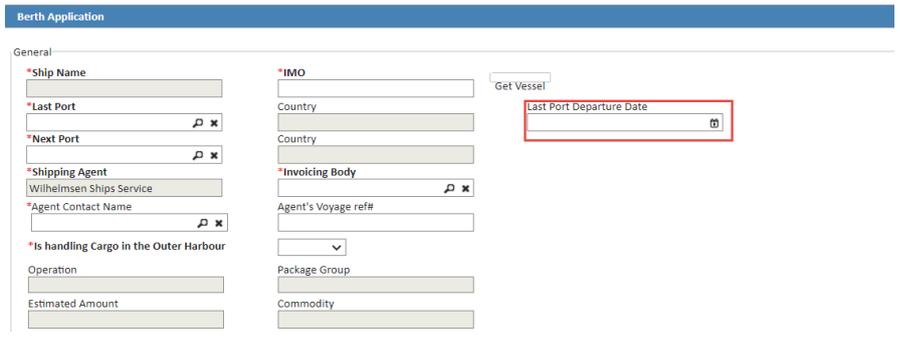
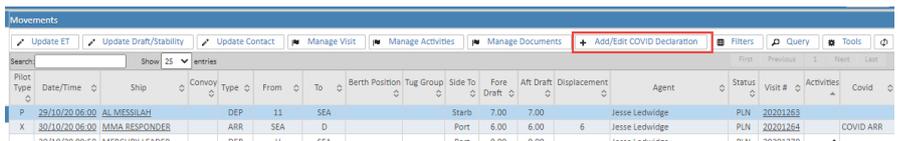




HELP Sheet
Shipping Agents

Application: Voyager Web

Topic: How to add Covid Declarations Arrival/Removal/Departure.

Steps	Screen Shots
<p>1 Click on Berth Applications and select + New Berth Application</p>	
<p>2 New field to add the Last Port Departure Date. This is only required when last port is international.</p>	
<p>3 Once Berth Application is lodged in Voyager. Click on the Movements Module. Select move that you wish to add the ADD/EDIT COVID Declaration.</p>	

4 Select **COVID Declaration**.
 Dependant on the move ARR / REM / DEP the relevant **COVID Declaration** will appear.

Complete all details as received from vessel. **Execute**.

If a crew change is occurring, please attached documents in Voyager

5 Once Covid Declaration are entered you will see them on the movements screen.

Pilot Type	Date/Time	Ship	Convoy	Type	From	To	Berth Position	Tug Group	Side To	Fore Draft	Aft Draft	Displacement	Agent	Status	Visit #	Activities	Covid
P	29/10/20 06:00	AL MESSIAH		DEP	11	SEA			Starb	7.00	7.00		Jesse Ledwidge	PLN	20201263		
X	30/10/20 06:00	MMA RESPONDER		ARR	SEA	D			Port	6.00	6.00	6	Jesse Ledwidge	PLN	20201264		COVID ARR
P	30/10/20 09:58	MERCURY LEADER		DEP	H	SEA			Port	9.00	9.00		Jesse Ledwidge	PLN	20201270		
P	30/10/20 11:00	QUEEN BEETLE		DEP	E	SEA			Port	9.00	10.00		Jesse Ledwidge	PLN	20201262		COVID DEP
X	31/10/20 06:00	MMA RESPONDER		DEP	O	SEA			Port	5.00	5.00		Jesse Ledwidge	PLN	20201264		
P	31/10/20 08:00	AL MESSIAH		DEP	2	SEA		AA/-/	Port	8.00	8.00		Jesse Ledwidge	PLN	20201259		

6 To view **COVID Declarations**

Go to **ADD/EDIT COVID Declaration Tab**

The details that you have entered are displayed and they can be edited here also if required.

The screenshot shows a web application window titled "Covid Declaration". The main heading is "COVID Arrival Declaration". Under "Visit Details", there are two sections. The first section includes: Vessel Name (MMA RESPONDER), Arrival Date/time (30/10/20 06:00), Last Port (Dampier), Departure Date (20/10/20 06:00), Country (Australia), Last Overseas Port (Abadan), and Country (Iran). The second section is titled "COVID Declaration" and contains five numbered questions with dropdown menus for answers: 1. Have any crew/passengers been overseas in the last 14 days (incl shore leave)? (Yes), 2. Has a Crew Change occurred in the last 14 days? (Yes), 3. Is there a Crew Change scheduled to occur in Fremantle Port? (No), 4. Are there any ill crew/passengers onboard (eg fever, cough, sore throat, respiratory issues)? (Yes), 5. Have any crew/passengers been in contact with a confirmed/possible COVID case in the last 14 days? (Yes). Below question 3, there is a note: "Complete and submit a Crew Change pdf form via Manage Documents." At the bottom of the form, there are "Execute" and "Close" buttons.

7 Ensure COVID Declarations are entered with specified time frames, for each move of the visit and correct information is entered into the form.

Also ensure any relevant crew change documentation is attached to the visit.