ADIMIRALTY e-Navigator
Fleet Manager Geographic Catalogue
User Guide
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1 Introduction

This user guide provides step-by-step guidance to using the features available in the Fleet Manager Geographic Catalogue.

Please Note: This user guide should be used in conjunction with the Fleet Manager User Guide.

1.1 How to open the Fleet Manager geographic catalogue

1. Go to Product Management > Catalogue

2. Click on Select Licence to assign a vessel to the order. A window listing your vessels will open. Double click on a vessel to assign it to the order.
3. Select the product type you wish to view on the geographical display from the ‘Select Product Type...’ drop down menu.

4. Select to open the geographic catalogue. This will open displaying the vessel licence and product type selected.
1.2 How to open the geographic catalogue – Process Summary

**Step 1 - Select Licence**

**Step 2 - Select Product Type**

**Step 3 - Select View Geographic display**
1.3 Features of the Geographic Catalogue

The geographic catalogue opens assigned to the selected vessel licence and displaying the product type selected in the previous catalogue page. Below is the Fleet Manager geographic catalogue and a brief description of each feature.
2 Creating an order using the geographic catalogue

Items can be added to an order in the Fleet Manager geographic display using three methods:-
- **Add Products at Point** - Selects all products that fall directly under a point
- **Select Products under Route** – Selects all products that fall directly under a route
- **Select Products by Bounding Box** - Selects all products which fall directly under a created squared area

This section provides step-by-step guidance to selecting products from the geographical catalogue using these methods.

2.1 How to Add Products at Point

1. Go to Product Management > Catalogue

2. Select your vessel licence and product type to display in the geographic catalogue. Then press to open the geographic catalogue.

See Section 1.1 How to open the Fleet Manager geographic catalogue for more details.

3. From the geographic catalogue page, use the ‘Products list’ to select which product type you would like to display. The ‘Products list’ is located to the left of the Tools menu.

4. Ensure that the Catalogue layer is selected. This switches on the catalogue layer for the product type selected in the ‘Products’ list. If the catalogue layer is not selected you will not be able to view the product catalogue.
5. Open the Tools menu using the button.

6. Select the 'Add Products at Point' option.
7. Select products under the point by left clicking the mouse cursor on the geo display.

8. This opens an 'Add Products' window. Use the tick boxes to the left of the product title to add items to your basket.

Note: The Add Products window will open displaying all scales for the product type shown on the geo display. Optimise your basket creation by using the product tree to the right of the window to add and remove products types and scales.

9. When you have selected the products needed, click on the button to add items to your basket.
10. These items will now be added to your basket and will be shown in the basket list to the left of the geo display.

11. Remove items from your basket by hovering over the product title and selecting the remove from basket option. Remove all items from the basket by clicking on the clear basket (bin icon) above the basket list. See Section 4.1 How to edit a basket for more details.

12. The items in your basket will be displayed with blue product limits on the geographic display. The Basket layer will be switched on when you ‘Add Selected Products’ to basket. If not displayed, select Basket button from the top toggle layers bar.
13. When you are ready to submit your order, select the ‘Submit Order’ button above the basket list.

Note: The ‘Submit Basket’ button only becomes active once you have items in your basket.

14. This takes you to the Catalogue Order Options page. Here you change the purchase duration of AVCS products and add a purchase order number to your basket before submitting the order for fulfilment.
2.2 How to Select Products under Route

1. Go to Product Management > Catalogue

2. Select your vessel licence and product type to display in the geographic catalogue, then press **[View geographic display]** to open the geographic catalogue. See Section 1.1 How to open the Fleet Manager geographic catalogue for more details.

3. To select products under a route, a route will need to have been created. Instructions on how to create your route are in Section 3.1 How to create a route.

4. When you have your finished route, turn on the Catalogue layer to enable you to select products. This is done by selecting Catalogue from the top toggle layers bar.

5. Select which product type you would like to display using the ‘Products list’.

7. This opens an ‘Add Products’ window. Use the tick boxes to the left of the product title to add items to your basket.

**Note:** The Add Products window will open displaying all scales for the product type shown on the geo display. Optimise your basket creation by using the product tree to the right of the window to add and remove products types and scales.
8. When you have selected the products needed, click on the **Add Selected Products** button to add items to your basket.

9. These items will have been added to your basket and be shown in the basket list to the left of the geo display.

10. Remove items from your basket by hovering over the product title and selecting the remove from basket option. Remove all items from the basket by clicking on the clear basket (bin icon) above the basket list. See **Section 4.1 How to edit a basket** for more details.
11. The items in your basket will be displayed with blue product limits on the geographic display. The Basket layer will be switched on when you ‘Add Selected Products’ to basket. If not displayed, select the Basket button from the top toggle layers bar.

12. When you are ready to submit your order, select the ‘Submit Order’ button above the basket list.

**Note:** The ‘Submit Basket’ button only becomes active once you have items in your basket.

13. This takes you to the Catalogue Order Options page. Here you change the purchase duration of AVCS products and add a purchase order number to your basket before submitting the order for fulfilment.
2.3 How to Select Products by Bounding Box

1. Go to Product Management > Catalogue

2. Select your vessel licence and product type to display in the geographic catalogue, then press to open the geographic catalogue. See Section 1.1 How to open the Fleet Manager Geographical Catalogue for more details.

3. From the geographic catalogue page, use the ‘Products’ list to select which product type you would like to display.

4. Ensure that the Catalogue layer is selected. This switches on the catalogue layer for the product type selected in the ‘Products’ list. If the catalogue layer is not selected you will not be able to view the product catalogue.

5. Open the Tools menu using the button. Select ‘Add Products by Bounding Box’.
6. To select products under by bounding box, left click the mouse cursor on the geo display and drag to draw a bounding box. Release left click to complete box.

7. This opens an ‘Add Products’ window. Use the tick boxes to the left of the product title to add items to your basket.

**Note:** The Add Products window will open displaying all scales for the product type shown on the geo display. Optimise your basket creation by using the product tree to the right of the window to add and remove products types and scales.

8. When you have selected the products needed, click on the **Add Selected Products** button to add items to your basket.
9. These items will have been added to your basket and will be shown in the basket list to the left of the geo display.

10. Remove items from your basket by hovering over the product title and selecting the remove from basket option. Remove all items from the basket by clicking on the clear basket (bin icon) above the basket list. See Section 4.1 How to edit a basket for more details.
11. The items in your basket will be displayed with blue product limits on the geographic display. The Basket layer will be switched on when you ‘Add Selected Products’ to basket. If not displayed, select the Basket button from the top toggle layers bar.

12. When you are ready to submit your order, select the ‘Submit Order’ button above the basket list. **Note:** The ‘Submit Basket’ button only becomes active once you have items in your basket.

13. This takes you to the Catalogue Order Options page. Here you change the purchase duration of AVCS products and add a purchase order number to your basket before submitting the order for fulfilment.
3 Working with routes

This section contains instructions on how to create, import, export, edit and clear routes.

Note: Routes will be removed from the geographic display if you navigate away from the page. The only way to retrieve a route is to import a previously saved route.

3.1 How to create a route

1. Go to Product Management > Catalogue > View Geographical Display
   See Section 1.1 How to open the Fleet Manager geographic catalogue for more details.

2. Open the Tools menu using the button. Then select ‘Draw New Route’.

3. The mouse cursor is now set up to create a route; a pencil icon will be displayed on the ‘Draw New Route’ button.
   Note: Move the geo display by left click and dragging the screen, or you can use the arrow buttons on the keyboard. Use the scale bar and mouse scroll wheel to zoom in and out.
4. Begin plotting your route by single left clicking at the start point of your route on the geo display, placing the first waypoint. Create the rest of your route by single left clicking to lay each waypoint. Finish creating your route by double left clicking on the end location.
3.2 Editing routes

1. To edit a route, go to the Tools menu and select the ‘Edit Current Route’.

2. When in edit mode, position the mouse cursor over the part of the route that you want to edit. A blue circle will appear on the route; left click and drag the blue circle to add and move waypoints. Extend the route by holding down left click and dragging the waypoint at the end of the route.

3. When you have finished amending your route, re-select ‘Edit Current Route’ to turn off edit mode.
3.3 Clearing routes

1. To clear a route, open the Tools menu using the button, then select ‘Clear Route’ from the menu.

2. At the Confirm window, click on OK to confirm removal of the route.

3. The route will now have been cleared from the geographic display.
3.4 Exporting routes

Routes created on the Fleet Manager geographic display can be exported in the e-Navigator Planning Station format (.rtx).

1. To export a route, a route must first be present on geographic display. Only the route present on the geographic display can be exported. See Section 3.1 How to a create route for more details.

2. To export a route, open the Tools menu using the button, select ‘Export Route’.

3. At the ‘Save Route As’ window, enter a file name for the route and then click ‘Save’.

4. The exported route will be saved to your local Downloads area.
3.5 Importing routes

Route in the e-Navigator route format (.rtx) can be imported into the Fleet Manager geographic catalogue. This includes routes that have been previously created on the Fleet Manager geographic catalogue, e-Navigator Planning Station and some ECDIS.

1. To import a route, open the Tools menu using the button, then select ‘Import Route’.

2. A ‘Choose File to Upload’ window will open. Browse to the e-Navigator format route file (.rtx) you wish to import and select ‘Open’.

3. Your selected route will be loaded to the geographic display. You can now choose to select products for this route, or view alongside a basket, order or holdings.

Note: Import and Export of routes is only available in Internet Explorer version 10 and above.
4 Working with Baskets

This section covers editing baskets. This includes editing baskets created in Fleet Manager and external systems, such as e-Navigator Planning Station and the Admiralty Digital Catalogue (ADC).

4.1 How to edit a basket

All items added to the basket on the Fleet Manager Catalogue page are also displayed on the geographic display. Below are instructions for editing an existing basket using the geographic display:

1. Go to Product Management > Catalogue

2. Select your vessel licence and product type to display in the geographic catalogue, and then press the geographic display to open the geographic catalogue. See Section 1.1 How to open the Fleet Manager Geographical Catalogue for details.

3. Items already in your basket are listed in the geographical catalogue basket, to the left of the page.

4. Add items to your basket using the methods below:
   - Add Products under point – See Section 2.1 for instructions
   - Select Products under route – See Section 2.2 for instructions
   - Select Products by bounding box – See Section 2.3 for instructions

   All items added to your basket from the geographic catalogue shall be added to the same basket as those added from the list catalogue.

5. Remove items from your basket by hovering the mouse cursor over the product Titles in the Basket list and selecting the remove from basket icon.

   ![Image of Basket Editing Process]
Use the button to remove all items from the Basket.

**Note:** Items removed from the basket cannot be restored

15. When you are ready to submit your order, select the ‘Submit Order’ button above the basket list.
**Note:** The ‘Submit Basket’ button only becomes active once you have items in your basket.

8. This takes you to the Catalogue Order Options page. Here you change the purchase duration of AVCS products and add a purchase order number to your basket before submitting the order for fulfilment.
4.2 How to import and edit a basket file in the geographical catalogue

1. Go to Product Management > Catalogue

2. Click on [Select Licence] to assign a vessel to the order. A window listing your vessels will open. Double click on the relevant vessel to assign it to the order.

3. Import the basket file into Fleet Manager using the Import buttons on the Catalogue page. See the Fleet Manager User Guide for instructions.

4. When you have loaded the basket file, select [View geographic display] to open the geographic catalogue.

5. The products contained in the loaded basket file will be listed to the left of the screen.

6. Select the Basket button on the top bar to turn on the basket contents in blue.
7. Products in the basket are now displayed in the list view and on the geographical display. The image below displays AVCS catalogue products in pink and basket items in blue.

8. Products can now be added or removed from the basket using the geographical display. See **Section 4.1 How to edit a basket** for details.

9. Once you have finished editing your order and are ready to submit, select the ‘Submit Order’ button above the basket list.

**Note:** The ‘Submit Basket’ button only becomes active once you have items in your basket.
8. This takes you to the Catalogue Order Options page. Here you change the purchase duration of AVCS products and add a purchase order number to your basket before submitting the order for fulfilment.

10. Alternatively, you can re-save your new basket file. To do this, go to the ‘Basket functions’ area of the Catalogue page, and select ‘Export’ to save your basket externally (.txt file) or ‘Save’ to save it locally in Fleet Manager. See the Fleet Manager User Guide for more details.
5 Moving around the Geographical Catalogue

5.1 Navigating around the geographical display

You can navigate around the geographic display using by either left clicking and dragging the screen or using the 'arrow' buttons on the keyboard.

You can zoom in and out by using the mouse scroll wheel, the Zoom scale bar or the +/- keys.

5.2 Zoom to product

When you hover over items in the basket list, a world map symbol appears. Click on the map symbol to zoom in to that product on the geo display.
6 Viewing on the Geographical Catalogue

6.1 How to view holdings on the geographical display

1. Go to Product Management > Catalogue

2. Click on [Select Licence] to assign a vessel to the order. A window listing your vessels will open. Double click on the relevant vessel to assign it to the order.

3. On the Catalogue page, select to view holdings.

4. Now select [View geographic display] to open the Geographical Catalogue.

5. The Geographical Catalogue shall open displaying your holdings geographically and will be zoomed in to show only the area where you have holdings. Use the ‘Products’ list to filter your holdings by product type. Products in your holdings appear in yellow on the geographical display.
6.2 How to view a basket created in the list catalogue on the geographical display

These instructions tell you how to view your basket in the geographical display after you have added products to your order from the list catalogue.

1. Go to Product Management > Catalogue

2. Click on \[Select Licence\] to assign a vessel to the order. A window listing your vessels will open. Double click on the relevant vessel to assign it to the order.

3. Add products to your order using either the list catalogue or import a basket file. See the Fleet Manager User Guide for details.

4. When you have added items to your basket, select to view Holdings on the Catalogue page.

5. Now select \[View geographic display\] to open the Geographical Catalogue.
6. The geographical display shall open displaying the contents of your basket and will be zoomed in to show only the area of the basket. These shall be listed to the left of the screen and displayed geographically. Products added to your basket shall appear in dark blue on the geographical display.

7. Products can now be added or removed from the basket using the geographic display. See Section 4.2 How to import and edit a basket file in the geographic catalogue for details.
6.3 How to view a basket file on the geographical display

1. Go to Product Management > Catalogue

5. Click on [Select Licence] to assign a vessel to the order. A window listing your vessels will open. Double click on the relevant vessel to assign it to the order.

6. Import the basket file into Fleet Manager using the Import functions on the Catalogue page. See the Fleet Manager User Guide for instructions on how to import basket files into Fleet Manager.

7. When you have uploaded your basket file, select the Basket Option. The contents of your basket shall appear in a list view below.
8. Now select the View geographic display button to open the Geographical Catalogue.

9. The geographical display shall open displaying the contents of your basket and will be zoomed in to show only the area of the basket. These shall be listed to the left of the screen and displayed geographically. Products added to your basket shall appear in dark blue on the geographical display.

10. Products can now be added or removed from the basket using the geographical display. See Section 4.1 How to edit a basket for details.
6.4 How to view a received order on the geographical display

1. Go to Product Management > Orders

2. A world symbol is on the right hand side of the order line. Click this to view your order on the geographic display.

3. Your order will be opened directly in the geographical display and will be zoomed to show only the area of the order. Products within the order will be listed to the left of the screen. Products within your order shall appear in dark blue on the geographical display.

4. Products can now be added or removed from the order using the geographical display. See Section 4.1 How to edit a basket for details.

5. Once the order has been reviewed and amended as necessary, and you are ready to approve, select the ‘Approve Order’ button above the basket list.
6. The Order Details page will then be displayed where you can add a Purchase Order Number before approving the order for fulfilment.
Appendix A

Overlay Colours:

The geographical display uses colour coding to differentiate between different product layers. The table below shows which colours are used to show each product layer.

<table>
<thead>
<tr>
<th>Product Layer</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basket</td>
<td>Dark Blue</td>
</tr>
<tr>
<td>Holdings</td>
<td>Yellow (Bold)</td>
</tr>
<tr>
<td>AVCS</td>
<td>Magenta</td>
</tr>
<tr>
<td>ARCS</td>
<td>Red</td>
</tr>
<tr>
<td>Paper</td>
<td>Purple</td>
</tr>
<tr>
<td>ADLL</td>
<td>Green</td>
</tr>
<tr>
<td>ADRS6</td>
<td>Light Blue</td>
</tr>
<tr>
<td>TotalTide</td>
<td>Orange</td>
</tr>
<tr>
<td>ALL</td>
<td>Green</td>
</tr>
<tr>
<td>ALRS</td>
<td>Blue</td>
</tr>
<tr>
<td>SD</td>
<td>Yellow</td>
</tr>
<tr>
<td>ATT</td>
<td>Yellow</td>
</tr>
<tr>
<td>e-NPs</td>
<td>Dark Purple</td>
</tr>
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</table>

Abbreviations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADC</td>
<td>Admiralty Digital Catalogue</td>
</tr>
<tr>
<td>ADP</td>
<td>Admiralty Digital Publications</td>
</tr>
<tr>
<td>ARCS</td>
<td>Admiralty Raster Chart Service</td>
</tr>
<tr>
<td>AVCS</td>
<td>Admiralty Vector Chart Service</td>
</tr>
<tr>
<td>CS</td>
<td>Customer Services</td>
</tr>
<tr>
<td>FM</td>
<td>Fleet Manager</td>
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<tr>
<td>PS</td>
<td>Planning Station</td>
</tr>
<tr>
<td>GUI</td>
<td>Graphical User Interface</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System</td>
</tr>
</tbody>
</table>
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