



eModal Pre Gate System

Creating a Pre Gate (Quick Guide)

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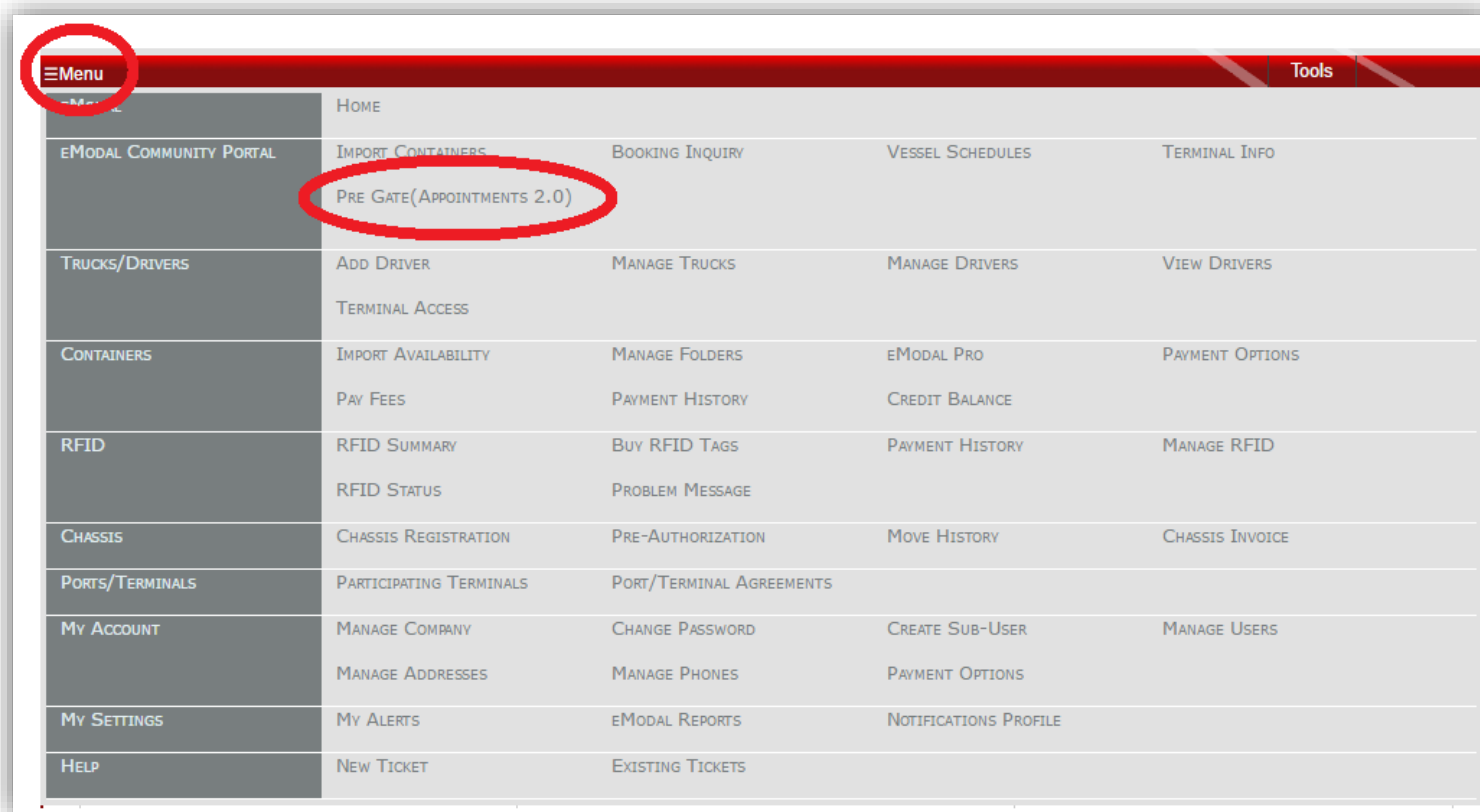


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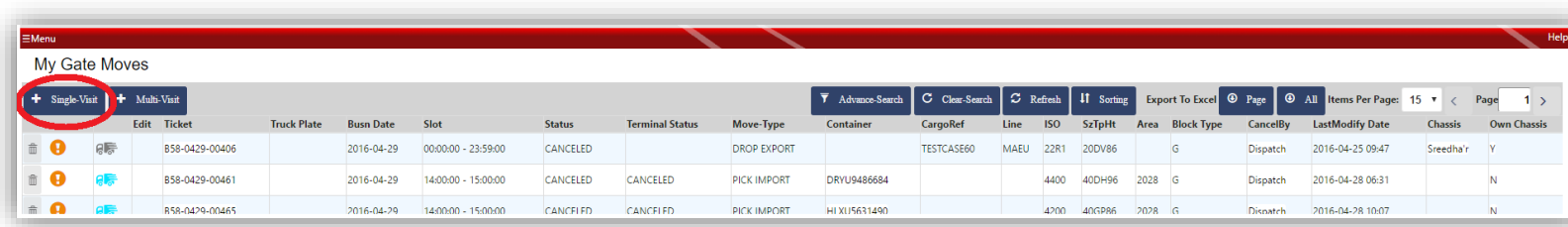
1. eModal Pre Gate System

To access the Pre-Gate System, navigate to Menu > eCP (eModal Community Portal) > Pre Gate (Appointments 2.0).

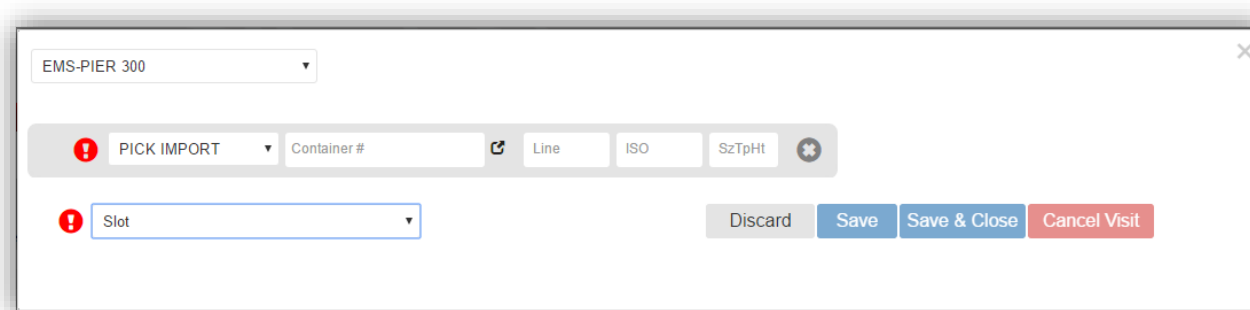


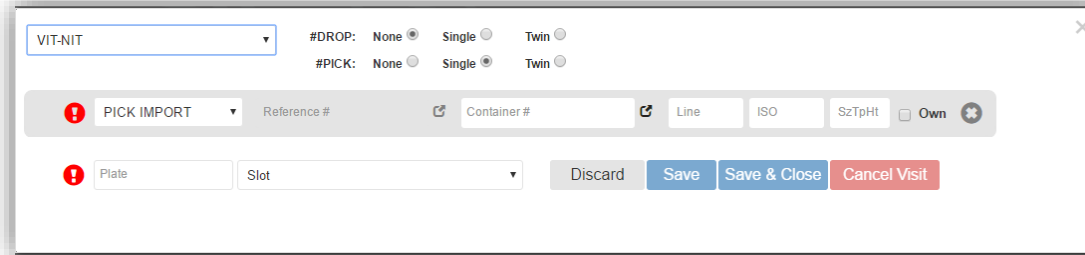
2. How to Create a Pre Gate Move:

To create a new visit, the user will select the **+Single-Visit** or **+Multi-Visit** (see. 5. Multi-Visit Create) icon on the top left of the My Gate Moves screen.

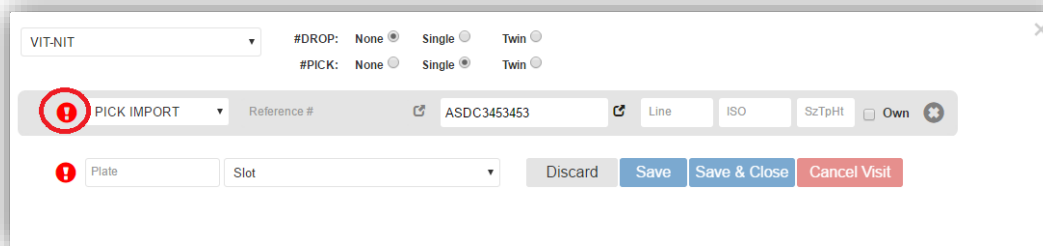
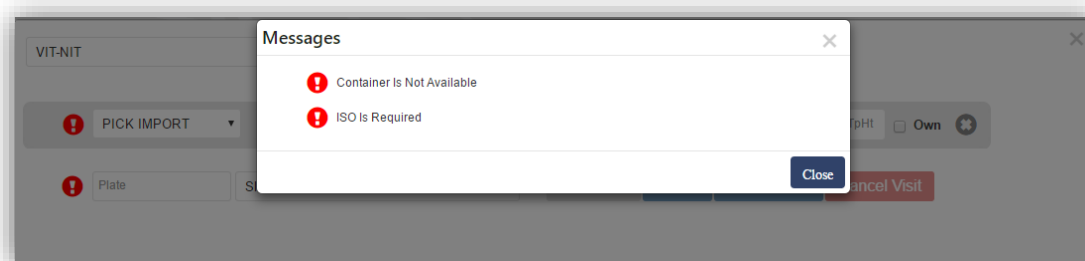



Once the Add Visit function has been selected, a pop-up of the visit input screen will appear. Different columns or available move patterns will appear, depending on the selected terminal and their specific Pre Gate requirements.



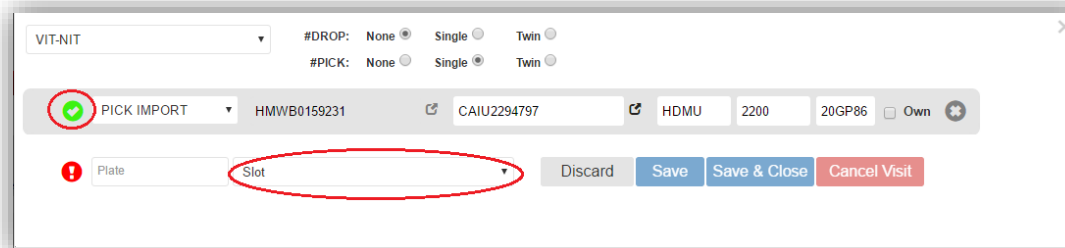


- a. Select the terminal
- b. Select the move type (drop or pick) if option available
- c. After all information has been entered, a notification icon will display and indicate if the entered information is valid, a green check mark icon should display. If a red exclamation mark icon is displaying, the user will need to click on that icon which will then show the error message. For example:

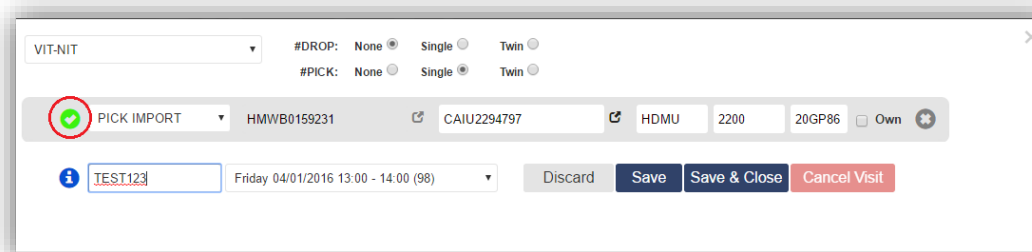



Once the move(s) have been inputted with valid data, the user should see a green check mark icon display. A user may view additional container details by clicking on the  icon to the right side of the Container field.


If a green check mark icon displays, the user will then be able to proceed with creating the Pre Gate move by selecting the next available time slot from the **Slot** drop down.



After selecting the time slot, available options are to select either the **Save** button (which allows the user to submit their Pre Gate move and continue to create additional moves), or to select the **Save & Close** button (which closes out the visit details window and returns the user to the My Gate Moves screen). If desired, the user may also select the Discard button to abandon their Pre Gate Move attempt.



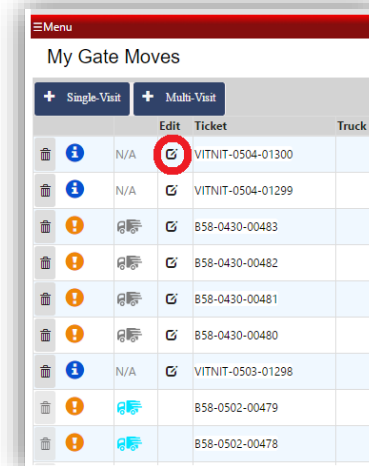
3. How to Edit a Pre Gate Move:

A user may edit an existing Pre Gate move from the My Gate Moves screen up until the END TIME of the slot time selected. The user will need to select the 'edit'  icon (highlighted below), which will generate a pop-up displaying that gate move.

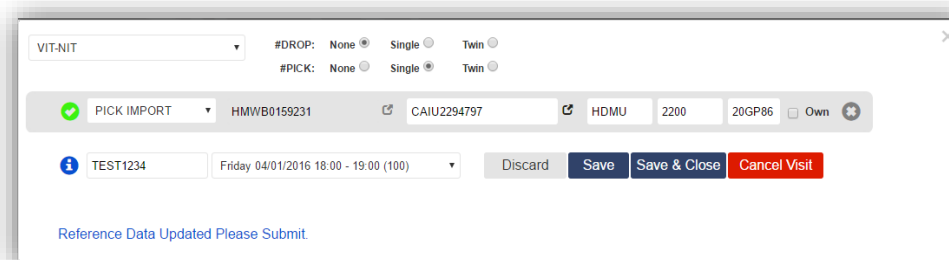
The user will then be able to edit any details as necessary and save their changes.

Notes: Changing certain information, such as the date/time slot, may alter the Pre Gate ticket number. Please be sure to note any changes.

If you will not be able to Gate In/Out by your Pre Gate slot, you must edit before the end, or your Pre Gate will be marked as **"MISSED"** AFTER midnight that evening, and you will not be able to make a new Pre Gate for that container until it is marked as MISSED.



		Single-Visit	Multi-Visit	Edit	Ticket	Truck P
		N/A		VITNIT-0504-01300		
		N/A		VITNIT-0504-01299		
				B58-0430-00483		
				B58-0430-00482		
				B58-0430-00481		
				B58-0430-00480		
		N/A		VITNIT-0503-01298		
				B58-0502-00479		
				B58-0502-00478		



VIT-NIT

#DROP: None Single Twin

#PICK: None Single Twin

PICK IMPORT HMWB0159231 CAIU2294797 HDMU 2200 20GP86 Own

TEST1234 Friday 04/01/2016 18:00 - 19:00 (100)

Reference Data Updated Please Submit.

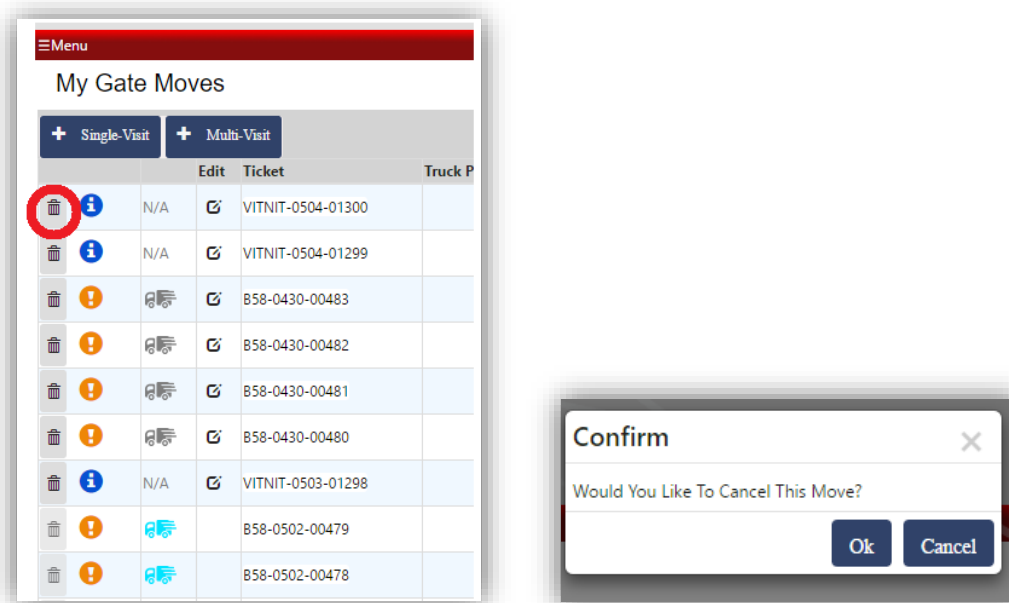
Additionally, the user may select the **Cancel Visit** button if they wish to cancel their existing Pre Gate move request. (see Section 4. How to Cancel a Pre Gate Move)

4. How to Cancel a Pre Gate Move:


Cancellation from My Gate Moves

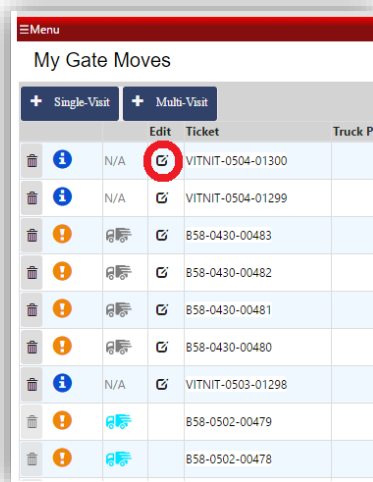
From the My Gate Moves screen, the user can select the trash can icon, which will cancel the move. After the user has selected to cancel a move, they will receive a confirmation request on the following pop-up to click OK or Cancel



















Note: If the trash can icon is displaying in a light gray color, it is an indication that the user will not be able to cancel the move as it is already missed and not active

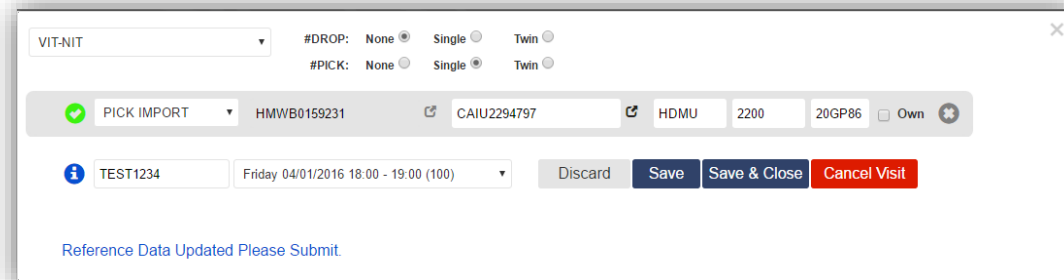


Cancellation in Edit Mode

To make a cancellation in Edit mode, the user must select the edit  icon on the My Gate Moves screen (if available) and then choose the **Cancel Visit** option.




	Edit	Ticket	Truck P
		VITNIT-0504-01300	
		VITNIT-0504-01299	
		B58-0430-00483	
		B58-0430-00482	
		B58-0430-00481	
		B58-0430-00480	
		VITNIT-0503-01298	
		B58-0502-00479	
		B58-0502-00478	



VIT-NIT #DROP: None Single Twin
#PICK: None Single Twin

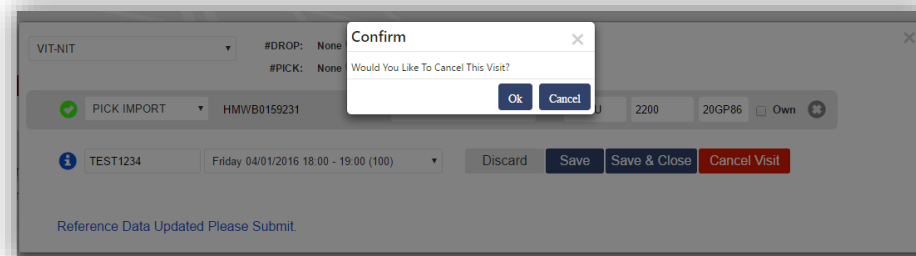
PICK IMPORT HMWB0159231 CAIU2294797 HDMU 2200 20GP86 Own

 TEST1234 Friday 04/01/2016 18:00 - 19:00 (100) Discard Save Save & Close **Cancel Visit**

Reference Data Updated Please Submit.


It will bring you to the Add/Edit Visit popup, where you will click on the Cancel Visit button.

Upon confirmation, the move will be cancelled.



VIT-NIT #DROP: None #PICK: None

PICK IMPORT HMWB0159231 2200 20GP86 Own

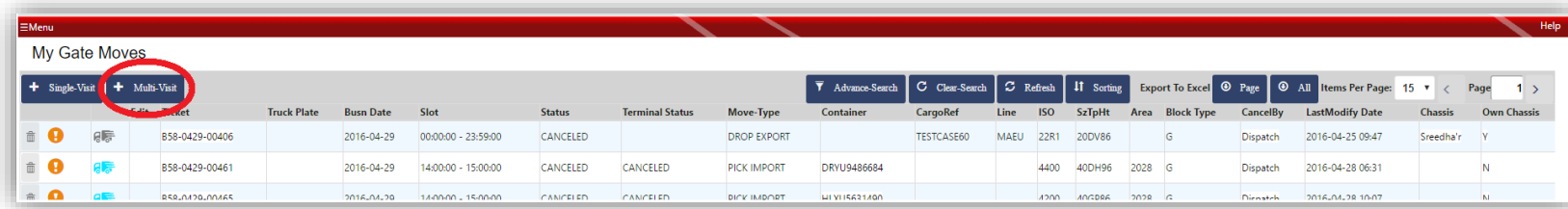
 TEST1234 Friday 04/01/2016 18:00 - 19:00 (100) Discard Save Save & Close **Cancel Visit**

Reference Data Updated Please Submit.

Confirm
Would You Like To Cancel This Visit?
Ok Cancel

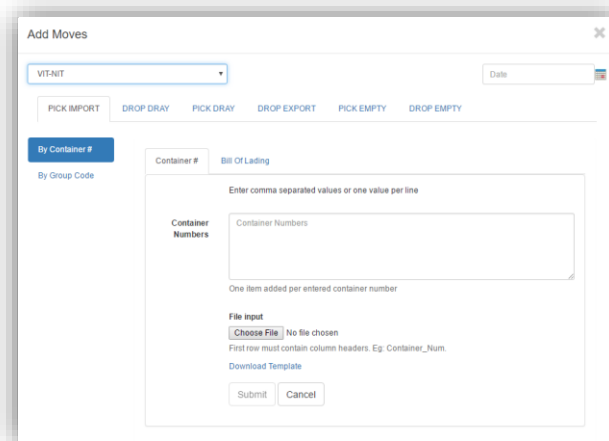
5. Multi-Visit Create

Click on **Multi-Visit** icon



Truck Plate	Busn Date	Slot	Status	Terminal Status	Move-Type	Container	CargoRef	Line	ISO	SzTpHt	Area	Block Type	CancelBy	LastModify Date	Chassis	Own Chassis
858-0429-00406	2016-04-29	00:00:00 - 23:59:00	CANCELED		DROP EXPORT		TESTCASE60	MAEU	22R1	20DV86		G	Dispatch	2016-04-25 09:47	Sreedhar	Y
858-0429-00461	2016-04-29	14:00:00 - 15:00:00	CANCELED	CANCELED	PICK IMPORT	DRYU9486684			4400	40DH96	2028	G	Dispatch	2016-04-28 06:31		N
858-0429-00465	2016-04-29	14:00:00 - 15:00:00	CANCELED	CANCELED	PICK IMPORT	W1Y115631490			4300	40VD86	2038	G	Dispatch	2016-04-28 10:07		N

Once the Multi-Visit function has been selected, a pop-up of the multi-visit add moves input screen will appear. Different tabs and options are available for different terminals based on move types allowed and other specific requirements.



Add Moves

VIT-INT Date

PICK IMPORT DROP DRAY PICK DRAY **DROP EXPORT** PICK EMPTY DROP EMPTY

By Container #
By Group Code

Container # Bill Of Lading

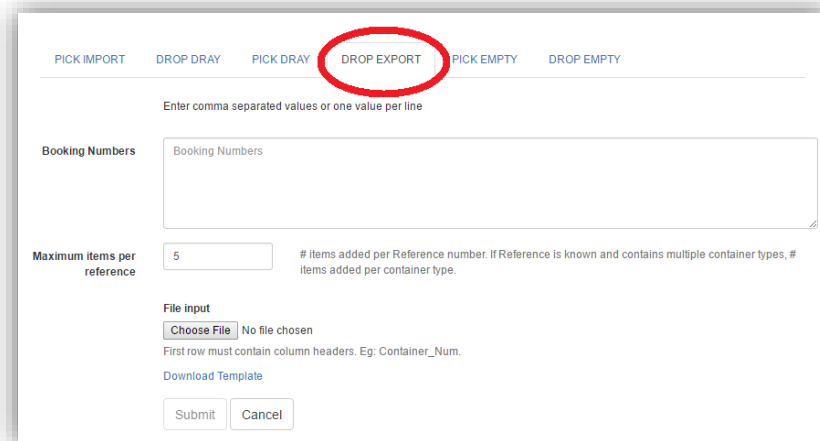
Enter comma separated values or one value per line

Container Numbers

One item added per entered container number

File input
Choose File No file chosen
First row must contain column headers. Eg: Container_Num.
Download Template

Submit Cancel



PICK IMPORT DROP DRAY PICK DRAY **DROP EXPORT** PICK EMPTY DROP EMPTY

Enter comma separated values or one value per line

Booking Numbers

Maximum items per reference # items added per Reference number. If Reference is known and contains multiple container types, # items added per container type.

File input
Choose File No file chosen
First row must contain column headers. Eg: Container_Num.
Download Template

Submit Cancel

Selecting the individual tabs (i.e. Drop Export) will bring you to the specific options for that move type

5.1 Inputs per Move Type

You can input different values based on these types:

Type	Inputs
Pick Import (pick up full load from terminal)	Container numbers, Bill of Lading numbers, Group codes
Drop Dray (drop inland drayage into terminal)	Container numbers
Pick Dray (pick up inland drayage container from terminal)	Container numbers
Drop Export (drop full load into terminal)	Booking numbers
Pick Empty (pick up empty container from terminal)	Reference numbers (i.e. EDO numbers)
Drop Empty (drop empty container into terminal)	Container numbers

You can cut and paste container numbers from an Excel sheet (or any other list) into the input field in a single column format, a comma separated format, or mix of single and comma, and click submit

Single Line Input

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

By Container #
By Group Code

Container # Bill Of Lading

Enter comma separated values or one value per line

Container Numbers

```
APZU3367745
EXFU1449315
FSCU9899473
SEGU4904793
SEGU4965295
```

One item added per entered container number

File input
Choose File No file chosen
First row must contain column headers. Eg: Container_Num.
[Download Template](#)

Submit Cancel

Comma separated Input

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

By Container #
By Group Code

Container # Bill Of Lading

Enter comma separated values or one value per line

Container Numbers

```
APZU3367745,EXFU1449315,FSCU9899473,SEGU4904793,SEGU4965295,TOLU2344218,TRLU0275875,TRLU6711507,APHU6837393,APHU7159650,APHU7239924,HD MU6637620,DFSU4274430,HDMU6653257,HDMU6701919,HDMU6721074,DFSU6199857,DFSU6216264,DFSU652484,DFSU6673980,DFSU6753941,GESU5563110,GESU6515374,GLDU9827980,HDMU2665769,HDMU2670472,HDMU3421280,HDMU46
```

One item added per entered container number

File input
Choose File No file chosen
First row must contain column headers. Eg: Container_Num.
[Download Template](#)

Submit Cancel

Combination of single line and comma separate input

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

By Container #
By Group Code

Container # Bill Of Lading

Enter comma separated values or one value per line

Container Numbers

```
APZU3367745
EXFU1449315
FSCU9899473,SEGU4904793,SEGU4965295,TOLU2344218,TRLU0275875
TRLU6711507
APHU6837393,APHU7159650,APHU7239924
```

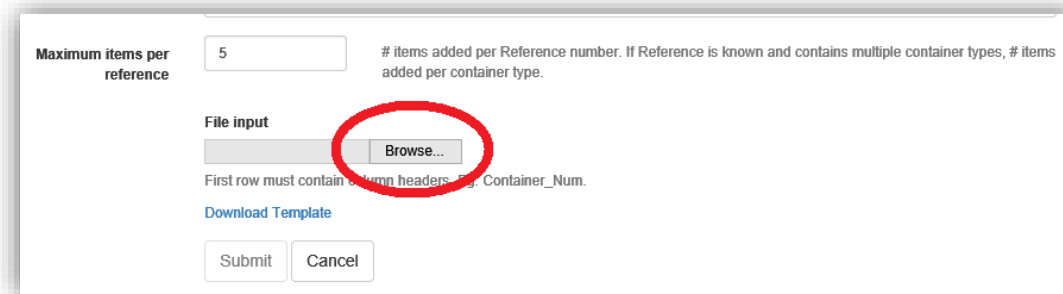
One item added per entered container number

File input
Choose File No file chosen
First row must contain column headers. Eg: Container_Num.
[Download Template](#)

Submit Cancel

5.1.1 Uploading Excel Files

Click on **Browse** and select an Excel file from your computer and click okay. The file location will then display in the location field to eModal and then click **Submit** to process the file. The first row of the file must have a header column, examples Container_num, Booking_num, etc. The actual value is not important, you could use “HEADER” as the value to put into the cell.



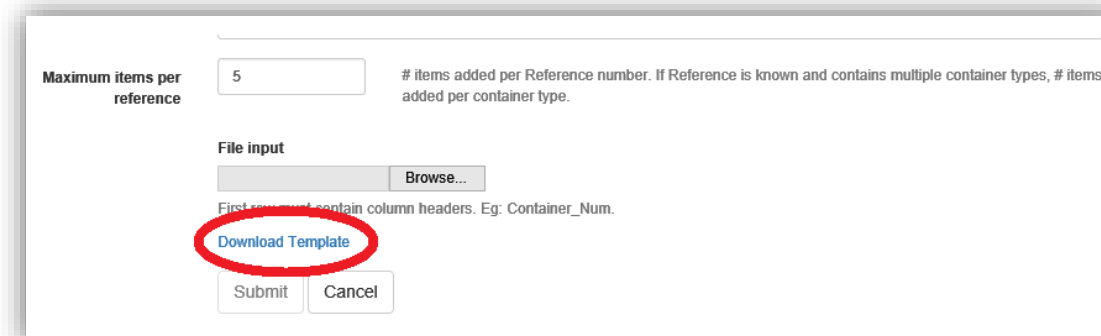
Maximum items per reference: 5 # items added per Reference number. If Reference is known and contains multiple container types, # items added per container type.

File input: **Browse...**

First row must contain column headers. Eg: Container_Num.

[Download Template](#)

You also have the option to download a template. The template will download to your computer to be completed with container numbers or references in column A. Make sure you **DO NOT** remove the header row 1. Start filling into information starting with row 2.

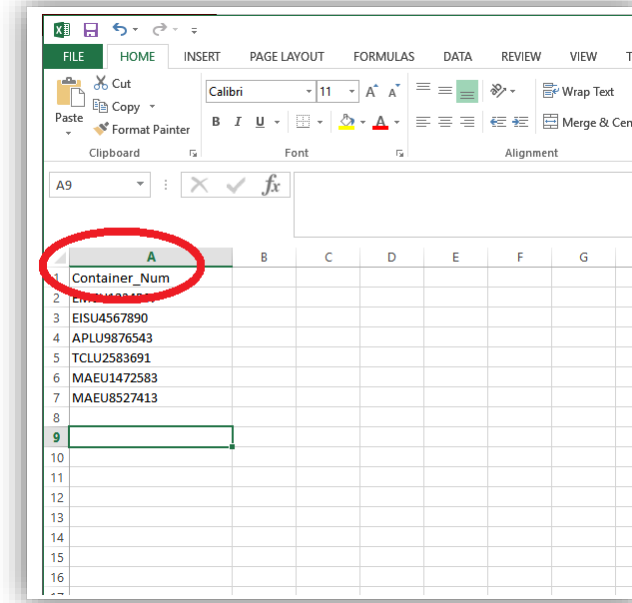


Maximum items per reference: 5 # items added per Reference number. If Reference is known and contains multiple container types, # items added per container type.

File input:

First row must contain column headers. Eg: Container_Num.

[Download Template](#)



Upon completion of input, save the list to your computer and upload as an Excel spreadsheet as outlined in the beginning of this section.

5.1.2 The Maximum Items per Reference

For moves types that have references (Booking, EDO, etc.) that allow for more than one container to be picked/dropped, you have the ability to specify how many instances to create. Example, if you have a booking allowing for two hundred (200) containers, you can input the booking number and specify that you want to create twenty (20) Pre Gates. Then click on submit and the system will create twenty blank Pre Gates for that one appointment.

Maximum items per reference # items added per Reference number. If Reference is known and contains multiple container types, # items added per container type.

File input

First row must contain column headers. Eg: Container_Num.

[Download Template](#)

Once you have completed all inputs and submitted inputs for edit, you will see a progress task bar (in blue) indicating the progress from validating to edits created, and then completion

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

Validating Equipment

By Container #

By Group Code

Container # Bill Of Lading

Enter comma separated values or one value per line

Container Numbers
 APZU3387745
 EXFU1449315
 FSCU9899473
 SECU49904793
 SECU4985295

One item added per entered container number

File input
 No file chosen

First row must contain column headers. Eg: Container_Num.

[Download Template](#)

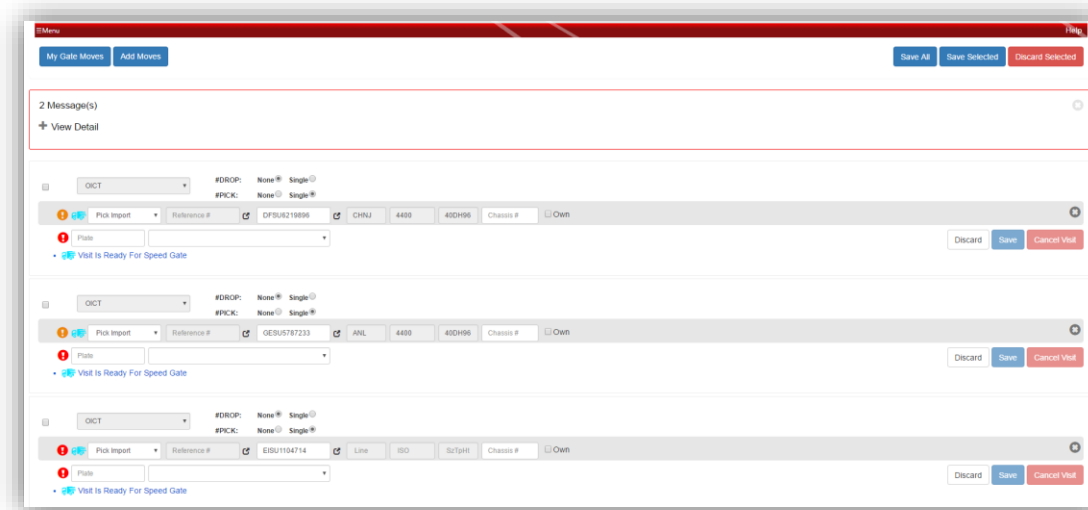
PICK IMPORT DROP EXPORT PICK EMPTY DROP EMPTY

Creating Visit 7 / 12

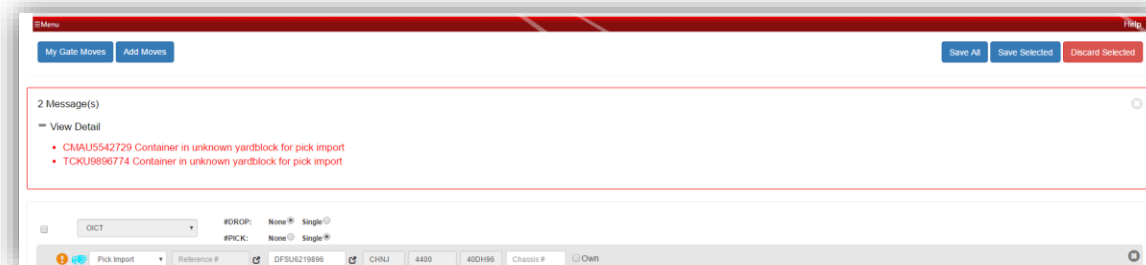
Once upload is completed, you will be returned to the Muti-Visit input panel

5.1.3. Multi-Visit Input Panel and Message Window

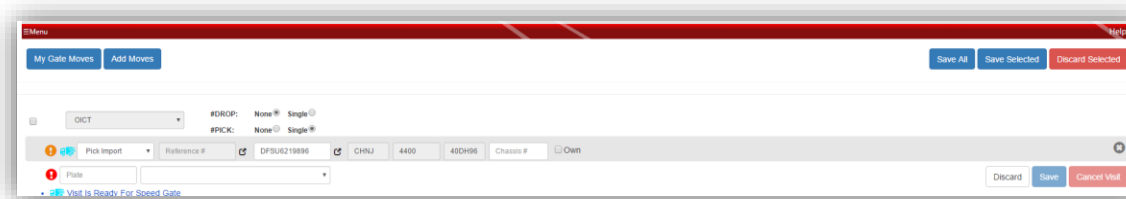
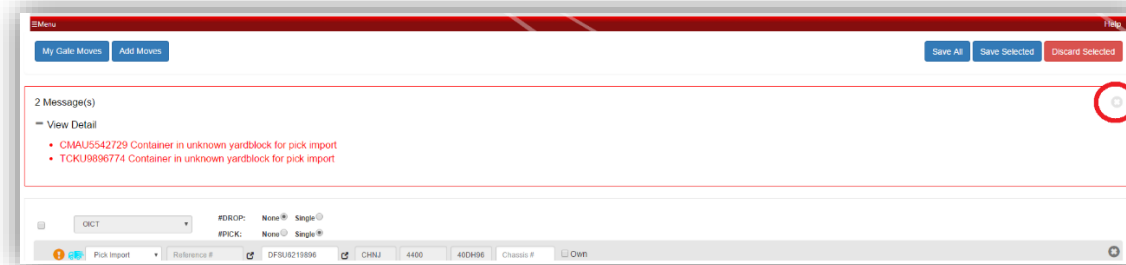
After completion of loading of the Multi-Visit inputs, you will enter the Multi-Visit Input Panel. Here you will complete/modify/remove the multi-visits that have uploaded, and be able to see the inputs that did not load in the Message Window.



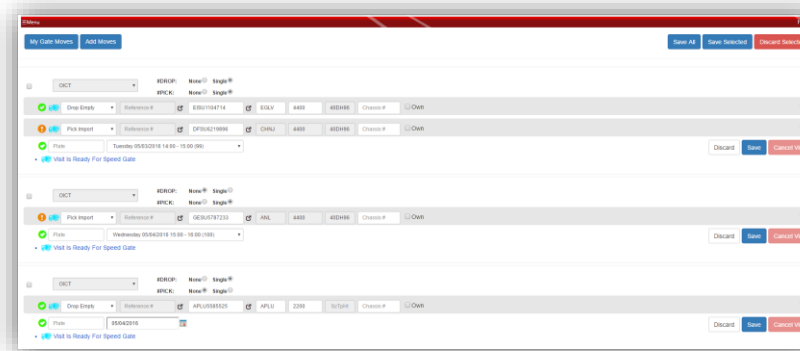
Clicking on the (+) symbol to the left of View Detail will expand the Message Window to show detail messages of why certain inputs failed



Depending on how many messages are in the window, clicking the (X) on the top right of the message window will close the message window. Do not close if you have not viewed all errors, as the window cannot be reopened once closed.

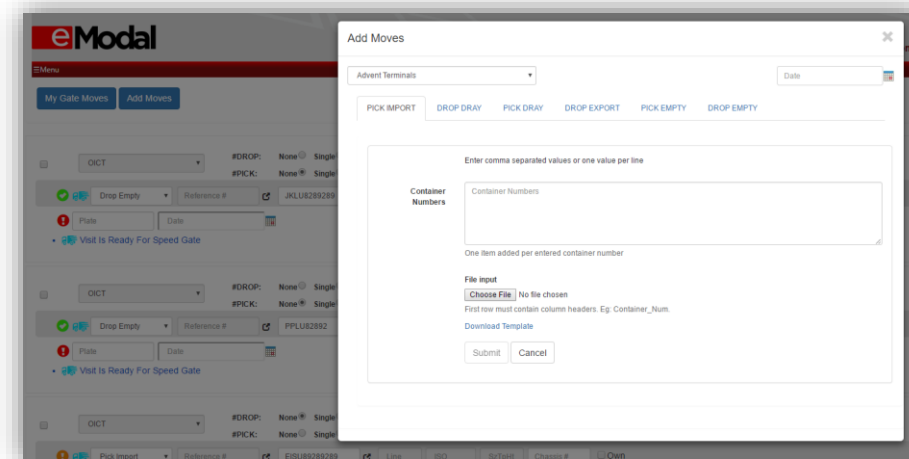
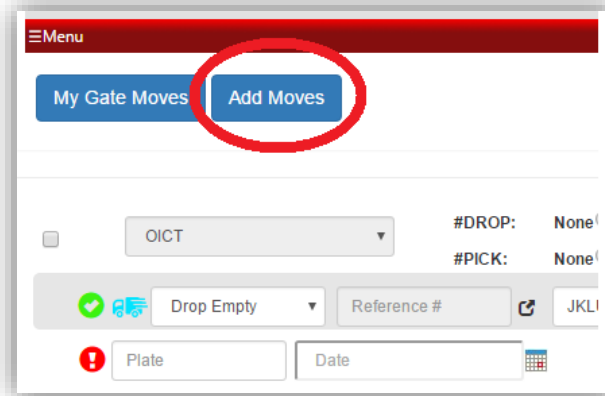


You can now complete each of your Multi-Visits the same as you would in section 2. How to Create a Pre Gate Move or 2.1 How to Create an Auto Gate Move. You can also select a dual move in the individual Multi-Visit if that terminal allows for dual/double ended moves



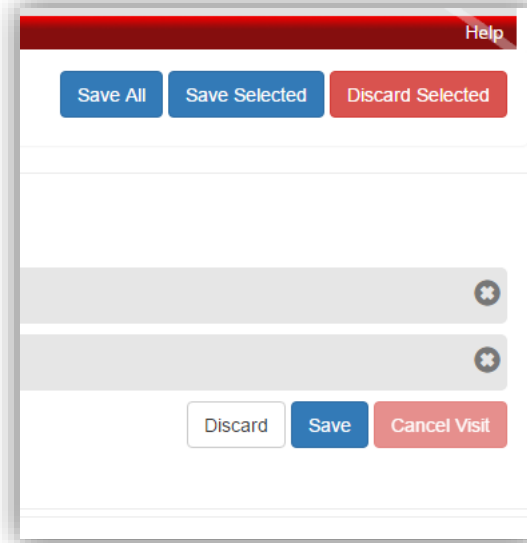
5.1.4. Add Moves

If you have more move types that you wish to add before submitting for final validation and submit, you can click on Add Moves to bring up the Multi Visit Create screen again. Keep in mind, you can load all of your days moves from various terminals during one session, and then perform one Save All. You don't have to complete multiple sessions one at a time.



5.1.5. Submitting for Validation

After you've completed all inputs, you can select final actions of:



On the top right page command:

Save All – submit all the Multi-Visits you have completed for final validation and Pre Gate / Pre Arrival

Save Selected – submit the Multi-Visits that were checked off to be validated

Discard Selected – remove the Multi-Visits that you do not want validated

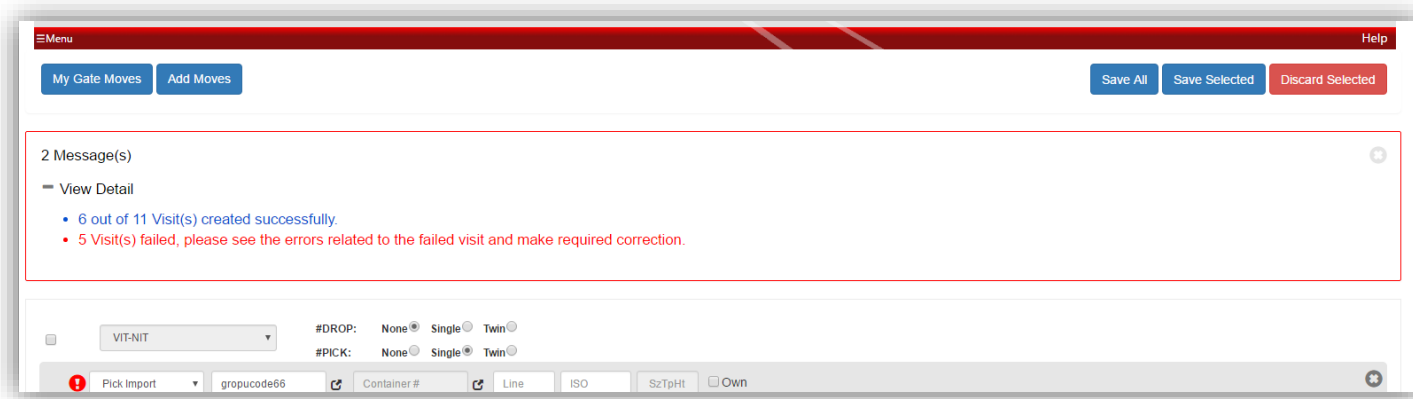
On the individual Multi-Visits:

Discard – remove the Multi-Visit

Save – individual submit for final validation

Cancel Visit – cancel this previously approved Pre Gate/Pre Arrival, only available if editing an existing Pre Gate/Pre Arrival, not available on initial create.

Upon submitting and completion of all validations, you will received a new message in the Message Window informing of any errors, or how many visits were created. To open the view, click the (+) icon next to View Detail





6. Key of Icons:


 : Edit Pre Gate Move


 : Indicates that the Pre Gate data is valid

Note: be sure to check the Pre Gate status column to verify move status.


 : Informational message

 : Warning message, meaning warnings should be cleared prior to gate time to ensure a successful transaction

 : Indicates that the Pre Gate Move has errors that must be tended to or you will not successful gate

 : Active icon indicates that the Pre Gate Move can be cancelled

 : Inactive icon indicates that the Pre Gate Move cannot be cancelled

 : Container Information icon, click to view container information

Document Control (amendment history & version control)			
Version	Date	Amended By (name)	Reason
1.0	Mar. 4, 2016	Advent	Created
1.1	Mar. 6, 2016	Advent	Additional notes to Sec. 3 for MISSED Pre Gate