
Neptune Getting Started Guide

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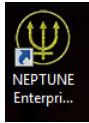
Version : 1.0

Product : Neptune

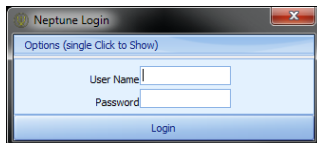
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Logging In To Neptune

- To run **Neptune**, double-click on it's icon:-



- The following **Neptune Login** box will appear on your desktop:-

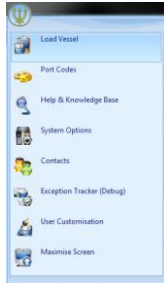


- Enter your user name and password on then click on the **Login** button. **Neptune** will then appear on your screen:-

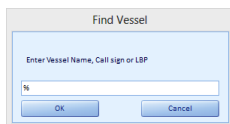


Loading a Vessel

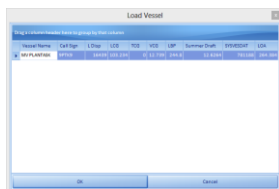
- Click on the **Neptune shield**, located in the top-left of **Neptune's** main screen. The following menu will appear:-



- Now click on the **Load Vessel** option and the following **Find Vessel** box will appear on-screen:-



- The wildcard symbol (%) appears in the box automatically, so click on the **OK** button and **Neptune** will display a list of vessels for you to choose from. If you are using **Neptune Lite**, the name of the vessel is **MV PLANTASK**.
- If you are using the standard installation of **Neptune**, you may have a large list of vessels to choose from. In this case, instead of using the wildcard to produce the large list, you can use the "fuzzy search" facility offered by the box. If you know the exact name of the vessel you wish to load, type it in and click on the **OK** button. If you know the beginning, or part of the name of the vessel you wish to load, type this in and click on the **OK** button. For example, I know that I require an **Alya** vessel, but I'm unsure of the complete name. In this situation, simply type in **Alya** and click on the **OK** button. Subsequently, **Neptune** will search for any vessels with "**alya**" in its name and bring them up in a list for you to choose from.
- After clicking on **OK**, the following **Load Vessel** box will then appear on-screen:-



- Click on the **OK** button to load your vessel.
- Various pop-up messages will appear on-screen while the data corresponding to your vessel is read in to **Neptune**. When this process is complete, you will find yourself returned to **Neptune's** main screen once more. However this time, you will notice that the name of your chosen vessel appears at the very top of the centre of the screen:-



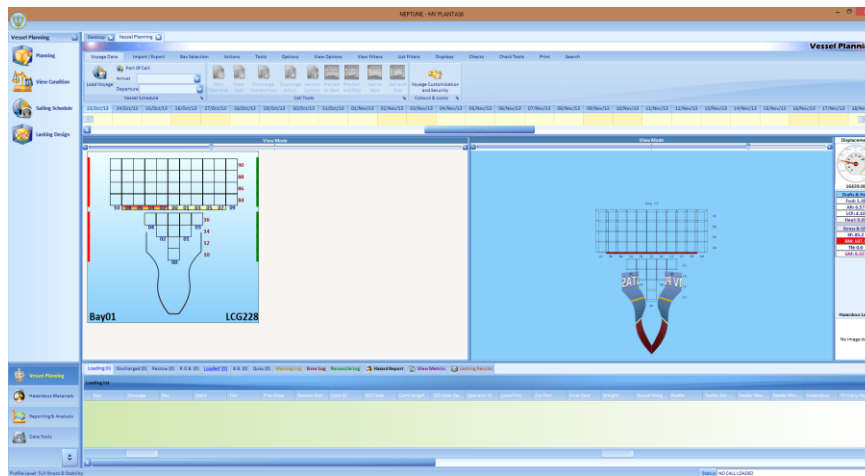
Vessel Planning

Neptune's main screen has a list of modules to the far-left of the display. The first of these modules in the list is **Vessel Planning** and this is where the ship planner loads the data corresponding to scheduled voyages and bay plans. This is the most significant part of the software to the ship planner.

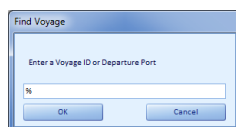
- Click on the **Planning** sub-module button, which is the first sub-module in the **Vessel Planning** module:-



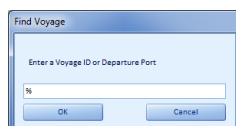
- The **Planning** sub-module itself is made up of fourteen menu "tabs", each of which have a considerable number of features, tools and facilities that make planning your vessel and it's voyages a user-friendly and uncomplicated process:-



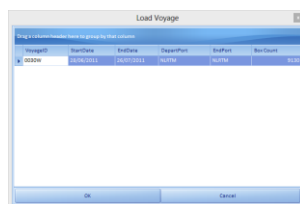
- Voyage Data** is the first tab within the **Planning** sub-module. In the vast majority of cases, the ship planner will be dealing with voyage data that has already been configured, so I think it will be a good place to start by looking at such a scenario.
- To load a voyage, click on the **Load Voyage** button and the following **Find Voyage** box will appear on-screen:-



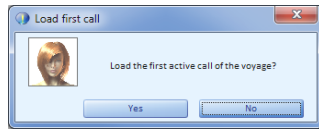
- To proceed with loading a previously configured voyage, use the wildcard percentage sign (%) which appears by default and click on the **OK** button:-



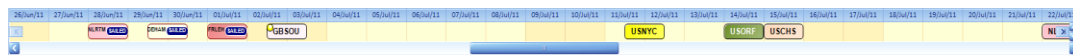
- This action will produce a list of all the previously-configured voyages for your vessel on-screen for you to choose from:-



- Click on the voyage you require and then click on the **OK** button to load the data. This action will produce the following **Load First Call** confirmation box:-



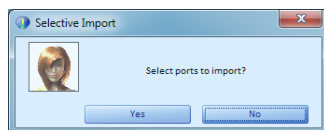
- Click **Yes** to load the first active call in your voyage schedule and you will then be in the position to commence with the planning of the cargo for your vessel.
- However, you can also click **No** to proceed without loading the first active call. If you choose this option, you now need to select one of the ports in your voyage schedule by clicking on it:-



- If you have now loaded a call and wish to import a bay plan, you are now in a position to import a BAPLIE file. To import your BAPLIE, you need to move to the **Import/Export** menu tab:-

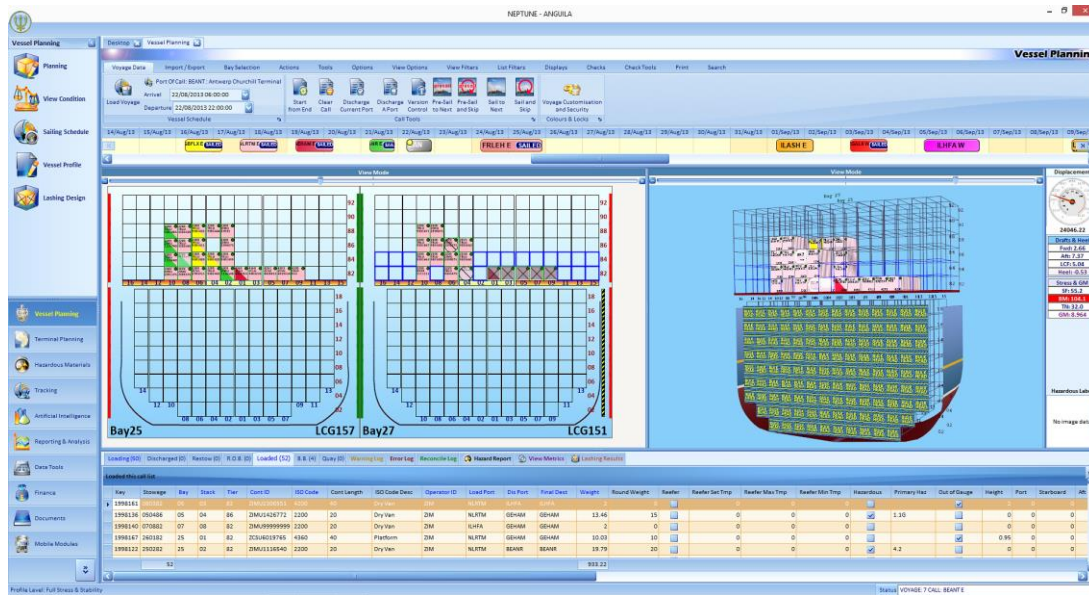


- As you can see from the above screen-shot, there is a **Bay Plan** section consisting of three buttons, **Import BAPLIE**, **Export BAPLIE** and finally **Reconcile BAPLIE**. To proceed with importing your BAPLIE, click on **Import BAPLIE**. **Neptune** will then prompt you to select ports for your import:-



- Click on the **No** button and the **Neptune** will proceed to import all cargo in your BAPLIE.
- Neptune** then asks you to specify the BAPLIE file you wish to open. Choose your file and click on **Open**.
- Neptune** will then prompt you make make various choices for the containers that are stored in your BAPLIE file, for example whether you would like the containers to be **Loaded** or be stored as **Remain On Boards**. Following the completion of the import process, your cargo will appear in the designated areas.
- If problems have occurred when importing your BAPLIE file, alerts will appear on-screen and each issue will be added to the **Warning Log** or **Error Log** in the data grid-views toward the bottom of the screen.
- Neptune** will now ask if you'd like to load your first active call. Click **Yes** to proceed with loading your first active call, i.e. to proceed to the port of call you were working on.
- You will now notice that **Neptune** will read in the data corresponding to the **Loading** list, the **Discharged** list, the **Restows** list, the **Remain-On-Board** list, the **Break Bulk** list, the **Quay** list, **Warnings & Errors**, **Hazard Reports**, performance **Metrics** and **Lashing Results** for the voyage.
- This process will appear on-screen briefly as the progress bar for each group of data reaches 100%, which signifies that the voyage file has been loaded successfully.

- Once **Neptune** has loaded your voyage, the screen display will default to the **2D/3D View Mode** for the first bay of your vessel:-



As you can see from the screen-shot toward the bottom of the previous page, the display is split into four main sections:-

- Voyage Data controls
- 2D View Mode
- 3D View Mode
- Voyage Data Lists

Voyage Data controls



As you can see from the above screen-shot, this section begins by displaying the next **Port Of Call** in your **Vessel Schedule**. Underneath, the system displays the scheduled date and time of **Arrival** into this port and the scheduled date and time of **Departure** from this port.

The **Call Tools** section of the screen-shot on the previous page consists of seven buttons:-

- Start from End**
If you would like your voyage to begin with the bay plan from the final (end) port of call from another voyage, then you need to use this tool.
- Clear Call**
Only click on this button if you wish to clear the containers from your bay plan. As this involves deleting data, it is known as **“destructive change”**.
- Discharge Current Port**
This facility will discharge all your containers for your current port.
- Discharge A Port**
This facility will discharge all your containers at the port of your choice within your current schedule. The **Discharge Cargo** box will default to your current port, but you can specify any port in your voyage sailing schedule.
- Version Control**
This allows you to store different versions of your bay plan within your current port, enabling you to refer back to saved bay plans in the future.

- **Pre-Sail to Next**

This creates the arrival condition using your current bay plan for the next port of call in your **Sailing Schedule**, without actually sailing from your current port (i.e. a virtual sail). Use this function if you wish to plan ahead a number of ports.

- **Pre-Sail and Skip**

This creates the arrival condition using your current bay plan for a specific port of call in your **Sailing Schedule**, without actually sailing from your current port (i.e. a virtual sail). Use this function if you wish to plan ahead a number of ports.

- **Sail to Next**

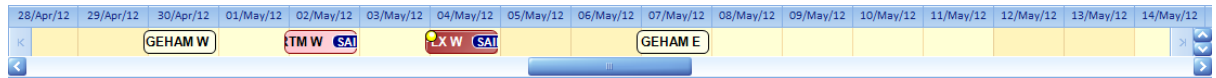
This button will use your current bay plan and sail to the next port in your **Sailing Schedule**, effectively closing your current call. It will now be the next port of call in your sailing schedule sequence and you will notice that your previous port will have “**Sailed**” on it’s identifier in the calendar view:-



- **Sail and Skip**

This facility enables the planner to sail to the port of call of your choice in the sailing schedule, if you choose to “**skip**” ports in the voyage sequence.

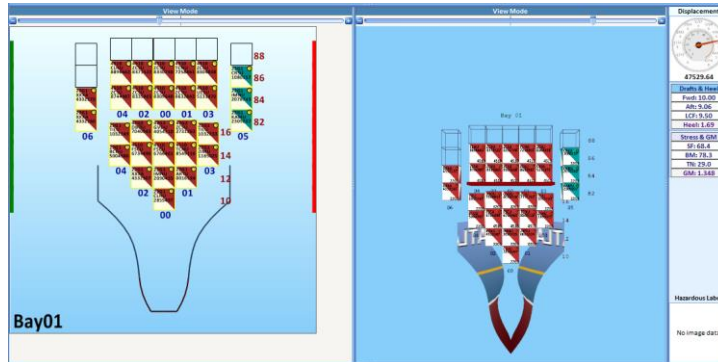
- **Schedule Calendar View**



- As you can see from the screen-shot toward the bottom of the previous page, the format is quite straight forward. It consists of a single line of dates on which the user can scroll left and right with the scroll-bar control. The ports of call for the scheduled dates are displayed on their respective days and contain the code name of the port. As well as using the **Sail to Next** and the **Sail and Skip** Call Tool buttons, you can also move from port to port by clicking on the port of your choice in this calendar view.

Viewing your Bay Plan

2D/3D Bay Views

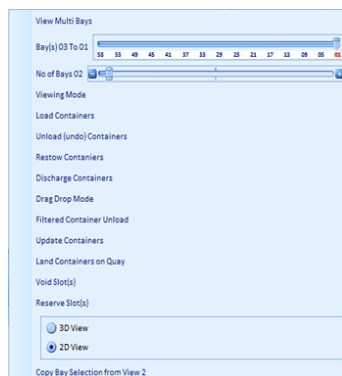


- After loading your chosen voyage, **Neptune** will, by default, display **Bay One** of your vessel in both the **2D** display (on the left) and the **3D** display (on the right).
- Just above each display you will find a tracking bar. By moving this tracking right and left using your mouse, you can zoom in and out respectively, providing you with clarification of any loaded containers.
- As with all other 3D displays in **Neptune**, by clicking and holding down your left mouse button, you can move the 3D view of the bay around to any angle of your preference.
- To the far right of the above screen-shot, you will notice various items of data relating to the stability of your vessel:-

Displacement
47529.64
Drafts & Heel
Draft: 10.00
Aft: 9.06
LCF: 9.50
Heel: 1.69
Strains & GMI
SI: 65.4
BM: 78.3
Ttu: 25.0
GMI: 1.348
Hazardous Label
No image data

For more in-depth data on stability, access the **View Condition** module.

- Going back to the **2D** and **3D** bay displays, **Neptune** defaults to **View Mode** for both. As the name suggests, this is a read-only mode for examining the bays and their respective contents. One of the key aspects of this section of the screen is the ability to right-click your mouse to reveal quite a substantial list of tools and options.



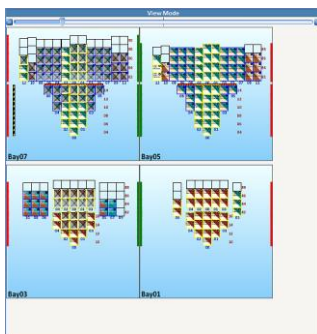
- By right-clicking your mouse anywhere in the bay views, you will bring up the above list of options. These options will ultimately make your planning of the vessel much easier.

View Multi Bays

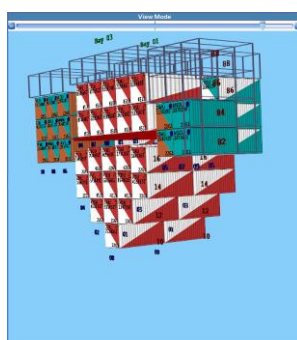
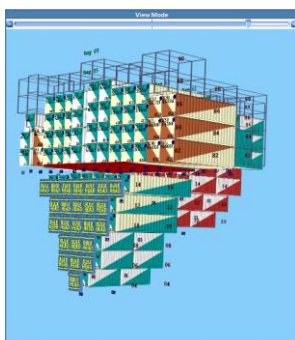
By selecting this option, you can control how many bays are viewable on-screen:-



- The **Select Bays To View** box allows you to click on any one of the bays in your vessel and then proceed to draw your choice of bays in the **2D** or **3D** modes.
- If you require all of the bays to be present on-screen or if you find that you have chosen too many bays and would like to start over, you can click in the **(Un)Select All** check box.
- To have you selected bays displayed, click on the **Draw Selected Bays** button.
- After clicking on the **Draw Selected Bays** button, you'll notice that the **2D** and **3D** displays will reflect your choice of bays. This is where the tracking bars at the top of each display will be useful to you.
- In the **2D** display, move the tracking bar to the left to effectively “zoom out”. This will allow you to fit all of your chosen bays into the single display.
- Of course, you may prefer to have a closer perspective of each individual bay. That being the case, “zoom in” by moving the tracking bar to the right. To move between bays, you can then use the scrollbar control on the right-hand side of the display:-



Now we need to take a closer look at how the **3D** display is affected by the **View Multi Bays** option:-



- As you can see from the first screen-shot toward the bottom of the previous page, the **3D** display of multiple bays can be quite a handful on the eye as there's a lot of information included in a small area. This is why we'd always recommend limiting the number of bays selected for the **3D** display.
- For example, alongside is a screen-shot of just the first two bays. Within both the **2D** and the **3D** displays, you can obtain more information on each container currently loaded by clicking on the container of your choice. The following box relating to the container you have chosen will appear:-

CONTID: XXXA4332707
BAY: 03 STACK: 02
ISO CODE: 22G1
WEIGHT: 16.8 HAZ:
LOAD PORT: ILHFA
DISCHARGE PORT:
View/Edit Details

- Of course, this is basic minimal data. For more intricate details, click on the **View/Edit Details** button at the bottom of this box or double-click your mouse on your chosen container instead of using the single click. The following **Container Details** box will then appear on-screen:-

Storage

000414

Container ID

000414

ISO Code

22G1

Weight (T)

26.74

Operator ID

ZIM

Slot Operator

Load Port

ILHFA

Discharge Port

DEHAM

Final Destination

DEHAM

Empty

Yes No

Rearr

Yes No

Out of Gauge

Yes No

Hazardous

Yes No

General

Rearr

Out of Gauge

Hazardous

Other

Goods Code

Container Type

CONT CONTAINER

Load Seq

0

Discharge Seq

0

Load Crane ID

-1

Discharge Crane ID

-1

Desc Of Goods

Handling Inst

Loading Remarks

Plan Remarks

Special Inst

Close Form

- The data in the above **Container Details** box is read-only. This facility is available in both the **2D** and the **3D** displays.

Bay Tracking Bars

Bay(s) 01 To 01

No of Bays 01

These tracking bars can be used together to control your display. The bottom bar controls the number of bays viewable at one time. The top tracking bar controls which bay numbers you are looking at. Here's an example:-

View Multi Bays

Bay(s) 15 To 09

No of Bays 04

Viewing Mode

Load Containers

Unload (undo) Containers

Restow Containers

Discharge Containers

Drag Drop Mode

Filtered Container Unload

Update Containers

Land Containers on Quay

Void Slot(s)

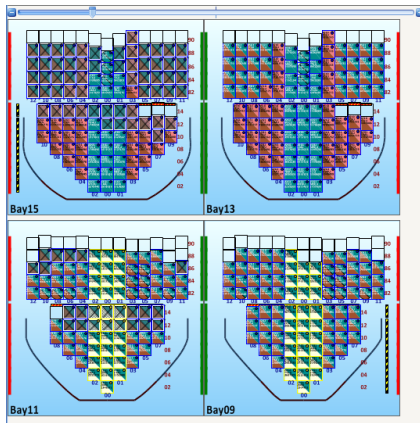
Reserve Slot(s)

3D View

2D View

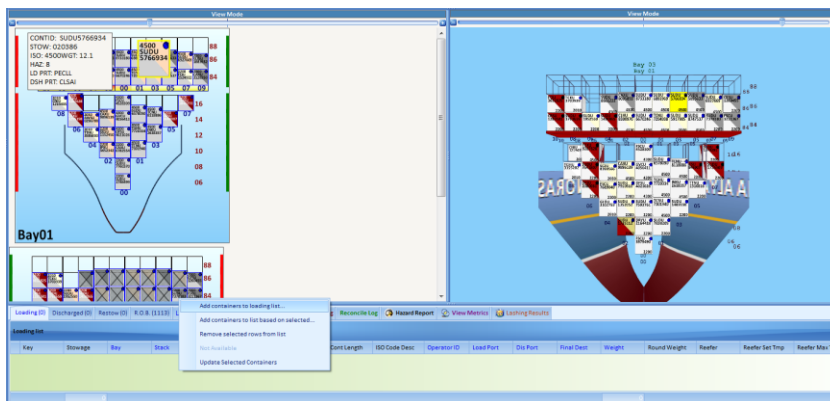
Copy Bay Selection from View 2

In the previous screen-shot, I have set the bottom tracking bar to “4”, meaning that four bays will be in my displays. I have also set the top tracking bar to select bays 15 through to 9. This means that the following bay numbers will be in my displays:-

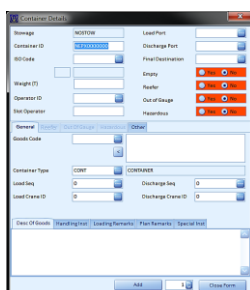


Grid-Views

Another way of adding containers to your vessel is via the voyage data grid-views located toward the bottom of **Neptune’s** main screen:-

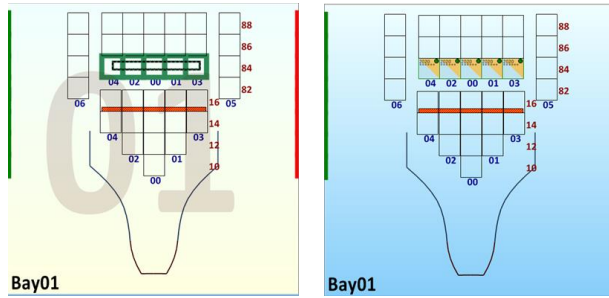


As you can see from the above screen-shot, the first grid-view is the **Loading** list. Right-click anywhere in this list and the list of options you see will appear. Select the **Add containers to loading list** option and the following **Container Details** box will appear on-screen:-

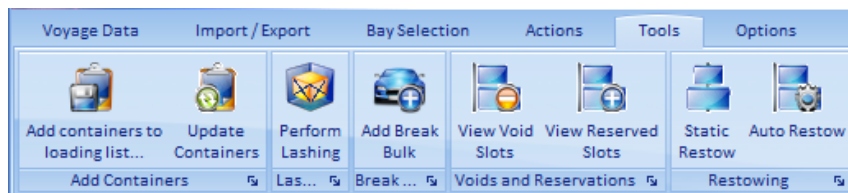


Following the population of your **Loading** list, go into **Load** mode as previously described and then click on the slot you would like the selected container in your **Loading** list to be loaded. The container will then be loaded accordingly.

You can multi-select containers from your **Loading** list and then drag/drop your mouse over multiple slots in order to load more than one container at a time.



Similarly, this process can be carried out through the **Tools** menu:-



Discharging & Restowing Cargo

Discharging cargo is carried out in a similar fashion:-

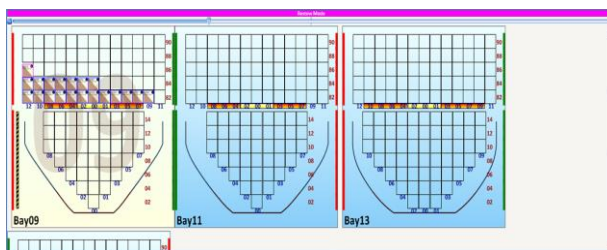
- You can right-click from within the bay views and select the **Discharge Containers** option from list of options. Subsequently, click on single or multiple (by dragging & dropping) containers that are currently loaded in your bays. Your container selection will then be moved from the **Remain On Board** list to the **Discharged** list.
- You can click on the **Discharge** button from within the **Actions** menu tab and then proceed as above.

Restowing cargo is very simple within **Neptune**:-

- Selecting this **Restow Containers** option will change the mode to **Restow Mode** and **Neptune** will take the user to the **R.O.B.** grid-view list at the bottom of the screen.
- To restow a container to another slot, first you need to specify your container (or containers) that you'd like to move.
- Because this CAN involve multiple containers, **Neptune** needs the planner to specify a start point and an end point for your selection. So for a single container selection, drag and drop your mouse pointer within the confines of the one container itself on the bay view.

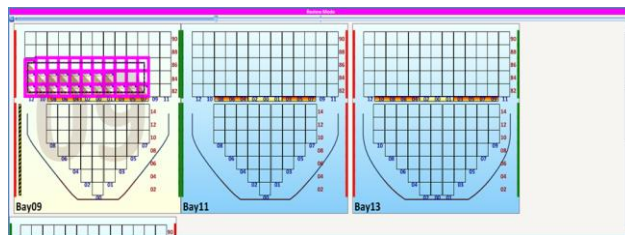


- Now click & hold down your mouse pointer on this container and you will be able to move it around the bays of your vessel. When you arrive at the slot into which you'd like to place your container, ensure your mouse pointer is pointed at the centre of the slot and then release the mouse button. This will restow your container into your selected slot.

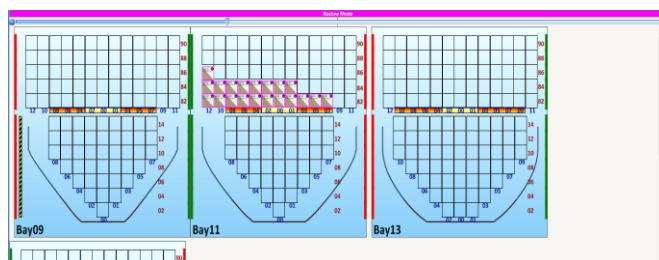


- Please take care **NOT** to try to "match square shape to square shape" in an attempt to place your restow container box itself **exactly** into the empty square corresponding to your selected empty restowage slot. You need to remember that **Neptune** will use your mouse pointer itself as the designator of the slot into which the container is placed. So remember, release your mouse button in the centre of the slot into which you wish to drop your container.
- After restowing your container, the corresponding entry in the **R.O.B.** tab list will be moved to the **Restow** tab list.

- As mentioned on the previously, it is possible to select multiple containers and restow them to alternative slots within your vessel. To do this, make sure you're in **Restow Mode** and then drag & drop your mouse pointer over the containers you wish to move, thereby selecting them.



- Now click & hold down your mouse pointer on one of these containers (usually the first one) and you will be able to move your entire selection around the bays of your vessel. When you arrive at the first of the slots into which you'd like to place your selection of containers, ensure your mouse pointer is pointed at the centre of the recipient slot and then release the mouse button. This will restow your selected containers into your designated slots:-



- Once again, your selection of containers will now be removed from the **R.O.B.** tab list into the **Restow** tab list.

Exporting BAPLIE

To export your BAPLIE, refer to the **Import/Export** menu tab once more:-



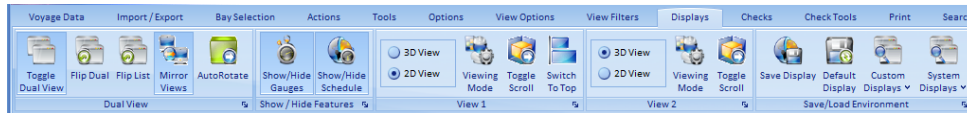
Click on the **Export BAPLIE** button and **Neptune** will walk you through the process. You will need to complete all the mandatory (yellow) field in the following information box which will appear on-screen:-

A screenshot of the 'BAPLIE' export information dialog box. The 'Information' section contains several fields: 'Document/Message No.' (A20940720131515), 'Call Sign' (A203), 'Vessel Code' (ACT), 'Vessel Name' (COSMOS A203), 'Voyage No. (Main ID)' (128), 'Current Port' (CLB), 'Arrival Date and Time' (14/05/2013 14:00), 'Departure Date and Time' (17/05/2013 14:00), 'Next Port of Call' (CLM), 'Arrival Date' (18/05/2013), 'Sender ID' (yellow field), 'Recipient ID' (yellow field), 'Control Reference No.' (A20940720131515), 'Carrier ID' (yellow field), 'Message Reference No.' (A20940720131515), and 'Communication Agreement' (yellow field). The 'Options' section includes 'Use BAPLIE Version' (1.5), 'BAPLIE Type' (Departure), 'Message Function' (Original), and a checkbox for 'Add carriage return at end of each line'. At the bottom, there are buttons for 'View', 'Save to File', and 'Send Direct to Recipient', along with a list of export formats: A1, LOAD, IN, RPTW, RPTL, and RPTM.

Displays & Checks

Displays

Neptune has many options to help you configure and customise the way your data is displayed on-screen. These options can be found in the **Displays** menu tab and are very user-friendly:-



Checks

Neptune also has a series of data checks which you can turn on or off by clicking on the corresponding buttons in the **Checks** and **Check Tools** menu tabs:-

