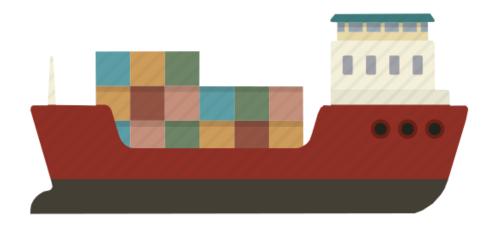
# IQMAN System



Designed by Raiya Group Co.



# **Contents:**

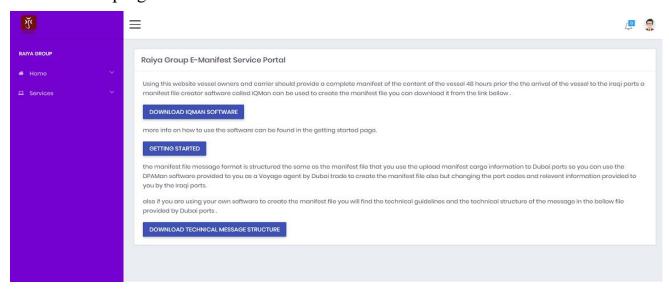
Subject	Page No
Benefits of IQMAN	2
Online side program	3
Register or Sign Up	3
Sign in	4
Navigation menu	5
Client Side Program	9
IQMan Setup	9
IQMan Application	12
General Cargo	13
LCL Containers	17
FCL Container	21
FCL Container (Unknown)	26
The Instalment of Manifest	30
Download Data	31
Help	31

# **Benefits of IQMAN:**

- 1. Increase speed of procedures in ports.
- 2. Get the manifest information before the arrival of the ships.
- 3. Reduce errors resulting from the transfer of information through the paper and transfer it directly through the system to the port.
- 4. Display the manifest information for the authorized persons only.
- 5. Ease of searching and checking cargo and containers information.

# The system consists of:

# A. Online side program



# B. Client Side program

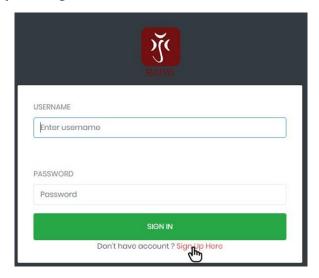


# A. Online side program:

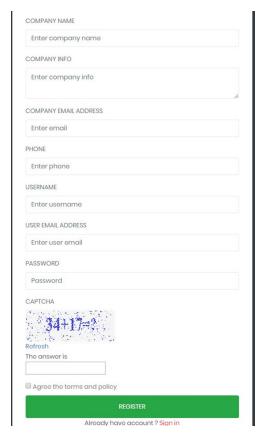
# 1. Register or Sign Up

The first thing a voyage agent do is sign up for every user that will work on the system using the web portal provided for the agents.

As soon as you open the web application you will be presented with the login screen, and you have to click on the <u>Sign Up Here</u> link shown in the picture (if you already sign up you can login using your login information and click SIGN IN).



After clicking on the link, you will be present with the following sign up screen.



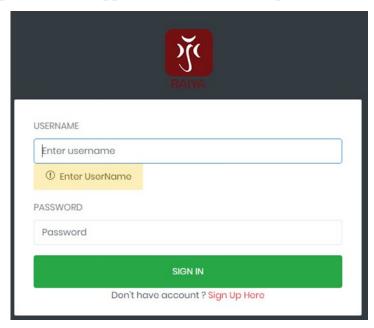
The required fields are:

- 1. Company name, which is the name of the voyage agent company.
- 2. Company email address and phone number.
- 3. The user name used for logging to the system.
- 4. The Email address of the user used for notification purposes.
- 5. User password used for logging in to the system.
- 6. Captcha answer for human verification.

After completing all the required fields your request will be place for approval and after approval you will be able to login to the system using your login credentials.

# 2. Sign in

As soon as you open the web application, you will be present with the login screen



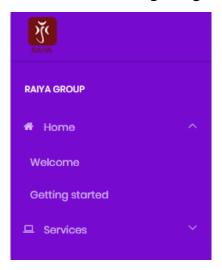
If you already sign up you can login using your login information.



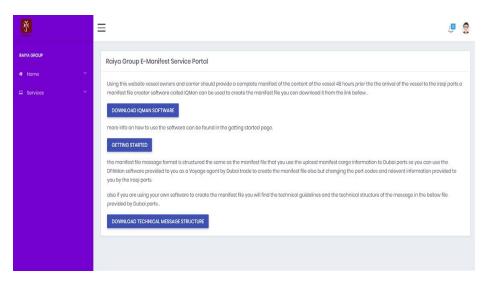
#### 3. Navigation menu:

You can navigate the system different pages using the navigation menu to the left.

**A- Home:** Contains the welcome screen and the getting started screen.



**Getting Started:** When you login the system you will be present with the following screen:



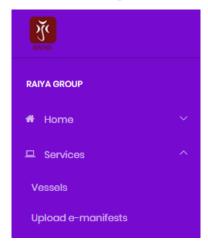
**IQMan software:** From this screen, you can download the IQMan software by clicking on the <u>DOWNLOAD IQMAN SOFTWARE</u> used to create the manifest and generate the EDI file that will be upload to the system using the web application.

**Help File:** Getting started button has the help file needed to work with the system.

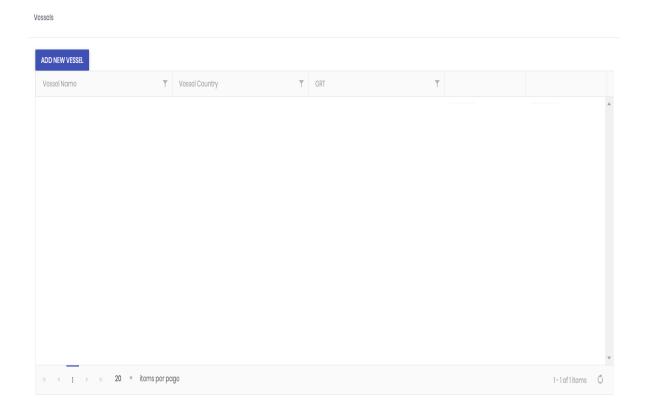
**TECHNICAL MESSAGE STRUCTURE:** In case you as an agent have your own system and want to integrate your system with the port system, you can generate the EDI file with the required properties yourself using the technical details of the EDI file that you can find the pdf file downloaded using the <a href="DOWNLOAD TECHNICAL MESSAGE STRUCTURE">DOWNLOAD TECHNICAL MESSAGE STRUCTURE</a>.



**B- Services:** Contains the vessel screen and upload EDI manifest file screen.



**Vessels:** The vessels screen you can use to enter all the vessels that the agent has as you cannot upload a manifest for a vessel without entering the details of the vessel using this screen.

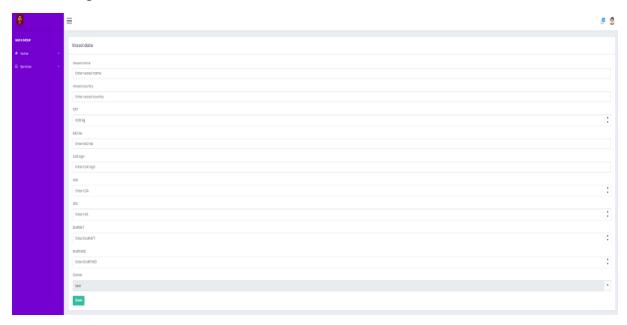


By using the screen you can find and search for the entered vessel, you can view the entered vessel details using the VIEW button in the grid view.

You can delete the vessel using the DELETE button shown in the grid view and you can enter new vessel using the ADD NEW VESSEL button shown above the grid view.



After clicking on ADD NEW VESSEL, you will be present with the following screen

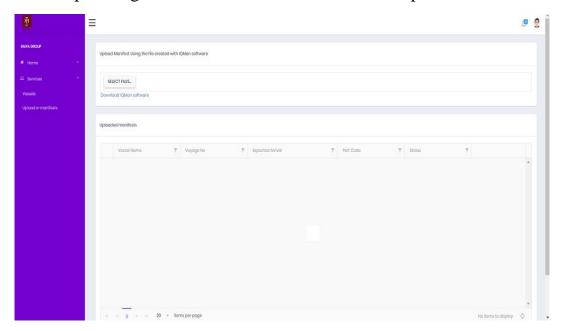


The required properties for the vessel are:

- 1. Vessel name
- 2. Vessel country
- 3.GRT
- 4.IMO No
- 5. Call Sign
- 6.LOA, LWL
- 7. DraftAFT, DraftFWD



**Upload e-manifest:** In this form the user can upload the e-manifest by press select files after generate EDI file from client side program, the vessel must be add to the website before uploading its own manifest or will not be accepted.



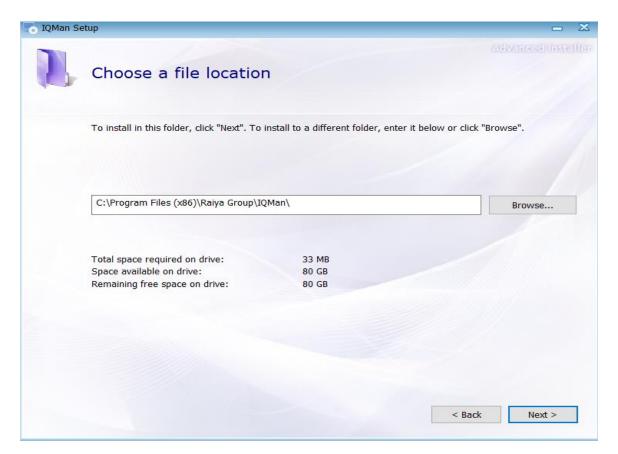
This page represented all the information of e-manifest, after upload the e-manifest its state become valid and the Client can update it only in this state and if rejected from maritime agencies, if the state become approved the client cannot update the file.

The user can upload many files for the same manifest with different Instalment, every file must not exceeded 5MB, the user add more than one file in the client side program and generate EDI file for everyone, after upload multiple files to the site, the side collapse all the files to one file to same ship and voyage no.

# **B.** Client Side Program:

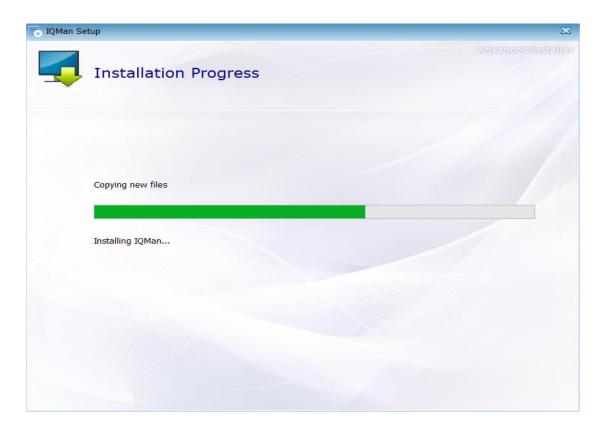
# **IQMan Setup:**



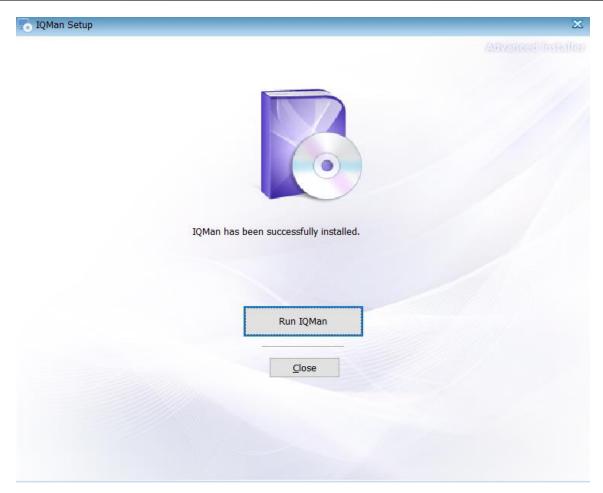














# **IQMan Application:**

After Download IQMan from the site and install it the client can access program by his user name and password Created in the site, And it contain the following tabs



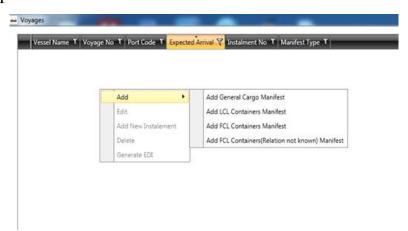
- 1. Voyages: Represented for data entry
- 2. Data: Represented for download data and codes
- 3. Help: Represented for update the client side program and configure setting

# 1. Voyages

After select Voyages



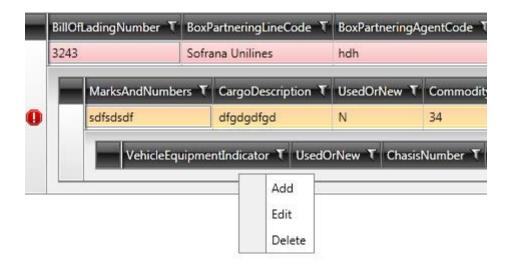
This form will present





It shown all the e-manifest data that entered in the program , the client can add data by Mouse Right Click and choose Add , there are 4 types manifests , every one deferent from the other by its structure .

# 1- General Cargo: Represented for all cargo without containers

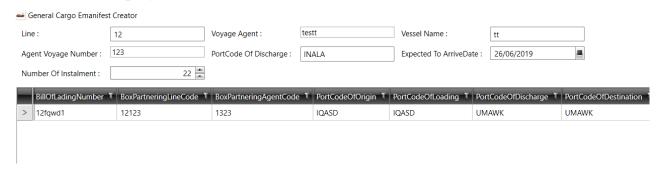


This type of structure will contain

- Bill info
- Consignment info
- Vehicle info if the cargo contain vehicle

# Add General Cargo:

This window display all Manifest details.

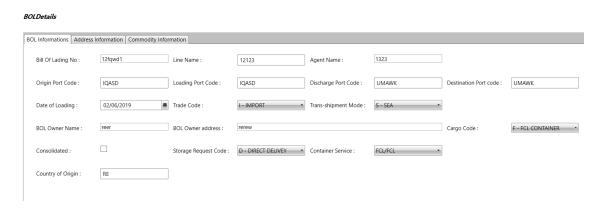


To add new BOL Details we should click (right-click) and choose (Add), and display new window as below:



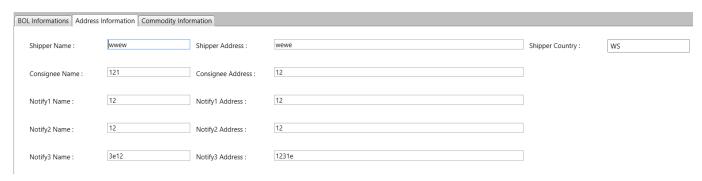
# Raiya Group Company

- BOL Information: Enter all BOL information by his window



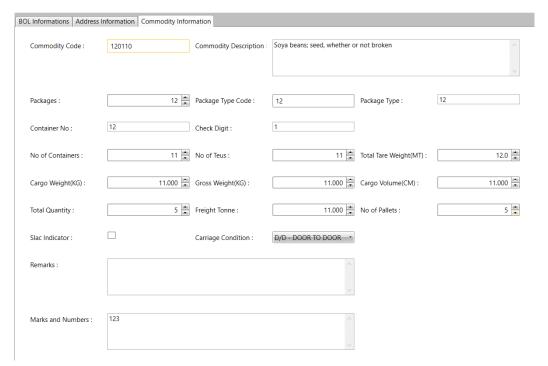
- Address Information: Enter all Shipper and Notify and Consignee Information

#### **BOLDetails**



- Commodity Information : Enter all Goods Information

#### BOLDetails



Then click (Save) button to save information in Cache memory only.



<u>Edit General Cargo</u>: To Edit BOL Details we should click (right-click) and choose (Edit), and display new window with information saved previously.

<u>Delete General Cargo</u>: To delete BOL Details we should click (right-click) and choose (Delete).

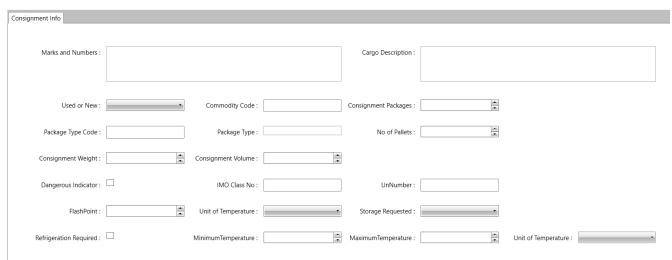
### Add Consignment Info:

By click (Right-Click) and click Add in tab of consignment as shown below:



After click Add this window will show below:

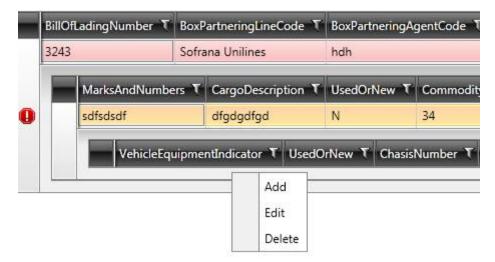
#### Consignment Details



In this window the client enter all data of consignment, (the client must have all last updated codes), and click (Save).



If the consignment contain Vehicle the client must go to the structure of vehicle, right click, and click (Add) as shown below:



After click (Add), the client must enter all information of vehicle and click (Save) as shown below:

Vehicle Info					
Vehicle or Equipment :	V VEHICLE	Used or New :	II LICED .	ChasisNumber :	12
venicle of Equipment.	V - VEHICLE	osed of New .	0 - 03ED	Chasisivumber.	TE.
Case Number :	12	Make:	12	Model:	12
	122		242		242
Engine No :	123	Year Built :	215	Color :	215
Rolling or Static :	R - ROLLING	Weight:	123.000 🕏	Volume :	213.000
_		-			janes janes
DescriptionOfGood:				Additional Accesseries :	
Remarks :					

After the client finish, he must click (Save Changes) (if not click the entries will discard) as shown below:



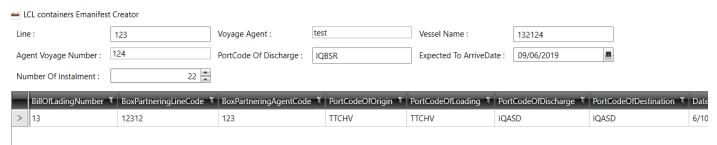
# 2- LCL Containers: Represented for containers types LCL



This type of structure will contain

- Bill info
- Container Info
- Consignment Info

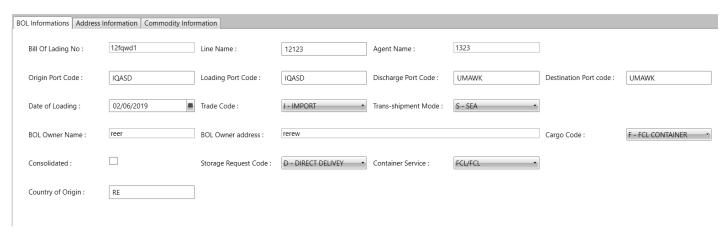
# **Add LCL Container:** This window display all Manifest details.



To add new BOL Details we should click (right-click) and choose (Add), and display new window as below:

- BOL Information: Enter all BOL information by this window

#### **BOLDetails**





# Raiya Group Company

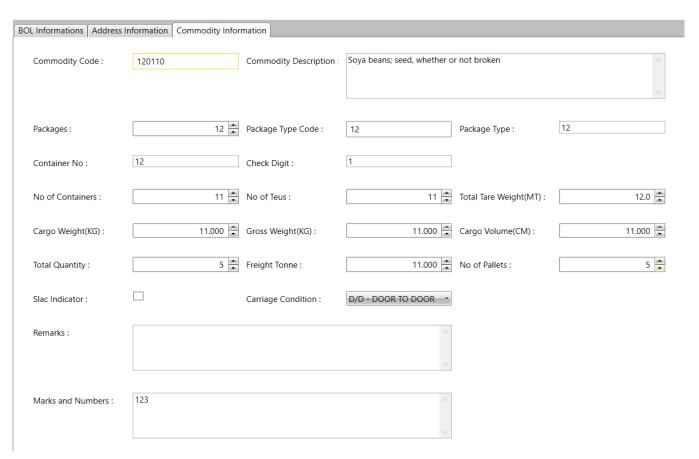
Address Information: Enter all Shipper and Notifier and Consignee Information

#### **BOLDetails**

BOL Informations Address Information Commodity Information							
Shipper Name :	wwew	Shipper Address :	wewe	Shipper Country :	WS		
Consignee Name :	121	Consignee Address :	12				
Notify1 Name :	12	Notify1 Address :	12				
Notify2 Name :	12	Notify2 Address :	12				
Notify3 Name :	3e12	Notify3 Address :	1231e				

- Commodity Information : Enter all Goods Information

#### **BOLDetails**



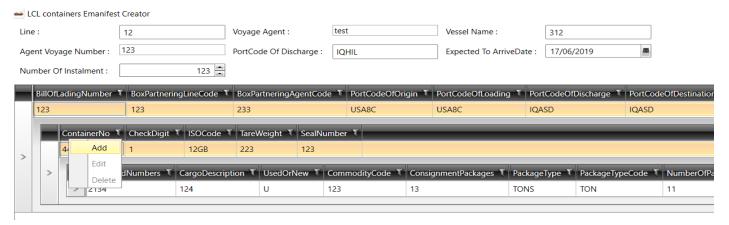
Then click (Save) button to save information in Cache memory only.

Edit LCL Container: To Edit BOL Details we should click (right-click) and choose (Edit), and display new window with information saved previously.

<u>Delete LCL Container:</u> To delete BOL Details we should click (right-click) and choose (Delete).



# Add Container Info: If we need to add container, click (Right-Click) on Container tab in BOL Details and choose (Add).



#### After click (Add) this window will show bellow:

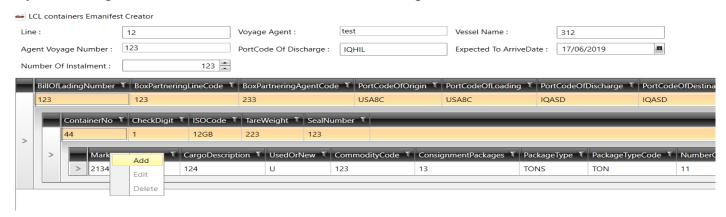
#### Container Details



Enter all information and click (Save).

#### Add Consignment info:

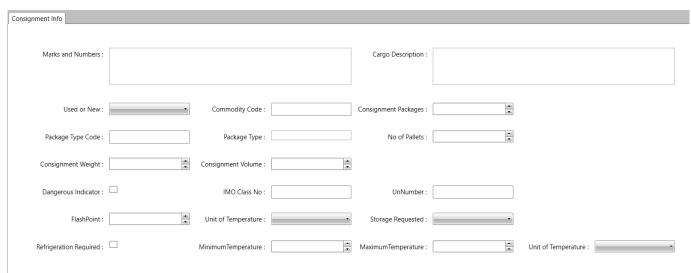
By click (Right-Click) and click (Add) in tab of consignment as shown below:





#### Then show this window:

#### Consignment Details

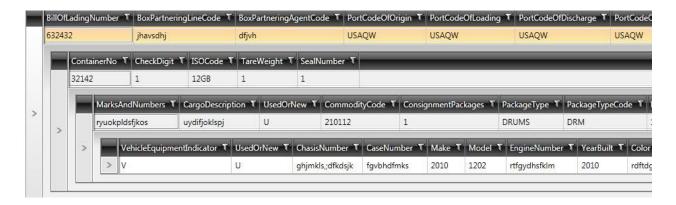


In this window the client enter all data of consignment, (the client must have all last updated codes), and click (Save).

After the client finish, he must click (Save Changes) (if not click the entries will discard) as shown below:



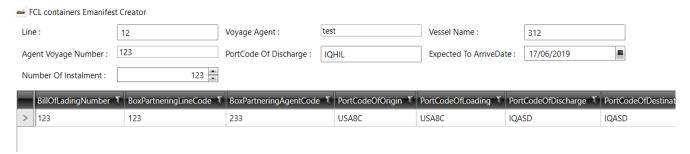
# 3- FCL Container: Its contain Containers type FCL



This type of structure will contain

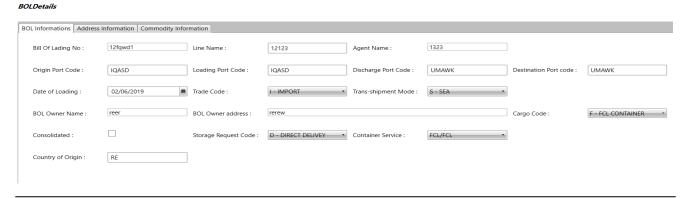
- Bill Info
- Container Info
- Consignment Info
- Vehicle Info if the shipment contain vehicle

# **Add FCL Container:** This window display all Manifest details.



To add new BOL Details we should click (right-click) and choose (Add), and display new window as below:

- BOL Information: Enter all BOL information by this window





# Raiya Group Company

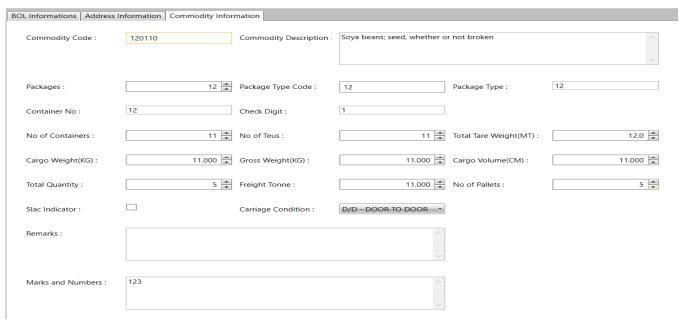
- Address Information: Enter all Shipper, Notifier, and Consignee Information

#### **BOLDetails**

BOL Informations Address I	nformation Commodity Info	rmation			
Shipper Name :	wwew	Shipper Address :	wewe	Shipper Country:	WS
Consignee Name :	121	Consignee Address :	12		
Notify1 Name :	12	Notify1 Address :	12		
Notify2 Name :	12	Notify2 Address :	12		
Notify3 Name :	3e12	Notify3 Address :	1231e		

- Commodity Information: Enter all Goods Information

#### **BOLDetails**



Then click (Save) button to save information in Cache memory only.

<u>Edit FCL Container:</u> To Edit BOL Details we should click (right-click) and choose (Edit), and display new window with information saved previously.

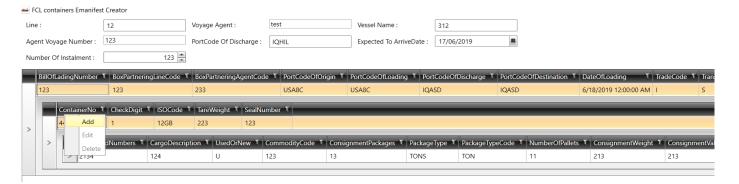
<u>Delete FCL Container:</u> To delete BOL Details we should click (right-click) and choose (Delete).



# Raiya Group Company

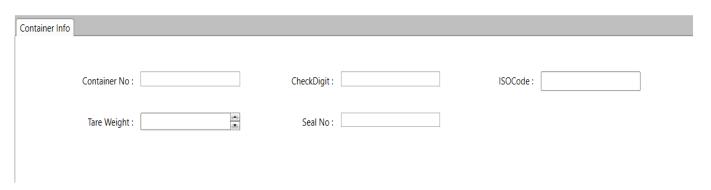
#### Add Container Info:

If we need to add container, click (Right-Click) on Container tab in BOL Details and choose (Add).



# After click (Add), this window will show bellow:

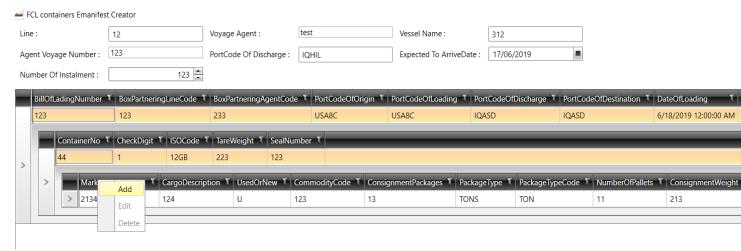
#### **Container Details**



Enter all information and click (Save).

# Add Consignment info:

By click (Right-Click) and click (Add) in tab of consignment as shown below:



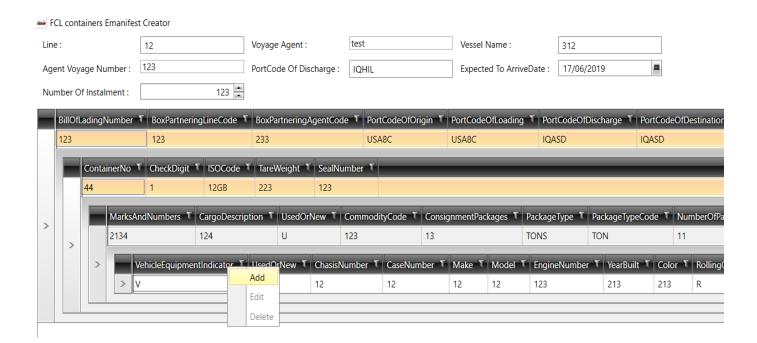


#### Then show this window:

# Consignment Details Consignment Info Marks and Numbers: Cargo Description: Cargo Description: Used or New: Dangerous Indicator: Dangerous Indicator: Refrigeration Required: MinimumTemperature: MinimumTemperature: MaximumTemperature: Cargo Description: Cargo Description: Cargo Description: MaximumTemperature: MaximumTemperature:

In this window the client enter all data of consignment, (the client must have all last update codes), and click (Save).

If the consignment contain Vehicle the client must go to the structure of vehicle, right click, and click (Add) as shown below:







After click (Add), the client must enter all information of vehicle and click (Save) as shown below:

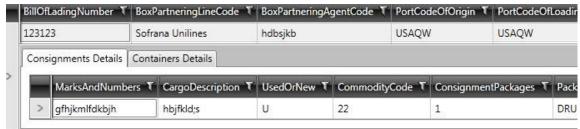
Venicie Details						
Vehicle Info						
Vehicle or Equipment :	V - VEHICLE	Used or New :	U - USED •	ChasisNumber:	12	
Case Number :	12	Make :	12	Model :	12	
Engine No :	123	Year Built :	213	Color:	213	
Rolling or Static :	R - ROLLING	Weight:	123.000	Volume :	213.000	
DescriptionOfGood:				Additional Accesseries :		
Remarks :						

After the client finish, he must click (Save Changes) (if not click the entries will discard) as shown below:





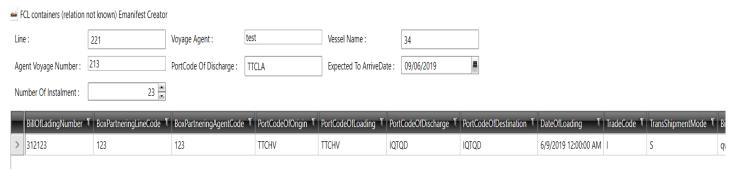
**4- FCL Container (Unknown) :** Represented if there is no link between consignment and containers



This type of structure will contain

- Bill info
- Consignment info and container info without link

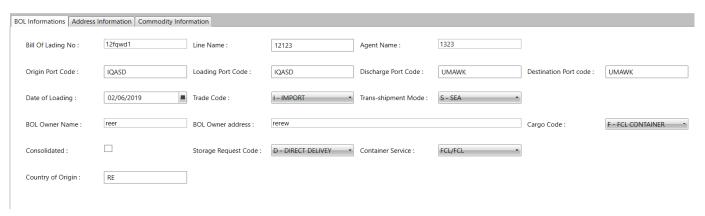
# **Add FCL Container (Unknown):** This window display all Manifest details.



To add new BOL Details we should click (right-click) and choose (Add), and display new window as below:

- BOL Information: Enter all BOL information by this window

#### **BOLDetails**





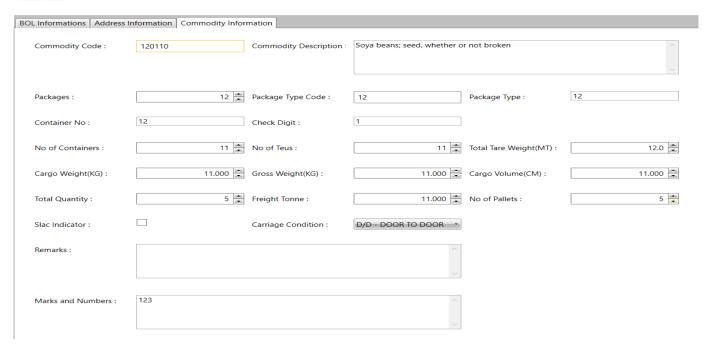
- Address Information: Enter all Shipper, Notifier, and Consignee Information

#### 

- Commodity Information: Enter all Goods Information

#### **BOLDetails**

BOL Details



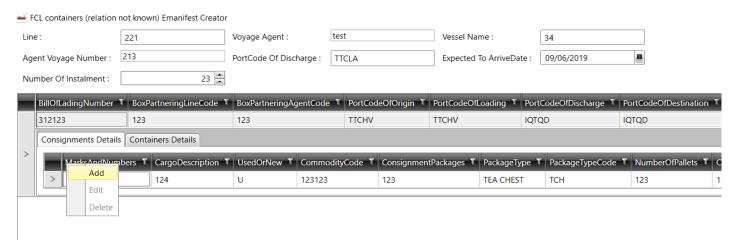
Then click (Save) button to save information in Cache memory only.

Edit FCL Container: To Edit BOL Details we should click (right-click) and choose (Edit), and display new window with information saved previously.

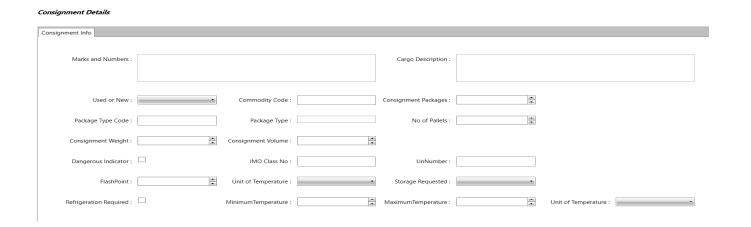
<u>Delete FCL Container:</u> To delete BOL Details we should click (right-click) and choose (Delete), and display new window with information saved previously.



<u>Add Consignments Details:</u> If we need to add consignments details, click (Right-Click) on consignments details tab in BOL Details and choose (Add).

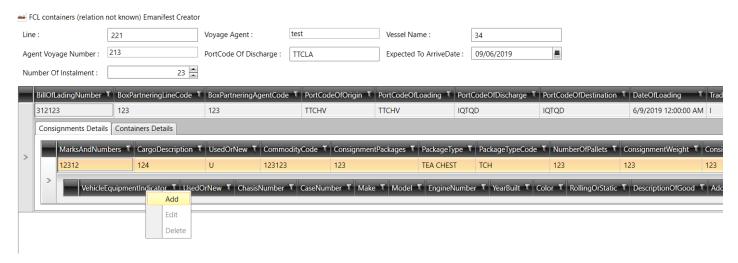


After click (Add), this window will show bellow:



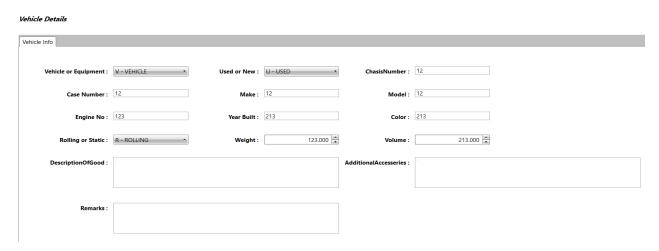
Enter all information and click (Save).

If the consignment contain Vehicle the client must go to the structure of vehicle, right click, and click (Add) as shown below:

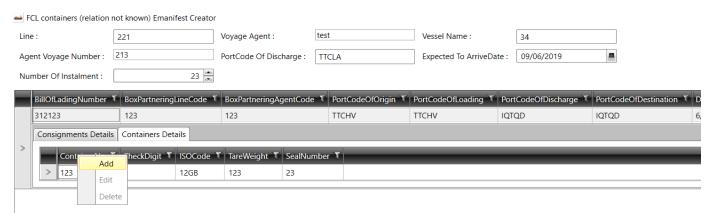




After click (Add), the client must enter all information of vehicle and click (Save) as shown below:



Add Container Info: If we need to add container, click (Right-Click) on Container tab in BOL Details and choose (Add).



After click (Add), this window will show bellow:

# Container Info Container No: CheckDigit: ISOCode: Tare Weight: Seal No:

After the client finish, he must click (Save Changes) (if not click the entries will discard) as shown below:

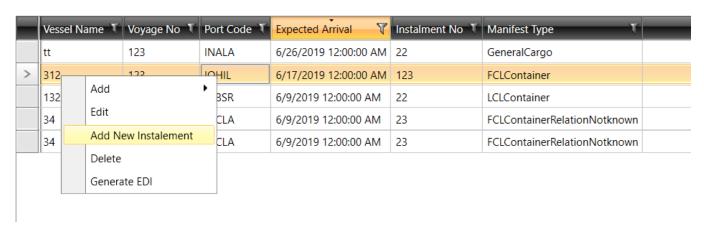




# **The Instalment of Manifest:**

The manifest can be divided into more than one file for the same manifest with different Instalment, each file has one or more BOL, every file must not exceeded 5MB, by go to Voyages window and click (right-click) on the manifest information to and click (Add New Instalment).

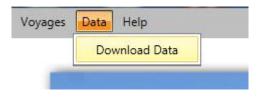




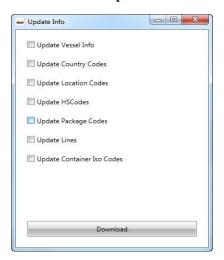


# **Download Data:**

The client can check the options he wants to update and download codes and data, in the first time of running the program he must check all the options to download last codes and data from site, it contain Update Vessel Info, Update Country Codes, Update Location Codes, Update HSCodes, Update package Codes, Update Lines, Update Container ISO Codes.

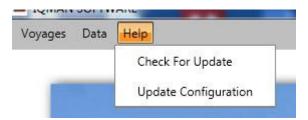


After click (Download Data) this form will apear



# Help:

This Tab will represented for update the client side program and update configuration as shown bellow



If there is a new version of program, the client will notify by notification bar show to the client.