

User Guide



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Version: 1.1

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1. bayernhafen logbuch

1.1. Introduction

‘bayernhafen logbuch’ is bayernhafen Gruppe’s new online platform. The focus of the platform strategy is to establish a network within the ports with the aim of further extending and supporting the flow of information and knowledge between all parties actively involved in port business.

The customer portal offers users a broad range of services and added-value functions: it provides shipmasters, shipping companies and companies settled at the port sites with the possibility of independently checking in and recording their shipments online at all six bayernhafen locations – Aschaffenburg, Bamberg, Nuremberg, Roth, Regensburg and Passau.

The online portal can be accessed via <https://logbuch.bayernhafen.de>. Currently, the platform consists of two modules: ‘Truck Statistics’ and ‘Ship Login’.

‘Truck Statistics’, which has been successfully used by contract partners, resident companies and sub-tenants for a number of years, has been integrated into the new user interface of the customer portal. In this way, truck shipments can be checked in as usual every month via the new ‘bayernhafen logbuch’ customer portal.

The module implemented for ship traffic, **‘Ship Login’**, allows ships to be checked in and checked out, and for all necessary handling data to be entered and recorded independently online from the comfort of a smartphone, tablet or computer. After completing the uncomplicated registration process, the ship data you enter will be stored across all bayernhafen locations and so do not need to be re-entered each time you check in.

1.2. Multilingual interface

You can navigate through the portal in both the English and German language. To switch between the two languages, simply click on ‘EN’ on the navigation bar on the front page for the English version or ‘DE’ for the German version.

You can switch between the two languages at any time.



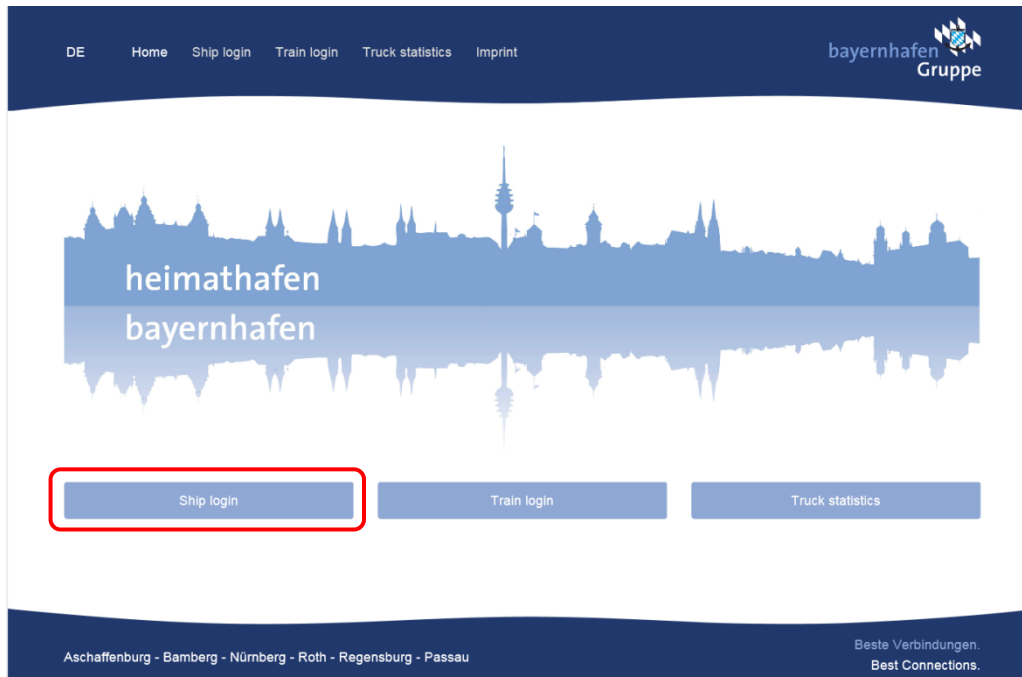
Front page of the 'bayernhafen logbuch' portal

<https://logbuch.bayernhafen.de>

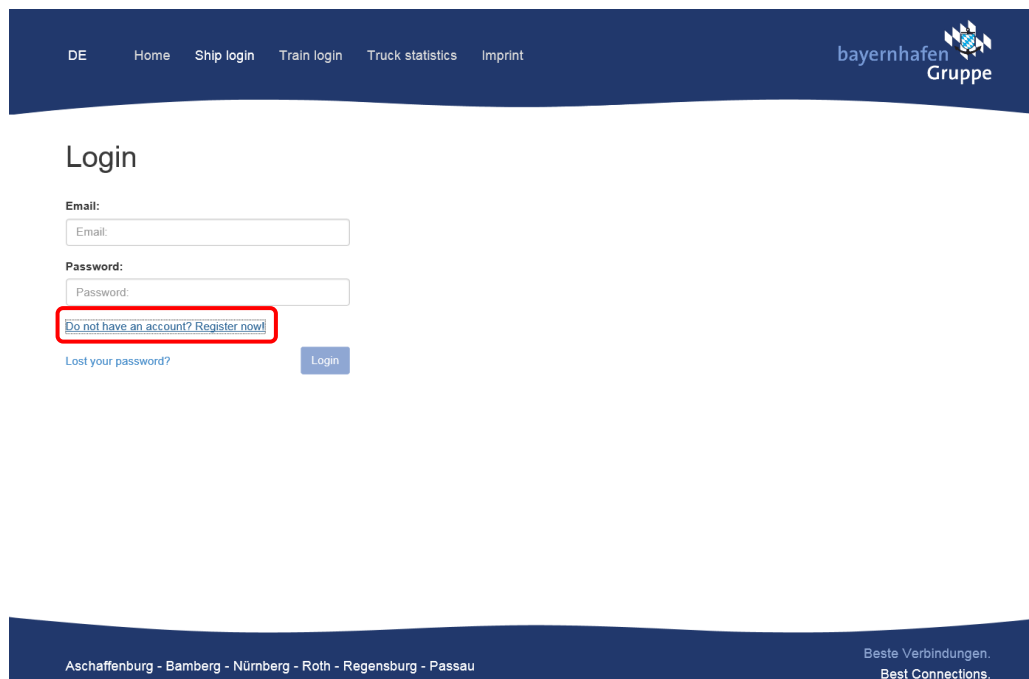
2. Module ‘Ship Login’

2.1. Registration

1. Click the ‘Ship Login’ button.

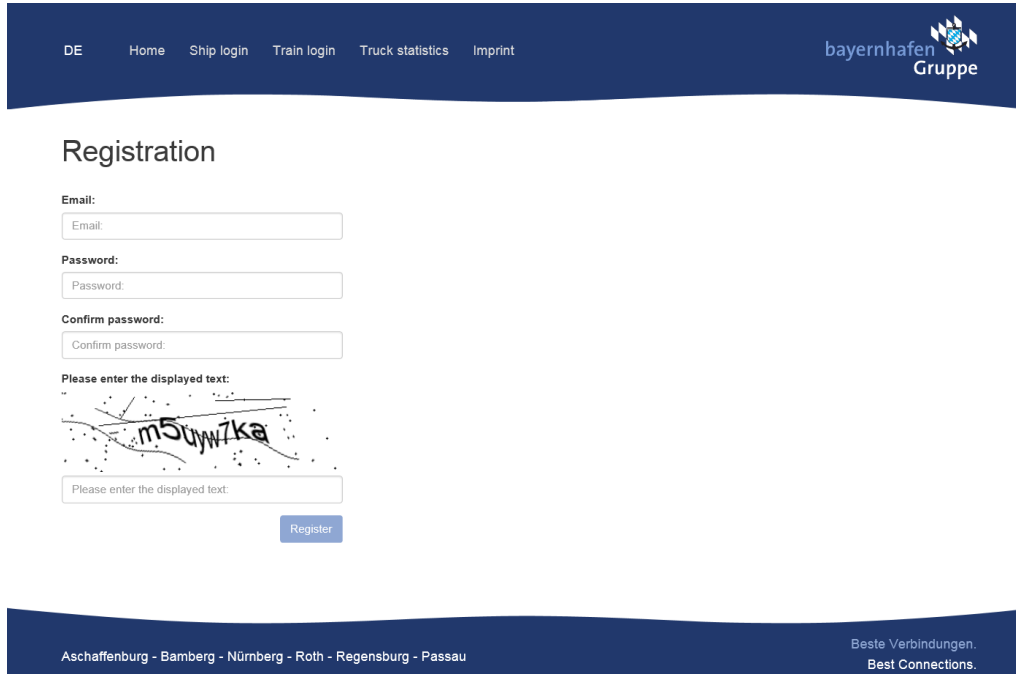


2. Click on “Do not have an account? Register now!”



3. Enter your email address, the password of your choice and the displayed text in the fields provided, and click “Register”.

⇒ **Please note:** The password must contain at least 8 characters and include at least one number, one special character (= &!<, etc.) and one letter!

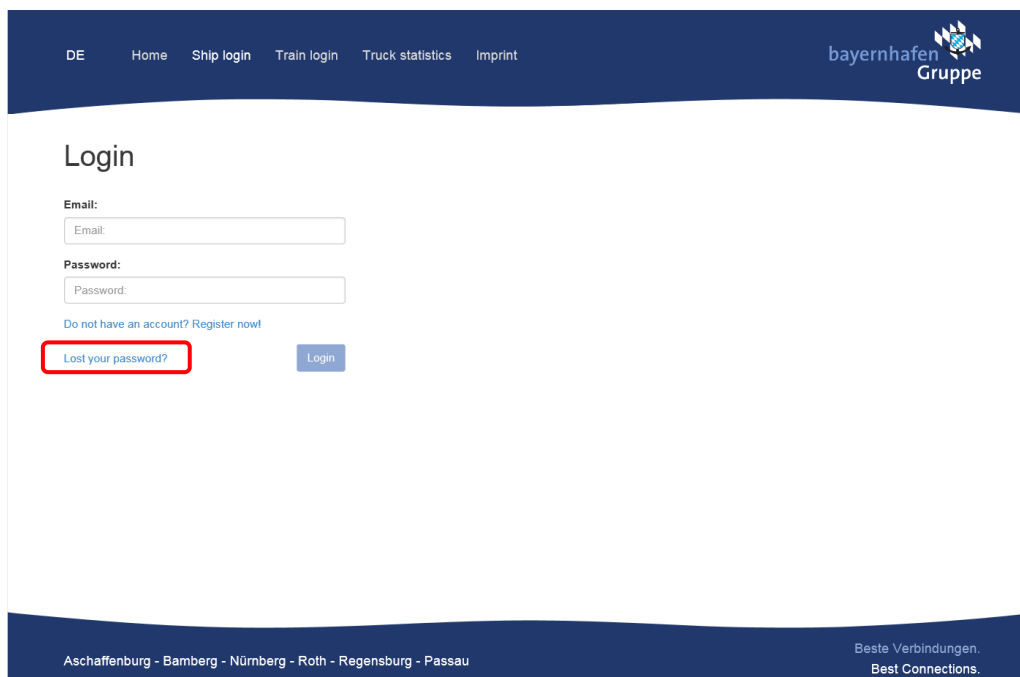


The screenshot shows the registration page of the bayernhafen Gruppe website. The header is dark blue with navigation links: DE, Home, Ship login, Train login, Truck statistics, and Imprint. The bayernhafen Gruppe logo is in the top right. The main heading is "Registration". Below it are four input fields: "Email:", "Password:", "Confirm password:", and a CAPTCHA field labeled "Please enter the displayed text:". The CAPTCHA image shows the text "m5uw7ka" with a blue line drawn through it. A "Register" button is at the bottom right of the form. The footer is dark blue with the text "Aschaffenburg - Bamberg - Nürnberg - Roth - Regensburg - Passau" on the left and "Beste Verbindungen. Best Connections." on the right.

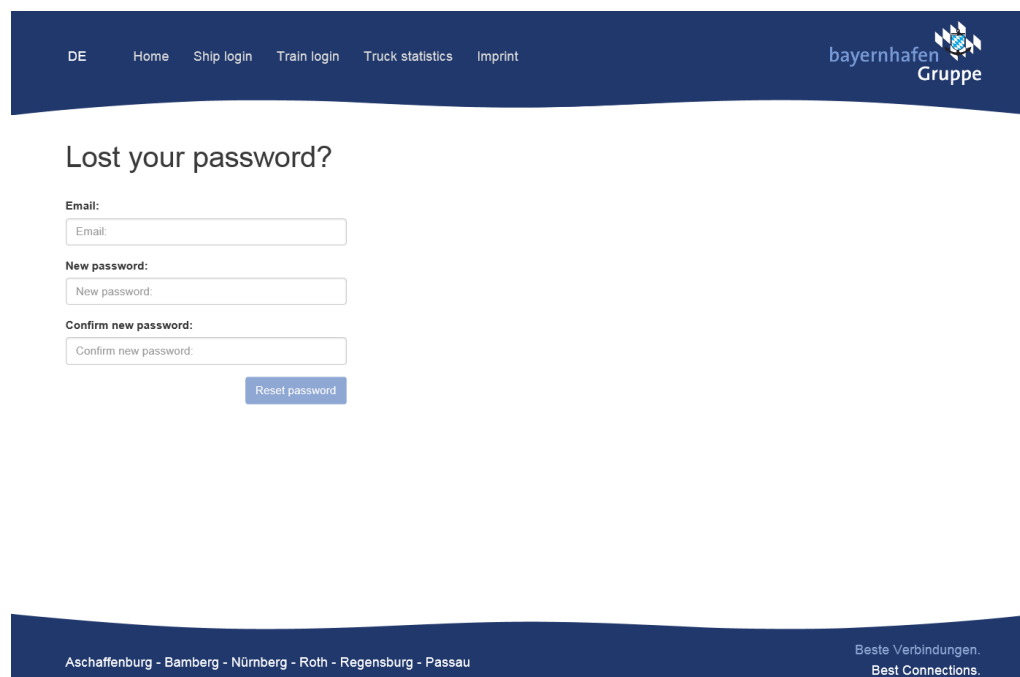
4. After completing registration, an email containing a confirmation link is sent to the email address you supplied. Click the link in the confirmation email to activate your user account. You can now log in to the ‘bayernhafen logbuch’ portal.

2.2. Lost your password?

1. If you have forgotten or lost your login details, go to the 'Ship Login' menu item and click the 'Lost your password?' link.



2. Enter the email address you registered along with your new password, and click 'Reset password'. You will then receive an email containing a confirmation link. By clicking the link in the confirmation email, your password will be reset and you can immediately log in using the new password.



2.3. Check in ship

1. After you have successfully registered an account, the following options are available for you in the 'Ship Login' module:

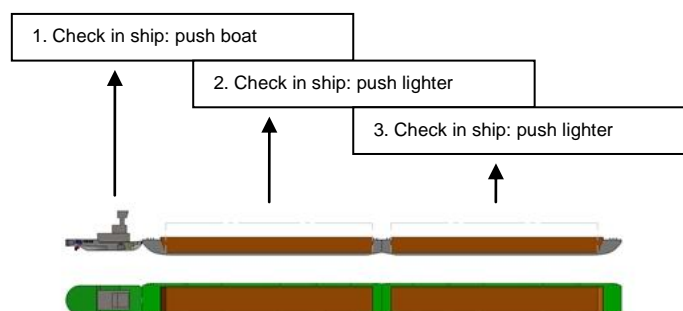
- **Check in ship:** check in ships/vessels & enter handling data
- **Check out ship:** check out ships/vessels
- **Edit profile:** change profile data
- **Display information:** information on the usage of ship infrastructure



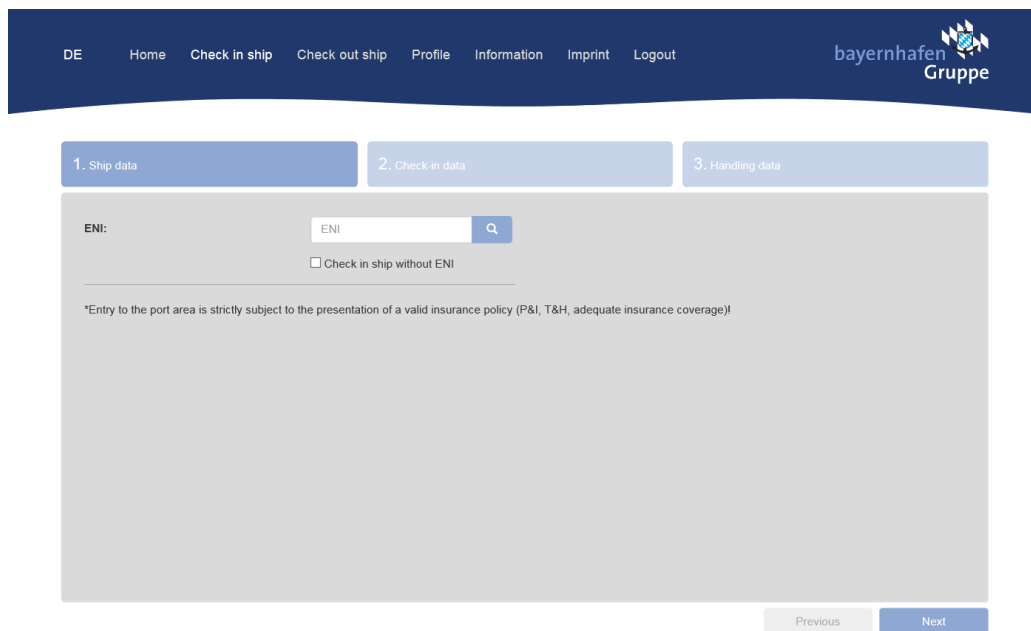
⇒ **Note:** For coupled / towed vessels or floating vessels (e.g. pusher convoys) each vessel is to be checked in separately.

To do so, repeat the entire checking-in process for each individual vessel. After checking in a vessel, you then have the option of clicking the 'Add more vessels' button in order to check in additional vessels (see Section 9).

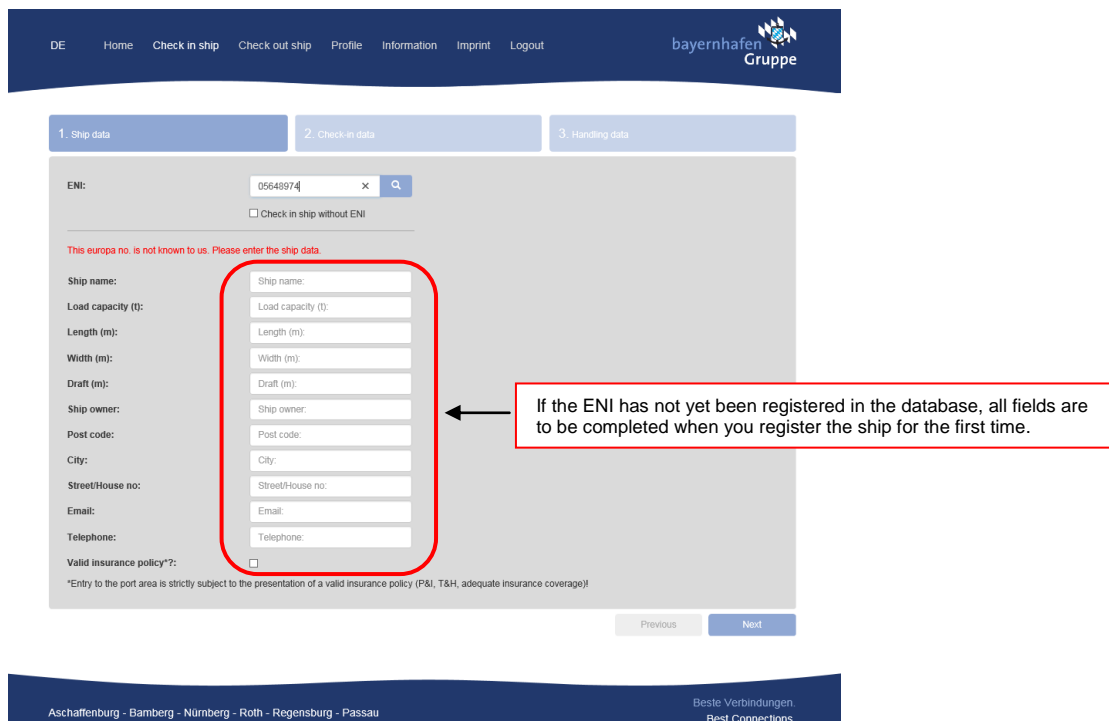
⇒ **Example:** A push boat with two push lighters (2-barge pusher convoy) goes through the check-in process three times:



- Click on 'Check in ship' and, in the next step, enter the ENI (European Number of Identification) of the ship to be checked in. If the ship does not have an ENI, tick the 'Check in ship without ENI' box (then proceed to Section 5).



- If your ship has a valid ENI, but it is not registered in the system, the message 'This ENI has not been recognised. Please enter the ship's details' as displayed on screen. In such cases, proceed to Section 4.3.



4. Checking in a ship with an ENI

Check in your ship with the associated European Number of Identification (ENI). To do so, enter the ENI in the corresponding field and confirm your entry by clicking the 'Search' button.

4.1 If the details of your ship are already registered in the bayernhafen Gruppe database, they will be automatically displayed. Check the details displayed. If the details are complete and correct, click 'Next'.

4.2 If the ship details displayed are incorrect, invalid or incomplete, tick the 'Ship details incomplete/invalid? Edit details now' box (this box must be ticked before you can make any changes to your details). Once the box is ticked, the fields are unlocked to allow changes to be made and for you to correct and/or complete your ship details.

4.3 If your ship details have not yet been stored in the bayernhafen Gruppe database, you are required to fill out all fields (mandatory fields). When the form is complete and correctly filled out, click 'Next'.

⇒ **Note:** The new ship details you entered will be stored in the database and automatically displayed the next time you check in the ship!

⇒ **Note:** The ship details must be entered correctly and in full!



The screenshot shows the 'Check in ship' form with the following fields and callouts:

- Callout 1:** Points to the ENI input field (containing '52963845') and the search button. Text: "1. Enter your ENI and click the search button in order to find your ship in the bayernhafen database."
- Callout 2:** Points to the ship details table. Text: "2. Check that the ship details displayed are accurate and complete."
- Callout 3:** Points to the checkbox labeled "Ship's details incomplete/invalid? Edit details now." Text: "3. If the details displayed are incorrect, invalid or incomplete, tick this box and correct and/or complete your details."

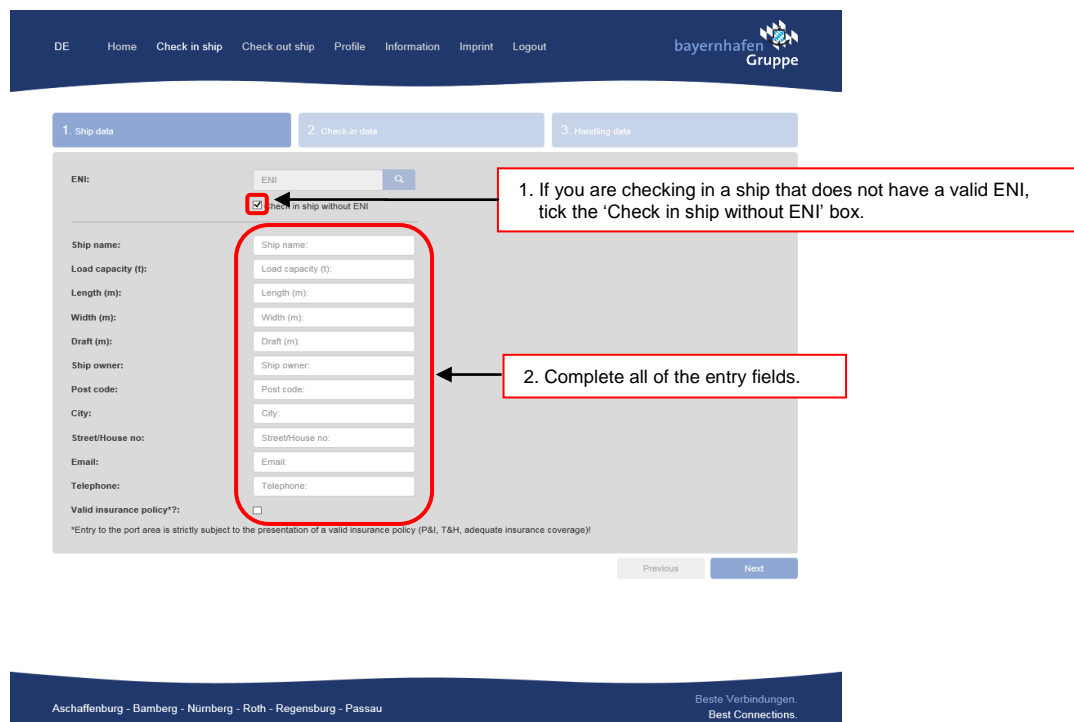
The ship details table contains the following information:

Ship name:	MS bG-logbuch
Load capacity (t):	2800
Length (m):	110
Width (m):	11,5
Draft (m):	2,5
Ship owner:	MS GmbH Test
Post code:	65743
City:	Stadt
Street/House no:	Straße 32
Email:	mail@mail.de
Telephone:	0485-854799999

At the bottom, there is a checkbox for "Valid insurance policy*?" and a note: "Entry to the port area is strictly subject to the presentation of a valid insurance policy (P&I, T&H, adequate insurance coverage)".

5. Check in ship without ENI

If your ship does not have a valid ENI, tick the 'Check in ship without ENI' box and fill out the form. After entering all required details, click 'Next'.

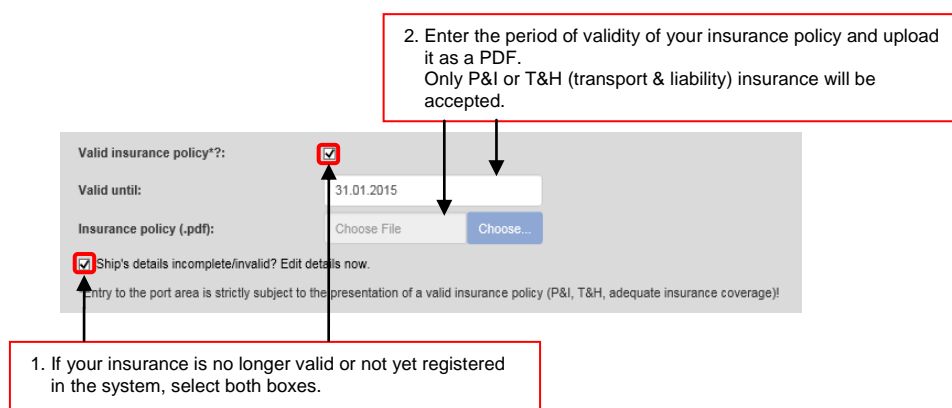


The screenshot shows the 'Check in ship' form with three tabs: '1. Ship data', '2. Check-in data', and '3. Handling data'. The '1. Ship data' tab is active. It contains a search bar for 'ENI' and a checkbox labeled 'Check in ship without ENI'. Below this is a form with fields for Ship name, Load capacity (t), Length (m), Width (m), Draft (m), Ship owner, Post code, City, Street/House no, Email, Telephone, and a checkbox for 'Valid insurance policy?'. A red box highlights the 'Check in ship without ENI' checkbox and the ship details fields. Two red callout boxes provide instructions: '1. If you are checking in a ship that does not have a valid ENI, tick the 'Check in ship without ENI' box.' and '2. Complete all of the entry fields.' The bottom of the form has 'Previous' and 'Next' buttons.

6. Valid insurance policy?

If your insurance policy has been registered in the database, the 'Valid insurance policy?' box will be automatically selected. Additionally, the period of validity of your insurance will also be displayed ('Valid until' field). If your insurance is still valid, you can skip this section.

If your insurance policy is no longer valid, or has not yet been entered into the system, tick the 'Valid insurance policy?' box (in order to select it, the 'Ship's details incomplete/invalid? Edit details now.' field must be activated!) Enter the period of validity of your insurance policy and then upload the policy as a PDF. The insurance policy will be automatically saved in the bayernhafen Gruppe database and will be subsequently displayed every time the ship is checked in.



The screenshot shows the 'Valid insurance policy?*' section. It includes a checkbox for 'Valid insurance policy?*', a 'Valid until' field with the date '31.01.2015', and an 'Insurance policy (.pdf):' section with a 'Choose File' button and a 'Choose...' button. Below these is a checkbox for 'Ship's details incomplete/invalid? Edit details now.' and a note: 'Entry to the port area is strictly subject to the presentation of a valid insurance policy (P&I, T&H, adequate insurance coverage)!'. Two red callout boxes provide instructions: '1. If your insurance is no longer valid or not yet registered in the system, select both boxes.' and '2. Enter the period of validity of your insurance policy and upload it as a PDF. Only P&I or T&H (transport & liability) insurance will be accepted.'

⇒ **Note:** Only P&I or T&H (transport & liability) insurance will be accepted!

⇒ **Note:** If you do not have a copy of your insurance policy in electronic or PDF form, the insurance must be presented immediately to the relevant local port master upon entering the port area!

7. Next, enter the general check-in details.

Port: select the bayernhafen location you would like to enter.

Time of arrival/departure: enter your estimated time of arrival and departure as precisely as possible. The times will be reviewed by the relevant local port master and modified if necessary should you arrive at or leave the port area earlier or later than stated.

Handling: If, during your call at the port area, handling operations will be conducted, the 'With handling?' box must be selected. If your ship arrives or departs empty (i.e. loading or unloading only), tick the 'Ship arrival empty?' or 'Ship departure empty' boxes. If you will not be performing any handling operations during your call at the port area, de-select the 'With handling?' box and tick the 'Ship arrival empty?' or 'Ship departure empty' boxes.

Port of departure/next port: if it is not possible to state the port of departure, enter 'X (ZEITLARN)' in the corresponding field. The same applies if you do not yet know what the next port you will reach will be. In this case, also enter 'X (ZEITLARN)' in the corresponding field.

Example:

You reach the port area concerned on 4 September and unload your freight. After completion of handling operations, you then leave the port area and lay up overnight outside the port area, because you intend to perform handling operations in the port the following day. In this case, when checking in the ship, you must enter 'X ZEITLARN' in the 'Next port' field, because the ship leaves the port area and does not continue to a new port. Additionally, the ship is to be checked out when leaving the port area.

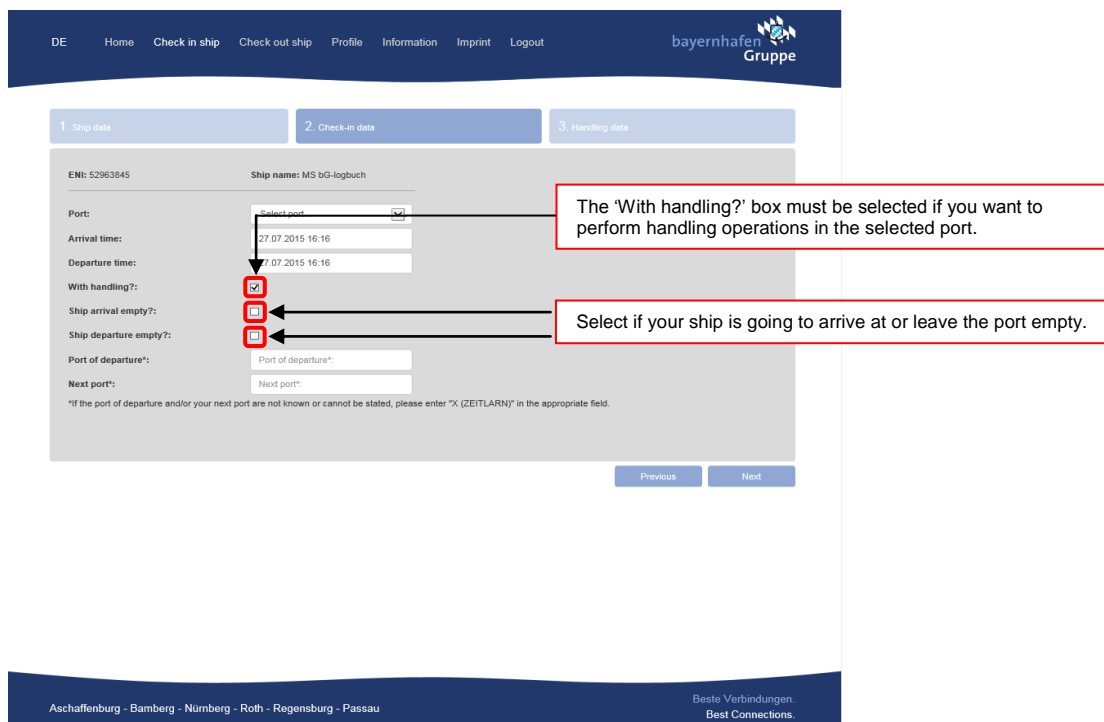
Conversely, when entering the port area the next day, you must enter 'X ZEITLARN' in the 'Port of departure' field, because your original port of departure was recorded during the first check-in on the previous day.

1st Day: - Check in ship
 → Port of departure: e.g. Regensburg
 → Next port: X (ZEITLARN)
 - Check out ship

- Stopover outside port area -

2nd Day: - Check in ship
 → Port of departure: X (ZEITLARN)
 → Next port: e.g. Aschaffenburg
 - Check out ship

Once all details have been completely filled out, click 'Next'.



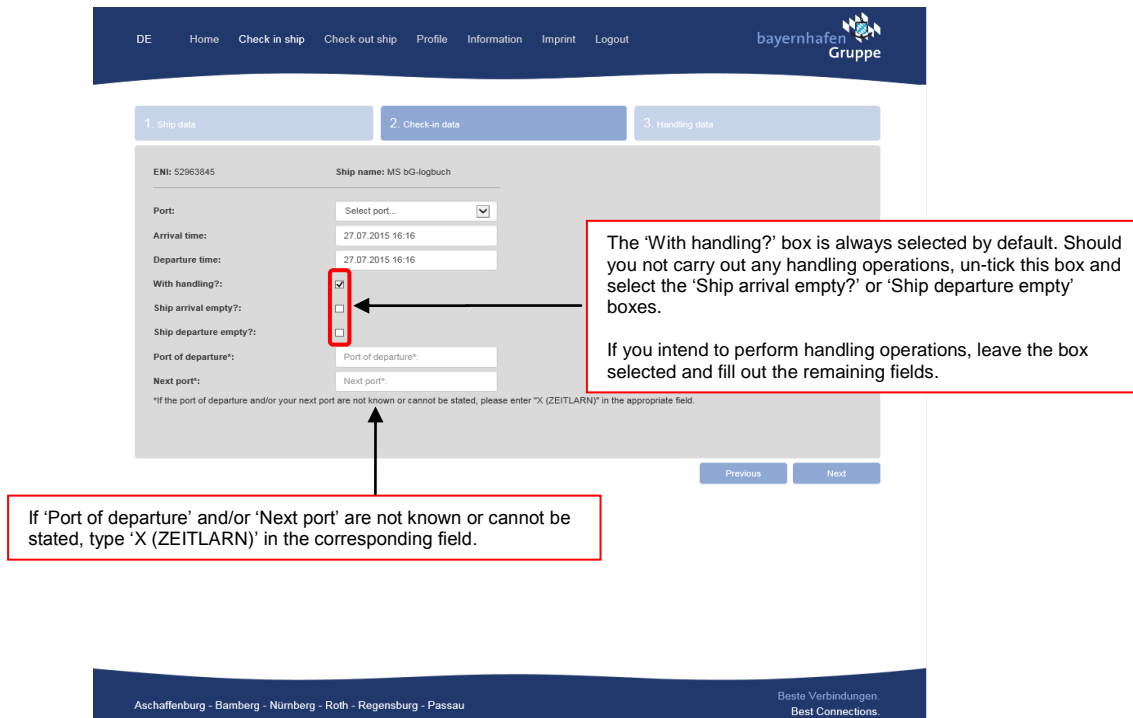
The 'With handling?' box must be selected if you want to perform handling operations in the selected port.

Select if your ship is going to arrive at or leave the port empty.

Aschaffenburg - Bamberg - Nürnberg - Roth - Regensburg - Passau

Beste Verbindungen.
Best Connections.

⇒ **Note:** When checking in the push boat of a convoy, 'With handling?' is to be de-selected and both 'Ship arrival empty?' or 'Ship departure empty' are to be selected.



The 'With handling?' box is always selected by default. Should you not carry out any handling operations, un-tick this box and select the 'Ship arrival empty?' or 'Ship departure empty' boxes.

If you intend to perform handling operations, leave the box selected and fill out the remaining fields.

If 'Port of departure' and/or 'Next port' are not known or cannot be stated, type 'X (ZEITLARN)' in the corresponding field.

Aschaffenburg - Bamberg - Nürnberg - Roth - Regensburg - Passau

Beste Verbindungen.
Best Connections.

8. The third and final step is to enter the handling data.

Additional information for the port master: for queries and comments, please use the 'Additional information for the port master' field. Here, you can provide the relevant local port master with additional information in advance.

Handling type: for each handling operation, choose between loading and unloading.

Handling company: enter the name of the handling company.

Handling quay: select the handling quay.

Handling volume: enter the volume of goods for handling that will be loaded/unloaded.

Lightering: if lightering operations are to be conducted, tick the 'Lightering?' box. Please refer to 'Additional information – Lightering' on page 13.

Type of goods: enter the type of goods to be handled; when you start typing, the system automatically displays a dropdown list containing possible options from which you can select (please note: you must enter the type of goods in the German language).

Dangerous goods: if the goods to be handled are hazardous, tick the 'Dangerous goods?' box.

Once you have fully entered your handling data, click 'Save handling data'. If all data have been entered correctly, the 'Data successfully added' message appears and the handling data you entered is displayed in the overview table.

Now, as soon as a handling operation has been successfully saved and added to the overview, you can add further handling operations (loading/unloading) by entering further handling data in the entry fields and repeating the process.

All successfully added handling operations will be displayed in the overview table. If required, they can be removed by clicking the 'Delete' button.



DE Home Check in ship Check out ship Profile Information Imprint Logout bayernhafen Gruppe

1. Ship data 2. Check-in data 3. Handling data

ENI: 52963845 Ship name: MS bG-logbuch

Additional information for the port master (optional):

Handling type: ☐ Unload ☒ Load

Handling company:

Handling quay:

Handling volume (t):

Lightering?: ☐

Type of goods:

Dangerous goods?: ☐

Data successfully added

Loading volume added (t): 2000 Unloading volume added (t): 0

Type	Company	Quay	Volume (t)	Lightering	Type of goods	Dangerous goods	
Load	test	Osthafen - Nordkai - 754 m	2000	No	Reis	No	Delete

1 to 1 of 1 entries

← Back 1 Next →

Previous Done

Beste Verbindungen. Best Connections.

Here, when checking in, you can provide the relevant local port master with additional information in advance as well as make queries and comments.

1. Enter your handling data and confirm by clicking 'Save handling data'.

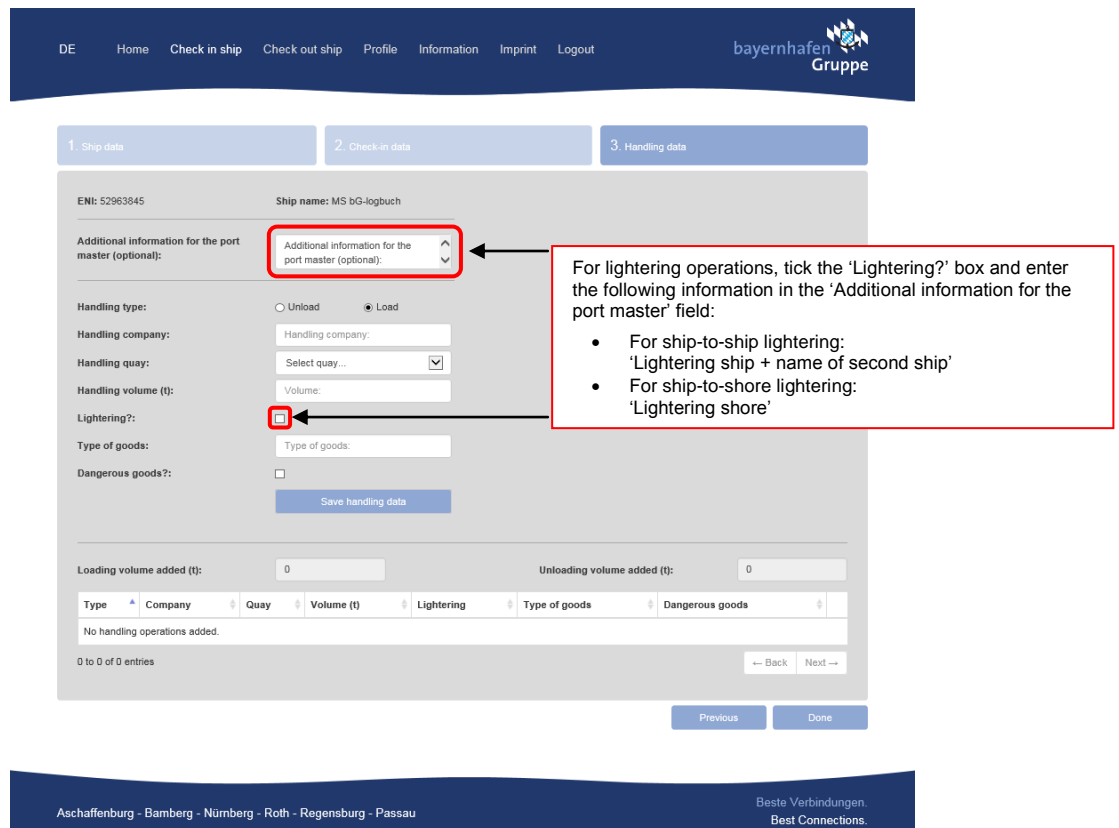
You can remove handling operations by clicking 'Delete'.

2. After successfully entering the handling data, the 'Data successfully added' message appears and the data is displayed in the overview table. You can now add further handling operations or finish ship check-in by clicking 'Done'.

Additional information – Lightering

If you intend to conduct lightering operations, tick the 'Lightering?' box and enter the following additional information in the 'Additional information for the port master' entry field:

- For ship-to-ship lightering:
 'Lightering ship + name of second ship'
Example: 'Lightering ship MS bG-logbuch'
- For ship-to-shore lightering:
 'Lightering shore'



DE Home Check in ship Check out ship Profile Information Imprint Logout bayernhafen Gruppe

1. Ship data 2. Check-in data 3. Handling data

ENI: 52963845 Ship name: MS bG-logbuch

Additional information for the port master (optional): Additional information for the port master (optional):

Handling type: ☐ Unload ☒ Load

Handling company: Handling company:

Handling quay: Select quay...

Handling volume (t): Volume:

Lightering?: ☒

Type of goods: Type of goods:

Dangerous goods?: ☐

Save handling data

Loading volume added (t): 0 Unloading volume added (t): 0

Type	Company	Quay	Volume (t)	Lightering	Type of goods	Dangerous goods
No handling operations added.						

0 to 0 of 0 entries

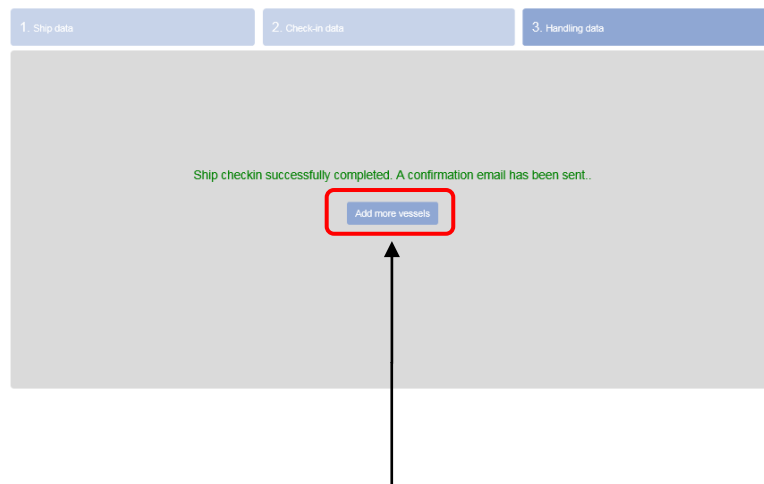
Previous Done

Aschaffenburg - Bamberg - Nürnberg - Roth - Regensburg - Passau Beste Verbindungen. Best Connections.

For lightering operations, tick the 'Lightering?' box and enter the following information in the 'Additional information for the port master' field:

- For ship-to-ship lightering: 'Lightering ship + name of second ship'
- For ship-to-shore lightering: 'Lightering shore'

Once all handling operations have been successfully saved and displayed in the overview and your check-in is complete, click 'Done' to finalise the check-in procedure. You will then receive an email with an overview of your check-in data.



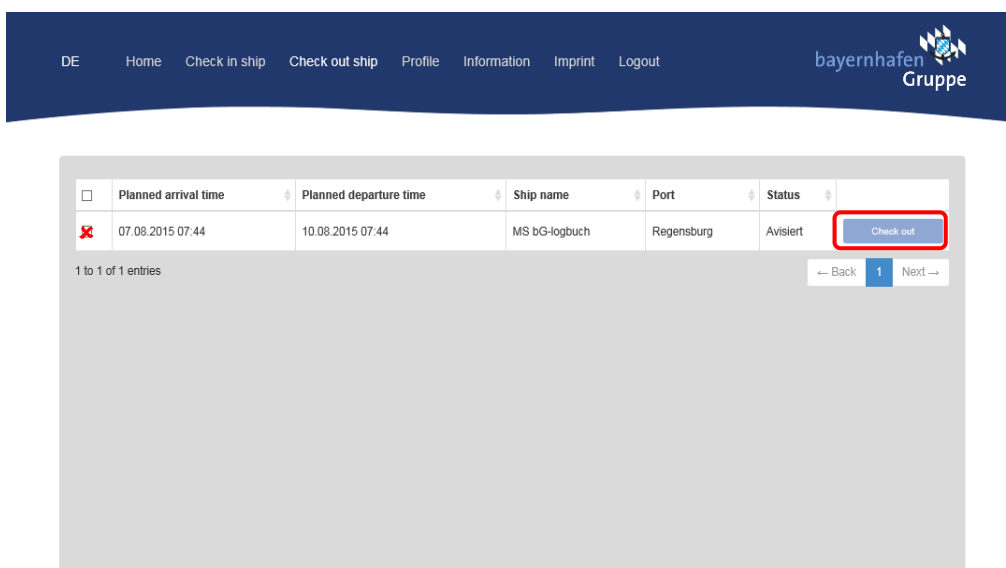
9. If several vessels (e.g. in the case of push convoys) are to be checked in, use the 'Add more vessels' button. If that is not the case, you can enter the port area.

2.4. Check out ship


1. When leaving the port area, ships must be checked out. To do so, click the 'Check out ship' button.



2. Select the ship to be checked out by ticking the box next to the row and clicking the 'Check out' button.



- Review and, if necessary, correct the 'Actual arrival time' and the 'Actual departure time'. You informed us of the planned times when you checked in the ship. The actual times reflect the real duration of your stay at the port area. Click the 'Confirm' button in order to finish checking out the ship.



The screenshot shows the checkout form with the following fields:

Ship name:	MS bG-logbuch
Port:	Regensburg
Status:	Avisiert
Planned arrival time:	07.08.2015 07:44
Actual arrival time:	07.08.2015 08:43
Planned departure time:	10.08.2015 07:44
Actual departure time:	10.08.2015 07:44

Annotations:

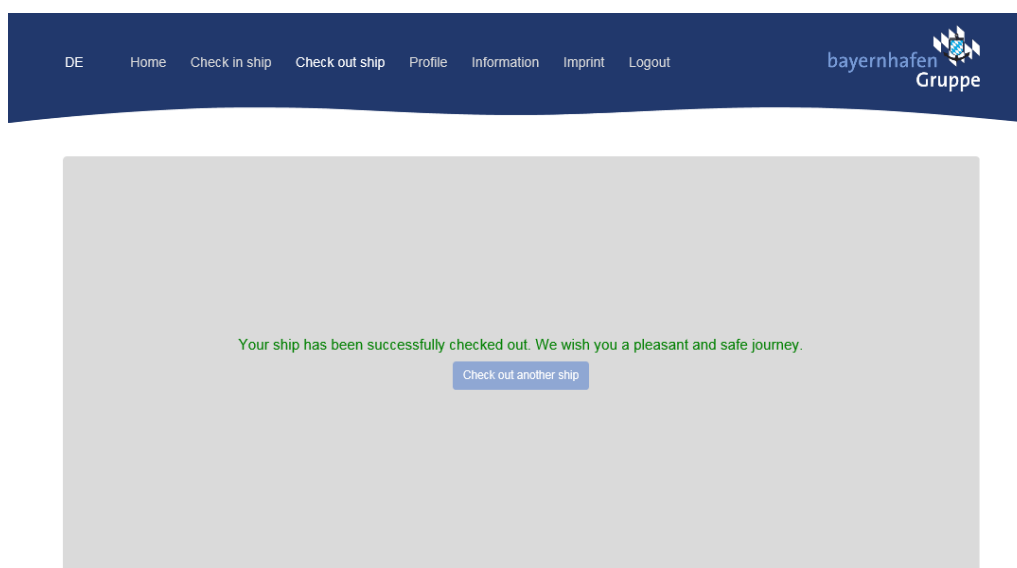
- Red boxes highlight the 'Actual arrival time' and 'Actual departure time' fields.
- Arrows point from a text box to these two fields.

Check the 'Actual arrival time' and the 'Actual departure time' displayed. If they deviate from the real time of arrival and departure, correct them.

Buttons: Cancel, Confirm

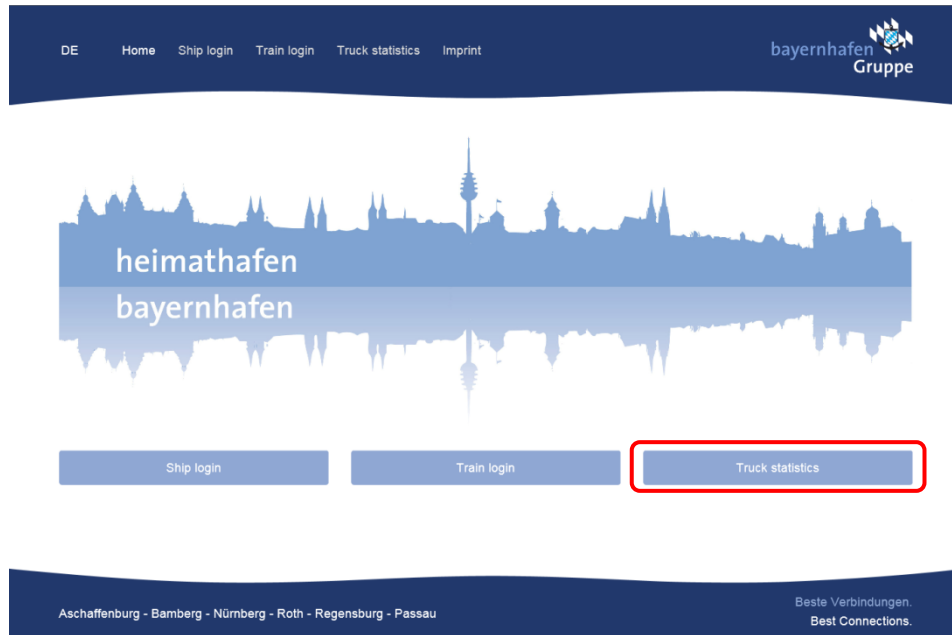


- As soon as the ship checkout process has been successfully completed, the data you entered will be reviewed. When this review has been completed, you will receive a checkout confirmation by email.

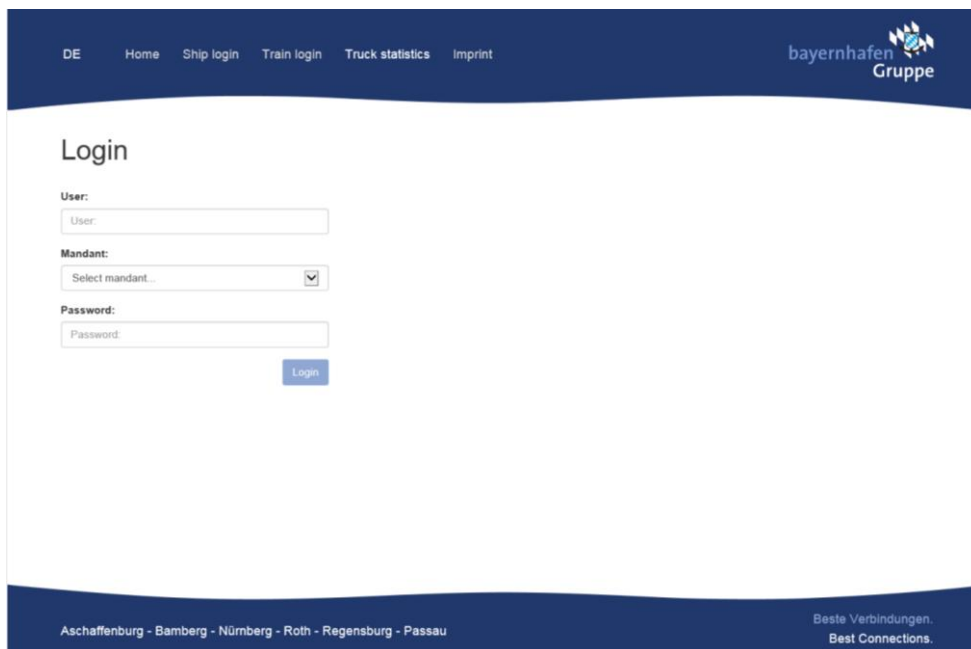


3. Module 'Truck statistics'

1. Click the 'Truck statistics' button.



2. Enter your login details and select the location. Log in using your customary user name and password.

The screenshot shows the login page of the bayernhafen website. It has the same dark blue navigation bar as the homepage. The main content area is white and titled 'Login'. It contains three input fields: 'User:' with a text box, 'Mandant:' with a dropdown menu showing 'Select mandant...', and 'Password:' with a text box. A blue 'Login' button is positioned below the password field. The footer is identical to the homepage, with 'Aschaffenburg - Bamberg - Nürnberg - Roth - Regensburg - Passau' on the left and 'Beste Verbindungen. Best Connections.' on the right.

3. Enter your truck shipments for the active period (month) in tonnes according to goods in and goods out, and click 'Save'.

For additional information and notes on the truck statistics, use the 'Goods in notes' and 'Goods out notes' fields.

DE
Truck statistics
Statistics overview
Profile
Imprint
Logout
bayernhafen
Gruppe

Active period:
July 2015

Goods in (t):
Goods in (t):

Goods in notes:
Goods in notes:

Goods out (t):
Goods out (t):

Goods out notes:
Goods out notes:

Save

4. An overview of the registered truck shipments is available under 'Statistics overview'.

DE
Truck statistics
Statistics overview
Profile
Imprint
Logout
bayernhafen
Gruppe

Period of time	Goods in (t)	Goods in notes	Goods out (t)	Goods out notes
March 2014	12	Eingang	30	Ausgang
April 2014				
May 2014				
June 2014				
July 2014				

1 to 5 of 17 entries
Back
1
2
3
4
Next