



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

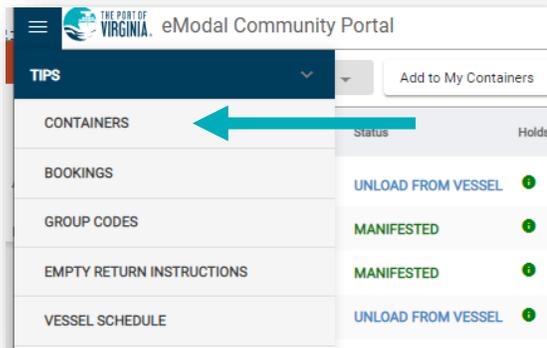
- [Scheduling a Reservation from the Reservations Moves menu](#)
- [Scheduling a Reservation from a Watchlist](#)
- [View the Vessel Schedule](#)

Add Containers to the Containers Watchlist

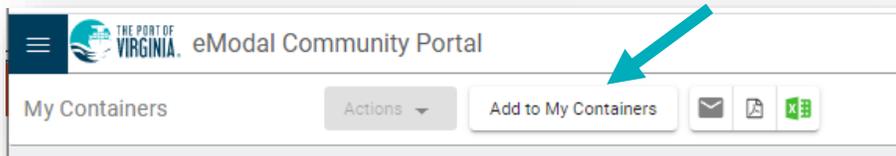


Your Containers Watchlist allows you to track containers of interest to you and get immediate visibility into their statuses.

Navigate to the Containers Watchlist by selecting TIPS and Containers.

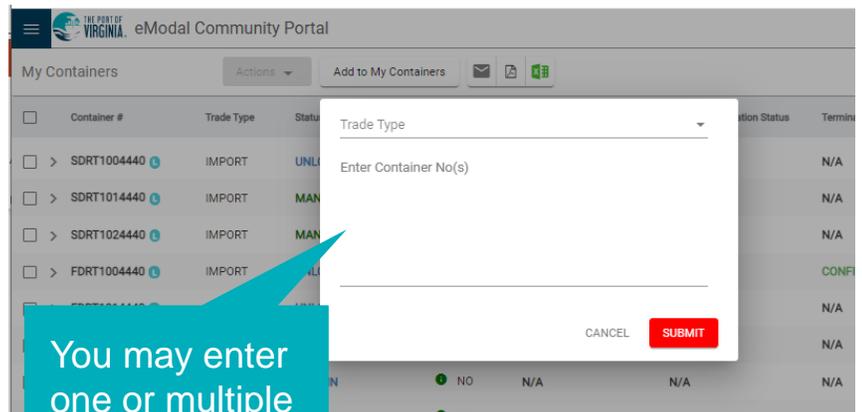


To add a container to the watchlist, click on the 'Add to My Containers' button.



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:

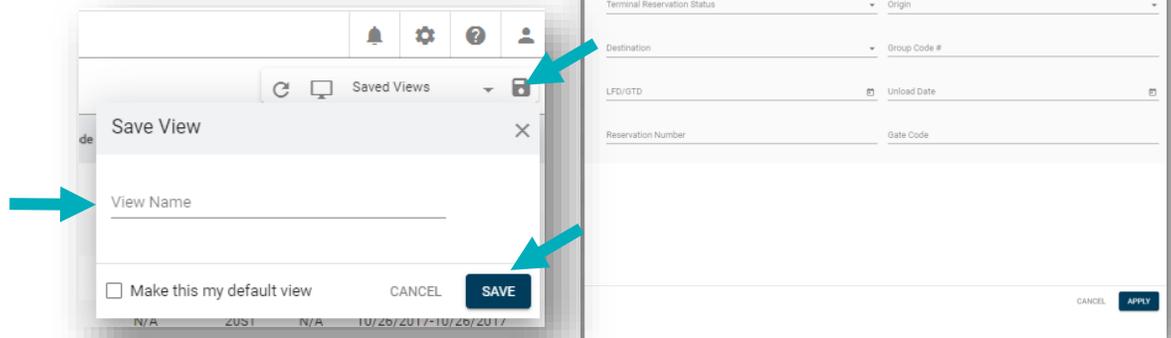
Click on the **customize view icon (monitor)**.

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.

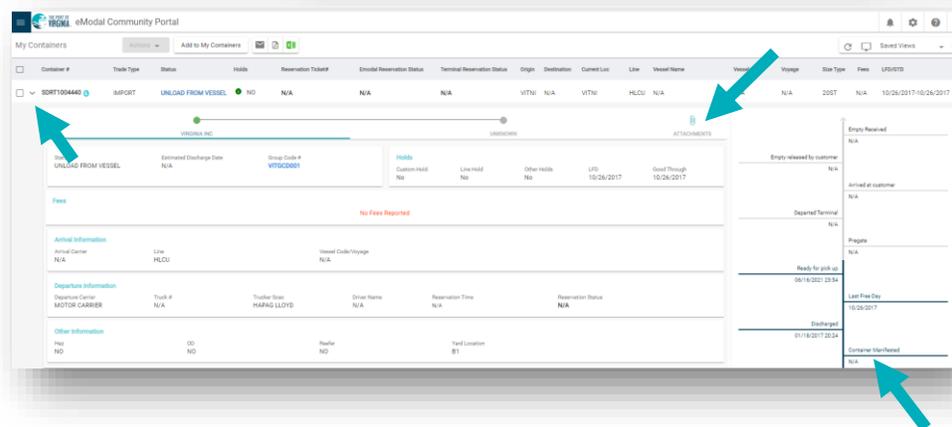
If desired, set the saved view as the default view by clicking the check box in the save view dialog box.



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.

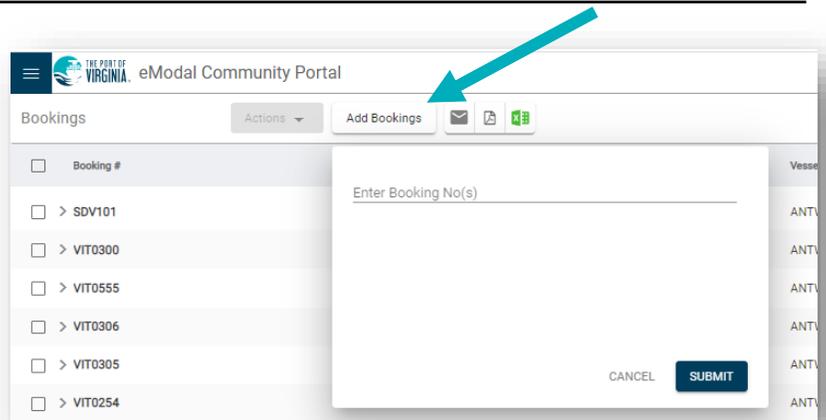


Add a Booking to the Bookings Watchlist

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

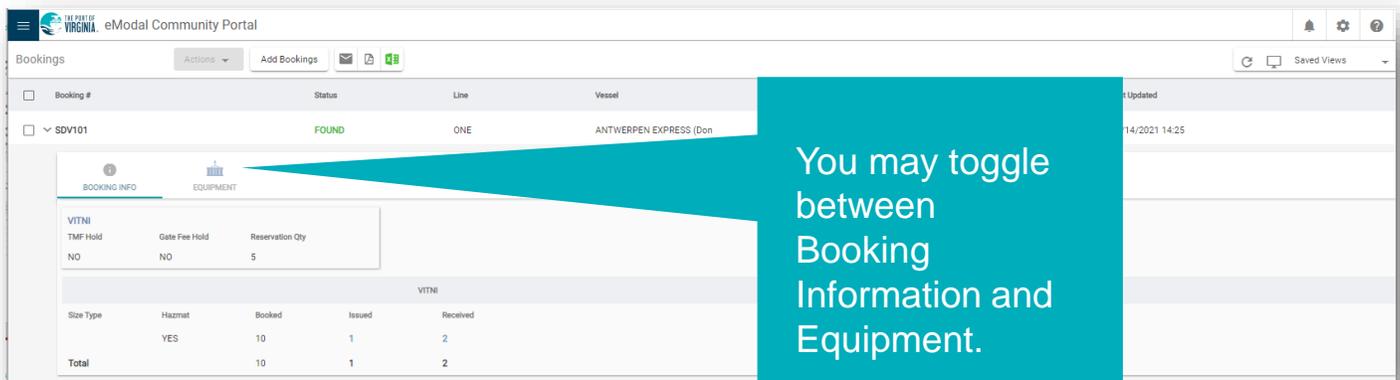
In the Booking Number field, you can enter one or multiple booking numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.



Bookings Details

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



Watchlist Tips

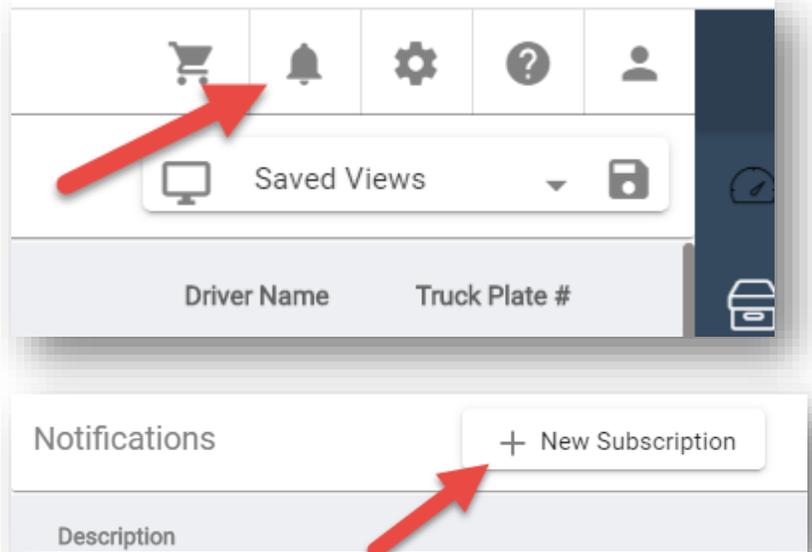


Notifications & Subscriptions

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

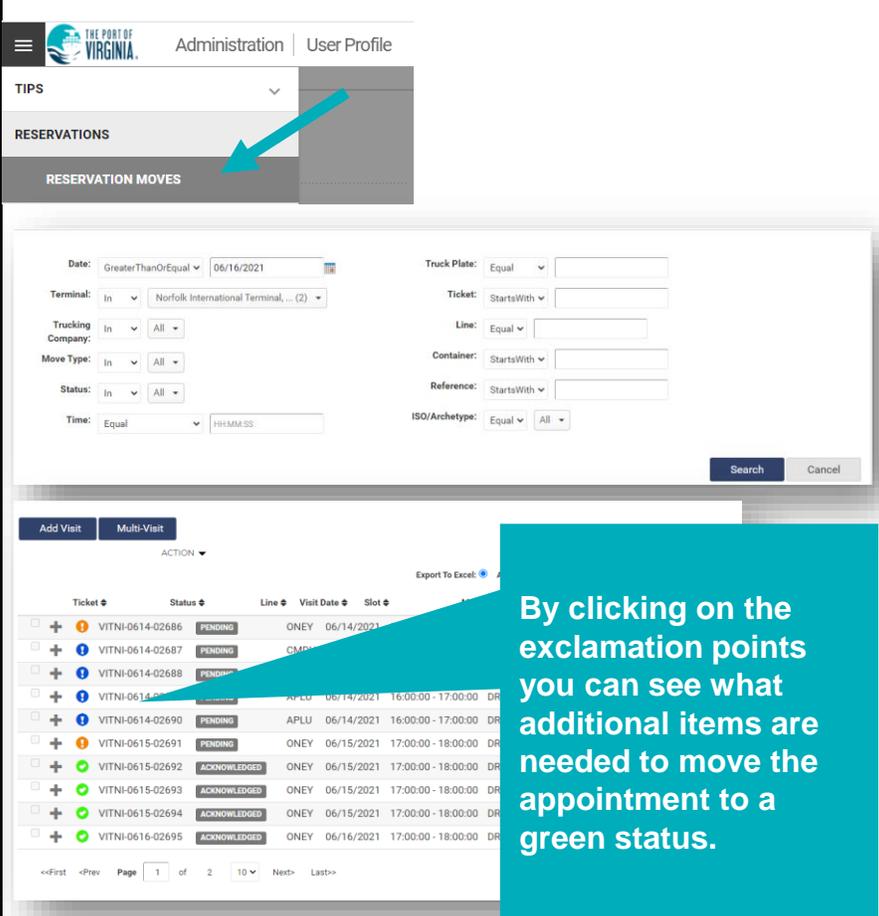
From the left side menu, navigate to Reservations and Reservation Moves.

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.

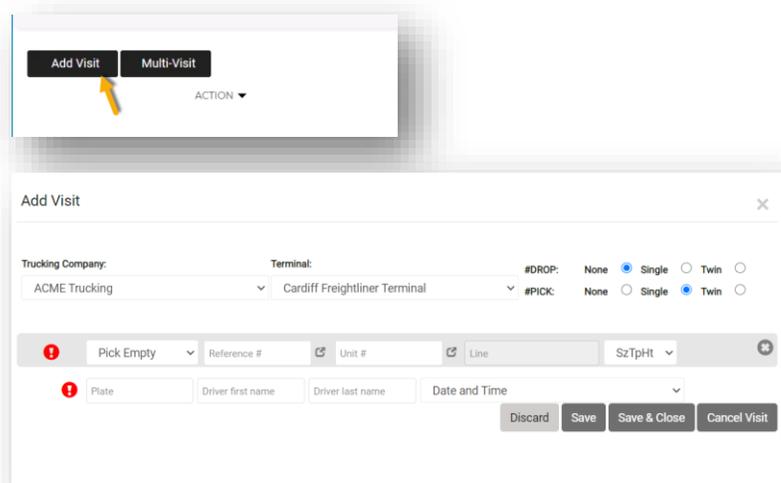


To Schedule an Appointment from the Moves Page

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.

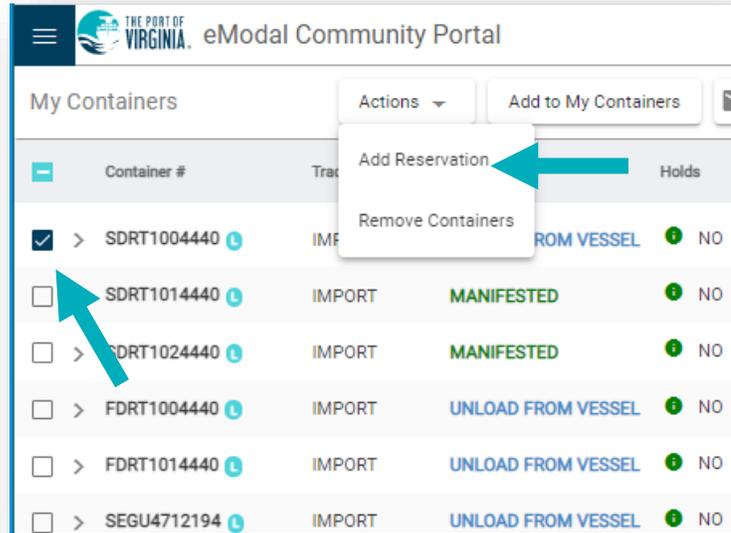


To Schedule a Reservation from any Watchlist

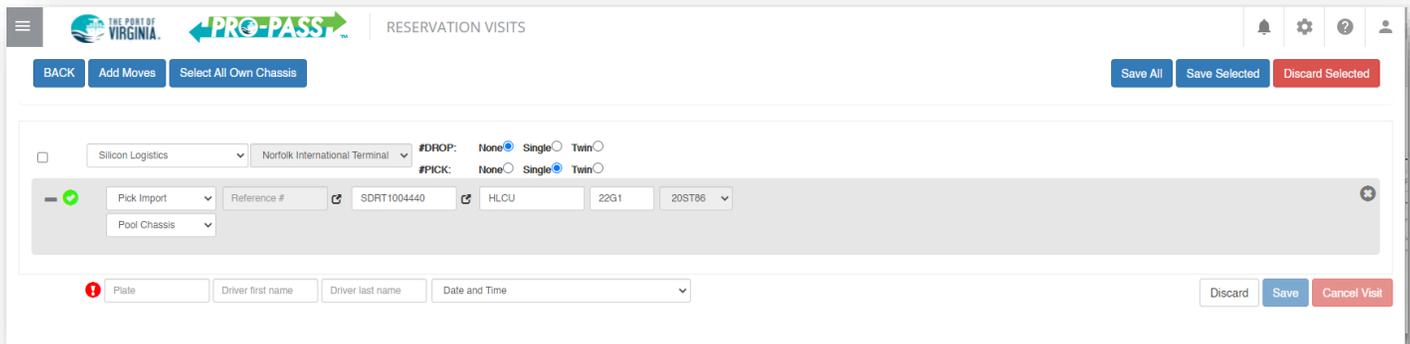
Navigate to the Watchlist.

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.



RESERVATION VISITS

BACK Add Moves Select All Own Chassis Save All Save Selected Discard Selected

Silicon Logistics Norfolk International Terminal #DROP: None Single Twin
 #PICK: None Single Twin

Pick Import Reference # SDRT1004440 HLCU 22G1 20ST86
 Pool Chassis

Plate Driver first name Driver last name Date and Time Discard Save Cancel Visit

