# Commercial Portal
# User Guide

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# 1.0 INTRODUCTION

Welcome to Marine Atlantic's Commercial Portal.

This website is designed to provide you with real-time information on your drop trailer and we-load units while on Marine Atlantic property. You can view this information on your desktop, mobile and tablet devices. This user guide will provide you with key information to enable you to easily navigate the site.

To access the portal, you will need a unique username and password. If you do not have a username and password, please email customerrelations@marineatlantic.ca. We also welcome your feedback or questions on the portal – please contact us at the same address.

| STATUS | DESCRIPTION |
|---|---|
| **Reserved** | Premium or pre-booked units. |
| **Checked In** | Inspection completed and unit accepted. Voyage has not been assigned. |
| **Ready to Sail** | Unit has been assigned to a voyage but has not been loaded on the vessel. |
| **In Transit** | Unit has been loaded on the vessel. This status will remain until the unit is off loaded in the arrival port. |
| **Arrived** | Unit has been off-loaded from the vessel and assigned a location on the lot. Awaiting pickup by owner/ owner representative. |
| **Picked Up** | Unit has been signed out and no longer on the terminal property. |

# 3.0 USER LOGIN

To protect your company information, a user must be logged in to view any of the information referenced in this guide.
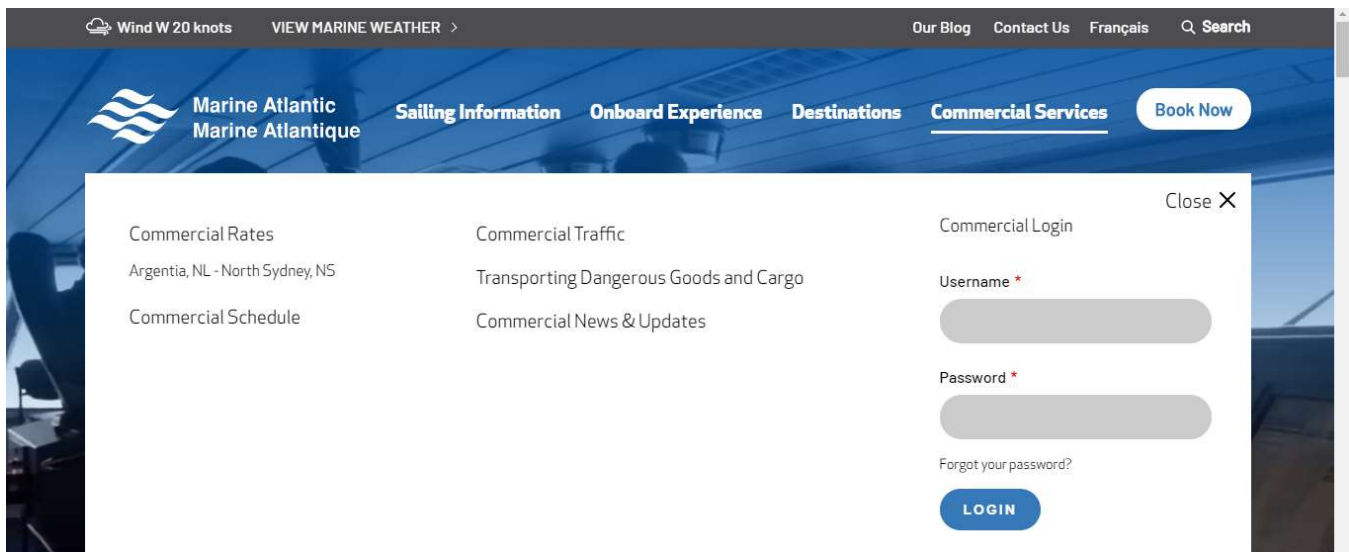
**Step 1**

Visit us at http://www.marineatlantic.ca/en/ and click on *Commercial Services* in the main navigation bar.
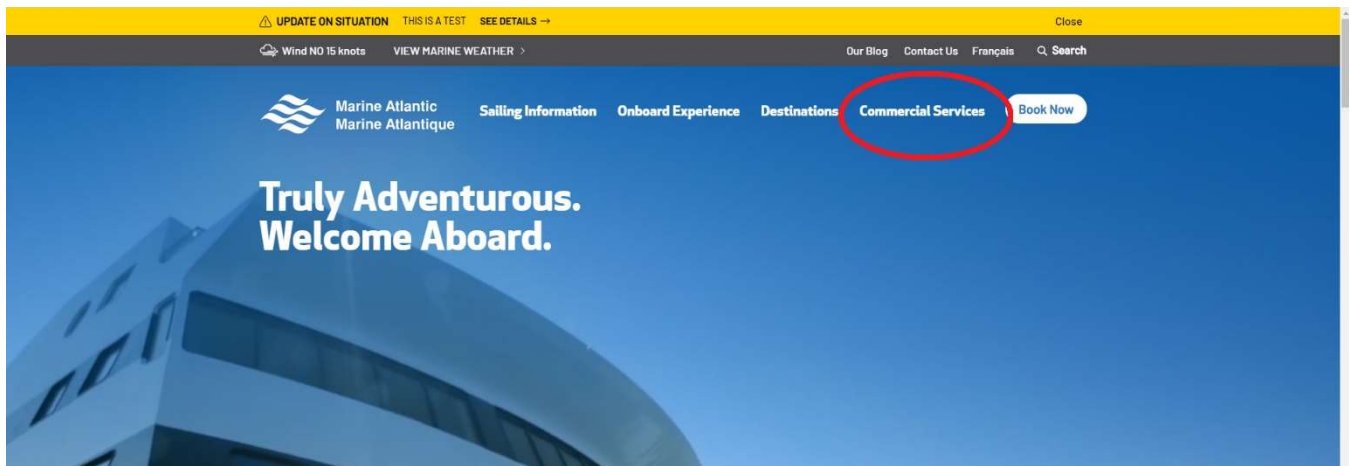


**Step 2**

This login dialogue page will appear and prompt you to enter the authorized username and password to proceed.

**Step 3**

Type your username and password in the marked field.

Click *Login* to log into the application.

The username and password are authenticated, and you are navigated to the DROPS application.

If the credentials entered are invalid, an error message will appear. You will need to enter the correct information and sign in again.

# 4.0 DROPS LISTING PAGE

The main Drops Listing Page provides you with the ability to view all bookings for your company for the current day as well as fourteen (14) days of history. The total number of current (Active) and 14-day historical bookings is displayed inside brackets in the title of the listing.

The columns of the listing page include:

| Column | Notes |
|---|---|
| • **Booking Number** | |
| • **Unit ID** | |
| • **Status** | Status of the drop trailer unit |
| • **Time on Lot** | The time in hours and minutes that the drop trailer unit has been on the lot after being unloaded from the ship. |
| • **Notices** | Icons that will indicate whether the drop trailer unit: <table><tr><td>⊘</td><td>On Hold<br>* Description of problem will be displayed when available</td></tr><tr><td>⚠</td><td>Has Dangerous Goods</td></tr><tr><td>★</td><td>Is a Premium Booking</td></tr><tr><td>$</td><td>Has accumulated Demurrage</td></tr></table> |

| | |
|---|---|
| • **Direction** | Direction of the journey (eastbound or westbound) |
| • **Actual Departure (NT)\*** | Actual Departure Date, Time and Vessel for the Unit |
| • Last updated (NT) | Last status update made. Time displays in Newfoundland time (NT). |

**\*The Three Letter suffix in the Actual Departure (NT) column identifies the vessel:**

Actual Departure (NT) ⊘

2016-02-17 23:40-BPT

- **LER = MV Leif Ericson**

- **VIS = MV Atlantic Vision**

- **HLD = MV Highlanders**

- **BPT = MV Blue Puttees**

## 4.1 LOAD MORE

The drop trailer unit listing page will initially load 50 records. To load more records, click the Next button or select a specific page number.

| Booking # | Unit ID | Status ⌄ | Time on lot | Notices | Direction | Actual Departure (NT) | Last Updated (NT) |
|---|---|---|---|---|---|---|---|
| 3305766 | 321856 | PICKED UP | 0:46 | ⚠ | Westbound | 2019-02-12 11:59-BPT | 2019-02-12 20:03 |
| 3310374 | 322418 | PICKED UP | 2:02 | | Westbound | 2019-02-21 02:05-HLD | 2019-02-21 12:05 |
| 3310887 | 330014 | PICKED UP | 1:33 | | Westbound | 2019-02-22 00:25-HLD | 2019-02-22 10:09 |
| 3309096 | 320045 | PICKED UP | 11:55 | | Eastbound | 2019-02-16 23:30-HLD | 2019-02-17 19:58 |
| 3305513 | 322440 | PICKED UP | 17:39 | | Eastbound | 2019-02-08 11:39-BPT | 2019-02-09 13:56 |
| 3310633 | 331250 | PICKED UP | 15:49 | | Westbound | 2019-02-21 12:36-BPT | 2019-02-22 12:25 |
| 3307818 | 321864 | PICKED UP | 5:17 | | Westbound | 2019-02-12 23:42-HLD | 2019-02-13 14:12 |

1  2  3  4  5  6  7  Next ›  Last »

## 4.2 SORT

By default, the page is sorted based on Status and Booking number in ascending order. The listing can also be sorted by Booking Number, Unit ID, Status, Direction, Actual Departure and Last Updated. To sort the listing, simply click on the column headers.  An icon will appear in the header of the sorted column indicating the order of the sort.

| Booking # | Unit ID | Status | Time on lot ^ | Notices | Direction | Actual Departure (NT) | Last Updated (NT) |
|---|---|---|---|---|---|---|---|

## 4.3 FILTERS

The drop trailer unit listing page allows you to filter the list. The available quick filters appear in the form of buttons in the *Filter List* tray. The various filters can be combined. As a filter is selected the listing will be updated to only display records that match the filter criteria. Unselecting all the filters will display the original full listing of all drop trailer units. Note: Clicking the filter buttons again unselects them.

## 4.4 FIND BOOKING # OR UNIT ID

To search for a booking number or a unit ID, type in either a partial or full booking number or partial or full unit ID into the Active Booking #/Unit ID search box, then press Enter to display the search results. To return to the main listing, search again with an empty search box.

To search for a specific booking, type the complete booking number into the search box. The details page for that particular booking will appear on your screen.



If the booking number you have entered does not exist or you don't have permission to view it, you will see the following error:

## 4.5 EXPORT

You can export a list of your drop trailer units to a Comma-Separated Values file (CSV) by clicking on the *Export* button. The *Export* button gives you two options:

### a) Export Current Fields

This option will export fields for all drop trailer units as per the LISTING page.

### b) Export All Fields

This option will export ALL fields available for the drop trailer units. These fields include all details about the drop trailer units as per the *Details* view.

Once you select your Export type, a CSV file will be generated, which can then be opened in Excel and viewed as a spreadsheet.

Clicking on the Booking Number in any of the rows in the list will open the details page for the corresponding drop trailer unit.

The details page is divided into five sections:

- Drops Information, which contains the general information about the drop trailer unit;

- Departure Information, which provides information on the departure port and travel direction of your drop trailer unit;

- Arrival Information, which shows arrival terminal and pick-up information, and;

- Notices, which will indicate additional information about the drop trailer unit (see table page 6).

- Gallery, which includes photos taken of the drop trailer unit upon arrival at the departure terminal.

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## DROPS DETAIL

Logout

< Back To Drops

**Drops Information**

Client Name:
Booking #:
Unit ID:
Gross Weight: 26000
Length: 53
License Plate #:
Time on Lot: 1:51
Status: PICKED UP
Last Update: 2019-10-10 03:21

**Departure Information**

Direction: Eastbound
Terminal Of Departure: NSY
Scheduled Departure (NT): 2019-10-09 17:45
Actual Departure (NT): 2019-10-09 17:36

**Arrival Information**

Terminal of Arrival: PAB
Scheduled Arrival (NT): 2019-10-10 01:30
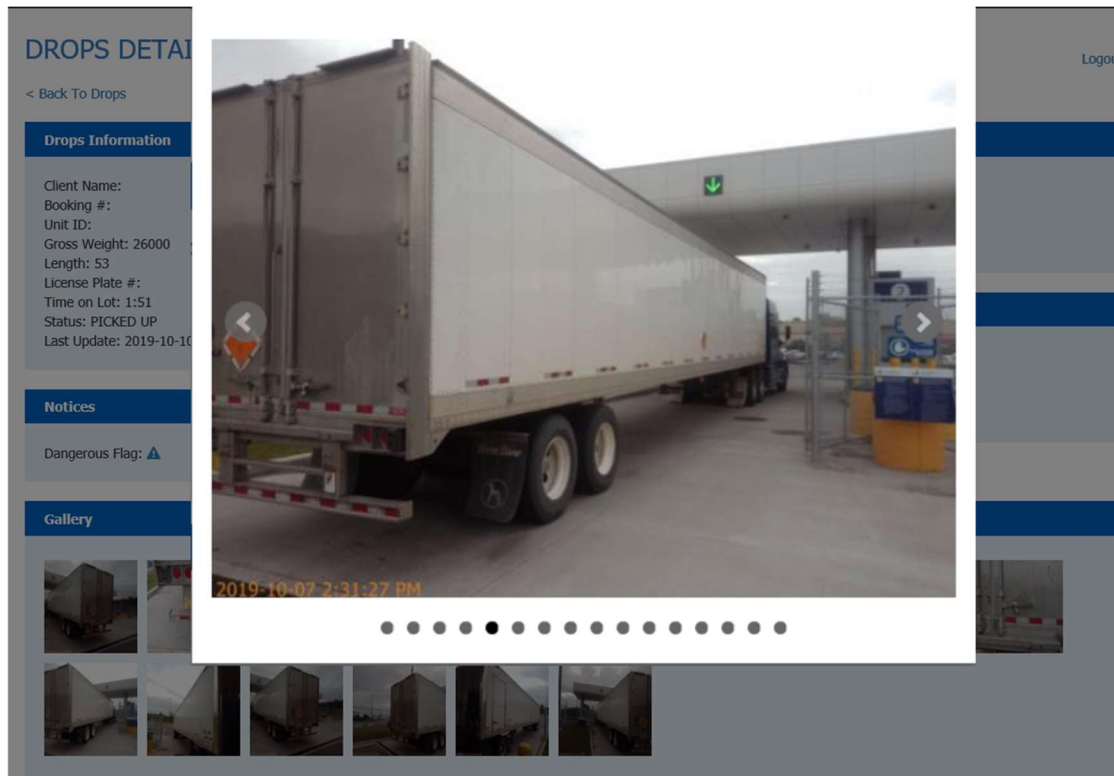Actual Arrival (NT): 2019-10-10 01:07
Driver Name:

**Notices**

Dangerous Flag: ⚠

**Gallery**

## 5.1 IMAGES

This page contains thumbnails photos taken of the drop trailer unit.  Clicking on a thumbnail will open the image in a larger format. To leave the thumbnail view, simply click anywhere in the grey area.

**Use the left and right arrows on the sides of the image to navigate to the next and previous images.**



## 5.2 BACK TO DROPS

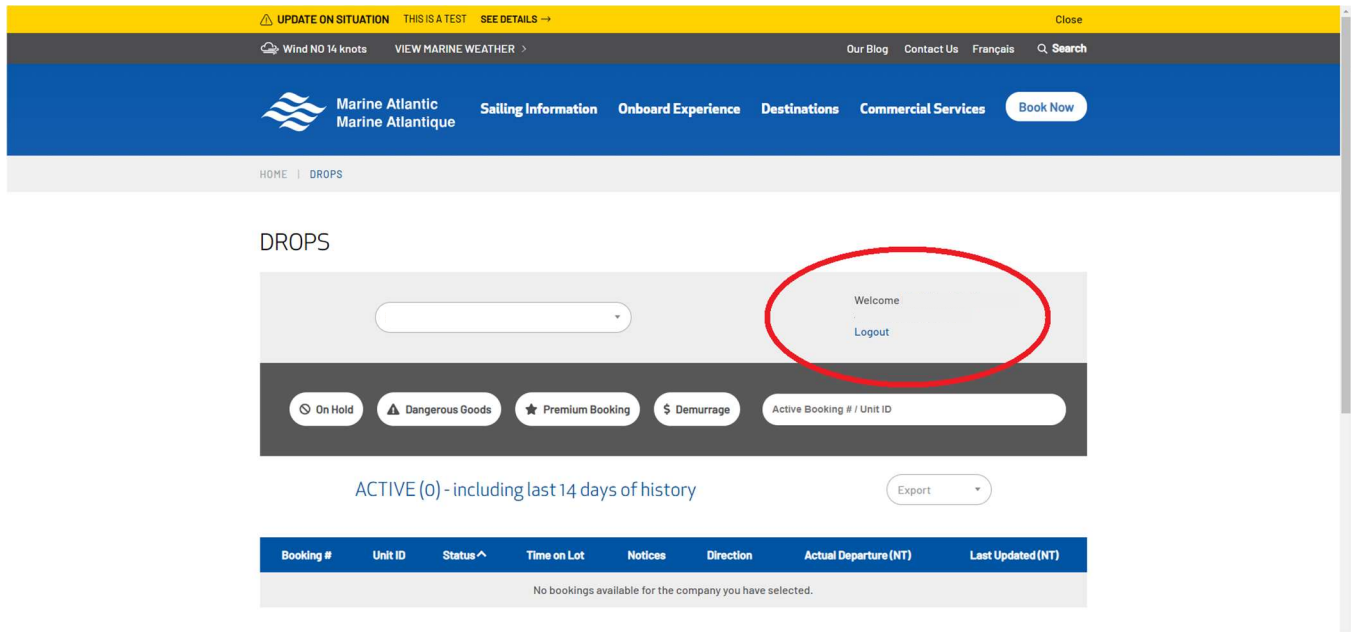**To return to the main drop listing page from the details page, click on the Back To Drops link.**

## 6.0 LOGOUT

To sign out of the application, click on the *Logout* link at the top right hand corner of the screen.



*Note: The* **Logout** *button is available at the top right corner of every screen throughout the portal.*