

# Statement of Facts Basic Information

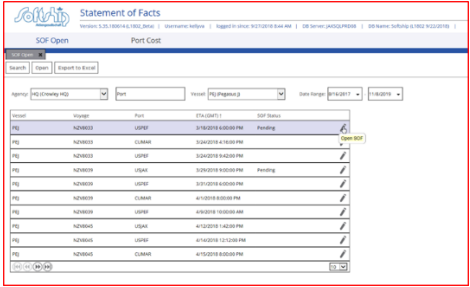
## Business Purpose

Use this job aid to:

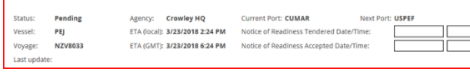
- Modify Statement of Facts (SOF)

### 1. Modify SOF

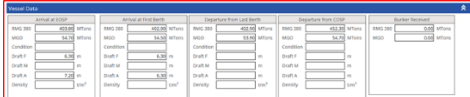
- Click the pen icon on the SOF to open it.



- Review the General SOF Information which displays the status of the statement, the vessel, the voyage number, who updated it last, agency and dates and times.



- Click Vessel Data to review data related to the bunker, drafts and density displays. This data is editable, but it is retrieved from the captain's vessel report.



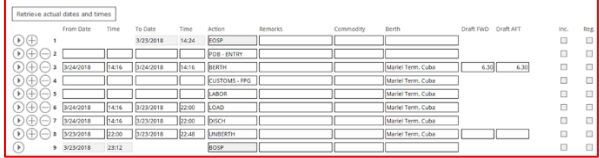
- Click on Action Dependencies to view port activities or action. This will allow you to view which actions are valid successors of other actions.



- Click Retrieve Actual Dates and Times button. Dates and times display for various actions.

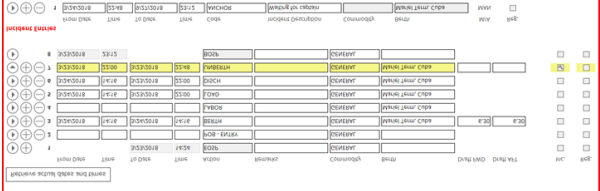
Retrieve actual dates and times

- Click + to add an action or - to delete an action.

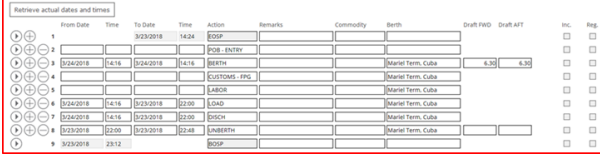


NOTE: The EOSP and BOSP cannot be changed.

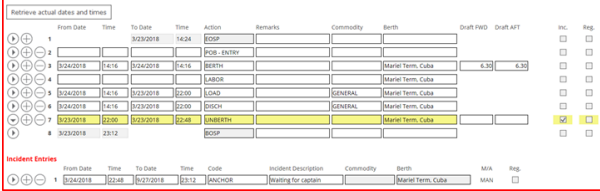
- Click > button to add an incident between the beginning of the action you have selected and the end of the previous action.



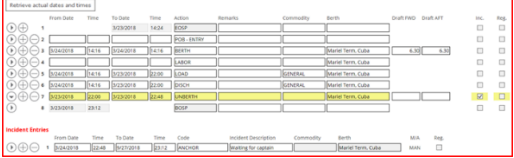
- Enter From Date, Time, To Date and Time to each added or modified action.



- Select Container for Commodity for the actions Load and Discharge only.



- Select Berth when a new action is added.



- k. Click the > button to add an incident manually.



- l. Add the Code that best describes the incident. Add a Description of the incident.

From Date	Time	To Date	Time	Code	Incident Description	Community	Birth	N/A	Reg
02/02/2018	02:48	02/27/2018	03:12	040008	Waiting for captain		Marine Term, Cuba	NA	0

- m. Click the Save button.



- n. Click the > button in the incident section to add a regulative measure.



- o. Select the Code that best describes the regulative measure used. Add the Description. Add the Save Time Estimate in minutes.

Regulative Measures					
	Code	Description	Save Time Est (minutes)		
+	-	1	ADDPLOT		

NOTE: The + and – buttons are used to add or delete a regulative measure.

- p. Click the Check Incident button to identify any issues.



- q. Click the Save button.

