



Cloud Fleet Manager

MANUAL

CFM PORTS

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1. About This Guide

This user guide provides an introduction to CFM Ports and describes how you can leverage the application to meet your business needs.

CFM Ports allows you to define master data for ports in one central place. This master data is used as the foundation for all modules in which ports are reused. In addition, you can mark ports that are in war zones and specify the ISPS security level as well.

CFM Ports consists of the following tab:

- **Ports**



NOTE

If you cannot access the **Ports** tile from the Cloud Fleet Manager (CFM), please contact your system administrator to assign the relevant permissions to your user in **CFM Users**.

This user guide describes the features and functions available to a user with full access to the application. If you're expecting rights that your user currently doesn't have, get in contact with your system administrator.

2. Initial Setup

Before you can start to use CFM Ports certain settings have to be made.

1. Create users for CFM in CFM Users.
2. Assign the users the relevant permission roles for CFM Ports.
3. Set up notifications (optional)



NOTE

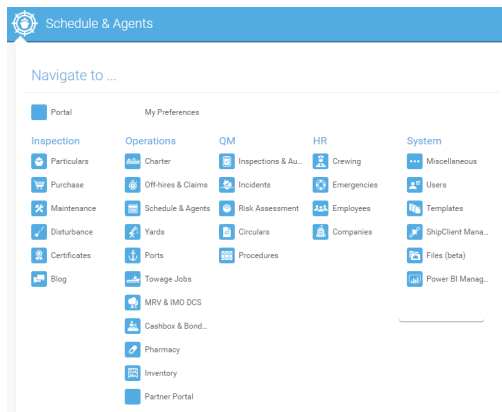
You cannot receive notifications for CFM Ports at this point in time.

3. General Features

The following general features are available from the main navigation bar in CFM Ports.

- **Navigation**

You can directly navigate to other CFM apps by choosing the CFM logo (🏠) from the main navigation bar. Then choose the respective app that you want to launch and the app automatically opens in another tab.



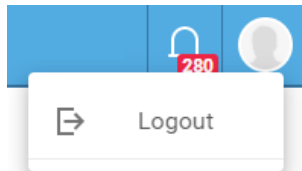
- **Notifications**

The 🔔 bell icon indicates whether any notifications from the current app and other apps within CFM are available. This allows you to get relevant information without the need to open all apps.

Choose the ⚙️ cogwheel icon to define for which applications and their actions you want to receive notifications.

- **User Menu**

To log out of CFM Ports, choose the user avatar and then **Logout**.



- **Activities**

Select the 📊 Activities icon on the right-hand side to open the sidebar. The sidebar shows you a chronological log of all actions made by any user within CFM Ports. Select **Show Changes** underneath logs of changes to view more details of the applied changes.

4. Ports

The ports tab displays a panel on the left-hand side that provides you with an overview of your own created ports, as well as public ports that were imported by us from www.finda-port.com.



NOTE

The list of imported ports is regularly updated. You can contact our Support if you want to maintain your ports solely on your own and neglect the imported ports.

You can specify by which criteria this list is grouped. To do so, open the drop-down menu **Group by** above the panel and apply one of the following options:

- **Port Status**

Groups and sorts the list of ports according to whether they were already navigated to or not. The following status can be applied:

- **Ports to be called in the future**
- **Ports hit in the past**
- **Never approached ports**

- **Name**

Groups and sorts the list of ports in alphabetical order, based on the name of the port.


- **Country**

Groups and sorts the list of ports in alphabetical order, based on the country in which the port is located.

- **War Risk**

Groups and sorts the list of ports according to whether the port is marked as within a war risk zone or not.

You can also provide the name of the port in the text box above the panel to search for it.

In addition, select the  filter icon to:

- **Show only used ports**

Select the checkbox to only display ports that are either used in **CFM Schedule & Agents** (such as ports that do not had an arrival yet but active agents assigned) or in **CFM Purchase** as a port for delivery.

- **Show only custom ports**

Select the checkbox to only display ports that were manually added by users.

Each port consists of the following cards that contain further in-depth information:

- Port

Displays general information about the port which is defined when the port is created in the first place. For more information, see [Add Port \[8\]](#).

- Arriving Vessels

Displays a list of vessels whose (estimated) time of arrival at the given port is in the future. This information is fetched from [CFM Schedule & Agents](#).

4.1. Add Port

To add a port to the system and thus enable its usage, proceed as follows.

1. Open CFM Ports.
2. Select the + plus icon above the panel on the left-hand side.



NOTE

To edit port-related information, navigate to the port card, then select [Edit](#) and simply apply your desired changes.

3. Provide the requested information:

- Name
Enter the name of the port.
- Five Letter Code (Port Code)
Enter the unique port code.



IMPORTANT

Avoid entering a port code twice since it is users as unique identifier.

- Country
Select the country in which the port is located from the drop-down menu.
- ISPS Security Level
Select the ports ISPS Security Level from the drop-down menu.
- War Risk
Select the checkbox to mark that there is a particular war risk in this port.
- Longitude
Enter the port's longitude.
- Latitude
Enter the port's latitude.

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- **Timezone**
Select the timezone in which the port is located from the drop-down menu.
- **Remark**
Provide any additional remarks to the port.

4. Choose **Save** to confirm your settings.

Add a port ⊗

Name *	Five letter code (port code)		
<input type="text"/>	<input type="text"/>		
Country *	ISPS Security Level	War risk	
<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>	<input type="checkbox"/>	
Longitude	Latitude	Timezone *	
<input type="text" value="0,000000"/>	<input type="text" value="0,000000"/>	<input type="text" value="Choose..."/>	
Remark			
<input type="text"/>			