NORTHPORT (Malaysia) BHD



NAVIS N4

KTM Rail/Train

Basic
User's Guide

ISD NORTHPORT

By Marina – October 2026

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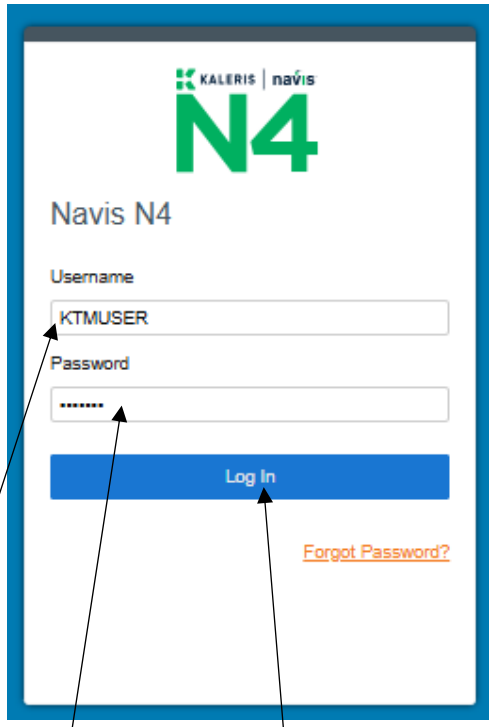
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A) User Account

I. User Log in

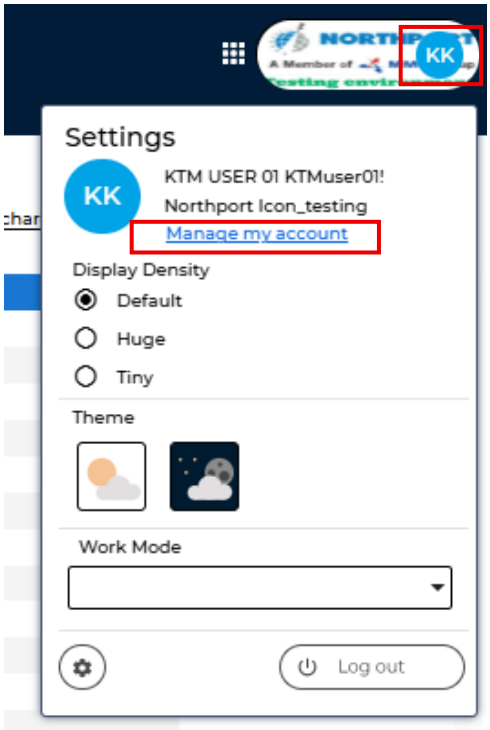
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



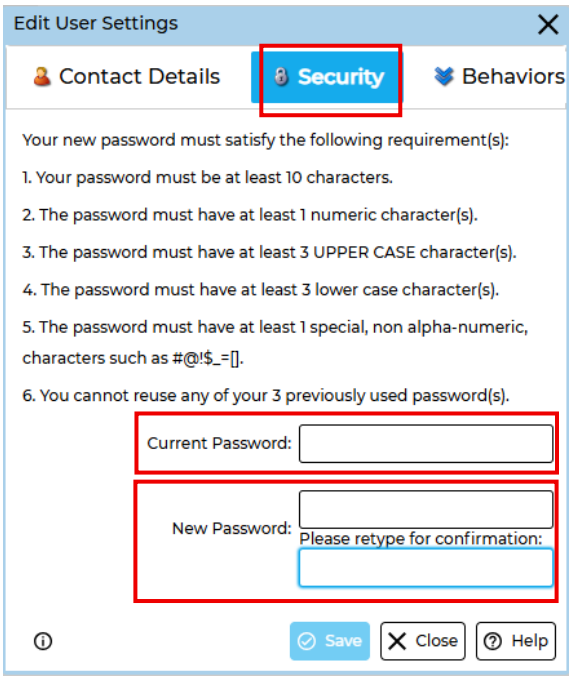
Fill in “**User ID**”, “**User Password**” & click “**Log-in**”

II. Change Password

1) From the **Menu**, click the **logo**
2) The **Settings** menu will appear > Click **Manage My Account**

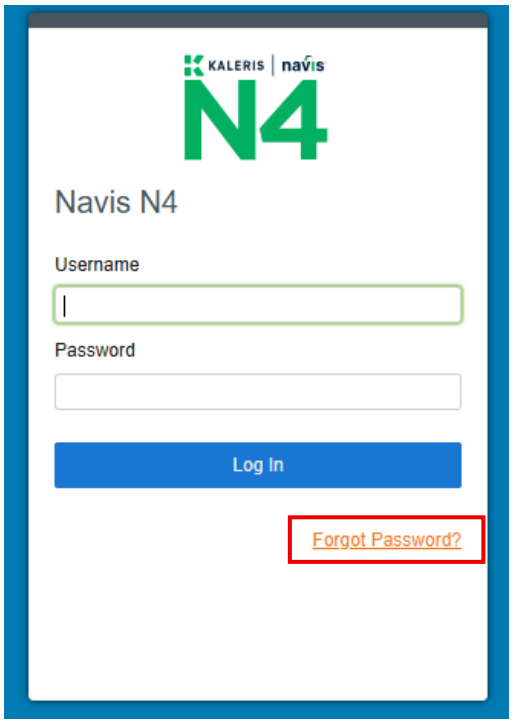


3) Click **Security**
4) Enter your **current password**
5) Enter a **new password** > Click **Save**

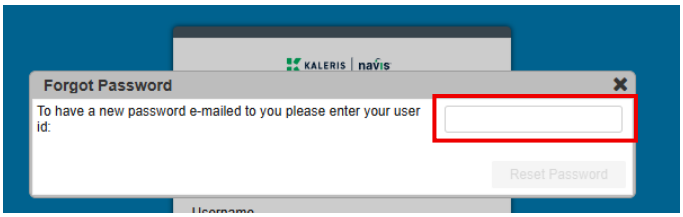


III. Forgot Password

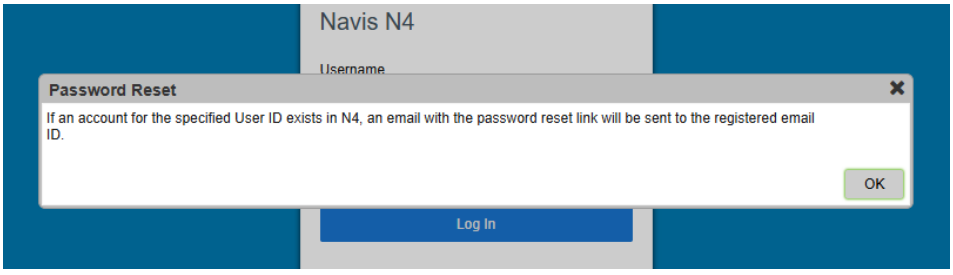
1) From the **Homepage**



2) Click **Forgot Password** > Enter **User ID**



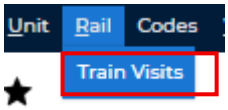
3) A password **reset link** will be sent to your **registered email address**.



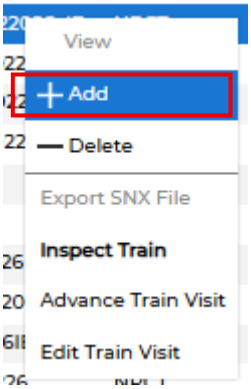
B) Rail

I. Train Visits – Add

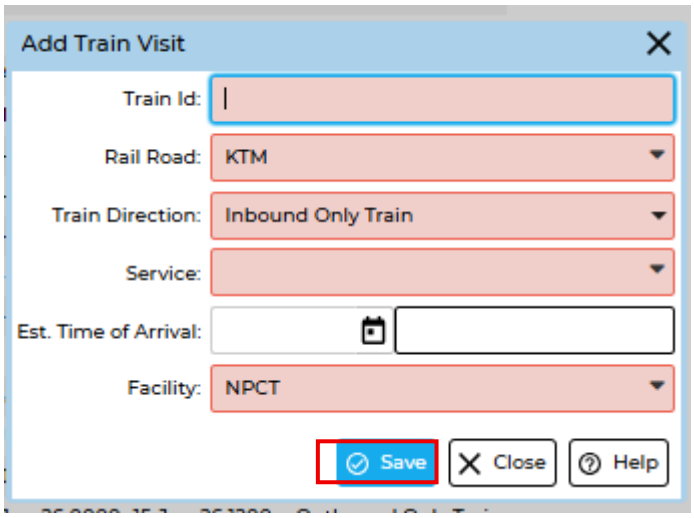
1) From Main Menu > Select **Rail** > click **Train Visits**



2) **Right click** at the selected visit and select "**+ Add"**

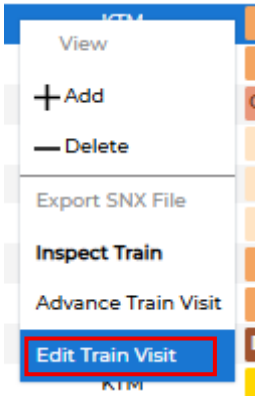


3) Fill the mandatory fields (Highlighted in red) **and** click **Save**

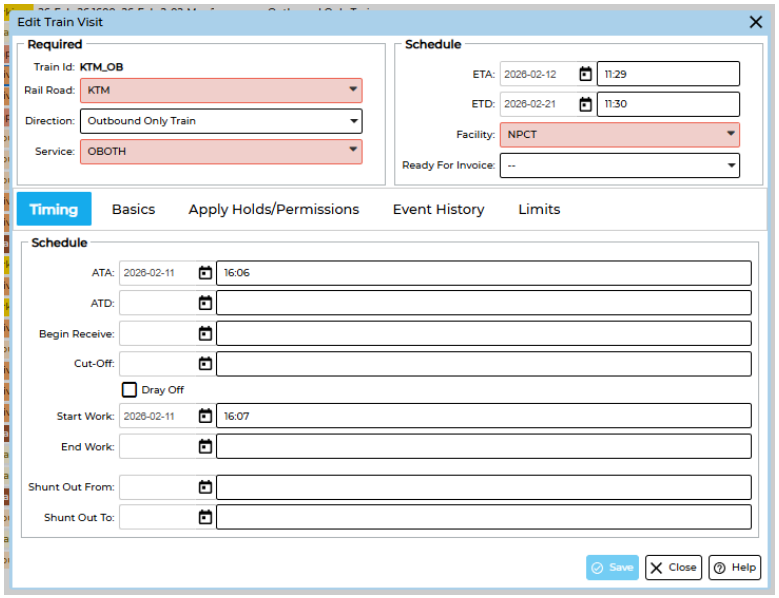


II. Train Visits – Edit

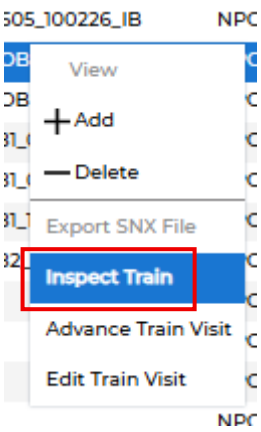
1) **Edit Train Visit** – **Right click** at the selected visit and select **Edit Train visit**



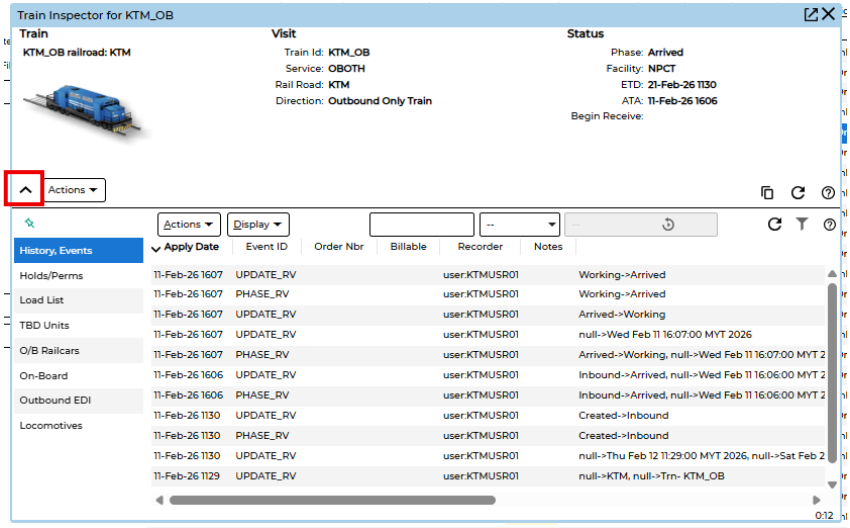
2) **Edit** the required fields > click **Save**



3) **To View Train Visit** – Right-click a train visit > **Inspect Train**

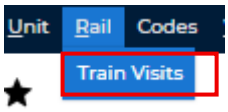


4) Train visit details will be displayed as below

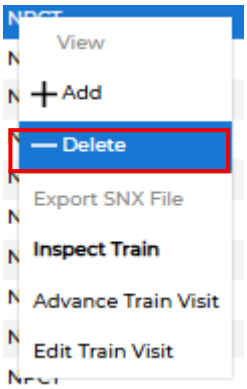


III. Train Visits – Delete

1) From Main Menu > Select **Rail** > click **Train Visits**

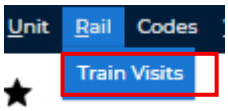


2) **Right click** at the selected visit and select "**Delete"**

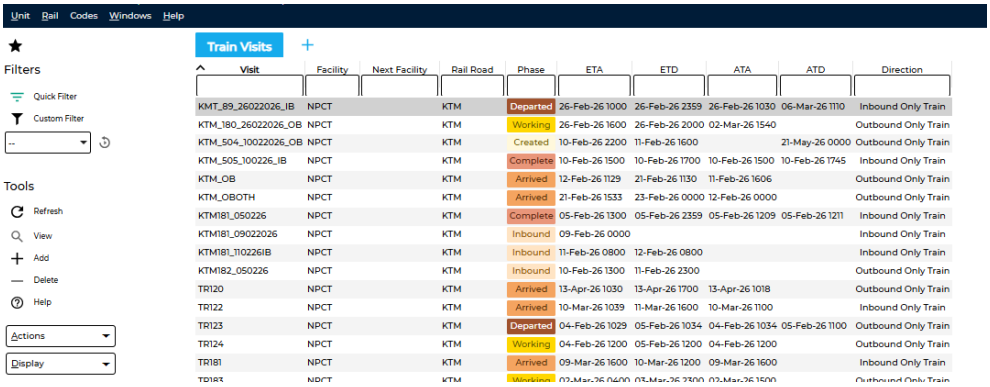


IV. Train Visits – Advance Train Visit

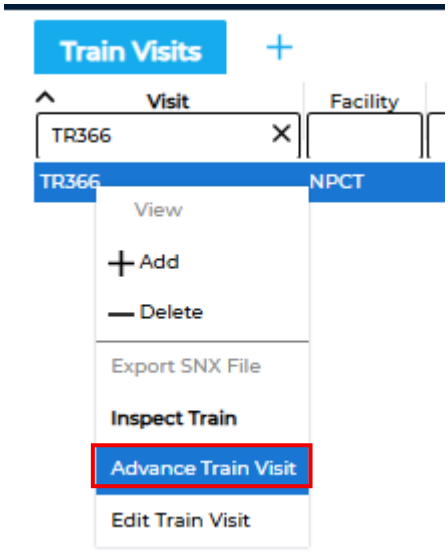
1) From Main Menu > Select **Rail** > click **Train Visits**



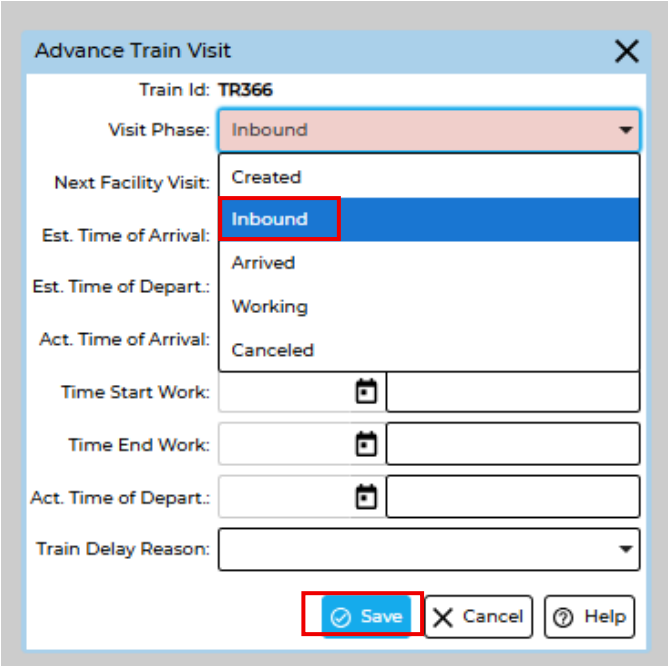
2) The system will display a list of train visits on the screen



3) **Advance Train Visit** - **Right click** at the selected visit and select **Advance Train visit**



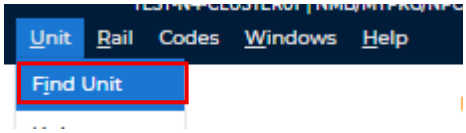
4) Click the **Visit Phase** > Select **Inbound and** click **Save**



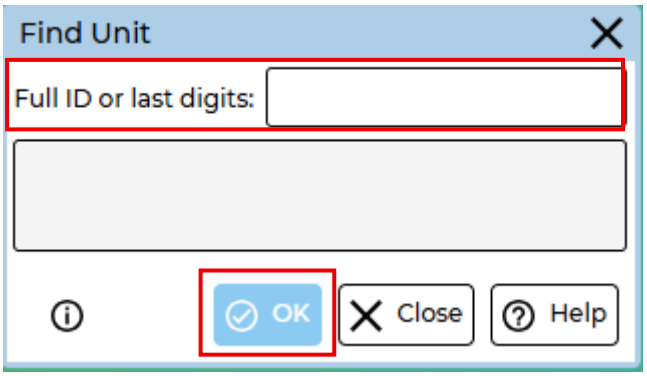
C) Unit (Container Number)

I. Find Unit (*Container Query*)

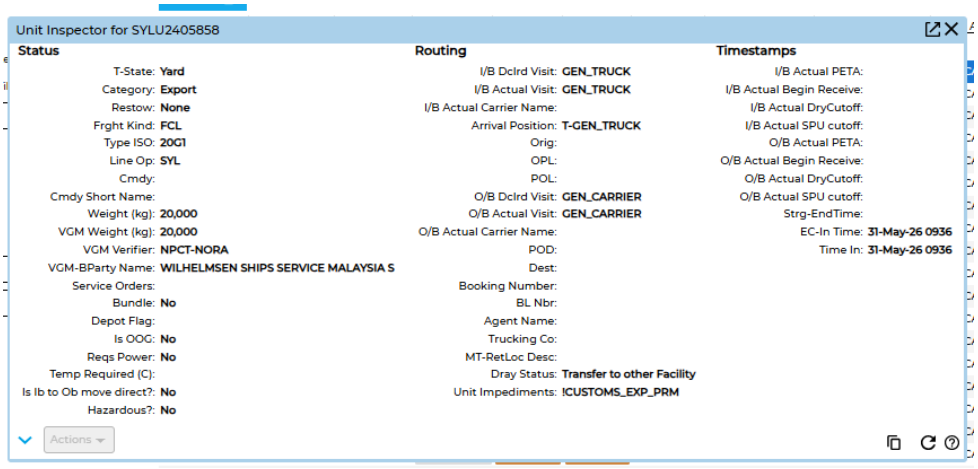
1) From Main Menu > **Unit** > click **Find Unit**



2) Fill in the **Unit Number** > Click **OK**

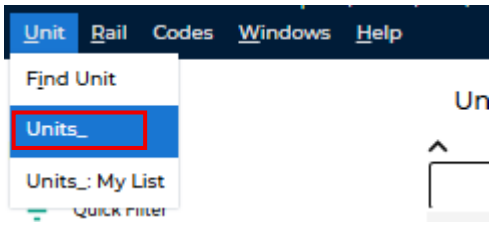


3) The details will be displayed as shown below

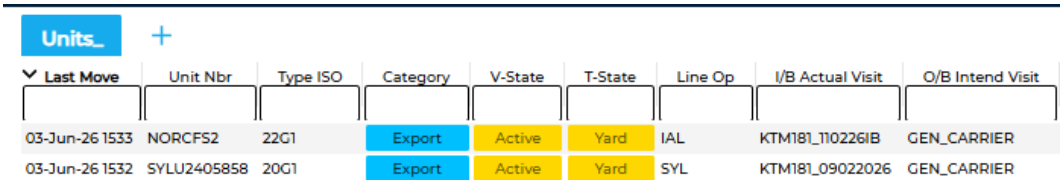


II. Units (*Container List*)

1) From Main Menu > **Unit** > click **Units**

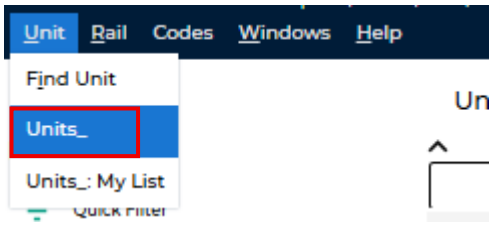


2) A list of Unit will be displayed as per below

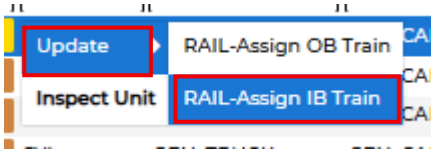


III. RAIL – Assign IB Train

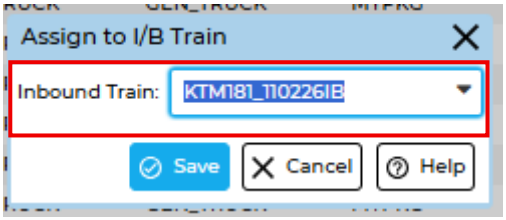
1) From Main Menu > Select **Unit** > click **Units**



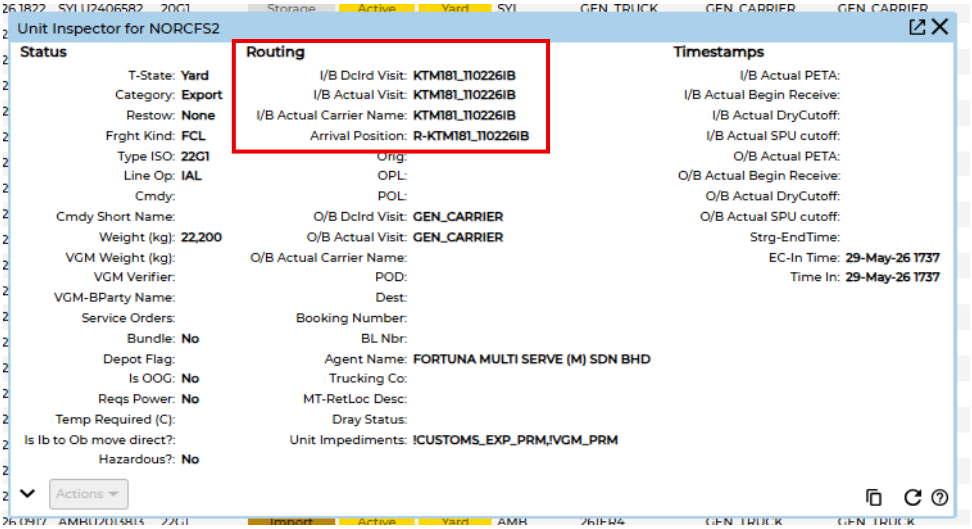
2) Right-click the selected **Unit number** > **Update** > click **RAIL-Assign IB Train**



3) Fill in **Inbound Train** > Click **Save**

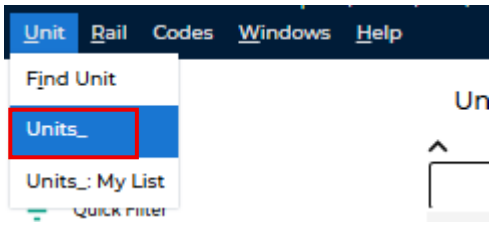


4) Right Click the unit >> select **Unit Inspect** to view the details

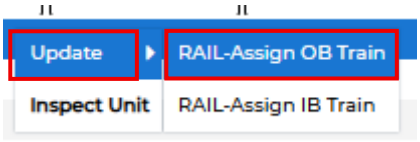


IV. RAIL – Assign OB Train

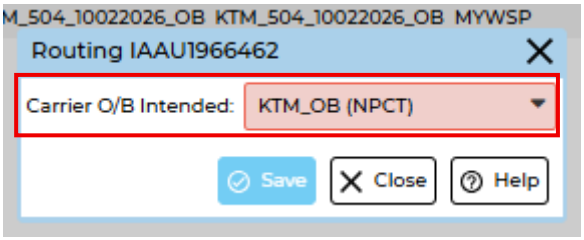
1) From Main Menu > **Unit** > click **Units**



2) Right-click the selected **Unit Number** > **Update** > click **RAIL-Assign OB Train**



3) Fill in **Carrier O/B Intended** > Click **Save**



5) Right Click the unit > select **Unit Inspect** to view the details

