



# **POV Pro-Pass Container Tracking FAQ**

For questions about the Trucker Reservations please refer to the ProPass User Guide or TRS Frequently Asked Questions available on the ProPass landing page.

# What Tracking Information does Pro-Pass provide?

- Container Availability
  - Container Status and Holds
  - Watchlists for Imports Units and Bookings
  - Set Notifications when changes occur to Availability Status and Holds
- Booking Inquiry
  - o Booking Detail Information
  - Create Watchlists for Bookings
- POV Tracking
  - o Container Search
  - o Booking
  - o Gate Transactions
  - Bill of Lading

# Do I need to register to access the ProPass site?

Yes. You must register to access the tracking tools available in ProPass. Register at <u>www.propassva.com</u>

# How Can I View Import Unit Availability?

To view import unit availability:

- Select <u>Import Availability</u> from the <u>Quick Access</u> menu or the <u>Availability Menu</u> dropdown list in the upper left corner of the ProPass landing page.
- Click ADD TO WATCHLIST and add container(s) numbers.
- Click SAVE to display the container(s) status.
- Additional unit information is provided by clicking on the container number.

Please note: Container availability status cannot be viewed from the Container History Screen

# How Can I View the Booking Information?

To view the status of an export booking:

- Select <u>Booking Inquiry</u> from the <u>Quick Access</u> menu or the <u>Availability Menu</u> dropdown list in the upper left corner of the ProPass landing page.
- Select ADD TO WATCHLIST and add booking number(s). Select Save
- Click SAVE to display the booking status.
- Specific information for this booking is provided by clicking on the booking number.



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	Quick Access		
(	Booking Inquiry	At the Port of Virginia, we take pride in the broad portfolio of digital tools and resources we	offer the trade. We
	Import Availability	are working diligently with the members of the trucking community, and our information tec Advent Intermodal Solutions, to establish a full portfolio of robust tracking and tracing tools	nology partner, on this website.
	POV Tracking		
	RFID Tag Mounting Instructions		
	Health and Safety Rules		
	Truck Reservation System FAQ		
	PRO PASS User Guide		

# How Do I See The Type of Hold On A Container?

• Container Holds are only displayed under <u>Import Availability</u>. Containers selected from the Import watch list will indicate if there are one or more holds preventing movement. Clicking on the container number will display information about the hold.

Add to Watchlist ACTION -										SEARCH	
		Container ¢	Status 🗢	Holds ¢	LFD ¢	Reservation	Terminal ≎	Size/Type ≎	Line ≎	Empty Inst	Remove
	+	OOLU7485132	NOTAVAILABLE	YES		N/A	VIG	40GP	OOL	-	0
	+	UACU8441102	NOTAVAILABLE	YES		N/A	NIT	40GP	HLP	П.	0
	+	MOFU5867191	NOTAVAILABLE	YES		N/A	NIT	40GP	ONE		0





# What information is available under the POV Tracking option?

# Quick Access Menu

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	Quick Access	
	Booking Inquiry	At the Port of Virginia, we take pride in the broad portfolio of digital tools and resources we offer the trade. We are working diligently with the members of the trucking community, and our information technology partner,
	Import Availability	Advent Intermodal Solutions, to establish a full portfolio of robust tracking and tracing tools on this website.
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	RFID Tag Mounting instructions	
1	Health and Safety Rules	
	Truck Reservation System FAQ	
	PRO PASS User Guide	
Tricking Container Search	No Availability Info This site does not sho	ONTAINER HISTORY ormation w holds or availability information. Please use propassva.com to view availability and holds.
Bookings	Enter container numb	bers:
Gate Transactions Bill of Lading	filtering & check-digit	calculation enabled
	Search All Terminals	Clear

#### **Container Search**

To search for unit detail and history events:

- Select POV Tracking then select <u>Container Search</u>.
- Enter the unit numbers. Multiple units can be searched.
- Select <u>Search All Terminals</u> or the specific terminal from the dropdown.
- The selected list of units will be returned.
- For more detailed information about a specific unit click on the container number.

Please note: Container Search does not provide unit availability or hold information. This information is only provided by using the <u>Import Availability</u> Option





# **Booking**

To search for associated units and details related to a specific booking:

- Select POV Tracking then select Booking
- Enter Booking number. Only one booking can be selected.
- Select <u>Search All Terminals</u> or the specific terminal from the dropdown.
- Units received for the booking will be displayed
- For more detailed information about a specific unit click on the container number.

# **Bill of Lading**

To search for units and details related to a specific Bill of Lading:

- Select POV Tracking then select <u>Bill of Lading</u>.
- Enter Bill of Lading number and select Search all terminals
- Units received for the selected Bill of Lading will be displayed
- For more detailed information about a specific unit the <u>Container Search</u> option must be used.
- The cut and paste of unit numbers to <u>Container Search</u> can be performed

# **Gate Transactions**

To search for gate transaction by container, license plate, transaction number and date range:

- Select POV Tracking then select <u>Gate Transactions</u>
- Search for the required gate transaction(s) from the various criteria options provided.
- A date range can be used to search against Container or License Plate numbers.
- The selected gate transactions will be displayed.
- EIR for specific gate transactions are available.

# How do I get a copy of an EIR?

**VIG** – Select the <u>Gate Transactions</u> link from POV Tracking.

- Search for the required gate transaction(s) from the various criteria options.
- Click on the Request EIR button.
- You will be prompted to send an email to <u>VIGtickets@vit.org</u>.
  - Enter the CONTAINER NUMBER in the subject field of the email
  - o An automated process will respond to you with a reprint of the desired ticket
  - Please enter a single container number in the subject field of the email.

# NIT/PMT/RMT - Select the Gate Transactions link from POV Tracking.

- Search for the required gate transaction(s) from the various criteria options.
- Click on the Print EIR button.
- A copy of the selected EIR will be sent to your printer.





# How Do I Toggle Between Container History and Quick Access Views?

• From <u>Container History</u> view return to <u>Availability</u> by clicking the propassva.com link on the <u>Container Search Tab</u>

VIRGINIA	CONTAINER HISTORY
Tracking Container Search	No Availability Information This site does not show holds or availability information. Please se propassva.com to view availability and holds.
Bookings	Enter container numbers:
Gate Transactions	filtering & check-digit calculation enabled
Bill of Lading	
	Search All Terminals   Clear

• From the <u>Import Availability</u> or <u>Booking Inquiry</u> View return to <u>Quick Access</u> from the settings button at the top of the page.

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- +	OOLU7485132	NOTAVAILABLE	YES		N/A	VIG	40GP	OOL		8

# When is my last free day?

The POV does not provide the carriers last free day. Please contact the steamship line for this information.



