Portal Guide

ProPass Portal Guide

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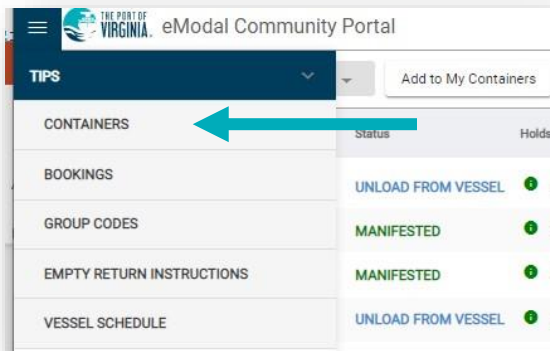
Truck and Tag Management

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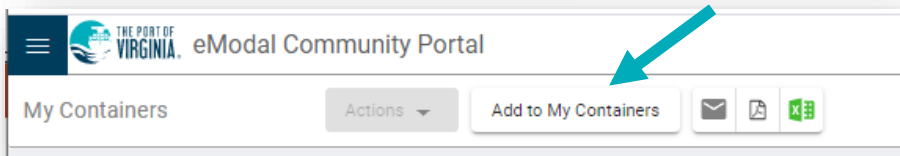# Add Containers to the Containers Watchlist

Your Containers Watchlist allows you to track containers of interest to you and get immediate visibility into their statuses.

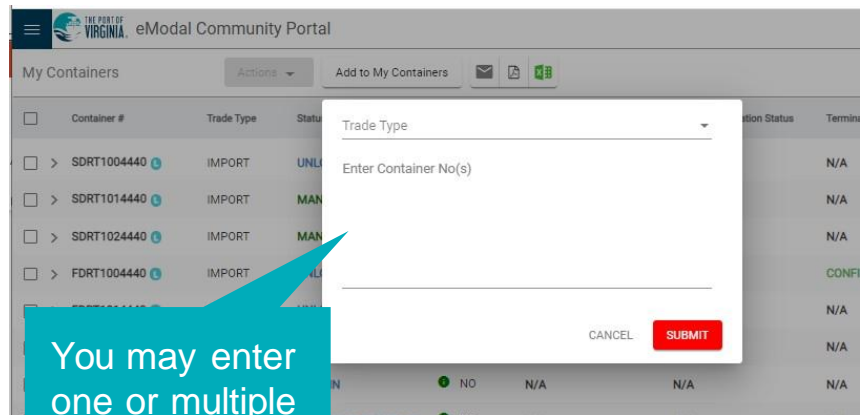Navigate to the Containers Watchlist by selecting TIPS and Containers.

To add a container to the watchlist, click on the 'Add to My Containers' button.

Select the Trade Type from the drop-down menu.

Add the container number or numbers. In the Container Number field, you can enter one or multiple container numbers. If you have a list of containers, simply copy and paste the list into this field.

Click Submit.

You may enter one or multiple containers

# To create a custom view of the containers watchlist:

Click on the **customize view icon (monitor**).

Enter particular containers you wish to watch or select from any of the other applicable filter options. You may also select the columns that will appear in your custom view under 'column options

Select **Apply.** You will return to the watchlist screen.

Click **Save** on the customize view (floppy disk icon). The save dialog will be presented. Provide a name of the view to save for future reference.

If desired, set the saved view as the default view by clicking the check box in the save view dialog box.
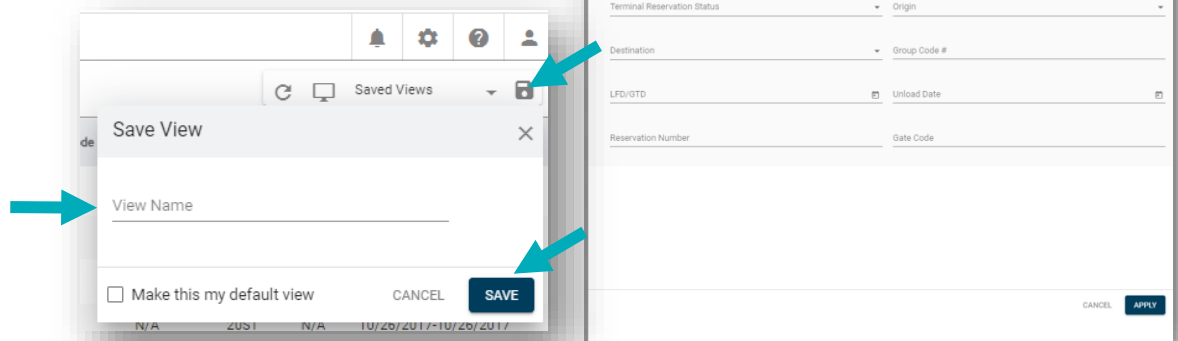
Container Details

Container information and Lifecycle are displayed by clicking the expand icon next to Container #.The timeline representation of the container journey is now displayed in container details.

You are able to attach supporting documents/images to the container from the container details section.
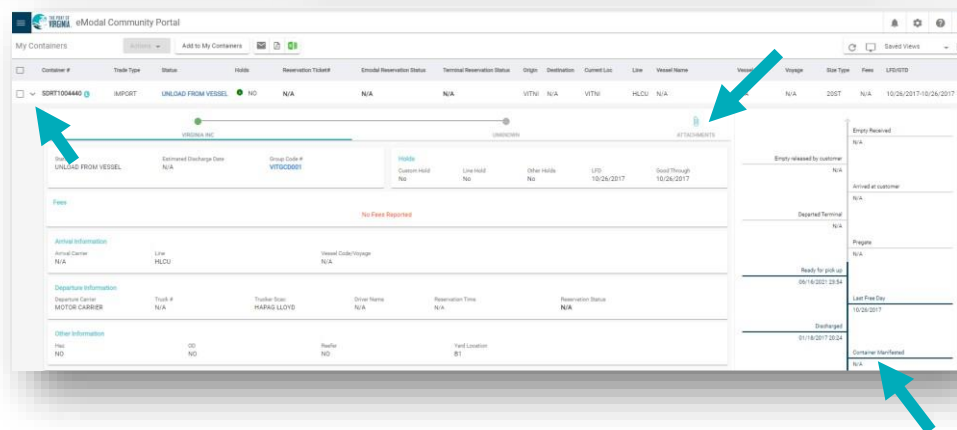
Add a Booking to the Bookings Watchlist

Navigate to the Bookings page from the left side menu and select "Add Bookings" at the top of the screen.
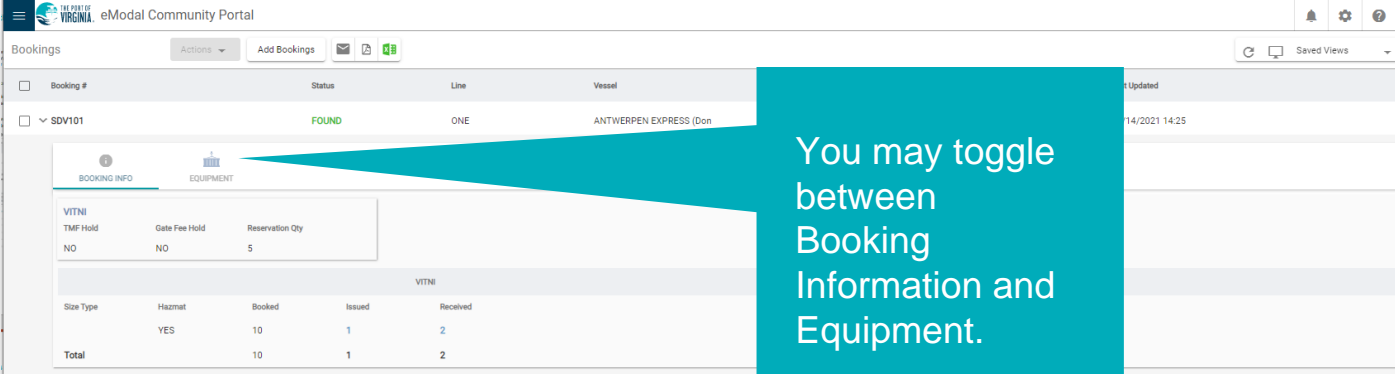
In the Booking Number field, you can enter one or multiple booking numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.
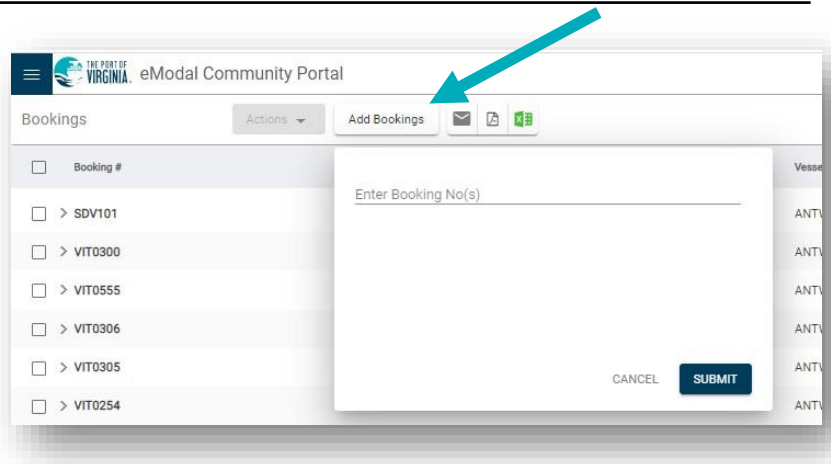
Bookings Details

To review the details of the booking select the arrow to the left of the Booking number.

You may toggle between Booking Information and Equipment.

Watchlist Tips

Notifications & Subscriptions

Notifications enable you to manage the email alerts that you or others in your organization get. The Notification functionality enables you to add a subscription based on the parameters and rules that you set.

To add a new notification, click on the notifications icon (bell), then click on +New Subscription and enter the Category and Notification type.

Then enter whether you would like to have it delivered to yourself or others, and the Email Address or Addresses the notification will go to.
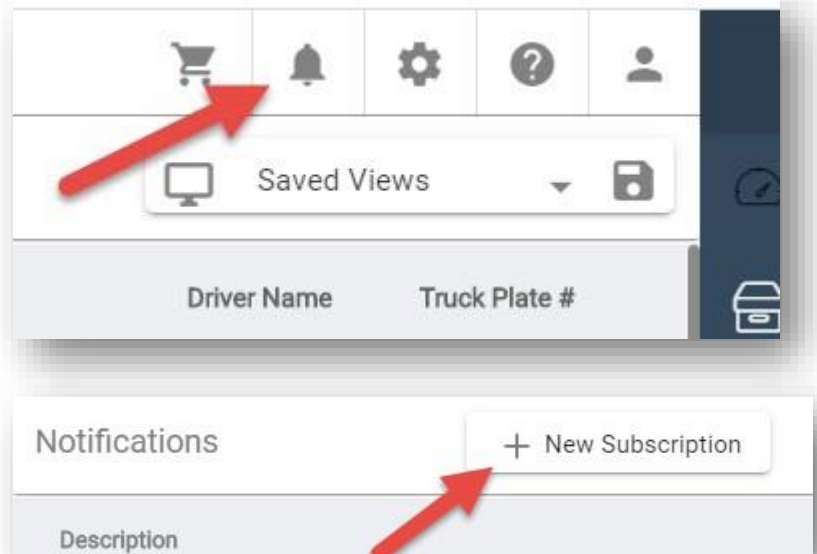
Based on the Type and Category you select, you can then create Rules for the notification.

If you would like to add multiple rules, this can be done by clicking the plus sign.

To Schedule a Reservation

When logged in as a trucking company an appointment can be made from the **Reservations Moves** page or any of the **Watchlists.**

Reservations Moves Page

From the left side menu, navigate to Reservations and Reservation Moves.

On this page you will see a search box where you can search for existing reservations.

Here you will see the status for each appointment. Enter your criteria and select Search. Reservation matching your criterial will be listed

When confirmed is listed in green – the reservation is confirmed and all of the required information has been provided. In other words, a green confirmed appointment is good to go.

Blue indicates the reservation need to be confirmed by the Terminal. Yellow indicates the reservation has outstanding items that must be addressed prior to arrival at the gate.

By clicking on the exclamation points you can see what additional items are needed to move the appointment to a green status.

To Schedule an Appointment from the Moves Page

Select Add Visit at the top left of the screen.

The trucking company will default to the company you are currently logged in under. If you work for more than one trucking company, select the appropriate company from the drop-down list. Select the terminal and type of visit (drop or pick) and add the requested information.
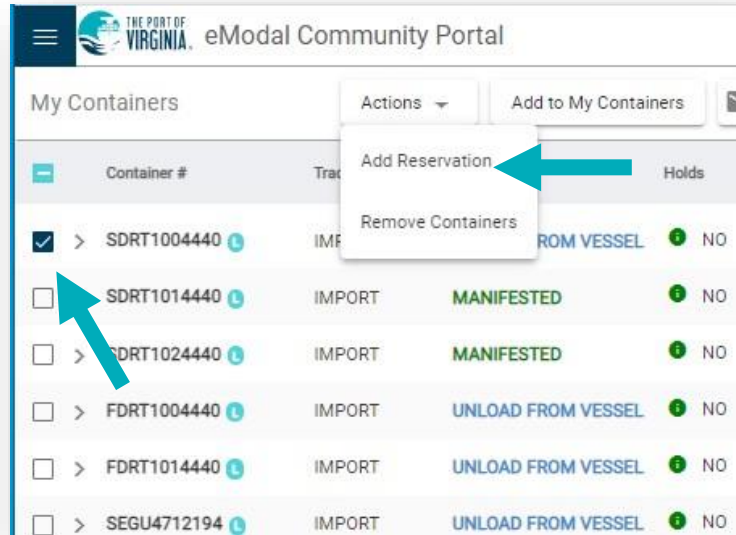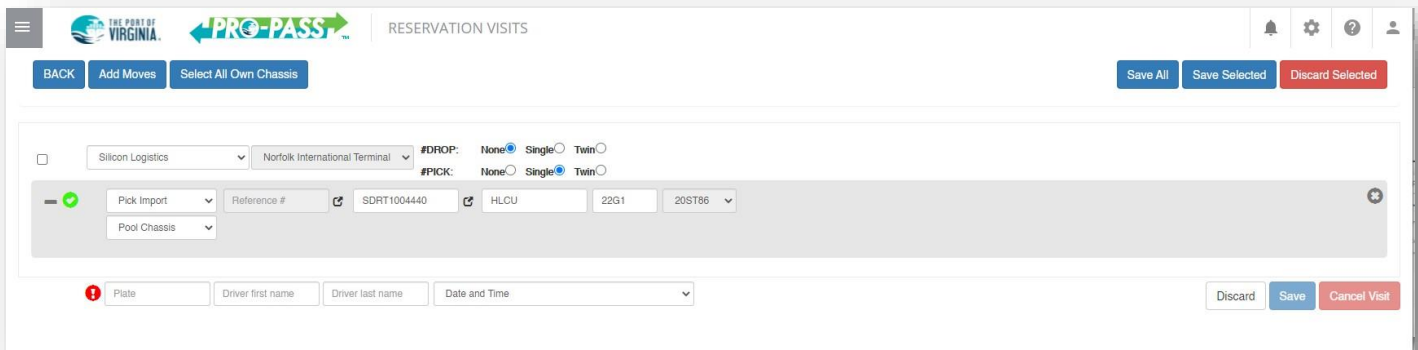
Then select Save and Close.

Navigate to the Watchlist.

Select the item you would like to schedule the reservation for.

Select Actions at the top of the screen and Add Appointment.

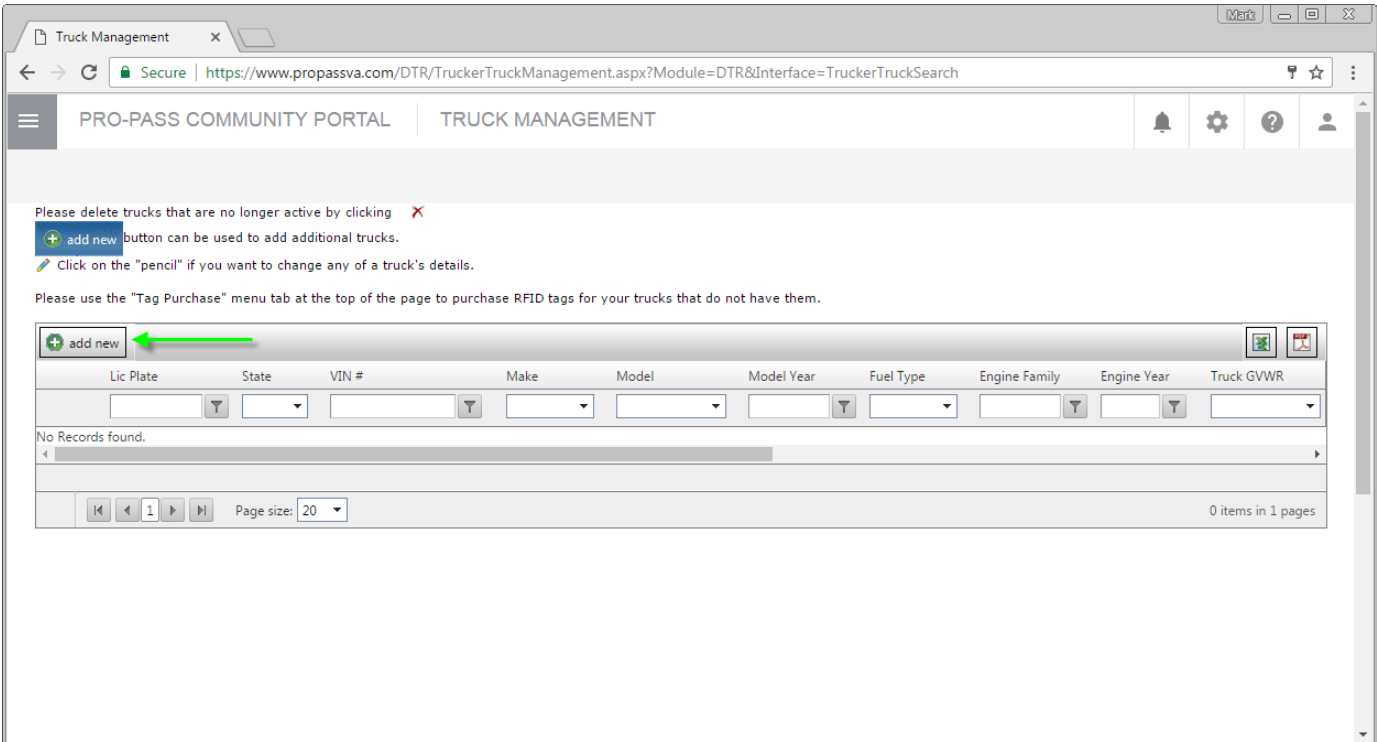Enter the information you are prompted to provide and select Save.

Vessel Schedule

A terminal may post a Vessel Schedule. Navigate to Vessel Schedule from the left side menu.

You have two options to view Vessel information - Calendar view and List view.

Calendar view

You can select the date and click on the Vessel name for additional info, such as ETA, ETD, ATA, ATD, First Av, St/Rcv, St/Rcv (Reefer), Cargo Cutoff, Reefer Cutoff, Worked Upon, Received OD, Received Haz

List View

Has additional columns added, such as ETA, ETD, ATA, ATD, First Av, St/Rcv, St/Rcv (Reefer), Cargo Cutoff, Reefer Cutoff.

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.

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.


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 RFID Tags

To purchase an RFID Tag click on the hamburger menu icon on the top left corner. Click to expand the Tag Management menu and then click on Tag Purchase.
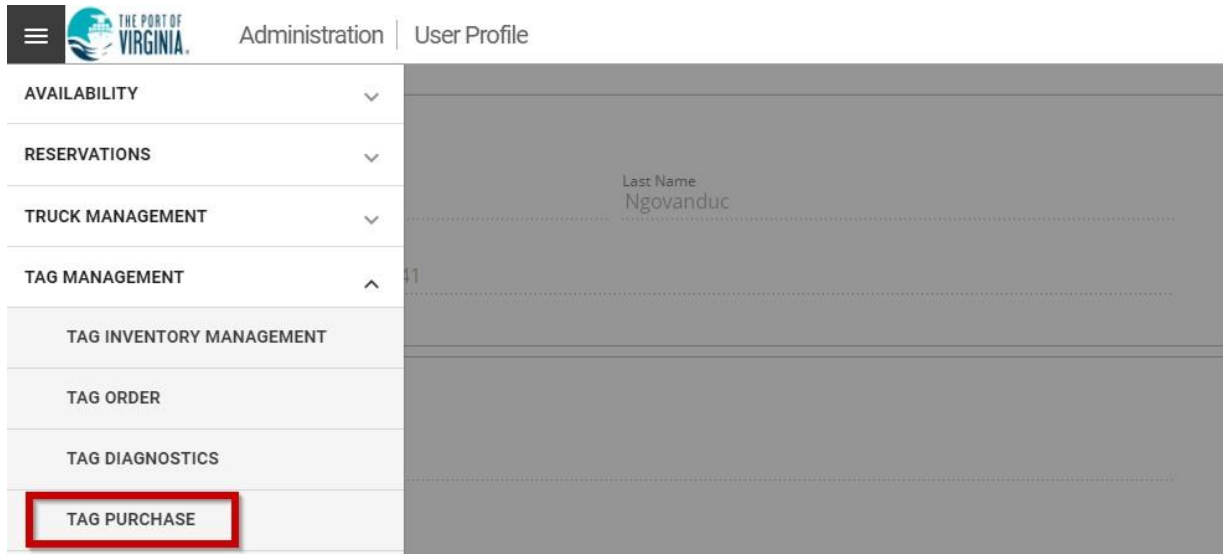
A list of registered trucks eligible for tag purchase will appear in the Tag Purchase webpage. You can select individual trucks or multiple trucks at a time for tag purchase. After making your selection, click on the [Complete Purchase] button.
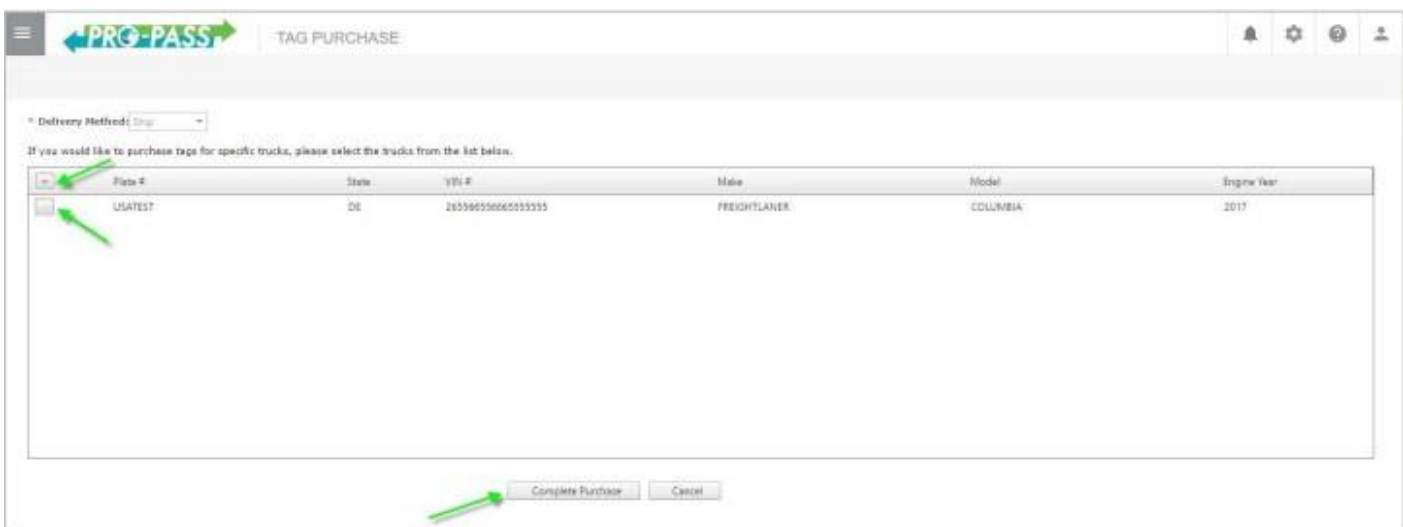
Note, the RFID confirmation page will need to be accompanied with the pick-up of the RFID. The RFID tag, in your order, is PRE-ASSIGNED to your truck. Each RFID tag is labeled with the corresponding license plate number to which it is registered. Please ensure the correct RFID is installed to the proper truck. RFID pick-up locations can be found within the PRO-PASS FAQ https://www.propassva.com/. If an RFID tag is suspected to be defective, the tag can be tested at NIT or VIG Driver's Assistance.

***Over-the-road drivers should be aware of the proper mounting instructions, notated below. Improper mounting of the RFID tag may cause a non-read and the driver may be asked to depart from the terminal, until corrected. ***

RFID Tag Installation Instructions	
Tools Needed – Flat-head screwdriver • Install to the Driver's Side mirror bracket. • Secure tag in place by wrapping clamps around the mirror bracket. • Place the metal bands OVER the Metal tabs on the RFID tag bracket. **To ensure the highest degree of RFID read accuracy, it is <u>strongly recommended</u> that the RFID tag is mounted on the mirror bracket. The presence of multiple RFID tags, within a truck, is strictly prohibited.**	Small clamps are provided as standard.

Mounting Position for Pickup Tow Mirrors