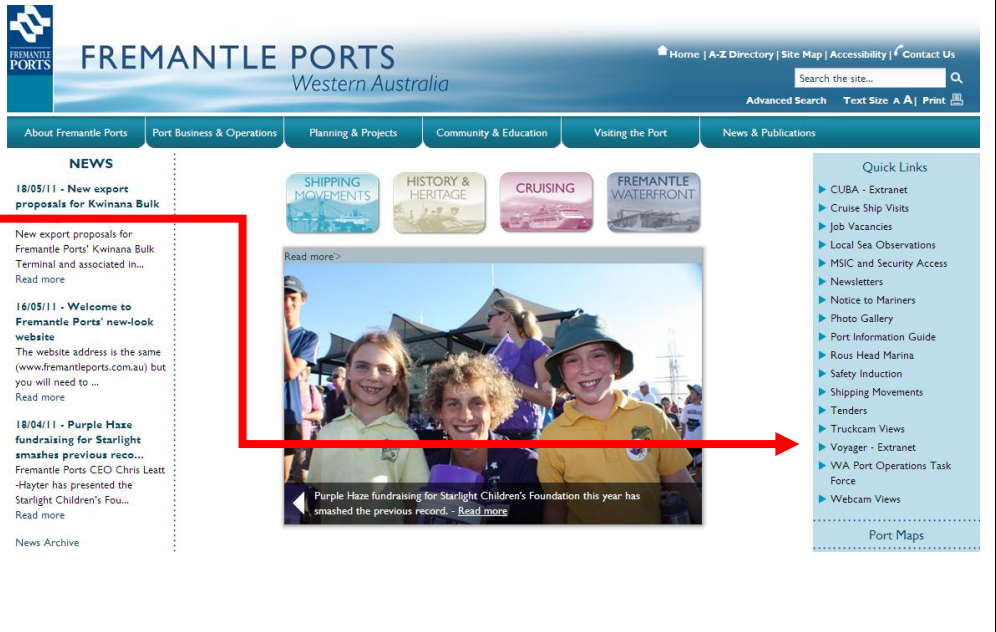
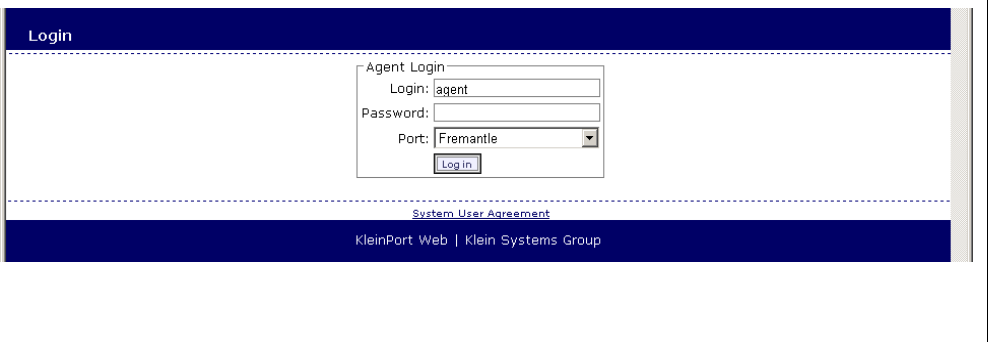


	<h1>VOYAGER HELP SHEET 2</h1> <h2>How to add a visit and movements</h2>	<p>Application : <b>Voyager</b></p> <p>Release Date : <b>May 2010</b></p>
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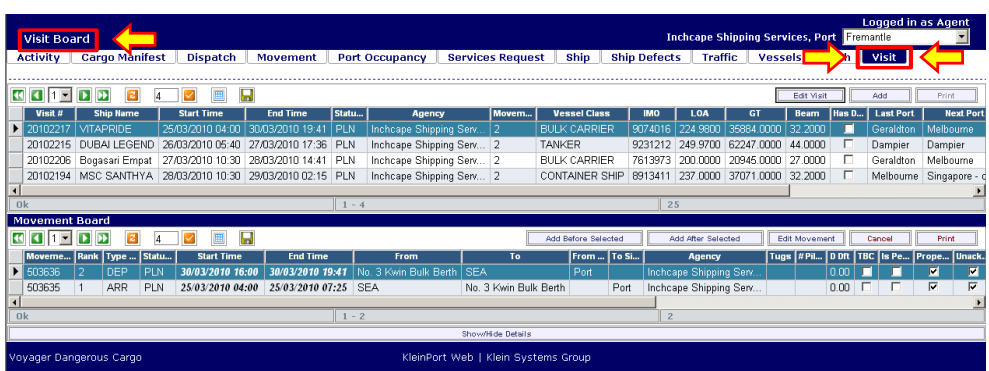
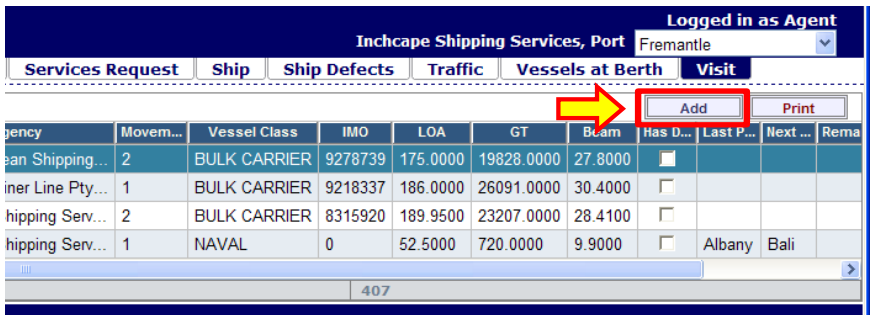
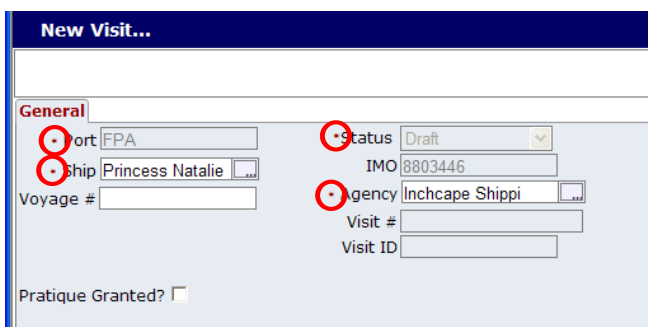
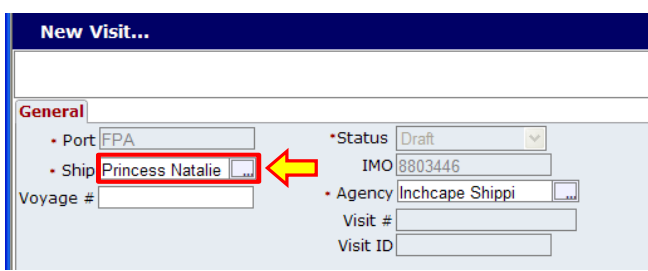
There are 4 PowerPoint presentations that provide a detailed introduction to the main functions in Voyager.

These presentations should be viewed in order from 1 to 4.

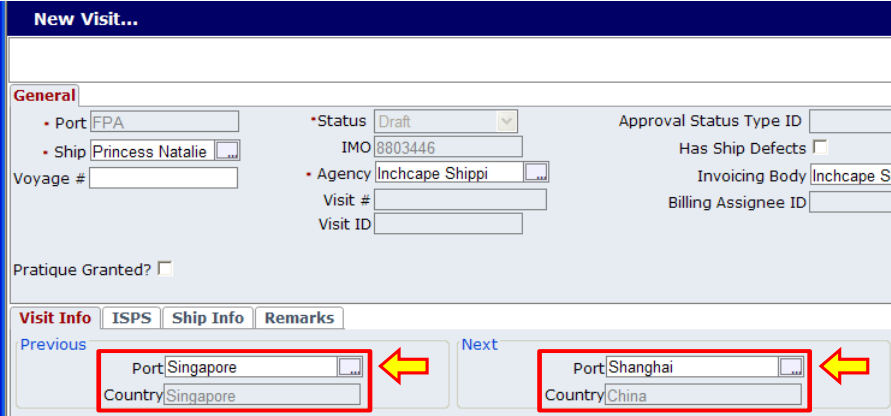
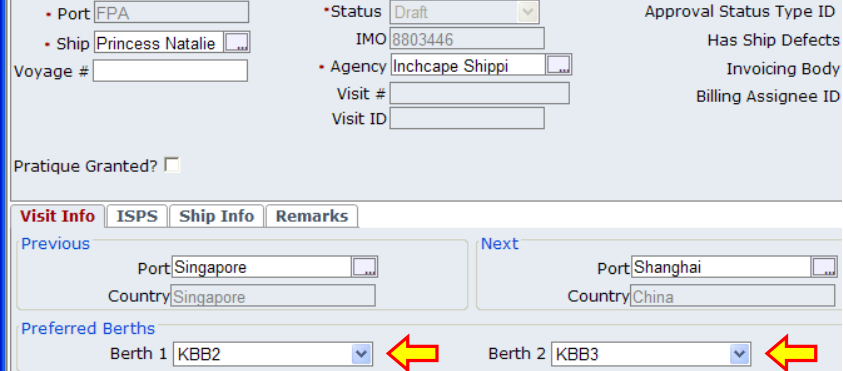
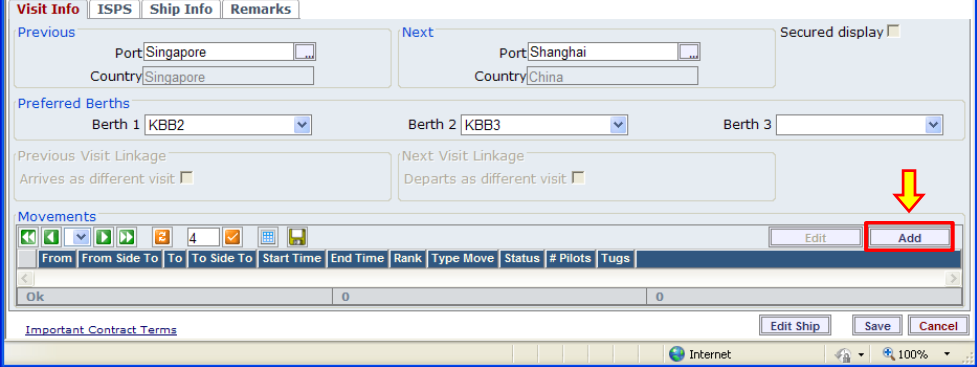
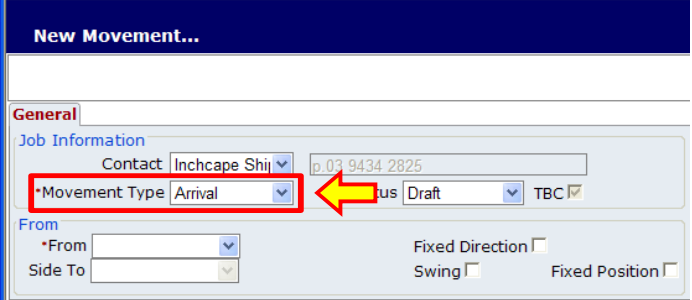
Each of the 4 presentations has a corresponding Help Sheet, (like this one), that has been designed to be printed, then used as a desk-side reference while you're working in Voyager.

Steps	Screen Shots
<p>Access Voyager via the Fremantle Ports website at <a href="http://www.fremantleports.com.au">www.fremantleports.com.au</a></p> <p>Use the <b>Quick Links</b> to Voyager located on the right hand side.</p>	
<p>Provide your <b>“Login”</b> user name and <b>“Password”</b> to login to Voyager.</p> <p><b>Note:</b> Passwords are case-sensitive you may need to check if CAPS lock is off.</p>	

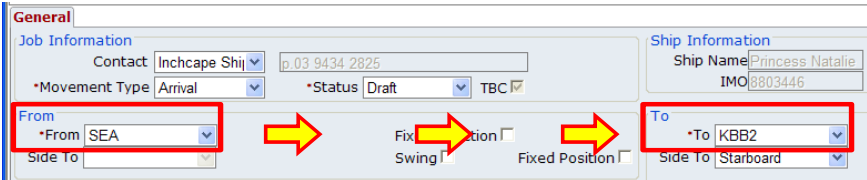

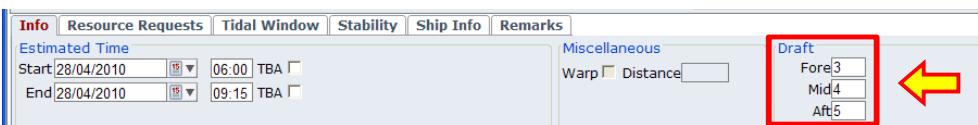
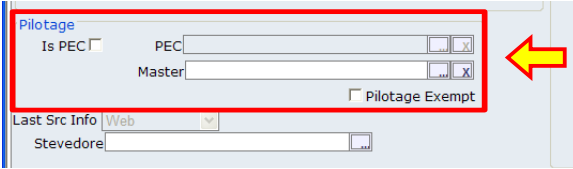

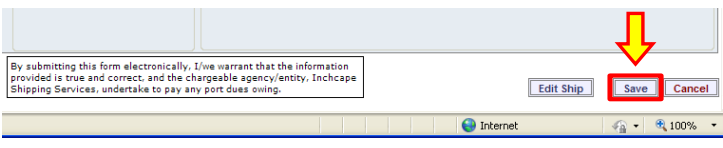
## Voyager Help Sheet 2 – How to add a visit and movements

Steps	Screen Shots
<p>The <b>Visit Board</b> is the first page you'll be presented with.</p> <p>For shipping agents, this is your main area for managing visit and movement details.</p> <p>You can also manage requests for services such as tugs, lines, mooring, pilot &amp; pilot boat and activities such as fresh water, hot works, bunkering, repairs, etc.</p>	
<p>To add a new visit click the <b>Add</b> button located in the top right-hand corner of the screen.</p>	
<p>Fields marked with a small red asterisk are mandatory fields and cannot be left empty.</p>	
<p>Type the ship's name in here or you can click on the lookup '...' button and search for the vessel name.</p> <p>If the vessel is not in the list you can click the <b>Add New Ship</b> button and retrieve from Lloyd's database the vessel's details.</p> <p>Refer to help sheet How do I <b>Add New Ship</b> in Voyager.</p>	

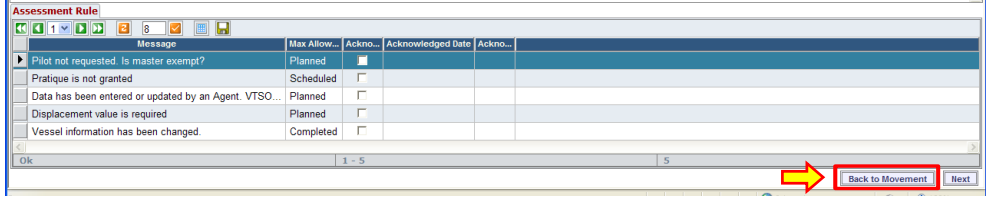
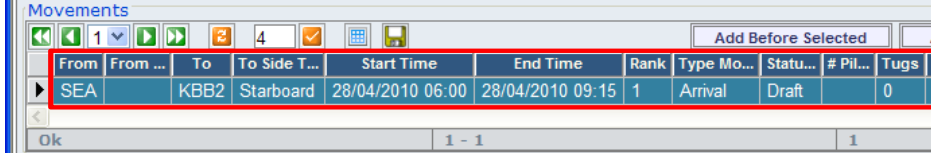
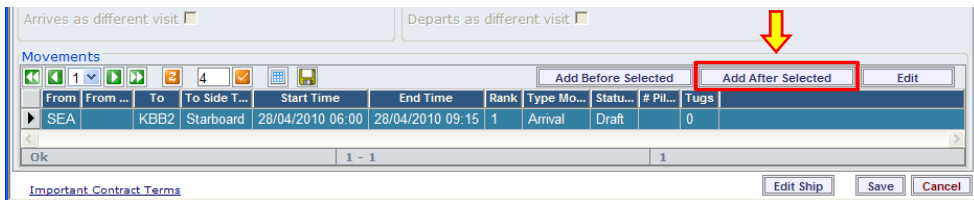
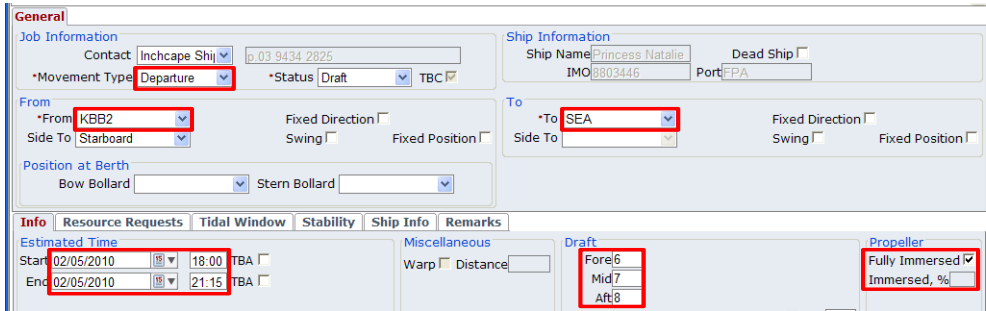
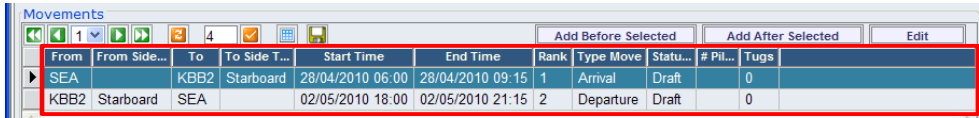
## Voyager Help Sheet 2 – How to add a visit and movements

Steps	Screen Shots
<p>Type in the name of the <b>Previous Port</b> and then type in the name of the <b>Next Port</b>.</p>	
<p>Choose a <b>Preferred Berth</b> or berths.</p>	
<p>There are usually at least 2 movements associated with any visit, an <b>arrival</b> movement and a <b>departure</b> movement.</p> <p>Next step is to add the first movement (arrival).</p> <p>Clicking on the <b>Add</b> button.</p>	
<p>“Arrival” will appear in the <b>Movement Type</b> box.</p> <p>This is the default, though it can be changed if required.</p>	

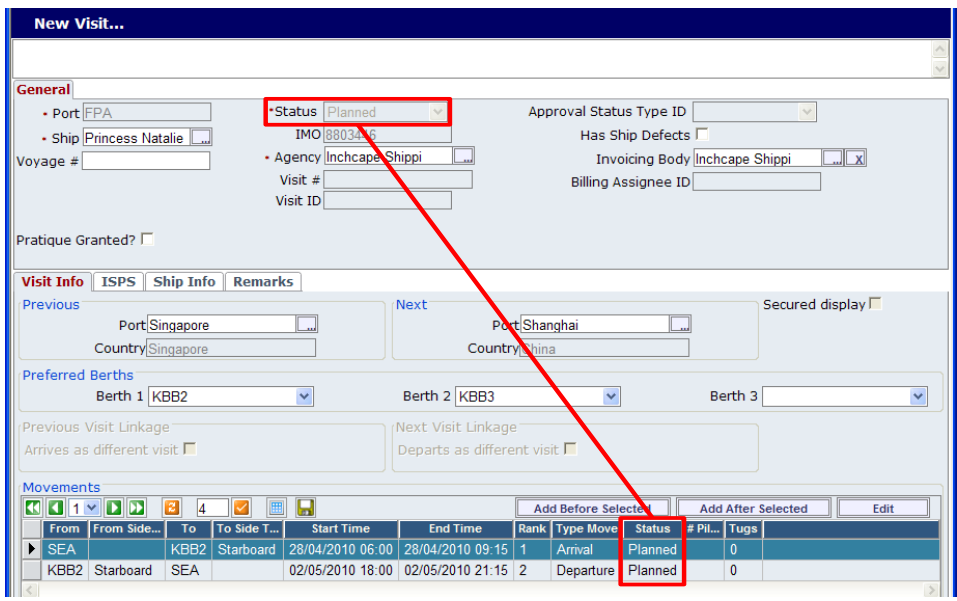
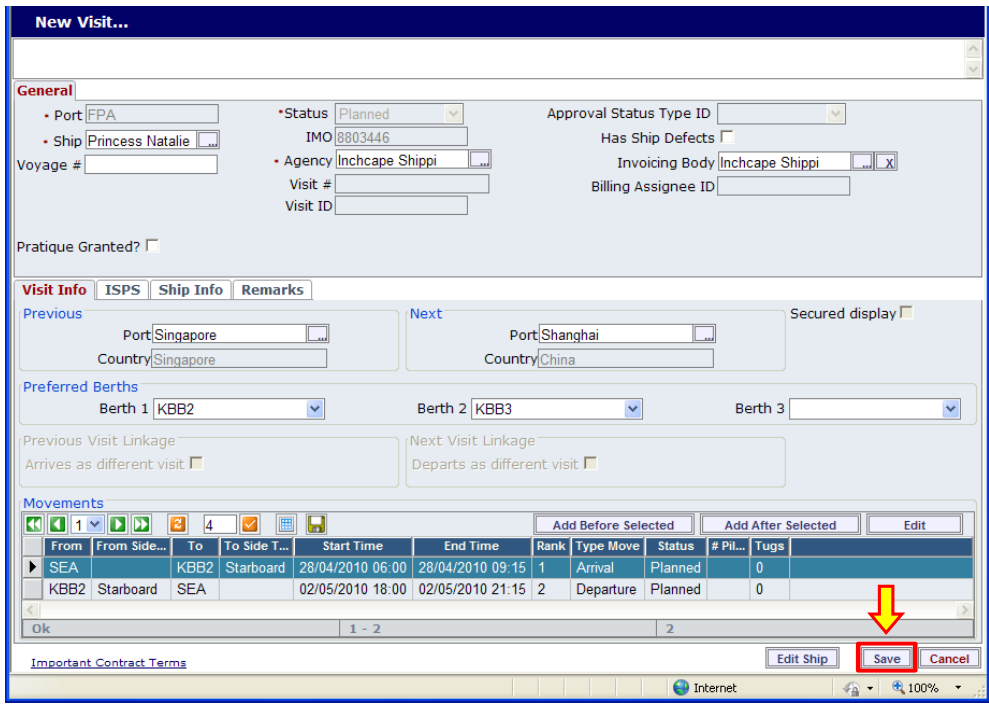
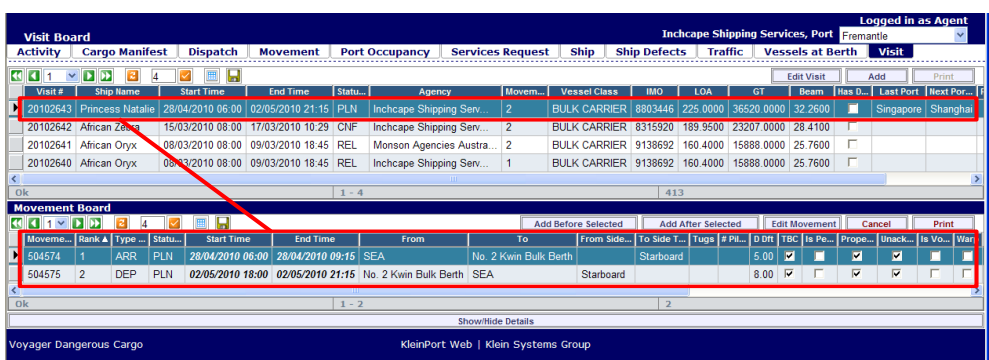
## Voyager Help Sheet 2 – How to add a visit and movements

Steps	Screen Shots
<p>The next step is to choose where the movement will be coming <b>From</b> and going <b>To</b>.</p> <p>In this example the vessel will be arriving from SEA and heading to the KBB2 berth.</p> <p>If an anchorage location is selected then Anchorage Reason must be entered.</p>	
<p>Enter in an <b>Estimated Start Date/Time</b> for the movement.</p> <p>The end time will be automatically calculated by Voyager.</p> <p><b>Note:</b> Start time entered is from Outer Pilot Ground for arrival movements regardless of Pilotage.</p> <p><b>Full Pilot</b> - arrival time will be time at OPG</p> <p><b>Normal Pilot</b> - arrival time will be time at IPG (difference off 45mins from OPG).</p>	
<p>Enter the <b>Draft</b> figures.</p>	
<p>This area is for selecting whether or not a movement has a master with a <b>PEC</b> (Pilot Exemption Certificate) or if the movement is a <b>Exempt Movement</b> e.g. a Gage Roads anchorage</p>	
<p>Click on the <b>Resource Requests</b> tab and select the required resource ie. Pilot, pilot boat, tug, mooring, lines boat.</p> <p>An overview is outlined in Presentation 4 and step by step instructions are found in Help Sheet number 4.</p>	
<p>Check the information you have added, then click the <b>Save</b> button, located in the bottom, right-hand corner of the screen.</p>	

## Voyager Help Sheet 2 – How to add a visit and movements

Steps	Screen Shots
<p>An <b>Assessment Rule</b> report could appear. You may need to click the <b>Back to Movement</b> button and make any corrections necessary to remove any error messages.</p> <p>When complete, click <b>Next</b>.</p>	
<p>The details for your new arrival movement will appear at the bottom of the new visit.</p>	
<p>Now you need to do a departure movement. Click the <b>Add After Selected</b> button.</p>	
<p>Fill in the form similar to what you did for the arrival movement, with the details as they will be at departure.</p> <p>For example, the draft figures will usually be quite different between arrival and departure.</p> <p>When you're finished and you've checked your information, click the <b>Save</b> button.</p>	
<p>Here are the 2 movements for the new visit, one arrival and one departure.</p>	

## Voyager Help Sheet 2 – How to add a visit and movements

Steps	Screen Shots
<p>Note that the Status for both the new visit and its movements are <b>Planned</b>.</p> <p>Note that a '<b>Planned</b>' visit is not 'set in stone'. You can still edit or cancel the visit should you need to.</p>	
<p>The final step is to save the visit. Click the <b>Save</b> button once. It is located down in the bottom, right-hand corner of the screen.</p>	
<p>Your new visit appears in the list with the other visits, and the new movements associated with your visit appear down the bottom.</p>	

## Voyager Help Sheet 2 – How to add a visit and movements

### Steps

You can edit either the visit or a movement by clicking their respective **Edit** buttons.

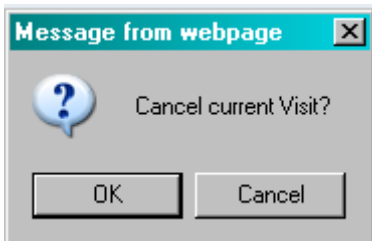
If a movement is **scheduled** and within 24 hours you are unable to make changes. Also if you want to change the Arrival and Departure Time to within 24 hours you will be unable to change yourself.

You must phone a Vessel Traffic Service Officer (VTSO) and ask them to make the change for you.

**Note:** You can still check Pratique Granted and add ALL activities within 24 hours.

To cancel a **planned** or **scheduled** visit (scheduled visit would need to be greater than 24 hours) select relevant Ship and click the **Edit Visit** button, then click the **Cancel Visit** button located down in the bottom, right-hand corner.

Below message will appear, select O.K.



The **Edit Ship** button allows you to add or update details about the vessel itself. The ship's details in the vessel database will be permanently updated.

### Screen Shots

**END OF PROCESS**