ORION ERP
(COMPLETE MARITIME SUITE)

Orion Marine Concepts – 17 years

Our ERP solutions are well beyond just a software system. Our experienced team of Maritime professionals offer consultation services to address any specific needs your company may have.

ABOUT ORION

Orion is an organization that is driven by Mariners, for Mariners. During 16 years, it has grown to be one of the globally discernible software providers for nautical industry try with complete maritime suite catering to the needs of more than 350+ vessels with complete shore & ship systems.

Our aim is to accelerate and achieve the digital transformation of the Maritime industry; Our software allows our partners to become environmentally responsible by controlling Carbon emissions, save huge costs by increasing vessel efficiency, reducing incidents, and controlling their budgets.

The companies can monitor preventive maintenance & third-party inspection results. The structured supply, procurement process and man power management aids in time efficient planning.

Compliance to international regulations such as MRV, IMO DCS, TMSA, ILO, etc. is very convenient with our class approved software.

The management can oversee the complete statistics with a click, they can set their goals, KPIs and then benchmark the results with worldwide data using our business Intelligence.

Our teams specialise in consulting and bespoke solutions to help our partners adapt latest technologies and in integrating existing systems

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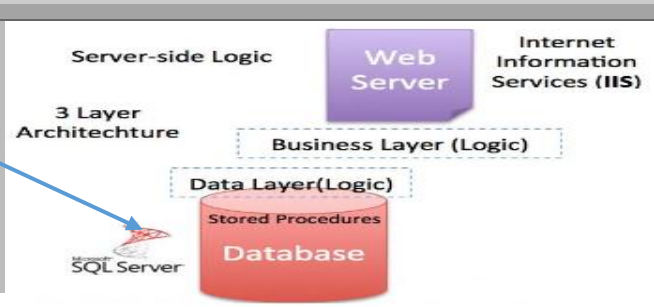
1 GENERAL INFORMATION

1.1 TECHNICAL DETAILS

Platform	**.net framework with DevExpress control**
Language	**C#**
Database	**SQL SERVER 2019**
Development Tool	**VISUAL STUDIO 2017**
Client-Side Scripting	**JavaScript, jQuery**
Chart Library	**AM Charts, High Charts**
	

1.2 SYSTEM OVERVIEW

The 'ORION ERP NAU 2.1 version has been incorporated with various new features and functions to enhance the user experience, provide better control of fleet technical performance, improving its reliability and competitiveness in the industry while simultaneously enhancing the company's safety standards. The system provides interactive dashboards, analytics, and structured reports;

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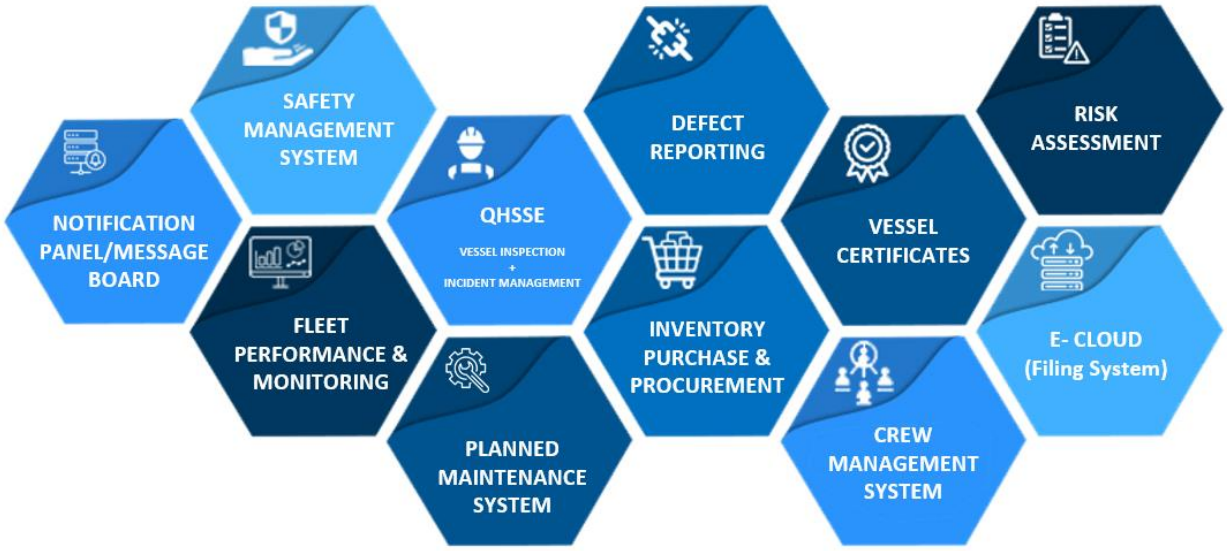
Our aim is to accelerate and achieve the digital transformation of the Maritime industry; Our software allows our partners to become environmentally responsible by controlling Carbon emissions, save huge costs by increasing vessel efficiency, reducing incidents, and controlling their budgets.

"A Comprehensive well integrated system that offers customizable modular structure with simple and easy approach. The system is divided into various functional modules, each comprising of specific features & functions that can be combined to meet your organization specific needs & Requirements."



1.3 TECHNICAL AND OPERATIONAL SUPPORT PIC's

Orion Marine Concepts assures complete assistance onboard Vessels and provides support via Telcon & Emails.

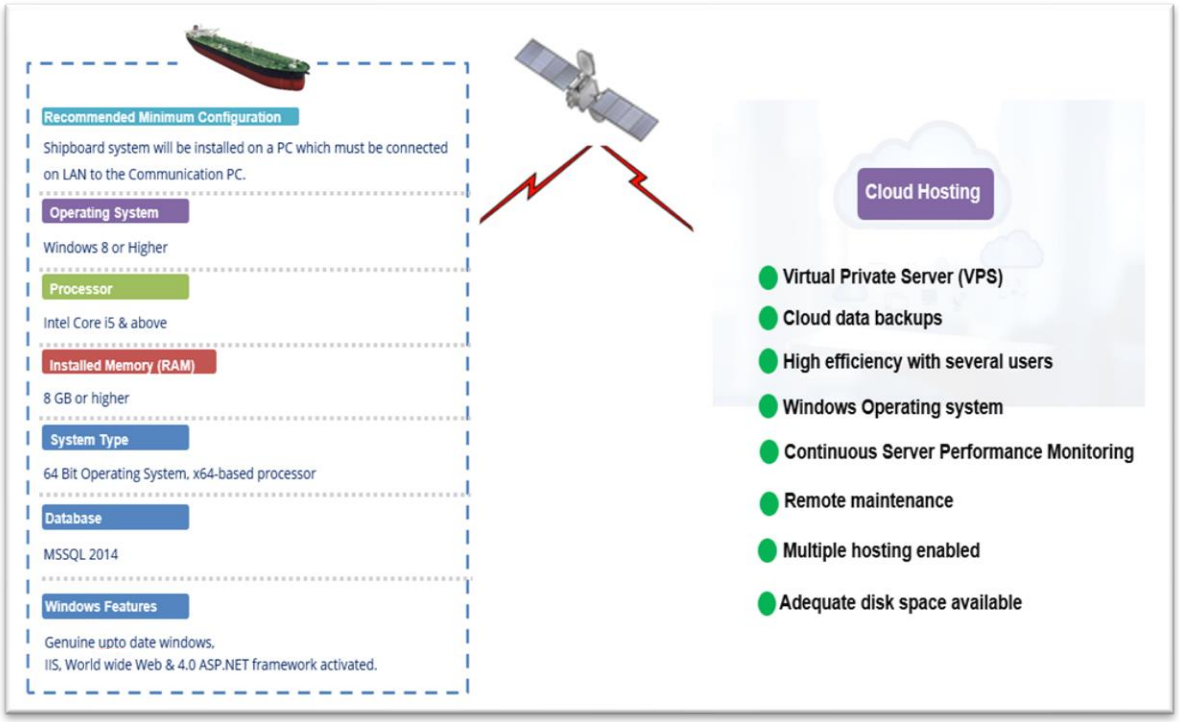
Support Contact

Support Group Email: helpdesk@orionmarineconcepts.com

support@orionmarineconcepts.com

Escalation Email: msabharwal@orionmarineconcepts.com

1.4 TECHNICAL DETAILS & HOSTING



2 SYSTEM SUMMARY

2.1 WEB ACCESS

The system is accessible on the internet through the web browser Mozilla Firefox and Google Chrome using the URL assigned.

2.2 USER ACCESS LEVELS

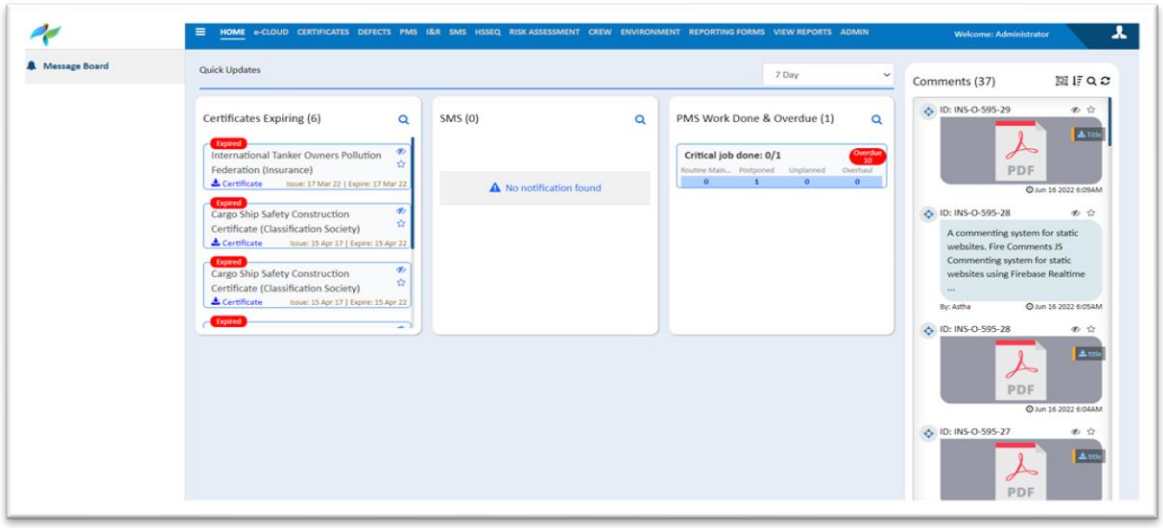
Users' access will be created by the company administrator for the web as well as a mobile application from the ADMINISTRATION section of the ERP.

The user access can be controlled and assigned for the desired sections, functions, rights, etc.

2.3 SESSION LOGIN AND ACCESS CONTROL

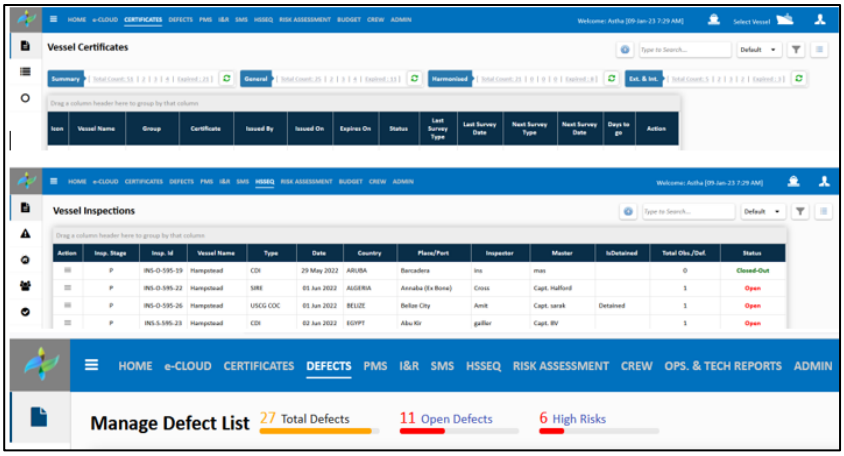
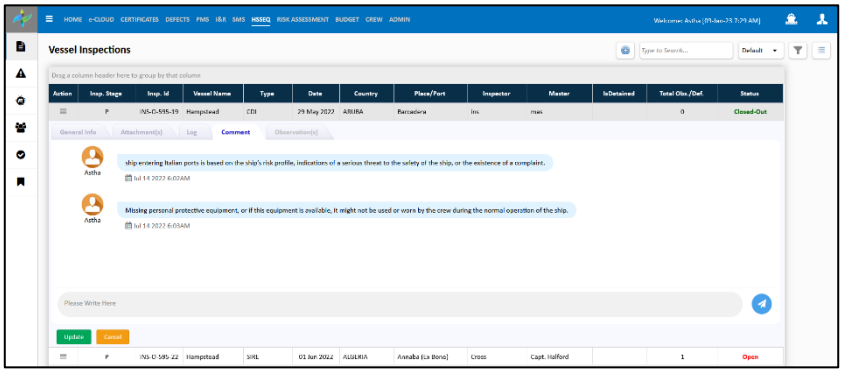
The user sessions for locations and log in timings are being logged to ensure data and access security under the EU PDPR and GDPR company security policies. Therefore, user credentials must never be shared, users are allowed to log in from one PC at a time. The system administrator must be informed in case of any security breach and access must be controlled as per the same with immediate effect.

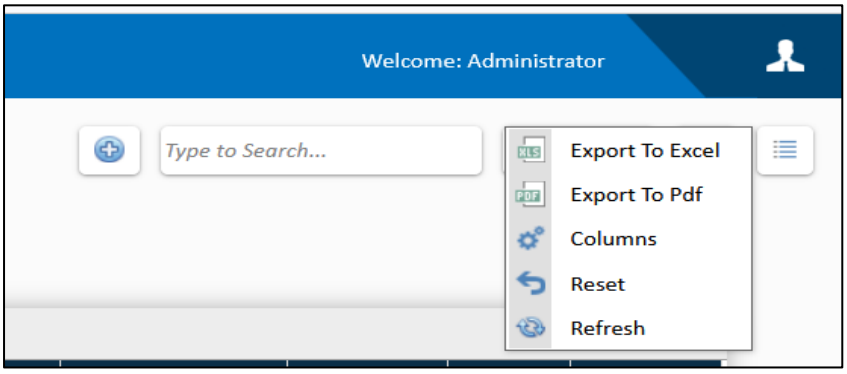
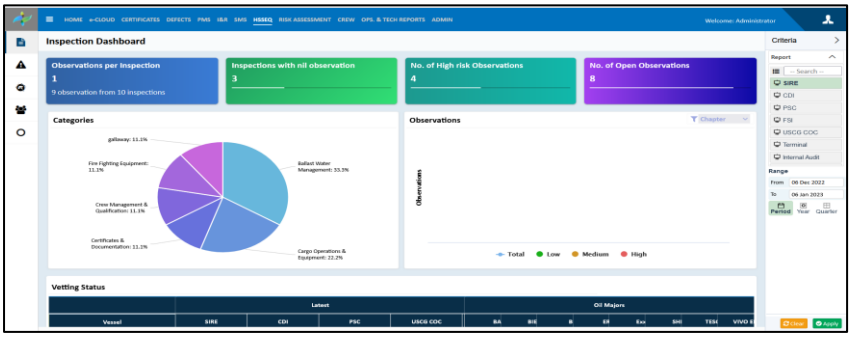
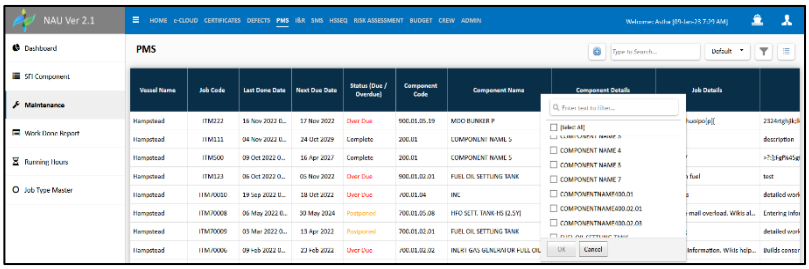
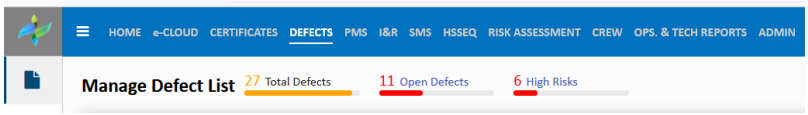
2.4 INITIAL SCREEN AFTER LOGIN

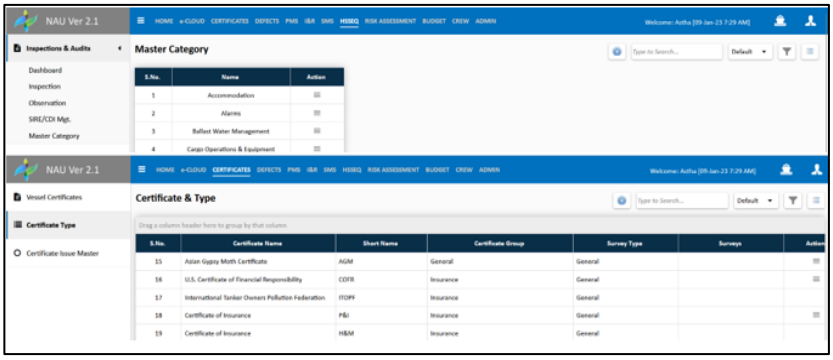


2.5 COMMON FEATURES OF ERP

Below is a brief system overview of the common features in the Atlantas ERP;

Features	**Screenshots**
Similar user interface & architect throughout the ERP	
Some modules contain a dialog box to add/view comments pertaining to ship-to-shore or shore-to-ship for example, inspections, defects & hazardous occurrences.	

Search ,filter,reset, refresh and export to various formats	
Analytical & detailed dashboards with various criteria and filter selection	
Data segregation & grouping for a particular header	
Mini dashboards/data preview throughout the system	

Create your own data library/master data for each section	
Structured View of records	

3 GETTING STARTED

3.1 LOGGING ON

A user ID and password are required to log onto the web interface.

Web URL; as assigned by company

Username; company email id

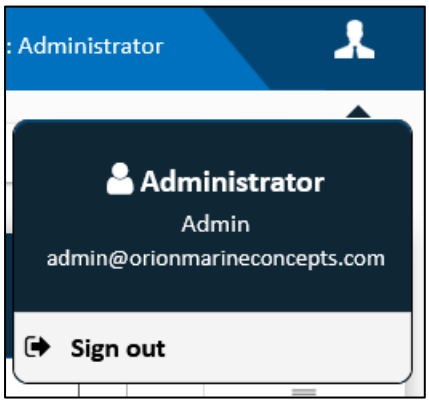
Password; as shared on email or by your admin.

Note; The usernames and rights have been assigned by the administrator and are logged for each session for location and time in order to maintain secure access to this application. Kindly do not share your credentials with anyone. You can have one live login session at any given point of time.

3.2 CHANGING PASSWORD

In case forgotten, the password can be reset anytime from the login page by clicking the "Forgot Password" option.

Changing the password; After login and page load, click the human icon on the extreme right on the top of the main page and click the change password option.



3.3 EXIT SYSTEM

Click on Sign-out to log out

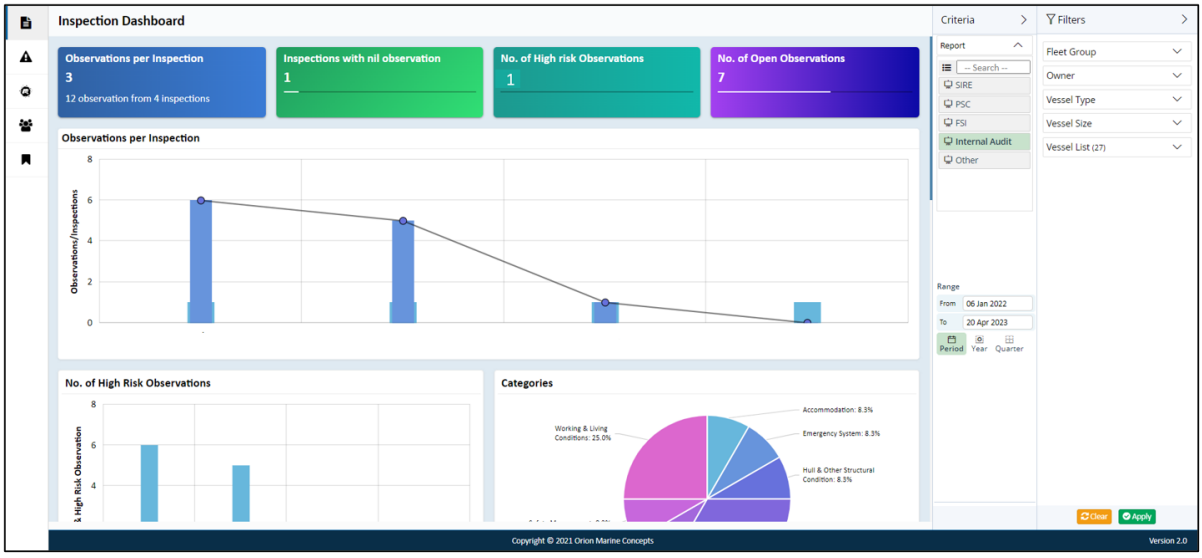
3.4 DASHBOARD

Overview of multiple processes and analysis available through the dashboards while analyzing the entire fleet of vessels. The system has the capability of comparing one vessel with the others using various combinations such as fleet groups, owners, vessel type & sizes.

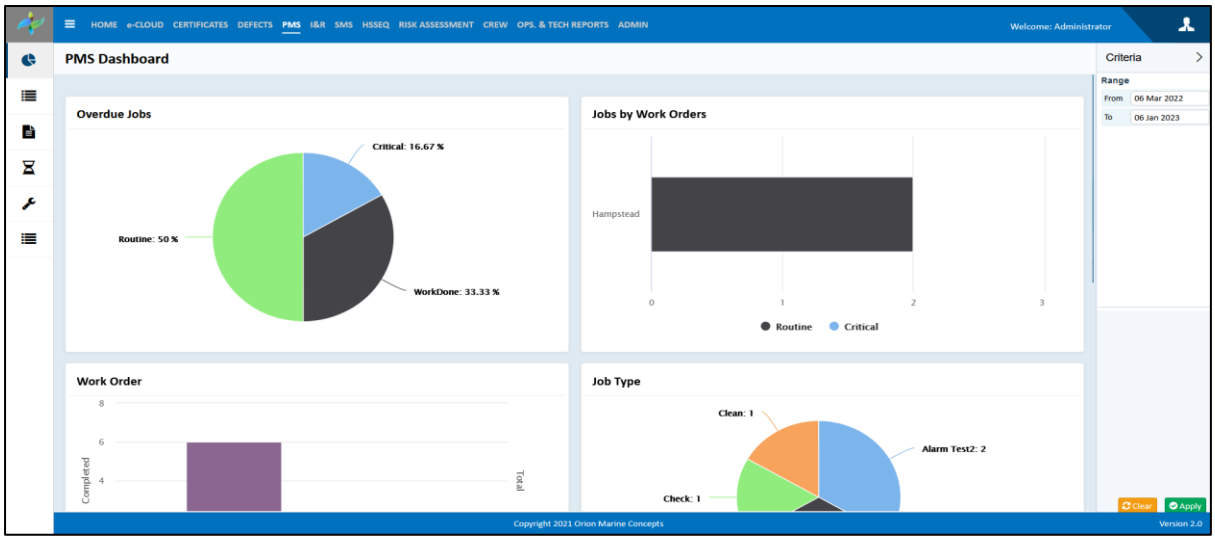
Overview of the entire fleet managed by various fleet groups, benchmarking between the managers and owners.

Below are the examples of a few dashboards from the ERP system:

Inspection & Audits Dashboards:



Planned Maintenance Dashboard:



4 USING THE SYSTEM(ONLINE)

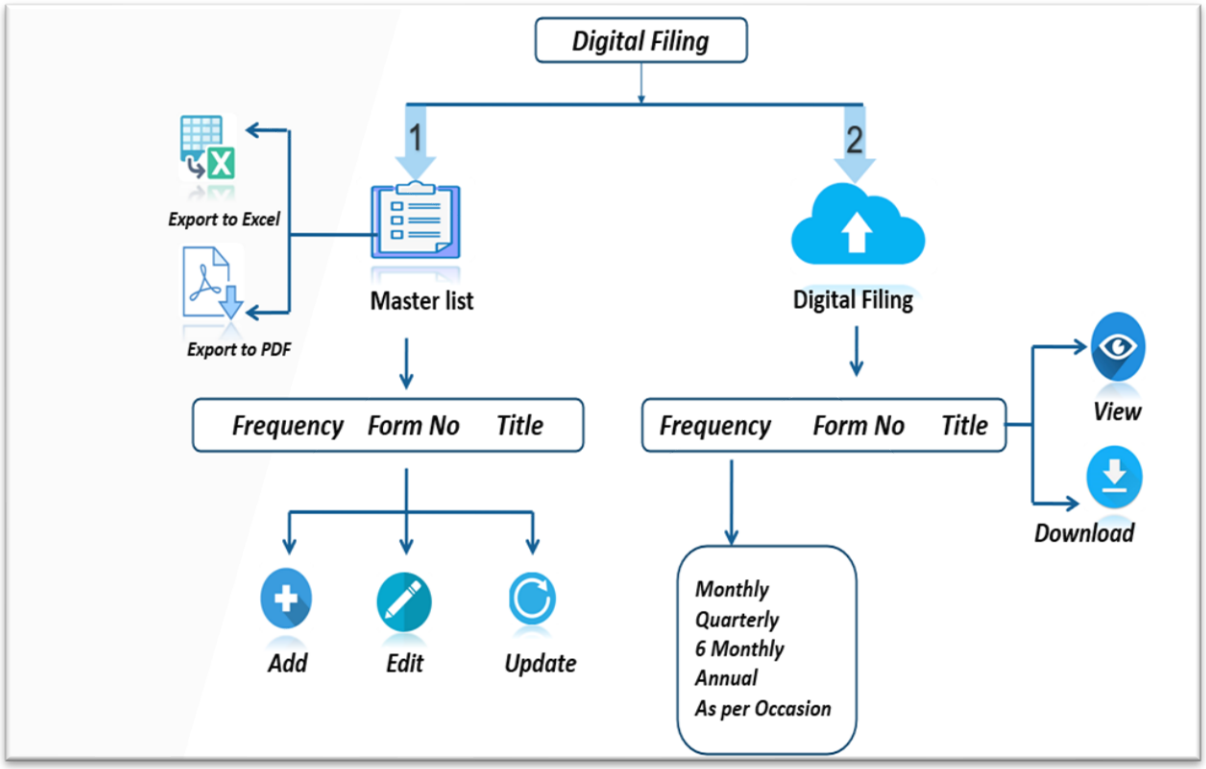
4.1 E-CLOUD

A centralized file management system to keep all Company filing for Monthly, Quarterly, Half-yearly, Yearly, etc. forms organized.

This Data Repository is updated by the vessel & is available for review and access by the shore office.

This grossly reduces the communication on emails and tracing of the ship's reports, maintaining them at location and retrievable anytime from anywhere.

Process Flow Charts:



System Guidance

(a) Steps to follow;

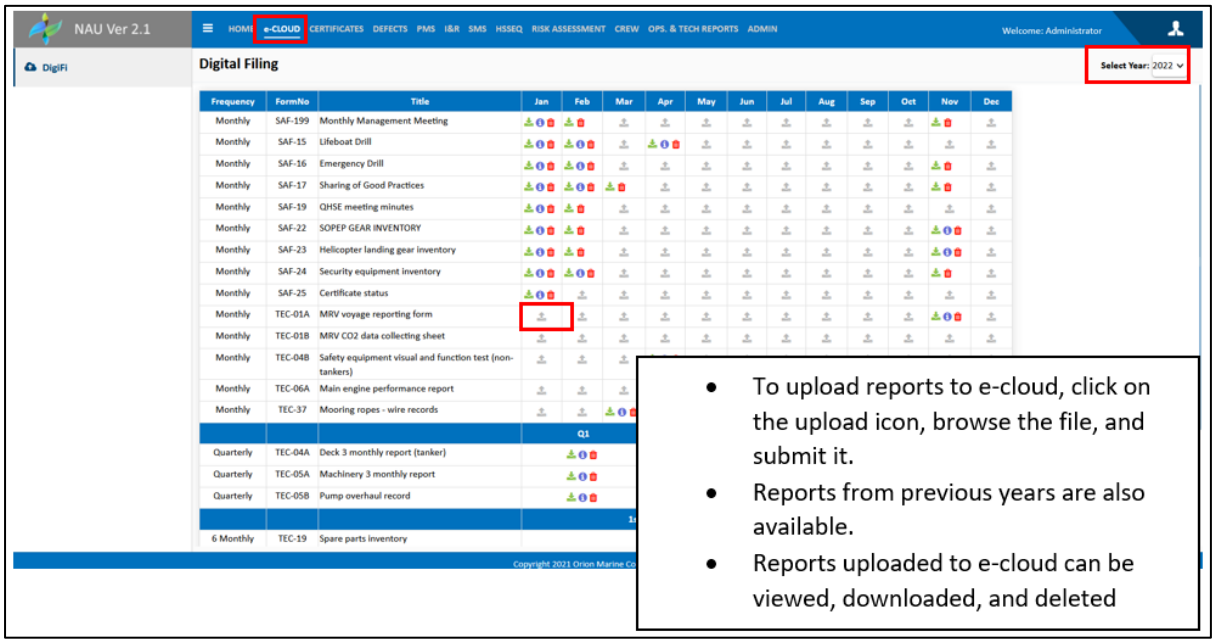
Step 1. Select year.

Step 2 Upload Documents; You can also download, view, or delete reports in the given section.

(b) System Screenshot;

How to upload data in e-cloud?

E-cloud<<DigiFi<< Select Year<<Upload Document<<Download, View, Delete Document

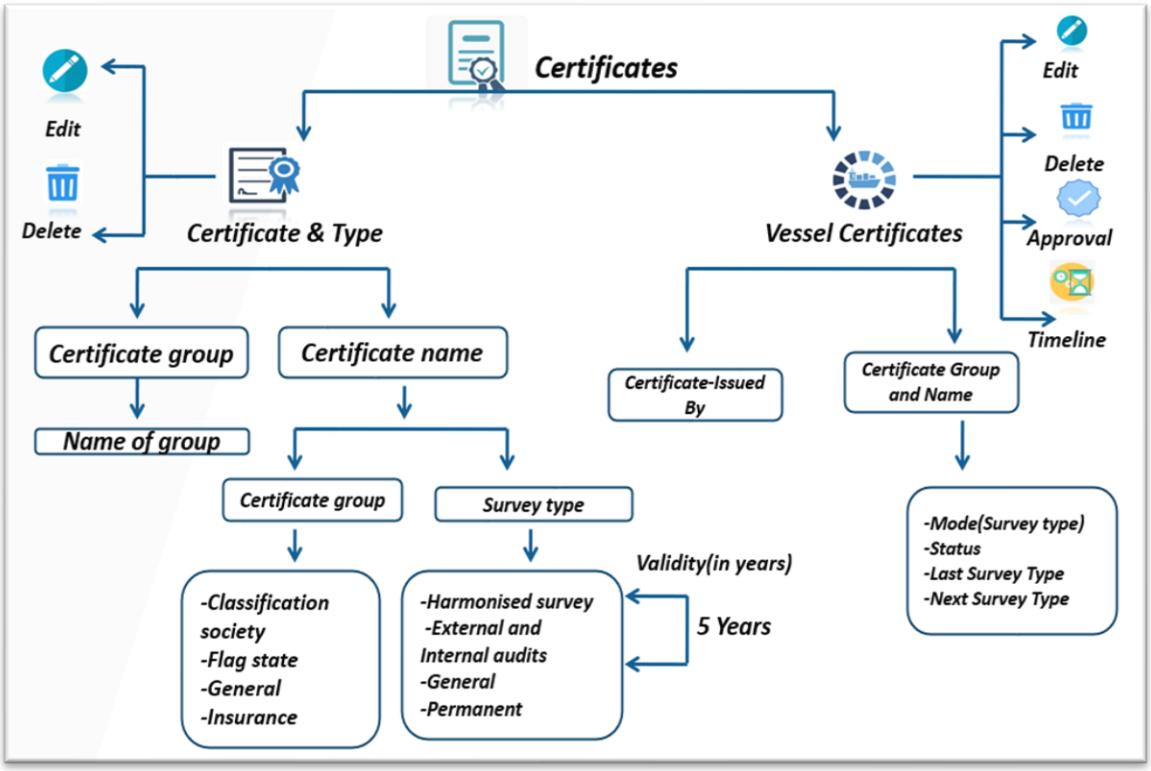


4.2 CERTIFICATES

Manage the mandatory and statutory vessel certificates from ship and shore. A smart repository of all the certificates onboard & notifies when they are due for renewal.

- **Harmonised surveys.**
- **Internal & External audit tracking.**
- **Certificate uploads.**
- **Other important certificates.**
- **track and plan the certificate renewals in advance.**

Process Flow Charts:



System Guidance

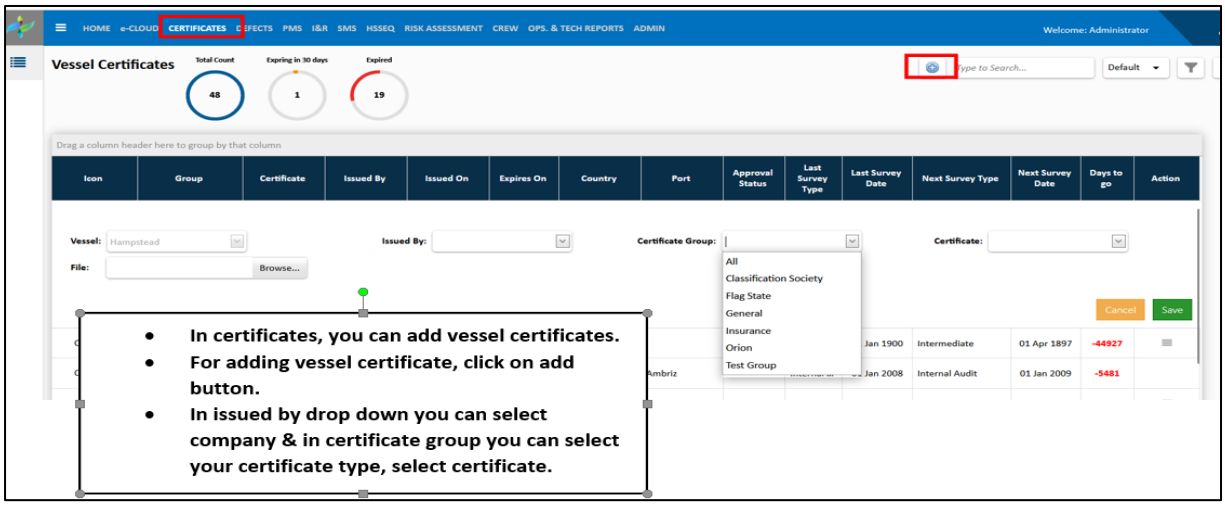
(a) Steps to follow;

Step 1. Click on add button to start filling vessel certificate reporting.
Step 2. Select certificate group, select a certificate, add other details, and upload the certificate from the browse
Step 3. Click on the save button to save the certificate.
Step 4. Click on the action button to edit, Delete, and check history and timeline.

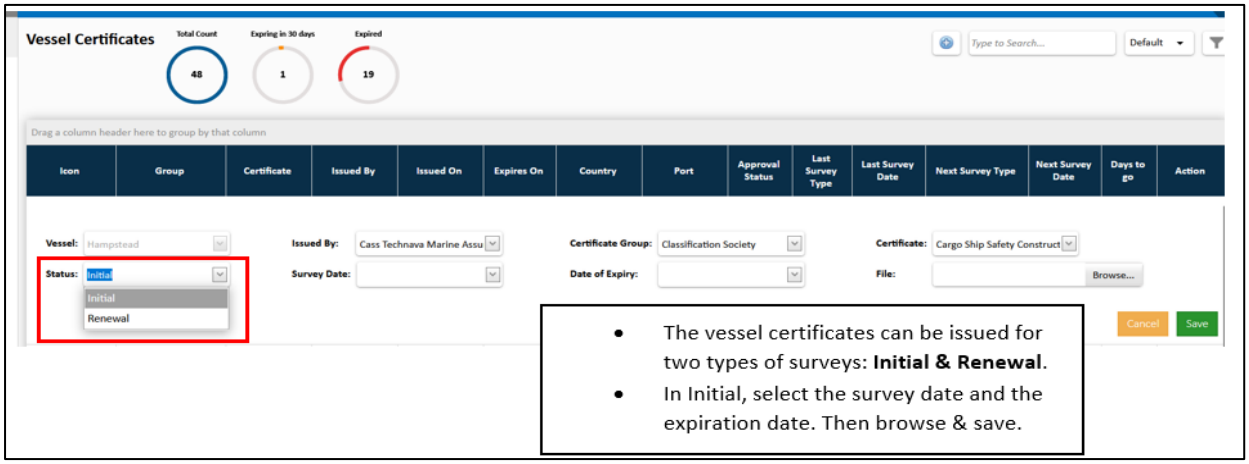
(b) System Screenshot;

(I) Add Certificates;

How to add certificates?
Certificates<<Vessel certificates<<add button<<select certificate group<<certificate<<add details, attachments<<save certificate



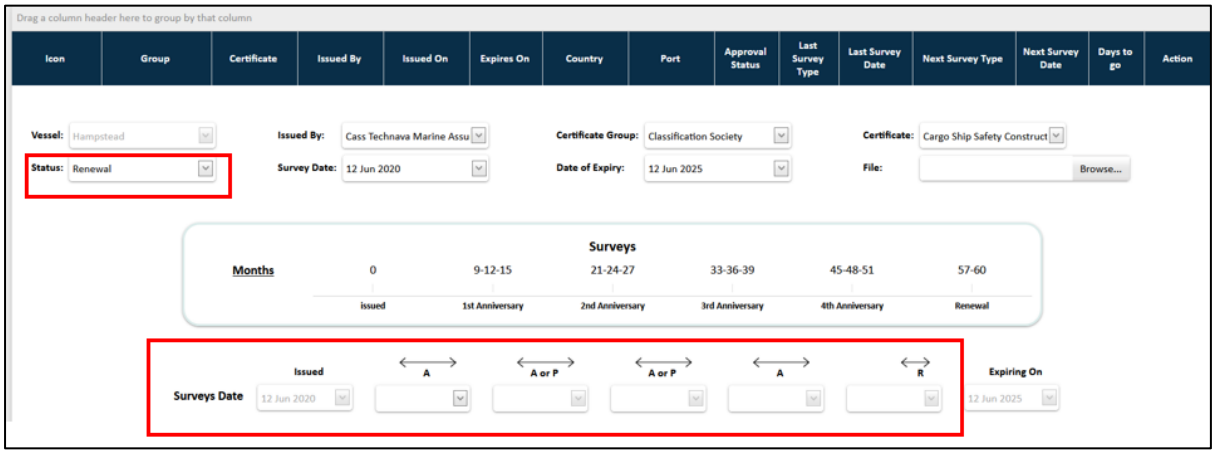
There are two types of surveys for vessel certificates: Initial and Renewal (Harmonized)

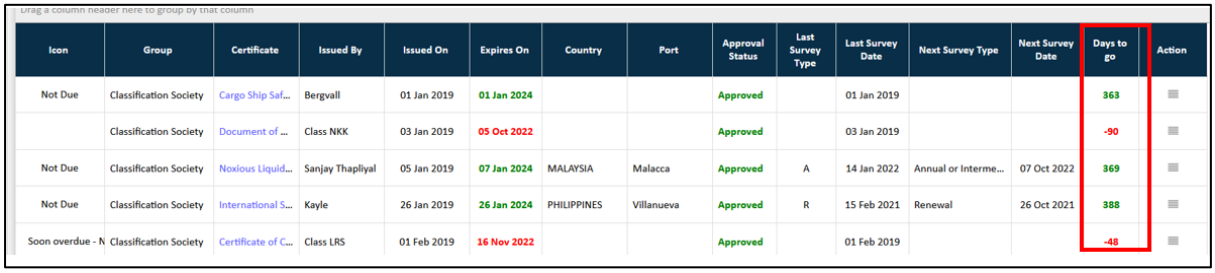


(II) Adding Harmonised Certificates;

How to add Harmonised Certificates?

Certificates<<Vessel certificates<<issued by<<select country &port<<select certificate group&type<<select status(issued/initial)<<Select issue date & date of expiry<<upload file<< add surveys date(additional survey if any)<<save certificate





Icon	Group	Certificate	Issued By	Issued On	Expires On	Country	Port	Approval Status	Last Survey Type	Last Survey Date	Next Survey Type	Next Survey Date	Days to go	Action
Not Due	Classification Society	Cargo Ship Saf...	Bergvall	01 Jan 2019	01 Jan 2024			Approved		01 Jan 2019			363	
	Classification Society	Document of ...	Class NKK	03 Jan 2019	05 Oct 2022			Approved		03 Jan 2019			-90	
Not Due	Classification Society	Noxious Liquid...	Sanjay Thapliyal	05 Jan 2019	07 Jan 2024	MALAYSIA	Malacca	Approved	A	14 Jan 2022	Annual or Interme...	07 Oct 2022	369	
Not Due	Classification Society	International S...	Kayle	26 Jan 2019	26 Jan 2024	PHILIPPINES	Villanueva	Approved	R	15 Feb 2021	Renewal	26 Oct 2021	388	
Soon overdue - N	Classification Society	Certificate of C...	Class LRS	01 Feb 2019	16 Nov 2022			Approved		01 Feb 2019			-48	

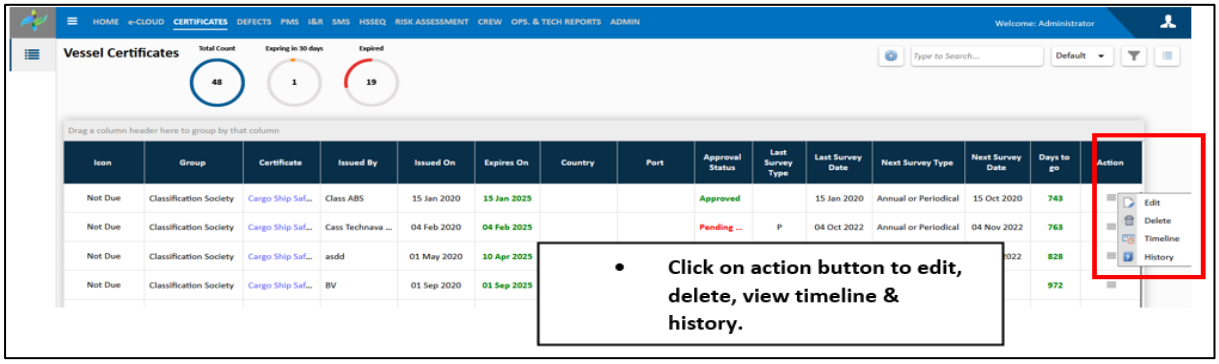
***Please Note;** In case of harmonized certificates user has to choose the status of the certificate as per the case: initial and renewal. In the case of initial certification, the company will provide a temporary certificate.*

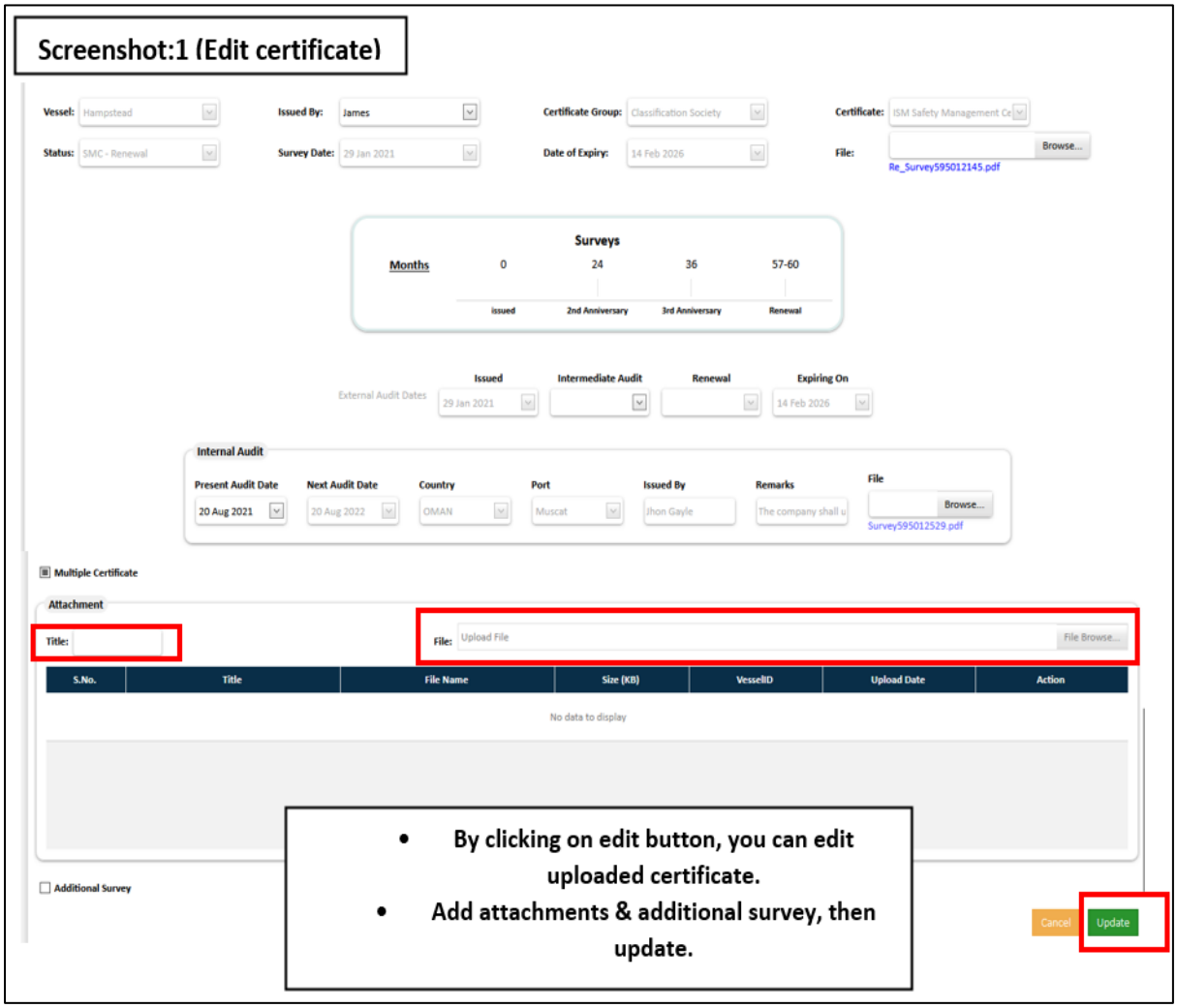
In Renewal certificate, for most of the harmonised certifications, the validity is for 5 years, however there is a 4-year anniversary in between 5-year period. In order to keep the certificate valid, it must be renewed before it expires. Our software captures the complete survey cycle.

The "Days to Go" is calculated based on the Last Survey carried out or expected last survey as per the system understanding.

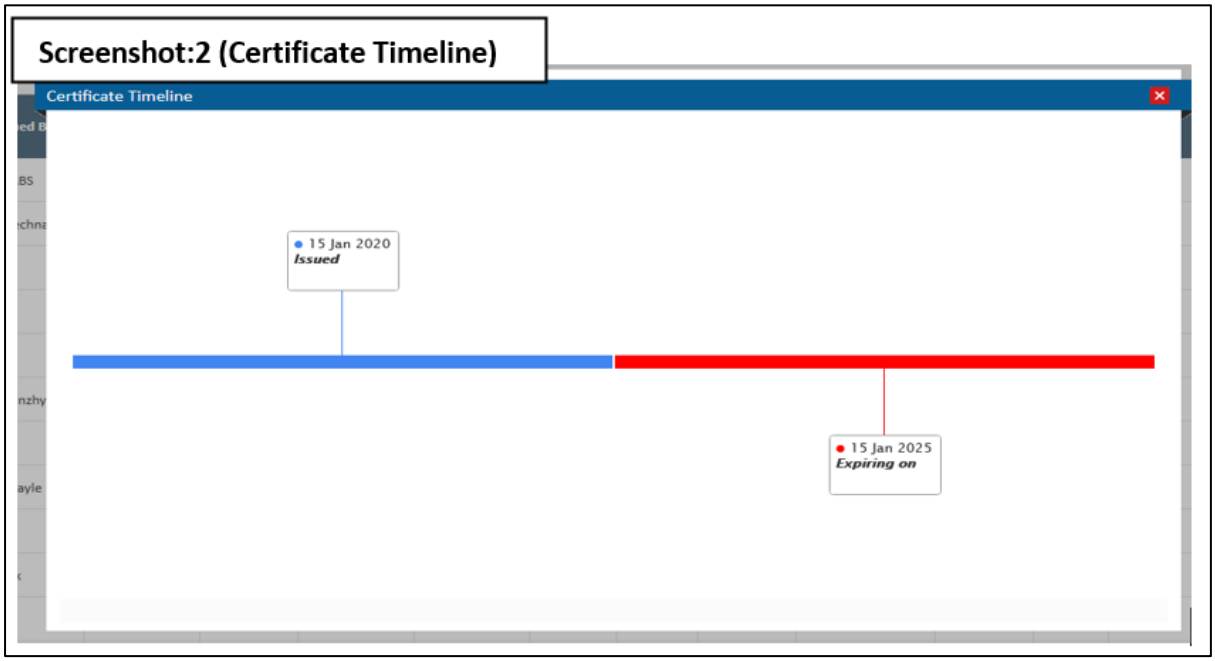
(III) Updation/edit/timeline/history/delete;

Certificates<<Vessel certificates<<Action button<<Edit/Delete/Timeline/History

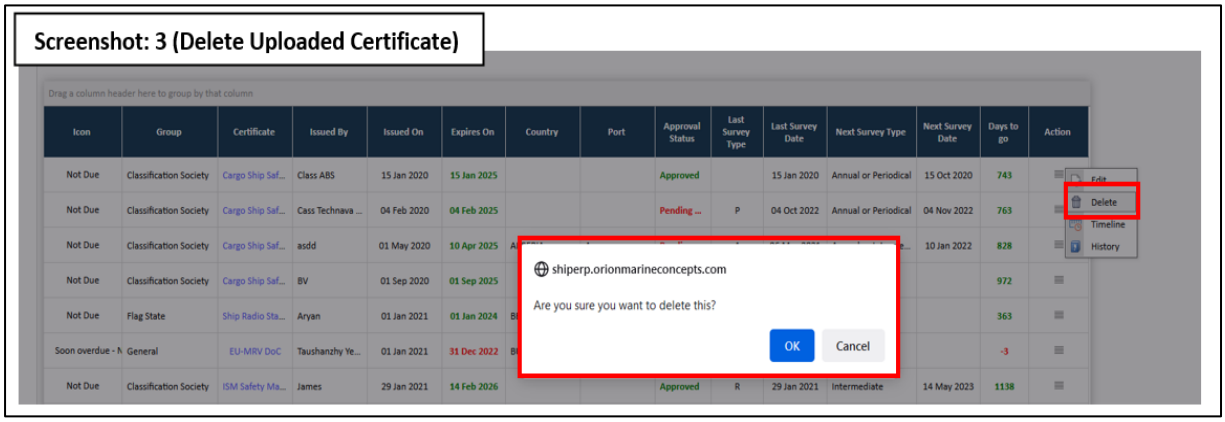




Screenshot:2 (Certificate Timeline)



Screenshot: 3 (Delete Uploaded Certificate)



4.3 PMS (PLANNED/UNPLANNED MAINTENANCE SYSTEM)

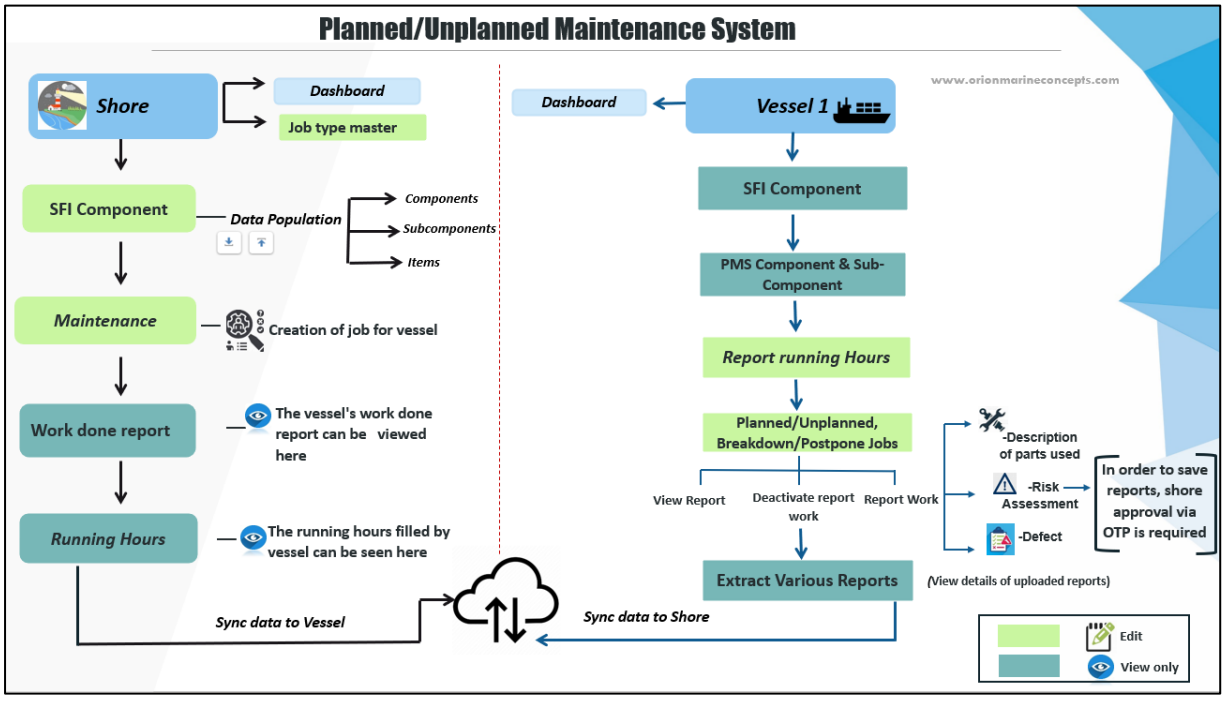
A planned maintenance system on ships is mandatory according to the International Safety Management Code (ISM). An effective planned maintenance system not only helps meet safety and environmental objectives laid out in the ISM Code, it is also an investment in the protection of the assets and optimization of their management.

The objective is to ensure safe and reliable vessel operations, running and maintenance of machineries and equipment's , in addition to compliance with all applicable regulations.

Features:

- **Master lists of Job types, ranks, SFI or Company Codes, etc.**
- **Create Vessel specific hierarchy structure – use sister ships or import or fill**
- **Add Job codes against the Items as per their frequency, responsibility, and other parameters.**
- **Associate GMS Procedures, Checklists for the jobs, Mark for Risk assessments, etc. Categorize jobs and elements according to relevant criteria, such as critical, safety relevant, class relevant or origin.**
- **Keep an automatic update of stock counts in consideration of spare parts consumed for maintenance tasks**
- **Keep lifecycle records of each equipment**
- **Efficient management of Inventory of Hazardous Material (IHM)**
- **Defect management**
- **Exchange equipment for maintenance and overhaul without losing relevant information**

Process Flow Chart:



Steps to follow

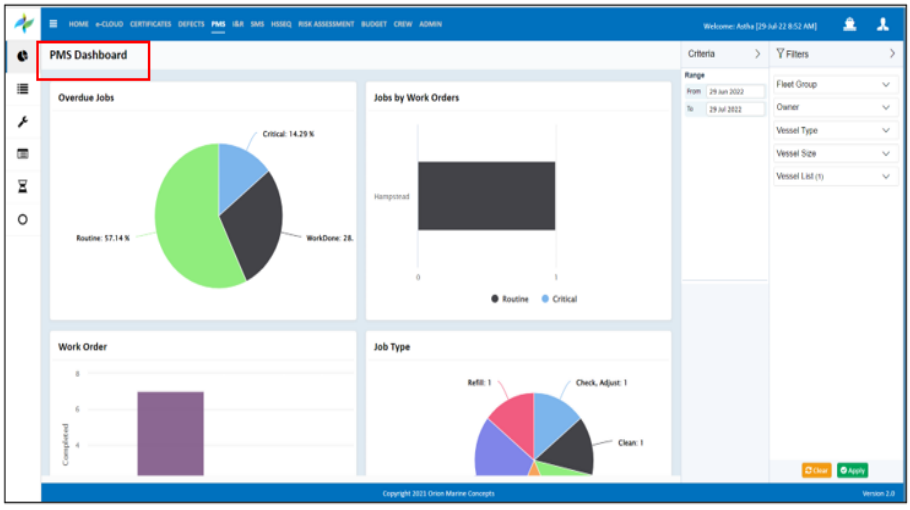
Step 1. Dashboard overview & jobtype master
Step 2. SFI Component; populating SFI component and code excel (downloading/adding (master component details and machinery maker details))
Step 3. Uploading the SFI component excel file that was downloaded/filled out.
Step 4. Maintenance; creating jobs for vessels from the shore.
Step 5. Report work from the vessel (adding description/part used, risk assessment & defect report).
Step 6. Adding vessel running hours.
Step 7. The report work can be viewed both on the shore and on the vessel.
Step 8. Deactivating work report from the shore.

System Guidance (Screenshot)

(1) Dashboard overview & jobtype master

PMS<<Dashboard<<check overdue jobs, jobs are done by workers, work order, job type, etc

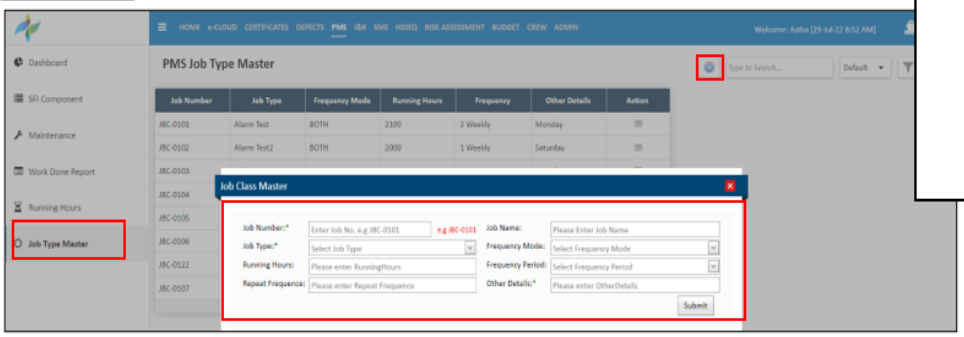
Scr 1.



- **Screenshot 1.** PMS Dashboard
- Dashboard have criteria & filters features so that you can view data by choosing date range.
- **Screenshot 2.** Job type master: by clicking on add button you can add job number, job name, job type, frequency mode, running hours, frequency period, repeat frequency & other details then save it.

Shore Activity

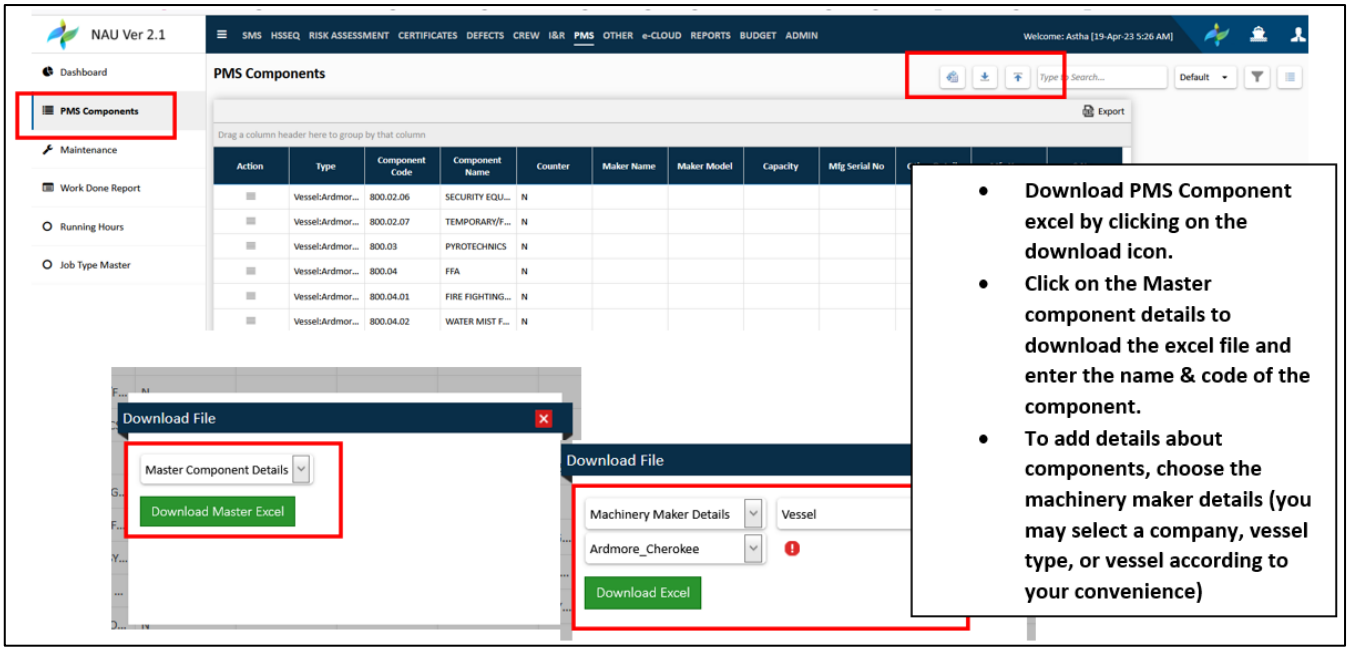
Scr 2.



(2) Populating PMS Component and Code data (Shore Activity)

How to download, create & upload PMS Component excel?

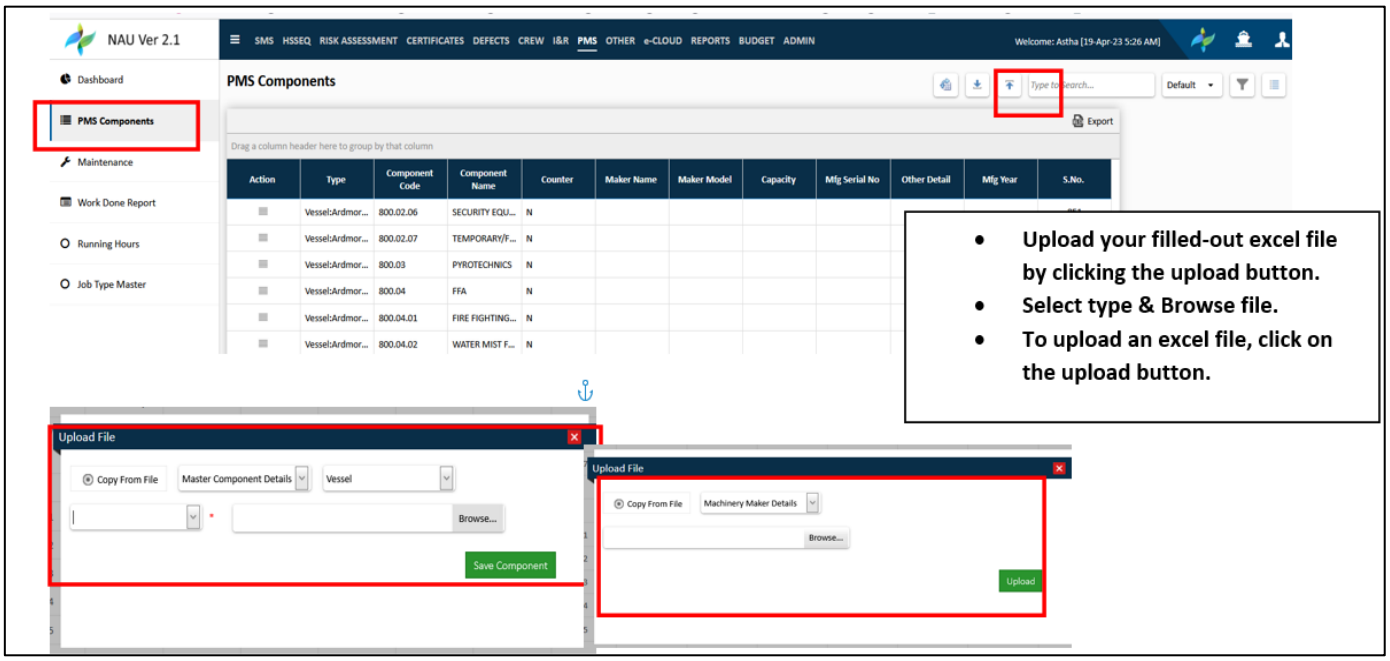
PMS<<PMS Component<<Download excel<<Select Master Component details <<Add Component name & code<< Then download Machinery maker details<<Select type<<Add details.



(2.1) Uploading populated excel (Shore Activity)

How to upload populated excel file?

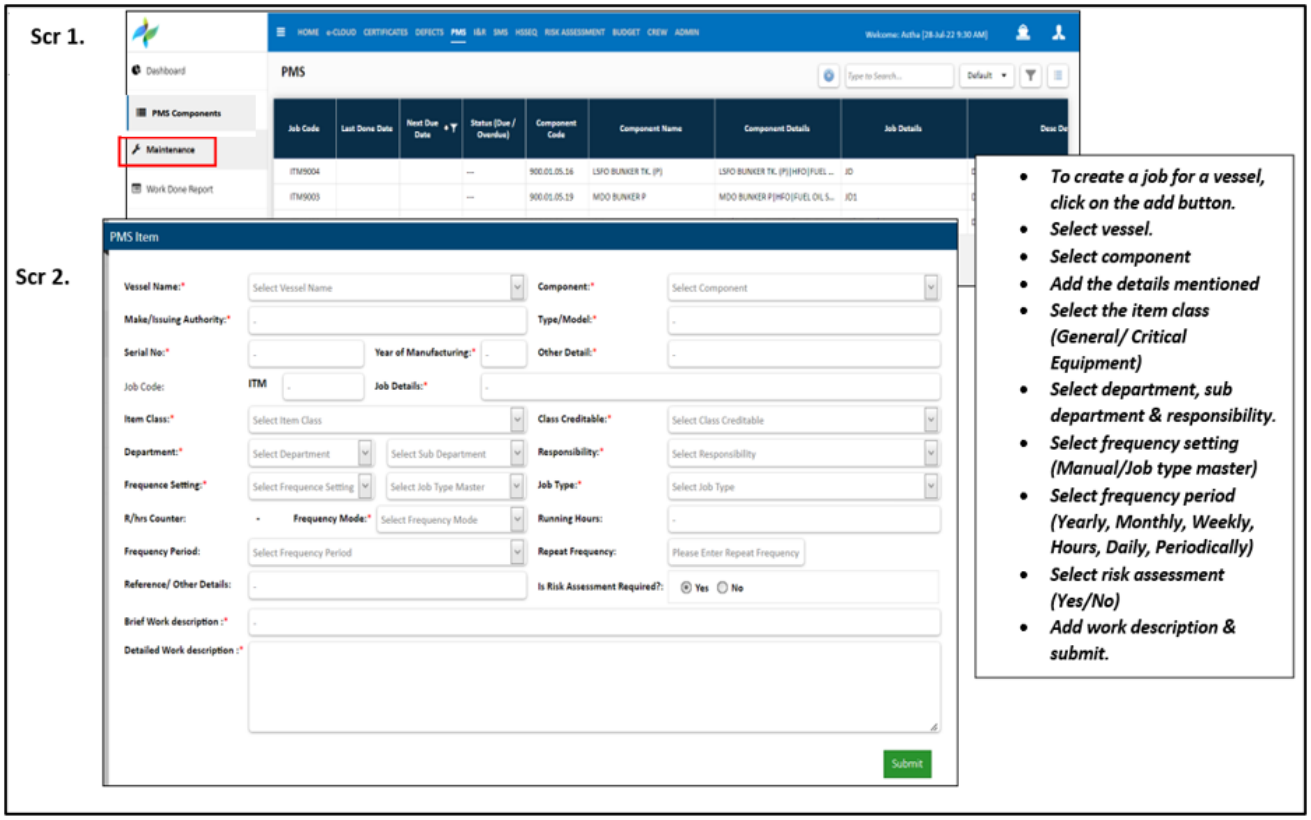
PMS<<PMS Component<<Upload button<<Select type Master component details/Machinery maker details<<Browse<<Upload



(3) Creating job for vessels (Shore Activity)

How to create a job for vessels from the shore?

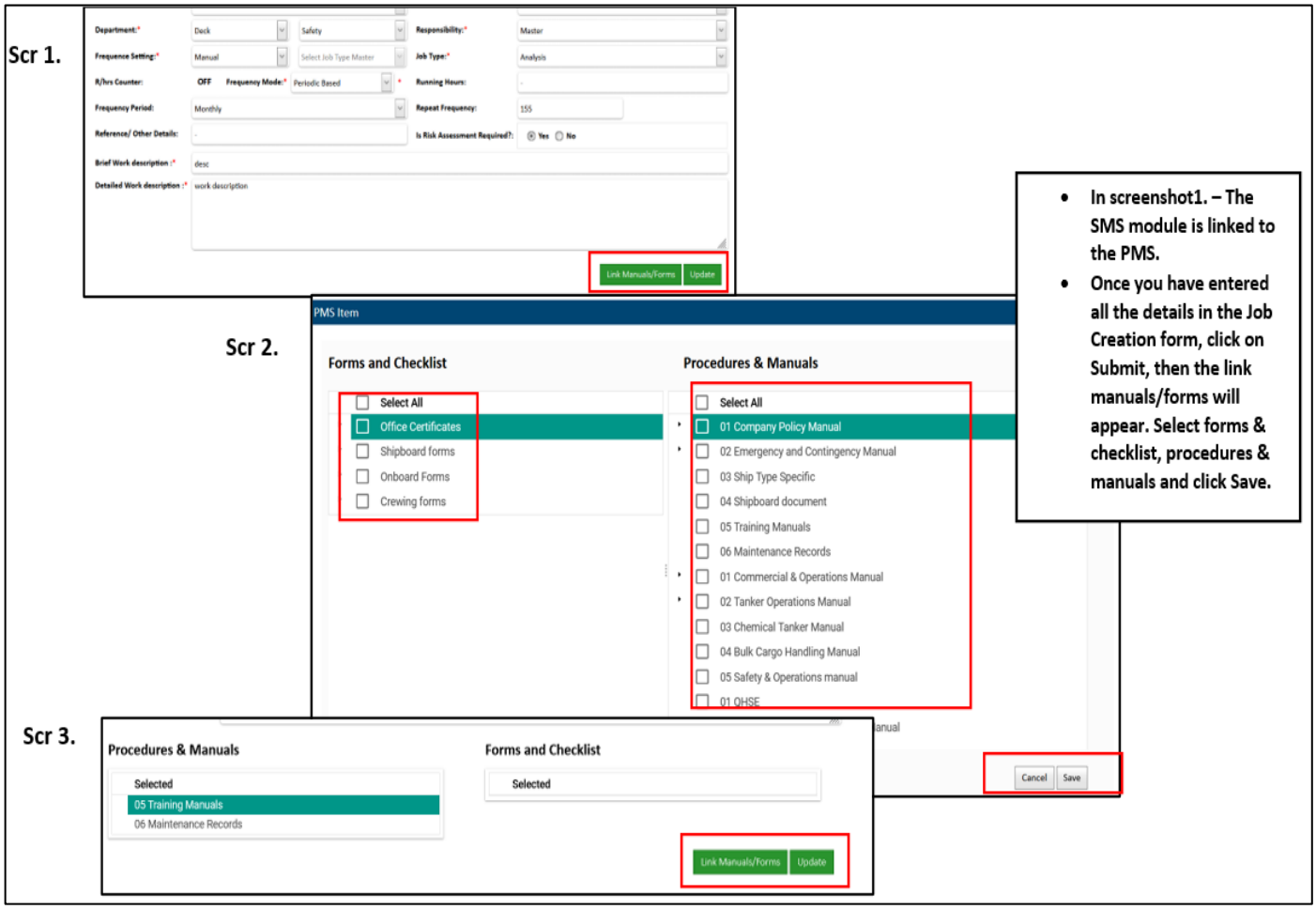
PMS<<Maintenance<<Add button<<PMS Item<<Fill up details & Submit.



(3.1) How SMS is linked to PMS? (Shore Activity)

How to add SMS in PMS?

PMS<<Maintenance<<Add button<<PMS Item<<Fill up details & Submit<<Link manuals/forms box pop up<<Select forms & checklist, procedures & manuals<<save

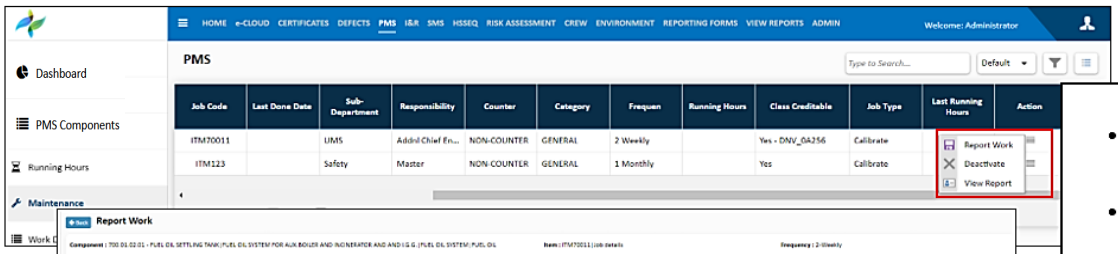


(4) Reporting Work: Routine job, breakdown, planned & unplanned maintenance (Ship Activity)

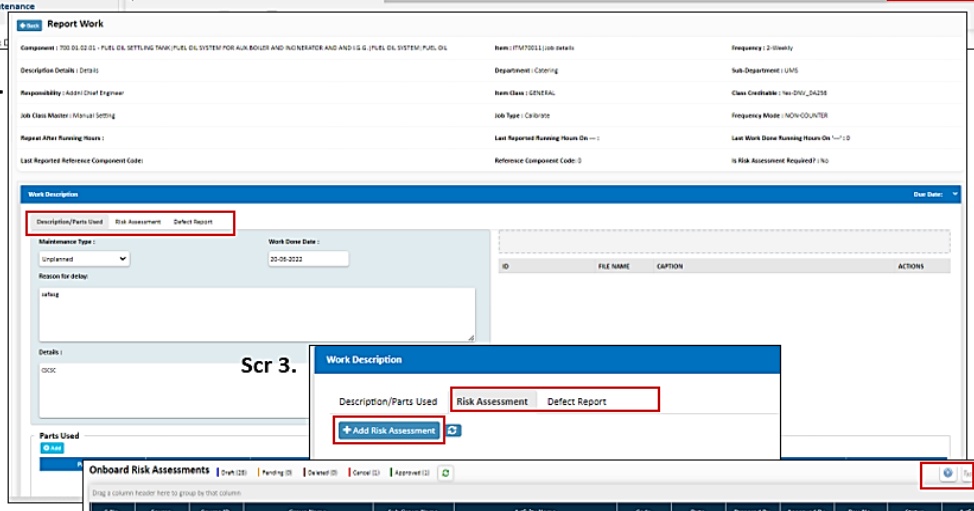
How to report work?

PMS<<Maintenance<<Action button<<Report work<<Add details & attachments.

Scr 1.



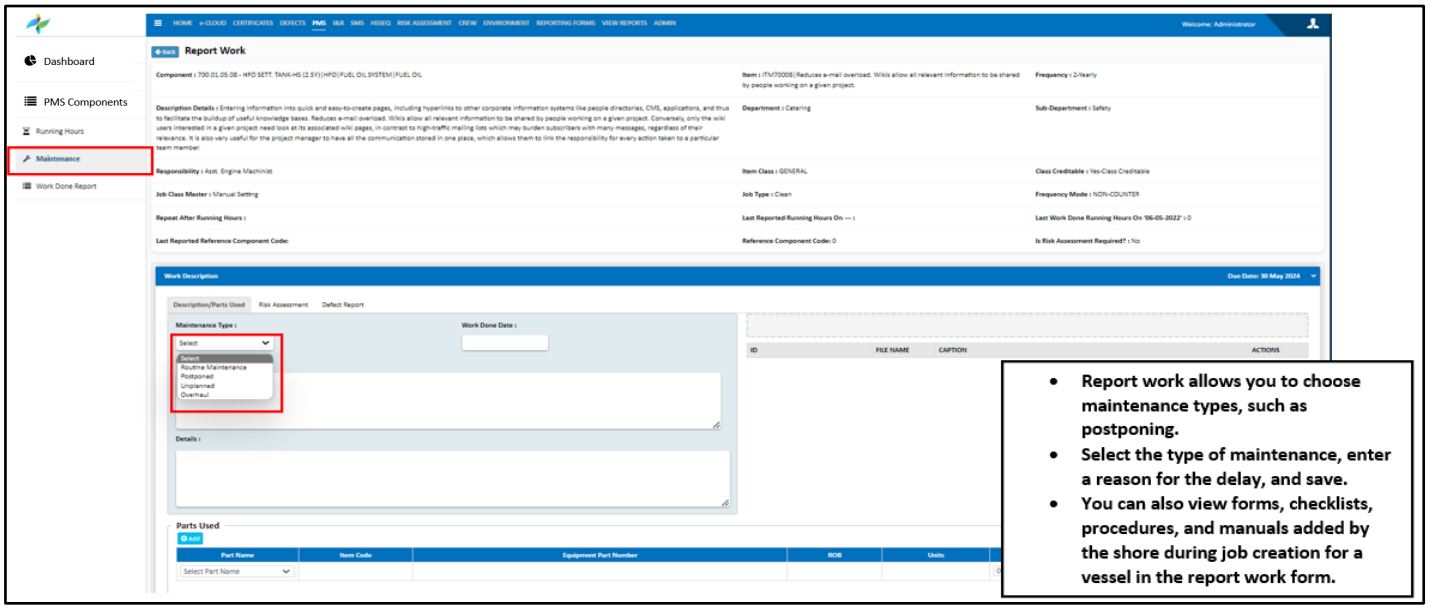
Scr 2.



Scr 3.

Scr 4.

- Vessels can report work, deactivate work reports, and view reports.
- **In screenshot 1.** To add work report from the ship, go to maintenance section & click on action button to add details in report.
- **In screenshot 2.** Report work form will open & you can add Description about parts used, Risk assessment (if any) & Defect report (if any).
- **In screenshot 3.** If any risk click on risk assessment to add risk in work report & click on add risk assessment, onboard risk module will open & you can add risk and save, same procedure for defect as well
- After that you can add details about parts used and add attachments as well.



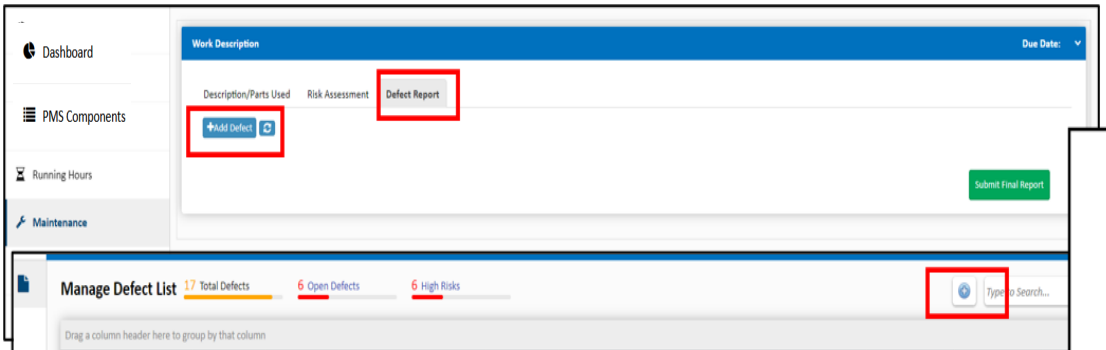
- **Report work allows you to choose maintenance types, such as postponing.**
- **Select the type of maintenance, enter a reason for the delay, and save.**
- **You can also view forms, checklists, procedures, and manuals added by the shore during job creation for a vessel in the report work form.**

(4.1) In work report, adding description/part used, risk assessment & defect report

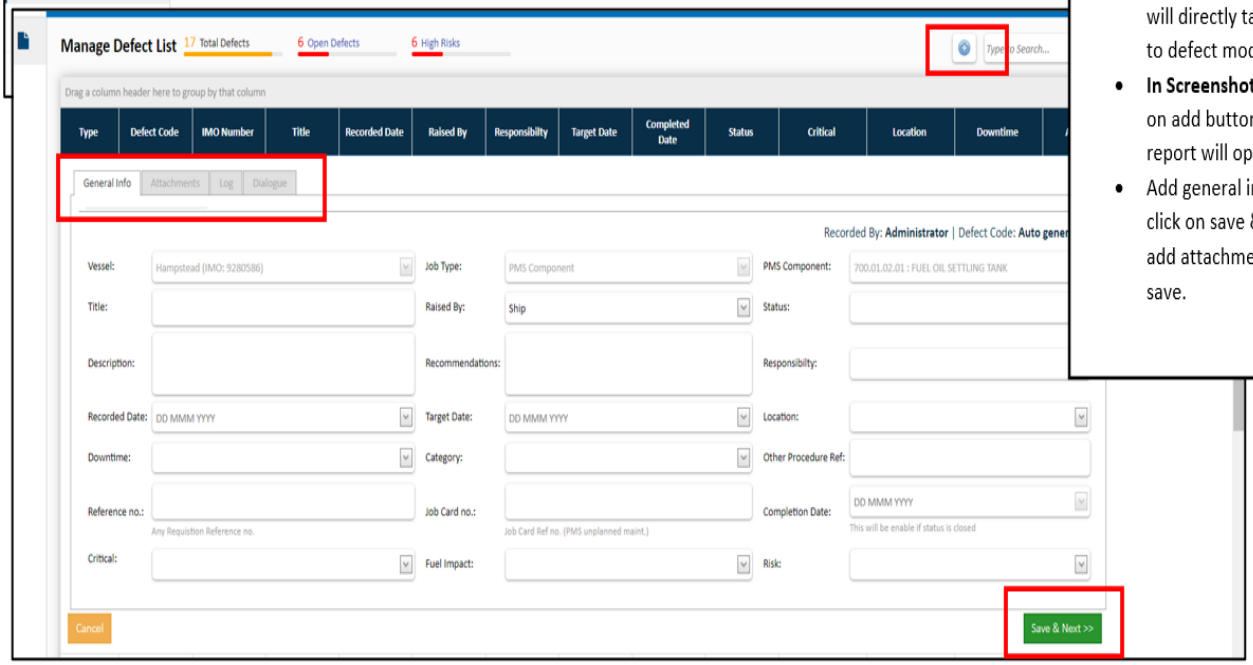
Adding Defect Report

PMS<<Maintenance<<Action button<<Report work<<Add description/part used<<risk assessment<<defect report

Scr 1.



Scr 2.



- **Add defect report (if any)** click on defect report, add defect (it will directly take you to defect module)
- **In Screenshot 2**. Click on add button, defect report will open.
- Add general info, then click on save & next to add attachments and save.

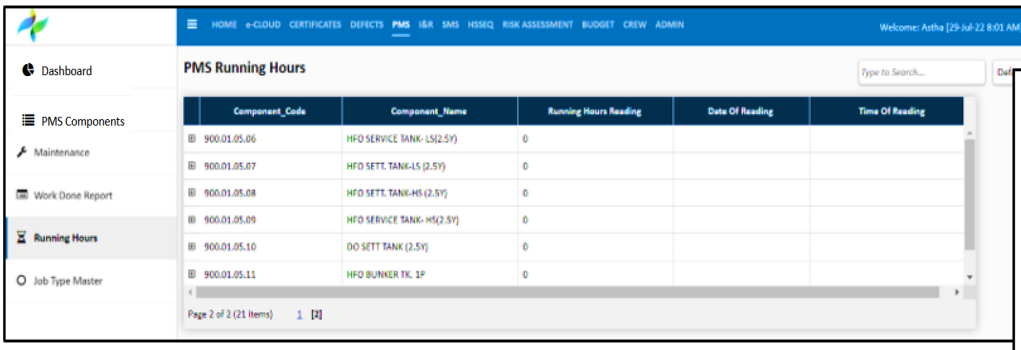
(5) Adding Running Vessel Hours (Ship Activity)

How to add Running hours on vessel?

PMS<<Running hours<<Add button

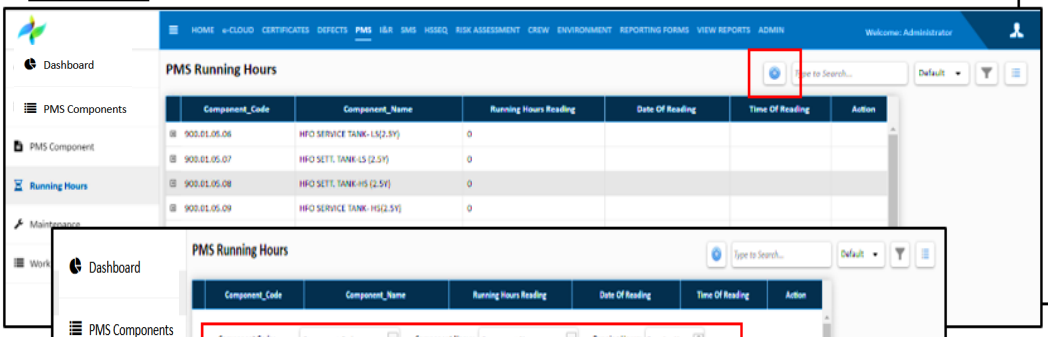
Shore Activity

Scr 1.

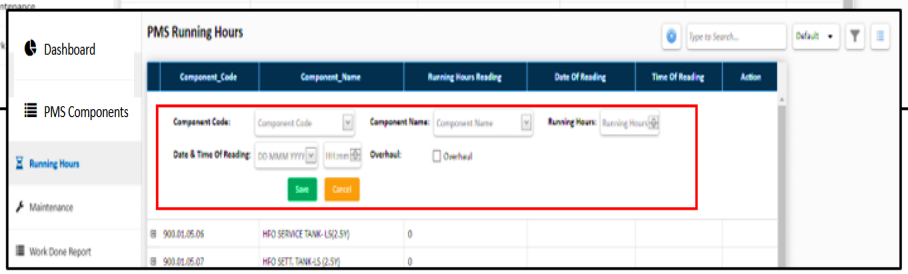


Ship Activity

Scr 2.



Scr 3.



- **In screenshot 1.** You can view the running hours that are recorded from the ship.
- **In screenshot 2.** Running hours can be added by the vessel.
- For adding running hours, click on add button & select component code, component name, running hours, date & time of reading. To reset the running hour, click on overall as shown in **screenshot 3.** Add description of work carried out the browse & save.

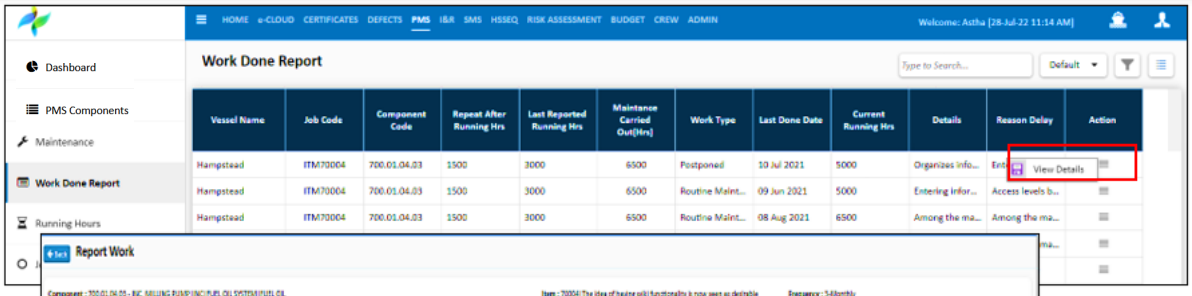
(6) Report Extraction: View report, View history, Download reflected work & other filters

(6.1) View report

How to view report work?

PMS<<Work done report<<Action button<<View details

Scr 1.



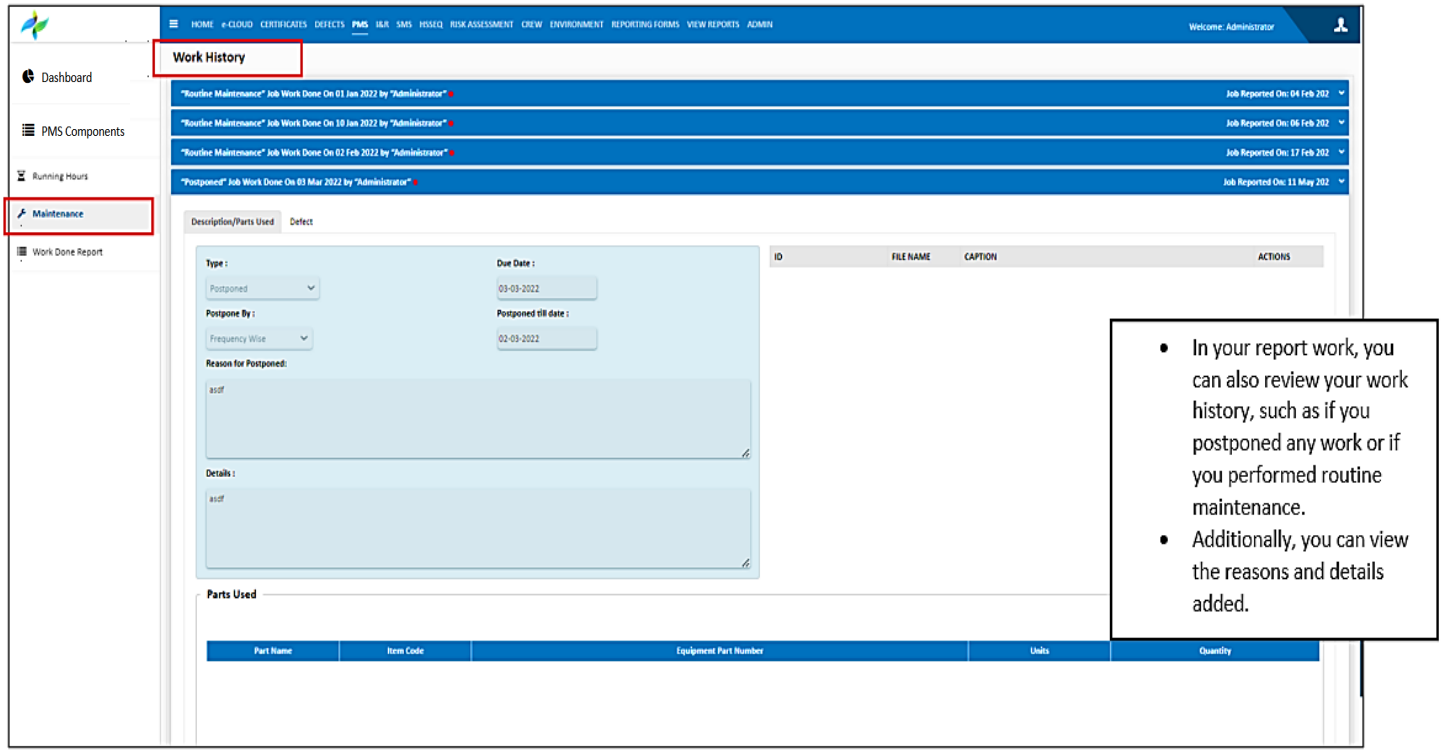
Scr 2.

- Work done report can be filled out by the ship & shore department can only view the work done report.
- To see the details of the work done report, click on the action button and then click **"View Details"**
- **Screenshot 2.** shows the report work

(6.2) View Work history

How to view work history?

PMS<<Work done report<<View details<<Work history

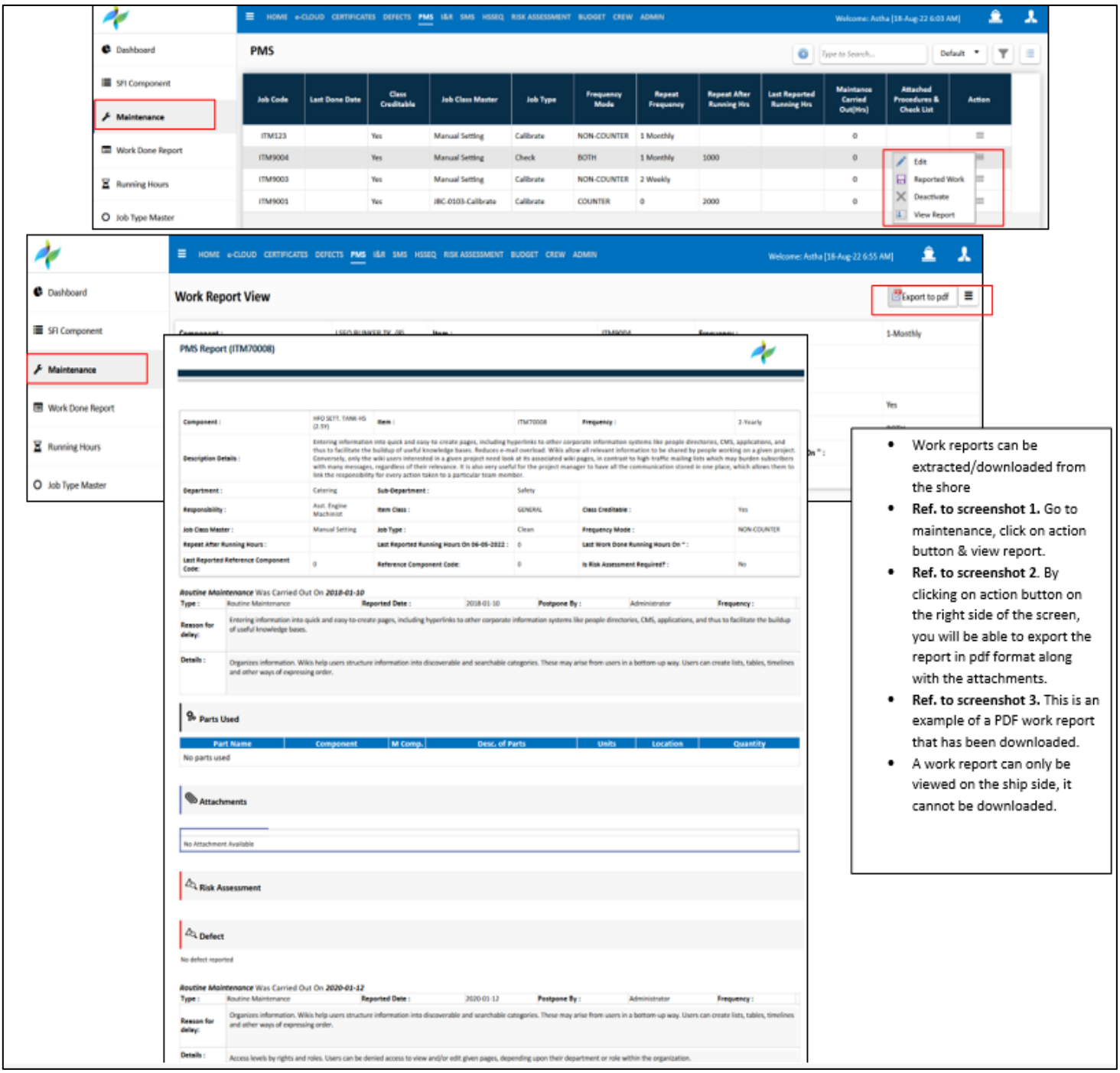


- In your report work, you can also review your work history, such as if you postponed any work or if you performed routine maintenance.
- Additionally, you can view the reasons and details added.

(6.3) Download reflected work (Shore Activity)

How to download reflected work?

PMS<<Maintenance<<Action button <<View report<<Action button<<Export to pdf

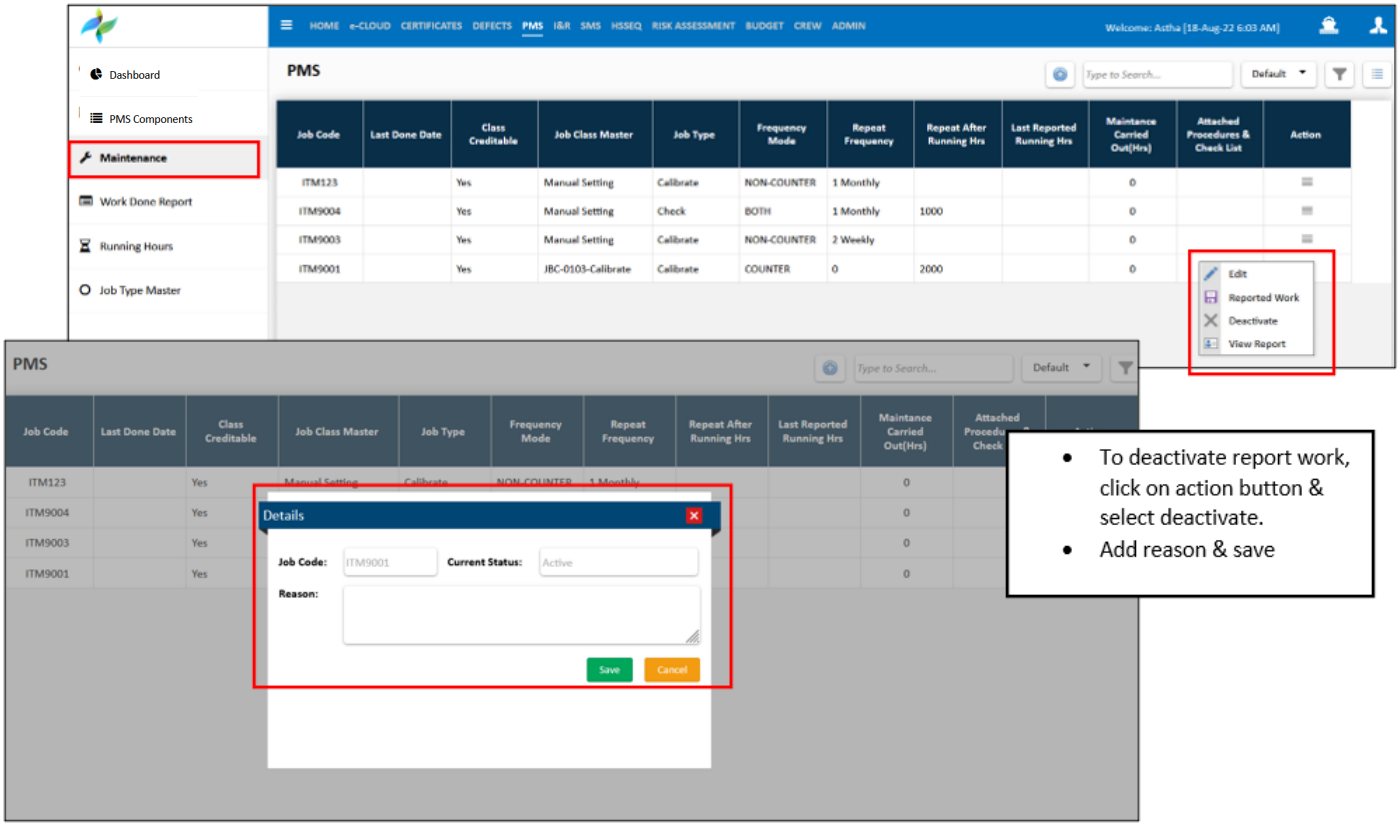


- Work reports can be extracted/downloaded from the shore
- **Ref. to screenshot 1.** Go to maintenance, click on action button & view report.
- **Ref. to screenshot 2**. By clicking on action button on the right side of the screen, you will be able to export the report in pdf format along with the attachments.
- **Ref. to screenshot 3.** This is an example of a PDF work report that has been downloaded.
- A work report can only be viewed on the ship side, it cannot be downloaded.

(6.4) Deactivating work report (Shore Activity)

How to deactivate report work?

PMS<<Maintenance<<Action button<<Deactivate<<Add reason & save



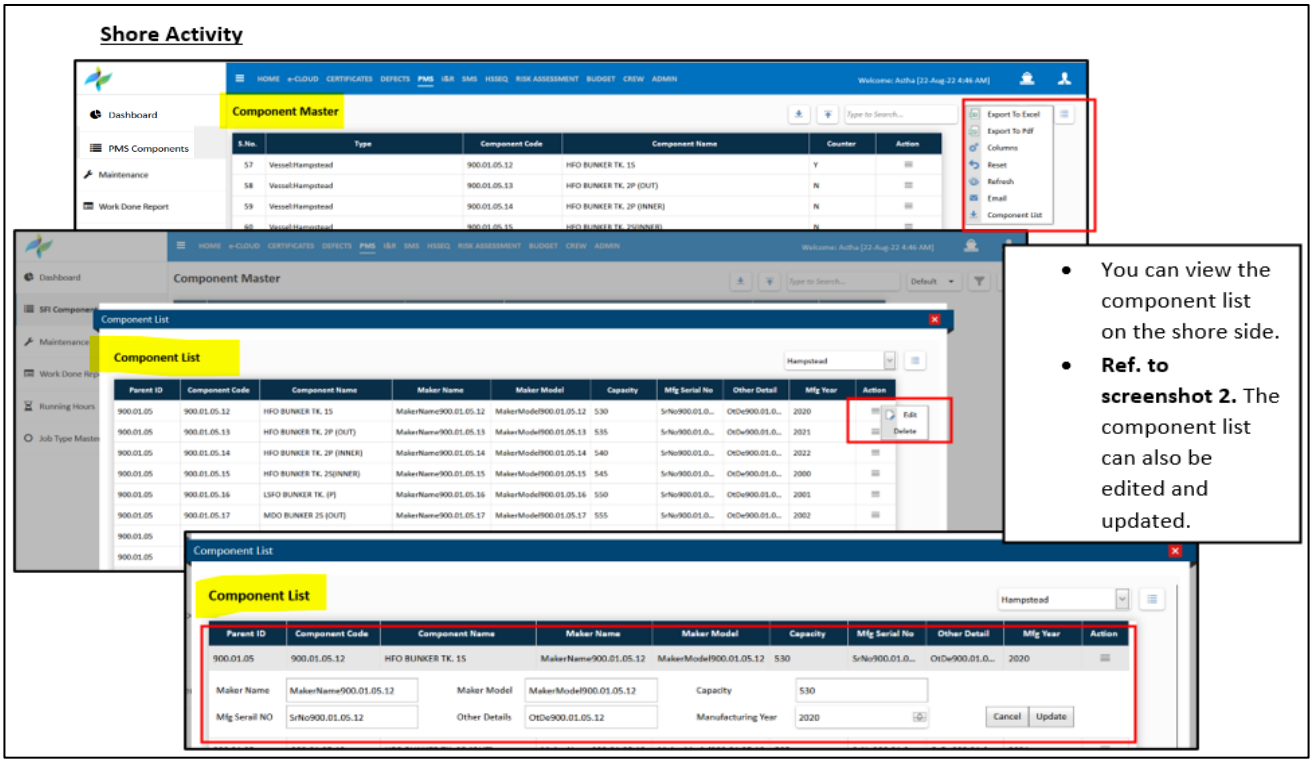
- To deactivate report work, click on action button & select deactivate.
- Add reason & save

(6.5) Filters in PMS:

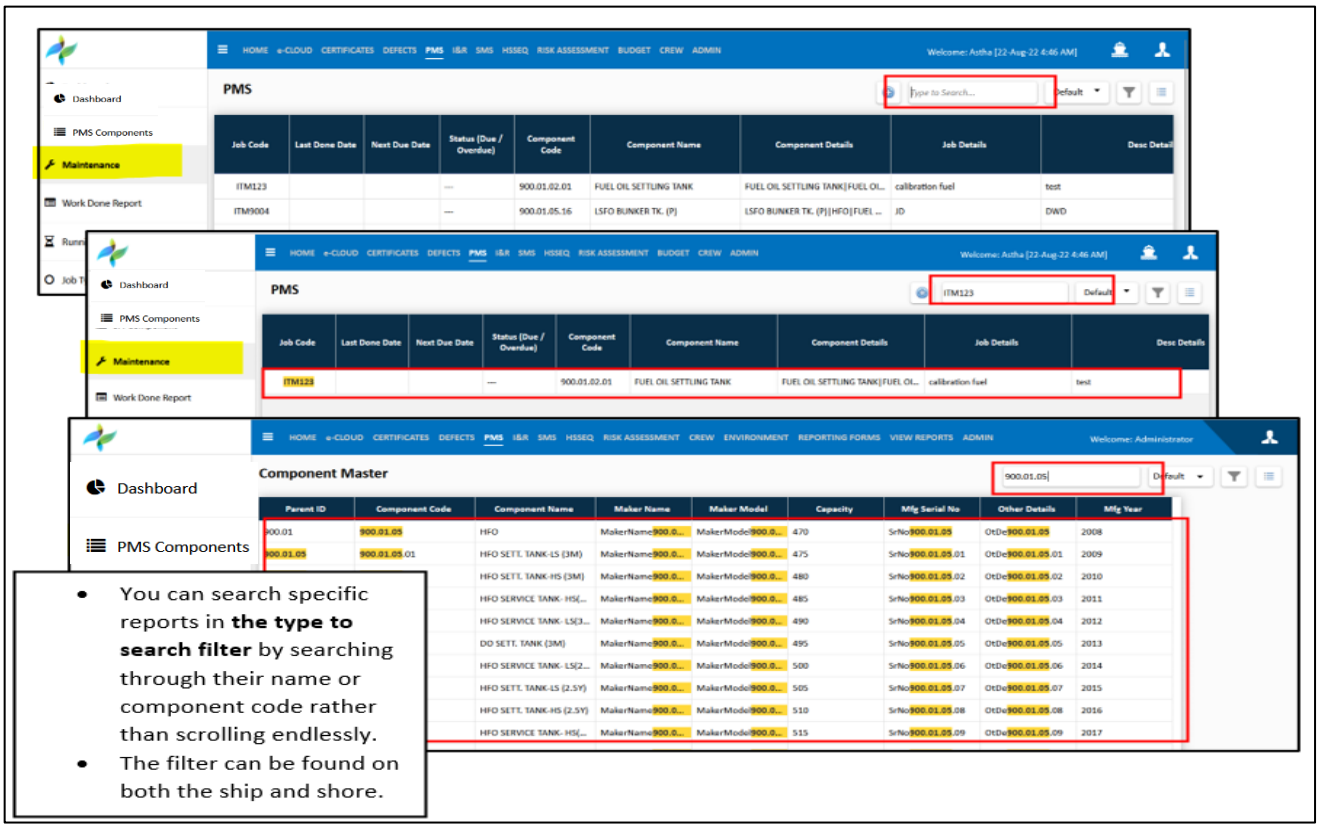
(i) PMS Dashboard: Criteria filters

(ii) Component list filter: View/Edit component list (Shore filter)

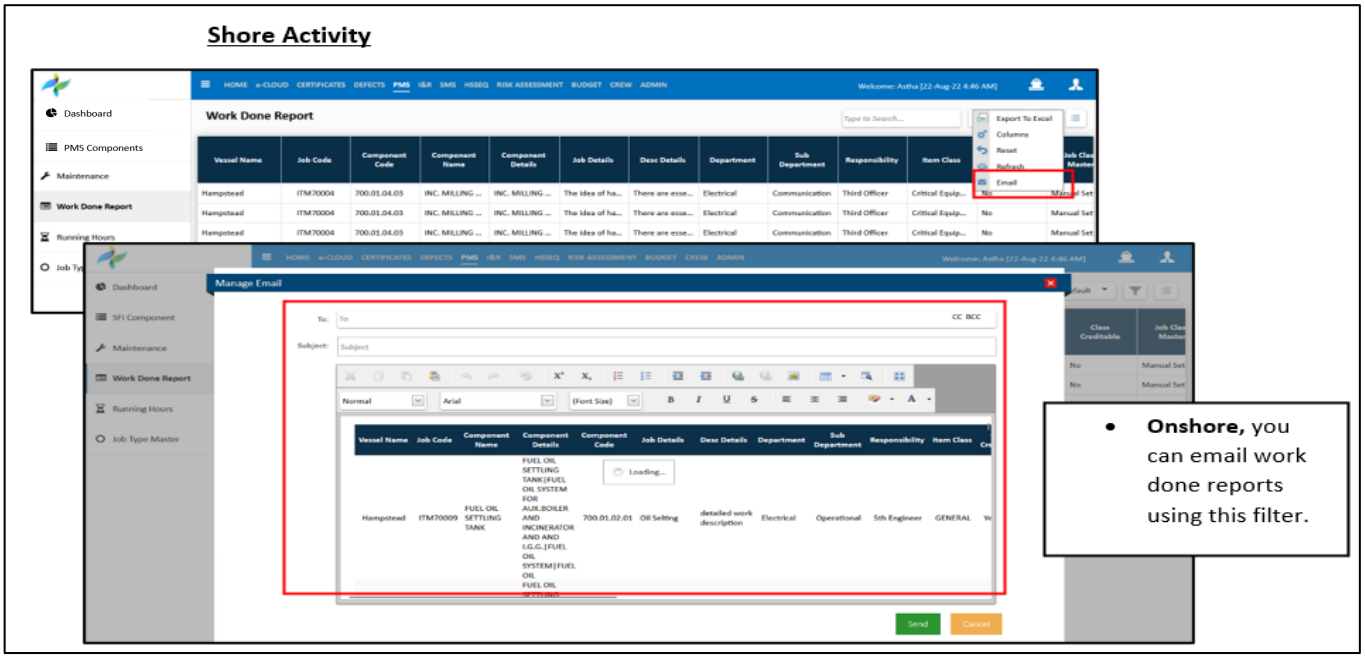
PMS<<SFI Component<<Action button on right<<Component list<<Action button <<Edit/Delete



(iii) Type to search filter (both on shore/ship)



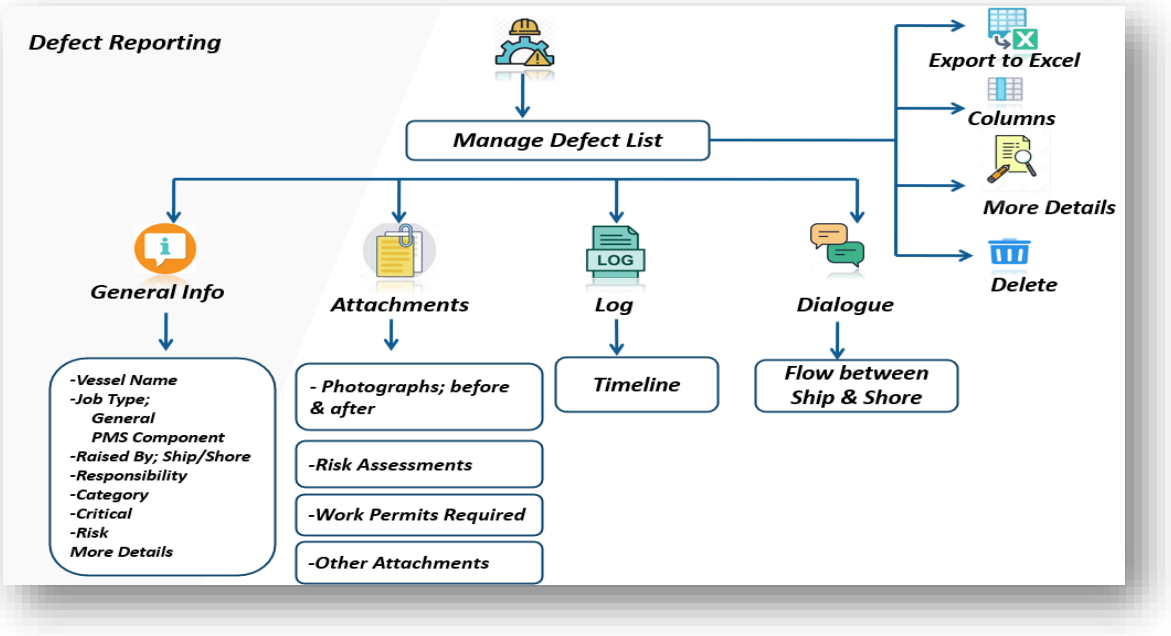
(iv) Email work done report (Shore filter



4.4 DEFECT

Facilitates transparent information exchange with regards to readiness and reliability of the fleet. Easily measure and follow up on the reported defects until closed.

Process Flow Charts:



System Guidance

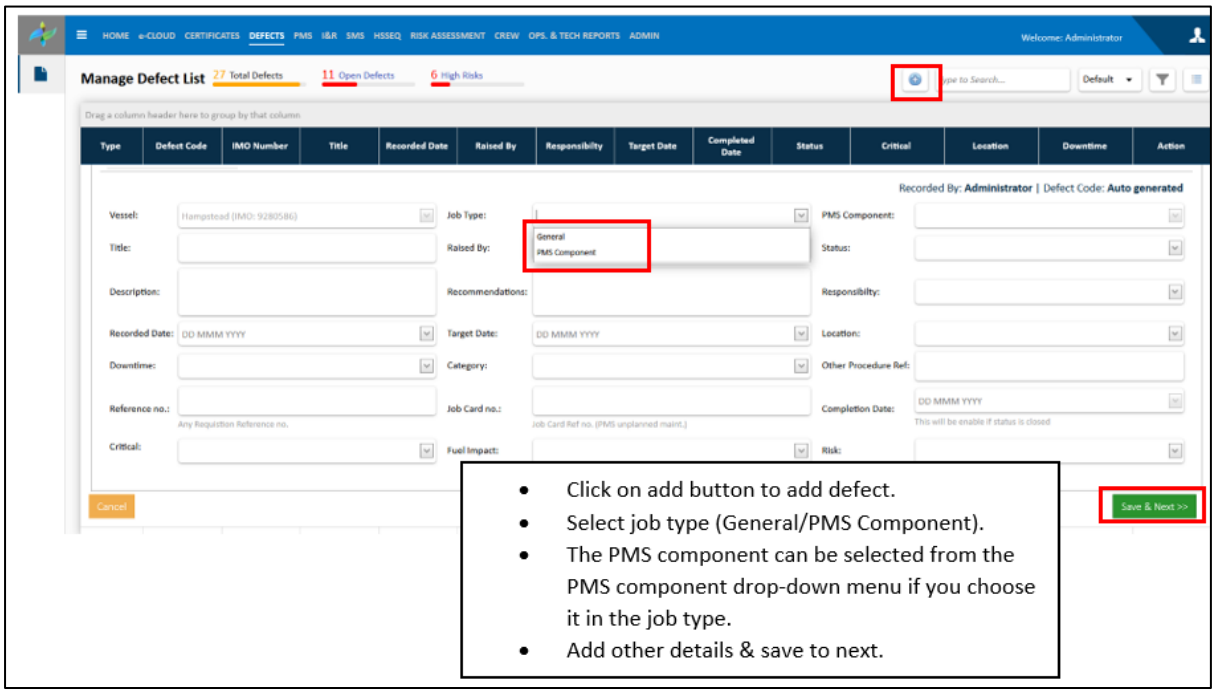
(a) Steps to follow;

Step 1. Click on add button to enter details about the defect.
Step 2. Add details
Step 3. Add Attachments, upload work permit (if any), add risk assessment (if any) then click on Publish/Save as draft.
Step 4. If you want to make/add anything, click on action button then more details and update.
Step 5. If you want to download defect report, click on action button and select download PDF.

(b) System Screenshot;

(I) Add Defects (adding details in general info);

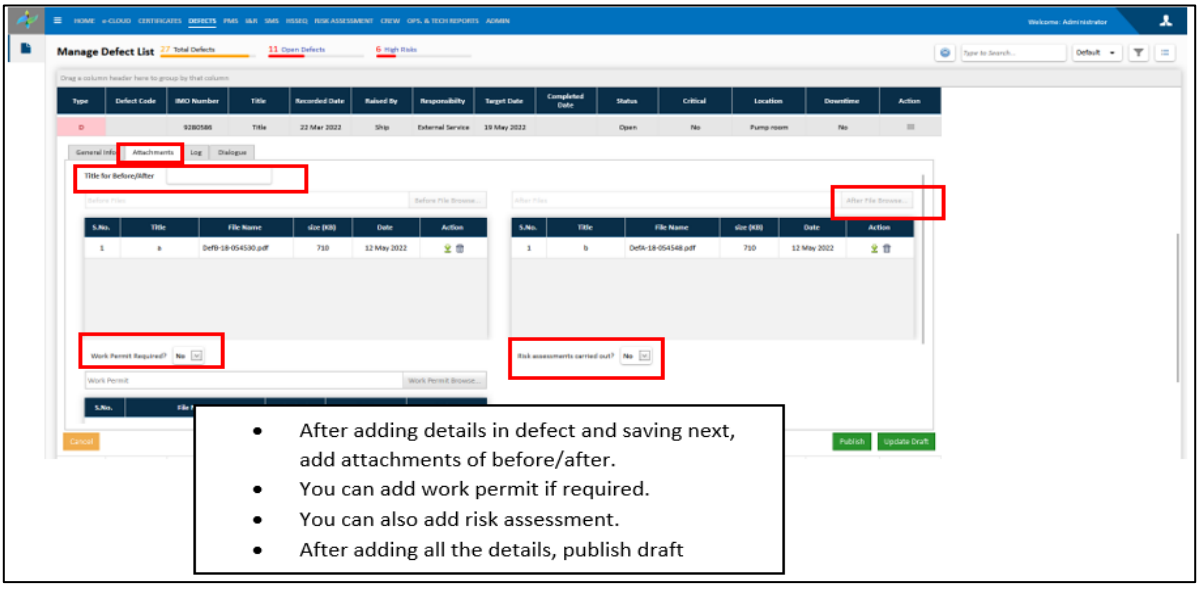
How to add defect reporting?
Defects<<add button<<General info<<Job type<<Add details<<Save & Next



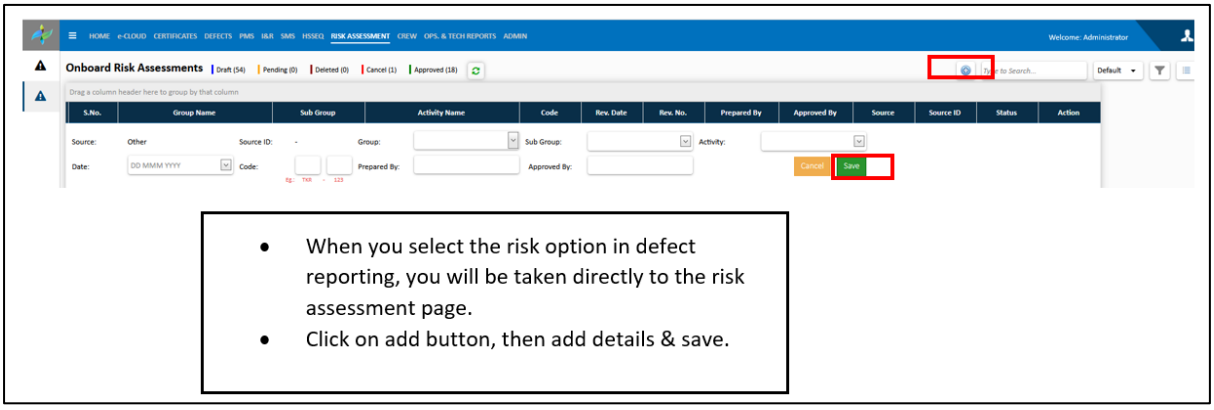
(II) Add Attachments & interconnecting risk assessment in defect reporting;

How to add attachments;

Defects<<General info<<Attachments<<Before/After title<<Upload file<<Add work permit<<Add risk assessment<<Publish/save as draft



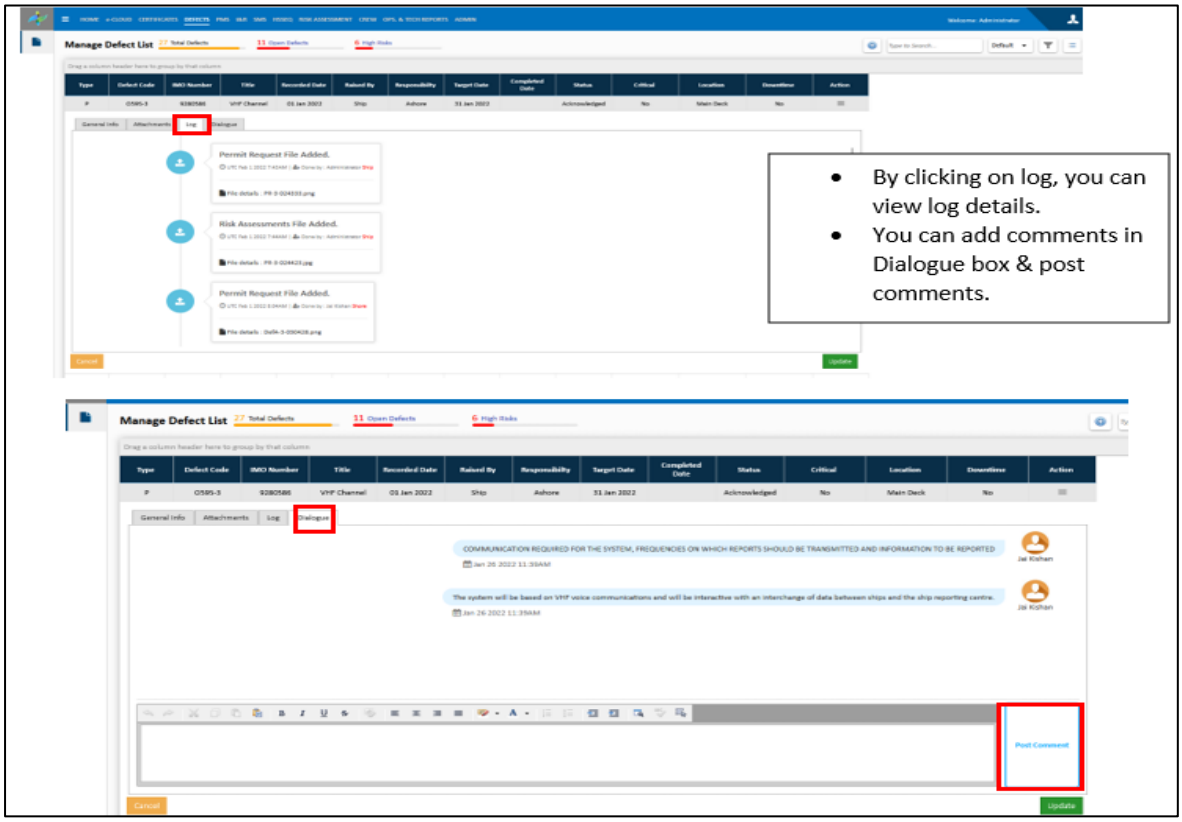
- After adding details in defect and saving next, add attachments of before/after.
- You can add work permit if required.
- You can also add risk assessment.
- After adding all the details, publish draft



- When you select the risk option in defect reporting, you will be taken directly to the risk assessment page.
- Click on add button, then add details & save.

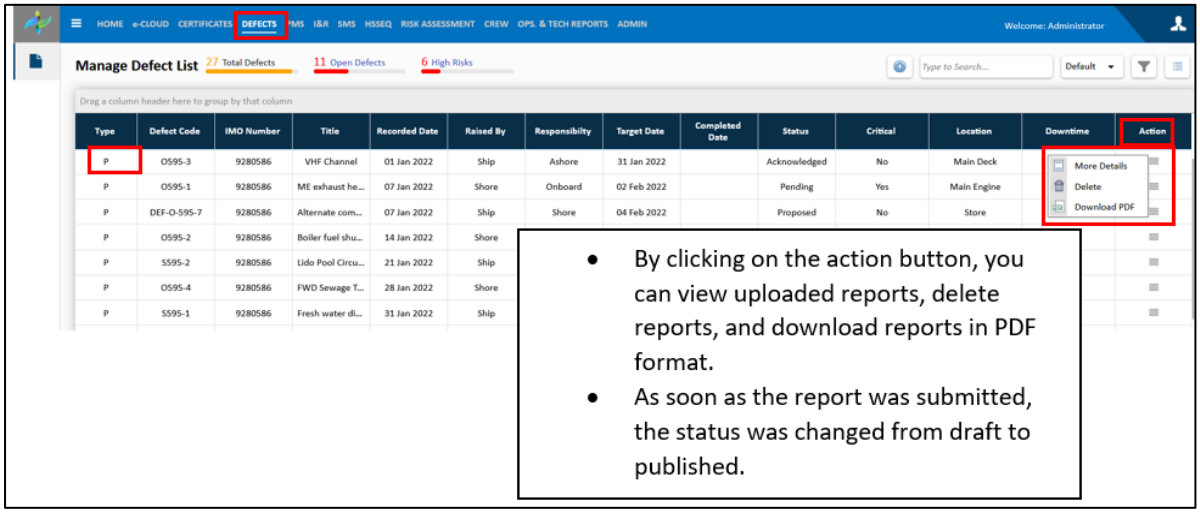
(III) View log/Timeline & View comments;

Defects<<General info<<Attachments<<Log<<View timeline<<Dialogue<<Add comment<<Publish/Save as draft



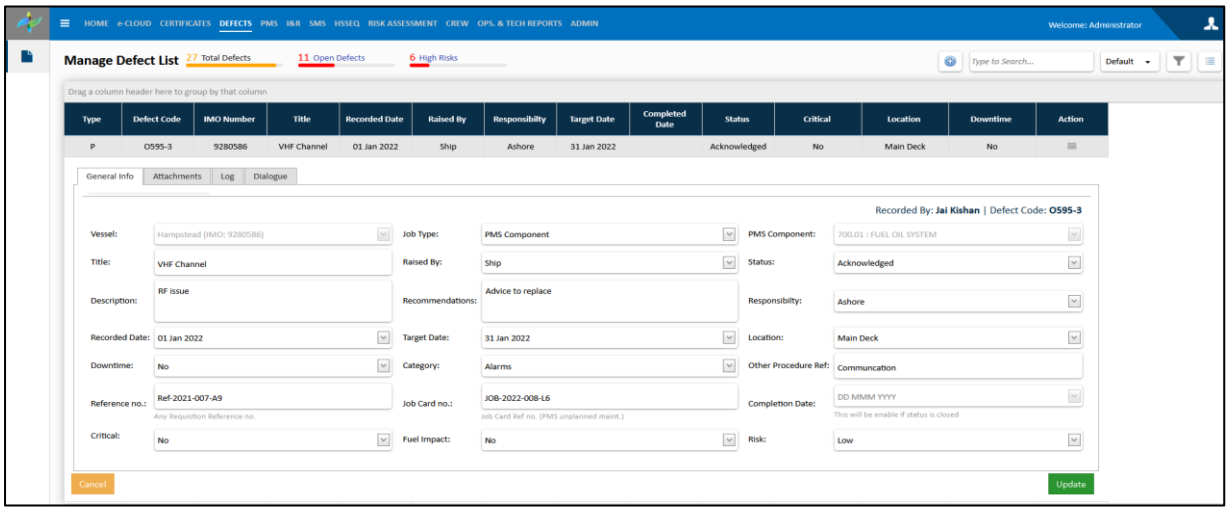
(IV) Update/Download/Delete report;

Defects<<Action<<More details/Delete/Download PDF



(V) Update defect reports and publish;

How to add & update in report?
Defects<<Action<<More details/Delete/Download PDF<<Make changes in report<<Update<<Download PDF



(VI) Data Extract for defect reporting:

How to download defect reports?
Defects<<Action<< Download PDF

Orion
Defect Report Id- O595-3

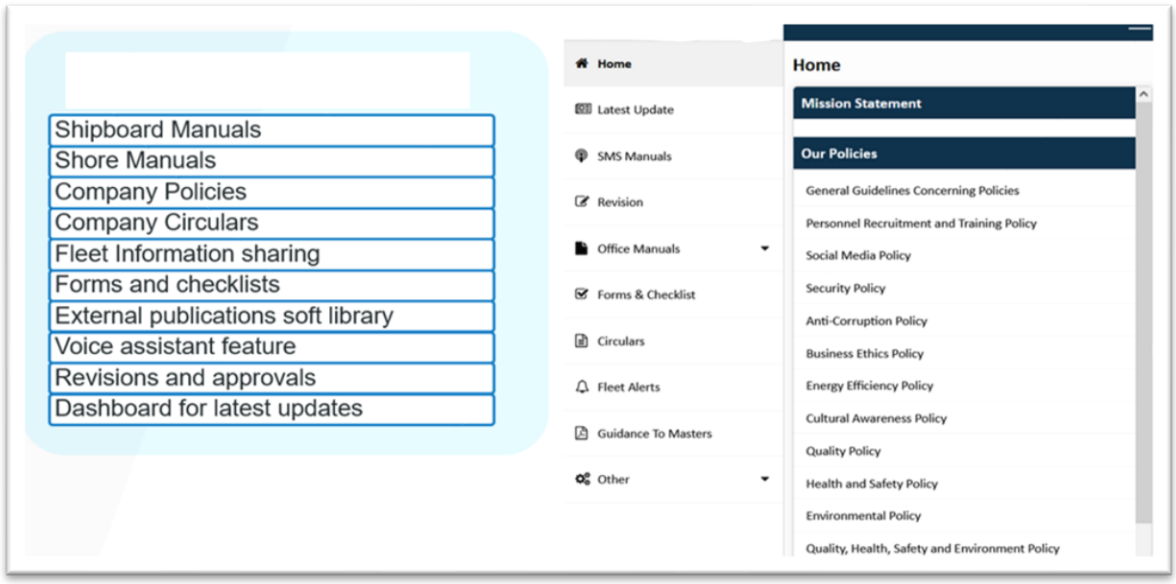
General Information			
Vessel Name	Hampstead	**IMO Number**	9280586
Job Type	PMS Component	**PMS Component**	700.01
Title	VHF Channel	**Raised By**	Ship
Description	RF issue		
Recommendations	Advice to replace		
Status	Acknowledged	**Critical**	No
Risk	Low	**Responsibilty**	Ashore
Recorded Date	01 Jan 2022	**Target Date**	31 Jan 2022
Location	Main Deck	**Downtime**	No
Category	Alarms	**Other Procedure Ref**	Communcation
Reference no	Ref-2021-007-A9	**Job Card no**	JOB-2022-008-L6
Completion Date		**Fuel Impact**	No

4.5 SMS

Eliminating paper-based documents which impede traceability and tracking. The system stores.

- **Company & Shipboard manuals**
- **Policies**
- **Company Circulars/Fleet Alerts**
- **Forms and checklists**
- **Reference library**
- **System includes bookmarking, reading history & various intelligent features.**

Process Flow Charts:



System Guidance

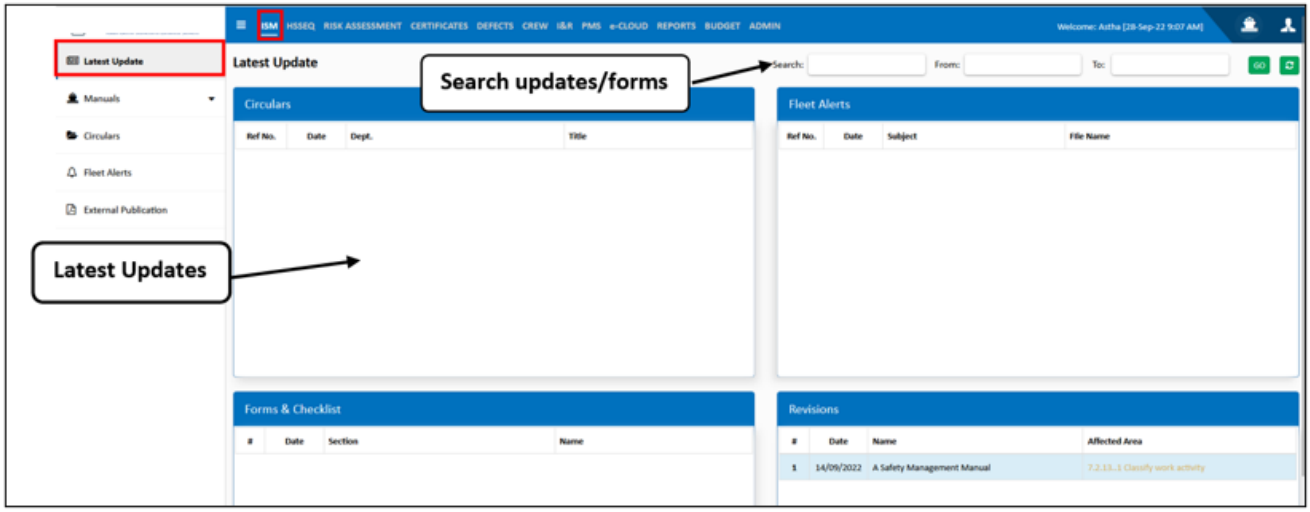
(a) Steps to follow;

Step 1. Go to Latest Updates to see updated forms/manuals.
Step 2. Go to SMS Manuals to see company manuals.
Step 3. On the right side mark your forms/manuals in favorites.
Step 4. In the Last reviewed section you can see the forms/manuals which you saw last.
Step 5. Go to office manuals for manuals, forms & checklists.
Step 6. Go to Forms & Checklist and to view forms/checklists.
Step 7. Go to fleet alerts and to view fleet alerts.

(b) System Screenshot:

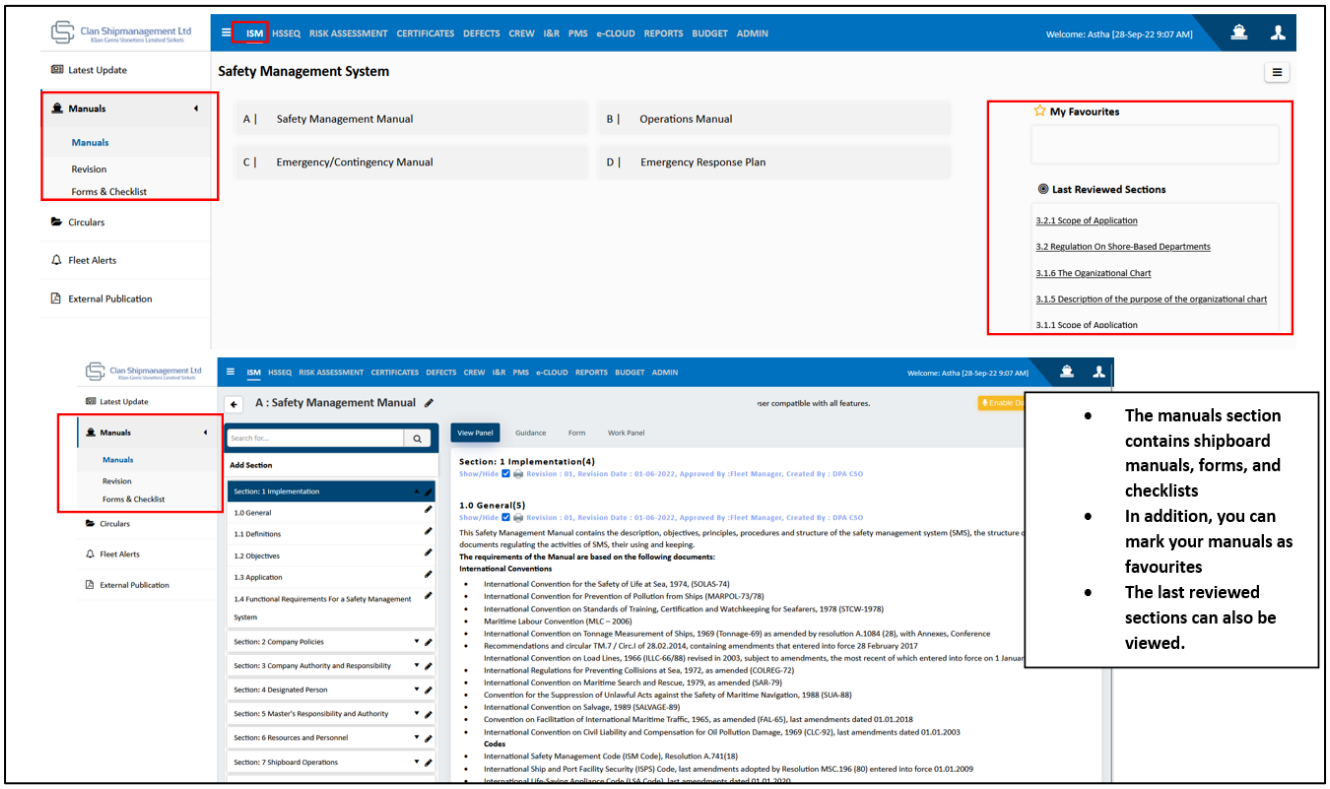
(I) E-dms Notification Panel;

SMS<<Latest Updates (circulars, fleet alerts, forms & checklist)<<Search Updates/Forms



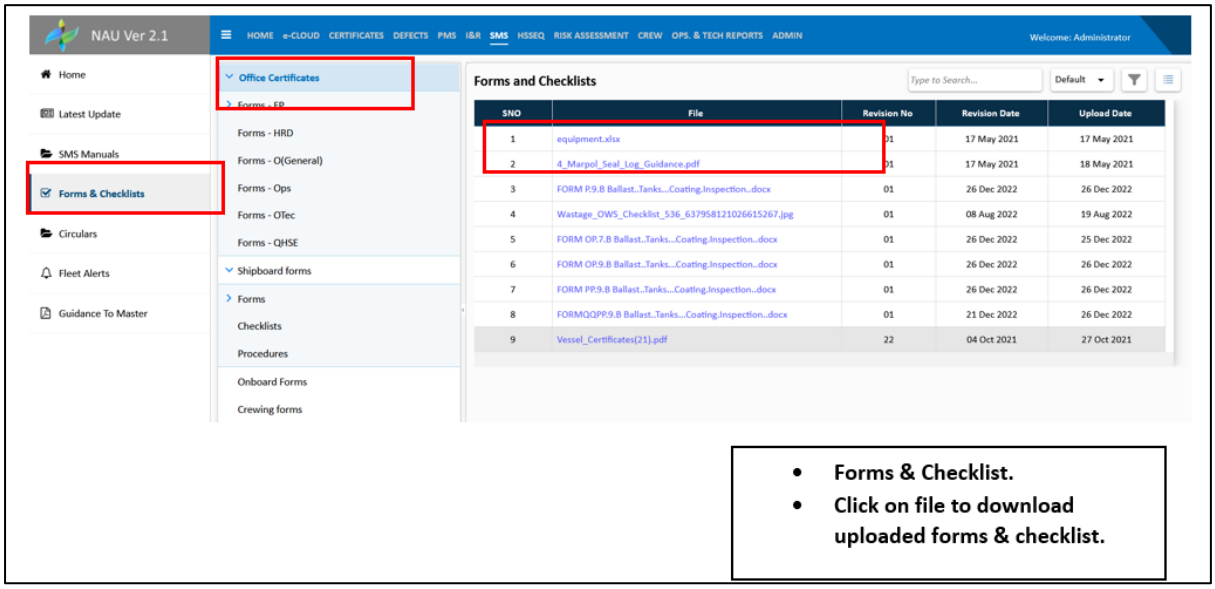
(II) View Shipboard Manuals:

SMS<< Shipboard Manuals<<My Favourites<<Last Reviewed Sections



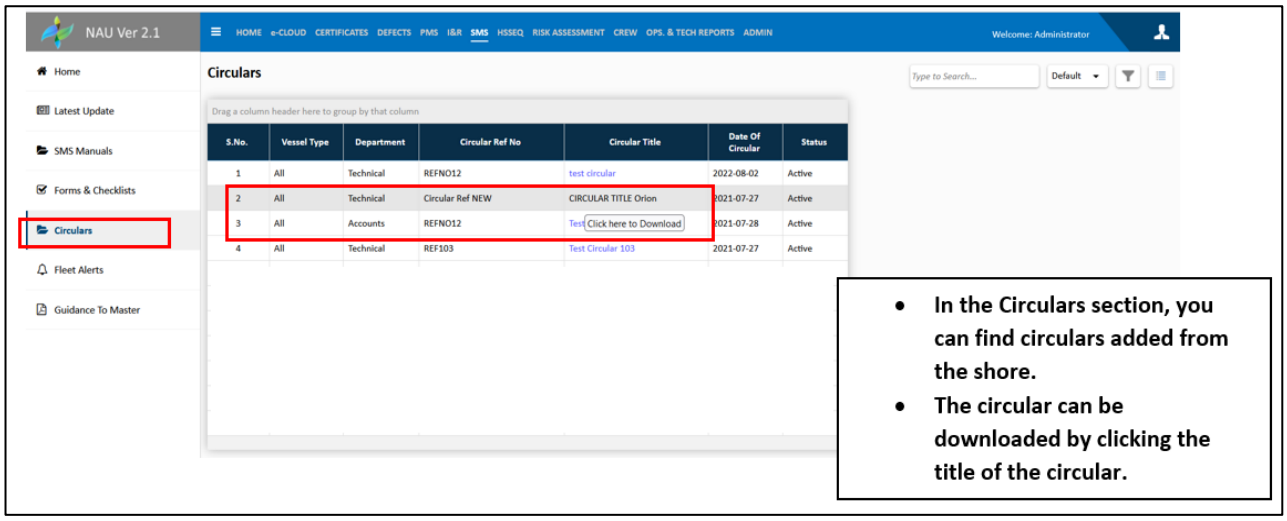
(IV) Forms & Checklist;

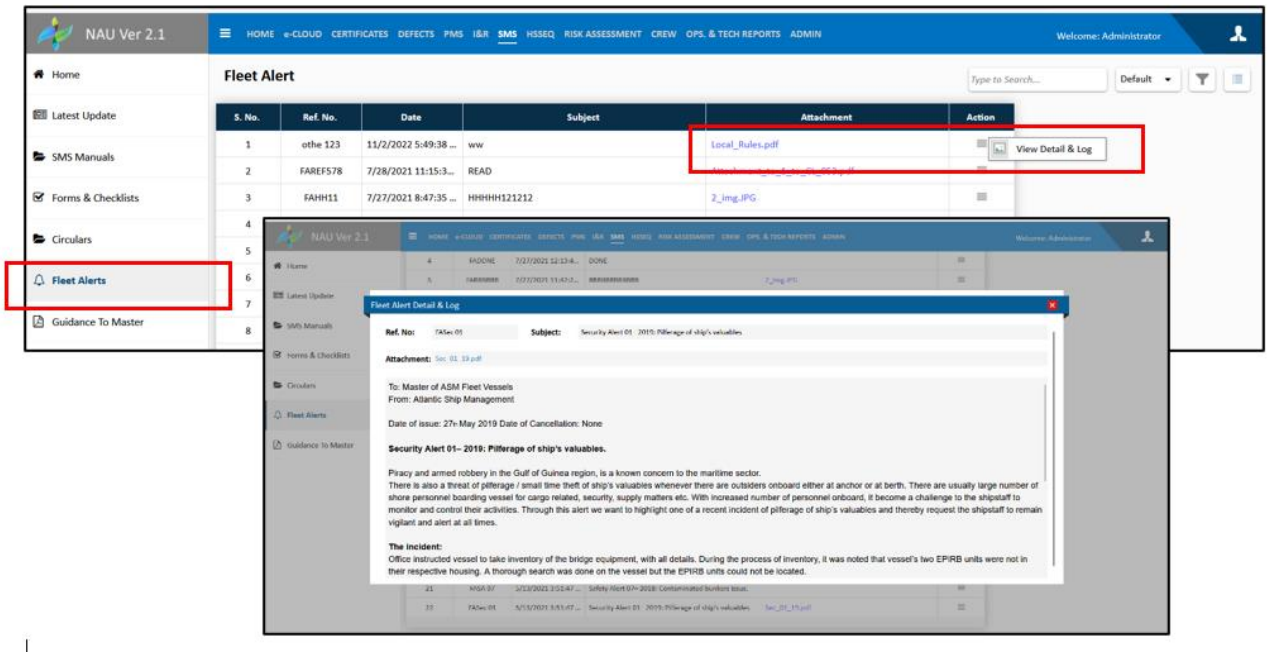
SMS<< Forms & Checklist<<Shipboard<<Click on file to download forms & checklist.



(V) View your circulars/ fleet alerts/ external publication;

SMS<< **circulars<< fleet alerts<< external publication**




NAU Ver 2.1
HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSSEQ RISK ASSESSMENT CREW OPS. & TECH REPORTS ADMIN
Welcome: Administrator
Home
Latest Update
SMS Manuals
Forms & Checklists
Circulars
Fleet Alerts
Guidance To Master
Fleet Alert
S. No.
Ref. No.
Date
Subject
Attachment
Action
1 othe 123 11/2/2022 5:49:38 ... ww Local_Rules.pdf View Detail & Log
2 FAREF578 7/28/2021 11:15:3... READ
3 FAHH11 7/27/2021 8:47:35 ... HHHHH121212 2_img.JPG
Fleet Alert Detail & Log
Ref. No:
Subject:
Attachment:
To: Master of ASM Fleet Vessels
From: Atlantic Ship Management
Date of issue: 27th May 2019 Date of Cancellation: None
Security Alert 01– 2019: Pilferage of ship's valuables.
Piracy and armed robbery in the Gulf of Guinea region, is a known concern to the maritime sector.
There is also a threat of pilferage / small time theft of ship's valuables whenever there are outsiders onboard either at anchor or at berth. There are usually large number of shore personnel boarding vessel for cargo related, security, supply matters etc. With increased number of personnel onboard, it become a challenge to the shipstaff to monitor and control their activities. Through this alert we want to highlight one of a recent incident of pilferage of ship's valuables and thereby request the shipstaff to remain vigilant and alert at all times.
The incident:
Office instructed vessel to take inventory of the bridge equipment, with all details. During the process of inventory, it was noted that vessel's two EPIRB units were not in their respective housing. A thorough search was done on the vessel but the EPIRB units could not be located.

NAU Ver 2.1
HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSSEQ RISK ASSESSMENT CREW OPS. & TECH REPORTS ADMIN
Welcome: Administrator
Home
Latest Update
SMS Manuals
Forms & Checklists
Circulars
Fleet Alerts
Guidance To Master
External Publication
COWSP
2018
2019
Ext 1 | 28 Jul 2021
2 of 10
Automatic Zoom
Terms of Use
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• External publications can be viewed in Guidance to Master.
• The external publication can also be printed & downloaded.

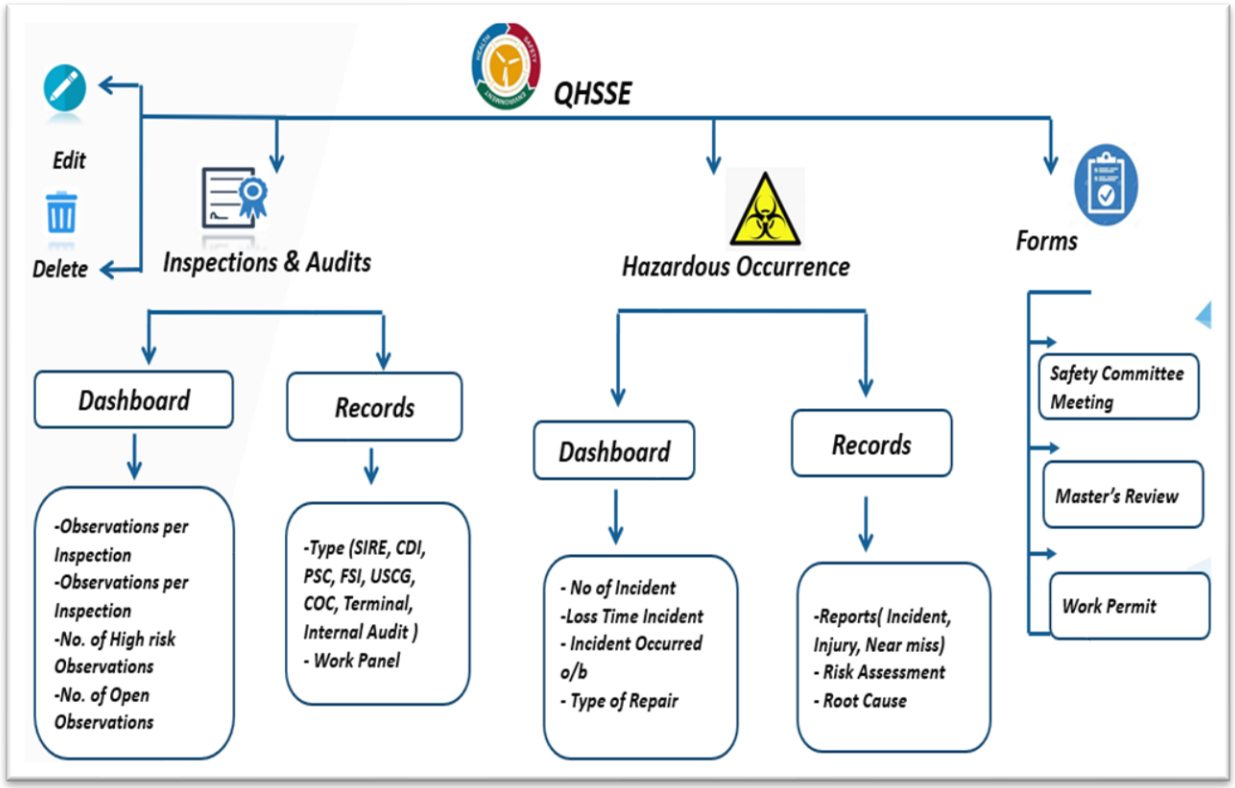
4.6 HSSEQ

4.6.1 Inspections & Audits

Inspections & Audits Comprehensive management of all audits and inspections such as SIRE, CDI, Port state control, terminal, Internal Audits, External Audits, etc.

- **Organised repository for inspection records.**
- **Identification of repetitive deficiencies**
- **Intelligent analytical dashboards.**
- **Follow up and Closeout of deficiencies.**
- **Root Cause and Risk Analysis.**
- **Structured Reports & outputs.**

Process Flow Charts:



System Guidance

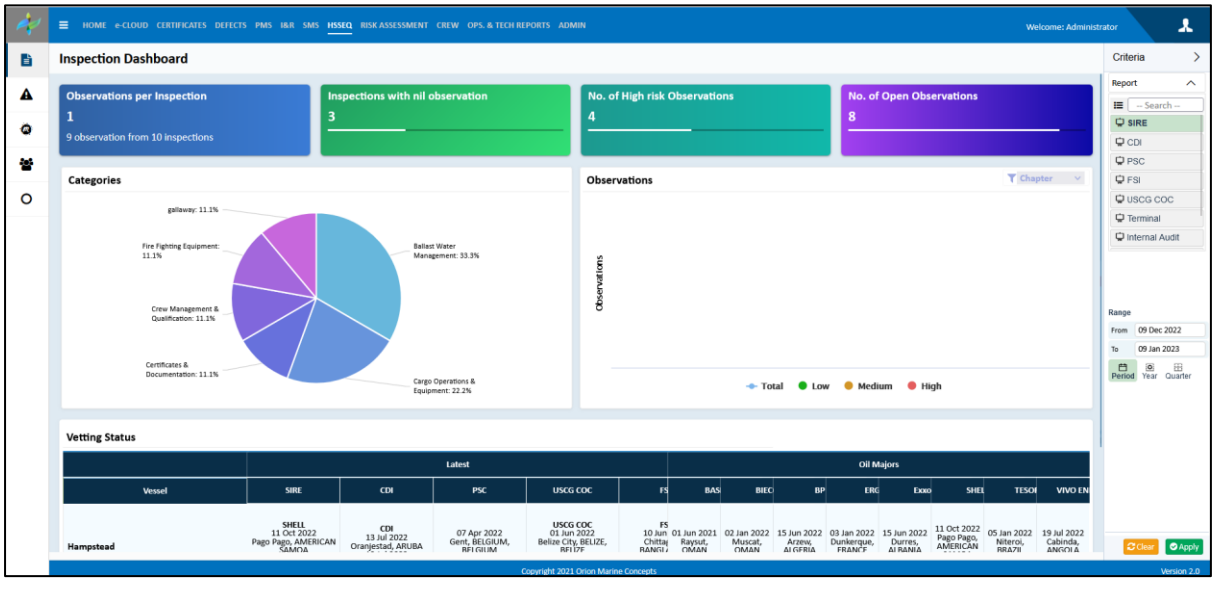
(a) Steps to follow;

Step 1. Go to inspections & audits for the inspection dashboard (Categories, Observations, Vetting status)
Step 2. Use search filters to view/check particular reports.
Step 3. Go to inspections and then click on add button to enter details, attach files in the attachment section then click on the save button to save the record.
Step 4. You can also check your record status; open/closed out.
Step 5. Click on the action button to download your records in excel form.
Step 5. Go to work panel to edit observations.
Step 6. Go to SIRE/CDI Mgt. click on add button to add new chapter and save.
Step 7. Go to Master Category click on add button and add name & save.
Step 8. Go to Hazardous Occurrence for the dashboard (No. of incidents, loss time incident, incident occurred, type of repair)
Step 9. Click on records to add basic details
Step 10. Select type (Incident, injury, near miss) then start filling reports.
Step 11. Add root cause analyses and add an attachment and save.
Step 12. Go to the safety meeting, then click on add to enter details of the in-safety committee form.
Step 13. Go to master's Review, then click on add to enter details in the master's review form.
Step 14. Go to the work permit, then click on add to enter details in the work permit form.

(b) System Screenshot;

(I) HSSEQ (Inspections & Audits Dashboard);

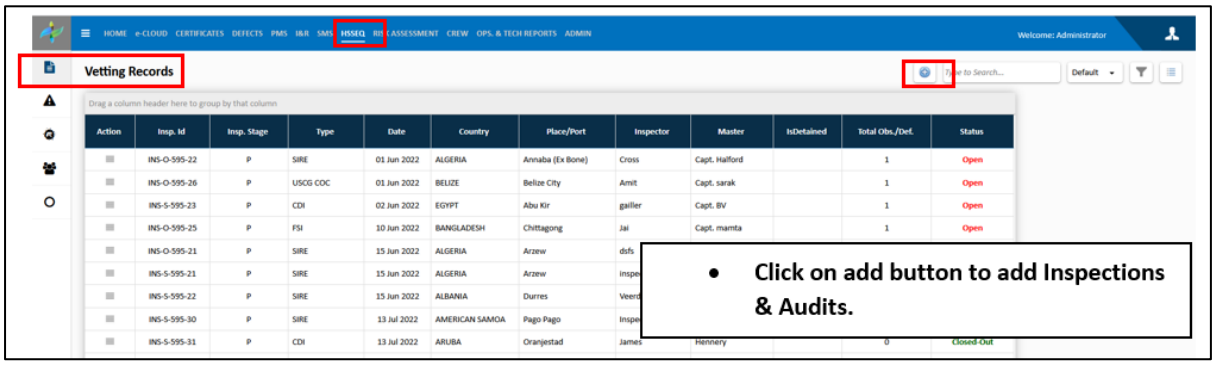
HSSEQ<< Inspections & audits<<inspection dashboard



(II) Add Vessel Records;

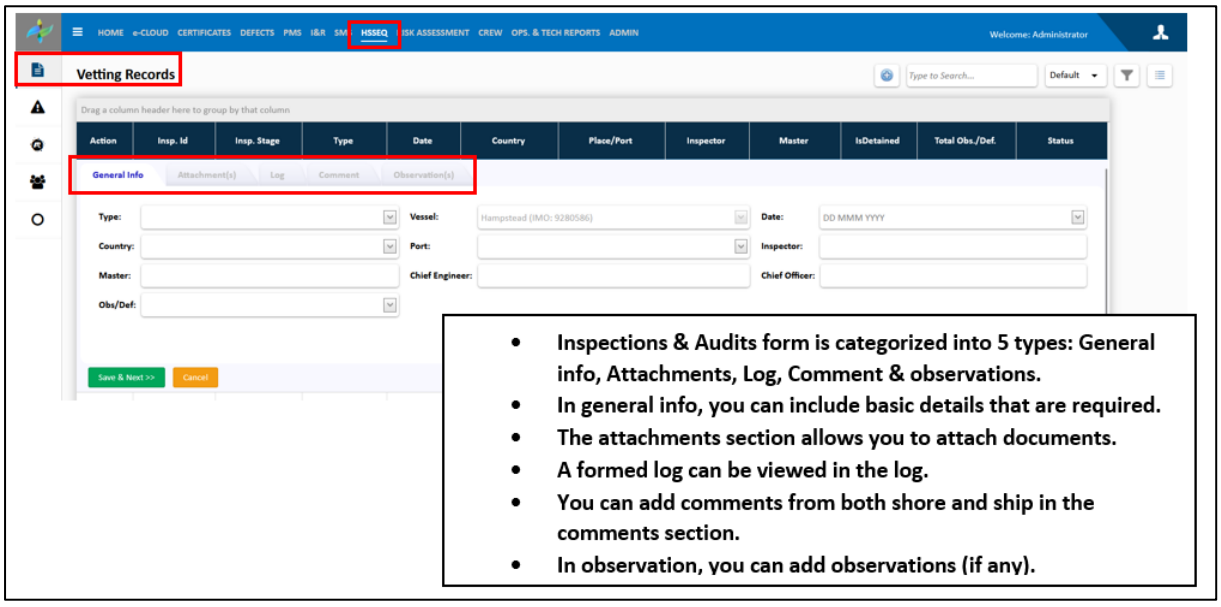
How to add inspections?

Vessel inspections<<add button



(III) Add details & attachments;

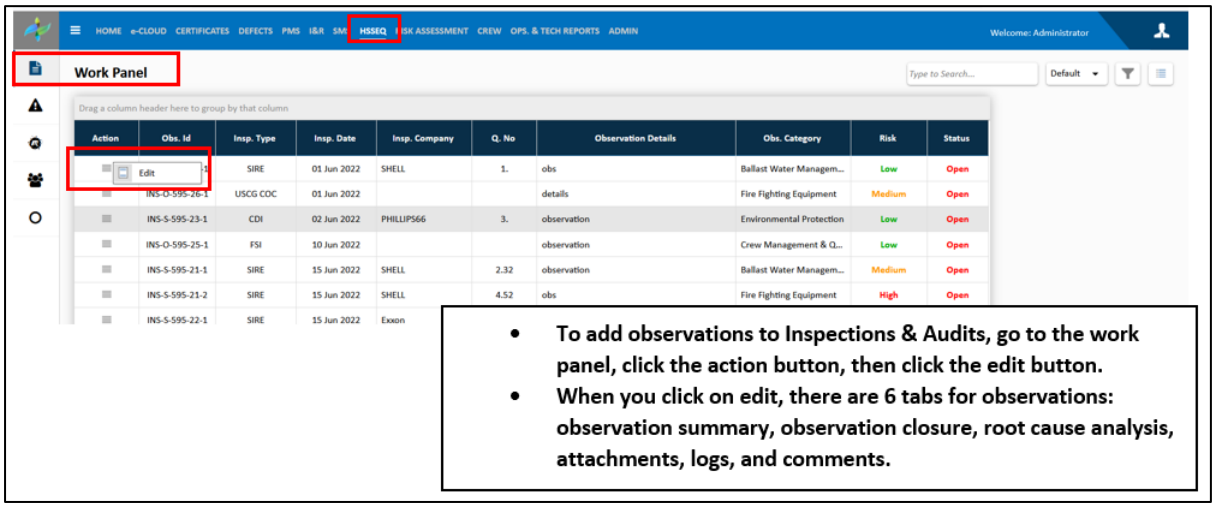
Records<<add details<< add attachments<< save records



(IV) Work panel;

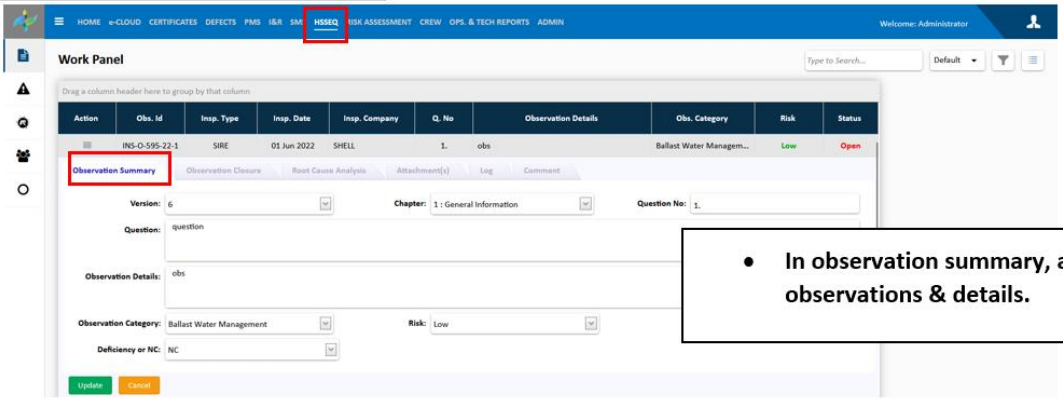
How to add/edit observations?

HSSEQ<<Inspections & Audits<<Work panel<<Edit<Update details



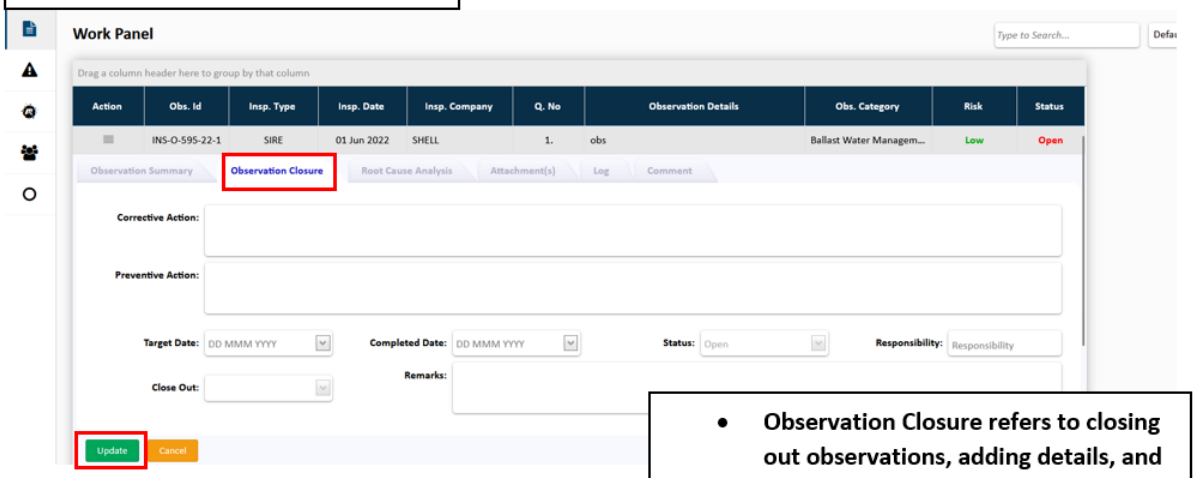
- To add observations to Inspections & Audits, go to the work panel, click the action button, then click the edit button.
- When you click on edit, there are 6 tabs for observations: observation summary, observation closure, root cause analysis, attachments, logs, and comments.

Screenshot: 1 (Observation Summary)



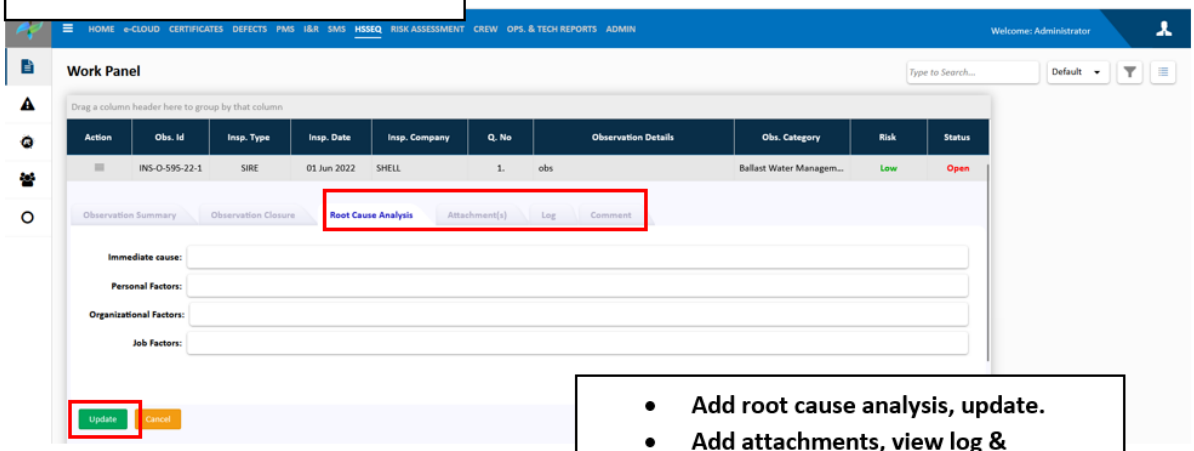
- In observation summary, add observations & details.

Screenshot: 2 (Observation Closure)



- Observation Closure refers to closing out observations, adding details, and updating them

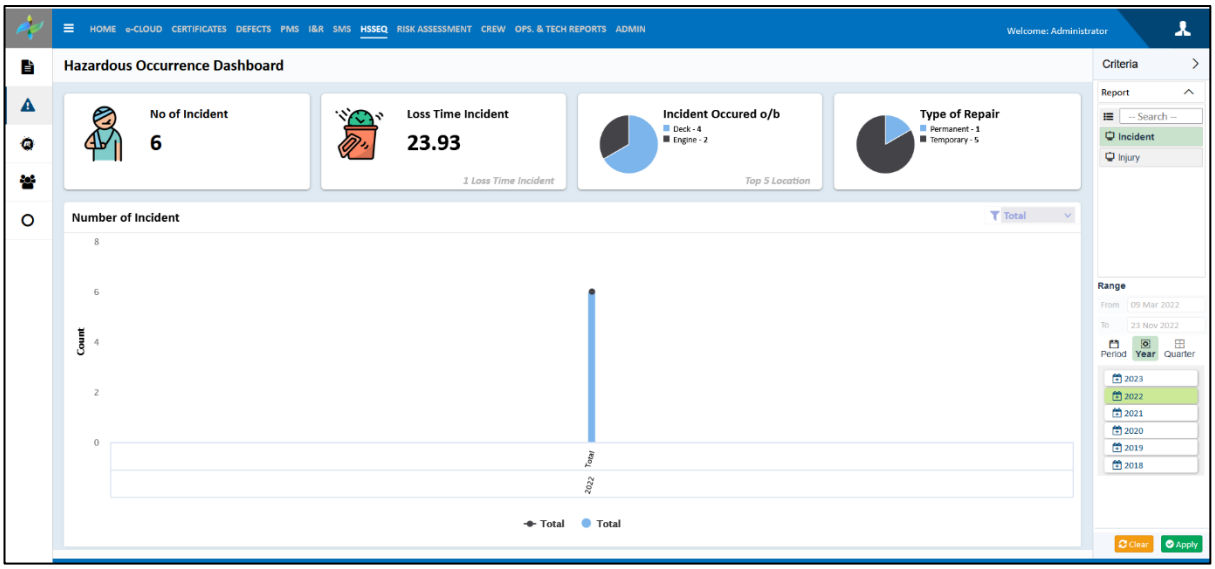
Screenshot: 3 (Root Cause Analysis)

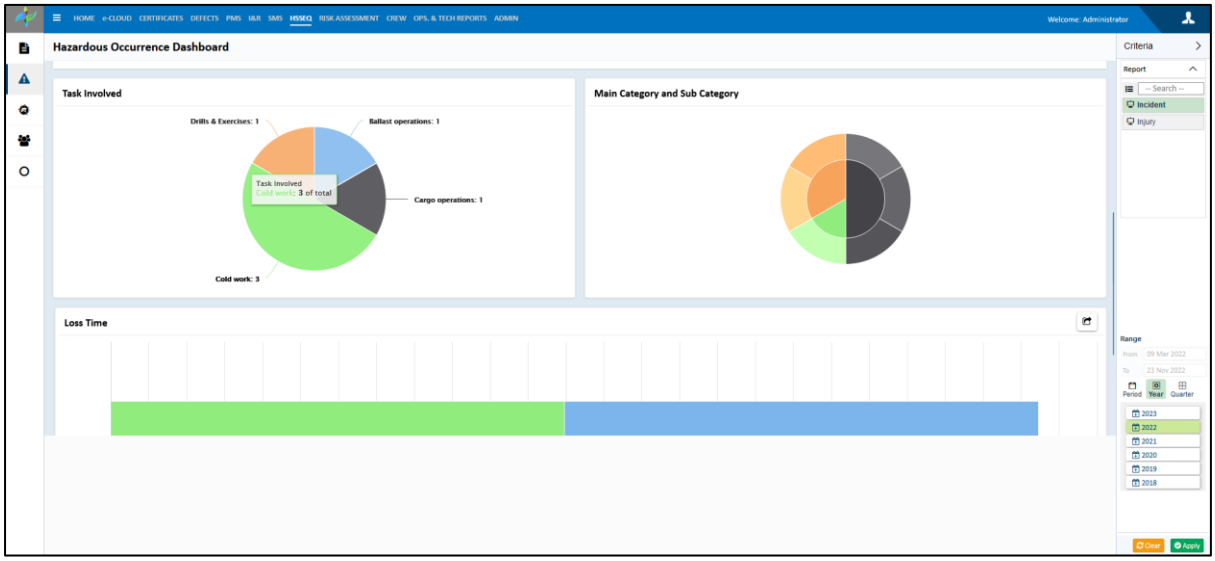


- Add root cause analysis, update.
- Add attachments, view log & comments from both ship and shore.

4.6.2 Hazardous Occurrence Dashboard:

HSSEQ<< Hazardous Occurrence<< dashboard

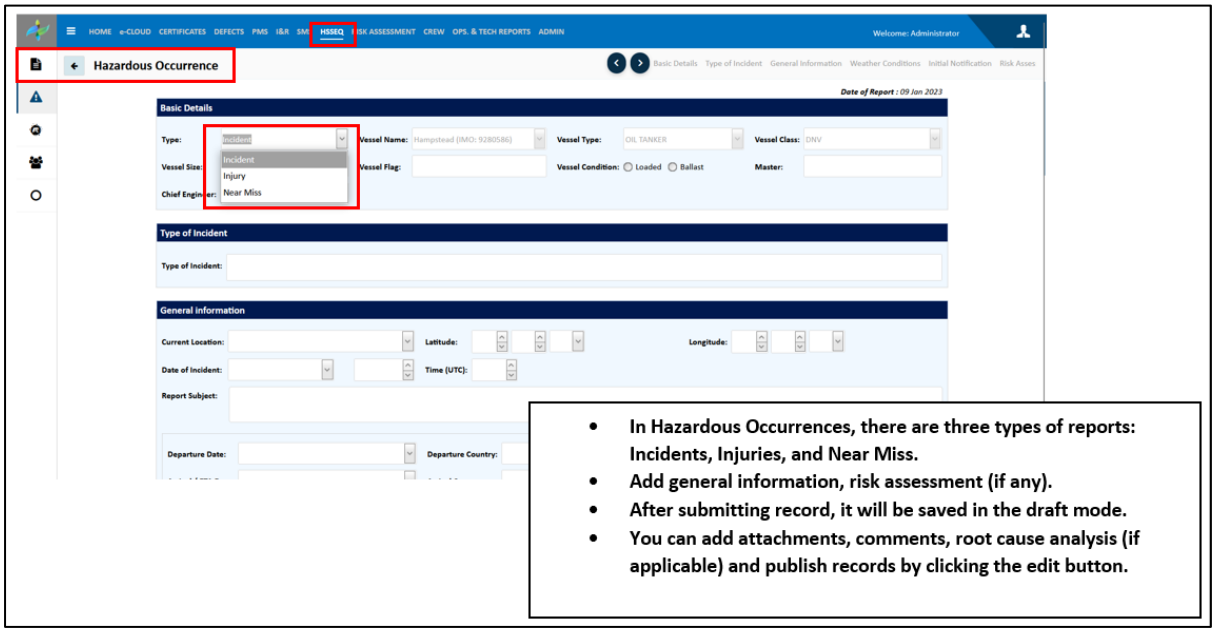




(VI) Add reports in Hazardous Occurrence;

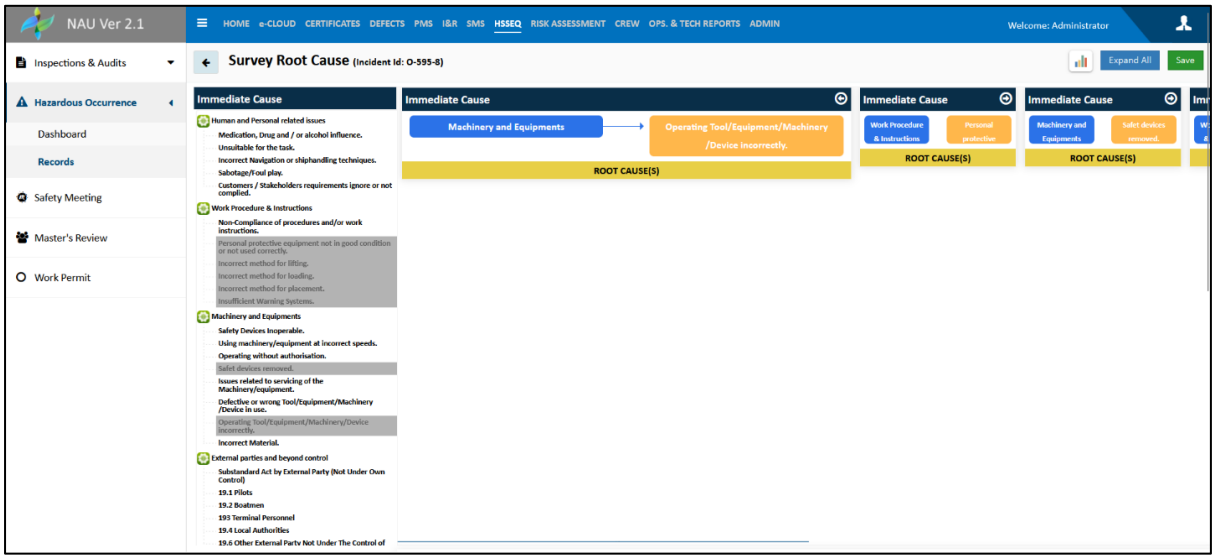
HSSEQ<< Hazardous Occurrence<<Records<<Add button<<Select report type<<Add details

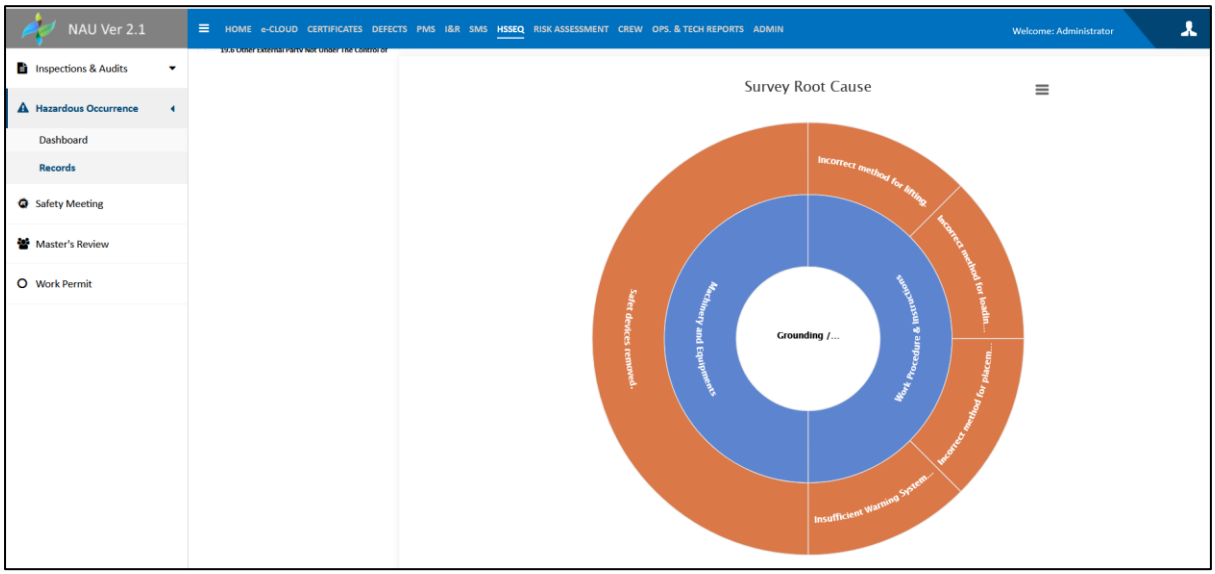
HSSEQ<< Hazardous Occurrence<<Records<<Add button<<Select report type<<Add details



- In Hazardous Occurrences, there are three types of reports: Incidents, Injuries, and Near Miss.
- Add general information, risk assessment (if any).
- After submitting record, it will be saved in the draft mode.
- You can add attachments, comments, root cause analysis (if applicable) and publish records by clicking the edit button.

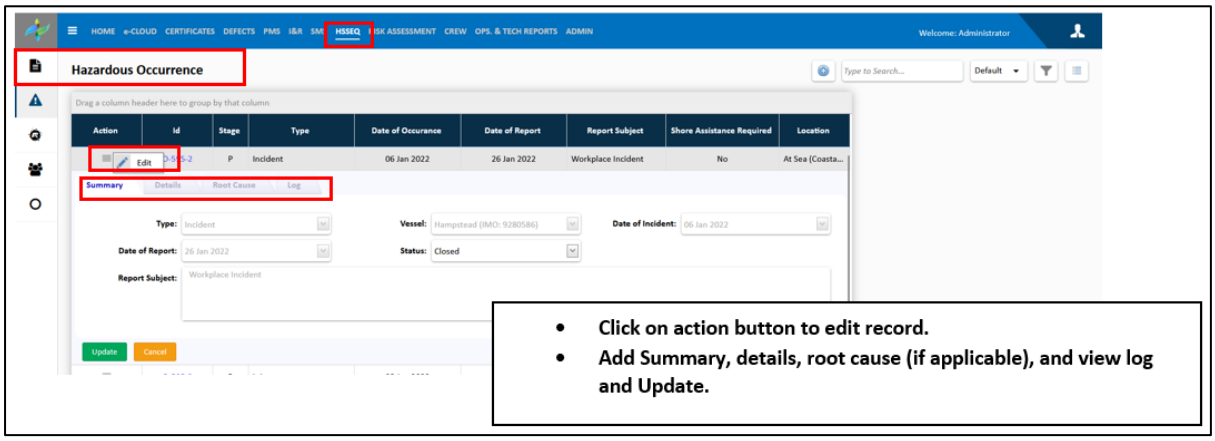
Adding Root Cause analysis;





How to edit hazardous reports?

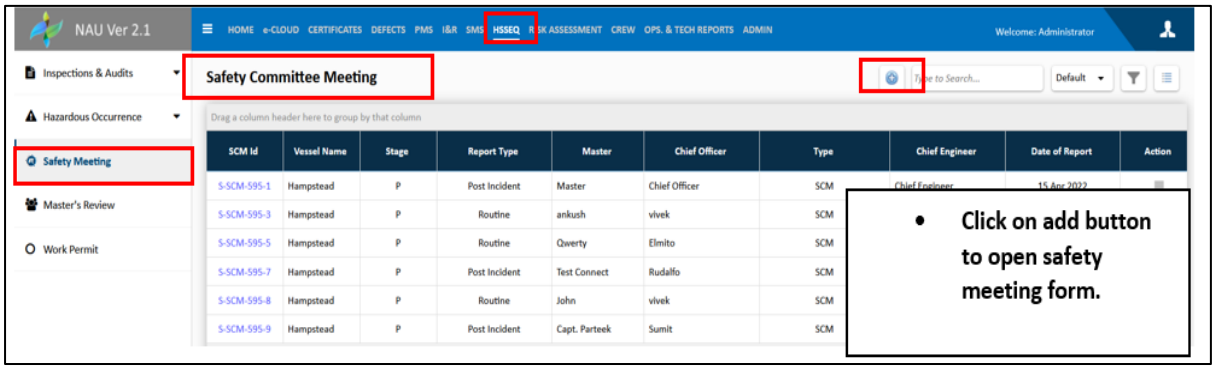
HSSEQ<< Hazardous Occurrence<<Record table<<Action button<<Edit report<<Update



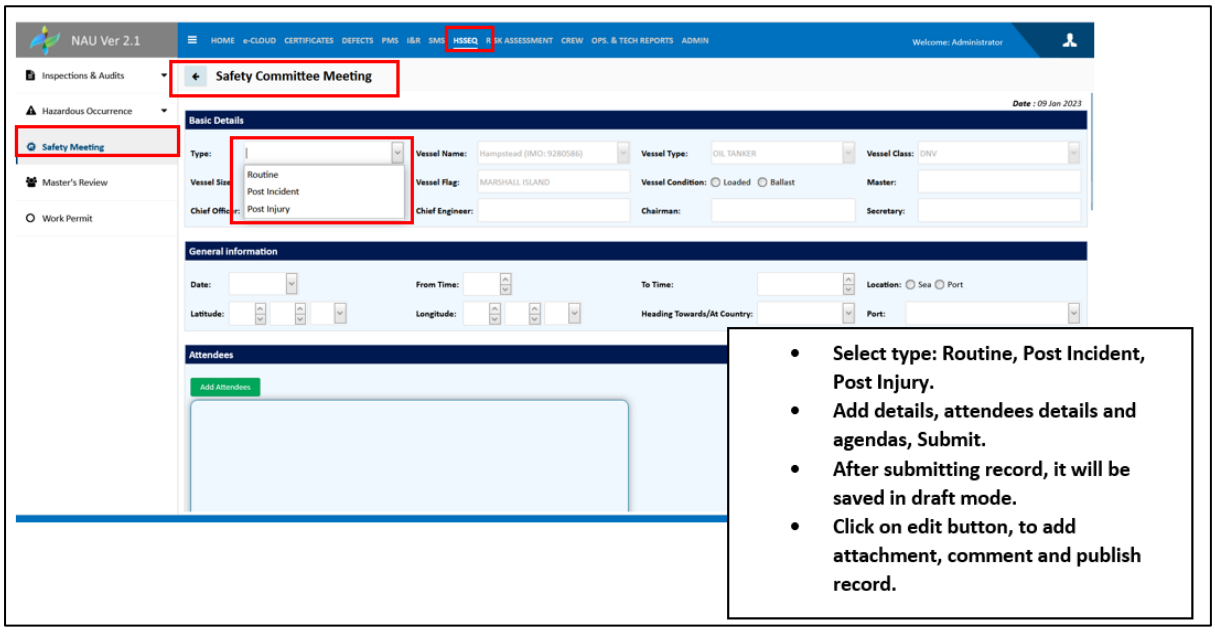
4.6.3 Safety Committee Meeting:

How to add safety committee meeting?

HSSEQ<< Safety committee meeting<<add button

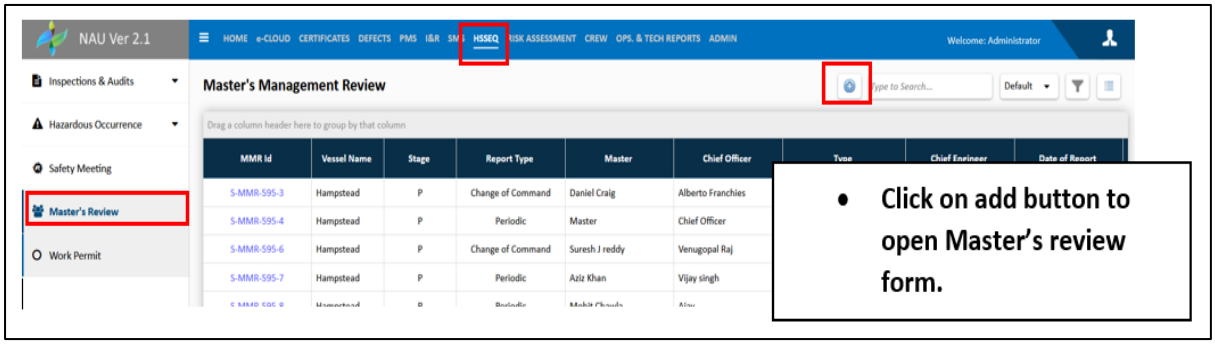


Safety committee meeting form<< add details<< submit

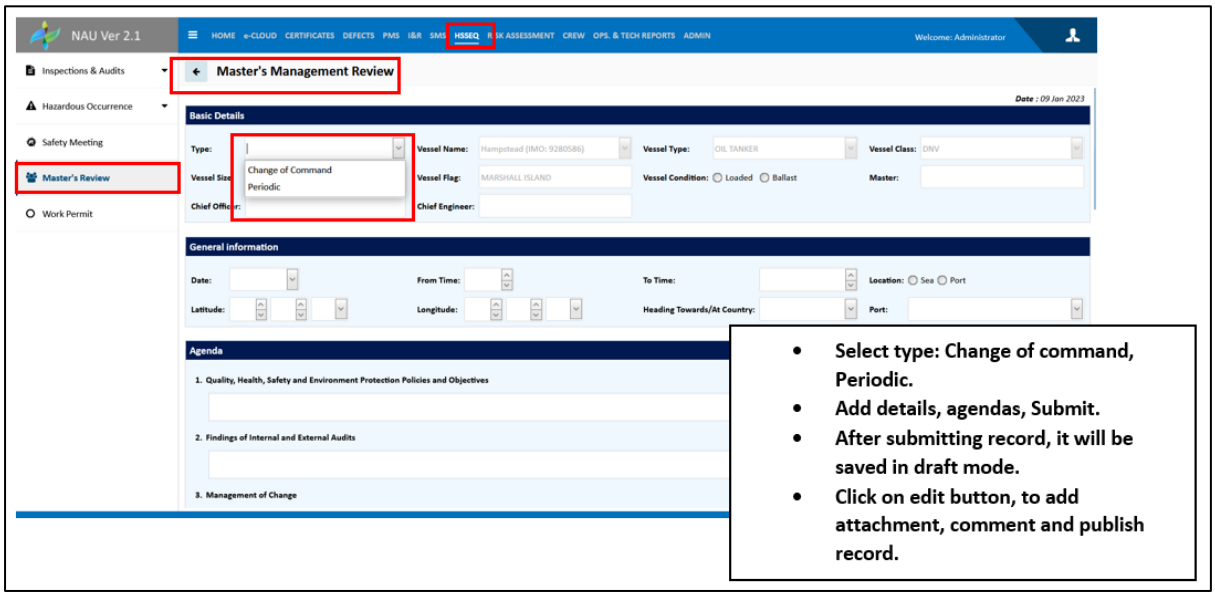


4.6.4 Master's Review:

How to add master's management review?
HSSEQ<<Master's review<< add button



Master's Review form<< add details<< submit form

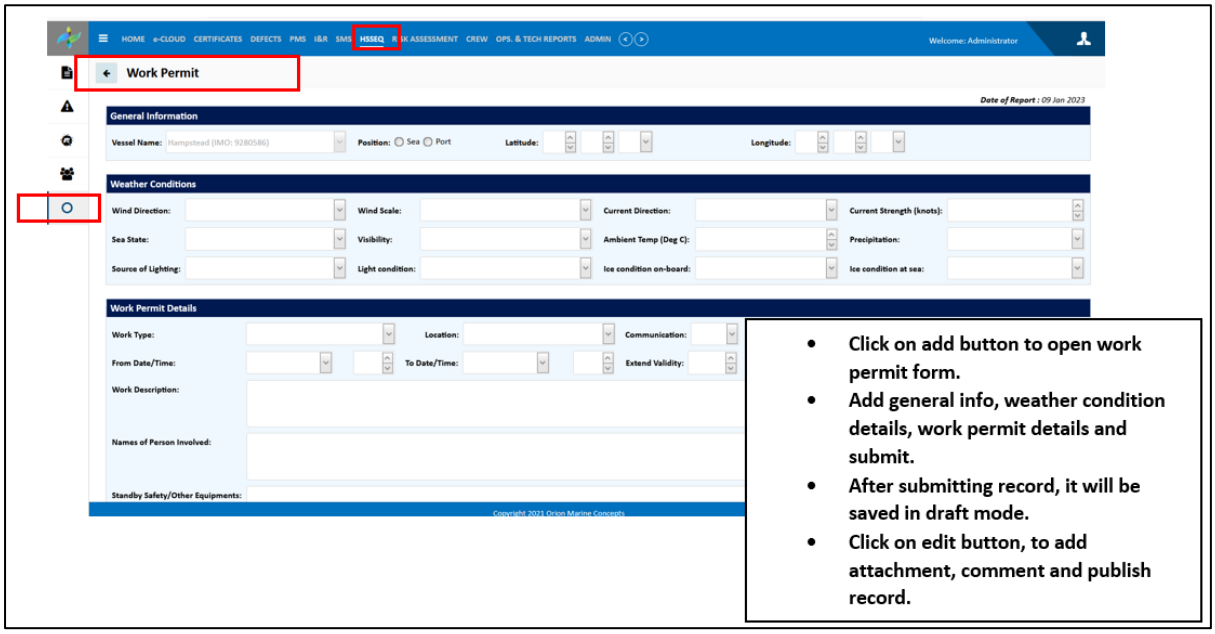


- Select type: Change of command, Periodic.
- Add details, agendas, Submit.
- After submitting record, it will be saved in draft mode.
- Click on edit button, to add attachment, comment and publish record.

4.6.5 Work Permit:

How to add work permit?

HSSEQ<< Work Permit<< add button<<add details<< Submit



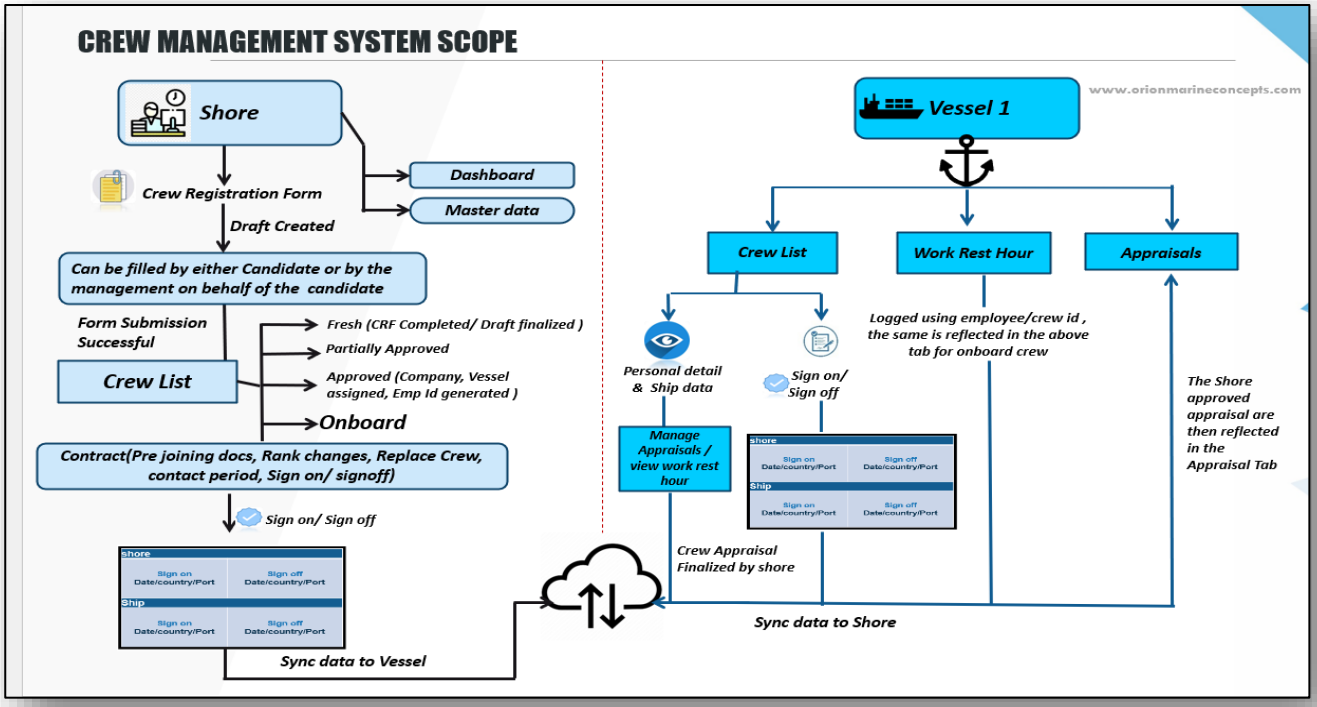
- Click on add button to open work permit form.
- Add general info, weather condition details, work permit details and submit.
- After submitting record, it will be saved in draft mode.
- Click on edit button, to add attachment, comment and publish record.

4.7 CREW MANAGEMENT SYSTEM

Optimize crew selection, and retention and build a proactive healthy community of sea staff focused on performance and reliability.

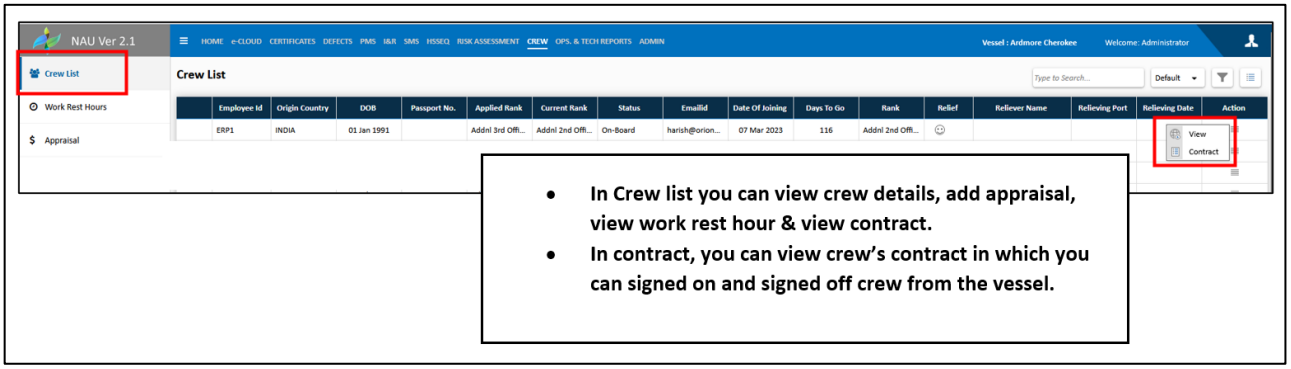
- **Crew Registrations & Appraisals**
- **Analytical Dashboard**
- **Crew list to update various status reports of the crew**
- **Sign off/ Sign on with Contract Sign up**
- **Work & Rest Hours.**

Process Flow Charts:



System Guidance (Screenshot)

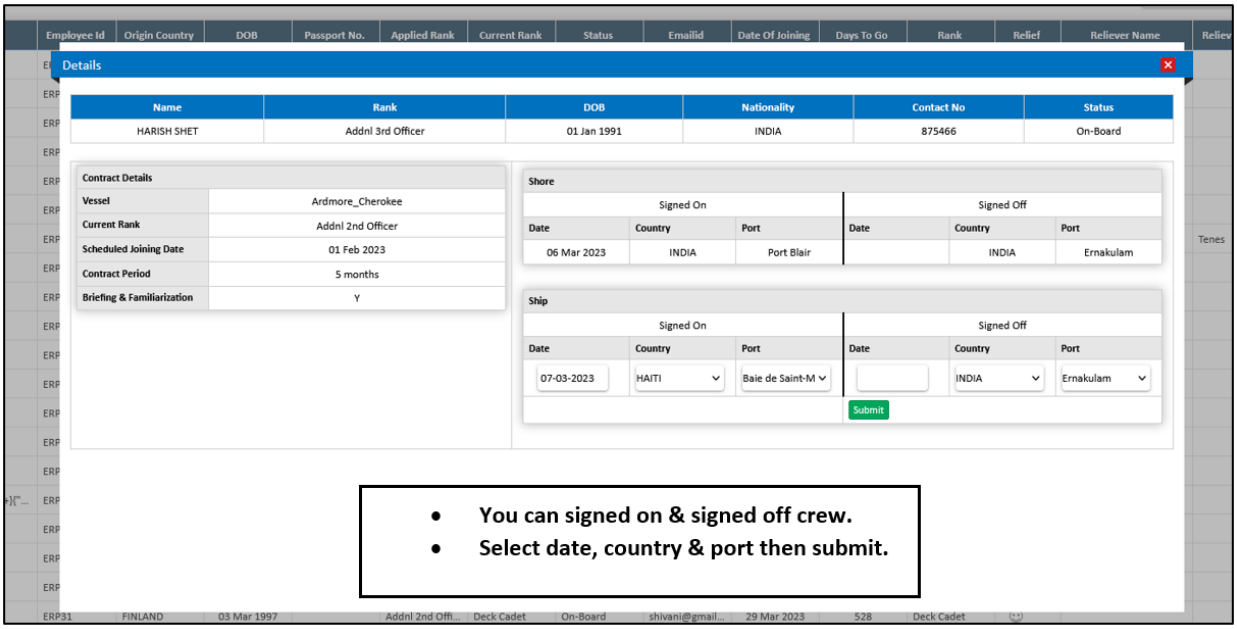
CREW LIST ;



- In Crew list you can view crew details, add appraisal, view work rest hour & view contract.
- In contract, you can view crew's contract in which you can signed on and signed off crew from the vessel.

CREW CONTRACT

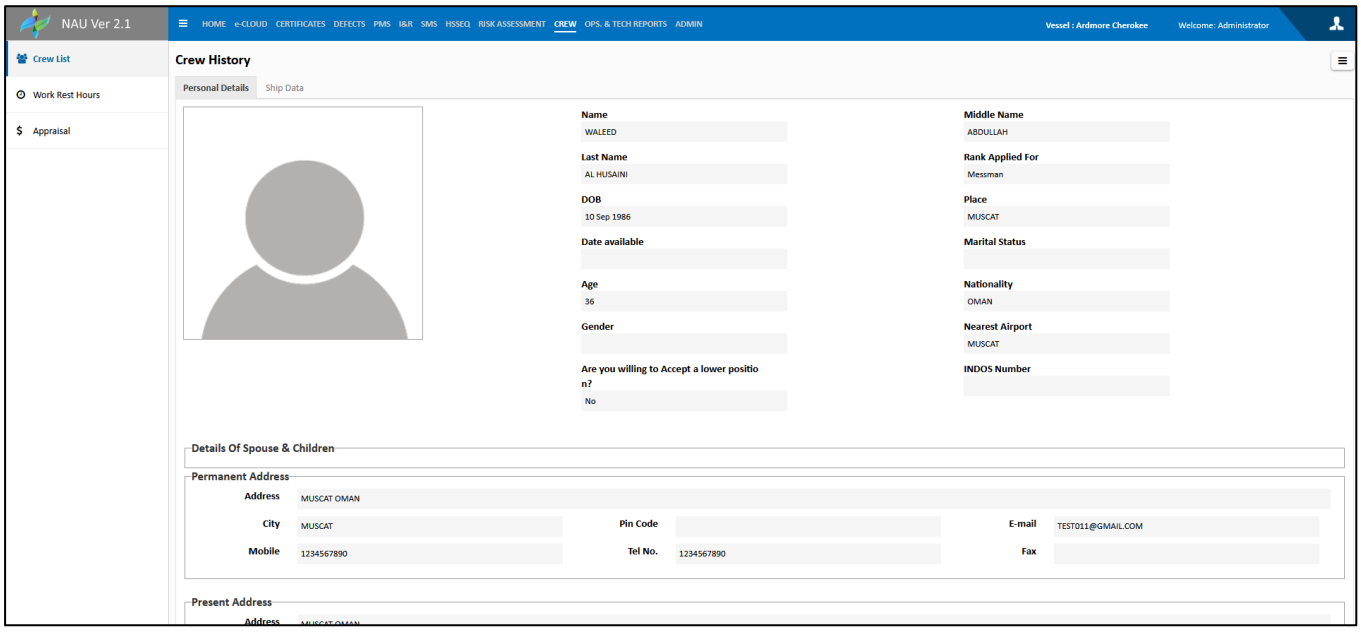
Crew<<Crew List<<Contract<<Signed on & signed off crew.



- You can signed on & signed off crew.
- Select date, country & port then submit.

View Crew Registration Details

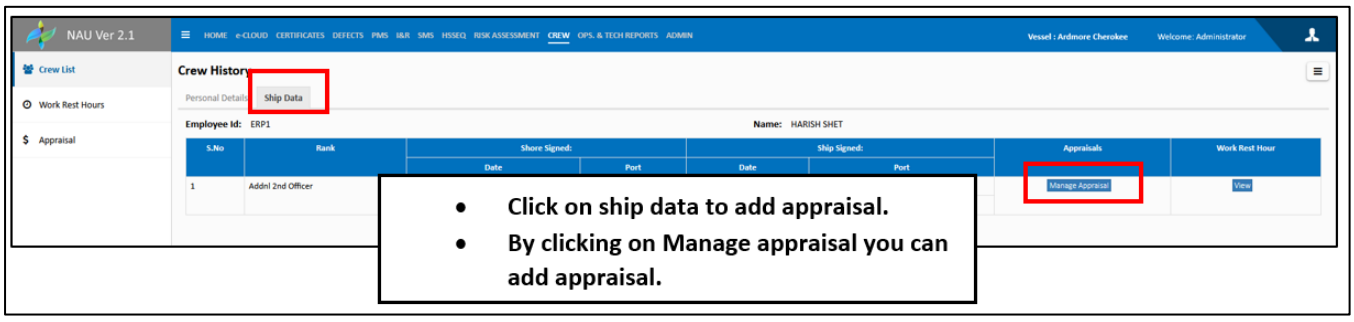
Crew<<Crew List<<Action button<<View

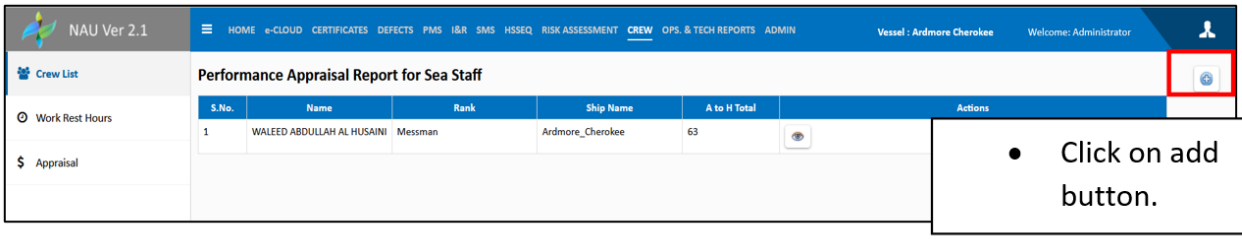


Adding/View Work Rest Hour:

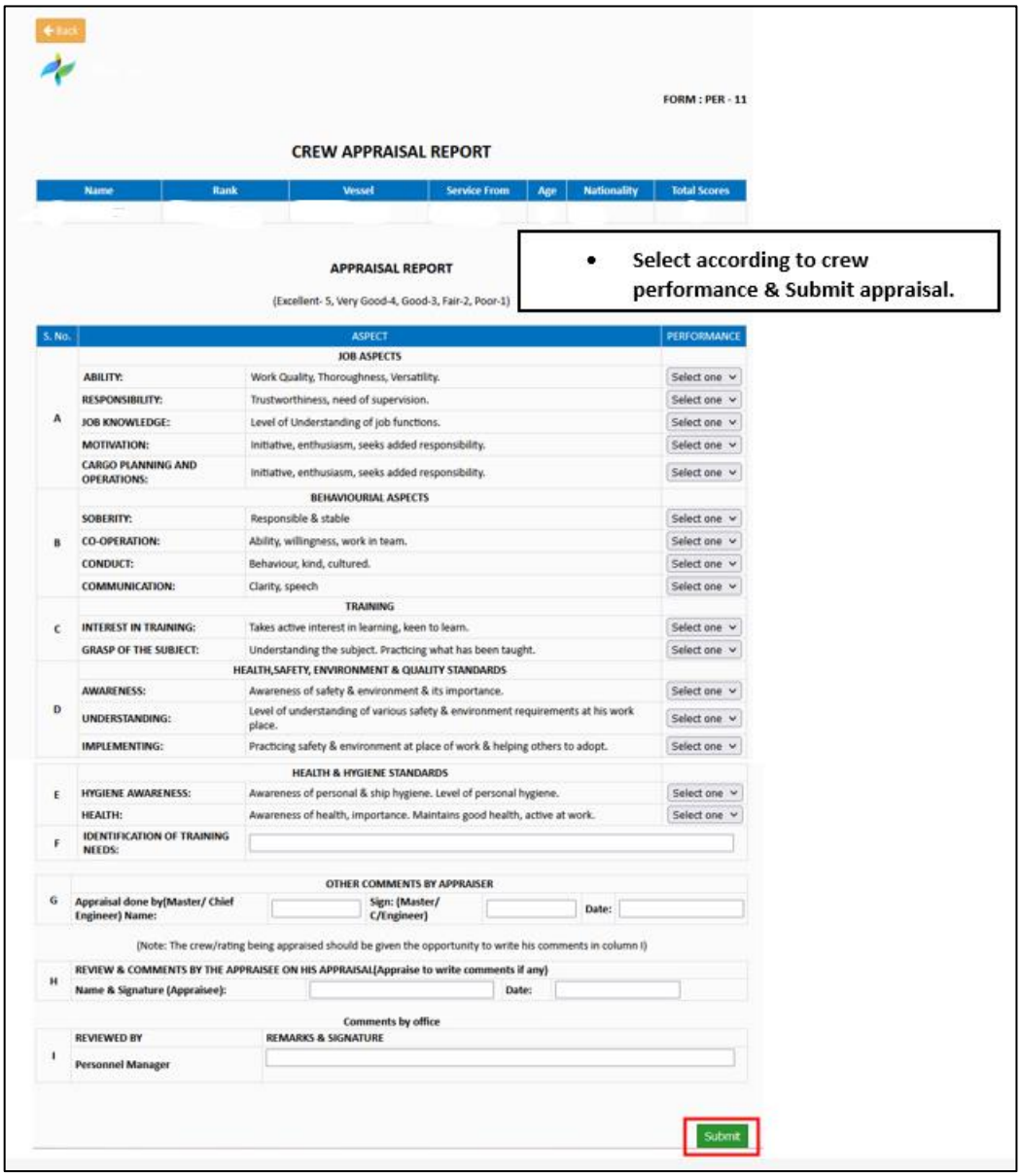
How to add Appraisal?

Crew<<Crew list<<Action button<<view<<Ship data<<Manage Appraisal<<Add

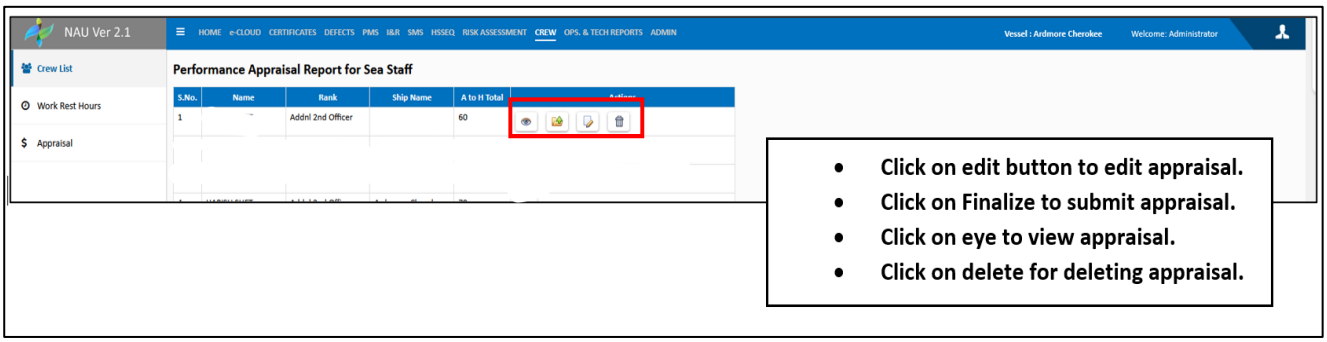




CREW APPRAISAL REPORT



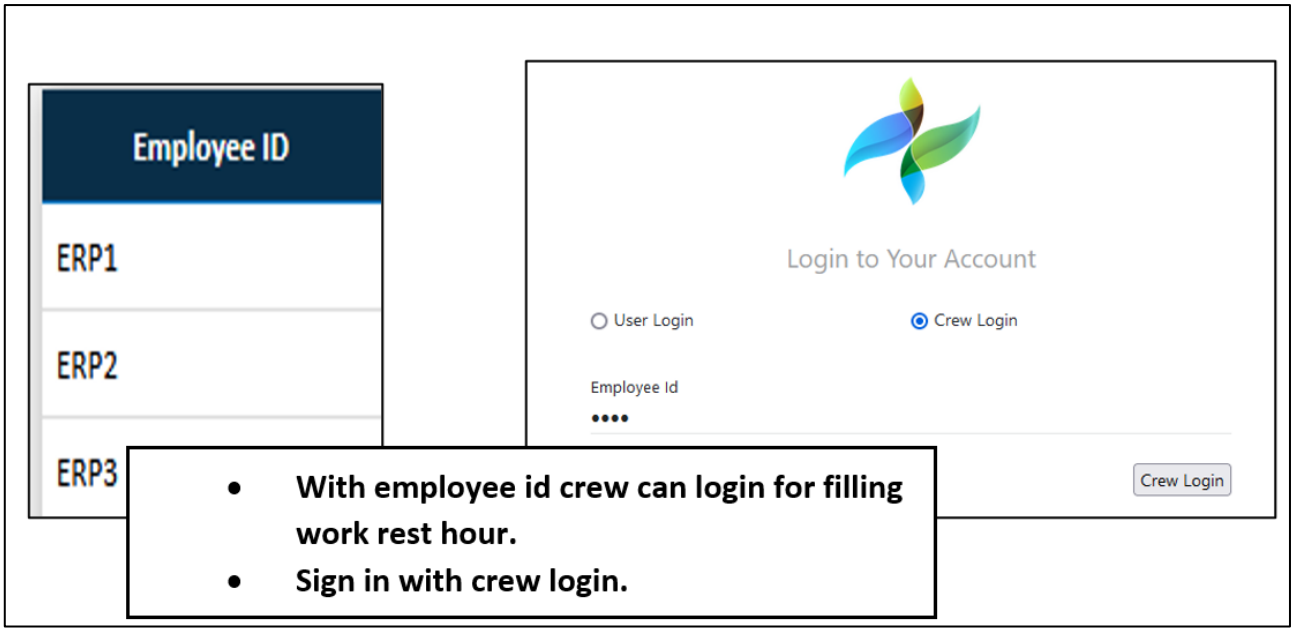
Edit /Finalize/View/Delete Appraisal



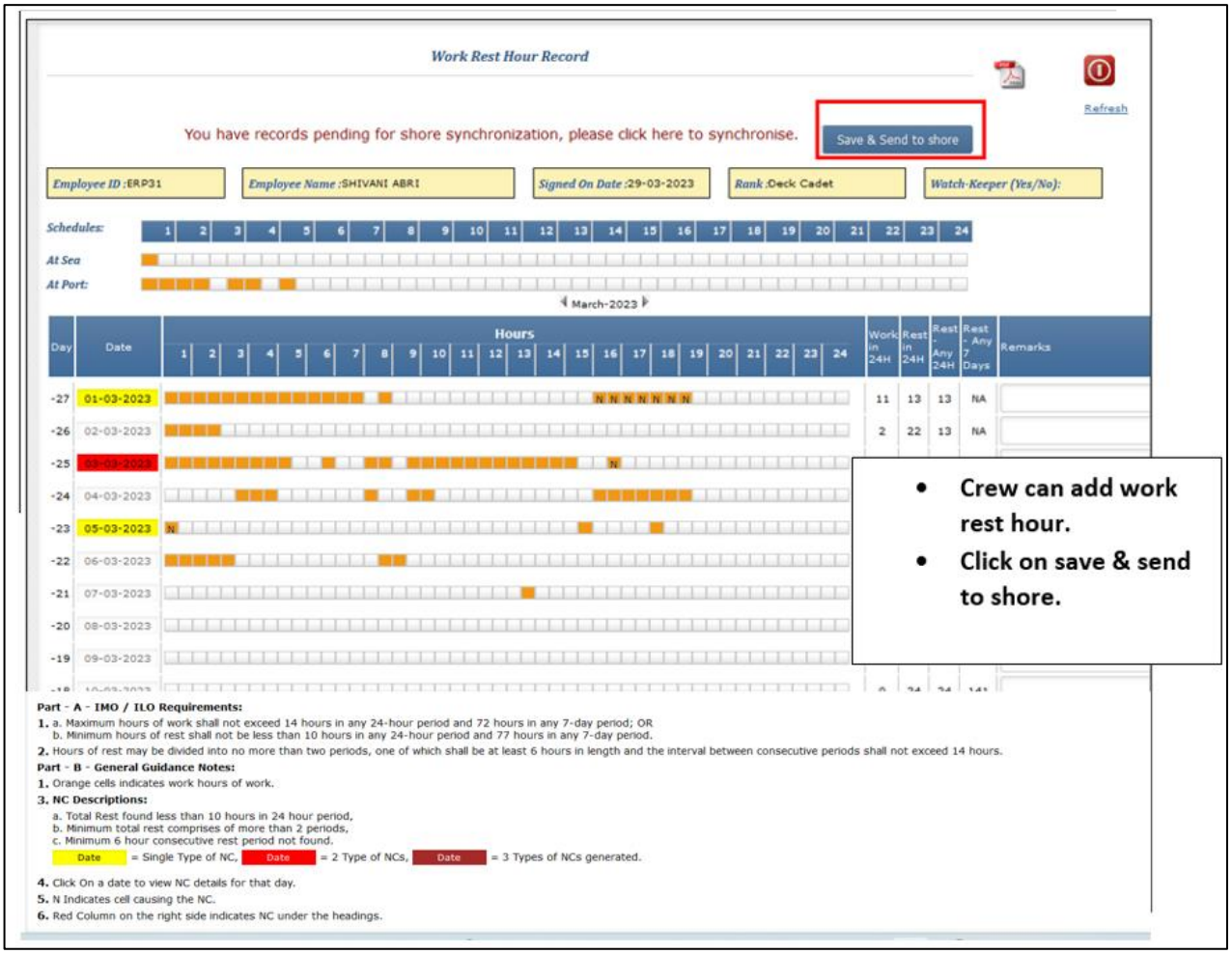
- Click on edit button to edit appraisal.
- Click on Finalize to submit appraisal.
- Click on eye to view appraisal.
- Click on delete for deleting appraisal.

How to add Work Rest Hour?

Crew login<<Employee id<<Add work rest hour<<Save & send to shore.

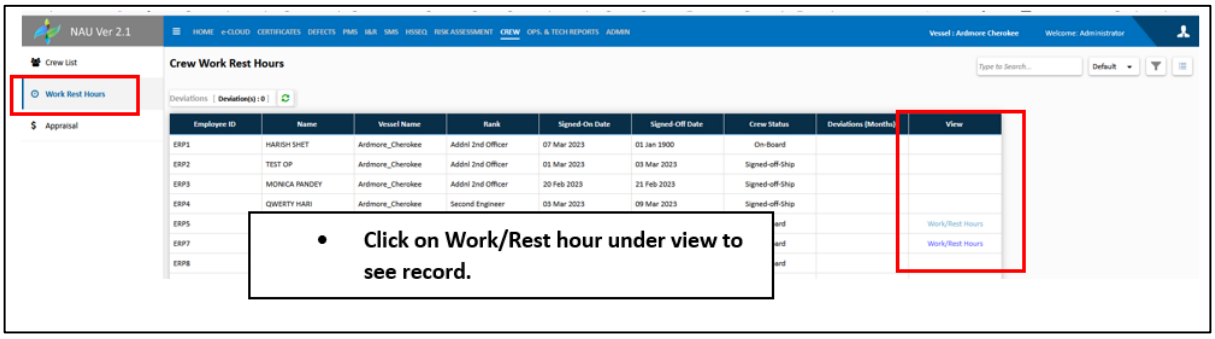


- With employee id crew can login for filling work rest hour.
- Sign in with crew login.



View Work Rest Hour

Crew<<Work rest hour<<View

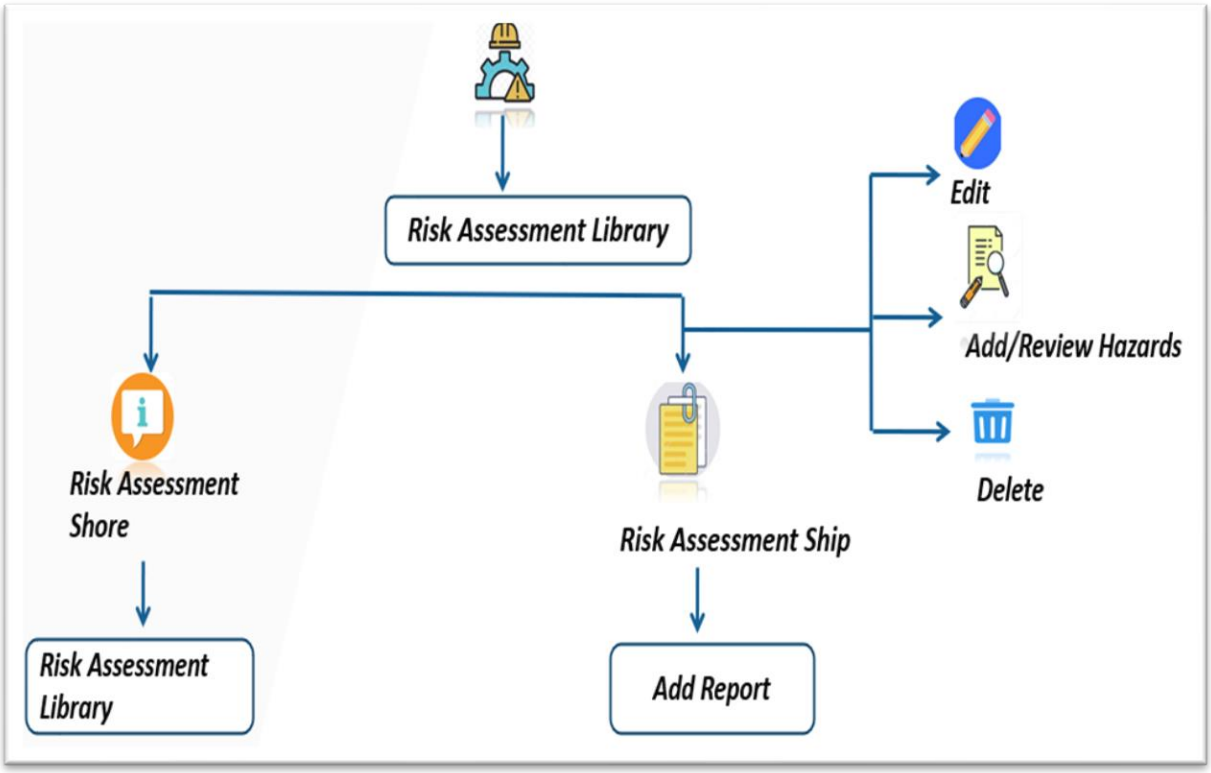


4.8 RISK ASSESSMENT

A simple approach to quantitative and qualitative risk assessment. A company-wide risk library is available to the entire workforce. Risk assessment templates allow standard assessments to be carried out across an organization's operations. Fleetwide sharing is available at the hands of the QHSSE managers.

- **Best practice templates for people, task, environmental, and process-based risk assessments.**
- **Well-definable Hazard and Control measure tree.**
- **Risk registers to identify the most popular hazards.**
- **Ability to clone Risk Assessments and notify updates to the Master Risk Assessment.**
- **Configurable pre and post control Risk ratings**

Process Flow Charts:



System Guidance

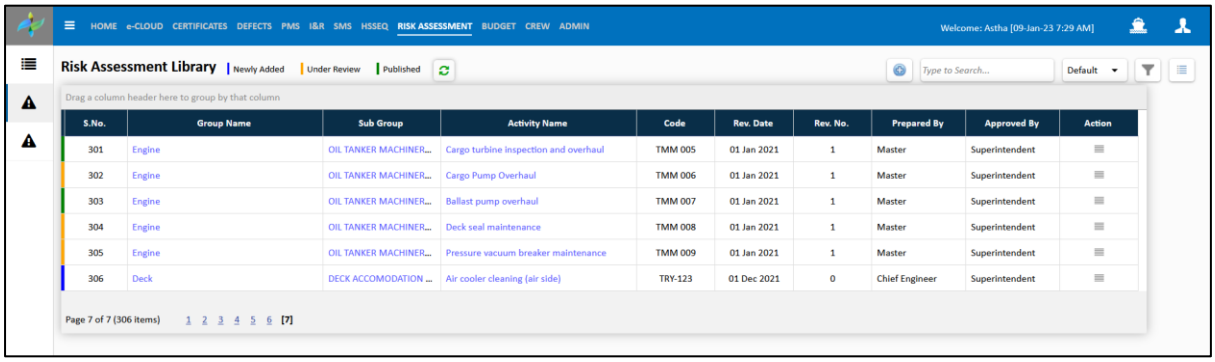
(a) Steps to follow;

Step 1. Go to Onboard Risk assessment
Step 2. Click on add button to add risk.
Step 3. Add details and click on save.
Step 4. Click on action button to edit, view/review hazard, delete record.

(b) System Screenshot;

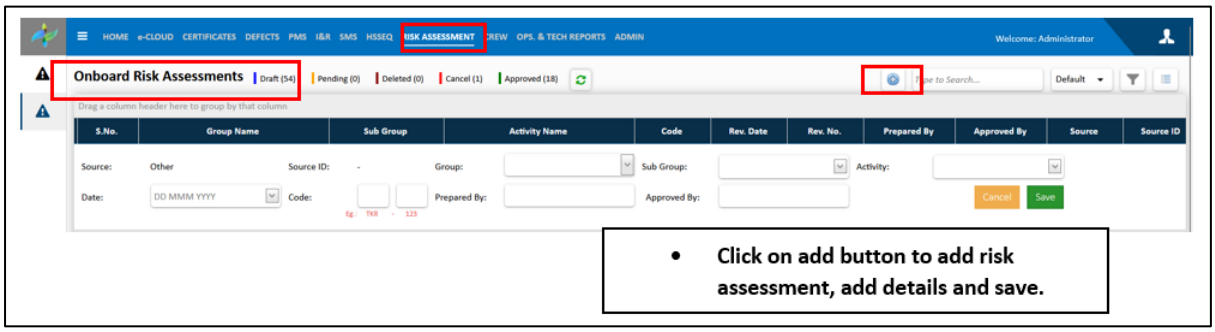
(I) Risk Assessment shore library;

Risk Assessment<< Risk Assessment Shore<<Library

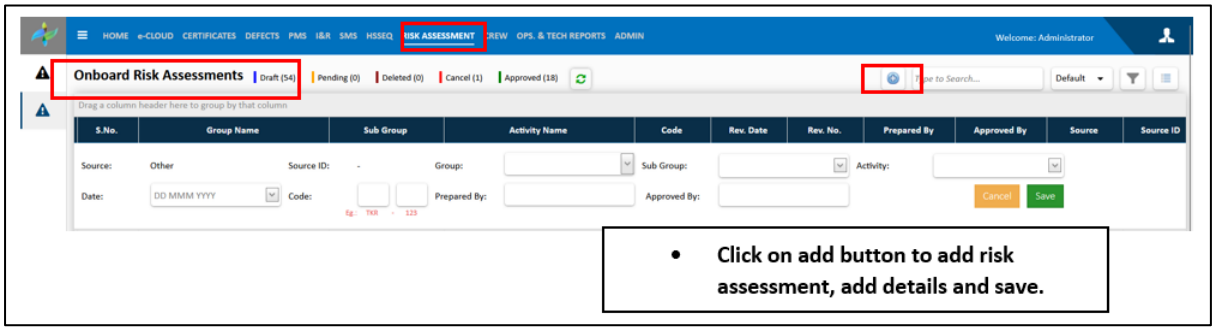


(II) Add Risk Assessment;

How to add risk assessment?
Risk Assessment<< Risk Assessment Ship<<Add button

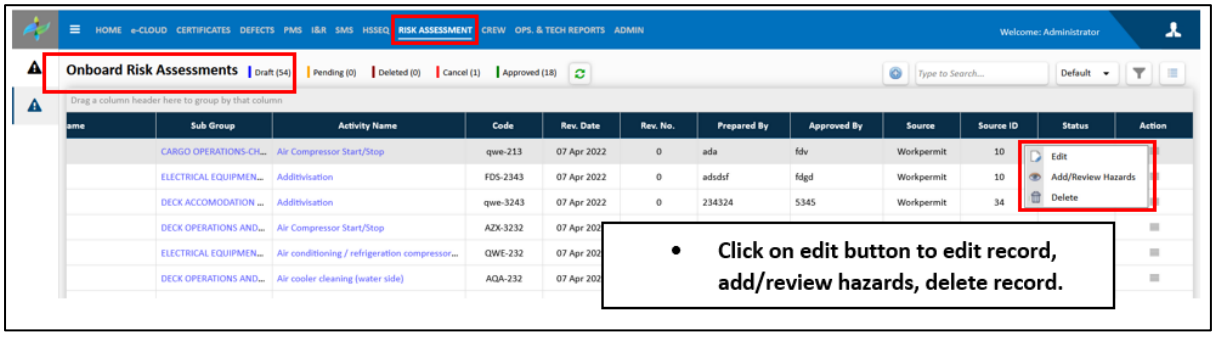


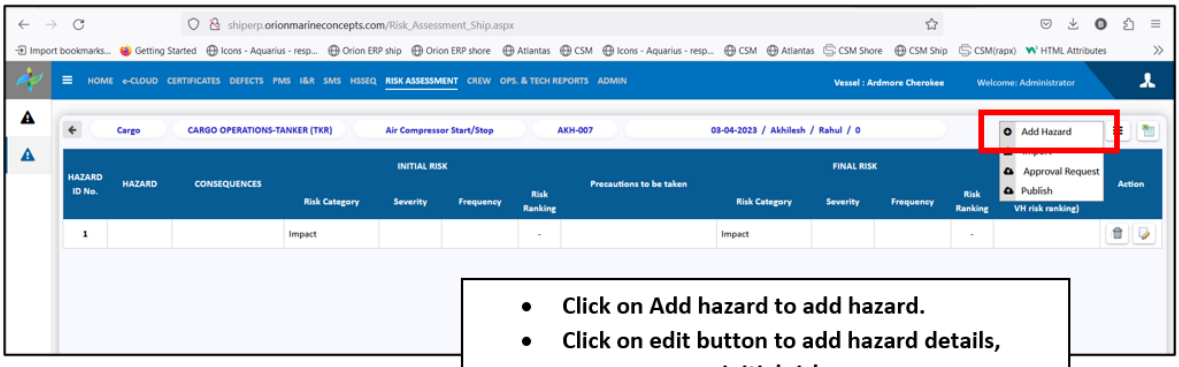
Risk Assessment<<Onboard Risk Assessment<<Add button<<Add risk<<Save



(III) Edit Risk Assessment Records;

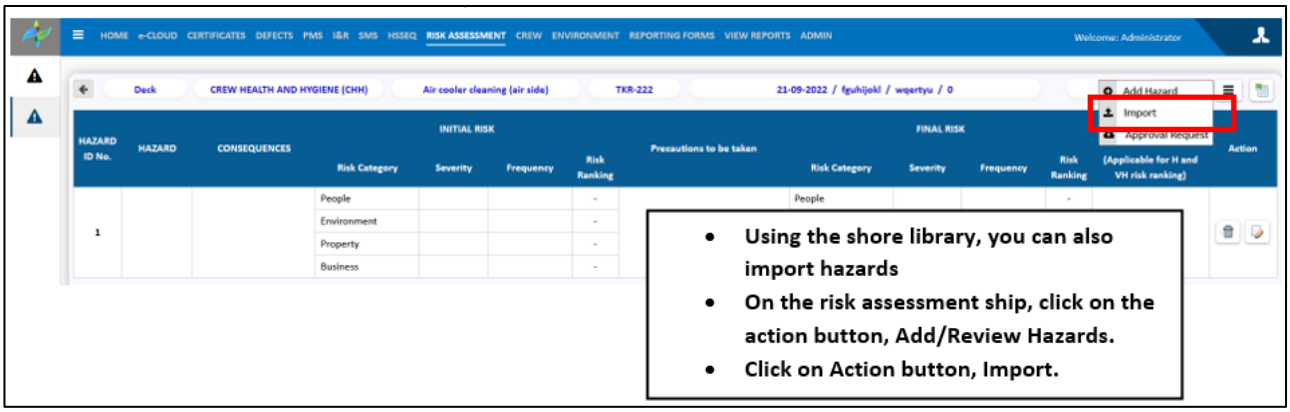
Risk Assessment<<Onboard Risk Assessment **<<Action button**



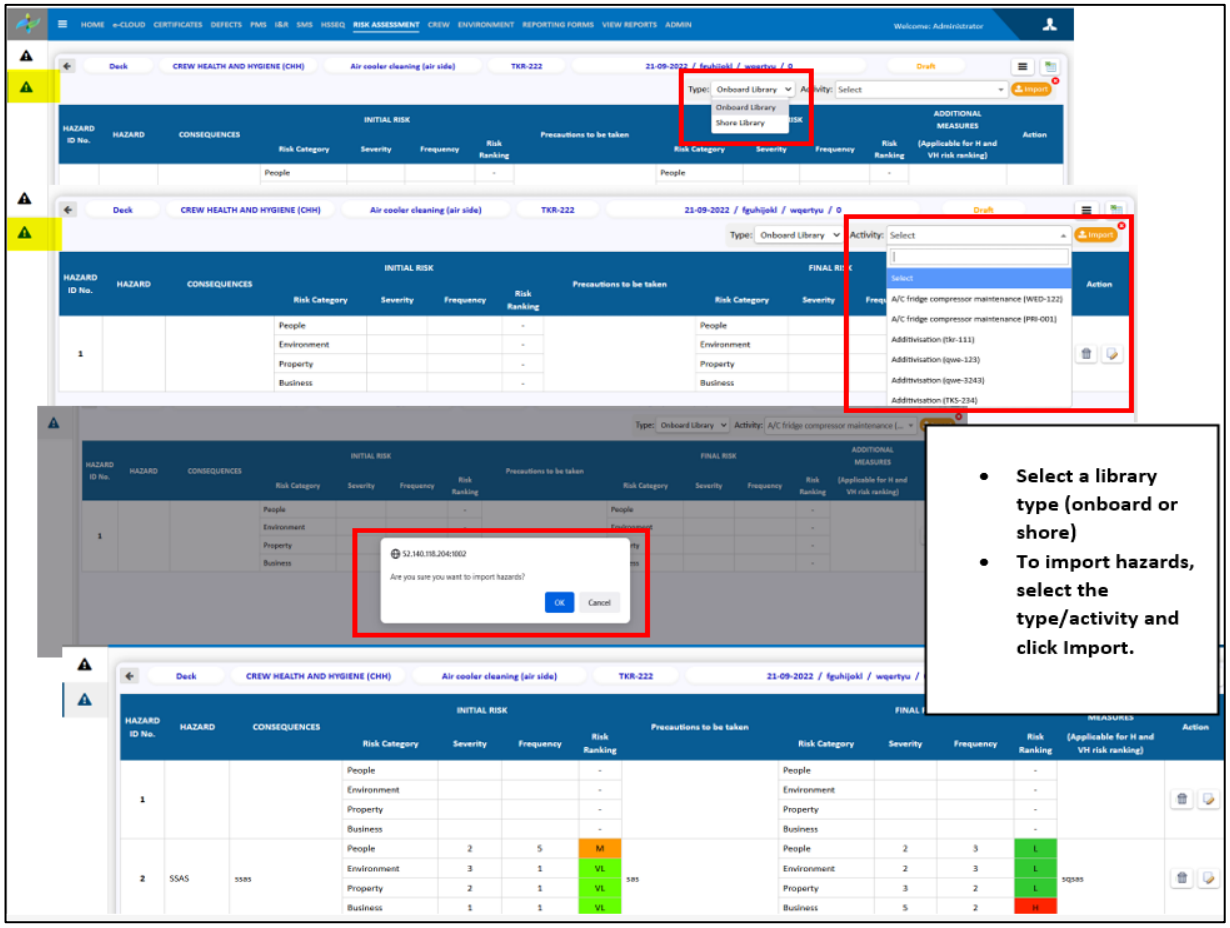


(IV) Import Hazards from the Shore Library/Onboard Library

Risk Assessment<<Risk assessment ship<<Action button<<Add/Review Hazards

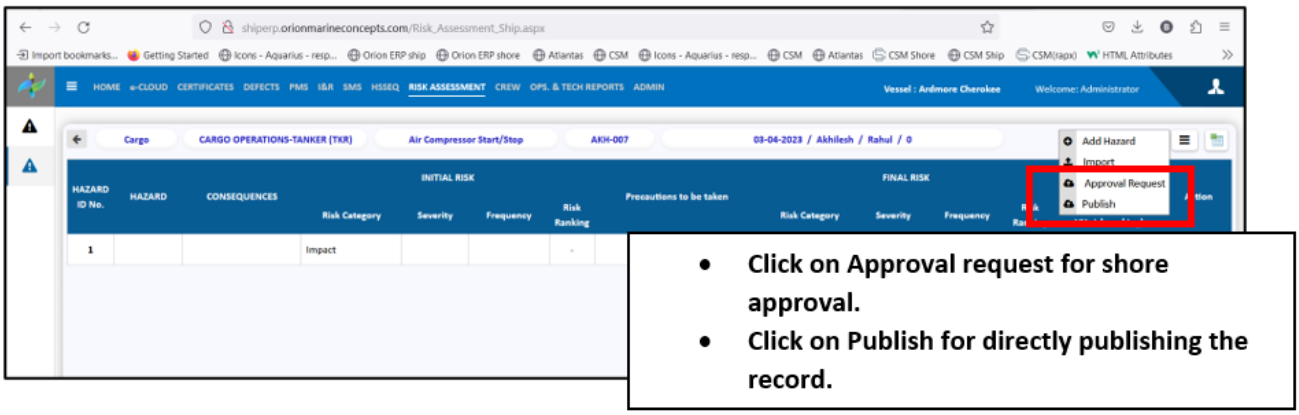


For adding hazard of similar assessment:
Select type<<Activity<<Ok & save



How to Publish Record?

Risk Assessment<<Add hazard<<Publish.



- Click on Approval request for shore approval.
- Click on Publish for directly publishing the record.

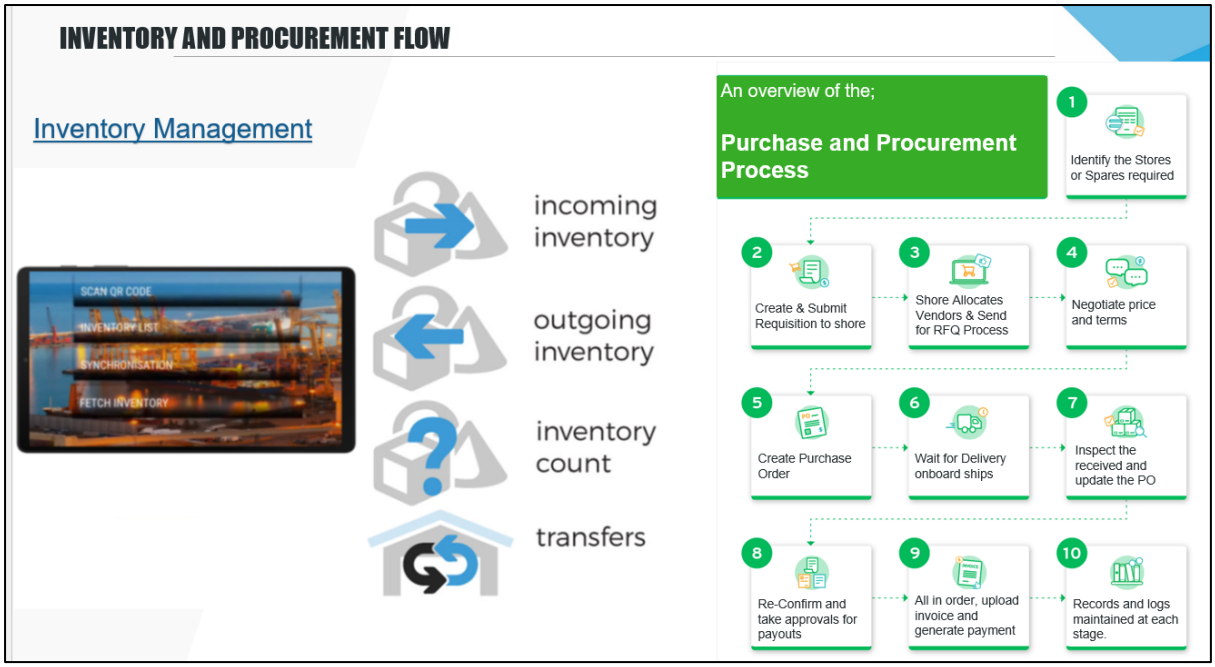
4.9 INVENTORY & REQUISITION

The I & R management system provides capabilities to associate spare parts with equipment/component of the vessel. This allows users to identify spares that need to be procured in line with the maintenance jobs that have been scheduled for the equipment. Inventory & Material Management. Through our I &R module , ship staff can Update the ROB of spares and stock onboard , this module also allows user to create requisition of spares by using Spare part No., Position No., Drawing No.and specifications mentioned in Maker Manual.

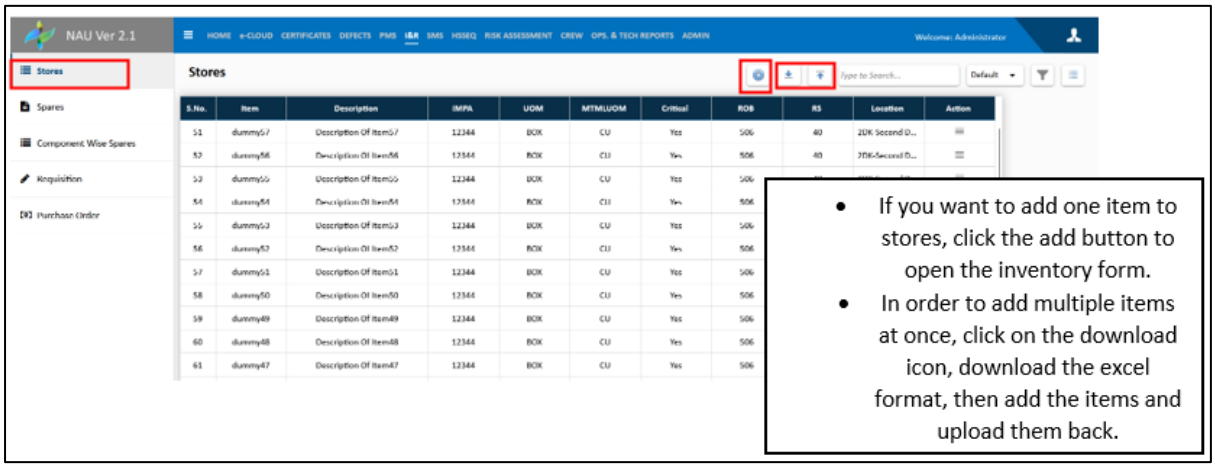
The inventory management system allows you to view the stock amount of all spares and consumables on the ship instantly, to follow the materials that are added to and removed from stock, to manage the requisitions and supplies for the products to be procured to the fleet ships.

- **Enterprise Purchase Order Management.**
- **Requisition Approval & Approval Workflow.**
- **Intuitive Vendor Portal.**
- **Advanced Budgeting Engine.**
- **Records & Logs Maintained.**
- **Approval Process for Pay-outs.**

Process Flow Charts:

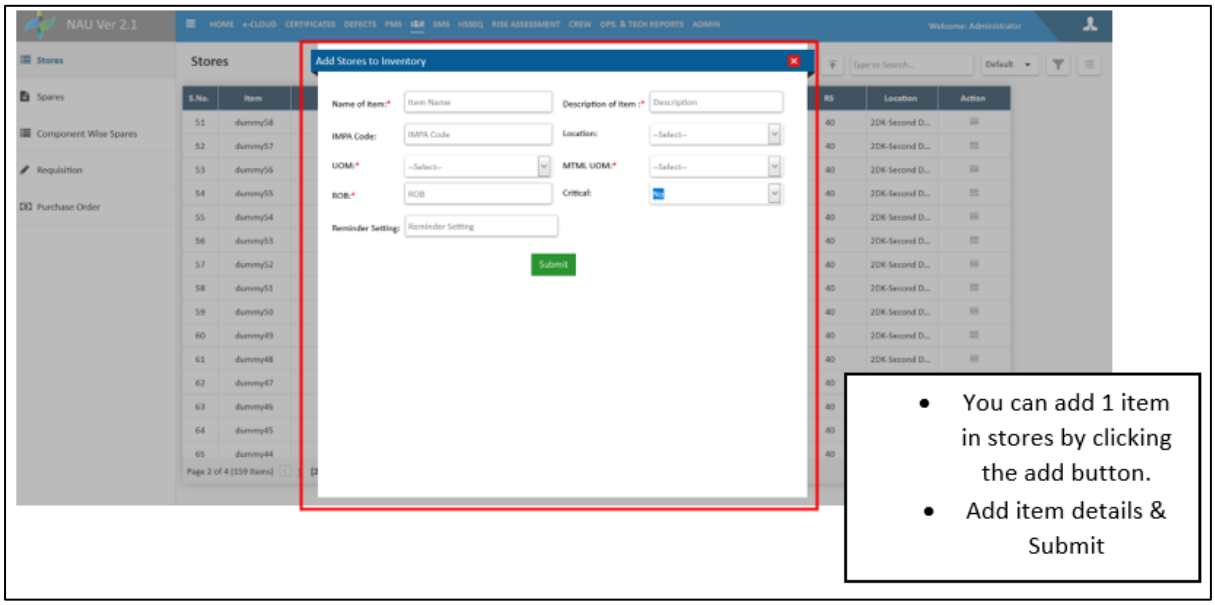


(I) Stores: Add button, Download/Upload excel for adding items in stores.



How to add 1 item in stores?

I&R<<Stores<<Add button<<Add details in form<<Submit

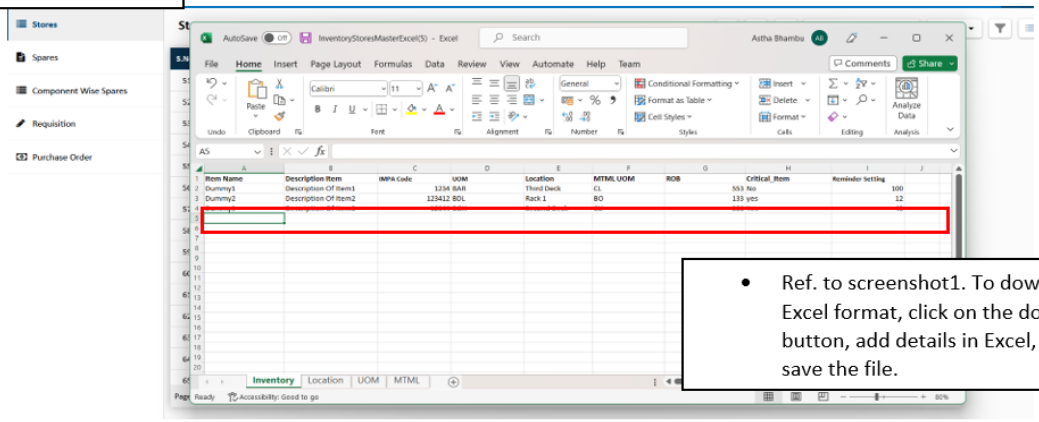


Adding multiple items to stores at once?

I&R<<Stores<<Download excel<<Add details in excel<<Save

Screenshot:1

Screenshot:2

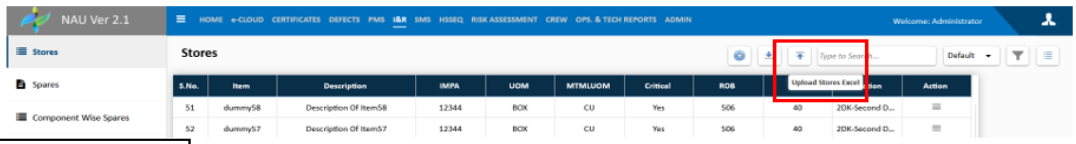


- Ref. to screenshot1. To download Excel format, click on the download button, add details in Excel, and save the file.

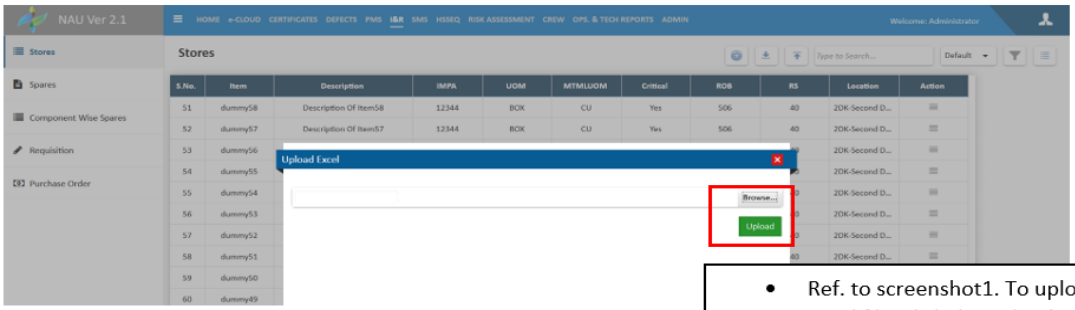
Uploading multiple items to stores at once?

I&R<<Stores<<Click upload excel<<browse saved excel<<Upload

Screenshot:1

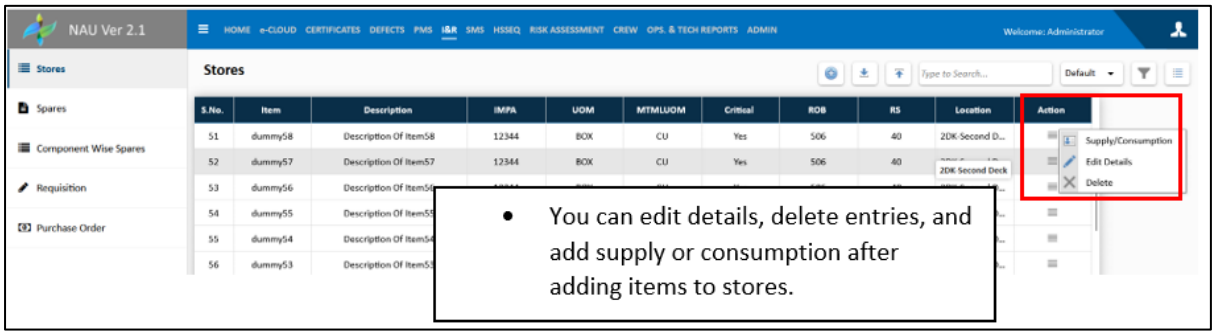


Screenshot:2

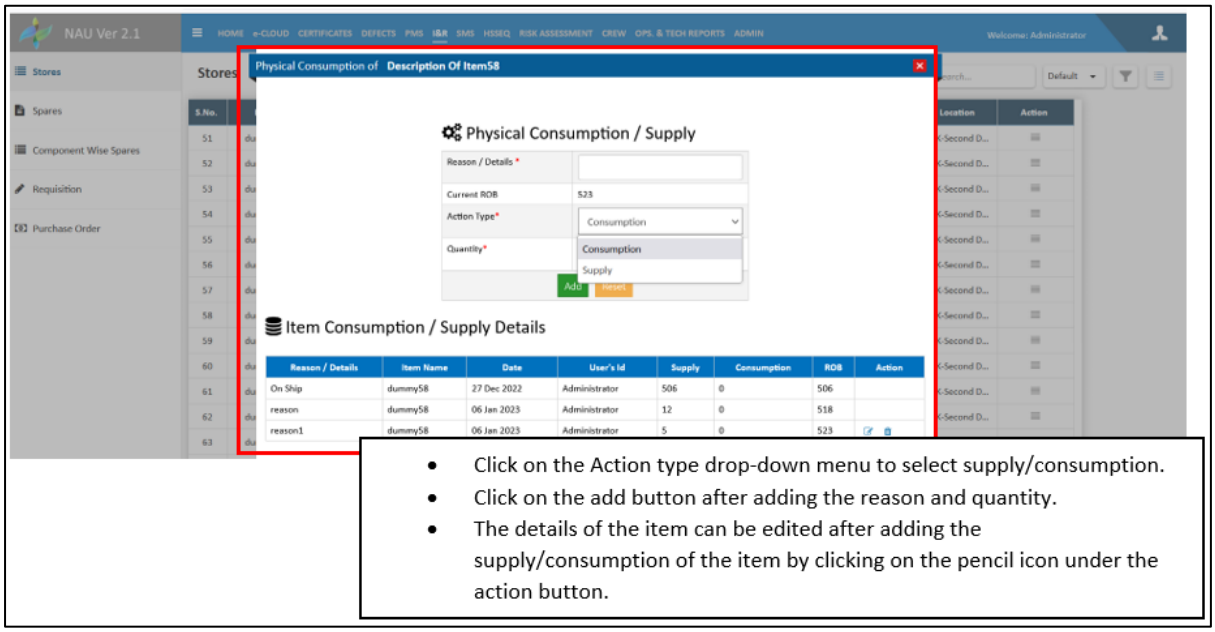


- Ref. to screenshot1. To upload an excel file, click the upload stores excel button, browse the saved file, and upload it.

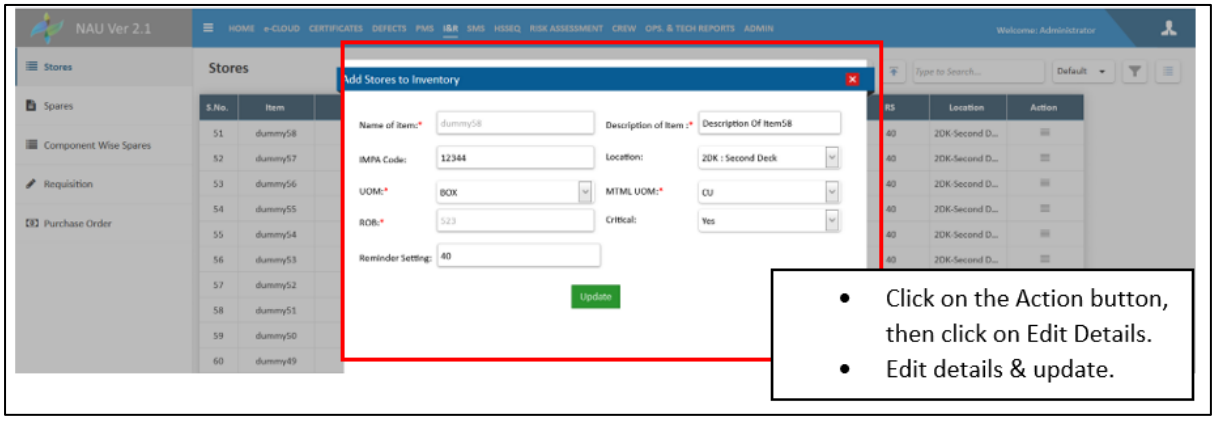
How can I add supply/consumption, edit the details, and delete the items I have added?
I&R<<Stores<<Action button<<Supply/consumption, edit details, delete.



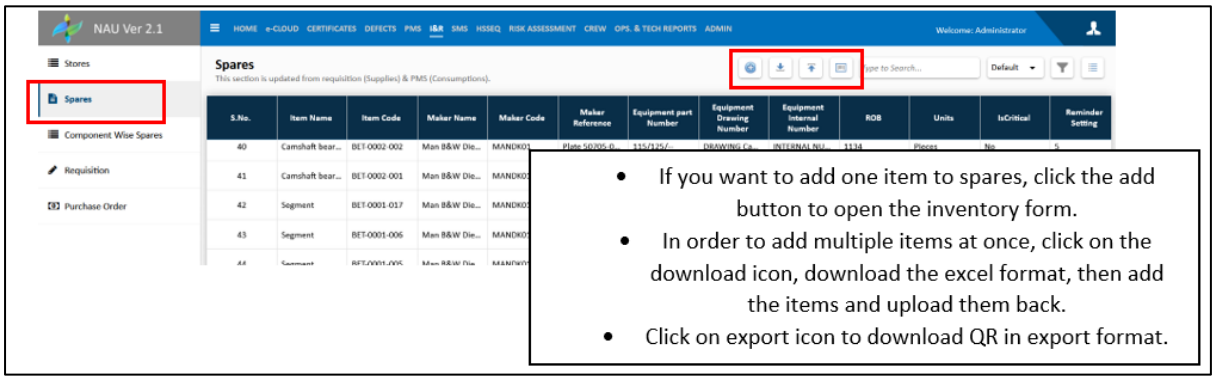
(a) Supply/Consumption:



(b) Edit:



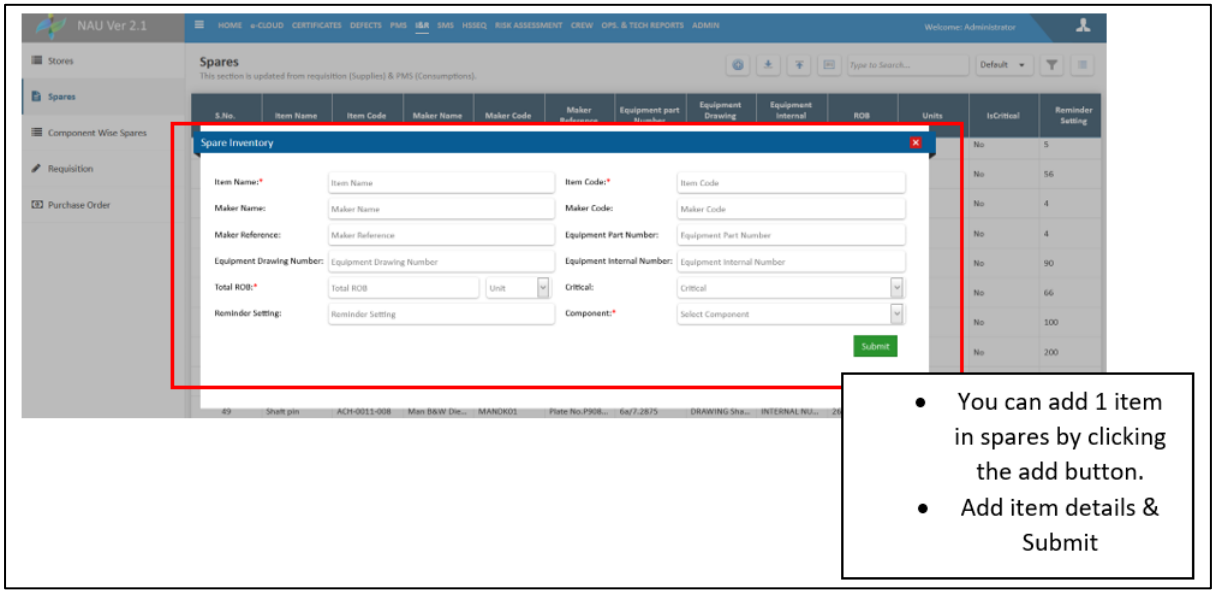
(II) Spares: Add item, Download/Upload excel, Export QR excel



- If you want to add one item to spares, click the add button to open the inventory form.
- In order to add multiple items at once, click on the download icon, download the excel format, then add the items and upload them back.
- Click on export icon to download QR in export format.

How to add 1 item in spares?

I&R<<Spares<<Add button<<Add details in form<<Submit

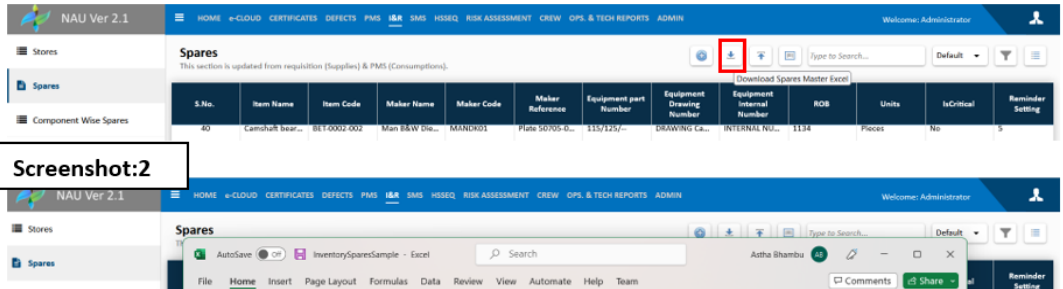


- You can add 1 item in spares by clicking the add button.
- Add item details & Submit

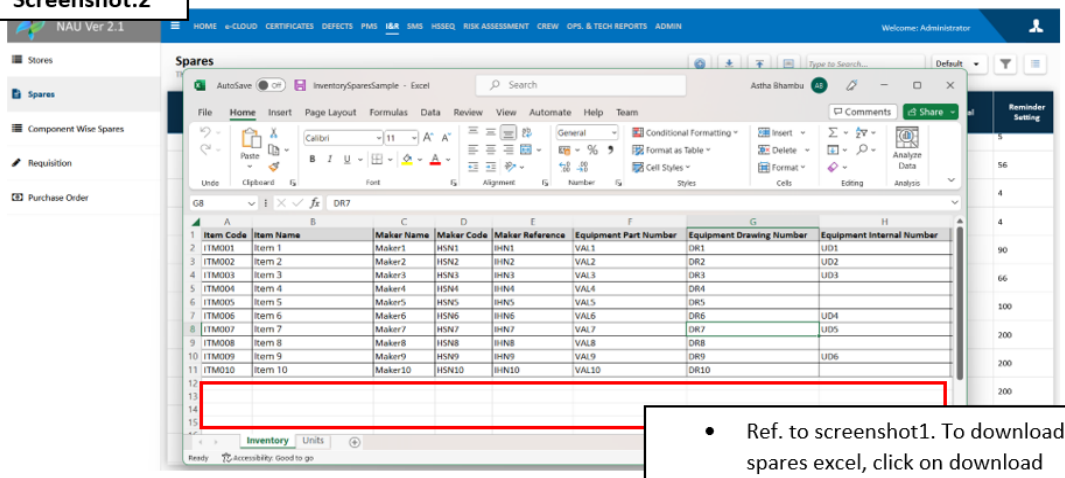
Adding multiple items to spares at once?

I&R<<Spares<<Download excel<<Add details in excel<<Save

Screenshot:1



Screenshot:2



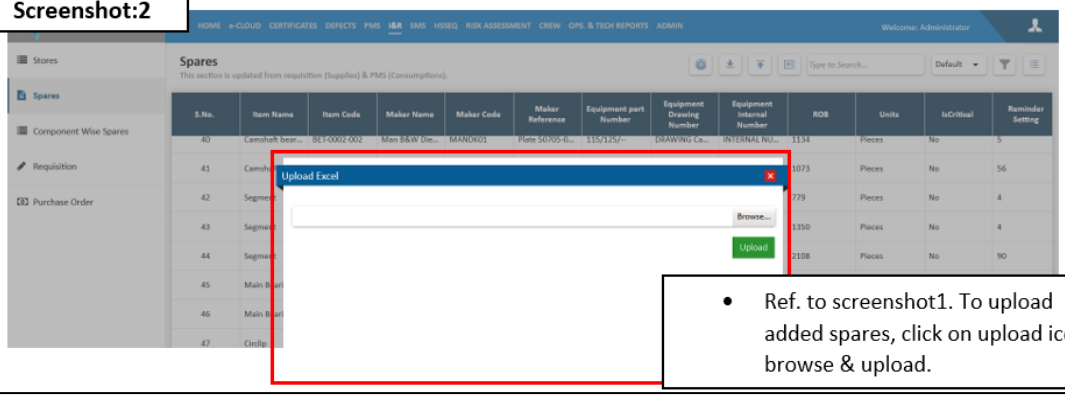
- Ref. to screenshot1. To download spares excel, click on download icon, add details & save.

Uploading multiple items to spares at once?

I&R<<Spares<<Click upload excel<<browse saved excel<<Upload

Screenshot:1

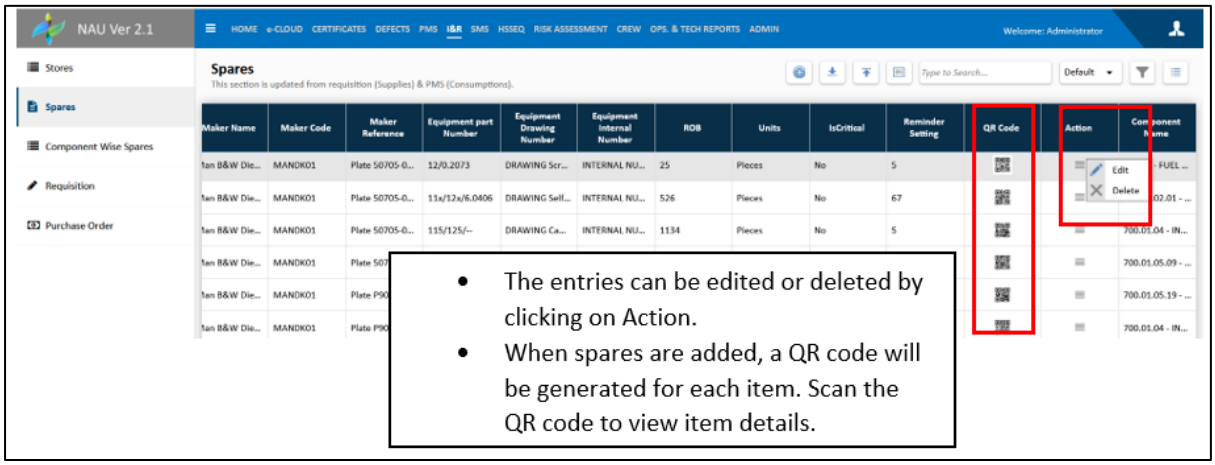
Screenshot:2



- Ref. to screenshot1. To upload added spares, click on upload icon, browse & upload.

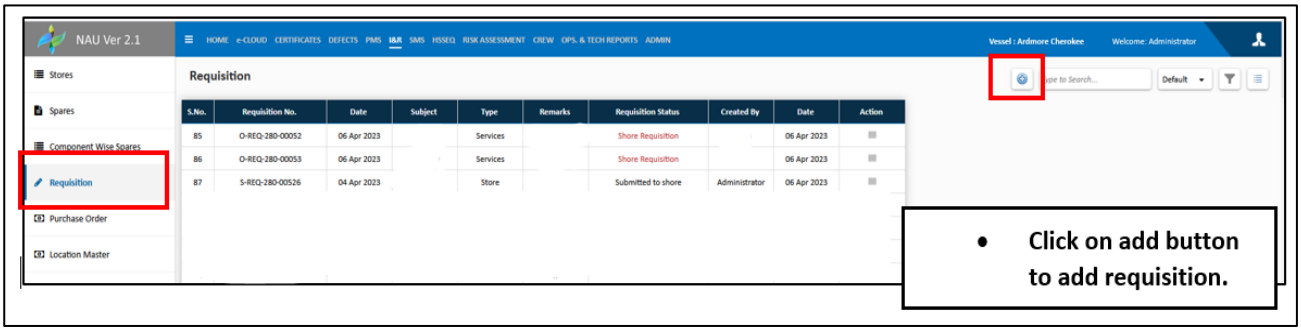
How to edit/delete added entries?

I&R<<Spares<<Action button<<Edit/delete

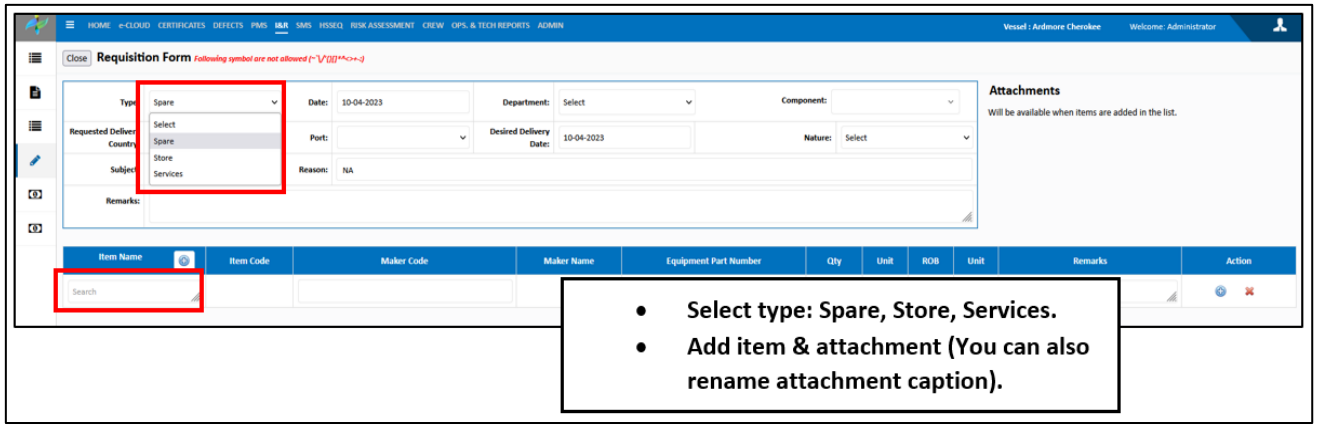


(III) Requisition:

How to add Requisition?
I&R<<Requisition<<Add button.

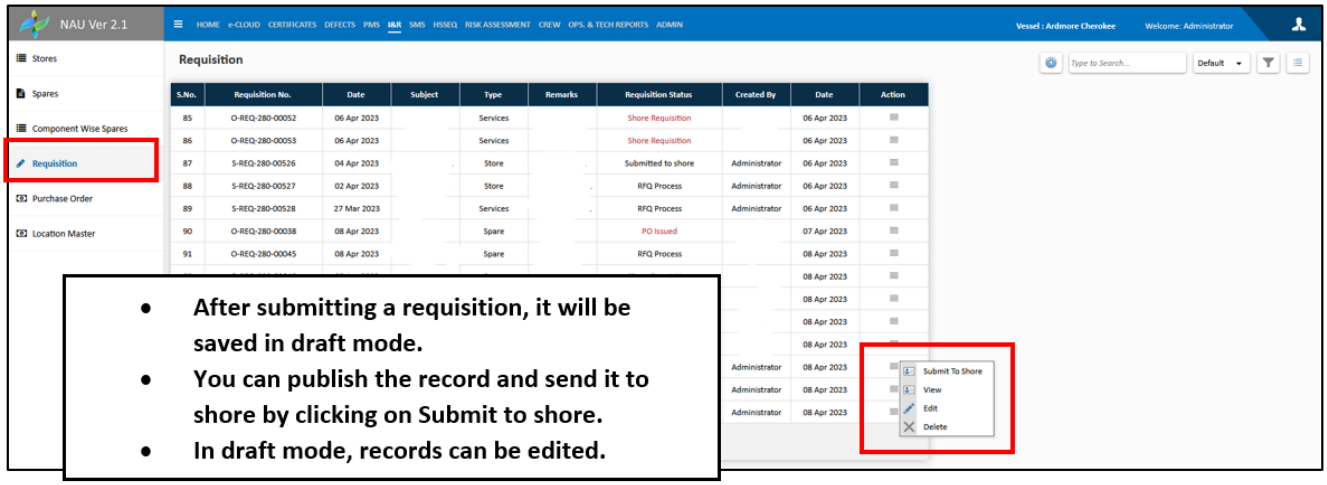


Add Requisition<<Type<<Details<<Items<<Attachments<<Save.

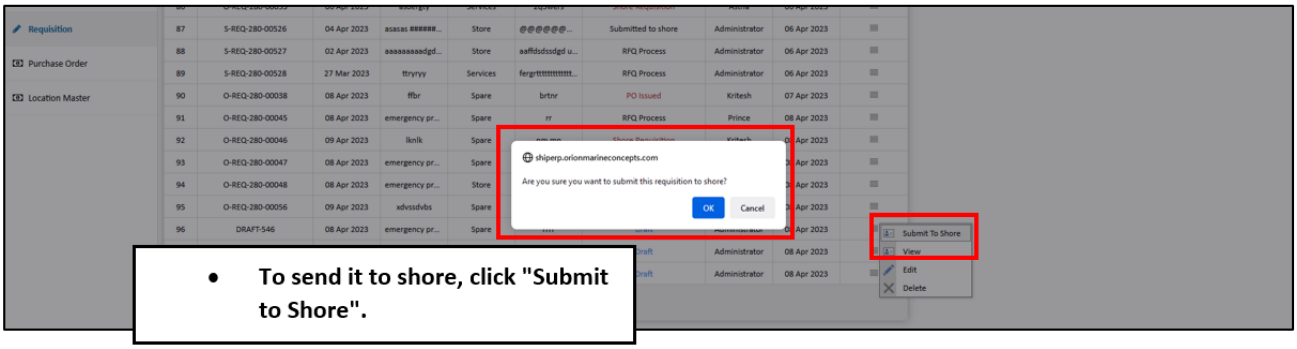


How to submit requisition to shore?

I&R<<Add Requisition<<Save<<Action Button<<Submit to Shore.

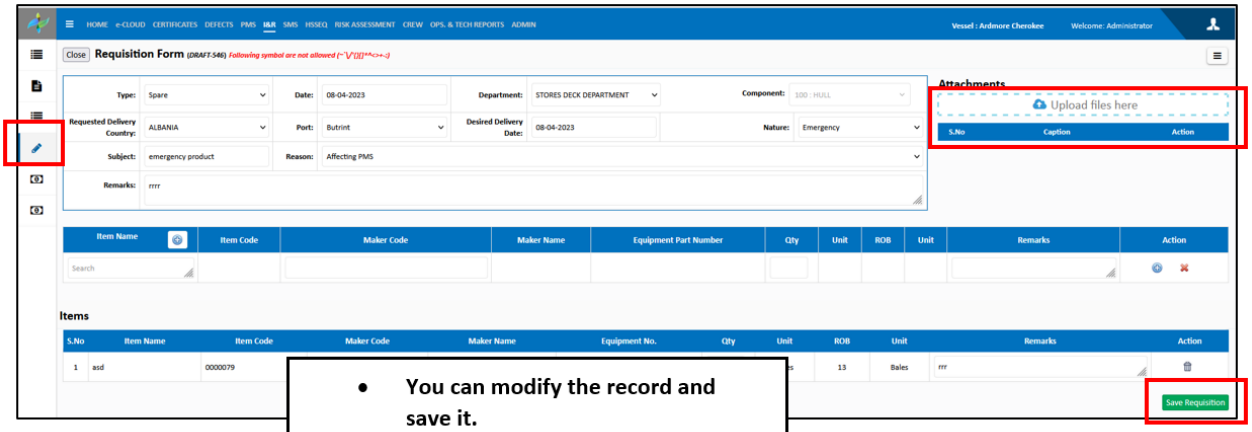


- After submitting a requisition, it will be saved in draft mode.
- You can publish the record and send it to shore by clicking on Submit to shore.
- In draft mode, records can be edited.



- To send it to shore, click "Submit to Shore".

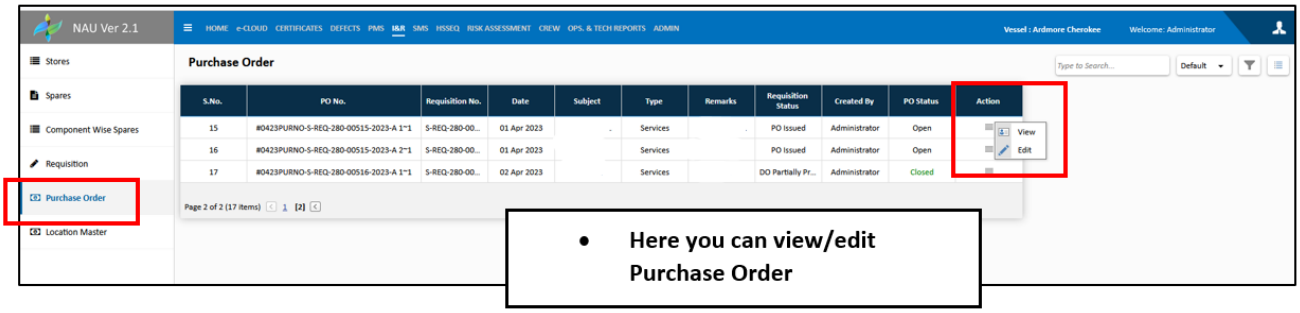
Action button<<Edit/View saved requisition.



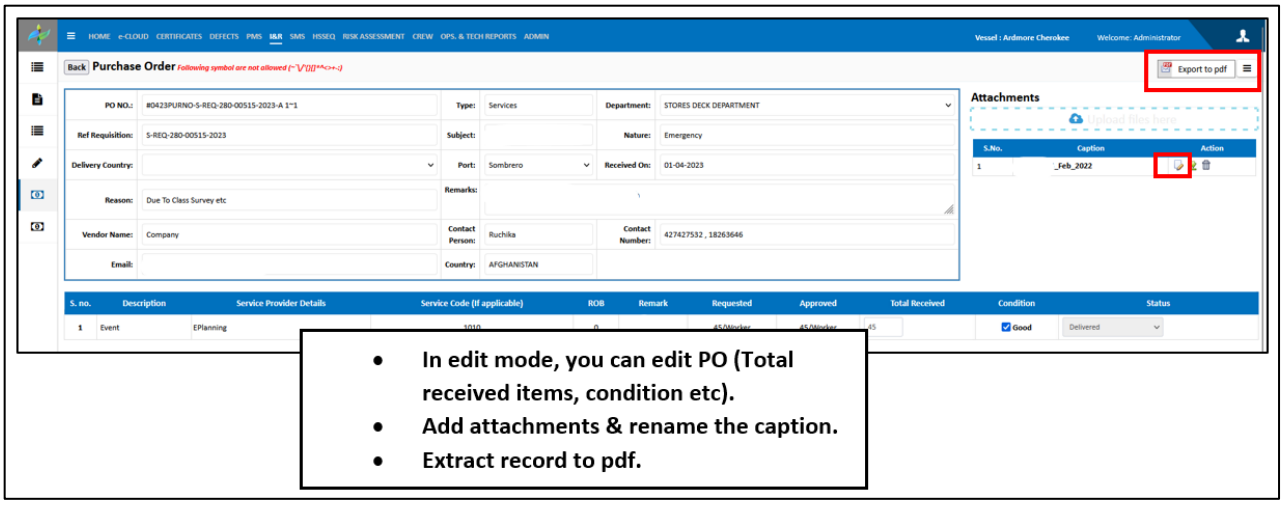
- You can modify the record and save it.

(IV) PURCHASE ORDER

Purchase order<<View/Edit.



- Here you can view/edit Purchase Order



- In edit mode, you can edit PO (Total received items, condition etc).
- Add attachments & rename the caption.
- Extract record to pdf.

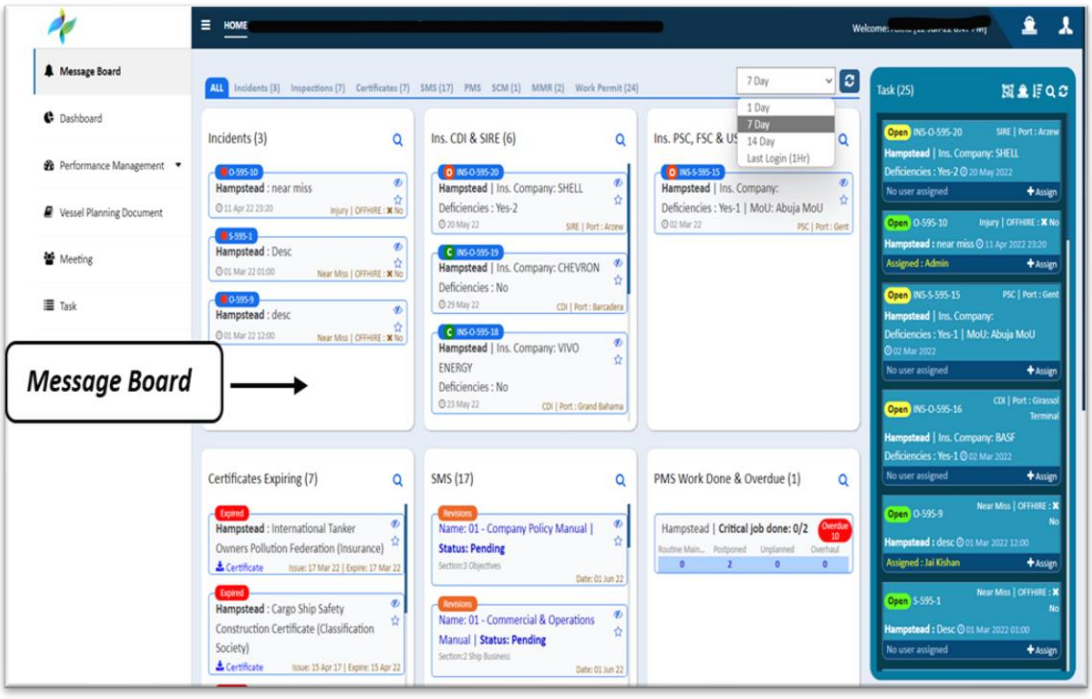
4.10 MESSAGE BOARD

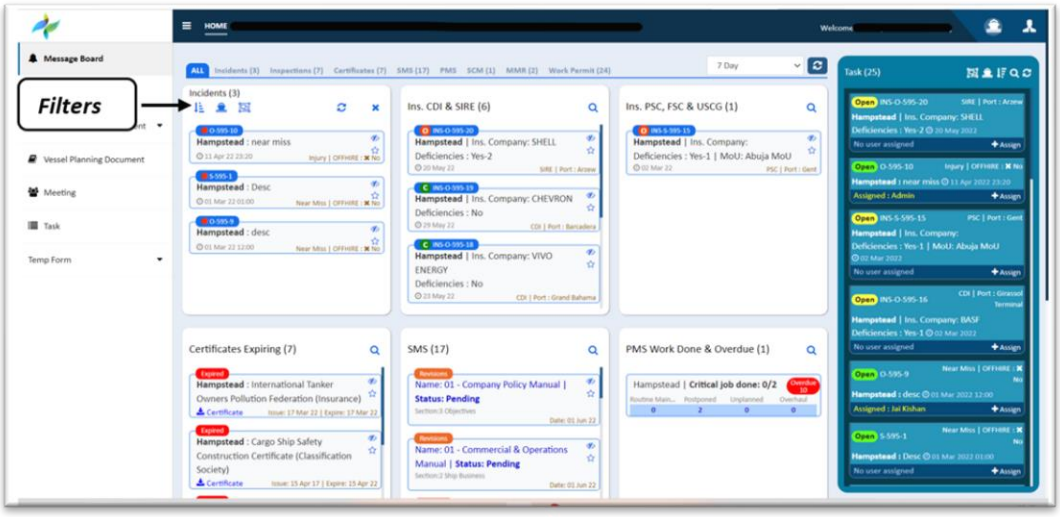
The message board provides complete preview of the entire system, it is a task master and an upgraded notification dashboard that provides you with all the necessary details and activities surrounding the ERP.

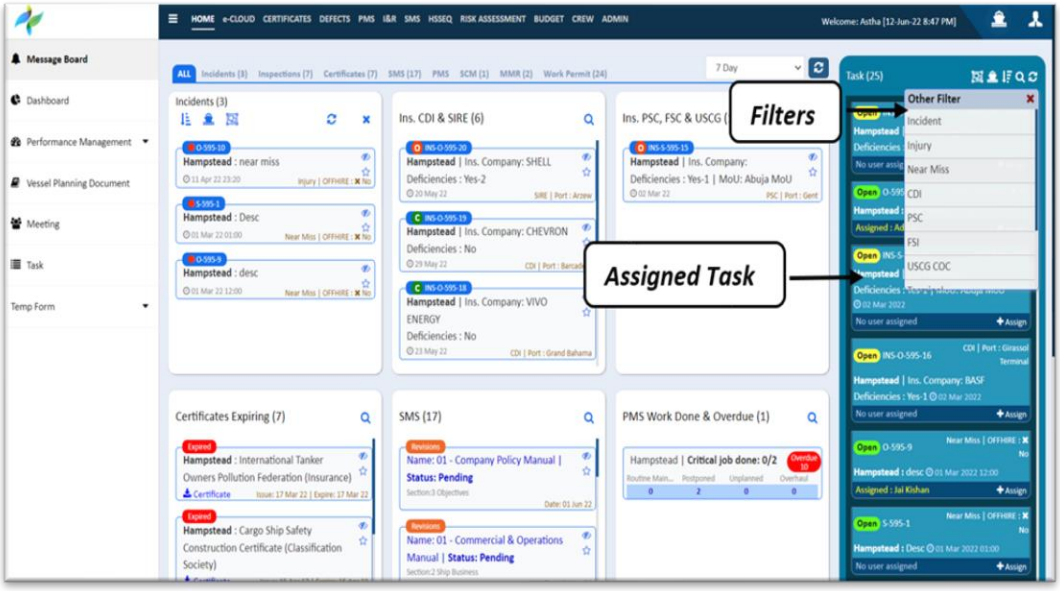
It is the pulse and heart of the entire system that helps the user to navigate the ERP. Below are the features of the message board for reference;

- **Display all the items and activities that might need the user's attention**
- **Assign and delegate Task with the help of task master.**
- **Alerts; Displays Expired Certificates and notifies about past due, planned, and unplanned maintenance**
- **Highlights/ display the latest update from the ERP**
- **Edit and customise your notification settings.**

System Guidance



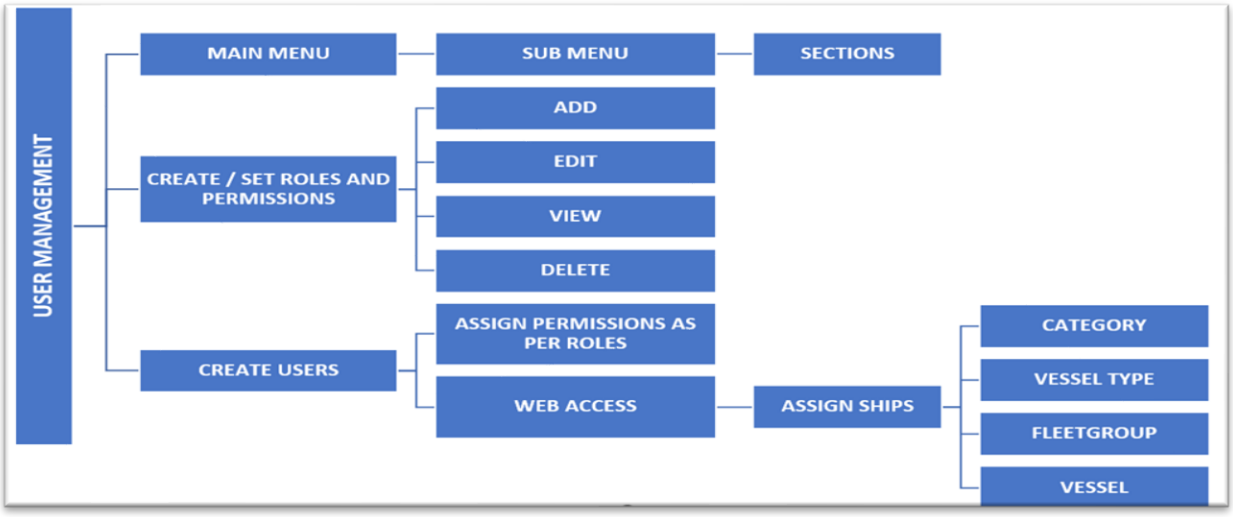

Filters
Message Board
Vessel Planning Document
Meeting
Task
Temp Form
Incidents (3)
Ins. CDI & SIRE (6)
Ins. PSC, FSC & USCG (1)
Certificates Expiring (7)
SMS (17)
PMS Work Done & Overdue (1)
Task (25)

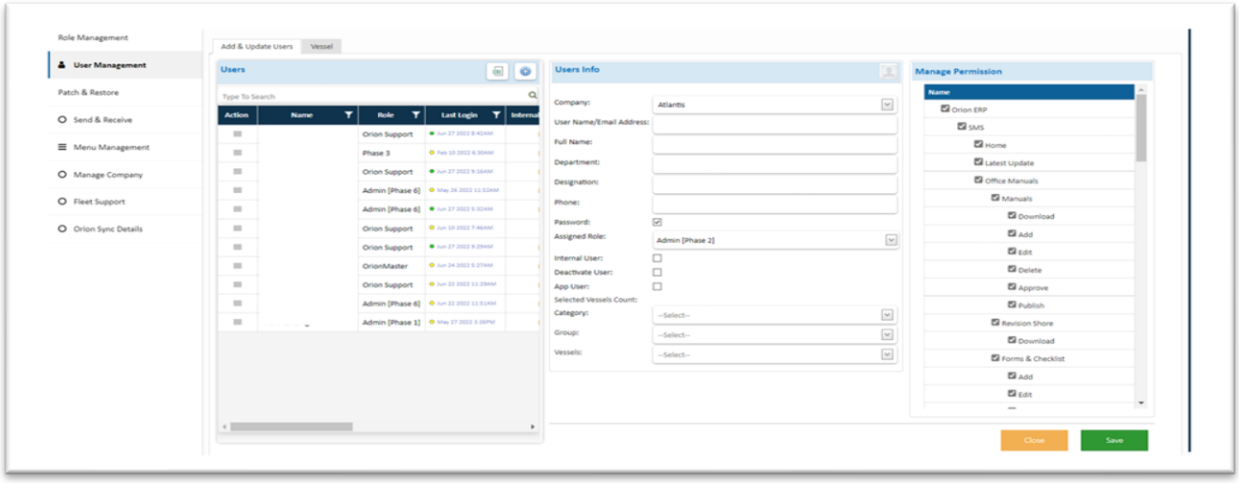

Filters
Assigned Task
Message Board
Dashboard
Performance Management
Vessel Planning Document
Meeting
Task
Temp Form
Other Filter
Incident
Injury
Near Miss
CDI
PSC
FSI
USCG COC
Incidents (3)
Ins. CDI & SIRE (6)
Certificates Expiring (7)
SMS (17)
PMS Work Done & Overdue (1)

5 ADMINISTRATIVE FUNCTIONS

5.1 USER MANAGEMENT

User management is an administrative function and is maintained with very strict controlled access. The user management section maintains records/logs for web access and mobile app access with the date, time, and location history of the users to ensure secure logins. User sections are recorded and controlled for access from a single login at any time. The below diagram shows the entire process as simplified and carried out by the administrator.





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