

Welcome to E-Port





First introduction to E-Port

First of all we would like to thank you for registering to E-Port.

E-Port is part of a new telematic system in the harbour of Genoa which involves every body of the transportation course. This means you as the carrier are involved, contributing to a smooth operation.

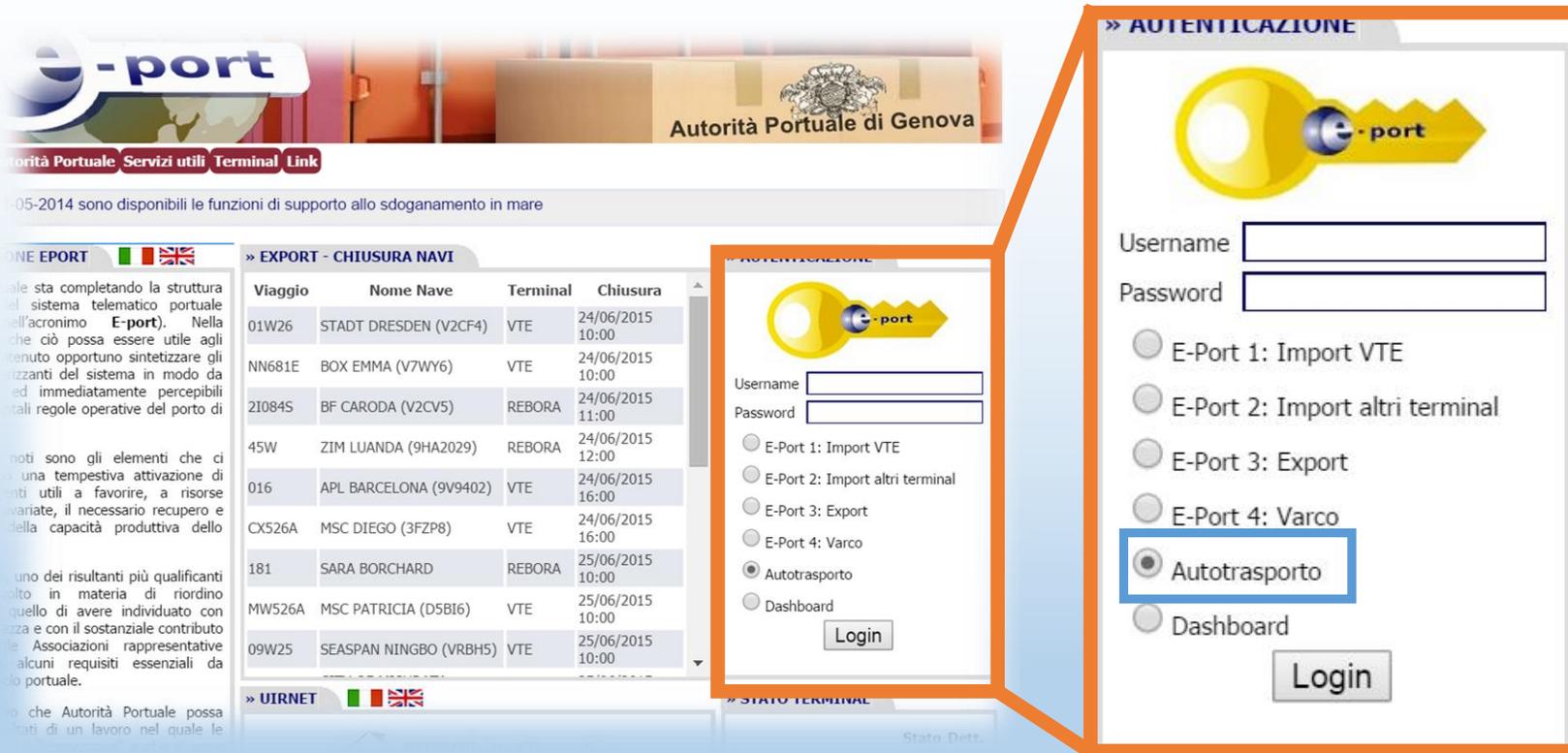
The part of the carriers is very easy thogh and will be explained in a few steps:

1. Getting access to E-Port
2. Create driver profiles
3. Personal badges for every driver
4. Maintenance of the driver profiles

1: Getting access to E-Port

Unfortunately the website exists only in italian language, but following the steps the registration can be done quickly.

Log into E-Port: <http://e-port.almaviva.it/eportHomePage>



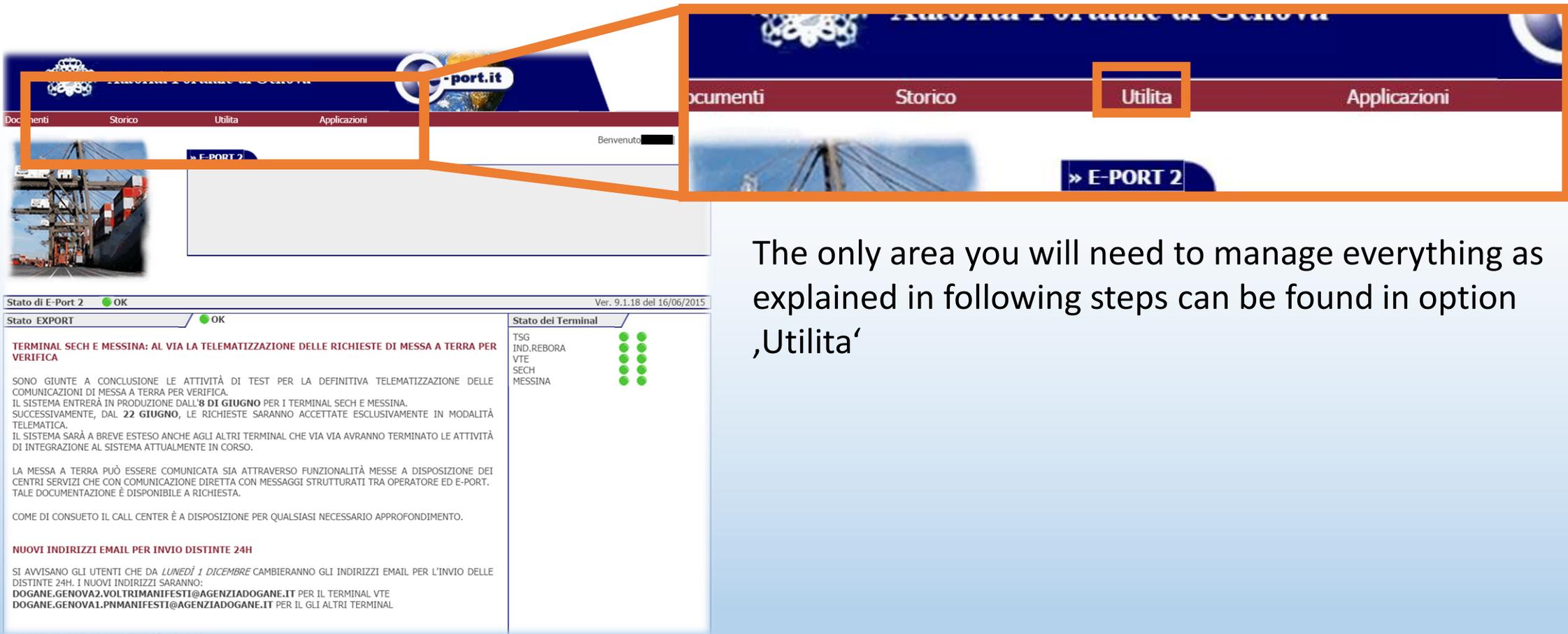
Viaggio	Nome Nave	Terminal	Chiusura
01W26	STADT DRESDEN (V2CF4)	VTE	24/06/2015 10:00
NN681E	BOX EMMA (V7WY6)	VTE	24/06/2015 10:00
2I084S	BF CARODA (V2CV5)	REBORA	24/06/2015 11:00
45W	ZIM LUANDA (9HA2029)	REBORA	24/06/2015 12:00
016	APL BARCELONA (9V9402)	VTE	24/06/2015 16:00
CX526A	MSC DIEGO (3FZP8)	VTE	24/06/2015 16:00
181	SARA BORCHARD	REBORA	25/06/2015 10:00
MW526A	MSC PATRICIA (D5BI6)	VTE	25/06/2015 10:00
09W25	SEASPAN NINGBO (VRBH5)	VTE	25/06/2015 10:00

This is the relevant area to log in. The acces keys were sent to you by mail.

Before you log in, make sure the mark has been set to 'Autotrasporto'

1: Getting access to E-Port

After you gained access to your account you will see following site

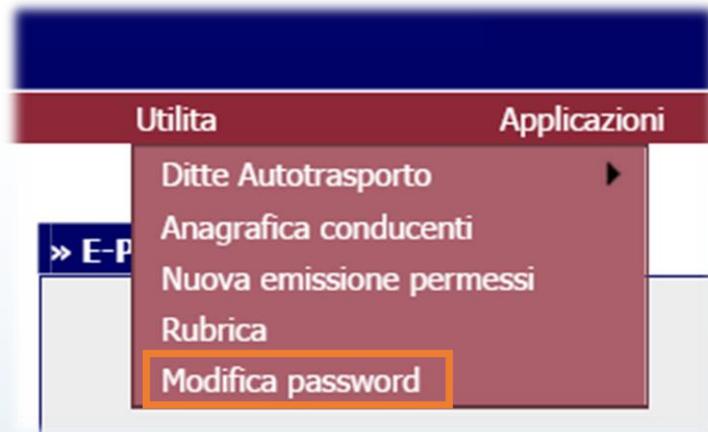


The screenshot shows the E-Port website interface. At the top, there is a navigation bar with the following items: Documenti, Storico, Utilita, and Applicazioni. The 'Utilita' item is highlighted with an orange box. Below the navigation bar, there is a 'Benvenuto' section with a user name. The main content area is divided into two columns. The left column contains a 'Stato di E-Port 2' section with a green 'OK' indicator and a 'Stato EXPORT' section with a green 'OK' indicator. The right column contains a 'Stato dei Terminal' section with a green 'OK' indicator and a list of terminal names: TSG, IND.REBORA, VTE, SECH, and MESSINA. The 'Utilita' menu item is highlighted with an orange box, indicating that it is the area where users can manage everything as explained in the following steps.

The only area you will need to manage everything as explained in following steps can be found in option 'Utilita'

1: Getting access to E-Port

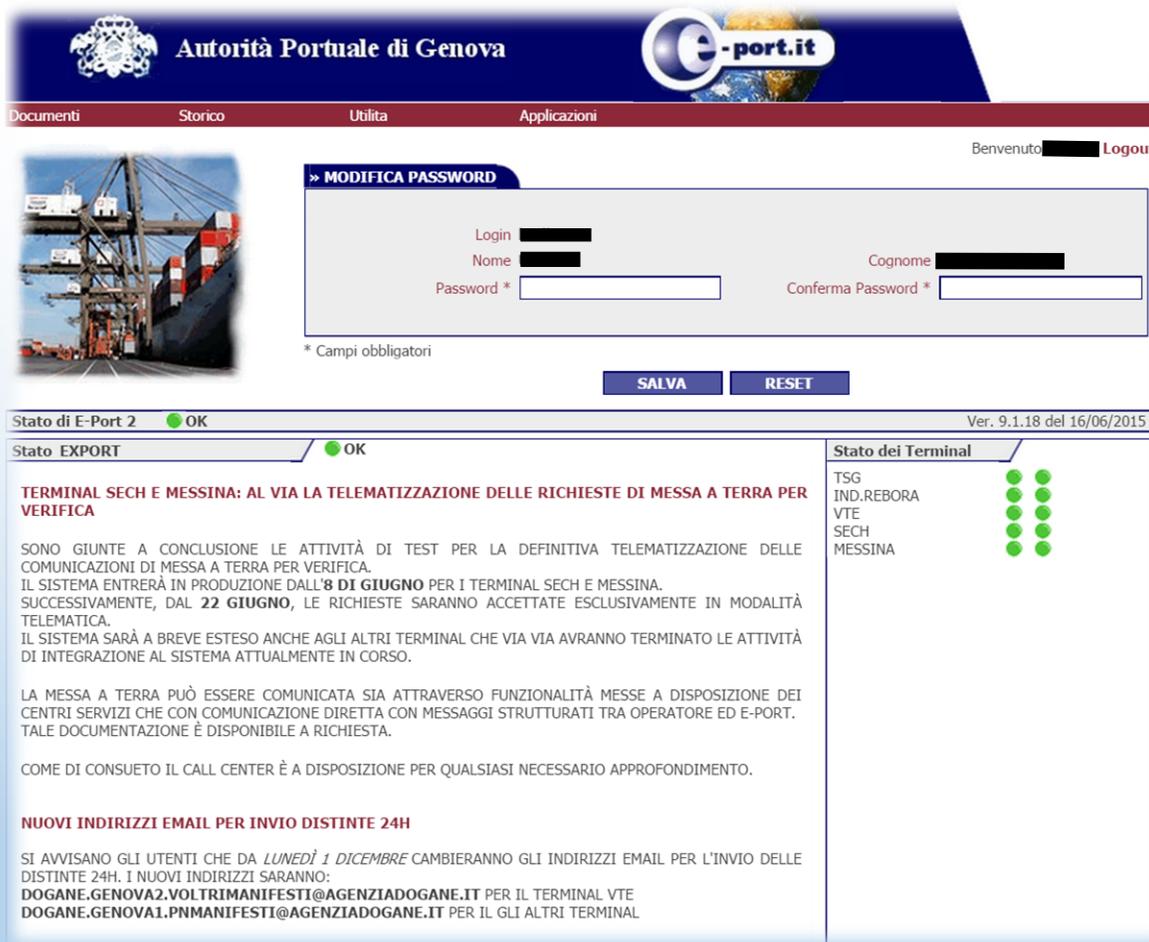
These are the options you will get, moving your cursor to ,Utilita'



First thing that you should do, is personalize your password.
You can do this clicking on ,Modifica password'

1: Getting access to E-Port

After clicking ,Utilita' -> ,Modifica password' you mabye will be asked to reenter your username and the password you recieved by mail. Afterwards you will be led to following site:



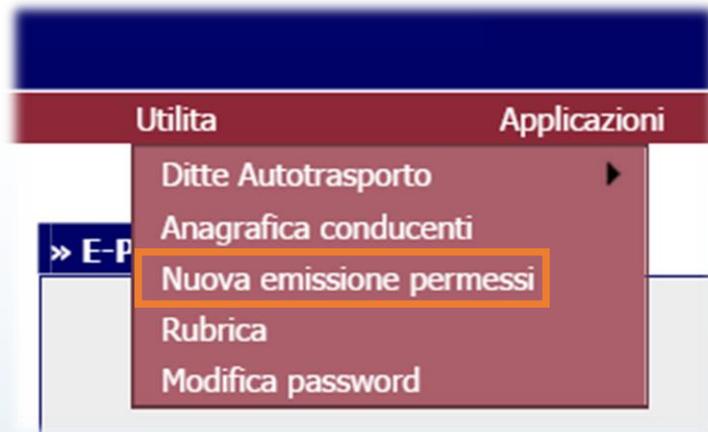
The screenshot shows the E-Port website interface. At the top, there is a navigation bar with 'Documenti', 'Storico', 'Utilita', and 'Applicazioni'. Below this is a 'MODIFICA PASSWORD' form with fields for 'Login', 'Nome', 'Cognome', 'Password *', and 'Conferma Password *'. There are 'SALVA' and 'RESET' buttons at the bottom of the form. Below the form, there is a status section with 'Stato di E-Port 2' and 'Stato dei Terminal'. The 'Stato dei Terminal' section shows a list of terminals (TSG, IND,REBORA, VTE, SECH, MESSINA) with green dots indicating their status.

Here you can type your new password and confirm the same password again.

When you are done, just click on ,SALVA', this will save your new password.

2: Create driver profiles

Move your cursor to ,Utilita' again to open following options



Clicking on ,Nuova emissione permessi' you will request one or more driverprofiles.

2: Create driver profiles

Clicking on ,Nuova emissione permessi you will be led to following site:

Autorità Portuale di Genova

Documenti Storico Utilità Applicazioni

Benvenuto Logout

» RICHIESTA PERMESSI PER AUTOTRASPORTATORI

Ragione Sociale Partita IVA

Legale Rappresentante

Luogo di ritiro permessi *

* Campi obbligatori

UFFICIO ANAGRAFE Ponte dei Mille
Area Varco SAN BENIGNO
 Area Varco PRA'/VOLTRI

» NUOVA EMISSIONE

1. Cognome *	2. Nome *	Data di nascita *	Scadenza contratto *	Scadenza permessi *
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> INDETERMINATO	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> MASSIMA	<input type="text"/>

Fotografia * (JPG max 200 KB)

* Campi obbligatori

INVIARE RICHIESTA PER NUOVA EMISSIONE **INDIETRO**

Stato di E-Port 2 OK Ver. 9.1.18 del 16/06/2015

Stato EXPORT OK

TERMINAL SECH E MESSINA: AL VIA LA TELEMATIZZAZIONE DELLE RICHIESTE DI MESSA A TERRA PER VERIFICA

SONO GIUNTE A CONCLUSIONE LE ATTIVITÀ DI TEST PER LA DEFINITIVA TELEMATIZZAZIONE DELLE COMUNICAZIONI DI MESSA A TERRA PER VERIFICA.
 IL SISTEMA ENTRERÀ IN PRODUZIONE DALL'8 DI GIUGNO PER I TERMINAL SECH E MESSINA.
 SUCCESSIVAMENTE, DAL 22 GIUGNO, LE RICHIESTE SARANNO ACCETTATE ESCLUSIVAMENTE IN MODALITÀ

Stato dei Terminal

TSG		
IND.REBORA		
VTE		
SECH		
MESSINA		

First step: Choose ,Area Varco SAN BENIGNO' on ,Luogo di ritiro permessi'. This means the driver can pick up the badges at the Saimare office in San Benigno where they also leave the customs document for shipping. But we will go more specifically into it on page 10.

2: Create driver profiles

Now you can fill in the Drivers data creating a profile. A profile must be created for each driver.



» RICHIESTA PERMESSI PER AUTOTRASPORTATORI

Ragione Sociale: [REDACTED] Partita IVA: [REDACTED]
 Legale Rappresentante: [REDACTED]
 Luogo di ritiro permessi *: Area Varco SAN BENIGNO

* Campi obbligatori

» NUOVA EMISSIONE

1. Cognome * 2. Nome *	Data di nascita *	Scadenza contratto *	Scadenza permessi *
1. <input type="text" value="1*"/>	<input type="text" value="3*"/>	4* <input checked="" type="checkbox"/> INDETERMINATO	5* <input checked="" type="checkbox"/> MASSIMA
2. <input type="text" value="2*"/>	Fotografia * (JPG max 200 KB)	6* <input type="text" value="Datei auswählen"/> <input type="text" value="Keine ausgewählt"/>	

* Campi obbligatori

INVIA RICHIESTA PER NUOVA EMISSIONE **INDIETRO**

Stato di E-Port 2 ● OK Ver. 9.1.18 del 16/06/2015

Stato EXPORT ● OK

Stato dei Terminal

TSG	● ●
IND.REBORA	● ●
VTE	● ●
SECH	● ●
MESSINA	● ●

TERMINAL SECH E MESSINA: AL VIA LA TELEMATIZZAZIONE DELLE RICHIESTE DI MESSA A TERRA PER VERIFICA

SONO GIUNTE A CONCLUSIONE LE ATTIVITÀ DI TEST PER LA DEFINITIVA TELEMATIZZAZIONE DELLE COMUNICAZIONI DI MESSA A TERRA PER VERIFICA.
 IL SISTEMA ENTRERÀ IN PRODUZIONE DALL'8 DI GIUGNO PER I TERMINAL SECH E MESSINA.
 SUCCESSIVAMENTE, DAL 22 GIUGNO, LE RICHIESTE SARANNO ACCETTATE ESCLUSIVAMENTE IN MODALITÀ TELEMATICA.

This is what you fill in:

1* Surname

2* First name

3* Let the mark set on ,Indeterminato' (This means your driver stays employed for indeterminate time in your company)

4* Let the mark set in ,Massima' (This means the badge will stay valid permanently.)

6* Attach a picture of the driver. This picture will be applied on the badge of the driver. The picture has no biometric specifications. Just be sure the data won't be bigger than 200 KB.

When everything is done, save by click on the blue button below saying ,Invia richiesta per nuova emissione'. You will afterwards receive a confirmation mail.

3: Personal badges for every driver

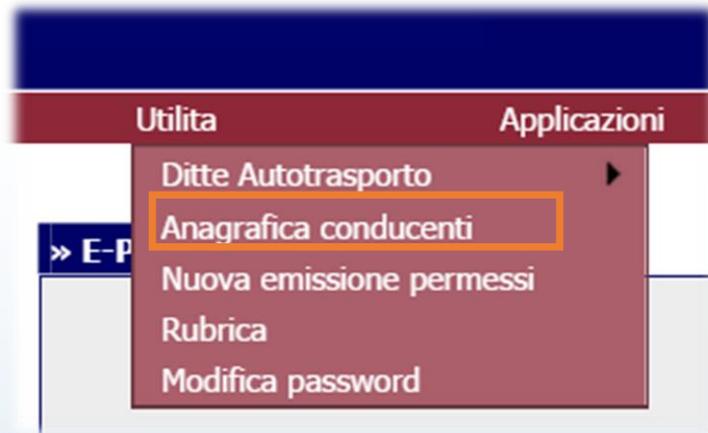
Once the driver profiles have been sent, it will take 7 – 10 days for the badges to be ready for pick up. As mentioned before, the badges can then be picked up at Saimare at the entrance of the port.

This badge works like a personal ID for the harbour of Genoa, and will be owned life long by each driver. So please instruct the drivers to take care of these badges. In case a driver should lose his badge anyway, a new one should be requested as soon as possible. Please contact Meyer&Meyer in this case. Each driver can get a temporary badge 3 times every 5 years, with which the entrance to the harbour is guaranteed.

The Badges will expire after 5 years and must then be renewed the same way you applied for the badges in Step 2: Create driver profiles

4: Maintenance of the driver profiles

Move your cursor to ,Utilita' again to open following options



Clicking on ,Anagrafica conducenti' you will get an overview of the driver profiles

4: Maintenance of the driver profiles

This is the site you will be led to:



The screenshot shows the 'Autorità Portuale di Genova' website. The main navigation bar includes 'Documenti', 'Storico', 'Utilità', and 'Applicazioni'. The 'RICERCA CONDUCENTE' (Driver Search) form is highlighted with an orange box. It contains the following fields:

- Cognome: 1* (Surname)
- Nome: 2* (First Name)
- Badge: 3* (Badgenumber)
- Patente: 4* (Drivers licence)
- Scadenza permessi: Tutti (Expiration date)
- Tipo Badge: Tutti (Badge type)
- Ditta Autotrasporto: (Company name)

Buttons for 'CERCA' and 'RESET' are located below the form. Below the search form is the 'LISTA CONDUCENTI' (Driver List) table, which is currently empty. The table has columns for 'Cognome', 'Nome', 'Patente', 'Scadenza permessi', and a checkbox. At the bottom of the page, there is a status bar with 'Stato di E-Port 2 OK' and 'Ver. 9.1.19 del 25/06/2015'. A 'Stato dei Terminal' section shows a list of terminals with their status indicated by green dots.

For a detailed search for a driverprofile, following conditions can be set:

- 1* Surname
- 2* First Name
- 3* Badgenumber
- 4* Drivers licence

A click on ,Cerca' will initiate the search.

Here you will find a list of all driverprofiles that are currently active, with: Surname / First Name / Drivers licence / expiration date of the badge

Please don't wonder if the driverprofiles won't be immediately shown, after creating a new profile. The proces can take a few days.



Thank you

Thank you for your attention and for contributing to a smooth flow.

In case you have any further questions regarding E-Port we will be available:

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