

# Cruise Database & Live Scheduler

Manual for Expedition Leader and Bridge Officer/DPA

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# Contents

AECO Cruise Database & Live Scheduler	3
1. Access levels	4
1.1 User access roles	4
1.2 Duration of session before new log on required	5
1.3 Checklist:	6
2. User Interface	7
3. Fleet Map	8
3.1 Fleet Map Layers	8
3.2 Vessel specific information	17
3.3 Vessel tracking	18
4. Creating Trips	19
5. Booking Sites	20
5.1 Testing and training version	20
5.2 Live scheduler	20
5.3 Ship specific PIN code	21
5.4 Booking/editing sites	22
5.5 Booking site – rules	24
5.6 Requesting the addition of a new site to the database	25
5.7 Booking/editing sites if offline/low bandwidth	26
6. Post Visit Report	27
6.1 PVR Core Data	27

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6.2 Double bookings back in time	28
6.3 Activity information	29
6.4 Clean Up reporting	30
6.5 Completing a PVR	31
6.6 Exporting a PVR	32
7. Tasks _____	33
8. Sites _____	34
8.1 Site specific information	34
8.2 Svalbard site regulations - 2025	35
8.3 Site bookings not possible in no go areas	37
8.4 Requesting the addition of a new site to the database	37
9. Companies & Ships _____	39
10. Users _____	40
11. Trouble Shooting _____	41
9.1 Encountering issues with a page not loading correctly	41
9.2 Cannot log on to Cruise Database and Live Scheduler	41



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 is primarily intended for ship based users such as those registered as *EL* and *Bridge Officer/DPA* roles.

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

**[www.database.aeco.no](http://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 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 Cruise Database and Live Scheduler has increased cyber security aspects embedded, which includes different access levels in which company operatives are registered.

## 1.1 User access roles

### *Admin*

The person responsible for the Cruise Database & Live Scheduler (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 *Admin* has access to an Audit Log to monitor all traffic on the profile of the member in question.

### *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* 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 via the TASK tab.

### *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 *Admin* or *Operator* to delegate, 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 via the TASK tab.

## **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,
- You log out,
- You clear the browser data.

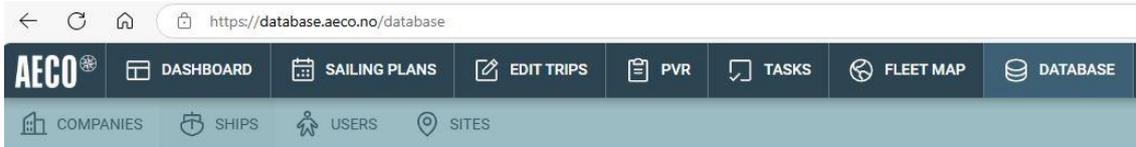
### 1.3 Checklist:

The *EL* role must be informed about the ships' specific PIN code. This is necessary for generating trips, editing trips.

- Request the ships specific PIN code from the company *Admin* or *Operator*.
- As a safety procedure the ships PIN will change every year.
- Using the ships specific PIN once it is then valid for as long as the session lasts. See below.

## 2. User Interface

The Cruise Database and Live Scheduler 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 or can be edited by all user levels.

# 3. Fleet Map

## 3.1 Fleet Map Layers

On the **Fleet Map**, a column of layer options is located. Click the icon to get access to the individual layer option.

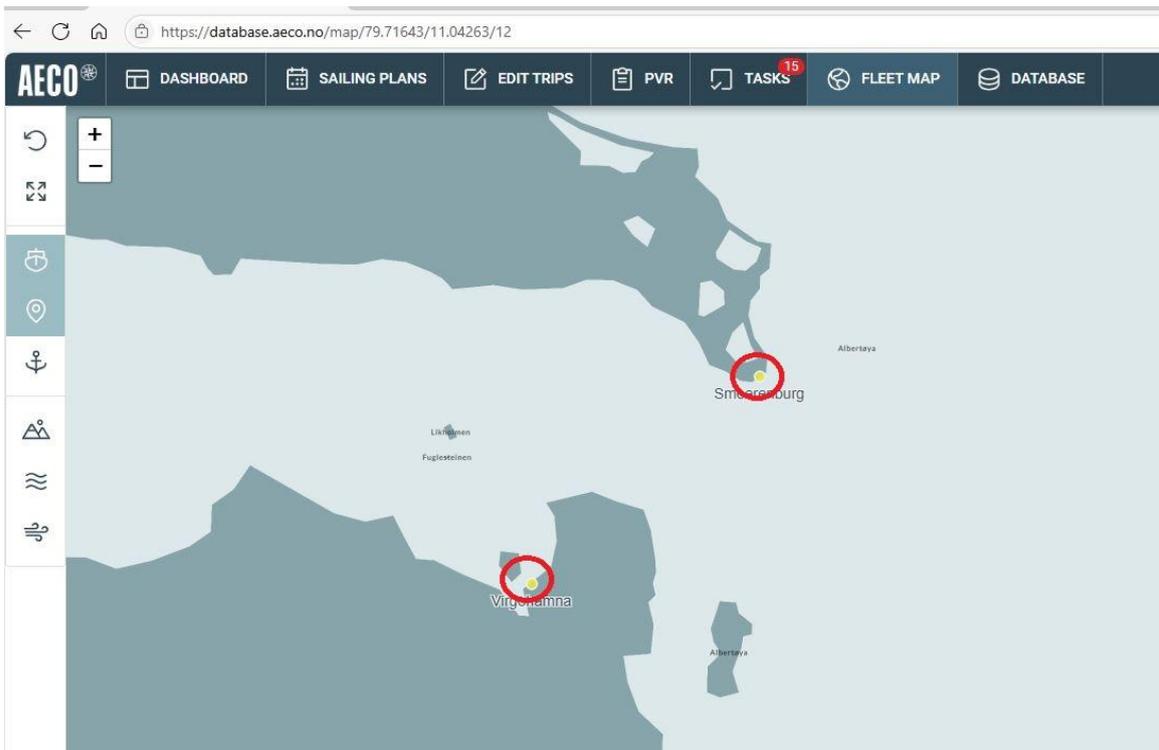
### *Other vessels*

The Fleet Map menu offers a live overview of all vessels registered as active in the database. Ships icon on the top left to show all vessels or remove all active vessels from the Fleet Map view.

### *Sites*

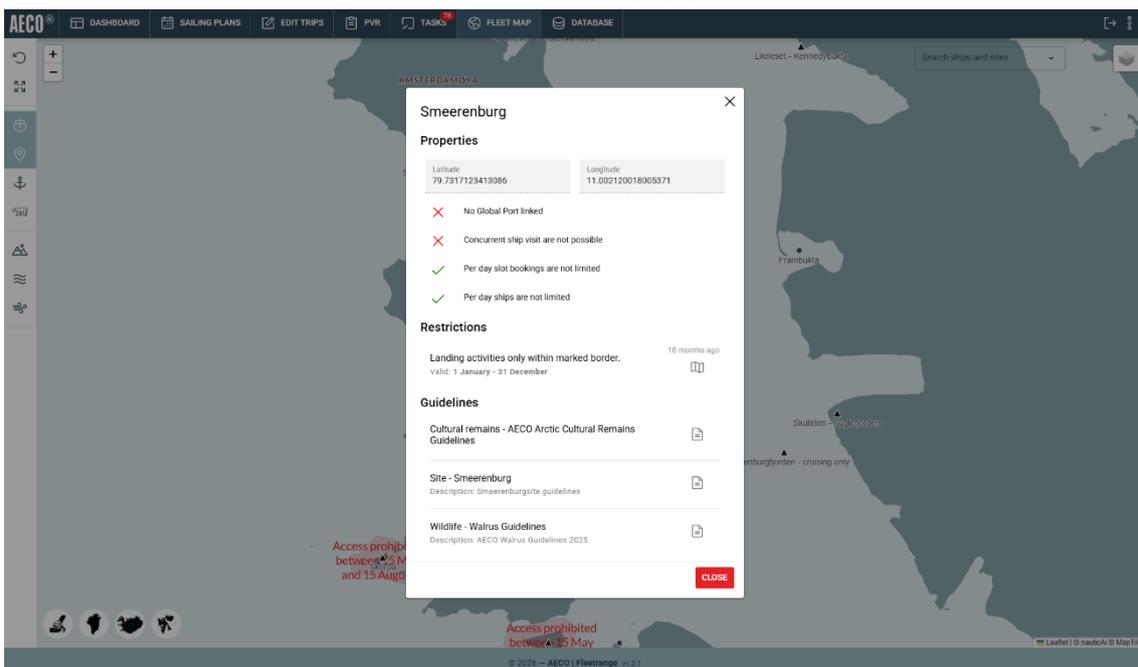
The *Site* layer has multiple features installed to assist getting an overview of the booking situation for a given site two days into the future.

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.

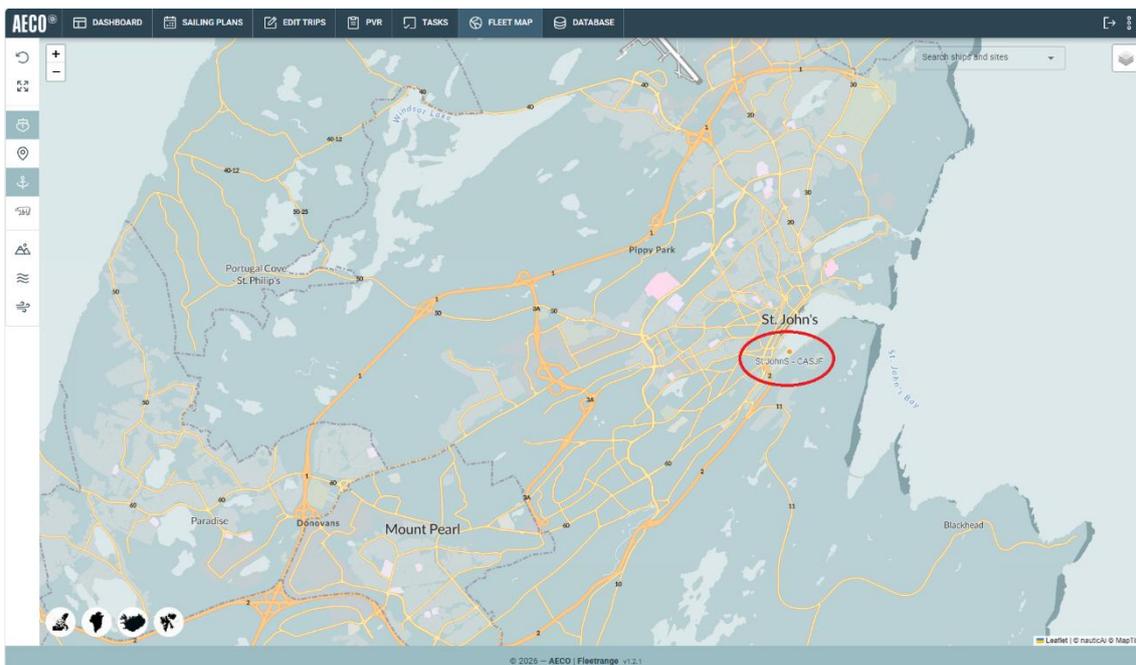
The window also shows any restrictions that may apply to the site.



## Global Ports

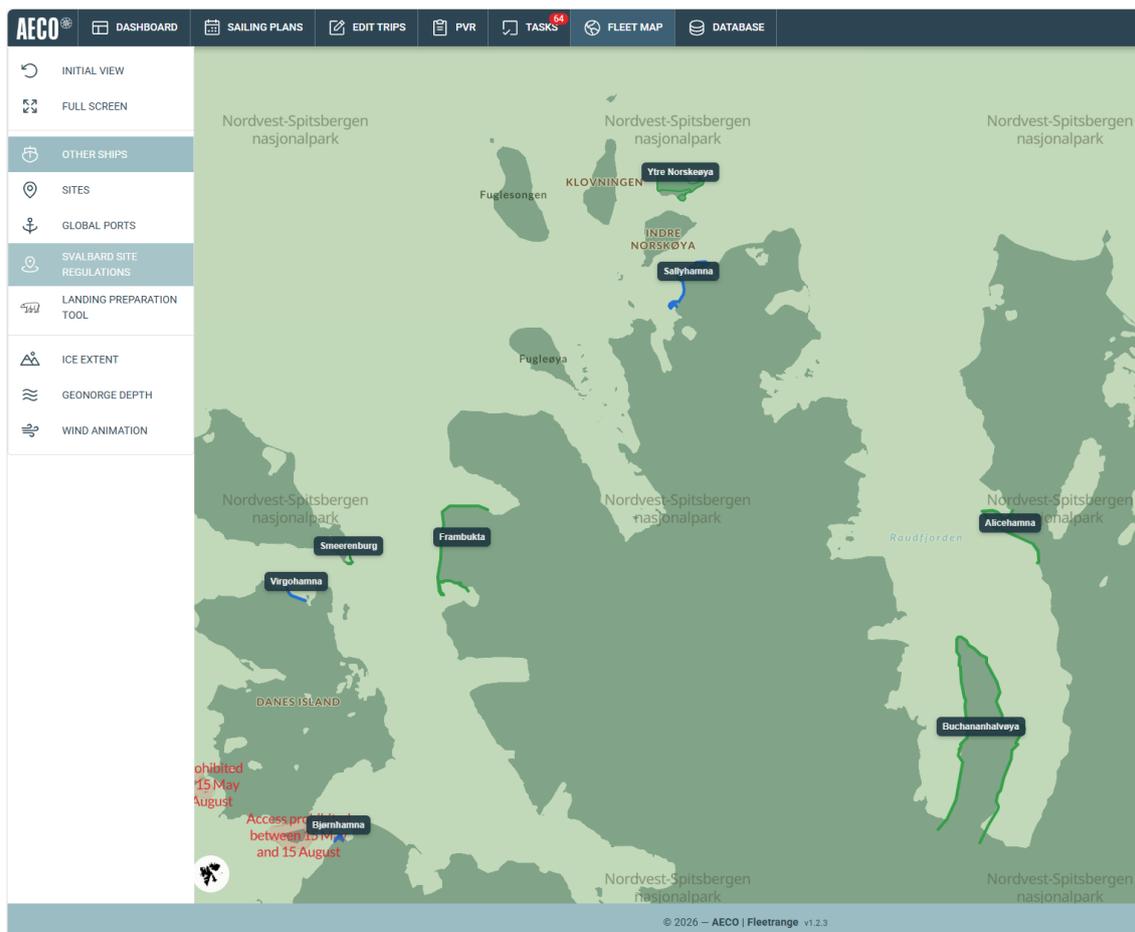
The Global Ports overlay is part of the system that ensures the automatic addition of the correct embarkation port and disembarkation port for each trip/PVR. Each port in the world has a specific code that identifies the port. That code is also linked to the site registrations for all changeover ports in the Cruise Database and Live Scheduler. This link is used to generate improved AECO statistics.

Using this menu can assist in identifying exactly what port is used for embarkation or disembarkation. Often a city has more than one port or two different cities have the same name. Make sure that you have selected the correct embarkation or disembarkation port for your registered trips by using this layer to identify the correct code for the port you intend to use.



## Svalbard Site Regulations

Regulations regarding landing in protected areas in Svalbard have been in place since the 2025 season. The areas and the precise restrictions can be viewed in the Svalbard Site Regulations overlay.



Click the line or area of a given restriction and the specific regulation pertaining to the site appears. The data used to enable this feature is officially issued by Kartverket in Norway. Hence the link is in Norwegian only. Please see the site restrictions by using the Sites menu or the Sites overlay on the Fleet map for an English version (see above).

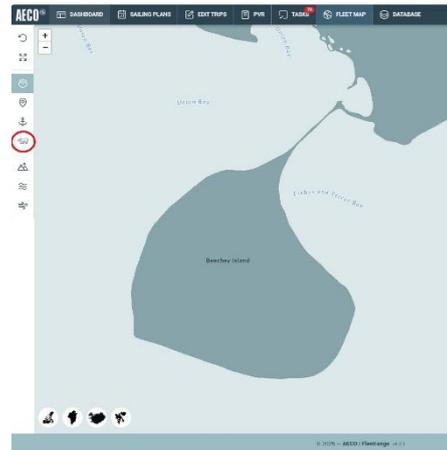
The default drawn map is slightly off compared to reality but the exact outline can be viewed by using the Sattelite Hybrid map instead. Click the small icon on the top right hand side of the map to select the Sattelite Hybrid map to see the exact outline of the restrictions.



### *Landing preparation tool*

This tool is meant to help prepare landings by enabling the user to generate and export a map of the area of operation quickly and easily. Use the polar bear icon to engage the tool.

Click the icon and a new window opens.

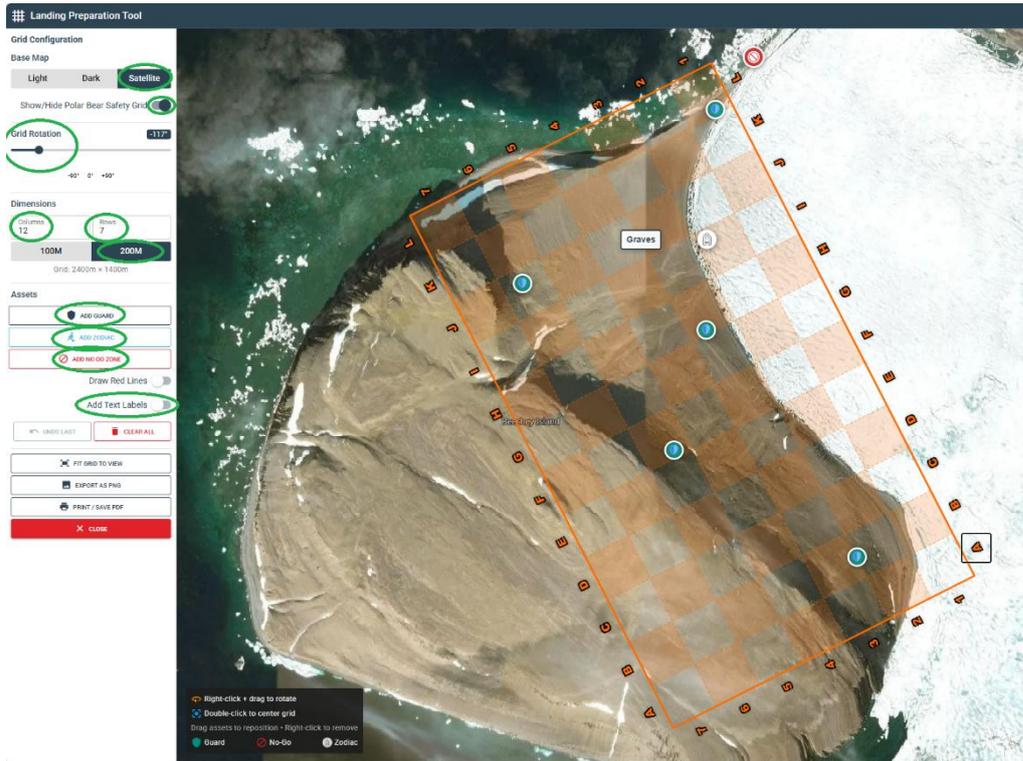


Zoom to fit your purpose. Due to technical challenges, it is the map that is moved and not the grid/figures. This makes it a bit harder to get used to as any manipulation of the zoom level while editing will change the position of the figures added. Choose your zoom level first – then add figures.

Minimize the window to get back to the Fleet Map to double check details and just click the overlay button again to maximize the page again.

The tool offers various items that can be selected and placed on the map for illustration. These include a small boat icon, a (polar bear) guard icon, a no-go zone icon, and a text label to free write text. It is also possible to draw on the map with the “Draw red lines” option.

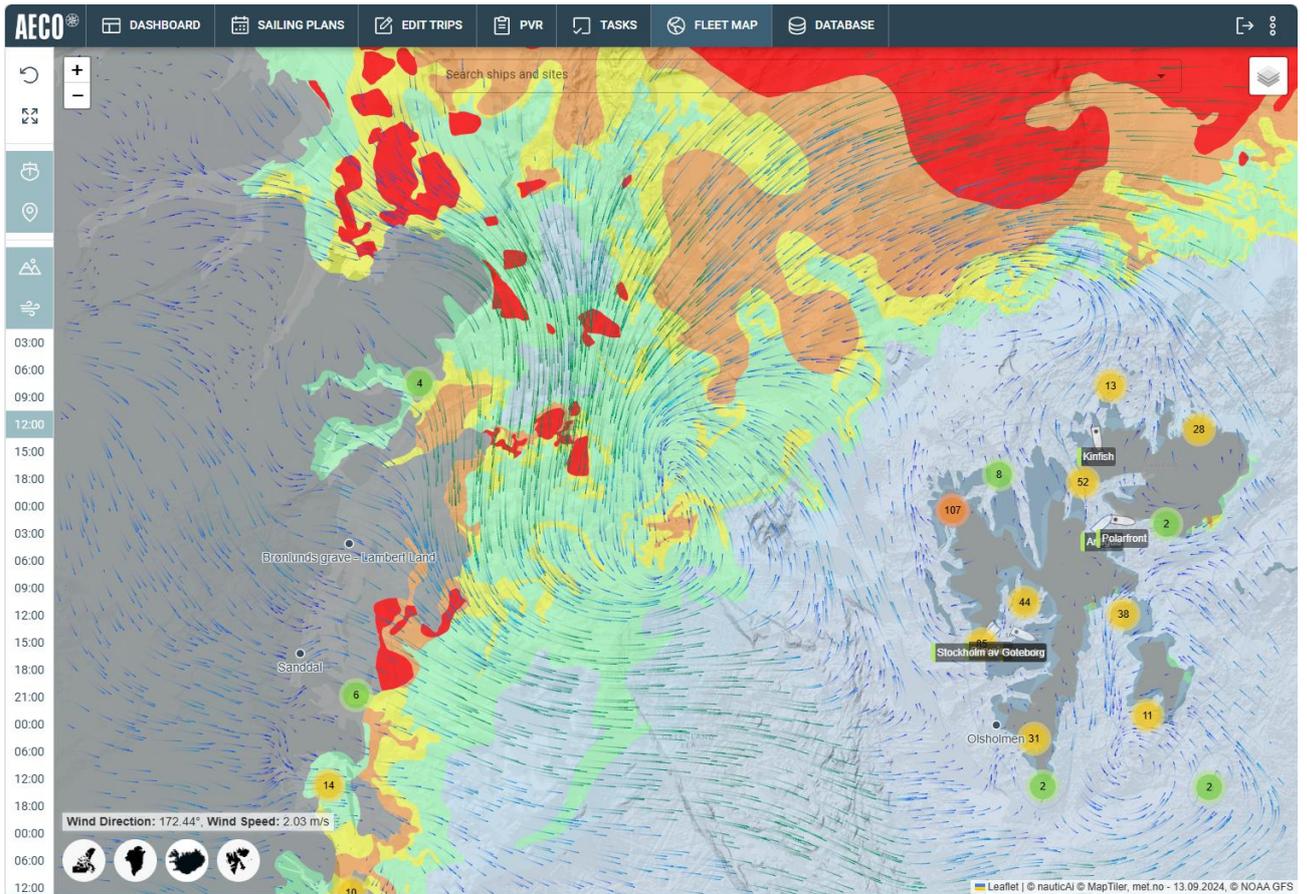
It is possible to overlay a grid on your map. The grid can aid the identification of a position of interest while in the field, i.e., the sudden emergence of a polar bear. If field staff and bridge have access to the map on a phone shared prior to the landing, the location of a bear spotted on shore can be identified with greater details without having to rely on features on land to identify the location.



Export the map easily by using the desired file property. The map created is not stored in the system and will be deleted as soon as the Landing Preparation Tool window is closed.

### Ice and wind

Click the left side menu and overlay registered sites and/or wind forecasts, and/or ice chart to the map.

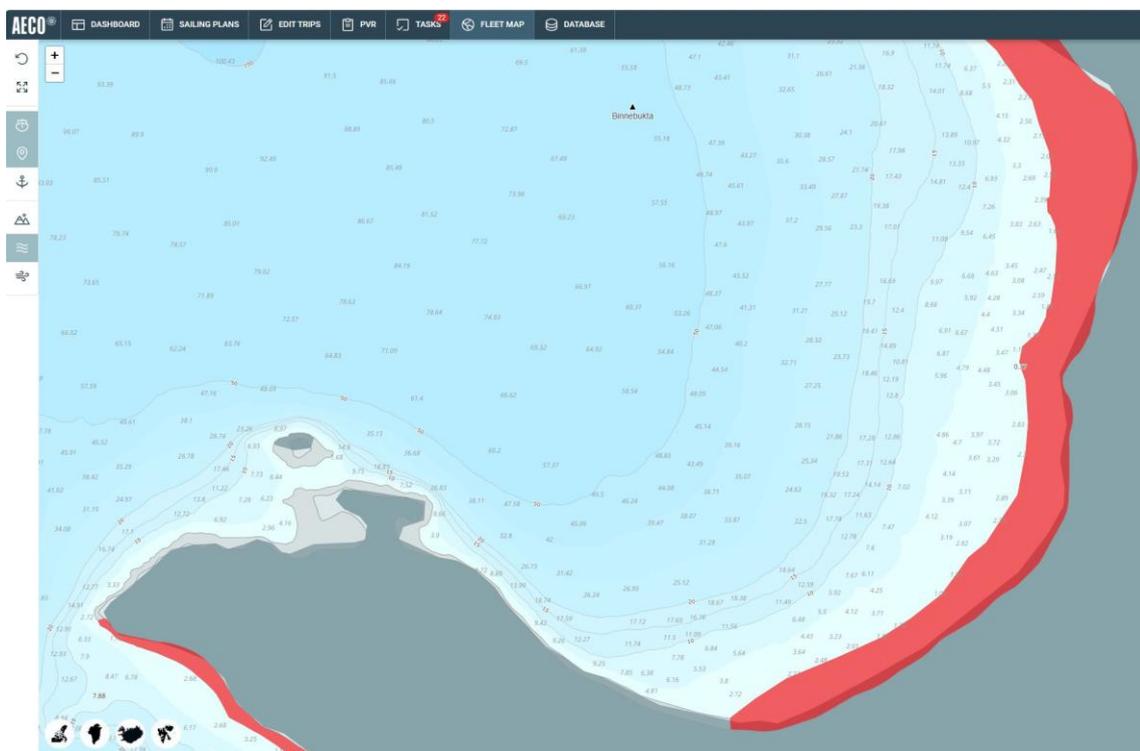


## Soundings Svalbard

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.

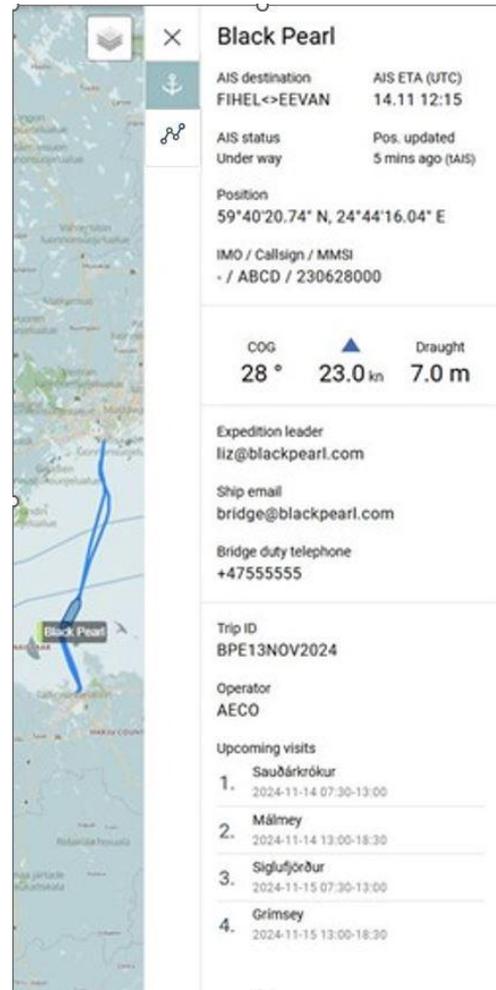
NB! This feature is not for navigation!



### 3.2 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.



**Black Pearl**

AIS destination	FIHEL<->EEVAN	AIS ETA (UTC)	14.11 12:15
AIS status	Under way	Pos. updated	5 mins ago (AIS)

Position  
59°40'20.74" N, 24°44'16.04" E

IMO / Callsign / MMSI  
- / ABCD / 230628000

COG	28 °	Draught	7.0 m
	▲	23.0 kn	

Expedition leader  
liz@blackpearl.com

Ship email  
bridge@blackpearl.com

Bridge duty telephone  
+47555555

Trip ID  
BPE13NOV2024

Operator  
AECO

Upcoming visits

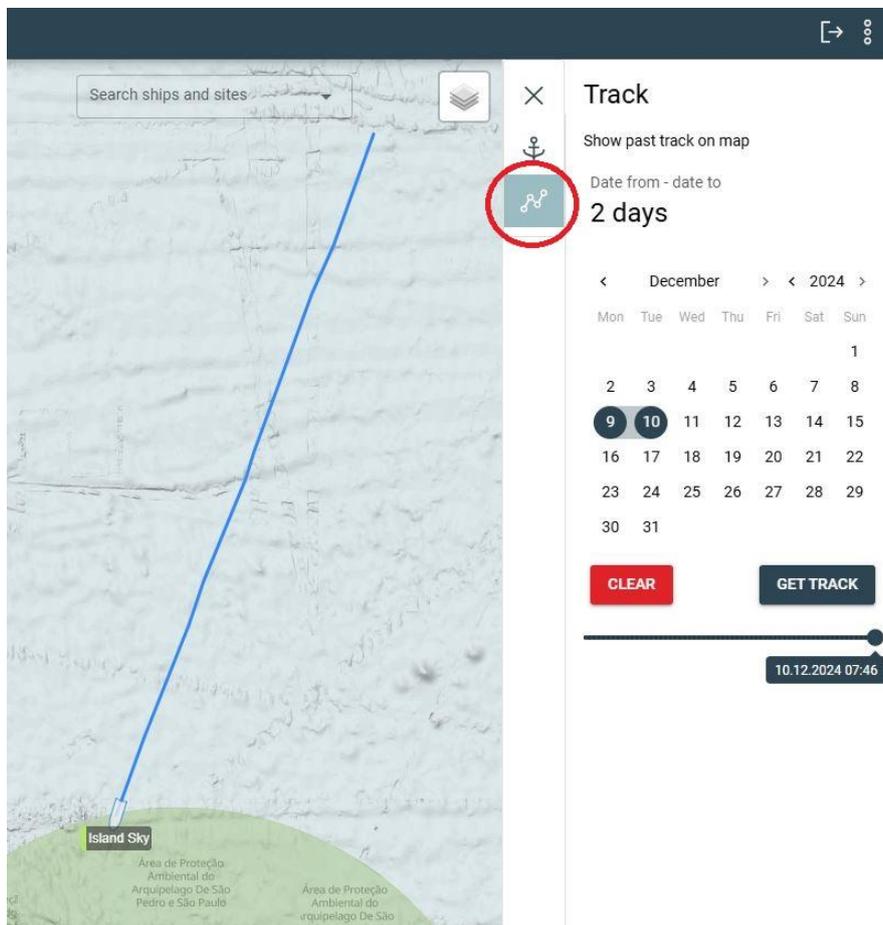
1. Sauðárkrúkur  
2024-11-14 07:30-13:00
2. Málmei  
2024-11-14 13:00-18:30
3. Siglufjörður  
2024-11-15 07:30-13:00
4. Grimsey  
2024-11-15 13:00-18:30

### 3.3 Vessel tracking

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

## 4. Creating 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.
- 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.
- 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 (only) at any time without limitation.

# 5. Booking Sites

## 5.1 Testing and training version



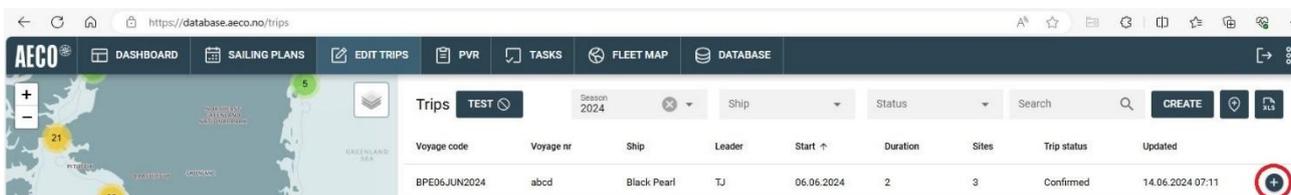
To access the Trip training module, please click the button indicated above. You will access a copy of the actual database and can test creating trips, booking sites, etc.

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.

## 5.2 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:



### 5.3 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.

The screenshot shows the AECO database interface. The top navigation bar includes: DASHBOARD, SAILING PLANS, EDIT TRIPS, PVR, TASKS, FLEET MAP, and DATABASE. The main content area displays a trip booking form for 'Black Pearl 2' with the following details:

- Voyage number: [empty]
- Ship: Black Pearl 2
- Operator: AECO (Full member)
- Expedition leader: Mickey Mouse
- Optional Embarkation port: Kangerlussuaq, GLSFJ
- Start date: 15/07/2024
- Optional Disembarkation port: Reykjavik, ISREY
- End date: 22/07/2024

A modal window titled 'Enter PIN code to proceed' is open, displaying the text 'The code is ship specific' and a text input field for the PIN code. The input field shows '6 digits' and '0 / 6'. There are 'CLOSE' and 'SUBMIT' buttons at the bottom of the modal.

The background shows a calendar view with dates 15-Jul and 16-Jul, and a list of regions on the right side of the interface.

- 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.

## 5.4 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:

The screenshot shows the AECO database interface. On the left, a map of Greenland is displayed with several site markers. A red arrow points to the 'Kangerlussuaq' marker. The main interface shows a booking table for the ship 'Black Pearl 2' with columns for Date, Slot, and Booked site. The 'Booked site' column is circled in red, showing 'Kangerlussuaq'. Below the table, there are 'BOOK' buttons for each time slot. On the right, there is a 'Region' dropdown menu and a search bar.

Date	Slot	Booked site	Region
24-Apr	04:01-07:30	Kangerlussuaq	
	07:31-13:00		
	13:01-18:30		
	18:31-22:00		
25-Apr	04:01-07:30		
	07:31-13:00		
	13:01-18:30		

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.

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.

The screenshot displays the AECO database interface for a trip on the ship Black Pearl 2. The interface includes a map on the left, a central booking overview, and a right-hand list of sites. The booking overview table shows the following data:

Date	Slot	Booked site	Button
24-Apr	04:01-07:30	Søndre Strømfjord - Angujarfotik Valley	BOOK
	07:31-13:00	Kangerlussuaq	BOOK
	13:01-18:30	Søndre Strømfjord - Angujarfotik 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

The right-hand list of sites includes the following entries:

ID	Name	Region
1436	14. Julbukta-breen (northeast side)	SJ - Nordvest-Spitsbergen national park
1322	Aappilattoq	GL - South (Lindenow F. - Kuannersooq F.)
1265	Aasiaat	GL - North (Nassuttooq - Petermann G.)
1706	Adambreen - Magdalenafjord	SJ - Nordvest-Spitsbergen national park
1890	AECO HO, Tromsø	SJ - Other sites in Svalbard + Jan Mayen
1119	Agpat Island - Umiassugssup Bay	GL - North (Nassuttooq - Petermann G.)
1517	Agsjæra	SJ - Other sites in Svalbard + Jan Mayen
949	Akilla Island	GL - Capital Region (Kuannersooq F. - Fiskefjord)
857	Akpatok Island	CA - Nunavut
1828	Akranes	IS - Vesturland - Snaefellsnes West Iceland
1518	Akseleya	SJ - Van Meijenfjorden national park
1120	Akugdleq	GL - North (Nassuttooq - Petermann G.)
1121	Akunnaaq	GL - North (Nassuttooq - Petermann G.)
1719	Akureyri	IS - Northeastern Region
1052	Alabama	GL - National Park (Petermann G. - Kap Biot)
1960	Albert Harbour	CA - Nunavut
1358	Albertinbukta	SJ - Nordaust-Svalbard nature reserve
1797	Alexandra Fjord	CA - Nunavut
1437	Alchammarituroqneset - Raudfjord	SJ - Nordvest-Spitsbergen national park

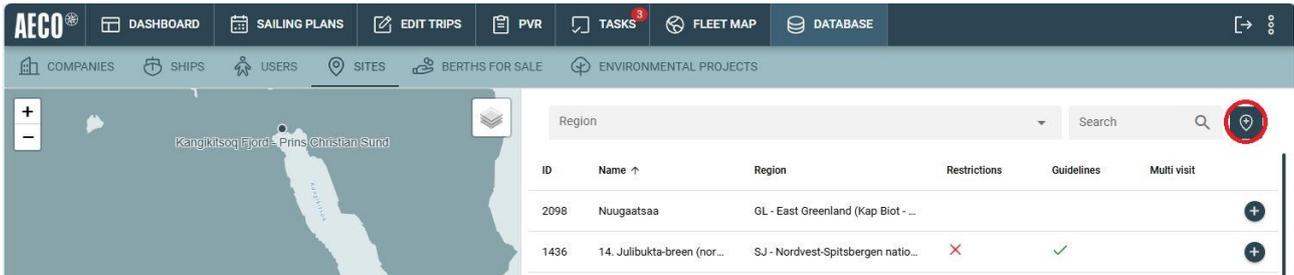
- There is a five second delay after each site booking in which new site bookings are not possible.
  - o This mitigates possible misuse by bots or similar, to log sailing plans automatically.
  - o The five second delay is ships + company specific meaning if two or more trips for the same ship are worked 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.

## 5.5 Booking site – rules

- No vessel can book a nature 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.
- Ports can be booked with 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.
- Confirmed port agent community/town/port bookings have priority over the AECO Cruise Database and Live Scheduler.
  - o Port agent bookings can be made years in advance, site bookings only months in advance from Derby Day.
  - o Do not book a community/town/port visit in the AECO Cruise Database and Live Scheduler unless you have a confirmed port agent booking.
- 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.

### 5.6 Requesting the addition of a new site to the database

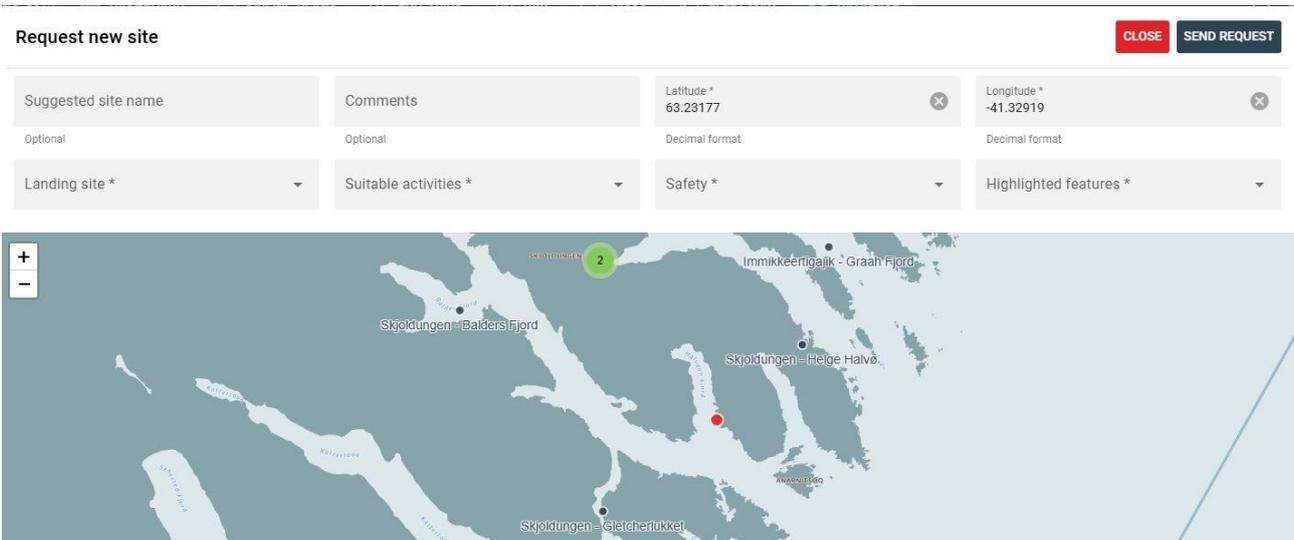
To comply with AECO obligations, you must submit a complete PVR. If you visit a site that is not present in the Cruise Database, you must request that it is added.



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.

### **5.7 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.

# 6. 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.

## 6.1 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 PVR form for the ship "Black Pearl (test)". The form is in "DRAFT" status. It displays the following data:

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:**

Category	Count
PAX	32
Crew	10
Staff	3
Other	1
<b>Total</b>	<b>46</b>

**Nationalities Table:**

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

At the bottom, there is a "Save Nationality" section with a dropdown menu and input fields for PAX (0), Crew (0), Staff (0), Other (0), and Total (0), with an "UPDATE" button.

## 6.2 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.

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
<b>Sum</b>	<b>34</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>46</b>

**Save Nationality**

Nation...	PAX	Crew	Staff	Other	Total
	0	0	0	0	0

**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	

## 6.3 Activity information

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
<b>Sum</b>	<b>34</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>46</b>

**Save Nationality**

	PAX	Crew	Staff	Other	Total
	0	0	0	0	0

**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	Bamsebu	SJ - Ser-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: Tromso 2025-06-08

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

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

Activity ID	Category	Activity	Participants	Additional
No data available				
Hint: You can click an activity row to update its values				
Select activity	Activity	Participants (all)	0	

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

## 6.4 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 reported separately by e-mail.

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 32, Crew 10, Staff 3, Other 1, Total 46

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 32, Crew 0, Staff 3

Activities performed

Activity ID: 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 m3 bags)

Approximate number of pieces collected

Distance of beach cleaned (meters)

CANCEL SAVE

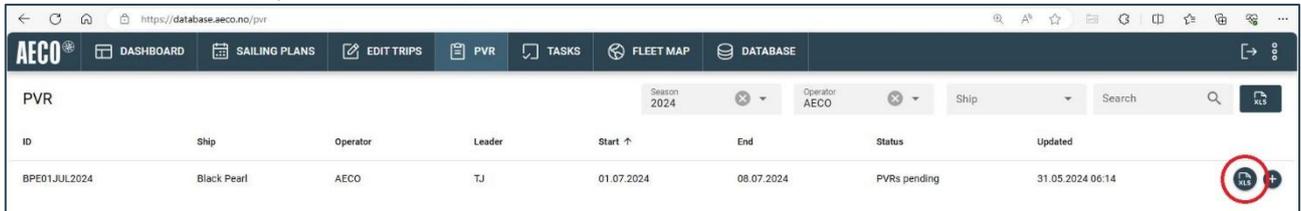
Please estimate as best possible and press save.

## 6.5 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.

## 6.6 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.



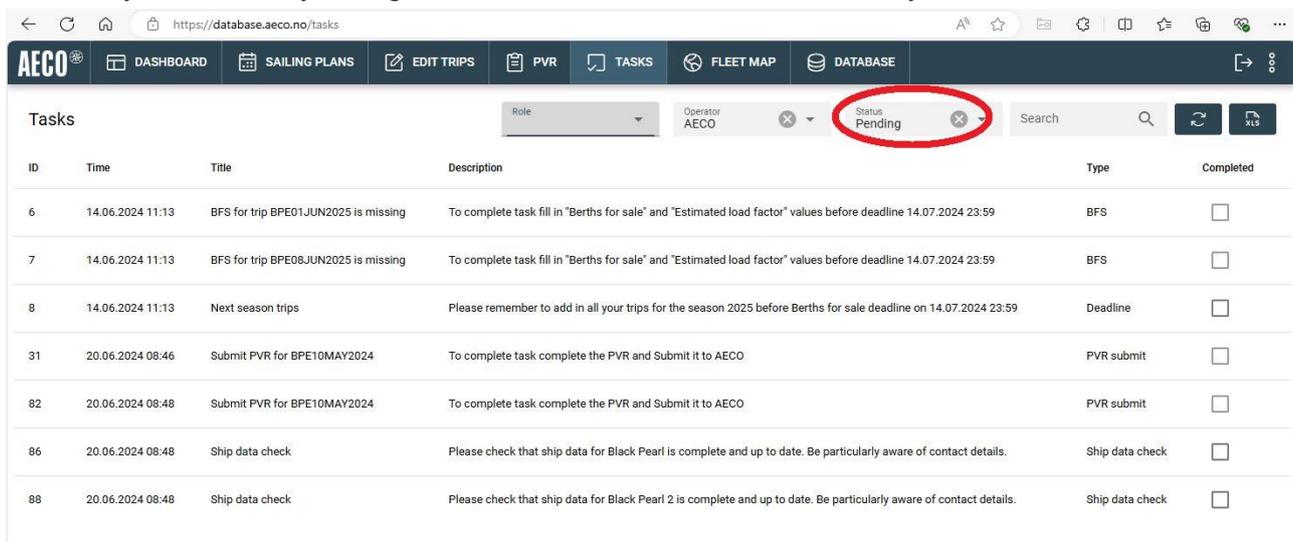
## 7. Tasks

The Cruise Database and Live Scheduler 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 but not tasks related to the shore based operations department obligations.

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 ship data, which may not have any changes, will have to be checked off manually.

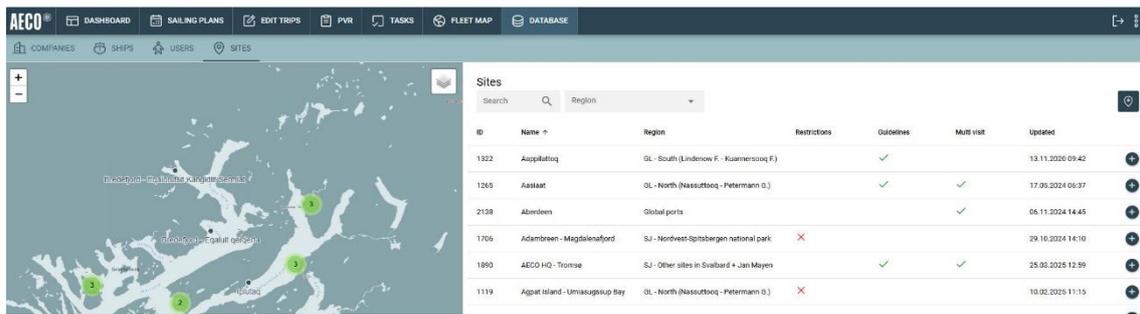


ID	Time	Title	Description	Type	Completed
6	14.06.2024 11:13	BFS for trip BPE01JUN2025 is missing	To complete task fill in "Berths for sale" and "Estimated load factor" values before deadline 14.07.2024 23:59	BFS	<input type="checkbox"/>
7	14.06.2024 11:13	BFS for trip BPE08JUN2025 is missing	To complete 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 1 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 list. 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.

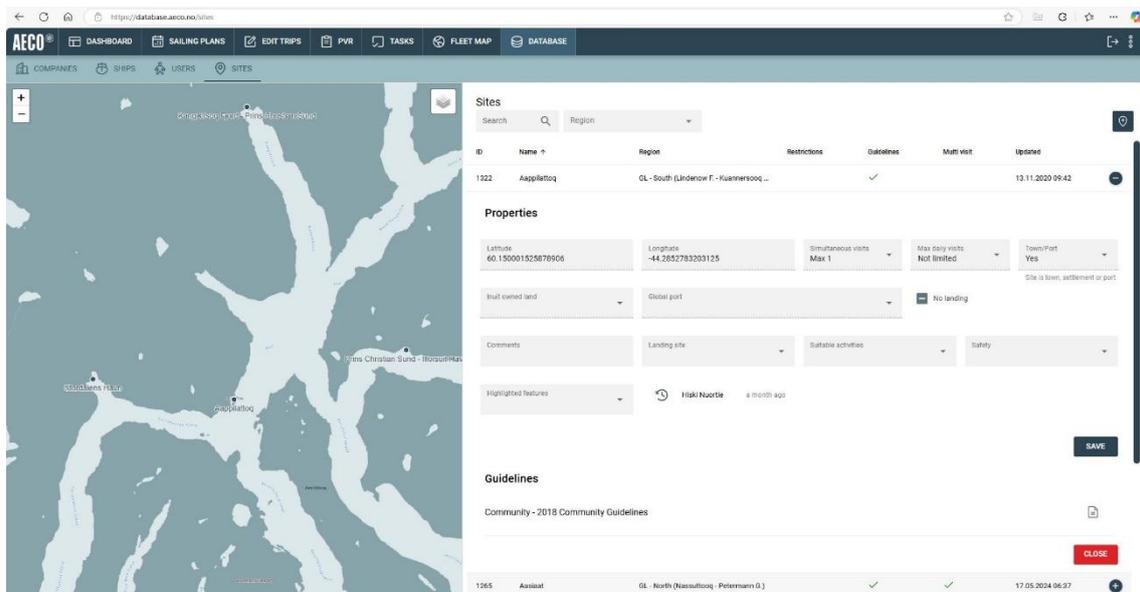
# 8. Sites

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



## 8.1 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.



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 the *EL* role. 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.

## 8.2 Svalbard site regulations - 2025

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 are 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).



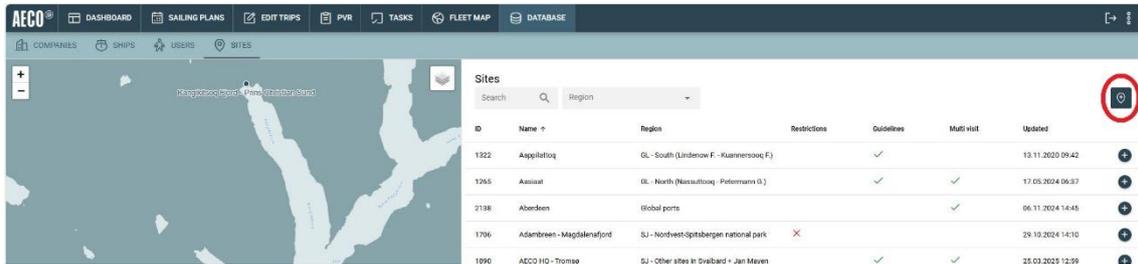
### 8.3 Site bookings not possible in no go areas

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.



### 8.4 Requesting the addition of a new site to the database

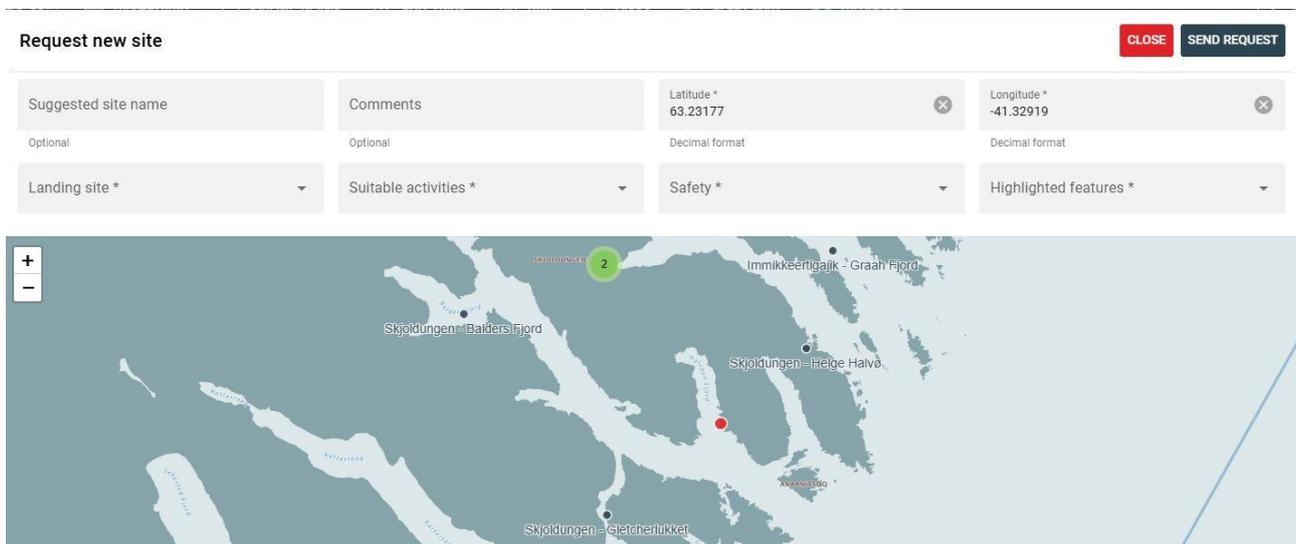
To comply with AECO obligations, you must submit a complete PVR. If you visit a site that is not present in the Cruise Database, you must request that it is added.



A new site request can be issued by the *EL* role (and *Admin* and *Operator*). 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 exact 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.



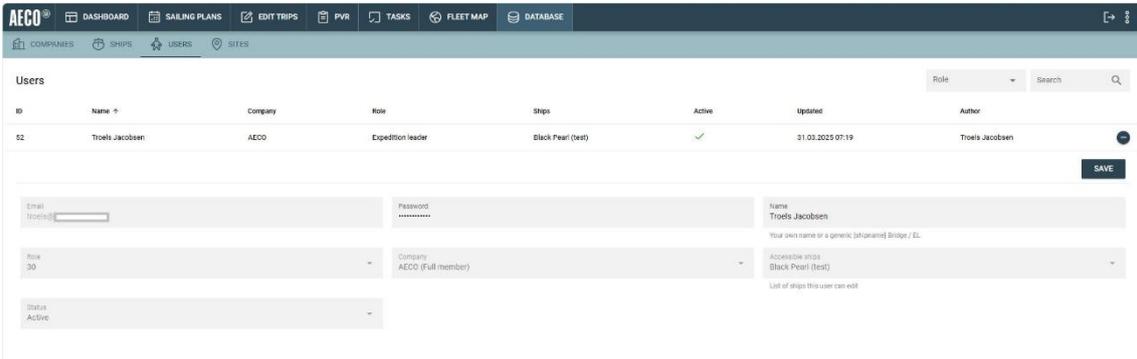
Once the form is completed to the extent possible, send the request to the *AECO Admin* to get the site confirmed. The *AECO Admin* receives an e-mail with the request and will investigate if any restrictions apply, any guidelines should be attached and find the correct place name for the site in question.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

## 9. Companies & Ships

Access information about the company you work for and a list of ships in the fleet of that company can be found in the sub-menus **Companies** and **Ships**. Access via the menu **Database** These are for reference only for the EL user level.

# 10. Users

Access the sub-menu **Users** via the menu **Database**. The information on your log on details are available here. Use this sub-menu to change the username of the profile.



The screenshot displays the AECO Users management interface. At the top, there is a navigation bar with the AECO logo and several menu items: DASHBOARD, SAILING PLANS, EDIT TRIPS, PVR, TASKS, FLEET MAP, and DATABASE. Below this, there is a sub-menu bar with COMPANIES, SHIPS, USERS, and SITES. The main content area is titled 'Users' and features a table with columns for ID, Name, Company, Role, Ships, Active, Updated, and Author. A single user is listed with ID 52, Name Troels Jacobsen, Company AECO, Role Expedition leader, Ships Black Pearl (test), Active status, Updated 31.03.2025 07:19, and Author Troels Jacobsen. Below the table is a 'SAVE' button. Underneath the table, there is a form for editing the user profile. The form includes fields for Email (with a placeholder 'troels@...'), Password (with a placeholder '\*\*\*\*\*'), Name (Troels Jacobsen), Role (30), Company (AECO (Full member)), and Accessible ships (Black Pearl (test)). There is also a section for 'List of ships this user can edit'.

If the password is lost or forgotten, please use the “Forgot Password” function on the main log on page.

It is recommended to change the password at least once a year.

# 11. Trouble Shooting

## 9.1 Encountering issues with a page not loading correctly

Reload the page:

PC: Simultaneously press Shift+Ctrl+R.

MAC: Shift + Reload.

## 9.2 Cannot log on to Cruise Database and Live Scheduler

If you are unable to log on to the Cruise Database and Live Scheduler please contact your company *Admin* or *Operator*. The likely problem is associated with internal system safety features and will need the attention of the company IT department.

Feel free to contact [database@aeco.no](mailto:database@aeco.no) if you have any questions.