

DAY 3: ACTIVITY 1

HANDS-ON EXERCISE	
114.	Log in to N4 Mobile using your assigned credentials. Select Operator: LFT, Complex: LFT, Facility: LFT.
115.	Navigate to Yard Inspection. Find a Yard container in the yard (pick any container in the yard).
116.	Update the container's Seal Number 1 using the (S) shortcut. Verify the update appears in N4's Unit Inspector.
117.	Record a Damage (D) on the same container – enter a damage type and component as directed by trainer.
118.	Record Placard for Export (P) for the container.
119.	Navigate to the Reefer Monitor. Find your assigned reefer container (e.g., REEF0703111 for User01).
120.	Update the reefer temperature reading. Toggle the container On Power / Take Off Power. Verify changes in N4.
121.	In N4, navigate to Container → Find Again with Reefers in Yard filter. Add reefer attributes (Last Reefer Temp, Desired State, On Power) to the list view. Verify your updates are reflected.

DAY 3: ACTIVITY 2

HANDS-ON EXERCISE
1. Open N4 Gates and create a new gate
2. Navigate to Gate Stages > Ingate-> DI-> Include Storage Paid Through Date and set Grace hour to 12hrs
3. Open the printer form-> Create a new printer for outgate and assign necessary IP address with correct Description
4. Identify 4 business task in any gate form and explain their uses when included or excluded

DAY 3: ACTIVITY 3

HANDS-ON EXERCISE
16. Navigate to Administration > N4 Licensing. Record the current licence expiry date and list all enabled modules.
17. Click Download and save the current licence file to your training desktop folder as a backup.
18. Upload the test licence file provided by your trainer. Confirm the success message appears.
19. After uploading, verify the new expiry date and confirm all modules remain enabled.
20. Document the steps you would follow if a licence file upload failed or modules were missing after upload.

DAY 3: ACTIVITY 4

HANDS-ON EXERCISE
57. Log in to XPS using your N4 credentials. Confirm you are connected (Selection Counter is not blinking yellow).
58. In XPS > File > Users: create a new user and assign them the 'Yard Planner' role. Confirm the user can log in to XPS.
59. In XPS > File > Group: review the privileges assigned to the 'Vessel Planner' role. Identify which privileges relate to XPS vessel planning functions.
60. In N4 Configuration: create a new RTG equipment record with ID 'RTG-TrainXY' (XY = your user number). Assign it to the LFT Facility.
61. Create an Equipment Pool named 'POOL-TrainXY'. Add your RTG equipment to it.
62. Create a Point of Work named 'POW-TrainXY'.
63. Locate the XPS settings.xml file on the test server (via XPS server C:\ProgramData\Navis\xps\data Sparcs Settings.txt). Open it and identify 3 configurable parameters. Record what each parameter controls.
64. In XPS: navigate to the Vessel Schedule. Open the test vessel visit. Confirm the bay plan is loaded correctly from the ship file.
65. Navigate to the XPS ship file directory via XPS server(C:\ProgramData\Navis\xps\data\Ship Files). Identify the .NSD file for the test vessel. Confirm the file name matches the Vessel Class ID in N4.