

Quick start guide

**Everything you
need to know
about:**

The logo for Fleet Insight, featuring a stylized blue 'V' with a yellow dot above it, followed by the words 'FLEET INSIGHT' in a blue, sans-serif font.

FLEET INSIGHT

Global Fleet

This guide explains how to get started with Voyager Global Fleet from Voyager Worldwide.

This Guide includes a summary of the service, how it works, answers to questions you may have and other useful information. If you need any further support you can contact any of the following Voyager Worldwide offices at any time. We will be pleased to help 24/7.

Get Voyager support.

For technical support email support@voyagerww.com or contact your preferred Voyager Worldwide office from the options right:

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Introduction to Global Fleet

The Global Fleet option within Voyager FLEET INSIGHT (VFI) allows you to create your own fleets of vessels for use within the rest of VFI.

A fleet is a simple list of between 1 and 250 IMO numbers and can be a directly selected list (based on IMO number, ship name or ship manager name), or a list of vessels meeting a set of filters that you have defined around vessel type and characteristics, behaviour, position etc.

These fleets can be saved as a list of IMOs as well as the set of filters used to generate the list where relevant, and where users are in a group (e.g. within one company) they can be shared with other Global Fleet users in that group.

How to access Global Fleet

To access the Global Fleet module in Voyager FLEET INSIGHT simply type <https://VFI.VoyagerWorldwideworldwide.com> into any web browser.

You can do this from any location, and from any web enabled device. The user interface is optimised for large tablet or PC/laptop-based browsers.

You will have been provided with a VFI username (generally your email address) and password. Enter these where prompted.

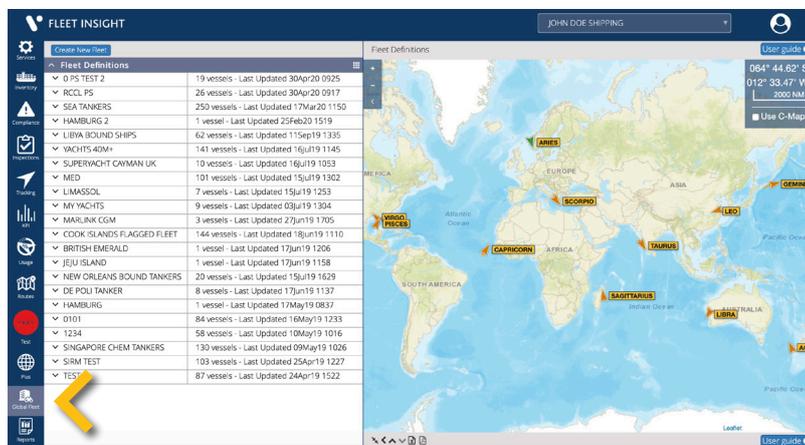
You may be asked to change your password if this is the first time you have used the system.

If you have forgotten your password simply click [Forgot my password](#) on the login screen and follow instructions.

Your personal access to Voyager FLEET INSIGHT (VFI)

If you have access to the Global Fleet module it will appear towards the bottom of the left hand module bar.

Simply click on the Global Fleet icon to launch it. You will see your existing



library of fleets with the option to view the underlying detail of any of the entries by clicking on the item.

The Global Fleets that you can access will also appear in the main Fleet selector on the black bar above the VFI map.

Using Global Fleet

You can choose to create a NEW fleet via the blue button towards the top left of the screen – or you can EDIT or COPY any of the fleet definitions in the selection area above. If you COPY a definition, you will need to save it with a new name and the existing fleet will still exist. If you EDIT a definition, the existing fleet and any fleet definition will be deleted.

Fleet Types

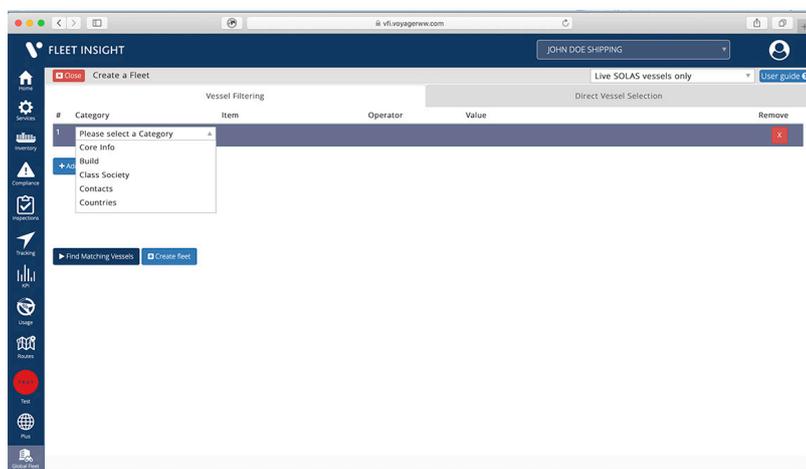
These are two types of fleet – shown in the body of the definition as in the picture on page 5. Filter Rules Set means that you have defined a number of qualifying filters and the fleet is a set of vessels which met those filters last time it was refreshed. Manual Vessel List means that a list of vessels has been directly selected by IMO number or by name. You can convert a Filter Rules Set to a manual list at any time – this then allows you to manually remove or add vessels to the fleet. You can also refresh the list of vessels meeting your set of filters at any time.

Scope

Throughout Global Fleet, you can amend the scope of any request via the selection box in the top right of the screen – by default all filters and lists of vessels will be from the available set of Live SOLAS vessels (around 60,000) but there are other options to look at all live vessels, at new builds or at recently scrapped vessels when applying filters etc.

Using Filter Sets

When you either create a new fleet, or amend an existing filter based fleet, you will see a screen which allows you to add filters, remove filters or amend



filters. Initially there are around 160 pieces of information which you can apply filters to, grouped into a number of categories. Once a filter field has

been selected you will be offered options which are relevant to that type of information.

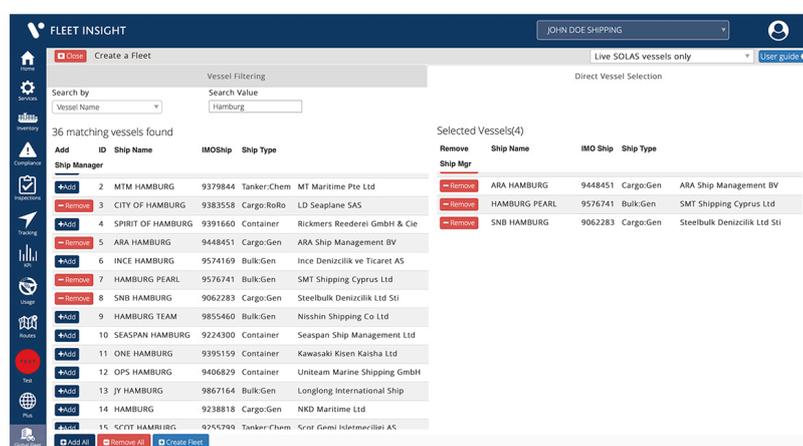
To add a new filter click on the blue button below the current set of filters, select a category in the first selection list and then the actual field to filter on in the second. You then follow the operator and value selections as appropriate to that item. You can remove filters at any time via the red button at the end of each item row.

As you amend these filters, you can use the green Find Matching Vessels button at any time to both see how many vessels meet your current criteria and also view a list of the first 250 matching vessels at the bottom of the screen. NOTE – you will be warned if your filter set generates more than 250 matching vessels – if you save this fleet only the first 250 vessels will be saved for use in the rest of Voyager FLEET INSIGHT.

You will be warned if any of the filters is incomplete – the Find Matching Vessels function will not work nor will you be able to save your fleet.

Directly selecting vessels

The second option for creating or managing a fleet is through the Direct Vessel Selection tab in the Global Fleet panel. On the left hand side of this panel, you can select a list of vessels where part or all of the Ship Name or IMO number matches the text that you input (in the example below), all vessels with HAMBURG in the name, within the currently defined scope, or are managed by a Ship Manager again where part of the name matches the text which you type in to the Search Value box.



The screenshot shows the 'FLEET INSIGHT' interface with the 'Direct Vessel Selection' tab active. The search value is 'Hamburg'. The interface displays a list of 36 matching vessels and a 'Selected Vessels(4)' list. The selected vessels are:

Remove	Ship Name	IMO Ship	Ship Type
-	ARA HAMBURG	9448451	Cargo-Gen
-	HAMBURG PEARL	9576741	Bulk-Gen
-	SNB HAMBURG	9062283	Cargo-Gen
-			

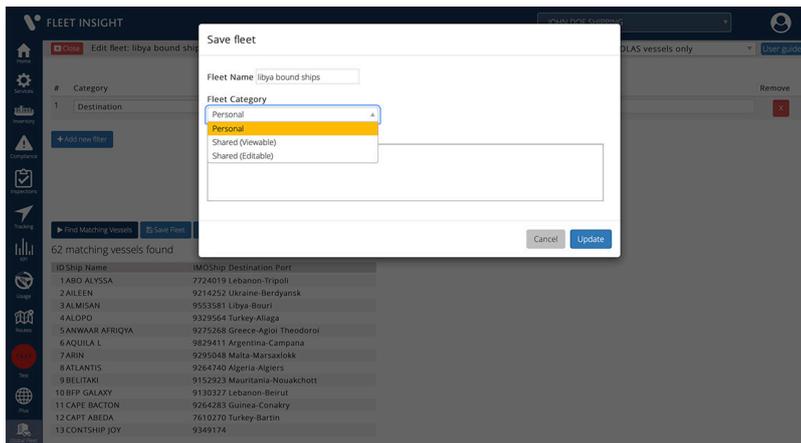
You can then add individual vessels from the list using the green Add button (or add all of the selected vessels) – they will then appear in the list on the right hand side which is your working fleet. Once you are happy with this fleet you can save it as below.

Saving your Fleet

For either type of fleet, click the blue Create Fleet button to save this fleet for permanent use later. There is also an option in the Filtering type to save a fleet with a new name (Save Fleet As) if you have used the EDIT option but have now decided that you would rather not replace the existing definition or fleet.

You should give your fleet a name which will need to be unique within your user group (company) – you will also need to provide a brief description in the bottom box.

Your fleet can be one which only you have access to, or can be shared within your user group. If sharing within the group, this can be made available to others on a view only basis or an edit basis – so they can be given access to the fleet as a user without being able to amend the definition. They will always be able to copy the definition to create their own version of this fleet.



The saving of a fleet can take up to 15 seconds to complete – you will then see the new or amended fleet in the main menu area on the left of your screen, and also in your list of available fleets in the fleet selection box.

Deleting Fleets

You can remove unwanted or superseded fleets at any time using the EDIT FLEET option, and then clicking the Delete Fleet button. If you do this, it will be removed from your list of available fleets AND from any group users who also had access to the fleet.

Reports

The Reports module in Voyager FLEET INSIGHT (VFI) can be used with any fleet to view and if required export specific lists of data related to that fleet.

There are two core areas of functionality:

- A library of available reports which you can use with the currently selected fleet
- The ability to create and manage your own reports and add them to your personal library and to the libraries of your colleagues.

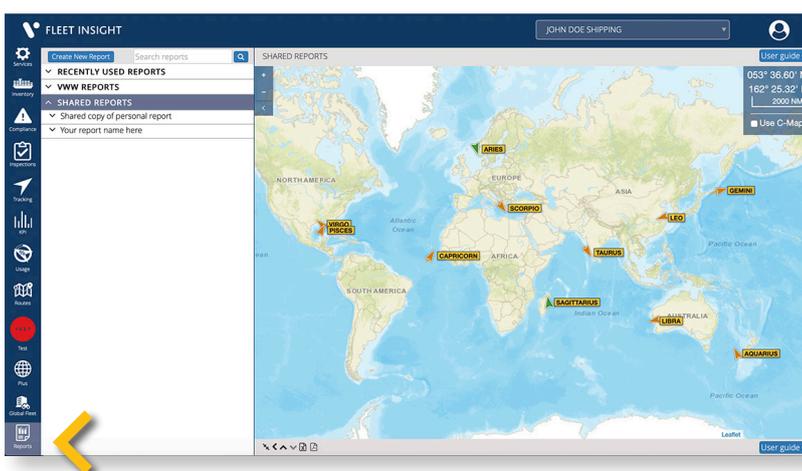
If you are a user of the Global Fleet module or you have signed up to the VFI Navigation Management service (which includes all VNaaS users), you will have access to the Reports module.

Accessing and using your Report Library

If you have access to the Reports module, you will see the relevant button on the module access bar on the left of the screen. When you click on that you will see your report library.

Your library will have up to 6 sections as above.

RECENTLY USED REPORTS are the last 10 reports that you have used, to help with easy and quick access to run any of those again



FAVOURITE REPORTS allows you to quickly access the reports that you use regularly; you can add or remove reports from this list by opening a report and clicking on either Add Favourite or Remove Favourite options as per the example above

Voyager Worldwide REPORTS are a standard reports or templates provided by Voyager Worldwide – you cannot change these but you can take a copy to

make amendments to the layout for personal use (see later)

PERSONAL REPORTS are those which you have created yourself and restricted for your own use only, no other user will see these in their library

SHARED REPORTS are those which you or someone in your group (normally the same company) has created and saved as a shared report for all users in your group

SEARCH RESULTS – each report has a number of tags associated with it, as well as the report name – if you enter text into the “Search Reports” box and click the blue Search button, a list of the reports available to you which match your search text will appear in this section.

To view a report for your current fleet, simply click on the report title – you will then see the data grid on the right of the screen, and the reference data for this report will show in the menu area on the left.

As with all other VFI data grids or reports, you can sort the content by clicking on the column headers, and you can extract the data into excel with a single click of the Excel button on the grey heading bar to the right of the four arrow buttons.

The screenshot displays the 'FLEET INSIGHT' interface for 'JOHN DOE SHIPPING'. It features a sidebar with navigation icons, a central map of the world, and a detailed data table. The table is titled 'OVERALL VESSEL SUMMARY FOR JOHN DOE SHIPPING' and contains the following data:

IMO	SHIP NAME	TYPE	FLAG	CARGO	DEPT	GT	LENGTH	DRAUGHT	DEPT'S	LAST PORT	LAST SEEN
917142	JOHN DOE AQUARIUS	ContainerShip-Post-Panamax	Singapore	00000	80225	23899	310	16.5	100.0%	Malaysia-Porting (Hellas) (17Jan)	Wed 13 Jan
917287	JOHN DOE ARIES	Tanker-Affiliate	Liberia	00000	10062	52200	310	16.9	100.0%	Morocco-Large (Mediteranean) (12Jan)	Wed 13 Jan
911489	JOHN DOE CANTER	Tanker-Affiliate	Philippines	00000	10371	17320	280	14.7	100.0%	Singapore-Singapore (10Dec)	Sat 11 Dec
906022	JOHN DOE CAMPIONE	ContainerShip-Post-Panamax	Dominican DR	00000	12461	19630	310	16.0	100.0%	Russia-Consuevales (from 12Jan)	Wed 13 Jan
911431	JOHN DOE CELENA	ContainerShip-Post-Panamax	Liberia	00000	77390	75200	280.5	14.0	100.0%	USA-Malaysia (12Jan)	Wed 13 Jan
917191	JOHN DOE LEO	Bulk Carrier-Capable	Liberia	00000	17753	80501	280.4	17.9	100.0%	Australia-East (East Term) (12Jan)	Wed 13 Jan
917191	JOHN DOE LIBRA	Bulk Carrier-Capable	Liberia	00000	63531	36474	294.5	13.3	75.1%	Thailand-Sri Lanka Oil Term (12Jan)	Wed 13 Jan
917191	JOHN DOE PROCS	Tanker-MR2	Malta	00000	50385	20202	175.9	12.2	62.0%	USA-Cherry Point (12Jan)	Wed 13 Jan
917191	JOHN DOE SMART FALCON	Tanker-MR2	Singapore	00000	42076	22421	162	11.8	68.2%	Poland-Norway (12Jan)	Wed 13 Jan
917191	JOHN DOE SCORPIO	ContainerShip-Regional Header	Liberia	00000	23479	18327	166.1	10.9	32.0%	China-Ryukyu (12Jan)	Wed 13 Jan
917191	JOHN DOE THURUS	Tanker-MR2	Marshall Islands	00000	36289	20270	170.5	13.0	60.0%	Russia-Panama (12Jan)	Wed 13 Jan
917191	JOHN DOE VIKING	PC-ATC ← 4000 tons	Liberia	00000	18710	95316	264.1	10.0	0	Singapore-Singapore (12Jan)	Tue 12 Jan

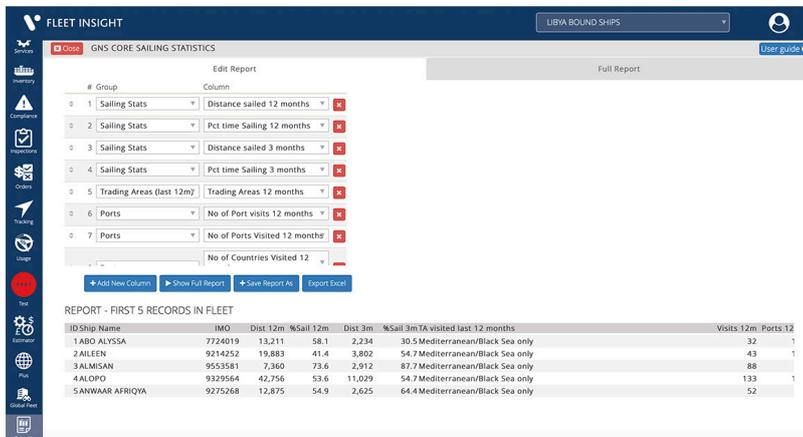
Creating and Managing your own reports

If none of the available reports provides the layout that you want, or if you want to change an existing report or create a new report layout based on one which exists, you should use the report editor.

To create a new report, click on the blue button at the top of the menu area on the left. To edit an existing report, or to copy it in order to create a new version, open up the existing report by clicking on the title and then click on the Edit Report item below the reference data.

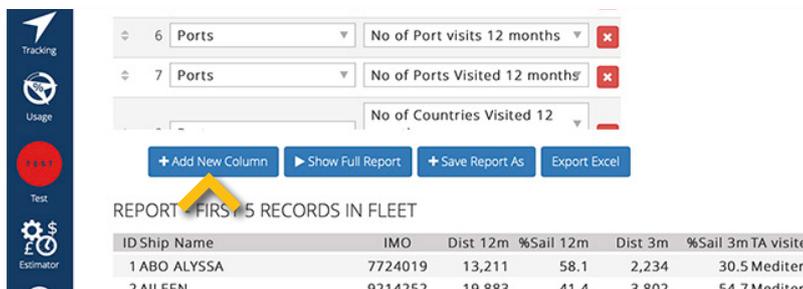
The Report Editor

With the report editor, you can add new columns to a report layout, remove columns, or amend the sequence in which columns appear. Note that the first three columns of all reports are predefined as the row number, the ship name and the IMO number. These cannot be removed or moved.

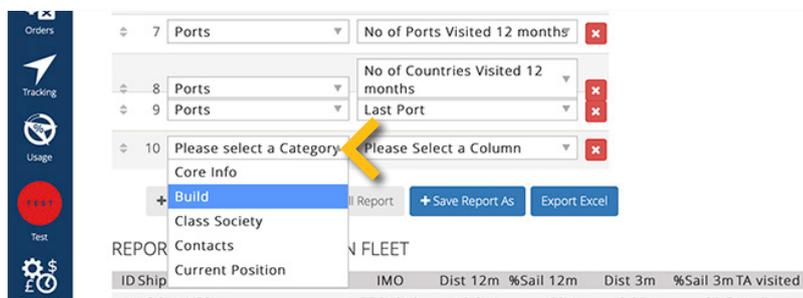


The report columns are managed in the top half of the report editor above. To remove a column simply click on the red button to the right of the item. To move a column up or down the list, click and hold the marker to the left of the item you want to move and drag it to the new position.

To add a new column (which by default will be at the end of the list) click the blue Add New Column button.

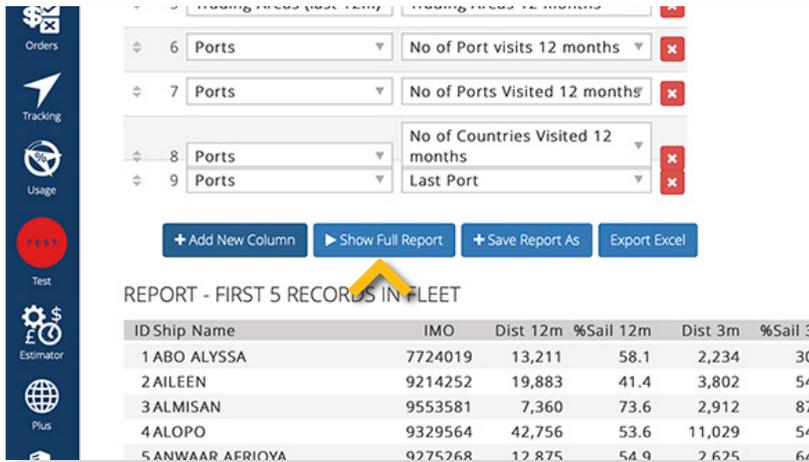


The available columns are grouped into categories – simply select the category you are interested in and then select the data column from those presented in the second drop down list.



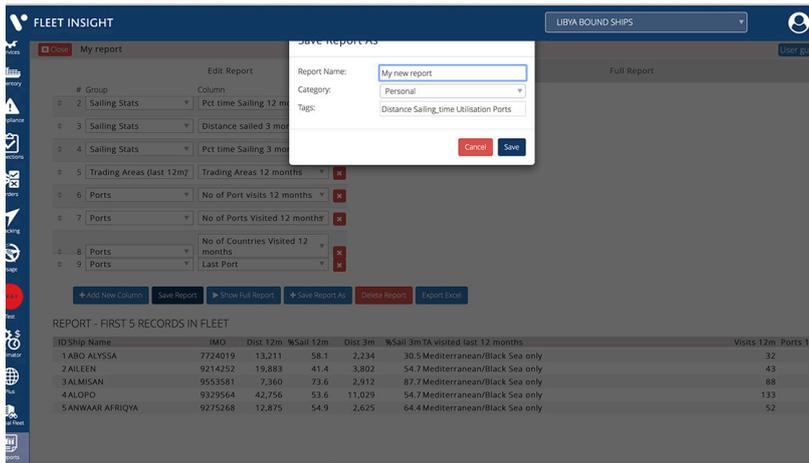
This will add that column to your working report layout. As you make any changes in the control area at the top of the editor, they will be reflected in the sample data view at the bottom of the panel. This will always show just the first 5 vessels in the current fleet. At any point you can see your working

report for the full fleet by clicking on the grey Full Report tab on the right of the editor or the blue Show Full Report button below the control area. You can also generate this as an Excel spreadsheet via the Export Excel button.



ID	Ship Name	IMO	Dist 12m	%Sail 12m	Dist 3m	%Sail 3m
1	ABO ALYSSA	7724019	13,211	58.1	2,234	30.5
2	AILEEN	9214252	19,883	41.4	3,802	54.7
3	ALMISAN	9553581	7,360	73.6	2,912	87.7
4	ALOPO	9329564	42,756	53.6	11,029	54.7
5	ANWAAR AFRIQYA	9275268	12,875	54.9	2,625	64.4

If you want to save this report layout for future use, you can use either the Save Report or Save Report As buttons (note Save Report may be greyed out if you do not have permission to change this layout and are making a copy).



The report name will need to be unique within your User Group. The Category setting controls the visibility if you are part of a wider User Group. Select Personal if this report is only to be visible to you and not anyone else in the Group. Select Shared (Viewable) if other members of your User Group can use the report layout but not change it, and Shared (Editable) if anyone in your User Group can make changes to it.

You can also Delete Reports from your library using the red button above – this will remove it from your personal library and, if you are the owner, from the libraries of others in your User Group.

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