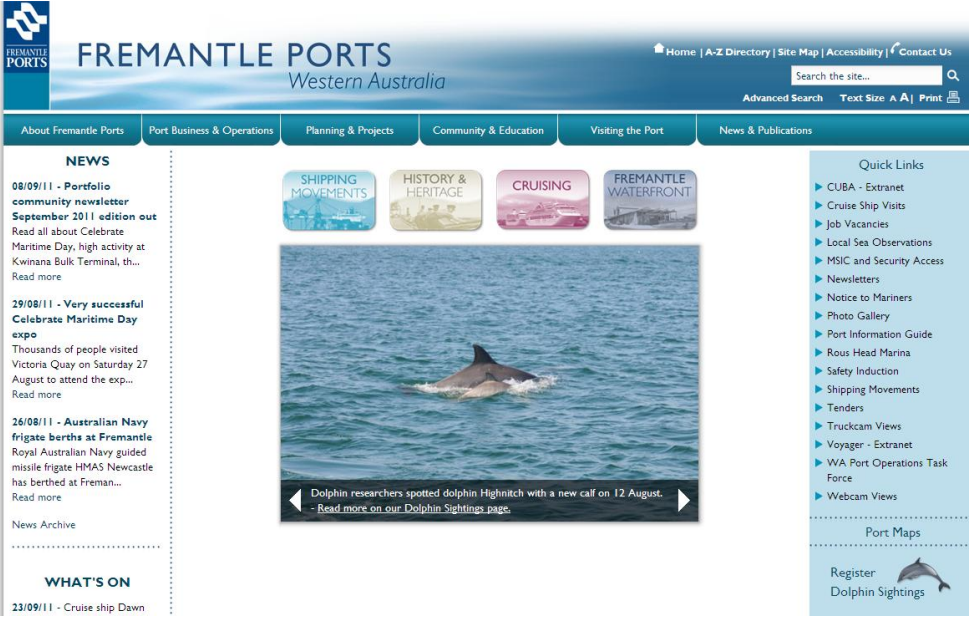
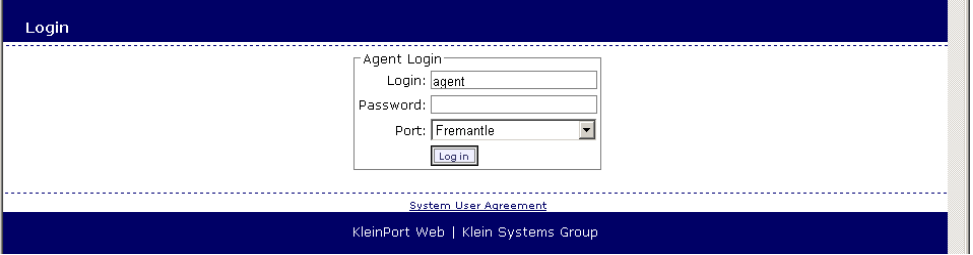


	<h1>HELP SHEET 4</h1> <h2>How to request activities</h2>	<p>Application : <b>Voyager</b></p> <p>Release Date : <b>May 2010</b></p> <p>Version : <b>1.0</b></p>
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There are 4 PowerPoint presentations that provide a detailed introduction to the main functions 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.

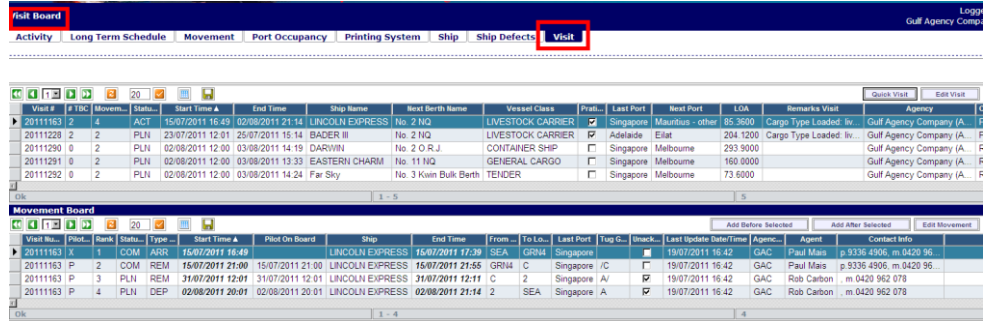
Steps	Screen Shots
<p>Access Voyager via the Fremantle Ports website at <a href="http://www.fremantleports.com.au">www.fremantleports.com.au</a></p> <p>Use the Quick Link to Voyager located on the right hand side.</p>	
<p>Provide your user name and password to login to Voyager.</p> <p>Note that passwords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

## Voyager Help Sheet 4 - How to request activities

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

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

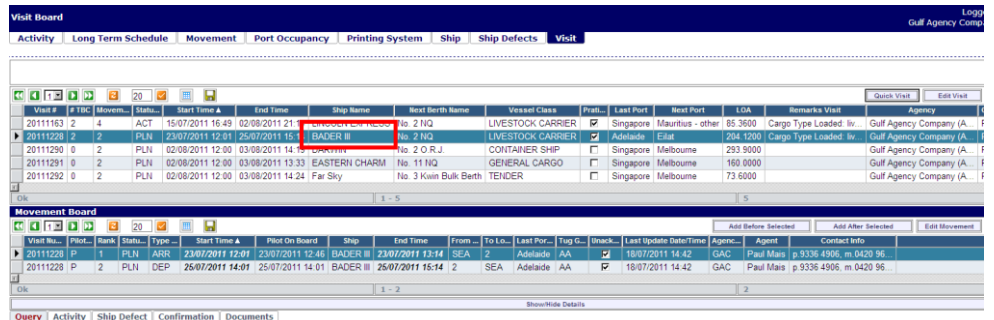
You can also manage requests for services, (such as tugs, lines, mooring, pilot, etc), and activities, (such as fresh water, hot works, bunkering, repairs, etc).



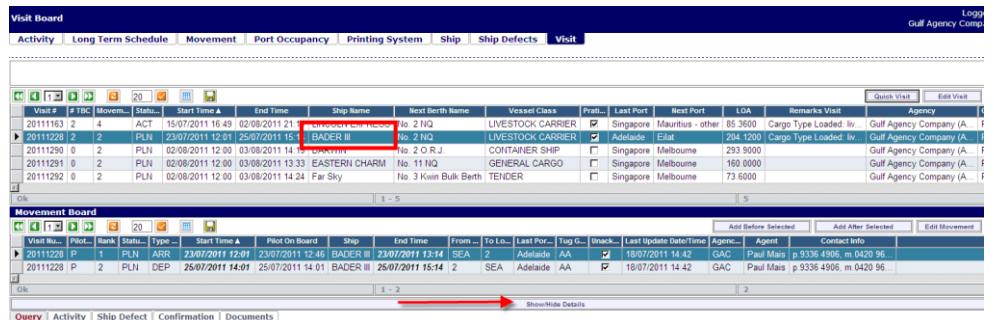
This help sheet deals with the process for requesting activities.

Click anywhere on the details for the visit you'd like to request services.

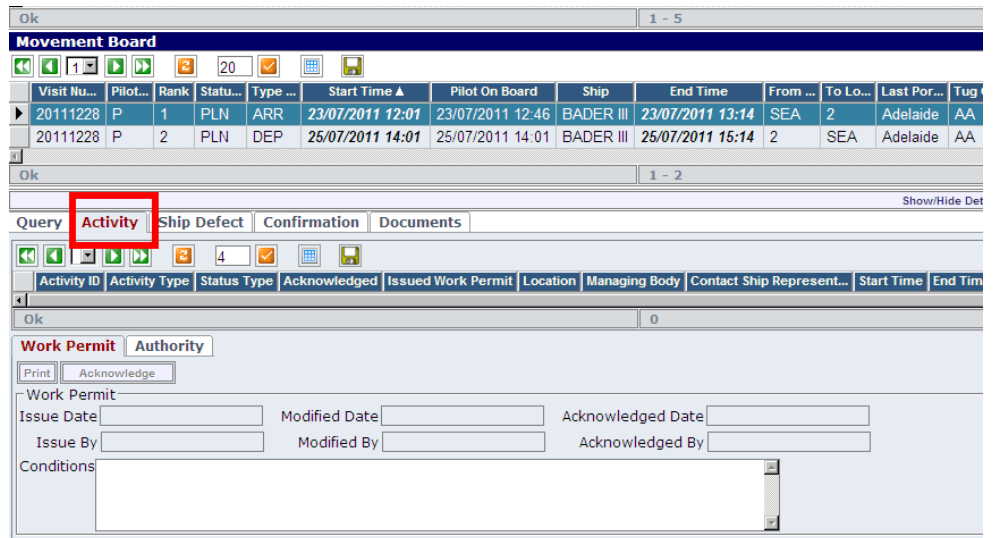
In this example I am using the *Bader III*.



Towards the bottom of the screen, click the **Show/Hide Details** button.



Now click the **Activity** tab.



## Voyager Help Sheet 4 - How to request activities

Note that there are currently no activities associated with this visit.

Visit Nu...	Pilot...	Rank	Statu...	Type ...	Start Time ▲	Pilot On Board	Ship	End Time	From ...	To Lo...	Last Por...	Tug
20111228	P	1	PLN	ARR	23/07/2011 12:01	23/07/2011 12:46	BADER III	23/07/2011 13:14	SEA	2	Adelaide	AA
20111228	P	2	PLN	DEP	25/07/2011 14:01	25/07/2011 14:01	BADER III	25/07/2011 15:14	2	SEA	Adelaide	AA

Now click the **Add** button located on the far right hand side.

The **New Activity** form appears.

Click this downward arrow and choose an activity from the list.  
There are 18 activities to choose from.  
In my example I will choose 'fresh water'.

Now use this downward arrow to indicate a preferred start date and time.  
As a tip, choose the month, year and time before choosing the day, because the calendar will close as soon as you click the day.

## Voyager Help Sheet 4 - How to request activities

Click the **Save** button located bottom right hand corner.

My first activity is now sitting in the list.

Continue to use the **Add** button to request other activities during this visit.

Activi...	Activity Ty...	Status Ty...	Ackno...	Issue...	Local...	Manag...	Contact S...	Start Time	End Time	Actua...	Actua...	Remar...	Hazar...	Bunke...	Damag...	Open ...	Hot
562241	Fresh Water	Requested	<input type="checkbox"/>	<input type="checkbox"/>	2	GAC	Paul Mais	23/07/2011 13:38	24/09/2011 13:38								

I have just added another activity to perform bunkering (refuelling).

Activi...	Activity Ty...	Status Ty...	Ackno...	Issue...	Local...	Manag...	Contact S...	Start Time	End Time	Actua...	Actua...	Remar...	Hazar...	Bunke...	Damag...	Open ...	Hot
562242	Bunkering	Requested	<input type="checkbox"/>	<input type="checkbox"/>	2	GAC	Paul Mais	24/07/2011 13:41	24/07/2011 16:00								
562241	Fresh Water	Requested	<input type="checkbox"/>	<input type="checkbox"/>	2	GAC	Paul Mais	23/07/2011 13:38	24/09/2011 13:38								

These buttons are used to **Edit** or **Delete** existing activities, or to continue requesting additional activities.

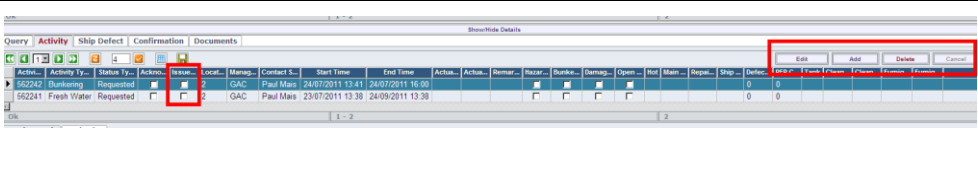
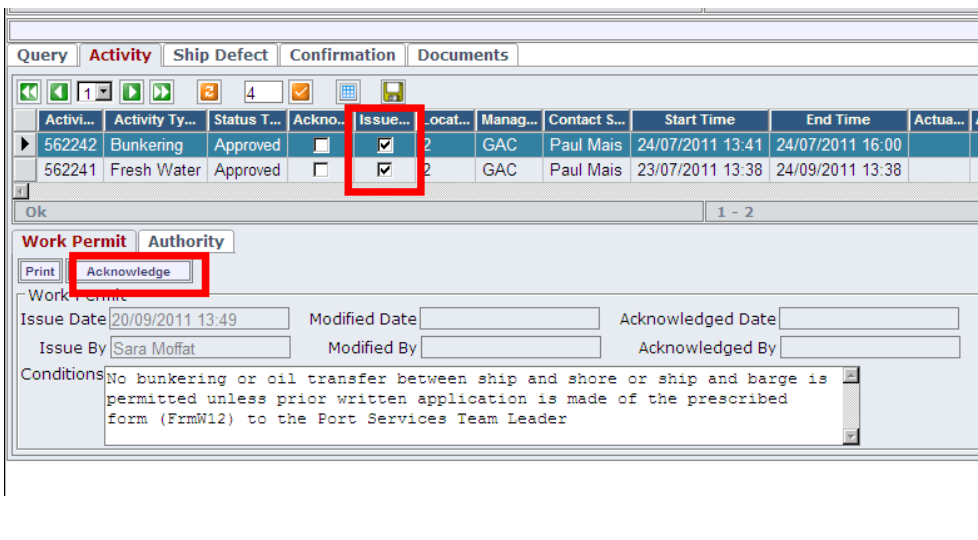
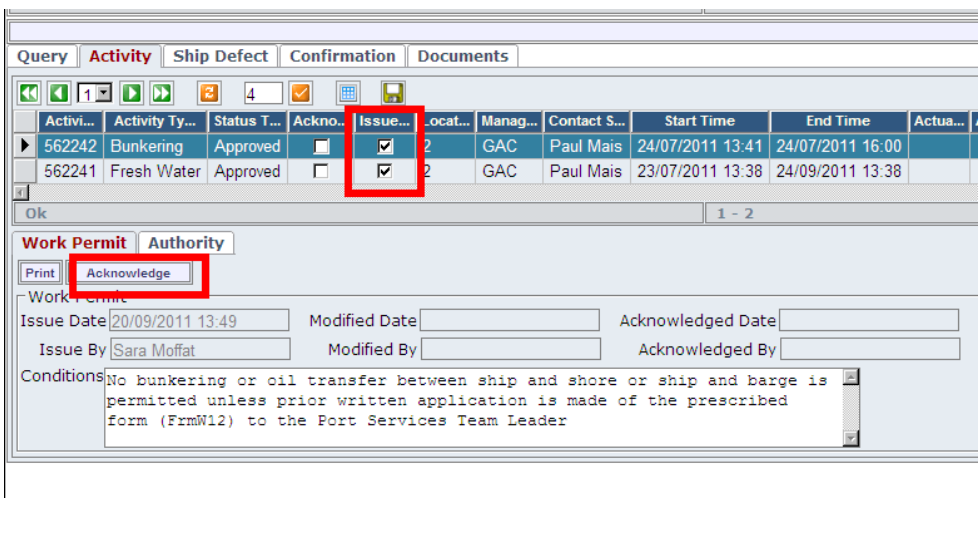
Note that the Status indicates that the activities I have added are only requests. The Port Authority needs to approve each activity and issue a work permit.

**Note: Some activities require work permits to be issued by Fremantle Ports.**

Details of a **Work Permit** will be displayed in this area.

**When a Work Permit is issued, you are required to read and acknowledge the terms and conditions outlined in the permit. By so doing, you agree to obey the conditions. Permission will not be granted for the activity to commence until you have acknowledged the permit.**

## Voyager Help Sheet 4 - How to request activities

<p>Currently, the activities have not been approved by the Fremantle Port.</p>	
<p>Fremantle Ports has now approved my requests to perform the listed activities, and have issued a permit for the bunkering activity.</p>	
<p>It is your responsibility to read, and then <b>Acknowledge</b> each Work Permit by clicking this button.</p>	

**END OF PROCESS**