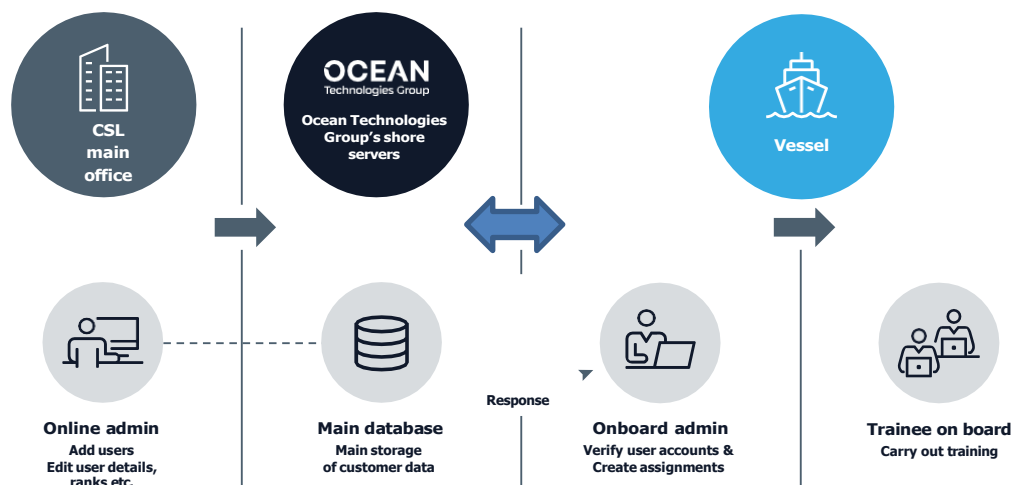


Quick guide for vessel administrator

For the crew on board to be able to carry out their training there are two important roles with a set of tasks that needs to be done: The Online Administrator and Onboard Administrator. In your main office the *Online Administrator* is responsible for adding users, updating crew's ranks etc. This is done by the crewing team via the crewing software which automatically update Ocean Learning Platform online directly in main database located in Ocean Technologies

Group's shore servers. Master, Chief Officer, Chief Engineer and 2nd Engineer have been identified by CSL as the Vessel's *Onboard Administrators*.

The exchange of the data from the vessel computer to the cloud server will be done once daily automatically. The *Onboard Administrator* can verify the crew list and provide updated record for the CST training. The users on board will be able to log in and carry out their assigned training



Onboard Administrators

This quick guide describes Ocean Learning Platform functionality defined for your role as an *Onboard Administrator*. The *Onboard Administrator's* focus is to:

- Verify the list of the personnel
- Register Training (CST), such as lifeboat drills, fire drills, etc.
- Generate specific Reports

Ocean Learning Platform login

Start Ocean Learning Platform and log in using the login credentials received on your personal email.

How to change personnel's password

The Top 4 will have the option to change personnel's password when logged in with their personal account (not admin account).

- In the menu on the left-hand side expand the menu item
- "Personnel" and select "Search for personnel".
- Enter your search criteria, preferable their ID.
- In the search result select the user.
- On the user's personal card click the "Reset password" button.
- Enter new password or click the "Auto-generate password" button.
- Click the "Save" button

How to register company specific training (CST)

All participants in company specific training (CST), such as lifeboat drills, fire drills, video sessions etc. have to be registered.

- In the menu on the left-hand side expand the menu item "Training registration" and select "Add training records".

- Select the "Training" activity.
- Select "Date of training session".
- Type a comment of the training session in the "Training remarks" field.
- Select one or several participants among the "Available personnel"
- Click "Add selected persons". The persons will then be transferred into the "Participants" panel below.
- Click Save and Close

How to print reports

On board you can find some useful reports to e.g. check the training status of your crew using the report "E-learning and CST status for personnel on board". When a trainee has completed a training session on board you can print a verification of training by using the report "Detailed e-learning report for selected person".

- In the menu on the left hand side expand the menu item "Reports & statistics" and select "Reports".
- Select the preferred report.
- Click the "Generate" button.
- Select report filters if required.
- Click the "Request new report" button.
- Click "Report manager".
- Click the "Download" button on the right-hand side of the requested report.
- Click the (browser specific) notification to "download", "save as" or "open" the document.
- If you have printer connected, click the print icon.

Help

If you have any questions, you may be able to find the answers in our Help section. This is located in the menu on the left side. If you are not able to find the answers there, please do not hesitate to contact our support desk:

Support e-mail: support@cslships.com