




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

**iPortman POS Application**  
**Marine User Manual**

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## Revision History

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## I. ABOUT DOCUMENT

### 1. Document Versioning

### 2. Purpose

This document is prepared to help the users who access the application to enter the new records and also to manage the existing records with in the access control configured.

This helps user to understand the description of the application/business form and how to operate it.

### 3. Target Audience

The following are target audience of this document

1. Business Users who uses iPortman POS application
2. User who access the iPortman POS application to learn

### 4. Disclaimer Clause

## II. ABBREVIATIONS

SR No.	Abbreviation	Description
1	MAR	Marine
2	SRS	Software Requirements Specification
3	PCS	Port Community System
4	IHS	Information Handling Services
5	MO	Marine Operations
6	P&I	Protection and Indemnity
7	VCN	Vessel Call Number
8	IE	Importer Exporter
9	PANS	Pre Arrival Notification of Security
10	MICR	
11	HS	Harmonized System
12	ISO	International Organization for Standardization
13	MLO	Main Line Operator
14	IMO	International Maritime Organization
15	ISPS	International Ship and Port Facility Security
16	MMD	Mercantile Marine Department
17	DOS	Declaration Of Security
18	NDC	No Due Certificate
19	ETA	Estimated Time of Arrival
20	ETD	Estimated Time of Departure
21	SA	Shipping Agent
22	UOM	Unit Of Measurement

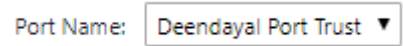


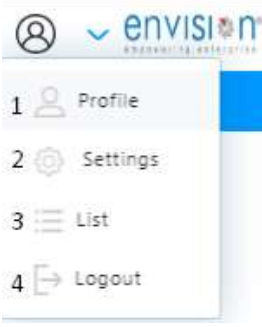















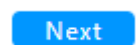








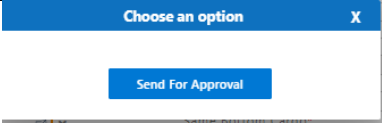
23	TSHD	Trailing Suction Hopper Dredger
24	CSD	Cutter suction dredger
25	IWT	Inland Water Transport
26	BCN	Barge Call Number






### III. ERROR MESSAGES CODES AND DESCRIPTIONS

#	Error Code	Full Name / Description	Steps to Solve / Who to contact

### IV. SYMBOLS AND ICONS

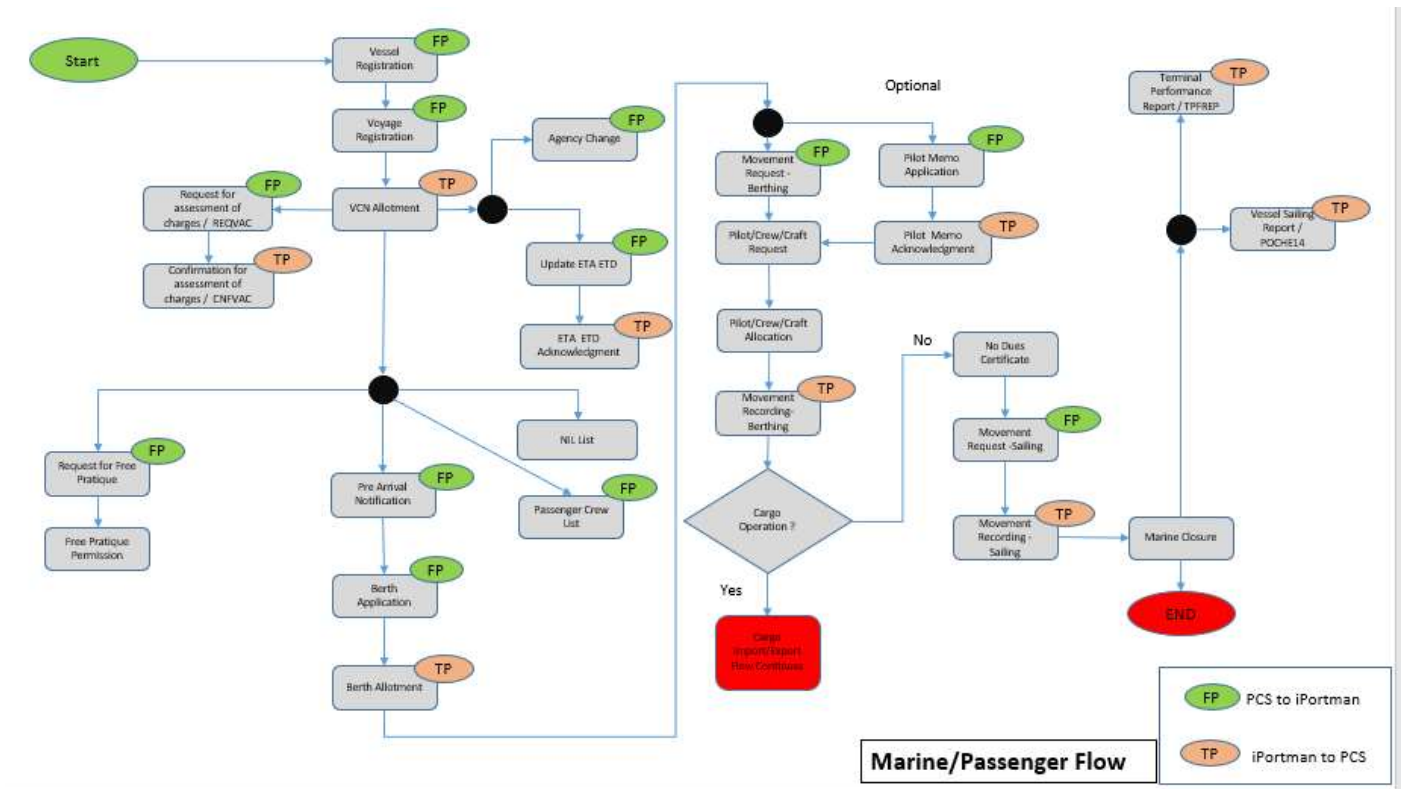
#	Symbol / Icon	Purpose / Usage
1		Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.
2		Notification Bell it will alert user for pending action items
3		
4		 This icon is for user profile, from where user can access following items. <ul style="list-style-type: none"> <li>1. USER PROFILE AS SET BY THE ADMINISTRATOR</li> <li>2. PROFILE SETTINGS</li> <li>3. LIST OF FAVOURITIRES ITEMS</li> <li>4. LOGOUT BUTTON</li> </ul>
5		Menu List
6		Functions search option
7		To open new form



8		Save the form
9		Cancel the form
10		Extension
11		Sending for approval
12		List Data (Used for Navigation to already Existing saved or approved records)
13		This is used to clear the filter
14		Advanced search option inside function
15		This icon is to add multiple line items
16		This icon is to save the each line item
17		This button is used for going to Next screen within the function
18		This button is to go back to previous screen within the function
19		This icon is to expand the line item
20		This icon is to Collapse the section within the function/page
21		This icon is to expand the particular section within the function/page
22		This icon is use for going to the latest data in 'List Data'
23		This icon is use for going to the previous data in 'List Data'
24		This is popup icon displayed only once data is saved successfully
25		This icon is for sending the data for approval to the authorized person
26		This is popup icon displayed once user is ready to send the data for approval

27		This is popup icon will appear once data is successfully sent for approval
28		This icon is to approve the data after verification
29		This icon will show to approver as soon as approver is intends to Accept or Decline the request
30		This is popup icon it will appear once approver has 'Accepted' the approval request
31		This is popup icon it will appear once approver has 'Decline' the request from user

## V. BUSINESS FLOW DIAGRAM FOR MARINE

Following is the process flow diagram for Marine



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

## VI. APPLICATION VIEW/ UI DESCRIPTION

## VII. BUSINESS PROCESS FOR MARINE

### 1. Business Function Name: Vessel Registration

#### 1.1. Definition:

Vessel registration process is carried out in order to register the vessel in the port. Agent accesses online portal or PCS system to request for vessel registration, which is further verified by port officials in iPortman application for acceptance or rejection. Certain set of mandatory documents are verified in the registration process.

The Shipping Agent submits a vessel profile registration request to the Port when his vessel is calling at the port for the first time. Port officials verify the Vessel particulars and document attached. If the vessel satisfies the port permissible criteria and accept the vessel to do trading in the port.

#### 1.2.SRS Reference

Vessel Registration – POS-MAR-001

#### 1.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Registrations → Vessel Registration → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

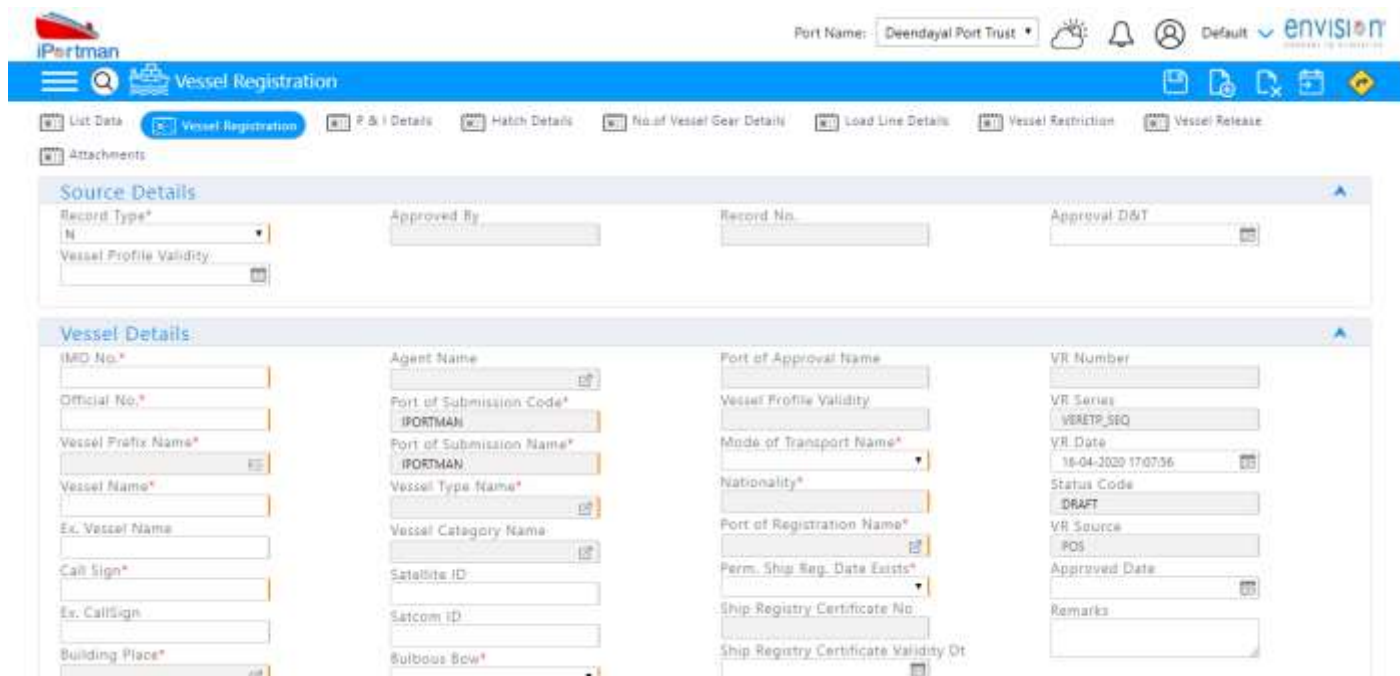
#### 1.4.Prerequisites – Masters

1. Vessel Prefix
2. Vessel Type
3. Agent
4. Port
5. Nationality
6. Classification Society
7. Hull Insurance Company
8. P & I Club
9. Engine Type
10. Hatch Cover Type

#### 1.5.Screenshot

Following screenshot from Vessel Registration


**Step 1-** Click on Add new button . We will redirect to screen like below.

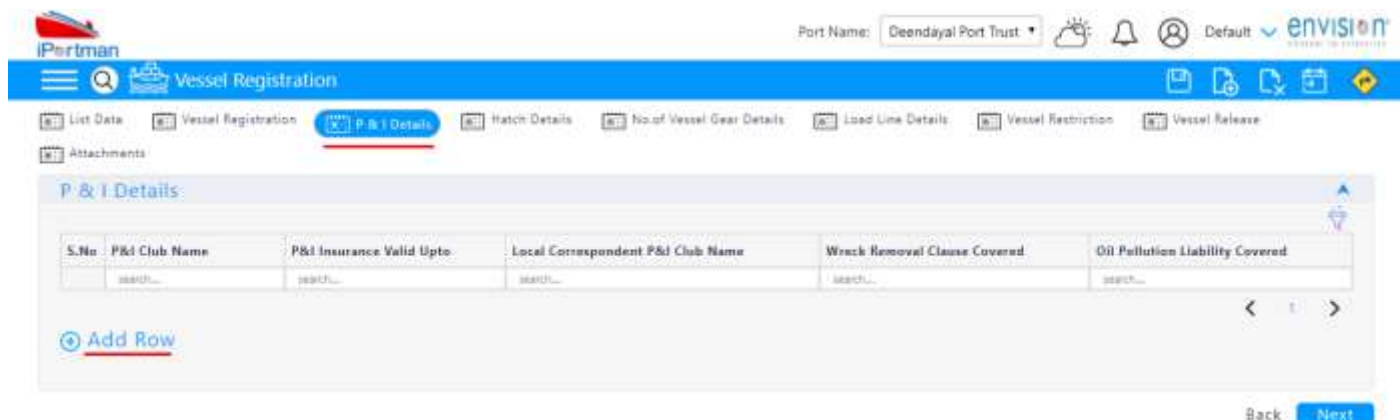


User Interface Image 1-Vessel Registration 1.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

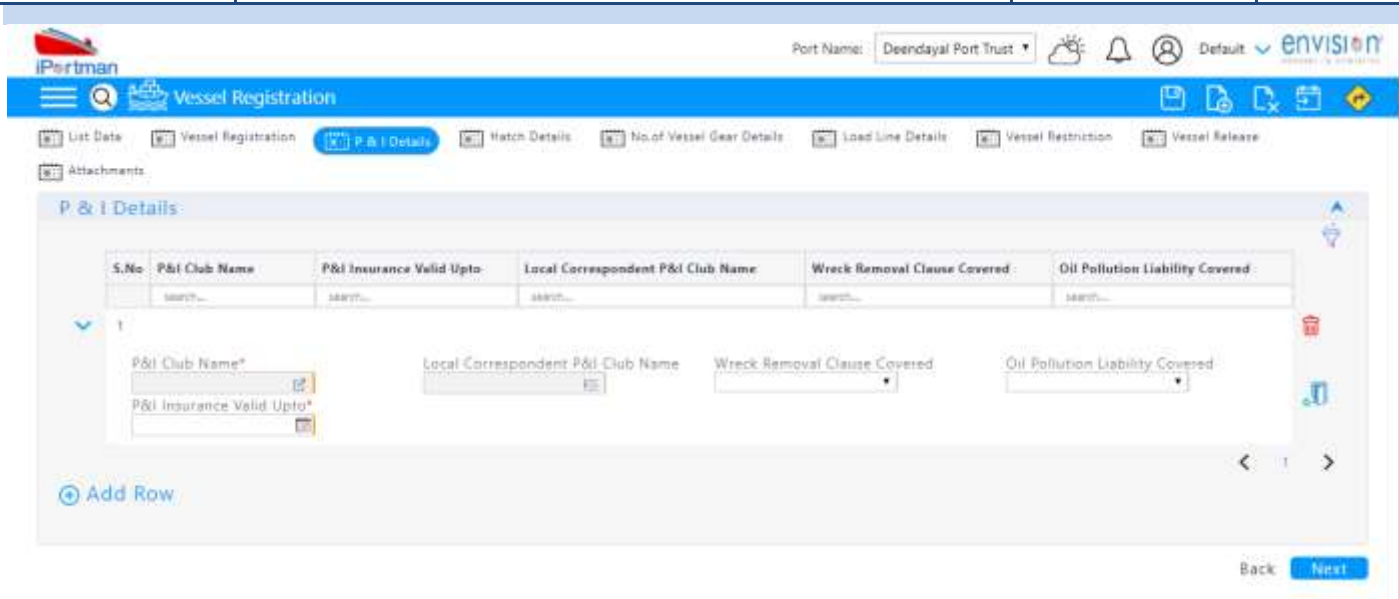
**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to P&I Details page as below

Click on  **Add Row** to begin with data entry.



User Interface Image 2-Vessel Registration 1.5.1

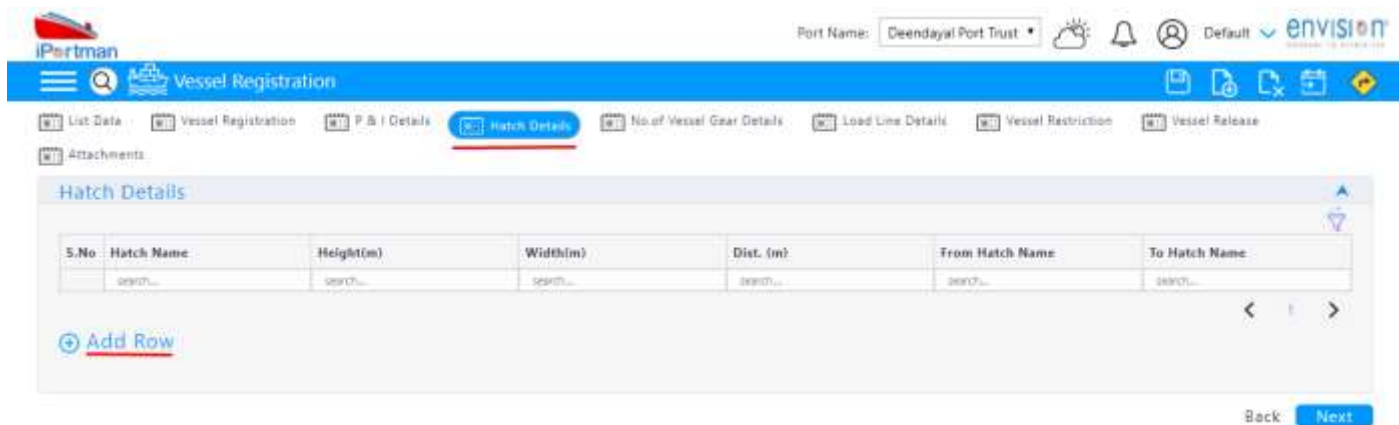
**Step 4:** Once  **Add Row** is selected, the following fields will be enabled to enter P&I details.



User Interface Image 3- Vessel Registration (P&I Details Fields 1.5.3)

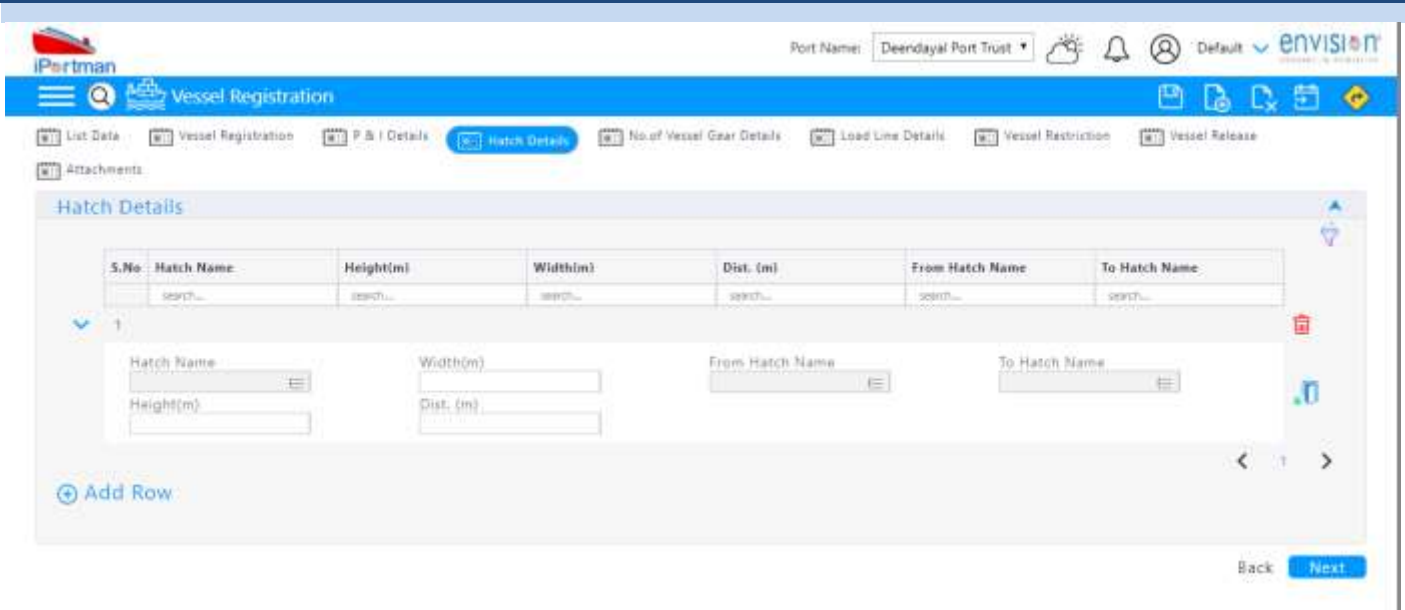
**Step 5:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Hatch Details page as below

Click on **+ Add Row** to begin with data entry



User Interface Image 4- Vessel Registration (Hatch Details) 1.5.4

**Step 6:** Once **+ Add Row** is selected following fields will be enabled to enter Hatch details.

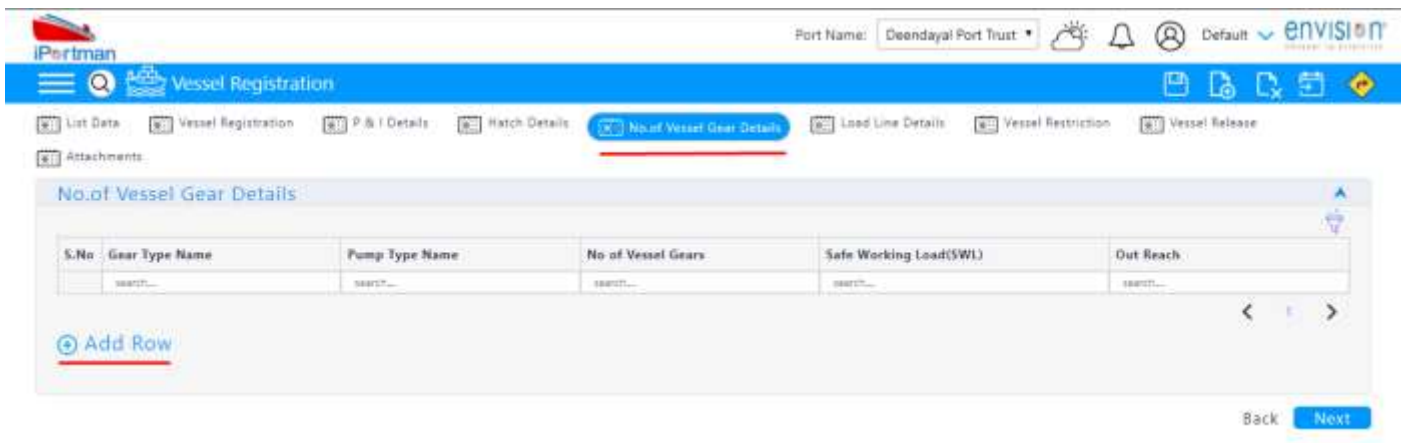


User Interface Image 5- Vessel Registration (Hatch Details Fields) 1.5.5

**Step 7:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to No. Of Vessel Gear Details page as below

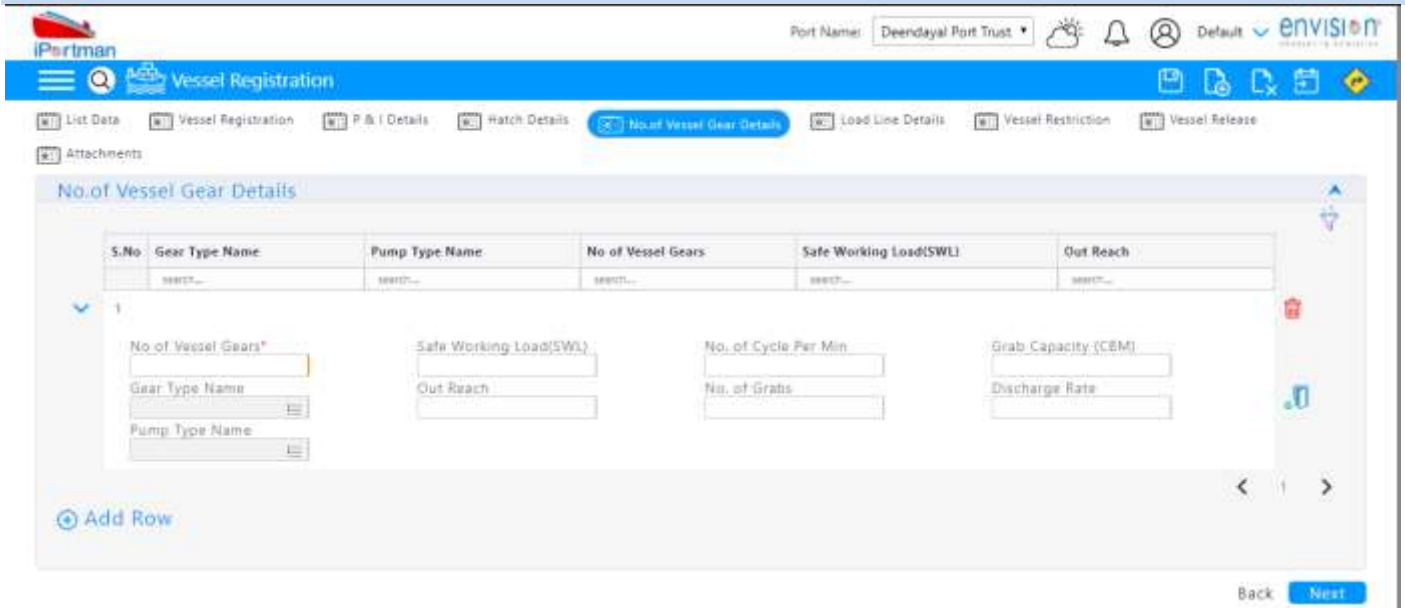
Click on **+ Add Row** to begin with data entry.

(Note: **+ Add Row** button may or may not appear based on the Gear/ Gearless selection on the Vessel Details page.



User Interface Image 6- Vessel Registration (No. of Vessel Gear Details) 1.5.6

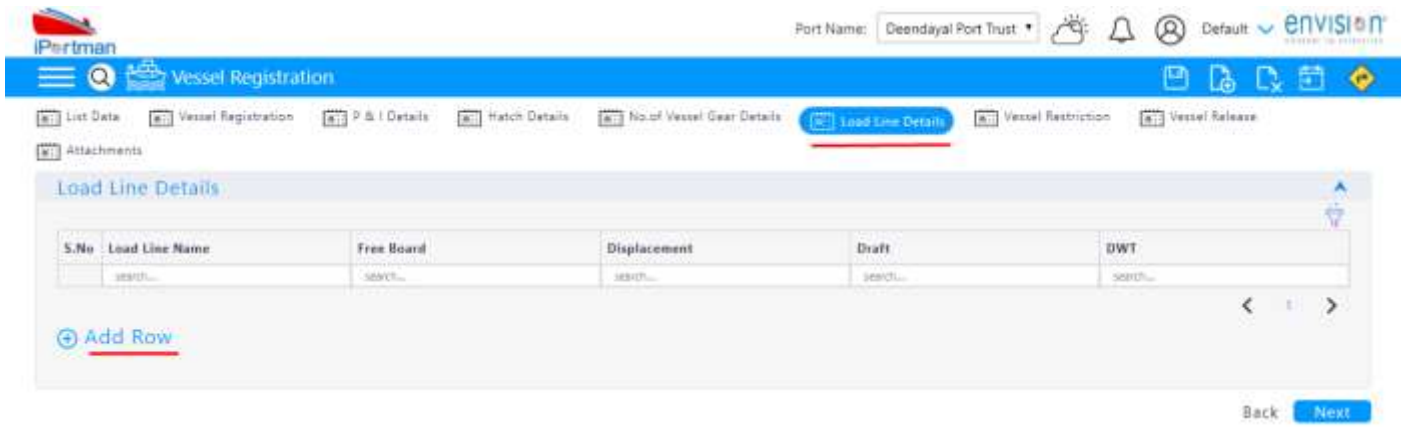
**Step 8:** Once **+ Add Row** is selected following fields will be enabled to enter No. of Vessel Gear details.



User Interface Image 7- Vessel Registration (No. of Vessel Gear Details Fields) 1.5.7

**Step 9:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Load Line Details page as below

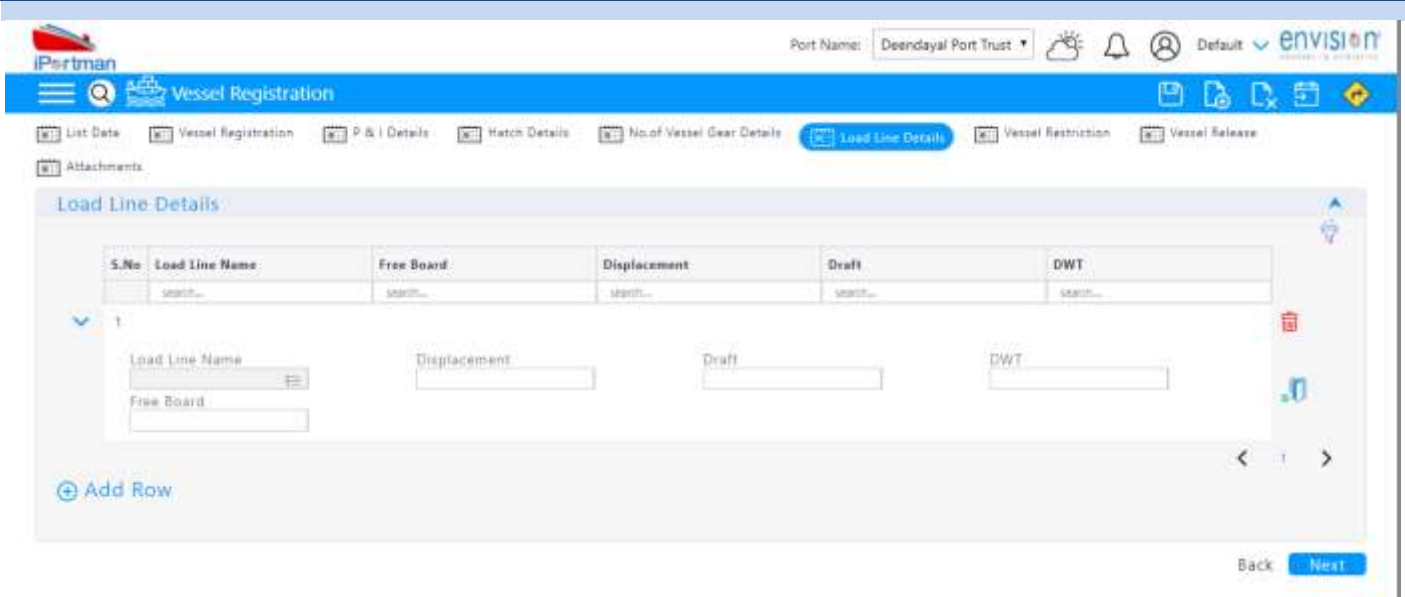
Click on **+ Add Row** to begin with data entry.



User Interface Image 8- Vessel Registration (Load Line Details) 1.5.8

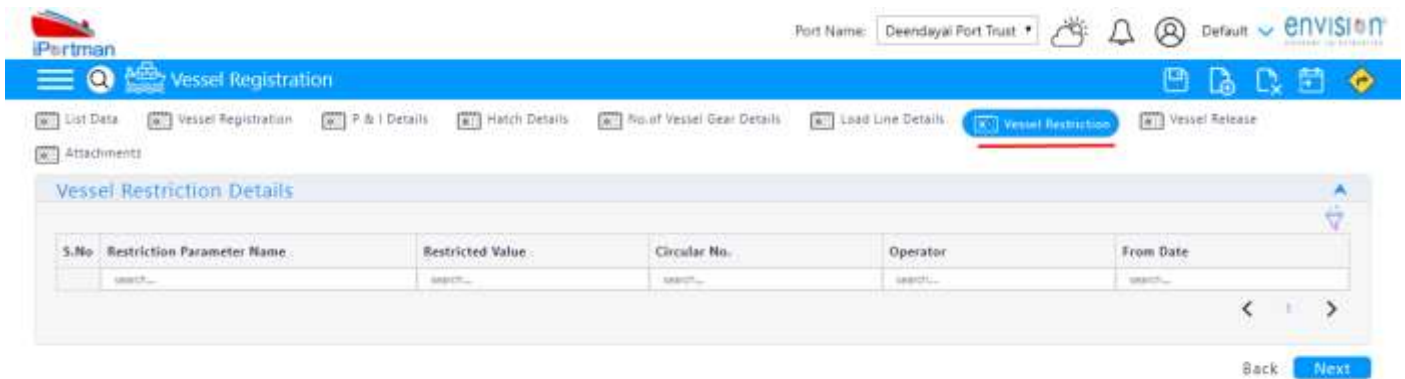
**Step 10:** Once **+ Add Row** is selected following fields will be enabled to enter Load Line Details.





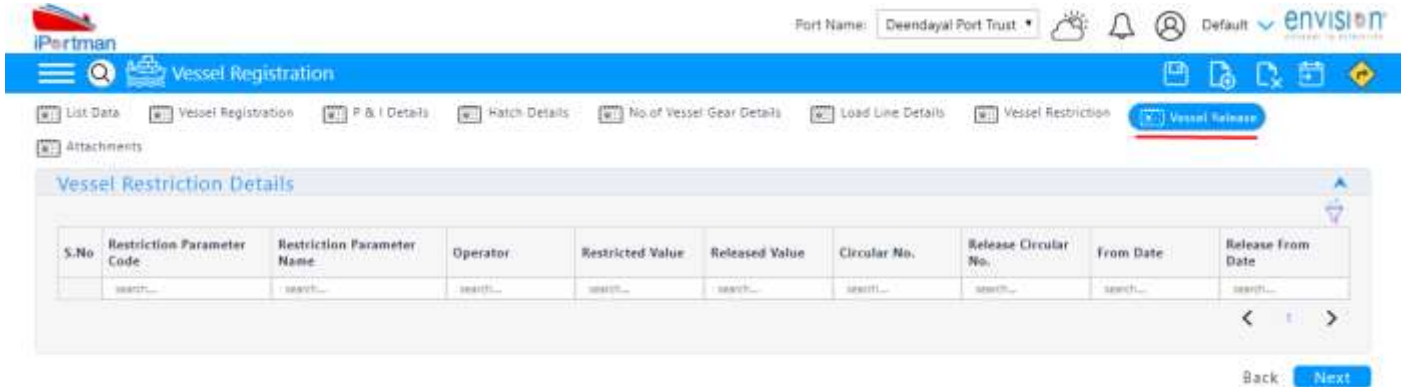
User Interface Image 9- Vessel Registration (Load Line Details Fields) 1.5.9

**Step 11:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Vessel Restriction page as below







User Interface Image 10-Vessel Registration (Vessel Restriction) 1.5.10

**Step 12:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Vessel Release page as below

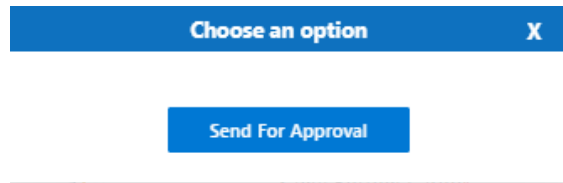




User Interface Image 11- Vessel Registration (Vessel Release) 1.5.11

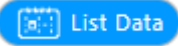
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

**Step 13:** After updating the fields click on save Record  from Top Menu Bar to save Vessel Registration Form. Once saved  message appears.

**Step 14:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 15:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 16:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 1.6.Field information (we will take this later on)

## 2. Business Function Name: Voyage Registration

### 2.1.Definition:

Shipping Agent submits Voyage registration request either through Portal or PCS by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval. Required mandatory documents are verified in the Voyage registration process. After approval of Voyage registration application, system generates VCN Number, which is unique voyage identification number. VCN Number will be communicated to respective stakeholders through E-MAIL as well as the status will be updated in Online Portal and PCS.

### 2.2.SRS Reference

Voyage Registration - POS-MAR-002

### 2.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Registrations → Vessel Registration → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

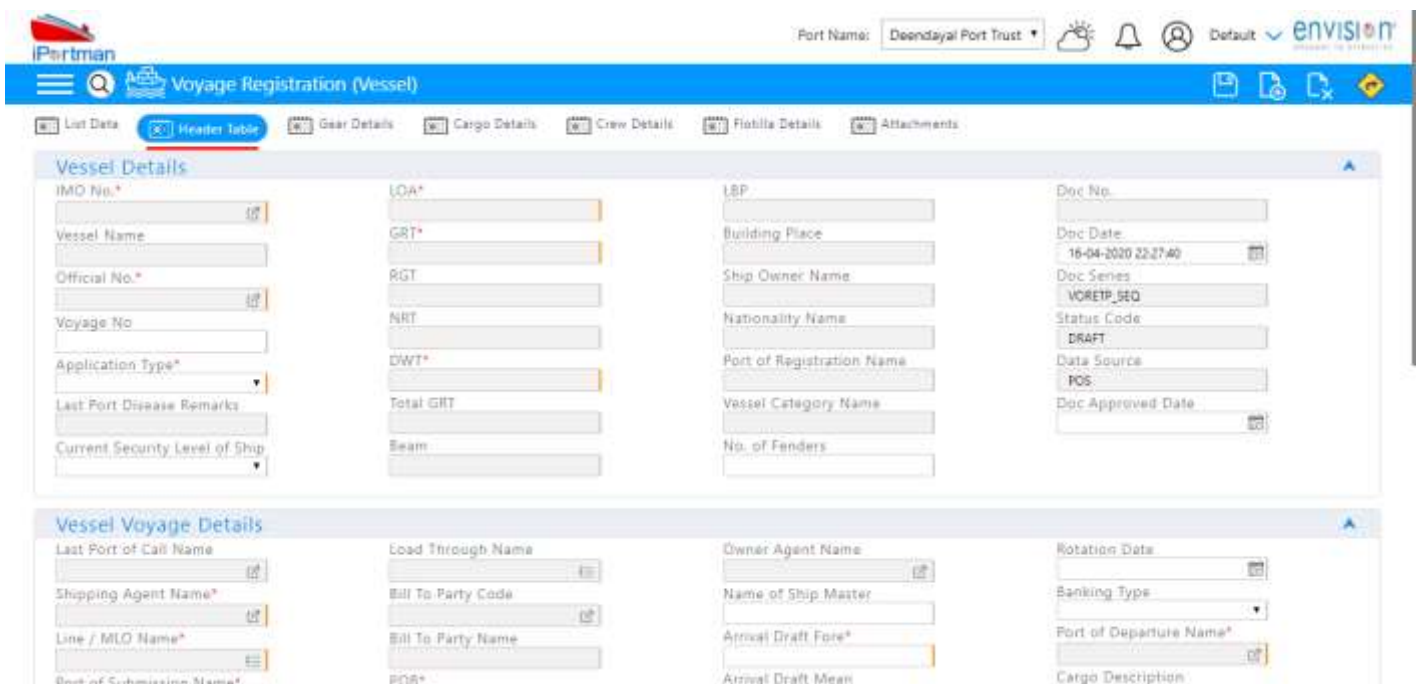
## 2.4. Prerequisites – Masters

1. Agent
2. Line/MO Code
3. Port Code (Calling)
4. Purpose of Visit
5. Last Port of Call
6. Voyage Type
7. Operation Type
8. Status
9. Berthing
10. Type of Vessel
11. Terminal Operator
12. Dock
13. Type of Cargo
14. IE Code
15. Port of Submission

## 2.5. Screenshot

Following screenshot from Voyage Registration.

**Step 1-** Click on Add new button . We will redirect to screen like below

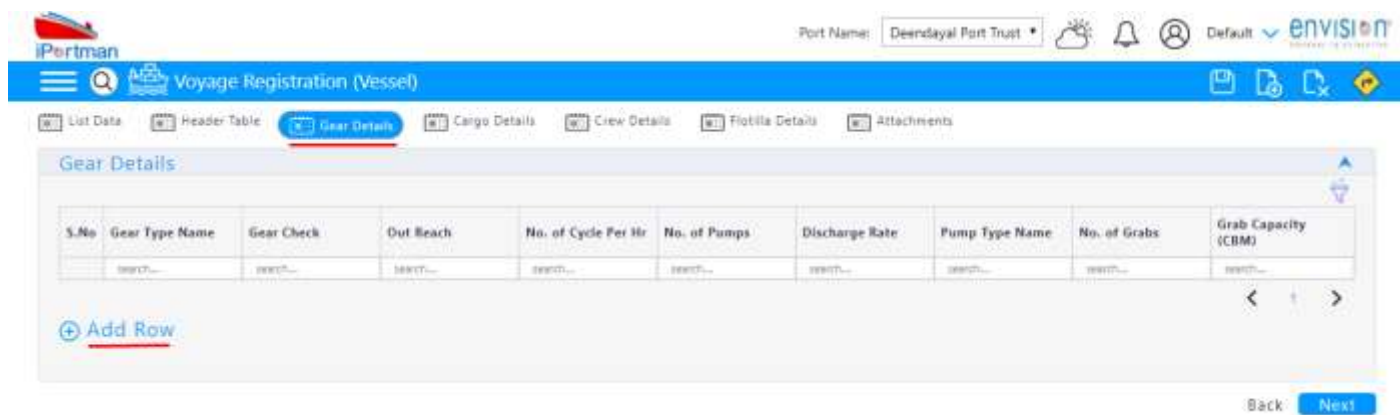


User Interface Image 12– Voyage Registration (Header Details) 2.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

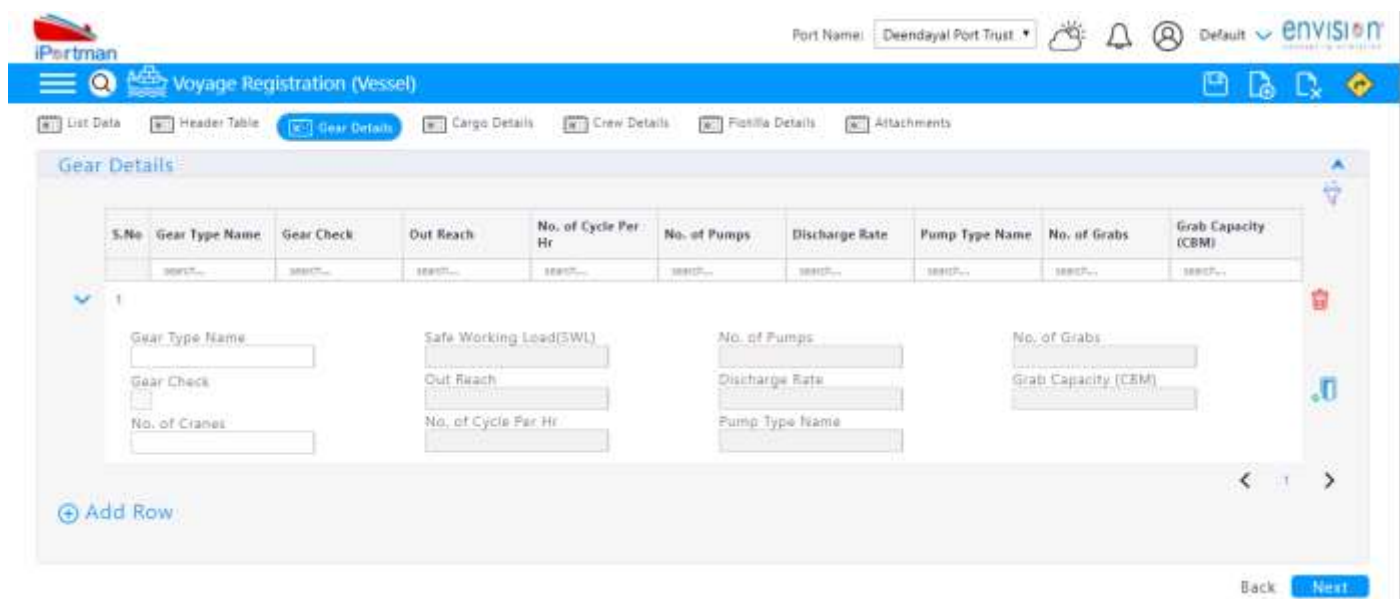
**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Gear Details page as below

Click on [+ Add Row](#) to begin with data entry.



User Interface Image 13– Voyage Registration (Gear Details) 2.5.2

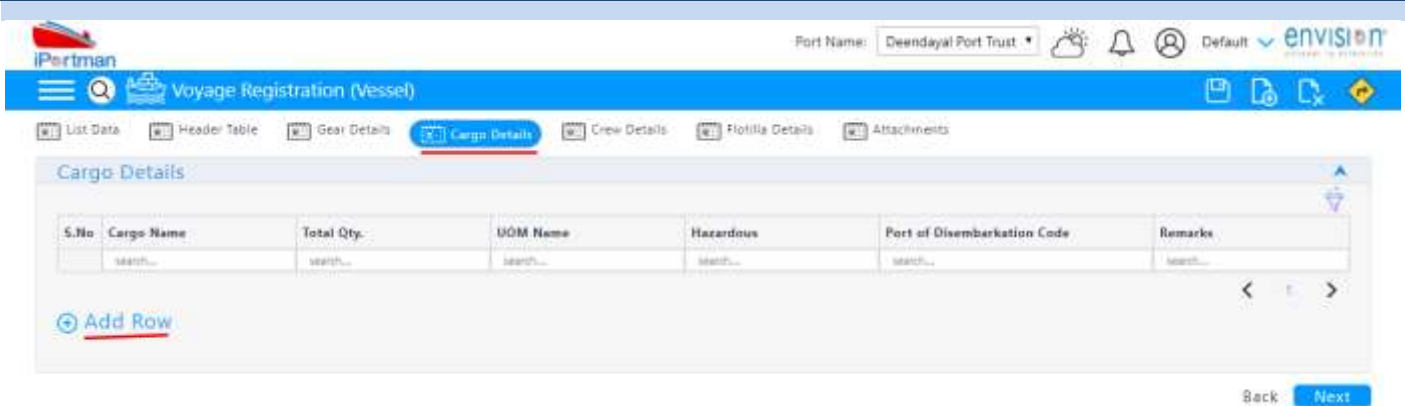
**Step 4:** Once [+ Add Row](#) is selected, the following fields will be enabled to enter Gear details.




User Interface Image 14– Voyage Registration (Gear Details Fields) 2.5.3

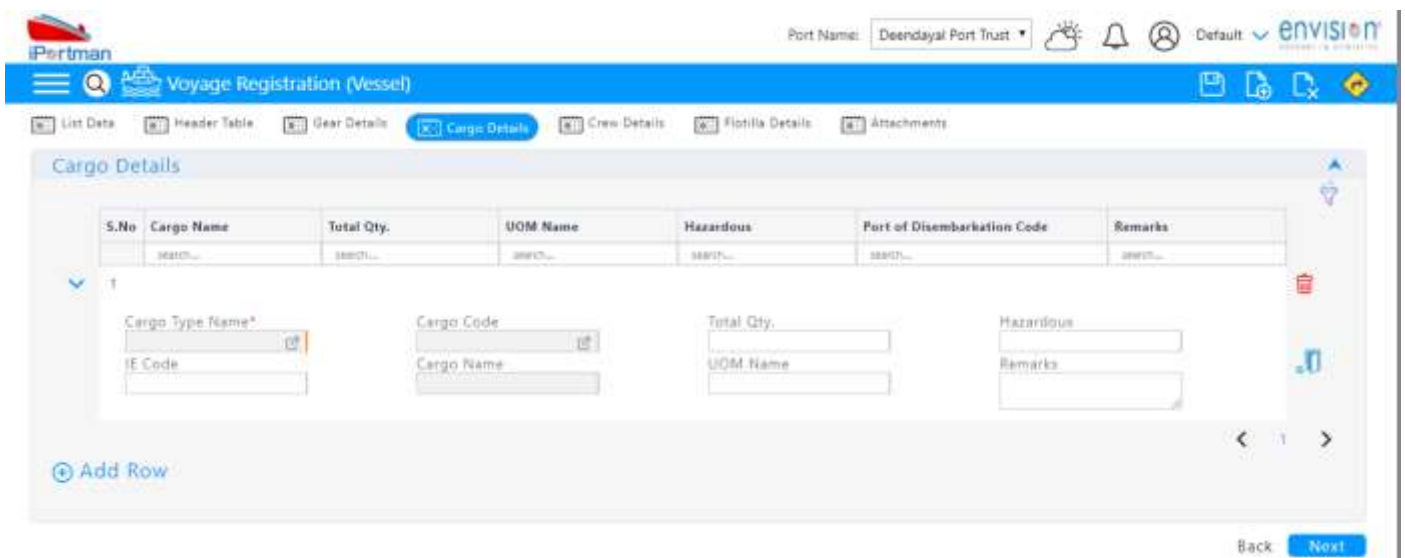
**Step 5:** Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then you will be redirected to Cargo Details page as below.

Click on [+ Add Row](#) to begin with data entry

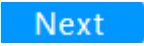


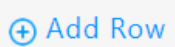
User Interface Image 15– Voyage Registration (Cargo Details) 2.5.4

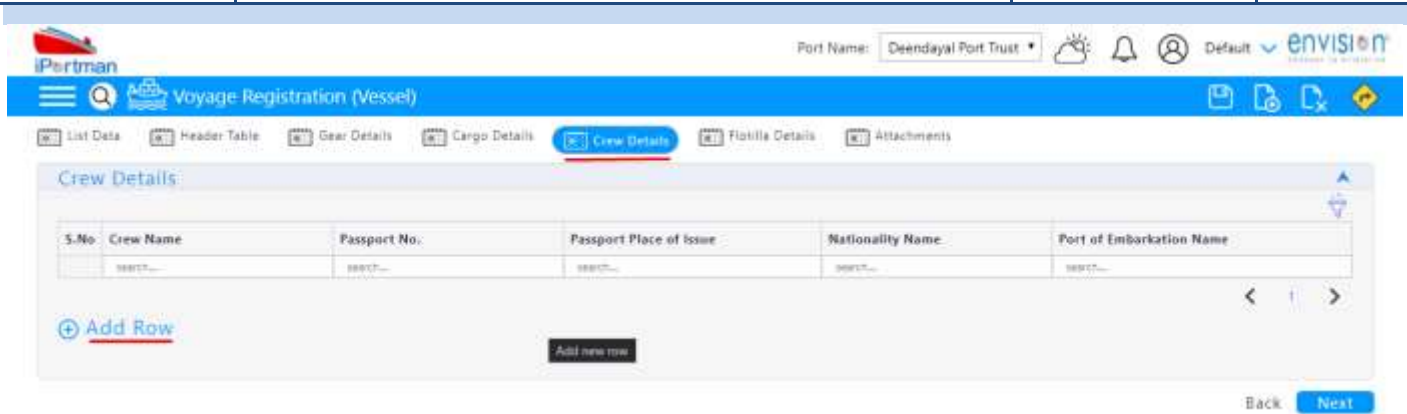
**Step 6:** Once  is selected following fields will be enabled to enter Cargo details.




User Interface Image 16– Voyage Registration (Cargo Details Fields) 2.5.5

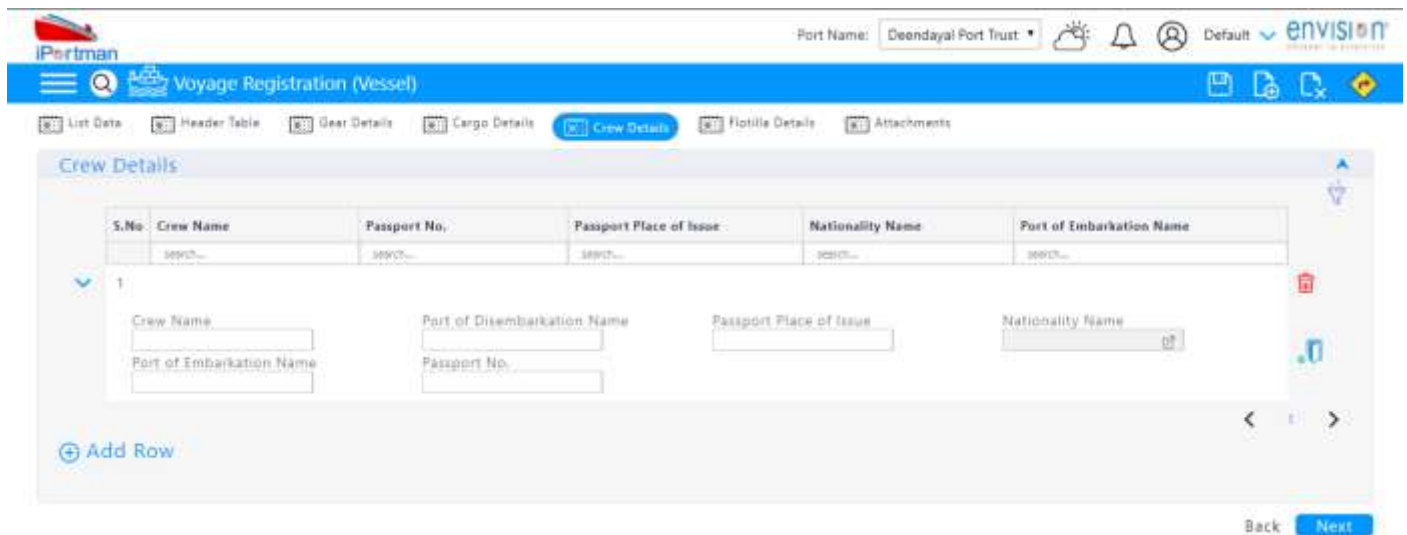
**Step 7:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on  to begin with data entry.

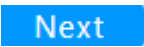



User Interface Image 17– Voyage Registration (Crew Details) 2.5.6

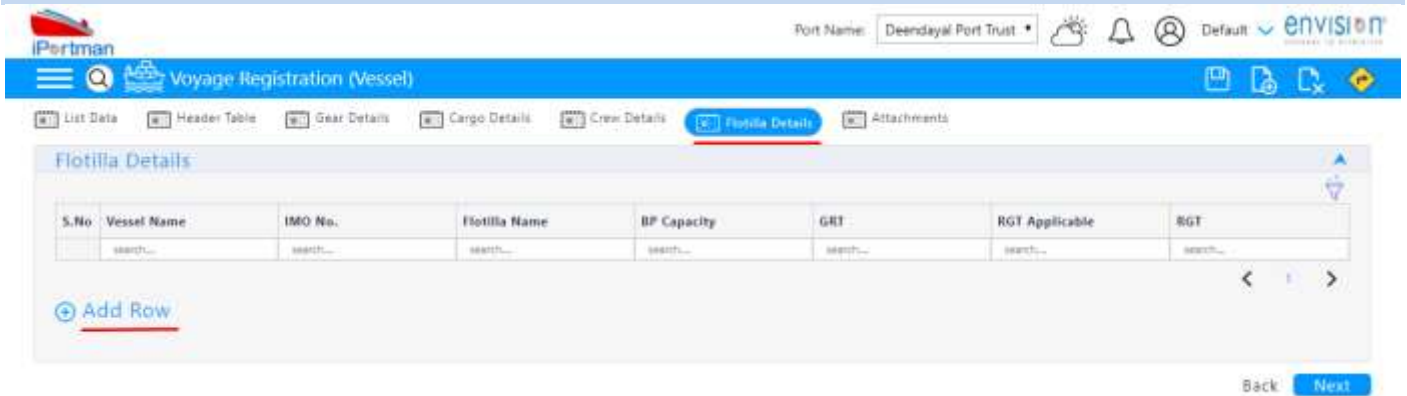
**Step 8:** Once  is selected following fields will be enabled to enter Crew details.




User Interface Image 18– Voyage Registration (Crew Details Fields) 2.5.7

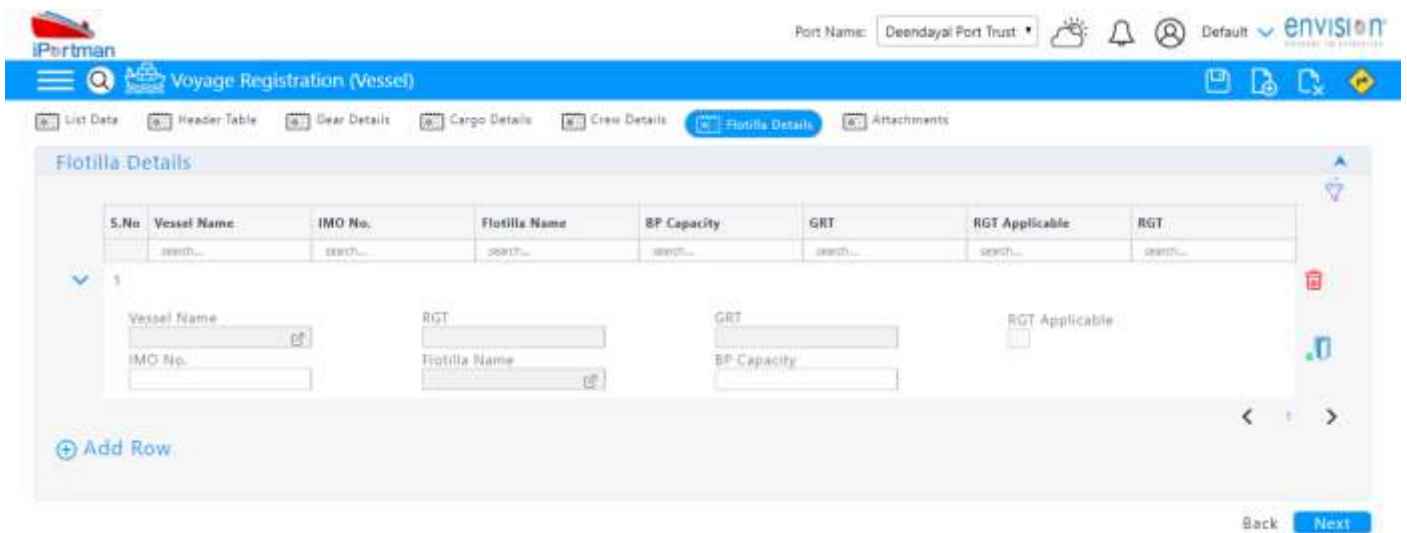
**Step 9:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Flotilla Details page as below

Click on  to begin with data entry.



User Interface Image 19– Voyage Registration (Flotilla Details) 2.5.8

**Step 10:** Once  is selected following fields will be enabled to enter Flotilla Details



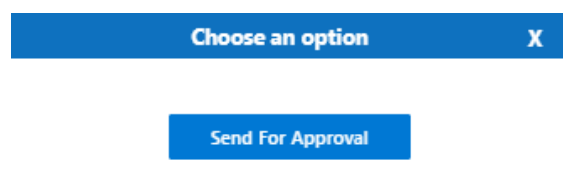
User Interface Image 20– Voyage Registration (Flotilla Details Fields) 2.5.9



**Step 12:** After updating the fields click on save Record  from Top Menu Bar to save Voyage Registration Form. Once saved



message appears.

**Step 13:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



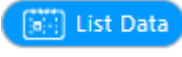
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

**Step 14:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or



'Decline' with reason.

**Step 15:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



## 2.6.Field information

### 3. Business Function Name: Passenger/Crew List

#### 3.1.Definition:

Shipping Agent submits Passengers/Crew List to port of calling either through Portal or PCS by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval.

#### 3.2.SRS Reference

Passenger/Crew List-POS-MAR--005

#### 3.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Registrations→ Passenger Crew List Declaration→ Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

#### 3.4.Prerequisites – Masters

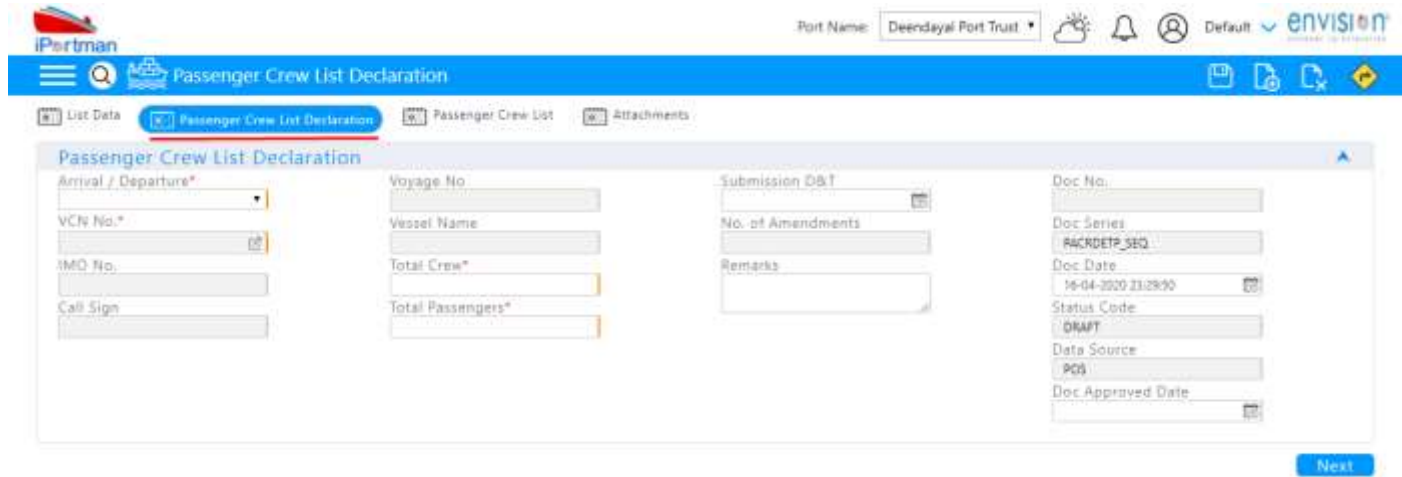
1. Port
2. City
3. State
4. Country

#### 3.5.Screenshot

Following screenshot from Passenger Crew List



**Step 1-** Click on Add new button . We will redirect to screen like below.



The screenshot shows the 'Passenger Crew List Declaration' form. It includes fields for:
 

- Arrival / Departure\*
- VCH No.\*
- IMO No.
- Call Sign
- Voyage No.
- Vessel Name
- Total Crew\*
- Total Passengers\*
- Submission D&T
- No. of Amendments
- Remarks
- Doc No.
- Doc Series (RACRETP\_SEQ)
- Doc Date (16-04-2020 23:28:50)
- Status Code (DRAFT)
- Data Source (POS)
- Doc Approved Date

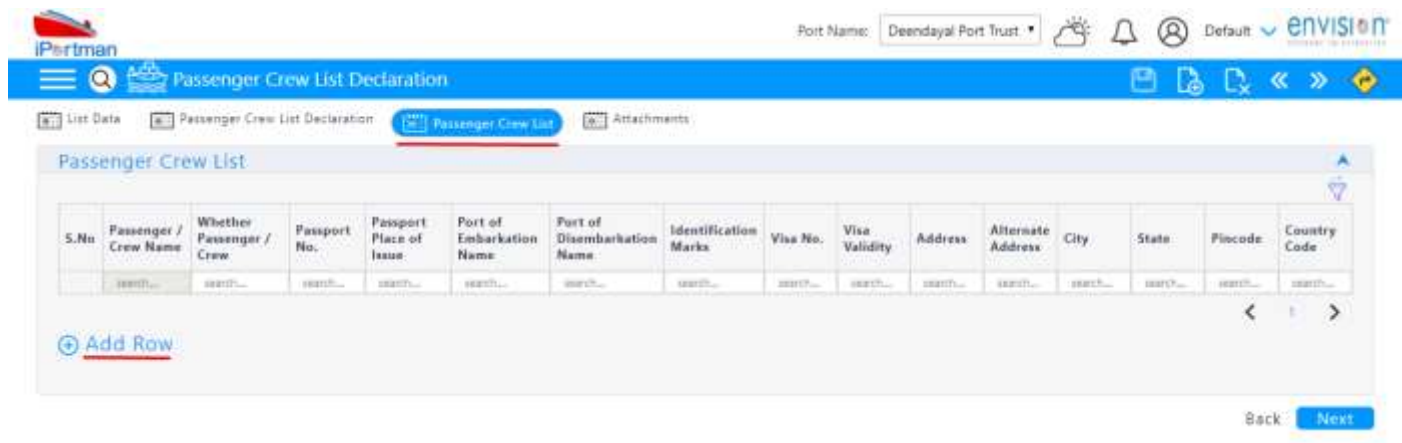
 A 'Next' button is located at the bottom right of the form.

User Interface Image 21– Passenger Crew List Declaration 3.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Passenger Crew List page as below

Click on  **Add Row** to begin with data entry



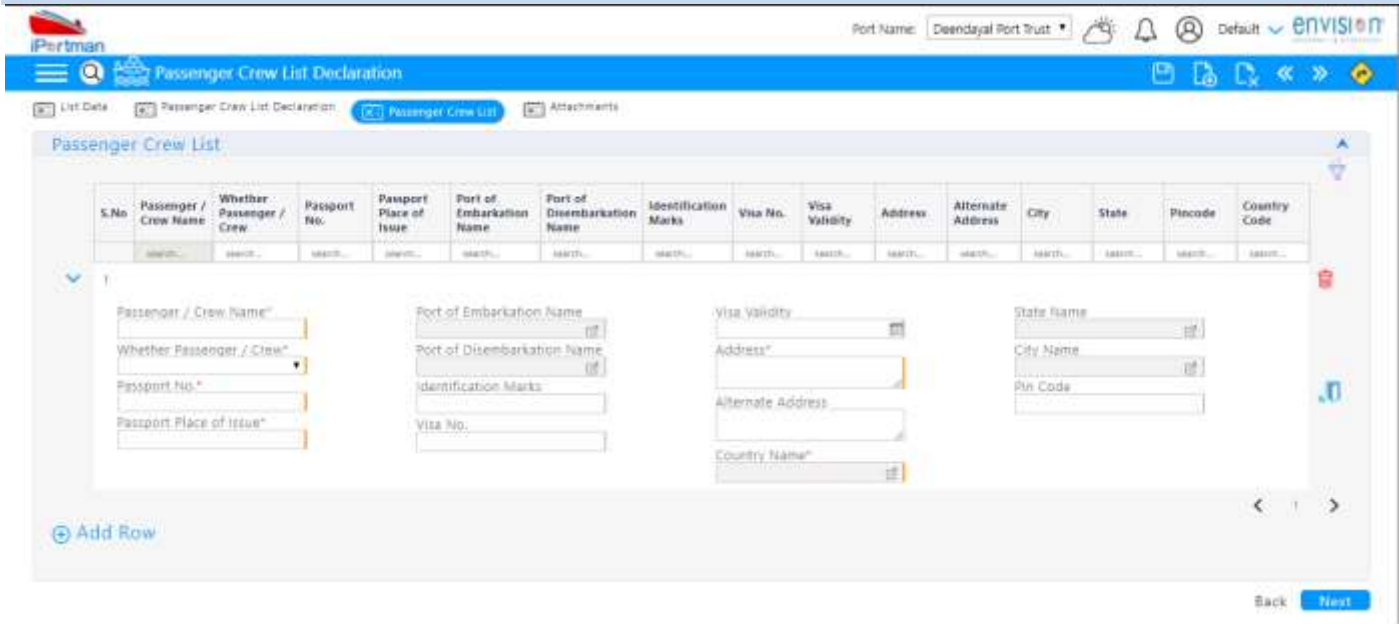
The screenshot shows the 'Passenger Crew List' table with the following columns:
 

S.No	Passenger / Crew Name	Whether Passenger / Crew	Passport No.	Passport Place of Issue	Port of Embarkation Name	Port of Disembarkation Name	Identification Marks	Visa No.	Visa Validity	Address	Alternate Address	City	State	Pincode	Country Code
search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...


 An 'Add Row' button is located at the bottom left, and a 'Next' button is at the bottom right.

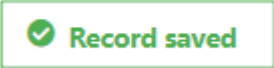
User Interface Image 22– Passenger Crew List Declaration (Passenger Crew List) 3.5.2


**Step 4:** Once  **Add Row** is selected, the following fields will be enabled to enter Passenger Crew List details.

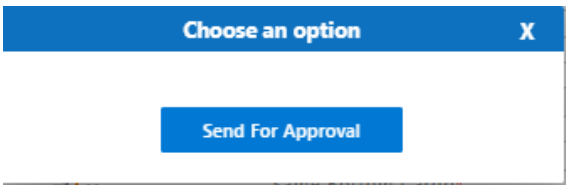




User Interface Image 23– Passenger Crew List Declaration (Passenger Crew List Fields) 3.5.3

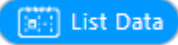
**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Passenger/Crew List Declaration Form.

Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



### 3.6.Field information

## 4. Business Function Name: PANS

### 4.1.Definition:

Shipping Agent submits Pre Arrival Notification of Security declaration to the port either through Portal or PCS by providing necessary Data and uploading all required Documents. Request will be received in iPortman application for review and approval.

## 4.2.SRS Reference

PANS- POS-MAR-015

## 4.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Declarations→ Pre Arrival Notification Security→ Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

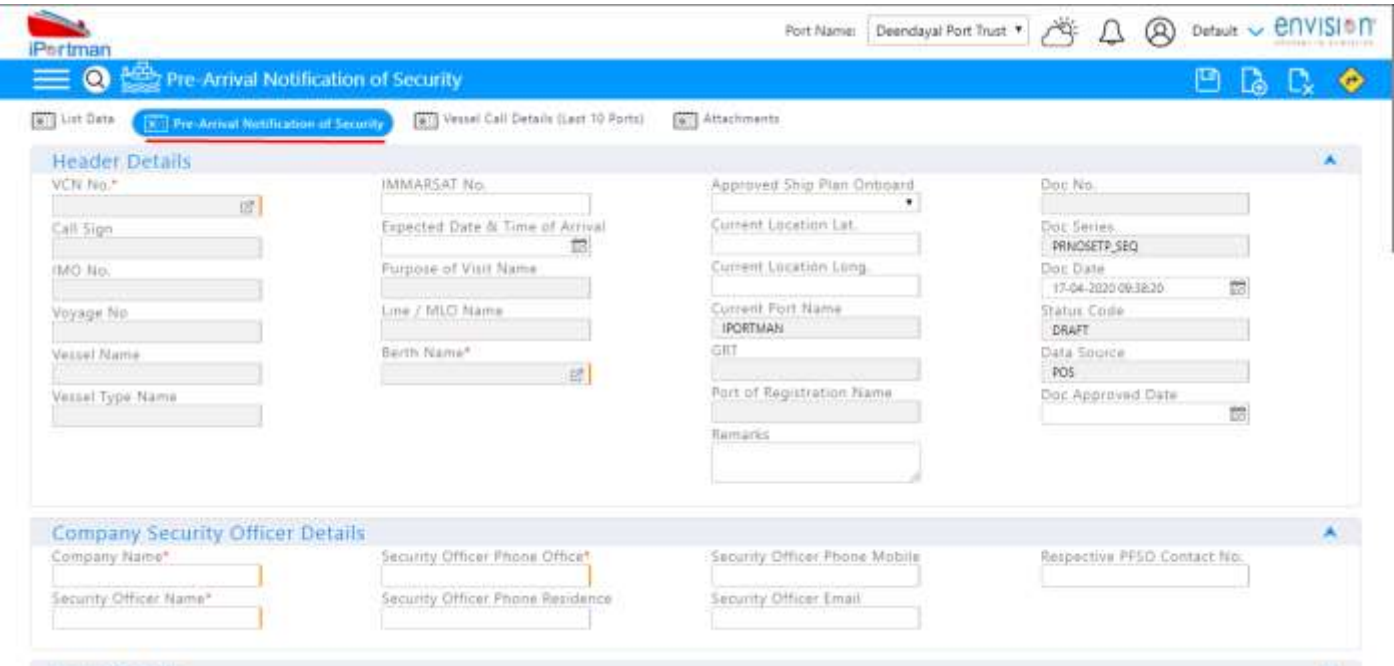
## 4.4.Prerequisites – Masters

1. VCN
2. Status
3. Agent
4. Security Level
5. Purpose of Visit
6. Cargo

## 4.5.Screenshot

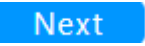
Following screenshot from PANS

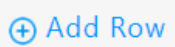
**Step 1-** Click on Add new button . We will redirect to screen like below.

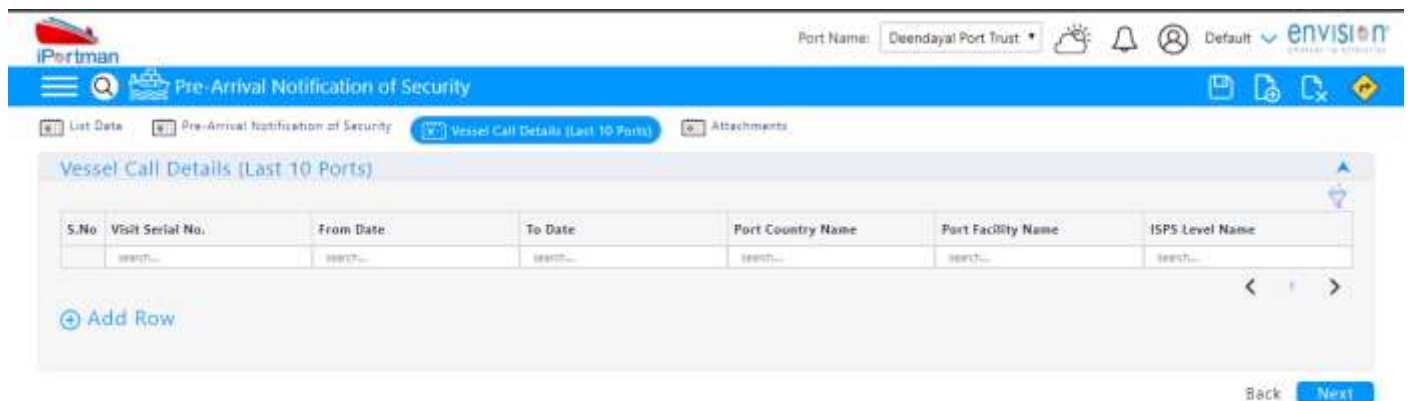


User Interface Image 24– PANS 4.5.1


**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

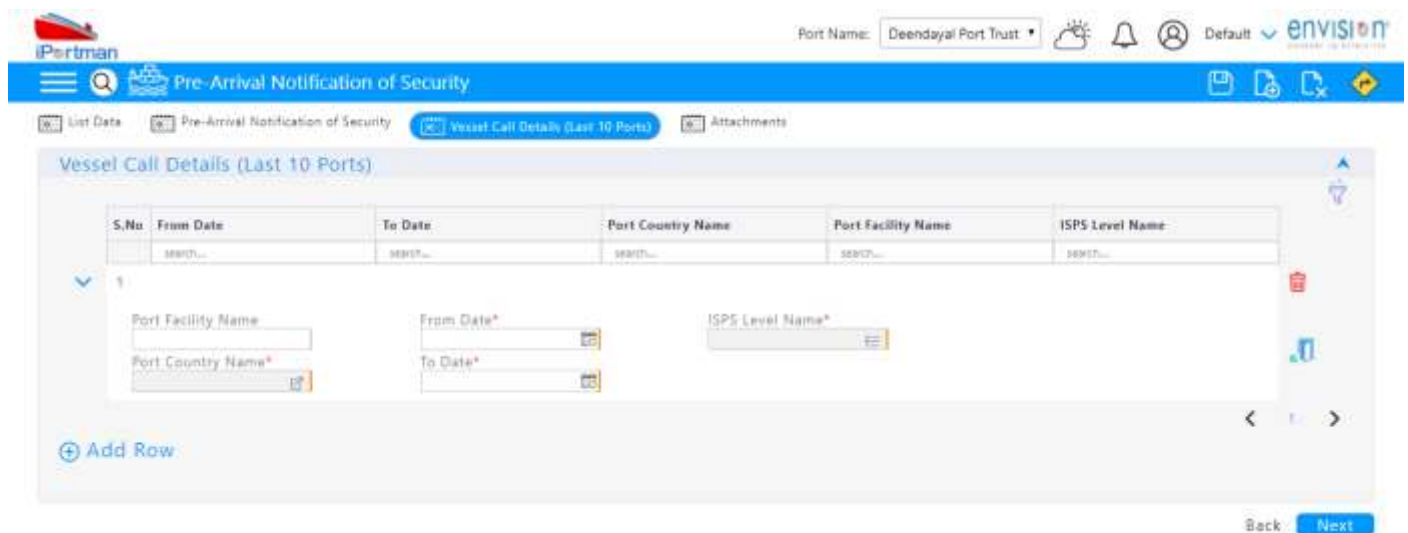
**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Vessel Call Details (Last 10 ports) page as below

Click on  to begin with data entry.



User Interface Image 25– PANS (Vessel Call Details) 4.5.2

**Step 4:** Once  is selected, the following fields will be enabled to enter Vessel Call details.





User Interface Image 26– PANS (Vessel Call Details Fields) 4.5.3

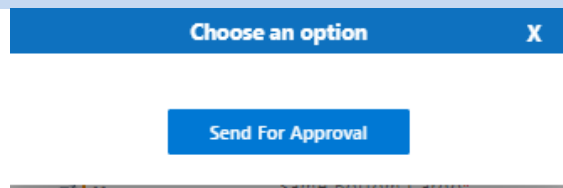
**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save PANS Form. Once saved



message appears.


**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.

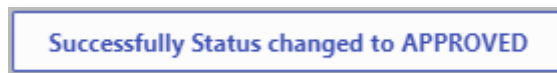
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 4.6. Field information

## 5. Business Function Name: Berth Request

### 5.1. Definition:

Shipping Agent submits Berth request either through Portal or PCS by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval. Certain set of mandatory documents are verified in the registration process. Berthing Engine uses provided data and allocates the best suitable berth based on the algorithm defined in the system as per berthing policies. After approval of berth Request, allotted Berth name will be communicated to respective stakeholders through E-MAIL as well as the status will be updated in Online Portal and PCS.

### 5.2. SRS Reference

Berth Request- POS-MAR-011

### 5.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Requests → Berth Request → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 5.4. Prerequisites - Masters

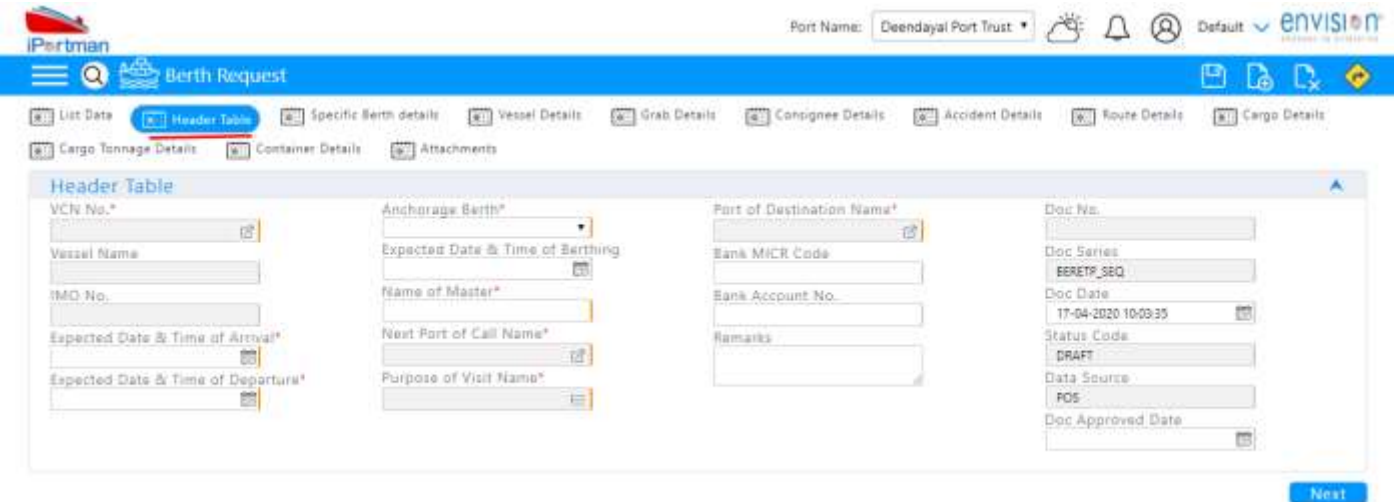
1. Berth
2. Anchorage
3. Port
4. MICR
5. Agent
6. Country

7. Cargo Type
8. HS Code
9. Status Code
10. Package Type
11. ISO Code
12. MLO Class
13. IMO Class
14. Propeller Type
15. ISPS Level

## 5.5.Screenshot

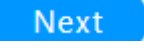
Following screenshot from Berth Request


**Step 1-** Click on Add new button . We will redirect to screen like below.

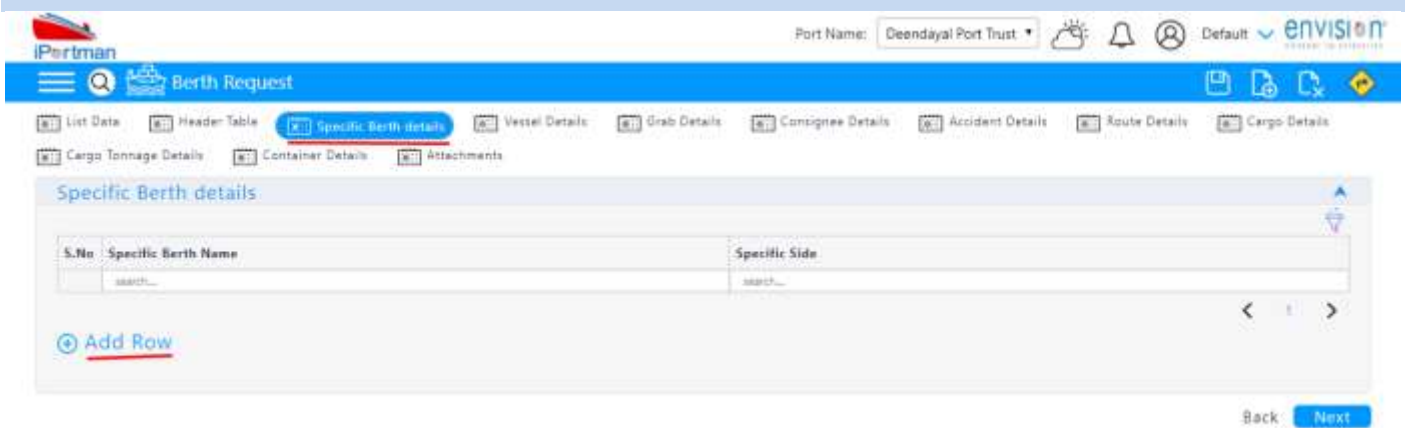


User Interface Image 27–Berth Request (Header Table) 5.5.1


**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

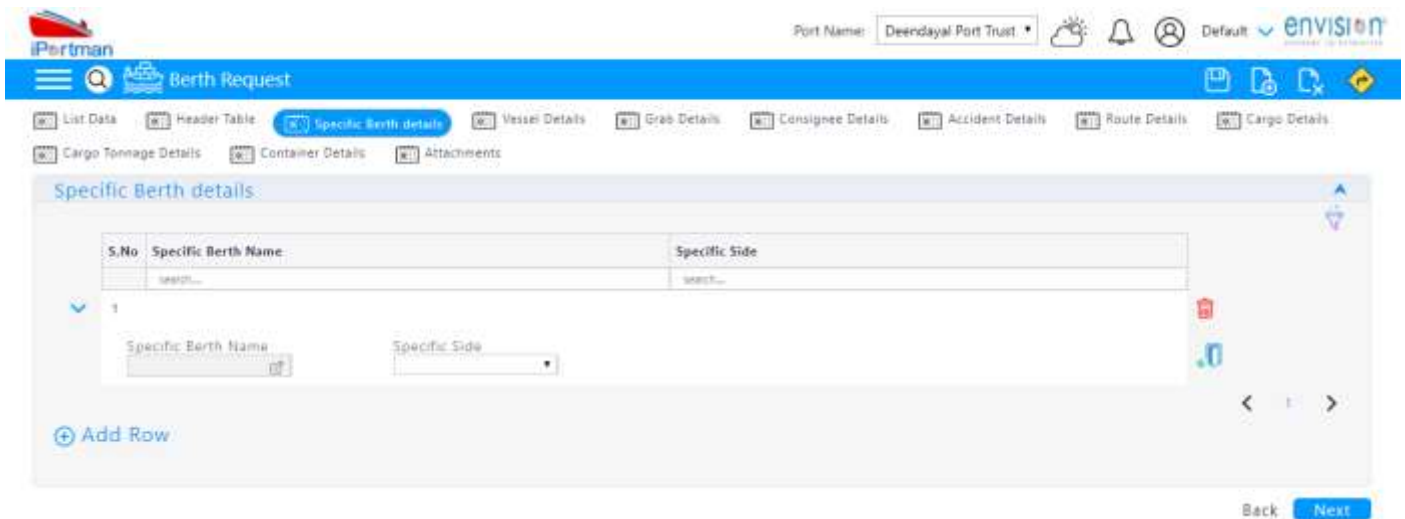
**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Specific Berth Details page as below

Click on  to begin with data entry.

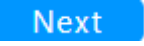


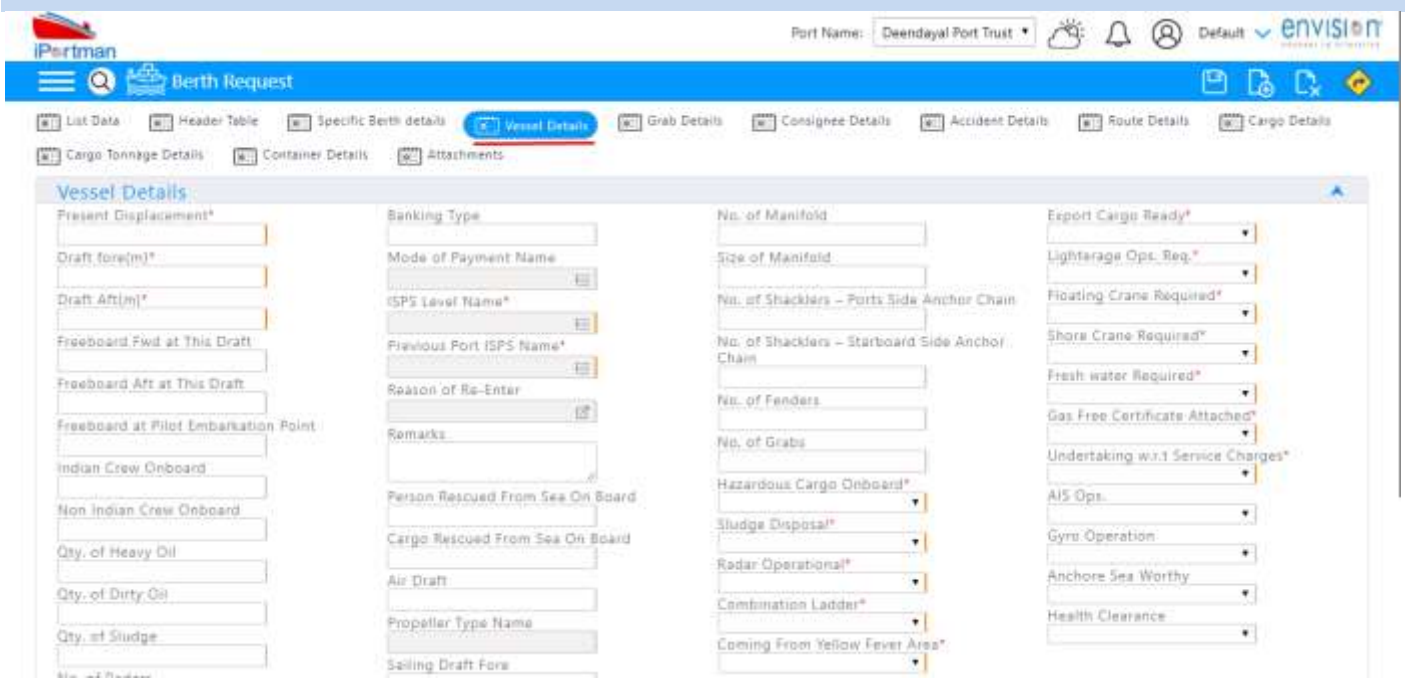
User Interface Image 28–Berth Request (Specific Berth Details) 5.5.2

**Step 4:** Once  is selected, the following fields will be enabled to enter Specific Berth details.



User Interface Image 29–Berth Request (Specific Berth Details Fields) 5.5.3

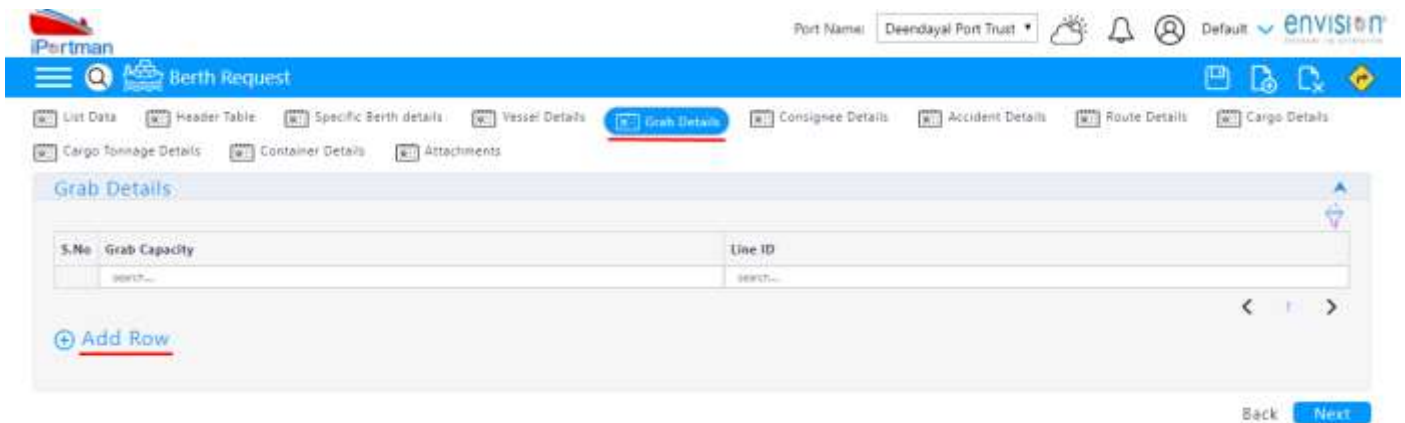
**Step 5:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Vessel Details page as below



User Interface Image 30–Berth Request (Vessel Details) 5.5.4

**Step 6:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Grab Details page as below

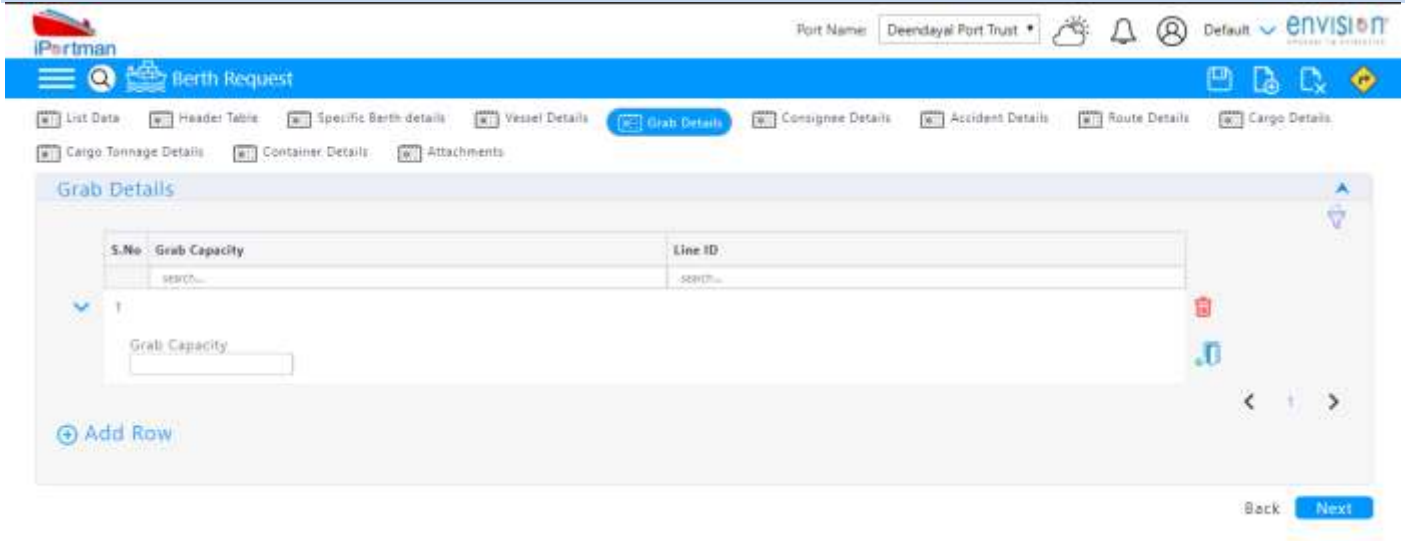
Click on **+ Add Row** to begin with data entry.



User Interface Image 31–Berth Request (Grab Details) 5.5.5

**Step 7:** Once **+ Add Row** is selected following fields will be enabled to enter Grab details.

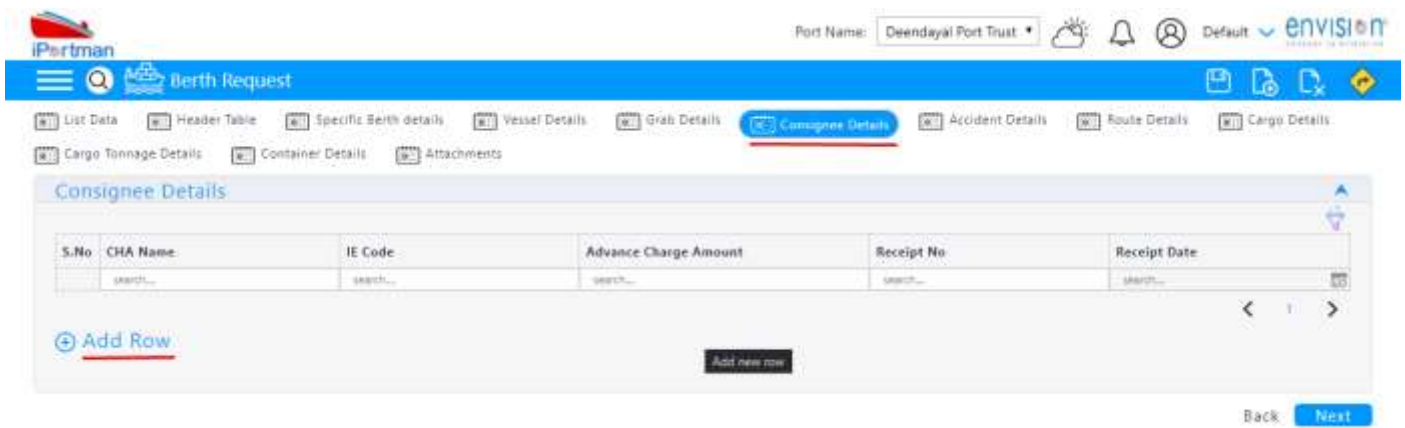




User Interface Image 32–Berth Request (Grab Details Fields) 5.5.6

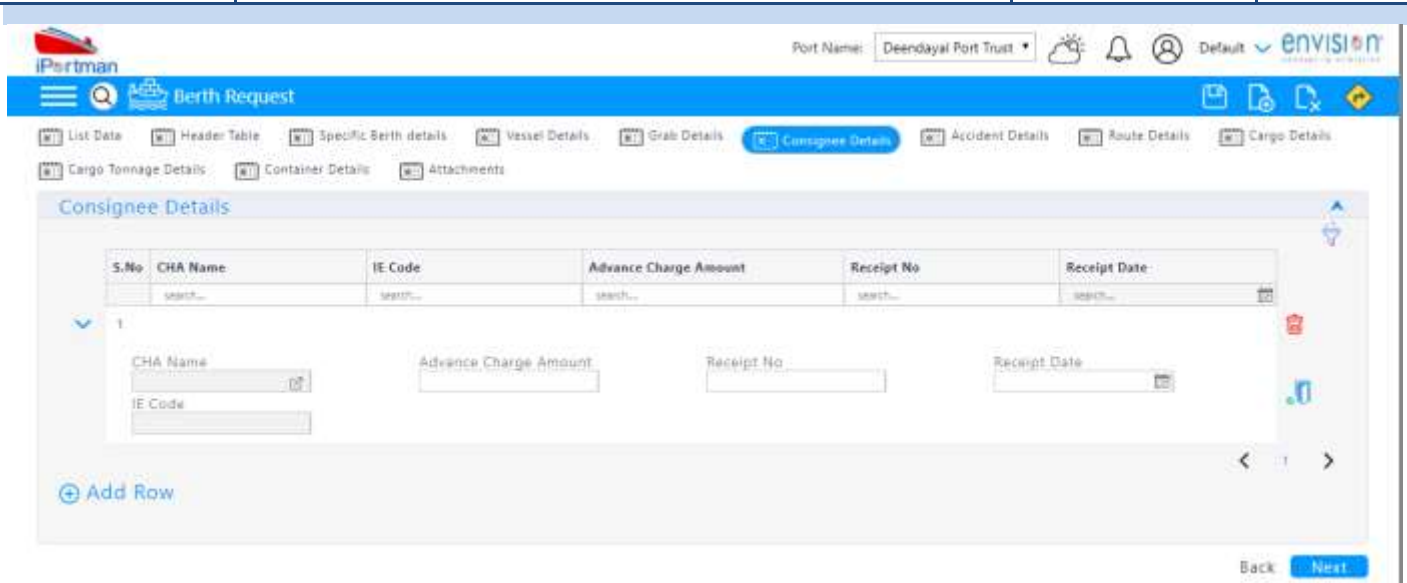
**Step 8:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Consignee Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 33–Berth Request (Consignee Details) 5.5.7

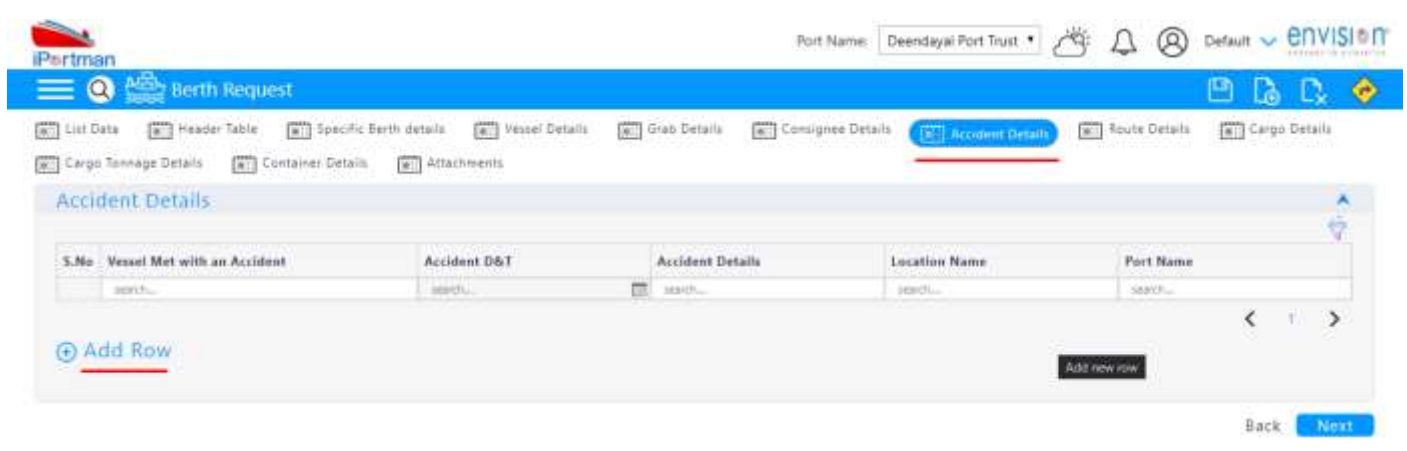
**Step 9:** Once **+ Add Row** is selected following fields will be enabled to enter Consignee Details.



User Interface Image 34–Berth Request (Consignee Details Fields) 5.5.8

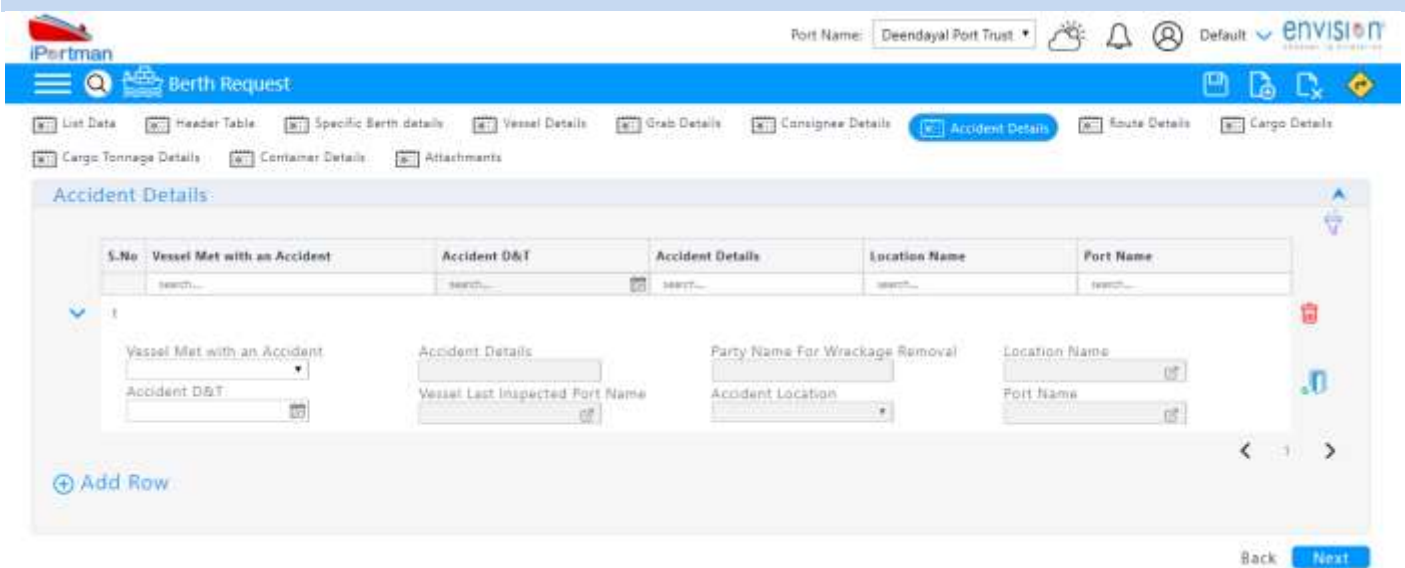
**Step 10:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Accident Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 35–Berth Request (Accident Details) 5.5.9

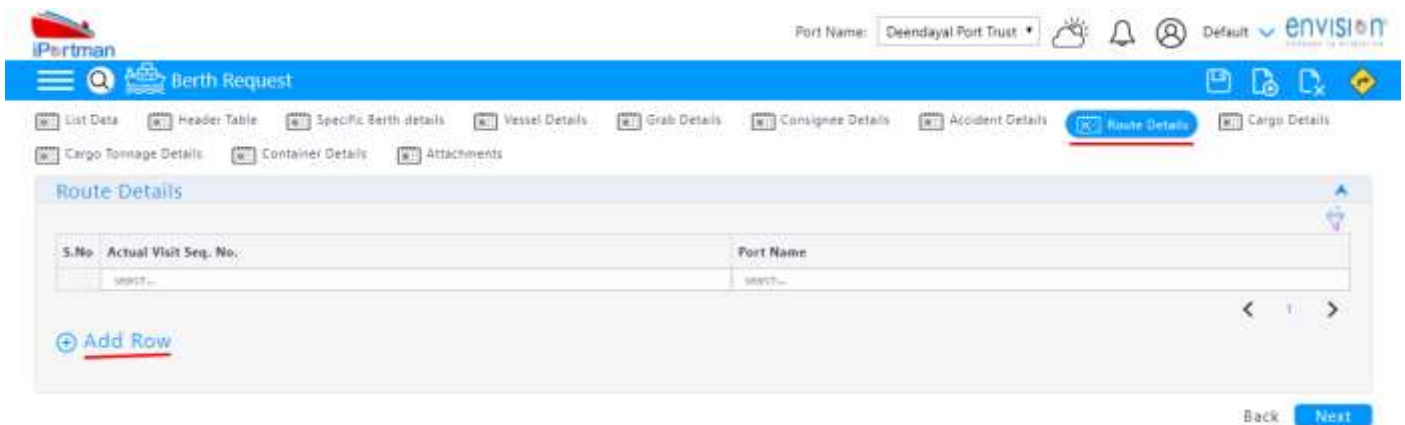
**Step 11:** Once **+ Add Row** is selected following fields will be enabled to enter Accident Details.



User Interface Image 36–Berth Request (Accident Details Fields) 5.5.10

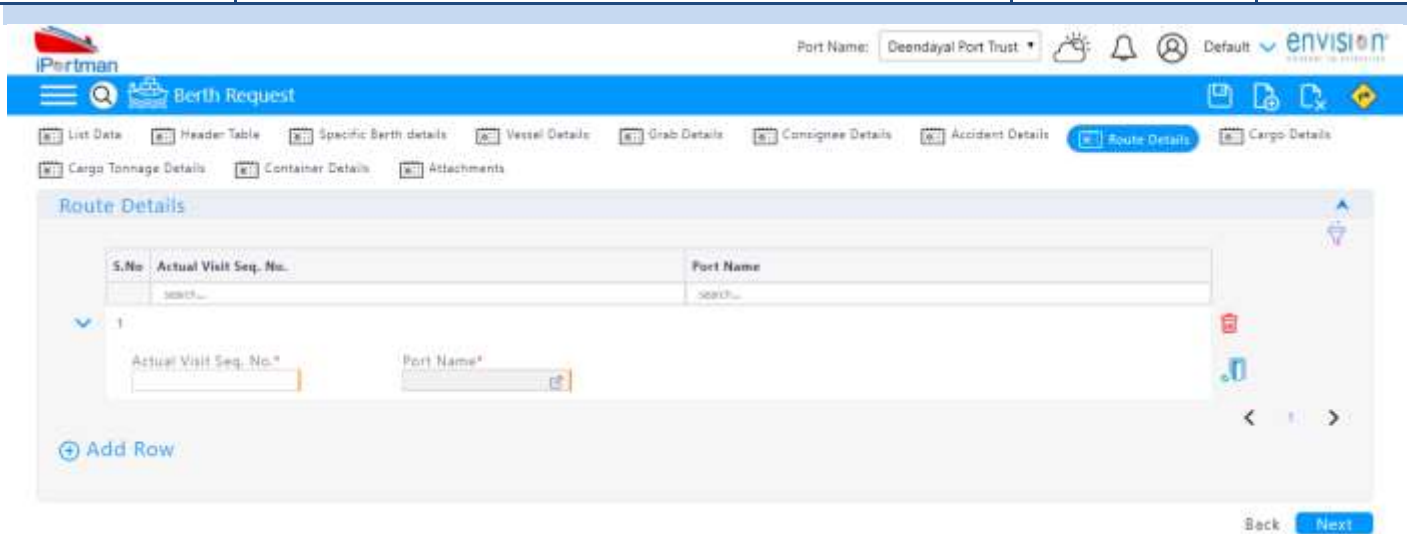
**Step 12:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Route Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 37–Berth Request (Route Details) 5.5.11

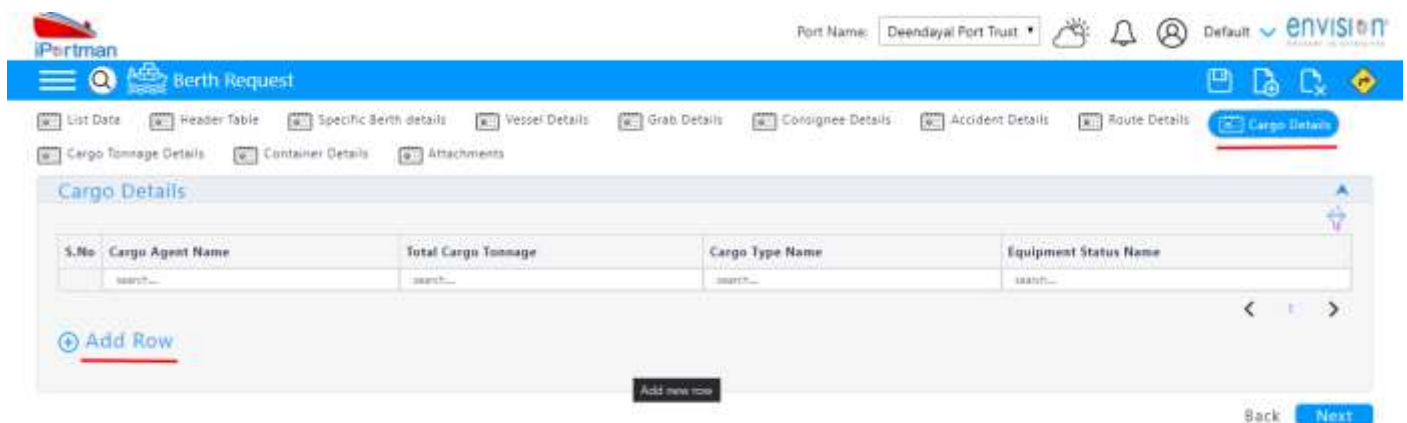
**Step 13:** Once **+ Add Row** is selected following fields will be enabled to enter Route Details.



User Interface Image 38–Berth Request (Route Details Fields) 5.5.12

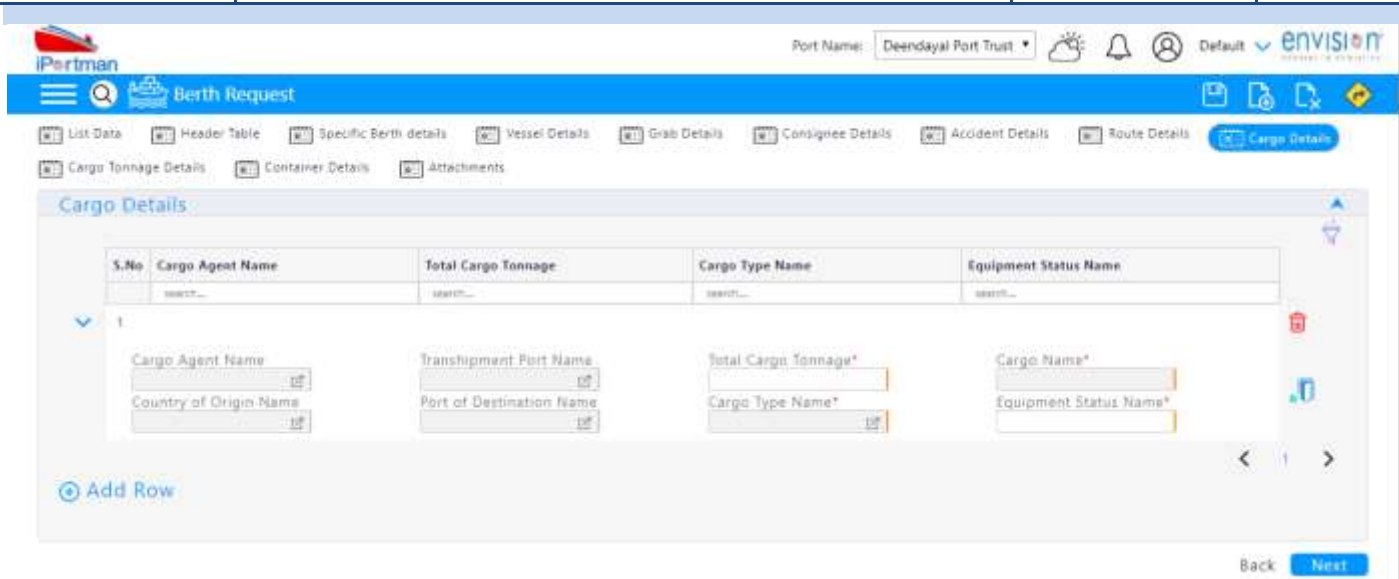
**Step 14:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Cargo Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 39–Berth Request (Cargo Details) 5.5.13

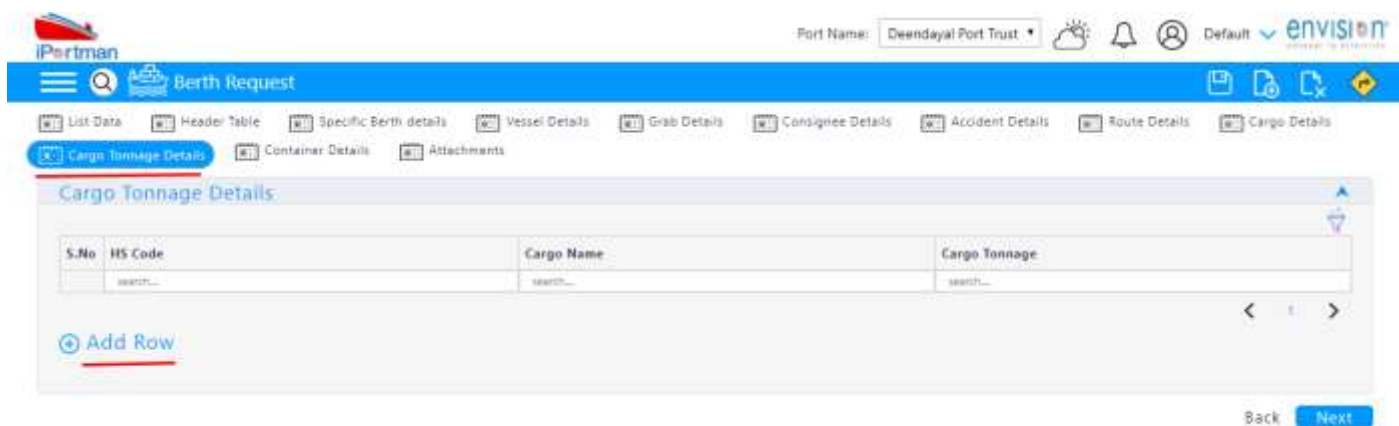
**Step 15:** Once **+ Add Row** is selected following fields will be enabled to enter Cargo Details.



User Interface Image 40–Berth Request (Cargo Details Fields) 5.5.14

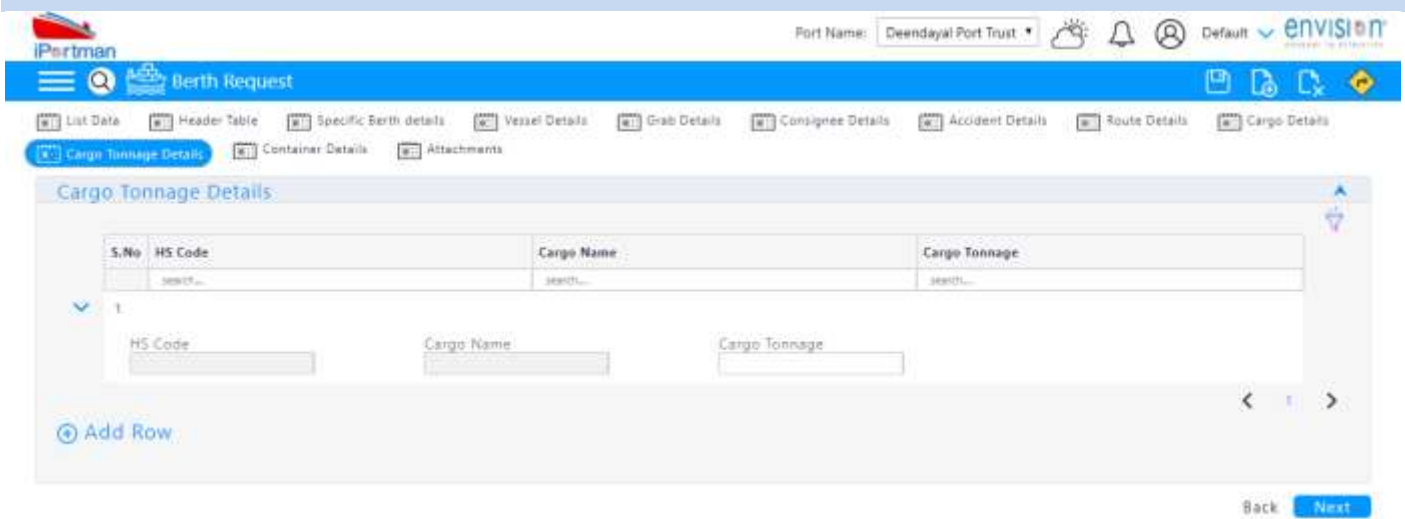
**Step 16:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Cargo Tonnage Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 41–Berth Request (Cargo Tonnage Details) 5.5.15

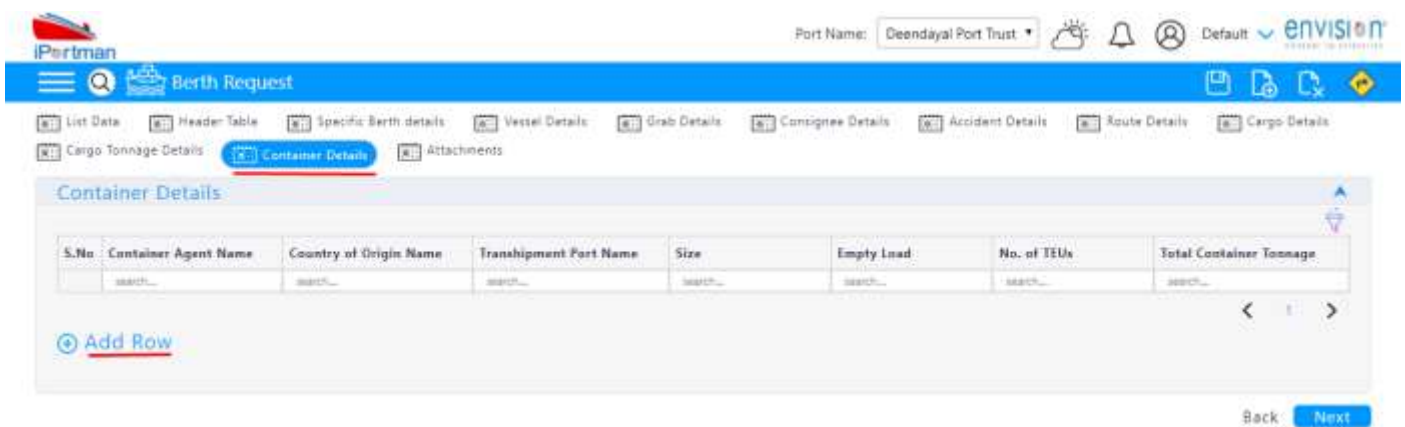
**Step 17:** Once **+ Add Row** is selected following fields will be enabled to enter Cargo Tonnage Details.



User Interface Image 42–Berth Request (Cargo Tonnage Details Fields) 5.5.16

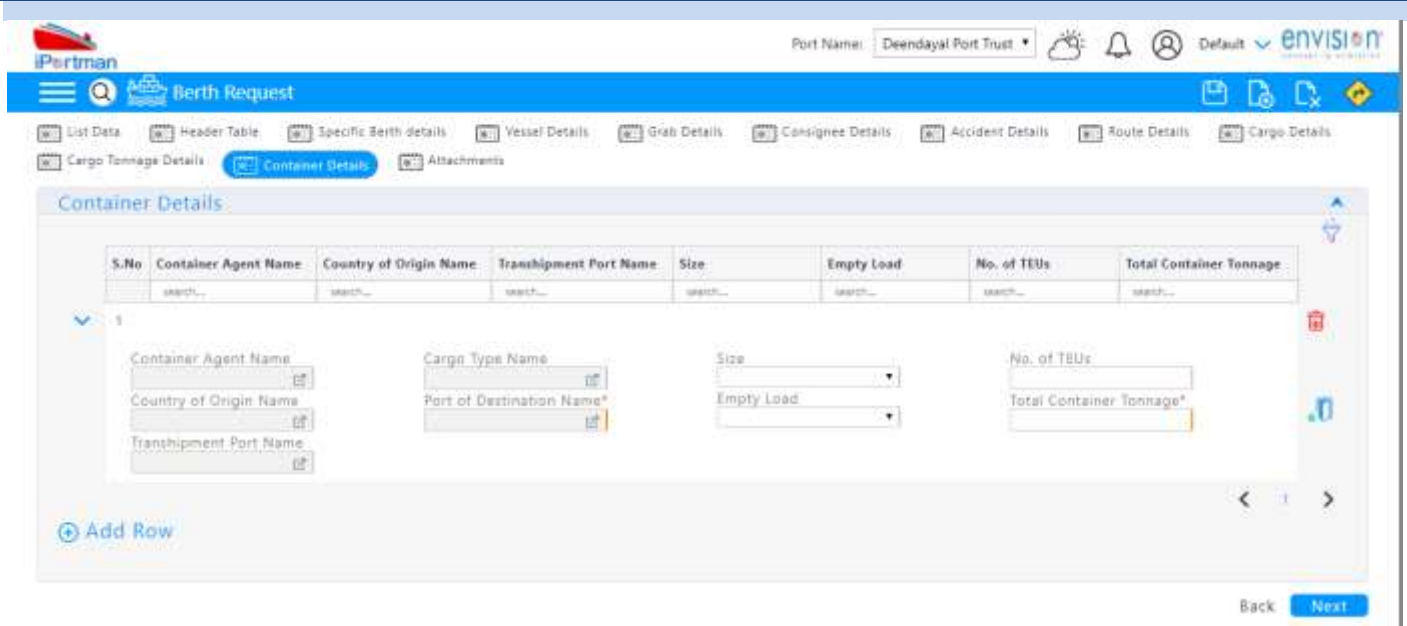
**Step 18:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Container Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 43–Berth Request (Container Details) 5.5.17

**Step 19:** Once **+ Add Row** is selected following fields will be enabled to enter Container Details.



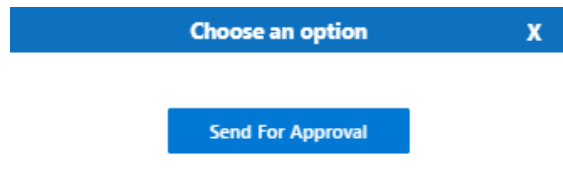
User Interface Image 44–Berth Request (Container Details) 5.5.18

**Step 20:** After updating the fields click on save Record  from Top Menu Bar to save Berth Request Form. Once saved



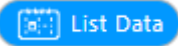
message appears.

**Step 21:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 22:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or



'Decline' with reason.  

**Step 23:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 5.6.Field information

## 6. Business Function Name: Movement Request

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

### 6.1. Definition:

Shipping Agent submits re-berthing / un-berthing / shifting request to the port either through Portal or PCS by providing necessary Data and uploading all required Documents. Request will be received in iPortman application for review and approval.

- Shipping agent submits Movement Request to port in case shifting is required
- Movement of the vessel can happen for both Port convenience and Agent convenience.

### 6.2.SRS Reference

Movement Request-POS-MAR-012

### 6.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Requests → Movement Request → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 6.4.Prerequisites – Masters

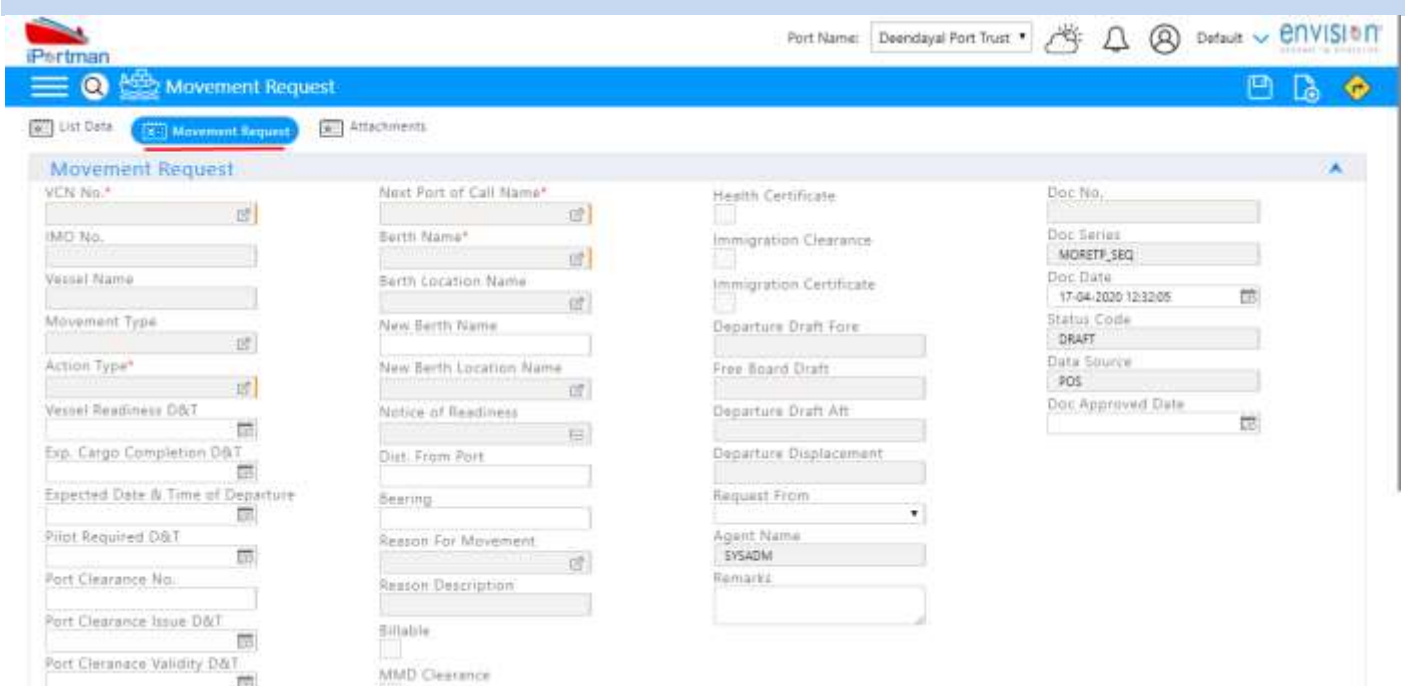
1. Action Type
2. Agent
3. Berth
4. Reason
5. Port Master
6. Location

### 6.5.Screenshot

Following screenshot from Movement Request


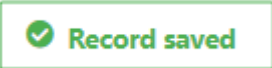
**Step 1-** Click on Add new button . We will redirect to screen like below.




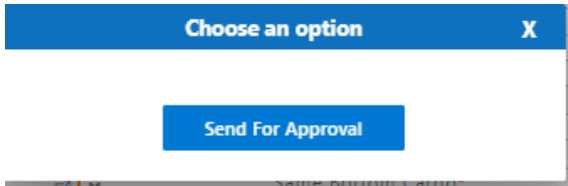




User Interface Image 45–Movement Request 6.5.1

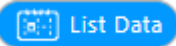
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Movement Request Form. Once saved  message appears.



**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

## 6.6.Field information

## 7. Business Function Name: Berth Allocation

### 7.1.Definition:

User can define the Berthing rules/algorithm in the system as per

- Berthing policy
- Govt. Policy
- Priority Berthing Scheme
- Out sting Priority
- Other Factors
- Hazardous cargo declaration
- Berthing Engine uses the available data provided by the agent and allocates the best possible Berth as per the algorithm defined in System.
- Agent can request for cancellation of movement which he has requested earlier depending upon time of cancellation charges would be levied if cancellation is done after window time.
- However, System will have option to override the Berth allotment as per port convenience.
- Upon approval of Berthing Request, System will notify the agent and other concerned stake holders about berth allotted so that operational arrangements can be done.

Status of berth request is updated both in PCS and Portal also.

### 7.2.SRS Reference

### 7.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Allocations→ Berth Allocation→ Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

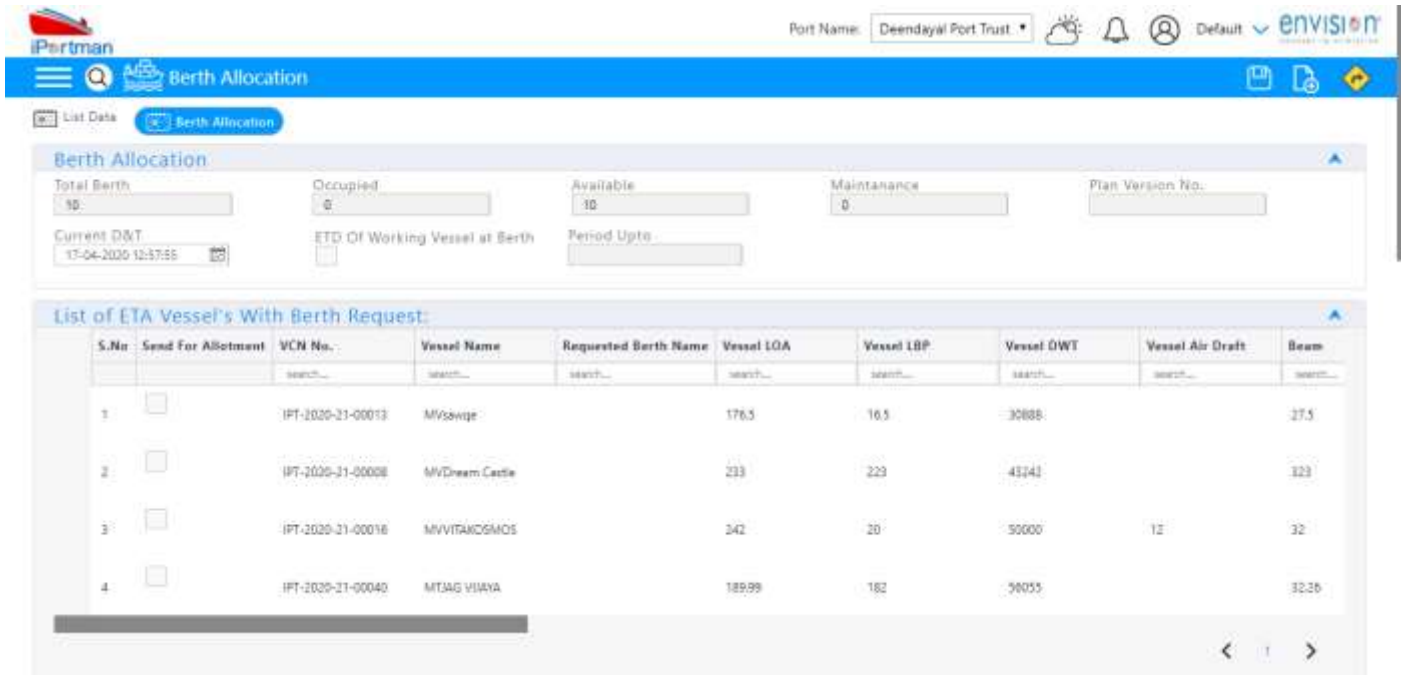
### 7.4.Prerequisites – Masters

1. Berth

### 7.5.Screenshot

Following screenshot from Berth Allocation

**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 46-Berth Allocation 7.5.1

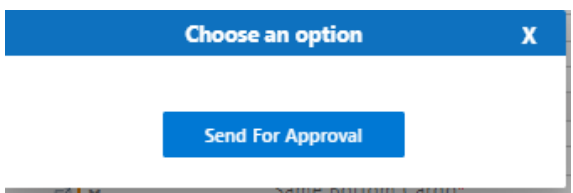
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Berth Allocation Form. Once saved



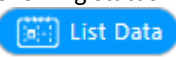
message appears.

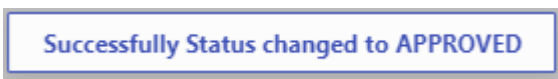
**Step 4** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.





**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

## 7.6.Field information

## 8. Business Function Name: Crew/Craft Planning Allocation

### 8.1.Definition:

Upon approval of Movement request/Service request for crafts in iPortman application, system will allocate the required resources as per manning scale and availability and intimate agent and concerned officials to perform the Movement recordings. Allocation will be available in auto mode and manual mode

### 8.2.SRS Reference

Crew/Craft Planning Allocation-POS-MAR-020

### 8.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Allocations → Crew/Craft Allocation → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

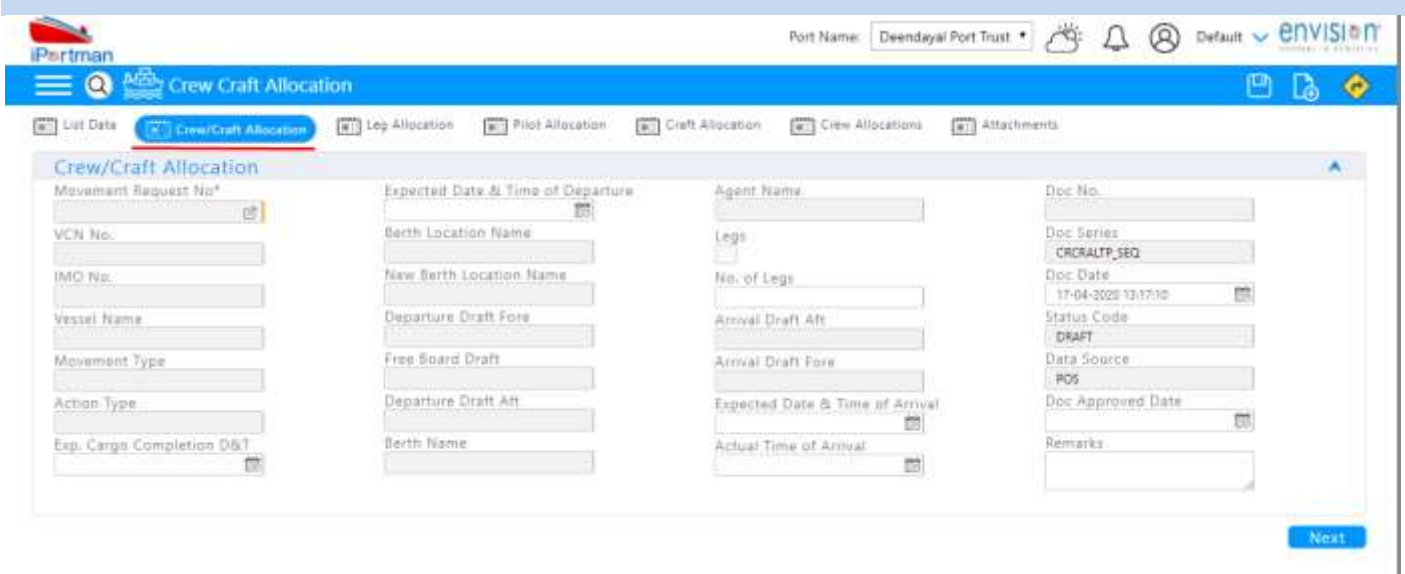
### 8.4.Prerequisites – Masters

1. Location
2. Status
3. Vessel Type
4. Cargo Type
5. Movement Type
6. Pilot
7. Skill
8. Purpose

### 8.5.Screenshot

Following screenshot from Crew/Craft Planning Allocation.

**Step 1-** Click on Add new button . We will redirect to screen like below.



The screenshot shows the 'Crew/Craft Allocation' form in the iPortman application. The form is divided into several sections for data entry:

- Movement Request No\*:** A text field with a search icon.
- VCH No.:** A text field.
- IMO No.:** A text field.
- Vessel Name:** A text field.
- Movement Type:** A dropdown menu.
- Action Type:** A dropdown menu.
- Exp. Cargo Completion D&T:** A date-time picker.
- Expected Date & Time of Departure:** A date-time picker.
- Berth Location Name:** A text field.
- New Berth Location Name:** A text field.
- Departure Draft Fore:** A text field.
- Free Board Draft:** A text field.
- Departure Draft Aft:** A text field.
- Berth Name:** A text field.
- Agent Name:** A text field.
- Legs:** A dropdown menu.
- No. of Legs:** A text field.
- Arrival Draft Aft:** A text field.
- Arrival Draft Fore:** A text field.
- Expected Date & Time of Arrival:** A date-time picker.
- Actual Time of Arrival:** A date-time picker.
- Doc No.:** A text field.
- Doc Series:** A dropdown menu (value: CRCRALTP\_SEQ).
- Doc Date:** A date-time picker (value: 17-04-2020 13:17:10).
- Status Code:** A dropdown menu (value: DRAFT).
- Data Source:** A dropdown menu (value: POS).
- Doc Approved Date:** A date-time picker.
- Remarks:** A text area.

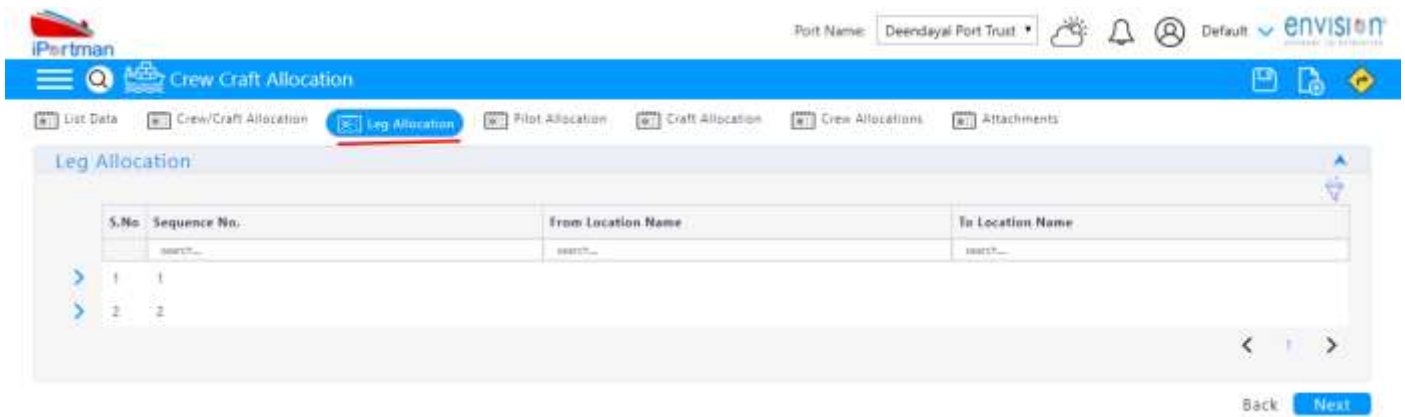
A 'Next' button is located at the bottom right of the form.

User Interface Image 47-Crew/Craft Allocation 8.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Leg Allocation page as below

Rows may or may not appear based on the Leg Selection and No. of Legs in the Crew/Craft Allocation Page.



The screenshot shows the 'Leg Allocation' page in the iPortman application. It features a table with the following columns:

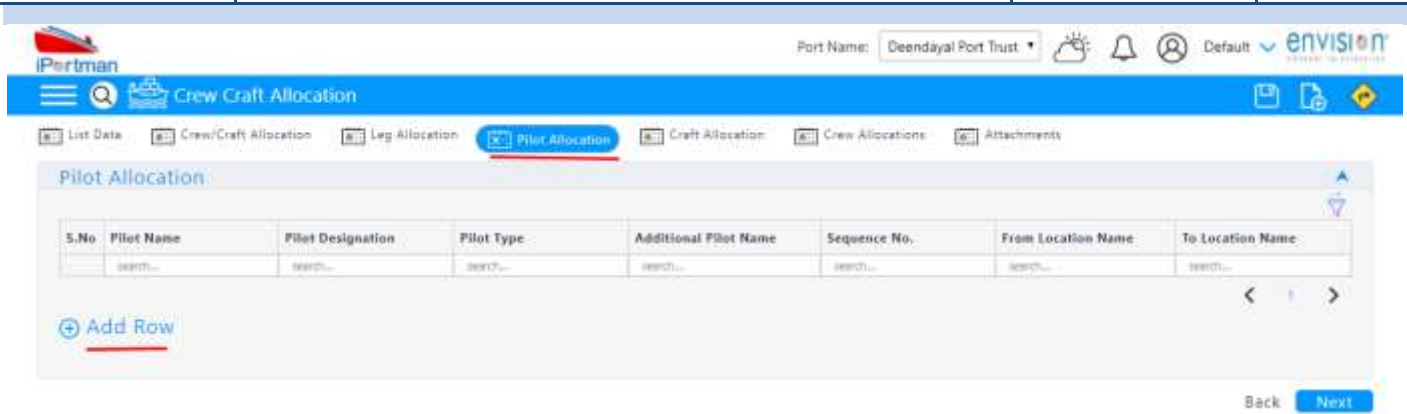
S.No	Sequence No.	From Location Name	To Location Name
1	1	search...	search...
2	2	search...	search...

Navigation buttons include 'Back' and 'Next' at the bottom right.


User Interface Image 48-Crew/Craft Allocation (Leg Allocation) 8.5.2

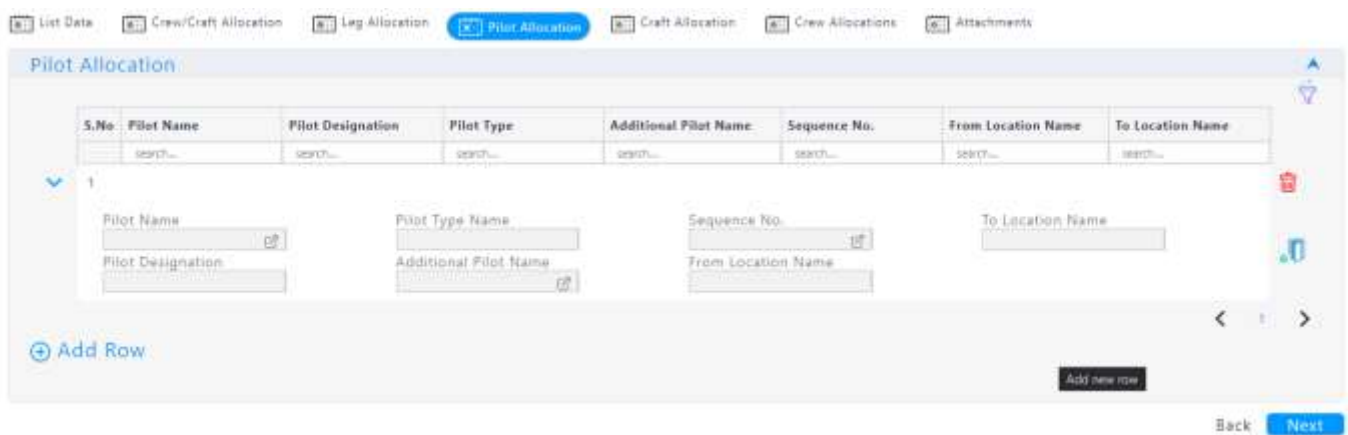
**Step 4:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Pilot Allocation page as below

Click on **+ Add Row** to begin with data entry.

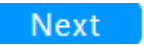



User Interface Image 49-Crew/Craft Allocation (Pilot Allocation) 8.5.3

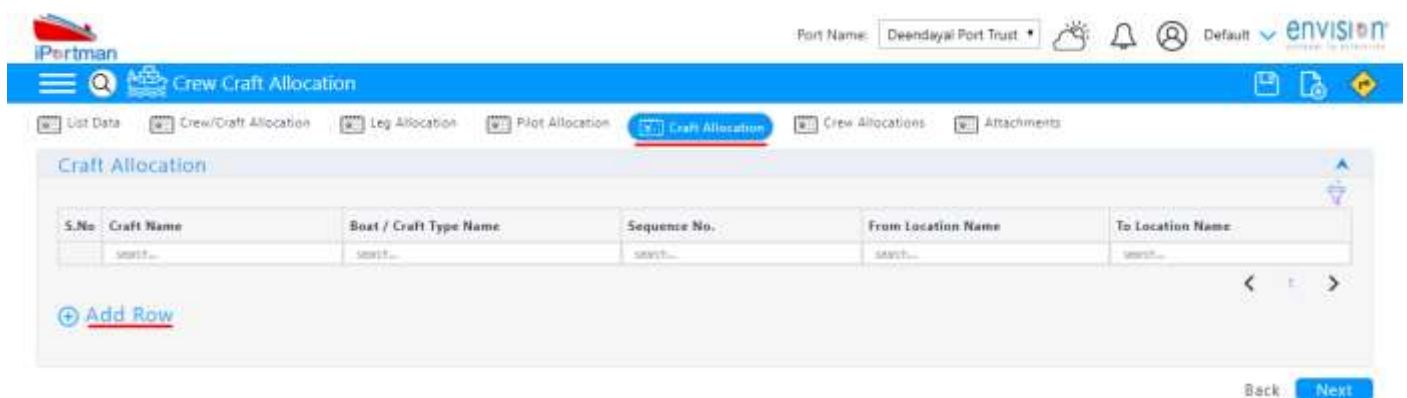
**Step 5:** Once  is selected following fields will be enabled to enter Pilot Allocation Details.



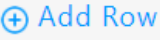
User Interface Image 50-Crew/Craft Allocation (Pilot Allocation Fields) 8.5.4

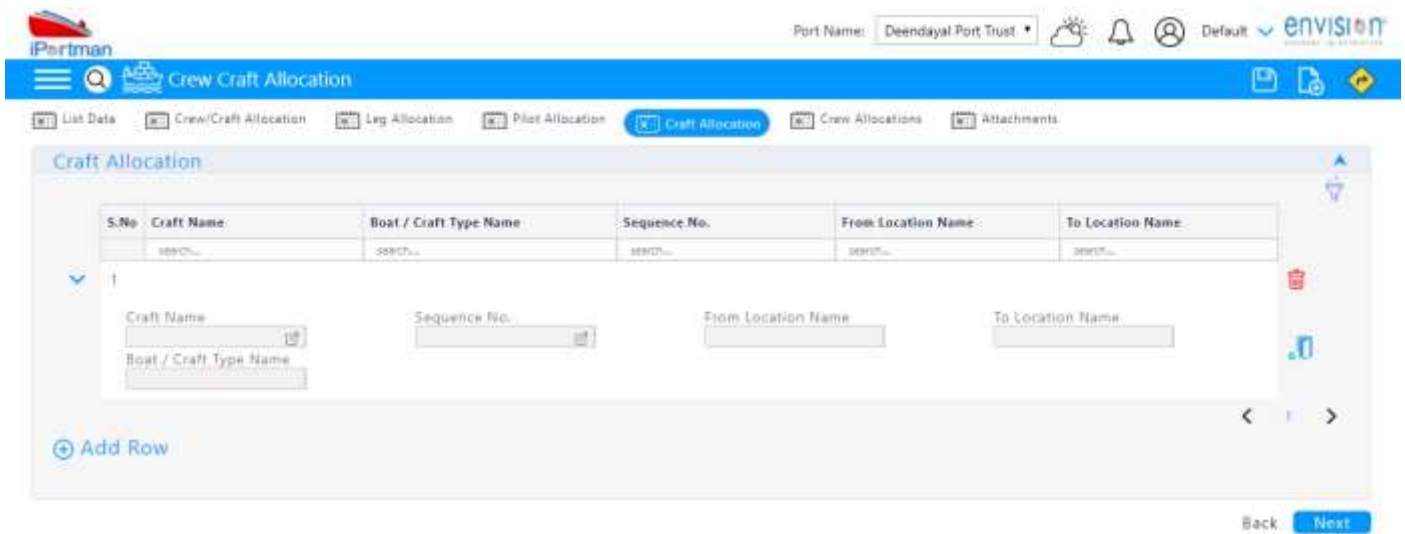
**Step 6** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Craft Allocation page as below

Click on  to begin with data entry.

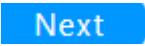



User Interface Image 51-Crew/Craft Allocation (Craft Allocation) 8.5.5

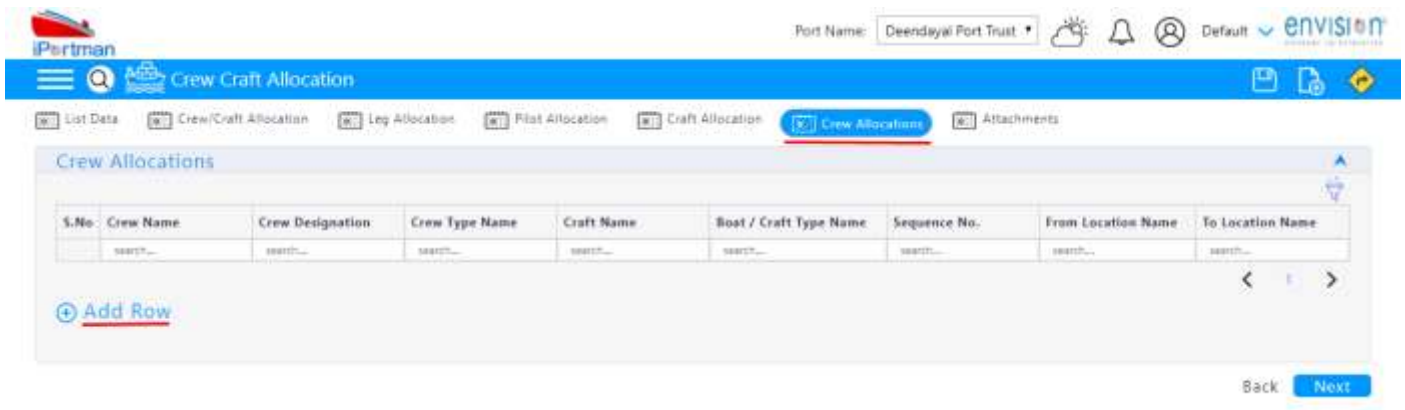
**Step 7:** Once  is selected following fields will be enabled to enter Craft Allocation Details.



User Interface Image 52-Crew/Craft Allocation (Craft Allocation Fields) 8.5.6

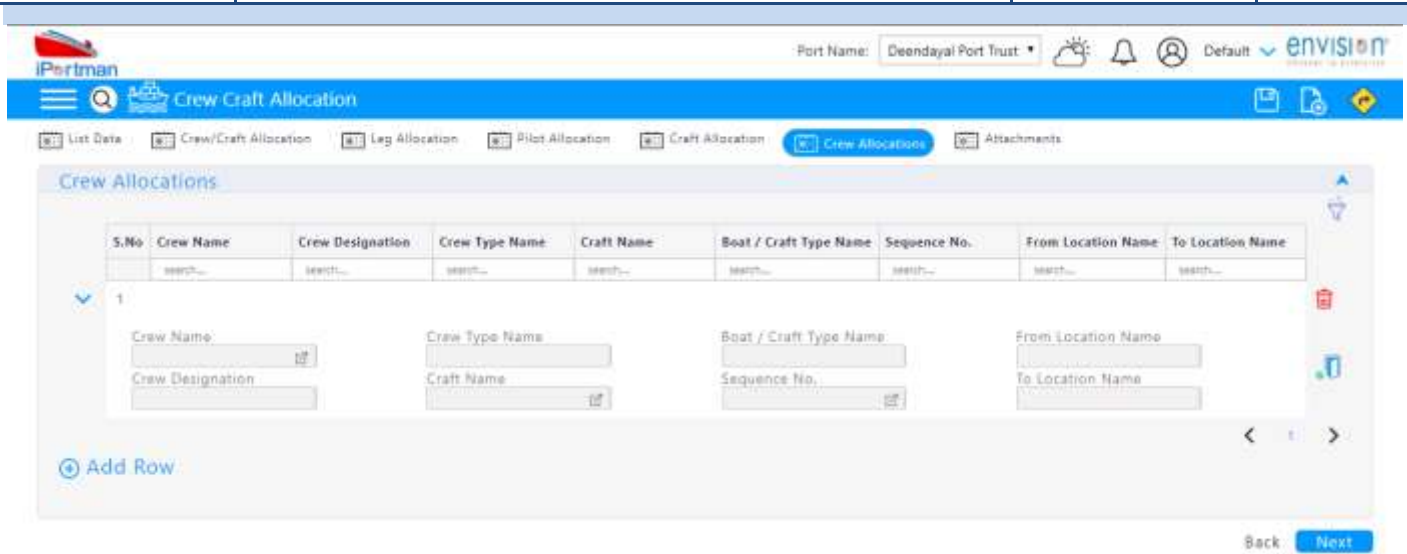
**Step 8** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Crew Allocation page as below

Click on  to begin with data entry.



User Interface Image 53-Crew/Craft Allocation (Crew Allocation) 8.5.7

**Step 9:** Once  is selected following fields will be enabled to enter Crew Allocation Details.

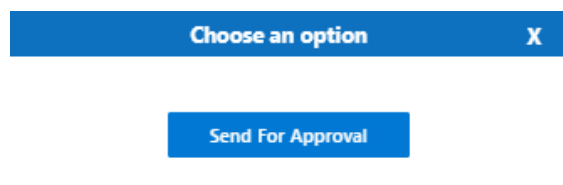




User Interface Image 54-Crew/Craft Allocation (Crew Allocation Fields) 8.5.8

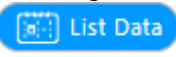
**Step 10:** After updating the fields click on save Record  from Top Menu Bar to save Crew/Craft Planning Allocation Form.

Once saved  message appears.

**Step 11:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 12:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 13:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 8.6.Field information

## 9. Business Function Name: Pilot Memo Application

### 9.1.Definition:



Pilot Memo Application is submitted by Agent for Pilot request to the port either through portal or web or by PCS by providing necessary data and uploading all required documents. Request will be received in iPortman application for review and Approval.

## 9.2.SRS Reference

## 9.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Requests→ Pilot Memo Application→ Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

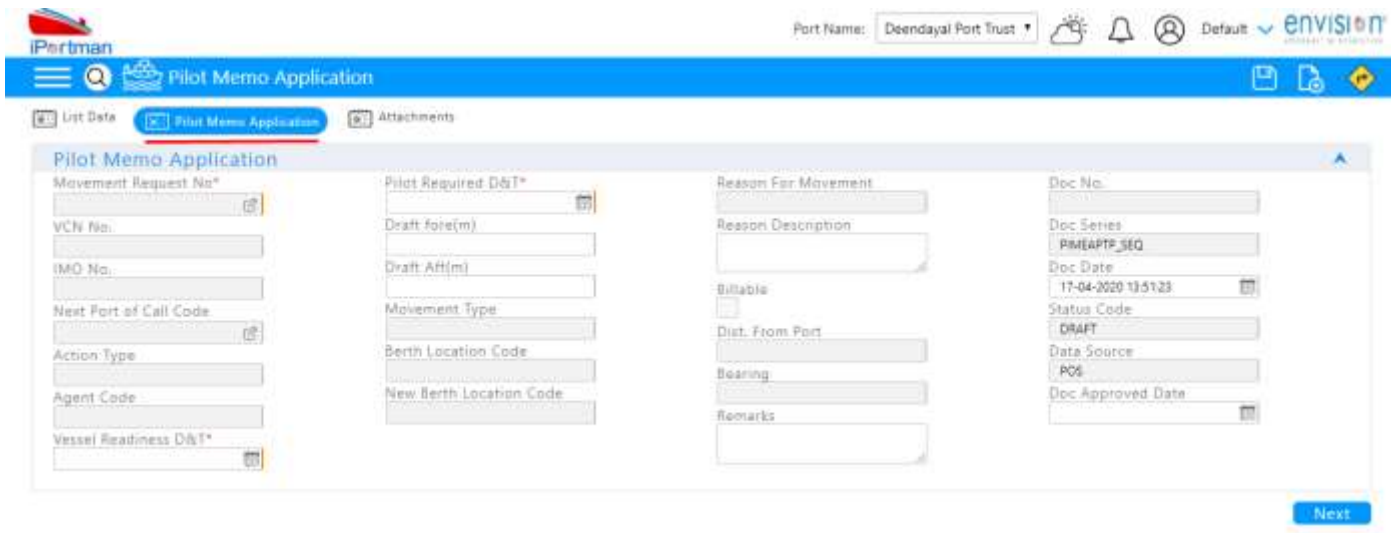
## 9.4.Prerequisites – Masters

1. Port
2. Locations

## 9.5.Screenshot



Following are the Screenshots from Pilot Memo Application



**Step 1-** Click on Add new button . We will redirect to screen like below.




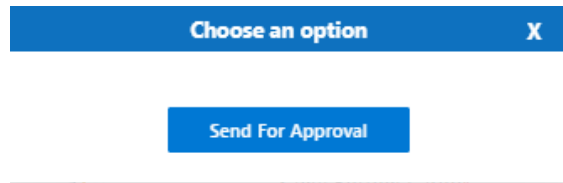
User Interface Image 55-Pilot Memo Application 9.5.1



**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.


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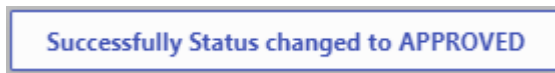
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Pilot Memo Application Form. Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 9.6. Field information

## 10. Business Function Name: Movement Recording

### 10.1. Definition:

Upon approval of Movement request in iPortman application, system will allocate the required resources as per manning scale and availability and intimate agent and concerned officials to perform & capture the Movement recordings. System will generate necessary bills and send it to Agents through iPortman Portal for charge collection.

- Movements are performed against the movement requested by either Agent or Traffic departments for Operation convenience.
- Pilot performs the move and records all Pilotage activities in pilot Log Books.

### 10.2. SRS Reference

Movement Recording-POS-MAR-013

### 10.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Recordings → Movement Recording → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

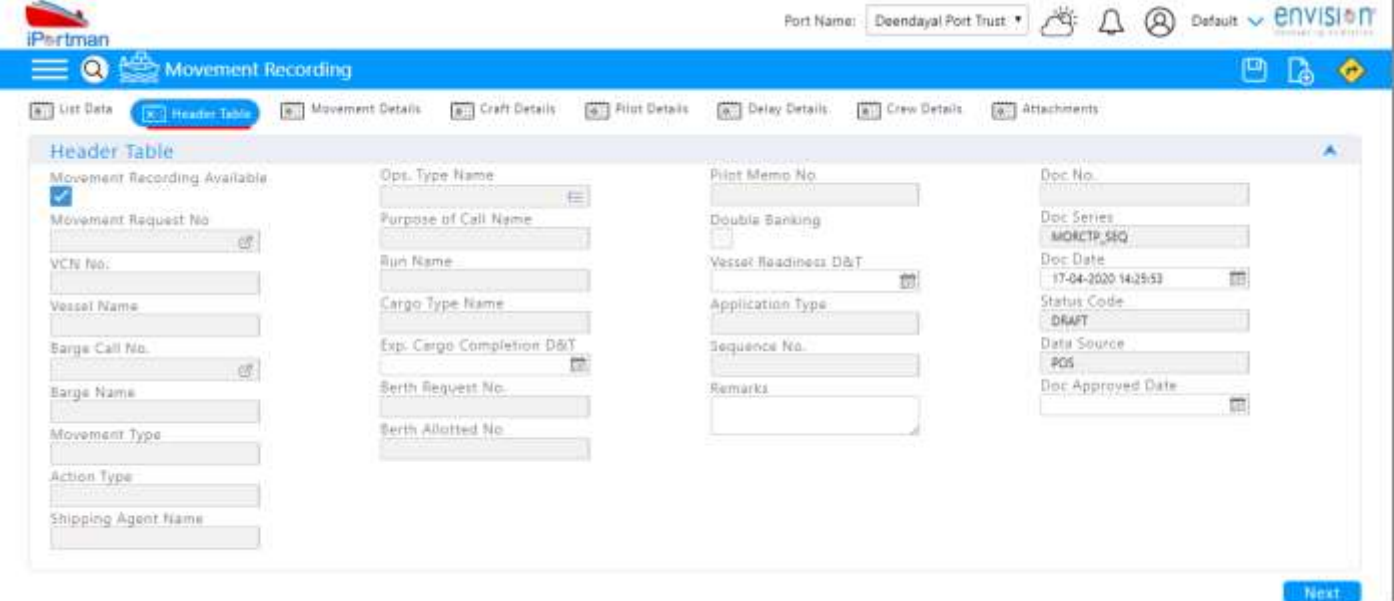
## 10.4. Prerequisites – Masters

1. Agent
2. Craft
3. Pilot
4. Port
5. Terminal
6. Location
7. Delay
8. Berth
9. Reason

## 10.5. Screenshot

Following Screenshot from Movement Recording.

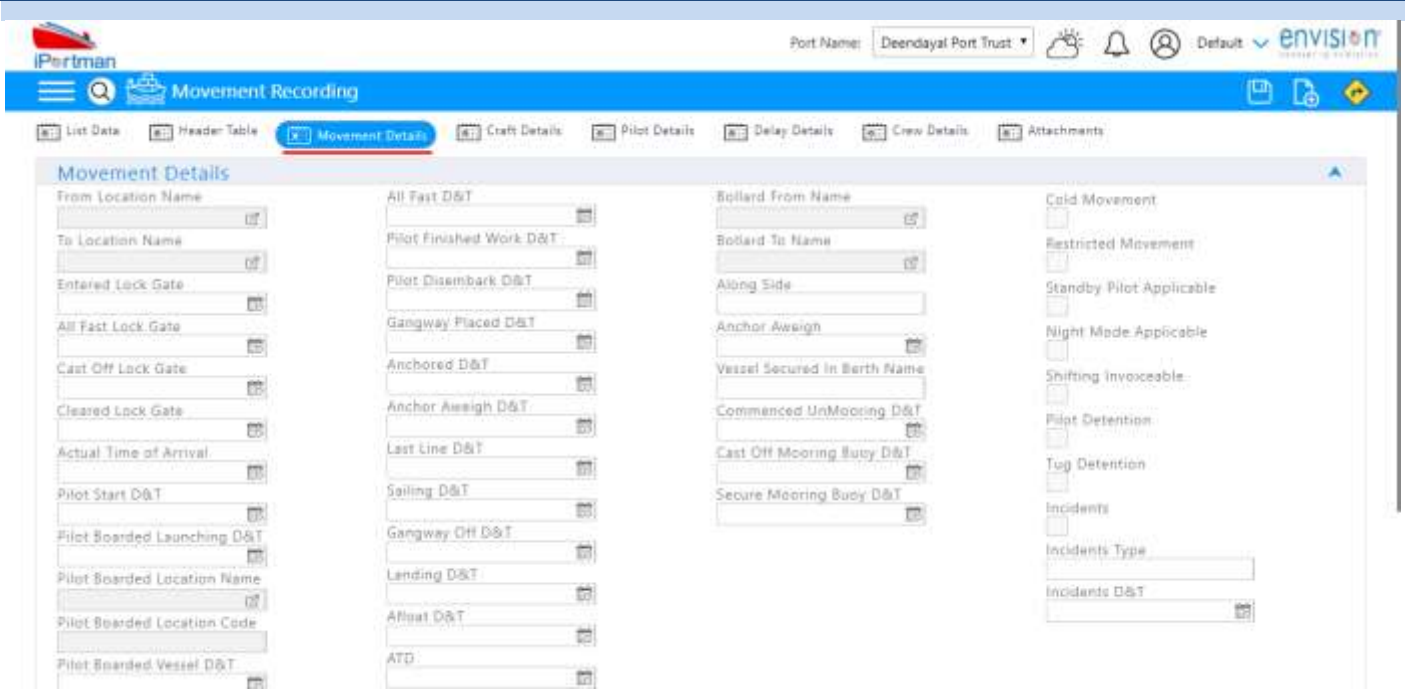
**Step 1-** Click on Add new button . We will redirect to screen like below.



User Interface Image 56-Movement Recording (Header Table) 10.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

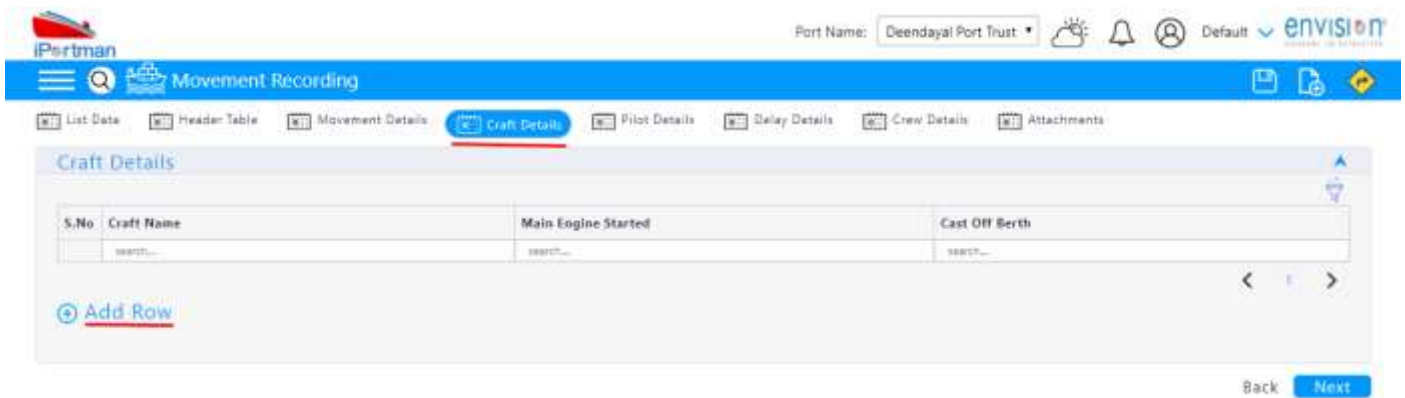
**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Movement Details page as below



User Interface Image 57-Movement Recording (Movement Details) 10.5.2

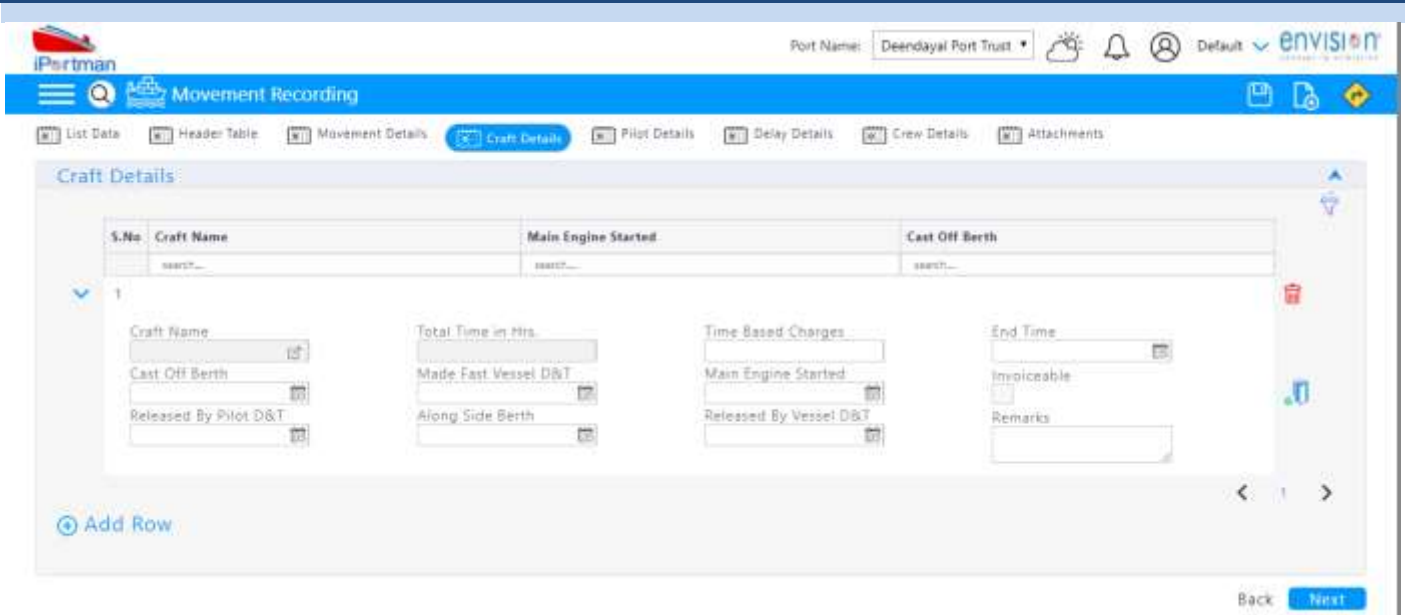
**Step 4:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Craft Details page as below

Click on **+ Add Row** to begin with data entry



User Interface Image 58-Movement Recording (Craft Details) 10.5.3

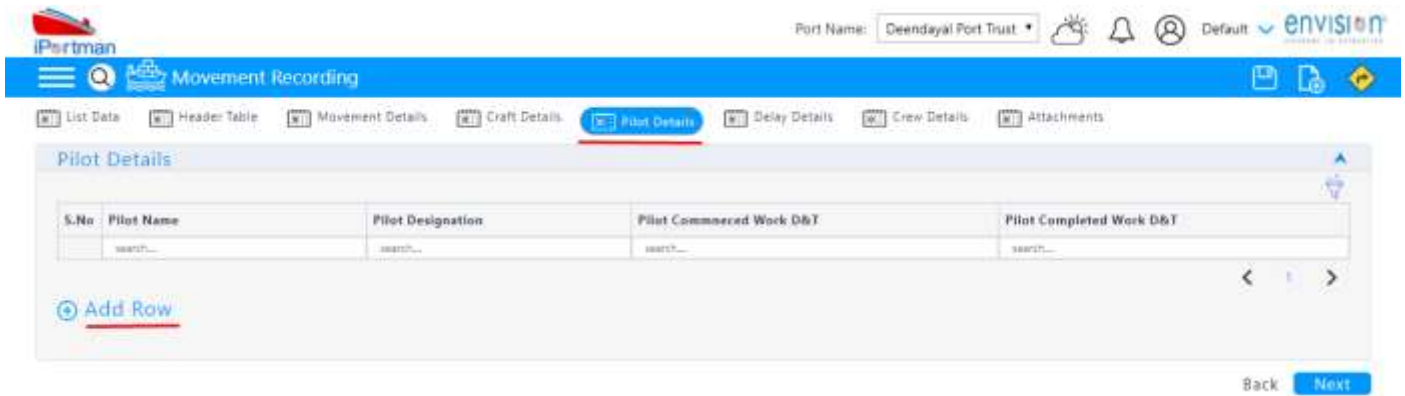
**Step 5:** Once **+ Add Row** is selected following fields will be enabled to enter Craft details.



User Interface Image 59-Movement Recording (Craft Details Fields) 10.5.4

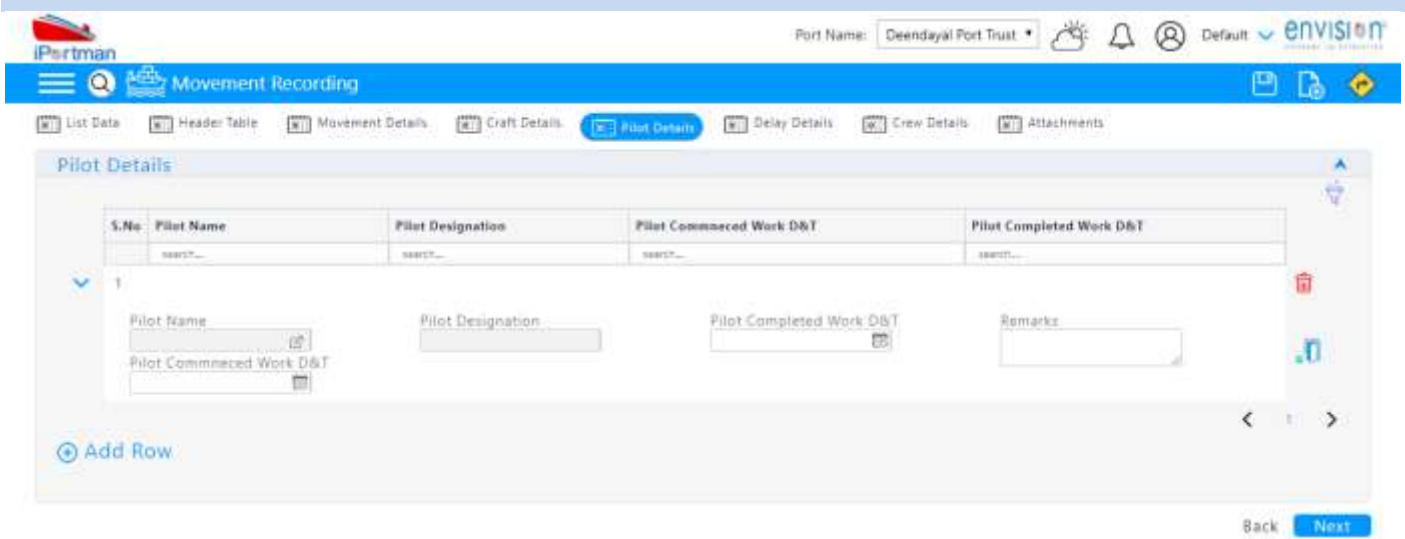
**Step 6:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Pilot Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 60-Movement Recording (Pilot Details) 10.5.5

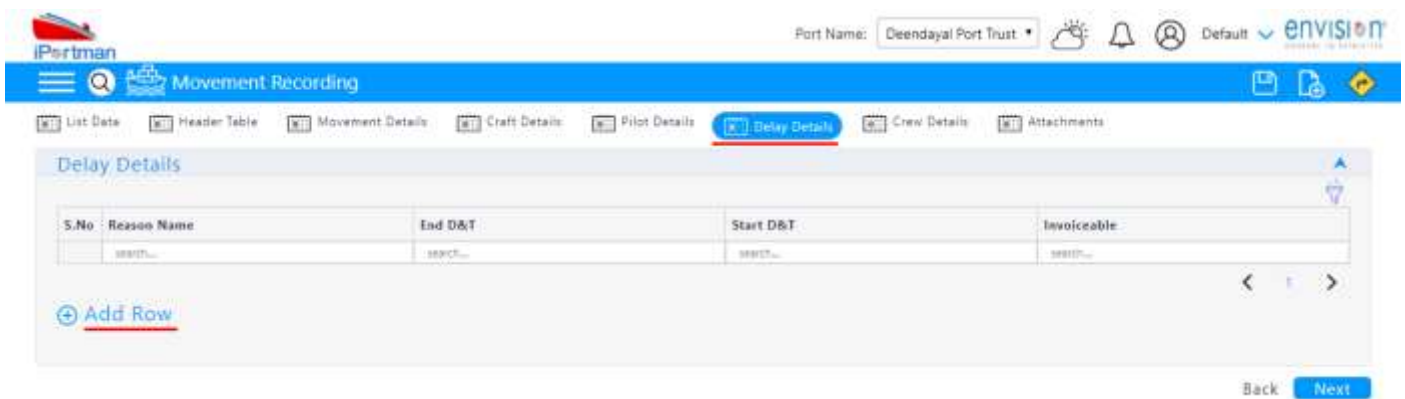
**Step 7:** Once **+ Add Row** is selected following fields will be enabled to enter Pilot details.



User Interface Image 61-Movement Recording (Pilot Details Fields) 10.5.6

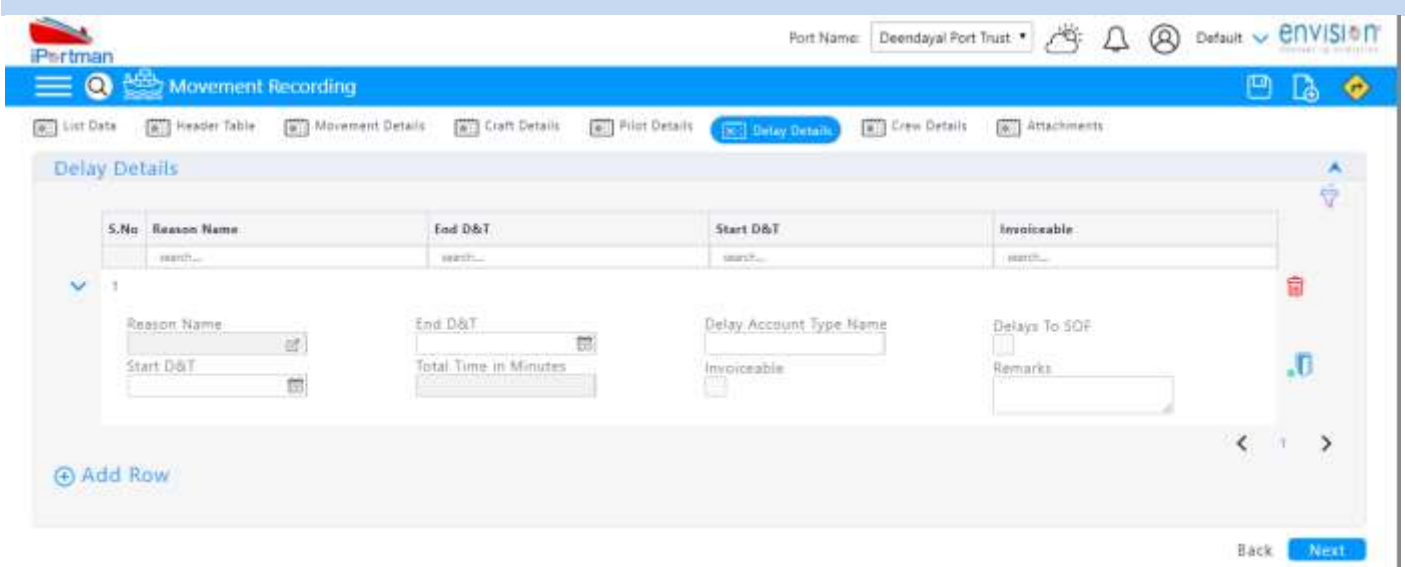
**Step 8:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Delay Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 62-Movement Recording (Delay Details) 10.5.7

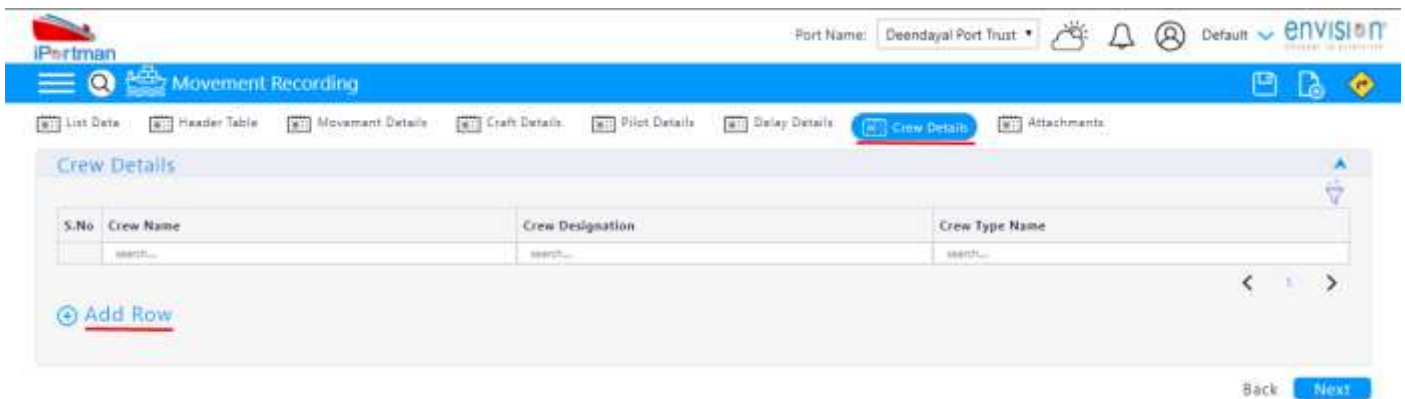
**Step 9:** Once **+ Add Row** is selected following fields will be enabled to enter Delay details.




User Interface Image 63-Movement Recording (Delay Details Fields) 10.5.8

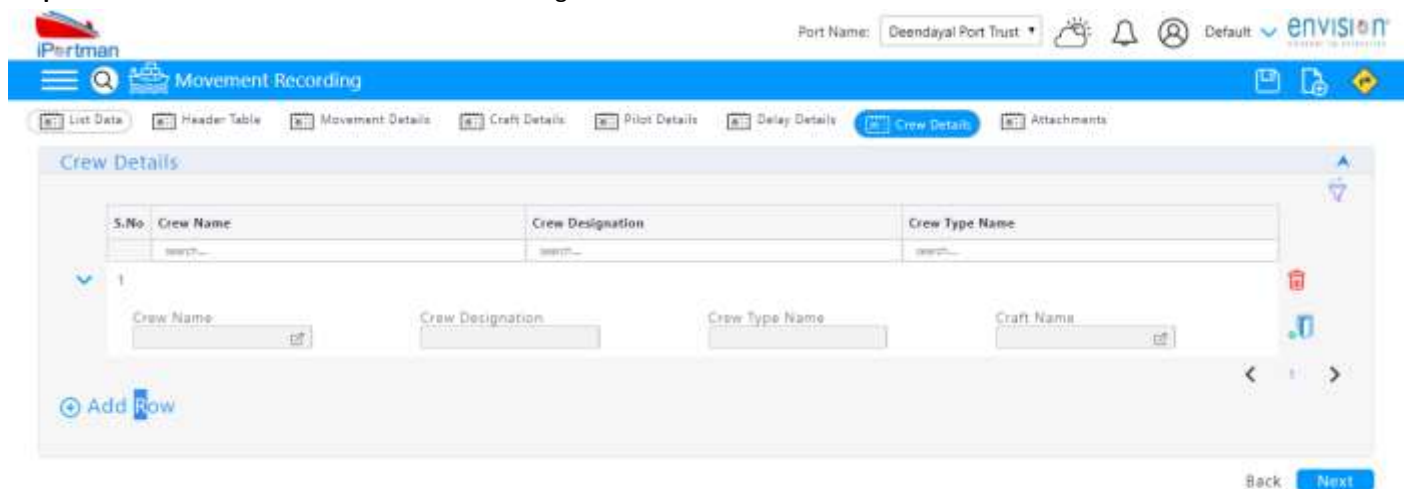
**Step 10:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 64-Movement Recording (Crew Details) 10.5.9


**Step 11:** Once  is selected following fields will be enabled to enter Crew details.

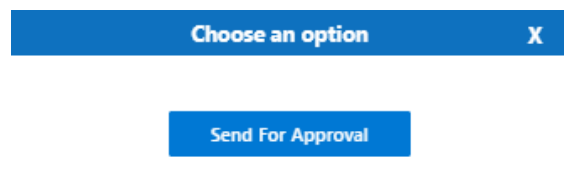




User Interface Image 65-Movement Recording (Crew Details Fields) 10.5.10

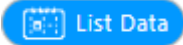
**Step 12:** After updating the fields click on save Record  from Top Menu Bar to save Movement Recording Form. Once

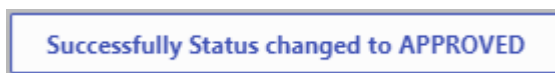
saved  message appears.

**Step 13:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 14:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 15:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 10.6. Field information

## 11. Business Function Name: Nil List

### 11.1. Definition:



Nil list is a declaration by vessel stating (no Animals, no Passengers, no stoways, and no arms). Shipping Agent submits NIL List to port of calling through Portal by providing necessary Data and uploading all required Documents. Data will be received in iPortman application for review and approval.

## 11.2. SRS Reference

NIL List- POS-MAR-006

## 11.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Declarations→ NIL List→ Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

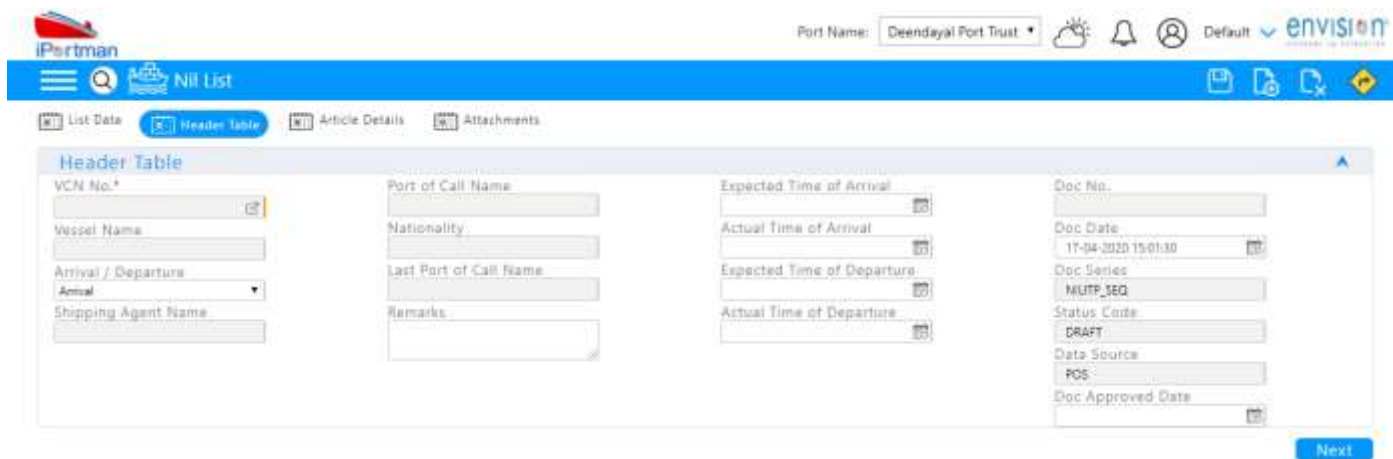
## 11.4. Prerequisites – Master

1. Port
2. Nationality
3. Article

## 11.5. Screenshot

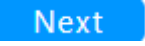
Following Screenshot from NIL List.

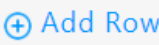
**Step 1-** Click on Add new button . We will redirect to screen like below.

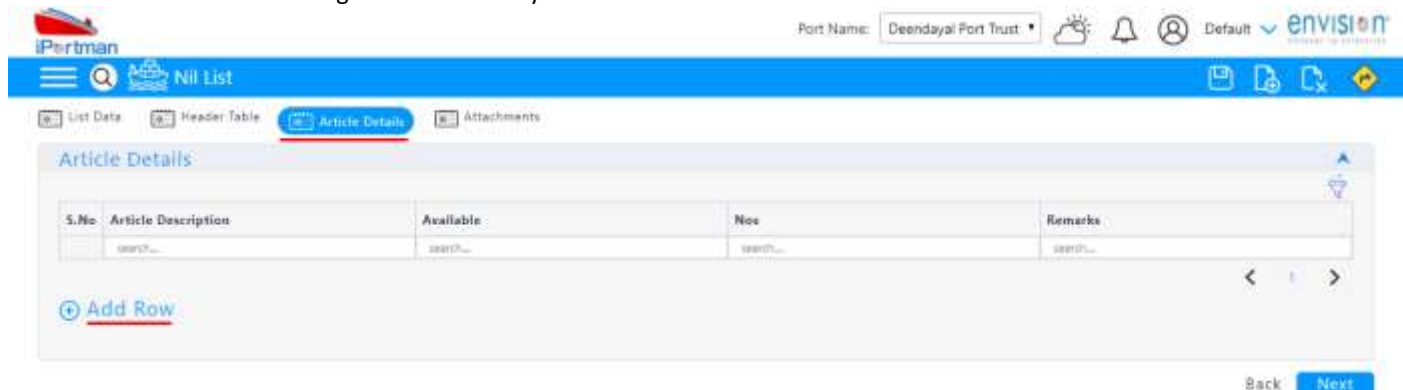


User Interface Image 66-NIL List (Header Table) 11.5.1

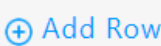
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

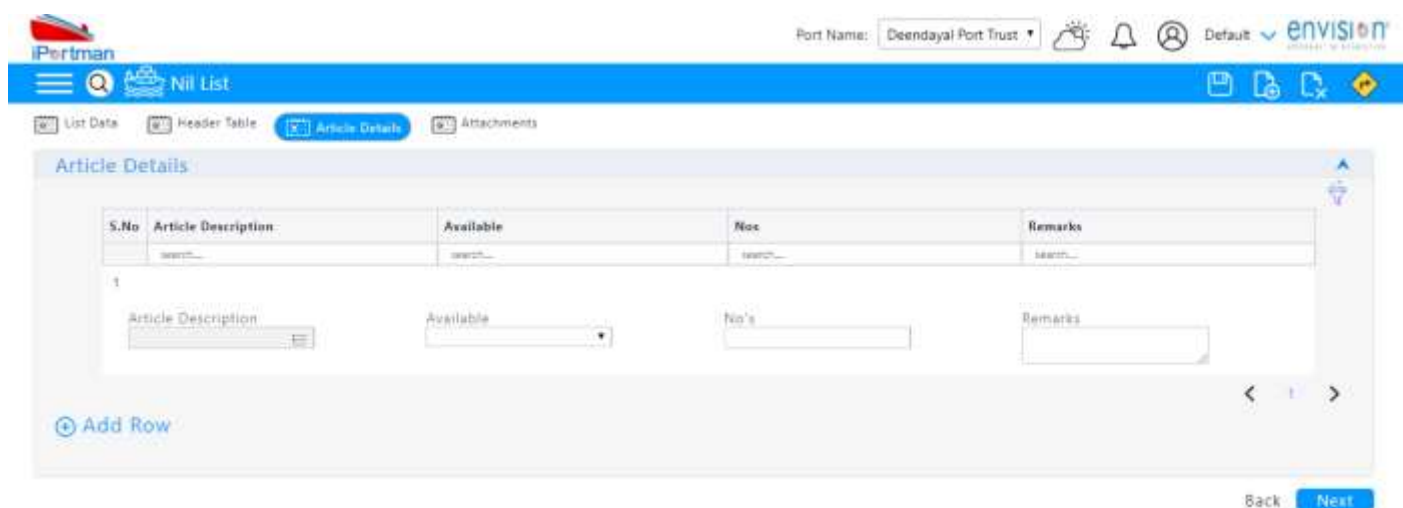
**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Article Details page as below.

Click on  to begin with data entry.



User Interface Image 67-NIL List (Article Details) 11.5.2

**Step 4:** Once  is selected, the following fields will be enabled to enter Article details.




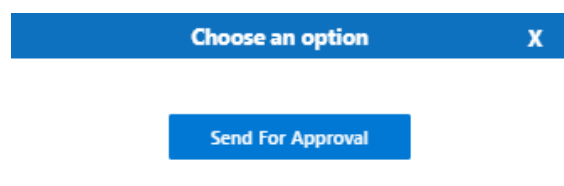
User Interface Image 68-NIL List (Article Details Fields) 11.5.3

**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save NIL List Form. Once saved



message appears.



**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.




**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



with reason.

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**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 

Successfully Status changed to APPROVED

## 11.6. Field information

## 12. Business Function Name: Declaration of Security (DOS)

### 12.1. Definition:

Shipping Agent submits Declaration of Security (DOS) to the port either through Portal by providing necessary Data and uploading all required Documents. Request will be received in iPortman application for review and approval.

### 12.2. SRS Reference

DOS- POS-MAR-016

### 12.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Declarations → Declaration of Security (DOS) → Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

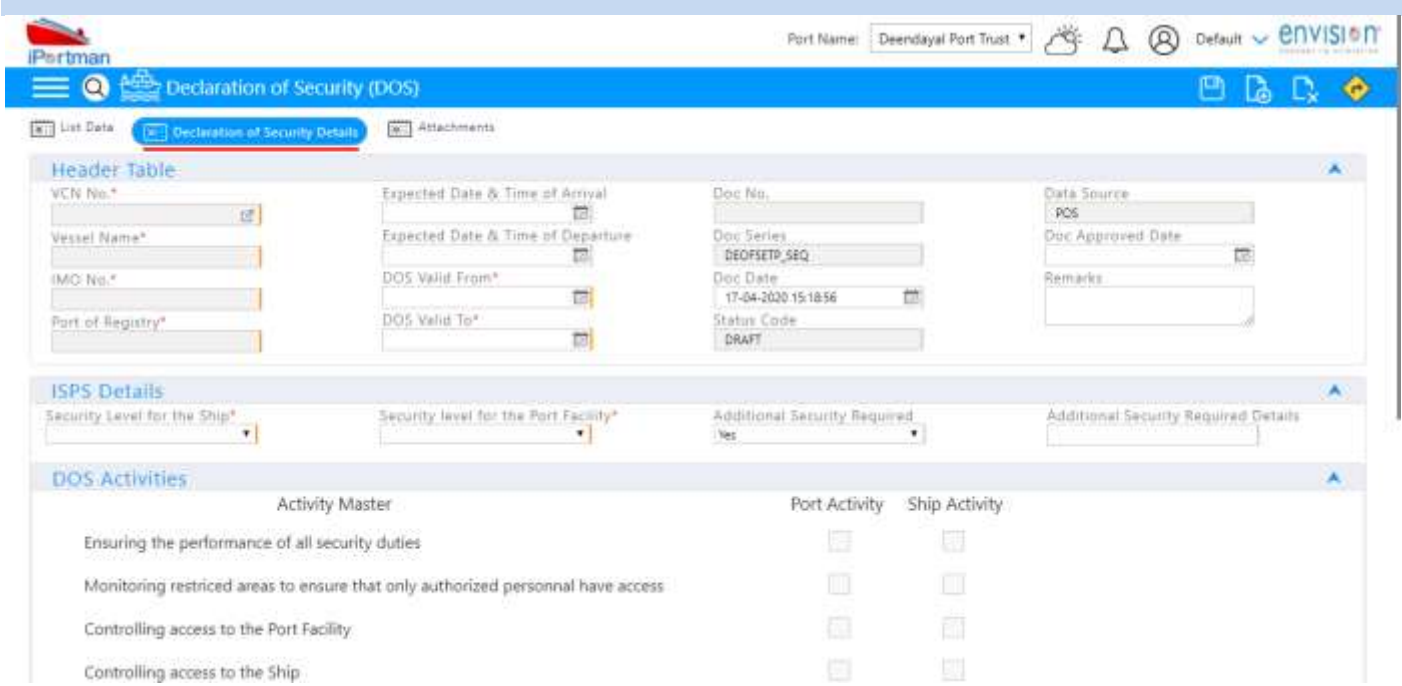
### 12.4. Prerequisites – Masters

1. Status
2. Agent
3. Security Level
4. Purpose of Visit
5. Cargo

### 12.5. Screenshot

Following Screenshots from DOS

**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 69-DOS (Declaration of Security Details) 12.5.1

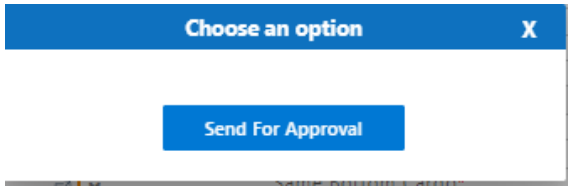
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save DOS Form. Once saved



message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.

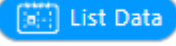


**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'





with reason.

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



## 12.6. Field information

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	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

### 13. Business Function Name: Free Pratique Declaration

#### 13.1. Definition:

Shipping Agent submits Free Pratique to port of calling through Portal by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval.

#### 13.2. SRS Reference

Free Pratique Declaration- POS-MAR-007

#### 13.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Declarations→ Free Pratique Declaration→ Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

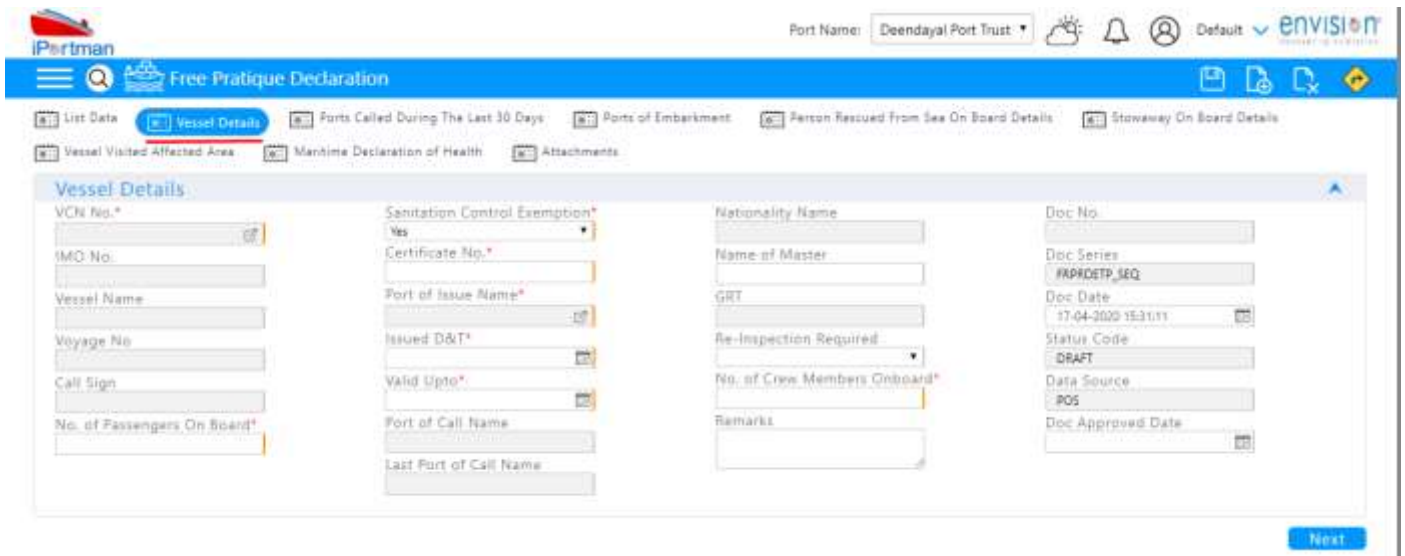
#### 13.4. Prerequisites – Masters

1. Port
2. Nationality

#### 13.5. Screenshot

Following Screenshots are from Free Pratique Declaration.

**Step 1-** Click on Add new button  . We will redirect to screen like below.

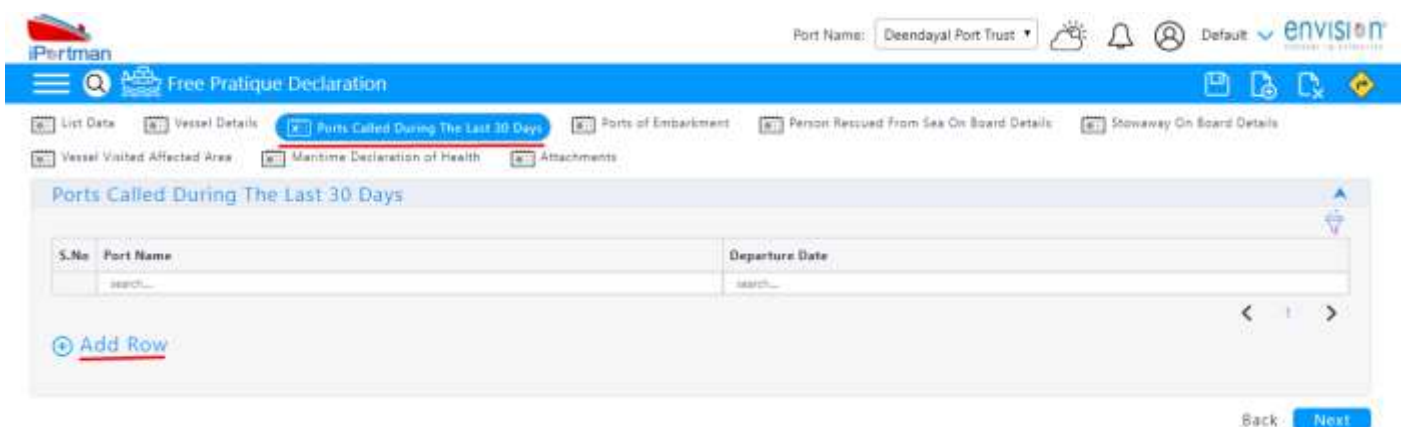


User Interface Image 70-Free Pratique Declaration (Vessel Details) 13.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

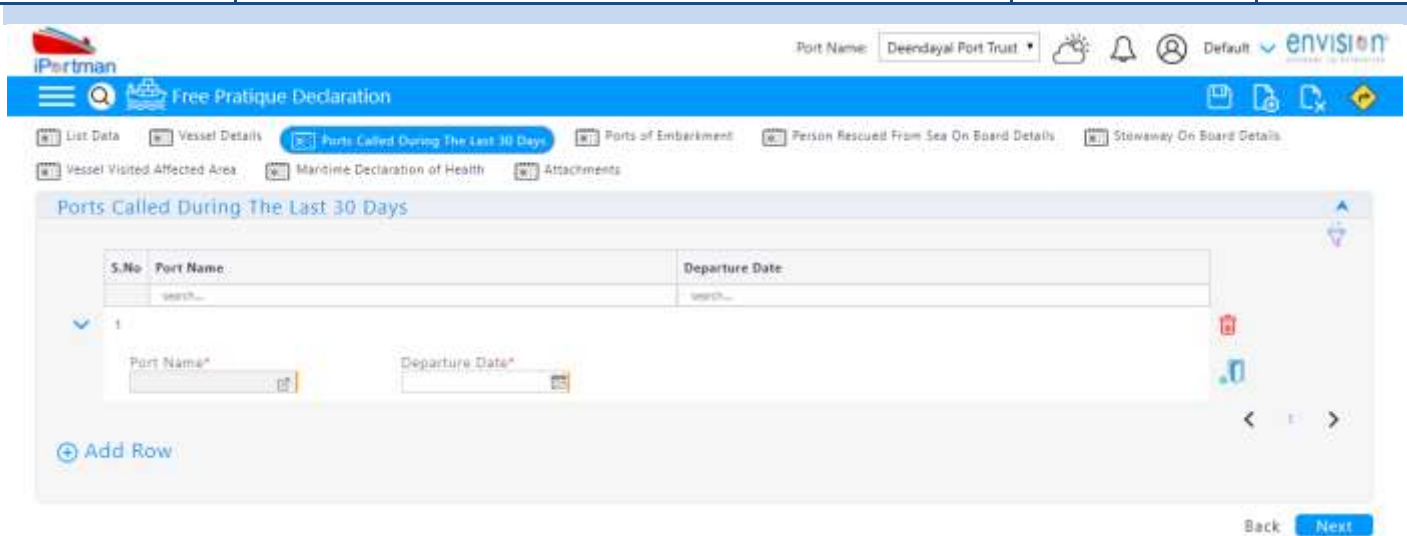
**Step 3:** Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then you will be redirected to Ports Called During the Last 30 Days page as below.

Click on [+ Add Row](#) to begin with data entry.



User Interface Image 71-Free Pratique Declaration (Ports Called During the Last 30 Days) 13.5.2

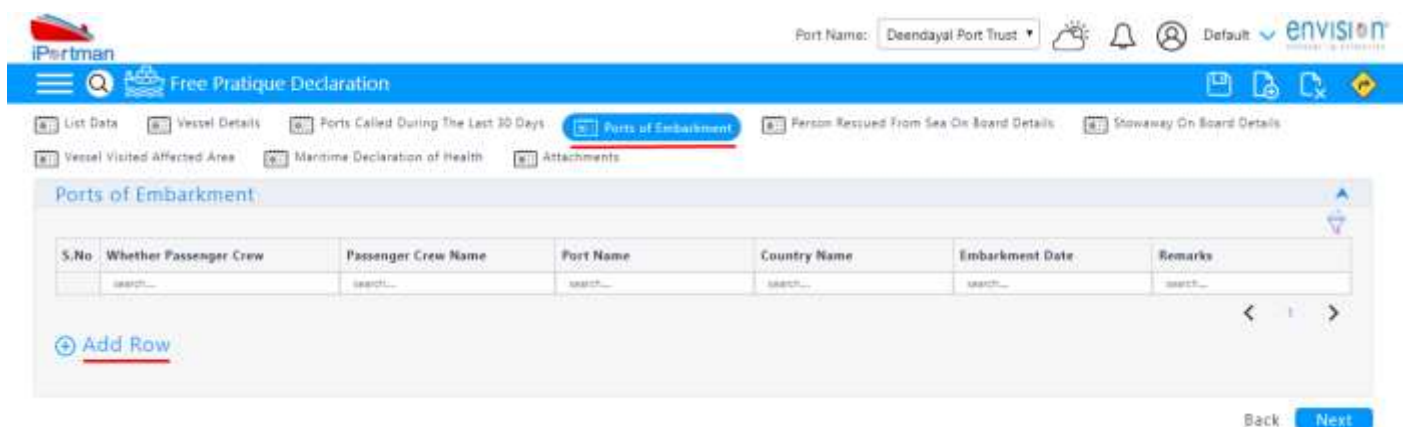
**Step 4:** Once [+ Add Row](#) is selected, the following fields will be enabled to enter Ports Called During The Last 30 Days details.



User Interface Image 72-Free Pratique Declaration (Ports Called During the Last 30 Days Fields) 13.5.3

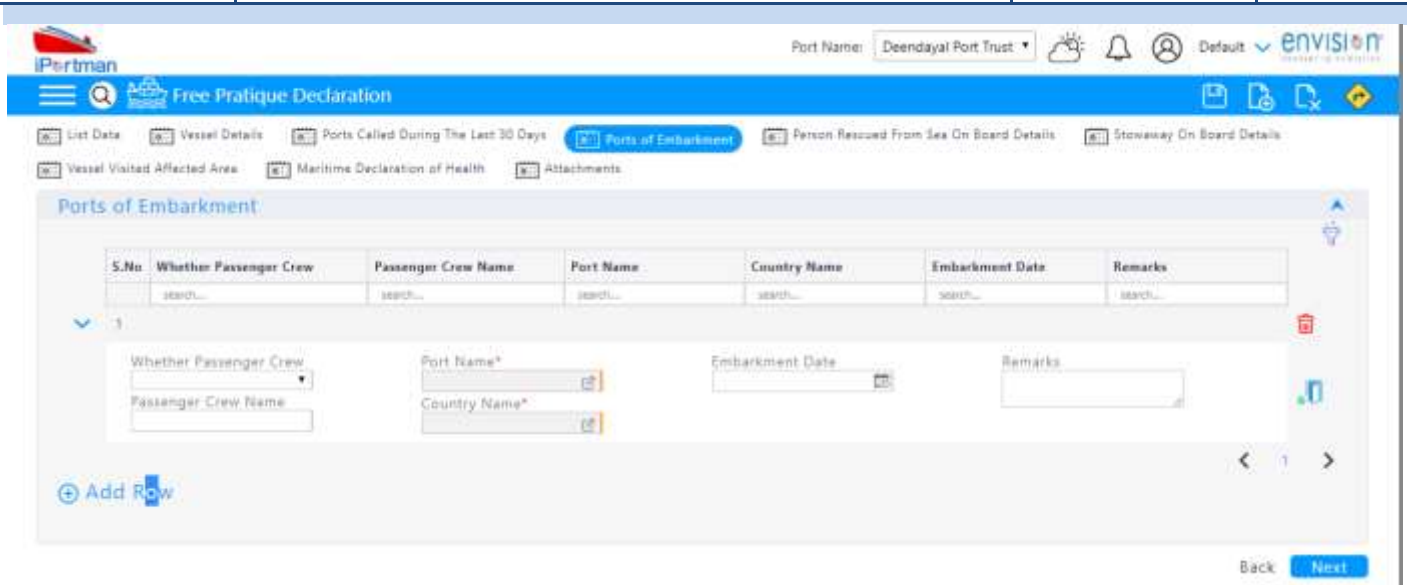
**Step 5:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Ports of Embarkment page as below

Click on **+ Add Row** to begin with data entry



User Interface Image 73-Free Pratique Declaration (Ports of Embarkment) 13.5.4

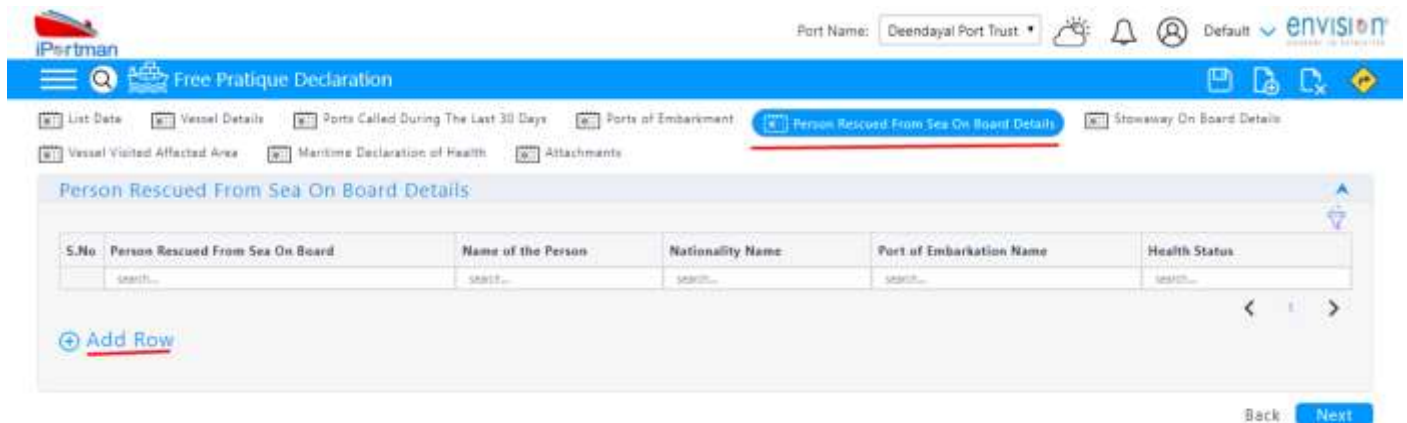
**Step 6:** Once **+ Add Row** is selected following fields will be enabled to enter Ports of Embarkment details.



User Interface Image 74-Free Pratique Declaration (Ports of Embarkment Fields) 13.5.5

**Step 7:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Person Rescued from Sea On Board Details page as below

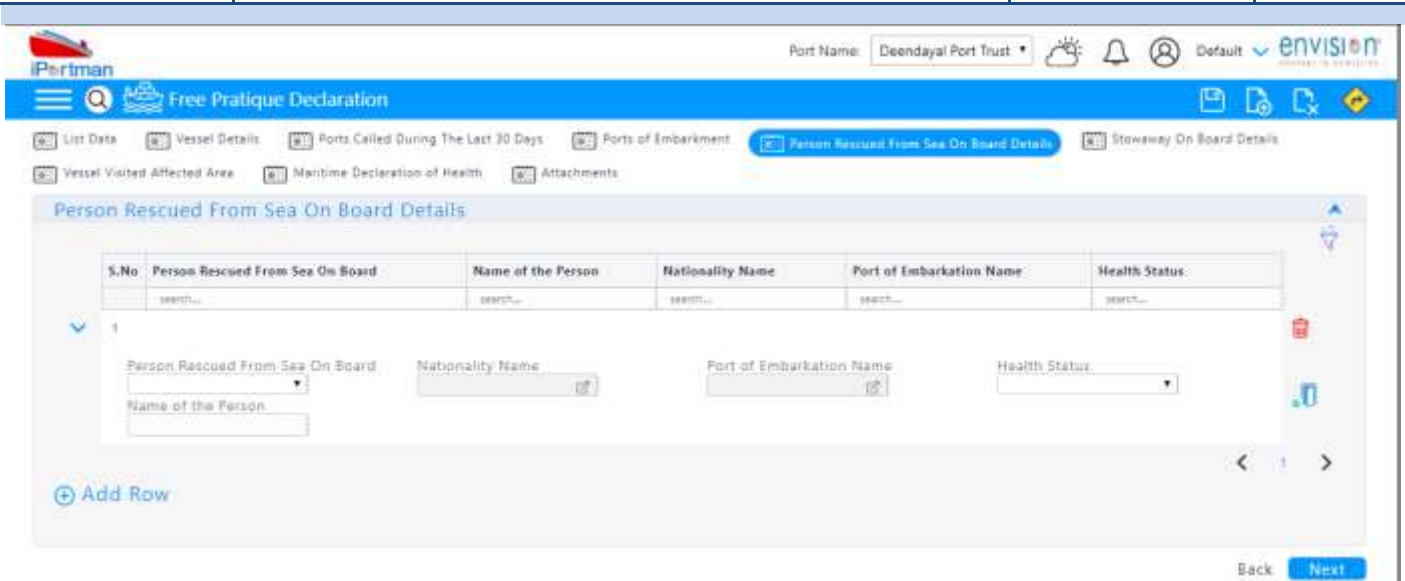
Click on **Add Row** to begin with data entry.



User Interface Image 75-Free Pratique Declaration (Person Rescued from Sea on Board Details) 13.5.6

**Step 8:** Once **Add Row** is selected following fields will be enabled to enter Person Rescued from Sea On Board Details.

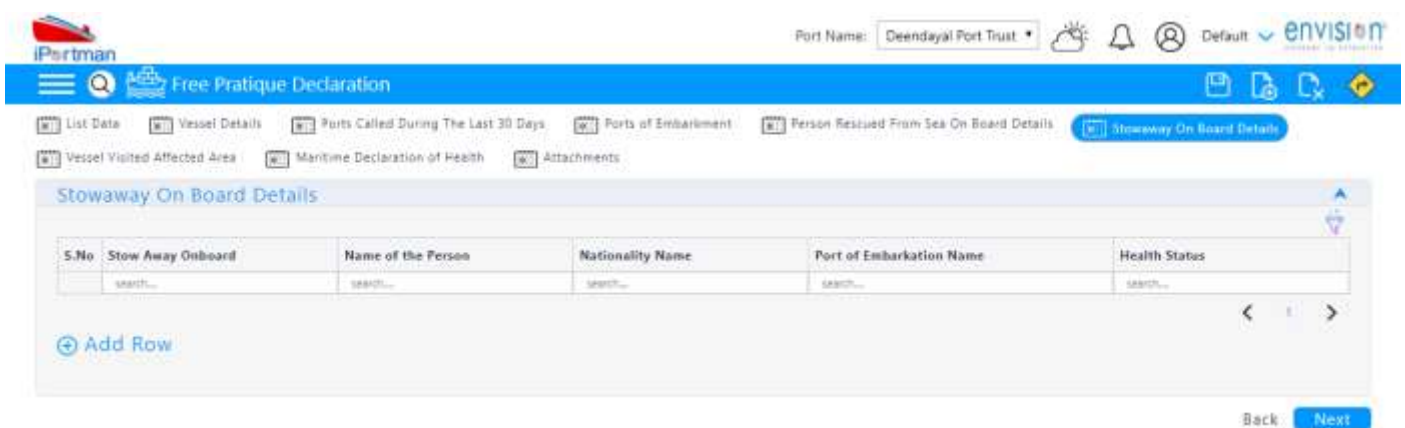




User Interface Image 76-Free Pratique Declaration (Person Rescued from Sea on Board Details Fields) 13.5.7

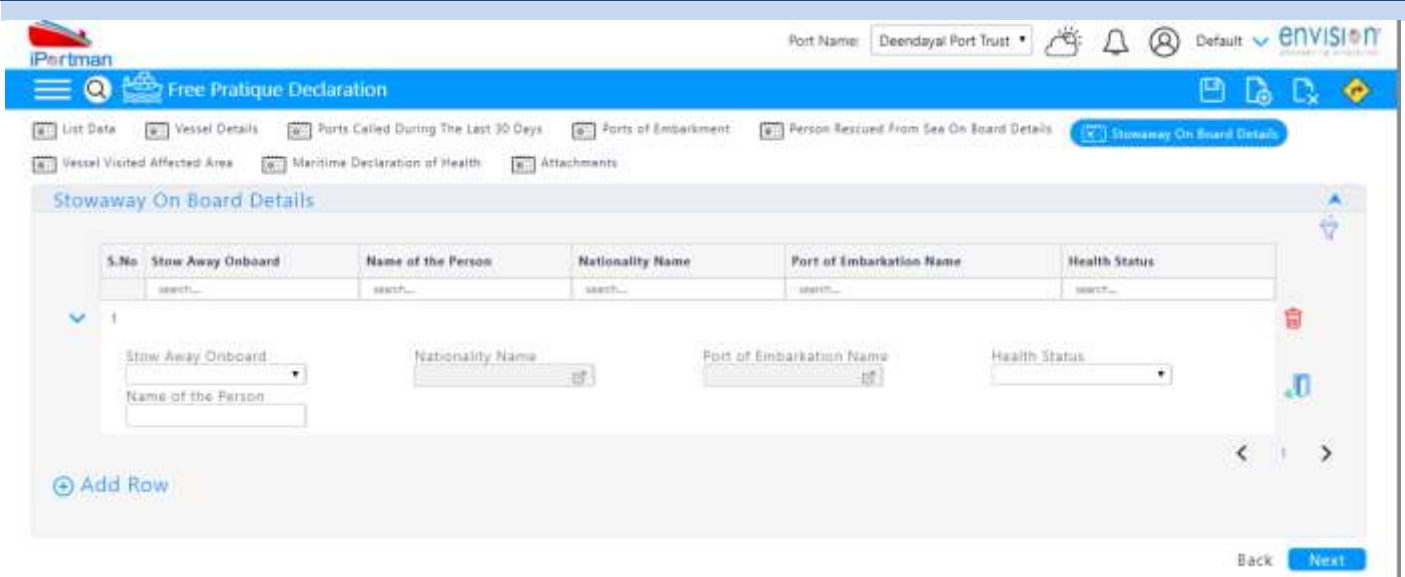
**Step 9:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Stowaway On Board Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 77-Free Pratique Declaration (Stowaway On Board) 13.5.8

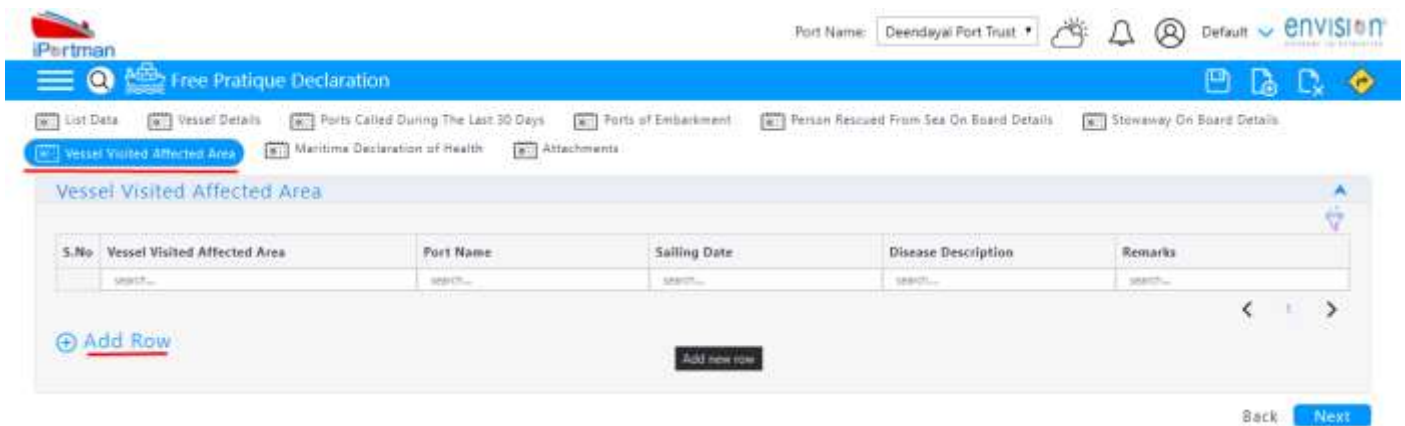
**Step 10:** Once **+ Add Row** is selected following fields will be enabled to enter Stowaway On Board Details.



User Interface Image 78-Free Pratique Declaration (Stowaway On Board Details Fields) 13.5.9

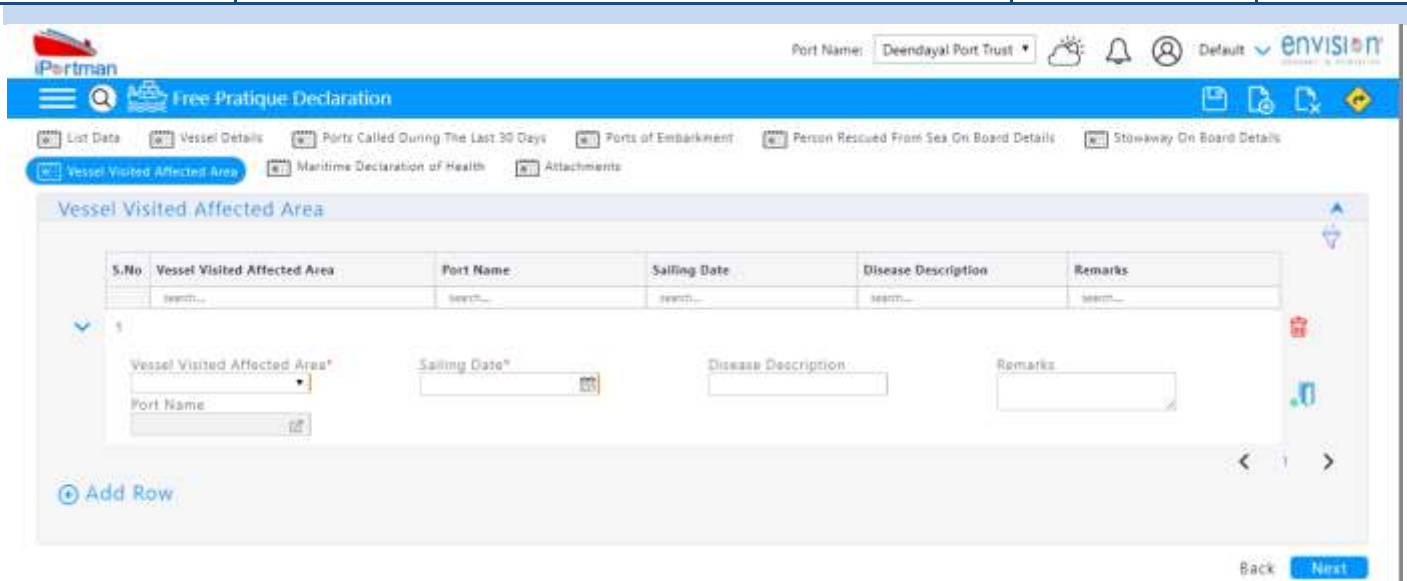
**Step 11:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Vessel Visited Affected Area page as below

Click on **Add Row** to begin with data entry.

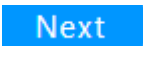


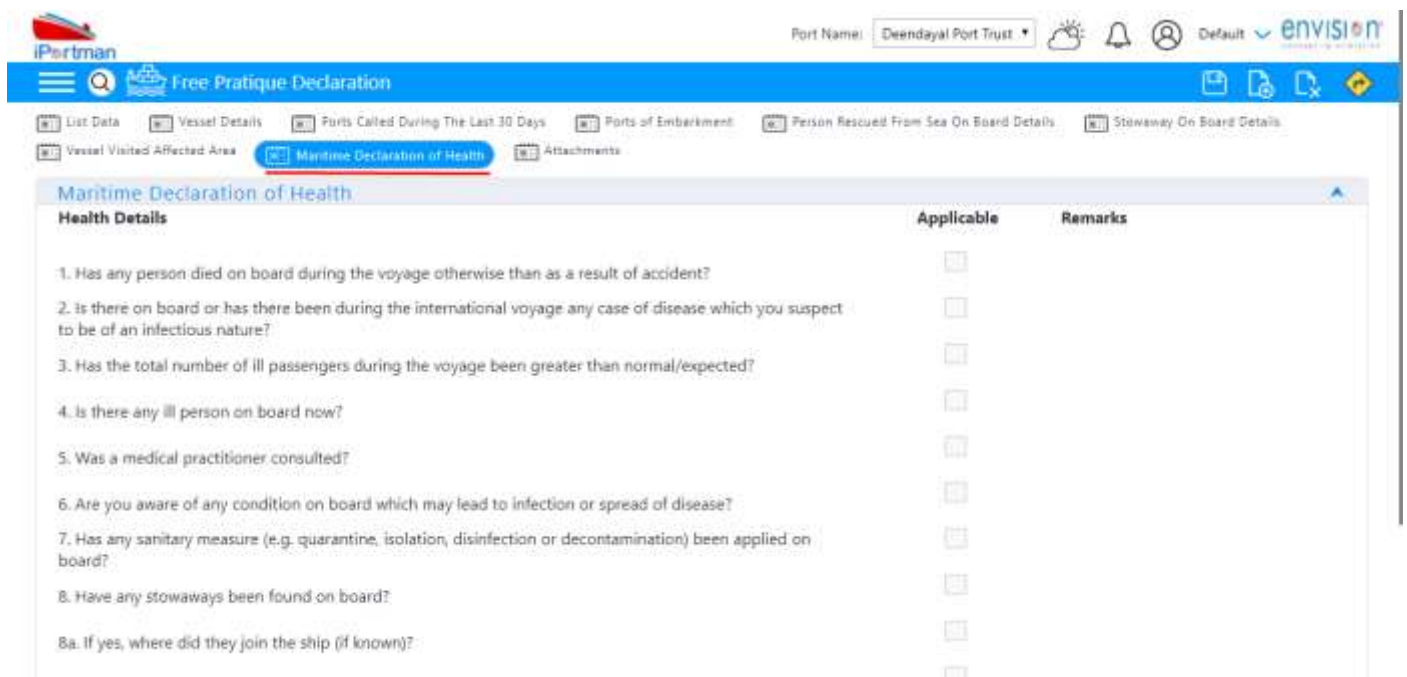
User Interface Image 79-Free Pratique Declaration (Vessel Visited Affected Areas) 13.5.10

**Step 12:** Once **Add Row** is selected following fields will be enabled to enter Vessel Visited Affected Area Details.






User Interface Image 80-Free Pratique Declaration (Vessel Visited Affected Areas Fields) 13.5.11



**Step 13:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Maritime Declaration of Health page as below

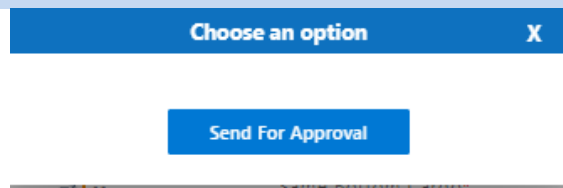


User Interface Image 81-Free Pratique Declaration (Maritime Declaration of Health) 13.5.12

**Step 14:** After updating the fields click on save Record  from Top Menu Bar to save Free Pratique Declaration Form. Once saved  message appears.

**Step 15:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.

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**Step 16:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



**Step 17:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from



### 13.6. Field information

## 14. Business Function Name: Change Vessel Arrival Information

### 14.1. Definition:

Shipping Agent submits Updates on ETA or ETD to port of calling through Portal or PCS by providing necessary Data. Update will be received in iPortman application for review and approval.

### 14.2. SRS Reference

Arrival Information Change- POS-MAR-008

### 14.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Declarations → Change Vessel Arrival Information → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

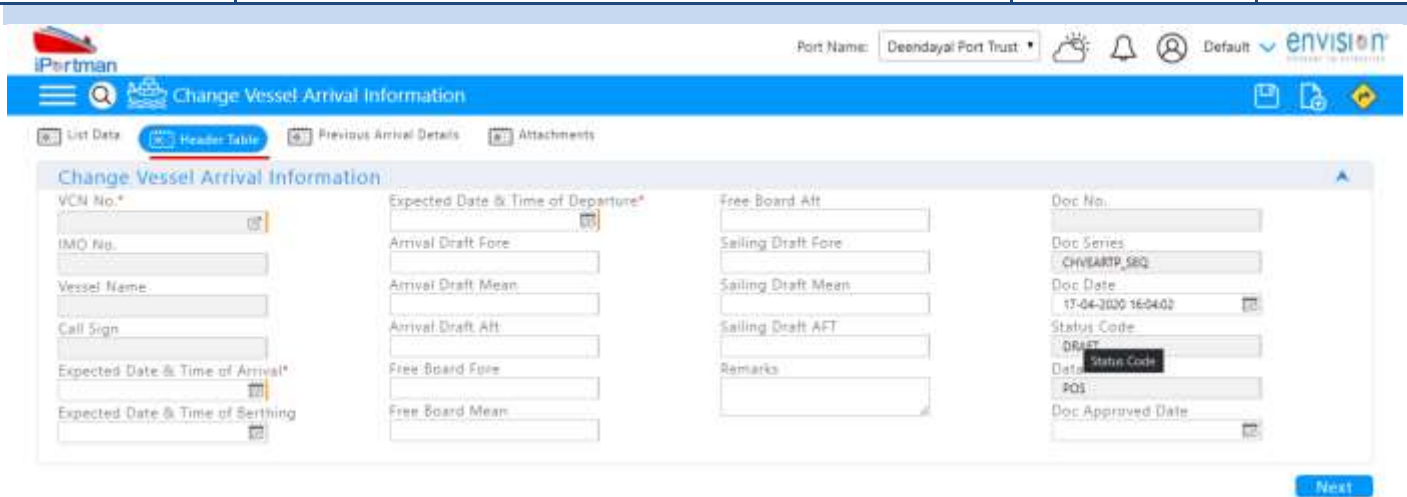
### 14.4. Prerequisites – Masters

- Reason

### 14.5. Screenshot

Following are Screenshots from Change Vessel Arrival Information

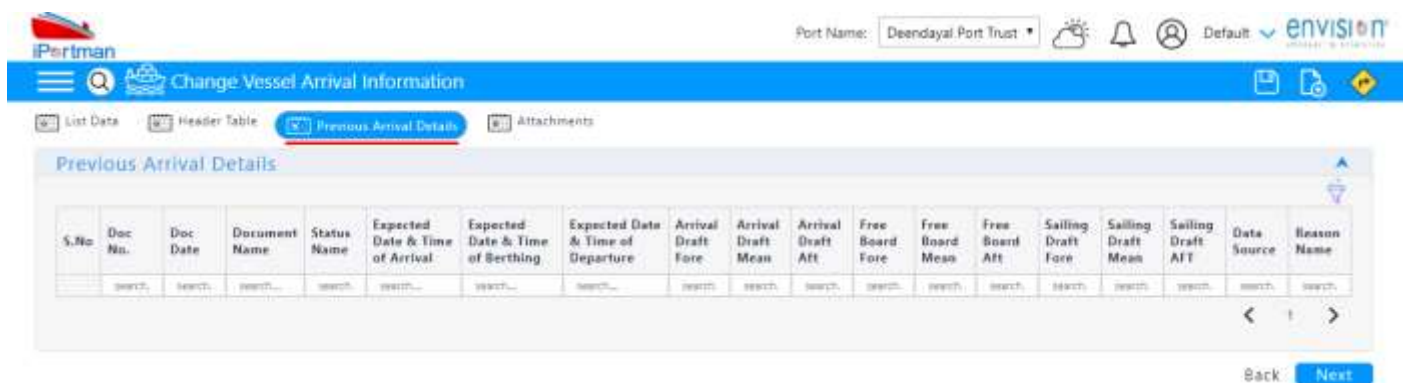
**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 82- Change Vessel Arrival Information (Header Table) 14.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.


**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Previous Arrival Details page as below

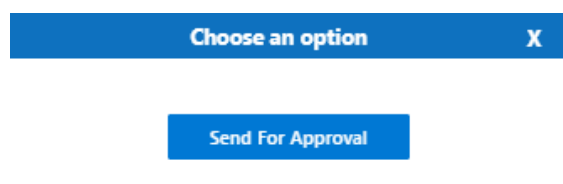




User Interface Image 83- Change Vessel Arrival Information (Previous Arrival Details) 14.5.2

**Step 4:** After updating the fields click on save Record  from Top Menu Bar to save Change Vessel Arrival Information Form.

Once saved  message appears.

**Step 5:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.




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**Step 6:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



with reason.

**Step 7:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



## 14.6. Field information

## 15. Business Function Name: Agency Change

### 15.1. Definition:

Shipping Agent submits Updates on change in Agency to port of calling through Portal or PCS by providing necessary Data. Update will be received in iPortman application for review and approval.

### 15.2. SRS Reference

Agency Change- POS-MAR-009

### 15.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Declarations → Agency Change → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

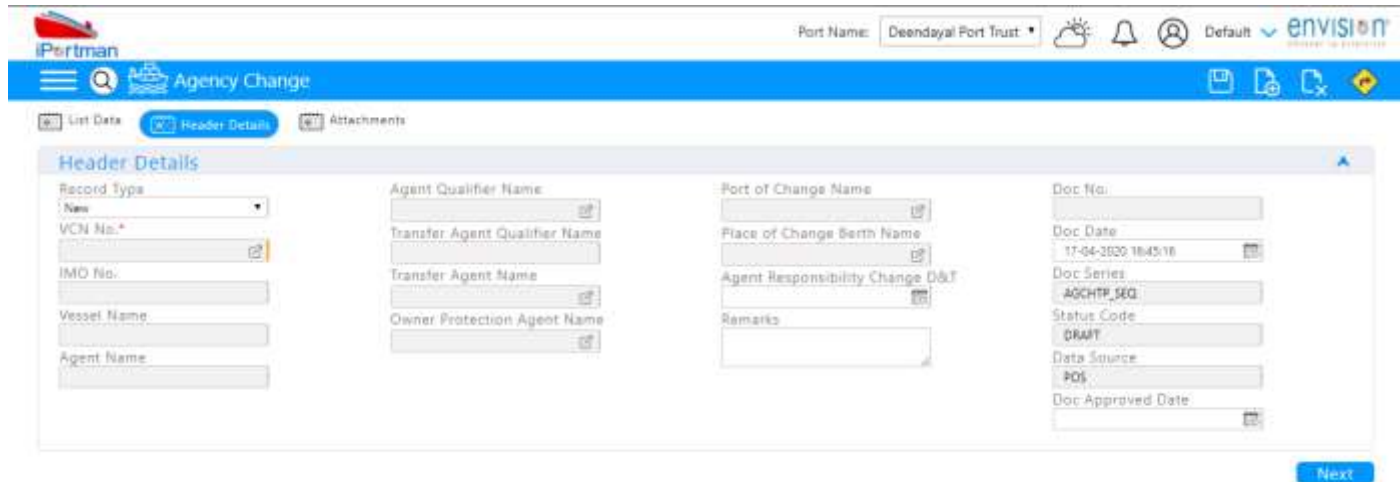
### 15.4. Prerequisites – Masters

1. Agent Qualifier
2. Agent
3. Port
4. Berth

### 15.5. Screenshot

Following Screenshots are from Agency Change.

**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 84-Agency Change (Header Table) 15.5.1

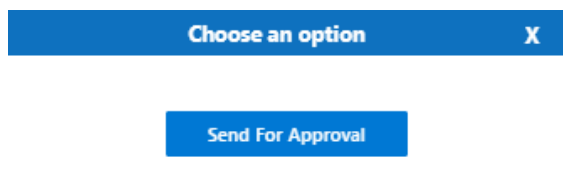
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Agency Change Form. Once saved

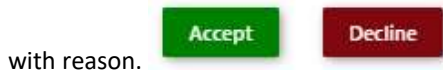


message appears.

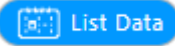
**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



with reason.

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 15.6. Field information

## 16. Business Function Name: No Due Certificate Request

### 16.1. Definition:

Shipping Agent submits request for availing Port Certificate through Portal or PCS by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval. Once approved Agent will be able to download/Print No due Certificate from Portal.

### 16.2. SRS Reference

No due Certificate- POS-MAR-010

### 16.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Requests→ No Due Certificate Request→ Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

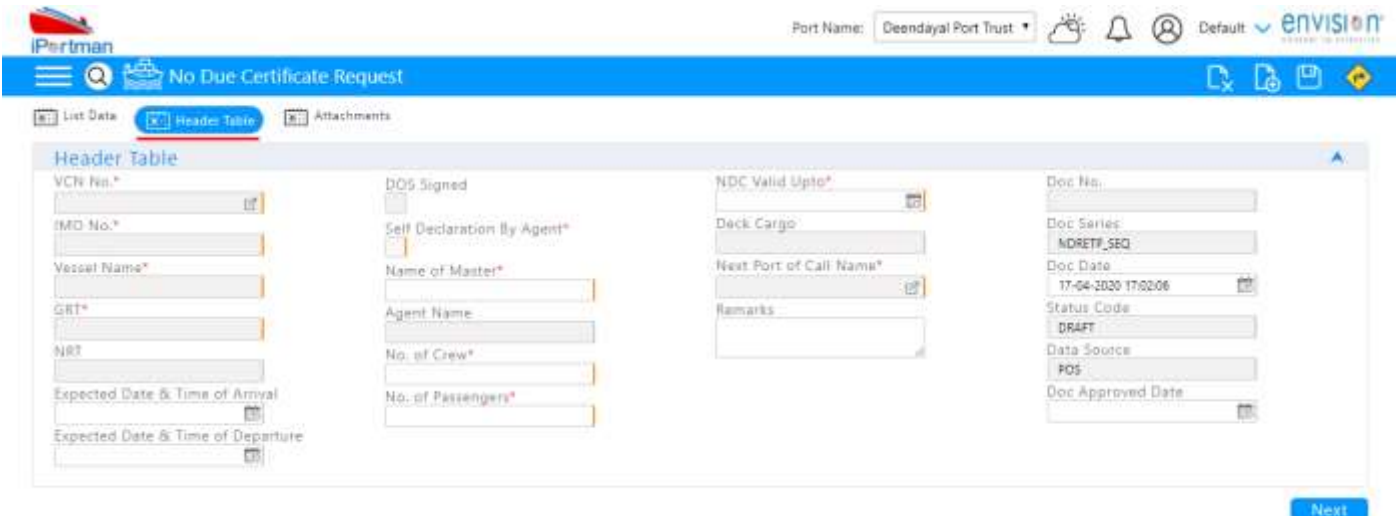
### 16.4. Prerequisites – Masters

1. Port

### 16.5. Screenshot



Following Screenshots are from No Due Certificate Request

**Step 1-** Click on Add new button . We will redirect to screen like below.


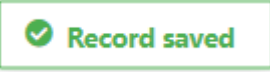



User Interface Image 85-No Due Certificate Request (Header Table) 16.5.1

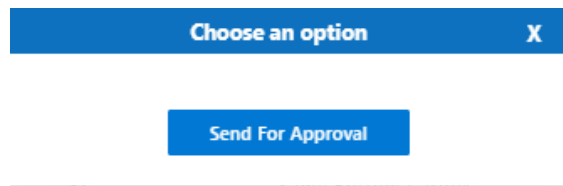




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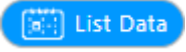
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

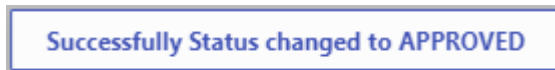
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save No Due Certificate Request Form. Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 16.6. Field information

## 17. Business Function Name: No Due Certificate Recording

### 17.1. Definition:

Shipping Agent submits request for availing Port Certificate through Portal or PCS by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval. Once approved Agent will be able to download/Print No due Certificate from Portal.

### 17.2. SRS Reference

### 17.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Recording → No Due Certificate Recording → Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

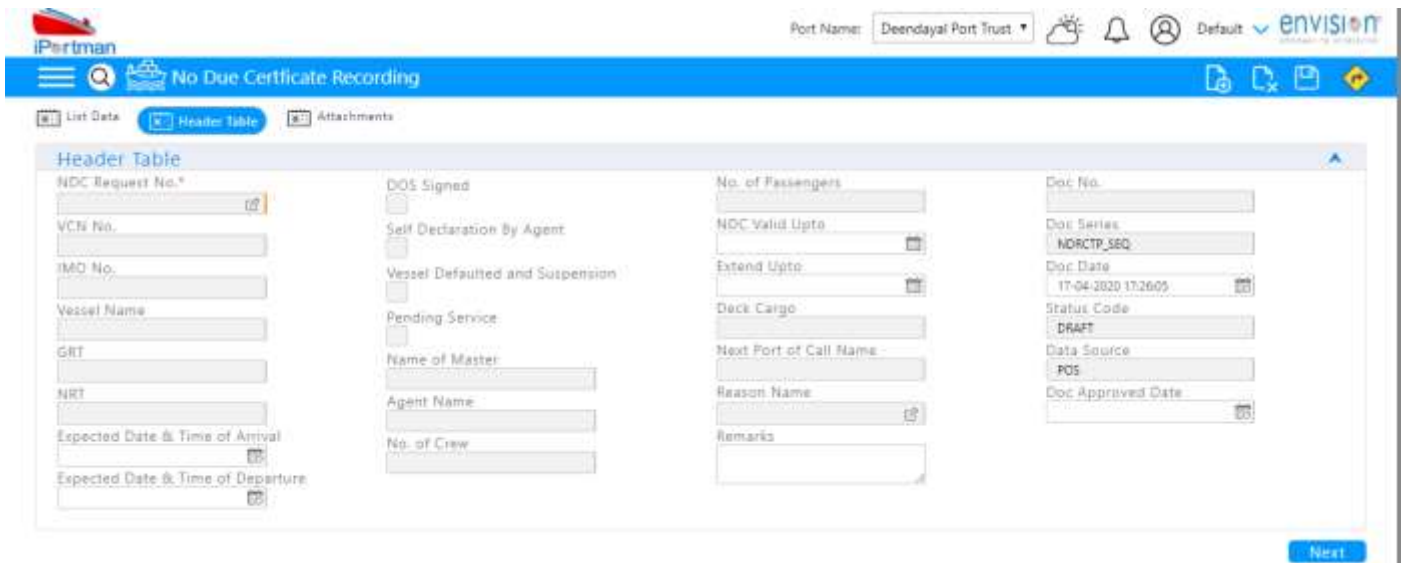
## 17.4. Prerequisites – Masters

1. Agent
2. Reason

## 17.5. Screenshot

Following Screenshots are from No Due Certificate Recording

**Step 1-** Click on Add new button . We will redirect to screen like below.




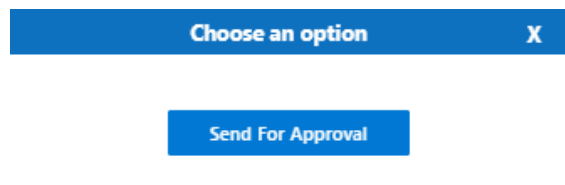
User Interface Image 86-No Due Certificate Recording (Header Table) 17.5.1



**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

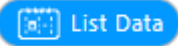
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save No Due Certificate Recording Form.



Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 

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Successfully Status changed to APPROVED

## 17.6. Field information

## 18. Business Function Name: Marine Closure

### 18.1. Definition:

Marine Department does Marine Closure for that specific vessel voyage in iPortman Application once vessel completes its activities and departs. It will be considered as the closure of all marine activities. Actual Time of departure will get updated in the system.

### 18.2. SRS Reference

Marine Closure- POS-MAR-014

### 18.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Recordings → Marine Closure → Click on <b>Add New</b>
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

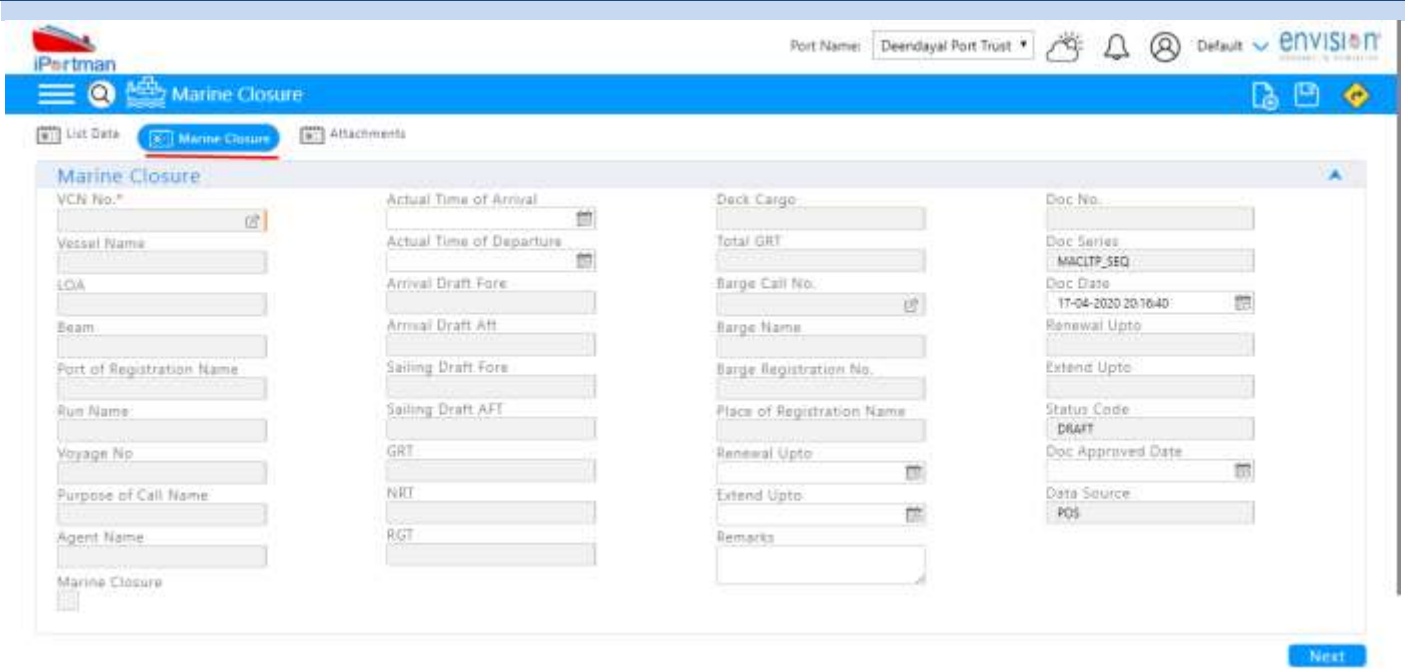
### 18.4. Prerequisites – Masters

1. Service

### 18.5. Screenshot



Following Screenshots are from Marine Closure.


**Step 1-** Click on Add new button . We will redirect to screen like below.

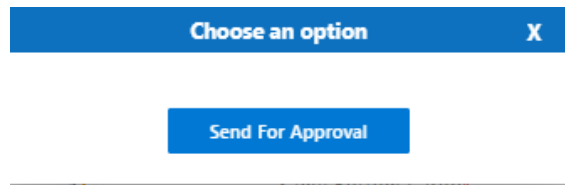




User Interface Image 87-Marine Closure 18.5.1

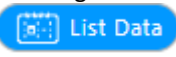
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

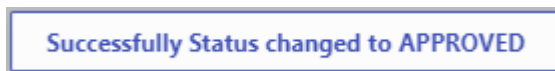
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Marine Closure Form. Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.





**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 18.6. Field information

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## 19. Business Function Name: Service Requisition

### 19.1. Definition:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

### 19.2. SRS Reference

Service Requisition and Delivery- POS-MAR-017

### 19.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Common Functions→ Request→ Service Requisition→ Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

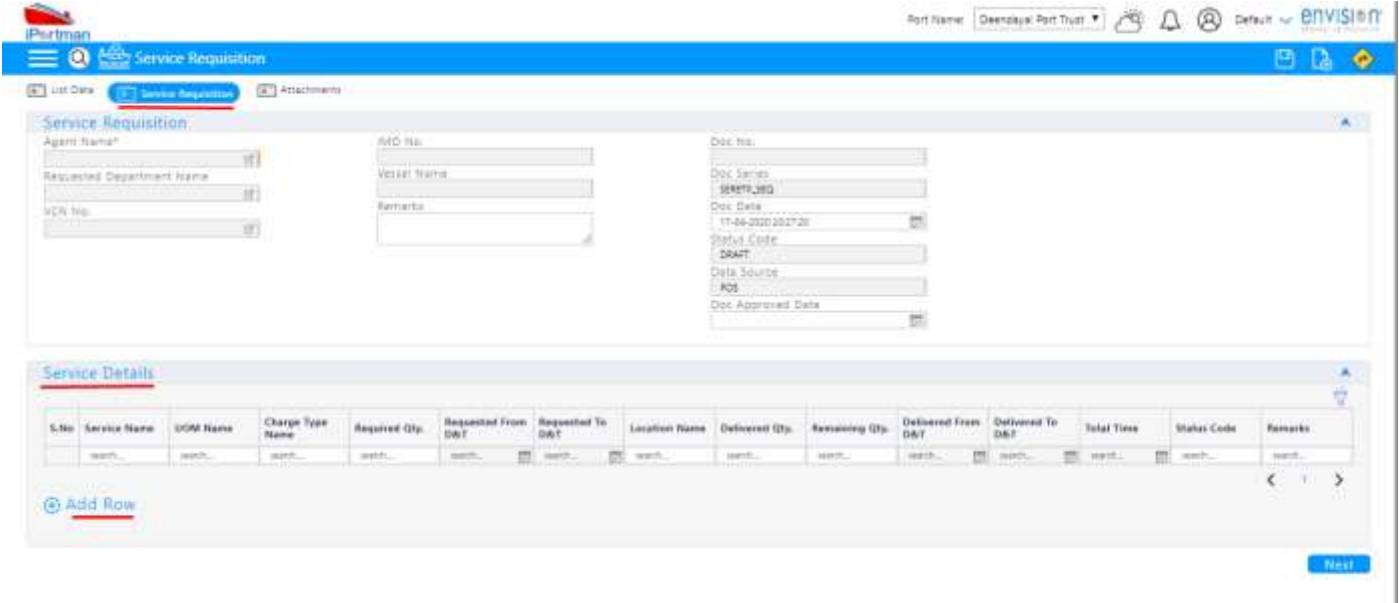
### 19.4. Prerequisites – Masters

1. Party
2. Currency
3. Port
4. Cargo Type
5. Vessel Type
6. Nationality
7. Purpose of Call
8. Service

### 19.5. Screenshot


Following screenshot from Service Requisition

**Step 1-** Click on Add new button . We will redirect to screen like below.

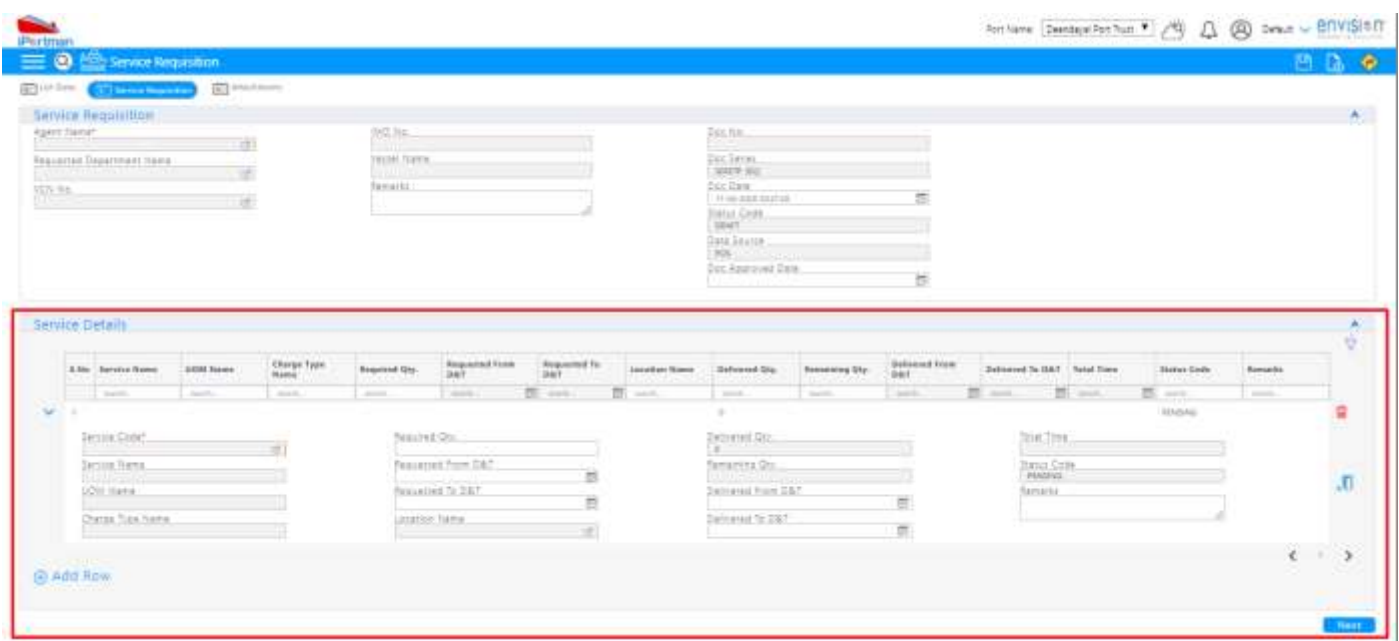


User Interface Image 88-Service Requisition 19.5.1



**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.



**Step 3:** -Service Details section is displayed in the same page. Click on  Add Row to begin with data entry.


**Step 4:** Once  Add Row is selected, the following fields will be enabled to enter Service Details

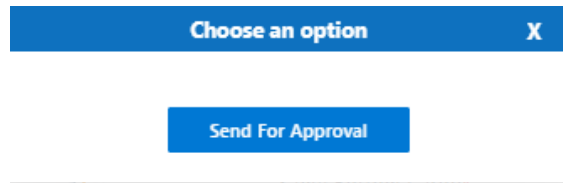




User Interface Image 89-Service Requisition (Service Details) 19.5.2

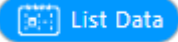
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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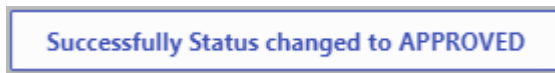
**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Service Requisition Form. Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 10:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 19.6. Field information

## 20. Business Function Name: Service Delivery

### 20.1. Definition:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

### 20.2. SRS Reference

### 20.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.


<b>Menu Path</b>	Menu Bar → Common Functions→ Recordings→ Service Recording→ Click on <b>Add New</b>
------------------	---

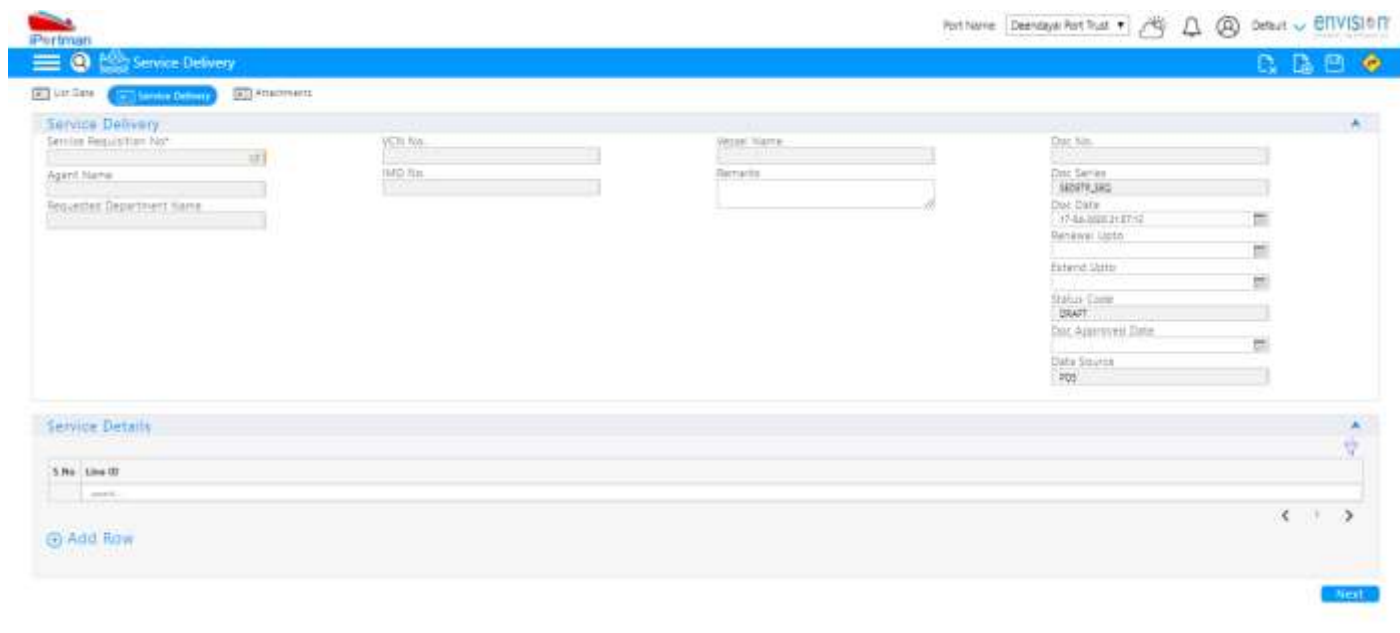
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

## 20.4. Prerequisites – Masters

## 20.5. Screenshot

Following are the Screenshots from Service Recording.

**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 90-Service Delivery 20.5.1

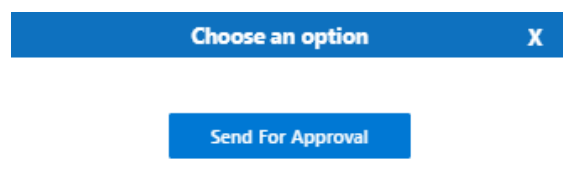
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3** After updating the fields click on save Record  from Top Menu Bar to save Service Delivery Form. Once saved



message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.






**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'

with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as



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'APPROVED'. Which can be seen from 

Successfully Status changed to APPROVED

## 20.6. Field information

## 21. Business Function Name: Sludge Clearance Request

### 21.1. Definition:

Agent requests for services for Sludge / Waste Oil Clearance to the port either through Portal by providing necessary Data. Request will be received in iPortman application for review and approval.

### 21.2. SRS Reference

Sludge / Waste Oil Clearance- POS-MAR-018

### 21.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Requests→ Sludge Clearance Request→ Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 21.4. Prerequisites – Masters

1. Nationality
2. Type of Ship
3. Port
4. Waste Category
5. Waste Type
6. UOM
7. Oil Type

### 21.5. Screenshot

Following screenshots are from Sludge Clearance Request.

**Step 1-** Click on Add new button . We will redirect to screen like below.

User Interface Image 91-Sludge Clearance Request 21.5.1

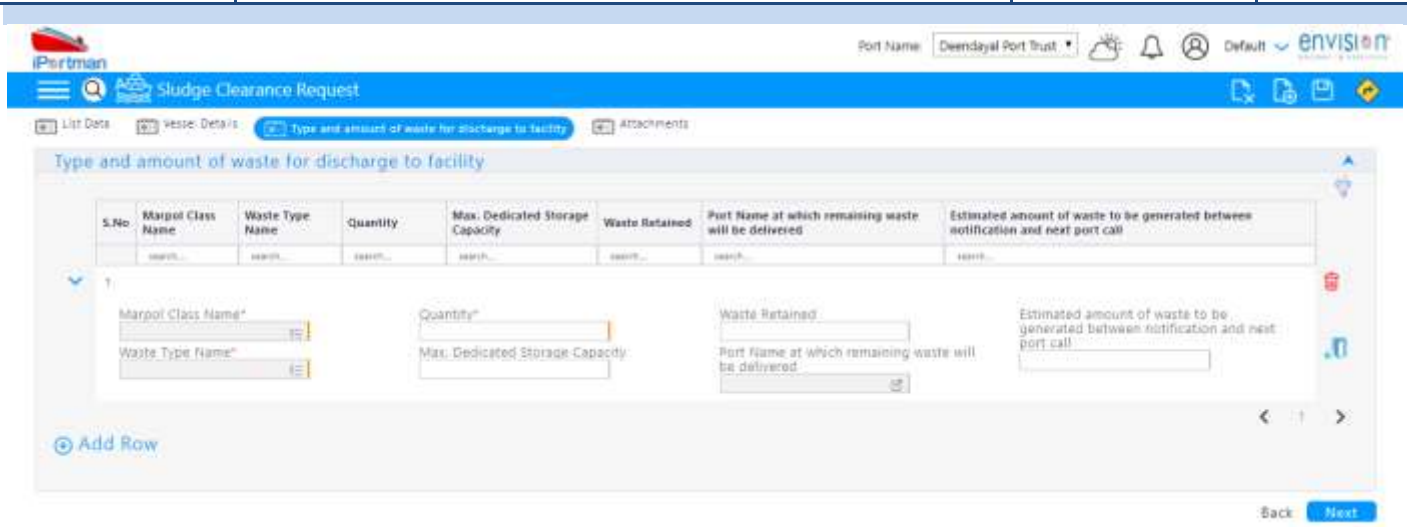
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields. Port Details Section is also available in the same page.

**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Type and Amount of Waste For Discharge to Facility page as below.



Click on **+ Add Row** to begin with data entry.


User Interface Image 92-Sludge Clearance Request (Type and Amount of Waste for Discharge to Facility) 21.5.2

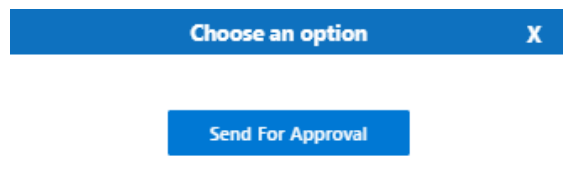
**Step 4:** Once **+ Add Row** is selected, the following fields will be enabled to enter Type and Amount of Waste For Discharge to Facility details.





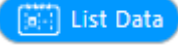
User Interface Image 93-Sludge Clearance Request (Type and Amount of Waste for Discharge to Facility Fields) 21.5.3

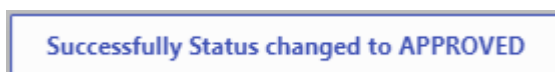
**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Sludge Clearance Request Form. Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 21.6. Field information

## 22. Business Function Name: Sludge Clearance Recording

### 22.1. Definition:

Agent requests for services for Sludge / Waste Oil Clearance to the port either through Portal by providing necessary Data. Request will be received in iPortman application for review and approval.

## 22.2. SRS Reference: POS-TRA-NCT-064

## 22.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Recordings→ Sludge Clearance Recording→ Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

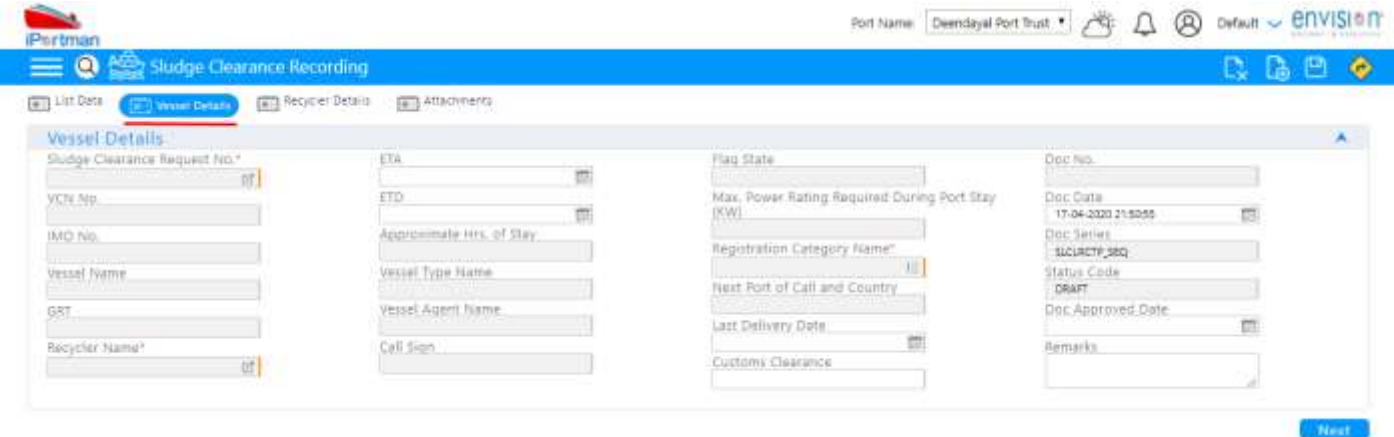
## 22.4. Prerequisites – Masters

1. Agent

## 22.5. Screenshot

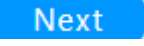
Following Screenshots are from Sludge Clearance Recording.


**Step 1-** Click on Add new button . We will redirect to screen like below.

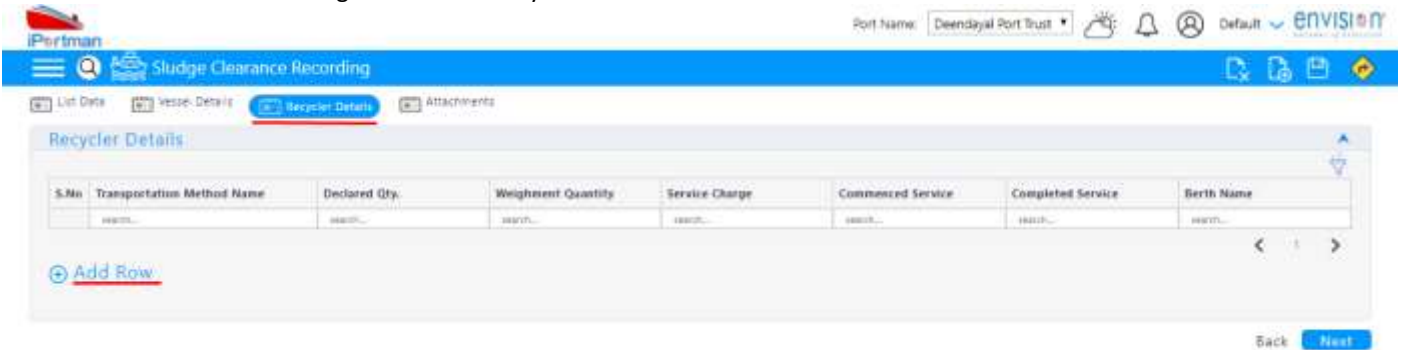


User Interface Image 94- Sludge Clearance Recording (Vessel Details) 22.5.1


**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

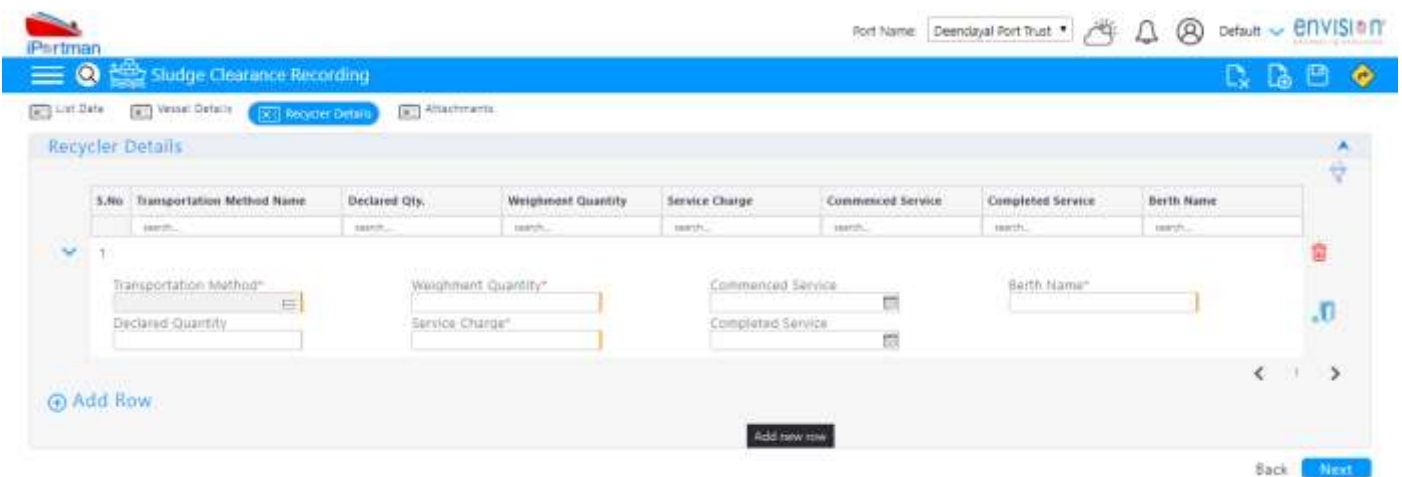
**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Recycler Details page as below

Click on  to begin with data entry.




User Interface Image 95- Sludge Clearance Recording (Recycler Details) 22.5.2


**Step 4:** Once  is selected following fields will be enabled to enter Recycler Details.

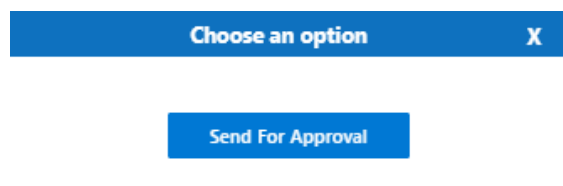


User Interface Image 96- Sludge Clearance Recording (Recycler Details Fields) 22.5.3



**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Sludge Clearance Recording Form. Once



saved  message appears.


**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'

with reason.  

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	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 

Successfully Status changed to APPROVED

## 22.6. Field information

## 23. Business Function Name: Dredging Request

### 23.1. Definition:

Port department requests for Dredging Operation Request to the dredging team through iPortman application. Concerned department gets notified about the request and accepts the request and conducts dredging operation on scheduled date. Dredging operation is recorded in the iPortman system.

### 23.2. SRS Reference

Dredging- POS-MAR-019

### 23.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Request → Dredging Request → Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

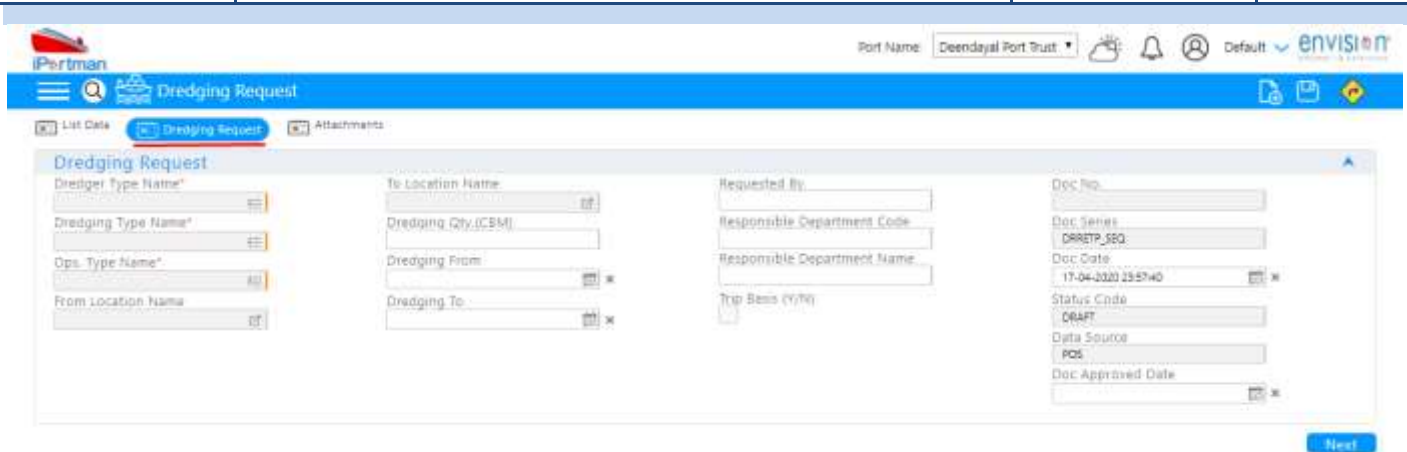
### 23.4. Prerequisites – Masters

1. Dredging Type
2. Dredger Type
3. Department
4. Track Details

### 23.5. Screenshot


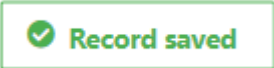
Following are the Screenshots from Dredging Request.


**Step 1-** Click on Add new button . We will redirect to screen like below.

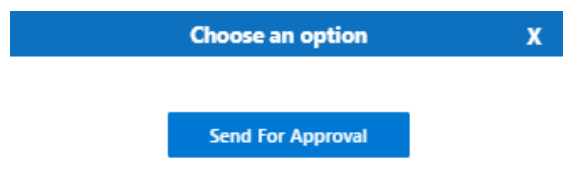




User Interface Image 97-Dredging Request 23.5.1

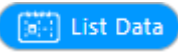
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

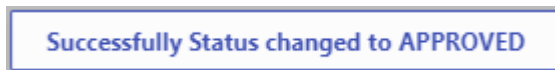
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Dredging Request Form. Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 23.6. Field information

## 24. Business Function Name: Dredging Recording

### 24.1. Definition:

Port department requests for Dredging Operation Request to the dredging team through iPortman application. Concerned department gets notified about the request and accepts the request and conducts dredging operation on scheduled date. Dredging operation is recorded in the iPortman system.

## 24.2. SRS Reference

## 24.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Recordings → Dredging Recording → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

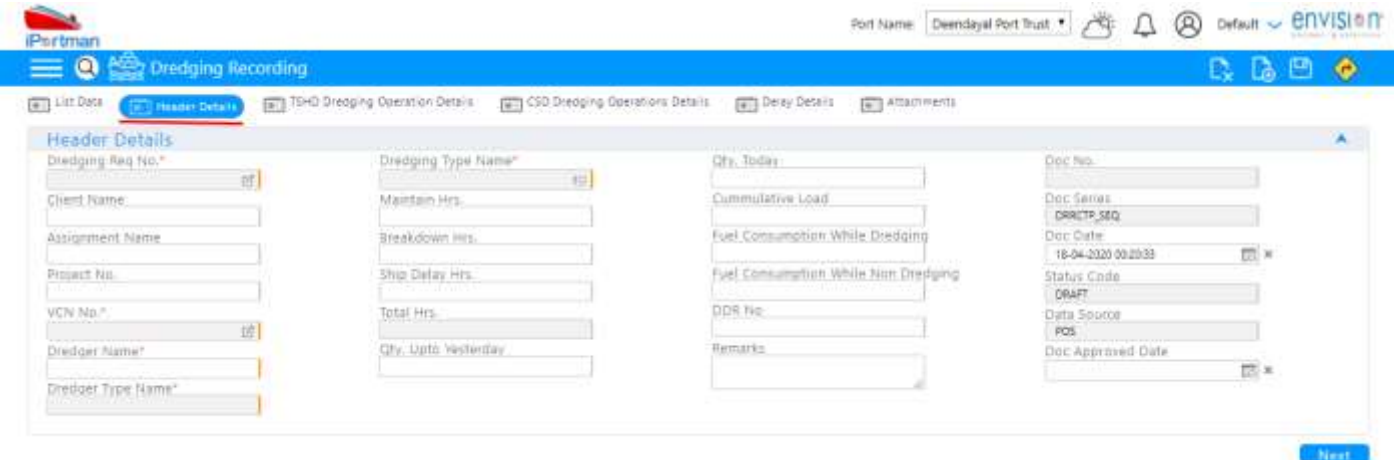
## 24.4. Prerequisites – Masters

2. Location
3. Track Details
4. Operation Parameters
5. Shift
6. Delay

## 24.5. Screenshot

Following Screenshots are from Dredging Recording.

**Step 1-** Click on Add new button . We will redirect to screen like below.



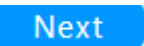
The screenshot displays the 'Header Details' form for a Dredging Recording. The form is organized into several columns of input fields:

- Left Column:** Dredging Req No.\* (dropdown), Client Name, Assignment Name, Project No., VCN No.\* (dropdown), Dredger Name\*, Dredger Type Name\*.
- Middle Column:** Dredging Type Name\* (dropdown), Maintain Hrs., Breakdown Hrs., Ship Delay Hrs., Total Hrs., Qty. Upto Yesterday.
- Right Column (Top):** Qty. Today, Cumulative Load, Fuel Consumption While Dredging, Fuel Consumption While Non Dredging, DDS No., Remarks.
- Right Column (Bottom):** Doc No., Doc Series (DRAFT\_SEQ), Doc Date (18-04-2020 00:20:33), Status Code (DRAFT), Data Source (POS), Doc Approved Date.

A 'Next' button is visible at the bottom right of the form.

User Interface Image 98-Dredging Recording 24.5.1

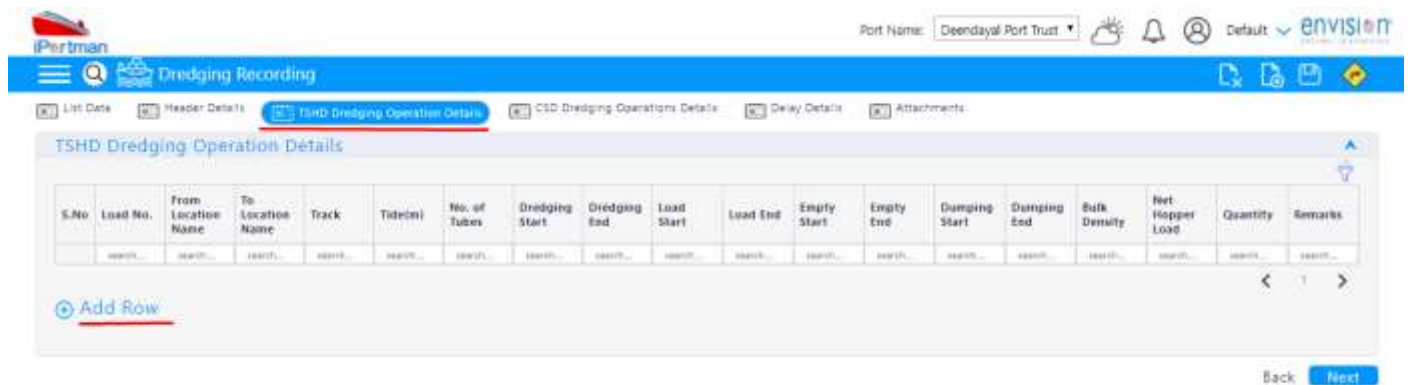
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be



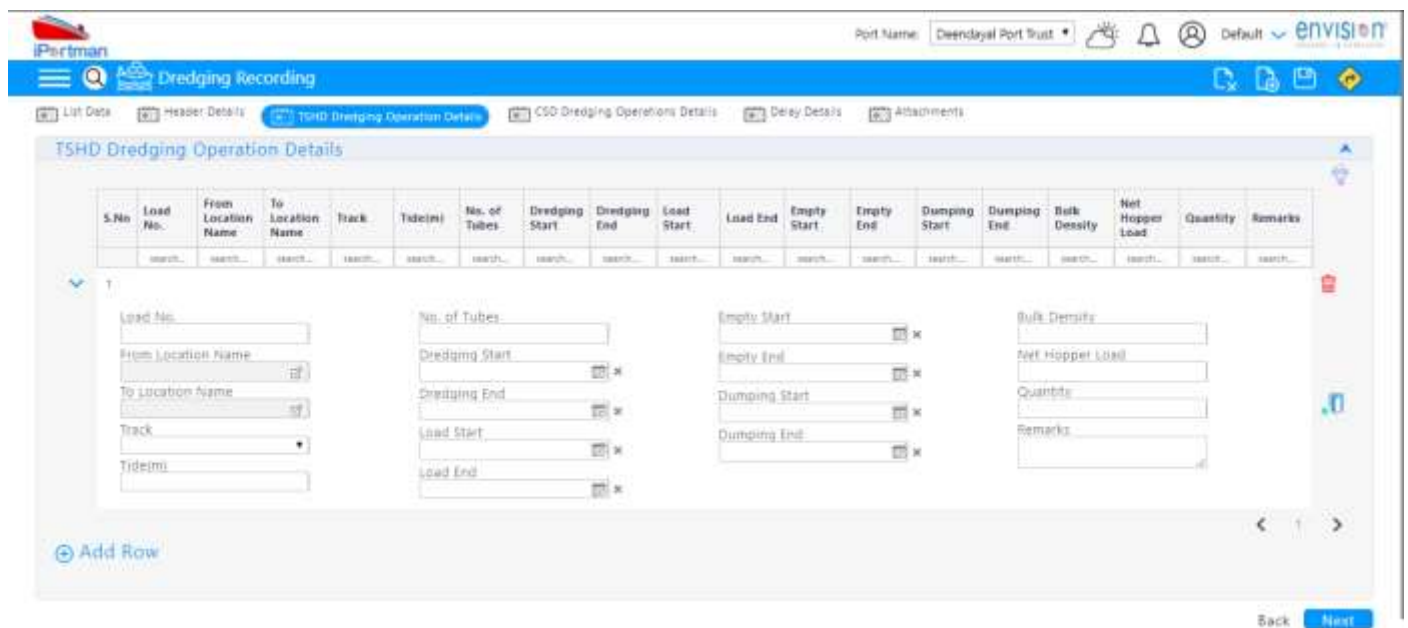
redirected to TSHD Dredging Operation Details page as below

Click on [+ Add Row](#) to begin with data entry.



User Interface Image 99-Dredging Recording (TSHD Dredging Operation Details) 24.5.2

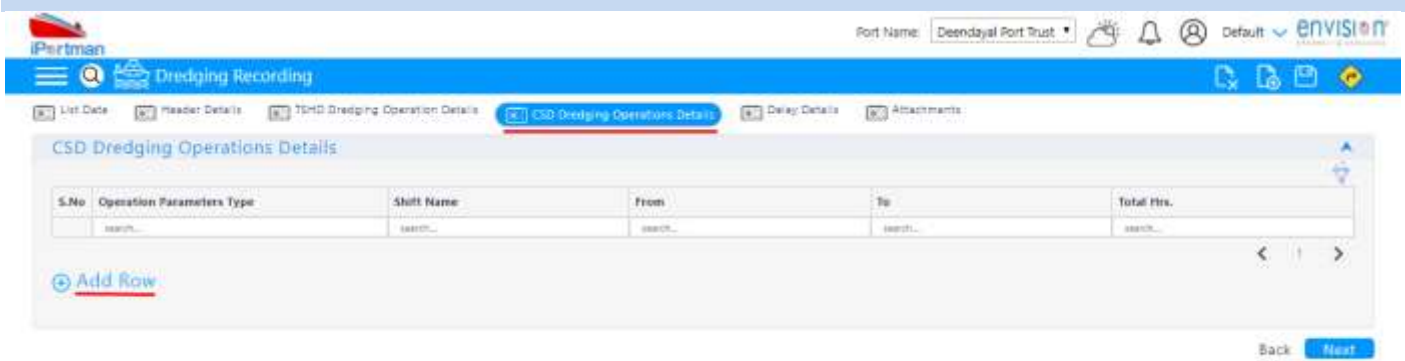
**Step 4:** Once [+ Add Row](#) is selected, the following fields will be enabled to enter TSHD Dredging Operation Details.




User Interface Image 100-Dredging Recording (TSHD Dredging Operation Details Fields) 24.5.3

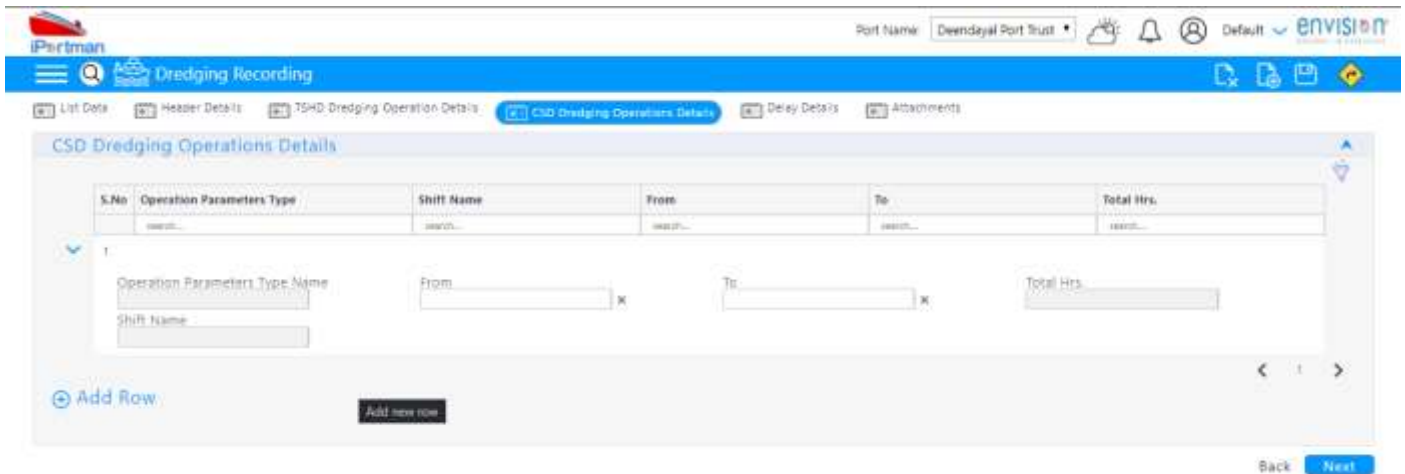
**Step 5:** Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then you will be redirected to CSD Dredging Operation Details page as below

Click on [+ Add Row](#) to begin with data entry

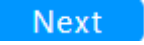


User Interface Image 101-Dredging Recording (CSD Dredging Operation Details) 24.5.4

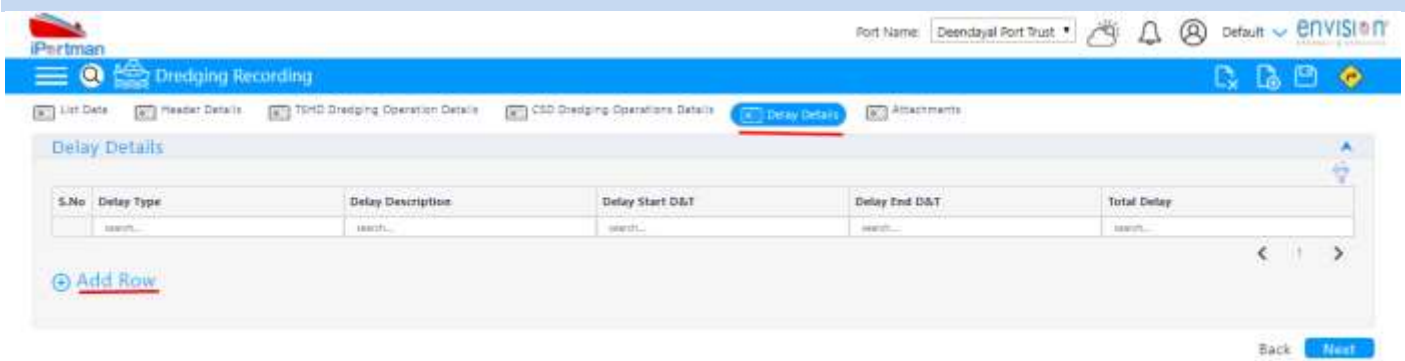
**Step 6:** Once  is selected following fields will be enabled to enter Hatch details.




User Interface Image 102-Dredging Recording (CSD Dredging Operation Details Fields) 24.5.5

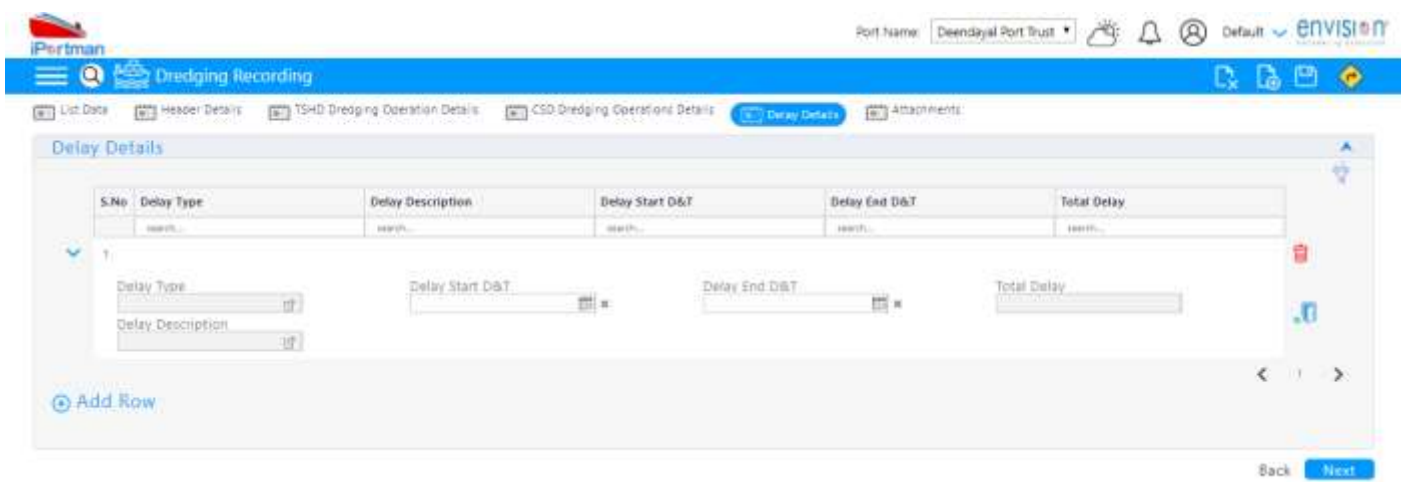
**Step 7:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Delay Details page as below

Click on  to begin with data entry






User Interface Image 103-Dredging Recording (Delay Details) 24.5.6

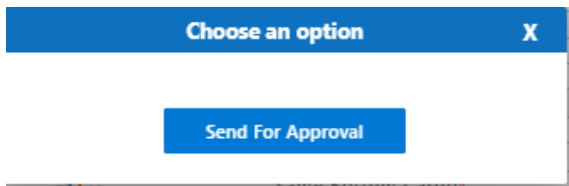
**Step 8:** Once  is selected following fields will be enabled to enter Delay details.


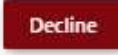


User Interface Image 104-Dredging Recording (Delay Details Fields) 24.5.7



**Step 9:** After updating the fields click on save Record  from Top Menu Bar to save Dredging Recording Form. Once saved  message appears.


**Step 10:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 11:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 12:** Once user accept the request following status will be shown on screen and document status will be changed as

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'APPROVED'. Which can be seen from 

Successfully Status changed to APPROVED

## 24.6. Field information

## 25. Business Function Name: Harbor Craft License

### 25.1. Definition:

Private craft owners request for Harbour craft license to Port Trust for carrying cargo (other than Animal), Carrying Passengers, Fishing, Shipping etc. Craft owners provide craft particulars and boat license details and insurance details for review and verification by Port. Marine department reviews and approves the application and issues License to the crafts. A charge is levied as per Scale of Rates from the Agency against the License. License validity is restricted to validity of the Insurance and Boat License. Port mentions provides certain terms, conditions and restrictions that must be agreed and followed by the Crafts. Port will apply penalty in case craft violates port norms and same will be captured in system.

Shipping Agent/ Barge Owner requests for Harbor Craft License to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

### 25.2. SRS Reference

Harbour Craft permission / License to ply within the port / Harbour limits- POS-MAR-022

### 25.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Requests → Harbor Craft License → Click on <b>Add New</b>
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

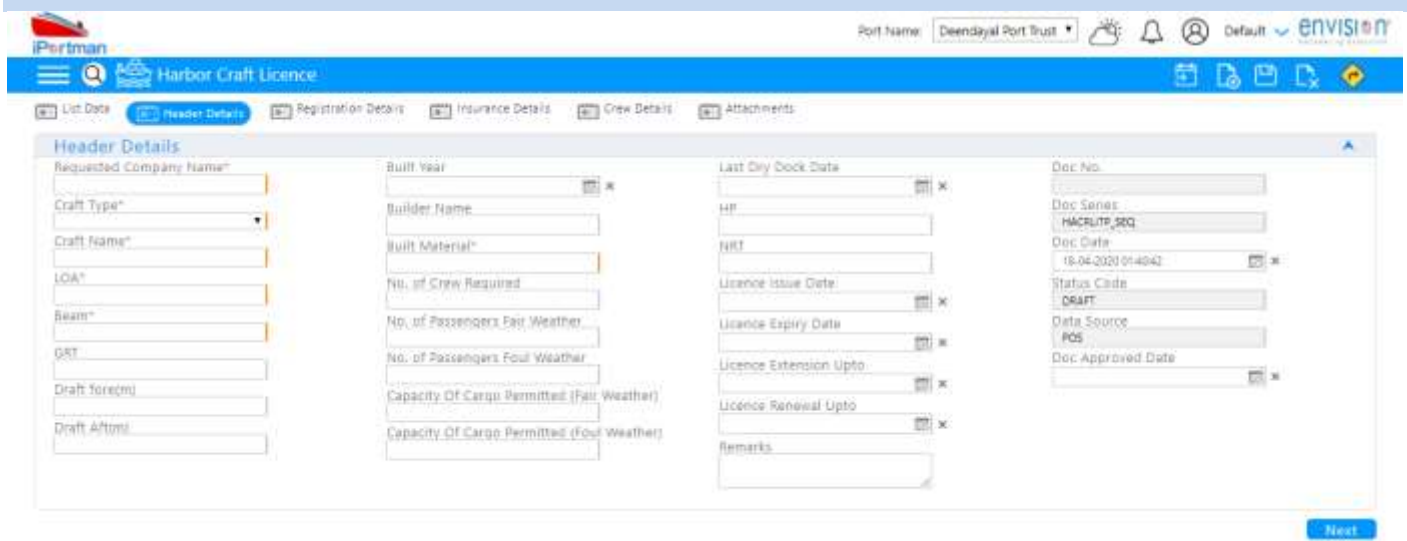
### 25.4. Prerequisites – Masters

1. Company
2. Craft

### 25.5. Screenshot

Following are the screenshots from Harbor Craft License.

**Step 1-** Click on Add new button . We will redirect to screen like below.



The screenshot shows the 'Header Details' form for Harbor Craft Licence. The form is divided into several sections with various input fields:

- Requested Company Name\*** (text field)
- Craft Type\*** (dropdown menu)
- Craft Name\*** (text field)
- LOA\*** (text field)
- Beam\*** (text field)
- GRT** (text field)
- Draft forecm** (text field)
- Draft Aftcm** (text field)
- Built Year\*** (text field)
- Builder Name** (text field)
- Built Material\*** (text field)
- No. of Crew Required** (text field)
- No. of Passengers Fair Weather** (text field)
- No. of Passengers Foul Weather** (text field)
- Capacity Of Cargo Permitted (Fair Weather)** (text field)
- Capacity Of Cargo Permitted (Foul Weather)** (text field)
- Last Dry Dock Date** (text field)
- HRT** (text field)
- HRT** (text field)
- License Issue Date** (text field)
- License Expiry Date** (text field)
- License Extension Upto** (text field)
- License Renewal Upto** (text field)
- Remarks** (text area)
- Doc No.** (text field)
- Doc Series** (text field)
- Doc Date** (text field)
- Status Code** (text field)
- Data Source** (text field)
- Doc-Approved Date** (text field)

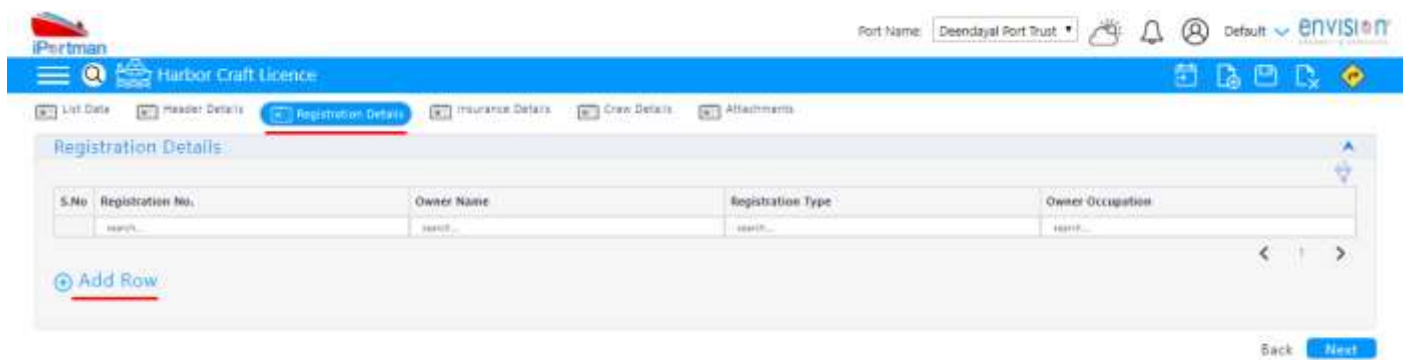
A blue 'Next' button is located at the bottom right of the form.

User Interface Image 105-Harbor Craft Licence (Header Table) 25.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Registration Details page as below

Click on **+ Add Row** to begin with data entry.



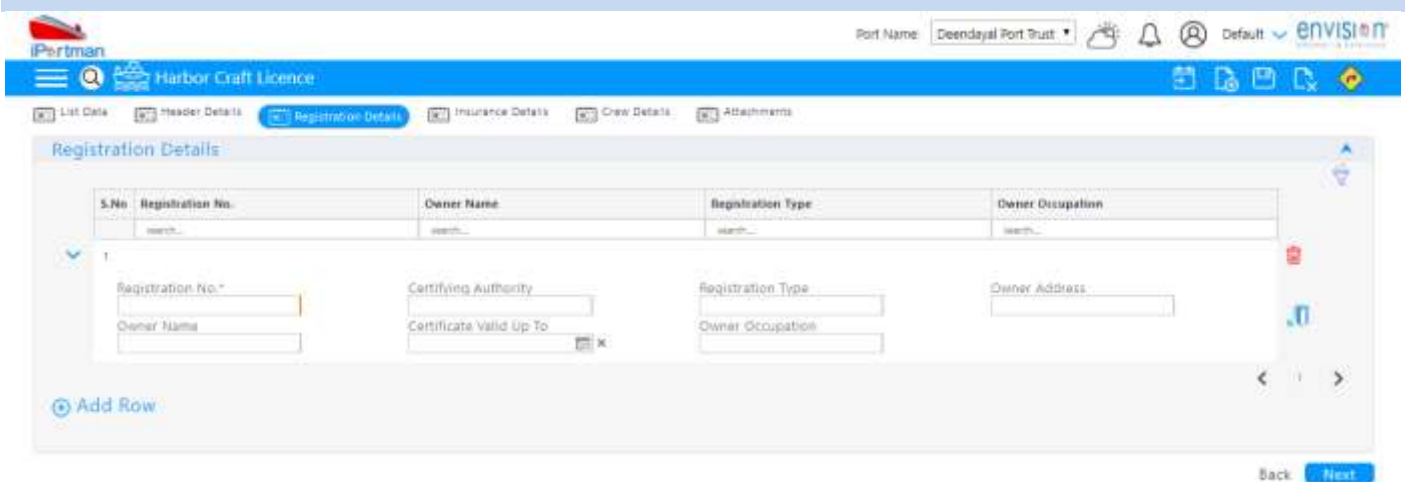
The screenshot shows the 'Registration Details' form. It features a table with the following columns:

S.No	Registration No.	Owner Name	Registration Type	Owner Occupation
search...	search...	search...	search...	search...

Below the table is a blue '+ Add Row' button. At the bottom right, there are 'Back' and 'Next' buttons.

User Interface Image 106-Harbor Craft Licence (Registration Details) 25.5.2

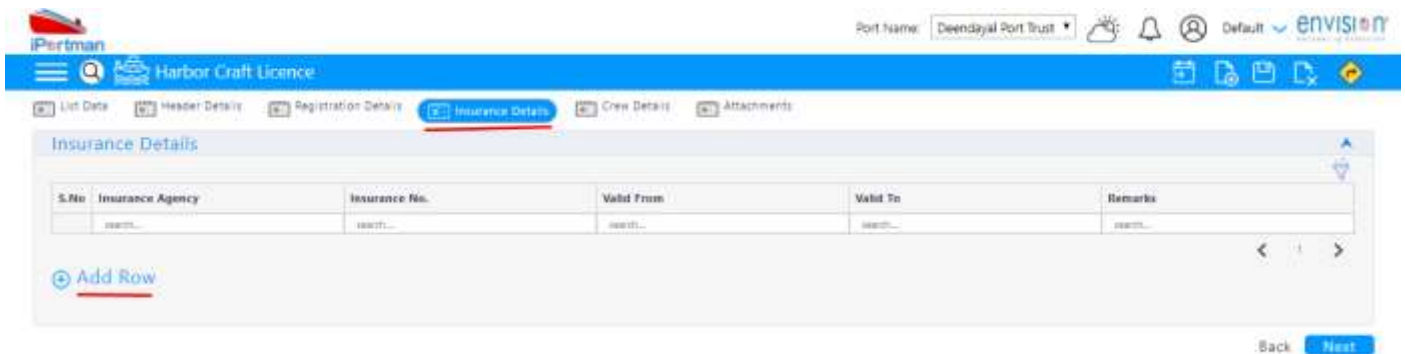
**Step 4:** Once **+ Add Row** is selected, the following fields will be enabled to enter Registration details.



User Interface Image 107-Harbor Craft Licence (Registration Details Fields) 25.5.3

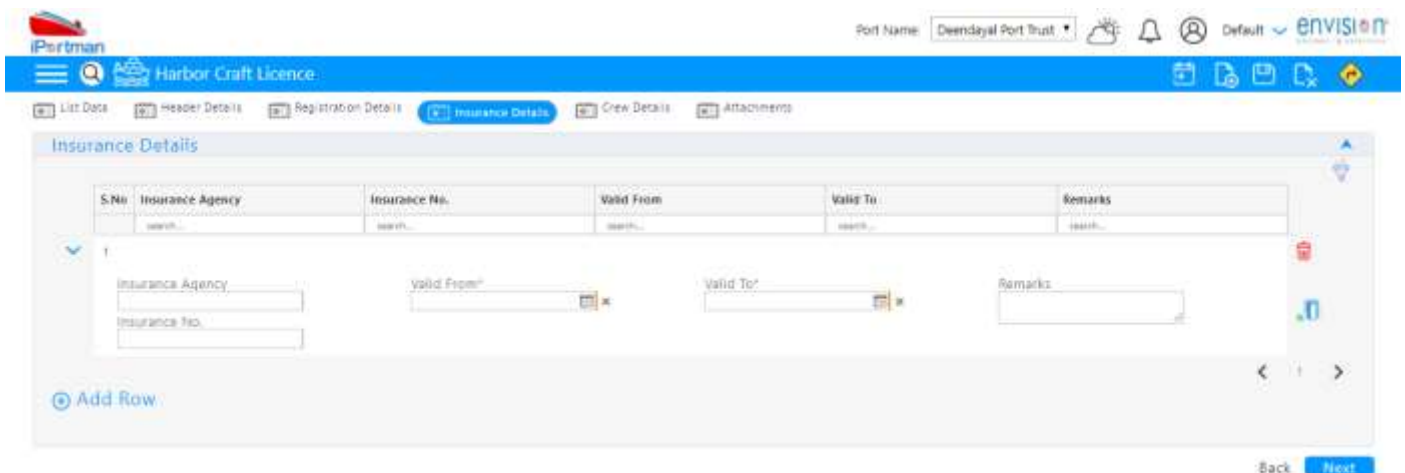
**Step 5:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Insurance Details page as below

Click on **+ Add Row** to begin with data entry

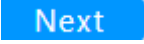



User Interface Image 108-Harbor Craft Licence (Insurance Details) 25.5.4

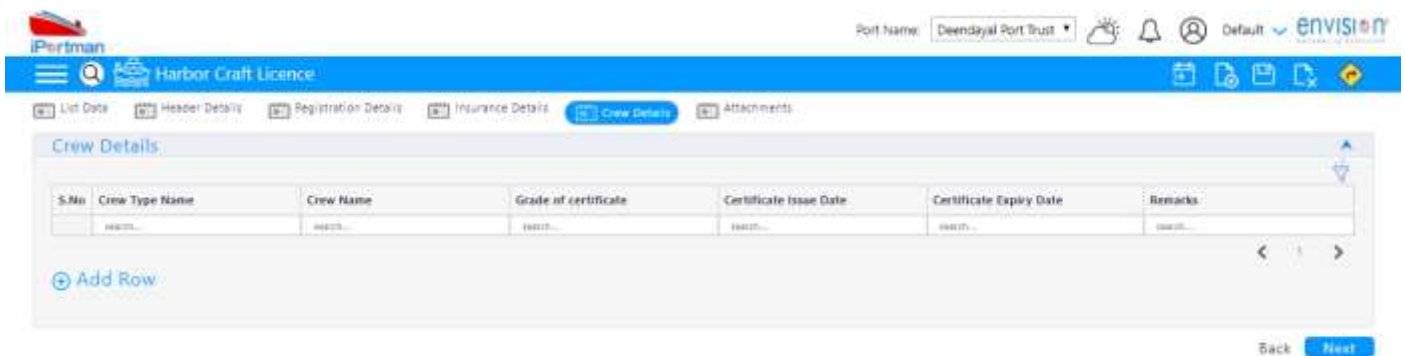
**Step 6:** Once **+ Add Row** is selected following fields will be enabled to enter Insurance details



User Interface Image 109-Harbor Craft Licence (Insurance Details Fields) 25.5.5

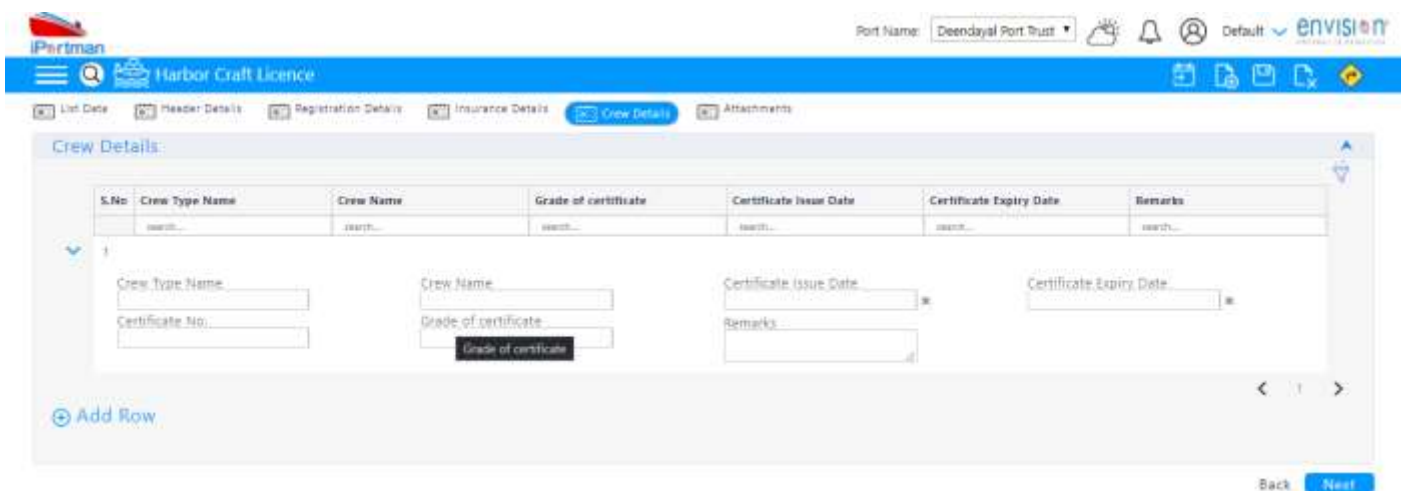
**Step 7:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on  to begin with data entry.




User Interface Image 110-Harbor Craft License (Crew Details) 25.5.6

**Step 8:** Once  is selected following fields will be enabled to enter Crew details.



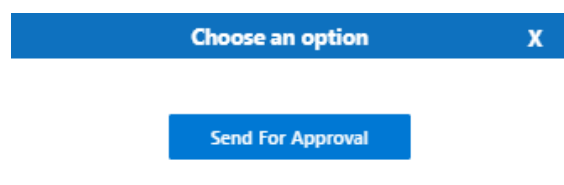
User Interface Image 111-Harbor Craft License (Crew Details Fields) 25.5.7



**Step 9:** After updating the fields click on save Record  from Top Menu Bar to save Harbor Craft License Form. Once saved



message appears.

**Step 10:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



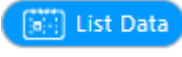
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**Step 11:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or



'Decline' with reason.

**Step 12:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



## 25.6. Field information

## 26. Business Function Name: Permission Request

### 26.1. Definition:

Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are no charges involved in this process

Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

### 26.2. SRS Reference

Permissions- POS-MAR-023

### 26.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Requests → Permission Request → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME


### 26.4. Prerequisites – Masters

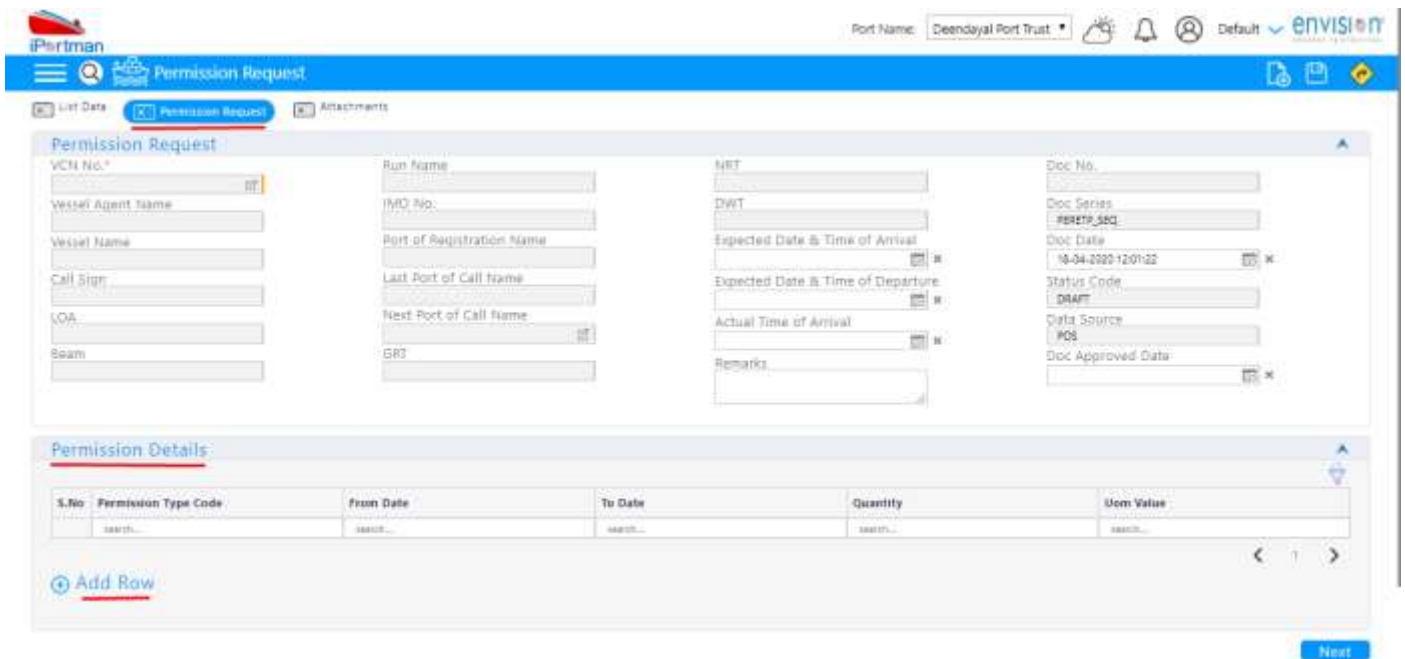
1. Agent
2. Permission Type

### 26.5. Screenshot

Following are the screenshot from Permission Request

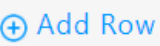



**Step 1-** Click on Add new button . We will redirect to screen like below.

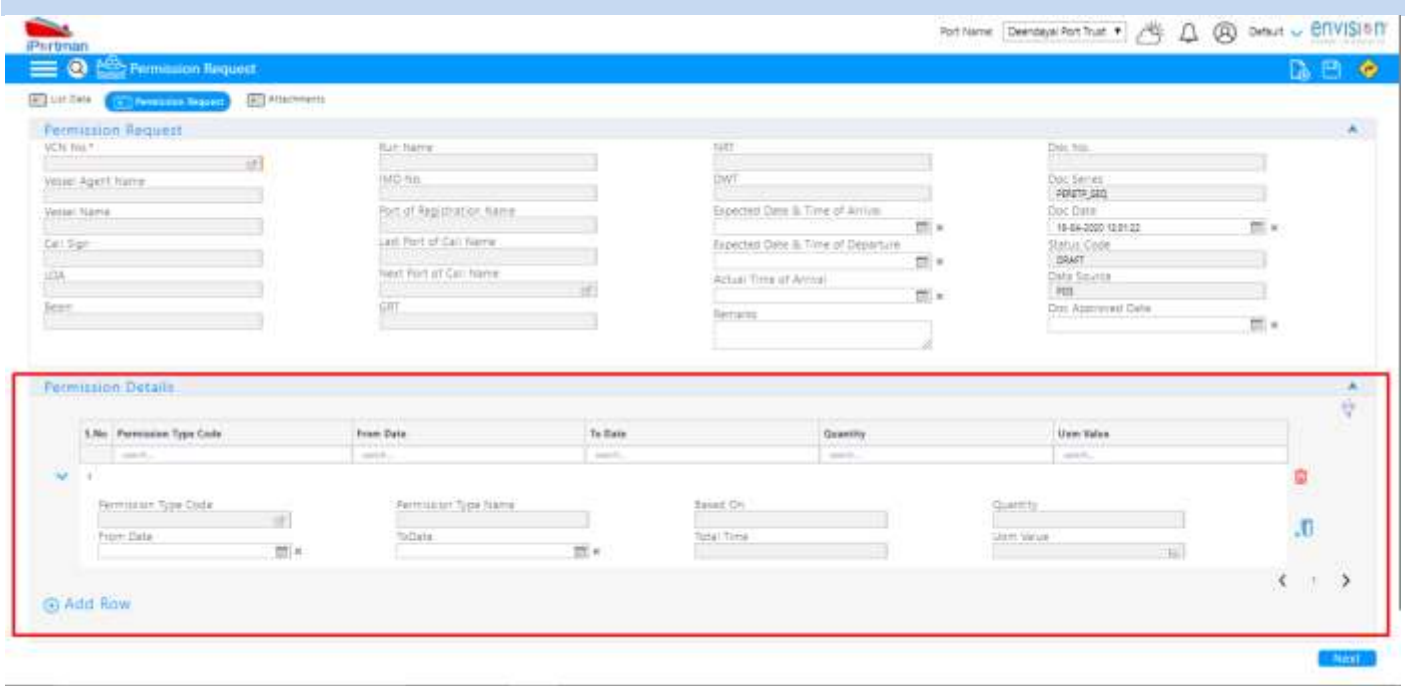


User Interface Image 112-Permission Request 26.5.1



**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.


**Step 3:** Permission Details Section is also displayed in the same page. Click on  to begin with data entry.

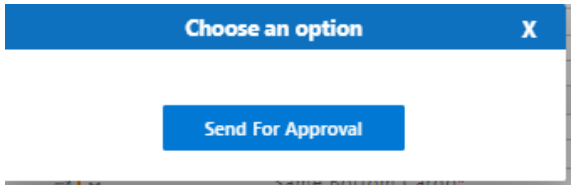
**Step 4:** Once  is selected following fields will be enabled to enter Permission Details.





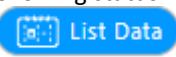
User Interface Image 113 Permission Request (Permission Details) 26.5.2

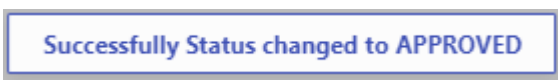
**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Permission Request Form. Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 26.6. Field information

## 27. Business Function Name: Permission Recording

### 27.1. Definition:

Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are no charges involved in this process

Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

### 27.2. SRS Reference

### 27.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Recordings → Permission Recording → Click on <b>Add New</b>
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

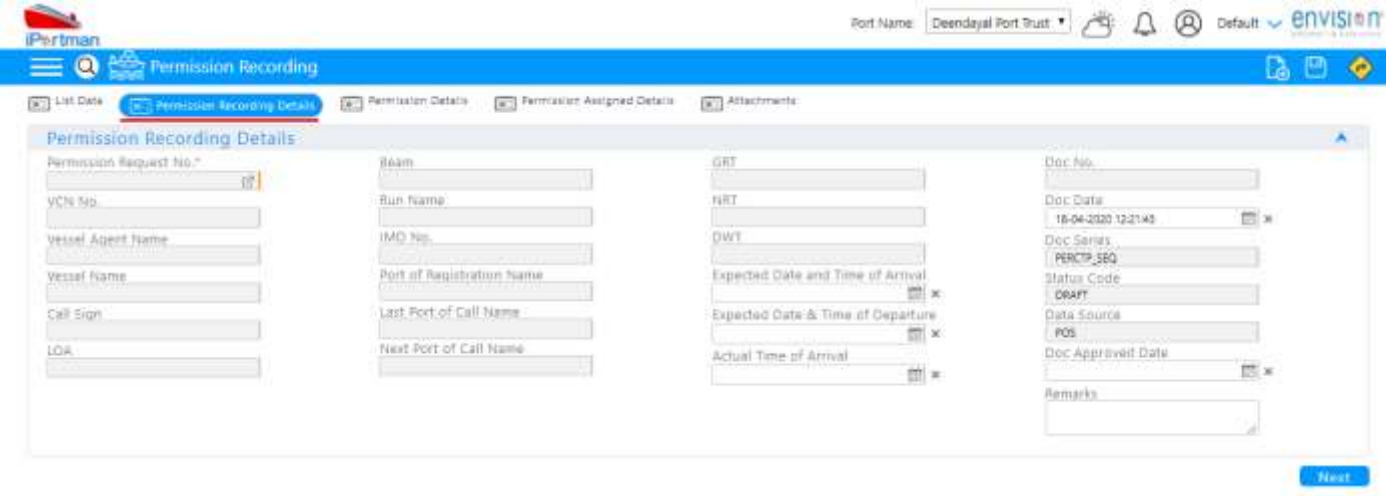
### 27.4. Prerequisites – Masters

1. Department

### 27.5. Screenshot

Following are the screenshots from Permission Recording

**Step 1-** Click on Add new button . We will redirect to screen like below.



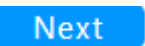
The screenshot shows the 'Permission Recording Details' form in the iPortman application. The form is divided into several sections with input fields:

- Permission Request No.:** (Mandatory field with asterisk)
- VCN No.:** (Mandatory field with asterisk)
- Vessel Agent Name:**
- Vessel Name:**
- Call Sign:**
- LOA:**
- Beam:**
- Run Name:**
- IMO No.:**
- Port of Registration Name:**
- Last Port of Call Name:**
- Next Port of Call Name:**
- GRT:**
- NRT:**
- DWT:**
- Expected Date and Time of Arrival:**
- Expected Date & Time of Departure:**
- Actual Time of Arrival:**
- Doc No.:**
- Doc Date:** (18-04-2020 12:21:45)
- Doc Series:** (PERCTP\_SEQ)
- Status Code:** (DRAFT)
- Data Source:** (POS)
- Doc Approval Date:**
- Remarks:**

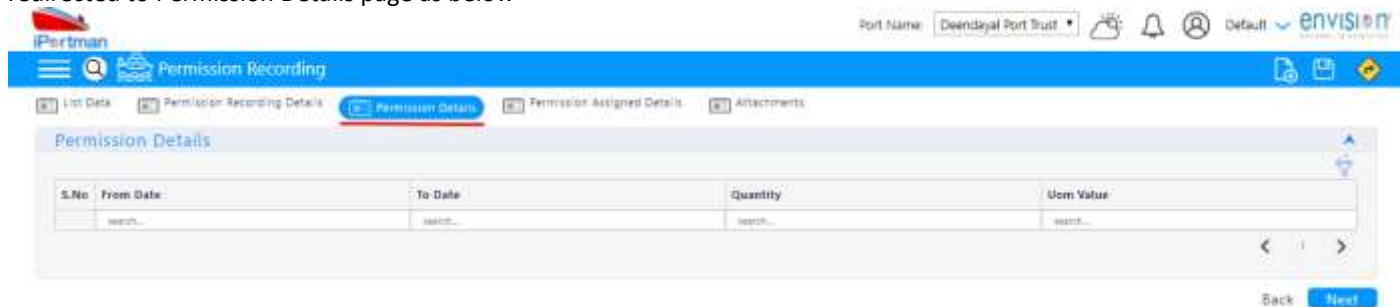
A 'Next' button is located at the bottom right of the form.

User Interface Image 114- Permission Recording 27.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be

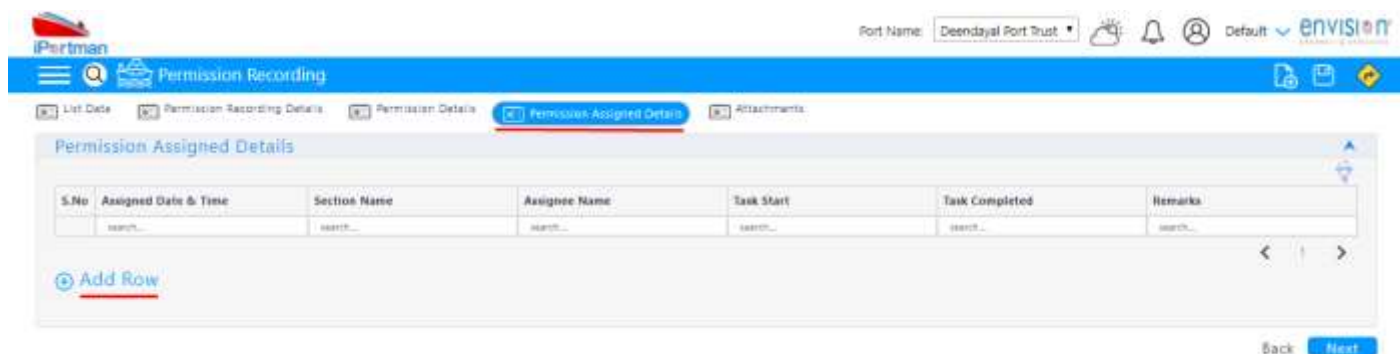
redirected to Permission Details page as below



User Interface Image 115-Permission Recording (Permission Details) 27.5.2

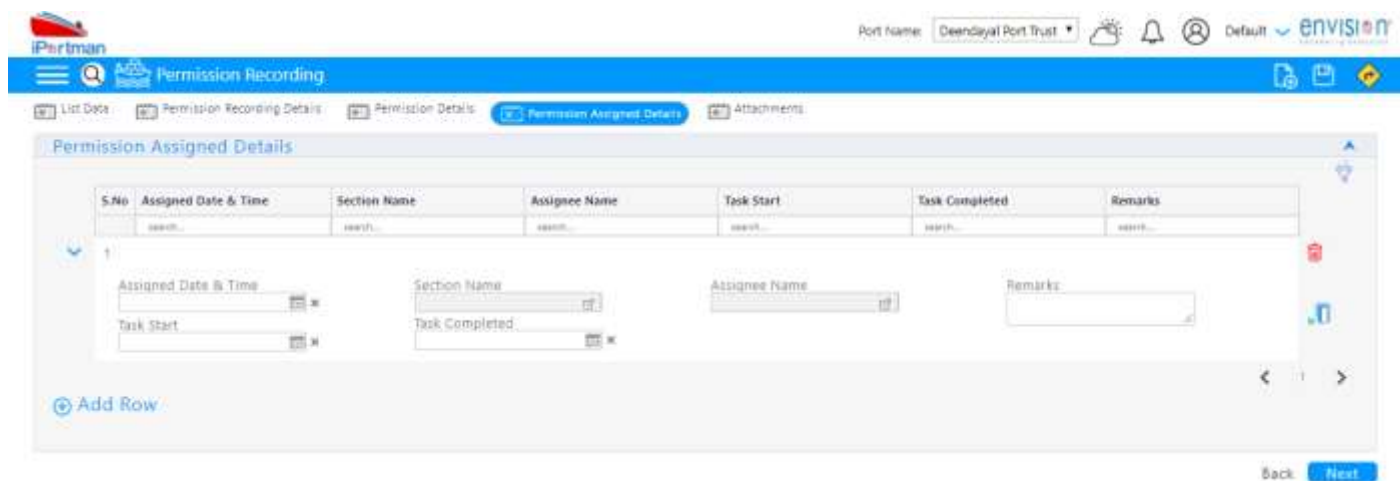
**Step 4:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Permission Assigned Details page as below

Click on **+ Add Row** to begin with data entry






User Interface Image 116-Permission Recording (Permission Assigned Details) 27.5.3

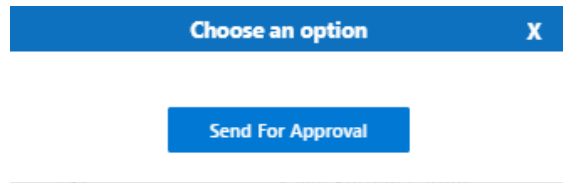
**Step 5:** Once **+ Add Row** is selected following fields will be enabled to enter Permission Assigned details.





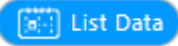
User Interface Image 117-Permission Recording (Permission Assigned Details Fields) 27.5.4

**Step 6:** After updating the fields click on save Record  from Top Menu Bar to save Permission Recording Form. Once saved  message appears.

**Step 7:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 8:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 9:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 27.6. Field information

## 28. Business Function Name: Vessel Defaulted and Suspension

### 28.1. Definition:

Defaulted and suspensions are performed for vessels which violates port norms. Upon Vessel Defaulted & Suspension, vessel will not be allowed to trade in the port. However, Port can reconsider call of the vessel for reasons 1. In the interest of the Port 2. Compliance of deficiencies

System provides option to Defaulted and suspensions of vessel.

### 28.2. SRS Reference

Vessel Defaulted & Suspensions - POS-MAR-024

### 28.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

**Menu Path** Menu Bar → Marine → Documentation → Vessel Defaulted and Suspension → Click on **Add New**

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

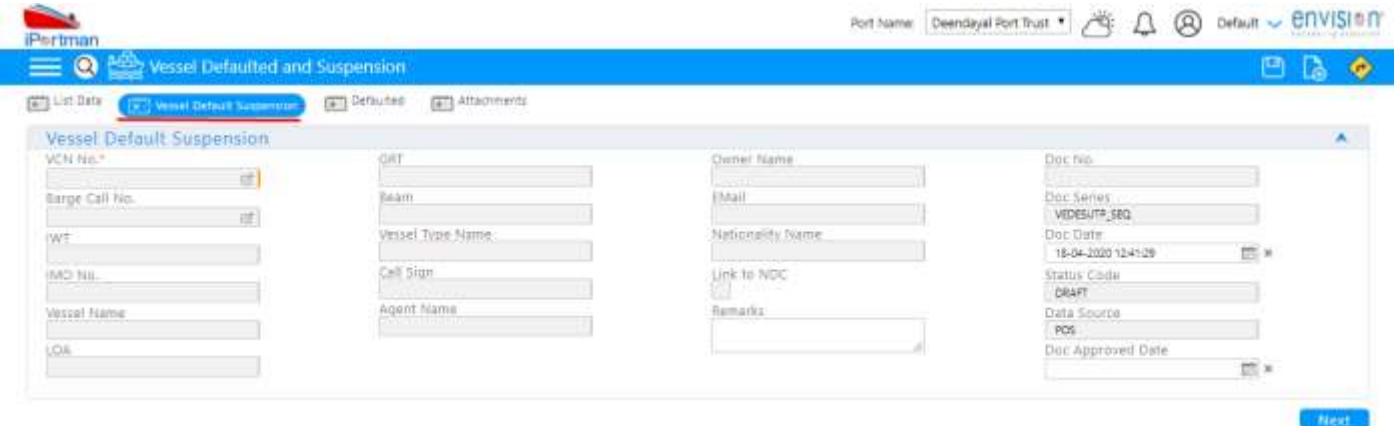
## 28.4. Prerequisites - Masters

1. Agency
2. Action Type
3. Reason

## 28.5. Screenshot


Following Screenshots are from Vessel Defaulted and Suspension.

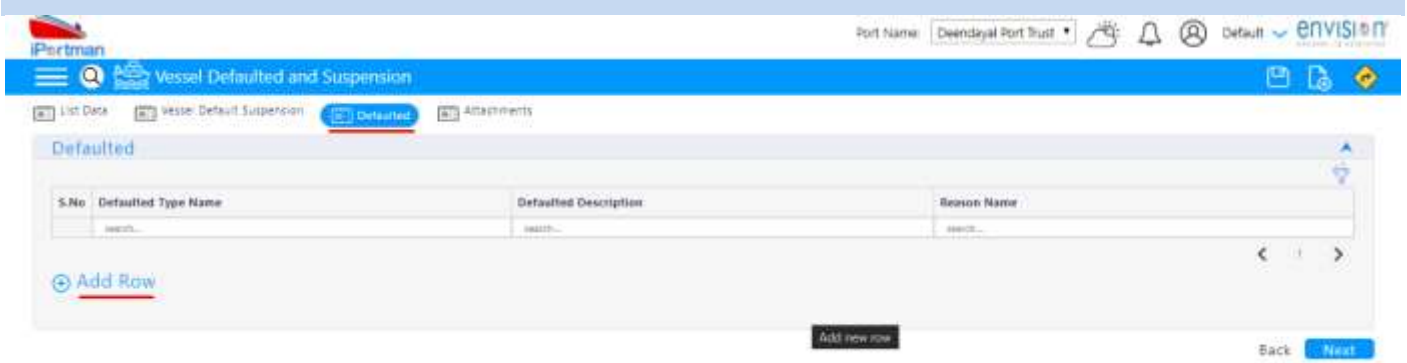
**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 118-Vessel Defaulted and Suspension 28.5.1

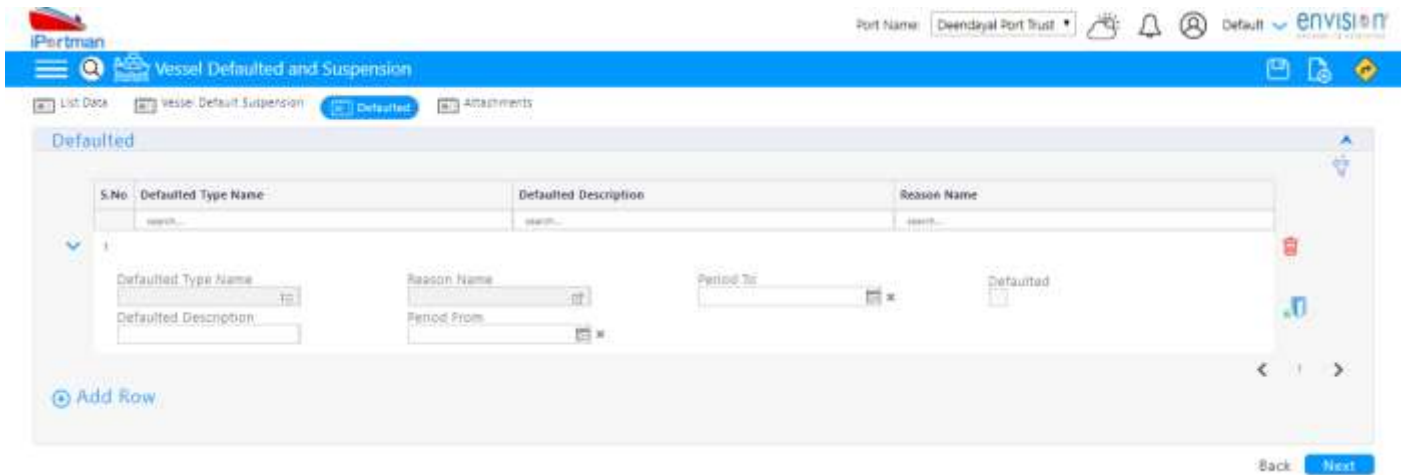
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Defaulted page as belowClick on  **Add Row** to begin with data entry.




User Interface Image 119-Vessel Defaulted and Suspension (Defaulted) 28.5.2


**Step 4:** Once  is selected, the following fields will be enabled to enter Defaulted details.

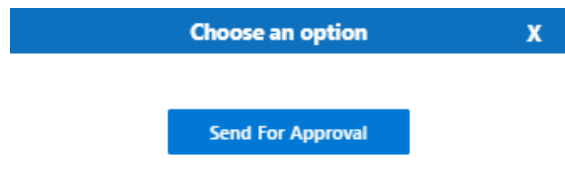




User Interface Image 120-Vessel Defaulted and Suspension (Defaulted Fields) 28.5.3

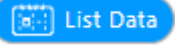
**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Vessel Defaulted and Suspension Form.



Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 

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Successfully Status changed to APPROVED

## 28.6. Field information

## 29. Business Function Name: Hydrographic Survey Request

### 29.1. Definition:

Hydrographic survey is carried out for the measurement of tides & to determine Bed depth by sounding. Hydrographic survey team will be able to record the daily survey data in iPortman Application. System will have option to upload daily Hydrographic survey chart (currently exported from HyPAC in DXF, XYZ, TIF and PDF Format) along with additional survey information

Uploaded attachments of Hydrographic chart will be referred by the designated authority.

### 29.2. SRS Reference

Hydrographic Survey Recording- POS-MAR-025

### 29.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Request → Hydrographic Survey Request → Click on <b>Add New</b>
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 29.4. Prerequisites – Masters

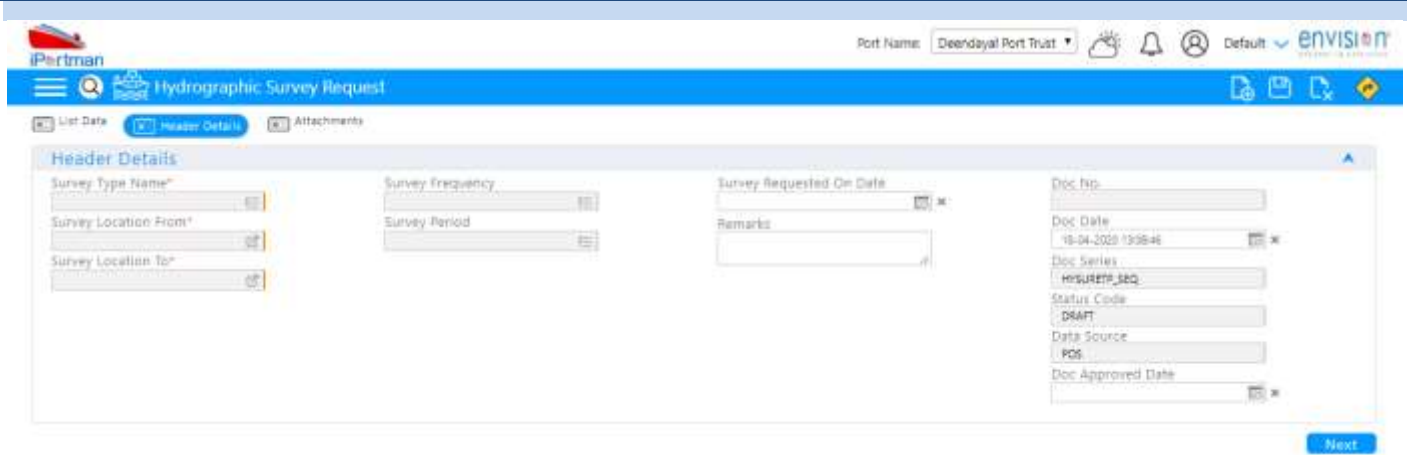
1. Location

### 29.5. Screenshot

Following Screenshots are from Hydrographic Survey Request

**Step 1-** Click on Add new button . We will redirect to screen like below.






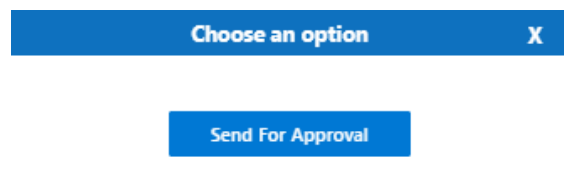
User Interface Image 121- Hydrographic Survey Request 29.5.1



**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

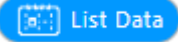
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Hydrographic Survey Request Form.

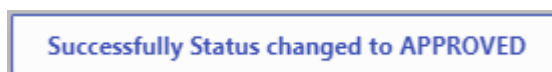
Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 29.6. Field information

### 30. Business Function Name: Hydrographic Survey Recording

#### 30.1. Definition:

Hydrographic survey is carried out for the measurement of tides & to determine Bed depth by sounding. Hydrographic survey team will be able to record the daily survey data in iPortman Application. System will have option to upload daily Hydrographic survey chart (currently exported from HyPAC in DXF, XYZ, TIF and PDF Format) along with additional survey information  
 Uploaded attachments of Hydrographic chart will be referred by the designated authority.

### 30.2. SRS Reference

Hydrographic Survey Recording- POS-MAR-025

### 30.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Recordings→ Hydrographic Survey Recording→ Click on <b>Add New</b>
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

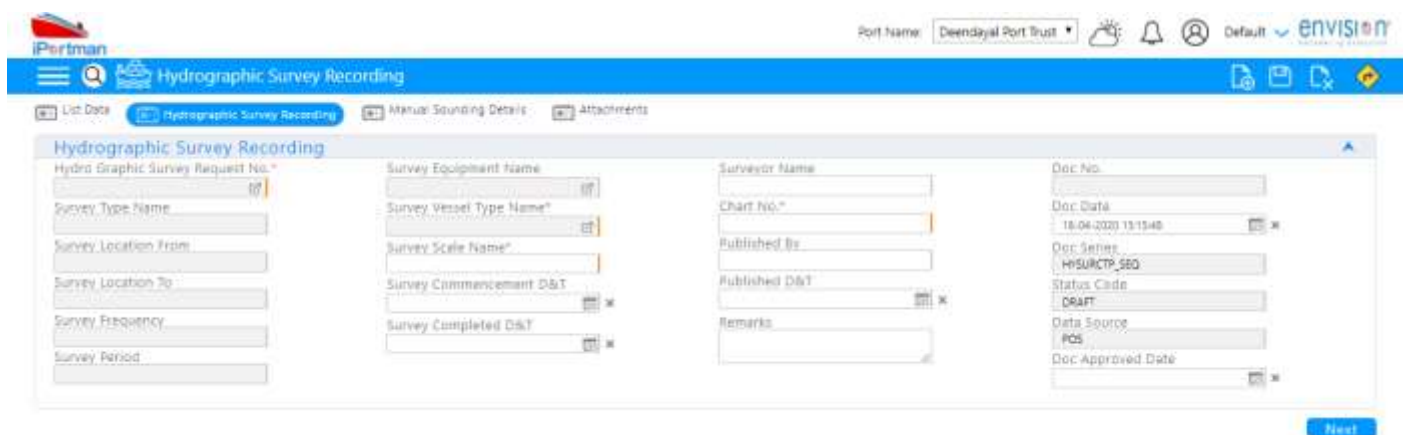
### 30.4. Prerequisites – Masters

1. Equipment
2. Vessel Type
3. Bollard

### 30.5. Screenshot

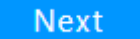
Following Screenshots are from Hydrographic Survey Recording

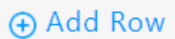
**Step 1-** Click on Add new button . We will redirect to screen like below.

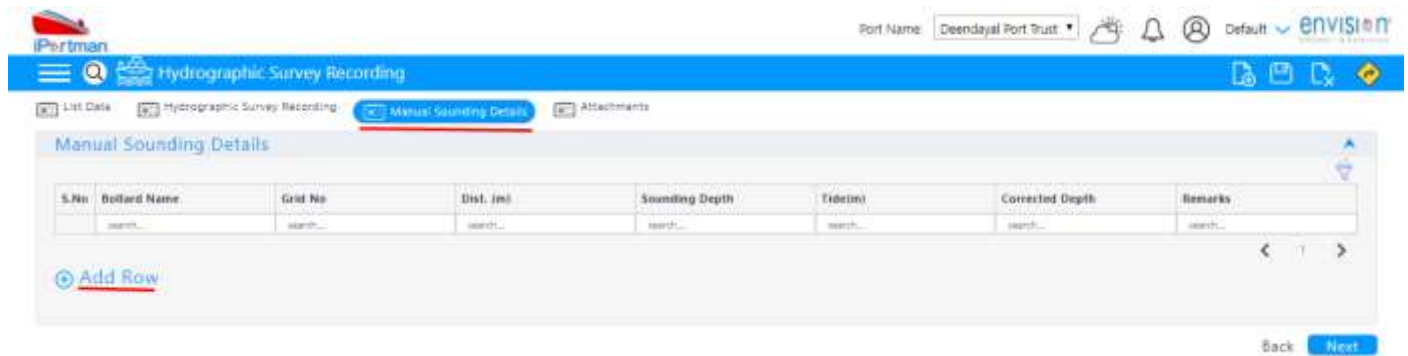


User Interface Image 122-Hydrographic Survey Recording 30.5.1


**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

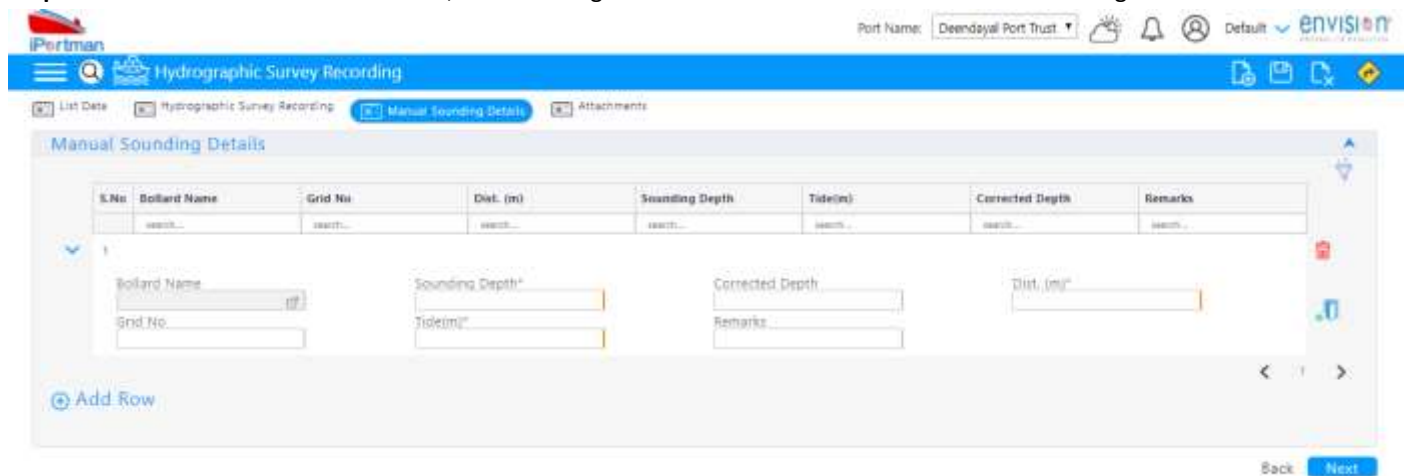
**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Manual Sounding Details page as below

Click on  to begin with data entry.



User Interface Image 123-Hydrographic Survey Recording (Manual Sounding Details) 30.5.2


**Step 4:** Once  is selected, the following fields will be enabled to enter Manual Sounding Details.

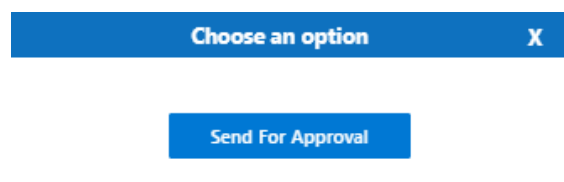




User Interface Image 124-Hydrographic Survey Recording (Manual Sounding Details Fields) 30.5.3

**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save Hydrographic Survey Recording Form.

Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



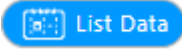
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	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



with reason.

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



### 30.6. Field information

## 31. Business Function Name: Vessel Run Change

### 31.1. Definition:

Agent submits request for changing the Vessel run to the port through Portal by providing necessary data and uploading all required documents. Request will be received in iPortman application for review and approval.

### 31.2. SRS Reference

Vessel Run Change- POS-MAR-026

### 31.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Declarations → Vessel Run Change → Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

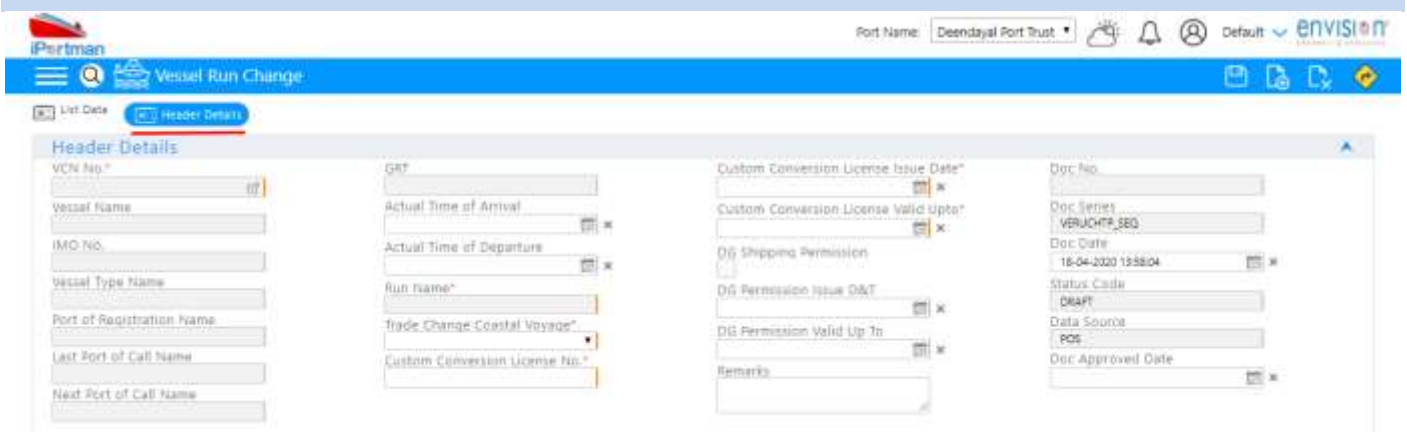
### 31.4. Prerequisites – Masters

1. Vessel Type
2. Vessel Status

### 31.5. Screenshot

Following Screenshots are from Vessel Run Change

**Step 1-** Click on Add new button . We will redirect to screen like below.




User Interface Image 125-Vessel Run Change 31.5.1

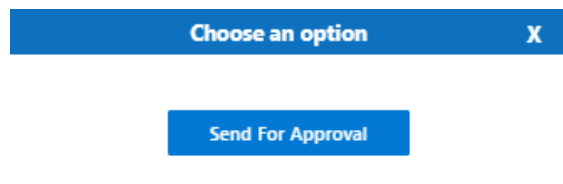
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Vessel Run Change Form. Once saved



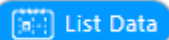
message appears.

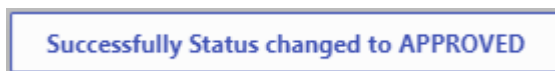
**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



### 31.6. Field information

## 32. Business Function Name: Registration Request Boat/Craft/IWT

### 32.1. Definition:

All the Craft/Boat can operate occasionally within or partly within the port, need to obtain License after payment of prescribe charges as per Port rules.

Craft/Boat operator can apply for fresh license using iPortman Portal. Craft/Boat operator can also attach required certificates or documents using portal. Port Authorities will receive application request in iPortman. Port Authorities will scrutinize application as per Port Norms and further accept/reject/comment using iPortman

### 32.2. SRS Reference

Registration Request Boat/Craft/IWT- POS-MAR-027

### 32.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Declarations→ Registration Request Boat/ Craft/ IWT→ Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

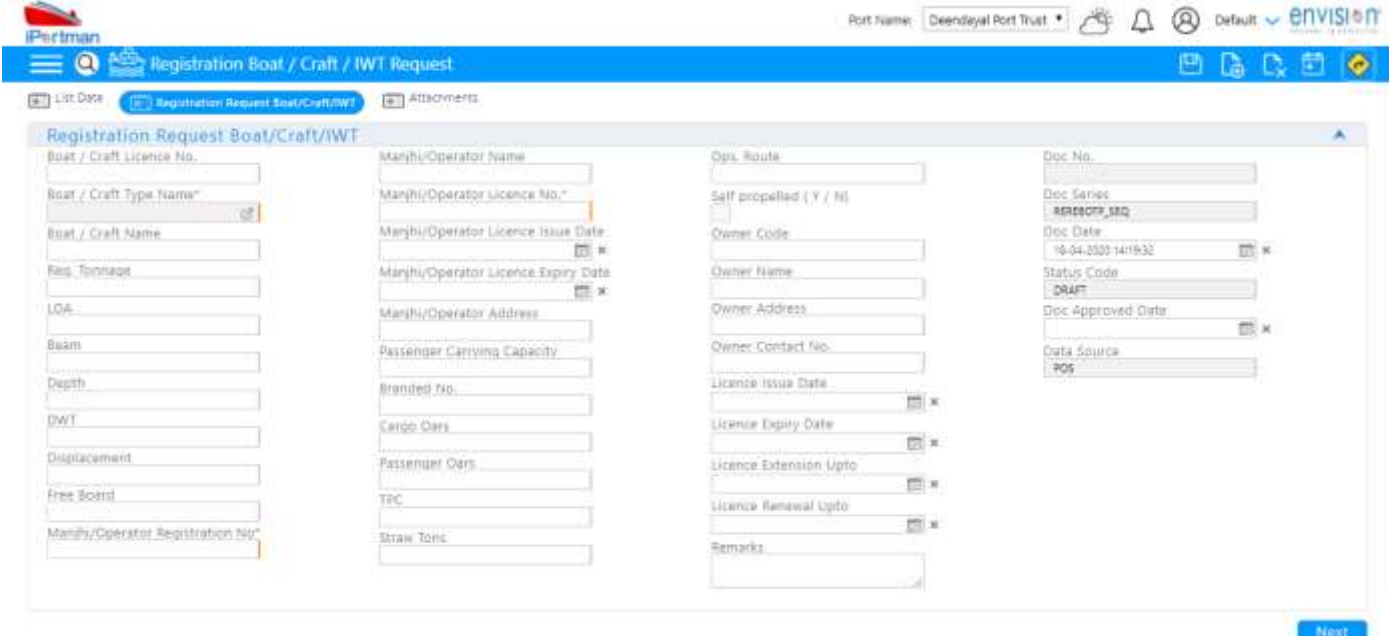
### 32.4. Prerequisites – Masters

1. Description
2. Certificate of Registry
3. Type



### 32.5. Screenshot

Following Screenshots are from Registration Request Boat/ Craft/ IWT



**Step 1-** Click on Add new button . We will redirect to screen like below.




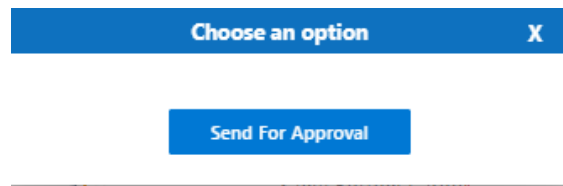
User Interface Image 126-Registration Request Boat/ Craft/ IWT 32.5.1

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**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

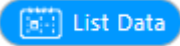
**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Registration Request Boat/ Craft/ IWT Form. Once saved  message appears.

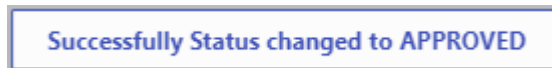
**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from .



## 32.6. Field information

## 33. Business Function Name: Pass Pilot License Request Boat/Craft/Pilot

### 33.1. Definition:

All the Craft/Boat plying in port limits should operate with Licensed Craft/Boat Pilot (Manjhi) as per Port rule and regulation.

Below List of Detail required while submitting Request for fresh License.

- Name and Address.
- Age.
- Nationality.
- Craft/Boat License No and Validity.

Craft/Boat Pilot (Manjhi) can Apply for fresh license using iPortman Portal. Craft/Boat Pilot (Manjhi) can also attach list of required certificates or documents as per port regulations using portal. Port Authorities will receive application request in iPortman. Port Authorities will scrutinize application as per Port Norms and further accept/reject/comment using iPortman.

### 33.2. SRS Reference

License Request of Craft/Boat Pass Pilot (Manjhi)- POS-MAR-031

### 33.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Request → Pass Pilot Request License → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

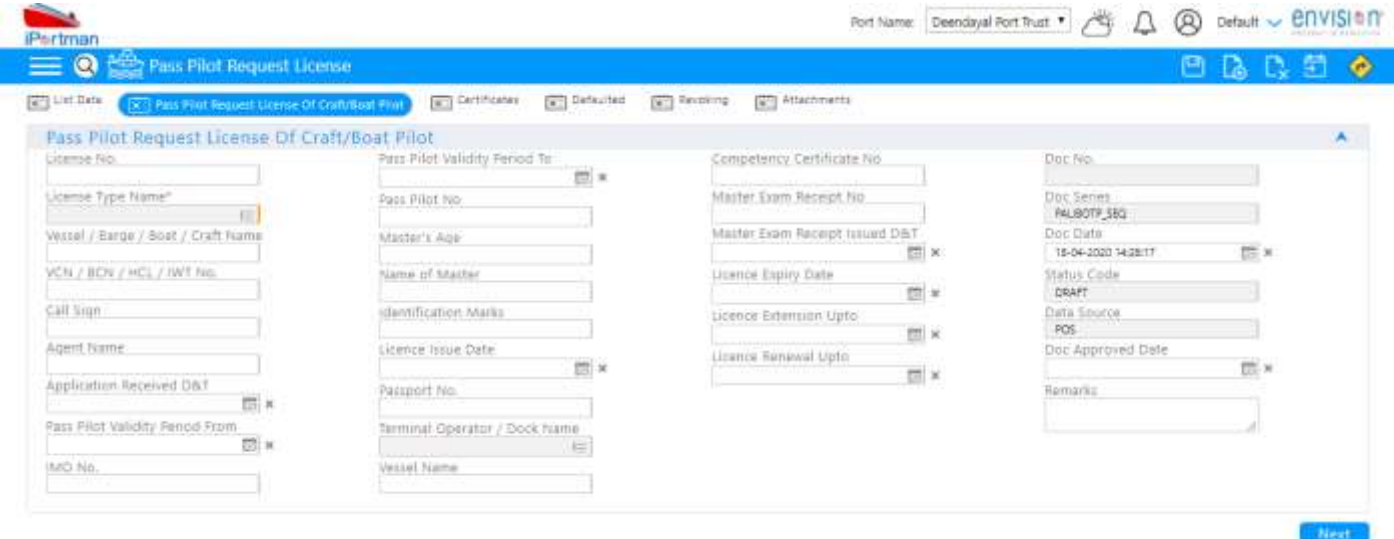
### 33.4. Prerequisites – Masters

1. Nationality

### 33.5. Screenshot

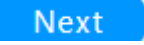
Following Screenshots are from Pass Pilot License Request Boat/Craft


**Step 1-** Click on Add new button . We will redirect to screen like below.



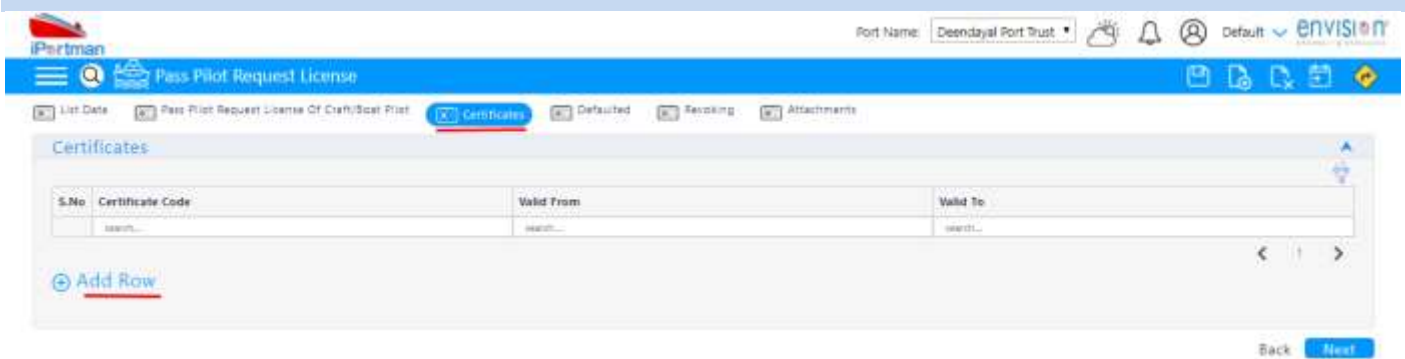
User Interface Image 127-Pass Pilot License Request Boat/Craft 33.5.1-

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.


**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Certificate page as below

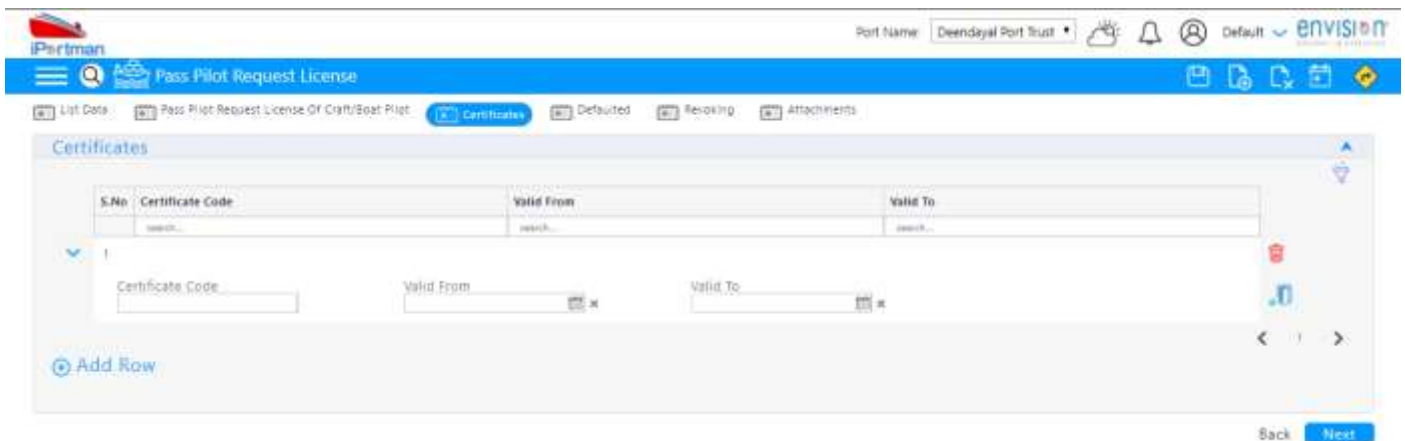
Click on  to begin with data entry.



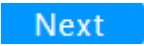



User Interface Image 128- Pass Pilot License Request Boat/Craft (Certificate) 33.5.2

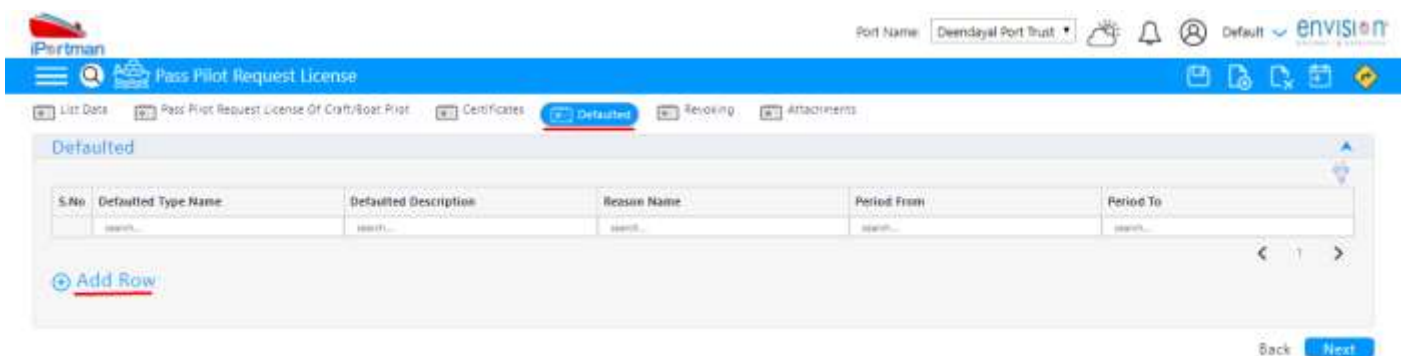
**Step 4:** Once  is selected, the following fields will be enabled to enter Certificate Details.



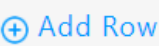
User Interface Image 129- Pass Pilot License Request Boat/Craft (Certificate fields) 33.5.3

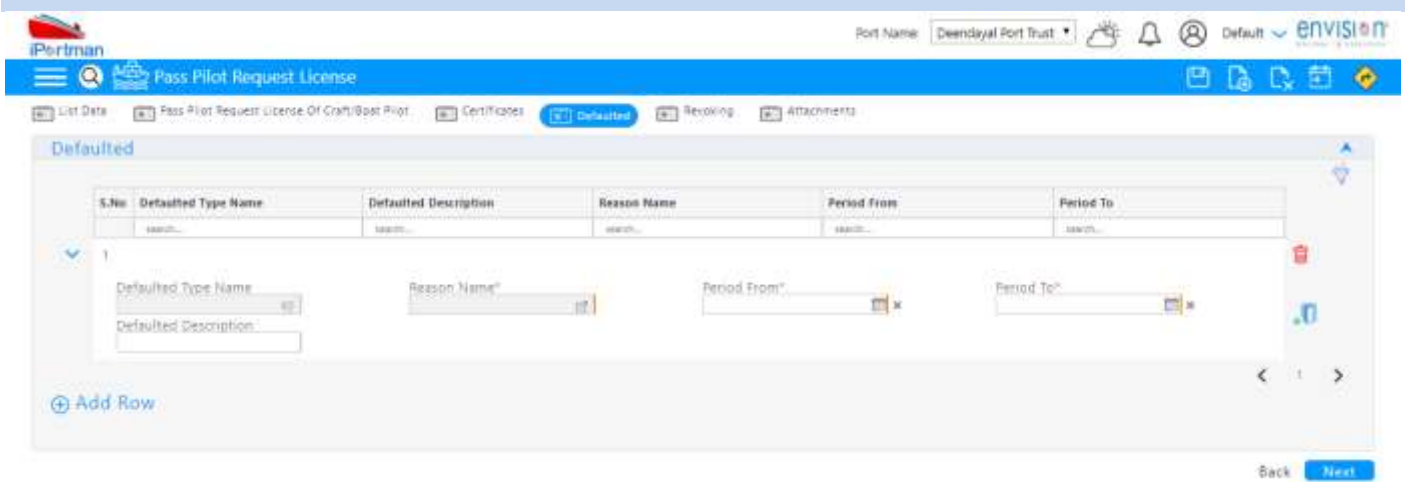
**Step 5:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Defaulted page as below

Click on  to begin with data entry



User Interface Image 130- Pass Pilot License Request Boat/Craft (Defaulted) 33.5.4

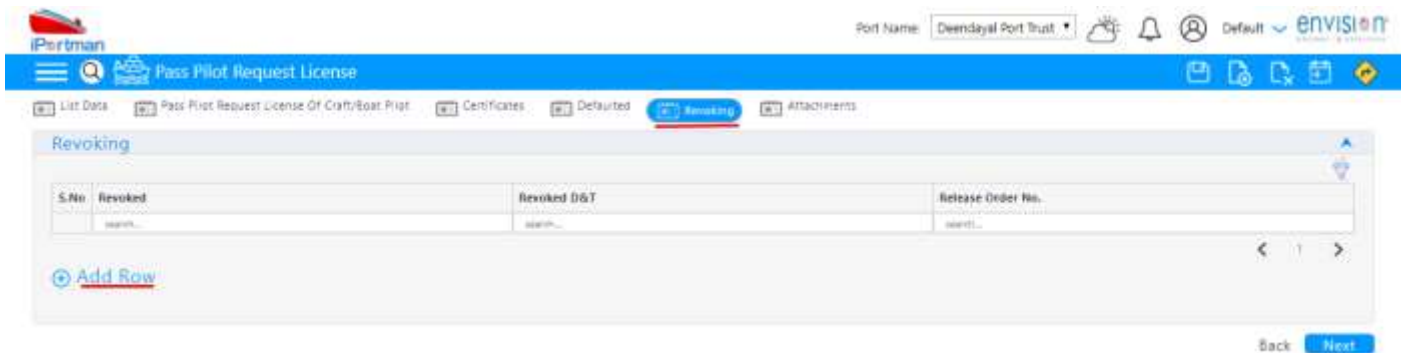
**Step 6:** Once  is selected following fields will be enabled to enter Defaulted details.



User Interface Image 131- Pass Pilot License Request Boat/Craft (Defaulted Fields) 33.5.5

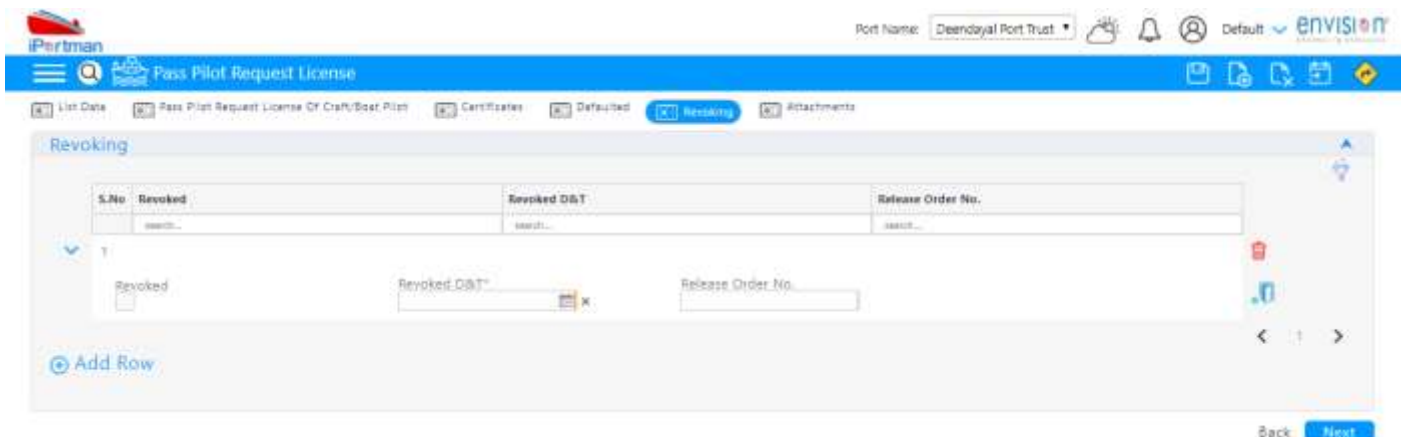
**Step 7:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Revoking page as below

Click on **Add Row** to begin with data entry.







User Interface Image 132- Pass Pilot License Request Boat/Craft (Revoking) 33.5.6


**Step 8:** Once **Add Row** is selected following fields will be enabled to enter Revoking details.

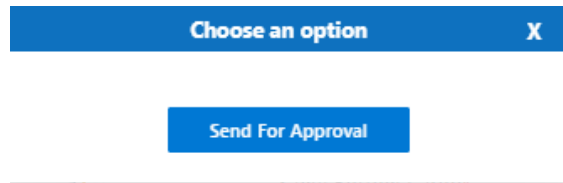




User Interface Image 133- Pass Pilot License Request Boat/Craft (Revoking Fields) 33.5.7

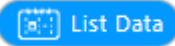
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**Step 9:** After updating the fields click on save Record  from Top Menu Bar to save Pass Pilot License Request Boat/Craft Form. Once saved  message appears.

**Step 10:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 11:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 12:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



### 33.6. Field information

## 34. Business Function Name: Request Re-Measurement/ Survey/ Request of Boat/ Craft/ IWT

### 34.1. Definition:

The owner or agent of a Craft/Boat which has been altered in dimension during the tenure of its license can request for Re-Measurement/ Survey and update details. Re-Measurement will be carried out as per port Norms.

Craft/Boat operator/Agent can apply for Re-Measurement request using iPortman Portal. Craft/Boat operator can also attach required certificates or documents using portal. Port Authorities will receive application request in iPortman. Port Authorities will scrutinize application as per Port Norms and further accept/reject/comment using iPortman

### 34.2. SRS Reference

Request Re-Measurement/Survey Request of Boat/Craft/IWT- POS-MAR-033

### 34.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

**Menu Path** Menu Bar → Marine → Requests → Request Re-Measurement/Survey Request of Boat/ Craft/ IWT → Click on **Add New**


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

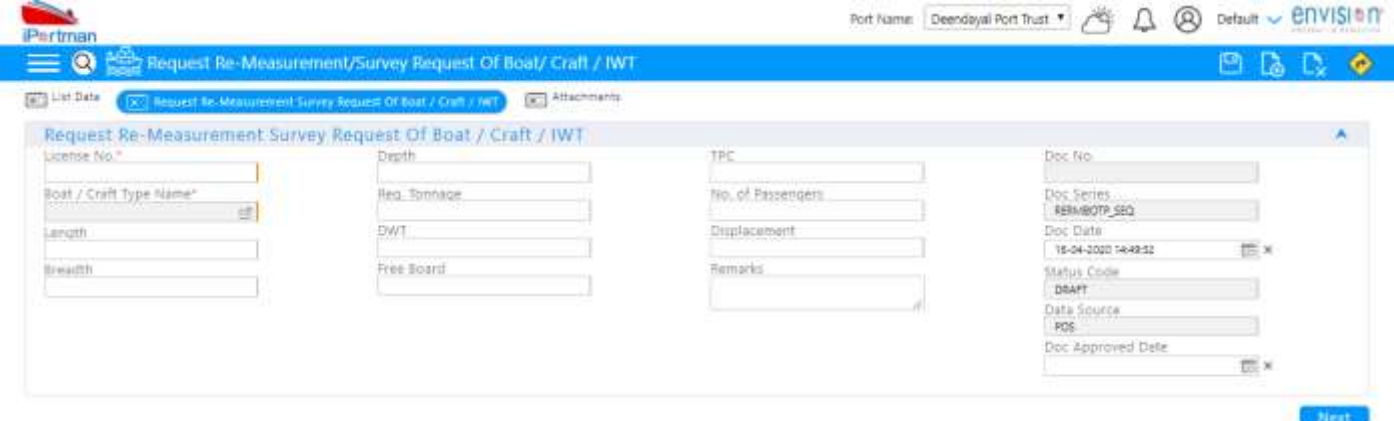
### 34.4. Prerequisites – Masters

1. Vessel Type
2. Craft
3. Agent
4. Type

### 34.5. Screenshot

Following are Screenshots from Request Re-Measurement/Survey Request of Boat/ Craft/ IWT.

**Step 1-** Click on Add new button . We will redirect to screen like below.



The screenshot shows the application interface with the following fields:


- License No.\*
- Boat / Craft Type Name\*
- Length
- Breadth
- Depth
- Req. Tonnage
- DWT
- Free Board
- TPC
- No. of Passengers
- Displacement
- Remarks
- Doc No.
- Doc Series (REMBOTP\_SEQ)
- Doc Date (18-04-2020 14:48:32)
- Status Code (DRAFT)
- Data Source (POS)
- Doc Approved Date

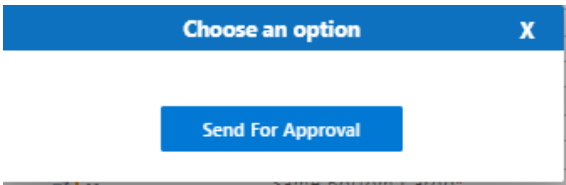
User Interface Image 134-Request Re-Measurement/Survey Request of Boat/ Craft/ IWT 34.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.



**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Request Re-Measurement/Survey

Request of Boat/ Craft/ IWT Form. Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



The dialog box has a title bar "Choose an option" with a close button (X). Inside, there is a single button labeled "Send For Approval".

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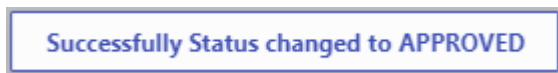
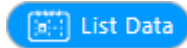
**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



with reason.

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from



### 34.6. Field information

## 35. Business Function Name: Miscellaneous Registration Within Port Limits

### 35.1. Definition:

Various types of license's issued to carry activities within port limit. License's issues yearly as per Port rules and regulation and Upon Payment of Yearly Licensing fees. Below types of Various License Issued and any other type can be added as per Port Requirement.

- Weigh scale License
- Ice Crushing License
- Auctioneer License
- Water Supply
- Hand Card License
- Vehicle License

Applicant can apply for fresh license using iPortman Portal. Applicant can also attach required certificates or documents using portal. Port Authorities will receive application request in iPortman. Port Authorities will scrutinize application as per Port Norms and further accept/reject/comment using iPortman

### 35.2. SRS Reference

Miscellaneous Registration within port Limits- POS-MAR-035

### 35.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Registrations→ Miscellaneous Registration within port Limits → Click on <b>Add New</b>
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

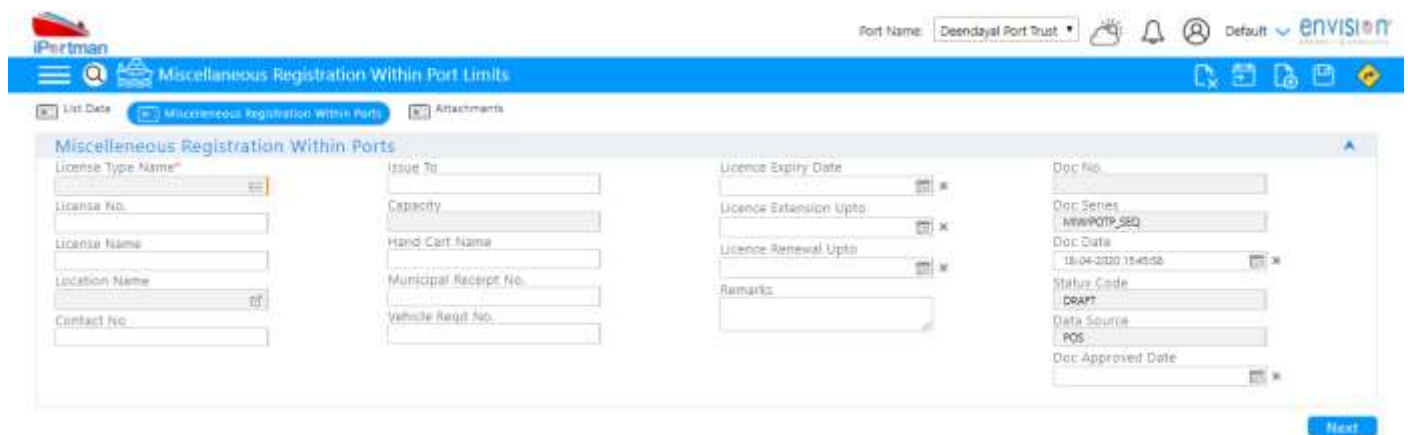
### 35.4. Prerequisites – Masters

1. License Type

### 35.5. Screenshot



Following Screenshots are from Miscellaneous Registration within port Limits.


**Step 1-** Click on Add new button . We will redirect to screen like below.

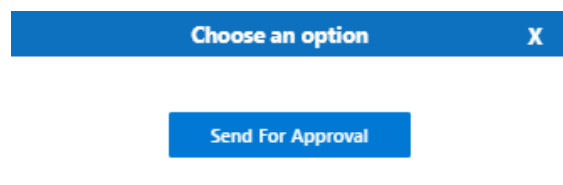




User Interface Image 135-Miscellaneous Registration within port Limits 35.5.1

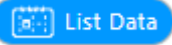
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.



**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Miscellaneous Registration within port Limits Form. Once saved  message appears.

**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 

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Successfully Status changed to APPROVED

### 35.6. Field information

## 36. Business Function Name: Barge Registration

### 36.1. Definition:

Barge registration process is carried out in order to register the Barge in the port. Agent accesses online portal to request for Barge registration which is further verified by port officials in iPortman application for acceptance or rejection. Certain set of mandatory documents are verified in the registration process. For barge registration the Barge Registration number and Place of Registration is a unique

The Shipping Agent submits a Barge profile registration request to the Port when his Barge is calling at the port for the first time. Port officials verify the Barge particulars and document attached. If the Barge satisfies the port permissible criteria and accept the Barge to do trading in the port.

### 36.2. SRS Reference

Barge Registration- POS-MAR-003

### 36.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Registrations → Barge Registration → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

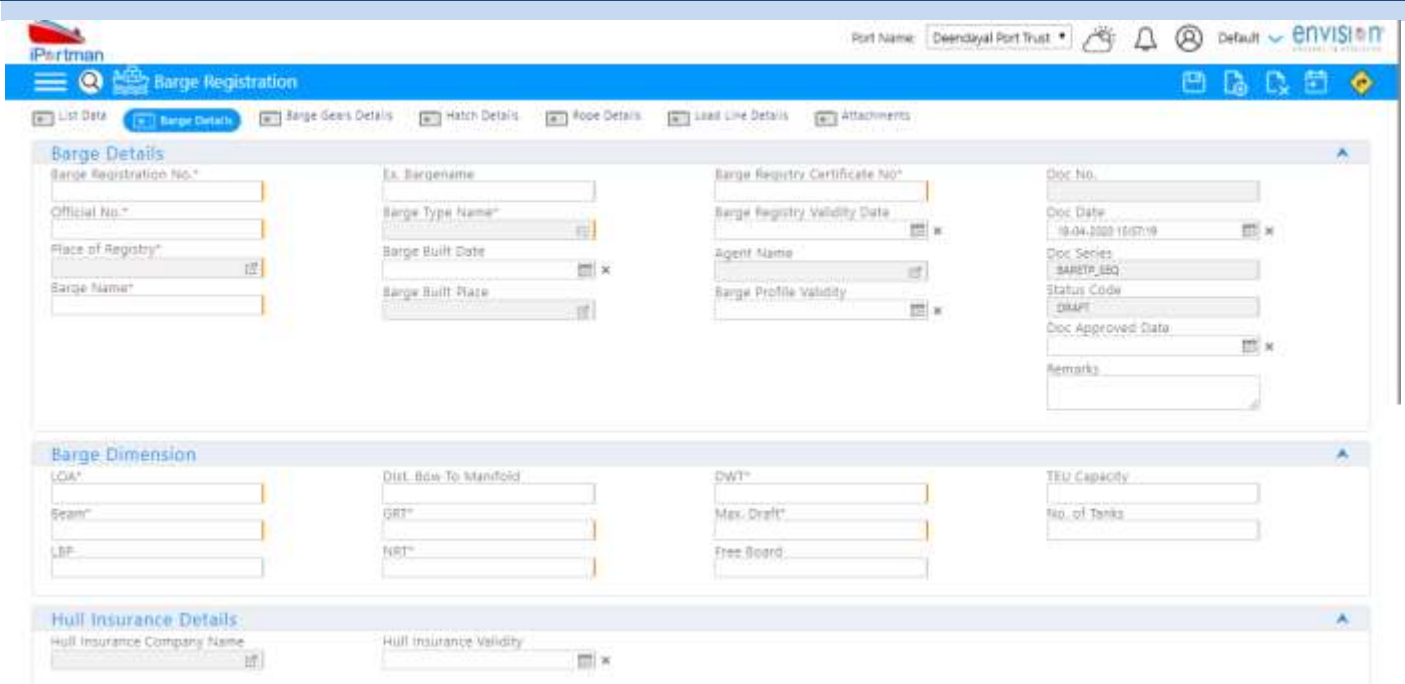
### 36.4. Prerequisites – Masters

1. Barge Type
2. Agency
3. Port
4. Nationality
5. Mode of transport
6. Engine Type
7. Propulsion Type
8. Hatch Cover Type

### 36.5. Screenshot

Following Screenshots are from Barge Registration.

**Step 1-** Click on Add new button . We will redirect to screen like below.



User Interface Image 136-Barge Registration 36.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Barge Gear Details page as below

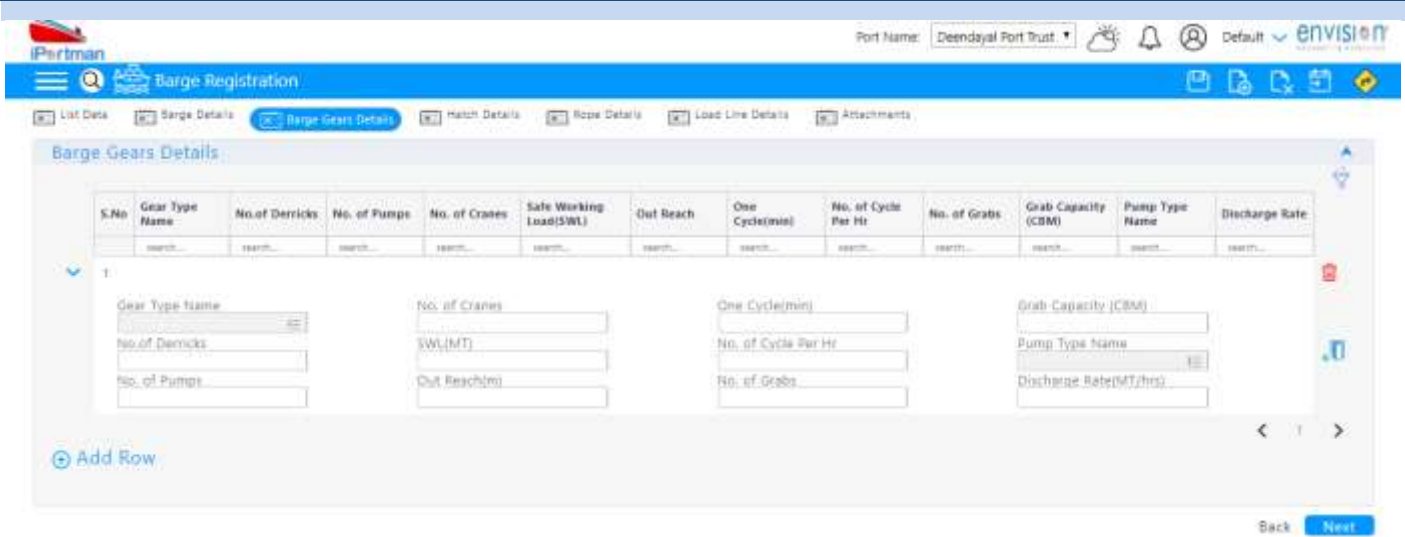
Click on **Add Row** to begin with data entry.



User Interface Image 137-Barge Registration (Barge Gear Details) 36.5.2

**Step 4:** Once **Add Row** is selected, the following fields will be enabled to enter Barge Gear details.

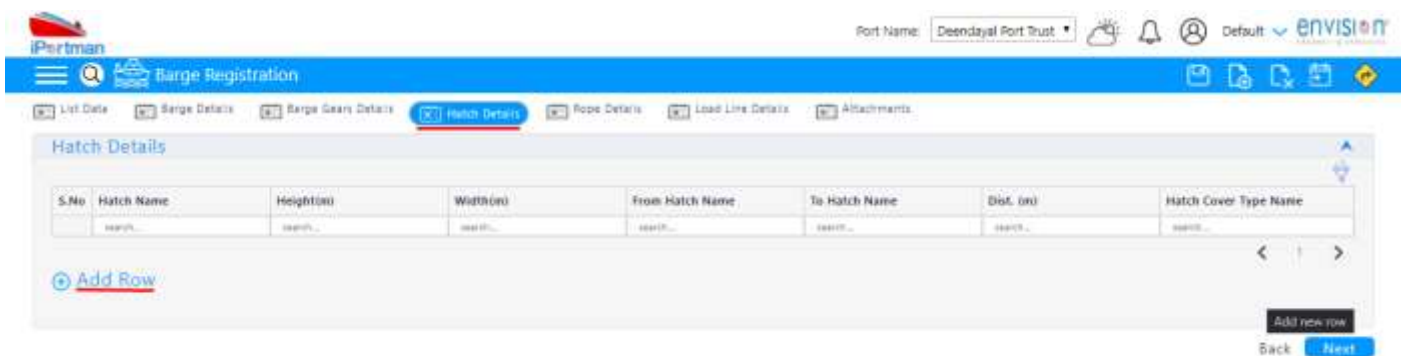




User Interface Image 138-Barge Registration (Barge Gear Details Fields) 36.5.3

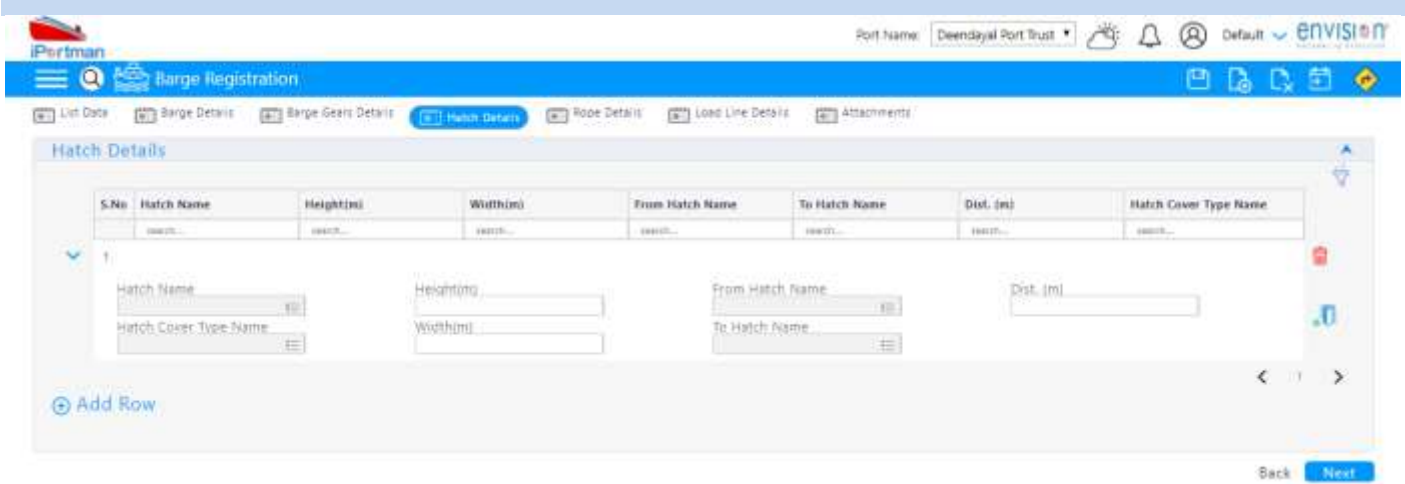
**Step 5:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Hatch Details page as below

Click on **+ Add Row** to begin with data entry



User Interface Image 139-Barge Registration (Hatch Details) 36.5.4

**Step 6:** Once **+ Add Row** is selected following fields will be enabled to enter Hatch details.



User Interface Image 140-Barge Registration (Hatch Details Fields) 36.5.5

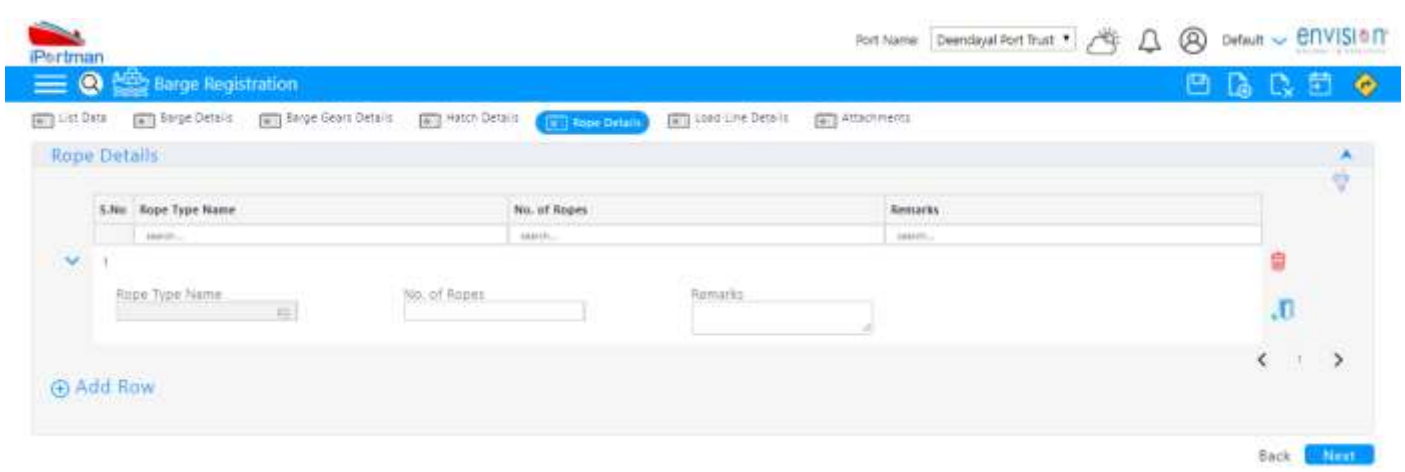
**Step 7:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Rope Details page as below

Click on **+ Add Row** to begin with data entry.



User Interface Image 141-Barge Registration (Rope Details) 36.5.5

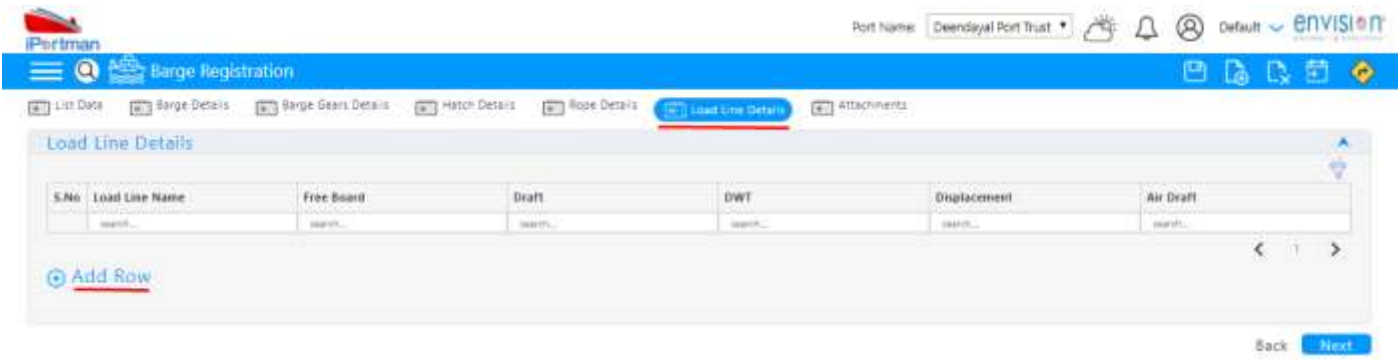
**Step 8:** Once **+ Add Row** is selected following fields will be enabled to enter Rope details.



User Interface Image 142-Barge Registration (Rope Details Fields) 36.5.6

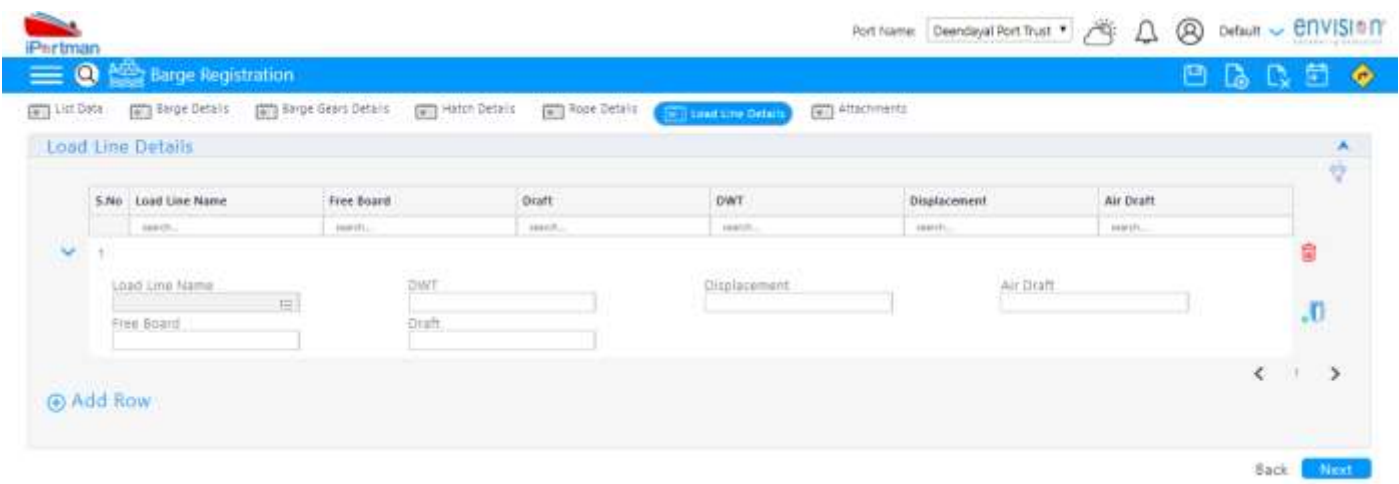
**Step 9:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Load Line Details page as below

Click on **+ Add Row** to begin with data entry.


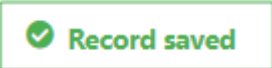



User Interface Image 143-Barge Registration (Load Line Details) 36.5.7

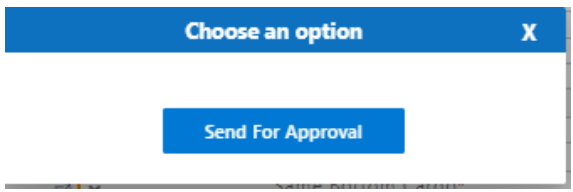
**Step 10:** Once **+ Add Row** is selected following fields will be enabled to enter Load Line Details.





User Interface Image 144-Barge Registration (Load Line Details Fields) 36.5.8

**Step 11:** After updating the fields click on save Record  from Top Menu Bar to save Barge Registration Form. Once saved  message appears.

**Step 12:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



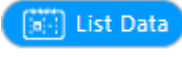
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**Step 13:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or



'Decline' with reason.

**Step 14:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



### 36.6. Field information

## 37. Business Function Name: Voyage Registration (Barge)

### 37.1. Definition:

Shipping Agent submits Voyage Registration (Barge) request either through Portal or manually (Port user enters the data into iPortman application manually) by providing necessary Data and uploading all required Documents. Voyage Registration (Barge) will be received in iPortman application for review and approval. Required mandatory documents are verified in the registration process. After approval of Voyage Registration (Barge) application, system generates BCN Number, which is unique Barge Call Identification Number. BCN Number will be communicated to respective stakeholders through E-MAIL as well as the status will be updated in Online Portal. BCN number will be linked with VCN number towards lighterage operation for full or partial discharge at anchorage to achieve permissible draft to navigate in channel and berth alongside.

### 37.2. SRS Reference

Barge Call Registration- POS-MAR-004

### 37.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Registrations → Voyage Registration (Barge) → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 37.4. Prerequisites – Masters

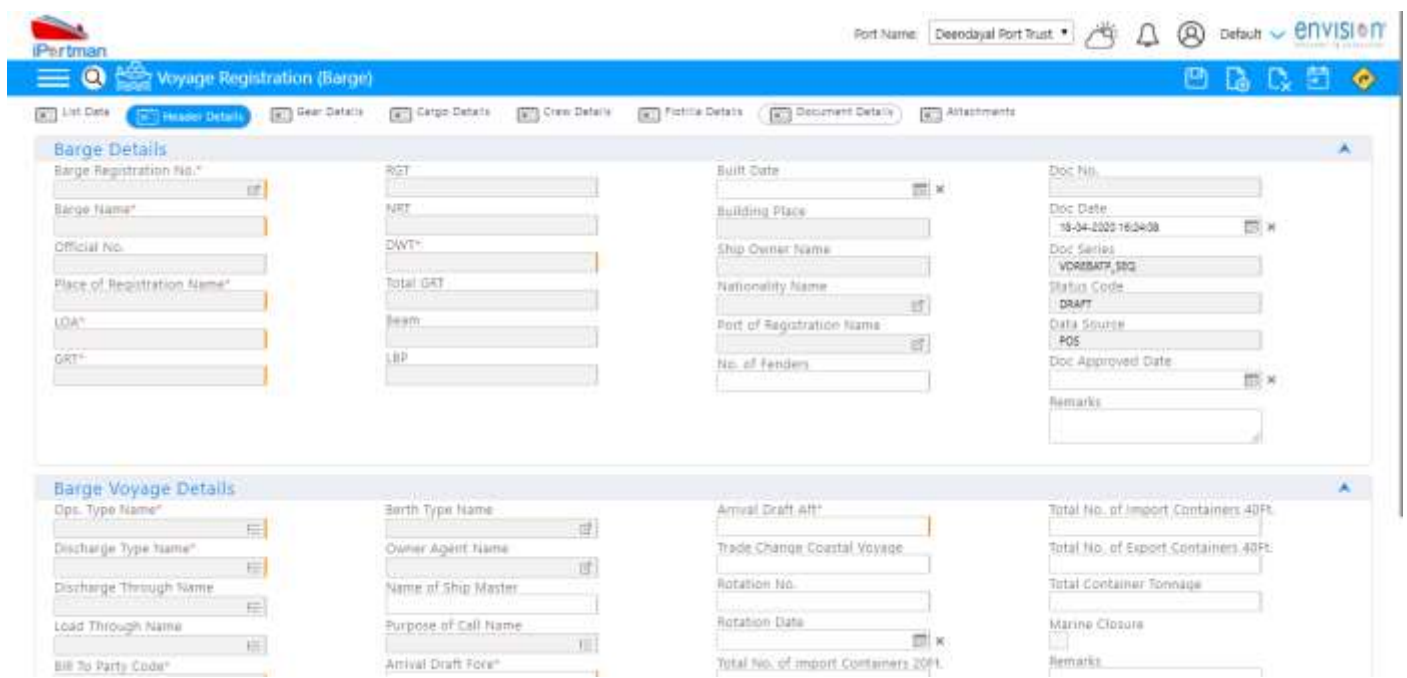
1. Port
2. Voyage Type
3. Operation Type

4. Berth Type
5. Charterer master
6. Barge Type
7. Agent

### 37.5. Screenshot

Following are the Screenshots from Voyage Registration (Barge)


**Step 1-** Click on Add new button . We will redirect to screen like below.

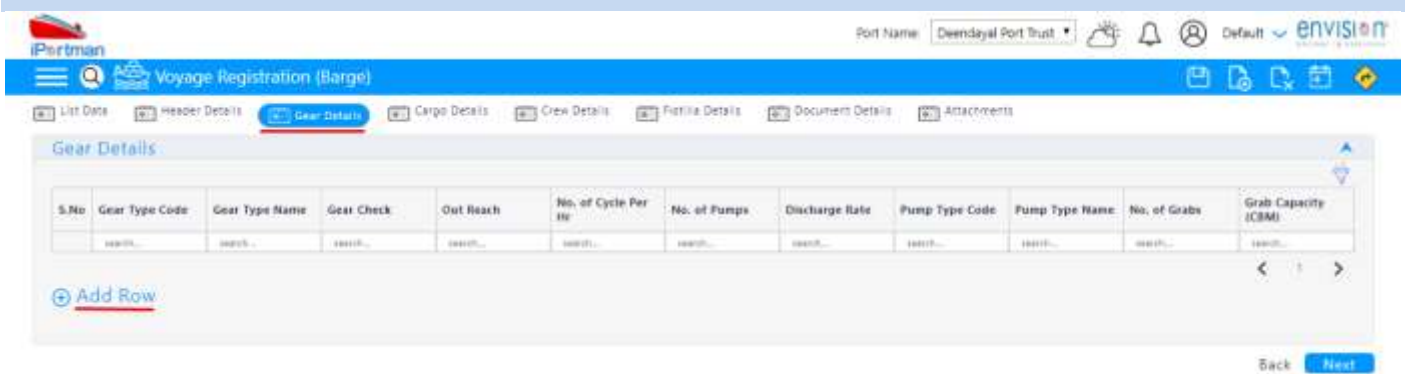


User Interface Image 145-Voyage Registration Barge 37.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

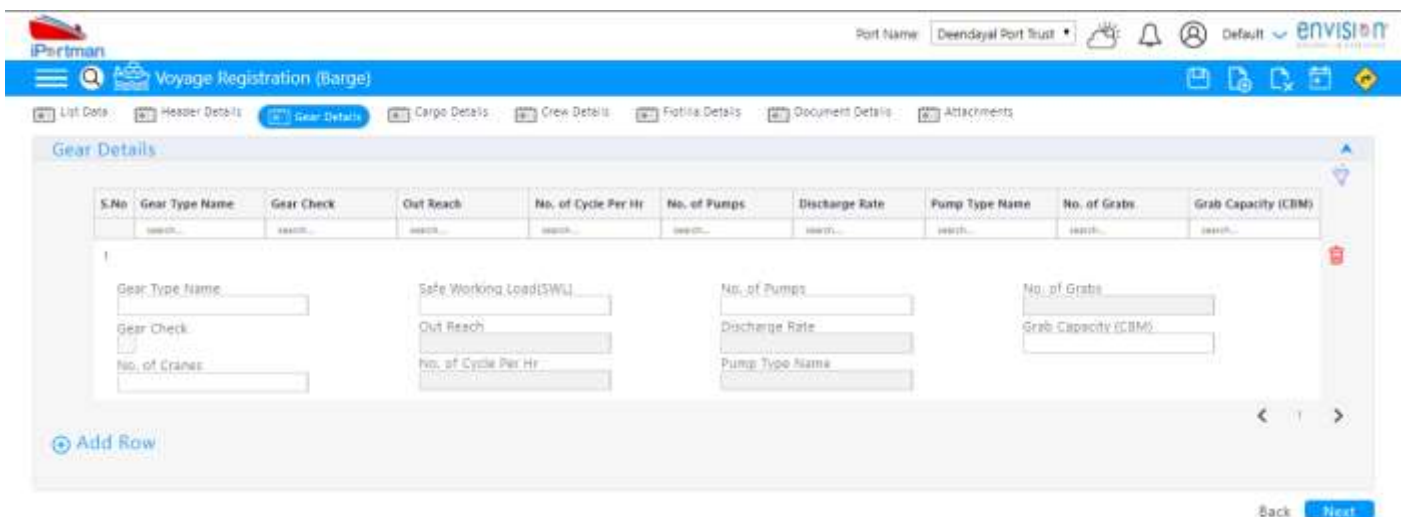
**Step 3:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Gear Details page as below

Click on  to begin with data entry.

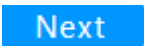


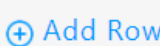
User Interface Image 146-Voyage Registration Barge (Gear Details) 37.5.2

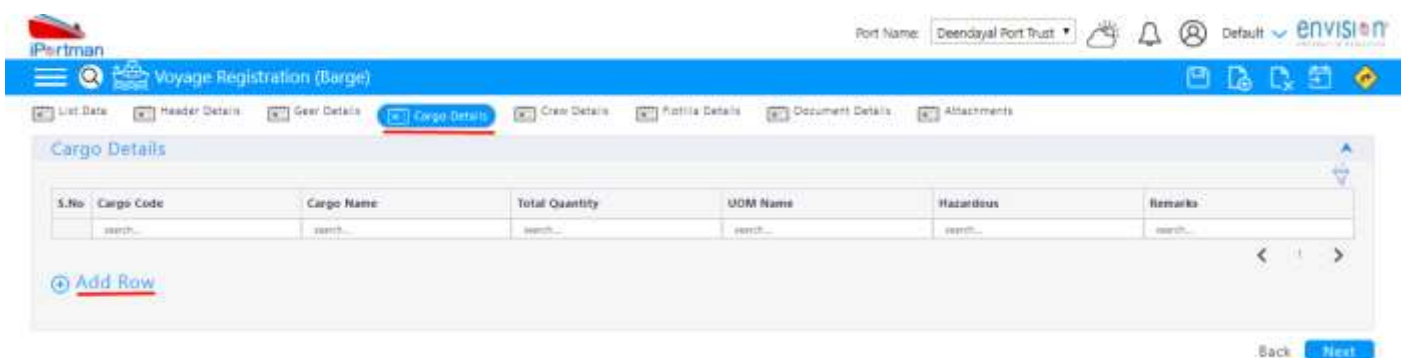
**Step 4:** Once  is selected, the following fields will be enabled to enter Gear details.



User Interface Image 147-Voyage Registration Barge (Gear Details Fields) 37.5.3

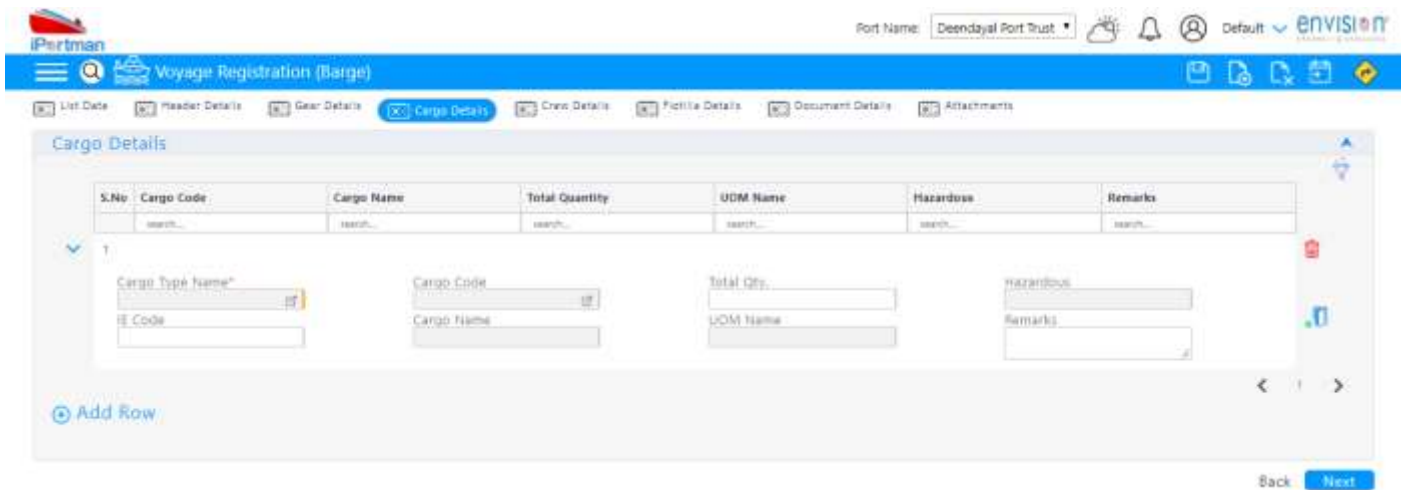
**Step 5:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Cargo Details page as below

Click on  to begin with data entry



User Interface Image 148-Voyage Registration Barge (Cargo Details) 37.5.4

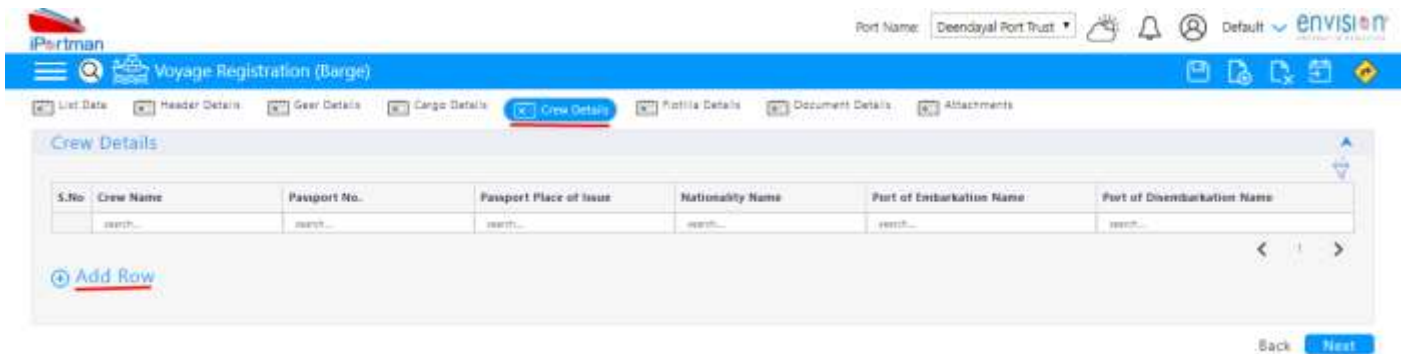
**Step 6:** Once [+ Add Row](#) is selected following fields will be enabled to enter Cargo details.



User Interface Image 149-Voyage Registration Barge (Cargo Details Fields) 37.5.5

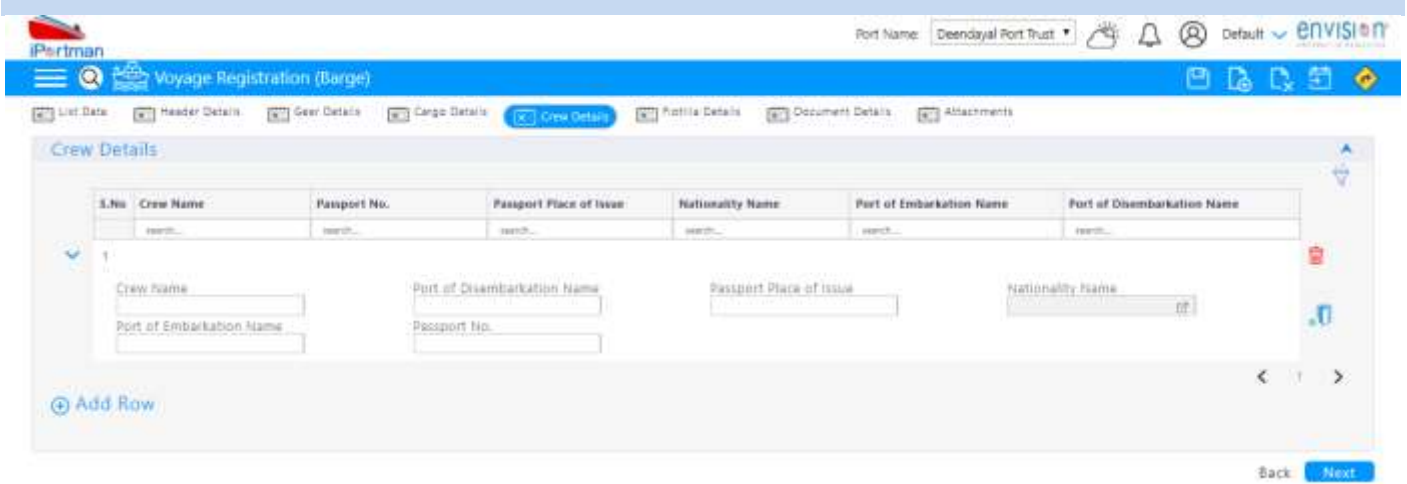
**Step 7:** Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on [+ Add Row](#) to begin with data entry.



User Interface Image 150-Voyage Registration Barge (Crew Details) 37.5.6

**Step 8:** Once [+ Add Row](#) is selected following fields will be enabled to enter Crew details.



User Interface Image 151-Voyage Registration Barge (Crew Details Fields) 37.5.7

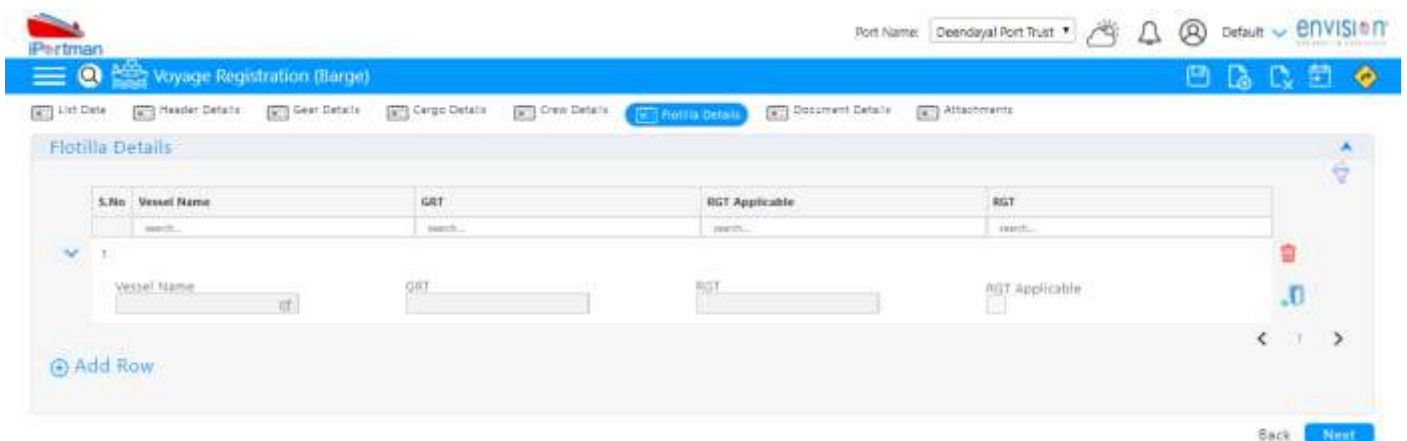
**Step 9:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Flotilla Details page as below

Click on **+ Add Row** to begin with data entry.




User Interface Image 152-Voyage Registration Barge (Flotilla Details) 37.5.8


**Step 10:** Once **+ Add Row** is selected following fields will be enabled to enter Flotilla Details.

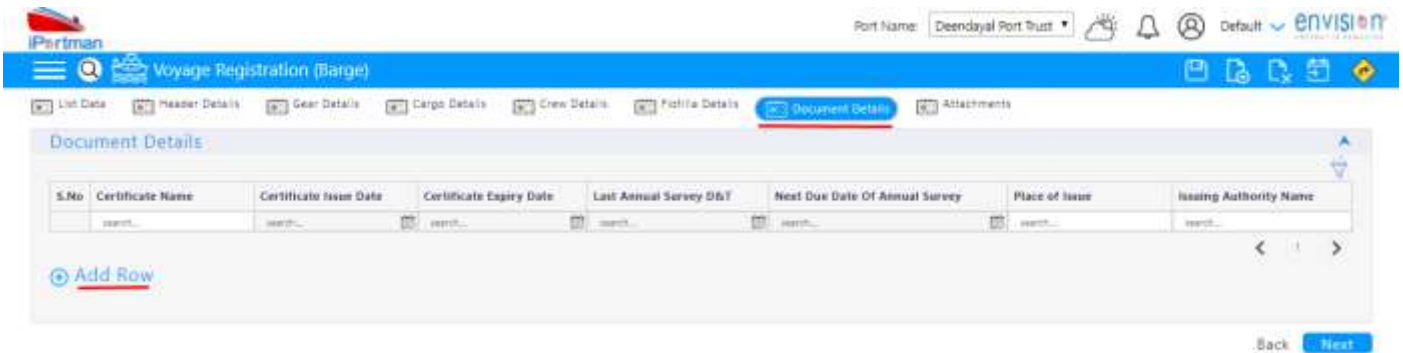


User Interface Image 153-Voyage Registration Barge (Flotilla Details Fields) 37.5.9




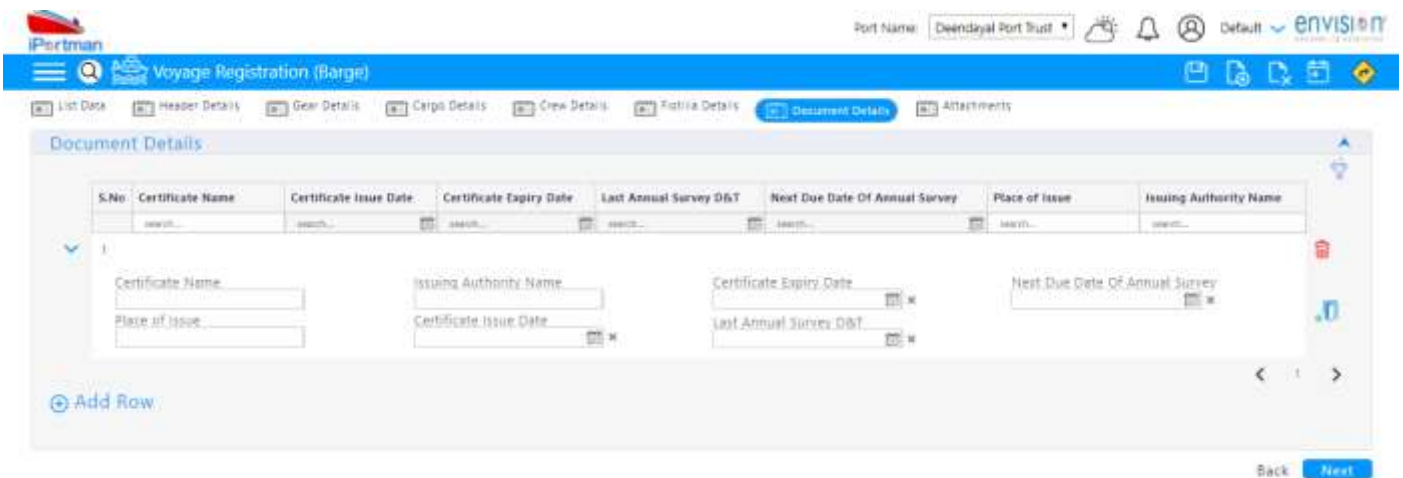
**Step 11:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Document Details page as below

Click on  to begin with data entry.



User Interface Image 154-Voyage Registration Barge (Document Details) 37.5.10

**Step 12:** Once  is selected following fields will be enabled to enter Document Details.

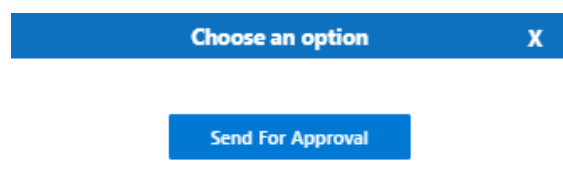




User Interface Image 155-Voyage Registration Barge (Document Details Fields) 37.5.11

**Step 13:** After updating the fields click on save Record  from Top Menu Bar to save Voyage Registration (Barge) Form.

Once saved  message appears.

**Step 14:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



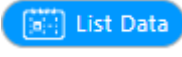
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**Step 15:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or



'Decline' with reason.

**Step 16:** Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from 



### 37.6. Field information

## 38. Business Function Name: Movement Recording of Barges, Boats and Other Crafts

### 38.1. Definition:

Port will record the barges, boats and other crafts movements through iPortman Web application

### 38.2. SRS Reference

Movement Recording of Barges, Boats and other Crafts- POS-MAR-038

### 38.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Recordings → Movement Recording for Boats and Crafts → Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

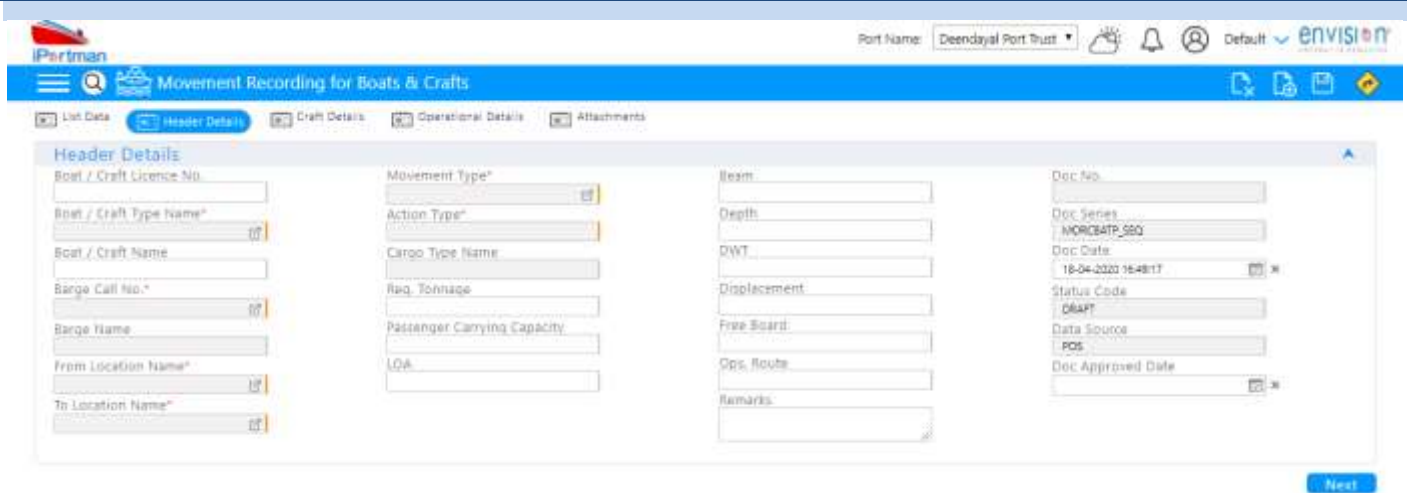
### 38.4. Prerequisites – Masters

1. Action Type
2. Berth
3. Reason
4. Location

### 38.5. Screenshot

Following are the Screenshots from Movement Recording for Boats and Crafts

**Step 1-** Click on Add new button . We will redirect to screen like below.



The screenshot shows the 'Header Details' form in the iPortman POS application. The form is titled 'Movement Recording for Boats & Crafts' and is divided into several sections:

- Header Details:** Includes fields for Boat / Craft License No., Boat / Craft Type Name\*, Boat / Craft Name, Barge Call No.\*, Barge Name, From Location Name\*, and To Location Name\*.
- Movement Type\*:** Includes fields for Action Type\*, Cargo Type Name, Req. Tonnage, Passenger Carrying Capacity, and LOA.
- Beam:** Includes fields for Depth, DWT, Displacement, Free Board, Ops. Route, and Remarks.
- Doc No.:** Includes fields for Doc. Series (MORCBATP-SSQ), Doc. Date (18-04-2020 16:48:17), Status Code (DBAPT), Data Source (POS), and Doc. Approved Date.

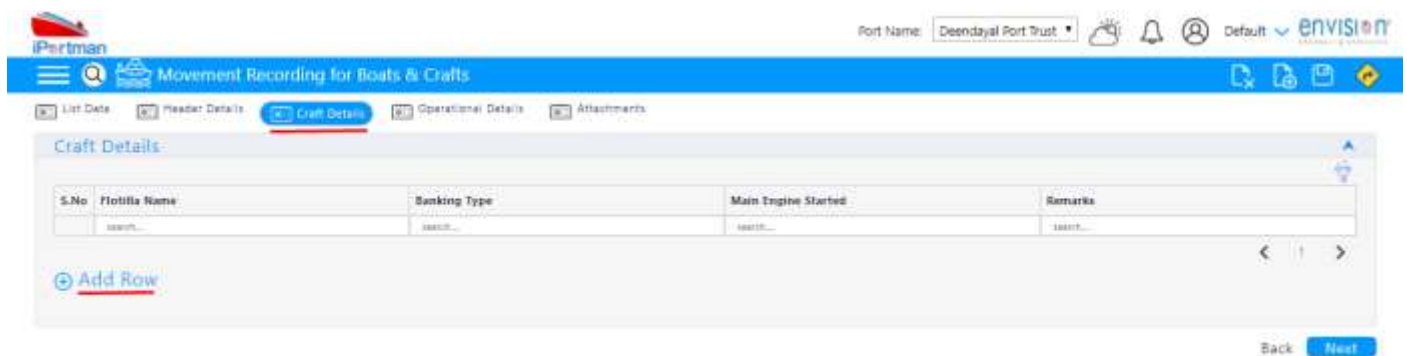
A 'Next' button is located at the bottom right of the form.

User Interface Image 156-Movement Recording for Boats and Crafts 38.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then you will be redirected to Craft Details page as below

Click on [+ Add Row](#) to begin with data entry.



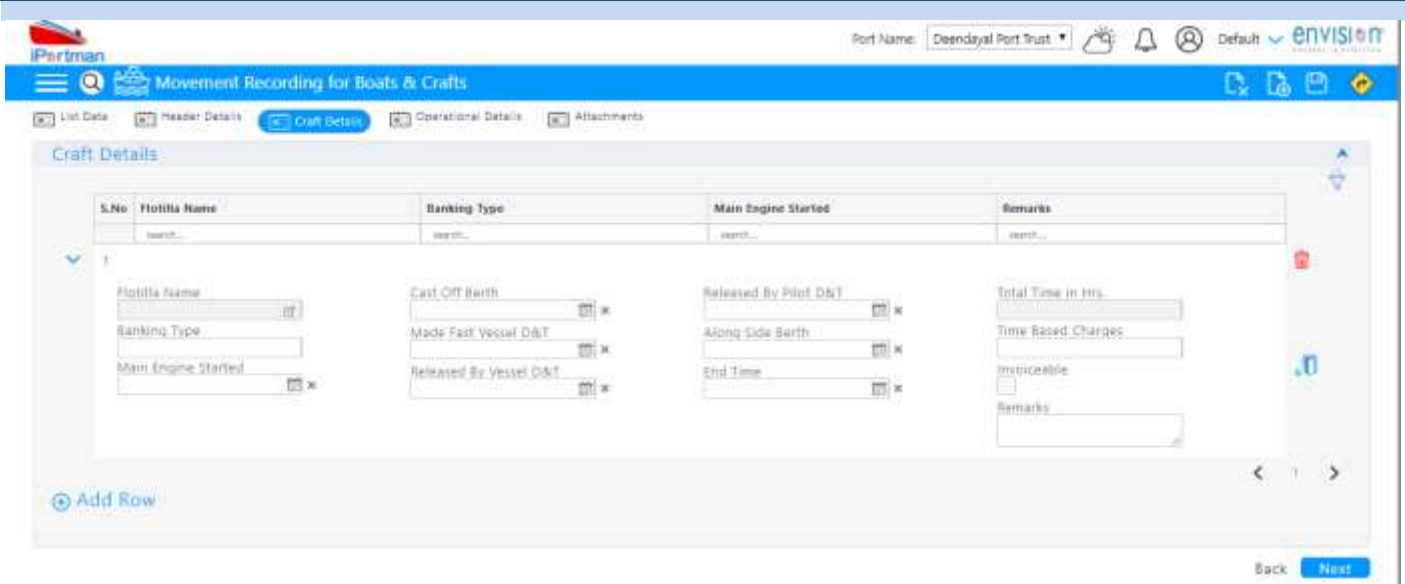
The screenshot shows the 'Craft Details' page in the iPortman POS application. The page features a table with the following columns:

S.No	Flotilla Name	Banking Type	Main Engine Started	Remarks
SEARCH...	SEARCH...	SEARCH...	SEARCH...	SEARCH...

Below the table, there is an [+ Add Row](#) button. At the bottom right, there are 'Back' and 'Next' buttons.

User Interface Image 157-Movement Recording for Boats and Crafts (Craft Details) 38.5.2

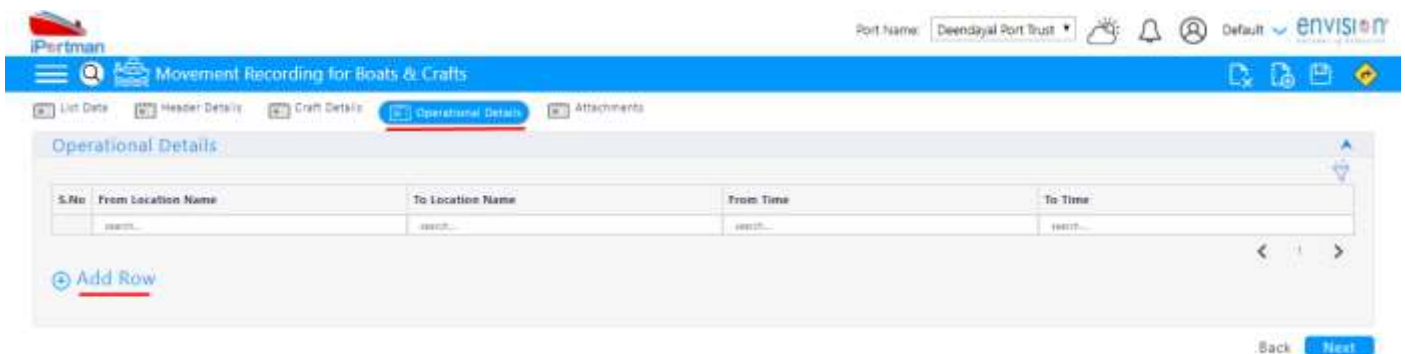
**Step 4:** Once [+ Add Row](#) is selected, the following fields will be enabled to enter Craft details.



User Interface Image 158-Movement Recording for Boats and Crafts (Craft Details Fields) 38.5.3

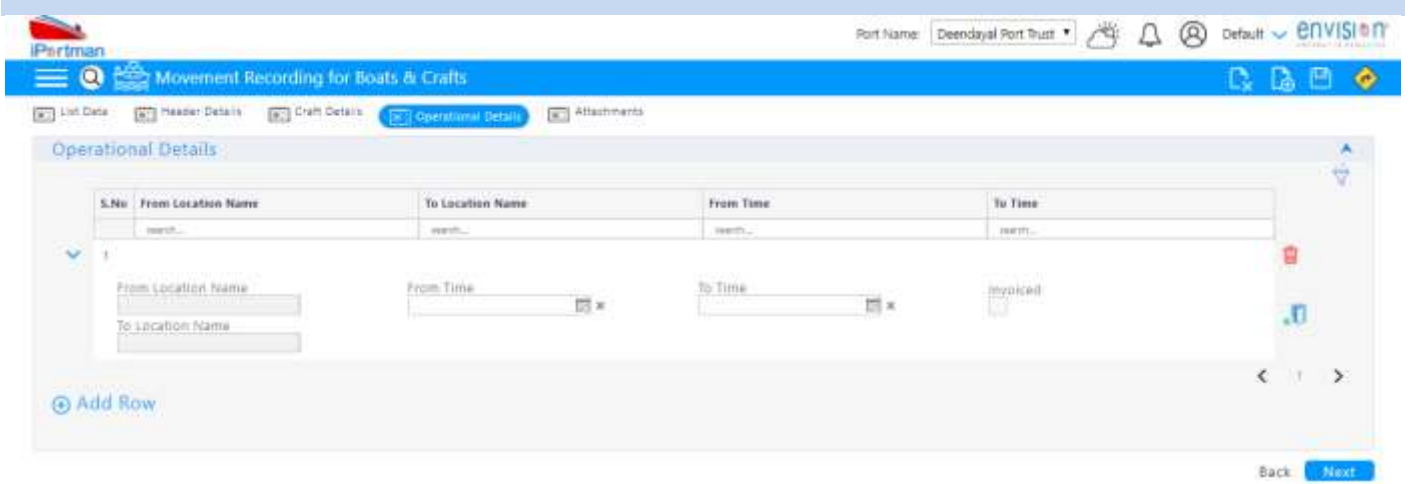
**Step 5:** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Operational Details page as below

Click on **+ Add Row** to begin with data entry






User Interface Image 159-Movement Recording for Boats and Crafts (Operational Details) 38.5.4

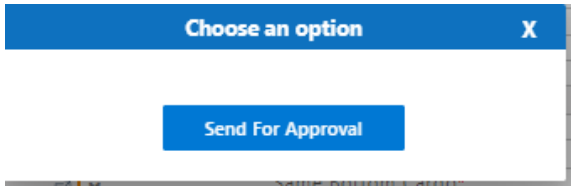
**Step 6:** Once **+ Add Row** is selected following fields will be enabled to enter Operational details.





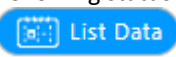
User Interface Image 160-Movement Recording for Boats and Crafts (Operational Details Fields) 38.5.5

**Step 7:** After updating the fields click on save Record  from Top Menu Bar to save Movement Recording for Boats and Crafts Form. Once saved  message appears.

**Step 8:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 9:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 10:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



### 38.6. Field information

## 39. Business Function Name: Vessel Arrival Departure Details

### 39.1. Definition:

Vessel Arrival Departure details are submitted by the agent to the port either through Portal or web or by PCS to show the Arrival and Departure details of the vessel by providing necessary data and uploading all required documents. Request will be received in iPortman application for review and approval.

### 39.2. SRS Reference:

### 39.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Documentation→ Vessel Arrival Departure Details→ Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

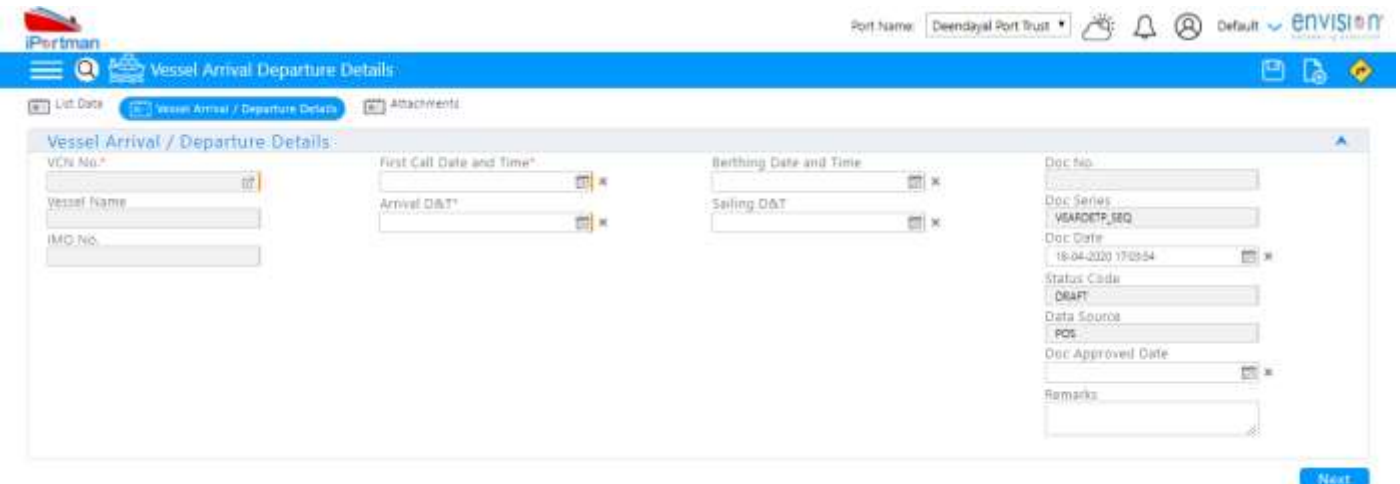
### 39.4. Prerequisites – Masters

No masters

### 39.5. Screenshot

Following are the Screenshots from Vessel Arrival Departure Details.

**Step 1-** Click on Add new button . We will redirect to screen like below.





User Interface Image 161-Vessel Arrival Departure Details 39.5.1

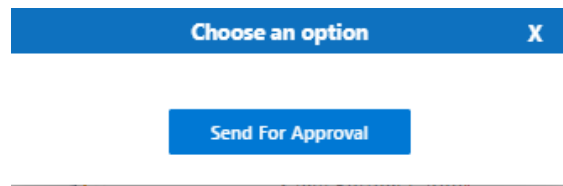
**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** After updating the fields click on save Record  from Top Menu Bar to save Vessel Arrival Departure Details Form.

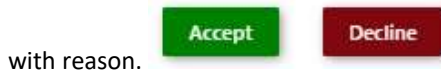
Once saved  message appears.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman POS Application</u>	TMP/UMG/V.1.1	

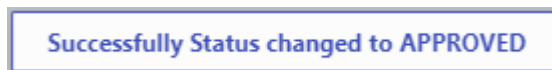
**Step 4:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'



**Step 6:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 39.6. Field information

## 40. Business Function Name: VCN-BCN Link

### 40.1. Definition:

Shipping Agent submits Voyage Registration (Barge) request either through Portal or manually (Port user enters the data into iPortman application manually) by providing necessary Data and uploading all required Documents. Voyage Registration (Barge) will be received in iPortman application for review and approval. Required mandatory documents are verified in the registration process. After approval of Voyage Registration (Barge) application, system generates BCN Number, which is unique Barge Call Identification Number. BCN Number will be communicated to respective stakeholders through E-MAIL as well as the status will be updated in Online Portal. BCN number will be linked with VCN number towards lighterage operation for full or partial discharge at anchorage to achieve permissible draft to navigate in channel and berth alongside.

### 40.2. SRS Reference

### 40.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine → Documentation → VCN-BCN Link → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

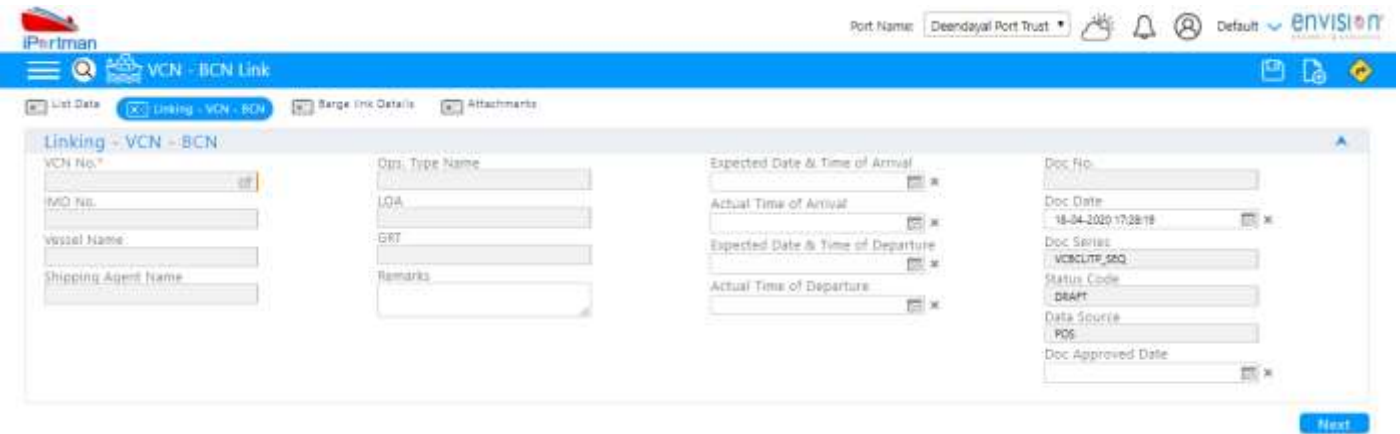
### 40.4. Prerequisites – Masters

No Masters

## 40.5. Screenshot

Following are the Screenshots from VCN-BCN Link

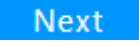
**Step 1-** Click on Add new button . We will redirect to screen like below.




The screenshot shows the 'Linking - VCN - BCN' form. It includes fields for VCN No., IMO No., Vessel Name, Shipping Agent Name, Barge Type Name, LQA, BRT, Remarks, Expected Date & Time of Arrival, Actual Time of Arrival, Expected Date & Time of Departure, Actual Time of Departure, Doc No., Doc Date, Doc Series, VCNCLUP\_SEQ, Status Code, Data Source, and Doc Approved Date. A 'Next' button is located at the bottom right of the form.

User Interface Image 162-VCN-BCN Link 40.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.


**Step 3:** Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Barge Link Details page as below

Click on  to begin with data entry.

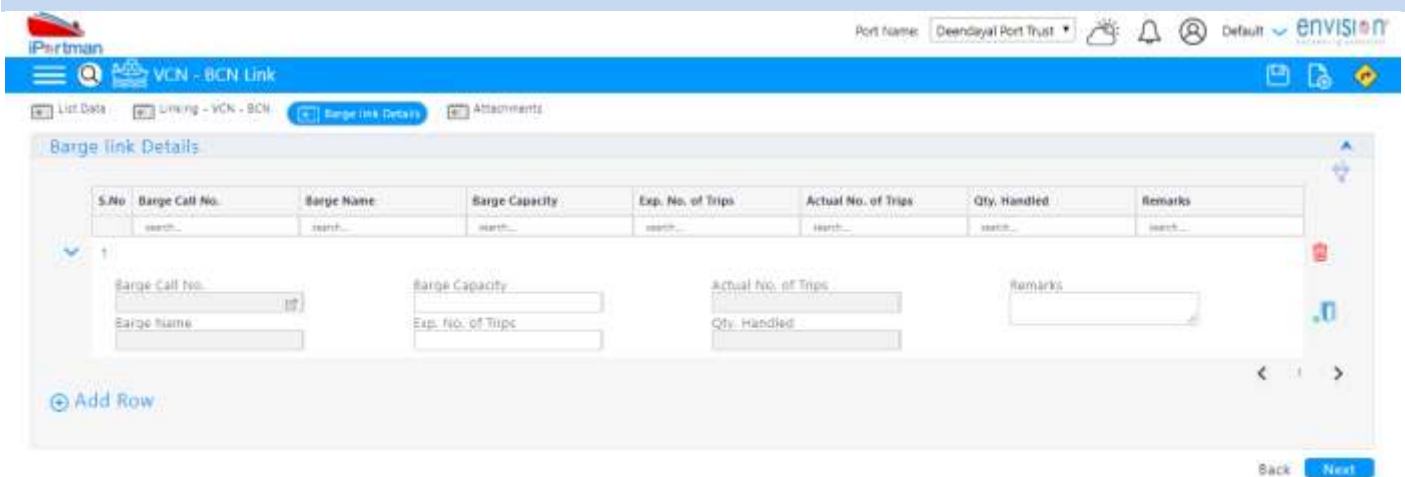


The screenshot shows the 'Barge link Details' table. The table has the following columns: S.No, Barge Call No., Barge Name, Barge Capacity, Exp. No. of Trips, Actual No. of Trips, Qty. Handled, and Remarks. An 'Add Row' button is located at the bottom left of the table.


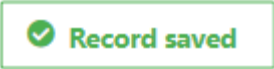
User Interface Image 163-VCN-BCN Link (Barge link details) 40.5.2


**Step 4:** Once  is selected, the following fields will be enabled to enter Barge Link details.

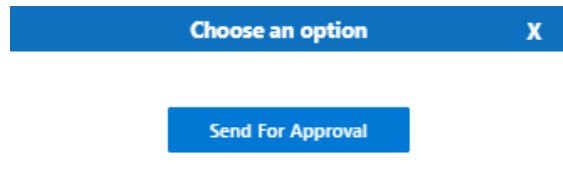






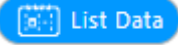
User Interface Image 164-VCN-BCN Link (Barge link details) 40.5.3

**Step 5:** After updating the fields click on save Record  from Top Menu Bar to save VCN-BCN Link Form. Once saved  message appears.

**Step 6:** Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



**Step 7:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.  

**Step 8:** Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 



## 40.6. Field information