CREWZA
CREW MANAGEMENT SOFTWARE

BARCO INFOTECH SOLUTIONS PRIVATE LIMITED

INDEX

6	Payroll	
	6.1 – Claim history	
	6.2 – Payroll Processing	
7	Database	
	7.1 – Employee List	
	7.2 – Resume List	
	7.3 – Company Vacancy	
	7.4 – Vendor List	
8	Invoicing	
	8.1 – Create Invoice	
	8.2 – Old Invoices	
9	Superadmin	
	1. Dashboard 2. Login Report 3. User Action master 4. Wages List 5. Invoice List 6. Entity List 7. Currency Conversion Master 8. Crew Pool master 9. Inactive Reason Master 10. Branches Master 11. Segment Master 12. Sign off reason master 13. Invoice type master 14. Contract Keyword master 15. Travel Documents master 16. Medical test type master 17. Sea Service Rank Master 18. Employee Status Master 19. Relationship Master 20. Coc Type Master 21. Ship Type Master 22. Wage Type Master 23. Frequency Master 24. Payment time Master 25. Contract Status Master 26. Contract term Master 27. Claim Status Master 28. Claim Category Master 29. Document status Master 30. Issuing Authority Master	

	31.Certificate type master 32.Certificate name master 33.Vaccination Type Master 34.Documents Type Master 35.Department type Master 36.Endorsement Name Master 37.Employee department master 38.Employee Designation Master	
10	Notifications	
11	Crew Admin	
	11.1 – Profile	
	11.2 – Logout	

Login

Type your URL and you will be redirected to the login page. Enter your username and the password and log in to your account.

Forgot Password

Type your URL to login page. In case you forget the password; click on I forgot and then enter your registered primary email address. On entering your email id, you will receive a new password on your email address. Login using that new password.

1. Dashboard:-

👤 Total Seaferers In Company	👤 Total Seaferers On Board	👤 Sign Off in next 1 Month	⏱ Total No of Vessels	👤 Seafarer Document expiry 6M	👤 Crew available to join
62	28	0	3	4	22
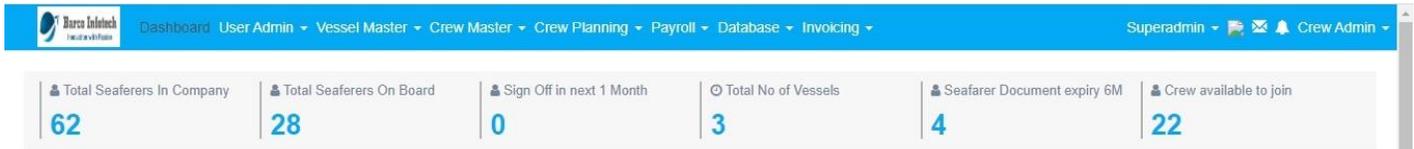
You can see the following points on dashboard

1) **Total no of seafarers in company**
2) **Total seafarers on board**
3) **Sign of in next 1 months**
4) **Total no of vessels**
5) **Seafarers doc expiry within 6 months**
6) **Crew available to join**
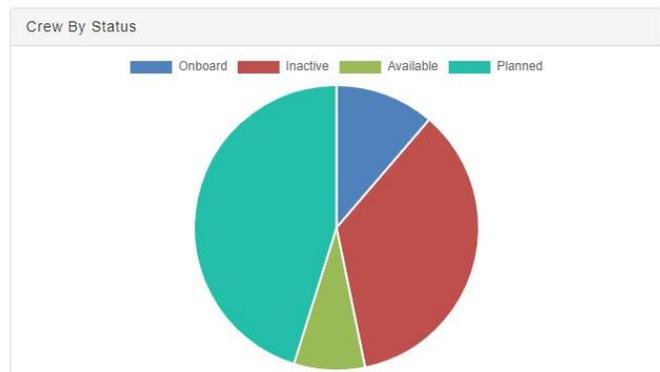
1) **Crew availability status by rank (Chart)**
2) **Crew by status with all ranks (Chart)**

Crew Availability status

Rank	Onboard	Inactive	Available	Planned
	12	5	2	6
MASTER	0	0	1	0
DECK FITTER	0	0	1	0
AB	1	0	0	0
OS	0	0	1	0
GP	0	0	1	0
JUNIOR OFFICER	1	0	1	0
PUMPMAN	0	0	1	0
2ND ENGINEER	1	0	0	0
TRAINEE ENGINEER	1	0	0	0

Contract expiry alert   Select Days 30 ▾

S.No	Vessel Name	Crew Name	Rank	Contract start date	Contract expiry date

Crew due for Signoff - No of days

Rank	Overdue > 15 Days	Overdue 0-15 Days	0- 15 Days	16- 30 Days	31 - 45 Days
	0	0	0	0	0
MASTER	0	0	0	0	0
DECK FITTER	0	0	0	0	0
AB	1	0	0	0	1

Crew due for Signoff as per Vessel - No of days

Vessel Name	Overdue > 15 Days	Overdue 0-15 Days	0- 15 Days	16- 30 Days	31 - 45 Days
	0	0	0	0	0
GLOBAL CORN	6	0	0	0	6
PACIFIC DONG	5	0	0	0	4
PACIFIC	5	0	0	0	5

1) **Crew availability status (Table)**
2) **Contract expiry alert (Table)**
3) **Crew due for sign off - no of days**
4) **Crew due for sign of as per vessel – no of days**

Vessel Certificate - Expiry within 12 Months   Select Days 30 ▾

Cert. Name	Vessel Name	Owner	Current Status	0- 3M	3- 6M	6- 9M	9- 12M	Expiry Date

Entity Certificate - Expiry within 12 Months   Select Days 30 ▾

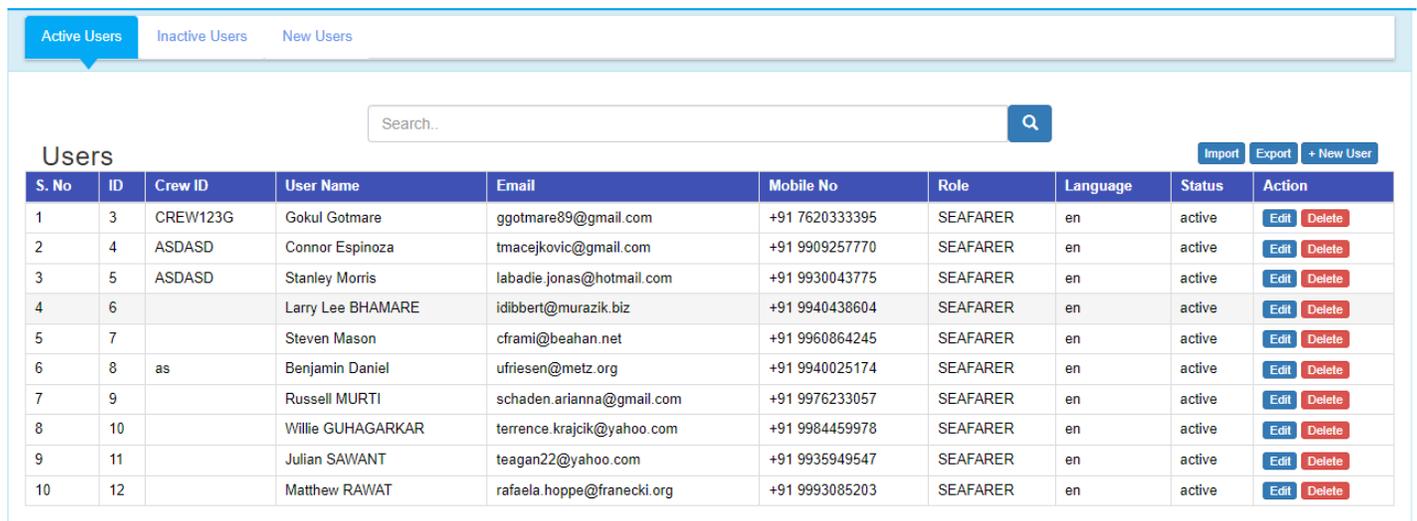| Entity Name	Segment	Certificate name	Current Status	0- 3M	3- 6M	6- 9M	9- 12M	Expiry Date
AGENCY LIMITED	AGENT	DDA SDDS	Expired	●	●	●	●	01-Sep-2022
SHIP MANAGEMENT LTD	SHIP MANAGEMENT	SDDDS	Expired	●	●	●	●	25-Aug-2022
WORLD TRAVEL LTD	TRAVEL AGENT	DSDSD SDS	Expired	●	●	●	●	01-Aug-2022

5) **Vessel certificate expiry within 12 months**
6) **Entity certificate expiry within 12 months**

2. User Admin

Adding crew users to the crew management software can be done by the admin or the crew manager based on the access control provided. To add a new crew employee, go to users.
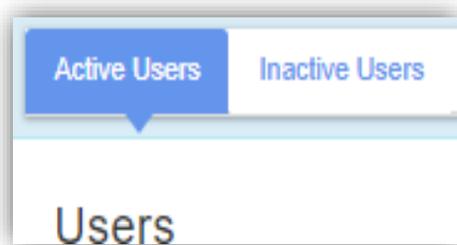
Users section is divided into two parts. **Active users** – users currently operating their CMS account. **Inactive users** – you can change the status of users to inactive (in case of employee resigned, retired etc.)

2.1 User List

User list showing into three parts (Active Users, Inactive Users, New Users) that is follows.
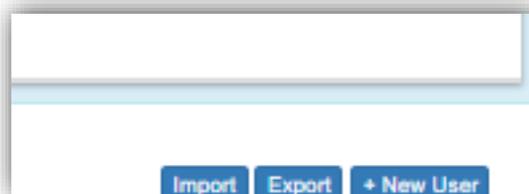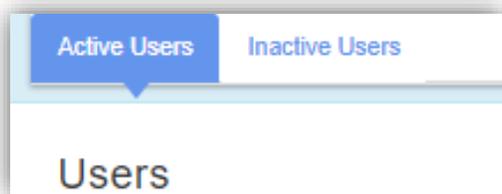

Active Users

Users currently operating the CMS employee account.

How to Add a New User?

Create an account of a user (crew, crew manager or crew admin) for the first time.

1. Click on New User Tab.

New User

Given Name	Ex: Json
Surname	Ex: Roy
Email	Ex: example@gmail.com
Password	
Mobile No.	India (+91) ⌄ Mobile No
Crew ID	Ex: EX7266
Role	Manager ⌄
User Groups	Select Some Options
Language	--Select-- ⌄
User Status	--Select-- ⌄
Employee Status	--Select-- ⌄

Add User!

2. You will be redirected to the above page.
3. Given Name – Enter given name of user (Crew)
4. Surname – Enter Surname of user(Crew)
5. Email – Enter user's primary email address
6. Password – Set a password
7. Mobile – Select the Country code and enter the user's mobile phone number
8. Role – Select from the drop down, the role you have set for the user.
9. User Groups – Assign a user group from the drop down
10. Language – Select the primary language
11. User Status – Select the status you want to set for the user (Active, Inactive)
12. Employee Status – Select employee status (Onboard, Inactive, Available, Planned)
13. Click on Add user tab.

How to Edit User details?

2	4	ASDASD	Connor Espinoza	tmacejkovic@gmail.com	+91 9909257770	SEAFARER	en	active	Edit Delete
3	5	ASDASD	Stanley Morris	labadie.jonas@hotmail.com	+91 9930043775	SEAFARER	en	active	Edit Delete
4	6		Larry Lee BHAMARE	idibbert@murazik.biz	+91 9940438604	SEAFARER	en	active	Edit Delete
5	7		Steven Mason	cframi@beahan.net	+91 9960864245	SEAFARER	en	active	Edit Delete
6	8	as	Benjamin Daniel	ufriesen@metz.org	+91 9940025174	SEAFARER	en	active	Edit Delete
7	9		Russell MURTI	schaden.arianna@gmail.com	+91 9976233057	SEAFARER	en	active	Edit Delete

1. You can edit a user's details individually by clicking on the edit button of the user whose details you wish to change or update.

Update User

Given Name	Connor	Surname	Espinoza
Email	tmacejkovic@gmail.com	Role	SEAFARER
Mobile No.	India (+91) 9909257770	Language	English
Password	••••••••••••••••• Change ☐	Crew ID	Ex: EX7266
Status	Active	User Groups	CREW ✕
Employee Status	ONBOARD		

Update User

2. You can edit any of the above details.
3. Contact number, Email address and user groups cannot be edited.
4. Once you change or update the details select the update user button.
5. Select from the drop-down status in case you want to deactivate an existing user.

Active Users	Inactive Users					

Users   Import Export + New User

User Name	Email	Mobile No	Role	Language	Status	Action
Pari			End-user	en	inactive	Edit

6. On choosing inactive status, the user will automatically move to inactive users table.

| Active Users	Inactive Users	New Users

Search.. 🔍

Users   Import Export + New User

S. No	ID	Crew ID	User Name	Email	Mobile No	Role	Language	Status	Action

How to add a new user by uploading / importing excel sheet

You can add user by uploading / importing an excel sheet containing the details of users to be added. Uploading user details through excel sheets is useful for adding large number of users.

Active Users	Inactive Users

Users   Import Export + New User
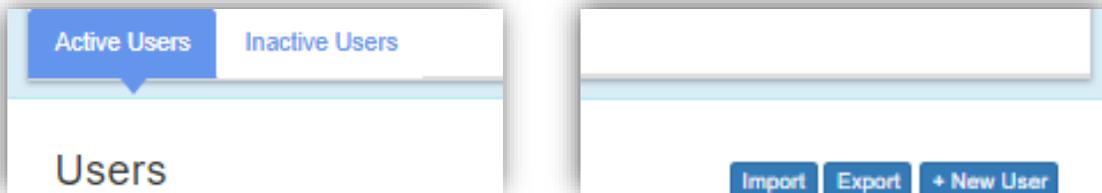
1. Select the button Import in case you want to upload a list of excel sheet containing the user details.

2. Download the Excel Template of the details to be updated in the excel sheet

A	B	C	D	E	F	G	H	I
				Import User List				
No.	User Name	Email	Password	Country Code	Mobile No	Role Name	Language	Status
1								

3. Enter the details of users in each of the columns.
4. Once you complete updating your excel sheet, it is ready to be uploaded.
5. Click on the choose file option

6. Upload the excel sheet
7. Click on the submit button

Export User Details

In case you want to save the list of active or inactive user details, download the table in a Microsoft Excel format by selecting the export button.

2.2 User Access

Create role group and give access to each role to which menu they can view. Also manage access for different groups you create to either view, add, edit or delete the data in each module.

Roles

Create and define different roles for user access. When adding a new user in the user's tab, select the role group you wish to add them in. Each role will have different access to the modules of software set by you.
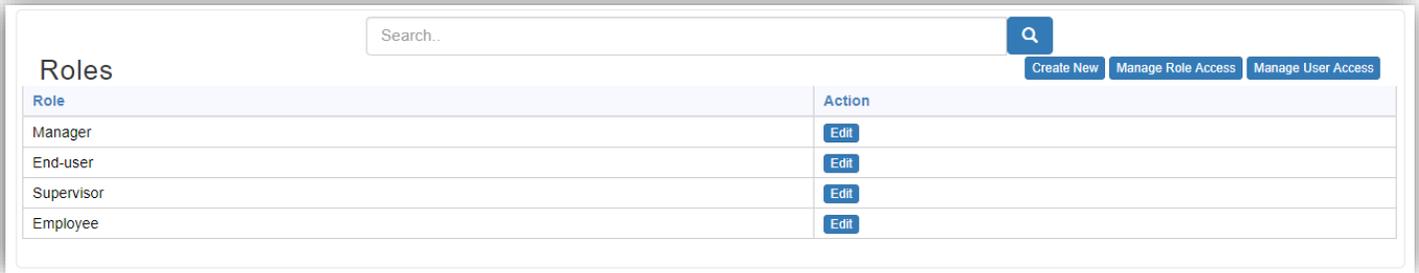
Search Filter

Search for the roles name through search filter

Create New

1. To create a new role, click on create new tab. You will be redirected to the create new role page.

2. Enter the role name and click on add new role.

Manage Role Access

Change or update the permission of each menu's access to the defined role through manage role access.

1. Click on the manager role access tab.
2. You will be redirected to the page.

All Menus

change permission of menus access

Menus | Right Side | Admin Section | Report Section

Menu Mapping

Users	👤✕
Roles	👤✕
My Info	👤✕

Dashboard	👤✕
Personal Details	👤✕
Contact Details	👤✕
Emergency Contacts	👤✕
Dependents	👤✕
Travel Documents	👤✕
Medical	👤✕
Education / COC	👤✕
Certification / Endorsements	👤✕

Professional Experience	👤✕
Pay Information	👤✕
Vacancy	👤✕
Vessel Details	👤✕
Vessel Crew Mapping	👤✕
Crew Doc Mapping	👤✕
Seafarer List	👤✕
SignOn/Off	👤✕

1. Define access permission to each role for each menu.
2. For e.g. Click on users' tab 👤✕

Menu Mapping

Users	👤✕
Roles	👤✕
My Info	👤✕
Dashboard	👤✕
Personal Details	👤✕
Contact Details	👤✕

Access Control For **Users**

Manager	No Access ▾
End-user	No Access ▾
Supervisor	No Access ▾
Employee	No Access ▾

3. Permit access for each role from the drop down.

Access Control For **Users**

Manager	No Access ▾
	All
	No Access
End-user	Own Data
Supervisor	No Access ▾

4. All – Access to all the menus
5. No Access – No access to menus
6. Own Data – Access to own data
7. Click on each menu to allow the access authority of that menu to different roles.

Manage User Access

Create New | Manage Role Access | Manage User Access

Manage user access levels for each menu. Define access control to the users in each roles.

1. Click on Manage user access tab.
2. You will be redirected to the manage user access page.

3. You can also Create a new group by clicking on the tab.

4. Edit name of the group by clicking on

Modules

1. Click on the module tab to give access levels to a user group in different modules.

Access Control For **Crew Manager**

Modules	View	Edit	Add	Delete
Certification / Endorsements	☐	☑	☑	☑
Contact Details	☐	☐	☐	☐
Crew Doc Mapping	☐	☑	☑	☑
Dashboard	☐	☐	☐	☐
Dependents	☐	☑	☑	☑
Education / COC	☐	☑	☑	☑
Emergency Contacts	☐	☑	☑	☑
Medical	☐	☑	☑	☑
My Info	☐	☑	☐	☐
Pay Information	☐	☑	☑	☑
Personal Details	☐	☑	☑	☑

Professional Experience	☐	☑	☑	☑
Roles	☐	☐	☐	☐
Seafarer List	☐	☑	☑	☑
SignOn/Off	☐	☑	☑	☑
Travel Documents	☐	☑	☑	☑
Users	☐	☐	☐	☐
Vacancy	☐	☑	☑	☑
Vessel Crew Mapping	☐	☑	☑	☑
Vessel Details	☐	☑	☑	☑

2. Tick mark from the options View, Edit, Add, Delete access for each menu
3. View – Allows the user to view that menu if given access to.
4. Edit – Allows the user to edit that menu if given access to.
5. Add – Allows the user to add information in that menu if given access to.
6. Delete – Allows the user to delete an information added to that menu if given access to.

Action Access

1. Click on the action access tab to set access level for actions

User Group name	Action		Action Access Control For **Crew Manager**	
Crew Manager	☑ Module | Access Action		**Access Action**	
Crew Executive	☑ Module | Access Action		Download	☑
New Crew	☑ Module | Access Action		Approve	☑
Crew	☑ Module | Access Action		Notifications	☑

2. Tick and set the access a group will have from the list of actions.
3. Download – Allows the user to download an information, images etc.
4. Approve – Allows the user to verify and approve.
5. Notifications – Allows the user to get notifications.

2.3 – Upload contract and pre joining Papers

Upload Contract & Pre Joining Documents

CONTRACT DOCUMENT TEMPLATE	NOMINATION FORM TEMPLATE
Upload Template Download Template	Upload Template Download Template

DRUG & ALCOHOL ABUSE FORM TEMPLATE	BANK DETAILS FORM TEMPLATE
Upload Template Download Template	Upload Template Download Template

SEAFARERS FEEDBACK FORM TEMPLATE	PRE JOINING BRIEFING FORM TEMPLATE
Upload Template Download Template	Upload Template Download Template

INDUCTION & TRAININIG CHECKLIST TEMPLATE	NO FEES PAID FORM TEMPLATE
Upload Template Download Template	Upload Template Download Template

REIMBURSEMENT FORM TEMPLATE	SELECTION & ENGAGEMENT CHECKLIST TEMPLATE
Upload Template Download Template	Upload Template Download Template

Upload all contract and pre-joining papers (template) here for auto generate data and file.

2.4 – Upload Authorized signatory

Upload all authorized signatory here for contact and pre-joining auto generated file use.

3. Vessel Master

3.1 Vessel List

 The Vessel List contains name and specifications of the vessel / ship. Add Name of the vessels with their details for crew planning

How to Add Vessel Details?

1. Select +Add New Record Button.

Vessel Detail ✕

Vessel Name	Ex. M.T.Davar		MMSI Number	
Ex Name			Ship Builder	
Owner			Keel Laid	14-09-2022
Vessel Type	Select Vessel Type ▾		Launched Date	14-09-2022
Imo Number			Vessel Delivered	14-09-2022
Flag			Registry Port	
GRT			Speed	
Engine Power			Lifeboat Capacity	0.00
Built Year			DW	
No Of Seafarers	0.00		NRT	
Classification			Owner Address	
Class Number			Owner Telephone	
Call Sign			Owner Fax	
Owner Email				
Operator			Engine Modal	
Operator Address			Cargo Pumping System	
Operator Telephone			Cargo Handling Gear	
Operator Fax			Water Ballast Tanks	
Length Overall			Cap Fo Tanks	
Length LBP			Cap Do Tanks	
Breadth			Cap Lo Tanks	
Depth Moulded			Telephone Bridge	
Loaded (Summer)			Telephone Ship Office	
Loaded (Winter)			Telephone Fax	
Loaded (Tropical)			Ship Manager	
Light Weight			Client	
Main Engine Power			Invoice To	
			Join Us On	14-09-2022

1. Vessel Name – Enter Name of the Vessel
2. Ex Name – Ener previous Name of the Vessel
3. Owner – Enter vessel owner name
4. Vessel Type – Select the Vessel type from the dropdown list
5. IMO Number - Enter International Maritime Organization (IMO) number of your vessel
6. Flag – Enter flag name of vessel
7. GRT – Enter vessel GRT
8. Engine Power – Enter Vessel engine power

9. Built Year – Enter vessel Built Year
10. No of Seafarer's – No of seafarer's on vessel (Capacity)
11. Classification – Enter Classification details of vessel
12. Class Number – Enter Class certificate number
13. Call Sign - Enter your call sign (alphanumeric)
14. MMSI Number - Enter Maritime Mobile Service Identities (MMSIs) number.
15. Ship Builder – Enter Name of the Ship Builder
16. Keel Laid – Select the date of Laying the Keel
17. Launching Date – Select the date of Launching
18. Vessel Delivered – Select the date of delivery of vessel
19. Registry Port- Enter the flag state under which your vessel is registered
20. Speed – Enter the speed of vessel in knots
21. Lifeboat Capacity – Enter the lifeboat capacity of vessel. The lifeboat capacity should be minimum
22. Tonnage DW- Enter the Deadweight Tonnage of vessel. (cubic feet)
23. Tonnage GRT – Enter the Gross Register Tonnage of vessel. (in cubic feet)
24. Tonnage NRT – Enter Net Register Tonnage of Vessel. (in cubic feet)
25. Owner – Enter Name of the owner of vessel
26. Owner Address – Address of the owner
27. Owner Telephone – Contact number of the owner
28. Owner Fax – Facsimile / Fax number of the owner
29. Operator – Enter name of the vessel operator
30. Operator Address – Address of the vessel operator
31. Operator Telephone – Contact number of the vessel operator
32. Operator Fax – Facsimile / Fax number of the vessel operator
33. Length Overall- Enter the length overall of the vessel in meter. Note: Length overall (LOA, o/a, o.a. or oa) is the maximum length of a vessel's hull measured parallel to the waterline
34. Length LBP – Enter the length lbp (length between perpendiculars) of the vessel in meter.
35. Breadth- Enter Breadth of the vessel
36. Depth Moulded- Enter the moulded depth of the vessel
37. Loaded (Summer)- Enter the summer load line of the vessel
38. Loaded (Winter)- Enter the winter load line of the vessel
39. Loaded (Tropical)- Enter the Tropical load line of the vessel
40. Light Weight- Enter the light weight of vessel (actual weight with no fuel, passengers, cargo, water, and the like on board) in ton
41. Main Engine Power- Enter main engine power of the vessel
42. Engine Model- Enter the model of engine
43. Engine Power- Enter the engine power
44. Cargo Pumping System- Enter the type of cargo pumping system
45. Cargo Handling Gear- Enter cargo handling gear of ship
46. Water Ballast Tanks- Capacity of tanks, holding Sea water ballast in cubic meters
47. Cap Fo Tanks- Capacity of Fuel oil / Heavy Oil tanks in cubic meters
48. Cap Do Tanks- Capacity of Diesel oil tanks in cubic meters
49. Cap Lo Tanks - Capacity of Lubricating oil tanks in cubic meters
50. Telephone Bridge – The Telephone number of the ship's bridge
51. Telephone Ship Office - The Telephone number of the ship's CCR / Office
52. Telephone Fax - The number of Ship's Facsimile machine
53. Email- Email id of Ship for communication
54. Ship Manager- Enter name of the ship manager
55. Client- Name of the client
56. Invoice To – Enter name of the company on whose name invoice will be made

57. Join Us On- Date the vessel was handed over to you for crew management
58. Planning Up to- The end date up to which the crew planning has been assigned to you
59. No of Seafarers- Enter the number of seafarers for onboarding in the vessel
60. Press the update button once you fill all the details.
61. Your vessel details will get updated in a table
62. You can update multiple vessel details by adding them through +Add New Record

Edit and Delete the Vessel Details

1. Click on the Edit button of any of the vessel details you wish to edit. The edit button is on the right-hand side of the table for each vessel you have added.
2. Once you click on the edit button, the details of that vessel will pop up.
3. Changes any of the fields as required and click on update.
4. Use delete option next to edit button in case you wish to delete the details of a vessel.

Export to Excel & Export to PDF
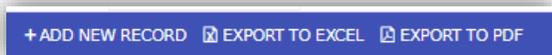
In case you want to the list of vessels added to your vessel list you can download the table in a Microsoft Excel format or PDF document format.

Filter Details

Filter all fields option acts as a search tab. Kindly enter the keyword or name of the vessel in case you want to search a vessel out of the list.

❖ **Copy vessel Data from 1 vessel to another (as same data with some difference)**

❖ **Select vessel name from dropdown as you add previous and make it copy on click copy vessel data.**

4. Crew Master

4.1 Vessel Crew Mapping

Enter the number of crew number of crew required in a vessel for onboarding. The crew required from all the ranks can be entered numerically.

Update Vessel Crew Mapping

1. Select +Add New Record Button.

Edit			
Select Vessel:	Select Vessel Name ▼		
Vessel Type:	Select product... ▼		
Rank:	Master	0	
	Chief Officer	0	
	2nd Officer	0	
	3rd Officer	0	
	Deck Cadet	0	
	Trainee Cadet	0	
	Chief Engineer	0	
	2nd Engineer	0	
	3rd Engineer	0	
	4rd Engineer	0	
	5th Engineer	0	
	Junior Engineer	0	
	Administrative Officer	0	
	Electrical Officer	0	
	Electrical Engineer	0	
	Reefer Engineer	0	
	Gas Engineer	0	

Bosun	0
AB	0
OS	0
Pumpman	0
Purser	0
Motorman	0
Wiper	0
Chef Cook	0
Steward	No
Social Director	0
Junior Officer	0
Crane Operator	0
GP	0
Asst. Electrical Officer	0
Travel Wiper	0
Deck Fitter	0
Pielstik Engineer	0
Travel Fitter	0

Radio Officer	0
Reefer Mechanic	0
Trainee Engineer	0
Electro Technical Officer	0
Engine Fitter	0
Other	0
Total:	

⊘ CANCEL   ✔ UPDATE

2. Select the vessel name from the list for which you wish to map the crew for.
3. The vessel names in the drop down are linked with the vessel list.
4. Vessel type automatically appears when you select name of the vessel.
5. Enter the number of crew you require from each rank.
6. The total number of crew will be auto calculated in the end of this list
7. Press the update button once you fill all the details.
8. Your vessel crew mapping details will get updated in a table
9. You can map crew for all the vessels through +Add New Record in your vessel crew mapping section.

4.2 Crew Document Mapping

Which type of documents are required for the crew to onboard on specific vessels.

4.3 Crew Information

Crew information divided into three parts (Active inactive and new) as you can see on below attachment

1) Active – In active crew also divided into three parts as per his employee status (Onboard, Planned and Available)
2) Inactive – Inactive crew has only one inactive user
3) New – New user having 2 parts (Planned and Available)

❖ Seafarers list added one more feature as download user template – you can download template(Excel File) and send it to the crew which will crew fill all data and send it to the crew manager and crew manager add this data into crew information crew profile.

Seafarer list contains list of added crew members. Check seafarer's complete profile and availability for crew planning. Click on the action button to check the entire details input by a seafarer and verify the same.

Seafarer Profile

To view a seafarer's complete profile, click on the action button. You will be redirected to that seafarer's profile page. Seafarer can add all his information by logging into his account or the crew admin can add the seafarer's information.

Edit William PHADTARE Profile

Dashboard	▲
Personal Details	▼
Contact Details	▼
Dependents	▼
Travel Documents	▼
Medical	▼
COC/COP Education	▼
Certification / Endorsements	▼
Professional Experience	▼
Contract and Pre joining papers	▼
Employee Status	▼
Pay Information	▼
Communications	▼

❖ **All above sections are added in crew information.**

1) All the section crew profile data are added in above buttons
2) Download pdf profile on click button.
3) And also download doc profile of the specific crew.

4.3.1 - Dashboard of Seafarer

The details in dashboard will be auto updated when seafarer will fill his personal details, travel documents, certificates and medical records etc. In short, you will see the summary of seafarer's overall data in the dashboard.

Edit William PHADTARE Profile

Dashboard

Name:	William PHADTARE	Employment Status:	ONBOARD	Compliance:	
Crew ID:	ASSA234	Employment Time:	52 years, 9 months, 0 days	COC:	SECOND MATE (F.G)
Rank:	E/FITTER	Total Sea Time In Current Rank:	0 years, 0 months, 0 days		
DOB/Age:	12-Jun-1984 / 38	Total Sea Time:	0 years, 9 months, 6 days		
Nationality	Indian	Experience in current company:	52 years, 9 months, 0 days		

Documents - Expiry status within 12 Months						
Documents	Status	0-3M	3-6M	6-9M	9-12M	Expiry Date
PASSPORT - India	Valid	○	○	○	○	UNLIMITED
PASSPORT - India	Valid	○	○	○	○	UNLIMITED
COC - MASTER (F.G) - Albania	Valid	○	○	○	○	UNLIMITED
NATIONAL - American Samoa - STCW - FIRE PREVENTION & FIRE FIGHTING	Valid	○	○	○	○	UNLIMITED
FULL BODY TEST - DSSD	Valid	○	●	●	●	22-Oct-2022
FULL BODY TEST - DSSD	Valid	○	●	●	●	22-Oct-2022
FULL BODY TEST - DSSD	Valid	○	●	●	●	22-Oct-2022
FULL BODY TEST - DSSD	Valid	○	●	●	●	22-Oct-2022
Temporary Contract	Valid	○	●	●	●	04-Dec-2022

Net Earning - Last three Month				
Sr.No	Month	Earnings	Deductions	Net Wages
1				
2				

Sailing Experience - Last three vessels				
Sr.No	Vessel	Rank	Company	Sea Time
1	XZCXZC	MASTER	DFWERE	184 Days
2	XZC	2ND OFFICER	ZXXC	92 Days

Upcoming Events		
Sr.No	Event	Action

The employee dashboard will be a summary of seafarer's complete details.

1. A summarized form of seafarer's personal details and sign on sign off date set by you is mentioned on the top.
2. Documents Expiry status within 12 months

Below the summary of personal and sign on sign off details are certificates & Documents expiry table.
- The documents expiry table contains the list of certificates, Medical test reports, Travel documents updated by seafarer.
- The list of documents mentioned here are which will expire within 12 months
3. **Net earnings - Last three earnings** - It will display the last three months of seafarer's salary / payments.
4. **Sailing Experience** – Last three vessels – Will display professional experience of total sea time in the last three vessels and the company seafarer sailed for.
5. **Upcoming Events** – Training courses, document submissions or travel plan etc.

4.3.2 - Personal Details Section of Seafarer

The personal details are separated in 2 sections. First section contains the professional summary to update a small writeup about seafarer's professional or educational skills. The second section will be personal details.

Information Provided in Personal details by seafarer. Crew manager can also add all the information by clicking on edit button.

1. The seafarer will enter his given name and surname as per his documents and records

2. Date of birth and gender, marital status, height and nationality

3.COC type (Certificate of Competence) from the dropdown and current rank type.

4. Crew id, Company Joining date, Employee status, Sign on date and Sign off date will be updated by the crew admin / crew manager / crew executive.

5. Upload Crew Application or resume for your reference and download whenever required.

6. These sections can be edited by you on clicking the edit button.

22

4.3.3 - Contact Details Section of Seafarer

Contact details will contain your contact number, address information for purpose of reaching out to the seafarer.

1. **Current Address** – Will enter the resident address of the place they are currently residing / staying right now.
2. Permanent address can be as same as current address or different from the current address.
3. Other details mentioned here would be the contact numbers and email address and nearest airport.

4. Add the seafarer's email address and mobile number to the company's Email pool and sms pool.

5. Send sms to the seafarer by clicking on send sms button after adding their contact number to the sms pool

23

6. Send email to the seafarer by clicking on send email button
7. Tick on the verification box once you verify the details.
8. These sections can be edited by you on clicking the edit button

Emergency Contacts of Seafarer

Emergency Contact is divided in 2 sections. Seafarer will first add a primary emergency contact detail (person to be reached first in case of emergency), followed by secondary emergency contact details.

Primary Emergency Contact

Seafarer will meter name of the person to be contacted first along with his / her relationship with that person and contact details.

Secondary Emergency Contacts of Seafarer

Details to be provided in secondary emergency contact by seafarer will be like primary emergency contact. Multiple records can be added to secondary emergency contact list. In case the crew manager wants to add the details of seafarer, click on **+ Add New Record**. Export emergency contacts table in the form of excel sheet or pdf document.

Secondary Emergency Contacts					
Name	Relationship	Home Telephone	Mobile	Work Telephone	Action
Manisha Kumari	Wife	+91 08298673489	+91 9612600392	+91 8755716372	✎ ✕

+ ADD NEW RECORD   EXPORT TO EXCEL   EXPORT TO PDF

1   10 ▾   items per page   1 - 2 of 2 items

4.3.4 - Dependents of Seafarer

Dependent section is divided into two parts. Dependent details include the details of the persons who are dependent on seafarer. Next to kin is the person or group of people seafarer is closely related to.

Dependent Section

1. Seafarer shall add the Name, relationship and birth details of the dependent. Multiple number of dependents can be added by seafarer.

Dependents				
Edit				
Dependents Details Next of Kin				
+ ADD NEW RECORD EXPORT TO EXCEL EXPORT TO PDF				
Name	Relationship	Birth Date	Description	Action
Shree Kumar	Daughter	01-08-2017		✎ ✕

Next to Kin - Seafarer can add their dependents as next to kin or choose someone who is not dependent. Seafarer shall add the Name, relationship and birth details along with percentage of benefit. Multiple number of next to kin can be added by seafarer. The percentage of benefit when calculated of the total list should not exceed 100%.

Dependents				
Edit				
Dependents Details **Next of Kin**				
+ ADD NEW RECORD EXPORT TO EXCEL EXPORT TO PDF				
Name	Relationship	Birth Date	Benefits	Action
neeta Kumari	Mother	22-07-1959	40 %	✎ ✕

Upload and Download option

Seafarer can upload his documents (medical, travel, educational, professional documents) and set the download option for the crew manager to check and verify the details. Multiple amount and different types of documents can be

uploaded. Crew Manager / Crew Admin can also follow the similar process as below in case they wish to upload the crew's documents.

Travel Documents										⌄

Current   Archived

+ ADD NEW RECORD   ⊠ EXPORT TO EXCEL   ⊠ EXPORT TO PDF

S..	Document	Doc Number	Issued By	Issue Place	Issue Date	Expiry Date	Status	Attachment	Action
1	PASSPORT	ERERER222	India	MUMBAI	28-07-2022	Unlimited	Approved	⊕	✏ ✕
2	PASSPORT	ERERER222	India	MUMBAI	28-07-2022	Unlimited	Approved	⊕	✏ ✕

|◄ ◄ 1 ► ►| 10 ▼ items per page   1 - 2 of 2 items ↻

1. Click on the ⊕ button in the multiple attachment column.

Upload Travel Attachments   ✕

Delete All Selected   **Edit All Selected**

☐ All	Sr.No	File Name	Action
☐	1	RRRRR12	🗑 ⬇ 👁 ✎

Select File

```
      drag & drop your files here

      Choose Files  No file chosen
```

File Name [   ]

Save

✕ Close

2. The above window will pop up.
3. Upload, Edit and delete multiple attachments

Delete All Selected   **Edit All Selected**

☑ All	Sr.No	File Name	Action
☑	1	RRRRR12	🗑 ⬇ 👁 ✎

File Name [RRRRR12]

Update

4. The above attachments shows edit multiple attachments.
5. Click on choose file to upload an image or document and write the name of that document in file name section.
6. Click on save button to save the attachment.

Attachments ✕

Sr.No	File name	Primary	Action
1	Passport	☑	🗑 ⬇

Select File   [Choose File] passport.jpg

File Name   [Passport]

[Save]

[✕ Close]

7. Click on the ⊕ once again in the attachment column of that document information line.
8. Set the file uploaded as primary to enable downloading.

Travel Documents ⌄

+ADD NEW RECORD   🗷 EXPORT TO EXCEL   📄 EXPORT TO PDF

Docum...	Doc Number	Issued By	Issue Place	Issue Date	Expiry Date	Status	Attach...	Action
Passport	50761409	India	Mumbai	01-06-2014	18-07-2019	Approved	⊕ ⬇	✎ ✕

9. Once you tick mark the primary for a file, it would be downloadable. ⬇

10. To download the file, click on ⬇ in attachment column of that document information line.

11. You can upload multiple different types of document or images. Set any one from the multiple file uploaded which can be downloadable.

4.3.5 - Travel Documents of Seafarer

A travel document details will be updated by seafarer. For eg. Passport, CDC, Visa. Crew Manager / Crew admin can follow the same process in case they wish to add the travel information of seafarer.

Travel Documents ⌄

+ADD NEW RECORD   🗷 EXPORT TO EXCEL   📄 EXPORT TO PDF

Docum...	Doc Number	Issued By	Issue Place	Issue Date	Expiry Date	Status	Attach...	Action
Passport	50761409	India	Mumbai	01-06-2014	18-07-2019	Approved	⊕	✎ ✕

1. Click on the edit button for verifying and updating the status of each document

27

2. You'll be redirected to the travel document details section

3. Change the status from the dropdown to approved or cancel after checking the document
4. Click on the update button.
5. No expiry option added for specific doc.
6. Export the details in the table in the form of excel sheet or pdf documents

4.3.6 - Medical of Seafarer

Medical is divided into two sections and they are medical details and vaccination details. Medical details will contain all your medical test records. Vaccination details will contain all your vaccinations records.

- ❖ **Three parts**
    1. **Medical Details**
    2. **Vaccination Details**
    3. **Generate Memo**

Medical Details

Seafarer shall add the medical test taken and the test type and its validity and result details.
1. Click on the edit button for verifying and updating the status of each document

2. You'll be redirected to the medical details section.

3. Change the status from the dropdown to approved or cancel after checking the results, validity etc.
4. Click on the update button.
5. Export the details in the table in the form of excel sheet or pdf document.

Vaccination Details

Course of vaccinations taken by seafarer along with its validity and country taken in will be updated.

1. Click on the edit button for verifying and updating the status of each document

2. You'll be redirected to the records of that vaccination detail

3. Change the status from the dropdown to approved or cancel after checking the results, validity etc.
4. Click on the update button.
5. Export the details in the table in the form of excel sheet or pdf document.

4.3.7 - COC/COP / Education of Seafarer

Check seafarer's education details and certificate of competency details which are divided into 2 parts.

Education Details

Check from the list of tables, the courses studies by seafarer along with institute details and its results.

1. Click on the edit button for verifying and updating the status of each document
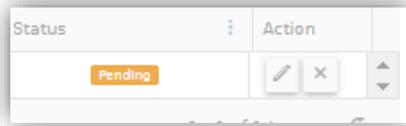
2. You'll be redirected to the records of that education detail

3. Change the status from the dropdown to approved or cancel after checking details.
4. Click on the update button.
5. Export the details in the table in the form of excel sheet or pdf document.

4.3.8 - Certificate of Competency

Coc Number	Coc Type	Issuing Country	Issuing Date	Expiry Date	Status	Attachment	Action
AM-2189304	First mate (F.G)	Australia	25-10-2018	18-10-2023	Pending	⊙	✎ ✕

Seafarer shall keep updating his COC in this section. He shall update the COC number, its type, valid from and expiry date.

1. Click on the edit button for verifying and updating the status of each document
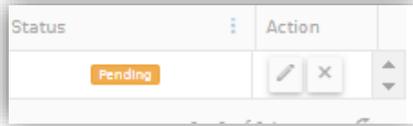
2. You'll be redirected to the records of that COC detail

3. Change the status from the dropdown to approved or cancel after checking the details
4. Click on the update button.
5. Export the details in the table in the form of excel sheet or pdf document.

Certification & Endorsements

Certifications & Endorsements are divided into 2 sections. Certifications are any kind of courses related to STCW, company specific courses. Endorsement details provided by the seafarer should be either a flag endorsement type or national endorsement type.

Certification

The seafarer will add list of certifications he holds. Authority, Certificate type, Name, Number, issue and expiry date, issuing country etc will be updated by the seafarer.

1. Check the updated records to ensure if it is correct

2. Click on the edit button for verifying and updating the status of each document
3. You'll be redirected to the records of that certification detail

Certificate Detail

Authority	-- Select -- ▼
Certificate Type	-- Select -- ▼
Certificate Name	-- Select -- ▼
Certificate Number	
Issue Date	📅
No Expiry	☐
Expiry Date	📅
Issuing Country	▼
Type	-- Select -- ▼
Status	-- Select -- ▼
Description	

🚫 CANCEL   ✓ UPDATE

4. Change the status from the dropdown to approved or cancel after checking the details
5. Click on the update button.
6. No expiry checkbox for doc
7. Export the details in the table in the form of excel sheet or pdf document.

Endorsements

Certification / Endorsements

Certification | Endorsements

Current | Archive

+ ADD NEW RECORD   📄 EXPORT TO EXCEL   📄 EXPORT TO PDF

Endorsing Authority	Endorsement	Endorsement Number	Endorsement Type	Issuing Country	Issue Date	Expiry Date	Status	Attachment	Action
NATIONAL	GMDSS	asasd	ORIGINAL	Afghanistan	15-09-2022	Unlimited	Approved	⊕	✏ ✕

1   ▶   ▶| 10 ▼   items per page   1 - 1 of 1 items   ↻

In endorsements seafarer will update endorsement type, name, number along with its validity and date of issue and issuing country.

35

1. Check the updated records to ensure if it is correct

2. Click on the edit button for verifying and updating the status of each document
3. You'll be redirected to the records of that endorsement detail

4. Change the status from the dropdown to approved or cancel after checking the details
5. Click on the update button.
6. Export the details in the table in the form of excel sheet or pdf document.

4.3.8 - Professional Experience of Seafarer

Professional Experience

Sea Service Details | Shore Service Details | Specialized Experience

+ ADD NEW RECORD **EXPORT TO EXCEL** **EXPORT TO PDF**

S.NO	Company	Rank	Vessel Name	Type	GRT	DWT	Sign On	Sign Off	Duration	Status	Attachment	Action
1	DFWERE	MASTER	XZCXZC	BULK CARRIER	ZXCZXC	XC	28-07-2022	28-01-2023	184 Days	Approved	⊕	✎ ✕
2	ZXXC	2ND OFFICER	XZC	CHEMICAL TANKER	ZXCZXC	ZXCZC	28-07-2022	28-10-2022	92 Days	Approved	⊕	✎ ✕

1   10 ▼   items per page   1 - 2 of 2 items

In Professional seafarer will provide his work experience over the past few years in different companies. The professional service is divided into sea service, shore service & specialized Experience.

Note: Companies also add the latest sea service by their crew and upload the appraisal document for reference.

a) Sea Service Details

Sea Service Details | Shore Service Details | Specialized Experience

+ ADD NEW RECORD **EXPORT TO EXCEL** **EXPORT TO PDF**

S.NO	Company	Rank	Vessel Name	Type	GRT	DWT	Sign On	Sign Off	Duration	Status	Attachment	Action
1	DFWERE	MASTER	XZCXZC	BULK CARRIER	ZXCZXC	XC	28-07-2022	28-01-2023	184 Days	Approved	⊕	✎ ✕
2	ZXXC	2ND OFFICER	XZC	CHEMICAL TANKER	ZXCZXC	ZXCZC	28-07-2022	28-10-2022	92 Days	Approved	⊕	✎ ✕

1   10 ▼   items per page   1 - 2 of 2 items

Seafarer shall enter the rank, company he sailed for, department, vessel type, engine type, sign on and sign off date of his sailing record.

1) Also added 3 different charts total ranks experience in days

2) Tota company experience in days
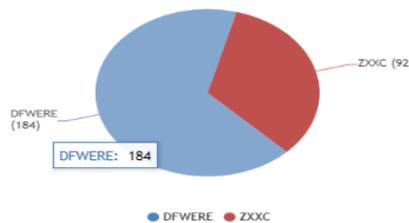
3) And Total vessel type experience in a days

1. Check the updated records to ensure if it is correct

37

2. Click on the edit button for verifying and updating the status of each document
3. You'll be redirected to the records of that endorsement detail

4. Change the status from the dropdown to approved or cancel after checking the details
5. Click on the update button.
6. Export the details in the table in the form of excel sheet or pdf document.
7. Crew Manager can add the latest details of crew appraisal and upload appraisal document for reference.

b) Shore Service

Shore service is services on shore which includes communication with the vessel on sea, dredging, customs, Marine IT etc.

1. Check the updated records to ensure if it is correct

2. Click on the edit button for verifying and updating the status of each document
3. You'll be redirected to the records of that endorsement detail

4. Change the status from the dropdown to approved or cancel after checking the details
5. Click on the update button.
6. Export the details in the table in the form of excel sheet or pdf document.

c) Specialized Service
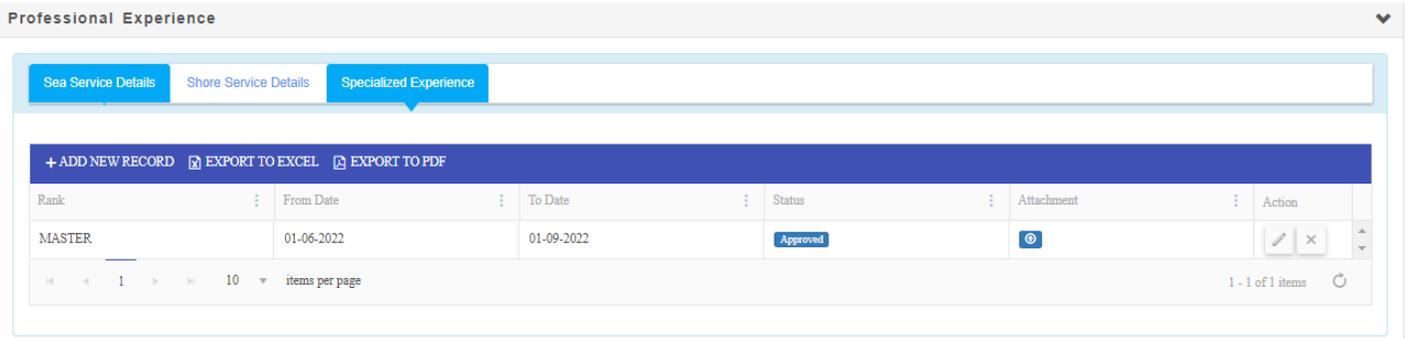
Any experience other than sea or shore service is specialized experience.

1. Check the updated records to ensure if it is correct
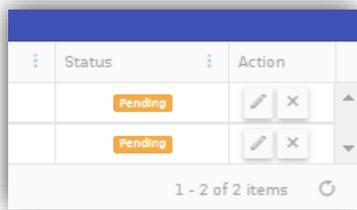
2. Click on the edit button for verifying and updating the status of each document
3. You'll be redirected to the records of that endorsement detail

4. Change the status from the dropdown to approved or cancel after checking the details
5. Click on the update button.
6. Export the details in the table in the form of excel sheet or pdf document.

10. Contract and pre joining papers

Add contract of the seafarer

See the above contract list

In that included all contract of the particular crew contract is, contract type, crew name, rank, contract start date, contract end date, contract status, show all forms, system generated contract, signed contract, travel document, appraisal document.

Sign on date or sign off date section also added in new contract add

11. Employee Status

Set new status for particular employee

See the below attachment

You can set employee status in this section.

- ❖ Employee status dropdown (Onboard, Inactive, Available, Planned)
  1. Onboard – Sign on date, Vessel Name
  2. Inactive – Sign off date, last vessel name, sign off reason
  3. Available – sign off date, Available from, last vessel name
  4. Planned – planned vessel , flag of vessel (Auto populate), Tentative date, Tantative port

12. Pay Information of Seafarer

Pay information contains details related to your payments, salary, claims and bank information's. Pay Information is divided into few sections. Payroll, Bank Information, Claims & Payments. All the sections will be updated by you.

a) Payroll

Payroll contain information about your monthly, hourly payments. Payroll section contains

1.   Find the details of payroll processed of that crew
2.   Rank – Seafarer's rank / designation in this column
3.   Vessel – Name of the Vessel sailed in
4.   Month – Month for which pay is being generated
5.   No of days – Number of days payroll processes for
6.   Amount – Total amount as per seafarer's Balance carried forward
7.   Currency – The currency in which the payment is to be made
8.   Processing date – Enter the date on which pay must be processed
9.   Pay slip – Pay slip generated for that month can be downloaded
10.   Export the details in the table in the form of excel sheet or pdf document.

b) Bank Information

Enter the bank information where the pay will be deposited

1. Click on the edit button
2. Bank Name – Enter name of the bank
3. Account No- Enter the bank account number
4. Account Holder Name – Enter name of the account holder
5. Branch Code-Enter Branch code
6. Swift code – Enter the swift code details
7. MICR code – Enter the MICR code details
8. Country – Enter the name of Country where the branch is located
9. Click on the save button to save the details

c) Claims

Seafarer will claim for the allowances they are eligible for or any kind of expenditure incurred during work hours for work purpose. Claims can be filled by seafarer or you.

1. To fill the claim form on behalf of the seafarer, click on Add new record tab.

2. You will be redirected to the claims form page

Claim Detail ✕

Claim Category	-- Select -- ▼
Date	29-05-2019 📅
Vessel	-- Select -- ▼
Currency	-- Select -- ▼
Claim Amount	0.00
Approved Amount	0.00
Date Processed	29-05-2019 📅
Claim Status	-- Select -- ▼
Comment	

⊘ CANCEL ✓ UPDATE

3. Select the claim category
4. Date: Enter the date
5. Vessel – Select name of the vessel
6. Currency – Select the currency
7. Claim Amount – Enter the claim amount
8. Approved Amount – Enter the approved amount of claim
9. Date Processed – Select the processing date
10. Claim Status – Select the status
11. Comment – Add any comment
12. Click on the update button and save the details updated.
13. The seafarer can also add the claims.
14. In case of amount claimed by the seafarer, you will see the claim category, date, vessel, currency and claim amount filled by seafarer.

+ADD NEW RECORD 🔲 **EXPORT TO EXCEL** 🗎 **EXPORT TO PDF**

Claim Category	Date	Vessel	Currency	Claim Amount
Travel	12-03-2019	barco ship	INR	40000

|◄ ◄ 1 ► ►| 10 ▼ items per page

15. In this case click on the edit button and fill the rest of the details.
16. The rest of the details include approved amount, date processes, claim status.

Approved Amount	Date Processed	Claim Status	Action
			✏ ✕

17. Export the details in the table in the form of excel sheet or pdf document.

13. Communications

Add new communication for particular crew

What was discussion was run previous between admin and seafarers

Claims History

Check the latest claims made by the seafarer or the claims processed or its status changes by you in the claim's history.

1. To fill the claim form on behalf of the seafarer, click on Add new record tab same as the claims in seafarer list
2. Follow the procedure as same as mentioned in claims in seafarer list
3. The seafarer can also add the claims.
4. In case of amount claimed by the seafarer, you will see the claim category, date, vessel, currency and claim amount filled by seafarer.
5. In this case click on the edit button and fill the rest of the details.
6. The rest of the details include approved amount, date processes, claim status.
7. Export the details in the table in the form of excel sheet or pdf document.

Wages List

Create a master list of the wages applicable to the seafarers during payroll processing. Once you create a list of wages, while signing on a seafarer in sign on page you can select the name of the wage from table and rest of the details will populate automatically.

Wages Detail

1. Write name of the wage.
2. Select from the wages type.
3. Select the calculation frequency of the wages.
4. Select the payment date
5. Select the currency and update.
6. Your master list of wages would be ready once you update.

Invoice List

Create a master list of the Invoice applicable to the companies you provide crew to. Once you create a list of invoice, while signing on a seafarer in sign on page you can select the name of the invoice from table and rest of the details will populate automatically.

Invoice List

+ ADD NEW RECORD	EXPORT TO EXCEL	EXPORT TO PDF				
Invoice Id	Name of Invoice	Invoice Type	Invoicing Frequency	Invoicing Time	Currency	Action

|◄ ◄ 0 ► ►| 10 ▼ items per page | No items to display ↻

1. Click on Add New Record to add a new invoice details to the list

Invoice Detail   ×

Name of Invoice	
Invoice Type	-- Select -- ▼
Invoicing Frequency	-- Select -- ▼
Invoicing Time	-- Select -- ▼
Currency	-- Select -- ▼

⊘ CANCEL   ✓ UPDATE

2. Name of Invoice: Write Name of Invoice
3. Invoice Type: Select type of Invoice
4. Invoice Frequency: Select Invoice frequency from the drop down
5. Invoicing Time: Select Invoicing time from the drop down
6. Currency: Select Currency from the drop down

Click on the update button to save the entered details. The details will appear on the table. The invoice added here will automatically get populated when you sign on a crew after you select the type of invoice there.

Sign on / Sign off

Check the status of each seafarer and plan their sign on. After signing on the crew generate their contract. At the time of contract expiry sign off the crew.

Sign On / Sign Off

Filter all fields:

EXPORT TO EXCEL	EXPORT TO PDF				
Rank	Crew Member	Vessel Name	Status	Sign On / Sign Off	Contract
	Manish Sirhindi			Sign On / Sign Off	⬇ / Create
2nd Officer	Gokul Gotmare	M.T. DAVAR	Onboard	Sign On / Sign Off	⬇ / Create
Chief Officer	Rakshit Singhal	ALICAN DEVAL	Onboard	Sign On / Sign Off	⬇ / Create
Chief Officer	Azeem Marshal	M V DARYA SATI	Onboard	Sign On / Sign Off	⬇ / Create

Sign on

1.To onboard a seafarer, click on sign on

SignOn / SignOff

EXPORT TO EXCEL   EXPORT TO PDF

Rank	Crew Member	Vessel Name	Status	Sign On / Sign Off
	Deepak			Sign On / Sign Off
Master	Dhananjay Singh			Sign On / Sign Off
3rd Officer	Rakshit Singhal	M.T. DAVAR	On Leave	Sign On / Sign Off
Deck Cadet	Azeem Marshal		Medical Leave	Sign On / Sign Off
Master	Arada Samonte	MT ORESTINA	Onboard	Sign On / Sign Off

2. On clicking the sign on button, you will be redirected to the sign on page.

3. Enter the details to sign on a seafarer for onboarding

Seafarer Azeem Marshal Sign On page

Crew Profile

Seafarer Full Name	Azeem Marshal	Crew Id	1123
Date of Birth	04 May 1982	Age (Years)	37
Vessel Name	M V DARYA SATI ▼	Port of Registry	Hong Kong
Coc Type	Master (F.G) ▼	Rank Type	Chief Officer ▼
Contract Term	Months ▼ 1	+/- Contract Period	Months ▼ 1
Contract Start date	03-Feb-2020	Port of Joining	Istanbul
Contract Expiry date	19-Apr-2020	Payroll Start date	05-Feb-2020
Nationality	Indonesian	Payroll Stop Date	20-Apr-2020
Invoicing Start Date	05-Feb-2020	Sign on date	05-Feb-2020
Payroll currency	USD ▼		

Payroll
Monthly Wages Details

+ ADD NEW RECORD   EXPORT TO EXCEL   EXPORT TO PDF

Name of Wage	Value	Currency	Wage Type	Calculation frequency	Payment Time	Payment Date	Action
Total Earnings: **Total Deduction:**	0						

⏮ ◀ 0 ▶ ⏭   10 ▼ items per page   No items to display ↻

Invoice
Invoice Details

+ ADD NEW RECORD   EXPORT TO EXCEL   EXPORT TO PDF

Name of Invoice	Value	Currency	Invoice Type	Invoicing frequency	Invoicing Time	Payment Date	Action
	Total: 0						

⏮ ◀ 0 ▶ ⏭   10 ▼ items per page   No items to display ↻

Sign On

4. Seafarer Full Name, Crew Id, Date of Birth Age (Years), Port of Registry, Nationality – It will be auto updated

5. Crew Id: Crew Id / Employee Id will automatically get populated.
6. Vessel Name – Select the vessel you want seafarer to onboard
7. Rank Type – Enter the rank
8. COC Type – Select the COC type
9. Contract term – Enter the contract term (select from the drop down in years, months, weeks etc.)
10. Contract Period – Enter the contract period (select from the drop down in years, months, weeks etc.)
10. Contract Start Date – Select the date on which the contract will start
11. Port of Joining – Enter the port of joining
12. Contract Expiry Date – Select the date on which contract will expire
13. Payroll Start Date – Select the date on which payroll will start
14. Payroll Stop Date – Select the date on which payroll will end
15. Invoicing Started Date – Select the date on which invoicing will start
16. Sign on Date – Select the date on which Crew will be signed on
17. Payroll Currency – Select the currency for payroll
18. In case you wish to check the crew profile for document check or gather other details click on the crew profile tab on the top of sign on page. You will be redirected to that seafarer's profile.

Payroll

Monthly Wages Details

Enter the wage details for the sailing term. Add the type of wages to the table which will be relevant for his contract period.

1. Click on add new record and select the name of wages you have updated in the wage list master data. Once selected the rest of the details will come automatically. All you need is to enter the amount.
2. In case the wage you want to enter here is not available in you wage list. Click on add new record each time you want to add different monthly wages details to make a pay package
3. A monthly wages details window will pop up on clicking on add new record

4. Select from the name of wages you wish to enter first
5. Value – Enter the value of the wages
6. Currency – Enter the currency in which It would be disbursed
7. Wage Type – Select the wage type
8. Select from the drop down when the payment is to be disbursed
9. Date – Select the date of payment
10. Click on update button to save the details
11. Every time you go on adding the wages in this list the earnings and deductions added will be auto calculated for gross payment to the seafarer.

12. To edit value in the column, click on the edit button in the table that specific wage you want to update the details for.
13. Export the details in the table in the form of excel sheet or pdf document.

Invoice

Invoice Details

Add invoice details for your reference

Invoice
Invoice Details

Name of Invoice		Value		Currency		Invoice Type		Invoicing frequency		Invoicing Time		Payment Date		Action
		Total: 0												

|◄ ◄   0   ► ►| 10 ▼   items per page   No items to display ↻

1. Click on add new record each time you want to add new invoicing charges. Add multiple by clicking on Add new record button.
2. Invoice details window will pop up on clicking on add new record

3. Select Name of the invoice from the drop down
4. The rest of the details except the value will come automatically as saved in invoice list
5. Add the invoicing charges in the value section
6. To edit any of the contents in the column, click on the edit button in the table that specific wage you want to update the details for.
7. Export the details in the table in the form of excel sheet or pdf document.
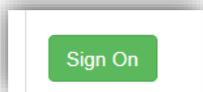
8. Click on the sign on button at end of the page to update the details

Generate Contract After Signing on The Crew

Generate crew contract after signing on the crew.

Sign On / Sign Off

Filter all fields:

EXPORT TO EXCEL **EXPORT TO PDF**

Rank	Crew Member	Vessel Name	Status	Sign On / Sign Off	Contract
	Manish Sirhindi			Sign On / Sign Off	/ Create
2nd Officer	Gokul Gotmare	M.T. DAVAR	Onboard	Sign On / Sign Off	/ Create
Chief Officer	Rakshit Singhal	ALICAN DEVAL	Onboard	Sign On / Sign Off	/ Create
Chief Officer	Azeem Marshal	M V DARYA SATI	Onboard	Sign On / Sign Off	/ Create

1. Select the create button on contract column to generate the contract after signing on a crew.

Contract for Azeem Marshal

Crew Profile

Contract Type	○ Temporary ○ Permanent	Contract ID	Contract ID
Seafarer Full Name	Azeem Marshal	Crew Id	1123
Date of Birth	04 May 1982	Age (Years)	37
Seafarer Address	B5 / 85 Jalankalimanthan, erumahan, Bekasi Indonesia, Bekasi , Be	Nationality	Indonesian
Vessel Name	M V DARYA SATI	Port of Registry	Hong Kong
CDC No	A0290813	Ship Owner name	SATI SHIPPING LTD
Ship Owner Address		Ship Owner Ph No	(852) 2523 3161
IMO	9752424	Flag	
Sign on date	05-Feb-2020	Rotation	
Coc Type	Master (F.G)	Rank Type	Chief Officer
Contract Term	Months	1	+/- Contract Period	Months	1

Contract Start date	03-Feb-2020	Port of Joining	Istanbul
Contract Expiry date	19-Apr-2020	Payroll Start date	05-Feb-2020
Tour of Duty	Total : 76 Days Remaining : 93 Days	Invoicing Start date	05-Feb-2020
Employer	Employer	Invoicing Office	Invoicing Office
Invoice to	Invoice to	Payroll Office	Payroll office
Agreement type	Agreement type	Payroll currency	USD
Invoice currency	USD	Contract creation date	
Place	Place	Contract Status	- Select status -
Settings	☐ Income Tax ☐ PF ☐ Social Tax ☐ Gratuity ☐ Pension ☐ Union Fee ☐ Wage deduction credit ☐ Holiday Supplement	Remarks	

Payroll
Monthly Wages Details

	ADD NEW RECORD	EXPORT TO EXCEL	EXPORT TO PDF					

Name of Wage	Value	Currency	Wage Type	Calculation frequency	Payment Time	Payment Date	Action
	Total: 0						

0   10 ▼ items per page   No items to display ↻

Invoice
Invoice Details

	ADD NEW RECORD	EXPORT TO EXCEL	EXPORT TO PDF					

Name of Invoice	Value	Currency	Invoice Type	Invoicing frequency	Invoicing Time	Payment Date	Action
	Total: 0						

0   10 ▼ items per page   No items to display ↻

Sign Off Data

Port of sign off		Sign off date	
Landing date		Payroll stop date	20-Apr-2020
Status after sign off		Invoicing stop date	
Contract Status		Reason For Sign Off	
Sign Off Remarks			

Create Contract

2. All the greyed areas are populated from sign on page and crew information.
3. Contract Type – Tick the type of contract you want to generate for the crew
4. Contract Id – Enter the Contract Id. (Note: Same contract ids for 2 different contracts will not be accepted)
5. Employer – Input the Employer Name
6. Invoice Office – Enter the Invoicing Office Name
7. Invoice to – Enter the name of the company for which Invoice will be generated
8. Payroll Office – Enter the payroll office
9. Agreement Type – Enter Type of Agreement
10. Payroll Currency – Select from the drop down the currency for payroll
11. Invoice Currency – Select from the drop down the currency for invoice
12. Contract Creation Date – The date on which Contract was created
13. Place – Enter the contract place
14. Contract Status – Select from the contract status
15. Settings – Tick mark from the boxes
16. Remarks – Add required comments
    Click on the create contract button. Once entered all the details

Payroll

Payroll
Monthly Wages Details

	ADD NEW RECORD	EXPORT TO EXCEL	EXPORT TO PDF					

Name of Wage	Value	Currency	Wage Type	Calculation frequency	Payment Time	Payment Date	Action
	Total: 0						

0   10 ▼ items per page   No items to display ↻

1. Check the payroll details added during sign on

Invoice

1. Check the invoice details added during sign on

Sign off Data

1. Sign off data will automatically get populated once you sign off that crew.

After you click on create contract, go to sign on sign off page. Click on ⬇ in contract table to download the contract you have generated for the crew.

Contract History

Keep a tab on contracts created for crew in contract history. You can download the system generated contract anytime from the system generated contract table and also upload signed contract in the signed contract table for your reference.

Sign off

On clicking sign off in the seafarer list's action column, you will be redirected to the seafarer sign off page. Enter the details to sign off a seafarer who is onboard.

1. Most of the details are auto updated after signing on a seafarer.
2. Rank Type – Enter the rank of seafarer at the time of sign off
3. Port of Sign off – Enter the sign off port of seafarer
4. Sign off Date – Select the sign off date of seafarer
5. Landing date – Select the landing date

6. Payroll Stop date – Select the date on which payroll will end
7. Status after signing off – select the status of seafarer after signing off
8. Invoicing Stop Date - Select invoicing stop Date
9. Contract status – Update the contract status
10. Remarks – Enter any remarks or comment if required.
11. Reason for Sign off - Select from the drop down the reason for sign off
12. Click on the sign off button to update.

Sign on/ Sign off History

Every time you sign on a seafarer or you are planning a crew for onboard, the history of the crew sign on proposal will appear in the history.

Sign On / Sign Off History

	EXPORT TO EXCEL EXPORT TO PDF									
Contract ID	Seafarer name	Rank	Vessel name	Si... on d...	Port of sign on	Si... off d...	Port of sign off	Cont... Status	Edit
COmpany1234	Rakshit Singhal	3rd Officer	M.T. DAVAR	01-04-2019	US			Signed	Sign On / Sign Off

Check from the latest crew planned for sign on/sign off. Export the details in the table in the form of excel sheet or pdf document. You can also change the status of the contract or crew on clicking the sign on / sign off button.

6.2 Payroll Processing

Process your crew's payroll on monthly basis or by selecting the no of days you want to process it for. Add extra pay type, review the earnings and deductions added during signing on the crew. Also add the allotment for each crew and keep a check on crew's balance carried forward to next month's balance brought forward.

Payroll Processing

1 Payroll Data   2 Review & Update Allotment   3 Confirmation Payroll

Billing Period	○ Monthly	
Crew Status	Select Status	▼
Vessel List	Select Vessel	▼
Rank	Select Rank	▼

Add new column   Go   Reset

1. Tick on the monthly tab in billing period.

Payroll Processing

1 Payroll Data   2 Review & Update Allotment   3 Confirmation Payroll

Billing Period	◉ Monthly			
Month	Select Month	▼	Year	Select Year	▼
Calculate days	◉ Days 30 ▼		○ As per calendar days	

2. Select the month and year you want to process the payroll for.
3. Tick on as per calendar days if you want to process as per the calendar.

4. Select from the drops down no of days in case you want to process the payroll for specific days.
5. Click on go button once you select the necessary details
6. Filter crew status – Select and filter from the status of crew for which status you want to process the payroll.
7. Filter Vessel List – Select and filter from the list of vessel for any particular vessel's crew you want to process the payroll for
8. Rank – Select and filter from the list of ranks for which you want to process the payroll

Add New Column

Add a column to your earnings or deductions table below. Column can be added for the pay type which is not available in your payroll table. The calculations and pay type get automatically populated from the payroll you added during crew sign on. They pay type which is unavailable below can be added by clicking on add new column.

Add New Column

Select Header	--Select-- ▼
Column name	Enter column name
Payment time	--Select-- ▼

Save

Header	Column name	payment Time	Action
Earnings	Overtime Allowance	Monthly Payroll	Edit Delete
Deductions	Provident Fund	Monthly Payroll	Edit Delete
Earnings	Bonus	Monthly Payroll	Edit Delete

✖ Close

1. Select from the header the wage type
2. Column Name – Name the wage
3. Payment time – Select the payment frequency.
4. Once you click on the save button the column will be added in your below payroll table where you can add the value manually.

										Earnings							
	Vessel	Rank	Crew Name	Status	Days	CSD	CED	PSD	PED	Currency	Basic Wages Monthly Payroll	Trade Allowance Monthly Payroll	Uniform Allowance Monthly Payroll	Joining Bonus Sign On	Travel Allowance Sign On	Overtime Allowance Monthly Payroll	Bonus Monthly Payroll	Total Earnings
☐	M V DARYA SATI	Chief Officer	Azeem Marshal	Onboard	25	03 Feb 2020	19 Apr 2020	05 Feb 2020	20 Apr 2020	USD	0	0	0	0	0	0	0	0.00
☐	ALICAN DEVAL	Chief Officer	Rakshit Singhal	Onboard	29	28 Jan 2020	13 Mar 2020	30 Jan 2020	16 Mar 2020	USD	2000	3000	1000	0	0	0	0	6000.00
☐	M.T. DAVAR	2nd Officer	Gokul Gotmare	Onboard	29	21 Jan 2020	02 Mar 2020	22 Jan 2020	03 Mar 2020	USD	5000	200	1000	0	0	0	0	6200.00
					83						7000	3200	2000	0	0	0	0	12200

Deductions			
Cash Advance	Union Fee	Provident Fund	Total Deduction
Sign On	Sign Off	Monthly Payroll	
0	0	0	0.00
ⓘ	ⓘ	ⓘ	
0	0	0	0.00
ⓘ	ⓘ	ⓘ	
0	0	0	0.00
ⓘ	ⓘ	ⓘ	
0	0	0	0

9. You will see the list of crew for processing the payroll.
10. 1st table shows the details of crew and status. The payroll is processed as per the contract start date, contract end date, payroll start date and payroll end date.
11. 2nd table shows the earnings of each crew. The value is automatically calculated depending on no of days and populated from the value put during sign on.
12. 3rd table is the deductions table. The value is automatically calculated depending on no of days and populated from the value put during sign on.
13. You can add a new column to enter a new pay type and value in earnings and deductions, the column will have 0 value. Enter the value of that wage manually
14. Cross check the actual value you had input during sign on to validate the calculations ⓘ
15. Tick on the boxes you want to further process the payroll for and Save and continue to review and update the allotment

Review & Update Allotment

Review the total earnings and deductions and enter the allotment for each crew. Get information aou the total payroll summary and the balance to carried forward to next month and the balance brought forward from last month

Payroll Processing

1 Payroll Data   **2 Review & Update Allotment**   **3 Confirmation Payroll**

Preview Payroll

Billing period: Monthly
Month/Year: 02 - 2020
Calculate days: As per calendar days
Crew Status:
Vessel List:
Rank:

Vessel	Rank	Crew Name	Status	Days	CSD	CED	PSD	PED	Total Earning	Total Deduction	Balance brought forward	Gross Pay	Allotment	Balance carry forward
M V DARYA SATI	Chief Officer	Azeem Marshal	Onboard	25	03 Feb 2020	19 Apr 2020	05 Feb 2020	20 Apr 2020	0	0	0	0	0	0
ALICAN DEVAL	Chief Officer	Rakshit Singhal	Onboard	29	28 Jan 2020	13 Mar 2020	30 Jan 2020	16 Mar 2020	6000	0	0	6000	0	0
				54					6000	0	0	6000		0

Total payroll summary

Total Earnings:	6000
Total Deductions:	0
Balance bought forward:	0
Gross pay:	6000.00
Total allotment:	0
Balance carried forward:	0

[Submit Payroll]

1. Vessel: The vessel that crew is currently signed on for
2. Rank: rank of the crew
3. Crew Name: Name of the crew
4. Status: Status of the crew during the month of payroll process
5. Days: No of days the payroll is being processed for.
6. CSD: Contract Start date of the crew
7. CED: Contract end of the crew
8. PSD: Payroll start date of the crew
9. PED: Payroll end date of the crew
10. Total earning: total of the earnings from the previous section (payroll data)
11. Total deductions: total of the deductions from the previous section (payroll data)
12. Total earning and deductions will also have the value entered manually during by adding a new column
13. Balance brought forward: Balance brought forward from previous month's balance carried forward
14. Gross Pay: Calculation after total earning, total deduction and balance brought forward
15. Allotment: Enter the value manually in allotment
16. Balance carried forward- Balance carried forward is the calculation after gross pay and allotment. Balance carried forward will be balance brought forward for next month.
17. Click on Submit payroll to generate the wageslip

Total Payroll Summary

Total payroll summary

Total Earnings:	6000
Total Deductions:	0
Balance bought forward:	0
Gross pay:	6000.00
Total allotment:	0
Balance carried forward:	0

Total payroll summary will contain the summary of the total earnings, total deductions, total balance brought forward, Total gross pay, total allotment and balance brought forward of all the crew together

Confirmation Payroll

Download the generated wage slip of crew. And confirm the payroll process.

Payroll Processing

1 Payroll Data   2 Review & Update Allotment   3 Confirmation Payroll

Payments to be made

Vessel	Rank	Crew Name	Status	Days	Allotment	Payslips
M V DARYA SATI	Chief Officer	Azeem Marshal	Onboard	25		📄
ALICAN DEVAL	Chief Officer	Rakshit Singhal	Onboard	29		📄

Confirm & Submit

1. Download the wage slip from payslips table.
2. Click on confirm and submit to complete the payroll process.
3. Once you complete the payroll process, the payslip will be automatically added to the crew's pay information table in crew information menu.

7. Database

7.1 Employee List Menu

Enter the details of your office employees and upload their documents for your reference

Employee List
Filter all fields:

+ADD NEW RECORD   EXPORT TO EXCEL   EXPORT TO PDF

Full Name	Email	Phone Number	Department	Designation	File	Edit	Action

10 ▼ items per page   No items to display

1. Click on Add new record to add an employee to the list

2. **Full Name:** Enter Name of the employee
3. **Email:** Enter email address
4. **Phone number:** Enter the phone number
5. **Designation:** Select the designation of the employee
6. **Department:** Select from the dropdown department and then click on the update button

Employee List

Filter all fields:

+ADD NEW RECORD   📊 EXPORT TO EXCEL   📄 EXPORT TO PDF

Full Name	Email	Phone Number	Department	Designation	File	Edit	Action
Rajiv Mehta	rajiv.m@gmail.com	9867026791	IT	General Manager	⊕	✏	✏ ✕

⏮ ◀ 1 ▶ ⏭   10 ▼   items per page   1 - 1 of 1 items ↻

7. Click on the button in edit table to add their details

Edit Rajiv Mehta

Dashboard

Name:	Rajiv Mehta	Nationality:	-	Department:	-
Employee ID:	-	Total Experience:			
DOB/Age:	-	Designation:	-		

Documents - Expiry status within 12 Months

Documents	Current Status	0-3M	3-6M	6-9M	9-12M	Expiry Date
Passport - India	Valid	◉	◉	◉	◉	10-Mar-2021

Net Earning - Last three Month

Sr.No	Month	Earnings	Deductions	Net Wages
1				
2				

Upcoming Events

Sr.No	Event	Action
1		
2		

Employee Information ⌄

Contact Information ⌄

Emergency Contacts ⌄

Dependents ⌄

Education ⌄

Professional Experience ⌄

Pay Information ⌄

8. Enter the details of employee similar to the steps in crew information

7.2 Resume List Menu

- ❖ **Export resume template** - you can download resume template on click above button. Add resume in data.
- ❖ **Import Resume Template** – You can import above template into database.

If you click on import resume data then the above will show you you can attached template with data and import this whole data into database and show this data into list.

Also you can add data manually one by one and edit after add or import through file.

Add new resume

Resume Detail   ✕

Full name	
Indos Number	
CDC Number	
Rank	▼
Rank Experience in months	
Coc Issuing Authority	▼
Ship Type	▼
Engine Type	
Date of Birth	16/09/2022
Last Company	
Last Wages	
Expected Wages	

Date of Birth	16/09/2022
Last Company	
Last Wages	
Expected Wages	
Email	
Phone Number	▼
Available From	16/09/2022
Available Till	16/09/2022
Status	▼
Comment	

🚫 CANCEL   ✔ UPDATE

You have to add above fields of the resume and click on save button for future reference

Also you can edit the resume data on click edit button

Indos Number	NNN231
CDC Number	ksdkasj
Rank	TR.WPR ▼
Rank Experience in months	20
Coc Issuing Authority	India ▼
Ship Type	BULK CARRIER ▼
Engine Type	undefined
Date of Birth	03/09/2022
Last Company	
Last Wages	
Expected Wages	
Email	
Phone Number	▼ 5555277332
Available From	03/09/2022

Upload resume file of the particular crew

Attachments ✕

Select File

drag & drop your files here

Choose File No file chosen

Save

Resume communication

S.NO	DATE	CONTACT BY	REMARKS
1	03-09-2022	Crew Admin	Hi Testiing

Remarks

Save

7.3 Company Vacancy

Vacancy Details

+ ADD NEW RECORD   ⊞ EXPORT TO EXCEL   🄰 EXPORT TO PDF

Vessel Type	Rank	No Of Position	Wages	Contract Duration	Description	Action
Car Carrier	TR.2/E	rrerr	34	3wd	gfgf	✎ ✕
Oil / Chem Tanker	CHIEF OFFICER	1		4+-1	For immediate joining	✎ ✕

|◁ ◁   1   ▷ ▷| 10   ▼   items per page   1 - 2 of 2 items   ↻

Admin can add company vacancy data into above attachment this data only show for previously added crew in our database separate section in crew view for all vacancies in company.
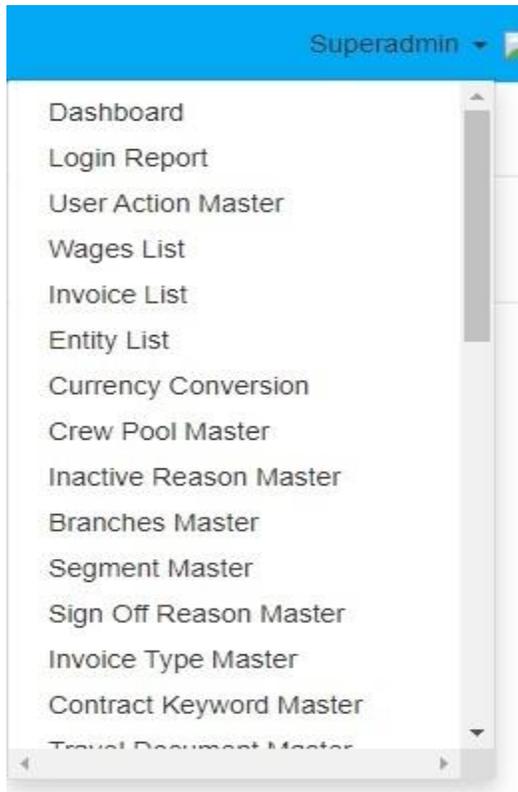
7.4 Vendor List

Crew Invoicing

Invoicing

Invoice No.	Invoice No
Invoice Date	Invoice Date
Segment	– Select Segment –
Entity Name	– Select Entity –
Invoice Name	– Select Invoice name –
Select Vessel	– Select Vessel –
Select Rank	
Select Crew Name	Select Crew
Currency	– Select Currency –

Prepare Invoice

Admin can add invoice data for crew

Master List

You can add or manage master list data from the below attachment

THANKYOU