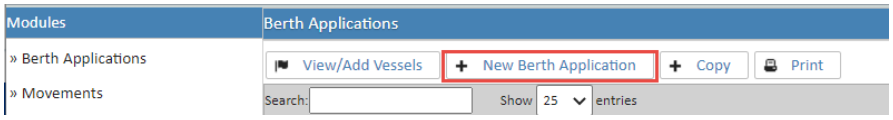
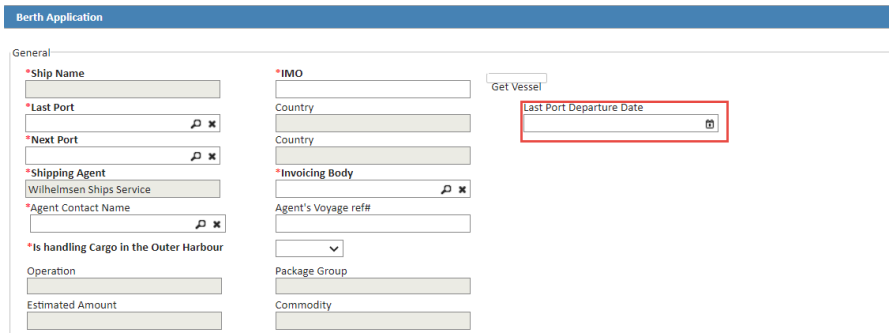
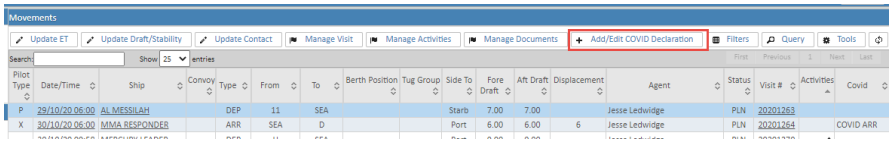
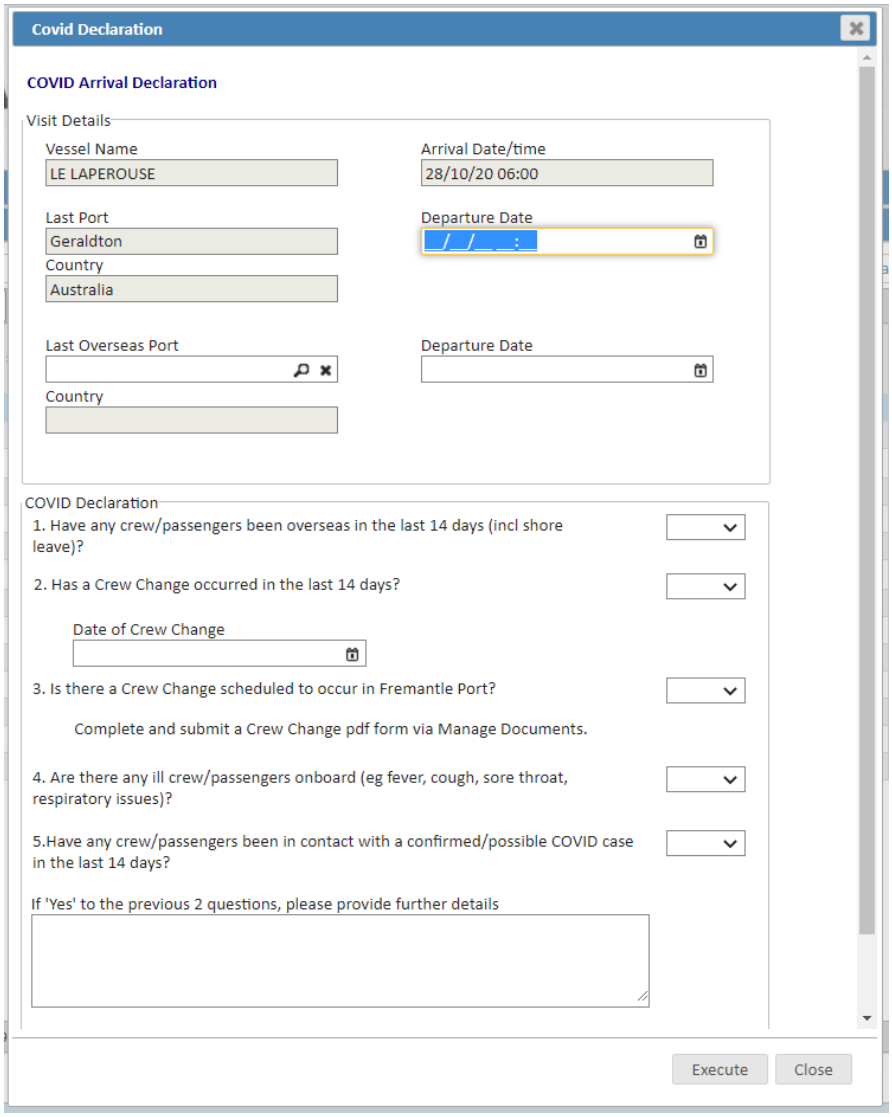
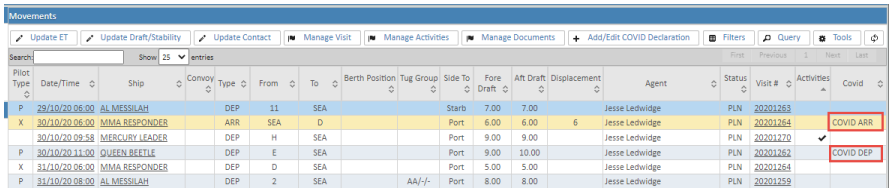
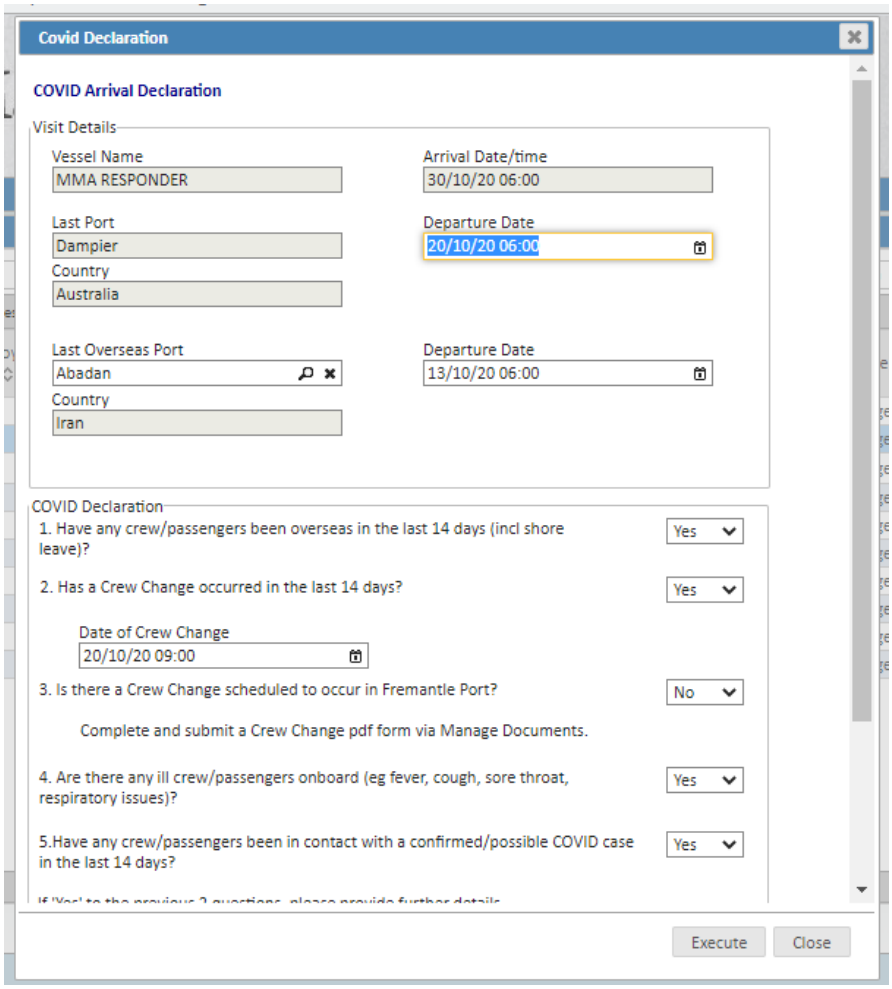
FREMANTLE PORTS	**HELP Sheet** **Shipping Agents**	**Application:** Voyager Web **Topic:** How to add Covid Declarations Arrival/Removal/Departure.

Steps	Screen Shots
1 Click on **Berth Applications** and select **+ New Berth Application**	
2 New field to add the **Last Port Departure Date.** This is only required when last port is international.	
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**.	

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.	

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.	
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.	