

Fleettracker Daily Report 3

User Guide

December 2019



FLEETTRACKER

Fleettracker Daily Report 3

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2 Abbreviations

ASCII American Standard Code for Information Interchange

ATA Actual Time of Arrival

ATD Actual Time of Departure

ETA Estimated Time of Arrival

ETD Estimated Time of Departure

PC Personal Computer

UTC Universal Time Conversion / Coordinated Universal Time

IMO International Maritime Organisation

INMARSAT International Maritime Satellite Organisation

eNOA/D Electronic Notice Of Arrival/Departure (- of US Coast Guard)

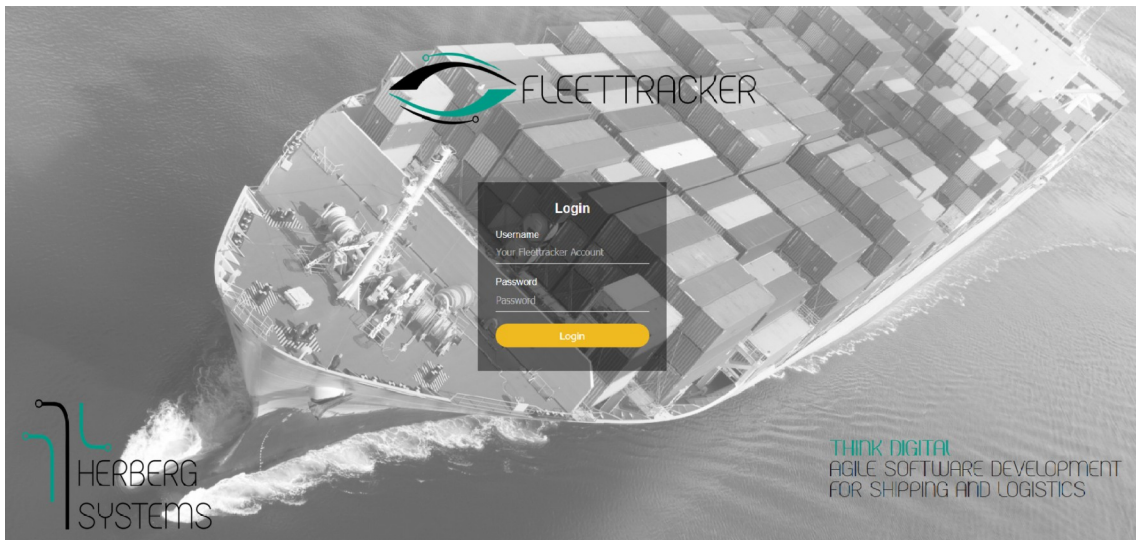
3 Functionality

The Daily Report software program allows you to generate different reports like schedules, arrival and departure reports, position reports or performance reports etc. for the Fleettracker internet service.

The program allows reporting of estimated times of arrival and departure (ETA, ETD, ETB) and transferring small text messages from ship to shore. The files generated by the software can be transmitted to the Fleettracker server by means of any e-mail channel available.

The Fleettracker internet server receives the reports and displays them in graphical and textual form.

The crew aboard creates a Daily Report file by means of the Daily Report program and sends it as attachment or content of an e-mail to the Fleettracker internet server ashore, e.g. via INMARSAT. The Fleettracker internet server receives the e-mail automatically, stores the report in an internal database and updates the chart display. The user ashore can access the Fleettracker web page on the internet and look at the reported information.



Address: <https://my.fleettracker.de/public/indexFT.htm>

4 Installation

Very important:

Daily Report Version 3 (and later) requires the
Microsoft .Net Runtime Environment (framework) 4.0 (or later)
to be installed on your computer. Without the runtime environment, the installation
routine will fail.

For server installations, the runtime environment is required on each computer where
the software is used. Otherwise, the program cannot be started.

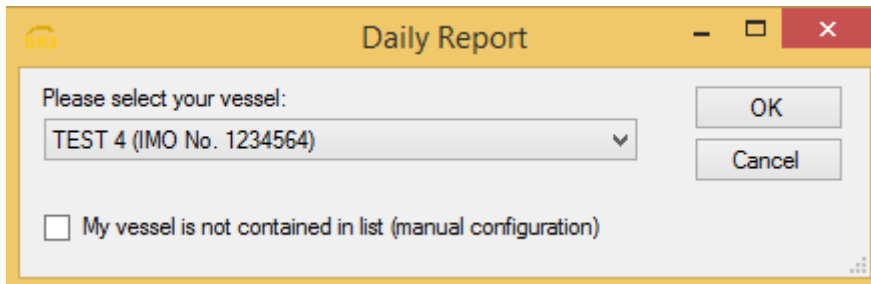
Under "Control Panel" -> "Software" you can verify
if the runtime environment is installed on your computer.

For installation, please perform the following steps:

1. Execute the file Your_Company-DAILY_REPORT_versionnumber.exe and follow the instructions.
2. Execute the installation as described.
3. Change the installation path to C:/Daily Report (create the folder first)
4. Once the installation has been successfully performed, select the Daily Report icon on your desktop and start the program.

5 Setting up the software

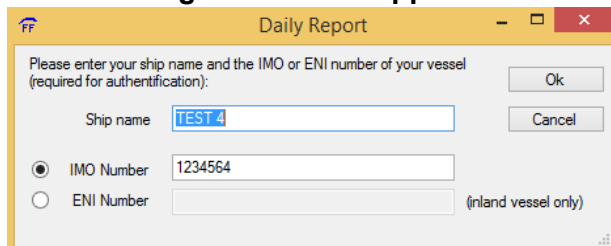
When you start the program for the very first time, the program asks you for the ship name of the ship you are operating on:



Select your vessel and click on **OK**. The program is now configured for your vessel.

If your vessel is not shown, please check the box "My vessel is not in the list".

The following window will appear:



Enter your ship's name and the IMO number and click on **OK**. The program is now configured for your vessel.

5.1 Standard e-mail client

By standard Daily Report uses your default e-mail client to send schedules/reports ashore. Daily Report software tests the connection to your e-mail client during the starting of the program. If the test fails you will receive feedback. In this case please have a look at chapter 8 *Sending the report file ashore* and chapter 16 *Troubleshooting*.

5.2 Network installation

The network option works by installing the program in a directory which can be shared by other computers. By default, you install the program in the directory: C:\Program Files\Daily Report.

NOTE: If you do not have appropriate administration rights in Windows OS, the start of Daily Report 3 under C:\Program Files\Daily report will fail. It is therefore recommended to install the software in the directory C:\Daily Report.

After installation, you can share this directory in the network. Click the right mouse tab on the Daily Report folder and activate the checkbox under permission & security. Please make sure that the second checkbox is "not" enabled (see screenshot below). Apply the changes.

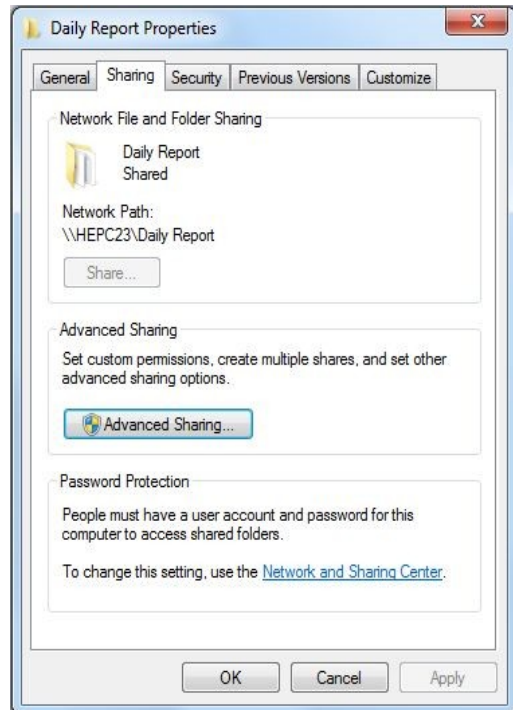
In Windows 7/10, click the right mouse tab on the Daily Report folder and click on the button *Share* under *Network File and Folder Sharing*. Now add the users and networks who should get permission and apply your changes.

Now you can access this folder and create a symbolic link to `dailyreport_v3.exe` on the desktop of the Chief Engineer's computer.

To ensure that data is not overwritten by concurrent access, the program ensures that only one user is working with the program at a time.



Windows XP, example



Windows 7/10, example

6 Getting started

The program starts with the following main dialogue.



The main dialogue contains the *Schedule* and the *Forms/Reports* sections. The *Schedule* section allows to enter and to report the current schedule, position, agent data and arrival/ departure reports.

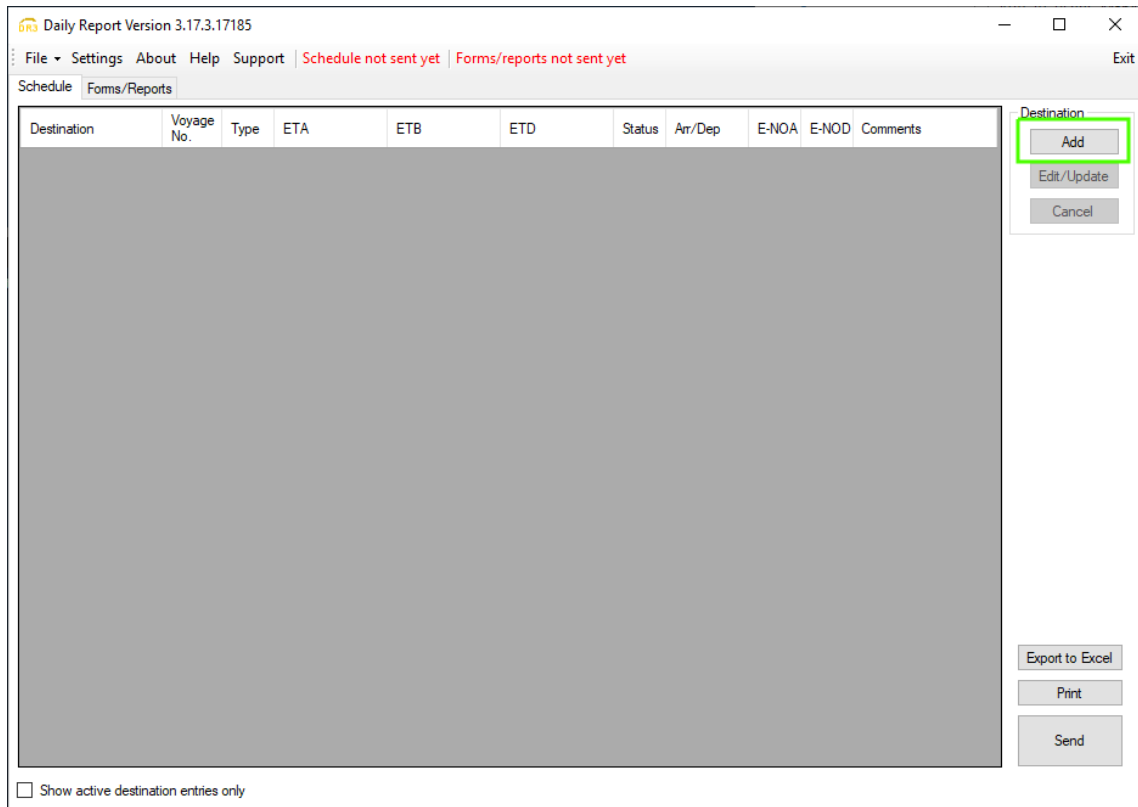
Note that for any destination in the US, you will see an icon of eNOA under the e-NOA column, once you click it you can enter information. Please refer to a short description on eNOA on page 33, you can also refer to the eNOA/D manual.

The *Forms/ Reports* section allows to enter and report different forms like the eNOA/D requested by the US Coast Guard (see additional eNOA/D manual). Furthermore, you are able to enter performance data and send them ashore.

7 Creating the schedule and reports

7.1 Adding a Port Call

You can report the current schedule of the vessel via the *Schedule* section. To add a new destination, anchorage or drifting area to the schedule click on the *Add* button on the *Schedule* page.



The following *Edit Destination* dialogue box appears:

The screenshot shows the 'Edit Destination' dialog box with the following fields and callouts:

- 1** Country: GERMANY (DE)
- 2** Destination: HAMBURG (DE/HAM)
- 3** Offset to UTC: 01:00:00 hrs (East > 0)
- 4** Arrived at destination: (This checkbox is highlighted along with the ETA field)

Other visible fields include: Voyage No., Port call not fixed yet, ETA (local time) [30 Okt 2019 10:00], ETB (local time) [30 Okt 2019 11:00], ETD (local time) [30 Okt 2019 12:00], Departed from destination, Port Activity/Comments (Loading, Discharging, Bunkering, Awaiting service, Cleaning, For repairs, Shipyard, For orders, Purging, Layup), Port activity (at facility, at anchorage), Facility/Anchorage, Comments, and Agent selection (Charter agent, Crewing agent, Purchasing agent, Owner's agent).

Here, you may select the harbour, canal, anchorage, range and drift, enter ETA or ETD and add comments.

The boxes ETA/ETD become available, once the *Offset to UTC* is selected.

Please always select an activity for your port calls. This is important for your CO₂ calculations.

The *Facility/Anchorage* should specify the berth or terminal you are calling/berthing.

7.2 Entering an agent

You have to enter a default agent and (optionally) a crewing and/or a purchasing agent.

Click on the button *Agent List* and click on *Add* then enter the agent details e.g.: name, phone number, e-mail address etc..

Please enter the phone number with an international call prefix like +49.

Note: In some cases this functionality is disabled.

Agent*

Charterer agent Crewing agent Purchasing agent Owner's agent

1st Contact

Person* Phone* +
 Email* Mobile +

2nd Contact

Person Phone +
 Email Mobile +

3rd Contact

Person Phone +
 Email Mobile +

Fax

Address
 Address (cont.)
 Address (cont.)

ZIP City

Country*

* mandatory fields (phone numbers have to start with a '+')

Click on *OK*. Now, the program displays the list of available agents.

Agents

This is the list of agents:

| Name | Port | Type | Country |
|--------------------|------|-------|----------------|
| HAMBURG AGENT | | CHART | GERMANY (DE) |
| PURCHASING HAMBURG | | CHART | GERMANY (DE) |
| RECIFE AGENT | | CHART | AUSTRALIA (AU) |
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Buttons: Select, Close, Add, Edit, Delete

Agent types: All, Charterer, Crewing, Purchasing, Owner

You may now enter additional agents. Click on *Close* to close the dialogue or select an agent from the list and click on *Select* to choose the agent for the new destination.

7.3 The schedule list

Click on *OK* to insert the new destination into the schedule. Continue with further destinations.

The screenshot shows the 'Schedule' window of the Fleettracker software. The window title is 'File • Settings Crew List About Help Support' and 'Exit'. Below the title bar, there are tabs for 'Schedule' and 'Forms/Reports'. The main area contains a table with the following data:

| Destination | Voyage No. | Type | ETA | ETB | ETD | Status | Arr/Dep | FNOA | FNOB | Comments |
|------------------|------------|------|-------------------|-----|-------------------|--------|---------|------|------|--------------------------|
| Houston (US TX) | 01 | PORT | 10 Mar 2017 1 | | 17 Mar 2017 1 | new | | FNOA | | Report details to be ... |
| HAMBURG (DE/HAM) | 01 | PORT | 20 Apr 2017 11... | | 23 Apr 2017 13... | new | | | | Report details to be ... |

Below the table, there is a checkbox labeled 'Show active destination entries only'. To the right of the table, there is a 'Destination' section with buttons for 'Add', 'Edit/Update', and 'Delete'. At the bottom right, there are buttons for 'Export to Excel', 'Print', and 'Send Schedule'.

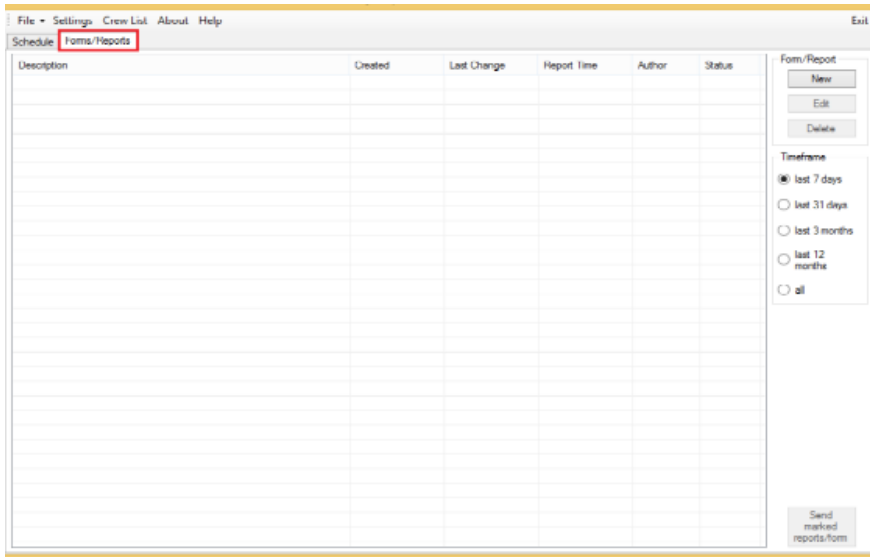
To edit, double-click a schedule entry. To delete, select the entry and click on *Delete*. Note that the program marks all entries not reported ashore as *new*.

To export your schedule for further external usage, press *Export to Excel*.

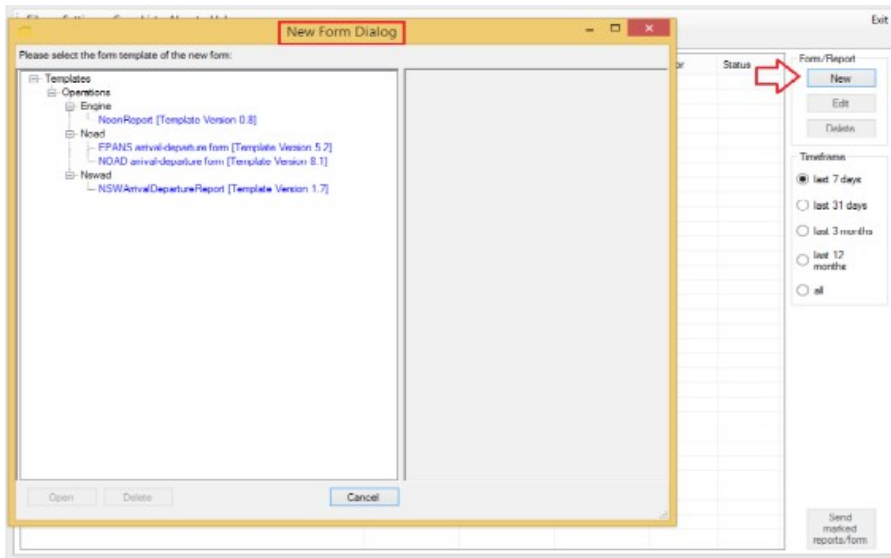
Now, please follow the instructions in chapter 8 to send a schedule ashore!

7.4 Adding a new report

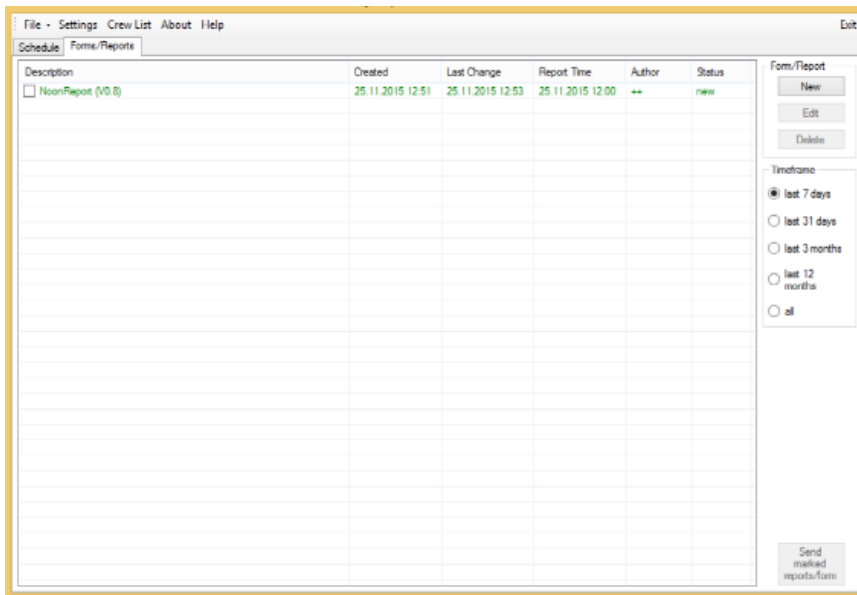
In order to create a new report, you need to switch from the *Schedule* section towards the *Forms/Reports* section.



Afterwards, press *New* and select a report from the *New Form Dialog* window.



Once you have selected a report, filled it out and clicked on *save as new*, the report will be saved in your *Forms/Reports* section.



Created: Time in UTC when the report has been saved the first time

Last Change: Time in UTC when the last changes for this report have been made

Report Time: Time in UTC for which the report is valid

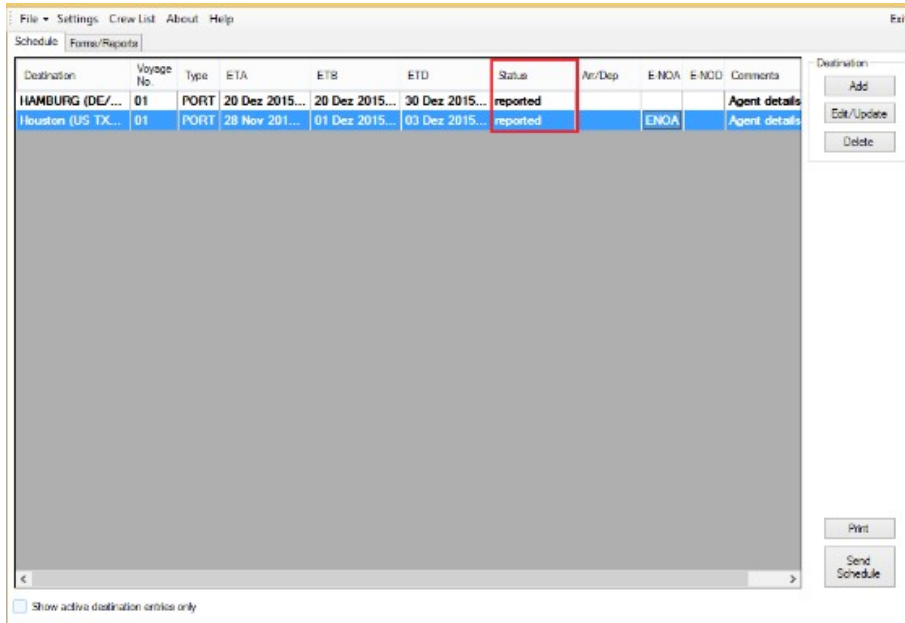
Now, please follow the instructions in chapter 8 to send a report ashore!

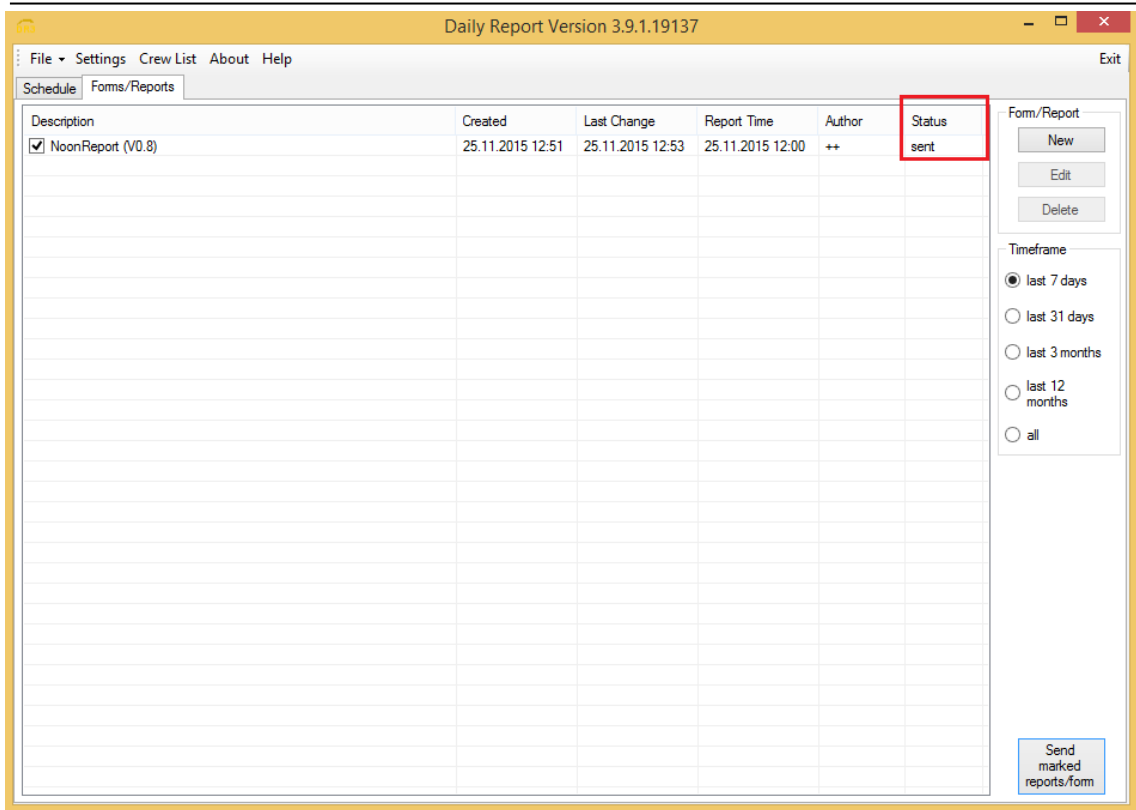
8 Sending the report file ashore

The program creates a **Daily Report file** containing your schedule, reports and your position data. You have different options to create and send the file via e-mail:

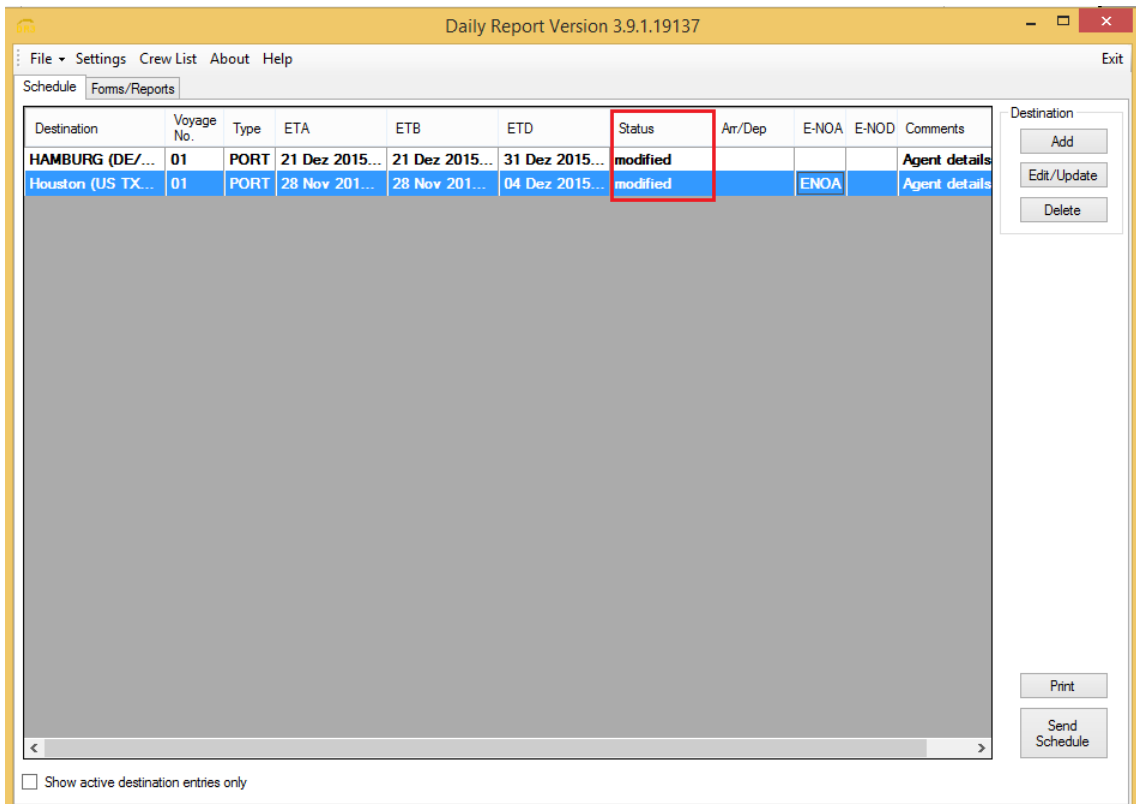
- a) Click on *Send Schedule*, within the *Schedule* section, to report your schedule or click *Send marked reports* within the *Forms/Reports* section, to send out your created reports. By doing so, you will call the default e-mail client (e.g. SkyFile) directly (standard setting).
- b) If Daily Report could not connect with your default e-mail client you can also use the *Send Schedule* or *Send marked reports* button but the report file will be saved in a directory on your hard disk for later mailing. The program writes the file to the directory you have entered in the *Settings* (usually, this is *C:\positions*).

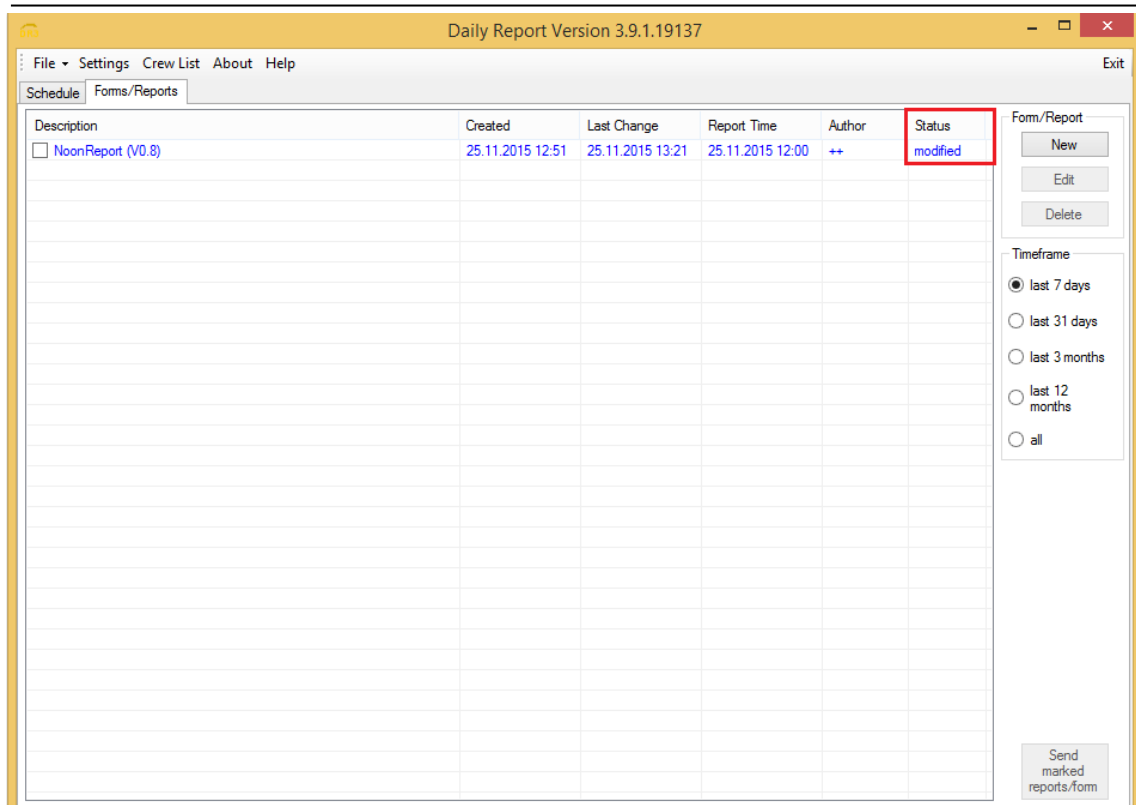
The program marks each entry as *reported* or *sent*, that has been sent to the Fleettracker-Server or has been saved to the selected directory.





Entries that were modified after reporting, are marked as *modified* as long as you do not report them again.





The generated report file is already compressed and converted into an ASCII text file. Now, send this file to the Fleettracker server. The e-mail address of the server is:

hpr@fleettracker.de

8.1 Sending e-mails manually

To send the file manually, do the following:

1. Open your e-mail client.
2. Create a new e-mail.
3. Enter hpr@fleettracker.de as the destination address.
4. Attach the report file you have created previously. Please ensure that you send the correct file.
5. Send the e-mail.

You may send the report file as an attachment or include the file's contents into the e-mail message.

Please do not send any other messages than report files to the e-mail address above! The server disregards any additional information included or attached to e-mails sent to this e-mail address.

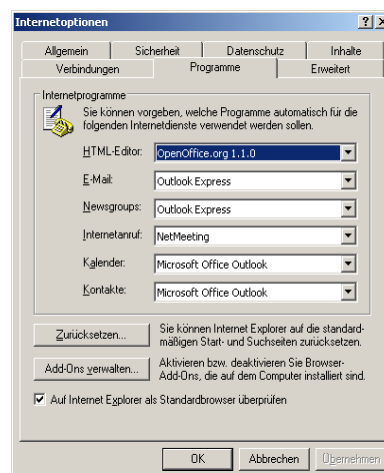
Note: The following instructions is also valid for Windows 7/10 operating system!

8.2 Use default e-mail Client on this Computer (**Send Now**)

With this option, the program uses the **default e-mail client** of the Windows system. To use your e-mail client (e.g. SkyFile), you have to define it as *default*. The easiest way to achieve this is to do the following:

On Windows 7

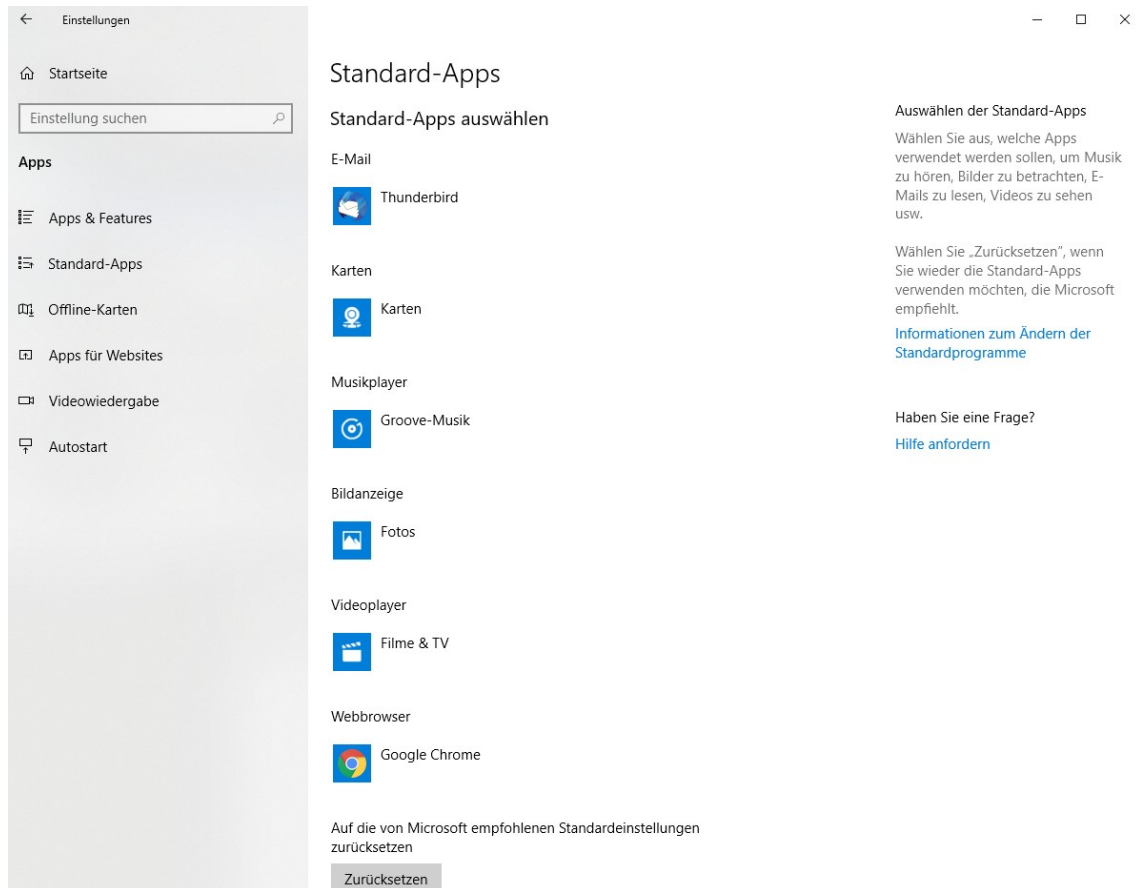
1. Open an *Internet Explorer* window
2. Open the Internet options (menu Tools/Extra ->*Internet Options*).



3. Select the E-Mail client of your choice and click on OK.

On Windows 10

1. Right click on the start button and choose Apps & Features.
2. Choose Default App.
3. Now change the standard program for your e-mail.



Now, the Client program will directly access your e-mail client if you click on *Send now*.

Please refer to the chapter 16 *Trouble Shooting* if you have problems configuring your default e-mail client.

8.3 Microsoft Outlook (not Outlook Express)

If you are using Microsoft Outlook on board, please ensure that Outlook is **NOT** using the TNEF format for e-mails. Otherwise, your e-mails can not be processed properly.

TNEF can be controlled in three places, and is different depending on your installation of Outlook (Internet Mail Only, or Corporate or Workgroup).

- **Default change:** Changing your default mail format to Plain Text or HTML will help ensure that TNEF is not sent unless an Outlook feature needs it.
- **Change for one message:** If the message is a Rich Text Format (RTF) message, and you are using the Internet Mail Only (IMO) installation of Outlook, you can turn on or turn off TNEF for one message at a time.

8.3.1 To Specify Mail Format in Internet Mail Only Installation

Default change of e-mail setting to turn off TNEF:

1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Send in this message format** list, select **Plain Text** or **HTML**, and then click **OK**.

Change for one message to turn off TNEF:

1. Open the message.
2. **Click on the three dots to open the menu.**
3. On the **General** tab, clear the **Send in Microsoft Outlook Rich Text Format** check box.

If your default e-mail format is HTML or Plain Text, you will not see the check box. Per message control of TNEF is only available for Rich Text Format messages.

8.3.2 To Specify Mail Format for Corporate or Workgroup Installation

Default change to turn off TNEF:

1. On the **Tools** menu, click **Options**, and then click on **E-Mails** and the **Messages** tab.
2. In the **Send in this message format** list, click **Plain Text** or **HTML**, and then click **OK**.

8.4 Globe Wireless Mail

Globe Wireless Mail allows monitoring a specific folder. Every time you save a new or modified file by using the *Write to Harddisk button* of Daily Report software, Globe Wireless Mail will automatically send it to our server. To setup GWM, do the following:

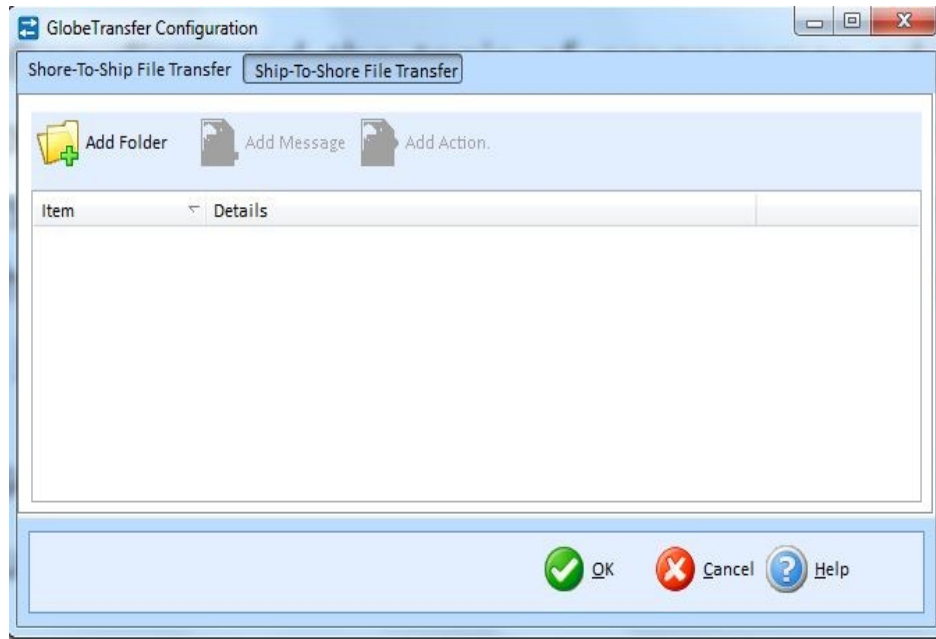
1. Open Globe Wireless Link
2. Open File -> Profile/Options

The screenshot shows a software interface titled "Profile" with a sub-header "Vessel Details". Below this, there are four input fields: "Ship Name" with the value "Example Ship", "Callsign" with "ABCD", "MMSI" with "12345", and "IMO#" with "9876543" (7-digit IMO Number). The interface is divided into three main sections: "Communication Settings" with three rows of "Enable" checkboxes and buttons for "Digital HF Radio", "Satellite", and "GPS"; "Miscellaneous Settings" with three buttons for "Security", "Billing Codes", and "Mail Preferences"; and "Application Settings" with three rows of "Enable" checkboxes and buttons for "GlobeRelay", "GlobeTransfer", and "Globe Alert". At the bottom right of the settings area are two links: "Show Com Port Assignments" and "About Profile". The footer of the dialog contains three icons: a floppy disk labeled "Save", a green checkmark labeled "Finished", and a question mark labeled "Help".

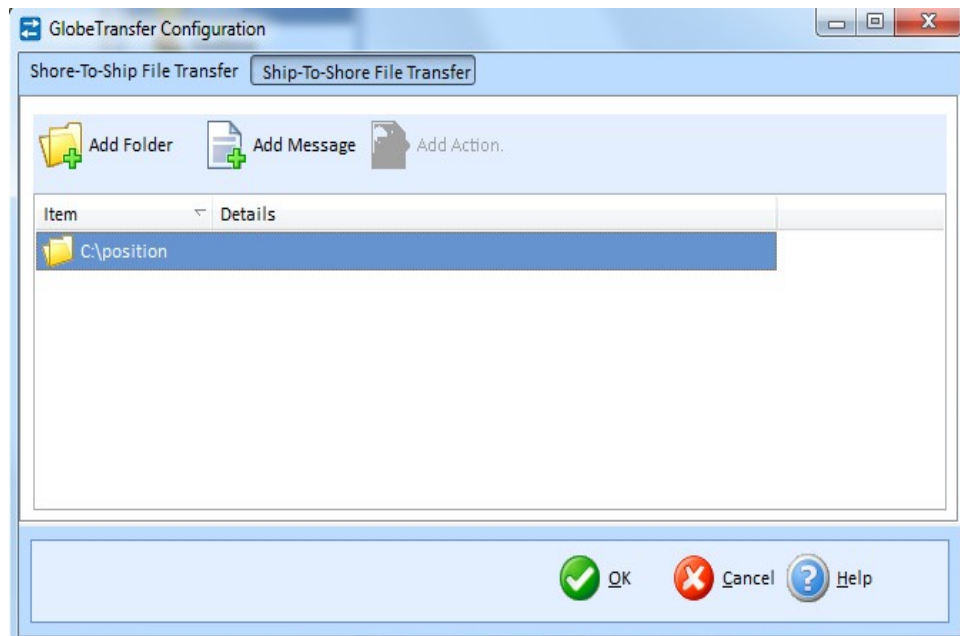
Following Dialogue appears:

3. Push the *Globe Transfer* button below *Application Settings*

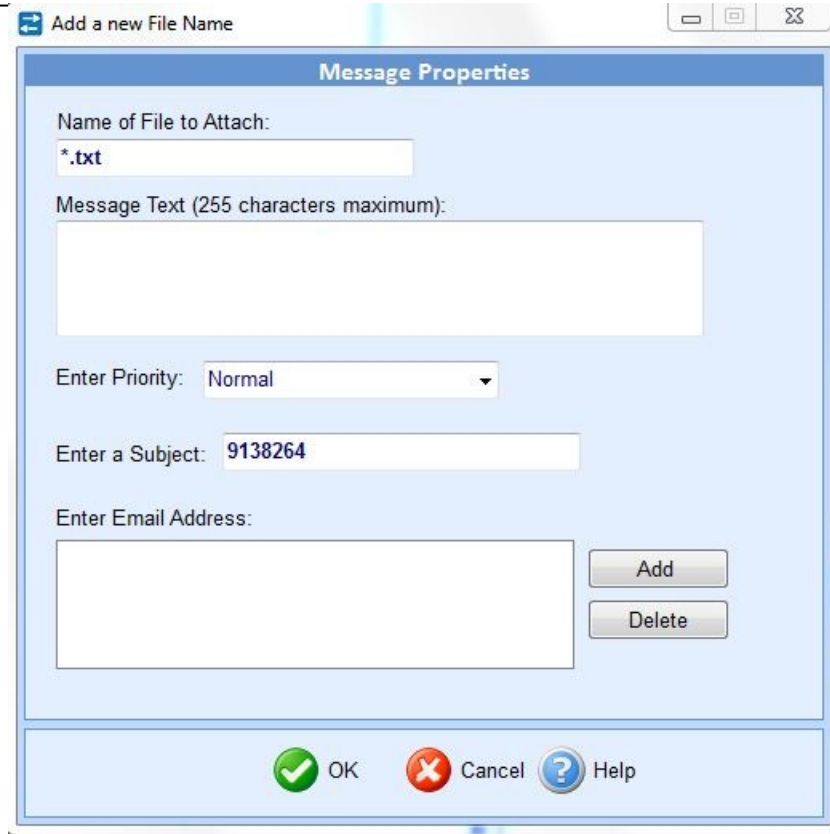
4. Choose *Add Folder* and add C:\positions



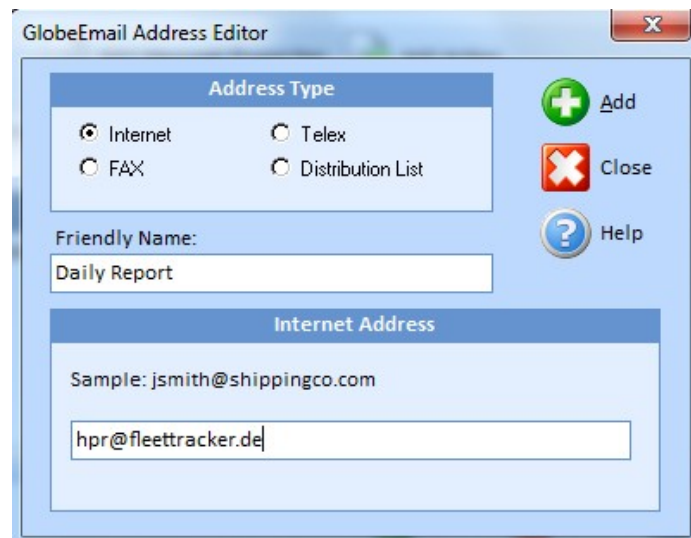
5. C:\positions appears in the window. Now select C:\positions



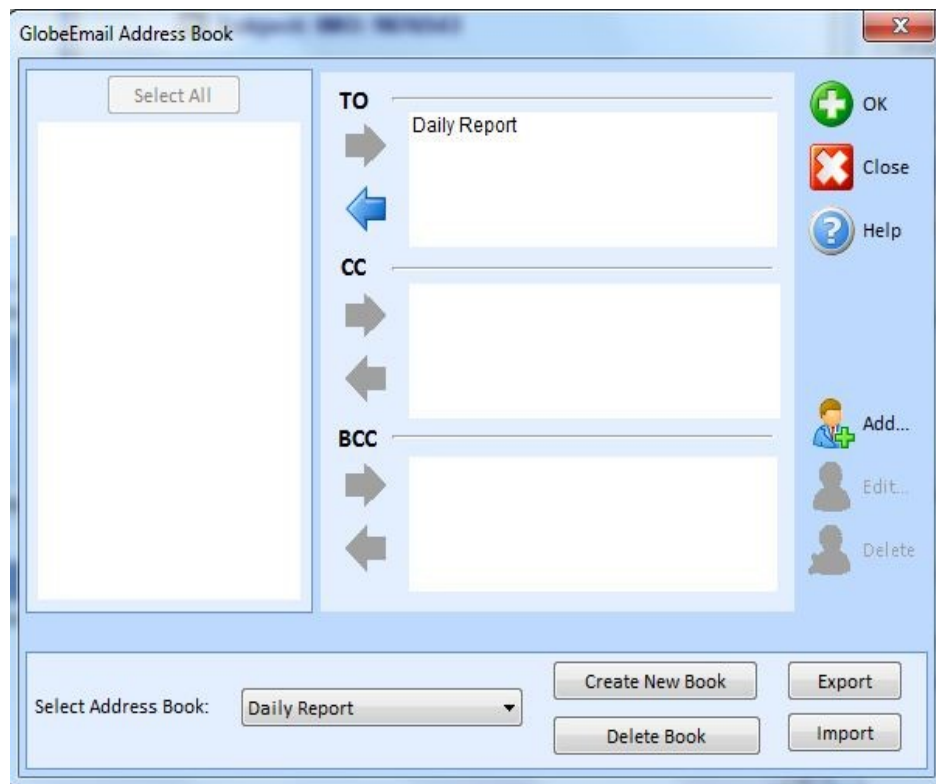
6. Click *Add Message* and enter *.txt



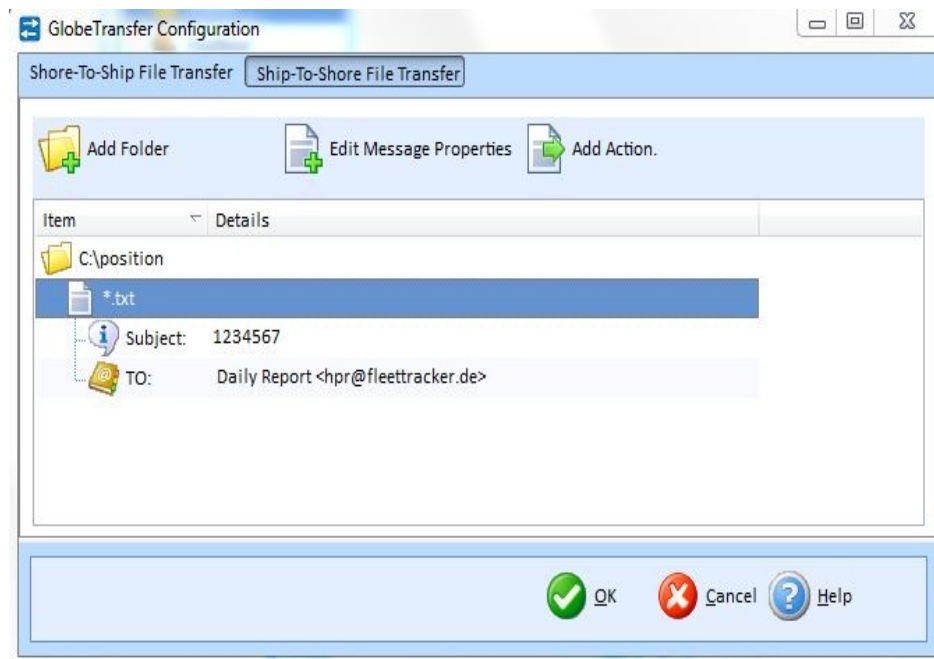
7. Now click the *Add* button. The window *GlobeEmail Address Editor* appears. Please add the e-mail address: `hpr@fleettracker.de` and the *Friendly Name*: *Daily Report* and leave with *Add*



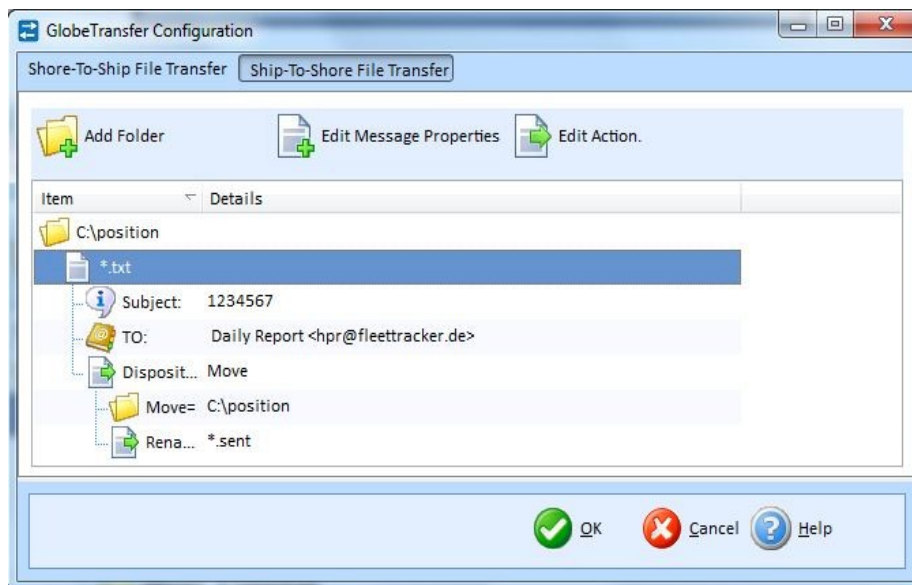
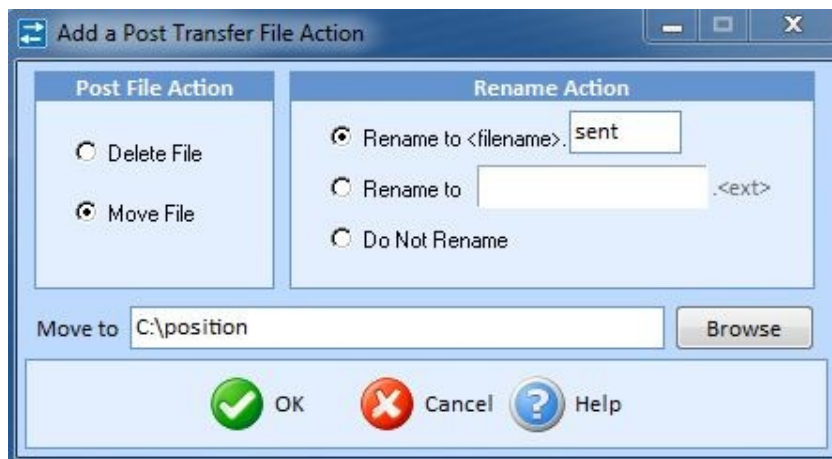
8. Now click **OK**



9. Click OK again



10. Add an Action by choosing the *Add Action* button. Check the *Move File* box and rename the file to *sent*. Fill in C:\positions as location. Leave with *OK*



11. Please leave the Globe Transfer Setup by clicking **OK**. The setup is now complete.

9 Updating your schedule – Arrival and Departure

If your schedule has changed, update the schedule entries and send the new report file as described above.

To report **arrival** at a destination, double-click the entry to edit and check the *Arrived at destination* check box. Click on *OK*.

To report a **departure**, check the *Departed from destination* check box.

Depending on your company policy, you will have to fill out arrival and departure reports when reporting a new arrival or departure. Please refer to chapter 10 for further details.

If you change the ETD the program will ask you, if all following ETA's and ETD's should be modified too.

Destinations that were once reported ashore cannot be removed from the schedule but can be marked as cancelled. *Cancelling a destination* means that you are "skipping" a

harbour. In case that you already have sent the report file containing a schedule ashore, it is not allowed to simply remove a destination from the reported schedule to avoid inconsistency.

10 Arrival & Departure Reports

Depending on your company policy, you will have to fill out arrival and departure reports when reporting a new arrival or departure. If you check the *Arrived at Destination* check box, the following *Arrival Report* dialogue appears:

Please enter the requested data and click on *Save as new* or *Save/Update* to save. You may click on *Cancel* to close the dialog.

After confirming the arrival, the *Departure Report* dialogue appears:

Some hints:

- The program stores the previously entered data for each destination internally.
- You can update the saved report data before sending by checking the *Arrived at Destination* check box.
- It is required to send a departure report before confirming the next arrival report.

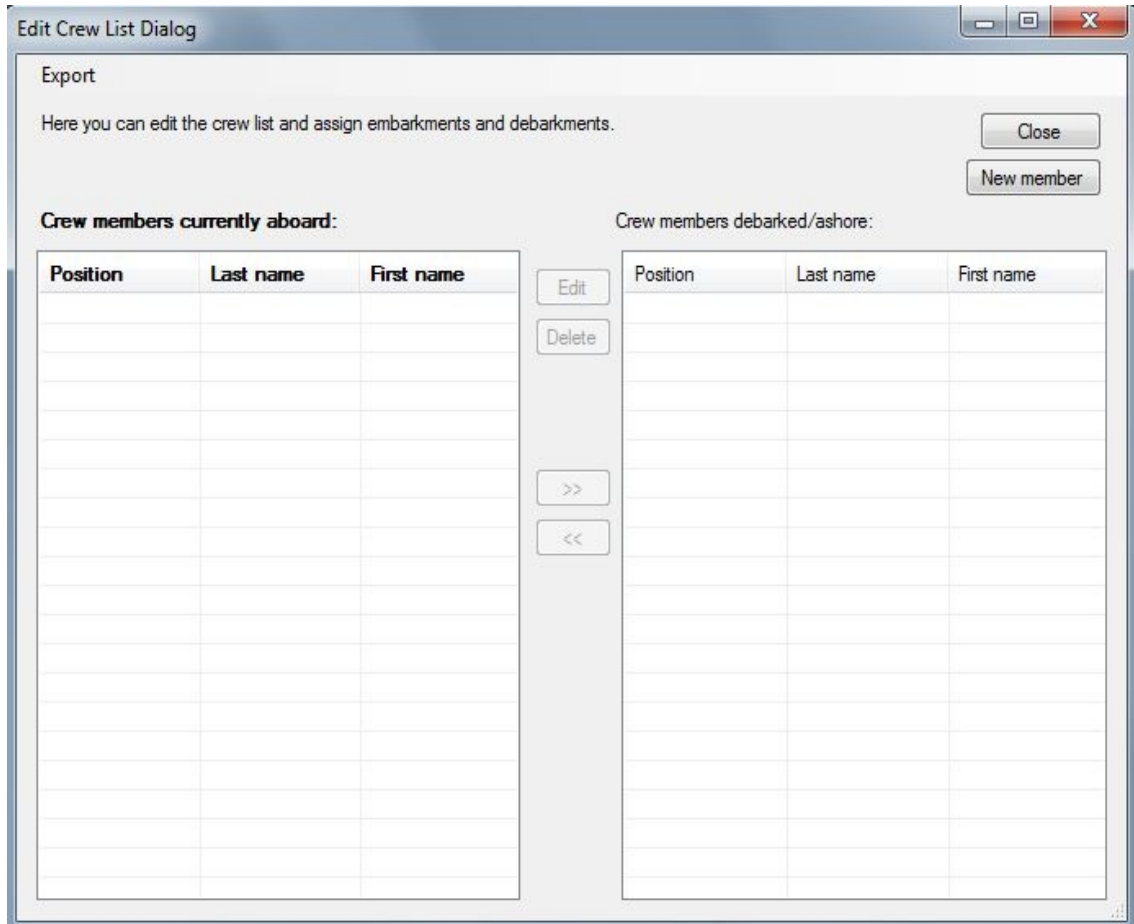
11 Reports

When editing a report, please note the following helpful information and advices:

- **End of the reporting period:** This is the time for which the report is valid.
- **The end of reporting period should always be entered as first value! Please note: The date and time of the last event covered within the report must be used here!**
 - Some calculated values need to have the time as a reference to other reports
- **Reporting period:** Enter the period, ending with *End of reporting period* for which the reporting is valid.
- **Save as New:** Creates a completely new report. This report is also separately saved in your Form/Reports section (Except for Arrival/Departure Reports).
- **Update:** Only updates an already existing report.
- **Fields names in RED:** Field names in RED (e.g. **Speed Over Ground**) are mandatory fields, that have been defined by the ship manager as such. Not filling out those fields will create a warning when trying to save or update. saving/updating is not possible unless these fields are filled in correctly.
- **Columns in RED:** These columns may indicate
 - The field may not be empty
 - The entered value is too high
 - The entered value is too low
 - The entered value-type is not correct

12 Crew List

Click on *Crew List* to administrate your crew (this function might be disabled). Following window appears in the next page:



Now, click on *New member* to add a new member. The following window shown on the next page appears:

Table Row Dialog

Save
Cancel

Clear record

Position
First name
Birth date
Nationality
Residence
ID Type
ID Country
ID expires at
Embark country code
Embark state (if US)
Embark place
Debark country
Debark Port Name
Debark Port Code
Debark Date

Last name
Middle name
Gender
Nat. Code
Residence code
ID No.
ID country code
Embark country
Embark port name
Embark port code
Embark date
Debark Country Code
Debark State (if US)
Debark Place

Please complete the fields according to your company policy. The red marked fields are mandatory for eNOA/D (see the next chapter). If you use the eNOA/D function of the Daily Report software you are able to import crew data into an eNOA/D file.

13 Electronic notice of arrival/departure in eNOA/D

The eNOA/D manual can be found under: Start>All Programs>Daily Report>eNOA/D Manual or follow this directory: (C:\Program Files (x86)\Daily Report)

A short overview is given below:

For any destination port of the United States, an eNOA/NOD, especially an eNOA has to be sent to the respective authority at least *96 hours* before arrival.

Please follow the following screenshots in order to get a better understanding:

For example, click the *add* button and set the country to US and choose any US port from the destination selection.

After clicking *OK*, you will see your destination, for example San Francisco, added in the schedule. You will also find an *ENOA* button on the E-NOA column. Now, please click the button.

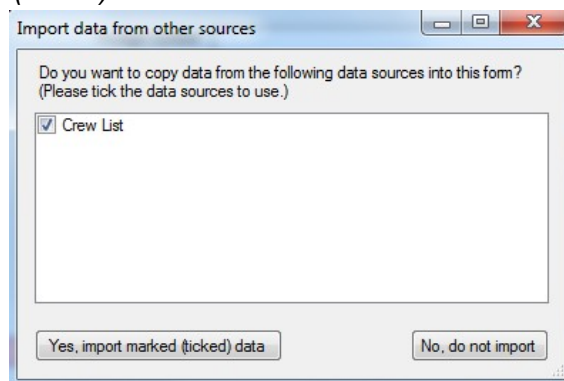
| Destination | Voyage No. | Type | ETA | ETD | Status | Arr/Dep | E-NOA |
|---------------|------------|------|-------------------|-------------------|----------|---------|-------|
| San Francisco | | PORT | 02 Dez 2011 09:00 | 07 Dez 2011 09:00 | new | | ENOA |
| SYDNEY | | PORT | 21 Nov 2011 11:00 | 22 Nov 2011 11:00 | reported | | |

This will appear on the screen:



If you click on Yes then the last 5 ports will automatically be updated to eNOA/NOD.

If you also want to import the crew member detail, please check the box and click on *Yes, import marked (ticked) data.*



The following window appears:

NOAD arrival-departure form

Info Update Save as New Cancel

NOAD arrival-departure form

Pages Print Clear page << < 2/8 > >> End of reporting period
 Local Time UTC Offset to

Notice Details

Created at

E-NOAD Version 3.5

Type of notice transaction Initial

Notice type Arrival

Voyage

Type of voyage (US to US departure report not required any more)

Voyage number

Closed-loop voyage No

Less than 24hr

Vessel location

Location description

Coordinates

Latitude

Lat (deg) 0 Lat (min) 0 Lat (sec) 0 N/S N

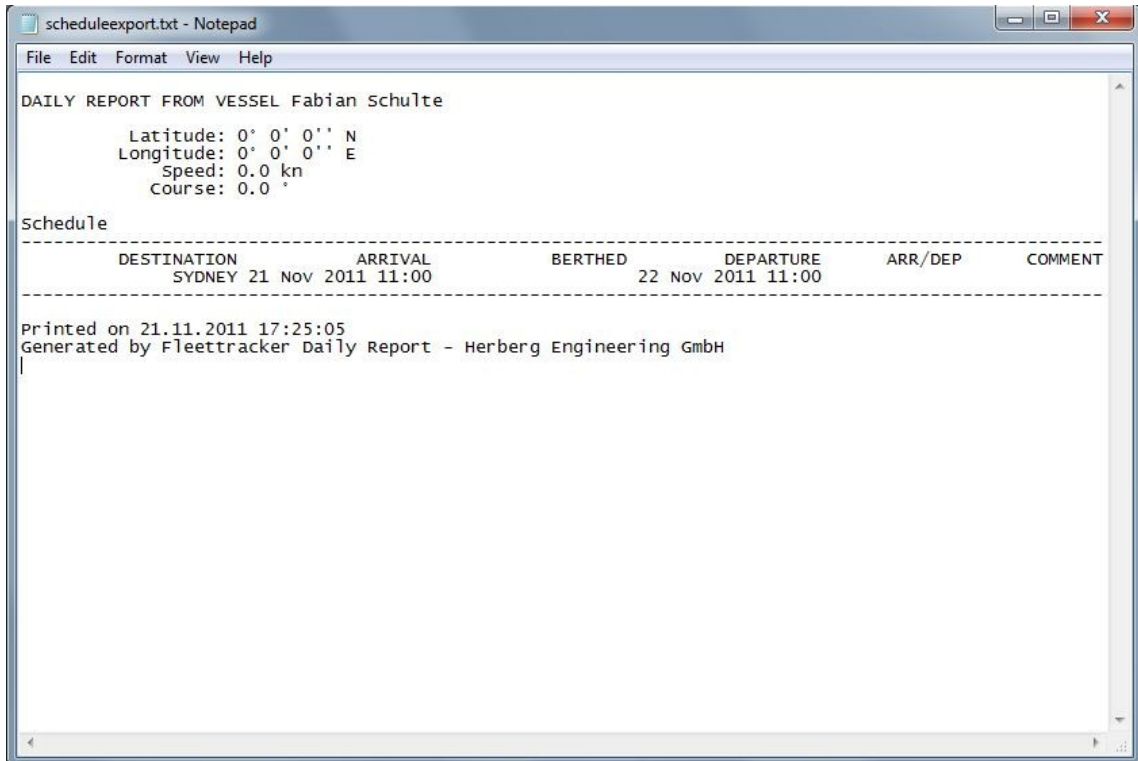
Longitude

Please fill out all the required fields. Please note that for the very first message the *Type of notice transaction* must be selected as *Initial*. Then, click on *Save as new*. Whenever you need to add new information please select *Update* as the *Type of notice transaction*, then click *Save/Update* button on the upper right.

If you want to cancel the entry, click on *Cancel* or click *Clear page* for clearing the entry.

14 Printing your schedule

You may use the *Print report* button to get a printable version of the current schedule.

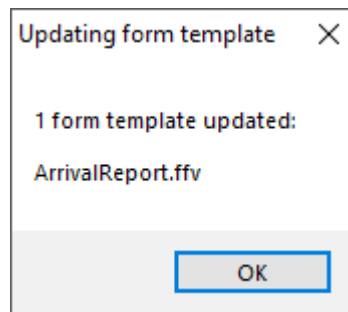


15 Adding a new form template

This section describes how to add a new form of *.ffv or *.ffz format to the report.

Please go to File > Import Template(s) / Schedule(s).

Now browse for the file e.g.: "ArrivalReport.ffv".

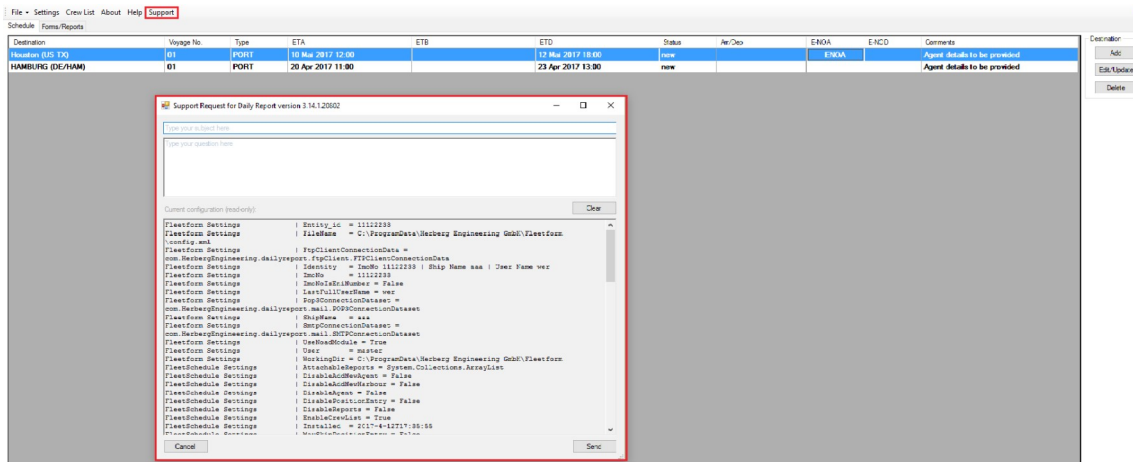


This notice appears on screen, click *OK*.

Now your template file is imported. A template file can be obtained from the shipping company on demand.

16 Trouble Shooting

16.1 How to contact the support-team



Press the *Support* button and a window opens where you may describe your problem. Afterwards, press the *send* button and your request will be sent to our support team.

16.2 I cannot find the report file I have just generated – why?

1. Ensure that you have access to the file system that contains the report file from the PC where you send your e-mails from. If you are using another PC for creating reports than for sending e-mails, you will need a USB flash drive or a shared file system to transfer the report file from one PC to another.
2. Ensure that you are looking in the right directory if you have written the report file on harddrive. The program normally stores the report file in c:\positions.

If you are unsure which file is the right report file, check the time stamp of the file. Also, you may check the file name that has the following format:

dr_YYYY-MM-DD_hh-mm-ss_rrr.txt

where YYYY = year, MM = month, DD = day, hh = hour, mm = minute, ss = second and rrr = random digits.

Example:

dr_2009-07-12_22-30-12_121.txt

is a report file that contains a report for the 12th of July 2009, at 22:30h.

16.3 How do I start the program?

Click on *Start->Program->Daily Report*.

If this entry does not exist for any reasons reinstall the software.

16.4 How do I change the ship name?

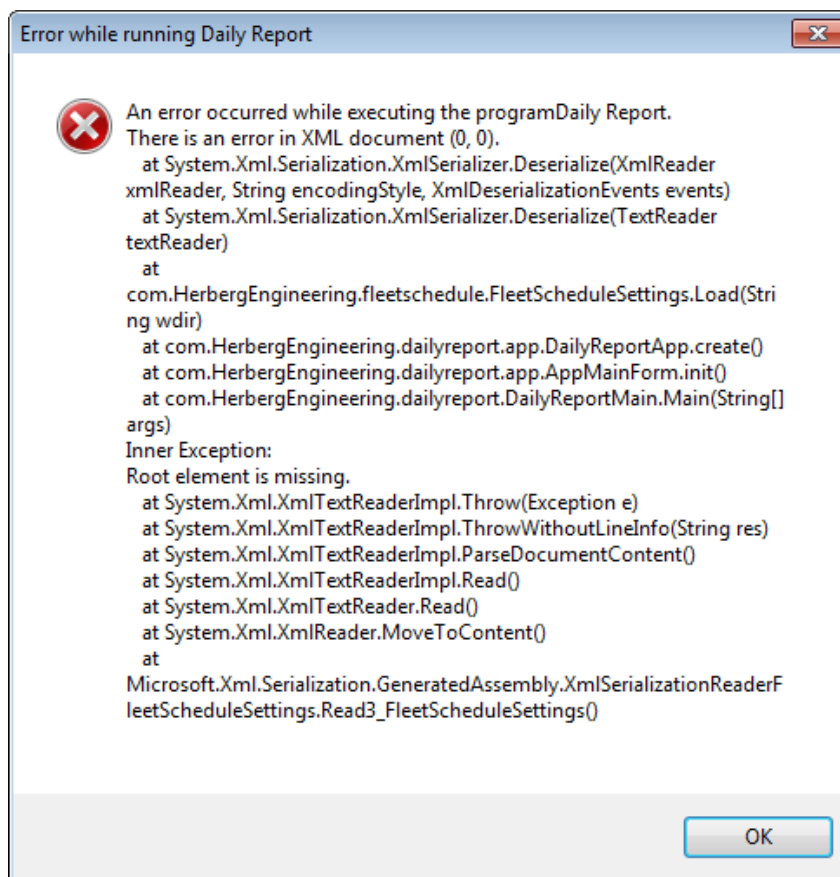
Start the program and click on *Settings*. Now, you can change the ship name.

16.5 Problems setting the default e-mail client

Sometimes, Microsoft Outlook changes the settings of the default e-mail client. If you notice that you have problems sending e-mails directly to e.g. SkyFile:

1. Start Outlook
2. Open *Tools* -> *Options* from the menu
3. Select *Others*
4. Ensure the *Register Outlook as default e-mail client...* is **not** set (second check box)
5. Click on *OK* and close the box.
6. Restart the computer
7. Follow the instructions in the chapter *Sending the report file ashore* for setting the default e-mail client

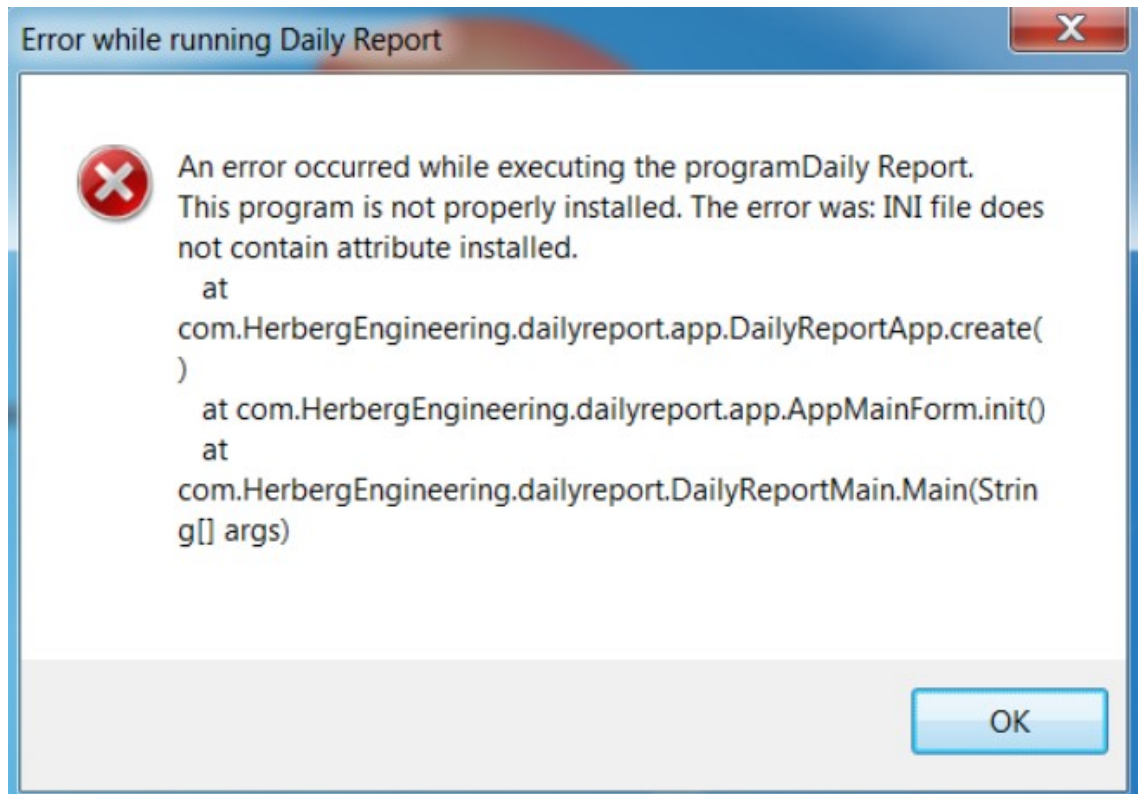
16.6 Error in XML Document



If you receive this error message, your fssettings.xml cannot be read anymore.

This file has to be deleted within the Daily Report installation folder. Once done, please restart the Daily Report 3 software and a new readable fssettings.xml will be created by the system.

16.7 Error INI file does not contain attribute installed

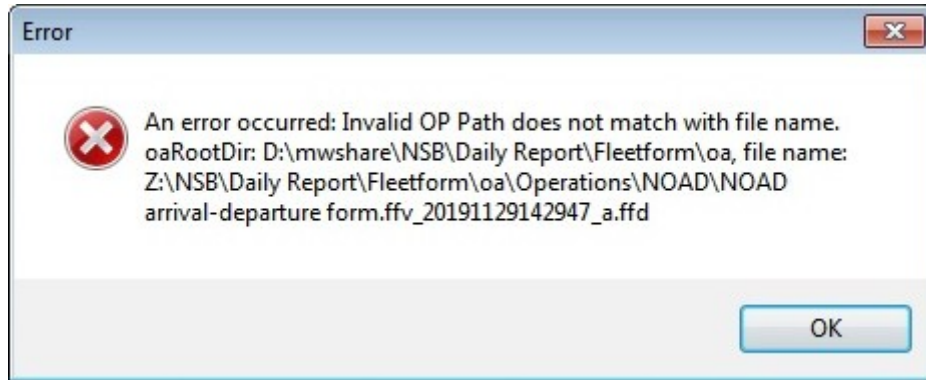


This error occurs, if you install a Daily Report Update either without having a full installation or if you install the update to a directory in which no full installation of Daily Report is existing.

In order to correct this issue, please request a full installation from your ship manager or adjust the installation path to the already existing full installation of Daily Report.

16.8 An error occurred: Invalid OP Path does not match file name

This error occurs, if Daily Report is used in conjunction with a network drive, it can occasional loose access to its files due to networking problems on the operating system side.



This can be easily fixed within the Daily Report 3 application, goto "File" choose "Reload forms/reports files" and hit "Yes" to Regenerate forms/reports table, the program will restart after that.