

CTCS Security Controls

Please fill on the blanks below and cross on the box on which you are authorized to have access. After filing up the form, please let your manager-in-charge sign, and submit to person-in-charge of information security.

Name of the user:	
Effective Date:	
Position:	
Section / Dept.:	
Job Function:	
Emp. ID:	

CTCS Main Menu

- ☐ 1. Orders
- ☐ 2. Container information
- ☐ 3. Vessel/barge/rail operations
- ☐ 4. Gates
- ☐ 5. Dispatch Utilities
- ☐ 6. RDT simulator
- ☐ 7. Special operations
- ☐ 8. Reporting
- ☐ 9. Basic data
- ☐ 10. Work with printers
- ☐ 11. Customs

Orders: (1)

- ☐ 1. Booking (EMPTY OUT / FULL IN)
- ☐ 2. FULL OUT order
- ☐ 3. EMPTY IN order
- ☐ 4. Container announcement
- ☐ 5. General orders
- ☐ 6. Blocking instruction
- ☐ 7. Deny access instruction
- ☐ 8. Discharge order
- ☐ 9. Load order

- ☐ 10. Release instruction
- ☐ 15. Special orders
- ☐ 16. Deblocking instruction
- ☐ 17. Passing instruction

Vessel/Barge/Rail Operation: (3)

Vessel

- ☐ 1. Calls
- ☐ 2. Discharge
- ☐ 3. Loading

Rail

- ☐ 21. Calls IN
- ☐ 22. Discharge
- ☐ 23. Discharge general call
- ☐ 31. Calls OUT
- ☐ 32. Loading
- ☐ 33. Loading general call
- ☐ 41. Available wagons

Gates: (4)

- ☐ 1. Gate IN Truck
- ☐ 2. Gate OUT Truck

Dispatch Utilities: (5)

- ☐ 1. Truck visits
- ☐ 2. RDT tasks
- ☐ 4. Problem logging
- ☐ 5. Assign dispatch MSGQ
- ☐ 6. Stock empty containers
- ☐ 7. Container information management
- ☐ 11. Position Registration

RDT Simulator: (6)

- ☐ 1. P-check truck
- ☐ 2. P-check discharge VS/BG/RL
- ☐ 3. P-check stuf./unstuf./adjacent term
- ☐ 4. Partial P-check truck
- ☐ 5. Registration loading VS/BG/RL
- ☐ 6. Yard check
- ☐ 7. Rail registration
- ☐ 8. Transporter
- ☐ 9. Special Handlings
- ☐ 10. Container registration

Special Operations: (7)

- ☐ 1. Quick gate
- ☐ 2. Stuffing
- ☐ 3. Unstuffing

- ☐ 4. Special handling actions
- ☐ 5. IN from adjacent terminal
- ☐ 6. OUT to adjacent terminal
- ☐ 7. Bundle

Reporting: (8)

- ☐ 2. Standard reports VS
- ☐ 3. Standard reports BG/RL
- ☐ 4. Standard reports miscellaneous
- ☐ 5. Optional reports
- ☐ 6. Schedule reports

Special Privileges: For these options, approval also require by Finance Department by counter sing.

- ☐ 1) **4=Delete** (Option in Menu **REGBEH** - Unit information: handlings)
- ☐ 2) **4=Delete** (Option in Menu **ORDOVZ** - ORDER: reference overview)
- ☐ 3) **17=Gate Billing** (Option in Menu **ORDOVZ** - ORDER: reference overview)
- ☐ 4) **4=Delete** (Option in Menu **OVZORD** - ORDER: overview detail lines)

I, _____, acknowledge that I have access to above indicated functions in CTCS.

I agree that I will obtain, use or disclose such data only in connection with the performance of my official duties solely for authorized purposes. And I will never ever share my credentials as well, will inform to IT dept. before leaving on Vocation / Exit.

Requested By (User Sign)

Manager-in-Charge

IAO (Information Asset Owner)

ICT Manager

Created & Assigned By
IAC (Information Asset Custodian)