



## IAATO Database

# Offline Ship Scheduler Instructions

The Offline Ship Scheduler process allows a vessel to add or release site bookings through email instead of connecting to the IAATO Live Ship Scheduler or database to decrease data usage. Schedule change files are generally around 5-15kbs.

In addition to making schedule changes, the Offline Ship Scheduler also allows a vessel to request the traditional report in its entirety or partially to see site availability as well as create an email subscription to be alerted whenever a specific site is released or releases over the course of the last 24hrs.

Click on one of the following items to be brought to that page view:

1. Requesting the Traditional Report
2. Schedule Change Process
3. Released bookings (24 hrs)
4. Release Notifications (Site specific)

### Requesting the Traditional Report

To receive a copy of the traditional report at any time during the season without logging into the IAATO database or Live Ship Scheduler, you can request it via email.

#### Traditional Report by Vessel:

1. The Traditional report will show all bookings in a season by date and vessel.
2. Send an email to '[iaatolss@outlook.com](mailto:iaatolss@outlook.com)' with either of the following Subject lines. The body of the email should be left blank.
  - a. **"Ship Scheduler Report Request"** A return email will be received with a spreadsheet containing all bookings for the entire season.
  - b. **"Ship Scheduler Report Request dd/mm/yyyy - dd/mm/yyyy"** (ex. "Ship Scheduler Report Request 05/12/2020-09/12/2020")  
A return email will be received with the traditional report spreadsheet for ONLY the dates requested.

#### Traditional Report by Site

1. The Traditional Report by Site will show all bookings listed by date and site.
2. Send a blank email to '[iaatolss@outlook.com](mailto:iaatolss@outlook.com)' with either of the following subject lines:

- a. **"Ship Scheduler Site Report Request"** A return email will be received with a spreadsheet containing all bookings by site for the entire season.
- b. **"Ship Scheduler Site Report Request dd/mm/yyyy - dd/mm/yyyy"**  
A return email will be received with the traditional report by site for ONLY the dates requested.

## Schedule Change Process

Before your vessel embarks on its expedition, please download the Offline Ship Scheduler Master spreadsheet from the Field Operations Manual under Section 09 Yacht Operations. The spreadsheet also contains the following instructions without images.

1. Begin filling out the spreadsheet by adding your vessel name and PIN. Please use the drop-down list for Vessel Name to ensure it matches with the database. For example, if your vessel is written 'S/V Ocean Tramp' in the database, but you manually enter "Ocean Tramp", the database will not process the request.

A	B	C	D	E
<b>SHIP SCHEDULER CHANGE FORM</b>				
			Vessel Name:	S/V Ocean Tramp
			Vessel PIN	123456
<b>Special Notes:</b>				
1. This document is to be used for Peninsula ship schedule changes during the 2021-22 season.				
2. Please ensure that you have completed the 'Vessel Name' and 'Vessel PIN' fields above.				
3. Date format should be in dd/mm/yyyy (e.g. 12/03/2022). Please use the available drop down lists where applicable.				
4. Release actions to existing bookings will be processed first followed by any new bookings (or changes to bookings). All booking action types (date, site, timeslot) will be grouped by the automated booking service and so you are not restricted in the order in which these items are added to the form below.				
5. Use the Change booking action to replace existing bookings for the same time-slot with the specified new booking site. Note: this will also automatically 'Release' the existing site booking upon success of the new booking. If the new booking is unsuccessful, the existing record will remain.				
6. Please run the Macro (CTRL + b) to generate a new CSV file (for MAC users you will need to manually select .csv when saving) and send this as an attachment to the following email address: 'iaato-booking-prod@boxmodeldesign.co.uk' using a subject line of 'Ship Scheduler Booking Update'. Note: You can also wrap the generated CSV file within a standard ZIP file if you wish (7-Zip not supported).				
7. For any problems please email <a href="mailto:shipscheduler@iaato.org">shipscheduler@iaato.org</a>				
Date	Site	Time Slot	Booking Action	Landed (not needed for Release)
22/08/2020	Adie Cove	04:01-07:30	Book	No

2. Enter the schedule updates that you would like to make including date, time slot, site, and what type of request you are making. The follow request types are:
  - a. **'BOOK'**- This option allows you to book a new site/time slot that is currently not booked on your itinerary.
  - b. **'RELEASE'**- This option allows you to release an existing site/time slot booking.  
If you have 2 timeslots booked for a given day, you must enter 2 separate rows



- c. **'CHANGE'** - This option allows you to release one site and book a new site at the same time. If the site is already taken, your original booking will remain.

Date	Site	Time Slot	Booking Action	Landed (not needed for Release)
20/10/2021	Cuerville Island	07:31-13:00	Book	Yes
20/10/2021	Errera Channel	13:01-18:30	Book	No
21/10/2021	Ronge Island/Georges Point	07:31-13:00	Book	Yes
21/10/2021	Ronge Island/Kerr Point	13:01-18:30	Book	Yes
18/10/2021	Half Moon Island - Chinstrap Colony	07:31-13:00	Release	Yes

- Once you have entered in all of the changes you would like to make, press 'CTRL +b' to run the macro and generate a .csv file. The .csv will show the same data, but in a more simplified format. If you are using a Mac, you will need to manually select .csv when saving.
- Send your completed .csv spreadsheet in an email to the following email address '[iaatolss@outlook.com](mailto:iaatolss@outlook.com)' with the subject line '**Ship Scheduler Booking Update**'. The body of the email should be left blank.  
(Note: The .csv file can also be zipped and sent that way.)
- You will receive a response email after a few minutes, alerting you to the changes that were made, which include confirmation of sites booked as well as any bookings that may have failed and the reason.

## Request booking update result



○ IAATO <no-reply@iaato.org>

To: ✉ Erin Delaney

IAATO: Request booking update result

Dear Member,

The results for the booking updates for vessel 'Delaney' can be found below.

Processed requests:

1. Half Moon Island - Chinstrap Colony (Release) on 18/10/2021 at 07:31-13:00  
Status: Successful

2. Errera Channel (Book) on 20/10/2021 at 13:01-18:30  
Status: Successful

3. Cuverville Island (Book) on 20/10/2021 at 07:31-13:00  
Status: Successful

4. Ronge Island/Georges Point (Book) on 21/10/2021 at 07:31-13:00  
Status: Successful

5. Ronge Island/Kerr Point (Book) on 21/10/2021 at 13:01-18:30  
Status: Successful

Kind regards,

The IAATO Team

## Monitoring Releases

### Released Bookings

The feature allows a user to request a report showing all of the site releases over the last 24hr period.

1. Send a blank email to '[iaato1ss@outlook.com](mailto:iaato1ss@outlook.com)' with the subject line "**Released Bookings**".
2. You will receive an email back shortly with a list of releases. Any sites that have already been rebooked and are no longer available will not show in this list.



#### Ship Scheduler Released booking report



no-reply@iaato.org <no-reply@iaato.org>

To: Erin Delaney

The following bookings have been released in the last 24 hours that have yet to be rebooked

Site name: Pleneau Island | Timeslot start: 25-Nov-2023 13:01:00 | Timeslot end: 25-Nov-2023 18:30:00 | Landed: Yes

Site name: Port Charcot | Timeslot start: 25-Nov-2023 18:31:00 | Timeslot end: 25-Nov-2023 22:00:00 | Landed: Yes

Site name: Palaver Point | Timeslot start: 10-Dec-2023 07:31:00 | Timeslot end: 10-Dec-2023 13:00:00 | Landed: Yes

Site name: Ezcurra Inlet | Timeslot start: 11-Dec-2023 00:00:00 | Timeslot end: 11-Dec-2023 00:00:00 | Landed: No

Site name: Penguin Point - Seymour Island | Timeslot start: 11-Dec-2023 04:01:00 | Timeslot end: 11-Dec-2023 07:30:00 | Landed: Yes

## Release Notification Subscription

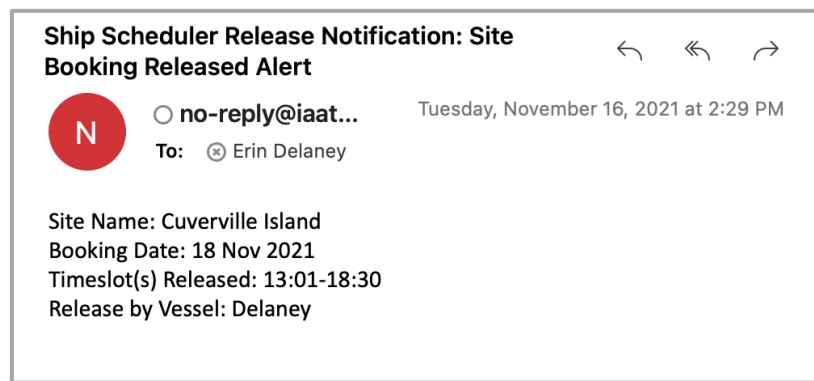
This feature allows a user to request email notifications for a specific site over a requested period of time. For example, if you are looking for an opportunity to book Cuverville Island between December 22 and 28, you could set up a subscription to be alerted by email whenever a time slot is released during that time period. You also have the ability to check in on your Vessel's current subscriptions, and clear all subscriptions.

### Create

1. Enter your Member name and Vessel name in the top right corner of the spreadsheet.
2. Enter start date, end date, and the site name of the site for which you want to set up the subscription. It is important to use the drop-down list to ensure site name spelling is correct and can be processed through the database.

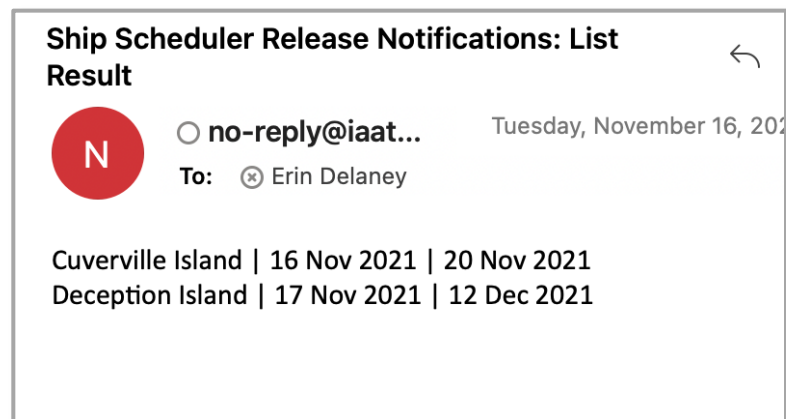
Date From	Date To	Site
14/11/2021	20/11/2021	Cuverville Island
15/11/2021	20/11/2021	Danco Island

3. Generate a plain text file by pressing 'CTRL + b'.
  - a. For Windows users, this new file should be formatted as a .csv.
  - b. For Mac users, you will need to manually change the file format to .csv when saving.
4. Send the .csv file to '[iaatolss@outlook.com](mailto:iaatolss@outlook.com)' with the subject line "**Ship Scheduler Site Release Notification: Create**". The body of the email can be left blank. (Note: The file can also be sent as a standard ZIP file (7-Zip not supported).)
5. Within a few minutes, you should receive a plain text email that lists the subscriptions back to you.
6. You will receive an email notification any time the site you are monitoring gets released within the requested date range. The notification email will include, the site name, date of release and time slot.



### List

1. To receive a list of your current subscriptions, send a blank email to '[iaatolss@outlook.com](mailto:iaatolss@outlook.com)' with the subject line "**Ship Scheduler Site Release Notifications: List**".
2. Subscriptions are monitored via email address, so it's important to send this from the same email the subscriptions were set up under.
3. Within a few minutes, you should receive an email back with the list of subscriptions.

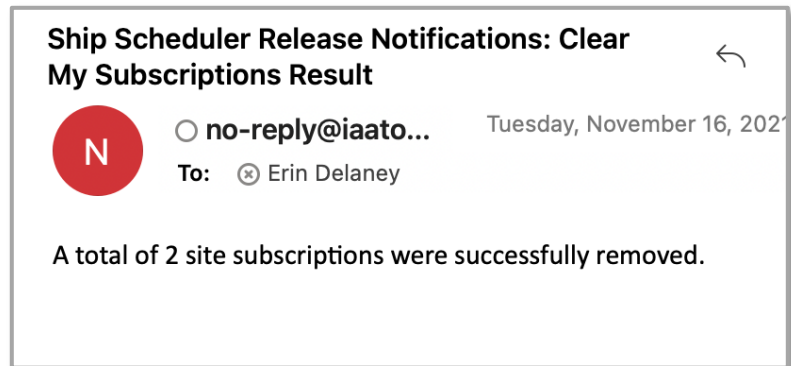


### Clear

1. Send a blank email to '[iaatolss@outlook.com](mailto:iaatolss@outlook.com)' with the subject line "**Ship Scheduler Site Release Notifications: Clear**" to clear out all subscriptions.
2. Please be aware that this will clear out all subscriptions, so if there are any sites you are still looking to monitor you will need to set up your subscription again.



3. Within a few minutes you will receive an email, that tells you how many subscriptions have been cleared.



If you have any questions, please email [database@iaato.org](mailto:database@iaato.org).