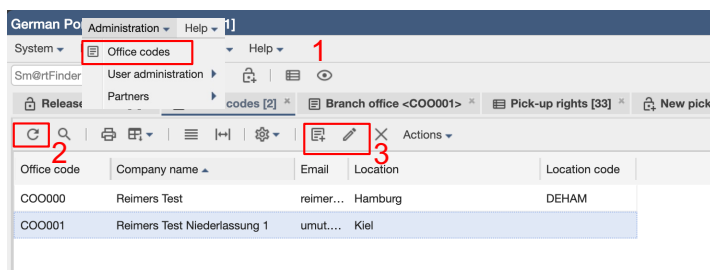


How do Sub-branches work?

Administration of Office codes

1. Open the drop-down menu **Administration** and click on **Office Codes**. A new tab called **Office Codes** will open.
2. If no entries are displayed, click **Update** in the shortcut menu.
3. To edit an office code, right-click on an entry and select **Edit**, or select the entry and click Edit in the shortcut menu. To create a new branch, **click Create Office Entries** in the shortcut menu.
4. A new tab will open where you must fill in all fields marked in red. Click OK to save your entry.



Creating a pick-up right for a specific branch

1. Navigate to **Release** and select **New Pick-Up Right**.
2. A new tab called **New Pick-Up Right** will appear, showing several data fields.
3. Fill in all **mandatory fields** (marked in red): Container Number, Bill of Lading Number and Terminal
4. In the field **Shipowner**, select your own (carrier) branch code from the drop-down menu.
5. Optionally, you can enter additional details in the white fields.
6. Lastly, click **OK** to save the new pick-up right.

Viewing the pick-up rights of a specific branch

1. Ensure that your user account has the necessary permissions to view branch-specific pick-up rights.
2. To check permissions, go to **Administration** → **User Administration** → **User**.
3. In the user overview, you can see which German Ports IDs are allocated to each user. These IDs define which pick-up rights can be viewed.
4. As an admin user: To adjust permissions, select a user and click **Edit**.
5. A new tab opens called User, **opt in or out** of the specific IDs as needed.
6. Once permissions are updated, you will be able to view the pick-up rights of the selected branch.