

PHA - WebAccess Brokers' Manual



PORT OF HOUSTON AUTHORITY
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Logging into and out of WebAccess

WebAccess has a security feature that limits unwanted entry into the system. Accessing the application requires a valid user ID and password provided by PHA.

To log in:

1. Open Internet Explorer. You must have version 6.0 or later.
2. Go to File>Open and type in the URL: <http://expressweb.poha.com/express/>.
3. Click the Login button at the top right of the WebAccess screen.
4. Under **User ID**, enter your user name.
5. Enter your password and click **Log In**.

Note : If you don't know your password, click Password Lookup underneath the login box. Your password will be e-mailed to you immediately.



User ID

Password

Log In
Password lookup ————— Click for your password

WebAccess automatically logs you out if you have not requested a web page from WebAccess for over thirty minutes. If you do not want anyone to use your WebAccess account while you are away from your computer, you can log out of WebAccess to force an end to your session.

To log out:

- Click on the **Logout** button at the top right of the WebAccess screen.

Managing your user profile

You can manage your user profile by:

- Viewing your current list of privileges and company access.
- Requesting additional privileges and extra company access.
- Changing your profile information.
- Changing your password.
- Changing the language that displays when you login.

Viewing your user profile

You can always check your user profile to see what privileges you have, or to change your contact information or password.

To view your user profile:

- Select **Today>My Profile**. Your profile screen appears.
 - To view which functions you can perform, select the **Privileges** tab. For every menu command, there may be multiple privileges that enable the full use of the command.
 - To view which company data you can access, select the **Access** tab.

Details	Privileges	Access	
User ID *	<input type="text" value="nhuynh"/>	Password *	<input type="password" value="••••••"/>
First Name	<input type="text" value="nathan"/>	Last Name *	<input type="text" value="huynh"/>
Employer *	<input type="text" value="BCT"/>	User Type *	<input type="text" value="User"/>
Work Group *	<input type="text" value="ADMIN"/>	Phone	<input type="text"/>
Fax	<input type="text"/>	Email	<input type="text"/>
Locale	<input type="text" value="en_US"/>	Location	<input type="text"/>
SMS Number	<input type="text"/>		
SMS Weekday Availability(HH24:MM)			
From	<input type="text"/>	To	<input type="text"/>
SMS Weekend Availability(HH24:MM)			
From	<input type="text"/>	To	<input type="text"/>

Note : You can request additional privileges and access through **Today>Request for Privilege** or **Today>Request for Access**.

Requesting privileges or company access

A *privilege* is the ability to use a particular WebAccess function. For every menu command, there may be multiple privileges that enable the full use of the command.

Access is the ability to view a particular company's data. What you see in WebAccess is determined by how PHA has configured your user privileges and company access. However, you can request to have more privileges or more company access.

To request more privileges:

1. Select **Today>Request for Privilege**.
2. From the **Privilege ID** drop-down, select the privilege you want.
3. Click **Submit**. PHA will review your request. You will receive an email that indicates whether the privilege was added or declined.

Privilege ID	ADMIN.ALL	▼
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To request more access:

1. Select **Today>Request for Access**.
2. From the **Access Type ID** drop-down, select whether you want access for a line agent, line operator, rail road, or trucking line.
3. In the **Company Access** text box, enter the company ID or name of the company. To request multiple companies, enter each company ID/name separated by commas.
4. Click **Submit**. PHA will review your request. You will receive an email that indicates whether the access was added or declined.

Access Type ID	line agent	▼
Company Access		

Finding information

A **Search for** box appears on the left side of each WebAccess page.



Search For
 Equipment
 Booking
 Gate Transactions

Search

Use this box to locate a specific equipment, booking, or gate transaction record.

Searching with a partial ID

You can search with a partial ID using the '*' wildcard. For example, you can type APL* to find all equipment that begins with 'APL'.



Search For
 Equipment
 Booking
 Gate Transactions

APL*
Search

Note: WebAccess will not display all holds associated with a container. Please use this site <http://info.poha.com/query/> if you wish to look up a container's hold status.

Requesting event notification

The **Notify** button located at the top of the WebAccess screen enables you request notification of any container movement, change of status, or service. You can receive notification by e-mail. Use this feature to closely track certain container events, such as the discharge of a high priority container.

To request event notification:

1. Select **Today>Notify**.
2. Enter a valid equipment ID in the **Container** field.
3. Select a container event from the **Notify Me When** field.
4. Select email from the **Notify Me By** field.
5. Enter your e-mail in the **Email or Fax Address** field.
6. Click **Submit**.

Container :	<input type="text"/>	*
Notify Me When :	Available - Container becomes available	▼
Notification by :	E-mail address	▼
Address/Number :	<input type="text"/>	*

Submit
Reset

To view pending and recent events:

- Select **Today>Notify**.
 - The **Pending** table appears below, listing all events for which you are waiting for notification.
 - The **Recent** table includes all completed events for which notification was already sent.

NOTIFYREMOVE	EQ_NBR	EVENT	CREATED
⊗	CONT0608241	AVAILABLE	2006-08-28 08:42:37.0

EQ_NBR	EVENT	EXTRACTED
No items found for this table.		

Creating and viewing guarantees

Instead of sending faxes to PHA, brokers should use WebAccess to make guarantees (declaration of payment).

Creating a guarantee

1. Select **Containers>Create Guarantees**.
2. Enter a valid equipment ID in the **Container Nbr** field.
3. Select a service from the **Terminal Service** field.
4. Enter reference information in the **Reference** field.
5. Click **Submit**.
6. Click **Done**.

Guarantee Service

Container Nbr*	<input type="text"/>	Terminal Service*	<input type="text"/>
Reference	<input type="text"/>		

Submit

Note : You cannot delete a guarantee. In the event of a mistake and the guarantee needs to be deleted, call PHA for assistance.

To view recent guarantees

1. Select **Containers>View Guarantees**.
 - The table below the Submit button lists all guarantees which you have created.

GUARANTOR ID	CONTAINER	TERMINAL SERVICE	REFERENCE	CREATED
F087	CONT0608241	AGRINSP	DEMO	28-AUG-2006 09:11


Note: You will not be billed for containers with guarantees unless service has been performed.


Viewing vessel schedules

The vessel schedule screen enables you to generate a report of all vessels scheduled at the terminal at a specified period of time. You can view vessels that have already arrived and departed, vessels that have arrived but have not yet embarked, and vessels that have not yet arrived.

To view vessel schedules:

1. Select **Ships>Schedule** from the navigation bar.
2. Enter the date range for vessels you want to view, and click **Submit**. The Vessel Schedule table appears.

Start Date 

End Date 

Submit

VESSEL NAME	AGENCY	SERVICE	TERMINAL	BERTH	IMPORT				EXPORT		
					VOYAGE	ARRIVE	DELIVERY		VOYAGE	DEPART	
							BEGIN	LAST FREE			
				DRY	REEF						
BMK:BARMBEK		111	BCT	C1	21P	28 AUG 00:00				21P	29 AUG 00:00
CLR:CP LIBERATOR		105	BCT	C4	21Q	28 AUG 00:00				21Q	29 AUG 00:00
MZR:MIZAR	Biehl & Company - Galveston	125	BCT	C1	20Y	29 AUG 00:00				20Y	30 AUG 00:00

Field		Description	
Vessel Name		Vessel name as defined in Express.	
Agency		The party authorized to manage the vessel activity for the shipping line.	
Service		The port rotation for a vessel.	
Terminal		Code for the terminal.	
Berth		Berth where the vessel arrives at the port.	
Import	Voyage	Voyage number for arriving vessel.	
	Arrive	Expected date and time of arrival.	
	Delivery	Begin	First free day in the terminal.
		Last Free	Last day of free demurrage at terminal after which demurrage is applied.
Export	Voyage	The voyage number for the departing vessel.	
	Depart	Expected date and time of departure.	
	Receival	Begin	Date and time when gate can begin receiving containers for this voyage.
		End	Cut-off time for receiving containers into the yard for this voyage.

Reporting

WebAccess enables you to generate queries and view information about vessels, containers, and truck transactions. This information is displayed in tables referred to as *reports*.


All reports can be viewed in one of three ways:

- View a report online.
- Print a report with the **Printer Friendly**  button in the top right corner.
- Download a report to Excel or PDF.

Printing reports

You can print out any reports you generate in WebAccess.


To print out a report:

- Once the report results have displayed online, click on the Printer Friendly  button above the navigation bar.


Downloading reports

You can download any report to your hard drive and in the process convert it to Excel or PDF.

To download a report and convert it to Excel:

- Once the report results have displayed online, click the **Convert to Excel**  button in the top right corner of every table or report.

To download a report and convert it to PDF:

- Once the report results have displayed online, click the **Convert to PDF**  button in the top right corner of every table or report.