



THE PORT OF
VIRGINIA®



Contents

Objective	3
Registering for an Account.....	3
For Trucking Companies.....	3
For Individual Owner/Operators.....	4
Account Registration.....	5
Email Confirmation	6
Logging into PRO-PASS for the first time	7
Truck Management.....	8
Entering Truck Details	9
Purchasing an RFID Tag.....	10
Online Tag Purchase Payment	11
Account Management	11
Company Profile.....	11
Manage Groups.....	12
Add/Edit Group	13
Manage Users	14
How to Create a Single-Move Reservation	15
How to Create a Dual-Move Reservation	18
How to Create a Multi-Visit Reservation	19
Uploading Excel Files.....	22
Downloading an Excel Template	23
How to Edit or Cancel a Reservation.....	24
How to Create an Import Containers Watchlist.....	25
How to Create a Booking Inquiry Watchlist.....	27
Availability (Watchlist) Notifications.....	29
Key of Icons	30
Key of Reservation Status	30

Objective

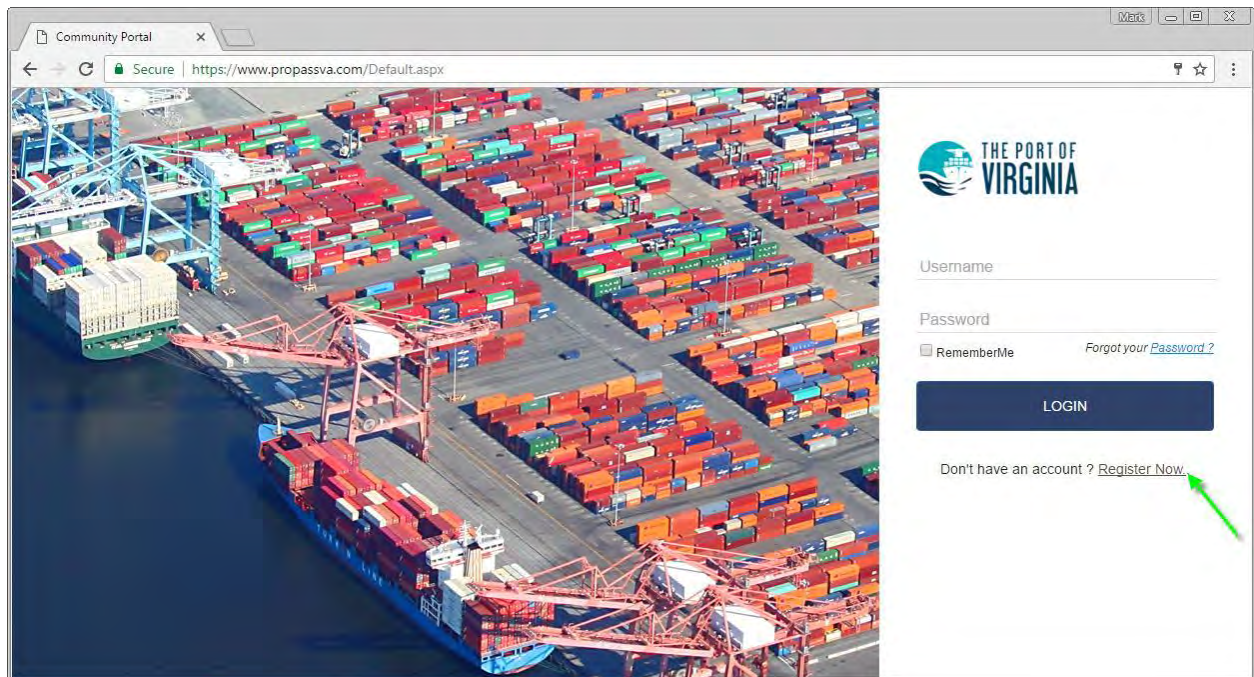
The purpose of this document is to provide a reference to new users registering for the PRO-PASS website. This guide will show users how to register trucks, obtain RFID tags, and create user accounts, reservations, and watchlists within PRO-PASS.

PRO-PASS URL: www.propassva.com

To start, click on the URL above or go to any web browser and enter www.propassva.com into the address bar. We suggest using Chrome, Edge, or Firefox for a superior experience. PRO-PASS will only work on Internet Explorer in compatibility mode and version 11 or higher.

Registering for an Account


To begin the registration process, you must create a new account within PRO-PASS. To do so, begin by clicking the Register Now link located below the LOGIN button.

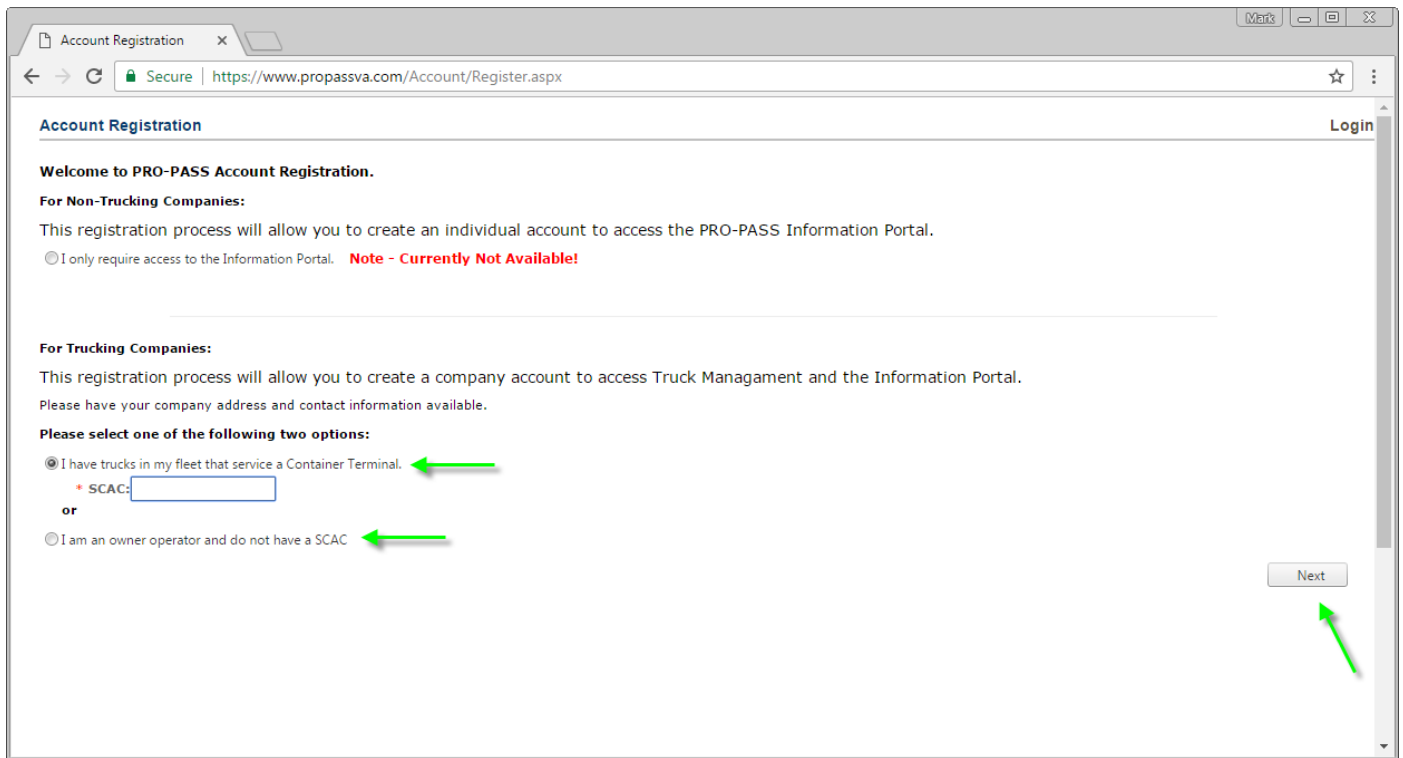


For Trucking Companies

Motor Carriers will select *I have trucks in my fleet that service a Container Terminal* and enter your SCAC before clicking the button.

For Individual Owner/Operators

Individual Owner Operators select *I am an owner operator and do not have a SCAC* before clicking the  button.



The screenshot shows a web browser window with the title "Account Registration" and the URL "https://www.propassva.com/Account/Register.aspx". The page content includes a "Welcome to PRO-PASS Account Registration." message and instructions for non-trucking and trucking companies. Under the "For Trucking Companies" section, there are two radio button options. The first option, "I have trucks in my fleet that service a Container Terminal.", is selected and has a green arrow pointing to it. Below this option is a text input field labeled "SCAC:". The second option, "I am an owner operator and do not have a SCAC", also has a green arrow pointing to it. A "Next" button is located at the bottom right of the form, with a green arrow pointing to it.

Account Registration Mark Close Print Close

Secure | <https://www.propassva.com/Account/Register.aspx> Star Menu

Account Registration Login

Welcome to PRO-PASS Account Registration.

For Non-Trucking Companies:

This registration process will allow you to create an individual account to access the PRO-PASS Information Portal.


☐ I only require access to the Information Portal. **Note - Currently Not Available!**

For Trucking Companies:

This registration process will allow you to create a company account to access Truck Management and the Information Portal.


Please have your company address and contact information available.



Please select one of the following two options:

☒ I have trucks in my fleet that service a Container Terminal. 


* SCAC:

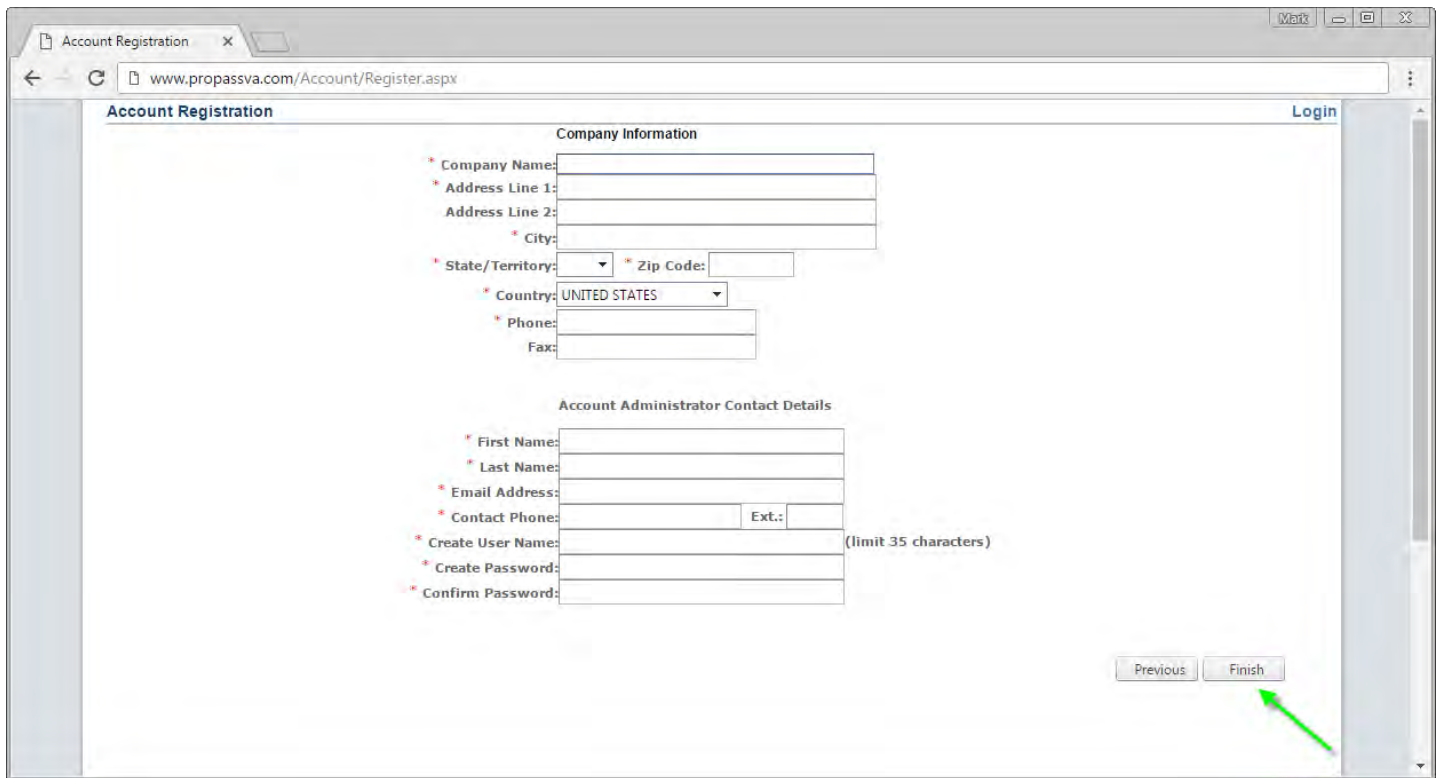
or

☐ I am an owner operator and do not have a SCAC 

Account Registration

Enter all required data fields to complete your Company or Owner/Operator profile and click the  button to complete and submit the form.



Account Registration

Company Information

* Company Name:

* Address Line 1:

Address Line 2:

* City:

* State/Territory: * Zip Code:

* Country: UNITED STATES

* Phone:

Fax:

Account Administrator Contact Details

* First Name:

* Last Name:

* Email Address:

* Contact Phone: Ext.:

* Create User Name: (limit 35 characters)

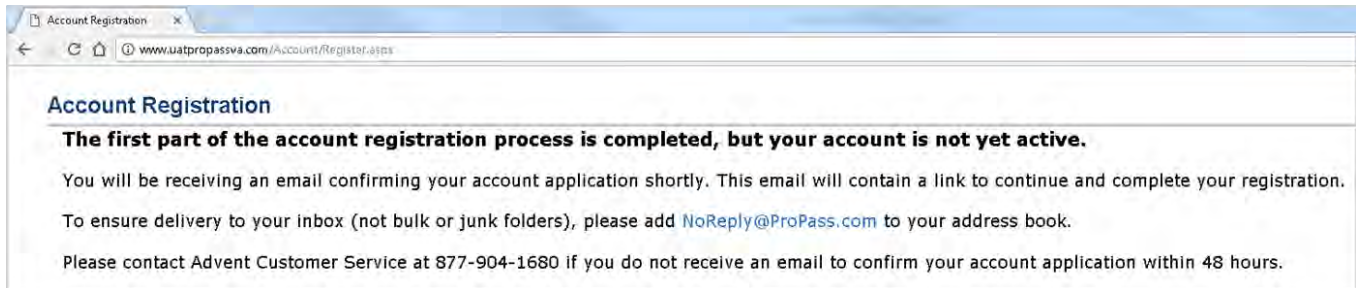
* Create Password:

* Confirm Password:

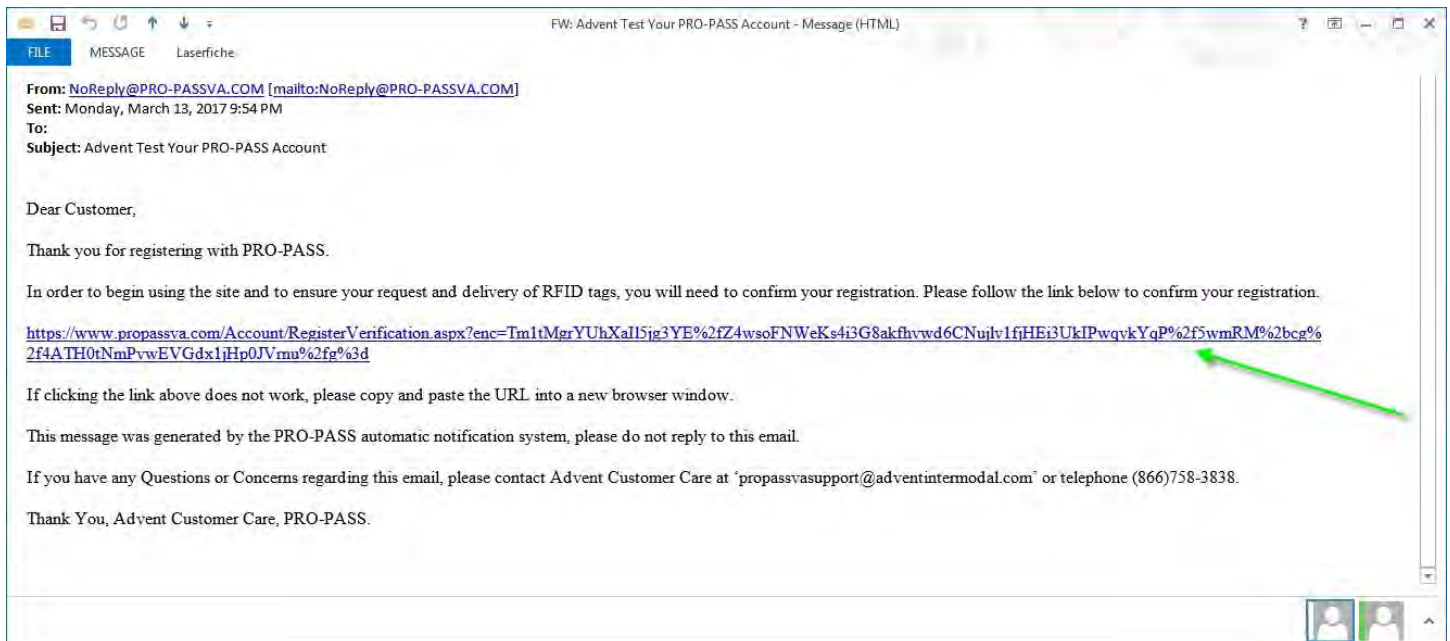
Previous Finish

Email Confirmation

You will receive a notice that the first portion of the registration is complete, however your account has not been activated. Please check your spam folder if there is no response after six hours.



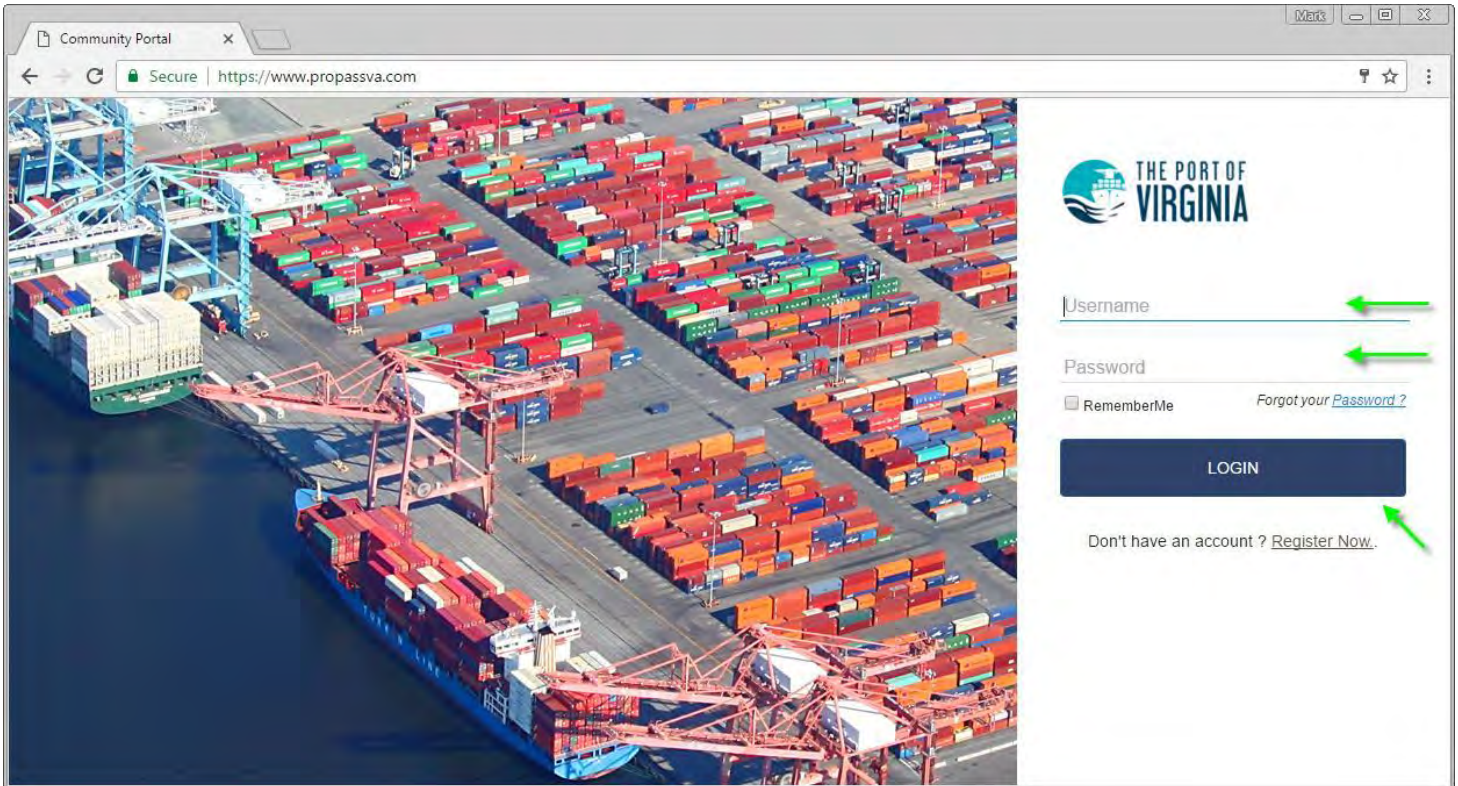
In order to activate your account, you must click on the link contained in the email sent to the email address with which you registered. Once you click on the link, your account will be activated. You will now be able to access the PRO-PASS website to manage your trucks and obtain RFID tags.



Logging into PRO-PASS for the first time

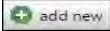
Once your account has been activated, please log in to www.propassva.com.

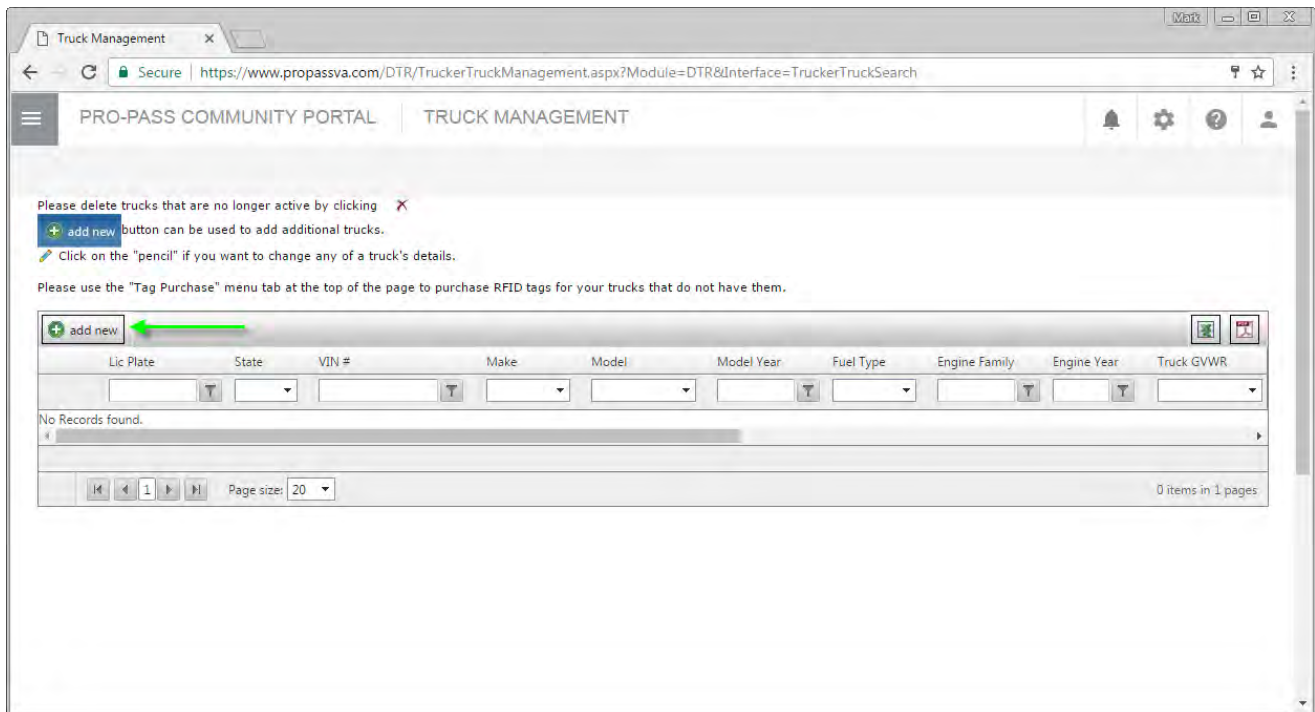
Enter your Username and Password and click the  button.



The screenshot shows a web browser window with the address bar displaying "Secure | https://www.propassva.com". The page features a large background image of a port with many colorful shipping containers and a large cargo ship. On the right side, there is a login form with the "THE PORT OF VIRGINIA" logo at the top. Below the logo, there are two input fields: "Username" and "Password". To the right of the "Password" field, there is a link that says "Forgot your Password?". Below these fields is a checkbox labeled "RememberMe" and a dark blue button labeled "LOGIN". At the bottom of the form, there is a link that says "Don't have an account? Register Now.". Green arrows point to the "Username" field, the "Password" field, the "LOGIN" button, and the "Register Now" link.

Truck Management

After logging into the website, you will immediately be able to access the Truck Management webpage. Here you will be able to enter your associated truck details by clicking the  button.

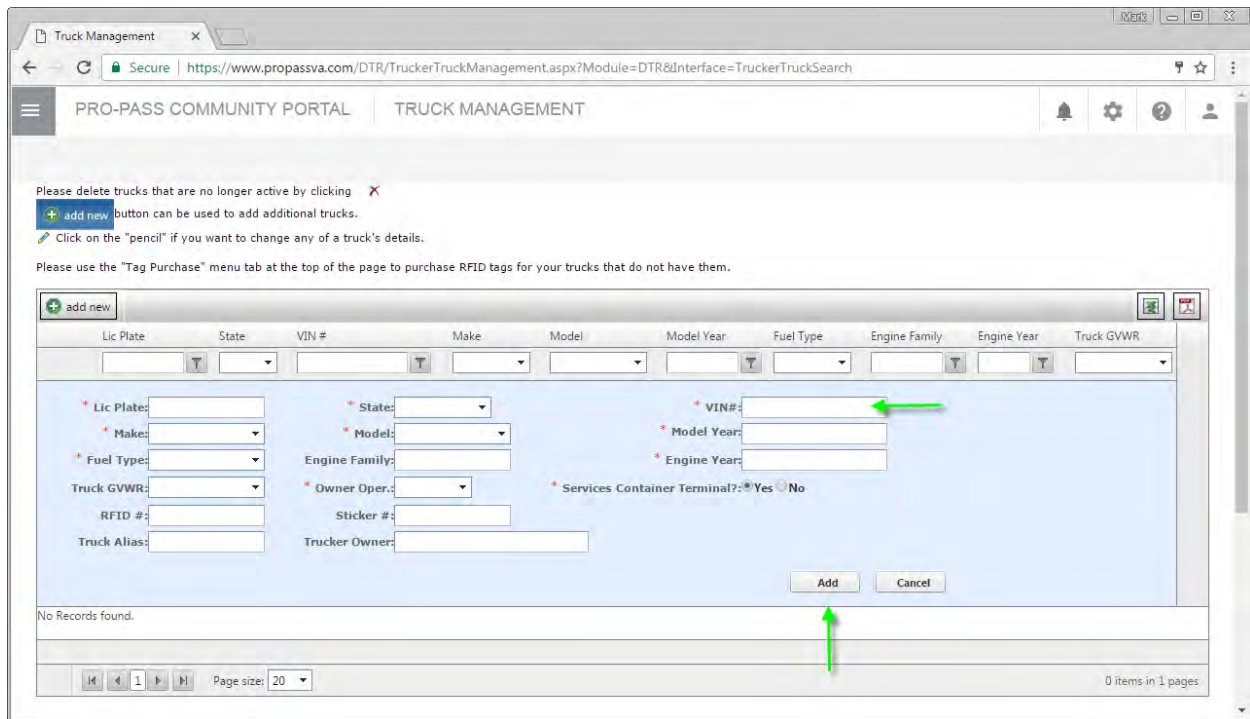


The screenshot shows the 'Truck Management' page in the PRO-PASS Community Portal. The page has a header with the portal name and a 'TRUCK MANAGEMENT' tab. Below the header, there are instructions: 'Please delete trucks that are no longer active by clicking [X]', 'The [add new] button can be used to add additional trucks.', and 'Click on the "pencil" if you want to change any of a truck's details.' A green arrow points to the 'add new' button. Below the instructions is a table with columns: Lic Plate, State, VIN #, Make, Model, Model Year, Fuel Type, Engine Family, Engine Year, and Truck GVWR. The table is currently empty, showing 'No Records found.' at the bottom. The page also includes a 'Page size' dropdown set to 20 and a status '0 items in 1 pages'.

Entering Truck Details


To begin, we recommend entering the truck VIN number first. Once you have entered the VIN number, when you begin entering data into any subsequent field, the website will pre-populate any known data, such as Make, Model and Model Year, for you. Please enter all required fields. Required fields are indicated with a red asterisk (*). The Truck Alias field can be used to enter your internal truck identification or truck number for a given truck.

Once you have entered all details associated with your truck, please click the **Add** button to add the truck to your account.



Truck Management

PRO-PASS COMMUNITY PORTAL | TRUCK MANAGEMENT

Please delete trucks that are no longer active by clicking  **add new** button can be used to add additional trucks.

Click on the "pencil" if you want to change any of a truck's details.

Please use the "Tag Purchase" menu tab at the top of the page to purchase RFID tags for your trucks that do not have them.

add new

Lic Plate	State	VIN #	Make	Model	Model Year	Fuel Type	Engine Family	Engine Year	Truck GVWR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Lic Plates: * States: * VIN #: * Model Year:

* Make: * Model: * Engine Year:

* Fuel Type: Engine Family:

Truck GVWR: * Owner Oper.: * Services Container Terminal?: ☐ Yes ☐ No

RFID #: Sticker #:

Truck Alias: Trucker Owner:

Add **Cancel**

No Records found.


Page size: 20

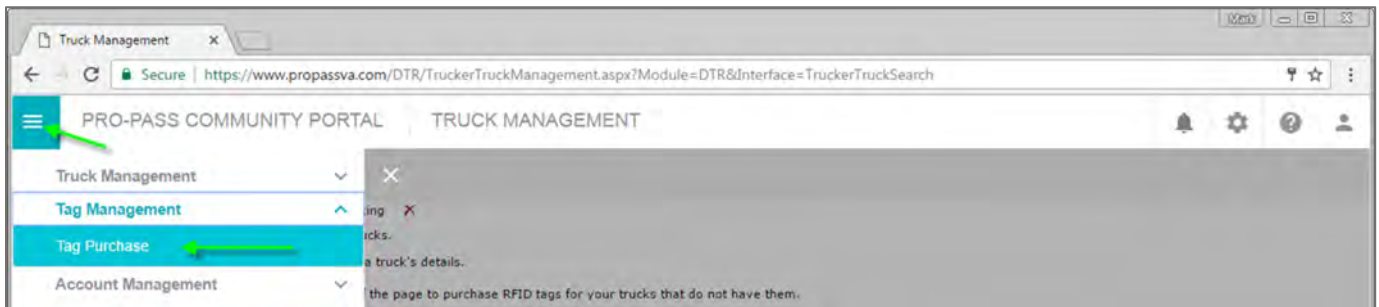
0 items in 1 pages


If you encounter any issues while attempting to register truck details please contact (877) 904-1680 or send an email to propassvasupport@adventintermodal.com.

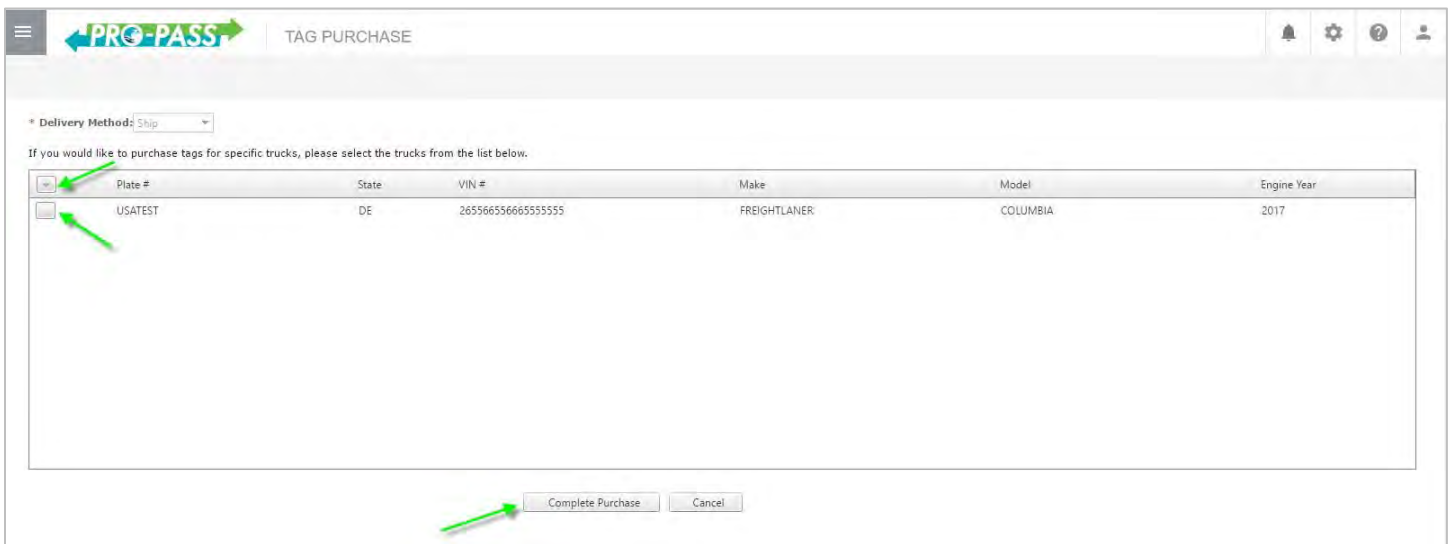
All registered trucks will be visible in the Truck Management webpage. You will be able to manage, delete or edit any of the details of a truck through the Truck Management page.

Purchasing an RFID Tag

To purchase an RFID Tag click on the stacked menu icon  in the top left corner. Click to expand the Tag Management menu and then click on Tag Purchase.




A list of registered trucks eligible for tag purchase will appear in the Tag Purchase webpage. You can select individual trucks or multiple trucks at a time for tag purchase. After making your selection, click on the  button.



Online Tag Purchase Payment

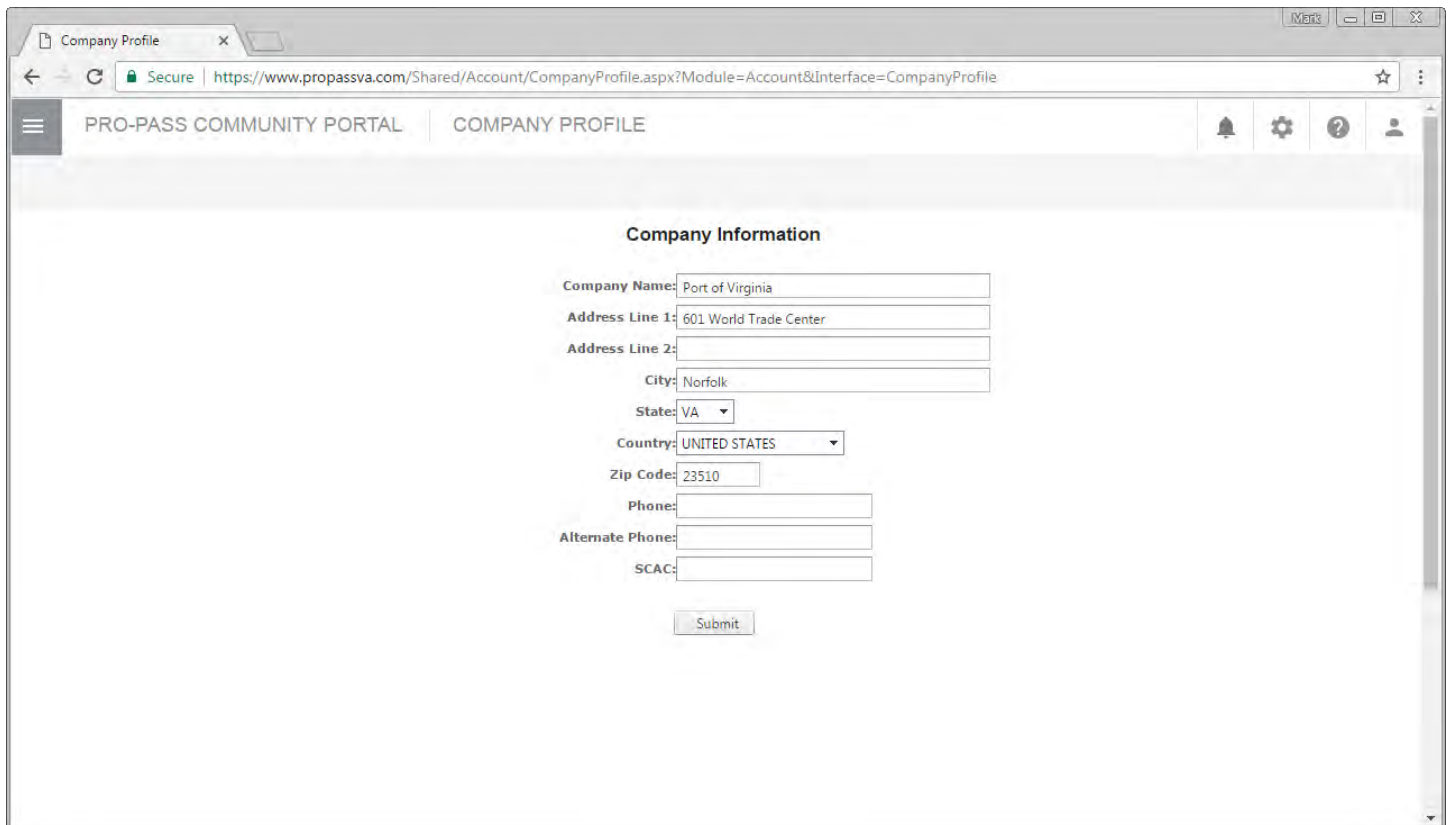
You can review the details associated with your purchase, make changes to your shipping address, billing address and also enter your billing information. Purchases can be made with a credit card or through Automated Clearing House (ACH) transfer. Once you have verified your shipping and billing information, review the acknowledgement, click the check mark and then click [Make Payment](#) to complete your transaction. You will receive a confirmation screen and confirmation email with your transaction detail.

Account Management

To access the Account Management section of PRO-PASS click on the stacked menu icon  in the top left corner. Click Account Management to expand the menu. There you can select Company Profile, where you can edit any of the company details associated with your initial registration, Manage Users, which allows you to add additional users to the PRO-PASS website, or Manage Groups.

Company Profile

Select Company Profile to edit details associated with your company such as mailing address, email address, phone number.



The screenshot shows a web browser window with the URL <https://www.propassva.com/Shared/Account/CompanyProfile.aspx?Module=Account&Interface=CompanyProfile>. The page title is "PRO-PASS COMMUNITY PORTAL" and the sub-header is "COMPANY PROFILE". The main content area is titled "Company Information" and contains the following fields:

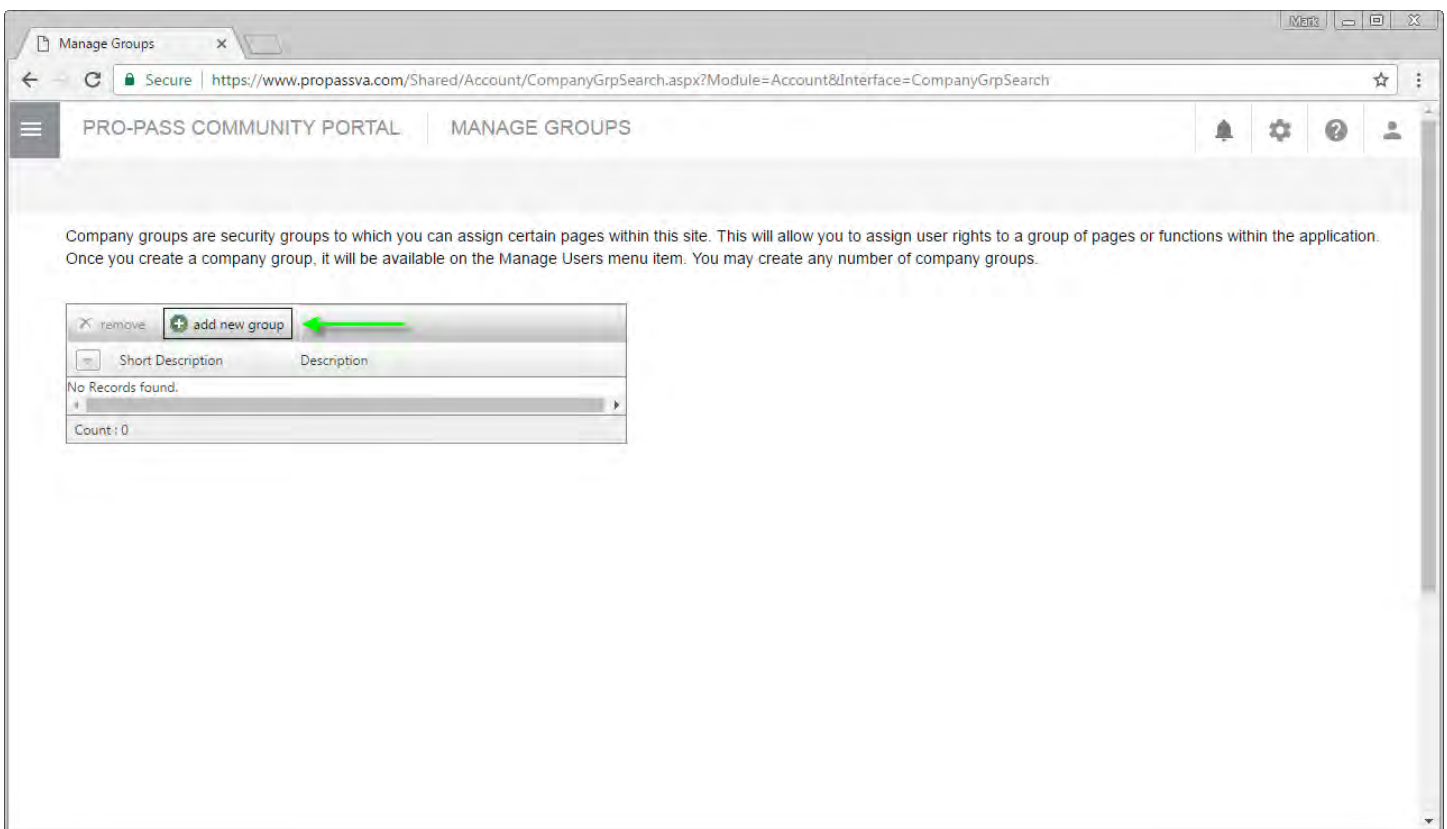
- Company Name: Port of Virginia
- Address Line 1: 601 World Trade Center
- Address Line 2:
- City: Norfolk
- State: VA
- Country: UNITED STATES
- Zip Code: 23510
- Phone:
- Alternate Phone:
- SCAC:

A "Submit" button is located at the bottom of the form.

Manage Groups

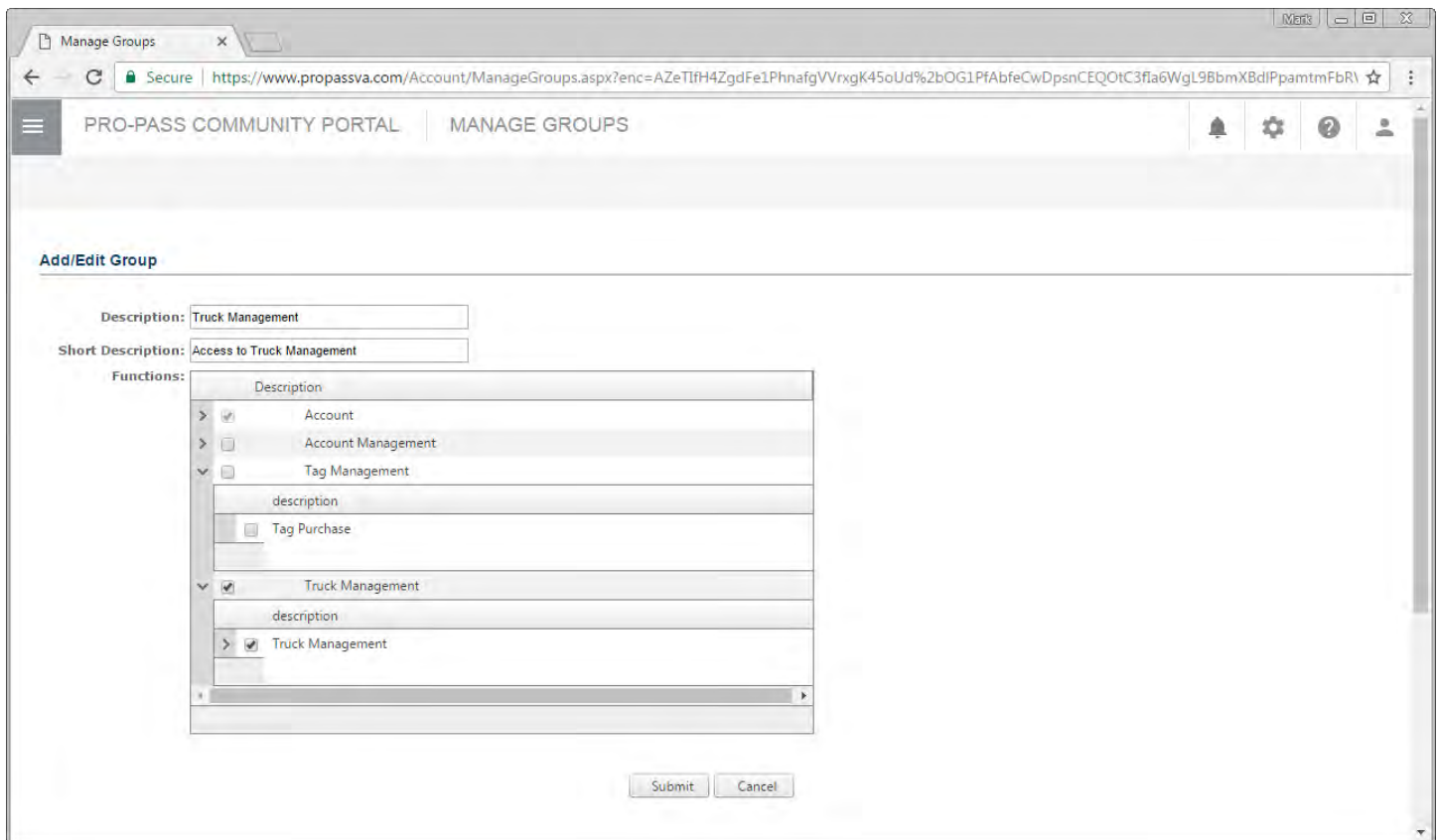
Manage Groups allows you to set different security levels for the user accounts that you create. As an example, if you only wanted a user to be able enter truck details in the Truck Management screen but not necessarily purchase tags, you can create a group with permission to only view the Truck Management section of the website.

To add a new group, from the Manage Groups screen, click the  button.



Add/Edit Group

Enter a Name for the new Group in the Description field. Enter a short description of the functionality of the new group in the Short Description field then select the functions to which you want to grant access for this new user group. The functions currently available are Account, Account Management, Tag Management, and Truck Management. Any sub-options can be selected or deselected by clicking on the arrow next to each function option. Once the desired options have been selected, to create the new group and apply those selected options, click the button.



The screenshot shows a web browser window with the URL <https://www.propassva.com/Account/ManageGroups.aspx?enc=AZeTlfH4ZgdFe1PhnafgVVRxgK45oUd%2bOG1PfAbfeCwDpsnCEQOtC3fla6WgL9BbmXBdlPpamtmFbR>. The page title is "PRO-PASS COMMUNITY PORTAL" and the breadcrumb is "MANAGE GROUPS". The form is titled "Add/Edit Group". It contains the following fields and options:


- Description:
- Short Description:
- Functions: A list of functions with checkboxes and expandable sub-options.
 - ☒ Account
 - ☐ Account Management
 - ☐ Tag Management
 - description
 - ☐ Tag Purchase
 - ☒ Truck Management
 - description
 - ☒ Truck Management

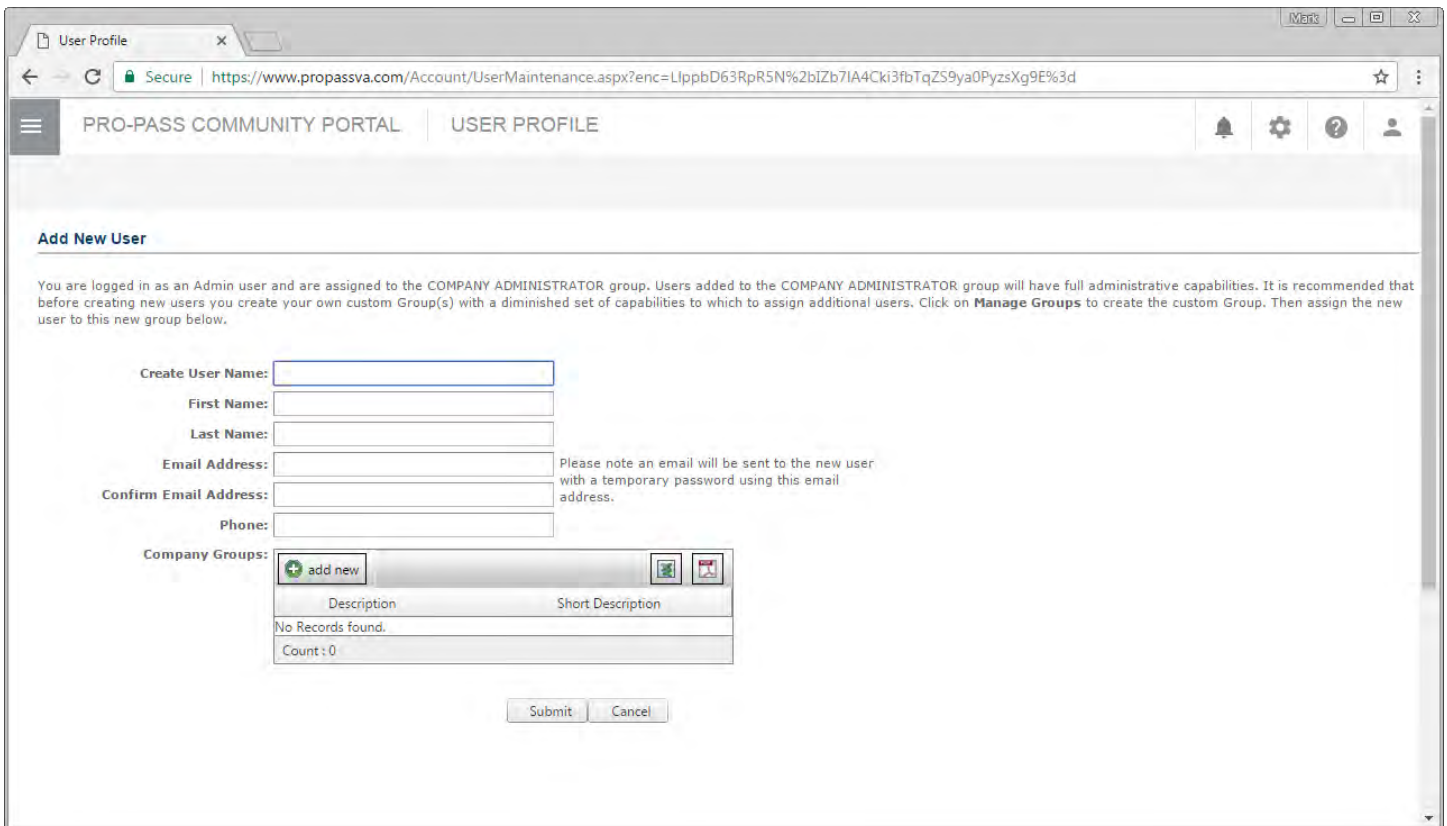
At the bottom of the form are two buttons: and .

Manage Users

Manage users allows the account administrator, or any users who have access to Manage Users, the ability to create additional PRO-PASS accounts associated with your company.

To add a new user, click the  button on the Manage Users screen.

Enter all associated data, including User Name, First and Last Name and email address. If you would like to select which group the user will belong to, you can do so at this time in the Company Groups section. After entering all data, click the  button to create the user. The new user will automatically receive an email with their account information.



The screenshot shows a web browser window with the URL <https://www.propassva.com/Account/UserMaintenance.aspx?enc=LlppbD63RpR5N%2bIZb7IA4Cki3fbTqZS9ya0PyzsXg9E%3d>. The page title is "User Profile" and the breadcrumb is "PRO-PASS COMMUNITY PORTAL > USER PROFILE".

Add New User

You are logged in as an Admin user and are assigned to the COMPANY ADMINISTRATOR group. Users added to the COMPANY ADMINISTRATOR group will have full administrative capabilities. It is recommended that before creating new users you create your own custom Group(s) with a diminished set of capabilities to which to assign additional users. Click on **Manage Groups** to create the custom Group. Then assign the new user to this new group below.

Create User Name:




First Name:

Last Name:



Email Address: Please note an email will be sent to the new user with a temporary password using this email address.

Confirm Email Address:


Phone:

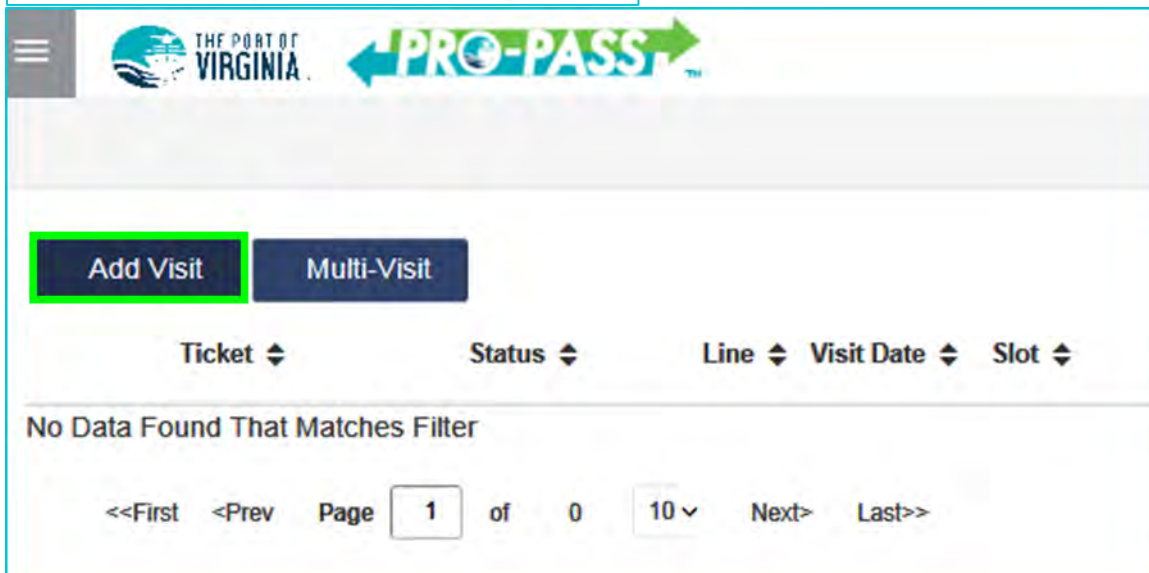
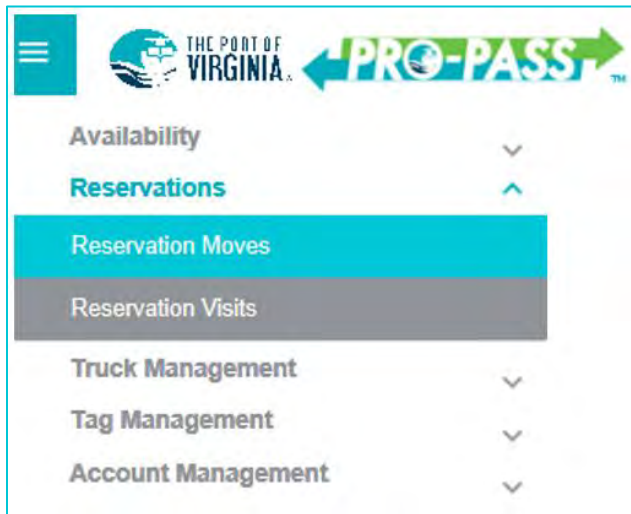
Company Groups:   

Description	Short Description
No Records found.	
Count: 0	

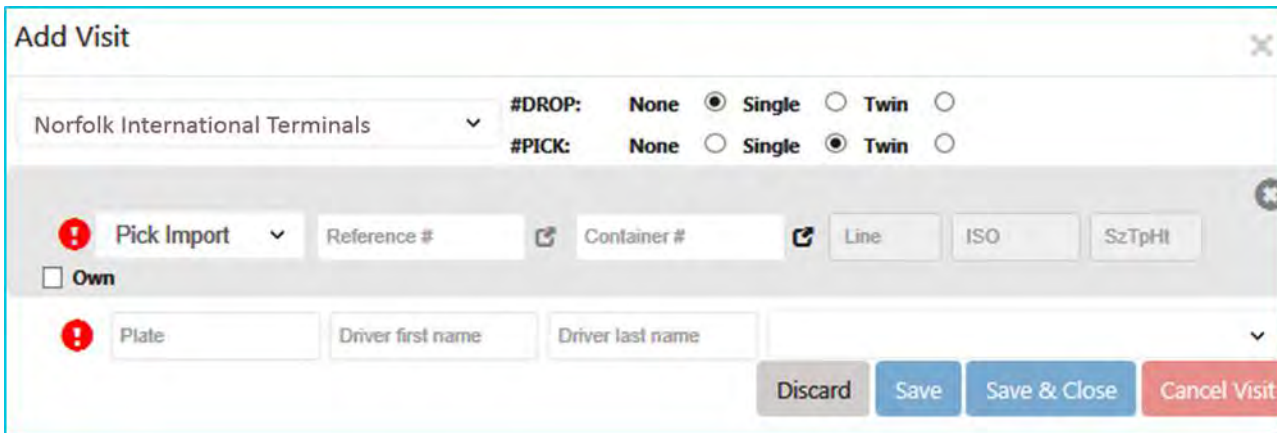
 

How to Create a Single-Move Reservation

To create a new Reservation, the user will select the stacked menu icon  to select Reservations and then Reservation Moves or Reservation Visits to click the Add Visit button.



Once the Add Visit function has been selected, the visit input screen will appear with the available move patterns, depending on the selected terminal and specific Reservation requirements. Select the move type: #Drop: or #Pick: and select “None” for the move type not requested.



<u>MOVE TYPE</u>	<u>REQUIRED FIELDS</u>
Drop Empty (Governed by Empty Matrix)	Container #, Line, ISO
Drop Export	Booking #, Container #
Pick Import	Group Code or Container #
Pick Empty	Booking #

NOTE: Booking numbers and Group Codes are entered in the Reference # field

Add Visit

Norfolk International Terminals

#DROP:
None
☒ Single
☐ Twin

#PICK:
None
☐ Single
☒ Twin

☒ Pick Empty

ZIMUSAV916998

Container #

Thursday 11/30/2017 11:00 - 12:00 (220)
Thursday 11/30/2017 12:00 - 13:00 (220)
Thursday 11/30/2017 13:00 - 14:00 (220)
Thursday 11/30/2017 14:00 - 15:00 (220)
Thursday 11/30/2017 15:00 - 16:00 (220)
Thursday 11/30/2017 16:00 - 17:00 (220)

☒ RA78351

Ronald



McDonald


Discard



Save

Save & Close

Cancel Visit


After all information has been entered, a  notification icon will be displayed indicating the entered information is valid. If the  icon is displayed, the user will need to click on that icon which will then show the error message.

A user may view additional container details by clicking on the  icon to the right side of the Reference # or Container # field.

If the  icon is displayed, the user will then be able to proceed with creating the Reservation by selecting the next available time slot from the Slot drop down. The  icon warns the license plate has not been added to your Truck Management list.

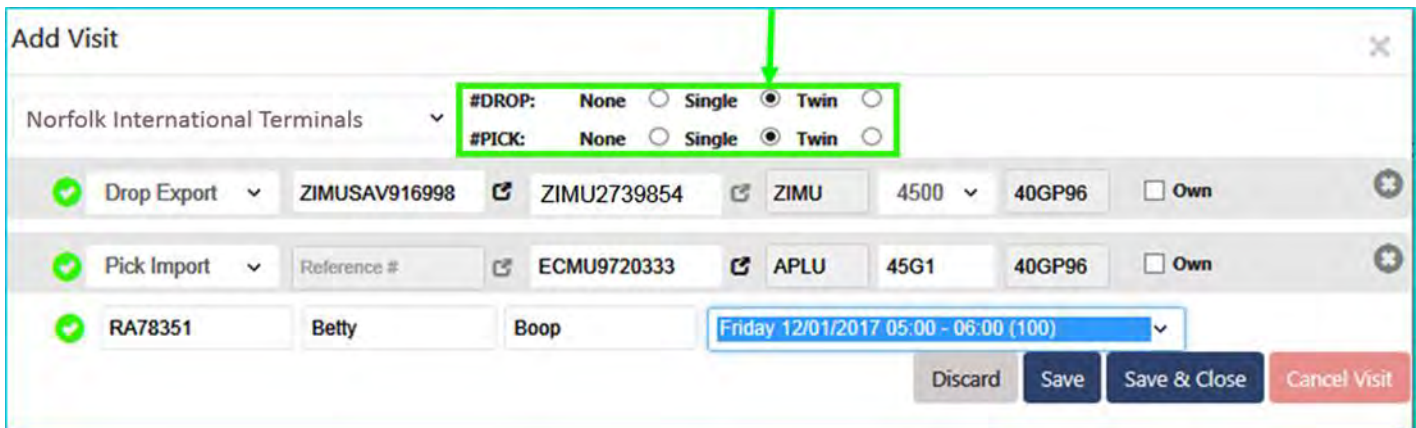
After selecting the time slot, available options are to select either the Save button (which allows the user to submit their Reservation and continue to create additional moves), or to select the Save & Close button (which closes out the visit details window and returns the user to the Add Visit screen). If desired, the user may also select the Discard button to abandon their Reservation attempt.

How to Create a Dual-Move Reservation

To create a new Reservation, the user will select the stacked menu icon  to select Reservation and then Reservation Moves or Reservation Visits to click the Add Visit button

Once the Add Visit function has been selected, a pop-up of the visit input screen will appear with the different available move patterns, depending on the selected terminal and specific Reservation requirements.


Select the move type: #Drop: **and** #Pick:

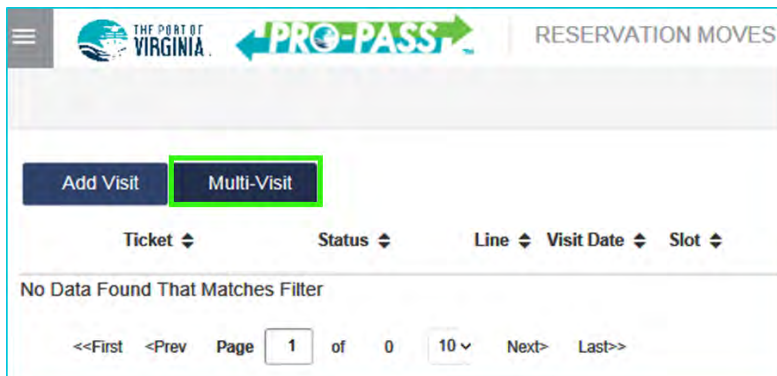


<u>MOVE TYPE</u>	<u>REQUIRED FIELDS</u>
Drop Empty (Governed by Empty Matrix)	Container #, Line, ISO
Drop Export	Booking #, Container #
Pick Import	Group Code or Container #
Pick Empty	Booking #

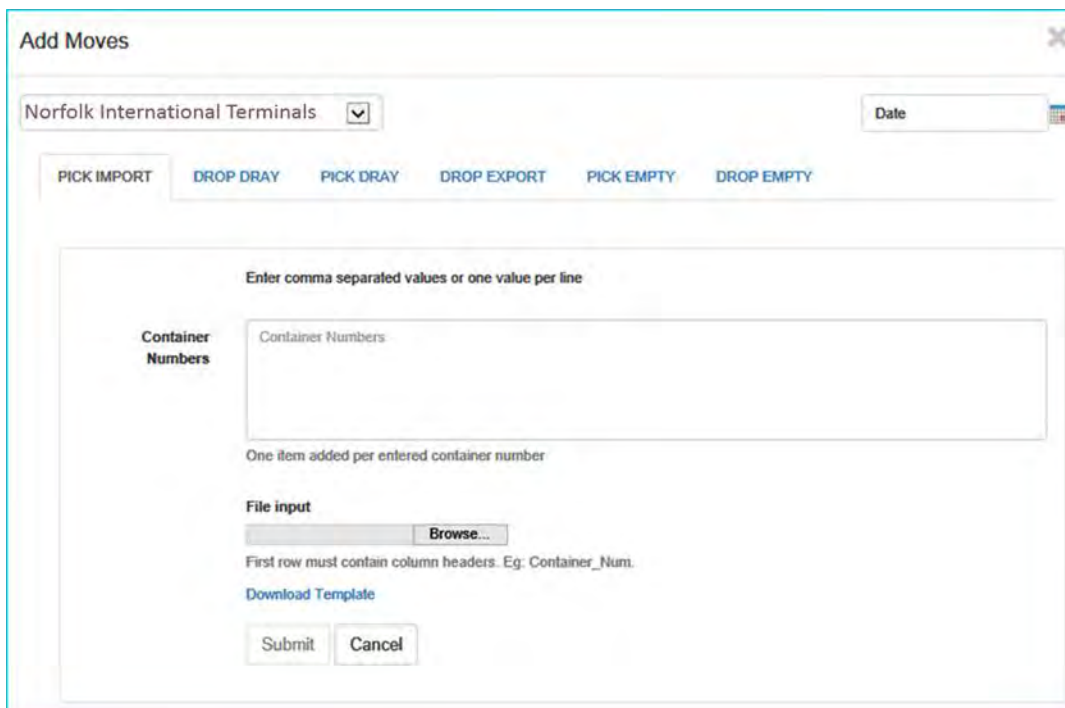
NOTE: Booking numbers and Group Codes are entered in the Reference # field

How to Create a Multi-Visit Reservation

To create a new Reservation, the user will select the stacked menu icon  to select Reservation and then Reservation Moves or Reservation Visits to click the Multi-Visit button.



Once the Multi-Visit function has been selected, a pop-up of the multi-visit add moves input screen will appear. Different tabs and options are available for different terminals based on move types allowed and other specific requirements.



Selecting the individual tabs (i.e. Pick Import) will bring you to the specific options for that move type. You can cut and paste container numbers from an Excel sheet (or any other list) into the input field in a single column format, a comma-separated format (.csv), or mix of single and comma, and click the Submit button.

Add Moves

Norfolk International Terminals

Date

PICK IMPORT
DROP DRAY
PICK DRAY
DROP EXPORT
PICK EMPTY
DROP EMPTY

Enter comma separated values or one value per line

Container Numbers

UACU8589086
TCLU3992649
TGCU0012870

One item added per entered container number

File input

Browse...

First row must contain column headers. Eg: Container_Num.

Download Template

Submit
Cancel

Type

Pick Import (pick up full load from terminal)

Drop Dray (drop inland drayage into terminal)

Pick Dray (pick up inland drayage container from terminal)

Drop Export (drop full load into terminal)

Pick Empty (pick up empty container from terminal)

Drop Empty (drop empty container into terminal)

Containers will be validated as below.

Add Moves

Norfolk International Terminals

Date

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

Validating Equipment

Once validated, Reservations may be processed.

Reservation Visit Add Moves

22 Message(s)
+ View Detail

☐
Norfolk International Terminals

#DROP: ☒ None ☐ Single ☐ Twin
#PICK: ☐ None ☒ Single ☐ Twin

☒ Pick Import

Reference #

UACU8589086

HLCU

42G1

40GP86

☐ Own

☒ Plate

Driver first name

Driver last name

☐
Norfolk International Terminals

#DROP: ☒ None ☐ Single ☐ Twin
#PICK: ☐ None ☒ Single ☐ Twin

☒ Pick Import

Reference #

TCLU3992649

APLU

42G1

40GP86

☐ Own

☒ Plate

Driver first name

Driver last name

☐
Norfolk International Terminals

#DROP: ☒ None ☐ Single ☐ Twin
#PICK: ☐ None ☒ Single ☐ Twin

☒ Pick Import

Reference #

TGCU0012870

MOLU

4500

40GP96

☐ Own

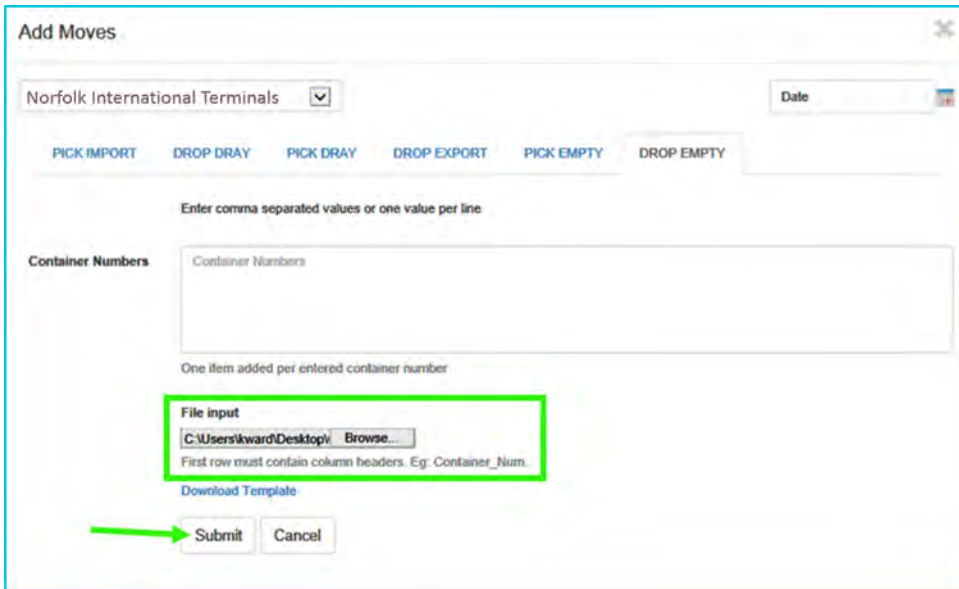
☒ Plate

Driver first name

Driver last name

Uploading Excel Files

Click the Browse button to select an Excel file from your computer and click okay. The file location will then display in the File Input field. Click the Submit button to process the file. The first row of the file must have a header column, for example Container_num, Booking_num, etc. as described in the next section.



Add Moves

Norfolk International Terminals

Date

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

Enter comma separated values or one value per line

Container Numbers

One item added per entered container number

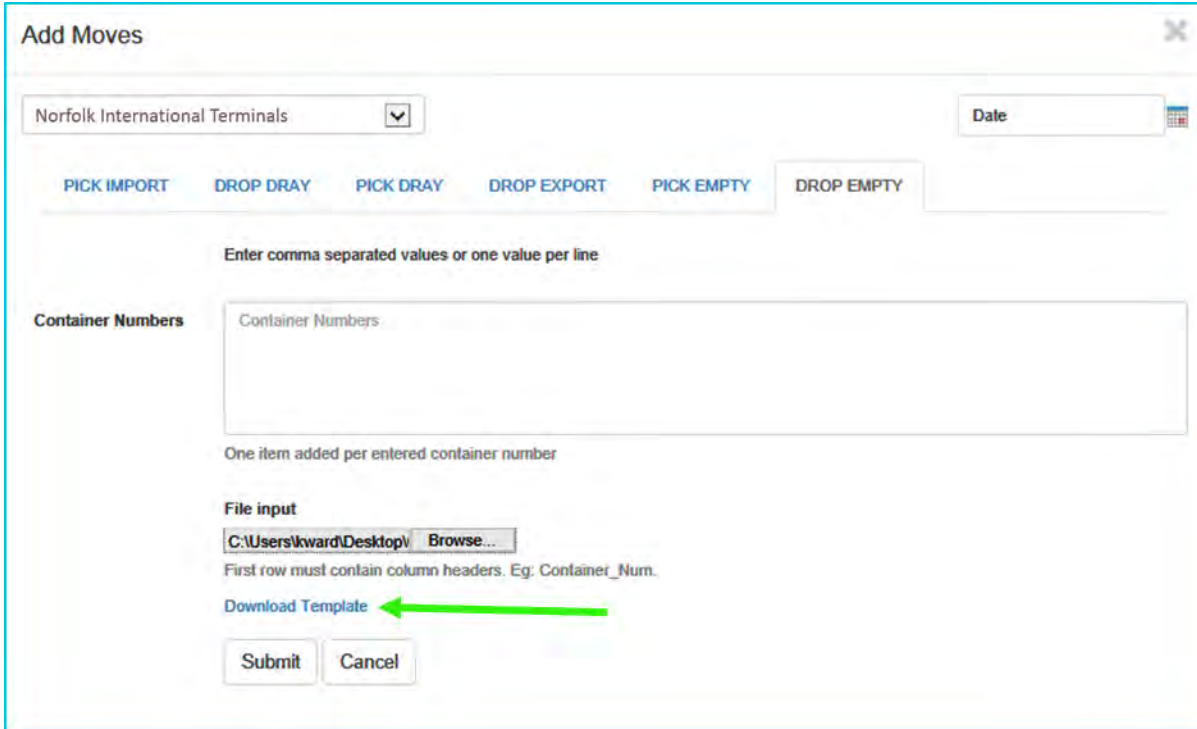
File input
C:\Users\kward\Desktop\ Browse...

First row must contain column headers. Eg: Container_Num.

[Download Template](#)

Downloading an Excel Template

To open and use the template, click the Download Template link. When the spreadsheet opens, click the Enable editing button. Now you are able to enter or copy and paste container numbers. Save the file and upload as described in the previous section.



Add Moves

Norfolk International Terminals Date

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY


Enter comma separated values or one value per line

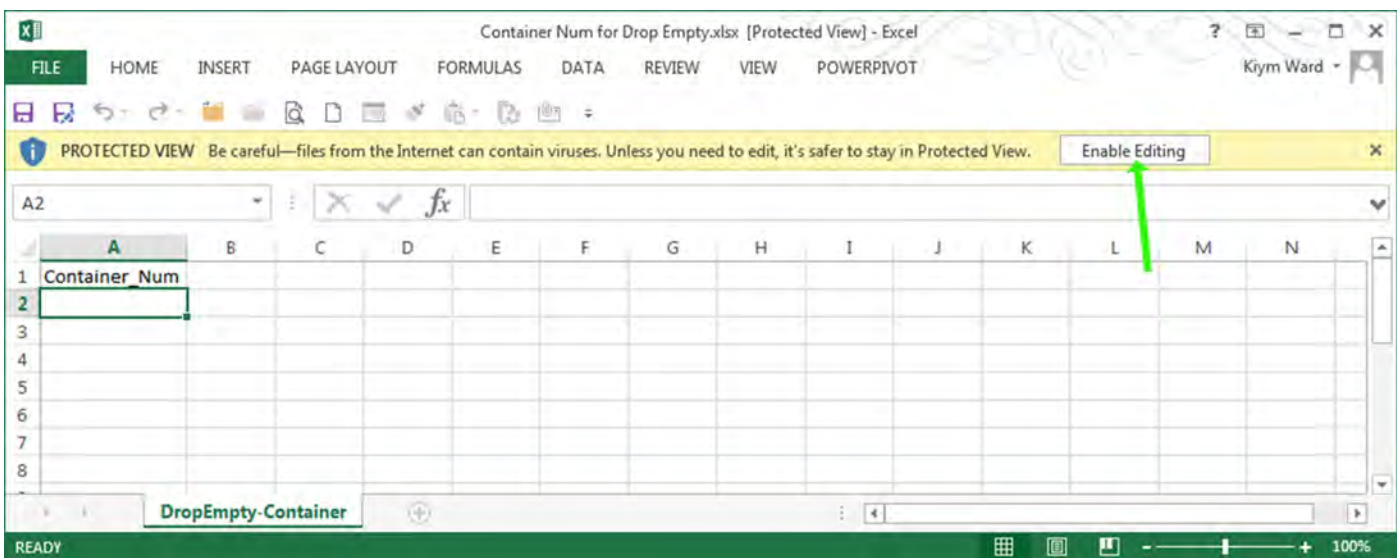
Container Numbers

One item added per entered container number

File input


 First row must contain column headers. Eg. Container_Num.

[Download Template](#) 



Container Num for Drop Empty.xlsx [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW POWERPivot

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. 

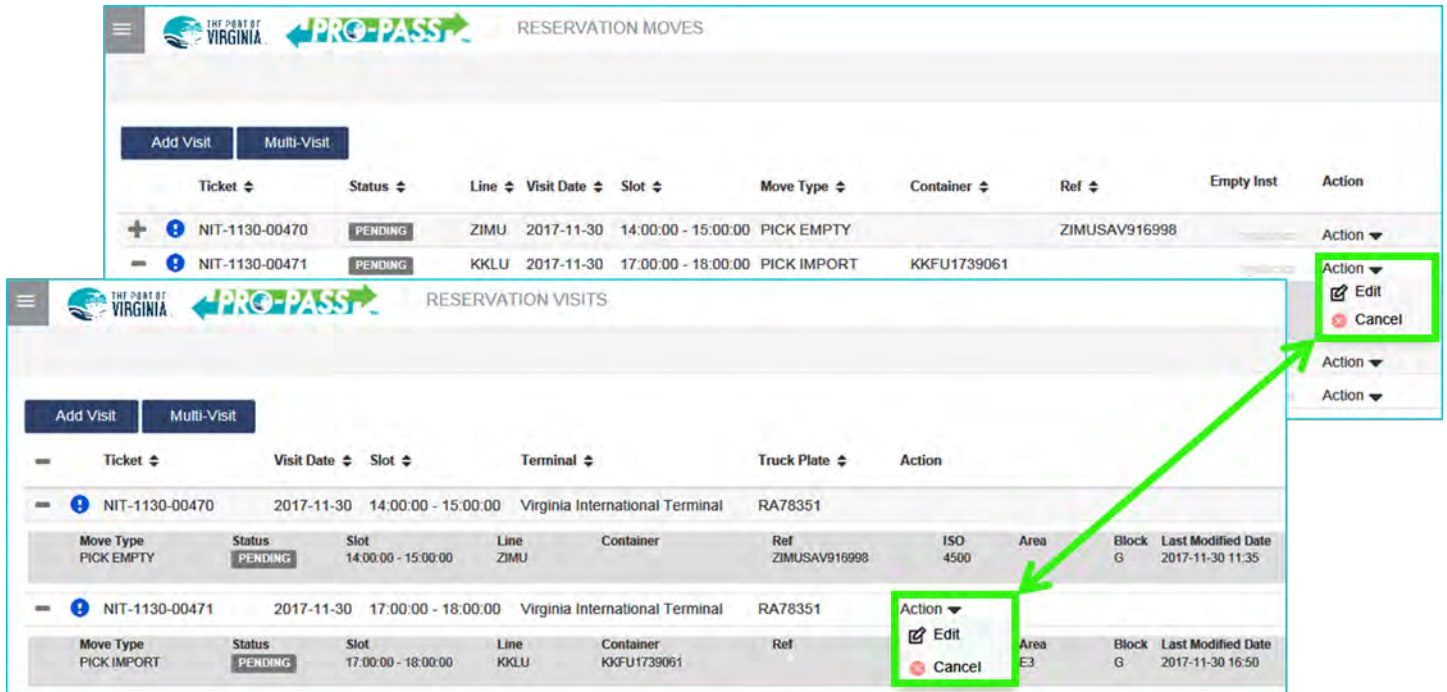
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Container_Num													
2														
3														
4														
5														
6														
7														
8														

DropEmpty-Container

READY

How to Edit or Cancel a Reservation

Click the Action button to select Edit or Cancel




RESERVATION MOVES

Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action
NIT-1130-00470	PENDING	ZIMU	2017-11-30	14:00:00 - 15:00:00	PICK EMPTY		ZIMUSAV916998		Action
NIT-1130-00471	PENDING	KKLU	2017-11-30	17:00:00 - 18:00:00	PICK IMPORT	KKFU1739061			Action

RESERVATION VISITS

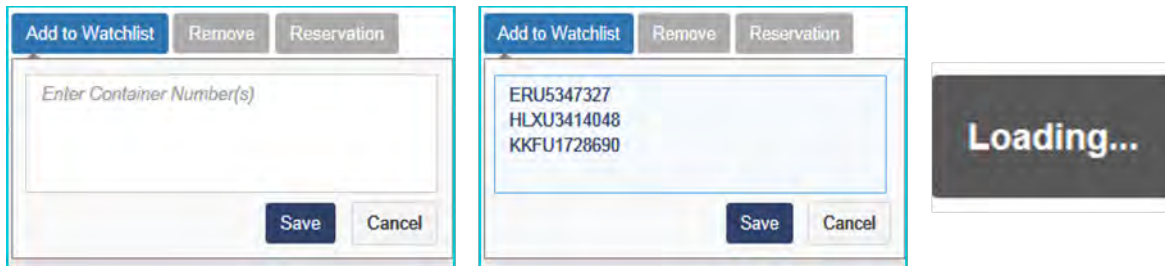
Ticket	Visit Date	Slot	Terminal	Truck Plate	Action																				
NIT-1130-00470	2017-11-30	14:00:00 - 15:00:00	Virginia International Terminal	RA78351																					
					<table border="1"> <thead> <tr> <th>Move Type</th> <th>Status</th> <th>Slot</th> <th>Line</th> <th>Container</th> <th>Ref</th> <th>ISO</th> <th>Area</th> <th>Block</th> <th>Last Modified Date</th> </tr> </thead> <tbody> <tr> <td>PICK EMPTY</td> <td>PENDING</td> <td>14:00:00 - 15:00:00</td> <td>ZIMU</td> <td></td> <td>ZIMUSAV916998</td> <td>4500</td> <td></td> <td>G</td> <td>2017-11-30 11:35</td> </tr> </tbody> </table>	Move Type	Status	Slot	Line	Container	Ref	ISO	Area	Block	Last Modified Date	PICK EMPTY	PENDING	14:00:00 - 15:00:00	ZIMU		ZIMUSAV916998	4500		G	2017-11-30 11:35
Move Type	Status	Slot	Line	Container	Ref	ISO	Area	Block	Last Modified Date																
PICK EMPTY	PENDING	14:00:00 - 15:00:00	ZIMU		ZIMUSAV916998	4500		G	2017-11-30 11:35																
NIT-1130-00471	2017-11-30	17:00:00 - 18:00:00	Virginia International Terminal	RA78351																					
					<table border="1"> <thead> <tr> <th>Move Type</th> <th>Status</th> <th>Slot</th> <th>Line</th> <th>Container</th> <th>Ref</th> <th>Area</th> <th>Block</th> <th>Last Modified Date</th> </tr> </thead> <tbody> <tr> <td>PICK IMPORT</td> <td>PENDING</td> <td>17:00:00 - 18:00:00</td> <td>KKLU</td> <td>KKFU1739061</td> <td></td> <td>E3</td> <td>G</td> <td>2017-11-30 16:50</td> </tr> </tbody> </table>	Move Type	Status	Slot	Line	Container	Ref	Area	Block	Last Modified Date	PICK IMPORT	PENDING	17:00:00 - 18:00:00	KKLU	KKFU1739061		E3	G	2017-11-30 16:50		
Move Type	Status	Slot	Line	Container	Ref	Area	Block	Last Modified Date																	
PICK IMPORT	PENDING	17:00:00 - 18:00:00	KKLU	KKFU1739061		E3	G	2017-11-30 16:50																	

How to Create an Import Containers Watchlist













To create a new Import Containers Watchlist, the user will select the stacked menu icon  to select Availability and then select Import Containers.



Click the Add to Watchlist button to enter or copy and paste container numbers and then click the Save button in order to load the list.



See the sample Import Containers Watchlist below:

<div> Add to Watchlist Remove Reservation </div> <div>SEARCH </div>									
<input type="checkbox"/>	Container 	Reservation	Status 	Holds 	Size/Type 	Line 	Terminal 	Last Free Day 	Empty Inst 
<input type="checkbox"/>	+ EURU5347327	Add New Reservation	AVAILABLE		20TK	HSD	NIT		
<input type="checkbox"/>	+ KKFU1728690	Not Ready for Reservation	NOT AVAILABLE	YES	40GP	KLI	NIT		
<input type="checkbox"/>	+ HXLU3414048	N/A	UNKNOWN						
<div> <<First <Prev Page <input type="text" value="1"/> of 1 <input type="text" value="10"/> Next> Last>> </div> <div>Total Count: 3</div>									

The Add to Watchlist button is available to increase the container count of the current list. Click the Search button at the top right to search for containers in the current list. Note the navigation buttons at the bottom left.

Add to Watchlist
Remove
Reservation

SEARCH

Search Current Watchlist

<input type="checkbox"/>	Container	Reservation	Status	Holds	Size/Type	Line	Terminal	Last Free Day	Empty Inst	Remove
<input type="checkbox"/>	+ EURU5347327	Add New Reservation	AVAILABLE		20TK	HSD	NIT			
<input type="checkbox"/>	+ KKFU1728690	Not Ready for Reservation	NOT AVAILABLE	YES	40GP	KLI	NIT			
<input type="checkbox"/>	+ HXLU3414048	N/A	UNKNOWN							

<<First
<Prev
Page 1 of 1
10
Next>
Last>>

Navigation Buttons


Total Count:3

Select the check boxes on the left to Remove containers or create a Container Reservation. Only available containers will activate the Reservation button.

Add to Watchlist
Remove
Reservation

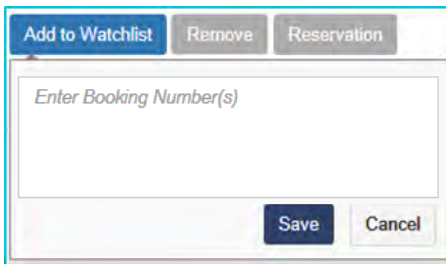
<input type="checkbox"/>	Container	Reservation
<input checked="" type="checkbox"/>	+ EURU5347327	Add New Reservation
<input type="checkbox"/>	+ KKFU1728690	Not Ready for Reservation
<input type="checkbox"/>	+ HXLU3414048	N/A

How to Create a Booking Inquiry Watchlist

To create a new Booking Inquiry Watchlist, the user will select the stacked menu icon  to select Availability and then select Booking Inquiry.



Click the Add to Watchlist button, enter or copy and paste booking numbers and then click the Save button in order to load the list.

A screenshot of the 'Add to Watchlist' form. The form has a header with three buttons: 'Add to Watchlist' (blue), 'Remove' (grey), and 'Reservation' (grey). Below the header is a text input field with the placeholder text 'Enter Booking Number(s)'. At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (grey).A screenshot of the 'Enter Booking Number(s)' form. The form has a header with the text 'Enter Booking Number(s)'. Below the header is a text input field containing the following booking numbers: US2919932, US3070122, US3060516, and US29107128.

Loading...

See the sample Booking Inquiry Watchlist below. Click the Search button at the top right to search for containers in the current list. Note the navigation buttons at the bottom left.

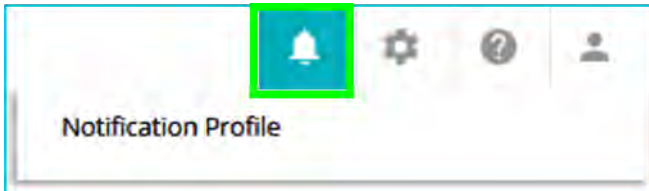
<div> Add to Watchlist Remove Reservation </div>							
<div> <div>SEARCH</div> <div>Search Current Watchlist</div> </div>							
<input type="checkbox"/>	Booking	Reservation	Status	Terminal	Line	Voyage	Remove
<input type="checkbox"/>	+ US3030685	Add New Reservation	FOUND	NIT	KLI	069E	
<input type="checkbox"/>	+ US2919932	Not Ready for Reservation	FOUND	NIT	KLI	069E	
<input type="checkbox"/>	+ US3060516	N/A	FOUND	PMT	KLI	069E	
<input type="checkbox"/>	+ US3070122	N/A	FOUND	RMT	KLI	069E	
<input type="checkbox"/>	+ US29107128	N/A	NOT FOUND				
<input type="checkbox"/>	+ US3060516	Not Ready for Reservation	FOUND	NIT	KLI	069E	
<input type="checkbox"/>	+ US3070122	N/A	FOUND	PMT	KLI	069E	
<input type="checkbox"/>	+ US3030685	N/A	FOUND	RMT	KLI	069E	
<input type="checkbox"/>	+ US2919932	N/A	FOUND	RMT	KLI	069E	
<input type="checkbox"/>	+ US3070122	Not Ready for Reservation	FOUND	NIT	KLI	069E	
<div> <div> First Prev Page 1 of 2 10 Next Last </div> <div>Navigation Buttons</div> <div>Total Count: 13</div> </div> <div></div>							

Select the check boxes on the left to Remove containers or create a Booking Reservation. Only available booking numbers will activate the Reservation button.

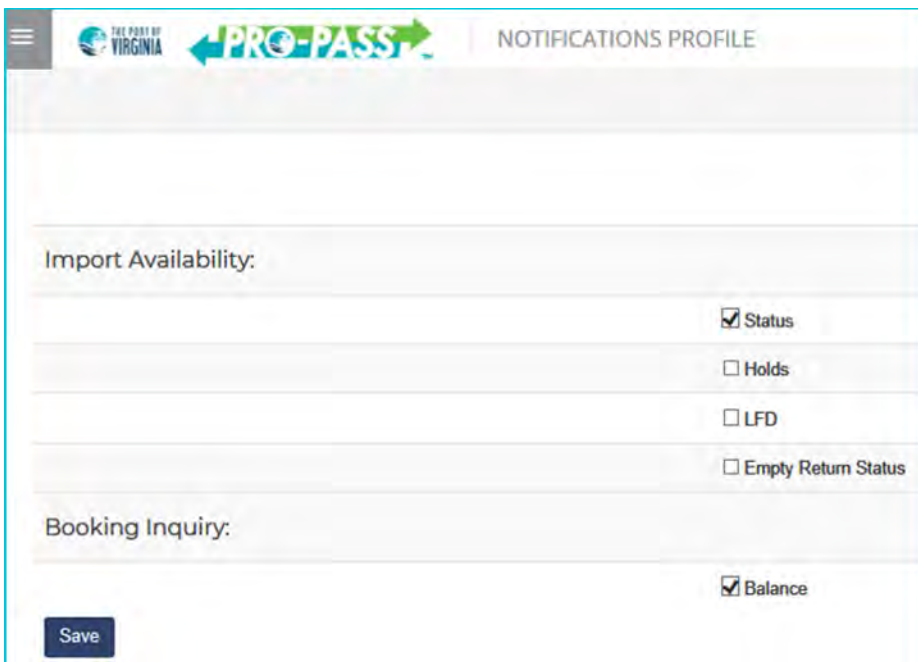
<div> Add to Watchlist Remove Reservation </div>		
<input type="checkbox"/>	Booking	Reservation
<input checked="" type="checkbox"/>	+ US3030685	Add New Reservation
<input type="checkbox"/>	+ US2919932	Not Ready for Reservation
<input type="checkbox"/>	+ US3060516	N/A
<input type="checkbox"/>	+ US3070122	N/A
<input type="checkbox"/>	+ US29107128	N/A
<input type="checkbox"/>	+ US3060516	Not Ready for Reservation
<input type="checkbox"/>	+ US3070122	N/A
<input type="checkbox"/>	+ US3030685	N/A
<input type="checkbox"/>	+ US2919932	N/A
<input type="checkbox"/>	+ US3070122	Not Ready for Reservation
<div> <div> First Prev Page 1 of 2 10 Next Last </div> </div>		

Availability (Watchlist) Notifications











To create a user notification profile, click the bell icon at the top right of the page.



Check the preferred boxes to request emailed status changes.

A screenshot of the "NOTIFICATIONS PROFILE" page. The page has a header with the Port of Virginia logo, the PRO-PASS logo, and the title "NOTIFICATIONS PROFILE". The main content area is divided into two sections: "Import Availability:" and "Booking Inquiry:". Under "Import Availability:", there are four checkboxes: "Status" (checked), "Holds" (unchecked), "LFD" (unchecked), and "Empty Return Status" (unchecked). Under "Booking Inquiry:", there is one checkbox: "Balance" (checked). A "Save" button is located at the bottom left of the form.

Key of Icons

<u>ICON</u>	<u>DESCRIPTION</u>
	Edit Reservation
	Indicates that the Reservation data is valid <u>Note:</u> be sure to check the Reservation status column to verify move status
	Informational message
	Warning message, meaning warnings should be cleared prior to gate time to ensure a successful transaction
	Indicates that the Reservation has errors that must be corrected or you will not successfully pass through the gate
	Container Information icon, click to view container information
	Notification Profile is used to select when to receive changes of status from your Watchlist
	Access your User Profile to change your name, email address, or phone number and to view your Company Groups
	VIT Help Links are listed and open in a separate tab
	The User Profile is where you log off the system

Key of Reservation Status

<u>ACTION</u>	<u>DESCRIPTION</u>
PENDING	Awaiting Terminal Approval
CONFIRMED	Successful Reservation
ERROR	Indicates the Reservation is not successful
COMPLETED	Reservation Concluded
MISSED	Reservation expired