



# VOYAGER HELP SHEET

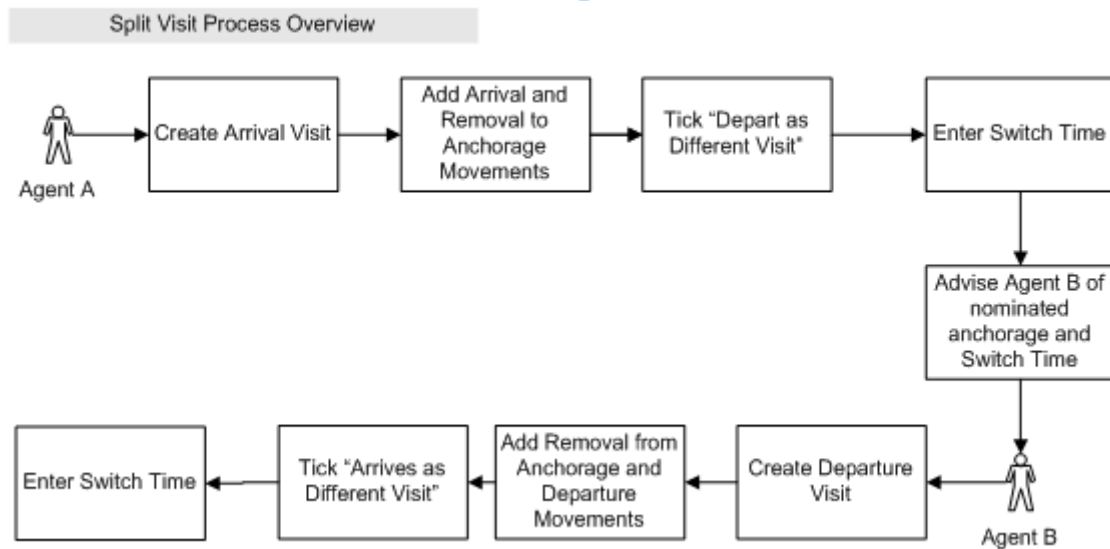
## How to add a visit split between two Agents

# WEB

Usually a ship visit is handled by a single shipping agent from arrival to departure. However sometimes a visit will initially be handled by one agent and subsequently handed to another agent. A typical scenario could be:

- a) Agent A is responsible for the ship arriving at an inner harbour berth to unload
- b) At some point Agent A will hand control of the ship to Agent B
- c) The empty ship is then to go to an outer harbour berth to load
- d) The ship will then depart the port

In Voyager-PMIS these visits are referred to as split visits. Split visits are created as two individual ship visits but are linked such that each visit has the same start and end date/time that represents the whole duration of the visit.



Follow the steps below to create the first half of a split visit arrival

### Steps

1. Login to the web client, go to Visit module and begin to "Add" a ship visit.

### Screen Shots

Visit #	Ship Name	Start Time A	End Time	Status	Agency	Movem...	Vessel Class	IBO	LOA	GT	Beam	Has G	Last Port	Next Port	Remarks	Visit
2010302	ANL WARRINGA	06/09/2010 22:00	07/09/2010 19:20	PLN	ANL Container Line Pty...	2	CONTAINER SHIP	8324837	260.0000	39996.0000	32.2500	F	Singapore	Sydney	01/09/2010 09:55:42	
2010303	BLUE HAWK	19/09/2010 13:26	01/09/2010 10:48	COM	ANL Container Line Pty...	2	VEHICLES CARRIER	7800370	186.0000	40711.0000	32.6100	F	Melbourne	Sydney		
2010308	BLUE HAWK	21/09/2010 21:05	22/09/2010 23:28	CAN	ANL Container Line Pty...	2	VEHICLES CARRIER	7800370	186.0000	40711.0000	32.6100	F	Melbourne	Sydney		
2010310	OLGA	30/09/2010 08:00	01/09/2010 13:31	COM	ANL Container Line Pty...	2	BULK CARRIER	9109548	148.1700	11121.0000	22.8000	F	Singapore	Melbourne		
2010324	AFRICAN RIVER	30/09/2010 08:00	31/09/2010 10:51	COM	ANL Container Line Pty...	2	BULK CARRIER	9125217	188.8800	16041.0000	28.0000	F	Picton	Melbourne		
2010325	XIANG SHUI WAN	31/09/2010 20:00	01/09/2010 08:23	PLN	ANL Container Line Pty...	2	CONTAINER SHIP	9057472	242.0000	42323.0000	32.2400	F	Alsborg	Melbourne	01/09/2010 10:04 - Ac	
2010326	PORTLAND	01/09/2010 05:00	02/09/2010 01:25	PLN	ANL Container Line Pty...	2	GENERAL CARGO	8509117	184.0000	23262.0000	28.9100	F	Port Hedland	Port Hedland		
2010330	BLUE HAWK	01/09/2010 10:22	01/09/2010 11:33	COM	ANL Container Line Pty...	2	VEHICLES CARRIER	7800370	186.0000	40711.0000	32.6100	F	Melbourne	Sydney		
2010330	ANL WARRINGA	09/09/2010 02:00	11/09/2010 12:33	PLN	ANL Container Line Pty...	3	CONTAINER SHIP	9324837	260.0000	39996.0000	32.2500	F	Higgins - other	Adelaide		
2010316	ANL BASS TRADER	14/09/2010 05:16	16/09/2010 17:53	PLN	ANL Container Line Pty...	3	CONTAINER SHIP	9132389	125.3000	7280.0000	20.0000	F	Adelaide	Port Hedland		
2010334	ANL WYONG	15/09/2010 05:30	16/09/2010 08:30	SCN	ANL Container Line Pty...	2	CONTAINER SHIP	9334195	260.7100	39996.0000	32.2500	F	Port Adelaide	Port Hedland		

**Steps**

**Screen Shots**

2. Add the **arrival and removal movement** as applicable (including resources) to the preferred berth/anchorage and **save**.

If the removal is to **anchorage** you will need to add anchorage reason, please select **“Split Visit”** then save visit.

**Note:** See help sheet ‘How to add a visit and movements’ for step by step instruction on adding a visit.

3. The visit will be showing on the Visit Board, select vessel and click the **Edit Visit** button.

Status	Start Time	End Time	Ship Name	Agency	Movements	Vessel Class	Visit #	IMO	LOA	GT	Beam	Has D.	Last Port	Next Port	Remarks
PLN		27/05/2011 00:00	TERAS 231	Inchcape Shipping Ser...	1	BARGE	20110621	393071	81.9300	3709.0000	27.4300				
PLN			DELTA RANGER	Gulf Agency Company (A...	1	BULK CARRIER	20110649	9071595	185.0000	24550.0000	30.5000		Sydney	Melbourne	
PLN	01/06/2011 10:00	05/06/2011 11:23	OTTAWA EXPRESS	Gulf Agency Company (A...	2	CONTAINER SHIP	20110645	9165360	245.0000	39174.0000	32.2000		Sydney	Melbourne	
PLN	01/06/2011 11:00	10/06/2011 18:15	GENCO CHAMPION	Quay West Agencies Pty...	5	BULK CARRIER	20110563	9350094	169.2600	16960.0000	27.2000				
SCH	01/06/2011 16:00	02/06/2011 20:33	HUME HIGHWAY	Mitsui OSK Lines (Aust...	2	VEHICLES CARRIER	20110639	8508711	199.8000	51235.0000	32.2000		Port Elizabeth	Adelaide	
SCH	01/06/2011 21:00	04/06/2011 17:09	AMALIE SCAN	Quay West Agencies Pty...	3	GENERAL CARGO	20110641	9199153	88.6000	2545.0000	13.0000		Guayaquil	Chesterfield	
PLN	02/06/2011 02:30	02/06/2011 16:09	BLUE HAWK	ANL Container Line Pty...	2	VEHICLES CARRIER	20110605	7800370	186.0000	40711.0000	32.0100		Sydney	Melbourne	
PLN	02/06/2011 09:00	04/06/2011 11:14	J KEITH LOUSTEAU	Fremantle Ports	2	OTHER VESSELS	20110647	9476850	70.0000	2301.0000	15.5000		Dampier	Dampier	

## Steps

4.

Click the checkbox for **“Departs as different visit”**.

Enter in the **“Switch time”** to reflect the time at which you are handing over to other Agent.

The switch time must be in the future and equal to or greater than the end time of your last movement.

In this example the switch time is entered in as equal to the **“Removal end time”**

03/06/2011 12:25.

**Save the visit.**

Note: due to a “bug” in the web client, the field groups titled "Previous Visit Linkage" and "Next Visit Linkage" is initially disabled.

However these will be available once a movement is added and the visit is saved.

## Screen Shots

Visit - 504465 J KEITH LOUSTEAU  
1/06/2011 10:10:23 AM > Modifying Visit

**General**

Port: FPA Status: Planned Approval Status Type ID: [ ]  
Ship: J KEITH LOUSTEAU IMO: 9476850 Has Ship Defects: [ ]  
Voyage #: [ ] Agency: Freoport Invoicing Body: Freoport [ ] [x]  
Visit #: 20110647 Billing Assignee ID: [ ]  
Visit ID: 504465 Secured display: [ ]

Pratique Granted? [ ]

**Visit Info** | ISPS | Ship Info | Remarks

Previous: Port: Dampier Country: Australia Next: Port: Dampier Country: Australia

Preferred Berths: Berth 1: [ ] Berth 2: [ ] Berth 3: [ ]

Previous Visit Linkage: Arrives as different visit: [ ]  
Next Visit Linkage: Departs as different visit: [x] 20110648 (504466)  
Switch Time: 03/06/2011 12:25

**Movements**

Start Time	End Time	Type Mo...	From	To	From Side...	To Side T...	Rank	# Pil...	Comm...	Status	Tugs	Lines...	Lines...
02/06/2011 09:00	03/06/2011 10:18	Arrival	SEA	D		Starboard	1			Planned	0	0	0
03/06/2011 12:00	03/06/2011 12:25	Removal	D	GR_SPLIT	Starboard		2			Planned	0	0	0

Ok 1 - 2 2

Important Contract Terms Cancel Visit Edit Ship Save Cancel

5.

You need to notify Agent B of handover location and the switch time.

In this example you would let Agent B know that the removal is to GR\_SPLIT and the “Switch Time” is the 03/06/2011 at 12:25.

**Note:** If handing over mid movement e.g. Agent A departs vessel from D Berth and Agent B arrives vessel into AMC, then ensure that last removal movement **To Location** is GR\_SPLIT (for inner harbour to outer harbour movements and vice versa) or OH\_SPLIT (for removals within outer harbour).

Otherwise if handing over at berth or anchorage enter all movements as normal up to the location at which switching agents.

Visit - 504465 J KEITH LOUSTEAU  
1/06/2011 10:10:23 AM > Modifying Visit

**General**

Port: FPA Status: Planned Approval Status Type ID: [ ]  
Ship: J KEITH LOUSTEAU IMO: 9476850 Has Ship Defects: [ ]  
Voyage #: [ ] Agency: Freoport Invoicing Body: Freoport [ ] [x]  
Visit #: 20110647 Billing Assignee ID: [ ]  
Visit ID: 504465 Secured display: [ ]

Pratique Granted? [ ]

**Visit Info** | ISPS | Ship Info | Remarks

Previous: Port: Dampier Country: Australia Next: Port: Dampier Country: Australia

Preferred Berths: Berth 1: [ ] Berth 2: [ ] Berth 3: [ ]

Previous Visit Linkage: Arrives as different visit: [ ]  
Next Visit Linkage: Departs as different visit: [x] 20110648 (504466)  
Switch Time: 03/06/2011 12:25

**Movements**

Start Time	End Time	Type Mo...	From	To	From Side...	To Side T...	Rank	# Pil...	Comm...	Status	Tugs	Lines...	Lines...
02/06/2011 09:00	02/06/2011 10:18	Arrival	SEA	D		Starboard	1			Planned	0	0	0
03/06/2011 12:00	03/06/2011 12:25	Removal	D	GR_SPLIT	Starboard		2			Planned	0	0	0

Ok 1 - 2 2

Important Contract Terms Cancel Visit Edit Ship Save Cancel

## Steps

6.

Agent B will then add a new visit with removal from hand over location as well as a departure movement.

Agent B will then **Edit Visit** and select '**Arrives as different visit**' then enter in the '**Switch time**'.

In this example Agent B has entered switch time as 03/06/2011 12:25.

When Agent B has saved visit and correctly entered "Switch time" then Agent A's visit number will be linked in the "Previous Visit Linkage".

In this example Agent B is looking at the Previous Visit Linkage which shows Agent A's visit number **20110647**.

## Screen Shots

**Visit - 504466 J KEITH LOUSTEAU**  
/06/2011 10:40:57 AM> Modifying Visit

**General**

• Port: FPA • Status: Planned Approval Status Type ID:   
• Ship: J KEITH LOUSTEAU IMO: 9476850 Has Ship Defects:   
• Voyage #:  • Agency: GAC Invoicing Body: GAC  
Visit #: 20110648 Billing Assignee ID:   
Visit ID: 504466 Secured display:

Pratique Granted?

**Visit Info** | ISPS | Ship Info | Remarks

Previous: Port: Dampier Country: Australia Next: Port: Dampier Country: Australia

Preferred Berths: Berth 1:  Berth 2:  Berth 3:

Previous Visit Linkage: Arrives as different visit:  20110647 (504465) Switch Time: 03/06/2011 12:25  
Next Visit Linkage: Departs as different visit:

**Movements**

Rank	Status	Type Move	From	To	To Sl...	From ...	Start Time	End Time	Tugs
1	Planned	Removal	GR_SPLIT	AMC3	Port		03/06/2011 12:25	03/06/2011 13:38	0
2	Planned	Departure	AMC3	SEA	Port		04/06/2011 09:00	04/06/2011 11:14	0



Remember **9430 3321**

**VOYAGER Customer Support** if you need assistance