



COMPAS All Crew Members

User Guide for
CANADA (V.2)



cslships.com

INTRODUCTION

WHAT IS COMPAS?

COMPAS is the new crewing management software selected by CSL. This tool enables crew members to manage their activities directly through the Self-Service or the Onboard Module.



Self-Serve

Crew Profile/Documents

Assignments

Expense Claims

Training (in person)



In this section, you will learn how to:

- Log in and navigate the Compas Crew Self Service
- Manage your profile and documents
- Check your compliance
- See your upcoming assignments
- Submit your expense claims
- Request a training



On Board

Crew Profile/Documents

Work & Rest Hours

Appraisals



In this section, you will learn how to:

- Log in and manage your personal profile and documents in the Onboard Module
- Submit your expense claims
- Enter your Work & Rest Hours
- Complete the appraisal process

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1.1 LOG IN COMPAS SELF-SERVICE

1. Go to <https://csl.compas.cloud/CompasCss/Login.aspx>

CSL

COMPAS
Crew Self Service

Username

Password 

[Forgot password?](#)

Login

If you arrive on this page:

CSL

Username:

Password:

Login

[Forgot Password?](#)

[View Web Version](#)

Click on **[View Web Version](#)**

2. Enter the username and password you received by email from Compas.
3. Click on **Login**

NOTE: If you have entered a wrong password, click on “Forgot password” before your account is locked.



1.2 MANAGE LOGIN PASSWORD

When you log in for the first time, you are asked to change your password:

The screenshot shows the COMPAS login interface. At the top left is the CSL logo, and at the top right is the COMPAS logo. Below the logos is a light gray box containing the text "You must change your password." in a white box. Underneath, there are three input fields: "Old Password:" with a masked password "*****", "New Password:" with a masked password "*****", and "Re-type Password:" with a masked password "*****". A blue "Submit" button is located at the bottom right of the form.

1. The old password is the one you received by e-mail.
2. Choose a password that contains:
 - at least 8 characters
 - at least 1 number
 - upper- and lower-case letters
 - cannot be the same as the username
3. Enter the new password a second time
4. Click **Submit** to confirm your new password

If you need to change your password for any reason:

1. From the login page, click on **Forgot password?**
2. Enter your username and your e-mail address.
3. Click on **Reset Password**
4. You will receive an e-mail from Compas
5. Reset your password

The first screenshot shows the COMPAS login page. At the top left is the CSL logo, and at the top right is the COMPAS logo with the text "Crew Self Service" below it. In the center, there are two input fields: "Username" with the value "707" and "Password" with a masked password "...". Below the password field is a red arrow pointing to the text "Forgot password?". To the right of the "Forgot password?" text is a blue "Login" button. At the bottom of the page is the OCEAN Technologies Group logo.

The second screenshot shows the password reset form. It has two input fields: "Username" with the value "2991" and "Email" with the value "2991@csllships.com". These fields are enclosed in a red rectangular box. Below the email field is a blue "Reset Password" button. At the bottom left of the form is a blue "Back to Login" link.



COMPAS SELF-SERVICE

Self-Service

2.1 OVERVIEW

When you log in successfully, you arrive on the home page.

NEXT VESSEL

Your future assignment will be shown in this section

Next Vessel

Vessel Name

BAIE ST. PAUL

Flag

☐ Canada

Vessel Size

34490 DWT

Vessel Type

Bulk Carrier, Self-discharging

Joining Date

26/Dec/2023

Port of Joining

St Lawrence Seaway (CAN)

Assignment

Country

Canada

MENU

The user guide reviews the various options available in this left-hand menu

COMPAS
CSL

MENU

Dashboard

Personal profile

Calendar

Payroll

CERTIFICATIONS

Documents

Training

SETTINGS

Account settings

Logout

Release #36.5.0

Welcome Mark Leoney 707

Nice to have you again, here are your latest activity and important information

You have 0 document(s) that expire this month, and 1 unread notification(s)
You are missing feedback for 0 training courses

Next Vessel

Vessel Name

BAIE ST. PAUL

Flag

☐ Canada

Vessel Size

34490 DWT

Vessel Type

Bulk Carrier, Self-discharging

Joining Date

26/Dec/2023

Port of Joining

St Lawrence Seaway (CAN)

Assignment

Country

Canada

Notifications (1)

Unread Read

USER GUIDE TEST

- posted on 07/Nov/2023 17:19:20

- read on 14/Dec/2023 16:56:42

Training

Course	Start date	End date	Location	Provider	Status
December 2023					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

Friday, 01/Dec/2023

No Event Scheduled

Empty

Expiring documents

Non compliances (13)

Name	Expiration	Comply	Mandatory
Advanced Fire Fighting - STCW VI/3		✗	Y
Marine Advanced First Aid A-VI/4-1		✗	Y

TRAINING

The training will display the future training course.

CALENDAR

The Calendar will display any expiring documents, planned training courses, planned assignment

DOCUMENTS

Identify expiring documents & non-compliances

Non compliances (13)			
Name	Expiration	Comply	Mandatory
Advanced Fire Fighting - STCW VI/3		✗	Y
Marine Advanced First Aid A-VI/4-1		✗	Y
STCW Basic Safety		✗	Y
Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2		✗	Y
Prejoin medical [Main Documents CAN]		✗	Y

Expiring documents

3 Months 12 Months

Document

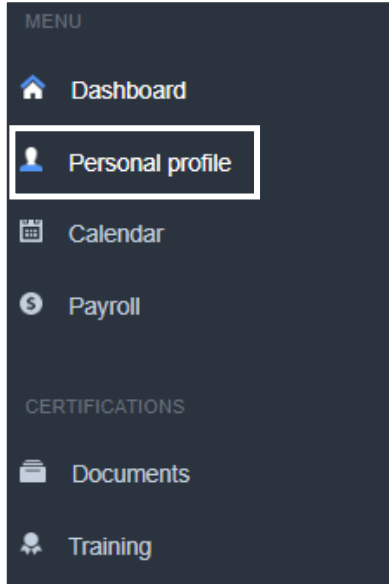
TC Medical Fitness Certificate

Expiry date

19/May/2024



3.1 ADDRESS & CONTACTS





MST Master

707

📍

Place of birth: Port Colbourne, Ontario, Canada | Canadian

✅

Joining Status:

📅

Date of birth: 06/01/1988 (30 years old)

👤

Owner pool: CSL Canada

🚢

Next Vessel: BAIE ST. PAUL (26/Dec/2023)

🏢

Company: CSL Canada

📅

Employment time: 13 Years 3 Months

📄

Licence : MST Master Near Coastal (STCW II/2)

📄

Manning office: CSL Canada

Address

Addresses

+

✎

✖

	Address type	Home address	
	Country	Canada	
	States		
	Municipality		
	Province	Province abbreviation	

Contacts

+

MOBILE NUMBER	123-456-7890	Edit Delete
E-MAIL ADDRESS	emailaddress@gmail.com	Edit Delete
HOME NUMBER	0987-654-321	Edit Delete

- 4



COMPAS SELF-SERVICE

Self-Service

3.1 ADDRESS & CONTACTS

 Your address AND contact information must **always be accurate and up-to-date**

When adding/editing an address, please make sure that all the below fields are filled:

- Address type: home or mailing address
- Country
- City
- Zip/Postal code
- Province: type the province name (**abbreviation**)
- Address

Province Name	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland & Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT

Addresses

Address type
-Select address type-

Country
-Select country-

Municipality

City

Zip/Postal code

Nearest international airport

Transliteration
English

Preferred airport
☒ International ☐ Domestic

Primary
☒ Yes ☐ No

State
-Select state-

Province

Address

Nearest domestic airport

Nearest port

Sorting
2

Specify if your home/mailling address is primary or not.

If you only have one address, make sure it is marked as **PRIMARY**

When all the fields are filled, click on 

When adding/editing contact information, please make sure that all the below fields are filled:

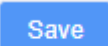
- Contact type: select a type from the drop-down menu
- Value: depending on what you have selected in the contact type, enter the number/email address in the field

Add Crew Contact

Contact type
Select value...

Value



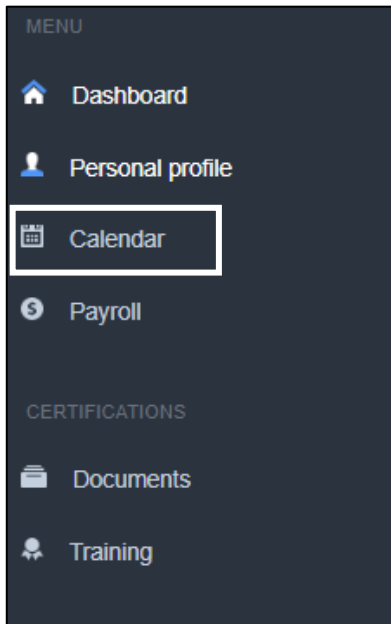
When both fields are filled, click on 



COMPAS SELF-SERVICE

Self-Service

4.1 CALENDAR



When you click on **Calendar** in the left-side menu, you can view your expiring documents, training events, movement history, planned movements, and your planned events.

today

Dec, 2023

Day

Week

Month

Timeline

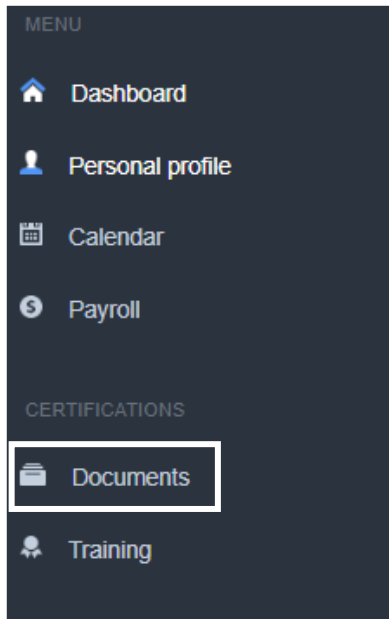
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 Dec	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Planned					
	Planning: BAIE ST. PAUL					



COMPAS SELF-SERVICE

Self-Service

5.1 DOCUMENTS



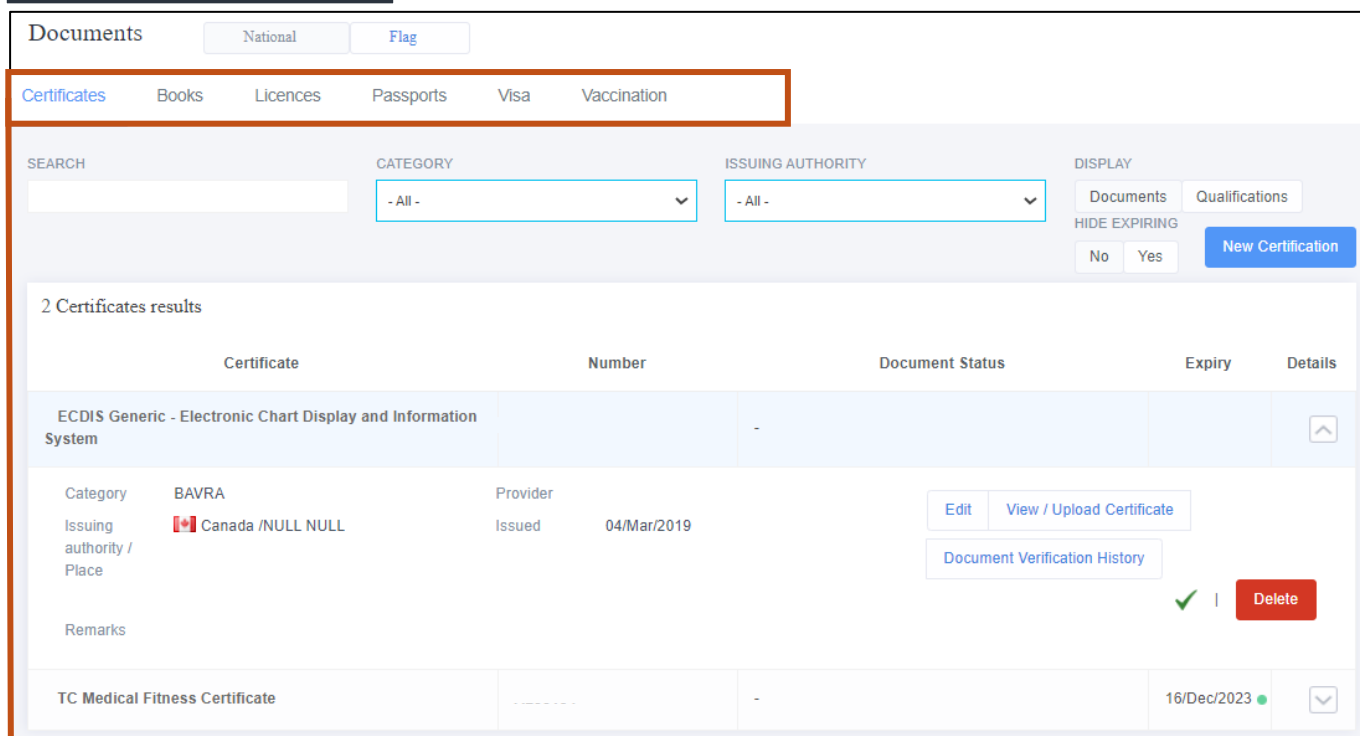
To access all your documents, click on **Documents** in the left-side menu.

NOTE: When you first log in to Compas Self-Service (CSS), most of your documents will be already uploaded.



Some attachments might be missing as well as the document itself.

When opening the Documents menu, the first action is to **verify if the documents' attachments have been uploaded.**



All documents are set by type. Click on any document type to access them

- Click on **New Certification** or on **Add** to add a new certificate or other type of document
- Click on  to expand and view the document's details
- Click on **View / Upload Certificate** to view/upload an attachment
- Click on **Edit** to edit the document's details
- Click on **Delete** to delete the entire document entry
- This icon  means that the document has been verified by the crewing coordinator.



COMPAS SELF-SERVICE

Self-Service

5.2 UPLOAD AN ATTACHMENT FOR ANY DOCUMENT

Click on the [View / Upload Certificate](#) icon.

A new tab will open:

The screenshot shows the 'Certificate Detail' form on the left and the 'Documents view for (MAST) Leanne, Mark (787)' on the right. The 'Certificate' section includes fields for 'TC Medical Fitness Certificate', 'Number' (A200104), 'Issuing authority' (Canada), 'Issue/Revalidation' (19/May/2022), 'Expiry' (16/Dec/2023), 'Place of issue' (NULL NULL), 'Provider' (- Select value -), and 'Remarks'. The 'Documents view' section has a red box around the 'Drop a file here or click to browse' area and an 'Upload' button. Below this is a 'Similar Documents' section.

1. Drop the file in the red area or click to browse the document then click on [Upload](#)
2. Edit any information on the left side if correction is needed.
3. Click on [Update](#) then close the tab



1. The maximum file size is 5 Mb

If the file you are uploading is too large, **follow the steps on “How to reduce the photo size” on page 46.**

2. If you have uploaded the wrong document, make sure to add the right one. The crewing coordinator will then delete the wrong one.



5.3 ADD A LICENCE

Select **Licences** from the document types then click on **Add**

CertificatesBooksLicencesPassportsVisaVaccination

ISSUE AUTHORITY

- All -

Add

Licences

Licence	Capacity	Rank	Limitation Description	Details
CERTIFICATE OF COMPETENCY	Master Near Coastal (STCW II/2)	MST	No limitation (> 3000 GT)	

Make sure that all the below fields are filled in the following order:

- Type: Certificate of Competency/Proficiency or Certificate of endorsement
- Capacity
- Rank
- Limitation
- Number
- Issue/Revalidation = original issue
- Expiry date – if no expiry, then click on the checkbox “No expiry date”
- Issuing authority

- Click on **Insert**

Insert

Refer to section 5.2
**UPLOAD AN
ATTACHMENT FOR
ANY DOCUMENT**

Licence Detail

Type

- Select value -

Capacity

- Select Value -

Rank

- Select Value -

Limitation

Number

Original issue

Issue/Revalidation

Expiry

No expiry date

☐

Issue place

Issue authority

- Select value -

Is flag document

☐

Remarks

Close

Insert



5.4 ADD A CERTIFICATE

Select **Certificates** from the document types then click on

New Certification

The screenshot shows the 'Certificates' tab selected in the top navigation bar. Below the navigation bar, there are search filters: 'SEARCH' (text input), 'CATEGORY' (dropdown menu showing '- All -'), 'ISSUING AUTHORITY' (dropdown menu showing '- All -'), 'DISPLAY' (radio buttons for 'Documents' and 'Qualifications'), and 'HIDE EXPIRING' (radio buttons for 'No' and 'Yes'). A 'New Certification' button is highlighted in the top right corner. Below the filters, it says '2 Certificates results'. A table lists the certificates:

Certificate	Number	Document Status	Expiry	Details
ECDIS Generic - Electronic Chart Display and Information System		-		☐
TC Medical Fitness Certificate		-	16/Dec/2023	☐

Make sure that all the below fields are filled in the following order:

- Certificate: type the first letter and a drop-down menu will appear
- Number
- Issue/Revalidation = original issue
- Expiry date – if no expiry, then click on the checkbox “No expiry date”
- Issuing authority
- Click on **Insert**

Refer to section 5.2
**UPLOAD AN
ATTACHMENT FOR
ANY DOCUMENT**

The 'Certificate Detail' form contains the following fields:

- Certificate**: A text input field with a red box around it.
- Number**: A text input field with a red box around it.
- Issuing authority**: A dropdown menu with a red box around it, showing '- Select value -'.
- Issue/Revalidation**: A date input field with a calendar icon and a red box around it.
- Original issue**: A date input field with a calendar icon and a red box around it.
- Expiry**: A date input field with a calendar icon and a red box around it.
- No expiry date**: A checkbox with a black box around it.
- Place of issue**: A text input field.
- Is flag document**: A checkbox.
- Provider**: A dropdown menu with a red box around it, showing '- Select value -'.
- Remarks**: A text area.
- Close**: A button at the bottom left.
- Insert**: A button at the bottom right.



5.5 ADD A PASSPORT

Select **Passports** from the document types then click on

Add

Certificates	Books	Licences	Passports	Visa	Vaccination
--------------	-------	----------	------------------	------	-------------

Passport	Add			
Number	Issued	Expiry	Country	Details
-----	08/Mar/2016	08/Mar/2026	Canada	

Make sure that all the below fields are filled in the following order:

- Passport number
- Issue date
- Expiry date
- Issue authority
- Click on the checkbox “yes” if it is your **primary passport**
- Click on **Insert**

Refer to section **5.2 UPLOAD AN ATTACHMENT FOR ANY DOCUMENT**

Passport Detail

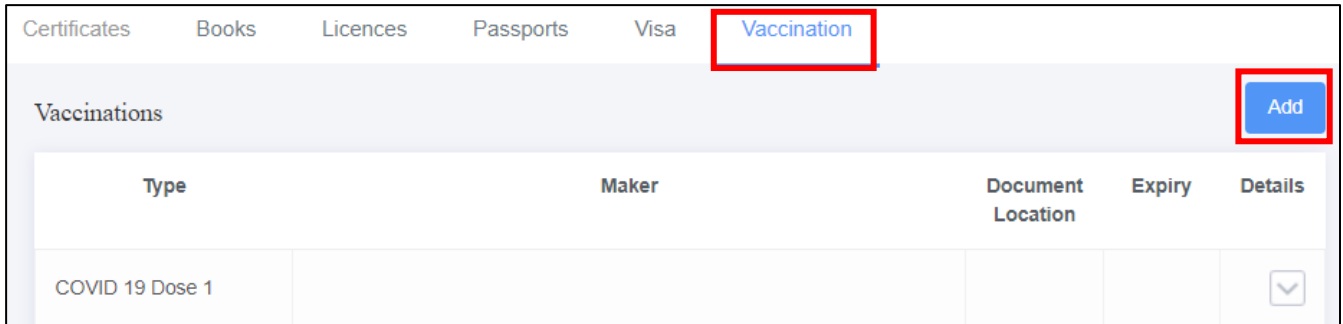
Passport number	Issue date
Expiry date	Issue authority
	Select value..
Place of issue	Document location
	- Select value -
Document type	Primary
- Select value -	☒ No ☐ Yes
Remarks	

Close**Insert**



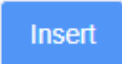
5.6 ADD A PROOF OF VACCINATION

Select **Vaccination** from the document types then click on 

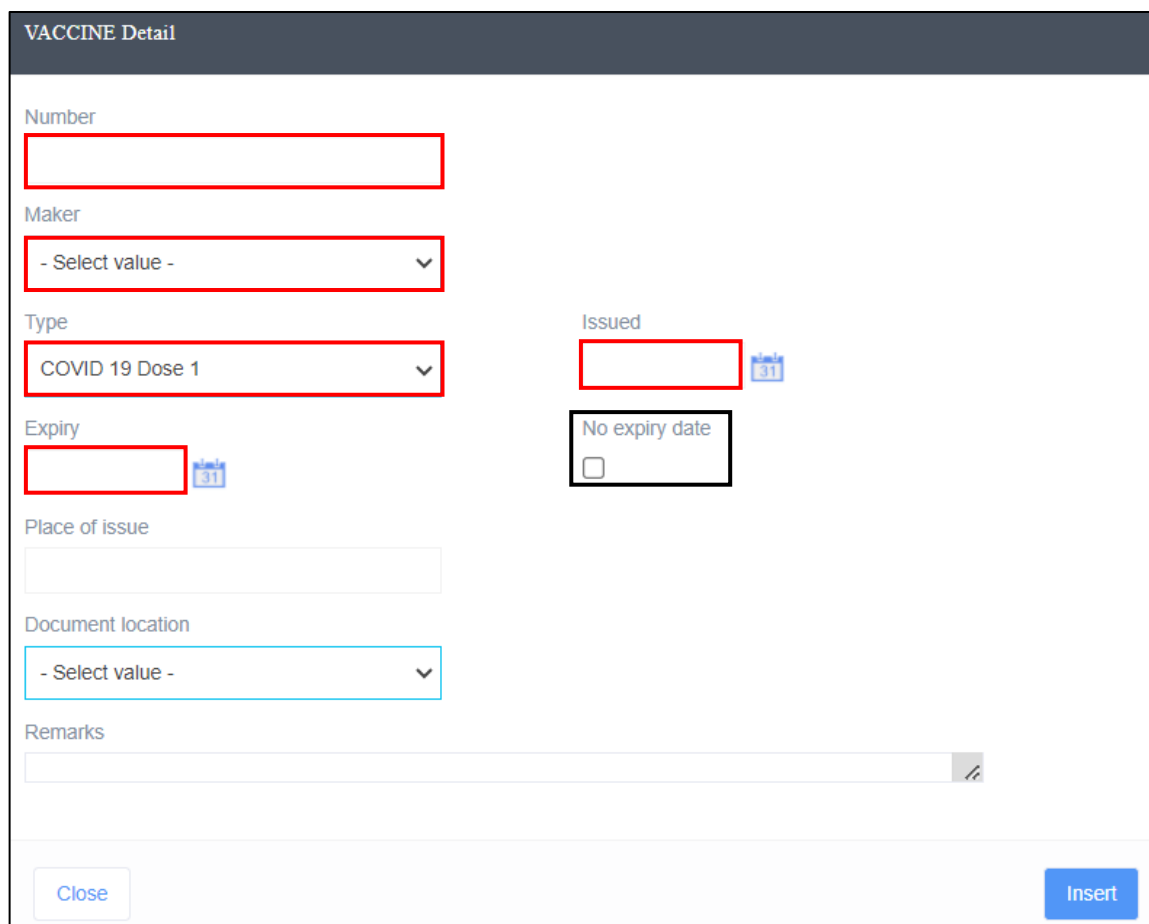


Type	Maker	Document Location	Expiry	Details
COVID 19 Dose 1				

Make sure that all the below fields are filled in the following order:

- Vaccine number
- Maker: select from the drop-down menu
- Type: select from the drop-down menu
- Issued date
- Expiry date – if no expiry, then click on the checkbox “No expiry date”
- Click on 

Refer to section **5.2 UPLOAD AN ATTACHMENT FOR ANY DOCUMENT**



VACCINE Detail

Number

Maker

Type

Issued


Expiry


Place of issue

Document location

Remarks

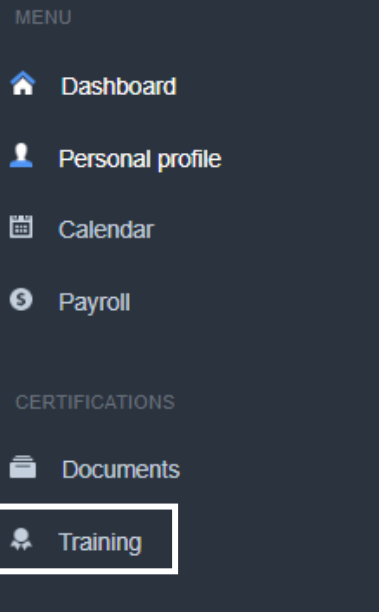
 



COMPAS SELF-SERVICE

Self-Service

6.1 TRAINING REQUIREMENTS



In the Training menu, you will be able to view your requirements, courses, recommended courses as well as access your OLP profile.

Click on **Requirements** to validate if you have all the documents needed for your future assignment.

Requirements

Training Requests

Courses

Courses Recommended

Ocean Learning CBT

Ocean Learning Lookup

Requirements

Planned (MST - BAIE ST. PAUL - Canada flag) as of 12/Feb/2024 - Compliance 21% on Mandatory requirements

Mandatory Requirements								Comply	Dispensation	Remarks	
+	Licenses (CAN)			Flag				✗			⌵
+	TC Medical Fitness Certificate			Owner Specific				✗			⌶
	#	Type	Number	Issue	Validity Months	Expiry	Comply				
+	1	TC Medical Fitness Certificate		19/May/2022		16/Dec/2023	✗				
+	Main Documents CAN			Main Documents				✗			⌵
+	STCW CAN			STCW				✗			⌵
+	ECDIS Sperry			Vessel Specific				✗		i	⌵
+	Navigation Aids / Radio CAN			Vessel Specific				✗			⌵
Non-Mandatory Requirements								Comply	Dispensation	Remarks	
+	E-Learning / CBT CAN			E-learning				✗		i	⌵

Click on to expand and view the document details.

Click on to add the document in order to be compliant for your future assignment.

To add a document and upload an attachment, Refer to section 5.



6.2 TRAINING REQUESTS

In the menu **Training Requests**, you will be able to request a course that you need/ would like to take.

The screenshot shows a navigation bar with the following items: Requirements, Training Requests (highlighted with a red box), Courses, Courses Recommended, Ocean Learning CBT, and Ocean Learning Lookup. Below the navigation bar, there is a section titled 'Training Requests' with a blue 'Add' button on the right. The main content area below this section displays 'No record found'.

Click on **Add** to add the course request.

A new page will open, fill in the fields:

- Course: select the course using the drop-down menu
- Suggested Events: if training events have been created for the selected course, a drop-down menu will appear, and you will be able to select the dates that suit you.
- Source: must be **Self**
- Type: must be **Voluntary**
- Click on **Save**

The screenshot shows the 'Add Training Request' form. It has a dark header bar with the title 'Add Training Request'. The form contains the following fields, each outlined with a red box: 'Course' (a dropdown menu showing '-Select Course-'), 'Suggested Events' (a dropdown menu), 'Source' (a dropdown menu showing 'Self'), 'Type' (a dropdown menu showing 'Voluntary'), and 'Remarks' (a text area). A blue 'Save' button is located at the bottom right of the form.



6.3 COURSES & RECOMMENDED COURSES

In the menu **Courses**, you will be able to see all the courses that you have taken. No actions are required in this menu.

Requirements	Training Requests	Courses	Courses Recommended	Ocean Learning CBT	Ocean Learning Lookup
Training Requests					Add
No record found					

In the menu **Courses Recommended**, you will see the courses/certificates that you must take based on the qualification matrix.

Requirements

Training Requests

Courses

Courses Recommended

Ocean Learning CBT

Ocean Learning Lookup

Courses Recommended

#		Course	Number	Issue Authority	Issue	Expiry	Required	Training Request
1		Advanced Fire Fighting - STCW VI/3						0
2		Marine Advanced First Aid A-VI/4-1						0
3		Restricted Operator's Certificate (ROC-MC)						0
4		ECDIS Specific - Transas						0

If you already hold the certificate but it has not been entered in Compas, then click on the icon to add the certificate to your files.

If you would like to request training for a specific course/certificate, then click on the icon and you will be directed to the menu Training Requests so you can add a new request (Refer to **Section 6.2. TRAINING REQUESTS**)

Once you have requested the course, the number will change from 0 to 1.



Requirements	Training Requests	Courses	Courses Recommended	Ocean Learning CBT	Ocean Learning Lookup		
☒ Show only latest CBT result							
#	Module	Type	Vessel	Date	Completed (%)	Score (%)	Passed/Failed
Ocean Learning							
1	[0218] - Oil Record Book, Part I	CBT	SPRUCEGLEN	17/Jan/2023	100	81	Passed
2	[0300] - Rigging and Slings	CBT	SPRUCEGLEN	18/Apr/2023	100	77	Passed
3	[0343] - Preparation for loading bulk carriers	CBT	SPRUCEGLEN	18/Jun/2023	100	93	Passed

[Requirements](#)
[Training Requests](#)
[Courses](#)
[Courses Recommended](#)
[Ocean Learning CBT](#)
[Ocean Learning Lookup](#)





7.1 CREATE AN EXPENSE REPORT (Other than MILEAGE)

MENU

- Dashboard
- Personal profile
- Calendar
- Payroll**

CERTIFICATIONS

- Documents
- Training

To access the expense reports, click on **Payroll** in the left-side menu.

Click on **Claims** then click on **Add Claims**

Payroll

Claims Reports

Claims **Add Claims**

No record found

Make sure that all the below fields are filled in the following order:

- **Date**: submission date set as today's date by default (**Do not edit it**)
- **Vessel**: Select the vessel corresponding to the expense
- **Category**: select the **reason** of expense (refer to annex-page 23)
- **Subcategory**: select the **type** of expense
- **Location**: Select the province where the expense occurred from the drop-down menu
- **To be paid in**: Canadian dollars
- Click on **Save**

Add Claim

Crew
[Crew Name]

Date
21/Aug/2024 **1**

Vessel
CSL TADOUSSAC (CSLC) **2**

Category
Crew Change **3**

Subcategory
Hotel **4**

To be paid in
Canadian Dollar **6**

Location
Quebec **5**

Link to
Select link ...

Remarks
[Text Area]

DO NOT SELECT

Close Save



7.2 CREATE CLAIM

Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page,
Click on the **+** icon.

	Description	Date	Claimed	To be paid
+				

Close Update

Make sure that all the below fields are filled in the following order:

- **Description:** Name of the Vendor
- **Date:** Expense date
- **Claimed amount**
- **Currency:** if you have incurred expenses in a different currency, please make sure to enter the equivalent in CAD
- Click on **Save**

Claim Details

Description *

1

Date

2

Claimed amount

3

Currency

Canadian Dollar

Save Cancel

NOTE: You can add multiple claims if they are incurred for the same category & sub-category. If your expense falls under a different category or sub-category, you need to create a new claim for it.



COMPAS SELF-SERVICE

Self-Service

7.3 ATTACH RECEIPTS

 Once you have added your claims, you **MUST** upload **ALL** the necessary itemized receipts.

1. Click on [Upload Documents](#)

Claims											Add Claims
Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
Crew Change	Meals	18/Dec/2023	CAD	35.00			SPRUCEGLEN				Edit Upload Documents Delete
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	mcd	06/Dec/2023	35.00 CAD	35.00 CAD			Pending				

2. A new page will open, click on [Choose File](#)

3. Make sure to upload all the receipts then click on [Upload](#)

Upload Document

File:

[Choose File](#) No file chosen

Remarks

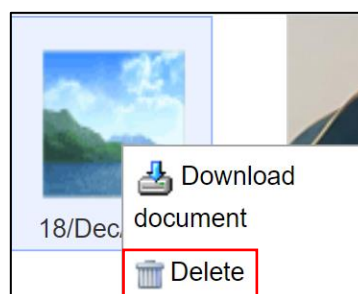
[Upload](#)

Note: You can upload more than 1 receipt. Follow the steps above to do so.

The size limit is 5Mb - follow the steps on “How to reduce the photo size on page 46.

If you have uploaded the wrong receipts,

Click on [View Documents](#) then right-click on the attachment and click on **Delete**





COMPAS SELF-SERVICE

Self-Service

7.4 ADD A MILEAGE EXPENSE

To access the mileage claims, click on **Payroll** in the left-side menu.

Click on **Claims** then click on **Add Claims**

Payroll

Claims Reports

Claims

Add Claims

No record found

Make sure that all the below fields are filled in the following order:

- **Date:** submission date set as today's date by default (**Do not edit it**)
- **Vessel:** Select the vessel corresponding to the expense
- **Category:** select Kilometer Allowance
- **Subcategory:** select Kilometer Allowance
- **Location:** Select the province where the expense occurred
- **To be paid in:** Canadian dollars
- **Remarks:** Type the date of the trip
- Click on **Save**

Add Claim

Crew
(SUP) John Doe

Date
06/Sep/2024 1

Vessel
ATLANTIC HURON (CSLC) 2

Category
Kilometer Allowance 3

Subcategory
Kilometer Allowance 4

To be paid in
Canadian Dollar 6

Location
Quebec 5

Link to
Select link ...

Remarks

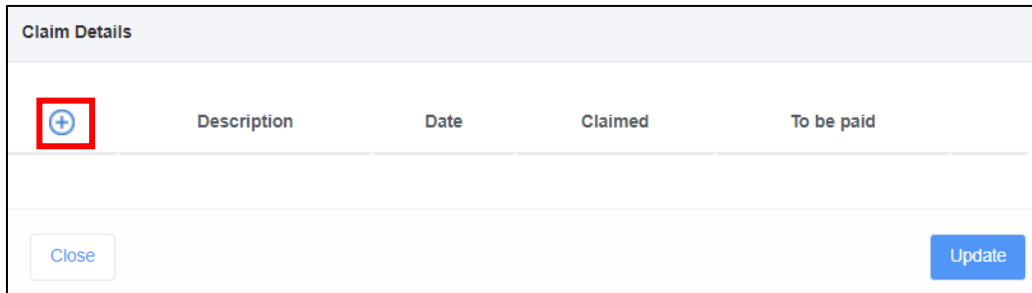
Close Save

DO NOT SELECT



7.4 ADD A MILEAGE EXPENSE

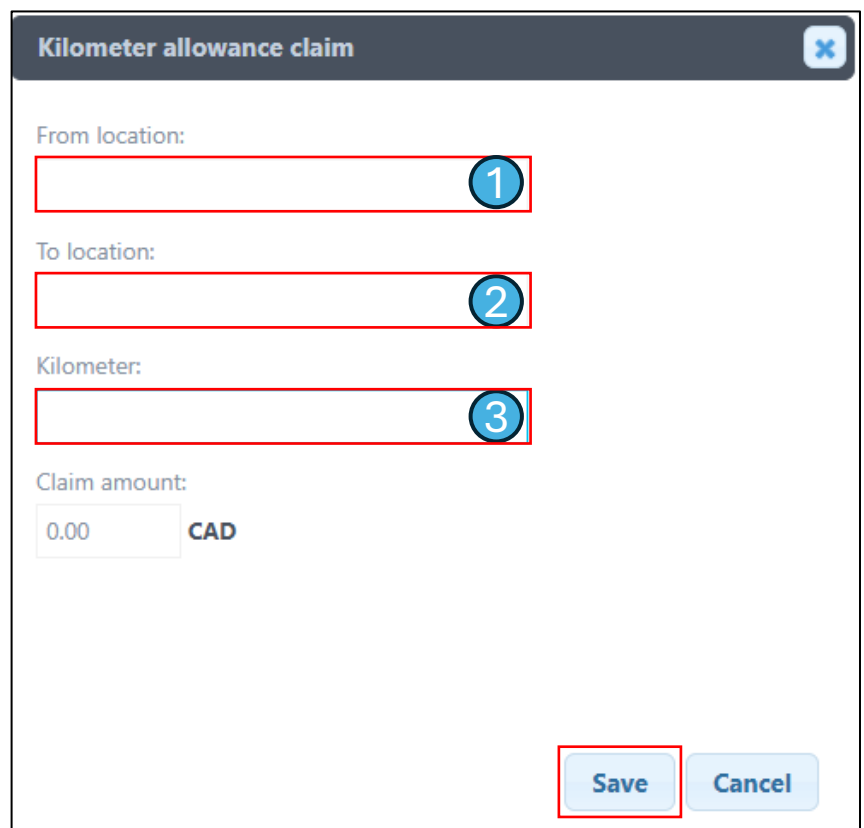
Once you click on **Save** , a new menu “**Claim Details**” will appear at the bottom of the page,
Click on the  icon.



The 'Claim Details' modal form contains a table with the following headers: Description, Date, Claimed, and To be paid. A plus icon (+) is located in the first row of the table, highlighted with a red box. At the bottom of the modal, there are 'Close' and 'Update' buttons.

Make sure that all the below fields are filled in the following order:

- **From Location:** Enter the starting location of your trip.
- **To Location:** Enter the destination of your trip.
- **Kilometer:** Input the total distance traveled in kilometers
- Click on **Save**



The 'Kilometer allowance claim' form includes the following fields: 'From location:' (1), 'To location:' (2), 'Kilometer:' (3), and 'Claim amount:' (0.00 CAD). The 'Save' button is highlighted with a red box.

Note: Make sure to attach a screenshot from Google Maps showing the calculated distance between the starting and ending locations.



COMPAS SELF-SERVICE

Self-Service

7.5 TRACK CLAIMS STATUS

After submitting your claims, you can track their status to see whether they have been processed.

NOTE: You can make **unlimited** edits to a claim as long as it hasn't been approved or rejected.

Claims

Add Claims

Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
Crew Change	Hotel	23/Aug/2024	CAD	500.00			CSL TADOUSSAC		0		Edit View Documents

No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved
1	Hotel	10/Aug/2024	500.00 CAD	500.00 CAD			Pending

- Click on **Edit** to edit/add more expenses as long as they are from the same category and subcategory
- Click on **View Documents** to view/upload/delete receipts
- Click on to track the claim status
- Click on **0** to add/view remarks. If the claim is missing information, the crewing coordinators will add remarks, you will receive an email to review/correct your claim.

Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
Crew Change	Meals	23/Aug/2024	CAD	85.00	40.00	August 2024	CSL TADOUSSAC			1	
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	tim hortons	10/Aug/2024	20.00 CAD	20.00 CAD	20.00 CAD	23/Aug/2024 13:38:07	✓				
2	Dinner	17/Aug/2024	40.00 CAD	40.00 CAD	20.00 CAD	23/Aug/2024 13:38:07	✓				
3	Burger King	11/Aug/2024	25.00 CAD	25.00 CAD		23/Aug/2024 13:38:07					

These 3 columns will determine the claim status:

- **Approved amount:** if the claimed amount has been approved completely or partially
- **Processed date:** when the claim has been processed
- **Approved:** Green check if approved / red sign if rejected or pending



ANNEX

Find below the definitions for categories:

CATEGORIES	DEFINITION
Crew Change	ETO- Vacation - Transfers - Lay-up - Fit-Out
Medical	Any illness/injuries (Onboard & On leave)
Personal Protective Equipment	Safety Boots - Cook's uniform
Shipkeeper	Shipkeeper allowance
Training	any expenses while on training
Winter Conference	As required by CSL
Winter Work	Expenses during Lay-up
Mileage	As per CBA entitlements (use of personal vehicle only)



COMPAS ONBOARD MODULE

Onboard Module

8.1 LOG IN & MANAGE PASSWORD

**NOTE: You must be on board to be able to log in.
You need to be signed-on by a TOP 4.**

Use the link to log into your COMPAS Onboard (OB)
<https://csl.compas.cloud/CompasOnboard/Login.aspx>

1. Select the vessel you are on from the drop-down list.
2. Enter the Username and Password you received from Compas.
3. Click on **Login**

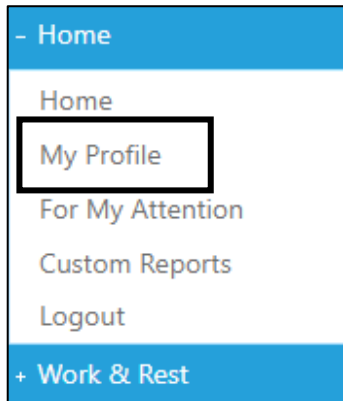
➤ If you have entered incorrect information, a **Forgot password?** button will appear. Click on it to reset the password



COMPAS ONBOARD MODULE

Onboard Module

9.1 PERSONAL PROFILE - PERSONAL INFORMATION



Select **“My Profile”**

My Profile will give you access to see your personal information, your documents, your flag documents, and your trainings.

MASTER PROFILE					
Andrew, Crowley					
SURNAME	Crowley	NAME	Andrew	MIDDLE/OTHER NAME	
CREW ID	1489	STATUS	ACTIVE (Active: YES)	RANK	Master
BIRTH DATE	1980-01-01	PLACE OF BIRTH	St. John's, NL	MANNING OFFICE	CSL Canada
READY TO JOIN	ON BOARD	NEXT VESSEL	BAIE ST. PAUL	LICENCE	MST Master Mariner (STCW II/2)
NATIONALITY	Canadian	FLEET	CSL Canada	CREW TYPE	
EMPLOYMENT TIME	2018-01-01	OWNER POOL	CSL Canada	COMPANY	CSL Canada
PASSPORT		ISSUED	2018-01-01	EXPIRY	15/Dec/2024
SEAMAN BOOK		ISSUED	2018-01-01	EXPIRY	

Personal	Payroll	Documents	Training
Addresses Address type Home address Country Canada States Municipality Province City ZIP Code Address Contacts MOBILE NUMBER E-MAIL ADDRESS HOME NUMBER			

PERSONAL

When you click on “Personal”, you will have access to your address and contacts.

- Click on  to add a new document/Contact
- Click on  to edit a document/Contact
- Click on  to delete a document/Contact



COMPAS ONBOARD MODULE

Onboard Module

9.2 PERSONAL PROFILE - DOCUMENTS

DOCUMENTS

When you click on “Documents”, you will be able to view all your certificates, licences, passports, visa, etc.

You can add documents from the Onboard module. Follow the same steps as Compas Self-Service.

Personal			Payroll			Documents			Training		
						Certificates Books Licences Passports Visa Vaccination					
Category: - All -			Issuing Authority: - All -			Display: ☒ Documents ☐ Qualifications			Hide expired certificates ☐		
Category	Certificate	Number	Issuing Authority	Issued	Expiry	Place of Issue	Provider	Document status	Remarks		
	BAVRA	ECDIS Generic - Electronic Chart Display and Information System	Canada	14/Mar/2021		Ottawa NULL	-	-			
	BAVRA	General Operator Certificate (GOC)	Canada	31/May/2023	30/May/2028	NULL NULL	-	-			
	MEDICAL	TC Medical Fitness Certificate	Canada	08/Jun/2023	17/Feb/2025	Ottawa Transport Canada	-	-			
	PILOT	TC Pilotage Certificate TC-GLPA	Canada	15/Aug/2019		Cornwall GLPA	-	-			
	PILOT	Train the Trainer	Canada	01/Mar/2020		NULL NULL	-	-			
	STCW	Advanced Fire Fighting - STCW VI/3	Canada	19/Apr/2013		St. John's. NL NULL	-	-			
	STCW	Bridge Resource Management - A-II/1	Canada	21/Oct/2019		NULL NULL	-	-			
	STCW	Marine Advanced First Aid A-VI/4-1	Canada	24/Jun/2019		Ottawa, ON NULL	-	-			
	STCW	STCW Basic Safety	Canada	16/May/2010		St. John's. NL NULL	-	-			
	STCW	Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2	Canada	20/May/2010		St. John's. NL NULL	-	-			
	BAVRA	ECDIS Specific - Northrop Grumman Sperry Marine	Germany	02/Apr/2021		Germany Safebridge	-	-			
	BAVRA	ECDIS Specific - Transas	Germany	26/Mar/2021	25/Mar/2026	Germany Safebridge	-	-			

- Click on to add a new document
- Click on to edit a document
- Click on to delete a document
- Click on to upload an attachment
- Click on to view the attachment
- This icon means that the document has been verified by the crewing team

		Category	Certificate
	BAVRA	ECDIS Generic - Electronic Chart Display and Information System	
	BAVRA	General Operator Certificate (GOC)	
	MEDICAL	TC Medical Fitness Certificate	



COMPAS ONBOARD MODULE

Onboard Module

10.1 CREATE AN EXPENSE REPORT (Other than MILEAGE)

NOTE: You can only add expenses from the onboard module if the expense is related to the vessel you are currently on.

If the expense occurred on another vessel, you must use the Compas Self-Service to submit your expense.

Click on the menu **Payroll** then click on **Claims** then click on the  icon

Personal	Payroll	Documents	Training
Claims			
No record found 			

A new page will open, make sure that all the below fields are filled in the following order:

- **Date:** submission date set as today's date by default **(Do not edit it)**
- **Category:** select the **reason** of expense
- **Subcategory:** select the **type** of expense
- **Location:** Select the province where the expense occurred from the drop-down menu
- **To be paid in:** Canadian dollars
- **Link to:** **DO NOT SELECT**
- Click on 

Add claim

Crew: (MAST)

Date:  1

Category: 2

Subcategory: 3

To be paid in: 4

Location: 5

Link to:  **DO NOT SELECT**

Remarks:

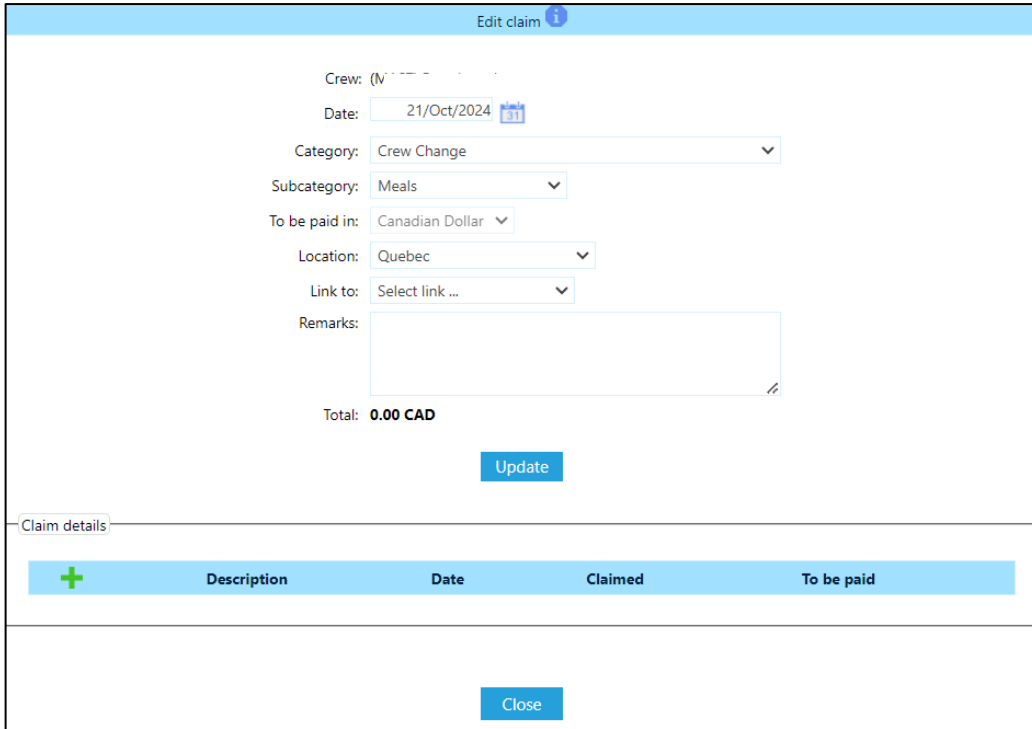


COMPAS ONBOARD MODULE

Onboard Module

10.2 CREATE CLAIM

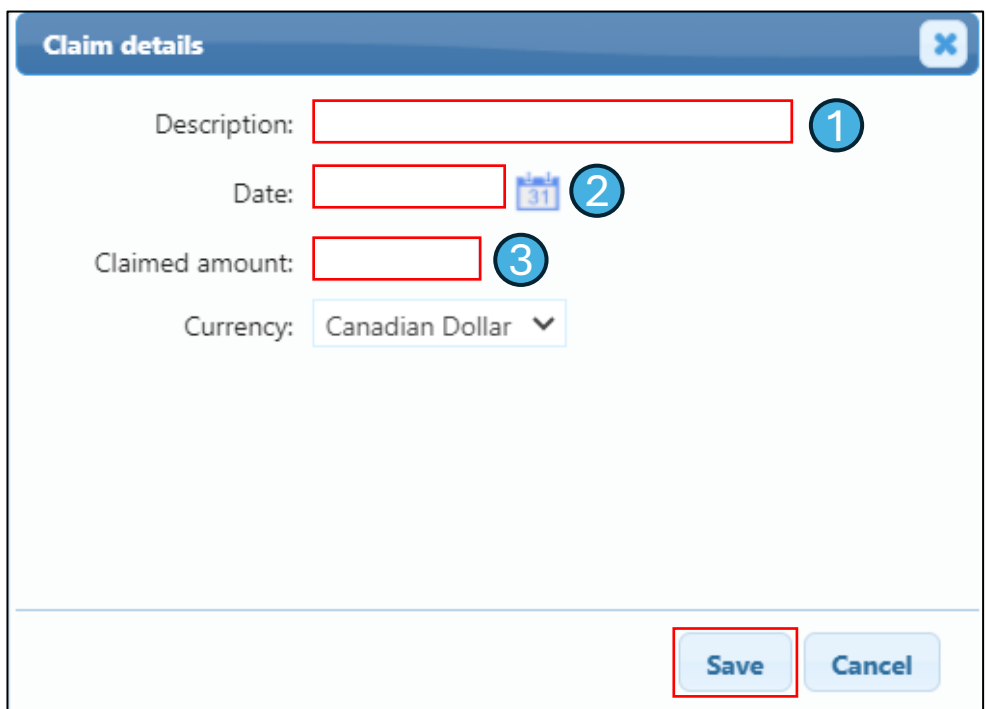
Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page. Click on the  icon.



A new page will open, make sure that all the below fields are filled in the following order:

- **Description:** Name of the Vendor
 - **Date:** Purchase date
 - **Claimed amount**
 - **Currency:** if you have incurred expenses in a different currency, please make sure to enter the equivalent in CAD
- Click on 

NOTE: You can add multiple claims if they are incurred for the same category & sub-category.





COMPAS ONBOARD MODULE

Onboard Module

10.3 ATTACH RECEIPTS



Once you have added your claims, you **MUST** upload **ALL** the necessary itemized receipts.

1. Click on

Claims											
	Category	Subcategory	Date	Currency	Claimed amount	App amount	Processed for	Vessel	Cost center	Link	Remarks
	Crew Change	Meals	21/Oct/2024	CAD	20.00						0
No	Description	Date	Claimed	To be paid	Approved amount	Processed date	Approved				
1	BK	04/Oct/2024	20.00 CAD	20.00 CAD			Pending				

2. A new page will open, click on

3. Make sure to upload all the receipts then click on

Upload document

File: No file chosen

Remarks:

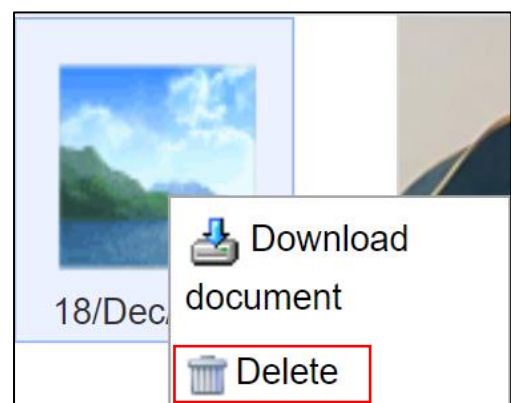
Note: You can upload more than 1 receipt. Follow the steps above to do so.

The size limit is 5Mb - follow the steps on page 46 to reduce the photo size.

If you have uploaded the wrong receipts,

Click on

and click on **Delete**





COMPAS ONBOARD MODULE

Onboard Module

10.4 ADD A MILEAGE EXPENSE

Click on the menu **Payroll** then click on **Claims** then click on the  icon

Personal	Payroll	Documents	Training
Claims			
No record found 			

A new page will open, make sure that all the below fields are filled in the following order:

- **Date:** submission date set as today's date by default **(Do not edit it)**
- **Category:** select Kilometer Allowance
- **Subcategory:** select Kilometer Allowance
- **Location:** Select the province where the expense occurred from the drop-down menu
- **To be paid in:** Canadian dollars
- **Link to:** **DO NOT SELECT**
- Click on 

Add claim

Crew: (MACT) Paul Joseph

Date: 21/Oct/2024  1

Category: Kilometer Allowance 2

Subcategory: Kilometer Allowance 3

To be paid in: Canadian Dollar 4

Location: Ontario 5

Link to: Select link ...  **DO NOT SELECT**

Remarks:

Save



COMPAS ONBOARD MODULE

Onboard Module

10.4 ADD A MILEAGE EXPENSE

Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page. Click on the **+** icon.

Edit claim 1

Crew: (M/)

Date: 21/Oct/2024

Category: Kilometer Allowance

Subcategory: Kilometer Allowance

To be paid in: Canadian Dollar

Location: Ontario

Link to: Select link ...

Remarks:

Total: 0.00 CAD

Update

Kilometer allowance claim

From location	To location	Kilometer	Claim amount

Close

A new page will open, make sure that all the below fields are filled in the following order:

- **From Location:** Enter the starting location of your trip.
- **To Location:** Enter the destination of your trip.
- **Kilometer:** Input the total distance traveled in kilometers
- Click on **Save**

Kilometer allowance claim

From location: 1

To location: 2

Kilometer: 3

Claim amount: 0.00 CAD

Save Cancel

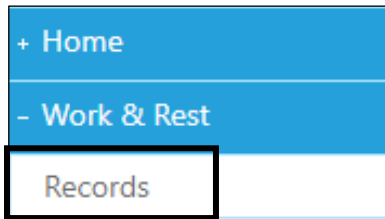
Make sure to attach a screenshot from Google Maps showing the calculated distance between the starting and ending locations.



COMPAS ONBOARD MODULE

Onboard Module

11.1 RECORDS – WORK & REST HOURS OVERVIEW



The records tab will be used to enter the Work & Rest hours.

- Use September 2023 to select the month desired
- Check for NCs : used to run the Non-conformance check
- Switch view : used to look at the records for all crew on board on a specific day of the month
- Bulk Add : used to add WRH for multiple days at the same time
- Print ILO Print : used to print in ILO or in Compas format
- Breach Report : used to look at the NC breach report for all crew on board
- Non-Conformances : used to look at the NC report per crew member for the month selected



COMPAS ONBOARD MODULE

Onboard Module

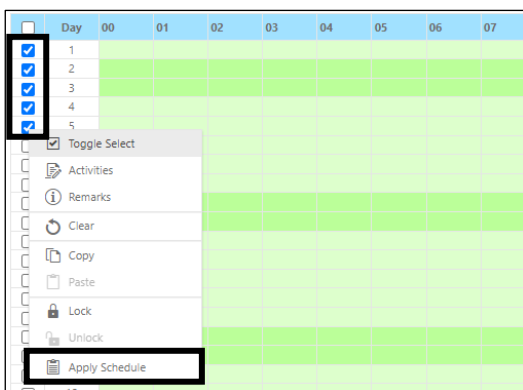
11.2 RECORDS - ADD WORK & REST HOURS

There are 2 ways of adding Work & Rest hours in Compas.

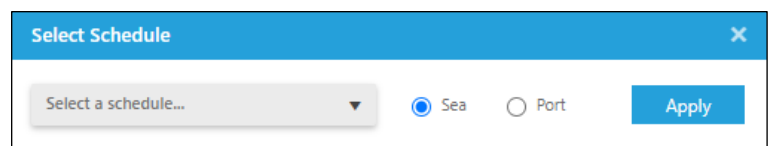
- ❖ Using the pre-defined schedules
- ❖ Manually

❖ USING SCHEDULES

- 1 Right click the checkboxes (either select all or day by day) then click on “**Apply Schedule**”



- 2 Select the pre-defined schedule using the drop-down menu then click on “**Apply**”



❖ MANUALLY

- 1 Make sure that ☒ Work is always checked at the top of the tab.
- 2 Either click on the hour (every click represents 30min of work) or drag and drop to add multiple hours
- 3 To remove hours from the records, click on the worked hours OR select ☐ Rest and drag and drop

☐	Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
☐	1																
☐	2																
☐	3																
☐	4																
☐	5																
☐	6																
☐	7																
☐	8																
☐	9																
☐	10																
☐	11																

- 4 After adding the hours of work, **ALWAYS** click on Check for NCs



COMPAS ONBOARD MODULE

Onboard Module

11.2 RECORDS - ADD WORK & REST HOURS

- 5 If a Non-conformance is detected, it will be visible on the right side of the tab with the icon . Hover the mouse over it to see the NC detail.

	Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TR	MR	TR7	MR7	
☐	1																										16.0	16.0	160.0	128.0	
☐	2																										16.0	16.0	152.0	128.0	
☐	3																										16.0	16.0	144.0	128.0	
☐	4																										16.0	16.0	136.0	128.0	
☐	5																										16.0	16.0	128.0	128.0	
☐	6																										24.0	16.5	128.0	128.0	
☐	7																										24.0	24.0	128.0	128.0	
☐	8																										24.0	24.0	136.0	128.5	
☐	9																										24.0	4.5	144.0	132.0	
☐	10																										4.5	4.0	132.5	132.0	
☐	11																										24.0	4.0	140.5	132.5	

- 6 Click on the Non-conformance icon to access the NC report to add a comment.

Work & Rest Hours - NCs Report

NCs Report: FERBEC (October, 2024)

Crew: MAST Beaulne Ghyslain (Crew ID: 901) ☒ Include Remarks in printed report

	Non-Conformance	Location	From	To	
-	MAST Beaulne Ghyslain (Crew ID: 901)				
-	Canadian Labour Code: Minimum 8 hours of rest in any 24-hours interval.	At sea	03/Oct/2024 04:00	04/Oct/2024 22:30	
No Remarks!					
-	Canadian Labour Code: At least 6 consecutive hours of rest in every 24-hours period	At sea	03/Oct/2024 04:00	04/Oct/2024 23:00	
No Remarks!					

- 7 Click on the  icon to add a remark for each NC then click on 

Add

Non-Conformance : STCW: One rest interval shall be at least 6 hours in length.

From : 10/Sep/2023 01:00

To : 11/Sep/2023 05:30

Remarks :

Add a remark here

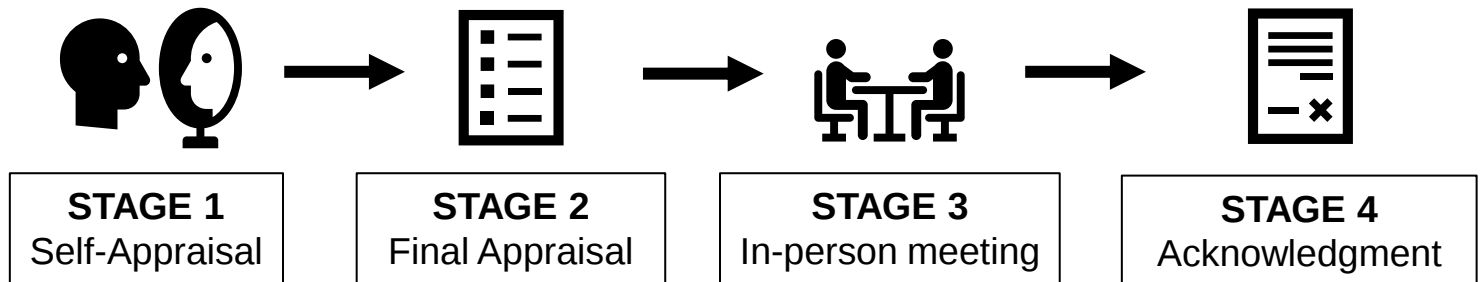
Reason :

Save



12. OFFICERS' APPRAISAL (DECK & ENGINE)

THE **OFFICERS'** APPRAISALS CONSISTS OF 4 STEPS:



STAGE 1: SELF-APPRAISAL

- Self-appraisal is highly recommended for the **Deck Officers, and Engine Officers**.

STAGE 2: APPRAISAL COMPLETION

- **Deck Officers** are appraised by the **Master**.
- **Engine Officers** are appraised by the **Chief Engineer**.

STAGE 3: IN-PERSON MEETING

- The **appraiser** and **appraisee** must discuss the content of the appraisal.
- The crew must be informed of their performance data and feedback.
- The **in-person meeting** is the most crucial step of the appraisal process.
- Find in [Page 43](#) the key Do's and Don'ts to consider during this step.

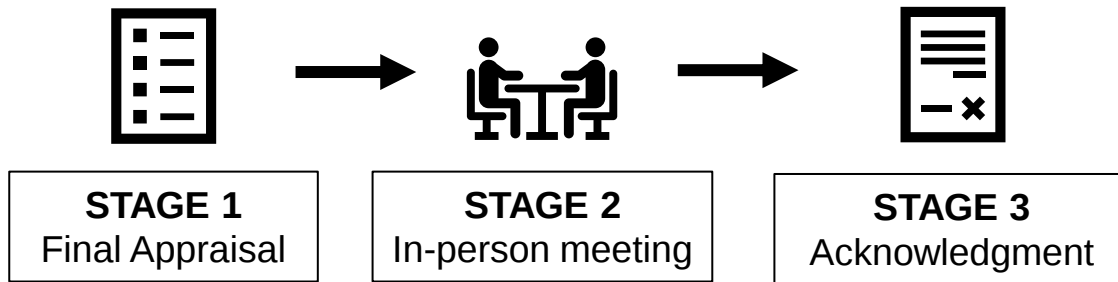
STAGE 4: ACKNOWLEDGEMENT

- The **appraisee** is required to acknowledge their appraisal in **COMPAS**.
- Crew members who need to acknowledge their appraisals will see an **icon with a number** next to their name in their onboard profile.



12. RATINGS' APPRAISAL (ENGINE)

THE ENGINE RATINGS' APPRAISALS CONSISTS OF 3 STEPS:



STAGE 1: APPRAISAL COMPLETION

- Engine Ratings are appraised by the **Chief Engineer**.

STAGE 2: IN-PERSON MEETING

- The **appraiser** and **appraisee** must discuss the content of the appraisal.
- The crew must be informed of their performance data and feedback.
- The **in-person meeting** is the most crucial step of the appraisal process.
- Find in [Page 43](#) the key Do's and Don'ts to consider during this step.

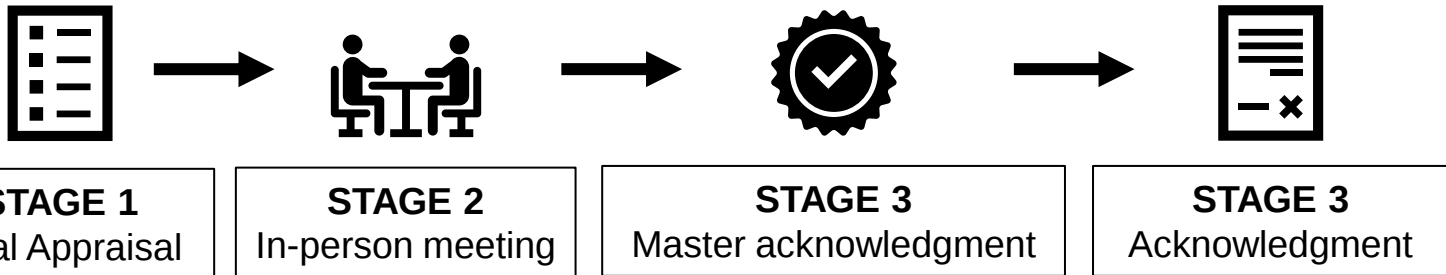
STAGE 3: ACKNOWLEDGEMENT

- The **appraisee** is required to acknowledge their appraisal in **COMPAS**.
- Crew members who need to acknowledge their appraisals will see an **icon with a number** next to their name in their onboard profile.



12. RATINGS' APPRAISAL (DECK)

THE **DECK RATINGS'** APPRAISALS CONSISTS OF 4 STEPS:



STAGE 1: APPRAISAL COMPLETION

- Deck Ratings are appraised by either the **Master** or the **Chief Officer**.

STAGE 2: IN-PERSON MEETING

- The **appraiser** and **appraisee** must discuss the content of the appraisal.
- The crew must be informed of their performance data and feedback.
- The **in-person meeting** is the most crucial step of the appraisal process.
- Find in [Page 43](#) the key Do's and Don'ts to consider during this step.

STAGE 3: MASTER ACKNOWLEDGEMENT

- The **Master** must acknowledge the appraisal.
- Since the **Chief Officer** can conduct appraisals for Deck Ratings, the Master is required to acknowledge the overall appraisal.
- Even if the **Master** conducts the appraisal, they must still complete the acknowledgment step.

STAGE 4: APPRAISEE ACKNOWLEDGEMENT

- The **appraisee** must acknowledge their appraisal in **COMPAS**.
- Crew members needing to acknowledge their appraisals will see an **icon with a number** next to their name in their onboard profile.



COMPAS ONBOARD MODULE

Onboard Module

12.1 OPEN SELF-APPRAISAL (Officers only)

A self-appraisal can be started by the appraisee or by the appraiser.

FROM THE CREW PROFILE

1. Go to the crew's profile
2. Click on the menu **Evaluation**
3. Click on **E-Appraisals**
4. Click on + icon

Personal		Documents		Training		Evaluation	
							E-Appraisals
Ongoing E-Appraisals							
No record found							
Completed E-Appraisals							
#	Vessel	Rank	Started On	Started By	Completed On	Comments	
Performance Appraisal							
1	CSL ASSINIBOINE	3rd Officer	16/Oct/2024 14:48:31	CSL Canada	16/Oct/2024 14:49:41		

A new page will open

1. Select Evaluation type "Performance appraisal"
2. Click on the + icon to open the appraisal in your profile

E-Appraisals			
Evaluation Type: Performance Appraisal 			
CID	Name	Movement Type	Rank
	007 J. [REDACTED]	ON BOARD C (19/Mar/2024 - Present)	3rd Officer

If you have a self-appraisal to complete, you will see an icon next to your name in the onboard module.

1. Click on the number and you will be directed to a new tab.



2. Click on the "book" icon to open the form

C/OFF [REDACTED] [SUNNANVIK]									
For My Attention									
1 Appraisal									
CID	Rank	Name	Nationality	Company	Manning office	Owner pool	Current stage	Stage started on	
	1775	C/OFF [REDACTED]	CAN	CSL Canada	CSL Canada	CSL Canada	Self-appraisal	27/jan/2025 18:12	



COMPAS ONBOARD MODULE

Onboard Module

12.2 FILL SELF-APPRAISAL FORM (Officers only)

The appraisal form is divided into 4 sections

Section 1: Key Performance Indicators (Mandatory)

Objective: Evaluate the employee's level of performance with regards to the identified key performance indicators.

Hover the mouse or click on the icon  to see the criteria of evaluation

1. Use the drop-down to select the rating for each category
2. Click on the comment section to add comments if needed. To leave the comment section, click anywhere on the screen.



2/ENG Anderson, Noah

Current Vessel
ATLANTIC HURON

Fleet
CSL Canada

Stage of the Appraisal: Self-appraisal

Assessed By


Assessor Position
C/ENG

Date of Appraisal
28/Feb/2025

Key Performance Indicators

Self-appraisal

Appraisal	Comments
ABLE TO PERFORM TASKS AND DUTIES AS REQUIRED BY HIS/HER RANK (as described in VMS job descriptions)	
ABILITY TO PERFORM TASKS ASSOCIATED WITH RANK	Ability to perform tasks associated with rank Select an option below
PROBLEM SOLVING ABILITIES	Problem solving skills 2- Needs Improvement
SAFETY	Safety Behaviour 3- Meets Expectations
BEHAVIORS & ATTITUDE ALIGNED WITH CSL VALUES	Behaviors and Attitude 5- Outstanding Comment box
TEAMWORK AND COLLABORATION	Collaboration 4- Exceeds Expectations
LEADERSHIP	Leadership skills 5- Outstanding
ADMINISTRATION AND ONBOARD MANAGEMENT	Administration & Management 1- Does Not Meet Expectation



12.2 FILL SELF-APPRAISAL FORM (Officers only)

Section 2: Appraisee's Training Wishes (Optional)

Objective: Request any training that are considered necessary

- Click on the + icon to add training wishes:
 - Type the first 3 letters of the course and a drop-down list will appear.
 - If a training event exists already for the course, you can select it if wanted.
 - Mandatory: Add a remark about why you want to take the course
 - Click on **Save**.

Note: if you cannot find the course, it means that it does not exist in the COMPAS library.

Requesting a training does not guarantee approval; it is simply a request that will be reviewed for consideration. If an officer has requested a training as part of their self-appraisal, the appraiser must re-enter the request during the appraisal process to validate the need for the course.

Appraisee's Training Wishes

+ Self-appraisal

COMPAS ONBOARD|Add Request - Google Chrome

cslstaging.compas.cloud/CompasOnboard/Training/TrgReqAdd.aspx?code=177...

Add training request

Course:

Suggested Event:

Source:

Type:

Remarks:

Save



COMPAS ONBOARD MODULE

Onboard Module

12.2 FILL SELF-APPRAISAL FORM (Officers only)

Section 3: Assessment Questions

Objective: Provide additional information with regards to the questions.

- Use the drop-down menu to answer the first questions.
 - Add a comment if “other areas of development” answer is “Yes”. To exit the comment box, click anywhere on the screen.
- Use the comment box to answer the **Compliance question**. This question refers to the document compliance in Compas. To get the percentage:
 - Go to the crew profile > Menu Training > Requirements

Personal Documents Training

Check Compliance Simulate for tenure Requirements Training Requests

24/Mar/2025 Simulate for Joining Date: 24/Mar/2025 Rank: Master

Actual (MST - ATLANTIC HURON - Canada flag) as of 31/Mar/2025 Compliance 59% on Mandatory requirements

Assessment Question		
Self-appraisal		
Question	Answer	Comments
Desire to progress to next rank?	Not Applicable	
Other areas of development?	Not Applicable	If the answer is yes, add a comment for more details
What is the document compliance percentage?	Yes	



COMPAS ONBOARD MODULE

Onboard Module

12.2 FILL SELF-APPRAISAL FORM (Officers only)

Section 4: Comments

Objective: Add a final comment for your appraisal before submitting it.

Add a comment if you want to add any extra information.

NOTE:

- The “**Save & Close**” button does **not** act as a draft. If clicked, the appraiser will be able to view all the information entered.
- The “**Submit**” button finalizes the self-appraisal and sends it for final appraisal.

Click on **SUBMIT** → A warning will appear, make sure that your appraisal is final before clicking on **OK**



12.3 IN PERSON MEETING

The in-person meeting is the most critical step of the appraisal process. You will find below some « Do's and Don'ts related to this step

DO

- **Be Prepared and Specific:** Focus on specific examples of successes and areas for improvement.
- **Maintain a Two-Way Dialogue:** Encourage the employee to share their thoughts and feedback. Listen actively to their perspective.
- **Take into consideration the overall performance:** Your appraisal must consider the entirety of the time spent together onboard, and not only the most recent or specific moments.
- **Highlight Strengths, Contributions as well as Improvement areas:** Make sure to acknowledge the employee's achievements and strengths, as this builds trust and motivates continued success. However, ensure to also cover areas where improvement is required.
- **Document the Discussion:** Take notes during the meeting to document both feedback and agreed-upon next steps.

DON'T

- **Don't Include Any Surprises:** A performance appraisal should NOT include any surprises. Performance management and feedback should be ongoing and provided on a day-to-day basis.
- **Don't Make it a One-Sided Conversation:** Avoid dominating the conversation. A performance review should be a discussion, not a lecture.
- **Don't Make it Personal:** Avoid making the feedback about the individual's personality. Focus on the performance, behavior, and outcomes, not on the person.
- **Don't Rush Through the Meeting:** Avoid hurrying through the discussion. Give ample time for both sides to speak and ensure all relevant topics are covered thoughtfully.
- **Don't confuse this with a disciplinary meeting:** A Performance Appraisal Meeting is not the place to give official disciplinary measures. These must be conducted separately.



- Click on the number then click on the “Book icon”

- Click on the blue banners to see the final appraisal including the comments
- Click on “Acknowledge” then click on OK

- Once an appraisal is acknowledged, it will be Completed.
- A completed appraisal can only be seen by the appraisee from the Self-Service only and the Office employees

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ANNEX

There are several ways to lower the resolution of your photos. Here are three methods you can use.

HOW TO LOWER THE PHOTO SIZE WITH iPhone, SAMSUNG OR ON YOUR COMPUTER

1. iPHONE - HOW TO REDUCE THE PHOTO SIZE

Instruction for Samsung on page 39

* Each attachment must **not exceed 5 MB**

There are 2 options to reduce the size of your photo on your iPhone:

- a) Reduce the photo size directly on your iPhone
- b) When you send the photo from your iPhone to your mailbox

Option 1: Reduce the photo size on your iPhone

Step 1: Go to the iPhone home screen and open **Settings**. In the options that open up, scroll downwards to **Camera** and select it.

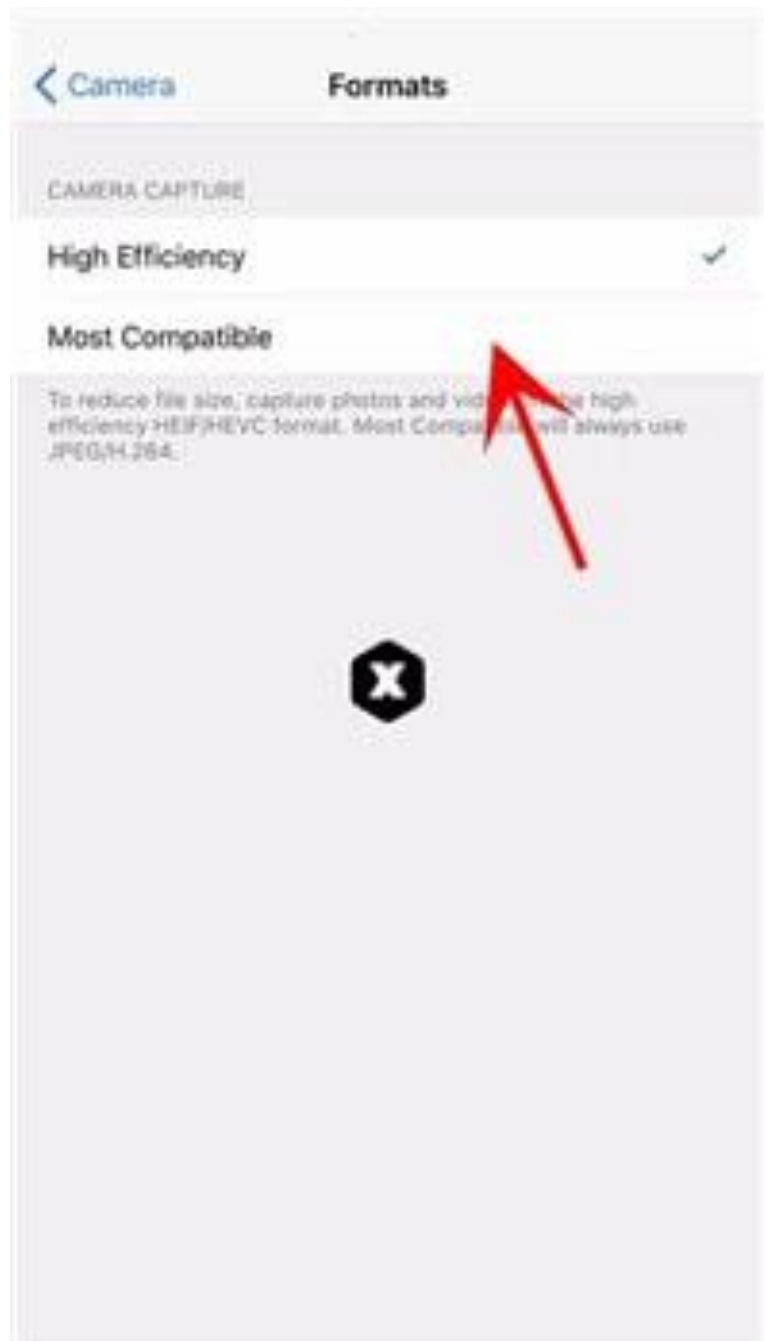


1. IPHONE - HOW TO REDUCE THE PHOTO SIZE

Step 2: Choose **Formats**



Step 3: Choose **High Efficiency**



1. iPHONE - HOW TO REDUCE THE PHOTO SIZE

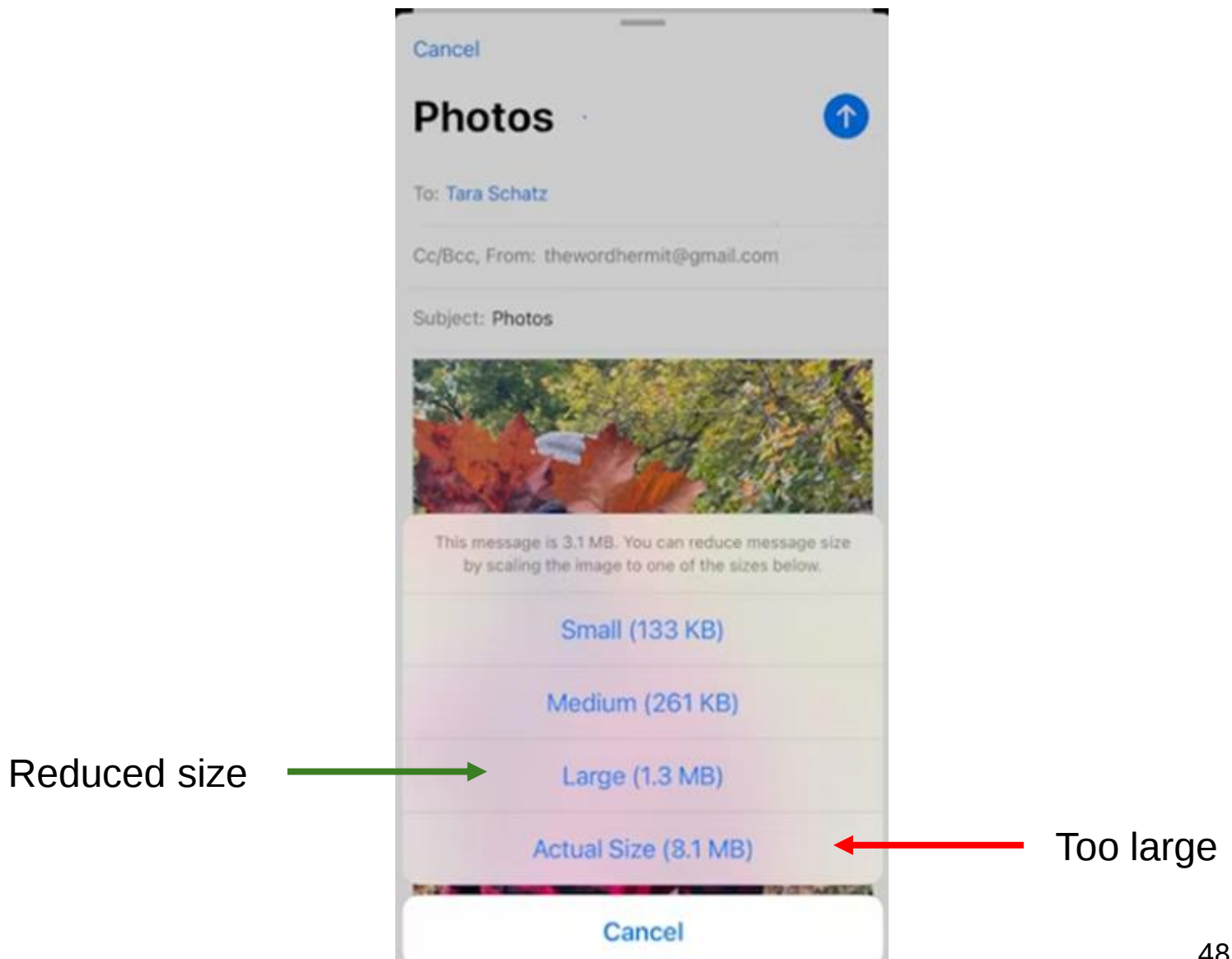
Option 2: Reduce the photo size on iPhone by Mail

Step 1: Go to the Photos app and choose the photo that requires to be resized. Tap on the arrow icon known as Share.

Step 2: Select **Mail** and identify the recipient of the photo. If you simply want to make iPhone photo file size reduction only, use your email as recipient.

Step 3: Select **Send** to have access to the resizing options available.

Step 4: Change the photo resolution

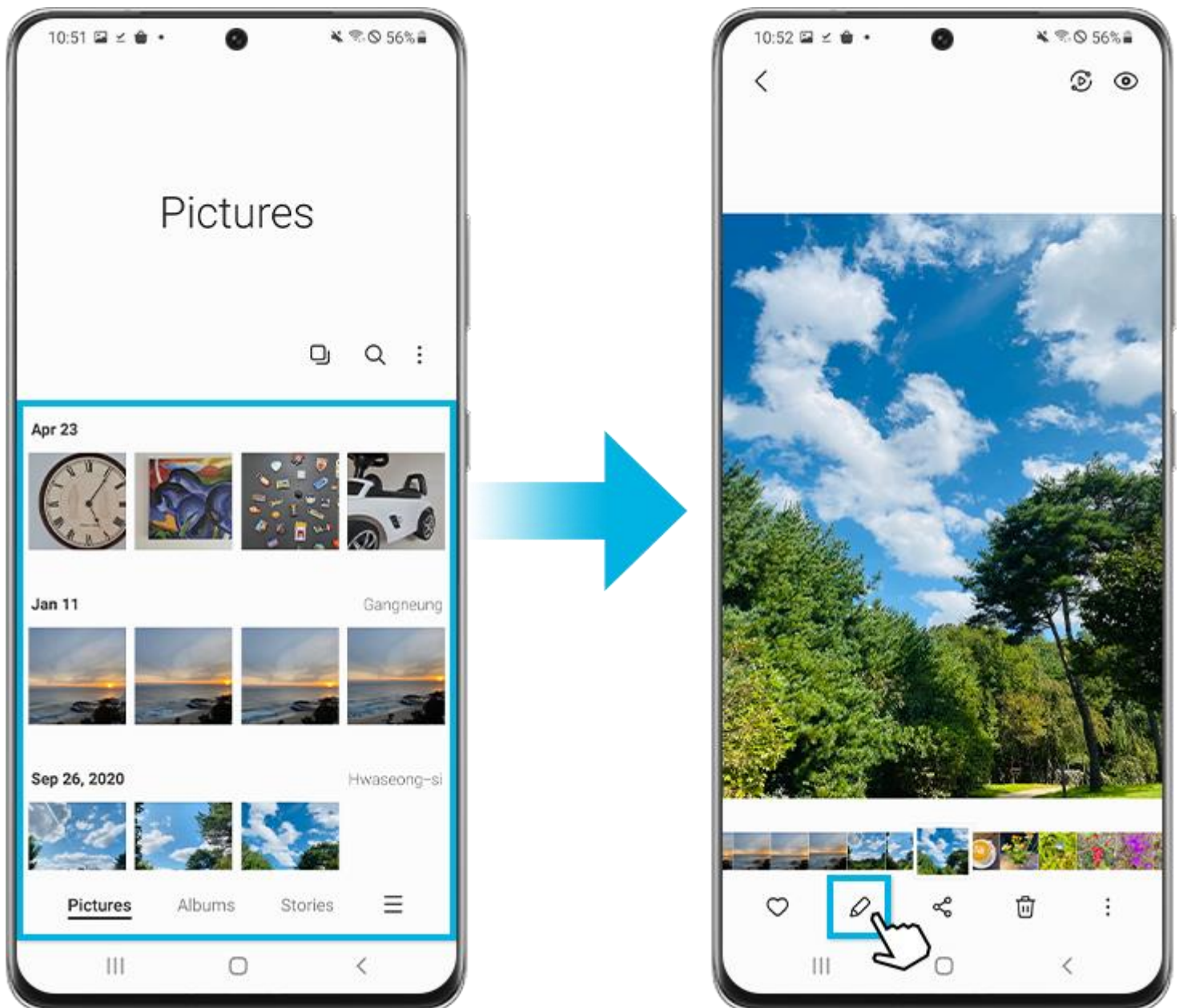


2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

* Each attachment must **not exceed 5 MB**

Step 1: Open the **Gallery** app and select the photo you want to resize

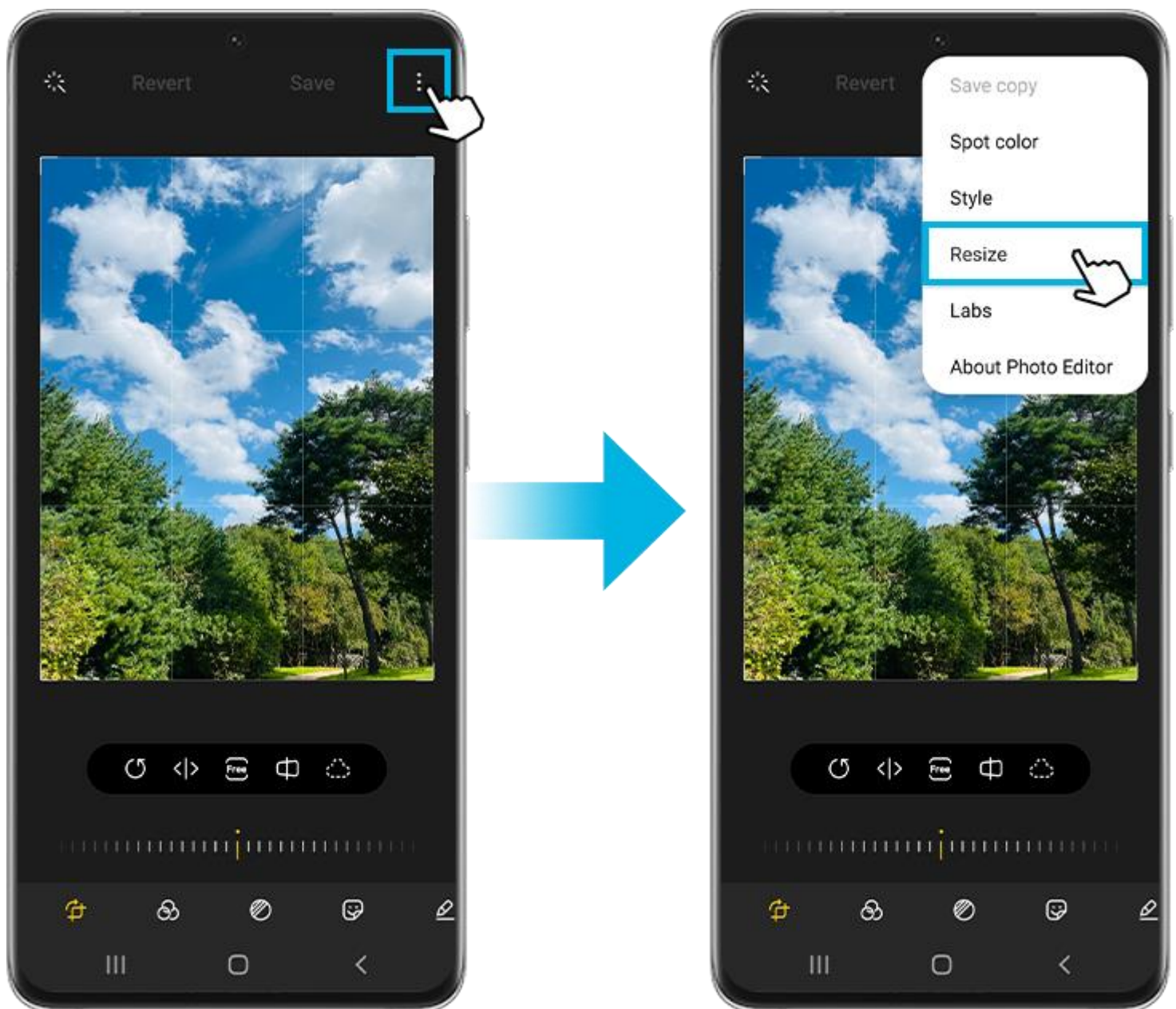
Step 2: Tap the **Edit** icon at the bottom of the screen.



2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

Step 3: Tap **More options** (the three vertical dots) at the top right.

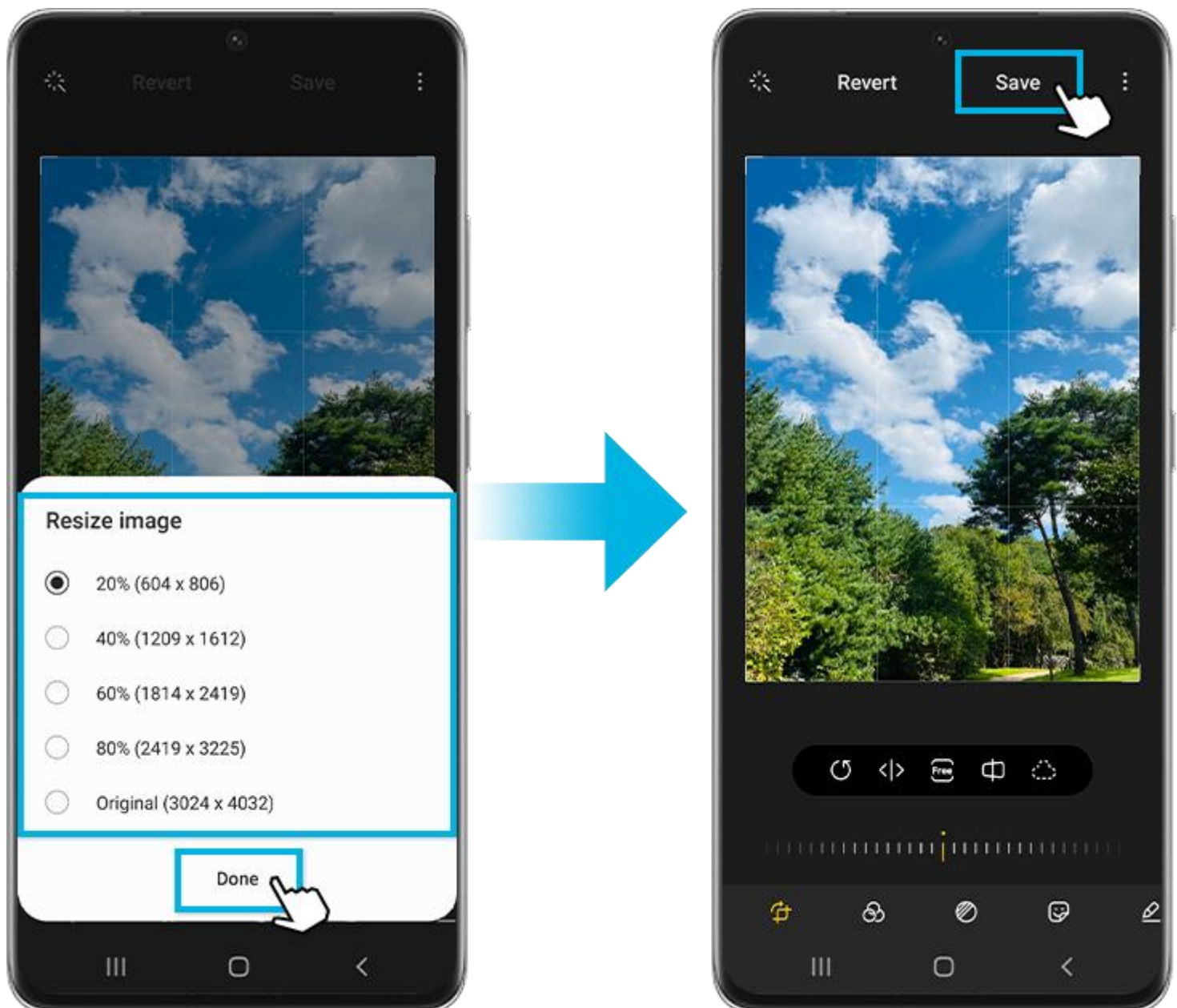
Step 4: Select **Resize**.



2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

Step 5: Choose **20 percentage** from the Resize image options, and then tap on **Done** to apply changes.

Step 6: When you're done editing, tap **Save**

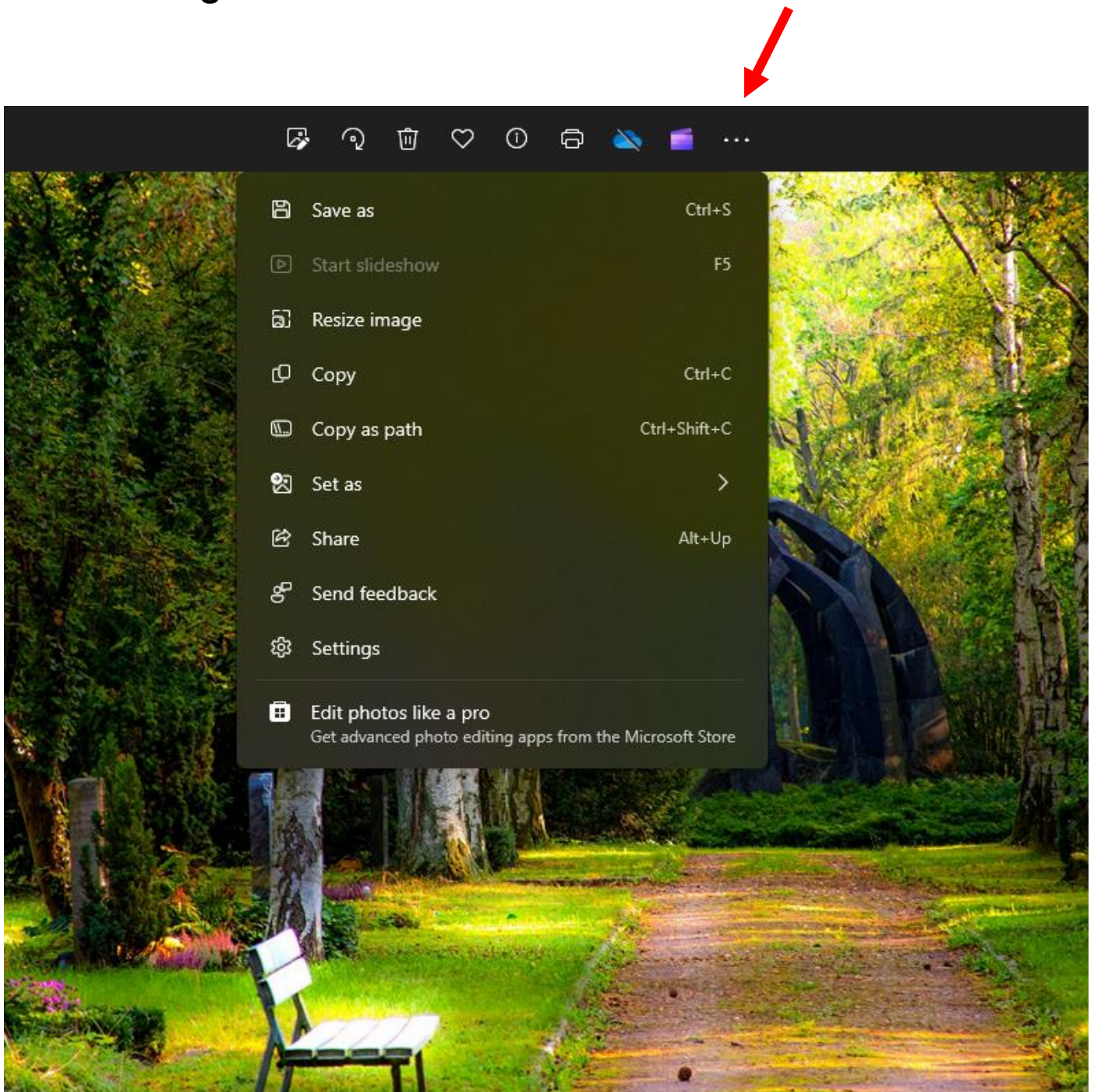


3. COMPUTER - HOW TO REDUCE THE PHOTO SIZE

* Each attachment must **not exceed 5 MB**

Step 1: Open the photo on your computer

Step 2: Click the **three dots** in the top right corner and select **Resize image**



3. COMPUTER - HOW TO REDUCE THE PHOTO SIZE

Step 3: Reduce the **quality** (%) until under 5 MB and Save.

