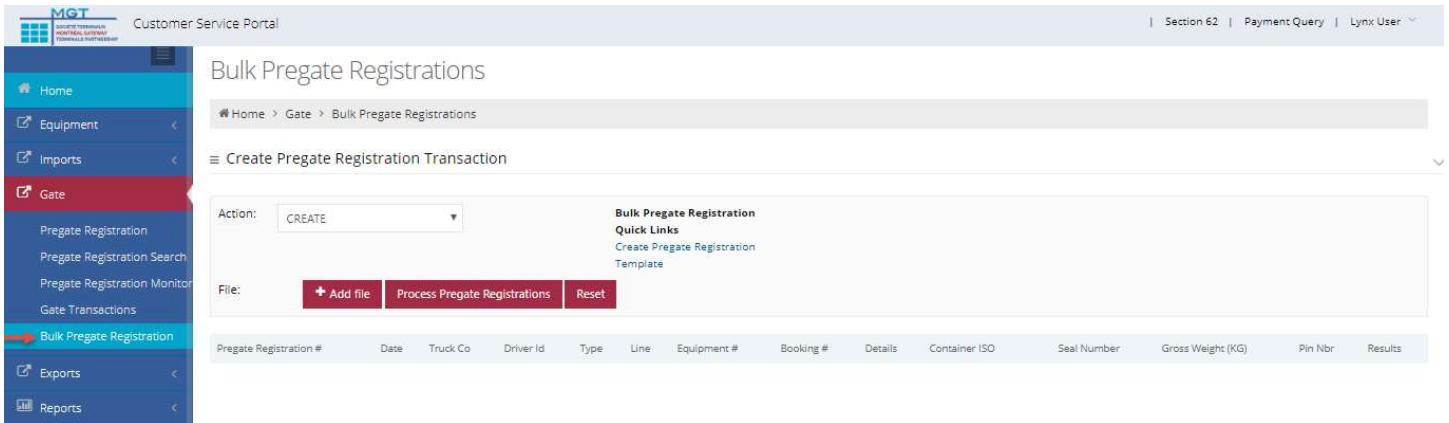


TRAINING GUIDE-LYNX

CSP-BULK APPOINTMENT

This screen allows users create, update, and cancel multiple appointments at one time.

From the **Gate Menu**, click on **"Bulk Pregate Registration"** :



Customer Service Portal | Section 62 | Payment Query | Lynx User

Bulk Pregate Registrations

Home > Gate > Bulk Pregate Registrations

Create Pregate Registration Transaction

Action:

File:

Bulk Pregate Registration Quick Links
[Create Pregate Registration Template](#)

| Pregate Registration # | Date | Truck Co | Driver Id | Type | Line | Equipment # | Booking # | Details | Container ISO | Seal Number | Gross Weight (KG) | Pin Nbr | Results |
|------------------------|------|----------|-----------|------|------|-------------|-----------|---------|---------------|-------------|-------------------|---------|---------|
|------------------------|------|----------|-----------|------|------|-------------|-----------|---------|---------------|-------------|-------------------|---------|---------|

If it is the first time using the bulk pregate registration, click on the "create pregate registration template" link. The system will generate a template that the user will fill with his own information and then save the Excel file. That file may be used for subsequent bulk entries, with new data.

It will always be possible to regenerate the template from the customer portal (Lynx).

- 1- Select action (Create, Update, Cancel)
- 2- Click on "Add File" and select the Excel file

3- Click on "Process Pregate Registration" if user is satisfied with the uploaded data

4- The system validates the data.

If transactions are successful, the system returns a successful message. Otherwise, the system returns error messages that the user will have to fix and reprocess.

Action:

CREATE

Bulk Pregate Registration
Quick Links
[Create Pregate Registration Template](#)

File:

+ Add file

Process Pregate Registrations

Reset

0 of 6 Pregate Registration Created Successfully...

×

Show

10

 entries

Search:

| Pregate Registration # | Date | Truck Co | Driver Id | Type | Line | Equipment | Booking | Details | Results |
|------------------------|-----------------------|----------|-----------|------|------|-------------|------------|----------------|--|
| | <div>04/19/2016</div> | ADAG | PAUL001 | DI | HLC | SEGU1417615 | | <div>...</div> | ERR: Error: No Appointment Quota Rules for 19Apr2016 |
| | <div>04/19/2016</div> | ADAG | PAUL123 | RE | MSK | TEST1231231 | TESTMAERSK | <div>...</div> | ERR: Error: Line operator (shipping line) MSK is unknown |
| | <div>04/19/2016</div> | ADAG | PAUL333 | RM | APL | PAUL3333333 | | <div>...</div> | ERR: Error: No Appointment Quota Rules for 19Apr2016 |
| | <div>04/19/2016</div> | ADAG | PAUL334 | DM | MSK | | TESTMAERSK | <div>...</div> | ERR: Error: Line operator (shipping line) MSK is unknown |