



# **NAVTOR NavTracker**

## **User Guide**

This guide is based on **NavTracker 7.13.1.0**

**NAVTOR AS**

+47 51 49 22 00

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## SYSTEM REQUIREMENTS

### SUPPORTED OPERATING SYSTEMS (32-BIT AND 64-BIT)

- Windows 7 SP1 and newer
- Windows Server 2008 R2 and newer

### MINIMUM HARDWARE REQUIREMENTS

- 1GHz Dual-Core CPU
- 1 GB RAM
- 1 GB free disk space
- Internet connection with access to:

Server Address (FQDN)	Port Number	Fixed IP
<a href="https://navtracker-backend.navtor.com">https://navtracker-backend.navtor.com</a>	443	23.100.54.138
<a href="https://navserver2.navtor.com">https://navserver2.navtor.com</a>	443	23.100.54.138
<a href="https://navstorage.navtor.com">https://navstorage.navtor.com</a>	443	23.100.54.139

Note that our SSL certificate requires the above hosts to be accessed via the FQDN (ref. table above). If a DNS server is not available, **the servers above must be added to the local hosts file on the specific PC** for NavTracker to be able to resolve the IP addresses.

The connection can be verified by visiting the below URLs from the computer Where NavTracker will be installed. Both URLs should report: **Connection check successful**

<https://navserver2.navtor.com/Connection.svc/Check>

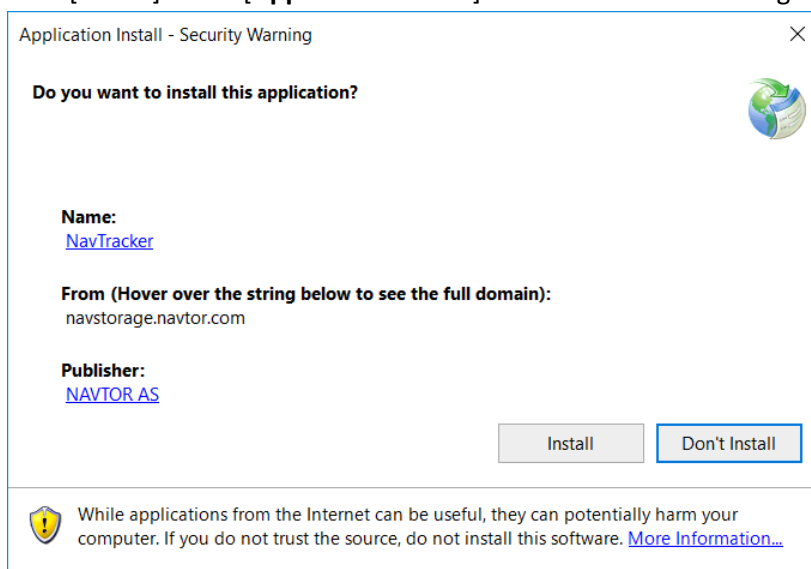
<https://navstorage.navtor.com/Connection.svc>

### SOFTWARE REQUIREMENTS

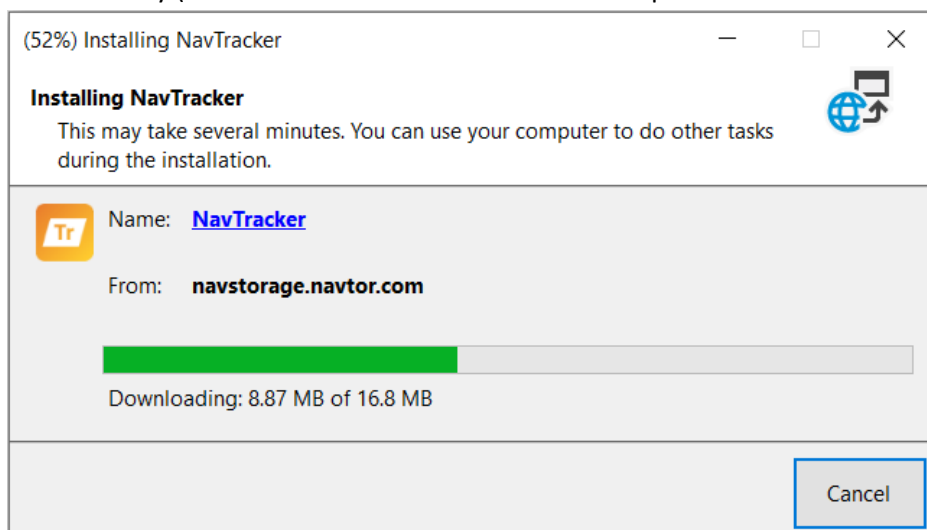
- **Microsoft .NET Framework 4.5**  
Setup files can be found in:  
<NavStick>:\INFO\NAVTOR\Setup\Microsoft\

## INSTALLING NAVTRACKER FROM NAVSTICK

1. Insert the NavStick into the computer where you want to install NavTracker
2. Browse to <NavStick>:\INFO\NTW
3. Double-click the [NavTracker.application] file
4. Click [Install] in the [Application Install] window to start installing

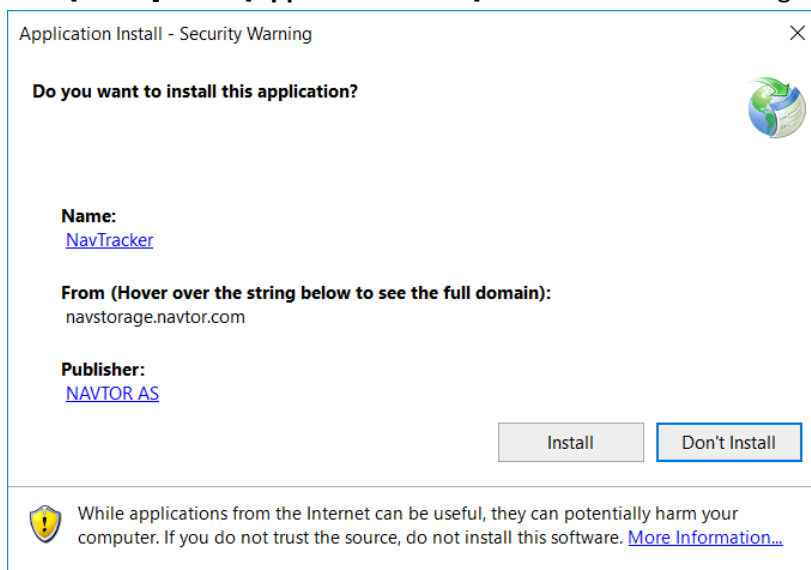


5. The NavTracker installation starts and when completed, the application will start up automatically (Shortcuts will be created on the desktop and start menu for future use)

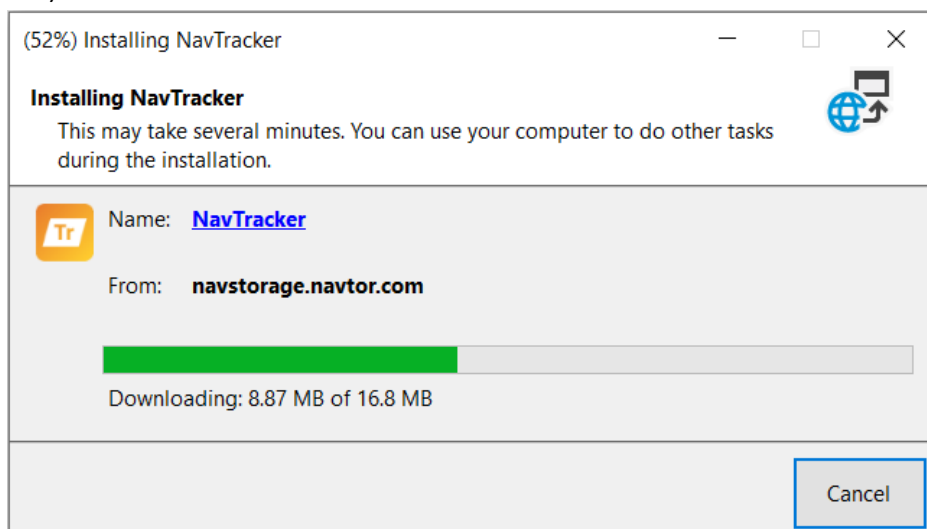


## INSTALLING NAVTRACKER FROM WEB

1. Go to <https://navstorage.navtor.com/navtracker/publish.htm>
2. Click the [Install] button
3. If prompted, you can either [Run/Open] the Setup.exe file directly or [Save] it to a temporary location.
4. If saved to a temporary location, double-click the downloaded Setup.exe file to start the installer.
5. Click [Install] in the [Application Install] window to start installing



6. The installer will start downloading the application files, and when done, NavTracker will start up automatically (Shortcuts will be created on the desktop and start menu for future use).

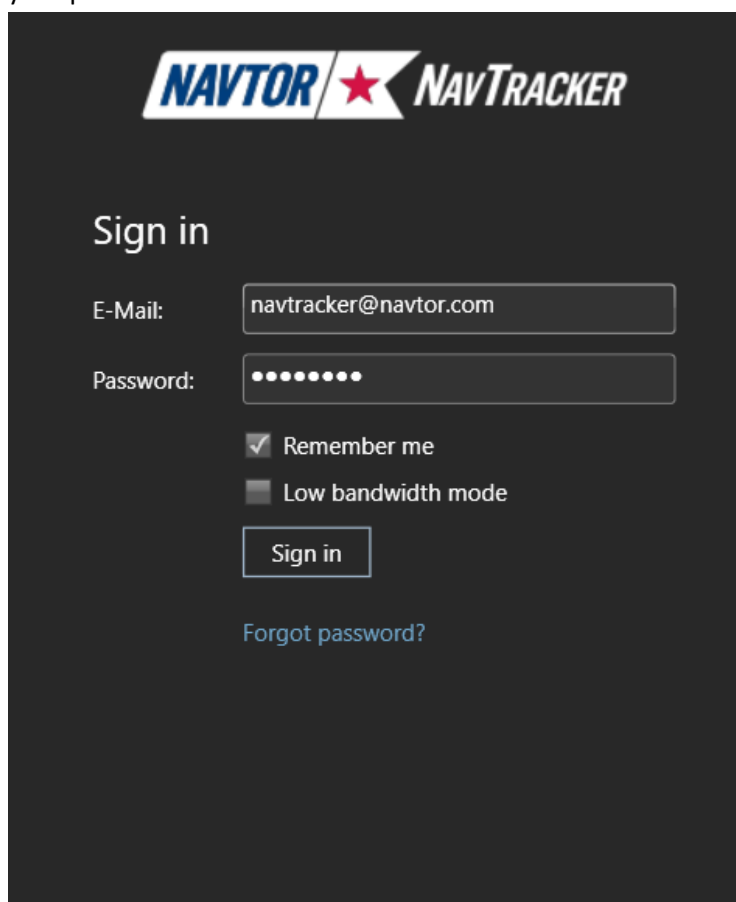



## LOGGING IN

1. Open NavTracker by double-clicking the desktop icon
  - a. **Minimum** connection requirement for accessing NavTracker (low-bandwidth mode):

Server Address	Port Number	Fixed IP
<a href="https://navserver2.navtor.com">https://navserver2.navtor.com</a>	443	23.100.54.138
<a href="https://navstorage.navtor.com">https://navstorage.navtor.com</a>	443	23.100.54.139

2. Enter the login information obtained from NAVTOR and click **[Sign in]**
  - a. Check the **[Remember me]** checkbox to have the system remember your username and password on the computer you are logging in from.
  - b. Check the **[Low bandwidth mode]** checkbox to enable simple vector background charts. This option disables Bing maps, Navionics maps, weather overlay and auto-refresh of fleet view to minimize bandwidth consumption.
  - c. If you have forgotten your password, you can click on **[Forgot password?]** to reset your password.



**NAVTOR**  **NavTracker**

### Sign in

E-Mail:

Password:

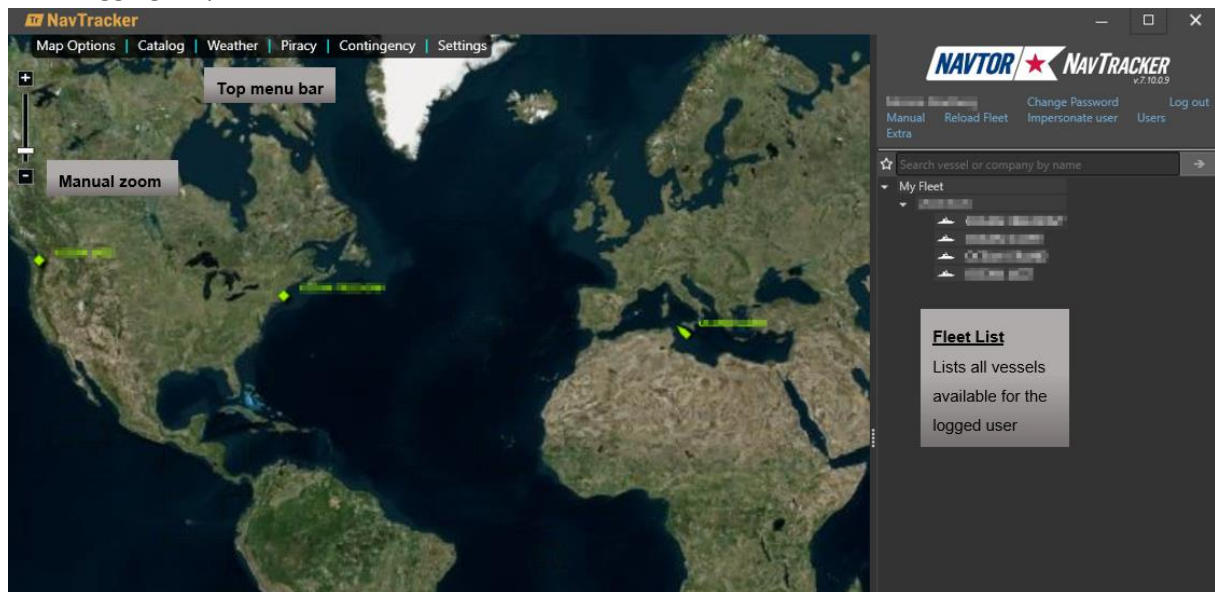
☒ Remember me

☐ Low bandwidth mode


[Forgot password?](#)

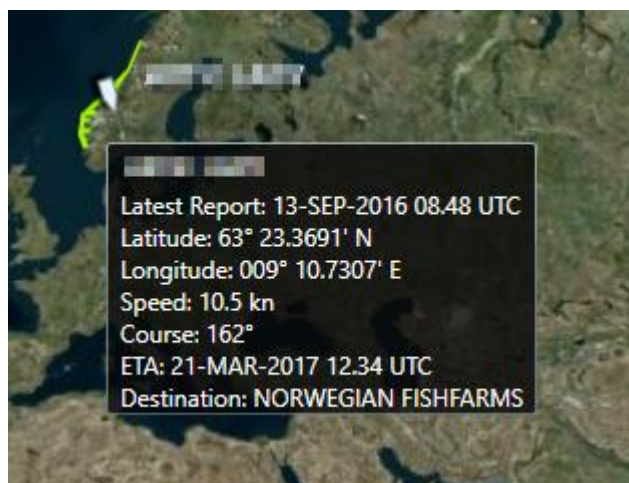
## MAIN WINDOW

After logging in, you will see a screen like the below



## TIME SLIDER

The time slider appears when a vessel is double-clicked from the Fleet List. The time range of the displayed track, AIS targets and NavSync/NavBox reports can be set by dragging the  on the time slider on the bottom of the screen.



Moving the mouse pointer over an arrow on the track (indicating a registered position), shows the details of the position report.

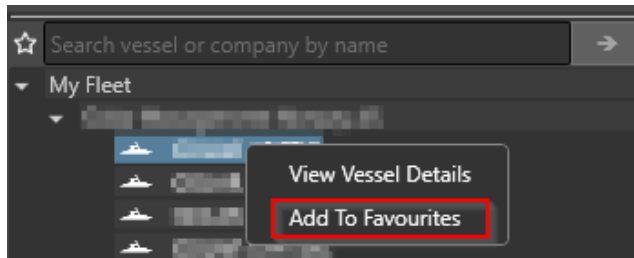


## FAVOURITES

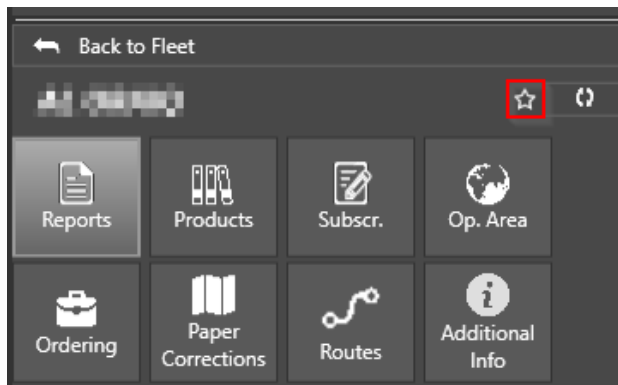
You can add a vessel to favourite list for quick access. The favourite list in NavTracker Desktop and the App version are synchronized with each other.

### Add to favourites

- Select the relevant vessel from the fleet list, then right click and select **[Add To Favourites]**.



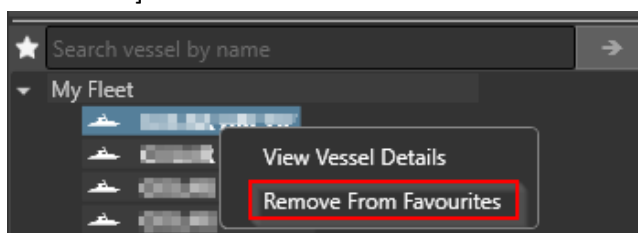
- Or double click on the relevant vessel from the fleet list, then tap the star icon next the refresh icon.



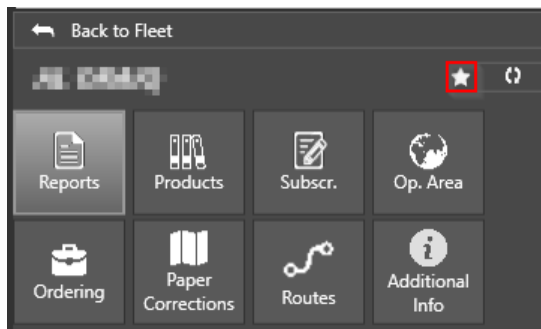
Favourite vessels are marked with bold font in the Fleet list.

### Remove from favourites

- Select the relevant vessel from the fleet list, then right click and select **[Remove From Favourites]**.

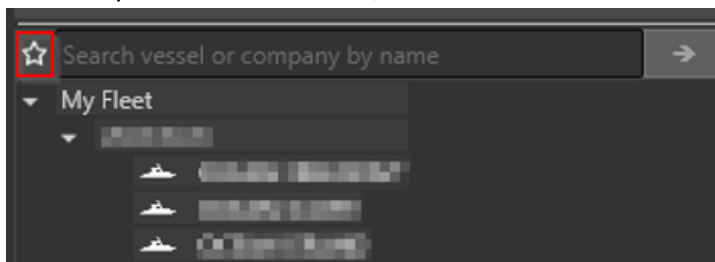


- Or double click on the relevant vessel from the fleet list, then tap the star icon next the refresh icon.

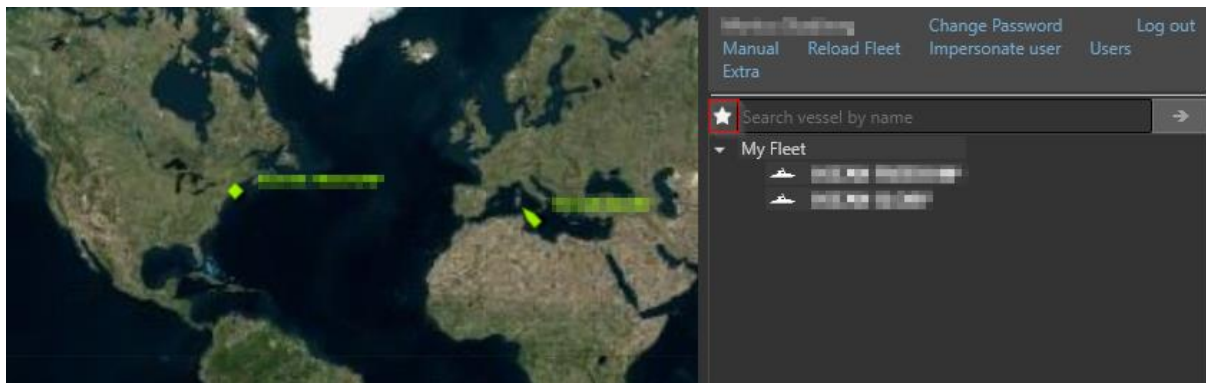


### **Show favourites**

To show your favourite vessels, click on the star icon next to the Search field.



Click the star once more if you want to show all vessels again.



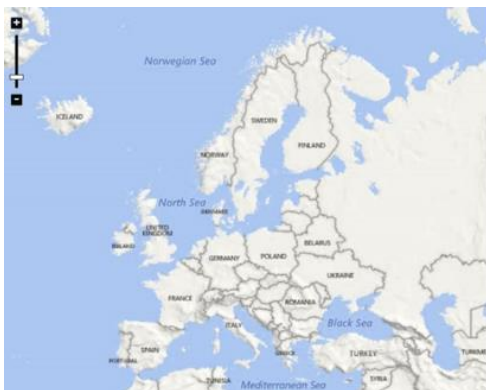
## TOP MENU BAR

### MAP OPTIONS

Changes the view between Political, Satellite, Satellite with labels, Nautical and Low-Bandwidth maps



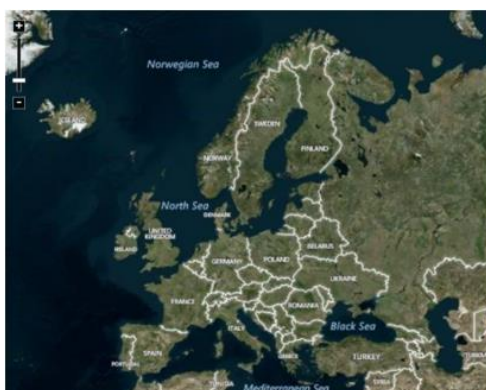
**Political**



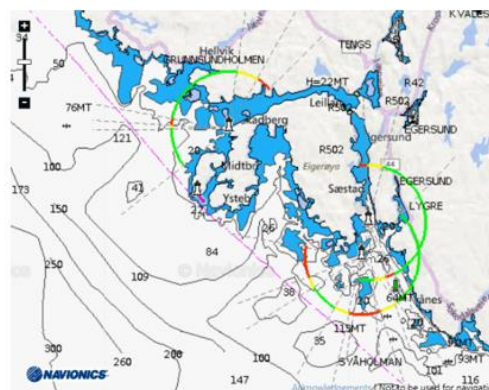
**Satellite**



**Satellite with labels**



**Nautical**

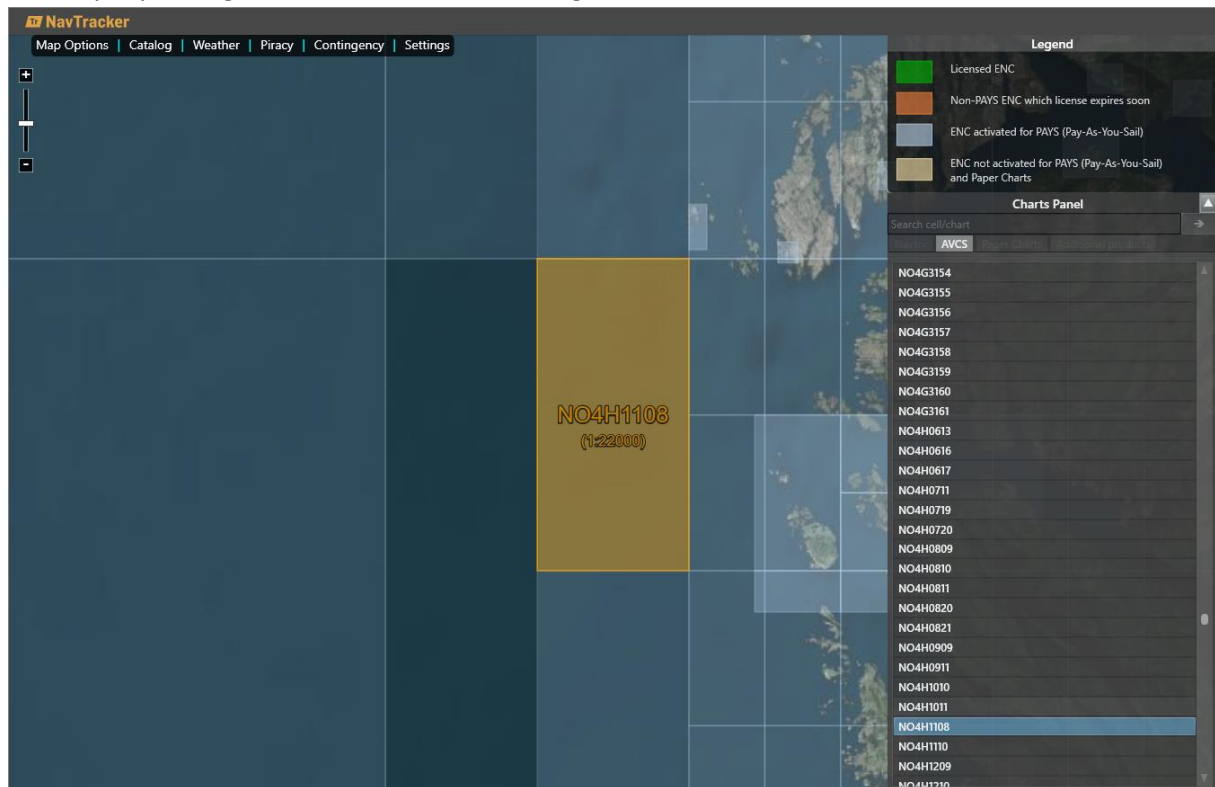


**Low Bandwidth Map**



## CATALOG

Enables viewing the catalog for each available product as an overlay on the map. Searching can be done by expanding the “Charts Panel” on the right side.

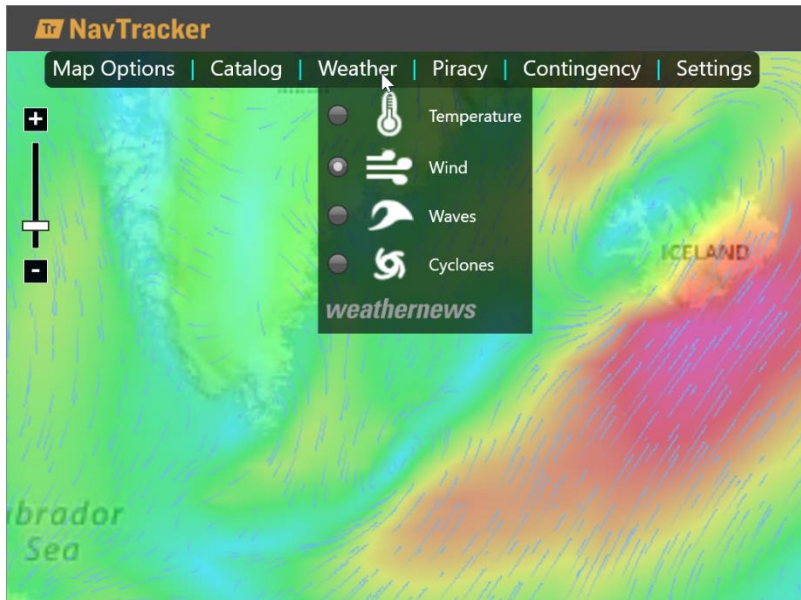


## WEATHER

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Toggles display of weather data on the map. The different parameters (Wind, Pressure, Waves and Cyclones) can be activated from the sub menu. Dragging the time slider at the bottom of the screen enables the user to select the date and time for the weather forecast.

Weather forecast for 3 days are available free of charge, while weather forecast up to 15 days require subscription.



## PIRACY (REQUIRES SUBSCRIPTION)

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Toggles display of latest piracy information on the map. Provides daily (before 08 UTC) updated Piracy overview with an option to filter by period and type of incident. Each incident can be inspected in detail by hovering over the piracy icons displayed on the map. To copy an incident text to the clipboard, right-click on the piracy icon.





1. **ERBL** – Electronic Range and Bearing Line
2. **Distance Measurement Tool** – Measure distances
3. **Map Scale indicator** – Toggles display of map scale indicator
4. **Cursor Position** – Toggles display of cursor position
5. **Go To Position** – Allows you to jump directly to a position
6. **Lat/Long Grid** – Toggles display of Lat/Long grid on map
7. **Search port** – Allows you to search for and go to ports

## SETTINGS

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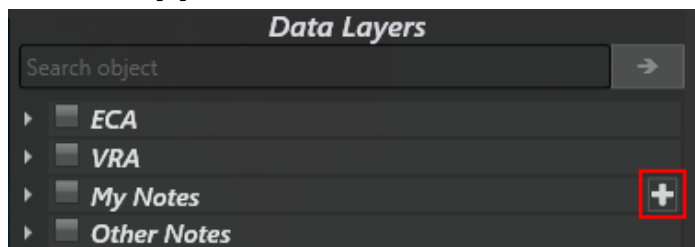


**Show fleet** – Toggles display of all vessels in fleet

**Data Layers Panel** – Opens the Data Layers toolbox

### Notes

Click on the [+] to add a custom note in the chart



Select which type of object you would like to add to the map. Point, Line or Polygon.

Latitude: 46° 03.1136' N Longitude: 031° 48.4973' E

**Data Layers**

Save Cancel

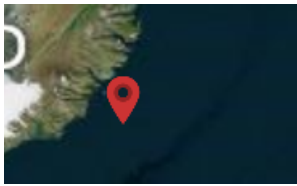
Point Line Polygon

Item name:

Description:

☐ Make this item publicly visible within NAVTOR AS

**Point** – Click on the map to place a note



**Line** – Click on the map to create a line between two or more points



**Polygon** – Start off by creating a polygon consisting of three points. If a more detailed polygon is required, click on an existing line to add a new point and then drag this point to the desired position.



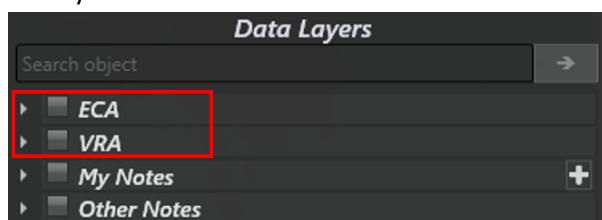
When done, enter an “**Item name**” and “**Description**” and click **[Save]**

If you tick the “**Make this item publicly visible within...**” all vessels within the company will have this note available in their NavTracker.



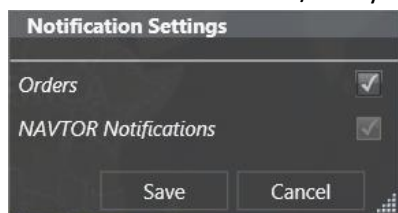
## ECA, VRA

Here you can view ECA and VRA zones

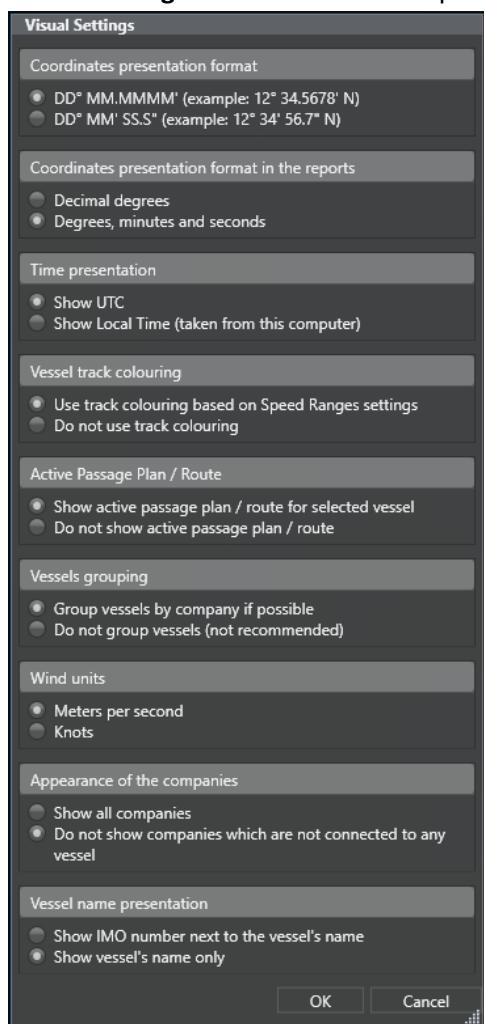


## Notifications Settings – Turn on/off Notifications

Orders can be turned on/off by clicking the checkbox. NAVTOR Notifications cannot be turned off.



## Visual Settings – Customize various presentation settings



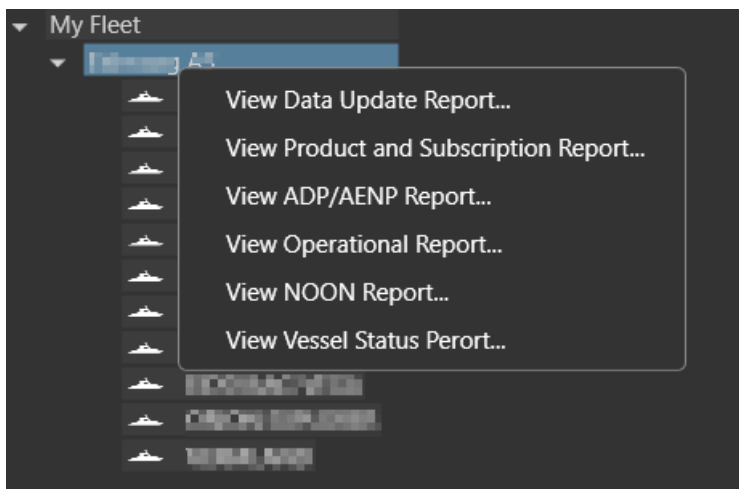
**Clear cache** – Clear temporary stored files for NavTracker

## FLEET LIST

The bar on the right-hand side shows a list of vessels (and companies) for the currently logged in user. By double-clicking on one of the vessel names, the map is centered on the last reported position of this vessel and displays the track history. The other vessels in the fleet will disappear from the map view.

## CUSTOMER REPORTS

By right-clicking the parent company, you will be able to generate various reports for all vessels under this account








## DATA UPDATE REPORT

Displays the update status for all vessels under the selected company

Fleet Data Update Report		
	Update Date	Database Version
▼ [Company Name]		
▶ [Vessel Icon] [Vessel Name]	12-SEP-2016 07.29 UTC	NAVTOR Week 36,2016
▶ [Vessel Icon] [Vessel Name]	11-SEP-2016 02.08 UTC	NAVTOR Week 36,2016
▶ [Vessel Icon] [Vessel Name]	09-SEP-2016 14.15 UTC	NAVTOR Week 36,2016
▶ [Vessel Icon] [Vessel Name]	07-SEP-2016 16.50 UTC	NAVTOR Week 35,2016
Close		






















## PRODUCT AND SUBSCRIPTION REPORT

Displays active products and subscriptions for all vessels under the selected company

Fleet Product and Subscription Report							
	ENC	PAYS	ADP	AENP	NavStation	Weather	IMO Digital Publications
▼ <b>Benetton (Ship Management) Limited</b>							
 <b>Benetton</b>	✓	✓	✓	✓	✓	✓	✓
 <b>Benetton (2017)</b>	✓	✓	✓	✓	✓		✓
 <b>Benetton (2018)</b>	✓	✓	✓	✓	✓		✓
 <b>Benetton (2019)</b>							✓
 <b>Benetton (2020)</b>	✓	✓	✓	✓	✓		✓
Save to File							

## ADP/AENP REPORT

Displays detailed ADP and AENP holdings for all vessels under the selected company

Fleet ADP/AENP Report		
▼ <b>Benetton (Ship Management) Limited</b>		
 <b>ADLL</b>	ADLL Area 1&2	Expiry Date: 31-OCT-2021
 <b>ADLL</b>	ADLL Area 4	Expiry Date: 31-OCT-2021
 <b>ADRS1345</b>	ADRS1345 Area 1	Expiry Date: 31-OCT-2021
 <b>ADRS2</b>	ADRS2 Area 1	Expiry Date: 31-OCT-2021
 <b>ADRS6</b>	ADRS6 area 1&2	Expiry Date: 31-OCT-2021
 <b>ADRS6</b>	ADRS6 Area 3	Expiry Date: 31-OCT-2021
 <b>ADRS6</b>	ADRS6 Area 4	Expiry Date: 31-OCT-2021
 <b>AENP</b>	e-NP1 Africa Pilot Vol 1	Expiry Date: 31-JUL-2021
 <b>AENP</b>	e-NP100 The Mariner's Handbook	Expiry Date: 30-NOV-2021
 <b>AENP</b>	e-NP18 Baltic Pilot Vol 1	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP19 Baltic Pilot Vol 2	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP20 Baltic Pilot Vol 3	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP22 Bay of Biscay Pilot	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP231 Guide to Practical Use of ENCs	Expiry Date: 30-NOV-2021
 <b>AENP</b>	e-NP232 Guide to ECDIS Procedure &Policy	Expiry Date: 30-NOV-2021
 <b>AENP</b>	e-NP27 Channel Pilot	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP28 Dover Strait Pilot	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP5012 ECDIS ENC Symbology Guide	Expiry Date: 30-NOV-2021
 <b>AENP</b>	e-NP55 North Sea (East) Pilot	Expiry Date: 31-JAN-2022
 <b>AENP</b>	e-NP735 IALA Maritime Buoyage System	Expiry Date: 30-NOV-2021
 <b>ATT</b>	TotalTide Area 1 to 4	Expiry Date: 31-OCT-2021






## COST REPORT (REQUIRES ADDITIONAL USER RIGHTS)

Displays incurred costs for all vessels under the selected company

Fleet Cost Report									
	Total for 2016	sep'16	aug'16	jul'16	jun'16	mai'16	apr'16	mar'16	feb'16
▼ [Company Name]	USD 1806,88	USD 115,60	USD 829,32	USD 861,96					
▼ [Company Name]	USD 1806,88	USD 115,60	USD 829,32	USD 861,96					

## OPERATIONAL REPORT

Display of Operational Report gives a fleet overview of actual speed over ground (SOG), Course over ground COG), Average Speed and an overview of total distance and time in each defined speed interval over a given time.

Fleet Operational Report (27-Jan-2023 - 28-Jan-2023)										
	Last Update, UTC	Speed	Course	Avg-Speed	Speed classes [knots]: % of time / distance sailed					
▼ [Company Name]										
 [Ship Name]	28-JAN-2023 18:55	12kn		11kn	Total	0.0 - 0.1 kn	0.1 - 12.0 kn	12.0 - 16.1 kn	> 16.1 kn	
					273nm	0.0% / 0.0nm	85.5% / 229.8nm	14.5% / 42.9nm	0.0% / 0.0nm	
 [Ship Name]	28-JAN-2023 18:46	0kn		4kn	Total	0.0 - 0.2 kn	0.2 - 12.0 kn	12.0 - 16.1 kn	> 16.1 kn	
					105nm	55.8% / 0.1nm	30.6% / 63.3nm	13.6% / 41.4nm	0.0% / 0.0nm	
 [Ship Name]	28-JAN-2023 18:42	14kn		17kn	Total	0.0 - 0.1 kn	0.1 - 12.0 kn	12.0 - 19.5 kn	> 19.5 kn	
					414nm	0.0% / 0.0nm	0.0% / 0.0nm	98.1% / 404.7nm	1.9% / 9.0nm	
 [Ship Name]	28-JAN-2023 18:50	13kn		12kn	Total	0.0 - 0.4 kn	0.4 - 5.6 kn	5.6 - 9.9 kn	9.9 - 13.8 kn	13.8 - 18.0 kn
					296nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	100.0% / 296.1nm	0.0% / 0.0nm
 [Ship Name]	28-JAN-2023 18:41	16kn		16kn	Total	0.0 - 1.0 kn	1.0 - 6.0 kn	6.0 - 10.0 kn	10.0 - 14.0 kn	14.0 - 18.0 kn
					384nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	100.0% / 384.0nm
 [Ship Name]	28-JAN-2023 18:34	0kn		0kn	Total	0.0 - 1.0 kn	1.0 - 6.0 kn	6.0 - 10.0 kn	10.0 - 14.0 kn	14.0 - 18.0 kn
					3nm	100.0% / 3.2nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm
 [Ship Name]	28-JAN-2023 18:49	7kn		1kn	Total	0.0 - 1.0 kn	1.0 - 6.0 kn	6.0 - 10.0 kn	10.0 - 14.0 kn	14.0 - 18.0 kn
					26nm	85.7% / 1.3nm	4.2% / 2.6nm	5.9% / 11.5nm	4.2% / 10.5nm	0.0% / 0.0nm
 [Ship Name]	28-JAN-2023 18:51	17kn		18kn	Total	0.0 - 1.0 kn	1.0 - 6.0 kn	6.0 - 10.0 kn	10.0 - 14.0 kn	14.0 - 18.0 kn
					423nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	36.7% / 148.8nm
 [Ship Name]	28-JAN-2023 18:41	12kn		12kn	Total	0.0 - 1.0 kn	1.0 - 6.0 kn	6.0 - 10.0 kn	10.0 - 14.0 kn	14.0 - 18.0 kn
					285nm	0.0% / 0.0nm	0.0% / 0.0nm	0.0% / 0.0nm	100.0% / 284.6nm	0.0% / 0.0nm
Save to File										
Close										

For defining the different colour coding, see [Settings](#)

## NOON REPORT

Display of Noon Report gives a fleet overview of vessel's Noon Reports for a given day. Daily Noon Reports in standard format must be sent to NAVTOR.

Fleet NOON Report (02 - Dec - 2015)											
	Distance	Avg. Speed	Reported Speed	Wind	Waves	Swell Waves	M/E RPM	M/E FO Consumption	M/E LSFO Consumption	A/E FO Consumption	In Open Sea Passage
▼ [Company Name]	15.0 nm	0.6 kn		6.0 kn	0.1 m	0.0 m		0.0	0.0	0.0	0 hours
▼ [Company Name]	157.1 nm	7.2 kn	9.7 kn	27.0 kn	2.5 m	2.0 m	62.0	14.8		2.0	24 hours
▼ [Company Name]	0.0 nm	0.0 kn		13.0 kn	1.0 m	1.0 m		0.3	0.0	1.9	
▼ [Company Name]			12.0 kn	30.0 kn	4.0 m	4.0 m	98.0	1.5		1.4	50 hours
▼ [Company Name]	192.3 nm	10.6 kn	11.0 kn	10.0 kn	0.5 m	0.5 m	96.0	22.4		2.2	24 hours
▼ [Company Name]			11.8 kn	19.0 kn	2.0 m	2.0 m	110.0	28.9	0.0	3.0	
▼ [Company Name]	1.6 nm	0.1 kn	0.0 kn	8.0 kn	0.3 m	0.3 m		0.0	0.0	2.5	
▼ [Company Name]	265.1 nm	13.2 kn	12.8 kn	15.0 kn	2.0 m	1.5 m	112.4	25.5	0.0	1.3	56.6 hours
▼ [Company Name]	301.2 nm	13.8 kn	12.9 kn	9.0 kn	0.5 m	0.6 m	101.0	20.0		2.0	
▼ [Company Name]	50.4 nm	2.2 kn		4.0 kn	0.1 m	0.1 m					
▼ [Company Name]	10.3 nm	0.4 kn		28.0 kn	2.0 m	2.0 m		0.7		1.7	
▼ [Company Name]	160.2 nm	7.3 kn		9.0 kn	0.5 m	0.5 m	0.0	1.1	0.0	0.7	
▼ [Company Name]	1.0 nm	0.0 kn	0.0 kn	16.0 kn	0.2 m	0.2 m		0.0		0.0	
▼ [Company Name]	63.5 nm	2.8 kn		13.0 kn	1.0 m	1.0 m		1.5		2.2	
▼ [Company Name]	0.9 nm	0.0 kn		8.0 kn	1.0 m	1.5 m				1.9	24 hours
▼ [Company Name]	208.9 nm	9.9 kn	10.0 kn	25.0 kn	3.0 m	3.0 m	95.0	20.1		2.5	24 hours
▼ [Company Name]	234.6 nm	12.0 kn	12.1 kn	21.0 kn	1.5 m	1.5 m	95.0	19.5	0.0	2.5	73 hours

## VESSEL STATUS REPORT

Opens an Excel sheet with the latest status of your fleet

	A	B	C	D	E	F	G	H
1	Vessel status report							
2								
3	Vessel Name	Latitude	Longitude	Speed	Course[°]	ETA	Destination	Latest report
4	...	70,79201	24,57038	0	270			27-jan-2017 23:19
5	...	62,58305	6,917832	0	27	21-mar-2017 12:34	...	27-jan-2017 23:16
6	...	62,78848	6,469938	0	153	21-mar-2017 12:34	...	27-jan-2017 23:19
7	...	62,63601	7,082515	0	253	21-mar-2017 12:34	...	27-jan-2017 23:20
8	...	66,02493	12,63628	0	328	21-mar-2017 12:34	...	27-jan-2017 23:20
9	...	62,51667	6,155583	0	95	21-mar-2017 12:34	...	27-jan-2017 23:18
10	...	61,32489	4,664092	5,7	218	21-mar-2017 12:34	...	27-jan-2017 23:19
11	...	61,60164	5,035517	0	89	21-mar-2017 12:34	...	27-jan-2017 23:20
12	...	70,79214	24,57121	0,1	85	21-mar-2017 12:34	...	27-jan-2017 23:18
13								
14								

## REPORTS

### TRACKING TAB

The Tracking tab shows which ENC database is in use on the vessel, the latest received position report, destination from AIS and the distance the vessel has been tracked. An updated subscription certificate (PDF) can also be downloaded from this tab in addition to your latest ADP keys.

Reports	
Other Reports	ECDIS Info
Shipments	Operational/NOON
Tracking	Invoice
Cost	AIS
NavBox	Position
Database:	AVCS
Report:	30-SEP-2019 08:41 UTC
Latitude:	01° 01.863' N
Longitude:	126° 54.673' E
Speed:	15.2 kn
Course:	017°
ETA:	07-OCT-2019 00:00 UTC
Destination:	FOR ORDERS
Track Distance:	2048.1 NM
ADP startup-key:	
ADP latest activation-key (Main):	Show ADP keys
ADP latest activation-key (BackUp):	
Subscription Certificate	

## COST (REQUIRES ADDITIONAL USER RIGHTS)

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The Cost tab shows the total cost of used ENC cells grouped by year and month. The used ENC cells are also highlighted on the map.

<i>Reports</i>		
Position	ECDIS Info	Operational/NOON
Shipments	Invoice	AIS
Tracking	Cost	NavBox
▼ 2016: USD 1806,88		
July: USD 861,96		
August: USD 829,32		
September: USD 115,60		

## SHIPMENTS

---

The Shipments tab lists any physical shipments that have been sent to the vessel

<i>Reports</i>	
Position	ECDIS Info
Operational/NOON	
Shipments	Invoice
AIS	
Tracking	Cost
NavBox	
Shipments:	
Sent	Carrier
04-AUG-2016 09.21 UTC	DHL (International)
30-MAI-2016 07.21 UTC	Bring (Bedr.pk. Dør-Dør)

## NAVSYNC

The NavSync tab (If the vessel has an active NavBox, the tab will show NavBox) shows a history of all NavSync downloads. A more detailed report (PDF) can be viewed by clicking on **[Open]** in the Report column. This tab also allows you to define a maximum size that can be downloaded via NavSync.

### Reports

Position	ECDIS Info	Operational/NOON
Shipments	Invoice	AIS
Tracking	Cost	NavSync

Update max size (Mb)  Edit

Update charts on the NavBox

Update reports in selected time period. Adjust time slider to see more update reports.

Time stamp UTC	File size	Report
08-SEP-2016 17.49	5,78 MB	<a href="#">Open</a>
01-SEP-2016 19.30	36,66 MB	<a href="#">Open</a>
26-AUG-2016 00.24	2,35 MB	<a href="#">Open</a>
18-AUG-2016 23.52	4,37 MB	<a href="#">Open</a>
12-AUG-2016 00.10	9,70 MB	<a href="#">Open</a>

## NAVBOX

The NavBox tab shows a history of all NavBox downloads. A more detailed report (PDF) can be viewed by clicking on **[Open]** in the Report column.

This tab also allows you to define a maximum size that can be downloaded to the NavBox. Any update above this limit is blocked and the vessel will be notified by email for corrective action.

### Reports

Position	ECDIS Info	Operational/NOON
Shipments	Invoice	AIS
Tracking	Cost	NavBox

Update max size (Mb)  Edit

Update charts on the NavBox

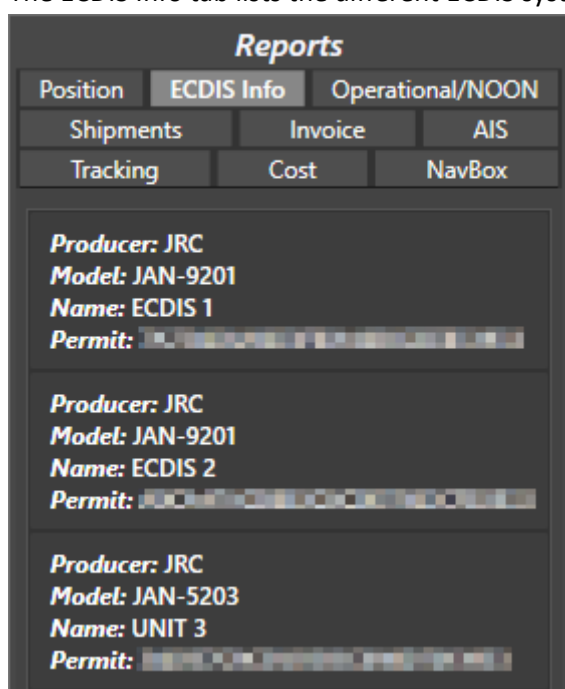
Update reports in selected time period. Adjust time slider to see more update reports.

Time stamp UTC	File size	Report
08-SEP-2016 17.49	5,78 MB	<a href="#">Open</a>
01-SEP-2016 19.30	36,66 MB	<a href="#">Open</a>
26-AUG-2016 00.24	2,35 MB	<a href="#">Open</a>
18-AUG-2016 23.52	4,37 MB	<a href="#">Open</a>
12-AUG-2016 00.10	9,70 MB	<a href="#">Open</a>

## ECDIS INFO

---

The ECDIS Info tab lists the different ECDIS systems that are in use on the vessel



## OPERATIONAL/NOON

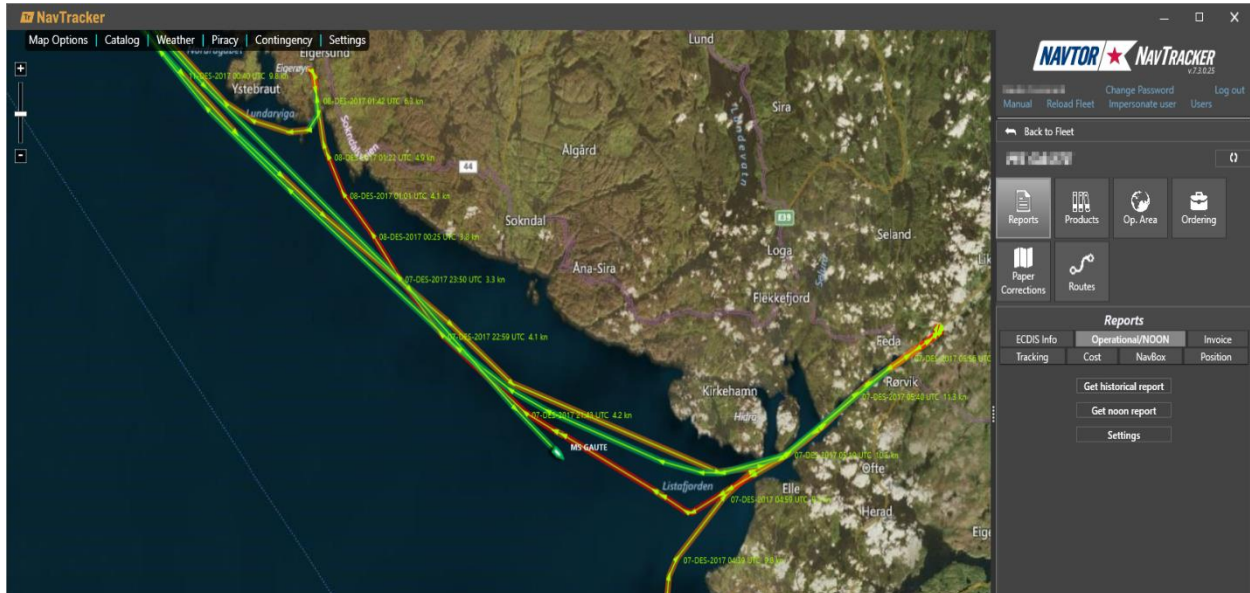
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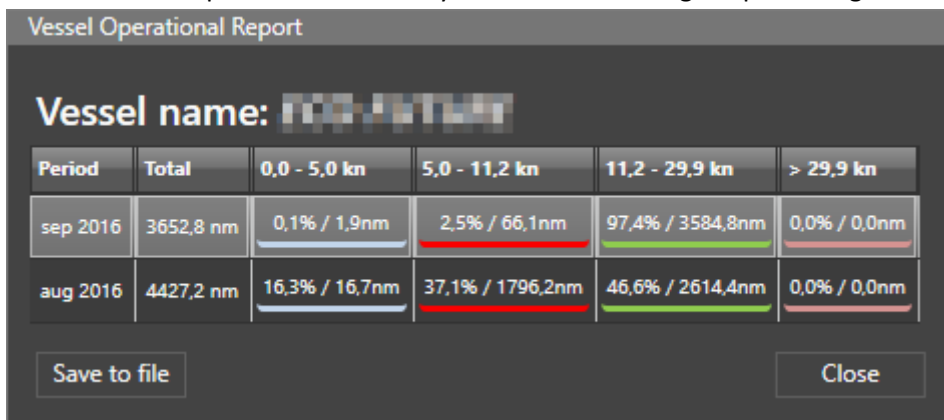
## Settings

Enable to use Speed ranges for each vessel, and clone ranges between “sister vessels”. Speed ranges may be according to e.g. ECO-Speed (SEEMP) or Charter Party contracts. When pressing [Save] the vessel track will be colour coded according to the defined Speed ranges. When going back to viewing the complete fleet (closing vessel details), each vessel’s icon will be colour coded using the same rules.



## Get Historical Report

Display of total sailed distance and Speed ranges/time for a given vessel per month. The Get Historical Report is available only when “Enable using of speed ranges” is enabled in Settings.



### Get NOON Report

Display of last 24 hours Avg. Speed (calculated), reported Speed, reported weather and reported fuel for the selected time period

Vessel Noon Report (04-Jan-2016 - 11-Jan-2016)

Vessel name:

Date	Distance	Avg. Speed	Reported Speed	Wind	Waves	Swell Waves	M/E RPM	M/E FO Consumption	M/E LSFO Consumption	A/E FO Consumption	In Open Sea Passage
10-JAN-2016	241.8 nm	10.1 kn	12.6 kn	20.0 kn, →	3.0 m, →	2.0 m, →	107.6	13.2	0.0	0.6	85 hours
09-JAN-2016	299.6 nm	12.5 kn	12.8 kn	9.0 kn, ↓	0.0 m, ↑	0.0 m, ↑	109.9	25.6		1.4	25 hours
08-JAN-2016	307.2 nm	12.8 kn	12.8 kn	9.0 kn, ↓	0.0 m, ↑	0.0 m, ↑	109.7	24.6		1.3	24 hours
07-JAN-2016	304.3 nm	12.7 kn	12.8 kn	9.0 kn, ↓	0.0 m, ↑	0.0 m, ↑	109.6	12.2		0.7	12 hours
06-JAN-2016	67.7 nm	2.8 kn				0.5 m, ↑		0.0		1.3	
05-JAN-2016	0.1 nm	0.0 kn				0.5 m, ↑		0.0		1.3	
04-JAN-2016	0.1 nm	0.0 kn				0.5 m, ↑		0.0		1.3	

Save to file Close

### Send NOON Report

Be able to send the NOON report from a vessel and for population of the vessels or company NOON report. Click [Send noon report] to open the noon report form

**Reports**

ECDIS Info	Operational/NOON	Invoice
Tracking	Cost	NavBox
	Position	

Get historical report

Get noon report

**Send noon report**

Settings

Click [Send] to save and send the data.

Noon report for

Date and Time:

Position: Latitude: 11° 06.7726' N Longitude: 064° 07.1660' E

Vessel Speed (kn):  Swell Direction:

Heading:  M/E RPM:

Wind Speed (kn):  M/E FO consumption (t):

Wind Direction:  M/E LSFO consumption (t):

Wave Height (m):  A/E FO consumption (t):

Wave Direction:  Hours in open sea passage (hours):

Swell (m):

**Send** Cancel

## POSITION

The Position tab allows downloading of position reports in Excel format

The screenshot shows the 'Reports' section of a software interface. At the top, there are three tabs: 'Position', 'ECDIS Info', and 'Operational/NOON'. Below these, there are three sub-tabs: 'Shipments', 'Invoice', and 'AIS'. Further down, there are three more sub-tabs: 'Tracking', 'Cost', and 'NavBox'. A button labeled 'Custom position report' is located below the sub-tabs. Below the button, there is a section titled 'Weekly position-reports in selected time-period'. This section contains a table with three columns: 'Week', 'Period', and 'Report'.

Week	Period	Report
37	12-SEP-2016 - 18-SEP-2016	<a href="#">Open</a>
36	05-SEP-2016 - 11-SEP-2016	<a href="#">Open</a>
35	29-AUG-2016 - 04-SEP-2016	<a href="#">Open</a>
34	22-AUG-2016 - 28-AUG-2016	<a href="#">Open</a>

## AIS

If the vessel has an active NavBox with AIS signal connected to it, there will be an additional tab called AIS. Click on the [Show AIS Data] button to display AIS targets around the vessel.

The screenshot shows the 'Reports' section of a software interface with the 'AIS' tab selected. The 'AIS' tab is located to the right of the 'Operational/NOON' tab. Below the 'AIS' tab, there is a button labeled 'Hide ais data'. Below the button, there is a table with three columns: 'Vessel Name', 'Destination', and 'ETA'.

Vessel Name	Destination	ETA
...	YANGON	20-DEC-2017 16:30 L
...		<unknown>
...		<unknown>
...		<unknown>
...		<unknown>
...	YANTAI /CHINA	20-DEC-2017 02:00 I
...	SINGAPORE FOR OF	17-DEC-2017 18:00 U
...	BANKOK	21-DEC-2017 06:00 L
...	TIANJIN.CHINA	20-DEC-2017 22:00 I

## INVOICE (REQUIRES ADDITIONAL USER RIGHTS)

The Invoices tab shows the invoice history. A detailed invoice report can be downloaded by clicking on **[Open]** in the Report column

The screenshot shows a 'Reports' window with several tabs: Position, ECDIS Info, Operational/NOON, Shipments, Invoice (selected), AIS, Tracking, Cost, and NavBox. Below the tabs, there is a table with two columns: 'Invoice Period' and 'Report'. The first row shows the date range '18 jul 2016 - 04 aug 2016' and a blue 'Open' button.

Invoice Period	Report
18 jul 2016 - 04 aug 2016	<a href="#">Open</a>

## PRODUCTS

Shows all products registered for the selected vessel

The screenshot shows a 'Products' window with a grid of icons for Reports, Products, Subscr., Op. Area, Weather Op. Area, Ordering, Routes, and Additional Info. Below the grid, there is a 'Products' section with a 'Reports' dropdown menu. The section displays counts for various product categories: AENP (69 / 71), Paper Charts (6 / 22), Paper Publications (36 / 84), e-Books (61 / 114), ENC (156), and ADP (27). The 'ENC (156)' category is selected, showing a list of products with columns for Name and Expiry. The list includes BE3VLBNK, BE4VLBNK, and BE5ANTWN, all with 'PAYS' as the expiry date. At the bottom, there are 'Display Options' (Show listed, Show not listed, Show all) and 'Filtering Options' (Valid, Cancelled, All).

Name	Expiry
BE3VLBNK	PAYS
BE4VLBNK	PAYS
BE5ANTWN	PAYS

The ENC tab will show you all ENC currently in subscription. If PAYS it will show all reported cells (sailed through).

The Paper Charts tab will show all paper charts in the vessel's portfolio.

The Paper Publications tab will show all paper publications in vessels portfolio.

The ADP tab shows all ADPs registered for the vessel, i.e. ADLL, ATT and ADRS.

The AENP tab shows all AENPs registered for the vessel.

The e-Books tab shows all digital publications registered for the vessel, i.e. IMO and others.

A portfolio report (PDF) for the vessel can be viewed by clicking the **[Reports]** button.

## Display Options

- Show listed – Shows licensed items
- Show not listed – Shows not licensed items
- Show all – Shows both licensed and not licensed items

## Filtering Option

When “Show listed” is selected, filtering by Valid, Cancelled or All will appear. The item status is also indicated by mouse over and by the text layout:

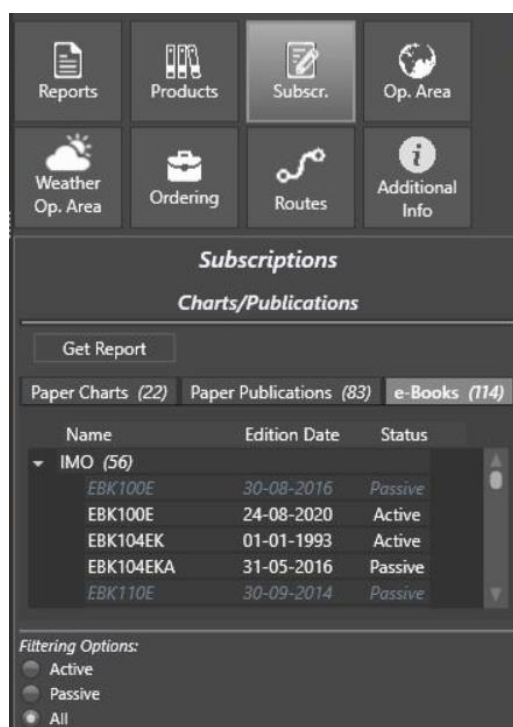
Item Status	Text layout	
Valid	White	BA4010
Valid with future New Edition	White, cursive	BA4053
Cancelled with new edition available	Light grey, cursive	BA4020
Cancelled without new edition available	Light grey	BA5001

## SUBSCR. (REQUIRES SUBSCRIPTION)

The Subscr. is enabled for users subscribing to Charts & Publications Subscription Service, showing the active and passive status for each item.

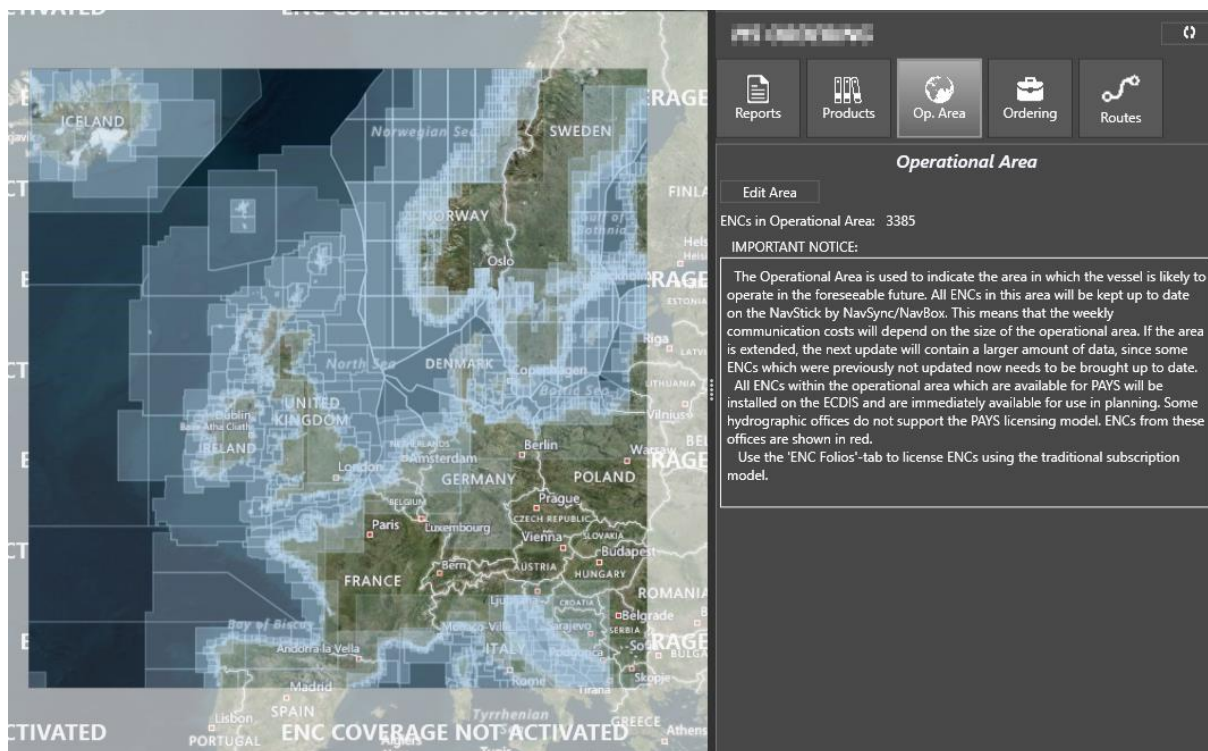
You can filter to show Active, Passive or All.

A subscription report (PDF) can be viewed by clicking the **[Get Report]** button.



## OP. AREA

The Op. Area (Operational Area) enables the user to view and edit the operational area. The operational area defines where the vessel is likely to operate in the foreseeable future. All ENC data in this area will be kept up to date on the NavStick by NavSync/NavBox. This means that the weekly update size will depend on the size of the operational area. If the area is extended, the next update will contain a larger amount of data, since some ENCs which were previously not updated now need to be brought up to date.

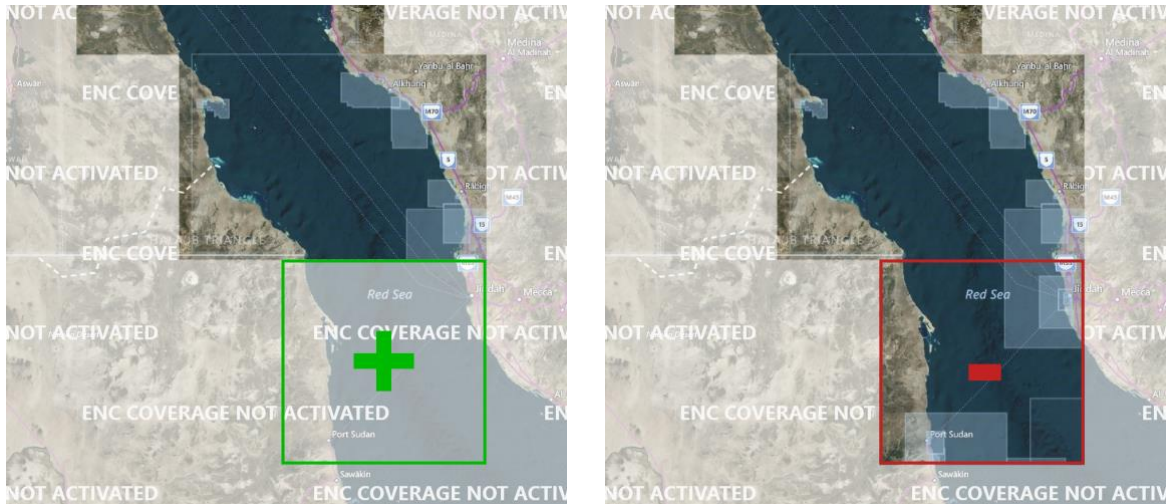


Map area "in-focus" shows the current Operational Area

## EDIT AREA

Click on the **[Edit Area]** button to enter Edit mode. Place the mouse cursor over the map and left click on a grid cell to either add it (+ green) or removed it (- red) from the Operational Area. The selection boxes will get smaller or larger depending on the current zoom level.





## SAVE

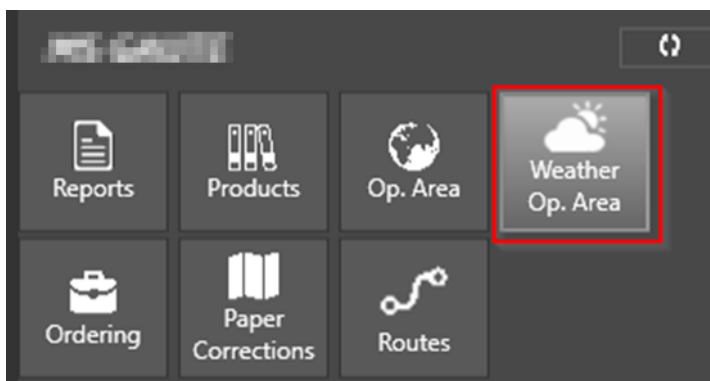
Click on the **[Save]** button to save changes to the operational area after editing

## CANCEL

Click on the **[Cancel]** button to discard any changes you have made to the operational area

## WEATHER OP. AREA (REQUIRES SUBSCRIPTION)

The Weather Op. Area (Weather Operational Area) enables the user to view and edit the weather operational area to be used in NavStation. The weather operational area defines the area that the vessel would like to see weather for in NavStation.



Clicking on this tab enables you to define a weather subscription area, very similar to the ENC Operational Area.

## EDIT AREA

Click **[Edit]** to change the area and you will have two options when defining the area:

**Weather Operational Area**

Edit

Estimated size 1.98 MB

IMPORTANT NOTICE:  
The Weather Operation Area is used to control the weather subscription in NavStation. All handling of the area delivered to NavStation is controlled here. Disabling both static and dynamic area will stop all weather data delivery to NavStation. The Estimated size shows the size of each transmission.

☒ Dynamic Weather Subscription

High resolution area around vessel (NM) 400

Low resolution area around vessel (NM) 1600

☐ Static Weather Subscription

Common Parameters

Frequency of update 12 hours


Forecast Period (days) 8

☒ Air pressure ☒ Cyclones

☒ Fronts ☒ Ocean currents

☒ Swell ☒ Wave

☒ Wind



Reports Products Op. Area Weather Op. Area

Ordering Paper Corrections Routes

**Weather Operational Area**

Save Cancel

Estimated size 1.34 MB

☒ Dynamic Weather Subscription

High resolution area around vessel (NM) 400

Low resolution area around vessel (NM) 1100

☐ Static Weather Subscription

Common Parameters

Frequency of update 12 hours

Forecast Period (days) 8

☒ Air pressure ☒ Cyclones

☒ Fronts ☒ Ocean currents

☒ Swell ☒ Wave

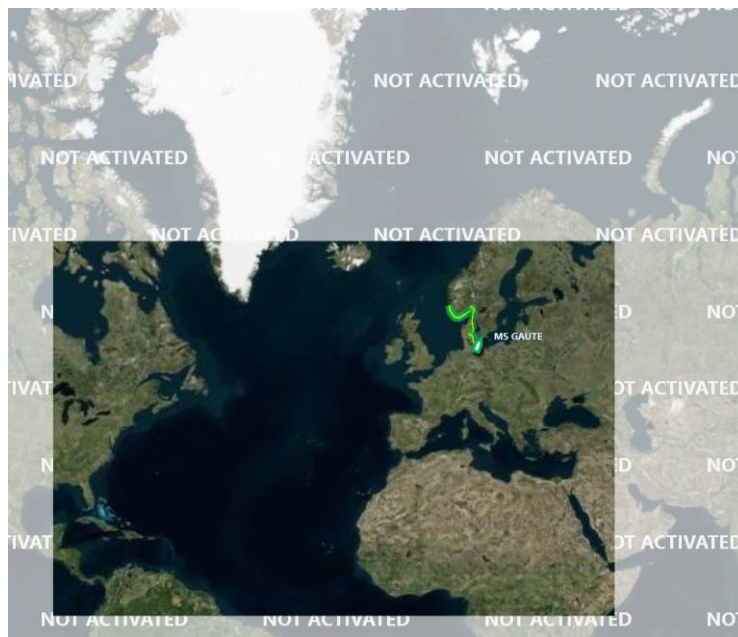
☒ Wind

a. **Dynamic Weather Subscription Area**

You define two areas around your vessel which will dynamically move with the vessel; one area with high resolution data and one wider with low resolution data.

b. **Static Weather Subscription Area**

You define a static area and select the data resolution for the complete area.



Reports Products Op. Area Weather Op. Area

Ordering Paper Corrections Routes

**Weather Operational Area**

Save Cancel

Estimated size 2.27 MB

☐ Dynamic Weather Subscription

☒ Static Weather Subscription

Data resolution in the static area Low

Common Parameters

Frequency of update 12 hours

Forecast Period (days) 8

☒ Air pressure ☒ Cyclones

☒ Fronts ☒ Ocean currents

☒ Swell ☒ Wave

☒ Wind

You can also combine the two methods and get all data in one file delivered to the vessel.



## COMMON PARAMETERS

For both methods (dynamic and static) there are a common set of parameters to be configured

**Weather Operational Area**

Save Cancel

Estimated size 2.18 MB 1

☒ Dynamic Weather Subscription

Width of High-resolution square around vessel (NM) 600

Width of Low-resolution square around vessel (NM) 2400

☐ Static Weather Subscription

**Common Parameters**

Frequency of update 2 6 hours

Forecast Period (days) 3 15

☒ Air pressure ☐ Air temperature 4

☒ Cyclones ☒ Fronts

☐ Ice concentration ☐ Iceberg

☒ Ocean currents ☐ Precipitation

☐ Sea surface temperature ☒ Swell

☐ Visibility ☒ Wave

☒ Wind

1. **Estimated size** – Estimates the download size dynamically according to the set parameters
2. **Frequency of update** – 6, 12, 24 or 48 hours delivery of data.
3. **Forecast period** – 1-15 days
4. **Parameters** – Select the weather parameters to include in the data set

Click on the [Save] button to save changes to the operational area after editing

## CANCEL

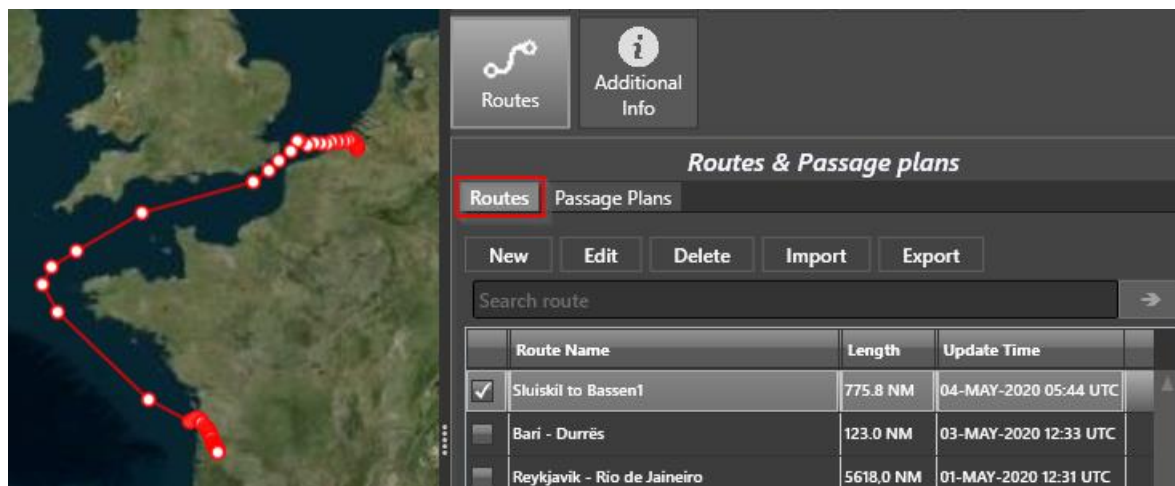
Click on the [Cancel] button to discard any changes you have made to the Weather operational area

## ROUTES

The Routes button allows you to manage your routes and view your approved Passage Plans (require passage plan subscription).

### ROUTES

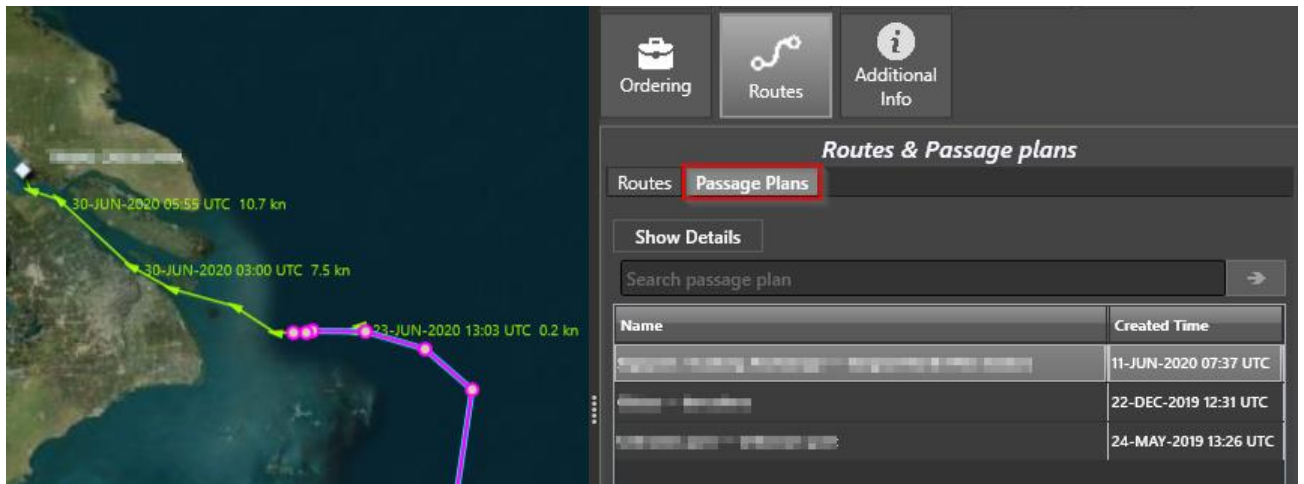
The routes can either be created directly in NavTracker or imported via route files exported from your ECDIS system.



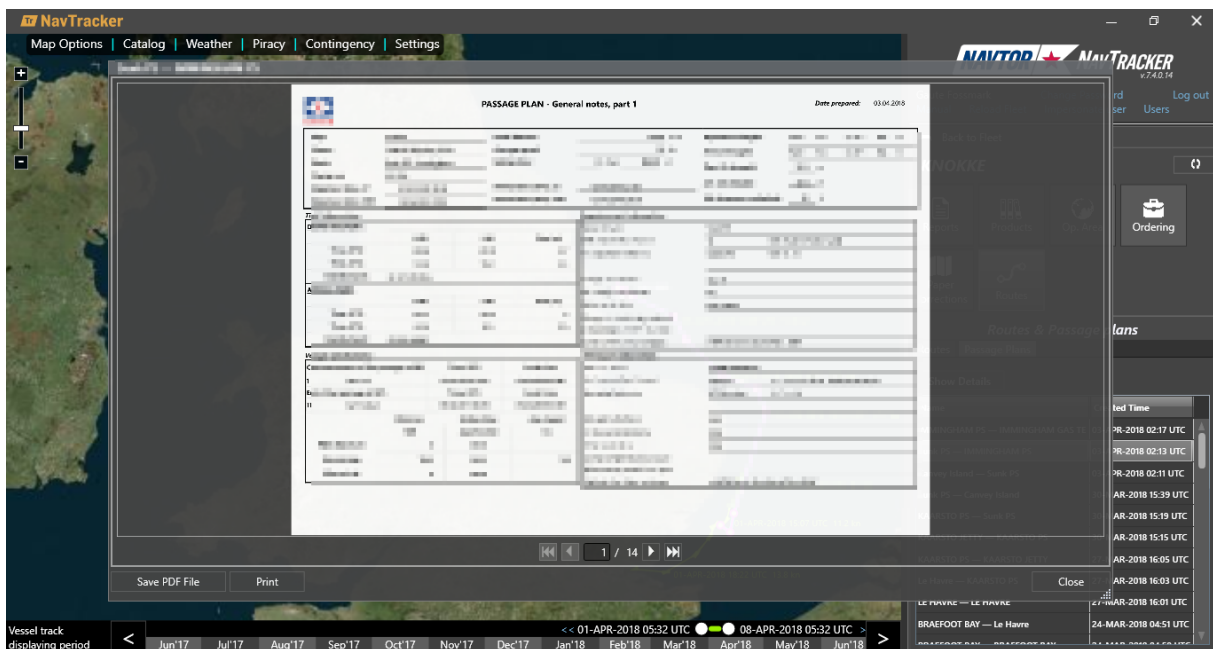
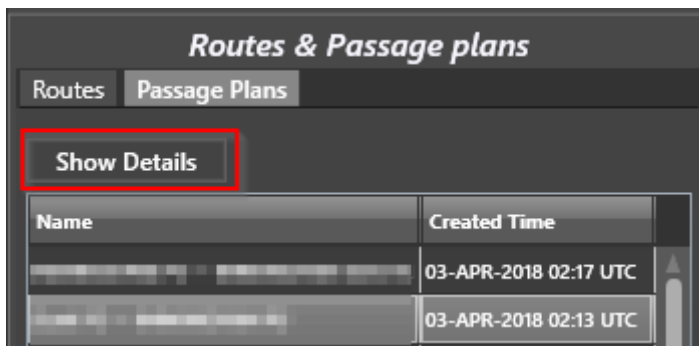
The routes can be used for chart licensing (see Ordering by route)

### PASSAGE PLANS

All approved Passage Plans from the vessel will be automatically transferred to NavTracker for viewing. By selecting a passage plan the route will be highlighted in the chart window.



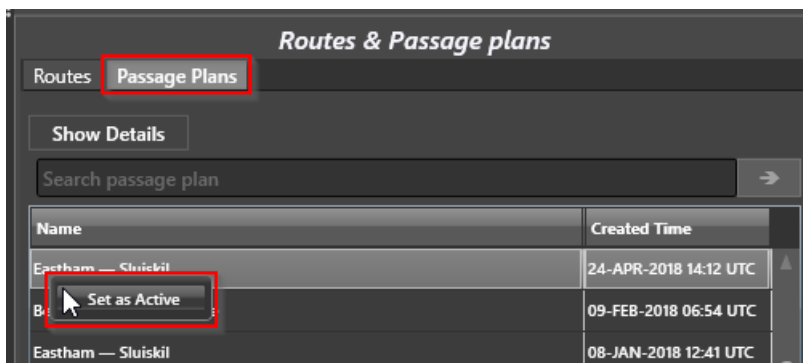
Clicking **[Show Details]** will open a copy of the approved passage plan.



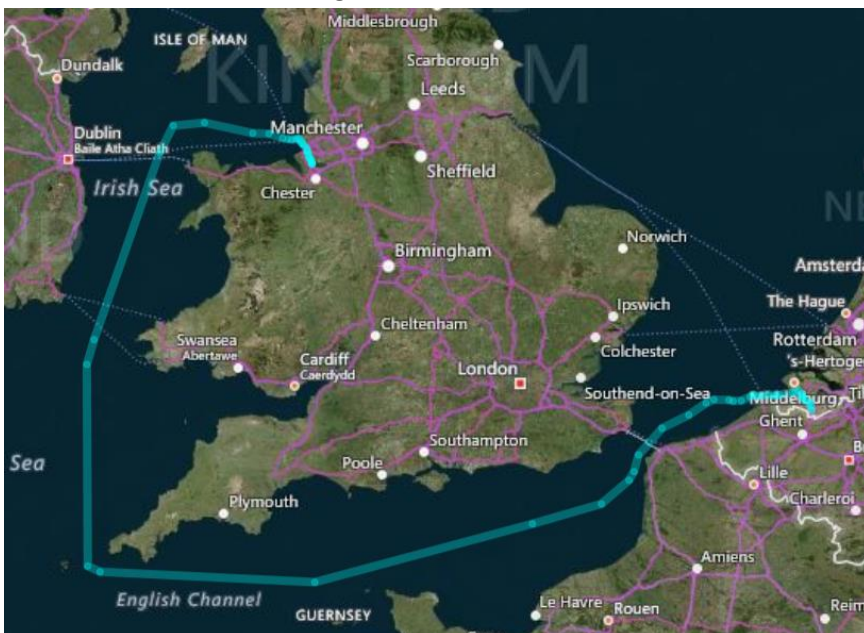
## SHOW ACTIVE ROUTE FOR ROUTES OR PASSAGE PLANS

In the **Routes** or **Passage Plan** tabs you can right click a route and select **“Set as Active”** (Confirm by clicking **“Yes”**).

If Passage Plan service is activated, the active route should be set from Passage Plans tab. Else the active route should be set from Routes tab.



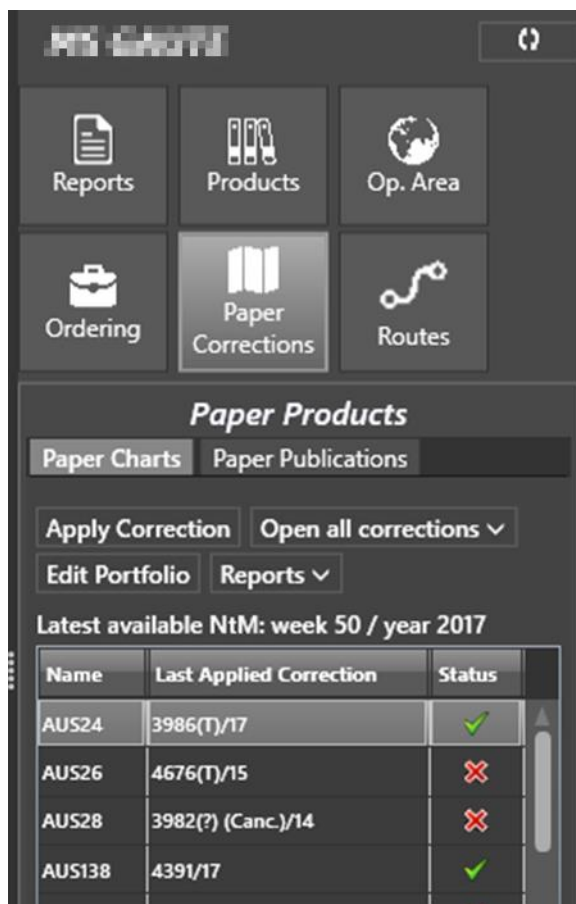
The selected route or Passage Plan will then be shown in blue in the chart view of NavTracker.



To remove the setting, right click on the active Route/Passage Plan and select **“Deactivate”**

## PAPER CORRECTIONS (REQUIRES SUBSCRIPTION)

NavTrace is a management tool for NtM's and tracings for paper charts and publications.

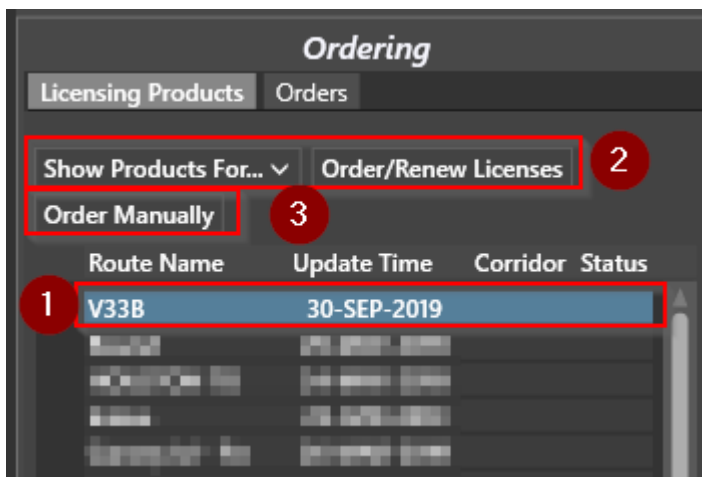


This requires a subscription from NAVTOR, please contact [customerservice@navtor.com](mailto:customerservice@navtor.com) for activation and user guide.

## ORDERING

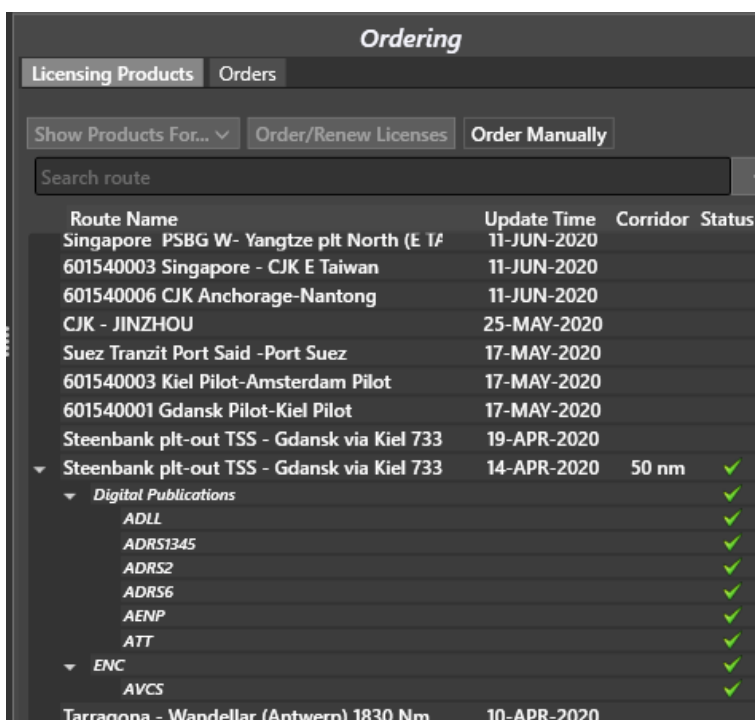
You can order ENC, ADP, AENP, NavStation Publications and e-Books in NavTracker depending on the permissions given to your NavTracker user.

Ordering can be done either by route (1 and 2) or manual selection (3)



### ORDERING BY ROUTE

Select the route that you want to order charts for and then click on [**Order/Renew licenses**]  
*If the route list is empty, you should first create or import a route using the [**Routes**] button*



If you cannot see the **Ordering** tab, it means that this feature has not been enabled for the vessel.  
 Please contact NAVTOR Customer Service ([customerservice@navtor.com](mailto:customerservice@navtor.com)) in order to activate it.

1. Select the product types that you want to include in the order for this route and click **OK**.

**Choose parameters**

Products to include:

- ☒ ENC
- ☒ ADP
- ☒ ADLL
- ☒ ADRS1345
- ☒ ADRS2
- ☒ ADRS6
- ☒ ATT
- ☒ AENP
- ☒ AENP

Default Licensing Period: 3 months ▼

Corridor width: 1 nm ▼

OK Cancel

2. You will now see a list of all products intersecting your route, grouped into separate tabs by product type. If a specific product is not required, you can right-click it in the list and select **[Exclude]** to remove it from the order.

**Ordering**

Licensing Products Orders

Pick on map Rectangle From list

Import from file

Send Order Save to file Cancel

Products selected for route:

ADP (0/6) AENP (0/8) ENC (0/0)

Name	Status	License Period
ADLL (0/1)		
Areas 1&2	31-Mar-2022	
ADRS1345 (0/1)		
Area 1	31-Mar-2022	
ADRS2 (0/1)		
Area 1	31-Mar-2022	
ADRS6 (0/2)		
Area 3	31-Mar-2022	
Areas 1&2	31-Mar-2022	

Products To Be Ordered: 0

Total Products: 14

Total Cost: Calculate

Display Options:

- ☐ Show listed
- ☐ Show not listed
- ☒ Show all

**Ordering**

Licensing Products Orders

Pick on map Rectangle From list

Import from file

Send Order Save to file Cancel

Products selected for route:

ADP (0/8) AENP (0/11) ENC (1/3)

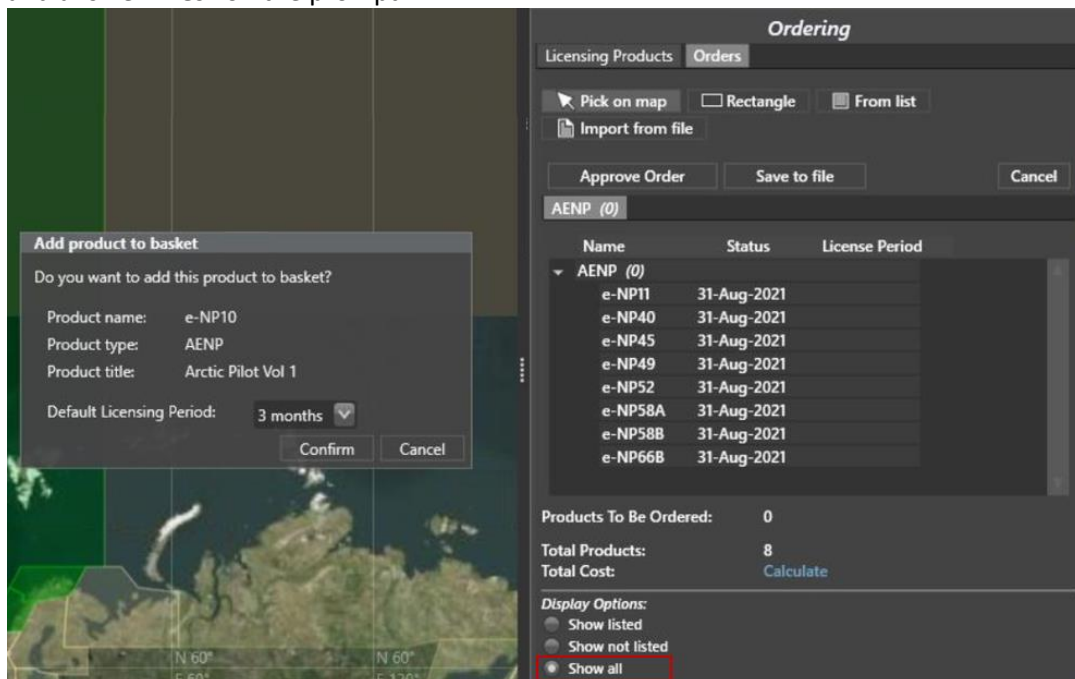
Name	Status	License Period
ADRS2 (0/1)		
Area 1	31-Mar-2022	
ADRS6 (0/3)		
Area 3	31-Mar-2022	
Area 9	31-Mar-2022	
Areas 1&2	31-Mar-2022	
ATT (0/2)		
Area 5	31-Mar-2022	

Products To Be Ordered: 1

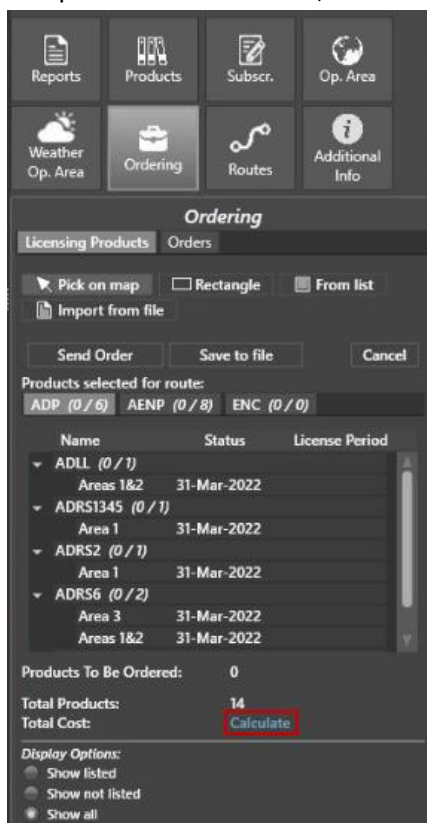
Total Products: 22



3. Similarly, if you see that there are needed charts or publication not covered by the current route, you have the option to add charts manually to the order. To do this, you need to click on **“Show all”** (**“Display Options”**), right click the required chart or publication on the map and answer **“Yes”** on the prompt.



4. You can calculate the cost by clicking on [Calculate] and when you are happy with the chart and publications selection, click on [Send Order]





5. Review the terms and conditions, and click on **[Confirm]** to place the order

**Order confirmation**  
You are going to order the following products:

ENC	Name	Title	License Period
▼ AVCS			
	GB200709	Maldives to Sri Lanka	12 months
	GB300813	Dondra Head Sangama Kanda Point	12 months
	GB303265	Weligama to Little Basses Reef	12 months
	GB303700	Weligama to Colombo	12 months
	GB303919	Kruenggeukueh to Ujung Peureula	12 months
	GB42139A	Approaches To Pelabuhan Klang	12 months
	ID200103	Singapura Hingga Selat Bangka	12 months
	ID300009	Jamboaye Hingga Sungai Deli	12 months
	ID300436	Pidie Hingga Tanjung Jamboaye	12 months
	ID300437	Pulau Rondo Hingga Pulau Raya	12 months
	ID400006	Pulau Sekitarnya	12 months
	IN122MBC	BOMBAY TO CAPE COMORIN	12 months
	IN132KTV	KOCHI TO VISAKHAPATNAM	12 months
	IN17706C	BAY OF BENGAL	12 months
	IN2258KK	Coondapoor to Badagara	12 months
	IN2259BH	Badagara to Cochin Kochi	12 months
	IN2260KK	Kochi to Kanniyakumari	12 months
	IN2261EI	Eight Degree Chan Kanniyakumari	12 months

PO (optional):

Amount that will be added to the next invoice: 0 NOK

Please be aware that UKHO has non-refund policy for digital orders and all orders for UKHO products will thus be invoiced

☒ I/we do hereby confirm having read the [Terms and Conditions](#) and be bound by them.

**Confirm** Cancel

At this stage you can also include a PO before you place the order.

6. The order is automatically processed, and you can then update the NavStick/NavBox to obtain the new permits and charts
7. Orders can later be viewed and downloaded as a PDF from the **[Orders]** tab

Ordering	
Licensing Products	Orders
Show order details	
Order date	Status
01-MAR-2019 09:30 UTC	Approved
01-MAR-2019 09:25 UTC	Approved
28-DEC-2017 08:33 UTC	Approved

**Ordering**

Licensing Products **Orders**

Get as Pdf Back

Created by: [REDACTED]

Creation Date: 01-MAR-2019 09:30 UTC

Order Status: Approved (01-MAR-2019 09:30 UTC)

ENC (7)

Name	Title	License Period
▼ AVCS (7)		
[REDACTED]	Title Not Spec	12 months

## MANUAL ORDERING

Manual ordering can be done in 5 different ways

- "Pick on map"
- "Rectangle"
- "From list"
- "Import from file"
- "Add renewable"

**Ordering**

Licensing Products **Orders**

Show Products For... ▼ Order/Renew Licenses

**Order Manually**

Route Name	Update Time	Corridor	Status
▶ V33B	30-SEP-2019	1 nm	✗
Route1	29-MAY-2019		

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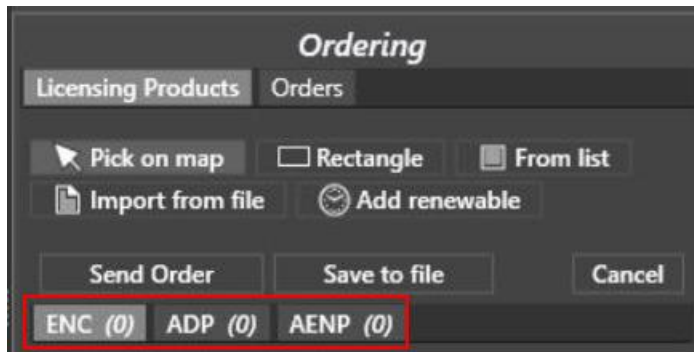
**Ordering**

Licensing Products **Orders**

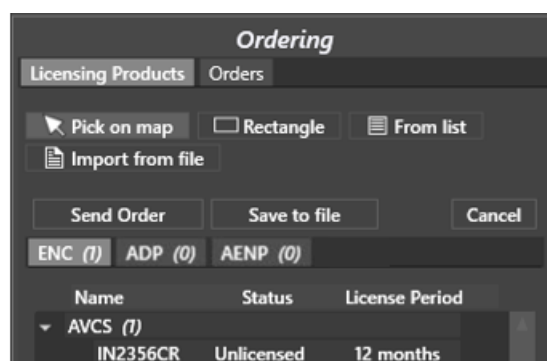
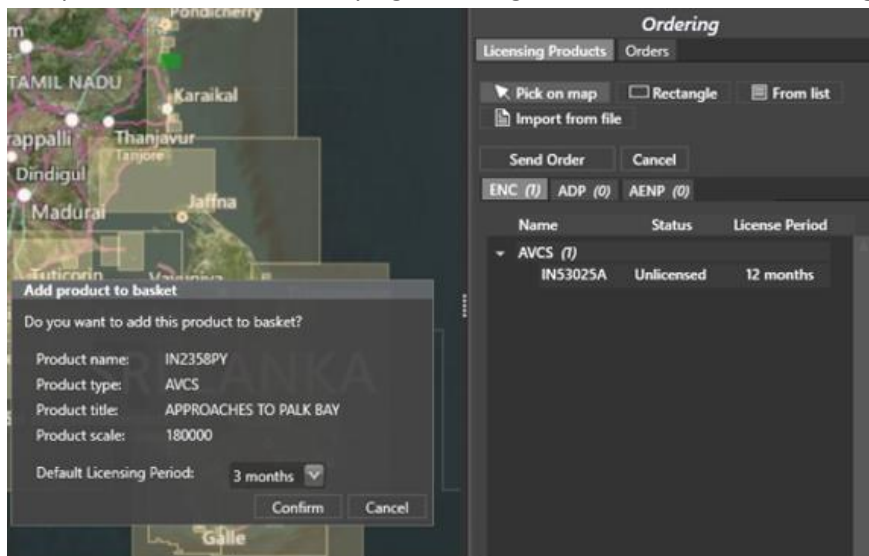
## PICK ON MAP

1. Click **[Order Manually]** and then **[Pick on map]**

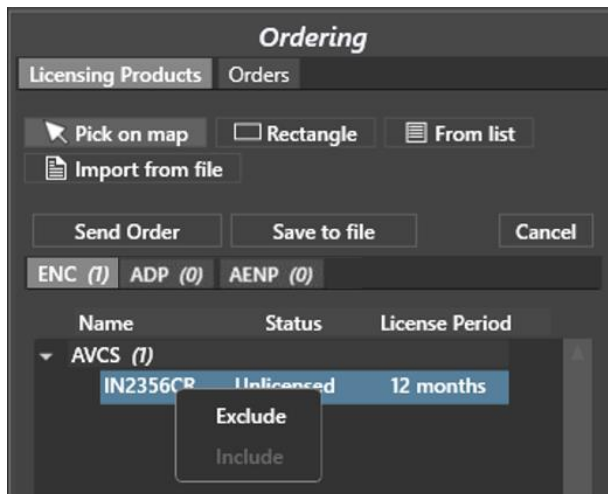
You can now select the different products similar as when ordering by route



2. Click on the tab for the product that you want to order (e.g. ENC)
3. Add products to the basket by right clicking in the chart view and clicking **[Confirm]**



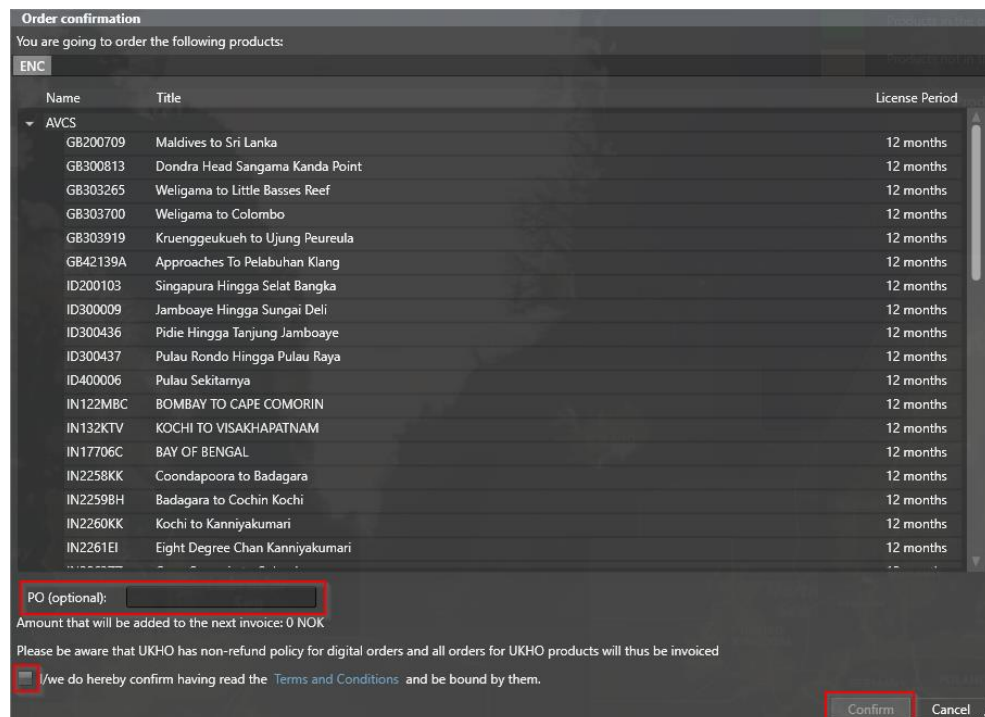
4. If an item is not required, you can right-click it in the list and select **[Exclude]** to remove it from the basket



5. You can calculate the cost by clicking on **[Calculate]**

6. To submit the order:

- a. Click **[Send order]** and review terms and conditions and click **[Confirm]** to place the order



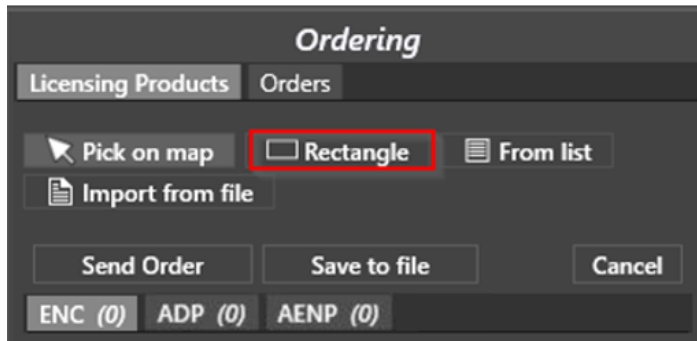
At this stage you can also include a PO before you place the order.

or

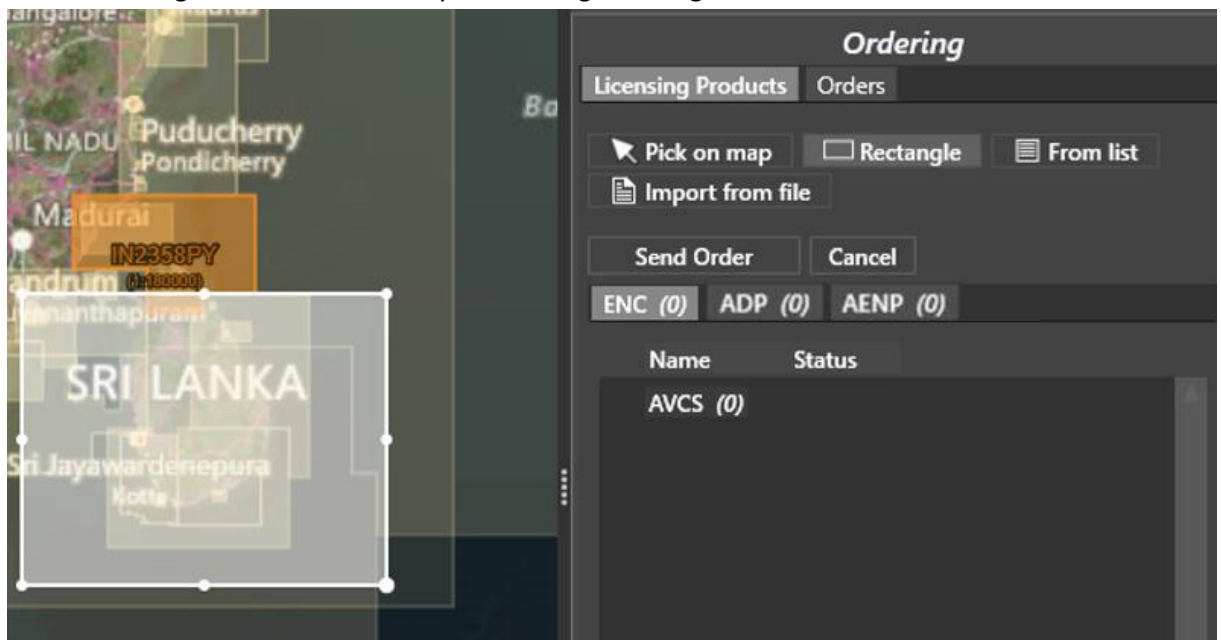
- b. Click **[Save to file]** to save the order as a draft. The suggested file name will contain vessel name and the current date.

## ORDERING BY USE OF RECTANGLE

1. Click [**Order Manual**] and then [**Rectangle**]
2. You can now select the different products similar as when ordering by route



3. Click on the tab for the product that you want to order (e.g. ENC)
4. Draw a rectangle in the chart view by left clicking and drag



5. When you release the mouse button all products underneath the rectangle will be displayed in a list. Click [**Add all products**] to add all listed products to the basket.

**Products selected**

Search product name

**ENC**

Name	Title	Status
▼ AVCS		
BE3VLBNK	Flemish Banks	Unlicensed
BE4VLBNK	Approach to Zeebrugge Oostende	Unlicensed
FR367350	Boulogne-sur-Mer to Dunkerque	Unlicensed
FR474240	Pas de Calais to Dunkerque	Unlicensed
FR570570	Dunkerque harbour	Unlicensed
FR572580	Approaches to Calais	Unlicensed
FR67258A	Calais harbour	Unlicensed
GB100160	British Isles	Unlicensed
GB202675	English Channel	Unlicensed
GB2A2182	North Sea - South	Unlicensed
GB301183	Thames Estuary - Outer Part	Unlicensed
GB301504	Home & Wren Gas Fields	Unlicensed
GB301607	Thames Estuary - Southern Part	Unlicensed
GB301610	Dover Strait	Unlicensed
GB301975	Thames Estuary - Northern Part	Unlicensed
GB302052	Orford Ness To The Naze	Unlicensed
GB302451	Newhaven to Dungeness	Unlicensed
GB400323	Dover Strait (Eastern Part)	Unlicensed
GB400536	Newhaven to Rye Bay	Unlicensed
GB401185	River Thames - Sea Reach	Unlicensed
GB401606	Fishermans Gat to Princess Chan	Unlicensed
GB401609	Knock John Channel to Sea Reach	Unlicensed
GB401828	Dover to North Foreland	Unlicensed
GB401892	Dover Strait (Western Part)	Unlicensed

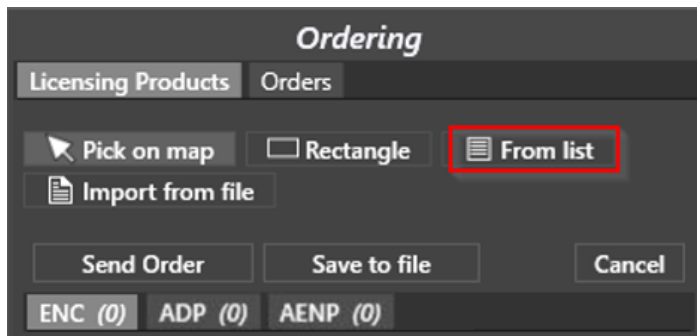
Would you like to add these products to basket?

Default Licensing Period: 3 months

6. If an item in the list is not required, you can right click it and select **[Exclude]** to remove it from the basket.
7. To submit the order:
  - a. Click **[Send order]** and review terms and conditions and click **[Confirm]** to complete the order
  - or
  - b. Click **[Save to file]** to save the order as a draft. The suggested file name will contain vessel name and the current date.

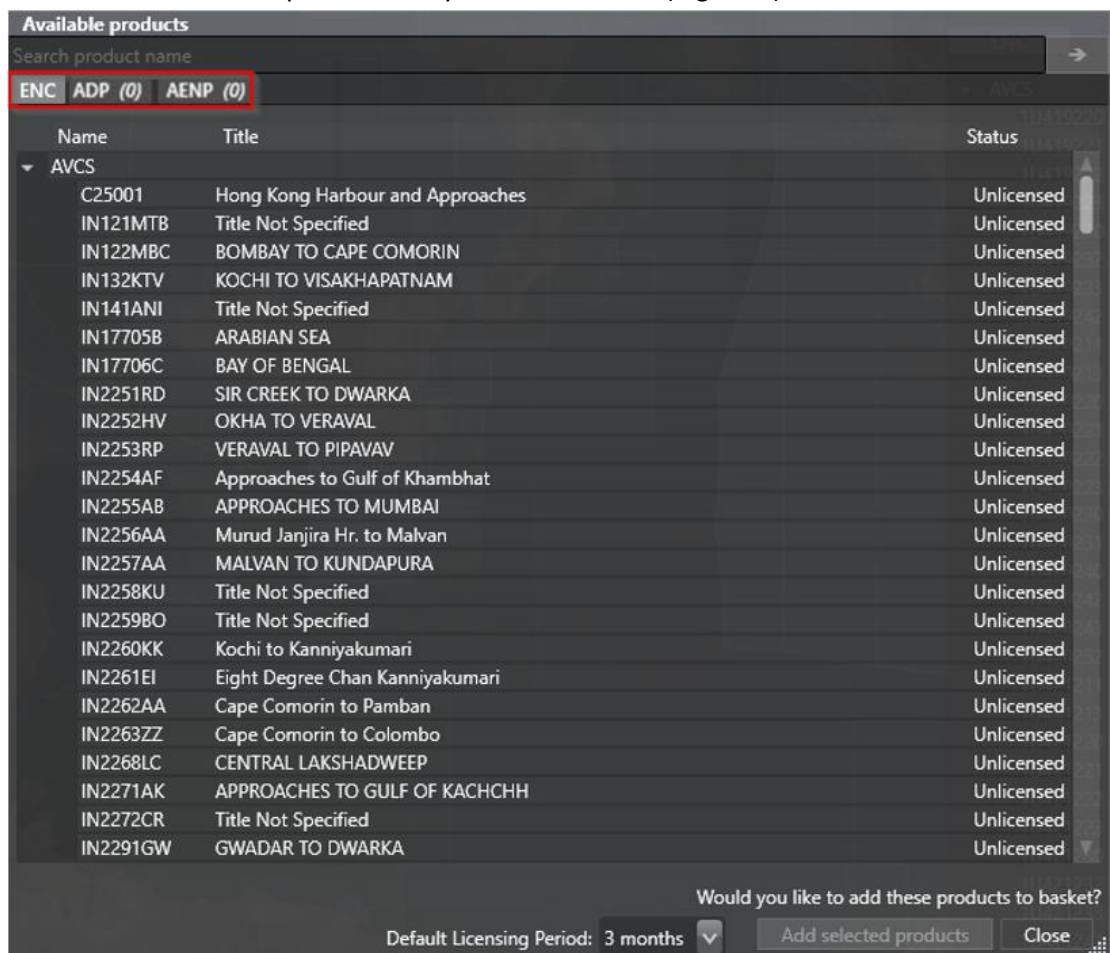
## ORDERING FROM LIST

1. Click **[Order manually]** and then **[From list]**



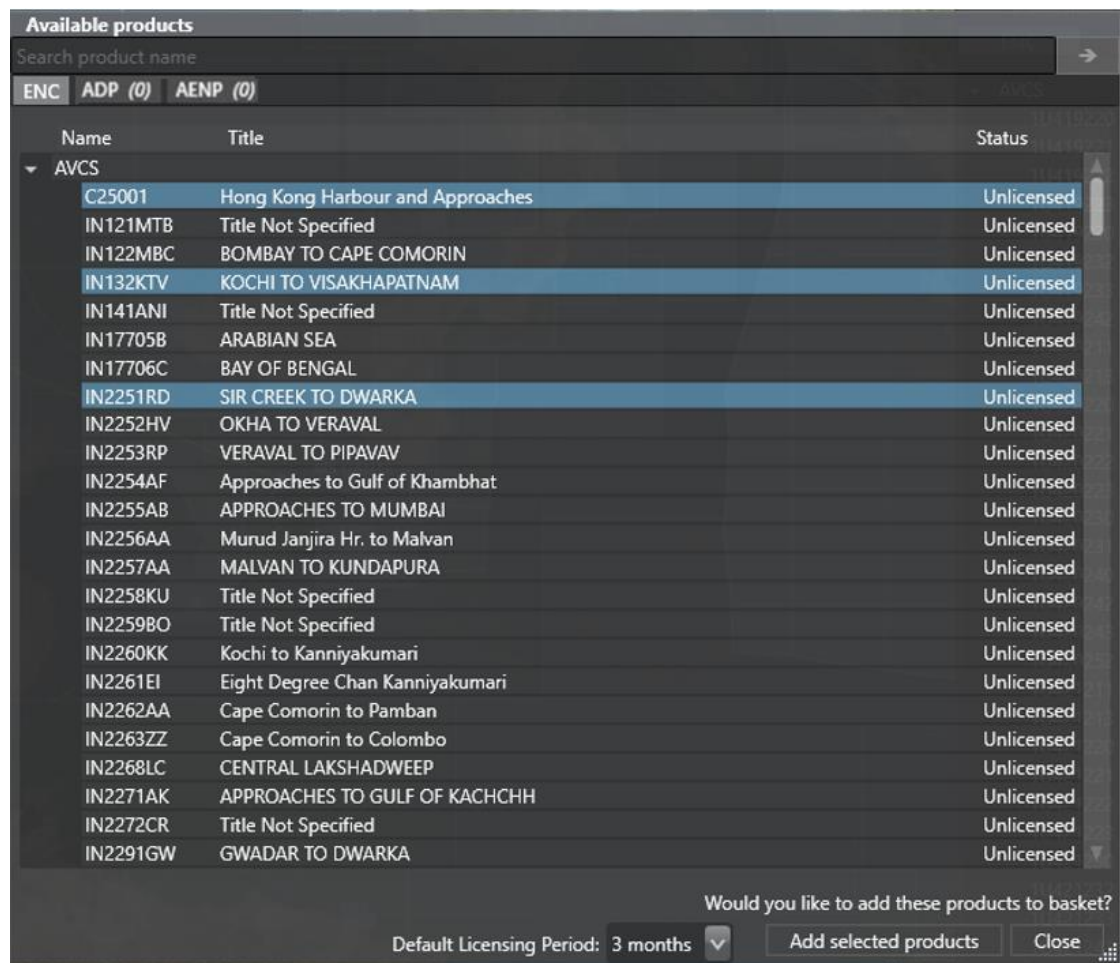
You will now get a list of all ENC, ADP, AENP publications available for ordering

2. Click on the tab for the product that you want to order (e.g. ENC)

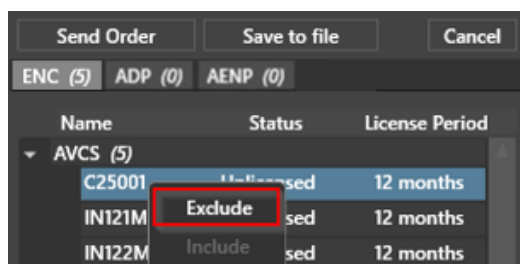


3. Select by using standard selection method, SHIFT + left click or CTRL + left click, to select multiple products and then click **[Add selected products]**.
4. When all needed items have been added to the basket, click **[Close]**.





5. If an item is not required, you can right-click it and select **[Exclude]** to remove it from the basket



6. To submit the order:
  - a. Click **[Send order]** and review terms and conditions and click **[Confirm]** to complete the order
  - or
  - b. Click **[Save to file]** to save the order as a draft. The suggested file name will contain vessel name and the current date.

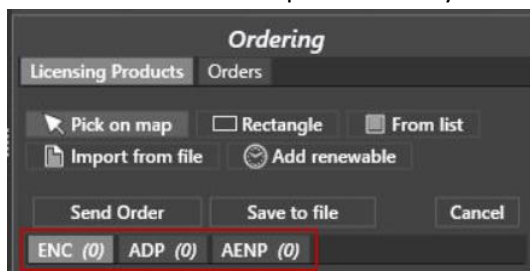
You can always change the selection and layers to view in the chart menu by using the Catalog bar on left side of NavTracker.



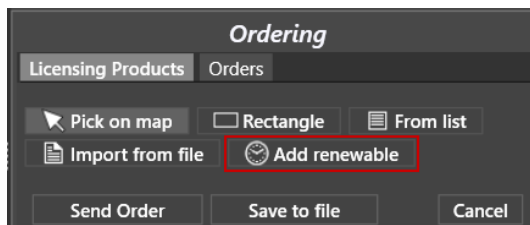
## ADD RENEWABLE

This function is available only if the portfolio contains renewable products. Renewable products are products which has expired the previous month or are expiring within the current month.

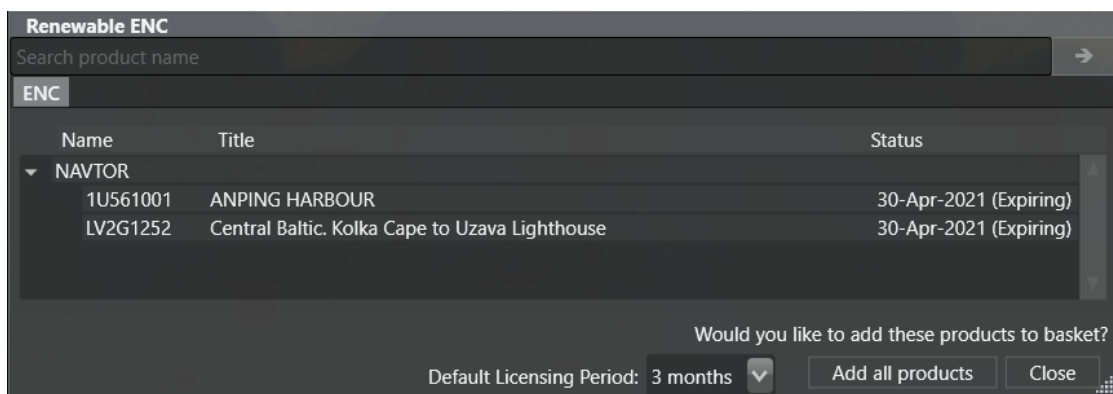
1. Click [**Order manually**]
2. Click on the tab for the product that you would like to renew



3. Then click [**Add renewable**]



4. You will now get a list of renewable items for the selected product. Click [**Add all products**] to add them to the basket



5. If an item is not required, you can right-click it and select **[Exclude]** to remove it from the basket
6. To submit the order:
  - a. Click **[Send order]** and review terms and conditions and click **[Confirm]** to complete the order  
  
or
  - b. Click **[Save to file]** to save the order as a draft. The suggested file name will contain vessel name and the current date.

## NOTIFICATION CENTER


There are two types of notifications:

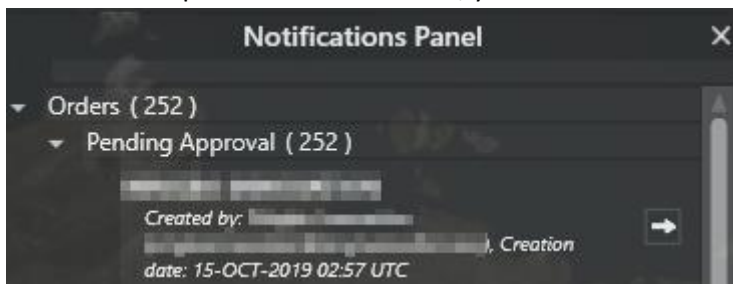
**NAVTOR Notifications:** Shows notifications published by NAVTOR (if any).

**Orders:** Shows orders pending approval for the fleet. Only available for users with approval right in NavTracker.

An icon with exclamation mark will appear in the top right corner when there are notifications to view. The exclamation mark will disappear once the notification has been acknowledged.

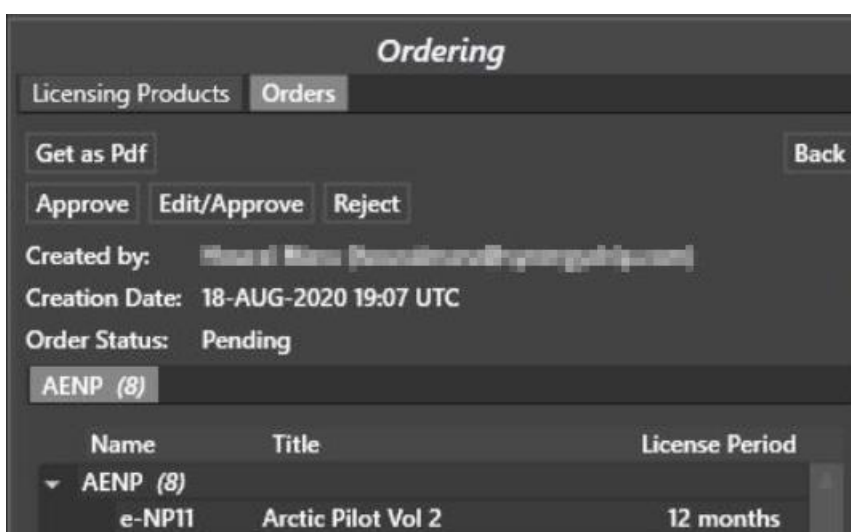


Click  to open Notifications Panel, you will now see a list of the notifications



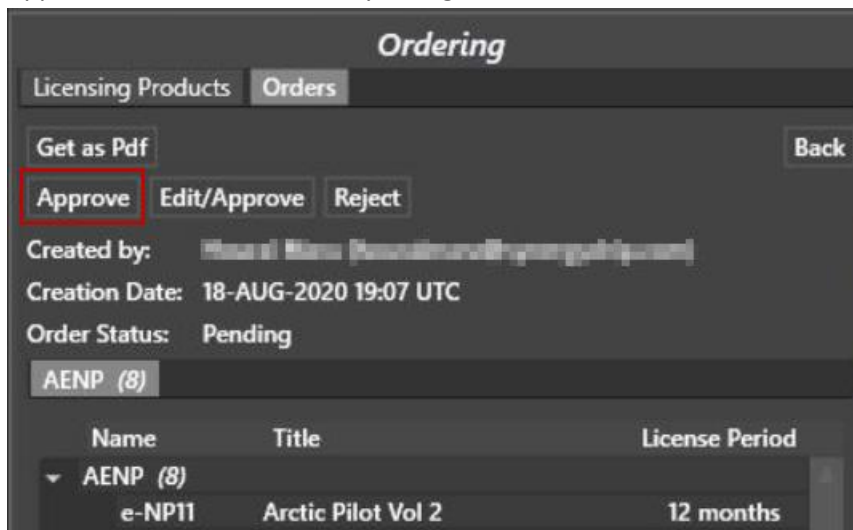
Click on  to view the NAVTOR Notifications / pending order.

**When viewing a pending approval waiting for your approval:**



When looking at the order, you have 3 options:

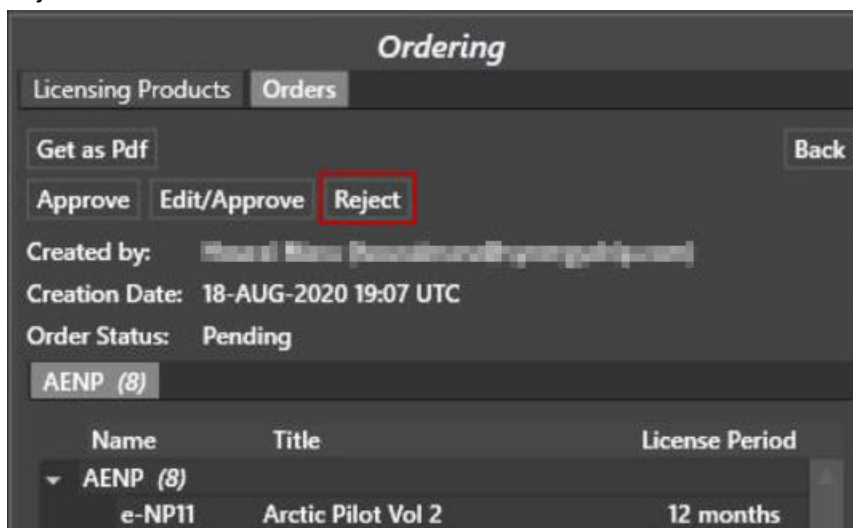
1. Approve the order without any changes



The screenshot shows the 'Ordering' interface with the 'Orders' tab selected. The 'Approve' button is highlighted with a red box. The interface includes a 'Get as Pdf' button, a 'Back' button, and buttons for 'Approve', 'Edit/Approve', and 'Reject'. The order details show it was created by 'Rosa J. Rios' on '18-AUG-2020 19:07 UTC' with a status of 'Pending'. The order is for 'AENP (8)'.

Name	Title	License Period
▼ AENP (8)		
e-NP11	Arctic Pilot Vol 2	12 months

2. Reject the order



The screenshot shows the 'Ordering' interface with the 'Orders' tab selected. The 'Reject' button is highlighted with a red box. The interface includes a 'Get as Pdf' button, a 'Back' button, and buttons for 'Approve', 'Edit/Approve', and 'Reject'. The order details show it was created by 'Rosa J. Rios' on '18-AUG-2020 19:07 UTC' with a status of 'Pending'. The order is for 'AENP (8)'.

Name	Title	License Period
▼ AENP (8)		
e-NP11	Arctic Pilot Vol 2	12 months

3. Edit the order before approval

The screenshot shows the 'Ordering' interface with tabs for 'Licensing Products' and 'Orders'. The 'Orders' tab is active. At the top, there are buttons for 'Get as Pdf', 'Approve', 'Edit/Approve' (highlighted with a red box), and 'Reject'. Below these, the order details are shown: 'Created by: [Name]', 'Creation Date: 18-AUG-2020 19:07 UTC', and 'Order Status: Pending'. A dropdown menu shows 'AENP (8)'. Below this is a table with columns 'Name', 'Title', and 'License Period'. The table contains one row: 'e-NP11', 'Arctic Pilot Vol 2', and '12 months'.

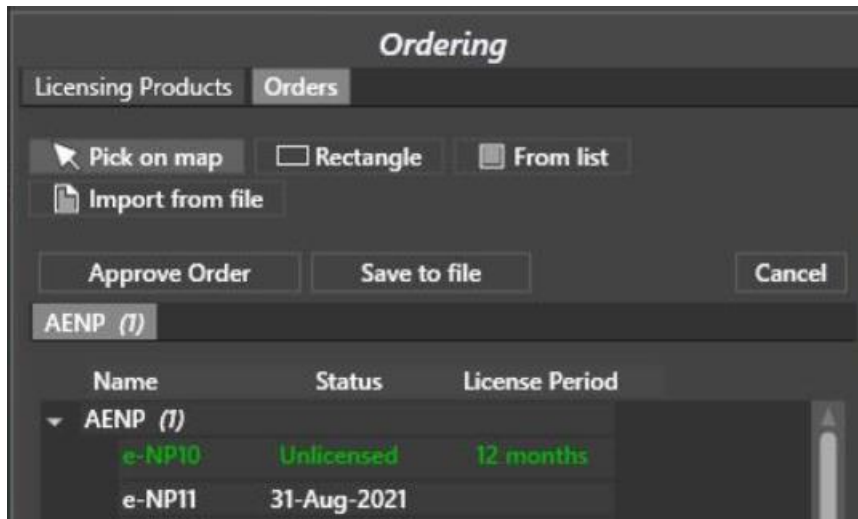
When editing the order before approval you can either add or delete products from the order before approving it. To view not licensed items, select “Show not listed” in “Display Options” and filter by “Available for ordering”.

The screenshot shows two sections: 'Display Options' and 'Filtering Options'. In 'Display Options', the 'Show not listed' radio button is selected and highlighted with a red box. In 'Filtering Options', the 'Available for ordering' radio button is selected and highlighted with a red box.

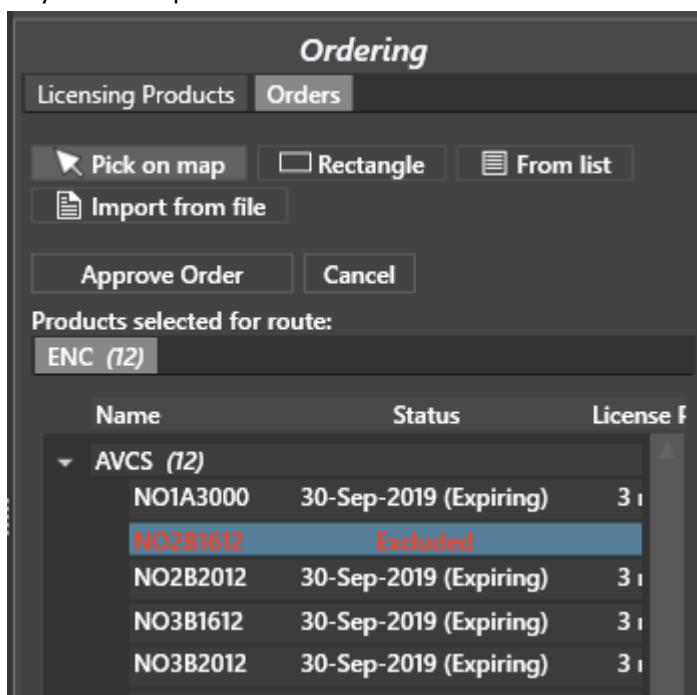
Right click on the product you want to add and then [**Confirm**] to add it to the order

The screenshot shows the 'Ordering' interface with a right-click context menu open. The context menu has a title 'Add product to basket' and asks 'Do you want to add this product to basket?'. It displays product details: 'Product name: e-NP10', 'Product type: AENP', 'Product title: Arctic Pilot Vol 1', and 'Default Licensing Period: 3 months'. At the bottom of the context menu, the 'Confirm' button is highlighted with a red box. The background shows the 'Ordering' interface with tabs for 'Licensing Products' and 'Orders'. The 'Orders' tab is active. At the top, there are buttons for 'Pick on map', 'Rectangle', 'From list', and 'Import from file'. Below these, there are buttons for 'Approve Order', 'Save to file', and 'Cancel'. A dropdown menu shows 'AENP (0)'. Below this is a table with columns 'Name', 'Status', and 'License Period'. The table contains multiple rows of products, all with a status of '31-Aug-2021'.

Any added products will be shown in **Green**



You can also exclude products from the order by right clicking them and click on **[Exclude]**.  
Any removed products will be shown in **Red**.



Click **[Approve order]** to send the order.

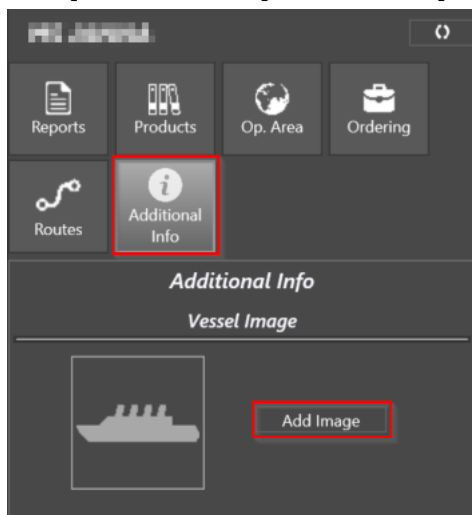


## ADDITIONAL INFO

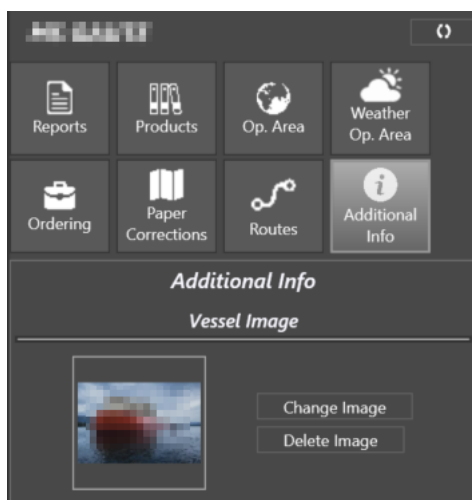
You can load a picture of your vessel to be used in NavTV (requires NavTV version 1.1.0.0 or higher) and pictures of crew members (requires NavTV version 1.2.0.0 or higher)

### VESSEL PICTURE

1. Click **[Additional Info]** tab and then **[Add Image]**



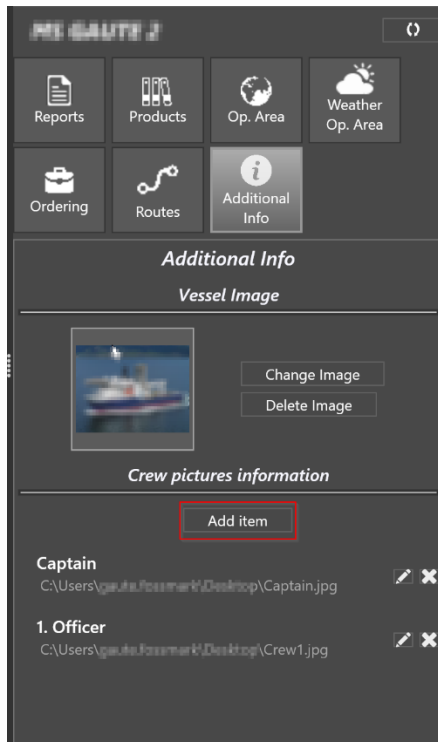
2. Select an image from you file and tick “I agree” and **[Save Image]**



It will now be shown in NavTV if version number is 1.1.0.0 or higher.

## CREW PICTURE

1. Click **[Add Item]** include link to picture you want to show in NavTV.



2. Enter the title of the person in this picture in (1) and then the path to the picture in (2). Click **[Check path]** (3) to look at a preview of the picture selected and **[Save]** (4) to save it and use it in NavTV.

Please read then note above since the picture need to be stored locally or on the customers server due to GDPR regulations of personal information.