

eDeclaration

Descriptions of the product

eDeclaration

User manual for the web application

Version 1.4/E

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1. Brief description of the product eDeclaration

With the entry into force of the EU Directive 2010/65 as of 01.06.2015 shipowners, freight forwarders and agents are obliged to deliver reporting formalities in context with port calls or the passage/transit of the NOK solely in electronic defined format.

The product eDeclaration, developed by DAKOSY AG, provides the possibility to fulfill the reporting requirements, in conformity with the legal obligations, as basic functionality for the customers.

The communication with the NSW (National Single Window) takes place by means of a web service via the web application eDeclaration.

The document at hand describes how to use the web application eDeclaration.

A description how to use the web application eDeclaration is published in a separate guide. A description how to create the Excel file, to be used to provide the required reporting formalities concerning the port call by the person obliged to report from the ship, is published in a separate guide. The information recorded in the Excel file will be received and processed in the form of an XML message by the web application eDeclaration.

2. eDeclaration Login

You will find eDeclaration at the DAKOSY web page at the following URL:

<https://edeclaration.dakosy.de/>

1.1 eDeclaration User registration

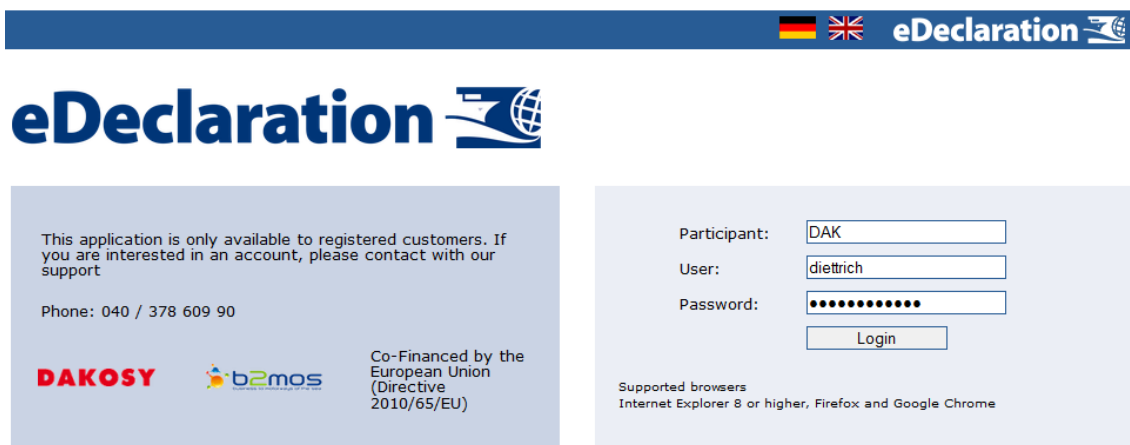


Figure 1 eDeclaration User registration

The use of the web application eDeclaration is only granted to registered users.

The registration takes place here. Please enter your DAKOSY participant code in the field „Participant“ in upper case letters. Please enter your user name in the field „User“. Please enter your keyword in the field „Password“.

Please pay attention to the use of capital and small initial letters!

Please note, by clicking the respective country flag on the top right you can select, if the application shall be displayed in German or English language.

2.2 Navigation bar

While registered in eDeclaration the main window always shows the same navigation bar:



Figure 2 Navigation bar

You can always see under what name you are registered at the top right of the navigation bar.

If you move the mouse to the menu item „Voyage“ you can reach the respective sub menu entries. More detailed explanations are available in chapter 4 Voyage.

By pressing the link „Logout“ you finish your work with eDeclaration and get back to the user registration, where you may login with your access data again.

Further explanations concerning the menu items „Settings“ and maybe „Administration“^a can be found below in the chapters Settings and Administration.

You can download the current version of the manual eDeclaration and receive further information regarding the current version number of the web application in the menu item „Help“ (cf. chapter Help).

2.3 eDeclaration user group

The below listed user groups have access to the web application eDeclaration. Each user group has access to certain areas of the web application eDeclaration which are described below.

- „Authorities“, receiving of data (cf. 2.3.1 User with read access).
- „Persons obliged to report“ (shipowners, freight forwarders, agents), transmitting, editing and receiving of data.

A distinction is also made between ‘normal users’ and ‘users with administration rights’.

^a This menu item is only visible for users with sufficient rights (administrators).

2.3.1 User with read access

The role user with read-only access (cf. chapter 6.1.2 User Management – Roles) enables you to call up a tabular overview of all voyages (cf. chapter 3) and to use the filter function to filter specific voyages.

You can reach the submenus “View voyage” (cf. chapter 4.2 View voyage), „Dashboard“ (cf. chapter 4.6 Show dashboard) and „Documents“ (cf. chapter 4.8 Documents) which are activated for you, via the menu item „Voyage“ (cf. chapter 4 Voyage) in the navigation bar.

3. Tabular overview of voyages

After the registration the tabular overview of all your journeys opens up. You can also reach this display by clicking the menu item “Overview” in the navigation bar top left.

Overview: Voyages

Filter

Status: ETA: to: ID:

Type: ETD: to: Voyage number:










Port of call: Change: to: Vessel:

Status	Type	Port of call	ETA	ETD	Vessel	Callsign	IMO/ENI No.	Voyage number	Visit-ID/Transit-ID	
		DEHAM	Aug 1, 2015				1234567		DEHAM-2015-RUQAIP	Jul 6,
		DEHAM	Aug 1, 2015				1234567	20150706	DEHAM-2015-VLJWBS	Jul 6,
		DEHAM	Jul 12, 2015		GLADIATOR	C6YK2	9605853		DEHAM-2015-HZUGPC	Jul 6,
		DEHAM	Jul 11, 2015				45345345		DEHAM-2015-LEPVVK	Jul 6,
		DEHAM	Jul 11, 2015		ISABELLA	9HSL7	9255672		DEHAM-2015-RHXGEO	Jul 6,
									DEHAM-2015-XPHWPS	Jul 6,
		DEHAM	Jul 24, 2015				1234567		DEHAM-2015-UYFYGA	Jul 3,
		DEHAM	Jul 31, 2015				1234567	20150731	DEHAM-2015-WIIVRI	Jul 3,
		DEHAM	Jul 5, 2015		GLADIATOR	C6YK2	9605853		DEHAM-2015-VGITFO	Jul 3,
		DEHAM	01.07.2015 16:00	02.07.2015 18:00	MS NSWTEST	MSNSW	1234567	20150625-11	DEHAM-2015-IQILEM	Jul 2,
		DEHAM	Jul 25, 2015		ISABELLA	9HSL7	9255672		DEHAM-2015-UJADET	Jul 1,
									DEHAM-2015-TMWEYD	Jul 1,
		DEHAM	03.07.2015 08:06	04.07.2015 10:08	Schrullige Scholle	SS21003	9671888	XLS-UMWELT-011	DEHAM-2015-ASZOPV	Jul 1,
			03.07.2015 11:00	10.07.2015 10:00	9668386	REE8923		REISE-ZEIT	DEHAM-2015-GJJZOF	Jul 1,
		DEHAM	04.07.2015 08:06	05.07.2015 10:08	Großer Barsch3	BARO002	2341452	XLS-UMWELT-002	DEHAM-2015-ZUHUSD	Jul 1,
		DEHAM	01.07.2015 08:09	03.07.2015 10:09	Regenbogenforelle	RFreset	9677284	XLS-UMWELT-006_P	DEHAM-2015-ROSTNI	Jun 30,
		DEHAM	02.07.2015 08:06	03.07.2015 10:08	Kaputter Heilbutt	KH21003	1345551	XLS-EMOENI-DO	DEHAM-2015-IMOENI	Jun 30,
		DEHAM	03.07.2015 08:06	04.07.2015 10:08	Flinker Hecht	FH20002	2341452	XLS-UMWELT-003	DEHAM-2015-TJLSLM	Jun 30,
									DENEU-2020-JJJJJJ	Jun 30,
			Jul 2, 2015		LIAO YOU 123	BAHC	8733029	DD	ZZNOK-2015-JVIPSF	Jun 30,

1 2 3 4 5 6 7 ...

Figure 3 Overview of voyages and filter function

3.1 Descriptions of the columns in the overview voyages

Port of call	Next port of call
ETA	Estimated time of arrival
ETD	Expected time of departure
IMO/ENI^b No.	IMO/ENI No. of the vessel
Last change	Date and time of last change of voyage data
Voyage number	Voyage number of the vessel (optional entry by declarant)
Callsign	Callsign of the vessel
Vessel	Name of the vessel
Status	<p>Display of current status:</p> <ul style="list-style-type: none">  - Error occurred while sending to the NSW  - Draft  - 24 h deadline elapsed  - Cancelled  - Configured warning period elapsed  - Partially transmitted to NSW  - Completely transmitted to NSW
Type	Visit-ID /  or Transit-ID / 
Visit-ID/Transit-ID	<p>Visit-ID: Specification of 17-digit alphanumeric Visit-ID reference no., composed of the UN/LoCode, the year of call and a 6-digit alphanumeric code.</p> <p>Transit-ID: Specification of 17-digit alphanumeric Transit-ID reference no., composed of the abbreviation ZZNOK (ZZNOK = LoCode for the NOK, NOK = Nord-Ostsee-Kanal (North/Baltic Sea Canal)), the year and a 6-digit code.</p>

^b Registration number for barges/ inland vessels.

3.2 Use of filter function^c

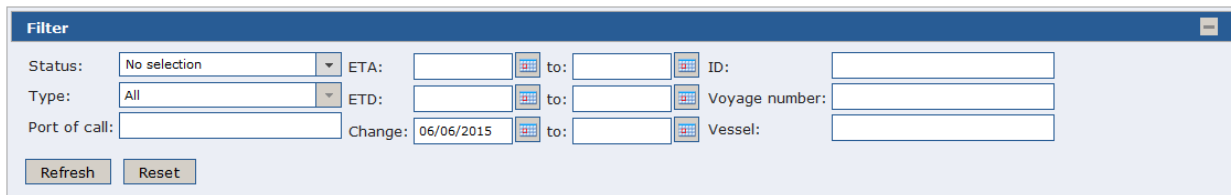


Figure 4 Filter function

The filter function can be used to find specific information concerning to a journey. By means of the filter function you can access current journeys or search for journeys within special time frames. Furthermore you can also limit the results based on special data types (ETA, ETD or changes).

You can also filter the list according to journeys carrying specific status. Once you click the box behind “Status”, the following dropdown menu opens up:

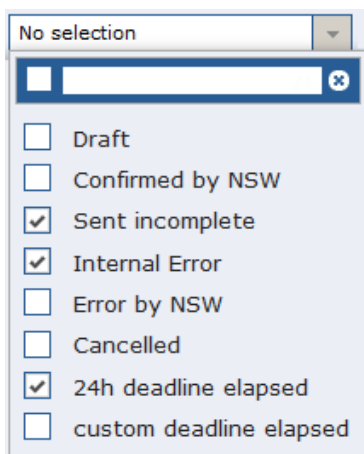


Figure 5 Filter accord. to status

You can activate the checkboxes of the respective status according to which you want to filter the journeys via mouse click.

Moreover you can filter the journeys according to all Transit- or Visit-Ids or search for journeys by means of the port of call, the precise ID, the voyage number or the name of the vessel.

You can use one or more fields of the filter mask. Your filter becomes active once you click the button „Refresh“. Once you activate the button “Reset”, all your filter criteria, both the ones above the table as well as the single column filter, will be reset.

^c Please note: You can always hide the filter function by clicking the above right symbol , if required.

4. Voyage

You can reach the following submenus by clicking the tab „Voyage“:

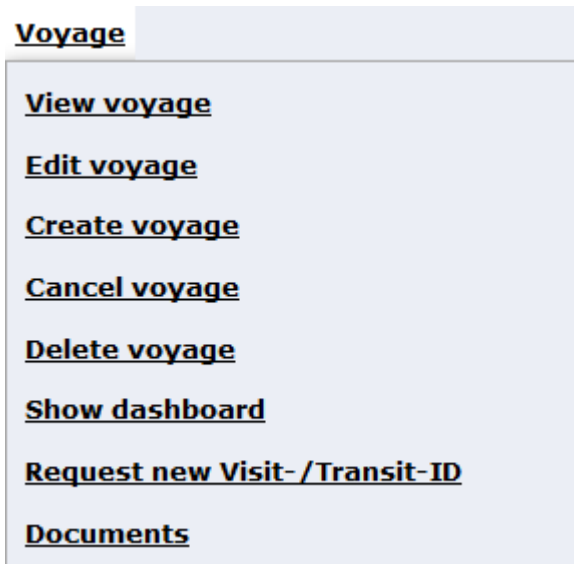
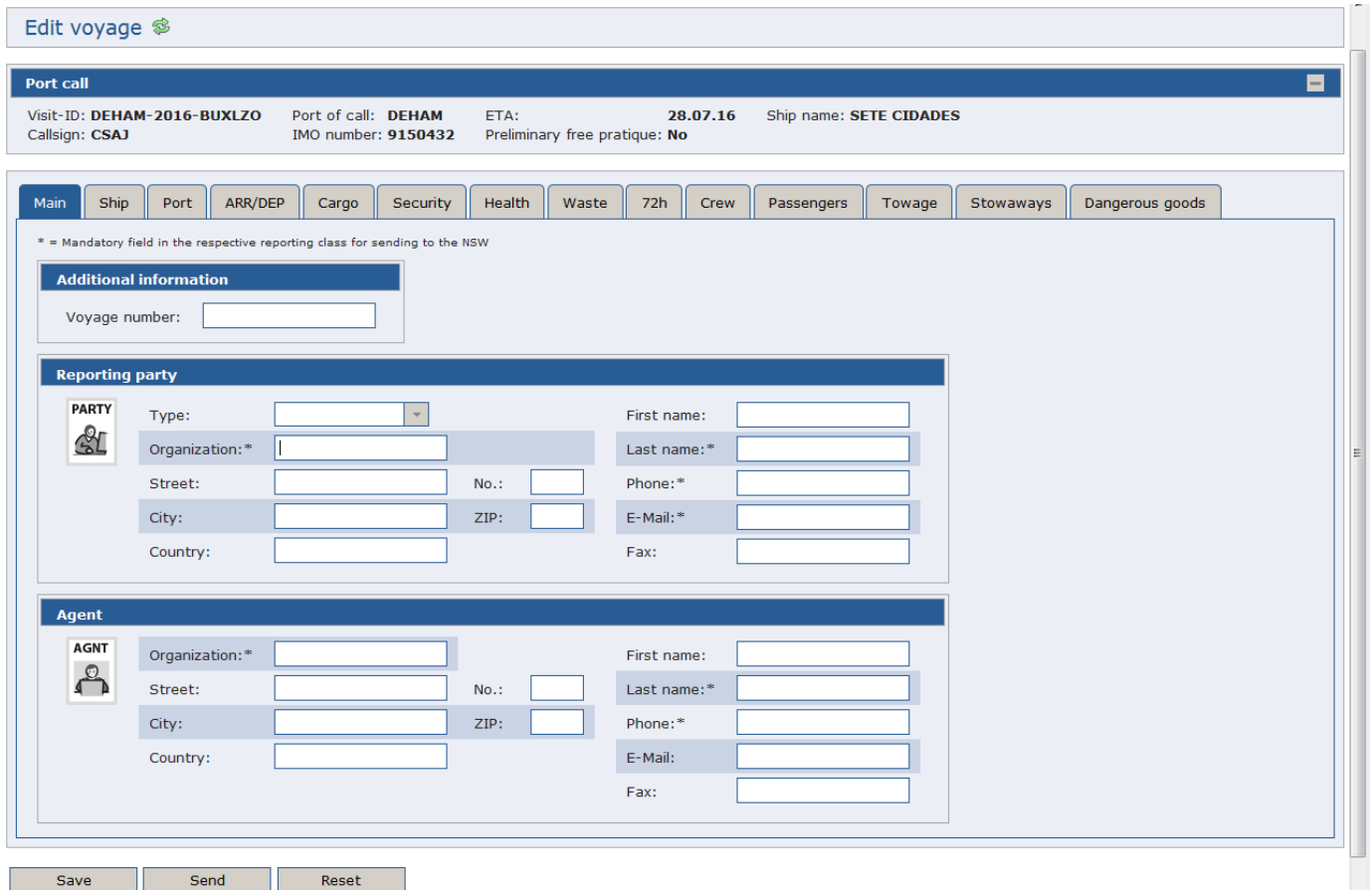


Figure 6 Voyage - submenus

By clicking the respective menu, you can view, edit, create, cancel or delete your voyages, show the dashboard, request a Visit- or Transit-ID or download documents (Visit info) as PDF or Excel file.

4.1 Edit voyage

From the overview of your journeys (cf. Figure 3) you can select any line (journey) by clicking the left mouse button. The respective line will then be greyed out. If you now click onto the menu item „Edit voyage“ (cf. Figure 6), the following view will be displayed, first showing the header data of the respective journey:



Edit voyage

Port call

Visit-ID: **DEHAM-2016-BUXLZO** Port of call: **DEHAM** ETA: **28.07.16** Ship name: **SETE CIDADES**
 Callsign: **CSAJ** IMO number: **9150432** Preliminary free pratique: **No**

Main Ship Port ARR/DEP Cargo Security Health Waste 72h Crew Passengers Towage Stowaways Dangerous goods

* = Mandatory field in the respective reporting class for sending to the NSW

Additional information

Voyage number:

Reporting party

PARTY Type: First name:
 Organization:* Last name:*
 Street: No.: Phone:*
 City: ZIP: E-Mail:*
 Country: Fax:

Agent

AGNT Organization:* First name:
 Street: No.: Last name:*
 City: ZIP: Phone:*
 Country: E-Mail:
 Fax:

Save Send Reset

Figure 7 Edit voyage

Please note: You can also reach this view by activating the desired line (voyage) in the overview of your journeys (cf. Figure 3) via double mouse click.

Now you can edit, meaning correct, reset, actualize, complete and send, the specified data and information related to the journey chosen.

The information concerning to the journey will be each recorded within the tabs Main, Ship, Port, ARR/DEP, Cargo, Security, Health, Waste, 72h, Crew, Passengers, Towage, Stowaways and Dangerous goods. Several reporting classes are each summed up under those tabs which will be explained individually in the following chapters.

Please note: Each depending whether it is about a port call or a transit, the tabs are displayed. In case of transit traffics lesser messages are required, thus not all of the 14 tabs, described in the following, are displayed.

The bar „Port call“ above the tab ‚Main‘ provides information concerning the respective master data of the journey:

Port call			
Visit-ID: DEHAM-2015-KZBGJK	Port of call: DEHAM	ETA: 23.09.15 15:20	Excel transfer with version: 0931b 
Shipname: Strandläufer	Callsign: SLOOP1	IMO number: 9699679	

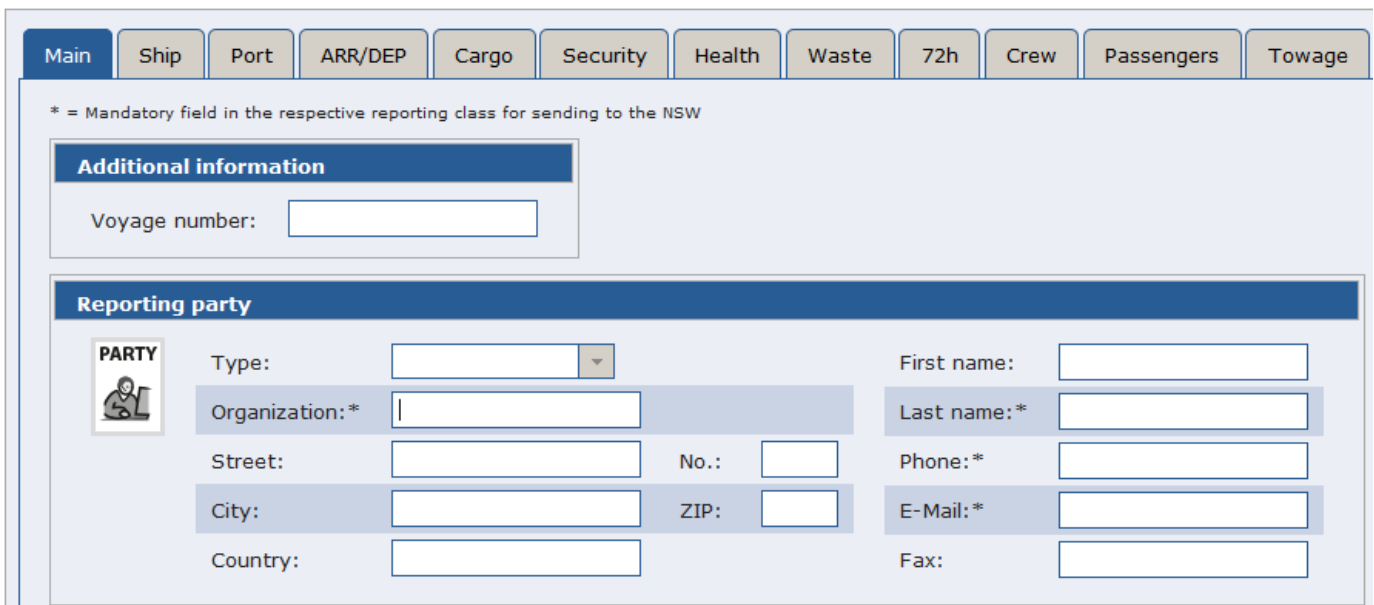
Figure 8 Information concerning the port call

Please note: Beside the master data concerning the “Port call“ or „Transit“ you will also find information about the version number of the excel transfer (red arrow), where available. Please also see chapter 0 6.1.5 User Management – Excel File for further information.

4.1.1 Header data

The tab ‚Main‘ includes the reporting class ‚Party‘ and “AGNT”. All relevant information concerning the reporting party and the agent is collected here. Within the upper box “Reporting party” the type (e.g. master, shipowner, agent), address details and the specification of the organization of the declarant is expected. In addition you can enter the optional information of the voyage number in the upper box.

This (internal) voyage number will not be transmitted to the NSW.




* = Mandatory field in the respective reporting class for sending to the NSW

Additional information

Voyage number:

Reporting party

PARTY  Type:

Organization: *

Street: No.:

City: ZIP:

Country:

First name:

Last name: *

Phone: *

E-Mail: *

Fax:


Figure 9 Edit journey – Main data reporting party

Within the box „Agent“ the specification of the organization and address data of the agent are expected.

Please note: If you want to create a new journey and the user with administration rights already stored address details of an agent for all ports or a specific port within the menu „Settings“ > „User settings“ > „Agent“^d (cf. chapter 6.1.7 User Management - Agent), the fields in the entry dialog “Agent” are initially filled with default values.

^d Please keep in mind that the menu „Agent“ is only displayed for users with administration rights.

Agent


AGNT

Organization:*	<input type="text"/>		First name:	<input type="text"/>
Street:	<input type="text"/>	No.:	Last name:*	<input type="text"/>
City:	<input type="text"/>	ZIP:	Phone:*	<input type="text"/>
Country:	<input type="text"/>		E-Mail:	<input type="text"/>
			Fax:	<input type="text"/>

Figure 10 Edit journey – Main data agent

Please note: The information, that mandatory fields (for the transmission to the NSW) are marked with an asterisk* is provided in each tab above the entry mask (red arrow).

4.1.1.1 After the data capturing

After you completed your data entry you can either „save“ your specifications (as draft) and transmit the contents of single or all reporting classes (summed up within a tab) at a later time or you can immediately transfer just now captured contents of selected reporting classes directly to the NSW (National Single Window). You also have the option to reset reporting classes which have already been transmitted to the NSW, meaning you “release” the reporting classes.

Once you activate the button „Reset“, the following view is displayed:

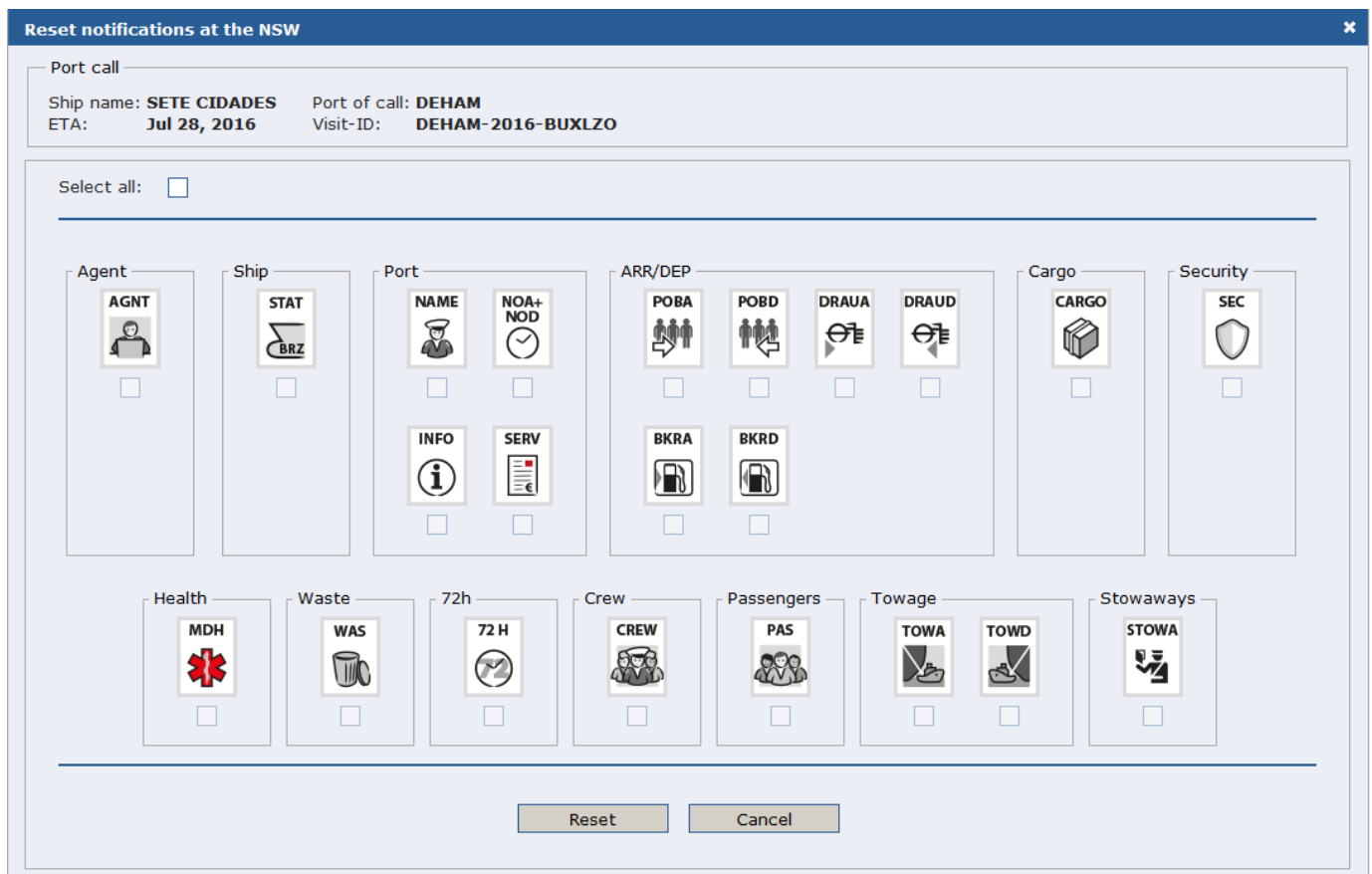


Figure 11 Reset of reporting classes at NSW

You can either select all reporting classes which have been already transmitted to the NSW and reset them by activating the checkbox behind „Select all“. Alternatively you can reset one or more reporting classes, provided the fields are activated, which means the corresponding data set already has to be transmitted to the NSW. The reporting classes which have not yet been transmitted are accordingly shown as inactive (greyed out) and not clickable.

Please note: By means of the screenshots, displayed below, you can recognize that the symbols of the respective reporting classes are each displayed with a coloured frame (green,

yellow, red or grey), according to the status of the transmission to the NSW. In addition, a status indication with icons, coloured accordingly, is displayed below the reporting class symbols (cf. the meaning of the status in the table, chapter 3.1 Descriptions of the columns in the overview voyages). Once you move the mouse over the symbols, a pop-up window opens up, either providing information about the successful transmission to and positive acknowledgement by the NSW or a link to error messages in case of unsuccessful transmissions or information about the imminent expiry of the deadline for the submission of reporting classes before the port call or the entry in the NOK.

In case of reporting classes which already have been transmitted to the NSW, the time of the transmission is always provided here.

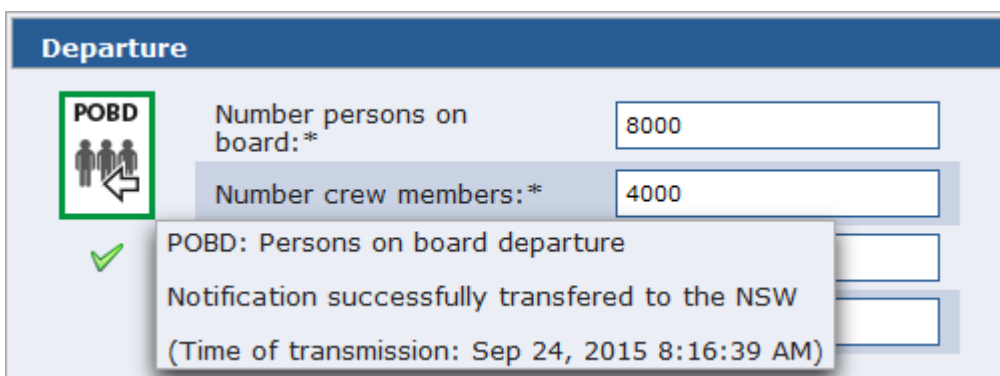


Figure 12 Successful transmission of reporting class

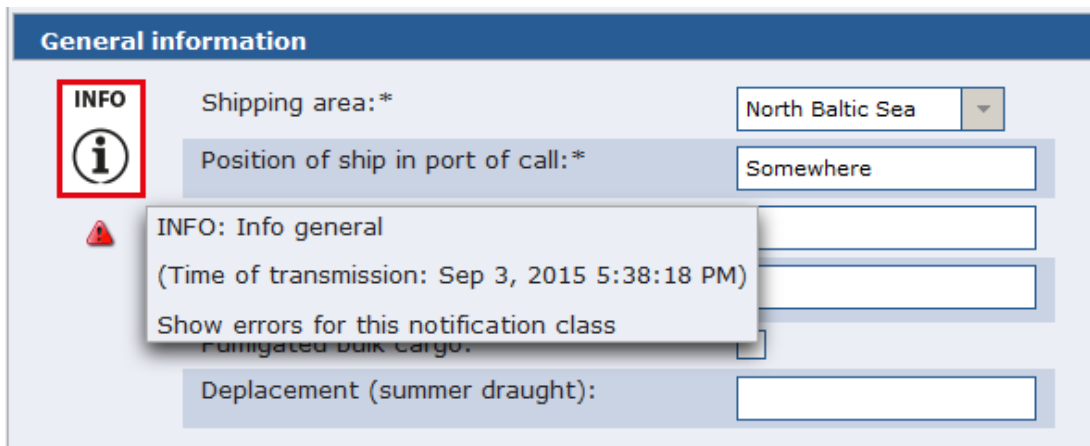


Figure 13 Error message for reporting class

The display of error messages could look like this:

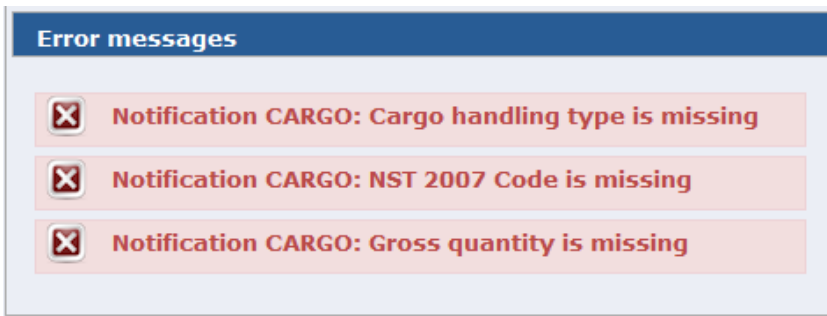


Figure 14 Error message

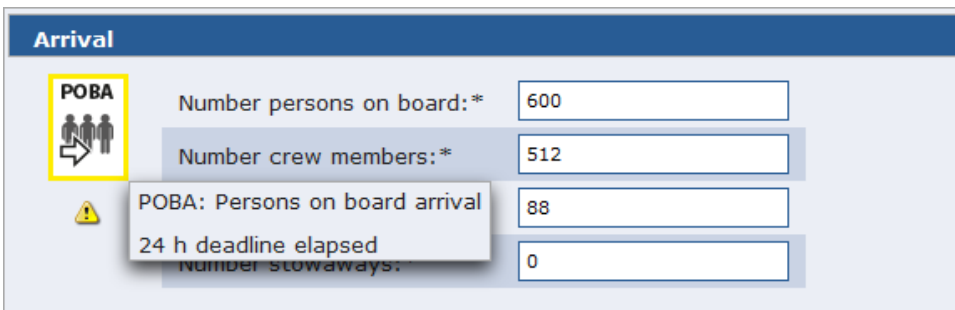


Figure 15 24 h deadline elapsed

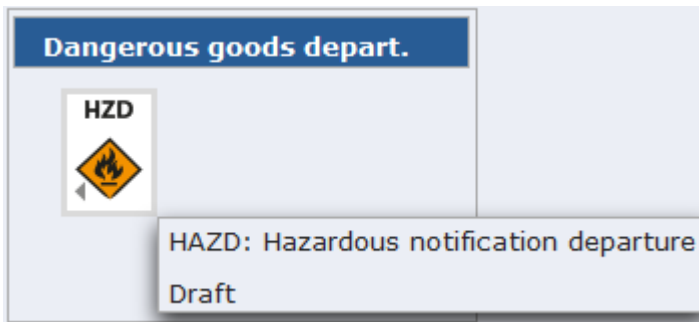


Figure 16 Draft version – Information not yet transmitted to NSW

A reporting class symbol with a grey coloured frame refers to the fact that the information concerning the respective reporting class has not yet been transmitted to the NSW and the data transmission is not yet required.

Please note, that several status messages may be available per reporting class. Likewise you can sometimes already recognize the availability of error messages for one or several reporting classes by means of the tabs related to a reporting class.



4.1.2 Ship

The tab „Ship details“ includes the reporting class ‚STAT‘. All relevant information concerning ship details is collected here. Beside the name, callsign, MMSI number, type, flag, length/width, gross tonnage, Inmarsat call number, transport mode and port of registry the specification of the ISM Company name, identity, street, postal code, city and country is expected.

* = Mandatory field in the respective reporting class for sending to the NSW

Ship Details



 	Ship name: * <input style="width: 90%;" type="text" value="SETE CIDADES"/>	ISM company name: * <input style="width: 90%;" type="text" value="A123456"/>
Callsign: * <input style="width: 90%;" type="text" value="CSAJ"/>	ISM company ident: * <input style="width: 90%;" type="text" value="A123456"/>	
MMSI Number: * <input style="width: 90%;" type="text" value="1234567891"/>	ISM street: <input style="width: 90%;" type="text"/>	
Flag: * <input style="width: 90%;" type="text" value="PORTUGAL"/>	ISM postal code: <input style="width: 90%;" type="text"/>	
Length / Width: * <input style="width: 20%;" type="text" value="100.60"/> / <input style="width: 20%;" type="text" value="16.50"/>	ISM City: <input style="width: 90%;" type="text"/>	
Gross tonnage: * <input style="width: 90%;" type="text" value="3979"/>	ISM Country: <input style="width: 90%;" type="text"/>	
Port of registry: * <input style="width: 90%;" type="text" value="PTOPO"/>		
Inmarsat call number: <input style="width: 90%;" type="text"/>		
Transport mode: * <input style="width: 90%;" type="text" value="Maritime transport"/>		
Ship type: * <input style="width: 90%;" type="text" value="504 - Steel products v"/>		

Figure 17 Edit voyage - Ship

Please note: The function autocomplete, more precisely a list of proposals, opens up after you entered at least 3 (alpha)numeric characters in the field „Ship name“. Once you select one of the entries, the fields ship name, callsign, flag, length/width and gross tonnage will be filled. If you choose another ship name the previous entries will be *overwritten*.

Alternatively to the autocomplete list you also have the option to enter further vessel master data in advance by using the function „Vessel Management“. Further information concerning this feature is provided in the chapter 6.2 Administration – Vessel Management.

If you entered and saved further master data concerning the vessel the proposal list opens up once you entered at least 3 (alpha)numeric characters. The vessels to which you recorded and stored more extensive details are labelled with a folder symbol (cf. red marking).




Shipname:*	pet	ISM company name:																	
Callsign:*	<table border="1"> <tr> <td></td> <td>PETERS KAMPEN 1112 (9549528)</td> </tr> <tr> <td></td> <td>PETERS KAMPEN 1110 (9549504)</td> </tr> <tr> <td></td> <td>PETERS KAMPEN 1111 (9549516)</td> </tr> <tr> <td></td> <td>PETERS KAMPEN 1109 (9549499)</td> </tr> <tr> <td></td> <td>PETRA HORIZON (V7PE7 / 9515503)</td> </tr> <tr> <td></td> <td>PETERS KAMPEN 1108 (9549487)</td> </tr> <tr> <td></td> <td>PETER RONNA (ZDFD8 / 9198628)</td> </tr> <tr> <td></td> <td>PETROLIMEX 08 (ZWMU / 9255820)</td> </tr> </table>				PETERS KAMPEN 1112 (9549528)		PETERS KAMPEN 1110 (9549504)		PETERS KAMPEN 1111 (9549516)		PETERS KAMPEN 1109 (9549499)		PETRA HORIZON (V7PE7 / 9515503)		PETERS KAMPEN 1108 (9549487)		PETER RONNA (ZDFD8 / 9198628)		PETROLIMEX 08 (ZWMU / 9255820)
	PETERS KAMPEN 1112 (9549528)																		
	PETERS KAMPEN 1110 (9549504)																		
	PETERS KAMPEN 1111 (9549516)																		
	PETERS KAMPEN 1109 (9549499)																		
	PETRA HORIZON (V7PE7 / 9515503)																		
	PETERS KAMPEN 1108 (9549487)																		
	PETER RONNA (ZDFD8 / 9198628)																		
	PETROLIMEX 08 (ZWMU / 9255820)																		
MMSI Number:*																			
Flag:*																			
Length / Width:*																			
Gross tonnage:*																			
Port of registry:*																			
Inmarsat call number:																			
Shiptype:*																			

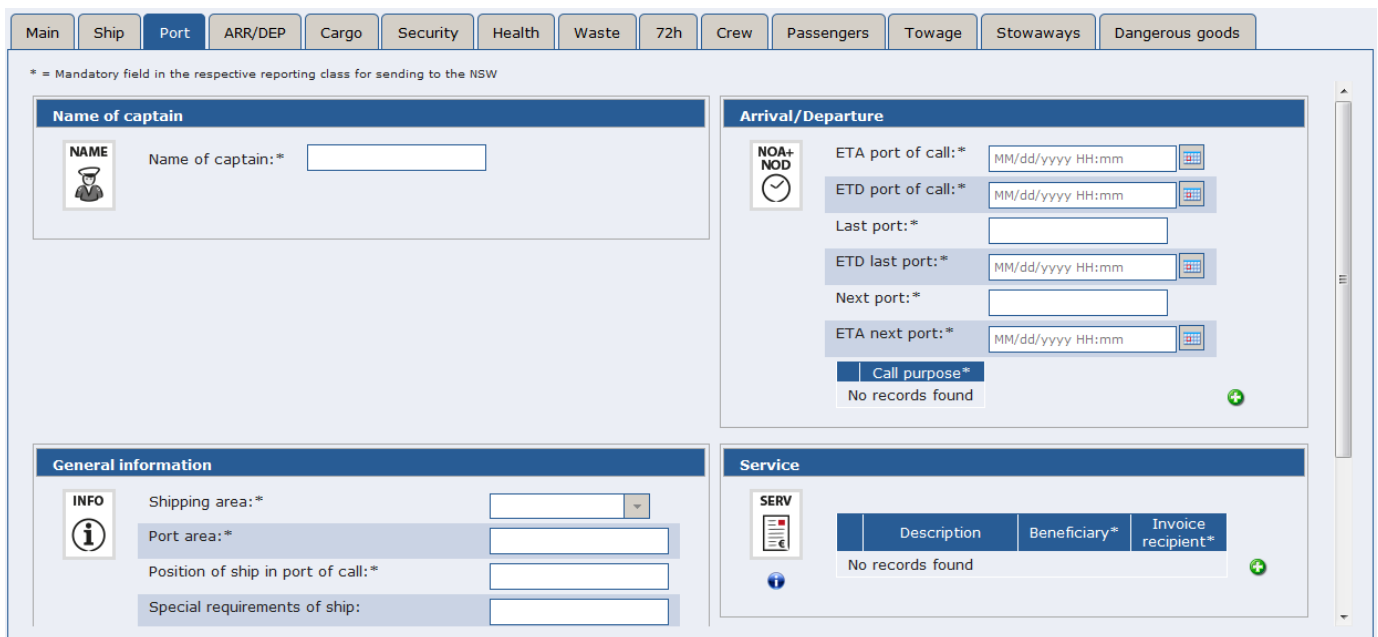
Figure 18 Vessel stored via the function vessel management

If you choose one of this vessels, all fields will automatically be filled with the master data, recorded via the function vessel management.

4.1.3 Port

The tab “Port message” includes the reporting classes ,NAME‘, ,INFO‘, ,NOA_NOD‘ and ,SERV‘. All relevant information concerning the port, like the name of the captain, details relating to the reporting classes NOA+NOD („arrival/departure“) and general information („INFO“) is expected here.

You also have the option to specify services to the ship, if required. Otherwise the reporting class “SERV” does not have to be reported.




* = Mandatory field in the respective reporting class for sending to the NSW


Name of captain

NAME Name of captain:*


Arrival/Departure

NOA+NOD


ETA port of call:* 


ETD port of call:* 

Last port:*

ETD last port:* 

Next port:*

ETA next port:* 

Call purpose*
No records found 

General information

INFO

Shipping area:*

Port area:*

Position of ship in port of call:*

Special requirements of ship:

Service

SERV


Description	Beneficiary*	Invoice recipient*
No records found 		

Figure 19 Edit voyage – Port complete overview

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

After the entry of the name of the captain, detailed information concerning the estimated arrival and departure times at/from the port of call is expected within the section “NOA+NOD”.

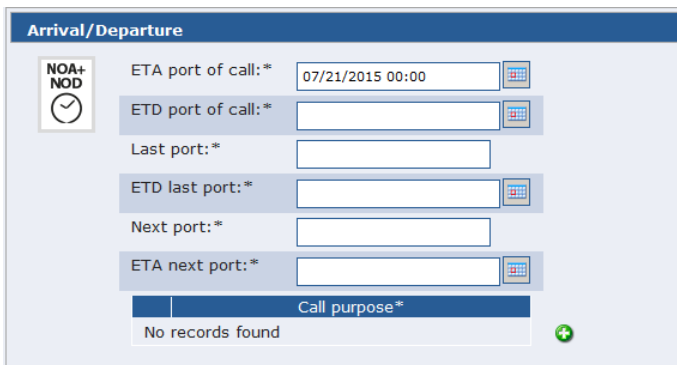


Figure 20 Edit voyage – Port Arrival/Departure

Here you can also make use of the calendar function via mouse click to facilitate the entries of dates and times.

Once you activate the button “Now” at the bottom left, the current date and time is displayed and highlighted in white.

If you choose another date, the calendar function closes and the selected date is displayed in the line right next to the calendar icon.

If you open up the calendar again the selected date of the estimated arrival/departure is highlighted and displayed in light grey.

By keeping the left mouse button pressed onto the grey bars behind “Hour” and “Minute”, you can move the bars to the desired time, which then will be displayed behind the date in the first line.

Once you click the button “Done”, the calendar function closes.

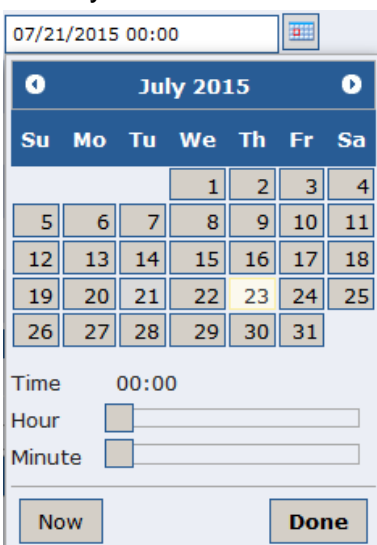


Figure 21 Edit voyage – Port calendar function

The entry of the last and next port (cf. Figure 19) is also supported by the function autocomplete, which becomes active once you enter 3 or more characters. By means of the function autocomplete you can then choose one of the proposals.

Below in the box „NOA+NOD“ (cf. Figure 19) you can enter information about the call purpose. Please click onto the green plus icon, to open the list of proposals for call purposes and select the respective entry.

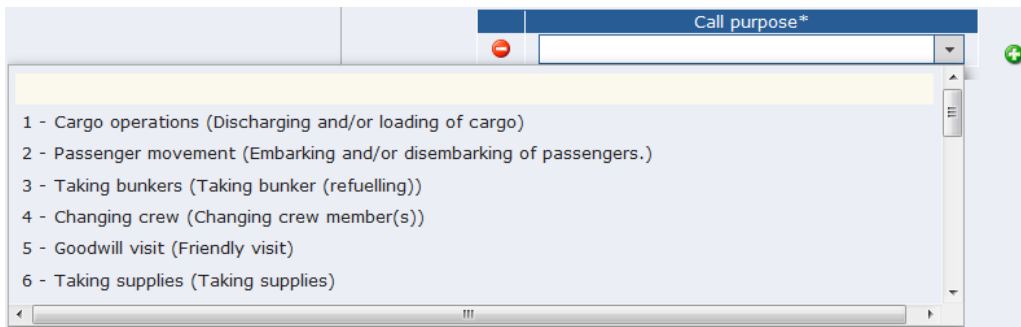


Figure 22 Edit voyage – Port, Call purpose

In the box „General information“ you can first choose between the shipping areas „North Baltic Sea“, „Europe“ and „Overseas“ by means of a dropdown menu. Afterwards specific details regarding the port area, position of the ship, special requirements and/or special construction characteristics of the ship, power of bow thruster, power of stern thruster, fumigated bulk cargo and displacements are expected (cf. Figure 24 Edit voyage – Port General Information). The field “Port area” is used to specify the port area, which the ship will call first. Once you entered at least two characters the dropdown menu opens up with a list of proposals including the two characters.

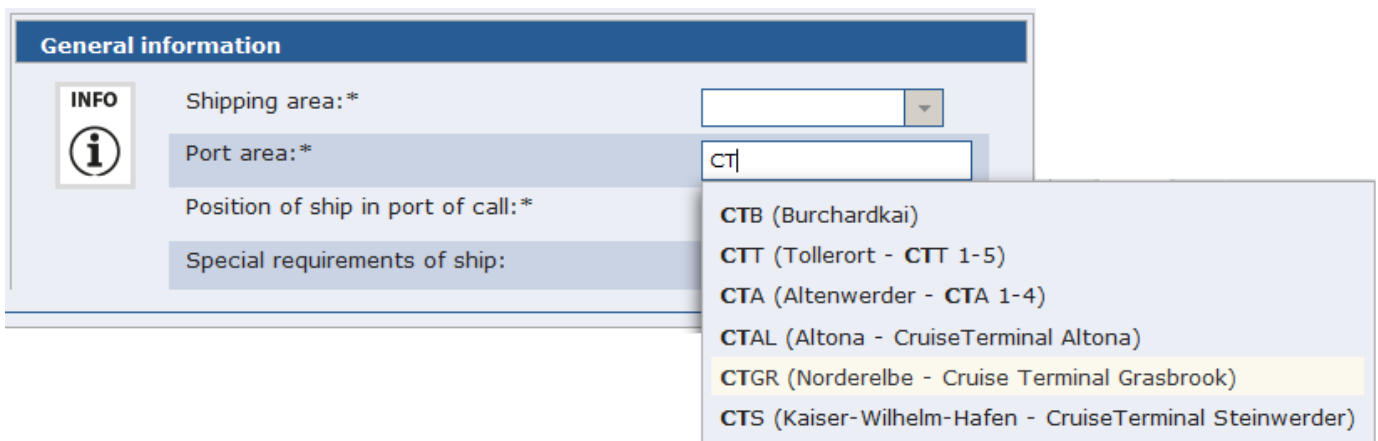



Figure 23 Edit voyage – Information Port area

General information

INFO 

Shipping area:*	<input type="text"/>
Port area:*	<input type="text" value="CT"/>
Position of ship in port of call:*	<input type="text"/>
Special requirements of ship:	<input type="text"/>
Special construction characteristics of ship:	<input type="text"/>
Power of BowThruster:	<input type="text"/>
Power of SternThruster:	<input type="text"/>
Fumigated bulk cargo:*	<input type="text"/>
Displacement (summer draught):	<input type="text"/>

Figure 24 Edit voyage – Port General Information

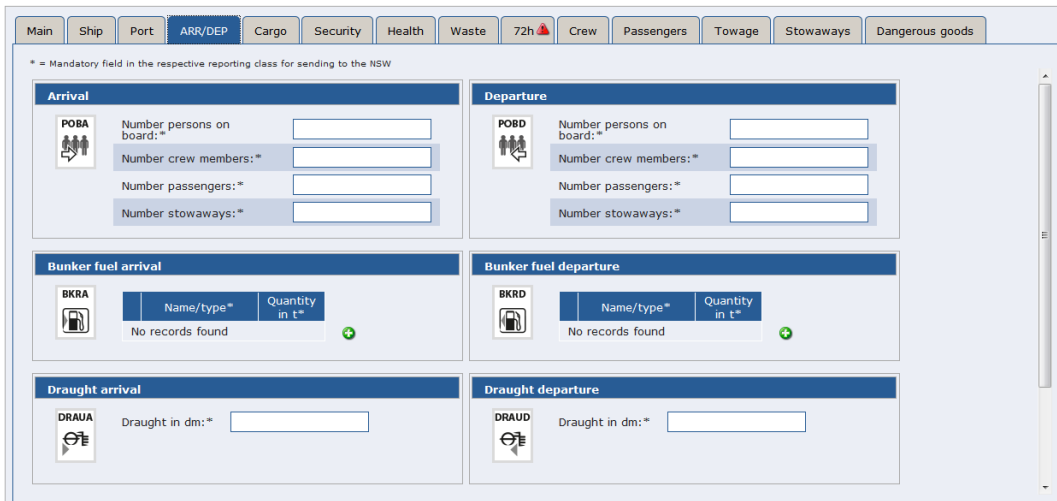
The box „Service“ (cf. Figure 19 Edit voyage – Port complete overview) is displayed beside to the right. Here you can enter information regarding specific services to the ship by clicking the green plus icon. In the table being displayed you can specify a description, the beneficiary and the invoice recipient.

Please note: You can each annul your entries to the „Call purpose“ and the „Service“ anytime by clicking onto the red minus icon.

4.1.4 ARR/DEP

The tab “ARR/DEP” includes the reporting classes ,POBA‘, POBD ‘, ,BKRA ‘, ,BKRD ‘, ‘DRAUA’, ‘DRAUD’, ‘ATA’ and ‘ATD’.

All relevant information concerning the arrival and departure of the vessel is expected here.



* = Mandatory field in the respective reporting class for sending to the NSW

Arrival		Departure	
POBA	Number persons on board:*	POBD	Number persons on board:*
	Number crew members:*		Number crew members:*
	Number passengers:*		Number passengers:*
	Number stowaways:*		Number stowaways:*
Bunker fuel arrival		Bunker fuel departure	
BKRA	Name/type*	BKRD	Name/type*
	Quantity in t*		Quantity in t*
No records found		No records found	
Draught arrival		Draught departure	
DRAUA	Draught in dm:*	DRAUD	Draught in dm:*

Figure 25 Edit voyage – ARR/DEP

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

Information concerning the reporting class „POBA“ (persons on board at arrival), e.g. the number per each group of people is expected in the first box “Arrival”.

Accordingly information concerning the reporting class „POBD“ (persons on board at departure) is expected in the box “Departure”.

Below specifications regarding the name, type and quantity of the bunker fuel at arrival and departure are recorded. The respective table to fill in all information opens up by clicking the green plus icon.

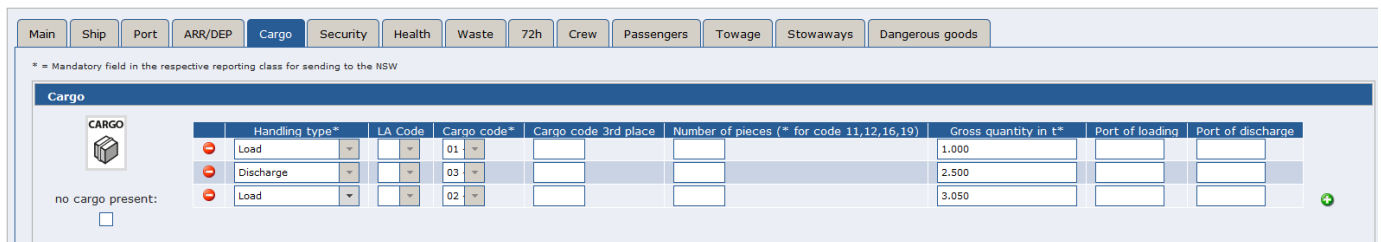
Indications concerning the draught of the vessel at arrival and departure in dm are to be entered within the next boxes „DRAUA“ and „DRAUD“.

Please enter the actual times of arrival and departure of the vessel at the very bottom of the page

Please note, that this input may be locked for certain ports, inasmuch as the entries are reported by a port authority.

4.1.5 Cargo

The tab “Cargo” includes the reporting class ,CARGO‘. All relevant information concerning the cargo is expected here.



* = Mandatory field in the respective reporting class for sending to the NSW

Handling type*	LA Code	Cargo code*	Cargo code 3rd place	Number of pieces (* for code 11,12,16,19)	Gross quantity in t*	Port of loading	Port of discharge
Load		01			1.000		
Discharge		03			2.500		
Load		02			3.050		

no cargo present:

Figure 26 Edit voyage - Cargo

In case of a passenger vessel without cargo, you have the option to activate the checkbox „no obligation“. In such case you will not be reminded to submit the reporting class.

Please click onto the green plus icon, to enter data concerning goods to be declared. Please enter the handling type (load, discharge), cargo code (according to NST 2007), number of pieces and the gross quantity (in tons).

Please each use a separate line per cargo type.

4.1.6 Security

The tab “Security” includes the reporting class ,SEC‘.
All relevant information concerning the security is expected here.

Figure 27 Edit voyage - Security

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

First the current ship security level has to be specified. Specifications concerning the NOK passage are also required, if it is also crossed during the planned port call.

Furthermore it is possible to simplify the report of the reporting class ,SEC‘ by specifying the German Port of call, where the complete information concerning the reporting type was notified **and there are no changes of information when arriving at the next German Port.**

Please use the selection field “Simplification” in such case.

Further technical information does not have to be reported, the data entry function will be closed. You only have to specify the port of call where the complete information was notified.

Please note that this port has to be located in Germany.

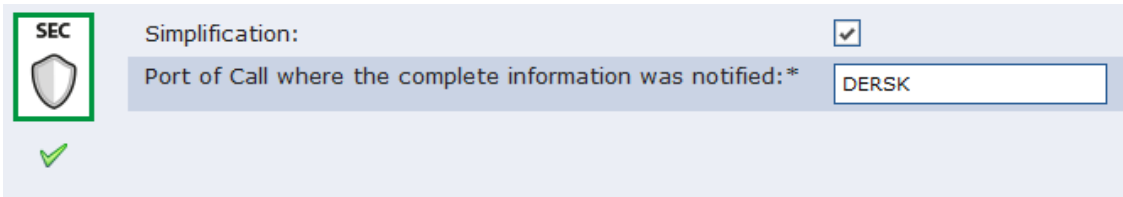


Figure 28 Edit voyage – Security, simplification

Specifications of security relevant information regarding the contact details of the CSO - Chief Security Officer are expected (cf. Figure 27 Edit voyage - Security).

Specifications concerning the International Ship Security Certificate (ISSC) are recorded in the following box. Beside the question of validity, you can choose the respective ISSC type (full/intermin) and the issuer type (RSO/administration) by means of a dropdown menu (cf. Figure 27 Edit voyage - Security).

Please enter if an approved security plan is available on board and choose the respective ship security level by means of the dropdown menu in the third block. Afterwards the specification of the port facility of arrival (if known) and a general cargo description (via dropdown menu) is expected (cf. Figure 27 Edit voyage - Security).

Underneath the 3 blocks, the following table is displayed:

Last 10 port facilities called*									
	Port name	Country of port	LoCode of por	Date of arrival*		Date of departure*		Security level*	Any security repo
	Portname 1	CWPIL1	AEAJM	06/01/2015		06/03/2015		Level 3	Any sec_01
	Portname 2	CWPIL2	BDBZL	06/02/2015		06/04/2015		Level 2	Any sec_02
	Portname 3	CWPIL3	CAAAL	06/03/2015		06/05/2015		Level 1	Any sec_03
	Portname 4	CWPIL4	DEAAH	06/04/2015		06/06/2015		Level 1	Any sec_04

Figure 29 Edit voyage – Security, List of last port facilities

By clicking the green plus icon right beside the table the entry function opens up. Please enter the name, country and LoCode of the port as well as the date of arrival and departure. Then please choose the current security level again via dropdown menu.

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function below the table, to view all available information/data.

Finally you can add further security matters as free text and in the last column please enter the GIGIS code. This is a four-digit security code of the respective port authority (cf. www.imo.org, section ‚Maritime Security‘).

Please click onto the green plus icon right beside the table to add further entry lines for the collection of further port information.

Below this table another one is displayed where the following specifications are expected:










Ship-to-ship activities during last 10 port facilities called								
	Location name	Location LoCode	Latitude (* when Longitude specified)	Longitude (* when Latitude specified)	Date from*	Date to*	Type of activity*	A
	LN1	AEAJM			06/03/2015 	06/05/2015 	Type of activity_01	A
	LN2	BDBZL			06/04/2015 	06/06/2015 	Type of activity_02	A
	LN3	CAALK			06/05/2015 	06/07/2015 	Type of activity_03	A

Figure 30 Edit voyage – Security, list of ship-to ship activities

Beside the repeated question of the location name and LoCode, specifications concerning the latitude, longitude and the length of stay within the respective ports are expected. Finally please enter the activity type and, optionally, specify free text information regarding further security matters.

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function below the table, to view all available information/data.

Please click onto the green plus icon right beside the table to add further entry lines for the collection of further ship-to-ship activities.

4.1.7 Health

The tab “Health” includes the reporting class ,MDH‘.

All relevant information concerning the medical health is expected here.

Figure 31 Edit voyage – Medical health notification

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

It is possible to simplify the report of the reporting class ,MDH‘ by specifying the German Port of call, where the complete information concerning the reporting type was notified **and there are no changes of information when arriving at the next German Port.**





Please use the selection field “Simplification” in such case.

Further technical information does not have to be reported, the data entry function will be closed. You only have to specify the port of call where the complete information was notified.

Please note that this port has to be located in Germany.

The following section includes questions concerning the medical condition / health of passengers, crew members and animals as well as the ship sanitation. You can use the selection boxes behind the questions via mouse click. In some cases you will be asked to enter further detailed information.

Below this section the following table is displayed:

Ports of call of the last 30 days*				
	Port*	Departure*	New crew members?	Name crew member
	<input type="text"/>	MM/dd/yyyy 	<input type="text"/> 	<input type="text"/>
				

Yes
No

Figure 32 Edit voyage – Health, new crew members in the last port of calls

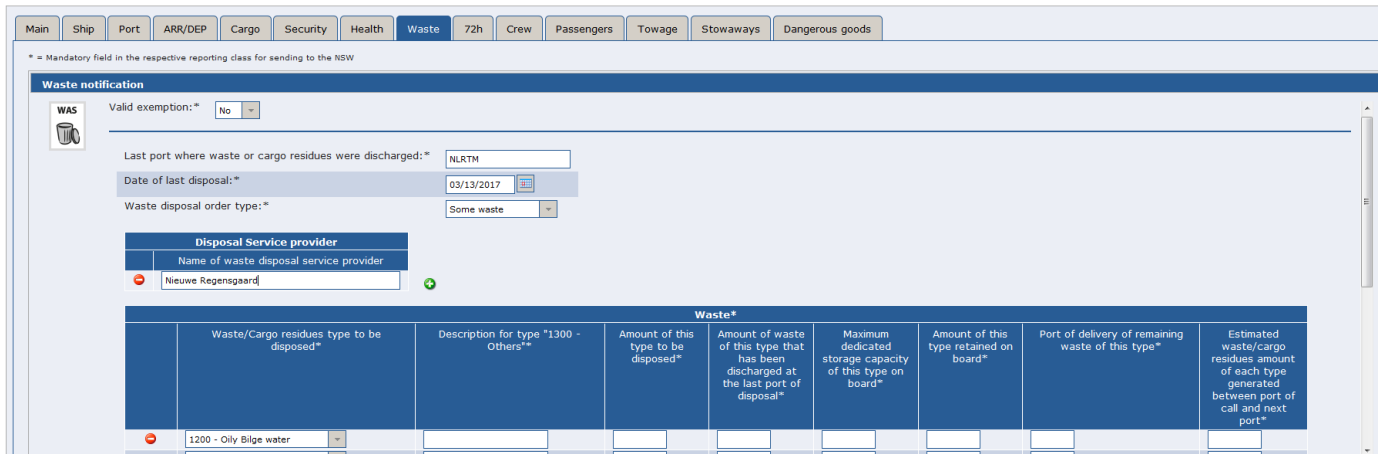
Information concerning the port of calls of the last 30 days and the boarding of new crew members within the last 30 days is collected here.

Once you click the green plus icon, the entry function opens up.

Please enter the port of calls of the last 30 days and the corresponding departure date. If you use the selection box below the column „New crew member?“, the entry function for the entry of crew member names opens up.

4.1.8 Waste

The tab “Waste” includes the reporting class ,WAS‘.
All relevant information concerning the waste is expected here.



Waste/Cargo residues type to be disposed*	Description for type *1300 - Others**	Amount of this type to be disposed*	Amount of waste of this type that has been discharged at the last port of disposal*	Maximum dedicated storage capacity of this type on board*	Amount of this type retained on board*	Port of delivery of remaining waste of this type*	Estimated waste/cargo residues amount of each type generated between port of call and next port*
1200 - Oily Bilge water							

Figure 33 Edit voyage - Waste

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

Please use the selection field “Valid exemption”, if there is an exemption concerning the waste/ cargo residues available.

The entry function will thereupon be closed down and you can carry on with the data recording in the next tab.

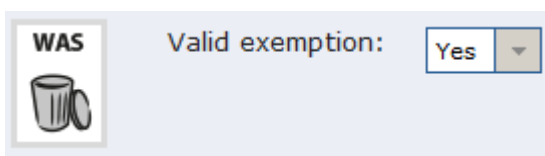


Figure 34 Edit voyage – Waste, exemption at hand

At first specifications concerning the port and date of the last disposal are collected, followed by the question regarding the waste disposal order type (cf. Figure 33 Edit voyage - Waste).

Please enter the name of the disposal service provider in the box below (cf. Figure 33 Edit voyage - Waste) by clicking the green plus icon right next to the box.

Underneath you will find the following table:











Waste notification									
WAS 	Waste*								
	Waste/Cargo residues type to be disposed*	Description for type *1300 - Others**	Amount of this type to be disposed*	Amount of waste of this type that has been discharged at the last port of disposal*	Maximum dedicated storage capacity of this type on board*	Amount of this type retained on board*	Port of delivery of remaining waste of this type*	Estimated waste/cargo residues amount of each type generated between port of call and next port**	
	1200 - Oily Bilge water		0.000	0.300	150.000	30.000	GFOL	0.050	
	1100 - Oily Residues (sludge)		0.000	0.000	120.000	35.000	GFOL	0.100	
	1300 - Others		0.500	0.500	200.000	50.000	GFOL	0.350	
	2200 - Plastics								
	2100 - Food waste								
	2300 - Domestic wastes								
	2311 - Cooking oil								
	2308 - Incinerator ashes								
	2600 - Operational wastes								


Figure 35 Edit voyage – Waste, table

Information regarding the „Waste/cargo residues type to be disposed“ is collected here.

Please note: Only the columns „Description for type 3, 8, 9“ and „Amount of this type to be disposed“ have to be specified, if the total waste will be disposed (cf. dropdown menu „Waste disposal order type“ = „Total waste“, Figure 33 Edit voyage - Waste).

You can choose between 14 various waste/cargo residue types, whereas you can change the order according to your wishes and/or disregard the waste/cargo residue types, which you do not want to dispose. Please enter further details regarding the amount and other descriptions to each waste/cargo residue type in the following columns.

Please confirm the accuracy and correctness of your specification by using the selection box:

Accurate and correct details given?: 

Yes

No

4.1.9 72h

The tab “72h” includes the reporting class ,72h‘.
All relevant information concerning the 72h appointment is expected here.

Figure 36 Edit voyage – 72h

Please activate the checkbox “no obligation” via mouse click, if no reporting obligation regarding to this voyage exists.

The entry function will thereupon be closed down and you can carry on with the data recording in the next tab.

Figure 37 72h appointment – no obligation

Please use the selection field „Tanker“ to specify whether or not the vessel is a tanker. The next specifications, concerning the tanker hull configuration, the condition, nature and volume of the cargo, will thereupon be “activated”.

Following questions refer to planned operations (loading, discharge) as well as planned inspections or works during the period of stay in the port. Finally please enter the date of the last expanded inspection and the planned period of stay in hours.

4.1.10 Crew

The tab "Crew" includes the reporting class ,CREW '.
All relevant information concerning the crew members is expected here.

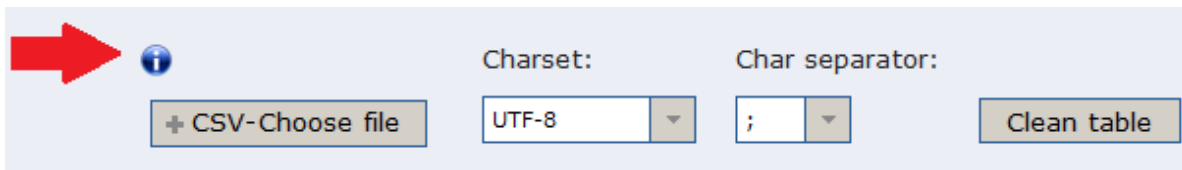
Figure 38 Edit voyage - Crew

Information regarding the personal data of the crew members is collected here. You can choose whether you want to compile a list of all crew members manually or by uploading a CSV file. If you want to enter the data of each crew member separately, please activate the green plus icon right beside the table to open up the entry function.

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed. Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

Now you can specify personal information, like name, place/ date of birth, gender, nationality, nature and id of identity document, visa number and duty on board, by entering free text and using the calendar function and the dropdown menu.

Alternatively you can also select a locally saved CSV file of crew members and upload it.



You can upload CSV files with two different types of charsets (UTF-8 / ISO-8859-1). Please click the icon “Info” (red arrow) in order to get further information regarding the required format and delimiters.

Before uploading the required local CSV file, please keep in mind to select the charset used therein. Otherwise you will receive an error message stating that you probably chose the wrong delimiters.











List of crew members							
CREW 							
Crew member*							
	Show all...	Show all...	Show all...	Show all...	Show all...	Show all...	
	Last name*	First name*	Place of birth*	Date of birth*	Gender	Nationality	
	1.	Leesch	Mirko	Stralsund	03/09/1980	Male	GERMANY, FEDERAL
	2.	Kolbe	Wilfried	Hamburg	05/09/1958	Male	GERMANY, FEDERAL
	3.	1.Guerrero - 2.Carliota Ch	Aparri	Cagayan	01/22/1973	Female	PHILIPPINES
	4.	Viernas	Ariel	Manila	09/29/1976	Male	PHILIPPINES
	5.	Rondario	Reynante	Quezon	12/01/1980	Male	PHILIPPINES
	6.	Serrano	Joemar	Capiz	06/05/1989	Male	PHILIPPINES
	7.	Setiawan	Ujang	Bantul	12/03/1987	Male	INDONESIA
	8.	Wahab	Qadri	Sorong	02/28/1987	Male	INDONESIA
	9.	Guinto	Geebson	Cebu City	12/26/1984	Male	PHILIPPINES

Figure 39 Edit voyage – List of crew members, upload of CSV-file

Please note: You can each annul your entries or already uploaded data anytime by clicking onto the red button “Clean table” (cf. Figure 38).

4.1.11 Passenger

The tab "Passenger" includes the reporting class ,PAS'.
All relevant information concerning the passengers is expected here.

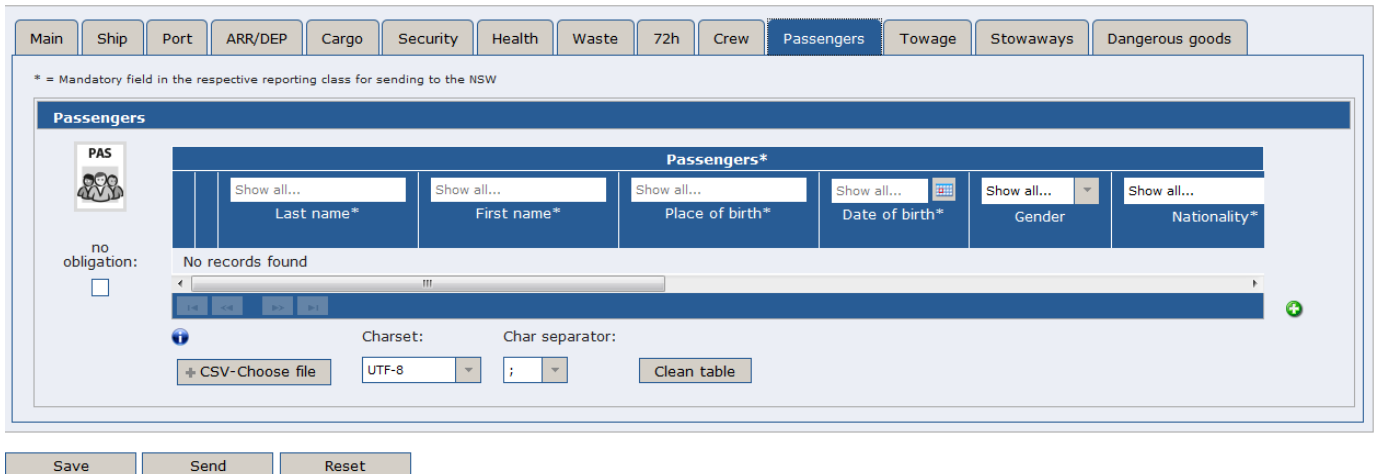


Figure 40 Edit voyage - Passengers

If no passenger information has to be specified, i.e. if it is about a cargo vessel without passengers, please activate the checkbox „no obligation“ via mouse click.

The entry function will thereupon be closed down and you can carry on with the data recording in the next tab.



Figure 41 Passengers – no obligation

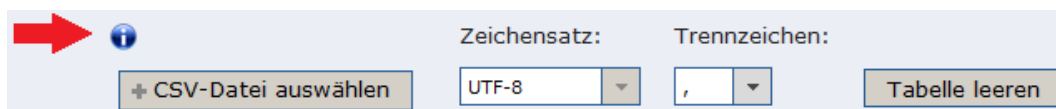
Information regarding the personal data of all passengers is collected here.
You can choose whether you want to compile a passenger list manually or upload a CSV file.
If you want to enter the data of each passenger separately, please activate the green plus icon right beside the table to open up the entry function.

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

Now you can specify the personal passenger information, like name, place/ date of birth, gender, nationality, nature and id of identity document, visa number, port of embarkation/ disembarkation and transit passenger or not by entering free text and using the calendar function and the dropdown menu.

Alternatively you can also select a locally saved CSV file and upload it.



You can upload CSV files with two different types of charsets (UTF-8 / ISO-8859-1). Please click the icon “Info” (red arrow) in order to get further information regarding the required format and delimiters.

Before uploading the required local CSV file, please keep in mind to select the charset used therein. Otherwise you will get an error message with the reference, that you probably chose the wrong delimiters.


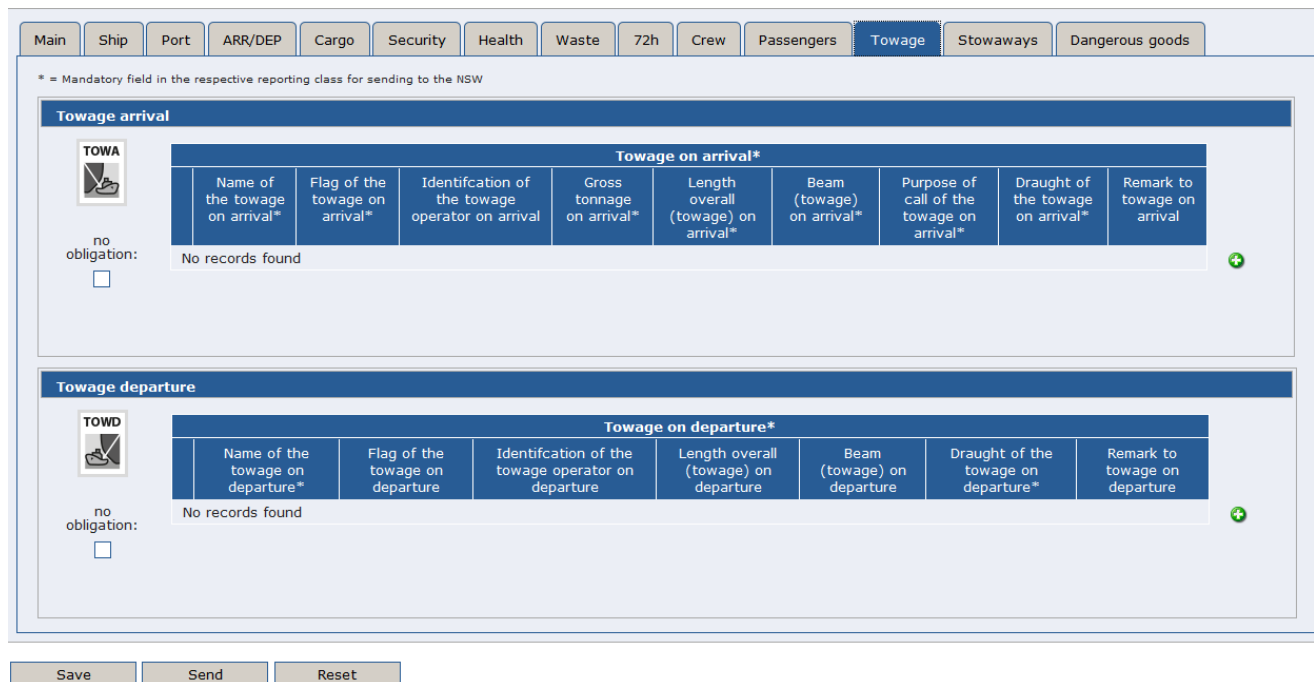
Passengers							
PAS 							
no obligation: <input type="checkbox"/>							
Passengers*							
	Show all...	Show all...	Show all...	Show all...	Show all...	Show all...	Show all...
	Last name*	First name*	Place of birth*	Date of birth*	Gender	Nationality	
1.	Lindig		Andreas	MM/dd/yyyy		MOROCCO	
2.	Lindig		Hugo	MM/dd/yyyy		MOROCCO	
3.	Lindig		Willhelm	MM/dd/yyyy		MOROCCO	
4.	Noack		Lukas Michael	MM/dd/yyyy		MOROCCO	
5.	Karstedt		Bernd	MM/dd/yyyy		MOROCCO	
6.	Karstedt		Regine Maria Irma	MM/dd/yyyy			
7.	Jakob		Jens	MM/dd/yyyy		MOROCCO	
8.	Finke		Joerg	MM/dd/yyyy		MOROCCO	
9.	Taube		Astrid	MM/dd/yyyy			
10.	Thorhauer		Anja	MM/dd/yyyy			

Figure 42 Edit voyage – Passengers, upload of CSV file

Please note: You can each annul your entries or already uploaded data anytime by clicking onto the red button “Clean table” (cf. Figure 40 Edit voyage - Passengers).

4.1.12 Towage

The tab "Towage" includes the reporting classes ,TOWA' and 'TOWD'. All relevant information concerning the towage at arrival and departure passengers is expected here.



* = Mandatory field in the respective reporting class for sending to the NSW

Towage arrival

TOWA

Towage on arrival*								
Name of the towage on arrival*	Flag of the towage on arrival*	Identification of the towage operator on arrival	Gross tonnage on arrival*	Length overall (towage) on arrival*	Beam (towage) on arrival*	Purpose of call of the towage on arrival*	Draught of the towage on arrival*	Remark to towage on arrival
No records found								

no obligation:

Towage departure

TOWD

Towage on departure*						
Name of the towage on departure*	Flag of the towage on departure	Identification of the towage operator on departure	Length overall (towage) on departure	Beam (towage) on departure	Draught of the towage on departure*	Remark to towage on departure
No records found						

no obligation:

Save Send Reset

Figure 43 Edit voyage - Towage

If no towage information has to be specified, i.e. if there is not towage, please activate the checkbox „no obligation“ via mouse click.

The entry function will thereupon be closed down and you can carry on with the data recording in the next tab.



Towage arrival

TOWA

no obligation:

Figure 44 Towage – no obligation

Information regarding the towage at arrival and departure is collected here.
Please activate the green plus icon right beside the table to open up the entry function.

Please note: At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

First, please enter the name and flag of the towage (cf. Figure 43 Edit voyage - Towage).

Once you click the pen icon in the column „Identification of the towage operator on arrival“, the following box opens up:

Identification of the towage operator on arrival	Gross tonnage on arrival*	Length overall (towage) on arrival*	Beam (towage) on arrival*	Purpose of call towage on arrival
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Towage Operator

Company name:

Street, Streetnumber:

Postcode:

City:

Country:

Phone:

Fax:

E-Mail:

Figure 45 Edit voyage – Towage operator

Information regarding the towage operator is collected here.

Once you made your entries, please activate the button “Ok” to save them.

Questions regarding to several measurements, the draught and the purpose of call of the towage are following.

4.1.13 Stowaways

The tab "Stowaways" includes the reporting class ,STOWA'.
All relevant information concerning the border police message is expected here.

Figure 46 Edit voyage - Stowaways

If no information about stowaways has to be specified, i.e. if there is no stowaway on board, you can carry on with the data recording in the next tab.

In case of stowaways on board, please select "Yes" within the selection field „Stowaways on board“.

The following view is being displayed:

Port of itinerary	
Name of itinerary port*	ETA at port of itinerary*
<input type="text"/>	<input type="text" value="MM/dd/yyyy HH:mm"/>

Figure 47 Edit voyage – Stowaways, selection box "Yes"

Please activate the green plus icon right beside the table, to open up the entry function.
Now you can specify the name and ETA of the itinerary port where the stowaway has been found.

4.1.14 Dangerous goods

The tab "Dangerous goods" includes the reporting classes 'HZA' and 'HZD', which however are not collected via the web application eDeclaration but are made via the DAKOSY system GEGIS.

Nevertheless the current transmission status to the NSW is displayed here by coloured frames of the reporting class icons dangerous goods (please also cf. Figure 12, Figure 13 and Figure 15). In addition you will each find a coloured status indicator below the symbols (also cf. column 'Status' in the table, chapter 3.1 Descriptions of the columns in the overview voyages).



Figure 48 Edit voyage – Dangerous goods

4.2 View voyage

If you click onto the menu item „Voyage“ in the navigation bar and choose the submenu „View voyage“, you can reach all displays which are provided for users with editing permission (cf. chapter 4.1 Edit voyage), to get further information about the current transmission status of each reporting class.

Please also cf. chapter 2.3.1 User with read access.

4.3 Create voyage

Once you move the mouse over the menu item „Voyage“ and click onto the submenu „Create voyage“ (cf. Figure 6 Voyage - submenus), the following view is displayed:

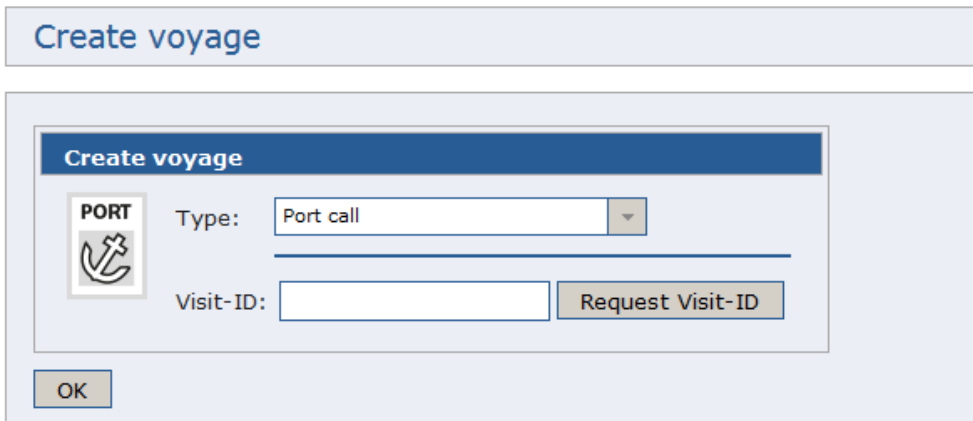


Figure 49 Create voyage

Now you can enter information regarding a new voyage. First of all, please choose if it is a “port call” or “transit” and correspondingly enter a Visit- or Transit-ID.

If no Visit or Transit ID is available so far, you can alternatively click the button “Request Visit-ID” / “Request Transit-ID” to request a new Visit or Transit ID. Subsequently you can fill in the voyage data.

Once you confirm your entries by clicking the button „Ok“, the already familiar menu opens up (cf. chapter 4.1 Edit voyage) in front of you:

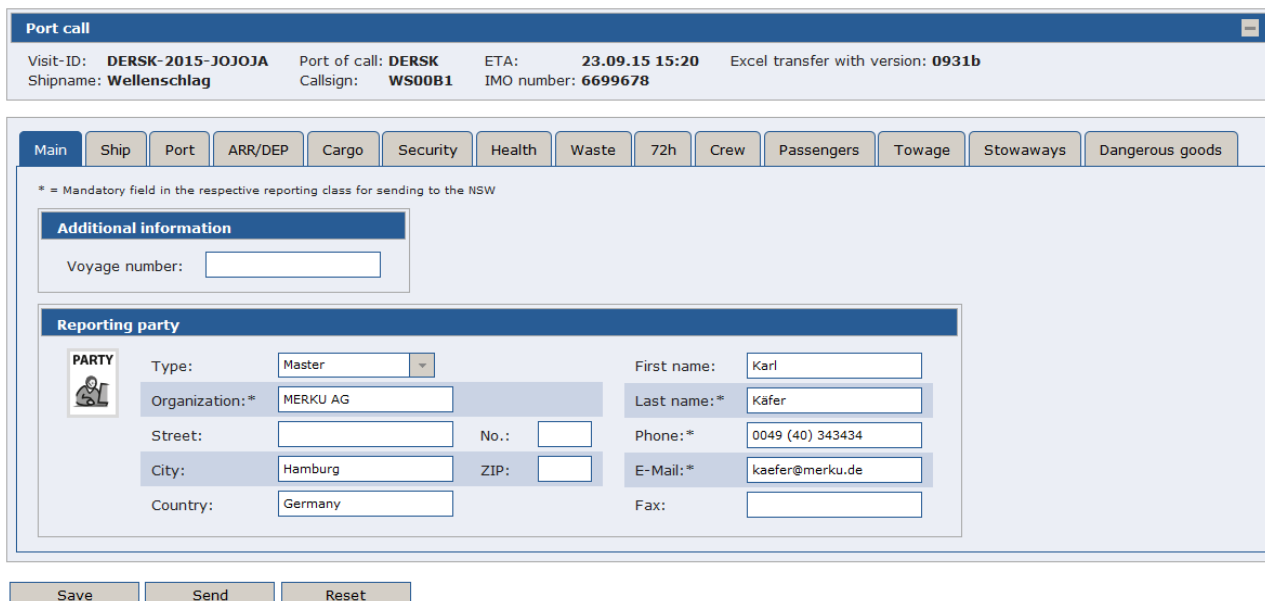


Figure 50 Create voyage – Main data

4.4 Cancel voyage^e

From the overview of your journeys (cf. Figure 3) you can select any line (journey) by clicking the left mouse button. The respective line will then be greyed out. If you now click onto the menu item „Cancel voyage“ (cf. Figure 6), the following view will be displayed:



Figure 51 Cancel voyage

4.5 Delete voyage^f

From the overview of your journeys (cf. Figure 3) you can select any line (journey) by clicking the left mouse button. The respective line will then be greyed out. If you now click onto the menu item „Delete voyage“ (cf. Figure 6), the following view will be displayed:

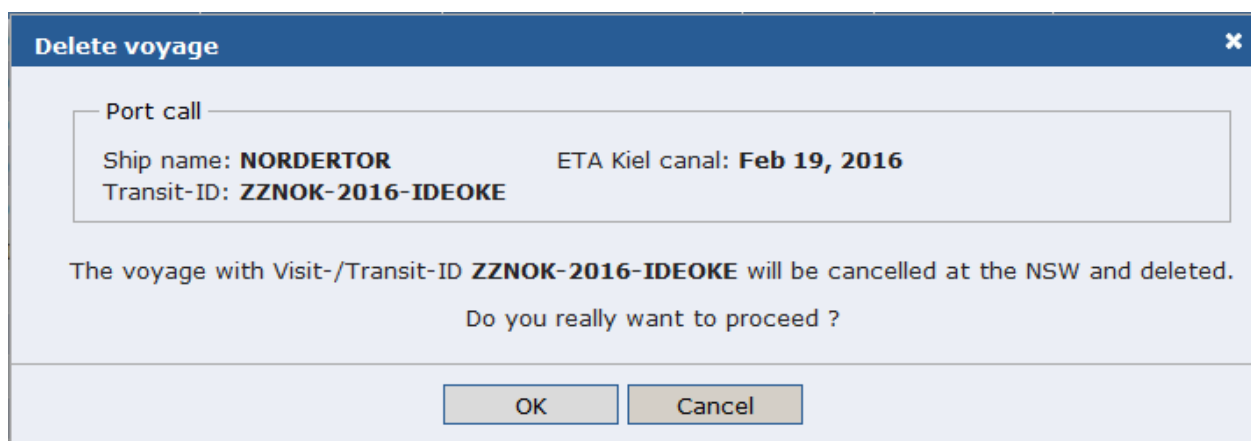


Figure 52 Delete voyage

^e Remark: The respective sub menu below the tab „voyage“ (cf. Figure 6 Voyage - submenus) has to be activated so that you can click on the menu item.

^f Remark: The respective sub menu below the tab „voyage“ (cf. Figure 6 Voyage - submenus) has to be activated so that you can click on the menu item.

4.6 Show dashboard⁹

From the overview of your journeys (cf. Figure 3) you can select any line (journey) by clicking the left mouse button. The respective line will then be greyed out. If you now click onto the menu item „Show dashboard“ (cf. Figure 6), the following view will be displayed:

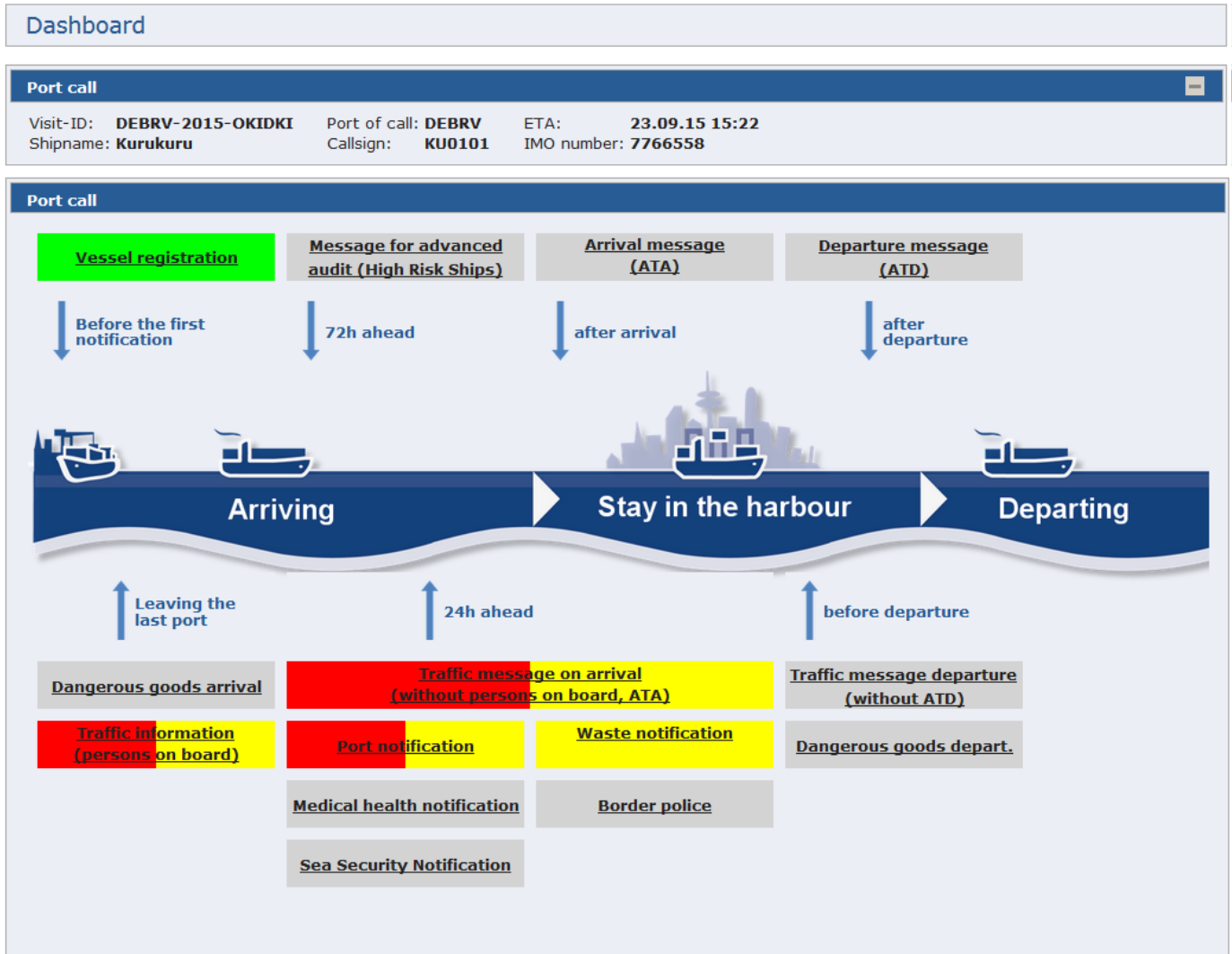


Figure 53 Display of dashboard

The dashboard provides a summary overview about the status of single messages (vessel registration, message for advanced audit, traffic messages (arrival/departure), dangerous goods message (arrival/departure), traffic information (persons on board), traffic messages arrival (without persons on board, without ATA), traffic message departure (without ATD), port notification, waste notification, medical health notification, border police and sea security notification), each sorted chronologically before the arrival of the vessel in the port, the stay in the port and the departing of the port, or accordingly the entrance in the NOK.

⁹ Remark: The respective sub menu below the tab „voyage“ (cf. Figure 6 Voyage - submenus) has to be activated so that you can click on the menu item.

Most messages/notifications (boxes) are based on one reporting class, which will be shown once you move the mouse above the respective box:

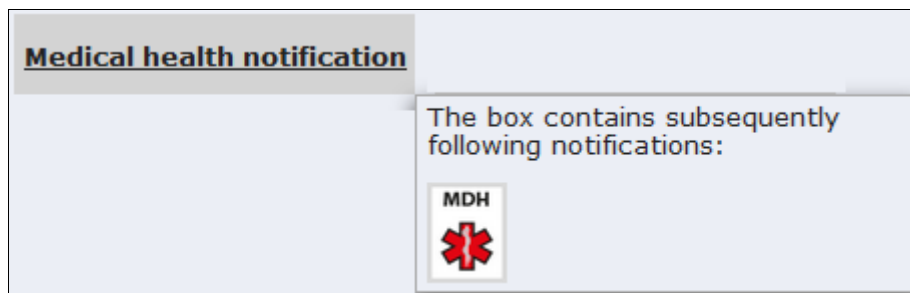


Figure 54 Display of the reporting class related to this box

Please keep in mind, that the four notifications/boxes „Traffic message on arrival (without persons on board, ATA)“, „Port notification“, „Border police“ and „Traffic message departure (without ATD)“ are each composed of several reporting classes (cf. Figure 55 Complete overview about the reporting classes related to the boxes).

By means of the differently coloured dashboard boxes you can get a quick overview about the current transmission status/progress of the reporting classes to the NSW.

The green coloured box „Vessel registration“ for instance points out that the related reporting class has been successfully transmitted to the NSW (also cf. chapter 4.1.1.1 After the data capturing).

If you click the link „Vessel registration“ you will be forwarded to the corresponding display of header data (cf. Figure 7 Edit voyage).

The red coloured box „Port notification“ points out that an error occurred for at least one of the reporting classes, collected within the tab „Port“. If you click the link „Port notification“ you will be forwarded to the corresponding display „Port“ (cf. Figure 19 Edit voyage – Port complete overview), where you can edit and correct the error (also cf. chapter 4.1.1.1 After the data capturing).

A yellow coloured box indicates that the 24h time limit has already been expired (cf. Figure 15 24 h deadline elapsed) and points out that the time limit for the transmission of the reporting classes regarding the respective box threatens to expire.

A grey marked box indicates that the respective reporting classes included in this box have not yet been transmitted to the NSW. The transmission has hitherto not been required.

Moreover boxes can also be displayed in two colours, if two different status for the included reporting classes are available (please cf. the boxes „Port notification“, „Traffic information“ and „Traffic message on arrival“ in Figure 53).

Please keep in mind, that some of the reporting classes, included in the notifications which are composed of several reporting classes, can already been successfully transmitted. The whole

box will only be highlighted in green, if **all** reporting classes included in this box have been successfully transmitted to the NSW.

In case of the port notification, for instance, all three reporting classes „Name“, „Info“ and „Cargo“ have to be successfully transmitted to the NSW.

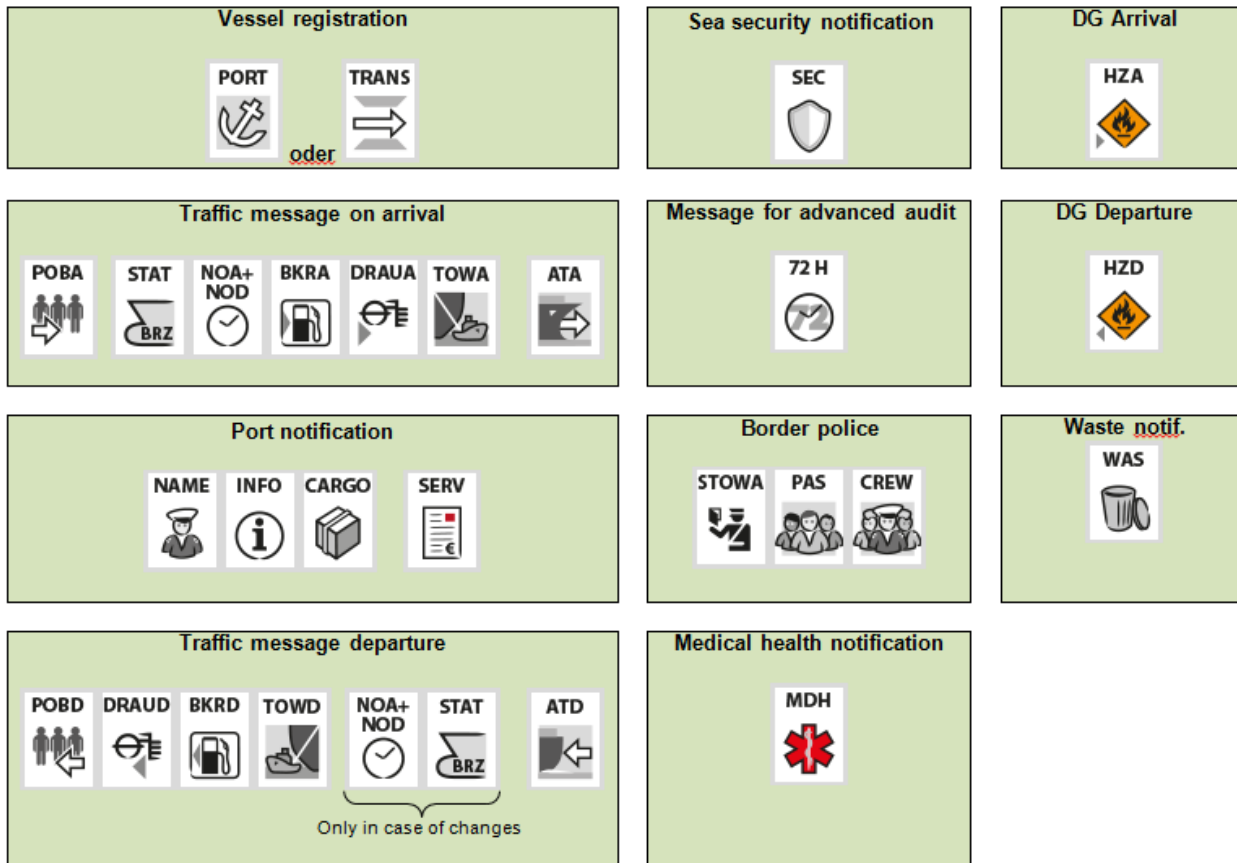


Figure 55 Complete overview about the reporting classes related to the boxes

4.7 Request Visit-/Transit-ID

Once you click the submenu „Request new Visit-/Transit-ID“, the following view will be displayed:



Figure 56 Request Visit-/Transit-ID – Complete view

The type „Port call“ is displayed by default in the upper box. You can select whether you want to request a Visit-ID (“port call”) or a Transit-ID (“transit” via the NOK).

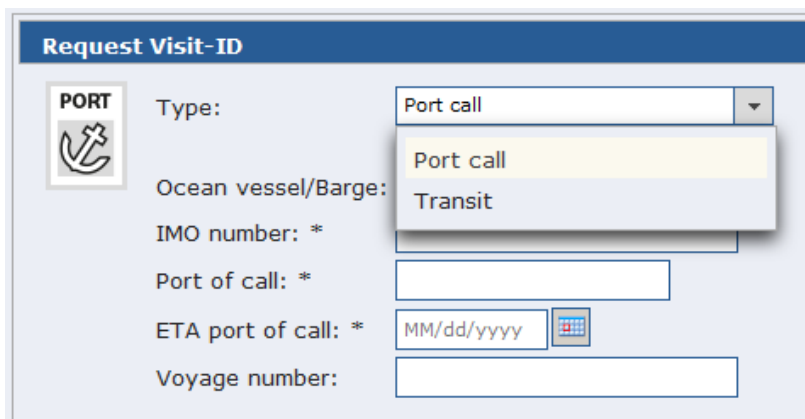


Figure 57 Request a Visit- or a Transit-ID

The process how to apply for a Visit-ID is being explained in the following.^h

After selecting a type please enter the IMO-No. (you can also search by means of the vessel name), the port of call and the ETA.

Please note: Entries marked with an asterisk* point out that those are mandatory fields. The specification of the voyage number is optional.

^h The request of a Transit-ID only differs in so far that instead of specifying the port of call and the estimated time of arrival (ETA) at the port of call you have to enter the estimated time of arrival (ETA) at the Kiel canal.

If one of your entries contains an error, e.g. due to wrong length or value, you will be informed by means of a respective error message:

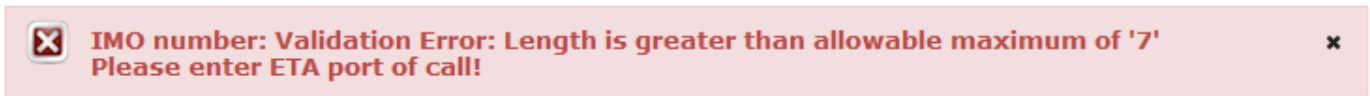


Figure 58 Error message

All relevant information concerning the reporting party is expected in the box „Reporting party“ underneath (cf. Figure 56). Beside the party type (e.g. master, ship owner, carrier or else) information concerning the address and organization/company of the reporting party is awaited. The personal data of the logged in user is displayed by default.

If you completed your entries, please activate the button „Request“ with a mouse click. Normally the following text will be displayed:




Figure 59 New Visit-ID



The new Visit-ID and journey is now appears in the overview of the journeys as draft version (cf. 4.3Create voyage).

In case you already requested a Visit-ID for the same vessel and day, the following note appears:

Request new Visit-/Transit-ID

 There is already a Visit-ID by your company, which fits the data given above.

* = Mandatory field in the respective reporting class for sending to the NSW

Request Visit-ID	Reporting party
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center;">  <div> <p>Type: <input type="text" value="Port call"/></p> <p>Ocean vessel/Barge: <input type="text" value="Ocean vessel"/></p> <p>IMO number: * <input type="text" value="9552472"/></p> <p>Port of call: * <input type="text" value="DEHAM"/></p> <p>ETA port of call: * <input type="text" value="02/16/2016"/></p> <p>Voyage number: <input type="text"/></p> </div> </div> </div> <div style="margin-top: 5px;"> <input type="button" value="Request"/> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;">  <div> <p>Type: <input type="text"/></p> <p>Organization: * <input type="text" value="DAK_Name"/></p> <p>Street: <input type="text"/> No.: <input type="text"/></p> <p>City: <input type="text"/> ZIP: <input type="text"/></p> <p>Country: <input type="text"/></p> </div> <div style="margin-left: 20px;"> <p>First name: <input type="text" value="Anne"/></p> <p>Last name: * <input type="text" value="Ebeling"/></p> <p>Phone: * <input type="text" value="19121909"/></p> <p>E-Mail: * <input type="text" value="ebelinga@dakosy.de"/></p> <p>Fax: <input type="text"/></p> </div> </div> </div>

Requested at	ETA	Visit-ID
Feb 16, 2016 2:37:36 PM	Feb 16, 2016	DEHAM-2016-CPSASG

Figure 60 Visit-ID already existing

At this point you can now decide whether you want to request a new Visit-ID for this data set (vessel + ETA port of call/NOK) or if you plan the journey with the already existing Visit-ID/Transit-ID.

Please note: All Visit- and Transit-IDs can be found in the tabular overview of the voyages (cf. 3 Tabular overview of voyages).

4.8 Documents

From the overview of your journeys (cf. Figure 3) you can select any line (journey) by clicking the left mouse button. The respective line will then be greyed out. If you now click onto the menu item „Documents“, the following submenus are displayed:

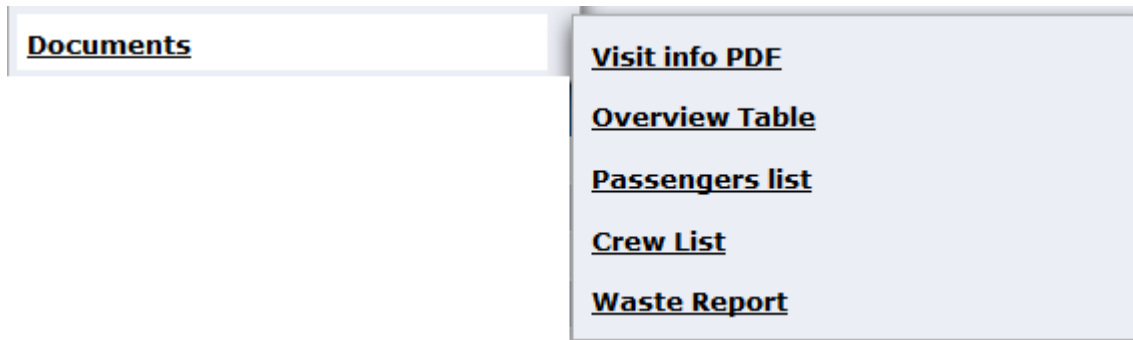


Figure 61 Documents - submenus

4.8.1 Visit info PDF

Once you click onto the submenu “Visit info PDF”, an overview with all information concerning this journey opens up in PDF form which can be saved locally or printed.


DAKOSY		eDeclaration 	
<u>Erfüllung der Meldeanforderungen gemäß EU-Verordnung 2010/65</u>			
Absender DAKOSY Datenkommunikationssystem AG Mattentwiete 2 20457 Hamburg		Visit-ID: DEHAM-2015-PZPKPQ	
IMO-Nr.:	7361740	Schiffsname:	CHANG HAI 111
Rufzeichen:	RFF13	Flagge:	CF
LOA:	555.0	BOA:	13.62
		Heimathafen:	EETKL
		BRZ:	2541
Schiffsanmeldung			
Anlaufhafen:	DEHAM		
Ankunft/am Platz seit:		Hafengebiet/Liegeplatz:	LP1225555
Geplanter Ausgang:	27.09.15 16:35	Letzter Hafen:	AOBDT
Schiffsabmeldung			
Ausgang am:		Nächster Hafen:	DEHAN
Gemeldete Meldeklassen			
[Fahrgastliste, An- und Auslaufmeldung, Personen an Bord beim Anlaufen, Seegesundheitserklärung, Seesicherheitsmeldung, Abfall-/Ladungsrückstandsmeldung, Tiefgang beim Anlaufen, Bunker beim Anlaufen, Name des Kapitäns, Grenzpolizeiliche Meldung, Tiefgang beim Auslaufen, Ladung, Bunker beim Auslaufen, Personen an Bord beim Auslaufen, Registrierung Visit-ID, Besatzungsliste, Info allgemein, Schiffsdetails, Leistung am Schiff]			



Figure 62 Document – Voyage information PDF



4.8.2 Overview Table

Once you click onto the submenu “Overview Table”, the following dialogue box will be displayed:

Overview table

*Please provide atleast one complete date selection attribute.

Last change date from:  to: 

ETA date from:  to: 



Accounting date from:  to: 

Figure 63 Document – Overview table

After the selection of a date, the last change date from – to, the ETA date from – to or the Accounting date from – to, you can generate an Excel file of the journeys according to your selection by clicking the button „Excel erstellen“.

	A	B	C	D	E	F
1						
2	Last change date from		02.08.2016	to	08.08.2016	
3	ETA date from			to		
4	Accounting date from			to		
5						
6	Visit-ID	Transit-ID	Ship name	ETA	Invoice date	Last change date
7	DEBRE-2016-EVVBDH		BOWDITCH	08.08.2016 02:00:00		04.08.2016 11:25:12
8	DEHAM-2016-HOWWCD		Frisian Summer	09.08.2016 03:30:00		08.08.2016 12:56:19
9	DEHAM-2016-NIQYYJ		Amber 1	05.08.2016 22:00:00		04.08.2016 12:13:47
10	DEHAM-2016-RGNUMH		Frisian Summer	27.08.2016 02:00:00		08.08.2016 12:57:45
11	DEHAM-2016-WVHGAQ		LIBERTAS	26.08.2016 02:00:00		04.08.2016 12:03:54
12	DEKEL-2016-WVOJIR		BOWDITCH	31.07.2016 00:00:00		02.08.2016 15:32:09

Figure 64 Document – Overview table Excel

4.8.3 Passengers List

Once you click onto the submenu „Passengers List“ a dialogue will be displayed asking what action to perform with the Excel file.

Once you click open and “Ok”, the Excel Passengers List is displayed, provided you already entered respective data or uploaded a CSV file (cf. chapter 4.1.11 Passenger).

	A	B	C	D	E	F	G	H	I	
1										
2	Visit-ID:	DEHAM-2016-YPCVTJ		Port of call:	DEHAM	ETA:	06.08.16 02:00			
3	Ship name:	Ship name 1234567890123456789012345		Callsign:	ABC1234	IMO number:	9015773			
4										
5										
6										
7		Last name	First name	Place of birth	Date of birth	Gender	Nationality	Nature of identity document	ID of identity document	Visa
8										
9	1.	Passagier 1 345678901;	Passagier 1 345678901;	Passagier 1 345678901;	05.07.1990	Male	GEORGIA	Identity card	11111111111111111111111111111111	1111
10	2.	Passagier 2 345678901;	Passagier 2 345678901;	Passagier 2 345678901;	06.07.1982	Female	ARMENIA	Passport	22222222222222222222222222222222	2222
11	3.	Passagier 3 345678901;	Passagier 3 345678901;	Passagier 3 345678901;	14.07.1932	Other	BOLIVIA	Picture ID	33333333333333333333333333333333	3333

Figure 65 Documents – Passengers list

4.8.4 Crew List

Once you click onto the submenu „Crew List“ a dialogue will be displayed asking what action to perform with the Excel file.

Once you click open and “Ok”, the Excel Crew List will be displayed, provided you already entered respective data or uploaded a CSV file (cf. chapter 4.1.10).

4.8.5 Waste Report

Once you click onto the submenu “Waste Report”, the Waste Report opens up in PDF form which can be saved locally or printed.

Meldeformular über Schiffsabfälle

DAKOSY

Angaben die vor Einlaufen in den Hamburger Hafen gemacht werden müssen
(Anlaufhafen gemäß Art. 6 der Richtlinie 2000/59/EG)

- Die Meldung ist 24 Stunden vor Ankunft im Hafen abzugeben -

Schiffsname	Testschiff			IMO Nr	9601132
Rufzeichen	12345AB	BRZ (Tanker red. BRZ wenn SBT)	50000	Schiffstyp	522 - Ore carrier (Vessel designed to carry ore)
ETA Hamburg	15.03.17 01:00	ETD Hamburg	16.03.17 01:00	Flaggenstaat	DE
Vorheriger Anlaufhafen / Land	MUBAREK TERMINAL		Nächster Anlaufhafen / Land	ROSTOCK	
Letzter Entsorgungshafen	JEBEL DHANNA		Datum der letzten Entsorgung	01.03.2017	

Wird der gesamte Abfall in Hamburg entsorgt

Wird ein Teil des Abfalls in Hamburg entsorgt

Wird kein Abfall in Hamburg entsorgt

Art und Menge der zu entsorgenden und / oder an Bord verbleibenden Schiffsabfälle, Ladungsrückstände und Prozentsatz der maximalen Lagerkapazität.

Bei Entsorgung des gesamten Abfalls bitte die zweite Spalte und letzte Spalte entsprechend ausfüllen.
Wird der Abfall nicht oder nur teilweise entsorgt, bitte alle Spalten ausfüllen.

Art	zu entsorgender Abfall (m³)	maximale Lagerkapazität (m³)	Menge des an Bord verbleibenden Abfalls (m³)	Hafen in dem der verbleibende Abfall entsorgt wird.	Geschätzte Abfallmenge zwischen Meldung und nächstem Anlaufhafen (m³)	Abfall, der am vorherigen Hafen abgegeben wurde (m³)
Ölhaltiges Bilgenwasser	5.0	20.0	5.0	ZZNOK	3.0	5.0
Ölhaltige Rückstände (Schlamm)	5.0	20.0	5.0	ZZNOK	3.0	5.0
Sonstiges	5.0	20.0	5.0	ZZNOK	3.0	5.0
Abwasser (1)	5.0	20.0	5.0	ZZNOK	3.0	5.0
Kunststoff	5.0	20.0	5.0	ZZNOK	3.0	5.0
Lebensmittelabfälle	5.0	20.0	5.0	ZZNOK	3.0	5.0
Haushaltsabfälle	5.0	20.0	5.0	ZZNOK	3.0	5.0
Speiseöl	5.0	20.0	5.0	ZZNOK	3.0	5.0
Asche aus der Verbrennungsanlage	5.0	20.0	5.0	ZZNOK	3.0	5.0
Betriebsabfälle	5.0	20.0	5.0	ZZNOK	3.0	5.0
Tierkörper	5.0	20.0	5.0	ZZNOK	3.0	5.0
Marpol Annex I (2)(3)	5.0	20.0	5.0	ZZNOK	3.0	5.0
Marpol Annex II (2)(3)	5.0	20.0	5.0	ZZNOK	3.0	5.0
Marpol Annex V (2)(3)	5.0	20.0	5.0	ZZNOK	3.0	5.0

Entsorgungsfirma | test

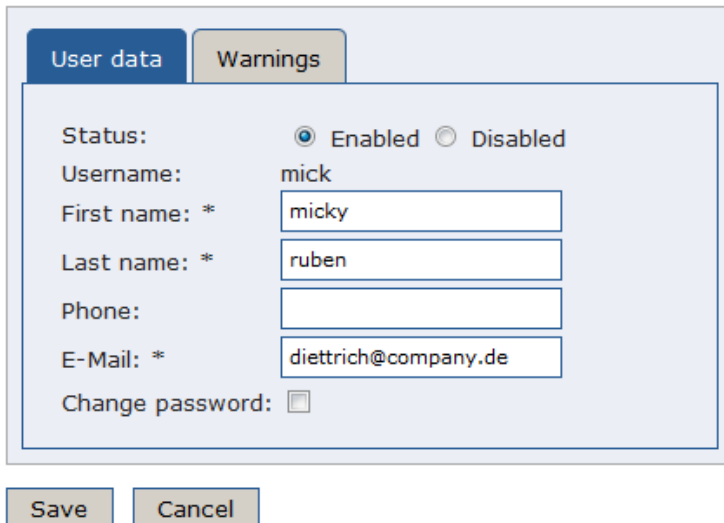
Melder

Figure 66 Documents – Waste Report

5. Settings

5.1 User settings

If you move the mouse over the menu „Settings“ and click on the submenu item „User settings“, the following view will be displayed:



The screenshot shows a dialog box with two tabs: "User data" (selected) and "Warnings". Under "User data", there are the following fields and controls:

- Status: Enabled Disabled
- Username: mick
- First name: * micky
- Last name: * ruben
- Phone: (empty field)
- E-Mail: * diettrich@company.de
- Change password:

At the bottom of the dialog box are two buttons: "Save" and "Cancel".

Figure 67 User settings

At this point you can edit your personal information or change your password by activating the checkbox „Change password“ with a mouse click.

5.2 User settings – „Warnings“

By using the tab „Warnings“ you can reach the following display:

Figure 68 User settings - Warnings

Please note: This view is provided for users without administration rights. The view for users with administration rights includes additional tabs, whose editing options are explained in chapter 6.

Users without administration rights are not entitled to edit the entries within the section „Participant configuration“ and have read-only access to inform themselves if the warnings are activated and how many hours in advance (before the 24h-deadline elapses) they will be sent.

If the administrator activated one of the checkboxes in the section „Participant configuration“ (cf. chapter 6.1.3 User Management – Warnings), users with edition rights can decide whether or not they want to be informed about the warning via email within the section “User configuration”. They also have the option to select their preferred language and to define and enter one or more email addresses which shall be informed about the customs and/or 24h warning. Please keep in mind that email addresses have to be separated by a comma.

Figure 69 Exemplification of the two warnings

Warnings (User configuration)

Notifications about reporting classes which have not yet been reported, will be sent 24 + x* hours before the ETA reported.

The administrator decided about how many hours before the 24 hour deadline elapses the reminder, about reporting classes which have not yet been reported, shall be carried out.

Example: If 24 hours are indicated at this point, all email addresses specified behind “Email for customs warning” will receive a warning 48 hours before the ETA reported.

24h- Warning

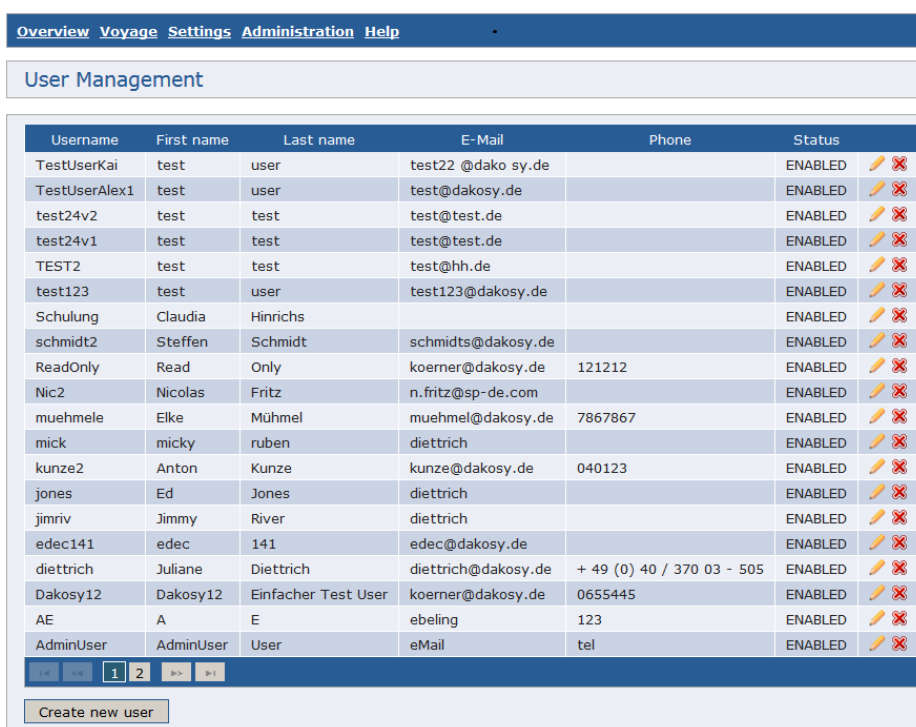
Notifications about reporting classes which have not yet been reported will be sent 24 hours before the ETA reported.

6. Administration*

Users with administration rights can reach the menu items „User Management“ and „Vessel Management“ via the menu „Administration“ in the navigation bar.

6.1 Administration – User Management

Once you activate the menu „User Management“ with a mouse click, the following view is will be displayed:



Username	First name	Last name	E-Mail	Phone	Status	
TestUserKai	test	user	test22 @dako sy.de		ENABLED	
TestUserAlex1	test	user	test@dakosy.de		ENABLED	
test24v2	test	test	test@test.de		ENABLED	
test24v1	test	test	test@test.de		ENABLED	
TEST2	test	test	test@hh.de		ENABLED	
test123	test	user	test123@dakosy.de		ENABLED	
Schulung	Claudia	Hinrichs			ENABLED	
schmidt2	Steffen	Schmidt	schmidts@dakosy.de		ENABLED	
ReadOnly	Read	Only	koerner@dakosy.de	121212	ENABLED	
Nic2	Nicolas	Fritz	n.fritz@sp-de.com		ENABLED	
muehmele	Elke	Mümel	muehmel@dakosy.de	7867867	ENABLED	
mick	micky	ruben	dietrich		ENABLED	
kunze2	Anton	Kunze	kunze@dakosy.de	040123	ENABLED	
jones	Ed	Jones	dietrich		ENABLED	
jimriv	Jimmy	River	dietrich		ENABLED	
edec141	edec	141	edec@dakosy.de		ENABLED	
dietrich	Juliane	Dietrich	dietrich@dakosy.de	+ 49 (0) 40 / 370 03 - 505	ENABLED	
Dakosy12	Dakosy12	Einfacher Test User	koerner@dakosy.de	0655445	ENABLED	
AE	A	E	ebling	123	ENABLED	
AdminUser	AdminUser	User	eMail	tel	ENABLED	

Figure 70 User Management

At this point all users are listed in alphabetical order. You can edit and change the user data, create new user accounts or delete user accounts.

Please click onto the pen icon, to edit one of the user accounts listed in the overview. You will reach the following view of the user account (cf. Figure 72 Creating new user accounts), where you can edit the user information.

Please click onto the red cross icon, to delete one of the user accounts listed in the overview. The following dialogue box will open up, in which you are asked to verify that you really wish to delete the selected user account:

* This menu item is only visible for users with administration rights.

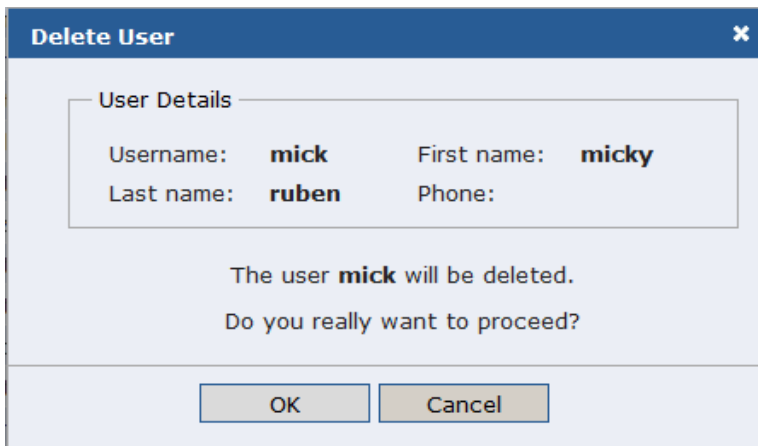


Figure 71 Delete user?

Please activate the button „Create new user“, to create a new user account (cf. Figure 70 User Management).

6.1.1 User Management – User data

The following view will be displayed, where you can enter and save the new user data:

Figure 72 Creating new user accounts

Please note: The fields marked with an asterisk * are mandatory fields.

6.1.2 User Management – Roles

Once you click the tab „Roles“, the following view will be displayed, where you can assign available roles to the created user.

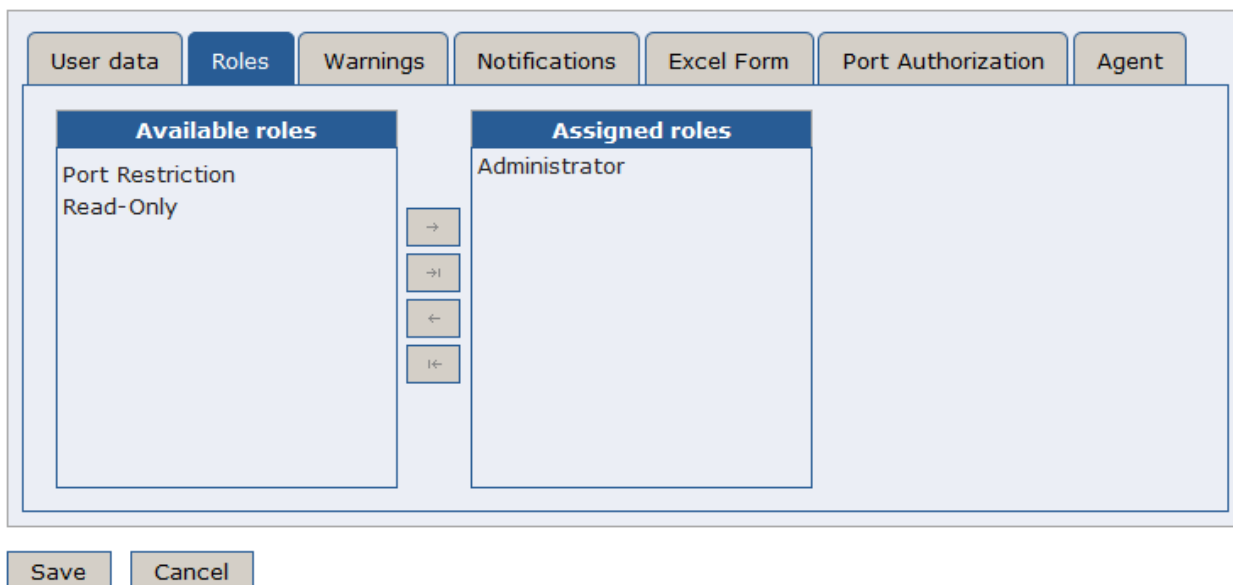




Figure 73 Create new user account - Roles

You can select one of the available roles of the left field with a mouse click and move it to the right field by clicking the arrow pointing to the right .

You can also move all available roles simultaneously by clicking the following arrow icon pointing to the right .

In the same way, you can reverse this assignment by using the arrows pointing to the left field.

The role „Port restriction“ has been provided to restrict the tabular overview of the journeys by means of the port of calls (cf. Figure 3 Overview of voyages and filter function).

The voyage overview of this users only includes voyages whose ports of call have been specified within the tab „Ports authorization“ (cf. chapter 6.1.6 User Management – Ports Authorization).

The role “Read-only“ access was created for users who use the web application eDeclaration for information purposes only (cf. chapter 2.3.1 User with read access) and do not edit and process data.

Please note: User account holders without selected and assigned roles have simple user rights.

6.1.3 User Management – Warnings

Once you click the tab „Warnings”, the following view will be displayed:

Figure 74 Create new user account - Warnings

At this point you can decide and specify, if the concerned participant should receive possible warnings about the expiry of the 24h-deadline (cf. table in chapter 3.1 Descriptions of the columns in the overview voyages). Please activate the respective checkbox via mouse click. If the participant shall additionally receive a warning in advance of the 24h-deadline, please make sure to activate this checkbox as well. Afterwards please enter how many hours before the deadline elapses, the participant shall be informed.

Either the user with administration rights, creating the user accounts, or the users themselves can decide whether or not they want to be informed about the warning via email within the below box “User configuration”. They also have the option to select their preferred language and to define and enter one or more email addresses which shall be informed about the customs and/or 24h warning. Please keep in mind that email addresses have to be separated by a comma.

Warnings (User configuration)

Notifications about reporting classes which have not yet been reported, will be sent 24 + x* hours before the ETA reported.

The administrator decided about how many hours before the 24 hour deadline elapses the reminder, about reporting classes which have not yet been reported, shall be carried out.

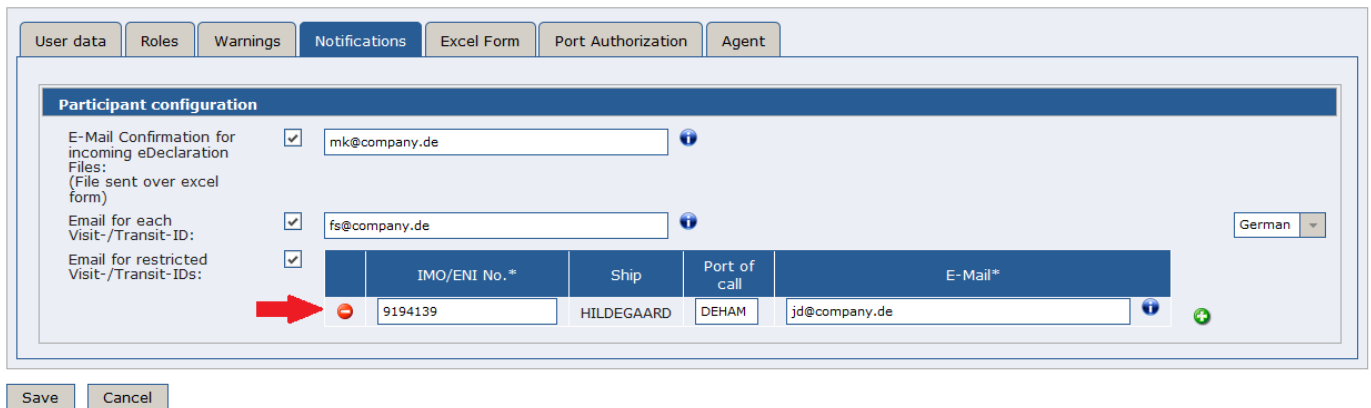
Example: If 24 hours are indicated at this point, all email addresses specified behind “Email for customs warning” will receive a warning 48 hours before the ETA reported.

24h- Warning

Notifications about reporting classes which have not yet been reported, will be sent 24 hours before the ETA reported.

6.1.4 User Management – Notifications

By clicking the tab „Notifcations“ you will reach the following menu:




Participant configuration

E-Mail Confirmation for incoming eDeclaration Files: ⓘ

Email for each Visit-/Transit-ID: ⓘ

Email for restricted Visit-/Transit-IDs:

	IMO/ENI No.*	Ship	Port of call	E-Mail*
	<input type="text" value="9194139"/>	HILDEGAARD	DEHAM	<input type="text" value="jd@company.de"/> ⓘ

German ▾

Save Cancel

Figure 75 Create new user account - Notifications

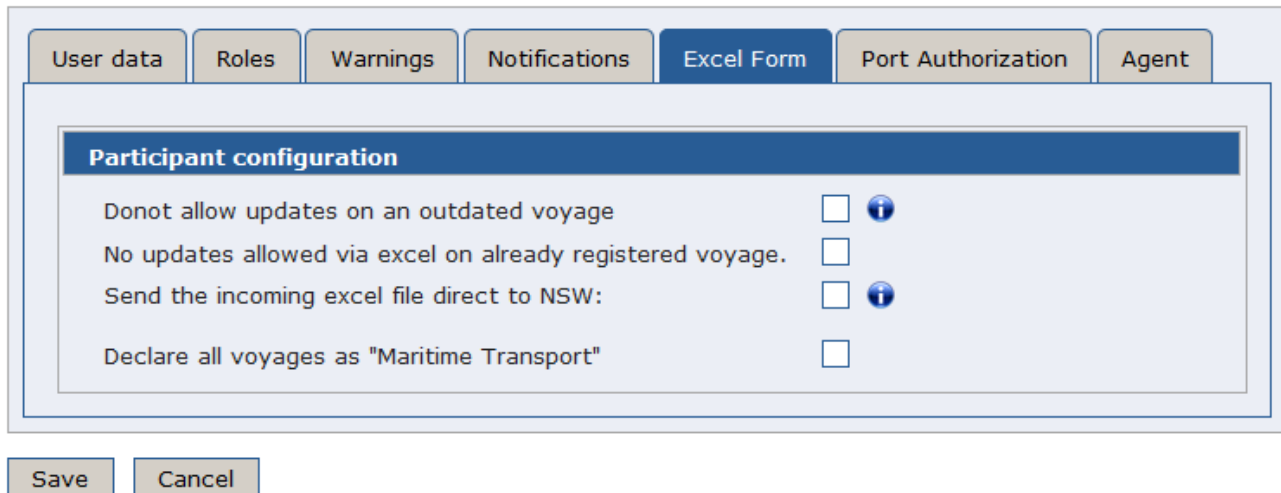
At this point you can leave one or more email addresses, which will be informed in case of incoming excel files by default.

Moreover you can also leave one or more email addresses, which will be informed in case of newly created Visit- or Transit-IDs by default.

Below you have the option to enter one or more email addresses, which will be informed, if new Visit- or Transit-IDs for specific vessels have been created (restricted Visit-/Transit-IDs). If you use this function, you can enter the IMO/ENI number of the vessel in case of whose port call the specified email addresses will be informed by default. If desired, you can further limit the notifications due to the restriction of the selection by specifying a particular port of call.

6.1.5 User Management – Excel File

By clicking the tab „Excel form“ you will reach the following dialogue:



The screenshot shows a configuration window with the following elements:

- Navigation tabs: User data, Roles, Warnings, Notifications, **Excel Form**, Port Authorization, Agent.
- Section: **Participant configuration**
- Settings:
 - Donot allow updates on an outdated voyage: ⓘ
 - No updates allowed via excel on already registered voyage.:
 - Send the incoming excel file direct to NSW: ⓘ
 - Declare all voyages as "Maritime Transport":
- Buttons: Save, Cancel

Figure 76 Create new user account – Excel Form

6.1.5.1 No updates for outdated journeys allowed via excel

Within the user settings whether or not updates via excel files shall be reported for an outdated journey. A journey is considered to be outdated if it left the port or canal more than 14 days ago according to the specifications within the reporting classes.

This participant configuration serves to prevent the unintended overwriting of outdated journeys due to the repeated transmission of a file with an old Visit-ID.

6.1.5.2 No updates allowed via excel

You can define whether or not updates via excel files shall be reported for an already registered voyages in the user settings. This participant configuration serves to prevent the unintended overwriting of an already successfully transmitted and reported voyage, due to the repeated transmission of a file with an old Visit-ID.

6.1.5.3 Direct transfer of incoming excel to NSW

You can also define whether or not the incoming excel files shall automatically be forwarded to the NSW in the user settings.

The separate manually transmission of the data from the application by the user is no longer necessary. Possible corrections or completions still have to be carried out, if required. Provided that a direct transmission is desired and you activated the checkbox behind „Send the incoming excel file direct to NSW“, please enter the address information of a reporting party:

User settings

User data

Roles

Warnings


Notifications

Excel Form


Port Authorization

Agent

Participant configuration


Donot allow updates on an outdated voyage 

No updates allowed via excel on already registered voyage.

Send the incoming excel file direct to NSW: 

Reporting party

Reporting Party for the directly sent files to NSW:



Type:

Organization: *

Street: No.:

City: ZIP:

Country:

First name:

Last name: *

Phone: *

E-Mail: *

Fax:

Declare all voyages as "Maritime Transport"

Save

Cancel

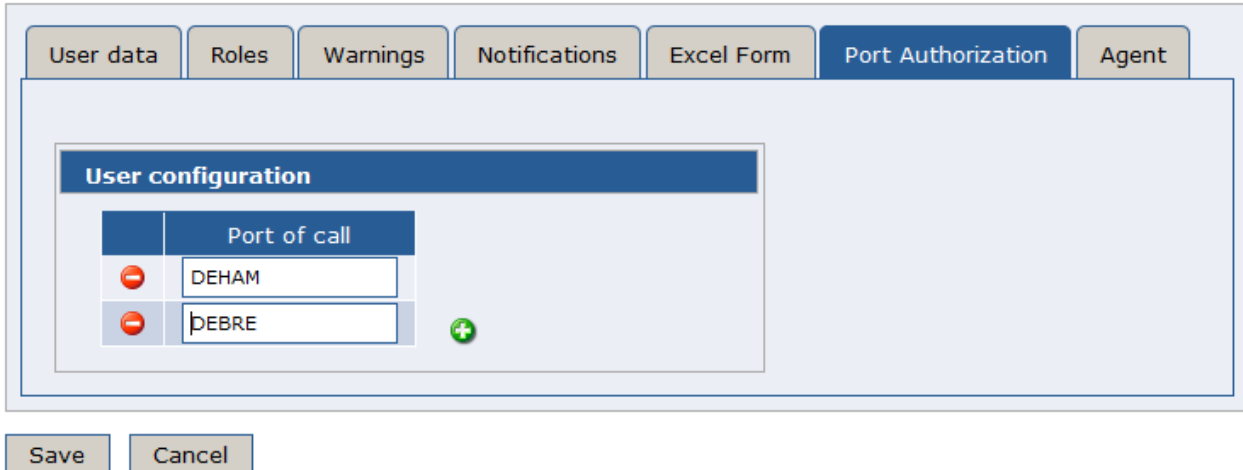
Figure 77 Specification of reporting party in case of direct transfer of the excel file to the NSW



6.1.5.4 Declare all voyages as „Maritime Transport“

You can define whether or not all voyages shall be declared as maritime transports by activating the checkox „Declare all voyages as „Maritime Transport“ via mouse click.

6.1.6 User Management – Ports Authorization

By clicking the tab „Ports authorization“, you will reach the following menu:



Port of call	
	DEHAM
	DEBRE




Figure 78 Creation of new user account – Ports Authorization

Please note: This is based on the prerequisite that you assigned the role „Port restriction“ in chapter 6.1.2 User Management – Roles.

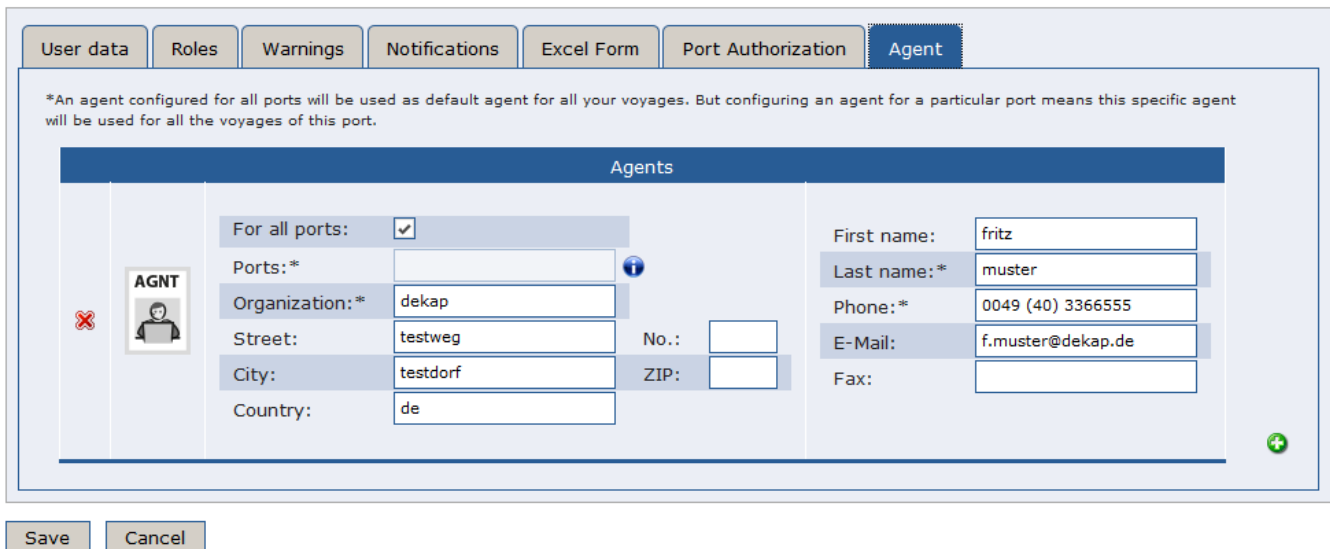
Otherwise the following note appears prompting you to activate the role „Port restriction“, in order to continue working:

*Please activate the Port Restriction role to continue editing of the user account

Once the role has been assigned accordingly, you can enter the port of calls you wish to be displayed in the tabular overview of the journeys.

6.1.7 User Management - Agent

By clicking the tab „Agent“, you will reach the following menu:



User data Roles Warnings Notifications Excel Form Port Authorization Agent

*An agent configured for all ports will be used as default agent for all your voyages. But configuring an agent for a particular port means this specific agent will be used for all the voyages of this port.

Agents

For all ports:

Ports:*

Organization:* dekap

Street: testweg No.:

City: testdorf ZIP:

Country: de

First name: fritz

Last name:* muster

Phone:* 0049 (40) 3366555

E-Mail: f.muster@dekap.de

Fax:

Save Cancel

Figure 79 Creation of new user account – Agent

By clicking the green plus icon on the right side the entry dialogue „Agent“ will be displayed. You can now store agent address information for all ports, which will then be inserted by default while creating a new journey (cf. chapter 4.1.1 Header data).

If you would like to store an agent for all ports, please activate the checkbox „For all ports“ via mouse click. The field „Ports“ will then be greyed out.

You may also specify a specific port, in order to assign a different agent. In such case you may enter the respective LoCodes within the field „Ports“. If you would like to assign one agent to several ports, please separate the LoCodes by commas.

Afterwards please fill in the agents address data.

In case you want to store other agents for different ports, you can enter a new entry dialogue by clicking the green plus icon below right.































Danach geben Sie bitte die Adresdaten des Agenten ein.

Falls Sie weitere Agenten für andere Häfen hinterlegen möchten, können Sie durch das wiederholte Klicken auf das Icon grünes Plus unten rechts einen neuen Eingabedialog öffnen.

If you would like to delete already entered data, please press the red cross icon on the left side.

6.2 Administration – Vessel Management

Once you click onto the menu „Vessel management“, the following view will be displayed:

Vessel Management						
Shipname	Callsign	IMO number	ENI number	MMSI Number	Port of registry	
TSUNEISHI CEBU SC-181	Tsu	9551727		MMItsun	EELBY	 
TestSchiff	TT5678		88888888	12345	CASKI	 
testschiff		2222222				 
TestSchiff			22121226			 
TESTSCHIFF			88888887			 
SUNYIELD	9LY2438	8509882		7777111111	INPNM	 
SCIO SUN	ELVO5	8917687		2333434434	DEHAM	 
SAN LUCAS II	TEF34	8842519				 
PRINCE OF NATURE	3FLE5	9111589			BDPGN	 
PHANTOM	ZDEH5	9226712		222222222	DEHAM	 
PETERS KAMPEN 1112		9549528				 
NEVER USEFUL	3FCC9	9168879				 
Mini	RUFmini	8313130				 
MAYA ALPHA NAUTIC OCEAN XII	MANO12	8622442		MMSI222222	CACAM	 
MANDARIN OCEAN	9V8323	9569255				 
Leichtmatrose	LMT01	9111503				 
JONAS	V2OE5	9222352				 
Jolla Sailfish	JS92311	9181818		818189MMSI	IRNSH	 
IDA RAMBOW	DFHR2	9354478		1234567891	DEHAM	 
HEGEMANN FOUR	DHGO	8121044				 

Navigation: [1] [2] [Next] [Previous]

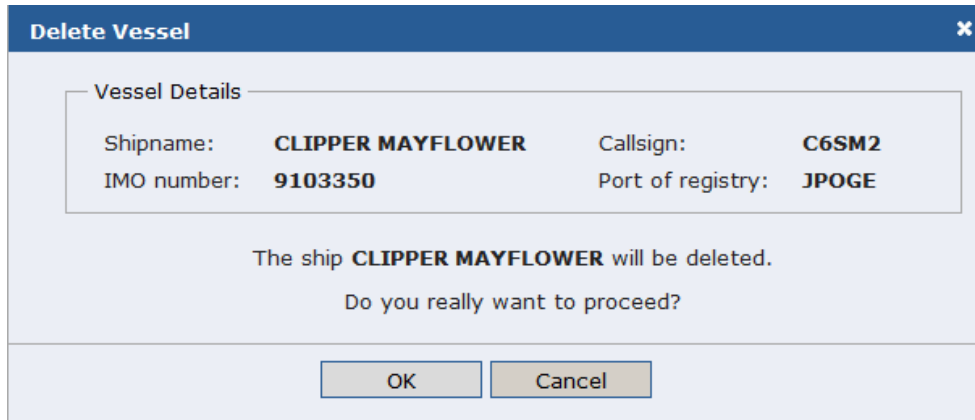
Figure 80 Vessel Management

By means of the feature „Vessel management“ you have the option to collect all information concerning a vessel (cf. Figure 17 Edit voyage - Ship) in a master data list, in order to simplify/facilitate the creation of new journeys, especially of the reporting class STAT (cf. chapter 4.1.2 Ship).

At this point all vessel data is listed in alphabetical order. You can now edit or change vessel details or delete the whole data set of a vessel.

Please click onto the pen icon, to edit one of the vessel data sets listed in the overview. You will reach the following view of the ship details (cf. Figure 82 Create new vessel details), where you can edit/change the vessel information.

Please click onto the red cross icon, to delete one of the vessel data sets listed in the overview. The following dialogue box will open up, in which you are asked to verify that you really wish to delete the selected vessel details:



Delete Vessel [X]

Vessel Details

Shipname:	CLIPPER MAYFLOWER	Callsign:	C6SM2
IMO number:	9103350	Port of registry:	JPOGE

The ship **CLIPPER MAYFLOWER** will be deleted.
Do you really want to proceed?

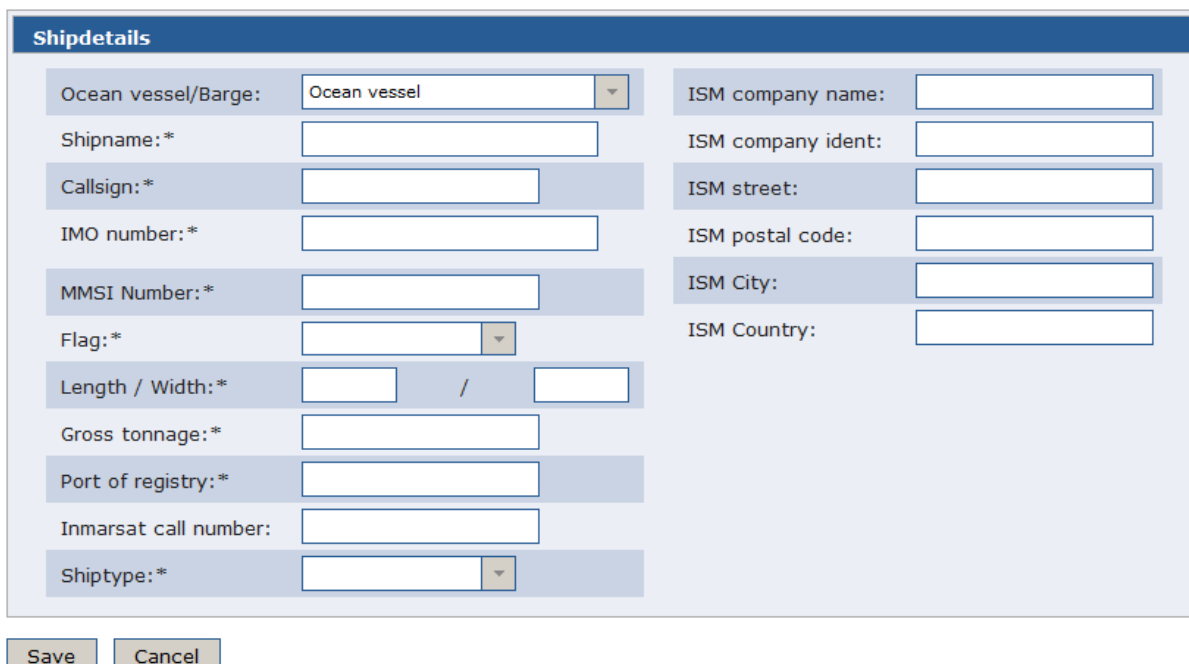
OK Cancel

Figure 81 Delete vessel details

Please activate the button „Create new vessel“, to create new vessel details (cf. Figure 80 Vessel Management).

6.2.1 Vessel Management – Enter new vessel data

The following view will be displayed, where you can enter and save the new vessel details:



Shipdetails

Ocean vessel/Barge:	<input type="text" value="Ocean vessel"/>	ISM company name:	<input type="text"/>
Shipname:*	<input type="text"/>	ISM company ident:	<input type="text"/>
Callsign:*	<input type="text"/>	ISM street:	<input type="text"/>
IMO number:*	<input type="text"/>	ISM postal code:	<input type="text"/>
MMSI Number:*	<input type="text"/>	ISM City:	<input type="text"/>
Flag:*	<input type="text"/>	ISM Country:	<input type="text"/>
Length / Width:*	<input type="text"/> / <input type="text"/>		
Gross tonnage:*	<input type="text"/>		
Port of registry:*	<input type="text"/>		
Inmarsat call number:	<input type="text"/>		
Shiptype:*	<input type="text"/>		

Save Cancel

Figure 82 Create new vessel details

Please note: The fields marked with an asterisk * are mandatory fields.

7. Help

You can reach the menu items „Manuals“, „eDeclaration Excel“ and „About eDeclaration“ via the menu „Help“ in the navigation bar.

7.1 Help – Manuals

By moving the mouse over the menu „Manuals“, the submenus „User manual“ and „Excel file creation manual“ can be reached. At this point you can download the respective current version of these manuals. Furthermore you will find information regarding the national notification obligations.

7.2 Help – eDeclaration Excel

By moving the mouse over the menu „eDeclaration Excel“ you will find the currently valid eDeclaration Excel file for download.

7.3 About eDeclaration

Once you click onto the submenu „About eDeclaration“, the following popup appears, including information concerning the currently valid version number of the web application.

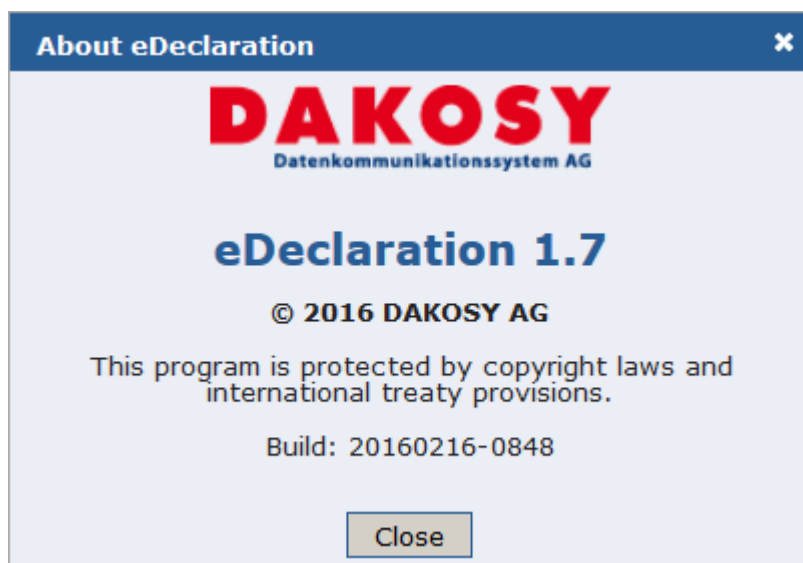


Figure 83 About eDeclaration