

PortTruckPass: Add/Edit Reservations

Resource Guide

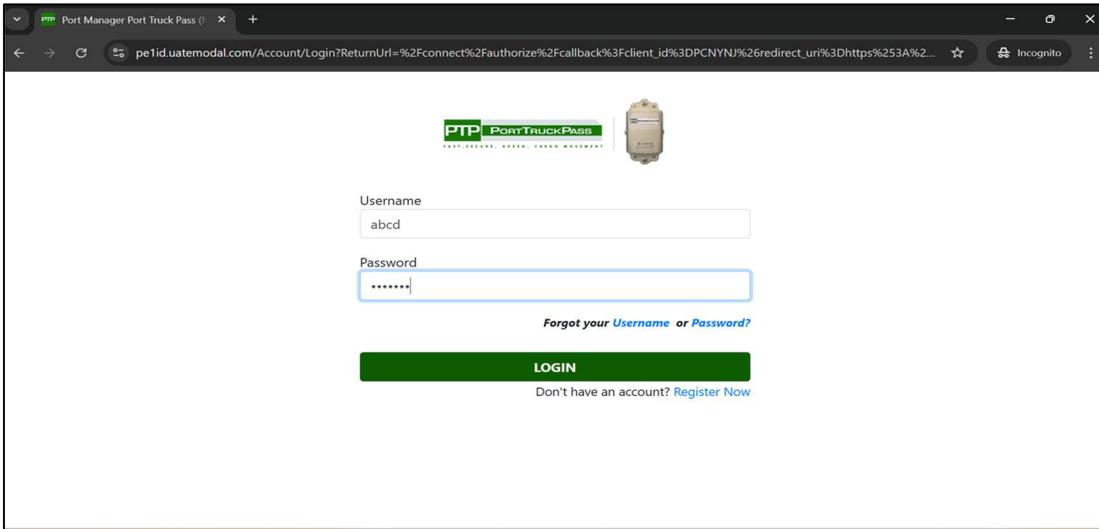
Version 1.0

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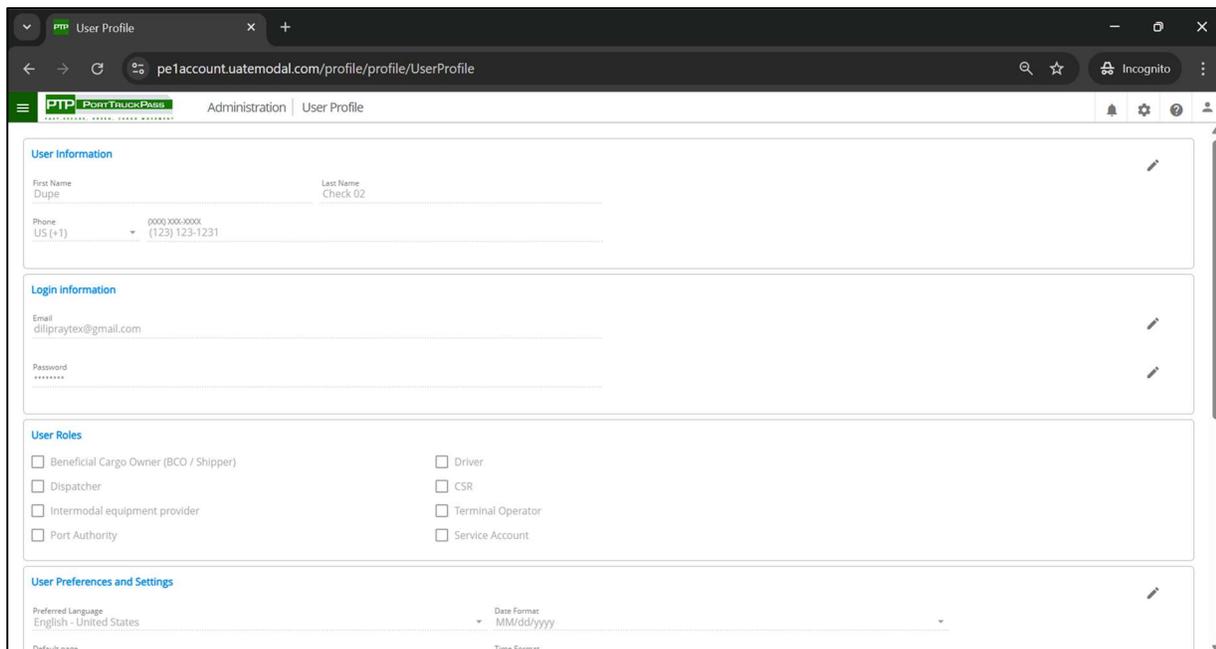
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1. Menu Navigation

Log in to PortTruckPass Community portal application.

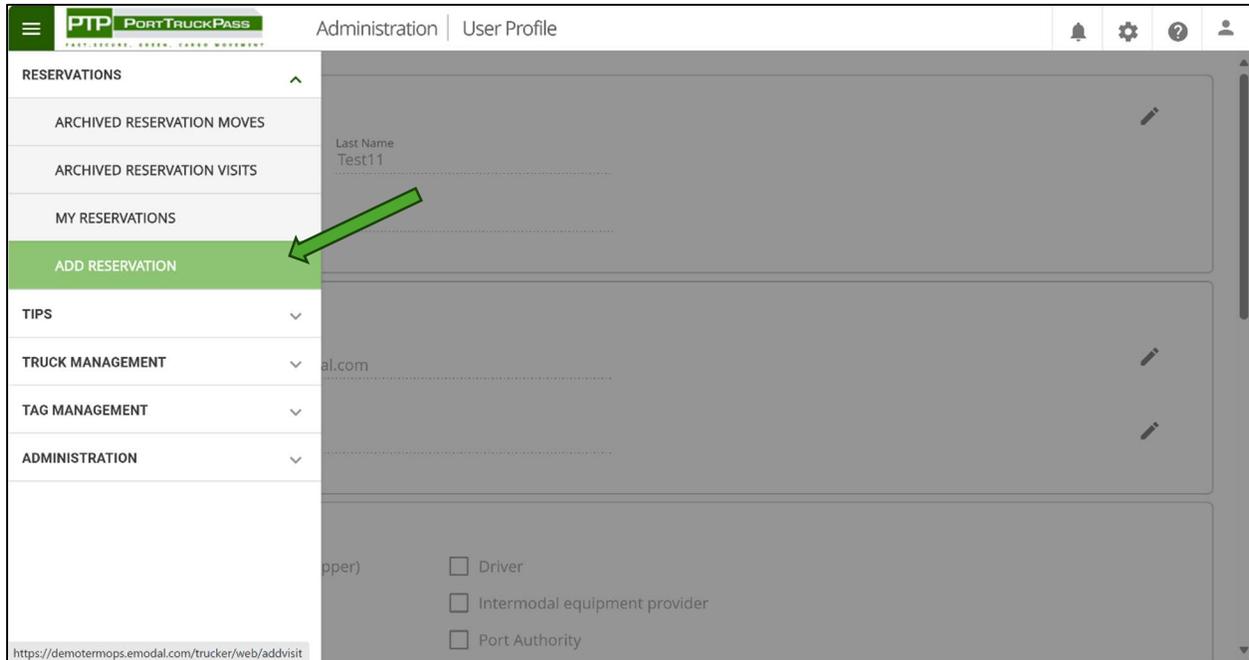


When the user enters Port Truck Pass (PTP) they will see the User Profile screen. This is the default screen:

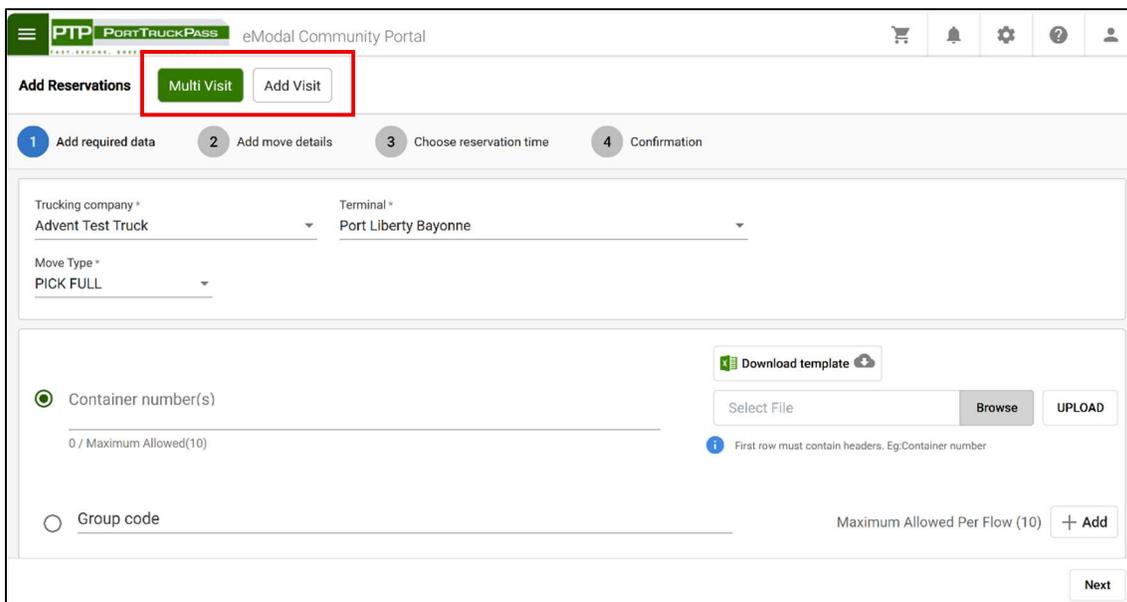


2. Add Reservations from Main Menu

From the green menu button in the upper left-hand corner of the screen, click Reservations to see the options. Select the ADD RESERVATION option to display that screen.



From the Add Reservation screen, users can toggle between the Multi Visit/Add Visit buttons at the top of the page.



a. Multi Visit Option

From the multi visit screen, the user will select the Trucking company, Terminal, Move Type and enter one or more containers (Example- for Pick Full move type).

The user will click the Next button, and the system will obtain container details, which are then displayed on the 2nd page.

The system will authenticate any additional details entered by the user when navigating to the 3rd page of the reservation process, provided there are no critical errors on the page.

On the 3rd step, the system will populate the list of time slots and preselect the first one available.

The screenshot shows the 'eModal Community Portal' interface. At the top, there are navigation icons for shopping cart, notifications, settings, help, and user profile. Below the header, there are buttons for 'Add Reservations', 'Multi Visit', and 'Add Visit'. A progress bar indicates four steps: 1. Add required data, 2. Add move details, 3. Choose reservation time (current step), and 4. Confirmation. The form displays the following information:

Trucking Company	Terminal
Advent Test Truck	Port Liberty Bayonne

Move Type	Reference Number	Unit Number	Line	Equip size
PICK FULL	N/A	GCXU5258285	ONEY	40DH

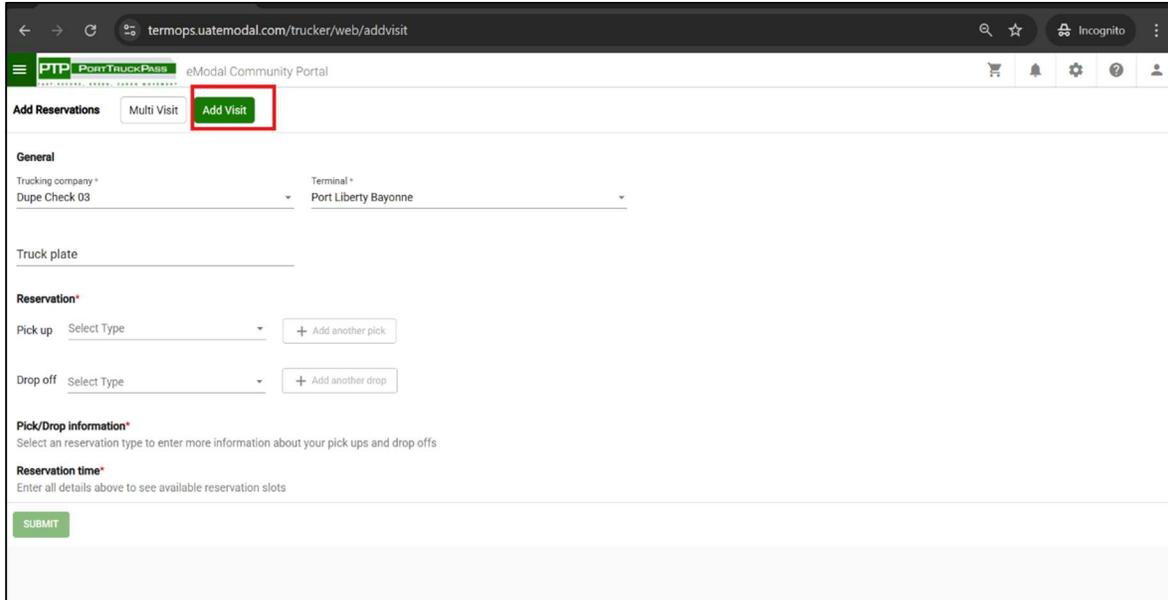
Truck Plate	Thursday 06/05/2025 06:00 - 07:00
AJ700X	

At the bottom right, there are 'Back' and 'Submit' buttons.

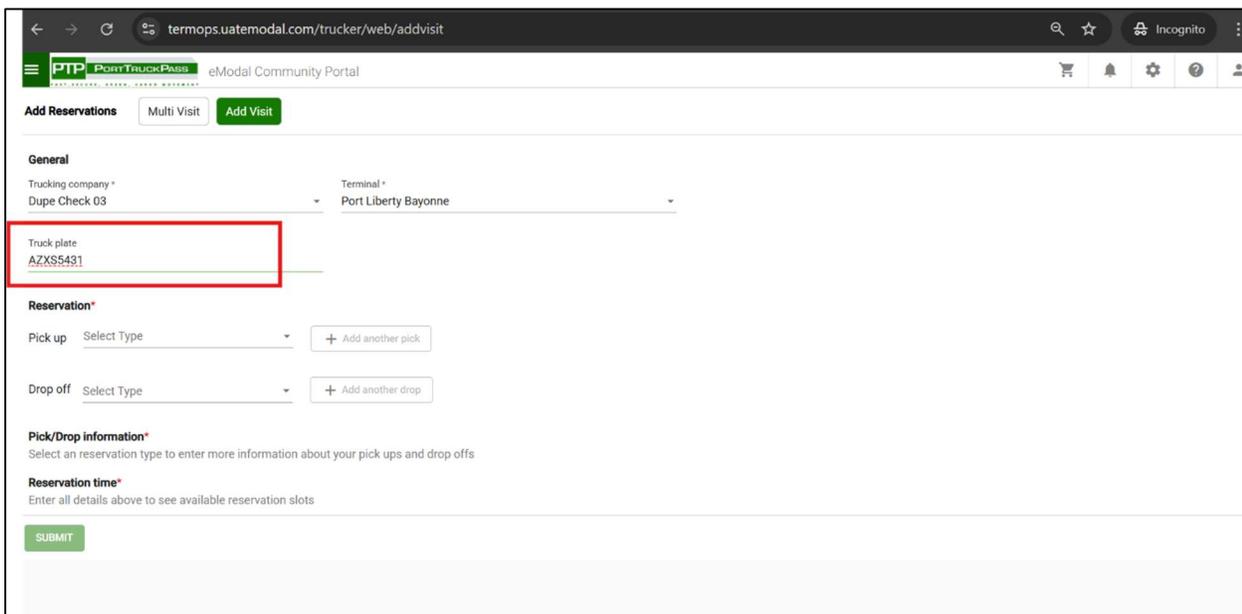
When the user clicks on the SUBMIT button the system will do final checks, save the reservation information, and redirect them to the 4th final confirmation page.

b. Single Visit Option

Users can toggle the SINGLE VISIT view for reservation creation from the Add Reservation screen.



On the SINGLE VISIT screen, the user will add Truck Plate:



Then in the Reservation section, click on the "Select Type" dropdown and then choose which move type will be completed (example - Pick Full).

The screenshot shows the 'Add Reservations' form in the eModal Community Portal. The 'General' section includes 'Trucking company*' (Dupe Check 03) and 'Terminal*' (Port Liberty Bayonne). The 'Truck plate' is AZXS5431. In the 'Reservation*' section, 'Pick up' is set to 'Full' (highlighted with a red box) and 'Drop off' is set to 'Select Type'. Below this is the 'Pick/Drop information*' section with a table for 'Pick up Full' containing columns for Reference Number, Unit Number, Line, and Equip size. At the bottom, there is a 'Reservation time*' section and a 'FIND RESERVATION' button.

Then in the PICK/DROP Information section, enter a container number in the Unit Number or bookings in Reference Number. The system will check the information, then populate the Line and Equip Size for containers on file. If information does not populate, it can be added manually.

This screenshot shows the same reservation form after data entry. The 'Unit Number' field is populated with 'CSDU3245651'. The 'Line' field is populated with 'COSU' and the 'Equip size' field is populated with '20VT'. Red arrows point to these two populated fields. The 'FIND RESERVATION' button is now green and labeled 'SUBMIT'.

Under the RESERVATION TIME section, the user will click Find Reservation, then the system will provide a list of time slots for selection. Once selected, the user can click submit.

The screenshot shows the 'Add Reservations' form in the eModal Community Portal. The form includes the following sections:

- General:**
 - Trucking company: Dupe Check 03
 - Terminal: Port Liberty Bayonne
 - Truck plate: AZXS2134
- Reservation:**
 - Pick up: Full (with '+ Add another pick' button)
 - Drop off: Select Type (with '+ Add another drop' button)
- Pick/Drop information:**
 - Section title: Pick up Full
 - Table with columns: Reference Num..., Unit Number, Line, Equip size
 - Row 1: Reference Num..., CSDU3245651, COSU, 20VT
- Reservation time:**
 - Reservation Time: Friday 05/30/2025 10:00 - 12:00 (76)

A green 'SUBMIT' button is located at the bottom left of the form.

The user will then see their Successful Reservation.

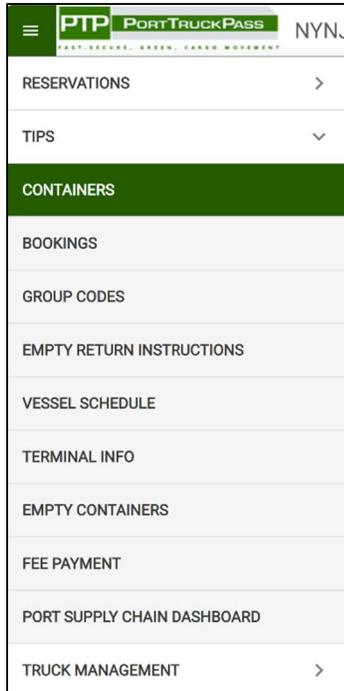
The screenshot shows the 'Successful Reservations' confirmation page in the eModal Community Portal. The page displays the following information:

- Trucking Company:** Advent Test Truck
- Terminal:** Port Liberty Bayonne
- Successful Reservations:**
 - Terminal: PLBA
 - Ticket#: [PLBA-0615-00734](#)
 - Date: 10:30 AM Sunday, June 15, 2025
 - Truck Plate: AJ700X
- DROP EMPTY:**
 - Unit #: NGLU4093987
 - Reference #: N/A
 - Line: MSCU
 - Equip Size: 40GP
 - Appt Status: PENDING
 - Gate Status: PENDING

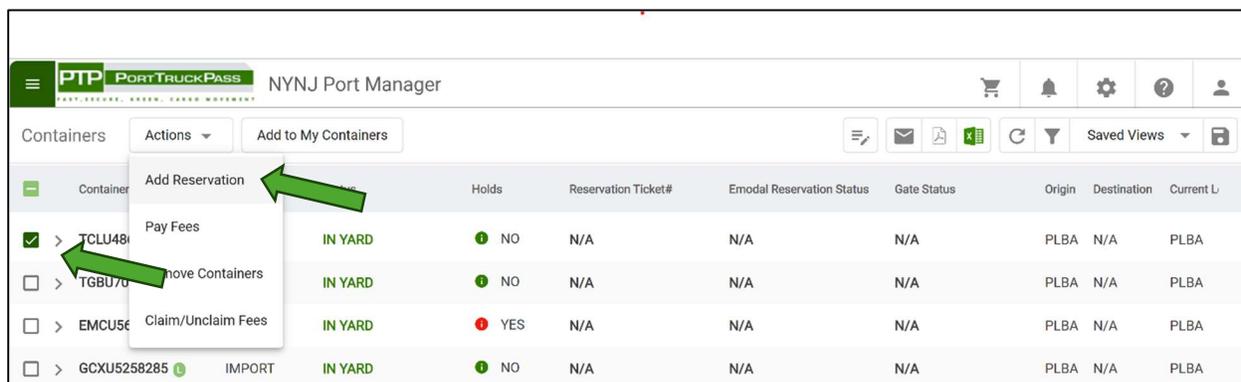
At the bottom, there are buttons for 'Add Another Visit' and 'My Reservations'.

3. Add Reservation from Container Watchlist

Navigate to the TIPS page from the PortTruckPass left-side menu. Select CONTAINERS from within the dropdown menu.



Select one or multiple import containers, using the left side check boxes, select the Actions drop-down menu at the top, and click Add Reservation.



Users will be redirected to the Add Reservations page, to work through the Multi Visit or Single Visit Reservation process.

Add Reservations Multi Visit **Add Visit**

General

Trucking company * Advent Test Truck Terminal * Port Liberty Bayonne

Truck plate AJ700X

Reservation*

Select Type

Pick up Full **+ Add another pick**

Drop off Select Type **+ Add another drop**

Pick/Drop information* ✓

Pick up Full

The user will then see their Successful Reservation.

Add Reservations Multi Visit **Add Visit**

Trucking Company Advent Test Truck Terminal Port Liberty Bayonne

Successful Reservations

Terminal: PLBA

Ticket#: [PLBA-0615-00734](#)

Date: 10:30 AM Sunday, June 15, 2025

Truck Plate: AJ700X

Drop Empty

Unit #: NGLU4093987

Reference #: N/A

Line: MSCU

Equip Size: 40DP

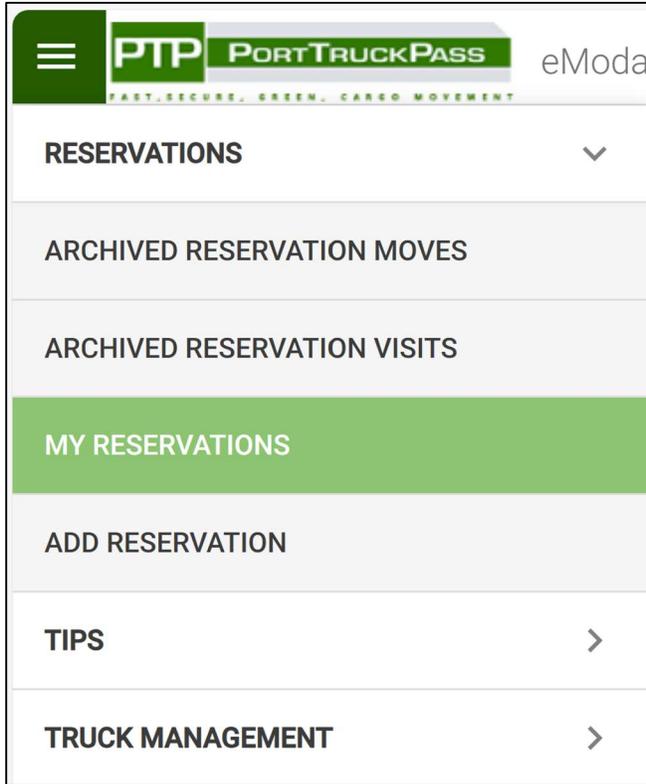
Appt Status: PENDING

Gate Status: PENDING

Add Another Visit My Reservations

4. Edit Reservations

Navigate to the My Reservations page from the RESERVATIONS dropdown in the left side menu.



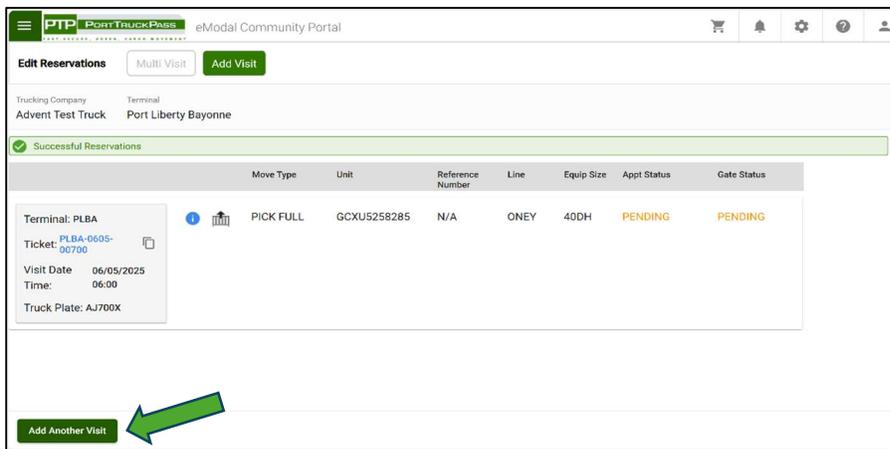
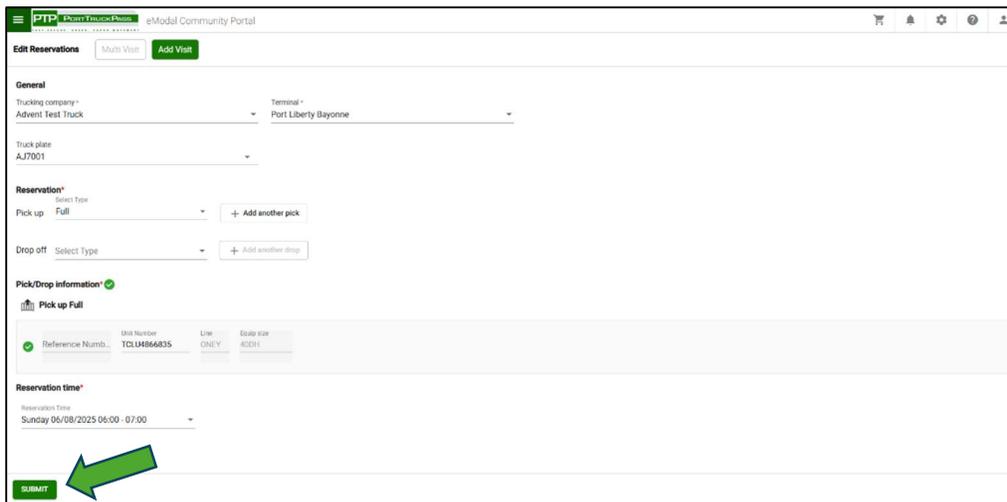
Search for the Reservation with the Ticket number or container number and click on the check box next to the reservation to select it.



Select the Actions drop-down menu at the top and click Edit. Users will be brought to the Edit Visit screen.



Users can edit the required information(s), add additional move(s) to the existing reservation, or change the time slot. Users may then exit out of the page or Add Another Visit using the button in the bottom left corner of the page



5. Viewing Archived Reservations

Note: This menu option is only available to existing users of PTP, new users of the system will not need the archived reservations.

The Archived Reservation Moves and Visits, allow existing users to have read only access to their historical reservations and visits to PLBA prior to new appointment screen launch.

