

Daily Report 3 User Manual

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Information

Dear Daily Report 3 users, this User Manual is prepared to describe the usage of Daily Report 3. We wanted to cover almost all topics within this manual. If you cannot find your answer or have questions to ask, please do not hesitate to contact us at support@herberg-systems.com

There is also a wiki page for our products, accessible online from https://supportherbergengineering.zendesk.com/hc/en-001

We always appreciate your precious contributions to make digitalization better for all of us.

We would like to use more screenshots with better quality but some of the vessels still have limited internet connections and we have to adapt this manual to those needs as well. If you like to have more detailed information, you can use our online wiki for more details or you can send us an e-mail with your questions.

What is a Schedule entry?

Schedules consist of destinations and events. A schedule can have a single event or multiple events. There can be bunkering during the transit of a canal, or a port destination may have cargo and bunkering operations, etc. Schedules can be created from the Schedule tab of Daily report 3. Itineraries can be sent via Schedule entries, passed events can be reported via arrival and departure reports, information can be relayed via comment sections and additional reporting requirements can be also filled via the ENOAD button of US Schedules.

Reporting via Daily Report 3

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 using any e-mail channel available.

Fleettracker

The Fleettracker internet server receives the reports and displays them in graphical and textual form. Daily Report is the onboard part of the Fleettracker. Generated Schedules, reports are stored and analyzed within Fleettracker.

Report Types:

Templates

Templates are designed per your company's reporting requirements. The information within a template can be used for vessel's performance analysis, emission reporting, information relay to other parties such as agents, charterers, owners, suppliers, etc.

ENOAD via Daily Report 3

The United States Coast Guard (USCG) developed the Electronic Notice of Arrival/Departure (eNOAD) application on the World Wide Web (WWW) to provide the representative of a vessel with the means of fulfilling the arrival and departure notification requirements of the USCG and Customs and Border Protection (CBP) online.

Daily Report 3 consists of the ENOAD forms as required by USCG and supports the latest versions continuously. If you receive a rejection from USCG which is because you are using the old version of the forms, please inform your company and request the latest version of the Daily Report 3. For more detailed information, please check upgrading the software via .faz file section from the installation manual.

		Symbol	S
	Port	5	Repairs
₽₽	Anchorage	Ţ.	Awaiting
	Canal	Tim	Cleaning
	Bunkering		Underway
D.C	Loading	$\mathcal{O}\mathcal{O}$	Discharging
	Arrival Report		Departure Report
	Updated Arrival report*		Updated Departure Report*
*			

*In some cases, it is not possible to enter all the information once; thus, reports need to be updated. For example, the vessel anchored on arrival and FLA, All Fast, POB, etc. cannot be entered because they have not occurred. They can only be entered after the vessel shifts to the berth/facility. When the vessel is shifted, the arrival report can be updated with the newly occurred events.

Creating	the	schedule	and	reports
----------	-----	----------	-----	---------

	s Crew List A	bout Help	Support	Schedu	le not sen	t yet Forn	ns/reports not	sent yet				Show Lcg	Ex
edule Form	s/Reports Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	E-NOD	Comments	-	estination	
												Add	
												Edit/Upda	te
												Cancel	
												Export to Ex	cel
												Print	
												Send	



Agent*					OK
Charterer a	gent 🗌 Crewi	ng agent	Purchasing agent	Owner's agent	Cancel
st Contact					
Person*		Phone*	+		
Email*		Mobile	+		
nd Contact					
Person		Phone	+		
Email		Mobile	+		
rd Contact					
Person		Phone	+		
Email		Mobile	+		
Fax					
Address					
Address					
(cont.)					
Address (cont.)					
ZIP	City				
Country*				\sim	

Adding a destination

You can report the current schedule of the vessel via the Schedule tab. 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: Destination Type

- 1) Destination Country
- 2) Destination Port
- **3)** Local Time difference of the destination
- 4) ETA to the destination
 - 5.1) Click to fill Arrival Report.
 - 5.2) Click to fill Departure Report.
- 5) ETB (If applicable, please click "Expected Berth")

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.
- ٠

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.

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

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.



Destination Types

Port(Harbour)

When there will be berthing, the Port option needs to be used. After clicking the Port button, the Country and Destination drop-down menus get activated. Relevant selection from the drop-down menu needed to be made. If you couldn't find your destination within the dropdown list, please check <u>here</u>.

Canal

When there will be a Canal or Transit passage as the next destination, the Canal option needs to be selected. After selecting the Canal option, a dropdown menu with canal options gets activated. If you couldn't find your destination within the dropdown list, please check <u>here</u>.

Anchorage

When the destination type is an anchorage, a drop-down menu with anchorage destinations gets activated. If there were no Anchorage destination entry before, the following steps shall be used to create a new destination:

1) Select Anchorage and click Add new destination. A new window appears for the anchorage information. Please enter relevant information as per below and click Add. <u>Please enter the information with your utmost care</u>. Each of this information will be used in Fleettracker for your reporting, schedule, and tracking purposes. **Lack of information or wrong entries causes calculation or reporting errors**.

2) After adding the anchorage, your anchorage entry appears within the Destination drop-down menu. Please select your anchorage entry.

3) After selecting the destination, your schedule is ready to be filled and reported. **Your Anchorage destination will be saved. It can be used for future reporting as an anchorage destination.**

Range

When the destination is a range, the Range option from the destination type can be selected.



Edit Destination		-		×
	O Port 🖲 Canal O Anchorage O Range O Drifting		OK	
Country	×		Cancel	1
Destination		~	Add new	
Voyage No.:	Dardanelles/Bosphorus (Canakkale->Istanbul) (TR/CKZ) Dardanelles/Bosphorus (Istanbul->Canakkale) (TR/IST) Kei Canal (Bunsbuette)->Hotenau) (DE/BRB)		destination	n
Offset to UTC	Kel Canal (Hotenau->Brunsbuettel) (DE/KEL) Panama Canal (Balboa->Cristobal) (PA/BB) Panama Canal (Cristoba-YaBiboa) (PA/CTB)			
Port/Capal/Apphorage/	Suez Canal (Port Said->Suez) (EG/PSD) Suez Canal (Suez->Port Said) (EG/SUZ)			







Destination					A	-		
	O Port O Canal	O Anchorage	Range	O Drifting			ОК	
Country							Cancel	
Destination					~	1		
Voyage No.:	Africa (RANGE) Australia (RANGE) China (RANGE)							
Offset to UTC	Continent (RANGE) EC India (RANGE) EC South America (Ri Indonesia (RANGE)	ANGE)						
Port/Canal/Anchorage/ Drifting	Japan (RANGE) Mediterranean/Black Persian Gulf (RANGE) Philippines (RANGE)							
Expected berth	US Gulf (RANGE) USEC (RANGE) USWC (RANGE) WC India (RANGE) WC South America (F	ANGE						



Drifting

Important: Please note that as per the guidance for emission reportings, Drifting is considered as a part of the voyage. Please consider drifting entry only as an additional reporting tool and add distance and consumptions during the drifting to the actual voyage leg. When the vessel drifts (i.e. while waiting for a berth) the distance should be included as the vessel is underway. Even if the main propulsion is temporarily not required, there will be still auxiliary generators and boilers in operation which are subject to emission reportings as well.



 Ad new port/ancharge
 X

 Name
 DRIFTING AREA

 Landbod
 1

 Into deg
 1

 Into a new candle
 Into a new candle

 Into a new candle
 Into a new candle

 State (USA orby)
 Country

 Defing area
 Into a new dring area

 Add
 Cancel

3)After entering the details of the drifting place, it will be selectable from the dropdown menu. It is saved into the software and can be used for the future as well.

1)At first, you need to enter the drifting destination's information via clicking the "Add new Destination" button.

2)A new window will appear for entering the details of the drifting place as seen in the screenshot.





The String Certain St



Entering a Noon Report

Noon report or other reports other than arrival and departure reports can be found at the Forms/Reports tab.

Please click the New button to open the New Form Dialog.

Then please select your desired noon to be reported. In this example, it is the **NoonReport**.

Using ENOAD module of DR3

ENOAD module for USCG reporting requirements can be found at the Forms/Reports tab. You can easily import the previous port list and crew list without a need for entering all information again and again.

Please click the New button to open the New Form Dialog.

Then please select NOAD report to open.

Note: For further information, you can find our detailed ENOAD Manual within the Daily Report installation folder.

Crew Module

The crew module is used for reporting the crew information to the Fleettracker users. Additionally, it is possible to import crew information to the ENOAD reports.



	_						
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When you enter a US schedule entry, it is possible to import crew information via one click. For further information, please check the ENOAD Manual.

Note: In some cases, this functionality is disabled.

Sending Schedules and Arrival & Departure Forms

When all known ETAs and destinations are entered as schedules, the list will consist of multiple entries like below after reporting them:

Destination	Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	E-NOD	Comments
LIVORNO (IT/LIV)	2	PORT	27 Feb 2021 06:00	27 Feb 2021 08:00	28 Feb 2021 09:00	modified				Loading 4800 mts cargo
GIBRALTAR (GI/GIB)	2	ANCH	22 Feb 2021 08:00		22 Feb 2021 11:00	modified				Bunkering 420 mts FO, 90 mts MGO
Kiel Canal (Brunsbuettel->Holtenau) (DE/BRB)	2	CANAL	09 Feb 2021 07:00		09 Feb 2021 23:00	reported				Canal Transit
ANTWERP (BE/ANR)	2	PORT	02 Feb 2021 06:00	02 Feb 2021 13:00	04 Feb 2021 09:00	modified				comment
PUERTO SUAREZ (BO/PSZ)	1	PORT	06 Jan 2021 14:00	08 Jan 2021 15:00	08 Jan 2021 16:00	reported	Arrived			your comment

If there is any change within the schedules, for example, ETA, ETB, information from arrival/departure forms, etc., their status changes to "modified". Once the send button is clicked, Daily Report 3 sends all the changes with only a file. There is no need to click send each time after multiple modifications.

Destination	Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	E-NOD	Comments
LIVORNO (IT/LIV)	2	PORT	27 Feb 2021 07:00	27 Feb 2021 08:00	28 Feb 2021 09:00	modified				Loading 4800 mts cargo
GIBRALTAR (GI/GIB)	2	ANCH	22 Feb 2021 10:00		22 Feb 2021 11:00	modified				Bunkering 420 mts FO, 90 mts MGO
Kiel Canal (Brunsbuettel->Holtenau) (DE/BRB)	2	CANAL	09 Feb 2021 07:00		09 Feb 2021 23:00	reported				Canal Transit
ANTWERP (BE/ANR)	2	PORT	02 Feb 2021 07:00	02 Feb 2021 13:00	04 Feb 2021 09:00	modified				comment
PUERTO SUAREZ (BO/PSZ)	1	PORT	06 Jan 2021 14:00	08 Jan 2021 15:00	08 Jan 2021 16:00	reported	Arrived			your comment

Canceling/Removing Schedule Entries

It is possible to cancel schedule entries. Below is the description of how to cancel schedule entries. In this example, it is assumed that the vessel is in the Baltic and the next port of call instructions are received as Larvik/Norway and then Bunkering at Gibraltar anchorage. This information makes the Kiel Canal entry to be canceled because the vessel will call Norway and proceed to Gibraltar from the North Sea, there won't be a Kiel Canal transit anymore.

chedule Forms/Reports							
Destination	Voyage No.	Type	ETA	ETB	ETD	Status	Arr/Dep
GIBRALTAR (GI/GIB)	2	ANCH	22 Feb 2021 08:00		22 Feb 2021 11:00	reported	
Kiel Canal (Brunsbuettel->Holtenau) (DE/BRB)	2	CANAL	09 Feb 2021 07:00		09 Feb 2021 23:00	reported	

1) First, click on the desired future schedule entry (you can select multiple schedules via holding the ctrl button), and click cancel.

2) After canceling, the "Canceled" sign appears and the schedule font color grays out. If you don't want to see canceled or past entries, you can click the "Show active destination entries only" tickbox from the bottom left of the window.

Schedule Forms/Reports							
Destination	Voyage No.	Туре	ETA	ETB	ETD	Status	Arr/Dep
GIBRALTAR (GI/GIB)	2	ANCH	22 Feb 2021 08:00		22 Feb 2021 11:00	reported	
Kiel Canal (Brunsbuettel->Holtenau) (DE/BRB)	2	CANAL	09 Feb 2021 07:00		09 Feb 2021 23:00	reported	Cancele

3) Cancelling a schedule that has full arrival and departure reports can only be done if the vessel has the Daily Report Version 3.22.01 (or greater) installed. Please note that a cancellation of already reported entries may have impact on the Co2 reporting!



Noon Reports

Noon reports and other specific reports can be entered from the Forms/Reports tab. They are mostly entered daily and a warning is displayed if there is no new entry after 26 hours from the previous noon report. Noon Reports are different from arrival and departure reports and all the information within the noon reports enables us to standardize the data and its intervals. That way we can analyze your data. On the other hand, we use Arrival and departure reports for your emission reporting and certification. However, random requests for noon reports as well to verify your data before certification of emission reporting is a potential follow-up request for tracking the data. To achieve the best results, we strongly recommend filling the noon reports as designed.

Backup and Update

Backup

You can export backups of your current configuration and import old configurations. **We strongly recommend creating backups:**

- Regularly
- Before software upgrades/changes
- Before template changes

Create Backup

1) Prepare your USB or backup folder for the backing up process

2) Open Daily Report

3) Click File>Backup>Create Backup and choose your backup file to load4) Program will close itself after the backup. Now you can reopen DR3 and continue reporting.

Import Backup

- 1) Prepare your USB or external drive if your backup is exported into a USB or external drive.
- 2) Open Daily Report
- 3) Click File>Backup>Import Backup and choose your backup file to load
- 4) Program will close itself after the backup. Now you can reopen DR3 and continue reporting.

Update

Important: Please do not update the software if you have a pending (initial E-NOAD sent)E-NOAD. This may cause inaccessibility to the E-NOAD module.

Updating Daily Report 3

New versions of Daily Report 3 can be imported using the software's internal update tool from **File>Import software update (*.faz)**

When there is an update, it can be sent in a compressed form to the vessel via e-mail. When the *.faz file is received for the update, you can update it easily as seen in the screenshot.

Updating Templates

Reporting requirements change, so are templates. When a new version of template/s received, they can be imported from **File>Import template(s)**. **schedule(s)**

Updating your Port List

The new port list can be imported from **File>Import port list**

 File - Settings About Help Support
 Schedule last sent 08/27/2021

 Backup
 •

 Import template(s), schedule(s)
 Create backup

File
Vertice
Settings About Help Support | S
Backup
Import template(s), schedule(s)
Import DR2 agent data
Import port list
Import software update (*.faz)
Delete old forms/reports

Reload forms/reports files



How To's

How to enter a new destination?

Daily Report 3 consists of almost all destinations; however, if you couldn't find your destination within the list, you may enter it by clicking **Add new destination.** Please enter the information with your utmost care. Each of this information will be used in Fleettracker for your reporting, schedule, and tracking purposes. Lack of information or wrong entries causes calculation or reporting errors.

	Port O Canal O Anchorage O Range O Diffing	OK	Name ENTER NAME OF THE DESTINAION HERE	_
Country	×	Cancel	Langtude 56 deg 51 min E \sim 2	
Destination		 Add new destination 	Add new port	
Voyage No.:	44 Port call not fixed yet		This is a new port	
Offset to UTC	→ hrs (East > 0)		O This is a new canal	
	ETA (local time)		 This is a new anchorage area 	
Port/Canal/Anchorage/ Drifting	21 Sep 2021 09:00		UN Location Code (3 letters) UNL	
	ETB (ocal time)		4 State (USA only)	\sim
Expected berth	21 Sep 2021 10:00		Country (AMERICAN SAMOA (AS)] ~
	ETD (ocal time)			
	21 Sep 2021 11:00 Departed from destination		Difting area O This is a new difting area	
Port Activity/Comments			Add Cancel	

 Please enter the destination name here of the locations which have been allocated a UN/LOCODE without diacritic signs(without special characters which are not within the English alphabet: æ, ä,ö,ü, ø, etc).
 Please enter the destination's

position here.

3) Select the destination type.

4) Please enter UN/LOCODE and select the relevant information from the drop-down menu.

5) When you enter relevant

information correctly, please click **Add** to save your destination.

New destination entry can be found from the Destination dropdown menu and usable in the future as well.

How to update ETAs?

In this example, the next 3 ports are known and their relevant information entered. If there is any change within the ETA, the update can be made via clicking the schedule within the list then the **Edit/Update** button.

After changing the information for the destination, Status also changes as *modified*. Please click **Send** to synchronize your changes to the Fleettracker.

Please note that multiple changes to the schedules can be sent via one click. You don't need to click send every time you make a change within the Schedule tab. <u>Send button checks all the modified Schedules within your list and send them together to the Fleettracker server for processing.</u>

Cancel

Edit/Update

How to correct previous arrival/departure reports?

Port O Canal O Anchorage

AMERICAN SAMOA (AS)

O Bange O Driftin

PORT 22 Nov 2021 12:00 26 Nov 2021 PORT 15 Oct 2021 08:00 15 Oct 2021 11:00 16 Oct 2021

Please find the schedule in which your arrival/departure report that you want to change and click Edit/Update. Then a new window will open for this schedule and click the desired report to be changed.

Do I need to click send every time I made a change?

No, you don't need to click send every time you change the same type of things. If you change multiple reports within the schedule tab, Send button searches all the modifications, combines them within one file, and synchronizes your changes to the server. This means you can make multiple updates and send them in bulk via one e-mail.

How to enter the change of bunker type?

Assume that vessel has 240 mts bunker type A and for whatever reason needs to change the reported bunker to bunker type B. To convert the bunker type, debunkered and bunkered quantities need to be the same. It can be achieved as seen in the screenshot on the right:

How to report shifting/s within the port?

Emission reporting divide fuel consumption into two and these are:

- Consumption during voyage
- Consumption at the port

Above understanding puts shifting into the port consumption category. This means that there is no need to report shifting within the port because shifting is subject to the port fuel consumption. Port consumption is the difference between the arrival and departure bunker levels. If you like to report the shifting within the port, you may report it via the comment section of the schedules or templates if applicable.

	Bunker Operation	Bunkers discharged	v
Quantities			
	Bunker Type A	-240 mt	?
	Bunker Type B	240 mt	?



P8/14

How to report tank/hold cleaning?

CO2 emissions from movements to tank cleaning between the arrival at the port of call and the departure from the port of call are considered as part of the voyage if happening before the arrival at the port of call or after departure from the port of call. Shortly, there is no need to create an entry for only cleaning at sea. If the cleaning occurs at the port, port activity as cleaning can be selected. Otherwise, it is considered as part of the voyage between two destinations.

How to report a ship-to-ship transfer of cargo?

If carried out within a port, ship-to-ship transfers are treated as cargo operations at berth.

Which traveled distance must be entered?

Distance traveled means distance traveled overground(IMO's MEPC 70). If the vessel drifts (i.e. while waiting for a berth) the distance should be included as the vessel is underway. Even if the main propulsion is temporarily not required, there will be still auxiliary generators and boilers in operation. Distances made for tank cleaning operations should be included as the vessel is underway. Unforeseen voyage deviations such as SAR (Search and Rescue), the disembarkation of a sick crewmember, etc. should not result in an additional administrative burden for the carrier and verifier. Therefore it should be reported voluntarily only.

How report emergency generator engine consumptions?

Generally, emergency generator engines do not need to be regarded as an emission source as per the MRV. If the EG engine is, however, used for operational purposes, it must be regarded as an auxiliary engine and, as such, that engine has to be listed as an emission source in the monitoring plan (MP), its consumption be monitored and the emissions are reported in the ER.

What is the difference between drifting and anchoring regarding emission reporting?

As per the MRV, drifting and anchoring are two different things. Anchoring is to be reported as anchoring, drifting is part of the voyage.



Examples of Reporting

This section consists of some example entries of destination types.

Port(Harbour)

- If the Departure and Arrival between two ports, they should be as the following. Loaded from departure port and discharged at the discharge port. The destination type is port(harbour).

f_{O}			shifting to berth	20 II
SBE	BOSP	Anchored SP	Anchor Up	FLA + FWE
*	n port and berthing on arrival to the port. Loaded from departure port and discharged at the discharge port. The destination type is por	t(harbour).		-
				JO II
SBE	BOSP		EOSP	FLA + FWE
- Departure fro	n an anchorage and berthing on arrival to the port. Loaded at anchorage and discharged at Port (Harbour). Berthing on arrival. The des	stination type is port(har	bour).	
Ů V.C				C D II
SBE + Anchor Up	BOSP		EOSP	FLA + FWE
- Departure fro	n an anchorage and berthing is not on arrival to the port. Loaded at anchorage and discharged at Port (Harbour). There is an anchorage	e waiting for the berthing	g. The destination type is po	rt(harbour).
I VC			shifting to berth	20 II
SBE + Anchor Up	BOSP	Anchored SP	Anchor Up	FLA + FWE
- Departure fro	an anchorage and arrival to an anchorage. Vessel loads and discharges at anchorage.			
J. S.C				C D I
SBE + Anchor Up	BOSP		EOSP	Anchor Down + FWE



DR3

Canal

In this part, you can find canal/strait /passage entries. We tried to cover all the anchoring possibilities to describe the reporting concept. The main difference is that there is no FWE and SBE requirement for canals. We calculate canal anchorages and consumptions with the help of **FLA**. If you anchored before the canal, we consider your anchor and anchor up times as FWE and SBE. Therefore, we request not to enter FWE and SBE. These are anchorage before, anchorage after, anchorage before and after them. You may see that bunkering at anchorages which are optional to show the possibilities of the entries.







Anchorage

- Destination type is anchorage. The vessel loads cargo at anchorage and does bunkering as well.

	EOSP	Anchored	Destination Type: ANCHORAGE	Anchor Up	BOSP	
		FWE	Coding + Bunkering	SBE		
- Destination type is anchorage. The vessel but	nkers at anchora	ge.				
	EOSP	Anchored	Destination Type: ANCHORAGE	Anchor Up	BOSP	
		FWE	Bunkering	SBE		
- Destination type is anchorage. The vessel wa	its for orders at	anchorage.				
	EOSP	Anchored	Destination Type: ANCHORAGE	Anchor Up	BOSP	
		FWE		SBE		

Waiting for Orders

DR3

Bunkering

Below is an extreme example of bunkering which covers all the bunkering possibilities. The vessel arrives and takes bunkers before berthing (Bunkering between EOSP-FWE). Then vessel berths and bunkers again at berth (Bunkering between FWE – SBE). Finally, the vessel departs from the port but again bunkers right after departure (Bunkering between SBE – BOSP). There is also a sample arrival and departure report visible below. You can enter in the same way into your reports. Report layouts and fuel types may differ, but the bunkering columns are the same.

Note: BDN, density, etc. information not entered because this example is only for showing the quantity entry. Additionally, your bunker types may differ because of your company's reporting requirements.





Versions:

Version	Date	Remarks
1.0	08.10.2021	First Version
1.1	17.11.2023	Second Version

