



VOYAGER HELP SHEET

SERVICE PROVIDER

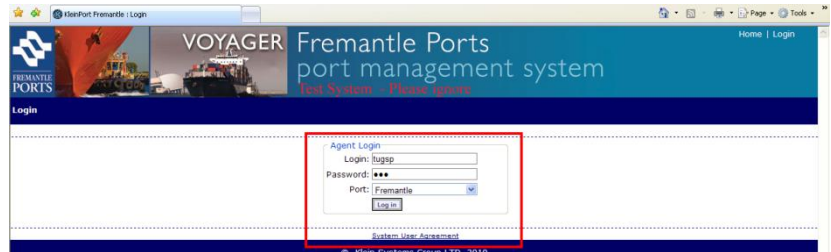
How to
Confirm Services Request
for Tug Resources

WEB

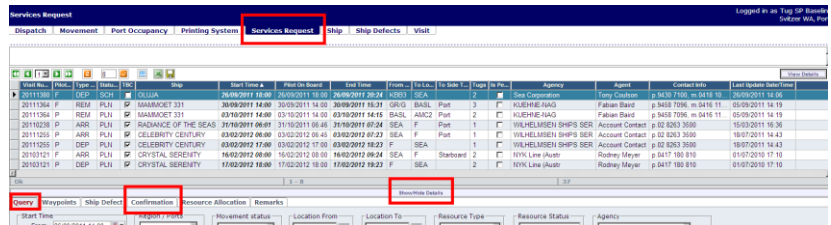
Steps

Screen Shots

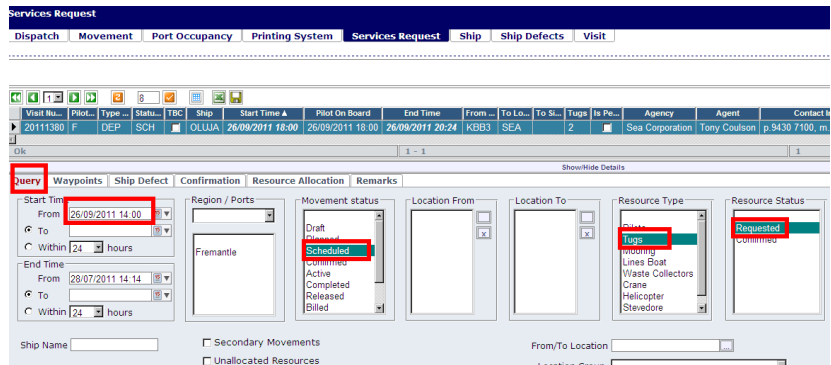
- Log into Voyager on the Fremantle Ports Website (Voyager)
To Access the Fremantle Ports Website:
<http://www.Fremantleports.com.au>
Select the Voyager Link



- When you log in you will automatically be taken to the **Services Request** tab
On the Services Request tab you will see **all** movements.
You can customise the information you see by using the query section (see step 3)
Note: If you cannot see the Service Request Query you will have to click the Show / Hide Details button that is just below the requests table.



- The **Query** section will allow you to search for information by selecting the details you would like to display and clicking Search
To clear your search click the Reset button and Search again.
Pictured: Query for scheduled movements that have requested a resource



Steps

Screen Shots

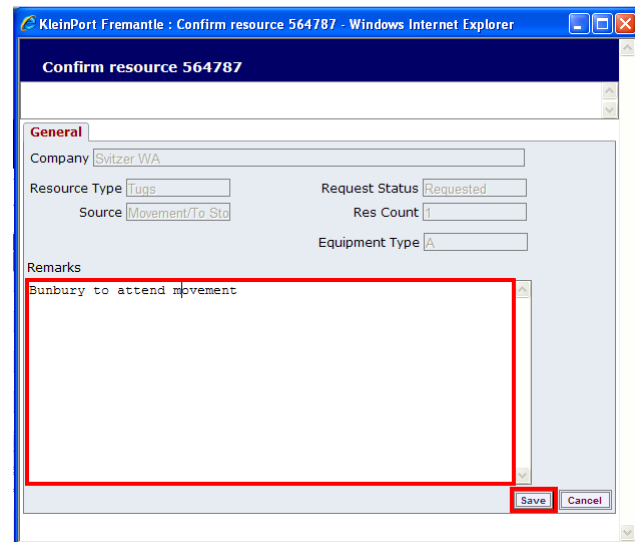
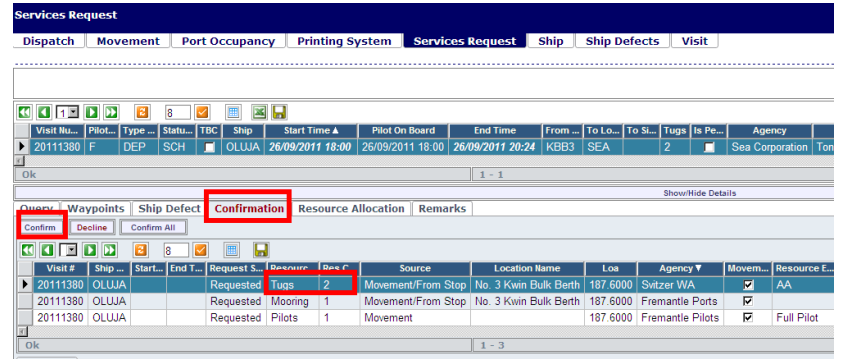
4. Select the movement you want to confirm and click on the confirmation tab, select resource you are confirming - in this example "Tugs" and then click on the **Confirm** button.

When the Confirm button is clicked a **Confirm Resource** pop up window will appear.

To confirm click **save**.

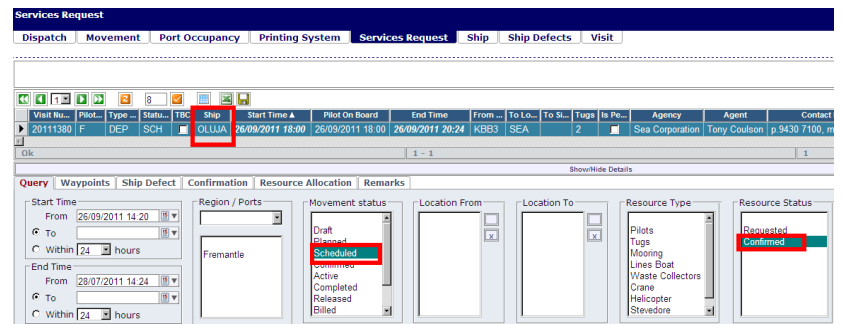
Note: If you would like to add any remarks they can be typed into the remarks field before clicking save.

Once you have confirmed the resource an email will be sent to the ship Agent confirming their request.



5. Reset your query to show the Confirmed resource status.

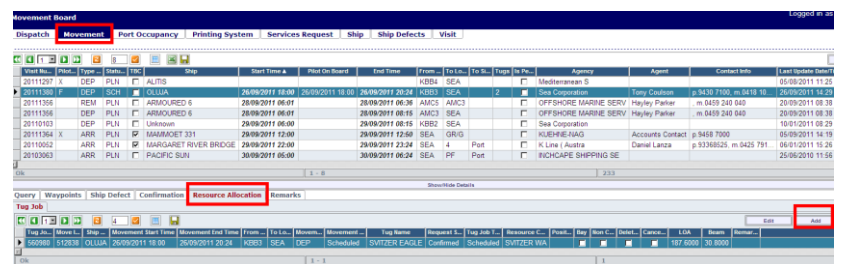
Pictured: Details of confirmed services requests for scheduled movement.



Allocating the resource

6. Click to the **Movement Tab** and run a Query for the Vessel that had the service request (see step 3 for Query instructions)

Select the **Resource Allocation** tab located below the movements and click Add. The Tug Details window will be displayed. To select which tug will be completing the movement click the drop down arrow at the end of the tug field.



Steps

To select the Tug Job Type use the drop down and make your selection.

Click Save once you are satisfied with your selections

Repeat the above steps if more than one tug is requested / allocated.

Once you have saved your allocation the details will be displayed under the resource allocation tab of the movement.

If you need to edit/delete the Resource Allocation listed you can select the allocation from the list then click Edit/Delete.

Screen Shots

After the movement

7. Select the Dispatch Tab

Run a query to find the completed movement ie search by date.

Select the movement from the list and select Edit (top right of the list)

Enter in the details of times the tug left and returned to the station and the station position type if required then click **Save**.

The information will now be available to be viewed by the Service Providers, Ship Agent's and the VTSO's.

The information you enter will be useful for future visits and statistics.

Steps

8. You will also have access to view other details regarding the movements within the port by selecting the different tabs

These include Movement, Port Occupancy and Visit tabs - to view the information on each tab click the tab title.

Screen Shots

The screenshot shows the 'Visit Board' interface with several tabs: Dispatch, Movement, Port Occupancy, Printing System, Services Request, Ship, Ship Defects, and Visit. The 'Visit Board' tab is active, displaying a table with columns: Visit #, Ship Name, Start Time, End Time, Status, Agency, Movem..., Vessel Class, IMO, LOA, GT, Beam, Has D..., and Last Port. The table lists several ships including KATSURAGI, OLUJA, KOTA LUMAYAN, NORTHEN DIVINITY, BUNGA RAYA LAPAN, and OCEAN CHIE.

The screenshot shows the 'Movement Board' interface with a table containing columns: Movement, Rank, Type, Status, Start Time, End Time, From, To, From..., To Sl..., Tugs, # Pil..., D Dft, TBC, In Pe..., Propo..., Unack..., Voyag..., Warp, and Wap. The table shows movement events such as ARR (Arrival) and DEP (Departure) for various ships.



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