

POSITION LIST USER'S GUIDE

Version 1.9 (Feb 23, 2018)

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Change Log


Version	Date	Description
1.0	Apr 01, 2017	Initial draft
1.1	Apr 26, 2017	Updates screen-shots
1.2	Apr 30, 2017	Revised Search content
1.3	May 2, 2017	Updated Section 1
1.4	May 29, 2017	Several enhancements made to various sections.
1.4.1	May 30, 2017	Added AIS Tracking view section
1.5	July 23, 2017	Updated Sections: 4, 5, 7 & 8
1.6	Aug 13, 2017	Updated Section 4 & 6: Including support for multi-zone AIS search, Undo key and Public Notes.
1.7	Sep 11, 2017	Updates to various sections.
1.8	Nov 27, 2017	Updated Section 4
1.9	Feb 23, 2018	Updated Sections 4 and 7 and added Section 10.1

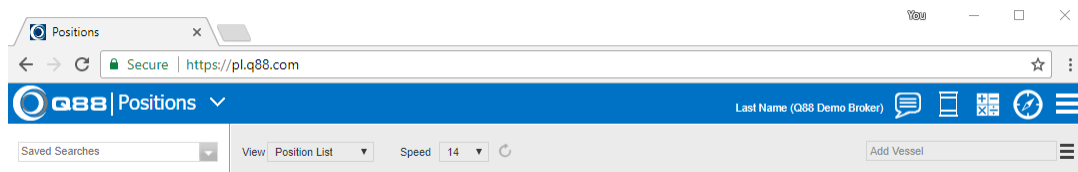
2. Introduction

This document outlines the features of the Position List system on Q88.com. We have split the document into logical sections to explain the various features in a clear and concise manner.

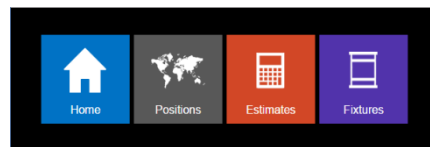
If you have any questions regarding this document, then please email support@Q88.com.

3. Navigation & Main Features






The main navigation in the system can be found by clicking the  arrow in the top left corner of the web site banner.



From this menu you can access the following modules which will be explained further in other sections further in this document.



In the top-left corner of the web site banner you will find the following icons:

-  Chat with our support team (chat icon)
-  Add a Fixture (oil barrel icon)
-  Distance Calculator
-  Position Updater (compass icon)
-  Actions menu (tri-bar icon)

The Actions menu has the following options:

- | | |
|------------------|---|
| Users' Guide | Link to this document |
| Sharing Settings | Manage the position sharing settings for your company |
| Export Formats | Manage the export formats |
| Ballast Areas | Manage the ballast areas |
| Vessel Details | Vessel lookup |

All the above will be explained further in other sections further in this document.

4. Shortcut Keys

The system has been specifically designed to use keyboard shorts for many of the tasks you need to accomplish.

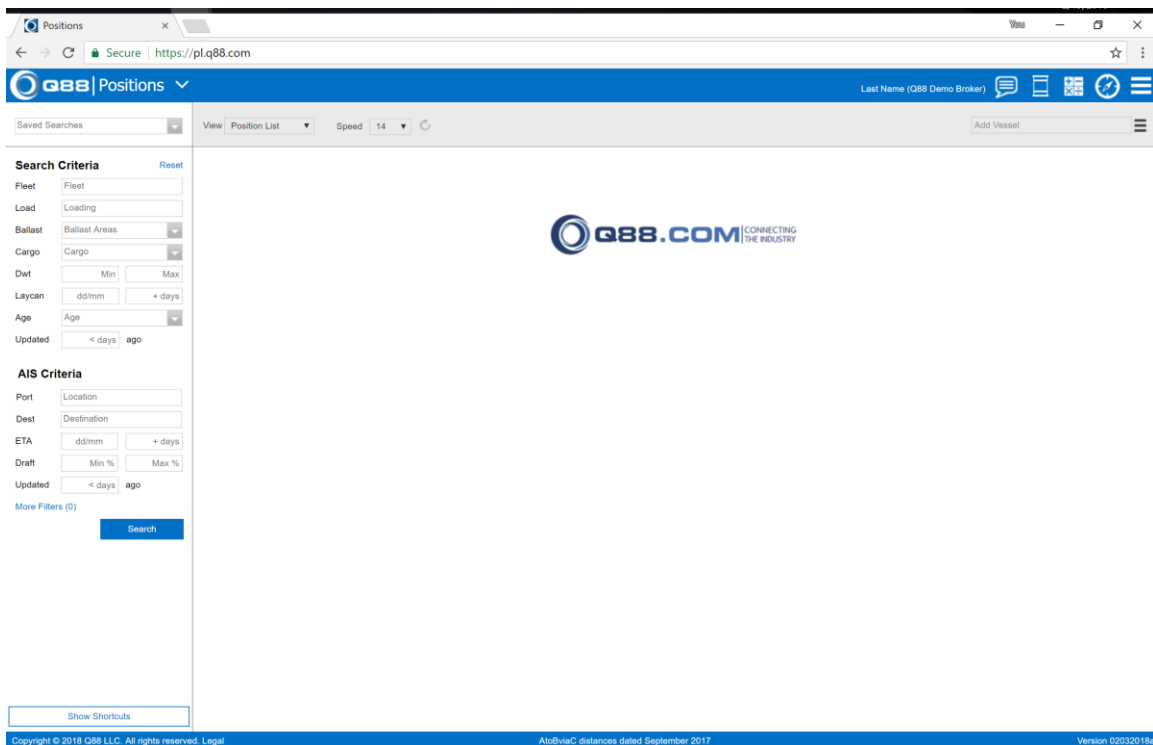
Shortcut Keys		Users Guide x
Space	Edit Position	
Enter	Save Position	
CTRL-Space	Adopt AIS Destination	
CTRL-Enter	Save Position privately	
ALT-Z	Undo last action	
Delete	Remove Vessel from list	
Z	Delete open position	
C	Compact (Keep selected)	
P	Prompt Date	
A	Add vessel to list	
F	Add Fixture	
V	View Vessel Details	
U	Open Position Updater	
Shift-N	New Search in New Tab	
N	New Search	
E	Export list	
R	Refresh List	
S	Select Saved Search	
P	Position List view	
M	Map view	
L	Vessel Specs view	
I	Intake view	
T	AIS Tracking view	

5. Main Position List Page

The main Position List page has been designed with the users' primary purpose in mind. It maximizes the use of the keyboard to searching and updating of ship open positions. As you get used to the system, please keep this in mind as the keyboard is the best way to use the system.

5.1. Overview

Below is the main page which displays when you first login to the Position List module. The panel on the left side of the page is used to create a list of vessel positions, either from a Saved Search or by performing a new search (aka Non-saved search).



The screenshot shows the Q88 Positions page in a web browser. The page has a blue header with the Q88 logo and navigation icons. Below the header, there's a search bar and a "Saved Searches" dropdown. The main content area is divided into two sections: "Search Criteria" and "AIS Criteria".

Search Criteria:

- Fleet:
- Load:
- Ballast:
- Cargo:
- Dwt:
- Laycan:
- Age:
- Updated: ago

AIS Criteria:

- Port:
- Dest:
- ETA:
- Draft:
- Updated: ago

At the bottom of the filters, there's a "More Filters (0)" link and a "Search" button. A "Show Shortcuts" button is located at the bottom-left corner of the page.


The footer contains the following text: "Copyright © 2018 Q88 LLC. All rights reserved. Legal", "AtoBviaC distances dated September 2017", and "Version 02032018a".


The "Shortcuts" button in the bottom-left corner of the page lists all the keyboard shortcuts that the system has. These will be explained in more detail later.


5.2. Creating a New Search

The Search Criteria panel on the left side of the page is used to create a new search. Clicking the keyboard shortcut “N” (for New Search) will clear the existing fields and set the focus on the first field “Load”.

Search Criteria: Search for ships basis their open position

Fleet: Search by ships belonging to a specific commercial operator. Use the multiselect fleet icon  to specify multiple Fleets to search on at the same time.

Load: Enter the load port or load area you wish to calculate the ETA to. Any vessel that is open in this load area will be added to the search results on the basis that it meets all the other search criteria. If you want to calculate the ETA to multiple ports at the same time then user the add port icon  so enter up to 4 additional ports.

Ballast: Select from a list of user-defined ballast areas. These are the other geographical areas which the system will ballast ships from and calculate the ETA to the load port/area. Use the globe icon  to create a new ballast area selection.

Cargo: Select CLN, DTY, LNG or LPG, if you leave it blank it will pull all vessels whether they are CLN (clean) or DTY (dirty).

Dwt: Enter the dwt range of ships you want to filter on. Input should be made in 1000's. I.e. 50-80, not 50000-80000 although either will work.


Laycan: The lay/can window can be entered in three different ways.


1. Enter just a date “mm/dd” will look for all vessels that are open or have an ETA (if load is specified) after the date entered.
2. Enter just “+ days” will look for all vessel that are open or have an ETA prior to the number of days entered in the “+ days” field.
3. Enter a date “mm/dd” and “+days” will look for ships open or have an ETA on or after the date entered and on or before the number of days after the date entered. I.e. if you enter “06/20” and “10”, will find all ships from open or have an ETA from 06/20 - 06/30.

Updated: Entering a value for this field will exclude all ships that have not had an updated position in the last “< days” number of days as specified.

Age: The dropdown is used to filter on ships that are not older than the selected specified.

AIS Search Criteria: Search for ships basis their current position or reported destination.

Heading: Use the heading icon  located next to the AIS Search Criteria heading to filter on ships heading a specific direction. Each direction filter ships as follows:

Heading 

NW	N	NE
W	All	E
SW	S	SE

Direction	Heading
North:	337.5° to 22.5°
North-East:	22.5° to 67.5°
East:	67.5° to 112.5°
South-East	112.5° to 157.5°
South:	157.5° to 202.5°
South-West:	202.5° to 247.5°
West:	247.5° to 292.5°
North-West:	292.5° to 337.5°


Search Criteria
[Reset](#)


Fleet
Load
Ballast
Cargo
Dwt
Laycan
Age
Updated ago

AIS Criteria

Port
Dest
ETA
Draft
Updated ago

[More Filters \(0\)](#)

Port: This field lets you search for vessels in a specific port or area. If a port is entered then all vessel within 20 miles of the port will be listed. If an area is entered (ex. AG) then all vessel in that area will be listed. Use the globe icon  to select multiple areas.

Dest: This field lets you search for ships with a specific destination port or destination area. Use the globe icon  to select multiple areas.

ETA: The ETA window works the same way as the laycan window but for the ships ETA based on what is reported by the vessel via AIS.

Draft: Enter the draft % range of vessels you want to filter on. This is useful to filter out ships that are currently ballast or laden.

Updated: Entering a value for this field will exclude all ships that have not had an updated AIS position reported in the last "< days" number of days as specified.

Once all the search criteria have been entered, you can press the Enter key on the keyboard to perform the search.

5.3. Saving a Search

Once a search has been run, the "Save" button to the left of the Search button will become visible. Clicking the button will prompt you to name the Search you wish to save as per below:

SAVE SEARCH

Name: <input type="text"/>	Share? <input type="button" value="No (only me)"/> <input type="button" value="Yes (company)"/>
----------------------------	---

Enter the name you wish to save it under and it will now display in the Saved Search drop-down in the top-left corner of the page.

Searches can be saved as shared, select "Yes (Company)", which will make the Saved Search accessible to everyone in the company.

Note: Changes to a saved search will affect all users. This includes manually adding and hiding vessels from the list.

5.4. Editing a Saved Search

When viewing a Saved Search, you can click the Edit button to make changes to the search. When you are done editing simply click the Search button again and the Saved Search will be updated with the revised search criteria.

Note: Editing a company saved search will affect all users and any vessels that were manually added or hidden from the search will be reset back.

5.5. Deleting a Saved Search

When viewing a Saved Search and you wish to delete it. Click the Actions menu (tri-bar) next to the Add Vessel textbox in the top-right corner of the Position List page and select "Delete Search" from the menu.

Note: Deleting a company saved search will remove it for all users.

5.6. Views: Position List

The system has 5 different ways to view the results. The Position List is the default view when you run a search. This view includes all the field related to a vessels' position plus a few more which can be customized. Customizing a view is described later in this document.

The position list view is the only view which can be used to edit a vessels' position.

Below the main grid there are two additional grids which display information related to the top grid. The grid to the left lists the last 3 cargos the ships was involved with. The fixture module is described later.

The grid to the right displays the last 3 updates to the selected vessel. These updates would be from users within your own company or from external companies that are sharing positions with your company.

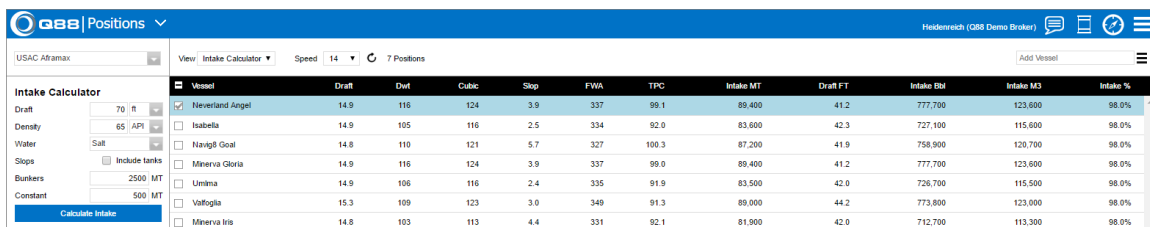
The keyboard shortcut to take you back to this view is “P” but you can also hit the keyboard shortcut for the last view you were on to return back to the Position List view.

5.7. Views: Vessel Specs

This view can contain up to 16 columns of other vessel specifications; which can also be customized to fit the user’s needs. Use the Actions menu next to the Add Vessel textbox and select the “Columns” option.

5.8. Views: Intake Calculator

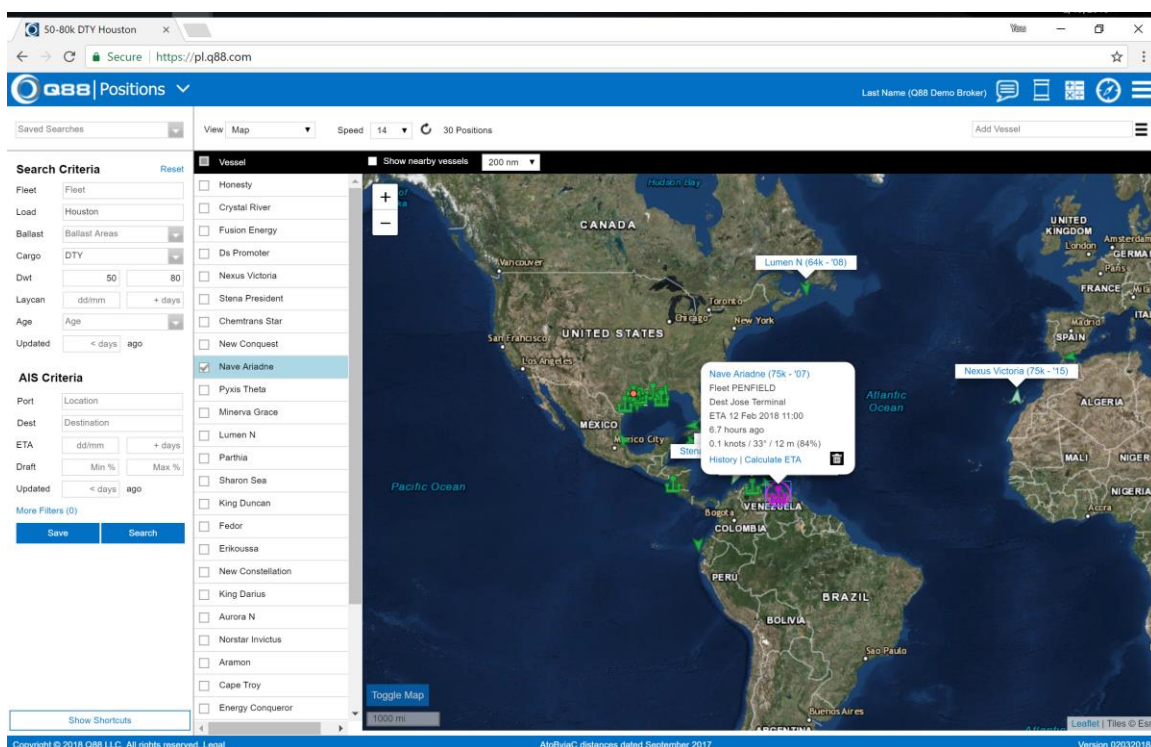
The Intake Calculator view is used to calculate the intake of each vessel on the position list based on a specific draft restriction. In the left panel enter the draft restriction in meters or feet, specify the cargo API or specific gravity, specify if slops tanks should be included in the calculation, enter a set number of bunkers and constant to assume each ship has and then press the Calculate Intake button to run the calculation.



Intake Calculator		Vessel	Draft	Dwt	Cubic	Slop	FWA	TPC	Intake MT	Draft FT	Intake Bbl	Intake M3	Intake %
Draft	70 ft	<input checked="" type="checkbox"/> Neverland Angel	14.9	116	124	3.9	337	99.1	89,400	41.2	777,700	123,600	98.0%
Density	65 API	<input type="checkbox"/> Isabella	14.9	105	116	2.5	334	92.0	83,600	42.3	727,100	115,600	98.0%
Water	Salt	<input type="checkbox"/> Navigh Goal	14.8	110	121	5.7	327	100.3	87,200	41.9	758,900	120,700	98.0%
Slops	<input type="checkbox"/> Include tanks	<input type="checkbox"/> Minerva Gloria	14.9	116	124	3.9	337	99.0	89,400	41.2	777,700	123,600	98.0%
Bunkers	2500 MT	<input type="checkbox"/> Uminia	14.9	106	116	2.4	335	91.9	83,500	42.0	726,700	115,500	98.0%
Constant	500 MT	<input type="checkbox"/> Valfoglia	15.3	109	123	3.0	349	91.3	89,000	44.2	773,800	123,000	98.0%
		<input type="checkbox"/> Minerva Iria	14.8	103	113	4.4	331	92.1	81,900	42.0	712,700	113,300	98.0%

5.9. Views: Map

The Map view will display the list of vessels on a world map. The position of each vessel is the latest AIS position available. AIS data is supplied by VesselTracker.com.



Clicking the trash can on the tooltip for the vessel will remove the vessel from the list.

Clicking “AIS History” will show the AIS track of the selected vessel over the past 30 days (8-hour intervals) and the ports calls for the last 12 months.

Clicking “Calculate ETA” will open the position updater and allow you to calculate the distance from the ships current location to any other port.

Clicking “Clicking the “Show nearby vessels” checkbox will display all the ships within 1000 nm that meet all the search criteria requirements except for the lay/can and updated fields. This is a great tool to see what ships are in the area.

5.10. Views: AIS Tracking

This view contains all the AIS tracking information for the vessels in the list; which can also be customized to fit the user’s needs. Use the Actions menu next to the Add Vessel textbox and select the “Columns” option.

5.11. Refreshing the position list

Each time the Position List is opened, it will automatically display the last search that was run. Whether that was a Saved or Non-Saved Search. The system keeps track of the changes to the list since the last time it was run. If there have been any changes to the vessels on the list since the last time it was run then the changes will be shown in blue font or grey font as per below.

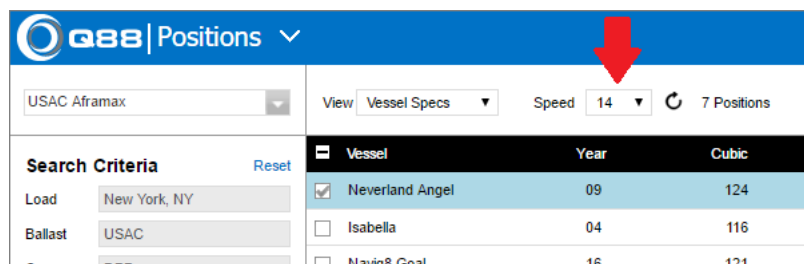
<input checked="" type="checkbox"/>	Vessel	Cgo	Dwt	Cubic	Year	Hull	ETA	Open ↑	Area	Port
<input checked="" type="checkbox"/>	Neverland Angel	DPP	116	124	09	DH	04/25	04/24	ECC	Canaport
<input type="checkbox"/>	Isabella	DPP	105	116	04	DH	04/26	04/26	USAC	Philadelphia
<input type="checkbox"/>	Navig8 Goal	DPP	110	121	16	DH	05/01	05/01	USAC	New York
<input type="checkbox"/>	Minerva Gloria	DPP	116	124	09	DH	05/07-08	05/04-05	ECC	Come-By-Chance
<input type="checkbox"/>	Valfoggia	DPP	109	123	09	DH	05/05	05/05	USAC	Philadelphia
<input type="checkbox"/>	Minerva Iris	DPP	103	113	04	DH	05/09	05/08	ECC	Canaport
<input type="checkbox"/>	Umlma	DPP	106	116	06	DH	05/28	05/23	USG	Houston

If the font color is blue then that means that the vessels has had an update and the vessel still meets the search criteria. If the font color is grey then that means that vessel no longer meets the search criteria.

Note: When the list is refreshed, any records that are currently in blue font will revert back to black and any vessels that are grey font will disappear from the list. Anytime you focus on a vessel that is blue font will automatically turn black when y

5.12. Calculating ETA's & Changing Speed

When a load port or area is specified then the ETA column in the position list will display the ETA of all the ships from their Open Port and Date to the Loading port or area. The speed which is used for this ETA calculation is displayed at the top of the position list. The dropdown can be changed to any value from 5-16 knots with 0.5 knot increments.



5.13. Canal Transits

The system calculates ETA’s based on the individual specifications of each ship. Routing is handled in three different ways.

- All:** This method excludes Panama and Kiel canal options along with all major routing options which commercial traffic does not use.
- Panama:** Same as All routing but also includes Panama. Any ship that meets the LOA and Beam restrictions of the Panama Canal will be routed through Panama.
- Kiel:** Same as Panama routing but also allows ships to transit the Kiel canal. Kiel routing is enabled for all ships under 20k dwt.

5.14. Adding/Removing Vessels from a List

When working with position lists you may want to add or remove vessels from the list.

To remove a vessel simply press the “Delete” key when the vessel is highlighted in the grid. You can also highlight multiple vessels at the same time and then press the “Delete” key.

The other option for removing vessels is to use the “Compact” feature, it works the opposite of the delete key. Select all the vessel you wish to keep and you can then press “C” to remove all the unselected vessels.

To add a vessel to the list, click the “A” shortcut key which will put the focus in the “Add Vessel” textbox in the top-right corner of the page. Type the name of the vessel you wish to add and when highlighted press the “Enter” or “Tab” key to add the vessel to the position list.

5.15. Editing, Saving, Locking and Cancel Editing of a Position

To edit a position in the list, click the “Space” bar on the keyboard to turn the selected row into “edit-mode”. The first editable field is automatically highlighted. Tab through to the other fields and press the “Enter” key on any field to save the changes. To cancel editing the row, click the escape “Esc” key on the keyboard.

Vessel	Draft	Cgo	ETA	Open	Port	Private	Public	Fleet	Dwt	Cubic	Upd
<input checked="" type="checkbox"/> Normanna	7.9	C/D		25/17 3	La Libertad, Ecuador	ON SUBS	LOOKING T/A	UNI CHART	10	10	Shared ▼
<input type="checkbox"/> Venezia D	7.9	CLN		08/24-26	Fortaleza			DEPOLI	10	10	08/11 ◀
<input type="checkbox"/> Nordic Ann	8.9	DTY		05/12	Barranquilla			NORDICTANK	14	16	04/17 ▶
<input type="checkbox"/> Bernora	8.7	CLN		08/01	GIBR			WOMAR	13	13	08/01 ◀
<input type="checkbox"/> Georgina P.G	6.8	DTY		05/10	Rio Haina				10	11	04/17 ▶
<input type="checkbox"/> Veronica Pg	6.8	CLN		06/02	St Thomas				10	10	05/22 ◀
<input type="checkbox"/> Sicchem Paris	8.7	C/D		08/25-30	CARIB			TEAMTANK	13	13	08/08 ◀

When saving a position update, it can be saved in 3 different ways.

- Private:** The position is saved internally and not shared with any other broker companies on the system. (Keyboard short-cut “Ctrl+Enter”)
- Shared:** The position is shared with the list of companies which you have setup sharing with. This is the default method of saving a position. (Keyboard short-cut “Enter”)
- Public:** The position is shared with all broker companies using the position list system (no keyboard short-cut, select ‘Public’ from the drop-down list and then press Enter to save).

Note: When saving Shared or Public, only the ship’s Cargo Status (CLN, DTY, C/D, LPG or LNG), Open Date and Open Port and Public notes are shared. Private notes and fixtures are never shared.

There are a few scenarios where the updated position of a vessel will be locked. When the position is locked then shared/public position updates from other companies will not affect the open position of the vessel. This section explains how the locking works and when.

The vessels position will remain locked for the period set by your company’s administrator (24 hours by default) after the last update under the following scenarios:

- Vessel position privately updated
- Vessel position deleted (keyboard short-cut “Z”)

- Vessel set as TBN Vessel status

The locking period can be adjusted by your company administrator from the Vessel Sharing page which is accessible under the main actions menu.

5.16. Adopt Vessel Position

The AIS message contains information about the vessels' next destination (i.e. next port of call) along with the ETA. If you want to use this information as the vessels open position, then the keyboard short-cut "Ctrl-Space" will replace the Open Port field with the AIS Destination and the Open Date field with the AIS ETA. This keyboard short-cut works from any View in the Position List as well as from the Updater window.

5.17. Grid Icons

The positions in the grid have the following icons displayable:

- Private update by someone in the user's company
- ▶ Shared update by someone in the user's company
- ▶▶ Public update by someone in the user's company
- ◀ Shared or Public update by someone not in the user's company
- 🔒 Shared or Public update by someone not in the user's company but at the time of the update the position of the user's company was locked. See section 9.1 for more information.

5.18. Deleting a Position

If a ships position needs to be deleted then click the "Z" key on the keyboard. This will remove the Open Date and Open Port of the vessel. Deleting a position saves is privately.

5.19. Undo Function

Some of the actions that are performed on the Position List have and "Undo" feature which let's you revert the grid back to its previous state. The actions which have the undo feature enabled are:

- "Delete" Key (hiding vessel)
- "C" Key (Compact List)
- "Z" Key (Delete position)

To undo these actions, press 'Alt-Z' on the keyboard.

5.20. Retrieving a Previous Position

If the current position of a vessel is not correct (or if the current position was accidentally deleted) then double-clicking the previous correct position in the position history grid will bring back the old position of the vessel and put the selected row into edit-mode in case further changes need to be made.

Cgo	Open	Area	Port	Notes (Private Public)
C/D	08/01-16	USG	USG	◀ ▶
C/D	01/08-23	USG	USG	◀ ▶

5.21. More Filters

The "More Filters" hyperlink below the Age dropdown in the Search Criteria panel contains an additional list of fields which can be used to filter on.

For the min/max fields you can enter just min to search for all ships greater than the value, just max to search for all ships less than the value or enter both to search for the range.

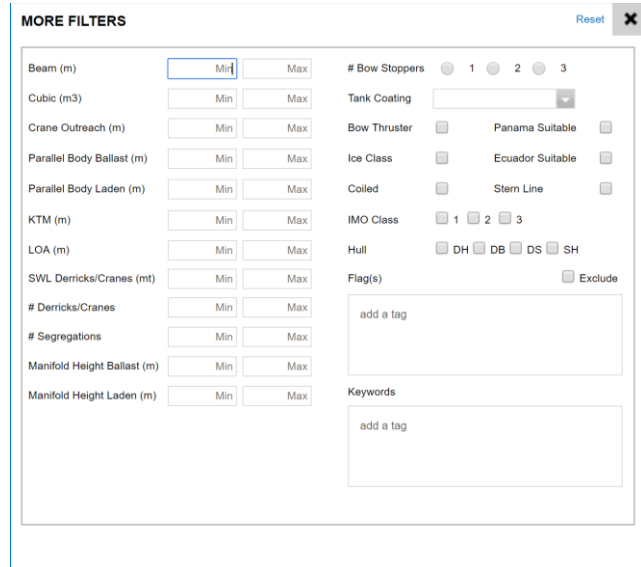
The Keywords field can be used to create a custom list of “tags”. By entering the specific keyword for each vessel then you can use the More Filters Keywords to only search for ships matching the tag specified.

Bow Stoppers will search for ships that have the selected number or greater.

The Hull checkboxes will search for ships that match any of the selected checkboxes.

The IMO Class checkboxes will search for vessels classed in the selected class or higher. I.e. if you select IMO 2 then the results will include IMO 1 vessels. If you select IMO 3 then the results will include IMO 1 and IMO 2 vessels.

For the Flags search, you can tick the ‘Exclude’ checkbox to exclude the selected flags.

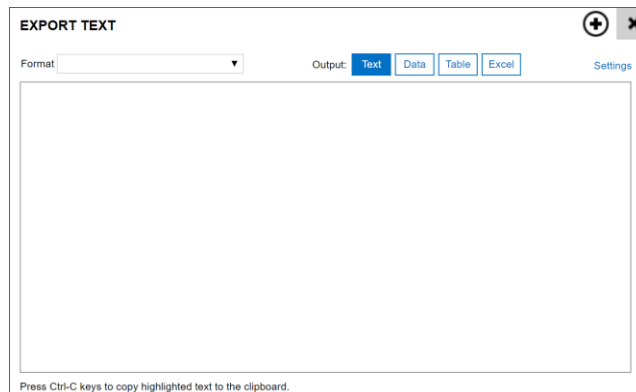


5.22. Creating an Empty Position List

In some scenarios, you may wish to create a position list by starting with a blank list. This can be easily accomplished by clicking the Search button without entering any search criteria.

5.23. Exporting a list

To export the entire list of vessels on the position list, press the “E” for export key on the keyboard. This will display the below window.



The system will default to the “Standard” format (format drop-down above) but if you wish to setup your own formats then that can be done using the ⊕ button. Creating different Export Format will be explained further along in this document.

There are three options for exporting a position list (Output buttons above):

- Text: The Position List is exported as plain text properly spaced using a fixed-font style.
- Data: The Position List is exported as tab delimited which is the best way to copy/paste into Excel.
- Table: The Position List is exported as an html table which is useful when using html supported emails.
- Excel: The Position List is automatically downloaded as an Excel file.

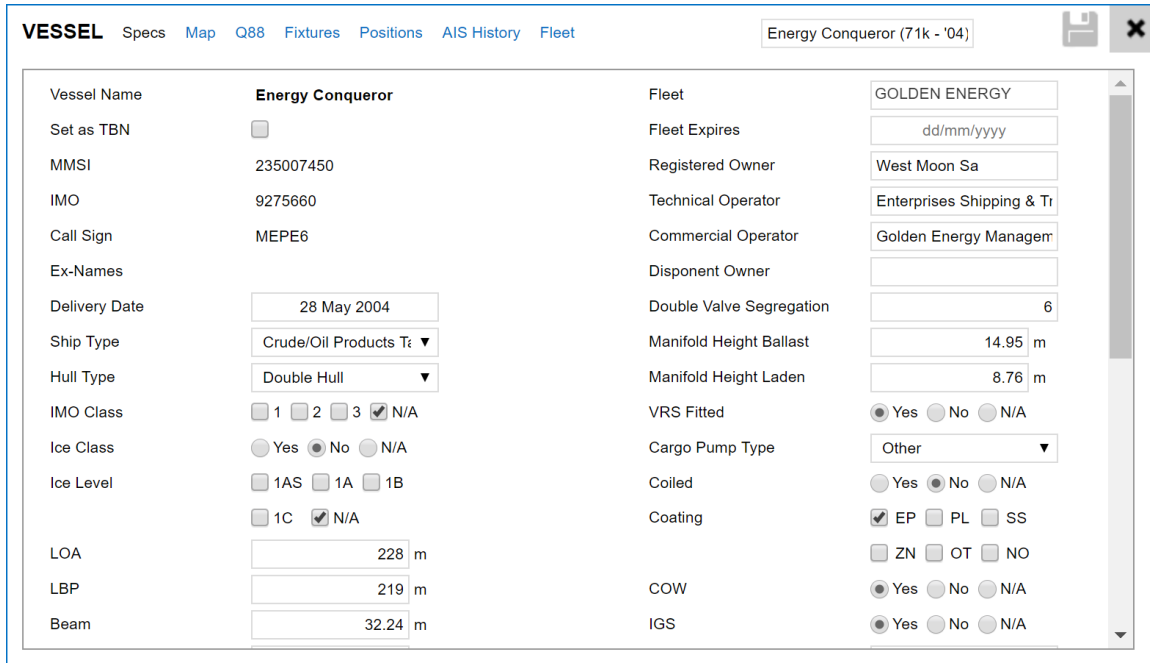
PORT HISTORY		Puerto Miranda						
		Clear Filters						
Vessel	Dwt	LOA	Beam	Arrival	Days	Arv Draft	Dep Draft	
Minerva Libra	116779	249.9	44.0	Sep 30 2017	9.66	9.5	9.5	
Nordbay	116104	249.0	44.0	May 11 2017	3.20	8.1	8.1	
Texas Star	115527	249.0	44.0	Sep 22 2017	5.59	8.2	9.5	
Dubai Charm	115514	250.0	44.0	Nov 15 2017	5.44	8	8	
Dubai Angel	115501	250.0	44.0	Dec 05 2016	2.74	8	8	
Southport	115462	250.0	44.0	Oct 15 2017	16.96	8.1	8.1	
Dubai Beauty	115382	250.0	44.0	Jun 04 2017	2.81	8	8	
China Dawn	114858	245.6	42.2	Mar 16 2017	2.87	8.2	10	
Minerva Alice	114849	253.6	44.0	Jul 11 2017	4.01	8.5	8.5	
Pericles	114761	251.6	43.8	Mar 02 2017	2.66	8.6	10.1	
Ace	113004	250.0	44.0	Apr 25 2017	4.66	8	9.9	
Everglades	112969	250.0	44.0	Nov 20 2017	0.38	8.6	8.6	
Seaways Josefa Camejo	112200	250.2	44.0	Feb 23 2017	2.21	7.3	7.3	
Esala Turin	107123	246.8	42.0	Apr 03 2017	2.72	8.5	8.5	

The Actions menu has three options:

- Add Vessels to Position List: This will add the distinct list of vessels to your current Position List.
- Export to Excel (Last Port Call): Export the list of vessels in the window and the information from the last time the vessel called the port directly to Excel
- Export to Excel (All Port Calls): Exports the list of vessels and all records for when the vessels called the port directly to Excel.

6. Vessel Details/Vessel Search

To access the details about a vessel you can use the “V” for Vessel shortcut key when a vessel is highlighted in the position list or you can access the page by selecting “Vessel Search” from the Actions menu in the top-right corner of the page.



The screenshot shows the 'VESSEL' details page for the 'Energy Conqueror (71k - '04)'. The page has tabs for Specs, Map, Q88, Fixtures, Positions, AIS History, and Fleet. The 'Specs' tab is active, displaying various vessel specifications in two columns.

Field	Value	Field	Value
Vessel Name	Energy Conqueror	Fleet	GOLDEN ENERGY
Set as TBN	<input type="checkbox"/>	Fleet Expires	dd/mm/yyyy
MMSI	235007450	Registered Owner	West Moon Sa
IMO	9275660	Technical Operator	Enterprises Shipping & Tr
Call Sign	MEPE6	Commercial Operator	Golden Energy Managem
Ex-Names		Disponent Owner	
Delivery Date	28 May 2004	Double Valve Segregation	6
Ship Type	Crude/Oil Products Tr	Manifold Height Ballast	14.95 m
Hull Type	Double Hull	Manifold Height Laden	8.76 m
IMO Class	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> N/A	VRS Fitted	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Ice Class	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Cargo Pump Type	Other
Ice Level	<input type="checkbox"/> 1AS <input type="checkbox"/> 1A <input type="checkbox"/> 1B	Coiled	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
	<input type="checkbox"/> 1C <input checked="" type="checkbox"/> N/A	Coating	<input checked="" type="checkbox"/> EP <input type="checkbox"/> PL <input type="checkbox"/> SS
LOA	228 m		<input type="checkbox"/> ZN <input type="checkbox"/> OT <input type="checkbox"/> NO
LBP	219 m	COW	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Beam	32.24 m	IGS	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

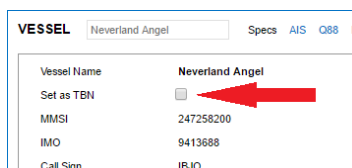
The Q88 account management team is responsible for updating changes to all the vessel on Q88.com but you have the option to make changes yourself which will then only be reflected in your own account. The only exception to this is the vessel's name which can only be changed by Q88.

The hyperlink along the top of the page give you access to the following sections:

- Specs:** Lists all the vessels' specifications. From this page you can also update the Fleet the vessel belongs to.
- Map:** Map showing current AIS position of the vessel and the port the vessel is open in.
- Q88:** Questionnaire88 of the vessel along with other ship related information.
- Fixtures:** History of all fixtures for the selected vessel.
- Positions:** History of all position updates for the vessel.
- AIS History:** History of all port calls for the vessel.
- Fleet:** List of all the ships in the current vessels' fleet.

6.1. Setting TBN Vessels

In some cases, it is necessary to add a ship as a TBN to the position list. To set a vessel as TBN select the vessel from the list or add it to the list. Click the “V” shortcut key to open the Vessel Specs page and then click the TBN Vessel checkbox.




The screenshot shows the 'VESSEL' details page for the 'Neverland Angel'. The 'Set as TBN' checkbox is highlighted with a red arrow, indicating how to set a vessel as a TBN.

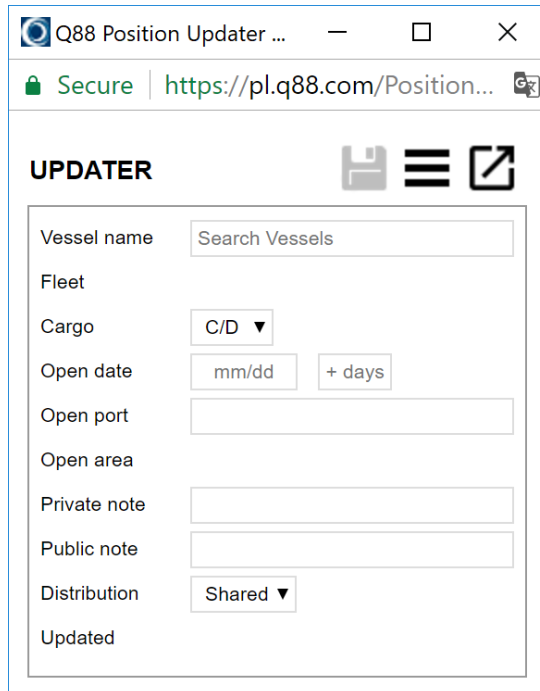
Field	Value
Vessel Name	Neverland Angel
Set as TBN	<input type="checkbox"/>
MMSI	247258200
IMO	9413688
Call Sign	IBJO

The vessel will then be displayed in the position list as TBN XXXXX, where XXXXX is the Fleet code the ship belongs to. The TBN vessel can only be saved privately and it will remain locked for the period set by your company's administrator (24 hours by default). If another company updates the position after the locking period is over then the vessel will revert to its actual name.


7. Position Updater

The Position Updater is the quickest way to update or lookup the position of a vessel. The Position Updater is opened by clicking the compass  image in the top-right corner of the page.

The window has been specifically designed to not require the use of the mouse. When opened the focus is automatically set to the Vessel Search textbox. Type the name of the vessel and when highlighted on the list press the Enter key to display it. Tab through the fields just as you would when editing a position in the position list and press enter to save the changes.




The screenshot shows a web browser window titled "Q88 Position Updater ...". The address bar shows a secure connection to <https://pl.q88.com/Position...>. The page content is titled "UPDATER" and includes a search bar labeled "Vessel name" with the placeholder text "Search Vessels". Below the search bar are several input fields: "Fleet", "Cargo" (with a dropdown menu showing "C/D"), "Open date" (with a date picker showing "mm/dd" and a "+ days" button), "Open port", "Open area", "Private note", "Public note", "Distribution" (with a dropdown menu showing "Shared"), and "Updated". There are also icons for saving, expanding, and sharing at the top right of the form area.




The Position Updater can be expanded to access further information about the vessel. Click the  icon to expand the window.

8. Ballast Areas

In the Search Criteria section the Ballast drop-down is used to specify which areas to have ships ballast from for the entered Load port or area. You can access this page from the actions menu in the top-right corner of the page.


BALLAST AREAS				
Ballast Area Name	Shared	Areas	Updated By	Updated
Afra Med	No	ADR, ATL, BALT, BILBA, BSEA, CMED, EMED, FOS, GIBR, GREECE, ICE, IRE, ITALY, NAFR, NWAFR, PORT, RSEA, RUSS, SCAN, SUEZ, TENER, TURK, UKCON, WAFR, WMED	Demo Last Name	July 22, 2017 07:56
AG East	No	ADEN, AG, CANTO, CHITT, CHOPE, COLOM, EAFR, EAUS, ECI, GUAM, INDO, JAPAN, KOREA, KUMUL, MANIL, NAUS, NCHINA, NEAUS, NEWZ, NWAUS, PACIF, RSEA, SAUS, SEASUS, SPORE, SWAUS, TAIWA, THAI, VIET, WCI	Demo Last Name	Apr 27, 2017 18:54
All	No	ADEN, ADR, AG, ALASKA, ARG, ATL, BAH, BALT, BELEM, BILBA, BSEA, CANTO, CARIB, CHILE, CHITT, CHOPE, CHORN, CMED, COLOM, EAFR, EAUS, ECC, ECI, ECMEX, ECUAD, EMED, FOS, GIBR, GREECE, GUAM, HAWAII, ICE, INDO, IRE, ITALY, JAPAN, KOREA, KUMUL, LAKES, MANIL, NAFR, NAUS, NCHINA, NEAUS, NEWZ, NWAFR, NWAUS, PACIF, PANAM, PORT, RECIF, RIO, RSEA, RUSS, SAUS, SCAN, SEASUS, SPORE, SUEZ, SWAFR, SWAUS, TAIWA, TENER, THAI, TURK, UKCON, USAC, USG, USWC, VIET, WAFR, WCC, WCI, WCMEX, WCSA, WMED	Demo Last Name	Apr 27, 2017 18:56
Baltic AFR	No	ADR, ATL, BALT, BILBA, BSEA, CMED, ECC, EMED, FOS, GIBR, GREECE, ICE, IRE, ITALY, LAKES, NAFR, NWAFR, PORT, RUSS, SCAN, TENER, TURK, UKCON, USAC, WMED	Demo Last Name	July 23, 2017 12:35
Caribe	No	BAH, BELEM, CARIB, ECC, ECMEX, ECUAD, LAKES, PANAM, RECIF, USAC, USG, USWC, WCMEX, WCSA	Demo Last Name	Apr 18, 2017 12:32



The page lists all the currently saved Ballast areas. Click the  image to create a new Ballast Area.

BALLAST AREAS




Name
Routing:
☒ Suez Canal
☐ Good Hope
☒ Anti-Piracy
Share?

All | Suez-East | Suez-West | None



2000 mi



By default, no areas are selected, i.e. they show in red. To highlight an area, you can either click the red line to turn in green or you can drag an area on the map and all the areas within the drag zone will turn green. You can drag multiple times to select more areas to include in the Ballast Area's you are creating.

Each Ballast Area entry you save has its own routing options:

Suez/Good Hope – Select if ships should automatically route through Suez or Good Hope

Anti-Piracy – Use this checkbox to decide if anti-piracy routing should be enabled or not.

Ballast Areas can be saved personally or shared with the rest of the company.

9. Export Formats

When exporting a list, you can setup different export formats depending on the type of list you are creating. To access the list of Export Formats, click the actions menu in the top-right corner of the page.

EXPORT FORMAT LIST ⊕ ×			
Export Format Name	Shared	Updated By	Updated
Ice Listi	No	Demo Last Name	Jul 22, 2017 07:56
New Fields	No	Demo Last Name	Jul 22, 2017 07:35
New Fields	No	Demo Last Name	Jul 22, 2017 07:36
Standard	Yes	System	Apr 24, 2017 15:37

A “Standard” format is included in all accounts automatically but it can be edited or deleted as needed. Click the ⊕ image to create a new Export Format.

EXPORT FORMATS ⊕ ×

Name

Share? No (only me) Yes (company)

Choose Columns to Export

Available Columns

AIS

Area

BCM

Beam

BOW/STOP#

BowThrustFitted

Cargo

CDI

Coating

Code

Coled

COW

Cubic

Draft

Dwt

ETA

Add ->

Selected Columns

Remove All

Move Up

Move Down

Remove


Use Ctrl or Shift key to select multiple items

Export Formats can be saved personally or shared with the rest of the company.

10. Sharing Settings

One of the most important functions of the system is the ability to share positions with other brokerage companies in the industry. The Sharing Settings for your company is accessible from the Actions menu in the top-right corner of the page.

SHARING SETTINGS

Company	Code	Country	Share	Block
Ae Marine Pte Ltd	AEMAR	Singapore	<input type="checkbox"/>	<input type="checkbox"/>
Alliance Tanker Chartering Pte Ltd	ALLIA	Singapore	<input type="checkbox"/>	<input type="checkbox"/>
 Alta Shipping Brokers S.L.	ALTAS	Spain	<input type="checkbox"/>	<input type="checkbox"/>
Antares Shipbrokers Dmcc	ANTAR	AE, GR	<input type="checkbox"/>	<input type="checkbox"/>
Ashmead Maritime Ivs	ASHME	Denmark	<input type="checkbox"/>	<input type="checkbox"/>
Bergé Shipbrokers S.A.	BERGÉ	Spain	<input type="checkbox"/>	<input type="checkbox"/>
Bluepoint Maritime Llc	BPOINT	United States	<input type="checkbox"/>	<input type="checkbox"/>
Borachart	BORAC	Turkey	<input type="checkbox"/>	<input type="checkbox"/>
Brassington Chartering Ltd	BRASS	United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>
Bravo Tankers Spa	BRAVO	Italy	<input type="checkbox"/>	<input type="checkbox"/>
Brazilship/Scanbrasil	BSCAN	BR, SG	<input type="checkbox"/>	<input type="checkbox"/>
Burke & Novi S.R.L.	BURKE	Italy	<input type="checkbox"/>	<input type="checkbox"/>
Castor Group Llc	CASTO	United States	<input type="checkbox"/>	<input type="checkbox"/>
Charles R. Weber Company, Inc.	WEBER	US	<input type="checkbox"/>	<input type="checkbox"/>

POSITION LOCKING


Lock position when saved as: ☒ Private ☒ Shared ☒ Public

Locking period: hours

The checkboxes allow users to enable/disable sharing and blocking.

If the Share checkbox is selected for a company, then any position that is saved as “Shared” will be sent to the company you are sharing with.

If the Block checkbox is selected for a company, then you will block any updates to your account from that company even if the company has setup sharing with you.

The  image next to a company’s name indicates that they are not sharing positions with your company.

10.1. Position Locking

When vessel position updates are made there is the option to set a period where that update will remain locked under your account, even if updates are shared from other companies. The Position Locking panel at the bottom of the Sharing Settings page gives you the option to select which update types will be locked. The Locking Period entered in the textbox will set the period during which the record will be locked.

POSITION LOCKING

Lock position when saved as: ☒ Private ☒ Shared ☒ Public

Locking period: hours

During the locking period, any position update share by another company will be ignored but the Updated icon will reflect that an update occurred while the position was locked. This icon is explained in section 4.17.