

User Manual NPorts Check-in Web

Niedersachsen
Ports



NPortal / N-NSW

Mandant

Anwender

Kennwort

Anmeldedaten merken

[Kennwort vergessen](#)

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Impressum / Datenschutzerklärung

NiedersachsenPorts

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

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Foreword

Dear user of NPorts Check-in Web,

for your port registrations, not only the Smartphone app is available, but also a version for the computer, NPorts Check-in Web. The functions of this web version will be explained in the course of this manual.

The web version can be found on the website <https://portal.nports.de/center.htm>.

We look forward to a successful cooperation with you!

Your locations of Niedersachsen Ports

Registration

Step 1



Niedersachsen
 

NPortal / **N-NSW**

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Description

In order to use NPorts Check-in Web, you must register by entering various data.

Info: If you already have login data from a registration in the NPorts Check-in App, you can also use it at NPorts Check-in Web. A new registration is not necessary.

Recommendations for action

- 1 Enter the two letters “BS” behind the field “Client”. (See picture above)
- 2 Click on the words “Register as a new user”. The user registration page will then appear (Step 2).

Step 2

Registrierung neuer Anwender

Registrierungsnr:	<input type="text" value="Neu"/>		
Vorname:	<input type="text"/>		
Name:	<input type="text"/>		
Firma:	<input type="text"/>		
Zusatz 1:	<input type="text"/>		
Zusatz 2:	<input type="text"/>		
Branche:	<input type="text" value="v"/>	Funktion:	<input type="text"/>
Straße / HNR:	<input type="text"/>	<input type="text"/>	
PLZ / Ort:	<input type="text"/>	<input type="text"/>	
Land:	<input type="text" value="v"/>	USt-IdNr.:	<input type="text"/>
Homepage:	<input type="text"/>		

Telefon:	<input type="text"/>
Mobil:	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>

Bemerkung

1
Neue Registrierung senden

Abbrechen

Description

In the second step of the registration different data are queried.

After successful registration you will receive an e-mail with your login data.

Recommendations for action

Enter all parameters in the mask.

Note: The yellow fields are mandatory. They must be filled in. Otherwise a registration is not possible.

- 1 Complete the registration by clicking on "Send new registration".

Login

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NiedersachsenPorts

Description

To use NPorts Check-in Web, you must login with your unique username and password.

If you are the only person using NPorts Check-in Web on your computer, you can choose to have your credentials remembered. This means that it is not necessary to re-enter your details before each use. You can change this selection at any time.

Recommendations for action

1 Enter the data you received by e-mail.

If you have chosen that your login details should be remembered, click on the box in front of "Remember login details".

2 Complete the login process by clicking on the "Login" button.

Note: After the first login with the default password, you will be prompted to set a new password.

Home menu

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer: Logout

Startmenü

Schiffsverkehre Anzahl Datensätze: 8

Übersicht

Anm.-Nr.:

Meldehafen:

Schiff: Status APP:

ETA von / bis: ETD von / bis:

ATA von / bis: ATD von / bis:

Anm.-Nr.	Meldehafen	Schiff	ETA	ATA	ETD	ATD	
208	Emden	Adler 2 - 4803480	27.02.2019 00:00		28.02.2019 00:00		
202	Emden	Hilde - 0401111	23.02.2019 06:00		25.02.2019 14:00		
210	Emden	Adler 2 - 4803480					
209	Emden	Adler 2 - 4803480					
205	Emden	Adler 2 - 4803480					
213	Emden	Adler 2 - 4803480					
212	Emden	Hilde - 0401111					
200	Emden	Luisa - 04012345					

Filter 1 **Filter löschen** 2 **Neu**

Description

The home menu lists all the barge registrations you have made so far.

The various fields provide you with filter options.

Recommendations for action

Enter the parameters of the port call you are searching for.

- 1 After pressing the button “filter”, the selected barge registrations are listed.
- 2 If you want to see all port calls again, click on "delete filter".

New barge registration

Step 1

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer: logout

Startmenü

Schiffsverkehre

Anzahl Datensätze: 8

Übersicht

Anm.-Nr.:

Meldehafen:

Schiff: Status APP:

ETA von / bis: ETD von / bis:

ATA von / bis: ATD von / bis:

Anm.-Nr.	Meldehafen	Schiff	ETA	ATA	ETD	ATD	
208	Emden	Adler 2 - 4903488	27.02.2019 00:00		25.02.2019 00:00		
209	Emden	Trübe - 0401111	23.02.2019 00:00		25.02.2019 14:00		
210	Emden	Adler 2 - 4903488					
206	Emden	Adler 2 - 4903488					
205	Emden	Adler 2 - 4903488					
203	Emden	Adler 2 - 4903488					
202	Emden	Trübe - 0401111					
200	Emden	Luisa - 04012345					

 1

Description

With NPorts Check-in Web you can register your barge for a port call.

From the home menu you can switch to the screen for a new registration.

Recommendations for action

- 1 Click on the button “New”.

Step 2

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer: logout

Startmenü

Schiffsverkehre Neuanlage Anzahl Datensätze: 8

Übersicht **Anmeldung**

Anm.-Nr.:

Meldehafen:

Hafenort:

Schiff: *Neu...*

Makler:

Abfahrtshafen:

Tiefgang Ankunft [m]:

ETA/ATA:

Löschmenge [t]:

Rechnungsempfänger:

Status APP:

nächster Hafen:

Tiefgang Abfahrt [m]:

ETD/ATD:

Lademenge [t]:

war Gefahrgut
 Schiff läuft leer ein
 Schiff läuft leer aus

Speichern **1** **Neu**

Description

For a new barge registration, you have to enter some data.

Recommendations for action

Fill in the fields.

Note: The yellow fields are mandatory. They have to be filled in. Otherwise a barge registration is not possible.

- 1 Click on the button “Save” to complete the barge registration.

Adding notes to a barge registration

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer:

Schiffsverkehre Anzahl Datensätze: 8 Startmenü

Übersicht

Anm.-Nr.:
Meldehafen:
Schiff: Status APP:
ETA von / bis: ETD von / bis:
ATA von / bis: ATD von / bis:

Anm.-Nr.	Meldehafen	Schiff	ETA	ATA	ETD	ATD	
208	Empfen	Werra 2 - 4503430	27.02.2019 00:00		28.02.2019 00:00		
209	Empfen	Werra 2 - 4503430	27.02.2019 00:00		28.02.2019 14:00		
210	Empfen	Werra 2 - 4503430					
211	Empfen	Werra 2 - 4503430					
212	Empfen	Werra 2 - 4503430					
213	Empfen	Werra 2 - 4503430					
214	Empfen	Werra 2 - 4503430					
215	Empfen	Werra 2 - 4503430					
216	Empfen	Werra 2 - 4503430					
217	Empfen	Werra 2 - 4503430					
218	Empfen	Werra 2 - 4503430					
219	Empfen	Werra 2 - 4503430					
220	Empfen	Werra 2 - 4503430					
221	Empfen	Werra 2 - 4503430					
222	Empfen	Werra 2 - 4503430					
223	Empfen	Werra 2 - 4503430					
224	Empfen	Werra 2 - 4503430					
225	Empfen	Werra 2 - 4503430					
226	Empfen	Werra 2 - 4503430					
227	Empfen	Werra 2 - 4503430					
228	Empfen	Werra 2 - 4503430					
229	Empfen	Werra 2 - 4503430					
230	Empfen	Werra 2 - 4503430					
231	Empfen	Werra 2 - 4503430					
232	Empfen	Werra 2 - 4503430					
233	Empfen	Werra 2 - 4503430					
234	Empfen	Werra 2 - 4503430					
235	Empfen	Werra 2 - 4503430					
236	Empfen	Werra 2 - 4503430					
237	Empfen	Werra 2 - 4503430					
238	Empfen	Werra 2 - 4503430					
239	Empfen	Werra 2 - 4503430					
240	Empfen	Werra 2 - 4503430					

Filter Filter löschen Neu

Notiz zu Anmeldung 208 - Mozilla Firefox

https://portal.nports.de/Notiz.aspx?table=T_VT_ANMELDUNG&REISE_ID

Zurück Speichern und Zurück Speichern

Description

You have the option of adding notes to a barge registration.

Info: When you press the button "Save and Back", the note is saved and the pop-up window closes. If you select "Save", the note is saved, but the pop-up window remains open. If "Back" is selected, the window closes without saving any changes.

Recommendations for action

1 Click on this symbol  behind the port call for which you want to leave notes. Clicking the icon opens a pop-up window.

Enter the notes in the field.

2 Select one of the available actions.

Add attachments to a barge registration

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer

Schiffsverkehre Anzahl Datensätze: 8 Startmenü

Übersicht

Anm.-Nr.:

Meldehafen:

Schiff:

ETA von / bis: /

ATA von / bis: /

Status APP:

ETD von / bis: /

ATD von / bis: /

Anm.-Nr.	Meldehafen	Schiff	ETA	ATA	ETD	ATD
2002	Emden	Luisse-0001000	21.02.2019 00:00		25.02.2019 00:00	
2002	Emden	Luisse-0001111	23.02.2019 00:00		26.02.2019 14:00	
2002	Emden	Luisse-0001222				
2002	Emden	Luisse-0001333				
2002	Emden	Luisse-0001444				
2002	Emden	Luisse-0001555				
2002	Emden	Luisse-0001666				
2002	Emden	Luisse-0001777				

Filter Filter löschen Neu

Dateien verwalten - Mozilla Firefox

https://portal.nports.de/Dateitransfer/Input.aspx?typ=4&id=2088&sOnloadFunctionForOpener=undefined

Dokumente für die Schiffsanmeldung 208

Wählen Sie ein Dokument aus, das Sie zur Schiffsanmeldung speichern möchten!

Datei: Durchsuchen... Keine Datei ausgewählt. Übertragen

Dateiname: Matchcode:

Beschreibung: Dokument auch für Externe anzeigen


Datei	Beschreibung	Matchcode	Typ	Datensatz Info
-------	--------------	-----------	-----	----------------

Description

The "Add attachments" function allows you to add documents to a barge registration.

The documents will then be sent to NPorts.

Recommendations for action

- 1 Click on this paperclip icon  behind the barge registration to which you want to add attachments.
Clicking the icon opens a pop-up window.
- 2 Click on " Search " and select the file from your computer which you would like to attach to the registration.
- 3 By clicking on the button "Transfer", the document is added to the selected barge registration.

Editing of barge registrations

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer: Logout

Startmenü

Schiffsverkehre Anzahl Datensätze: 8

Übersicht **Anmeldung**

Anm.-Nr.: 210

Meldehafen: Emden: DEEMD

Hafenort: Emden

Schiff: Edel 2: 3433 DE

Makler:

Abfahrtshafen: Cuxhaven: DECUX

Tiefgang Ankunft [m]: 1,00

ETA/ATA:

Löschmenge [t]: 0,00

Rechnungsempfänger:

Status APP:

nächster Hafen: Emden: DEEMD

Tiefgang Abfahrt [m]: 0,00

ETD/ATD:

Lademenge [t]: 0,00

Linkliste

- [markante Punkte](#)
- [letzte Ladung](#)
- [Mitteilungen](#)
- [Favorisierte Liegeplätze](#)

war Gefahrgut

Schiff läuft leer ein

Schiff läuft leer aus

1

Speichern **Neu**

Description

You can edit the barge registrations you have made.

Note: Data editing is only possible until an ATA (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 the berth.

Recommendations for action



By selecting a registration number in the home menu, you can access the page shown above.

Edit your details.

1 Finish the changes by clicking the button "Save".

Info: Via the link list you can also change the listed data. A pop-up window opens for this purpose.

Change password

INPLAN Logistik Universalhafen Version 2.8.305 Mandant: BS Benutzer:   ▼

[Startmenü](#)

Benutzerkennwort ändern

bisheriges Kennwort:

neues Kennwort:

Wiederholung des neuen Kennworts:



1


Description

The "Change password" 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

Click on this icon.  The icon can be accessed from any page. It is located at the top of the user interface.

Fill in all fields. First you have to enter your old password, followed by entering your new password twice.

1 Finish the change by pressing the button "Save".

Password forgotten

Step 1

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NiedersachsenPorts

Description

If you have forgotten your login password, you can reset it.

You will then receive a new password by e-mail. Please change this to an individual password after login.

Recommendations for action

- 1 Enter the two letters "BS" behind the field "Client". So that this looks like on the example picture.
- 2 Click on the words "Forgotten password". This will take you to the page from the second step.

Step 2

Kennwort vergessen


Sehr geehrte Anwenderin / sehr geehrter Anwender,

Sie haben Ihr Kennwort vergessen?

Bitte geben Sie den Mandant und Ihre Anwenderkennung ein.

Mandant:

Anwender:



Description

If you have forgotten your login password, you can reset it.

You will then receive a new password by e-mail. Please change this to an individual password after login.

Recommendations for action

Enter your user name in the field behind "User".

1 A system administrator will be notified by clicking the button "Send e-mail". You will then receive a new password by e-mail.

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