



## **Sailfish – User Guide**

**May 12, 2022**

## Sailfish Login

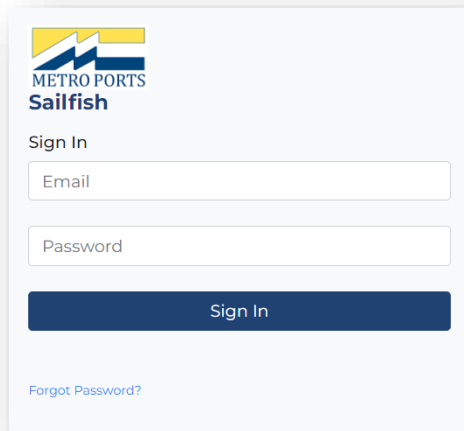
1. Open web browser via Google Chrome, Firefox, Microsoft Edge, or Internet Explorer. The web browser defaults you to the Lighthouse Portal.



2. Select the Sailfish Operational Portal Link located on the right hand side menu.

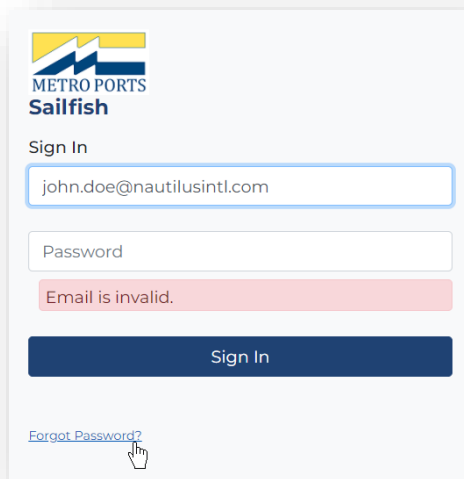


3. Sign into Sailfish



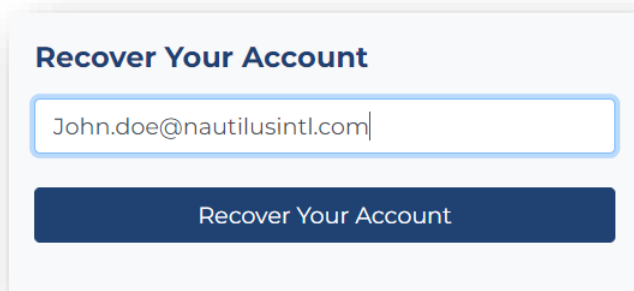
The screenshot shows the Sailfish sign-in interface. At the top left is the METRO PORTS Sailfish logo. Below the logo, the text "Sign In" is displayed. There are two input fields: "Email" and "Password". A dark blue "Sign In" button is positioned below the fields. At the bottom left, there is a blue link labeled "Forgot Password?".

4. Enter your work e-mail address and select forgot password within the Sailfish sign in screen.

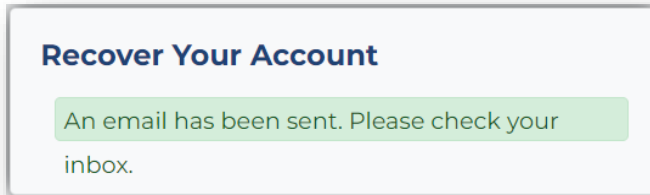


This screenshot shows the same sign-in interface as in step 3. The "Email" field now contains the text "john.doe@nautilusintl.com". A red error message "Email is invalid." is displayed below the email field. The "Forgot Password?" link at the bottom left is highlighted with a mouse cursor, indicating it is being selected.

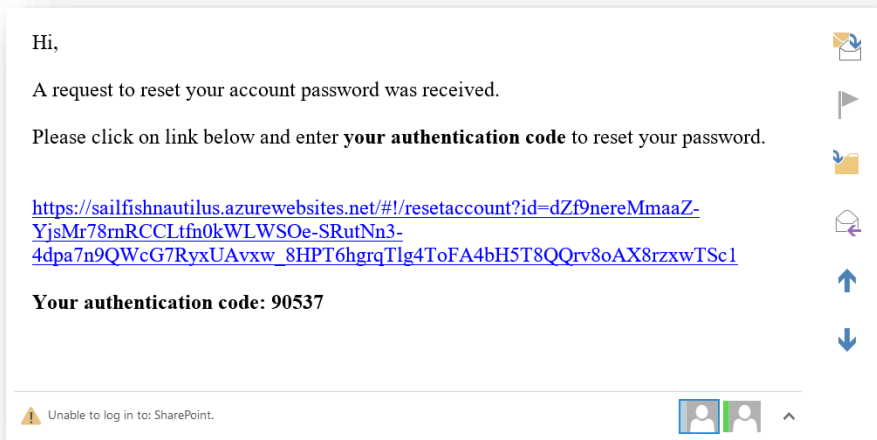
5. Enter your work e-mail address and select recover your account button.



The screenshot shows the "Recover Your Account" screen. At the top, the heading "Recover Your Account" is displayed in bold. Below the heading is a text input field containing the email address "John.doe@nautilusintl.com". A dark blue "Recover Your Account" button is located below the input field.



6. A password reset link with authentication code will be sent to your Nautilus e-mail. Select the link within the e-mail.



7. Enter the authentication code and new password to Log into Sailfish. Sign into Sailfish.

**Reset Password**

Please enter your authentication code to reset the password.

Authentication Code

New Password (6 or more characters)

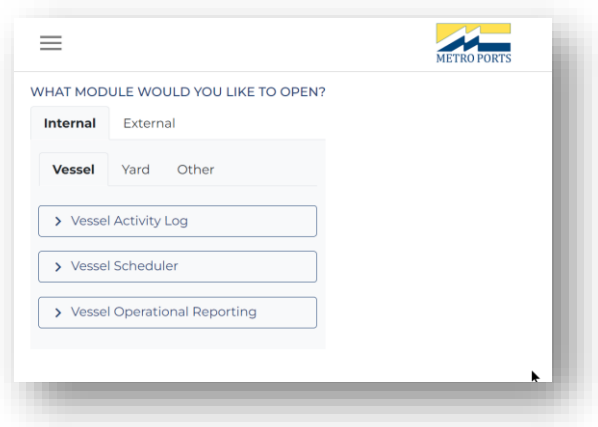
Confirm New Password

Reset Password

## Sailfish Homepage Overview

### A tool for Vessel Activity

- Internal - captures internal operations
- External – serves as a navigation tool between external software and applications
- Operational Reporting – produces detailed reports of day-to-day organizational operations. These reports include data pertaining to production cost, in-depth examination of processes, and even billing.

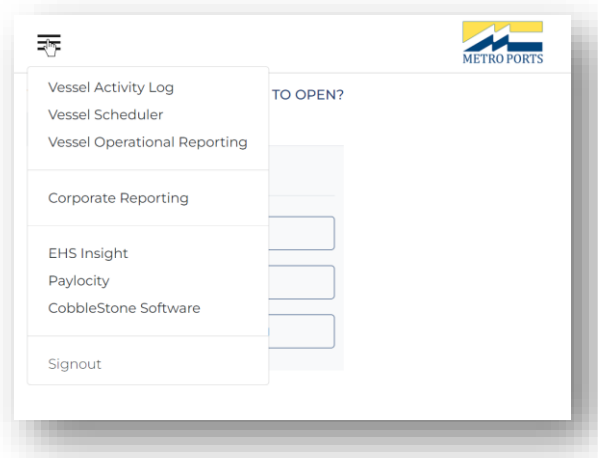


### 3 Bar button

In the 3 bar you can quickly navigate to the Internal, Reporting, and External modules.

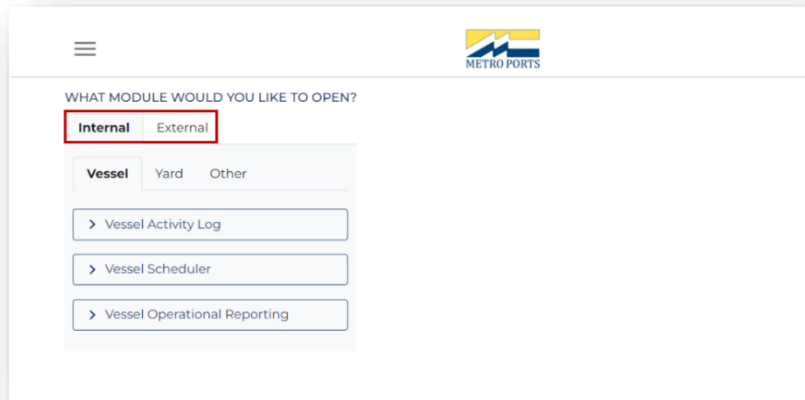
- Internal Sailfish Modules include - Vessel Activity Log, Vessel Scheduler, and Vessel Operational Reporting.
- Reporting Modules include - Corporate Reporting.
- External Modules to Sailfish include - EHS Insight, Paylocity, and CobbleStone Software.

#### 1. Select from these options



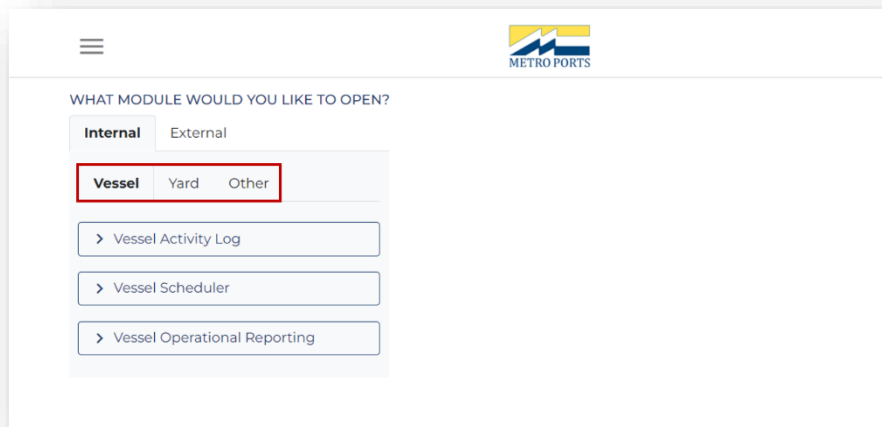
## Internal Tab & External Tab

The Internal Tab is where the user can find Sailfish applications for internal use. The External Tab is where the user can find outsourced applications external from Sailfish.



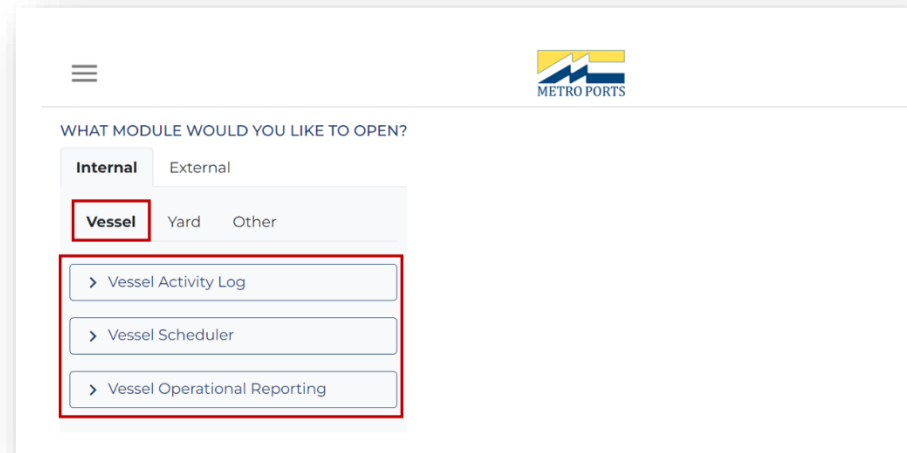
## The Internal Tab

The Internal Tab is where the user can find the Vessel, Yard and Other Tabs. Within the Vessel, Yard and Other Tabs is where the user can log activities Internal to company such as Vessel, Yard and other transactions.



## The Vessel Tab

The Vessel tabs is where the user can log activity events against the vessel, adjust entries such as time, adjust status and shifts within the Vessel Scheduler application, and search for pre-defined operational reports such as the Vessel Activity, the Vessel Summary, and the Monthly Activity Rate.



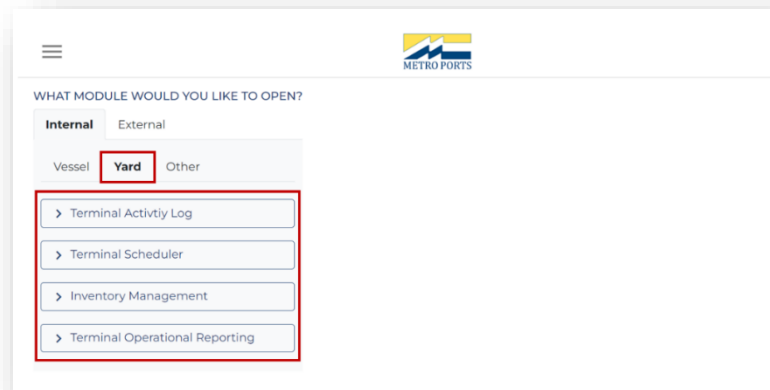
- **Vessel Activity Log button** is where the user can log activity events against the vessel. Such as
  - Vessel Discharge and Loadout
  - Vessel Re-handle
  - Re-handle to Vessel

The activities logged in this module will be used for invoice generation and operational reporting

- **Vessel Scheduler button** allows user to interface with the Vessel Scheduler application. The Vessel Scheduler application can only be used to adjust entries such as time, status and shift.
  - **Note:** Vessels cannot be scheduled on the Vessel Scheduler application. Vessels can only be scheduled on Vessel Scheduler desktop version.
- **Vessel Operational Reporting button** is where the user can also search for pre-defined operational reports such as
  - The Vessel Activity reports also known as shift activity report, daily report, supercargo report or statement of facts.
  - The Vessel Activity Summary
  - The Monthly Activity Rate.
- **The Vessel Activity report** displays a breakdown of all Vessel Activities logged for job number line by line.
- **The Activity Summary report** displays overall Vessel Activities and Production.
- **The Monthly Activity Rate report** displays -

## The Yard Tab

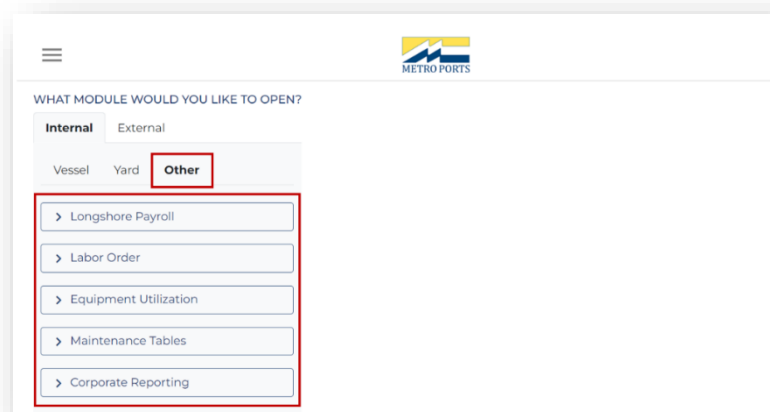
The Yard Tab is where the user can log all Yard such as Gate, and Rail transactions.



- **The Terminal Activity Log button** is where the user can log all yards transactions such as
  - Gate Delivered and Received transactions
  - Rail Outbound and Inbound transactions
  - Yard moves
- **The Terminal Scheduler button** is where yard scheduling takes place.
- **The Inventory Management button** is where the user can search/view inventory data.
- **Terminal Operational Reporting button**

## The Other Tab

The Other Tab is where the user can find miscellaneous internally developed modules that support terminal operations.

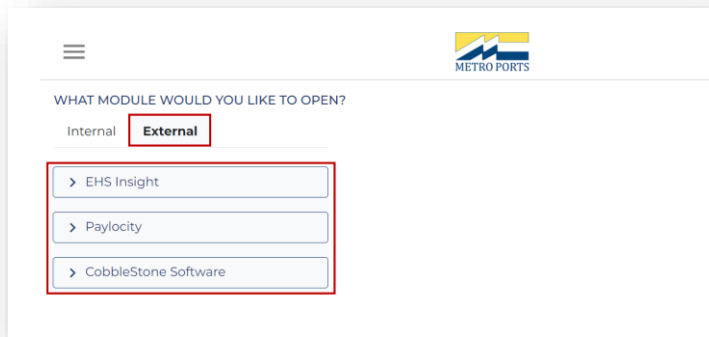




- The Longshore Payroll button provides access to the Longshore Payroll from Sailfish.
- Labor Order button is where the user can submit a Labor Order for a Job.
- The Equipment Utilization button is where the user can log equipment utilization info.
- The Maintenance Tables button allows the user to add and setup customer information.
- The Corporate Reporting button

### The External Tab

The External Tab is where the user can find outsourced applications external from Sailfish. The user can log activities external to company such as safety reports, payroll, and contract management.

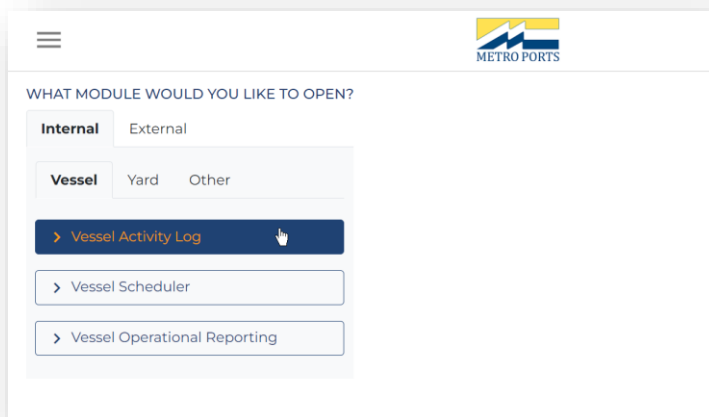


- Safety Reports - The EHS Insight button provides access to EHS Insight from Sailfish.
- Payroll - The Paylocity Button provides access to Paylocity from Sailfish.
- Contract Management - The CobbleStone Software button provides access to CobbleStone from Sailfish.

### Vessel Activity Log Button

The Vessel Activity Button is where the user can log shift/gang and production information.

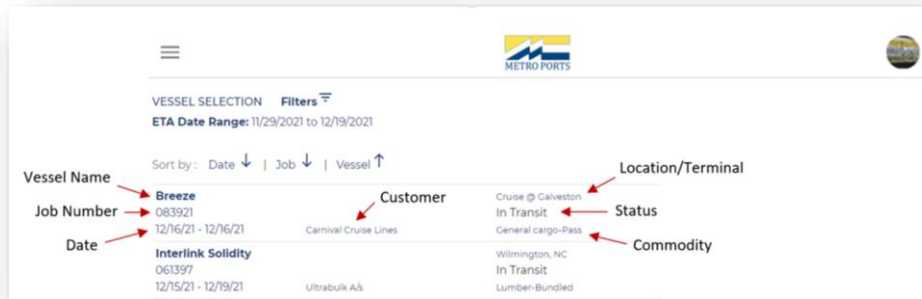
1. Click on the **Vessel Activity Log** button



## Vessel Selection Landing Page

Vessel information is organized by Job Number, Date – ETA, Terminal/Location, Vessel Status, Vessel Name, Customer and Commodity.

- **Job Number** – A unique number used to track all activity and cost associated to a Vessel
- **Date** (ETA Estimated Time of Arrival) – ETA the Vessel is scheduled within Vessel Scheduler
- **Terminal** – The location of the terminal. Each terminal is linked to a location. Some locations have more than one terminal.
- **Vessel Status** – Current description about the progress for each Vessel. Keeps the user tuned into the current activity for each Vessel.
- **Vessel Name** – Identifies the vessel. The vessel is scheduled by vessel name within Vessel Scheduler
- **Customer** – The customer assigned to the vessel. Currently, only displays the first customer assigned.
- **Commodity** – Raw material also known as cargo during transportation.



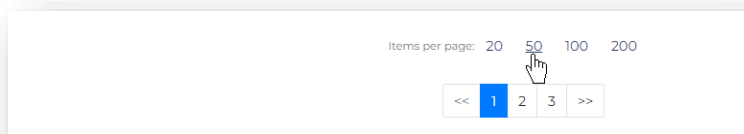
The screenshot shows the 'VESSEL SELECTION' interface with a table of vessel data. The table has columns for Vessel Name, Job Number, Date, Customer, Location/Terminal, Status, and Commodity. Red arrows point from labels to specific data points in the table.

Vessel Name	Job Number	Date	Customer	Location/Terminal	Status	Commodity
Breeze	083921	12/16/21 - 12/16/21	Carnival Cruise Lines	Cruise @ Galveston	In Transit	General cargo-Pass
Interlink Solidity	061397	12/15/21 - 12/19/21	Ultrabulk A/s	Wilmington, NC	In Transit	Lumber-Bundled

## Items per page

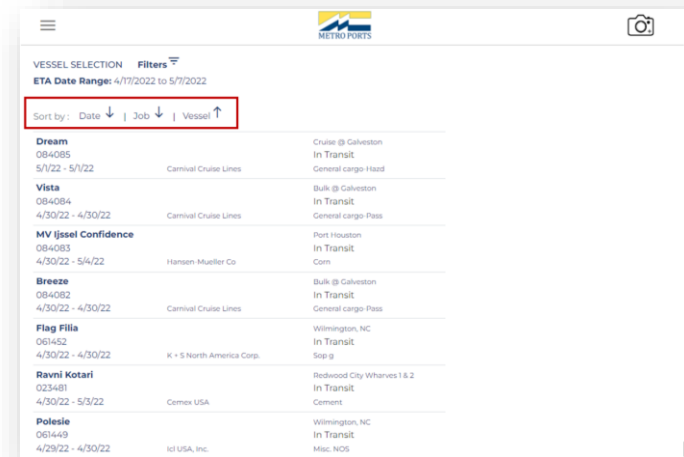
User can quickly find information by expanding the items per page.

1. Select on the 20, 50, 100, and 200 increments, located at the bottom of the vessel selection homepage to expand item per page.



## Sort by

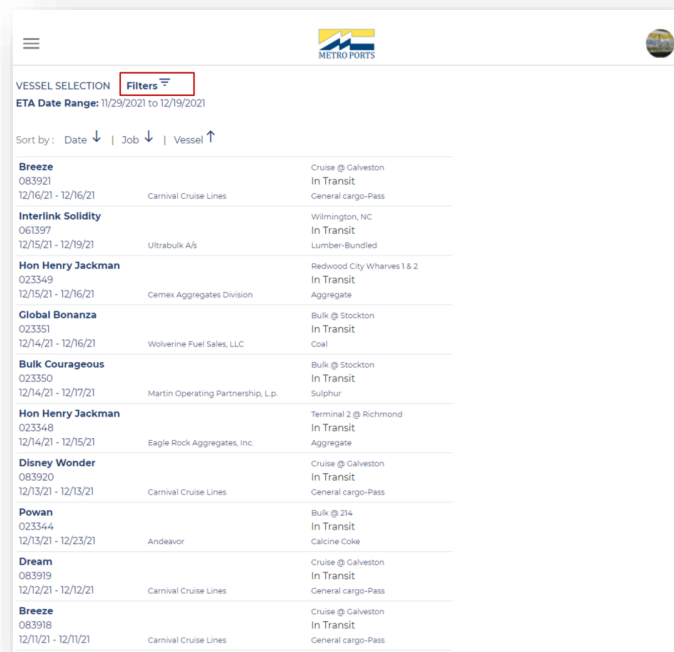
Data can be sorted by date, Job and Vessel information in ascending or descending order.



## Filters

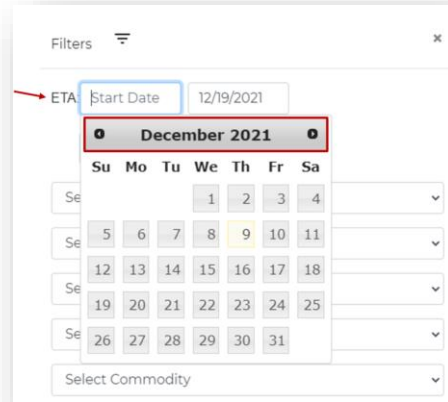
Filter icon is located at the top of the vessel selection homepage. ETA data is automatically set 10 days before and 10 days after the current date. **Note:** Only if the date range needs adjusting.

1. Select the Filter Icon to filter data.



## Estimated Time of Arrival - ETA

2. Select the ETA to enter the date range you want to filter data.

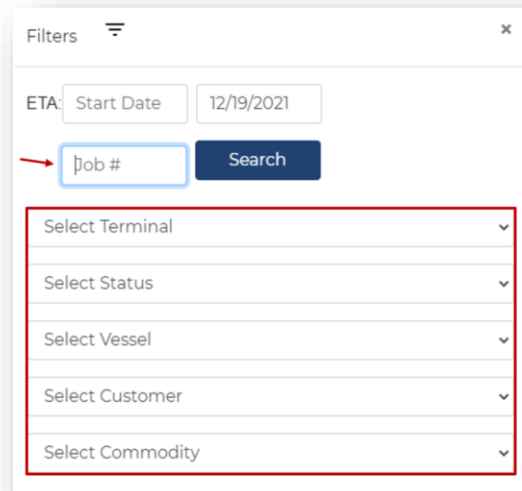


The screenshot shows a 'Filters' dialog box with a close button (x) in the top right. Under the 'ETA' label, there is a 'Start Date' input field containing '12/19/2021'. Below this is a date range selector for 'December 2021', which is highlighted with a red box. The selector shows a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. A red arrow points to the 'ETA' label. Below the calendar is a 'Select Commodity' dropdown menu.

## Search Button

Data can be searched and filtered by Job number, terminal, vessel status, vessel name, customer, and commodity. **Note:** When job number does not display, adjust the date range accordingly.

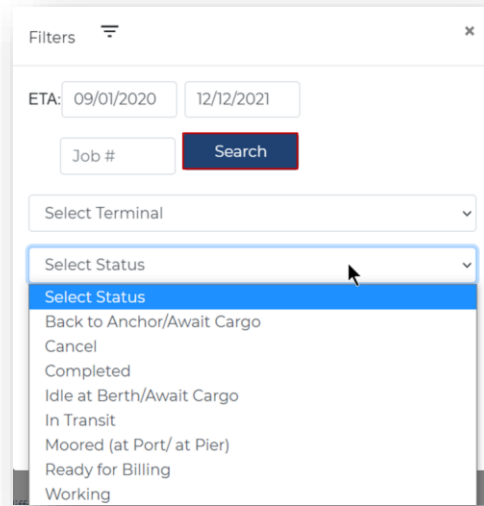
3. Enter Job Number or search by following drop menu options - terminal, vessel status, vessel name, customer, and commodity.



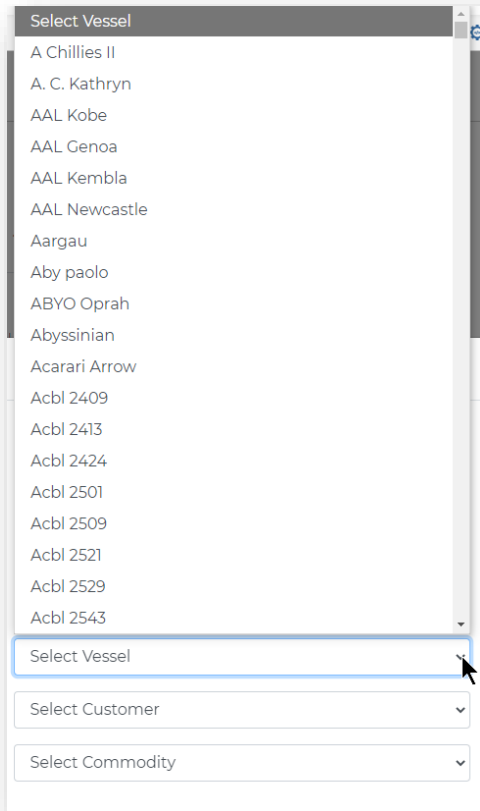
The screenshot shows the 'Filters' dialog box with a close button (x) in the top right. Under the 'ETA' label, there is a 'Start Date' input field containing '12/19/2021'. Below this is a 'Job #' input field, which is highlighted with a blue box, and a blue 'Search' button. Below the 'Job #' field is a red-bordered box containing five dropdown menus: 'Select Terminal', 'Select Status', 'Select Vessel', 'Select Customer', and 'Select Commodity'. A red arrow points to the 'Job #' input field.

## Drop Down Search Menu

User can clear filters by clicking any of the options and selecting the default option from drop down menu then clicking on the search button. If filter has been set on “status” the user will need to re-select “select vessel”.



The image shows a 'Filters' dialog box with a search interface. At the top, there are two date input fields for 'ETA' with values '09/01/2020' and '12/12/2021'. Below these is a 'Job #' input field and a dark blue 'Search' button. A dropdown menu is open, showing 'Select Terminal' and 'Select Status' as the current filter. The 'Select Status' dropdown is expanded, displaying a list of status options: 'Select Status' (highlighted in blue), 'Back to Anchor/Await Cargo', 'Cancel', 'Completed', 'Idle at Berth/Await Cargo', 'In Transit', 'Moored (at Port/ at Pier)', 'Ready for Billing', and 'Working'. A mouse cursor is positioned over the 'Select Status' option in the dropdown list.



### The Vessel Selection Landing Page

The Vessel Selection homepage displays information for only vessels with jobs numbers assigned to a specific location. Terminal access is based on security roles and Vessels without job numbers can be found within Vessel Scheduler.

**Note:**

**For Additional Terminal Access:**

1. Request additional terminal access to your terminal Manager. A terminal manager or VP of the region needs to approve and submit a request for additional access by submitting a ticket to IT.

**VESSEL SELECTION** Filters

ETA Date Range: to 12/19/2021

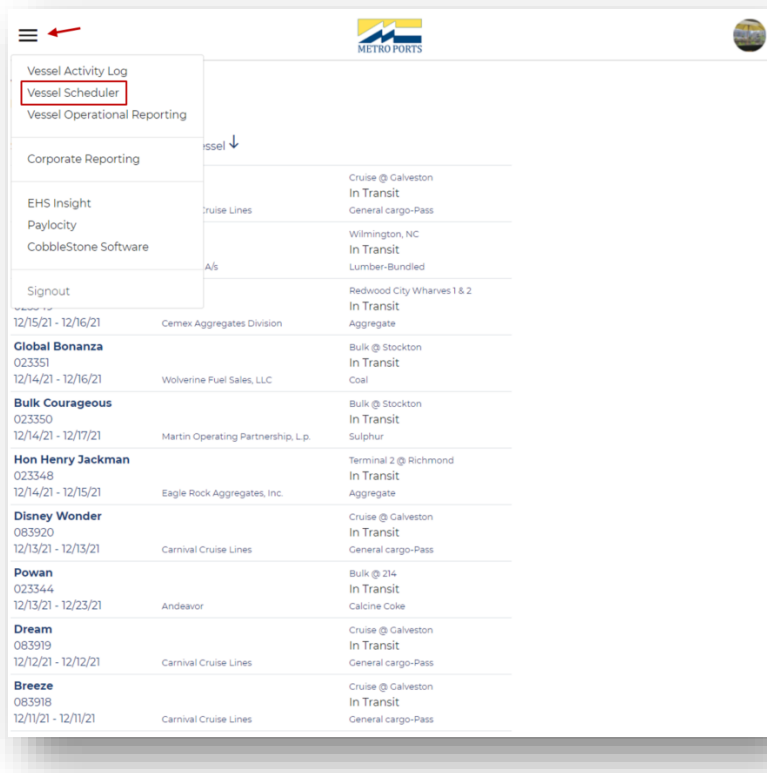
Sort by: Date ↓ | Job ↑ | Vessel ↓

<b>Breeze</b> 083921 12/16/21 - 12/16/21	Carnival Cruise Lines	Cruise @ Galveston In Transit General cargo-Pass
<b>Interlink Solidity</b> 061397 12/15/21 - 12/19/21	Ultrabulk A/S	Wilmington, NC In Transit Lumber-Bundled
<b>Hon Henry Jackman</b> 023349 12/15/21 - 12/16/21	Cemex Aggregates Division	Redwood City Wharves 1 & 2 In Transit Aggregate
<b>Global Bonanza</b> 023351 12/14/21 - 12/16/21	Wolverine Fuel Sales, LLC	Bulk @ Stockton In Transit Coal
<b>Bulk Courageous</b> 023350 12/14/21 - 12/17/21	Martin Operating Partnership, L.p.	Bulk @ Stockton In Transit Sulphur
<b>Hon Henry Jackman</b> 023348 12/14/21 - 12/15/21	Eagle Rock Aggregates, Inc.	Terminal 2 @ Richmond In Transit Aggregate
<b>Disney Wonder</b> 083920 12/13/21 - 12/13/21	Carnival Cruise Lines	Cruise @ Galveston In Transit General cargo-Pass
<b>Powan</b> 023344 12/13/21 - 12/23/21	Andeavor	Bulk @ 214 In Transit Calcine Coke
<b>Dream</b> 083919 12/12/21 - 12/12/21	Carnival Cruise Lines	Cruise @ Galveston In Transit General cargo-Pass
<b>Breeze</b> 083918 12/11/21 - 12/11/21	Carnival Cruise Lines	Cruise @ Galveston In Transit General cargo-Pass

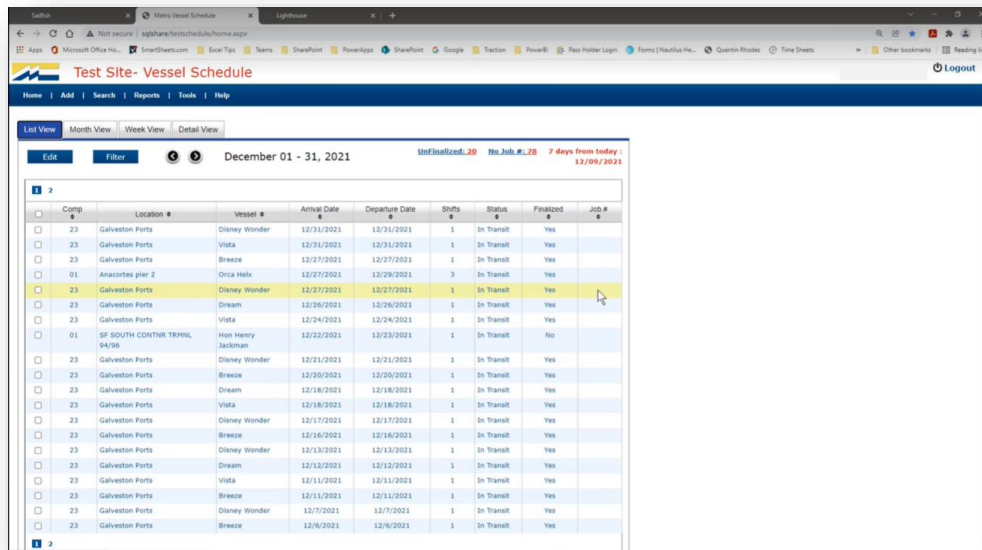
**For Vessels without Job Numbers:**

A vessel job number is required to make updates within sailfish. Vessel Setup should initially take place within Vessel Scheduler desktop version.

**Navigation tip:** User can access Vessel Scheduler through Sailfish via mobile device without network connection only to locate vessels without job numbers, make status updates, set ATA & ETA and to add shift & gang info.



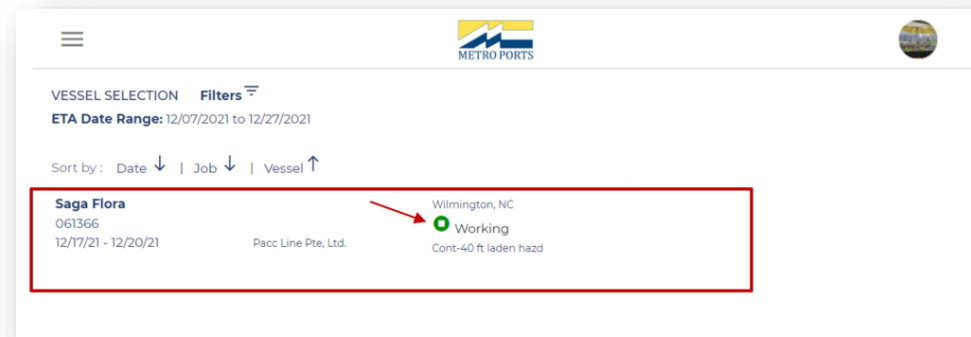
1. Locate Vessel without job number. **Note:** Login to a Nautilus or Metro Port network is needed to access the Vessel Scheduler desktop version.



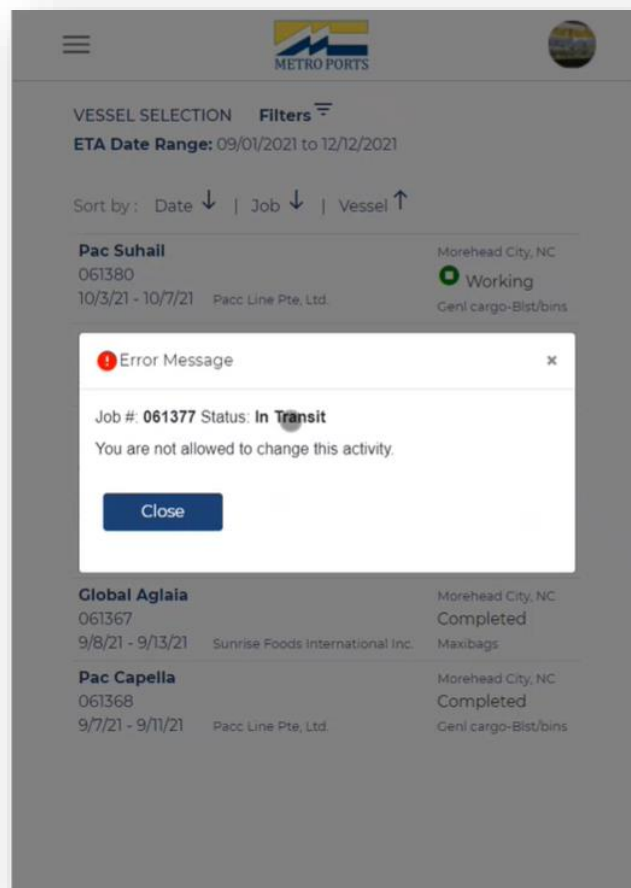
2. Send an e-mail to FR to request a vessel job number. Update should reflect within a day or two.
3. Check back in Sailfish to see whether Vessel with job number info has been updated.



4. Find the Vessel you want to Log shift and gang info for.
5. Select Vessel to log shift and gang activity information.



**Tip:** The green status indicator allows user to easily identify vessels that are in “working” status. User can log information for only vessels that are in “working” status. **Note:** Vessels that are in any other status are not available to be updated. A “You are not allowed to change this activity” error message will display.



## Vessel Landing Page

The Vessel Landing page displays Vessel information **referencing** Vessel Scheduler. Shift/Gang and Production details that have been previously completed will also display.

1. Click on the Select Work Date button located on the left-hand side

The screenshot shows the Vessel Landing Page for the vessel 'Saga Flora'. The page features a sidebar on the left with three buttons: 'Select Work Date >', 'Select Shift >', and 'Select Gangs >'. The 'Select Work Date >' button is highlighted with a red box. The main content area displays two production cards: 'Cont-40 ft laden hazd' with 125.0 Containers (TEU), 0.0 UPH, and 41.7% Completed; and 'Maxibags' with 0.0 UPH and 0.0% Completed. A 'Filter by Work Date' section on the right includes buttons for 'All', '12/19/21', '12/18/21', and '12/17/21'. At the bottom, a table header is visible with columns: SUBTYPES, DATE, START, STOP, DURATION, OPERATION, COMMODITY, HATCH.

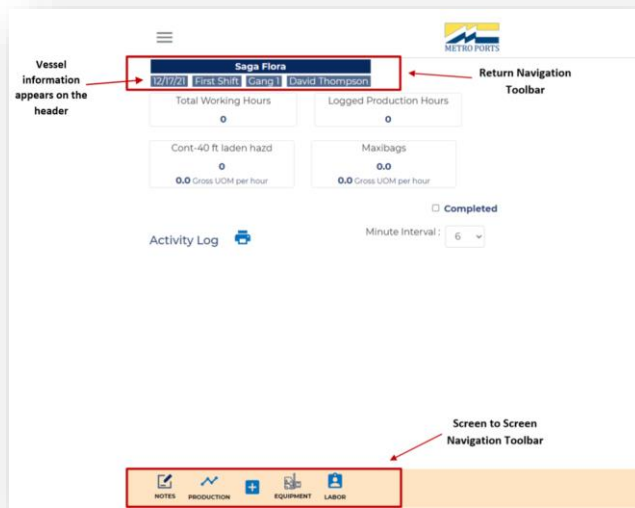
## Shift/Gang and Production

The Shift/Gang and Production landing page is where a user can select vessel info to log shift/gang and production information.

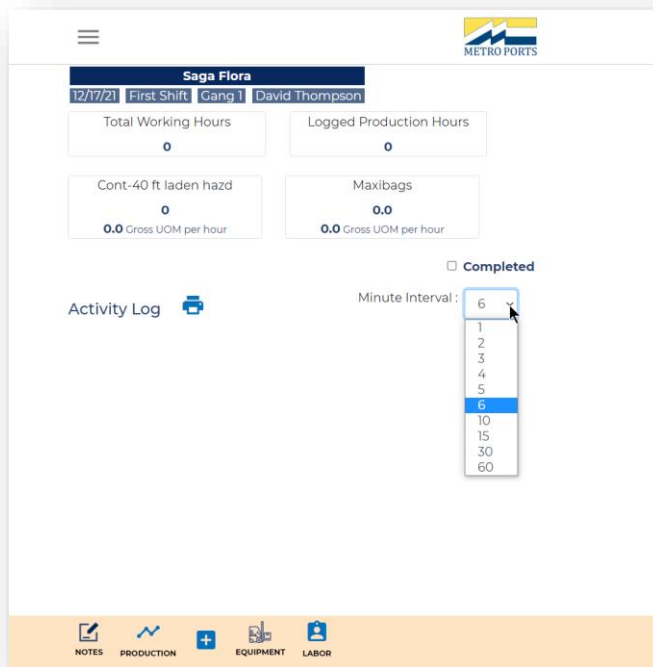
1. Select the work date option you want to log shift and gang activity.
2. Select the shift option you want to log shift activity.
3. Select the gang option you want to log gang activity. Select submit.
4. Once all the selections have been made select submit.

The screenshot shows the Shift/Gang and Production landing page for the vessel 'Saga Flora'. The page features a sidebar on the left with three buttons: 'Select Work Date', 'Select Shift', and 'Select Gang'. The 'Select Work Date' section has three buttons: '12/19/21', '12/18/21', and '12/17/21'. The 'Select Shift' section has a button for 'First Shift'. The 'Select Gang' section has a button for 'Gang 1'. At the bottom, a 'Submit' button is highlighted with a red box.

## Production Landing Page



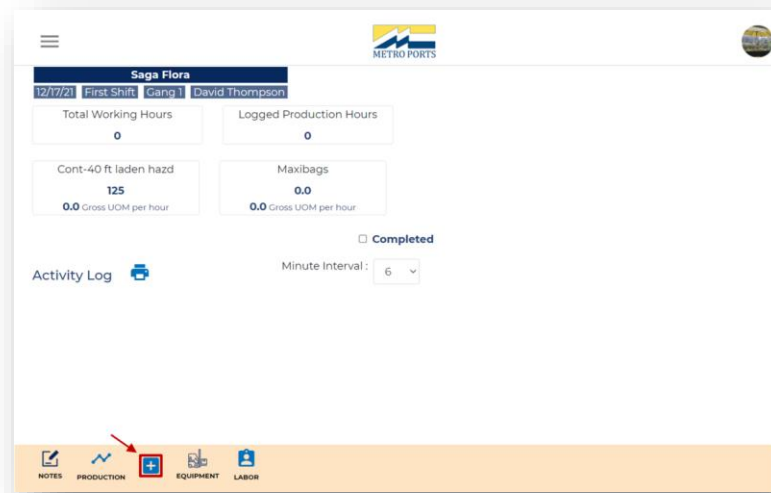
**Navigational Tool:** The User can return to the Work, Shift and Gang homepage and/or to previous activity entries within the Activity Log homepage by utilizing the **Return Navigation Toolbar** Located above the Activity Log homepage and Production Log homepage. The screen-to-screen **Navigation Toolbar** can be utilized to navigate from screen to screen. The screen-to-screen **Navigation Toolbar** is located at the footer of the homepage. **Note:** Billing increments automatically defaults to 6 minutes intervals.



## Adding Vessel Activity

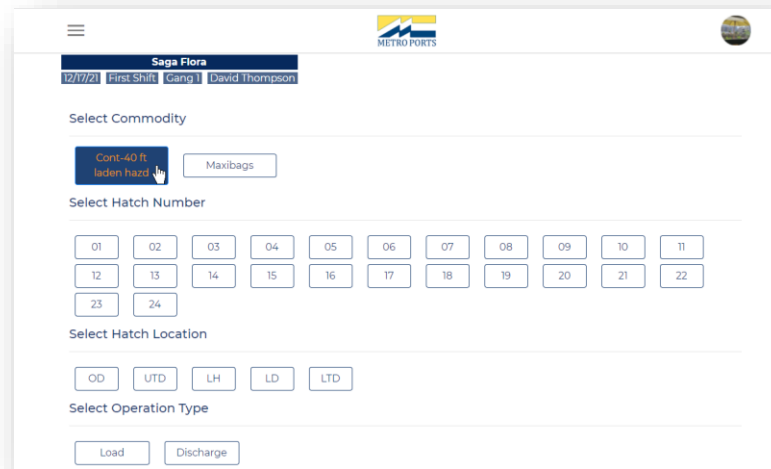
The Add Button is where the user can add Vessel Activity such as Shift/Gang and Production info.

1. Click on the + add button to add activity.



The user will be redirected to the Vessel Activity Landing Page.

1. Click and select the commodity you want to log activity for



2. Click to select the hatch number

The screenshot shows the Metro Ports system interface for a vessel named 'Saga Flora'. The interface includes a header with the vessel name and date '12/17/21'. Below the header, there are sections for 'Select Commodity', 'Select Hatch Number', 'Select Hatch Location', and 'Select Operation Type'. The 'Select Commodity' section has two buttons: 'Cont-40 ft laden hazd' and 'Maxibags'. The 'Select Hatch Number' section has a grid of buttons numbered 01 through 24, with button 01 highlighted. The 'Select Hatch Location' section has buttons for 'OD', 'UTD', 'LH', 'LD', and 'LTD'. The 'Select Operation Type' section has buttons for 'Load' and 'Discharge'.

3. Click to select hatch location

The screenshot shows the Metro Ports system interface for the same vessel 'Saga Flora'. The 'Select Hatch Location' section is now active, with the 'OD' button highlighted. Below this, the 'Select Operation Type' section has 'Load' and 'Discharge' buttons. The 'Start Hour' section is set to '12/17/21' and has a grid of buttons numbered 07 through 23. The 'Start Minute' section has a grid of buttons numbered 00, 06, 12, 18, 24, 30, 36, 42, 48, and 54. The 'Hour Type' section has buttons for 'ST', 'OT', 'PT', 'MH', and '2xOT'. The 'Stop Hour' section is also set to '12/17/21' and has a grid of buttons numbered 07 through 23.

4. Click to select the operation type

Saga Flora  
12/17/21 First Shift Gang 1 David Thompson  
Cont:40 ft laden hazar Hatch 01 DD Load

Select Operation Type

Load Discharge

Start Hour 12/17/21

07	08	09	10	11	12	13	14	15	16	17
18	19	20	21	22	23					

Start Minute

00	06	12	18	24	30	36	42	48	54
----	----	----	----	----	----	----	----	----	----

Hour Type

ST OT PT MH 2xOT

Stop Hour 12/17/21

07	08	09	10	11	12	13	14	15	16	17
18	19	20	21	22	23					

5. Click to select start hour

Saga Flora  
12/17/21 First Shift Gang 1 David Thompson  
Cont:40 ft laden hazar Hatch 01 DD Load

Start Hour 12/17/21

07	08	09	10	11	12	13	14	15	16	17
18	19	20	21	22	23					

Start Minute

00	06	12	18	24	30	36	42	48	54
----	----	----	----	----	----	----	----	----	----

Hour Type

ST OT PT MH 2xOT

Stop Hour 12/17/21

07	08	09	10	11	12	13	14	15	16	17
18	19	20	21	22	23					

Stop Minute

00	06	12	18	24	30	36	42	48	54
----	----	----	----	----	----	----	----	----	----

6. Click to select the Stop Hour

Saga Flora  
12/17/21 First Shift Gang 1 David Thompson  
Cont:40 ft laden hazar Hatch 01 DD Load  
Start: 07:00 ST

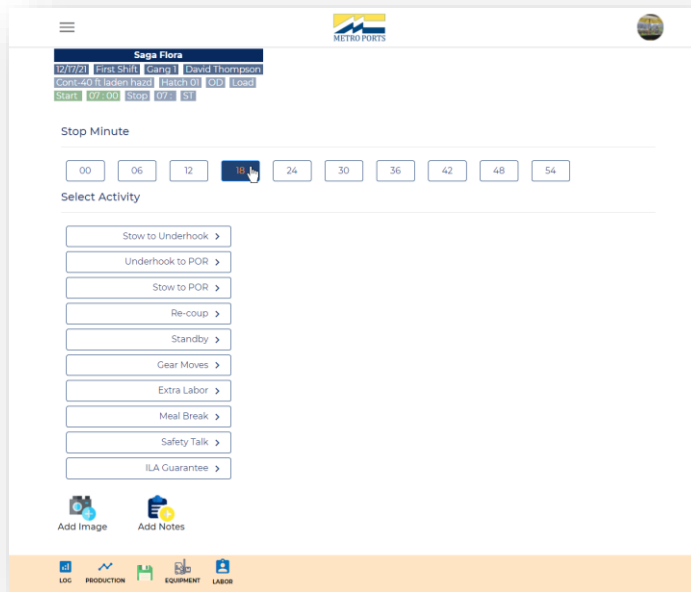
Stop Hour 12/17/21

07	08	09	10	11	12	13	14	15	16	17
18	19	20	21	22	23					

Stop Minute

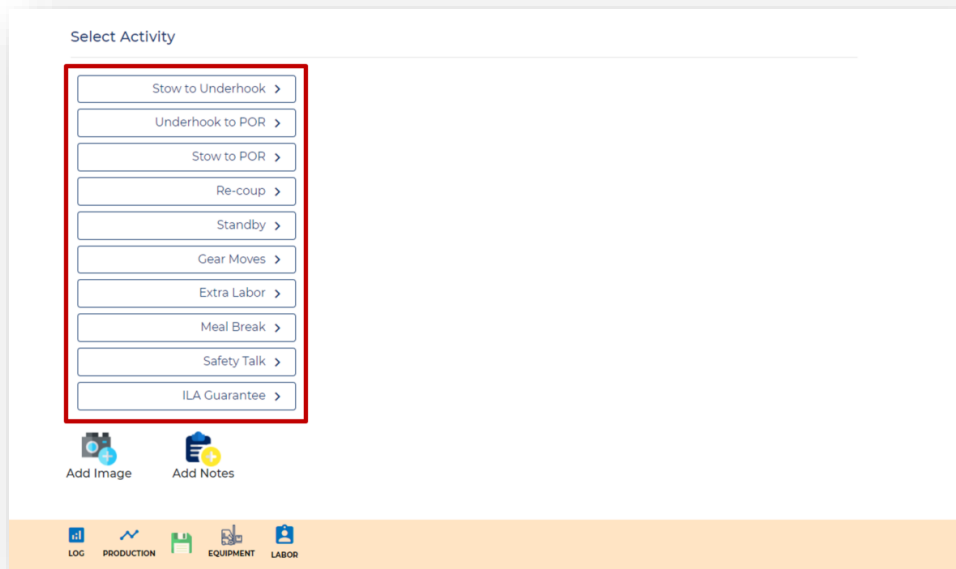
00	06	12	18	24	30	36	42	48	54
----	----	----	----	----	----	----	----	----	----

7. Click to select the Stop Minute

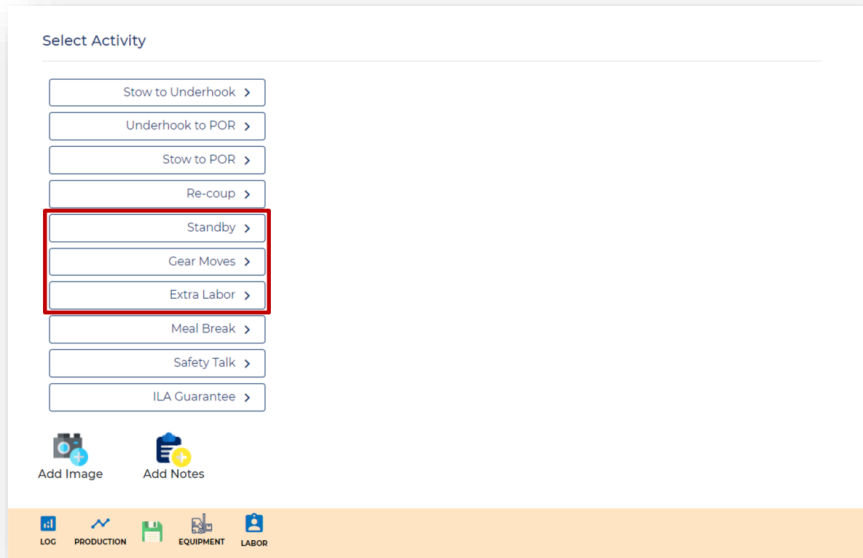


8. Click to select activity.

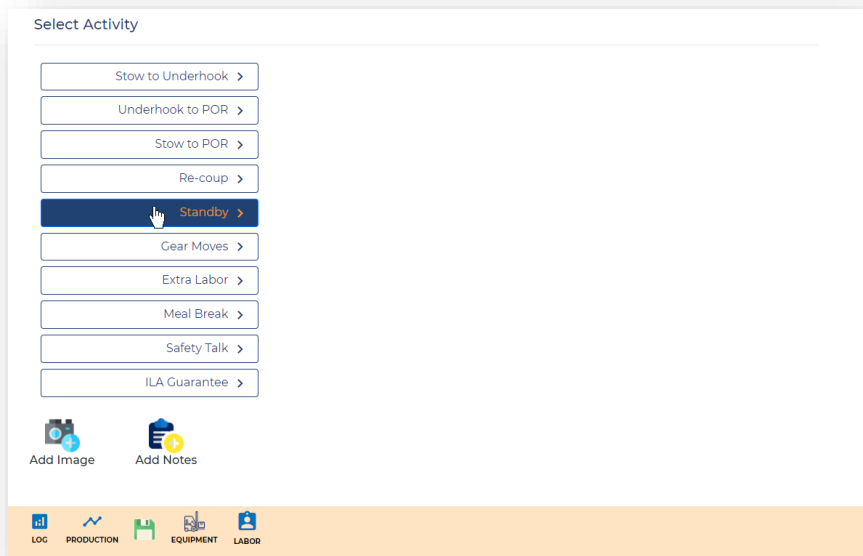
**Note:** This section should display activity selections. Submit a ticket to IT to request for customer set up when the activity selections do not appear. Ticket approvals require authorization from management.



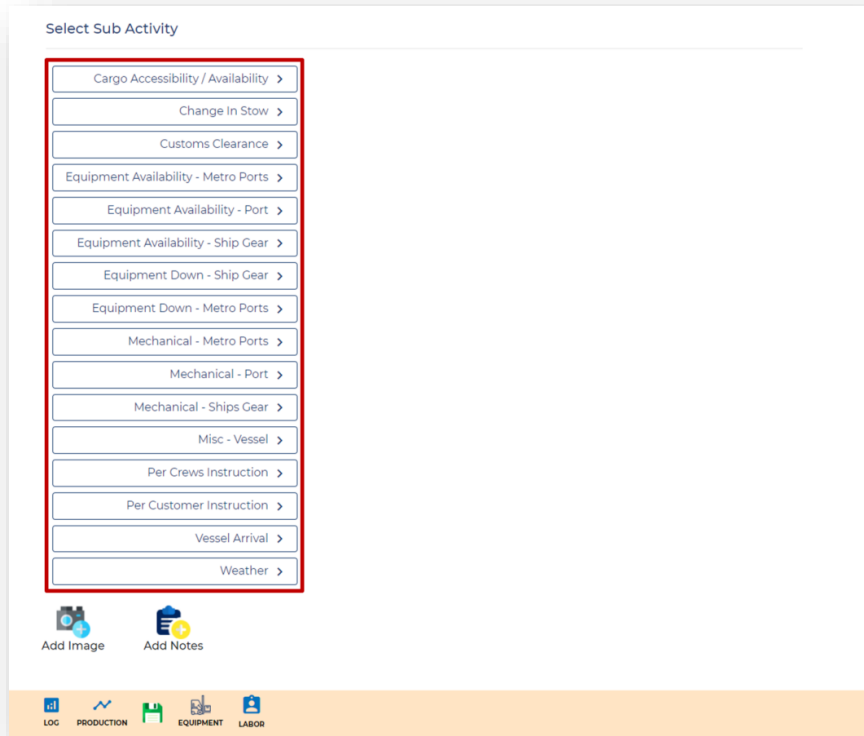
**Note:** Standby, Gear Moves, and Extra Labor require subcategory selections.



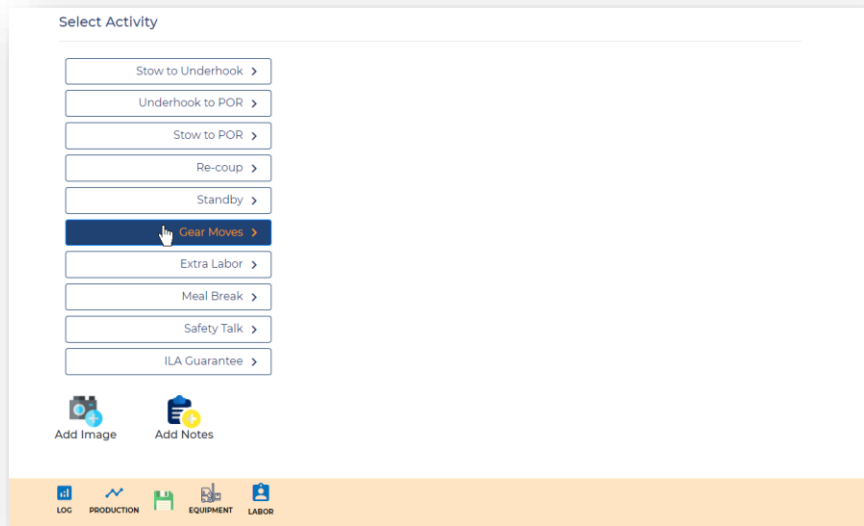
Standby -

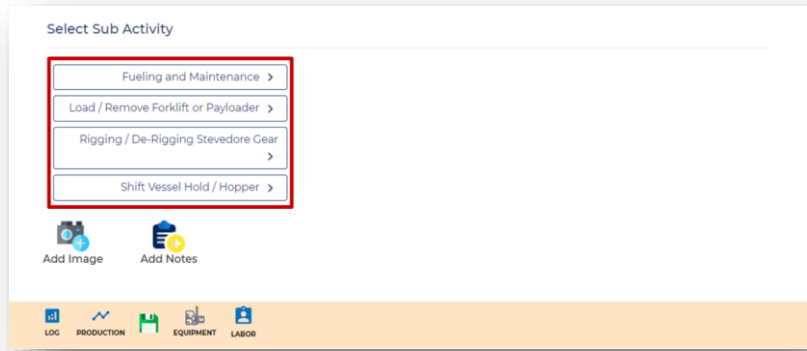




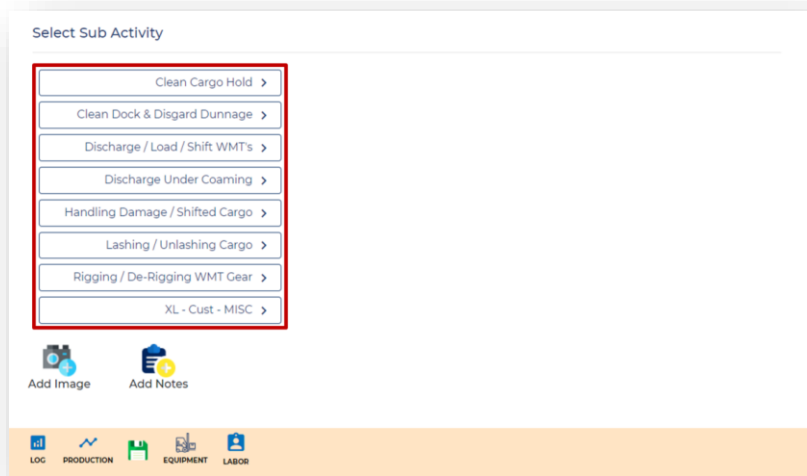
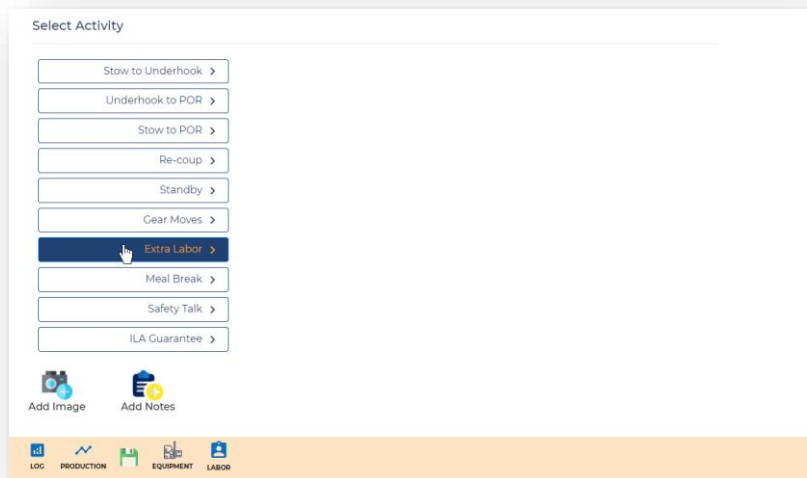


### Gear Moves –

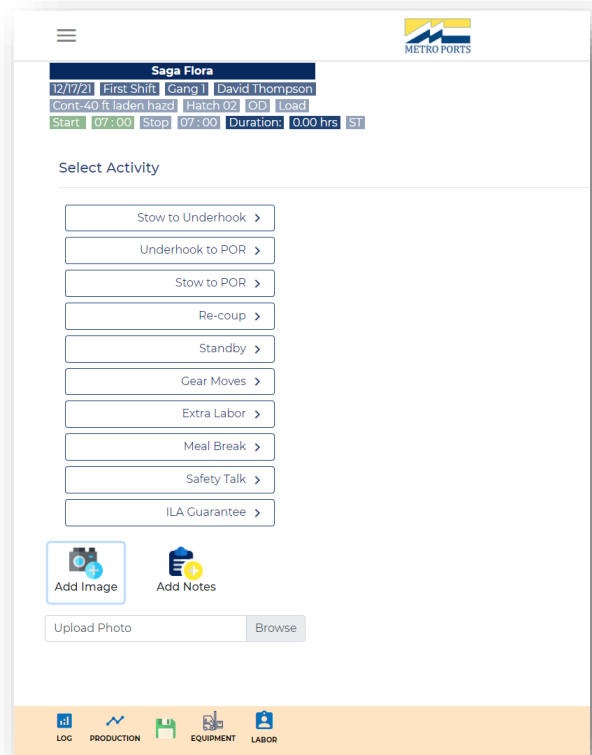


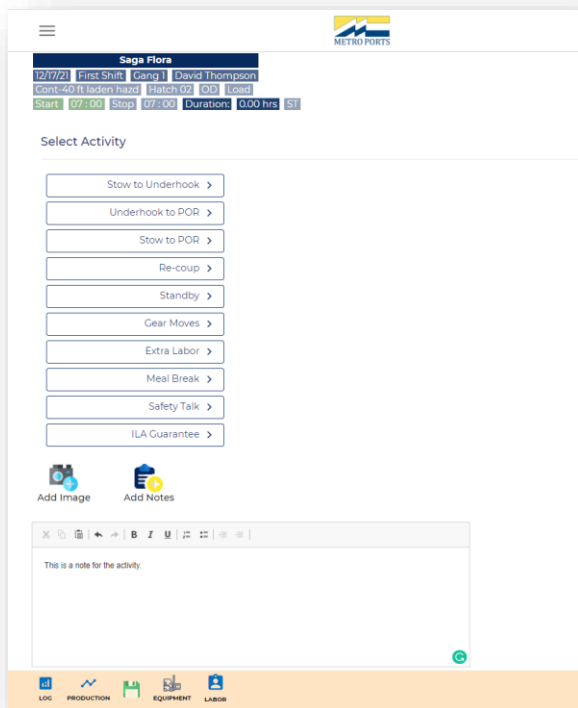
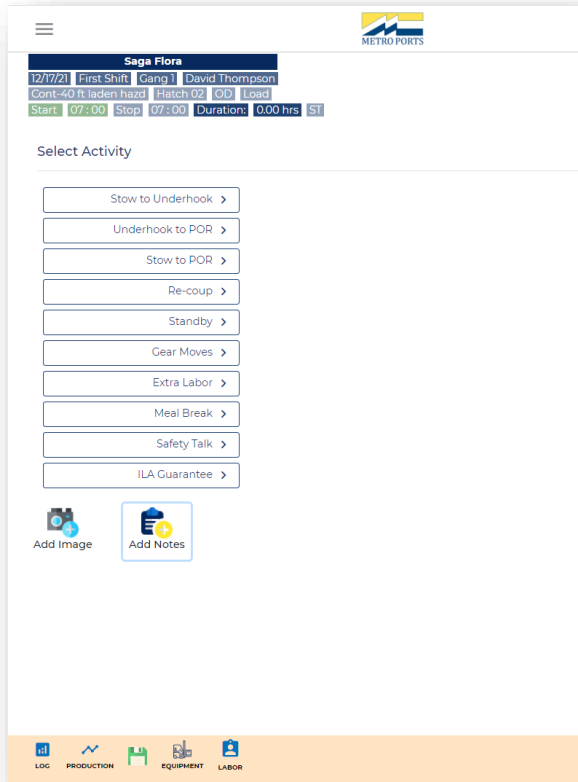


Extra Labor –

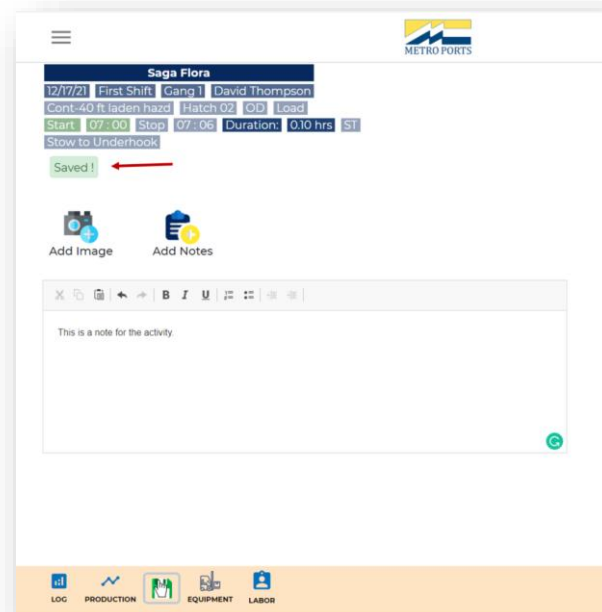
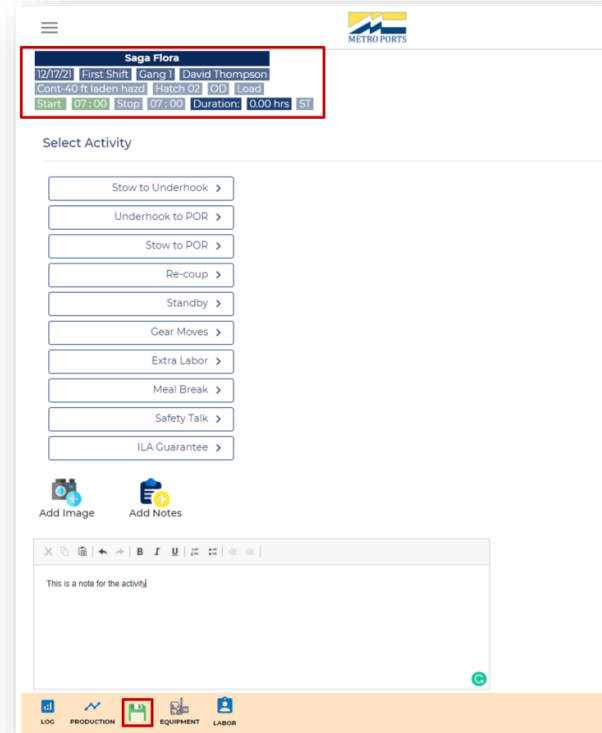


**Note:** for each individual activity you could add images and notes. To add image/s click on the Add Image icon then select browse to browse and add image/s. To add a note, click on the Add Notes icon to add notes.





9. Click on the Save Icon located below the homepage. **Note:** User can utilize the **Return Navigation Toolbar** to verify data for data accuracy before saving. Click on the toolbar sections to update the data within that section. A “Saved” message will display to confirm that the data was saved.

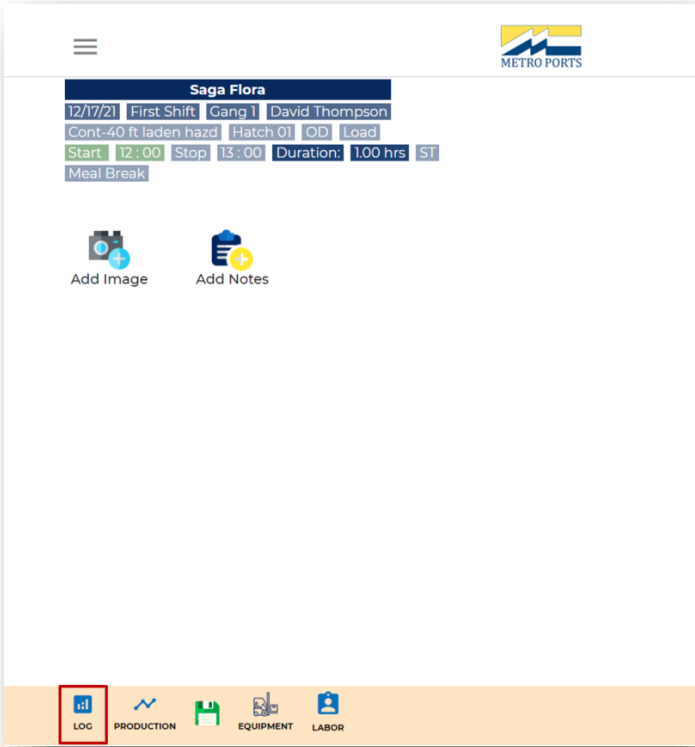


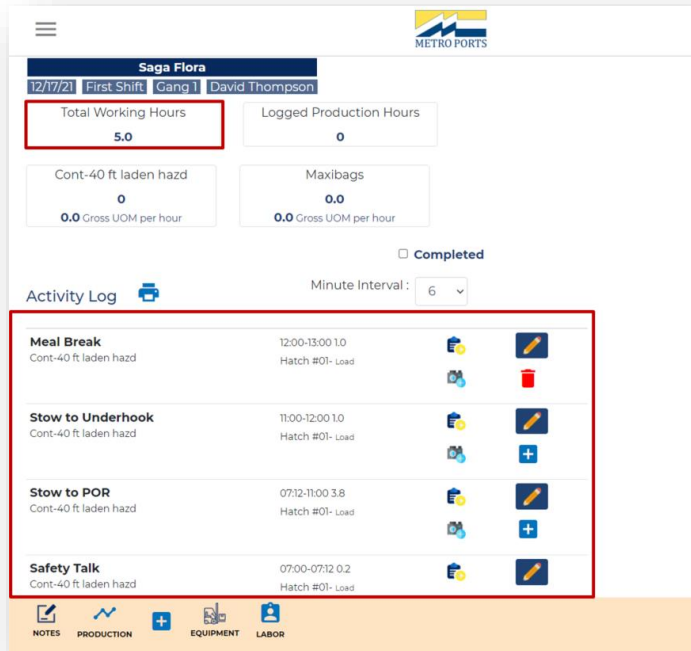
**Navigation Tip:** The page will automatically default to start at the ending of the last activity that was logged. Click on the default date to continuously log all activities. Make sure to save each activity logged.

**Log landing page**

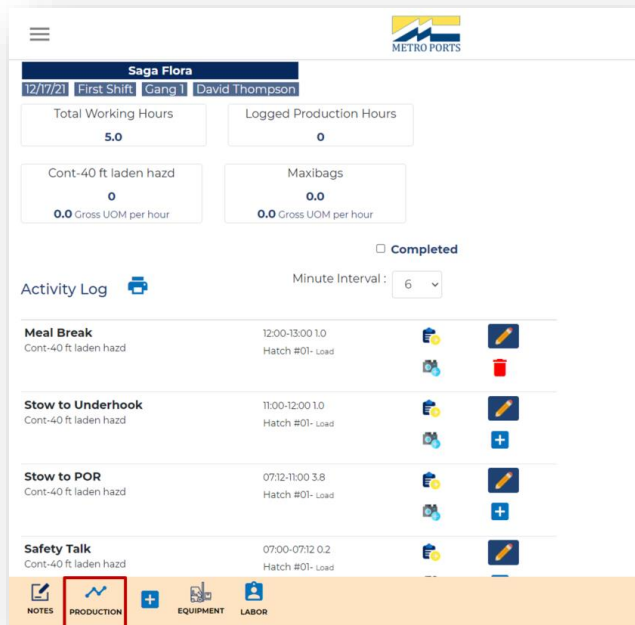
The user will be redirected to the Log Landing page.

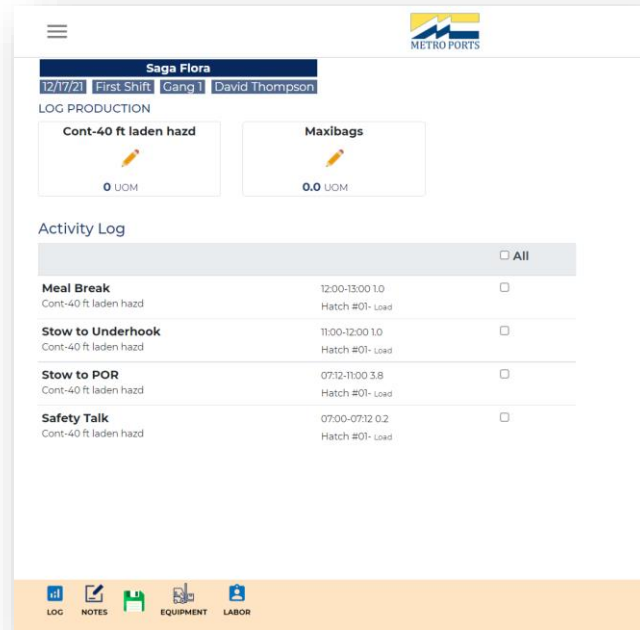
- 1. Click on the log icon to display all activities logged along with calculated total working hours.



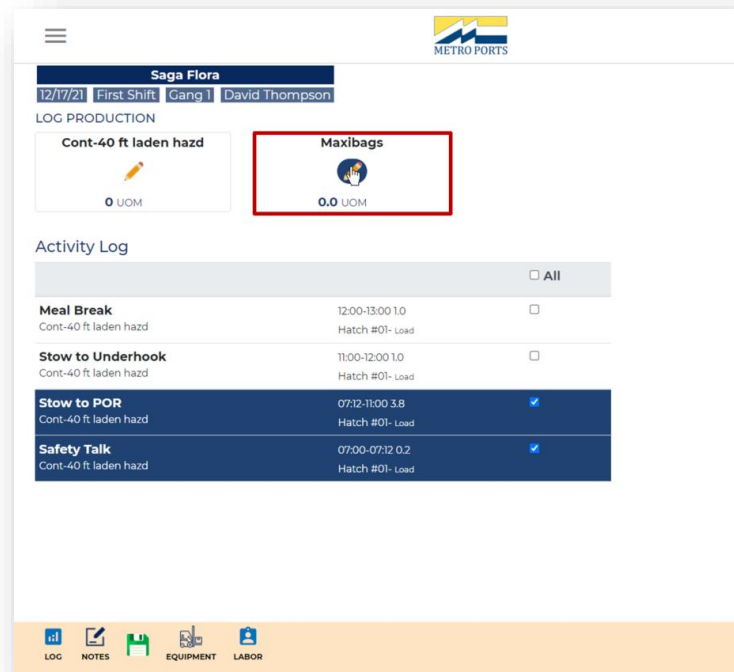


- Click on the production icon to log production located below the footer of the homepage. The production icon will redirect you to the production log homepage. The production log homepage should display all activities logged.







- Click on the pencil icon of the production you want to assign activities to and update UOM. Click on the save icon to save gross units of measure per hour.








**Saga Flora**  
 12/17/21 | First Shift | Gang 1 | David Thompson

LOG PRODUCTION

**Cont-40 ft laden hazd**





 0 UOM



**Maxibags**

 100 

Activity Log

		<input type="checkbox"/> All
<b>Meal Break</b>	12:00-13:00 1.0	<input type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	
<b>Stow to Underhook</b>	11:00-12:00 1.0	<input type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	
<b>Stow to POR</b>	07:12-11:00 3.8	<input checked="" type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	
<b>Safety Talk</b>	07:00-07:12 0.2	<input checked="" type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	








**Saga Flora**  
 12/17/21 | First Shift | Gang 1 | David Thompson

LOG PRODUCTION

**Cont-40 ft laden hazd**





 0 UOM

**Maxibags**

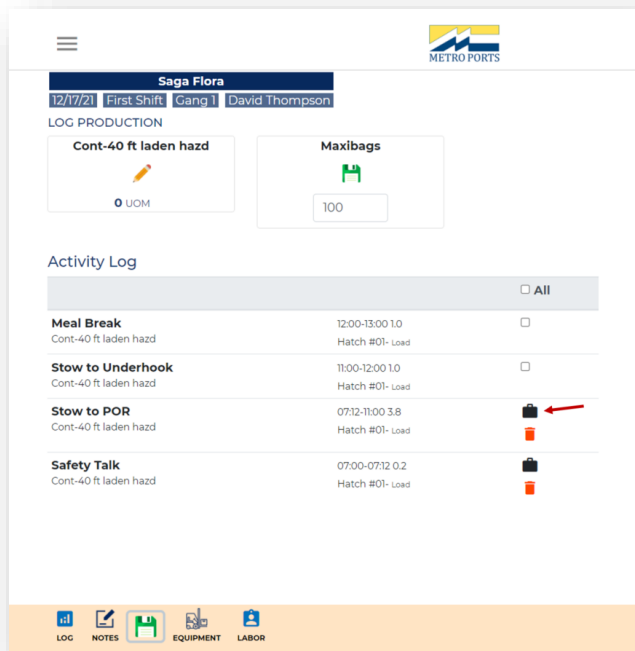
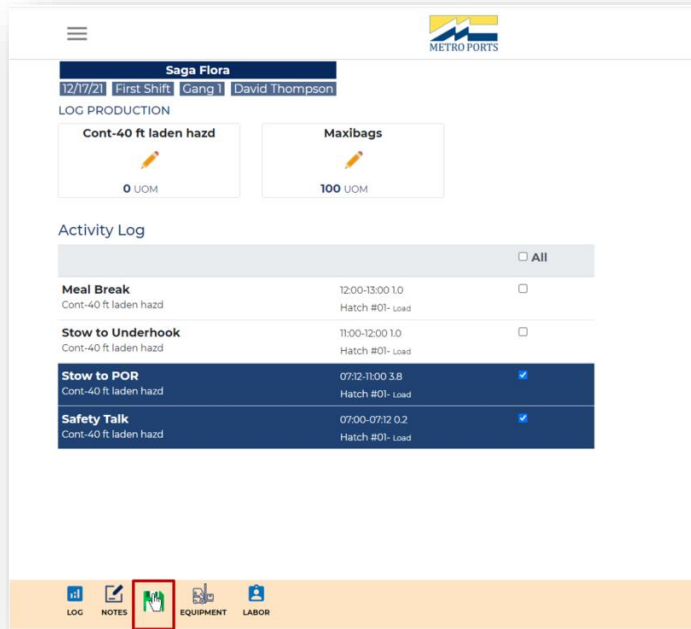
 100

Activity Log

		<input type="checkbox"/> All
<b>Meal Break</b>	12:00-13:00 1.0	<input type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	
<b>Stow to Underhook</b>	11:00-12:00 1.0	<input type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	
<b>Stow to POR</b>	07:12-11:00 3.8	<input checked="" type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	
<b>Safety Talk</b>	07:00-07:12 0.2	<input checked="" type="checkbox"/>
Cont-40 ft laden hazd	Hatch #01- Load	

- Select the activities you want to assign to production and click the save icon located at the footer of the homepage to save the selected activities.



**Note:** The activities selected with blue check boxes will automatically display black briefcases when activities have been saved. Click on the trash bin icon to un-assign activity to production. The briefcase with trash bin icon will automatically convert to a blank check box and allows for activity to be re-assign to a production.

**Saga Flora**  
 12/17/21 | First Shift | Gang 1 | David Thompson

LOG PRODUCTION

Cont-40 ft laden hazd (0 UOM) | Maxibags (100)

**Activity Log**  All

Activity	Time	Location	Status
Meal Break	12:00-13:00 1.0	Hatch #01- Load	<input type="checkbox"/>
Stow to Underhook	11:00-12:00 1.0	Hatch #01- Load	<input type="checkbox"/>
Stow to POR	07:12-11:00 3.8	Hatch #01- Load	<input checked="" type="checkbox"/>
Safety Talk	07:00-07:12 0.2	Hatch #01- Load	<input checked="" type="checkbox"/>

LOG NOTES EQUIPMENT LABOR

**Saga Flora**  
 12/17/21 | First Shift | Gang 1 | David Thompson

LOG PRODUCTION

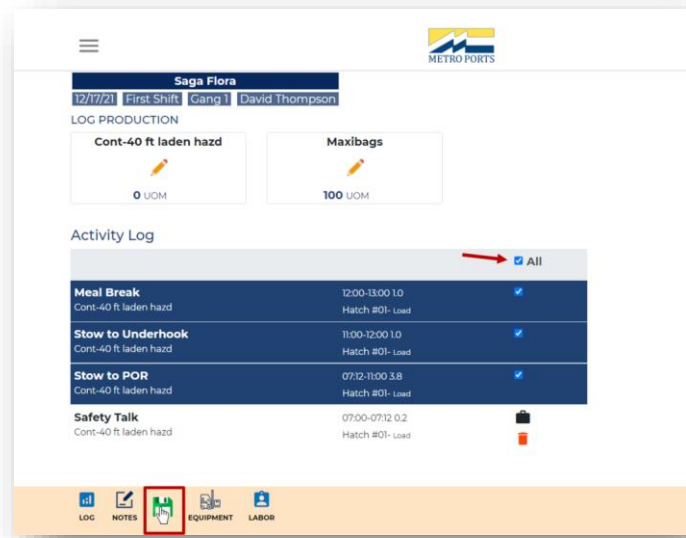
Cont-40 ft laden hazd (0 UOM) | Maxibags (100 UOM)

**Activity Log**  All

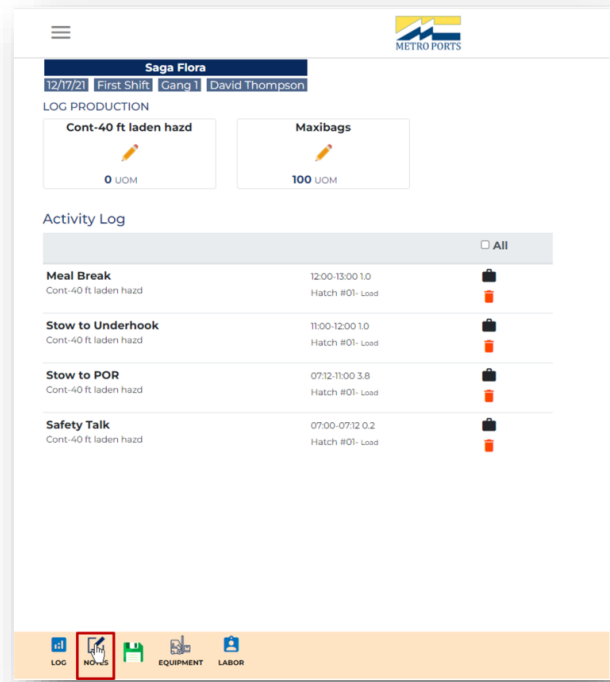
Activity	Time	Location	Status
Meal Break	12:00-13:00 1.0	Hatch #01- Load	<input type="checkbox"/>
Stow to Underhook	11:00-12:00 1.0	Hatch #01- Load	<input type="checkbox"/>
Stow to POR	07:12-11:00 3.8	Hatch #01- Load	<input type="checkbox"/>
Safety Talk	07:00-07:12 0.2	Hatch #01- Load	<input checked="" type="checkbox"/>

LOG NOTES EQUIPMENT LABOR

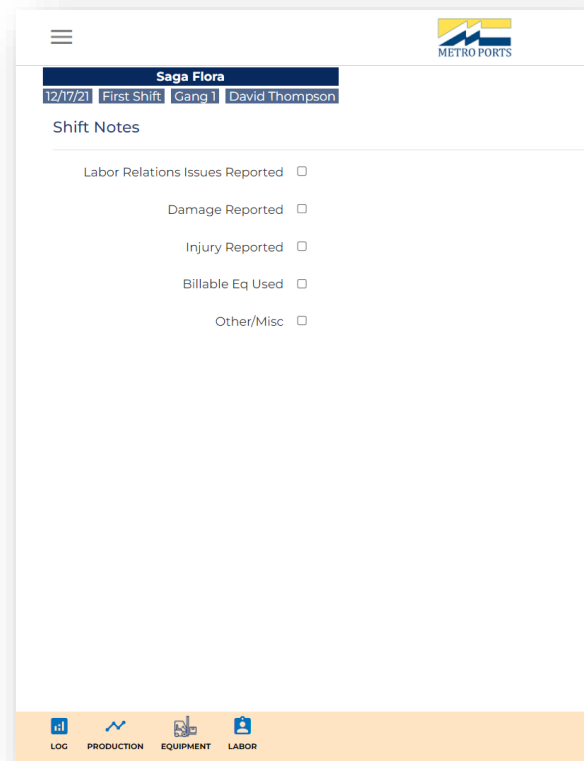
**Navigation Tip:** Click on the All checkbox located below the Activity Log header to quickly select all activities. Click save to save the activities selected to production.



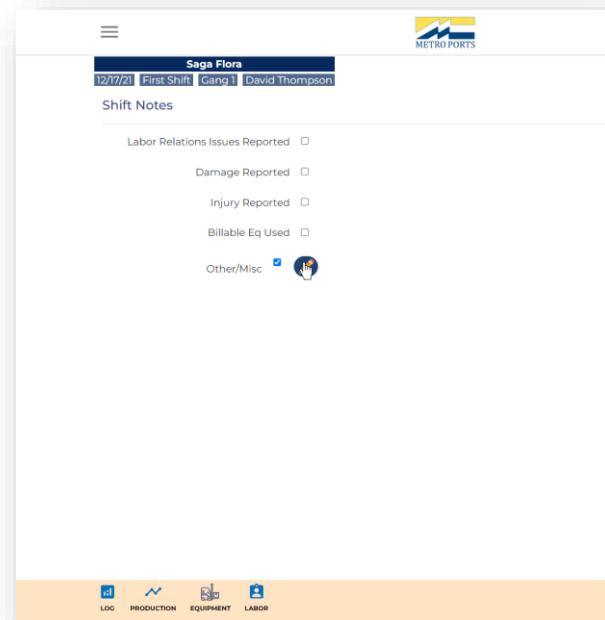
5. Click on the Notes Icon to add shift notes



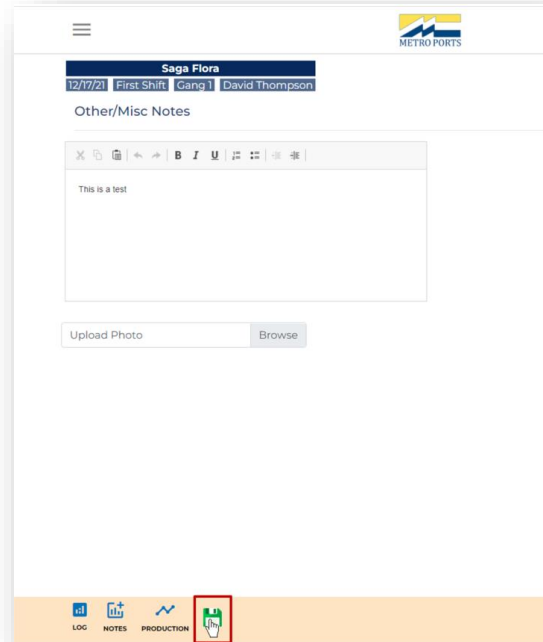
6. Click on the shift note category you want to log notes for.



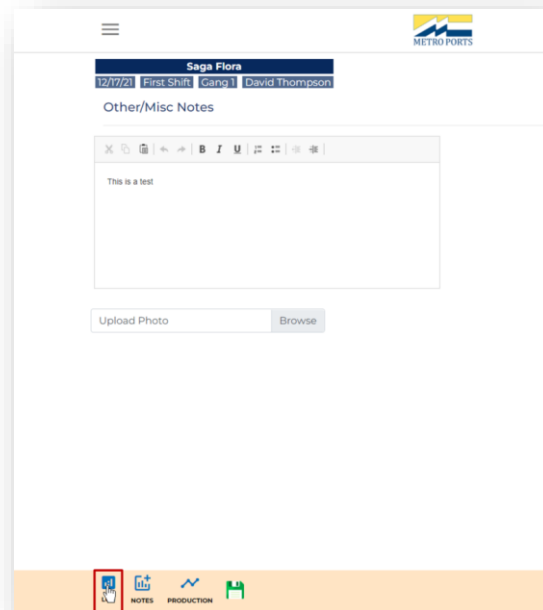
7. Click on the pencil icon to log notes for that category.



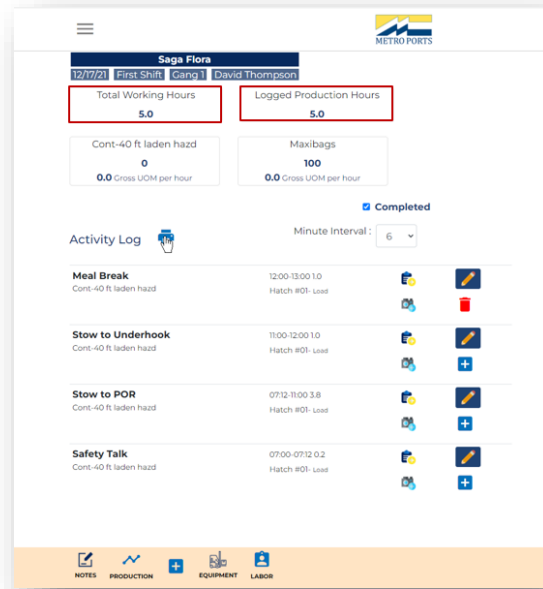
- For each category you can add notes and images. To add a note, click on the Add Notes icon to add notes. To add image/s click on the Add Image icon then select browse to browse and add image/s. Click on the Save Icon located below the homepage. A “Saved” message will display to confirm that the data was saved.



- Click on the Log icon to complete all activities logged. User will be redirected to the Activity Log Homepage.



10. Make sure that both Total Working Hours and Logged Production Hours match before selecting the completed checkbox.



**Note:** All activities have not been logged and accounted for if Total Working Hours and Logged Production Hours do not match. Make sure to cross reference all activities logged to activities still required to be logged.

11. Select Location based on operation type below to allocate inventory then click on the save button to save entry. If selected location has an X and Y axis defined, then fields will display.

### Printing the Vessel Activity Report

1. Click on the printer icon to view and print the vessel activity report.

**Saga Flora**

12/17/21 First Shift Gang 1 David Thompson

Total Working Hours

5.0

Logged Production Hours

5.0

Cont-40 ft laden hazd

0

0.0 Cross UOM per hour

Maxibags

100

0.0 Cross UOM per hour

Completed

Activity Log Minute Interval:

<b>Meal Break</b> Cont-40 ft laden hazd	12:00-13:00 1.0 Hatch #01- Load			
<b>Stow to Underhook</b> Cont-40 ft laden hazd	11:00-12:00 1.0 Hatch #01- Load			
<b>Stow to POR</b> Cont-40 ft laden hazd	07:12-11:00 3.8 Hatch #01- Load			
<b>Safety Talk</b> Cont-40 ft laden hazd	07:00-07:12 0.2 Hatch #01- Load			

NOTES
 PRODUCTION
 EQUIPMENT
 LABOR

Report

Report Type:

Job Number:

Work Date:  Gang:  Shift:  Foreman:

1 of 1 | 100% |

**Vessel Activity Report**

Work Date: 12/17/2021-12/19/2021 Total HR: 19.0 Vessel: Saga Flora Job #: 061366

Work Date	Shift	Gang	Hatch	Loc.	Start Time	Stop Time	Duration in Hrs	HR Type	Activity	Notes
12/17/2021	First	1	01	00	07:00	07:12	0.2	ST	Safety Talk	This is a note for the activity.
					07:12	11:00	3.8	ST	Stow to POR	
					11:00	12:00	1.0	ST	Stow to Underhook	
					<b>Total</b>		<b>5.0</b>			
12/19/2021	First	1	01	00	07:00	08:00	1.0	ST	Stow to Underhook	
					08:00	09:00	1.0	ST	Standby: Cargo Accessibility / Availability	
					09:00	10:00	1.0	ST	Stow to Underhook	
					10:00	12:00	2.0	ST	Stow to Underhook	
					<b>Total</b>		<b>5.0</b>			

Created By: \_\_\_\_\_ Notes: This is a test

Approved By: \_\_\_\_\_

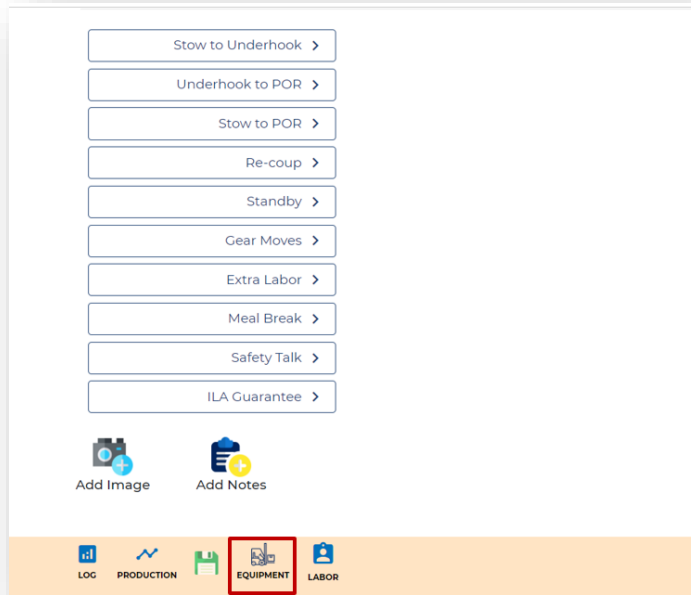
Chief Mate/Captain Signature

Full Name



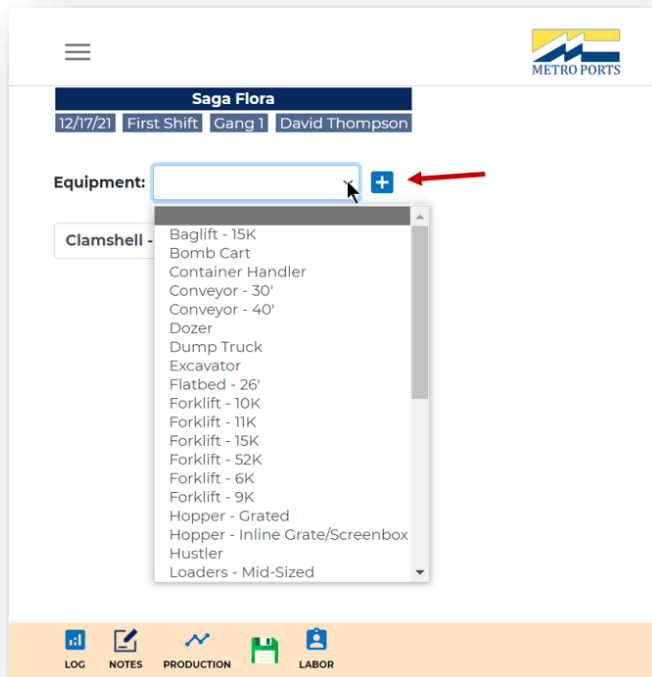
## Log Equipment

1. Click on the Equipment icon to log equipment information

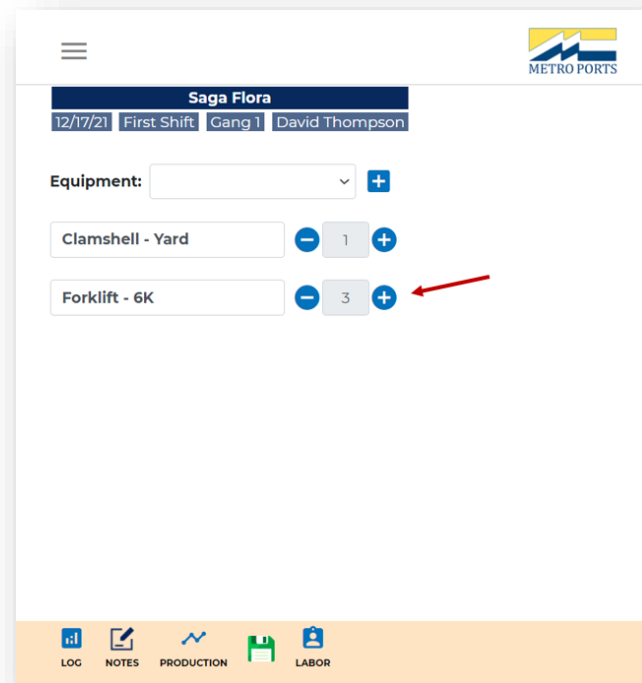


The user will be redirected to the Equipment Log Landing Page.

2. Select equipment from the drop-down menu

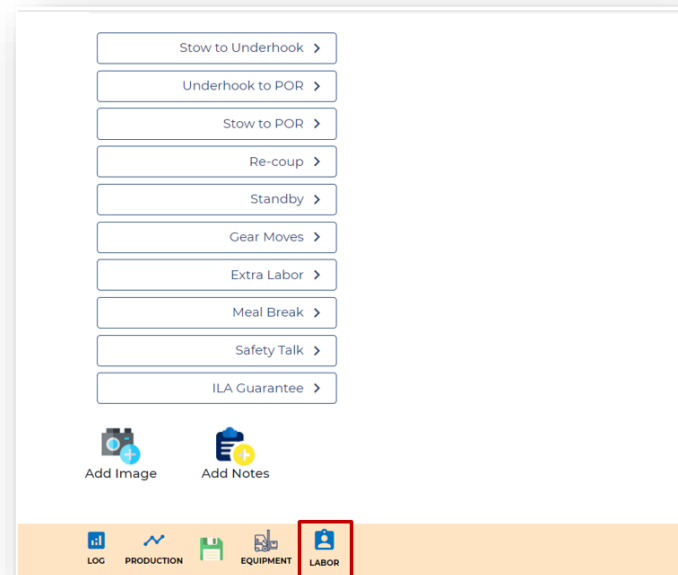


3. Select the + add icon to update the total amount of equipment.



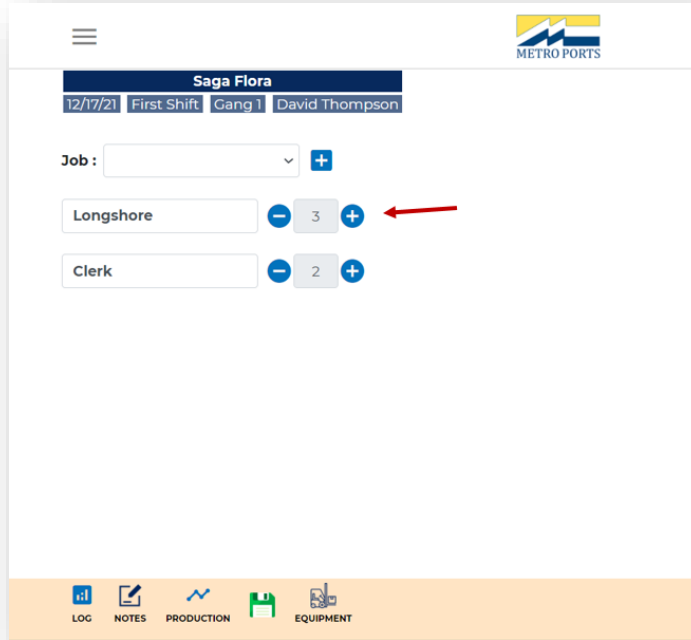
## Log Labor

1. Click on the Labor icon to log labor information.



The user will be redirected to the Labor Log homepage.

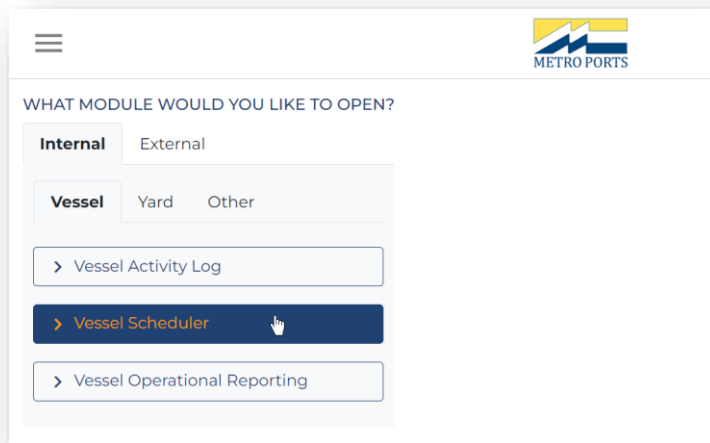
1. The user needs to select labor from the drop-down menu and click on the + add icon to update the total number of labor.



### Vessel Scheduler button

Allows user to interface with the Vessel Scheduler application. The Vessel Scheduler application can only be used to adjust entries such as time, status, and shifts. **Note:** Vessels cannot be scheduled on the Vessel Scheduler application. Vessels can only be scheduled on Vessel Scheduler desktop version.

1. Click on the **Vessel Scheduler** button



2. Select a Vessel

VESSEL SELECTION Filters

ETA Date Range: 4/16/2022 to 5/6/2022

Sort by: Date ↓ | Job ↓ | Vessel ↑

<b>Dream</b> 084085 5/1/22 - 5/1/22	Carnival Cruise Lines	Cruise @ Galveston In Transit General cargo-Hazd
<b>Ravni Kotari</b> 023481 5/1/22 - 5/3/22	Cemex USA	Redwood City Wharves 1 & 2 In Transit Cement
<b>Vista</b> 084084 4/30/22 - 4/30/22	Carnival Cruise Lines	Bulk @ Galveston In Transit General cargo-Pass
<b>MV Ijssel Confidence</b> 084083 4/30/22 - 5/4/22	Hansen-Mueller Co	Port Houston In Transit Corn
<b>Breeze</b> 084082 4/30/22 - 4/30/22	Carnival Cruise Lines	Bulk @ Galveston In Transit General cargo-Pass
<b>Hon Henry Jackman</b> 023485 4/30/22 - 5/1/22	Cemex Aggregates Division	Redwood City Wharves 1 & 2 In Transit Aggregate
<b>Hon Henry Jackman</b> 023484 4/29/22 - 4/30/22	Eagle Rock Aggregates, Inc.	Terminal 2 @ Richmond In Transit Aggregate
<b>Pac Suhail</b> 061453 4/28/22 - 5/1/22	Pacc Line Pte, Ltd.	Morehead City, NC In Transit Rubber
<b>Charger</b> 084081 4/27/22 - 4/27/22	Bertling Logistics Services, Inc	Bulk @ Galveston In Transit Explosive

3. Adjust entries such as time, status and shift as needed.

**BBC Ukraine**

Estimated

Arrival: 4/25/2022 00 00

Departure: 4/25/2022 00 00

Adjust - Estimated Time

Actuals

Arrival: [ ] 00 00

Departure: [ ] 00 00

Set - Actual Date & Time

Status

In Transit

Update - Status

Work Shift Setups + Add - Work Shifts

Start: 4/25/22 07:00 Clayton Stinecipher

End: 4/25/22 23:00

Edit - Work Shifts

4. Adjust estimated time by clicking on the drop down and a selecting time.

**BBC Ukraine**

**Estimated**

Arrival: 4/25/2022 00 00

Departure: 4/25/2022 00 00

**Actuals**

Arrival: 00

Departure: 00

**Status**

In Transit

Work Shift Setups

Start: 4/25/22 07:00 Clayton Stinecipher

End: 4/25/22 23:00

5. Set actual date by clicking on the text box. The user can type or select a date. Time is set by clicking on the drop down and a selecting time.

**Actuals**

Arrival: | 00 00

Departure: 4/25/2022

**Status**

In Transit

Work Shift

Start: 4/25/22 07:00 Clayton Stinecipher

End: 4/25/22 23:00

6. Update status by clicking on the drop down and selecting a status.

**Status**

In Transit

Select Status

Arrived

At Berth

Cancelled

Completed

In Transit

Invoiced

Nominated

Ready for Billing

Working

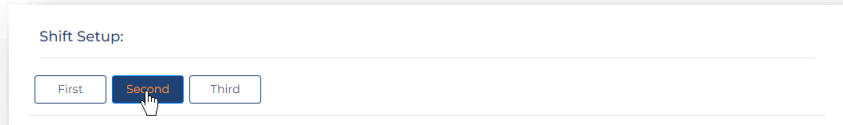
Clayton Stinecipher

## Add a Work Shift

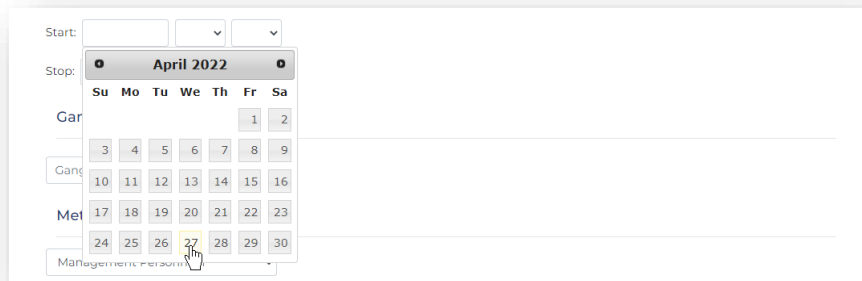
1. Add work shifts by clicking on the add button



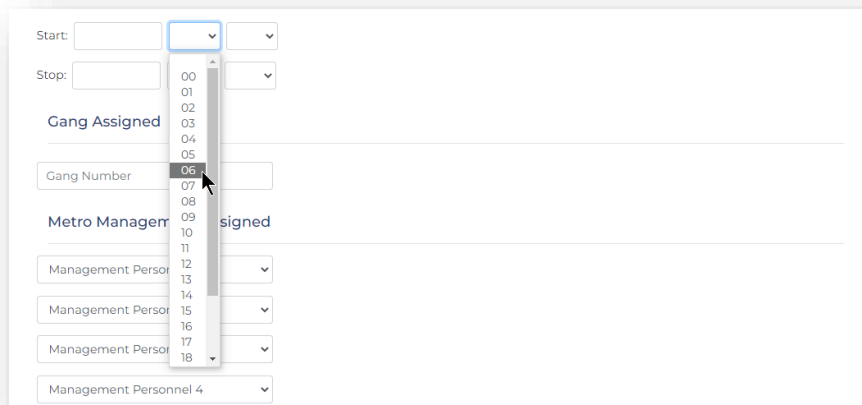
2. Click to select the shift you want to set up



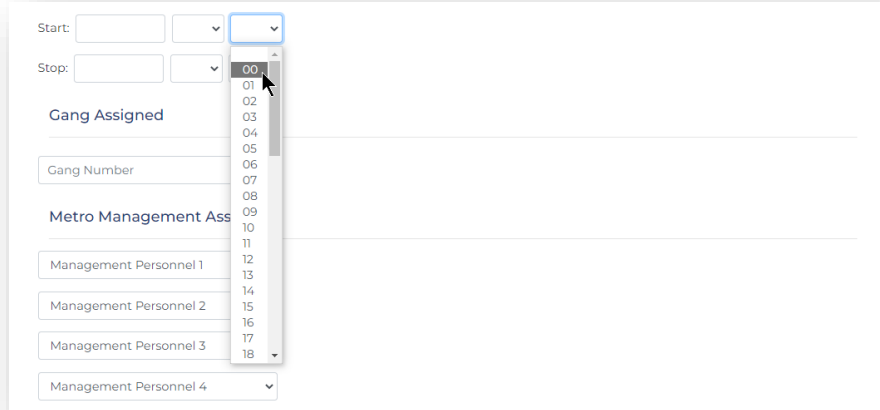
3. Click on the work date field and select date. Date info also be typed. **Note:** The user is allowed to log Vessel Activity for shift and gang info within the defined estimated arrival and departure work date entered.



4. Click on the hour field and select hour info.

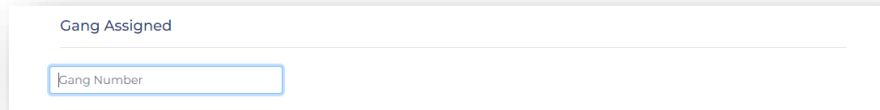


5. Click on the minute field and select minute info.



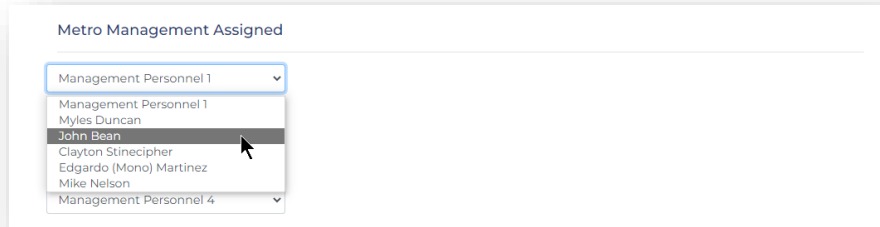
The screenshot shows a form with several fields. At the top, there are 'Start:' and 'Stop:' fields, each with a dropdown arrow. The 'Stop:' dropdown is open, showing a list of minutes from 00 to 18. A mouse cursor is pointing at the '00' option. Below these fields are sections for 'Gang Assigned' and 'Metro Management Assigned'. The 'Gang Assigned' section has a 'Gang Number' field. The 'Metro Management Assigned' section has four 'Management Personnel' fields, each with a dropdown arrow. The first 'Management Personnel 1' dropdown is also open, showing a list of names: Myles Duncan, John Bean, Clayton Stinecipher, Edgardo (Mono) Martinez, and Mike Nelson. A mouse cursor is pointing at 'John Bean'.

6. Click on the gang field to enter gang info.



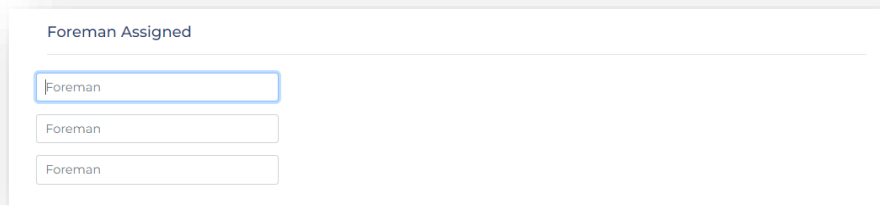
The screenshot shows the 'Gang Assigned' section of the form. It has a title 'Gang Assigned' and a single text input field labeled 'Gang Number'.

7. Click on the Management Personnel Field to select Management Personnel info.



The screenshot shows the 'Metro Management Assigned' section of the form. It has a title 'Metro Management Assigned' and four dropdown menus labeled 'Management Personnel 1' through 'Management Personnel 4'. The first dropdown, 'Management Personnel 1', is open, showing a list of names: Myles Duncan, John Bean, Clayton Stinecipher, Edgardo (Mono) Martinez, and Mike Nelson. A mouse cursor is pointing at 'John Bean'.

8. Click on the Forman text box field to enter Forman info.



The screenshot shows the 'Foreman Assigned' section of the form. It has a title 'Foreman Assigned' and three text input fields, each labeled 'Foreman'.

9. Click on the Save icon to save.

BBC Ukraine

Shift Setup:

First Second Third

Start: [ ] [ ] [ ]

Stop: [ ] [ ] [ ]

Gang Assigned

Gang Number [ ]

Metro Management Assigned

Management Personnel 1 [ ]

Management Personnel 2 [ ]

Management Personnel 3 [ ]

Management Personnel 4 [ ]

Foreman Assigned

Foreman [ ]

Foreman [ ]

Foreman [ ]

BACK SAVE SCHEDULE

10. Click on the back icon to return to the initial screen.

BBC Ukraine

Estimated

Arrival: 4/25/2022 00:00

Departure: 4/25/2022 00:00

Actuals

Arrival: [ ] [ ] [ ]

Departure: [ ] [ ] [ ]

Status

In Transit

Work Shift Setup

Start: 4/25/22 07:00 Clayton Stinecipher

End: 4/25/22 23:00

BACK SAVE SCHEDULE

## Edit Work Shift

1. Click on the edit icon to edit shift info. Adjust entries as needed.

Start: 4/25/22 07:00 Clayton Stinecipher

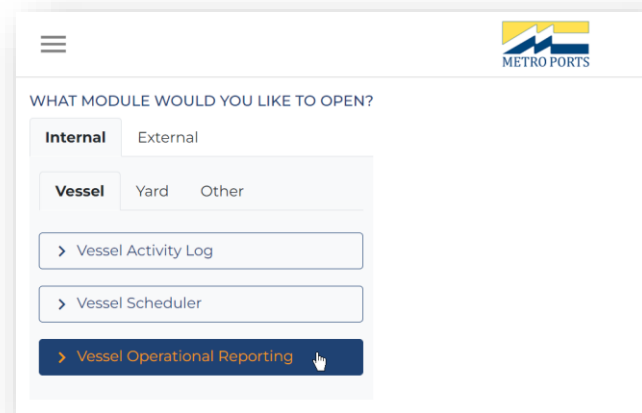
End: 4/25/22 23:00

EDIT



## Vessel Operational Reporting Button

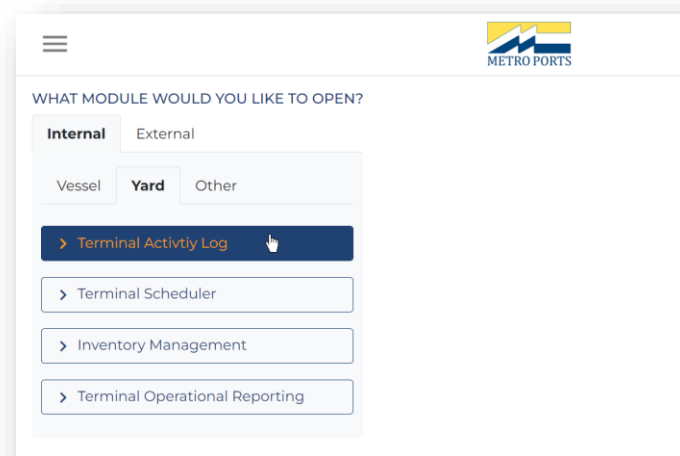
1. Click on the **Vessel Operational Reporting** Button



## Yard Tab -

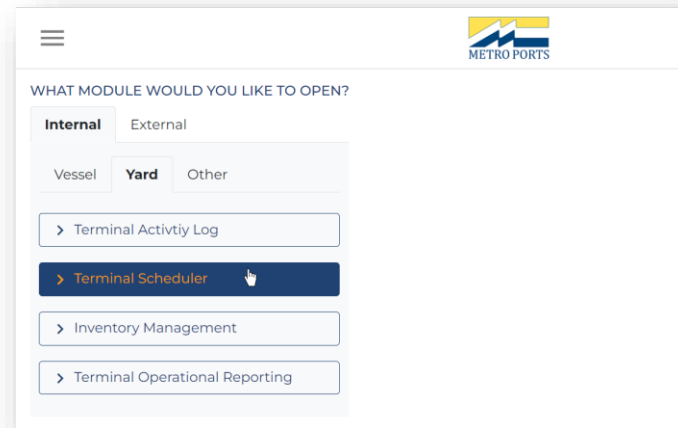
### Terminal Activity Log Button

1. Click on the yard tab then on the **Terminal Activity Log** button



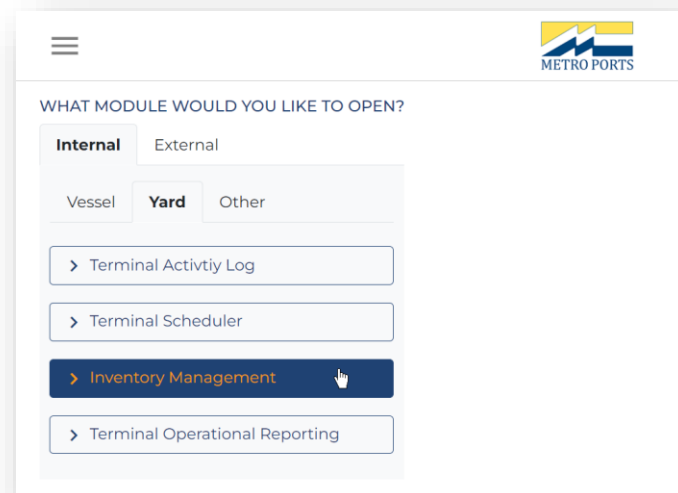
## Terminal Scheduler Button

1. Click on the **Terminal Scheduler** button



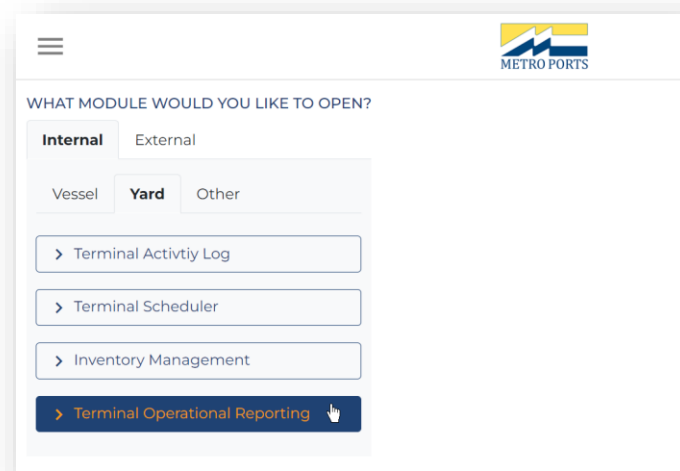
## Inventory Management Button

2. Click on the **Inventory Management** button



## Terminal Operational Reporting button

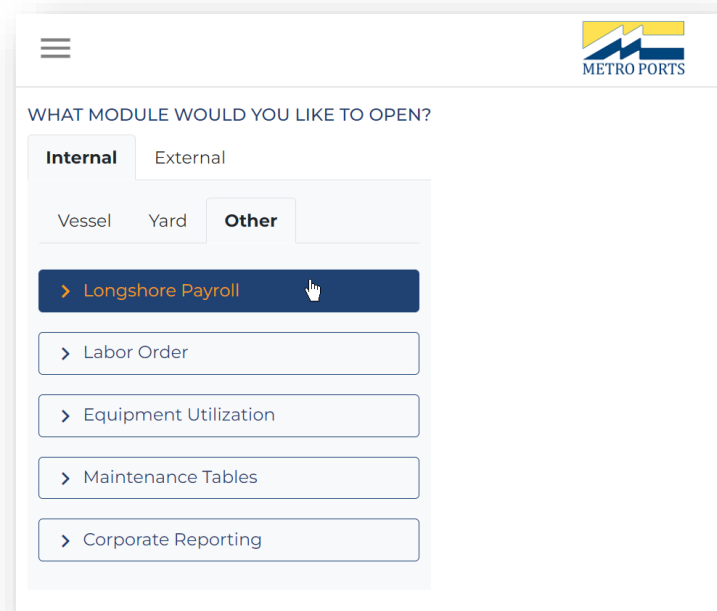
3. Click on the **Terminal Operational Reporting** button



## Other Tab -

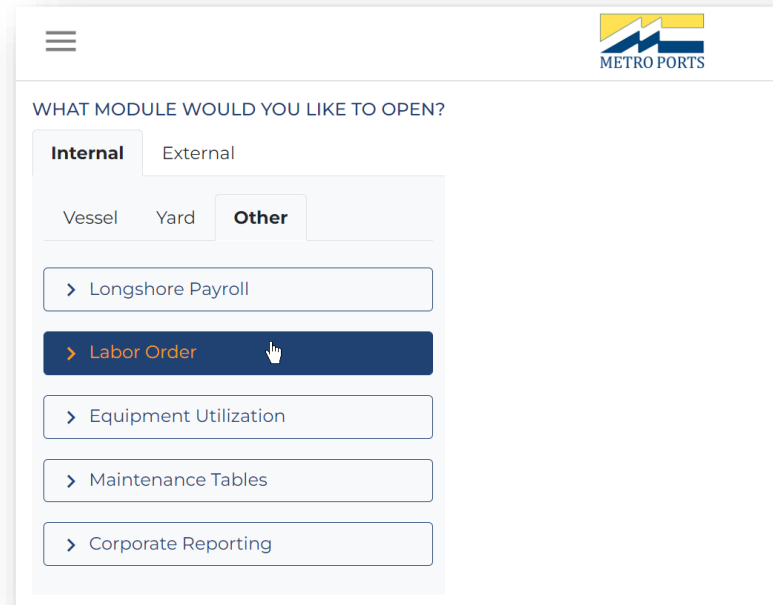
### Longshore Payroll Button

1. Click on the other tab then on the **Longshore Payroll** button



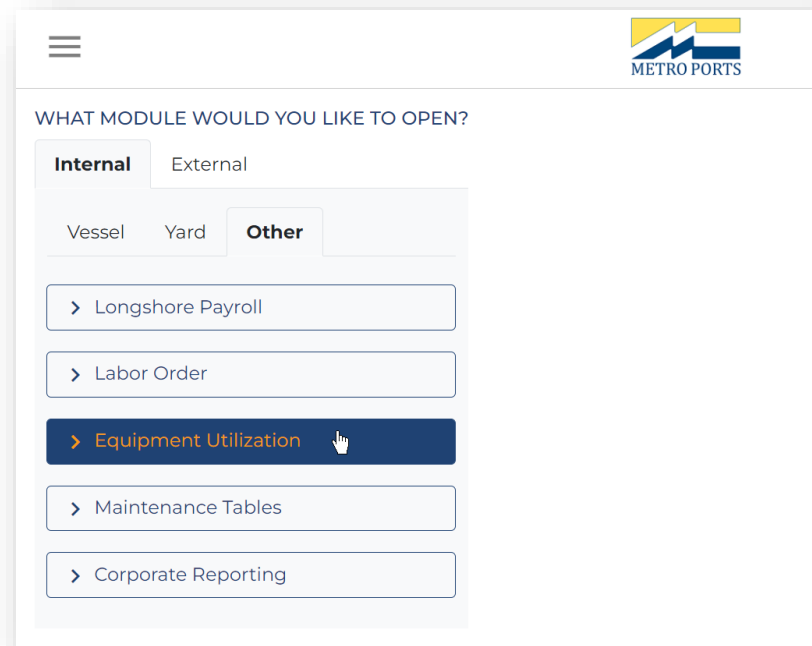
## Labor Order Button

2. Click on the **Labor Order** button



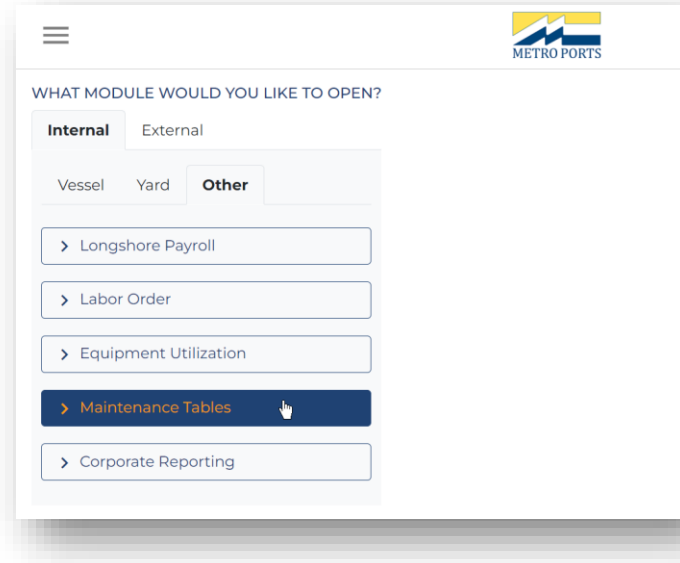
## Equipment Utilization Button

3. Click on the **Equipment Utilization** button



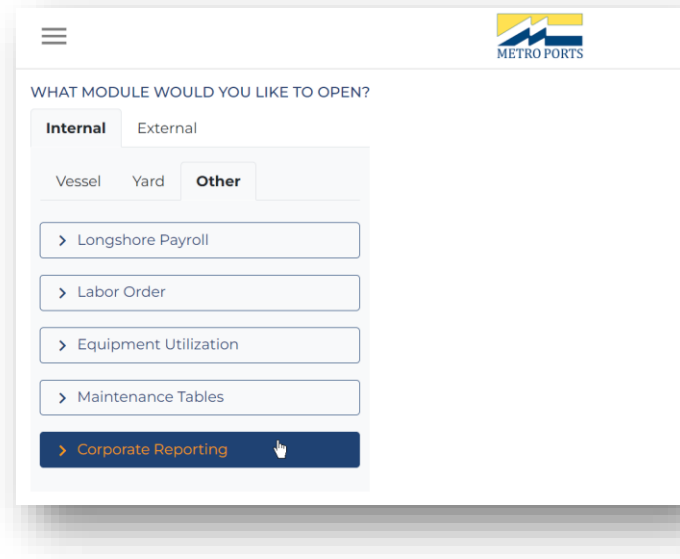
## Maintenance Tables Button

4. Click on the **Maintenance Tables** button



## Corporate Reporting Button

5. Click on the **Corporate Reporting** button

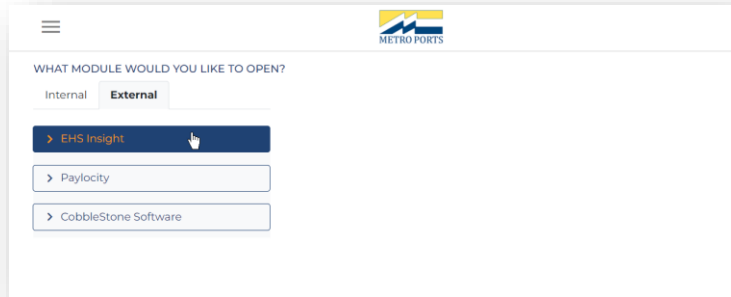


**The External Tab** - is where the user can find outsourced applications external from Sailfish.

1. Select the External Tab

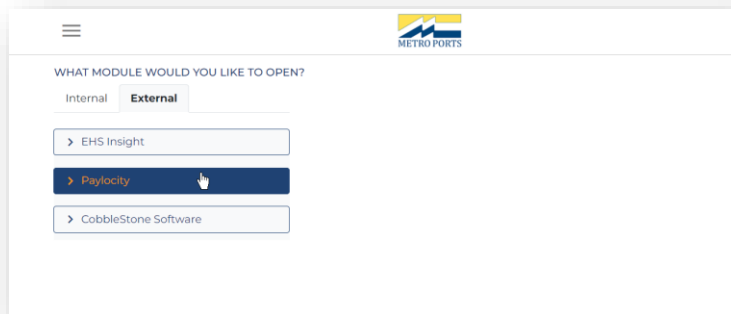
### The EHS Insight Button

1. Click on the External tab then on the **EHS Insight** button to navigate back to the EHS Insight



### The Paylocity Button

2. Click on the **Paylocity** button to navigate back to Paylocity



### The CobbleStone Software Button

3. Click on the **CobbleStone Software** button to navigate back to the CobbleStone Software

