eGateway... to Global Connectivity

2019

LEMBAGA PELABUHAN JOHOR

eGateway System v3.5

**Maintenance
Module**

USER GUIDE

**Web
Version 2.8**

29-Nov-2019

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Table Conventions

Key Symbol
<u>Table 1</u> : Described the key icons and elements used in this User Guide.

Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips: Symbol accompanies usefull information on how to perform a task.
text	Bold textindicate a link, button, dropdown list value or keyboard control that is clickable.
text	Bold and italicized text indicate an entries name
italics	Text in italics indicate field name
`mono`	Monospace indicate text you enter from keyboard

Table 1

Navigations

eGateway System was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the system. Icons have been used to identify the various types of functions used and below are the most commonly used icons in the system.
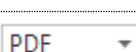
Icon	Description
▶	To view details records or to expand grid listing childs record.
▼	To colaps the child records of the grid listing
◀	Go to previous record
▶	Go to next record
☐	Check box to select a record
✔	Selected record
🗓	Date Time picker
CERT	Upload file in pdf, jpg or png
🔍	To display a search windows
🖨	To print a report
🖨	To print the current report
💾	Export a report and save in to the disck
💾	Export a report and show it in a new window
PDF ▼	To choose any type of document to save
⏮	Go to the first page
◀	Go to previous page
▶	Go to next page
⏭	Go to the last page
🏠 Home	Go to Home default page of *eGateway System*

Table 2

Standard Function

1. Searching Panel

Enter text to search...	Search Clear

Search : To search any text has been entered in the searching panel.

Clear : To clear any text in the searching panel

2. Column Search

Vessel Name	Call Sign	Status
	enter any key here to search valid Call Sign	
SKTS V2	CS2002	H - Hold

Page 1 of 1 (1 items)   ◄   1   ►

3. Filterring Option

4. Left Menu

Chapter 1   Getting Started

1.1   Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is:

✓ *A current Web Browser running on your computer.*

eGateway System has been tested with and supports a variety of browsers. The following browsers are acceptable for use with *eGateway System*.

- o Chrome version 30 and higher - www.google.com/chrome/
- o Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- o Microsoft Edge browser version 20 and higher - https://www.microsoft.com/en-ca/windows/microsoft-edge

⚠️ You will encounter problems if you try to access **eGateway System** using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.

📝 For the very best results, use the current release of Chrome

Both JavaScript and cookies support must be enabled in the security settings of your browser and is usually turned on by default.

If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.

(See *Tools > Internet Options > Privacy* and *Security* tabs in Internet Explorer, or *Tools > Options > Privacy* and *Web Features* tabs in Firefox.)

✓ *A Popup Blocker*
Please make sure **Popup Blocker** for your browser is always turn-OFF. This to ensure any require windows popup used by any popup message or reports can be execute correctly.
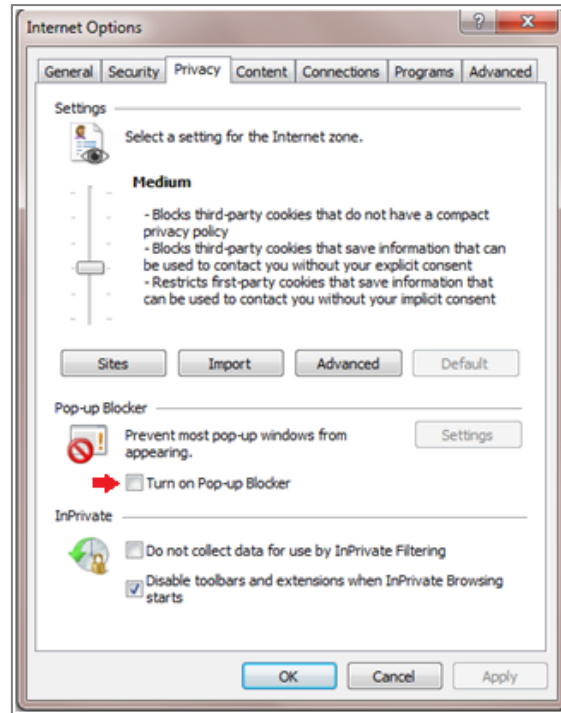
Internet Explorer

Figure 1
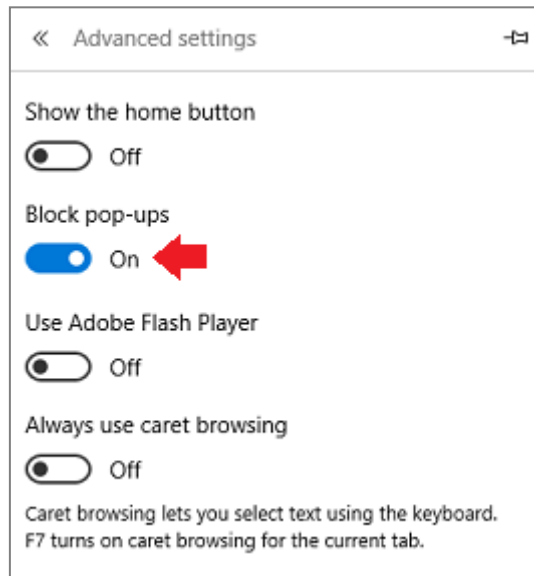
Google Chrome

Figure 2

Microsoft-Edge

Figure 3

✓ *Internet access to the URL of **eGateway System**.* Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.

1.1.2 Web Browser

eGateway System dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using ← and → buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating**eGateway System.**

eGateway Systemis designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

1.1.3 Login Information

To login into **eGateway System**, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access **eGateway System.**

⚠️ Do not share your login information with anyone. eGateway System provide system access id and module access right according to job responsibility.

1.2   Accessing eGateway System

To access **eGateway System** type the URLhttp://www.egateway.com.my/ into your web browser's address bar. You should see **eGateway System** home page as shown below
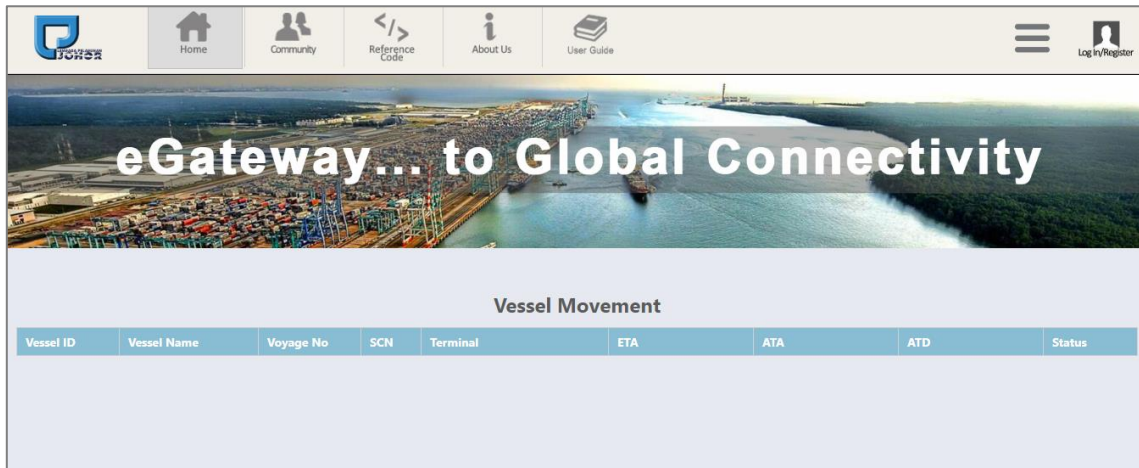
Figure 4

1.   Community
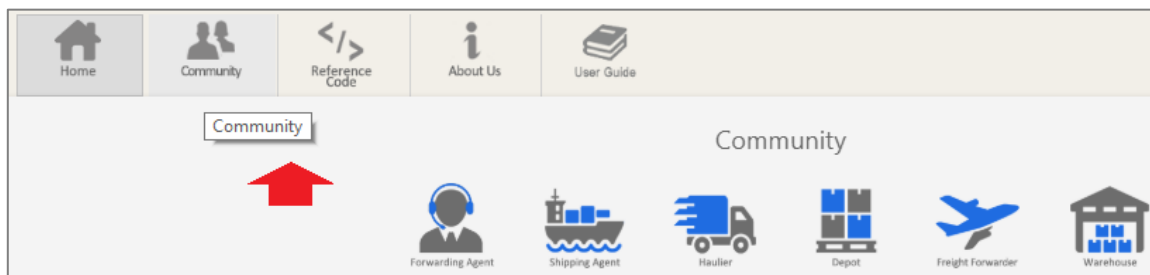
Figure 5
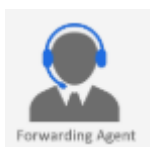
Will list all registered Forwarding Agent in **eGateway System**.

Figure 6

Will list all registered Shipping Agent in *eGateway System*.

Figure 7

Will list all registered Haulier in *eGateway System*.

Figure 8

Will list all registered Depot in *eGateway System*.

Figure 9

Will list all registered Freight Forwarder in *eGateway System*.

Figure 10

Will list all registered Warehouse in *eGateway System*.

Figure 11

2. Reference Code

Figure 12

Will list all SCN assigned for Port Klang, Johor or Kuantan Port.

Figure 13

Will list all registered Vessel ID.

Figure 14

Will list all ISO Port Code.

Figure 15

Will list all Currency Code

Figure 16

Will list all Country Code

Figure 17

CT Size Type Will list all Container Size Type

Figure 18

Unit Measurement Will list all Unit of Measurement

Figure 19

Package Type Will list all Package Type

Figure 20

Port Operator Will list all Port Operator

Figure 21

3. About Us

Figure 22

i.   Connect With Us

Up Coming Event

Figure 23

Training Events

Figure 24

ii.   More About Us

             About Us

Figure 25

 User Guide

Figure 26

 Knowledge Base

Figure 27

Frequent Ask Question   Frequent Ask Question

Figure 28

Shipper Registration   Shipper Registration

Figure 29

Registration Status

Registration Status

Home

ROC No :

Applicant Email :

Applicant NRIC :

Search Status

Clear

Company Info

Enter text to search...

Search Clear

#	Category	Company Name	Applicant Name

No data to display

Total Record :

No data to paginate

Registration History

Enter text to search...

Search Clear

#	Latest Update	Officer	Latest Status	Remarks

No data to display

Total Record :

No data to paginate

Registration Status

Category :

Latest Status :

Latest Update:

Officer :

Remark :

Figure 30

1.3 Understanding user roles and permission

Your access to **eGateway System** depends on your user role and your institution and district associations. User can do new registration as HQ or Branch.

1.3.1 How you to create a login id

In order to have a Login Id to access into the system, user must complete the *Online Registration* from **eGateway System**.

1.3.2 How to login

Click on [Log In/Register] at top right hand corner on the screen to login into **eGateway System**.
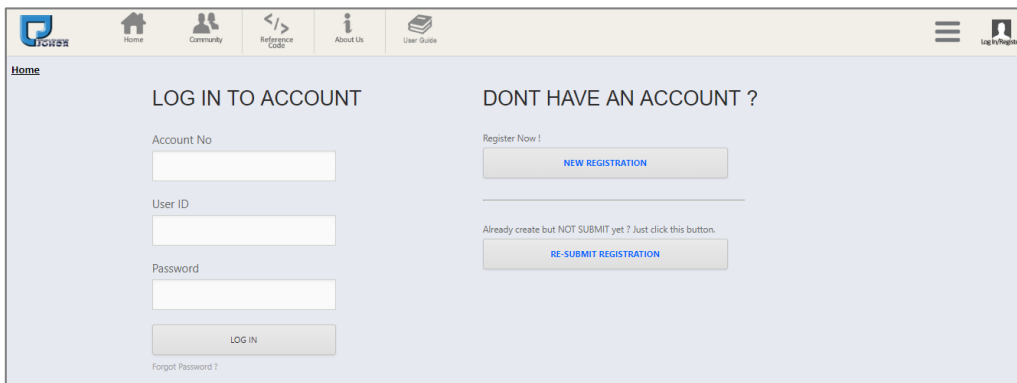
Figure 31

Above shows the **eGateway System** login screen. If you do not see the log in screen, please ensure that you have entered the URL correctly. Contact your System Administrator to verify the correct URL.

To proceed, follow below step:

1. Enter valid Account No which you're authorized to.

2. Enter valid User Id which had been assigned to you.

3. Enter your own security password to login into the system.

Click on [LOG IN] button to login.
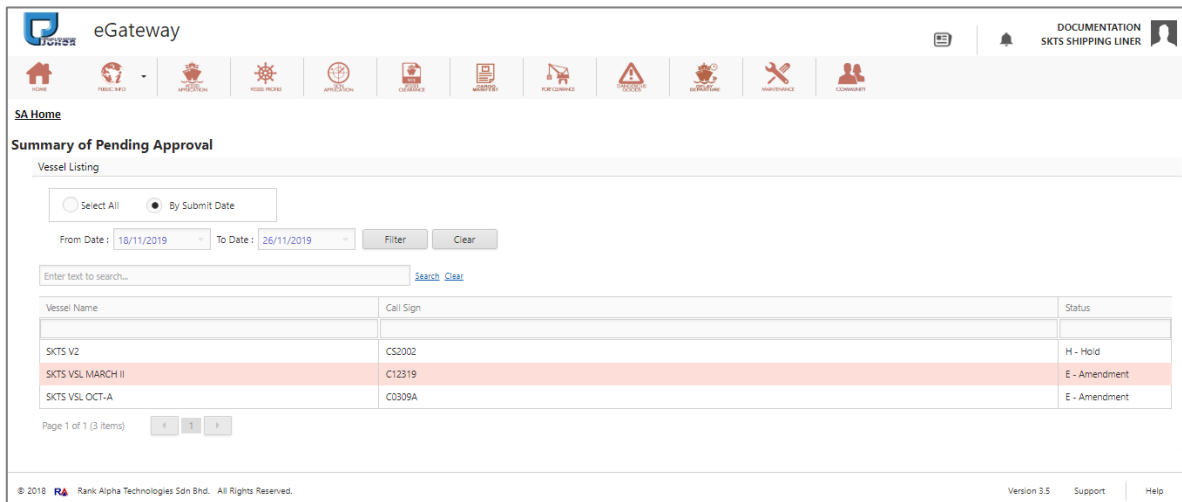
Figure 32

Above Summary of Pending Approval Listing page will be shown with default for one week records.

i. ⦿ By Submit Date will shows pending approval records by the selected Submit Date. This option will allow you to filter the require date range by selecting *From Date* and *To Date*.

ii. ⦿ Select All will shows all pending approval records.

Chapter 2	Admin

2   Admin Module
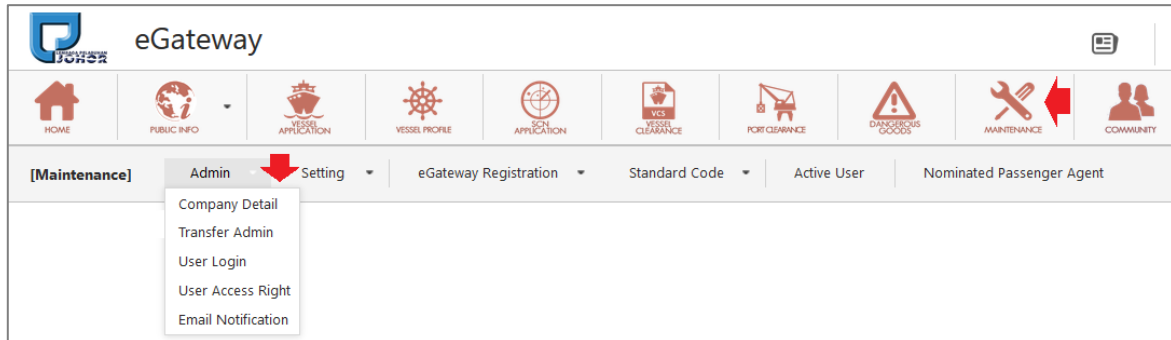
Figure 33

Admin Module consists of :

1. Company Detail

2. Transfer Admin

3. User Login

4. User Access Right

5. Email Notification

2.1   Company Detail

1. As a registered company to *eGateway System*, you are able to view your company details from Admin module via Company Details option.
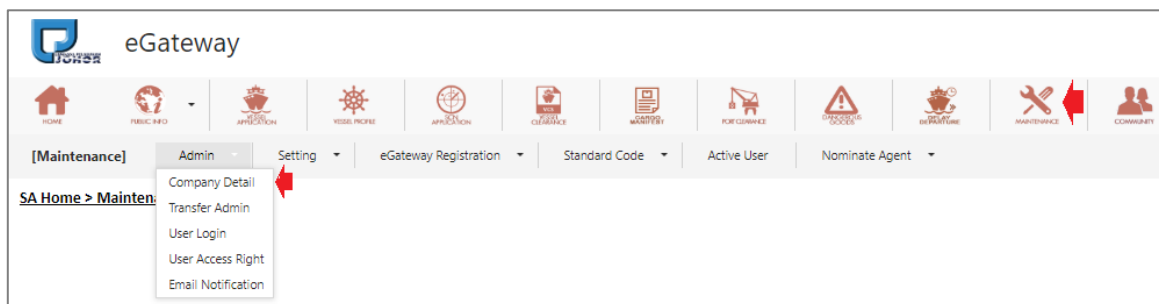
Figure 34

2. All information displayed is based on the details entered during registration in *eGateway System.*

3. System will navigate to the Company Details page. You can edit any of your company details information except Online ID, Account No., ROC NO, and Company Type.
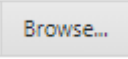
Figure 35

4. From this page you can upload any photo or company logo to represent your company.

5. Click [Browse...] button to upload any image from your directory.
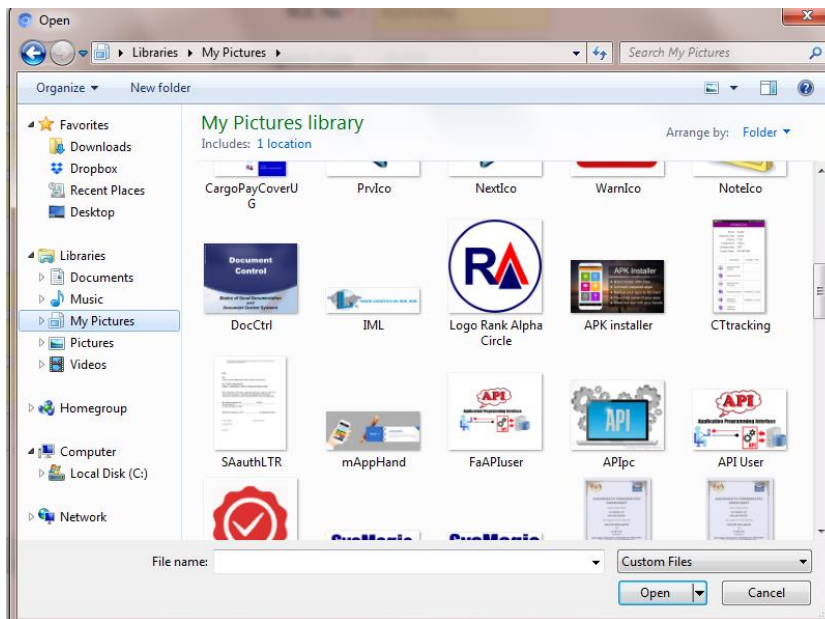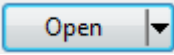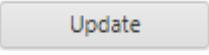
Figure 36

6. Click [Open] button to upload the image into the system and the selected image will be shown on the page.

7. Click on [Update] to update the changes and system will show message "Successfully updated".

2.2 User Login
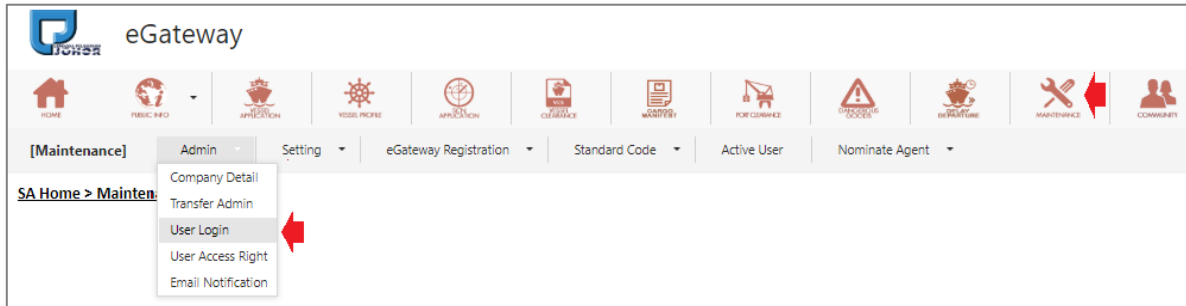
Figure 37

1. Admin is able to add a maximum of 5 users with the same account. Admin can also activate or deactivate user logins accordingly.

   Only Admin have full access right to create / add a user login

   Admin will be able to add maximum until 5 users for the same account and can be activate or deactivate user login accordingly.

2. After registration is approved by Johor Port Authority, you will get an email with Administrator Login ID.

Figure 38

3. User ID in the email is referring to your Administrator Login ID that has been registered.

4. Login to *eGateway System* using the given login Id and password will show you as Admin in User Login page

Figure 39

5. You now can create others User Login ID by clicking on Add link and User Login Entry page will show as below

Figure 40

6. Enter all required information and select the specific *Expiry Days* for your selected user.

Figure 41

7. Based on the selected Expiry Days, user login expire and user needs to renew to reactivate the user login.

8. Click [Save] button to save the entries and system will show message "Record Successfully Saved!", otherwise click on [Close] to close the page without saving the record.

9. Click on Edit link to edit an existing user login and system will navigate the user login page as below

Figure 42

10. Click [Save] button to save the entries and system will shows message "*Record Successfully Saved!*", otherwise click on [Close] to close the page without saving the record.

11. As an Admin, you can Deactive any user under your same account and system will prompt a confirmation message before removing the user.

Figure 43

12. System will prompt a message after deactivating the user.

Figure 44

13. Deactivated user will be removed from the **Active User Login** Listing and

move to *Deactive User Tab* Listing

Figure 45

14. User can be Active back when click on Active link from *Deactive User* Tab listing.

- *Personal Email cannot be duplicate email among users within the same Account. Each user should a valid individual email address.*

- *Notify Email can be filled in with group email address. All users in the same account can have the same Notify Email.*

- *All email notification from eGateway System will be sent to your Notify Email. Example : Vessel ID Application submission.*

2.3   User Access Right

1. Admin have the right to assign the access right to their users from **User Access Right** option.

Figure 46

2. Select any user to maintain user access. Access Right Entries will show the list of modules for you to select the correct user access accordingly.
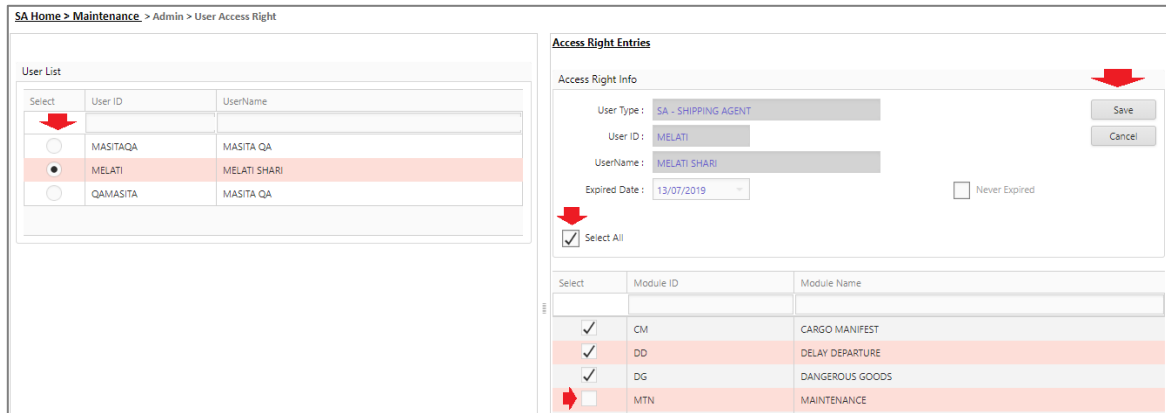
Figure 47

3. New user login created by Admin will be automatically assigned with full access right except for Maintenance module which exclusively for Admin used.

4. You can still tick and untick those necessary Module ID according to the privilege given to your user.

5. Select [ ] Select All and system will automatically tick all the modules on the access right listing.

6. You can still untick any of un require *Module Id* as per user access right given by the administrator.

7. Click [Save] button to save the entries and system will shows message "Record Successfully Saved!", otherwise click on [Close] to close the page without saving the record.

8. Message will appear once access right is saved successfully "Record successfully saved!"

> *System will prompt an alert message if a user tries to access a restrict module. Only System Administrator can set the grant access right.*

Figure 48

2.4   Transfer Admin

1. **Transfer Admin** will allow user to change Admin access right to another user. Admin access right can be exchanged easily from this option.

SA Home > Maintenance > Admin > Transfer Admin Right						
Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	MASITA	DOCUMENTATION	mas@gmail.com	✓	Approved	☐
Transfer	MELATI	MELATI SHARI	AQA@gmail.com	☐	Approved	☐

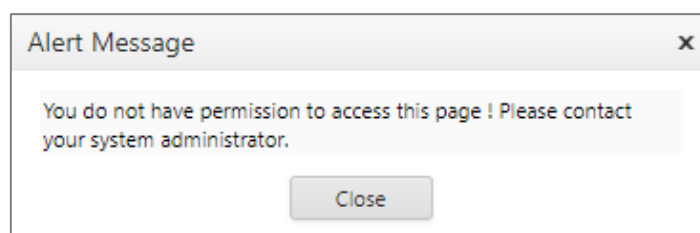*Figure 49*

2. Click on Transfer link and system will prompt a confirmation message before proceed with **Transfer Admin**.
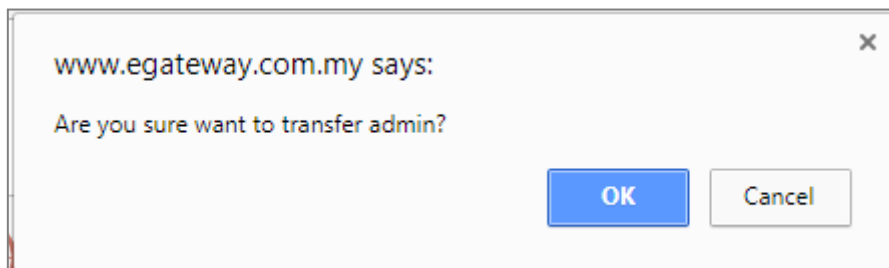
Figure 50

3. Once successfully transferred, Admin access right will be given to the new user.

4. Completion of this transfer process will change the Admin rights to new user and the previous user with Admin rights will be changed to normal user rights.

5. Getting Admin Access Right will give full access right for the Admin to access all options and modules in the system. Inaccessible module will be shown as disabled icon and user will not able to access.

2.5   Email Notification

1. **Email Notification** will allow you to set notification email address used for your *eGateway* System account.
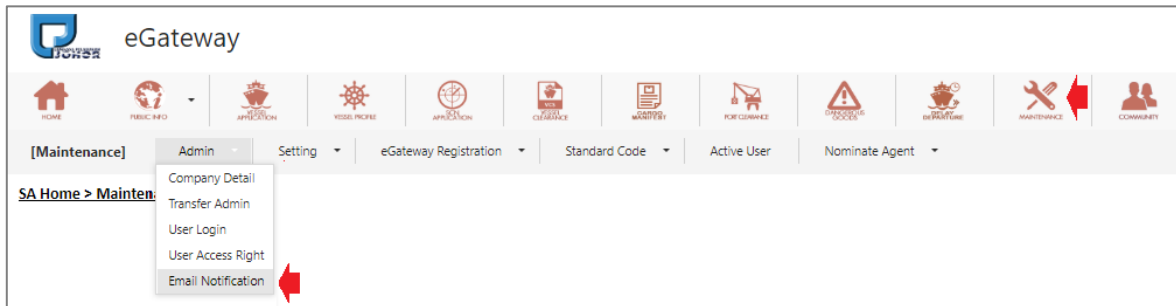

Figure 51

2. Accessing Email Notification option will navigate you to the Email Notification page.
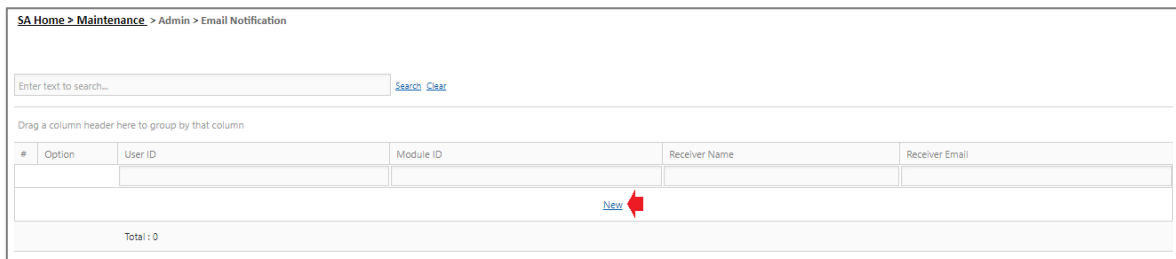

Figure 52

3. Click on New link to create and setup an email address.

Figure 53

4. Select the require Module ID from drop down lookup

Figure 54

5. Define the User Id from the lookup table where all created users will be displayed.

Figure 55

6. System will retriev the information belonging to the selected User Id and display on the entries.

Figure 56

7. Click on [Save] button to save the entries and message *"Record successfully saved!"* will be displayed.

8. Created records will be displayed on the listing and you will be allowed to edit or delete any records accordingly.
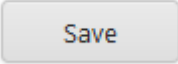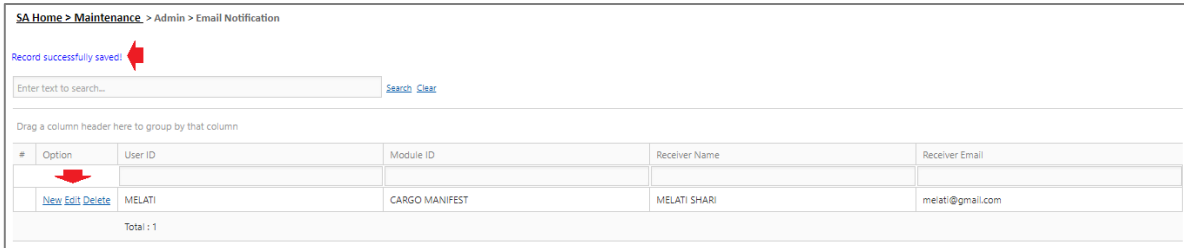
#	Option	User ID	Module ID	Receiver Name	Receiver Email
	New Edit Delete	MELATI	CARGO MANIFEST	MELATI SHARI	melati@gmail.com

Figure 57

9. Click <u>Edit</u> link to edit your existing records and entries screen will let you edit existing information.

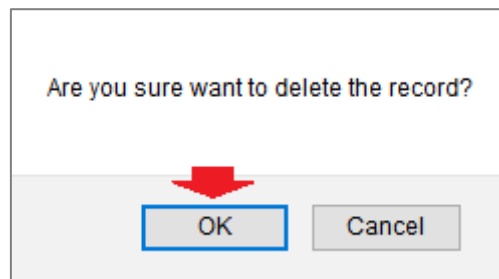10. Click <u>Delete</u> link will let you delete unnecessary record after confirming deletion.

Figure 58

Chapter 3   Setting

3   Setting Module

Click on **Setting** menu. The page will display as below:
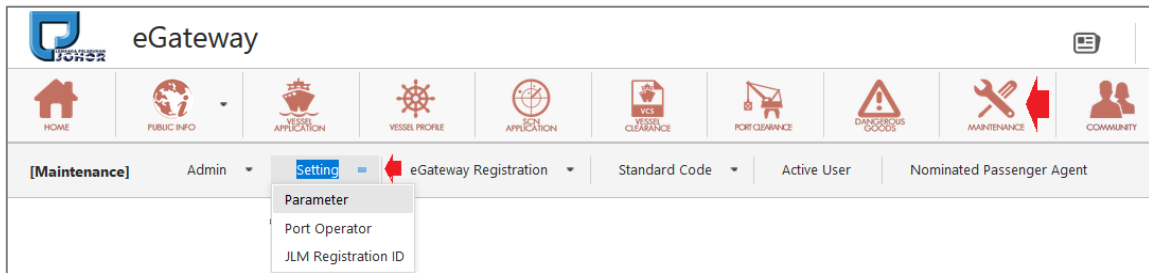

Figure 59

Setting Module consists of :

1. Parameter
2. Port Operator
3. JLM Registration ID

3.1   Parameter

3.1.1 Edit Record

1. Select **Parameter** menu and system will shows the Parameter Listing as below.
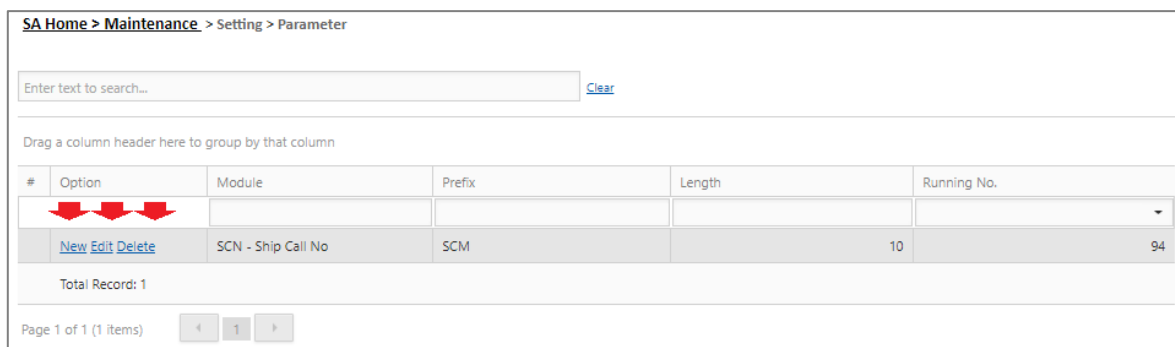

Figure 60

2. Clicking on <u>New</u> link will show you the SCN Application **Parameter Setting** as below :

Figure 61

3. Select SCN from drop down list of SCN to start the SCN setup.

Figure 62

4. Enter your require Prefix and Length to suit your operation with your start Running No.

- *Prefix maximum length : 3 characters*
- *Maximum Length : 11 characters*
- *Running No. : Number to start from must be bigger than ZERO.*

5. Click on [Save] button to save the setting.

6. The record will be listed on the listing as below :

Figure 63

7. The same step can be done for **Vessel ID** and **Health** Parameter Setting.

3.1.1 Edit Record

1. Click on Edit option. The page will display as below.

Figure 64

2. Click on Edit link to edit the parameter setting.

Figure 65

3. Click on [Save] button to save the changes.

3.1.2 Delete Record

1. Click on Delete link from below to proceed with deletion.

Figure 66

2. Click **OK** to confirm delete the record. Click on cancel button if user want to cancel deletion.
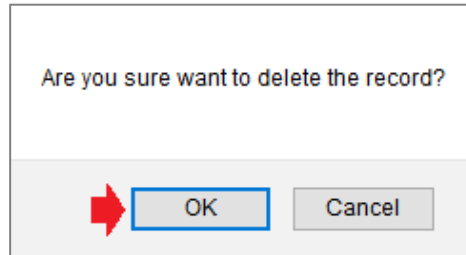

Figure 38

3. Once user press OK, record will be deleted and disappear from the listing.

3.2 **Port Operator**

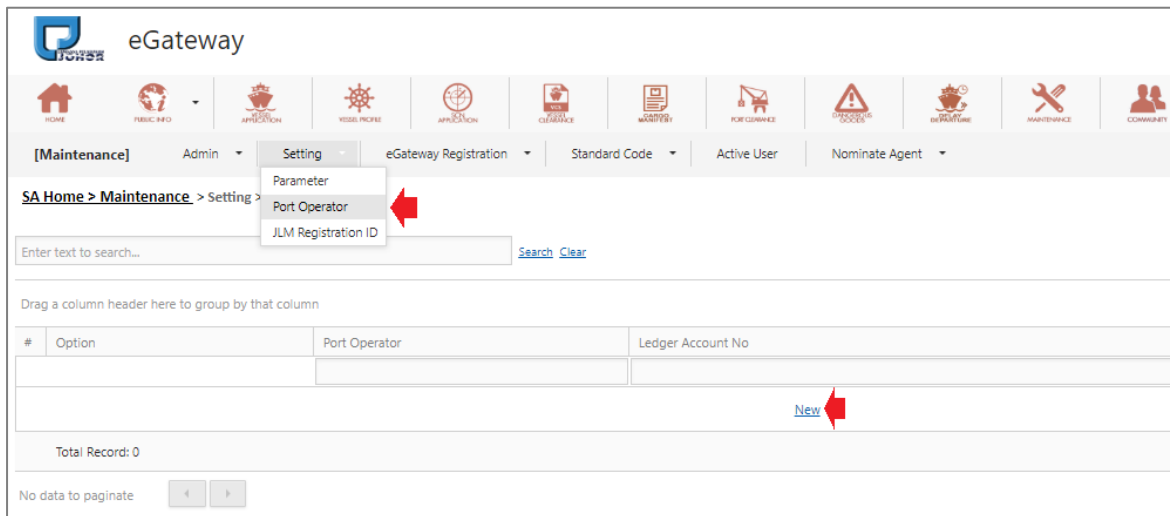1. This option will allows you to maintain **Port Operator** Ledger details.

Figure 67

3.2.1 New Record

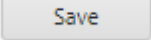1. Click on <u>New</u> link. The **Port Operator** Parameter Setting page will display as below.

Figure 68

2. Select your **Port Operator** from drop down list.

Figure 69

3. Click on [Save] button to proceed and save the entries.

3.2.2 Edit Record

1. Click on Edit link.The page will display as below.

Figure 70

2. **Edit** listing will appear as above. Select a record and click on Edit link to modify the record.

3. Click on Save button to update the changes.

3.2.3 Delete Record

1. Click on Delete option.The page will display as below.

Figure 71

2. Click **OK** to permanently delete the record. Click Cancel button to cancel deletion.
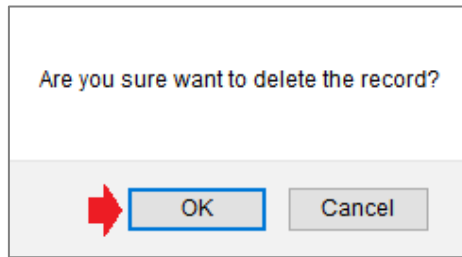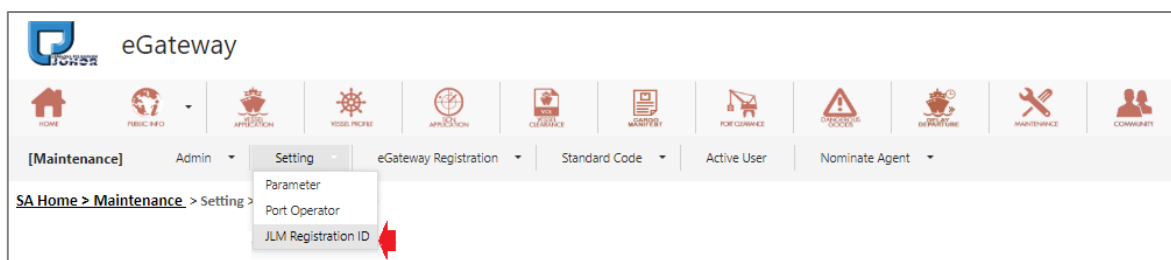
Figure 72

3.3   JLM Registration ID

Figure 73

1.   Select the ***JLM Registration ID*** option from drop down list will bring you to the below page.
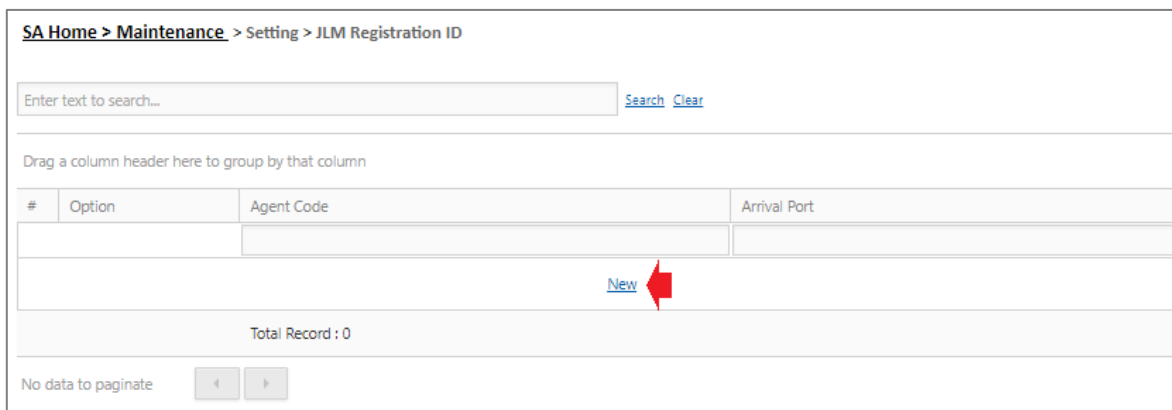

Figure 74

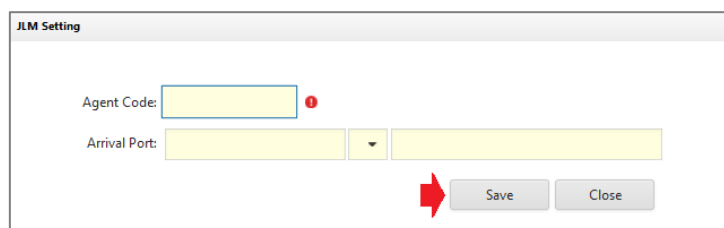2.   Click on New link.The **JLM Registration ID** Parameter Setting page will display as below.

Figure 75

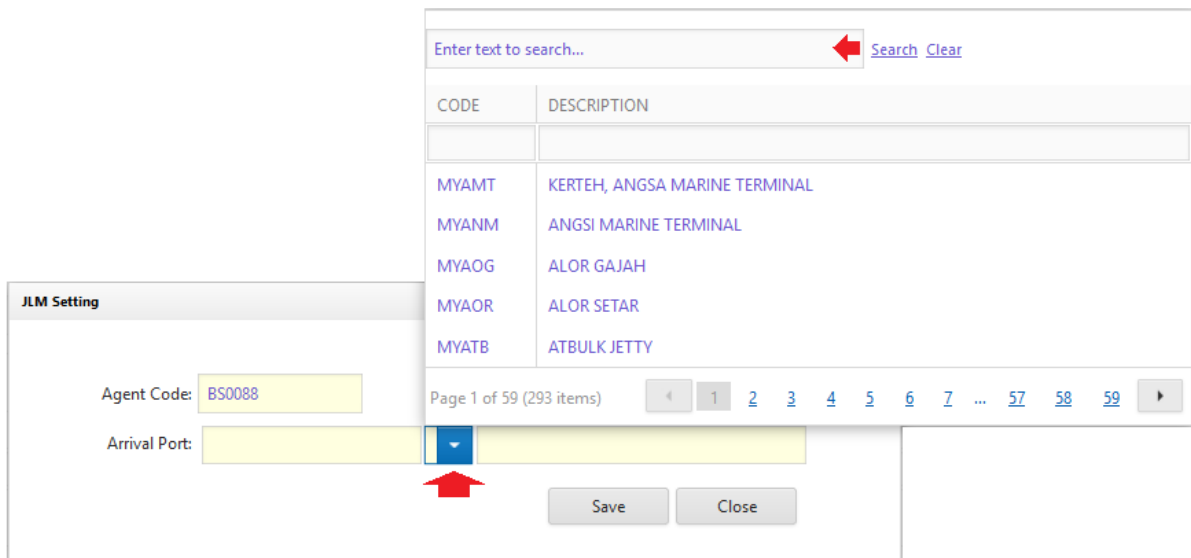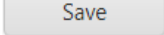3. Arrival Port and the description is retrieved from lookup table.

Figure 76

4. Click on [Save] button to save the record with message is displayed "Record successfully saved!".
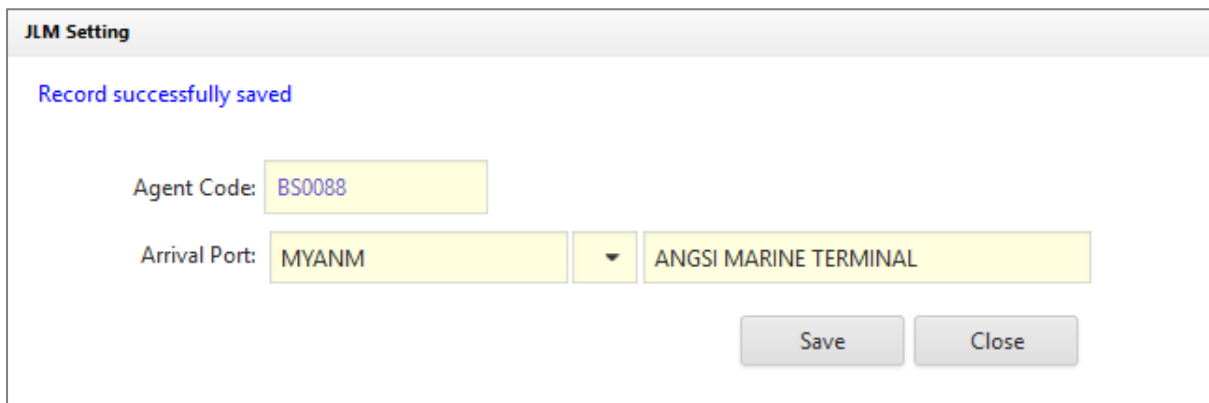

Figure 77

Chapter 4   eGateway Registration

4   eGateway Module

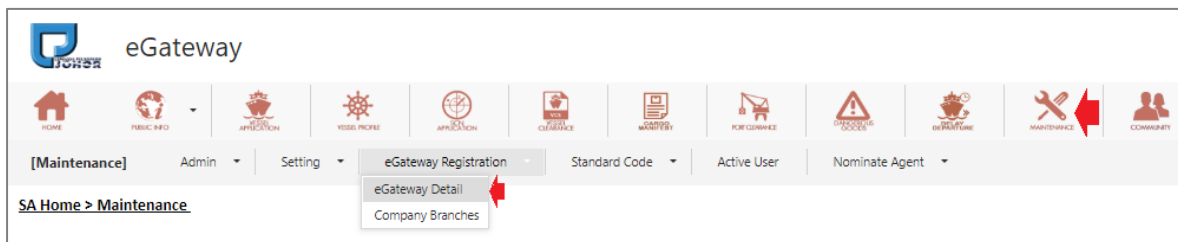Click on **eGateway** menu. The page will display as below:

Figure 78

4.1   eGateway Detail

1. Select **eGateway Details** menu. Here you are able to update company registration details and submit to Port Authority. User can edit the fields with checkbox on the right side.

4.1.1 Company Particular

1. By selecting the **eGateway Details** option, system will show the **Company Particulars**.

2. Click the check box which needs to be changed and system will enable the fields for amendment.

3. Click on   Save   button to save the changes into the system.

4. System will shows "Save successfully!" message once record is successfully updated.

Figure 79

4.1.2 Director Particular

Select **Director Particular's** tab and entry page will display as below.

Figure 80

4.1.2.1 Add Record

1. Select **Director Particular option** and click on [Add] button to start creating the entries.

Figure 81

2. User must fill up all mandatory fields then click on [Save] button to save the message and system will shows message "Save successfully!".

4.1.2.2 Edit Record

1. Go to **Director Particular > Edit Record**
   Edit listing will appear as below. Tick on the record that needs editing and click on **Edit** button to extract the record.

Figure 82

2. Tick the checkbox to modify the required fields.

3. Once ticked the check box, it will be activated for amendments.

Figure 83

3. Click ⬚ Save ⬚ button to save the message and system will show message "*Save successfully!*".

4.1.3 Shareholder Particular

Select **Shareholder Particular's** tab and entry page will display as below.

Figure 84

4.1.3.1 Add Record

1. Click [Add] button to start creating the entries.

Figure 85

2. User must fill up all mandatory fields then click on [Save] button to save and system will shows message "Save successfully!".

4.1.3.2 Edit Record

1. Go to **Shareholder Particulars> Edit Record**
   Edit listing will appear as below. Tick on the record and click on **Edit** button to do the changes.

Figure 86

2. Tick the checkbox to modify the required fields.
3. Once ticked the check box, it will be activated for amendments.

Figure 87

4. Click on [Save] button to save the record and system will show message "Save successfully!".

4.1.3.3 Resign Record

1. Go to **Shareholder Particulars>Resign Record**
   At listing page, tick on the record and click on **Resign** button to set the
   selected record as resign. The status will updated as "Resign".
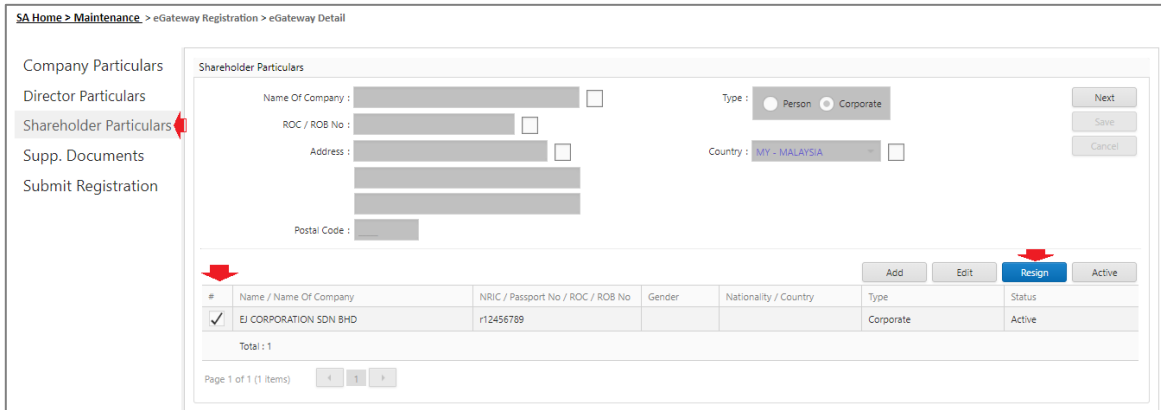
Figure 88

4.1.3.4 Active Record

1. Go to **Shareholder Particulars>Active Record**
   At listing page, tick on the record and click on **Active** button to activate
   the record.
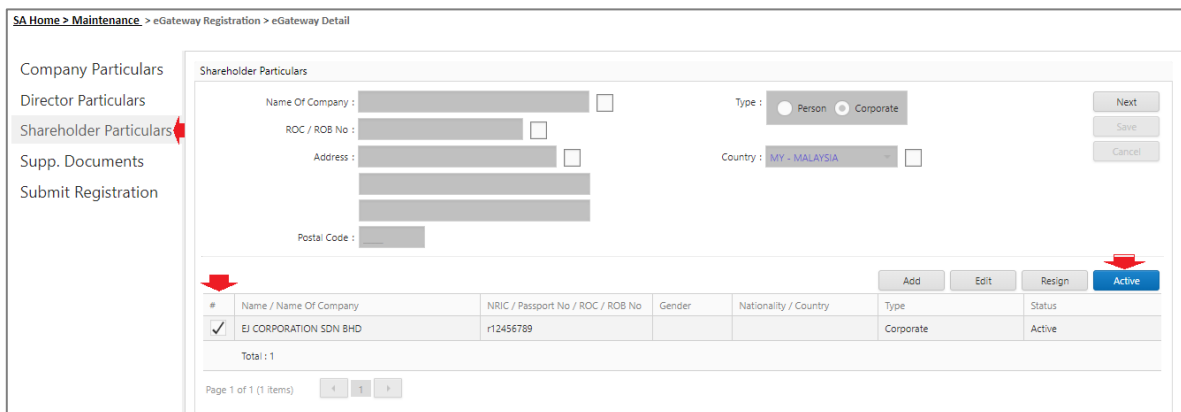
Figure 89

2. The status will be updated to "Active" once it is successfully Activated.

4.1.4 Document

Select **Supp.Documents** option. Entry page will display as below.

Figure 90

4.1.4.1 Add Record

1. Go to **Supp. Document > Add Record**

Click on [Add] button. User can select Document type either SSM or Form 9.

Figure 91

2. User need to fill up all mandatory fields. Click on ⬚ Browse... to select the required supporting document files then click on ⬚ Save button to save the documents.

4.1.4.2 Delete Record

1. Go to **Supp.Document> Delete Record**
   On the **Supp. Documents Listing** page, select the record to be deleted and click on ⬚ Delete button to delete.

Record Deleted!

Supp. Documents

#	No.	Document Name	Remark	Subject	View Document	
☐	1	from49.jpg	Form 49	Form 49	📄	Add
☐	2	form24.jpg	Form 24	Form 24	📄	Delete
☐	3	CustCert.png	Custom Cert	Custom Cert	📄	

Figure 92

4.1.5 Submit

Select **Submit Registration** menu. The page will display as below.
Tick on the **"I agree Term & Condition above"** checkbox and key in mandatory fields before submit the registration.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration ◄

Submit Registration

Declaration   Declaration

Declaration

I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct.

I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act 1963, Johor Port Authority By Law and other laws and regulations currently in force and all amendments from time to time.

I/We understand that should there be falsification in the particulars provided in the above registration form or in violation with any of the laws, regulations, rules and conditions, my/our application for registration will not be considered and any approval, if given, will be revoked.

☑ I agree Term & Condition above

Name MASITA TOKIMAN
NRIC / Passport No 740101011234
Email mas@gmail.com   Submit

Figure 93

4.2   Company Branches

Select **Company Branches** menu. System only allows company which is setup as Head Quarter to create new company branches with different categories.
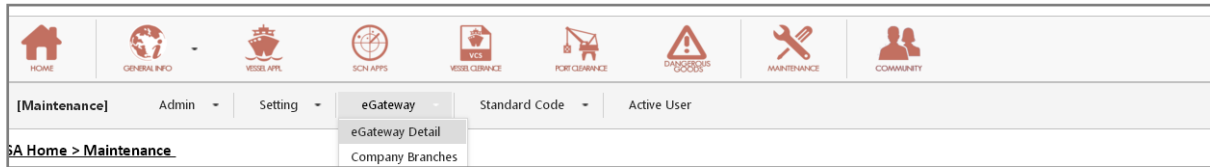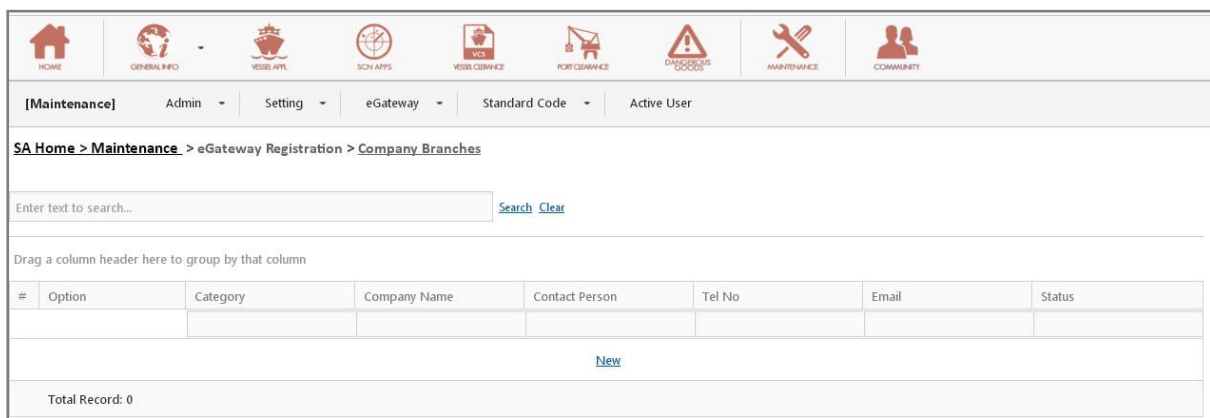

Figure 94

1. The page will display as below.

Figure 95

4.2.1 New Company Branch

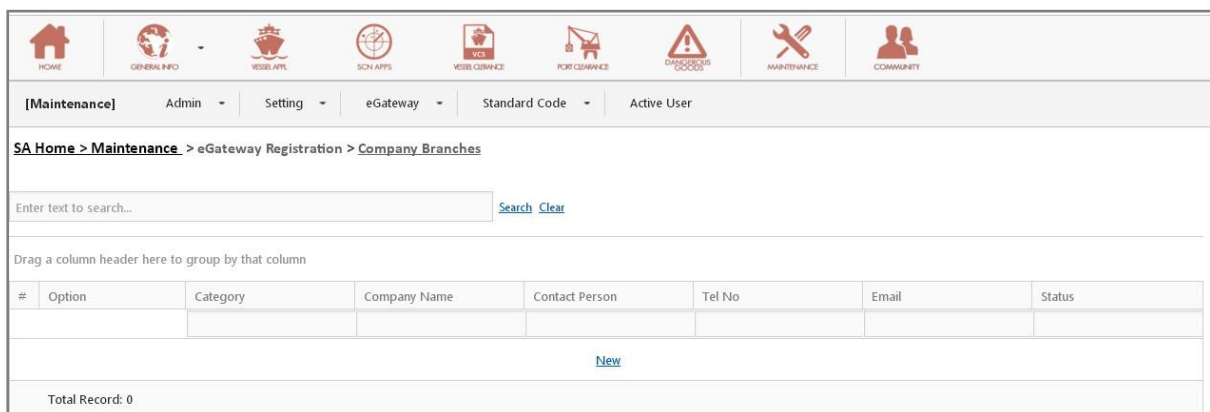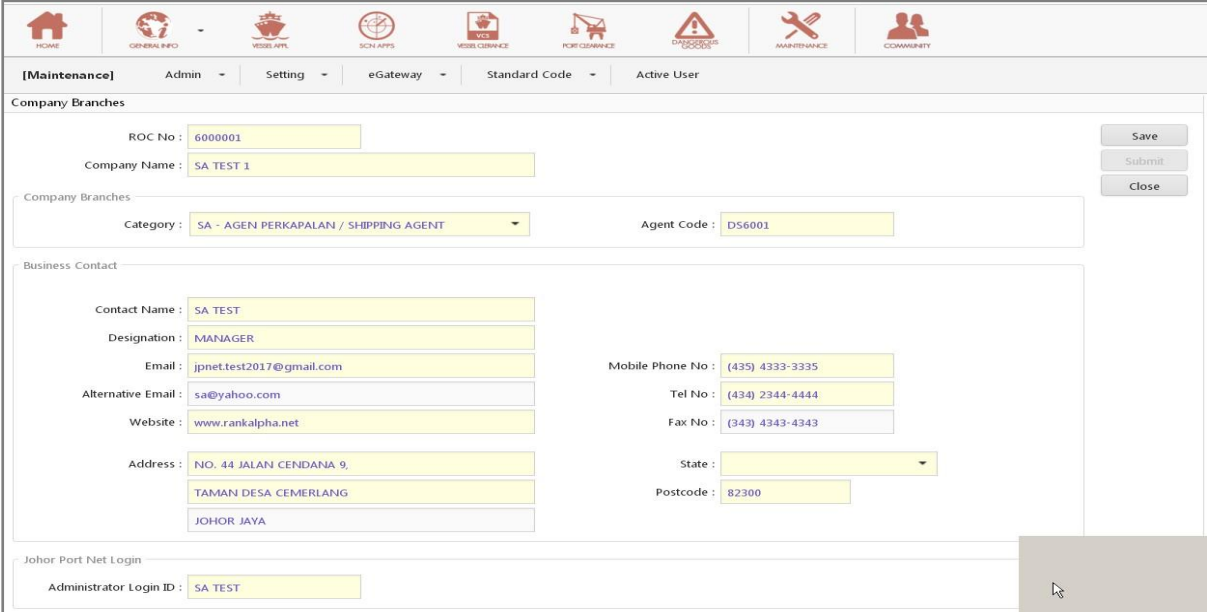1. Click on New link.The page will display as below.

Figure 96

*Users are not allowed to create same **Category** for HQ and Branch. User should enter new Agent Code when create new company branches.*

2. Key in details into all mandatory fields and click [Save] button to save the details.
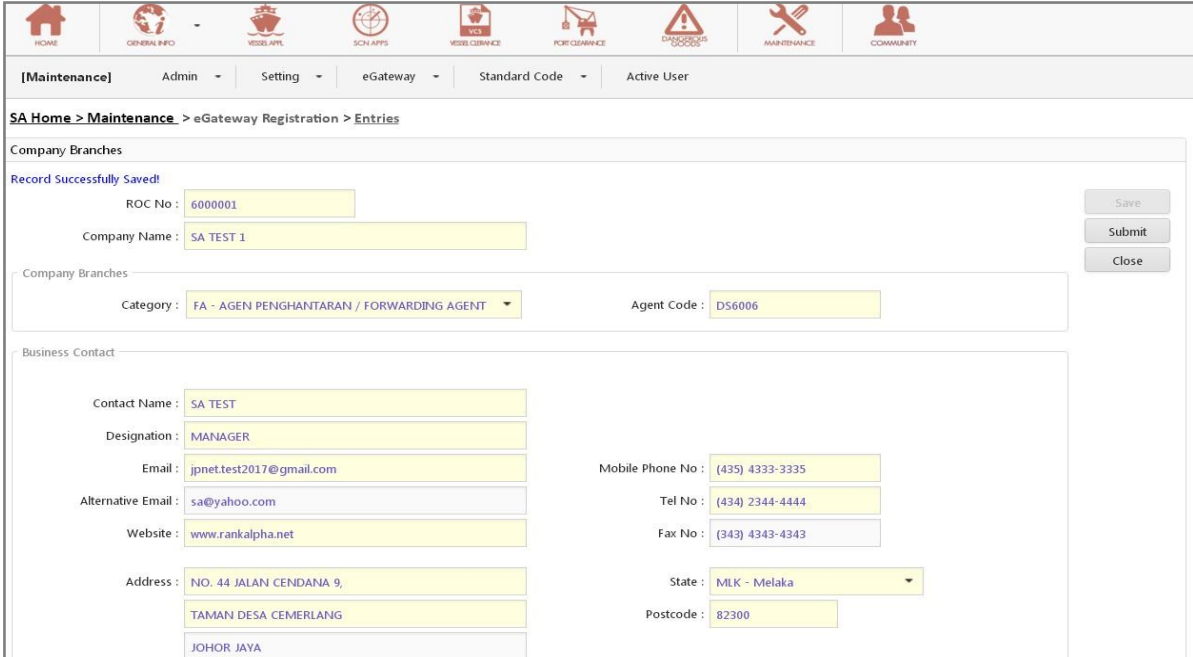
Figure 97

3. After record is successfully saved click on [Submit] button to submit the new registration. Then click [Close] button to close the page.

Figure 98

4.2.2 View Company Branch

1. Click on View link from Company Branches Listing page.
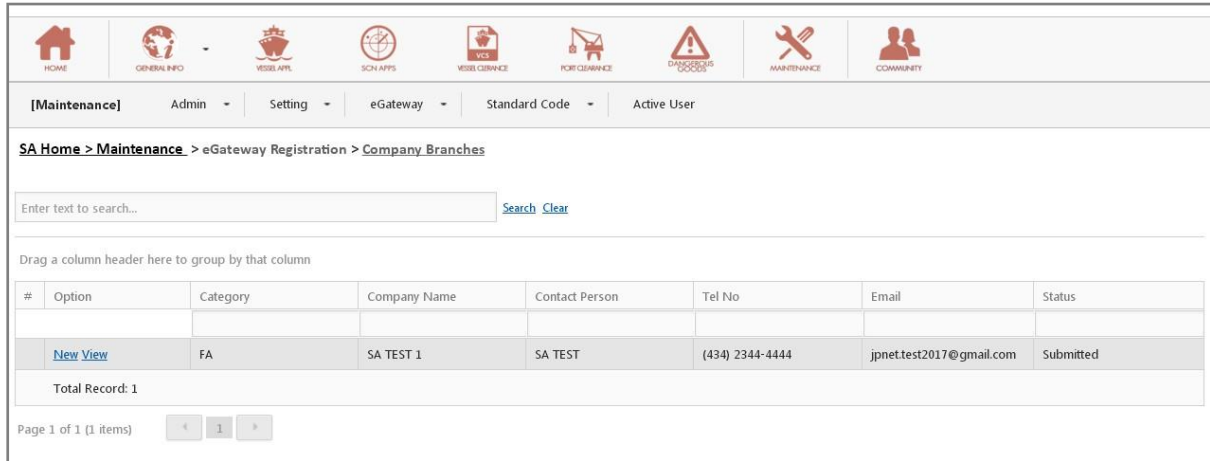
Figure 99

2. System will list the details of Registered Company. Then click [Close] button to close the page.
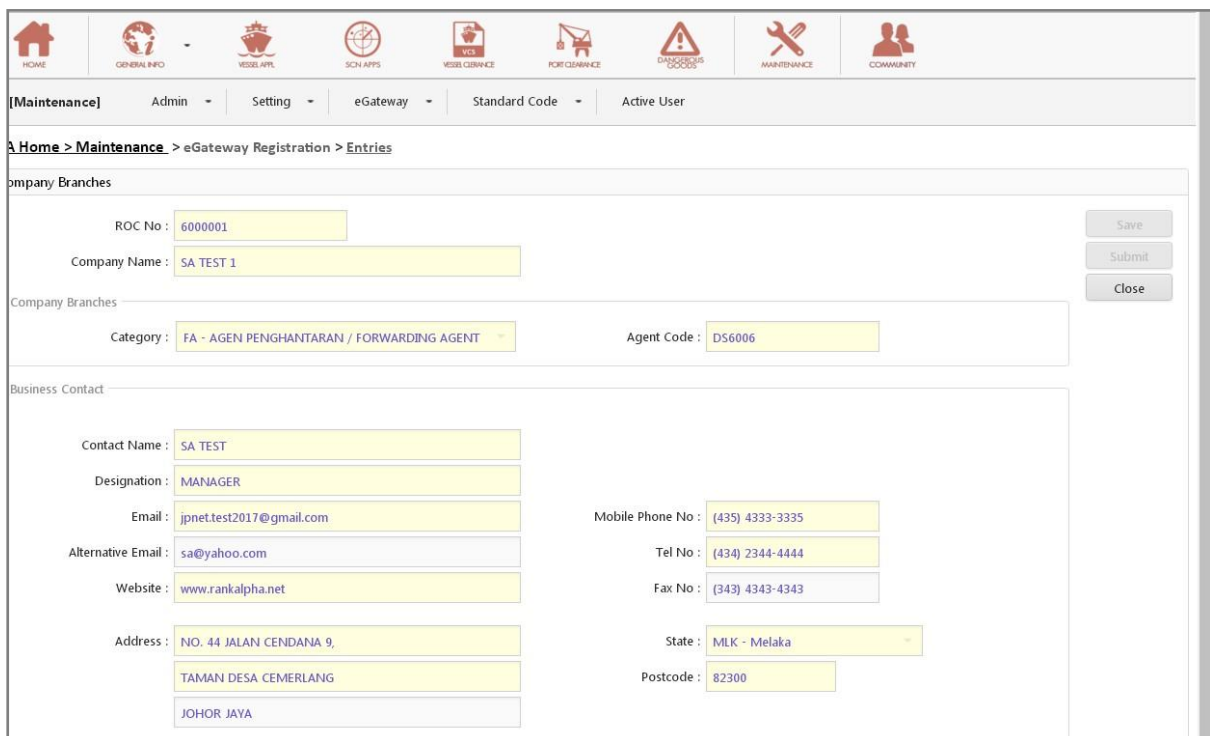
Figure 100

4.2.3 Edit Company Branch

1. Click on Edit ink from the Company Branches listing.

Figure 101

2. Edit option allows you to amend the company branch registration. Then click
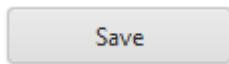
   [Save] button to save the details.
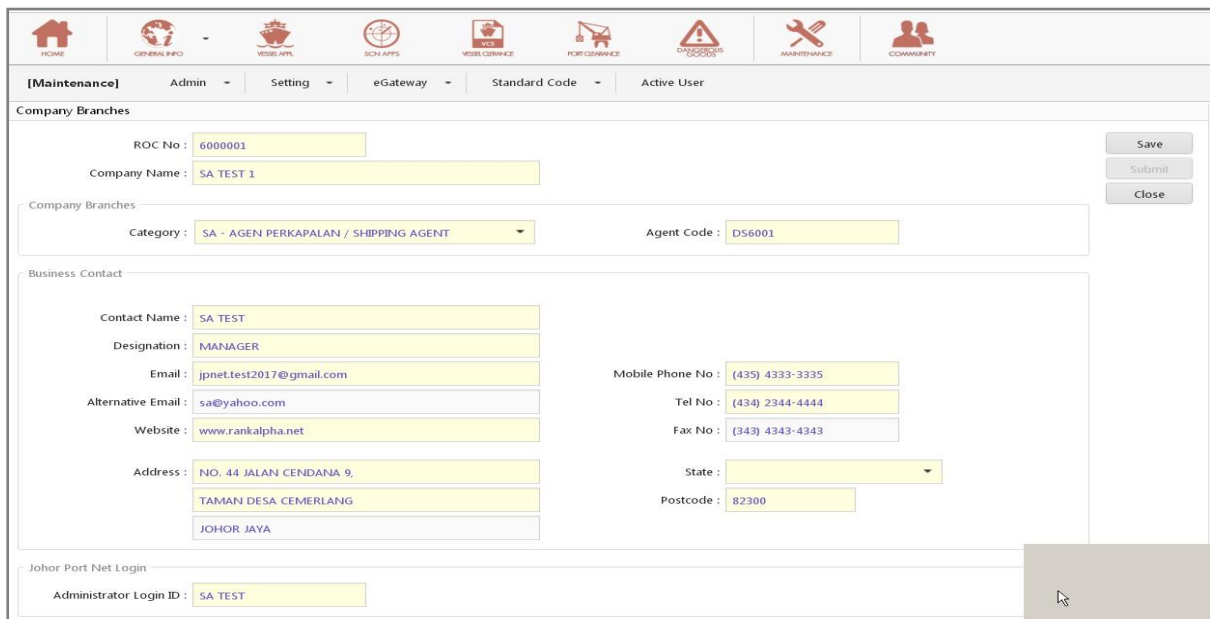
Figure 102

4.2.4 Delete Company Branch

1. Click on <u>Delete</u> link from the Company Branches Listing page.

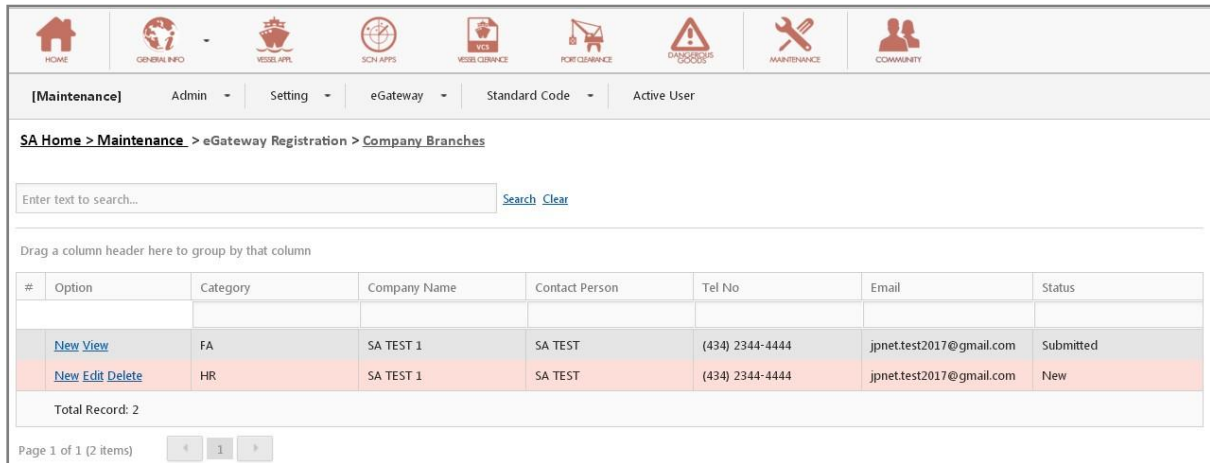*Figure 103*

2. System will prompt a confirmation message before proceed to delete the record. Click Cancel to cancel deletion.
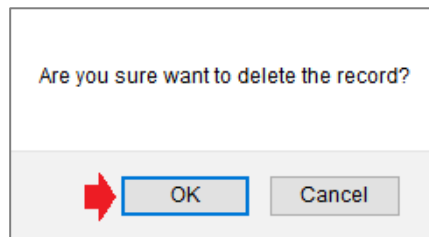
Figure 104

Chapter 5   Standard Code

Click on **Standard Code** menu. The page will display as below:
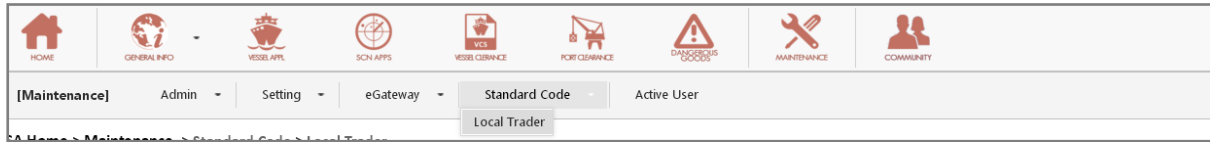
Figure 105

5.1 Local Trader

Select **Local Trader** menu.
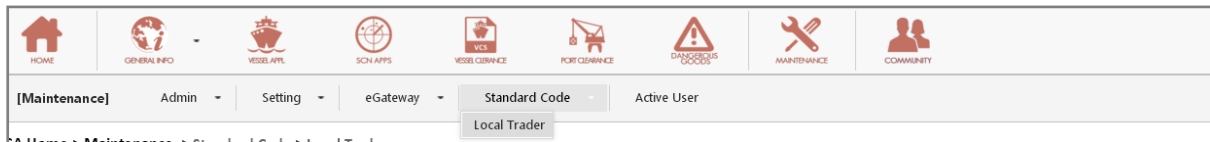
Figure 106

5.1.1   New Entry

1. Click on New link. The page will display as below.
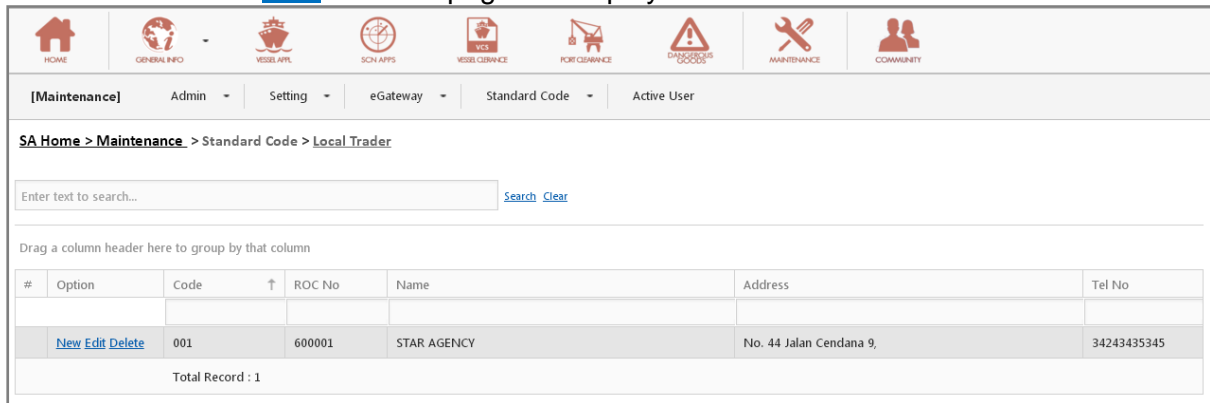
Figure 107

2. Key in all mandatory fields and click on [Save] button to save the details.

3. Successfully saved will display a message "New record successfully saved"

Figure 108

5.1.2 Edit Entry

1. Click on Edit link from the Local Trader listing page.

Figure 109

2. Edit the details and click on ▢ Save button to save the details.

3. Successfully saved will display a message "New record successfully saved"

Figure 110

5.1.3 Delete Entry

1. Click on Delete link from Local Trader listing page.

Figure 111

2. System will prompt a confirmation message before proceed to delete the record.

Figure 112

5.2 Overseas Trader

Select **Overseas Trader** from drop down menu.
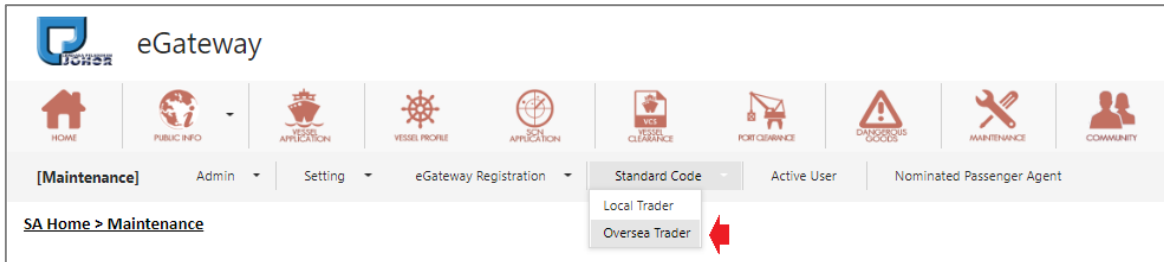
Figure 113

5.2.1 New Entry

1. Click on New link. The page will display as below.
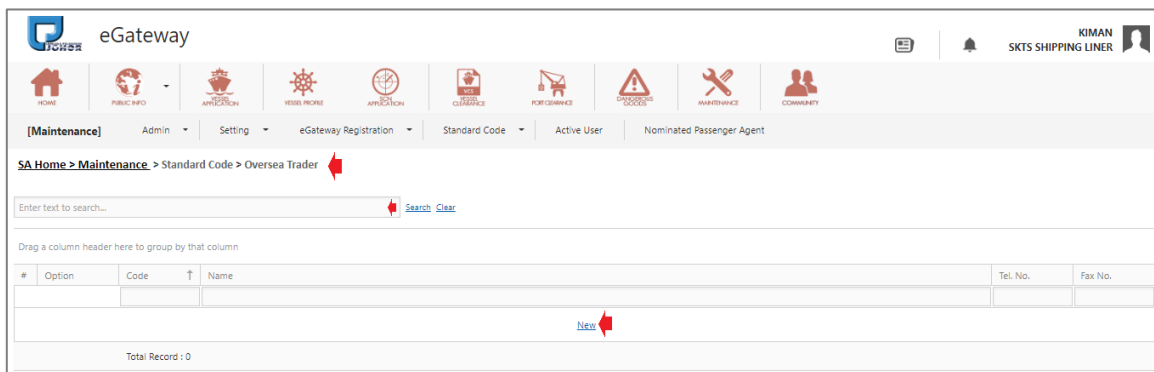
Figure 114
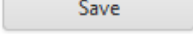
2. Key in all mandatory fields in yellow and click on [Save] button to save the details.

Figure 115

3. *Address Line 3* and *Fax. No* are optional fields.

4. Successfully saved will display a message "New record successfully saved"

5.2.2 Edit Entry

1. Click on Edit link from the **Overseas Trader** listing page.
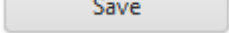
Figure 116

2. Edit the details and click on [Save] button to save the details.

Figure 117

3. Successfully saved will display message "New record successfully saved"

5.2.3 Delete Entry

1. Click on Delete link from Overseas Trader listing page.

Figure 118

3. System will prompt a confirmation message before proceed to delete the record.

Figure 119

Chapter 6   Active User

Click on **Active User** menu. The page will display as below:
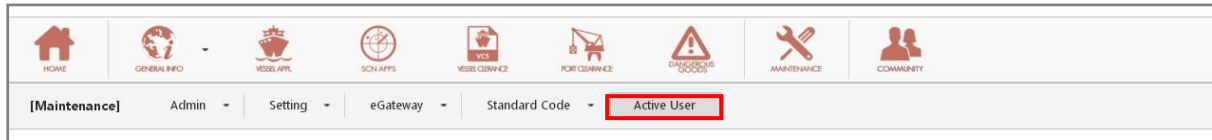
Figure 120

6.1   Active User

Select **Active User** menu to show the active users in the system.
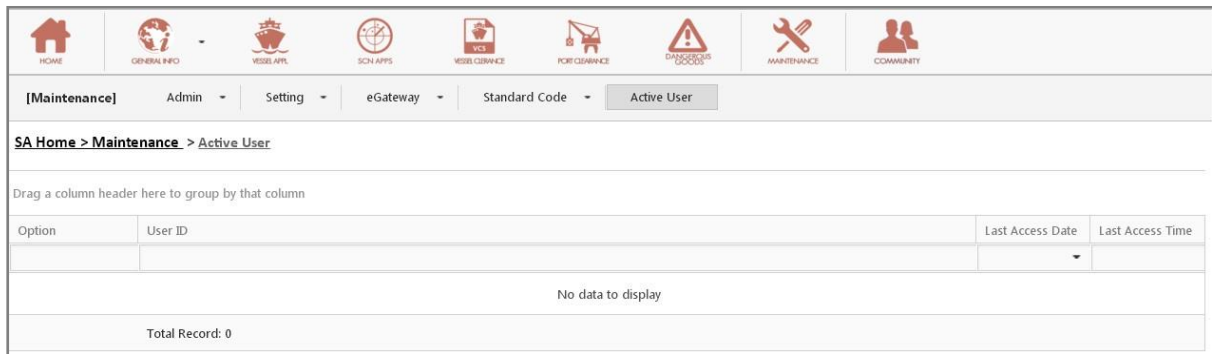
Figure 121

Chapter 7	Nominate Agent

eGateway System maintain 2 (two) types of Nominate Agent :
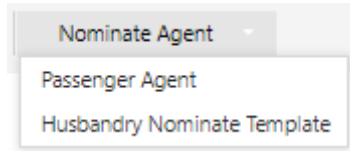
Figure 122

7.1   Passenger Agent

1. This option will navigate you to the Nominated Passenger Agent page as below.
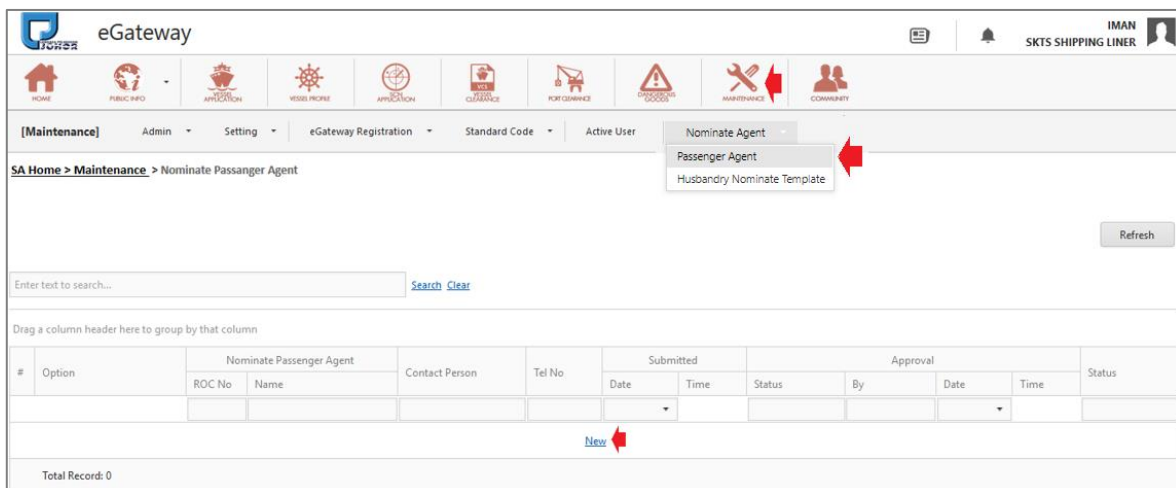
Figure 123

2. Click on New link to create the entries

Figure 124

3. Enter all fields as these fields are mandatory before record can be saved.

4. Click on [Save] button to save the message and system will shows message "Nominate Passenger Agent successfully saved!".

5. Listing will be updated with the records created.
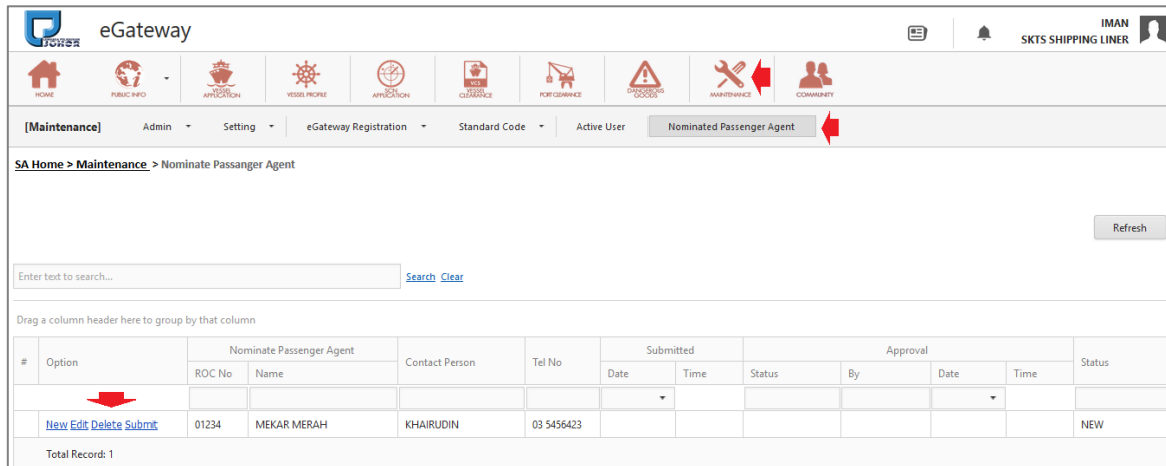
Figure 125

6. Click on Edit Link will allow you to edit the entries before submission.
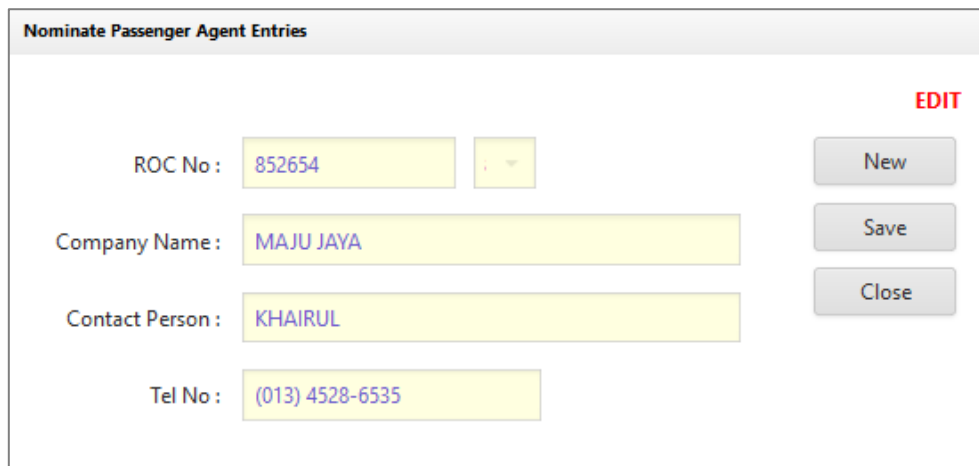
Figure 126

7. Click on [Save] button to save the message and system will show message "Nominate Passenger Agent successfully saved!".

8. Click on Delete link to delete the selected record and record will be removed from the listing. Delete action requires a confirmation before proceed as below.
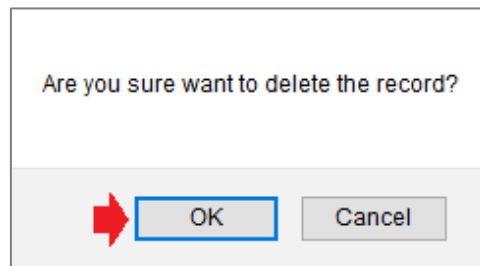
Figure 127

9. Click <u>Submit</u> link to submit the record with the confirmation message before proceed further.
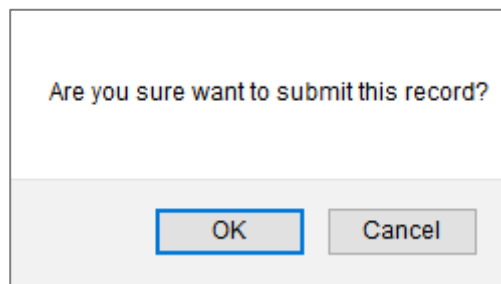
Figure 128

10. Successfully submitted will display message "Record successfully submitted!".

7.2 Husbandry Nominate Template

Figure 129

1. This option allows you to create a template for Nominated Husbandry.

2. Husbandry Nominate Template option will navigate you to below page.

Figure 130

3. Click on New link to start creating a new template for a Nominate Husbandry.

Figure 131

4. Click on drop down list of Nominate SA to select your Shipping Agent as the Nominated Husbandry Agent.

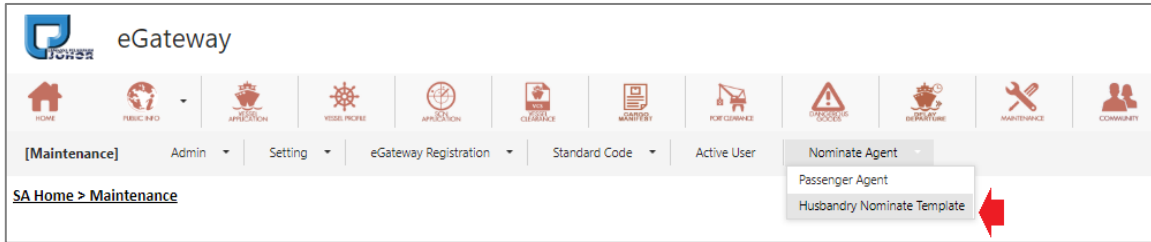| CODE	DESCRIPTION	ADDRESS 1	ADDRESS 2	ONLINE ID
KK7878	BOTTO AGENCY SDN BHD 00	NO 43 JALAN MUHIBAH 00	TMN PERINDUSTRIAN TEBRAU IX 00	BAS0000122
BM9758	BUNGA MAWAR MERAH LOGISTICS	N0 10 JALAN SERATUS	TAMAN SERIBU	BMM0000313
LPJPG1	CAHAYA SHIPPING	JALAN MAWAR MERAH 2	PUSAT PERDAGANGAN PASIR GUDANG 2	LPJ0000114
CH1234	CHAIWALA AND CO SDN BHD	NO 12, JALAN MUTIARA RINI 9	JALAN MAHKOTA PARADE	CAC0000240
CK4596	CHIKKY BUM OMEY SDN BHD	NO.50-1 LORONG BATU NILAM 21B	BAND 2, KLANG,	CBO0000299

Page 4 of 28 (139 items) ◄ 1 2 3 4 5 6 7 … 26 27 28 ►

Figure 132

5. Select any Vessel Clearance FAL to assign to your Husbandry Agent. You may tick ☐ Select All to select all FAL or manually tick required FAL from the Vessel Clearance FAL.

6. Click [Save] button to proceed and selected FAL will be moved to right panel. Here you can deselect the FAL if required.

7. Message "Record successfully saved!" is shown to confirm the template has been created successfully.

Figure 133

8. Any correction to the FAL in the template can be done by using **Remove** function.

9. Select FAL from right panel or you may tick ☐ Select All to select all FAL or manually tick required FAL from the Vessel Clearance FAL.

10. Selected FAL will permanently deleted from the template by clicking Remove button. You will see the message "Record successfully deleted!".

Nominate Agent Template		×

Record successfully deleted!

Nominate SA : CH1234 - CHAIWALA AND CO SDN BH

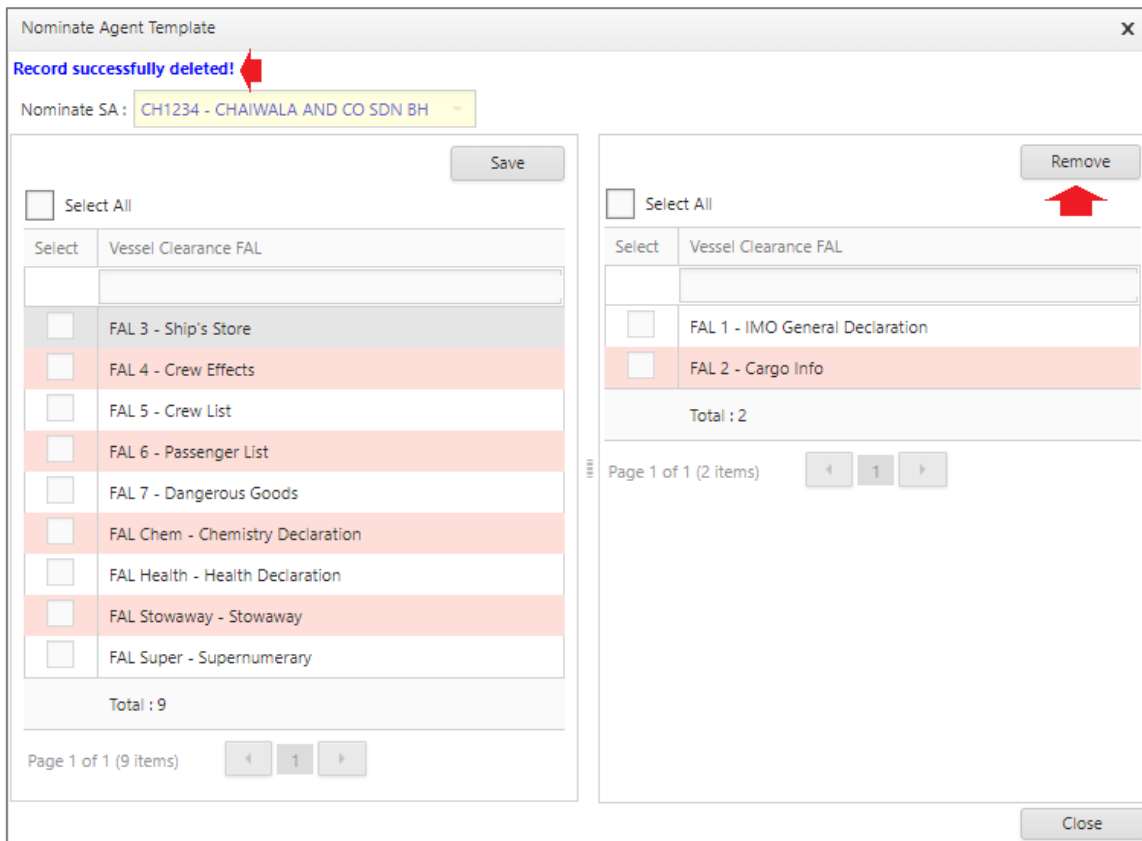|		Save			Remove
☐ Select All			☐ Select All		
Select	Vessel Clearance FAL		Select	Vessel Clearance FAL	
☐	FAL 3 - Ship's Store		☐	FAL 1 - IMO General Declaration	
☐	FAL 4 - Crew Effects		☐	FAL 2 - Cargo Info	
☐	FAL 5 - Crew List			Total : 2	
☐	FAL 6 - Passenger List				
☐	FAL 7 - Dangerous Goods		Page 1 of 1 (2 items) ◄ 1 ►		
☐	FAL Chem - Chemistry Declaration				
☐	FAL Health - Health Declaration				
☐	FAL Stowaway - Stowaway				
☐	FAL Super - Supernumerary				
	Total : 9				

Page 1 of 1 (9 items) ◄ 1 ►

Close

Figure 134

{End of User Guide}