User Manual NPorts Check-in Web

Niedersachsen	
Mandant Anwender Kennwort Anmeldedaten merken Kennwort vergessen Registrierung als neuer Anwender	N-NSW
Impressum / Datenschutzerklärung	NiedersachsenPorts

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



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Table of contents

Foreword	5
Registration	6
Step 1	6
Step 2	8
Login	10
Home menu	12
New barge registration	14
Step 1	14
Step 2	16
Adding notes to a barge registration	18
Add attachments to a barge registration	20
Editing of barge registrations	22
Change password	24
Password forgotten	26
Step 1	26
Step 2	2.8



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





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



Step 2

	Registrierung no	euer Anwender	
Registrierungsnr.:	Neu		
Vorname:			
Name:		Telefon:	
Firma:		Mobil:	
Zusatz 1:		Fax:	
Zusatz 2:		E-Mail:	
Branche:	Funktion:	Bemerkung	
Straße / HNR:		Demending	
PLZ / Ort:			
Land:	UStIdNr.:		
Homepage:			4
	Neue Registrierung senden		Abbrechen

User Manual NPorts Check-in Web Page 8 of 30



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





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

Enter the data you received by e-mail.

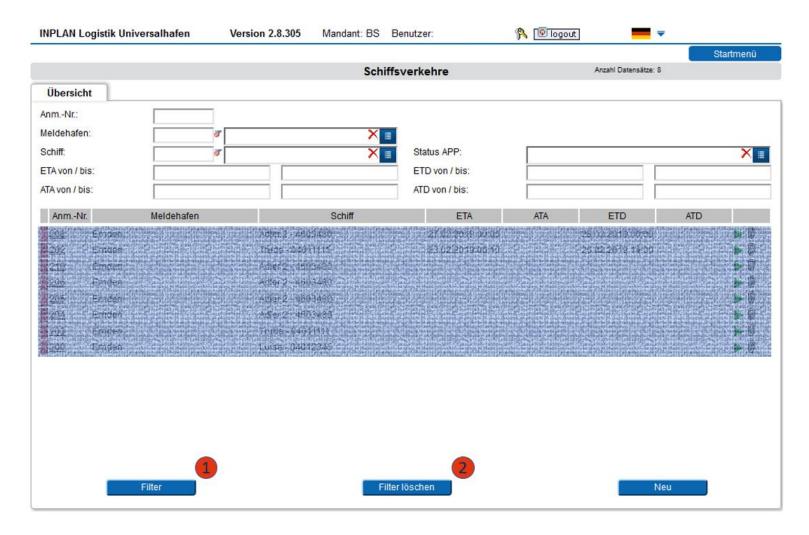
If you have chosen that your login details should be remembered, click on the box in front of "Remember login details".

Complete the log n 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





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.

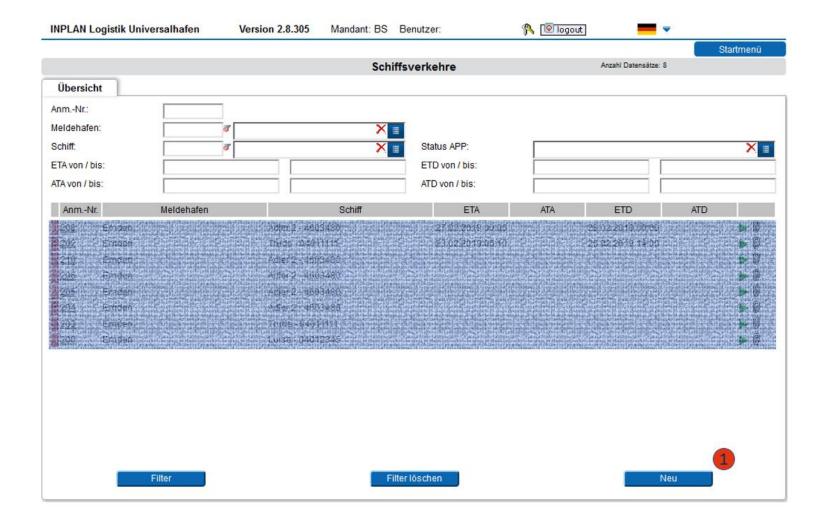
If you want to see all port calls again, click on "delete filter".

Step 1



New barge registration

Step 1





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.

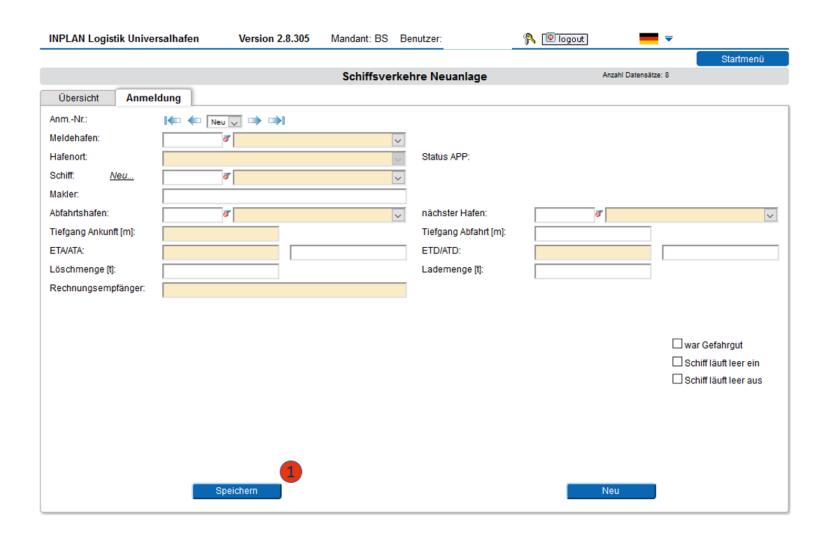
Recommendations for action



Click on the button "New".



Step 2





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

Recommendations for action

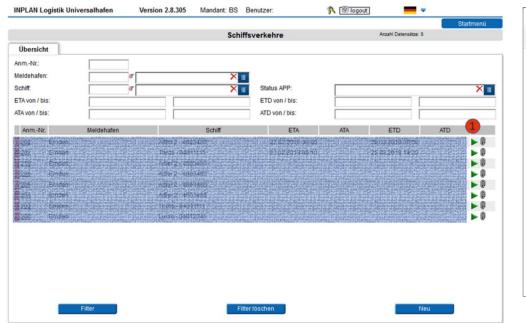
Fill in the fields.

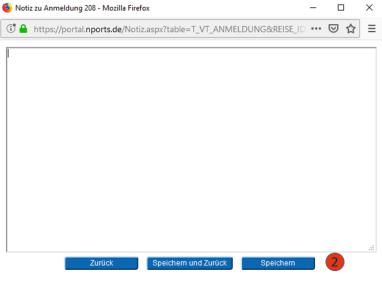
Note: The yellow fields are mandatory. They have to be filled in. Otherwise a barge registration is not possible.

1 Click on the button "Save" to complete the barge registration.



Adding notes to a barge registration







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

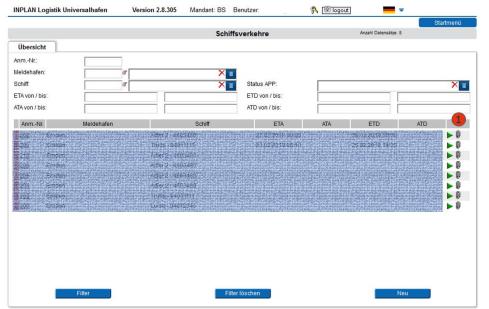
1 Click on this symbol behind the port call for which you want to leave notes. Clicking the icon opens a pop-up window.

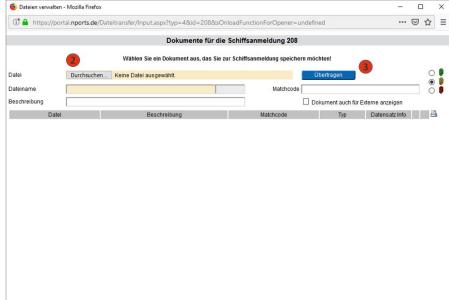
Enter the notes in the field.

2 Select one of the available actions.



Add attachments to a barge registration







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.

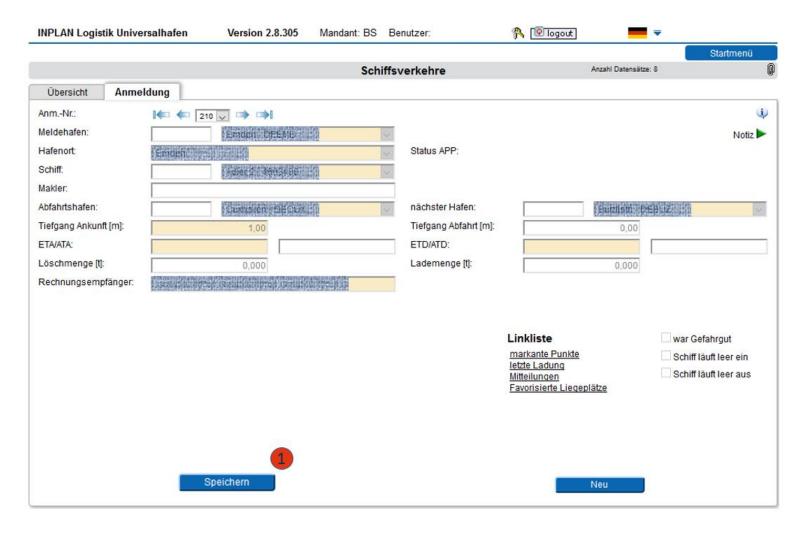
Clicking the icon opens a pop-up window.

2 Click on "Search " and select the file from your computer which you would like to attach to the registration.

By clicking on the button "Transfer", the document is added to the selected barge registration.



Editing of barge registrations





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





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

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





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 the two letters "BS" behind the field "Client". So that this looks like on the example picture.

Click on the words "Forgotten password". This will take you to the page from the second step.



Step 2





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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