Welcome to Fleettracker!

Good day dear Captain and welcome to the Fleettracker Serivce,

Short Introduction of Fleettracker:

Fleettracker is a web–portal where your Owners and other parties, like suppliers, service companies etc, will gain information abt. your vessel and its schedule.

By providing this information at an online portal, the need of reporting to all various kinds of parties shall be reduced.

You will need to install a reporting software on board your vessel, called "Daily Report 3". Via this software you can report your schedules, agents, berths, cargo, crew on board etc.

Past schedule entries may also be downloaded as excel file, enabling you to use these records for port clearance. So, you will not need to file an additional port call list. You are furthermore able to send eNOA via this software and you may import past port call entries and crew data directly into the eNOA from the DR3.

Installation instructions:

Please follow below steps to install the software:

1. Open the installation file and execute the installation file (.exe file)
2. Execute the installation as described.
3. Change the installation path to C:\Daily Report\
4. Once the installation has been successfully performed, select the Daily Report icon on your desktop and start the program.
5. Select your vessel from the drop–down menu and continue to the main menu of the program.

The installation is complete.

In general, the software is set up into two main parts. The "Schedule" and the "Forms/Reports".

Within the schedule, you will do all reporting that belongs to your port calls. Such as ETA, ETB, ETD, Agents plus Arrival/Departure reporting.

The "Forms/Reports" section will manage all other reports. The form "NoonReport" is adjusted to fit your current reporting requirements. Once you have created your first Report you may base all other reports on this one in order not to re–enter all data from the beginning. Just select the report, make your amendments and "save as new".

Furthermore, please note that you will have access to the manual by pressing the "Help" button. In case of any problems and or questions regarding the software, please use the "Support" feature.

I kindly ask you to fill out your schedule, as far as known yet and to inform me, once the report has been sent out via the software.

Any questions about the reporting software may be addressed to

support@herberg–systems.com

In General:

Schedule and Reports are two separate systems. Meaning that you need to press "Send Schedule" for updating your schedule items. For reports the "Send Reports" button needs to be used within the Forms/Reports section.

We have implemented a button called "initiate values" within the Arrival and Departure Reports. By pressing this button, the report will load several values from your last arrival/departure report. This will prevent typing in all fields again into the report, even if they did not change. Furthermore, it will help to prevent typing mistakes.

Backup Create/Import:

You can create backup files from **File > Backup > Create Backup**. Once you save your backup file to your desired directory, you can import your backups to your software. When you need to import your backup, you can select and import it from **File > Backup > Import Backup**.

***We strongly recommend creating a backup of your current configuration **BEFORE** importing a backup. ***

Updating the Software
When you receive the update file (.faz file), you can update Daily Report 3 from **File > Import software update (.faz)**

***Updating software only updates NOAD templates, it does not update templates. For updating your templates please check following description.

Updating Templates/Schedules
When you receive the new template(s) (.ffz file), you can update your templates from **File > Import template(s), schedule(s)**

Important Notice:
The system recognises the last report via the value "End of reporting period". Therefore, please always fill out this field before entering values into the report.

Best regards and have a safe voyage ahead.

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