



# VOYAGER HELP SHEET

How to  
use Quick Visit entry

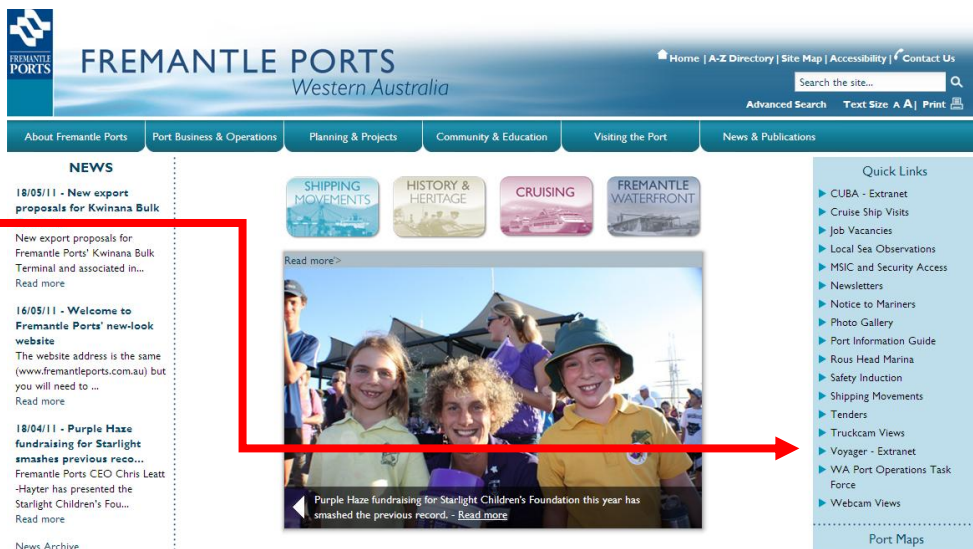
# WEB

## Steps

Access Voyager via the Fremantle Ports website at [www.fremantleports.com.au](http://www.fremantleports.com.au)

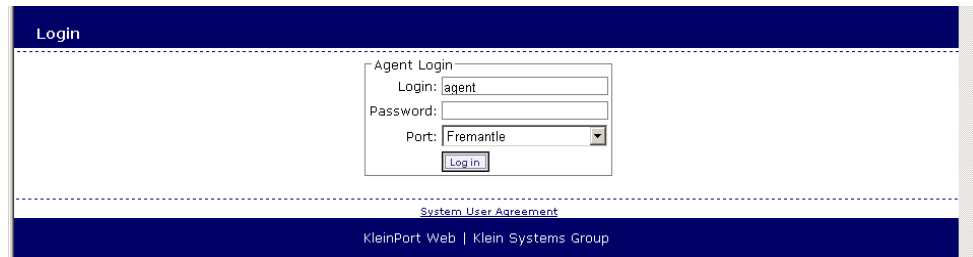
Use the **Quick Links** to Voyager located on the right hand side.

## Screen Shots



Provide your **“Login”** user name and **“Password”** to login to Voyager.

**Note: passwords are case sensitive you may need to check if CAPS lock is off.**



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, pilot boat and activities such as fresh water, hot works, bunkering, repairs, etc.

**Visit Board**

Activity | Long Term Schedule | Movement | Port Occupancy | Printing System | Ship | Ship Defects | **Visit** | Log: Gulf Agency Com

Visit #	TBC	Movem...	Status	Start Time A	End Time	Ship Name	Next Berth Name	Vessel Class	Prat...	Last Port	Next Port	LOA	Remarks Visit	Agency
20111364	4	4	PLN	29/09/2011 12:00	27/10/2011 10:14	MAMMOET 331	Goip Roads G	DRBSE	☑	Singapore	Fremantle	103.500	Diving towed by the wt	Karlens Naval Pty Ltd
20110052	2	2	PLN	29/09/2011 22:00	01/10/2011 12:24	MARGARET RIVER BRIDGE	No. 4 HQ	CONTAINER SHIP	☑	Singapore	Singapore	171.9900		K Line (Australia) Pty...
20103063	0	2	PLN	30/09/2011 05:00	30/09/2011 17:24	PACIFIC SUN	F Passenger Terminal	PASSENGER SHIP	☑	Geraldton	Geraldton	223.3600		Inchcape Shipping Serv...
2010104	0	2	PLN	03/10/2011 06:00	03/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN	☑			23.0000		Sea Corporation Pty Lt...
20104190	0	2	PLN	03/10/2011 06:00	08/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN	☑			23.0000		Sea Corporation Pty Lt...
20110081	2	2	PLN	06/10/2011 22:00	08/10/2011 00:39	SWAN RIVER BRIDGE	No. 4 HQ	CONTAINER SHIP	☑	Singapore	Singapore	171.9900		K Line (Australia) Pty...
20110165	0	2	PLN	07/10/2011 06:00	09/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN	☑			23.0000		Quay West Agencies Pty...
20103064	0	2	PLN	08/10/2011 06:00	08/10/2011 17:24	PACIFIC SUN	F Passenger Terminal	PASSENGER SHIP	☑	Exmouth	Geraldton	223.3600		Inchcape Shipping Serv...
20110119	0	2	PLN	10/10/2011 06:00	14/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN	☑			23.0000		Sea Corporation Pty Lt...
20110053	2	2	PLN	13/10/2011 22:00	15/10/2011 12:24	MARGARET RIVER BRIDGE	No. 4 HQ	CONTAINER SHIP	☑	Singapore	Singapore	171.9900		K Line (Australia) Pty...

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**Movement Board**

Visit No.	Plat.	Rank	Status	Type	Start Time A	Pilot On Board	Ship	End Time	From ...	To Lo...	Last Po...	Tug Co...	Brack...	Last Update Date/Tim...	Agency	Agent	Contact Info
20111364	X	1	PLN	ARR	28/09/2011 12:00		MAMMOET 331	28/09/2011 12:50	SEA	GR/G	Damper	JCCO	☑	05/09/2011 14:19	KUEHNE-NAG	Fabian Baird	p 9458 7096, m 9416 11...
20111364	F	2	PLN	REN	30/09/2011 14:00	03/10/2011 14:00	MAMMOET 331	30/09/2011 16:31	GR/G	BASL	Damper	JCCO	☑	05/09/2011 14:19	KUEHNE-NAG	Fabian Baird	p 9458 7096, m 9416 11...
20111364	F	3	PLN	REN	03/10/2011 14:00	03/10/2011 14:00	MAMMOET 331	03/10/2011 14:15	BASL	AM/C	Damper	AA/AA	☑	05/09/2011 14:19	KUEHNE-NAG	Fabian Baird	p 9458 7096, m 9416 11...
20111364	F	4	PLN	DEP	27/10/2011 08:00	27/10/2011 08:00	MAMMOET 331	27/10/2011 10:14	AM/C	SEA	Damper		☑	05/09/2011 14:19	KUEHNE-NAG	Fabian Baird	p 9458 7096, m 9416 11...

## Steps

To use "Quick Visit" entry click the **Quick Visit** button located in the top right-hand corner of the screen.

**Note: Using Quick Visit you can only create an arrival and departure movement.**

Fields marked with a small red asterisk are mandatory and cannot be left empty.

The mandatory fields to be added are:

- \*Ship
- \*Previous Port
- \*Next Port
- \*Arrival Date/Time
- \*Departure Date/Time
- \*Location

**Note: Arrival time entered is time at Outer Pilot Ground for arrival movements regardless of Pilotage.**

**Full Pilot** - arrival time will be time at OPG

**Normal Pilot** - arrival time will be time at IPG (difference off 45mins from OPG).

Type in the ship's name or you can click the lookup '...' button and search for the vessel name.

If the vessel is not in the list, you can click the **Add New Ship** button and retrieve from Lloyd's database the vessel's details.

Refer to help sheet How do I **Add New Ship** in Voyager.

Type in the name of the **Previous Port** and then type in the name of the **Next Port**.

## Screen Shots

**Visit Board**

Visit #	#TBC	Movem.	Status	Start Time A	End Time	Ship Name	Next Berth Name	Vessel Class	Prat...	Last Port	Next Port	LOA	Remarks Visit	Agency
20111364	4	PLN		29/09/2011 12:00	27/10/2011 10:14	MAMMOET 331	Gage Roads G	BARGE		Dampier	Fremantle	100 5000	Being towed by the ws	Kuehne-Nagel Pty Ltd
20110052	2	PLN		29/09/2011 22:00	01/10/2011 12:24	MARGARET RIVER BRIDGE	No. 4 NQ	CONTAINER SHIP		Singapore	Singapore	171 9900		K Line (Australia) Pty...
20103063	0	2	PLN	30/09/2011 05:00	30/09/2011 17:24	PACIFIC SUN	F Passenger Terminal	PASSENGER SHIP		Geraldton	Geraldton	223 3600		Inchcape Shipping Serv...
20102044	0	2	PLN	30/09/2011 05:00	03/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN				23 8000		Quay West Agencies Pty...
20104180	0	2	PLN	03/10/2011 05:00	08/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN				23 8000		Sea Corporation Pty Lt...
20110081	2	2	PLN	06/10/2011 22:00	08/10/2011 00:39	SWAN RIVER BRIDGE	No. 4 NQ	CONTAINER SHIP		Singapore	Singapore	171 9900		K Line (Australia) Pty...
20110105	0	2	PLN	07/10/2011 06:00	09/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN				23 8000		Quay West Agencies Pty...
20103064	0	2	PLN	08/10/2011 06:00	08/10/2011 17:24	PACIFIC SUN	F Passenger Terminal	PASSENGER SHIP		Exmouth	Geraldton	223 3600		Inchcape Shipping Serv...
20110119	0	2	PLN	10/10/2011 06:00	14/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOWN				23 8000		Sea Corporation Pty Lt...
20110053	2	2	PLN	13/10/2011 22:00	15/10/2011 12:24	MARGARET RIVER BRIDGE	No. 4 NQ	CONTAINER SHIP		Singapore	Singapore	171 9900		K Line (Australia) Pty...

**Movement Board**

Visit #	#TBC	Stat	Type	Start Time A	Pilot On Board	Ship	End Time	From ...	To Loc...	Last Po...	Tig G...	Unack...	Last Update Date/Tim...	Agency	Agent	Contact Info
20111364	x	1	PLN	ARR	29/09/2011 12:00	MAMMOET 331	29/09/2011 12:50	SEA	GR/G	Dampier			05/09/2011 14:19	KUEHNIE-NAG	Fabian Baird	p 9458 7096
20111364	F	2	PLN	REM	30/09/2011 14:00	MAMMOET 331	30/09/2011 15:31	GR/G	BASL	Dampier	JCCC		05/09/2011 14:19	KUEHNIE-NAG	Fabian Baird	p 9458 7096, m 0416 11
20111364	F	3	PLN	REM	03/10/2011 14:00	MAMMOET 331	03/10/2011 14:15	BASL	AM/C2	Dampier	AA/AA		05/09/2011 14:19	KUEHNIE-NAG	Fabian Baird	p 9458 7096, m 0416 11
20111364	F	4	PLN	DEP	27/10/2011 08:00	MAMMOET 331	27/10/2011 10:14	AM/C2	SEA	Dampier			05/09/2011 14:19	KUEHNIE-NAG	Fabian Baird	p 9458 7096, m 0416 11

## Quick Visit

Port: Fremantle

Ship:

IMO:

Ship Has Defects

Previous Port:

Country:

Arrival Date:  Time:

Departure Date:  Time:

Cargo Type Unloaded:

Visit Remarks:

Voyage #:

Agency: Gulf Agency Company (f)

Invoicing Body: Gulf Agency Compar... (x)

Next Port:

Country:

Location:

Anchorage Reason:

Cargo Type Loaded:

## Quick Visit

Port: Fremantle

Ship:

IMO:

Voyage #:

Agency: Gulf Agency Company (f)

Invoicing Body: Gulf Agency Compar... (x)

IMO:

Ship Has Defects

Previous Port:

Country:

Arrival Date:  Time:

Next Port:

Country:

Location:

Enter the **Arrival Date** and **Time** and the **Departure Date** and **Time**.

**Note: Arrival time entered is time at Outer Pilot Ground for arrival movements regardless of Pilotage.**

Port: Fremantle Voyage #:   
 Ship:  Agency: Gulf Agency Company  
 IMO:  Invoicing Body: Gulf Agency Compar...  
 Ship Has Defects:   
 Previous Port:  Next Port:   
 Country:  Country:   
 Arrival Date:  Time:   
 Departure Date:  Time:  Anchorage Reason:

**Steps**

Select the berth **Location** from the drop down menu.

If an anchorage location is selected then Anchorage Reason must be entered.

**Screen Shots**

Port: Fremantle Voyage #:   
 Ship:  Agency: Gulf Agency Company  
 IMO:  Invoicing Body: Gulf Agency Compar...  
 Ship Has Defects:   
 Previous Port:  Next Port:   
 Country:  Country:   
 Arrival Date:  Time:   
 Departure Date:  Time:  Anchorage Reason:   
 Cargo Type Unloaded:  Cargo Type Loaded:   
 Visit Remarks:

Ensure **Arrival** movement details are added;

Contact name\*

Side To

Draft - Fore and Aft

Displacement

Pilot - Subtype - Company

Pilot Boat - Company

Tug - Subtype - Company

Mooring - Company

Lines Boat - Count - Company

\*Note it is essential to provide relevant contact name.

**Arrival**

Contact: Alan Kershaw  
 Side To: Starboard  
 Draft Fore: 1.00 Displacement: 12345  
 Draft Mid:  Tanker Status:  Prop. Fully Immersed:   
 Draft Aft: 3.00 % Immersed:   
 Dangerous Goods:   
 Exempt Movement:  Is PEC:  PEC:  Master:

	Count	Subtype	Company	Remark
Pilot <input checked="" type="checkbox"/>	1	Pilot	Fremantle Pilots	<input type="text"/>
Pilot Boat <input checked="" type="checkbox"/>	1		Fremantle Ports	<input type="text"/>
Stevedore <input type="checkbox"/>				<input type="text"/>
Tug <input checked="" type="checkbox"/>	2	AA	Svtzer WA	<input type="text"/>
Mooring <input checked="" type="checkbox"/>	1		Fremantle Ports	<input type="text"/>
Lines Boat <input checked="" type="checkbox"/>	1		Harbour Services Australia Pty Ltd	<input type="text"/>

Arrival Remarks:

Ensure **Departure** movement details are added:

Contact name

Draft - Fore and Aft

Displacement

Pilot - Subtype - Company

Pilot Boat - Company

Tug - Subtype - Company

Mooring - Company

**Departure**

Contact: Alan Kershaw  
 Side To: Starboard  
 Draft Fore: 1.00 Displacement: 12345  
 Draft Mid:  Tanker Status:  Prop. Fully Immersed:   
 Draft Aft: 3.00 % Immersed:   
 Dangerous Goods:   
 Exempt Movement:  Is PEC:  PEC:  Master:

	Count	Subtype	Company	Remark
Pilot <input checked="" type="checkbox"/>	1	Pilot	Fremantle Pilots	<input type="text"/>
Pilot Boat <input checked="" type="checkbox"/>	1		Fremantle Ports	<input type="text"/>
Tug <input checked="" type="checkbox"/>	2	AA	Svtzer WA	<input type="text"/>
Mooring <input checked="" type="checkbox"/>	1		Fremantle Ports	<input type="text"/>
Lines Boat <input type="checkbox"/>				<input type="text"/>

Departure Remarks:

## Steps

Check all relevant information has been added then click the **Submit** button located in the bottom right-hand corner of the screen.

## Screen Shots

**Departure**

Contact: Alan Kershaw  
 Side To: Starboard  
 Draft Fore: 1.00  
 Draft Mid:   
 Draft Aft: 3.00  
 Displacement: 12345  
 Tanker Status:   
 Dangerous Goods:   
 Exempt Movement:   
 Is PEC:   
 PEC:   
 Master:   
 Swing:   
 Fixed Direction:   
 Prop. Fully Immersed:   
 % Immersed:   
 Count Subtype Company Remark  
 Pilot: 1 Pilot Fremantle Pilots  
 Pilot Boat: 1 Fremantle Ports  
 Tug: 2 AA Svitzer WA  
 Mooring: 1 Fremantle Ports  
 Lines Boat:   
 Departure Remarks:   
 Important Contract Terms  
 Submit Cancel

Your new visit appears in the **Visit Board** (top half) list with all other visits and the new movements associated with your visit appear in the **Movement Board** (bottom half).

**Note: You are able to add a removal movement - refer to help sheet "How to add a removal to a visit".**

Activity Long Term Schedule Movement Port Occupancy Printing System Ship Ship Defects Visit

Visit #	# TBC	Movment	Status	Start Time A	End Time	Ship Name	Next Berth Name	Vessel Class	Prat...	Last Port	Next Port	LOA	Agency
20111364	4	4	PLN	29/09/2011 12:00	27/10/2011 10:14	MAMMOET 331	Gage Roads G	BARGE		Dampier	Fremantle	100.5	Being
20110052	2	2	PLN	29/09/2011 22:00	01/10/2011 12:24	MARGARET RIVER BRIDGE	No. 4 NQ	CONTAINER SHIP		Singapore	Singapore	171.9900	
20103063	0	2	PLN	30/09/2011 05:00	30/09/2011 17:24	PACIFIC SUN	F Passenger Terminal	PASSENGER SHIP		Geraldton	Geraldton	223.3600	
20110104	0	2	PLN	30/09/2011 06:00	03/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOOWN				23.0000	
20104180	0	2	PLN	03/10/2011 06:00	08/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOOWN				23.0000	
20110081	2	2	PLN	06/10/2011 22:00	08/10/2011 00:39	SWAN RIVER BRIDGE	No. 4 NQ	CONTAINER SHIP		Singapore	Singapore	171.9900	
20110105	0	2	PLN	07/10/2011 08:00	09/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOOWN				23.0000	
20103064	0	2	PLN	08/10/2011 06:00	08/10/2011 17:24	PACIFIC SUN	F Passenger Terminal	PASSENGER SHIP		Exmouth	Geraldton	223.3600	
20110119	0	2	PLN	10/10/2011 06:00	14/10/2011 08:15	Unknown	No. 2 Kwin Bulk Berth	UNKNOOWN				23.0000	
20110053	2	2	PLN	13/10/2011 22:00	15/10/2011 12:24	MARGARET RIVER BRIDGE	No. 4 NQ	CONTAINER SHIP		Singapore	Singapore	171.9900	

Movement Board

Visit No.	Pilot	Rank	Status	Type	Start Time A	Pilot On Board	Ship	End Time	From	To Lo.	Last Po.	Tug G.	Unack.	Last Update Date/Time	Agency
20111364	X	1	PLN	ARR	29/09/2011 12:00	30/09/2011 14:00	MAMMOET 331	30/09/2011 12:50	SEA	GR/G	Dampier			05/09/2011 14:19	KUEHNE-NA
20111364	F	2	PLN	REM	30/09/2011 14:00	03/10/2011 14:00	MAMMOET 331	30/09/2011 15:31	GR/G	BASL	Dampier	/CC		05/09/2011 14:19	KUEHNE-NA
20111364	P	3	PLN	REM	03/10/2011 14:00	03/10/2011 14:00	MAMMOET 331	03/10/2011 14:15	BASL	AMC	Dampier	AA/AA		05/09/2011 14:19	KUEHNE-NA
20111364	F	4	PLN	DEP	27/10/2011 08:00	27/10/2011 08:00	MAMMOET 331	27/10/2011 10:14	AMC2	SEA	Dampier			05/09/2011 14:19	KUEHNE-NA

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

If a movement is within 24 hours or you want to change the Arrival/Departure Time to within 24 hours you are unable to change details yourself.

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

**Note: You can still tick the check box for "Pratique Granted" and add ALL activities within 24 hours.**

Visit Board

Activity Long Term Schedule Movement Port Occupancy Printing System Ship Ship Defects Visit

Visit #	# TBC	Movment	Status	Start Time A	End Time	Ship Name	Next Berth Name	Vessel Class	Prat...	Last Port	Next Port	LOA	Remarks	Wait	Agency
20111163	2	4	ACT	15/07/2011 16:49	02/08/2011 21:14	LINCOLN EXPRESS	No. 2 NQ	LIVESTOCK CARRIER		Singapore	Mantius - other	85.3600	Cargo Type Loaded: W...		Gulf Agency Company (A...
20111290	0	2	PLN	02/08/2011 12:00	03/08/2011 14:19	DARWIN	No. 2 O.R.J.	CONTAINER SHIP		Singapore	Melbourne	293.5000			Gulf Agency Company (A...
20111291	0	2	PLN	02/08/2011 12:00	03/08/2011 13:33	EASTERN CHARM	No. 11 NQ	GENERAL CARGO		Singapore	Melbourne	161.0000			Gulf Agency Company (A...
20111292	0	2	PLN	02/08/2011 12:00	03/08/2011 14:24	Far Sky	No. 3 Kwin Bulk Berth	TENDER		Singapore	Melbourne	73.6000			Gulf Agency Company (A...

Movement Board

Visit No.	Pilot	Rank	Status	Type	Start Time A	Pilot On Board	Ship	End Time	From	To Lo.	Last Port	Tug G.	Unack.	Last Update Date/Time	Agency
20111163	X	1	COM	ARR	15/07/2011 16:49	15/07/2011 21:00	LINCOLN EXPRESS	15/07/2011 17:39	SEA	GRN4	Singapore			19/07/2011 16:42	GAC Paul Mais p.9336 4506, m.0420 96.
20111163	P	2	COM	REM	15/07/2011 21:00	31/07/2011 12:01	LINCOLN EXPRESS	15/07/2011 21:55	GRN4	C	Singapore	/C		19/07/2011 16:42	GAC Paul Mais p.9336 4506, m.0420 96.
20111163	P	3	PLN	REM	31/07/2011 12:01	31/07/2011 12:01	LINCOLN EXPRESS	31/07/2011 12:11	C	2	Singapore	A/		19/07/2011 16:42	GAC Rob Carbon .m.0420 962 078
20111163	P	4	PLN	DEP	02/08/2011 20:01	02/08/2011 20:01	LINCOLN EXPRESS	02/08/2011 21:14	2	SEA	Singapore	A		19/07/2011 16:42	GAC Rob Carbon .m.0420 962 078

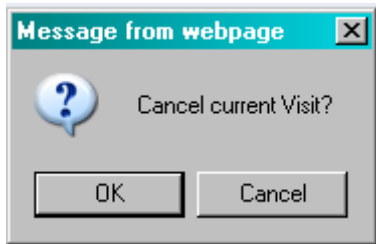
Query: Activity Ship Defect Confirmation Documents

Acti...	Activity Type	Status Ty...	Actno...	Issue...	Locat...	Manag...	Contact S...	Start Time	End T...	Actua...	Actua...	Remarks	Hazar...	Burke...	Damag...	Open ...	Hot Man ...	Repa...	Shp ...	Defec...	PRC...	
552212	Fresh Water	Approved			C	GAC	Paul Mais	15/07/2011 21:00				14/07/2011 13:07 - Pau									0	0
552212	Quarantine Garbage Ser...	Requested			C	GAC	Paul Mais	15/07/2011 21:00				14/07/2011 13:07 - Pau									0	0

## Steps

To cancel a visit select relevant Ship and click the **Edit Visit** button, then click the **Cancel Visit** button located in the bottom, right-hand corner.

This 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

incy Printing System Ship Ship Defects Visit

Quick Visit Edit Visit

Ship Name	Next Berth N...	Vessel Class	Prat...	Last Port	Next Port	LOA	Remarks Visit	Agency	Created by
LINCOLN EXPRESS	No. 2 NQ	LIVESTOCK CARRIER	<input checked="" type="checkbox"/>	Singapore	Mauritius - other	85.3600	Cargo Type Loaded: Iv...	Gulf Agency Company (A...	Paul Mais
DARWIN	No. 2 O.R.J.	CONTAINER SHIP	<input type="checkbox"/>	Singapore	Melbourne	293.9000		Gulf Agency Company (A...	Robert Wo
EASTERN CHARM	No. 11 NQ	GENERAL CARGO	<input type="checkbox"/>	Singapore	Melbourne	160.0000		Gulf Agency Company (A...	Robert Wo

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https://dmztestinternet2.fremantleports.com.au/?ID=505086&VESSEL\_ID=15389&VOYAGE\_NUMBER=&VESSEL - Windows Internet Explorer pro

Visit - 505086 DARWIN

26/09/2011 3:13:32 PM> Modifying Visit

General

Port: FPA Status: Planned Approval Status Type ID:   
 Ship: DARWIN IMO: 9103702 Has Ship Defects:   
 Voyage #: Agency: GAC Invoicing Body: GAC   
 Visit #: 20111290 Billing Assignee ID:   
 Visit ID: 505086 Secured display:   
 Pratique Granted?

Visit Info ISPS Ship Info Remarks

Previous: Port: Singapore Country: Singapore Next: Port: Melbourne Country: Australia

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

Previous Visit Linkage: Arrives as different visit: Next Visit Linkage: Departs as different visit:

Movements

From	From ...	To	To Sl...	Start Time	End Time	Rank	Type Move	Status	# Pil...	Tugs
SEA	ORJ2	SEA		02/08/2011 12:00	02/08/2011 14:19	1	Arrival	Planned	0	
ORJ2				03/08/2011 12:00	03/08/2011 14:19	2	Departure	Planned	0	

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Cancel Visit Edit Ship Save Cancel

END OF PROCESS