PHA - WebAccess
Truckers' Manual

PORT OF HOUSTON AUTHORITY
October 2006

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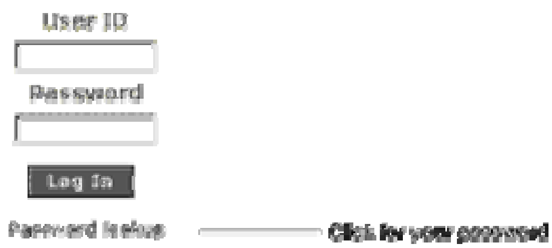
Logging into and out of WebAccess

WebAccess has a security feature that limits unwanted entry into the system. Accessing the application requires a valid user ID and password provided by PHA.

To log in:

1. Open Internet Explorer. You must have version 6.0 or later.
2. Go to File>Open and type in the URL: http://expressweb.poha.com/express/.
3. Click the Login button at the top right of the WebAccess screen.
4. Under **User ID**, enter your user name.
5. Enter your password and click **Log In**.

   Note : If you don't know your password, click Password Lookup underneath the login box. Your password will be e-mailed to you immediately.



WebAccess automatically logs you out if you have not requested a web page from WebAccess for over thirty minutes. If you do not want anyone to use your WebAccess account while you are away from your computer, you can log out of WebAccess to force an end to your session.

To log out:

- Click on the **Logout** button at the top right of the WebAccess screen.

Managing your user profile

You can manage your user profile by:

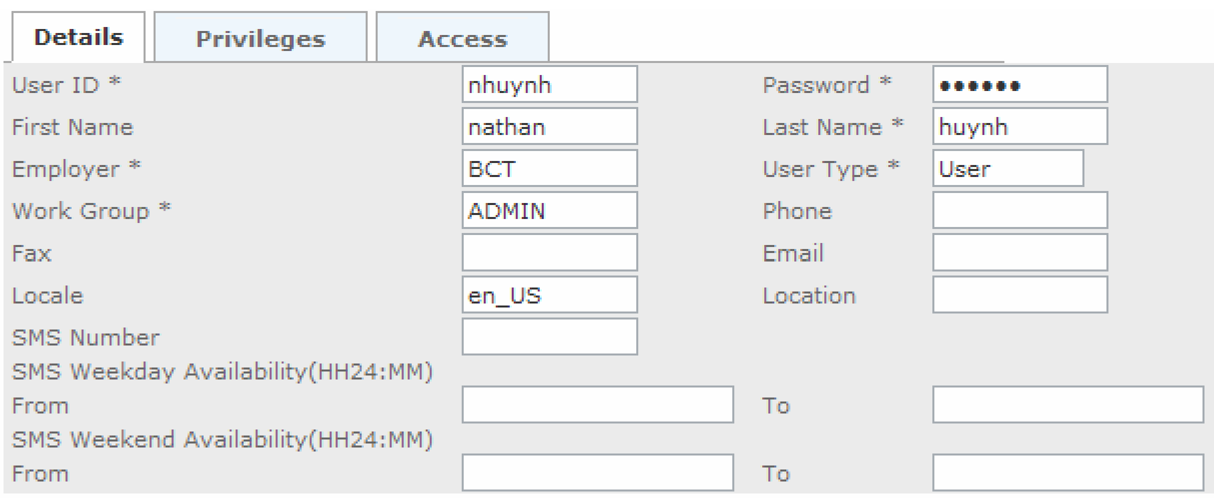
- Viewing your current list of privileges and company access.
- Requesting additional privileges and extra company access.
- Changing your profile information.
- Changing your password.
- Changing the language that displays when you login.

Viewing your user profile

You can always check your user profile to see what privileges you have, or to change your contact information or password.

To view your user profile:

- Select **Today>My Profile**. Your profile screen appears.
  - To view which functions you can perform, select the **Privileges** tab. For every menu command, there may be multiple privileges that enable the full use of the command.
  - To view which company data you can access, select the **Access** tab.



Note : You can request additional privileges and access through **Today>Request for Privilege** or **Today>Request for Access.**

Requesting privileges or company access

A *privilege* is the ability to use a particular WebAccess function. For every menu command, there may be multiple privileges that enable the full use of the command.

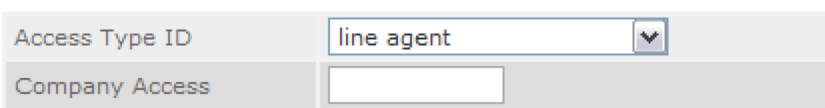
Access is the ability to view a particular company's data. What you see in WebAccess is determined by how PHA has configured your user privileges and company access. However, you can request to have more privileges or more company access.

To request more privileges:

1. Select **Today>Request for Privilege**.
2. From the **Privilege ID** drop-down, select the privilege you want.
3. Click **Submit**. PHA will review your request. You will receive an email that indicates whether the privilege was added or declined.

To request more access:

1. Select **Today>Request for Access**.
2. From the **Access Type ID** drop-down, select whether you want access for a line agent, line operator, rail road, or trucking line.
3. In the **Company Access** text box, enter the company ID or name of the company. To request multiple companies, enter each company ID/name separated by commas.
4. Click **Submit**. PHA will review your request. You will receive an email that indicates whether the access was added or declined.

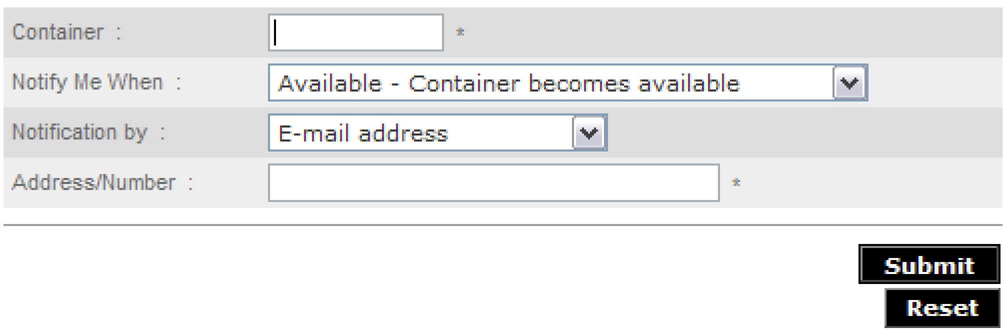


Requesting event notification

The **Notify** button located at the top of the WebAccess screen enables you request notification of any container movement, change of status, or service. You can receive notification by e-mail. Use this feature to closely track certain container events, such as the discharge of a high priority container.

To request event notification:

1. Select **Today>Notify.**
2. Enter a valid equipment ID in the **Container** field.
3. Select a container event from the **Notify Me When** field.
4. Select email from the **Notify Me By** field.
5. Enter your e-mail in the **Email or Fax Address** field.
6. Click **Submit**.



To view pending and recent events:

- Select **Today>Notify.**
    - The **Pending** table appears below, listing all events for which you are waiting for notification.
    - The **Recent** table includes all completed events for which notification was already sent.

NOTIFYREMOVE	EQ_NBR	EVENT	CREATED
⊗	CONT0608241	AVAILABLE	2006-08-28 08:42:37.0

EQ_NBR	EVENT	EXTRACTED
No items found for this table.		

Generating gate reports

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

- **A quick transaction list** - 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.
- **A detailed transaction report you can format and save** - The **Find Transaction** command allows you to create a detailed transaction report that you can format, sort, and save for later use.
- **A report of truck visit details** - The **Truck Visit** command allow you to generate detailed truck information such as truck and driver ID, turn-time, and number of transactions while in the terminal.

Generating a truck transactions report

You generate a truck transactions report using the **Truck Transactions** command if you want to quickly access truck transaction information by transaction ID, trucking company, trucker, or time range.

Note : A truck transaction report cannot be formatted or saved. To format or save truck transaction information, use the **Find Transaction** command.

To generate a truck transactions report:

1. Select **Gate>Truck Transactions** from the navigation bar.
2. Enter the start and end date for the desired date range (if you want to limit the date range). Enter the gate transaction ID in the **Transaction** field (if you want to view details for a specific gate transaction).
3. Enter the trucking company ID in the **Truck Co. ID** field (if you only want to view gate transactions for a particular 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 particular trucker.)
5. Enter the container ID in the **Equipment ID** field (if you only want to view gate transactions for a particular container.)

Field		Description
Trans ID		Gate transaction ID.
Entered		Date (MM/DD) and time (HH:MM) of the transaction.
Type		Container type code.
Status		Where container is within the terminal transaction cycle. Values may include: Yard, Vessel, Cancel, Complete.
Truck	ID	Trucker ID (generally, the truck license). You can click on this ID to view truck details.
	CO.	Trucking company ID.
Line		Shipping line.
Equip ID		Equipment/container ID.

Booking	Booking number for the transaction. You can click on this number to view full booking details.
Trouble	If a triangle icon appears in this column, click on it to view trouble information.
Docs	If a document icon appears in this column, you can click on it to view any gate documentation, such as EIR ticket information.
Pics	If an icon appears in this column, you can click on it to view photographs taken of the truck during the gate transaction.

Viewing gate documentation

When you generate a Truck Transaction report, you have access to gate documentation, such as equipment interchange receipts (EIRs) and pick-up tickets.

To view gate documentation:

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

Viewing trouble ticket information

A trouble ticket is a document that describes a gate transaction problem, such as a container hold. Through the Truck Transaction report, you have access to any trouble ticket messages that were generated during a gate transaction.

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

Creating customized gate transaction reports

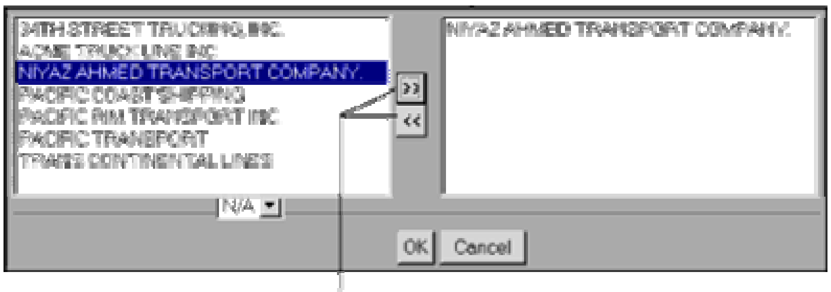
The **Find Transaction** command enables you to create customized gate transaction queries, which are requests to view truck transactions that share certain criteria. You can define a query by any number of criteria, such as a booking number, bill of lading, vessel voyage, shipping line, or trucking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

When you run a query, Navis WebAccess generates a report. 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:

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

3. Under the **Criteria** tab, at the top in the **Report Name** field, enter the report name.
4. Select the criteria you want included in the report, then click **OK**.
5. 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 field in the right box, then selecting the up or down button to move that item.



Click the right arrow button to add an item, or the left arrow button to deselect

6. Under the **Sort** tab, determine the criteria you want the report to sort by. For example, if you want to view the report by trucking company, scroll down and select Truck Co. and click on the right arrow button. You can select multiple criteria you want the report to sort by.
7. 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.

To run a transaction report:

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

To edit a transaction report:

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

To copy a transaction report:

1. Select **Gate>Find Transaction** from the navigation bar. A list of saved queries appears.

2. Click on the **Duplicate** icon to the right of the report you want to copy. The Transaction Reports dialog opens with the query criteria selected. You can now create a new report using the existing formats.
3. Make any changes to the query, then scroll down to the bottom of the screen and type in the name for the new report.

   Note : If you do not type in a new name, you will override the existing query.

4. Click **Save and Execute.**

To delete a report:

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

Viewing truck visits

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** from the navigation bar.
2. Enter the start and end date (optional, if you want to specify a date range.)
3. Select the Truck Co. ID (optional).
4. Select the Truck ID, which is generally the truck license number (optional).
5. Click **Submit**.

To view a truck transaction from the truck visits report:

- In the **Truck Visits** report, click on the number in the Transaction/Count column. All transactions associated with that truck visit appear.

Field		Description
Entered		Date and time truck entered the terminal.
Truck Line	ID	Truck license number.
	ST	State where truck license was issued.
	CO.	Trucking company ID.
Status		The state of the transaction. For example, Yard or

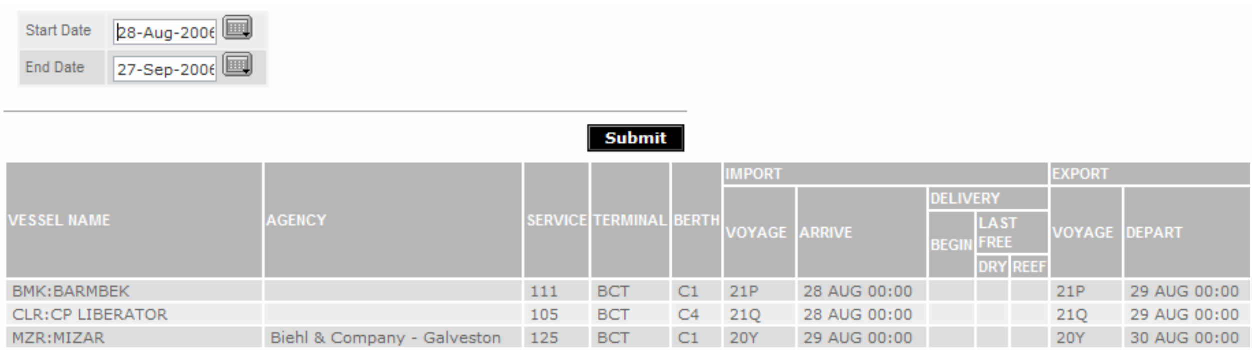
		Completed.
Exited		Date and time truck exited the terminal.
Turn-Time (Minutes)		Number of minutes the truck dwelled in the terminal.
Driver	Name	Driver's name.
	ID	Driver's license number.
Transaction	Count	Number of truck transactions associated with a particular truck visit. Click on the number to view transaction information.
	Trouble	If a triangle icon appears in this column, click on it to view trouble information.

Viewing vessel schedules

The vessel schedule screen enables you to generate a report of all vessels scheduled at the terminal at a specified period of time. You can view vessels that have already arrived and departed, vessels that have arrived but have not yet embarked, and vessels that have not yet arrived.

To view vessel schedules:

1. Select **Ships>Schedule** from the navigation bar.
2. Enter the date range for vessels you want to view, and click **Submit**. The Vessel Schedule table appears.



VESSEL NAME	AGENCY	SERVICE	TERMINAL	BERTH	IMPORT VOYAGE	ARRIVE	DELIVERY BEGIN	LAST FREE DRY	LAST FREE REEF	EXPORT VOYAGE	DEPART
BMK:BARMBEK		111	BCT	C1	21P	28 AUG 00:00				21P	29 AUG 00:00
CLR:CP LIBERATOR		105	BCT	C4	21Q	28 AUG 00:00				21Q	29 AUG 00:00
MZR:MIZAR	Biehl & Company - Galveston	125	BCT	C1	20Y	29 AUG 00:00				20Y	30 AUG 00:00

Field			Description
Vessel Name			Vessel name as defined in Express.
Agency			The party authorized to manage the vessel activity for the shipping line.
Service			The port rotation for a vessel.
Terminal			Code for the terminal.
Berth			Berth where the vessel arrives at the port.
Import	Voyage		Voyage number for arriving vessel.
	Arrive		Expected date and time of arrival.
	Delivery	Begin	First free day in the terminal.
		Last Free	Last day of free demurrage at terminal after which demurrage is applied.
Export	Voyage		The voyage number for the departing vessel.
	Depart		Expected date and time of departure.
	Receival	Begin	Date and time when gate can begin receiving containers for this voyage.
		End	Cut-off time for receiving containers into the yard for this voyage.

Finding EDOs and bookings using reports

You can track equipment orders by creating *queries,* which are requests to view reservations that share certain criteria. For example, you may want to create a query to view all existing equipment delivery orders or another to view only booking orders for a certain time period.

You can format how these queries display reports by setting the column formatting and how the report sorts. You can create as many queries as you like, and reuse them to generate reports as needed.

To create an EDO/booking report:

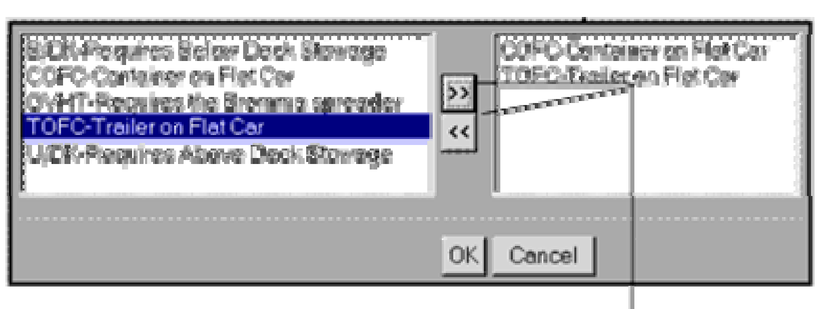
1. Select **Ships>Find Bookings** from the navigation bar. A table of queries appears.
2. Click the **Add** button in the top left-hand corner. A report-building tool opens.
3. Under the **Criteria** tab, at the top, enter the report name in the **Report Name** field.
4. Select the criteria you want included in the report.
5. 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 deselect an item in from the Selected Columns box on the right by selecting the criteria and clicking the left arrow button.

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

6. Under the **Sort** tab, determine the criteria you want the report to sort or alphabetize by. For example, if you want to view the report by port of discharge, select Port of Disch.and click on the right arrow button.
7. Scroll down to the bottom of the screen. If you want to save the report, click **Save and Execute**.

   OR

   If you don't want to save the report, click the **Execute** button to run the report.



For report criteria that allow multiple values, you select values by clicking the right arrow button to select, and clicking the left arrow button to deselect

EDO/booking report field descriptions

The following table lists descriptions of all the criteria fields used for generating an EDO/booking report.

Field	Description
Reference Number	Booking number, release reference number, or acceptance reference number.
Type	Type of reservation. Valid values: Booking Release Reference
Status	Whether the containers are full (F) or empty (E).
Vessel/Voyage/Call	Vessel, voyage, and call number.
Special Stow	Code for special stowage instructions. Multiple values allowed. Valid values: Container on Flat Car Requires Above Deck Stowage Requires Below Deck Stowage Requires the Bromma Spreader Trailer on Flat Car
Shipping Mode	Defines when the booking shipment begins and ends. Valid values: HH - House to House (no CFS) HP - House to Pier (import CFS) PH - Pier to House (export CFS) PP - Pier to Pier (import/export CFS)
Destination	Final destination of the containers.
Stow Block	ID for block in yard where containers must be stowed.
Trucking Co.	ID for the trucking company. Multiple values allowed.
Release Status	Whether or not the equipment is held. Multiple values allowed. Valid values: Hold - Has any type of hold place on it. Released - Free of any holds.
Chassis Type	The type of chassis equipment. Valid values: Expandable chassis Genset chassis Standard chassis
Is OOD	Is over-dimensional, `Yes' or `No'.
Is Hazardous	Contains hazardous materials, `Yes' or `No'.
Line	Shipping line. You will only see the lines that are current terminal

	customers that own equipment. Multiple values allowed.
Owner	Owner of the container.
Purpose	The purpose of the booking. Valid values: Offhire_In - A leased container is being returned to the terminal. Onhire_In - The terminal is leasing a container from an external source. Onhire_Out -Leasing out a container. Offhire_Out - Returning a container to an external source. Steam Cln - Steam clean the container. Stuff -Stuff the container with cargo. Sweep -Sweep out the container.
Load Port	The port where the container is being loaded. Multiple values allowed.
Disch.Port1	The port where the container is being discharged. Multiple values allowed.
Disch.Port2	An alternate port where the container can be discharged. Multiple values allowed.
Origin	Where the goods in the container originated.
Shipper	Party sending the shipment.
Agent	The party responsible for managing the shipment of cargo from the point of origin to the final destination.
Consignee	Party receiving the shipment.
Client Ref	The clients alias for the reservation number.
Group	The code for a grouping of import delivery containers. Multiple values allowed.
Priority	The customer priority.
Report Title	The name of the report.

To run an EDO/booking report:

1. Select **Ships>Find EDO/Bookings** from the navigation bar. A list of saved queries (reports) appears.
2. Click on the **Execute** icon to the right of the query you want to run. A report appears.

To edit an existing EDO/booking report:

1. Select **Ships>Find EDO/Bookings** from the navigation bar. A list of saved queries appears.
2. Click on the desired query name under the **Name** column.
3. Edit the query details as necessary.

4. Scroll down to the bottom of the screen and click **Save and Execute**. Your changes have been saved.

To copy an EDO/booking report:

1. Select **Ships>FindEDO/Bookings** from the navigation bar. A list of queries appears.
2. Click on the **Duplicate** icon to the right of the query you want to copy. The Equipment Reports screen opens with existing query criteria and formatting. You can now create a new query using the existing criteria and formatting.
3. Make any changes to the query, then scroll down to the bottom of the Transaction Reports screen and enter a new report name in the **Report Name** field at the top.

    Note : If you do not type in a new name, you will override the existing query.

4. Click **Save and Execute**.

To delete an EDO/Booking:

1. Select **Ships>FindEDO/Bookings** from the navigation bar. A list of saved queries appears.
2. Click on the **Remove** icon to the right of the query you want to delete. A message appears asking you if you want to delete the query.
3. Click **OK**. The query is deleted.

Checking container availability

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

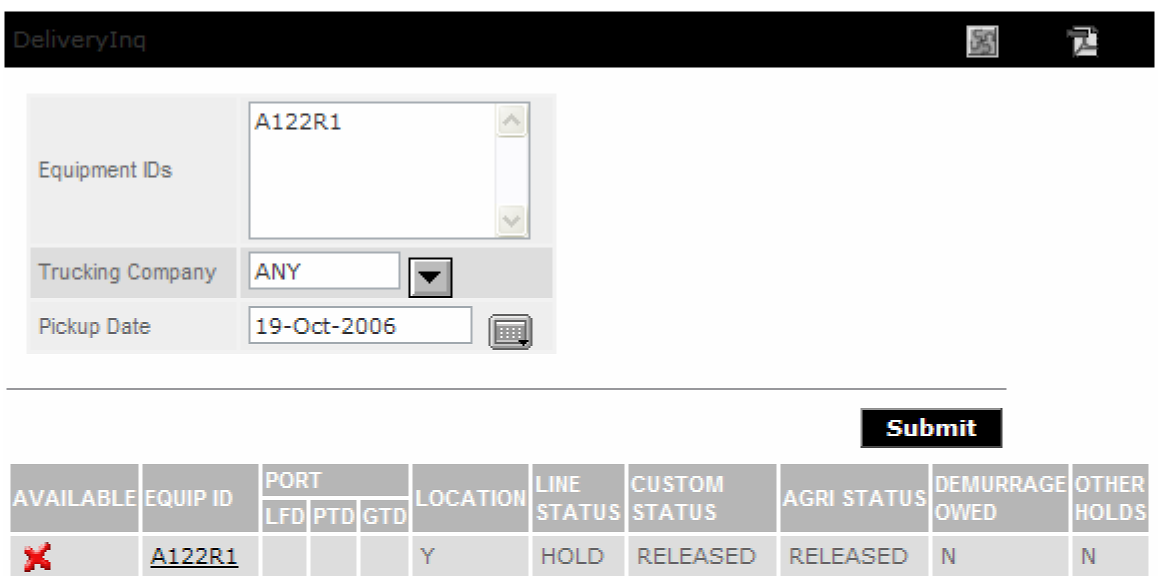
To check container availability:

1. Select **Containers>Availability Inquiry** from the navigation bar.
2. Enter one or more container numbers in the **Equipment ID** box. Enter multiple containers in a list as follows. You can enter up to 20 containers. Do not separate the container numbers with either commas or semi-colons.

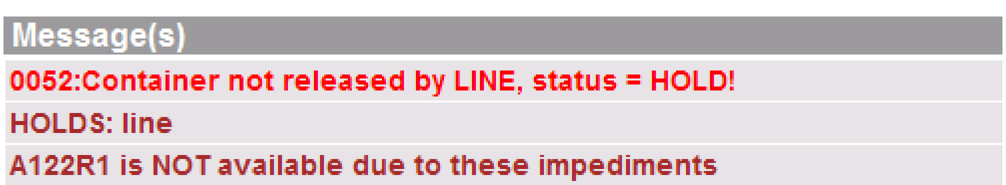
3. Select a trucking company from the **Trucking Company** drop-down list. The company name may already be selected.
4. Indicate the date you intend to pick up the container, and click **Submit**.
5. The containers you query appear in a table below. In the first column:

   indicates the container is available

   indicates the container is not available



To see why a container is unavailable, click on the container number. The hold information displays at the top of the page.



Viewing EDOs and bookings

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

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 an special stow instructions, override cutoff, or no empty/no full.

Equipment Types:

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

Equipment Out for Order:

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

Equipment In for Order:

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

To view booking/EDO details:

1. Select **Containers>EDO/Booking Detail** from the navigation bar.
2. Enter the booking or EDO number in the **Booking/EDO** field and click **Submit**. If an Orders table appears listing each voyage associated with the booking/EDO, click on the booking/EDO number link for one of the voyages.
3. Four tables of information display:
   - Equipment Order Detail
   - Equipment Types
   - Equipment Out for Order
   - Equipment In for Order

Contents of the Equipment Order Detail table

The Equipment Order Detail table includes details that affect all equipment types included in the EDO/Booking.

Field	Description	Field	Description
Nbr	Booking/equipment order number.	Mode	Defines when the booking shipment begins and ends. Values include: HH - House to House (no CFS)

			HP - House to Pier (import CFS) PH - Pier to House (export CFS) PP - Pier to Pier (import/export CFS)
Line	Shipping line.	Group	Group code.
Outbound Ship	Name of the outbound vessel.	POL	Port of loading.
Voyage	Voyage number.	POD	Port of discharge.
Call	Vessel call.	POD2	Alternate port of discharge.
Origin	Where the containers originate from.	Status	Status code. Values include: F - Full container load L - Less than full E - Empty
Dest.	Final destination of the containers.	Special Stow	Code for special stowage instructions.
Shipper	Party sending the shipment.	Stow Block	ID for block in yard where containers must be stowed.
Consignee	Party receiving the shipment.	Hazard	IMO hazard class code.
Priority	Priority of the booking.	Trucker	Trucking company ID.
No Empty	An `X' indicates that a trucker cannot pick up an empty first before bringing in a container against the booking.	Dray Status	One-letter code that indicates what kind of drayed containers are accepted for this booking. Values are as follows: B - Imports moving in-bond D - Forward to depot F - Forward to loading point I - Dray in from discharge point R - Return to shipper
No Full	An `X' indicates that a truck cannot obtain an empty container for an EDO by first bringing in a container to be stripped.	Dray	Determines whether or not this booking with accepted drayed containers.
Override cutoff	Time after which no more containers for this EDO/booking will be accepted onto the vessel.	Mtys from	Terminal from which truckers can dispatch empty containers to fulfill an order.
Notes	Notes about the EDO/Booking.	Ref	An alternate reference number for the order.
Hold Partial	An `X' indicates that any container that arrives for a booking must be held until all containers for that booking have	Military	An `X' indicates that the containers on for this booking or EDO are owned by the military.

	been received.		
Oversize	An `X' indicates that oversize containers are allowed.		

Contents of Equipment Type table

The Equipment Type table specifies the quantity and criteria for the equipment included in the booking.

Field		Description
Qty		Number or containers for an equipment type.
Mty		Number of empties that went out of the terminal that will come back in for a booking.
Rcvd		Number of containers received for a particular equipment type.
Size		Length of the container.
Type		Equipment type.
Height		Height of the container.
Commodity	Code	The code for a particular commodity.
	Description	Description of the commodity code.
Temp		Temperature of the container (for reefers only).
Tunit		Unit of measurement for temperature.
Vent		The ventilation pressure.
Vunit		Unit of measurement for vent.
Matl		Material in the container.
Feature		Code for an equipment feature, such as a pindlehook or slider on a chassis.
Grade		A code that indicates the state of the container, such as whether it is clean or dirty.
Wgt (mt)		Weight of the container in metric tonnes.

Contents of Equipment Out/In for Order reports

The Equipment Out for Order table indicates which pieces of equipment are still outstanding. The Equipment In For Order table indicates which equipment has already been received against the EDO/Booking number.

Field	Descriptions
Number	Equipment numbers for those containers that have been received against a booking/EDO or are still outstanding.

Category	Container category. Values may include: I - Import E - Export D - Domestic M - Empty Storage S - Stay-on-Board T - Transship
Status	Indicates the general status of the container's contents. Values include: F - Full container load L - Less than container load E - Empty
Weight	Weight in metric tonnes.
Size	Length of the containers.
Type	Equipment type.
Ht	Height of received or expected containers.
Position	Current terminal position.

Viewing container details

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

To view real-time container details:

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

Equipment Detail report field descriptions

Field	Description
Category	Container category. Values may include: I - Import E - Export D - Domestic M - Empty Storage S - Stay-on-Board T - Transship
Status	Indicates the general status of the container's contents. Values may include: F - Full container load L - Less than container load E- Empty container
Group	A code for a grouping of import delivery containers.
I/B Carrier	Inbound carrier.
O/B Carrier	Outbound carrier.
Line Operator	Shipping line operator.
Reefer	If the container is a reefer, this value is the required temperature.
Hazardous	IMO class code for hazardous materials.
Current Position	Location/location ID/exact position. Values for location: C - Community T - Truck V - Vessel Y - Yard R - Rail
Chassis	Chassis ID.
Accessory	Accessory ID.
BKG/EDO	Booking or equipment delivery order number.
Height	Equipment height.
Length	Equipment length.

Type	Equipment type.
Weight	Equipment weight.
POL	Port of loading.
POD	Port of discharge.
Destination	Final destination of goods.
Damaged	Damage code.

Reporting

WebAccess enables you to generate queries and view information about vessels, containers, and truck transactions. This information is displayed in tables referred to as *reports*.

All reports can be viewed in one of three ways:

- View a report online.
- Print a report with the **Printer Friendly** button in the top right corner.
- Download a report to Excel or PDF.

Printing reports

You can print out any reports you generate in WebAccess.

To print out a report:

- Once the report results have displayed online, click on the Printer Friendly button above the navigation bar.

Downloading reports

You can download any report to your hard drive and in the process convert it to Excel or PDF.

To download a report and convert it to Excel:

- Once the report results have displayed online, click the **Convert to Excel** button in the top right corner of every table or report.

To download a report and convert it to PDF:

- Once the report results have displayed online, click the **Convert to PDF** button in the top right corner of every table or report.