



Learner Manual



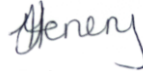
Navis N4: 4.0 Truck Appointments Short Learning Programme

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Programme Type: Non-Accredited Occupational Short Learning Programme

NQF Level: None

Target Group: Transportation

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MODULE 1: NAVIS N4 4.0 ACCESS & LOGIN

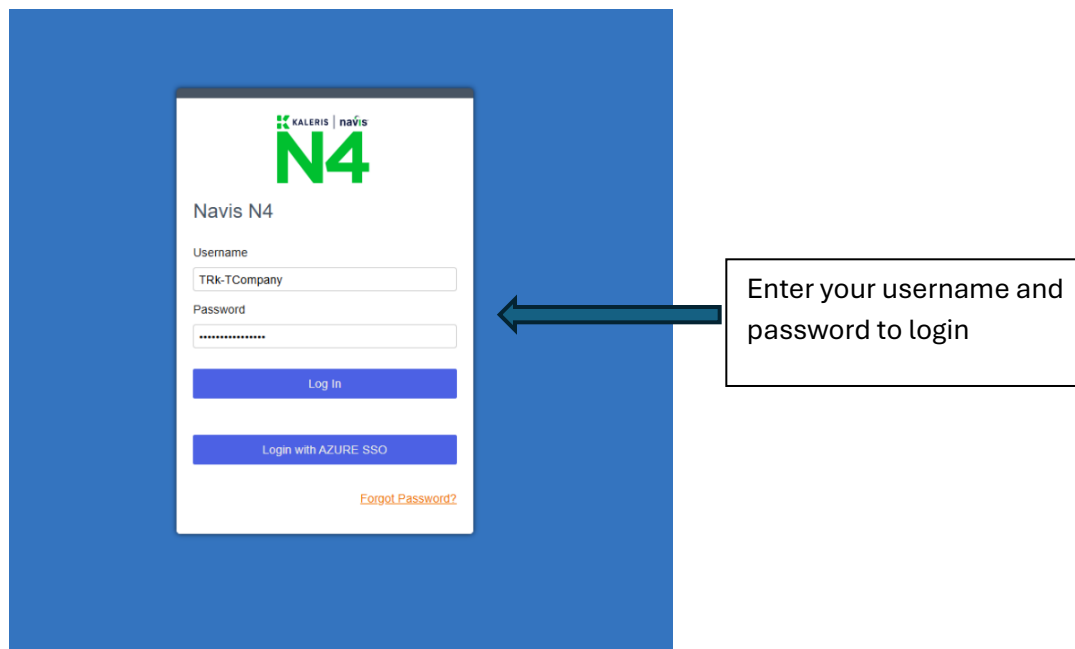
Introduction

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

To access Navis N4, enter the URL below into your browser or save a shortcut to your desktop <https://n4dgt.ictsi.net/apex/n4.zul>



1.2 Password recovery

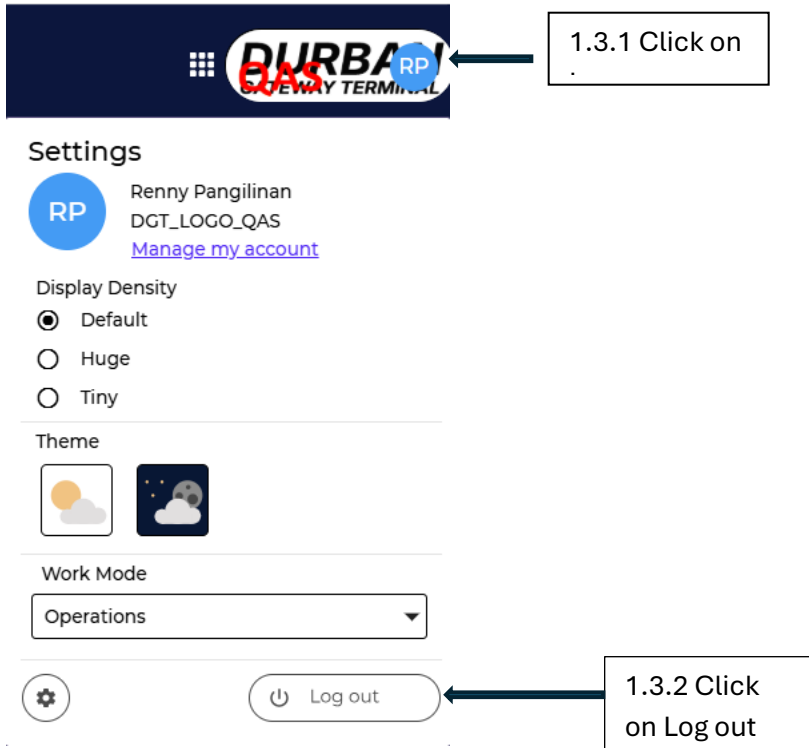
In case the freight forwarder forgets their password, they can use the 'Forgot Password?' option available during login.

The image shows two screenshots from the Navis N4 system. The top screenshot is the main 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 labeled '1.2.1 Reset Password'. The bottom screenshot is a modal dialog titled 'Forgot Password'. 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 arrows point to this dialog: one from a callout box labeled '1.2.2 Enter your username' pointing to the input field, and another from a callout box labeled '1.2.3 Click Reset Password' pointing 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.

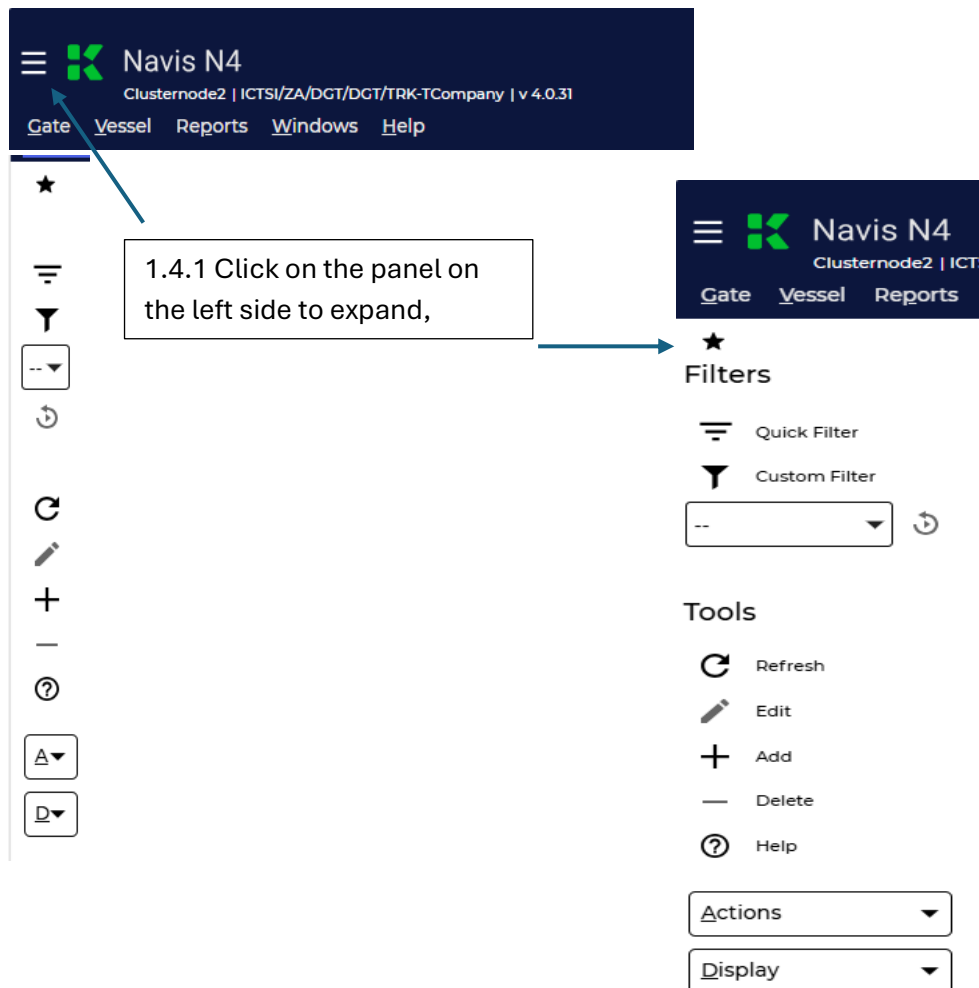
1.3 Logging out of the system

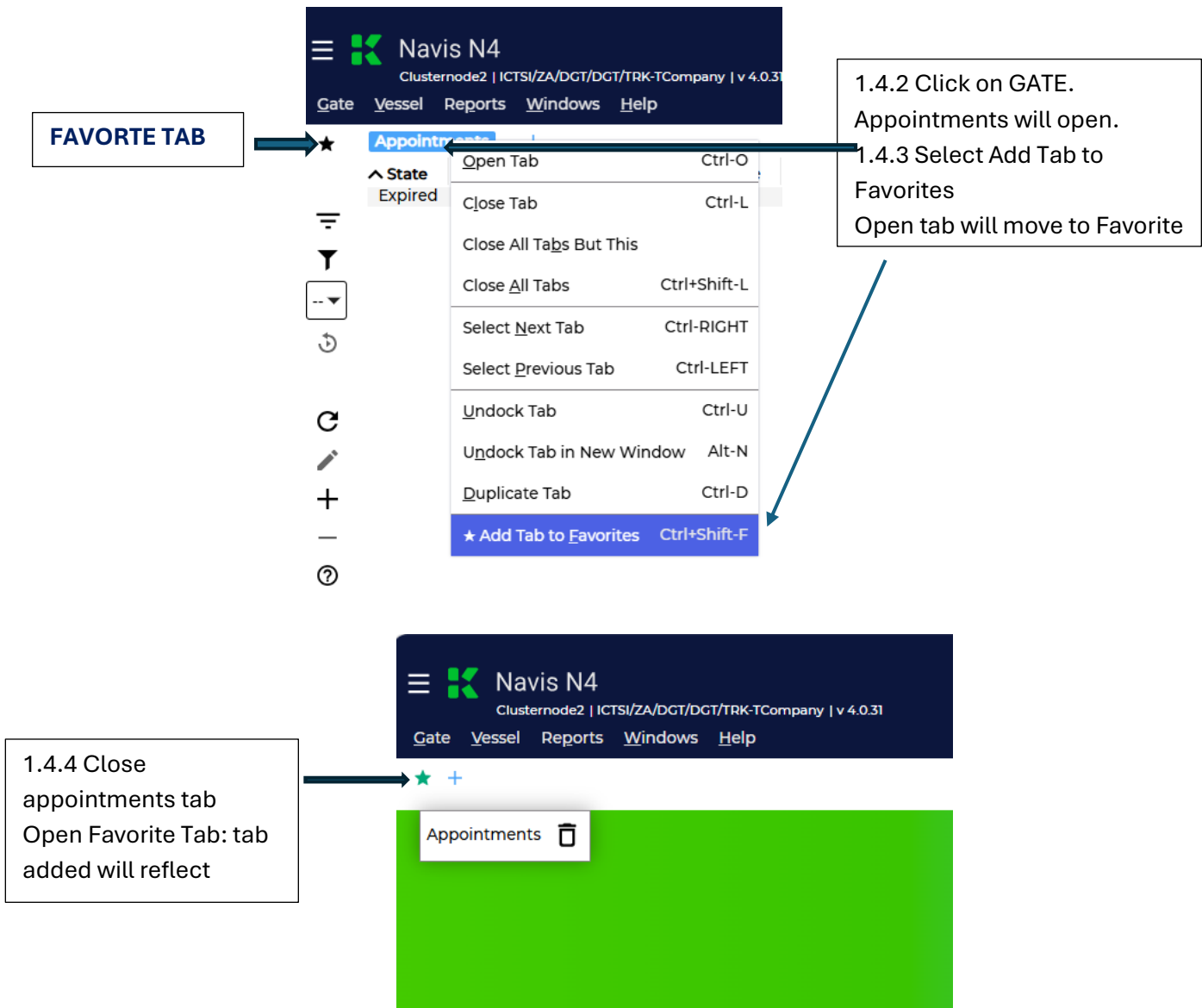
To log out of the system, click on the logo in the top right corner of the page. A window will appear where, by clicking on Log out, the dispatcher will be automatically logged out of the system.



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.



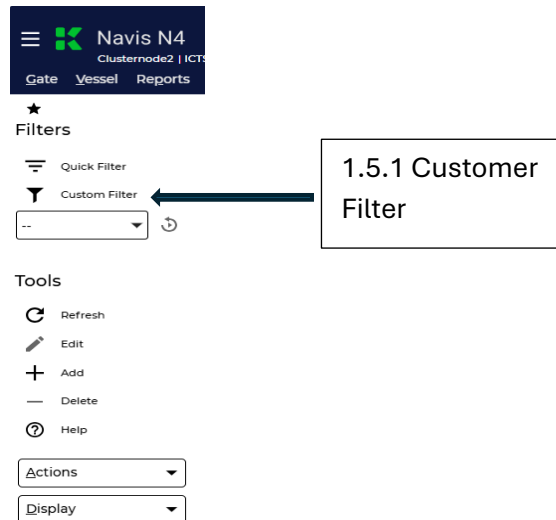


1.4.4 Close appointments tab
Open Favorite Tab: tab added will reflect

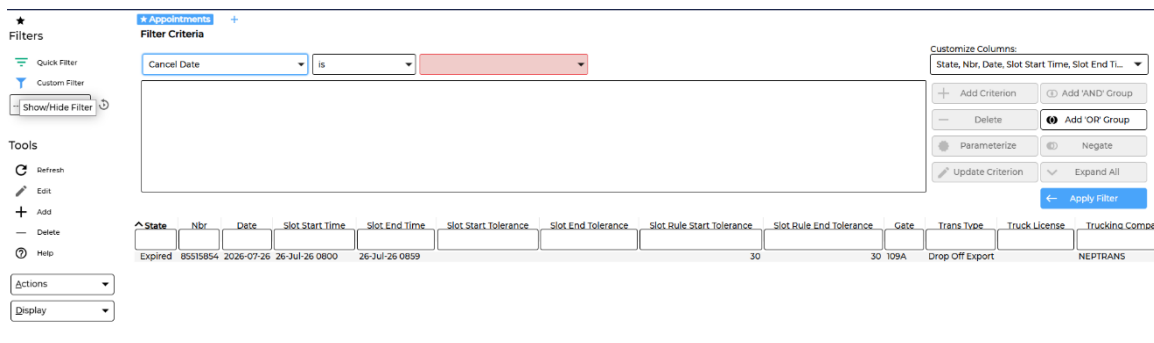


1.5 Data filtering

Data Filtering can be used through the Custom Filter icon, which is located on the left side of the sidebar.



To do this, you need to select in the Filter Criteria window the parameters according to which the list of containers should be generated, each time adding them using the ADD Criterion button. Finally, when all the criteria has been added, confirm with the Apply Filter button. This way, a list of containers with the searched parameters will be displayed.



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

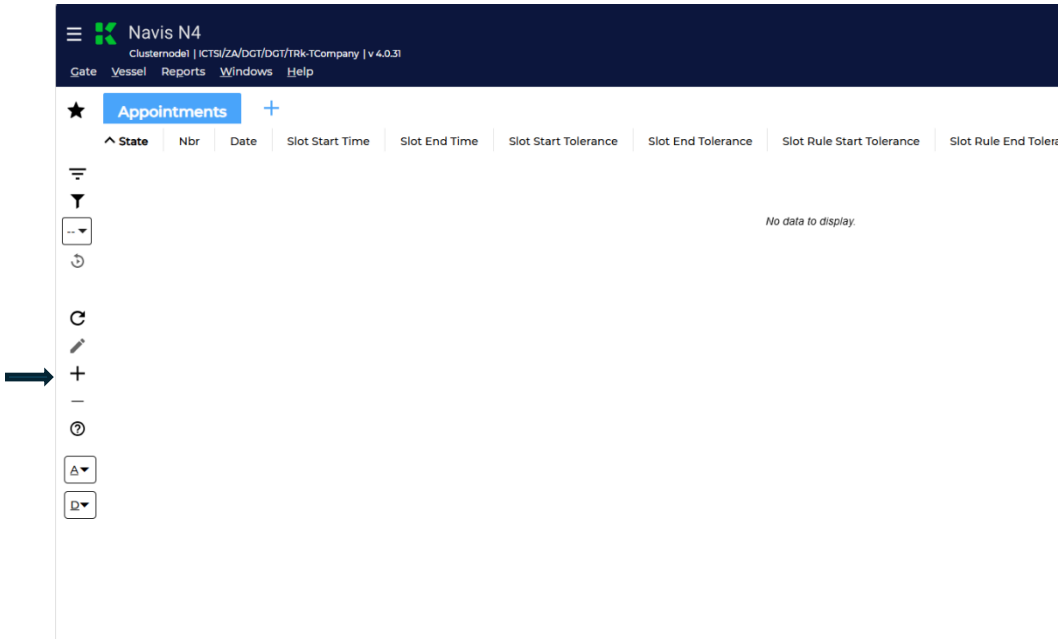


MODULE 2: CREATING APPOINTMENTS

Step 1 Click on **Gate** Tab and select



Step 2. Click on “+” for appointment screen to open



2.1 CREATING IMPORTS

NOTE: The container must be linked to a trucking company before an appointment can be created

2.1.1 Click on the drop-down arrow to select **Gate/Zone**

2.1.2 Click on the drop-down arrow to select **Transaction Type** and drop down- arrow for **Trucking Company**

The screenshot shows the 'Add Appointment' form with the following fields and annotations:

- Basics Section:**
 - Appointment Nbr:** (empty text field)
 - Gate/Zone:** (dropdown menu, annotated with 2.1.1)
 - Transaction Type:** (dropdown menu, annotated with 2.1.2)
 - Line Operator:** (dropdown menu, value: --)
 - Trucking Company:** (dropdown menu, value: NEPTRANS (NEPTRANS ...), annotated with 2.1.2)
 - Truck License Nbr:** (empty text field)
 - Driver Card Id:** (dropdown menu, value: --)
 - Reference Nbr:** (empty text field)
- Unit Information Section:**
 - GIR Code or BL Nbr:** (empty text field)
 - Container Id:** (text field, value: MSCU4491589, annotated with 2.1.3)
- Appointment Time Section:**
 - Requested Date:** (calendar icon, value: 2026-07-10, annotated with 2.1.4)
 - Appointment Openings:** (dropdown menu, value: 10:00-10:59 (Current Openings: 10000))
- Buttons:** (Save, Cancel, Help)

2.1.3 Add container number

2.1.4 Select date and time

2.1.5 Click **Save**. Appointment Number will populate

2.2 DIFFERENT GATE ZONES

Add Appointment

Basics

Appointment Nbr:

Gate/ZonetransactionType202 (ITZ 202)Transaction Type

Line Operator:109 (ITZ 109)

Truck License Nbr:109 REEFER (109 Reefer Virtual Gate)

Reference Nbr:109A (ITZ 109A)

202 (ITZ 202)

202 REEFER (202 Reefer Virtual Gate)

203 (ITZ 203 Virtual Gate)

204A (ITZ 204A)

205 (ITZ 205)

205 REEFER (205 Reefer Virtual Gate)

COT REEFER (COT REEFER)

DGT (DGT Gate)

Unit Information

GIR Code or BL Nbr

2.2.1 Select COT Reefer (COT Reefer) for COT only.

2.3 GATE IMPORT RELEASE (GIR)

2.3.1 Click on drop-down arrow to select **Gate/Zone**

2.3.2 Click on drop-down arrow to select **Transaction Type**

Add Appointment X

Basics

Appointment Nbr:

Gate/Zone: 109 (ITZ 109) Transaction Type: Pick Up Import

Line Operator: -- Trucking Company: --

Truck License Nbr: Driver Card Id: --

Reference Nbr:

Unit Information

GIR Code or BL Nbr: COS40F Container Id:

i Save X Cancel ? Help

2.3.3 Insert **GIR Code** and Selected **Container Id**

2.3.4 Click **Save**

2.4 APPOINTMENT CREATED

Appointment Created



The appointment has been successfully created. Please remember the number for this appointment.

Appointment number: 62226753

OK



2.4.1 Click **OK**

MODULE 3: EXPORTS

NOTE:

In order to create the appointment, the container must be linked to a booking

3.1 Fill in all fields highlighted in pink, and **Trucking Company** details. Appointment number will populate

The screenshot shows the 'Add Appointment' form with the following fields and annotations:

- Basics Section:**
 - Appointment Nbr: (empty)
 - Gate/Zone: 205 (ITZ 205) (highlighted in pink)
 - Transaction Type: Drop Off Export (highlighted in pink)
 - Line Operator: -- (highlighted in pink)
 - Trucking Company: NEPTRANS (NEPTRANS ...) (highlighted in pink)
 - Truck License Nbr: (empty)
 - Driver Card Id: -- (highlighted in pink)
 - Reference Nbr: (empty)
- Unit Information Section:**
 - Container Id: MEDU2121 (highlighted in pink)
 - Container Equipment Type: 45G0 (highlighted in pink)
 - Booking Number: TOKOMSCNGB (highlighted in pink)
 - Vessel Visit: DCT2019 (TOCONAO...) (highlighted in pink)
- Appointment Time Section:**
 - Requested Date: 2026-07-10 (calendar icon)
 - Appointment Openings: 11:00-11:59 (Current Openings: 50) (highlighted in pink)
- Buttons:** Save, Cancel, Help

3.2 Select date and time

3.3 Click **Save** for appointment number to populate

MODULE 4: EXPORT and IMPORT AMMENDMENTS

4.1 Click **Gate** and **Appointments** to view all created, cancelled and expired appointments

Navis N4
Clustermodel | ICTS/ZA/DCT/Trk-TCompany | v 4.0.31
Gate Vessel Reports Windows Help

★ Appointments +

State	Nbr	Date	Slot Start Time	Slot End Time	Slot Start Tolerance	Slot End Tolerance	Slot Rule Start Tolerance	Slot Rule End Tolerance	Gate	Trans Type	Truck License	Trucking Co
Cancelled	85015643	2026-07-1	26-Jul-10 1100	26-Jul-10 1159			30	30	205	Drop Off Export		NEPTRANS
Cancelled	19126199	2026-07-1	26-Jul-10 1200	26-Jul-10 1259			30	30	205	Drop Off Export		NEPTRANS
Cancelled	94346291	2026-07-1	26-Jul-10 1300	26-Jul-10 1359			30	30	205	Drop Off Export		NEPTRANS
Created	75469177	2026-07-1	26-Jul-10 1400	26-Jul-10 1459			30	30	205	Drop Off Export		NEPTRANS

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4.2 Fill in appointment in **Nbr** field. Press Enter

Line will pop up with “Created”
Click and line will turn blue

4.3 Right click and click on **Edit**

Navis N4
Clustermodel | ICTS/ZA/DCT/Trk-TCompany | v 4.0.31
Gate Vessel Reports Windows Help

★ Appointment +

State	Nbr	Date	Slot Start Time	Slot End Time	Slot Start Tolerance	Slot End Tolerance	Slot Rule Start Tolerance	Slot Rule End Tolerance	Gate	Trans Type	Truck License	Trucking Co
Created	85015643	2026-07-1	26-Jul-10 1100	26-Jul-10 1159			30	30	205	Drop Off Export		NEPTRANS

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Edit
 + Add
 - Delete
 Inspect Transaction Appointment
 Create Truck Visit Appointment
 Create Notice Request
 View Notice Request[s]
 Cancel Transaction Appointment
 Close Transaction Appointment
 Extract Events
 Record Service Event
 Associate Truck Visit Appointment
 Disassociate Truck Visit Appointment

4.2 Amendments

Amendments can be made (Trucking Company, Container Number, Time, Date etc.)

Edit Appointment

Appointment Nbr: 94346291

Gate/Zone: 205 (ITZ 205)

Transaction Type: Drop Off Export

Line Operator: MSC (MEDITERANEAN S...

Trucking Company: NEPTRANS (NEPTRANS ...

Truck License Nbr:

Driver Card Id: --

Reference Nbr:

Unit Information

Container Id: MEDU2121

Container Equipment Type: 45G0

Booking Number: TOKOMSCNGB

Vessel Visit: DCT12019 (TOCONAO...

Appointment Time

Requested Date: 2026-07-10

Appointment Openings: 13:00-13:59 (Current Openings: 5) (Can...

Save
Close
Help

Amend date and time

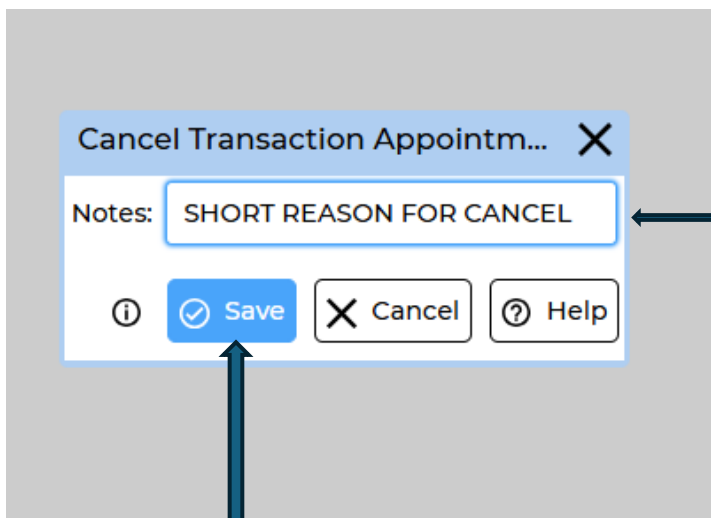
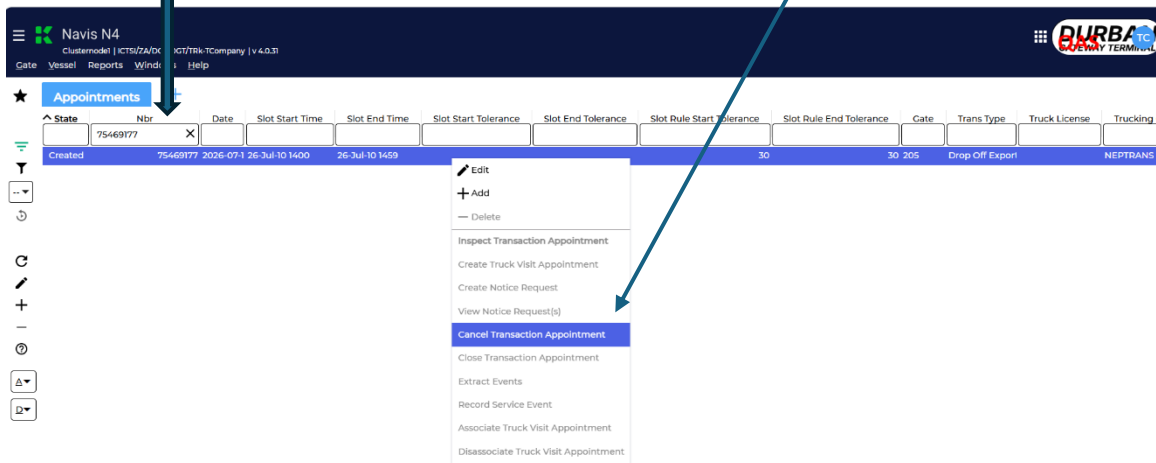
Click **Save**. New appointment number will populate

MODULE 5: CANCELLING APPOINTMENTS

5.1 Fill in appointment number in **Nbr** Field. Press Enter

Line will pop up with “Created”.
Click and line will turn blue

5.2 Right click and select **Cancel Transaction Appointment**



5.3 Fill in reason for cancellation in field **Notes**

5.4 Click **Save**

MODULE 6: VIEWING VESSEL VISIT

6.1 GO to tab **Vessel**

6.2 Select **Vessel Visit**



6.3 Enter Vessel Visit Code in the **Visit** field. Press Enter

Navis N4													
Clustermodel ICTIS/ZA/DGT/DGT/IRK:1Company v 4.0.31													
Gate Vessel Reports Windows Help													
★ Vessel Visits													
Filters													
Quick Filter													
Custom Filter													
Tools													
Refresh													
View													
Add													
Delete													
Help													
Actions													
Display													
Vessel Visits													
Visit	Facility	Next Facility	Next Carrier Visit	Line	Vessel Name	Vessel Class	I/B Vyg	O/B Vyg	Export Mnft Nbr	Import Mnft Nbr	Import Mnft Date		
dgt06004													
DCT0007	DGT			PIL	PILMT	2157	1	1					
DCT0016	DGT			COS	COSCO MT	2289	1	1					
DCT0017	DGT			CMA	CMAMTY	1783	1	1					
DCT0018	DGT			ONE	ONE TOPUP	2317	1	1					
DCT1165	DGT			OOL	OOCL	2875	1	11					
DCT12019	DGT			MAE	TOCONAO	3036	6135	618N					
DCT3237	DGT			MSC	REEFER TRAIN	1747	1	1					
DCT6020	DGT			EMC	EMC TOPUP	2396	1	1					
DCT7007	DGT			GSL	GSLTOPUP	2575	01	01					
DCT7753	DGT			HLC	HLC TOPUP	2294	01	01					
DGRMAR01	DGT			MSC	MSC MARGARITA	2550	ZF620A	ZF627R					
DGT01	DGT			AMP	FADELSIA	1928	01	01					
DGT02	DGT			AMP	ASIA PEARL VI	2111	1	1					
DGT06000	DGT			MSC	MSC BEIJING	1125	MSC002	MSC002					
DGT06001	DGT			PIL	KOTA NACA	0489	2602	2602					
DGT06002	DGT			PIL	KOTA WAJAR	0706	2603	2603					
DGT06003	DGT			PIL	KOTA LEKAS	0651	2604	2604					
DGT06004	DGT			COS	COSCO DURBAN	1776	2605	2605					

6.4 View the vessel visit phase
state, ETA and ETD

Vessel Visits

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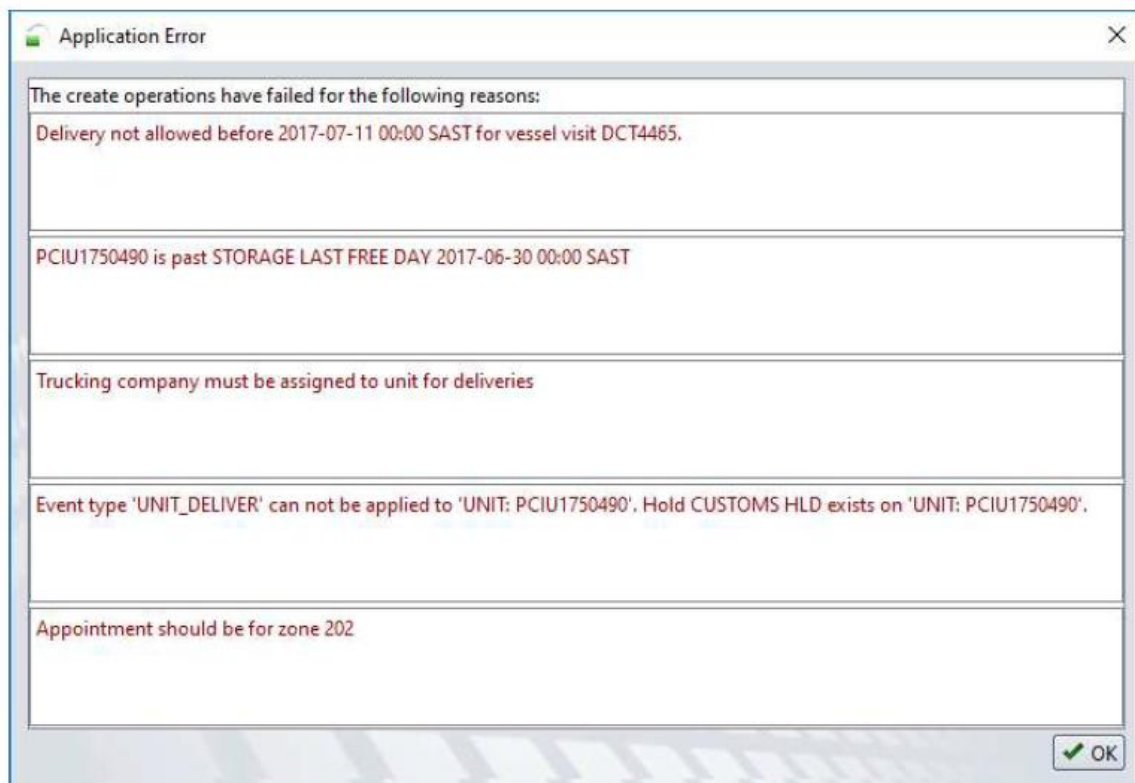
^ Visit	Facility	Next Facility	Next Carrier Visit	Line	Vessel Name	Vessel Class	I/B Vyg	O/B Vyg	Phase	ETA	ETD	ATA	Service	Time Created	Expo
dgt... ✕															
DCT06004 DGT				COS	COSCO DURBAN 1776		2605	2605	Working	26-Jul-09 0415	26-Jul-12 2215	26-Jul-09 1300	COSADHOC	26-Jul-03 0834	

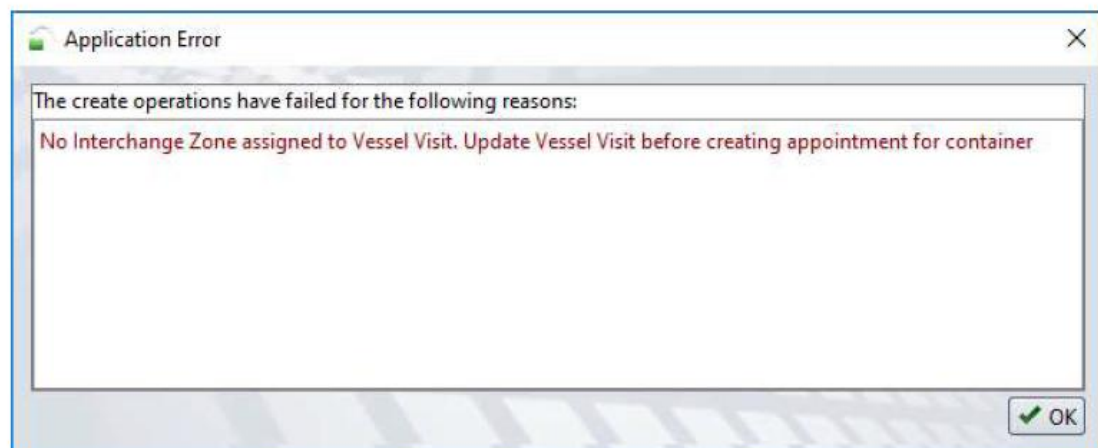
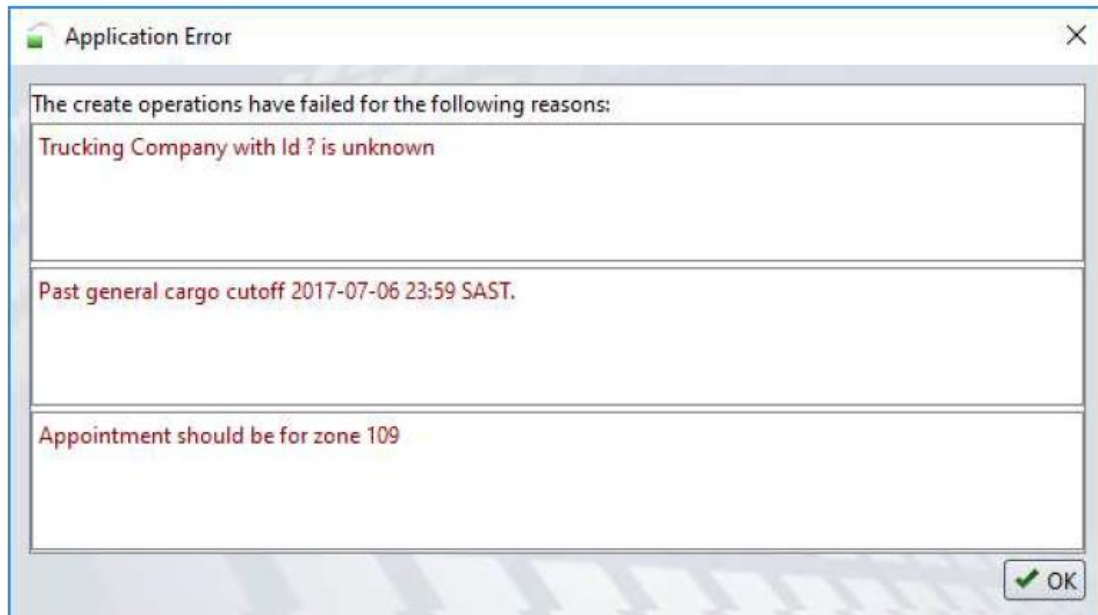
MODULE 7: APPLICATION ERRORS

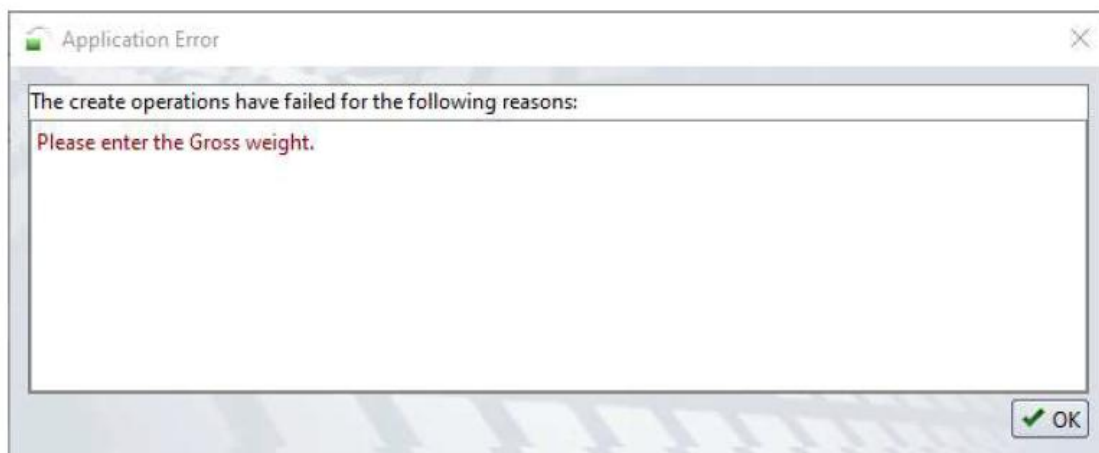
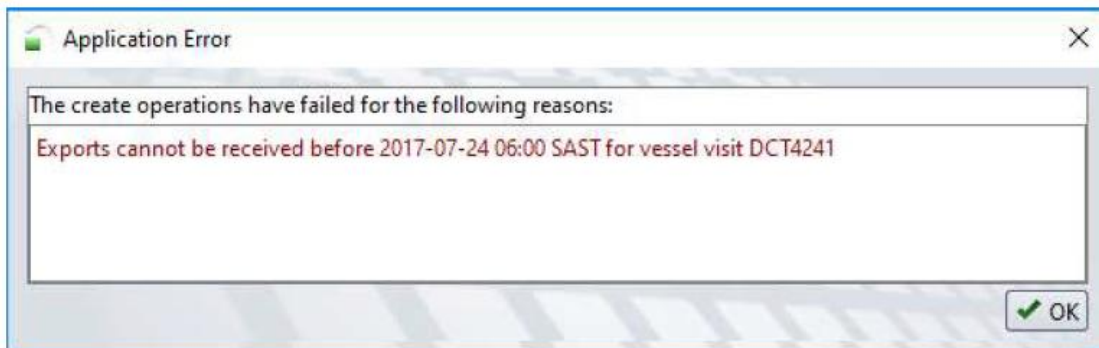
Some of the application errors you could encounter:

- 🚚 Storage due
- 🚚 Trucking company not assigned
- 🚚 Different trucking company assigned
- 🚚 Holds and permissions have not been released or granted
- 🚚 Delivery date/time has not yet begun
- 🚚 Incorrect ITZ (gate/zone) selected

- 🚚 Past cut-off date/time
- 🚚 Trucking company is unknown
- 🚚 No ITZ assigned to the Vessel Visit
- 🚚 Export stack is not yet open
- 🚚 Please Enter the Gross weight (Unit is not Pre-advised)







Navis 4.0

Navigating Port Excellence.