Fleettracker Daily Report 3 User Guide

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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)

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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.

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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:

66 Daily Report	- 🗆 🗙
Please select your vessel: TEST 4 (IMO No. 1234564)	ОК
My vessel is not contained in list (manual configuration)	Cancel

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:

₽ ₽		Daily Report	-	-		×	
Please enter: (required for a		name and the IMO or ENI number of your vess cation):	el		O	k	
Ship	name	TEST 4			Can	cel	
IMO N	umber	1234564					
O ENI N	umber		(inland	d ve	essel o	only)	

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.

Allgemein Freigabe Anpassen	General Sharing Security Previous Versions Customiz
Lokale Freigabe und Sicherheit Klicken Sie auf diesen Ordner, und ziehen Sie ihn in den Ordner <u>Gemeinsame Dokumente</u> , um ihn nur für Benutzer dieses Computers freizugeben.	Network File and Folder Sharing Daily Report Shared
Aktivieren Sie folgendes Kontrollkästchen, um den Ordner und untergeordnete Ordner nicht freizugeben. Diesen Ordner nicht freigeben	Network Path: \\HEPC23\Daily Report
Netzwerk/freigabe und -sicherheit Aktivieren Sie das erste Kontrollkästchen, und geben Sie einen Freigabenamen ein, um diesen Ordner für andere Benutzer dieses Computers und im Netzwerk freizugeben. ☑ Diesen Ordner im Netzwerk freigeben Ereigabename: Daily Report	Advanced Sharing Set custom permissions, create multiple shares, and set or advanced sharing options.
 <u>N</u>etzwerkbenutzer dürfen Dateien verändern Weitere Informationen über <u>Freigabe und Sicherheit</u>. Der Windows-Firewall wird so konfiguriert, dass dieser Ordner für andere Computer im Netzwerk freigegeben werden kann. 	Password Protection People must have a user account and password for this computer to access shared folders. To change this setting, use the <u>Network and Sharing Cer</u>
Windows-Firewalleinstellungen anzeigen	OK Cancel

Windows XP, example

Windows 7/10, example

6 Getting started

The program starts with the following main dialogue.

Deutination	Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	ENOD	Commenta	Destination
Leutination	No.	type	EIN	E IB	EID	208.0	AT/Lep	ENUM	E-NUD	Lorarena	Add
											Edt/Update
											Delete
											Expet to Exp
											Pred
											Send Schedul

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.



Edit Destination	- 🗆 X
	Port O Canal O Anchorage O Range O Drifting OK
1 Country	GERMANY (DE) Cancel
2 Destination	HAMBURG (DE/HAM) Add new destination
Voyage No.:	Port call not fixed yet
3 Offset to UTC	01:00:00 V hrs (East > 0)
Port/Canal/Anchorage/ Drifting	ETA (local time) SI Okt 2019 10:00
Expected berth	ETB (local time) 30 Okt 2019 11:00
Port Activity/Comments	ETD (local time) 30 Okt 2019 12:00 □
Ton / Kervicy Common a	Loading Discharging Bunkering Awaiting service Cleaning For repairs Shipyard For orders Purging Layup
Port activity	at facility O at anchorage
Facility/Anchorage	
Comments	
	☐ I do not know the agent details yet (fill in later as soon as available)
Charter agent	✓ Agent list
Crewing agent	×
Purchasing agent	✓
Owner's agent	×

The following *Edit Destination* dialogue box appears:

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 CO_2 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	functiona	ality	is	disabled.
-------	----	------	-------	------	-----------	-------	----	-----------

Agent*					ОК
Charterer ager	nt 📄 Crewing ag	jent 📃	Purchasing agent	Owner's age	nt Cancel
Ist Contact					
Person*		Phone*	+		
Email*		Mobile	+		
and Contact					
Person		Phone	+		
Email		Mobile	+		
Brd Contact					
Person		Phone	+		
Email		Mobile	+		
Fax					
Address					
Address (cont.)					
Address (cont.)					
ZIP	City				
Country*				•	

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

Name	Port	Туре	Country	Close
HAMBURG AGENT		CHART	GERMANY (DE)	
PURCHASING HAMBURG		CHART	GERMANY (DE)	Add
RECIFE AGENT		CHART	AUSTRALIA (AU)	Add
				Edit
				Delete
				Agent types
				Al
				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.

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estination .	Voyage No.	Туре	ETA	ETB	ETD	Salua	Ar/Dep	E-NDA	E-NOD	Comments	Destr	
uation (US TX)	01	PORT	10 Mai 2017 1		12 Mai 2017 1	-		ENOA		Agent details to b		Add
MBURG (DE/HAM)			20 Apr 2017 11		23 Apr 2017 13					Agent details to be		st/Update
												Delete
											Eps	at to Excel

Show active destination entries only

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.

hedule Forms/Heports	Created	Last Change	Report Time	Author	Status	Form/Report
-courgenet	Created	Last one ge	Propost Table	- North	01000	New
						Edit
						Delete
						Timeframe
						Isst 7 days
						O last 31 days
						O last 3 month
						O last 12 months
						() all
						-
						-
						-
						Send

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

	New Form Dialog	×	
ase select the form template of the new form:		or Statu	Form/Report
 Templetes Operations Engine NoonReport [Templete Version 0.8] ⊢ PENIS actival departum from Templete Version 0.8] ⊢ PENIS actival departum from Templete Version 0.8] ⊢ NOAD astroid departume from Templete Version 0.8] ⊢ NSWAthroid Departume Report [Templete Version 0.8] 	late Version 5.2] ate Version 8.1]		New Edit Dakte Transframe Inst 31 days Isot 31 days Isot 31 months Isot 31 months
Open Delete	Cancel		Send marked

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.

Description	Created	Last Change	Report Time	Author	Status	Form/Report
NoonReport (V0.8)		25.11.2015 12:53			new	New
						Edit
						Delete
						Timeframe
						Isst 7 days
						O last 31 days
						O last 3 months
						C last 12 months
						Oal
						marked reports/form

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.



	Daily Report Ver	501 5.9.1.1915				>
File + Settings Crew List About Help Schedule Forms/Reports						
Description	Created	Last Change	Report Time	Author	Status	Form/Report
✓ NoonReport (V0.8)	25.11.2015 12:51	25.11.2015 12:53	25.11.2015 12:00	++	sent	New
						Edit
						Delete
						Timeframe
						Iast 7 days
						🔿 last 31 days
						O last 3 months
						⊖ last 12 months
						🔿 all
						Send
						Send marked

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

6R3				Daily F	Report Version	3.9.1.19137						×
File - Settings Crev	v List Al	bout H	elp									Exit
Schedule Forms/Report	ts											
Destination	Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	E-NOD	Comments	Destination	
HAMBURG (DE/	01	PORT	21 Dez 2015	21 Dez 2015	31 Dez 2015	modified				Agent details	Add	
Houston (US TX	01	PORT	28 Nov 201	28 Nov 201	04 Dez 2015	modified		ENOA		Agent details	Edit/Up	date
											Delet	е
											Print	
											Send	
<										>	Sched	
Show active destinati	on entries	only										

	Daily Report Ve	5.5.1.5.5.1.1915.				
ile 🗸 Settings CrewList About Help						
hedule Forms/Reports						
Description	Created	Last Change	Report Time	Author	Status	Form/Report
NoonReport (V0.8)	25.11.2015 12:51	25.11.2015 13:21	25.11.2015 12:00	++	modified	New
						Edit
						Delete
						Timeframe
						Iast 7 days
						🔿 last 31 days
						O last 3 months
						⊖ last 12 months
) all
						-
						-
						-
						-
						-
						-
						Send
						marked reports/form

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 email 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.

← Einstellungen		- 🗆 X
வ் Startseite	Standard-Apps	
Einstellung suchen	Standard-Apps auswählen	Auswählen der Standard-Apps
Apps	E-Mail	Wählen Sie aus, welche Apps verwendet werden sollen, um Musik zu hören, Bilder zu betrachten, E- Mails zu lesen, Videos zu sehen
IΞ Apps & Features		usw.
표 Standard-Apps 때 Offline-Karten	Karten	Wählen Sie "Zurücksetzen", wenn Sie wieder die Standard-Apps verwenden möchten, die Microsoft empfiehlt.
Apps für Websites	Q Karten	Informationen zum Ändern der Standardprogramme
□ Videowiedergabe	Musikplayer	
 ☐ Autostart 	Groove-Musik	Haben Sie eine Frage? Hilfe anfordern
	Bildanzeige	
	Fotos	
	Videoplayer	
	Filme & TV	
	Webbrowser	
	Google Chrome	
	Auf die von Microsoft empfohlenen Standardeinstellungen zurücksetzen	
	Zurücksetzen	

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.

Microsoft Outlook (not Outlook Express) 8.3

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

		Vessel Details	
Ship Name:	Example Ship		
Callsign:	ABCD		
MMSI:	12345	IMO#: 9876543	(7-digit IMO Number)
Com	munication Settings	Miscellar	neous Settings
🗸 Enable	Digital HF Radio	S	Security
Enable	Satellite	Bill	ling Codes
🗖 Enable	GPS	Mail	Preferences
	Ap	plication Settings	
🗾 Enable	GlobeRelay		
🗾 Enable	GlobeTransfer		
Enable	Globe Alert		
		Show Com Port Assignmen	nts <u>About Profile</u>

Following Dialogue appears:

3. Push the Globe Transfer button below Application Settings

4. Choose Add Folder and add C:\positions

🔁 GlobeTransfer Co	nfiguration			
Shore-To-Ship File T	Transfer Ship-To-Shore File Transfer			
Add Folder	Add Message Add Action.			
Item	▽ Details			
		<u>о</u> к	🙆 Cancel 🧯	<u>H</u> elp
			Surrey (

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

GlobeTransfer Configuration	
Shore-To-Ship File Transfer Ship-To-Shore File Transfer	
Add Folder Add Message Add Action.	
Item 🕆 Details	
1 C:\position	
	i i i i i i i i i i i i i i i i i i i
🚺 🛛 🐼 <u>O</u> K 🔀 <u>C</u> ancel	Pelp Help

6. Click Add Message and enter *.txt

101	essage Properties		
Name of File to Attach:			
*.txt			
Message Text (255 characters	maximum):		
Entor Drigrity: Manual			
Enter Priority: Normal			
	•		
		1	
Enter a Subject: 9138264			
Enter a Subject: 9138264	•	٥dd	
Enter a Subject: 9138264		Add	
Enter Priority: Normal Enter a Subject: 9138264 Enter Email Address:	•	Add Delete	
Enter a Subject: 9138264]
Enter a Subject: 9138264			

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

A	ddress Type	Add
Internet	C Telex	
O FAX	O Distribution List	Close
riendly Name:		Belp
Daily Report		
	Internet Address	
Sample: jsmith@	@shippingco.com	
hpr@fleettrack	er.de	
L		

8. Now click OK

Select All	TO Daily Report	С ок
	A	Close
		(2) Help
		add
	BCC	Edit.
		-
		Delet
	Create New Book	Export
lect Address Book: Dail	y Report Delete Book	Import

9. Click OK again

Add Folder	Edit Message Properties 🔒 Add	Action.
ltem	∀ Details	
txt	:: 1234567	
арто:	Daily Report <hpr@fleettracker.de></hpr@fleettracker.de>	

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*

Post File Action	Rename Action	
 C Delete File Move File 	 Rename to <filename>. sent</filename> Rename to Do Not Rename 	<ext></ext>
ove to C:\position		Browse
	DK 👩 Cancel 😰 Help	

Add Fold	r Edit Message Properties Edit Action.
em	▽ Details
🗾 C:\positio	
*.txt	
- 🧿 Sul	ect: 1234567
- 🩋 то	Daily Report <hpr@fleettracker.de></hpr@fleettracker.de>
Dis	osit Move
	love= C:\position
	ena *.sent

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*.

Edit Destination		- 🗆 ×	
	Fort Canal Anchorage Range Drifting	ОК	
Country	CHINA (CN) \checkmark	Cancel	
Destination	CHANGDE (CN/CDE)	 Add new destination 	
Voyage No.:	Port call not fixed yet	Gesuitation	
Offset to UTC	-08:30:00 ~ hrs (East > 0)		
Port/Canal/Anchorage/ Drifting	ETA (local time) ETB (local time) TB (local time)		
Expected berth	25 Feb 2019 15:00		
Port Activity/Comments	ETD (local time) 25 Feb 2019 16:00		
	✓ Loading	Cleaning	
	□ For repairs □ Shipyard □ For orders □ Purging □	Layup	
Port activity	at facility		
Facility/Anchorage	dads		
Comments			
	I do not know the agent details yet (fill in later as soon as available)		
Charter agent		✓ Agent list	
Crewing agent		~	
Purchasing agent		~	
Owner's agent		~	

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:

alReport							-	
info							Update Save as New	
alReport								
998 Para Clear page <		porting period	Offset to UTC 00.00 hrs (East > 0)					
Date and Timee			Calculated Val	Jee (BOSP - EOSP)				
Initiato Valuos					Hours covered 0.0			hre
Tuga compulsory?								
	No of tugs	U Contraction of the second seco	~		Average Speed 0.0			knta
	Time difference to last port of call)	hours		HS HFO Consumption 0.0			e d
	Distance at sea		m		10 TH C CAREAU DATA			
	Uistance approach (EUSP - FWE)		nm		ULS HHO Consumption 0.0			rrt
	EOSP		UT LT					
	Anchor Down [HS MGO Consumption 0.0			mt
	Anchor Up [0- LT					
	Fret Line ashore				LS MGO Consumption 0.0			rrt
	1				MDO Consumption 0.0			ert
	FWE		UT LT		MDO Censumpson (0.0			me
	Cargo quantity on board		et		Total Fuel Consumption 0.0			mt
	Deadweight at FWE (enter 0 f in Ballast))	et 2					
	Comments on speed since last report				Total Fuel Consumption Per Mile 0.0			rrt
	Hemarko							
unters (Enter Cumulative Values only)								
Asin Engine Lub OI Pump at FWE				ling Pump at FWE				
	No. 1		hs		No. 1			hrs
	No. 2		ha		No. 2			hrs
					No. 3			hrs
Aunkers at End of Sea Passage HS Heavy Fuel OI (RME. 0 RMG and RMK)	mt 🗵 Cylinder Ol (g		ities taken(+) / decharged(-) between EOSP + FWE Burker Openation - Not Selected	~	Bunkers at Finished with Engine HS Heavy Fuel OI (RME) RMG and RMK)	rol V	Cylinder Oil 0	led.
RMG and RMK)		- Quantities -			RMG and RMK)			
ULS Heavy Fuel OI (RME. 0 RMG and RMK)	mt 2 ME circulating OI ()		avy Fuel OII (RME, 0 mt III) RMG and RMO	0 at 15°C kg/m3	ULS Heavy Fuel OI (RME. 0	mt [7]	ME circulating OII	nt
RMG and RMK)		ULS Hoo	ning and remove	0 at 15°C kp/m3	RMG and RMK)			_
HS Marine Gas OI (DMX, 0	mt 2 AE circulating OI ()	mt HS Mari	nine Gas Ol (MM)	0 at 15°C kp/m3	HS Marine Gas OI (DMX, 0	et 2	AE circulating OI 0	nt
DMA)		LS Mar	nne Gas OI (DMA)	0 at 15°C	DMA)			
LS Marine Gas OII (DMX, 0 DMA)	mt 2 FW [0	mts Marine	te Diesel Oil (DMD)	6 kg/m3 6 at 15°C	LS Marine Gas OII (UMX, D DMA)	mt 🤉	FW 0	nts
Long .				Clkg/m3	carry .			
Marine Diesel OI (DMB) 0	mt 2 Sludge 0	rrts	Bunker Delivery Note Number		Marine Diesel OII (DMB)	ent 🤋	Sludge 0	nts
			Bunker Delivery Date					

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:

Page	30	of	42
i ayu	00	UI.	74

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				Locate	Save as New
*Depot					
Cre	of reporting period				
Print Clear page << < 1/2 > >> O	coal Time Time	Offeat to UTC 00:00 → her (Cast > 0)			
ent of Facts					
Bate Values	4	Hoses disconnected (Tanker only)		Calculated Values Hours covered during complete per stay (EDSP EOSP) (p	[ms
Cargo Operation Uscharging and Loading	~	Lashing/sea fattening commenced	§*		
Voyage number		Lashing/sea fastering completed	Ξ.v.	Dugs covered during complete port stay (EDSF-EOSP)	depa
Commencement Cargo Ups		Completion Gargo Oos	3.	HS HRD Consumption during port stay []	
Preparation commenced	0-	Decuments on board	3*		
Preparel on completed		Fikt ordered	3*	ULS HIPO Consumption during port stary 0	-
Hoses connected (Lanker only)	10*	Hist on board		HS MBD Consumption during port stay U	14
Discharging commenced		Stand by Engine	3*	LS MGO Consumption during port stay (0	lat.
Discharging completed		Last Line	3.		^
Loading commenced		Left bert n	I.	Total Facil Consumption during port stay 0	4
Loading completed		Dropped Las: Outward Seaplot		Cargo decharge see per hour with atoppages. []	w.t. 🗵
Bunkering commenced	-	Begin of Sea Passage			ar
Bunkering completed	0-	ETA rest part in LT	≣+ LT I	Cargo load rate per hour w/o stoppages 0	32/F 3
			3.		
Accumulated grane hours for H/L on		Ins		Displacement 0	
		m		Uspecenen jo	nc .
Cargo discharg	a []	et		Draft five 0	n
Cargo discharged description	n _{ixx}	2		Craft aft 0	1
Cargo load	d []	et .			
Cargo loaded description	• [121	Dialtanid auto	calculated by Draft field and aft 0	
		3		Stabilty GM 0	n
Cargo transshipp	d []	at .		Stability BM	2
Cargo transshipped description	n ax	3			
Cargo on Board at Departu	• 0	et		Stebility TM 0	2
Deadweight at SBE (enter 0 f in Balla	10	at 2		Studge removed 0	re i
				Garbage deposed []	The second se
Carpo on Board at Departure description		3			
Cargo on Board at Departure density (Tanker on	A fax	kg/abr		Distance (SEE - BOSF) 0	
Contraction and a labor					
Container vessels only) Cargo cischarged	Cargo lc aded to	Cargo in transt		rs recoved Total containers C/B	

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

			Noonf	Report	
Info nReport					Update Save as New Cancel
Print Clear page	<< < 1	I/2 > >> O Local Ti	nting period me UTC 	∭▼ Offset to UTC 00:00 ∨ hrs (Ea	Reporting Period 24:00 hrs
eed and Consumption TC Performance					
Voyage Performance Data		Voyage Performance Conditions at Tir	me of Reporting	Voyage Relevant Information at Time of Reporting	Engine Performance Data for Reporting Period
At Time of Reporting		Vessel Cargo Condition	~	ROB HS HFO 0 mt ?	Slip pct
Speed Over Ground Heading	knts deg	Draft fwd.	m	ROB ULS HFO mt ?	ME RPM mm
Distance to Go	nm	Draft aft.	m	ROB HS MGO 0 mt ?	
M/E MCR	%	Draft mid. auto calculated by Draft fwd and aft	m	ROB LS MGO 0 mt ?	ME Fuel Rack Position
For Reporting Period Ordered Speed by Charterer	v knts ?	Optimum Trim (from TROP)	m	Arrival ROBs at next Destination in line with	Average ME Power kW
Ordered Speed is different to last New / Change Ordered	Report	State Wind Force	bft	If No, please comment actions taken	ME TC 1 RPM
Speed by Charterer PIC Change of Speed	2	Wind Direction	~		·
Time Change of Speed		Wave height	mtr	ROB Cylinder Oil	ME TC 2 RPM ppm
Average Speed 12	knts	Wave direction	~	ROB ME circulating OI	ME TC 3 RPM
AV SPEED 12	knts 🤉	Swell	m	ROB AE circulating OI	
Speed Through Water Speed log counter	knts nm	Swell Direction	~	ROB Sludgecbm	Scavenge air pressure bar
Distance sailed	nm	Current speed	knts	Cargo Quantity on Board mt	No of Aux Engines in use
Idle / drifting time	hrs	Current direction	~	Ballast Quantity on Board mt	No of Aux Engines in use
Idle / drifting time	hrs	Current direction	~	Ballast Quantity on Boardmt	

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!

 \rightarrow 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
 - \rightarrow The field may not be empty
 - \rightarrow The entered value is too high
 - \rightarrow The entered value is too low
 - \rightarrow 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:

xport						
lere you can eo	dit the crew list and ass	sign embarkments and	debarkments.			Close New member
irew member	s <mark>currently aboard</mark> :	:		Crew members d	ebarked/ashore:	
Position	Last name	First name	Edit	Position	Last name	First name
			Delete			
			_			
			>>			
				-		
			_			

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

ave	Position		•	Last name	
ancel	First name		2	Middle name	
	Birth date			Gender	
	Nationality		•	Nat. Code	
	Residence		•	Residence code	
	ID Type		•	ID No.	
	ID Country		•	ID country code	
	ID expires at			Embark country	
record	Embark country code			Embark port name	
	Embark state (if US)		•	Embark port code	
	Embark place		2	Embark date	
	Debark country		•	Debark Country Code	
	Debark Port Name		•	Debark State (if US)	
	Debark Port Code			Debark Place	
	Debark Date				
		Average and a second se			

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 <u>eNOA/NOD</u>, 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.

Edit Destination		-		\times
	Port Canal Anchorage Range Drifting		OK	
Country	UNITED STATES (US) \checkmark		Cancel	
Destination	San Francisco (US CA/SFO)	\sim	Add new destination	
Voyage No.:	Port call not fixed yet		desunation	1
Offset to UTC	-11:00:00 V hrs (East > 0)			
	ETA (local time)			
Port/Canal/Anchorage/ Drifting	26 Feb 2019 07:00			
	ETB (local time)			
Expected berth	26 Feb 2019 08:00			
	ETD (local time)			
	26 Feb 2019 09:00			
Port Activity/Comments				
Tore nearing realistication	Loading Discharging Bunkering Awaiting service	Cleani	ing	
	For repairs Shipyard For orders Purging	Layup)	
Port activity	at facility or at anchorage			
Facility/Anchorage				
Comments				
	✓ I do not know the agent details yet (fill in later as soon as available)			
Charter agent		\sim	Agent list.	
Crewing agent		\sim		
Purchasing		~		
Owner's agent		~		

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.

Schedule Forms/Reports

Follis/ Reports							
Destination	Voyage No.	Туре	ETA	ETD	Status	Ал/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*.

mport data from other sources	
Do you want to copy data from the following (Please tick the data sources to use.)	data sources into this form?
Crew List	
Yes, import marked (ticked) data	No, do not import

The following window appears:

anual		
IOAD arrival-departure form		
Info	Update Save as New	Cano
IOAD arrival-departure form		
Pages	End of reporting period	
Print Clear page << 2/8	> >> O Local Time UTC	
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	\sim
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.

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14 Printing your schedule

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

File Edit Format Vie	w Help					
AILY REPORT FROM	VESSEL Fabian	Schulte				
Latitud	e: 0° 0' 0'' N					
Longitud Spee	e: 0° 0' 0'' E d: 0.0 kn e: 0.0 °					
Cours	e: 0.0 °					
chedule						
DESTINAT	ION	ARRIVAL	BERTHED 22 NOV	DEPARTURE	ARR/DEP	COMMENT
SYD	NEY ZI NOV ZUI	1 11:00	22 NOV	/ 2011 11:00		
enerated by Flee	2011 17:25:05 ttracker Daily	Report - Herbe	erg Engineering G	лbн		
enerated by Flee	ttracker Daily	Report - Herbe	erg Engineering Gr	nbн		
enerated by Flee	ttracker Daily	Report - Herbe	erg Engineering Gr	пЬн		
enerated by Flee	ttracker Daily	Report - Herbe	erg Engineering G	nЬН		
enerated by Flee	ttracker Daily	Report - Herbe	erg Engineering Gr	nbн		
enerated by Flee	ttracker Daily	Report - Herbe	erg Engineering G	nbн		
Generated by Flee	ttracker Daily	Report - Herbe	erg Engineering G	nЬН		
Generated by Flee	ttracker Daily	Report - Herbe	erg Engineering G	nЬН		

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".

Updating form template	×				
1 form template updated:					
ArrivalReport.ffv					
ОК					

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

nation	Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	E-NCD	Comments	0
ton (US TX)	01	PORT	10 Mai 2017 12:00		12 Mai 2017 18:00	new		ENOA		Agent details to be provided	
BURG (DE/HAM)	01	PORT	20 Apr 2017 11:00		23 Apr 2017 13:00	new				Agent details to be provided	
					and the second						
	💀 Support Request fo	or Daily Report	version 3.14.1.20502		- 🗆 ×						
	Type your subject here										
	Type your question here										
	Current configuration (re	ad-only):			Clear						
	Fleetform Settin		Entity_id = 1112223	19							
	Fleetforn Settin		TileName = C:) Prog	ramData\Herberg Engineer	Ting Orbi) Elear form						
	Config. anl			and a contract of any and and a							
	Fleetforn Settin		FtpClientConnectionD								
			lyreport.ftpClient.FTFClien								
	Fleetforn Settin			1122233 Ship Name saa	Jser Name wer						
	Fleetform Settin		ImcNo = 1112223 ImcNoIsEriNumber = F								
	Fleetform Settin		ImcNolsErINumber = r LastFullUserName = w								
	Fleetform Settin		Pop3ConnectionDatase								
	con SerbergEngin	eering dail	lyreport.mail. POP3Conrectio	Dataset							
	Fleetform Settin		ShieName = asa								
	Fleetform Settin		SmtpConnectionDatase	= =							
			lyreport.mail.SMTPConrectio								
	Fleetforn Settin		UseNoadModule = True								
	Fleetforn Settin		User = master								
	Fleetform Settin		WorkingDir = C:\Prog	ramData\Herberg Engineer	ing GabE\Fleetform						
	FleetSchedule Se FleetSchedule Se		AttachableReports = DisableAcdNevAcent =	System. Collections. Array	TTAL						
	FleetSchedule Se		DisableAcdNevAgent =								
	TleetSchedule Se		DisableAcent = Talse								
	FleetSchedule Se		DisablePositiorEntry								
	FleetSchedule Se		DisablePeperts = Fal								
	FleetSchedule Se		EnableCrewList = Tru								
	FleetSchedule Se		Installed = 2017-4-								
	Tinor Cohedula Co		ManghisBeaterarTerro		~						

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 an USB flash drive or a shared file system to transfer the report file from one PC to another.
- 2. Ensure that your 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



Herberg Systems GmbH, Hamburg December 2019

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

Error while I	running Daily Report
	An error occurred while executing the programDaily Report. This program is not properly installed. The error was: INI file does not contain attribute installed. at com.HerbergEngineering.dailyreport.app.DailyReportApp.create() at com.HerbergEngineering.dailyreport.app.AppMainForm.init() at com.HerbergEngineering.dailyreport.DailyReportMain.Main(Strin g[] args)
	ОК

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.