

User Manual NPorts Check-in App



The digital messaging system for barges in the state-owned ports of Lower Saxony

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Foreword

Dear user of the NPorts Check-in App,

our NPorts Check-in App enables you to report your arrival, departure or mooring with the barge simply and unbureaucratically via smartphone or tablet. In addition, you can attach the required documents as a photo to the report. Furthermore, the NPorts Check-in App offers you the opportunity to contact us via a message function.

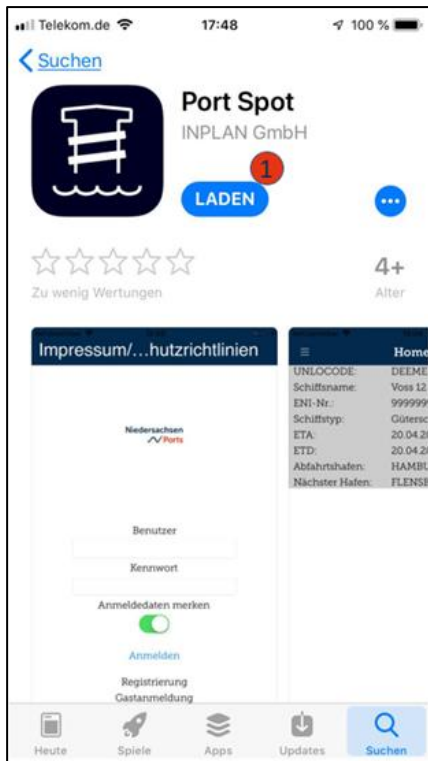
In the continuing course of this manual, we will explain these and other functions to you and guide you through the app. If you have any questions regarding the use of the app, please do not hesitate to contact us.

We are looking forward to a successful cooperation with you!

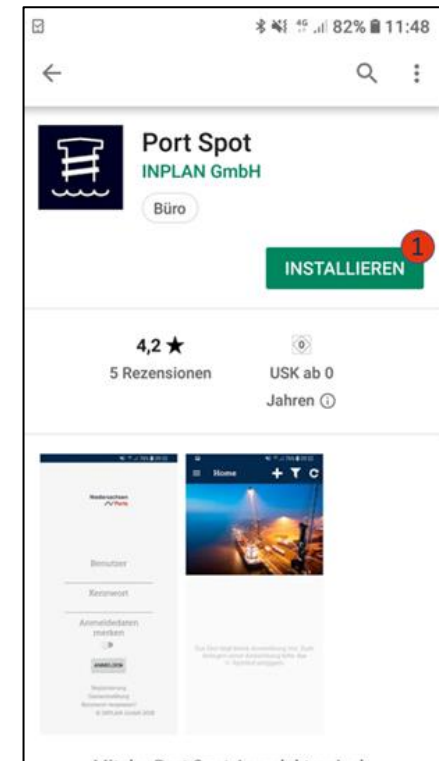
Your locations of Niedersachsen Ports

Installing the NPorts Check-in App

Installation on devices with iOS operating system



Installation on devices with Android operating system




Installation on devices with iOS operating system

Description

In the App-Store on your Smartphone you will find our NPorts Check-in App. The store already contains some general information about the app, including a short description. To work with the app in the future, you need to download it to your smartphone.

Recommendations for action

To install the NPorts Check-in App, your smartphone needs an active Internet connection. Search for the NPorts Check-in App in the shop. Select the  app with this logo.

- 1 Use the button "Download".


The app will now be downloaded to your smartphone. When the process is finished, you can work with the app.

Installation on devices with Android operating system

Description

In the App-Store on your Smartphone you will find our NPorts Check-in App. The store already contains some general information about the app, including a short description. To work with the app in the future, you need to download it to your smartphone.

Recommendations for action

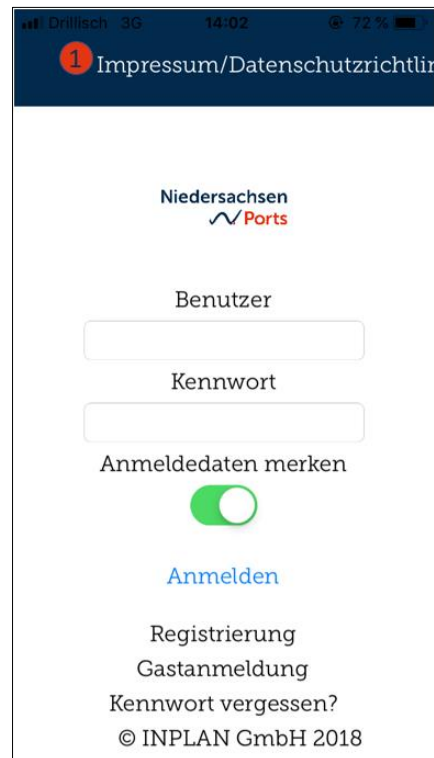
To install the NPorts Check-in App, your smartphone needs an active Internet connection. Search for the NPorts Check-in App in the shop. Select the app  with this logo

- 1 Use the button „Install“.

The app will now be downloaded to your smartphone. When the process is finished, you can work with the app.

Info: This User Manual contains examples of a smartphone with an iOS operating system. The structure is the same for Android operating systems.

Privacy policy



Description

In the section "Imprint/Privacy Policy" you will find the source information for the contents of this app. Responsible is Niedersachsen Ports GmbH & Co. KG. You will also find information on the App's data protection officer there. The persons responsible for the content are also named.

Recommendations for action

1 Touch the white words "Imprint/Privacy Policy" at the top of the screen. This will take you to the information described.

Important: Please read the privacy policy carefully before using the app.

Registration

Impressum/Datenschutzrichtlin

Niedersachsen
Ports

Benutzer

Kennwort

Anmeldedaten merken

Anmelden

Registrierung **1**

Gastanmeldung

Kennwort vergessen?

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< Registrierung

Nachname:

Vorname:

E-Mail-Adresse:

Telefon-/ Handynummer:

Firma:

UST.-Ident.-Nr.:

Branche:

Straße:

Hausnummer:

Postleitzahl:

Ort:

Land:

Hiermit wird bestätigt, dass die Datenschutzrichtlinien gelesen, verstanden und durch Sie akzeptiert wurden.

Bemerkung:

Registrieren **2**

Description

To use the NPorts Check-in App, you can have a permanent account (access) or a one-time guest account at your disposal. Once you have successfully completed the registration process, we will send you a user name and password by e-mail, with which you can then log in.

Info: Under this point follows the explanation for the registration to a permanent account. The use of a guest access is explained in the following chapter.

Recommendations for action

- 1 Press the word "Registration" on the Home screen.

Enter all parameters in the mask and confirm that you have read the privacy policy.

Note: All fields except the field "Comment" are mandatory and must be filled with the required information.

- 2 Touch the light blue word "Register" to complete the registration.

Guest access

Drillisch 3G 14:02 72%

Impressum/Datenschutzrichtlin

Niedersachsen
Ports

Benutzer

Kennwort

Anmeldedaten merken

Anmelden

Registrierung
Gastanmeldung ¹
Kennwort vergessen?

© INPLAN GmbH 2018

< Gastanmeldung

Nachname:

Vorname:

E-Mail-Adresse:

Telefon-/ Handynummer:

Firma:

UST.-Ident.-Nr.:

Branche:

Straße:

Hausnummer:

Postleitzahl:

Ort:

Land:

Hiermit wird bestätigt, dass die Datenschutzrichtlinien gelesen, verstanden und durch Sie akzeptiert wurden.

Bemerkung:

weiter ²

Description

Guest access is available for one-time use of the NPorts Check-in App. Once you have registered via the guest access, you can use the app to the normal extent.

Recommendations for action

1 Touch the words "guest access". This will take you to the page where you can enter your details.

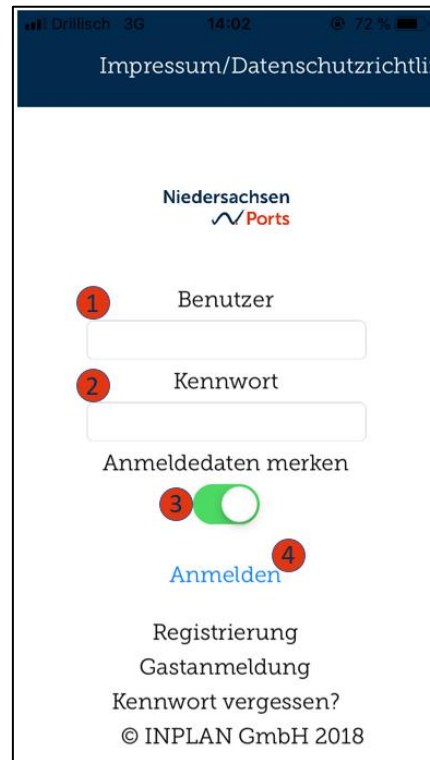
Enter all parameters in the mask and confirm that you have read the privacy policy.

Note: All fields except the field "Comment" are mandatory and must be filled with the required information.

2 By touching the light blue word "Continue" you reach the usage area of the app.

Note: When using the guest access, your IP address is stored in our system together with the specified data.

Login



Description

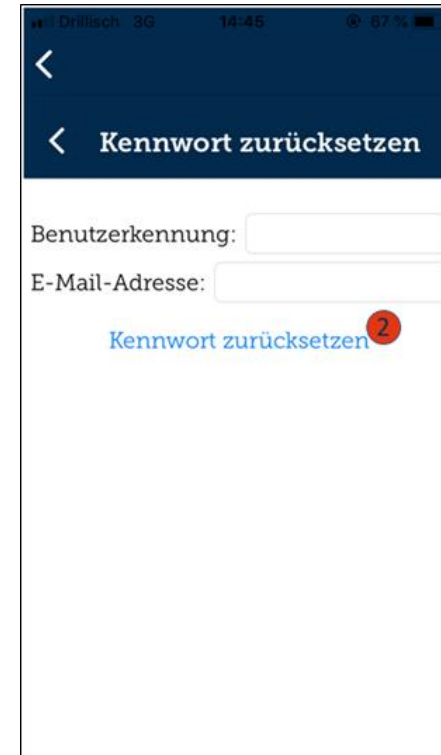
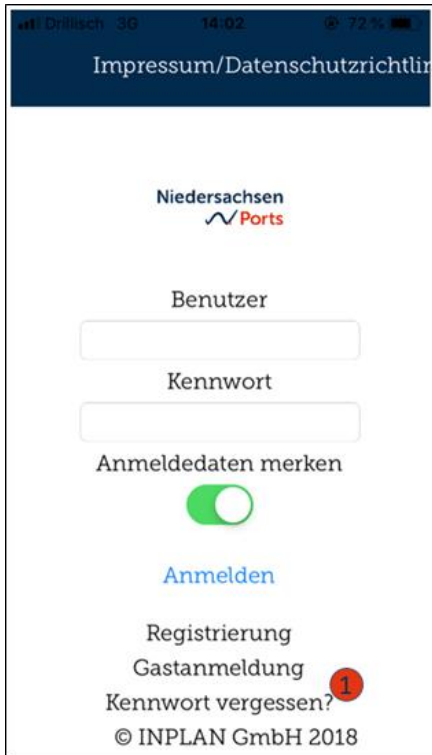
To use the app, you have to login with your individual username and password.

If you are the only person using the NPorts Check-in App on your smartphone, you can choose to have the app remember your credentials. This means you don't have to re-enter your details every time you use the app. You can change this selection at any time.

Recommendations for action

- 1 Enter your user name in the field "User".
- 2 Enter your individual password under "Password".
- 3 If you have decided that your login data should be remembered, move the switch from left to right. The bar will change from white to green. This function is activated in the example photo. You can deactivate this function by moving it from right to left again.
- 4 To login, press the light blue word "Login".

Password forgotten



Description

If you have forgotten your login password, you can reset it. You will then receive a new password by e-mail. Please change it to an individual password after log in.

Recommendations for action

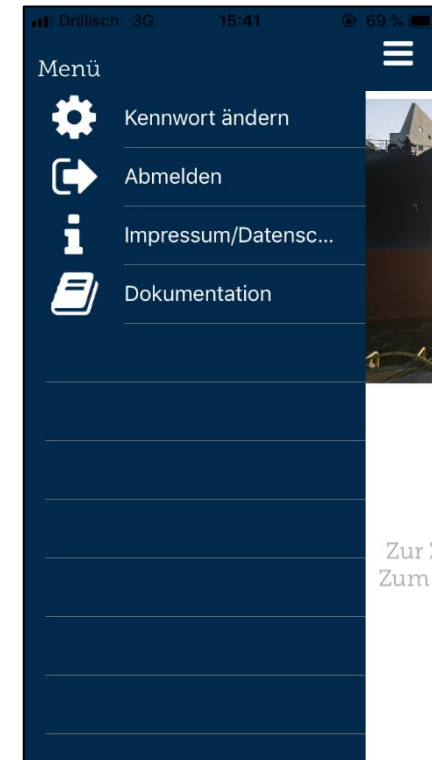
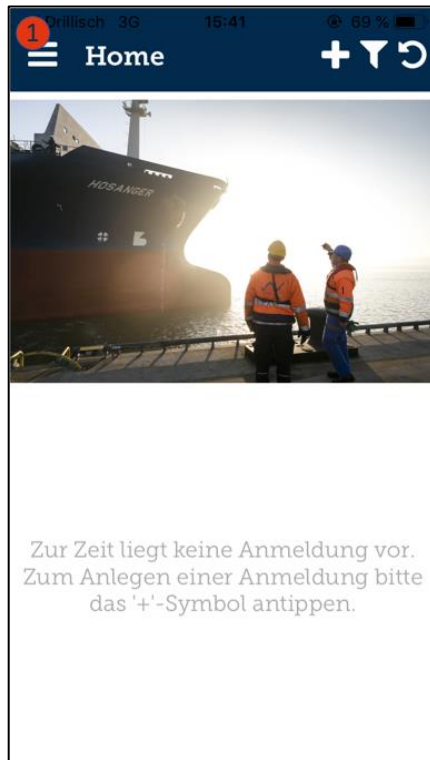
1 Touch the words "Forgotten password" on the Home screen. Another page will appear.

Enter your username in "User ID" and your email address in "Email Address".

Note: This must be the email address you provided when you registered.

2 Then press the light blue words "Reset password".

Home screen and menu



Description

After successful login, you will be taken to the Home screen. If you have already registered a port call, you will find an overview of this port call there. If you have not yet registered a port call, you will find the home screen as in this example.

There you will find the selection options:

- "Change Password",
- "Logout."
- "Imprint/Privacy Policy",
- "Documentation".

Info: The option "Documentation" contains documentation regarding the app and the company Niedersachsen Ports GmbH & Co. KG. The "Imprint/Privacy Policy" option has already been discussed in more detail in the section "Privacy Policy" of this manual.

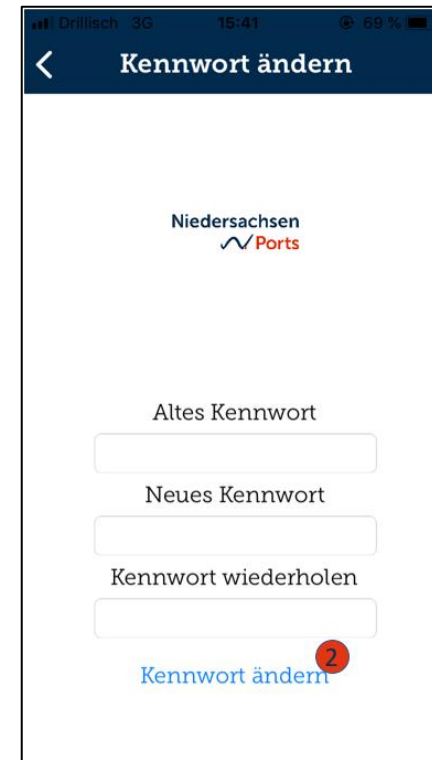
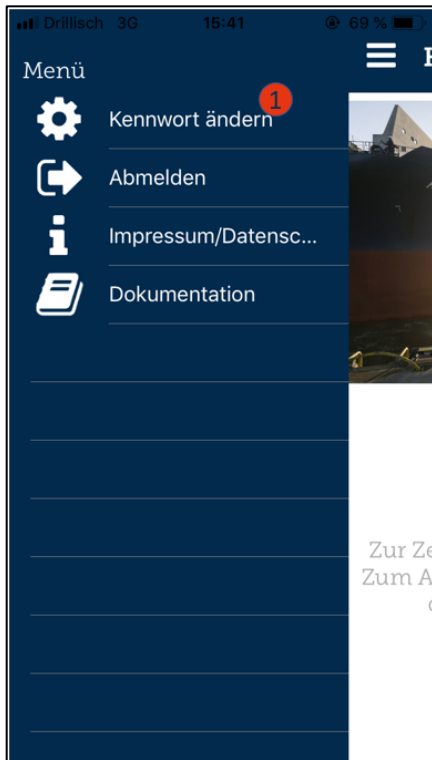
Note: The option "Change password" is explained in the next chapter.

Recommendations for action

- 1 Touching the three white bars in the upper left corner of the screen opens the menu.

There you can select an option.

Change password



Description

This function allows you to change your password at any time. You are free to choose what this password should be.

Note: We recommend that you change your password regularly.

Recommendations for action

1 Tap the words "Change password" in the menu. This will take you to another page.

Info: How to access the menu is explained in the previous chapter.

Now enter your previous password under the words "Old password". In the fields below ("New password" and "Repeat password"), enter the new password once in every field.

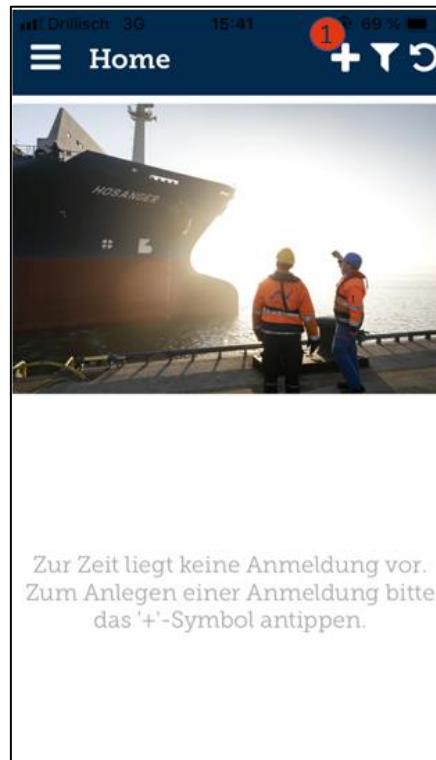
2 To finally change your password, please touch the light blue words "Change password".

Note: We recommend a password that is as secure and strong as possible. (https://www.bsi-fuer-buerger.de/BSIFB/DE/Empfehlungen/Passwoerter/passwoerter_node.html)

Important: The accesses are personalized, so please do not pass on the password to third parties.

A new barge registration

Step 1



Description

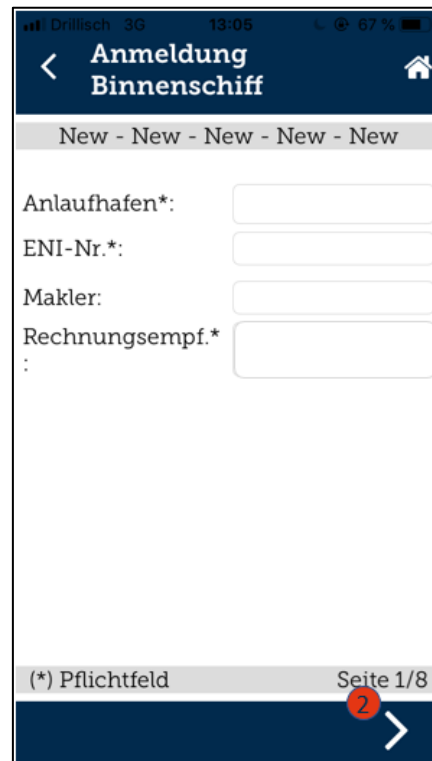
The first step to a new barge registration is done on your home screen.

Info: The example picture shows a home screen without a barge registration.

Recommendations for action

1 By touching this symbol,  you reach the pages for the barge registration.

Step 2



The screenshot shows a mobile application interface for 'Anmeldung Binnenschiff'. The status bar at the top indicates 'Drillisch 3G', '13:05', and '67%' battery. The app title is 'Anmeldung Binnenschiff' with a back arrow on the left and a home icon on the right. Below the title is a breadcrumb trail: 'New - New - New - New - New'. The main content area contains four input fields with labels: 'Anlaufhafen*:', 'ENI-Nr.*:', 'Makler:', and 'Rechnungsempf.*:'. The 'Rechnungsempf.*:' field has a colon below it. At the bottom, there is a footer with '(* Pflichtfeld' on the left and 'Seite 1/8' on the right. A red circle with the number '2' is positioned over a white right-pointing arrow in the bottom right corner of the screen.

Description

On the first page of the inland vessel registration we ask for the desired port of call, the ENI number, your broker and the invoice recipient.

The fields "Port of call", "ENI-No." and "Invoice recipient" are mandatory fields. The field "Broker" is optional.

The field "Port of call" is a selection field where you can select one of our ports.

Info: If an invoice recipient has already been assigned to you by the system, the field "invoice recipient" is already filled in automatically. You can change this automatic entry manually.

Recommendations for action

Select the desired port of call.

Enter the ENI number of the barge you use to enter the port.

If available, enter a broker.

If this is not filled automatically, fill in the field "invoice recipient".

2 After entering all mandatory fields, touching this symbol takes you to the next page of the inland vessel registration.



Info: By touching this symbol,  you can cancel the registration at any time.

Step 3

Schiffsdaten

New - DEEME - 04012345 - New - New

ENI-Nr.*: 04012345

Schiffsname*:

Flagge*:

Heimathafen [UNLOCODE]:

Schiffstyp:

ADNR-Nr.:

Länge [m]: 0.00

Breite [m]: 0.00

Max. Tiefgang [m]: 0.00

Tragfähigkeit [t]: 0.000

Eigentümer:

Reeder:

Schiffsführer*:

Handynummer:

Notiz:

Daten sind nicht Seite

3

Description

On the second page you will also be asked for some parameters concerning your ship.

"ENI-No.", "Vehicle name", "Flag" and "Captain" are mandatory fields. The ENI number is automatically adopted from the previous input. In the field "Flag" you can select a state from a list. If your barge is known in our system, this fields are already filled automatically.

For the dimensions "length", "beam", "draught" and "capacity", the maximum values are to be specified in each case.

Recommendations for action

Fill in the mandatory fields.

If you wish, please provide further optional information.

3 After entering all mandatory fields, touching this symbol will take you to the next page of the barge registration.



Step 4

The screenshot shows a mobile application interface for 'Hafendaten'. At the top, there is a status bar with 'Drillisch 3G', '13:19', and '60%' battery. Below the status bar is a dark blue header with a back arrow, the text 'Hafendaten', and a home icon. The main content area has a grey header with the text 'New - DEEME - 04012345 - Luise - 21.03.2019 19:00'. Below this, there are two search fields: 'Abfahrtshafen [UNLOCODE] *:' and 'Nächster Hafen [UNLOCODE] *:', each with a search icon. Below these are two pairs of input fields for 'ETA*:' and 'ETD*:', each pair consisting of two adjacent boxes. At the bottom, there is a grey footer with the text '(*) Pflichtfeld' and 'Seite 3/8'. A dark blue navigation bar at the very bottom contains a red circle with the number '4' and a white right-pointing arrow.

Description

At the fourth step of the barge registration we ask for port data.

"Departure port" means the last port you visited before entering our port.

"Next port" is the port you wish to call at after leaving our port.

"ETA" is the date (and time) when you planned to reach your berth in our port.

"ETD" is the date (and time) when you planned to leave the berth. In the fields "ETA" and "ETD" you can select dates and times. You do not have to enter these freely.

All four fields are mandatory.

Recommendations for action

Enter the UNLOCODE of the port of departure and the next port.

Info: You can search for the correct UNLOCODE using a function in this app. This procedure is explained in the chapter: "Search port" function.

Select ETA and ETD.

4 After entering all mandatory fields, touching this symbol will take you to the next page of the barge registration.



Step 5

Drillisch 3G 13:20 60%

< Ladungsdaten >

New - DEEME - 04012345 - Luise -
21.03.2019 19:00

Löschmenge [t]: 0.000

Lademenge [t]: 0.000

Tiefgang [m] bei Ankunft*: 0.00

Tiefgang [m] bei Abfahrt: 0.00

Schiff läuft leer ein*:

Schiff läuft leer aus*:

Letzte Ladung war Gefahrgut*:

(*) Pflichtfeld Seite 4/8

5 >

Description

During this step, cargo data is requested.

"Unloading quantity", "loading quantity" and "draught by departure" are optional data. The other fields must be completed.

Recommendations for action

At least specify the draught on arrival.

If your barge arrives empty, departs empty or has transported dangerous goods as its last load, you must push the "toggle switch" from left to right. This turns the switch green.

5 After entering all mandatory fields, touching this symbol will take you to the next page of the barge registration.



Step 6

Markante Punkte Ankunft

New - DEEME - 04012345 - Luise - 21.03.2019 19:00

See-Kennzeichen:

Berg-Tal-Kennzeichen:

Emmerich (Rhein)

Schleuse Friedrichsfeld (Wesel-Datteln-Kanal)

Schleuse Koblenz (Mosel)

Seegrenze Ems / Übergang Delfzijl

Seegrenze Weser

Schleuse Brunsbüttelkoog (Nord-Ostsee-Kanal)

Schleuse Geesthacht (Elbe)

Schleuse Oldenburg (Küstenkanal)

Elbe-Seitenkanal

Schleuse Plau (Müritz-Elde-Wasserstraße)

Schleuse Havelberg (Untere Havel)

Schleuse Parey

Schleuse Niegripp (Elbe-Havel-Kanal)

Schleuse Schönwalde (Havel-Kanal)

Schleuse Plötzensee (Berlin-Spandauer-Schiffahrtskanal)

Hansabrücke (Spree-Oder-Wasserstraße)

Unterschleuse (Landwehrkanal)

Schleuse Kleinmachnow (Teltow-Kanal)

Schleuse Eisenhüttenstadt (Oder)

Straßenbrücke Schwedt (Hohensaaten-Friedrichsth.-Wasserstr.)

Schleuse Jochenstein (Donau)

(*) Pflichtfeld Seite 6/8

Description

In the sixth step, you can indicate the most significant points of your journey to our port.

Recommendations for action

If you pass through one of the locks or passages, slide the switch from left to right. This will turn it green.

Note: You can select as many switches as you like.

6 After entering all mandatory fields, touching this symbol will take you to the next page of the barge registration.



Step 7



Description

In the seventh step, you can indicate the most significant points on your departure from our port.

Recommendations for action

If you are going to pass through one of the locks or passages, slide the switch from left to right. This will turn it green.

Note: You can select as many switches as you like.

7 After entering all mandatory fields, touching this symbol will take you to the next page of the barge registration.



Step 8

The screenshot shows a mobile application interface for a barge registration. At the top, the status bar displays 'Drillisch 3G', '13:22', and '59%' battery. The app header is dark blue with a back arrow, the title 'Hafengebiet', and a home icon. Below the header, a grey bar contains the text 'New - DEEME - 04012345 - Luise - 21.03.2019 19:00'. The main content area has the label 'Liegeplatz 1:' followed by an empty white input field. At the bottom, a grey bar contains the text '(* Pflichtfeld' on the left and 'Seite 8/8' on the right. The bottom navigation bar is dark blue with a white checkmark icon and a red circle containing the number '8' above it.

Description


At the last step of the barge registration you can select desired berths.

This is not mandatory.

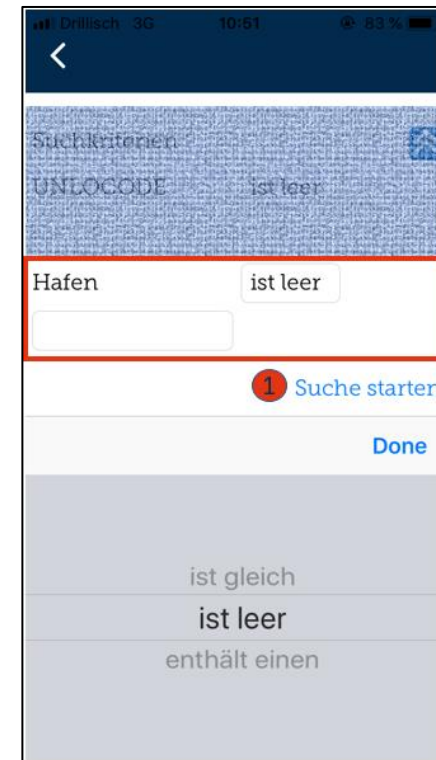
Recommendations for action

To select a berth, touch the free field. You can now select a berth from the list. If you enter this information, you can enter further desired berths in the same way.

Note: For better coordination, we recommend that you select a desired berth.

8 By touching this symbol,  your barge registration is completed and will be transmitted to us.

„Search port“ function



Description

If you do not know the UNLOCODE of the port you are looking for when registering a barge, you can search for it using this function. As search terms you can enter parts of the UNLOCODE or the name of the port.

For both search criteria you have the options:


- "is equal",
- "is empty",
- "contains one".

If the option "is equal" is selected, this function searches directly for the entered data.

The option "is empty", indicate that you have not entered anything in this field.

You can use the "contains one" option if you only know part of the port name or the UNLOCODE.

Recommendations for action

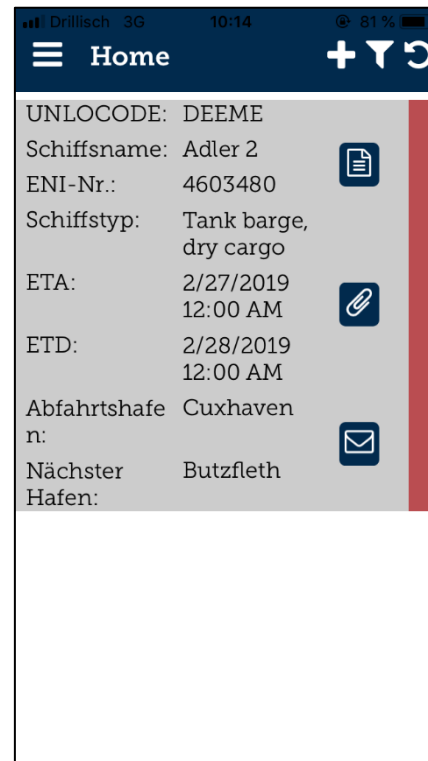
Touching this icon  will take you to the "Search Port" function for each field where a port is required.

Under the field "UNLOCODE", enter parts of the port's UNLOCODE and select a search option by touching the field to the right.

In the field below the word "Port" you can enter the name of the port you are looking for. Again, please select a search option by touching the field to the right.

1 By touching the light blue words "Start search" the ports matching your search parameters will be displayed. You can then select the correct port from the list.

Home screen with a barge registration



Description

If you have successfully submitted a barge registration in the app, it will appear immediately on the home screen.

There you can see the most important information about your registration in the overview.

The colour bar on the right indicates the status of your registration:

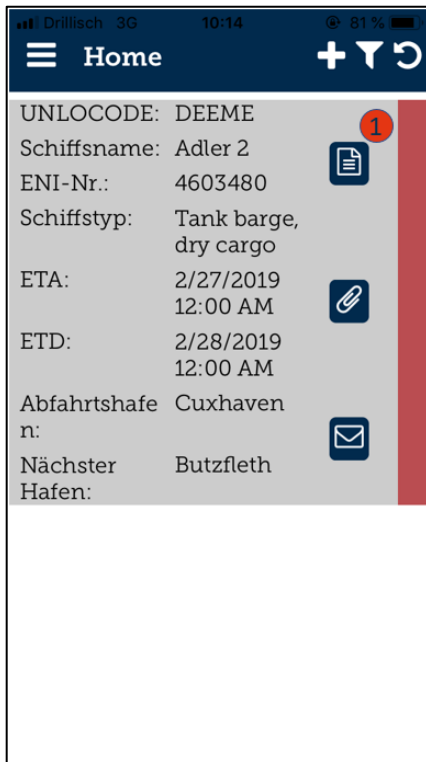
- Green: Your registration has been accepted by the port.
- Orange: Your registration has been entered in the system.
- Red: Your registration has been rejected by the port.
- Grey: You have cancelled your registration.

Recommendations for action

This picture serves as an example.

There are no recommendations for action.

Adding notes to a barge registration



Description

You will be given the opportunity to add notes to an application.

Your notes can be divided into the following categories:

- "Cargo"
- "Discharge",
- "Inspection",
- "Maintenance",
- "Repair".

Recommendations for action

1 Touch this symbol at the barge registration for which you want to leave a note.

Enter the notes in the fields.

2 Save your notes by touching this icon.

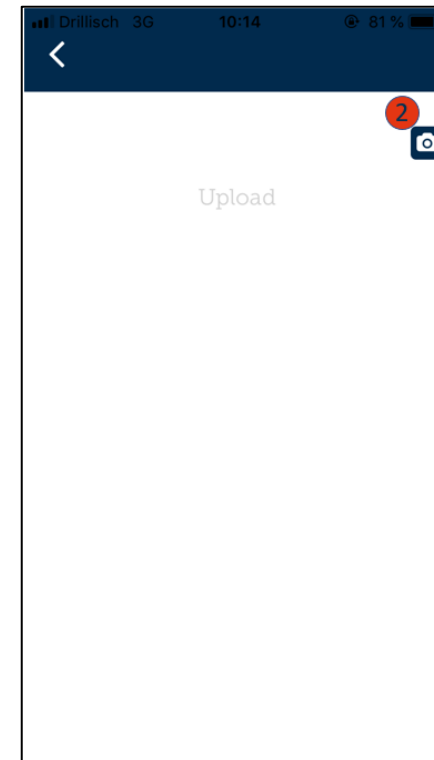


Info: If you have added notes to a registration, this icon



will be red.

Add attachments to a barge registration



Description

The function "Add attachments" offers you the possibility to take pictures of documents with your smartphone or tablet directly via the app and to save them afterwards.


You can also add or upload documents already stored on your phone or tablet, for example in PDF format.

Recommendations for action

1 Touch this icon  to move to the "Add Attachments" function.

2 Touch this icon  on the new page.

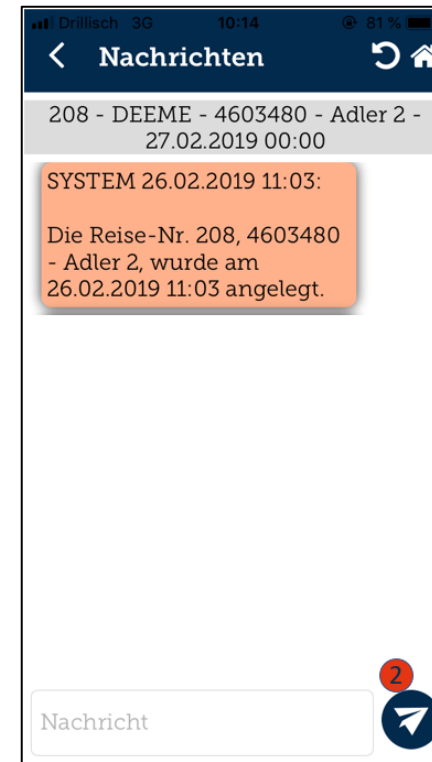
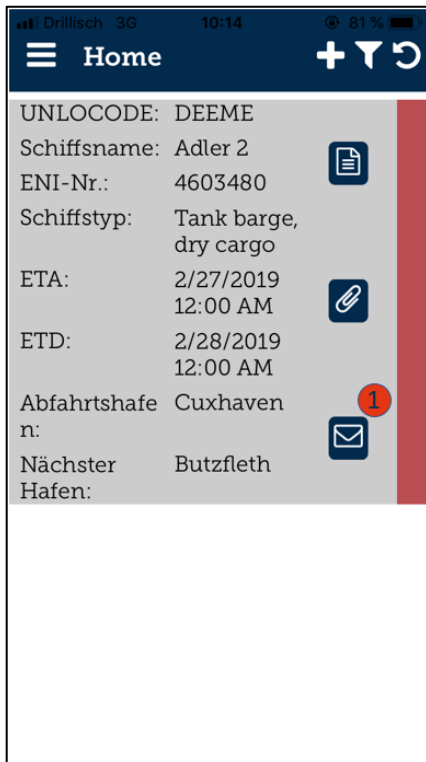
Then you can use your camera and take a picture of the document.

Info: If you have added attachments to a registration, this icon  will be red.

Note: For devices with Android operating system, files can also be uploaded from the smartphone.

Touch this icon to do this. 

Message function



Description

You can communicate with us via the "message function".

You will receive automatic system messages from us, about the status of your registration and in case of questions about your registration you will receive messages from one of our employees.


You can also send us messages if you have any questions or concerns.

Recommendations for action

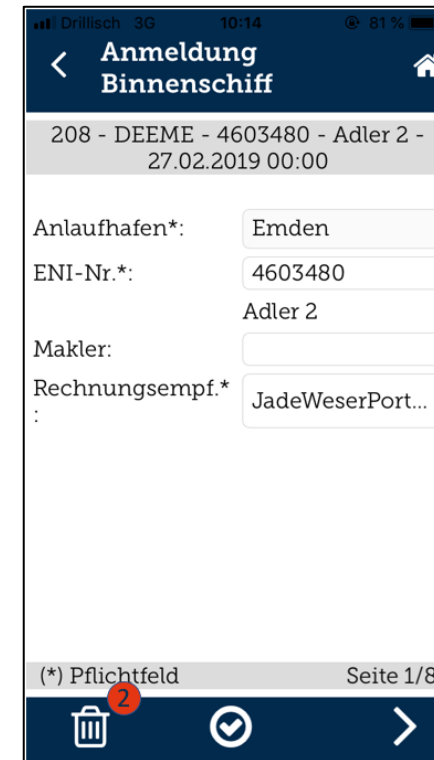
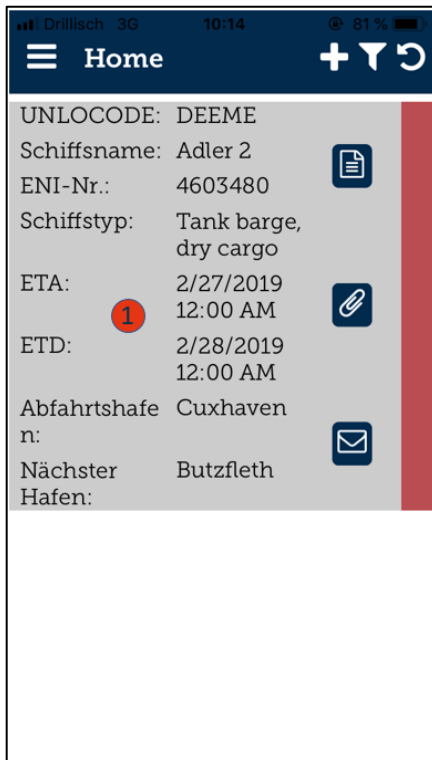
1 Touch this symbol  if you want to communicate with us.

Enter the message in the field "Message" at the lower edge of the screen.

2 By touching this symbol,  the message will be sent to us.

Info: If we, or the system has sent you a message, this symbol is red. 

Editing or cancelling of a barge registration



Description

You can edit or cancel the barge registrations you have made.

Note: Data editing is only possible until an ATA, i.e. an exact arrival time, has been entered in the system. This means that the data can only be changed if you have not yet moored at your berth.

Recommendations for action

1 Touch the registration you want to edit or cancel.

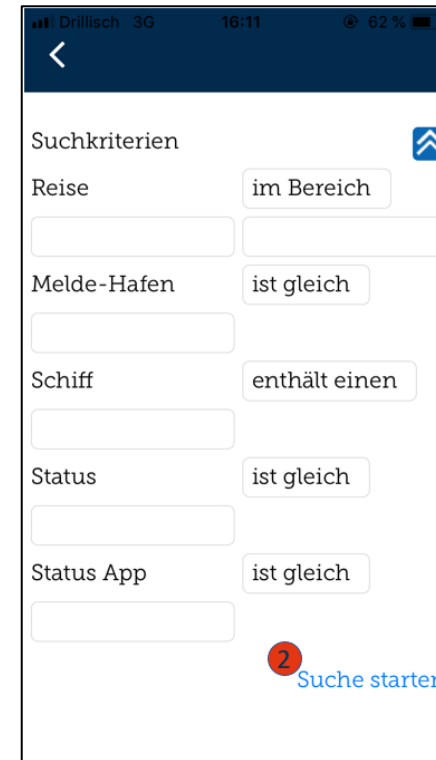
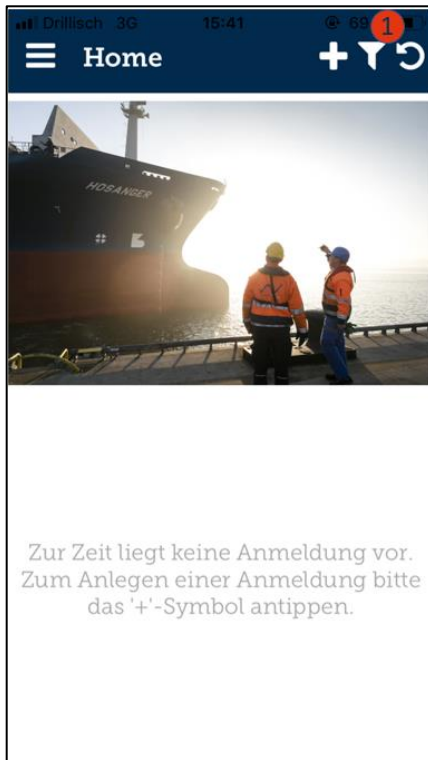
This takes you to a page that is identical in structure to the page for the new barge registration. Here you can edit the fields. (Please refer to the chapter "A new barge registration".)

2 If you want to cancel the selected barge registration, touch this symbol.



Search function


Access to the search function



Description

With the "search function" you can search for one or more of your past port calls. You can choose from various search criteria, which you can use to narrow down your search.

Recommendations for action

- 1 Touching this icon  on the Home screen will take you to the "search function" of the NPorts Check-in App.
- 2 To start the search, touch the light blue words "Start Search".

Note: The next section of this User Manual explains the search criteria in more detail.

Explanation of the search criteria

Search criterion: Voyage



Description

With the search criterion "Voyage" you can search for a voyage by its number.

These options are available to you:

- "is equal",
- "in the area",
- "is empty".

Info: Depending on your selection there are one or two empty boxes under the word "Voyage".

If you select "is equal", enter an exact voyage number.

If you select "in the area", enter the lowest value of the range in which the voyage number is located in the left box and the highest value in the right box.

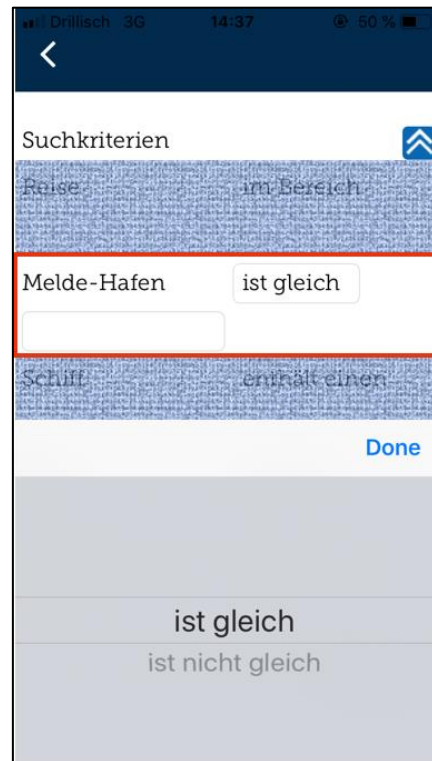
If "is empty" is selected, do not enter a value.

Recommendations for action

Enter a voyage number or part of a voyage number in the field below the word "Voyage".

Select one of the three search options.

Search criterion: Port of call



Description

With the search criterion "Port of call" you can limit your search to one or more of our ports.

The following selection criteria are available:

- "is equal",
- "is not equal".

In the field below the word "Port of call" you can select one of our ports.

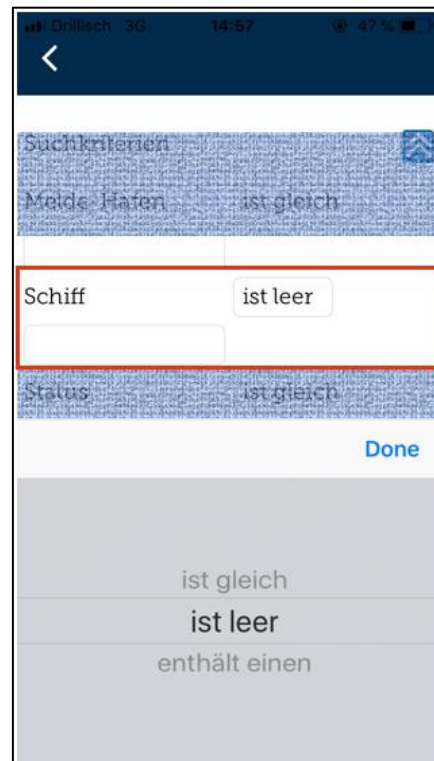
If you select the selection criterion "is equal", only voyages that took place in the selected port will be displayed.

With the selection criterion "is not equal", the selected port is excluded from the search.

Recommendations for action

Select a port of call and a search option.

Search criterion: Vehicle



Description

With this criterion you can filter your search by a ship name.

Three search options are also available.

If you select "is equal", you will only be shown voyages that you have made with exactly the ship you entered.

If "is empty" is selected, indicate that you do not enter anything in this field.

With the option "contains one" you indicate that you enter only a part of the ship name.

Recommendations for action

Enter a ship name or part of a ship name in the field below the word "Vehicle".

Select one of the three search options.

Search criterion: Status



Description

With this criterion you can filter your search by a status.

These options are available:

- “Announced” (your arrival is expected at the specified ETA.),
- “Arrived” (you have reached your berth.),
- “Departed” (you have left our port again.),
- “Billed” (your voyage has been billed in full.),
- “Cancelled” (your voyage has been deleted from our system.).

There are also two search options available.

If you select "is equal", you will only be shown voyages that are in exactly the selected status.

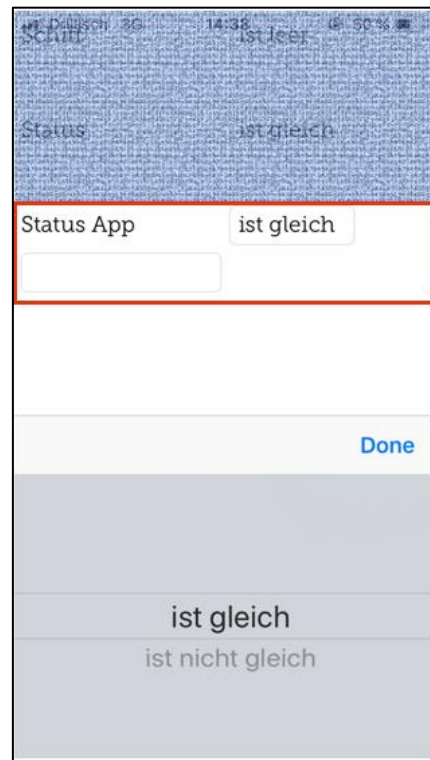
If you select "is not equal", the selected status is excluded from the search.

Recommendations for action

Select a status.

Decide whether you want to search for exactly this status, or want to exclude the status from the search.

Search criterion: Status App



Description

This search criterion filters your registrations according to the status in this app.

These statuses are available for selection:

- “Created”,
- “Accepted by port”,
- “Rejected by port”,
- “Cancelled by recipient”.

There are also two search options available.

If you select "is equal", you will only be shown voyages that are in exactly the selected status.

If you select "is not equal", the selected status is excluded from the search.

Recommendations for action

Select a status.

Decide whether you want to search for exactly this status, or want to exclude the status from the search.

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