



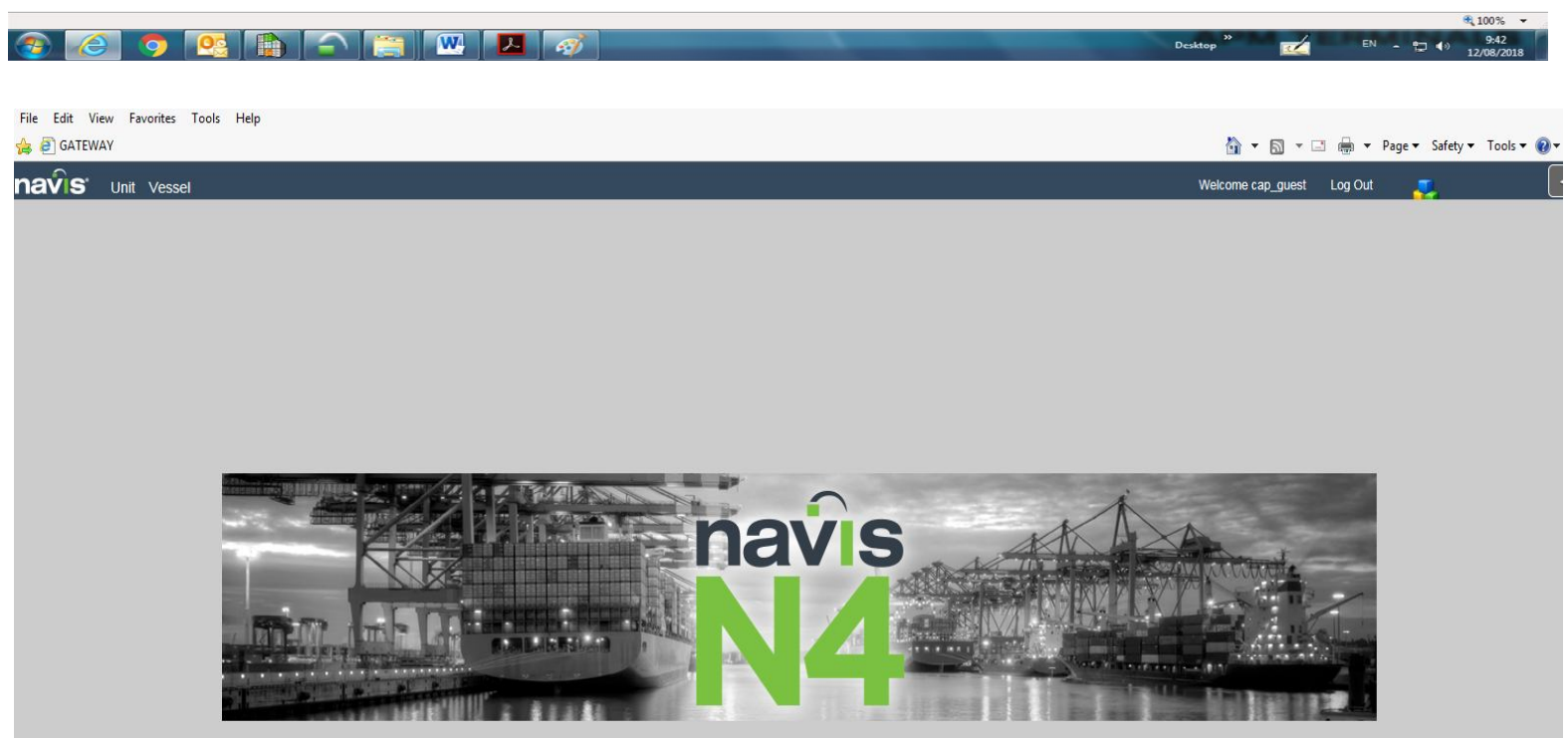
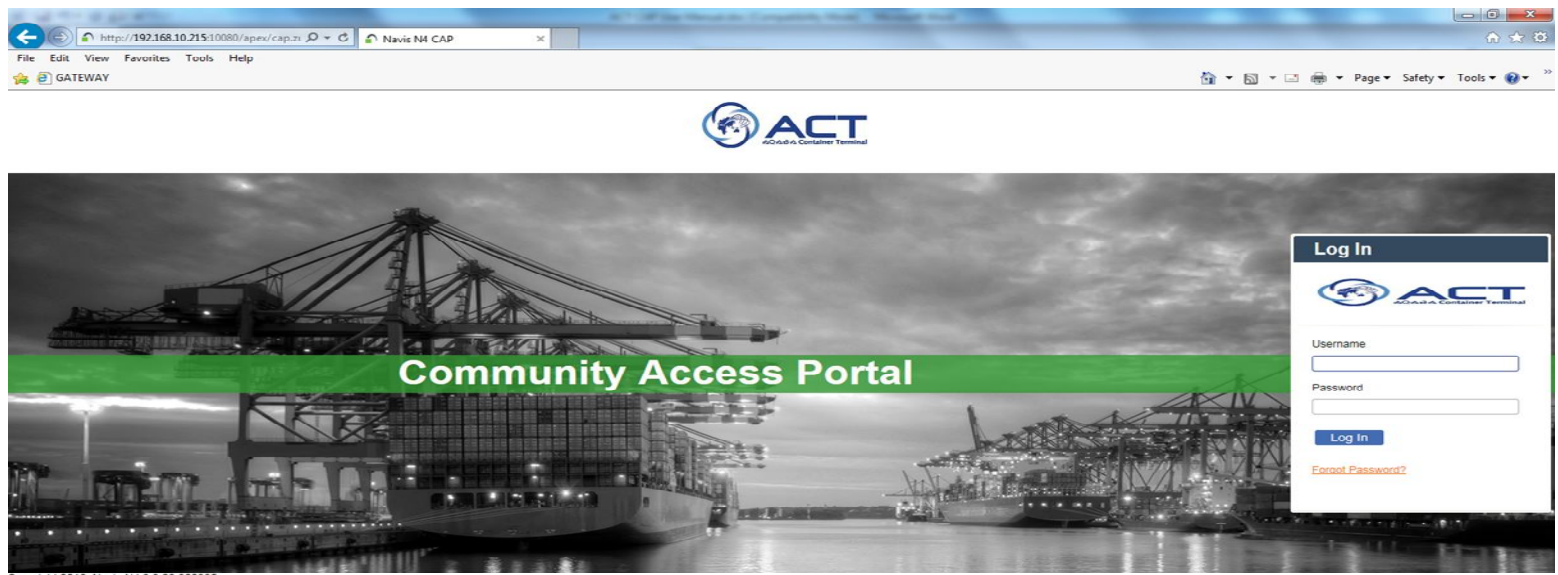
## **CAP Guest User Manual**

**Getting Started**

**LOGGING IN / FILE MENU:-**

Link: <https://cap.act.com.jo/apex/cap.zul>

- 1- Enter Username **cap\_guest**
- 2- Enter Password **ACTact123**
- 3- Click the **'Log In'** button



**UNIT MENU REPORTS:**

To view containers history or reports, please follow below:-

- From "Unit" screen choose "Units":



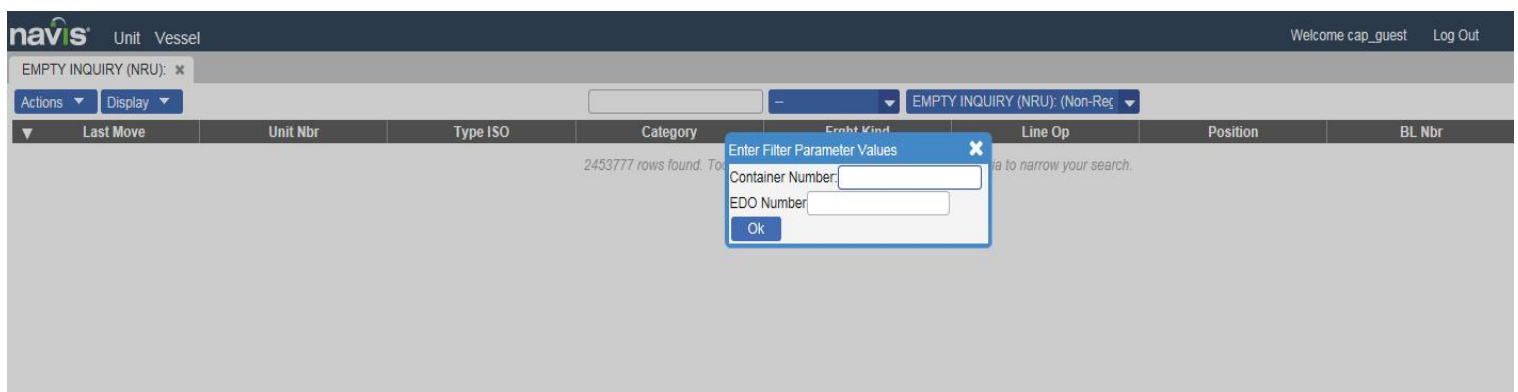
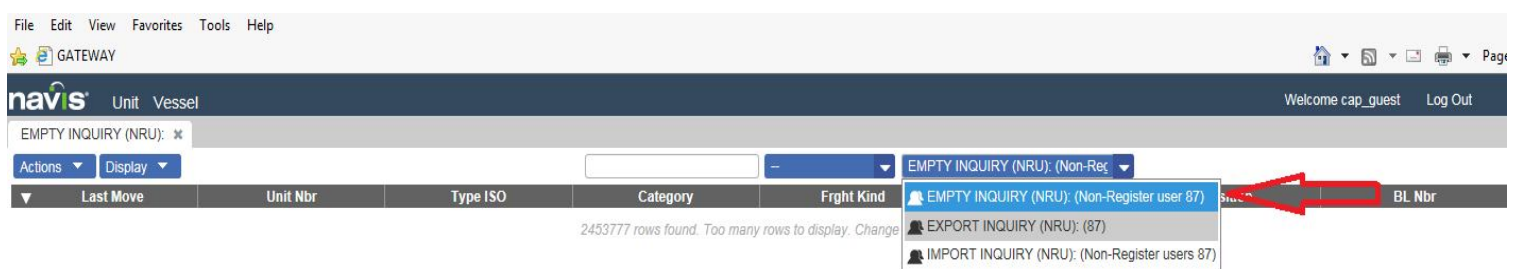
- From the dropping list choose your data requirement report for the desired category; empties, full export and full import:-



- In this list you will find all of the required reports as below:-

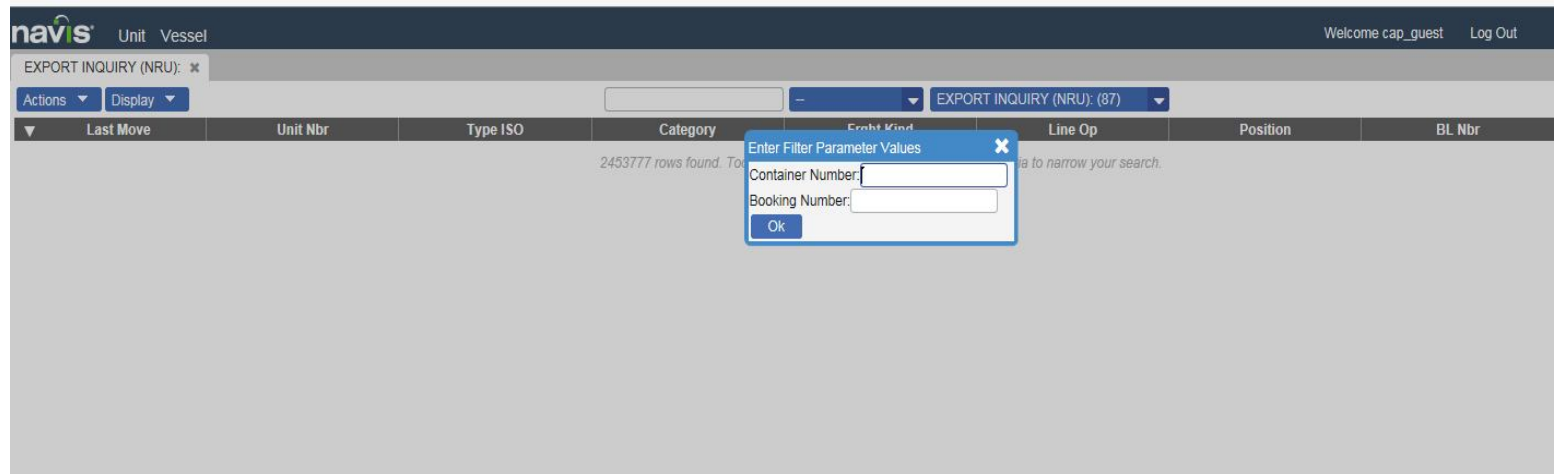
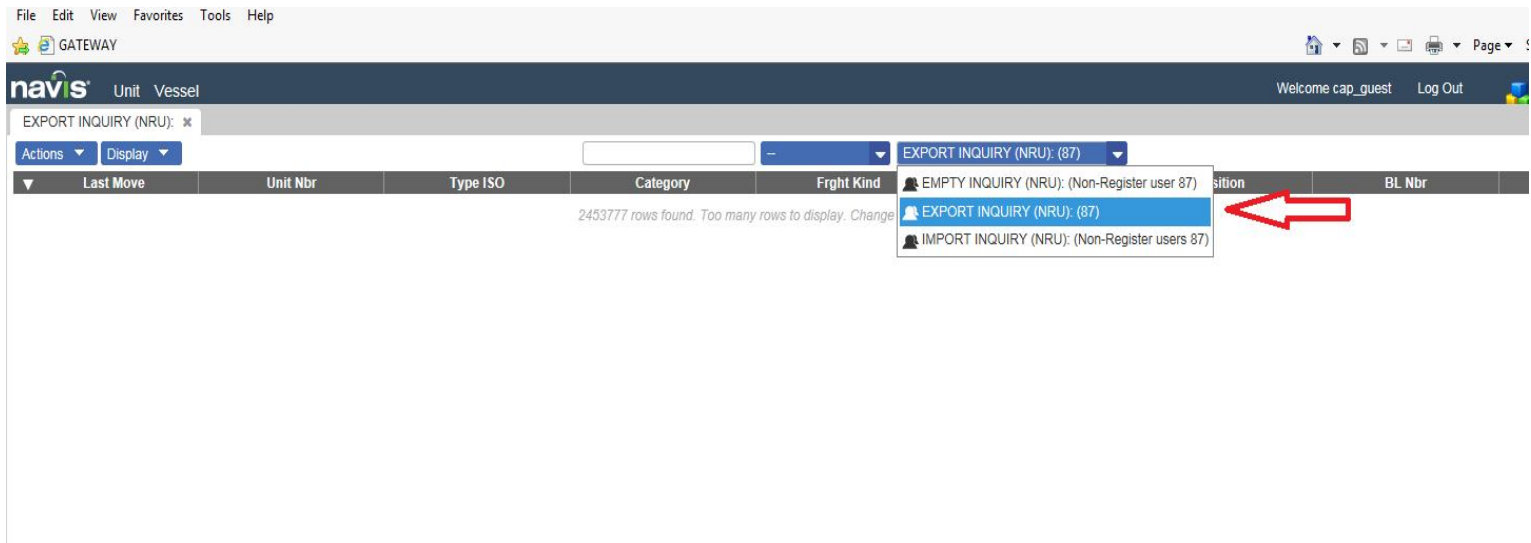
A. **Empty Inquiry:** Empty containers inquiry via container number or EDO.

You can get history for the empties per container number or numbers of all containers loaded from ACT on EDOs.



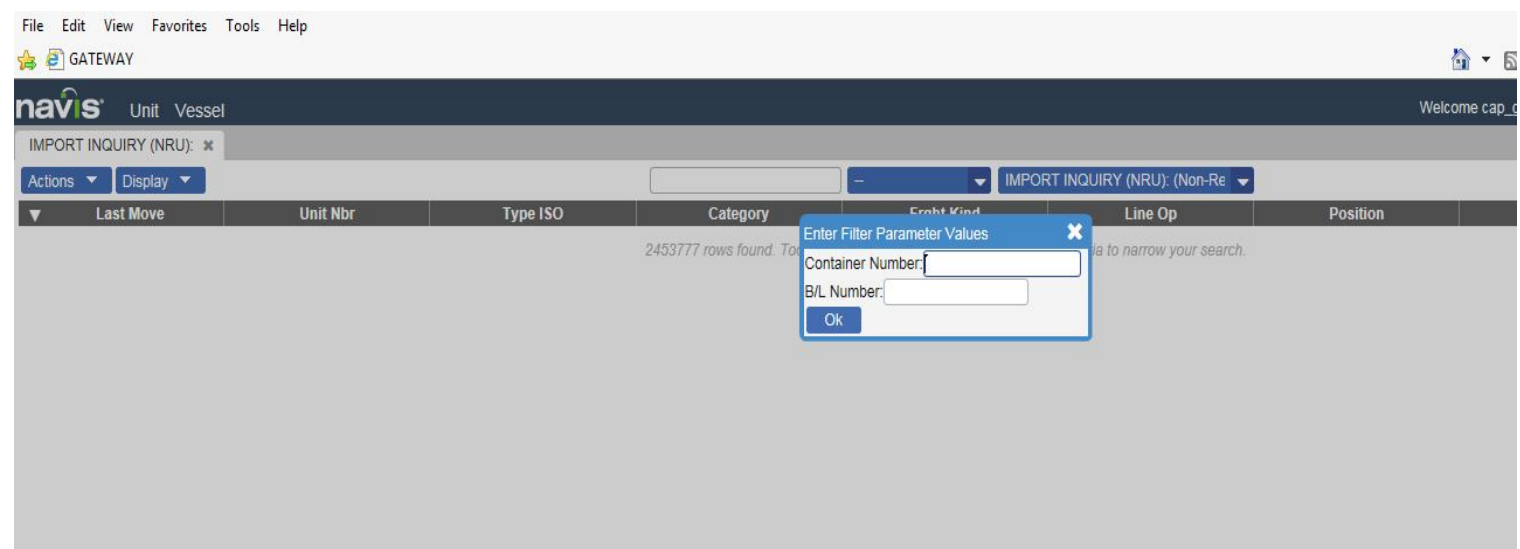
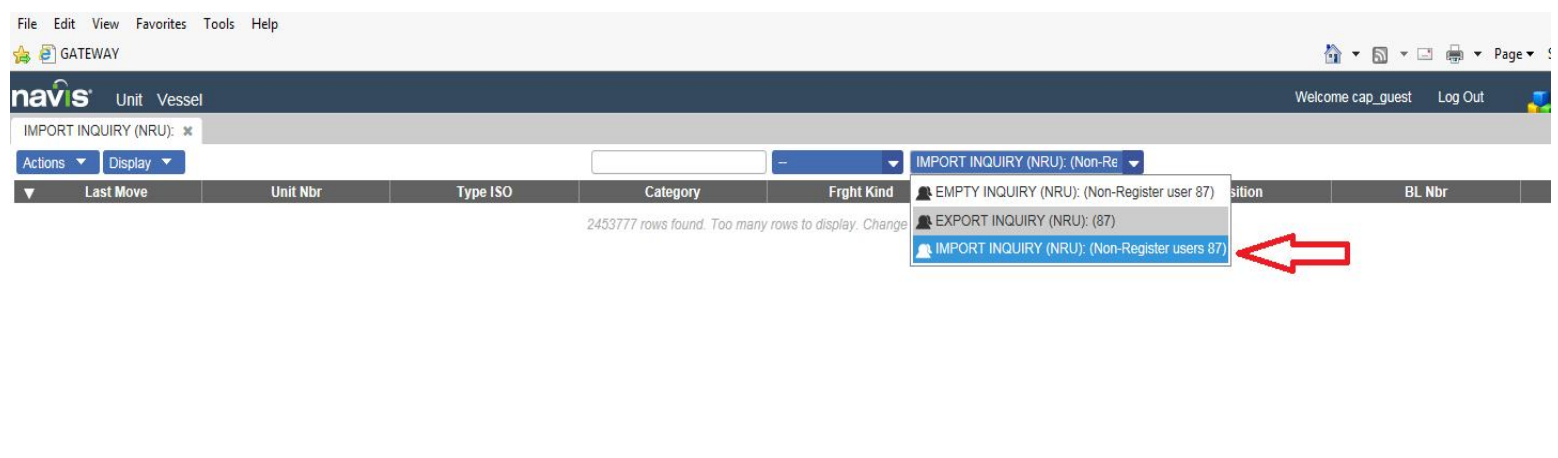
B. **Full Export Inquiry:** Containers inquiry via Container number or Booking number.

You can get history for the full exports per container number or all containers linked on booking number.



C. **Import Inquiry:** Full Import containers inquiry per BL number or Container number.

You can get history for the imports per container number or all containers discharged from vessels per bill of loading number.



**VESSEL MENU:-**

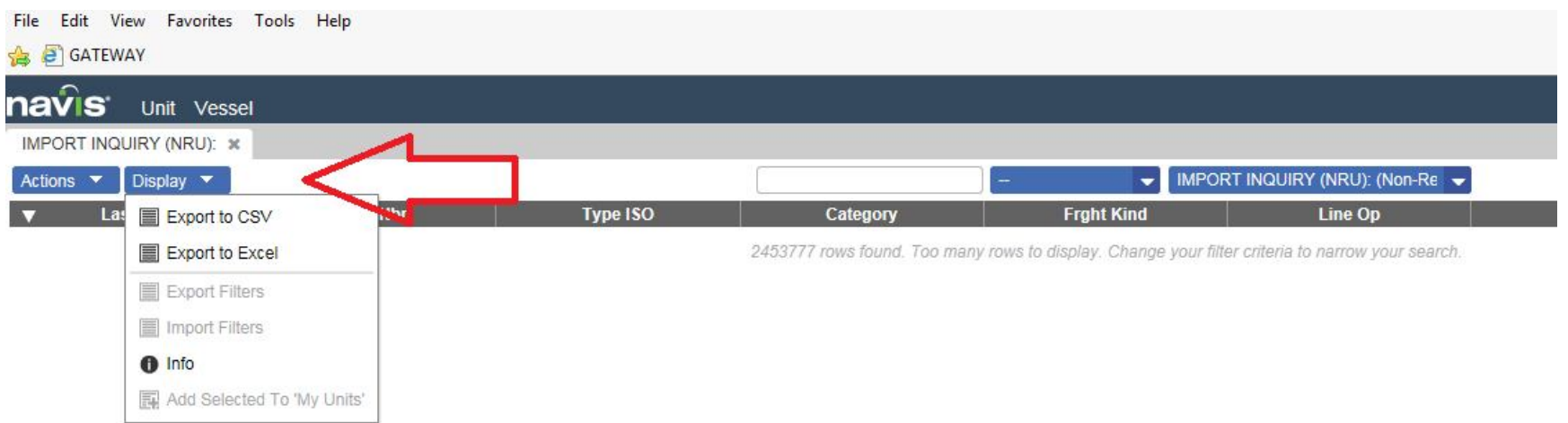
### Vessel Visits

Such future shows vessel schedule with ability to query on each vessel's cutoff time and huge data as below screen shot.

Vessel Name	I/B Vyg	O/B Vyg	▲ Visit	Line	Service	Phase	ETA	ETD	ATA	ATD	DryCutoff	HazCutoff	ReeferCutoff
MAERSK GATESHEAD	1412	1412	0211412	MAE	MECL2	Closed	04-Oct-2014 1400	05-Oct-2014 1400	04-Oct-2014 1452	05-Oct-2014 2335	04-Oct-2014 1200	04-Oct-2014 1200	04-Oct-2014 1200
MAERSK GATESHEAD	1502	1502	0211502	MAE	MECL2	Closed	13-Dec-2014 1200	14-Dec-2014 1200	13-Dec-2014 1354	14-Dec-2014 0655	13-Dec-2014 0800	13-Dec-2014 0800	13-Dec-2014 0800
MAERSK GATESHEAD	1504	1504	0211504	MAE	ME5-W	Closed	24-Feb-2015 0600	25-Feb-2015 0600	24-Feb-2015 0636	25-Feb-2015 0125	24-Feb-2015 0005	24-Feb-2015 0005	24-Feb-2015 0005
MAERSK GATESHEAD	1505	1505	0211505	MAE	ME5-E	Closed	16-Mar-2015 0200	17-Mar-2015 0200	16-Mar-2015 0030	19-Mar-2015 0125	15-Mar-2015 1800	15-Mar-2015 1800	15-Mar-2015 1800
MAERSK GATESHEAD	1506	1506	0211506	MAE	ME5-W	Closed	14-Apr-2015 0800	15-Apr-2015 0800	14-Apr-2015 1000	15-Apr-2015 1600	14-Apr-2015 0130	14-Apr-2015 0130	14-Apr-2015 0130
MAERSK GATESHEAD	1507	1507	0211507	MAE	ME5-E	Closed	04-May-2015 0200	05-May-2015 0200	04-May-2015 0200	05-May-2015 0340	03-May-2015 1800	03-May-2015 1800	03-May-2015 1800
MAERSK GATESHEAD	1508	1508	0211508	MAE	ME5-W	Closed	02-Jun-2015 0700	03-Jun-2015 0600	02-Jun-2015 0708	03-Jun-2015 0120	01-Jun-2015 2359	01-Jun-2015 2359	01-Jun-2015 2359
MAERSK GATESHEAD	1509	1509	0211509	MAE	ME5-E	Closed	22-Jun-2015 0200	23-Jun-2015 0300	22-Jun-2015 1800	24-Jun-2015 0830	22-Jun-2015 1100	22-Jun-2015 1100	22-Jun-2015 1100
MAERSK GATESHEAD	1510	1510	0211510	MAE	ME5-W	Closed	21-Jul-2015 0300	22-Jul-2015 0600	21-Jul-2015 0302	21-Jul-2015 2230	20-Jul-2015 1900	20-Jul-2015 1900	20-Jul-2015 1900
MAERSK GATESHEAD	1511	1511	0211511	MAE	ME5-E	Closed	10-Aug-2015 0745	11-Aug-2015 0700	10-Aug-2015 0315	11-Aug-2015 0610	09-Aug-2015 1930	09-Aug-2015 1930	09-Aug-2015 1930

### Notes:-

- 1- To show history for container you just need to select it then click right and choose history.
- 2- CAP system can export the data to excel sheet or CSV file from Display.



Thanks