

User manual Stuwplan5000

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Short user manual in English explaining how to use Stuwplan5000

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1. Installation

First download the setup. The setup must be executed with admin privileges. If you use Windows 8 or 8.1, you will also have to execute the setup in Windows 7 compatibility mode.

Click on Stuwplan5000.

It is currently only possible to download/install via the internet.

Select the ship you want to install. Is your ship not among the options? Contact customer support.

Agree with the terms and conditions.

The setup will now start downloading all the required files. A clean installation on a new computer will initially take around 300MB of disk space. In some cases, it may happen that the setup stops before it is done. If the progress bar has stopped moving for 30 seconds or more, which often happens if you have a bad internet connection, then the setup has stopped downloading. In that case, click on cancel and start again.

When the setup is done, you have the option of starting Stuwplan5000 immediately. It is also possible to close the setup without immediately starting Stuwplan5000. It can be advisable to start Stuwplan5000 immediately after installing, in order to make sure that everything went right.

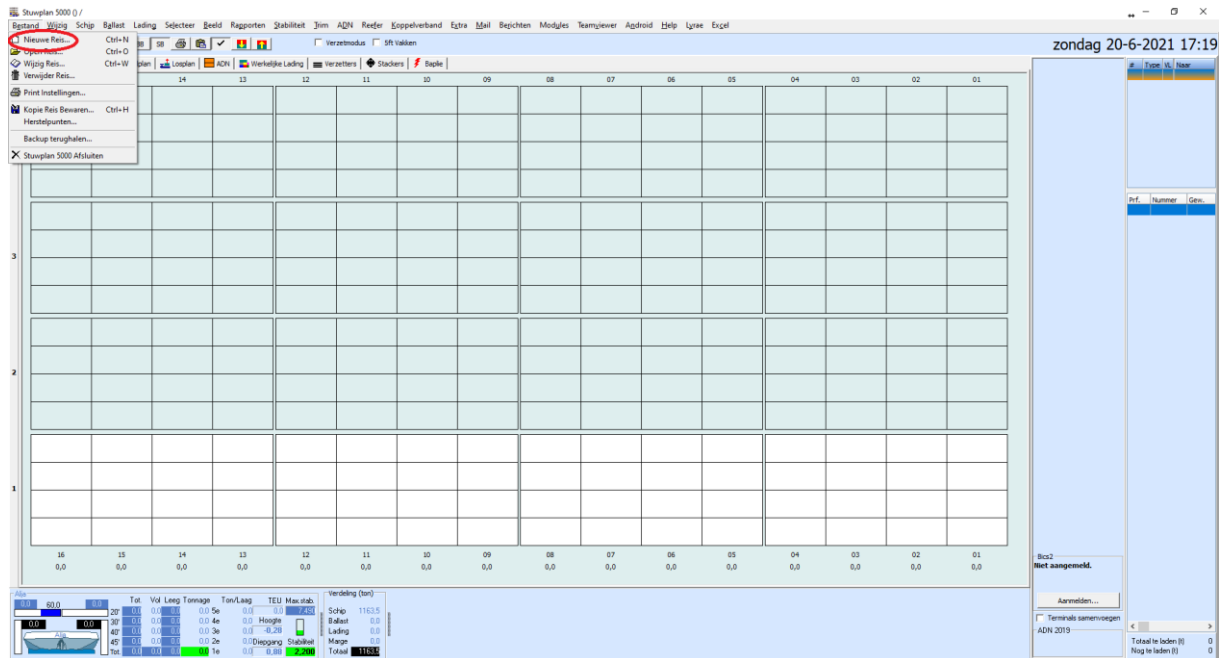
Stuwplan5000 only works on Windows and is always installed in the folder "C:\Stuwplan". Do NOT change this! If you manually move Stuwplan5000 elsewhere, the software will no longer work. Stuwplan5000 will also not work if you try to copy-paste the software from one computer to another, without using the setup.

1.1. After installing

When starting up the software after installing/updating, sometimes small errors will pop up. Sometimes some data was entered wrongly, for example, or something is missing somewhere. Usually these kinds of startup problems can be fixed within a minute, if you know what to do. It is however advisable to contact customer support in this case, and not try to fix things by yourself.

2. New voyage

When starting up Stuwplan5000 there are, in a clean installation, no voyages in the software, and thus no voyage will be open. The first thing you will have to do, is to make a new voyage. Select in the menu bar “File”, all the way on the left, en then “New Voyage...”.



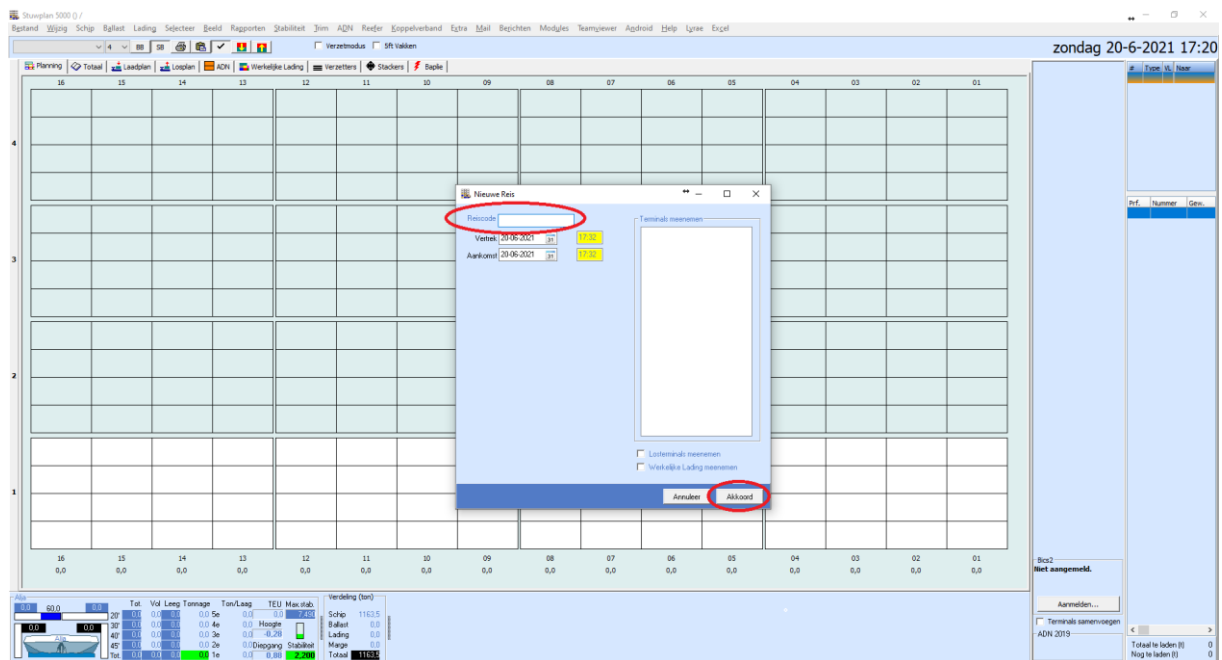
WATCH OUT! When you do NOT create a new voyage, no data will be saved! Amongst other, voyage data, any cargo added, and any containers you have stowed in the planning tab will be lost!

2.1. Creating a new voyage, voyage code

When creating a new voyage you will have to input a voyage code. The following limitations apply:

- The voyage code must be unique.
- The voyage code can be at most 17 characters long.
- The voyage code is not allowed to contain the following special characters \ / | : " ? < > *

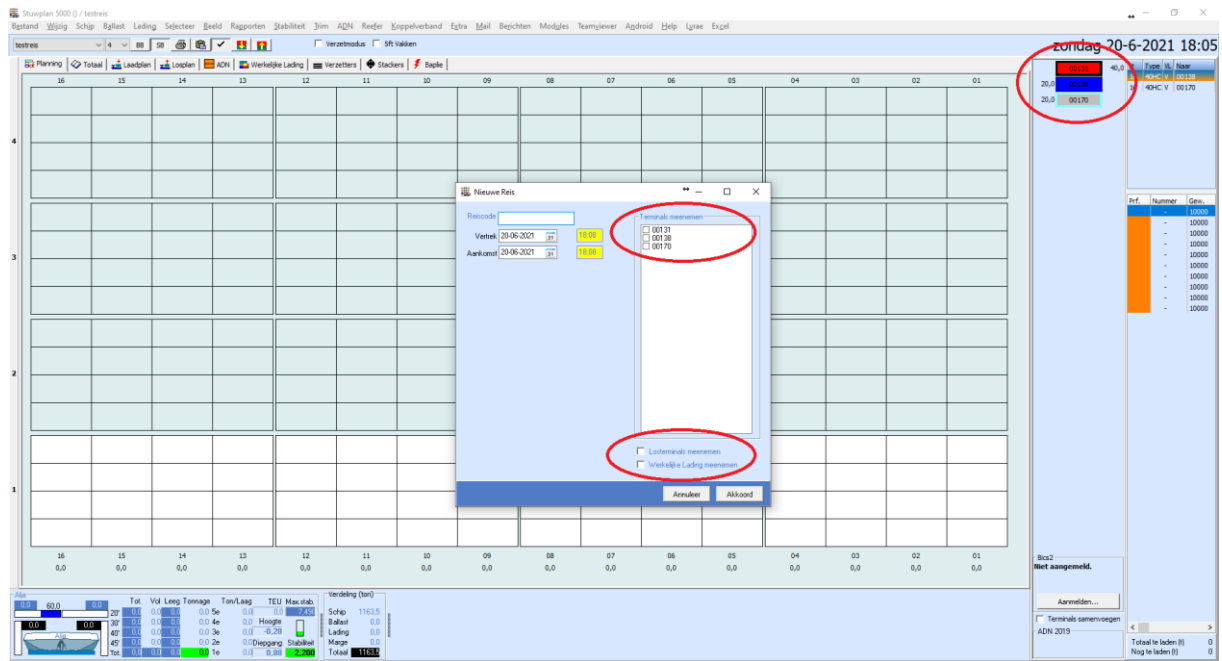
Apart from the mentioned limitations, you have full freedom in coming up with voyage codes.



WATCH OUT! Using special characters and other scripts (for example Cyrillic, Chinese, etcetera) is strongly discouraged. Stuwplan5000 does not display any error messages when this goes wrong. At first sight it will look like everything went right, but when you close the software, nothing will be saved and you will lose your voyage/planning.

2.2. Creating a new voyage, optional extras

Further it is also possible, optionally, to add a date/time of departure and arrival and to, once again optionally, add discharge terminals and/or actual cargo from a previous voyage. In order to make use of this, the previous voyage in question must be opened. (So, if you wish to add discharge terminals from voyage A to voyage B, then you must first open voyage A in the mainscreen, then create a new voyage B, and then it is possible to select the terminals from voyage A.)



3. Adding cargo

There are different ways to add cargo in Stuwplan5000:

- Add cargo manually.
- Add cargo in spreadsheet.
- Add a cargolist.
- Add cargo from an Excel file.

For now, only the two most used ways of adding cargo will be discussed: adding cargo manually and adding a cargolist.

Adding cargo from Excel files is discouraged! Cargolists in Excel are not made according to a specific standard, and there are usually many differences between one Excel cargolist and another. In order to be able to add cargo from an Excel file into Stuwplan5000, it would have to be put together according to a specific standard. Consequently, you would have to make a great deal of changes to an Excel file manually, in order to get the data into Stuwplan5000, with a big risk of failure.

3.1. Manually adding cargo

When adding cargo manually, you don't have to do this one by one. In Stuwplan5000 this can be done per consignment. The fields under the tab "General" are mandatory. The other tabs ("ADN", "Reefer", and "Off-dimensions") are optional.

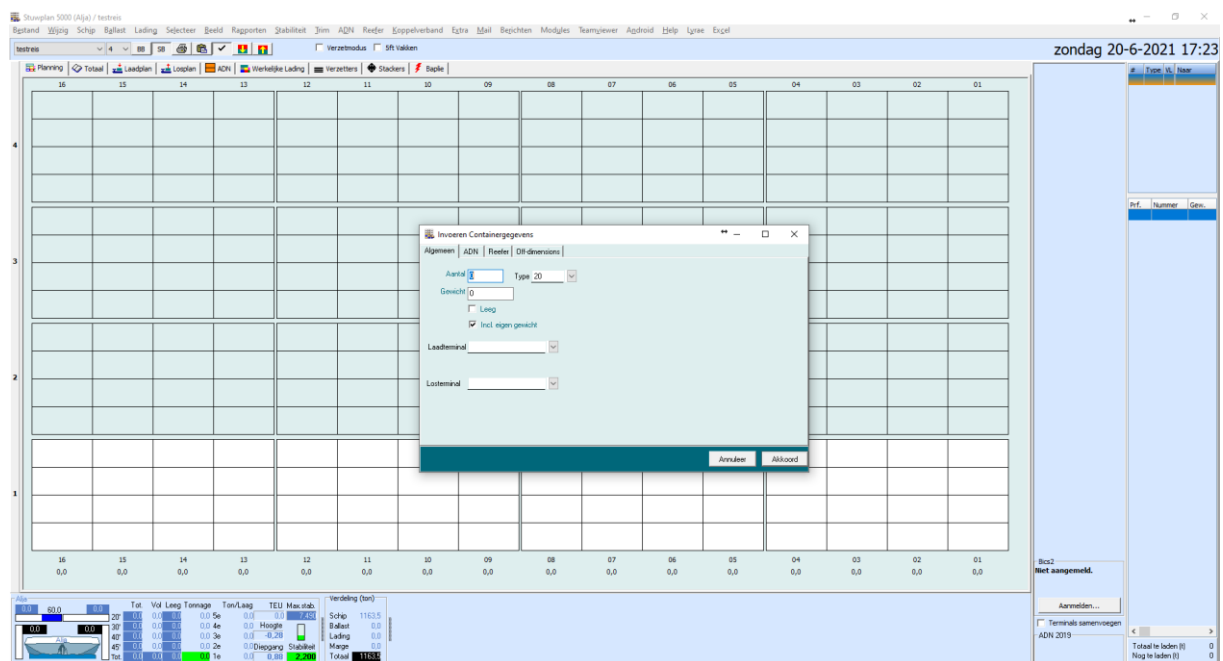
3.1.1. Manually adding cargo, general

Input the amount of containers in the consignment (minimum of one, maximum of 99).

Select the container type. Is the right container type not among the options? See TODO on how to solve this.

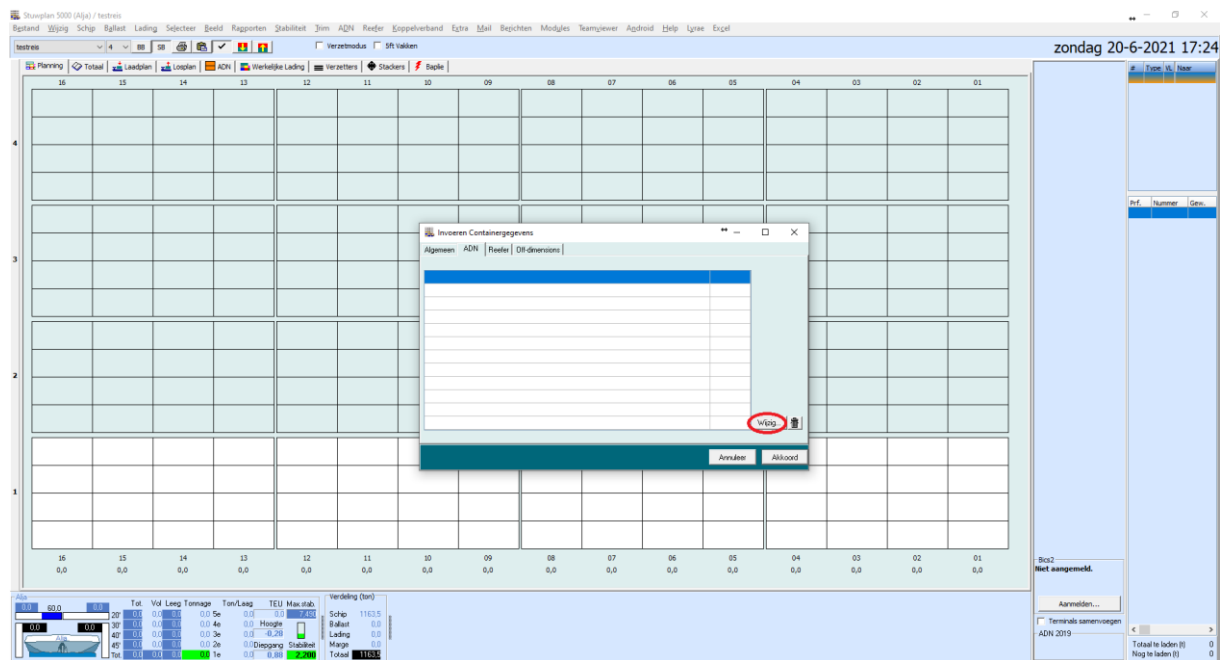
Input the weight of the containers in the consignment, whether this is the nett weight or the gross weight, and whether or not the containers are empty.

Select the loadterminal and the unloadterminal. These are not allowed to be the same terminal. Is the right terminal not among the options? See TODO on how to solve this.

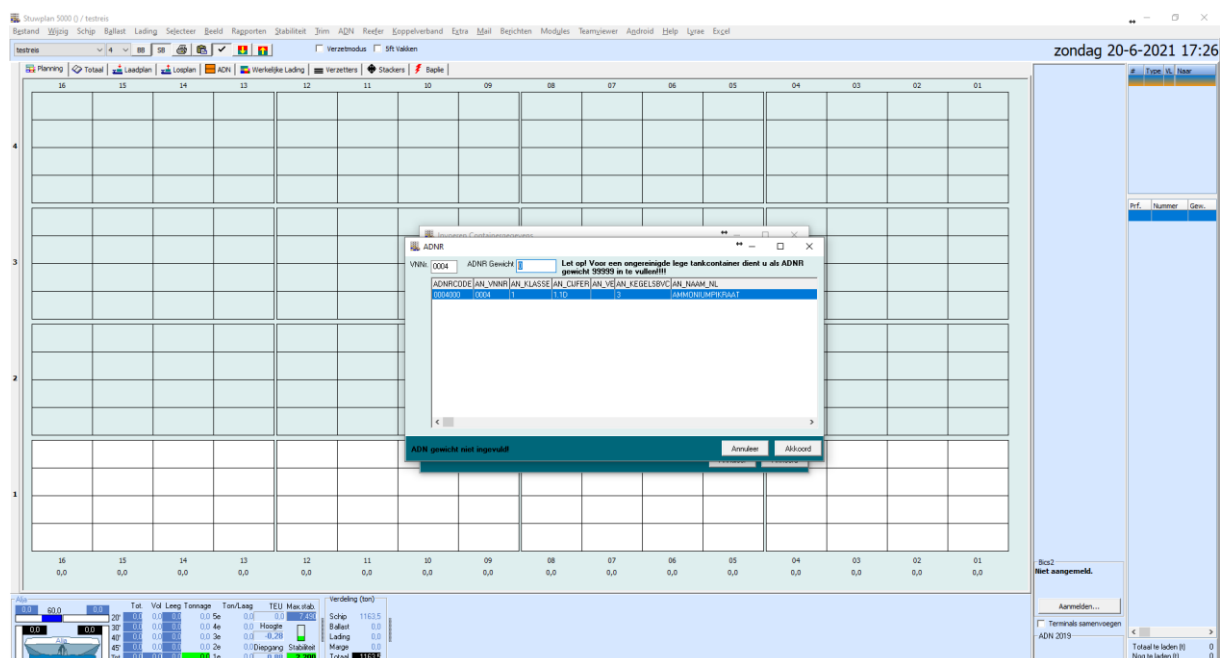


3.1.2. Manually adding cargo, ADN

In order to add ADN, click on “Edit”.



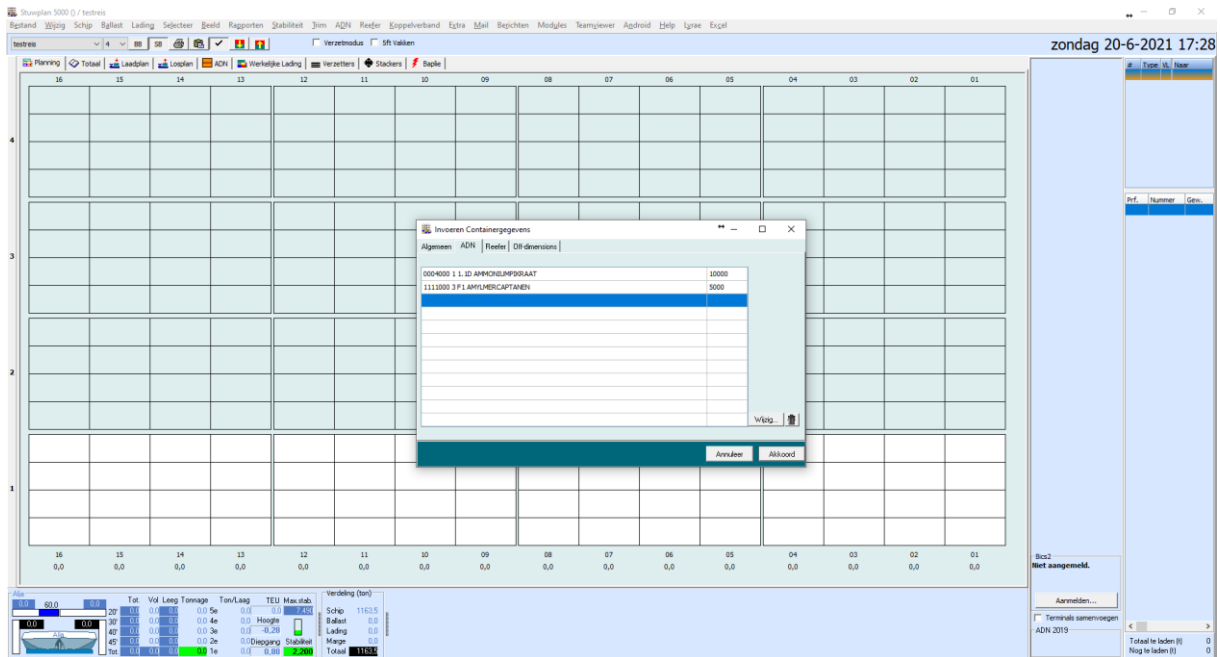
A new screen will open, in which you can add ADN goods. First, in the upper left of this screen, type the UN number (including any leading zeroes). Sometimes this leaves you with just one result, sometimes multiple. Select the ADN good in the table, and input the weight of the ADN, and then click on “OK”.



The selected ADN good has now been added. It is possible to add more than one ADN good per container/consignment. In order to do this, select an empty row and follow the same steps again.

It is also possible to edit or overwrite ADN goods, so pay attention! Select a row which already contains an ADN good and click on “Edit”, and then follow the same steps for adding ADN goods again.

In order to delete an ADN good, click on the row of the ADN good you want to delete, and then click on the recycle bin immediately to the right of the “Edit” button.



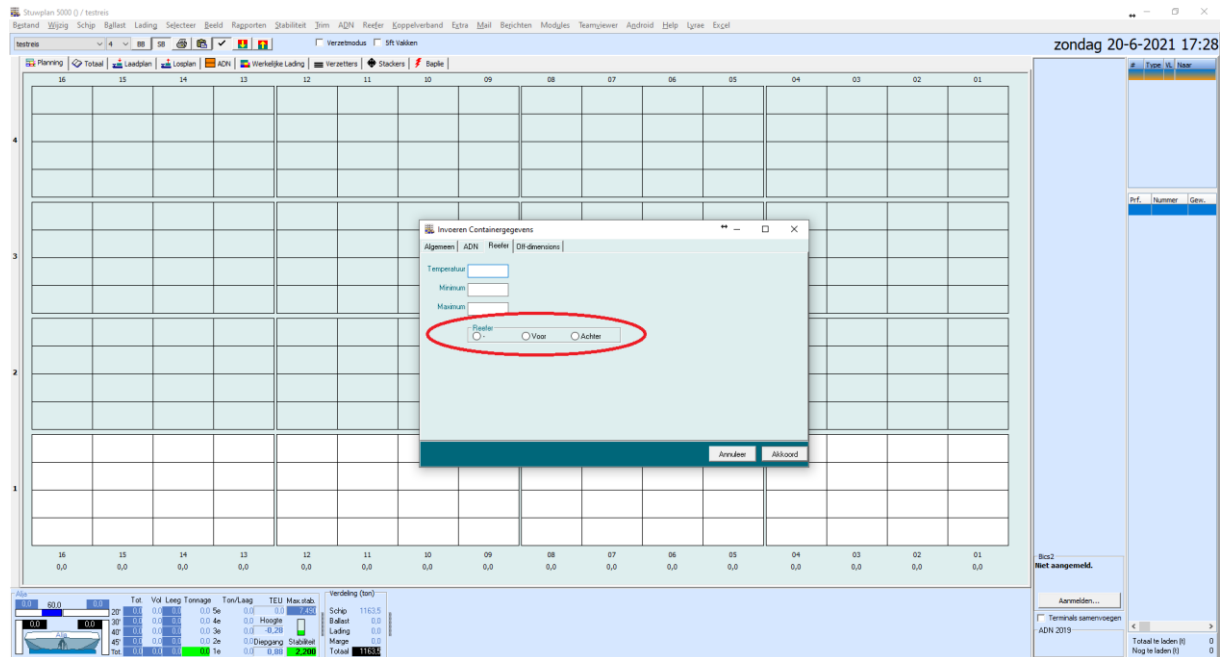
WATCH OUT! Any added ADN weight is NOT automatically added to the container weight as displayed in the tab “General”.

3.1.3. Manually adding cargo, reefers

Temperatures are in principle always in degrees Celsius.

It is advisable, especially when printing, to select whether the plug is on the front side or the back side of the container.

When there are differences in reeferdata within a consignment, it is advisable to skip this at first, and to edit this manually for each container individually. See TODO on how to do this.



3.1.4. Manually adding cargo, off-dimensions

This part largely speaks for itself, so there is no image here. Input, if applicable, the oversize height, oversize front, oversize back, oversize portside, and/or oversize starboard. Inputs must be in centimeters, must be round numbers (so, no comma), and cannot be negative values (-10 for example).

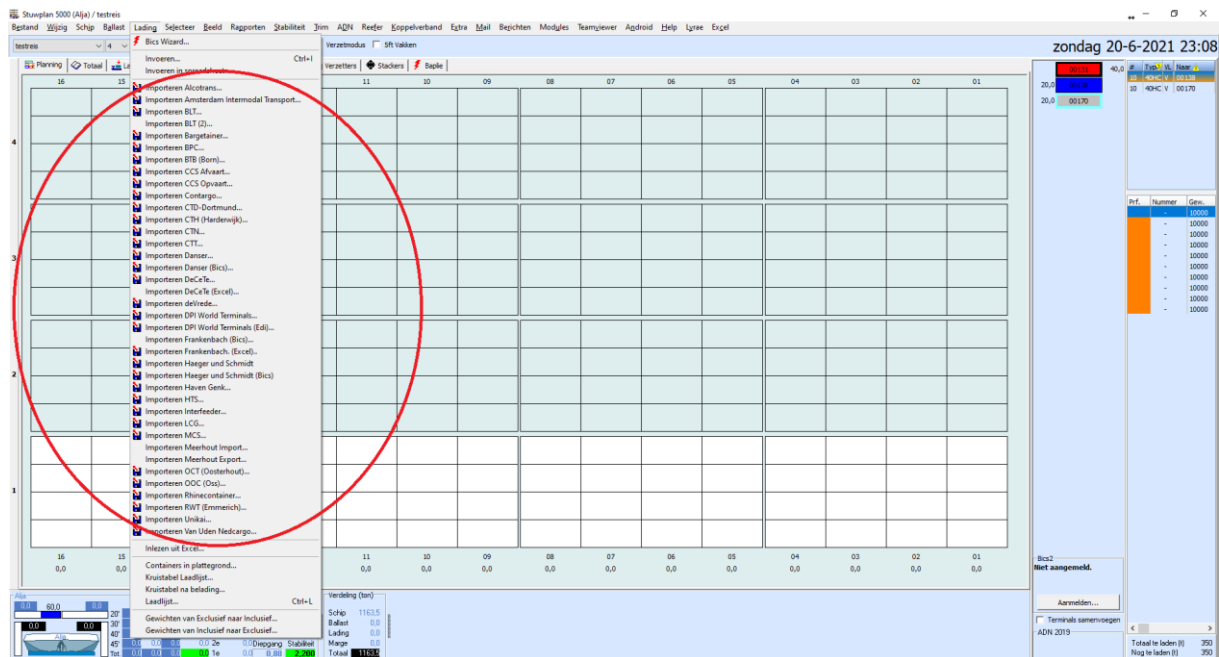
3.2. Adding cargo in spreadsheet

TODO

3.3. Adding a cargolist

When adding cargolists, there are different options. If you select the same operator, generally things will be okay. Selecting a different operator than the one who put together the cargolist, can in some cases cause problems. For example, the cargolist is not added at all, or only partially, or the data is (partially) incorrect.

It is possible to add multiple cargolists to one voyage, even if they come from different operators. You can do this by adding each cargolist one by one.



Most common things which can go wrong when adding a cargolist:

- Unknown location code or terminal code
- Unknown containertype
- Unknown UN number (ADN)

WATCH OUT! It is possible to add a cargolist multiple times in a voyage. In that case, all containers will be added twice to the voyage (or three times, or four, etc.). Generally this is not intended, so pay attention when adding cargolists!

WATCH OUT! It is not possible to add cargolists which edit existing containerdata. For example, you have first added a cargolist with containers which do not yet have containernumbers. It is NOT possible to add an "Edit" cargolist which automatically edits all containernumbers. If information is missing from the original cargolist, you will unfortunately have to manually edit each container individually.

3.4. Adding cargo from an Excel file

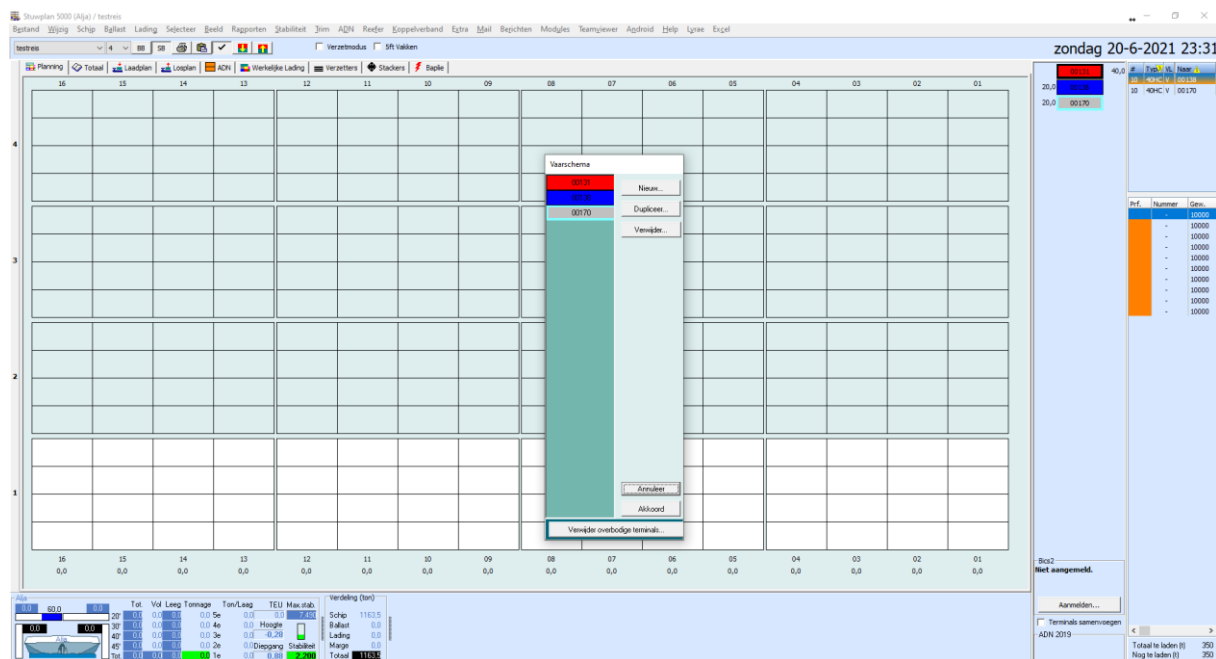
TODO

4. Making a planning

Making a planning is one of the most important things in Stuwplan5000. Working with Stuwplan5000 has some advantages compared to, for example, manually planning (using pen and paper) or the use of an Excel document. Among other things, the stability and draught of the ship are automatically recalculated when making even the smallest change. Every change, no matter how big or small, is automatically saved. If, for example, your computer crashes and it has to be restarted, you will in principle not lose anything, provided that the computer is otherwise OK. When making bigger changes it can be advisable to first make a backup. While the saving of changes is done automatically, this is not the case for making backups. Restoring a backup is thus only possible when you have made one yourself beforehand.

4.1. Changing the route

It is possible to manually change the route. This can be done by rightclicking on any terminal and then “Route...” or through the menubar on “Edit” and then “Route...”. A new screen will open.



HINT! Preferably, only change the route before you start placing containers in the planning.

WATCH OUT! Make sure that terminals are in the right order. It is not logical to first unload a container and then load it. Stuwplan5000 does NOT detect this. When your route is not in order, it is possible for containers to “disappear”, they are still there but you can no longer see them.

WATCH OUT! If you do change the route during or after planning, especially when you change the order of the terminals, the planning can become quite a mess. Containers which are now suddenly loaded at an earlier or later moment can cause quite some mischief. For example (other) containers which are suddenly floating in the air, or containers which will (partially) overlap. When a container is floating, this is usually displayed in the software. Containers which are overlapping is something which Stuwplan5000 does NOT detect.

WATCH OUT! A terminal can in principle only appear once in a voyage. With the help of a little trick it is possible to circumvent this, but it can cause problems in some cases. Duplicate the terminal in the route, and you will get “ABCDE” and “ABCDE#2”.

4.2. Planning containers

TODO

4.3. Movers

TODO

WATCH OUT! A container can be moved no more than once in Stuwplan5000! If you try to move a container for the second time, the original moving will be overwritten.

5. Actual cargo

It is possible to place planned containers in the actual cargo. This way you can get, in Stuwplan5000, a better overview of which containers are actually onboard right now, and what the differences are compared to the planning. Not everybody makes use of the actual cargo feature. Some prefer to use the planning for this, which, as a consequence, would function not just as your planning but also as your actual cargo. First you make the planning the way you would preferably have your containers loaded. If any changes occur during loading/unloading, for example containers which are not loaded or are loaded in a different spot, you change the planning based on this.

TODO

6. Making changes yourself

TOOD

6.1. Terminalcodes

Adding terminal(codes) by yourself is, in principle, not possible. Changing the underlying bicscode is also, in principle, something which you cannot do by yourself. Changing the codes as they are displayed in, for example, the route, is something which you can change yourself.

WATCH OUT! Changing terminalcodes can sometimes cause problems. The colours sometimes will no longer work properly and the underlying bicscode may also no longer match the code as shown in the route.

Things can also sometimes go wrong when adding cargolists which contain unknown terminalcodes. When Stuwplan5000 comes across a new, unknown code, a warning will be shown. People often immediately click away this warning, and then the damage is already done.

If you do come across terminal colours which are not working properly, it is advisable to contact customer support. Looking for the cause of the problem can take a quite a long time even when you do have a lot of knowledge of the software, including knowledge about how things work in the background. Trying to solve things yourself would probably take a lot of time, and in many cases is more likely to worsen the problems rather than to improve things.

There are different ways to change terminalcodes, depending on what exactly you want to do.

Do you want to change the load- or unloadterminal of a specific container or consignment? It's best to do this one container/consignment at a time. It is possible to do this through the cargolist in the mainscreen (rightclick on the container or consignment in the table-> "Edit..."), through the menubar at the top of the mainscreen ("Cargo" -> "Cargolist..." all the way at the bottom of the menu), or by rightclicking on a container which is already in the planning and then click on "Edit...". Be advised, these are all per-container and per-consignment solutions, in other words you can only change one container or one consignment at a time.

It is also possible to select multiple containers in the planning, then rightclick, and then select "Change Loadterminal..." or "Change Unloadterminal".

With the above methods you don't change the terminal itself, but rather it changes the load- and/or unloadterminal. Directly below describes how to change the terminalcode itself.

Go to the menubar at the top of the mainscreen, under "Edit..." -> "Terminals...", select the terminal you want to edit on the right-hand side of the screen and click on the "Edit..." button. In the screen which opens, type in the new code where it says "Your own code" and click on "Ok". The terminalcode has now been changed in the terminal table, but NOT (yet) in the route. Close the terminal screen and refresh the mainscreen (for example by using F1, F2, or F5 to show ship, barge, or couple), and now the new code will be shown correctly in the route.

An alternative method is to rightclick on the terminal in the route, of which you want to change the code, and then click on "Edit Code...". Type in the new code and click on "Ok".

WATCH OUT! The underlying bicscode does not change by using this method! Thus, this is not a method to edit the TERMINAL, this way you can only change the CODE WHICH IS DISPLAYED. “Edit Code...” is therefore not the same thing as “Change Terminal...”.

6.2. Terminal colours

There are two ways to change terminal colours. Through the terminal table, accessible through the menubar at the top of the mainscreen under the item “Edit” and then “Terminals...”. Then, click on the terminal you want to change on the right-hand side of the screen and click on the “Edit” button. The screen which opens, allows you to change the colours of the terminal.

The second method is a little more direct. Rightclick on the terminal, of which you want to change the colour, in the route, and then click on “Edit Colour...”, or “Edit Second Colour...” or “Edit Textcolour...”.

6.3. Containertypes

There are two ways to change containertypes. Through the containertype table, accessible through the menubar at the top of the mainscreen under the item “Edit” and then “Containertypes...”. Then, click on the containertype you want to change and click on the “Edit” button. The screen which opens, allows you to change the containertype. Alternatively, you can click on the “New” button, which allows you to add a new containertype yourself. In this screen, length/width/height are in centimeters and the (tare) weight is in kilogram.

With the second method you don’t change the containertype itself, but rather the containertype of a specific container or consignment. In order to do this, follow the instructions as just described for the changing of the load/-unloadterminals per container or consignment.

6.4. NAW data

TODO

6.5. Preferences, print settings, and email settings

TODO

6.6. Editing a casco

Changing a ship or barge yourself is, in principle, not possible. This concerns, among others, name, ENI, stability data, indeling (bays in the length/width), and if applicable the meetbrief, hydrostatic particulars, and Sygo-integration. It is, however, possible to make changes to some trim settings.

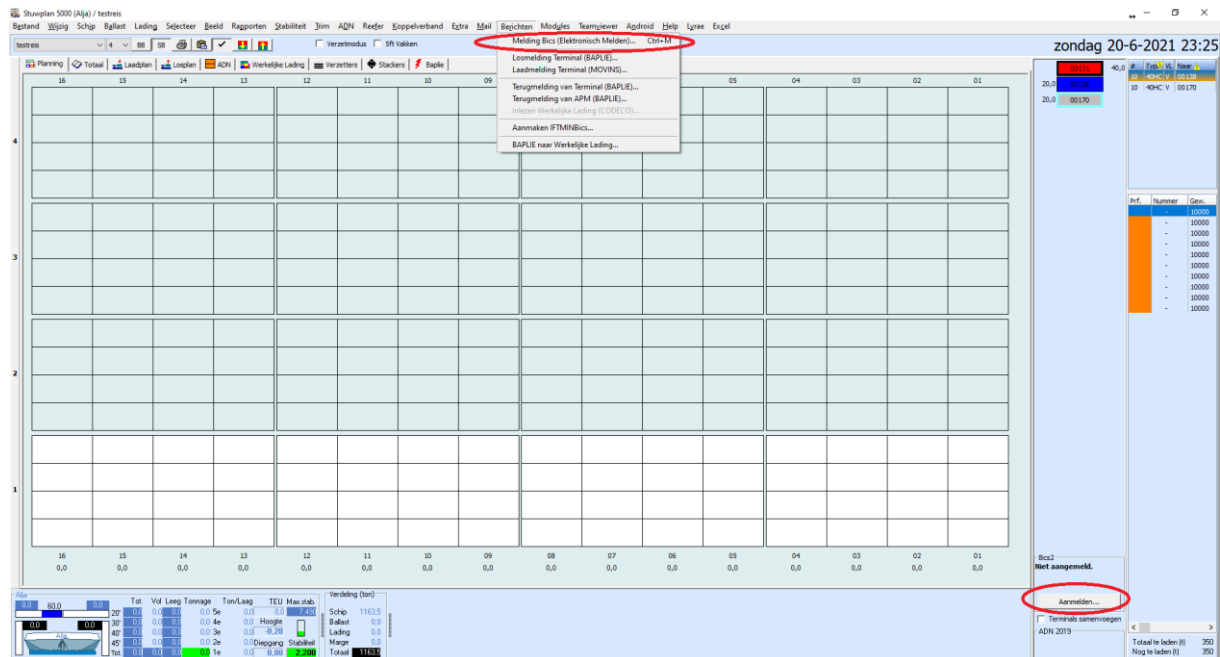
7.6.1. Changing the trim settings

Changing the trim settings has consequences for the little ship in the bottom left of the mainscreen. With incorrect values, the little ship can behave very weirdly.

WATCH OUT! The trim settings and the “little ship” are very basic, general-purpose solutions. The underlying calculations are much less detailed than those of the hydrostatic particulars (carene values). For a more specific, casco-specific solution, it is better to use the carene values.

7. BICS electronic reporting

In order to do the BICS electronic report, first you have to click on the button “Aanmelden...”, this will open a new screen.



HINT! It is not a very common thing, but it is possible to do a BICS report without having any containers in the planning. In other words, to travel with an empty ship.

WATCH OUT! In case you are sailing with a couple and you want to do the BICS electronic report from within Stuwplan5000, it is important to keep in mind the following. The data/planning of the casco, or multiple cascos, which are visible in the mainscreen, are passed on to the BICS software. Meaning, if you are sailing with a ship+barge but only the ship is on the screen when doing the reporting, only the planning of the ship is passed on, and not the planning of the barge. (The other way around, if only the barge is on the screen and not the ship, only the planning of the barge is passed on and not the planning of the ship.) Make sure that both the ship and the barge are visible in the mainscreen!

If you are sailing with a couple consisting of one ship and two barges? Then, you can show the ship+barge 1 in the mainscreen and do the BICS electronic reporting. Barge 2 will be skipped in this case. Immediately afterwards you can show barge 2 on the screen and do another BICS electronic report, which has the consequence of adding a second voyage in the BICS software. Not very convenient, but unfortunately not something which will be improved in the short term.

In the BICS electronic report screen you have to fill in some pieces of information yourself, before you can do the actual reporting. Some things in this screen speak for themselves, and are thus not described here.

Port: this is a technical thing. Usually you can keep this at zero, but in some cases you might have to deviate from this. This has to do with the port that the BICS software is running on. To find out about this yourself, start BICS (usually there's a shortcut on the desktop). Your internetbrowser will startup and the BICS login screen is shown. In the address bar at the top of the webbrowser, usually something like "localhost" or "http://localhost" is shown, in this case the port can stay at zero. However, if there is a number directly after it, for example "localhost:81" or "http://localhost:81" (this number does not necessarily have to be 81, it can be a different number too), then you will have to set the port to that number. In this example, the port would have to be 81 instead of zero.

From/To mostly speaks for itself. Here you can determine which part of the voyage has to be reported. This could be the entire voyage, or just a part of it. Do make sure that the "From" terminal appears before the "To" terminal.

The data concerning draught, length, width, and height are filled in automatically where possible, but the possibility exists that these are incorrect. So make sure to check yourself that everything is correct, and do not trust the software blindly. In the case of couples, these data apply to the couple as a whole. This means you have to fill in the total length and width of the entire couple, and the most obvious thing to do is to take the greatest height and the greatest draught. All of these have to be filled in in full centimeters. Decimal values or negative values are not allowed.

Then, there are a few checkboxes to discuss. The first one, "New Voyage for BICS", always does the same thing no matter what, there is no point in unchecking this one. The option "Check importfile" is something which you usually don't need, this can be useful in tracking down certain errors, but it is rather technical. Therefore, it's best left unchecked.

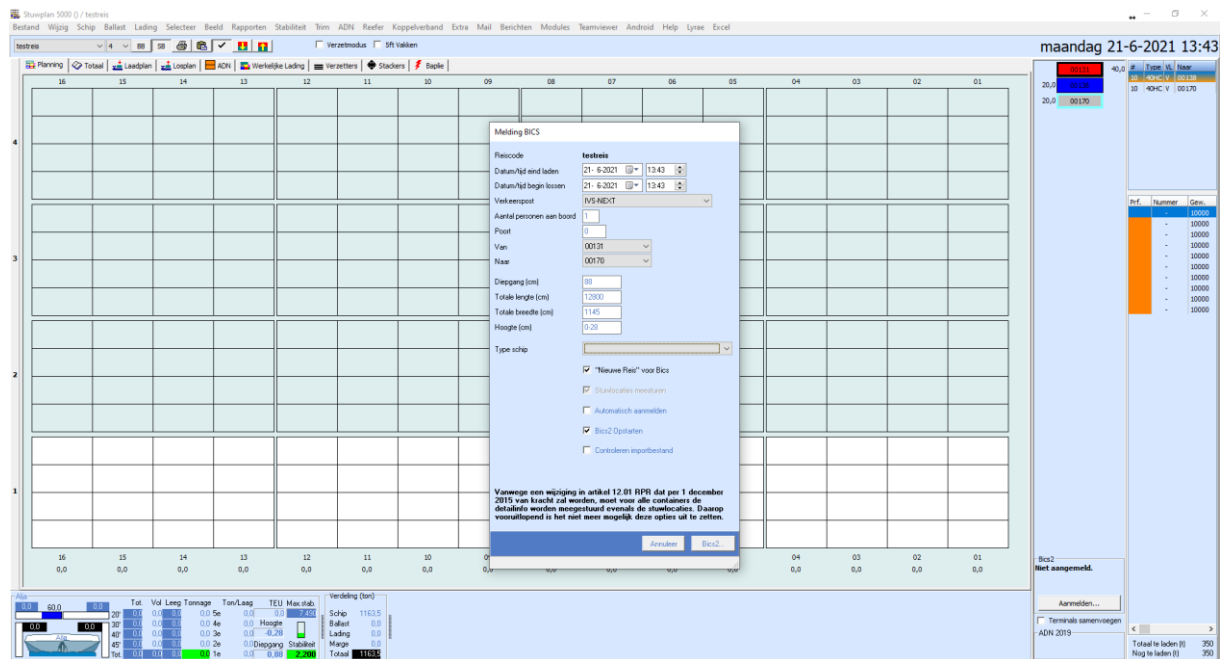
| |
|--|
| Note: in newer versions, the option "Check importfile" has been removed. |
|--|

Then there are the checkboxes "Automatic reporting" and "Start BICS", here you are making a choice for one, or the other. They cannot both be checked at the same time, and they also cannot both be unchecked at the same time. In short, at all times one of the two has to be checked.

| |
|--|
| Note: in newer versions, the option "Automatic reporting" has been disabled. |
|--|

In the case of "Start BICS", the BICS software will be opened in the internetbrowser, then you must login. Generally, it takes at most one minute before a new voyage has been added in the BICS software. It is possible to manually make changes to the voyage from within the BICS software. When everything is in order, all you need to do is to click on the "Send" button, thereby sending all the data to the relevant authorities.

When you have checked "Automatic reporting", the BICS software will not be started and you also do not have to click on the "Send" button in the BICS software, all of this will be done automatically.



WATCH OUT! It concerns an integration between two different pieces of software: Stuwplan5000 and BICS. In some cases it is possible for things to go wrong.

The most common errors:

- Incorrect or missing place-/terminalcode
- Incorrect ADN data (for example, UN numbers don't match the class)
- Incorrect stowage locations (likely, there are overlapping containers somewhere)
- Reporting point code is incorrect
- Incorrect or missing containertype
- Draught/length/width/height is incorrect, for example because of decimal numbers or negative values

HINT! The BICS electronic report is always done based on the currently opened voyage.

HINT! The BICS electronic report is always done based on the planning. It is currently not possible to report based on the actual cargo.

HINT! It is possible to split up the reporting of a voyage into multiple reports. For example, first you report from terminal 1 to terminal 2 in the route. A while later, you report from terminal 2 to terminal 3, from 3 to 4, etc.

It does not matter which terminal you have currently selected in the route in the mainscreen of the software.

8. Printing, emailing, PDF

TODO

9. Making backups

There are two ways of making backups. It is possible to make a backup from within Stuwplan5000, and it is possible to do this outside of Stuwplan5000.

9.1. Making a backup from within Stuwplan5000

TODO

9.2. Making a backup outside of Stuwplan5000

In order to make a backup outside of Stuwplan5000, it is advised to first close the software. Then, go to the folder "C:\Stuwplan\Data\Reizen". Here you will find two files per voyage: [voyage code].adn and [voyage code].voy. Copy both files and place the copies somewhere else, for example elsewhere on the hard disk, a usb-stick, etc. You now have a backup of the voyage you just copied.

WATCH OUT! Manually making backups requires some skill in using computers. This is something which happens entirely outside of the Stuwplan5000 software, and is done at your own risk. In the worst case if you do something wrong, certain things could stop working or you could lose data.

HINT! When manually making a full backup of all voyages, in some cases this can require quite some disk space. For example, if you have been using Stuwplan5000 for 5 years on the same computer, and if you have been doing one voyage per week, you could easily require around 15GB of (backup) disk space.

HINT! Manually making backups outside of Stuwplan5000 could make it easier, in a way, to copy the backups to a usb-stick or to a different computer. Making a backup on the same computer can be quite useless if your computer crashes. By the way, it is also possible to copy backups made from within Stuwplan5000 to another computer.

9.3. Restoring a backup from within Stuwplan5000

TODO

9.4. Restoring a backup outside of Stuwplan5000

TODO