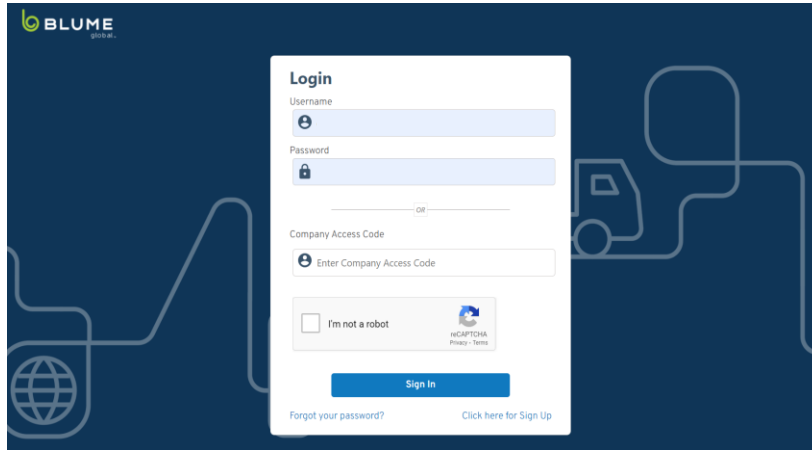


Title Account: How to book containers in ICTSI NaviGate

PROCEDURE:

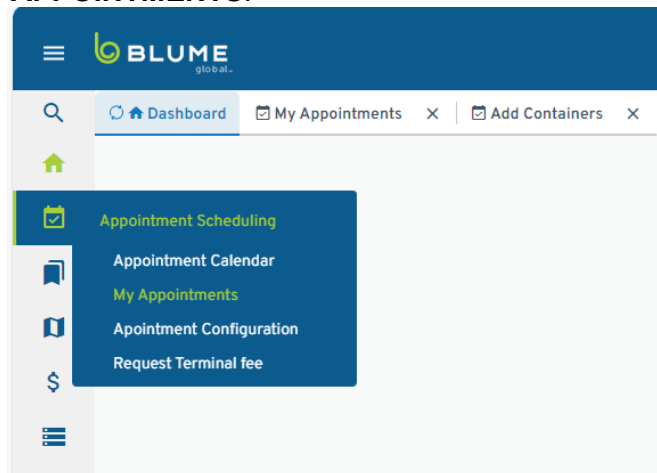
A. Booking via the Watchlist Method

1. Login to your NaviGate account at <https://apps.blumesolutions.com/cas/login>.

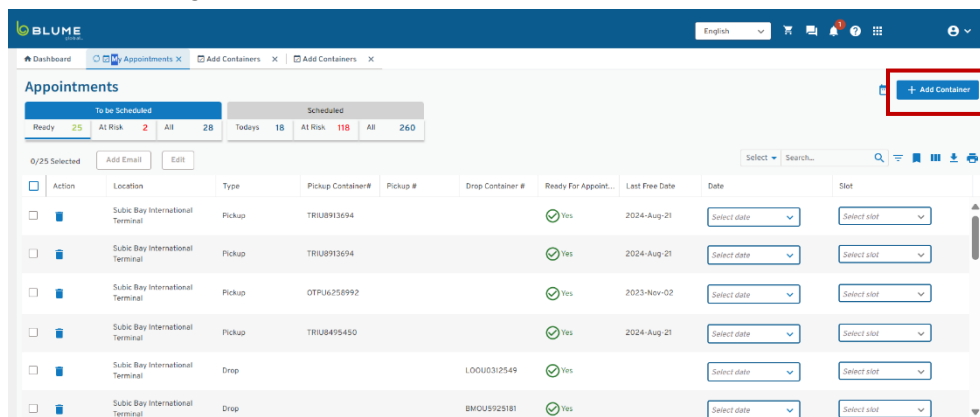


The image shows the BLUME Login page. It features a dark blue background with a white login form in the center. The form has fields for Username, Password, and Company Access Code. There is a 'Sign In' button at the bottom of the form. Below the 'Sign In' button, there are links for 'Forgot your password?' and 'Click here for Sign Up'. A CAPTCHA challenge is also present, asking the user to 'I'm not a robot'.

2. From the left side menu, click on **APPOINTMENT SCHEDULING** and click **MY APPOINTMENTS**.



3. In the upper right-hand corner of the screen, click **ADD CONTAINER**.



The image shows the BLUME Appointments page. The page has a header with the BLUME logo and a navigation bar. The main content area is titled 'Appointments' and contains a table of appointments. The table has columns for Action, Location, Type, Pickup Container#, Pickup #, Drop Container #, Ready For Appointment, Last Free Date, Date, and Slot. The 'Add Container' button is highlighted in the top right corner.

Action	Location	Type	Pickup Container#	Pickup #	Drop Container #	Ready For Appointment	Last Free Date	Date	Slot
☐	Subic Bay International Terminal	Pickup	TRIU8913694			Yes	2024-Aug-21	Select date	Select slot
☐	Subic Bay International Terminal	Pickup	TRIU8913694			Yes	2024-Aug-21	Select date	Select slot
☐	Subic Bay International Terminal	Pickup	OTU6258992			Yes	2023-Nov-02	Select date	Select slot
☐	Subic Bay International Terminal	Pickup	TRIU8495450			Yes	2024-Aug-21	Select date	Select slot
☐	Subic Bay International Terminal	Drop			LOOU0312549	Yes		Select date	Select slot
☐	Subic Bay International Terminal	Drop			BMOU5925181	Yes		Select date	Select slot

APPOINTMENTS:

- **Ready** – shows the containers that are available and ready to be scheduled.
- **At Risk** – displays containers with last free day of storage within the next 24 hours or earlier.
- **All** – lists every container added to the watchlist that is pending an appointment.

4. Fill in the required details (marked with *), add the Container number/s and BOL/Booking Number, then click **SUBMIT**.

Dashboard | My Appointments | Add Containers X

Add Containers

Enter Details

Location*
Subic Bay International Terminal

Office*
OLO

Appointment Type*
Drop

Move Type*
Export Empty

Enter Container(s)* Max 20 containers are allowed
KGGH7749558
Enter Container no(s), comma separated

Containers

Container Number: KGGH7749558

Booking Number*
LEND4156

Submit Clear

5. In the pop-up window, click **GO TO WATCHLIST**.

Added to Watchlist

Following entries were added successfully.

KGGH7749558

Go to Watchlist Close

6. You will be redirected to the **Appointments** page or Watchlist. From the list, look for the container number that you added and choose your preferred **DATE** and **SLOT** from the drop-down menus.

BLUME

English

Dashboard | My Appointments | My Appointments X | Add Containers X | Add Containers X

Appointments

To be Scheduled: Ready 24, At Risk 2, All 27 | Scheduled: Todays 18, At Risk 120, All 260

0/27 Selected | Add Email | Edit

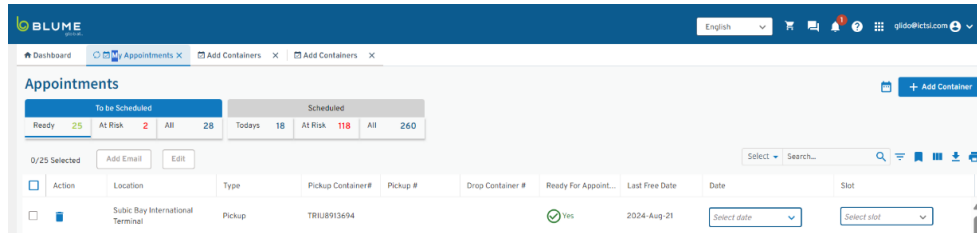
Select Search...

Action	Location	Type	Pickup Container#	Pickup #	Drop Container #	Ready For Appointment	Last Free Date	Date	Slot
☐	Subic Bay International Terminal	Drop			KGGH7749558	Yes		2024-Aug-15	Select slot
☐	Subic Bay International Terminal	Drop			BKLL8574944	No		2024-Aug-16	Select slot
☐	Subic Bay International Terminal	Pickup	OTPU6258992			Yes	2023-Nov-02	2024-Aug-17	Select slot

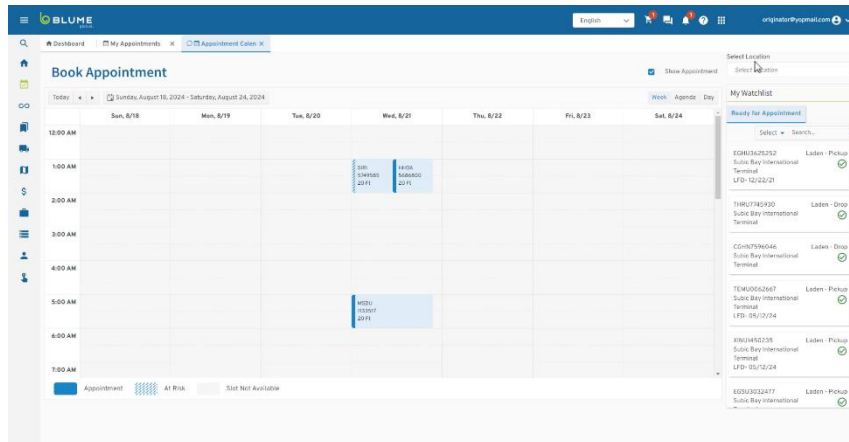
B. Booking via Drag-and-Drop (Appointment Calendar Method)

NOTE: First complete Steps 1–4 from Section A, then proceed here.

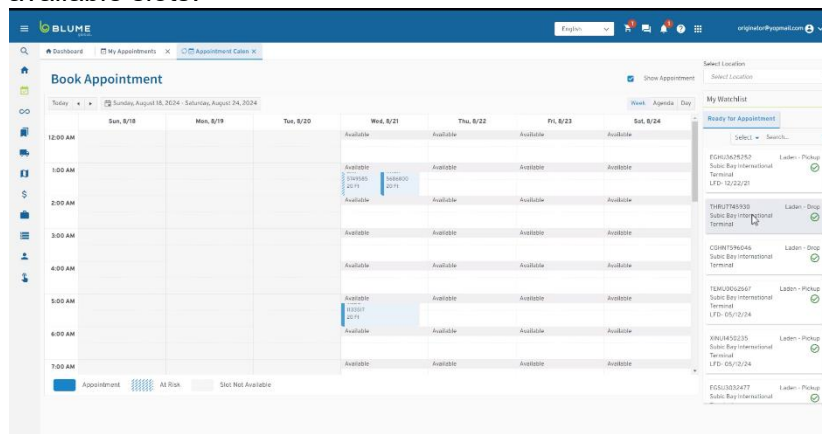
1. Click the **Calendar icon** in the upper right corner to open the **Appointment Calendar** tab.



2. Use the **Select a Location** filter (right side) to narrow the calendar view to a specific site. Below this filter, you will see a list of **containers ready for appointment**.



3. Click on the container you wish to schedule. The calendar will refresh to display the available slots.



TIP: Calendar's color-coding reference can be found at the lower left corner of your screen.

4. **Drag and drop** your container into your preferred time slot.

- After choosing your preferred slot/s, select a **Motor Carrier** from the drop-down list, then click on **SUBMIT**.

NOTES:

- Your **Trucking Company / Motor Carrier** must be registered in the system before you can add them as a Partner and select them from the drop-down list.
- Double-check that all appointment details are accurate before clicking **SUBMIT**.

- A prompt will confirm that your appointment was successfully created. The **Authorize Terminal Fee** window will appear:

- Click **PROCEED** to pay the terminal fee now.

- Click **CANCEL** to pay later—you'll be redirected to the Watchlist with the container status set to **CONFIRMED**.

NOTE: The window appears only for BCO and LSP users, as only they can make the payment at this time.