



THE PORT OF
VIRGINIA®

Portal Guide

ProPass Portal Guide: Watchlist and Appointments

In this guide you will find information about:

Watchlists

- [Containers Watchlist](#)
- [Bookings Watchlist](#)
- [Watchlist tips](#)

Reservations

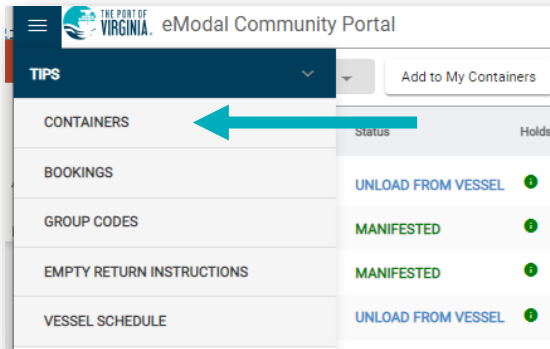
- [Scheduling a Reservation from the Reservations Moves menu](#)
- [Scheduling a Reservation from a Watchlist](#)
- [View the Vessel Schedule](#)

Add Containers to the Containers Watchlist

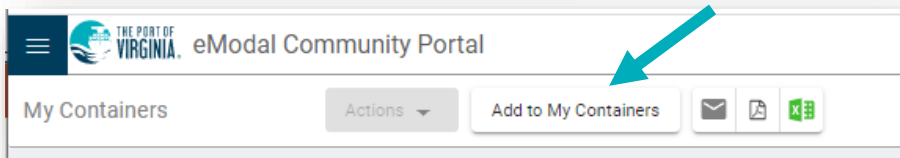


Your Containers Watchlist allows you to track containers of interest to you and get immediate visibility into their statuses.

Navigate to the Containers Watchlist by selecting TIPS and Containers.

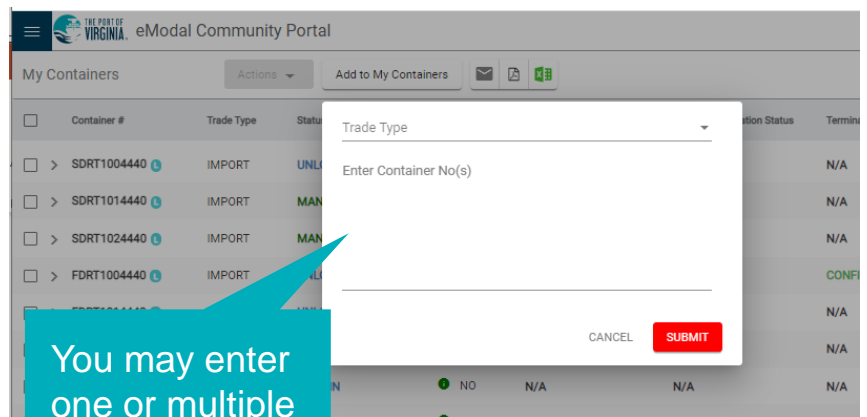


To add a container to the watchlist, click on the 'Add to My Containers' button.



Select the Trade Type from the drop-down menu.

Add the container number or numbers. In the Container Number field, you can enter one or multiple container numbers. If you have a list of containers, simply copy and paste the list into this field.



Click Submit.

To create a custom view of the containers watchlist:

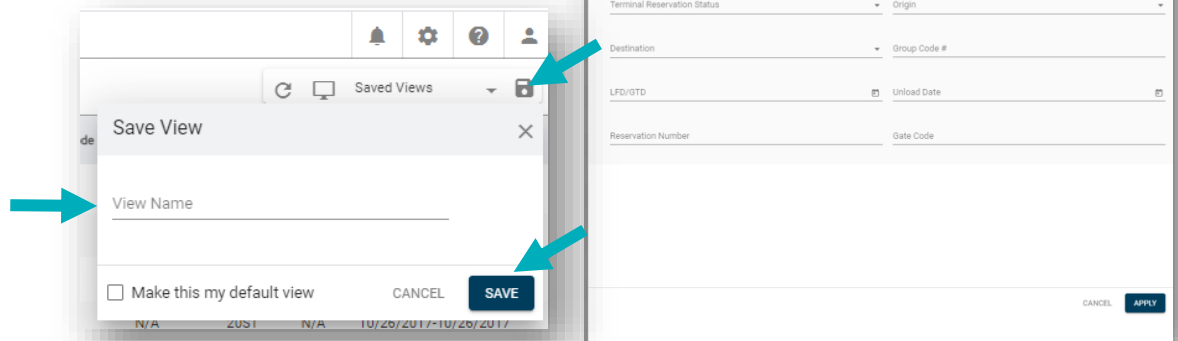
Click on the **customize view icon (monitor)**.

Enter particular containers you wish to watch or select from any of the other applicable filter options. You may also select the columns that will appear in your custom view under 'column options'

Select **Apply**. You will return to the watchlist screen.

Click **Save** on the customize view (floppy disk icon). The save dialog will be presented. Provide a name of the view to save for future reference.

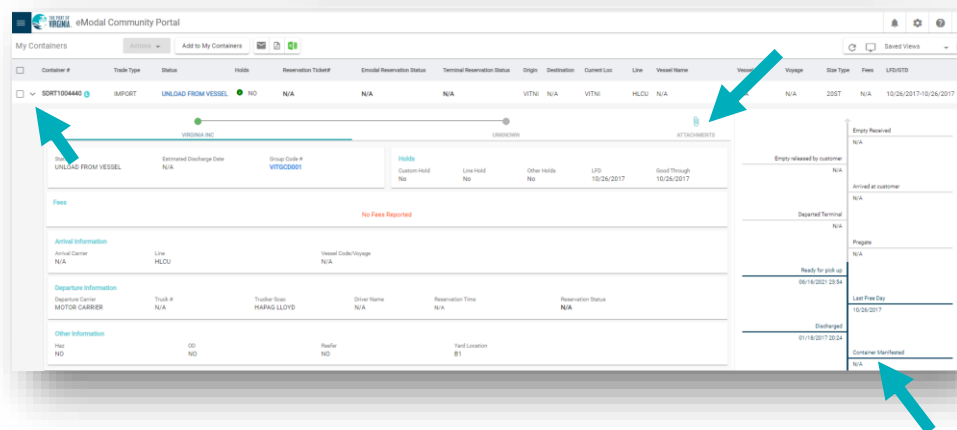
If desired, set the saved view as the default view by clicking the check box in the save view dialog box.



Container Details

Container information and Lifecycle are displayed by clicking the expand icon next to Container #. The timeline representation of the container journey is now displayed in container details.

You are able to **attach** supporting documents/images to the container from the container details section.

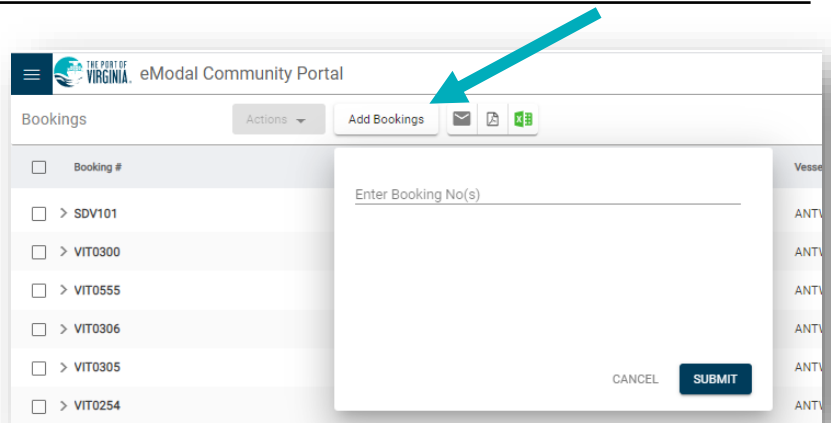


Add a Booking to the Bookings Watchlist

Navigate to the Bookings page from the left side menu and select “Add Bookings” at the top of the screen.

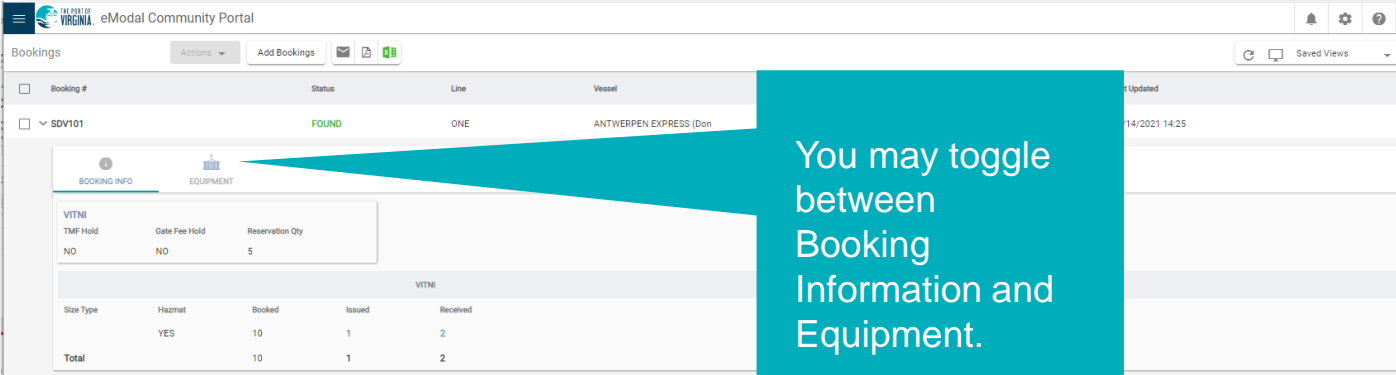
In the Booking Number field, you can enter one or multiple booking numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.



Bookings Details

To review the details of the booking select the arrow to the left of the Booking number.



BOOKING INFO

VITNI	Gate Fee Hold	Reservation Qty
NO	NO	5

EQUIPMENT

VITNI				
Size Type	Hazmat	Booked	Issued	Received
	YES	10	1	2
Total		10	1	2

You may toggle between Booking Information and Equipment.

Watchlist Tips

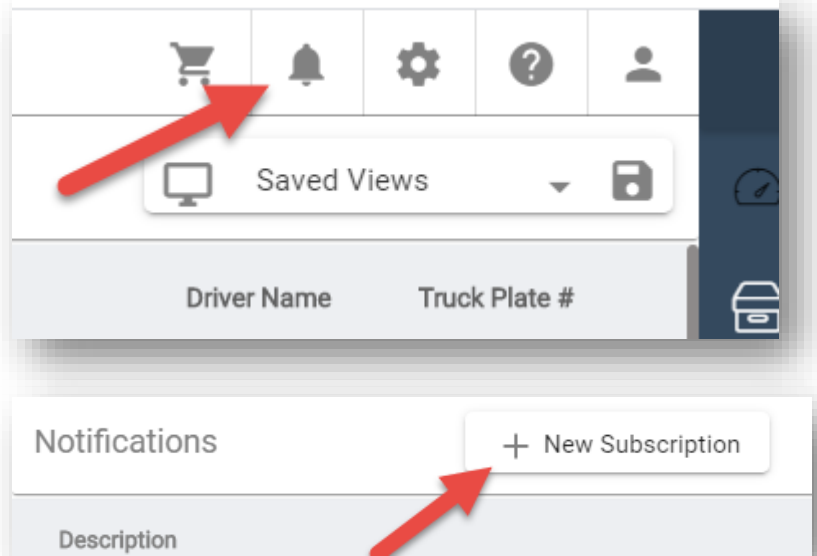


Notifications & Subscriptions

Notifications enable you to manage the email alerts that you or others in your organization get. The Notification functionality enables you to add a subscription based on the parameters and rules that you set.

To add a new notification, click on the notifications icon (bell), then click on +New Subscription and enter the Category and Notification type.

Then enter whether you would like to have it delivered to yourself or others, and the Email Address or Addresses the notification will go to.



Based on the Type and Category you select, you can then create Rules for the notification.

If you would like to add multiple rules, this can be done by clicking the plus sign.

New Subscription

Category Notification type

Description

Deliver to Me

Email Address acmetrucking2020@gmail.com

Rules + Add New Rule

Cancel

To Schedule a Reservation

When logged in as a trucking company an appointment can be made from the **Reservations Moves** page or any of the **Watchlists**.

Reservations Moves Page

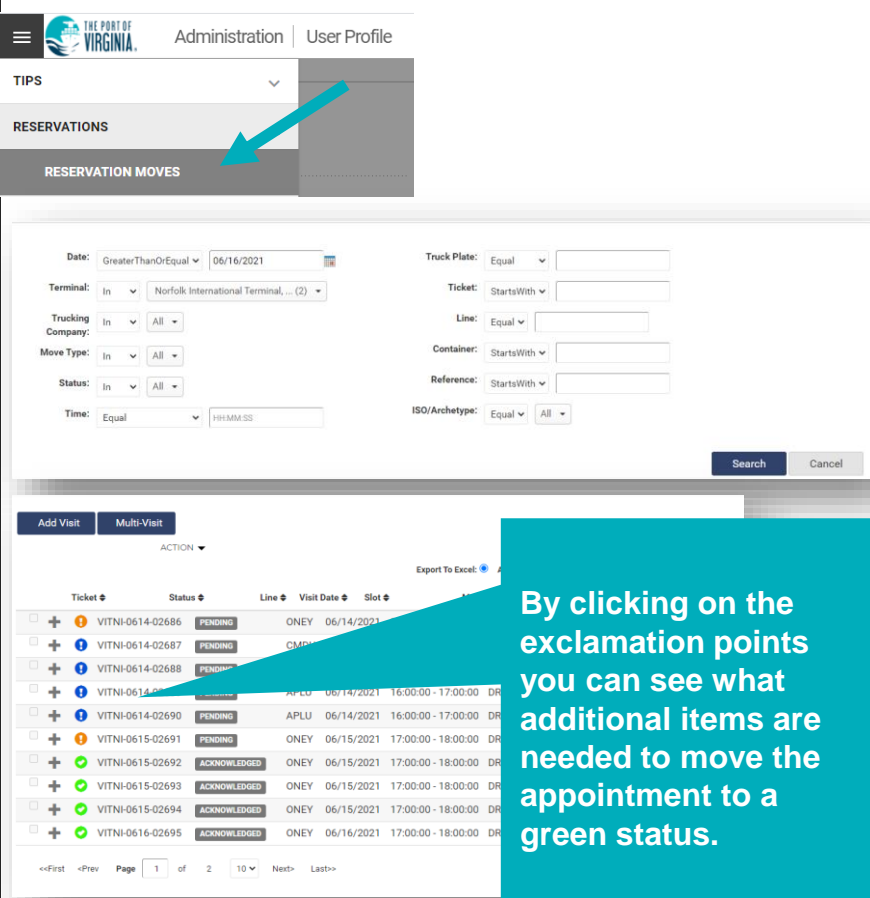
From the left side menu, navigate to Reservations and Reservation Moves.

On this page you will see a search box where you can search for existing reservations.

Here you will see the status for each appointment. Enter your criteria and select Search. Reservation matching your criteria will be listed

When confirmed is listed in green – the reservation is confirmed and all of the required information has been provided. In other words, a green confirmed appointment is good to go.

Blue indicates the reservation need to be confirmed by the Terminal. **Yellow** indicates the reservation has outstanding items that must be addressed prior to arrival at the gate.



The screenshot shows the 'Administration | User Profile' header and a left sidebar with 'RESERVATIONS' and 'RESERVATION MOVES' (highlighted with a red arrow). The main area contains search filters for Date, Terminal, Trucking Company, Move Type, Status, Time, Truck Plate, Ticket, Line, Container, Reference, and ISO/Archetype. Below the filters are 'Add Visit' and 'Multi-Visit' buttons. A table lists reservations with columns for Ticket, Status, Line, Visit Date, and Slot. A red callout box points to the exclamation mark icon in the Status column, stating: 'By clicking on the exclamation points you can see what additional items are needed to move the appointment to a green status.'

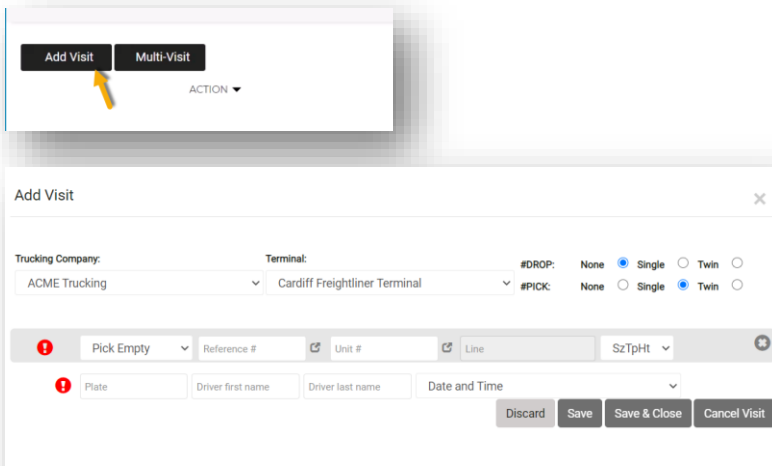
Ticket	Status	Line	Visit Date	Slot
VITNI-0614-02686	PENDING	ONEY	06/14/2021	
VITNI-0614-02687	PENDING	CMCH	06/14/2021	
VITNI-0614-02688	PENDING	ONEY	06/14/2021	
VITNI-0614-02689	PENDING	ONEY	06/14/2021	
VITNI-0614-02690	PENDING	APLU	06/14/2021	16:00:00 - 17:00:00 DR
VITNI-0615-02691	PENDING	ONEY	06/15/2021	17:00:00 - 18:00:00 DR
VITNI-0615-02692	ACKNOWLEDGED	ONEY	06/15/2021	17:00:00 - 18:00:00 DR
VITNI-0615-02693	ACKNOWLEDGED	ONEY	06/15/2021	17:00:00 - 18:00:00 DR
VITNI-0615-02694	ACKNOWLEDGED	ONEY	06/15/2021	17:00:00 - 18:00:00 DR
VITNI-0616-02695	ACKNOWLEDGED	ONEY	06/16/2021	17:00:00 - 18:00:00 DR

To Schedule an Appointment from the Moves Page

Select Add Visit at the top left of the screen.

The trucking company will default to the company you are currently logged in under. If you work for more than one trucking company, select the appropriate company from the drop-down list. Select the terminal and type of visit (drop or pick) and add the requested information.

Then select Save and Close.



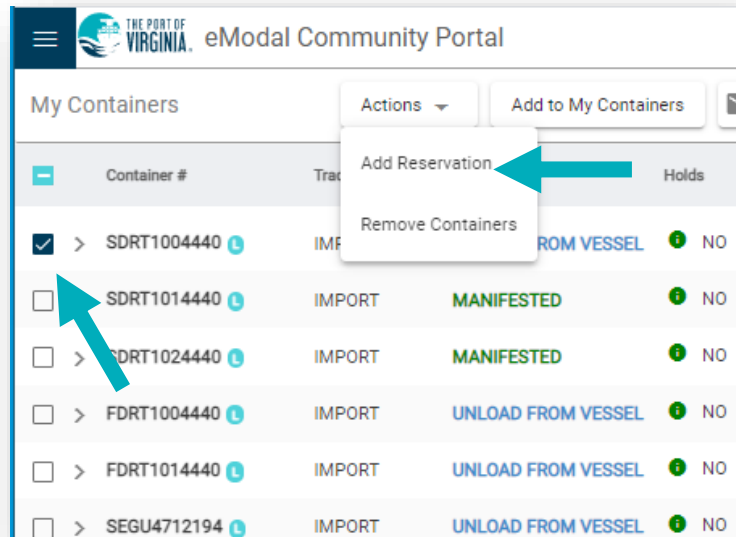
The screenshot shows the 'Add Visit' form with the following fields: Trucking Company (ACME Trucking), Terminal (Cardiff Freightliner Terminal), #DROP (Single selected), #PICK (Twin selected), Pick Empty (selected), Reference #, Unit #, Line, SzTpHt, Plate, Driver first name, Driver last name, and Date and Time. Buttons for Discard, Save, Save & Close, and Cancel Visit are at the bottom.

To Schedule a Reservation from any Watchlist

Navigate to the Watchlist.

Select the item you would like to schedule the reservation for.

Select Actions at the top of the screen and Add Appointment.



Enter the information you are prompted to provide and select Save.

