**PORT ACTIVITIES**

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# **Introduction**

During a vessel's port call, various activities take place to ensure efficient cargo handling, crew management, and vessel maintenance. These activities include loading and unloading of cargo, bunkering (refueling), provisioning (supplying with food, water, and other essentials), waste disposal, and crew changes.

# **Purpose**

* To provide details of activities to be carried out at a particular port. This information is provided by the office.
* To view and maintain a log of the activities carried out by the vessel at port.

# **Controls & Actions Required**

* All the Crew members can update the details in Port Activities.
* Vessel can only add follow ups for Planned, Confirmed, Deferred and Cancelled stages.
* Vessel cannot add New Port Activity.

# **Using the module**

1. To open the module, click on **Port Activities**, under **Operations** menu on the **DASBOARD** page.

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1. A new window will open displaying the **Port Activities in various stages**

* **Planned**
* **Confirmed**
* **Completed**
* **Deferred**
* **Cancelled**

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1. Click on the activity under **PLANNED OR CONFIRMED** stage to open and view the details. Port Activity Details window will open.
2. You can view the activity details.
3. **A screenshot of a computer

   Description automatically generated**Add Attachments if any.

# **To Add Follow-up:**

1. Click on the **ADD FOLLOW UP** button to add the follow up details.
2. New Follow Up window will open. Add the follow up and attachments if any.
3. And click on the **SAVE & CLOSE** button.
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   Description automatically generatedThe said follow-up will be added.

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Description automatically generatedNote: Follow -Up cannot be added for activities in Completed Stage. Save and Close/ Cancel Tab is not available.**

* A screenshot of a computer

  Description automatically generatedClick on **Save and Close** button.
* **Stages- Completed, Deferred and Cancel are for viewing purposes.**
* **Follow-up can be added for Deferred and Cancel Stages.**