

# E-Gate

## Dispatcher User Guide



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# Add/Update Driver details in Container Chain



The email address entered below for the Driver Mobility App must be the same email address the driver used to register for the Port of Auckland access module. For a list of the email addresses for your truck drivers, please email Driver Assist.

To add or update driver details in Container Chain, navigate to the left side panel, select **Users**, and click **+ADD USER**.

**CONTAINERCHAIN** Admin Users

John Mayo  
role: TRANSPORTER TEST  
NZ0798E9

Role:

+ADD USER

Drag a column header and drop it here to group by that column

Action	Email	First Name	Last Name	Role Card	Roles	Groups	Is Act.	Status
+	LOSH@paul.co.nz	Kathrin	LOSH		Driver - Admin, Notification - Ad...		Yes	
+	Finauki@paul.co.nz	Nia	Finau		Driver - Admin, Notification - Ad...		Yes	
+	KilrenT@paul.co.nz	Tony	Kilren		Driver - Admin, Notification - Ad...		Yes	
+	shuklap@paul.co.nz	PRAJNVA	SHUKLA		Notification - Admin, Driver - Ad...		Yes	
+	Gary.jayasurya@containerchain.co.nz	GARY	JAYASURYA		Driver - Admin, Notification - Ad...		Yes	
+	pranet@paul.co.nz	pranet	Chattopadhyay		Driver - Admin, Notification - Ad...		Yes	
+	driver1@paul.co.nz	driver1	goal		Driver - Admin		Yes	

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Fill in the user details (**Email, First Name, Last Name, Mobile Phone, Licence Number**). Under account details, select the role “**Driver-Admin**.”

If you are a company owner and the driver doing your own dispatching, choose “**Driver-Admin**” and “**Notification Admin**” under Roles

The screenshot shows a web form for creating a user. The 'User Details' section has the following fields: Email (jane.doe@port.co.nz), Primary Acct (POAL\_TRANSPORTER\_TEST (NZ/FORE)), Title (TRUCK DRIVER), First Name (JANE), Last Name (DOE), Date of Birth, Mobile Phone (6412341232), Licence No (HB-12345678), and Licence Expiry. The 'Account Details' section has Office Phone, Position, and Roles (Driver-Admin). There are also checkboxes for 'Active' and 'Locked', and a 'Set Password' link. At the bottom, there are 'ADD' and 'DELETE' buttons.

Please use email address supplied by Port of Auckland (POAL)

Ensure you as owner truck driver, have consent to work with POAL

# Set Default Password

Press on the **Set Password** button on the bottom of the form.

The screenshot shows a user management interface with two main sections: 'User Details' and 'Account Details'. The 'User Details' section contains fields for Email (John.Doe@testmail.co.nz), Primary Acct. (POAL TRANSPORTER TEST (NZ0708E9)), Title, First Name (JOHN), Last Name (DOE), Date of Birth (01/01/1990), Mobile Phone (0212345678), Licence No (HC-LEARNER101), Licence Expiry (10/02/2027), and Preferred Language (English). There is a 'Locked' checkbox and a 'Set Password' button. The 'Account Details' section contains fields for Office Phone, Position (TRUCK DRIVER), and Roles (Driver - Admin, Notification - Admin). An 'Active' checkbox is checked. At the bottom of the form are 'ADD' and 'INVITE' buttons.

◀ Back to Users

User Details

**User Details**

Email   
 Receive messages via email

Primary Acct.

Title

First Name

Last Name

Date of Birth

Mobile Phone

Licence No

Licence Expiry

Preferred Language

Locked

**Account Details**

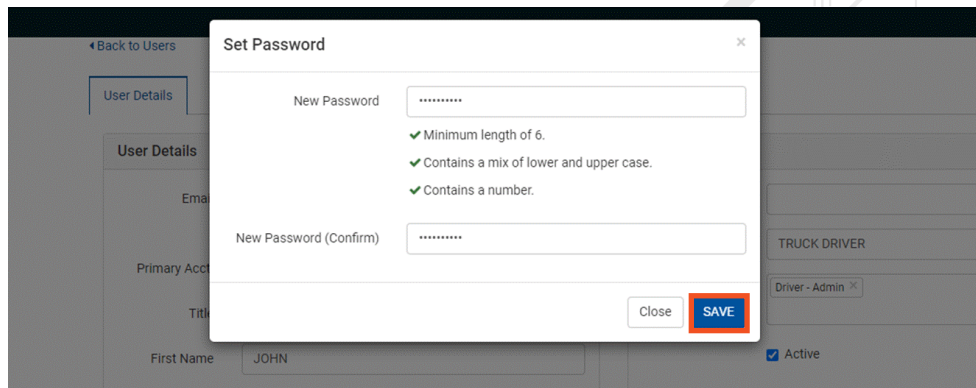
Office Phone

Position

Roles

Active

After filling in and confirming the nominated password, click **SAVE**.



Ensure all fields are correct, then click **ADD**.

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User Details

### User Details

Email

Receive messages via email

Primary Acct.

Title

First Name

Last Name

Date of Birth

Mobile Phone

Licence No

Licence Expiry

Preferred Language

Locked [Set Password](#)

### Account Details

Office Phone

Position

Roles

Active

**ADD** **INVITE**

## Verify the User

To verify if the user has been created, use the **search bar** located in the top right corner of the header to search for the user's name. If the user is found, they have been successfully created.

Role:

[+ ADD USER](#)

Drag a column header and drop it here to group by that column

🔍 John

Action	Email	First Name	Last Name	Rate Card	Roles	Groups	Is Acti...	Status
	John.Doe@testmail.co.nz	John	Doe		Driver - Admin		Yes	

1 15 data items per page

1-1 of 1 items

Results are filtered. - clear all filters



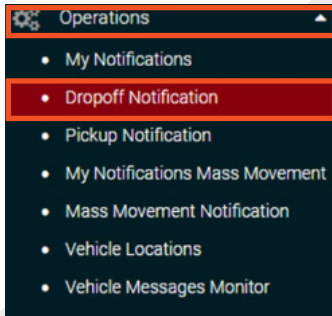
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## **Send Login and Password**

After creating the User, you can now use the login details for the Driver mobility App. If you are a Dispatcher, please send these details to the truck driver.

## Assigning a job to a Truck Driver

1. Log into Container Chain
2. In the menu on the right hand side, select **Operations > Drop Off Notification**



3. Select **Drop Off: Container Terminal** and **Location: Select drop-off location from drop down list** and click on **By Container No.**

Step 1 Step 2 Step 3

### Step 1: Dropoff

Please select your dropoff facility type

Container Terminal

### Location

Please select your Preferred dropoff location

(NZC4EEB7) POAL FERGUSSON EMPTY EXPORT

**BY CONTAINER NO.** BY BOOKING NO.

4. Enter the Container number and click **FIND CONTAINER DETAILS**

Step 1 Step 2 Step 3

RETURNING TO: POAL FERGUSSON EMPTY EXPORT

## Step 2: Containers

Note: All containers must be returned to the same location.

Container Number

+ Add a Container

**FIND CONTAINER DETAILS**

5. Click **CONTINUE TO NOTIFICATION**

Step 1 Step 2 Step 3

RETURNING TO: POAL FERGUSSON EMPTY EXPORT

### Step 2: Containers

Please confirm your containers and check for any errors.

<input checked="" type="checkbox"/> MWSU1234567	<input checked="" type="checkbox"/> External facility has pre-advised this container.
Shipping Line MSK	ISO Code 2200

**CONTINUE TO NOTIFICATION**

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If you receive an error message in **Red**, please contact Road Office **0800 767 800**.

Step 1 Step 2 Step 3

RETURNING TO: POAL FERGUSSON LINK

### Step 2: Containers

Please confirm your containers and check for any errors.

<input type="checkbox"/> WWSU1946685	<input checked="" type="checkbox"/> This container will not be accepted by the facility. Reason from the facility: Container. WWSU1946685 : Export category not allowed for drop off at this facility.
--------------------------------------	--

CONTINUE TO NOTIFICATION

6. To trigger the job for the driver in the Driver Mobility app, select the **“booking time”**, **“Vehicle”**, **“Driver”** and click, **“CREATE NOTIFICATION”**.

Step 1 Step 2 Step 3

Time Remaining: 2:15

RETURNING TO: POAL FERGUSSON EMPTY EXPORT

### Step 3: Dropoff times

Select your preferred time of dropoff, and assign it to each container.

Please select your preferred time

Today open WED open THU open FRI open SAT open 11/06/2024

Time	Count	Price
12:00	10	\$20.00
12:30	9	\$20.00
13:00	10	\$20.00
13:30	10	\$20.00
14:00	10	\$20.00
14:30	10	\$20.00
15:00	10	\$20.00
15:30	10	\$20.00
16:00	10	\$20.00
16:30	10	\$20.00
17:00	10	\$20.00
17:30	10	\$20.00
18:00	10	\$20.00
18:30	10	\$20.00
19:00	10	\$20.00
19:30	10	\$20.00
20:00	10	\$20.00
21:00	10	\$20.00

CONTAINER DETAILS

12:30 - 12:59  
11/06/2024

MWSU1234567  
2200

VEHICLE

TRUCK2

DRIVER

John Doe  
P: 0212345678  
E: John.Doe@testmail.co.nz

ATTACHMENT

+ Add Attachment

CREATE NOTIFICATION



**PORT OF  
AUCKLAND**

TĀMAKI HERENGA WAKA