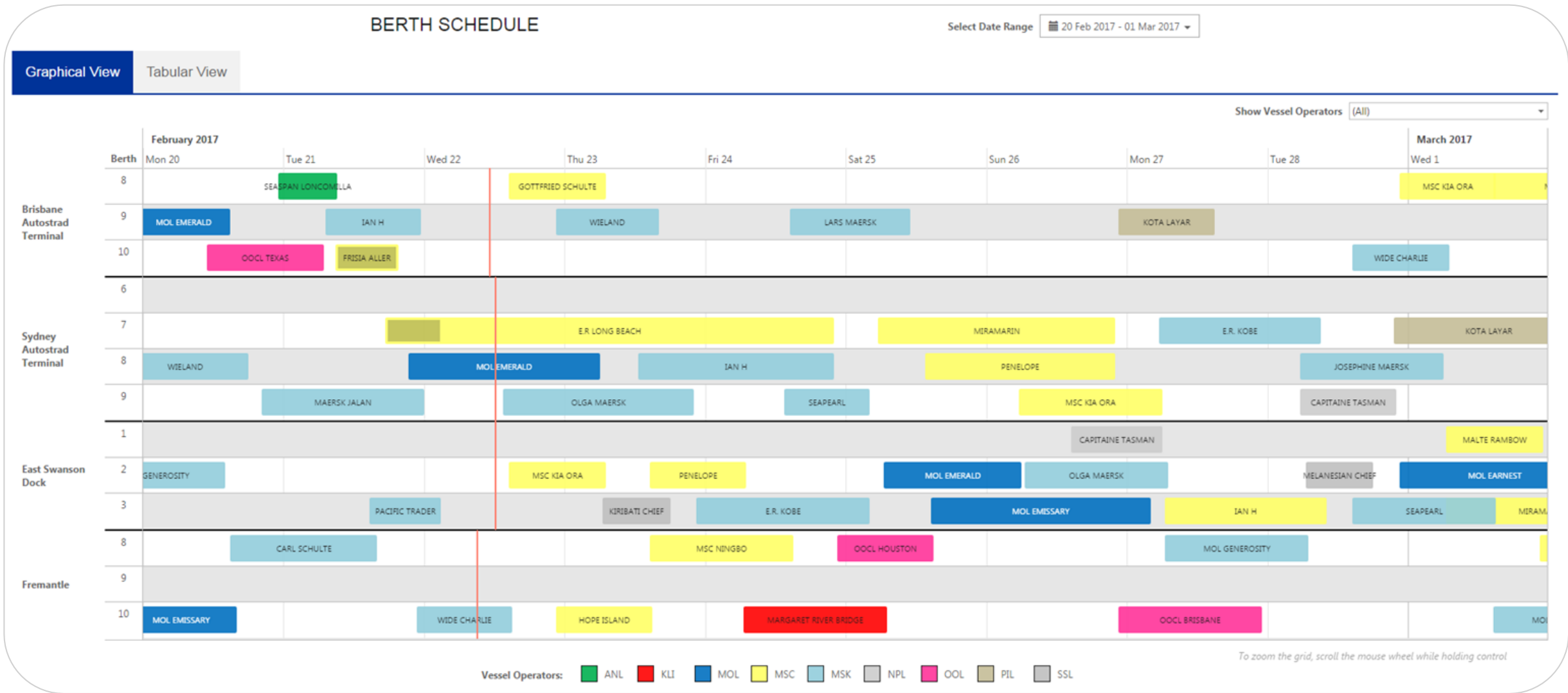
Quick summary details can be viewed for each vessel, simply hover the mouse pointer over the vessel coloured bar.

Units To Go and Units Completed details are only available to logged in authorized users for their vessel only.

Shading within the vessel bar indicates the level of units completed. Clicking on the Vessel will take you to the Vessel Details page. (See Vessel Enquiry).

Custom ranges can be selected for the graphical schedule, just select the new range or the quick range select buttons on the right and hit apply
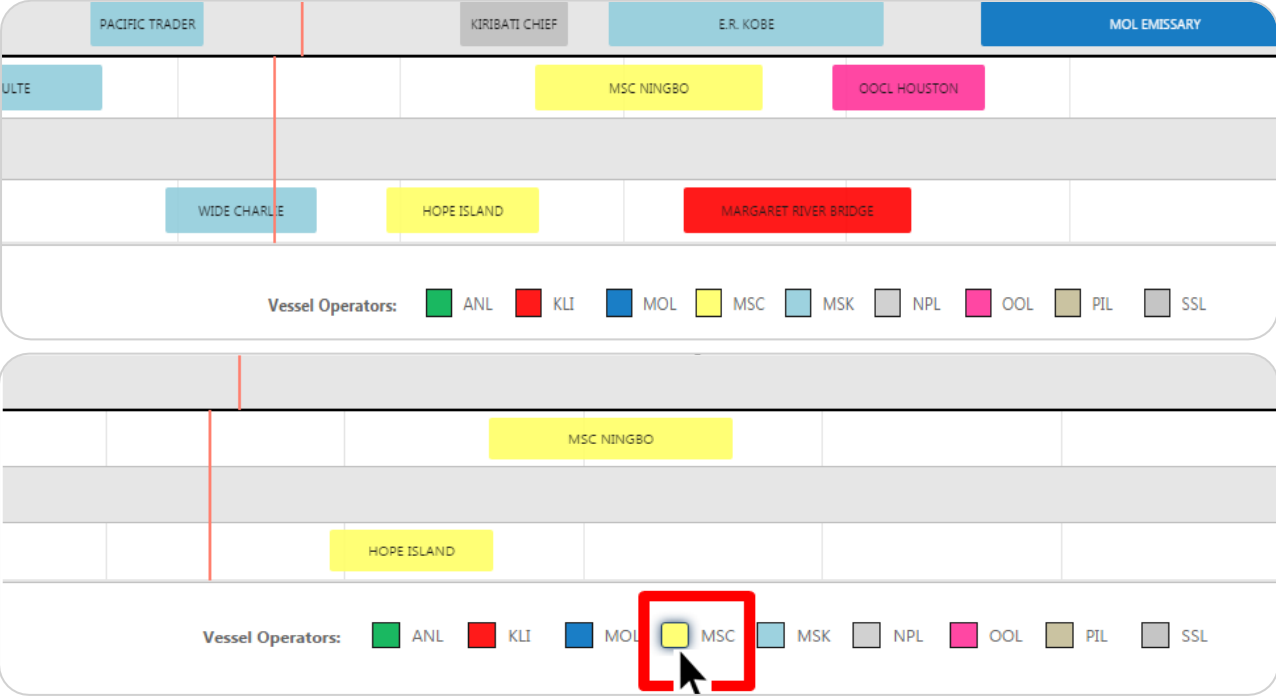
To filter the graphical Berth Schedule to display only for 1 vessel operator, tick the appropriate vessel operator box.

To quickly display 1 ship operator, click on the appropriate coloured box on the footer of the schedule.

e.g. Clicking on 'MSC' ship operator coloured box, filters only 'MSC' Vessels.

3.2   Tabular View

The above Tabular View displays the vessel Berth Schedule in a grid. There is a **select date range** facility as well as each column having filter functionality similar to MS Excel spread sheet filtering.

Authorized users will be presented with an Edit button in the 1st column.
When clicked this will allow the user to request an At Pilot Date time change and/or add a Comment.

By clicking on the date time drop down the user can select the proposed change. By clicking in the Add Comment field the user can type a message (up to 256 Characters).

When the changes have been made the user presses the Save button and an email is sent for approval. Also the user will note that the new At Pilot Date time is now coloured in red and the new comment has been added with a name and time stamp.

The At Pilot Datetime will remain red until approved or rejected by the authorized user (Patrick Schedule Manager).

Scheduling Manager / Terminal User has changed field(s) for vessel **KPN5796**. The field "At Pilot Datetime" has been changed from **15-Nov-2016 04:00** to **01-Dec-2016 04:00**. The field "Berth Datetime" has been changed from **15-Nov-2016 05:30** to **01-Dec-2016 05:30**. The field "Commence Datetime" has been changed from **15-Nov-2016 06:00** to **01-Dec-2016 06:00**. The field "Sail Datetime" has been changed from **16-Nov-2016 06:00** to **03-Dec-2016 06:00**.

Please click here to view changes.

Regards
e-Link Team

Please note: This message has been generated automatically. Please do not reply to this address as it is unmonitored.

Example Comments showing name and time stamp.

When approved by Patrick an email will be sent to the customer with a link detailing the changes.
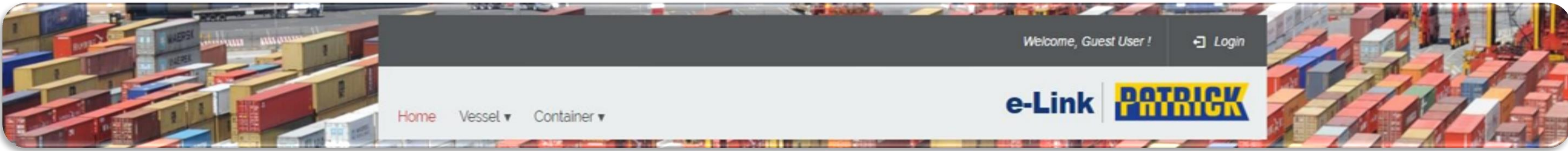
4   Storage, ancillary and non container information

The above menu items will appear on every e-Link page except for the Reports and Administration options which will only appear for only authorized logged in users.

4.1   Storage Enquiry

Home   Vessel ▾   Container ▾   Reports   Administration ▾   e-Link PATRICK

Enquiry

Storage Enquiry

Non Container Customs Status Enquiry
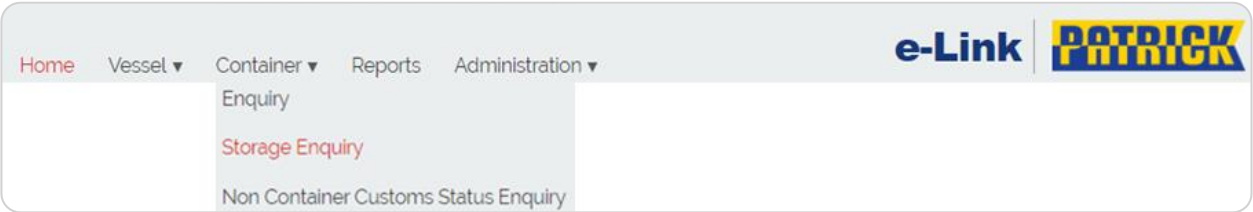
STORAGE ENQUIRY

Terminal *

Sydney

Container No *

CARU9789201

Pick Up Date *

25 Oct 2016 03:51 PM

Clicking on the Storage Enquiry menu option will take you to the e-Link Container Storage Enquiry page for guest and logged in users.

First select the appropriate Patrick Terminal then enter or paste 1 Container Number and select your Pick Up Date and time.

Once the selections have been made, click on the Search button.

	October 2016						
	MON	TUE	WED	THU	FRI	SAT	SUN
39	26	27	28	29	30	1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30
44	31	1	2	3	4	5	6

03:51 PM

Today   Clear   OK   Cancel

‹ Search again - Details displayed below for the **SYDNEY** terminal

STORAGE ENQUIRY: ▓▓▓▓▓▓▓▓ (for pick up on 25 Oct 2016 at 03:51 PM)

Container & Vessel Details		Storage Details	
Arrival	16 Oct 2016 07:27 AM	Old Pick Up Date	
Vessel Reference	FRX5753	Storage Date	21 Oct 2016
Vessel Service	NKIWI	Adj Storage Date	
Line Op	MSC	Storage Days	5
ISO	4510	Total Storage Amount	$1,873.43 + GST($187.34) = $2,060.77
Category	I	Previous Amount Paid	$0.00
Status	F	Storage Amount Outstanding	$1,873.43 + GST($187.34) = $2,060.77
Comm	GENL		
Hazard			

4.2   Non Container Customs Status Enquiry

Clicking on the Non Container Customs Status Enquiry menu option will take you to the e-Link Non Container Customs Enquiry page for guest and logged in users.

First select the appropriate Terminal then start typing the Vessel name and select, then enter the Ocean Bill number and finally select the Cargo Type.

When all selections are entered hit the SEARCH button.

5   Reports Menu

5.1   Create New Report

Clicking on the Reports menu option will take authorised logged in users to the e-Link Report page. NB. For authorized logged in users only

After clicking on Reports create a new report by first selecting the appropriate terminal.

Next, select the report using either the report name drop down that will display all available reports Or
Click on 'Vessel', 'Container' or 'All' icons to access reports which are categorized under those respective headings.

Next, select the report using either the report name drop down that will display all available reports

Code	Report Name
C17	Transit Hazardous
C20	CargoLink Activity
C35	CMR Status
C42	General Cargo CMR Status
E22	Imports and Shipping Line Pin
H70	General Cargo
H72	General Cargo Delivery Summary
L04	Vessel Cargo Recap
L05	Stops Containers
L06	Pre-Advice Containers
L10	Vessel Reefer List
L11	Reefer in Yard
L16	Container Del. By Destination
L17	Unit Summary
L23	Vessel Charges
L25	Vessel Statistics
L42	Terminal Load List
L43	Exports on Storage
L44	Hazard Vessel List
L47	Hazard Yard List

REPORT NAME: CMR STATUS (C35)

Vessel Ref: astr

Vessel Reference	Vessel Name	In Voyage	Out Voyage
ADL5758	ASTRID SCHULTE	MA638A	MA644R
ADL5908	ASTRID SCHULTE	MA651A	MA705R

Line-Op
CMR Hold/Release (H/R/B)
Preadvised as well? Y/N

CREATE   **RESET**

Once the desired report is clicked you will be prompted to enter the appropriate parameters for the selected report. (E.g. user can type vessel name and list will narrow to the specific vessel name)

Once the data has been entered press the Create button, the report will process and take the user to Report History.

My Report History

Show reports from: Today

REFRESH   **EMAIL SELECTED REPORTS**

Code	Report Name	Pages	Report Run Time	Status	Download	Email
C35	CMR Status	1	Today 10:19	✔ Ready		☐ RTF
L11	Reefer in Yard	1	Today 08:04	✔ Ready		☐ RTF
L47	Hazard Yard List	1	Today 08:04	✔ Ready		☐ RTF ☐ CSV
F37	Record Train Out	1	Today 03:45	✔ Ready		☐ RTF

Once completed click on the appropriate Download icon and your report will open.

E-mail Selected Reports

E-mail Address
enet_support@examplesite.com.com ;joe_citizen@hotmail.com
Please enter a valid email address (you may separate multiple addresses with a semicolon.)

Subject
Patrick Reports

Attachments
CMR Status.rtf

Body
Daily report for Patrick Containers as requested.
Regards
Jackie

SEND

To send an email to multiple recipients, separate the email addresses with a semi-colon (;)

Alternately the report can be emailed to one or many email addresses.

Tick the appropriate email check box in the My Report History table and press the Email Selected Reports button enter the email address/es (place a ; between each email addresses) and press the SEND button.

QUICK TIP — My Report History retains any previously run report which can be rerun if required remembering that original data criteria will be used.

E-Link – User Guide v1.0   Patrick Terminals – 476, St Kilda Road, Melbourne, Australia   14 | P a g e
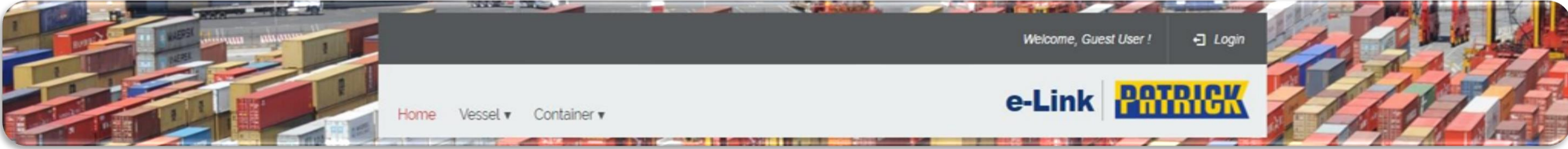
5.2   Report Schedules

The report scheduler allows the user to schedule reports daily, weekly or monthly as well as based on events such as vessel cut off, vessel commence, vessel sail and import storage commence. These reports once generated by the scheduler will be emailed to the designated email address.

Report History	Report Schedules
ADD SCHEDULE	

Select the reports schedules tab and then click on the Add Schedule button.

Report History	Report Schedules

ADD SCHEDULE

	Schedule Name	Recipient(s)	Type	Frequency	At	Starts	Ends	Reports	
⊙	New Schedule					03 Feb 2017			⊗

Daily   ↻

Recipient(s)	Start Date	End Date	Add Report:
	03 Feb 2017 ▾	▾	▾

◉ Schedule ○ Event

Daily ▾

Recur every [   ] days

At [   ] ▾

Message

[Save] [Cancel]

Enter in the Recipient(s) box the receiver's email address with multiple email addresses separated by a semicolon (;).
Enter an email Message (optional).
Enter the Start and end dates for the generation of the reports (except for one time only reports).

*Select **Schedule** for a one time only, day, week, month reporting or **Event** for event generated reporting.*

For scheduled reports enter the repetition period, recurrence and report time and for event based reports enter the event type e.g.

○ Schedule ◉ Event

Vessel Cut Off	▾
Vessel Cut Off	
Vessel Commence	
Vessel Sail	
Import Storage Start	

	Schedule Name	Recipient(s)	Type	Frequency	At	Starts	Ends	Reports	
⊙	New Schedule					23 Feb 2017			⊗

On Vessel Sail - E22, L17, L42, L51, L76   ↻

Recipient(s)	Start Date	End Date	Add Report:
s.pio@patrick.com.au	23 Feb 2017 ▾	▾	▾

○ Schedule ◉ Event

Vessel Sail ▾

Message
ONE OFF REPORT SETUP:
This will email all specified reports when Vessel Sail for the selected terminal (e.g. sydney)

E22 - Imports and Shipping L...	⊗
L17 - Unit Summary	⊗
L42 - Terminal Load List	⊗
L51 - Import List	⊗
L76 - Transhipment Listing	⊗

↻   [Save] [Cancel]

Lastly enter the report/s required in the Add Report drop down. Adding multiple reports for the same schedule is possible.

Once all the selection inputs have been made and the report/s have been selected, click on the Save button.

	Schedule Name	Recipient(s)	Type	Frequency	At	Starts	Ends	Reports	
⊙	On Vessel Sail - E22, L17, L42, L51, L76	s.pio@patrick.com.au	Event	On Event	Vessel Sail	23 Feb 2017		E22 L17 L42 L51 L76	⊗

On Vessel Sail - E22, L17, L42, L51, L76   ↻

Recipient(s)	Start Date	End Date	Add Report:
s.pio@patrick.com.au	23 Feb 2017 ▾	▾	▾

○ Schedule ◉ Event

Vessel Sail ▾

Message
ONE OFF REPORT SETUP:
This will email all specified reports when Vessel Sail for the selected terminal (e.g. sydney)

E22 - Imports and Shipping L...	⊗
L17 - Unit Summary	⊗
L42 - Terminal Load List	⊗
L51 - Import List	⊗
L76 - Transhipment Listing	⊗

↻   [Save] [Close]

Schedule saved successfully. Remember to click on any added report links above to set parameter values for each report.
The following report(s), shown in red above, are currently missing mandatory parameters and won't be run until they are set:
   • L17

Reports requiring parameter input are highlighted in red, so that users can click and enter required parameters.

‹ Back to schedule - Details displayed below for the **MELBOURNE** terminal
REPORT NAME: UNIT SUMMARY (L17)
Updating Schedule: **On Vessel Sail - E22, L17, L42, L51, L76**

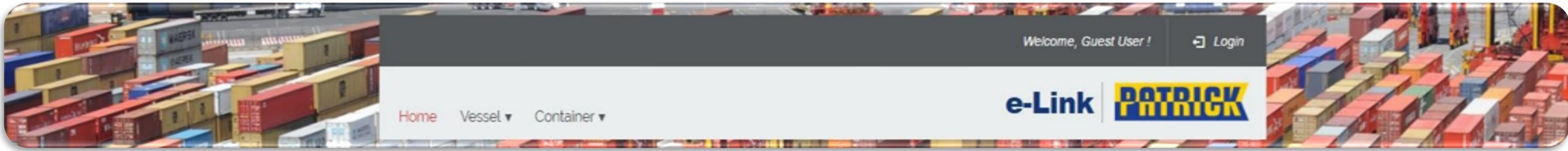| Vessel Ref	All Vessels
Load or Discharge -L or D	Mandatory ▾
Final/Interim (F or I)	Mandatory ▾
Preadvised as well? Y/N	

[UPDATE SCHEDULE] [RESET]

Once schedule has been saved, click on the report number (e.g. L17) link to add appropriate report parameters.

Add the parameters and then click on the Update Schedule button. When all of the reports have had their parameters updated, click on the Close button.

6   My Account Menu

Welcome back: Adam Leech   ⚙ My Account   ↗ Logout
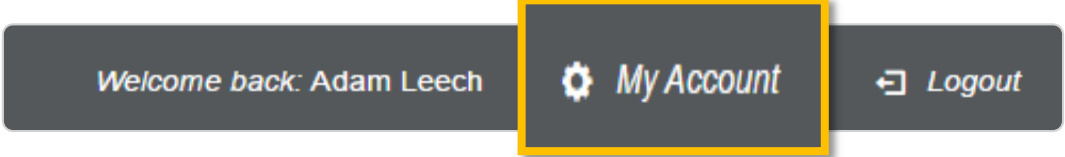
Change Password | Message Settings

CHANGE PASSWORD

Current password *

New password *

Confirm new password *

CHANGE PASSWORD

Change Password Clicking on the My Account link will take you to 2 links, link 1 Change Password will allow you to change your password and link 2 Message Settings will allow you to reshow all current messages on the home page that the user has previously closed.

Clicking on the Change Password link will open the Change password page. Enter your Current Password and your New Password and Confirm new password fields and hit the Change Password button.

6.1   Show All Messages

Change Password | Message Settings

MESSAGE SETTINGS

SHOW ALL MESSAGES

Clicking on the Show All Messages link will open the Show All Messages button and which when pressed will show all current messages on the home page.