

## DAY 1: ACTIVITY 1

### ← HANDS-ON EXERCISE

24. Log in to N4 using your assigned training account (user01–user08). Select the correct Facility when prompted.
25. Switch between OPERATIONS, CONFIGURATION and ADMINISTRATION modes. Identify 3 menu items in each mode and note what they do.
26. Navigate to Operations → Unit → Units. How many total units are in the system? Record the number.
27. Sort the Units list by Type ISO (ascending). What is the first equipment type? Sort descending – what is the first type now?
28. Remove the 'Last Move' column from the Units list. Add the 'Is OOG' column. Are there any OOG containers?
29. Use Quick Search to find all containers with Line Operator MAE. How many are there?
30. Use Quick Search with a wildcard to find all containers with prefix MSKU. How many results?
31. Open the Filter panel. Create a filter: Transit State = Currently in the yard (ACTIVE) AND Category = Import. How many units match?
32. Add a second criterion to your filter: Equipment Type Nominal Length = 20. How many 20ft imports are in the yard?
33. Parameterise the Category attribute in your filter. Save the filter as 'UserXY\_YardByCategory'. Run it, selecting Export as the category.
34. Select 5 containers from the Units list and add them to your My List. Confirm they appear in Operations → Unit → My List.
35. Open the Unit Inspector for one of your listed containers. Identify the Visit State, Transit State, Category and current yard position.

## DAY 1: ACTIVITY 2

### — HANDS-ON EXERCISE

76. Create a new Vessel Service with ID JXY (XY = your user number). Add NGAPP and 3 other ports to the port rotation.
77. Create a Vessel Class with the same ID as your service (JXY). Fill all mandatory fields.
78. Create a Vessel with Identity JXY, Class JXY, Line Operator MAE, and a Radio Call Sign of XYCall.
79. Create a Vessel Visit with reference USERXY. Advance the visit phase to INBOUND. Then Arrive the vessel.
80. Manually add 3 containers to your vessel stowplan at positions 050182, 050184, 050186. Verify they appear in the Units view.
81. Discharge the 3 containers to yard slot 3H01-09 A.1. Use the Unit Inspector to confirm a UNIT\_DISCH event is recorded.
82. Create an Export Booking for 20 x 22G1 containers on your vessel visit with POD from your port rotation.
83. Create a Bill of Lading and associate one of your import containers to it.