

First Logon

Port Community System



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1. Introduction

This manual will instruct a new user how to logon to the PCS system for the first time, after the user profile was setup inside PCS.

2. Logon

2.1. Install an authentication program on your smart phone

The PCS system is using 2-factor authentication. This means that you will need both a password and an authentication token (TOTP) when you want to logon to the system. The authentication token is a dynamic number that is renewed every 30 seconds.

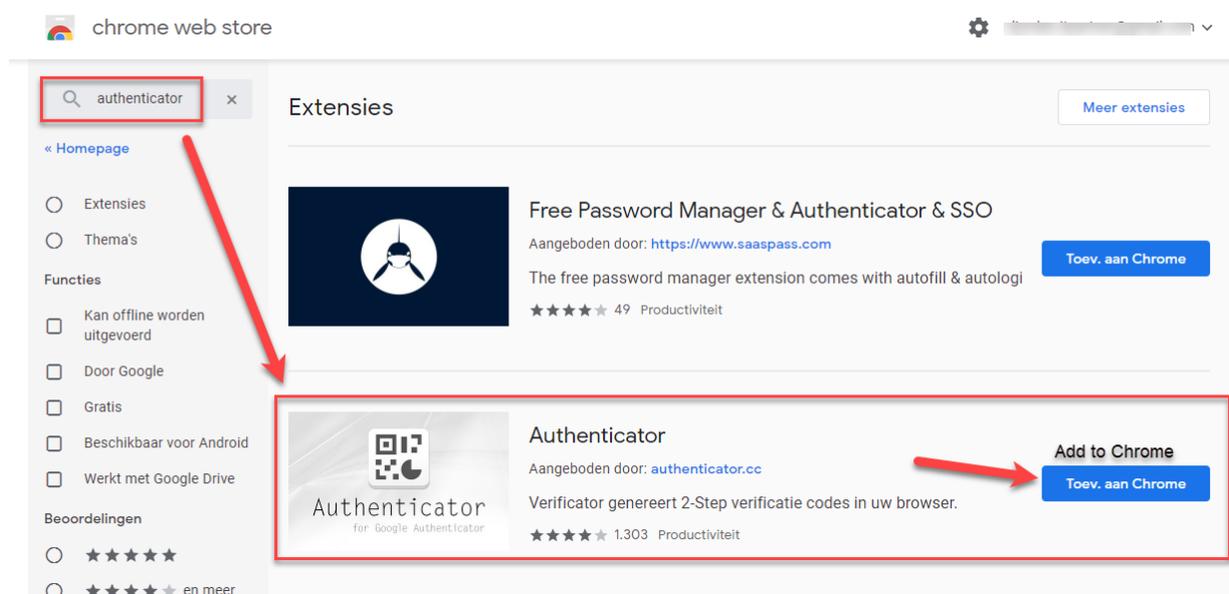
There are different apps that can be used, such as Google Authenticator or Microsoft Authenticator. Download and install the app from the Google or Apple stores.

2.2. Install an authentication program as an extension to your browser

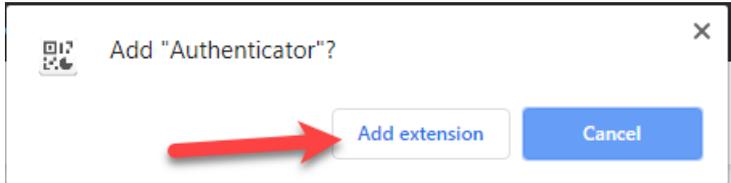
It is also handy to install an Authenticator as an extension to your browser.

Follow these instructions to install for example an Authenticator to Google Chrome.

Locate the extension site of Chrome using this link and search for *authenticator* :
<https://chrome.google.com/webstore/category/extensions>



Click on *Add to Chrome* and allow the extension to be installed:

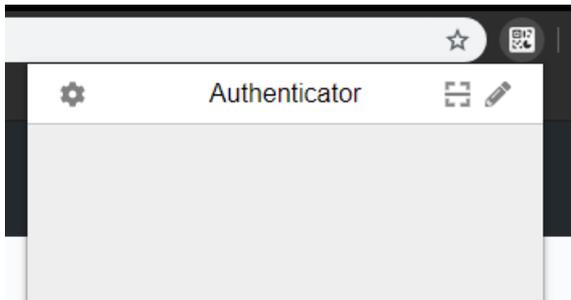


After installation ignore any other pages regarding Github which is a developer platform.

In the upper righthand corner you will see a new icon:



If you click on that, a popup with your accounts will be shown (initially it is an empty list)



See later paragraphs for instructions how to setup the Authenticator account for PCS.

2.3. Go to the web application

PCS is a cloud-based system where only a browser application (preferably Google Chrome) can give access to the web application.

In order to access the PCS, type the following in the address area:

<https://sxm.centerpcs.com>



The lock symbol will inform you that access to the site is secure. If this symbol is not displayed do not logon.

Tip! Add the site to your favourites list in the browser

2.4. Logon with user and password

The web application is started and will show a logon page.



Powered by [IT Partner B.V.](#), Developed with [Thinkwise](#), Supported by [Caribbean Software Solutions](#).
GUI: 2019.2.11.0

Use your own user and the temporary password provided to you to perform the logon.

2.5. Register your token

After your first logon the following page is displayed.



The screenshot shows a web interface for registering a token. On the left, the text "CENTER PCS" is displayed above a dashed horizontal line. The main content area contains the following elements:

- Instructional text: "To setup login verification, scan the image below with the authenticator app on your device. If you can't use a QR code, copy and enter the text code instead."
- "Setup code:" label followed by a text input field containing a series of dots and a copy icon.
- "QR code:" label followed by a large QR code.
- "Validation code:" label followed by a text input field and an "Ok" button.

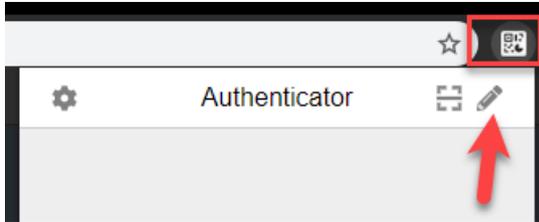
At the bottom of the page, it says "Powered by Thinkwise GUI: 2019.2.11.0".

Note: The screen shows both a Setup code and a QR code. Copy (or write) the Setup code if you want to use more than one Authenticators (for example also the Chrome extension as explained earlier in this document). Once you have confirmed with the validation code, the code will no longer be displayed anywhere.

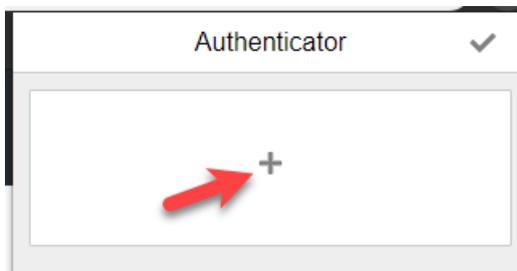
Use your mobile devices to either scan the barcode or enter the setup code to connect the device to the PCS system. The authenticator will register the application associated with the user. Type the generated number into the screen (validation code).

As an example: setup the Chrome extension

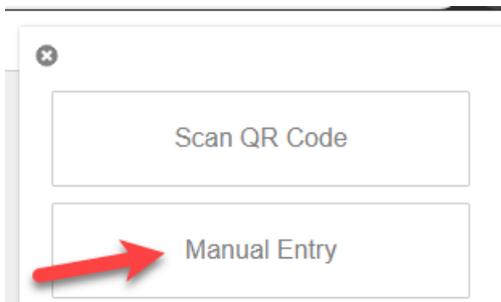
Click on the *Authenticator icon* in your browser and click on the *Edit icon*:



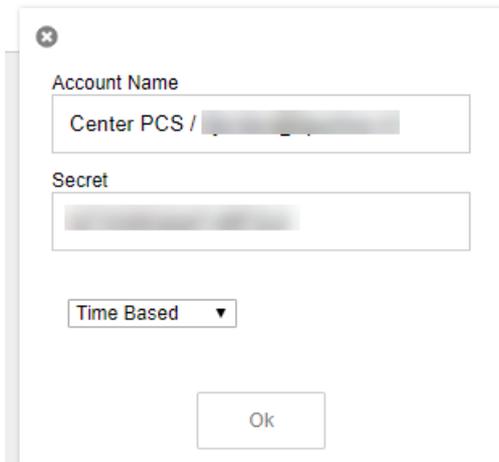
Click on the +



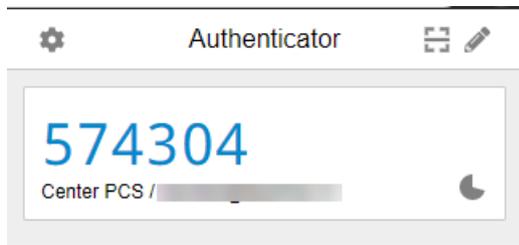
Either choose Scan QR code or Manual Entry, but usually select *Manual Entry*



Type the Account Name (somewhat like the screenshot, include your user id)
Type the Setup-code and click on *Ok*

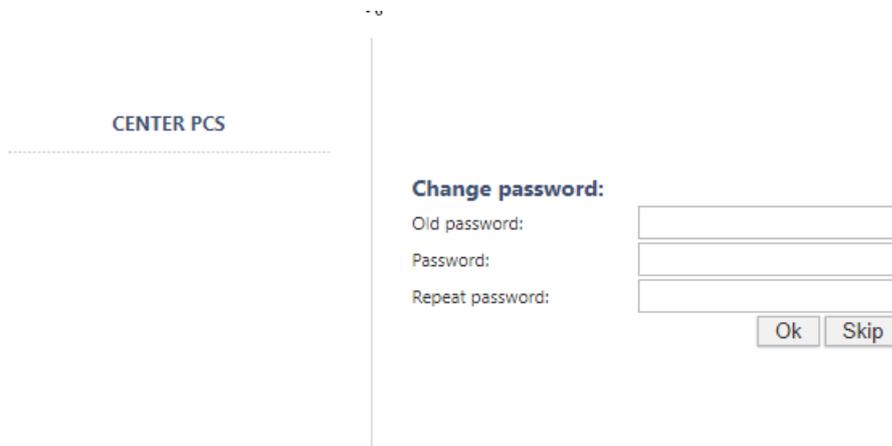


Once you completed that, you will see the Authentication code (that changes every 30 seconds)



2.6. Change your password

You are forced to change your temporary password into a new password.



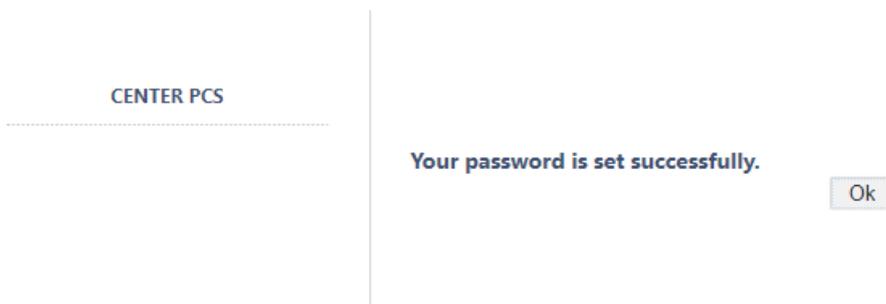
The screenshot shows the 'CENTER PCS' logo on the left. On the right, there is a 'Change password:' section with three input fields: 'Old password:', 'Password:', and 'Repeat password:'. Below the fields are 'Ok' and 'Skip' buttons.

Type your temporary password and choose a new password which you must type twice. The system will show you how strong the chosen password is:



This screenshot shows the 'Change password:' form with the 'Password:' field filled with dots. A red arrow points to a yellow box labeled 'Strength: 4/5' next to the password field.

After a click on the Ok button you will see a confirmation.



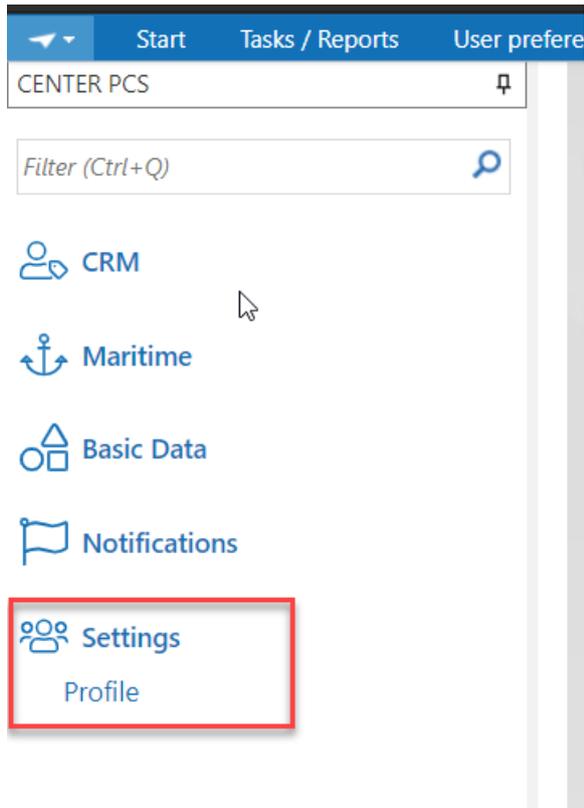
The screenshot shows the 'CENTER PCS' logo on the left. On the right, there is a confirmation message: 'Your password is set successfully.' with an 'Ok' button below it.

You will now see your personalized menu, based on your user rights.

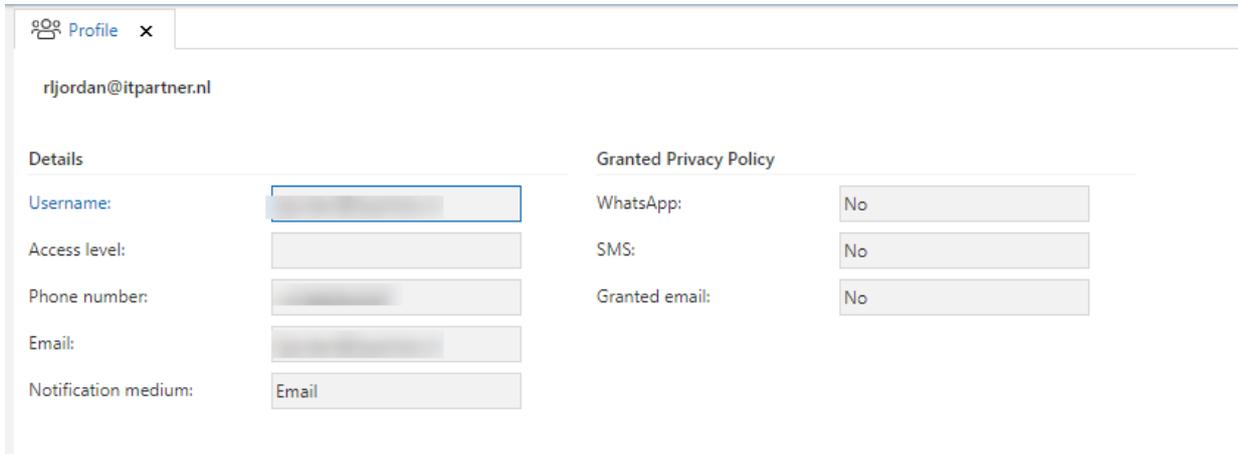
3. Manage profile

3.1. Set your profile

As a user you have control on some specific settings within the PCS system. In the main menu there is a menu Settings with the option Profile.



Open the profile to see the settings:



Details	Granted Privacy Policy
Username: [redacted]	WhatsApp: No
Access level: [redacted]	SMS: No
Phone number: [redacted]	Granted email: No
Email: [redacted]	
Notification medium: Email	

The window has 2 sections. In the profile section you can set your personal settings, such as

Phone number (which can be used for certain notifications, eg SMS and WhatsApp)

Granted Privacy Policy, where you specify if you grant PCS to send notifications using one of the methods

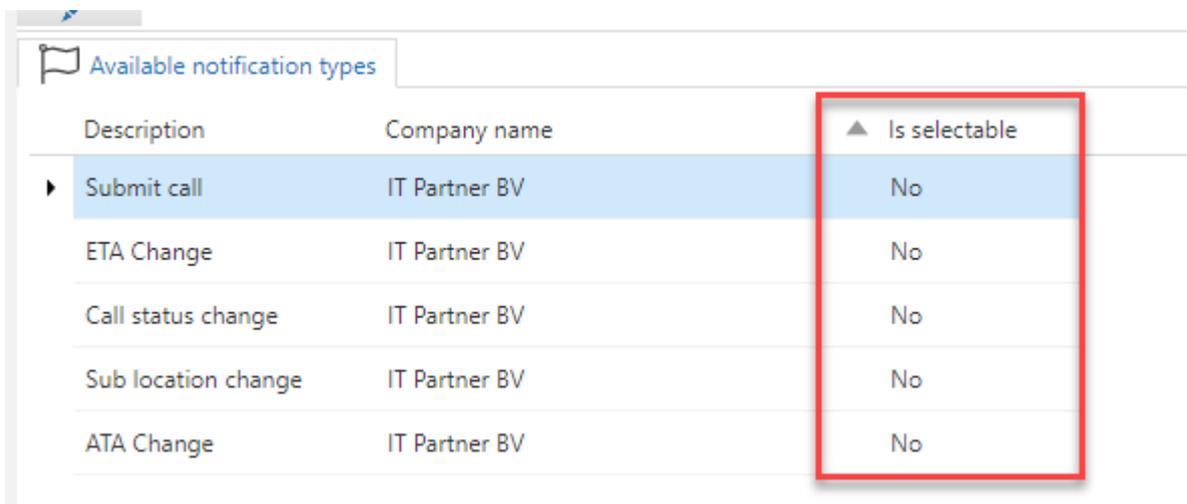
Email where you can set your email address where you want to receive notifications

Notification medium, where you can set via which medium you want to receive notifications (eg SMS, WhatsApp, Email).

Use the Edit button to modify the settings.

**Note: At this moment WhatsApp is not available yet for notifications. WhatsApp is not active yet due to registration procedure at the notification provider.*

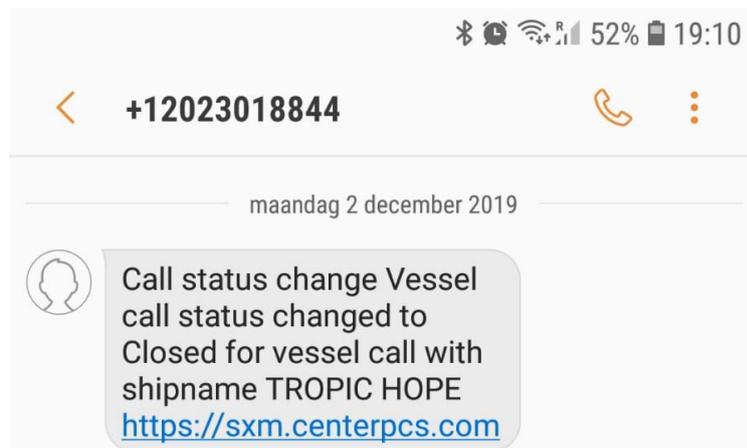
The 2nd section of the screen is showing what type of notifications will be sent related to the account(s) where you as user are connected to.



Description	Company name	Is selectable
Submit call	IT Partner BV	No
ETA Change	IT Partner BV	No
Call status change	IT Partner BV	No
Sub location change	IT Partner BV	No
ATA Change	IT Partner BV	No

As a user you can set any of the notifications to Yes, which will enable the receipt of notifications for the selected types whenever the notification is generated from PCS.

Example of a SMS notification:

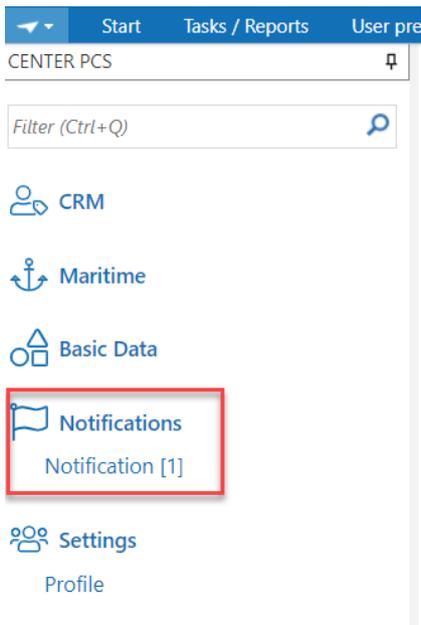


Note: The PCS system is using the telephone number +1202301844 as sender for all messages. For email sxm@centerpcs.com will be used.

4. Notifications

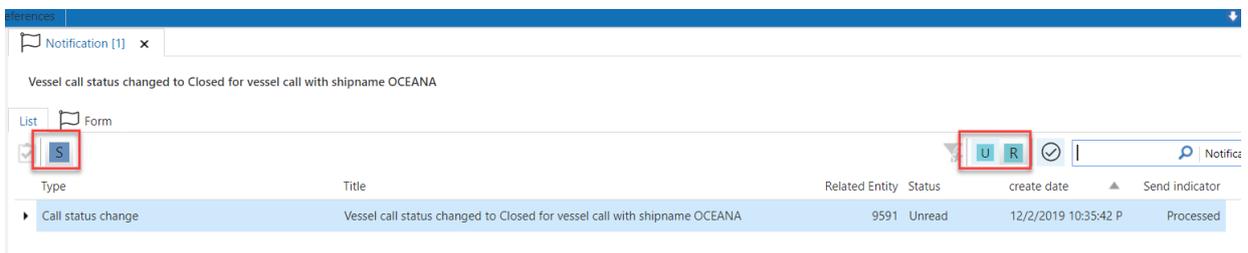
4.1. View notifications

You will receive notifications when setup for the connected account(s). The notifications are shown in this menu.

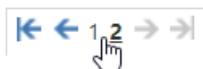


Examples of notifications are: Call status change, ETA change etc.

The [1] will show the number of unread notifications that are waiting for you to be reviewed. The tab *List* is showing the list of notifications.

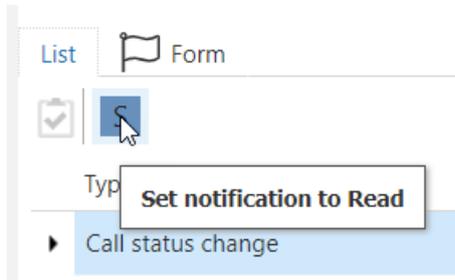


If there are more entries than can be shown on a single page, a paging function is visible:



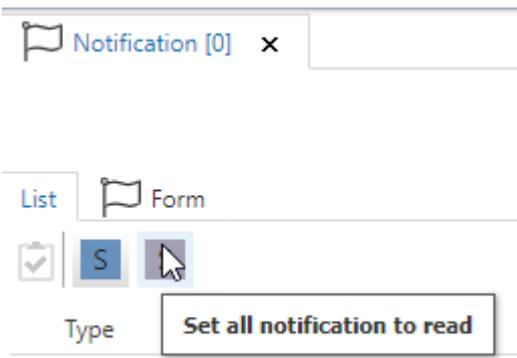
Actions

With action *Set notification to Read* you can mark the message as read, either one by one or with multi-select.



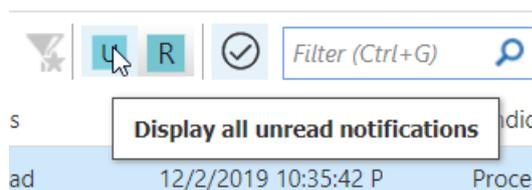
With actions *Set notification to Read* you can mark the message as read, either one by one or with multi-select.

There is also an action to mark all the unread notifications to read.

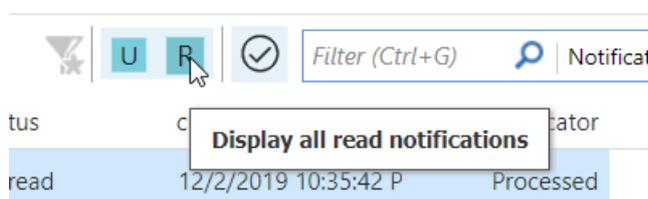


Filters

With filter *Display all unread notifications* you can filter on all unread notifications.



With filter *Display all read notifications* you can filter on already read notifications.



Note: Filters are toggles to On and Off.

The tab *Form* will show all details

Notification [1] x

Vessel call status changed to Closed for vessel call with shipname OCEANA

List **Form**

Type:	Call status change	Q
Status:	Unread	
Title:	Vessel call status changed to Closed for vessel call with shipname OCEANA	
Related Entity:	9591	
create date:	12/2/2019	10:35:42 PM
Is deleted:	No	
Send indicator:	1	

5. Chat

5.1. Open the chat feature

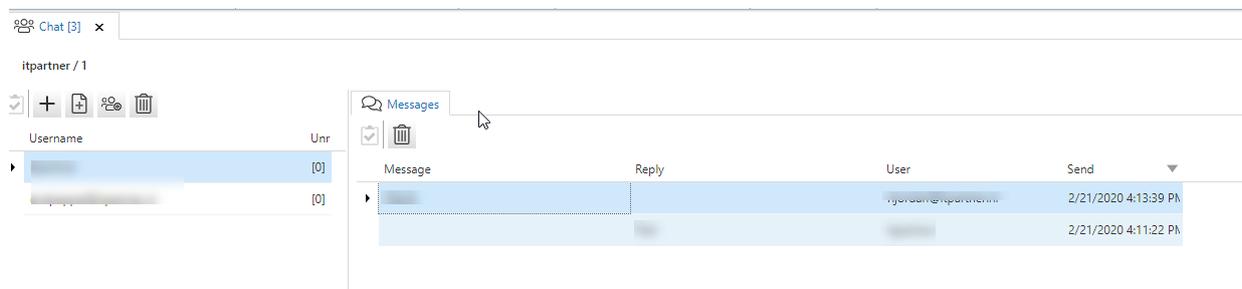
PCS also has a chat function, which will allow users to communicate with other individual users or groups (like a messaging app).

Select the chat option from the Notifications menu.



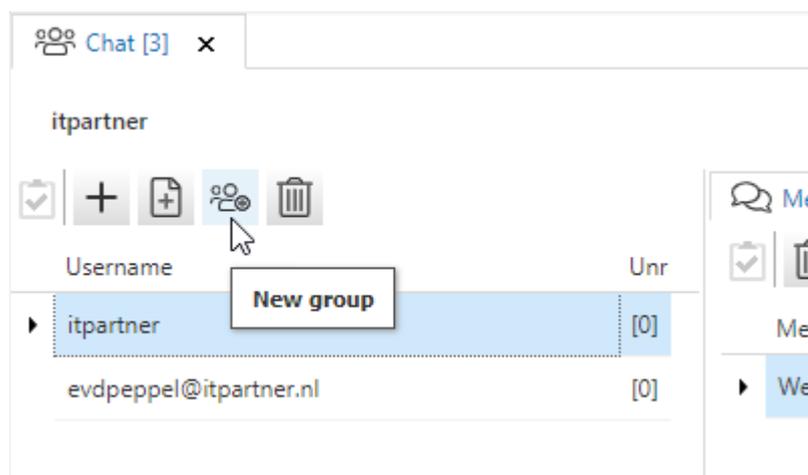
Notification [0]

Chat [3]

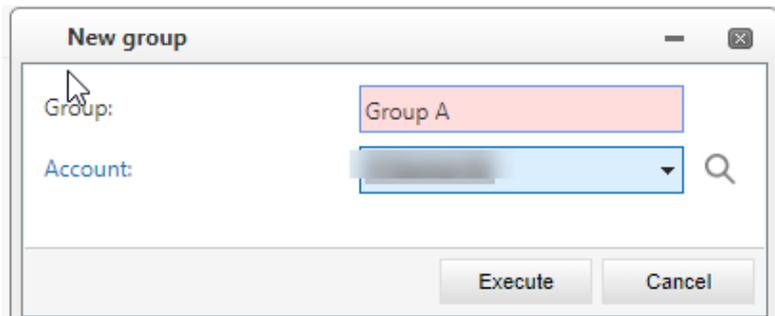


5.2. Create a new group

A group chat will allow multiple users to be involved.



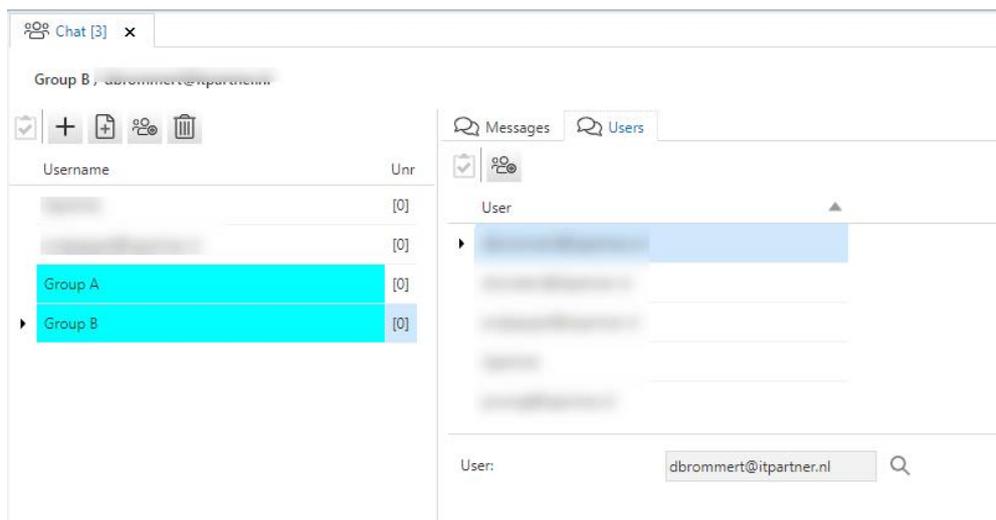
The form will allow you to create the new group:



The group can be any text to identify the group.

The account can be selected to automatically select the users from that account as members of the chat.

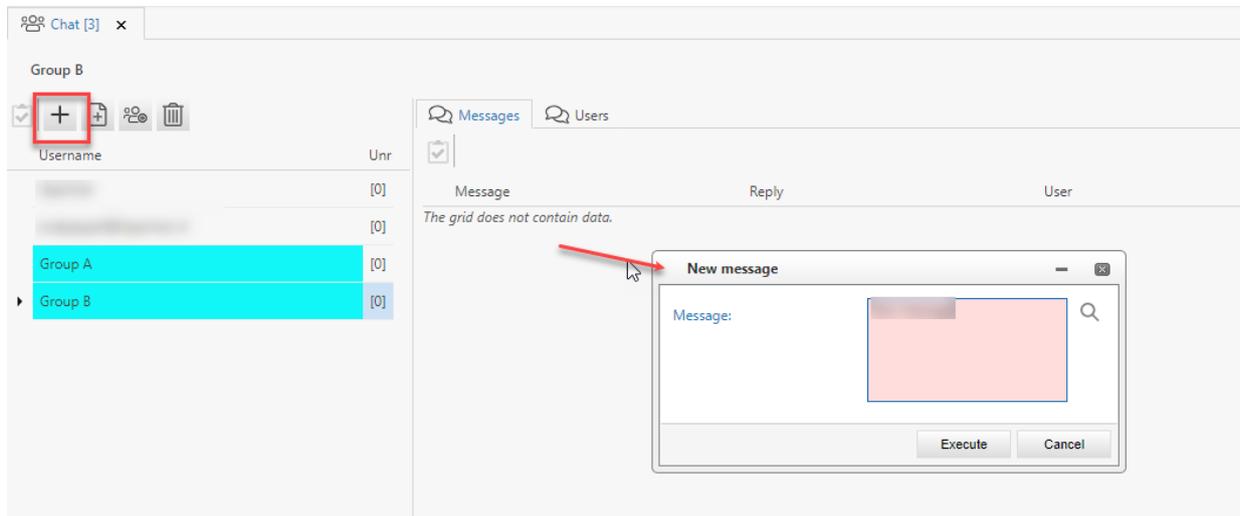
In this example Group A chat is created without the account and only has 1 user (yourself) and Group B chat is created with all members of the account group connected.



From here you can add or remove other users.

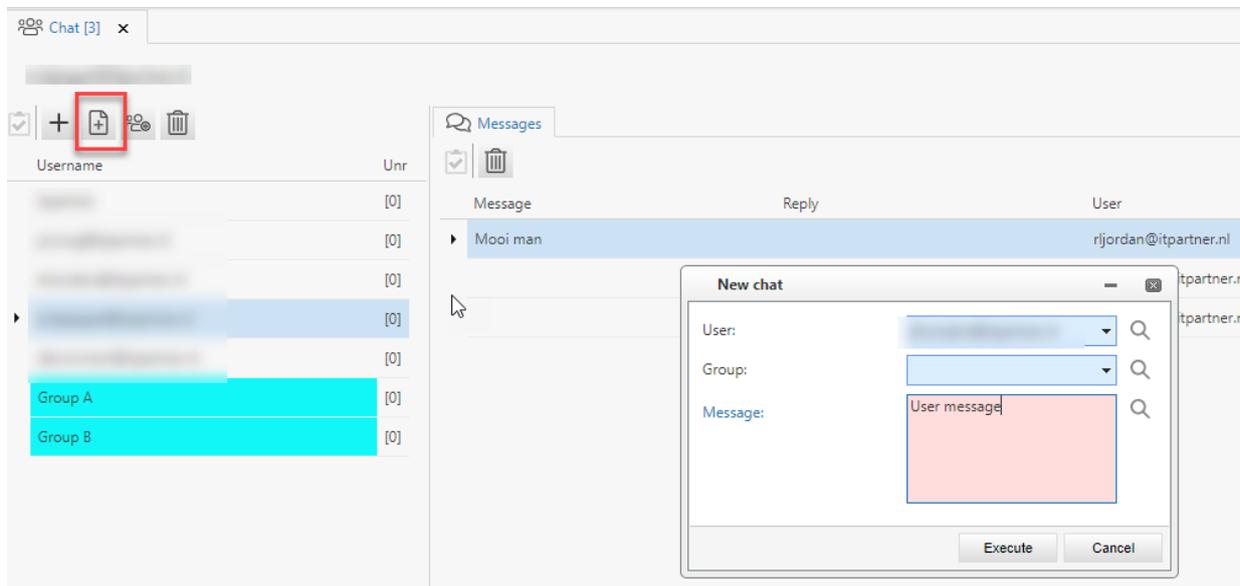
5.3. Create a new message

If you have selected a group, you can send a message



Type your message and Execute

You can also select the other option and create the group automatically



6. Basic functions

6.1. Shortcuts

PCS is developed with a low-code system. This means that many functions are standardized. You can use the mouse for navigation, but there are also many default shortcuts.

Each form (when authorised) has options like:

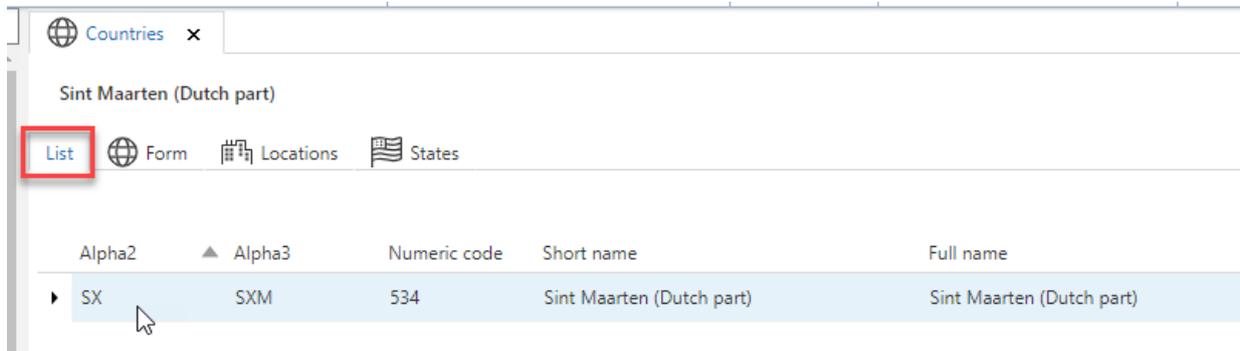


Add key for new entries, which is also available using keyboard shortcuts. When you hover on such a function you will see the shortcut key combination

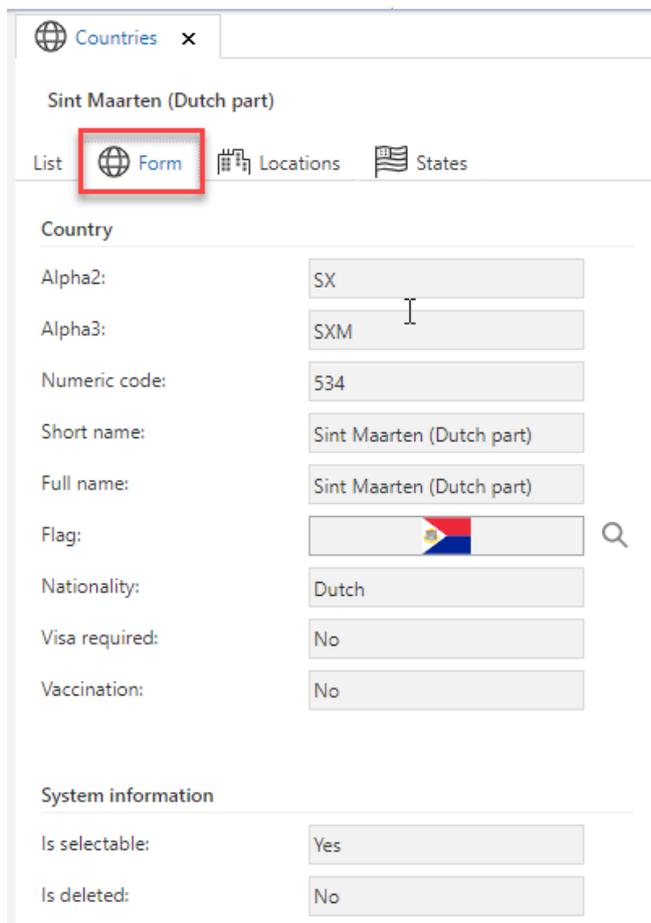
	Add	CTRL++
	Copy	ALT+CTRL++
	Edit	CTRL+E
	Delete	CTRL+-
	Save (in Edit mode)	CTRL+ENTER
	Cancel (in Edit mode)	ESC

6.2. Smart functions

Much data is shown as a list within a main tab. When you select (double click) an entry, you will see details as a tab page named Form:

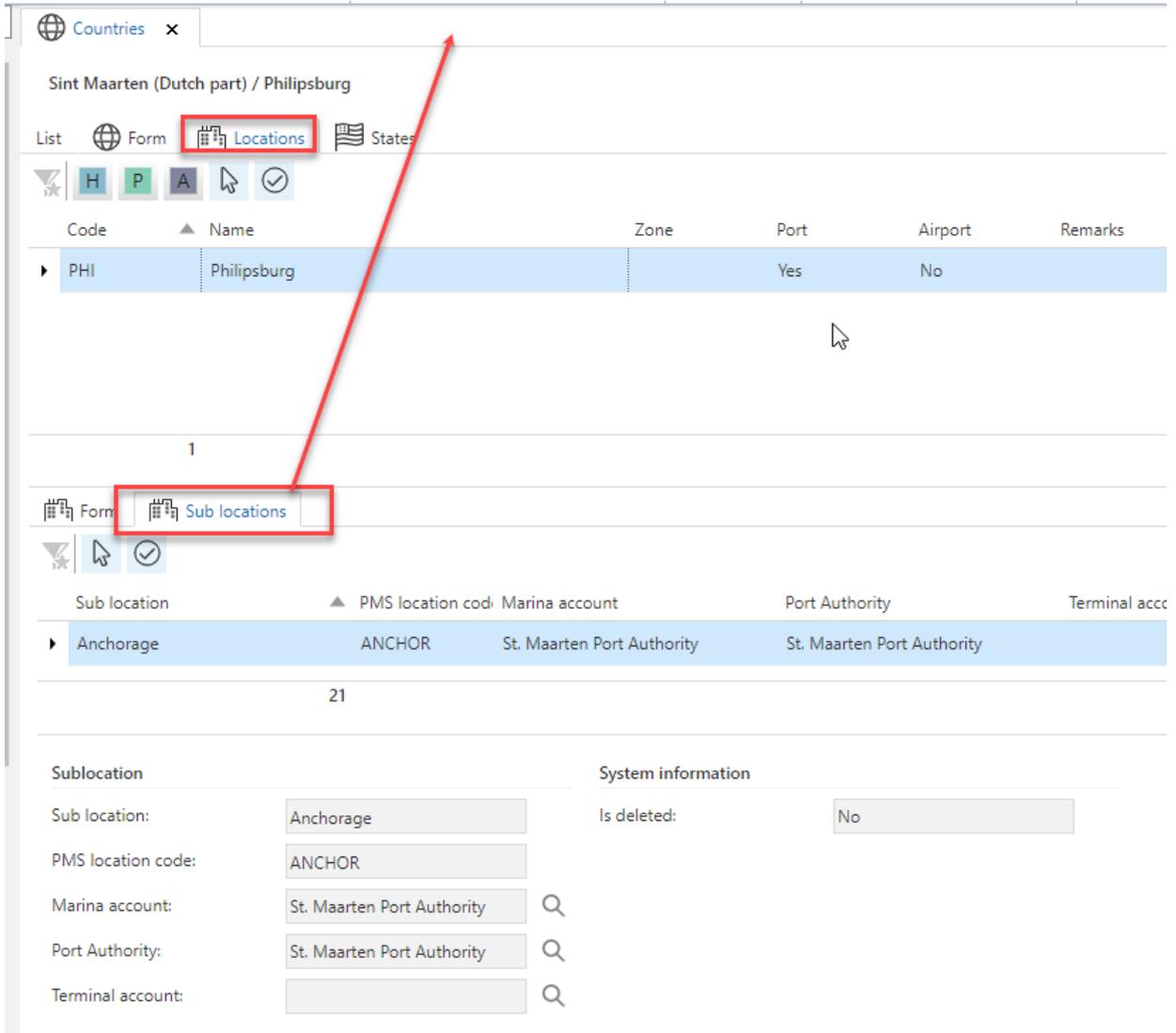


Double click on the entry or just select tab page Form for the details.



If you are in a deeper level, the screen could be somewhat small. If this information is shown on a tab page, you can double click on the tab title and the sub-tab is moved to the main tabs level.

Tab on deeper level:

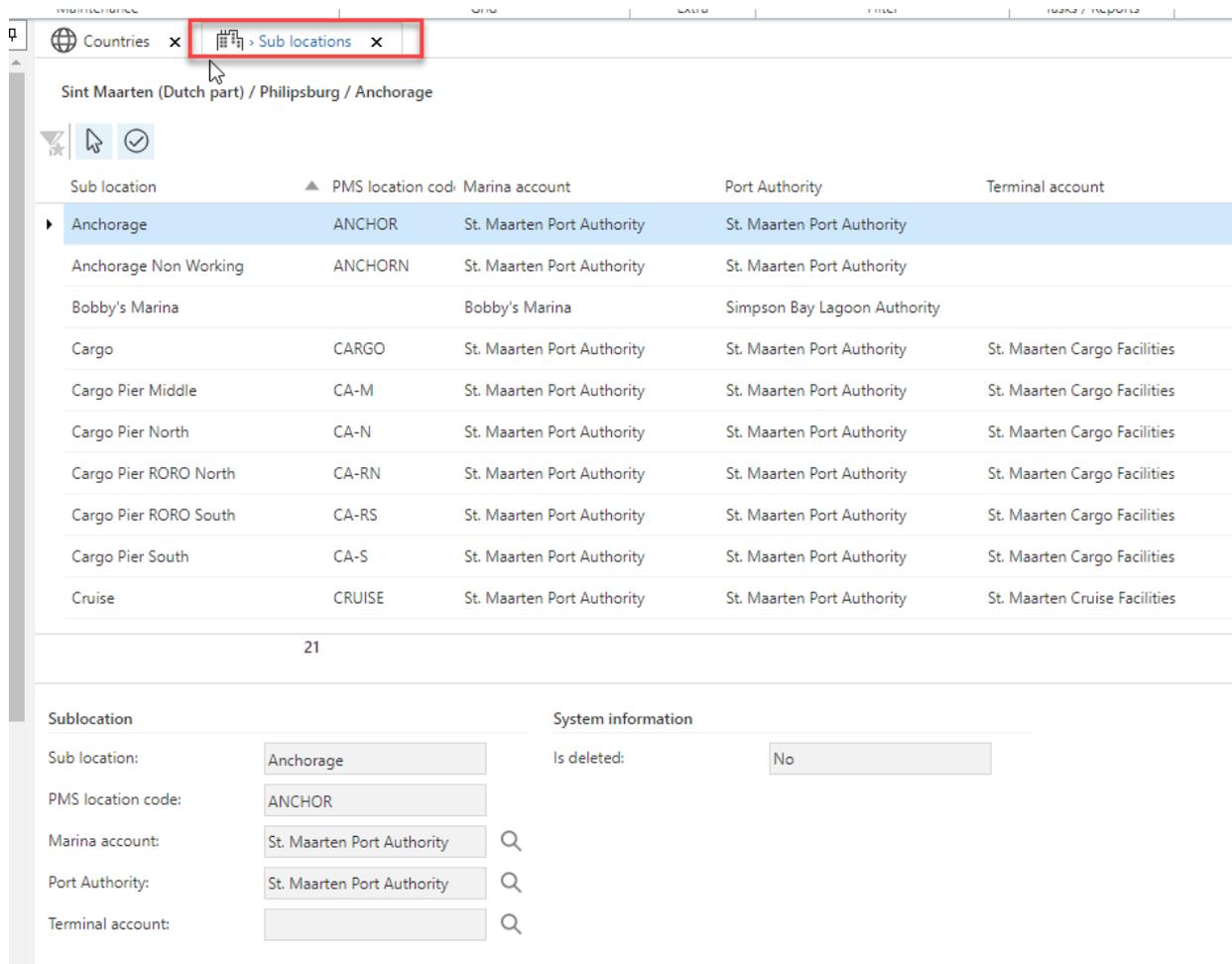


The screenshot shows a software interface with a breadcrumb trail: Countries > Sint Maarten (Dutch part) / Philipsburg. The main view is a table of 'Locations' with columns: Code, Name, Zone, Port, Airport, Remarks. One entry is visible: PHI, Philipsburg, Zone, Yes, No.

Below the main table is a sub-tab area with 'Sub locations' selected. A red box highlights the 'Sub locations' tab title, and a red arrow points from it to the 'Locations' tab title in the main view above. The 'Sub locations' table has columns: Sub location, PMS location code, Marina account, Port Authority, Terminal account. One entry is visible: Anchorage, ANCHOR, St. Maarten Port Authority, St. Maarten Port Authority.

At the bottom, there are two sections: 'Sublocation' and 'System information'. The 'Sublocation' section contains input fields for Sub location (Anchorage), PMS location code (ANCHOR), Marina account (St. Maarten Port Authority), Port Authority (St. Maarten Port Authority), and Terminal account. The 'System information' section contains an input field for Is deleted (No).

Now presented on main tab level



Sint Maarten (Dutch part) / Philipsburg / Anchorage

Sub location	PMS location code	Marina account	Port Authority	Terminal account
▶ Anchorage	ANCHOR	St. Maarten Port Authority	St. Maarten Port Authority	
Anchorage Non Working	ANCHORN	St. Maarten Port Authority	St. Maarten Port Authority	
Bobby's Marina		Bobby's Marina	Simpson Bay Lagoon Authority	
Cargo	CARGO	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cargo Facilities
Cargo Pier Middle	CA-M	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cargo Facilities
Cargo Pier North	CA-N	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cargo Facilities
Cargo Pier RORO North	CA-RN	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cargo Facilities
Cargo Pier RORO South	CA-RS	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cargo Facilities
Cargo Pier South	CA-S	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cargo Facilities
Cruise	CRUISE	St. Maarten Port Authority	St. Maarten Port Authority	St. Maarten Cruise Facilities

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Sublocation

Sub location:

PMS location code:

Marina account: 🔍

Port Authority: 🔍

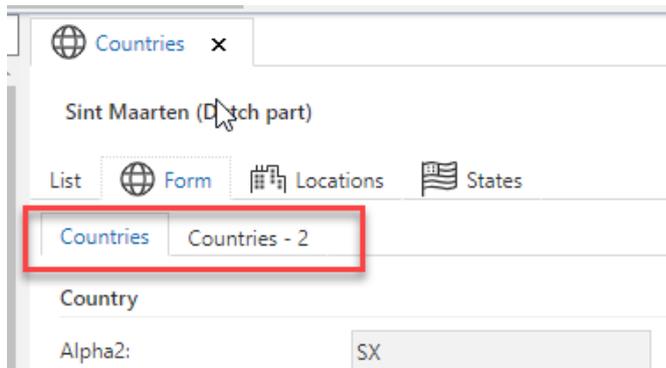
Terminal account: 🔍

System information

Is deleted:

Since you work within a browser session, you can also use F11 to make your session full screen (and F11 again to return to normal view). In combination with the zoom functions you can see much more information on the screen.

If a form does not fit, data is automatically spread on multiple tabs:

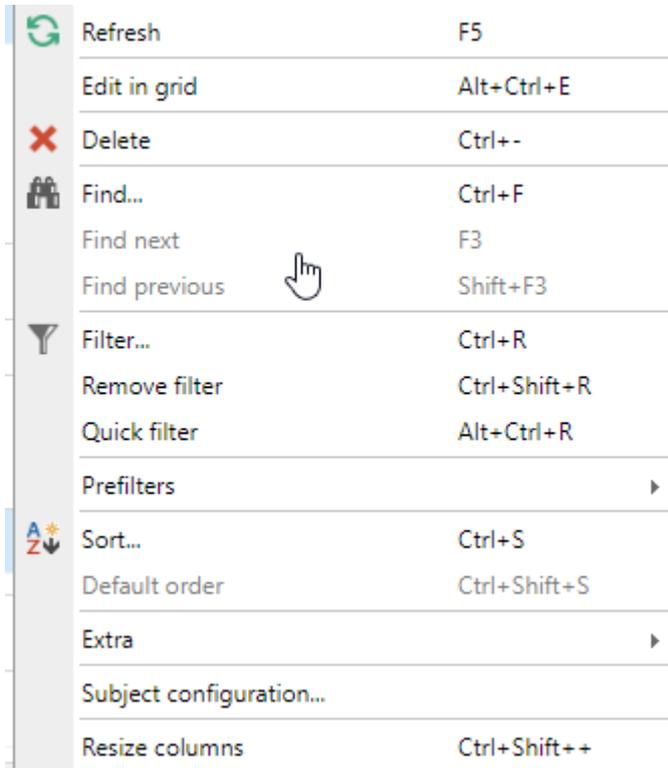


You can also hide the taskbar and menu:

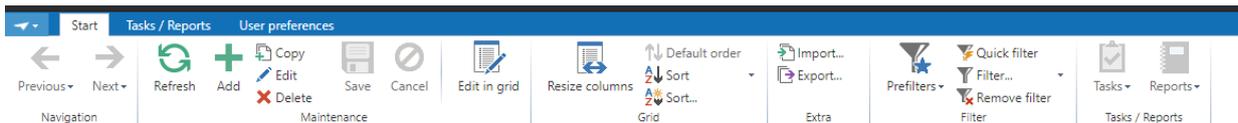


6.3. List functions

A list has a right click popup menu with a lot of functions.



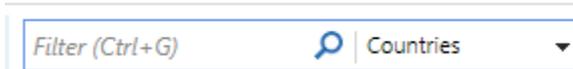
These functions are also displayed on the upper taskbar.



6.4. Filters

The system provides different options for filtering.

Filter boxes where you can filter inside a form by text:

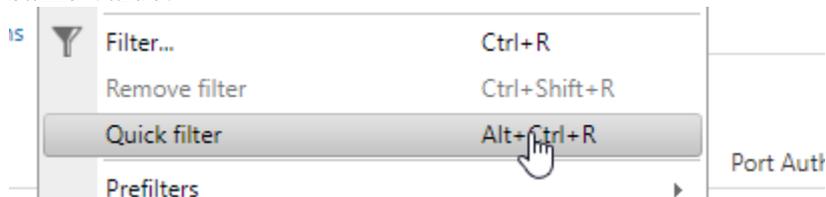


A search bar with the text "Filter (Ctrl+G)" on the left, a magnifying glass icon in the center, and a dropdown menu on the right showing "Countries".

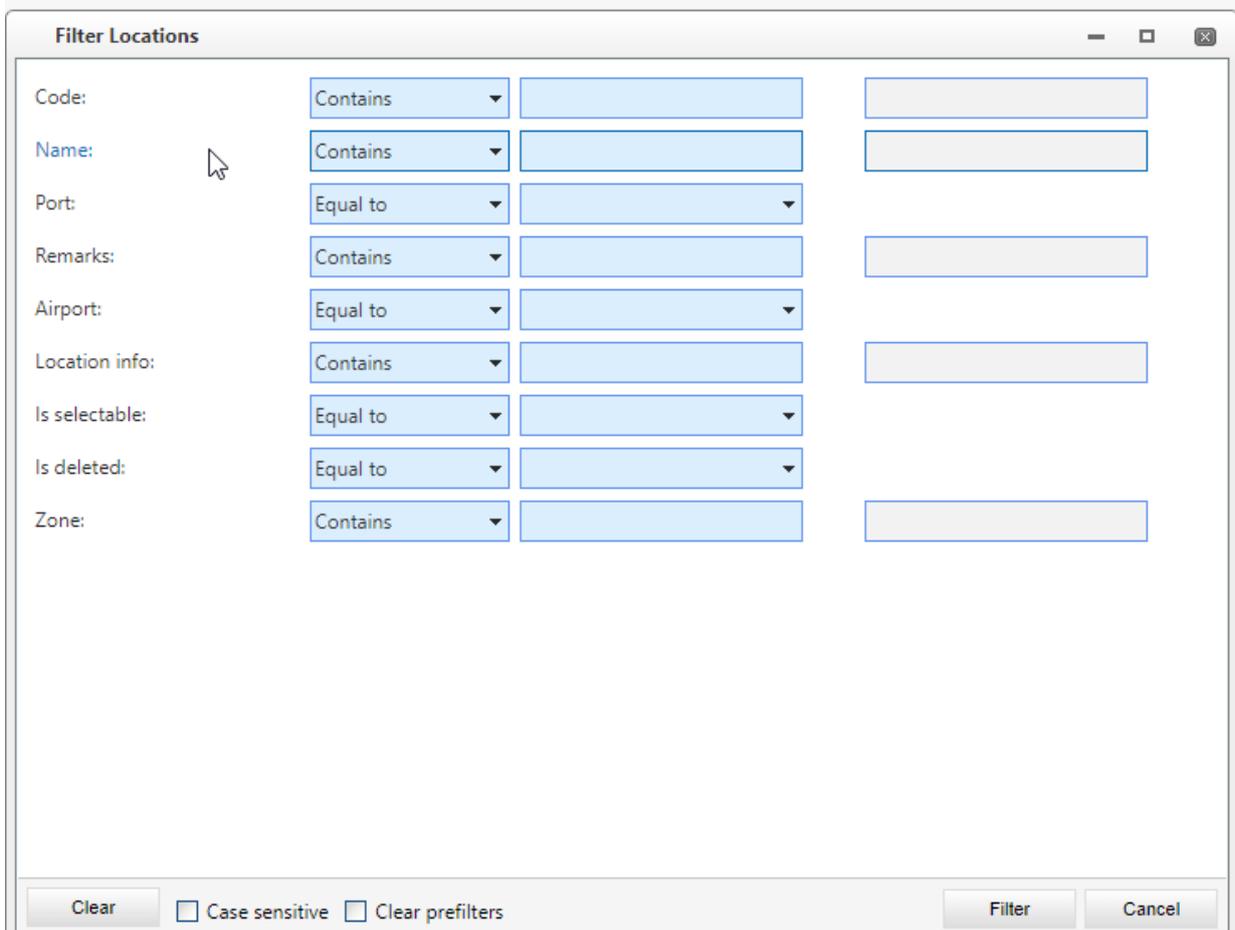
Predefined filters:



Quick filters, when you select a certain column the list is filtered to only entries with the same value:



Advanced filters on the content of the list:



A dialog box titled "Filter Locations" with a table of filter rules. The table has columns for field name, operator, and value. The fields listed are Code, Name, Port, Remarks, Airport, Location info, Is selectable, Is deleted, and Zone. The operators are "Contains" or "Equal to". There are empty input boxes for values. At the bottom, there are buttons for "Clear", "Filter", and "Cancel", along with checkboxes for "Case sensitive" and "Clear prefilters".

Field	Operator	Value
Code:	Contains	
Name:	Contains	
Port:	Equal to	
Remarks:	Contains	
Airport:	Equal to	
Location info:	Contains	
Is selectable:	Equal to	
Is deleted:	Equal to	
Zone:	Contains	