

Learner Manual



Navis N4: 4.0 Shipping Lines

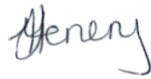
3rd Party Manual

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MODULE 1: NAVIS N4 4.0 ACCESS & LOG IN

Introduction

Navis N4 4.0 is a Terminal Operating System (TOS) used by container terminals to manage and control the movement of cargo, containers, vessels, equipment, and related terminal activities. It provides a centralized platform that enables shipping lines, terminal operators, and other stakeholders to exchange information and perform operational transactions efficiently.

For shipping lines, Navis N4 4.0 serves as a critical interface for managing vessel and container-related activities at the terminal. The system provides real-time visibility of container movements and vessel operations, allowing shipping line users to monitor cargo status, submit requests, and access operational information needed to support vessel turnaround and customer service.

1.1 Access & Login

Click on the URL - <https://n4dgt.ictsi.net/apex/n4.zul>

Fill in **Username** and **Password**. **Log in**

The image shows a screenshot of the Navis N4 login page. The page has a blue header with the KALERIS | navis logo and a large green 'N4' logo. Below the logo, the text 'Navis N4' is displayed. The login form contains two input fields: 'Username' with the value '3PPA' and 'Password' with masked characters. There are two buttons: 'Log In' and 'Login with AZURE SSO'. A link for 'Forgot Password?' is at the bottom. A callout box on the right, labeled 'Username', 'Password', and 'Login', has an arrow pointing to the login form.

1.2 Password recovery

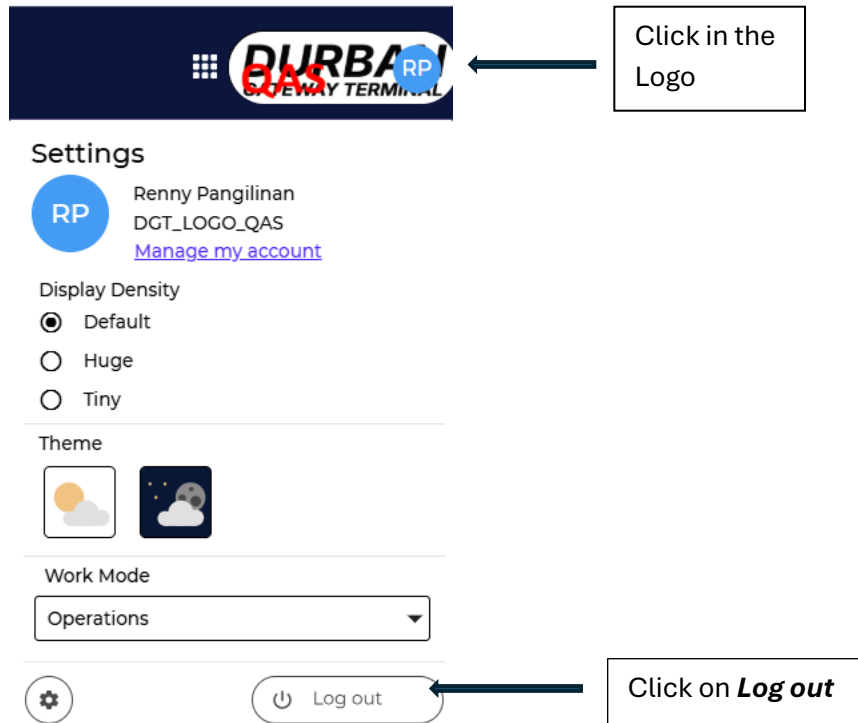
In case the freight forwarder forgets their password, they can use the 'Forgot Password?' option available during login.

The image shows two screenshots from the Navis N4 system. The top screenshot is the login page, which includes the KALERIS | navis logo, the text 'Navis N4', and input fields for 'Username' and 'Password'. Below these fields are buttons for 'Log In' and 'Login with AZURE SSO'. At the bottom of the login form is a link labeled 'Forgot Password?'. An arrow points from this link to a callout box that says 'Reset Password? Click on **Forgot Password ?**'. The bottom screenshot is a 'Forgot Password' dialog box. It contains the text 'To have a new password e-mailed to you please enter your user id:' followed by an input field containing the text 'henery'. Below the input field is a button labeled 'Reset Password'. Two callout boxes point to the dialog: the first says '1.1.1 Enter your username' and points to the input field; the second says '1.1.2 Click **Reset Password**' and points to the 'Reset Password' button.

After clicking the Reset Password button, an email with a new temporary password will be sent to the address associated with the user account. Upon first logging in with the temporary password, the system will require you to change it to a new one, following specific rules regarding the number and combination of letters, numbers, and special characters that the password must include.

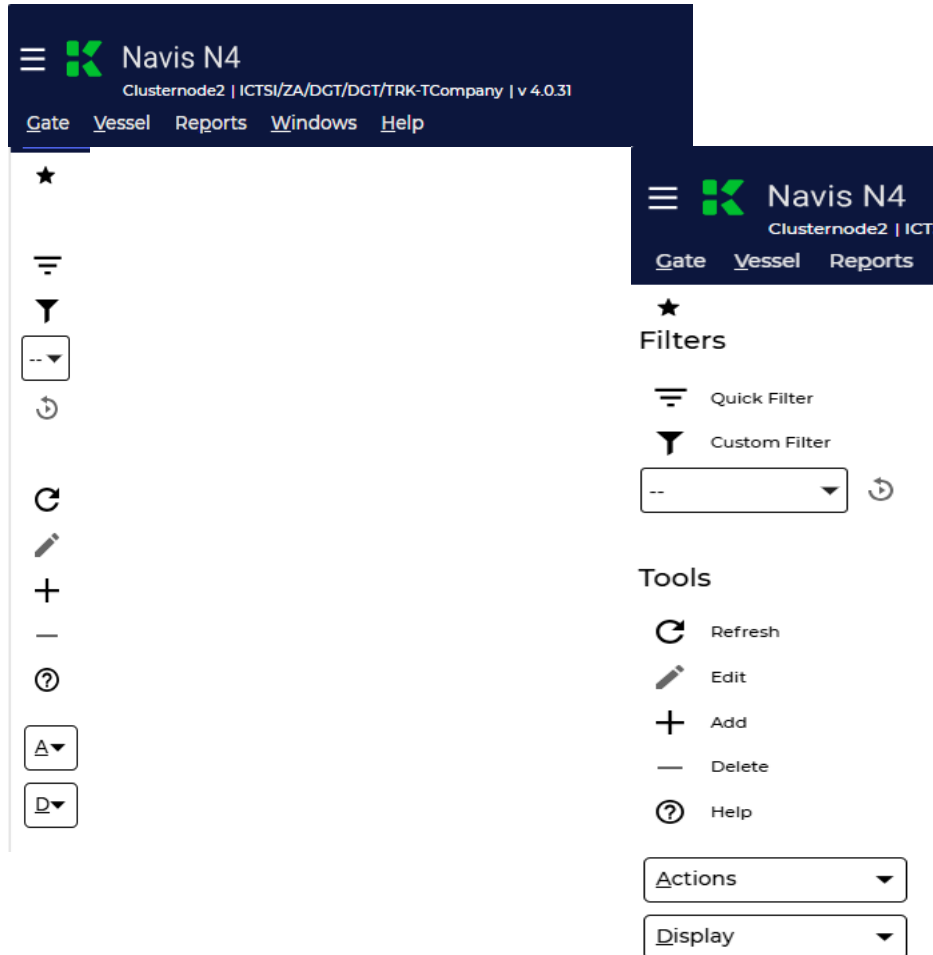
1.3 Logging out of the system

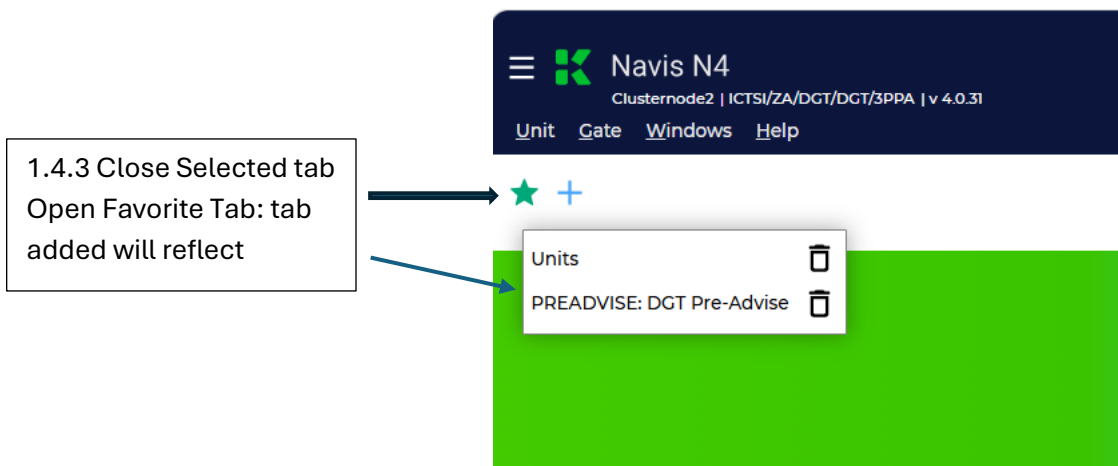
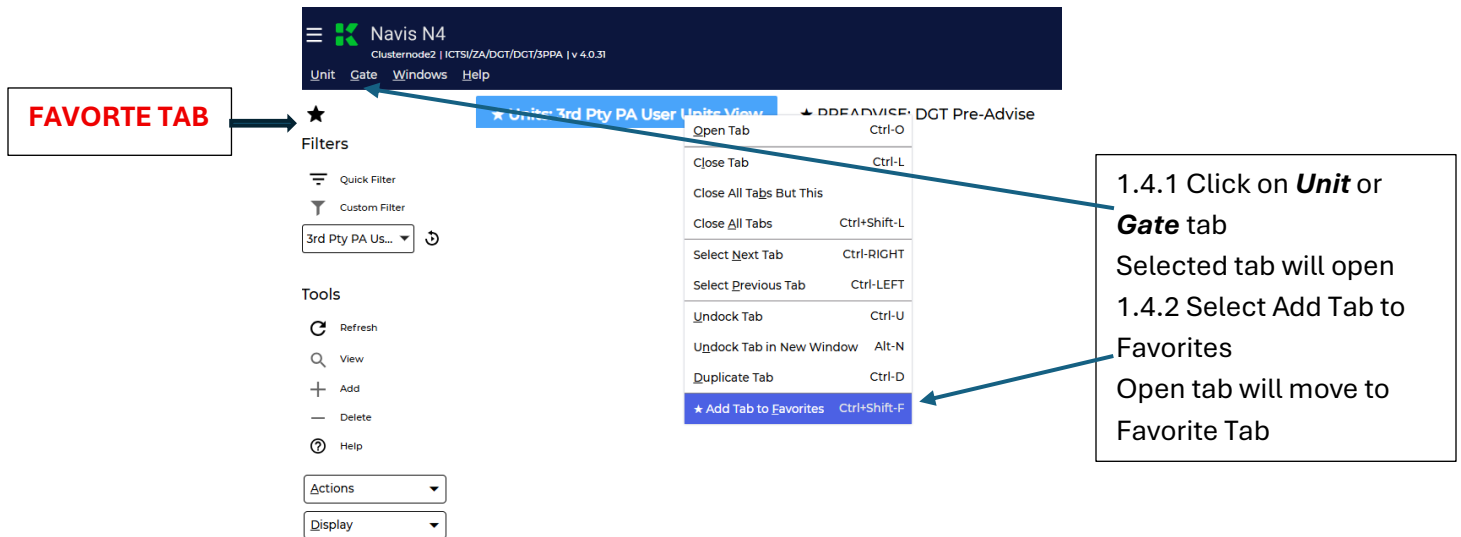
To log out of the system, you need to click on the logo in the top right corner of the page. A window will appear where, by clicking on Log out, the dispatcher will be automatically logged out of the system.



1.4 Favorite Tab

Favorite tab is used to easily access frequently used and streamline workflow. Users can click on the ★ icon on the left side of the screen. This tab is useful for users that use multiple tabs.





After successfully signing in to Navis 4.0, the landing page will automatically appear on the screen.



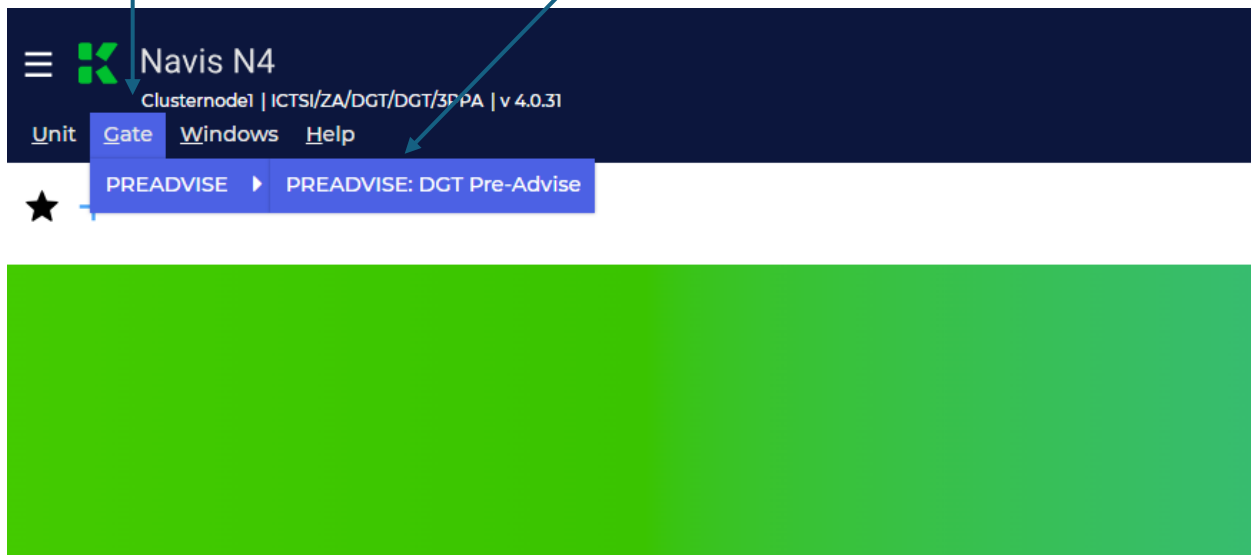
MODULE 2: PRE-ADVISE EXPORTS

Export pre-advise in Navis 4.0 is required to provide the terminal with accurate export container information before arrival, enabling gate acceptance, compliance, yard planning, and efficient vessel loading.

2.1 Creating Pre-advise

2.1.1 Click on **Gate** tab

2.1.2. Select **PREADVISE: DGT Pre-Advise**



2.1.3 Select *Terminal Receive Export / Domestic*

☰

Navis N4

Clusternode1 | ICTSI/ZA/DGT/DGT/3PPA | v 4.0.31

Unit Gate Windows Help

★

PREADVICE: DGT Pre-Advise

+

Gate Processing

DGTPRE-ADVISE Transaction Entry

Select...

Select...

1. Terminal Receive Export / Domestic

2.1.4 Complete all fields highlighted in pink

★
PREADVISE: DGT Pre-Advise
+

DGTPRE-ADVISE Transaction Entry

1. Terminal Receive Exp...

Equipment Number: SUDU1879876
Gross Weight (kg): 30000
VGM Weight (kg): 30000
Booking Number: TOKOFULL
Order Item: 9'6",40',GENERA...
Carrier Mode: Truck

Container Origin: SHIPPER (Shipp...
Seal Number 1: 23456
Equipment Type: 45G1
Line Operator: MSC
Seal Number 2:
VGM Verifier: 1

Method Selection: SM1 (SOLAS Met...
Accreditation Number:
Carrier O/B Declared: DCT12019 (TOCO...
Port of Load: ZADUR (DURBAN)
Port of Discharge: CNSHA (Shangh...
Freight Kind: FCL

Add Reefer
Add Hazard
Add OOG

Clear
Save Transaction

2.1.5 Select either **Add Reefer**, **Add Hazard** or **Add OOG**

2.1.6 Click **Save Transaction**

NOTE:

These are compulsory fields to complete with correct details
OOG – correct dimensions for billing purposes

2..2 Adding Reefers

2.2.1 Fill in all applicable fields as per screenshot below.

Reefer - Add/Edit

Enter Reefer Details

Temperature Required (C):

Temperature Observed (C):

Temperature Setting (C):

Reefer Hours:

Ventilation Required:

Ventilation Setting:

Ventilation Unit:

Humidity required, %:

O2 required, %:

CO2 required, %:

Reefer Fault Code:

Reefer Fuel Level, %:

OK

Close

Help

Reefer Temperature is compulsory

2.2.2 Click OK

2.3 Adding IMDG Class

Hazards to be added in Pre-Advise Export unit

2.3.2 Click in IMDG field

2.3.3 Fill in **UN/NA Number** and **Hazard Number Type** fields

2.3.4 Click **+Add**

2.3.1 Click on “+”

2.3.5 Click **OK**

Hazards

Item Details

UN/NA Number:

Hazard Number Type:

IMDG Class:

Proper Name:

Technical Name:

Notes:

Hazardous Cargo Items

Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number Type
No data to display.				

0:0

2.4 Adding OOG

2.4.1 Fill in all correct dimensions for required container being pre-advised

OOG - Add/Edit

×

Enter Oog Details

OOG Top (cm):

OOG Front (cm):

OOG Back (cm):

OOG Left (cm):

OOG Right (cm):

ⓘ

⌂ OK

✕ Close

ⓘ Help

2.4.2 Click **OK**

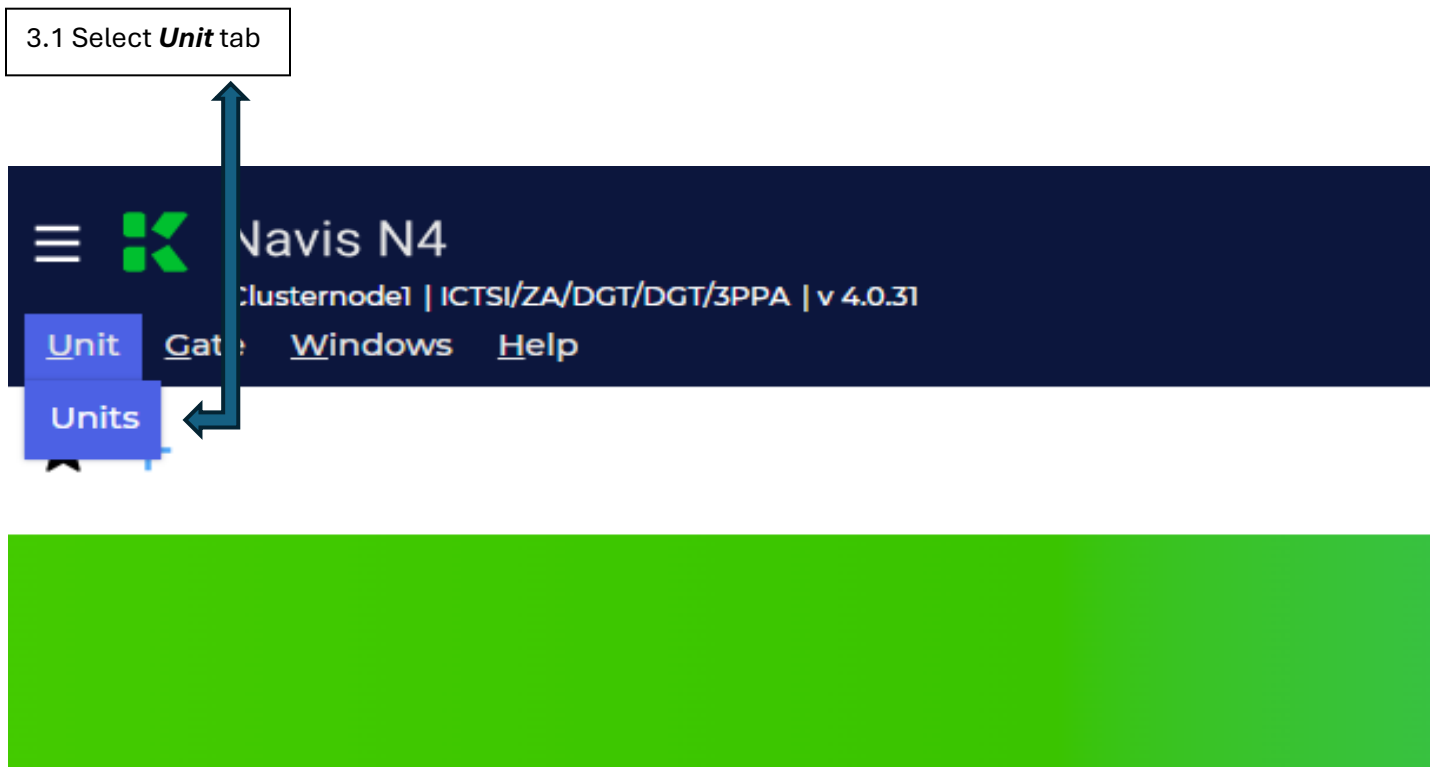
NOTE

Correct Dimensions are compulsory for correct billing purposes

MODULE 3: VIEWING OF PRE-ADVISED CONTAINERS IN UNITS

In Navis N4 (Navis 4.0), the "Viewing of Pre-Advised Containers in Units" function is used to allow end users to search, view, verify, and monitor containers that have been electronically pre-advised before they physically arrive at the terminal.

Viewing Pre-Advised Containers



“3rd Pty PA User Units View” Screen will populate

Navis N4
Clustermodel | ICTSI/ZA/DGT/DGT/3PPA | v 4.0.31
Unit Gate Windows Help

3rd Pty PA User Units View

Filters
Quick Filter
Custom Filter
3rd Pty PA Us... ↻

Tools
Refresh
View
Add
Delete
Help

Actions
Display

Enter Filter Parameter Values

Unit Nbr BEAU6314710

OK Cancel Help

3.2 Enter Container in the **Unit Nbr** Field

3.3 Click **OK**

Container Details will populate

NOTE: Only one container at a time can be selected to be viewed

3rd Pty PA User Units View														
▼ Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
26-Jul-13 1000	BEAU6314710	45G1	Export	Active	Inbound	R-23300129-1B1 EMC	8917TFRIN	DCT12019	NGB					

Navis 4.0

Navigating Port Excellence.