



## Userguide IMO Crew-Passengerlist

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## How to fill the different tabs in the Excel form

### 1. IMO Tab

All fields on this tab need to be filled in properly except for the Name and Number of the Shipagent. These fields are optional. Using the “Save” or “Save As New” buttons is not possible before all fields are filled in and the message “Not all fields are properly filled!” will appear.

When pushing the “Save as New” button the document is saved in the same map as your original document with the following naming convention: IMO Crew-Passengerlist name of ship + date + arrival/departure + Port.xls

The Save button saves the existing document with the new data you have imported or typed in.

The buttons “Crew list” and “Passenger List” can be used to jump directly to these tabs

Pushing the “Print” buttons will result in a print of the IMO FAL 5 (for crew members) or IMO FAL 6 (for passengers) list.

Save As creates a new document and Save saves the changes in the document you are working in.

“Export Transit form(s)”

Pressing this button will generate a transit form (STVZ form) for all the crew members you wish to create such a form for. You can specify for which people you like to create such a form by adding an “X” in the column “for transitform use X” at the Crewsheet (use Button Crewlist).

An Excel sheet will be created with different tabs for all the people you specified and saved in the same folder as your IMO Crew-Passenger list with the name “Schengen Form + name of ship + date”.

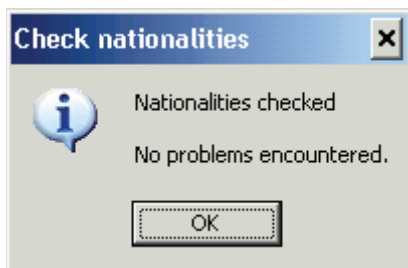
A template of the Schengen form (STVZ-formulier.xls) needs to be present in the folder in order to generate a copy of the form with the content of the crew members you have just selected.

### 2. Crew list Tab

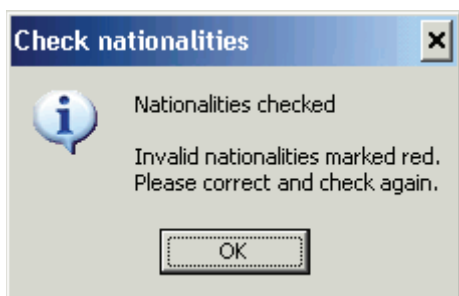
On this tab you need to list all Crew members. The format to input Date of Birth is DD-MM-YYYY or DD/MM/YYYY.

You may Copy – Paste rows from a previous list into a new list but need to make sure there are **no empty lines** in the document. The rows below an empty line will not be taken into account when you perform a nationality check.

After the details of all Crew members are filled in you need to perform the Nationalities spelling check. Push the “Check Nationalities” button to do so. When all nationalities are correctly spelled the following message will appear:



If spelling mistakes are made the following message will appear:



You can choose the correct Nationality from the drop down list if preferred. After you corrected all errors the check needs to be done again and the “Nationalities checked, no problems Encountered” message should appear.

**Note: if there are empty lines in the document the Nationalities Check will only be partly performed and errors might be missed.**

The “Back to Main” button will get you back to the IMO Header tab.

The “Delete all records” button will delete all the information at once. This action **can not be undone!** It could be that the red fields that were still in document after the check nationalities action has been performed will stay red in the empty document after the “Delete all records” action has been done. The rest of the document will be empty

This will not cause problems and after filling the fields with new data and performing the Check Nationalities action the colour will disappear. (if no errors are encountered)

### 3. Passengers Tab:

The buttons on Passengers tab work the same as the those on the Crew tab.

**Again no empty lines are allowed in order to avoid lines not being processed or checked.**

### 4. IMO FAL 5 and IMO FAL 6 Tab:

The IMO FAL 5 and IMO FAL 6 tabs should not be filled in manually but will be generated automatically with the input from the Crew list and Passenger list when the “print” button is pushed.

## How to navigate through the document (Key combinations)

To help you navigate through the document the following key combination may be helpful to you:

### Navigate in a worksheet:

Arrow keys	Move one cell up, down, left or right
CTRL+ arrow key	Jump to the edge of the row either up, down, left or right
HOME	Jump to the first cell of that row
CTRL+HOME	Jump to the beginning of the worksheet
CTRL+END	Jump to the last cell in the worksheet (cell that is most right of last column containing information)
PAGE DOWN	Jump 1 screen down
PAGE UP	Jump 1 screen up
ALT+PGDN	Jump 1 screen to the right
ALT+PGUP	Jump 1 screen to the left
F5	Open the Go to dialog box
SHIFT+F5	Open the Find and Replace dialog box
SHIFT+F4	Repeat the last search action (same result as "search next")
TAB	Jump to the next none protected cell in a protected worksheet

### Navigate in a selected area:

ENTER	Navigate from top to bottom within the selected area
SHIFT+ENTER	Navigate from bottom to top within the selected area
TAB	Navigate from left to right within the selected area.
If you have selected	cells within only 1 column you will move down
SHIFT+TAB	Navigate from right to left within the selected area. If you selected cells within only 1 column you will move up
CTRL+. (PUNT)	Navigate clockwise to the next corner of the selected area
CTRL+ALT+Arrow – right	select next cell on the right side, outside the selected area
CTRL+ALT+Arrow – left	select next cell on the left side, outside the selected area

## How to check and adjust your macro settings in Excel

In order to enable the macros that perform the checks in this document perform the following steps:

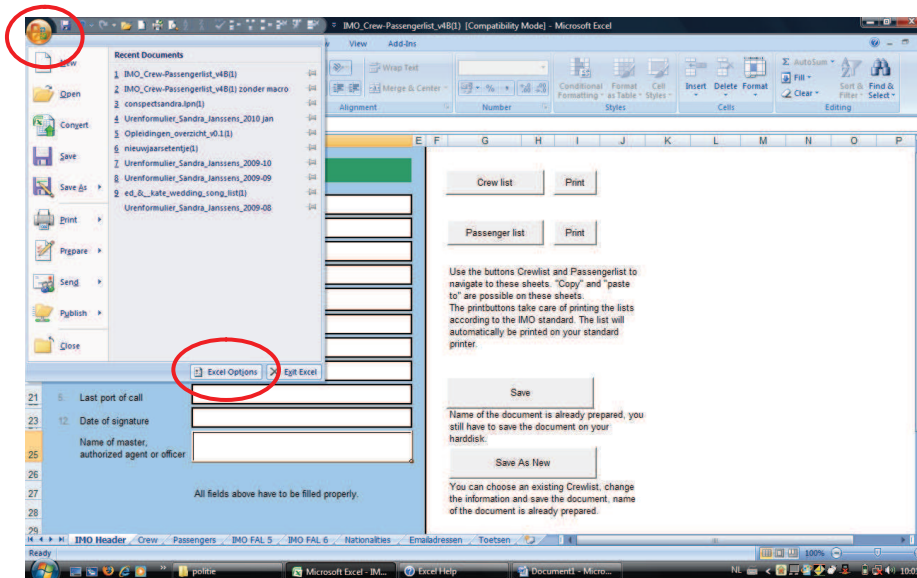
### Office 2003

Go to Menu -->Extra --> Macro and go to security  
Set the security to low or medium

### Office 2007

Click on the warning on your screen and go to "Open the trust center"

If there is no warning in the screen you can open the Trust Center by clicking on the **Microsoft Office Button** and then click on **Excel Options**



Click **Trust Center** and then **Trust Center Settings**

