

Contents

1 Logging to E-Link 3

1.1 Login.....3

1.2 Reset Password3

2 Home screen and Quick Enquiries 4

2.1 Home Screen.....4

2.2 Container Enquiries.....5

2.3 Vessel Enquiries7

3 Vessel Schedule 9

3.1 Graphical View9

3.2 Tabular View10

4 Storage, ancillary and non container information 12

4.1 Storage Enquiry.....12

4.2 Non Container Customs Status Enquiry.....13

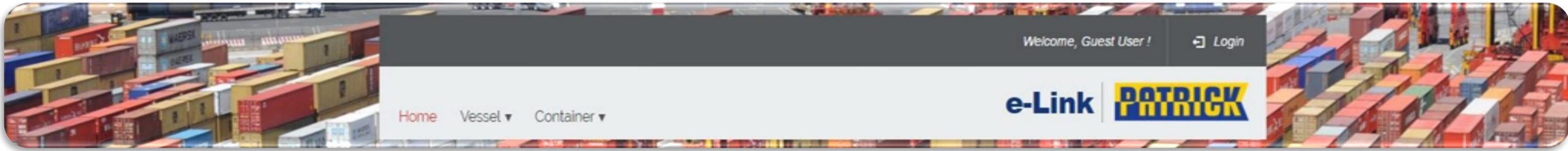
5 Reports Menu 13

5.1 Create New Report13

5.2 Report Schedules15

6 My Account Menu 16

6.1 Show All Messages.....16



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

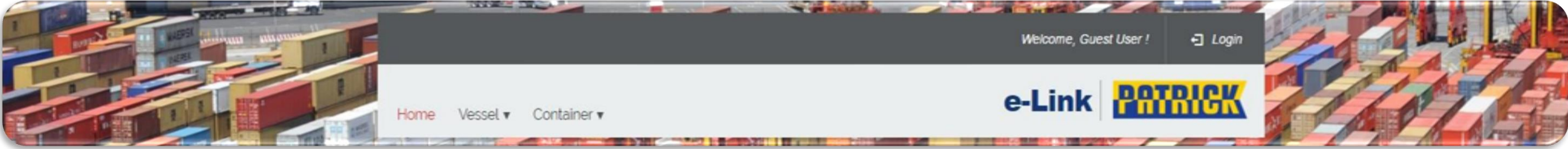
RESET PASSWORD

New password *

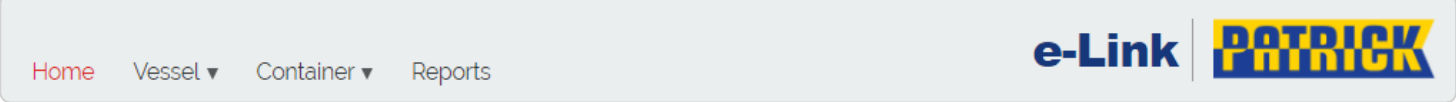
Confirm new password *

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

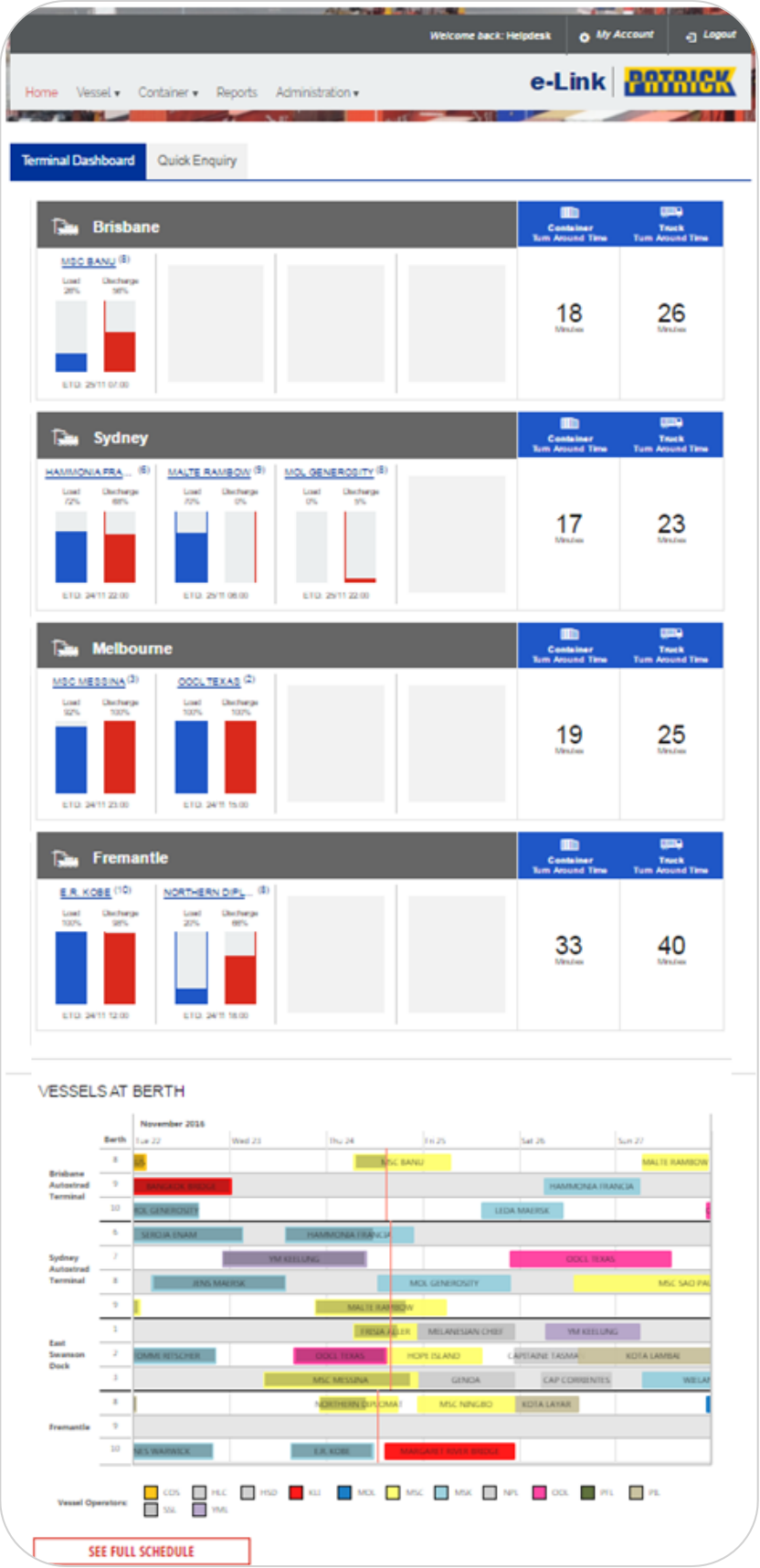


2 Home screen and Quick Enquiries



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 X OOLU3641582 X

*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.



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 SEARCH RESULTS FOR SYDNEY TERMINAL

Export to

Container No	Vessel / VOY	ISO	Category	Line Op	Load	Disch	CAN	HAZ CL	Status	Weight (VGM)	Seal	Location	Timestamp	Custom Status
OOLU7685233	SINOTRANS SHANGHAI 4257 - 4258	42G1	EXPORT	OOL	SYD	FRE	EXDC		FULL	12.085	AEX6564	VESSEL	06 Mar 09 04:30 PM	
OOLU1144041	OOCL HOUSTON 067 - 068	22G1	EXPORT	OOL	SYD	SIN	ACLFWHH99		FULL	22	N/A	VESSEL	30 May 15 09:07 AM	
KKEU1812817	MOL EARNEST 027S - 027N	4210	EXPORT	KLI	SYD	YOK	ACH6WEINC		FULL	22.396	A016261	COMMUNITY		PENDING
OOLU1269521	MOL DIAMOND 029 - 030	22G1	EXPORT	OOL	SYD	SIN	ACCLLRXG		FULL	27	1361357	VESSEL	21 May 13 03:00 PM	

Container No	Vessel / VOY	Terminal	ISO
MSCU1367872	FRISIAALLER KW511R - KW514A	PBT - Sydney	22G1
OOLU8922807	MOL DIAMOND 029 - 030	PBT - Sydney	45G1

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.

!

You cannot view the details of containers belonging to a different line operator.

Container No	Vessel / VOY	Terminal	ISO	Category
MSCU1367872	FRISIAALLER KW511R - KW514A	PBT - Sydney	22G1	EXPORT
OOLU8922807	MOL DIAMOND 029 - 030	PBT - Sydney	45G1	IMPORT

Search again

Details displayed below for the SYDNEY terminal

CONTAINER ENQUIRY: [OOLU8922807](#) (ORIENT OVSEAS C/L)

[MOL DIAMOND \(029/030\)](#)

Show history records from

Current

CUSTOM STATUS:

HELD

CURRENT LOCATION:

YARD

CONTAINER/AVAILABILITY:

27 JUN 2013

Load: SIN SINGAPORE

Discharge: SYD SYDNEY

Final:

CONTAINER ACTIONS:

STORAGE ENQUIRY

DELIVERY INSTRUCTIONS

CONTAINER DETAILS

Size and Weight	Customs	Other
Type: C (Container) Category: I (IMPORT) Commodity: GEN () Weight (VGM): 14 DetailStatus: F (FCL - FULL C... ISO: 45G1	Origin: CAN S Handling Urgent Delivery Haz Cl Import Storage: 01/07/13 00:00 VBS No	Seal: Folded Damage Flag Special Stow SL Booking Vent Setting

YARD MOVEMENT

Receival

Date: 26/06/13 07:22
Carrier: MDM3670
Bat: -
Truck Reg: -
VBS: -
GP Number: -
Wagon Number: -

Movement History

CURRENT	YARD	J	05	26	1	11/07/16 03:02
HISTORY	YARD	H	01	30	2	10/07/16 22:10
HISTORY	YARD	L	25	30	1	25/06/16 22:53
HISTORY	YARD	F	13	30	1	14/06/16 18:02

Delivery

Date: -
Carrier: POX
Bat: -
Truck Reg: -
VBS: -
GP Number: -
Wagon Number: -

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.

Show history records from

Current

Current

14 Feb 2014 08:13 AM

18 Mar 2014 08:55 PM

30 Jan 2016 07:26 AM

E-Link – User Guide v1.0

Patrick Terminals – 476, St Kilda Road, Melbourne, Australia

6 | Page

2.3 Vessel Enquiries

QUICK ENQUIRY

Container

Vessel

Terminal

Sydney

All Terminals

Melbourne

Fremantle

Brisbane

Sydney

SEARCH

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.

QUICK ENQUIRY

Container

Vessel

Terminal

Sydney

Name *

MSC

Vessel Name

MSC ALABAMA

MSC ALESSIA

MSC ALEXA

MSC ALICE

MSC ALPANA

MSC ALYSSA

MSC AMERICA

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.)

QUICK ENQUIRY

Container

Vessel

Terminal

Sydney

No data to display for selected vessel

Name *

MSC ANGELA

*Mandatory fields

SEARCH

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.

QUICK ENQUIRY

Container

Vessel

Terminal

Sydney

Name *

MSC ASTRID



*Mandatory fields

SEARCH

Hit Search to enquire selected vessel / terminal combination.

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).



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

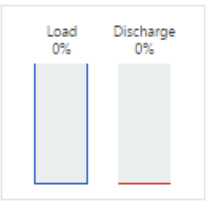
VESSEL INFORMATION

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	
SOPVoy IB	671S	Commence Work	11 Oct 2016 06:00 AM
SOPVoy 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

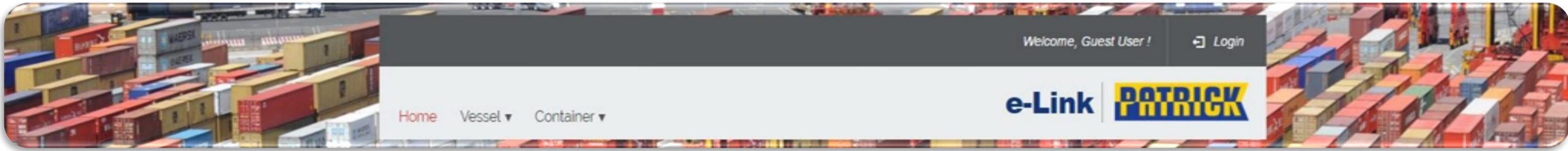
CONTAINERS TO GO

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

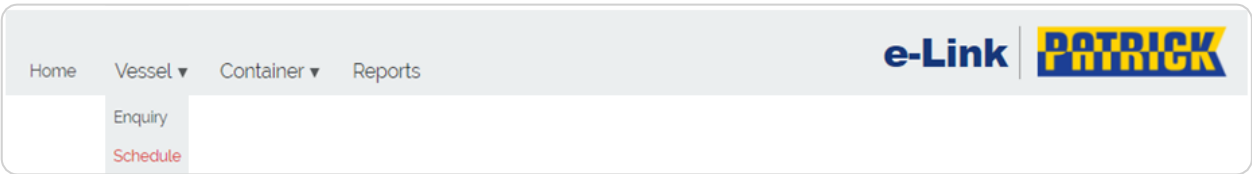


When the Vessel name link is clicked the corresponding e-Link Vessel details page will open with the most current information.

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



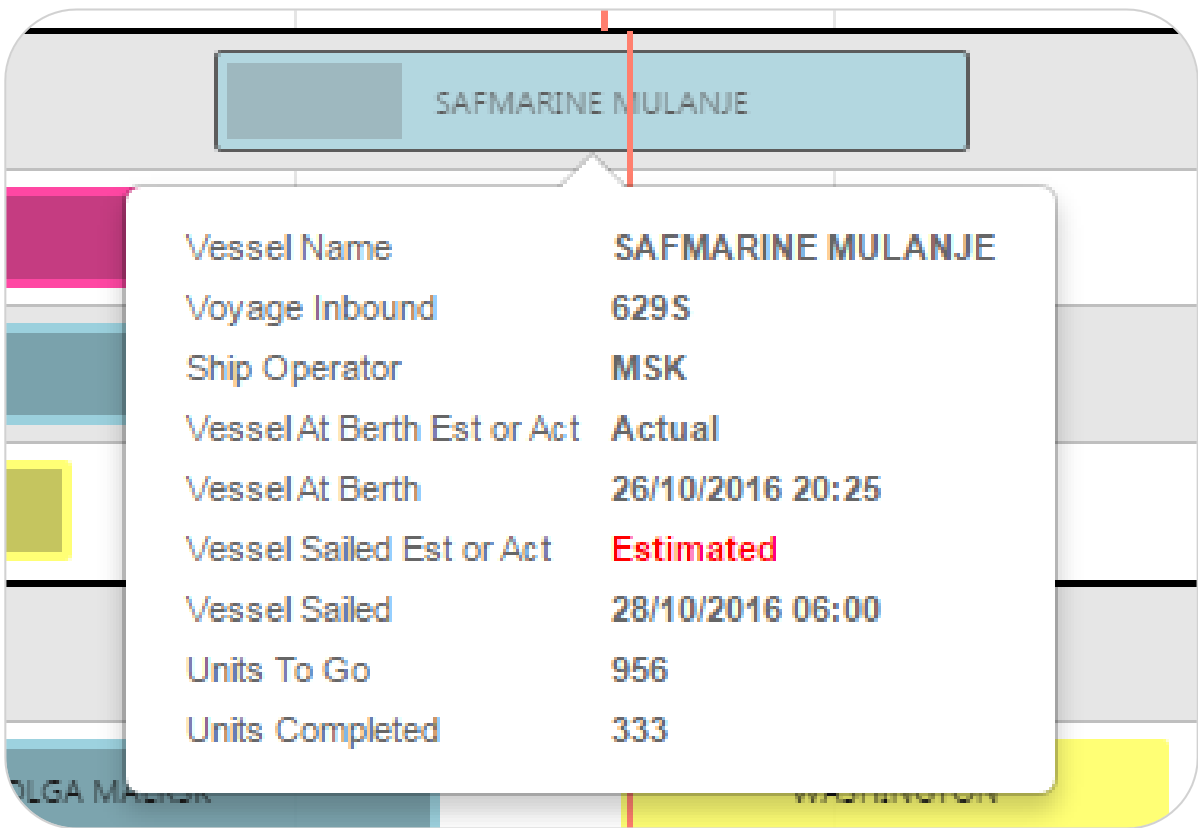
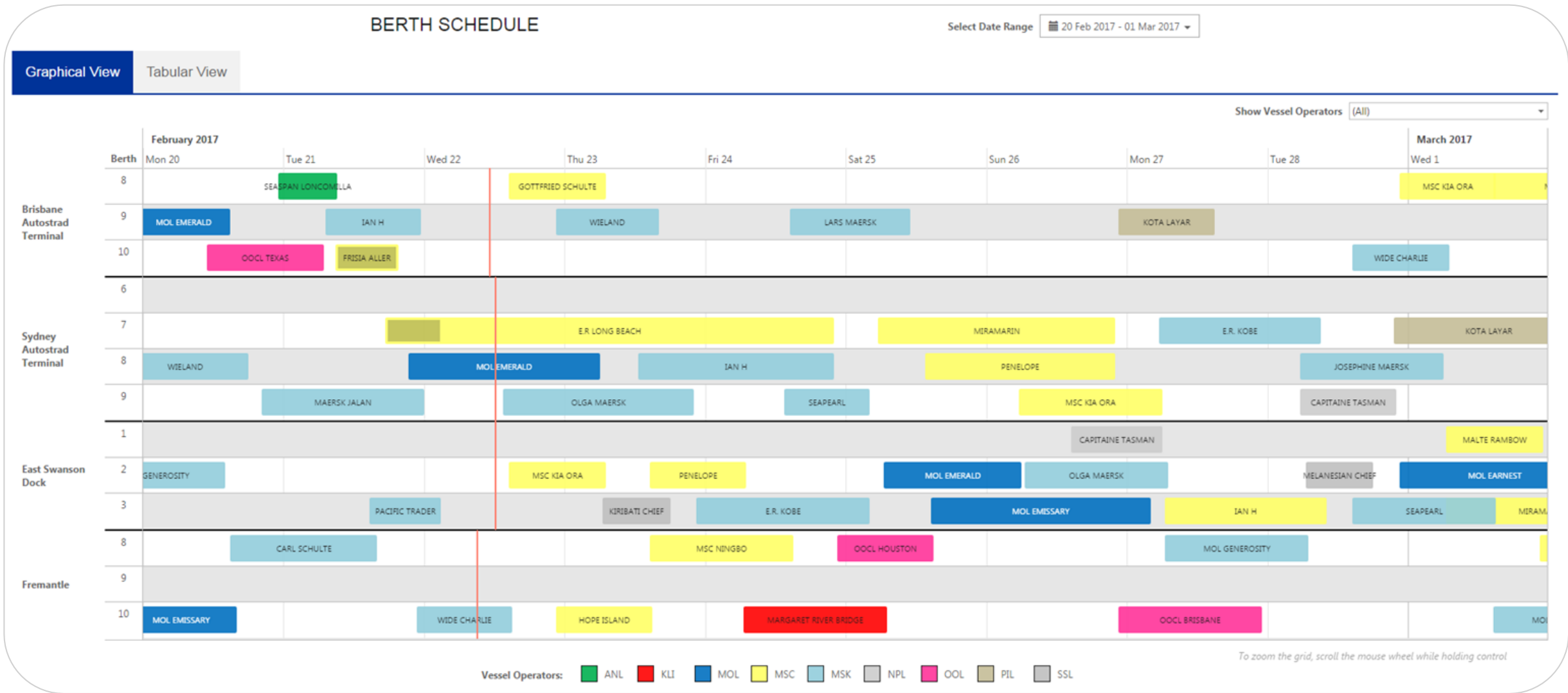
Clicking on the Schedule menu option will take you to the e-Link Vessel Schedule page for guest and logged in users, where you will be presented with the following 2 tabs;

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).

Select Date Range

17 Oct 2016 - 24 Oct 2016

17/10/2016

24/10/2016

Next 7 Days

Last 7 Days

Next 30 Days

Last 30 Days

Custom Range

Apply

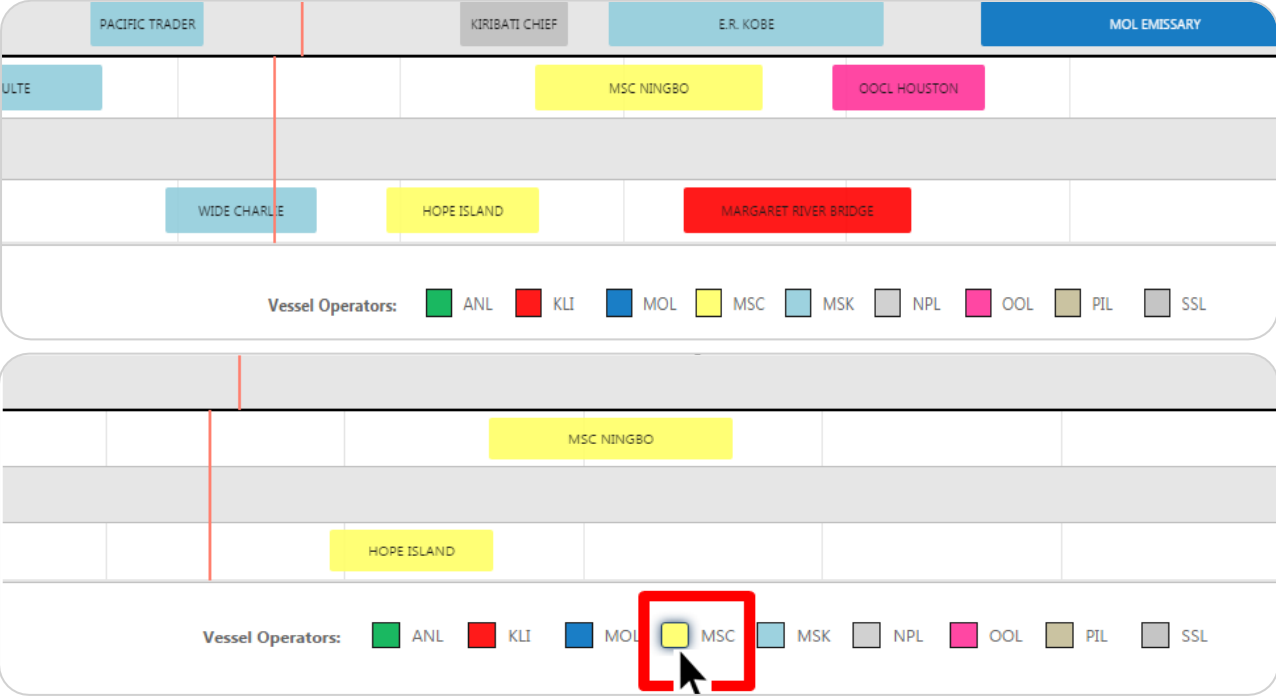
Cancel

Oct 2016

Nov 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31	1	2	3	4	5	4	5	6	7	8	9	10

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



View Vessel Operators

Select All

☐ ANL☐ COS☐ KLI☐ MSC☐ MSK☐ NPL☐ OOL☐ PIL☐ SSL☐ VML

Close

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

BERTH SCHEDULE

Select Date Range

01 Oct 2016 - 31 Oct 2016

Graphical View

Tabular View

Contractual Hours Setup

Customize Visible Columns

Export to:

Vessel / VOY	Vessel Operator	Terminal	Berth	At Pilot Datetime	At Berth Datetime	Commence Datetime	Sail Datetime	Add Comment	Export Receive Start	Export Cargo Cutoff	Comments
GOTTFRIED SCHULTE FC641A - FC641R	MSC	FRE - Perth	8	20 Oct 16 01:00	20 Oct 16 02:42	20 Oct 16 09:10	20 Oct 16 20:00		14 Oct 16 07:00	18 Oct 16 23:00	19-10-2016 13:44 Scheduling Manager / Terminal User has sent a message, 'Please advance pilot time' 19-10-2016 13:44 Scheduling Manager / Terminal User has changed field At Pilot Datetime from time 19-Oct-2016 21:00 to time 19-Oct-2016 19:00 for vessel GFS4760. Line/Route
SWAN RIVER BRIDGE 879S - 879N	KLI	FRE - Perth	10	20 Oct 16 11:20	20 Oct 16 12:40	20 Oct 16 15:22	22 Oct 16 09:00		14 Oct 16 07:00	20 Oct 16 17:10	19-10-2016 13:45 Scheduling Manager / Terminal User has sent a message, 'berth anc commence early' 19-10-2016 13:45 Scheduling Manager / Terminal User has changed field(s) for vessel Scheduling Manager / Terminal User. The field At Pilot Datetime has been changed from 20-Oct-2016 13:00 to 20-Oct-2016 11:00. The field Berth Datetime has been changed from 20-Oct-2016 14:30 to 20-Oct-2016 11:00. Line/Route
MSC KIA ORA KW639R - KW642A	MSC	FTT - Brisbane	10	28 Oct 16 01:00	28 Oct 16 05:25	28 Oct 16 05:32	29 Oct 16 00:05		21 Oct 16 06:00	26 Oct 16 21:30	25-10-2016 11:41 lmsc has sent a message, 'TEST' Line/Route
GOTTFRIED SCHULTE FC641A - FC641R	MSC	ESD - Melbourne	3	27 Oct 16 19:00	27 Oct 16 22:42	27 Oct 16 23:06	28 Oct 16 11:24		21 Oct 16 06:00	26 Oct 16 15:00	25-10-2016 11:50 lmsc has sent a message, 'Vessel has been delayed due to weather' 25-10-2016 11:50 lmsc has requested for At Pilot Datetime to change from 27-Oct-2016 11:44 to 28-Oct-2016 11:44 20-10-2016 09:51 Scheduling Manager / Terminal User has sent a message, 'Your on your own!' 20-10-2016 09:51 Scheduling Manager / Terminal User has changed field(s) for vessel Scheduling Manager / Terminal User. Line/Route

Page 18 of 18 (174 items)

1

2

3

...

12

13

14

15

16

17

18

[Save Updated Berth Schedule](#) [Cancel Changes](#)

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).

Vessel / VOY	Vessel Operator	Terminal	Berth	At Pilot Datetime	At Berth Datetime	Commence Datetime	Sail Datetime	Export Receive Start	Export Cargo Cutoff	Window Arrival
GOTTFRIED SCHULTE PC44A - PC44S	MSC	ESD - Melbourne	1	27 Oct 16 11:44	27 Oct 16 12:30	27 Oct 16 15:00	28 Oct 16 15:00			

Terminal Name: East Swanson 1
Vessel Name: GOTTFRIED
Lloyds Number: 9328493

At Pilot Datetime
27/10/2016 11:44

Add Comment

Save Cancel

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.

Berth	At Pilot Datetime	At Berth
1	28 Oct 16 11:44	27 Oct

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**.

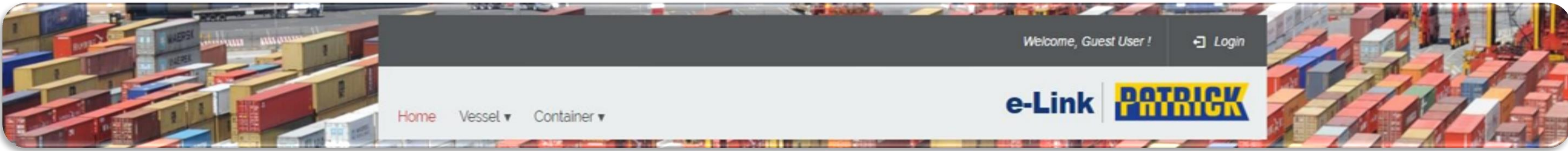
Please click [here](#) to view changes.

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.

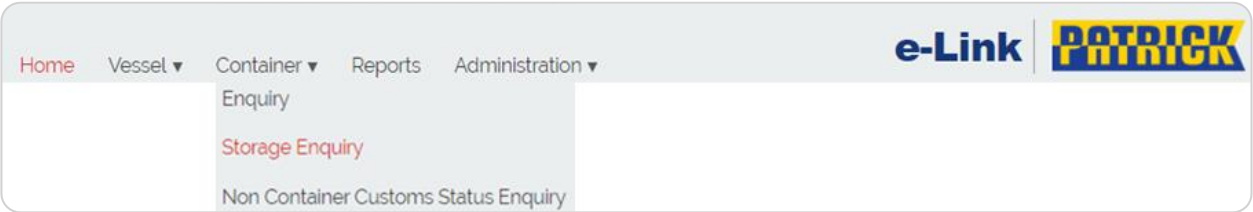
When approved by Patrick an email will be sent to the customer with a link detailing the changes.



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



STORAGE ENQUIRY

Terminal *

Sydney

Container No *

CARU9789201

Pick Up Date *

25 Oct 2016 03:51 PM

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

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.

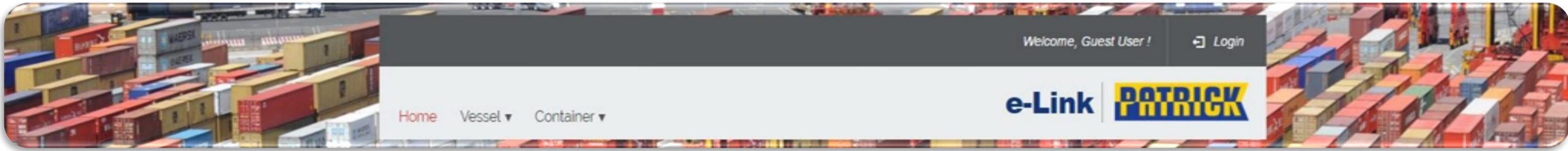
Once the selections have been made, click on the Search button.

[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.

NON CONTAINER CUSTOMS STATUS ENQUIRY

Terminal *

Sydney

Vessel *

MAERSK TOKYO

Ocean Bill *

MSCUK412299

Cargo Type *

BB (Breakbulk, Cars)

SEARCH

RESET

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.

Search again - Details displayed below for the SYDNEY terminal

NON CONTAINER CUSTOMS STATUS ENQUIRY: MAERSK TOKYO

Ocean Bill

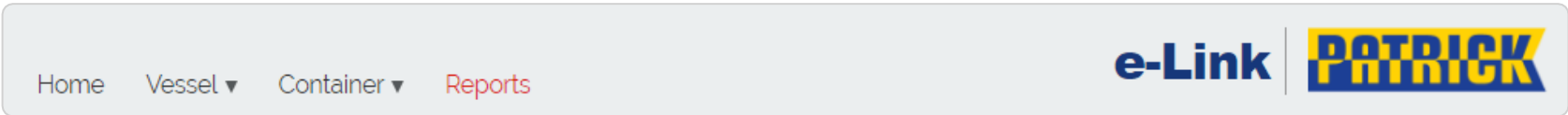
MSCUK412299

House Bill

MLTSYD0601028

Vessel & Billing Details		Status	
Vessel Name	MAERSK TOKYO	Status	Underbond
Lloyds Number	7825411	Number of Packages	5
Inbound SCA Voyage	603	Date Processed	17 Feb 2006 12:30 PM
Ocean Bill	MSCUK412299		
House Bill	MLTSYD0601028		
Cargo Type	BB (Breakbulk, Cars)		

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

You are viewing reports for terminal Sydney

REPORTS

Create New Report

Report Name

OR

Find Report by Type

Vessel

Container

All

Report History

Report Schedules

My Report History

You are viewing reports for terminal Sydney

REPORTS

Create New Report

Report Name

OR

Find Report by Type

Vessel

Container

All

Code	Report Name
C17	Transit Hazardous
E22	Imports and Shipping Line Pin
H70	General Cargo
L04	Vessel Cargo Recap
L17	Unit Summary
L23	Vessel Charges
L25	Vessel Statistics
L43	Exports on Storage
L44	Hazard Vessel List
L51	Import List

Page 1 of 2 (13 items) 1 2

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.

You are viewing reports for terminal

Sydney

REPORTS

Create New Report

Report Name

OR

Find Report by

Vessel

My Report

Show reports for

Code

L05

L11

C35

C20

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

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

REPORT NAME: CMR STATUS (C35)

Vessel Ref

astl

Line-Op

CMR Hold/Release (H/R/B)

Preadvised as well? Y/N

Vessel Reference

Vessel Name

In Voyage

Out Voyage

ADL5758

ASTRID SCHULTE

MA638A

MA644R

ADL5908

ASTRID SCHULTE

MA651A

MA705R

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		<input type="checkbox"/> RTF
L11	Reefer in Yard	1	Today 08:04	✓ Ready		<input type="checkbox"/> RTF
L47	Hazard Yard List	1	Today 08:04	✓ Ready		<input type="checkbox"/> RTF <input type="checkbox"/> CSV
F37	Record Train Out	1	Today 03:45	✓ Ready		<input type="checkbox"/> RTF

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

E-mail Selected Reports

E-mail Address

enet_support@example.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

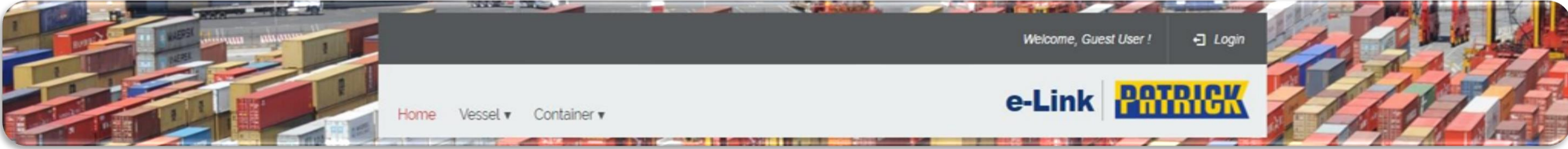
To send an email to multiple recipients, separate the email addresses with a semi-colon (;)

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.



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



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:

Message

Schedule

Event

Daily

Recur every days

At

SaveCancel

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

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	
New Schedule					23 Feb 2017			

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

Recipient(s)
Start Date
End Date
Add Report:

Message

Schedule

Event

Vessel Sail

E22 - Imports and Shipping L...

L17 - Unit Summary

L42 - Terminal Load List

L51 - Import List

L76 - Transhipment Listing

SaveCancel

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:

Message

Schedule

Event

Vessel Sail

E22 - Imports and Shipping L...

L17 - Unit Summary

L42 - Terminal Load List

L51 - Import List

L76 - Transhipment Listing

SaveClose

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

Load or Discharge -L or D

Final/Interim (F or I)

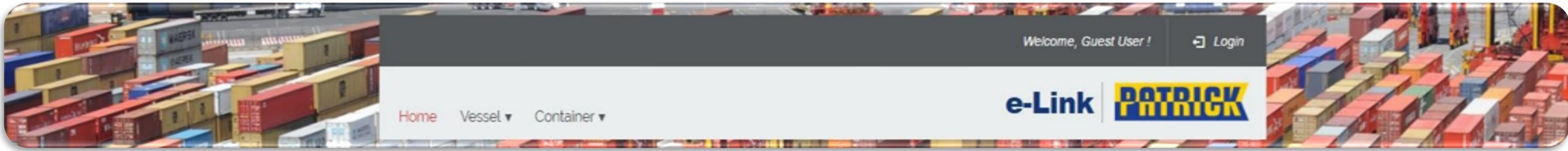
Preadvised as well? Y/N

UPDATE SCHEDULE

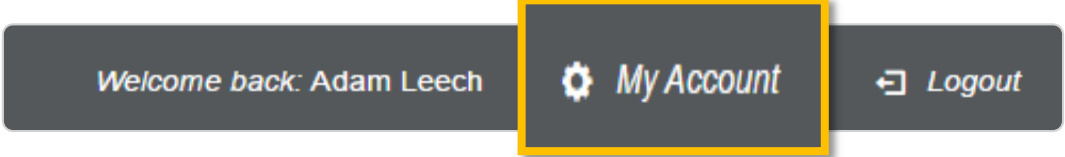
RESET

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



[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.