

## **Yacht Victualling List Application: V1.08 Instruction Manual\***

\* Please see Appendix 2. if Microsoft Excel won't open the App. due to "macros" have been blocked as they contain malware". - Don't panic!

Welcome to 'Victualling List App', which is not only a great big victualling list but includes many navigation buttons to help you to quickly and easily move around this potentially very long and detailed list. It is a complete victualling management list and is written as a Microsoft Excel application. It is specifically directed to the victualling of a sailing and/or motor yacht and includes for a small or large crew/passengers and for a short or long passage.

In a way it is a very big shopping list - but a shopping list with a difference!!!

One of the problems with a computer/laptop/tablet shopping list application is that, partially due to the large numbers of items in the list, it becomes tedious and difficult to manage the list and individual item location, due to the sheer length of the list.

Editing lists can be a chore, and the subsequently stocktaking of those items already on board preparatory to making a new victualling list can be challenging.

What we have endeavoured to produce is an application which is easy to navigate and to edit individual items, and indeed whole sections of the list, easily and quickly. The ultimate result is to easily print out the list of items required to be purchased for victualling your boat prior to leaving port.

We achieve this by the following:

### **Basic Costing for Victualling Budget depending on Crew and Non-Crew on board**

We have entries for the following:

Number of weeks and/or days of anticipated passage at sea.

Number of Crew and Non-crew (passengers) on board.

Costing (in various selectable currencies) for meals per person on board (crew and non-crew).

Thus, the application will arrive at an automatic Total Minimum Budget for the voyage.

### **Type of Stores:**

We have broken this down into 12 Food section Types as follows:

Basic Items: (Ref:B) x 86 items.

Meat & Fish - Fresh, Frozen & Tinned: (Ref:M) x 48 items

Fresh & Tinned Vegetables: (Ref:V) x 67 items

Cereals and Breakfast Items: (Ref:C) x 19 items

Fruit: (Ref:F) x 49 items

Staple and Dry Food Items: (Ref:T) x 49 items

Drinks & Refreshments: (Ref:R) x 69 items

Snacks, Sweets and Desserts: (Ref:S) x 69 items

Dairy Essentials: (Ref:D) x 26 items

Health and Personal Items: (Ref:H) x 29 items

Continued .....

Food Storage and Packaging: (Ref:P) x 19 items

Other Items: (Ref:O) x 60 items

Total Items: 590

Covering 32 pages, navigating the list in order to select and fill data can be time consuming without the help of Command Buttons which are selectable from the 'Type of stores' area and will instantly select and GO TO any of the 12 Food sections. Each and all of the individual food/stores items are editable and there is plenty of space for additional items, or indeed items suggested by us can be changed to suit your specific needs.

We have designed additional procedures to help edit the data relating to the complete Virtualising List (Global Console actions) and also to help edit the data relating to the individual food categories (Local Console actions).

Other command buttons allow instant selection of the main stores area selection, and/or automatic selection of Food Type Selection for Local Console actions, from anywhere within the main Virtualising List. Printing out the individual food categories and/or printing the complete Virtualising List is also included in the Global and Local Consoles.

The ultimate '**Generate & Print My Shopping List**' is accessed from the Global Console and this will develop a printable list of your required stores items.

The following explains how to use the Virtualising List effectively in order to quickly enter and edit details relating to the purchase of food and stores items for your sea voyage.

You may well think that this is *only* a virtualising list, so why need instructions to use? However this is no ordinary list!

## How to use the 'Virtualising List'

### The Welcome Screen

The application will load and should fill your screen and look similar to Figure 1 as below. (This may change a little in subsequent versions, however the meaning will be the same). You will see a

The screenshot displays the 'VIRTUALISING LIST FOR YACHT' application. At the top, it shows the 'Name of Yacht' field and the 'Passage Plan From' and 'To' fields. Below this is the 'Start Date' field. The main section is titled 'BASIC COSTING FOR STORES BUDGET' and contains a table with columns for 'Anticipated Length of Passage' (Weeks, Days), 'TOTAL' (Days), 'Stores Planning for Crew/Others (e.g. passengers)' (Total Crew, Total Other), and 'Meal Budget Per Person per day (Breakfast, Lunch, Dinner)' (Crew £/Eu. Etc., Other £/Eu. Etc., Crew £/Eu. Etc., Other £/Eu. Etc.). A 'Reset all Basic Costing Data' button is located next to the table. Below the table is a 'Currency used in Calculations £ / Euro / \$ : Sterling £' field. A green button labeled 'Click on Ref. Button e.g V, F, P to Go To Relevant Type of Stores' is positioned above a table of store types. This table has columns for 'Type of Stores', 'Ref.', and 'Type of Stores'. The rows are: 'Basic Items' (Ref: B, Type: Fresh & Tinned Vegetables), 'Drinks & Refreshments' (Ref: R, Type: Snacks, Sweets and Desserts), 'Food Storage and Packaging' (Ref: P, Type: Staple and Dry Food Items), and 'Cereals and Breakfast Items' (Ref: C, Type: Health and Personal Items). Below this table is the 'VIRTUAL LIST' section, which includes a 'Go To Local Console' button and a 'GOTO TOP' button. The 'VIRTUAL LIST' table has columns for 'Unit', 'Min. Rqd. Onboard for Passage', 'No. Already Onboard (Stock Take)', 'Min. No. Required to be Purchased', 'No. Purchased Additionally Since Stocktake', 'Total No. Onboard Following Purchase or Stocktake', 'Approx. Cost Per Unit £/€/\$', and 'Approx. On-Board Total Stock Value £/€/\$'. At the bottom, there is a 'Current On-Board Totals: 0.00 Sterling £' display. On the right side, there are two panels: 'GLOBAL CONSOLE' and 'LOCAL CONSOLE'. The 'GLOBAL CONSOLE' panel contains buttons for 'Reset All Data in Column 1 to Zero', 'Reset All Data in Column 2 to Zero', 'Reset All Data in Column 4 to Zero', 'Reset All Data in Column 6 to Zero', 'PRINT ALL Stores Items', 'GENERATE & PRINT MY SHOPPING LIST', 'Clean up deleted 'Food Item' data', 'Save Your Virtualising List', 'Save current 'Virtualising List'', and 'HELP'. The 'LOCAL CONSOLE' panel contains buttons for 'Reset Food Type Selection in Column 1 to Zero', 'Reset Food Type Selection in Column 2 to Zero', 'Reset Food Type Selection in Column 4', 'Go To Bottom + Reset Welcome Message', 'Reset All Food Type Selection in Column 1, 2, 4 & 6 to Zero', 'PRINT Selected Stores Items', 'Clean up deleted 'Food Item' data', and 'Go To Shopping List'.

Figure 1.

Message Box with the following, “Welcome to ‘Victualling List’. This is a unique application which allows you to develop a list suitable for Victualling a Yacht. Please note that ‘Victualling List’ is a read only file. To save your List you can save a copy of it on your device under a new file name”.

What we suggest is that you click OK and then make an immediate copy of the downloaded application with a name to suit yourself (which will *not* be read only) and use this to develop your own List. Subsequent file saving will not invoke the ‘Read only’ message. Detailed instructions of how to do this are shown below. **IMPORTANT NOTE:** As the Excel file contains macros it must be saved as a .xlsm file, otherwise it will not work.

## The introduction page including the Global and Local Console.

Page 1 VICTUALLING LIST FOR YACHT

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Name of Yacht:

Passage Plan From:  To:

Start Date:

BASIC COSTING FOR STORES BUDGET										
Anticipated Length of Passage:		TOTAL	Stores Planning for Crew/Others (e.g. passengers)		Reset all Basic Costing Data	Meal Budget Per Person per day (Breakfast, Lunch, Dinner)				Minimum Budget Required £/€/€\$
Weeks	Days	Days	Total Crew	Total Other		Crew £/Eu. Etc.	Other £/Eu. Etc.	Crew £/Eu. Etc.	Other £/Eu. Etc.	
0	0	0	0	0		0.00	0.00	0.00	0.00	0.00

Currency used in Calculations £ / Euro / \$ :

Click on Ref: Button e.g V, F, P to Go To Relevant Type of Stores

Type of Stores	Ref:	Type of Stores	Ref:	Type of Stores	Ref:
Basic Items:	B	Fresh & Tinned Vegetables:	V	Meat & Fish - Fresh, Frozen & Tinned:	M
Drinks & Refreshments:	R	Snacks, Sweets and Desserts:	S	Dairy Essentials:	D
Food Storage and Packaging:	P	Staple and Dry Food Items:	T	Fruit:	F
Cereals and Breakfast Items:	C	Health and Personal Items:	H	Other Items:	O

Go To Local Console

GOTO TOP

Unit

VICTUAL LIST							
	No. Min. Rqd. Onboard for Passage	No. Already Onboard (Stock Take)	Min. No. Required to be Purchased	No. Purchased Additionally Since Stocktake	Total No. Onboard Following Purchase or Stocktake	Approx. Cost Per Unit £/€/€\$	Approx. On-Board Total Stock Value £/€/€\$
Basic Items: Description	B	1	2	3	4	5	6

Onboard Date:  Storage Location:  Notes and Comments:

Current On-Board Totals: 0.00 Sterling £

**GLOBAL CONSOLE**

Save Your Victualling List

Save current 'Victualling'

Reset All Data in Column 1 to Zero

Reset All Data in Column 2 to Zero

Reset All Data in Column 4 to Zero

Reset All Data in Column 6 to Zero

PRINT ALL Stores Items

GENERATE & PRINT MY SHOPPING LIST

Clean up deleted 'Food Item' data

Reset All Data in Column 1, 2, 4 & 6 to Zero

HELP

**LOCAL CONSOLE**

Food Type Selection:

Reset Food Type Selection in Column 1 to Zero

Reset Food Type Selection in Column 2 to Zero

Reset Food Type Selection in Column 4

Reset Food Type Selection in Column 6 to Zero

Go To Bottom + Reset Welcome Message

Reset All Food Type Selection in Column 1, 2, 4 & 6 to Zero

PRINT Selected Stores Items

Clean up deleted 'Food Item' data

Go To Shopping List

Figure 2

We can now see the first page of the List (Figure 2) which includes the following:

- Spaces to insert your yacht name and ....
- Passage From/To ports and start date of passage.
- Data entry boxes to enable you to calculate the approximate total expected costs for your stores budget.
- A selection box for you to choose the currency of your stores budget.
- A summary list of the type of stores. This will allow fast navigation to each stores category.
- The headings for the Victualling List entries.
- The Global Console area. This will allow you to carry out various functions which will affect all of the stores entries (Global). These include a reset for some or all data columns to their original zero values, a print out of all your stores items and also allows you the option of saving your Victualling List and/or save your list under a new name (so that, if required you can have more than one list). The Ultimate use of the Global Console is to generate and print your completed Victualling List which **prints only the items you require**.
- The Local Console area. This will allow you to carry out various functions which will affect individual stores type entries (Local). Current On-Board Totals are shown below Local Console.

- This will allow you to carry out various functions which will affect only your selected types of stores entries (Local). These include a reset some or all data column to their original zero values for your selected stores items and a print out of your selected your stores items.

All of these areas and functions will be fully detailed later.

VIRTUAL LIST											
Go To Local Console	GOTO TOP	Unit	Min. Rqd. Onboard for Passage	No. Already Onboard (Stock Take)	Min. No. Required to be Purchased	No. Purchased Additionally Since Stocktake	Total No. Onboard Following Purchase or Stocktake	Approx. Cost Per Unit £/€/€/\$	Approx. On-Board Total Stock Value £/€/€/\$	Current On-Board Totals: 0.00 Sterling £	
Basic Items: Description	B		1	2	3	4	5	6	7	Onboard Date:	Storage Location
Salt			0.0	0.0	0.0	0.0	0.0	0.00	0.00		
Pepper			0.0	0.0	0.0	0.0	0.0	0.00	0.00		
Sugar White			0.0	0.0	0.0	0.0	0.0	0.00	0.00		
Sugar Brown			0.0	0.0	0.0	0.0	0.0	0.00	0.00		
Bread White			0.0	0.0	0.0	0.0	0.0	0.00	0.00		

Figure 2a.

This figure shows the headings relating to each store item, some of which you insert/edit and others which automatically calculate depending on your input.

The list comes populated with many items which you might want to have on your voyage and there are many additional spaces within each food category for you to add food and/or stores items. It is IMPORTANT to note that all of the food item names are editable by you and are NOT edited by any of the Console Functions which means that your item descriptions CANNOT be accidentally deleted. If you require deletion you must edit these items yourself.

### Detailed Instruction

Let's now go into a more detailed description of the Virtualising List with examples to show how easy it is to produce a detailed list of your food/stores requirements.

### The Welcome Screen

As you will see from Figure 1 above, when the application starts, a message box appears with the following: "Welcome to 'Virtualising List'. This is a unique application which etc. etc. ....".

It requests that you choose whether to have the message box appear each time the application is opened 'Yes/No'. Choosing 'Yes' will repeat the message each subsequent time it is opened. Choosing 'No' will stop it from appearing again. It can be reset again - we'll show you how later.

The main reason for the message is to say that the Virtualising List as downloaded, is read only. This means that you need to save it under a different name by going to the GLOBAL CONSOLE, clicking on 'SaveAs list with a new file name' (below the 'Save Your Virtualising List' label), and

continued .....



follow the instructions for saving the list with a file name of your choosing. This will save a non-read only file which you can easily save later. We suggest that you keep the original downloaded file, under your own name for reference later if needed.

When you wish to save your new list again, go through the same procedure but this time click on the 'Save current Victualling List' choice. This will allow you to save your own list with any edits you have made. (or just use your computer/laptop/tablet short cut for saving files).

### Save Victualling List for the first time:

At this point it would be advisable to save your Victualling List with a new name, as the original downloaded file is 'Read only'. Here is how to do it.

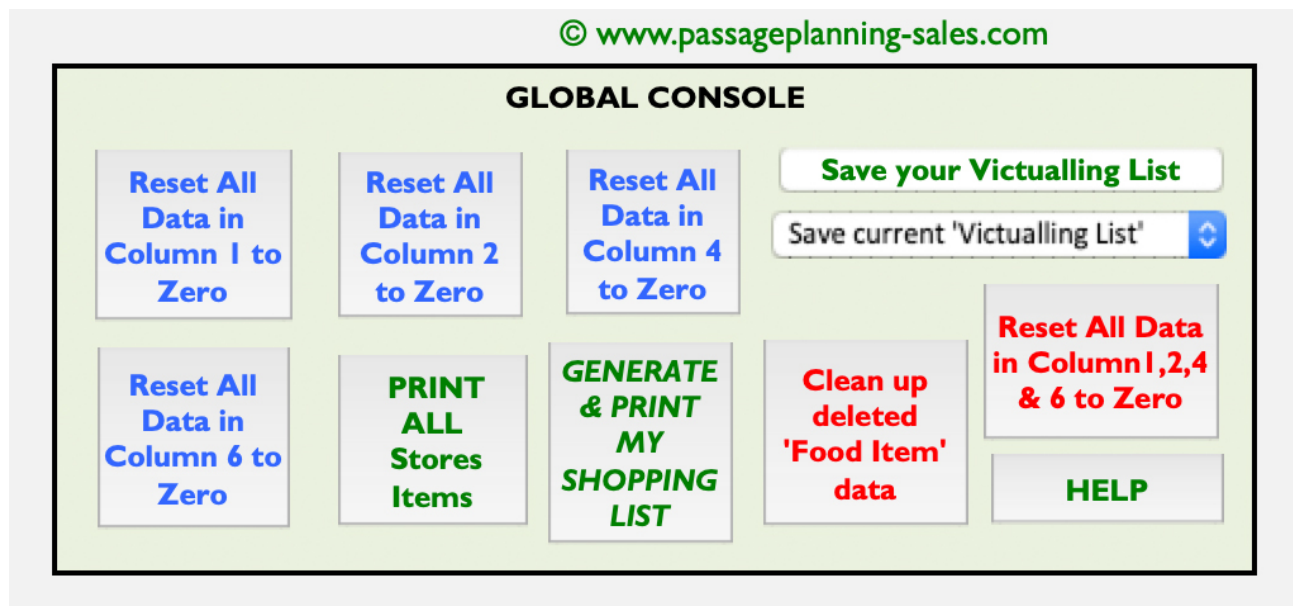


Figure 3.

Go to the 'GLOBAL CONSOLE' panel at the top right of the screen (Figure 3) and click on the dropdown box below the 'Save your Victualling List' label. Make sure that you choose the 'SaveAs list with new file name'. A message box will appear confirming your request. Make sure that you have chosen the SaveAs list and follow the instructions in the message box which should say "SAVE FILE WITH NEW NAME". Click Ok and the next message box should say "SAVE FILE AS .xlsx". However please note at this stage that the original downloaded Victualling List file contains **Macros**. It must be saved as .xlsm file, otherwise it would not work. Thus, any copy of the file must also be saved as an .xlsm file for it to work. The message box is reminding you of this so that when you click Ok and are offered the form to save a copy, you need to save it as a .xlsm file.

Click Ok to go to the next screen.

You will be presented with the form which you will use to save the file under a new name. The 'Save As:' box will already show "MASTER VictuallingList" (or similar). You need to change this to a name suitable to you eg. "My Victualling List" (or suchlike).

The 'Where:' box below will already be filled with the Directory where the original downloaded 'Victualling List' was/is stored. You may need to change this to a directory where you want your new file to be saved eg. "Victualling Directory" (or suchlike).

Finally, and most important, you will need to click on the 'Format' selection and choose (under the speciality formats) 'Excel Macro-Enabled Workbook (.xlsm)'. Click 'Save' and a further Message box will appear confirming your save action.

We suggest you go to the directory chosen by you and select your new file name and double click to load the file. This new application will be able to be Read & Write so and subsequent site savings will save to your new directory with your file name (unless you wish it to be a different name).

### **Subsequent Victualling List Application Saves**

Following any edits to your Victualling List you may quickly save the list by carrying out the following:

Either just use your computer/laptop/tablet short cut for saving files .....

or ....

Go to the 'GLOBAL CONSOLE' as before and this time, select '**Save current Victualling List**'. A message box will appear headed 'SAVE FILE WITH EXISTING NAME'. Selecting 'OK' will save your edited file in the correct .xlsm format in the same directory and with the same file name selected by you as before. A further Message box will appear confirming your save action.

Ok so you now know how to open your original downloaded allocation and to save it for further use with your selected/edited details.

A final note regarding the original application file downloaded from the passageplanning-sales.com site.

***Keep it in a safe place on your computer/tablet in case you need to go back to its original state.***

Let's now get involved in creating a list to suit our specific sea passage.

### **'Basic Costings for Stores' panel.**

Here, we are planning for a passage in our yacht 'Challenger' from Plymouth to Corfu, Greece commencing on 12 July 2020. We fill the details in the relevant spaces on the Figure 4 below. We are anticipating a passage length of 20 days (2 weeks and 6 days) so we enter 2 in the 'Weeks' box and 6 in the 'Days' box. The 'Total Days' is automatically calculated for us as 20 days. We have 5 crew on board and 1 other person (non crew), so we enter 5 in the 'Total Crew' box and 1 in the 'Total Other's box. We are assuming and budgeting for meals and refreshment cost per 'crew' member per day and also for the 'other' person per day at £6.50, so we enter 6.50 in the relevant 'Meal Budget' boxes. The 'Crew Total' and 'Other Total' meals budget cost is automatically calculated for us at £650 and £130 for crew and other and these can be seen in the other boxes in

the Meal Budget per person per day box. The grand 'Total' of £780 is calculated automatically for us and is shown in the bottom right hand box.

Page 1
VICTUALLING LIST FOR YACHT

Name of Yacht:

Challenger

Passage Plan From:

Plymouth

To:

Corfu

Start Date:

BASIC COSTING FOR STORES BUDGET										
Anticipated Length of Passage:		TOTAL	Stores Planning for Crew/Others (e.g passengers)		Reset all Basic Costing Data	Meal Budget Per Person per day (Breakfast, Lunch, Dinner)				Minimum Budget Required £/€/£
Weeks	Days	Days	Total Crew	Total Other		Crew £/Eu. Etc.	Other £/Eu. Etc.	Crew £/Eu. Etc.	Other £/Eu. Etc.	TOTAL
2	6	20	5	1		6.50	6.50	650.00	130.00	780.00

Currency used in Calculations £ / Euro / \$ :

Sterling £ ▼

Figure 4.

We have shown the costs as Sterling £. However if other currency units are being used, e.g Euros, the currency may be selected from the drop down '**Currency used in Calculations**' combo box at the bottom of the figure. Several world currencies are featured in the list.

Let's now look at the '**Types of Stores**' selection panel.

This panel is located below the 'Basic Costings for Stores Budget' panel and indicates the types of food/stores for your list. Figure 5 above shows the relevant panel.

Click on Ref: Button e.g V, F, P to Go To Relevant Type of Stores					
Type of Stores	Ref:	Type of Stores	Ref:	Type of Stores	Ref:
Basic Items:	B	Fresh & Tinned Vegetables:	V	Meat & Fish - Fresh, Frozen & Tinned:	M
Drinks & Refreshments:	R	Snacks, Sweets and Desserts:	S	Dairy Essentials:	D
Food Storage and Packaging:	P	Staple and Dry Food Items:	T	Fruit:	F
Cereals and Breakfast Items:	C	Health and Personal Items:	H	Other Items:	O

Figure 5.

This panel allows for very fast and exact navigation to the top line of each of the different 'Types of Store' (which are also detailed above on the first page of these instructions). Adjacent to the right, each of the individual item description is a grey command button with the Ref: initial of the relevant stores item.

[illegible]

You will note that the cursor has come to rest on the 'T' label, which is situated at the top of the 'Staple and Dry Food Items' category.

You will notice further down the page the horizontal descriptions regarding each individual Food/Stores items. These will be described below. You will note that they are not always positioned at the beginning of the Food/Stores descriptions. The reason for this is that the horizontal description lines are situated in positions such that they can be easily seen from almost any part of your position of the list. If they were only situated at the top of each category, scrolling down the individual category would 'lose' the description line. The positions of the existing description lines also helps in print-outs of the sheets.

The following Figure 7 shows the top line of the 'Basic Stores' (B)

VIRTUAL LIST										Current On-Board Totals: 8.15 Sterling £		
Go To Local Console	GOTO TOP	Unit	Min. Rqd. Onboard for Passage	No. Already Onboard (Stock Take)	Min. No. Required to be Purchased	No. Purchased Additionally Since Stocktake	Total No. Onboard Following Purchase or Stocktake	Approx. Cost Per Unit £/€/€	Approx. On-Board Total Stock Value £/€/€	Onboard Date:	Storage Location	Notes and Comments
Basic Items: Description	B		1	2	3	4	5	6	7			
Salt	Required	Grinder	1.0	0.0	1.0	0.0	0.0	2.00	0.00	12.7.22	2.P.12.4	Rock salt supplied in disposable glass grinder
Pepper		Grinder	1.0	1.0	0.0	2.0	3.0	2.00	6.00	8.6.22	2.P.12.4	Black peppercorn supplied in disposable glass grinder
Sugar White	Required	Kg.	2.0	1.0	1.0	0.0	1.0	2.15	2.15	12.7.22	2.P.12.1	Granulated sugar in 1Kg. Bags
Sugar Brown			0.0	0.0	0.0	0.0	0.0	0.00	0.00			
Bread White		Loaf	0.0	0.0	0.0	0.0	0.0	0.00	0.00			

Figure 7.

We will now explain the function of each column heading and how to add/edit each column entry for an individual Food/Stores entry as follows:

The two grey command buttons ('Go To Local Console' and 'GOTO TOP') are described above. Let us look at the first item on the list i.e 'Salt'. We have filled in an example. The horizontal headings start with 'Unit'. This is how we expect to purchase the item and, in this case it is in the form of a 'Grinder', so we enter this as 'Grinder'. The next item asks 'Min. Rqd. Onboard for Passage'. This is where we insert the minimum quantity we require to have on board our boat when we leave port for our journey. In this case we wish to have 1 No. Grinder on board and so we insert 1 in this column(1). The next heading is 'No. Already Onboard (Stock Take)' column(2). Here we will enter the quantity that we may already have on board at our most recent stocktake which we should take just **prior** to completing our new Victualling List items requirements. In this case we noted that we did not have any salt grinders on board and so we enter 0 (zero). When we enter this figure we note that the red **'REQUIRED'** label shows to the right of our food description. This is **automatically inserted** by the application and reminds you that this item is below your minimum quantity requirement and **is required to be purchased in order for your minimum to be achieved**. The next label (Red) **'Min. No. Required to be Purchased'** column(3) is **automatically calculated** by the application and advises you of the minimum number of items still to be purchased in order to satisfy your minimum victualling requirements in column(1). In this case it advises us that we need to purchase 1 No. Grinder in order to fulfil our victualling requirements for this particular voyage. **Thus Column (3) is the column we need to take note of when ordering/purchasing our food/stores items for this voyage in order to fulfil our minimum quantity purchase requirements.**

Column 'No. Purchased Additionally Since Stocktake' Column (4) will be filled by you following your visit to your Supermarket or similar store where you purchase your victualling requirements. You recall that you needed to purchase 1 No. Grinder of salt (Column (3)) to achieve your minimum requirement and so, assuming that you made your correct purchase, you enter 1 in Column (4).

Or you may have purchased more than 1 in this case, so enter this in Column (4).

Following this action, Column 'Total No. Onboard Following Purchase or Stocktake, (Column(5)) will be **automatically calculated** and, in this case will be 1 (i.e the addition of Columns (2) and (4)).

You will also note that, as your minimum requirement has been fulfilled for this item the red **'REQUIRED'** note has been **automatically switched off** to the right of the Salt food item.

### LOCAL CONSOLE

Food Type Selection:

B: Basic Items:

▼

Reset Food Type Selection in Column 1 to Zero

Reset Food Type Selection in Column 2 to Zero

Reset Food Type Selection in Column 4

Reset Food Type Selection in Column 6 to Zero

Go To Bottom + Reset Welcome Message

Reset All Food Type Selection in Column 1,2,4 & 6 to Zero

PRINT Selected Stores Items

Clean up deleted 'Food Item' data

Figure 8.

The next column to complete is Column 'Approx. Cost Per Unit £/€/€' (Column (6)). You will fill this with the cost of the unit of, in this case 'Salt' at say, £2 per grinder.

Following this the Column 'Approx. Total Stock Cost £/€/€' will be **automatically calculated** at, in this case, £2.00 (i.e 1 salt grinder x £2.00 = £2.00). Thus, this is the value of your existing stock prior to further purchases.

The columns at the right of the main entry are 'Onboard Date', 'Storage Location:' and 'Notes and Comments'. These are used as follows:

**'Onboard Date':** Enter the date (dd/mm/yyyy) of your existing stock or new purchase date or existing 'sell by date'. This is to give you an idea of how old your existing stock (if any) is to inform you of your stock age. We suggest that you use your own policy for this date for consistency.

**'Storage Location':** As you would expect a long cruise with several crew/passengers will require a large amount of Victualling stores. Depending on the type of store and whether it is perishable, you will be storing items over the many storage spaces on your vessel. Obviously your refrigerator(s) will be used for perishable items and the myriad other storage spaces on your vessel will be required to hold the other stores. You will need to know where all the relevant spaces are, and these will need to be documented so that others on board are able to find them. Thus, you



need to develop a system of relevant locations and each storage space will need its unique reference. This is a matter of personal choice, but is very important to develop.

A suitable example could be as follows:

Storage references can take the form of a number, letter code or some such. We use deck level, port, starboard, forward, aft and the number from number.number for rack drawer and level although other vessels just use a number. So, for example. 2.P.12.4 which translates to main deck port side cupboard 12, 4th drawer up. This then combines with the rest of the vessels storage system. You can include fridges and freezers and cold stores easily. So engine room deck 1 accommodation levels 2, 3 etc. Main deck 4 bridge deck 5 etc. etc.

Each yacht will require its own unique storage system. Once a suitable system is developed by you with the relevant storage references noted, each item you purchase and store is given its position in the vessel, *and this is the reference you would insert as 'Storage Location'.*

**'Notes and Comments':** As you would expect, used for describing your purchase items.

Please note that the entries for your food/stores items are fully editable by you as are the Onboard Dates, Storage Location: and Notes and Comments. These column entries can only be edited by **You**, and **cannot and will not be changed** by any Global and/or Local Console actions.

*Have a look at the next few items and experiment with the data input to see how the data input by you is calculated.*

**We will now go to the LOCAL CONSOLE (see Figure 8) and show how this will be of use to you in editing the columns of your 'Type of Stores' entries.**

This is known as The Local Console as it relates only to data specific to Food Types and the associated editable column data in Columns 1, 2, 4 and 6 (Local Items).

The Local Console can be accessed from anywhere in the application but specifically by clicking the 'Go To Local Console' command buttons situated at the start of each of the Type of Stores sections.

For instance, if the 'Go To Local Console' command button at the top of the 'Health and Personal Items' list (you can go to the top of the list by clicking the 'H' command button on the 'Type of Stores' panel) is clicked it will immediately take you to the Local Console, and a Message box will confirm that: 'You have selected: Health and Personal items; and any Reset action taken within

the Local Console area will relate to your chosen Type of Stores only and will not affect any of the other Types of Stores". Click the Ok button to acknowledge.

"OK" you may well ask - "why would I want to go to the Local Console in any case?"

Imagine, that you had prepared a Victualling List for purchase, and at later stage wanted to create a new list for a new sea passage and you wanted to start from scratch again with, say the Health and Personal Items list or indeed, the Basic Items List (in which case you could either go to the Local

console via the command button at the top of the Basic Items List or you could click on the drop down box on the Local Console to the right of the 'Food Type Selection:' label and select the 'B Basic Items;' selection etc. etc.

Now, say you have carried out a stocktake of items on board and wanted to set Column (2) (No. already on board following Stocktake) to zero prior to filling new stock values.

Click on the Command Button 'Reset Food Type Selection in Column 2 to Zero'. This will bring up a Message Box advising you that this relates only to Column 2 items and only relates to the Food Type of your choice (in this case, say Basic Items'. Clicking 'Ok' will carry out your request and 'Cancel' will take you out of the procedure with no further action.

All the other similar Command Boxes in the Local Console work in a similar manner. They will always give you the option of cancelling your action and so preventing accidentally deleting data.

The Red '**Reset All Food Type Selection in Columns 1, 2, 4 & 6 to Zero**' will give you the opportunity of resetting all columns within your Food Type selection. This will basically reset your list data numerical entries (but not food descriptions and/or Notes and Comments.

'Go To Bottom' Command Button - Clicking this will take you instantly to the end of the Victualling List.

The lowest Command Button allows you to print the Victualling List specific food types as follows. Whatever is showing in the Food Type election; drop down box may be printed by clicking on '**PRINT Selected Stores Items**'.

*(A word about print settings - at the end of these instructions is APPENDIX I which details the settings to be used if you need to set up your printer in order to carry out the printing as detailed below. Please note that our own standard printer is a 'Brother DCP-9020CDW'. You will, of course need to change this to your own printer selection.)*

Say you have selected 'B:Basic Items'. Clicking on the PRINT button will bring up a Message Box with a heading of 'Your Selection is Basic Items: B', followed by instructions relating to the next screen which will appear if you click 'Ok'.

It will advise the following, "This will print out Your Food Type Selection as selected above in the Local Console. When the printer screen appears: **1.** Check that the 'Show Quick Preview' box is

checked: **2.** Check that your correct printer is selected: **3.** Click on 'Print What: Selection' radio button (Do not select 'Active Sheets'). This will enable you to preview your sheets selection to be

printed. If you do not select this radio button, all of the sheets will be printed: **4.** Click 'Print' or click 'PDF' and save a copy of the print in PDF form. Select 'Cancel' if you wish to return without printing."

If you chose 'Ok' the next screen will allow you to select the details as explained in the Message box. Please ensure that you select your correct printer and also select the radio buttons as instructed.

When you are ready press 'Print' or 'Cancel' if you don't wish to print.

We suggest that you experiment by selecting the PDF option. This will help save paper.

Please note that printing using the LOCAL CONSOLE will include *All* of the items in this section including items which you have not yet added any data. It is useful for printing out prior to stocktaking.

## Now we will take a further look at the GLOBAL CONSOLE

As the name implies the purpose of the Global Console items (see Figure 9 below) is to carry out actions which will affect the whole of your Victualling List and not just individual Food Type selections.

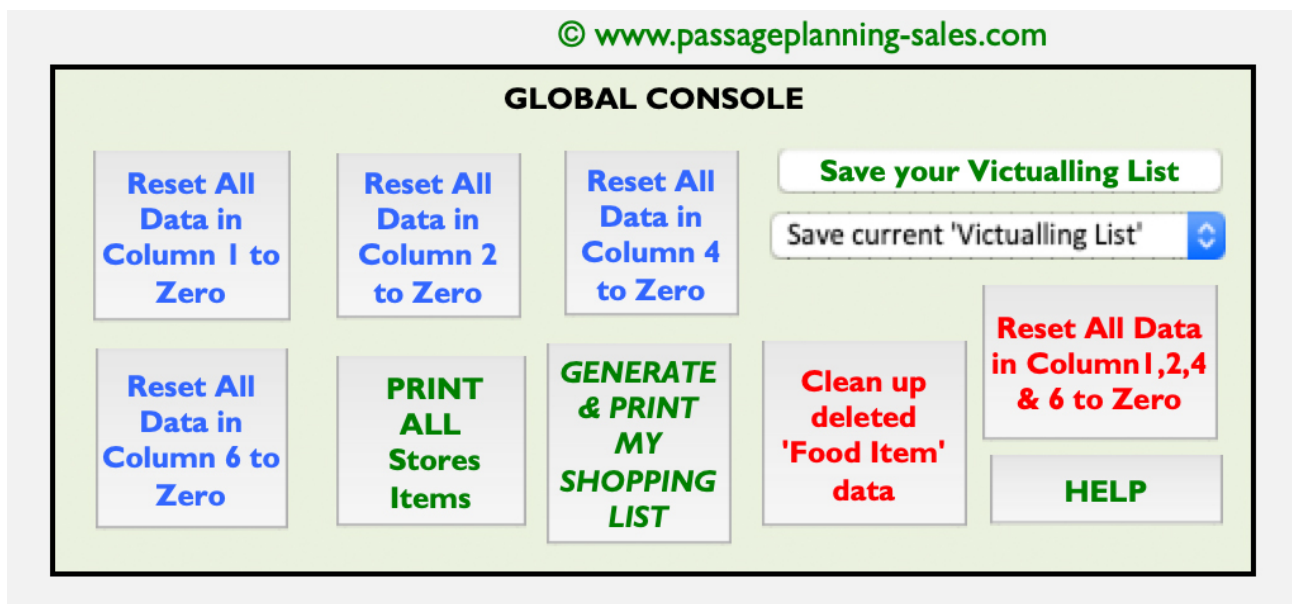


Figure 9.

The 'Save current 'VictuallingList' / 'SaveAs list with new name' has been covered above. The **blue coloured Command Buttons** will reset data in each of the relevant data columns. They differ from the LOCAL CONSOLE Reset Data buttons in that they relate to **all** of your Victualling List and not just individual Food Type sections as dealt with by the Local Console.

The Red '**Reset All Data in Column 1,2,4 & 6 to Zero**' will carry out a reset of all the columns as just described. At each stage it will ask if you require this. It is really a command which chain links the other Blue Command Buttons on this Console.

The green '**PRINT ALL Stores Items**' has a similar function as the Local Console 'PRINT Selected Stores Items' except that it will print out the whole Victualling List and not just the individual Food Item selection list.

Please note that unlike to the Local Console printing it will include *All* of the items in your Victualling List including items which you have not yet added any data. It is useful for printing out your complete Victualling List prior to stocktaking.

Clicking on this Command Button will lead you through to the printing or PDF creation of the list including all entries and including entries without data entry.

This option will also invite you to include the 'Basic Costing For Stores Budget' details, which is the calculation for the budgeted cost of the proposed Victualling.

At each stage you will be given the opportunity of cancelling this action. It is important that you follow the instruction regarding the correct radio button to select.

### **Cleaning up Data left behind if you delete a Food Item:**

If the name of any Food or Stores item (e.g. 'Salt', 'Beef', 'Pepper') is deleted by you, even if you have inserted a value in Column 6 (Approx. Cost per Unit), the 'Approx. Total Stock Cost' for that (blank) item will be shown as Zero. If you subsequently insert a new Stores item in the blank space, Column 6 will reflect the values already inserted in the other entries on the same line. So we recommend that you adjust these values if you insert a new Stores entry. However if you go to the **Global Console** and click on '**Clean up deleted 'Food Item'** data', this action will remove all data associated with any blank Food Item name.

In addition, when you '**GENERATE & PRINT MY SHOPPING LIST**', such unwanted data as just described will be automatically deleted prior to the generation of the list.

**HELP** - This button will direct you to the page on the [www.passageplanning-sales.com](http://www.passageplanning-sales.com) site where you will be able to get help on the operation of the Victualling List.

## **'GENERATE & PRINT MY SHOPPING LIST'**

### **Generating the List**

This is the ultimate objective of the application in that it prints out a list of your required items for purchase, and which does not include any entries which are not required. Clicking on this Command Button (Figure 9 above) will clean up and deleted items on your list as described above and will automatically generate a complete list of your required items. When finished a Message Box

will appear 'Finished Creating Victualling List'. Clicking OK will take you to the prepared list so that you can either print it out or save it as a PDF file.

## Printing the List

VICTUALLING LIST FOR YACHT - SUMMARY OF ITEMS REQUIRED FOR PURCHASE									
Description	Unit	Min. Rqd. Onboard for Passage	No. Already Onboard (Stock Take)	Min. No. Required to be Purchased	No. Purchased Additionally Since Stocktake	Total No. Onboard Following Purchase or Stocktake	Approx Cost Per Unit £/€/ \$	Approx. Total Stock Cost £/€/ \$	Notes and Comments
Salt	Required Grinder	1.0	0.0	1.0	0.0	0.0	1.50	0.00	Rock salt supplied in disposable glass grinder
Pepper	Required Grinder	3.0	2.0	1.0	0.0	2.0	2.00	4.00	Black peppercorns supplied in disposable glass grinder
Sugar White	Required Kg.	4.0	2.0	2.0	0.0	2.0	1.50	3.00	Granulated sugar in 1Kg. Bags
Sugar Brown	Required Kg	6.0	1.0	5.0	0.0	1.0	2.00	2.00	Brown sugar in 1 Kg. Bags
Bread White	Required Loaf	10.0	2.0	6.0	2.0	4.0	0.90	3.60	Medium Sliced
Curry Powder	Required Packet	3.0	1.0	2.0	0.0	1.0	2.13	2.13	Colemans if possible
Worcester Sauce - Bottle	Required Bottle	2.0	1.0	1.0	0.0	1.0	2.20	2.20	Good quality brand
English Mustard	Required Jar	3.0	1.0	2.0	0.0	1.0	1.45	1.45	Could be powder Colemans
Water Biscuits	Required Packet	6.0	0.0	5.0	1.0	1.0	1.19	1.19	Crawfords
Riveta	Required Packet	2.0	1.0	1.0	0.0	1.0	1.80	1.80	Plain and Black Pepper variety required
Potatoes	Required Kg.	6.0	0.0	6.0	0.0	0.0	1.10	0.00	Washed and preferably dry
Chips - Frozen	Required Kg. Bag	7.0	1.0	6.0	0.0	1.0	2.50	2.50	McCain if Possible
Onions	Required Each	48.0	12.0	36.0	0.0	12.0	0.16	1.92	Selection of large and medium size

OPTIONS

Print Victualling Shopping List

Return To Victualling List Data Entry

OPTIONS

Print  
Vicualling  
Shopping  
ListReturn To  
Vicualling  
List Data  
Entry

Figure 10.

Figure 10 above shows a part page of the result of Generating the List and you will see that it has been populated with examples. (Please note that the 'Onboard Date:' and 'Storage Location:' headings are not shown, as this Figure and the following Figures) was created from an earlier revision of the Application.

To the right of the list are two **green** Command Buttons. Clicking on the bottom button will simply return you to the '**Vicualling List Data Entry**' page.

Clicking on the '**Print Vicualling Shopping List**' Command Button will take you to the print selection page on your computer / device as shown below in Figure 11.

A message box will appear with instructions on the settings you need to select on the next screen. This is important otherwise the results of the print out will not be what is expected. Clicking Cancel will take you back to the Vicualling Shopping List.

VICTUALLING LIST FOR YACHT - SUMMARY OF ITEMS REQUIRED FOR PURCHASE									
Description	Unit	Min. Rqd. Onboard for Passage	No. Already Onboard (Stock Take)	Min. No. Required to be Purchased	No. Purchased Additionally Since Stocktake	Total No. Onboard Following Purchase or Stocktake	Approx Cost Per Unit £/€/ \$	Approx. Total Stock Cost £/€/ \$	Notes and Comments
Salt	Required Grinder	1.0	0.0	1.0					salt supplied in disposable glass grinder
Pepper	Required Grinder	3.0	2.0	1.0					peppercorns supplied in disposable glass grinder
Sugar White	Required Kg.	4.0	2.0	2.0					Granulated sugar in 1Kg. Bags
Sugar Brown	Required Kg	6.0	1.0	5.0					Brown sugar in 1 Kg. Bags
Bread White	Required Loaf	10.0	2.0	6.0					Medium Sliced
Curry Powder	Required Packet	3.0	1.0	2.0					Colemans if possible
Worcester Sauce - Bottle	Required Bottle	2.0	1.0	1.0					Good quality brand
English Mustard	Required Jar	3.0	1.0	2.0	0.0	1.0	1.45	1.45	Could be powder Colemans
Water Biscuits	Required Packet	6.0	0.0	5.0	1.0	1.0	1.19	1.19	Crawfords
Riveta	Required Packet	2.0	1.0	1.0	0.0	1.0	1.80	1.80	Plain and Black Pepper variety required
Potatoes	Required Kg.	6.0	0.0	6.0	0.0	0.0	1.10	0.00	Washed and preferably dry

Victualling List Summary - Printout

This will print out Your Victualling List Summary.

When the printer screen appears:

1. Check that the 'Show Quick Preview' box is checked

2. Check that your correct printer is selected

3. Click on 'Print What: SELECTION' radio button (Do NOT select 'Active Sheets'). This will enable you to preview your sheets selection to be being printed. If you do not select this radio button, all of the sheets will be printed and unless your list is long, you may be wasting paper.

Selection 4. Click 'Print' or click 'PDF'and save a copy of the print in .PDF form.

Select 'Cancel' to return without printing.

Cancel

OK

OPTIONS

Print Victualling Shopping List

Return To Victualling List Data Entry

OPTIONS

Print  
Vicualling  
Shopping  
ListReturn To  
Vicualling  
List Data  
Entry

Figure 11.

Clicking the OK button will take you to the Print out page as follows (Figure 12).

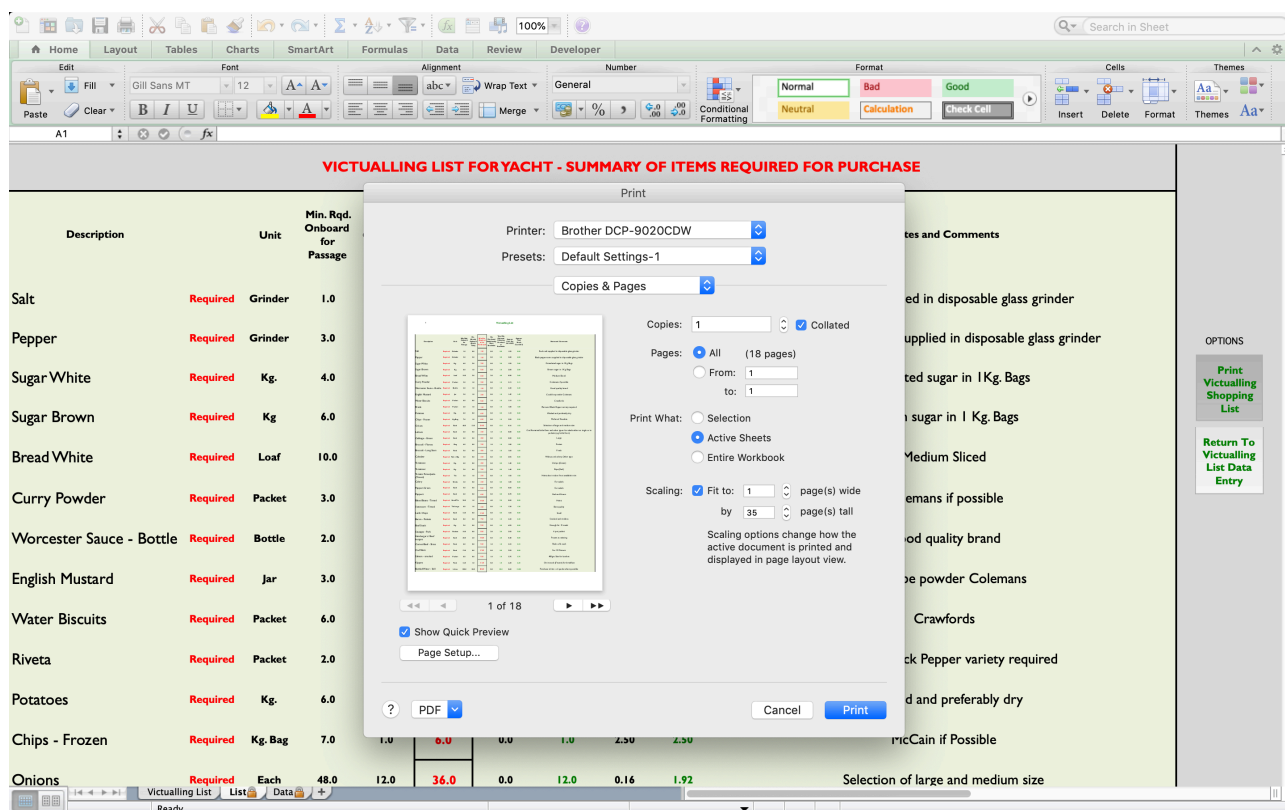


Figure 12.

Note that the 'Print What: Active Sheets' radio button is selected. However the 'Print What: Selection' must be selected, and the screen will then show as Figure 13 below.

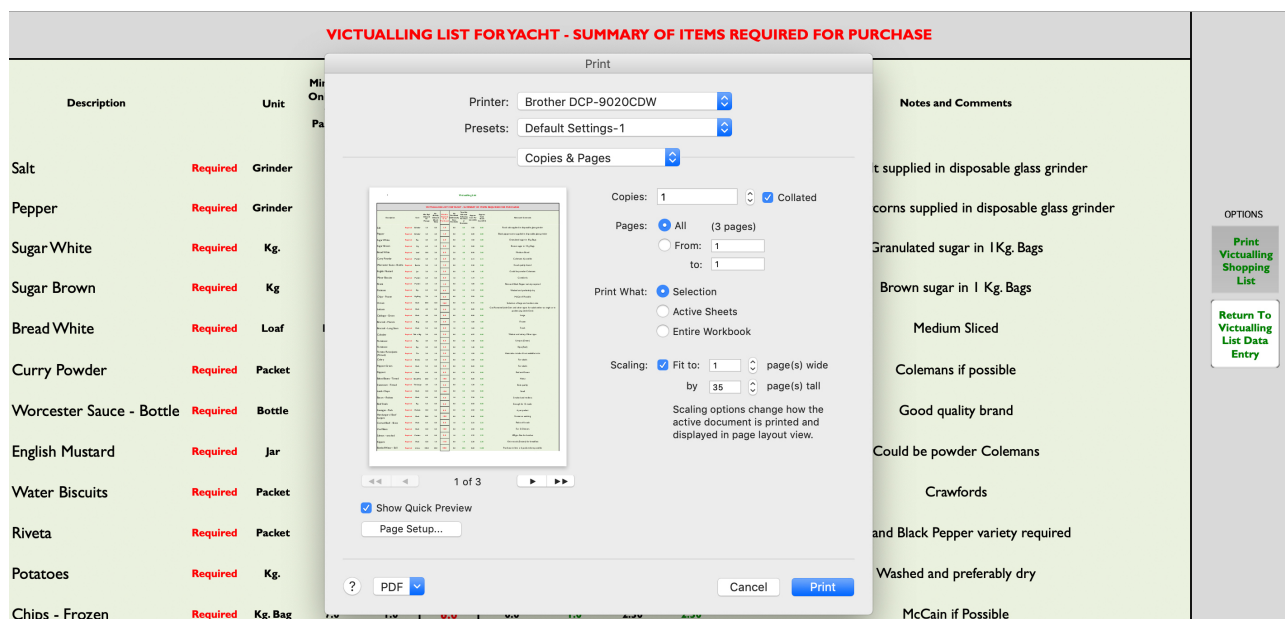


Figure 13.



**LOCAL CONSOLE**

**Food Type Selection:**

**Reset Food Type Selection in Column 1 to Zero**

**Reset Food Type Selection in Column 2 to Zero**

**Reset Food Type Selection in Column 4 to Zero**

**Reset Food Type Selection in Column 6 to Zero**

**Go To Bottom**

**Reset All Food Type Selection in Column 1,2,4 & 6 to Zero**

**PRINT Selected Stores Items**

**Clean up deleted 'Food Item' data**

**Go To Shopping List**

Figure 14.

Note that the sheet heading has changes and the number of pages to be printed reflects the number of Food Items entered.

You may now choose to click on the print button or the PDF box in the bottom left hand corner, where you will be able to save your Victualling Sheet as a PDF document instead of printing it out. When finished you may return to the Victualling List Data sheet by clicking on the Command Button to the right of the page.

Continued .....

Navigating between the Victualling List sheet and the Victualling Print page can be made by clicking on the Command Button '**Go To Shopping List**' to the right of the LOCAL CONSOLE as seen on the above Figure 14.

**Finally:** You recall that at the beginning of the instructions you were given the option on the Welcome Screen to choose whether to have the message box appear each time the application is opened 'Yes/No'. Choosing 'Yes' will repeat the message each subsequent time it is opened. Choosing 'No' will stop it from appearing again. if you chose 'No' It can be reset again.

To reset the message box if required, click the '**Go To Bottom**' Command Button on the LOCAL CONSOLE. You will see a Command Button to the bottom left of the sheet '**Reset Welcome Message**'. Clicking this will reset the message, save your Victualling List and the next time you open the list, the welcome message will reappear.

**Well - That's it.**

We hope that you appreciate the hard work that has gone into the development of this Victualling List Application. We sincerely hope that it will benefit you with your Yacht Victualling.

Please have a look at the remaining parts of our site which is dedicated to Passage Planning and we hope that you will purchase some of the many forms we have produced to help with your voyage planning.

## APPENDIX I.

When carrying out any of the print instructions you may need to set up your printer. We show you below the various settings used on our printer to achieve the correct printing.

**NOTE:** You can change any of the settings as detailed below if it suits your printer better. **Nothing will break!** However what is detailed below is our settings for our printer.

### Setting up the print page.

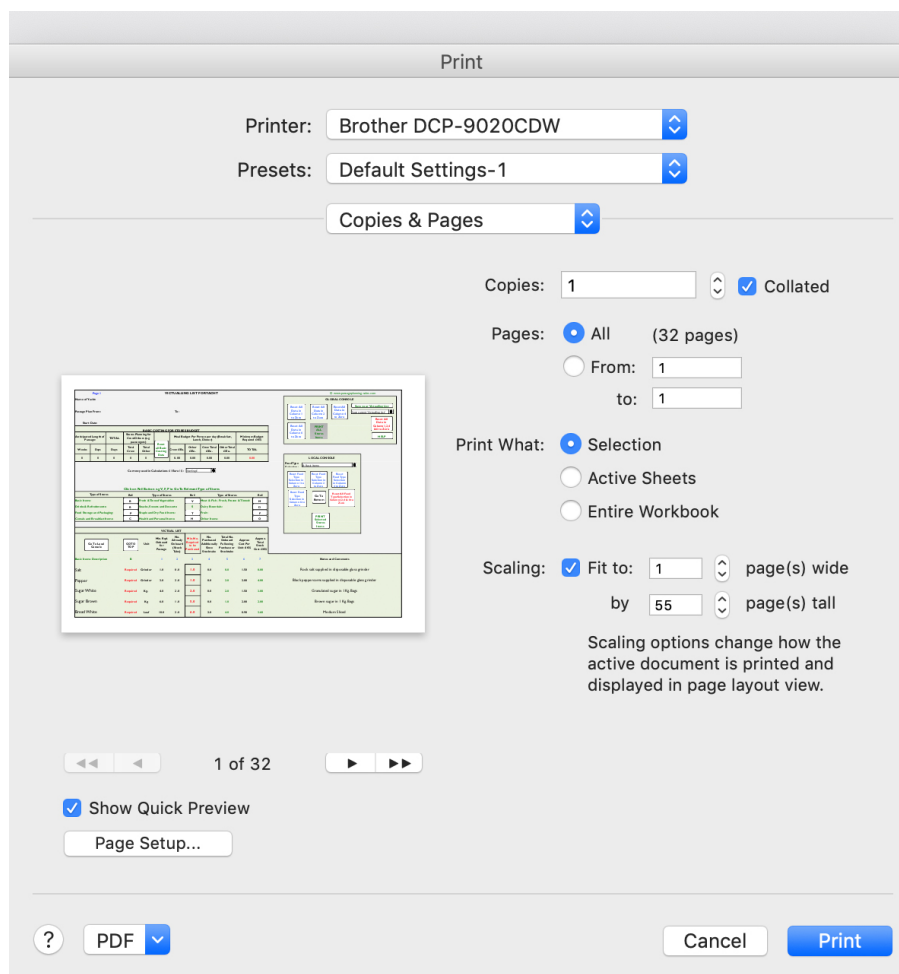


Figure I5.

A typical print selection page will show as Figure I5 above.

You will have been previously requested to set the 'Print What:' as either 'Selection' or 'Active Sheets'.

In order to effect the correct print settings, click on 'Page Setup...', which is situated near to the bottom left of the screen. This will take you to the following screen:

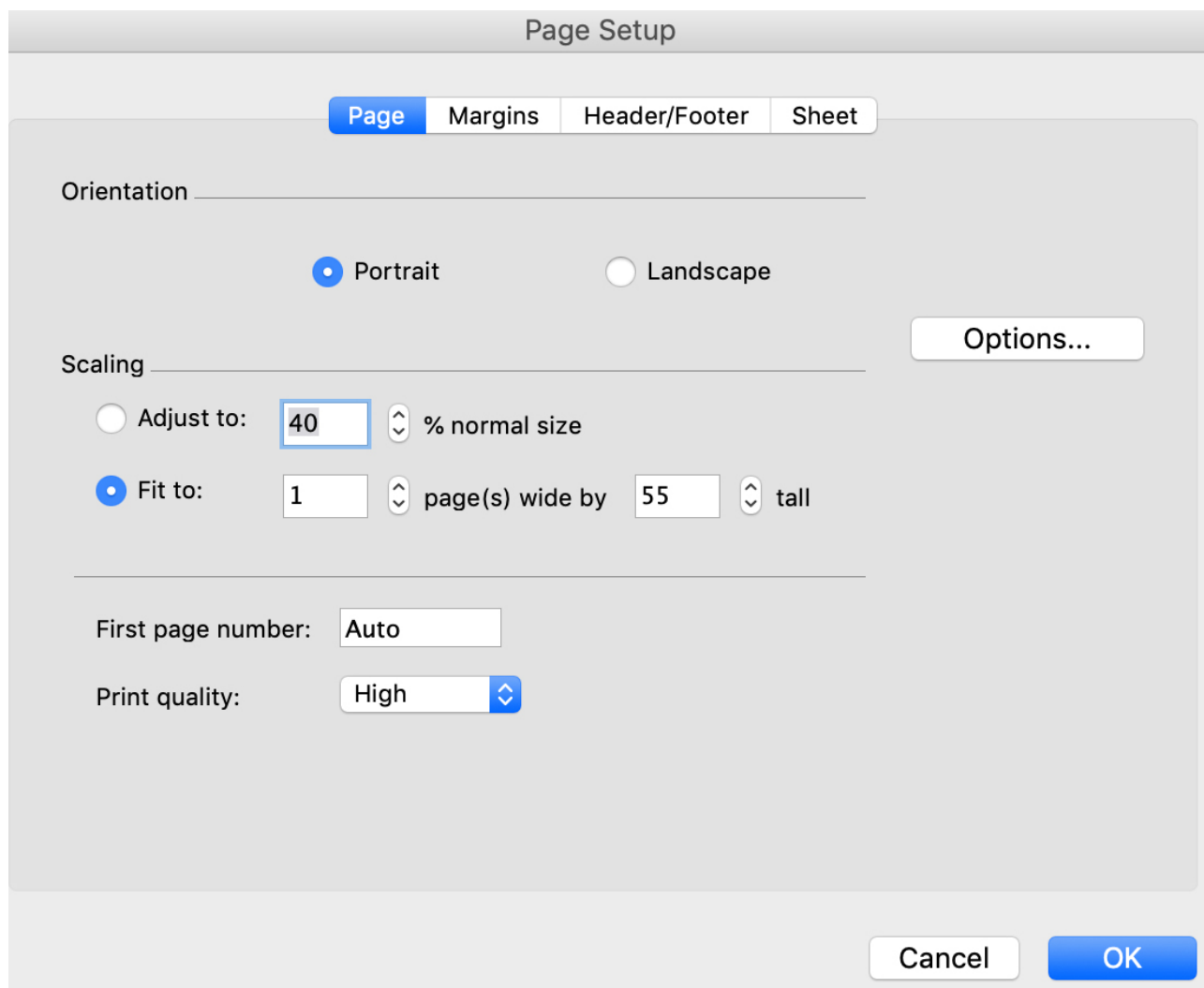


Figure 16.

Use the settings as shown in Figure 16. Setting Portrait will print less pages with smaller detail than choosing Landscape which will use more pages but larger detail.

Continued .....

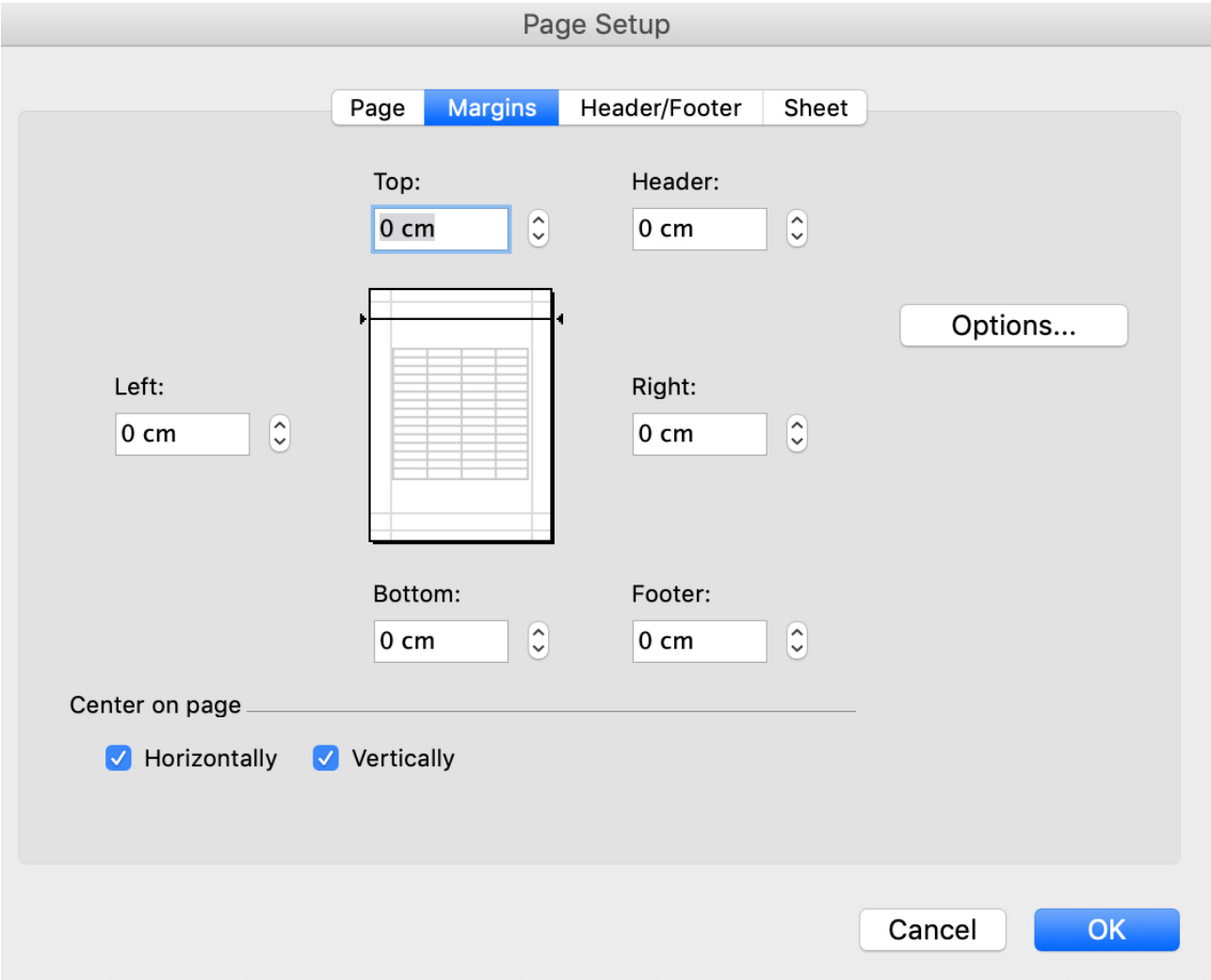


Figure 17.

Next - Click on 'Margins' and a screen as Figure 17 will present. Set up your margin screen to replicate the above.

Continued .....

Next - Click on 'Options' and a screen Figure 18 will show.

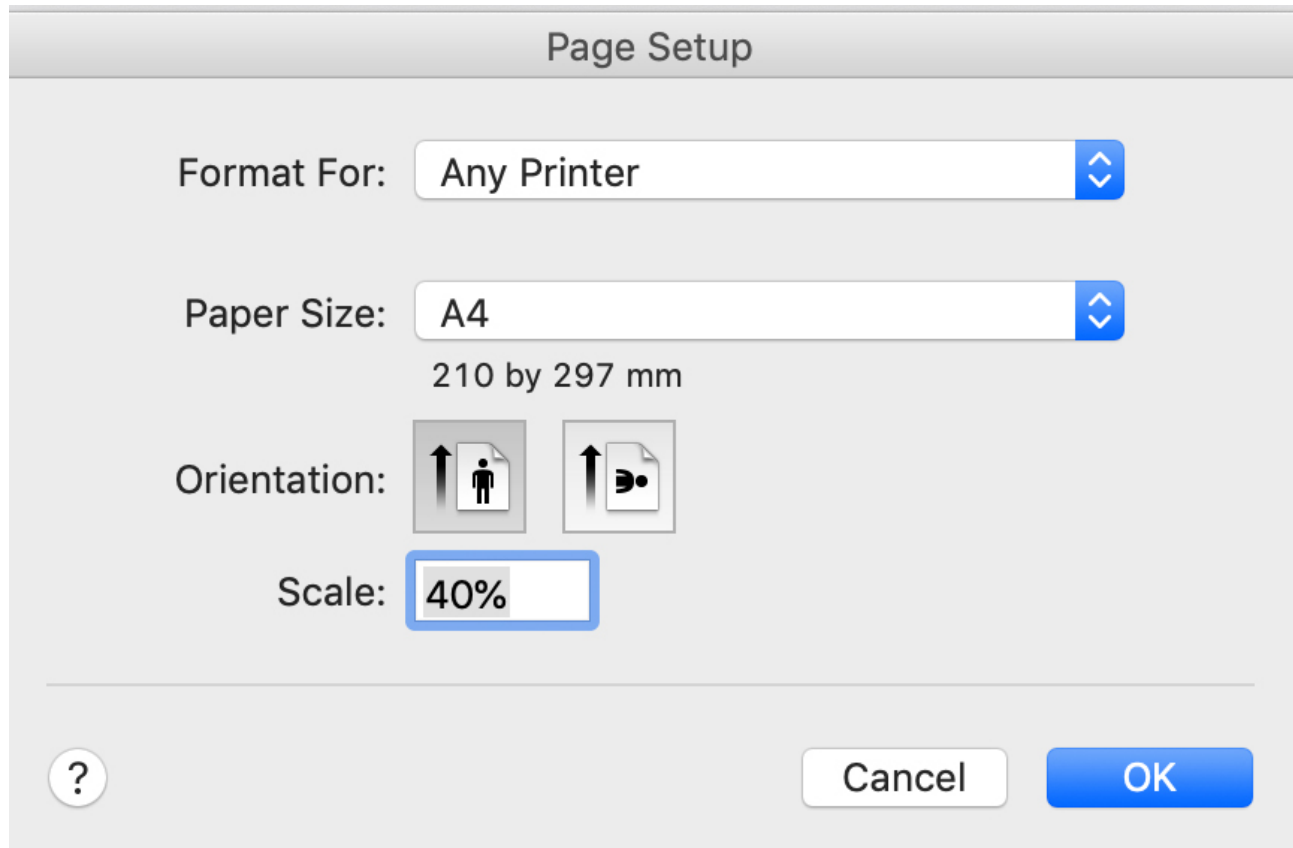


Figure 18.

Click on the 'Format For:' box and select your own printer - **Important**

Paper size must be A4

Orientation and Scale as above. Then click Ok to get back to the original screens etc.

**NOTE:** You can change any of the settings as detailed above if it suits your printer better. **Nothing will break!** However what is detailed above is our settings for our printer.

**A final Note regarding "Data" Sheet and "Currency" Sheet.**

All Data on this page is for Administrative Use only. Changing any of the Data on this Page will produce Unpredictable Results throughout this Application and may stop it working correctly.

There is no User data on these pages.

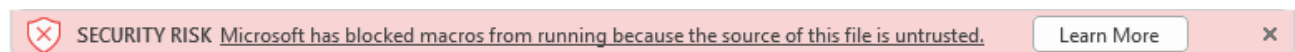


## APPENDIX 2.

Since February 2023, Excel Applications containing Macros downloaded from the internet will be blocked by default in Office. The reason for this is to reduce/stop developers using macros as a source of harm.

VBA macros are a common way for malicious actors to gain access to deploy malware and ransomware. Therefore, to help improve security in Office, has changed the default behaviour of Office applications to block macros in files downloaded from the internet.

With this change, when users open a file that came from the internet, such as an email attachment, and that file contains macros, the following message will be displayed:



Other such messages may be similar to:

“macros" have been blocked as they contain malware”

**As a developer of this Virtualising List Application I promise and assure you that non of the macros in this app. contain any harmful data. Neither is the developer able to control this action by Microsoft.**

The reason for the above messages is purely down to Microsoft Office actions.

### **How to remove this “obstacle”**

You will need to make to document a trusted document. There are several ways of doing this. Here is links to some of them:

#### **Make a document trusted to enable macros**

Please go to the following address to see how to deal with this:

<https://learn.microsoft.com/en-us/deployoffice/security/internet-macros-blocked>

or:

<https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-microsoft-365-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>

or:

<https://exceloffthegrid.com/unblock-macros-downloaded-from-the-internet/>

or search Google or similar for solutions to this.

Please note that we are not able to control this action by Microsoft and as there is an acceptable solution to be found, then it is not grounds for a refund.

