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1. How to login to Community Access Portal (CAP)

- Enter the credentials provided by the TPT call centre agent then click **Log In**.

On the **Site Selection** window, select the desired **Facility** and **Yard** then click **OK** to proceed.
2. View Pre-advised Units

- On the menu, click **Gate**. Then click **Pre-Advised Containers**.

- Enter the full **Unit Number**. Then click **Ok**.

- The Unit instance will be returned and displayed if it is Pre-advised.
• To search for another unit, click the filter list drop down button (circled in red). Then click **UNIT AVAILABILITY**.

• A search window will appear. Enter the full **Unit Number** then click **Ok**.
3. View Gate Transactions

- On the menu click **Gate**. Then click **Gate Transactions**.

- A search window will appear. Enter the full **Truck License** then click **Ok**.

- The search will return the most recent transactions processed by the truck license.
4. View Vessel Visits

- On the menu click **Vessel**. Then click **Vessel Visits**.

- Click the filter list drop down button (circled in red).

- Select the desired terminal vessel visits **e.g. Vessel Visit Schedule (DCT)** or;

- Select **Working Vessels** to see all vessels which are currently in a working phase at any terminal.
• **Working Vessels** will return results as per below.

![Table of Working Vessels]

- View Vessel Visits (cont.)

- Filter for a specific terminal **e.g. Vessel Visit Schedule (DCT)** will return results as per below.

![Table of Vessel Visit Schedule (DCT)]
The End
Thank You