

Cruise Administration Module

The Cruise Administration module allows PQ module selection according to the needs of the cruise or yacht operator. Selecting or unselecting optional modules will show/hide these from the Module Dashboard. A log off and new log on is required for the module selection to become effective.

Required Modules

- Cruise Administration
- User Administration
- Itinerary
- Vessel Profile

Optional Modules

- **Port Agency:** Connect with port agencies of this call by inviting the agencies to join. Once joined, review their agent assignment roster for this call.
- **Port Infobook:** Port map with markers for vessel location, port gate, landing wharf, taxi ranks and government offices. The port agency places the markers on the map for easy review and reference by the cruise line. Port Infobook also contains a repository for port documents, welcome packages, maps and photos uploaded by the port agency.
- **Times and Conditions:** Plan and request arrival and departure times for the port of call and seek port agency approval online. Keep arrival and departure conditions in a central location for easy access by all parties involved.
- **Security:** Set MARSEC level for each port and upload security documents such as ISPS Declaration and Declaration of Security for the port agency's easy access.
- **PortaDoc:** Create a QR code to prompt your passengers to submit travel documents, visas, ETA, declarations etc. online using the PortaDoc module. Customs messages which can be modified. The passengers (or crew) complete the document or visa upload in PortaDoc. Select cruise users can review the submissions, approve or declined them, and export the data file in CSV/Excel. Document scans that have been uploaded can be downloaded in a zip with with ease.

The **Cruise Administration module** allows selecting the Port Questionnaire modules to be used by the cruise or yacht operator.



- **Visitor:** The Visitor List module is designed for simple visitor tracking. It allows users to record the expected number of visitors for a port call and upload pre-prepared visitor lists generated from third-party systems. This option is ideal for operations that already manage visitor data externally and only require reporting and record-keeping within PortQuestionnaire.com.
- **VisiDesk:** The VisiDesk visitor management module provides a comprehensive visitor management solution. It supports end-to-end visitor handling, including visitor invitations, self-registration, document collection, approval workflows, and status tracking. This module enables full visibility and control over the visitor process, ensuring compliance with port authority requirements and enhancing operational efficiency.
- **Movements Passengers:** Tracks passenger movement figures during port calls. Records passenger embarkation, disembarkation, and transit numbers. Used for passenger accounting, security tracking, and clearance formalities.
- **Movements Crew:** Tracks crew movement figures during port calls. Records crew embarkation, disembarkation, and transit numbers. Used for crew accounting, security tracking, and clearance formalities.
- **Questionnaire:** Port Questionnaire allows the cruise line to modify the standard questionnaire and customize the questions. Depending on the call type (at berth, at anchor, turnaround) a different set of questions can be displayed. Conditional sub questions only apply if the parent question was answered accordingly.
- **Clearance Documents:** Lists clearance requirements and document submissions for port entry, with document copies breakdown for the various government departments. Pre-arrival documents can be submitted online and the port agent can confirm receipt. The module also has a reminder function for the onboard Purser team when the deadline to submit pre-arrival documents comes up.

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- **Port Services:** Catalog and of port services with easy request and rfq (request for quotation) function. Allow the port agency to pass the request on to a local chandler or to provide a quotation in the module. The cruise line benefits from having all port services centrally listed with their quotation or cost estimate.
- **PortCompass:** To enhance convenience and safety for both guests and crew, a QR code will be displayed at the gangway for scanning prior to going ashore, providing immediate access on personal devices to essential port information, including the ship's location map, tender wharf location when anchored, shuttle bus drop-off point when in operation, all onboard time, emergency contact details, and any additional relevant local information, ensuring that important details remain readily available at all times while ashore.
- **MyDeparture:** Define departure methods and disembarkation times with luggage tag color. Guests can sign up for their preferred departure method using a QR code. For paid transfers, the guest signature is collected to accept the charge to their onboard account.
- **Expedition:** Plan expedition itinerary, use known expedition sites or create new ones, define landing method and activities. Share schedule internally and with other Expedition lines to coordinate the sites.
- **Reports:** Generates easy to use reports for each port of call, including Call Summaries, Maritime Declaration of Health, General Declaration, Stores Declaration Covers, etc.
- **Mailhub:** Copy the Mailhub email address in your email communication about this port of call and have all correspondence centralized and with easy search function.
- **Port Operations:** Keep track of the status of each port of call, from agency appointment, to berth reservation, to pre-payment, to services summary etc. Keep a central repository of which status each call currently has.
- **Accounting:** File repository for accounting documents and local invoices for sharing between port agencies and cruise line.
- **Review:** Repository for agency evaluation forms, for easy receiving and uploading of signed forms. The module also has an internal section where the cruise line can share feedback hidden from the agency. The port comments are visible for all calls to this destination within the cruise line.

