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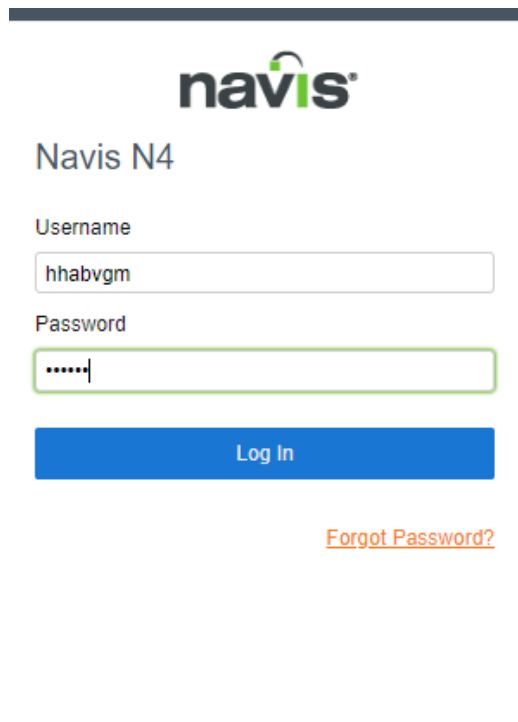
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1. External login

1. Go to the link <https://n4.port.helsingborg.se/apex/n4.zul>

Note that a certificate is required to be able to access the page. This needs to be installed on the device used to work towards the page.

See the separate manual "Instructions to install the client certificate that is necessary to gain access to HHAB's N4 system" which was sent with your login details.

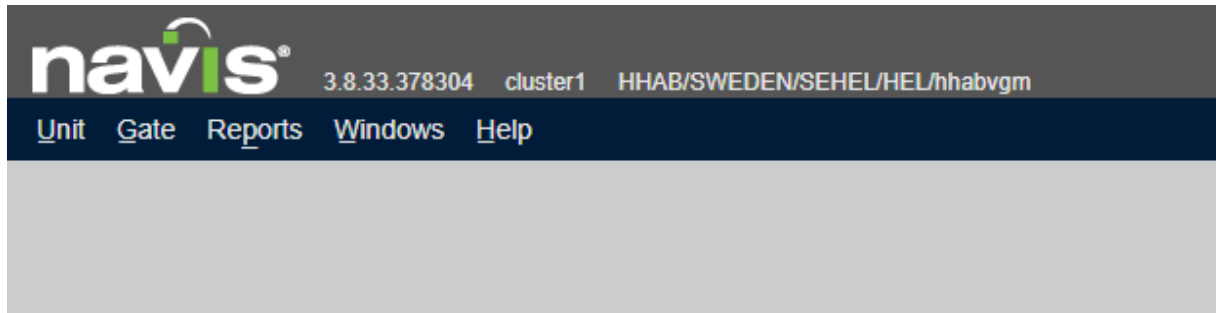


1. Enter the username and password assigned to you, then press log in.

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2. Main menu

This is the main menu that will be available to you as a user at login.



Unit – In this option you will be able to book a VGM weighing by unit number and overview all your units that are booked and linked to your account.

Gate – In this option you will be able to book a VGM weighing on your booking number and overview all your VGM bookings that are linked to your account.

Reports – In this option you will be able to access weighing certificates for a specific unit via a report. The weighing certificate will be delivered via e-mail directly after the weighing has been carried out.

Windows – In this option you are able to manage the various windows you have open in the system.

Help – In this option you find Navis help center.

3. User settings

At login the following icon will be available to you at the top right of the screen.



By clicking this icon you get access to a range of user settings.



Night Mode On

User Settings

Edit Password

Log Out

Night Mode On – Enable/disable dark mode

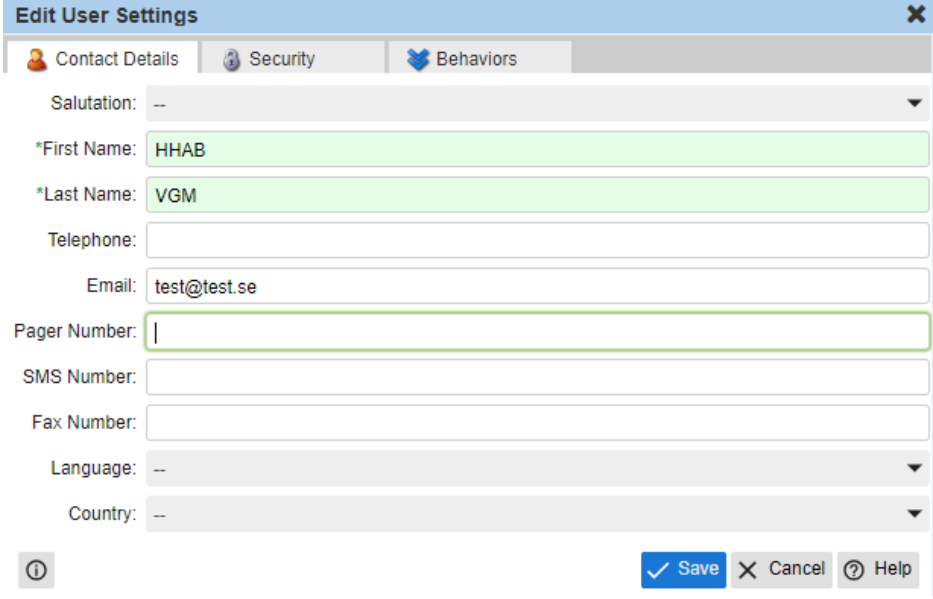
User Settings – Enter/edit user settings

Edit Password – Change password

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Log Out – Log out from Navis

By clicking **User Settings** the following window opens up.



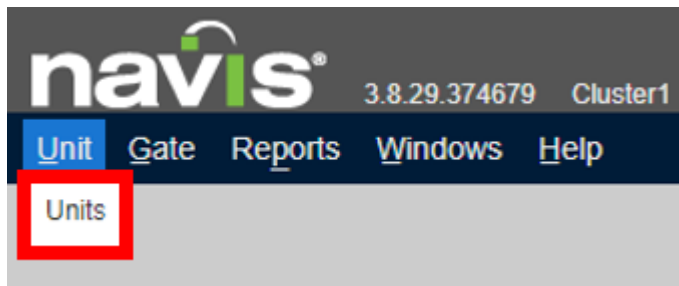
Enter your contact details so that we can easily reach you.

An important note to keep in mind is that the email address that is entered in the Email field is the address that will receive the weighing certificate. You can add further email addresses if desired simply by separate them by a comma (test@test.se,test@test.se). By doing this the weighing certificate will be sent to all the addresses entered.

4. Order VGM weighing with unit number

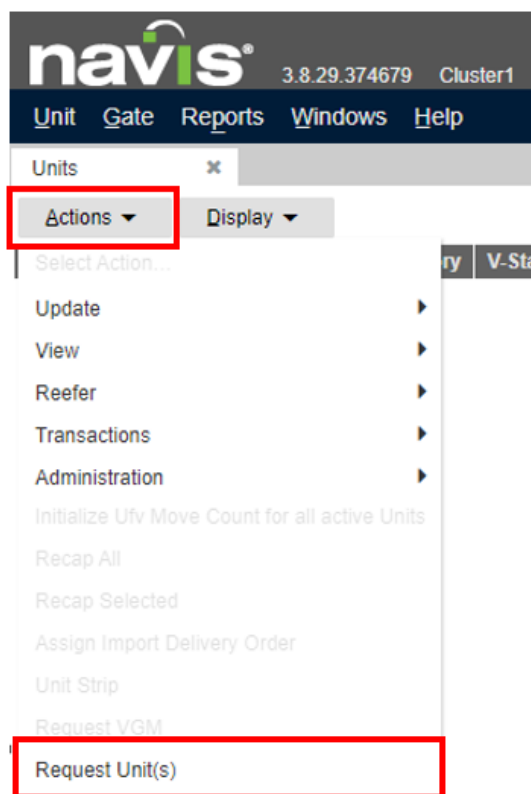
Note that ordering weighing with a unit number only will be available for units that already have entered the port, i.e. a weighing after arrival. If you wish to order weighing for a unit in advance and have it weighed in connection to the arrival at the port, please follow the steps in **Chapter 5: Order VGM weighing with order number**

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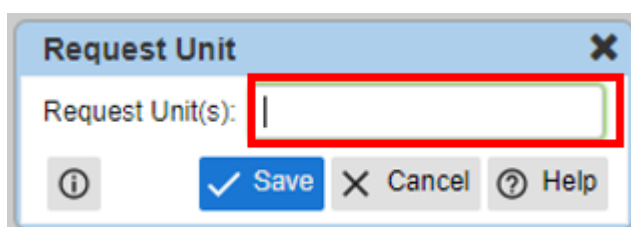


1. Go to **Unit** and click **Units** in the drop down menu. Alternatively press **CTRL + O**, search for **Units** and click **Enter**.

Note that you won't be able to view any units until you open up Units. The units will only be visible in the next step.



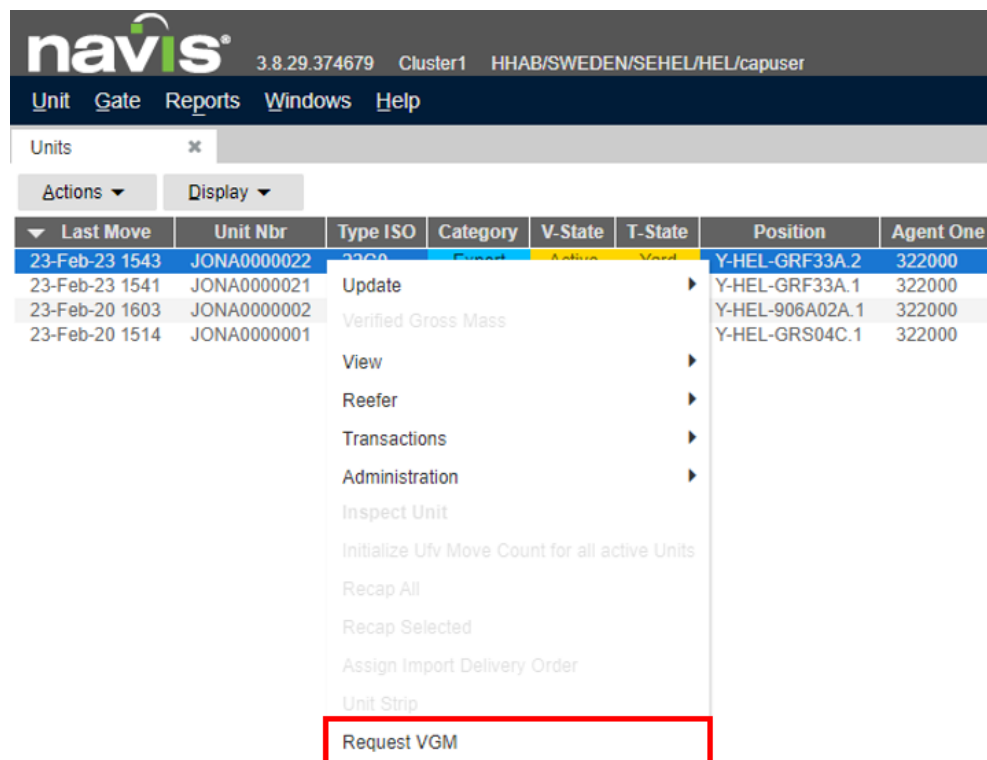
2. In **Units**, click **Actions** and then **Request Unit(s)** in the drop down menu.



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- Enter the unit number you intend to weigh in the **Request Unit(s)** box that pops up.
Enter several unit numbers at once by separate them with a comma.

In this step we link the unit(s) to your customer number. This ables you to overview and book VGM for the unit(s) under Units.

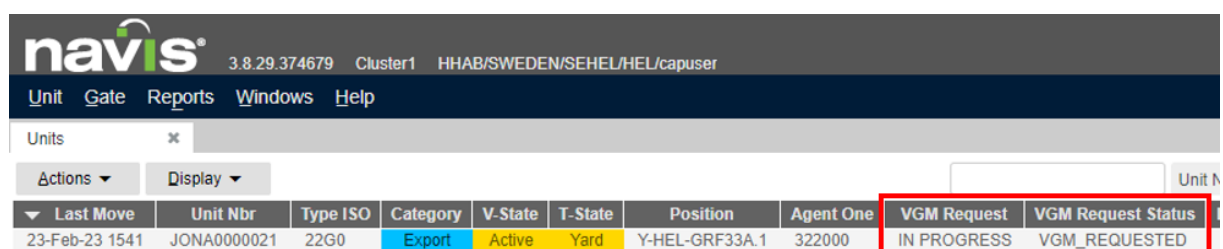


The screenshot shows the navis system interface. At the top, there's a header with the navis logo, version 3.8.29.374679, Cluster1, and user HHAB/SWEDEN/SEHEL/HEL/capuser. Below the header is a navigation bar with links: Unit, Gate, Reports, Windows, Help. The main area is titled 'Units' and contains a table with columns: Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, and Agent One. The table lists several units, including JONA0000022, JONA0000021, JONA0000002, and JONA0000001. A context menu is open for the unit JONA0000001, showing options like Update, View, Reefer, Transactions, Administration, Inspect Unit, Initialize Ufv Move Count for all active Units, Recap All, Recap Selected, Assign Import Delivery Order, Unit Strip, and **Request VGM** (highlighted with a red box).

- Right click on the unit you wish to weigh and select **Request VGM** in the drop down menu.

You have successfully booked a VGM weighing for your unit.

Note! It is possible to book VGM for several units at once by selecting all wanted units, right click and select **Request VGM**.



The screenshot shows the navis system interface with the Units table. The table has columns: Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, Agent One, **VGM Request**, and **VGM Request Status**. The VGM Request and VGM Request Status columns are highlighted with a red box. The table shows a unit JONA0000021 with VGM Request 'IN PROGRESS' and VGM Request Status 'VGM_REQUESTED'.

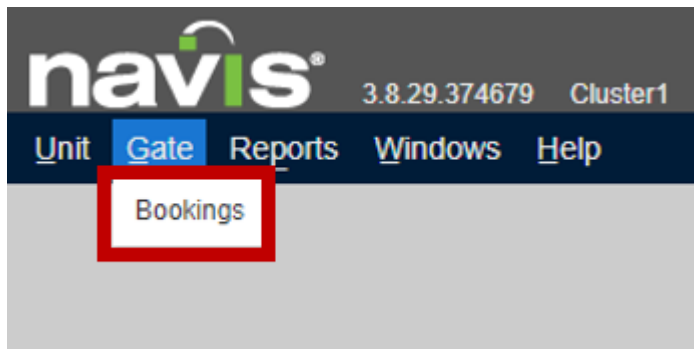
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Use the field **VGM Request Status** to view if a VGM is ordered for a unit

(VGM_REQUESTED) = Weighing ordered but not carried out

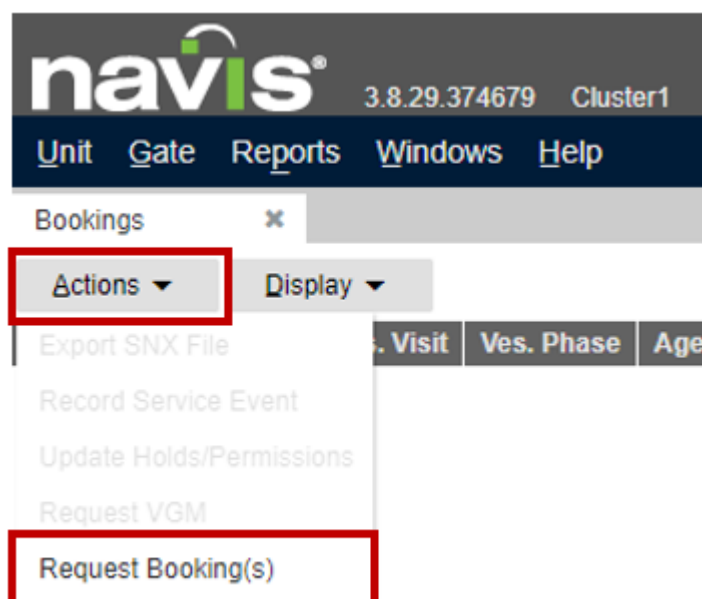
(VGM_REQUESTED_DONE) = Weighing completed

5. Order VGM weighing with booking number



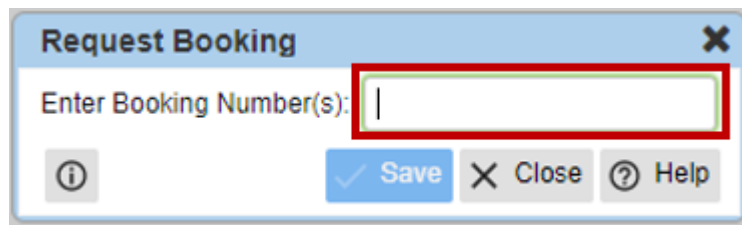
1. Go to **Gate** and click **Bookings** in the drop down menu. Alternatively press **Ctrl + O**, search for **Bookings** and click **Enter**.

Note that you won't be able to view any bookings until you open up Bookings. Your bookings will only be visible in the next step.



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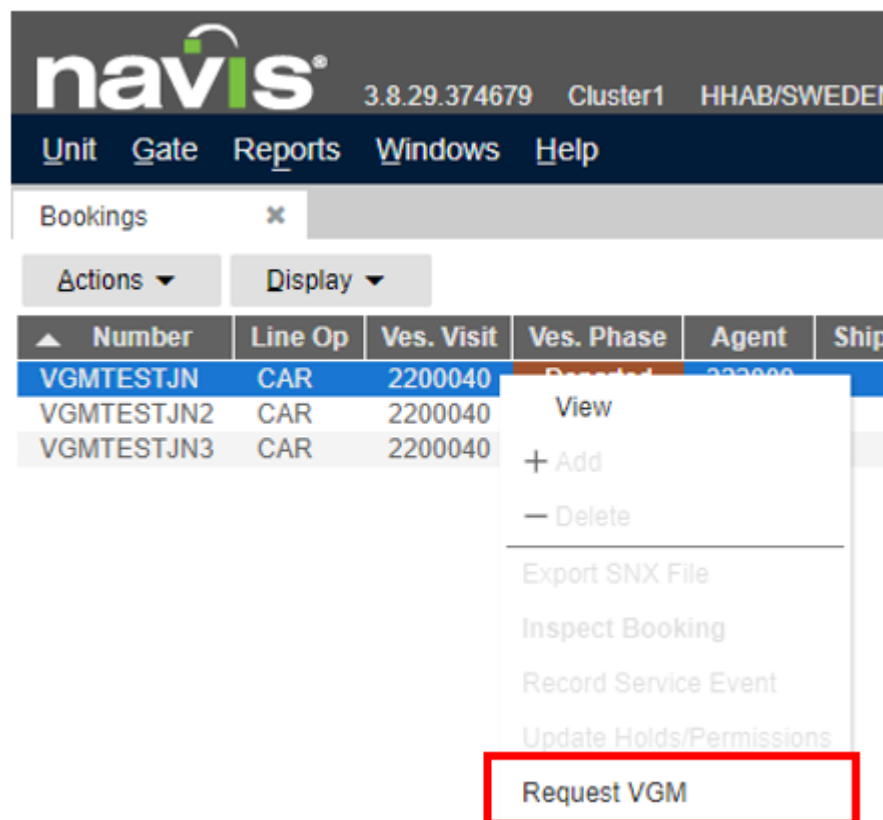
2. In **Bookings**, click **Actions** and then **Request Booking(s)** in the drop down menu



A dialog box titled "Request Booking" with a close button (X) in the top right corner. It contains a text input field labeled "Enter Booking Number(s):" which is highlighted with a red rectangle. Below the input field are three buttons: an information icon (i), a "Save" button with a checkmark, and a "Close" button with an X. A "Help" button with a question mark is also present.

3. Enter the booking number you intend to weigh in the **Request Booking(s)** box that pops up. Enter several booking numbers at once by separate them with a comma.

In this step we link the booking number to your customer number. This enables you to overview and book VGM for the whole booking.



The screenshot shows the "navis" software interface. At the top, there's a header with the logo and version "3.8.29.374679". Below it, a menu bar includes "Unit", "Gate", "Reports", "Windows", and "Help". A "Bookings" tab is active, showing a table with columns: "Number", "Line Op", "Ves. Visit", "Ves. Phase", "Agent", and "Ship". The table contains three rows: "VGMTESTJN", "VGMTESTJN2", and "VGMTESTJN3", all with "CAR" as Line Op and "2200040" as Ves. Visit. A right-click context menu is open over the first row, with options: "View", "+ Add", "- Delete", "Export SNX File", "Inspect Booking", "Record Service Event", "Update Holds/Permissions", and "Request VGM". The "Request VGM" option is highlighted with a red rectangle.

4. Right click on the booking you wish to weigh and select **Request VGM** in the drop down menu.

You have successfully booked a VGM weighing for your booking.

Note! It is possible to book VGM for several bookings at once by selecting all wanted bookings, right click and select **Request VGM**.

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Units ✕

Actions ▼

Display ▼

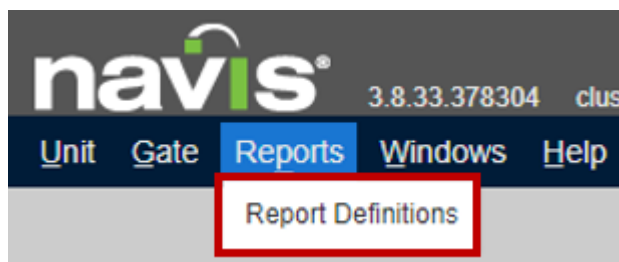
▼ Last Move	Unit Nbr	Booking Number	Type ISO	Category	V-State	T-State
23-Feb-23 1543	JONA0000022	VGMTESTJN3	22G0	Export	Active	Yard
23-Feb-23 1541	JONA0000021	VGMTESTJN3	22G0	Export	Active	Yard
23-Feb-20 1603	JONA0000002	VGMTESTJN	42G0	Export	Active	Yard
23-Feb-20 1514	JONA0000001	VGMTESTJN	42G0	Export	Active	Yard

Note! Units that are on the booking(s) or will be included in the booking(s), where VGM has been ordered, will also end up in the **Units** tab.

6. Weighing certificate

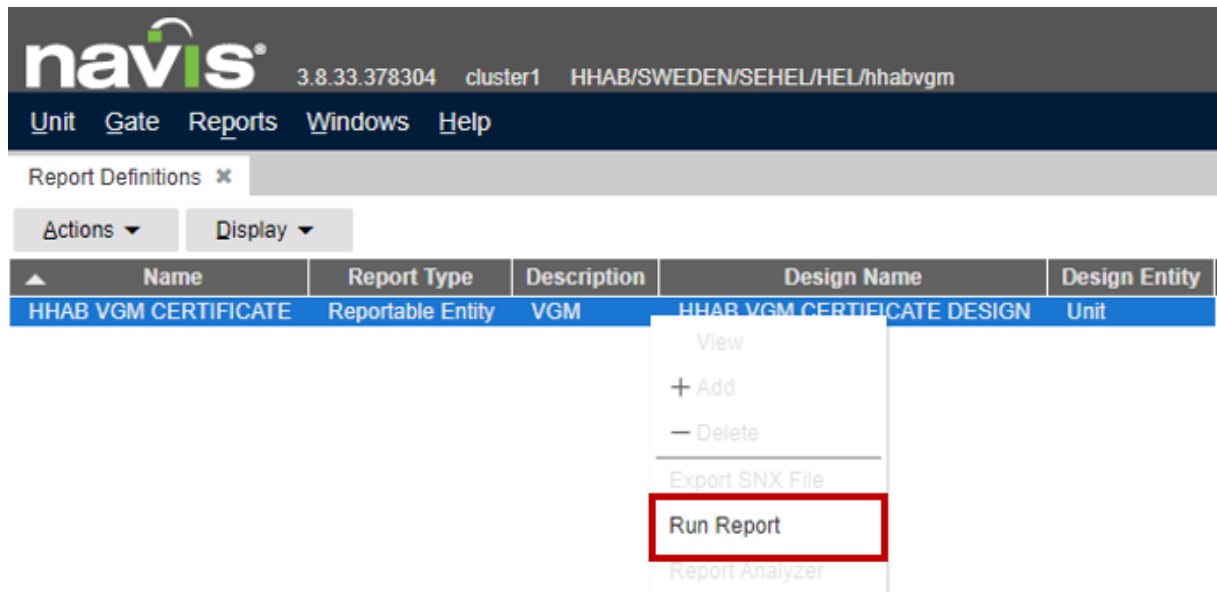
As mentioned previously in this manual, the weighing certificate will be sent to the email addresses that is registered under your user account (Chapter 3 User settings)

To access and retrieve weighing certificate for a unit via a report, do the following steps:

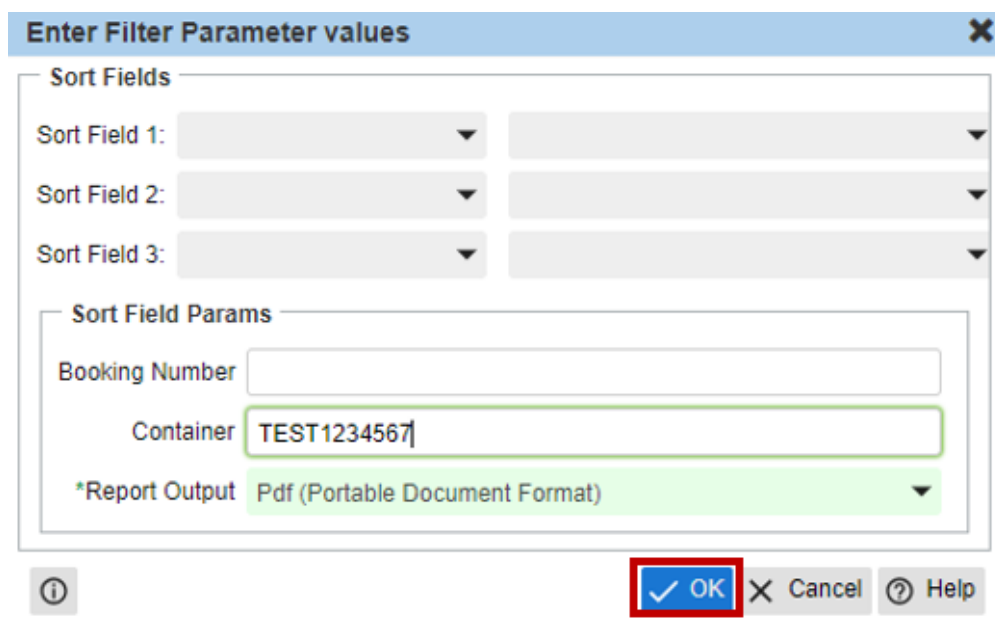


1. In the main menu, go to Reports and click Report Definitions in the drop down menu. Alternatively press **Ctrl + O**, search for **Report Definitions** and click **Enter**.

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2. Right click on the report **HHAB VGM CERTIFICATE** and select **Run Report** in the drop down menu.



The screenshot shows the 'Enter Filter Parameter values' dialog box. It has a title bar with a close button (X). Inside, there are sections for 'Sort Fields' and 'Sort Field Params'. Under 'Sort Field Params', there are input fields for 'Booking Number' and 'Container'. The 'Container' field contains the text 'TEST1234567'. Below these fields is a dropdown menu for '*Report Output', which is currently set to 'Pdf (Portable Document Format)'. At the bottom of the dialog, there are buttons for 'OK' (highlighted with a red rectangle), 'Cancel', and 'Help'.

3. Enter the unit number you want a weighing certificate for in the **Container** field and click **OK**. A weighing certificate in pdf format will be created in a new window.