



HELP SHEET

How do I
View details of
Shipping Information
and Print Reports

WEB

PREFACE

Voyager is the name of Fremantle Ports' shipping system used to record and manage vessel activities such as visits, movements, cargo manifests, and requests for activities and services.

Voyager is used by many stakeholders, such as shipping and cargo agents, service providers, regulatory authorities, port operations personnel, and others. Below is an example of the Voyager interface. The information options available to you will vary depending on your role and the permissions associated with your login credentials.

Steps

Screen Shots

1. Log into Voyager on the Fremantle Ports Website (Voyager)

To Access the Fremantle Ports Website:

<http://www.Fremantleports.com.au>

Select the Voyager Link



2. The **Visit** Tab will be displayed when you log in (see top red outlined box highlighted), this tab contains the Visit board allowing you to view the ship visits and their movements coming to and from Fremantle Ports

You can customise the visit board by clicking on any of the column headings to sort details

The number of ship visits will be displayed in the grey bar below the last displayed visit, you can scroll through pages by clicking the green arrows (double arrows for next page) or by clicking the grey drop down page list located above the Visit Board.

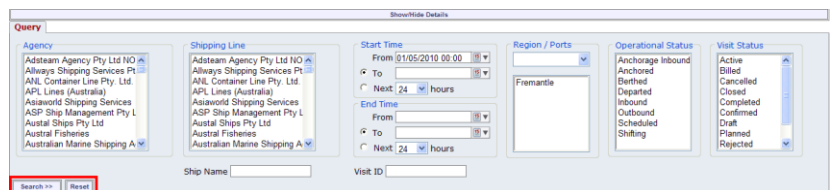
Located below the Movements section is a Show / Hide Details button, click to show your query options (see step 3)



3. The **Query** section will allow you to search for information by selecting the details you would like to display and clicking Search

ie find details of ship visits by Shipping Agent etc

To reset the Query click the Reset button located next to the Search button.



7. On the **Printing System** Tab you will be able to print shipping reports that suit your business needs

Select the option you want by clicking the report title from the list

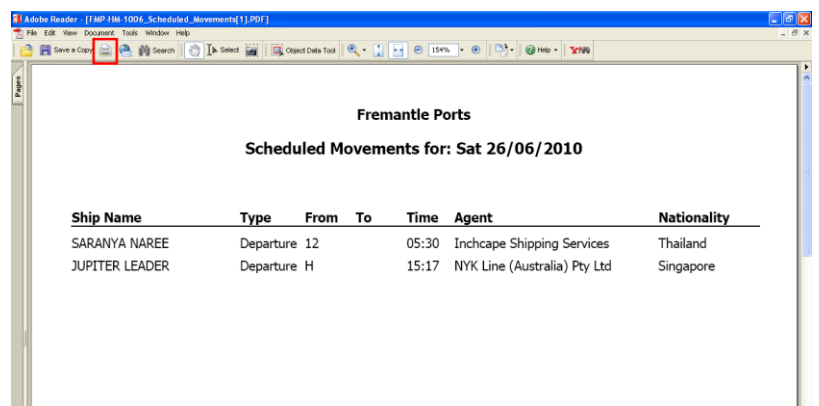
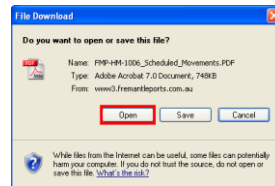
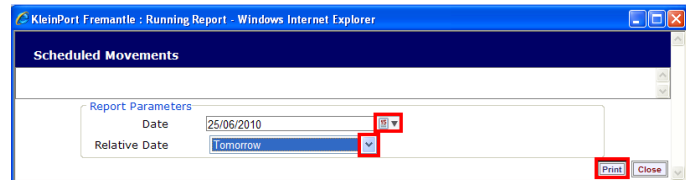
A **Running Report** pop up window will appear, select the date you wish to run the report by clicking the date from the drop down next to the Date field and selecting the date from the calendar. Alternatively use the drop down menu next to the Relative date ie tomorrow

Click Print

A file download pop up will be displayed. Select if you would like to **Open** or **Save** the report PDF

The requested report will be displayed in PDF **Click the printer icon to print.**

Note: If you do not have access to a particular report but wish to view the report please contact Voyager Customer Support.




Remember 9430 3321
VOYAGER HOTLINE if you need assistance