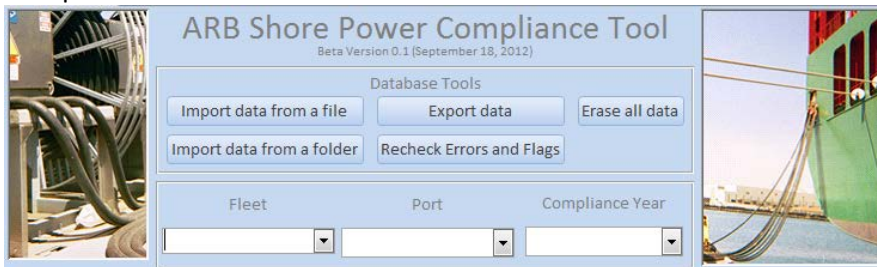


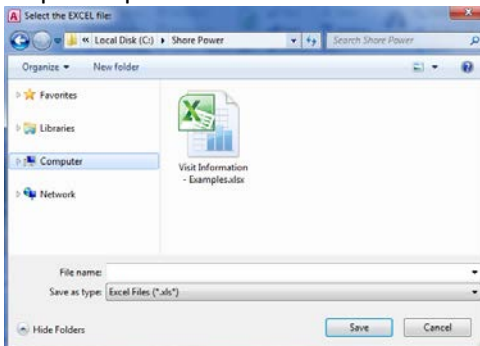
Shore Power for Ocean-going Vessels
Instructions for Importing Data, Printing Compliance Statements, and Exporting data
September 18, 2012

The following instructions will guide you through importing the “Visit Information” spreadsheets into the Compliance Database tool, exporting data from the compliance database tool, and printing Compliance Statements.

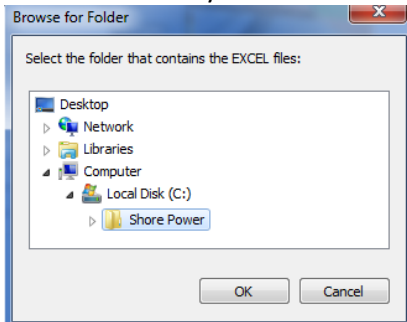
- 1) These instructions are maintained on the **Shore Power website**. Be sure to check the website for periodic updates. (<http://arb.ca.gov/ports/shorepower/shorepower.htm>)
- 2) Download and open the latest version of the **Compliance Database Tool** from the shore power website. This database was designed for Microsoft Access 2010.
 - a. This database can be used without Access 2010 if “Microsoft Access 2010 Runtime” is installed. Microsoft Access 2010 Runtime makes it possible to run the Compliance Database Tool without the full version of Access 2010. (<http://www.microsoft.com/en-us/download/details.aspx?id=10910>)
- 3) The Compliance Database Tool will be blank when first opened. **Data must be imported** from the Visit Information spreadsheets. The Visit Information spreadsheets and instructions for filling out the spreadsheets are available on the Shore Power website.



- 4) The compliance database tool is capable of **importing data from multiple visit information spreadsheets** created by the user. This gives fleet operators the option to delegate data collection. For example, a separate Visit Information spreadsheet can be maintained per ship.
- 5) To **import data one file at a time**, click the “Import data from a file” button. Select a Visit Information excel file and click save to have the data imported into the compliance tool. Repeat this step to import data from additional files.



- 6) To **import all the Visit Information excel files at once**, transfer all Visit Information excel files into one folder. Ensure that this folder contains only the Visit Information excel files, and nothing else. In the Compliance Database Tool, click the “Import data from a folder” button. Select the folder that contains only the Visit Information excel files.



- 7) Now that the Compliance Database Tool has data, select the Fleet, Port, and Compliance year.

- 8) When data is imported into the Compliance Database Tool, it is automatically checked for **errors**. Assuming there are no issues with the data, the tool will evaluate compliance.

2015 Compliance Summary for Speedy Shipping at PO						
	#Visits	% Shore Power	% Emission Reduction	#Visits with Flags	#Visits with Errors	Compliance Statement
Requirements:	Visits	50%	50%			
Q1 Details	15	67%	60%	0	0	Q1 Statement
Q2 Details	14	57%	50%	0	0	Q2 Statement
Q3 Details	14	64%	57%	0	0	Q3 Statement
Q4 Details	14	64%	59%	0	0	Q4 Statement
	57					

[View Flags and Errors](#)

- a. If there are any errors, see the instructions “Checking and correcting errors with the Compliance Database Tool” available on the ShorePower website.
- 9) To print a **quarterly compliance statement**, click the appropriate Q1, Q2, Q3 or Q4 Statement button. When the compliance statement appears, click the print button.

Fleet: Speedy Shipping at Port: PO

Q1Y2015 Compliance Statement

Print
Close

Vessel information

Lloyd Number	Vessel Name	Vessel Type
9578001	Plugin-Cheetah	Container 3500 TEU
9578002	plugin-Gazelle	Container 4500 TEU
9578003	WildeBeest	Container 5500 TEU

- 10) Data in the Compliance Database Tool can be **exported** back into a single Visit Information spreadsheet by clicking the “export data” button and saving the new excel file.