CFS Reporting System

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CFS System – User Manual

The information in this manual is for training purposes only.
The data used in this manual is fictitious.

Introduction

The CFS Subsidy Reporting System was designed by CCC Service Corporation to streamline and automate the process of application for CFS subsidy. The system is web-based and can be accessed by authorized users through the internet. The users must install a piece of Java code, JInitiator, on their computer and have an ISP with high-speed internet access.

The **user module** provides an input screen to report the subsidized activities that took place over a period of one month. The reporting for the month will be closed by the Administrator, CCC Service Corporation, on the 10th of the following month, or the next business day. The user has access to various reports, including a listing of their regional activities.

The **administrator module** contains administrative tools that allows the system to function in a secured environment and update activities and labor intensity as needed. The administrator will assist the users with the installation of the JInitiator and with logon privileges to the system.

The **management module** contains audit and management functions.

The User Logon Screen

Initial setup – The Administrator will assist the user with the initial setup. This includes: (1) submit logon application to CCCSC Administrator. (2) download and install JInitiator on a user's PC. The JInitiator can be downloaded from http://www.cccscweb.net in the Tech tools section. To download, you need a high-speed internet connection and administrator rights. The Administrator will assign the user a logon and the initial password. After the first logon the user should change their password following this security convention:

The password must be a minimum of 6 and a maximum of 9 characters.
Contains any combination of letters and numbers.
The first character must be a letter.

Users should not share their password with co-workers. The logon and password are unique and identifies the user activities in the system. It is a good practice to change the password periodically.

For any questions regarding logon or using the system, contact the Administrator at (732) 404-3016

The User Logon Screen

Below is the user logon screen. At every logon the user can click **Continue** and enter the system or **Change password** and then enter the system. Please note that passwords are not registered in the system. If you forgot your password, call the CCCSC Helpdesk @ (732) 404-3125 for a reset.

The User Input Screens

After logging on to the system, the main menu will display. Some buttons on the main menu are grayed out, meaning the user does not have access to this feature. To start using the system, click on the top button, Add/Update Activity Reports. It will take you to your individual station.

The User Input Screens

The first input screen gives you two options: Add Report or Update Report. Select Add Report to start a new monthly report. Enter the month/year and click the **Add Report** button. If you want to update an existing open report enter the month/year and then click **Update Report**.
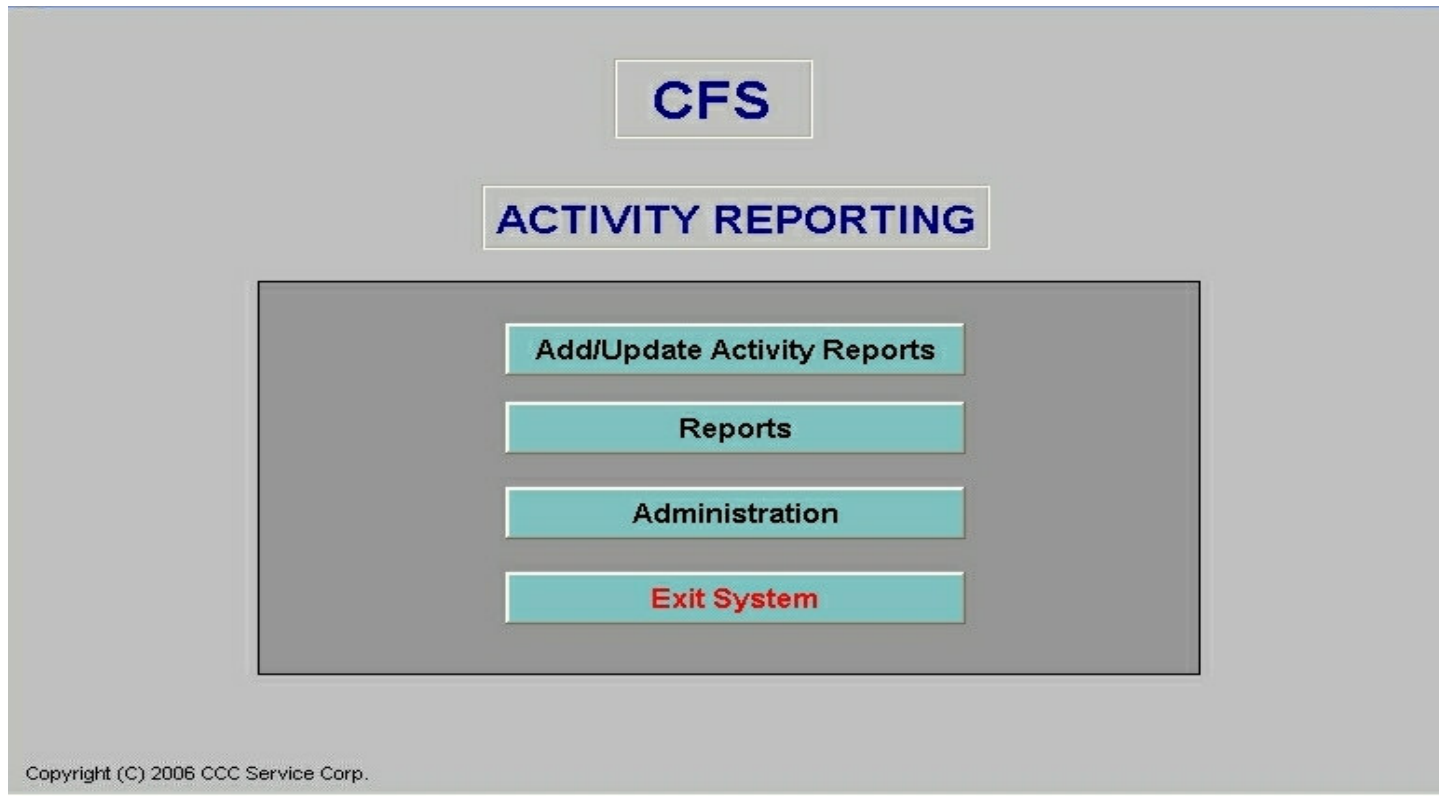
The User Input Screens

By clicking Add Report or Update Report, you will enter the main input screen. Note the Status is **Report Open** which allows you to enter activities. Start by selecting an activity from a dropdown menu that is unique to your station.

The User Input Screens

Click on the **Activity** down arrow to open a dropdown menu. Select an activity and click **OK**. The subsidy rate associated with this activity will appear in the **Subsidy Rate** box (see next slide).

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The User Input Screens

Start inputting the units that are associated with this activity, the **Unit** counter will add the number of units and the **Subsidy** will be calculated by multiplying the number of units by the subsidy rate. When you have entered all the units, **Save** your work and either **Return** to the previous screen or **Add Next Activity**.

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The User Input Screens

You have input three more activities for the month, saved all your input and returned to the first input screen. The monthly subsidy shows four activities for a total subsidy of $3,200. At this point you can **Print Report** or **Select Activity** to make adjustments since your report is still open.

Window

CFACT010 - P01 / CFS REPORT HEADER.

05/31/2006

CFS Id. ▼ 3   SSA/COOPER   COLUMBUS STREET

Port: CHARLESTON

Report Month/Year: 05 / 2006   MAY / 2006 | Add Report | Update Report | Delete Report |

Total Subsidy: 3,200.00   Opened: 05/31/2006   Closed:

Paid: Check Number:

Activity	Units	Subsidy Rate	Subsidy
STUFFING - KLB - UNITIZED - 40' DRY	8	100.00	800.00
STUFFING - WOODPULP - UNITIZED - 40' DRY	4	100.00	400.00
STRIPPING - PIPES - UNITIZED - 40' DRY	4	200.00	800.00
STRIPPING - MACHINERY - 40' FLATRACK - FORKLIFT - LESS THAN 35,000 LBS	6	200.00	1,200.00

Copyright (C) 2006 CCC Service Corp. | Clear | Select Activity | Add Activity | Print Report | UPD

Record: 1/4

The User Input Screens

Click **Print Report** to print your activities up to date. You can continue to add new activities or adjust existing activities until the 10th or the next business day of the following month. The Administrator will close the report. A sample of this report in PDF appears on the next slide

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The User Input Screens

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The User Reports

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To review the monthly payment and to print the monthly invoice go to the main menu, click the button **Reports** and then click **Print Invoices**. You will see the following screen which summarizes your monthly subsidy. Click on **Print Invoice** to print a monthly invoice.

The User Reports

When you click the **Print Invoice** button you have printed a monthly invoice which serves as an application for subsidy. The application must be signed by an authorized representative and submitted to the Administrator at CCC Service Corporation. The CFS Operator Certification is displayed on the next slide.

CFS Operator Certification

CFACT130P01

Carrier ILA Container Freight Station Trust Fund
Application For C.F.S Subsidy

Page 2
08/11/2006

CFS OPERATOR CERTIFICATION

The undersigned, as the authorized representative of the CFS Operator submitting the above Application for CFS Subsidy, certifies and guarantees that all of the information set forth above is correct. The undersigned, on behalf of the CFS Operator agrees and acknowledges that in the event the information above which has been certified and guaranteed as correct is later determined not to be correct, the CFS Operator will be responsible for returning all subsidies paid by the CFS Fund in reliance of the above information.

Please Sign Above

Please Print Name & Title Above

Please Indicate Date of Signature

The User Reports

Every CFS within each Region has unrestricted visibility to all subsidized activities that been authorized for your region. Click **Print Preview** to open the list of activities.

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The User Reports

This is the list of all activities that are authorized for the entire South-Atlantic Region.

Adjustments after a report is closed

On the 10th or the next business day of each month the Administrator will close the report. The user can not adjust a closed report. If adjustments need to be performed after the current month report has been closed, follow these steps:

1. Go to the Main Menu and click on **Add/Update Activity Reports**. Then
2. Enter the month/year to be adjusted and click **Add Report**
3. A message will appear, advising you that this report already exists and asks if you would like to create adjustments. Click **OK**
4. Go to the dropdown activity and select the activity to be adjusted
5. Click the radio button **Add these Units** or **Remove these Units**
6. Assuming you wish to remove a unit, enter the unit to be removed (see sample on the next slide)
7. Click **Save**. This will complete the removal of the unit and will create an adjustment report (second report) for the month

Adjustments after a report is closed

The screen below shows an adjustment for May and the removal of one unit.

Adjustments after a report is closed

The Payment screen verifies a debit of one unit ($100). Click on Print Invoice to print another (new) invoice for the closed month.

Adjustments after a report is closed

This is the second invoice for the month of May 2006. It was created in June since May was closed on June 10.

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CFACT025 - P01 / CFS ACTIVITY DETAILS.                          _ □ x
                                                        07/22/2013

CFS Station: COMBINED TERMINALS INCORPORATED

   Location: NEW YORK

      Port: NEW YORK

Report Month/Year: OCTOBER / 2013      Status: REPORT OPEN

Activity  v  61    STUFF OR STRIP-GENERAL CARGO-LOOSE-40'

   Units:        6    Subsidy Rate:     168.00    Subsidy:     1,008.00

Add These Units: ●  Remove These Units: ○

    Return        Save      Add/Update Units   Add Next Activity        Delete Activity

Copyright (C) 2013 CCC Service Corp.                              UPD
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This screen is similar to the one found on page 7 of this manual with one significant difference. The original input screen has you entering the activity and units (i.e. container numbers) on the same screen.

For activity on or after October 1, 2013 you will use this screen to select an activity.

You would than select the Add/Update Units button located at the bottom of the screen. This will take you to the next screen where you will enter the units along with additional information now required. (see next page in manual).

07/22/2013

STUFF OR STRIP-GENERAL CARGO-LOOSE-40'

Carrier	▾		Units	Long Tons
998		SUTTON MERCHANT MARINE	TTNX1885386	22.7
998		SUTTON MERCHANT MARINE	TTNX2570783	32.8
999		ASTON SHIPPING CORPORATION	MSKU3535831	25.0
998		SUTTON MERCHANT MARINE	PUCO0192836	29.4
998		SUTTON MERCHANT MARINE	CAXX6004438	18.0
999		ASTON SHIPPING CORPORATION	HLXB1099940	27.7

Return   Delete Unit

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The major difference for post October 1, 2013 activity is additional Information is required.

The first additional information you will now need to enter is the Carrier that the cargo is being loaded or discharged for transport. This can be found by selecting the drop down arrow and choosing from the list of subscribers to the master contract. If the carrier you are seeking to enter is not on the list, they are not a subscriber and the activity is not reimbursable.

CFACT025 - P01 / CFS ACTIVITY DETAILS.

07/22/2013

STUFF OR STRIP-GENERAL CARGO-LOOSE-40'

Carrier		Units	Long Tons
998	SUTTON MERCHANT MARINE	TTNX1885386	22.7
998	SUTTON MERCHANT MARINE	TTNX2570783	32.8
999	ASTON SHIPPING CORPORATION	MSKU3535831	25.0
998	SUTTON MERCHANT MARINE	PUCO0192836	29.4
998	SUTTON MERCHANT MARINE	CAXX6004438	18.0
999	ASTON SHIPPING CORPORATION	HLXB1099940	27.7

Return

Delete Unit

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UPD

After selecting the carrier you enter the container number in the same fashion as shown on page 9 of this manual. Simply type the container number in the space provided under the heading Units.

STUFF OR STRIP-GENERAL CARGO-LOOSE-40'

Carrier		Units	Long Tons
998	SUTTON MERCHANT MARINE	TTNX1885386	22.7
998	SUTTON MERCHANT MARINE	TTNX2570783	32.8
999	ASTON SHIPPING CORPORATION	MSKU3535831	25.0
998	SUTTON MERCHANT MARINE	PUCO0192836	29.4
998	SUTTON MERCHANT MARINE	CAXX6004438	18.0
999	ASTON SHIPPING CORPORATION	HLXB1099940	27.7

The second piece of additional information is the weight of FCL (Full Container Load) cargo in the container. This will be input in Long Tons (L/T's) and is calculated to one decimal place.

CFACT025 - P01 / CFS ACTIVITY DETAILS.

07/22/2013

STUFF OR STRIP-GENERAL CARGO-LOOSE-40'

Carrier	v		Units	Long Tons
998		SUTTON MERCHANT MARINE	TTNX1885386	22.7
998		SUTTON MERCHANT MARINE	TTNX2570783	32.8
999		ASTON SHIPPING CORPORATION	MSKU3535831	25.0
998		SUTTON MERCHANT MARINE	PUCO0192836	29.4
998		SUTTON MERCHANT MARINE	CAXX6004438	18.0
999		ASTON SHIPPING CORPORATION	HLXB1099940	27.7

Return

Delete Unit

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UPD

When you have completed entering all carriers, containers, and long tons for this particular activity select the return button located at the lower left portion of the screen. This will take you back to the screen where you first selected the activity prior to entering the necessary details.

One thing you should notice is now this screen reflects the total number of units you entered, the subsidy rate, and the calculable amount.

Your next step is to save this activity before selecting the next action you would like to take.

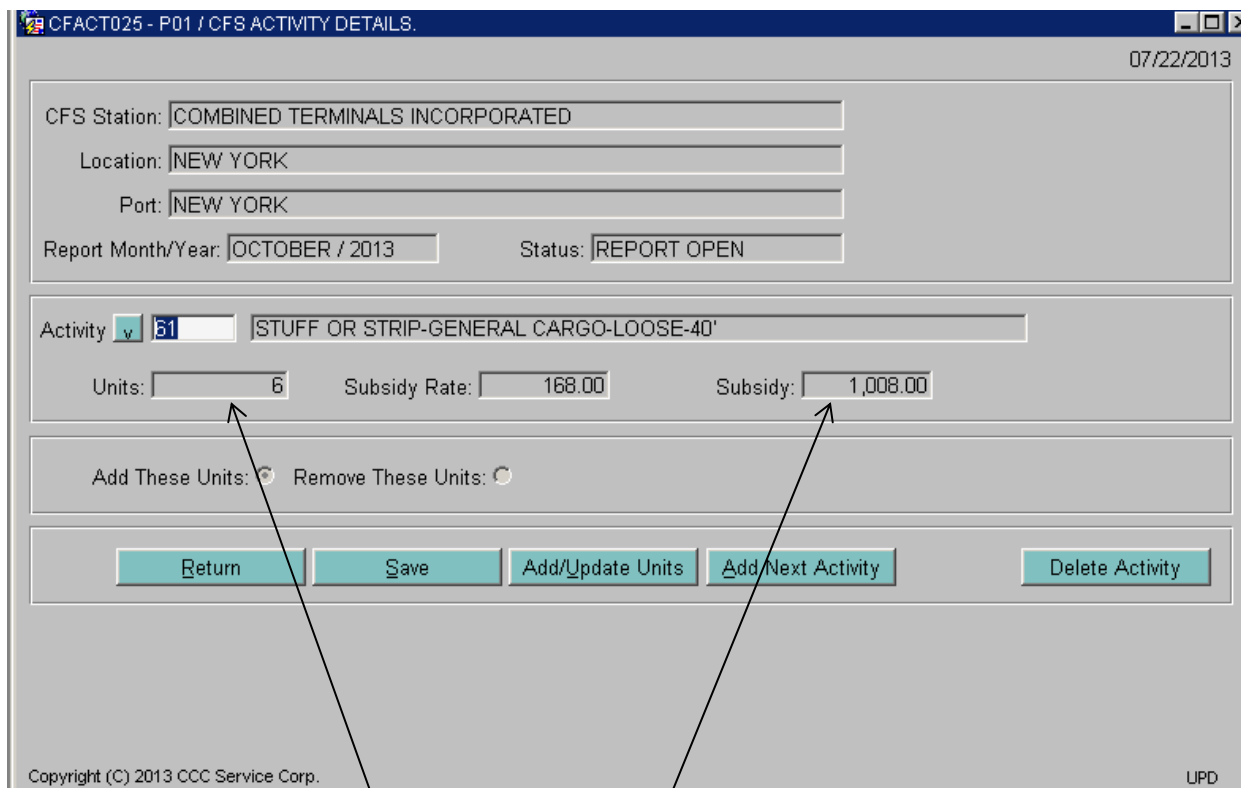**CFACT025 - P01 / CFS ACTIVITY DETAILS.**   07/22/2013

CFS Station: COMBINED TERMINALS INCORPORATED

Location: NEW YORK

Port: NEW YORK

Report Month/Year: OCTOBER / 2013   Status: REPORT OPEN

Activity [v] 31   STUFF OR STRIP-GENERAL CARGO-LOOSE-40'

Units: 6   Subsidy Rate: 168.00   Subsidy: 1,008.00

Add These Units: ◉   Remove These Units: ○

[Return] [Save] [Add/Update Units] [Add Next Activity]   [Delete Activity]

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After saving your data your options are to choose Add Next Activity and repeat the above listed process, choose Add/Update Units if you feel you made an error you need to correct, or return to the first screen you encountered with your CFS ID, Report Month/Year, along with a summary recap of all activity you entered to this point. The rest of the process has not changed and you can refer to the beginning of this user manual starting on page 11.

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For questions or training call:

- Administrator at CCCSC(732) 404-3106
- If the Administrator is unavailable to accept your call, please call: Joseph Marino at CCCSC (732) 404-3112
- Phone support is available from 8:30AM through 4:30PM Monday through Friday
- For the yearly list of holidays please logon to: www.cccscweb.net and open the Holiday schedule section
- This manual is published on www.cccscweb.net under Training Link

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