Welcome to Voyager FLEET INSIGHT

At GNS, we create products that give ship management and crew the tools to enable them to be more productive wherever they are in the world.

Voyager FLEET INSIGHT is the easy, completely transparent way for marine, HSEQ and purchasing managers in ship owners and management companies to manage navigation compliance and navigation costs online.
Contents

How to access VFI 4
Your personal access to VFI 5
VFI help and information 6
Using VFI 7
Exploring further 10
Troubleshooting 11
Managing orders 12
Wallboard 18
KPIs 20
Reports 25
Admin 32
Service and support 34
How to access VFI

To access the VFI simply type https://VFI.gnsworldwide.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 VFI

Your personal user profile controls which VFI services and modules you can access, and which fleets you can see. Initially there are two levels of VFI service – Customer Essentials and Navigation Management. These control the modules you can see in the left hand vertical bar on your screen. All users have access to modules linked to Customer Essentials which include the Home view, and then for GNS managed customers includes Services, Inventory, Compliance and Orders to allow you to monitor and manage your day to day relationship with GNS.

Navigation Management provides access to the Tracking, Ports and Routes modules. You will see these if you have subscribed to the service or if you have taken a trial of the service for a limited period.

VFI Fleets are collections of IMO numbered vessels – you may have access to only one such
fleet, or to a number of fleets. You can check this by clicking on the active fleet name on the black bar at the top of the screen. If you have others there will be a drop-down list to select from and an input box to type in all or part of the fleet you want to move to.

VFI help and information

A comprehensive VFI User Guide is available. This may have been given to you when access to VFI was provided, but it can also be viewed and if required downloaded within VFI. Simply click on the user icon towards the top right of the screen and select Help. The .pdf document should be displayed.

There are also detailed Information panels available alongside most of the internal options, to describe the map content and overlays, or the data grids. These are available via the two large ? buttons above the map and above the data grid area – simply click on these as necessary.
Using VFI

VFI has a consistent user interface across all modules and functions. Initially when you login, you will see a map showing the latest recorded position of each vessel in the currently active fleet, with a 24 hour “mouse trail” of recent movements.

If you hover over any of the icons (orange at sea, green in port) you will see key information about that vessel including how long it has been there if stationary as well as brief vessel information such as name, IMO number, type and flag country.

Positional information is updated every hour in the free VFI Essentials service option and every 10 minutes in the premium Navigation Management service. This AIS information is picked up via satellite and terrestrial receivers whenever a vessel has their AIS terminal active.
THE MAP

The map area is used by most of the modules and data views in VFI. You can zoom with a mouse scroll wheel or via the +/- buttons on the map. You can move the map around (pan) by clicking and dragging in the normal way. Your current mouse position as latitude and longitude, and current map scale, are shown in the top right corner of the map.

THE DATA PANEL

To get started with VFI, click on the Home button on your landing page and a second panel will open on the left, entitled Vessel Summaries. In other modules you may see more than one subject area. You will then see subheadings normally for each of the vessels in the fleet and can open any one of these to see more detail. In this case click on a vessel to bring up a detailed data panel showing a range of information for that vessel. In other modules, this could be a panel relating to Bundle usage by the vessel, PAYS (Voyager Open Permit) usage, digital or paper inventory, ENC usage, port visits etc. In most cases the content of this detailed data panel provides links to show
further data on the map and in the data grid as described below. Simply click anywhere on any row with an arrow to drill through to this detail.

**THE DATA GRID**

In addition to viewing data such as historic tracking, port visits, and chart or digital publication holdings on the map, you can also see the underlying data in a grid form below the map. You will have seen this in the initial landing page and when using the Home button - a grey bar below the map, with a number of action arrows. Use the up and down arrows to control the height of this area and the other arrows to control the width. Sometime this panel will open as full height where the content (e.g. technical library publications) cannot be shown on the map.

The grey heading will always contain an Excel Export button – simply click on that and a Microsoft Excel spreadsheet of the current data in the grid will be downloaded to your browser as an .xlsx.

If you have the Navigation Management modules available, you can for instance use the position
Exploring further

tracking to view historic movements of a vessel (as far back as 2015). You will also see options which combine chart and ENC purchases against vessel tracking lines for the same period to understand the efficiency of chart purchasing on your vessels. As well as looking at individual vessel behaviour you can look at the ports that your fleets use, and even the ports where your vessels are most frequently inspected and the outcomes.

You may also have been given access to our John Doe Shipping demonstration fleet to see the full range of VFI modules and facilities on a trial basis. This fictitious fleet of 12 vessels shows the full range of benefits of VFI including how GNS services, including usage and overspend, can be monitored in VFI if taking the full range of Voyager based services from GNS.
Troubleshooting

This User Guide has a Troubleshooting section towards the back which identifies some of the problems you may encounter (as with all web-based systems) and how to resolve them, and also how to provide other feedback and requests back to GNS.
Managing orders using VFI

VFI also includes functionality to allow users to edit, approve, decline and submit orders awaiting approval.

This functionality is only provided to authorised users on receipt of a customer’s explicit instruction. If you would like access to this functionality then please contact GNS customer services.

The order approval facility is a fully automated service. AVCS and Primar ENC orders approved by you will not be checked by GNS customer services before being processed. Clause 8.2 in the Voyager FLEET INSIGHT end user licence agreement applies. 8.2 We may treat any orders placed via VFI for any products and services, including the Services, as valid and binding on you irrespective of whether the individual placing the order has authority or not.
Users can also view complete orders and approved orders which are currently in progress. Orders listed in the complete section also include orders that were declined.

All orders generated by GNS Customer Services and by vessels using Voyager PLANNING STATION are available in VFI. VFI users will receive an email notification for quotes and orders with a link to the order.

**APPROVING ORDERS**
To access orders awaiting customer approval, select ‘Orders’ on the main VFI side menu > select ‘Awaiting Customer Approval’ from the side flyout menu to display the list of vessels with orders awaiting approval.
Clicking on a vessel will expand the menu to display the list of vessel specific orders
The information provided in the menu is the order reference, order date, number of Items and total order value.
Select an order row from the menu to display the product items on the map and on the lower data grid panel as per the below screenshot example.

Clicking the arrow icon will close the side menu. Clicking this again will open the order detail.
EDITING ORDER HEADER INFORMATION

The lower data grid panel includes order header information with the option to save the order by clicking on the excel icon on the grid header.

You can also edit the order header detail by selecting the edit button to open the Order Header details pop-up. Here you can update the PO Number, Vessels Estimated arrival date, Delivery address and any specific not you may wish to add to the order. Once updated, click Save & Close.

SUBMITTING AN ORDER

All items on an order will be set to approved by default. Select the toggle button to decline individual items on the grid or the map or select
the bottom toggle button on the grid to decline or approve all items before submitting the order.

Selecting a product item on the menu will zoom and highlight the product graphically on the map. Selecting a product item on the map will highlight the item and display a pop-up which includes a toggle option to Approve/Decline a selected item on the map. Note: The default status is set to approved.

- Approve All will set all items to approved on the map and grid.
- Decline All will set all items to declined on the map and grid.
- Clicking submit will display a Pop-Up with ‘Are you sure you want to submit this order ‘No |
Yes’.

Once you submit the order a pop-up will provide confirm that your order has been submitted.
Voyager FLEET INSIGHT Navigation Management subscribers now have access to a Wallboard module.

The GNS Wallboard provides continuous display of live vessel positions on large screen for use in operations centres and reception areas. In order for you to use VFI in wallboard mode, we will need to send you a dedicated Wallboard User ID.
When you login with your Wallboard User ID, VFI will immediately display the positions of your fleet on the homescreen. All you have to do is click to view in full screen.

In Wallboard mode Vessels “move” every 10 minutes. Tool tips appear for each vessel in alphabetical order - switching from one to the next every 10 seconds.

To request your Wallboard login for your fleet simply email us at:

customerservices@gnsworldwide.com.
KPIs

The KPI module presents a graphical view of a growing range of Key Performance Indicators (KPIs). Initially these relate to digital spend, usage of digital charts and publications purchased and sailing statistics - distances travelled and percentage of time spend sailing. KPIs can be viewed over a series of time periods.

SELECTING YOUR KPIS

The KPIs available for the fleet that you are viewing are presented in the main menu area of VFI.

The available KPIs are the ones with the arrow on the right. Simply click on the KPI that you would like
KPI COMPARISON

The chart at the top shows information across the current vessels in your fleet for the KPI (or KPIs) that you have selected. The top bar will generally represent the fleet at an average or percentage level (total amounts would not be comparable).

The vessel information is presented in one of three views using the drop down box in the top right hand corner – by Ship Name, by IMO number or (as in this example) by overall value high to low.

If there are too many vessels to show in the panel, use the scroll bar to move up and down the chart. Where there are multiple segments to a bar as in the example above, you can hide or show individual elements by clicking on the items in the legend on the right hand side.
You can see the actual numbers for any individual segment by hovering your mouse over it.

You can view all the underlying numbers in tabular form by clicking on the blue View Numbers button. The data will appear in a grid in a popup screen. It can be exported to Microsoft Excel using the export button on the top right hand side of the popup screen. Use the X button to close and remove the popup.

MONTHLY TREND KPI VIEW
The lower half of the screen will show a monthly trend (generally 13 months) for the selected KPI, for one vessel or for the overall fleet.

You can select which vessel this monthly trend is
being shown for either by clicking on a bar in the top graph, or by selecting from the drop down list in the top left corner of this chart.

As with the KPI Comparison chart, you can show or hide individual segments using the coloured items in the legend, you can view the values associated with any segment by hovering over it with your mouse and you can view the numbers behind this chart by clicking on the blue View Numbers button. Drilling down to view details behind the Trend KPI view.

In many cases, you can also view the detailed data for the currently selected vessel for a single month by simply clicking on the bar for a month. The availability of this feature is illustrated by the message in the top right of the trend KPI cell. It will not be available when viewing a fleet level chart.
and is not relevant for certain KPIs.

The resultant detailed list will appear in a grid which replaces the summary graph at the top of the screen – click on the round X button on the grey bar to remove it.
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 Fleets 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 **GNS REPORTS** are a standard reports or templates provided by GNS – 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.
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.

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.
Where a company has a number of VFI user accounts, one of them will generally be designated as the Administrator. These users may have access to the Admin module within VFI.

**USER SUMMARY**

To view a summary of all currently active user accounts linked to your VFI account along with last usage and a list of the VFI services that the user has access to, click on the grid icon to the right hand side of the menu section heading as above.

Note that if you need to have any of the user accounts disabled, you should contact GNS customer services and quote the number in the ID column as well as the user email. You will need to do this if, for instance, the user has left your company.
USER DETAIL
Alternatively you can see a list of all available user accounts in the main menu area (select VFI Users) – initially this will show when the user last used VFI (or has never used VFI).
If the user HAS used VFI there will be a drill through arrow by their name in the menu. Click on that for a detailed view of activity for any user – you will see a list of the last 100 times that the user logged into VFI and if the individuals and fleet(s) that were accessed in each session.
Service and support

For service and support visit the help section in VFI. Alternatively email us on customerservices@gnsworldwide.com or call us on the numbers below. We are here to help, 24/7.

GERMANY
T: +49 40 374 811 0

GREECE
T: +30 216 400 5000

SINGAPORE
T: +65 6270 4060

TURKEY
T: +90 216 493 74 01

UK
T: +44 191 257 2217