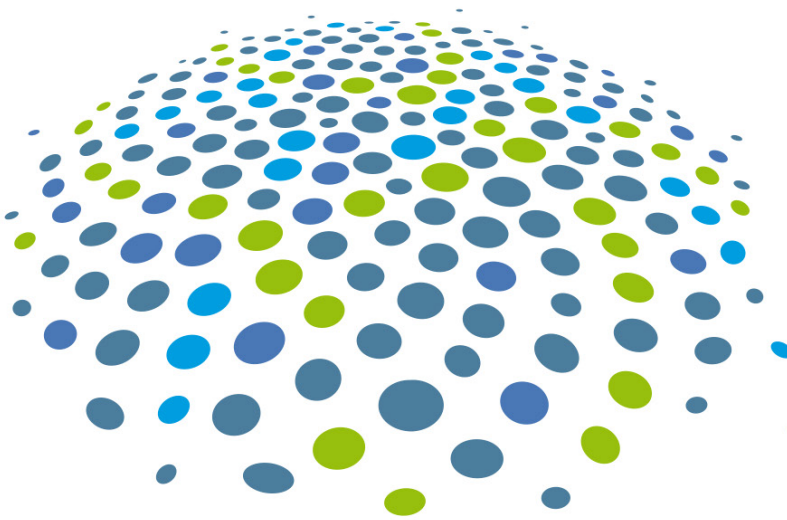


Voyager

FLEET INSIGHT

Quick Start Guide



GNS

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.

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 at any time you can request an email is sent to you with a link and instructions to reset it.

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 VFI. This will generally show the position of a vessel less than an hour before. 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.

Managing orders using VFI

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

Please note:

- 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.

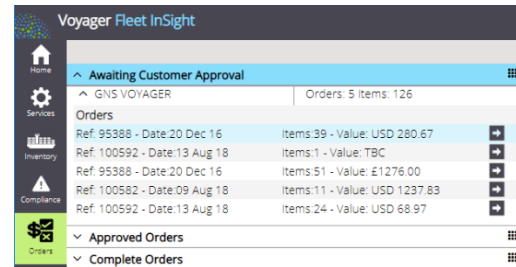
All orders generated by GNS Customer Services and by vessels using Voyager PLANNING STATION are available in VFI. VFI users will receive an email notification for quotes and orders with a link to the order.

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.

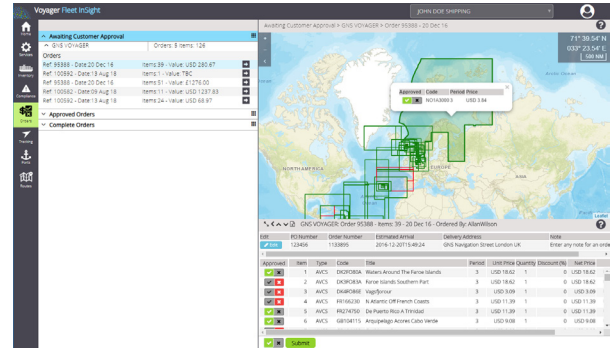
Clicking on a vessel will expand the menu to display the list of vessel specific orders

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

Edit	PO Number	Order Number	Estimated Arrival	Delivery Address	Note
<input checked="" type="checkbox"/>	123456	1133895	2016-12-2015:49:24	GNS Navigation Street London UK	Enter any note for an order

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 note you may wish to add to the order. Once updated, click Save & Close.

Order Header Details

PO Number: 123456

Estimated Arrival: 21/12/2016

Delivery Address: GNS Navigation Street

Note: Enter any note for an order

Save & Close Cancel

SUBMITTING AN ORDER

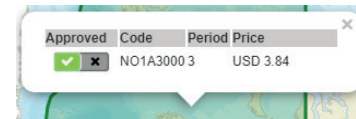
All items on an order will be set to approved by default. Select the toggle button to decline individual items on the grid or the map or select

the bottom toggle button on the grid to decline or approve all items before submitting the order.

Approved	Item	Type	Code	Title	Period	Unit Price	Quantity	Discount (%)	Unit Price
<input checked="" type="checkbox"/>	1	AVCS	DKCF08A	Waters Around The Faroe Islands	3	USD 18.62	1	0	USD 18.62
<input checked="" type="checkbox"/>	2	AVCS	DKCF08A	Faroe Islands Southern Part	3	USD 18.62	1	0	USD 18.62
<input checked="" type="checkbox"/>	3	AVCS	DKAF08B	Vigdisbor	3	USD 3.99	1	0	USD 3.99
<input checked="" type="checkbox"/>	4	AVCS	RP16020	N.Antares Off French Coast	3	USD 11.39	1	0	USD 11.39
<input checked="" type="checkbox"/>	5	AVCS	RP274750	De Puerto Rico A Trinidad	3	USD 11.39	1	0	USD 11.39
<input checked="" type="checkbox"/>	6	AVCS	GB104115	Atoulephaga Across Cuba's Herde	3	USD 9.08	1	0	USD 9.08

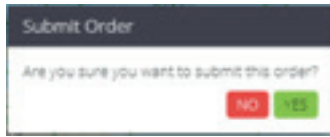
Submit

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.

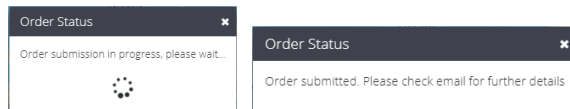


- Approve All will set all items to approved on the map and grid.
- Decline All will set all items to declined on the map and grid.
- Clicking submit will display a Pop-Up with 'Are you sure you want to submit this order' 'No |

Yes'.



Once you submit the order a pop-up will provide confirm that your order has been submitted.



Exploring further

If you have the Navigation Management modules available, you can for instance use the position 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. And 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

The User Guide has a 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.

Service and support

For service and support visit the help section in VFI. Alternatively email or call us. We are here to help, 24/7.

GERMANY

E: de.customerservices@gnsworldwide.com

T: +49 40 374 811 0

GREECE

E: gr.customerservices@gnsworldwide.com

T: +30 216 400 5000

SINGAPORE

E: sg.customerservices@gnsworldwide.com

T: +65 6270 4060

TURKEY

E: tr.info@gnsworldwide.com

T: +90 216 493 74 01

UK

E: uk.customerservices@gnsworldwide.com

T: +44 191 257 2217

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www.gnsworldwide.com

