



HELP SHEET 3

How to add a "Resource Request"

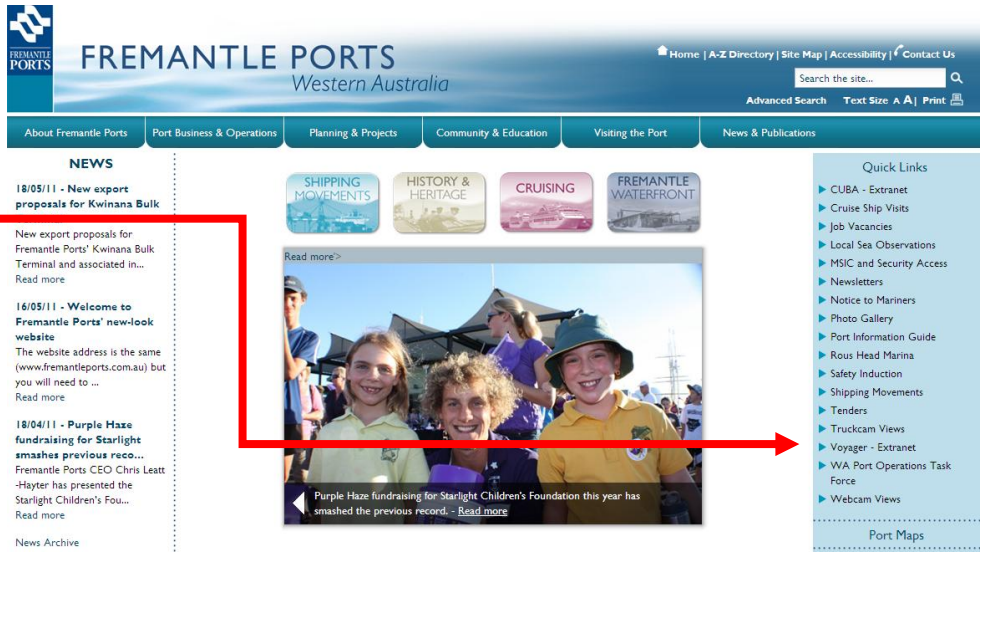
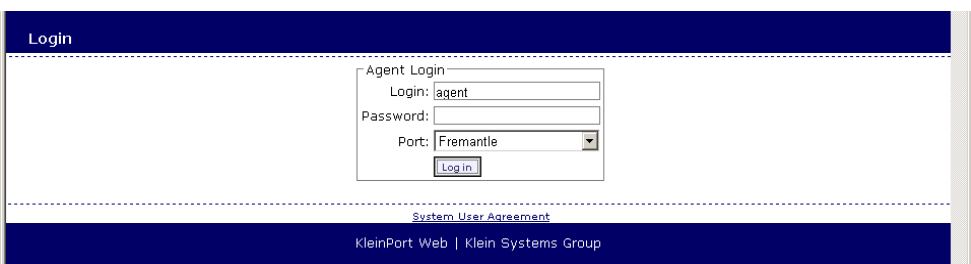
Application : Voyager

Release Date : May 2010

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 www.fremantleports.com.au</p> <p>Use the Quick Links to Voyager located on the right hand side.</p>	
<p>Provide your login 'user name' and 'password' to login to Voyager.</p> <p>Note that passwords are case-sensitive, so you may need to check if CAPS lock is off.</p>	

Voyager Help Sheet 3 - How to add a "Resource Request"

The **Visit Board** is the first tab you'll be presented with.

For shipping agents, this is your main area for managing visit and movement details.

You can also manage requests for services, (such as tugs, lines, mooring, pilot, etc), and activities, (such as fresh water, hot works, bunkering, repairs, etc).

This help sheet deals with the process for requesting services.

The next step is to click anywhere on the details for the visit you'd like to request services.

In this example I am using the *Bader III*.

Any movements for this visit will appear down the bottom.


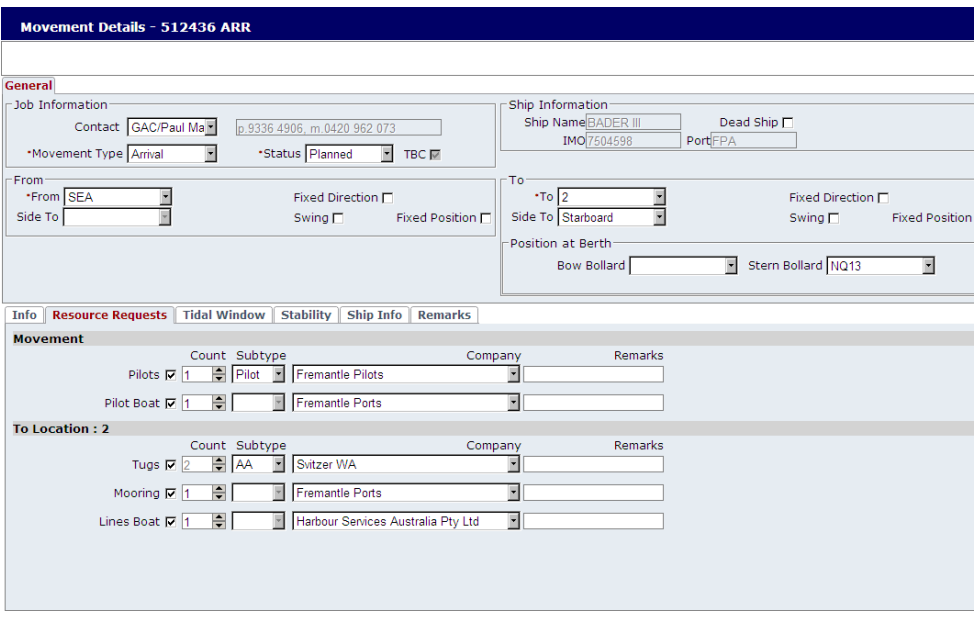
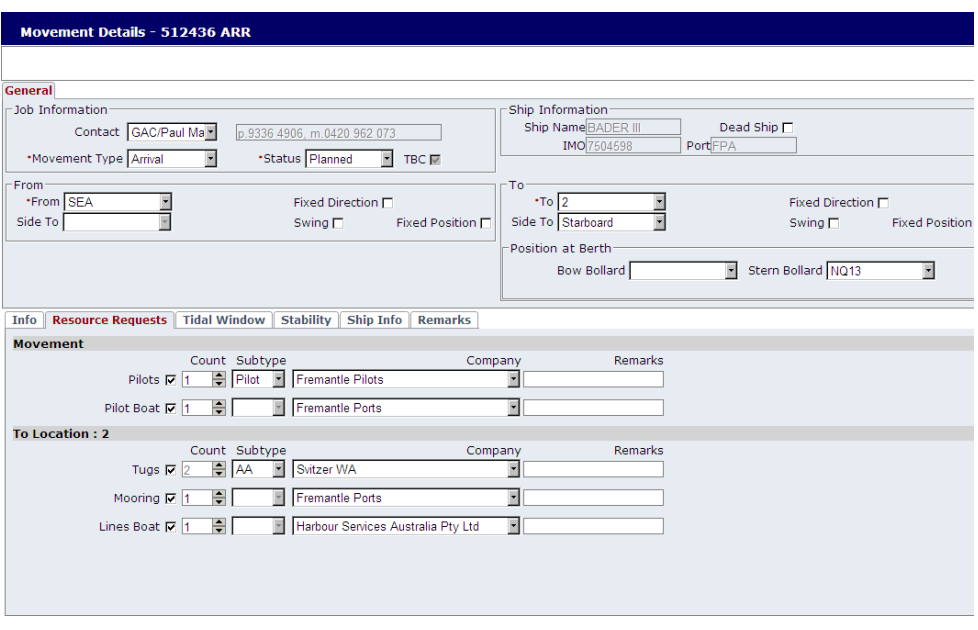

Note that services are related to a movement, and not a visit.

In this example, I'm going to request some services for the arrival movement.

If the movement isn't already highlighted, then you'll need to click it once to select it.

Now click the **Edit Movement** button.

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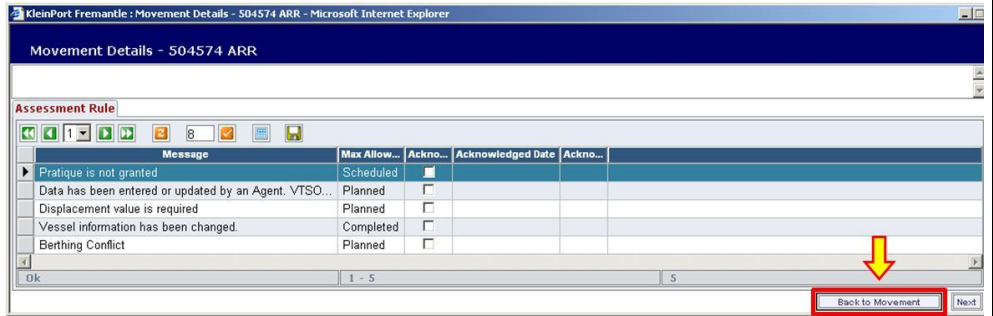
<p>Click the Resource Requests tab.</p>	
<p>This is the area I need to fill in to request resources and services for this movement.</p> <p>Remember that every movement has its own Resource Requests tab, so please remember to request the services for all movements.</p>	
<p>Use the drop-down arrows and tick boxes to indicate the resources required to complete this movement.</p>	
<p>Check the information you have provided, then click the Save button, located in the bottom, right-hand corner.</p>	

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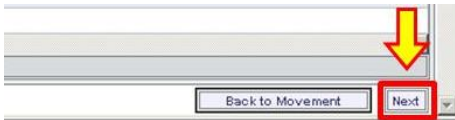
In this example, these **Assessment Rules** appear.

If there is something there that you can fix, then click the **Back to Movement** button and make the appropriate adjustment.

If you have a query regarding an error message, then first check with one of your colleagues, as they may know the answer.



Click the **Next** button when all the errors have been resolved.

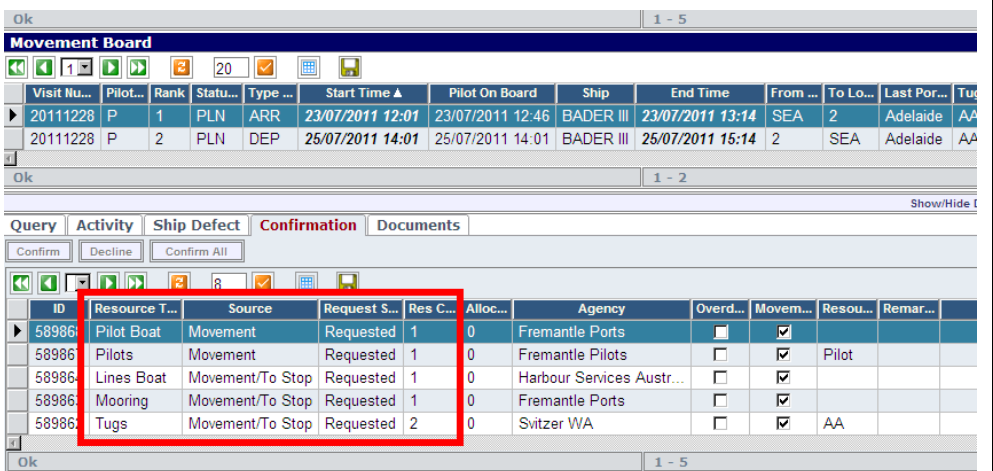


Remember that you have only requested these services, and each effected service provider will need to confirm that they can provide the resources you've requested.

To check the current status, you'll first need to click the **Confirmation** tab, located at the bottom of the page.

Here is a summary of the services I have just requested for this movement.

Note: It is the responsibility of each service provider to login to Voyager and confirm each and every request.



END OF PROCESS