KYSTVERKET

SafeSeaNet Norway

Guide to voyage creation and voyage updates based on spreadsheet template

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1 Introduction

This document is intended as a guide for using the new spreadsheet functionality in SafeSeaNet Norway (SSNN), making it easier to get started. The spreadsheet template and how to use it in SSNN.

The spreadsheet template and the new spreadsheet functionality is intended to make voyage registration in SSNN more efficient by pre-filling each step of the registration wizard with the values from the template.

The next chapter covers how to download the template and how to create a new voyage based on a filled spreadsheet, while the third chapter focuses on updating an existing voyage. General tips and best practices are presented in the fourth chapter, focusing less on technical details and more on the practical use of the spreadsheet.

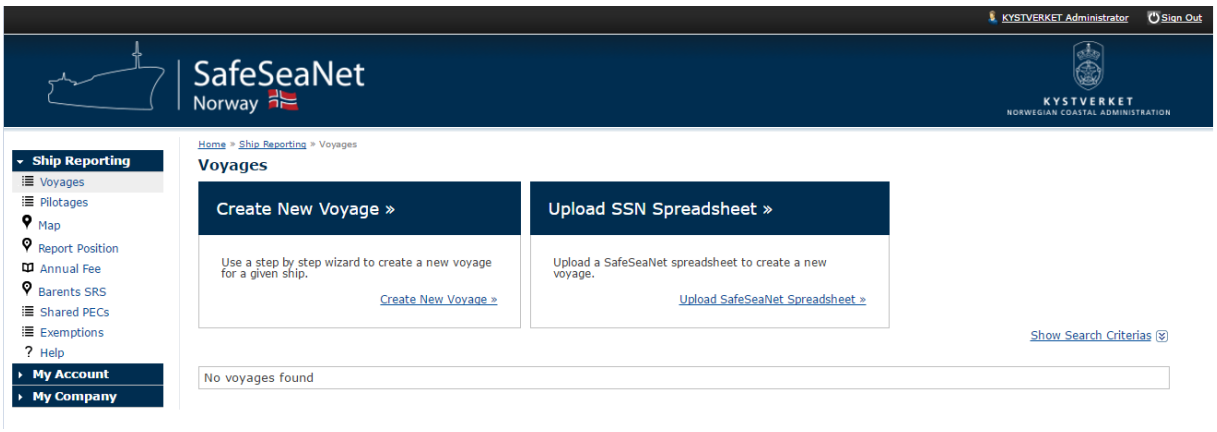
2 How to use the spreadsheet template in SSNN

2.1 Download the spreadsheet template

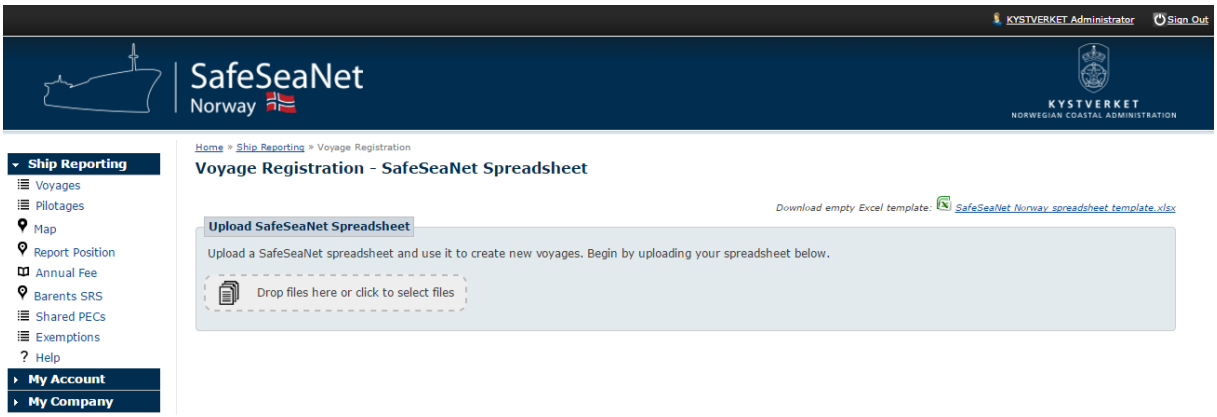
A key feature of the new spreadsheet functionality is the Excel template. The Excel template contains one sheet for nearly every step of the voyage registration wizard. The following sub sections shows the there different ways to download the template.

2.1.1 Download empty template from spreadsheet registration start page

1. Navigate to *Voyages* and click the *Upload SafeSeaNet Spreadsheet* link

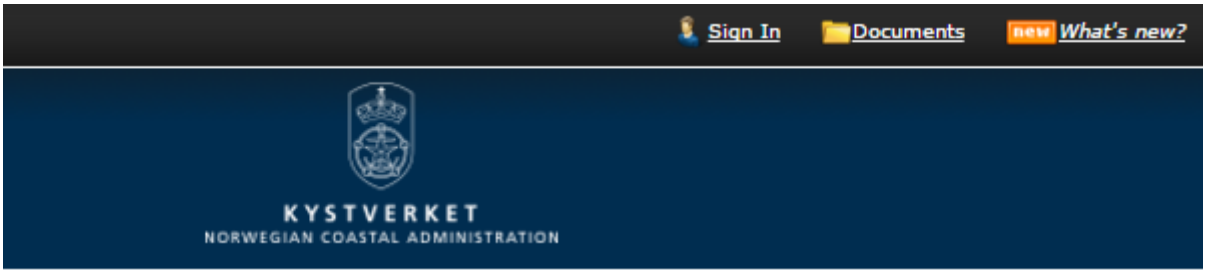


2. Click the *Download empty Excel template* link on the right side, above the upload section.



2.1.2 Download empty template from Documents

1. Navigate to *Documents* via the top menu:



2. Download *SafeSeaNet Norway spreadsheet template* by clicking the Eng link in the *Download* column under *Templates and Information.*

Documents

This page contains a collection of documents and templates used in SafeSeaNet.

User Guides

Description	Download
Ship Reporting User Guide	Eng
Spreadsheet User Guide	Eng
PEC User Guide	Eng
Assessor Evaluation Guide	Eng
Port Authority Guide	Eng
New User Registration Guide	Eng

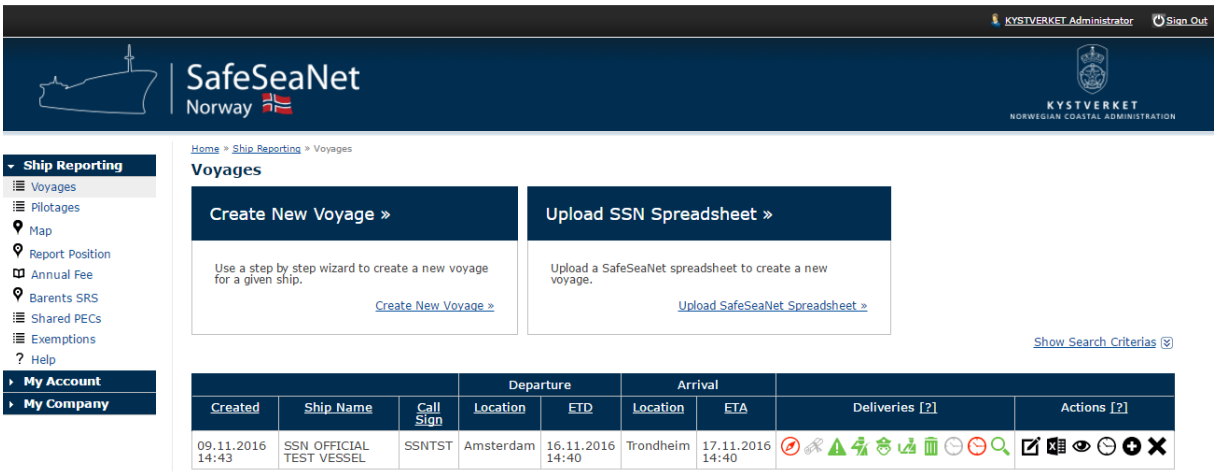
Templates and Information

Description	Download
SafeSeaNet Norway spreadsheet template	Eng
Ship pre-arrival security information form (MARSEC doc 0508).	Eng
Excel template for crew- and passenger lists	Eng
Information regarding the release of the SafeSeaNet military module	Eng Nor
Information regarding electronic reporting of crew and passenger lists to the police	Eng + Nor

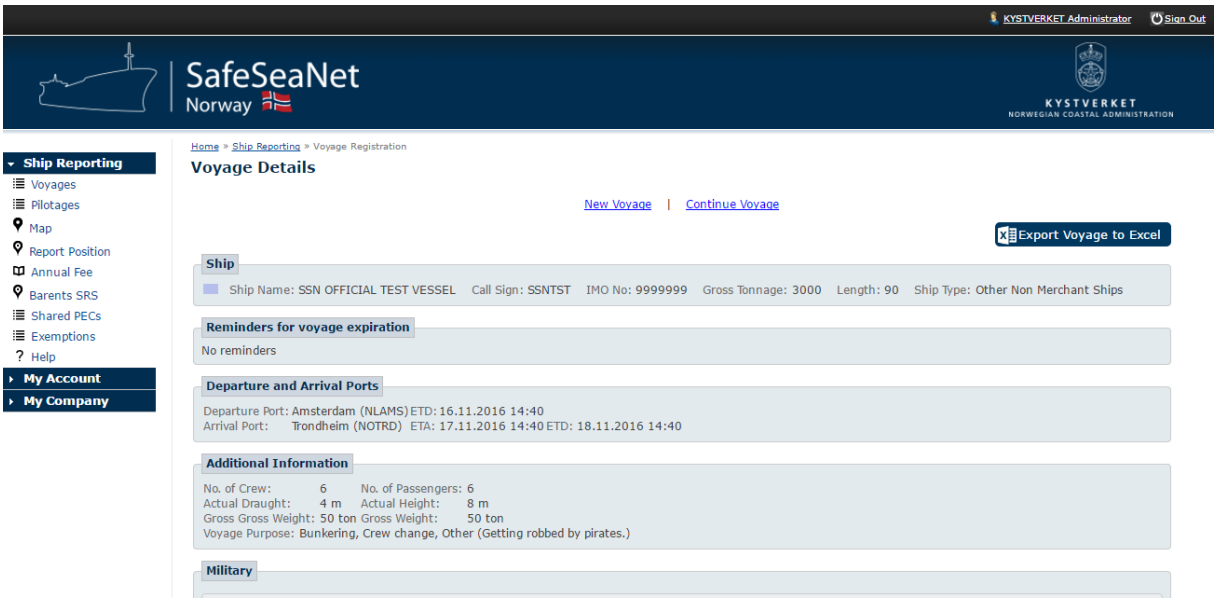
Link to Documents: *https://shiprep.no/ShipRepWebUI/Documents.aspx*

2.1.3 Export existing voyage to spreadsheet template

1. Find the voyage you would like to export, and click the *View* icon under *Actions* in the voyage listing:



2. Click the *Export Voyage to Excel* button to the right above the ship and voyage details:



Depending on your web browser you may have to be presented with a save dialog, and you need to choose to save the file. The exported spreadsheet will then be downloaded to your hard drive in the location you selected.

2.2 Fill the spreadsheet template with voyage data

The spreadsheet template contains a total of 15 different tabs. The tabs that are supported in SafeSeaNet Norway is highlighted with a navy blue colour.

The template can be partially filled. However, if any required reporting is left out, the user will be required to enter this information upon registration of the voyage.

Validation and data input instructions:

For list based layouts, instructions of how to fill the different columns is shown when holding the mouse cursor over the column header. Column headers with tooltip instructions are marked by a red triangle in the top right corner.

For single cells that require specific formatting of the data input, requirements are automatically shown as comments when the cell is selected.

General formats:

Location Code/Name	Name of Port and/or five character location codes: Trondheim NOTRD Trondheim (NOTRD)
Dates	Required format differs between: Date only: dd.mm.yyyy Date and time: dd.mm.yyyy hh:mm Example: 27.12.2016 21:00
Number separation	All number separations must be made with commas.

It is worth remembering that some of the tabs contain date cells that is validated against the departure and arrival dates for the voyage, specified in the Voyage tab.

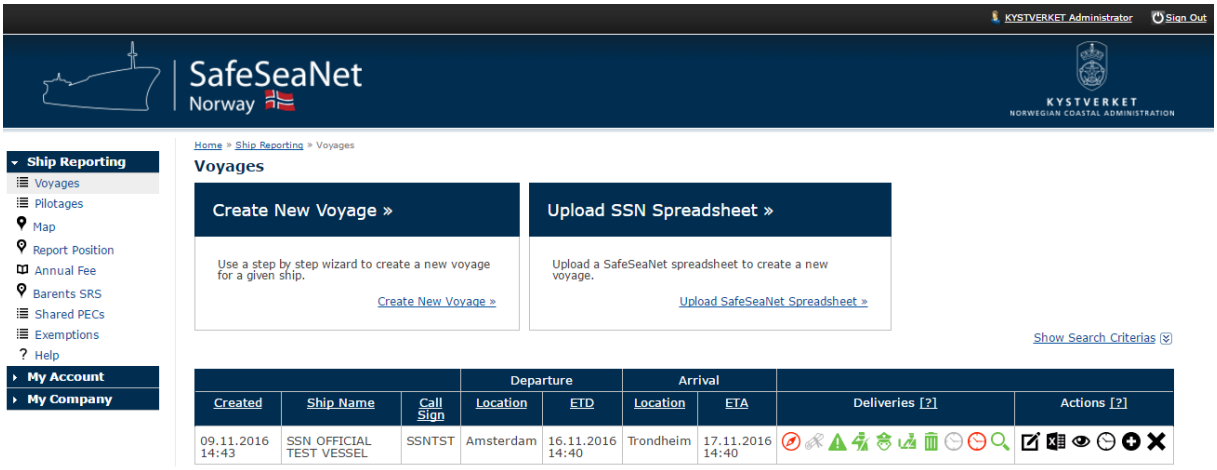
2.3 Create a new voyage in SSNN using the spreadsheet template

By this point you should have either an empty Excel template, or a template based on an existing voyage.

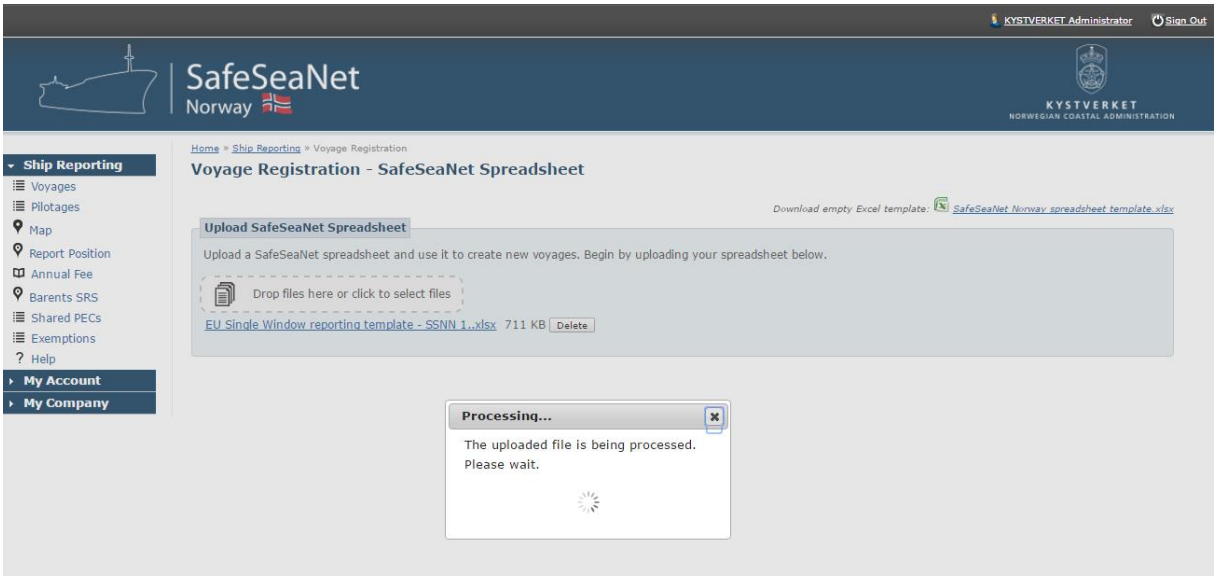
Go through each sheet in the Excel template, and either supply missing values or correct existing values. **It is especially important to check each sheet if you plan to use a template based on an existing voyage**.

When all relevant sheets are filled with data, you are ready to create a voyage based on the template:

1. Click *Voyages* in the main menu, and then the *Upload EU Compliant Spreadsheet* link.

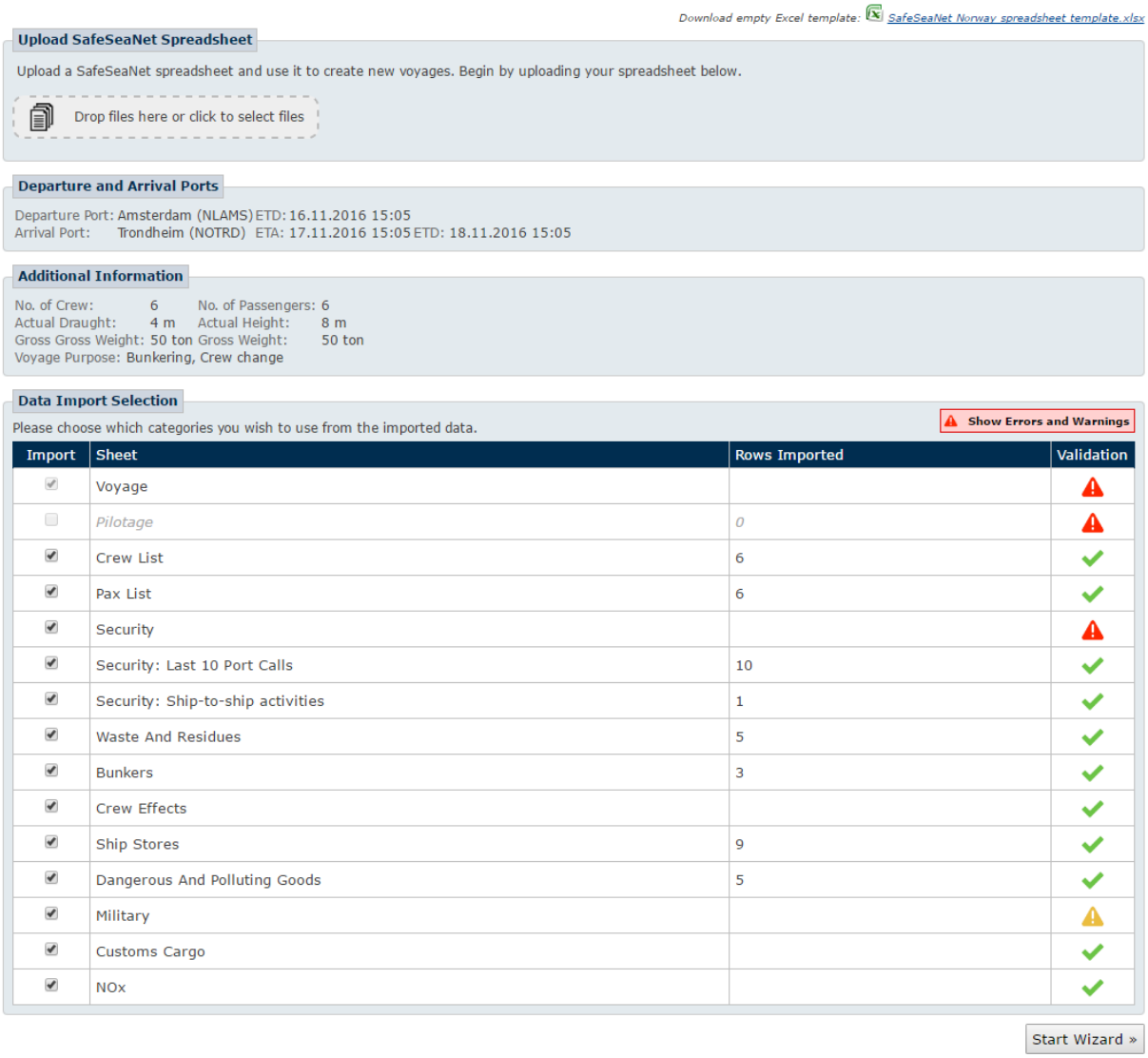


2. Upload your pre-filled spreasheet either by using drag-and-drop, or by using the file selection dialog prompted by clicking the *Drop files here or click to select files* field.



The spreadsheet is now being read, and your voyage registration is being prepared.

3. If the import was successful, a table will appear in the *Data Import Selection* section in addition to various summaries of ship and voyage details.



Download empty Excel template: SafeSeaNet Norway spreadsheet template.xlsx

Upload SafeSeaNet Spreadsheet

Upload a SafeSeaNet spreadsheet and use it to create new voyages. Begin by uploading your spreadsheet below.

Drop files here or click to select files

Departure and Arrival Ports

Departure Port: Amsterdam (NLAMS) ETD: 16.11.2016 15:05
Arrival Port: Trondheim (NOTRD) ETA: 17.11.2016 15:05 ETD: 18.11.2016 15:05

Additional Information

No. of Crew: 6 No. of Passengers: 6
Actual Draught: 4 m Actual Height: 8 m
Gross Gross Weight: 50 ton Gross Weight: 50 ton
Voyage Purpose: Bunkering, Crew change

Data Import Selection

Please choose which categories you wish to use from the imported data. Show Errors and Warnings

Import	Sheet	Rows Imported	Validation
☑	Voyage		⚠
☐	*Pilotage*	*0*	⚠
☑	Crew List	6	✓
☑	Pax List	6	✓
☑	Security		⚠
☑	Security: Last 10 Port Calls	10	✓
☑	Security: Ship-to-ship activities	1	✓
☑	Waste And Residues	5	✓
☑	Bunkers	3	✓
☑	Crew Effects		✓
☑	Ship Stores	9	✓
☑	Dangerous And Polluting Goods	5	✓
☑	Military		⚠
☑	Customs Cargo		✓
☑	NOx		✓

Start Wizard »

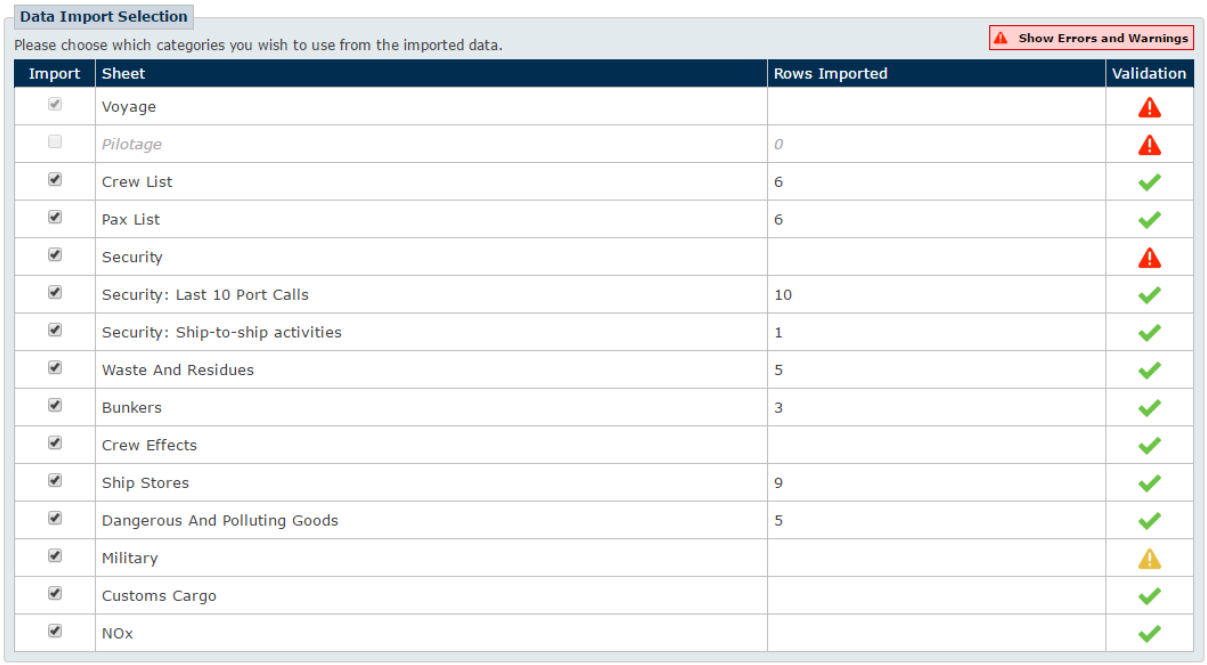
The `Data Import Selection` table contains one row for each sheet in the template. Below is an explanation of each column in the table:

Import	Contains a checkbox that determines whether data imported from a given sheet will be used to pre-fill the corresponding step in the voyage registration wizard. If it is left unchecked, the imported data is ignored and the step must be filled manually if it is relevant for the voyage.
Sheet	The display name for each respective sheet. The names are formatted and correspond with the sheets in the template. *Note: The Security sheet is split into three separate import selections*.
Rows Imported	For sheets with table-based input (e.g. Crew/Pax list), the number shows how many of the rows where actually imported. Rows in the sheet with critical errors may not be imported – cross-checking the number of rows in the template with rows imported might therefore be useful.
Validation	The displayed icon shows whether there are any errors or warnings for the data in a given sheet. Validation icons: All imported data is OK. At least one warning given for the imported data. Data is still imported, but the respective data should be reviewed to ensure that is correct. At least one error given for the imported data. These are more severe than warnings, and indicates that the user must rectify the reporting information, either in the spreadsheet or during voyage registration The sheet contained no data and was therefore ignored.

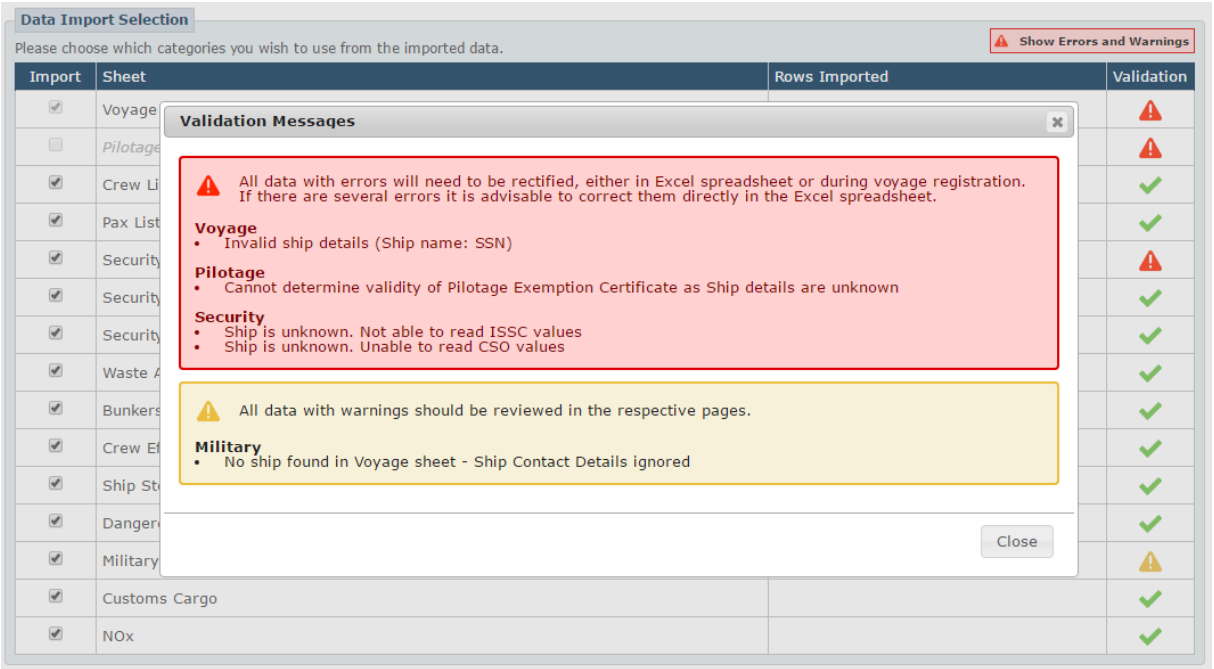
4. In case of errors or warnings, hover over an icon to show more details:

The error and warning details will include the row number or cell address, making it easier to fix issues in the template.

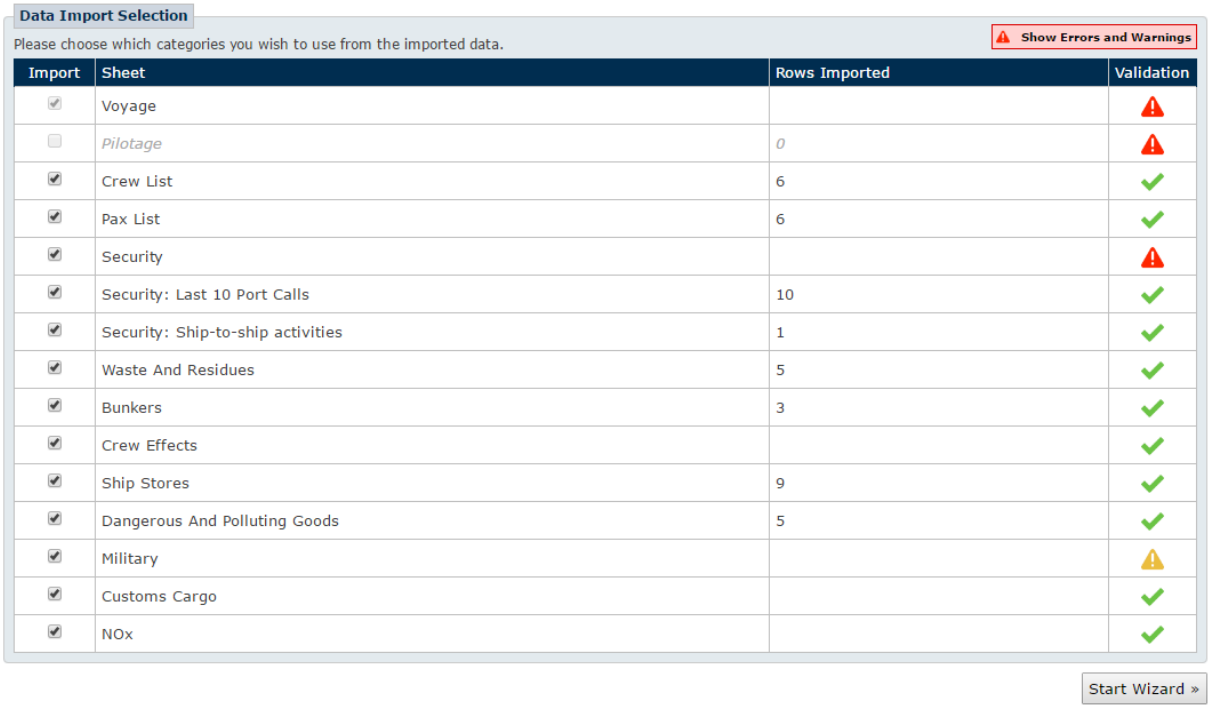
Alternatively, all errors and warnings can be seen in a complete list view by clicking *the* `Show Errors and Warnings` button in the top right corner of the `Data Import Selection` section.



Clicking this button will present a new window with a summary of all validation errors and warnings, grouped by severity, with color codes matching the icons presented in the table.



5. After choosing which data to import, click the *Start Wizard* button in the bottom right corner to begin voyage registration wizard with pre-filled data from the spreadsheet.



Data Import Selection

Please choose which categories you wish to use from the imported data.

Show Errors and Warnings

Import	Sheet	Rows Imported	Validation
☑	Voyage		⚠
☐	*Pilotage*	*0*	⚠
☑	Crew List	6	✓
☑	Pax List	6	✓
☑	Security		⚠
☑	Security: Last 10 Port Calls	10	✓
☑	Security: Ship-to-ship activities	1	✓
☑	Waste And Residues	5	✓
☑	Bunkers	3	✓
☑	Crew Effects		✓
☑	Ship Stores	9	✓
☑	Dangerous And Polluting Goods	5	✓
☑	Military		⚠
☑	Customs Cargo		✓
☑	NOx		✓

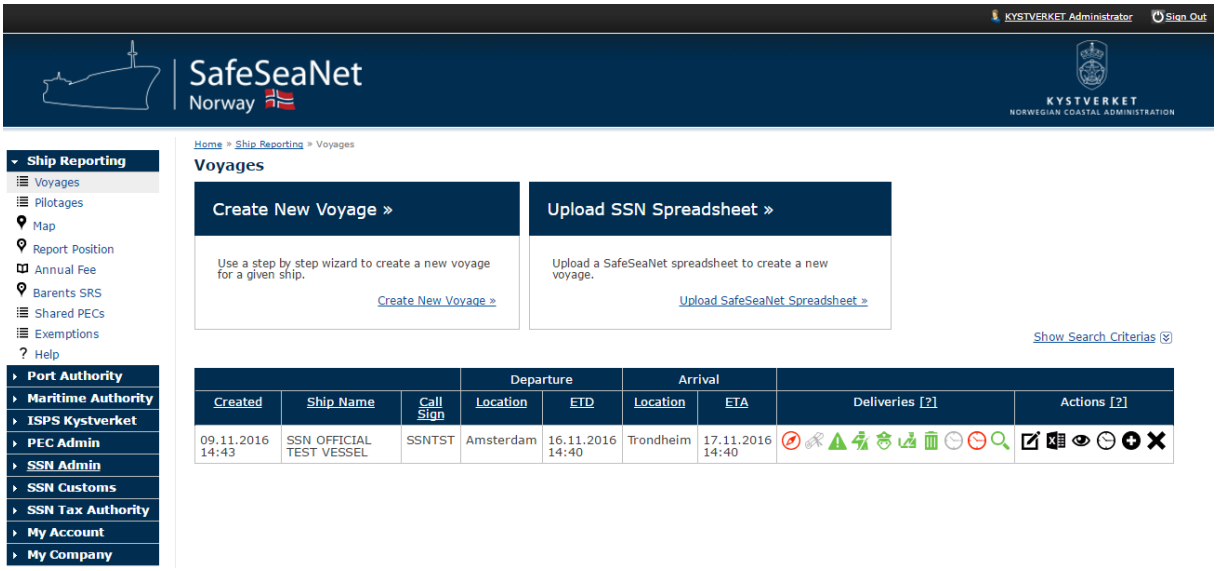
Start Wizard »

3 How to use spreadsheet to update voyages

The update functionality for the SSNN spreadsheet integration is very similar to the registration of new voyages, using the same template. The following sub sections will describe and illustrate the process.

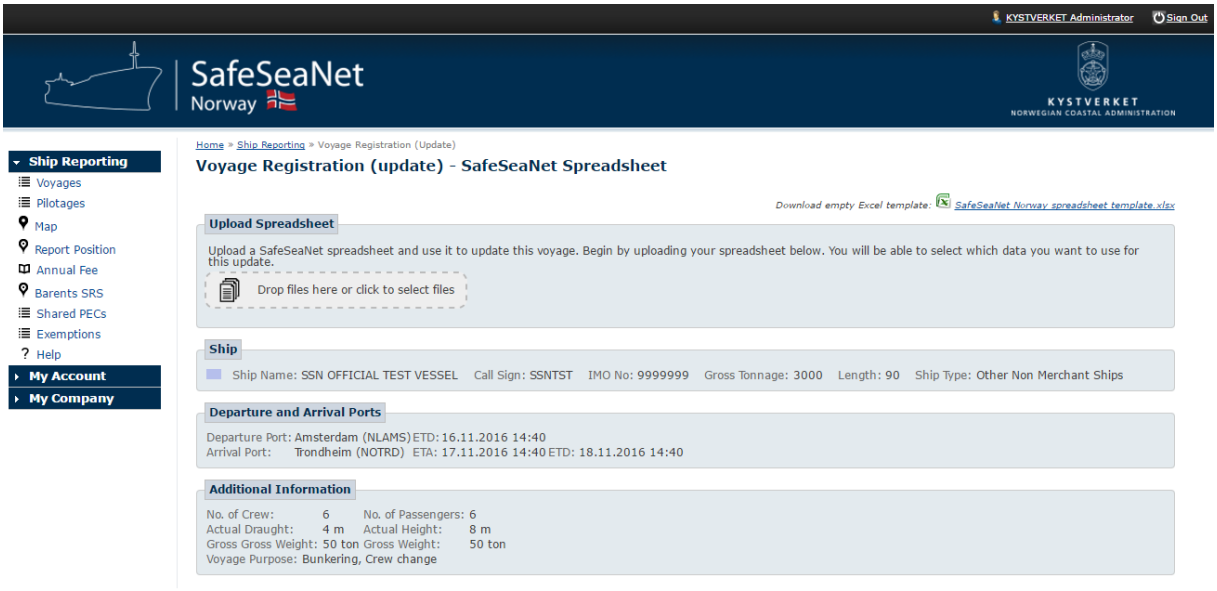
3.1 Select a voyage to update

To update a voyage using the spreadsheet template, you first need to navigate to Voyages. In the column `Actions` a new button with an Excel icon is introduced. Clicking this button will take you to the update page.



3.2 Upload SSNN spreadsheet

Ship and voyage information is shown for the selected voyage. It is not allowed to change either ship or departure location during an update.



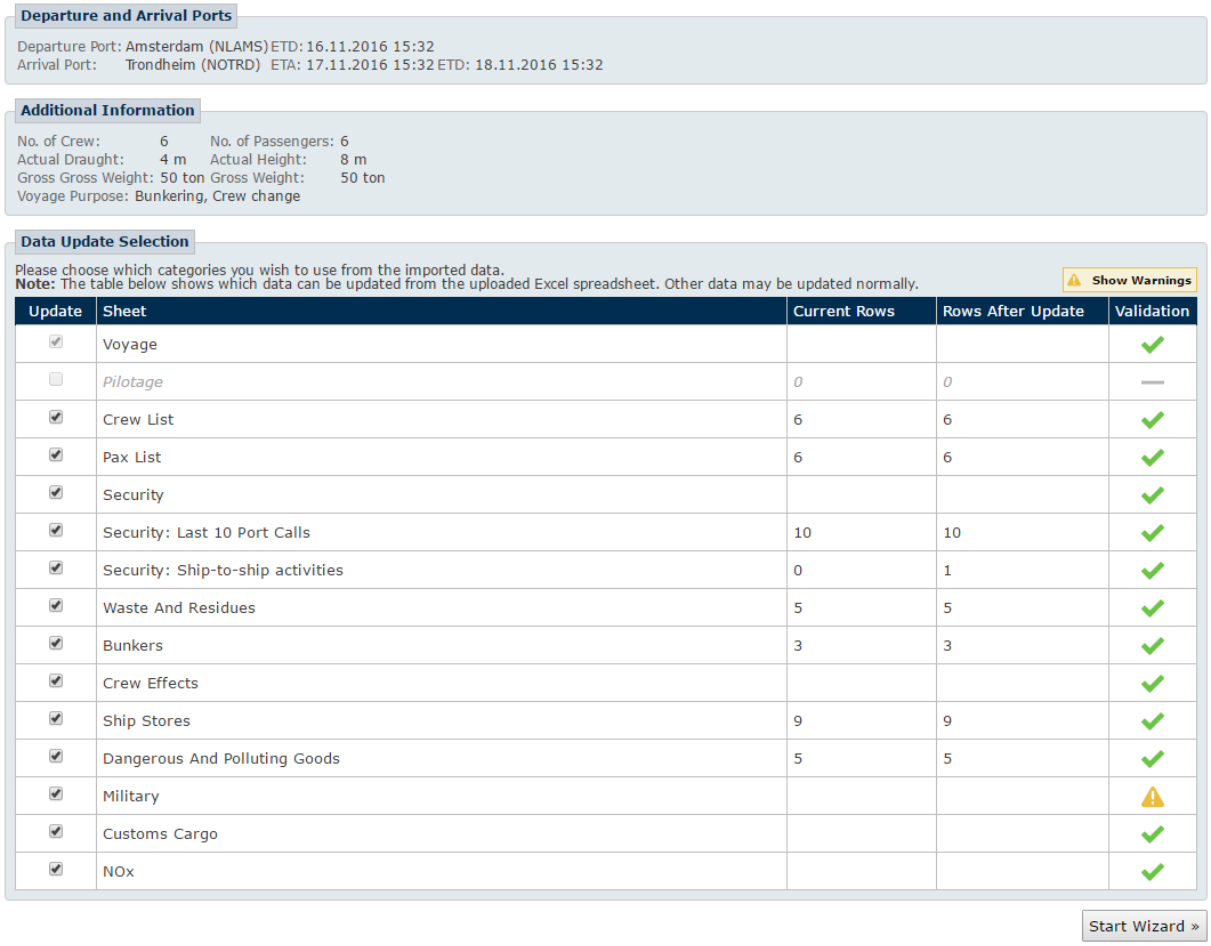
3.3 Select data to be updated

After uploading your spreadsheet the `Data Update Selection` section will be displayed. For data that is in list form, `Current Rows` indicates the number of entries in the respective lists. `Rows After Update` indicates the number of entries the voyage will have if you should choose to update this data. If there is data that you do not wish to update, you can uncheck the checkbox in the `Update` column.

Generally, during an update, the uploaded file will have precedence, meaning that if `Update` is selected the voyage will only contain the data from the uploaded file. Therefore it is highly recommended to ensure that the spreadsheet is up to date before you make any changes to it, with the intent of using during a voyage update. Also you should ensure that the update selection is correct before proceeding.

Any validation errors or warnings can be displayed in the same way as for new voyage registrations, using the spreadsheet.

Pilotages may not be updated. New pilotages may be registered, but only if there are no active pilotages already registered on the voyage being updated.



Departure and Arrival Ports

Departure Port: Amsterdam (NLAMS) ETD: 16.11.2016 15:32
Arrival Port: Trondheim (NOTRD) ETA: 17.11.2016 15:32 ETD: 18.11.2016 15:32

Additional Information

No. of Crew: 6 No. of Passengers: 6
Actual Draught: 4 m Actual Height: 8 m
Gross Gross Weight: 50 ton Gross Weight: 50 ton
Voyage Purpose: Bunkering, Crew change

Data Update Selection

Please choose which categories you wish to use from the imported data.
Note: The table below shows which data can be updated from the uploaded Excel spreadsheet. Other data may be updated normally.

Show Warnings

Update	Sheet	Current Rows	Rows After Update	Validation
☑	Voyage			✓
☐	*Pilotage*	*0*	*0*	—
☑	Crew List	6	6	✓
☑	Pax List	6	6	✓
☑	Security			✓
☑	Security: Last 10 Port Calls	10	10	✓
☑	Security: Ship-to-ship activities	0	1	✓
☑	Waste And Residues	5	5	✓
☑	Bunkers	3	3	✓
☑	Crew Effects			✓
☑	Ship Stores	9	9	✓
☑	Dangerous And Polluting Goods	5	5	✓
☑	Military			⚠
☑	Customs Cargo			✓
☑	NOx			✓

Start Wizard »

3.4 Recommended practice for updating voyages

To ensure a good user experience, it is recommended to update voyages either based on an exported spreadsheet for this voyage, or the same sheet that was used in the creation of this voyage. If the voyage has been updated in the web client (SafeSeaNet Norway) after it was created, using an exported spreadsheet is recommended.

1. Export the existing voyage to Excel to ensure you have the latest version of the voyage, including any potential changes made to it directly in the SSNN web client.
    - Use original excel sheet only if it is available to you, and the voyage has not been updated directly in the client after creation.
2. Make your changes to the exported spreadsheet.
3. Use the updated, exported spreadsheet to update the voyage.
    - Pay attention to update selection and ensure that it is correct before proceeding.

4 Best practices

4.1 Avoid using copy and paste

The spreadsheet template has been created with various sets of rules for expected format and values for the data input. However, if a user copies values from one cell to another in the spreadsheet, all rules are also copied to the cell where the paste operation was performed. If the set of rules for the two cells are different, it is very likely that the user will enter erroneous data. Therefore it is **strongly** recommended to avoid using copy and paste functionality when working with the spreadsheet.

This is in the best interest of all parties involved, as the rules in the spreadsheet mirror the rules for reporting in SafeSeaNet Norway. They are enforced in order to help the users fill in data that will be accepted when the spreadsheet is uploaded.

Some examples of rules are date formats, dropdown lists with specific values, length of input values, number separators, and company organization numbers.

4.2 Leave cells empty if no reporting is intended

When a spreadsheet is uploaded in SafeSeaNet Norway the system will attempt to read all cells that contain data. This means that if a cell contains the value NIL, null, Unknown, or something similar, it will be attempted matched against the expected values for this cell. If no match can be made, it will give an error or warning to the user. These errors only generate noise, and might take away focus from actual errors.

It is recommended to leave cells empty if no specific reporting is intended.

4.3 Cooperation between ship and onshore staff

Given a scenario where a spreadsheet, filled by captain or crew onboard the ship, is sent to onshore staff for registration, there are a few points that all involved parties should be aware of. These pointers are given with the intention of, over time, increasing the efficiency of the registration process, and reducing the interaction time between ship and onshore staff.

In the event that the spreadsheet has been filled with erroneous data, and user uploading the spreadsheet gets many validation errors, it may prove helpful to copy these errors and present them to the person who filled out the spreadsheet. Over time this may increase efficiency in both communication between ship and onshore staff, and when reporting voyages in SafeSeaNet Norway.

As the previous sections have shown, all errors and warnings can be displayed for the user. This list can be used as a basis for training, to in the long term contribute to minimizing the number of errors.

4.4 Create a voyage based on an exported spreadsheet

It can be especially beneficial to use exported spreadsheets if it is planned to report several voyages, with great overlap in the reporting information. The interaction flow would then look like the following:

1. Export an existing voyage from SafeSeaNet Norway.
    a. The exported spreadsheet can be distributed to the person who is responsible for filling out the updated information.
2. Update departure and arrival information, in addition to eventual dates that are related to or dependant on the updated dates.
3. Information that should not be reported can either be removed from the spreadsheet directly or deselected during import.

When registering the next voyage the same procedure can be followed, starting with an exported spreadsheet. This work flow enables the user to reuse previously reported data, and can reduce the total time spent registering voyages.

4.5 Learning how to fill in data based on exported spreadsheets

In addition to being able to create voyages based on an exported spreadsheets, the export function can also provide insight in how the spreadsheet should be filled. Studying an exported spreadsheet can be instructive and prevent making mistakes in the future.