

IAATO Database

Ship Scheduler Instructions

The following instructions outline the booking process for the IAATO Ship Scheduler. These instructions can be used for practice bookings in the Test Database. **While the test site is a copy of the live site, please make sure all expeditions and core data are entered into the Live site prior to Derby Day.**

The test site will have a red left side menu and red top bar that says “IAATO STAGING Environment” to differentiate from the Live site.

Before Derby Day, please review you Vessel(s) Pin number(s) in the Live Database under Company Management>Vessels>Your Vessel>Pin.

The Live Ship Scheduler will not be available to book sites on Derby Day.

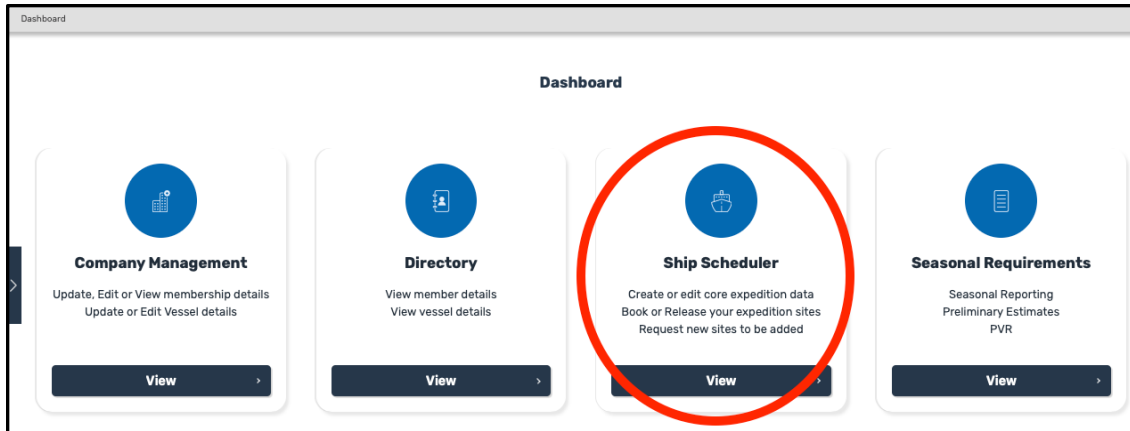
Select from the menu below to be redirected to that section.

1. Entering Core Data
2. Booking sites
3. Editing/Releasing Sites
 - a. Book & Release
4. Changing Voyages
5. Changing Vessels

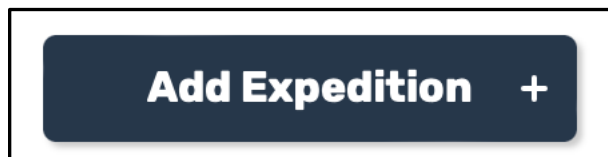
Entering Core Data

Entering expeditions and core data can be done before Derby Day.

1. Log in to the database. Your login is the same in the test database as the Live Database.
2. Once logged in, on the dashboard, select ‘Ship Scheduler’.



3. To add a new expedition and core data, select 'Add Expedition' on the left side of the screen.



4. All fields are mandatory and must be filled in to submit your core data.
5. Air cruise flight information can be completed within the core data section.
 - a. If this is an air cruise expedition, check the 'Yes' checkbox.
 - b. In the pop-up window enter South bound flight date, type of aircraft, number of southbound flights and the total number of passengers.

- c. Save in the pop-up window and then save the overall expedition core data in the database at the bottom of the page.
- d. You can edit the air cruise flight information at any time by selecting 'View/Edit' next to the air cruise section.

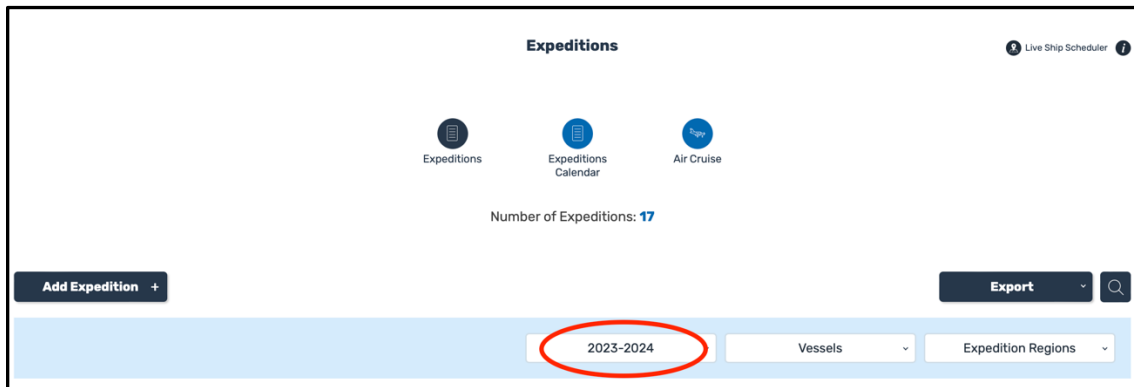
Air Cruise Expedition Information				
Flight Date	Aircraft Type	No. South bound flights	No. Passengers	
02-Dec-2024	BAE-146	1	70	View/ Edit

- e. The list of flights for all Operators can be viewed any time on the Air-Cruise tab in the Ship Scheduler. This list can also be exported.



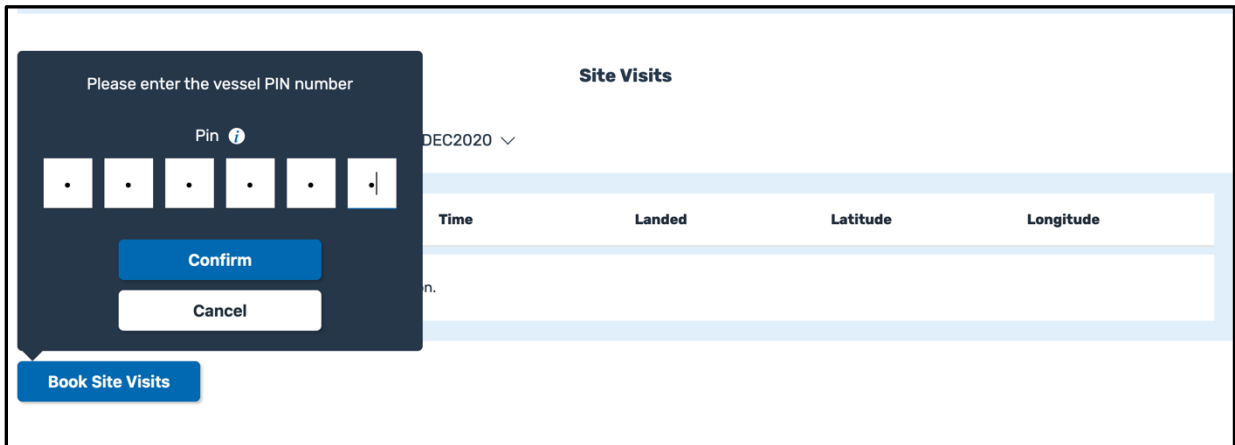
Booking Sites

1. Log in to the database. Your login is the same in the test database as the Live Database.
2. Once logged in, on the dashboard, select 'Ship Scheduler'.
3. On the Expeditions landing page, you will see a full list of all of your voyages planned for the selected season.
4. Make sure you are on the correct season by using the season filter above your list of voyages. (The database should automatically default to the current season, however if previous filters were not cleared it may not be on the current season.)

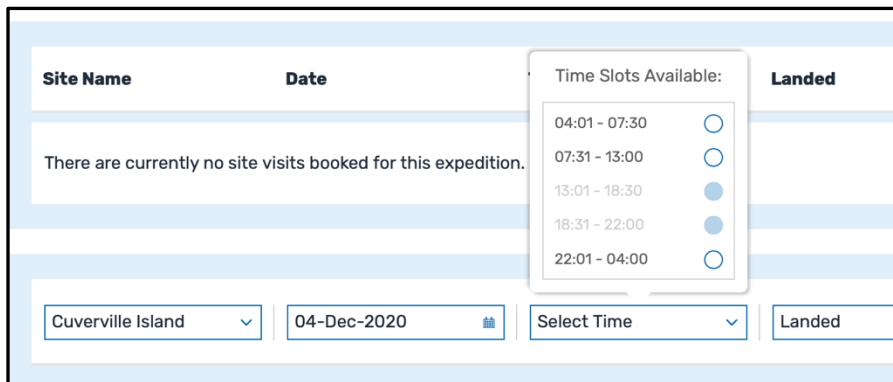


5. You can also filter to only view voyages to specific regions, or by vessel.
6. Select the voyage on the landing page for which you'd like to book sites.

7. The Core data will be displayed at the top of the screen, but when you scroll down you will view the site booking section.
8. To begin booking sites select 'Book Site Visits', enter your six-digit vessel pin number and select 'Confirm'. You will not have to reenter the pin number unless you switch vessels. (**Please note:** the pin number for the test site is the same as the pin for the Live Database.)



9. Select a site, date, time slot and if the visit will be landed or non-landed. **If you choose two consecutive time slots, please confirm the second time slot is booked as Non-Landed once added.**
10. If the site is already booked for a particular time slot, it will be greyed out.



11. Users now have the ability to book peer sites at the same time.
 - a. Select a site, date and time slot, and if the visit is landed or non-landed. If there is a peer site for this site, a new drop down will appear below the booking row.

Fish Islands | 21-Sep-2023 | 07:31 | Landed | Add

Book Peer Sites

Please select an option

Search

Prospect Point

- b. If you want to book the peer site select the peer site in the drop down. The database will let you know if the site is available or unavailable for the original date/time.

Peer Site Available:

Fish Islands | 21-Sep-2023 | 07:31 | Landed | Add

Book Peer Sites

Prospect Point

Peer Site Name	Date	Time	Landed	
Prospect Point	21-Sep-2023	07:31	Landed	Remove

Peer Site Unavailable:

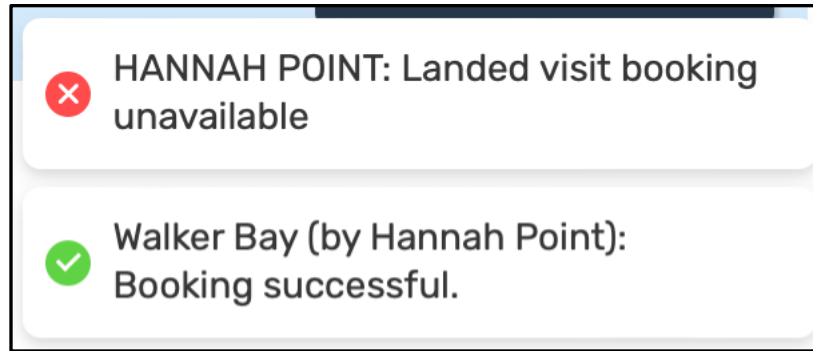
Goudier Island | 20-Sep-2023 | 07:31 | Landed | Add

Book Peer Sites

Jougla Point

Peer Site Name	Date	Time	Landed	
Jougla Point	Unavailable	Unavailable	Unavailable	Remove

- c. To book, select 'Add'. You will receive a notification in the top right corner to show if the bookings were successful or not as well as see successful bookings in the expedition. There may be a case (e.g. seasonal site restrictions) where only one of the peer site was available.



- d. **Peer sites need to be released individually. Even if the sites were booked at the same time, they need to be released separately.**

12. Continue until you have booked all sites for your selected voyage.

Editing/Releasing a Booked Site

1. Select the voyage that you would like to edit.
2. Scroll down to your booked sites.
 - a. If not already logged into a vessel, you will need to enter your vessel pin number.
3. Click on the site that needs to be amended, and a pop-up window will appear. (You can click anywhere on the line of the booked site.)

Site Name	Date	Longitude
Brown Station	26-Dec-2020	-62.870833
Skontorp Cove	26-Dec-2020	-62.866667
Danco Island	27-Dec-2020	-62.616667
Damoy Point/Dorian Bay	27-Dec-2020	-63.533333
Damoy Point/Dorian Bay	27-Dec-2020	-63.533333
Petermann Island	28-Dec-2020	-64.166667

Petermann Island

Latitude (DEC) -65.166667
Longitude (DEC) -64.166667

Change Landed Status for 28-Dec-2020 at 13:01-18:30

Landed

Time Slots Available for 28-Dec-2020

13:01 - 18:30

04:01 - 07:30 07:31 - 13:00 **Fram Landed** 18:31 - 22:00 22:01 - 04:00

4. You will be able to see/edit your booked site, as well as other available/unavailable time slots.
 - a. If you would like to add an additional time slot to your current booking, select the time slot and click 'Update'.

- b. If you would like to release the current time slot, select 'Release', then select 'Update'. This will remove the entire booking.
- c. You can book a new time slot while releasing the other in the same window as well. Select a new time slot, and select 'Release' of the existing time slot, then select 'Update'.
- d. You can change a booking from 'Landed' to 'Non-landed' or vice versa, by changing the current designation in the pop-up window. Once you make the change, the booking will automatically update.

a. Book & Release

The database allows you to book a new site and release an existing site at the same time.

1. Enter the site, date, time slot and landing status of new site booking.

A screenshot of a web form for booking a site. It contains four dropdown menus: 'Pendulum Cove', '21-Nov-2024', '13:01', and 'Landed'. To the right of these fields is a blue button labeled 'Add'.

2. Click 'Add' to book the site.
3. If a booking already exists in your schedule for this day/time slot, a pop-up window will appear showing the existing booking.

The screenshot shows the 'Site Visits' interface. At the top, it displays 'Current Vessel: Delaney' and 'Current Expedition: TDY18NOV2024'. A notification box in the top right corner states: 'PENDULUM COVE: Your vessel already has a booking for selected date and timeslot(s)'. Below this is a table of site visits:

Site Name	Date	Time	Landed	Latitude	Longitude
Fort Point	20-Nov-2024	07:31-13:00	Yes	-62.5666667	-59.5666667
Telefon Bay	21-Nov-2024	07:31-13:00	No	-62.9333333	-60.6666667
Whalers Bay	21-Nov-2024	07:31-13:00	No	-62.9833333	-60.5666667
Mikkelsen Harbor (D'Hainaut)	22-Nov-2024	07:31-13:00	No	-62.9	-60.7833333
Enterprise Island	23-Nov-2024	07:31-13:00	No	-62.5333333	-62
Foyn Harbor	23-Nov-2024	07:31-13:00	Yes	-64.55	-62.0166667

A dark grey pop-up dialog box is centered over the table. The dialog title is 'Vessel Booking Already Exists'. The text inside reads: 'You have 1 or more conflicting bookings for the selected time slots. Would you like to release the bookings for Whalers Bay at 13:01?'. At the bottom of the dialog are two buttons: 'Cancel' and 'Release and Book'.

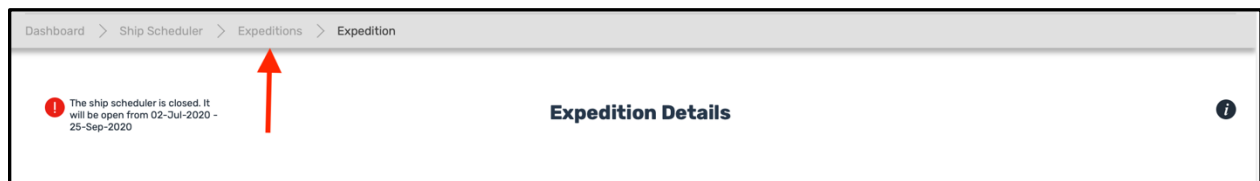
At the bottom of the screenshot, the same booking form from the previous image is visible, with the 'Add' button highlighted.

4. If you would like to release the booking to book the new site, click 'Release and Book'.
5. If you wish to keep the existing booking, select 'Cancel'.

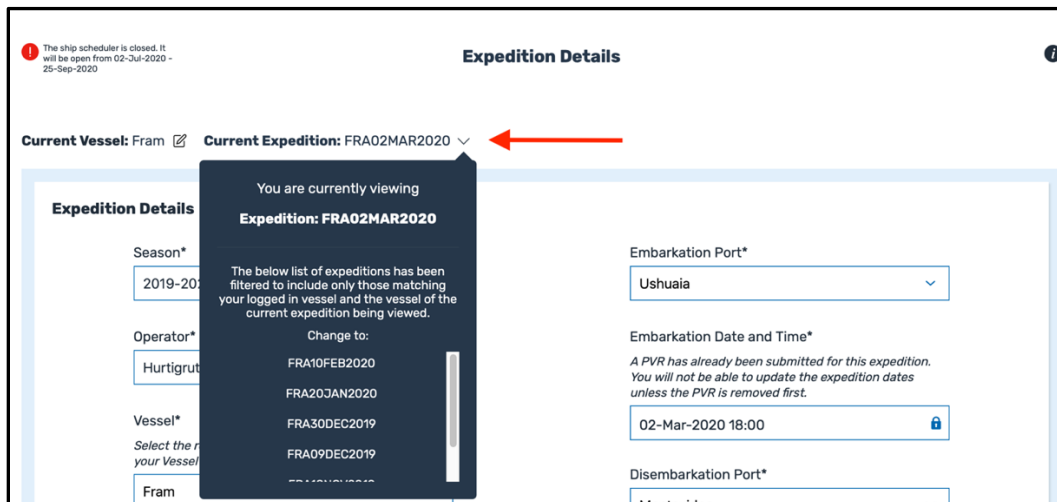
Changing Voyages

There are two ways you can change to view a different voyage in the Ship Scheduler.

1. Once you have logged in and are in the Expeditions section of the Ship Scheduler, you can choose any voyage from the landing page.
 - a. If you are currently within a voyage, you can also navigate back to the landing page by selecting 'Expeditions' in the breadcrumbs trail at the very top of the page.



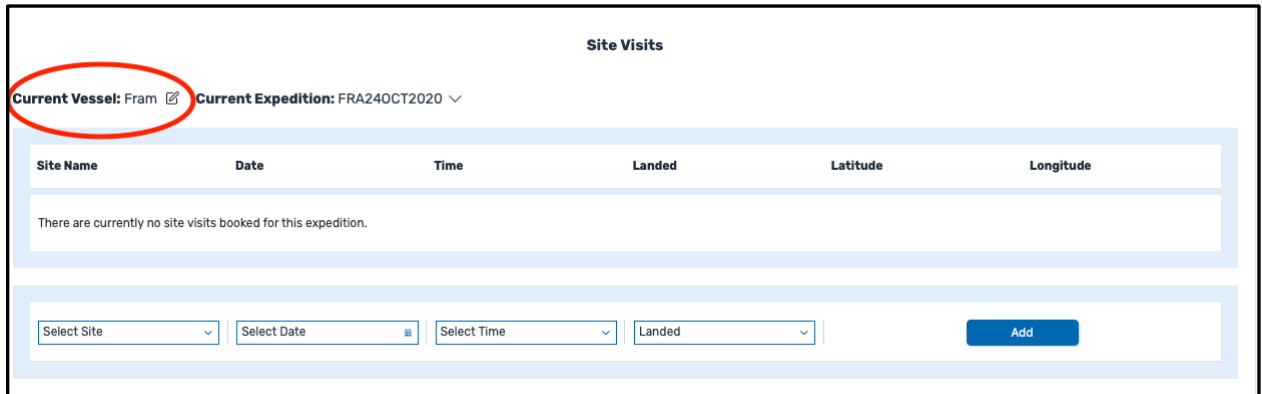
2. An easier way to switch between voyages, is to select the voyage number drop down which is above the core data, and also shown above the Site Visits. When you select the drop-down menu, the full list of voyages you have pre entered for the selected Vessel will be listed. Select a voyage and you will be redirected to that voyages booking page. (**Reminder:** Add your expeditions/core data in the live database in advance of Derby Day for a smoother booking process)



Changing Vessels

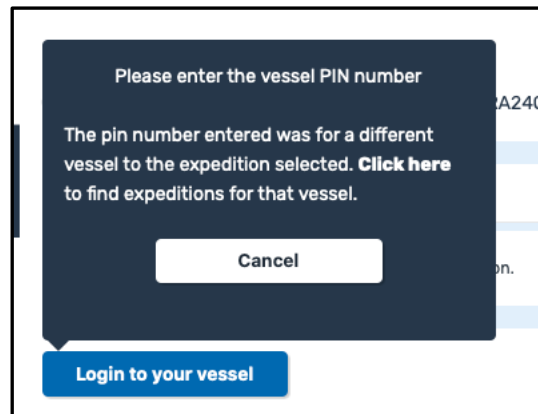
There are two ways to change your active vessel. (**Please note:** As per the previous system, only one user can be logged into a vessel at a time.)

1. If you are viewing a voyage for one vessel but want to switch to a different vessel, at the top of the core data or the top of the booked sites, next to the voyage number is the field 'Current Vessel'.



The screenshot shows a web interface titled "Site Visits". At the top, there are two fields: "Current Vessel: Fram" with a pencil icon and "Current Expedition: FRA24OCT2020" with a dropdown arrow. The "Current Vessel" field is circled in red. Below these fields is a table with columns: Site Name, Date, Time, Landed, Latitude, and Longitude. The table is currently empty, with a message below it stating "There are currently no site visits booked for this expedition." At the bottom of the interface, there are four dropdown menus labeled "Select Site", "Select Date", "Select Time", and "Landed", followed by a blue "Add" button.

- a. Click Vessel or pencil icon, and you will be brought down to the site booking area. Enter the six-digit vessel pin number for the vessel you would like to view.
- b. A pop-up window will replace the pin number and ask you 'Click here' to view the vessel voyages you have entered.



The screenshot shows a dark blue pop-up window with white text. The text reads: "Please enter the vessel PIN number". Below this, it says: "The pin number entered was for a different vessel to the expedition selected. **Click here** to find expeditions for that vessel." There are two buttons: a white "Cancel" button and a blue "Login to your vessel" button.

- c. You will be redirected to the main landing page. When you select a voyage for the new vessel, you will immediately be able to begin booking sites.

**If you have any questions, please email IAATO Operations
(operations@iaato.org).**