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# Portal Guide

## ProPass Portal Guide

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### Truck and Tag Management

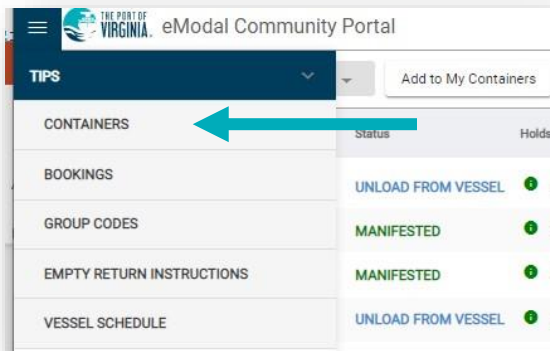
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# Add Containers to the Containers Watchlist

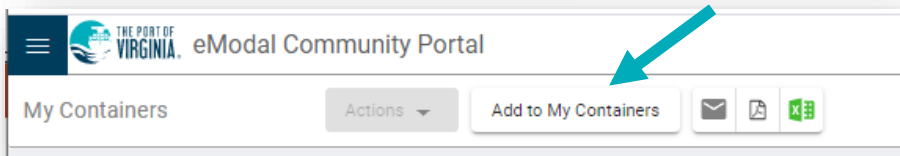


Your Containers Watchlist allows you to track containers of interest to you and get immediate visibility into their statuses.

Navigate to the Containers Watchlist by selecting TIPS and Containers.

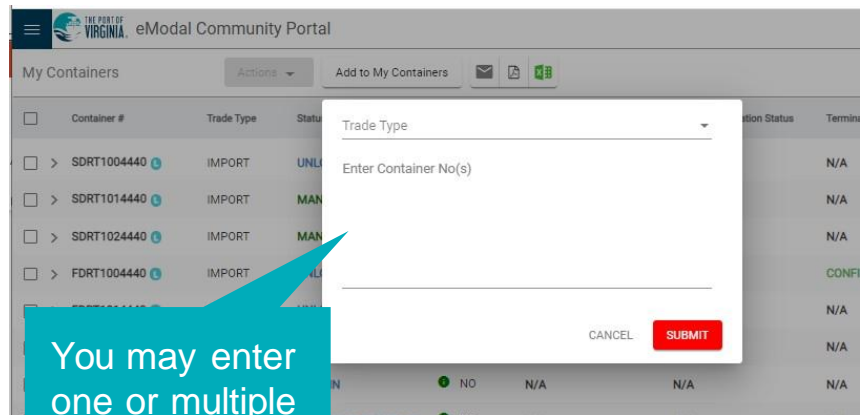


To add a container to the watchlist, click on the 'Add to My Containers' button.



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.



You may enter one or multiple containers

Click Submit.

## To create a custom view of the containers watchlist:

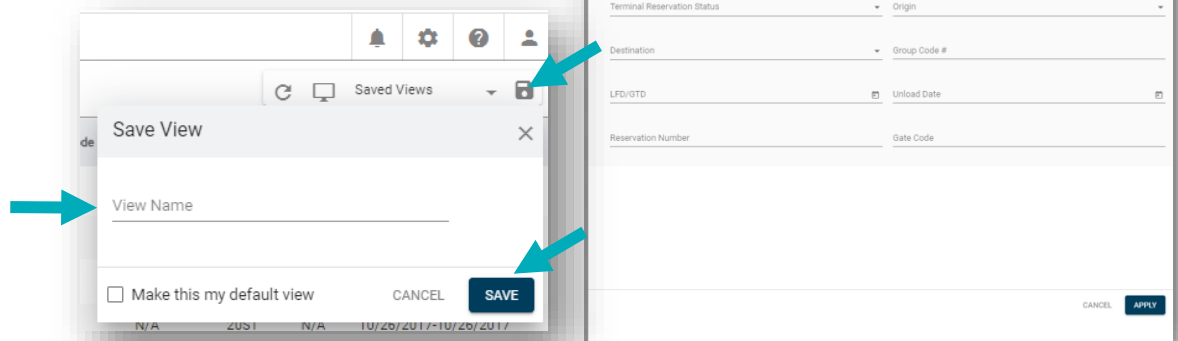
Click on the **customize view icon (monitor)**.

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.

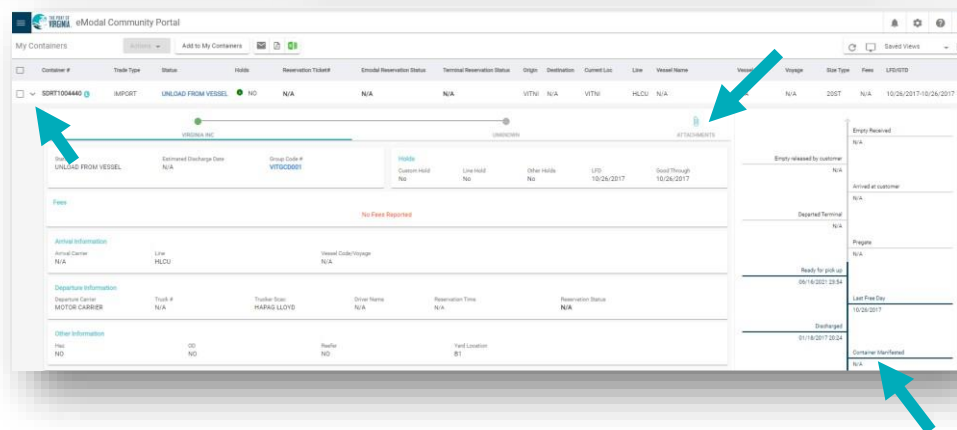
If desired, set the saved view as the default view by clicking the check box in the save view dialog box.



## 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.

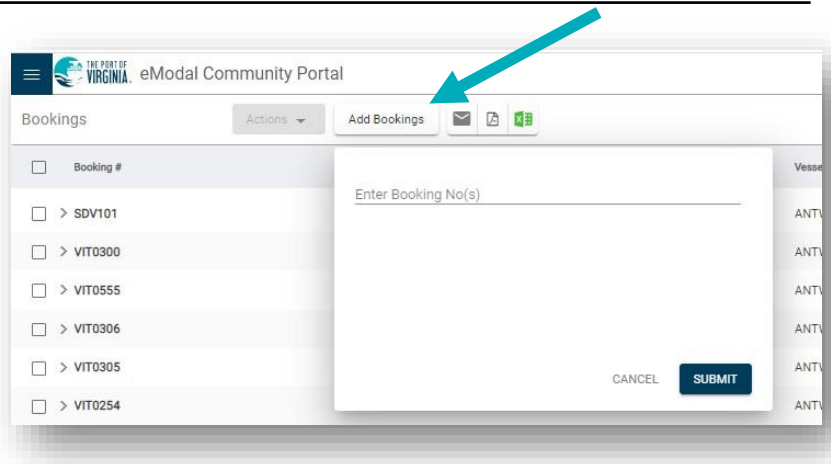


## Add a Booking to the Bookings Watchlist

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

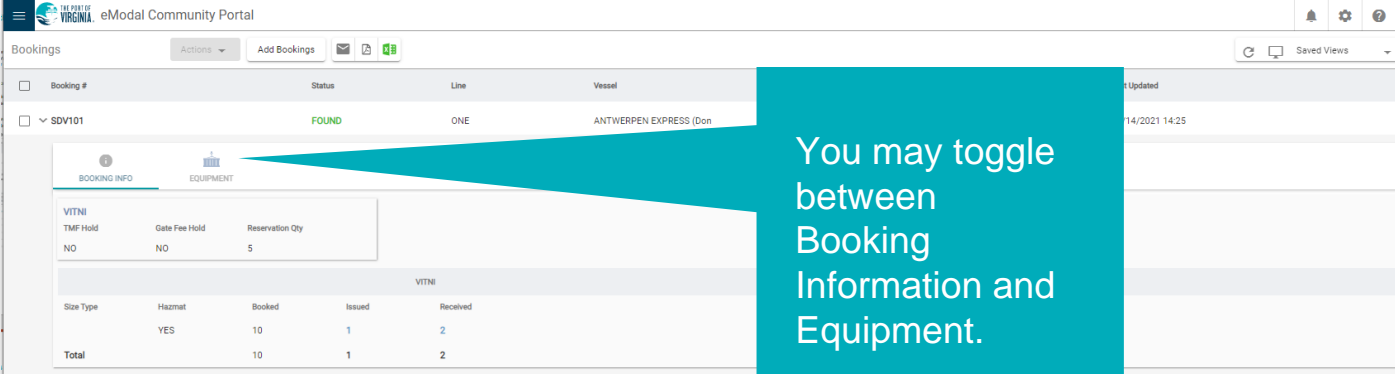
In the Booking Number field, you can enter one or multiple booking numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.



## Bookings Details

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



**BOOKING INFO**

VITNI	TMF Hold	Gate Fee Hold	Reservation Qty
NO	NO		5

**EQUIPMENT**

Size Type	Hazmat	Booked	Issued	Received
	YES	10	1	2
<b>Total</b>		10	1	2

**You may toggle between Booking Information and Equipment.**

# Watchlist Tips

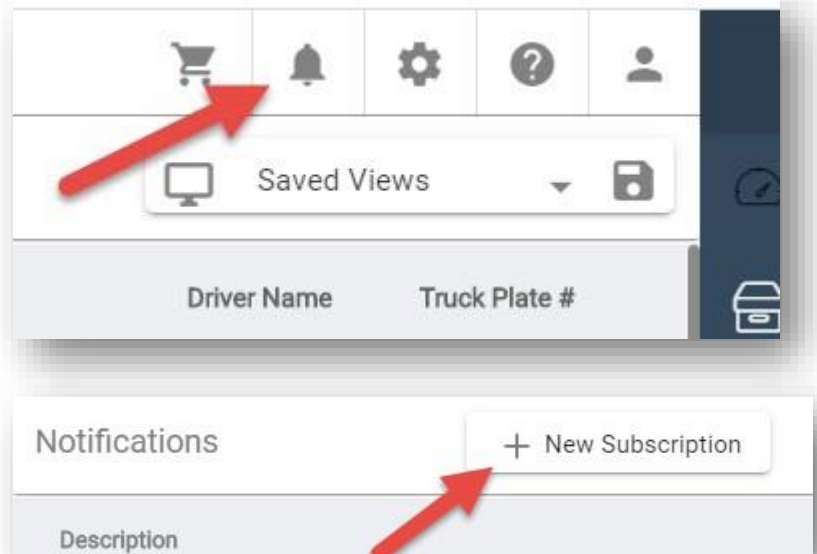


## Notifications & Subscriptions

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 needs 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 'Reservations Moves' page with search filters and a table of reservations. The filters include Date, Terminal, Trucking Company, Move Type, Status, Time, Truck Plate, Ticket, Line, Container, Reference, and ISO/Archetype. The table lists reservations with columns for Ticket, Status, Line, Visit Date, and Slot. A callout box points to an exclamation mark icon in the Status column, indicating that additional information is 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	CMPT	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

By clicking on the exclamation points you can see what additional items are needed to move the appointment to a green status.

## 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.

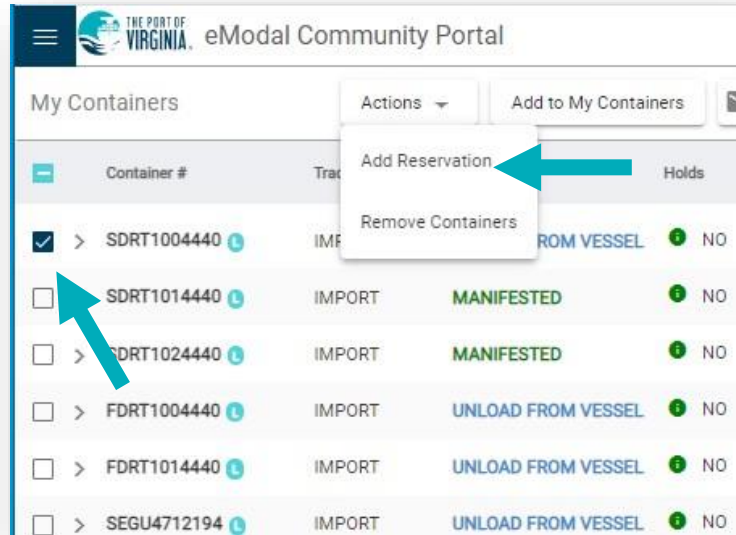
The screenshot shows the 'Add Visit' form with fields for Trucking Company, Terminal, #DROP, #PICK, Pick Empty, Reference #, Unit #, Line, SzTpHt, Plate, Driver first name, Driver last name, and Date and Time. There are buttons for Discard, Save, Save & Close, and Cancel Visit.

## To Schedule a Reservation from any Watchlist

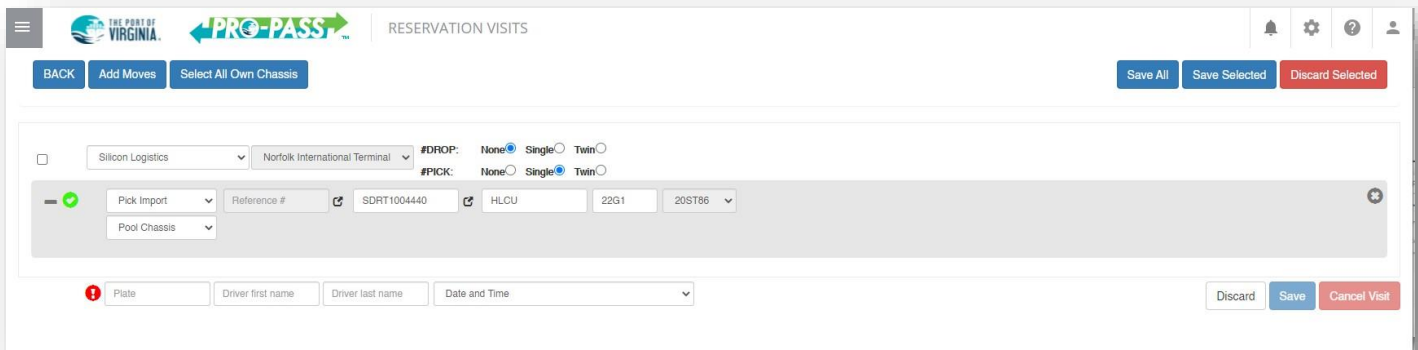
Navigate to the Watchlist.

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.

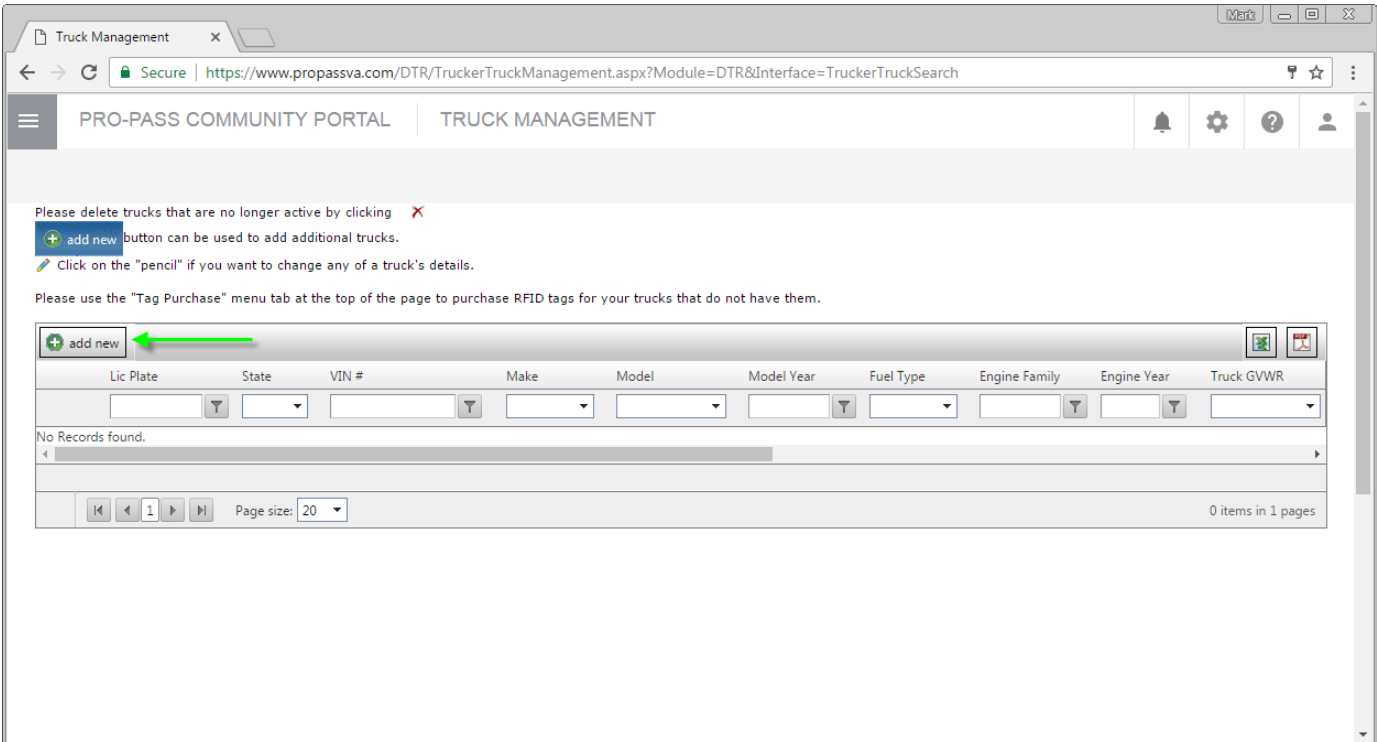








## Truck Management


After logging into the website, you will immediately be able to access the Truck Management webpage. Here you will be able to enter your associated truck details by clicking the  button.



The screenshot shows a web browser window with the URL <https://www.propassva.com/DTR/TruckerTruckManagement.aspx?Module=DTR&Interface=TruckerTruckSearch>. The page title is "TRUCK MANAGEMENT" and it is part of the "PRO-PASS COMMUNITY PORTAL".

Instructions on the page include:

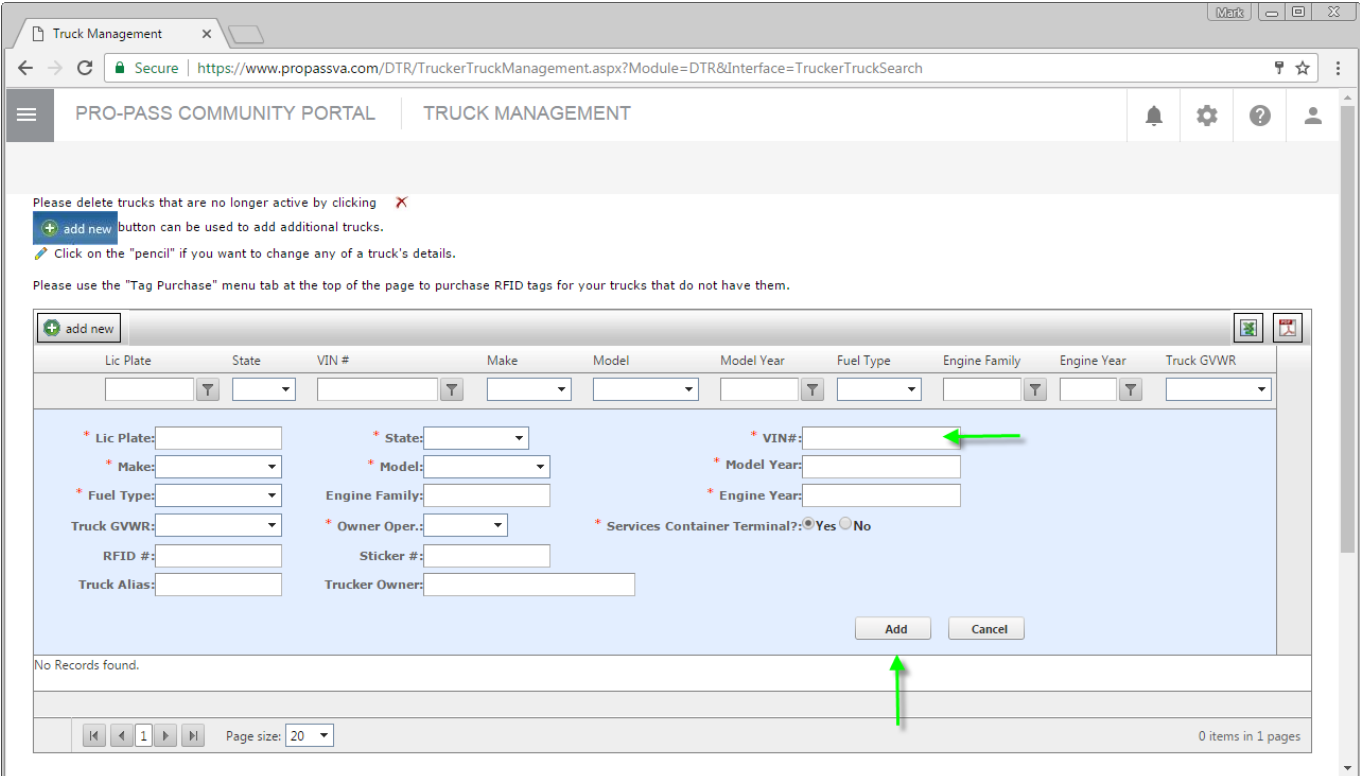
- Please delete trucks that are no longer active by clicking .
-  button can be used to add additional trucks.
- Click on the "pencil" if you want to change any of a truck's details.
- Please use the "Tag Purchase" menu tab at the top of the page to purchase RFID tags for your trucks that do not have them.

The main interface features a table with the following columns: Lic Plate, State, VIN #, Make, Model, Model Year, Fuel Type, Engine Family, Engine Year, and Truck GVWR. Each column has a dropdown arrow. A green arrow points to the  button. Below the table, it states "No Records found." and shows a pagination control with "Page size: 20" and "0 items in 1 pages".

## Entering Truck Details

To begin, we recommend entering the truck VIN number first. Once you have entered the VIN number, when you begin entering data into any subsequent field, the website will pre-populate any known data, such as Make, Model and Model Year, for you. Please enter all required fields. Required fields are indicated with a red asterisk (\*). The Truck Alias field can be used to enter your internal truck identification or truck number for a given truck.

Once you have entered all details associated with your truck, please click the  button to add the truck to your account.



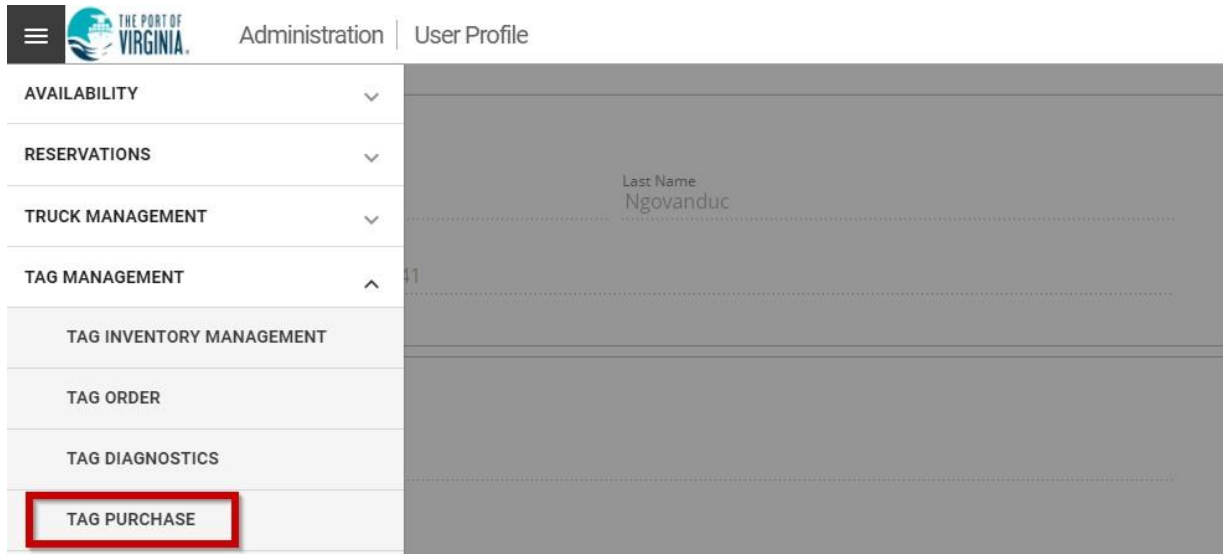
The screenshot shows the 'Truck Management' web application interface. At the top, there is a navigation bar with 'PRO-PASS COMMUNITY PORTAL' and 'TRUCK MANAGEMENT'. Below this, there are instructions: 'Please delete trucks that are no longer active by clicking X', 'add new button can be used to add additional trucks.', and 'Click on the "pencil" if you want to change any of a truck's details.' There is also a note about 'Tag Purchase' for RFID tags. The main form is titled 'add new' and contains several required fields marked with a red asterisk (\*): Lic Plates, State, VIN #, Make, Model, Model Year, Fuel Type, Engine Family, Engine Year, and Truck GVWR. There are also optional fields for Engine Family, Engine Year, Owner Oper., Sticker #, and Trucker Owner. A 'Services Container Terminal?' field with 'Yes' and 'No' radio buttons is also present. The form is followed by 'Add' and 'Cancel' buttons. Below the form, it says 'No Records found.' and shows a table with columns for the same fields as the form. The page footer includes a 'Page size: 20' dropdown and '0 items in 1 pages'.

If you encounter any issues while attempting to register truck details please contact (877) 904-1680 or send an email to [propassvasupport@adventintermodal.com](mailto:propassvasupport@adventintermodal.com).

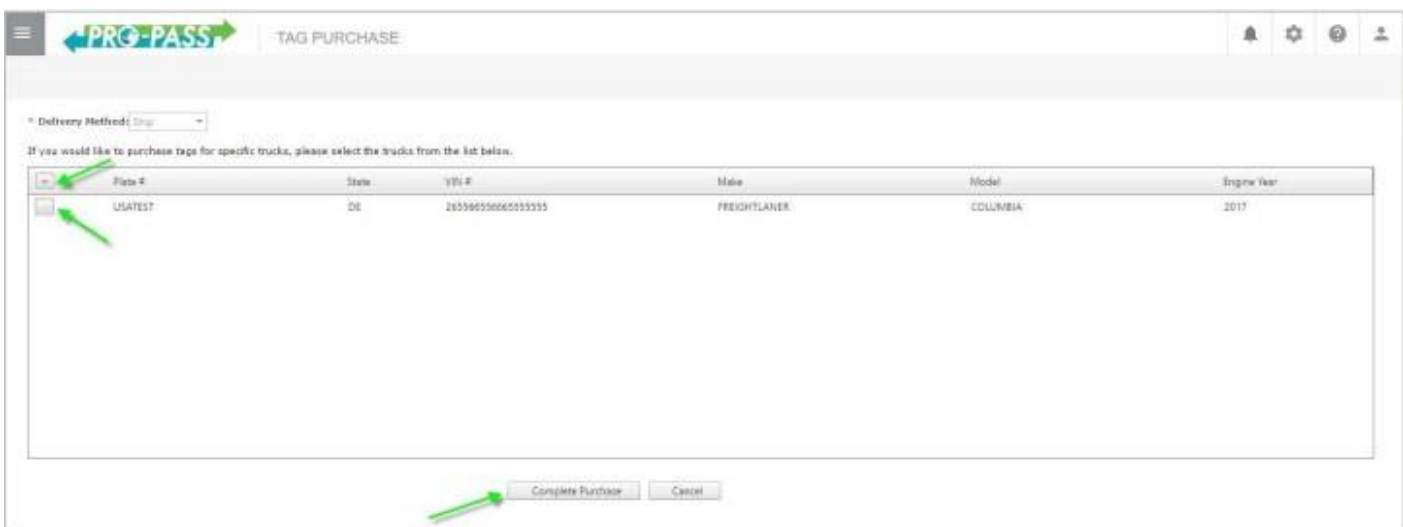
All registered trucks will be visible in the Truck Management webpage. You will be able to manage, delete or edit any of the details of a truck through the Truck Management page.

## Purchasing RFID Tags

To purchase an RFID Tag click on the hamburger menu icon on the top left corner. Click to expand the Tag Management menu and then click on Tag Purchase.



A list of registered trucks eligible for tag purchase will appear in the Tag Purchase webpage. You can select individual trucks or multiple trucks at a time for tag purchase. After making your selection, click on the  button.



# Mounting RFID Tags

Note, the RFID confirmation page will need to be accompanied with the pick-up of the RFID. The RFID tag, in your order, is PRE-ASSIGNED to your truck. Each RFID tag is labeled with the corresponding license plate number to which it is registered. Please ensure the correct RFID is installed to the proper truck. RFID pick-up locations can be found within the PRO-PASS FAQ <https://www.propassva.com/>. If an RFID tag is suspected to be defective, the tag can be tested at NIT or VIG Driver’s Assistance.

**\*\*\*Over-the-road drivers should be aware of the proper mounting instructions, notated below. Improper mounting of the RFID tag may cause a non-read and the driver may be asked to depart from the terminal, until corrected. \*\*\***

## RFID Tag Installation Instructions

Tools Needed – Flat-head screwdriver

- Install to the Driver’s Side mirror bracket.
- Secure tag in place by wrapping clamps around the mirror bracket.
- Place the metal bands OVER the Metal tabs on the RFID tag bracket.

Small clamps are provided as standard.

**To ensure the highest degree of RFID read accuracy, it is strongly recommended that the RFID tag is mounted on the mirror bracket. The presence of multiple RFID tags, within a truck, is strictly prohibited.**



Mounting Position for Pickup Tow Mirrors

