

Veslink v1.18 Documentation - Legacy

About Veslink

Veslink is an online suite of applications that provides for the collection, analysis, and distribution of real-time vessel data. The mission-critical position and performance information collected through Veslink is integrated directly into the IMOS platform, both for further analysis and to drive the operations workflow.

There are two types of applications within Veslink, those that **Collect** and those that **Analyze**:

Collect

- **Offline Forms:** Gather simple noon and activity reports via email, with no vessel-side installation necessary
- **Premium Onboard:** Robustly manage data transfer from vessels with validation and document management
- **Agent Portal:** Leverage agent input for statements of facts and cargo handling reports

Analyze

- **Voyage Manager:** Chart the leg-by-leg progress of your in-flight voyages and manage the form workflow
- **Fleet Map:** View your current vessel positions with overlays for ECA zones, piracy, and other key regions
- **Distances:** Estimate voyage duration, bunker consumption, and cost via an interactive map

New in Veslink

This page lists the Major Features and all other features of the most recent version of Veslink.

For complete information, see the [Release Notes](#).

Major Features

Improved Support for Multi-BL Cargo Handling

- For Time Charter Out Voyages, you can now submit a Cargo Handling form for a port with multiple Cargo Handling lines having the same Cargo name.
- For xxTO voyages in IMOS, it is now possible to successfully replicate an incoming Offline Cargo Handling form containing multiple cargo handling lines with the same Cargo name. This creates corresponding port cargo handling rows in the B/L Info tab of the Voyage Manager. This works only if the Cargo already exists as a port cargo in the voyage.
Note: This feature requires **IMOS v7.2.625** or above.

Offline Forms

- Offline Forms now support autocomplete in places where the port name needs to be entered (for example, in Upcoming Ports in the Noon report and in Cargo Handling and Bunkering reports).

Office

- There is now a standard Veslink API for forms submission, so you can set up an external system to submit forms to Veslink. The following web service calls are now supported:
 - GetVesselData method in MasterDataService, which returns a list of Veslink vessels. This method requires an authorization ticket.
 - GetPortData method in MasterDataService, which returns a list of ports along with their latitude/longitude and UNCode.
 - GetAuthorizedPortCalls method on FormSubmissionService 2.0, which gets Data Submission agent information, given the Veslink ID of the agent.
- New config flag CFGVeslinkCompany adds a Veslink Company field to the IMOS Vessel form, which can be used to restrict which of that vessel's voyages are managed by Veslink. When enabled, a voyage will only be replicated to Veslink if the

Voyage Company code either is blank or matches the Veslink Company field on the Vessel form. The flag can be used to manage replication when there are overlapping Intercompany voyages, so only one voyage is replicated. A Veslink Company column was added to the Veslink Vessel List in IMOS.

```
<imosProperty name="CFGVeslinkCompany" value="N" />
```

Data Type: Boolean (Y or N)

Data Default Value: N

Data Value Range: Y, N

Note: This feature requires **IMOS v7.3.300** or above.

Both Onboard and Offline Forms

- New fields have been added in IMOS and Veslink:
 - IMOS: Boiler and Incinerator fields
 - Configured in the Fuel Consumption Categories form
 - In Port Consumption Table of the Vessel form
 - Performance tab of Time Charter forms
 - Veslink:
 - ROB Control (Bunkers Tab of Standard Offline and Onboard Veslink Reports): Boiler and Incinerator fields
 - Standard Offline and Onboard Noon Report:
 - Distance and Vessel Tab: Generator 4 Hrs, Generator 4 KWhrs, Boiler Hours, Incinerator Hours, and FW Generator Hours fields
 - Water Tab: Fresh Water Consumed, Distilled Water Consumed, and Distilled Water Produced fields
- All new fields are replicated to IMOS with the corresponding new fields in the Extra Information form for Activity Reports.
- Note:** This feature requires **IMOS v7.3.225** or above.
- When a Veslink form is approved or resubmitted, a Veslink-IMOS replication is now triggered automatically.
 - The Open for Resubmit button on forms is now disabled for closed voyages.

Veslink Release Notes v1.18

Searching

To search the Release Notes, press **Ctrl + F**.

Sorting

To sort a column alphabetically, click its header. Click the column header again to sort in reverse alphabetical order.

Release Notes

Case Number	Type	Area	Release Note	Config Flag	IMOS Version Required
133304	Bug	All Veslink	Now, all Veslink 1 forms will once more be brought into IMOS for approval.	NA	NA
52603	Bug	Distances	In Veslink Distances, the default speed on the Settings tab was not always saved when changed. This was fixed.	NA	NA

52453	Bug	Offline Forms	The Complete Form Submission dialog displayed when submitting an Offline Form was having some issues when using IE9 and scrolling up to the email address. This was fixed.	NA	NA
52022	Bug	Office	The Last ROB column in the Bunkers tab of Arrival/Departure Notice or Noon Report forms submitted from the Office side was sometimes picking up quantities from a previous port, instead of the most recent ROB quantities, if the previous port was the same and had the same date. This was fixed.	NA	NA
51628	Bug	Offline Forms	When CFGEnableMultiGrade is enabled on the IMOS side, and the Cargo Grade is not the same name as the Cargo Group, submitting a Cargo Handling Form caused an error to be issued. This was fixed.	NA	NA
51622	Bug	Onboard	An issue was resolved where a PS/PE Port Activity would not be generated in IMOS after submission and replication of the Arrival and Departure Notices, respectively. This issue only occurred if a PS /PE Port Activity was defined in the port function template of the applicable port.	NA	NA

51603	Bug	Onboard	Improved error message when running Test Server Configuration during installation of Onboard.	NA	7.3.225+
51515	Bug	Onboard	An error that would occur if Veslink Onboard was deleted and reinstalled in a new directory has now been resolved. Note: If Veslink is uninstalled, then a reboot is necessary before reinstalling.	NA	NA
51473	Feature	Office	The following web service calls are now supported: <ul style="list-style-type: none"> • GetVesselData method in MasterDataService, which returns a list of Veslink vessels. This method requires an authorization ticket. • GetPortData method in MasterDataService, which returns a list of ports along with their latitude /longitude and UNCode. • GetAuthorizedPort Calls method on FormSubmissionService 2.0, which gets Data Submission agent information, given the Veslink ID of the agent. 	NA	NA

51384	Feature	Offline Forms	For xxTO voyages in IMOS, it is now possible to successfully replicate an incoming Offline Cargo Handling form containing multiple cargo handling lines with the same Cargo name. This creates corresponding port cargo handling rows in the B/L Info tab of the Voyage Manager. This works only if the Cargo already exists as a port cargo in the voyage.	NA	7.2.625+
51383	Bug	Office	Users without permissions for the menu items under Forms and Reports were able to access and use some of them. This was fixed.	NA	NA

51290	Feature	Office	<p>New config flag CFGVeslinkComp any adds a Veslink Company field to the IMOS Vessel form, which can be used to restrict which of that vessel's voyages are managed by Veslink. When enabled, a voyage will only be replicated to Veslink if the Voyage Company code either is blank or matches the Veslink Company field on the Vessel form. The flag can be used to manage replication when there are overlapping Intercompany voyages, so only one voyage is replicated. A Veslink Company column was added to the Veslink Vessel List in IMOS.</p> <p><imosProperty value="N" /> Data Type: Boolean (Y or N) Data Default Value: N Data Value Range: Y, N</p>	CFGVeslinkComp any	7.3.300+
51250	Feature	Both Onboard and Offline Forms	When a Veslink form is approved or resubmitted, a Veslink-IMOS replication is now triggered automatically.	NA	NA

50999	Bug	Offline Forms	When submitting an Offline Statement of Facts form, a script error occurred if the underlying Port Activity template expected a PS port activity, and one was not given. This issue has been fixed, and an error message warns the user.	NA	NA
50798	Bug	Offline Forms	If an Offline form did not have a voyage assigned to it, the form was displayed in the Veslink Forms tab of the last commenced voyage of the vessel, even after it was rejected. This was fixed, and rejected forms without a voyage number assigned no longer appear in the Veslink Forms tab of the Voyage Manager.	NA	NA

50638	Feature	Both Onboard and Offline Forms	<p>New fields have been added in IMOS and Veslink:</p> <ul style="list-style-type: none"> • IMOS: Boiler and Incinerator fields • Configured in the Fuel Consumption Categories form • In Port Consumption Table of the Vessel form • Performance tab of Time Charter forms • Veslink: • ROB Control (Bunkers Tab of Standard Offline and Onboard Veslink Reports): Boiler and Incinerator fields • Standard Offline and Onboard Noon Report: • Distance and Vessel Tab: Generator 4 Hrs, Generator 4 KWhrs, Boiler Hours, Incinerator Hours, and FW Generator Hours fields • Water Tab: Fresh Water Consumed, Distilled Water Consumed, and Distilled Water Produced fields <p>All new fields are replicated to IMOS with the corresponding new fields in the Extra Information form for Activity Reports.</p>	NA	7.3.225+
50581	Feature	Offline Forms	For Time Charter Out Voyages, you can now submit a Cargo Handling form for a port with multiple Cargo Handling lines having the same Cargo name.	NA	NA

50340	Bug	Office	The form submission web service will strip any namespace specification on the SubmitForm element. If none is present, an empty namespace is inserted.	NA	NA
49036	Bug	Offline Forms	Offline Forms that are submitted with mismatched port information (as compared with IMOS data) are now flagged with errors identifying the mismatch. The difference in port is identified by determining the voyage leg, based on the date of the form, and the expected date, according to IMOS Operations for the voyage.	NA	NA
48965	Bug	Admin	When an apostrophe was used in the name when creating a Group in Manage Users & Groups, IE would experience a script error. This has been fixed.	NA	NA
48595	Feature	Both Onboard and Offline Forms	The Open for Resubmit button on forms is now disabled for closed voyages.	NA	NA
45077	Bug	Admin	An issue was resolved where clicking on XML Test for an Offline Form would cause an error if no Form Groups had been defined.	NA	NA

43558	Feature	Offline Forms	Offline Forms now support autocomplete in places where the port name needs to be entered (for example, in Upcoming Ports in the Noon report and in Cargo Handling and Bunkering reports).	NA	NA
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Key Topics

 These are the Veslink v1.18 **Key Topics**, with high value for all users.

Page: [Resolving Common Veslink v1.18 Form Errors](#)

Page: [Veslink Administration](#)

Page: [Veslink Administration Quick Start Guide](#)

Page: [Veslink API](#)

FAQs - Veslink

This section includes the following Veslink FAQs:

- [FAQ - Veslink Architecture Diagram](#)
- [FAQ - Why are the calendar icons missing from my offline forms?](#)
- [FAQ - Do passing ports in Veslink require Arrival and Departure notices?](#)
- [FAQ - Updating ETA at next port in IMOS with Veslink Noon Reports](#)
- [FAQ - Error on viewing a Veslink form in IMOS after upgrading Veslink](#)
- [FAQ - How do I Access Fairplay from Veslink Distances?](#)
- [FAQ - How can vessels using Offline Forms have Onboard status in the Veslink Vessel List?](#)
- [FAQ - How to insert Activity lines above existing lines in Offline Form SOF](#)
- [FAQ - Arrival Notices in Veslink Onboard](#)

Also see the [Home](#) page for links to IMOS FAQs and General FAQs.

FAQ - Veslink Architecture Diagram

Link to Veslink Architecture Diagram: [Veslink Architecture Diagram](#)

FAQ - Why are the calendar icons missing from my offline forms?

Question

Why are the calendar icons missing from my offline forms?



Answer

Veslink Offline Forms only supports Internet Explorer 8 and higher. If you are using Internet Explorer 7 or earlier, you will not be able to see this icon. However, you can still type the date in manually, with a form of either mm/dd/yyyy or dd/mm/yyyy depending on your configuration.

Date/Time : 

FAQ - Do passing ports in Veslink require Arrival and Departure notices?

Question

Do passing ports in Veslink require Arrival and Departure notices?

Answer

Passing ports in Veslink do not require Arrival or Departure notices. The reason for this is that in Veslink these ports are treated as a sea passage, as shown here:



ITINERARY [Voyage Instructions](#)

PORTLAND (USA-MAINE)	Status: Sailed
Function: LOADING	Arrive: 21Dec2011 12:36 Depart: 25Dec2011 12:34
Via ENGLISH CHANNEL	Speed: 0 knots Distance: 3046 nm
LONDON	Status: Arrived
Function: DISCHARGING	Arrive: 03Jan2012 23:23 Depart: 08Jan2012 06:09

FAQ - Updating ETA at next port in IMOS with Veslink Noon Reports

Note: This does not apply to forms beginning with v1.15, which have the Upcoming Ports Control.

Question

Why does IMOS not use the ETA entered in the Noon Report for the next port? Instead of using the vessel's input, it calculates the ETA.

Answer

In order for IMOS to take the vessel's ETA and input it directly into the itinerary without making any calculations, one of the following must happen:

1. Projected Speed field is left blank
2. Distance To Go field is left blank

As long as one of these fields is left blank, the ETA entered on the Noon Report will be directly input to the voyage itinerary in IMOS. Whichever one you leave blank will be calculated for you in IMOS. If both of these fields are filled in, IMOS will calculate the ETA for you.

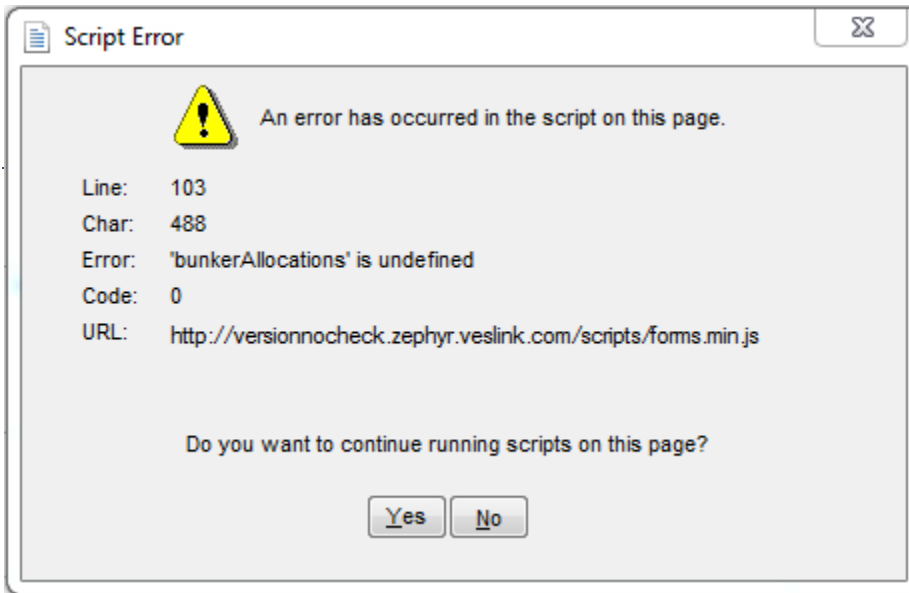
FAQ - Error on viewing a Veslink form in IMOS after upgrading Veslink

Question

Veslink has been recently upgraded, and now upon opening a Veslink form in IMOS we see an error. How can this be resolved?

Answer

If the error looks like the one shown below, it is a JavaScript error. These types of errors can be resolved by clicking the Yes button and then holding the Ctrl+F5 keys down together on the keyboard, forcing the page to fully refresh. The error might look something like this:



FAQ - How do I Access Fairplay from Veslink Distances?

Question

How do I Access Fairplay from Veslink Distances?

Answer

- Add the port you wish to see the information on
- Click the  icon next to the port
- Click the View in Fairplay link

FAQ - How can vessels using Offline Forms have Onboard status in the Veslink Vessel List?

Question

How can vessels using Offline Forms have Onboard status in the Veslink Vessel List? How can it be restored to Active status?

Answer

A vessel will show a status of Onboard if a database is generated for that vessel in Veslink. For offline forms vessels this is not a necessary step. If this is done by mistake, the vessel's status can be set back to Active by deactivating the site. The Generate New Database and Deactivate Site functionality are found on the same page:

1. In the Veslink site, go to Admin -> Site & Replication History -> Select a vessel name
2. You will see the Replication Management screen, where both options are found:

Replication Management

FAQ - How to insert Activity lines above existing lines in Offline Form SOF

Question

How can I insert Activity lines above existing lines in Offline Form SOF?

Answer

Enter a new activity on the form. Set the time of the activity such that it is **sooner** than the activity you want the new activity to be **above**. For example:

Current activities:

- EOSP @ 1:00
- NOR @ 2:00
- Start loading cargo @ 3:00

Activity you wish to add:

- Rain start @ 2:30

If you enter the rain start for 2:30, your activities will now be ordered like this as soon as you finish entering the line:

- EOSP @ 1:00
- NOR @ 2:00
- Rain start @ 2:30
- Start loading cargo @ 3:00

FAQ - Arrival Notices in Veslink Onboard

Arrival Notices - Port Call vs. Sea Leg

Most Veslink forms apply either to a particular port call or sea passage. Arrival Notices, however, are always associated with a port call, and arrival at port can also be seen as the end of the sea passage.

In Veslink, an Arrival Notice is defined as an **In Port** form, and is visible in the Port Call and the preceding sea passage. Note that there is only one copy of the Arrival Notice, which is shared by both the sea passage and the port call; that is, if you fill in the form in the sea passage, when you look at the port call, you will see the form with the same data that you entered in the sea passage.


Arrival Notices - Consecutive Voyages

When the last port call of a voyage is a **T** port, and if that voyage has a consecutive voyage, then the first port call of the consecutive voyage represents the same port as the **T** port.

Veslink recognizes this special case. In this situation, the Arrival Notice entered for the **T** port is also visible in the first port call of the consecutive voyage. In this situation, the Arrival Notice can be accessed from three places:

- The sea passage leading up to the **T** port
- The **T** port call.
- The first port call of the second (consecutive) voyage

Veslink API

 This is a **Key Topic**, with high value for all users.

The Veslink API is a standard set of XML webservice that allow external systems to interface with a specific Veslink site and submit Veslink Form XML. Each Veslink Client has their own database, hosted by Veson Nautical. An external system (Vendor System, or VS) calls the Client's webservice, in parallel with calls to the sites of other shared Clients.

The API supports Form XML for all Standard Veslink Forms:

- Noon Report
- Arrival Notice
- Cargo Handling

- Bunkering
- Statement of Facts
- Departure Notice
- Delay/Offhire Notice

XSDs for the Standard Veslink Forms

For in-port forms (for example, the Statement of Facts form), the nomination of a particular VS for a portcall can occur within the Veson Nautical IMOS front office system. These nominations are replicated from IMOS to Veslink and are accessible via the webservice.

Veslink API Workflow

The standard workflow consists of three main stages – Authentication, Master Data Collection, and Form Submission.

Authentication

A VS must authenticate with the Veslink Network, which creates a unique Veslink ID. The VS must be setup as a "user" for the Client site. This configuration is completed by Veson and the Client during setup.

Authentication is received in the form of a secure token, which becomes a submission parameter for subsequent webservice calls by the VS. Technical details of this process are described with the WSDL for the [TicketService](#).

Master Data Collection

Once a VS receives an authentication token, subsequent webservice calls can be made to obtain master data values in include during form submission. These master data values include:

- **Veslink Vessels:** Vessels activated by a Client for use with Veslink
 - Vessel Name
 - Vessel Code
 - IMO Number
 - DWT
- **Ports:** Port information from the proprietary Veslink distance tables
 - Port Name
 - Latitude
 - Longitude
 - UN Code
- **Cargoes:** Commodity details (not cargo buy/sell contracts) specific to a Client database
 - ID
 - Full Name
 - Short Name
 - Group Name
- **Port Activities:** Descriptions of activities in port, specific to a Client database
 - ID
 - Type
 - Description

Technical details can be found in the WSDL for the [MasterDataService](#).

Form Submission

Using the relevant master data information combined with Vendor-specific input, the VS can create form XML using the [Standard Form XSDs](#) and submit to a Client site via the [FormSubmission](#) service.

The SubmitForm method requires both the authentication token and the following parameters:

- **Vessel Code:** A unique identifier of the Veslink Vessel
- **Voyage Number:** A non-unique sequential identifier for a particular voyage
- **Voyage Leg Number:** A non-unique sequential identifier for a particular portcall within a voyage
- **Form Master Identifier:** A naming string specific to the type of form being submitted
- **Form XML:** The actual form XML being submitted

In addition to providing a method to submit the form XML, the FormSubmission service also provides access to information specific to a given portcall for the Client.

GetAuthorizedPortcalls

Using the specified Veslink ID., the VS can receive details for each portcall for which the VS has been nominated as a data supplier:

- Port Name
- Vessel Name
- Vessel Code
- Voyage Number
- Voyage Leg Number

These data points create a portcall object within the VS and will be used during the form submission to map the submitted form to a specific portcall.

PortActivityMasterData

In parallel to the [MasterDataService](#), the [FormSubmissionService](#) contains three types of master data:

- **Port Cargoes:** Commodity details for the Cargo or Cargoes to be handled at the portcall
 - ID
 - Name
- **Port Activities:** Descriptions of activities in port, specific to a Client database (this is the same as the dataset returned through the [MasterDataService](#))
 - ID
 - Type
 - Description
- **Default Port Activities:** A default set of port activities to be used as a baseline for the portcall. The basis Client configuration; IDs can be mapped against the full set of port activities
 - ID

Webservice Definitions

All webservices within the Veslink API support standard SOAP protocols.

The WSDL documentation uses [test.veslink.com](#) for all URLs; services specific to a Client site use [clientsite.test.veslink.com](#), where *clientsite* is replaced by the Client site URL.

- [Form Submission Service](#)
 - The [GetAuthorizedPortCalls](#) method on [FormSubmissionService 2.0](#) gets Data Submission agent information, when the Veslink ID of the agent is specified.
- [Ticket Service](#)
- [Master Data Service](#)
 - The [GetVesselData](#) method returns a list of Veslink vessels. This method requires an authorization ticket.
 - The [GetPortData](#) method returns a list of ports and their latitude/longitude and UNCode.

Form Definitions

Note: All XSDs utilize XSD 1.1, not 1.0.

- [Noon Report](#)
- [Arrival Notice](#)
- [Cargo Handling](#)
- [Bunkering](#)
- [Statement of Facts](#)
- [Departure Notice](#)
- [Delay/Offhire Notice](#)

Veslink Installation

This document details the requirements necessary to prepare an environment suitable for Veslink and the necessary steps to configure and maintain the application and its database. It is limited to the steps required to install Veslink and the associated databases. It does not cover the installation of operating systems, database servers, Web servers, or IMOS but assumes that they are already installed and functional.

Veslink Requirements and Recommendations


Download this document: [Veslink Requirements and Recommendations v1.18.pdf](#)

Veslink Prerequisites:

- IMOS 7.1 (Suggested)
- IMOS 6.14 (Minimum)
- Hardware and software matching these requirements:

Component	Veslink Product	Description	Value
Client Machine	Onboard	Recommended operating system	Windows XP, Windows Vista, or Windows 7
		Remote access	Citrix / Terminal Server
		Client-specific requirements	Microsoft .NET Framework 4 or later
		Hardware requirements	Pentium 4, 512 MB RAM
		Minimum display resolution	1024 x 768
		Web browser	Microsoft Internet Explorer V8 or greater or Mozilla Firefox V3.5 or greater
		Mail system	HTML email support via POP3, IMAP, or MAPI
Offline Forms		Recommended operating system	Windows XP, Windows Vista, or Windows 7
		Hardware requirements	Pentium 4, 512 MB RAM
		Minimum display resolution	1024 x 768
		Web browser	Microsoft Internet Explorer V9 or greater or Mozilla Firefox V3.5 or greater

Veslink Administration Quick Start Guide

 This is a **Key Topic**, with high value for all users.

This document provides a list of steps for you to follow to activate a new Veslink system. Veson will have prepared a new Veslink database for you. The database contains no data from your IMOS system yet; it contains a single user ID, which is the email address of a key user, which you provided to Veson.

Follow these steps:

1. If not already done, in the [IMOS Configuration Flag List](#), set CFGVeslinkBaseURL to point to your Veslink URL.
2. Log in at www.veslink.com, using the login credentials provided to you.
3. On the Admin menu, click **Manage Users and Groups** and [create a user profile](#) in Veslink for each additional IMOS user.
 - For the Veslink **Username**, enter the user's email address.
 - Be sure that each user's **Email address** field is also populated in the corresponding IMOS user record, and that the two match. That is, the Email address of the IMOS user must be the same as the Username of the corresponding Veslink user.
 - To streamline the process of creating appropriate permissions, you can [create groups](#) (representing, for example, job titles), assign permissions to the groups, and then assign individual users to the applicable groups.
4. To check that your user profile has been set up properly in Veslink, you can access Veslink pages from within IMOS. In IMOS, click the **Veslink Module Center** and then click **Configure System**. If all has been set up correctly, the system


should use the email address set up in your IMOS user profile to locate your Veslink user name and open the [Configure System](#) page.

If this does not work, check the IMOS user profile to ensure that the email address in the IMOS user record is the same as the email address that serves as the Veslink user name.

5. Review the configuration settings to ensure that they are correct. In particular, items like email addresses for notifications will probably not have been initialized by Veson, and you will need to enter them.
6. Use the following options in the IMOS Veslink Module Center to continue the setup. (Note that the same pages can also be accessed from within Veslink, from the [Admin menu](#).)
 - a. Click **Set Local Time Zone** and set the local time zone corresponding to your office.
 - b. Click the corresponding option to enter into Veslink any of the following lists that are applicable: **Incident Types, Letter of Protest Classifications, Letter of Protest Issuers/Recipients**.
7. Click **IMOS-Veslink Data Replication** to send all master data (such as vessels, ports, Address Book, etc.) and voyage data from IMOS to Veslink.

First time only: Select the **Resend all IMOS data (ignore timestamps)** check box. After the first time, do not select this check box, because resending all IMOS data will overwrite any changes or updates to data made by Veslink users.
8. Once this process is completed, you should be able to log in to Veslink and view the [Vessel List](#). (If vessels are missing from the Vessel List, keep in mind that IMOS only sends to Veslink those vessels that have at least one voyage entered.) From the Vessel List, you can select a vessel to go to the [Voyage Manager](#) for that vessel and start creating forms.

Veslink Administration

 This is a **Key Topic**, with high value for all users.

As an Administrator, you can use commands on the Admin menu to set up and maintain Veslink. The commands you can use depend on the [User Permissions](#) or [Group Permissions](#) set up for you.

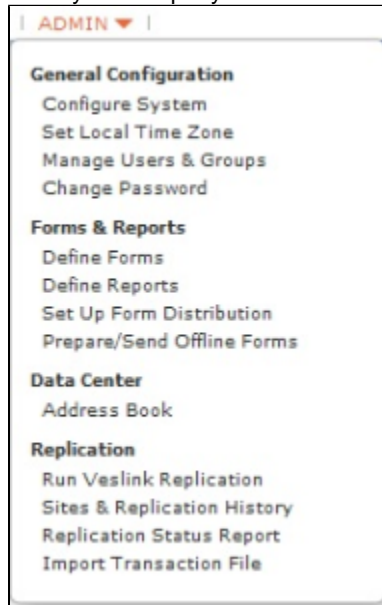
Administration tasks fall into these categories:


- [Configure System](#): Configuring Veslink, setting the Time Zone, managing users and groups, and changing your password. Office and Onboard users can also set their Time Zones and change their passwords.
- [Forms and Reports](#): Defining the content and layout of the forms and reports used to communicate information and setting up email distribution for the forms.
- [Data Center](#): Accessing the Address Book, defining Incident Types, defining Letter of Protest Classifications, and setting up Letter of Protest Issuers and Recipients.
- [Replication](#): Setting up sites for replication, sending duplicate data to resolve issues, or for troubleshooting, and viewing the Sites and Replication History and Replication Status Report.
- [General Tab](#): Setting options in the ConfigOptions table in the database.

Accessing Veslink Administration

To access Administration, do one of the following:

- Enter your company's URL in a browser, log in as an administrator, and use the Admin menu.



- From IMOS, click  to open the Veslink Module Center. You might be required to log in. The right side of the Veslink Module Center is the same as the Admin menu.



General Configuration

General Configuration tasks include:

- Configuring the System
- Setting the Time Zone
- Managing Users and Groups
- Changing Your Password

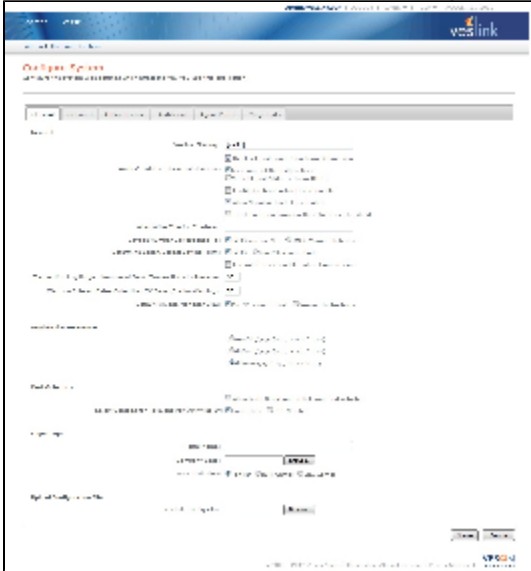
Configure System

Configure System includes system-wide settings which affect the way you use Veslink.

- General Tab
- Onboard Tab
- Offline Forms Tab
- Dashboard Tab
- Agent Portal Tab
- Cargo Lists Tab

General Tab

If you have the [User Permission](#) or [Group Permission](#) *Configure System*, you can configure the system. On the Admin menu, under General Configuration, click **Configure System**.



System Configuration settings are for **Veslink Onboard**, although **Track Fuel Consumption over Weather Threshold** also applies to Offline Forms.

General

- **Veslink Site Key:** Shows whether or not your version of Veslink has been validated.
- **Display Email Page Upon Form Submission:** Select to have a page appear after a form is submitted, on which you can add to or change the recipient list before emailing the form.
- **Sender's Address for Emailed Forms**
- **Enable System Lockout functionality:** Select to have Onboard check to make sure that required forms have been submitted. If not, a series of reminders and warnings progress to System Lockout.
- **Allow Negative Fuel Consumption:** Select to allow current ROB quantities to exceed the previously recorded ROB quantities, which results in negative consumption of fuel.
- **Track Fuel Consumption over Weather Threshold:** Select to have the Over Weather Threshold field appear in the ROB control for both Onboard and Offline Standard Forms. This field indicates how much of the fuel consumed was due to the weather being worse than the maximum weather conditions for which the charter party warranties are applicable. This field defaults to 0 and cannot exceed the total consumption value. Replication of this data to IMOS is available in version 7.1 and later.
- **Email Address for Notifications of Impending System Lockout** (If Enable System Lockout functionality is selected): If System Lockout is enabled, the email address to which notifications of the second and third warnings (prior to System Lockout) are sent.
- **Alternate Title for Charterer:** An alternate label to be used in Veslink for a counterparty other than a charterer.
- **Voyage Number Corresponds To:**
 - IMOS Voyage No.
 - IMOS Voyage Reference (from the Properties tab on the Voyage Manager)
- **Determine Laden/Ballast Setting From:**
 - **IMOS** (default): The condition of the sea passage is determined from the Voyage Manager in IMOS, specifically the setting of vsech.b.
 - **Load/Discharge Ports:** The condition of the sea passage is determined by whether a load port or a discharge port was most recently visited.
- **Encrypt Transaction Files when Compressing:** To have transaction files encrypted during compression, select this check box and enter a password in the next field.
- **Encryption Password** (If Encrypt Transaction Files when Compressing is selected)

Note: As a security measure, you should periodically change encryption passwords. Because transaction files that were encrypted using the old password will usually be in transit, Veslink permanently stores old encryption passwords in the database. If the most recent password is not sufficient to decrypt the file, it tries the next oldest, etc., up to the 10 most recent passwords.
- **Transaction Log Purge - Number of Days' Transactions to Preserve:** During the transaction-log purge process, any transaction this number of days old or younger is not purged. The default is 60.
- **Warn on Entered Dates Older than XX Days (0 = No Warning):** A value between 0 and 999; 0 = No Warning. This feature helps prevent date input errors from making it into Veslink.

- **Default Voyage Manager View:**

- **Port/Passage Details** (default): When the Voyage Manager is first accessed, the right panel displays the Forms/Agent /Cargo/Bunkers/Reports tabs.
- **Voyage Instructions:** When the Voyage Manager is first accessed, the right panel displays the Voyage Instructions.

Preferred Date Format

Each user can select a preferred format for dates.

- mm/dd/yyyy (12/31/2012): default
- dd/mm/yyyy (31/12/2012)
- ddMMMyyyy (31Dec2012)

Port Activities

- **Allow Berth Selection for Relevant Port Activities** (both Onboard and Offline Forms): Select to have a Berth column displayed in the Port Activity control on the Statement of Facts form; this field is enabled for entry only if its corresponding Port Activity has its Berth column selected in the IMOS Data Center, or if it is a Port Activity of type AF or AD.
- **Select Cargoes for Relevant Port Activities By**(only Offline Forms):
 - **Cargo Type:** Select to have the second column in the Port Activity control display a list of Cargo Types. This field is enabled for entry only if its corresponding Port Activity has its Cargo column selected in the IMOS Data Center, or if it is a Port Activity of type OS or OE.
 - **OBL Number:** Select to have the second column in the Port Activity control display a field for the OBL number.

Login Page

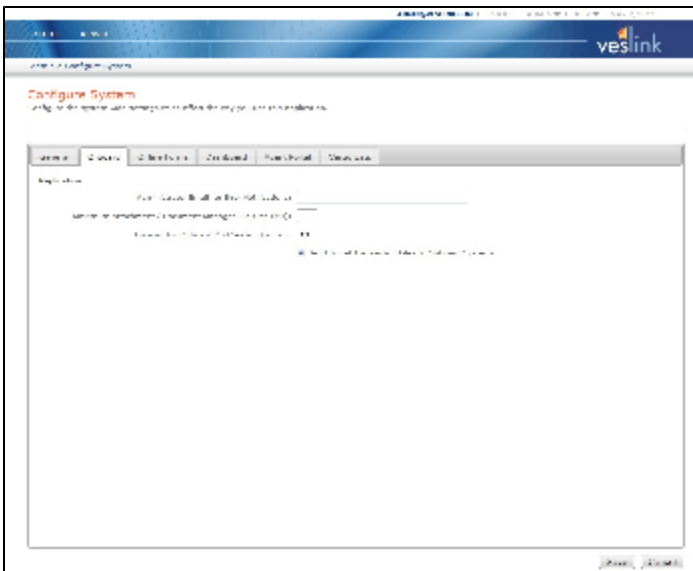
In this section, you can set up the look of your login page.

- **Portal Name**
- **Company Logo:** Browse to and select the file for a logo to appear on the Login page. To delete the logo, click **Del**.
- **Vessel Shadow:** The type of vessel to appear on the Login page.
 - Tanker
 - Bulk Carrier
 - LNG Carrier

Upload Configuration File

To upload the Veslink Configuration File, click **Browse** next to the field, find the file, and select it.

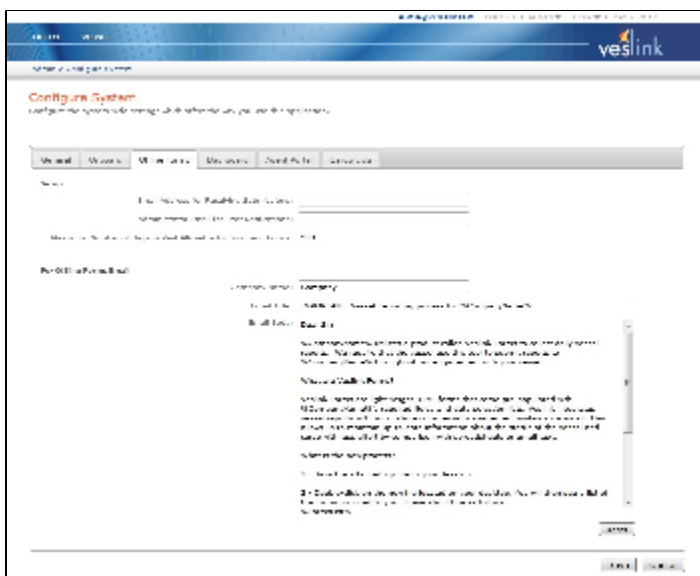
Onboard Tab



Replication

- **Administrator Email for Error Notifications:** Email address of the administrator to be notified for errors in Replication Configuration.
- **Maximum Attachment Document Manager File Size (MB):** The maximum file size for attachments or files in the Document Manager.
- **Timeout for Onboard DB Creation (mins.):** Number of minutes for a database query timeout interval, to prevent timeout situations when generating a large Onboard database.
- **Send initial transaction files to Onboard systems:** Veslink attempts to send the initial transaction file (from generating a new Onboard database) to the vessel.
If this option is turned off, the initial transaction file can be downloaded and transferred manually to conserve transmission bandwidth.

Offline Forms Tab



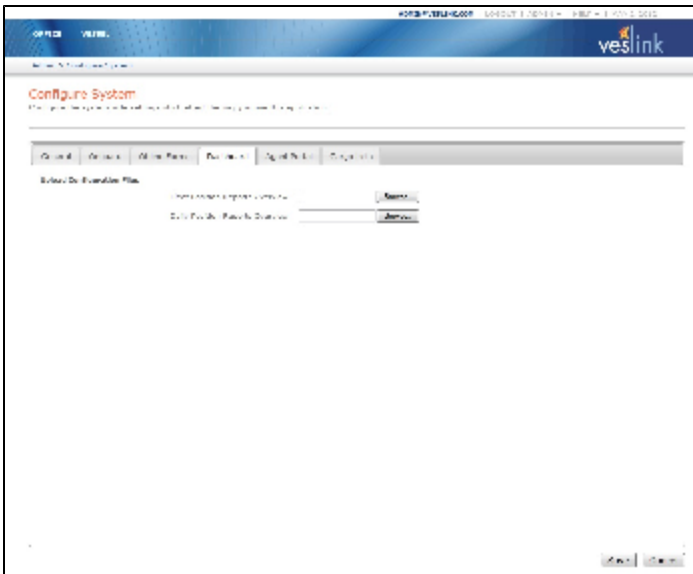
Setup

- **Email Address for Receiving Submissions:** Email address that will send out the Zip file of offline forms and receive your replies, which will be passed to the IMOS Messaging Service. This is the most important field; it currently has to be provided by a developer.
- **Administrator Email for Error Notifications:** Email address of the administrator to be notified for errors in Offline Forms Setup.
- **Maximum Number of Days in Past Allowable for Incoming Forms**

For Offline Forms Email


- **Company Name:** Input the company name.
- **Email Title:** The title of the email being sent to vessel.
- **Email Body:** You can customize the instructions that are emailed to the vessel with the Offline Forms. Within the text, you can use certain tokens which will be replaced by the applicable values when the email is generated:
 - %CompanyName%
 - %VesselName%
 - %FormsList%
 - %AdminEmail%
 - %SenderEmail%

Dashboard Tab

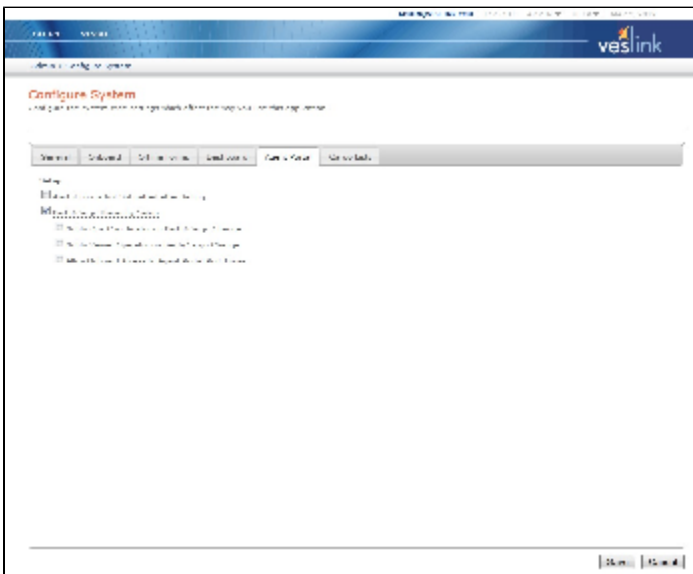


Upload Configuration Files

To upload the Veslink Configuration File or a Dashboard File, click Browse next to the field, find the file, and select it.

- To view the Configuration file, click  next to the file.
- To delete the file, click **Del** next to the file. A message asks you to confirm the deletion; click **Yes**.

Agent Portal Tab

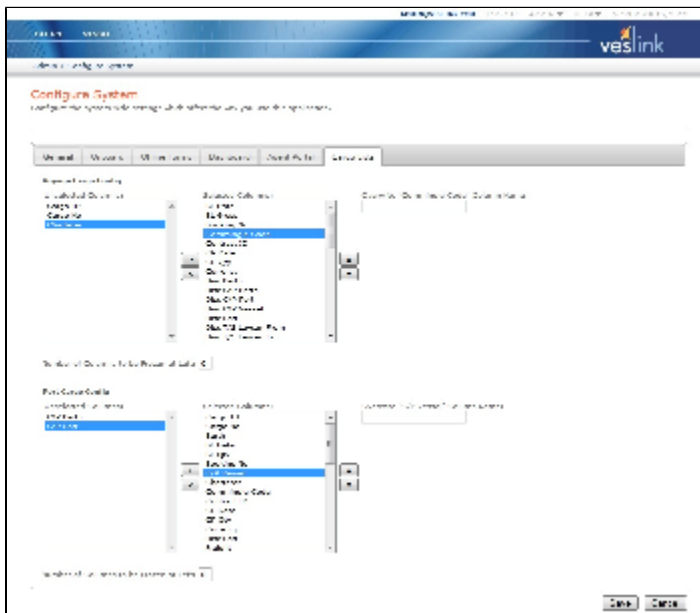


Setup





- **Alert if Forms Not Submitted after Sailing**
- **Days after Sailing (1-99 Days)** (If Alert if Forms Unsubmitted After Sailing is selected)
- **Berth/Cargo Hierarchy Setup:** This is a highly specialized option intended for operators of vessels like parcel tankers whose vessels load and discharge large numbers of cargoes at various berths during the course of a typical port call. The Agent Portal user interface that is enabled by selecting this option is not suitable for the majority of shipping companies. It is strongly recommended that you not choose this option unless so directed by your Veson Nautical project team.
 - **Notify Ops Coordinator on Berth/Cargo Change:** With this option selected, the system will notify the Operations Coordinator if a berth is changed or a cargo is moved.
 - **Notify Vessel Operator on Berth/Cargo Change:** With this option selected, the system will notify the Vessel Operator if a berth is changed or a cargo is moved.

- **Allow Onboard Access to Agent Portal Port Times**

Cargo Lists Tab



The Cargo Lists tab allows the user to customize both the Cargo table displayed in the Voyage Instructions page and the Cargo tab associated with each individual port. You can also modify the names of the columns (up to 20 characters), change the column ordering, and lock a configurable number (0-9) of columns at the left of the table. Selected columns under Voyage Cargo Config appear on the Voyage Cargoes table on the Voyage Instructions page. Selected columns under Port Cargo Config appear on the table on the Cargo tab in the Voyage Manager.

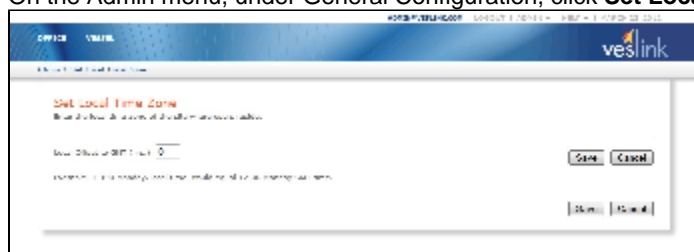
- To add a column, select it from the Unselected Columns list and click .
- To remove a column, select it from the Selected Columns list and click .
- To change the order in which the columns are displayed, select the column from the Selected Columns list and click  or .
- **Overwrite Column Name:** To change the default column name, type in a new column name (up to 20 characters).
- **Number of Columns to be Frozen at Left:** To lock columns at the left of the table, type in a number (0-9). The columns that are frozen begin at the top of the Selected Columns list.

Replication of the newly added columns requires IMOS version 7.1 or higher. The columns that existed previously remain as the default configuration.

Set Local Time Zone

You can set your local Time Zone. Because much of the information in Veslink is related to time, be sure to keep up with Time Zone changes to keep the time accurate in your system.

1. On the Admin menu, under General Configuration, click **Set Local Time Zone**.



2. Enter the **Local Offset to GMT**, in hours. The example under the field changes to display the GMT time that corresponds to 12:00 Monday, in your local time.
3. Click **Save**.

Manage Users and Groups

If you have the [User Permission](#) or [Group Permission](#) *Manage Users and Groups*, you can manage users and groups. On the Admin menu, under General Configuration, click **Manage Users and Groups**. The Manage Users & Groups page appears.



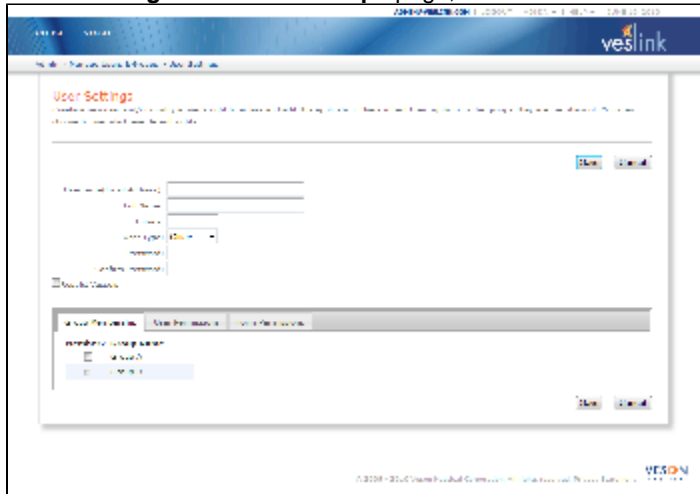
From this page, you can:

- [Add a User](#)
- [Edit a User](#)
- [Delete a User](#)
- [Add a Group](#)
- [Edit a Group](#)
- [Delete a Group](#)

Adding a User

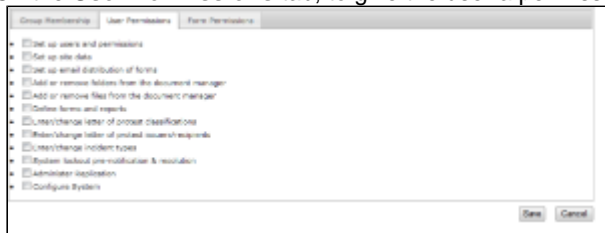
To add a user, follow these steps. Any user with an account can access [Distances](#).

1. On the **Manage Users and Groups** page, click **+ User**.

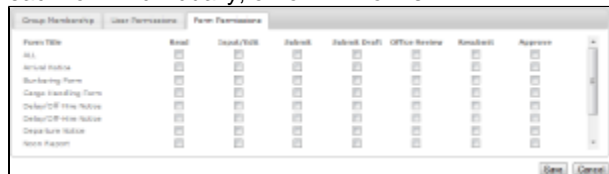


2. On the **User Settings** page, enter the user information:
 - **Username (Email Address):** The user's email address. If the user will access any Veslink functions from IMOS, this email address and the email address in the user's IMOS Properties must match. See [Coordinating Veslink and IMOS User Settings](#).
 - **Full Name**
 - **Initials**
 - **User Type:**
 - Office
 - Onboard
 - Vessel (If Onboard is selected)
 - Agent
 - Company (If Agent is selected)
 - **Password:** Enter a password. If the user will access any Veslink functions from IMOS, this password and the user's IMOS password must match. See [Coordinating Veslink and IMOS User Settings](#).
 - **Confirm Password:** Enter the password again to confirm.

- **Restrict Vessels:** Select this check box to be able to select the vessels the user can see on the Office Vessel list and in fleet-level Dashboard data. A Vessel Permissions tab appears.
3. On the **Group Membership** tab, to add the user to a group, select its check box.
 4. On the **User Permissions** tab, to give the user a permission, select its check box.



- Set up users and permissions
 - Set up site data for replication
 - Set up email distribution of forms
 - Add or remove folders from the Document Manager - Office
 - Add or remove files from the Document Manager - Office
 - Define forms and reports
 - Enter/change letter of protest classifications
 - Enter/change letter of protest issuers/recipients
 - Enter/change incident types
 - System lockout pre-notification & resolution: Assign this permission to all Masters, either individually or through a group. It is used to identify the Master in case of the need for System Lockout.
 - Administer Replication
 - Configure System
5. On the **Form Permissions** tab, to give the user a permission to a form, select its check box. Permissions can be given for each form individually, or for ALL forms.

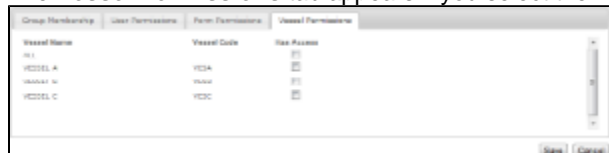


- **Read:** View a form. This permission can be used to restrict the vessels to which an Office user, for example, an owner of a chartered-in vessel, has access.
- **Input/Edit:** In the Voyage Manager, create a new form and edit a form that has not been submitted. The First Officer, for example, might have permission to enter information into a form or edit it and then save it.
- **Submit:** In the Voyage Manager, create a new form, edit a form that has not been submitted, and submit a form. The Captain might need to review, and perhaps edit, a form and then submit it.
- **Submit Draft:** In the Voyage Manager, submit a draft and a final version of a form (requires Allow Submission of Drafts to be selected in the definition of the form).
- **Office Review:** Access fields for which the VFML field property Office Use Only has been set.
- **Resubmit:** Reopen a submitted form, make changes to unprotected fields on it, and resubmit it.
- **Approve:** Approve, reject, or modify Offline Forms received from vessels.

Users can have permissions to all forms or to each individual form.

- To give all or most permissions in a column, select the check box next to ALL. You can then clear check boxes for individual forms.
- To give no or few permissions in a column, clear the check box next to ALL. You can then select check boxes for individual forms.

6. The **Vessel Permissions** tab appears if you select the **Restrict Vessels** check box.



Select the check box for each vessel (or ALL) the user should be able to see on the Office Vessel list and in fleet-level Dashboard data.

7. Click **Save**.


Coordinating Veslink and IMOS User Settings

There are two ways to coordinate Veslink and IMOS User Settings:

- Log in through IMOS using Windows Authentication
- Match the Veslink and IMOS user name/email address and password

IMOS User Settings

To change IMOS user or group settings, you must have the *Security Administrator* right. To access user or group settings in IMOS:

1. In the Data Center, click **Security** to open the Security List.
 - To create a new user or group, click  and then click **New User** or **New Group**.
 - To edit an existing user or group, click the **User** or **Group Name**.
2. On the User or Group Properties form, click tabs and add or edit information. For more information, see [Setting Up Security](#).

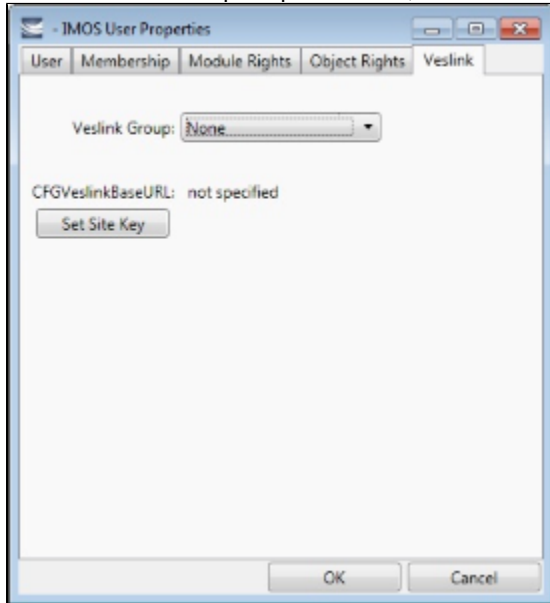
Logging in Through IMOS Using Windows Authentication

Veslink supports logging in through IMOS using Windows Authentication. In that case, it is not necessary to add these users in Veslink. Instead, if IMOS users will log into Veslink with Windows Authentication, a group that is set up in Veslink must be selected for them in IMOS. On logging in to Veslink, the IMOS user or group has the Veslink permissions associated with that Veslink Group.

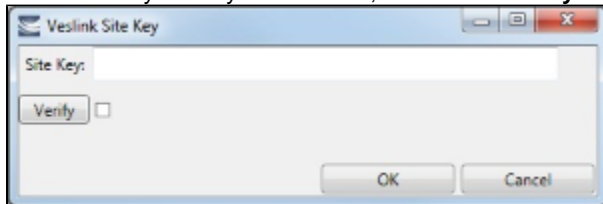
For security reasons, this setup also requires that the system administrator obtain from Veson a Site Key, generated by the Veslink Master Directory, and enter it in your IMOS user properties.

To set properties for Veslink in IMOS:

1. On the User or Group Properties form, click the **Veslink** tab.



2. Select the **Veslink Group**.
3. If the Site Key is not yet confirmed, click **Set Site Key**.

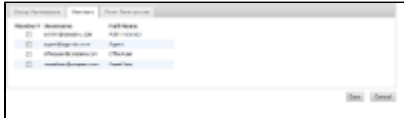


4. On the Veslink Site Key form, enter the **Site Key** and click **Verify**. A green check mark should appear; if a red X appears, confirm that the Site Key is correct or consult Veson Nautical.
5. Click **OK**.

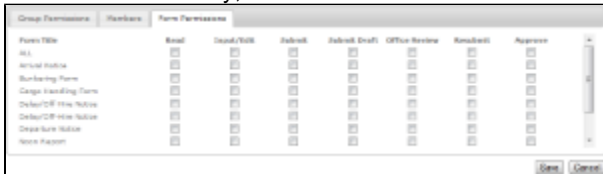
Veslink User Settings

To change Veslink user or group settings, you must have permission to *Manage Users and Groups*. To access user or group settings in Veslink:

2. On the Group Settings page, enter a **Group Name**.
3. On the Group Permissions tab, to give the group a permission, select its check box:
 - Set up [users and permissions](#)
 - Set up site data for [replication](#)
 - Set up [email distribution of forms](#)
 - Add or remove folders from the Document Manager (For more information, see [Office](#).)
 - Add or remove files from the Document Manager (For more information, see [Office](#).)
 - Define [forms and reports](#)
 - Enter/change [letter of protest classifications](#)
 - Enter/change [letter of protest issuers/recipients](#)
 - Enter/change [incident types](#)
 - System lockout pre-notification & resolution: Assign this permission to all Masters, either individually or through a group. It is used to identify the Master in case of the need for System Lockout. (For more information, see [Onboard](#).)
 - [Administer Replication](#)
 - [Configure System](#)
4. On the Members tab, to add a user to the group, select his or her check box.



5. On the Form Permissions tab, to give the group a permission to a report, select its check box. Permissions can be given for each form individually, or for ALL forms.



- **Read:** View a form.
- **Input/Edit:** In the Voyage Manager, create a new form and edit a form that has not been submitted.
- **Submit:** In the Voyage Manager, create a new form, edit a form that has not been submitted, and submit a form.
- **Submit Draft:** In the Voyage Manager, submit a draft and a final version of a form (requires Allow Submission of Drafts to be selected in the [definition of the form](#)).
- **Office Review:** View a form, and edit unprotected fields on it, before it has been submitted, or after it has been submitted, if allowed.
- **Resubmit:** Reopen a submitted form, make changes to unprotected fields on it, and resubmit it.
- **Approve:** Approve, reject, or modify forms received from vessels.

Groups can have permissions to all forms or to each individual form.

- To give all or most permissions in a column, select the check box next to ALL. You can then clear check boxes for individual forms.
- To give no or few permissions in a column, clear the check box next to ALL. You can then select check boxes for individual forms.

6. Click **Save**.

Editing a Group

1. In the Manage Users and Groups page, click the **Group Name**.
2. Change any Group Settings.
3. Click **Save**.

Deleting a Group

1. In the Manage Users and Groups page, in the group's row, click **delete**.
2. A message asks you to confirm that you want to delete the group. Click **OK**.

Change Password

You can change your password at any time.

1. On the Admin menu, under General Configuration, click **Change Password**.

2. Enter your **Old Password**.
3. Enter a **New Password**.
4. Enter the new **Password** again to **Confirm**.
5. Click **Save**.

Forms and Reports

Veslink uses both forms and reports to communicate information:

- A **form** is a document on which you enter data to send to the Office or elsewhere. Forms are formatted for efficient data entry and defined to include the appropriate components, such as the types of data, tabs, and calculations. Forms can be formatted differently for PDFs, where they can also contain logos and additional text.
- A **report** is a document that is created from the data entered on one or more forms and sent automatically after selected events occur.

Forms and Reports tasks include:

- [Defining the content and layout of forms](#)
- [Defining the content and layout of reports](#)
- [Setting up distribution for the forms](#)
- [Managing Offline Form Groups](#)
- [Sending Offline Form Groups and Vessel Form Groups](#)
- [Approving Offline Forms](#)

Define Forms

Standard forms are available for both [Onboard](#) and [Offline Forms](#).

If you have the [User Permission](#) or [Group Permission](#) *Define Forms and Reports*, you can define forms.

Veslink Standard Forms can no longer be edited by end users through the user interface. By preventing customizations to standard forms we will be able to streamline the form update process, providing fixes and new features immediately, once available.

Arrival Notice, Departure Notice, and Daily Position Reports are already defined form types that can be used as the basis for another form.

Veslink validates the data from the forms and synchronizes with IMOS. Data comes from IMOS and returns to IMOS, so both systems always have the same data. For example, IMOS tracks previous bunker consumption and current bunkers on board and automatically calculates consumption. Besides populating the Daily Position Reports to IMOS, the data is available for calculations for speed and consumption claims and other functionality for an Operator.

Typically, a form is created in an XML editor, such as XML Notepad or Visual Studio. Then a new form is created on the Form Definitions page in Onboard, its attributes are set up, and the XML code is pasted into the Form Definition Editor.

If you need one or more similar forms, you can create the most complicated one first, copy it, and remove the details that are not needed from the copies.

Special Fields and Controls

Veslink has a number of special fields and controls defined, some with calculations, that are on the defined forms and that you can add to forms. When forms include these fields, Onboard validates the data, to make sure that required data is entered and values are valid, before users can save the form. Examples of special fields are:

Date/Time

Dates can be selected from a calendar and must be entered in the format specified for [Preferred Date Format](#) in Configuration. The GMT offset appears next to the Time field; times must be entered in HH:MM format, like 08:10.

On the Arrival Notice or Departure Notice, other logic is associated with the Arrival and Departure fields. For example, on the Departure Notice, the Departure Date/Time updates the Departure Date/Time for the port call and changes the vessel's state from In Port to On Sea Passage.

On a form with a frequency of Daily (which generally means the Noon Report), Veslink issues a warning message if:

- The form has already been submitted for that date.
- A form was not submitted for the previous date, unless it was outside the current voyage or unless the form is required only when the vessel is in passage, and it is not in passage.

Latitude and Longitude Fields

These fields accept both decimal and degree formats, as shown in placeholder text in the fields; they also accept negative values for directions corresponding to South or West.

Weather Fields

- Arrival Notice and Departure Notice weather fields:

A screenshot of a web form for weather data. It contains several dropdown menus for 'Sea State', 'Sea Direction', 'Swell Direction', 'Wind Direction', 'Sea Temperature', 'Barometric Movement', 'Sea Height', and 'Swell Height'. There are also text input fields for 'Bad Weather Hours' and 'Bad Weather Distance'.

- Noon Report weather fields:

A screenshot of a web form for weather data, similar to the one above but including an additional dropdown menu for 'Current Direction'.

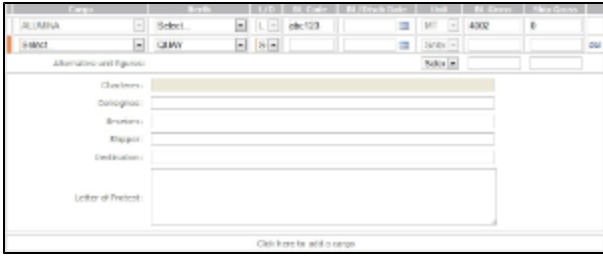
The following fields are available:

- Air Temperature
- Barometric Pressure
- Sea State
- Swell
- Wind Force
- Sea Temperature
- Barometric Movement
- Sea Direction
- Swell Direction
- Wind Direction
- Bad Weather Hours: This field maps to Bad Weather Hrs on IMOS Activity Reports.
- Bad Weather Distance
- Sea Height: This number must be entered in decimal format.
- Swell Height: This number must be entered in decimal format.
- Current: Current speed, in knots (Noon Report only).
- Current Direction: With or Against (Noon Report only).

Cargo Handling Control

The Cargo Handling control is a grid on the Cargo Handling form with a line for each cargo, where you can record the details of cargo being loaded or discharged. The control can manage two or more cargoes with the same type and operation, or multiple liftings of the same cargo in a port.

For Time Charter Out Voyages, you can submit a Cargo Handling form for a port with multiple Cargo Handling lines having the same Cargo name. Replication to IMOS will create corresponding port cargo handling rows in the B/L Info tab of the Voyage Manager. Replication will be successful only if the Cargo already exists as a port cargo in the voyage. This feature requires **IMOS v7.2.625** or above.



In the Cargo Handling control, to add a cargo, click the bottom line of the grid. The control includes the following fields:

- Cargo: When you select from the current cargoes, additional fields appear:
 - Alternative unit figures: You can select a Unit and enter the BL Gross and/or Ship Gross figures corresponding to that unit.
 - Charterer
 - Consignee
 - Receiver
 - Shipper
 - Destination
 - Letter of Protest
- Berth
- L/D: Port Function: L (Load) or D (Discharge).
- BL Code: Bill of Lading code.
- BL/Disch Date: Bill of Lading or Discharge date.
- Unit
- BL Gross: Quantity of cargo loaded, according to the Bill of Lading.
- Ship Gross: Vessel gross capacity.

Bunkers ROB Control

The ROB control is a grid with information for each Fuel Type. It displays a list of the fuel-consumption categories specified in IMOS as applicable to the particular type of vessel, so you can use the same control for vessels with different fuel types. For each Fuel Type, the control displays the Last ROB amount and the Unit of measure. The ROB control can capture ROB values by sulfur content within a particular fuel type, according to the setup in IMOS. It can also capture auxiliary-engine fuel consumption separately from main-engine fuel consumption.

Each ROB control is associated with a Date/Time field on the same form that tells the date and time when the ROB readings were effective. If a form includes more than one ROB control, each must be associated with a Date/Time field. The Date/Time entry must be completed before the ROB value can be entered.

The system performs validations to ensure that the ROB quantity entered does not exceed the sum of the last previous ROB quantity plus any subsequent bunkering. These validations are based on chronological sequence, so careful attention must be paid to the dates/times given for each ROB and bunkering entry.

Data for fuel consumption can be further defined by engine breakdown.

Fuel Type	ROB	Consumption			Used For			
		Eng Breakdown	Propulsion	Maneuver	Generator	L/D	Disballast	SBU/Dn
SPD (MT)	[]	Main	[]	[]	[]	[]	[]	[]
		Aux	[]	[]	[]	[]	[]	[]
		Total	[]	[]	[]	[]	[]	[]
		Cargo Heating 1	Cooling	Tank/Charging	Others	Adj.		
BLU (MT)	[]	Main	[]	[]	[]	[]	[]	[]
		Aux	[]	[]	[]	[]	[]	[]
		Total	[]	[]	[]	[]	[]	[]
		Cargo Heating 1	Cooling	Tank/Charging	Others	Adj.		
LSP (MT)	[]	Main	[]	[]	[]	[]	[]	[]
		Aux	[]	[]	[]	[]	[]	[]
		Total	[]	[]	[]	[]	[]	[]
		Cargo Heating 1	Cooling	Tank/Charging	Others	Adj.		

The Engine Breakdown column consists of three fields:

- **Main:** Protected, calculated as the difference between Total and Aux

- **Aux:** Editable
- **Total:** Editable, required

In the **Consumption Breakdown** section, the **Adj** field is protected, calculated as the difference between **Total under Consumption** and the **sum of all quantities** in the section.

When an Offline Form containing an ROB control is imported into Veslink, data entered into the Consumption section is validated. Veslink calculates consumption values by taking the difference between the current ROB values and the previously recorded ROB values, and compares these values to those entered. If there is a discrepancy between the two values (calculated versus user-entered), the calculated value takes precedence: the **Main** value is recalculated, and the **Aux** value continues to display what the user entered. The **Total** field is highlighted in red with a tooltip that displays the calculated value and the value entered.

Upon replication, after approval of the form if necessary, IMOS will contain the updated fuel values.

Example: The ROB of IFO as of Jan. 1 at 8:00 a.m. is 100 MT. Another 500 MT of IFO is added on January 2 at 10:00 a.m., for a total of 600 MT. The system would permit the user to enter an ROB quantity of 590 MT as of January 2 at 10:30 a.m., but not as of January 2 at 9:30 a.m., which is before the bunkering time, so the quantity would remain 100 MT.

The Consumed amount is calculated, except under these conditions:

- This is the first ROB entry for the fuel type.
- This is the first ROB entry for the voyage, and the voyage is not consecutive.

If the current ROB entered is greater than the Last ROB amount, a message tells the user to complete a Bunkering form. Until the bunkering information is entered, a draft of the original form can be saved, but the form cannot be submitted.

In addition to entering the total ROB amount, the user can specify the breakdown of the system-calculated consumption value across various categories (Propulsion, Generator, etc.) The system automatically calculates an adjustment to balance the category breakdown with the total consumption. However, if all fuel Consumption Breakdown categories have been disabled, or, for Onboard forms, if no bunker consumption is being recorded, the bunker Consumption Breakdown categories do not appear.

Bunkering Field

Like an ROB field, a Bunkering field must be associated with a Date/Time field located on the same form that must be completed before the Bunkering value can be entered.

A Bunkering field must also be associated with a particular Fuel type.

Port Activity Control

Activity	Start Time	End Time	Remarks
START SEA PASSAGE			
END OF SEA PASSAGE			
OPERATION COMMENCE	NETWORK, 2000 M		
OPERATION COMPLETE	NETWORK, 2000 M		

The Port Activity control is a grid with the following columns:

- **Activity:** A list of activities from the database, as established in IMOS, or from a Voyage Template. Because Port Activities tend to be repetitive from port call to port call, default Port Activity lists can be established that will automatically populate the Port Activity control. The lists can be based either on Port Function (loading, discharging, etc.) or on a particular combination of Port Function and Voyage Template. This would allow, for example, more than one default list of Port Activities to be defined for loading, each applicable to a certain type of vessel or voyage. The Port Activity control also checks to ensure that no more than one Port Activity of type PS (port start) has been entered.

When filling out the Port Activity control, users can supplement the default lists of Port Activities by selecting from the list other activities to cover any deviations from the standard ones and by deleting any activities that did not occur; activities left blank when the form is submitted are not recorded.

As part of the Port Activity setup in IMOS, the user can indicate which activity (or activities) mark the start and end of cargo operations; these are coded OS and OE, respectively. (This information is needed for the IMOS Demurrage calculation.)

The Veslink Port Activity control validates that each OS activity entered is balanced by a corresponding OE activity and, if not, issues an error message.

The way the list of Port Activities appears defaults either from the template or from the user's previous edits to the Port Activities in the port.

- **Cargo:** Either the cargo, if there is only one, or a selection list of cargoes being loaded or discharged by this ship in this port. The list includes columns for Cargo Type, BL Code, BL Date, and BL Quantity. This field is only active for Port Activities having Port Activity Type OS (cargo Operation Start) or OE (cargo Operation End).
- **Remarks:** A line of free-form text.

- **Date/Time:** A standard Date/Time control. The date component has a calendar control. The user can enter each date and time or use automatic entering: When the time is completed for a row in the Port Activity control, if the date in that row is blank, the date value is copied from the last nonblank row above it (in case the activity in the previous row was skipped). After entering an initial date, most of the Port Activity control can be completed by just entering times.

To add any of the following, click the links at the bottom of the Port Activity control:

- **Port Activity:** Select a single Port Activity.
- **Berth:** Select from all Port Activities that have their Berth column selected and Cargo column cleared in the IMOS Data Center. If a Port Activity Template exists, only those activities defined in the template will be available.
- **Cargo:** Select from all Port Activities that have their Cargo column selected in the IMOS Data Center. If a Port Activity Template exists, only those activities defined in the template will be available.

Upcoming Ports Control

Port	ETA	Distance to sea	Projected Speed

The Upcoming Ports control is on the Offline Noon Report (for locations at sea only) and the Offline Departure Notice, for Veslink systems connected to IMOS versions 7.2 or higher. This control allows the captain to enter ETAs for ports to be called next. Configuration options can be set in the [Form Group Editor](#).

Water Fields

Fresh Water Received:		Fresh Water RCR:	
Distilled Water Received:		Distilled Water RCR:	
Slops Received:		Slops RCR:	

Water fields are on the Onboard and Offline Arrival, Departure, and Noon Reports, for tracking fresh and distilled water and slops.

Onboard Standard Forms

The following Onboard Standard forms are available:

- **Arrival Notice**

The screenshot shows a web-based form titled 'Arrival Notice' with a Veslink logo. It includes several input fields for vessel information, arrival date, and location. Below these fields is a table with multiple columns for recording arrival data, such as 'Arrival Date', 'Arrival Time', and 'Arrival Location'. The table has several rows for data entry. At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Print'.

This form also includes the following tabs and controls:

- [Weather](#)
- [Bunkers](#)
- [Water](#)

- **Bunkering Form**

Note: A Bunkering form cannot be submitted or approved if a Noon Report with the same date and time was previously submitted.

- **Cargo Handling**

The Berth field is populated with the appropriate berths of the applicable port call; the default is the berth initially specified in IMOS.

Important: With the use of this field, replication with IMOS requires IMOS version 7 or higher.

- **Delay/Off-Hire:** The Delay/Off-Hire form handles both delay and off-hire records and populates the Delay Information form in the IMOS Voyage Manager. This form relates to the entire voyage, rather than a specific leg, so it appears in the Voyage Forms grid in the Voyage Manager.

The screenshot shows the 'Delay/Off-Hire' form. At the top, there are fields for 'Vessel Name' and 'Voyage No.'. Below these are several date and time pickers for 'Start Date/Time', 'End Date/Time', and 'Off-Hire Start/End'. A table is provided for recording delays, with columns for 'Start', 'End', and 'Description'. At the bottom, there is a section for 'Fuel Consumption' with a table for recording fuel usage.

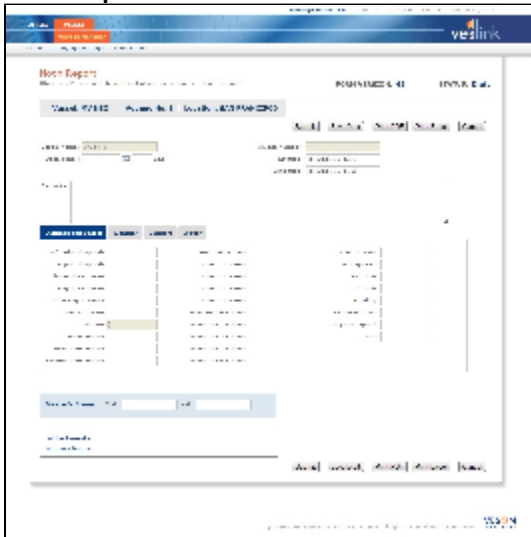
- **Departure Notice**

The screenshot shows the 'Departure Notice' form. It includes fields for 'Vessel Name', 'Voyage No.', and 'Departure Date/Time'. There is a table for recording departure notices with columns for 'Start', 'End', and 'Description'. At the bottom, there is a section for 'Fuel Consumption' with a table for recording fuel usage.

This form also includes the following tabs and controls:

- Weather
- Bunkers
- Water

- **Noon Report**

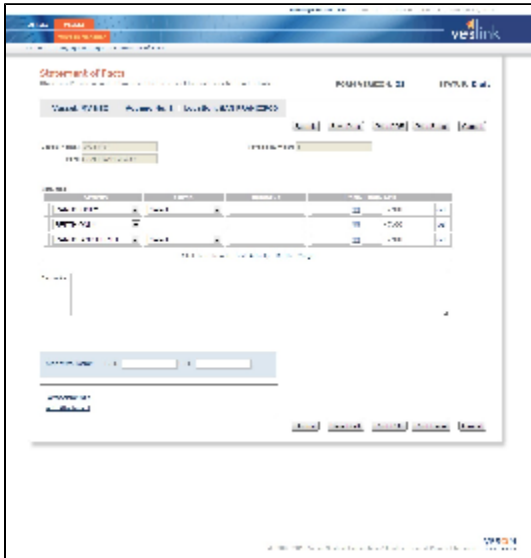


Note: A Noon Report cannot be submitted or approved if a Bunkering form with the same date and time was previously submitted.

This form also includes the following tabs and controls:

- Weather
- Bunkers
- Water

- **Statement of Facts**



Note: A PS activity must be present to submit a Statement of Facts form.

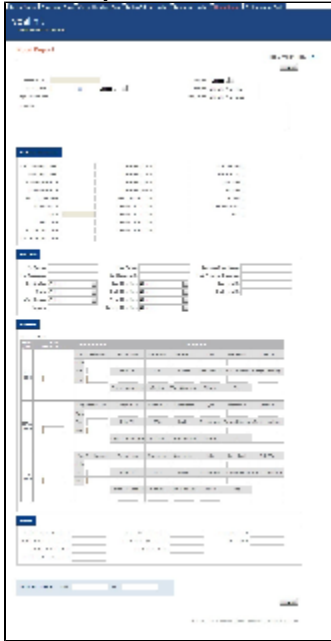
Offline Standard Forms

Offline Forms are sent by the office in a zipped folder that contains a single html file. The Offline Noon Report opens first; if it is not part of the zipped folder, then the first Offline Form, sorted alphabetically by form title, opens. The other forms are available on tabs along the top of the form.

Offline Forms **opened in Internet Explorer only** include buttons to save and open a draft of a form, in addition to the Submit button.

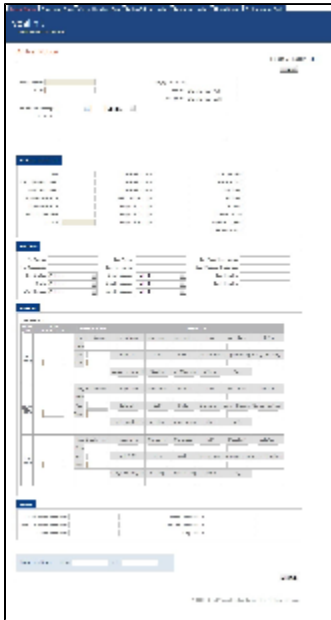
The following Offline Standard forms are available:

- **Noon Report**

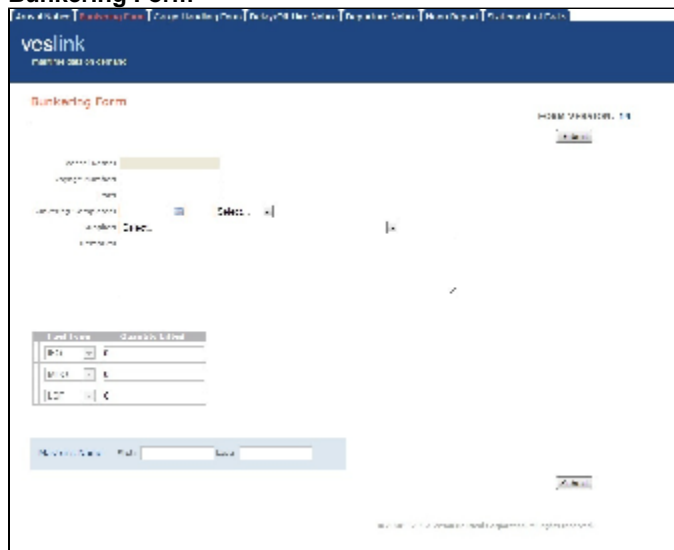


Note: A Noon Report cannot be submitted or approved if a Bunkering form with the same date and time was previously submitted.

- **Arrival Notice**

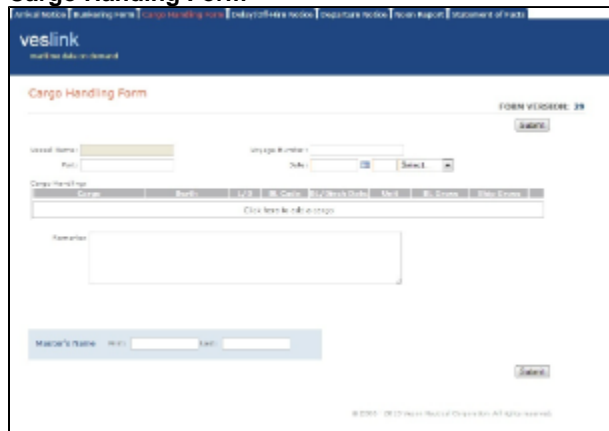


- **Bunkering Form**



Note: A Bunkering form cannot be submitted or approved if a Noon Report with the same date and time was previously submitted.

- **Cargo Handling Form**



The **Berth** field is a free-text field that is validated during the approval process in IMOS. The validation includes a list of all applicable berths available for the cargo. The original input from the user, if incorrect, is still visible to the operator.

Important: With the use of this field, replication with IMOS requires IMOS version 7 or higher.

Delay/Off-Hire Notice: The Delay/Off-Hire Notice handles both delay and off-hire records and populates the Delay Information form in the IMOS Voyage Manager. This form relates to the entire voyage, rather than a specific leg, so submitted forms appear in the Voyage Forms grid in the Veslink [Voyage Manager](#).

Important: Do not use this form until all associated Onboard vessel sites have been upgraded to version 1.9 or later. Doing so may result in a replication failure.

The screenshot shows the 'Delay/Off-Hire Notice' form. At the top, it says 'FORM VERSION: 20'. The form has several sections:

- Vessel Name:** A text input field.
- Voyage Number:** A text input field.
- Delay Start:** A date and time selector.
- Delay End:** A date and time selector.
- Delay Type:** A dropdown menu.
- Reason for Delay:** A text input field.
- Description:** A large text area for notes.
- Event Log:** A table with columns for 'Event Type' and 'Comments'. It contains three rows with 'POD', 'BOG', and 'LWP' as event types.
- Print:** A button to print the form.

- **Departure Notice**

The screenshot shows the 'Departure Notice' form. It includes:

- Vessel Name:** A text input field.
- Voyage Number:** A text input field.
- Port Activities Table:** A table with columns: 'Activity', 'Time', 'Status', and 'Remarks'. It contains multiple rows of activity data.
- Print:** A button to print the form.

- **Statement of Facts:** Port Activities can be defined by Port Function and/or Voyage Template in the IMOS Data Center. This information is then sent to the vessel as part of the Offline Forms package.

The screenshot shows the 'Statement of Facts' form. It includes:

- Vessel Name:** A text input field.
- Voyage Number:** A text input field.
- Port Activity Template:** A dropdown menu.
- Port Activity Table:** A table with columns: 'Activity', 'Time', 'Status', and 'Remarks'. It contains one row of data.
- Print:** A button to print the form.

The **Port Activity Template** field on this form lists the defined Port Functions and the selection No Template.

- If you select **No Template**, you can select Port Activities in the Port Activity control below it.
- If a **Voyage Template** has been defined for the voyage, the Port Activities defined for it appear in the Port Activity control.
- If no Voyage Template has been defined for the voyage, and you select a **Port Function**, the Port Activities related to it appear in the Port Activity control.

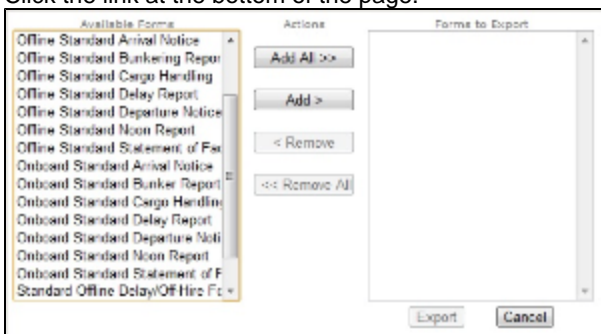
Defining Forms

To work with forms, on the Admin menu, under Forms and Reports, click **Define Forms**.



The Form Definitions page appears; you can do the following:

- **Sort by a column:** Click the column heading.
- **Show/hide hidden forms:** Select/clear the **Show Hidden Forms** check box at the top of the list.
- **Select Forms to Export:**
 1. Click the link at the bottom of the page.



2. In the list of **Available Forms**, either click **Add All >>** or select one or more forms to export and then click **Add >**.
 - To select multiple **consecutive** forms, hold down **Shift** while you select.
 - To select multiple **nonconsecutive** forms, hold down **Ctrl** while you select.
 3. To remove a form or forms from the export list, either click **Remove All >>** or select one or more forms to remove and then click **Remove >**.
 4. Click **Export**. A file is created, and a message indicates the number of forms exported.
- **Import Forms:** Click the link at the bottom of the page, browse to find the file, and then click **Import**.

About System Lockout

Certain forms must be submitted at particular times and under applicable circumstances. System Lockout enforces the completion and submission of all required forms: If required forms are not submitted, a series of reminders and warnings progress to a lockout from Veslink Onboard.

Upon departure from a load port or a discharge port, if all required forms for the port and the preceding sea passage for the current and previous voyage have not been completed and submitted, the following steps occur:

- After **48 hours**: The next time the Master logs in, a warning appears, and the Master must acknowledge the need to complete the forms to be able to continue.
- After **72 hours**: The next time the Master logs in, a second warning appears, and the Master must acknowledge the need to complete the forms to be able to continue. An email notifies Shipping Operations in the office.

- After **96 hours**: The next time the Master logs in, a third warning appears, and the Master must acknowledge the need to complete the forms to be able to continue. An email notifies Shipping Operations in the office.
- After **120 hours**: System Lockout prevents any users other than the Master from logging in, and the Master can do no other tasks until the forms are completed and submitted. A message includes links to the forms that are overdue and check boxes for forms that are required if applicable; the Master can clear check boxes for those that are not applicable.

Define Reports

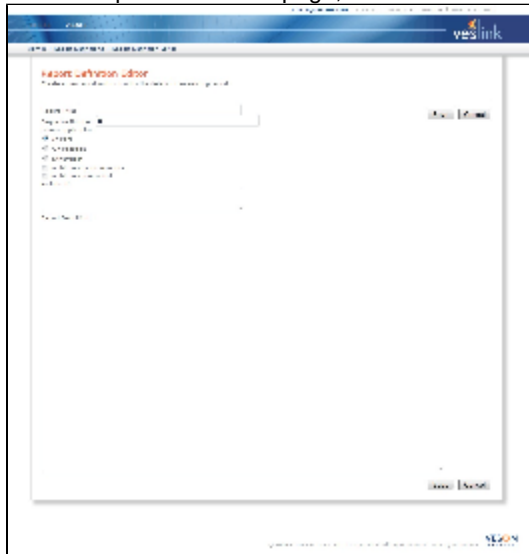
If you have the [User Permission](#) or [Group Permission](#) *Define Forms and Reports*, you can define reports. On the Admin menu, under Forms and Reports, click **Define Reports**. The Report Definitions page appears.



Adding a Report

To add a new external report that is not based on the data in one specific Veslink form:

1. On the Report Definitions page, at the bottom of the list of reports, click **New Report**.



2. Enter the **Report Title**.
3. Enter the report attributes.
 - **Sequence Number**: Where the report appears in the Report List.
 - **Where Applicable**:
 - In Port
 - On Passage
 - Either/Both
 - **Visible in Voyage Manager**
 - **Visible in Agent Portal**
 - **Exclude If**: Enter a condition for which the report should not appear; for example, if the next port is a particular one or a particular type. You can enter JavaScript to turn the report on or off for a user, based on the condition configured here.
 - **Report Definition**: Create the report using the Microsoft Reporting Services Form Editor. Export the XML and paste it here.
4. Click **Save**.

Editing a Report

To edit a report:

1. On the Report Definitions page, in the row for the report, click the **Report Title**.
2. Change the appropriate values.
3. Click **Save**.

Deleting a Report

To delete a report:

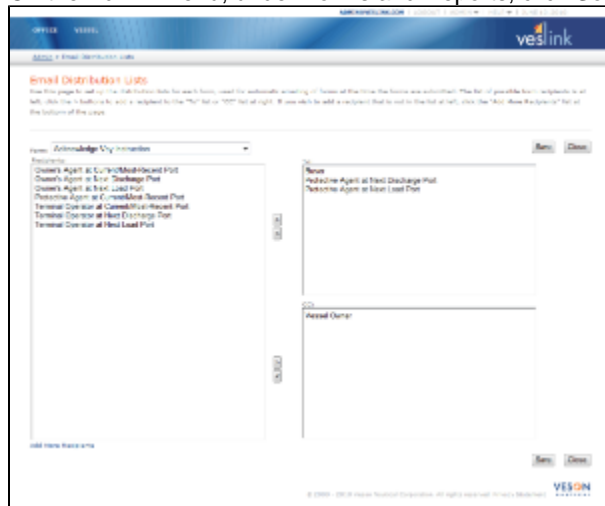
1. On the Report Definitions page, in the row for the report, click **delete**.
2. A message asks you to confirm the deletion. Click **Yes**.

Set Up Form Distribution

If you have the [User Permission](#) or [Group Permission](#) *Set up Form Distribution*, you can set up the distribution list for each form. This list determines where the form is always mailed.

Form Distribution creates a list of recipients for each form. Recipients are based on the vessel's location and the recipients' roles. When a form is submitted or emailed, Onboard gets the contact information and email addresses from IMOS and dynamically completes the email fields. For example, when you send a Port Report from Tokyo, Onboard looks up the appropriate agent and port authority, populates the email addresses, attaches the form to the email and emails it to the correct people. If a role is not defined for a voyage or a leg, the address is not populated. You can also add recipients from the IMOS Address Book Contacts List.

1. On the Admin menu, under Forms and Reports, click **Set up Form Distribution**.



2. Select the **Form** for which you want to set up the distribution.
3. The default Recipients that appear depend on where the report is applicable. The following email addresses are built in. These come from data entered in relevant fields in IMOS.
 - Charterer's Agent at Current/Most Recent Port
 - Charterer's Agent at Next Discharge Port
 - Charterer's Agent at Next Load Port
 - Owner's Agent at Current/Most Recent Port
 - Owner's Agent at Next Discharge Port
 - Owner's Agent at Next Load Port
 - Protective Agent at Current/Most Recent Port
 - Protective Agent at Next Discharge Port
 - Protective Agent at Next Load Port
 - Vessel Owner
 - Charterer/Buyer
 - Terminal Operator at Current/Most Recent Port
 - Terminal Operator at Next Discharge Port

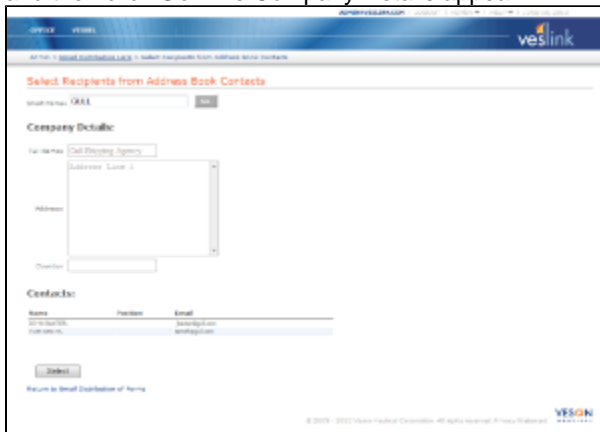
- Terminal Operator at Next Load Port

Select one or more **Recipients**.

- To select more than one consecutive recipients, hold **Shift** while you select.
- To select more than one separate recipients, hold **Ctrl** while you select.
- To select additional recipients from the Address Book:
 - a. At the bottom of the list, click **Add More Recipients**. The recipients must have a contact with an email address defined.



- b. For each recipient, begin typing the **Short Name** from the Address Book, select the name from the selection list, and then click **Go**. The Company Details appear.



- c. Do one of the following:

- Under Contacts, select a contact, then click **Select**. The contact appears in the Recipients list.

Note: To be able to receive forms, the **Docs** check box must be selected in the row for the contact in the Contacts list at the bottom of the IMOS Address form.

- Click **Return to Email Distribution of Forms**.

4. Click **>** to move selected recipients from the Recipients list on the left to the To: list or CC: list on the right; click **<** to remove selected recipients from the To: list or the CC: list.
5. Click **Save**.

Manage Form Groups

A group of Offline Forms is sent in a Zip file. Forms can be sent to multiple vessels or other users at one time.

To manage Form Groups:

1. Define **Form Groups** to be sent together.
2. Define **Vessel Form Groups** to select which Form Group is sent to each vessel.

After defining Form Groups and Vessel Form Groups, the next step is to **select vessels and send the Offline Forms**.

Form Groups Tab

To group the forms together to be sent, follow these steps:

1. On the Admin menu, under Forms and Reports, click **Manage Form Groups**. The Form Groups tab opens.

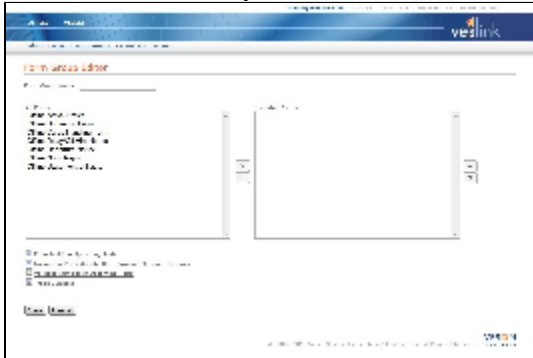






2. You can create a new group or edit a group in the Form Group Editor.

Creating a New Form Group in the Form Group Editor

To create a new Form Group:

1. Click **New Form Group** at the bottom of the list on the Form Groups tab.



2. In the **Form Group Editor**, enter a **Form Group Name**.
3. In the All Forms list on the left, select one or more forms to add to the group:
 - To select more than one consecutive forms, hold **Shift** while you select.
 - To select more than one separate forms, hold **Ctrl** while you select.
4. Click  to move selected forms from the All Forms list on the left to the Included Forms list on the right; click  to remove selected forms from the Included Forms list.
5. To change the order of Offline Forms tabs, Click  to move selected forms up in the Included Forms list; click  to move selected forms down.
6. Select options for the **Upcoming Ports control**. The first three options are cleared by default and are only available for Veslink systems connected to IMOS versions 7.2 or higher.
 - **Enter Multiple Upcoming Ports**: Allows the captain to enter more than one entry in the control.
 - **Upcoming Ports Update IMOS Voyage Manager Itinerary**: Allows the data in the control to update the IMOS Voyage Manager itinerary.
 - **Validate Number of Upcoming Ports** (only available when the previous option is selected): Restricts the control to only updating the number of upcoming ports currently in the IMOS Voyage Manager itinerary. If not selected, all ports from the control will update IMOS. This validation check occurs during the approval process for the form and also at the time of replication between IMOS and Veslink.
 - **Track Bunkers**: Allows the input of bunker ROBs on the forms within the Form Group. This check box is selected by default. Clearing it allows Offline Forms to be submitted without any bunker information; this should only be done for SPOT voyages.
7. Click **Save**.

Editing a Form Group

To edit a Form Group:

1. Click the **Form Group name**.
2. Use the **Form Group Editor** to change forms in the group.

Vessel Form Groups Tab

To select which Form Group is sent to each vessel or user, follow these steps:

1. On the Form Groups page, click the **Vessel Form Groups** tab.

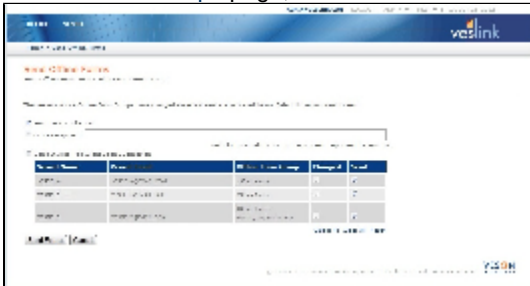


2. For each vessel, select a **Form Group**.
3. Click **Save**.

Send Offline Forms

To select vessels and send the Offline Form Groups, follow these steps:

1. Do one of the following:
 - On the Admin menu, click **Send Offline Forms**.
 - On the **Form Groups** page, click **Send Offline Forms**.

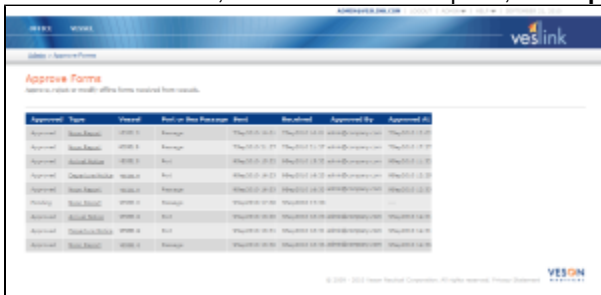


2. Complete the following fields:
 - **Send to Vessel Email:** To send the selected form groups to the email address for the vessel defined in IMOS, select this check box.
 - **Other Recipients:** To send the selected form groups to one or more other email addresses, enter them here, separated by commas.
 - **Don't Invoke Email Client upon Submission:** Disable the mail client upon submission of an Offline Form.
3. The table shows:
 - **Vessel Name:** Includes all vessels that have been assigned an Offline Form Group.
 - **Vessel Email:** Displays the email address, if defined in IMOS.
 - **Offline Form Group:** Shows the group for each vessel.
 - **Changed:** Check marks indicate that the forms have changed since they were last sent to the vessel.
 - **Send:** To send forms to a vessel, select its check box.
4. Select the check box for each vessel to send forms to. You can also use the following links at the bottom of the table:
 - **Select All:** Selects all vessels.
 - **Clear All:** Clears all check boxes.
 - **Reset:** Selects all vessels whose forms have changed since they were last sent; mirrors the Changed column.
5. Click **Send Forms**.

Approve Forms

If your office uses an approval process for Offline Forms, follow these steps:

1. On the Admin menu, under Forms and Reports, click **Approve Forms**.



2. In the Approve Forms list, you can approve or reject a form with Pending status. To open a form, click its title.
3. If necessary, edit the form. You can also print it.
4. Do one of the following:
 - To accept the form, click **Accept**. In the Approve Forms list, clicking the form name always opens the original version of the form, even if it was edited before being approved.
 - To reject the form, click **Reject**. Rejected forms are deleted from the Approve Forms list.

Data Center

Data Center tasks include:

- [Viewing Address Book Contacts](#)
- [Setting up Incident Types](#)
- [Setting up Letter of Protest Classifications](#)
- [Setting up Letter of Protest Issuers and Recipients](#)

View Address Book Contacts

The Address Book is populated with contacts from the IMOS Address Book. The Address Book can only be changed in IMOS. To open the Address Book:

1. On the Admin menu, under Data Center, click **Address Book**.



2. To see details and information about an individual contact in the company, click the **Full Name**. Details appear below.



3. To close the contact details, click **Close**.

Set Up Incident Types

Note: This function is for limited use.

If you have the [User Permission](#) or [Group Permission](#) *Set up Incident Types*, you can create, edit, and hide/show Incident Types. Incident Types can be used to report any problems with a voyage. They can have parent and child relationships.

1. On the Admin menu, under Data Center, click **Incident Types**.



2. To hide or show Hidden incident types, select or clear the **Hide Inactive Incident Types** check box on the Incident Types page.

Adding an Incident Type

To add an incident type:

1. On the Incident Types page, at the top of the list on the left side, click **+ New Incident Type**.



2. Enter an **Incident Description** and an **Incident Code**.
3. If the incident type has a child relationship to another incident, select the **Parent** incident.
4. To be able to hide the incident type on the Incident Types page, thus inactivating it, select the **Hidden** check box.
5. Click **Save**.

Editing an Incident Type

To edit an incident type:

1. On the Incident Types page, click the **Incident Type**.
2. Change any fields.
3. Click **Save**.

Set Up Letter of Protest Classifications

Note: This function is for limited use.

If you have the [User Permission](#) or [Group Permission](#) *Set up Letter of Protest Classifications*, you can create, edit, and hide/show Letter of Protest Classifications.

Adding a Letter of Protest Classification

To add a classification:

1. On the Letter of Protest Classifications page, at the bottom of the list, click **Add new classification**.



2. Enter a **Description**.
3. Click **Add**.

Editing a Letter of Protest Classification

To edit a classification:

1. On the Letter of Protest Classifications page, if the classification is hidden, select the **Show Hidden Classifications** check box.

2. In the row for the classification, click **Edit**.



3. Change the **Description**.
4. Click **Save**.

Hiding and Showing a Letter of Protest Classification

On the Letter of Protest Classifications page:

- To hide a classification, in the row for the classification, click **Hide**.
- To change a classification from hidden to showing, select the **Show Hidden Classifications** check box to show all classifications. Then, in the row for the classification, click **Show**.

Set Up Letter of Protest Issuers and Recipients

Note: This function is for limited use.

If you have the [User Permission](#) or [Group Permission](#) *Set up Letter of Protest Issuers and Recipients*, you can create, edit, and hide/show Letter of Protest Issuers/Recipients, so you can track the letters you receive and issue.



Adding Letter of Protest Issuers and Recipients

To add an issuer or recipient:

1. On the Letter of Protest Issuers and Recipients page, at the bottom of the page, click **Add new Issuer/Recipient**.



2. Enter a **Description**.
3. Click **Add**.

Editing a Letter of Protest Issuer or Recipient

To edit an Issuer or a Recipient:

1. On the Letter of Protest Issuers and Recipients page, in the row for the Issuer or Recipient, click **Edit**.
2. Change the **Description**.
3. Click **Save**.

Hiding and Showing a Letter of Protest Issuer or Recipient

On the Letter of Protest Issuers & Recipients page:

- To hide an issuer or a recipient, in the row for the issuer or recipient, click **Hide**.
- To change an issuer or a recipient from hidden to showing, select the **Show Hidden Issuers & Recipients** check box to show all issuers and recipients. Then, in the row for the issuer or recipient, click **Show**.

Replication

About Replication

Much of the value of Veslink derives from its ability to take data entered onboard and make it available ashore, and vice versa. This is called data replication. Veslink provides data replication between the following systems:

- [IMOS - Veslink Replication](#): Replication between IMOS and Veslink
- [Veslink - Onboard Replication](#): Replication between the Veslink Office system and the Veslink Onboard system

IMOS - Veslink Replication

Replication between IMOS and Veslink occurs over a network using HTTP. The process is initiated by imosdatarepl.exe, which is located in the imos.v\l.exe directory and the IMOS Services directory. Data is sent in XML format as an HTTP POST request. Replication can be run in one of three ways:

- [Replication from the IMOS Veslink Module Center](#)
- [Automatic Replication with the Messaging Service](#): You can set up a Scheduled Task in the IMOS Messaging Service. For more information, see "Examples of Scheduled Tasks" in the *IMOS Messaging Service* manual.
- [Manual Replication](#)

Note: When a Veslink form is approved or resubmitted, a Veslink-IMOS replication triggers automatically.

In IMOS - Veslink Replication, IMOS sends the following types of data to Veslink.

- **Voyage data:**
 - Administrative information: Voyage number, revision number, vessel, voyage type, start and end dates/times
 - Charter party warranty items: Daily fuel consumption, average speed, FOE factor, maximum daily boil-off % (laden), maximum daily boil-off % (ballast)
 - Itinerary of ports: Port Function codes, expected arrival/departure dates, agents, bunker suppliers, and bunkering instructions
 - Information related to cargo and charter party terms: Cargo quantity to be loaded/discharged, cargo unit of measure
 - ROB quantities from Activity Reports
- **Other data:** Address types and Address Book contacts, vessels, ports, berths, Cargo Names, Port Functions and Port Activities, Data Center terms (Beaufort Scale, Sea States, Swell States, Fuel/Lube Types, Units of Measure, Delay Types, Delay Reasons, Voyage Types)

The data mentioned above is found in the following tables. Not all information from all tables is sent:

Master Data IMOS Table	Description	Voyage Data IMOS Table	Description
type	Types of address book contacts	gvsl	Basic vessel data
cabv	Address book data (organizations)	gvslctl	Additional vessel data
tcontact	Address book data (individuals)	gvslpcons	Fuel consumption in port
vsstype	Vessel types and fleets	gvslscons	Fuel consumption at sea
tzone	Time zone table	voyage	Voyages
rnports	Worldwide port list	tcform	Time charter details (only a few columns sent)
berth	List of berths associated with a given port	vsched	Voyage itinerary lines
cargo	List of possible cargoes (not actual cargoes)	vschbth	Berth visits within the itinerary
portfunc	Port functions (L for loading, etc.)	vfixcar	Voyage-level cargoes
pacttype	Port activity types	gcargo	

			Contract on Arrival information for cargo
portacts	List of possible port activities	portcar	Port-level cargoes
pactflag	Additional port activity information	schtxt	Agents nominated
beausea	The Beaufort scale	inqdtl	Bunker instructions
fueltype	Fuel types	claimnote	Voyage notes
purunit	Units of measure	cpmfuel	ROB and Bunkering transactions
ssdlist	Delay types	cpmnoon	timeZone field only, in conjunction ROB/bunkering
ssdrsn	Delay reasons	voyforminstance	Voyage instructions
voytemplates	Voyage types / templates		
otterms	Note types, index terms		
voyformdefn	Voyage form definitions		
rnarea	Areas for ports		
dept	Departments		

If you have the [User Permission](#) or [Group Permission](#) *Administer Replication*, you can:

- [Run IMOS-Veslink Replication](#)
- [View the Replication Log](#)
- [Manage the Veslink Export Queue](#)

Email Notification of Replication Error

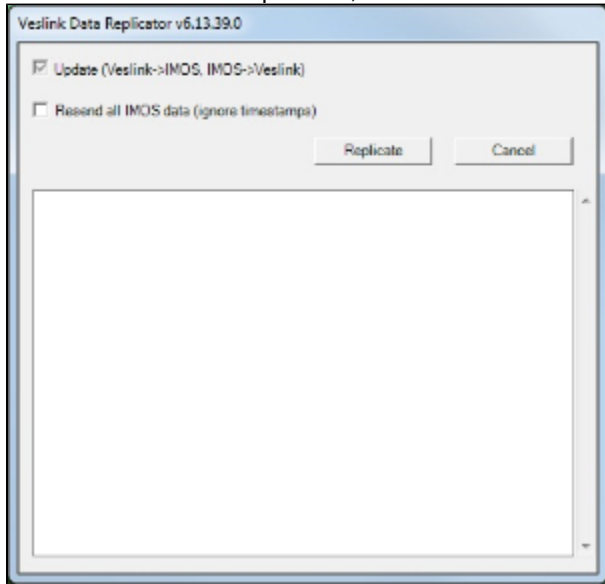
For IMOS - Veslink replication, you can [specify an email address](#) (typically the administrator's) to which a notification will be sent if there is a replication error. This is particularly important if replication is set to run automatically. In imosConfig.xml, specify one email address or string multiple addresses together using commas, for example:

```
CFGVeslinkErrNotification=admin@company.com,otheruser@company.com
```

Running IMOS-Veslink Replication from IMOS

From the IMOS Veslink Module Center, follow these steps to run replication.

1. Under IMOS-Veslink Replication, click **Run IMOS-Veslink Replication**.



2. Select the type of data replication:

- **Update (Veslink->IMOS, IMOS->Veslink)**
- **Resend all IMOS data (ignore timestamps):** Select this check box **the first time only**. After the first time, do not select this check box, because performing a full update will overwrite any changes or updates to data made by Veslink users.

3. Click **Replicate**. Diagnostic output appears and notifies you of any errors.

Configuration for Replication from the IMOS Veslink Module Center

IMOS must be properly configured to use this method:

- A CFGVeslinkBaseURL must be set in imosConfig.xml as follows (replace *localveslink* with your Veslink URL):
`<imosProperty name="CFGVeslinkBaseURL" value="http://localveslink" />`
- The user logged in to IMOS must have a corresponding account in Veslink with the [User Permission](#) or [Group Permission](#) *Administer Replication*. In addition, the Veslink and IMOS [user settings must be coordinated](#), that is, the user's IMOS email address must match the Veslink Username, and the user's IMOS password and Veslink password must match.

Manual Replication

To perform manual replication, log in to IMOS, and then run imosdatarepl.exe from a command prompt:

```
imosdatarepl.exe
(u=username&p=password)&type=(master|voyage|transactions|all)&url=www.veslink.com[&IMOSENV=env][&full=1]
```

For example, to replicate master data from IMOS environment test_v6 to an instance of Veslink at http://localveslink/run the following, using your Veslink username and password:

```
imosdatarepl.exe
"u=username&p=password&type=master&url="
```

Parameters

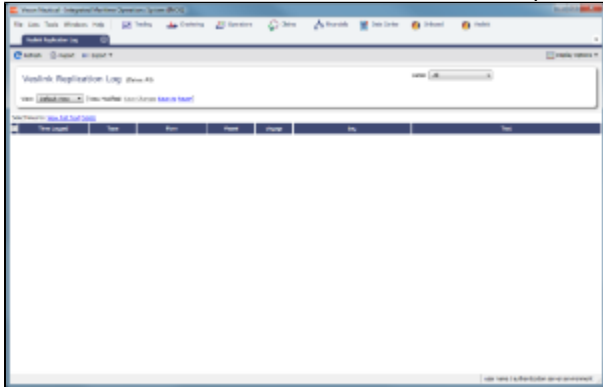
Parameter	Action
type=master	Export master data, such as addresses and vessels.
type=voyage	Export voyage data, such as port calls.
type=transactions	Import transactions from Veslink to IMOS.
type=all	Perform all the above types of replication.
full=1	

Replicate all data of the specified type, ignoring timestamps. If this is not set, data that has not been updated since the last replication may not be sent.

Viewing the Replication Log

To view a log of replication transactions, follow these steps:

1. On the IMOS Veslink tab, under IMOS-Veslink Replication, click **View Replication Log**.



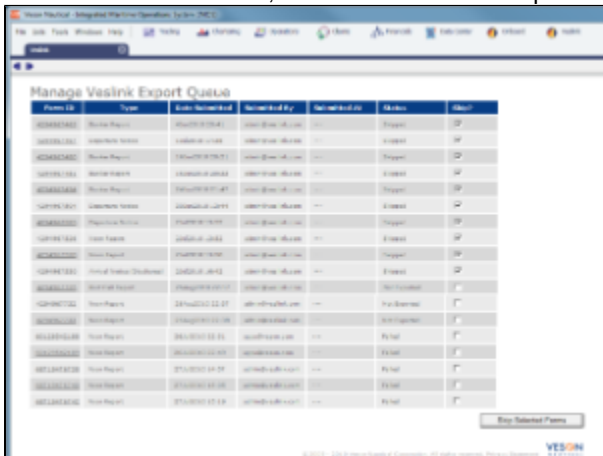
2. Do any of the following:

- To view the full text of a line, select the check box in the first column and click the [View Full Text](#) link at the top of the list.
- To delete a line, select the check box in the first column and click the [Delete](#) link at the top of the list.

Managing the Veslink Export Queue

Data going from Veslink to IMOS can contain errors, if, for example, it conflicts with what is already in IMOS. To manage this data, follow these steps:

1. On the IMOS Veslink tab, under IMOS-Veslink Replication, click **Manage Veslink Export Queue**.



2. Do any of the following:

- To view the full form or report, click its **Form ID**. You can then resolve the issue by, for example, editing the form and resubmitting it.
- To prevent a form or report from being exported, select its check box in the Skip? column and click **Skip Selected Forms** at the bottom of the list. The usual reason for this action is that data from the form is generating errors when replication to IMOS is attempted. However, skipping a form means that the form's data is not imported into IMOS, which may adversely affect data integrity and/or affect how subsequent forms' data is processed. Therefore, we strongly recommended that this step be taken only under the direction of Veson Nautical service personnel.

Veslink - Onboard Replication

About Veslink - Onboard Replication

Replication between the Veslink Office system and the Veslink Onboard system occurs by means of the export and import of transaction files. XML files containing transactions are transported from the Office to each vessel, and from each vessel to the Office. These files are then automatically imported into the local (Office or Onboard) database, thus replicating the entries made at the remote site.

The data involved in Veslink - Onboard replication typically consists of the following:

- The Office sends the vessel all the new or changed data it has received from IMOS, generally consisting of new Voyage information and any changes to Data Center data. It also sends any new and changed folders and files in the Document Manager.
- The vessel sends the Office newly submitted forms.

Veslink provides either [email-based](#) or [directory-based](#) replication. The only difference between the two is how the transaction files are moved between the Office and the vessel.

Configuration Parameters

For Veslink – Onboard replication, you can specify several configuration parameters on the Onboard tab of the [Configure System](#) page.

Replication-Related Permissions

If you have the [User Permission](#) or [Group Permission](#) *Set up site data*, you have access to the Replication Management pages and can set up and manage the sites (Office and vessels) used for replication.

If you have the [User Permission](#) or [Group Permission](#) *Administer Replication*, you can run replication. This permission does not provide access to the Replication Management pages.

Transaction File Naming Convention

Veslink replication transaction file names adhere to the following convention:

[T/F][Vessel Code][TxnSeq].xml

where:

- *[T/F]*= Either **T** or **F**:
 - **T** = Files going to the vessel (from the Office).
 - **F** = Files coming from the vessel (to the Office).
- *[Vessel Code]*= The vessel's Vessel Code.
- *[TxnSeq]*= Transaction sequence number, padded to six digits. Ranges from 000000 to 999999.

For example, the first transaction file sent from the Office to vessel ABCDE would be named TABCDE000000.xml.

Email-Based Replication

Overview

In email-based replication, Veslink at the sending site sends the transaction file to Veslink at the receiving site by attaching the transaction file to an automatically generated email addressed to the receiving site. Veslink at the receiving site automatically accesses the inbox, retrieves the email, detaches the attachment, and imports it into the local database.

Email-based replication requires that an email address be dedicated to the Veslink replication function at the Office site. All vessel sites are configured to send their replication-related emails to this Office email address.

In addition, each vessel must have an email address that is used for replication, that is, that Veslink Office can send its replication-related emails to. We recommend that this be a dedicated email address, separate from the email accounts used by the Master and other ship's officers for normal email traffic, in order to avoid confusion and problems arising from mixed use. However, it is possible for the Master's personal email account to be used for replication purposes. In that case, a filter should be set up so that Veslink only attempts to open and read the emails that are actually intended for it (based on their distinctive subject format). Otherwise, the Master might find that Veslink is marking all his unread emails as having been read, so he might overlook an important email.

Email-based replication can use one or more of several standard email protocols (SMTP, POP3, IMAP, MAPI, etc.) for communication with the local email system to automatically create and read emails.

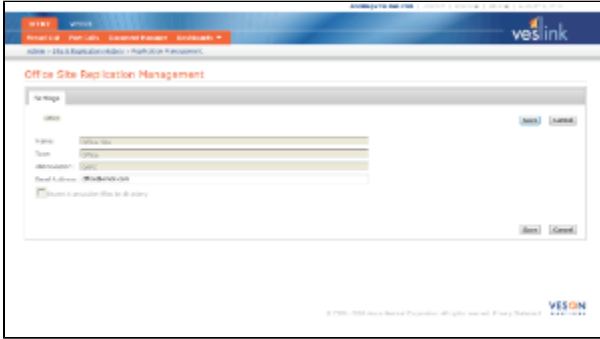
With email-based replication, all transaction files are automatically compressed by Veslink, using an extremely efficient compression tool. Transaction files can also optionally be encrypted.

Email-based replication is the most straightforward and reliable communication method and is recommended unless there is some specific reason for preferring directory-based replication.

Setting Up

Follow these steps to set up email-based replication:

1. Configure the Replication Management page for the Office site to establish the email address that the Office will use. Note that you only have to do this step once, not for each vessel.
 - a. On the IMOS Veslink Module Center, under Veslink-Onboard Replication, click **Office Replication Configuration**.



- b. On the Office Site Replication Management form, enter the **Email Address**.
 - c. Click **Save**. The [Sites & Replication History](#) page appears. You can also access this page from the Veslink Admin menu.
2. At the Office, configure imosMessageConfig.xml to establish the settings for the Mail Server, Mailbox, Scheduled Task, and Message Handler that will be involved in moving the emails. The following is an example; the parameters will need to be adjusted to fit your actual needs. Details of the possible parameters are given in the *IMOS Messaging Manual*, in the "Configuring the Messaging System" section.

- a. Set up a mailServer and mailbox in imosMessageConfig.xml.

```
<mailServers>
  <mailServer name="default" enabled="true" mode="smtp">
    <server>smtp.mail.com</server>
    <port>465</port>
    <userId>ship_email@mail.com</userId>
    <password>password</password>
    <secure>true</secure>
  </mailServer>
</mailServers>
```

```
<mailboxes>
  <mailbox name="default" enabled="true" mode="pop3">
    <server>pop.mail.com</server>
    <port>995</port>
    <userId>ship_email@mail.com</userId>
    <password>password</password>
    <secure>true</secure>
    <pollSeconds>60</pollSeconds>
  </mailbox>
</mailboxes>
```

- b. Make sure there is a scheduled task that will periodically export transactions:

```
<scheduledTask name="TxnExport" enabled="true" occurs="every 12h">
  <actions>
    <action type="exec" command="autoshipshore.exe" redirectOutput="true" nowindow = "true" timeoutSeconds="5000" />
  </actions>
</scheduledTask>
```

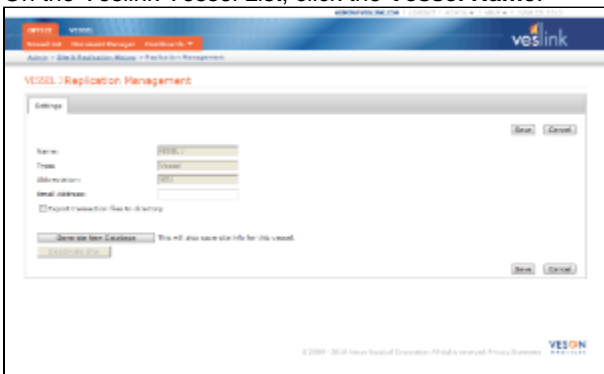
- c. Make sure there is a scheduled task that will periodically check for new transaction files and mail them:

```
<scheduledTask name="SendMail" enabled="true" occurs="every 30s">
  <actions>
    <action type="exec" command="autoshipshore.exe" arguments="emailOnly=true" redirectOutput="true" nowindow = "true" timeoutSeconds="25" />
  </actions>
</scheduledTask>
```

- d. Make sure there is a Message Handler with target *veslinktxn* to handle incoming transaction files:


```
<messageHandler name="veslinkmsg" target="veslinktxn" enabled="true">
  <actions>
    <action type="exec" command="autoshipshore.exe" arguments="locationXml=$(MESSAGE_BODY_FILE)"
      redirectOutput="true" timeoutSeconds="5000" />
  </actions>
</messageHandler>
```

3. Configure the vessel's Replication Management page to establish the email address the vessel system will use.
 - a. On the IMOS Veslink tab, click **Veslink Vessel List**.
 - b. On the Veslink Vessel List, click the **Vessel Name**.



- c. On the vessel Replication Management form, enter the **Email Address**.
 - d. Click **Save**. The [Sites & Replication History](#) page appears.
4. On the same vessel Replication Management form, click **Generate New Database** to activate the site and generate the first transaction file for the vessel. Export Management and Import Management tabs appear on the vessel Replication Management form.
 - On the Export Management tab:
 - To view a Transaction file, click the [View](#) link in the Transaction file column.
 - To export a file again, click the [Re-Send](#) link.
 - On the Import Management tab:
 - To view a Transaction file, click the [View](#) link in the Transaction file column.
 - To view the Error Log, click the [View](#) link in the Error Log column.
5. This completes the setup on the Office side. To perform the necessary setup on the vessel side, follow the procedure described in [Installing and Configuring Veslink Onboard](#).

Directory-Based Replication

Overview

In directory-based replication, specific operating system directories (folders) are established at both the Office and vessels for outgoing and incoming transaction files. Veslink replication takes care of both placing the outgoing transaction files in the applicable directories and importing any incoming transaction files it finds in the applicable folders. Movement of files from the outgoing directory at the vessel to the incoming directory at the Office, and vice versa, is typically accomplished by means of a third-party communications product or service. It is generally the presence of such a third-party ship-shore communications tool that leads a client company to choose directory-based replication. In the absence of such a motivating factor, email-based replication is recommended.

It is important to note that compression and encryption are not supported in connection with directory-based replication. Such features would be the responsibility of the third-party communications tool that transports the files.

At the Office site, a directory must be specified for outgoing files (created by the Office for the vessels). This can be a single folder holding all outgoing files for all vessels. Alternatively, the outgoing files can be placed in separate subdirectories, one for each vessel. Incoming files (from the vessels to the Office) are always collected in a single directory, regardless of which vessel they originate from.

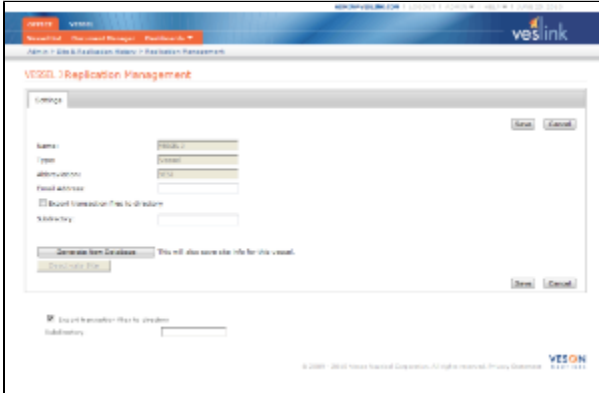
Both email-based and directory-based replication involve the use of the Veson Messaging Service, and some configuration of that tool is required in each case.

It is also possible to implement a hybrid solution, using email-based replication with some vessels and directory-based replication with others.

Setting Up

Follow these steps to set up directory-based replication:

1. Configure the Replication Management page for the Office site to establish the email address that the Office will use. Note that you only have to do this step once, not for each vessel.
 - a. On the IMOS Veslink tab, under Veslink-Onboard Replication, click **Office Replication Configuration**.



- b. On the Office Site Replication Management form, select the **Export transaction files to directory** check box and enter a **Subdirectory** name.
 - c. Click **Save**. The **Sites & Replication History** page appears.
2. At the Office, configure imosMessageConfig.xml to establish the settings for the Export Directory, Import Directory Listener, and Message Handlers.

The following is an example; the parameters will need to be adjusted to fit your actual needs. Details of the possible parameters are given in the *IMOS Messaging Manual*, in the "Configuring the Messaging System" section.

- a. In imosConfig.xml (located in the same directory as imosMessageConfig.xml), specify a directory to hold exported transaction files:

```
<imosProperty name="VeslinkExportDirectory" value="\\comp1\veslink\export" />
```

- b. In imosMessageConfig.xml, add a standard directory listener to watch for imported transaction files:

```
<directoryListeners>
  <directoryListener enabled="true">
    <path>\\comp1\veslink\import\</path>
    <filter>*.xml</filter>
  </directoryListener>
</directoryListeners>
```

- c. In imosMessageConfig.xml, add two Message Handlers to handle files that have been detected by the directory listener: one for FullDatabase transaction files, and the other for incremental TransactionList files:

```
<messageHandler name="dbimportFull" target="FullDatabase" enabled="true">
  <actions>
    <action type="exec" command="autoshipshore.exe" arguments="txnXml=$(MESSAGE_BODY_FILE)"
    redirectOutput="true" timeoutSeconds="5000" />
  </actions>
</messageHandler>
<messageHandler name="dbimport" target="TransactionList" enabled="true">
  <actions>
    <action type="exec" command="autoshipshore.exe" arguments="txnXml=$(MESSAGE_BODY_FILE)"
    redirectOutput="true" timeoutSeconds="5000" />
  </actions>
</messageHandler>
```

3. Configure the vessel's Replication Management page to establish the email address the vessel system will use.
 - a. On the IMOS Veslink tab, click **Veslink Vessel List**.

- b. On the Veslink Vessel List, click the **Vessel Name**.

- c. On the vessel Replication Management form, select the **Export transaction files to directory** check box.
- d. To have the transaction files destined for this vessel placed in a separate subdirectory from files for other vessels, enter a **Subdirectory** name. Otherwise, leave the Subdirectory field empty.
- e. Click **Save**. The [Sites & Replication History](#) page appears.
4. On the same [Vessel Replication Management Form](#), click **Generate New Database** to activate the site and generate the first transaction file for the vessel. Export Management and Import Management tabs appear on the vessel Replication Management form.
- On the Export Management tab:
 - To view a Transaction file, click the [View](#) link in the Transaction file column.
 - To export a file again, click the [Re-Send](#) link.
 - On the Import Management tab:
 - To view a Transaction file, click the [View](#) link in the Transaction file column.
 - To view the Error Log, click the [View](#) link in the Error Log column.
5. This completes the setup on the Office side. To perform the necessary setup on the vessel side, follow the procedure described in [Installing and Configuring Veslink Onboard](#).

Running Veslink - Onboard Replication from Office

Office gives you access to information for the whole fleet.

- [Deactivating a Vessel Site](#)
- [Running Veslink-Onboard Replication](#)
- [Sites and Replication History](#)
- [Replication Status Report](#)

Deactivating a Vessel Site

To deactivate a vessel site for replication, making it inactive, follow these steps.

1. On the [Vessel Replication Management Form](#), click **Deactivate Site**.
2. Click **Save**. The value in the [Sites & Replication History](#) Inactive column changes to Yes.

The Office system does not produce transaction files for export to sites that have been deactivated.

Running Veslink-Onboard Replication

If you have the [User Permission](#) or [Group Permission](#) *Administer Replication*, you can:

- Run Veslink-Onboard Replication
- View the [Replication Status Report](#)

To replicate data between the vessel and the Office:

1. Do one of the following:
 - On the Veslink Admin menu, under Replication, click **Run Veslink Replication**.

- In the IMOS Veslink Module Center, under Replication, click **Run Veslink-Onboard Replication**.



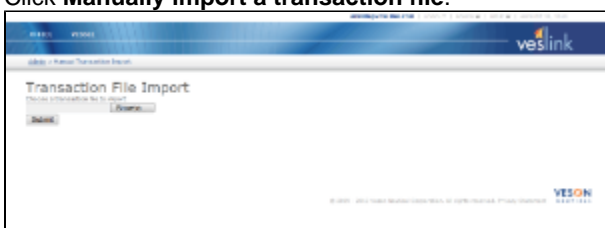
2. The Initiate Replication page displays the number of unexported transactions in the Transaction log. Do one of the following:

For automatic replication:

- Select one of the replication options:
 - Full Update (Import and Export)
 - Import Transaction Files
 - Export Transaction Files
- Click **Start Replication**. A message tells you the status.

For manual import:

- Click **Manually import a transaction file**.



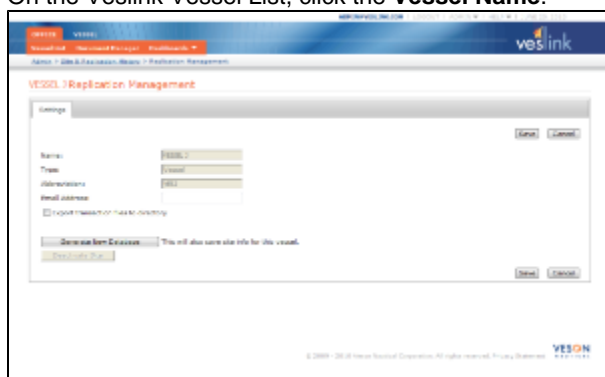
- On the Transaction File Import page, click **Browse**.
- Locate the file and click **Submit**. A message tells you the status.

Information pertaining to vessels is only replicated if the vessel has an ownership of type OV or TC or the vessel has a voyage; vessels other than types OV or TC can be passed to Veslink provided that they have associated voyages. When there is no replication data to send to a vessel, no file is generated.

Sites and Replication History

From the Sites and Replication History page, you can select a Vessel or the Office site to edit its information.

- To access the Sites and Replication History page, follow these steps.
 - From **Veslink**: On the Admin menu, under Replication, click **Sites and Replication History**.
 - From **IMOS**:
 - On the IMOS Veslink tab, click **Veslink Vessel List**.
 - On the Veslink Vessel List, click the **Vessel Name**.



- On the Replication Management form for the vessel, do one of the following:
 - Click **Cancel**.

- Click **Sites and Replication History** in breadcrumbs.



The Sites & Replication History page appears. For each site, it shows:

- **Name:** To open a site's [Replication Management form](#) to edit its properties, click its **Name**.
- **Active?**
 - Yes = Active
 - No = Inctive
 - Not set up
- **Type:** Central or Shipboard
- **Abbreviation**
- **Email**
- **Latest DB:** The last time the database was replicated.
- **Site Version:** The version number of Veslink Onboard installed on the vessel.
 - Green = Office site and matching Onboard sites
 - Red = Mismatch between Office site and Onboard site

Replication Status Report

This report provides an overview of the fleet-wide replication status. It allows the Office-based administrator to see at a glance which vessels have replicated recently. More importantly, it shows which vessels have not replicated recently. Monitoring fleet replication status daily with this report and proactively contacting any vessels that have not been keeping up helps keep system data current and helps to avoid unexpected scrambles that can arise when needed data is suddenly discovered to be missing.

To view the Replication Status Report:

1. Do one of the following:
 - On the Veslink Admin menu, under Replication, click **Replication Status Report**.
 - In the IMOS Veslink Module Center, under Replication, click **Replication Status Report**.

Replication Status												
Site	Last Transaction File Received				Last Transaction File Sent			Last Transaction File Acknowledged				
	Seq	Created	Days Since	Imported	Seq	Created	Sent	Seq	Created	Sent	Days Since	
SPRING	1468	10/5/2015 7:40 AM	0	10/5/2015 7:45 AM	497	10/5/2015 4:41 PM	10/5/2015 4:41 PM	497	10/2/2015 4:41 PM	10/2/2015 4:41 PM		
SUMMER	1287	9/7/2015 6:41 AM	31	9/7/2015 6:48 AM	499	10/5/2015 4:41 PM	10/5/2015 4:41 PM	499	9/7/2015 4:41 PM	9/7/2015 4:41 PM	0	

The report includes:

- Site
- Last Transaction File Received
 - Sequence
 - Created
 - Days Since: The number of days since a transaction file was last received from the vessel. If this value is three days or greater, it appears in red.
 - Imported
- Last Transaction File Sent
 - Sequence
 - Created
 - Sent
- Last Transaction File Acknowledged
 - Sequence
 - Created
 - Sent
 - Days Since: The number of days since a transaction file was last received from the vessel. If this value is three days or greater, it appears in red.

2. To print the report, click **Print** in the upper right.

Running Veslink - Onboard Replication from Onboard

From Onboard, you have access to information for your vessel.

- [Replication Management](#)

Replication Management

To manage replication:

1. On the Admin menu, click **Sites & Replication History**.
2. On the **Sites & Replication History** page, click the **vessel name**. The Replication Management page appears.



- Name
- Type
- Abbreviation
- Email Address
- Send Transaction Files via Email
- Export Transaction Files to Directory

Deactivating an Onboard Veslink System

You can deactivate an Onboard Veslink system, for example, at the end of a vessel's charter period before returning it to its owner. Follow these steps:

In the Office, in IMOS

1. In the Veslink Module Center, click **Veslink Vessel List**.
2. On the Vessel List, click the **Vessel Name**.
3. On the Replication Management page, click **Deactivate Site**. This will disable replication to the vessel system.
4. In the Data Center, open the Vessel form, and select the **Inactive Vessel** check box. This marks the vessel as inactive.

Onboard the Vessel


1. Depending on how you are running Onboard:
 - Running as a service: Run **OnboardConfig.exe** and click **Uninstall**.
 - Running as an application:
 - a. Run **OnboardConfig.exe** and click **Stop Veslink**.
 - b. Stop **Cassini**.
 - c. Shut down **Firebird** in the system tray.
2. Delete the folder in which Veslink Onboard was installed.

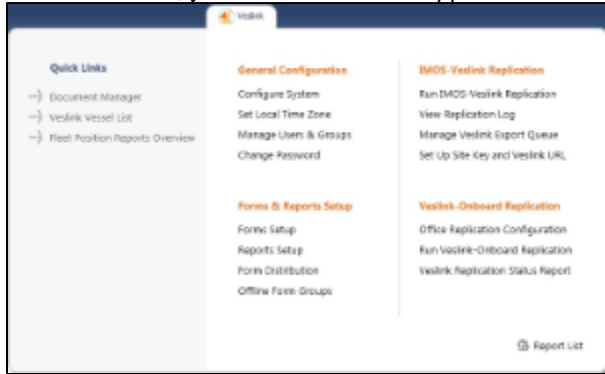
Veslink Applications

You might have access to one or more of the following applications:

- [Offline Forms](#)
- [Onboard](#)
- [Agent Portal](#)
- [Fleet Map](#)
- [Distances](#)

To access a Veslink application, do one of the following:

- Enter **Veslink.com** in a browser and log in with your **User Name** and **Password**. The portal menu appears. Select the portal for the application.
- From IMOS, click  to open the Veslink Module Center. You might be required to log in. Select a link. From the [Veslink Vessel List](#), you can access other applications.



Offline Forms

About Veslink Offline Forms

Designed for short voyages with chartered vessels, the Veslink Offline Forms application uses email to send data forms back and forth between the office and the vessel.

Lightweight HTML forms are populated with required fields and data selection lists from IMOS. When the forms are submitted, using your email onboard the vessel, Veslink integrates the data into IMOS. This allows you to maintain up-to-date information about the status of the vessel and cargo while reducing the effort required to process information sent using Excel or email text.

Alternatively, Offline Forms information can be sent from third parties in XML format.

Technical Details and Requirements

- No software is installed on the vessel.
- Forms are accessed through a browser onboard the vessel. Microsoft Internet Explorer 8 or higher or Mozilla Firefox 3.5 or higher is required.
- Files are small and are submitted by email; an email address is required.

For more information, see the [Veslink Offline Forms Tutorial](#).

Offline Forms Workflow

The Office Does This	Vessel (or Other User): Do This
1. Creates simple forms, with version numbers.	
2. Sends an email to the vessel or user with a file called OfflineForms.zip attached; it includes the group of forms.	
	3. Save OfflineForms.zip to a folder.
	4. Extract the Zip file to your computer and open the Offline Form you want to submit.
	5. To complete a form and send data:
	a. Double-click a form file in the folder to open it.

	b. Fill out the form.
	c. Do one of the following: <ul style="list-style-type: none"> • If the form is complete, click Submit. • If you are using Internet Explorer, you can save a draft and complete the form later. <ol style="list-style-type: none"> 1. Click Save Draft. 2. Select a file location. 3. To open the form again, click Open Form, browse to its location, and open it. 4. When the form is complete, click Submit.
	d. Depending on the file size: <ul style="list-style-type: none"> • If the file is small enough, an email is created and filled out with the form data. Click Send. • If the file is too large or if the email did not automatically appear, you can send it to the office manually: <ol style="list-style-type: none"> 1. Click Complete the Form Submission Manually. 2. Create a new email addressed to the given Veslink email address. 3. Type in the subject, Veslink Offline Form Submission:, followed by the name of the report. 4. Copy the form results, paste them into the email, and click Send.
	6. Continue to use the forms until the office sends a new version.
7. When the office receives a form email, the date and time (and, in some cases, the port) are used to determine the port to which the information applies.	
8. If the office uses an approval process, the form appears in a table where the office user can open it, edit it if necessary, and then either approve or reject it.	
9. Data from the form updates the data in IMOS, the Integrated Maritime Operations System on shore.	

Onboard

About Veslink Onboard

Veslink Onboard enables vessels and their onshore company offices to exchange information.

Vessel

Officers onboard vessels can create and submit reports at sea. The **Voyage Manager** has information for the current voyage, including the Itinerary, Voyage Instructions, and Port Activity and Forms Information, where forms are completed and submitted. Forms are routed by email or secure Internet to onshore company offices and imported automatically into IMOS.

Office

The office can send updates on itineraries, cargoes, and bunkers to the vessel. The office has access to:

- The **Vessel List**, to select from all the vessels in your fleet connected to Onboard and see the Voyage Manager from the vessel's perspective, with all the forms and actions for the voyage
- The **Fleet Map**
- The **Agent Portal** Port Call List, to select from all the ports for any of your voyages for which any agents have been nominated and see the Port Call Forms List from the agent's perspective, with all the forms and actions for the port

- The **Document Manager**, for organizing and distributing document folders and files to vessels
- The Admin menu, for configuring and maintaining Veslink options and functions

Office

From the office, you can access these functions:

- On the **Admin menu**, the Administrator can configure and maintain Veslink options and functions.
- Use the **Vessel List** to select a vessel from all the vessels in your fleet connected to Onboard. Click the **Vessel Name** to open the Vessel tab, where you see the Voyage Manager from the vessel users' perspective and have access to the forms and actions for the voyage. You can also view data for the vessel on Vessel Dashboards. Vessel users only have access to the Vessel tab, and only for their vessel.
- With the **Agent Portal**, you can use the **Port Call List** to select a port from all the ports for any of your voyages for which any agents have been nominated. Click the **Port** name to open the Port Call Forms List, where you see from the agent's perspective and have access to all the forms and actions for the port. Agents only have access to the voyages for which they have been nominated.
- Use the **Document Manager - Office** to assemble and manage company documents. You can organize documents into folders and distribute them for viewing to the full fleet or to selected vessels. Folders are sent from the office to the vessels by replication.
- Use **Office Dashboards** to help you monitor your fleet. On the **Fleet Position Reports Overview**, you can view the data from your custom Daily Position, or Noon, Report form for each selected vessel, for a particular date.
- Use the **Veslink API** to set up an external system to submit forms to Veslink.

Vessel List


The Vessel List includes all the vessels of your fleet. It comes from IMOS, where voyages are scheduled. When you log in to Veslink as an Office user, the Vessel List appears.

1. To open the Vessel List, on the Office tab, click **Vessel List**.

Vessel Name	Type	Call Sign	Ownership	IMOI
VESEL1	VESEL1	VESEL1	Owned/Vessel	VESEL1
VESEL2	VESEL2	VESEL2	Owned/Vessel	VESEL2
VESEL3	VESEL3	VESEL3	Owned/Vessel	VESEL3
VESEL4	VESEL4	VESEL4	Owned/Vessel	VESEL4
VESEL5	VESEL5	VESEL5	Owned/Vessel	VESEL5
VESEL6	VESEL6	VESEL6	Owned/Vessel	VESEL6
VESEL7	VESEL7	VESEL7	Owned/Vessel	VESEL7
VESEL8	VESEL8	VESEL8	Owned/Vessel	VESEL8
VESEL9	VESEL9	VESEL9	Owned/Vessel	VESEL9
VESEL10	VESEL10	VESEL10	Owned/Vessel	VESEL10

2. To open the **Voyage Manager** for the vessel, click the vessel name link in the Name column.

Office Dashboards

As an Office user, you might have access to the following dashboard. If so, a Dashboards menu  appears.

- Fleet Position Reports Overview

Fleet Position Reports Overview

This page displays all the fields from your custom Daily Position, or Noon, Report form. For the Date selected, it includes the values submitted for each selected vessel, in alphabetical order, by Vessel Name.

1. On the Office tab, under Dashboards, click **Fleet Position Reports Overview**.

2. Select either:

- **Fleet** radio button and one Fleet or All
 - **Vessel** radio button and one or more Vessels
3. Enter a **Date**.
 4. Click **Refresh Data**. The report appears, with one column for each Position Report.



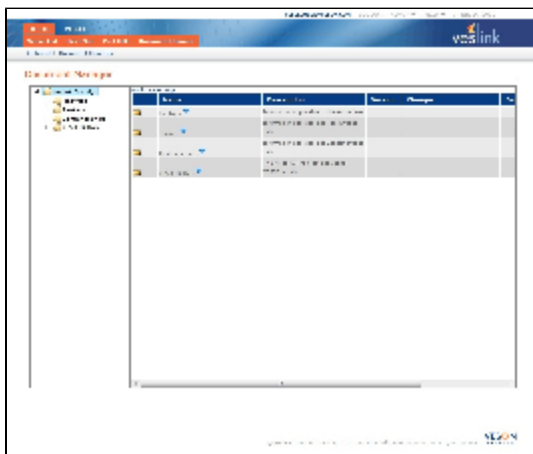
5. To print the dashboard, click **Print**.

Document Manager - Office

Office personnel can use the Document Manager to assemble and manage company documents, such as safety, quality management, and regulatory compliance documentation. The ability to upload both new documents and updates to existing documents ensures that information is kept up to date. Documents can be organized into folders and distributed for viewing to the full fleet or to selected vessels. Folders and files are sent from the office to the vessels by replication.

To add or remove folders and/or files in the Document Manager, your administrator must have given you the permission *Add or remove folders from the Document Manager*, and/or *Add or remove files from the Document Manager*. If you do not have the appropriate permissions, the options do not appear.

On the Office tab, click **Document Manager**.



The left side of the Document Manager contains a Folder Tree. The right side contains a list of folders containing files, with the following columns:

- Name
- Description
- Version
- Changes
- Date Updated


- Updated By

Sorting the Document Manager List

- To sort the Document Manager list by a column, click the column heading. Folders appear in ascending alphabetical order, and an arrow points up.
- To sort again in descending order, click again; the arrow points down.

Working with Folders in the Document Manager

Opening Folders

- To expand a folder in the Document Manager, click ▸ .
- To contract a folder in the Document Manager, click ▴ .
- To display a folder's contents in the Document Manager list, do one of the following:
 - Click the **folder name** in the tree.
 - Click  next to the folder name in the list.

Adding a New Folder

Note: To perform this task, your administrator must have given you the appropriate permission.

To add a new folder to the Document Manager:

1. If you want to add the folder inside another folder, select that **folder**.
2. At the top of the list, click **+ New Folder**.





3. Enter the **New Folder Name** and a **Description**.
4. Select a method of **Replication of Documents to Vessels**:
 - Replicate to all vessels
 - Select vessels: If you select this option, a Vessel Name list appears. Select the check box next to each vessel to which this folder should be replicated.
 - Inherit setup from parent folder (if this folder is added inside another folder)
5. Click **Create**.

Editing a Folder's Properties

Note: This task is only for Office personnel.

To edit a folder's properties in the Document Manager:


1. Click  next to the folder.
2. On the menu, click  **Edit**.
3. Change any folder properties.
4. Click **Save**.

Deleting a Folder

Note: To perform this task, your administrator must have given you the appropriate permission.

To delete a folder from the Document Manager:

1. Click  next to the folder.

2. On the menu, click  **Delete**.
3. A message asks you to confirm the deletion. Click **OK**.

Working with Files in the Document Manager

Adding a New File

Note: To perform this task, your administrator must have given you the appropriate permission.

To add a new file to the Document Manager:

1. Select the **folder** for the file.
2. At the top of the list, click **+ New File**.



3. Browse to the file and select it.
4. Click **Continue**.



5. Enter a **Description** for the file.
6. To add another file, click **Select Another File** and repeat the process.
7. When you have selected all the files:
 - For a new file, click **Upload**. The file appears in the list with its Name and Description.
 - For an update to an existing file, click **Save**. The file appears in the list with its Name and Description, the Version incremented, and values in the Changes, Date Updated, and Updated By columns.



Opening a File

To open a file in the Document Manager:

1. Open the folder for the file.
2. In the list, click one of the following:
 - The **document symbol** in the first column
 - The file **Name**
3. A message asks if you want to open or save the file.
 - To open the file, click **Open**.
 - To save the file, click **Save** and select a location.

Viewing a File's Properties


To view a file's properties in the Document Manager:

1. In the list, hold your mouse pointer over the **file name**. When the blue triangle appears, click  next to the file.
2. On the menu, click  **View**.
3. Click **Go Back**.

Editing a File's Properties

Note: This task is only for Office personnel.


To edit a file's properties in the Document Manager:

1. In the list, hold your mouse pointer over the **file name**. When the blue triangle appears, click ▼ next to the file.
2. On the menu, click  **Edit**.
3. Change any folder properties.
4. Click **Save**.

Deleting a File

Note: To perform this task, your administrator must have given you the appropriate permission.

To delete a file from the Document Manager:

1. In the list, hold your mouse pointer over the **file name**. When the blue triangle appears, click ▼ next to the folder.
2. On the menu, click  **Delete**.
3. A message asks you to confirm the deletion. Click **OK**.

Vessel

On the vessel, you can access:

- [Installing and Configuring Veslink Onboard](#)
- [Starting Veslink Onboard](#)
- [Voyage Manager](#)
- [Document Manager - Vessel](#)
- [Onboard Dashboards](#)

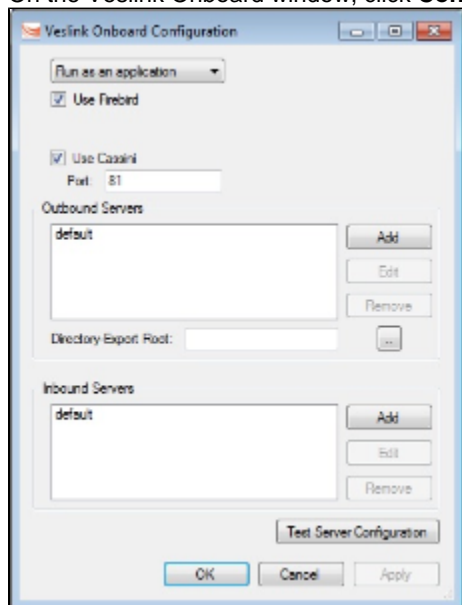
Installing and Configuring Veslink Onboard

To install and configure Veslink Onboard, follow these steps:

1. Veslink OnboardConfig is a compressed (zipped) file; extract the folder.
2. In the root of the OnboardConfig folder, do one of the following:
 - If you are using Windows 7 or Vista, right-click **OnboardConfig.exe** and click **Run as administrator**.
 - If you are using another version of Windows, double-click **OnboardConfig.exe**.



3. On the Veslink Onboard window, click **Configure**.

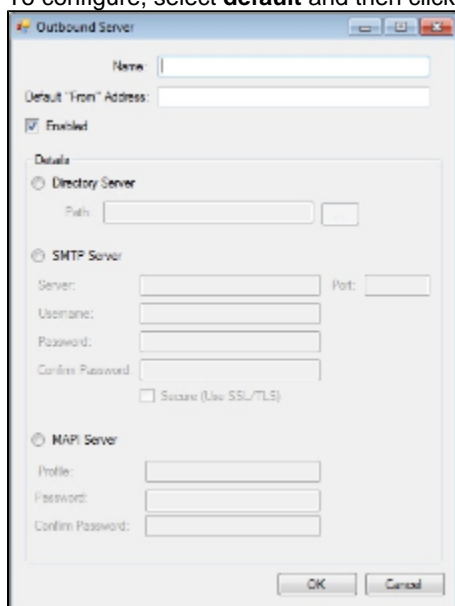


4. On the Veslink Onboard Configuration window, select from these options:

- Run as:
 - **Run as a service:** Installs to the Services Control Panel and keeps running as long as the computer stays on. Based on the settings, it runs automatically, and you do not have to run OnboardConfig to start it again.

Note: You can only use this method if you have Administrator access. If you have the IMOS Authorizing Service and the IMOS Messaging Service, they also appear here. To access the Services Control Panel, use one of these methods:

 - On the Control Panel, click **Administrative Tools**, then double-click **Services**.
 - On the Task Manager, click the **Services** tab; at the bottom of the tab, click the **Services** button.
 - **Run as an application:** Keeps running as long as the person who installs it stays logged on, or until it is turned off.
- **Use Firebird:** If you do not want to use the Firebird database server, but want to manually set up your own database server, clear this check box. You can also edit this option in the imosMessageConfig file.
- **Use Cassini:** If you do not want to use the Cassini web server, but want to manually set up your own web server, clear this check box. You can also edit this option in the imosMessageConfig file.
 - **Port:** Onboard uses 81 by default. 80 is the default port for web sites; if you do not have another web server using 80, you can change this to 80 to save having to type :81 in the URL.
- **Outbound Servers:** For replication messages from the Vessel to the Office
 - a. To configure, select **default** and then click **Edit**.



In the Outbound Server window, you can configure the mail server in the imosMessageConfig file.

b. Select and configure one of the following:

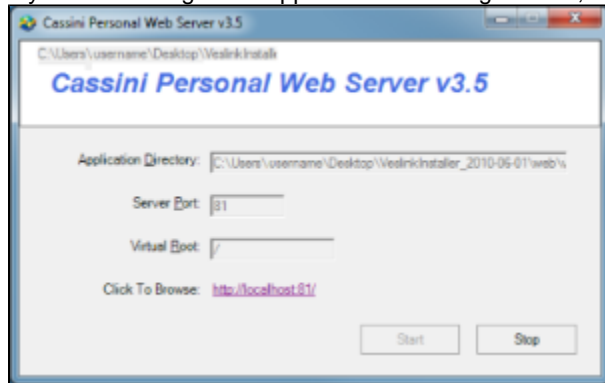
- Directory Server: To export files to a hard drive instead of emailing them
 - SMTP Server
 - MAPI Server
- c. At the top of the window, select the **Enabled** check box.
- d. Click **OK**.
- **Inbound Servers:** For replication messages from the Office to the Vessel
 - a. To configure, select **default** and then click **Edit**.




In the Inbound Server window, you can configure the mail boxes in the imosMessageConfig file.

- b. Select and configure one of the following:
 - Directory Server: To import files from a directory on a hard drive
 - POP3 Server
 - IMAP Server
 - MAPI Server
 - c. At the top of the window, select the **Enabled** check box.
 - d. Click **OK**.
5. On the Veslink Onboard window, click **Run Veslink**.

If you are running as an application and using Cassini, the Cassini Personal Web Server window appears.



If you are using Firebird, you can see the Firebird icon  on the taskbar.

6. To start Veslink Onboard, on the Veslink Onboard window, click **Open Veslink Home**. The Veslink Login page appears.

Installing Onboard for Use with IIS and SQL Server

To set up an Onboard system using IIS and SQL Server, use this procedure.

Note: This is the same as the procedure in [Installing Veslink v1.18](#), omitting step 2. Do not run `_ALL.sql`, `InitialData.sql`, or `CustomData.sql` on the database (that is, leave the database empty).

Otherwise, follow the instructions in [Installing and Configuring Veslink Onboard](#).

Action	Comment
1. On the database server, create a new database, for instance, veslink_db.	Use a case-insensitive collation, such as Latin1_General_CI_AI, for your database.
2. Create the tables and initial data for the new Veslink database by running the scripts provided in the install Zip file: database_ALL.sql database\InitialData.sql database\CustomData.sql	You can also set up a default set of forms at this point, if provided, by running database\forms.sql or similar.
3. On the Web server, create a directory for the Veslink Web application, for example, C:\inetpub\veslink.	
4. Extract the contents of the Veslink folder from the install Zip file to this folder.	
5. Open veslink\web.config and update the connection string to point to your Veslink database.	The connection string is contained in the following XML element: <add name="SqlServer" connectionString="Server= servername ;Trusted_Connection=True;MultipleActiveResultSets=True;Database= databasename " providerName="System.Data.SqlClient"/> Update the servername and databasename components to match your database server name and database name.
6. If you are hosting multiple Veslink sites on the same domain, specify unique cookie names for each site: Open veslink\web.config and update the value of the cookie prefix element.Example: <add key="CookiePrefix" value="UNIQUE"/> Add a name attribute to the forms element.Example: <forms loginUrl="Login.aspx" name="UNIQUENAME" ... />	
7. Configure IIS6 or IIS7 on the Web server to begin hosting Veslink.	The server must be configured with the ability to run ASP.NET scripts. Make sure that the user that the Web application is set to run as has Read/Write access to the Veslink database and Read access to all files in the Veslink directory. The server must be configured to allow anonymous access.
8. Ensure that you can log in to the Veslink homepage, using the default credentials: User Name: <i>as provided</i> Password: changeme	In Veslink, change the admin login from the default. <ul style="list-style-type: none"> • On the Admin menu, click Manage Users and Groups. • In the User Name column, click your admin user name. • Select the Change Password check box. • Enter a new Password and enter it again to Confirm. • Click Save.
9. On the application server, extract the contents of vesmsg from the install Zip file to a folder of your choice. Example: c:\vesmsg	
10. Open vesmsg\config\veslink\imosConfig.xml and update the connection string to point to your Veslink database.	
11. Open vesmsg\config\veslink\imosMessageConfig.xml to configure automated ship-shore replication. For more information, see the Replication section in Administration .	

<p>12. If you will not use MAPI, install vesmsg.exe as a service: From a command line, run installutil vesmsg.exe to install the Veslink Messaging Service.</p> <p>If you plan to use MAPI to send or receive email from Veslink (not recommended), configure vesmsg.exe to run as a Windows startup task.</p>	<p>installutil is included with the .NET Framework and is usually located in a path such as this: c:\windows\Microsoft.NET\Framework\v2.0.50727\</p> <p>If vesmsg is installed as a Windows startup task, open vesmsg\vesmsg.exe.config and change runAsExe to true: <add key="runAsExe" value="true" /></p>
<p>13. You may need to further configure the Messaging Service from the Windows Services Control Panel.</p> <p>The Messaging Service should be set to start automatically, and, if needed, set to run as a user with database privileges. (This should be done if the service is on a different computer than the database, and if Windows Authentication is being used, and not SQL Authentication, in imosConfig.xml).</p> <p>In a high availability environment, we also recommend that you set the Recovery tab to restart the service on failure, and, possibly, to run a program that in some way notifies an administrator. (Alternatively, consider third-party IT software that monitors services).</p>	
<p>14. On the IMOS application server, open ImosConfig.xml and add a new config flag with your root Veslink URL: <imosProperty name="CFGVeslinkBaseURL" value="http://myhost.com/veslink" /></p>	
<p>15. On the IMOS application server, configure the Messaging Service for automatic IMOS-Veslink replication. For more information, see the Replication section in Administration.</p>	

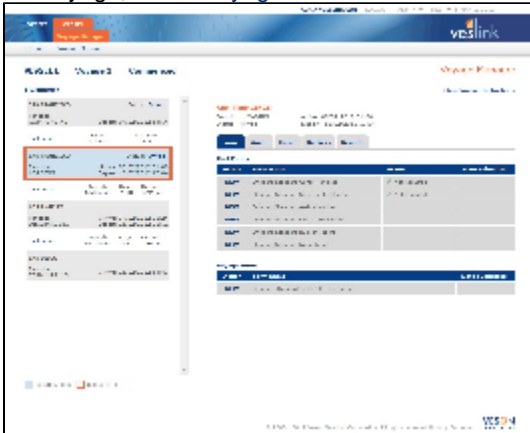
Starting Veslink Onboard

To start Veslink Onboard, follow these steps:

1. Start your web browser. This may be Internet Explorer, Firefox, Chrome, or something else, depending on what your company uses.
2. From your Favorites list, select the option that your system administrator has provided you for accessing Veslink Onboard.
3. Log in with your **User Name** and **Password**. The [Voyage Manager](#) appears.

Voyage Manager

The Voyage Manager opens with the information for the current voyage. The left side displays the [Voyage Manager Itinerary](#); the right side displays either the list of [Port Activity Forms and Information](#), where you complete the forms appropriate to the leg of the voyage, or the [Voyage Instructions](#).



Port Activity Forms and Information

Port Activity Forms and Information, on the right side, consists of tabs with different types of information. This is how the office communicates with the Captain, giving instructions as you go.

- The **Forms** tab displays the forms you need to complete, based on the current leg of the voyage. When you select a leg, you see only its forms. After completing a form, you can submit it to the office and wherever it needs to go.

Forms are customized, so your forms include the specific information that you need to submit. Many fields on the forms are populated by Onboard. Forms appear for two types of legs:

- Port (except those with function P, Passage)
- In Transit
- The **Agent**, **Cargo**, and **Bunkers** tabs display information sent from the office to the vessel.
- The **Reports** tab displays any reports sent for the leg.

Forms Tab







Your administrator defines forms that include the appropriate components, and their distribution. Data comes from IMOS and returns to IMOS, so both systems always have the same data.

The Voyage Manager Forms tab displays all the forms that the vessel needs to complete for the current leg. Forms appear in order of the sequence number defined for each form.

Action	Form Name	Status	Date Submitted
NEW	Cargo Handling Form	✓ Not Required	
NEW	Statement of Facts	✓ Not Required	
	Arrival Notice - View Submitted Forms • 19Jan2012 18:44 (Submitted) X	✓ Submitted	19Jan2012
	Departure Notice + View Submitted Forms	✓ Submitted	24Jan2012
NEW	Bunkering Form	! May be Required	
NEW	Noon Report	! Overdue	

Forms tab columns:

- **Action:** To create a new form, click **NEW**.
- **Form Name**
 - To open the list of submitted and draft forms, click **+ View Submitted Forms**.

- To [open a submitted or draft form](#), click its link.
- To close the list of forms, click  **View Submitted Forms**.
- **x** = The form was skipped, using the [Manage Veslink Export Queue](#) page. Hover your mouse over the **x** to see which user skipped the form and when.
- **Status:**
 -  : The form was submitted.
 -  : The form is not required.
 -  : The form might be required, if applicable. To mark the form as Not Applicable:
 1. Click .
 2. A message asks if you want to mark the form as not applicable to the current port call. Click **Yes**.
 -  : The form is required and has not been submitted, System Lockout functionality is enabled, and the allocated time is past. You cannot do anything else in Onboard until the form is submitted.
- **Date Submitted:** The submission date for the last copy of the form that was submitted for the leg. To open a submitted form, click its link.

Each form has this general format:

- Form Title
- Vessel, Voyage No., Location (leg)
- Buttons: Open for Resubmit, Submit/Resubmit, Save Draft, Print PDF, Print Excel, Cancel, Email Form
- Fields:
 - Orange line at left of field = required field
 - Red line surrounding field = error in field

Working with Forms in the Voyage Manager

Creating a New Form

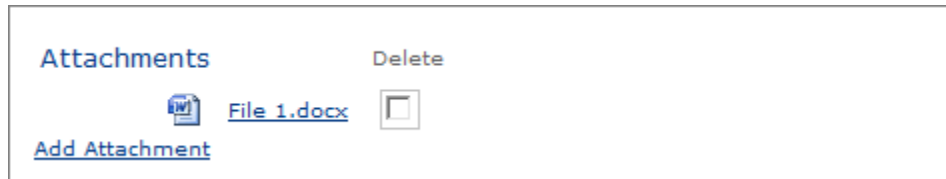
To create a new form:

1. In the **Action** column of the **Forms** tab, click **NEW**.



2. The form appears; Onboard populates certain fields. Enter the other information; Onboard does any calculations.

3. To add attachments, click **Add Attachment**, browse to the file, and click **Update List**. You can add any number of attachments to a form.



- To delete an attachment, select its check box in the Delete column and click **Update List**.
 - If a form requires a signature, instructions appear that tell you how to print the form, sign it, scan it, and upload it.
4. To do any of the following, click the appropriate button.
- **Submit**: Submit and replicate the data on the form.

If Display Email Page upon Form Submission is selected on the [General tab](#) in Configure System, a page appears on which you can modify the recipient list if necessary. Veslink sends an email, attaches a PDF of the form and any attachments to the form, and uses the Messaging Service to send it from the vessel to the office and into IMOS. Your email address is used as the email sender address.

Forms that require multiple data entries, such as the Statement of Facts, can have separate buttons. This option requires Allow Submission of Drafts to be selected in the [definition of the form](#) and the [Submit Draft form permission](#).

- **Submit Draft**: Partially submit and replicate the data.
- **Submit Final**: Submit the final version of a form that requires multiple data entries.
- **Save Draft**: Close the form and save a draft so you can continue working on it later.
- **Print PDF**: Print a PDF in the format that your administrator sets up, which can look very different from the XML form. It opens in a Web browser and has same level of validation.
- **Print Excel**: Save the information in Excel format, which you can then edit.
- **Cancel**: Close the form without saving any changes.

Viewing a Draft

To view a **draft**, in the **Form Name** column of the [Forms tab](#), click **+** **View Submitted Forms** to expand the list of forms and then click the form date.

When you are viewing a draft, you can click **Delete** to delete the draft.

Viewing a Submitted Form

To view a **submitted form**, do one of the following:

- To select a form to view, in the Form Name column of the [Forms tab](#), click **+** **View Submitted Forms** to expand the list of forms. Then click the form date.
- To view the most recently submitted form, in the Date Submitted column of the [Forms tab](#), click the form date.

Resubmitting a Form

When you are viewing a submitted form, you can click **Open for Resubmit** to open the form, and then change it and resubmit it. Certain fields might be protected from being changed when resubmitting.

When you click **Resubmit**, if Display Email Page upon Form Submission is selected on the [General tab](#) in Configure System, a page appears on which you can modify the recipient list if necessary. Veslink sends an email, attaches a PDF of the form and any attachments to the form, and uses the Messaging Service to send it from the vessel to the office and into IMOS. Your email address is used as the email sender address.

Agent Tab

This tab contains dynamic information about any agents for the port. Agents are nominated in IMOS, and their detailed information comes across to the vessel.

PORT ACTIVITY FORMS AND INFORMATION

Forms	Agent	Cargo	Bunkers	Reports	
Agent Name	Type	Phone	Fax	Email	Nominated By
Charterer D	Charterers	123-456-7877	123-456-7878	email@charterer.com	USER NAME

Information includes:

- Agent Name
- Type (Owner's, Charterer's, Protective)
- Phone
- Fax
- Email
- Nominated By

Cargo Tab

This tab displays information about any cargoes for the voyage.

PORT ACTIVITY FORMS AND INFORMATION					
Forms	Agent	Cargo	Bunkers	Reports	
Cargo Name	Cargo No.	CP Qty	UOM	Charterer	Option
LNG	1	100000	M3		MOLOO

Information includes:

- Cargo Name
- Cargo No.
- CP Qty
- Unit of Measure
- Charterer Option: A combination of the Option Percentage and Option Type, for example, 10% MOLOO

Bunkers Tab

This tab displays any bunkering instructions from the office.

PORT ACTIVITY FORMS AND INFORMATION				
Forms	Agent	Cargo	Bunkers	Reports

No bunkering instructions for this port leg.

Fields:

- Bunker Supplier Name
 - Phone
 - Fax
 - Email
- Quantities to be lifted for each type of bunker (up to 5)
- Additional instructions

Reports Tab

This tab displays any reports sent for the leg. The reports get data from other forms and do not require you to enter any information, so they are sent automatically. Reports appear in order of the sequence number defined for each report. To view a report, click a **Format: PDF** or **Excel**.

PORT ACTIVITY FORMS AND INFORMATION

Forms	Agent	Cargo	Bunkers	Reports
-------	-------	-------	---------	----------------

Report Name	Format	Report Description
Port Bunker Log	PDF Excel	This report documents bunkering done in a particular port call.

Voyage Instructions

Voyage Instructions are a one-page version of instructions to the vessel. If the vessel receives new Voyage Instructions, a message directs you to click the Voyage Instructions button and look at the new instructions. They appear on the right side.

- To open the Voyage Instructions, at the top of the Itinerary, click [Voyage Instructions](#).
- To close the Voyage instructions, click [Voyage Instructions](#) or click **Close** on the right.



Voyage Instructions include:

- Voyage Data:** Vessel Name, Voyage Type, Voyage Number, Start Date/Time, End Date/Time, Consecutive Voyage check box, Voyage Template (from IMOS Voyage Manager)
- C/P Warranty information:** Fuel Oil Equivalent Factor, Daily Boil-Off % - Laden, Daily Boil-Off % - Ballast, Filling Limit
- Voyage Cargoes information:** Cargo No., Cargo, CP Quantity, Unit of Measure, Min, Max, Option %, Option, Buyer, Shipper, Receiver
- Voyage Instruction History:** Revision Number, Date, User, PDF of revisions from IMOS
- Notes** sent from the office to the vessel

Voyage Manager Itinerary

In the Voyage Manager, the Itinerary, which comes from IMOS, is on the left side. The Itinerary includes:

- Vessel Name, Voyage Number, and Status. Next to the Voyage Number:
 - Click to open the next voyage. You can look ahead to see where the vessel is going next. The IMOS Operator can upload as many future voyages as the Captain likes to see.
 - Click to open the previous voyage.
- Voyage legs:
 - For each **Port** leg: Port name, Status, Function, ETA, and ETD
 - For each **In Transit** leg: Speed, Days, and Distance

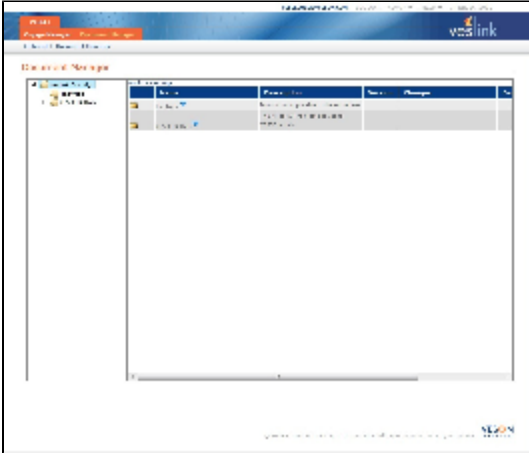
- Color coding:



Document Manager - Vessel

Office personnel can use the Document Manager to assemble and manage company documents, such as safety, quality management, and regulatory compliance documentation. Documents can be organized into folders and distributed to your vessel for viewing.

On the Vessel tab, click **Document Manager**.




The left side of the Document Manager contains a Folder Tree; the right side contains a list of folders, with the following columns:

- Name
- Description
- Version
- Changes
- Date Updated
- Updated By

Sorting the Document Manager List

- To sort the Document Manager list by a column, click the column heading. Folders appear in ascending alphabetical order, and an arrow points up.
- To sort again in descending order, click again; the arrow points down.

Working with Folders

- To expand a folder in the Document Manager, click ▸ .
- To contract a folder in the Document Manager, click ▴ .
- To display a folder's contents in the Document Manager list, do one of the following:
 - Click the **folder name** in the tree.
 - Click  next to the folder name in the list.



Opening a File

To open a file in the Document Manager:


1. Open the folder for the file.
2. In the list, click one of the following:
 - The **document symbol** in the first column
 - The file **Name**
3. A message asks if you want to open or save the file.
 - To open the file, click **Open**.
 - To save the file, click **Save** and select a location.

Viewing a File's Properties

To view a file's properties in the Document Manager:

1. In the list, hold your mouse pointer over the **file name**. When the blue triangle appears, click  next to the file.
2. On the menu, click  **View**.
3. Click **Go Back**.

Onboard Dashboards

From a vessel, you might have access to the following dashboards. If so, a Dashboards menu  appears.

- Voyage Schedule
- Vessel Onboard Schedule
- Daily Position Reports Overview

Voyage Schedule

This page displays the voyage schedule of the vessel, in a monthly calendar view, with the voyage status color coded.

1. On the Vessel tab, under Dashboards, click **Voyage Schedule**.



2. Enter a **Start Date** and an **End Date**.
3. Click **Refresh Data**. The report appears; the voyage status is color coded:
 - **Scheduled**: The Completed check box has been selected in the IMOS Voyage Manager.
 - **Commenced**: The Commenced check box has been selected in the IMOS Voyage Manager, and the Completed check box is cleared.
 - **Completed**: The Completed check box has been selected in the IMOS Voyage Manager.
 - **Instructions Acknowledged**: A Voyage Instructions Acknowledgment form has been submitted, and the Commenced check box has not been selected in the IMOS Voyage Manager.
 - **Commencing Immediately**: A new voyage needs to be set up; the current voyage is the last or latest for the vessel, and the end date is less than or equal to today's date plus five days.



4. To print the dashboard, click **Print**.

Vessel Onboard Schedule

On this page, you can compare summary information for past and/or current voyages of the vessel side by side.

1. On the Vessel tab, under Dashboards, click **Vessel Onboard Schedule**.



2. Enter a **Start Date** and an **End Date**.
3. Click **Refresh Data**. The report appears; it includes one column per voyage.

4. To print the dashboard, click **Print**.

Daily Position Reports Overview

This page displays all the fields from your custom Daily Position, or Noon, Report form. For the date range selected, it includes the values submitted. If no form has been submitted, the cell is empty.

1. On the Vessel tab, under Dashboards, click **Daily Position Reports Overview**.



2. Enter a **Start Date** and an **End Date**. The End Date defaults to today's date; the Start Date defaults to a date that will show the amount of data that will fit without your having to scroll, but you can enter a bigger range.

3. Click **Refresh Data**. The report appears, with one column for each Position Report.



4. To print the dashboard, click **Print**.

Agent Portal

About the Agent Portal

The Veslink Agent Portal enables vessels and agents to exchange information. It replaces emails and helps to avoid transcription errors and eliminate data entry, improving speed and efficiency.

- Agents are alerted to vessel nominations and port assignments. Configurable report templates are sent from IMOS to the agent to collect and update voyage data, or to provide voyage-related updates.
- Key voyage data is collected, validated, and updated at the time of entry; port activities are sorted by date and time.

Sequence of Events for an Agent

1. In IMOS, you are nominated as an agent for a port call.
2. You log in to the Veslink Master Directory, which validates your credentials and locates your account. It then looks for all Operators who have established an Agency relationship with you in the Master Directory.
3. If you are linked to more than one Operator, you can select the appropriate one from a list.
4. The **Port Call List** opens. It includes all ports where you have been nominated as an agent.

Permitting Agent Access to Your Database

To permit an agent to have access to your Veslink Client Database, follow these steps:

1. Confirm that Veson Nautical personnel have:
 - Created an Operator account for your organization; this is done when your system is deployed.
 - Created an Agent account for the agent. If this agent is new to Veslink, it may be necessary to create a new account.
 - Linked the Agent account to the Operator account in the Veslink Master Directory.
 - Provided you with the **Veslink ID** from the Agent account.
2. In IMOS, follow these steps:
 - a. In the Data Center Module Center, click **Address - List** to open the Address Book.
 - b. Find the **agent** in the Address Book.

You can click the **Address Type** column to sort; agents appear at the top.

- c. Click the agent's **Full Name** link to open the Contact form.
- d. Under Customer Information, enter the **Veslink ID** in the Veslink ID field.

e. To save the information, click ; to close the form, click .

This information is replicated to your Veslink Client Database at the next replication.

Port Call List

When you log in to the Agent Portal as an agent, the Port Call List appears. It includes all the ports for which you have been nominated as an agent.

To see the information for a port, click its **Port name link** in the Port column. The Port Call Forms List appears. From this list, you can do the following tasks:

- Manage Reports
- Add a New Berth
- Create a Form
- Change to a Different Berth
- Move Cargoes to a Different Berth

The Port Call Forms List displays all the forms you need to complete for the port. After completing a form, you can submit it to the office and wherever it needs to go. Forms are customized, so your forms include the specific information that you need to submit.









Port Call Forms List columns:

- **First column:**
 - To expand a row, click . Cargo forms related to the berth forms appear.
 - To contract a row, click .
- **Action:** You can do any of the following:
 - Create a new form.
 - Change to a different berth.
 - Move cargoes to a different berth.
- **Form Name**
 - To open the list of submitted and draft forms, click **View Submitted Forms**.

- To open a submitted or draft form, click its link.
- To close the list of forms, click **View Submitted Forms**.

- **Status:**
 - ✓ : The form was submitted.
 - ✓ : The form is not required.
- **Date Submitted:** The submission date for the last copy of the form that was submitted.

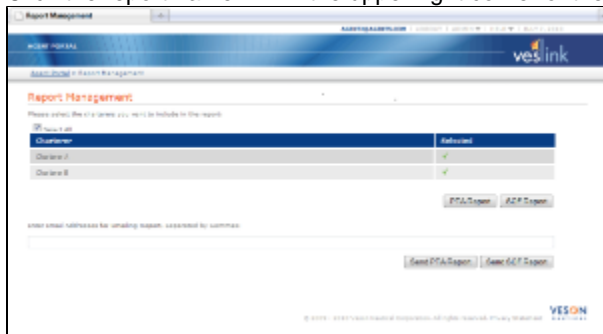
Each form has this general format:

- Form Title
- Vessel, Voyage No., Location (leg)
- Buttons:        
- Fields:
 - Orange line at left of field = required field
 - Red line surrounding field = error in field

Managing Reports

To send a report to selected charterers, follow these steps.

1. Click the report name link in the upper right corner of the Port Call Forms List.



The Report Management page appears.

2. Select the charterers you want to include in the report.
 - To select all the charterers in the list, select the check box.
 - To select an individual charterer, click the row for the charterer. A check mark appears in the Selected column for each selected charterer.
3. To preview the report, click the report name button.
4. To send a report:
 - a. Enter email addresses for recipients, separated by commas.
 - b. Click the Send button for the report.

Adding a New Berth

To add a new berth to the port call, follow these steps.

1. Click the **Add New Berth** link below the Port Call Forms List.



The New Berth page appears.

2. Complete the following fields:
 - Berth
 - Berth Sequence
 - Arrival Date and Time
 - Departure Date and Time
 - Extra Load Days
 - Depart Delay

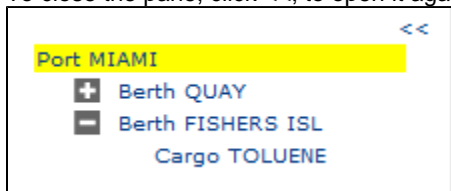
- Draft
 - Salinity
 - Draft Basis
3. Click **Create**.

Creating a Form

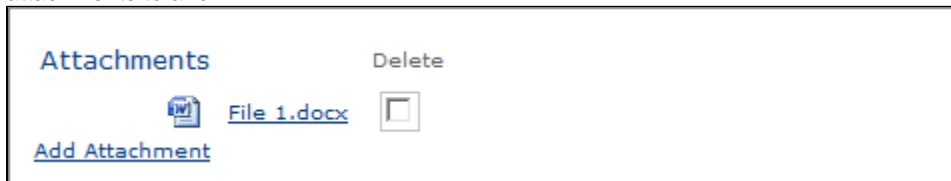
Form Structure

Forms for ports can include forms for berths, and forms for berths can include forms for cargoes. When you open a form, the form structure appears in a pane to the left of the form pane. The selected level is highlighted.

- To close the pane, click <<; to open it again, click >>.



- To open the form for a port, click the **port name**.
 - To expand a berth to display its cargo, click **+**; to contract it, click **-**.
 - To open the form for a berth, click the **berth name**.
 - To open the form for a cargo, click the **cargo name**.
1. To create a new form on the Port Call Forms List, click the **form name**.
 2. If a draft already exists, a message asks if you want to work on the draft or start a new form. Do one of the following:
 - Select the draft you want to work on.
 - Click **Create New Form**.
 3. The form appears; Veslink populates certain fields. Enter the other information; Veslink does any calculations.
 4. To add attachments, click **Add Attachment**, browse to find the file, and click **Update List**. You can add any number of attachments to a form.

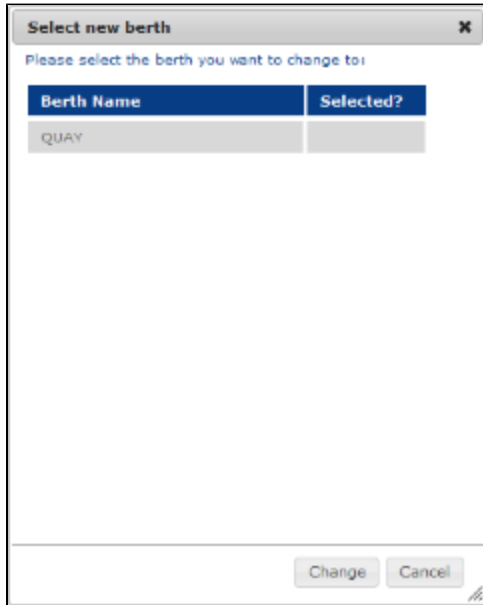


- To delete an attachment, select its check box in the Delete column and click **Update List**.
 - If a form requires a signature, instructions appear that tell you how to print the form, sign it, scan it, and upload it.
5. To do any of the following, click the appropriate button.
 - **Open for Resubmit:** Open a submitted form so you can change it and resubmit it. Some forms can be submitted again; they are labeled *Submitted/Can Resubmit* in the Form Name column of the Port Call Forms List. Certain fields might be protected from being changed when resubmitting.
 - **Save Draft:** Close the form and save a draft so you can continue working on it later.
 - **Print PDF:** Print a PDF in the format that your administrator sets up, which can be totally different from the XML form.
 - **Print Excel:** Save the information in Excel format, which you can then edit.
 - **Cancel:** Close the form without saving any changes.
 - **Email Form:** Enter an email address and email the form to someone not in the distribution list.
 6. **Submit or Resubmit:** If necessary, modify the recipient list; Veslink then attaches a PDF of the form to an email and uses the Messaging Service to send it from the vessel to the office and on into IMOS. Your email address is used as the email sender address.

Changing to a Different Berth

To change to a different berth, follow these steps:

1. Click **CHANGE**.



The screenshot shows a dialog box titled "Select new berth" with a close button (X) in the top right corner. Below the title bar, there is a prompt: "Please select the berth you want to change to:". Below the prompt is a table with two columns: "Berth Name" and "Selected?". The table contains one row with the value "QUAY" in the "Berth Name" column and an empty checkbox in the "Selected?" column. At the bottom of the dialog box, there are two buttons: "Change" and "Cancel".

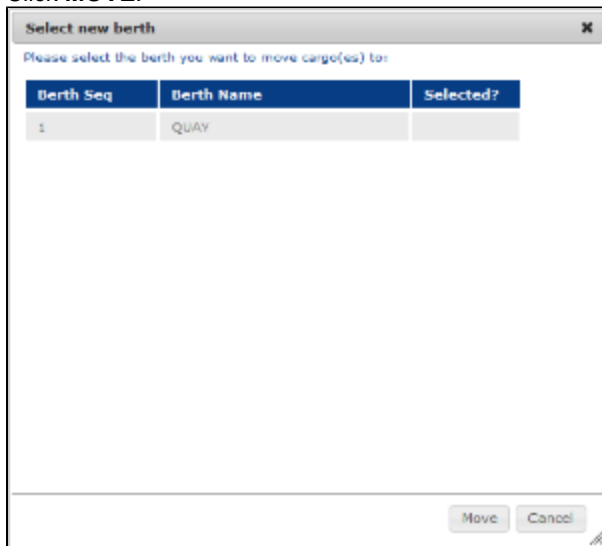
Berth Name	Selected?
QUAY	<input type="checkbox"/>

2. Click the row for the new berth. A check mark appears in the Selected column.
3. Click **Change**.

Moving Cargoes to a Different Berth

To move cargoes to a different berth, follow these steps:

1. In the first column, click **+**.
2. Click **MOVE**.



The screenshot shows a dialog box titled "Select new berth" with a close button (X) in the top right corner. Below the title bar, there is a prompt: "Please select the berth you want to move cargo(es) to:". Below the prompt is a table with three columns: "Berth Seq", "Berth Name", and "Selected?". The table contains one row with the value "1" in the "Berth Seq" column, "QUAY" in the "Berth Name" column, and a checked checkbox in the "Selected?" column. At the bottom of the dialog box, there are two buttons: "Move" and "Cancel".

Berth Seq	Berth Name	Selected?
1	QUAY	<input checked="" type="checkbox"/>

3. Click the row for the new berth. A check mark appears in the Selected column.
4. Click **Move**.

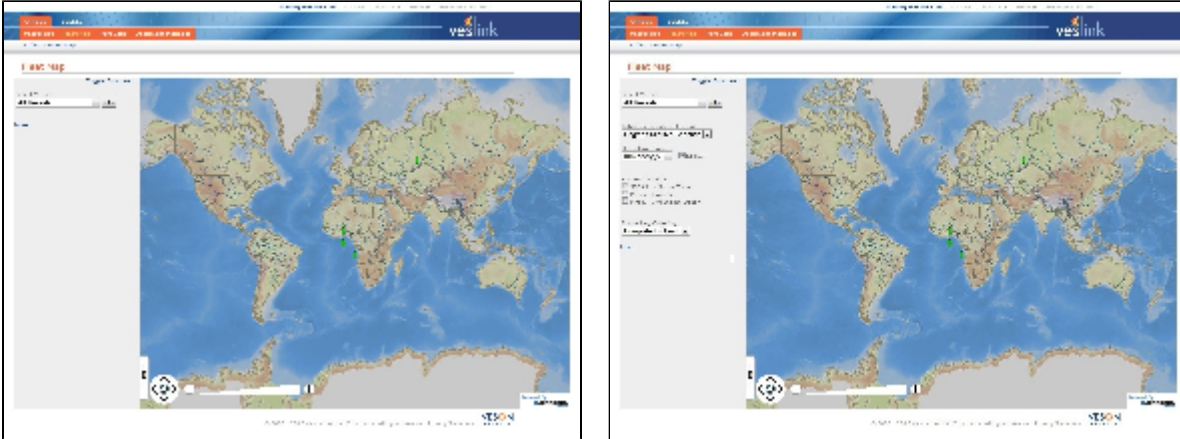
Fleet Map

Fleet Map Tutorial

You can view this information in the [Fleet Map](#) tutorial. You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome tab** (from the IMOS7 menu).

About the Fleet Map

The Fleet Map gives you several quick views of the vessels in your fleet. You can view all the vessels at once or view an individual vessel and route. To access the Fleet Map, click **Fleet Map** on the Office tab.



- To toggle between a full-screen view of the map and a view showing the Office tab, click **Toggle Fullscreen**.
- To toggle between hiding and showing the options panel on the left, click the **Options** tab, at the lower left on the map.
- To be able to select from additional options on the panel, click **More...**; to hide the additional options, click **Less...**

Options

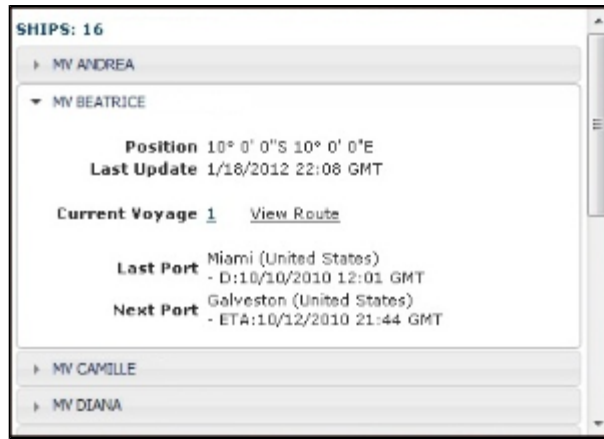
For viewing either multiple vessels or an individual vessel, select the following options:

- **Latitude/Longitude Format:**
 - Decimal Degrees
 - Degrees Decimal-Minutes
 - Degrees Minutes Seconds
 - Integer Degree Minutes
- **Date/Time Format:**
 - mm/dd/yyyy
 - dd/mm/yyyy
 - ddMMyyyy
- **24 Hour:** To have time displayed in 24-hour format, select this check box.
- **SECA:** To have a Sulfur Emission Control Area highlighted on the map, select its check box.
 - Hawaii 200 nautical miles
 - North Sea
 - Puerto Rico 200 nautical miles
 - USA 200 nautical miles
 - USA 24 nautical miles
- **Piracy:** To highlight a piracy zone on the map, select its check box. Any subsequent routes will avoid the selected piracy zones.
 - Guinea
 - JWC Indian Ocean
 - Somalia
- **Route Leg Ordering:**
 - **Completed in Front:** Blue lines represent completed voyages.
 - **Future in Front:** Orange lines represent future voyages.

Viewing Multiple Vessels

To view all vessels:

In the Select Vessel field, click **All Vessels**, and then click **Go**. All vessels appear on the map, and a list of all vessels appears in a movable, expandable window.



Viewing an Individual Vessel and Voyage

To view an individual vessel, do one of the following:

- In the Select Vessel field, click the **vessel name**, and then click **Go**.
- In the list of vessels (after selecting All Vessels), click the **vessel name**.
- Click the **vessel** on the map.

The vessel icon turns red, and information for the vessel appears in the window:

- Position
- Last Update
- Last Voyage
 - To open the Voyage Manager, click the Voyage number link.
 - To see the voyage route on the map, click View Route.
- Current Voyage
 - To open the Voyage Manager, click the Voyage number link.
 - To see the voyage route on the map, click View Route.
- Next Voyage
 - To open the Voyage Manager, click the Voyage number link.
 - To see the voyage route on the map, click View Route.
- Last Port
- Next Port

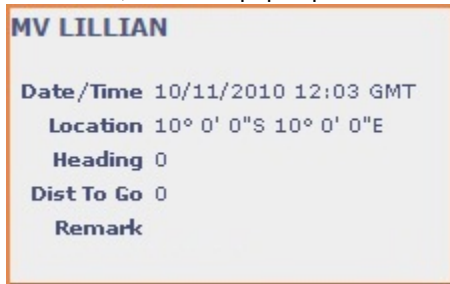
Viewing a Route

When you click View Route on the information window, the route appears on the map, with blue lines representing completed voyages and orange lines representing future voyages, with the selected Route Leg Ordering.



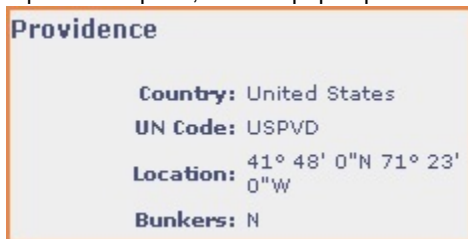
When you hover your mouse over:

- The vessel, a window pops up.



It lists:

- Date/Time, in the format selected
 - Location
 - Heading
 - Distance to Go
 - Remark: Taken from the Remarks field on the report
- A port or via point, window pops up.







It lists:

- Country
- UN Code
- Location, in the Latitude/Longitude Format selected
- Bunkers: Whether this is a Bunkering Port, from the Port form in IMOS

Zooming and Panning


Zooming

To zoom in or out on the map, use one of these methods:


- Rotate your mouse wheel up to zoom in or down to zoom out.
- Use the zoom bar and buttons: 
 - Click  to zoom in or  to zoom out.
 - Click in the bar  to zoom to a different level.
- Use gesture-based zooming on an iPad.

Panning

To pan, use one of these methods:

- Click the map and drag.
- Use the pan tool: 
 - To move left, right, up, or down, click one of the arrows.
 - To center the view on the active voyage, click the center button. The view is reset to center and zoom to the active voyage.

Distances

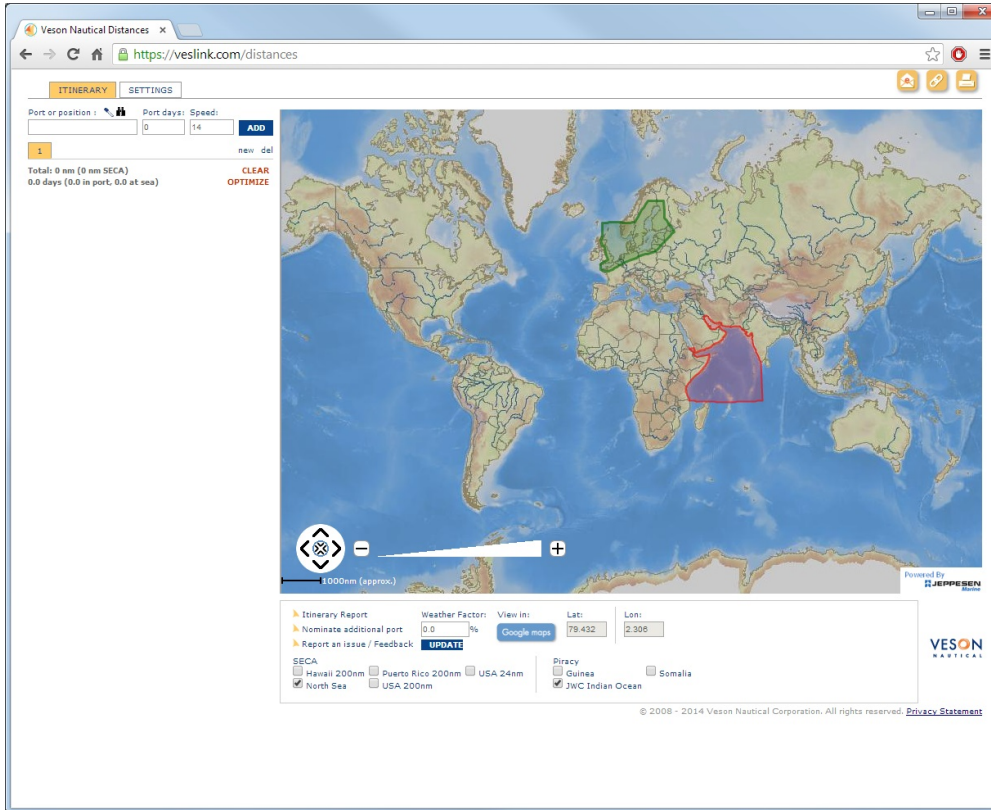
 This is a **Key Topic**, with high value for all users.

You can use Veslink Distances to enter ports, arrange routes, and calculate time and distances for voyages.

You can view this information in the [Veslink Distances tutorial](#). You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

About Veslink Distances

Working with an itinerary and a map, you can quickly refine your voyage, determining the optimal route.



Distances opens with the itinerary on the left and a map on the right. If you opened it from a Voyage Estimate, that voyage appears.

To work with Distances:

1. Do one of the following:
 - Click the shortcut or enter the URL in your browser.
 - From IMOS:
 - In the Data Center Quick Links list, click **Distances**.
 - On the Tools submenu from the IMOS menu, click **Veslink Distances**.
 - In a Voyage Estimate, in Details view, click **Map Itinerary** on the menu.
2. Use the Settings tab to set defaults for Distances.
3. Select SECA and Piracy zones to show as overlays on the map.
4. Create a voyage itinerary by entering ports and making adjustments.

In the Itinerary

After entering the **Port or position**, the number of **Port days**, and the **Speed** at the top of the itinerary, add the port by clicking the **ADD** button.

Below these fields you see the total nautical miles (including SECA miles), total days (including days in port and at sea), and Commence and Terminate dates in the current itinerary, as well as a **CLEAR** button, to clear the current itinerary, and an **OPTIMIZE** button, to rearrange the itinerary in the most efficient way.

You can create more than one itinerary and compare them.

- To create another itinerary, click **new**. A new tab opens, showing the first itinerary for comparison. You can add another itinerary to the tab.
- To delete the current tab, click **delete**.

In the itinerary, you can see the Commence or Arrive date and time, number of port days, and Sail or Terminate date and time.

To view additional information, click the **i** button. In the information box, you see the Country, Latitude and Longitude, and UN Code. You can also view the port in Fairplay or in Google Maps by clicking links. In Google Maps, you can zoom, pan, and switch views.

In the Itinerary and on the Map





Dot colors in the itinerary and on the map indicate the part of the voyage:

- Green = Beginning point
- Yellow= Intermediate point
- Red = End point

On the map, green lines enclose low-sulfur zones.

On the Map

To zoom in or out, use one of these methods:

- Rotate your mouse wheel up to zoom in or down to zoom out.
- Double-click your left mouse button to zoom in or your right mouse button to zoom out.
- Use the zoom bar and buttons: 
- Click  to zoom in or  to zoom out.
- Click in the bar  to zoom to a different level.

To pan, use one of these methods:

- Click the map and drag.
- Use the pan tool: 
- To move left, right, up, or down, click one of the arrows.
- To center the route in the display area, click the center of the tool.

Setting Up Distances

Click the **Settings** tab to select your default settings.

1. Enter or change any **Itinerary defaults**.
2. Enter or change any **Bunkers/costs defaults**.
3. Select any cleared **Via Passages** that you want to use, and clear any that you do not want to use.
4. Click **Save** to save your changes. The **Itinerary** tab opens.


On the **Itinerary** tab, below the map:

- Select **SECA** zones to show as overlays on the map.
- Select **Piracy** zones to show as overlays on the map. Any subsequent routes are computed and drawn to avoid the selected zones.
 - To stop avoiding a Piracy zone in future route calculations, clear its check box.


Creating a Voyage Itinerary in Distances

Entering Ports

You can add ports or positions in four different ways:

- **Typing:**
 1. Start typing the name in the **Port or position** field. If a list appears, select the port.
 2. Change **Port days** (or edit them later) and **Speed** values.
 3. Click **ADD**. The port appears in the itinerary (with Commence date and time, Port Days, and Terminate date and time) and on the map.
- **Searching:**
 1. To search for a port name, click .
 2. Select to **Search by** Name, Country, or Latitude and Longitude.
 3. Start typing the Search term. If a list appears, select from it.
 4. Click **Search**.
 5. Scroll to the port and select it.
 6. Close the Search window. The name appears in the Port or position field.
 7. Click **ADD**. The port appears in the itinerary, and the route appears on the map.
- **Selecting from a menu:**
 1. Find the location on the map.
 2. Right-click to open the context menu.
 3. Click **Copy** position, port, or Via Passage **to input**. The name appears in the Port or position field.
 4. Click **ADD**. The port appears in the itinerary, and the route appears on the map.
- **Selecting from the map:**

Note: When you zoom in far enough, the port names appear on the map.

 1. To select a port or a position from the map, click .
 2. Click the location on the map. The name appears in the Port or position field.
 3. Click **ADD**. The port appears in the itinerary, and the route appears on the map.

Adjusting the Itinerary

When you have entered all the ports, you can use several methods to adjust the itinerary.

- To change the port sequence, drag a port by its dot.
- To have Distances find the optimal itinerary, click **OPTIMIZE**. Notice the changes in total distance, days, and dates, and in the route and the dot colors.
- To change any of the following, click the **edit** link for the port:
 - For the beginning point, the **Commence** date and time
 - The number of **Port Days**
 - The **Speed** to the next port
 - For the end point, the **Terminate** date and time **Note:** If you change the Terminate date and time, Distances resets the Commence date and time so the voyage terminates at the date and time you set.
- To delete a port or position, click **delete**.
- To change the **Via** passage between ports, click the arrow and select a different Via passage. The new route appears on the map.

Additional Distances Tools

These additional tools are located below the map:

- **Itinerary Report** link: You can create an Itinerary Report by clicking this link. You can print or save the report.
- **Nominate additional port** link: If you need another port, click here to request it. Enter your email address for follow-up contact by Veson staff.
- **Report an issue/Feedback** link: To report issues or give feedback, click this link.
- **Weather Factor** field: To adjust times for weather, enter a Weather Factor and click **UPDATE**. Note the change in times.
- **Google Maps** button: To view the whole route in Google Maps, click this button.
- **Lat** and **Lon** fields: When your mouse pointer is over the map, you see the latitude and longitude of its location here.
- **SECA** and **Piracy** zones: To view these overlays on the map, select their check boxes.

These additional buttons are located above the map:

- **Email:** Send the map in an email.
- **Link:** Get a permanent link to this page, so you can save it and use it again.
- **Print:** Print the map.

Form Export

The Veslink Form Export utility allows customers to export form data in .XML format from Veslink. This form data originates from Veslink Offline Forms or Veslink Onboard.

The following sections explain how to use Veslink Form Export and provide examples to help you understand how it works.

- [Veslink Form Export Web Service](#)
- [Data Format](#)
- [Appendix A - Understanding VFML](#)
- [Appendix B - Production Form Example](#)
- [Appendix C - Internal Flags Used](#)

Veslink Form Export Web Service

Calling the Web Service

The form export process is exposed by means of a web service. To retrieve all forms not yet exported, send a web request to:

<{veslink url}/Interface/GetFormExports.ashx?u={veslink user name}&p={veslink user password}>

This returns an XML string containing the form data.

Informing the Web Service of Successful Receipt of the Form Data

There is a separate web service to inform Veslink that form export has been successful. Send a web request to:

<{veslink url}/Interface/FormExportSuccess.ashx>

The request body consists of a root <FormIDs> element which contains <ID> elements that contain form IDs. These IDs are included with the exported form data. For more information, see [Data Format](#).

The following is an example of an entire request body:

```
<FormIDs>
  <ID>1</ID>
  <ID>4</ID>
  <ID>5</ID>
</FormIDs>
```

This sets the ExportedTo3rdParty flag for each of these forms, as well as the **ExportTo3rdPartyExportTime** field (see [Appendix C: Internal Flags Used](#)). This tells Veslink to not send these forms again during the next export.

Success or failure of the form export process is tracked at the individual form level. If a form is sent by Veslink, but not received successfully by the calling application, the caller should not send the Form ID back to Veslink (via FormExportSuccess). This causes the same form to be resent by Veslink the next time the caller requests forms (via GetFormExport).

Error Handling and Logging

GetFormExports.ashx always returns XML to the client. The success or failure of the transaction is encoded in the XML. The "stat" attribute in the top level will be set to "ok" if the transaction has succeeded, or "fail" if it has failed. The response also contains the specific error.

Similar to GetFormExports.ashx, FormExportsSuccess.ashx returns a <rsp> XML which encodes outcome and possible errors.

Upon success this will be:

```
<rsp stat="ok" />
```

Upon failure, <rsp> will contain one or more <err> nodes with error messages. For example:

```
<rsp stat="fail">
  <err code=" Invalid Id provided" msg = "No form with ID 87 exists. Transaction
aborted." />
</rsp>
```

In both cases, the error messages capture system errors and show a stack trace, allowing Veson developers to determine exactly where the error arose.

Requesting Resend of Previously Exported Forms

By default, the web service sends forms which have not previously been sent--specifically, forms that have not been acknowledged as received. However, it is possible to request the web service to resend previously sent forms.

To retrieve forms that have been exported, specify an "afterDate" parameter in the request URL. This parameter must be in the ISO 8601 standard. This standard allows different formats, including YYYY-MM-DDThh:mm. For example, to retrieve form data for all forms exported after March 25, 2013 at noon, make the following request on the URL:

<{veslink url}/Interface/GetFormExports.ashx? u={veslink user name}&p={veslink user password}&afterDate=2013-03-23T12:00>.

Data Format

This section contains a detailed description of the data format of the exported XML.

The XML tags used for the form data depend on the design of the VFML form. Much of the data format is controlled by the form author (see [Appendix B: Production Form Example](#)), however, the structure of the XML is standardized. The following section focuses on the standardized portion of the XML structure.

XML Structure

Response Structure

All data is contained under a top level root `<rsp>`. This root contains an attribute "stat" which is set to "ok" if the transaction was successful, or "fail" if it has failed.

If the web service encounters an error, `<rsp>` will contain a single `<err>` node. The `<err>` node has a "code" attribute which summarizes the error (such as "Invalid query parameter") and a "msg" attribute, which contains a more detailed error message (such as "afterDate parameter contains invalid month").

The following is an example of a failed request XML:

```
<rsp stat="fail">
  <err code=" Invalid query parameter" msg = "afterDate parameter contains invalid
month" />
</rsp>
```

If the service executed successfully, `<rsp>` will have the "stat" attribute set to "ok", and will contain a single `<FormValuesList>` element, which wraps instances of the `<FormValues>` XML.

Form Values Structure

Each `<FormValues>` node has a `<FieldValues>` subnode. Under the `<FieldValues>` node, there are `<FieldValue>` and `<TableValues>` elements.

A `<FieldValue>` element corresponds to a field on the form. It has an "Id" attribute which corresponds to its ID in the VFML, and a "Value" attribute which corresponds to its value. To see how given portions of VFML correspond to generated form values, see [Appendix A: Understanding VFML](#).

For example, if the user fills out a field for a port name, the resulting `FieldValue` could be `<FieldValue Id="Port" Value="AARHUS" />`. Sometimes, inputs with a fixed selection of choices (such as dropdown menus) represent values that are different than what is displayed to the user. For example, in a dropdown menu of cargo types, the user may select "Bananas," which may have a value of 4565 corresponding to its cargo ID in the database. For this reason, `<FieldValue>` has a "Display" attribute. The previous example could therefore be `<FieldValue Id="CargoType" Value="4565" Display="Bananas" />`.

A `<TableValues>` element corresponds to a table in the form. It contains `<RowValue>` elements in order of the top to bottom row in the table. Each `<RowValue>` element contains `<FieldValue>` elements, which correspond to the fields in that row in the table from left to right columns. The "Id" values of `<FieldValue>` elements in the same column are always the same.

The following is an example of a table where there are two columns, "fuel type" and "amount lifted:"

```
<TableValues Id="Fuels">
  <RowValue>
    <FieldValue Id="FuelType" Value="1" Display="HFO 380" />
    <FieldValue Id="QtyLifted" Value="5" />
  </RowValue>
  <RowValue>
    <FieldValue Id="FuelType" Value="2" Display="MGO" />
    <FieldValue Id="QtyLifted" Value="5" />
  </RowValue>
</TableValues>
```

The <FormValues> structure also includes certain form properties.

Form Values Properties

The <FormValues> node also contains a <Properties> sub node, which contains <Property> elements that have "key" and "value" attributes. This contains attributes of the form that do not correspond to user input. For example, <Property> elements exist for master's first name and master's last name.

To identify certain forms, there is a <Property> element with "Key" set to "FormID" whose value is a unique numerical identifier for this form. The calling application can use this ID to inform Veslink which forms were exported successfully. See [Veslink Form Export Web Service](#).

The following properties are included in each exported form values XML:

<Property> Key Name	Description
FormTemplateID	Unique positive integer identifier for the form's form template, which contains the VFML definition of the form and other information determining form behavior.
FormID	Unique positive integer identifier for the form.
FormTitle	The title of the form.
VFMLVersionNo	The version number of the VFML for the form. This is incremented each time a form's VFML is edited and submitted in the form definition editor.
Submit Time	The date/time the form was submitted, in ISO 8601 date /time format.
LastUserID	The user name of the last user to modify (save, submit, approve, or reject) the form.
VesselID	Unique positive integer identifier for the vessel to which the form pertains.
VesselCode	Vessel code for the vessel to which the form pertains.
VoyageID	Unique positive integer identifier for the voyage to which the form pertains.
VoyageNo	Voyage number for the voyage to which the form pertains.
VoyageLegID	Unique positive integer identifier for the voyage leg to which the form pertains.
PortID	Unique positive identifier for the port to which the form pertains.
PortName	Port name for the port to which the form pertains.
Resubmission	<p>Flag stating whether the form has been exported and then resubmitted. Values are:</p> <ul style="list-style-type: none"> • "0" if the form had not previously been exported, or if it had been exported but not resubmitted. • "1" if the form has been exported and then resubmitted.

Appendix A - Understanding VFML

Veson Form Markup Language, or VFML, is the XML-based language used to create custom Veslink forms. VFML allows for flexibility in determining the nature of various fields as well as their layout. A full understanding of the features of VFML is not needed to grasp the nature of the form values XML. However, it is useful to understand how fields in VFML map to elements in the form-values XML.

This section contains examples of simple VFML forms for educational purposes. For an example of a production form with both VFML and the resultant form values XML, see [Appendix B: Production Form Example](#).

The following is an example of a barebones VFML form definition for a VFML form with two fields:

```
<Form Id="FORM" Title="Test Form" Description="Objective: Submit a form and demonstrate its utility." Version="4">
  <LayoutGroup>
    <Column>
      <Field Id="User Name" Label="Enter Your Name Here" Type="String"/>
      <Field Id="Date" Label="Enter a Date" Type="DateTime"/>
    </Column>
  </LayoutGroup>
</Form>
```

This generates the following form:

The following VFML generates a table:

```
<Form Id="FORM" Title="Table Test Form" Description="Objective: demonstrate a table in all its glory." Version="5">
  <LayoutGroup>
    <Column>
      <FieldTable Id="PersonTable" >
        <Field Id="PersonName" Type="String" Label="Person" />
        <Field Id="PersonRating" Type="Decimal" Label="Rating" />
      </FieldTable>
    </Column>
  </LayoutGroup>
</Form>
```

Generates the following form:

Appendix B - Production Form Example

The following is a sample of a form values' XML that is generated by a form in production. The following is shown:

1. VFML
2. The visual appearance of the form
3. The form values XML generated from this filled out form

The VFML is shown as reference; it is not necessary to understand its internals to grasp the resultant form values XML. The Arrival notice has been chosen because it exhibits a wide variety of field types. The form values XML for any Veslink form will adhere to the same data format.

VFML

Note: The following VFML is for illustration purposes only and should not be considered the most current production code.

```
<?xml version="1.0" encoding="utf-8"?>
<Form Id="VNC_ARD" Title="Arrival Notice" Description="Objective: To inform terminal that
the vessel has arrived and is ready to embark pilot for channel transit.">
  <Imports>
    <Import Resource="Voyage" />
    <Import Resource="Voyage.PreviousLeg" />
    <Import Resource="VoyageLeg" />
    <Import Resource="Vessel" />
    <Import Resource="Data" />
    <Import Resource="Ports.All" />
    <Import Resource="Data.Directions" />
    <Import Resource="Data.PortActivities" />
    <Import Resource="Data.Timezones" />
  </Imports>
  <Transactions>
    <Transaction Type="PositionReport" Id="PositionReport1">
      <FieldMapping Param="ReportType" FieldId="HiddenA" />
      <FieldMapping Param="ReportTime" FieldId="EOSP" />
      <FieldMapping Param="OrderedSpeed" FieldId="CPSpeed" />
      <FieldMapping Param="ProjectedSpeed" FieldId="PrjSpeed"/>
      <FieldMapping Param="Latitude" FieldId="Latitude" />
      <FieldMapping Param="Longitude" FieldId="Longitude" />
      <FieldMapping Param="ObservedDistance" FieldId="ObservedDistance" />
      <FieldMapping Param="Remark" FieldId="Remarks" />
      <FieldMapping Param="TotalRevs" FieldId="MECounter" />
      <FieldMapping Param="DistanceToGo" FieldId="DistanceToGo" />
      <FieldMapping Param="Fuels" FieldId="FOROB"/>
      <FieldMapping Param="Generator1Hrs" FieldId="Gen1Hrs"/>
      <FieldMapping Param="Generator2Hrs" FieldId="Gen2Hrs"/>
      <FieldMapping Param="Generator3Hrs" FieldId="Gen3Hrs"/>
      <FieldMapping Param="MainEngineKWhrs" FieldId="MEKWhrs"/>
      <FieldMapping Param="Generator1KWhrs" FieldId="Gen1KWhrs"/>
      <FieldMapping Param="Generator2KWhrs" FieldId="Gen2KWhrs"/>
      <FieldMapping Param="Generator3KWhrs" FieldId="Gen3KWhrs"/>
      <FieldMapping Param="Deadweight" FieldId="DWT"/>
      <FieldMapping Param="TotalRevs" FieldId="MECounter"/>
      <FieldMapping Param="EngineDistance" FieldId="EngineDistance"/>
      <FieldMapping Param="HeadingDegrees" FieldId="Heading"/>
      <FieldMapping Param="DraftFwd" FieldId="FWDDraft"/>
      <FieldMapping Param="SlipPct" FieldId="Slip"/>
      <FieldMapping Param="AvgRpm" FieldId="RPM"/>
      <FieldMapping Param="AvgBHP" FieldId="AvgBHP"/>
      <FieldMapping Param="DraftAft" FieldId="AFTDraft"/>
      <FieldMapping Param="AirTemp" FieldId="AirTemp"/>
      <FieldMapping Param="BaroPressure" FieldId="BaroPressure"/>
      <FieldMapping Param="SeaTemp" FieldId="SeaTemp"/>
    </Transaction>
  </Transactions>
</Form>
```



```

<FieldMapping Param="BaroDir" FieldId="BaroMovement"/>
<FieldMapping Param="SeaNum" FieldId="SeaState"/>
<FieldMapping Param="SwellNum" FieldId="Swell"/>
<FieldMapping Param="BeauNum" FieldId="WindForce"/>
<FieldMapping Param="SeaDir" FieldId="SeaDir"/>
<FieldMapping Param="SwellDir" FieldId="SwellDir"/>
<FieldMapping Param="WindDir" FieldId="WindDirection"/>
<FieldMapping Param="SeaHeight" FieldId="SeaHeight"/>
<FieldMapping Param="SwellHeight" FieldId="SwellHeight"/>
<FieldMapping Param="FreshWaterRec" FieldId="FreshWaterMade"/>
<FieldMapping Param="SaltWaterRec" FieldId="DistilledWaterMade"/>
    <FieldMapping Param="SlopsRec" FieldId="SlopsMade"/>
<FieldMapping Param="SaltWaterRob" FieldId="DistilledWaterROB"/>
<FieldMapping Param="FreshWaterRob" FieldId="FreshWaterROB"/>
<FieldMapping Param="SlopsRob" FieldId="SlopsROB"/>
<FieldMapping Param="SteamingHrs" FieldId="SteamingHrs"/>
<FieldMapping Param="ReportedSpeed" FieldId="ObsSpeed"/>
    <FieldMapping Param="TimeAboveCP" FieldId="TimeAboveCP"/>
    <FieldMapping Param="DistanceAboveCP" FieldId="DistAboveCP"/>
</Transaction>
<Transaction Type="PortActivity" Id="EOSPact">
    <FieldMapping Param="PortActivityID" FieldId="EOSPID"/>
    <FieldMapping Param="ActivityDateTime" FieldId="EOSP"/>
</Transaction>
</Transactions>
<LayoutGroup>
    <Column>
        <Field Id="HiddenA" IsVisible="false" Type="String" DefaultValue="'A'"/>
        <Field Id="VesselName" Label="Vessel Name" Type="String" DefaultValue="Vessel.Name"
IsEnabled="false" />
        <Field Id="Port" Label="Port" Type="String" DefaultValue="VoyageLeg.PortName"
IsEnabled="false"/>
    </Column>
    <Column>
        <Field Id="VoyageNo" Label="Voyage Number" Type="String" MaxLength="64"
DefaultValue="Voyage.VoyageNo" IsEnabled="false"/>
        <Field Id="Latitude" Label="Latitude" Type="Latitude" Tooltip="Veslink forms accept
multiple input formats, including Degrees/Minutes/Seconds (DD MM SS), Decimal Degrees
(12.3456), Decimal Minutes (DD MM.MMMM), and Degrees-dot-Minutes (DD.MM). Upon entry, the
input will be displayed in Degrees/Minutes/Seconds for validation and consistency. If the
cardinal direction is omitted, positive values will default to N, and negative values
will default to S." />
        <Field Id="Longitude" Label="Longitude" Type="Longitude" Tooltip="Veslink forms
accept multiple input formats, including Degrees/Minutes/Seconds (DD MM SS), Decimal
Degrees (12.3456), Decimal Minutes (DD MM.MMMM), and Degrees-dot-Minutes (DD.MM). Upon
entry, the input will be displayed in Degrees/Minutes/Seconds for validation and
consistency. If the cardinal direction is omitted, positive values will default to E, and
negative values will default to W."/>
    </Column>
</LayoutGroup>
<LayoutGroup>
    <Column>
        <Field Id="EOSPID" Type="Integer" IsVisible="false" DefaultValue="getPactIdByType
('PS')"/>
        <Field Id="EOSP" Label="End of Sea Passage" Type="DateTime" IsRequired="true"
Validation="validateEOSP(thisFieldValue)"
OnChange="form.updateRobDate('FOROB', newValue)" GmtOffset="VoyageLeg.
GmtOffsetAtArrival"/>
        <Field Id="Remarks" Label="Remarks" Type="MultiLine" Width="500" Height="125"
MaxLength="512" />
    </Column>
</LayoutGroup>

```

```

<TabGroup>
  <Tab Title="Distance and Vessel">
    <LayoutGroup>
      <Column>
        <Field Id="DWT" Label="DWT" Type="Decimal" Width="100" />
        <Field Id="CPSpeed" Label="CP / Ordered Speed" Type="Decimal" Width="100"/>
        <Field Id="ObsSpeed" Label="Reported Speed" Type="Decimal" Width="100" />
        <Field Id="ObservedDistance" Label="Observed Distance" Type="Decimal" Width="
100" OnChange="updateSlip();" />
        <Field Id="EngineDistance" Label="Engine Distance" Type="Decimal" OnChange="
updateSlip();" Width="100" />
        <Field Id="MECounter" Label="Main Engine Revs" Type="Integer" Width="100" />
        <Field Id="Slip" Label="Slip %" Type="Decimal" IsEnabled="false" Width="100" />
      </Column>
      <Column>
        <Field Id="Gen1Hrs" Label="Generator 1 Hrs" Type="Decimal" Width="100" />
        <Field Id="Gen2Hrs" Label="Generator 2 Hrs" Type="Decimal" Width="100" />
        <Field Id="Gen3Hrs" Label="Generator 3 Hrs" Type="Decimal" Width="100" />
        <Field Id="MEKWhrs" Label="Main Engine KWhrs" Type="Decimal" Width="100" />
        <Field Id="Gen1KWhrs" Label="Generator 1 KWhrs" Type="Decimal" Width="100" />
        <Field Id="Gen2KWhrs" Label="Generator 2 KWhrs" Type="Decimal" Width="100" />
        <Field Id="Gen3KWhrs" Label="Generator 3 KWhrs" Type="Decimal" Width="100" />
      </Column>
      <Column>
        <Field Id="RPM" Label="Average RPM" Type="Decimal" Width="100" />
        <Field Id="AvgBHP" Label="Average BHP" Type="Decimal" Width="100" />
        <Field Id="FWDDraft" Label="Fwd Draft" Type="Decimal" Width="100" />
        <Field Id="AFTDraft" Label="Aft Draft" Type="Decimal" Width="100" />
        <Field Id="Heading" Label="Heading" Type="Integer" Width="100" />
        <Field Id="DistanceToGo" Label="Distance To Go" Type="Integer" OnChange="
updateSpeed()" Width="100"/>
        <Field Id="PrjSpeed" Label="Projected Speed" Type="Decimal" Width="100"/>
        <Field Id="SteamingHrs" Label="Steaming Hours" Type="Decimal" Width="100" />
      </Column>
    </LayoutGroup>
  </Tab>
  <Tab Title="Weather">
    <LayoutGroup>
      <Column>
        <Field Id="AirTemp" Label="Air Temp" Type="Decimal" Width="150" />
        <Field Id="BaroPressure" Label="Bar Pressure" Type="Decimal" Width="150" />
        <Field Id="SeaState" Label="Sea State" Type="DropDown" DataSource="getChoices
(Data.SeaStates, 'description')" Width="150" />
        <Field Id="Swell" Label="Swell" Type="DropDown" DataSource="getChoices(Data.
SwellStates, 'description')" Width="150" />
        <Field Id="WindForce" Label="Wind Force" Type="DropDown" DataSource="getChoices
(Data.BeaufortScale, 'description')" Width="150" />
      </Column>
      <Column>
        <Field Id="SeaTemp" Label="Sea Temp" Type="Decimal" Width="150" />
        <Field Id="BaroMovement" Label="Bar Movement" Type="Decimal" Width="150" />
        <Field Id="SeaDir" Label="Sea Direction" Type="DropDown" DataSource="getChoices
(Data.Directions, 'label')" Width="150" />
        <Field Id="SwellDir" Label="Swell Direction" Type="DropDown" DataSource="
getChoices(Data.Directions, 'label')" Width="150" />
        <Field Id="WindDirection" Label="Wind Direction" Type="DropDown" DataSource="
getChoices(Data.Directions, 'label')" Width="150" />
      </Column>
      <Column>
        <Field Id="TimeAboveCP" Label="Bad Weather Hours" Type="Decimal" Width="150"/>
        <Field Id="DistAboveCP" Label="Bad Weather Distance" Type="Decimal" Width="150"
/>
    </LayoutGroup>
  </Tab>

```

```

        <Field Id="SeaHeight" Label="Sea Height" Type="Decimal" Width="150" />
        <Field Id="SwellHeight" Label="Swell Height" Type="Decimal" Width="150" />
    </Column>
</LayoutGroup>
</Tab>
<Tab Title="Bunkers">
    <LayoutGroup>
        <Column>
            <Field Id="FOROB" Label="Bunkers ROB" Type="BunkerRob" />
        </Column>
    </LayoutGroup>
</Tab>
<Tab Title="Water">
    <LayoutGroup>
        <Column>
            <Field Id="FreshWaterMade" Label="Fresh Water Received" Type="Decimal" />
            <Field Id="DistilledWaterMade" Label="Distilled Water Received" Type="Decimal"
/>
                <Field Id="SlopsMade" Label="Slops Received" Type="Decimal"/>
        </Column>
        <Column>
            <Field Id="FreshWaterROB" Label="Fresh Water ROB" Type="Decimal" />
            <Field Id="DistilledWaterROB" Label="Distilled Water ROB" Type="Decimal" />
            <Field Id="SlopsROB" Label="Slops ROB" Type="Decimal"/>
        </Column>
    </LayoutGroup>
</Tab>
</TabGroup>

<Script>
    function updateSlip() {
        form.setFieldValue('Slip', (F.EngineDistance && F.ObservedDistance) ? ((F.
EngineDistance - F.ObservedDistance) /
        F.EngineDistance * 100).toFixed(2) : 0.00);
    }
    function validateEOSP(eospValue)
    {
        var results = checkOnBeforeNow(eospValue);
        //eosp has to be after voyage start in a consecutive voyage
        if (results === true && Voyage.IsConsecutive === true)
            results = withinVoyage(eospValue);
        //eosp has to be after previous leg departure
        if (results === true && Voyage.PreviousLeg.Status === 'SA') {
            var eospDate = XslToJsDate(eospValue);
            if (eospDate.getVeslinkGMTDate().getTime() < Voyage.PreviousLeg.ETD.
getVeslinkGMTDate().getTime()) {
                results = eospDate.toVeslinkLocaleString() + " is before previous port call
departure date of " + Voyage.PreviousLeg.ETD.toVeslinkLocaleString();
            }
        }
        return results;
    }
</Script>
</Form>

```

Arrival Notice Form Tabs and Fields

The following section includes the visual appearance of the Arrival Notice form [VFML](#).

Distance and Vessel Tab

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veslink

Onboard > Voyage Manager > Arrival Notice

Arrival Notice
Objective: To inform terminal that the vessel has arrived and is ready to embark pilot for channel transit. FORM VERSION: 64 STATUS: Draft

Vessel: MV NED Voyage No: 1 Location: SAN DIEGO

Submit Save Draft Print PDF Print Excel Cancel

Vessel Name: MV NED Voyage Number: 1
 Port: SAN DIEGO Latitude: DD MM SS' N/S
 Longitude: DD MM SS' E/W

End of Sea Passage: GMT-7:00
 Remarks:

Distance and Vessel Weather Bunkers Water

DWT:	Generator 1 Hrs:	Average RPM:
CP / Ordered Speed:	Generator 2 Hrs:	Average BHP:
Reported Speed:	Generator 3 Hrs:	Full Draft:
Observed Distance:	Main Engine KWhrs:	Alt Draft:
Engine Distance:	Generator 1 KWhrs:	Reading:
Main Engine Hrs:	Generator 2 KWhrs:	Distance To Go:
Slip %:	Generator 3 KWhrs:	Projected Speed:
		Steaming Hours:

Master's Name First: Last:

Attachments
Add Attachment

Resubmit Save Draft Print PDF Print Excel Cancel

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Weather Tab

ADMINVESLINK.COM

veslink

Onboard > Voyage Manager > Arrival Notice

Arrival Notice
Objective: To inform terminal that the vessel has arrived and is ready to embark pilot for channel transit. FORM VERSION: 64 STATUS: Draft

Vessel: MV NED Voyage No: 1 Location: SAN DIEGO

Submit Save Draft Print PDF Print Excel Cancel

Vessel Name: MV NED Voyage Number: 1
 Port: SAN DIEGO Latitude: DD MM SS' N/S
 Longitude: DD MM SS' E/W

End of Sea Passage: GMT-7:00
 Remarks:

Distance and Vessel Weather Bunkers Water

DWT:	Generator 1 Hrs:	Average RPM:
CP / Ordered Speed:	Generator 2 Hrs:	Average BHP:
Reported Speed:	Generator 3 Hrs:	Full Draft:
Observed Distance:	Main Engine KWhrs:	Alt Draft:
Engine Distance:	Generator 1 KWhrs:	Reading:
Main Engine Hrs:	Generator 2 KWhrs:	Distance To Go:
Slip %:	Generator 3 KWhrs:	Projected Speed:
		Steaming Hours:

Master's Name First: Last:

Attachments
Add Attachment

Resubmit Save Draft Print PDF Print Excel Cancel

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Bunkers Tab

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veslink

Onboard > Voyage Manager > Arrival Notice

Arrival Notice
 Objective: To inform terminal that the vessel has arrived and is ready to embark pilot for channel transit. **FORM VERSION: 64** **STATUS: Draft**

Vessel: MV NEO Voyage No: 1 Location: SAN DIEGO

Submit Save Draft Print PDF Print Excel Cancel

Vessel Name: MV NEO Voyage Number: 1
 Port: SAN DIEGO Latitude: DD MM SS' N/S
 Longitude: DD MM SS' E/W

End of Sea Passage: [] GMT-7:00
 Remarks:

Distance and Vessel Weather Bunkers Water

Type	Unit	Last 48HR	BOW Zones: 012 1326	Consumption								Used For								
				Eng Breakdown	Propulsion	Maneuver	Generator	L/D	Deballast	Idle/On	Eng Breakdown	Propulsion	Maneuver	Generator	L/D	Deballast	Idle/On			
H330 (RT)	900.000	[]	[]	Eng Breakdown																
				Main	500.000															
				Aux	[]	Idle/Off	IGS	Boiler	Incinerator	Cargo Heating	Cargo Heating									
				Total	500.000															
				Cargo Heating++	Cooling	TankCleaning	Others	Adj.												
								500.000												
L330 (RT)	900.000	[]	[]	Eng Breakdown																
				Main	500.000															
				Aux	[]	Idle/Off	IGS	Boiler	Incinerator	Cargo Heating	Cargo Heating									
				Total	500.000															
				Cargo Heating++	Cooling	TankCleaning	Others	Adj.												
								500.000												
H500 (RT)	900.000	[]	[]	Eng Breakdown																
				Main	500.000															
				Aux	[]	Idle/Off	IGS	Boiler	Incinerator	Cargo Heating	Cargo Heating									
				Total	500.000															
				Cargo Heating++	Cooling	TankCleaning	Others	Adj.												
								500.000												
L500 (RT)	900.000	[]	[]	Eng Breakdown																
				Main	500.000															
				Aux	[]	Idle/Off	IGS	Boiler	Incinerator	Cargo Heating	Cargo Heating									
				Total	500.000															
				Cargo Heating++	Cooling	TankCleaning	Others	Adj.												
								500.000												

Master's Name First: Last:

Attachments Add Attachment

Submit Save Draft Print PDF Print Excel Cancel

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Water Tab

ADMINVESLINK.COM | CONTACT | ADMIN | HELP | MARCH 28, 2013

veslink

Onboard > Voyage Manager > Arrival Notice

Arrival Notice
 Objective: To inform terminal that the vessel has arrived and is ready to embark pilot for channel transit. **FORM VERSION: 64** **STATUS: Draft**

Vessel: MV NEO Voyage No: 1 Location: SAN DIEGO

Submit Save Draft Print PDF Print Excel Cancel

Vessel Name: MV NEO Voyage Number: 1
 Port: SAN DIEGO Latitude: DD MM SS' N/S
 Longitude: DD MM SS' E/W

End of Sea Passage: [] GMT-7:00
 Remarks:

Distance and Vessel Weather Bunkers Water

Fresh Water Received: Distilled Water Received: Slope Received: Fresh Water ROB: Distilled Water ROB: Slope ROB:

Master's Name First: Last:

Attachments Add Attachment

Submit Save Draft Print PDF Print Excel Cancel

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Form Values XML

The following is the submitted Arrival Notice form XML:

```
<FormValues>
  <FieldValues>
    <FieldValue Id="HiddenA" Value="A" />
    <FieldValue Id="VesselName" Value="MV Neo" />
  </FieldValues>
</FormValues>
```

form]

```
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<FieldValue Id="VoyageNo" Value="1" />
<FieldValue Id="Latitude" Value="" />
<FieldValue Id="Longitude" Value="" />
<FieldValue Id="EOSPID" Value="174" /> [NOTE: This field is hidden on the

<FieldValue Id="EOSP" Value="2013-03-27T12:00:00-07:00" />
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<FieldValue Id="CPSpeed" Value="" />
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<FieldValue Id="AvgBHP" Value="" />
<FieldValue Id="FWDDraft" Value="" />
<FieldValue Id="AFTDraft" Value="" />
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<FieldValue Id="SteamingHrs" Value="" />
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<FieldValue Id="Swell" Value="" Display="" />
<FieldValue Id="WindForce" Value="" Display="" />
<FieldValue Id="SeaTemp" Value="" />
<FieldValue Id="BaroMovement" Value="" />
<FieldValue Id="SeaDir" Value="" Display="" />
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<FieldValue Id="WindDirection" Value="" Display="" />
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<FieldValue Id="SeaHeight" Value="" />
<FieldValue Id="SwellHeight" Value="" />
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    <Rob BunkerType="2" Display="LS380" Remaining="500"
AuxEngineConsumption="0" Units="MT" LastRemaining="500" Consumption="0"
ConsOverWeatherThreshold="0" />
    <Rob BunkerType="5" Display="HS380" Remaining="500"
AuxEngineConsumption="0" Units="MT" LastRemaining="500" Consumption="0"
ConsOverWeatherThreshold="0" />
    <Rob BunkerType="6" Display="HSDO" Remaining="500"
AuxEngineConsumption="0" Units="MT" LastRemaining="500" Consumption="0"
ConsOverWeatherThreshold="0" />
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AuxEngineConsumption="0" Units="MT" LastRemaining="500" Consumption="0"
ConsOverWeatherThreshold="0" />
  <AllocationMappings>
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DisplayName="Propulsion" />
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```

```

DisplayName="Maneuver" />
                                        <AllocationMapping InternalName="Generator"
DisplayName="Generator" />
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                                        <AllocationMapping InternalName="Deballast"
DisplayName="Deballast" />
                                        <AllocationMapping InternalName="Idle"
DisplayName="Idle/On" />
                                        <AllocationMapping InternalName="IdleOff"
DisplayName="Idle/Off" />
                                        <AllocationMapping InternalName="IGS"
DisplayName="IGS" />
                                        <AllocationMapping InternalName="Boiler"
DisplayName="Boiler" />
                                        <AllocationMapping InternalName="Incinerator"
DisplayName="Incinerator" />
                                        <AllocationMapping InternalName="CargoHeating"
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DisplayName="Cargo Heating+" />
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DisplayName="Cargo Heating++" />
                                        <AllocationMapping InternalName="Cooling"
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                                        <AllocationMapping InternalName="TankCleaning"
DisplayName="TankCleaning" />
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DisplayName="Others" />
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                                </Robs>
                        </FieldValue>
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                        <FieldValue Id="SlopsROB" Value="" />
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                        <Property Key="Exported" Value="False" />
                        <Property Key="SubmitDate" Value="2013-03-28T16:15:50.3150546Z" />
                        <Property Key="ExportDate" Value="0001-01-01T00:00:00Z" />
                        <Property Key="GMTOffset" Value="0" />
                        <Property Key="NextPort" Value="" />
                        <Property Key="NextPortTerminalOperator" Value="" />
                        <Property Key="VoyageLegPort" Value="SAN DIEGO" />
                        <Property Key="VoyageLegPortTerminalOperator" Value="" />
                        <Property Key="VesselOwner" Value="" />
                        <Property Key="CargoBuyer" Value="Buyer 1" />
                        <Property Key="VoyageReferenceNo" Value="" />
                </Properties>
        </FormValues>


```

Appendix C - Internal Flags Used

The "ExportedTo3rdParty" flag in the form table keeps track of which forms have had their data exported; the flag is set when a form is exported successfully. When a form is reopened and resubmitted, this flag is cleared, allowing it to be exported again once changes have been made.

The time a form was exported to XML is tracked using the database column "Form.ExportTo3rdPartyTime". This allows users to re-export forms that were exported within a certain time frame. The column uses the same format as the "ExportTime" field, which serves a similar purpose for Veslink-IMOS replication.

Resolving Common Veslink v1.18 Form Errors

 This is a **Key Topic**, with high value for all users.

Error/Warning Message	Category	Meaning	Resolution
Submission Error: Aux engine consumption exceeds total consumption for fuel type LSMGO.	Bunkers	When the form was submitted, the value of Total Cons was less than the value of Aux Cons.	This is corrected automatically when the form is received. Verify the bunker information and approve the form.
Sum of consumption by category exceeds total consumption for fuel type { <i>type</i> }.	Bunkers	The values entered per category are greater than the total consumption value (previous ROB - new ROB).	If the validation is correct, reduce consumptions by category to match the total consumption value or reconsider the new ROB figure.
Aux engine consumption exceeds total consumption for fuel type { <i>type</i> }.	Bunkers	The value entered for AUX consumption is greater than the total consumption (previous ROB - new ROB).	Check the AUX value and ROB value. AUX cannot exceed total consumption.
This form cannot be saved or submitted because its Frequency is set to Once, and a form has already been saved or submitted for this port call.	Configuration	On the Form Definitions page, you can set form Frequency (once, once or more, one-to-one, daily). If the Frequency is set to once, the form can only be sent once per port call.	Change the form Frequency if the form needs to be submitted more than once per port call.
Form date is more than { <i>days from settings</i> } days in the past.	Configuration	You are attempting to submit a form for a date/time that is more than the allowable limit in the past.	On the Configure System page on the Offline Forms tab, type a larger value in the Maximum Number of Days in Past Allowable for Incoming Forms field, or submit the form in less than the maximum allowed days.
Submitted form version { <i>version number</i> } is higher than the current version { <i>version number</i> }.	Configuration		
Missing corresponding voyage in DB.	Configuration	Veslink cannot find this voyage in the IMOS database.	Make sure that the IMOS Messaging Service user in Data Center > Security has Object Rights to this vessel.
Forms cannot be submitted for the vessel { <i>vessel</i> }.	Configuration	The vessel is not active in the Veslink Vessel List.	Activate the vessel.

because it is no longer active in Veslink.			
Form date is more than 24 hours in the future.	Date/Time	The form date/time is more than 24 hours in the future.	Change the form date/time to the real time it is being sent.
Can't change name of upcoming port { <i>name</i> } to { <i>name</i> }, because it has already been arrived at.	Operations	A Noon Report is being submitted with a port entered in the Upcoming Ports grid that is different from the itinerary. However, the upcoming port has already been arrived at so it cannot be overwritten /changed via the Offline Form.	The port has been sailed, so it needs to be unsailed in IMOS. On the Port Activities form, remove port activities and the D and A report. You can then change the port in IMOS and add Port Activities, or go back and approve the Noon Report now that the port call is not sailed.
ETA at upcoming port { <i>name</i> } is earlier than current report time.	Operations	A port has been populated in the Upcoming Ports grid on the Offline Form and the ETA date/time is earlier than the date/time entered for the form itself. You can still submit the form because it could be possible that the form is being submitted late.	No resolution. The form can still be submitted. The date /time on the form can be changed to reflect the new date/time.
ETA at upcoming port { <i>name</i> } is earlier than previous port's arrival time.	Operations	A port has been populated in the Upcoming Ports grid on the Offline Form and the ETA date/time is earlier than the previous port's arrival time. The ETA of the upcoming port cannot be before the actual arrival time of the previous port.	Correct the upcoming port ETA so it is after the previous port arrival, or change previous port's arrival so that the upcoming port date/time is not before it.
An arrival report cannot be filed before the vessel departs the previous port.	Operations	You are attempting to approve an Arrival Notice for Port B when Port A has not been departed yet.	Submit/Approve the Departure Notice for Port B before sending/approving the arrival notice for Port A.
An in-port form cannot be submitted before arrival.	Operations	This error appears if forms were not sent in the correct order, or if In Port was selected by mistake.	<ul style="list-style-type: none"> - The Arrival Notice for the port should be sent and approved first, before sending the form giving this error. - Some forms, such as the Noon Report, have an option to select a Location: At Sea or In Port. If you select In Port when you have not yet arrived at any port call, you will receive this message because Veslink thinks you are at sea since you have not arrived in port.
ETAs given for { <i>count</i> } upcoming ports, but only { <i>count</i> } upcoming ports exist in voyage.	Operations	There are more upcoming ports in the Upcoming Ports grid than exist in the voyage.	The Veslink itinerary may not have been updated with the itinerary from IMOS. Compare the voyage itinerary to the Upcoming Ports grid to make sure the ports match. If they match,

			run replication to resolve this issue.
No valid voyages exist for { <i>vessel</i> }. A voyage with status Commenced or Completed is required.	Operations	There are no Commenced or Completed voyages for this vessel.	Commence the voyage in IMOS and run replication.
Form's date of { <i>date</i> } places it at { <i>port</i> }, but port is entered as { <i>port</i> }.	Operations	The form date places the vessel at a different port call than what is entered on the port form.	Verify that the port name is correct for the date specified on the form.
Position Report missing ROBs	Operations	No ROBs (or all zeros), are entered for ROB figures on the form.	Add actual ROB figures.
Report designated as 'In Port', but date/time places it at sea.	Operations	The report was specified as In Port, but the date/time on the report corresponds to an At Sea leg of the voyage.	Verify report accuracy. If changes were made in IMOS, run replication.
Report designated as 'At Sea', but date/time places it in port.	Operations	The report was specified as At Sea, but the date/time on the report corresponds to an In Port leg of the voyage.	Verify report accuracy. If changes were made in IMOS, run replication.
Specified departure date /time of { <i>time</i> } is earlier than arrival date/time of { <i>time</i> } for this port call.	Operations	The Departure Notice date /time is before the arrival date/time of this port call.	Correct the Departure Notice date/time, because you cannot depart a port before you arrive at it.
Cargo row { <i>row</i> }, No cargoes of type { <i>type</i> } are associated with this voyage.	Operations	The Cargo is not specified for the port call in IMOS /Veslink.	Make sure a Cargo is specified for the port call in the IMOS Voyage Manager. If one is specified, run replication.
Form submission would overwrite existing port activities.	Operations	Port activities already exist before form approval. This warning alerts you that existing port activities will be overwritten.	Make sure you want to overwrite port activities.
Missing required Cargo for activity at { <i>time</i> }.	Operations	On the Statement of Facts form, there are Cargo Loading and Cargo Discharging activities that do not have a Cargo selected.	Select the Cargo for the Loading and Discharging activities.
Could not find a record of { <i>cargo</i> } for this port call.	Operations	The Cargo selected on the form does not exist in the IMOS/Veslink itinerary for this port call.	Make sure the Cargo is associated with this port call in IMOS. If it is, run replication.
{ <i>PS activity</i> } cannot occur prior to { <i>PE activity</i> }.	Operations	The Port Start activity cannot occur before the Port End activity.	Correct the order of Port Activities.
Cannot enter a PE activity until a Departure Notice has been entered.	Operations	The Statement of Facts form is not allowed to create a Port End activity, because it would not also create the Departure report in IMOS.	Make sure the Departure Notice is submitted before the PE activity.
Could not infer which leg of the voyage the form refers to.	Operations	The date/time on the form or the name of the port does not reconcile with the	Typically, replication has not run, so the Veslink itinerary does not reflect changes

		<p>Veslink voyage itinerary. This can happen if an Arrival Notice is being sent for Port A when Port A does not exist on the Veslink itinerary. This can also happen if an Arrival Notice is being sent for Port A with a date/time for a leg that has already sailed.</p>	<p>made in IMOS. Replication often solves the issue.</p>
<p>An unexpected error occurred during submission. No action was taken.</p>	<p>Support</p>		
<p>No error message was recorded (from Veslink form list).</p>	<p>Support</p>		