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NAVIS Operating System Manual for Train Operators_ Train Operator_ver 2 https://baltichub.com/



NAVIS Operating System Manual for Train Operators

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1 Log-in

กลง์	ÎS.
Navis N4	
Username	
Password	
Log In	
	Forgot Password?

The following tabs are available after logging:



Unit – looking for a single container, list of all containers released for a given Train Operator *Windows* – tab management.

2 Password

2.1 Password recovery

After starting Navis, on the main login page choose option Forgot Password.

nav	/is [.]
Navis N4	
Username	
Password	
Log	In
	French Decementa

Next enter login in the appropriate character size and click Reset Password, as below:



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Forgot Password		
To have a new password e-mailed to you please enter your user id:	LOGIN	
		Reset Password

After finishing the above steps, an automatic message will be sent to your email address with a generated new password. If the message is not visible, check spam folder.

2.2 Password change

In order to change the password, please click "human shape" icon in the right corner of the system and click *Edit Password*.



Click Edit Password and in the Security tab please change the password

- 1. Current password
- 2. New password
- 3. New password

After all the necessary windows are filled, click save.

Edit Password	×									
Security										
Your new password must satisfy the following requirement(s):										
1. Your password must be at least 10 characters.										
2. The password must have at least 1 numeric character(s).										
3. The password must have at least 1 UPPER CASE character(s).										
4. The password must have at least 1 lower case character(s).										
5. The password must have at least 1 special, non alpha-numeric, characters such as $\#@!$ _=[].										
6. You cannot reuse any of your 1 previously used password(s).										
*Current Password:										
New Password: Please retype for confirmation.										
⑦ ✓ Save X Close ⑦ H										

The Navis N4 system in the work of the Train Operator mainly plays an informative, controlling role.

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3 List of containers and cargo - Units

This option provides a list of all containers and cargo released for a given Train Operator.

Step 1

In Unit tab choose Units.

Filter the information and select from the Unit -> Units window, where the entire list with container and cargo numbers will be displayed.



Step 2

Available information: container number (*Unit Nbr*), container/cargo entry date (*Time In*) and container/cargo exit date (*Time Out*), box operator (*Line Op*), seal (*Seal Nbr*), the name of the means of transportation by which the container arrives at the terminal (I/B Actual Visit), the name of the means of transportation by which the container leaves the terminal (O/B Actual Visit), etc.

The information in the I/B Actual Visit column in the Navis N4 system indicates the mode of transport by which a container is to be delivered or has been delivered to the terminal. Among other things, it enables verification of whether an advisory has been created by the shipping line for all export containers.

The information in the **O/B Actual Visit column in the Navis N4 system indicates the mode of transport by which a container is to depart or has departed from the terminal**. Among other things, it enables verification of the transshipment window for import containers handled by the Train Operator.

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Actions 👻	Display 🔻							Unit Nbr
🔺 Unit Nbr	Type ISO	Line Op	Time In	Category	V-State	T-State	I/B Actual Visit	O/B Actual Visit
BEAU4068217	45G1	CMA	2025-01-10 16:32	Storage	Active	Yard	FR06W02-25_EXP	GEN_CARRIER
BEAU4072080	45G1	CMA	2025-01-12 19:50	Import	Active	Yard	25APLSQWE	LOC_GAD_10
BEAU4082473	45G1	CMA	2025-01-07 19:09	Import	Active	Yard	25DHABI003	MOX5W03-25_IMP
BEAU4110343	45G1	CMA	2024-12-20 00:56	Export	Active	Yard	WEX8W51-24_EXP	25APLSQWE
BEAU4118914	45G1	CMA	2025-01-04 15:40	Export	Active	Loaded	SA07W01-25_EXP	25APLSQWE
BEAU4121902	45G1	CMA	2025-01-12 21:36	Import	Active	Yard	25APLSQWE	LOC_WRO_1
BEAU4145925	45G1	CMA	2025-01-10 18:31	Export	Active	Yard	FR09W02-25_EXP	25KERGQYE
BEAU4261000	4510	MSC		Storage	Active	Inbound	GEN_TRAIN	GEN_CARRIER
BEAU4672438	45G1	CMA		Storage	Active	Inbound	MO11W03-25_EXP	GEN_CARRIER
BEAU4682781	45G1	CMA	2025-01-13 01:25	Export	Active	Yard	SU09W02-25_EXP	25CCERMI148W
BEAU4752301	45G1	CMA	2025-01-05 14:27	Export	Active	Yard	SU09W01-25_EXP	25APLSQWE
BEAU4758249	45G1	CMA	2025-01-03 10:51	Export	Active	Yard	FR06W01-25_EXP	25APLSQWE
BEAU5111200	45G1	MAE	2025-01-08 04:17	Export	Active	Yard	TU06W02-25_EXP	25LAURXX
BEAU5185814	45G1	MAE	2025-01-05 20:33	Storage	Active	Yard	MO07W02-25_EXP	GEN_CARRIER
BEAU5190359	45G1	MAE	2025-01-13 04:08	Storage	Active	Yard	SU12W02-25_EXP	GEN_CARRIER
BEAU5193614	45G1	EVG		Storage	Active	Inbound	GEN_TRAIN	GEN_CARRIER
BEAU5204339	45G1	CMA	2024-12-18 01:06	Export	Active	Yard	MO11W51-24_EXP	25APLSQWE
BEAU5543250	45G1	CMA	2025-01-10 20:13	Export	Active	Yard	FRX6W02-25_EXP	25KERGQYE
BEAU5621760	45G1	CMA	2024-12-21 05:22	Import	Active	Yard	24CALI177	TU13W03-25_IMP

The order of columns may be changed by dragging them with the use of the left mouse button. Apart from that, the list may be sorted in ascending or descending order by left-clicking the name of the selected column. Double-click option provides the Container Card.

Step 3

The list view may also be configured as follows, by right clicking the column header. Select a particular item from the drop-down list. Ticked fields mean that a given item of information is displayed in columns.

Actions -	Display -								Unit Nbr	▼ UN	ITS LOCONI (UNITS LOC	3
Unit Nbr	Time In	Time Out	Seal Nor1	Category	Type ISO	V-State	T-State	Frght Kind	Complex Position	Weight (kg)	UB Actual Visit	O/B Actual
CMAU5602411	2024-12-11 11:58	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S03.026 Pla	carded 30	TUY7W50-24 EXP	25APLSOW
TGBU6544558	2024-12-11 12:18	CIMA		Export	45G1	Active	Yard	Empty	Y-CY1-S03.026	1car 30	TUY7W50-24_EXP 3	25APLSQW8
TGCU0059245	2024-12-18 04:11	CMA		Storage	4561	Active	Yard	Empty	Y-CY1-I01.032	Car 30	MOX7W51-24_EXP	GEN_CARR
TEMU0901869	2024-12-14 19:26	CMA		Export	2261	Active	Loaded	Empty	V-25APLSQWE Ufv	Gkey 30	SA11W50-24_EXP	25APLSQWI
CMAU2030056	2024-12-14 19:19	CMA		Export	2201	Active	Loaded	Empty	V-25APLSQWE	. 90	SA11W50-24_EXP 3	25APLSQWI
CMAU0689960	2024-12-14 19:16	CMA		Export	2231	Active	Loaded	Empty	V-25APLSQWE	10	SA11W50-24 FXP	25APLSOW
CMAU0373272	2024-12-14 19:28	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE 1-Unit	•	Billing Line OP	APLSOW
DFSU2700352	2024-12-14 19:18	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE			APLSQWI
SEGU5737263	2024-12-18 00:52	CMA		Storage	4EG1	Active	Yard	Empty	Y-CY1-A04.038 1.2-000	, []	Cargo Qty Unit	IN_CARR
SEGU4175813	2024-12-13 14:52	CMA		Storage	45G1	Active	Yard	Empty	Y-CY1-I01.020.2-Equipm	ient +	Cargo Quantity	EN_CARR
TCNU2273967	2025-01-03 11:44	CMA		Export	4501	Active	Yard	Empty	Y-CY1-S9.030.0			APLSQWI
CMAU4374261	2025-01-03 11:49	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S9.030.[3-Routin]) • 🗠	Category	APLSQW
CAIU9313013	2025-01-03 10:35	CMA	SEAL PRESENT	Export	4501	Active	Yard	Empty	Y-CY1-S9.030.(4-Conter	ts + 🗖	Div Appt Nbr	APLSQWI
CMAU4945993	2025-01-03 10:22	CMA		Storage	4501	Active	Yard	Empty	Y-CY1-I05.002		Mart Deserve	IN_CARR
TRLU9136551	2025-01-03 11:06	CMA		Export	2231	Active	Loaded	Empty	V-25APLSQWE 5-Reefer	• []	Hindi Reason	APLSQWI
TCKU3355113	2024-12-27 22:28	CMA		Storage	2201	Active	Yard	Empty	Y-CY1-E05.025 6-Pulse	• []	Import DO Number	EN_CARR
GESU1425262	2024-12-27 22:12	CMA		Storage	22G1	Active.	Yard	Empty	Y-CY1-E05 025		Louisur	IN_CARR
CMAU1801143	2024-12-27 23:02	CMA		Export	22G1	Active	Yard	Empty	Y-CY1-F05.045 7-Positio	n 🕨 🖵	LastEMT	APLSQWI
SEKU6381090	2025-01-05 14:16	CMA		Export	45G1	Active	Loaded	Empty	V-25APLSQWE		Line Op	APLSQWI
CMAU1166095	2024-12-27 22:58	CMA	SEAL PRESENT	Storage	22G1	Active	Yard	Empty	Y-CY1-E05.025	amp ,	Maria Carrat	EN_CARR
TGHU1353139	2024-12-27 23:00	CMA		Export	2201	Active	Yard	Empty	Y-CY1-F05.045 9-Billing	• 🗆	Move Count	APLSQWI
TRHU2161488	2024-12-27 22:30	CMA		Storage	22G1	Active	Yard	Empty	Y-CY1-E05.025		Observed Placards	IN_CARR
CAIU3173193	2024-12-27 22:25	CMA		Storage	22G1	Active	Yard	Empty	Y-CY1-E05.025 9. Other	, _	Discouts Mismatch	IN_CARR
ECMU1977454	2024-12-27 22:35	CMA		Storage	22G1	Active	Yard	Empty	Y-CY1-E05.025 91-Other	, 🗆	Pracards Mismatch	EN_CARR
GLDU5390303	2024-12-27 22:36	CMA		Storage	22G1	Active	Yard	Empty	Y-CY1-E05.025		Restow	EN_CARR
TCKU6363030	2024-12-19 14:25	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-I01.028, 92-XPS	, =	Consiste Outer Mater	APLSQW
TCNU3308728	2024-12-19 14:24	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-I01.028 None	, 🗆	Service Order Notes	APLSOW
ECMU4942718		CMA		Storage	45G1	Active	Inbound	Empty	R-MOX5W03-2	[Service Order Numbers	N_CARR
TCLU7688911	2025-01-04 08:17	CMA		Export	2261	Active	Loaded	Empty	V-25APLSQWE Manage	Columns	Services Ordered	APLSOW
CMAU5086402		CMA		Storage	45G1	Active	Inbound	Empty	R-MOX5W03-25_EAF	3,9	Dervices Croered	EN_CARR
CMAU8579249		CMA		Storage	45G1	Active	Inbound	Empty	R-MOX5W03-25_EXP	4,0	Sparcs Notes	EN_CARR
TIIU6586110		CMA		Storage	45G1	Active	Inbound	Empty	T-GEN_TRUCK	4,0	State (Master)	EN_CARR
CMAU1158715	2025-01-08 09:29	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-171818	2,2	Sente (master)	APLSQWI
CMAU3064549	2025-01-08 09:36	CMA	SEAL PRESENT	Export	2261	Active	Loaded	Empty	V-25APLSQWE-171218	2,2	Stowplan Posted	APLSQWI
FCIU6331916	2025-01-08 09:45	CMA		Export	2261	Active	Loaded	Empty	V-25APLSQWE-191018	2,1	T-State	APLSQWE
TCKU2707040	2025-01-08 09:32	CMA		Export	2201	Active	Loaded	Empty	V-25APLSQWE-171618	2,2 🔛	1 Olulo	APLSQWE
CNEU4638282	2025-01-08 07:47	CMA		Import	LEG1	Active	Yard	Empty	Y-CY1-C01.034.3.3	4,9	Unit Combo	DX7W03-2
NEWU2224062	2024-12-20 18:15	CMA		Storage	2261	Active	Yard	Empty	Y-CY1-A01.031.4.1	2.2	Linit Nhr	EN_TRUC
CAIU9091180	2024-12-29 00:20	CMA		Export	45G1	Active	Yard	FCL	Y-CY1-F02.074.4.2	21,4	Service reason	APLSQWE
SEKU6038455	2025-01-06 12:13	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-I02.026.5.2	4,0	Unit Notes	APLSQWE
SEKU4495365	2025-01-06 12:15	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-I02.026.5.3	4,0	V.State	APLSQW
CMAU3622511	2025-01-06 12:23	CMA	SEAL PRESENT	Export	45G1	Active	Loaded	Empty	V-25APLSQWE-421220	3,7	In the second	APLSQW
T11U7545354	2025-01-06 12:18	CMA		Export	45(31	Activa	Yard	Empty	Y-CY1-I02 026 5 5	4.0	SAU EAST	API SOW

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4 Utility functions

4.1 Copying data from NAVIS N4 to text files

It is necessary to open *Units* and organize the column view (by rearranging, adding, or removing columns) in such a way that all necessary and relevant information is displayed in the main view.

- → Individually hold the CTRL key and left-click on the selected containers;
- → In groups click on the first container number in the list, then hold the SHIFT key and left-click on the last container number.

Unit Window	Unit Windows														
Units: UNITS LOCONI ×															
Actions -	Display 👻								Unit Nbr	▼ UNI	TS LOCONI (UNITS LO	ic ▼ ③			
Unit Nbr		ut 🔺 Line Op	Seal Nbr1	Category	Type ISO	V-State	T-State	Frght Kind	Complex Position	Weight (kg)	I/B Actual Visit	O/B Actual V			
CMAU5602411	Event in Event	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S03.026.6.5	4,000	TUY7W50-24 EXP	25APLSQWE			
TGBU6544558	Export to Excer	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S03.026.5.2	4,000	TUY7W50-24 EXP	25APLSQWE			
TGCU0059245	Freeze Columns	CMA		Storage	45G1	Active	Yard	Empty	Y-CY1-I01.032.3.1	4,000	MOX7W51-24 EXP	GEN CARRIE			
TEMU0901869	Preeze Columns V	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-531208	2,200	SA11W50-24_EXP	25APLSQWE			
CMAU2030056	🛓 Export Filters	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-551010	2,190	SA11W50-24_EXP	25APLSQWE			
CMAU0689960	Import Filters	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-531410	2,200	SA11W50-24_EXP	25APLSQWE			
CMAU0373272		CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-551208	2,190	SA11W50-24_EXP	25APLSQWE			
DFSU2700352	Info	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-531010	2,200	SA11W50-24_EXP	25APLSQWE			
SEGU5737263	= Add Selected To 'My List'	CMA		Storage	4EG1	Active	Yard	Empty	Y-CY1-A04.038.7.1	4,290	MO11W51-24_EXP	GEN_CARRIE			
SEGU4175813	-+ Add Objected to my List	CMA		Storage	45G1	Active	Yard	Empty	Y-CY1-I01.020.2.6	4,000	FR06W50-24_EXP	GEN_CARRIE			
TCNU2273967		CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S9.030.02.3	4,000	FR06W01-25_EXP	25APLSQWE			
CMAU4374261	2020-01-03 11.49	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S9.030.01.1	4,000	FR06W01-25_EXP	25APLSQWE			
CAILI0313013	2025-01-03 10:35	CMA	SEAL PRESENT	Export	45G1	Active	Yard	Empty	Y-CY1-S9 030 07 2	4 000	ER06W01-25_EXP	254PLSOWE			

In the main window, click the *Display* button and from the drop-down menu, select e.g., *Export to Excel*. In the new window, choose the data to be exported for the containers listed.



You must then select either:

- All to export data for all containers, or
- Selected to export data only for the selected containers.

The file will be downloaded to the computer and saved in the Downloads folder.

5 Assigning a Train Operator to a Container (PIN)

5.1 Picking up full containers with assignment of to Train Operator (PIN)

Assigning a Train Operator code to a container by entering the container number and the PIN provided by the Line Operator or Freight Forwarder (client) grants access to the container card view. This allows the user to view the list

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of containers from all forwarders assigned to the Train Operator and to plan the loading of containers onto rail wagons.

Step 1

In Unit tab choose option Units.



Step 2

Click Actions tab and chose option Validate PIN for Self Assignment.

navis	3.8.44.4.385222	n4-3521yf-h1	DCTPL/GDN	/DCTG/CY1/	TO476BS	
<u>U</u> nit <u>W</u> indows						
Units: UNITS LOCONI 🗴						
Actions - Display	/ 🕶					
Select Action		Seal Nbr2	Seal Nbr3	Category	V-State	T-State
Lindate				Storage	Advised	Advised
Opulate				Storage	Active	Inbound
View	•			Storage	Active	Inbound
Poofor				Export	Active	Yard
Keelel				Storage	Active	Inbound
Transactions	•			Import	Active	Yard
Administration				Storage	Active	Yard
Administration	,			Storage	Active	Inbound
Validate PIN for Self Assig	nment			Storage	Active	Yard
Assign Expert Centainers	to Acont			Import	Active	Yard
				Import	Active	Yard
				Storage	Active	Yard

Step 3

In screen *Add Validate Pin Number* in field *Unit Nbr* enter the container number and in field *Agent PIN* enter the PIN received from the Line Operator or Freight Forwarder (client).

Add Validate Pin Number										
Unit N	br:									
Agent Pl	N:									
(i)	Save X Close ⊘ He									

Please Save above data.

The system verifies the entered container number and PIN. If the data is correct, the system automatically assigns to the container the code of the Train Operator.

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Step 4

Please refresh the view for the container to be visible on *Units* list, click the arrow icon marked red in the below screen.

Unit Window	S											% ^	. -
Units: UNITS LO	CONI ×												
Actions • Display •					Unit Nbr 👻 UNITS LOCONI (UNITS LOCO 🛩					• J CTQ+-			
Unit Nbr	Time In	Category	V-State	▲ T-State	I/B Actual Visit	O/B Actual Visit	Frght Kind	Line Op	Seal Nbr1	Seal Nbr2	Seal Nbr3	Complex Position	Тур
SEKU6520810	2025-01-09 14:05	Export	Active	Yard	TH04W02-25_EXP	25KERGQYE	Empty	CMA			and the second se	Y-CY1-E01.002.7.4	
NEPU4558970	2025-01-09 13:53	Export	Active	Yard	TH04W02-25_EXP	25KERGQYE	Empty	CMA				Y-CY1-E11.054.6.3	-
SUDU6863179	2025-01-13 12:32	Import	Active	Yard	25MUMB503	LOC_JYSK_PRIO1	FCL	MAE	CN7890887			Y-CY1-B07.014.7.2	2
MSKU8186366	2025-01-13 00:14	Import	Active	Yard	25MUMB503	LOC JYSK PRIO3	FCL	MAE	VN0780738			Y-CY1-Y1.080.02.1	
MRSU3123896	2025-01-13 13:57	Import	Active	Yard	25MUMB503	LOC JYSK PRIO2	FCL	MAE	CN7910977			Y-CY1-E02.006.1.3	
MSKU7472724	2024-12-07 21:08	Import	Active	Yard	24EMMA450	LOC_WRO_1	FCL	MAE	CN0537964	ML-CN0537964		Y-CY1-B02.031.5.1	
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The container card is available after double-clicking a given item on *Units* list or entering the container number in *Unit* tab, in *Find One Unit*.

6. Prenotification Containers in NAVIS N4 - rail

6.1. Picking up container by rail – empty

In the case of empty containers, the Line Operator or a Baltic Hub employee releases Empties using EDO number or booking to a specific Train Operator. This ensures the containers become visible in the system for the Train Operator, who can then verify whether all containers intended for rail pickup have been properly released in the system.

To proceed with the rail pickup of empty containers, the Train Operator is required to submit by email at <u>rail@baltichub.com</u> a list of container numbers or the EDO/booking number at least 12 hours prior to handling window. Train Operator is responsible to ensure that no later than 4 hours before the agreed handling window, the Train Operator field is correctly filled in the NAVIS container prenotification, and that no holds or system blocks preventing rail release are present.

6.2. Picking up full containers by rail – import

In case of pickup of full import containers by rail, the Train Operator field in the NAVIS system prenotification must be completed by the Freight Forwarder or Line Operator. This field may also be filled in by the Train Operator using **PIN** provided by the Freight Forwarder or Shipping Line. Upon entering the container number and matching PIN, the system will automatically assign the correct Train Operator code to the respective container.

The process of assigning a Train Operator code using the container number and PIN is described in **Section 5** of this Instruction.

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6.3. Delivery container by rail – empty

The rail delivery of empty containers requires manual prenotification in the NAVIS system. This prenotification must be carried out by the client – the Freight Forwarder or Shipping Line. The Train Operator is responsible for ensuring that all containers arriving on a specific train have been properly prenotified in the NAVIS system.

6.4. Delivery full containers by rail – export

The prenotification of full export containers will be done automatically by the Shipping Line directly into the NAVIS system. The Train Operator is responsible for verifying that all containers arriving on a specific train are correctly prenotified in the NAVIS system.

To deliver full export containers by rail, the Train Operator is obliged to submit all required data, as defined in the Rail Operations Cooperation Rules (including container number, seal number, container weight, wagon number, train route, handling window code), at rail@baltichub.com at least 12 hours prior to the scheduled handling window.

Based on the unloading lists submitted, the relevant Train Operator code will be assigned to the selected containers in the NAVIS system by a Baltic Hub terminal employee. It is the responsibility of the Train Operator to ensure that all containers from the given train are prenotified in the NAVIS system in accordance with the handling window number provided by the terminal.

Baltic Hub terminal is not responsible for unloaded containers from wagons that have arrived at the railway siding without a prenotification created in the NAVIS system.

If you have any questions or doubts, do not hesitate to contact the Customer Service Department by e-mail or phone: rail@baltichub.com 58 737 77 32