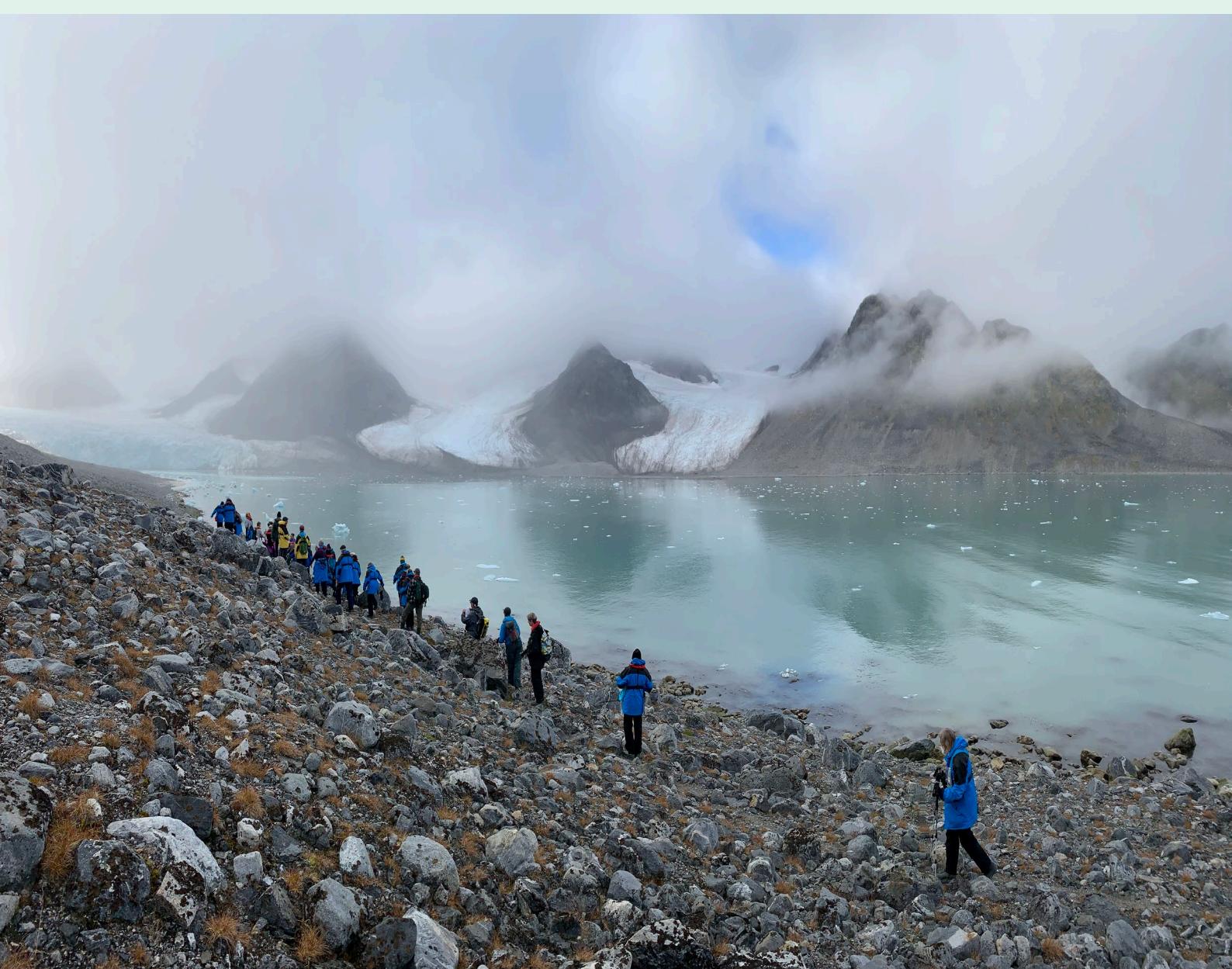


Cruise Database & Live Scheduler

Manual for Operations Department

Last Updated 07.01.2026

Photo: AECO Secretariat



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Photo: AECO Secretariat



AECO Cruise Database & Live Scheduler

On 1 January 2025 the AECO Cruise Database and Live Scheduler was officially launched. The new system opens a new era of accurate information sharing and gathering.

The AECO Cruise Database and Live Scheduler is mandatory to use for all AECO operating members.

This manual covers all aspects of the system and is intended primarily for the on shore operations departments and users registered as *Admin* and *Operator*.

The AECO Cruise Database and Live Scheduler can be accessed here:

www.database.aeco.no

The system is separate from other AECO tools where log on is required!

1. Access levels

The New AECO Cruise Database and Live Scheduler (CDB) gives more oversight and responsibility to the members than ever before. It also provides a platform that enables overview of operations and easy access to complete several AECO obligations.

Therefore, the new CDB has increased cyber security aspects embedded which includes different access levels in which company operatives are registered.

C = Create	R = Read/view	U = Update/Edit	D = Delete (mostly not possible - we use <i>Deactivate</i> to preserve history)											
Just my own company														

	Vessel data					Company data				User data				Site data		Trips			PVR			Sailing plans		Berths		Map		Tracker		Audit log		2FA	
Role	C	R	PIN	U	D	C	R	U	D	C	R	U	D	R	U	C	R	U	D	C	R	U	D	R	R	U	R	R/U	R	x	x		
AECO admin	x	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Admin		x	x	x			x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Operator	x	x					x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Expedition leader		x					x				x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Bridge officer/DPA	x		x		x					x		x			x			x		x		x	x	x	x	x	x	x	x				
Authority																						x		x	x	x	x	x	x				

1.1 User access roles

AECO Admin:

- Know all and see all.
- The *AECO Admin* is required to use Two Factor Authentication (2FA) when logging on.
- The *AECO Admin* must assign the first *Admin* role of a member.
- The *AECO Admin* will register new members (basic data), new ships to the CDB (basic data), administer new site additions, and approve post visit reports (PVRs).

Admin

The person responsible for the CDB of the operating member in question. More than one *Admin* can be registered as contingency. It is the responsibility of the *Admin* to initially create users to access the CDB on behalf of the company that he/she represents.

- The *Admin* is required to use two-factor authentication (2FA) when logging on.
- The *Admin* will automatically be notified with all *TASKS* pending.
- The **first** *Admin* registered to a company can only be assigned by *AECO Admin*.
 - o Please contact aeco@aeco.no to register the first company *Admin*.

Operator

Intended for operations managers and similar positions within a member company. The *Operator* has access to almost as much as the *Admin* allowing work to be delegated to the *Operator* role. More than one *Operator* can be registered.

- The *Operator* is required to use 2FA when logging on.
- The *Operator* role will automatically be notified all *TASKS* pending.
- The *Operator* can create users with roles of *Operator*, *Expedition leader*, and *Bridge officer*.

Expedition leader

The *EL* role is not intended to be a personal registration. Instead use a ship based expedition leader e-mail address that allows changing expedition leaders to use the same log on credentials.

- The *Expedition leader* will be automatically notified if PVRs are missing.

Bridge Office/DPA

The *Bridge officer/DPA* role is not intended to be a personal registration for vessels. Instead use a ship based bridge e-mail address that allows changing bridge officers to use the same log on credentials.

If a Designated Person Ashore (DPA) is registered, please use individual e-mail to register.

- This role allows for delegating, i.e., vessel information to be added and confirmed directly from the ship.
- The *Bridge officer/DPA* role will be automatically notified if ship specific information is incomplete or has not been updated on an annual basis.

Authority

The *Authority* role is intended for official authorities that have a valid interest in the operations during a season.

- The *Authority* role can only be assigned by the *AECO Admin*.
- AECO Management must approve any Authority registration.
- The *Authority* role can only access the Ships details, Company details, Site specific data, Sailing Plans and Fleet Map

External

The *External* role is intended for non-authority entities that have a legitimate interest that have a valid interest in the operations during a season.

- The *Authority* role can only be assigned by the *AECO Admin*.
- AECO Management must approve any Authority registration.
- *External* role can only access the Site data, Sailing Plans and Fleet Map (excluding vessel tracker feature).

1.2 Duration of session before new log on required

Log into the AECO Cruise Database and Live Scheduler. Then add the website to your browser “Favorites”. Do that and your log on session will be concluded:

- After 7 days,
- If you log out,
- If you clear the browser data.

1.3 Checklist

- Contact aeco@aeco.no to get your *Admin* registered.
- The *Admin* must create new users within members organization or delegate this task to a registered *Operator*.
- The *Admin* must complete the company data.
- The *Admin* must ensure that the relevant vessels are registered.
 - o If not, contact aeco@aeco.no to get a vessel registered.
- Ensure that the vessel information is completed.
 - o This can be delegated directly to the ship
 - o The information gathered is a combination of current (2024) AECO vessel information from the old CDB and the vessel information gathered by IAATO. The vocabulary is the same meaning that having vessel information from the IAATO database at hand will help the process significantly.
- Ensure that the Expedition leader role is informed about the ships specific PIN code. This is necessary for generating trips, editing trips.
 - o As a safety procedure the ships PIN will change every year.

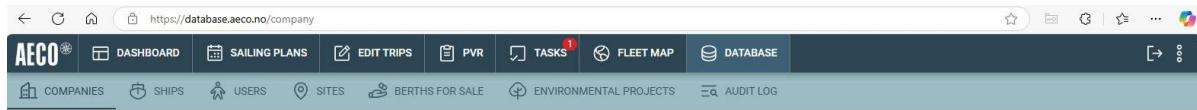
- Note that trips cannot be generated by the EL role. If not trips are generated, there are no trips for the EL role to work with, no PVRs generated, etc.

2. User interface

The CDB has two top menus featuring different aspects of the database.

The top menu consists primarily of items that field operations use in day to day work:

The *Database* menu consists of items that primarily is used by office personnel or the *Bridge officer/DPA* role.



Not all menu items are visible for all user levels.

3. User registration

AECO will create the first company *Admin* on request from the member company. The company *Admin* can then create new company specific users.

It is recommended to have at least two *Admin*'s registered for contingency. Any number of company specific users can be registered by either *Admin* or *Operator* access roles.

AECO strongly recommends having a company policy on who is registered, and what e-mail addresses are used, i.e., if only company addresses are accepted or private addresses are accepted. The system incorporates robust security measures; however, once access is authorized, the extent of data vulnerability depends on the user's level of access and their intentions.

AECO recommends registering generic EL e-mail addresses onboard, generic bridge/Master e-mail addresses to keep the number of different users to a minimum while allowing access to the right people and to ensure data safety.

Each company *Admin* and *Operator* have full oversight of who is registered for the company and in what access roles.

Each company *Admin* and *Operator* can edit individual company users and delete those that no longer have/should have access.

When registering users, be conservative when assigning ships to an individual user. Add only the vessel that the user will serve on, i.e., the generic EL address of *Black Pearl* should only be assigned to access the ship *Black Pearl* – not other ships in the company fleet. This will limit information flow to relevant users only such as outstanding tasks (see section 12). *Admin* and *Operator* access roles should always have access to all ships in the fleet.

4. Company data

1.1 Updating

The **Company** tab must be checked and updated annually. The information in this tab also functions as the AECO Membership Directory and therefore it is important that data is checked and updated regularly. A task will be issued for this feature and an automated reminder forwarded to *Admin's* and *Operator's*.

Some of the data from the **Company** tab is automatically transferred to aeco.no to ensure up to date information on the AECO website. This includes the company description and company logo. If it is not updated correctly, the AECO website is not updated correctly.

Logo dimensions: Width 600 pixels, height, up to 600 pixels.

1.2 API connection with CDB

The AECO CDB contains shared and generic site-specific data, which is available for manual transfer. An API solution has now been developed, which allows members to transfer specific data clusters, defined by AECO, automatically and with easy updates.

With increased use of AI-solutions and smarter planning systems, an API solution allowing transfer of updated site data from the AECO Cruise database to a member's own planning tools, can provide valuable assistance for planning safe and sustainable itineraries.

An API connection is not a requirement to use the Cruise Database and Live Scheduler!

What is an API solution?

An API solution is a functionality that allows members to have automated access to a defined set of data and an ability to query the AECO CDB for changes/updates within a given timeframe.

Generic geographic and site-specific data; including position, site name, region, restrictions and guidelines are made available to Full members of AECO through APIs.

This data available is currently shared with all members (site data) and may assist in aligning data management for members, reduce need for double work and assist in planning future itineraries. Site data is generic and does not include any person- or company-sensitive data.

The API solutions do not include:

- Operators' sailing plans or trips
- Person- or company sensitive data
- AIS/tracking data
- All other data than the above mentioned

How to get API access and data security information

To ensure that only certified Full member users have access to APIs, a tab in the **Company** menu is available, where a Full member can request API access. AECO can then enable access. This means that the user password must be used before an API request can be activated.

The screenshot shows the AECO system's 'Companies' section. A modal window is open for the entry 'AECO | Association of Arctic Expedition Cruise Operators'. The modal contains the following data:

Name *	Short name *	Address *
AECO Association of Arctic Expedition Cruise Operators	AECO	Gronnegata 53, 9008 Tromsø, Norway
URL *	Invoice address *	Registered in *
https://aeco.no	Gronnegata 53, 9008 Tromsø, Norway	Norway
CDB Operator admin *	Membership primary contact name *	Membership primary contact email *
Troels Jacobsen (28) AECO	Frigg Jørgensen	aeco@aeco.no

To apply for API access, please click the icon on the left (dark green when not active/light green when active). The AECO secretariat will be notified and contact to the member established.

When enabled, the system will generate a random unique key for the Full member, which is then used for API access.

The random key changes annually when the ship PINs are also changed, to minimize the risk of misuse.

Once API access has been approved by AECO management and the procedure is completed, further specifications will be forwarded to the *Admin* that requested the API access. This final step will not be documented in the Cruise Database and Live Scheduler.

If a Full member changes status or leaves AECO and access to the CDB is inactivated, the API access key will automatically be inactive. If a Full member is put on probation, the API access key will also be made inactive until the member again is in good standing.

API calls will be logged in the audit log for the system, which enables AECO to track API use and monitor potential misuse. Usage limit of maximum 20 API calls to the system per day will minimize the risk of abuse, while allowing normal usage. If attempts at exceeding the usage limits are registered, the API key can be automatically inactivated.

User terms, disclaimers and non-disclosure

Before initiating the sharing of APIs, user terms, disclaimers, and non-disclosure agreements to ensure appropriate safeguards must be signed.

5. Ships data

The **Ships** tab collects important details about each vessel in the AECO fleet. The information requested here is a combination of the data that IAATO collects in their database and data the AECO collected in the old Cruise Database. The vocabulary between the IAATO and AECO database has been aligned for easy transfer of information between them.

The **Ships** data must be checked and updated annually. It is recommended to delegate the update of the **Ships** tab to the *Bridge Officer/DPA* roles as these have editing rights to this tab. The annual update is a **Task** (see section 12) and will appear as on the task list of *Officer/DPA* users with access to the ship in question.

A task will be issued for this feature and an automated reminder forwarded to *Admin's*, *Operator's*, *Bridge Officer/DPA* of relevant vessel.

The screenshot shows a form with the following fields and data:

- 1** (row number)
- BPE** (Vessel code)
- Black Pearl** (Name)
- AECO, UserTestGroup, Field Staff, Test** (Category)
- 09.12.2024 10:33** (Last updated)
- Troels Jacobsen** (Last updated by)
- PIN code *** (666444) (Circled in red)
- Name *** (Black Pearl)
- Vessel code *** (BPE)
- 3 letter short code aligned with IAATO** (Description)
- SAVE** (Action button)

5.1 Ship specific PIN code

The first box in the **Ships** data sheet is the ships specific PIN code used for trip registration and site bookings (see section 10.3). The ships specific PIN code is only visible to the *Admin* and *Operator*. They will have to pass on the PIN to the EL user accounts manually for them to get access.

For security reasons the PIN is changed automatically every 1 January. An automated reminder will be forwarded for this occasion.

5.2 Active/Inactive ships

At the very end of the ship information list, an indicator shows if a ship is active or not. If a ship is not active, no one has access to create trips, book sites, etc. for that vessel.

All ships that have trips registered (core data) for the following year automatically remain active. To fulfill the obligations to AECO to register **Berths for Sale** a year prior to the season will ensure that ships are automatically active (see section 6). Ships with no trips registered will automatically be rendered inactive. This automatic check happens on 1 January each year.

A ship can only be set as active by the *AECO Admin*. Please contact aeco@aeco.no to have inactive ships rendered active.

The agreement between AECO and the developer of the AECO Cruise Database and Live Scheduler depends on the number of active ships in a season is correct.

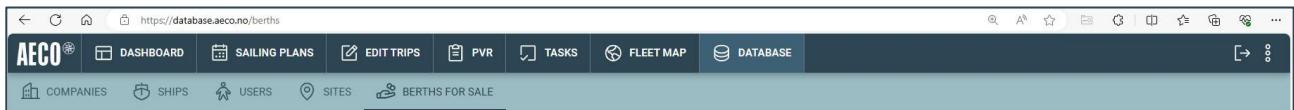
5.3 New ships to the fleet

New vessels to the database can only be added by the *AECO Admin*. Please contact aeco@aeco.no with the following information:

- 1) Name
- 2) If the vessel carries more or less than 12 pax
- 3) IMO number
- 4) MMSI number
- 5) Call sign

6. Berths for Sale

For *Admin* and *Operator* roles, the Berths for Sale menu can be accessed via the top menu >> **Database**.



Berths for sale are reported directly into the system for each trip that has been registered for the following year or beyond.

Voyage code	Voyage number	Ship	Operator	Countries	Berths for sale	Estimated PAX	Final load factor	Final PAX
BPE12MAR2026	34	Black Pearl (test)	AECO	CA	10			
BPE20MAR2026	35	Black Pearl (test)	AECO	IS				

Most details in the Berths for Sale window will be added automatically. The only requirement is to tick the areas the trip includes and add the number of berths for sale and either the estimated load factor **OR** the estimated number of passengers for each trip. Once this has been saved some data will automatically be calculated and added. The actual number of passengers and the actual load factor is added once the equivalent PVR has been approved by the *AECO Admin*.

Trips with missing data are marked in red.

The AECO Bylaws state that Berths for Sale for vessel carrying more than 12 passengers must be reported by 1 May the year before the trip is carried out. However, it is possible to edit numbers until 1 September should changes occur. On 1 September the entries are locked indicated by the padlock icon. The locked number of Berths for Sale and Estimated pax will be used for the first invoice of the coming season.

It is not possible to edit or delete numbers after 1 September.

Trips added after 1 September are invoiced at the end of the actual season. Trips must be completed regarding Berths for Sale and estimated number of passengers. These trips will be possible to edit until the end of the season.

To edit the information to a trip, please press the “+” sign on the far right. Add the numbers required and press “Save”.

Voyage code	Voyage number	Ship	Countries	Berths for sale	Estimated load factor	Estimated PAX	Final load factor	Final PAX
BPE01JUN2025	1	Black Pearl	SJ	85	100	85		
BPE08JUN2025	2	Black Pearl	SJ	120	85	102		
BPE15JUN2025	3	Black Pearl	SJ	150	85	128		
BPE22JUN2025	4	Black Pearl						

Final PAX

Final load factor

Season 2025

Voyage code BPE22JUN2025

Voyage number 4

Ship Black Pearl

Author

Start port locode NOLYR

End port locode NOTOS

CA GL IS SJ

Berths for sale 120

Estimated load factor 0

Estimated PAX 0

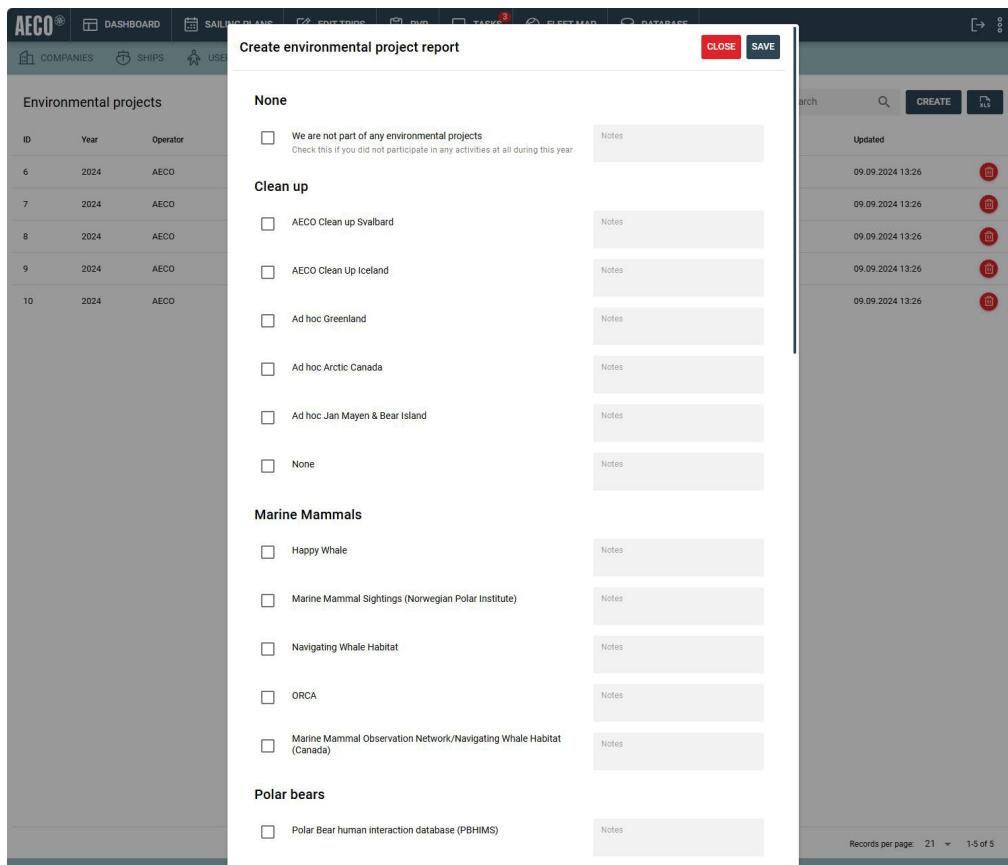
Ship PAX is 150

SAVE

Reporting Berths for Sale is a task and an automated reminder forwarded to *Admin's* and *Operator's* in due time prior to deadlines.

7. Environmental Projects

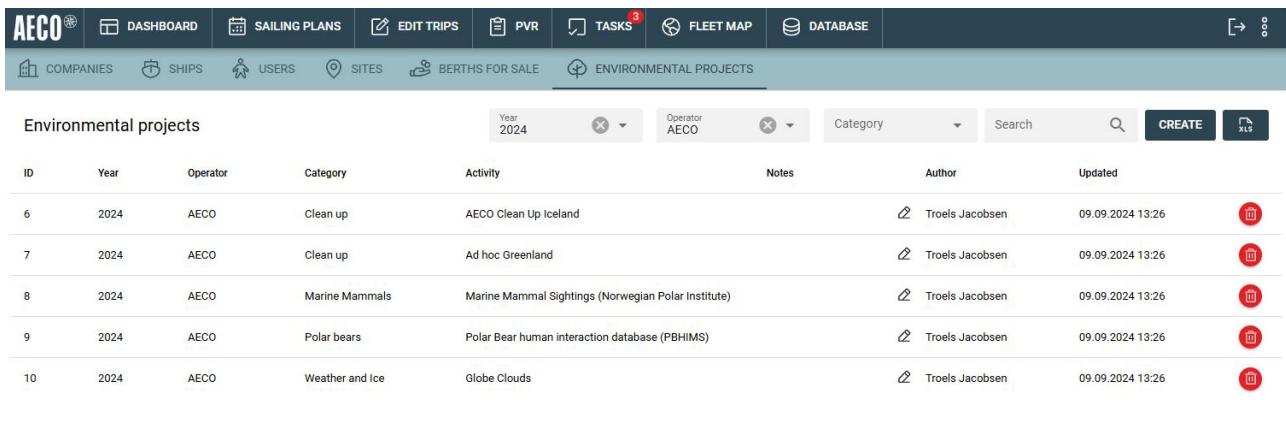
AECO want to gather various types of information as easily as possible. One is the different types of science and/or citizen science project that each operator is engaged in each season. This is not vessel specific information but companywide specific information in one form.



The image shows a screenshot of the AECO software interface. On the left, there is a sidebar with 'COMPANIES', 'SHIPS', and 'USERS' buttons. The main area is titled 'Create environmental project report'. It contains a table of 'Environmental projects' with columns 'ID', 'Year', and 'Operator'. The table lists projects for 2024 from operators AECO (IDs 6, 7, 8, 9, 10). Below the table, there are sections for 'None', 'Clean up', 'Marine Mammals', and 'Polar bears', each with a list of projects and a 'Notes' field. A 'CLOSE' and 'SAVE' button is at the top right. To the right of the main window, a list of completed projects is shown with columns 'Updated' and 'Actions' (edit and delete icons). The list shows five entries all updated on 09.09.2024 13:26.

Completing the Environmental projects information is done once a year. The deadline is 15 September. A task will be issued for this feature and an automated reminder forwarded to *Admin's* and *Operator's*.

Once added, a list of the projects your company participates in during each season is available on the overview page.



ID	Year	Operator	Category	Activity	Notes	Author	Updated	Actions
6	2024	AECO	Clean up	AECO Clean Up Iceland		Troels Jacobsen	09.09.2024 13:26	
7	2024	AECO	Clean up	Ad hoc Greenland		Troels Jacobsen	09.09.2024 13:26	
8	2024	AECO	Marine Mammals	Marine Mammal Sightings (Norwegian Polar Institute)		Troels Jacobsen	09.09.2024 13:26	
9	2024	AECO	Polar bears	Polar Bear human interaction database (PBHIMS)		Troels Jacobsen	09.09.2024 13:26	
10	2024	AECO	Weather and Ice	Globe Clouds		Troels Jacobsen	09.09.2024 13:26	

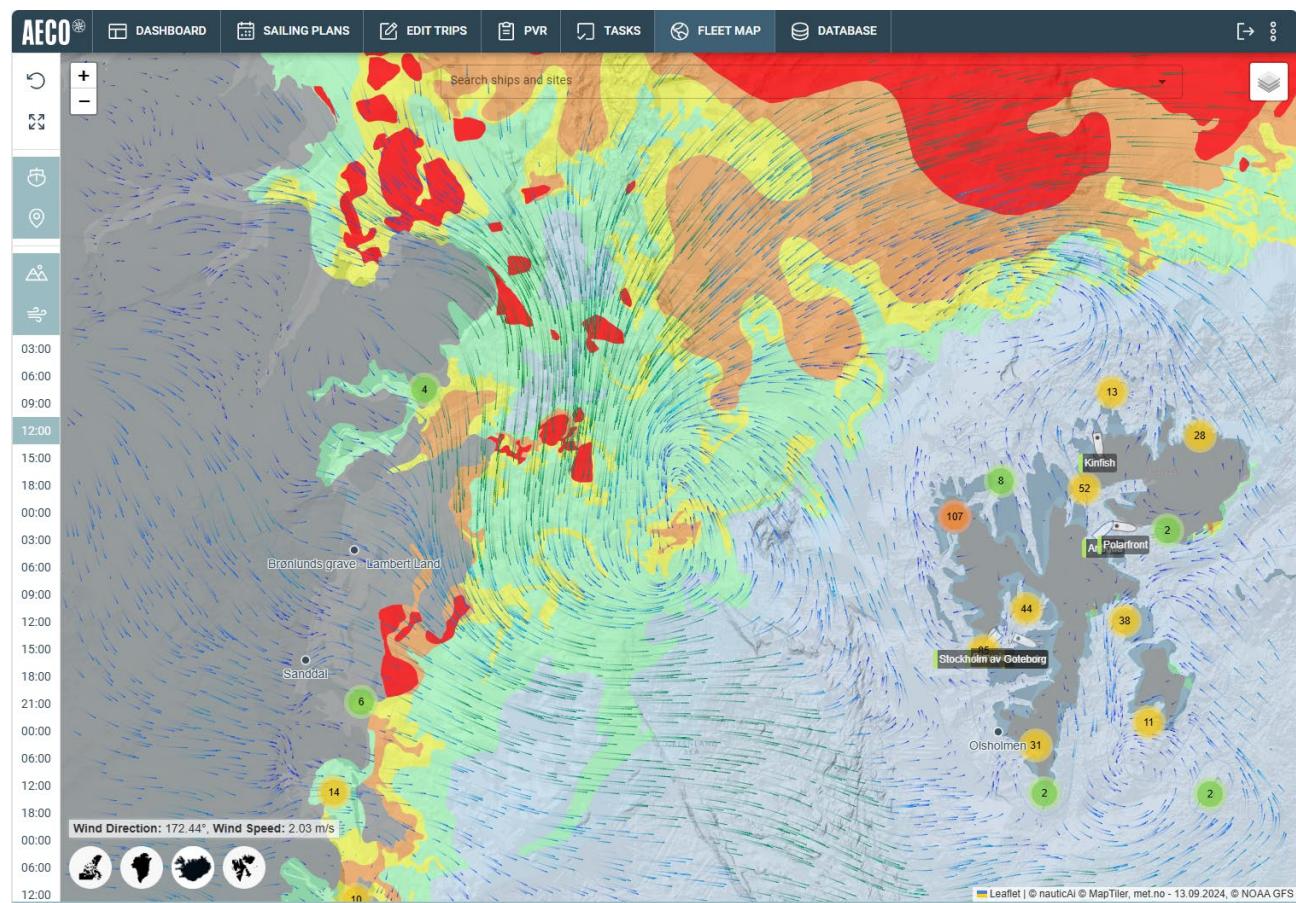
Projects can be added at any time up to the deadline by using the **Create** button. A list of various projects as well as the opportunity to add new projects not (yet) features on the list that need only a click to register. AECO only needs qualitative data. If you took part in a project at any time during the season, simply tick the box. If you have participated in a given project several times during a season you also just tick the box.

8. Fleet Map

8.1 Fleet Map Layers

Ice and wind

The **Fleet Map** menu offers a live overview of all vessels registered as active in the database. Click the left side menu and overlay registered sites and/or wind forecasts, and/or ice chart to the map.

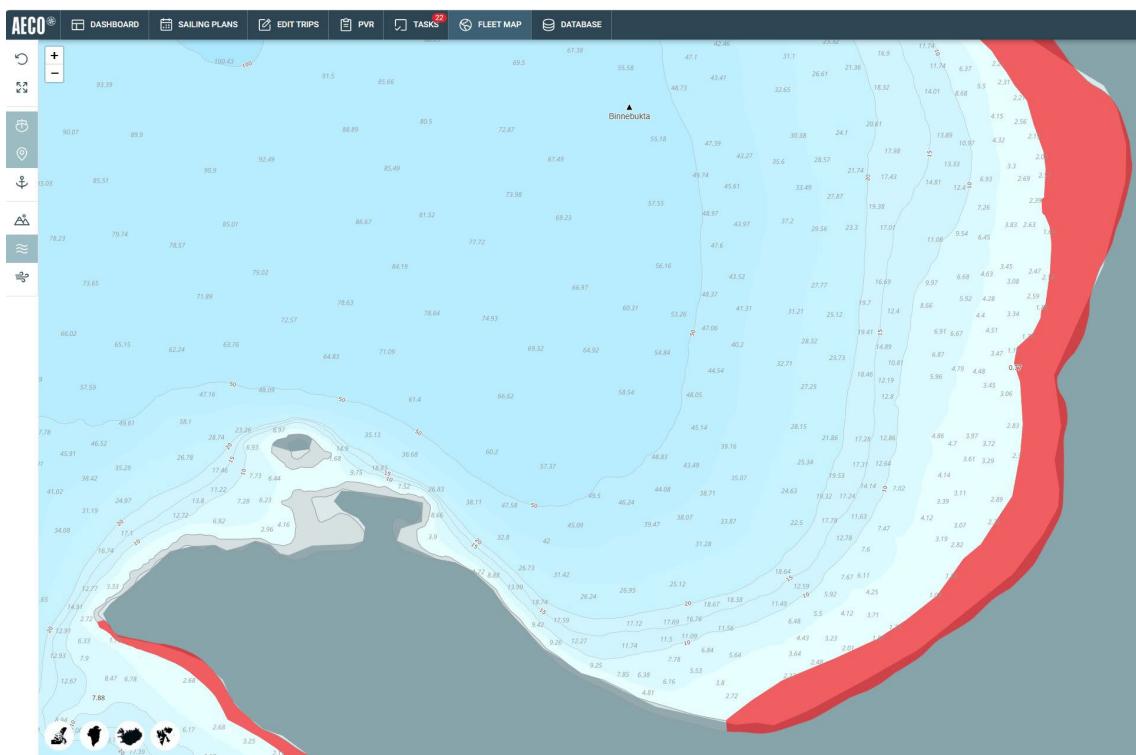


Soundings Svalbard

In addition, it is possible to zoom in to see soundings from Svalbard (only). The soundings are officially recorded and is accessed via the Norwegian Mapping Authority. These data include soundings that are not yet available on official nautical charts.

The red area indicates no soundings available. For other areas zoom in (keep zooming in) to get fine details.

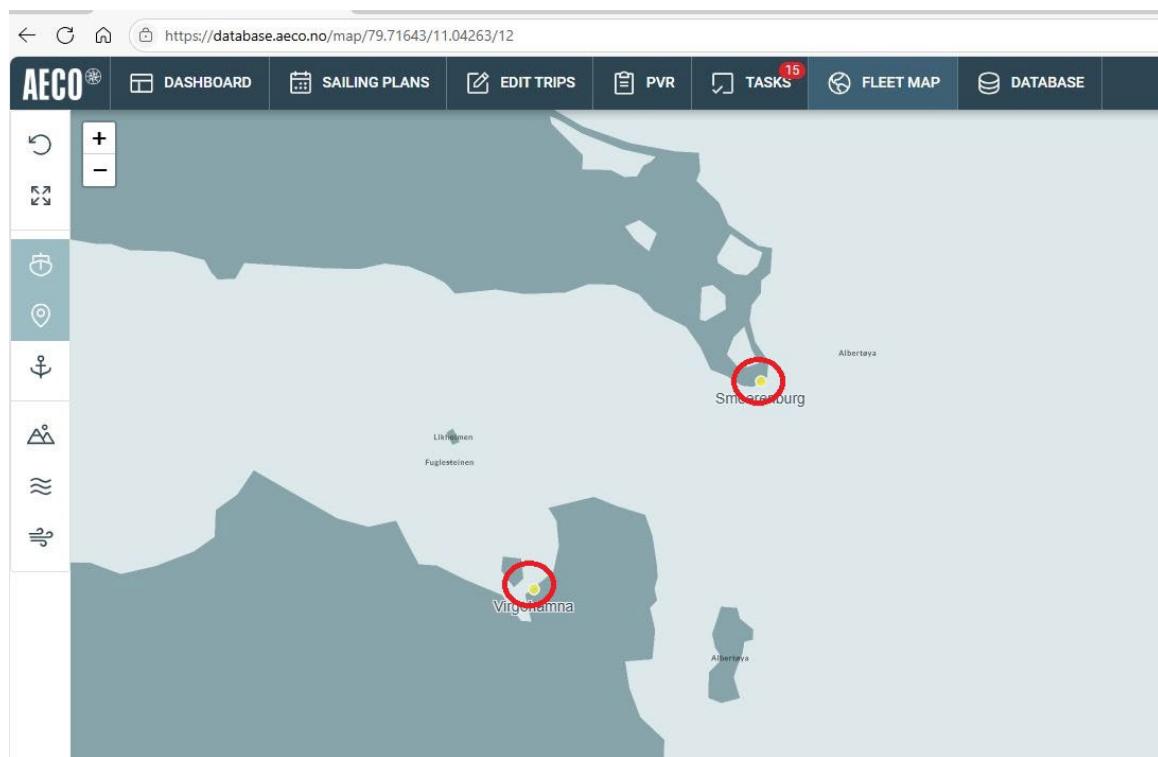
NB! This feature is not for navigation!



Sites

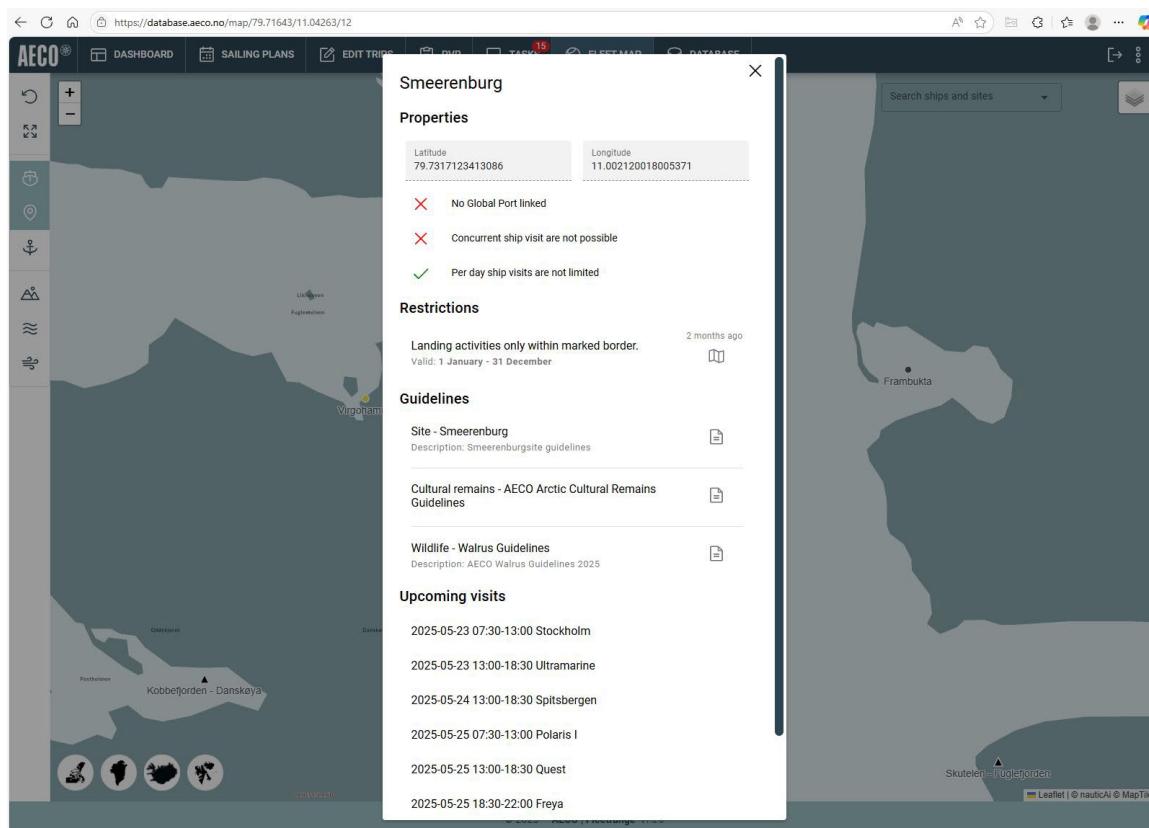
The **Site** layer has multiple features installed to assist getting an overview of the booking situation for a given site two days into the future.

Site markers on the map are per default black. However, the **Site** layer offers an easy overview if a site is booked during the day. If this is the case the site marker is yellow. If a site marker is black **Sites** on the overlay it means that no vessels are booked during the next two days.



A yellow site marker only indicates that bookings have been made on the day. Not which time slots have been booked. For further information on what time slots have been booked and by which ship, click the yellow site marker.

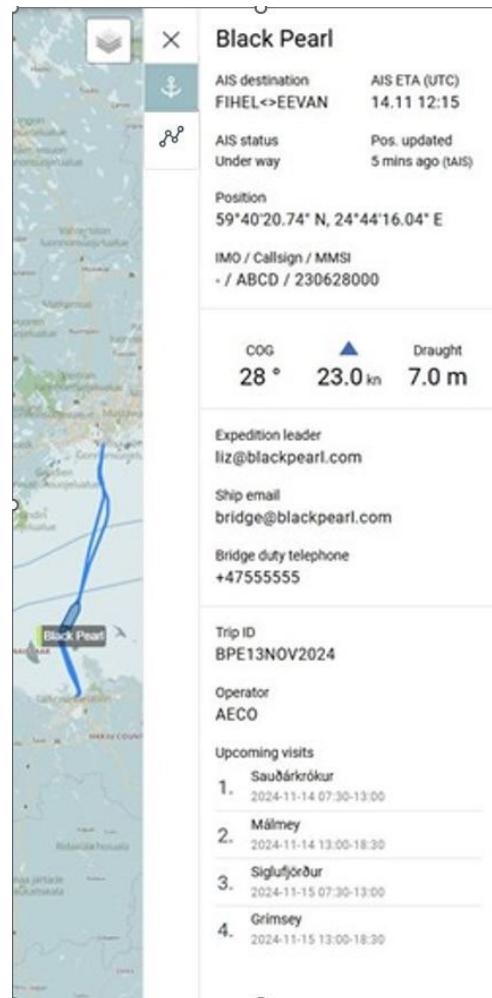
The window also shows any restrictions that may apply to the site.



8.2 Vessel specific information

The fleet map offers a variety of useful information. Click on a ship and find:

- 1) The last 12 hours of track (blue line)
- 2) AIS data (general)
- 3) EL e-mail address
- 4) Ships e-mail address
- 5) Bridge duty phone number
- 6) Operator currently operating the vessel
- 7) Planned itinerary for the coming days.

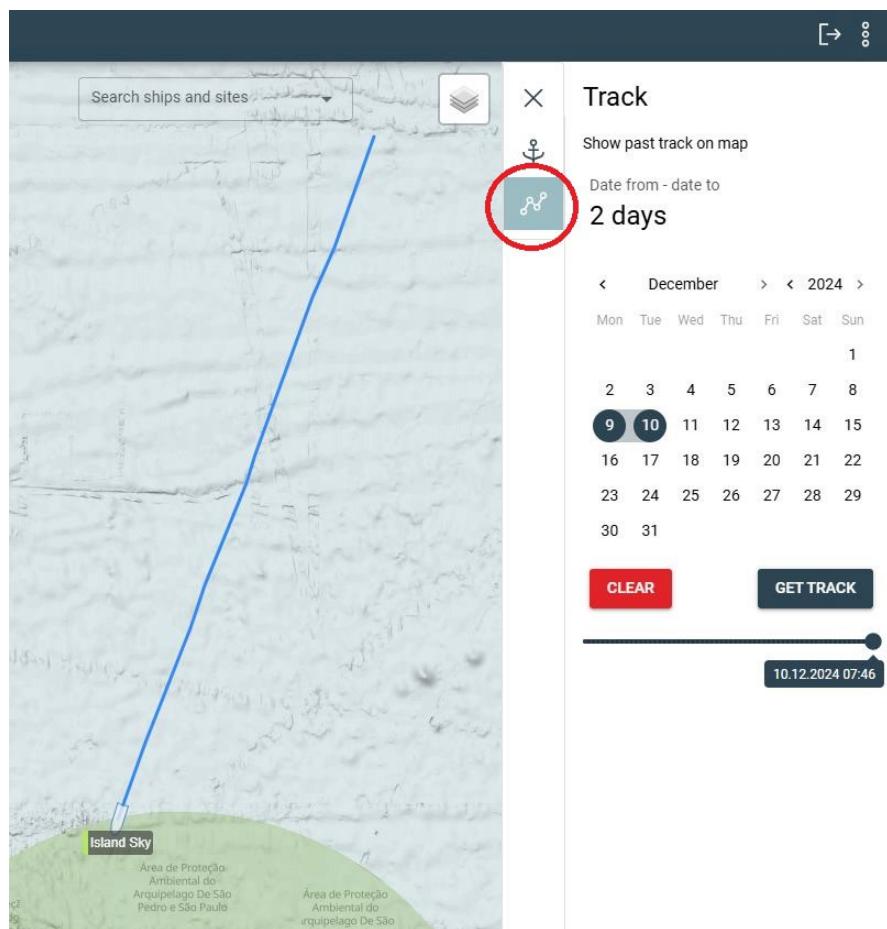


8.3 Vessel tracking

The AECO Cruise Database and Live Scheduler features a vessel tracker. The information is based on AIS data collected.

The vessel tracker has the following limitations:

- Only one vessel at a time is featured
- Only available to show a maximum of 14 months back in time



AECO exports and saves 12 months of data stored each year for possible internal use in projects, creating illustrations, etc. Sharing of data is subject to standard AECO procedures for sharing internal data.

9. Creating Trips

9.1 Add trips

From the top menu select **Edit Trips**.

A window appears which requests basic information about the trip:

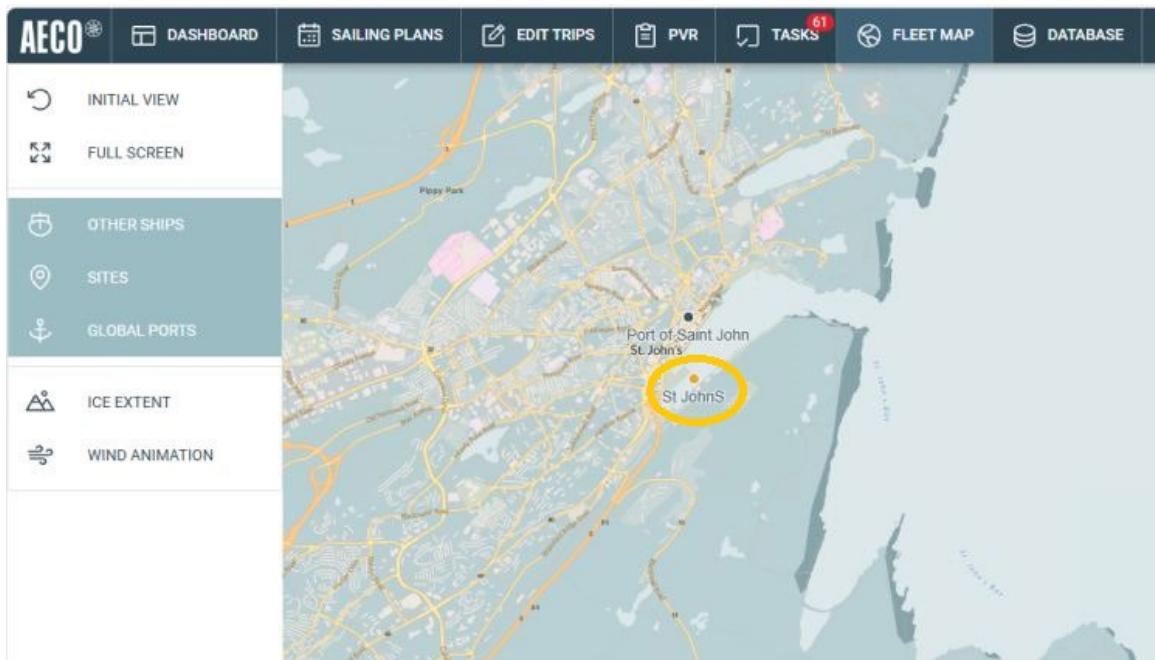
- The *Trip number* is the company specific trip number. This is an optional field and only in place to enable members to use their own trip number system.
- Vessel name
- Operator
- EL name (optional)
- Embarkation port / Disembarkation port
- Start and end dates of the complete trip
- The trip can be saved as a draft to allow the member to know which trips have been planned but not yet confirmed. This feature is for internal help only.

9.2 Global Ports

The embarkation and disembarkation ports are registered in the Global Ports index. A port used for changeover days (incl. outside the AECO area!) can also be accessed via the Sites menu. Change over ports selected will automatically feature in the sailing

plans) also before Derby Day. Data for embarking/disembarking GUESTS ONLY need to be added to the PVR.

Find the global ports index as an overlay option in the Fleet Map. The name site icon is orange whereas the site name in the Cruise Database and Live Scheduler has a black site icon.



If a Global port is selected which does not exist as a site in the Cruise Database and Live Scheduler, the AECO Admin will get a notification and ensure that the port is added.

9.3 Saving the trip

Once a trip is confirmed it can be saved as confirmed to show that it does not need further attention until the opening of the scheduler (Derby Day).

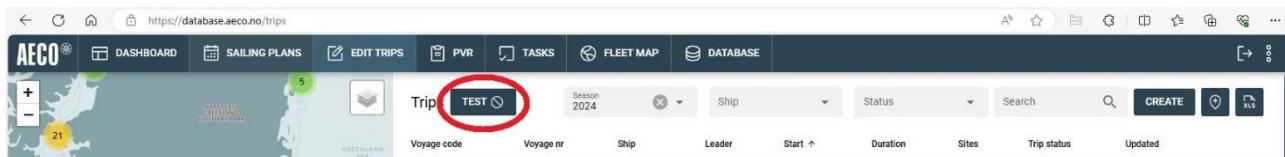
A trip saved as a draft will still appear in the list of trips and will still be accessible for site bookings, PVR, etc.

Once the core data has been entered and the trip is saved, an automated *Voyage Code* is generated in the CDB for this specific trip. The *Voyage Code* corresponds to the IAATO format and is used throughout to standardize, easily recognize trip start dates, etc.

The trip is now created with only the core data. This can be done for any trips into the future that have been confirmed. The CDB is open for creating trips with core data at any time without limitation.

10. Booking Sites

10.1 Testing and training version



The screenshot shows the AECO interface with the 'Trips' tab selected. The top navigation bar includes 'TEST' and 'CREATE' buttons. A red circle highlights the 'TEST' button. The main table displays trip details such as Voyage code, Voyage nr, Ship, Leader, Start, Duration, Sites, Trip status, and Updated.

Voyage code	Voyage nr	Ship	Leader	Start	Duration	Sites	Trip status	Updated
BPE06JUN2024	abcd	Black Pearl	TJ	06.06.2024	2	3	Confirmed	14.06.2024 07:11

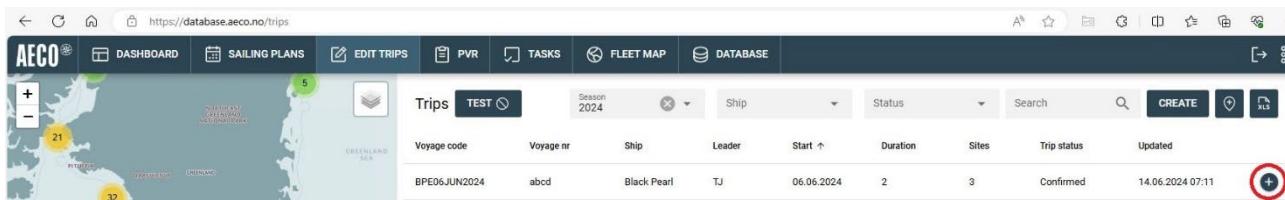
To access the Trip training module, please click the button indicated above. You will access a copy of the actual database and can test creating trips, booking sites, etc.

The training module is completely separate from the actual cruise database and no registrations, changes, additions, or other will appear in the actual live version of the CDB.

10.2 Live scheduler

The trips that have been created with core data only features on a list in the **Edit Trips** menu.

To access the details of the trip, press the + sign on the right-hand side:

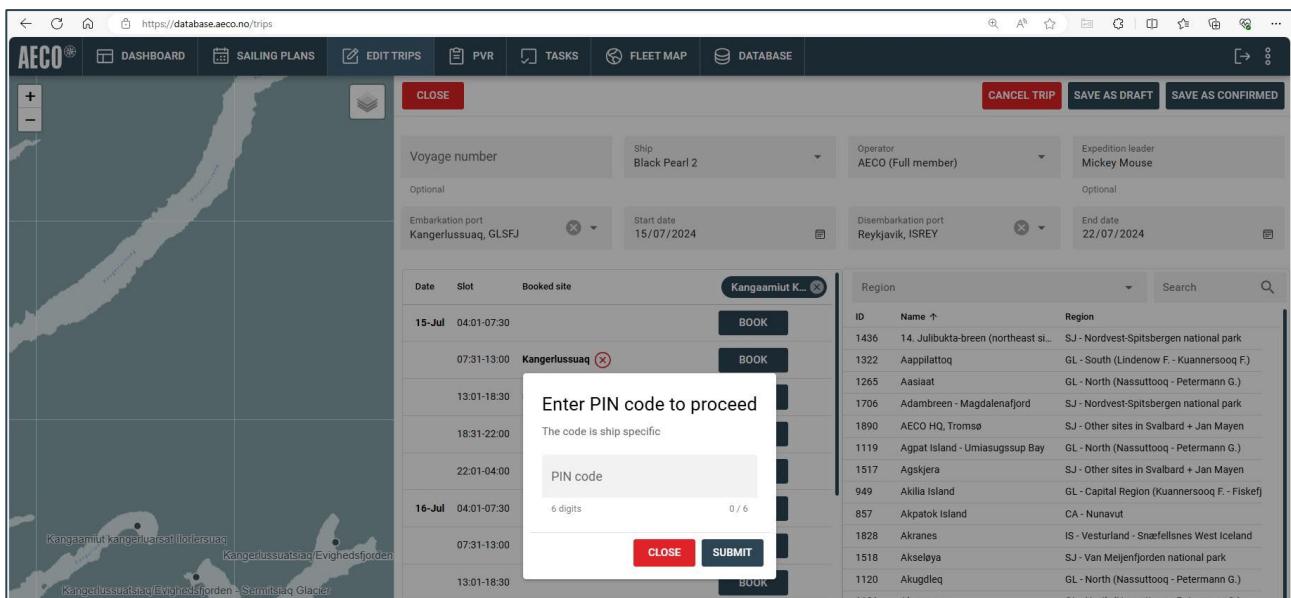


The screenshot shows the 'Trips' page with a table of trips. A red circle highlights the '+' sign next to the last trip in the table, indicating it can be expanded.

Voyage code	Voyage nr	Ship	Leader	Start	Duration	Sites	Trip status	Updated
BPE06JUN2024	abcd	Black Pearl	TJ	06.06.2024	2	3	Confirmed	14.06.2024 07:11

10.3 Ship specific PIN code

For cyber security reasons each vessel has a ship specific PIN code attached. The ship specific PIN code is not directly accessible to other than the *Admin* and the *Operator* roles. Find it in the **Ships** menu – first information box where it is visible only to the *Admin* and *Operator* roles. The ships specific PIN code is required when adding trips and booking or editing sites (also in the offline version of the booking system). The *Admin* or *Operator* must share the ships specific PIN with the *expedition leader* role of the vessel for the expedition leader to edit trips during the season. Without the ships specific PIN code you cannot edit trips.



- This allows the operators to selectively choose whom they want to allow editing trips.
- It reduces the risk of accidental deletion of bookings.
- For cyber security reasons and to avoid misuse of the expedition leader account (not associated with a private e-mail address), the ships specific PIN will automatically be changed every year.

The PIN is entered once and will be valid as long as your "session" is valid. A session is valid until:

- If you close the tab,
- If you close the browser,
- If you turn off your computer,
- If you log out,
- If you clear your browser data.

10.4 Booking/editing sites

There are two ways to book a site visit:

Use the left-hand side map by zooming into the area your trip is featuring and press the dot indicating the site position:

Date	Slot	Booked site	Region
24-Apr	04:01-07:30	BOOK	ID 1436 Name 14. Julibukta-breen (northeast side) Region SJ - Nordvest Spitsbergen national park
	07:31-13:00	BOOK	ID 1322 Name Aappilattoq Region GL - South (Lindennov F. - Kuannersoq F.)
	13:01-18:30	BOOK	ID 1265 Name Aaslaa Region GL - North (Nassuttooq - Petermann G.)
	18:31-22:00	BOOK	ID 1706 Name Adambreen - Magdalena fjord Region SJ - Nordvest Spitsbergen national park
	22:01-04:00	BOOK	ID 1890 Name AECO HQ, Tromsø Region SJ - Other sites in Svalbard + Jan Mayen
	04:01-07:30	BOOK	ID 1119 Name Agpat Island - Umiassugssuup Bay Region GL - North (Nassuttooq - Petermann G.)
25-Apr	07:31-13:00	BOOK	ID 1517 Name Agskjera Region SJ - Other sites in Svalbard + Jan Mayen
	13:01-18:30	BOOK	ID 949 Name Akilia Island Region GL - Capital Region (Kuannersoq F - Fiskefjord)
	18:31-22:00	BOOK	ID 857 Name Akpatok Island Region CA - Nunavut
	22:01-04:00	BOOK	ID 1828 Name Akranes Region IS - Vesturland - Snarfellsnes West Iceland
26-Apr	04:01-07:30	BOOK	ID 1518 Name Akseleya Region SJ - Van Mijenfjorden national park
	07:31-13:00	BOOK	ID 1120 Name Akugdlaq Region GL - North (Nassuttooq - Petermann G.)
	13:01-18:30	BOOK	ID 1121 Name Akunasaq Region GL - North (Nassuttooq - Petermann G.)

The site name will appear on top of your trip itinerary and show which time slots are available for this site throughout your trip. This is indicated by the BOOK button. Press the BOOK button for the desired time slot to complete your booking.

Towns and settlements most often have more than one visitor allowed at a time. Nature landings, or settlements specifically wishing only one ship visit at a time, however, cannot be double booked. Once a site is booked, the BOOK button will change into FULL meaning that the site is occupied and cannot be booked for this time slot.

Date	Slot	Booked site	Action
24-Apr	04:01-07:30		BOOK
	07:31-13:00	Kangerlussuaq	BOOK
	13:01-18:30	Sendre Stremfjord - Angujafortik Valley	FULL
	18:31-22:00		BOOK
	22:01-04:00		BOOK
25-Apr	04:01-07:30		BOOK
	07:31-13:00		BOOK
	13:01-18:30		BOOK
	18:31-22:00		BOOK
	22:01-04:00		BOOK
26-Apr	04:01-07:30		BOOK
	07:31-13:00		BOOK

You can also book sites via the right-hand side list of sites. Search and press the site you require, and the central booking overview will appear in the same way as when using the map.

- There will be a date and time when the scheduler opens and sites for the coming season will be open for booking (Derby Day).
 - o This allows for an even playing field when it comes to itineraries.
- There is a five second delay after each site booking in which new site bookings are not possible.
 - o This mitigates possible misuse by bots or similar to log sailing plans automatically.
 - o The five second delay is ships + company specific meaning if two or more trips for the same ship are worked on by any number of different users simultaneously there is a five second delay between bookings implemented regardless of user entries.
 - o The five second delay is ships + company specific meaning if two different members charter the same ship, they will have individual five second delays when booking sites.

10.5 Booking site – rules

- No vessel can book a landing site for the two consecutive daytime slots (07:31 – 13:00 and 13:01 – 18:30) at the time of the Derby Day/Scheduler opening date
 - o 14 days after Derby Day this time slot combination is opened if the relevant time slot is available.
 - o Other time slot combinations (earlier or later) are always possible.
- During operations two or more vessels can, with prior agreement, use the same time slot even if this is not possible to book in advance in the Cruise Database and Live Scheduler. The day after the event has taken place, it is possible to book the site in the post visit report of the trip (see 11.2).
 - o For nature landings, no more than 100 passengers can be ashore in the same general area regardless of the number of ships utilizing the site during a given time slot.
- All AECO vessels must utilize the ship scheduler platform for coordination of activities and Post Visit Reporting.
- Yachts with lower bandwidth are encouraged to use the Offline Ship Scheduler to make bookings and/or access schedules.
- Vessels carrying more than 12 pax are required to submit sailing plans prior to their season.
- Vessels carrying 12 or less passengers must, as a minimum, book sites prior to the site visit.

10.6 Booking/editing sites if offline/low bandwidth

Imbedded in the CDB is a functionality where you can request site lists, request updated sailing plans, book, and release sites via e-mail only. Please refer to the manual for the low bandwidth booking system.

11. Post Visit Report

Post visit reports (PVRs) are tightly integrated with the trip itinerary as booked under **Edit Trips**. Site bookings are automatically transferred to the PVR section for the given trip where activity details can then be manually added.

PVRs must be submitted 14 days after the end of each trip.

11.1 PVR Core Data

The PVR requires trip specific data as well as site and activity data at the given site. The PVR core data consists of the total number of people and the distribution of nationalities onboard based on passengers, crew, staff, and others.

Complete the nationalities for all onboard. Note that the category “Other” is none revenue passengers. If an error occurs while typing, just click the number in the table and the edit bar will open for that line to edit directly. **Press update** after each edit.

The form is otherwise automatically saved as a draft.

Use only “Save as cancelled” if the trip was cancelled.

The screenshot shows the AECO software interface for managing Post Visit Reports (PVRs). The top navigation bar includes links for Dashboard, Sailing Plans, Edit Trips, PVR (selected), Tasks (with a red notification dot), Fleet Map, and Database. The PVR status is shown as 'DRAFT'. The main content area displays trip details: Ship: Black Pearl (test), Operator: AECO Code: BPE01JUN2025, Nr: 12345678, EL: Test, Start: Longyearbyen 2025-06-01, End: Tromsø 2025-06-08. Below this, a table shows the total number of people on the trip: PAX 32, Crew 10, Staff 3, Other 1, Total 46. An 'UPDATE' button is available for this table. The next section, 'Nationalities', shows a table with data for Åland Islands, Andorra, and a 'Sum' row. The 'Sum' row has a red error icon next to it. The bottom section, 'Save Nationality', allows for adding new nationality data with fields for Nation, PAX, Crew, Staff, Other, and Total, followed by an 'UPDATE' button.

Nationality	PAX	Crew	Staff	Other	Total
Åland Islands	32	1	1	1	35
Andorra	2	7	2	0	11
Sum	34	8	3	1	46

11.2 Double bookings back in time

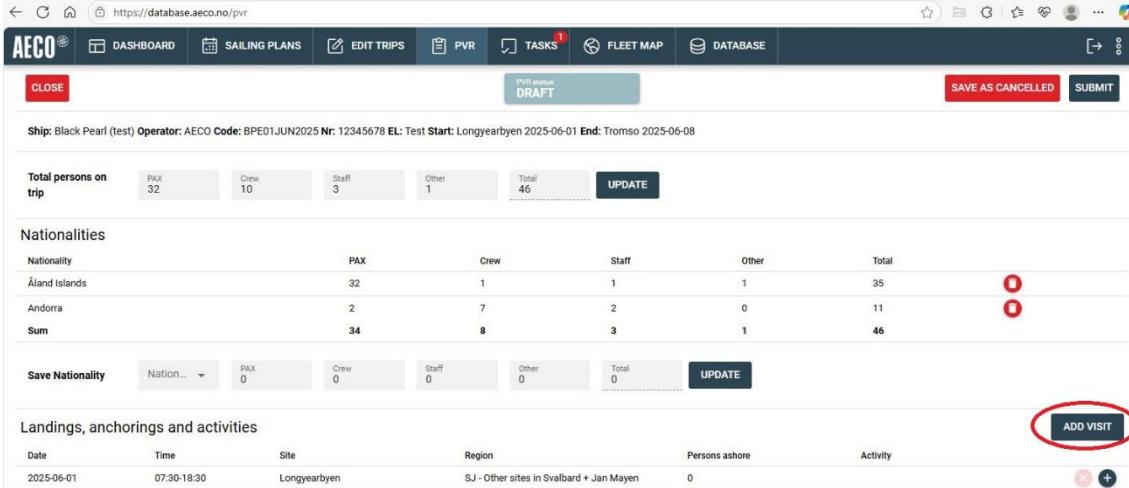
A PVR may differ from a trip itinerary booked under **Edit Trips** if two or more sites have been visited during a given time slot, i.e., a vessel takes advantage of a free site adjacent to the booked site at the same time slot and has activities at both at the same time.

It is not possible to double book nature landing sites into the future, but it is possible to double book sites in the past when there is no longer a practical impact on the overall sailing plans.

- Double bookings can be made from the day after the activities have occurred.

Click the Add Visit button and book sites that are otherwise missing from the automated transfer of sites from the booked sailing plan of the trip.

- The new double booking back in time will appear both in the original trip itinerary and the PVR section.



The screenshot shows the AECO interface for managing a trip. At the top, there are tabs for DASHBOARD, SAILING PLANS, EDIT TRIPS, PVR (which is currently selected), and TASKS. Below the tabs, there are buttons for CLOSE, PVR STATUS (set to DRAFT), and two red buttons: 'SAVE AS CANCELLED' and 'SUBMIT'. The main content area displays trip details: Ship: Black Pearl (test), Operator: AECO, Code: BPE01JUN2025, Nr: 12345678, EL: Test, Start: Longyearbyen 2025-06-01, End: Tromsø 2025-06-08. Below this, there are sections for 'Total persons on trip' (32 Pax, 10 Crew, 3 Staff, 1 Other, Total 46) and 'Nationalities'. The 'Nationalities' table shows data for Åland Islands, Andorra, and a Sum row. At the bottom, there is a table for 'Landings, anchorings and activities' with a single entry for 2025-06-01 at 07:30-18:30 in Longyearbyen, Region: SJ - Other sites in Svalbard + Jan Mayen, Persons ashore: 0, and Activity: (empty). The 'ADD VISIT' button is circled in red in the bottom right corner of the activities table.

11.3 Activity information

Ship: Black Pearl (test) Operator: AECO Code: BPE01JUN2025 Nr: 12345678 EL: Test Start: Longyearbyen 2025-06-01 End: Tromsø 2025-06-08

Total persons on trip	PAX	Crew	Staff	Other	Total
32	10	3	1	46	

Nationalities

Nationality	PAX	Crew	Staff	Other	Total
Åland Islands	32	1	1	1	35
Andorra	2	7	2	0	11
Sum	34	8	3	1	46

Landings, anchorings and activities

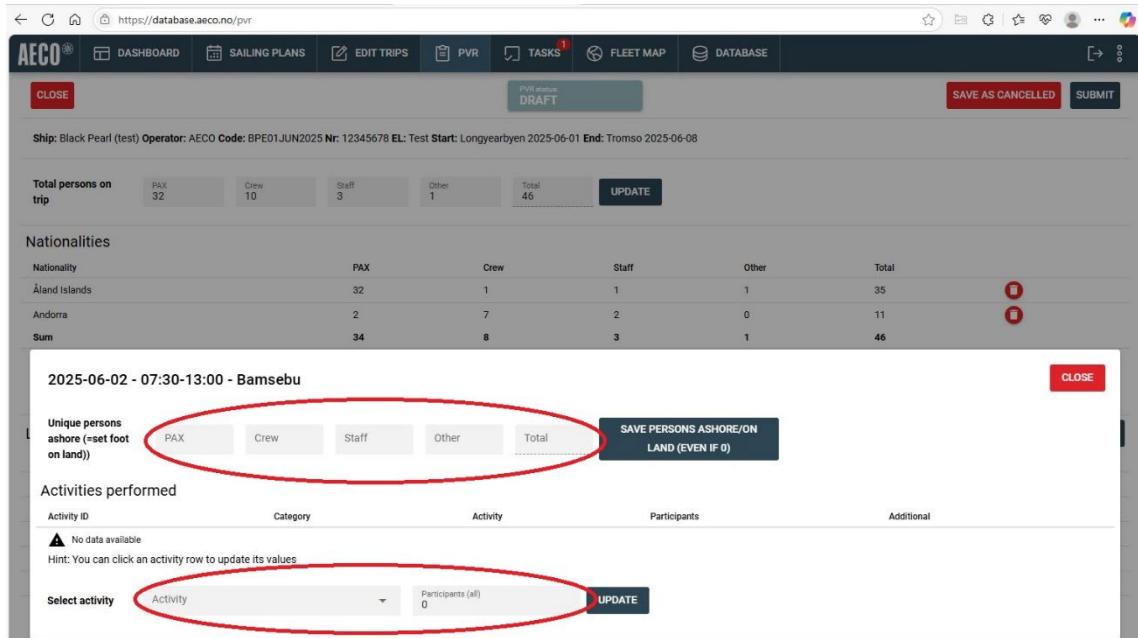
Date	Time	Site	Region	Persons ashore	Activity
2025-06-01	07:30-18:30	Longyearbyen	SJ - Other sites in Svalbard + Jan Mayen	0	
2025-06-02	07:30-13:00	Bamslebu	SJ - Sør-Spitsbergen national park	0	

Add activity information for each site by pressing the + sign on the right hand side of the site list.

The details for each site visit will appear.

The details for each site visit will appear.

- The number of people ashore (actually on land!) must be added. Differentiate between passengers, crew, staff, and others.
 - o For water based activities the number of people ashore is always zero (0).
- The same person can participate in different activities at the same site and added as a participant for each activity but count only as one unique person ashore.
 - o For example, the activities Zodiac/Small boat landing + Extensive hike + Clean Up (same person entered thrice) but still only the one person onshore.
- Any number of different activities can be added and the number of participants in each activity entered.



Ship: Black Pearl (test) Operator: AECO Code: BPE01JUN2025 Nr: 12345678 EL: Test Start: Longyearbyen 2025-06-01 End: Tromsø 2025-06-08

Total persons on trip	PAX	Crew	Staff	Other	Total
	32	10	3	1	46

Nationalities

Nationality	PAX	Crew	Staff	Other	Total
Åland Islands	32	1	1	1	35
Andorra	2	7	2	0	11
Sum	34	8	3	1	46

2025-06-02 - 07:30-13:00 - Bamsebu

Unique persons ashore (set foot on land)

PAX	Crew	Staff	Other	Total

Activities performed

No data available

Hint: You can click an activity row to update its values

Select activity	Activity	Category	Activity	Participants	Additional

Remember to **Save/Update** both when entering *Unique persons ashore* and *Activity/Participants*.

11.4 Clean Up reporting

Special to the new activity reporting system is that when the activity **Clean up** is selected and confirmed by pressing *Update*, a pop up window occurs where details of the clean-up are reported. The information is the same as what used to be to be reported separately by e-mail.

Ship: Black Pearl (test) Operator: AECO Code: BPE01JUN2025 Nr: 12345678 EL: Test Start: Longyearbyen 2025-06-01 End: Tromso 2025-06-08

Total persons on trip	PAX	Crew	Staff	Other	Total
32	10	3	1	46	

Nationalities

Nationality	PAX	Crew	Staff	Other	Total
Åland Islands	32	1	1	1	35
Andorra	2	7	2	0	11
Sum	34				46

2025-06-02 - 07:30-13:00 - Bamsebu

Unique persons ashore (=set foot on land)	PAX	Crew	Staff
ashore (=set foot on land)	32	0	3

Activities performed

Activity ID	Category
No data available	
Hint: You can click an activity row to update its values	
Select activity	Activity Clean up

Additional fields
Fill in the values even if they are zero. All fields are mandatory to fill in

Approximate weight (kg)
Number of bags collected (1 m ³ bags)
Approximate number of pieces collected
Distance of beach cleaned (meters)

Additional

CLOSE

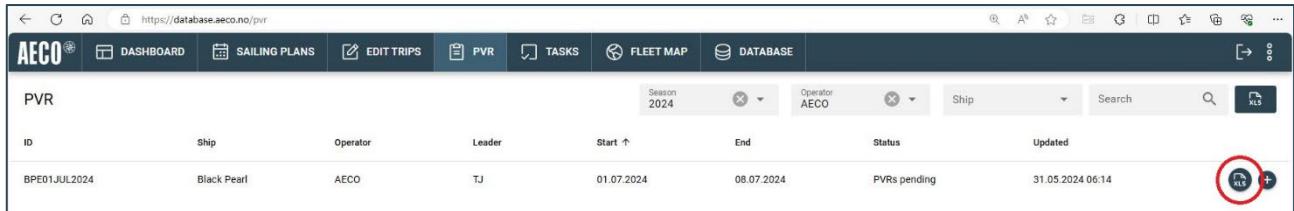
Please estimate as best possible and press save.

11.5 Completing a PVR

A PVR can be edited during the trip and saved as DRAFT. Once the PVR is completed, it must be submitted. This will let the *AECO Admin* know that the PVR is ready for a check and approval or dismissal. Once the AECO Admin has approved the PVR it will feature as approved on the PVR list overview. Once a PVR has been approved it can be exported for internal filing should it be required.

11.6 Exporting a PVR

You can export a PVR directly from the PVR list. Use the XLS icon on the right hand side of the trip you wish to export.



The screenshot shows a web-based application interface for managing cruise trips. The top navigation bar includes links for DASHBOARD, SAILING PLANS, EDIT TRIPS, PVR (which is the active tab), TASKS, FLEET MAP, and DATABASE. The main content area is titled 'PVR' and displays a table of trip details. The table has columns for ID, Ship, Operator, Leader, Start date, End date, Status, and Updated date. The first trip listed is 'BPE01JUL2024' with 'Black Pearl' as the ship, 'AECO' as the operator, 'TJ' as the leader, and a duration from '01.07.2024' to '08.07.2024'. The status is 'PVRs pending' and it was last updated on '31.05.2024 06:14'. On the far right of this row, there is an 'XLS' icon, which is circled in red to indicate it is the target for export. The URL in the browser's address bar is 'https://database.aeco.no/pvr'.

ID	Ship	Operator	Leader	Start	End	Status	Updated
BPE01JUL2024	Black Pearl	AECO	TJ	01.07.2024	08.07.2024	PVRs pending	31.05.2024 06:14

12. Tasks

The cruise database features a tasks list for users to quickly get an overview of missing obligations. Tasks will appear automatically for a variety of topics that are either subject to a deadline or have passed a deadline. An automated e-mail will be sent out weekly requesting to log on and check the tasks list in case tasks need to be completed. If no tasks need to be completed no e-mail will be forwarded.

The tasks are user specific. This means that *Admin* or *Operator* roles get a list of **all** tasks that their company needs to complete. Some may be delegated but others will need dedicated attention. The *Expedition Leader* role will only get tasks related to missing PVRs for the ship assigned to the specific user registration but not tasks related to the shore based operations department such as Berths for Sale deadline, Derby Day deadline, registration of core data for future trips, check of company details, or ships details, annual reset of ships specific PIN code, etc.

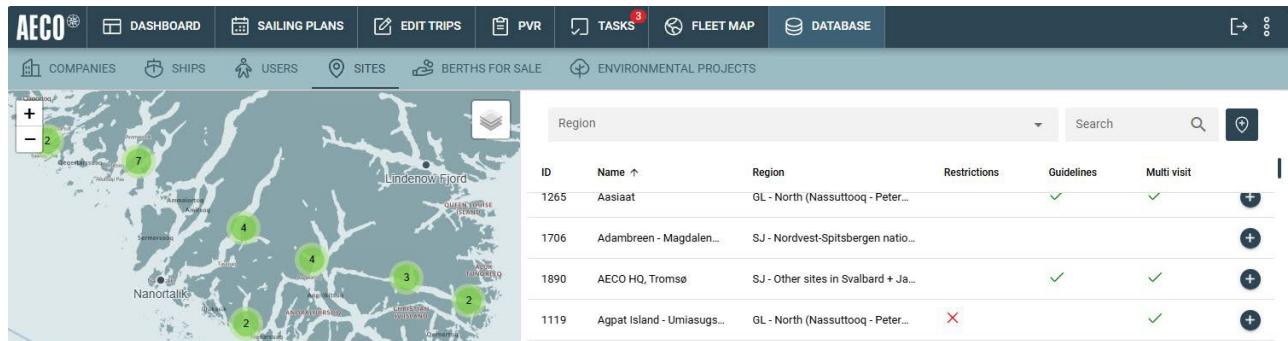
The *Bridge/DPA* role will be prompted with the task of checking the ships' information annually. For most tasks the check box on the right-hand side is completed automatically once the task has been completed. Tasks that include the annual check of company and ship data, which may not have any changes, will have to be checked off manually.

ID	Time	Title	Description	Type	Completed
6	14.06.2024 11:13	BFS for trip BPE01JUN2025 is missing	To complete task fill in "Berths for sale" and "Estimated load factor" values before deadline 14.07.2024 23:59	BFS	<input type="checkbox"/>
7	14.06.2024 11:13	BFS for trip BPE08JUN2025 is missing	To complete task fill in "Berths for sale" and "Estimated load factor" values before deadline 14.07.2024 23:59	BFS	<input type="checkbox"/>
8	14.06.2024 11:13	Next season trips	Please remember to add in all your trips for the season 2025 before Berths for sale deadline on 14.07.2024 23:59	Deadline	<input type="checkbox"/>
31	20.06.2024 08:46	Submit PVR for BPE10MAY2024	To complete task complete the PVR and Submit it to AECO	PVR submit	<input type="checkbox"/>
82	20.06.2024 08:48	Submit PVR for BPE10MAY2024	To complete task complete the PVR and Submit it to AECO	PVR submit	<input type="checkbox"/>
86	20.06.2024 08:48	Ship data check	Please check that ship data for Black Pearl is complete and up to date. Be particularly aware of contact details.	Ship data check	<input type="checkbox"/>
88	20.06.2024 08:48	Ship data check	Please check that ship data for Black Pearl 2 is complete and up to date. Be particularly aware of contact details.	Ship data check	<input type="checkbox"/>

Once completed the task is removed from the "Pending" tasks. Notice that the "Pending" tasks are set as the default filter. If you wish to see completed tasks including a time stamp and name for who has completed the task, please select "Completed" in the filter option.

13. Sites

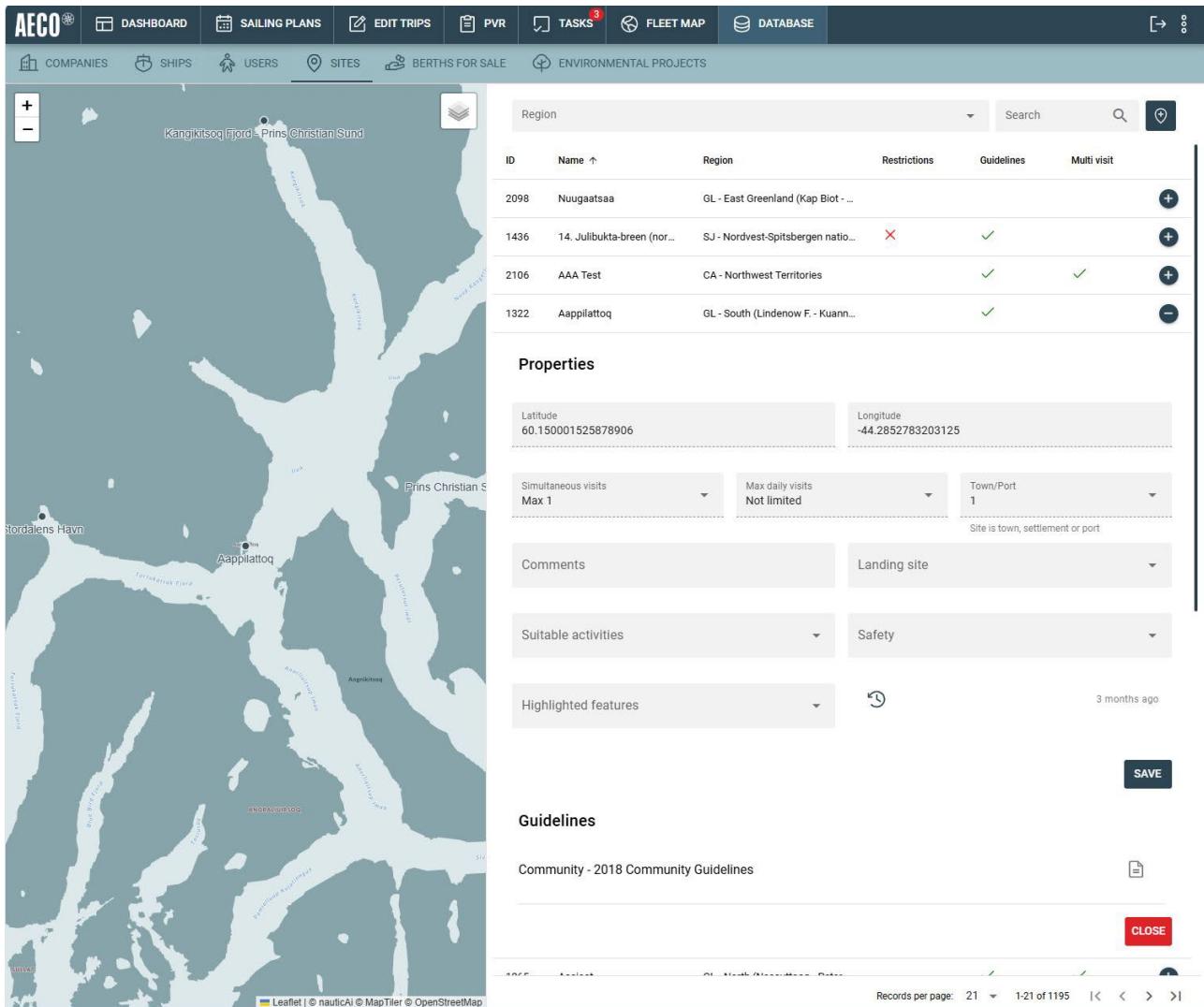
Access the **Sites** menu via the top menu >> **Database**.



ID	Name	Region	Restrictions	Guidelines	Multi visit
1265	Aasiaat	GL - North (Nassuttooq - Peter...)	✓	✓	
1706	Adambreen - Magdalen...	SJ - Nordvest-Spitsbergen natio...			
1890	AECO HQ, Tromsø	SJ - Other sites in Svalbard + Ja...	✓	✓	
1119	Agpat Island - Umiarsugs...	GL - North (Nassuttooq - Peter...)	✗	✓	

13.1 Site specific information

The sites can be accessed via the map by clicking the site indicator directly or by filtering the right-hand list view. For details on a specific site, press the + sign on the right-hand side.



The screenshot shows a map of a fjord area with various locations labeled, including Kangikitsoq Fjord, Prins Christian Sund, Hordalens Havn, and Aappilattoq. To the right of the map is a detailed site registration form for 'Aappilattoq'.

Region: GL - South (Lindenow F. - Kuann...)

Properties:

- Latitude: 60.150001525878906
- Longitude: -44.2852783203125
- Simultaneous visits: Max 1
- Max daily visits: Not limited
- Town/Port: 1
- Comments: (empty)
- Landing site: (empty)
- Suitable activities: (empty)
- Safety: (empty)
- Highlighted features: (empty)

Guidelines: Community - 2018 Community Guidelines

Buttons: SAVE, CLOSE

Records per page: 21 | 1-21 of 1195

Some details can only be edited by the AECO Admin when registering a new site. Other features (Comments, Landing site, Suitable activities, Safety and Highlighted features) can be edited by most Admin, Operator and EL roles. This enables basic knowledge on a site to be related to other users that may use a site for the first time.

The O-VRAT app is now integrated with the new Cruise Database and Live Scheduler. This means that all information available in the O-VRAT app is now also available when clicking the + sign for a specific site. This can be AECO Guidelines or Restrictions of any kind.

13.2 New Svalbard site regulations

From 1 January 2025 site regulations come into force in Svalbard. 43 limited coastlines will be available for landings. The AECO Cruise Database sites entries are based on single points – not stretches of coastline as the regulations. Hence sometimes more than one registered landing site is available for landings within a given restricted area. On the Sites list and the Fleet Map site overlay it is now easily recognizable which sites can be landed at (small black circle) and which can be booked for water activities only with no landing allowed (black triangle).



- This feature is not supported in the O-VRAT app.
- Certain areas on the coast of Spitsbergen, marked with black triangles, are allowed to be landed at from 1 January – 25 May on snow covered ground.
- For further details on specific landing requirements please see the site-specific information in the Sites tab, Fleet map sites overlay or O-VRAT app (from November 2024).

13.3 Site bookings are not possible in no go areas

Existing sites previously logged in areas currently designated as NO GO ZONES are not possible to book in advance. For reasons of maritime safety (i.e. seeking shelter from the weather) these sites are possible to log in a PVR back in time (after the date of the visit). The sites that are not possible to book are marked with a red triangle.



13.4 Requesting the addition of a new site to the database

To comply with AEKO obligations, you must submit a complete PVR. If you visit a site that is not present in the Cruise Database, you must request that it is added.

ID	Name ↑	Region	Restrictions	Guidelines	Multi visit
2098	Nuugaatsaa	GL - East Greenland (Kap Biot - ...)			
1436	14. Julibukta-breen (nor...	SJ - Nordvest-Spitsbergen natio...	×	✓	+

A new site request can be issued by the *Admin*, *Operator*, and *EL* roles. Access the **Sites** menu via the top menu >> **Database**. On the top right you will find a button labeled with a marker. Press the button and the **Request new site** window opens.

Find the site on the map and click with your mouse. The new site is indicated with a red dot. The position of the site is automatically registered. Suggest site name (if available) and complete the drop-down menus about general site information. Multiple topics can be indicated for each drop-down menu.

This site information will be available for each site in the database to use for basic preparations for others that may not have visited the site before.

Once the form is completed to the extent possible, send the request to the *AECO Admin* to get the site confirmed. The *AECO Admin* receives an e-mail with the request and will investigate if any restrictions apply, any guidelines should be attached and find the correct place name for the site in question. Once confirmed the site is available in the cruise database.

14. Trouble Shooting

14.1 Encountering issues with a page not loading correctly

Reload the page:

PC: Simultaneously press Shift+Ctrl+R.

MAC: Shift + Reload.

14.2 Cannot log on to Cruise Database and Live Scheduler

Log on issues can be caused by various circumstances which can be hard to replicate by a third party.

If the AECO Cruise Database and Live Scheduler works on your mobile with 4G/LTE/5G, but not on your PC, it could indicate internal corporate IT challenges.

The AECO Cruise Database and Live Scheduler use a Secure Sockets Layer (SSL) setup to provide security between web browser and server. Log on issues can arise if the authentication process started by SSL fails.

The developer of the AECO Cruise Database and Live Scheduler has checked the quality of the SSL solution and found no problems.

Please contact your IT Department and provide them with this list for troubleshooting:

1. Outdated CA Trust Store:

The browser or OS may lack updated CA certificates. Talk to IT about this.

2. Device Time/Date Mismatch:

Incorrect system clock can invalidate SSL certificates, i.e. if the PC clock is off, it may cause these issues. Check if the time on the PC is the same as e.g. on time.com

3. Network Proxy or Inspection:

SSL traffic intercepted by corporate proxies or security software may use an untrusted certificate. Talk to your IT about this.

4. DNS or Cache Issue:

Domain might resolve to an incorrect or outdated server. Try to flush the DNS cache and verify DNS settings.

5. Cached HSTS Policy:

Browsers may cache outdated SSL configurations via HSTS. Clear browser cache and test using an incognito/private session.

6. Browser-Specific Behavior:

Older or non-compliant browsers may fail validation.

Test on multiple browsers to identify if the issue is browser specific. Especially testing on a mobile phone that is NOT in the company network/VPN/WiFi, but rather on a 4G/LTE/5G subscription can help to pinpoint issues.