

E Ship Management Manual

~: Developed By :~



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1. Candidate

Sr No	Description
1.1	<p data-bbox="394 323 467 352">Login</p> <p data-bbox="394 394 1141 424">Candidate has to login with valid USERNAME and PASSWORD to</p> <ul style="list-style-type: none"> <li data-bbox="492 489 699 518">a. Update Profile <li data-bbox="492 533 711 562">b. Update Resume <li data-bbox="492 577 662 606">c. Search Jobs <li data-bbox="492 621 954 651">d. View Statistic of his/her application <p data-bbox="394 716 1284 791">after login candidate also can change his/her login Password using Change Password Option</p>
1.2	<p data-bbox="394 821 509 850">New User</p> <p data-bbox="394 892 1341 921">New Candidate has to fill up the application form with some basic details like :</p> <ul style="list-style-type: none"> <li data-bbox="492 984 899 1014">a. Position he/she is applying for <li data-bbox="492 1029 732 1058">b. Personal Details <li data-bbox="492 1073 708 1102">c. Family Details <li data-bbox="492 1117 802 1146">d. Education Background <ul style="list-style-type: none"> <li data-bbox="589 1167 1036 1197">- Pre Sea Training Courses Institute <li data-bbox="589 1211 922 1241">- Technical Qualifications <li data-bbox="492 1262 769 1291">e. Identify Documents <li data-bbox="492 1306 680 1335">f. Certificates <li data-bbox="492 1350 753 1379">g. Details of Courses <li data-bbox="492 1394 721 1423">h. Sea Experience <li data-bbox="492 1438 721 1467">i. Medical History <li data-bbox="492 1482 721 1512">j. General Details <li data-bbox="492 1526 672 1556">k. References <li data-bbox="492 1570 675 1600">l. Declaration
1.3	<p data-bbox="394 1640 594 1669">Forgot Password</p> <p data-bbox="394 1711 1382 1787">If candidate forgot his/her login PASSWORD he/she can request for Password using Forgot Password Function.</p> <p data-bbox="394 1801 1092 1831">Using this Option he/she will get his/her password by mail</p>

2. Principle

Sr No	Description
2.1	<p>Login</p> <p>Principle has to login with valid USERNAME and PASSWORD to</p> <ul style="list-style-type: none"> a. Check Accounts b. Check Resumes c. Reports d. Change Password
2.2	<p>Accounts</p> <p>Principle Can see Accounts like Invoice, Receipts, Outstanding Amounts from the accounts menu, principle also can search records between two dates.</p>
2.3	<p>Resume</p> <p>Principle Can see Resumes of Candidates applied for the post</p>
2.4	<p>Reports</p> <p>Principle Can see Reports like Sign-Off Report and Joiners Report</p>
2.5	<p>Change Password</p> <p>Using this Option Principle Can change his/her login Password</p>
2.6	<p>Logout</p> <p>This option is to LOGOUT from this application</p>
2.7	<p>Forgot Password</p> <p>If candidate forgot his/her login PASSWORD he/she can request for Password using Forgot Password Function.</p> <p>Using this Option he/she will get his/her password by mail</p>

2. Staff

Sr No	Description
3.1	<p>Login</p> <p>Staff has to login with valid USERNAME and PASSWORD</p>
3.2	<p>Quick Access</p> <p>After entering Quick Access code employee can get following details</p> <p>3.3.1 Other Details</p> <p>Other Details of selected Member</p> <p>3.3.2 Tele</p> <p>Employee can manage Tele Communications with Selected Member</p> <p>3.3.3 Ticket</p> <p>Employee can Add new Air Ticket of selected member, also can send a mail of details of Air Ticket to Travel Agent</p> <p>3.3.4 Boiler</p> <p>Employee Can manage details of Boiler Supply to selected member</p> <p>3.3.5 Medical</p> <p>Employee can manage Medical Reports of selected member using this option.</p> <p>3.3.6 Other Expenses</p> <p>Employee can manage other expenses of selected member using this option.</p> <p>3.3.7 Joining</p> <p>Employee can manage Joining Information of this member and modify or delete it.</p> <p>While modifying Employee can add Letters of Member like</p> <ol style="list-style-type: none"> Verification Letter Interview Letter Evolution Letter Briefing Letter

- e. Annex Letter
- f. Company Contract Letter
- g. Appointment Letter
- h. Employment Contract
- i. Disclaimer Declaration
- j. Drug and Alcohol Declaration
- k. Next of Kin Declaration
- l. Joining Letter

3.3.8 Bank Details

Employee can manage Bank Details of selected member using this option.

3.3.9 Salary

Employee can manage Salary Records of selected member using this option.

3.3.10 F R B

Employee can manage F R B of selected member using this option.

3.3 User Rights

3.3.1 Add Employee

Using this option Employee who has right to add new Employee can add NEW EMPLOYEE with some basic details of employee like Name, Email Id, Designation, Address, City, Phone Number and has to click on options to assign RIGHTS to new Employee

3.3.2 Modify Employee

To modify Employee Details or his/her Rights click on Edit Image from the list of Employee
After clicking the edit Image Person will be redirected to Modify Employee form where he/she can modify Employee's Basic details and his/her rights too.

	3.3.3 Enable Employee Select Employee from the list and click on ENABLE to enable employees RIGHTS
	3.3.4 Disable Employee Select Employee from the list and click on DESABLE to enable employees RIGHTS
	3.3.5 Resend Login Details Select Employees and Click on Resend Login details to RESEND LOGIN DETAILS to selected employees
	3.3.6 Delete Employee Select Employees and click on Delete to DELETE selected employees
3.4	Master
	3.4.1 Rank Use this Option to Manage (Add, Modify and Delete) Ranks
	3.4.2 STCW Use this Option to Manage (Add, Modify and Delete) STCW
	3.4.3 Questions Use this Option to Manage (Add, Modify and Delete) Questions
	3.4.4 Jobs Use this Option to Manage (Add, Modify and Delete) Jobs
	3.4.5 Principle Use this Option to Manage (Add, Modify and Delete) Principle
	3.4.5.1 Contacts Use this Option to Manage (Add, Modify and Delete) Contacts of Selected Principle
	3.4.5.2 Vessel Use this Option to Manage (Add, Modify and Delete) Vessel of Selected Principle
	3.4.6 Agency Fees Use this Option to Manage (Add, Modify and Delete) Agency Fees

	<p>3.4.7 Doctor</p> <p>Use this Option to Manage (Add, Modify and Delete) Doctor</p> <p>3.4.8 T Agent</p> <p>Use this Option to Manage (Add, Modify and Delete) T Agent</p> <p>3.4.9 Boiler</p> <p>Use this Option to Manage (Add, Modify and Delete) Boiler</p> <p>3.4.10 Types of Vessels</p> <p>Use this Option to Manage (Add, Modify and Delete) Types of Vessels</p>
3.5	<p>Job Seekers</p> <p>Click on Job Seekers from Top Menu to get list of Job Seekers, Click on Name of Job Seekers to get Detailed Application of Selected Job Seeker</p>
3.6	<p>Feed Back</p> <p>Using this Option person can see feed backs and also can filter by Principle and Status</p>
3.7	<p>Accounts</p> <p>3.7.1 Invoice</p> <p>Using this Option person can Add, Modify or Delete Invoice</p> <p>3.7.2 Receipt</p> <p>Using this Option person can Add, Modify or Delete Receipts</p> <p>3.7.3 Other Expenses</p> <p>Using this Option person can Add, Modify or Delete Other Expences</p> <p>3.7.4 Reports</p> <p>Using this Option person can Get Reports of Invoice, Receipts and Outstanding amount and also can filter records in between two dates using search option</p>

3.8 Search

3.8.1 Quick Search

Using Quick Search Option to search records by Reference Number

3.8.2 Advance Search

Using Advance Search person can search records with different criteria like

- a. Personal Search
- b. Educational Search
- c. Identity Search
- d. Certificates Search
- e. License/COC Search
- f. Search by Details of Courses
- g. Sea Details Search

3.9 Application

Using this Option Person can add new Candidate with some basic details like

- A. Position he/she is applying for
- B. Personal Details
- C. Family Details
- D. Education Background
 - Pre Sea Training Courses Institute
 - Technical Qualifications
- E. Identify Documents
- F. Certificates
- G. Details of Courses
- H. Sea Experience
- I. Medical History
- J. General Details
- K. References
- L. Declaration

3.10 Emails

3.10.1 Store Mails

Using this Option person can store resumes which is forwarded to principle

	<p>3.10.2 Retrieve Stored Mails</p> <p>Using this Option person can Retrieve Stored Mails</p> <p>3.10.3 Mailer</p> <p>Using this Option person can Send Mail to All, Principles, Officers and Crew Also with this option person can delete history of mails send before</p> <p>3.10.4 Sent Mails</p> <p>Using this Option person can get list of sent mails</p>
3.11	<p>Change Password</p> <p>Using this Option Employee can change his/her login PASSWORD</p>
3.12	<p>Reports</p> <p>Using this Option Employee can get different reports like</p> <ul style="list-style-type: none"> a. Sign Off Report Select Principle and Vessels to get Sign Off Report of Selected Principle and Vessels b. Joiners Report Select Principle and Vessels to get Joiners Report of Selected Principle and Vessels c. Relievers Report d. Certificate Expiry Report Click on the User Name from list of Certificate Expiry Report to Modify Selected Users Application
3.13	<p>Messages</p> <p>Using this Option Employee can send Message to All Employee or any Particular Employee from the drop down list</p> <p>Employee also can manage Modify and Delete history of his/her send messages</p>
3.14	<p>Logout</p>

	Use this option to LOGOUT from this Application
3.15	Forgot Password If candidate forgot his/her login PASSWORD he/she can request for Password using Forgot Password Function. Using this Option he/she will get his/her password by mail