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Signing Up
Log In / Sign Up

Go to the Yusen Terminal - Voyage Control website [http://voyagecontrol.com/hti](http://voyagecontrol.com/hti) on your web browser

Click Green LOG IN / SIGN UP
Enter the provided Email Address and Password for your company or click Sign Up to create your account
Creating An Account

To create your account:

• Fill in your information

• It may be beneficial to use a single email for your company log in

• Be sure to note your password as you will need this for signing in the next time you make an appointment
Creating Appointments
This is the main screen for Trucking Companies wishing to make appointments.

After containers are uploaded, they can be saved in specified lists (i.e. by BCO or specific clerks assigned to a group of containers).

They can also be filtered using the options along the top of the screen (i.e. LFD).

After container(s) are selected, appointments will be made by clicking “Continue” in blue.
There are two ways to upload containers into the system:

• You can upload one/ a few containers via the box on the left, with a space between the individual containers. Click on the upload containers button once you have added the container numbers in.

• You can upload a list (csv format only) via the box on the right.

You can upload containers with a space and a dash – these will be automatically stripped out.
Please Note:

Container lists must be saved as a file in CSV format (.csv) ONLY if using the “Upload Containers” Function.

Row 1 on the CSV file will need to be column headings (i.e. Container I.D.) or left blank.
If you wish to do so, you can delete containers that you no longer want visible on this screen.

To do so;

Click the green "Edit" button directly above the container list.

Click "Select All" or select the containers that you wish to remove and then "Delete".
Creating Appointments

Your Container List should be visible on your screen.

You can sort this list by any of the column headings, including; Container ID, Status, etc.

You may choose multiple containers by selecting them one by one or by using the “select all” function on the top left of the Container List.

Click the blue “Continue” button.
Creating Multiple Appointments

On the top of your Appointment Screen, you will need to first select a date and enter or check that the SCAC code is present and correct.

You may then select a time for each of the visible containers.
Creating Multiple Appointments

You may then select a time for each of the visible containers.

Please note that the percentage and coordinating color (green, yellow, red) show the percentage of appointments already filled.
Confirming Appointments

Review your appointments and time slots

Confirm your selection by pressing “confirm” on the bottom right hand side
Appointment Confirmation will appear showing Container ID, appointment date and time as well as the appointment reference. Please note that this screen is able to be copy & paste for your convenience.
Moving Appointments

In the event you need to move your appointment to a later time, you can do so in the Appointment Calendar screen.

Click the “Move Appointment” button located to the right of the container drop-down button.

Select the appointment with the associated container number that you would like to move.

The blue highlighted areas represent the available appointment time slots.

Choose the new desired time slot.
Each block represents an hour during a day of the week.

The shade of the block represents the number of appointments as shown in the key below ranging from white (0 appointments) to dark green (12 appointments).

This includes all appointments unless a filter is selected at the top of the screen (Green = All, Grey = Scheduled, Blue = Checked Out, Red = Refused and Cancelled).

These are also able to be filtered by the container location (Area and Yard), Transaction Type, Recipient Company, Ship and Load Capacity.
There are two Calendars available to view, Weekly (Mon.-Sun.) and Daily (00:00 – 23:00)

The ability to move appointments is available on these screens

The filters mentioned are also available on these screens

Each color is coordinated to the status of the appointment (Scheduled, Checked In, Refused, Canceled)

(Shown is the Weekly Calendar View)
The Daily Calendar shows the hour along with the appointment block. These can be filtered by Recipient Company as well as the other filters mentioned above. Move appointments is also an option.

The green line on the Daily Calendar Screen denotes the current time along the horizontal axis.

The color of the block tells what the status of the appointment is.

This screen is also able to be organized by the area in which the container and appointment is related (I.E. Yard block – 1B). This is done by selecting “Group By Area”
The main purpose for this screen is to view a comprehensive list of all appointments.

There is also an option to change the view by adding or removing specific columns. This is done through the Column Configuration option, shown below in orange.

Users also have the option to download the shown list into an excel file using the button immediately to the right of the column configuration.
After Containers have been uploaded, you can create saved lists to view later. This is done by typing in container IDs and selecting the green “Create” button. These can be saved as lists by BCO, specific groups or deliveries.
Saved Container Lists

Click the green “Save” button at the bottom right corner to save your
You may change the columns that are visible on the List of Appointments Screen as well.

Go to “New” in the top right hand corner of your screen where it says Column Configuration.
You may edit past column configurations or create a new configuration by choosing from the selection.

Scroll to the bottom of the page and push "save"
The Filter function at the top of the Container Tracking Screen can be helpful in finding specific sets of containers. Using these filters, you can find containers by their Last Free Day (Port LFD), the appointment number and groups of containers on customs holds.

If you would like to revert to the original view, simply click the “Reset Filters” on the right-hand side of your screen.
Both Chrome and Safari are recommended browsers for the appointment system.

If you do not currently have any of the recommended browsers, you can download them to your computer in the links below.

https://support.apple.com/downloads/#safari

https://www.google.com/chrome/browser/
In the event you have misplaced your password information, a quick reset is only a couple steps away.

On the Log In page, click “Forgot Password”
As an extra measure of security, you will be prompted to type in your email address associated with your account after clicking “Reset Password”. You will receive an email to complete the process. Please note that depending on your email settings, it is possible that your password reset email may end up in the spam folder.
There is a possibility that a container you have uploaded is not updated.

To address this, you may use the refresh function on the right-hand side of the screen or refresh your browser.

Please note that if you have many columns shown in your current view, you may need to scroll to the far right for the refresh to be visible.
Advanced Appointments

Yusen Terminals
What is an Advanced Appointment?

1. When a ship is en route, trucking companies can make tentative appointments for containers, prior to discharge. These containers could be available for pickup as early as one shift after discharge.

2. Once the containers are unloaded and distributed to the yard, the appointment will be confirmed if it is an open area of the yard at the time of the appointment, or cancelled.

3. In the event that the advanced appointment is not confirmed one shift from the appointment, the user will receive a cancellation notification by email, allowing them to reschedule a normal booking once the container becomes available.
Advanced appointments are made from the Container screen.

The user will upload containers using the same process as other appointments (via .csv file upload or using the copy and paste field).

Users can also create a “saved list” to easily track these containers.

The location will reflect the vessel service until the container has been discharged and located at the terminal.
"Status" - The original appointment status previously used and

"Advanced Status" - The status will inform users if an advanced appointment is eligible for the container. Once an advanced appointment has been made it will become tentative and will show an appointment number. This appointment number does not change once the appointment is confirmed or canceled.

The location is also provided. For advanced appointments, this may reflect the vessel service or the location after the advanced appointment is confirmed.
The earliest advanced appointment slot offered will be two shifts after discharge. (i.e. For a ship arriving Sunday at 1800, the first available time slot will be Monday at 1700)

The user may select the preferred time slot and select “Continue”.
The advanced appointment is provided in the pop-up as well as on the container tracking screen once time slots have been selected.

This appointment is tentative until confirmed by the terminal.
Advanced appointments are visible as tentative via the appointment calendars and list view.

Appointments will show as tentative and location “Ad” for advanced until confirmed by the terminal. Once confirmed, the location will update.

In the event that the advanced appointment is not confirmed 1 shift from the appointment, the user will receive a cancelation notification by email and will need to reschedule through the container tracking screen.

(i.e. A cancellation notification will go out at the start of Shift 1 at 0700 for an appointment scheduled during Shift 2 at 1800)
Export Appointments

Yusen Terminals
This is the main screen for Export Appointment Scheduling.

From this page you can add containers to a list, and schedule Dual Transactions or Single Transactions.

**Required Information:**

**Container ID** – This is used to verify the size, type height and line match the containers that are associated with the booking.

**Booking ID** – The booking ID is required.

**Steamship Line** – The Steamship line must be selected from the drop down menu

**SCAC Code** – SCAC code must be entered (it should populate by default)
Export Appointments – Entering Required Info

1. Paste or Type in Container ID number(s) into the Container ID field. Spaces or line breaks will be recognized so that multiple containers can be entered at once.
2. Click the “Add Container List” button to populate the bottom part of the screen.
3. Enter the Booking ID number in the Booking ID field
4. Choose the Steamship Line from the drop down
5. Confirm that your SCAC code is entered.
6. Click the “Validate Button”
Once the validation button is pressed, the containers that were added to the list will be validated for any holds. If there is a reason why a container cannot be dropped off, it will be displayed in the “Status” column.

Note:
• You can schedule multiple containers for the same booking, however, you can only schedule containers for one booking at a time.
Export Appointments – Dual Appointments

On the exports screen, the Dual Appointments tab is selected by default.

With this tab selected and after validating containers/booking – the import appointments that are available to append an Export Appointment to are displayed.

Choose an appointment for each container and click “Submit” to schedule the appointment(s).

**Note:** Both transactions of a dual appointment will share the appointment number of the Import appointment.
To create a Single Export Appointment, click on the “Single Transaction” tab.

With this tab selected and after validating containers/booking – the timeslots that are available for an Export drop off are displayed. If a timeslot is full or not available it will be displayed as 100%. The percent availability will also be displayed.

Choose a timeslot for each container and click “Submit” to schedule the appointment(s).