

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

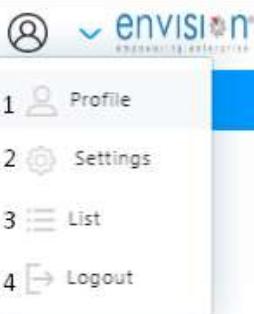
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23	TSHD	Trailing Suction Hopper Dredger
24	CSD	Cutter suction dredger
25	IWT	Inland Water Transport
26	BCN	Barge Call Number

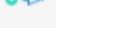
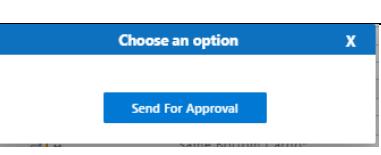
III. ERROR MESSAGES CODES AND DESCRIPTIONS

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

IV. SYMBOLS AND ICONS

#	Symbol / Icon	Purpose / Usage
1	Port Name: Deendayal Port Trust ▼	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	 1 Profile 2 Settings 3 List 4 Logout	 This icon is for user profile, from where user can access following items. <ul style="list-style-type: none"> 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. LIST OF FAVOURITIRES ITEMS 4. LOGOUT BUTTON
5	☰	Menu List
6	🔍	Functions search option
7	📄 +	To open new form

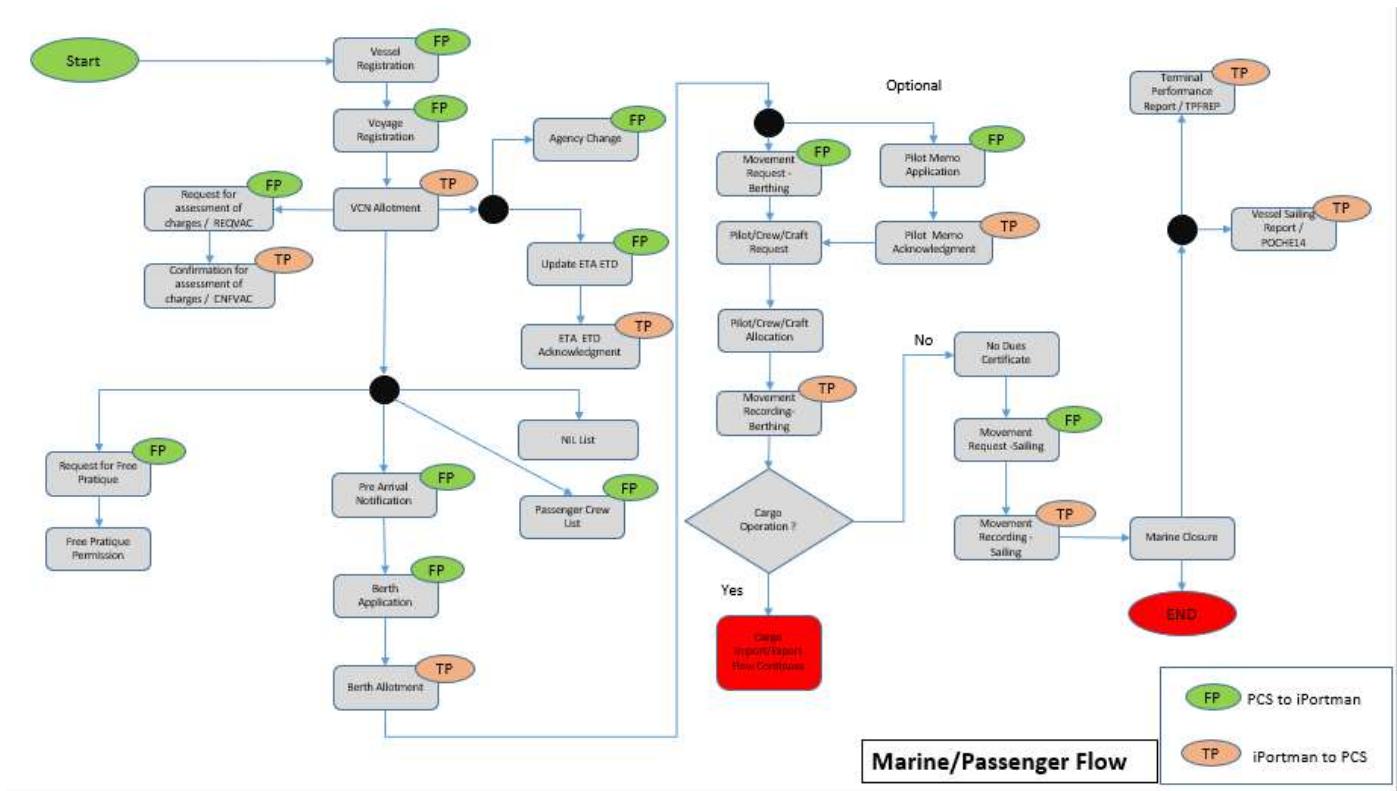
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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8		Save the form
9		Cancel the form
10		Extension
11		Sending for approval
12	 List Data	List Data (Used for Navigation to already Existing saved or approved records)
13		This is used to clear the filter
14		Advanced search option inside function
15	 + Add Row	This icon is to add multiple line items
16		This icon is to save the each line item
17	 Next	This button is used for going to Next screen within the function
18	 Back	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	 Record saved	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	 Choose an option X Send For Approval	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



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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.

Menu Path	Menu Bar → Marine→ Registrations→ Vessel Registration→ Click on Add New
------------------	--

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

1.4.Prerequisites – Masters

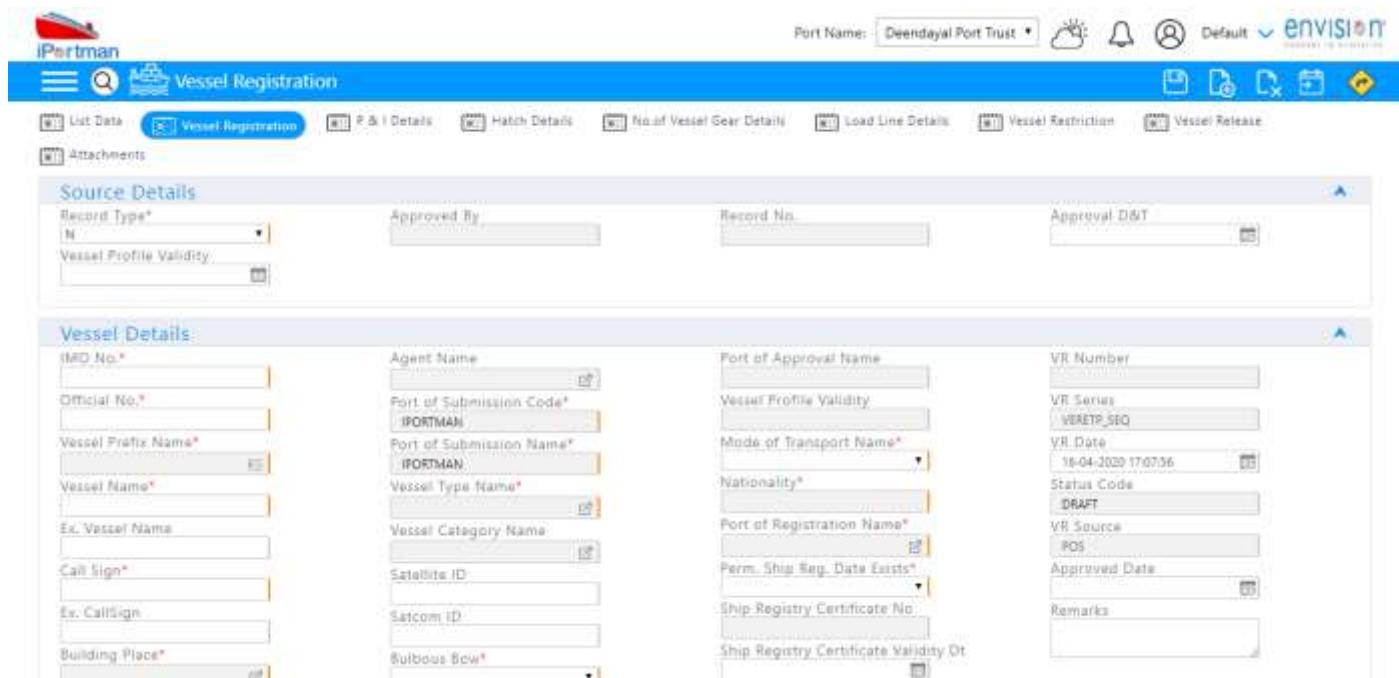
1. Vessel Prefix
2. Vessel Type
3. Agent
4. Port
5. Nationality
6. Classification Society
7. Hull Insurance Company
8. P & I Club
9. Engine Type
10. Hatch Cover Type

1.5.Screenshot

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Following screenshot from Vessel Registration

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



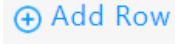
This screenshot shows the 'Vessel Registration' page. At the top, there are tabs for 'List Data', 'Vessel Registration' (which is selected), 'P & I Details', 'Hatch Details', 'No. of Vessel Gear Details', 'Load Line Details', 'Vessel Restriction', and 'Vessel Release'. Below the tabs, there are two sections: 'Source Details' and 'Vessel Details'. The 'Source Details' section contains fields for 'Record Type*', 'Approved By', 'Record No.', and 'Approval Date'. The 'Vessel Details' section contains numerous fields grouped into four columns:

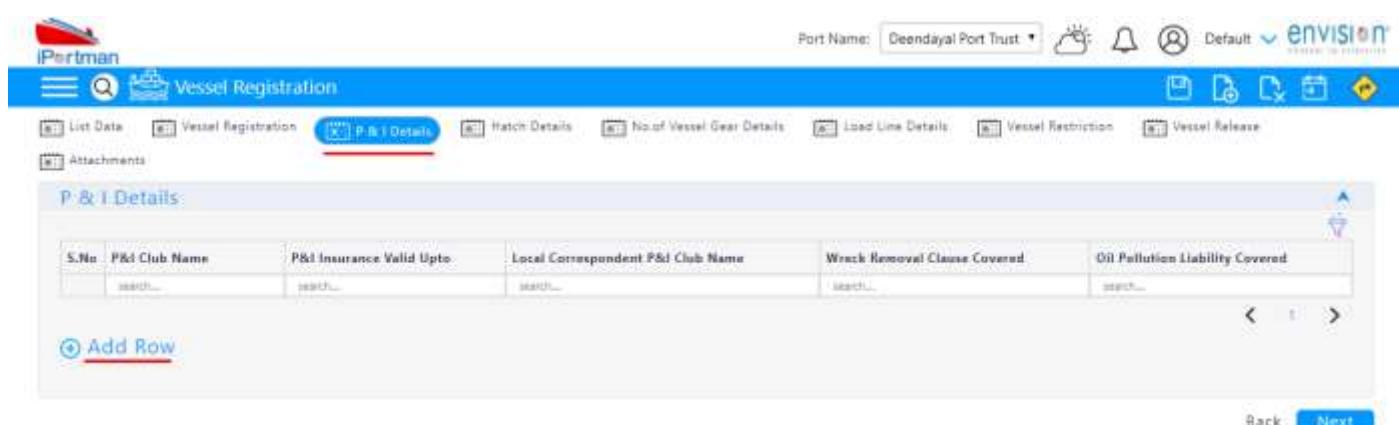
- IMO No*, Official No*, Vessel Prefix Name*, Vessel Name*, Ex. Vessel Name, Call Sign*, Ex. CallSign, Building Place*
- Agent Name, Port of Submission Code*, Port of Submission Name*, Vessel Type Name*, Vessel Category Name, Satellite ID, Satcom ID, Bulbous Bow*
- Port of Approval Name, Vessel Profile Validity, Mode of Transport Name*, Nationality*, Port of Registration Name*, Perm. Ship Reg. Data Exists*
- VR Number, VR Series, VR Date, Status Code, VR Source, Approved Date, Remarks

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  to begin with data entry.

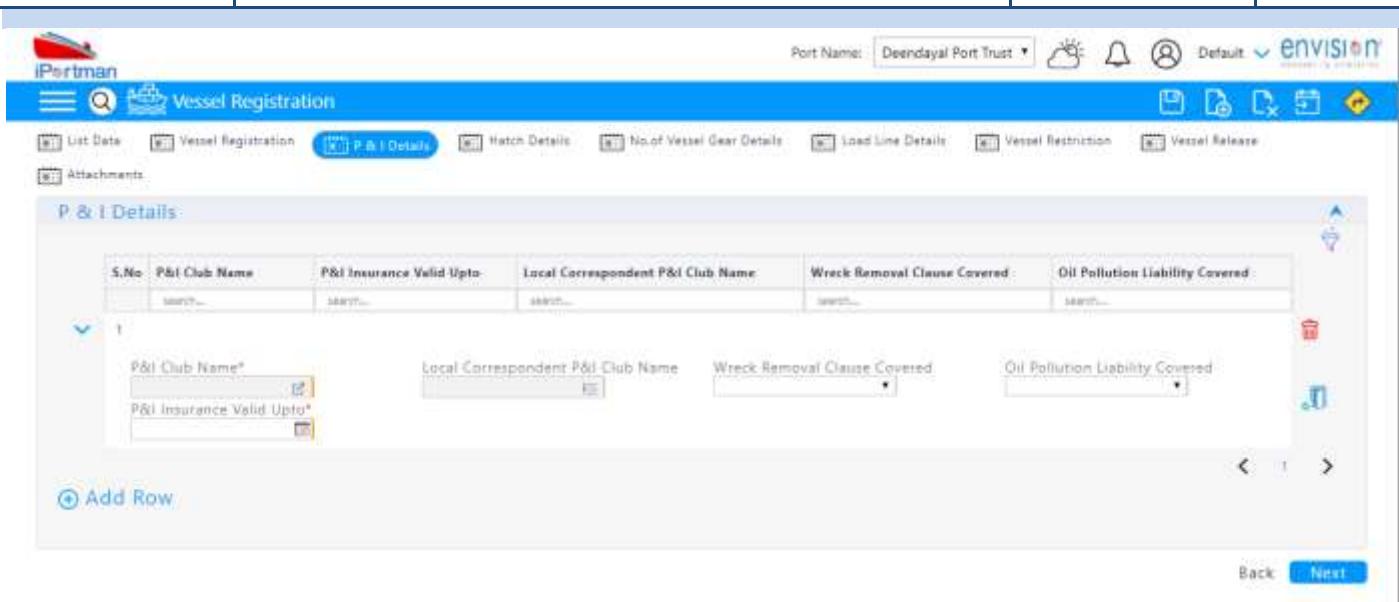


This screenshot shows the 'P & I Details' page. At the top, there are tabs for 'List Data', 'Vessel Registration' (selected), 'P & I Details' (highlighted in red), 'Hatch Details', 'No. of Vessel Gear Details', 'Load Line Details', 'Vessel Restriction', and 'Vessel Release'. Below the tabs, there is a table with columns: S.No., P&I Club Name, P&I Insurance Valid Upto, Local Correspondent P&I Club Name, Wreck Removal Clause Covered, and Oil Pollution Liability Covered. Each column has a 'search...' button. At the bottom left, there is a red-bordered 'Add Row' button. At the bottom right, there are 'Back' and 'Next' buttons.

User Interface Image 2-Vessel Registration 1.5.1

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

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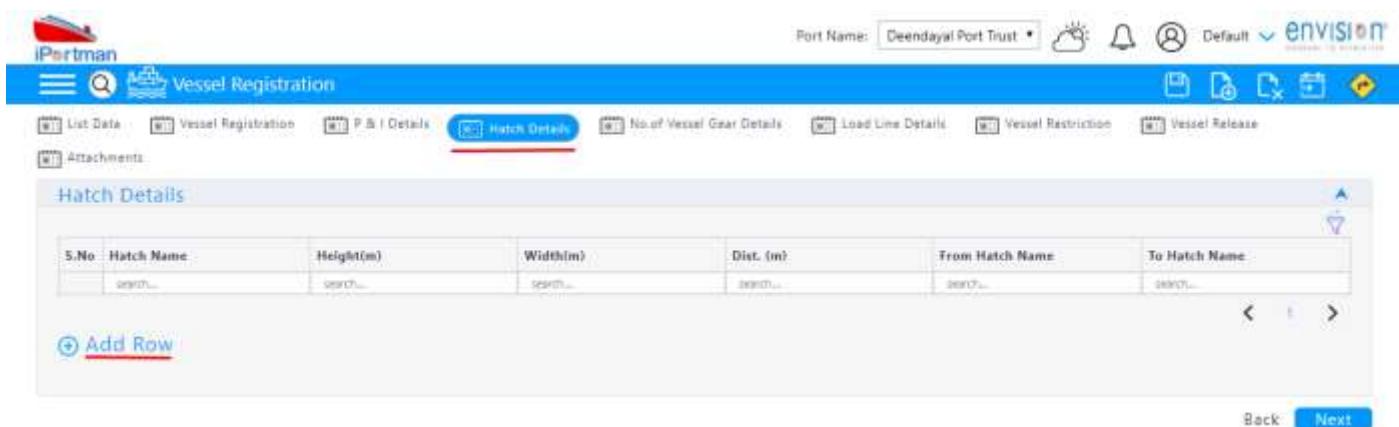


This screenshot shows the 'Vessel Registration' interface for the 'P & I Details' section. At the top, there are tabs for List Data, Vessel Registration, P & I Details (which is selected), Hatch Details, No. of Vessel Gear Details, Load Line Details, Vessel Restriction, and Vessel Release. Below the tabs, there's a table with columns for S.No, P&I Club Name, P&I Insurance Valid Upto, Local Correspondent P&I Club Name, Wreck Removal Clause Covered, and Oil Pollution Liability Covered. An 'Add Row' button is located at the bottom left of the table area. Navigation buttons 'Back' and 'Next' are at the bottom right.

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

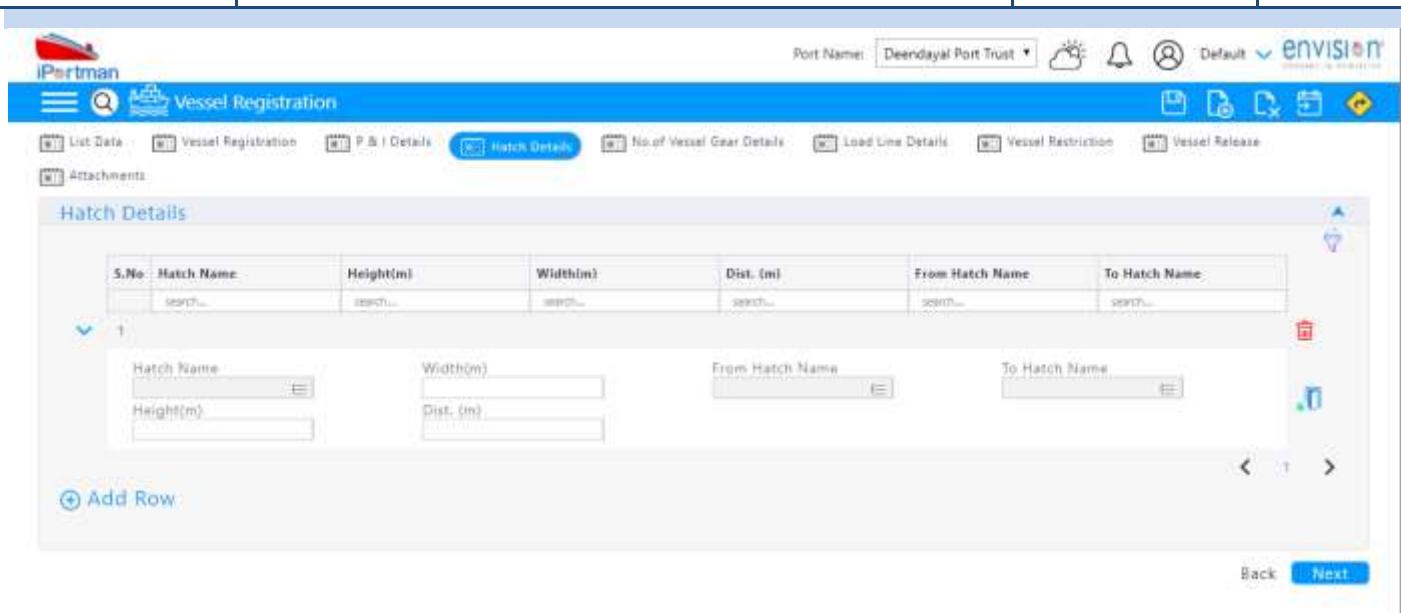
Click on **+ Add Row** to begin with data entry



This screenshot shows the 'Vessel Registration' interface for the 'Hatch Details' section. The 'Hatch Details' tab is selected at the top. Below it is a table with columns for S.No, Hatch Name, Height(m), Width(m), Dist. (m), From Hatch Name, and To Hatch Name. An 'Add Row' button is located at the bottom left of the table area. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.



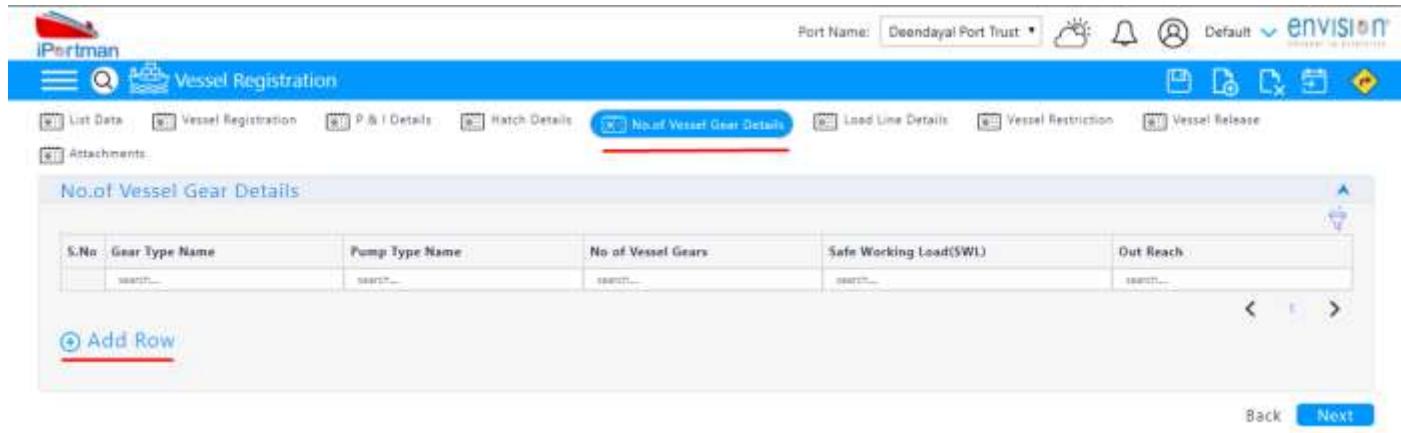
This screenshot shows the 'Hatch Details' section of the Vessel Registration form. At the top, there is a header with tabs: List Data, Vessel Registration, P & I Details, Hatch Details (which is selected and highlighted in blue), No. of Vessel Gear Details, Load Line Details, Vessel Restriction, and Vessel Release. Below the header is a search bar with fields for Port Name (Deendayal Port Trust), attachments, and a date range from 01/01/2018 to 31/12/2018. The main area contains a table for hatch details with columns: S.No., Hatch Name, Height(m), Width(m), Dist. (m), From Hatch Name, and To Hatch Name. There are input fields for each row and a 'Search...' button. A 'Add Row' button is located at the bottom left of the table. At the bottom right are 'Back' and 'Next' buttons.

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.

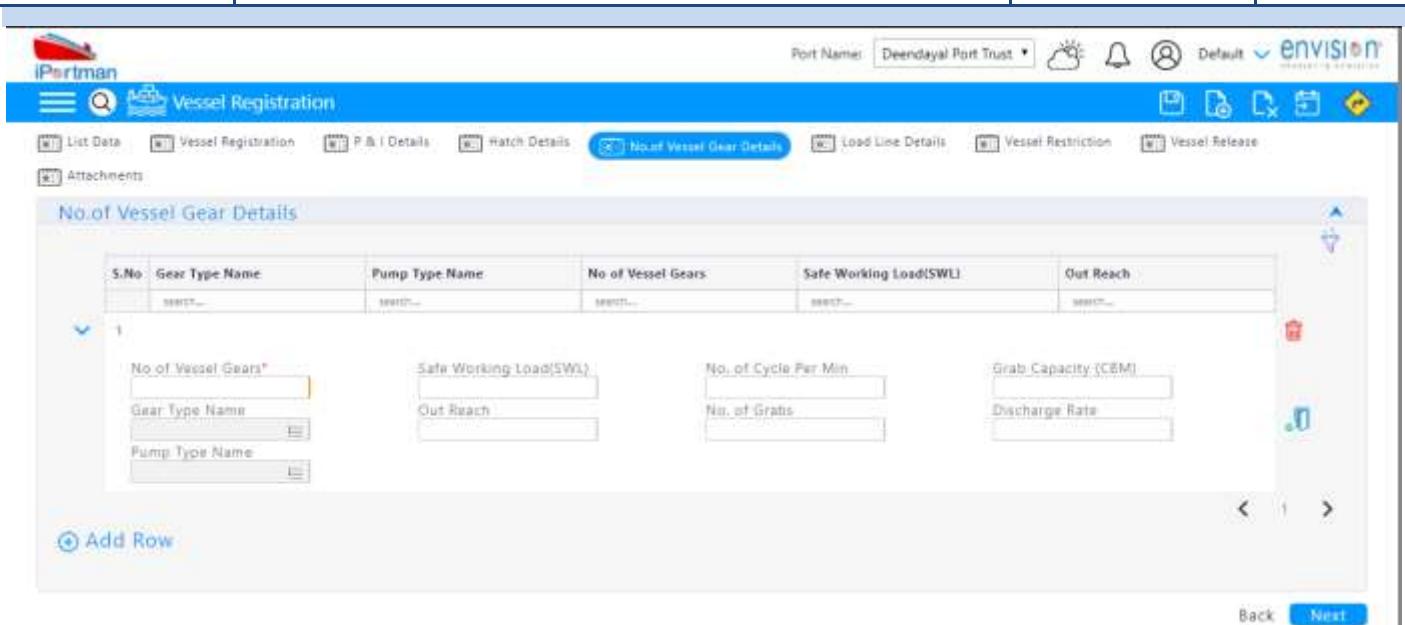


This screenshot shows the 'No. of Vessel Gear Details' section of the Vessel Registration form. The tabs at the top are the same as in the previous image. The 'No. of Vessel Gear Details' tab is selected and highlighted in blue. Below the tabs is a search bar with fields for Port Name (Deendayal Port Trust), attachments, and a date range from 01/01/2018 to 31/12/2018. The main area contains a table for gear details with columns: S.No., Gear Type Name, Pump Type Name, No. of Vessel Gears, Safe Working Load(SWL), and Dwt Reach. There are input fields for each row and a 'Search...' button. A 'Add Row' button is located at the bottom left of the table. At the bottom right are 'Back' and 'Next' buttons.

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.

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No. of Vessel Gear Details

S.No	Gear Type Name	Pump Type Name	No. of Vessel Gears	Safe Working Load(SWL)	Out Reach
1	SEARCH...	SEARCH...	SEARCH...	SEARCH...	SEARCH...

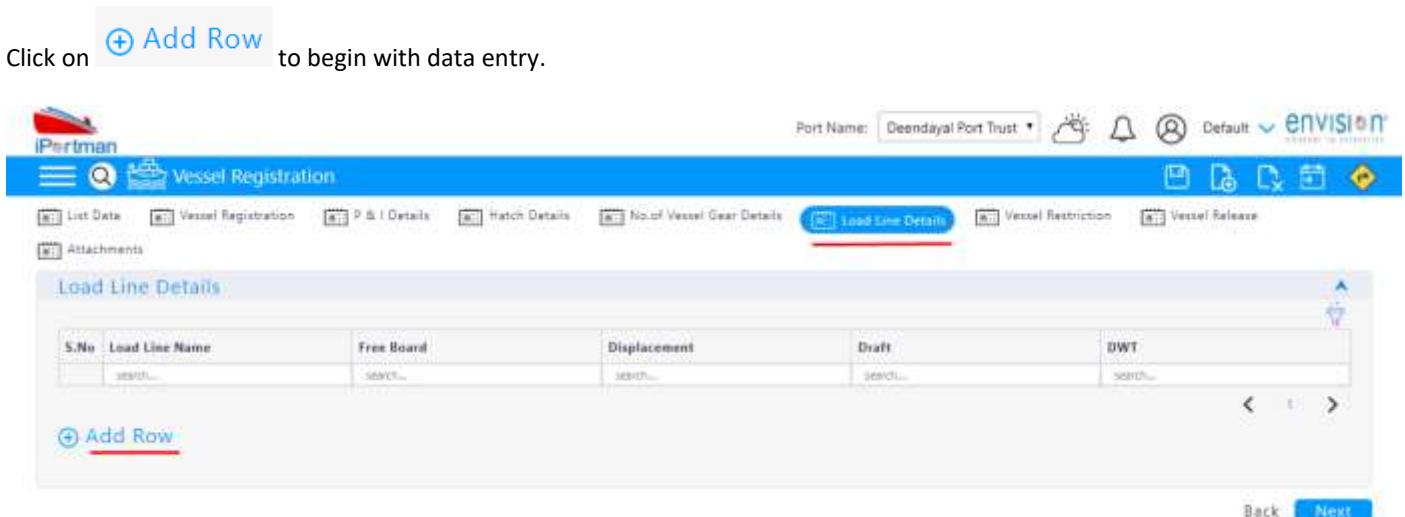
No. of Vessel Gears:
Gear Type Name:
Pump Type Name:
Safe Working Load(SWL):
Out Reach:
No. of Cycle Per Min:
No. of Grabs:
Grab Capacity (CEM):
Discharge Rate:

[Add Row](#)

Back [Next](#)

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



Load Line Details

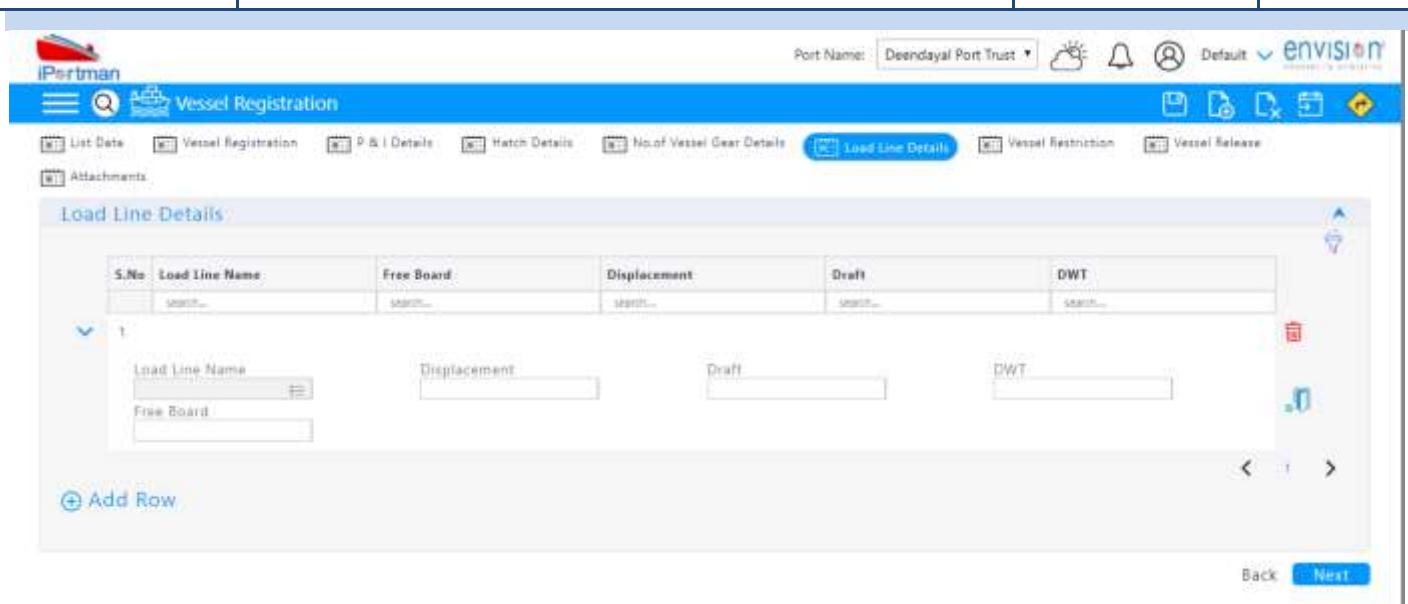
S.No	Load Line Name	Free Board	Displacement	Draft	DWT
SEARCH...	SEARCH...	SEARCH...	SEARCH...	SEARCH...	SEARCH...

[Add Row](#)

Back [Next](#)

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.

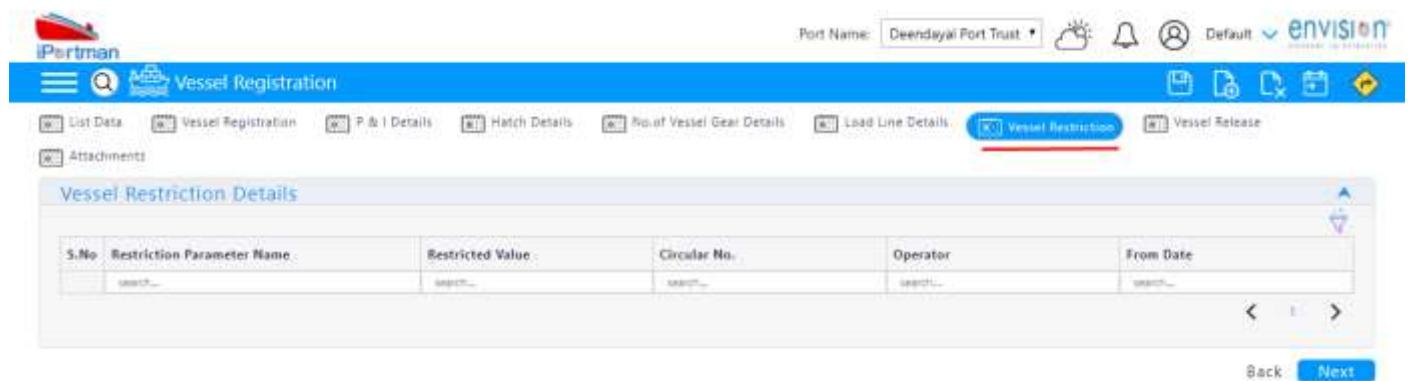


S.No	Load Line Name	Free Board	Displacement	Draft	DWT
1	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				

Add Row Back Next

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

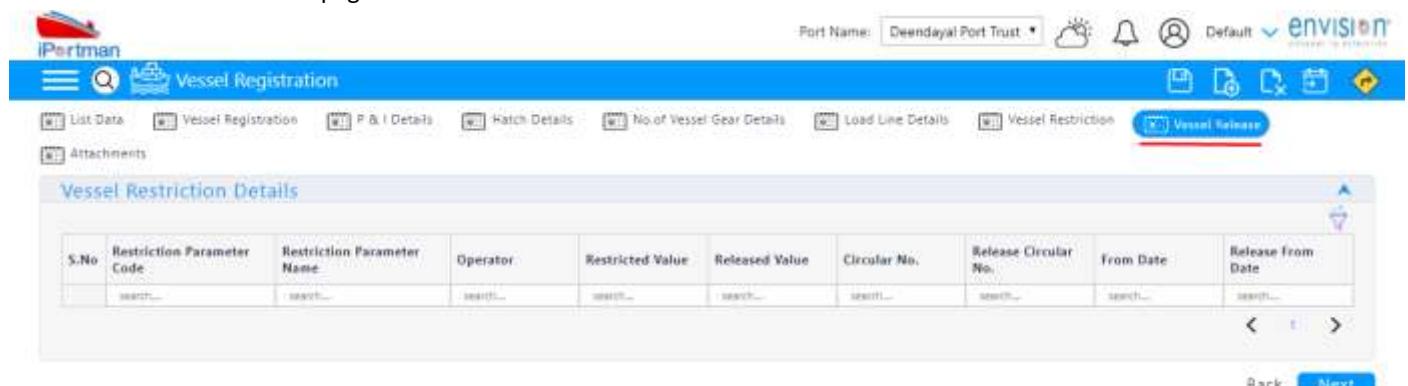


S.No	Restriction Parameter Name	Restricted Value	Circular No.	Operator	From Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back Next

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



S.No	Restriction Parameter Code	Restriction Parameter Name	Operator	Restricted Value	Released Value	Circular No.	Release Circular No.	From Date	Release From Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

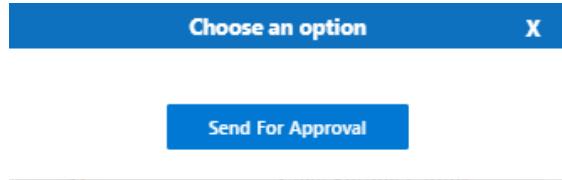
Back Next

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

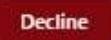
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Step 13: After updating the fields click on save Record  from Top Menu Bar to save Vessel Registration Form. Once saved  message appears.

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.

Menu Path	Menu Bar → Marine→ Registrations→ Vessel Registration→ Click on Add New
------------------	--

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

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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

The screenshot shows the 'Voyage Registration (Vessel)' page with two main tabs: 'Vessel Details' and 'Vessel Voyage Details'. The 'Vessel Details' tab is active, displaying various input fields for vessel information such as IMO No., Vessel Name, Official No., Voyage No., Application Type, Last Port Disease Remarks, Current Security Level of Ship, LOA, GRT, RGT, NRT, DWT, Total GRT, Beam, LBP, Building Place, Ship Owner Name, Nationality Name, Port of Registration Name, Vessel Category Name, No. of Fenders, Doc No., Doc Date (16-04-2020 22:27:40), Doc Series (VORETP_SEO), Status Code (DRAFT), Data Source (POS), and Doc Approved Date. The 'Vessel Voyage Details' tab shows fields for Last Port of Call Name, Shipping Agent Name, Line / MO Name, Port of Submission Name, Load Through Name, Bill To Party Code, Bill To Party Name, POB, Owner Agent Name, Name of Ship Master, Arrival Draft Fore, Arrival Draft Mean, Rotation Date, Banking Type, Port of Departure Name, and Cargo Description.

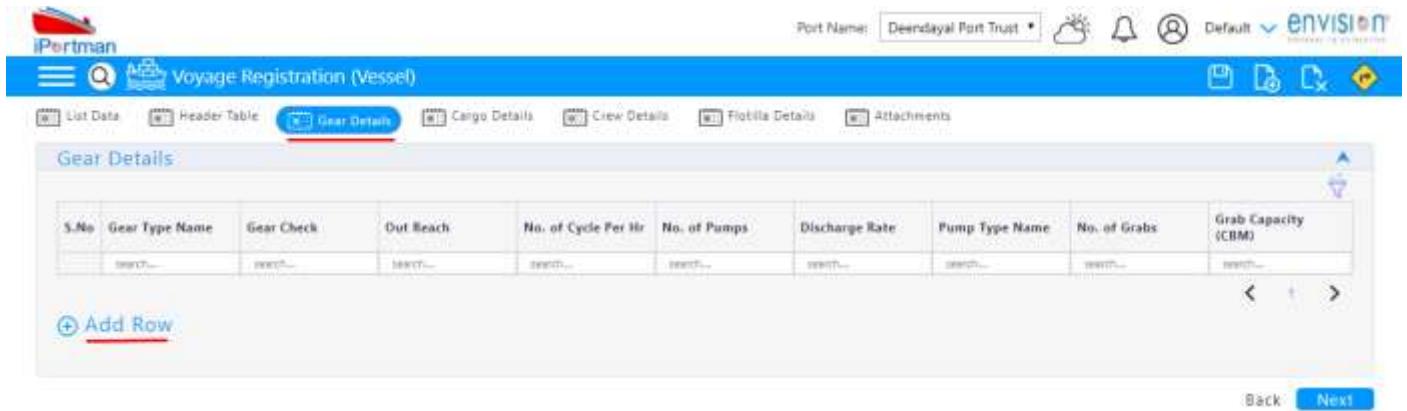
User Interface Image 12 – Voyage Registration (Header Details) 2.5.1

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

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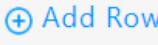
Click on  **Add Row** to begin with data entry.

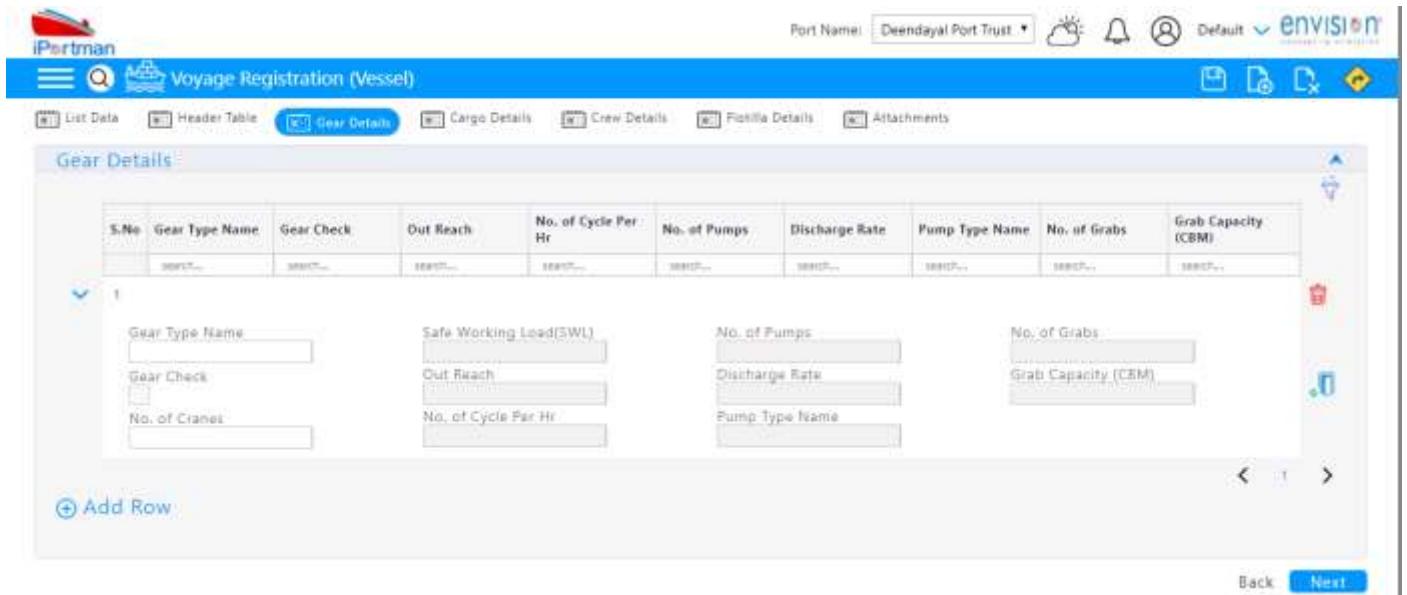


S.No	Gear Type Name	Gear Check	Out Reach	No. of Cycle Per Hr	No. of Pumps	Discharge Rate	Pump Type Name	No. of Grabs	Grab Capacity (CBM)
1	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...

 **+ Add Row**

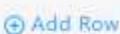
User Interface Image 13– Voyage Registration (Gear Details) 2.5.2

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



S.No	Gear Type Name	Gear Check	Out Reach	No. of Cycle Per Hr	No. of Pumps	Discharge Rate	Pump Type Name	No. of Grabs	Grab Capacity (CBM)
1	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...	DEENDAYAL...

Gear Type Name:	Safe Working Load(SWL)	No. of Pumps	No. of Grabs
Gear Check	Out Reach	Discharge Rate	Grab Capacity (CBM)
No. of Cranes	No. of Cycle Per Hr	Pump Type Name	

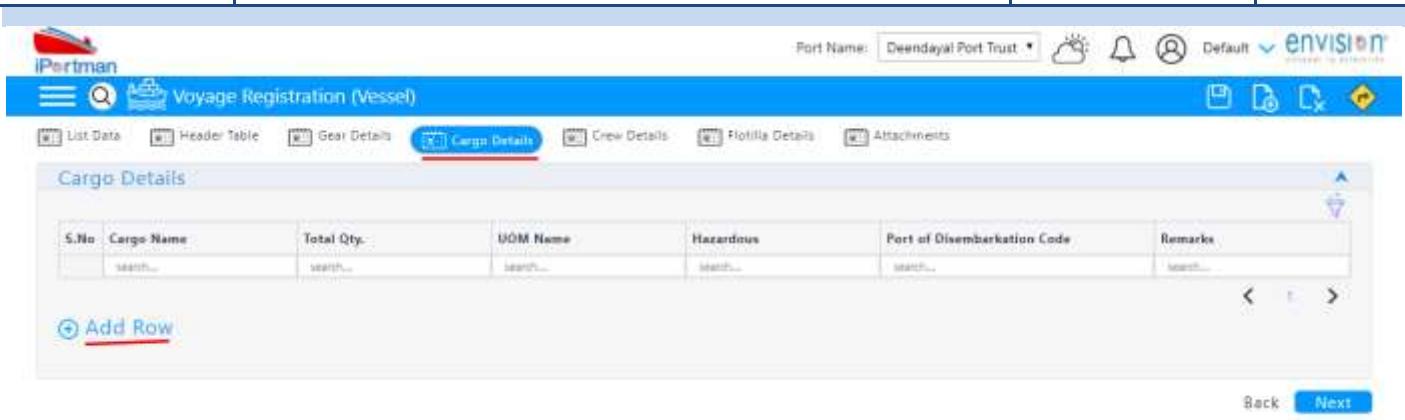
 **+ Add Row**

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

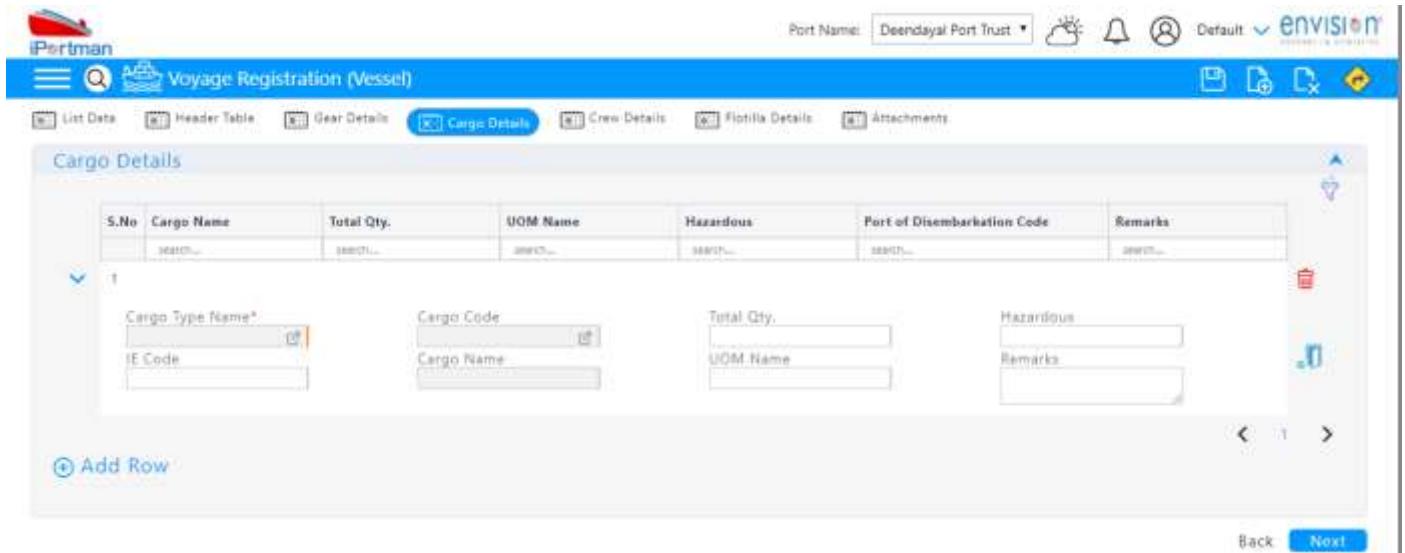
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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The screenshot shows the 'Cargo Details' section of the Voyage Registration (Vessel) application. The 'Cargo Details' tab is selected. A table header row is present with columns: S.No, Cargo Name, Total Qty., UOM Name, Hazardous, Port of Disembarkation Code, and Remarks. Below the table, there is a blue button labeled '+ Add Row' with a circled plus sign icon.

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.



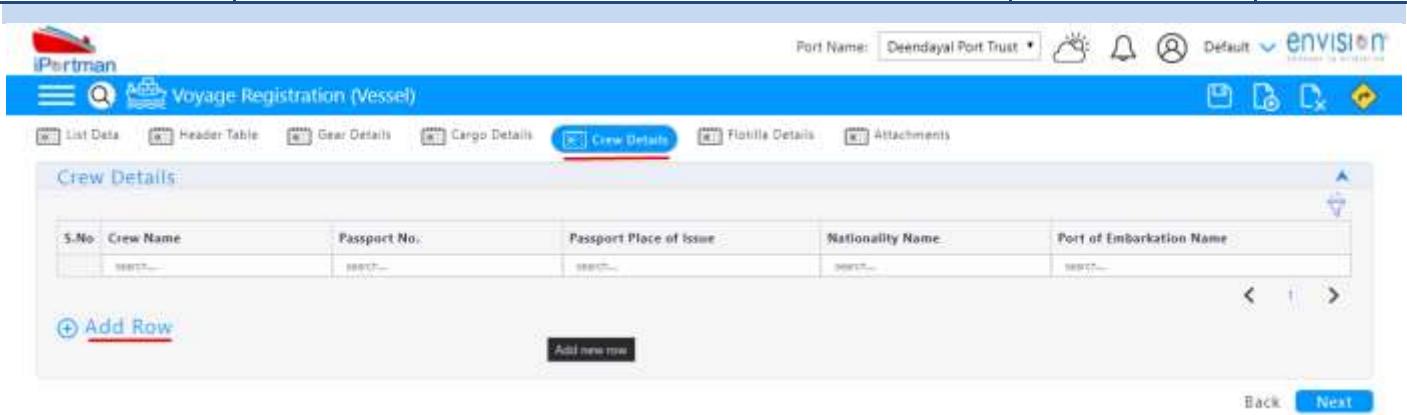
The screenshot shows the same 'Cargo Details' section after the '+ Add Row' button was clicked. The table now includes a new row with several input fields: 'Cargo Type Name*', 'IE Code', 'Cargo Code', 'Cargo Name', 'Total Qty.', 'UOM Name', 'Remarks', and 'Hazardous'. There are also icons for deleting and saving changes.

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

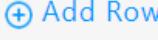
Click on  to begin with data entry.

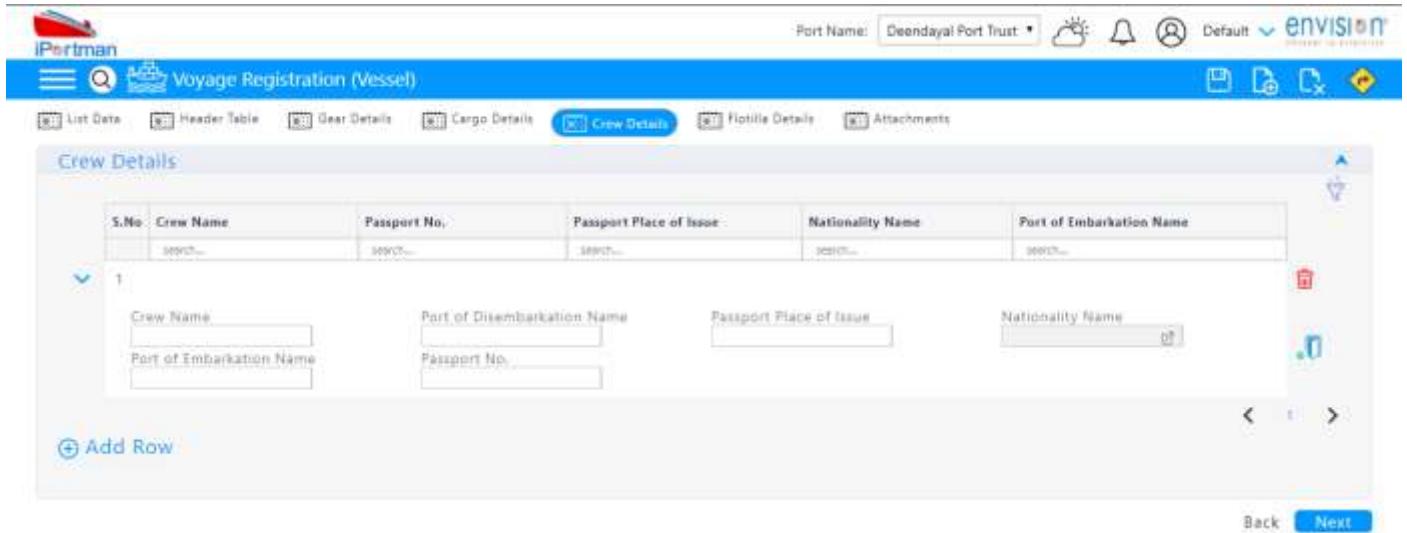
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Crew Details' section of the Voyage Registration application. At the top, there is a header bar with the iPortman logo, port name 'Deendayal Port Trust', and various system icons. Below the header, a navigation bar includes links for 'List Data', 'Header Table', 'Gear Details', 'Cargo Details', 'Crew Details' (which is highlighted in blue), 'Flotilla Details', and 'Attachments'. The main area is titled 'Crew Details' and contains a table with columns: S.No., Crew Name, Passport No., Passport Place of Issue, Nationality Name, and Port of Embarkation Name. A row in the table has all fields empty. Below the table is a button labeled '+ Add Row'. At the bottom right of the page are 'Back' and 'Next' buttons.

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

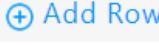
Step 8: Once  is selected following fields will be enabled to enter Crew details.



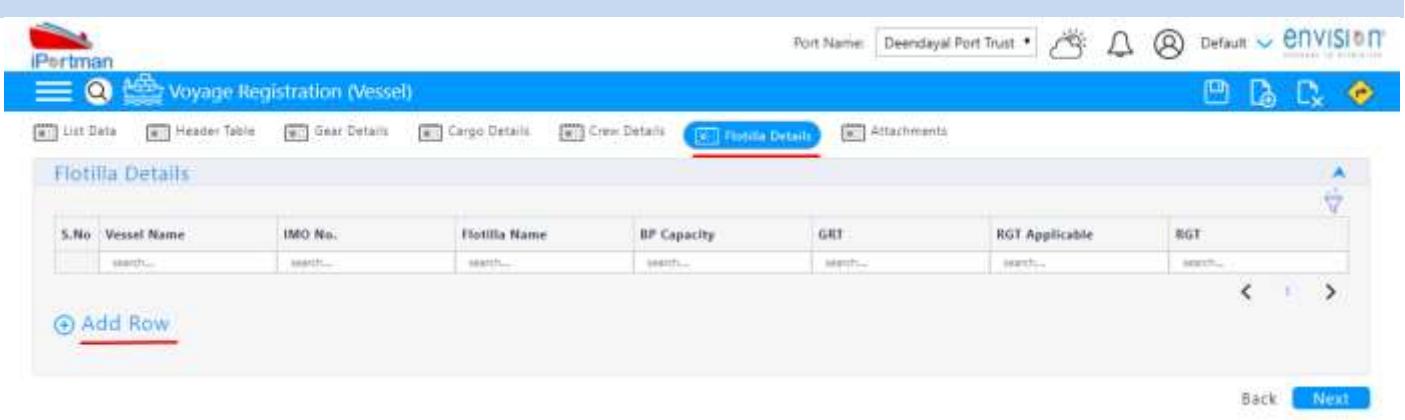
This screenshot shows the same 'Crew Details' section after the '+ Add Row' button was clicked. The table now has one row where all fields are active and ready for input. The fields include 'Crew Name', 'Port of Disembarkation Name', 'Passport Place of Issue', 'Nationality Name', and 'Port of Embarkation Name'. Below the table is a button labeled '+ Add Row'. At the bottom right of the page are 'Back' and 'Next' buttons.

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.

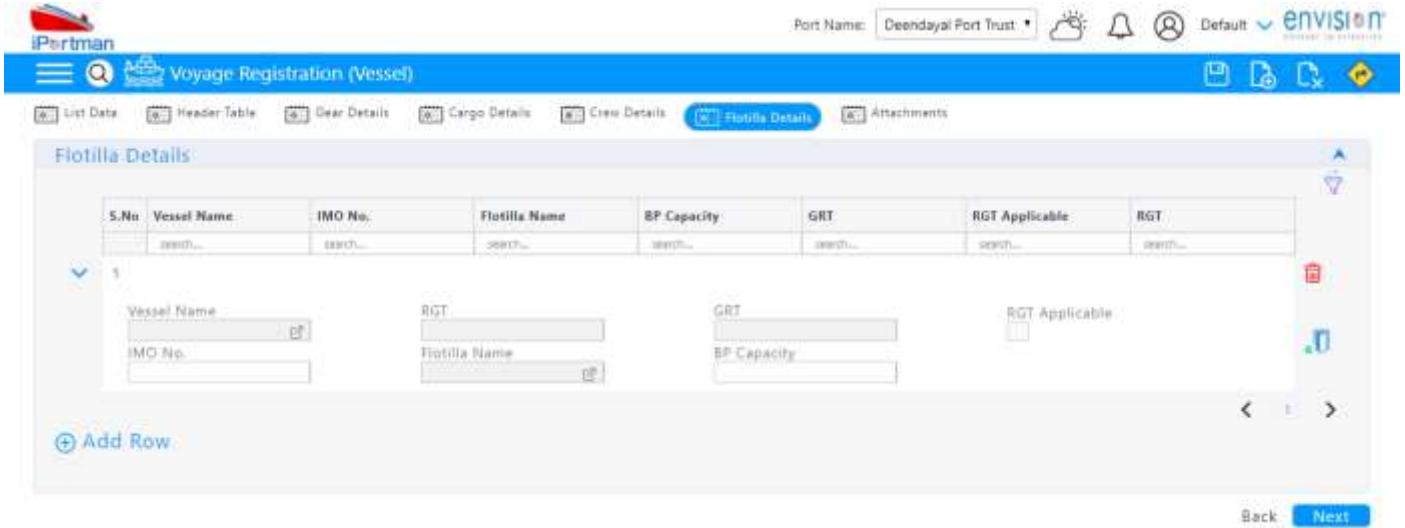
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Voyage Registration (Vessel)' screen in the iPortman POS application. The 'Flotilla Details' tab is selected. A table header row is shown with columns: S.No, Vessel Name, IMO No., Flotilla Name, BP Capacity, GRT, RGT Applicable, and RGT. Below the table is a button labeled '+ Add Row'. At the bottom right are 'Back' and 'Next' buttons.

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

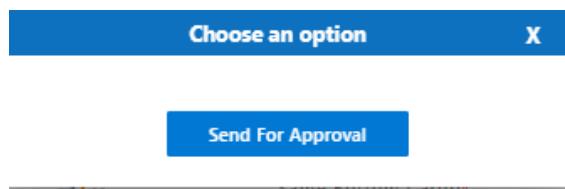


This screenshot shows the same 'Voyage Registration (Vessel)' screen, but the 'Flotilla Details' tab has been interacted with. The previously disabled input fields for Vessel Name, IMO No., Flotilla Name, GRT, BP Capacity, and RGT Applicable are now visible and enabled. The '+ Add Row' button is also present at the bottom left.

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.



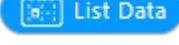
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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Step 14: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or

'Decline' with reason.

 Accept

 Decline

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 

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Registrations→ Passenger Crew List Declaration→ Click on Add New
------------------	--

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

3.4.Prerequisites – Masters

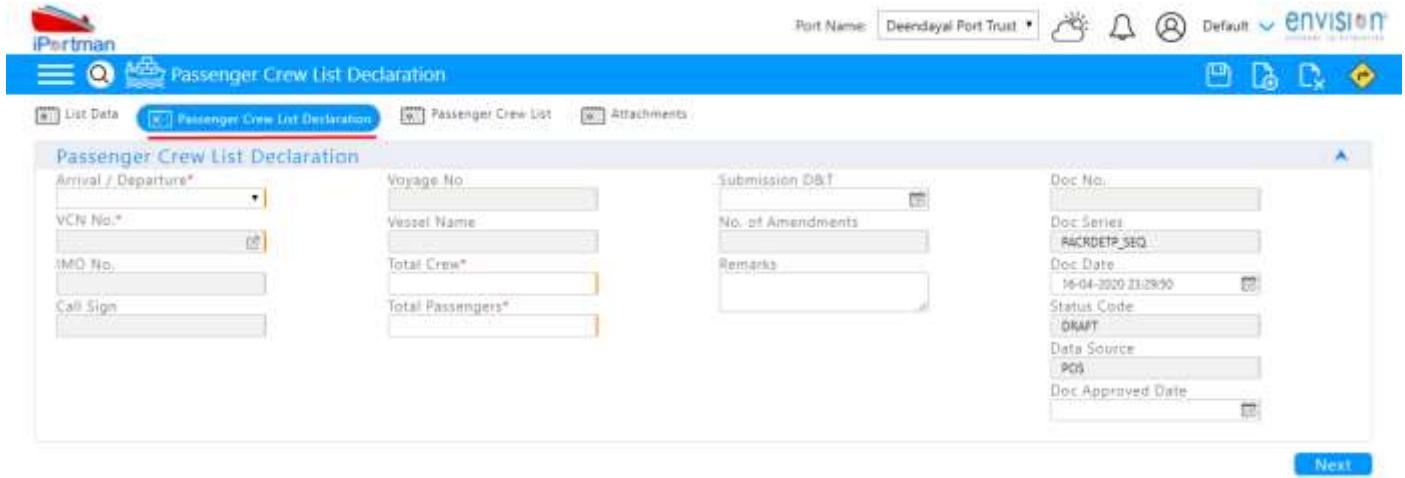
1. Port
2. City
3. State
4. Country

3.5.Screenshot

Following screenshot from Passenger Crew List

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



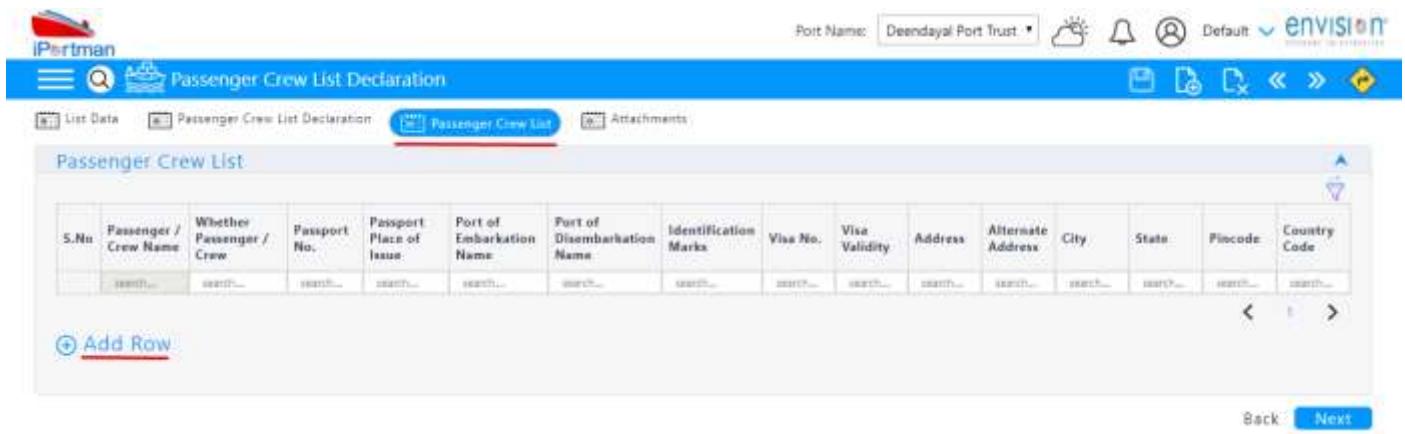
This screenshot shows the 'Passenger Crew List Declaration' page. At the top, there are tabs for 'List Data', 'Passenger Crew List Declaration' (which is selected), 'Passenger Crew List', and 'Attachments'. Below the tabs, there are several input fields: 'Arrival / Departure*', 'VCN No.*', 'IMO No.', and 'Call Sign'. To the right of these are fields for 'Voyage No.', 'Submission Date', 'No. of Amendments', and 'Remarks'. On the far right, there is a vertical panel for document metadata: 'Doc No.', 'Doc Series' (set to 'PACRDEP_SE0'), 'Doc Date' (set to '16-04-2020 21:29:50'), 'Status Code' (set to 'DRAFT'), 'Data Source' (set to 'POS'), and 'Doc Approved Date'. At the bottom right of the main form area is a blue 'Next' button.

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.

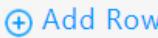
Step 3: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Passenger Crew List page as below

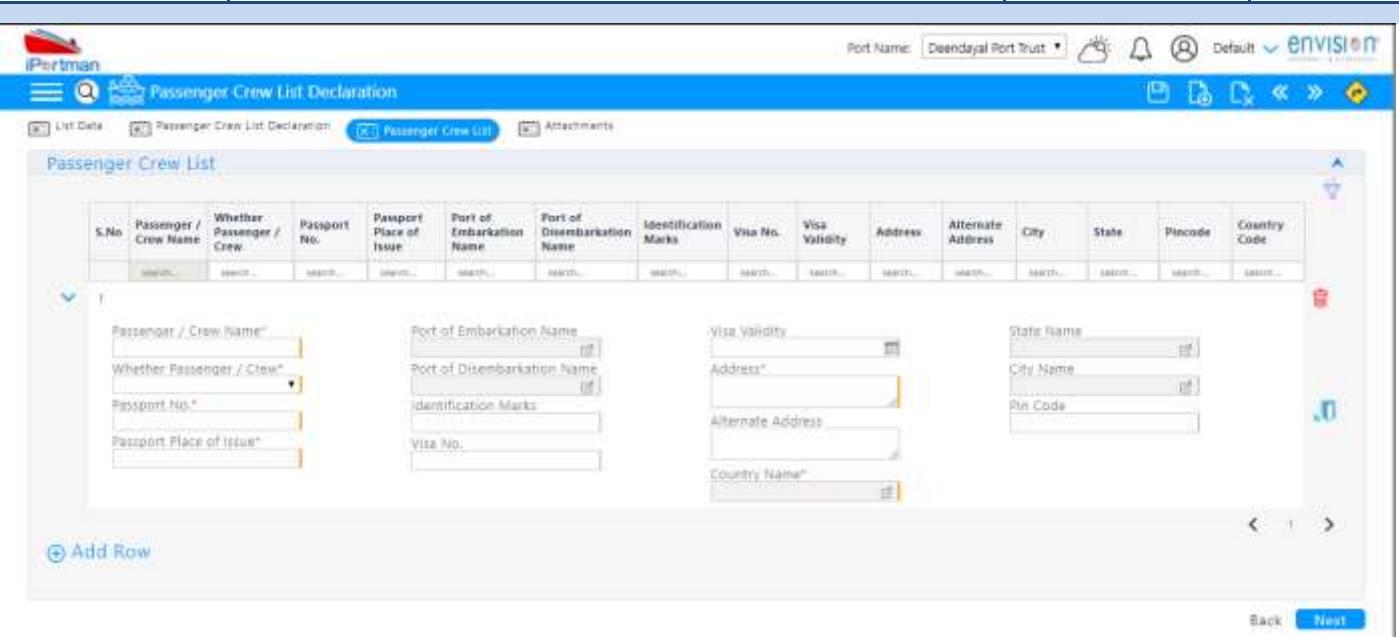
Click on  to begin with data entry



This screenshot shows the 'Passenger Crew List' page. At the top, there are tabs for 'List Data', 'Passenger Crew List Declaration' (disabled), 'Passenger Crew List' (selected), and 'Attachments'. Below the tabs is a table header with 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, and Country Code. A red underline is placed under the 'Add Row' button at the bottom left. At the bottom right, there are 'Back' and 'Next' buttons.

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

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



The screenshot shows the 'Passenger Crew List Declaration' screen. At the top, there are tabs for 'List Data', 'Passenger Crew List Declaration', and 'Passenger Crew List'. The main area is titled 'Passenger Crew List' and contains a table with columns for 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, and Country Code. Below the table, there are several input fields: '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', 'Country Name', 'State Name', 'City Name', and 'Pin Code'. A blue button labeled '+ Add Row' is located at the bottom left. At the bottom right, there are 'Back' and 'Next' buttons.

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



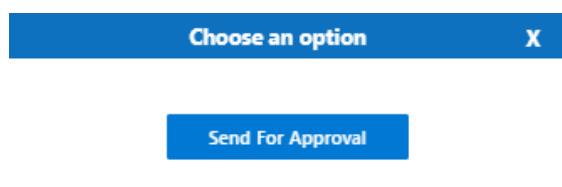
Step 5: After updating the fields click on save Record from Top Menu Bar to save Passenger/Crew List Declaration Form.



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'

Accept

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

Successfully Status changed to APPROVED

3.6.Field information

4. Business Function Name: PANS

4.1.Definition:

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

Menu Path	Menu Bar → Marine→ Declarations→ Pre Arrival Notification Security→ Click on Add New
-----------	---



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.

The screenshot shows the 'Pre-Arrival Notification of Security' form in PANS. The top navigation bar includes 'Port Name: Deendayal Port Trust', 'Default', and the 'envision' logo. Below the header are tabs for 'List Data', 'Pre-Arrival Notification of Security' (which is selected), 'Vessel Call Details (Last 10 Ports)', and 'Attachments'. The main form area is divided into several sections:

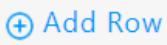
- Header Details:** Contains fields for VCN No., Call Sign, IMO No., Voyage No., Vessel Name, Vessel Type Name, IMMARSAT No., Expected Date & Time of Arrival, Purpose of Visit Name, Line / MLC Name, Berth Name*, Approved Ship Plan Onboard, Current Location Lat., Current Location Long., Current Port Name (set to 'IPORTMAN'), Port of Registration Name, and Remarks.
- Company Security Officer Details:** Contains fields for Company Name*, Security Officer Name*, Security Officer Phone Office*, Security Officer Phone Residence, Security Officer Phone Mobile, Security Officer Email, and Respective PPSO Contact No.
- Document Fields:** Includes Doc No., Doc Series (set to 'PRNOSETP_SEQ'), Doc Date (set to '17-04-2020 09:38:20'), Status Code (set to 'DRAFT'), Data Source (set to 'POS'), and Doc Approved Date.

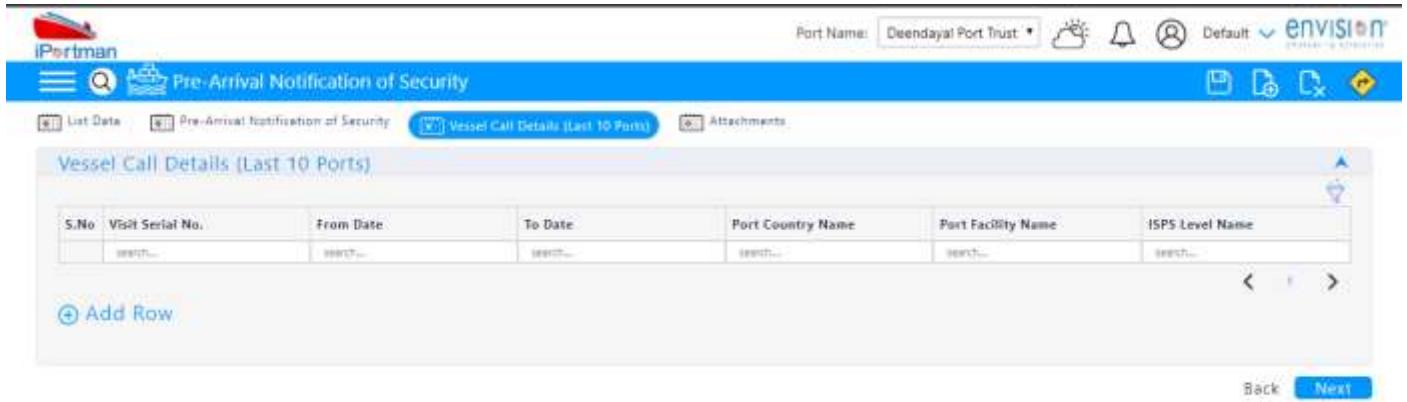
User Interface Image 24– PANS 4.5.1

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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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: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Vessel Call Details (Last 10 ports) page as below

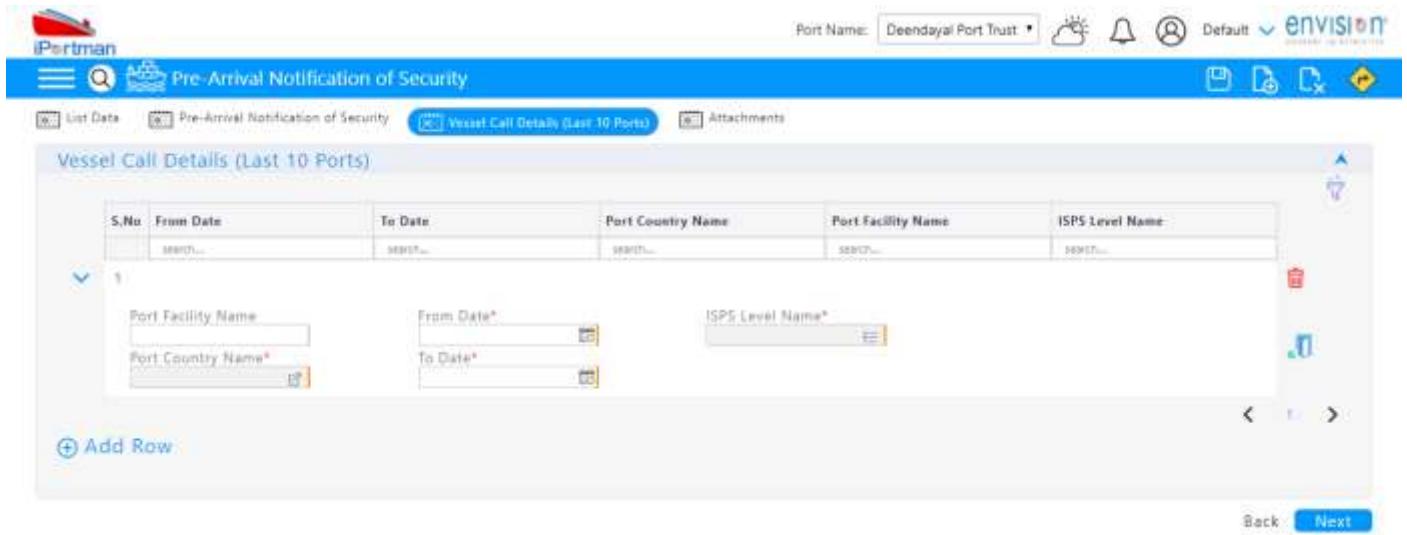
Click on  to begin with data entry.



The screenshot shows a software interface titled "Pre-Arrival Notification of Security". At the top, there are tabs for "List Data", "Pre-Arrival Notification of Security", "Vessel Call Details (Last 10 Ports)" (which is currently selected), and "Attachments". Below the tabs is a search bar and a toolbar with icons for file operations. The main area is titled "Vessel Call Details (Last 10 Ports)". It contains a table with columns: S.No, Visit Serial No., From Date, To Date, Port Country Name, Port Facility Name, and ISPS Level Name. Each column has a "search..." placeholder. Below the table is a blue "Add Row" button. At the bottom right of the screen are "Back" and "Next" buttons.

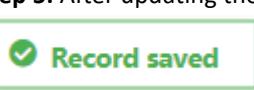
User Interface Image 25– PANS (Vessel Call Details) 4.5.2

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



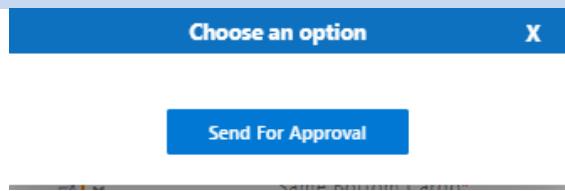
This screenshot shows the same application interface as the previous one, but after an "Add Row" action. The "From Date" and "To Date" fields are now active and contain placeholder text "SEARCH...". The "Port Facility Name", "Port Country Name", and "ISPS Level Name" dropdown menus are also visible. The "Add Row" button is still present at the bottom left.

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.

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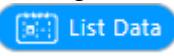
Step 7: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'

with reason.

 Accept

 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



 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Requests→ Berth Request→ Click on Add New
------------------	--

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

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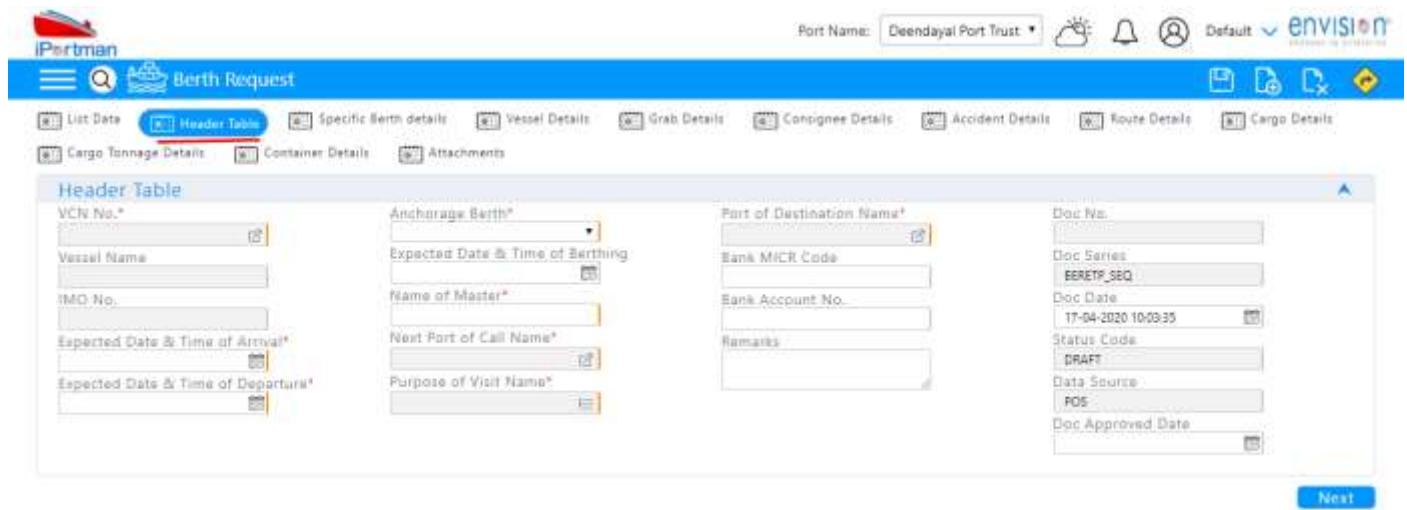
7. Cargo Type
8. HS Code
9. Status Code
10. Package Type
11. ISO Code
12. MLO Class
13. IMO Class
14. Propeller Type
15. ISPS Level

5.5.Screenshot

Following screenshot from Berth Request



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



The screenshot shows the 'Berth Request' application interface. At the top, there's a header bar with the iPortman logo, port name dropdown ('Deendayal Port Trust'), and various icons. Below the header, a navigation bar has 'Header Table' selected. The main area is titled 'Header Table' and contains several input fields grouped into four columns. The first column includes fields for VCN No., Vessel Name, IMO No., Expected Date & Time of Arrival, and Expected Date & Time of Departure. The second column includes Anchorage Berth, Expected Date & Time of Berthing, Name of Master, Next Port of Call Name, and Purpose of Visit Name. The third column includes Port of Destination Name, Bank MICR Code, Bank Account No., and Remarks. The fourth column contains document metadata: Doc No., Doc Series ('BERETP_SEQ'), Doc Date ('17-04-2020 10:09:35'), Status Code ('DRAFT'), Data Source ('POS'), and Doc Approved Date. A 'Next' button is located at the bottom right of the form.

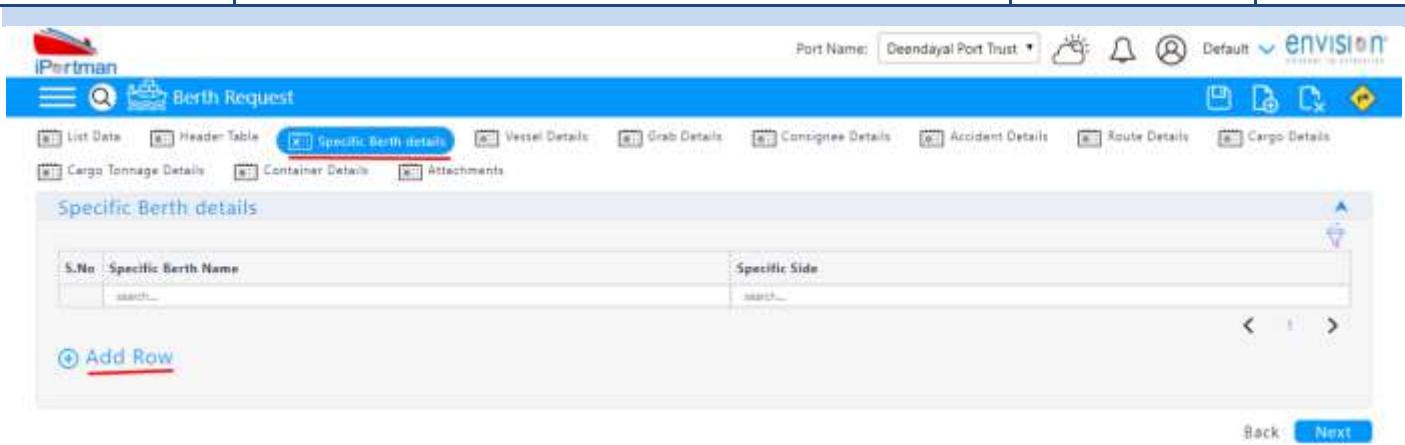
User Interface Image 27–Berth Request (Header Table) 5.5.1

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 **Next** button from the bottom of the page. Then you will be redirected to Specific Berth Details page as below

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

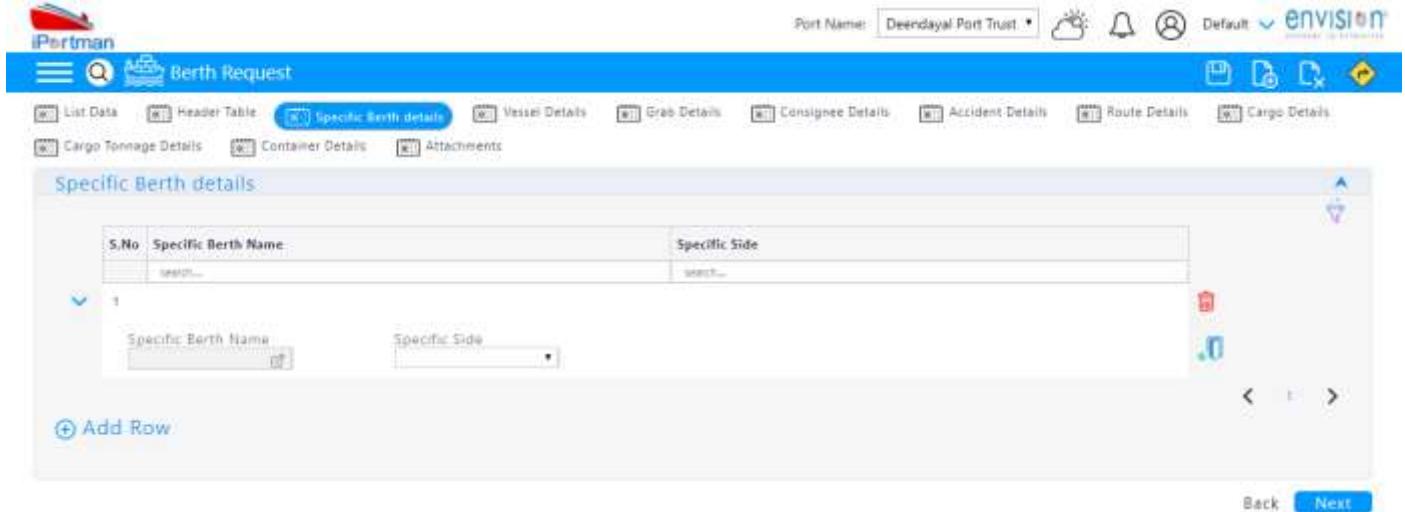
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Berth Request' module in the iPortman application. The 'Specific Berth details' tab is selected. A red box highlights the '+ Add Row' button at the bottom left of the grid. The grid has columns for S.No, Specific Berth Name, and Specific Side. There are search bars for each column. The top navigation bar includes links for List Data, Header Table, Vessel Details, Grab Details, Consignee Details, Accident Details, Route Details, and Cargo Details.

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

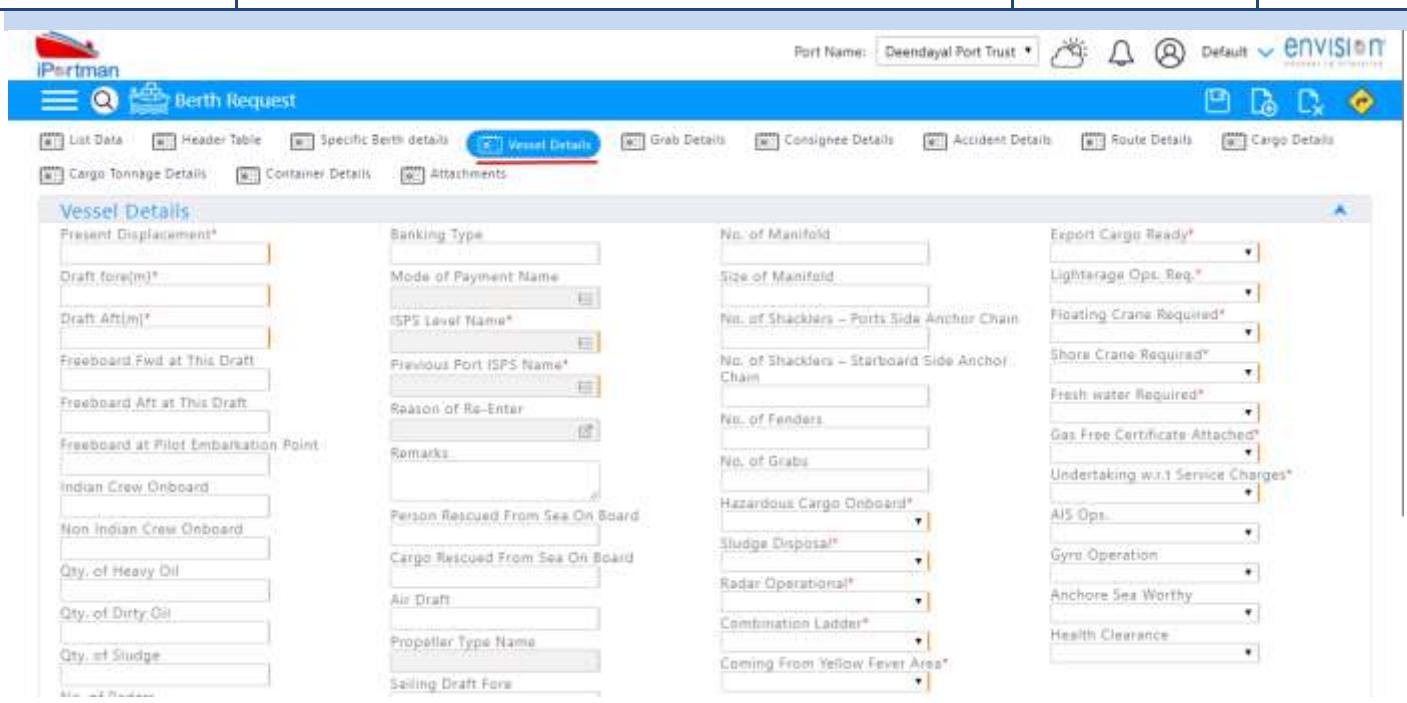
Step 4: Once  is selected, the following fields will be enabled to enter Specific Berth details.



This screenshot shows the same 'Berth Request' module after the '+ Add Row' button was clicked. A new row has been added to the 'Specific Berth details' grid. The first column contains a small icon, the second column contains 'Specific Berth Name' and a dropdown menu, and the third column contains 'Specific Side' and a dropdown menu. The rest of the interface remains the same as in Image 28.

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

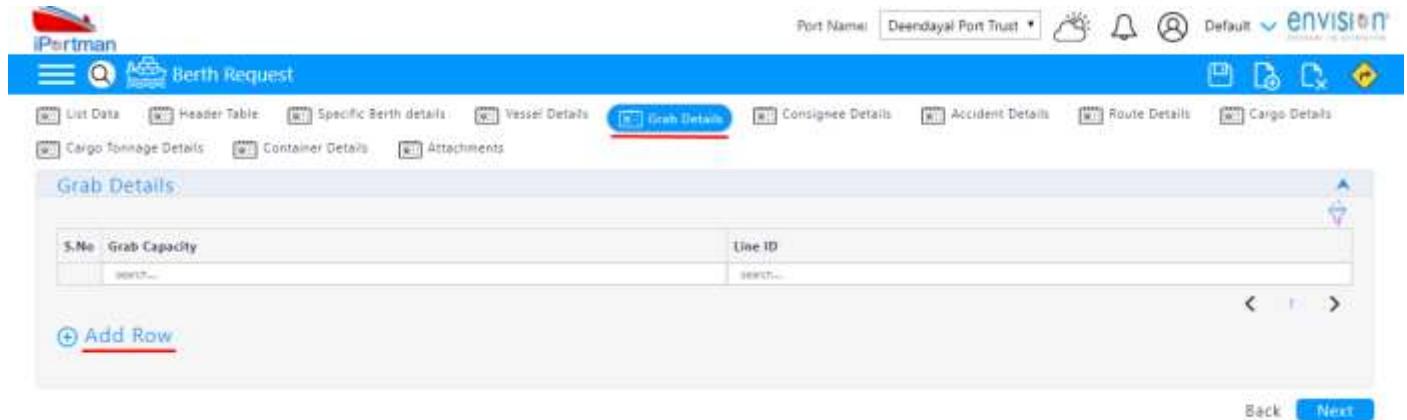


This screenshot shows the 'Berth Request' application interface. The top navigation bar includes tabs for 'List Data', 'Header Table', 'Specific Berth details', 'Vessel Details' (which is highlighted in blue), 'Grab Details', 'Consignee Details', 'Accident Details', 'Route Details', and 'Cargo Details'. Below the tabs, there are several input fields grouped under 'Vessel Details'. These fields include: Present Displacement*, Draft fore(m)*, Draft Aft(m)*, Freeboard Fwd at This Draft, Freeboard Aft at This Draft, Freeboard at Pilot Embarkation Point, Indian Crew Onboard, Non Indian Crew Onboard, Qty. of Heavy Oil, Qty. of Dirty Oil, Qty. of Sludge, Banking Type, Mode of Payment Name, ISPS Level Name*, Previous Port ISPS Name*, Reason of Re-Enter, Remarks, Person Rescued From Sea On Board, Cargo Rescued From Sea On Board, Air Draft, Propeller Type Name, Sailing Draft Fwd, No. of Manifold, Size of Manifold, No. of Shackles – Ports Side Anchor Chain, No. of Shackles – Starboard Side Anchor Chain, No. of Fenders, No. of Grabs, Hazardous Cargo Onboard*, Sludge Disposal*, Radar Operational*, Combination Ladder*, Coming From Yellow Fever Area*, Export Cargo Ready*, Lighterage Ops. Req.*, Floating Crane Required*, Shore Crane Required*, Fresh water Required*, Gas Free Certificate Attached*, Undertaking w.r.t Service Charges*, AIS Ops., Gyro Operation, Anchore Sea Worthy, and Health Clearance.

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.

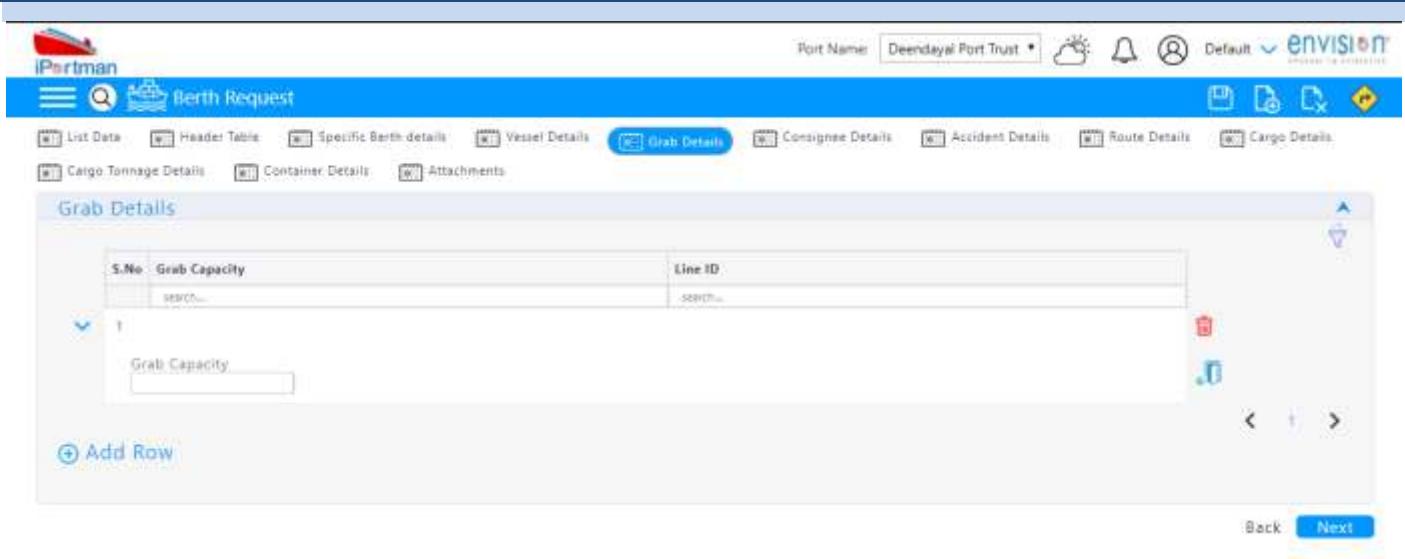


This screenshot shows the 'Berth Request' application interface, specifically the 'Grab Details' section. The top navigation bar includes tabs for 'List Data', 'Header Table', 'Specific Berth details', 'Vessel Details', 'Grab Details' (highlighted in red), 'Consignee Details', 'Accident Details', 'Route Details', and 'Cargo Details'. Below the tabs, there is a table with columns for 'S.No', 'Grab Capacity', and 'Line ID'. A single row is present in the table with values '1' and '1000T...'. At the bottom left, there is a link '+ Add Row'. At the bottom right, there are 'Back' and 'Next' buttons.

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.

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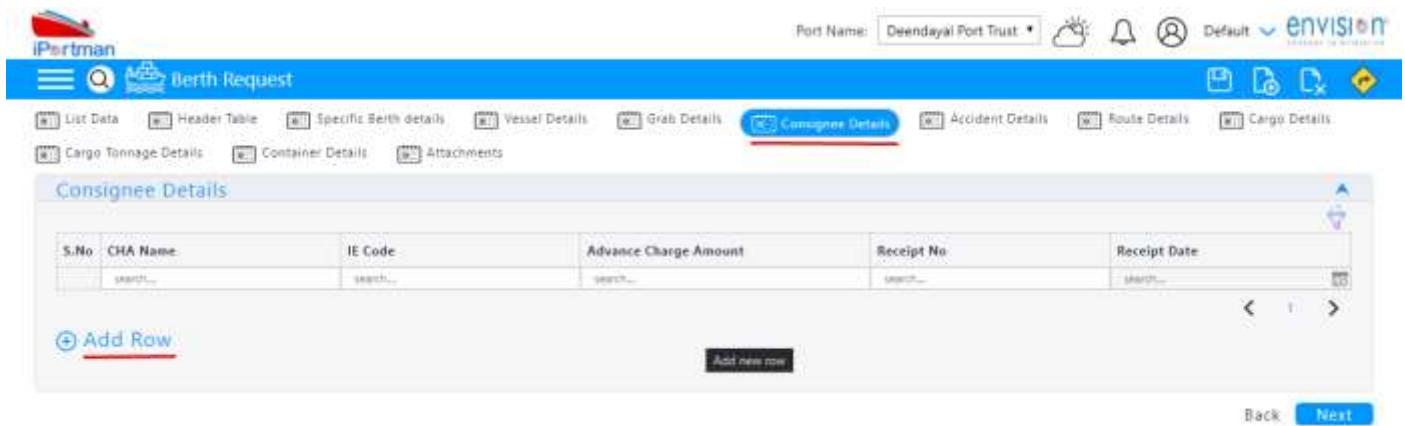


The screenshot shows the 'Berth Request' module in the iPortman POS application. The 'Grab Details' tab is selected. A table is displayed with columns for S.No, Grab Capacity, and Line ID. There is a row with placeholder values 'SEARCH...' and 'SEARCH...'. Below the table is a 'Grab Capacity' input field. At the bottom left is a blue 'Add Row' button. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.

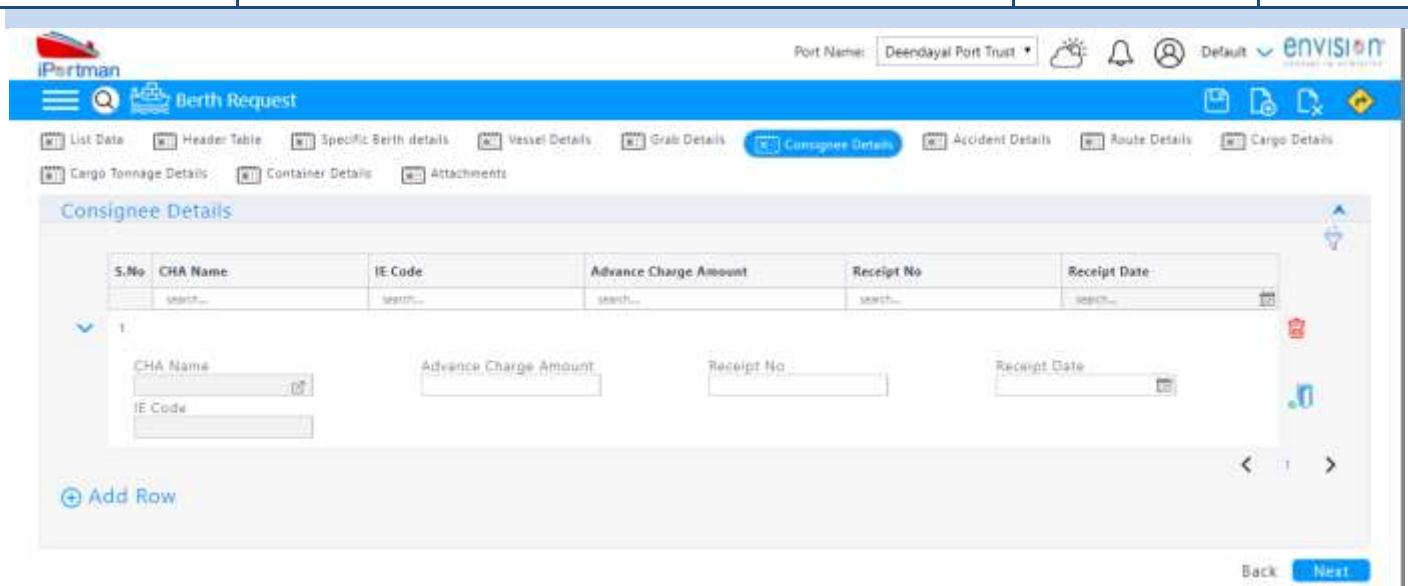


The screenshot shows the 'Berth Request' module in the iPortman POS application. The 'Consignee Details' tab is selected. A table is displayed with columns for S.No, CHA Name, IE Code, Advance Charge Amount, Receipt No, and Receipt Date. There is a row with placeholder values 'search...', 'search...', 'search...', 'search...', 'search...', and 'search...'. Below the table is a blue 'Add Row' button. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.

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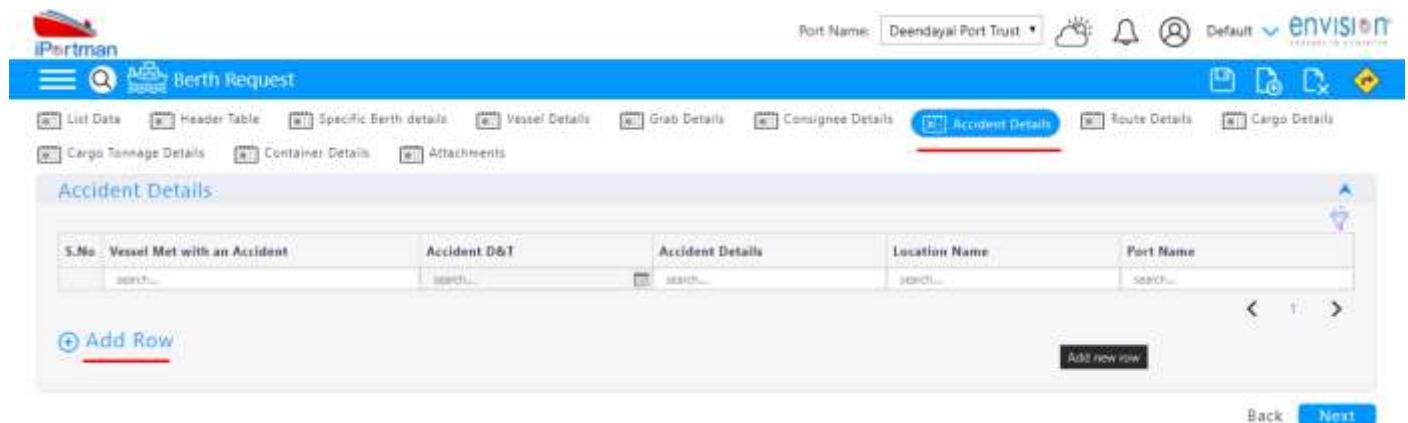


The screenshot shows the 'Consignee Details' section of the iPortman POS application. It features a table with six columns: S.No, CHA Name, IE Code, Advance Charge Amount, Receipt No, and Receipt Date. Below the table is a row of input fields for each column. At the bottom left is a blue 'Add Row' button. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.

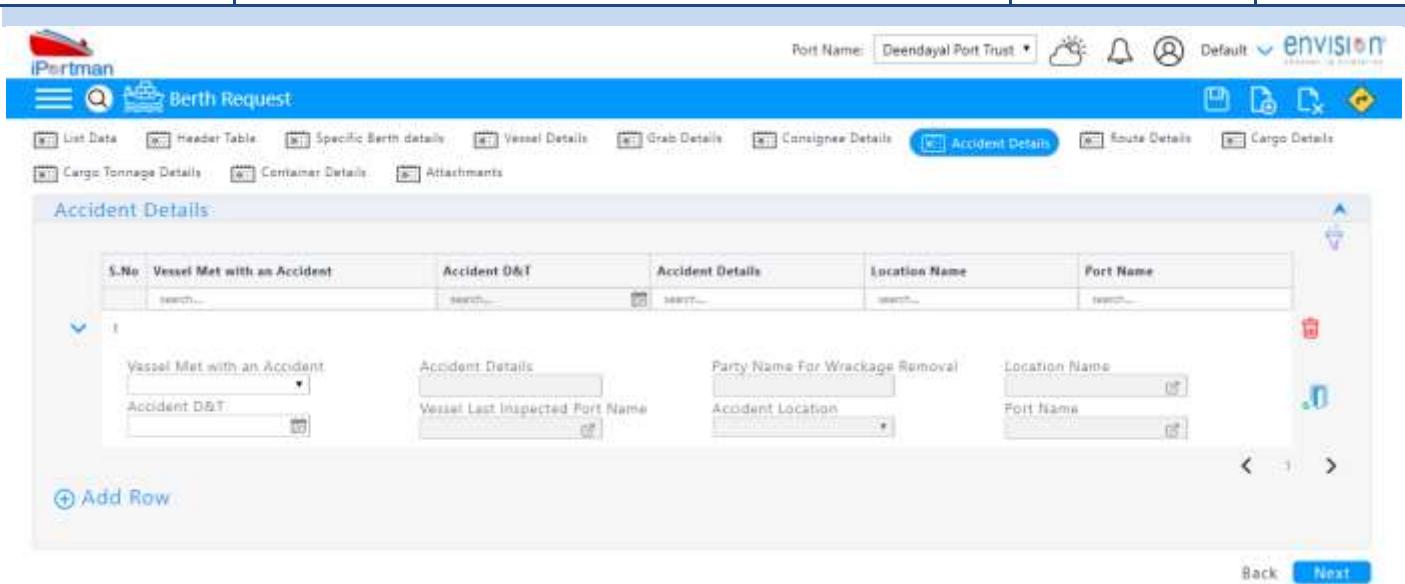


The screenshot shows the 'Accident Details' section of the iPortman POS application. It features a table with six columns: S.No, Vessel Met with an Accident, Accident D&T, Accident Details, Location Name, and Port Name. Below the table is a row of input fields for each column. At the bottom left is a blue 'Add Row' button. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.

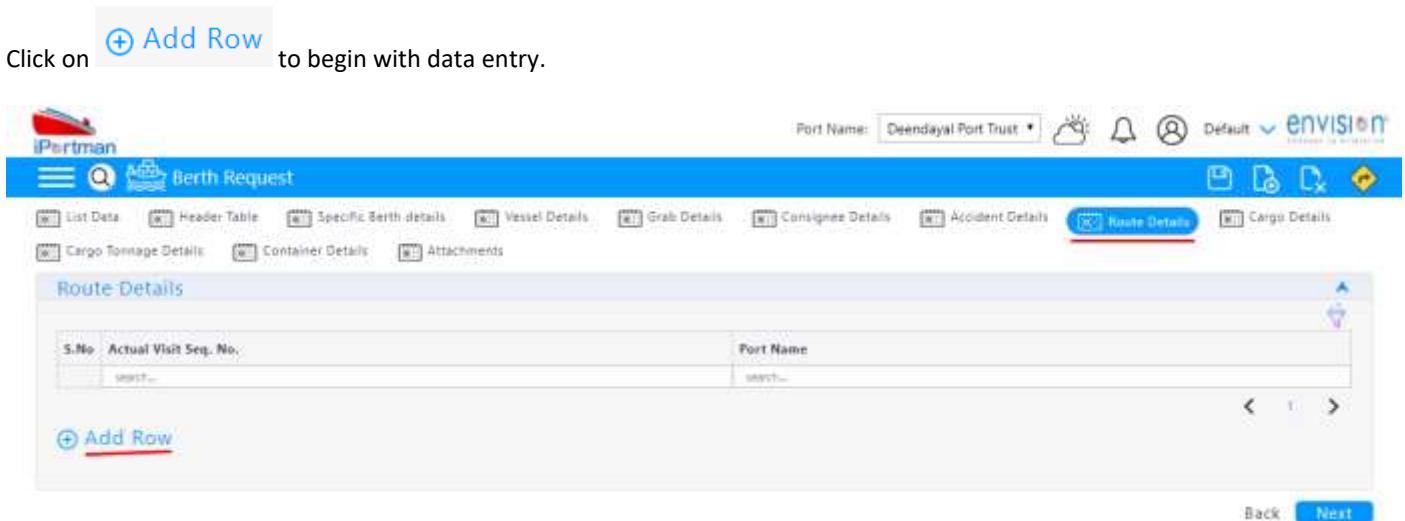
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Accident Details' section of the Berth Request application. At the top, there are tabs for 'List Data', 'Header Table', 'Specific Berth details', 'Vessel Details', 'Grab Details', 'Consignee Details', 'Accident Details' (which is selected), 'Route Details', and 'Cargo Details'. Below the tabs is a search bar and a 'Cargo Tonnage Details' button. The main area contains a table with columns: S.No, Vessel Met with an Accident, Accident D&T, Accident Details, Location Name, and Port Name. There are dropdown menus for 'Vessel Met with an Accident' and 'Accident D&T', and input fields for 'Party Name For Wrackage Removal', 'Location Name', 'Accident Location', and 'Port Name'. A blue 'Add Row' button is located at the bottom left of the table.

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

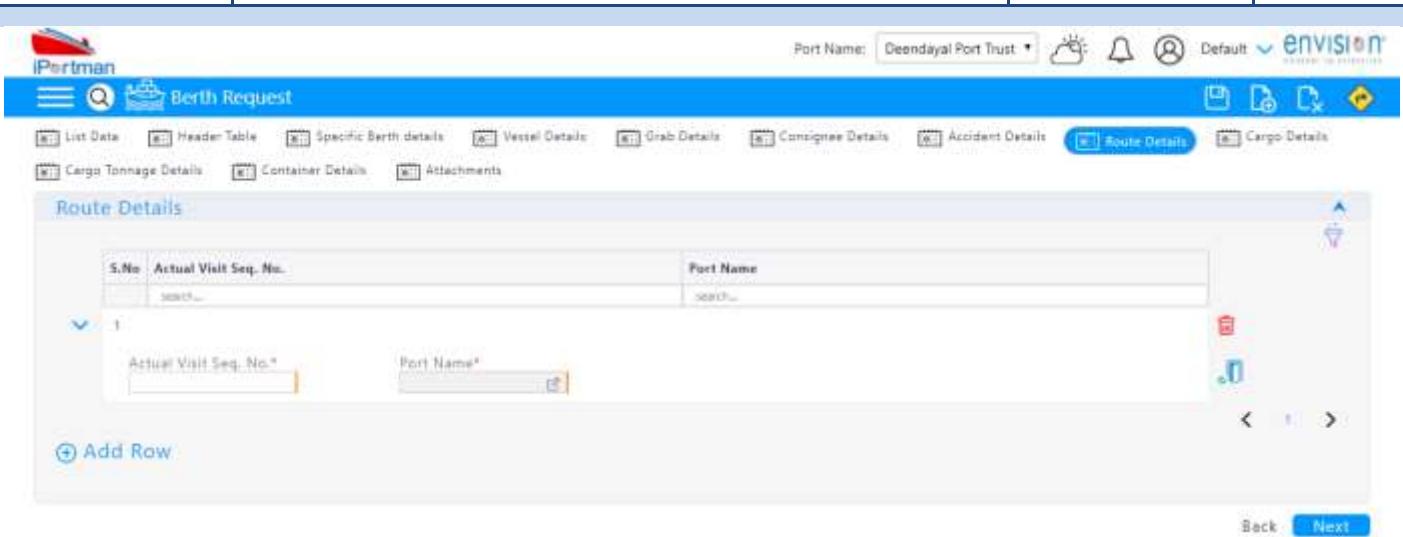


This screenshot shows the 'Route Details' section of the Berth Request application. The 'Route Details' tab is selected at the top. Below it is a table with columns: S.No, Actual Visit Seq. No., and Port Name. A blue 'Add Row' button is located at the bottom left of the table. The rest of the interface is similar to the previous screenshot, with tabs for List Data, Header Table, Specific Berth details, Vessel Details, Grab Details, Consignee Details, Accident Details, Route Details (selected), and Cargo Details.

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.

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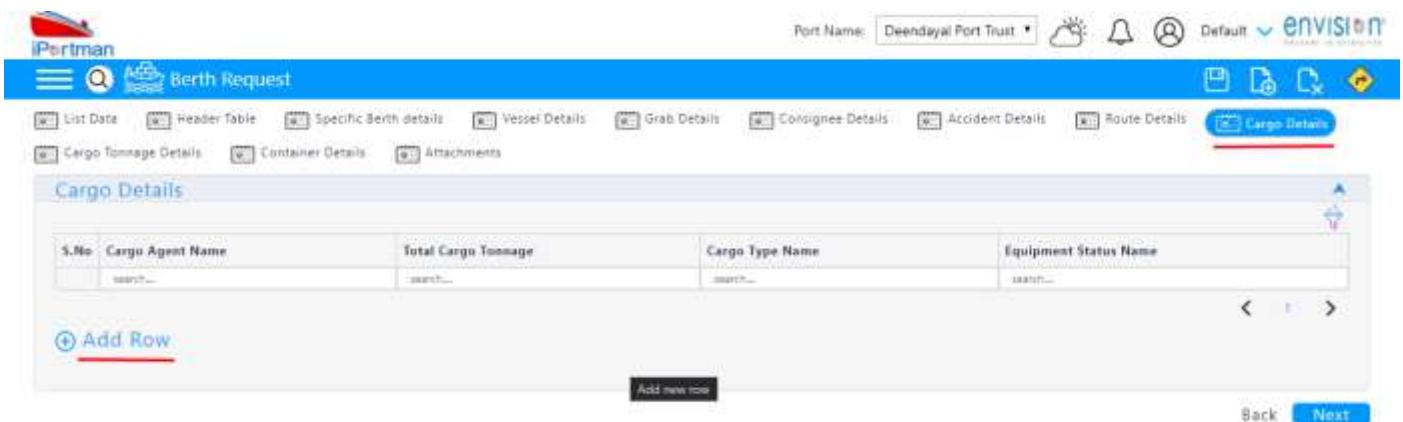


This screenshot shows the 'Berth Request' module in the iPortman POS application. The 'Route Details' tab is active. The interface includes a header with port selection and navigation buttons. Below the header is a toolbar with various icons for different data entry tabs. The main area contains a table for route details, with columns for S.No, Actual Visit Seq. No., Port Name, and actions like Add Row, Delete, and Edit. At the bottom are 'Back' and 'Next' buttons.

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.

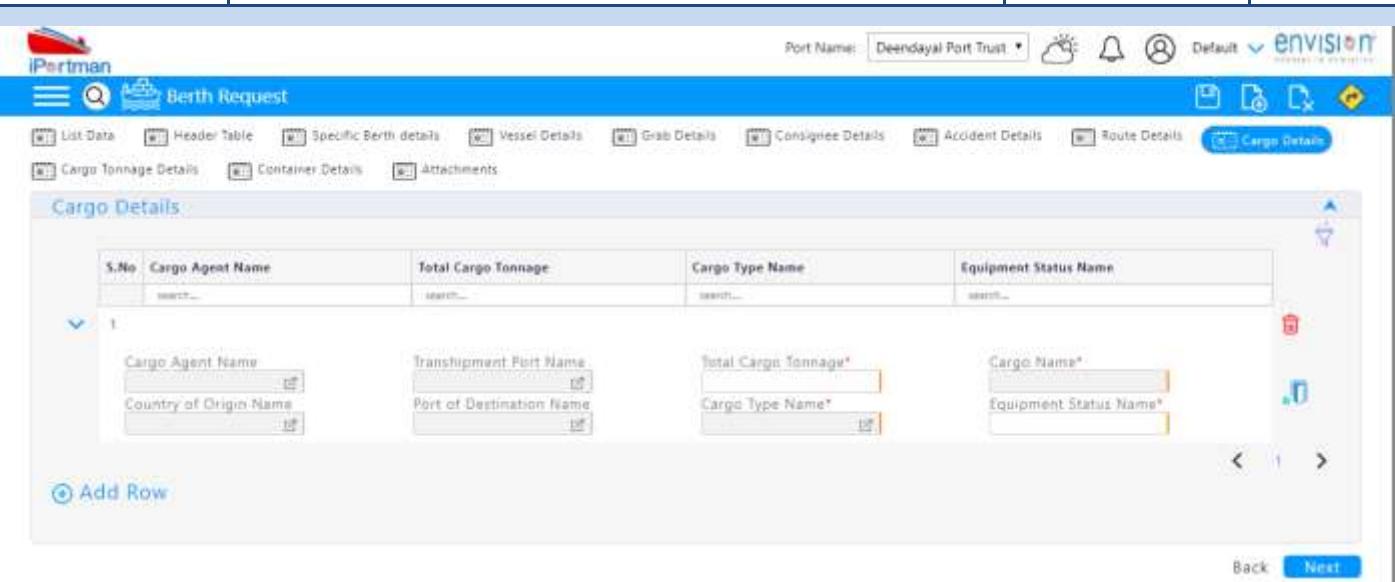


This screenshot shows the 'Berth Request' module in the iPortman POS application. The 'Cargo Details' tab is active. The interface includes a header with port selection and navigation buttons. Below the header is a toolbar with various icons for different data entry tabs. The main area contains a table for cargo details, with columns for S.No, Cargo Agent Name, Total Cargo Tonnage, Cargo Type Name, and Equipment Status Name. A red underline highlights the '+ Add Row' button. At the bottom are 'Add new row' and 'Back' and 'Next' buttons.

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.

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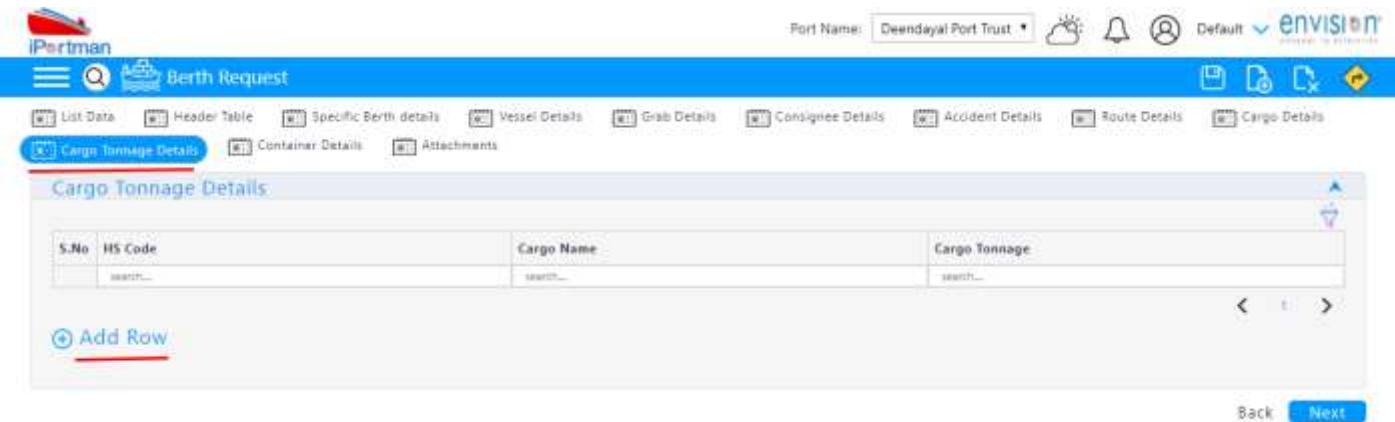


This screenshot shows the 'Cargo Details' section of the Berth Request application. At the top, there is a header bar with the iPortman logo, port name dropdown (Deendayal Port Trust), and various icons. Below the header is a toolbar with buttons for List Data, Header Table, Specific Berth details, Vessel Details, Grab Details, Consignee Details, Accident Details, Route Details, and Cargo Details. The 'Cargo Details' tab is selected. The main area contains a table with columns: S.No, Cargo Agent Name, Total Cargo Tonnage, Cargo Type Name, and Equipment Status Name. Below the table are several input fields: Cargo Agent Name, Country of Origin Name, Transhipment Port Name, Port of Destination Name, Total Cargo Tonnage*, Cargo Type Name*, Cargo Name*, and Equipment Status Name*. There is also a 'Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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.

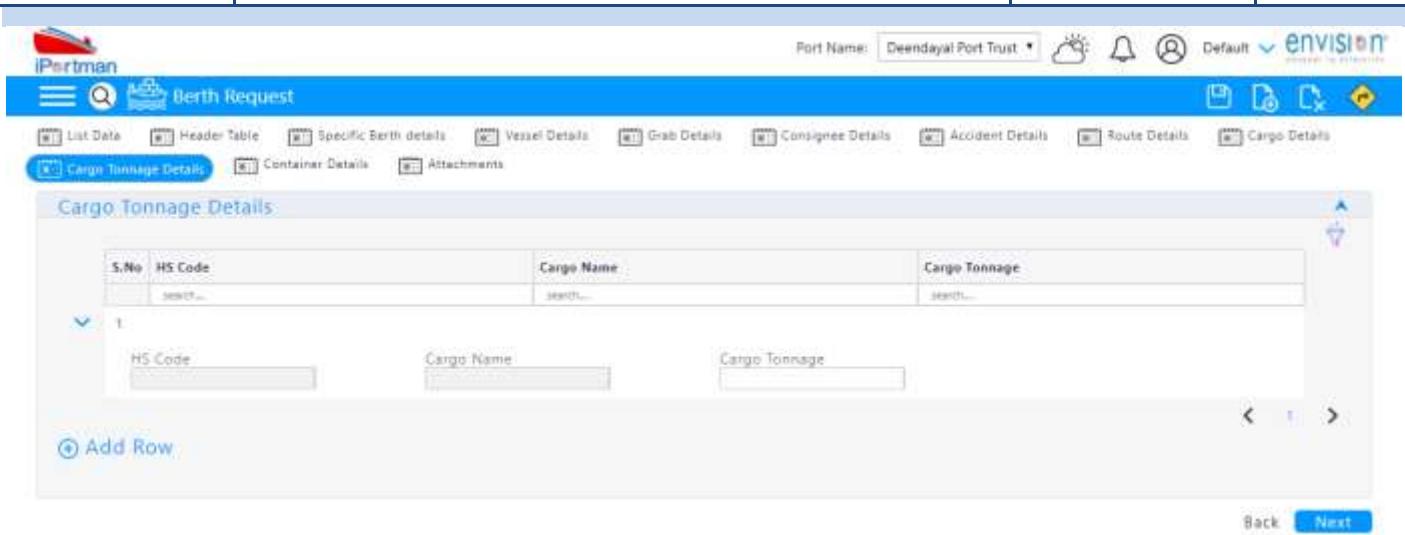


This screenshot shows the 'Cargo Tonnage Details' section of the Berth Request application. The interface is similar to the previous one, with the same header, toolbar, and table structure. The 'Cargo Tonnage Details' tab is selected. The table has columns: S.No, HS Code, Cargo Name, and Cargo Tonnage. Below the table is a red underlined 'Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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.

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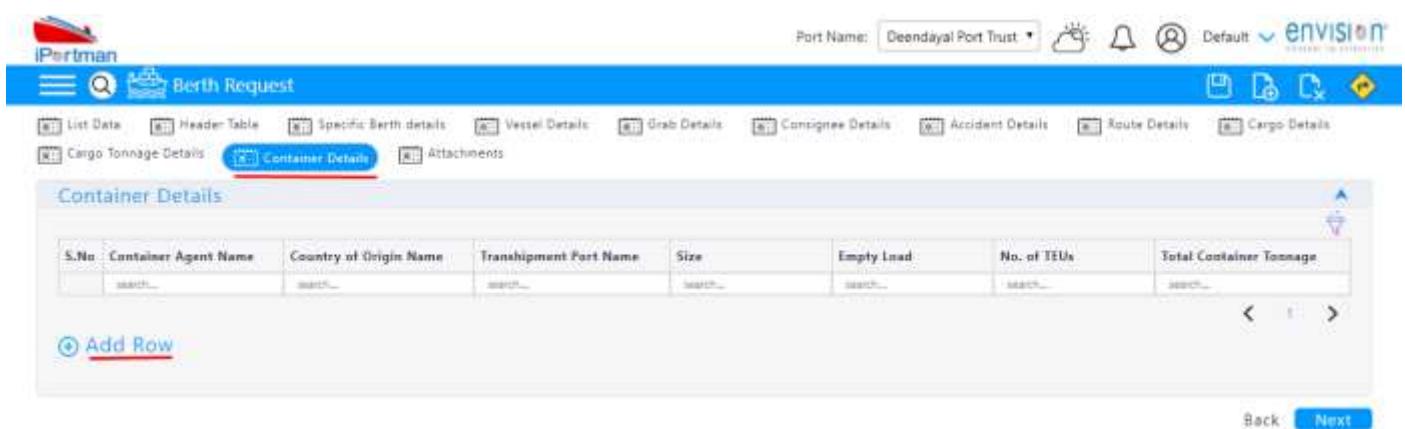


This screenshot shows the 'Cargo Tonnage Details' section of the Berth Request application. It features a table with four columns: S.No, HS Code, Cargo Name, and Cargo Tonnage. Each column has a search bar below it. A blue 'Next' button is located at the bottom right of the form.

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.

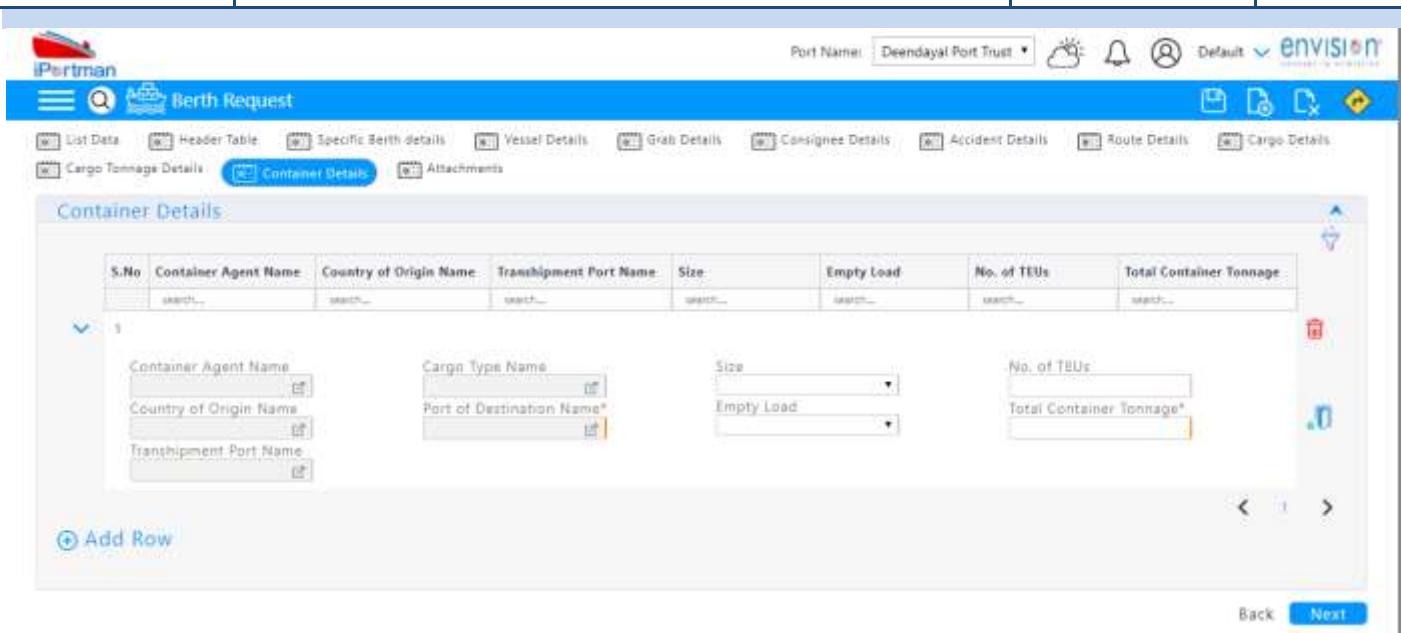


This screenshot shows the 'Container Details' section of the Berth Request application. It features a table with eight columns: S.No, Container Agent Name, Country of Origin Name, Transhipment Port Name, Size, Empty Load, No. of TEUs, and Total Container Tonnage. Each column has a search bar below it. A red box highlights the 'Container Details' tab. A blue 'Next' button is located at the bottom right.

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.

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The screenshot shows the 'Berth Request' module of the iPortman POS application. The 'Container Details' tab is selected. The interface includes a header bar with port name dropdowns and various document icons. Below the header is a toolbar with buttons for List Data, Header Table, Specific Berth details, Vessel Details, Grab Details, Consignee Details, Accident Details, Route Details, and Cargo Details. The main area contains a table for container details with columns for S.No, Container Agent Name, Country of Origin Name, Transhipment Port Name, Size, Empty Load, No. of TEUs, and Total Container Tonnage. There are also dropdowns for Container Agent Name, Country of Origin Name, and Transhipment Port Name, along with input fields for Size, Empty Load, No. of TEUs, and Total Container Tonnage. A blue 'Add Row' button is located at the bottom left of the table. At the bottom right are 'Back' and 'Next' buttons.

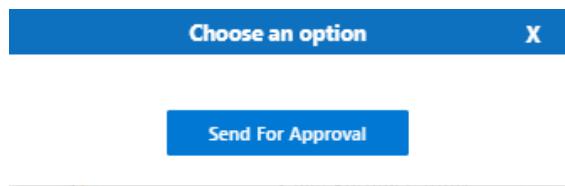
User Interface Image 44–Berth Request (Container Details) 5.5.18

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.

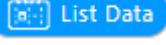


Step 22: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or

'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 .


Successfully Status changed to APPROVED

5.6.Field information

6. Business Function Name: Movement Request

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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.

Menu Path	Menu Bar → Marine→ Requests→ Movement Request→ Click on Add New
------------------	--



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

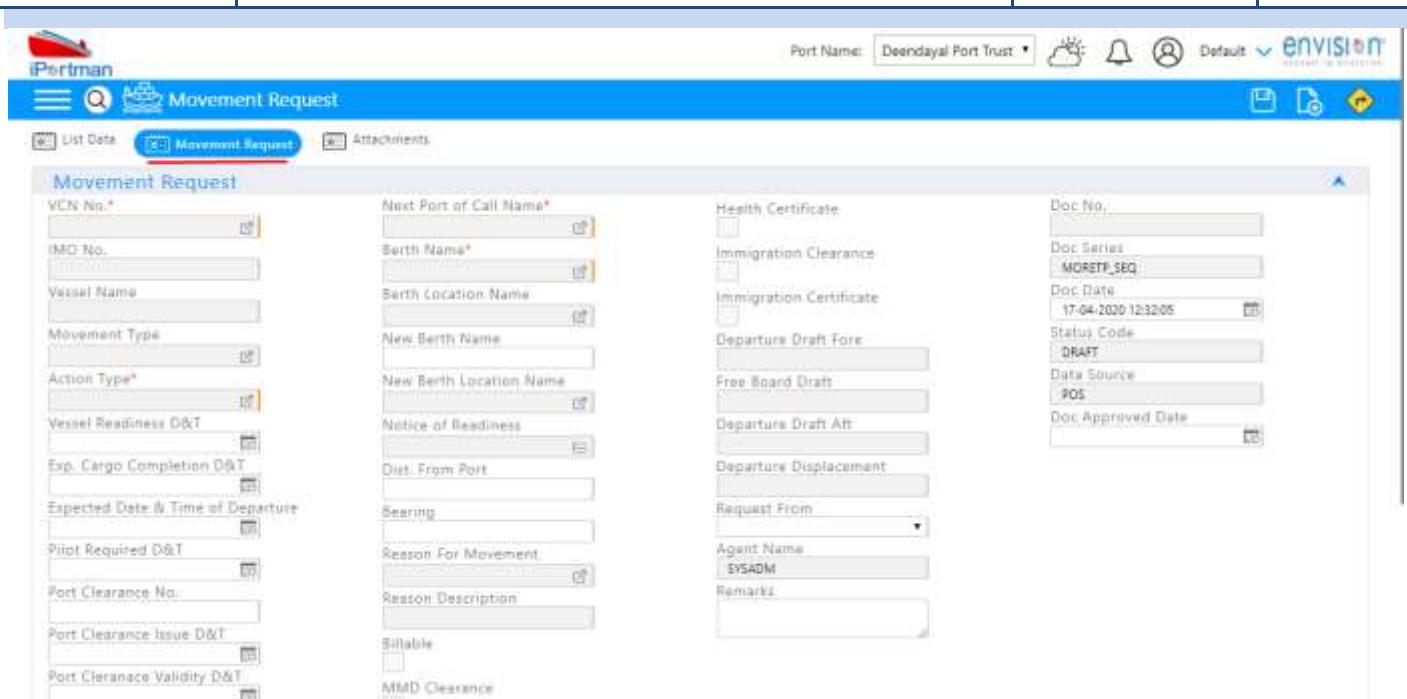
6.5.Screenshot

Following screenshot from Movement Request



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

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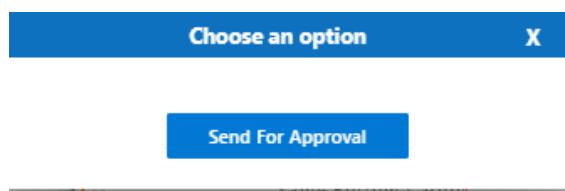
The screenshot shows the 'Movement Request' form in the iPortman application. The top navigation bar includes the iPortman logo, search, and movement request buttons. The main form has sections for Vessel Identification (VCN No., IMO No., Vessel Name), Movement Details (Movement Type, Action Type, Vessel Readiness D&T, Exp. Cargo Completion D&T, Expected Date & Time of Departure, Pilot Required D&T, Port Clearance No., Port Clearance Issue D&T, Port Clearance Validity D&T), Berthing Information (Next Port of Call Name, Berth Name, Berth Location Name, New Berth Name, New Berth Location Name), and various documentation fields (Health Certificate, Immigration Clearance, Immigration Certificate, Departure Draft Fore, Free Board Draft, Departure Draft Att, Departure Displacement, Request From, Agent Name, Remarks). A right-hand sidebar displays document details like Doc No., Doc Series, Doc Date, Status Code, Data Source, and Doc Approved Date.

User Interface Image 45—Movement Request 6.5.1

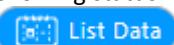
Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.

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 .

Successfully Status changed to APPROVED

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6.6.Field information

7. Business Function Name: Berth Allocation

7.1.Definition:

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

- Berthing policy
- Govt. Policy
- Priority Berthing Scheme
- Out stting 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 stakeholders 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.

Menu Path	Menu Bar → Marine → Allocations → Berth Allocation → Click on Add New
------------------	--

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

7.4.Prerequisites – Masters

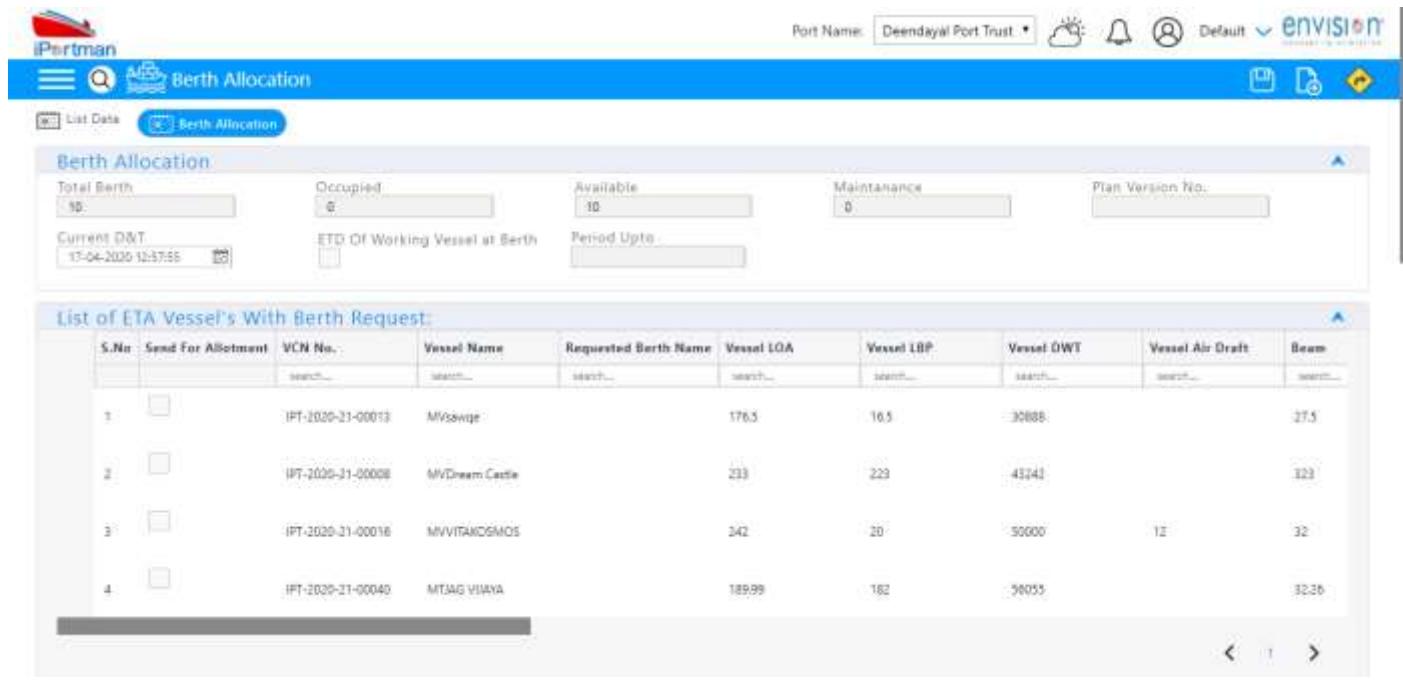
1. Berth

7.5.Screenshot

Following screenshot from Berth Allocation

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



The screenshot shows the Berth Allocation module of the iPortman POS application. At the top, there are tabs for 'List Data' and 'Berth Allocation'. The 'Berth Allocation' tab is active. Below the tabs, there are several input fields: 'Total Berth' (10), 'Occupied' (6), 'Available' (10), 'Maintenance' (0), and 'Plan Version No.'. Underneath these fields, there are two date inputs: 'Current D&T' (17-04-2020 12:37:55) and 'ETD Of Working Vessel at Berth'. A 'Period Upto' dropdown is also present. The main area is titled 'List of ETA Vessel's With Berth Request' and contains a table with four rows of vessel information:

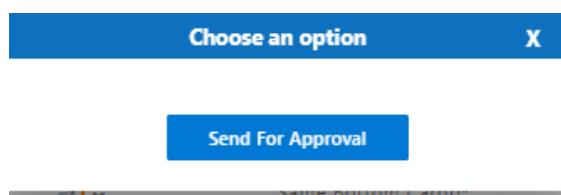
S.No	Send For Allotment	VCN No.-	Vessel Name	Requested Berth Name	Vessel LOA	Vessel LBP	Vessel DWT	Vessel Air Draft	Beam
1	<input type="checkbox"/>	IPT-2020-21-00013	MVsewige		176.5	16.5	30088		27.5
2	<input type="checkbox"/>	IPT-2020-21-00008	MVDream Castle		233	223	43241		32.3
3	<input type="checkbox"/>	IPT-2020-21-00016	MVVITAKOSMOS		242	20	50000	12	32
4	<input type="checkbox"/>	IPT-2020-21-00049	MTJAG VIJAYA		189.99	182	30055		32.26

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.

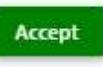
Step 3: After updating the fields click on save Record  from Top Menu Bar to save Berth Allocation Form. Once saved  message appears.

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

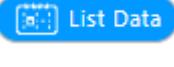


Step 5: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'

with reason.

 Accept

 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 



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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.

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



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

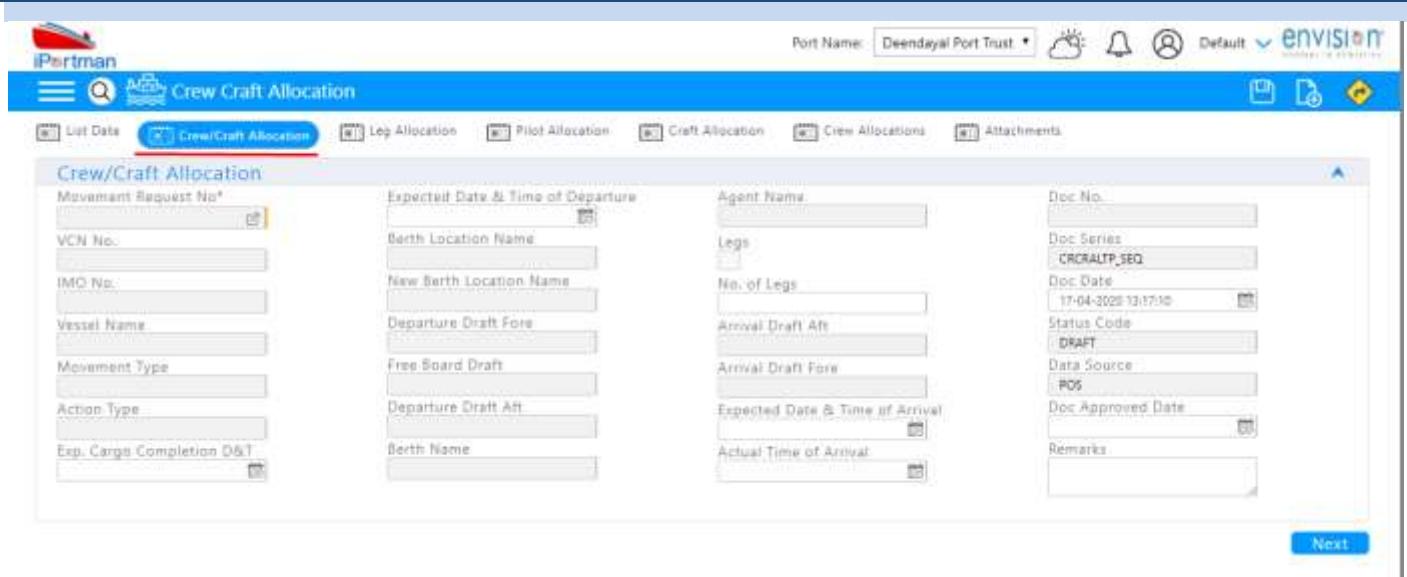
8.5.Screenshot

Following screenshot from Crew/Craft Planning Allocation.



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

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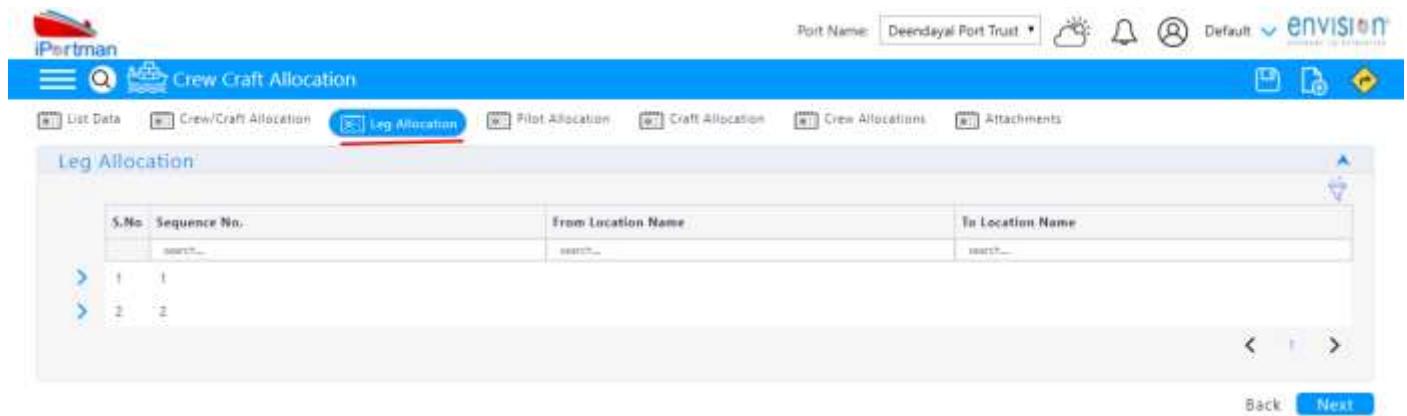
The screenshot shows the 'Crew Craft Allocation' page. At the top, there are tabs: 'List Data', 'Crew/Craft Allocation' (which is selected and highlighted in blue), 'Leg Allocation', 'Pilot Allocation', 'Craft Allocation', 'Crew Allocations', and 'Attachments'. Below the tabs, there are several input fields grouped under 'Movement Request No*', 'VCN No.', 'IMO No.', 'Vessel Name', 'Movement Type', 'Action Type', and 'Exp. Cargo Completion D&T'. To the right of these, there are sections for 'Expected Date & Time of Departure' (with fields for 'Berth Location Name', 'New Berth Location Name', 'Departure Draft Fore', 'Free Board Draft', 'Departure Draft Aft', and 'Berth Name'), 'Agent Name' (with 'Legs' and 'No. of Legs' fields), and 'Doc Info' (with fields for 'Doc No.', 'Doc Series', 'Doc Date' (set to 17-04-2028 13:17:10), 'Status Code' (set to DRAFT), 'Data Source' (set to POS), 'Doc Approved Date', and 'Remarks'). At the bottom right of the page is a 'Next' button.

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.



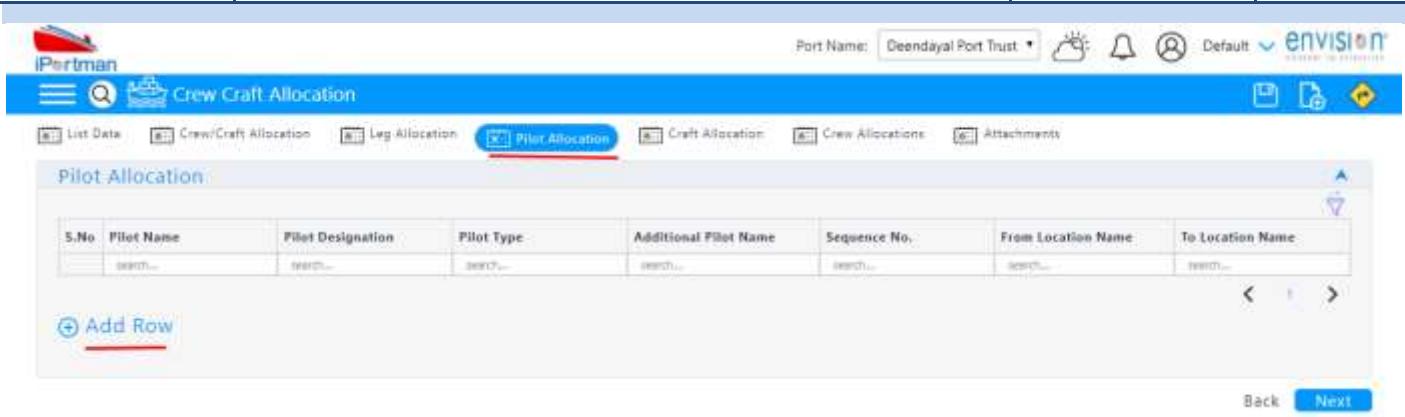
The screenshot shows the 'Leg Allocation' page. At the top, there are tabs: 'List Data', 'Crew/Craft Allocation', 'Leg Allocation' (which is selected and highlighted in blue), 'Pilot Allocation', 'Craft Allocation', 'Crew Allocations', and 'Attachments'. Below the tabs, there is a table with columns 'S.No.', 'Sequence No.', 'From Location Name', and 'To Location Name'. The table contains two rows: one with sequence number 1 and another with sequence number 2. At the bottom right of the page are 'Back' and 'Next' buttons.

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.

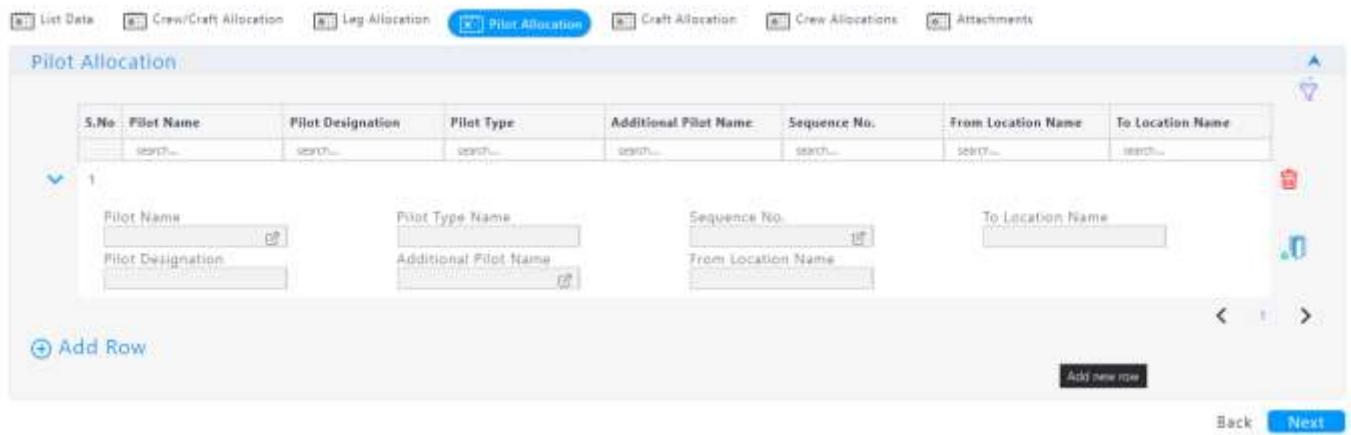
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Pilot Allocation' section of the iPortman POS application. At the top, there's a navigation bar with tabs: List Data, Crew/Craft Allocation, Leg Allocation, Pilot Allocation (which is highlighted in red), Craft Allocation, Crew Allocations, and Attachments. Below the navigation bar is a search bar with placeholder text 'search...'. The main area is titled 'Pilot Allocation' and contains a table with columns: S.No, Pilot Name, Pilot Designation, Pilot Type, Additional Pilot Name, Sequence No., From Location Name, and To Location Name. There is one row in the table with placeholder text 'search...'. A blue button labeled '+ Add Row' is located at the bottom left of the table. At the bottom right, there are 'Back' and 'Next' buttons.

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

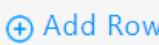
Step 5: Once  is selected following fields will be enabled to enter Pilot Allocation Details.

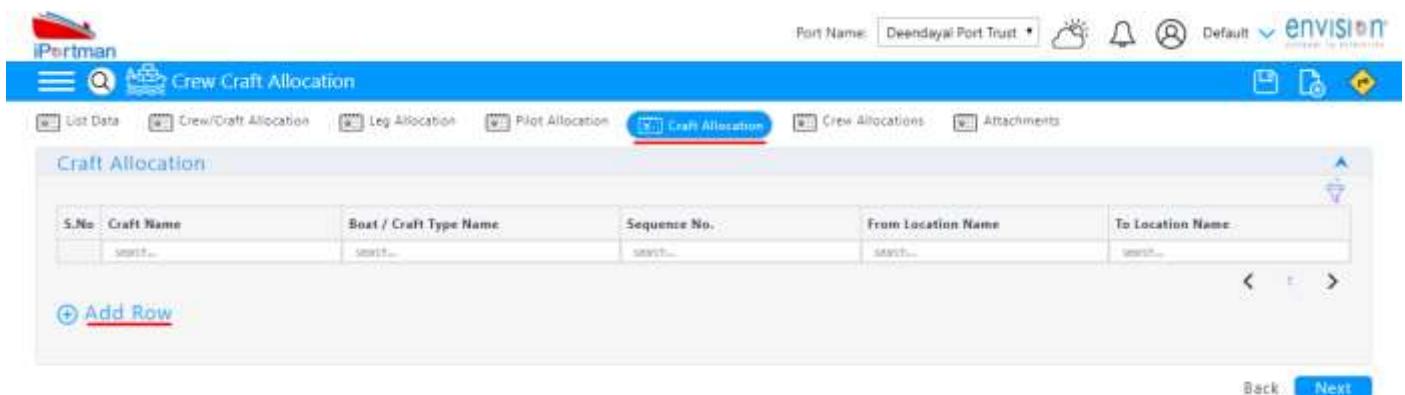


This screenshot shows the same 'Pilot Allocation' section as above, but with several fields now enabled and visible. The 'Pilot Name' and 'Pilot Designation' fields have dropdown menus open. The 'Pilot Type' field has a dropdown menu open. The 'Additional Pilot Name' field has a dropdown menu open. The 'Sequence No.' field has a dropdown menu open. The 'From Location Name' and 'To Location Name' fields also have dropdown menus open. The '+ Add Row' button is still present at the bottom left.

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.

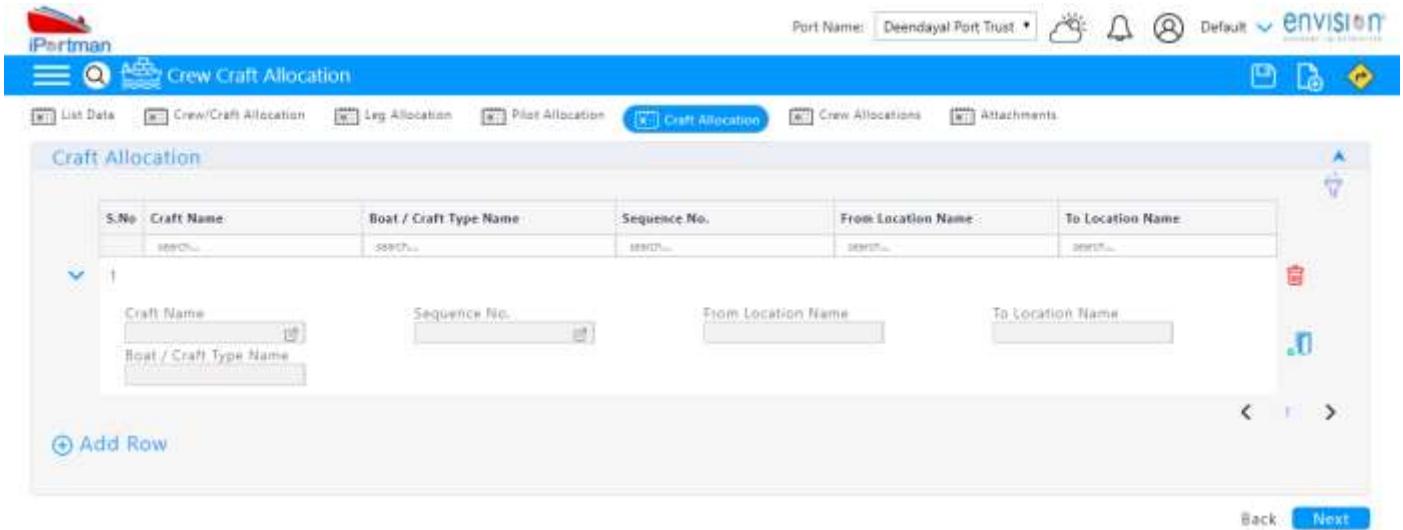


This screenshot shows the 'Craft Allocation' section of the application. The navigation bar and table structure are identical to the previous screenshots, but the table is currently empty with no rows. A blue button labeled '+ Add Row' is located at the bottom left of the table. At the bottom right, there are 'Back' and 'Next' buttons.

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

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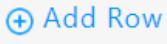
Step 7: Once  is selected following fields will be enabled to enter Craft Allocation Details.

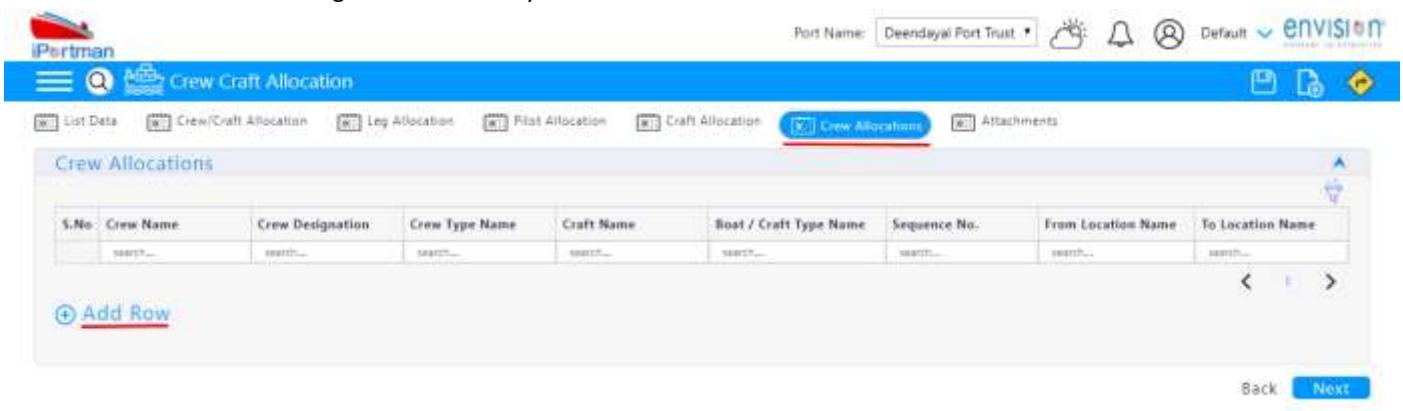


The screenshot shows the 'Crew Craft Allocation' page. The 'Craft Allocation' tab is active. Below it, there's a table with columns: S.No., Craft Name, Boat / Craft Type Name, Sequence No., From Location Name, and To Location Name. A row is being added, indicated by a '+' sign. Below the table, there are input fields for Craft Name, Sequence No., From Location Name, and To Location Name. At the bottom left is the '+ Add Row' button, which is highlighted with a blue circle. Navigation buttons 'Back' and 'Next' are at the bottom right.

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

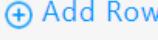
Step 8 Once all the necessary fields are filled, click  button from the bottom of the page. Then you will be redirected to Crew Allocation page as below

Click on  to begin with data entry.

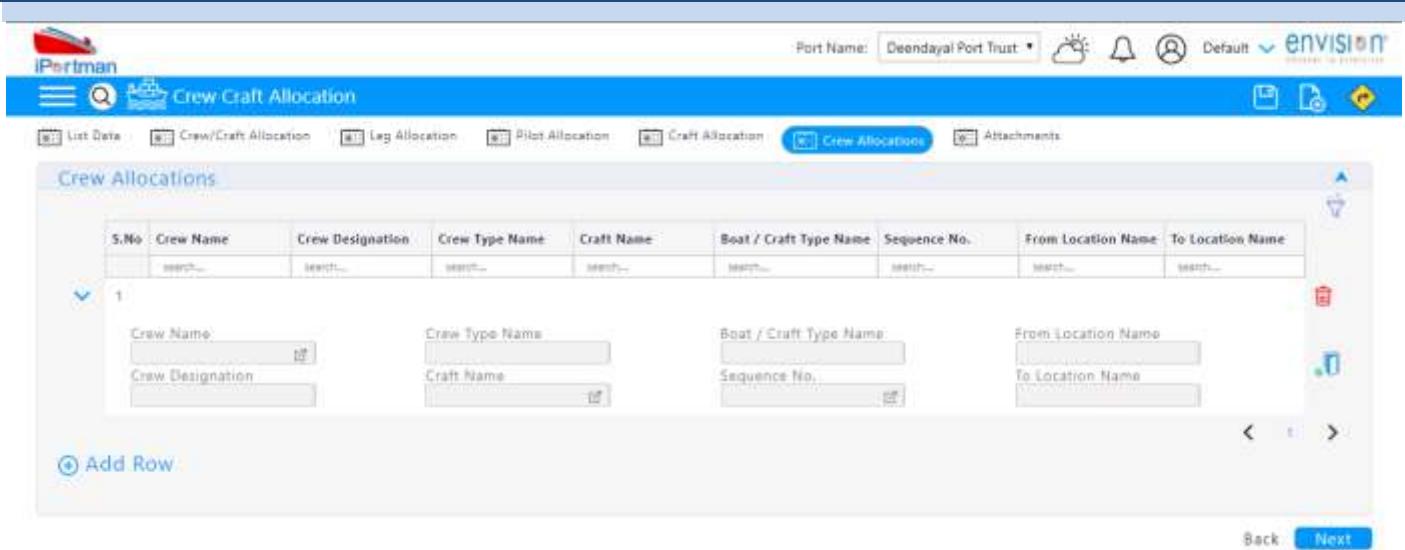


The screenshot shows the 'Crew Craft Allocation' page again, but the 'Crew Allocations' tab is active. Below it, there's a table with columns: S.No., Crew Name, Crew Designation, Crew Type Name, Craft Name, Boat / Craft Type Name, Sequence No., From Location Name, and To Location Name. A row is being added, indicated by a '+' sign. Below the table, there are input fields for Crew Name, Crew Designation, Crew Type Name, Craft Name, Boat / Craft Type Name, Sequence No., From Location Name, and To Location Name. At the bottom left is the '+ Add Row' button, which is highlighted with a red underline. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.

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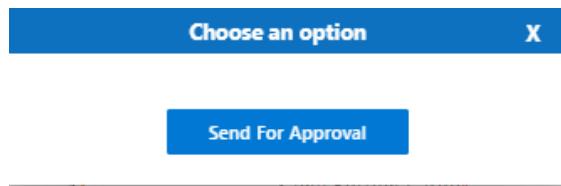


User Interface Image 54-Crew/Craft Allocation (Crew Allocation Fields) 8.5.8

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:

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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.

Menu Path	Menu Bar → Marine→ Requests→ Pilot Memo Application→ Click on Add New
------------------	--

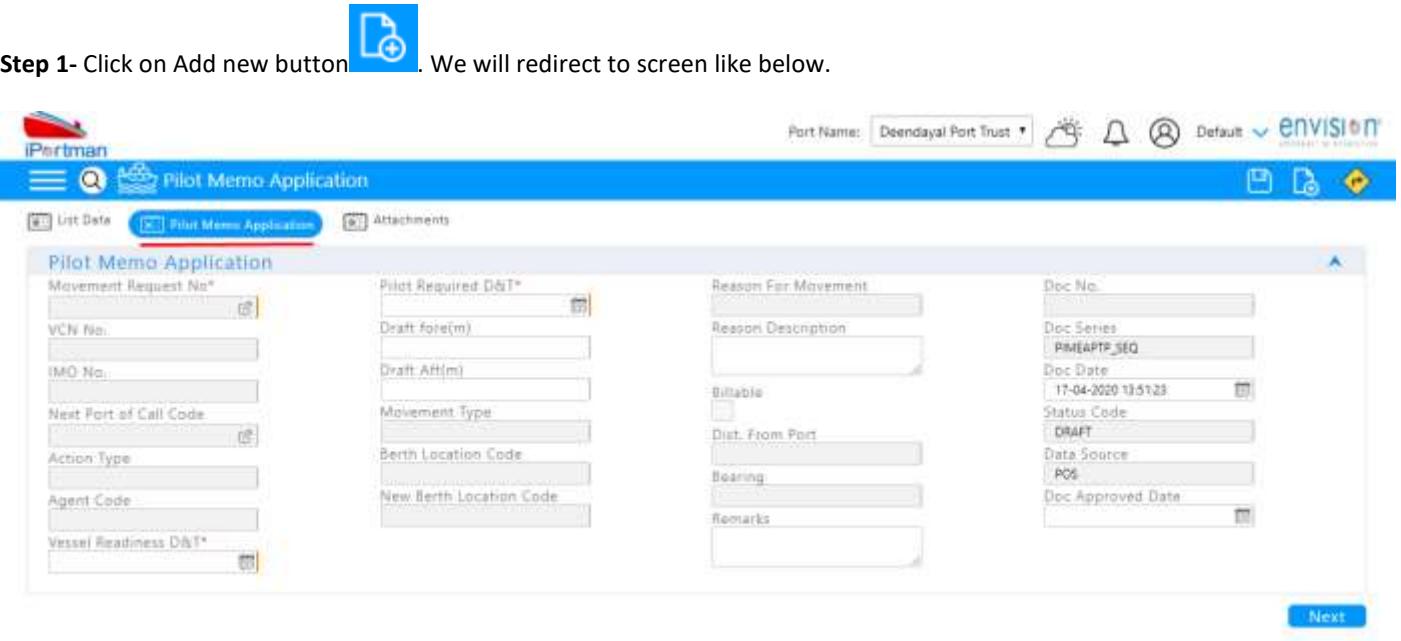
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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.

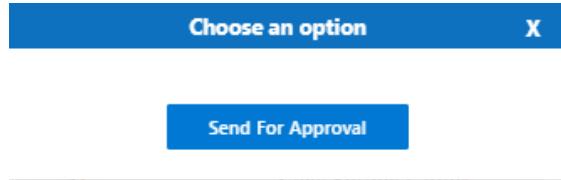
User Interface Image 55-Pilot Memo Application 9.5.1

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.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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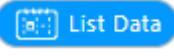
Step 3: After updating the fields click on save Record  from Top Menu Bar to save Pilot Memo Application Form. Once saved  **Record saved** message appears.

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 

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Recordings→ Movement Recording→ Click on Add New
------------------	--

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

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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.

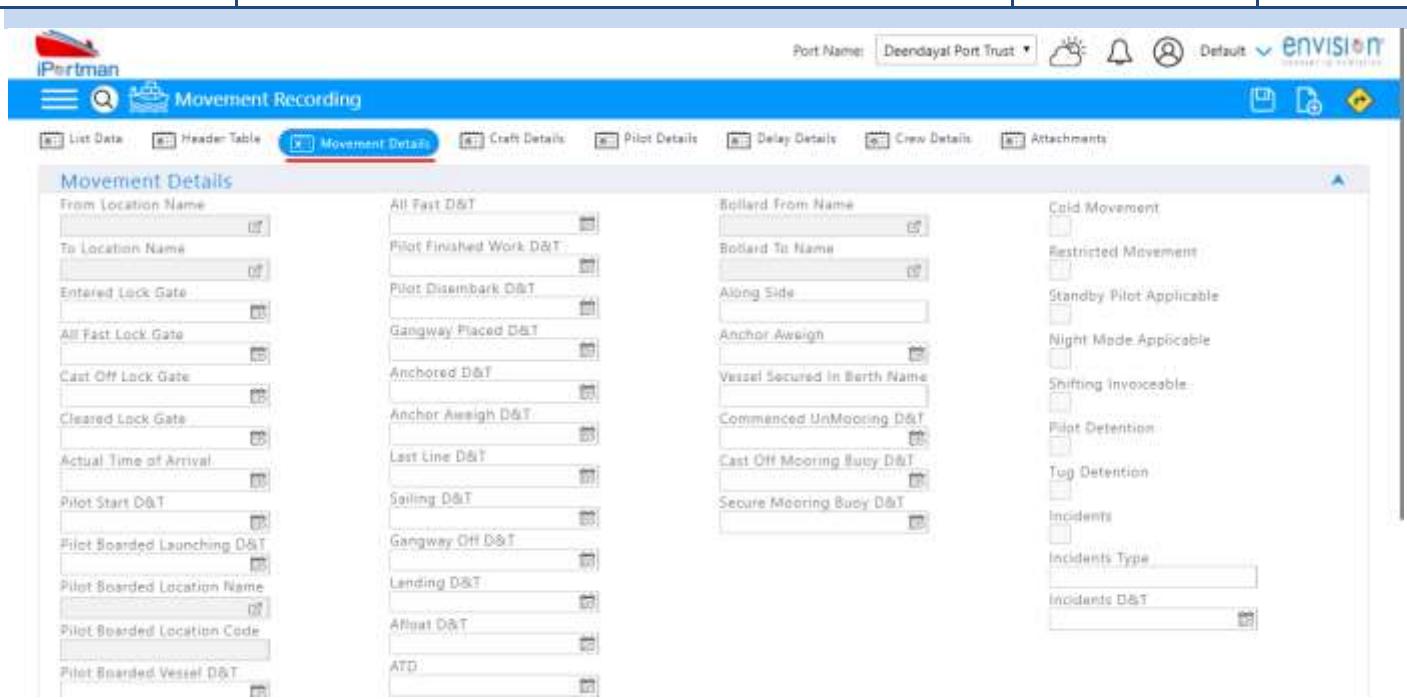


Step 1- Click on Add new button . We will redirect to screen like below.

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

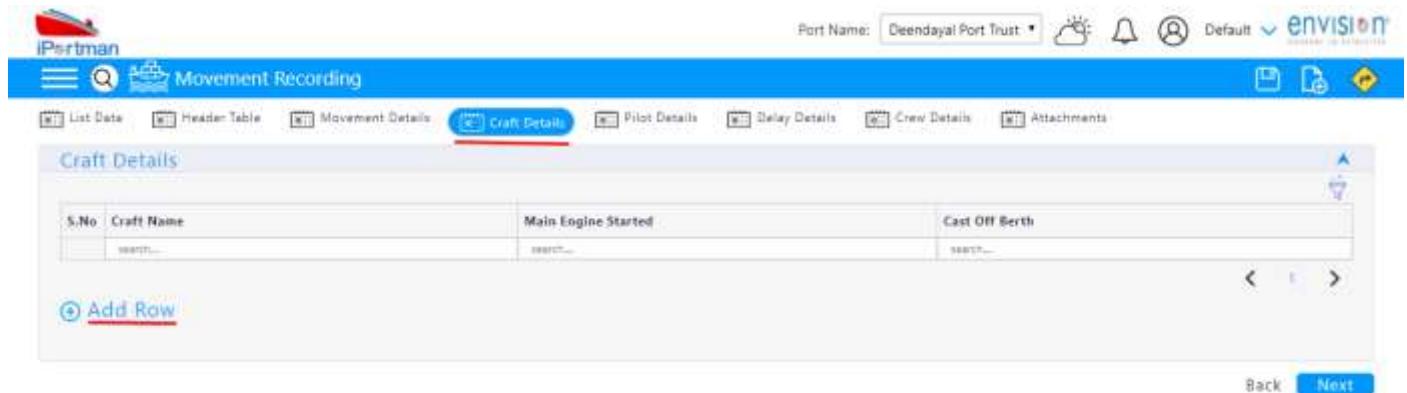


The screenshot shows the 'Movement Details' tab selected in the iPortman POS application. The page contains two main sections: 'Movement Details' on the left and 'Cold Movement' on the right. The 'Movement Details' section includes fields for various events like 'From Location Name', 'To Location Name', and 'Entered Lock Gate'. The 'Cold Movement' section lists several checkboxes for movement types such as 'Cold Movement', 'Restricted Movement', and 'Standby Pilot Applicable'.

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

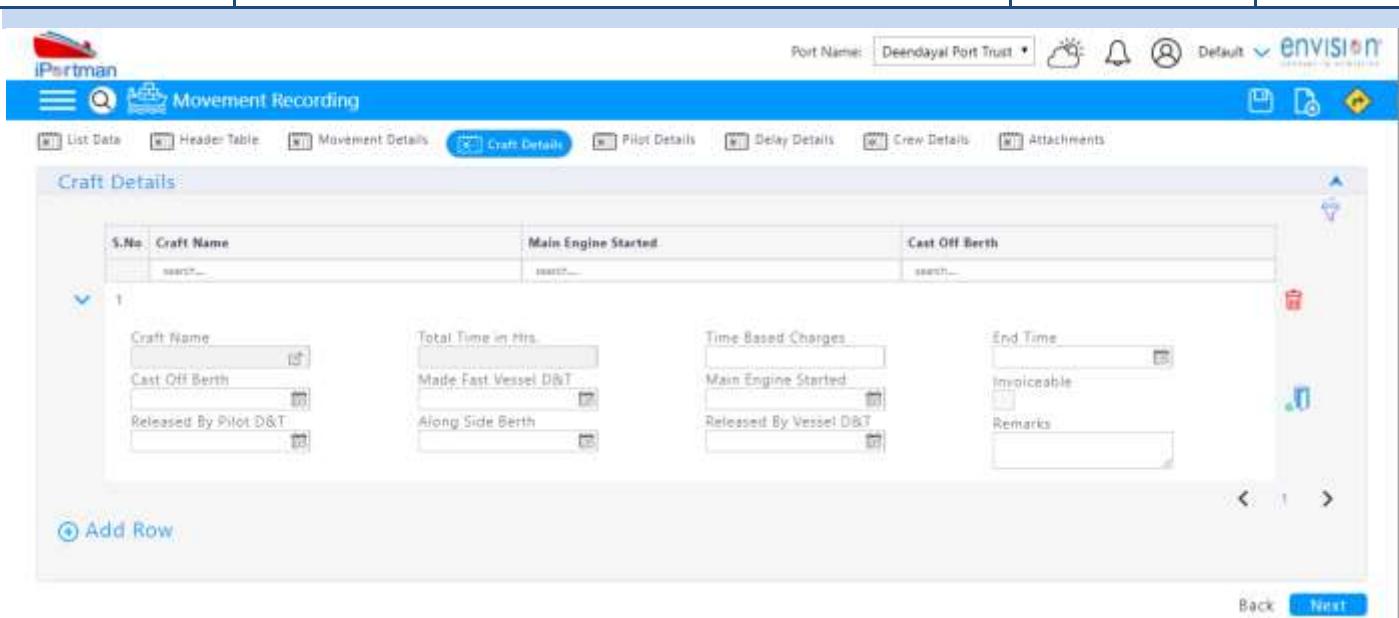


The screenshot shows the 'Craft Details' tab selected in the iPortman POS application. It features a table with columns for 'S.No', 'Craft Name', 'Main Engine Started', and 'Cast Off Berth'. Below the table is a red-highlighted link labeled '+ Add Row'. At the bottom right, there are 'Back' and 'Next' buttons.

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.

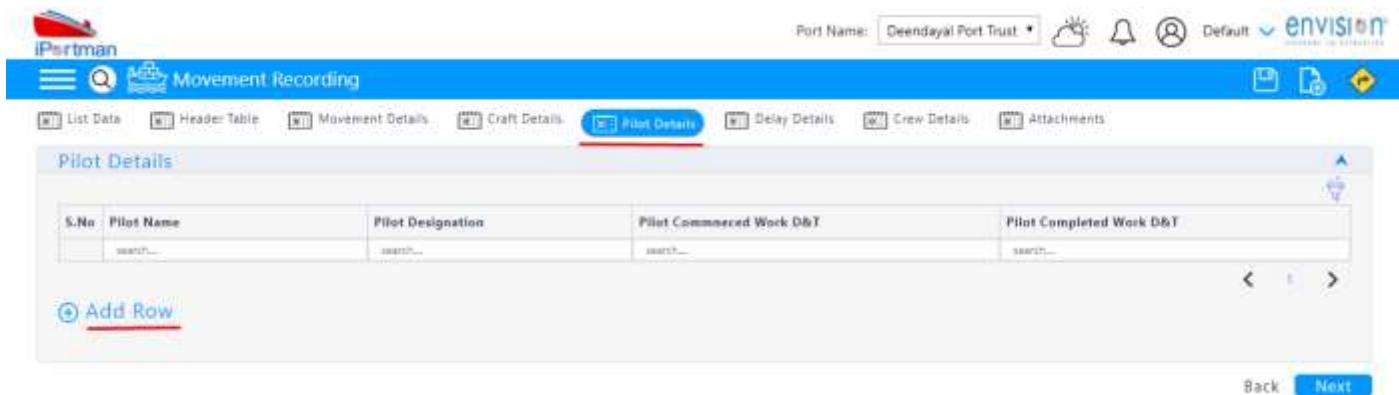
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User Interface Image 59-Movement Recording (Craft Details Fields) 10.5.4

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

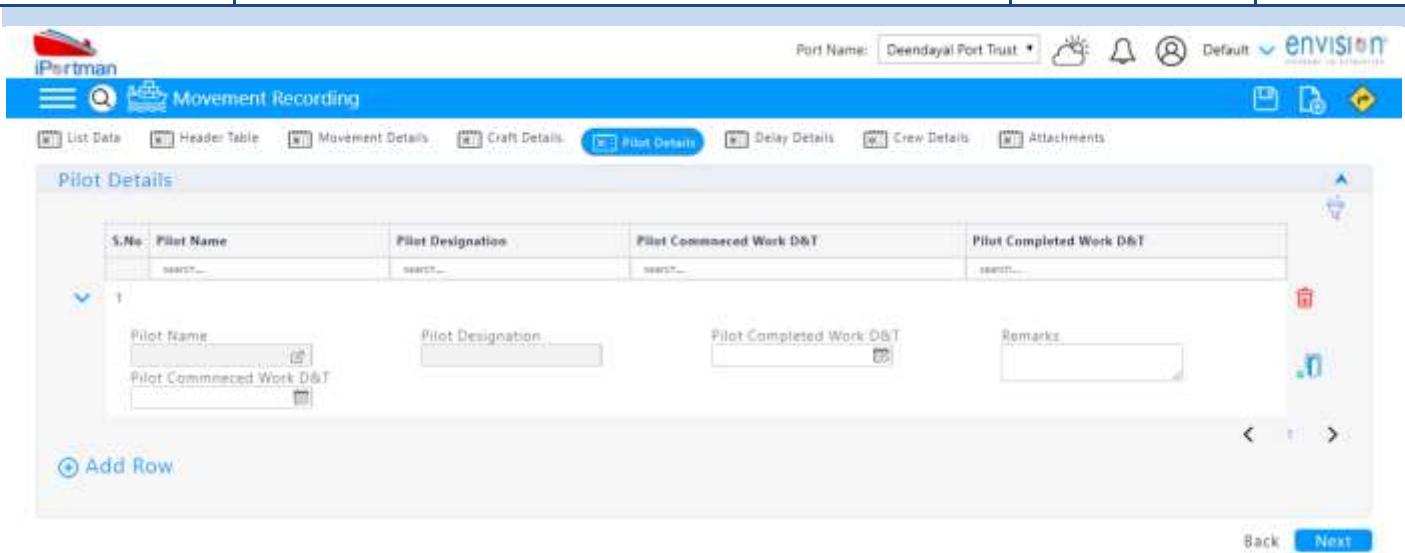
Click on **+ Add Row** to begin with data entry.



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.

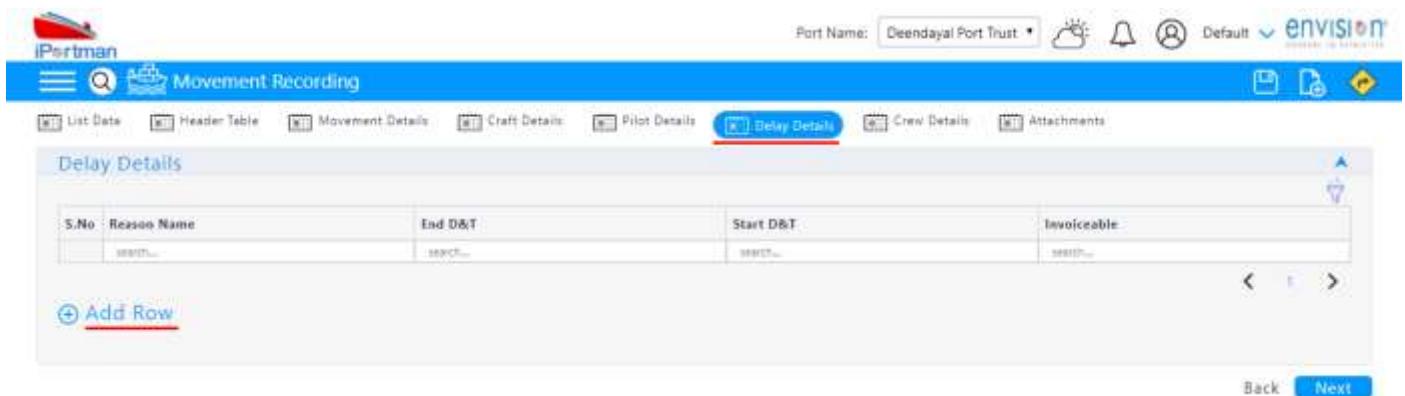
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User Interface Image 61-Movement Recording (Pilot Details Fields) 10.5.6

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

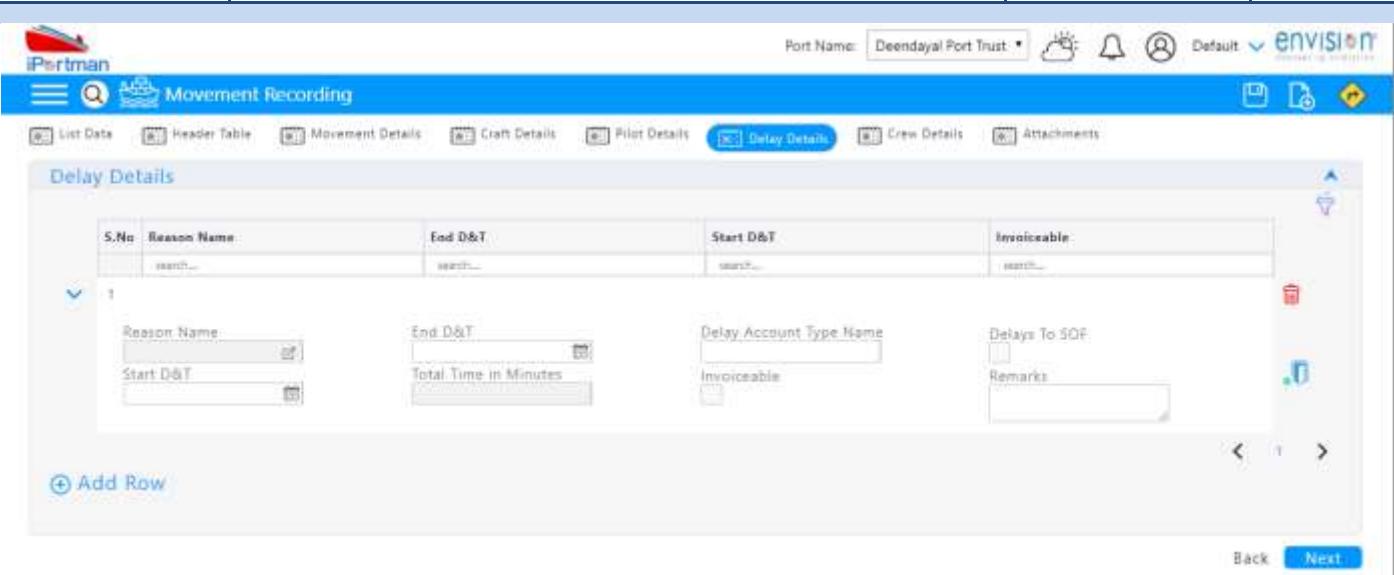
Click on **+ Add Row** to begin with data entry.



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.

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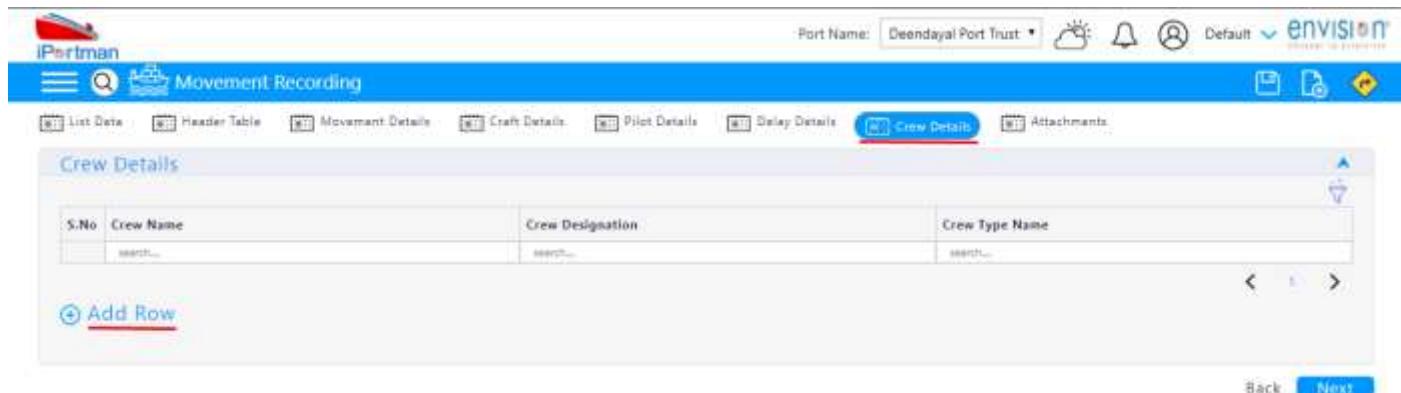


The screenshot shows the 'Movement Recording' module in the iPortman POS application. The 'Delay Details' tab is active. A table titled 'Delay Details' is displayed with the following columns: S.No, Reason Name, End D&T, Start D&T, and Invoiceable. A single row is selected for editing, showing fields for Reason Name, End D&T (with a date picker), Total Time in Minutes, Delay Account Type Name, Invoiceable, Delays To S&P, and Remarks. Below the table is a button labeled '+ Add Row'.

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.

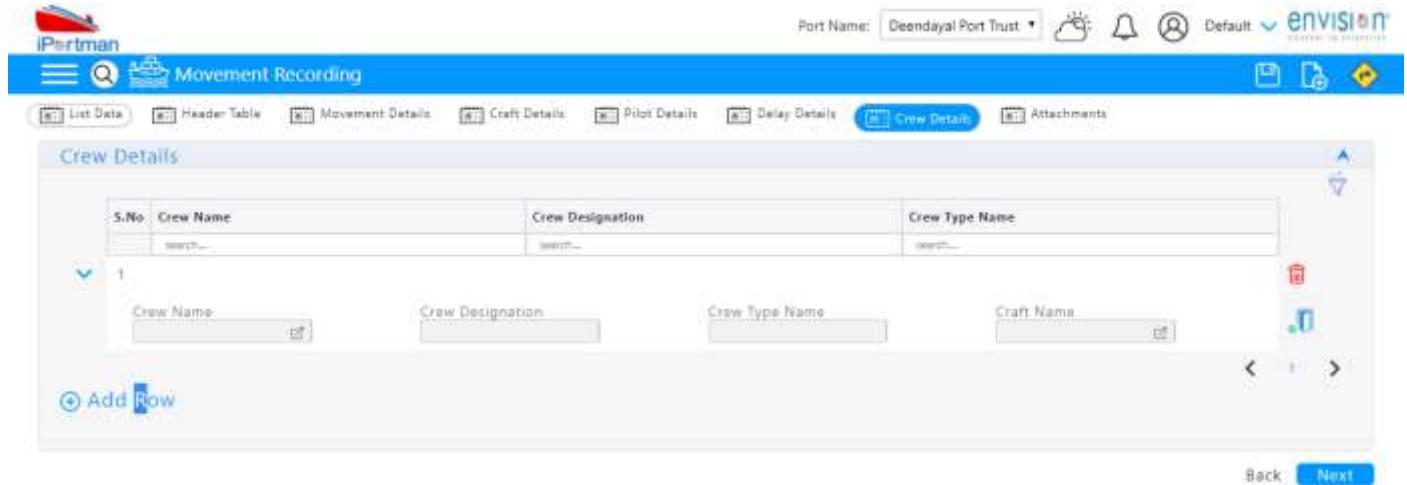


The screenshot shows the 'Movement Recording' module in the iPortman POS application. The 'Crew Details' tab is active. A table titled 'Crew Details' is displayed with the following columns: S.No, Crew Name, Crew Designation, and Crew Type Name. A single row is selected for editing, showing fields for Crew Name, Crew Designation, and Crew Type Name. Below the table is a button labeled '+ Add Row'.

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

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

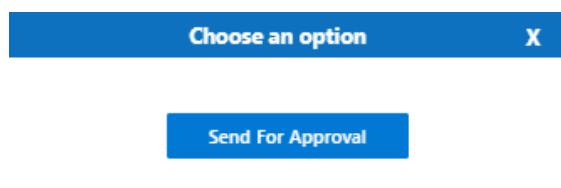


The screenshot shows the 'Movement Recording' module in the iPortman application. The top navigation bar includes 'Port Name: Deendayal Port Trust', a user icon, and 'Default'. The main title is 'Movement Recording'. Below it, there are tabs: 'List Data', 'Header Table', 'Movement Details', 'Craft Details', 'Pilot Details', 'Delay Details', 'Crew Details' (which is currently selected), and 'Attachments'. On the right side of the header, there are icons for 'Print', 'Save', and 'Print Preview'. The main content area is titled 'Crew Details'. It contains a table with columns: S.No., Crew Name, Crew Designation, and Crew Type Name. A row is being edited, showing 'S.No.' 1, 'Crew Name' (with a dropdown menu), 'Crew Designation' (dropdown), 'Crew Type Name' (dropdown), and 'Craft Name' (dropdown). Below the table is a button labeled ' Add Row'. At the bottom right of the form are 'Back' and 'Next' buttons.

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 .

 Successfully Status changed to APPROVED

10.6. Field information

11. Business Function Name: Nil List

11.1. Definition:

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Nil list is a declaration by vessel stating (no Animals, no Passengers, no stowaways, 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.

Menu Path	Menu Bar → Marine→ Declarations→ NIL List→ Click on Add New
-----------	--



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

11.4. Prerequisites – Master

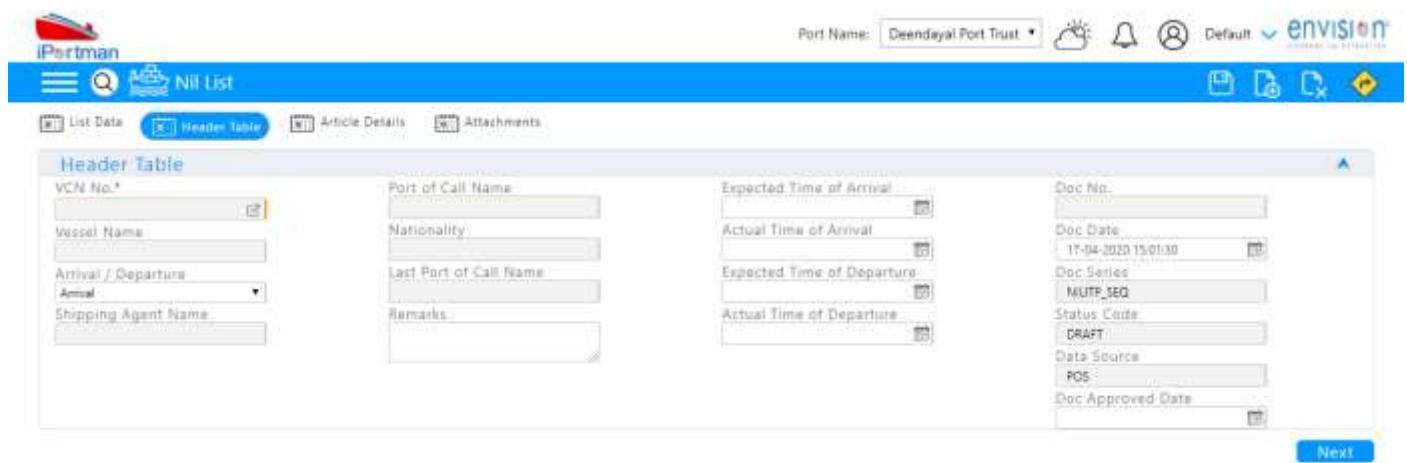
1. Port
2. Nationality
3. Article

11.5. Screenshot

Following Screenshot from NIL List.



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



The screenshot shows the 'Header Table' section of the NIL List form. It includes fields for VCN No., Port of Call Name, Expected Time of Arrival, and Doc No. There are also sections for Article Details and Attachments. The 'Header Table' tab is selected. At the bottom right, there is a 'Next' button.

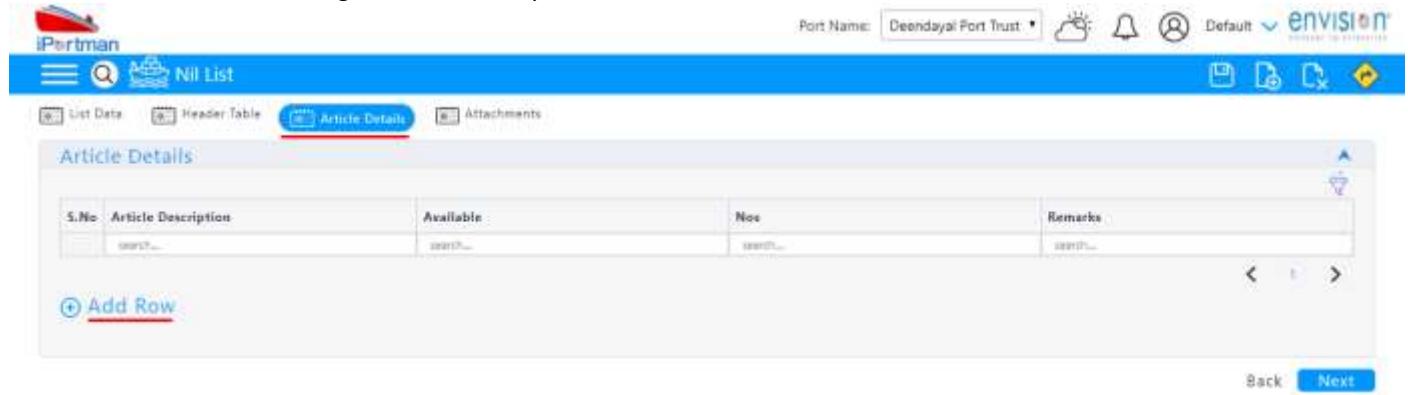
User Interface Image 66-NIL List (Header Table) 11.5.1

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 **Next** button from the bottom of the page. Then you will be redirected to Article Details page as below.

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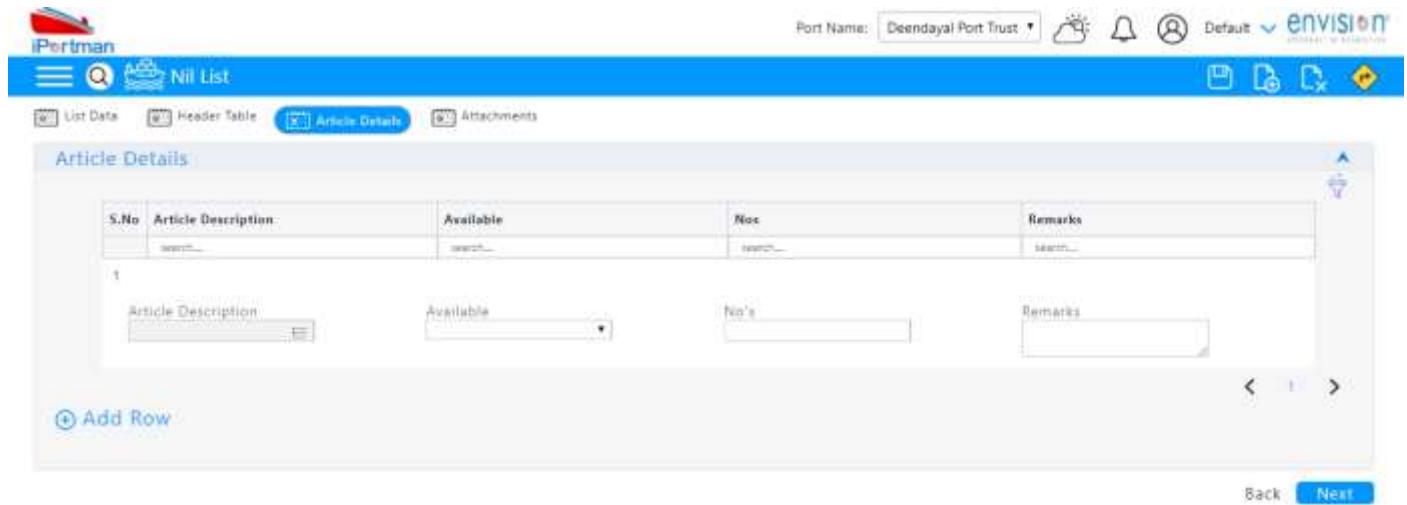
Click on  [+ Add Row](#) to begin with data entry.



The screenshot shows the 'Article Details' section of the NIL List application. At the top, there are tabs for 'List Data', 'Header Table', 'Article Details' (which is selected and highlighted in red), and 'Attachments'. Below the tabs is a table with columns: S.No, Article Description, Available, Nos, and Remarks. A blue button labeled '+ Add Row' is located at the bottom left of the table area. The top right corner of the interface includes a Port Name dropdown set to 'Deendayal Port Trust', and icons for cloud, bell, user, default, and the Envision logo.

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

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

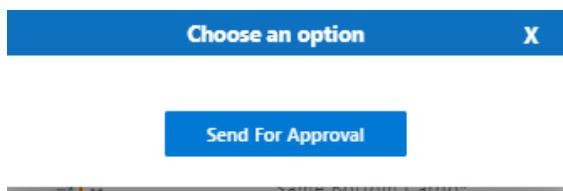


This screenshot is identical to the one above, showing the 'Article Details' screen. The difference is that the fields under the table—'Article Description', 'Available', 'Nos', and 'Remarks'—are now displayed as input fields, indicating they have been enabled by clicking the '+ Add Row' button. The rest of the interface, including the tabs and the top right controls, remains the same.

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.

 Accept

 Decline

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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.

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



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

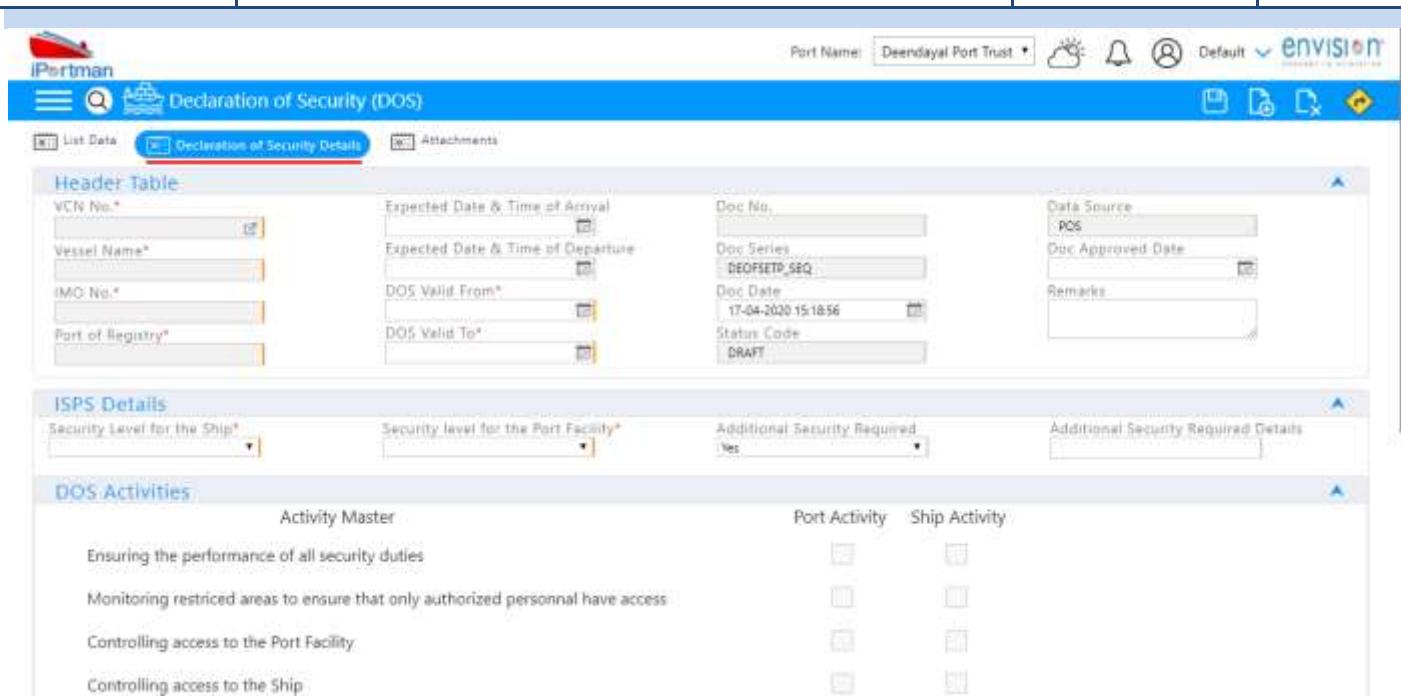
12.5. Screenshot

Following Screenshots from DOS



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

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The screenshot shows the 'Declaration of Security (DOS)' form. At the top, there are tabs for 'List Data' (highlighted), 'Declaration of Security Details' (selected), and 'Attachments'. The 'Declaration of Security Details' tab contains several sections:

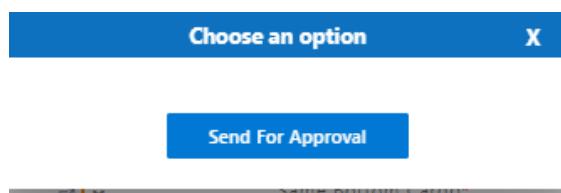
- Header Table:** Fields include VCN No*, Vessel Name*, IMO No*, Port of Registry*, Expected Date & Time of Arrival, Expected Date & Time of Departure, DOS Valid From*, DOS Valid To*, Doc No., Doc Series (DEOFSETP_SEQ), Doc Date (17-04-2020 15:18:56), Status Code (DRAFT), Data Source (POS), Doc Approved Date, and Remarks.
- ISPS Details:** Fields include Security Level for the Ship* and Security level for the Port Facility*. Additional Security Required is set to Yes.
- DOS Activities:** A table with columns for Activity Master, Port Activity, and Ship Activity. Activities listed include Ensuring the performance of all security duties, Monitoring restricted areas to ensure that only authorized personnel have access, Controlling access to the Port Facility, and Controlling access to the ship.

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

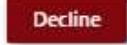
Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.

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 

 Successfully Status changed to APPROVED

12.6. Field information

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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.

Menu Path

Menu Bar → Marine→ Declarations→ Free Pratique Declaration→ Click on **Add New**



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

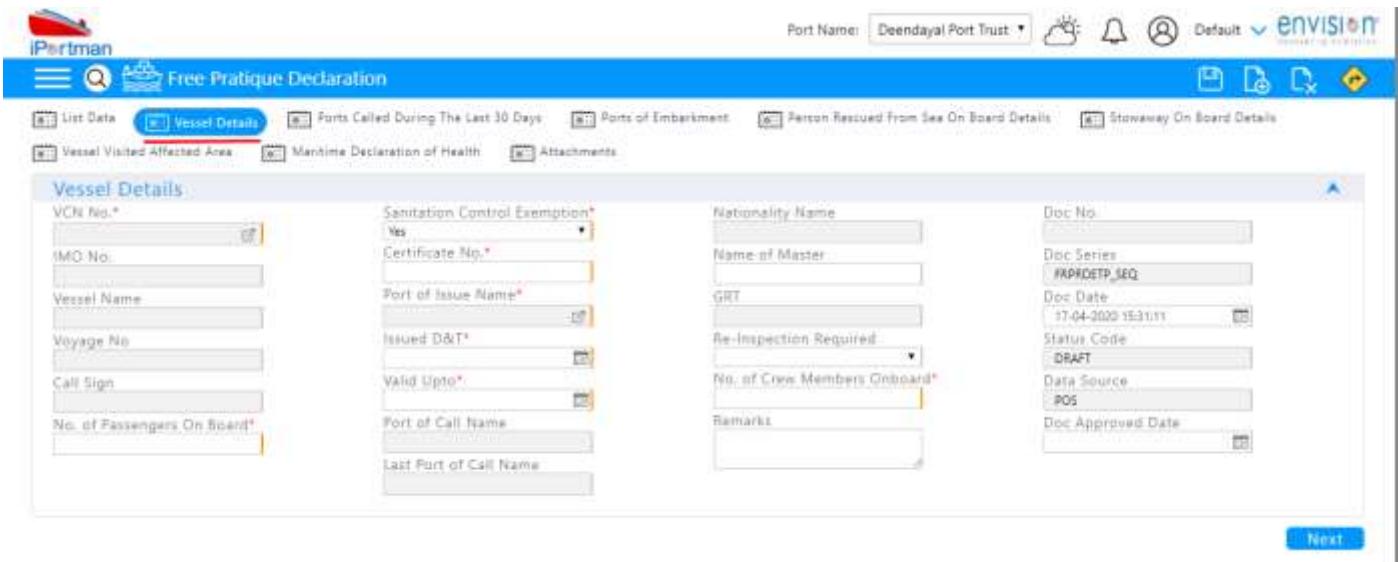
13.5. Screenshot

Following Screenshots are from Free Pratique Declaration.



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

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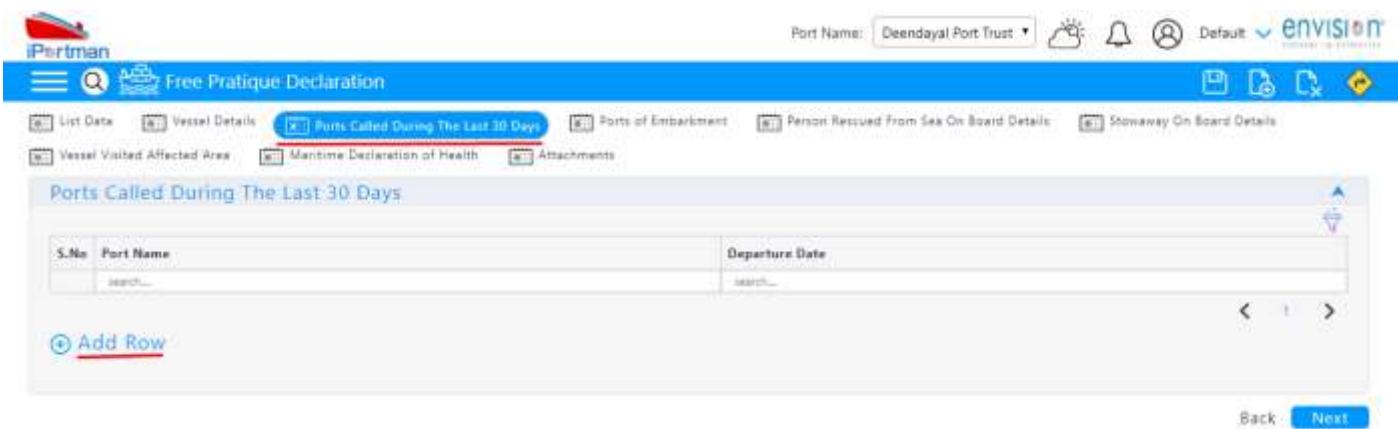
This screenshot shows the 'Free Pratique Declaration' page for 'Vessel Details'. The 'Vessel Details' tab is selected. On the left, there's a grid of input fields for vessel identification (VCN No., IMO No., Vessel Name, Voyage No., Call Sign, No. of Passengers On Board). On the right, there are more detailed fields: Sanitation Control Exemption (Yes or No), Certificate No., Port of Issue Name, Issued D&T, Valid Upto, Port of Call Name, Last Port of Call Name, Nationality Name, Name of Master, GRT, Re-Inspection Required, No. of Crew Members Onboard, Remarks, and document metadata like Doc No., Doc Series, Doc Date, Status Code, Data Source, and Doc Approved Date. A 'Next' button is at the bottom right.

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.

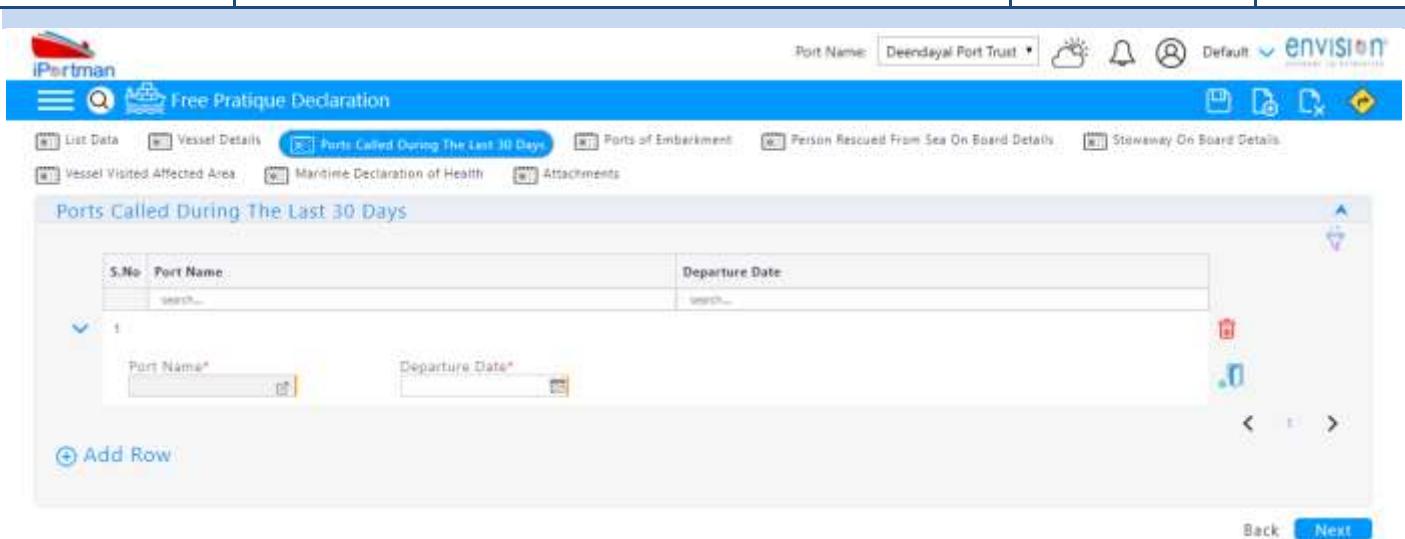


This screenshot shows the 'Free Pratique Declaration' page for 'Ports Called During The Last 30 Days'. The 'Ports Called During The Last 30 Days' tab is selected. It features a table with columns for S.No, Port Name, and Departure Date. There is a search bar for both columns. A red underline is placed over the '+ Add Row' button. Navigation buttons for Back and Next are at the bottom right.

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.

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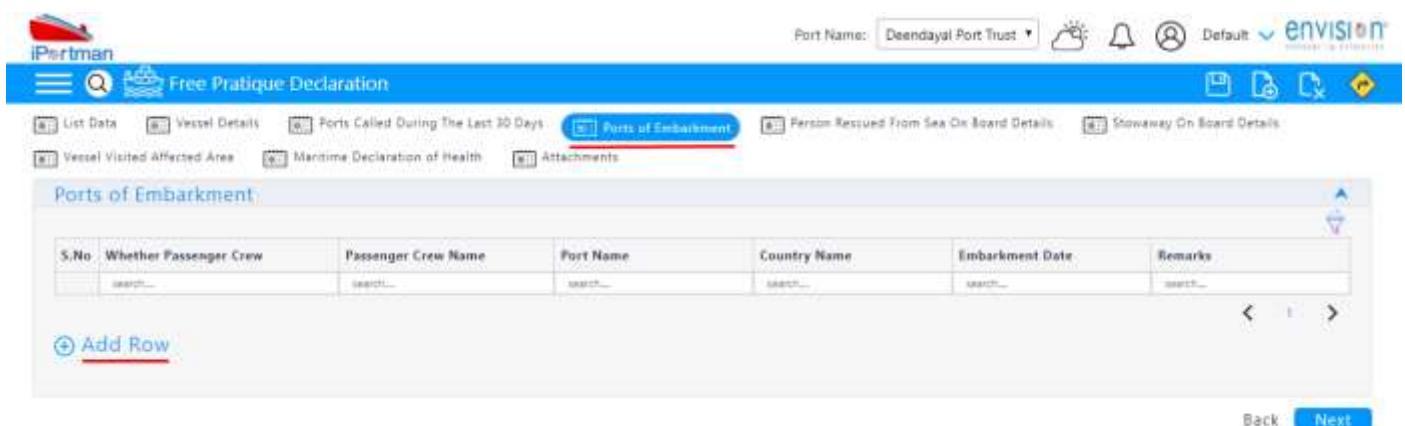


The screenshot shows the 'Free Pratique Declaration' application. At the top, there are navigation links: List Data, Vessel Details, Ports Called During The Last 30 Days (highlighted in blue), Ports of Embarkment, Person Rescued From Sea On Board Details, Steerway On Board Details, Vessel Visited Affected Area, Maritime Declaration of Health, and Attachments. Below these are two tabs: 'Ports Called During The Last 30 Days' (selected) and 'Ports of Embarkment'. The main area displays a table titled 'Ports Called During The Last 30 Days' with columns for S.No., Port Name, and Departure Date. There are search fields for both columns and a red '+' icon for 'Add Row'. At the bottom right are 'Back' and 'Next' buttons.

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

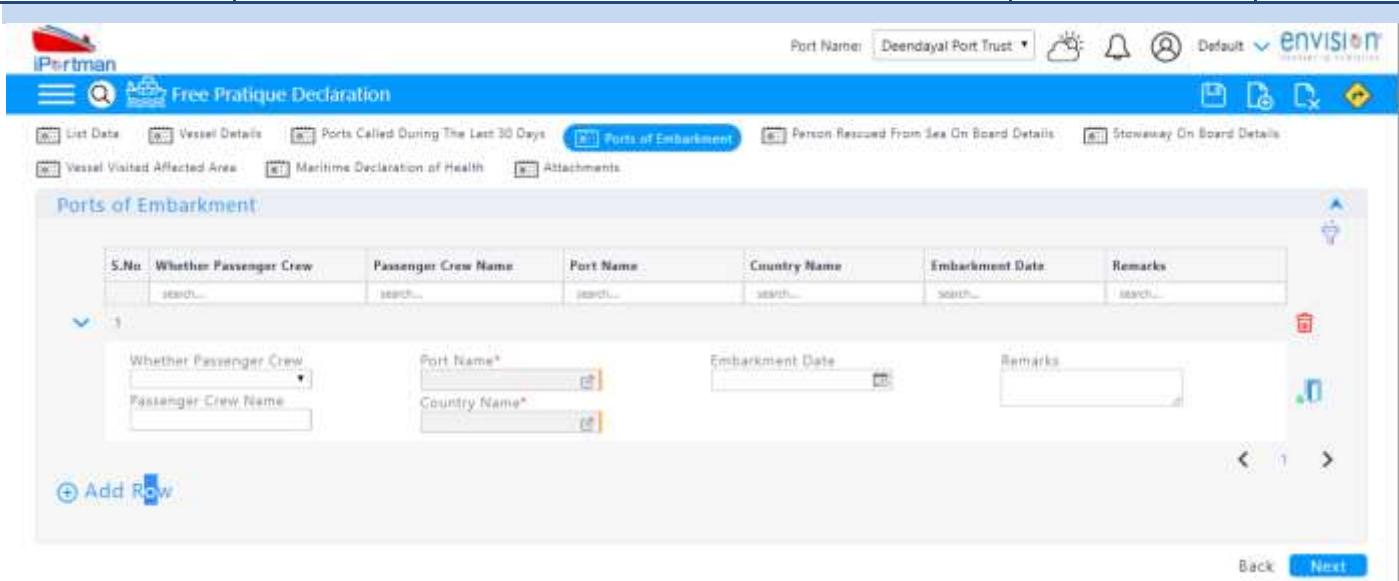


The screenshot shows the 'Free Pratique Declaration' application. At the top, there are navigation links: List Data, Vessel Details, Ports Called During The Last 30 Days, Ports of Embarkment (highlighted in blue), Person Rescued From Sea On Board Details, Steerway On Board Details, Vessel Visited Affected Area, Maritime Declaration of Health, and Attachments. Below these are two tabs: 'Ports Called During The Last 30 Days' and 'Ports of Embarkment' (selected). The main area displays a table titled 'Ports of Embarkment' with columns for S.No., Whether Passenger Crew, Passenger Crew Name, Port Name, Country Name, Embarkment Date, and Remarks. There are search fields for all columns and a red '+' icon for 'Add Row'. At the bottom right are 'Back' and 'Next' buttons.

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.

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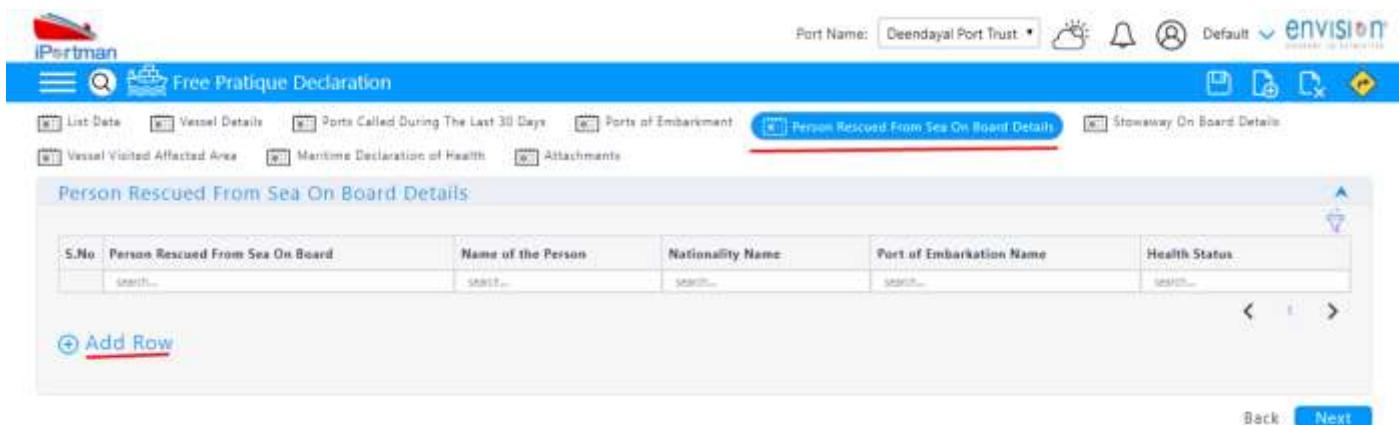


The screenshot shows the 'Free Pratique Declaration' interface. The 'Ports of Embarkment' tab is selected. A table allows entry of passenger crew details, with columns for S.No, Whether Passenger Crew, Passenger Crew Name, Port Name, Country Name, Embarkment Date, and Remarks. Below the table are dropdowns for 'Whether Passenger Crew', 'Passenger Crew Name', 'Port Name*', 'Country Name*', 'Embarcation Date', and 'Remarks'. A blue '+ Add Row' button is visible at the bottom left. At the bottom right are 'Back' and 'Next' buttons.

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.

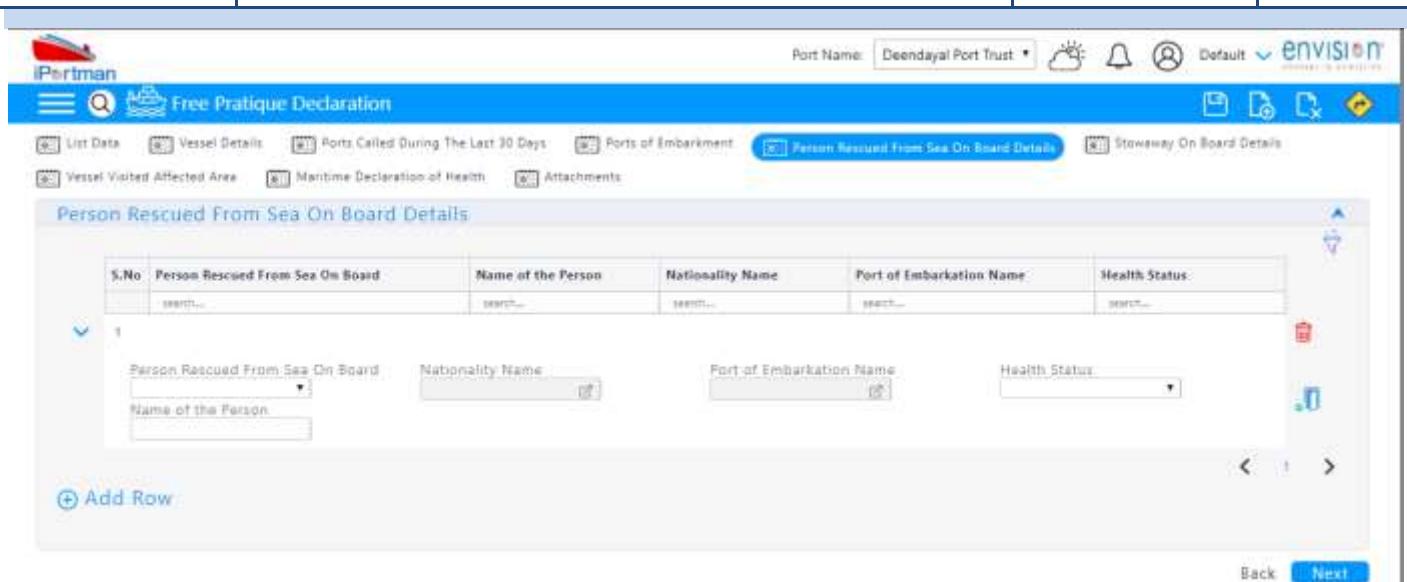


The screenshot shows the 'Free Pratique Declaration' interface. The 'Person Rescued From Sea On Board Details' tab is selected. A table allows entry of person details, with columns for S.No, Person Rescued From Sea On Board, Name of the Person, Nationality Name, Port of Embarkation Name, and Health Status. Below the table is a blue '+ Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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.

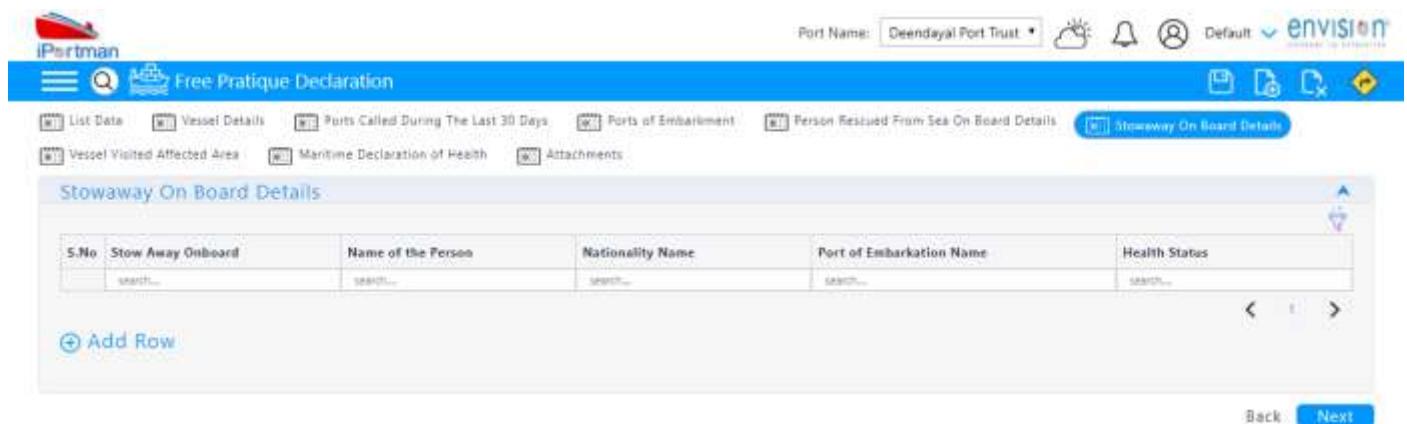
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User Interface Image 76-Free Pratique Declaration (Person Rescued from Sea on Board Details Fields) 13.5.7

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

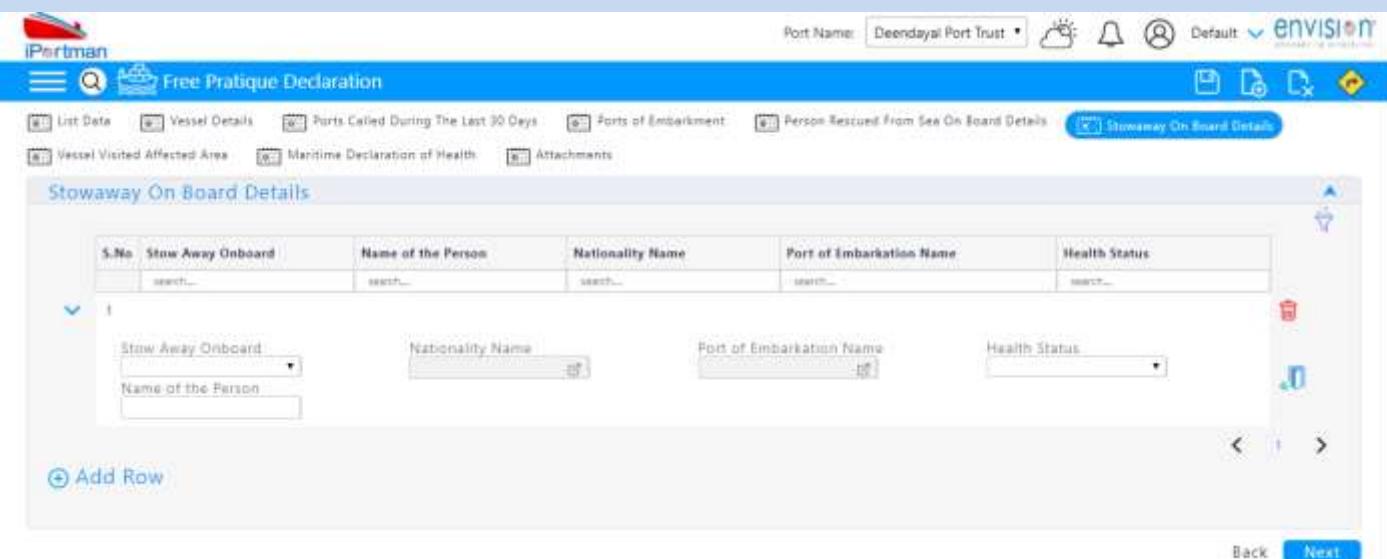
Click on **+ Add Row** to begin with data entry.



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.

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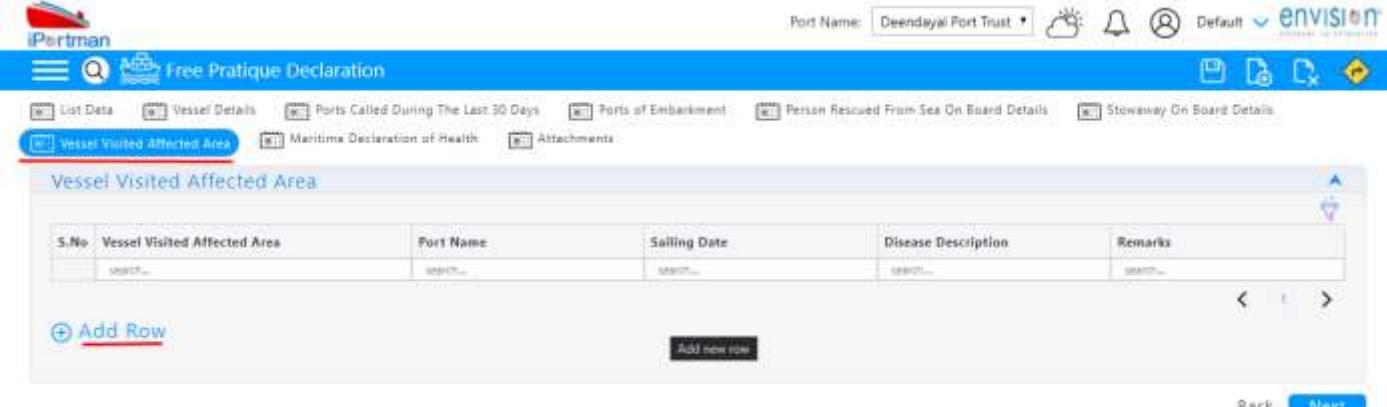


This screenshot shows the 'Free Pratique Declaration' interface. The 'Stowaway On Board Details' section is active, indicated by the blue background. At the top, there are several tabs: 'List Data', 'Vessel Details', 'Ports Called During The Last 30 Days', 'Ports of Embarkment', 'Person Rescued From Sea On Board Details', 'Stowaway On Board Details' (which is selected), 'Vessel Visited Affected Area', 'Maritime Declaration of Health', and 'Attachments'. Below the tabs is a search bar with dropdowns for 'Name of the Person', 'Nationality Name', 'Port of Embarkation Name', and 'Health Status'. A large table for 'Stow Away Onboard' has columns for S.No, Stow Away Onboard, Name of the Person, Nationality Name, Port of Embarkation Name, and Health Status. There are buttons for 'Add Row' and 'Delete Row'. At the bottom right are 'Back' and 'Next' buttons.

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

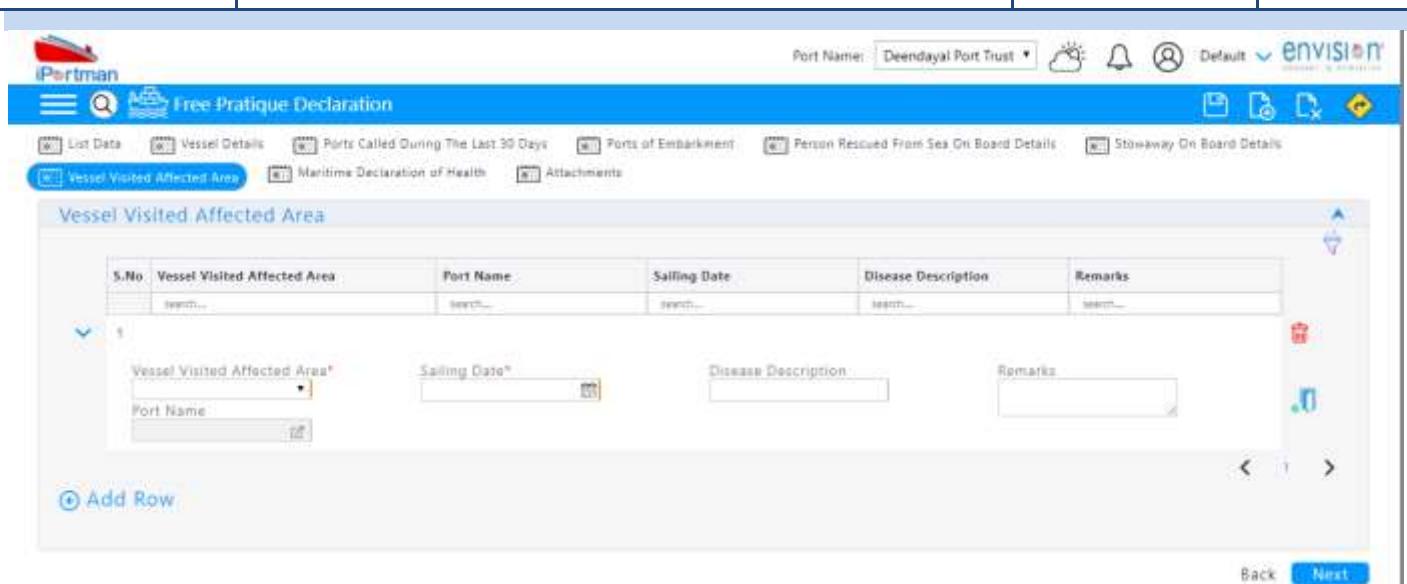
Click on **+ Add Row** to begin with data entry.



This screenshot shows the 'Free Pratique Declaration' interface. The 'Vessel Visited Affected Area' section is active, indicated by the blue background. At the top, there are tabs: 'List Data', 'Vessel Details', 'Ports Called During The Last 30 Days', 'Ports of Embarkment', 'Person Rescued From Sea On Board Details', 'Stowaway On Board Details', 'Vessel Visited Affected Area' (selected), 'Maritime Declaration of Health', and 'Attachments'. Below the tabs is a search bar with dropdowns for 'Port Name', 'Sailing Date', 'Disease Description', and 'Remarks'. A large table for 'Vessel Visited Affected Area' has columns for S.No, Vessel Visited Affected Area, Port Name, Sailing Date, Disease Description, and Remarks. There is a button for 'Add new row' and a 'Delete Row' button. At the bottom right are 'Back' and 'Next' buttons.

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

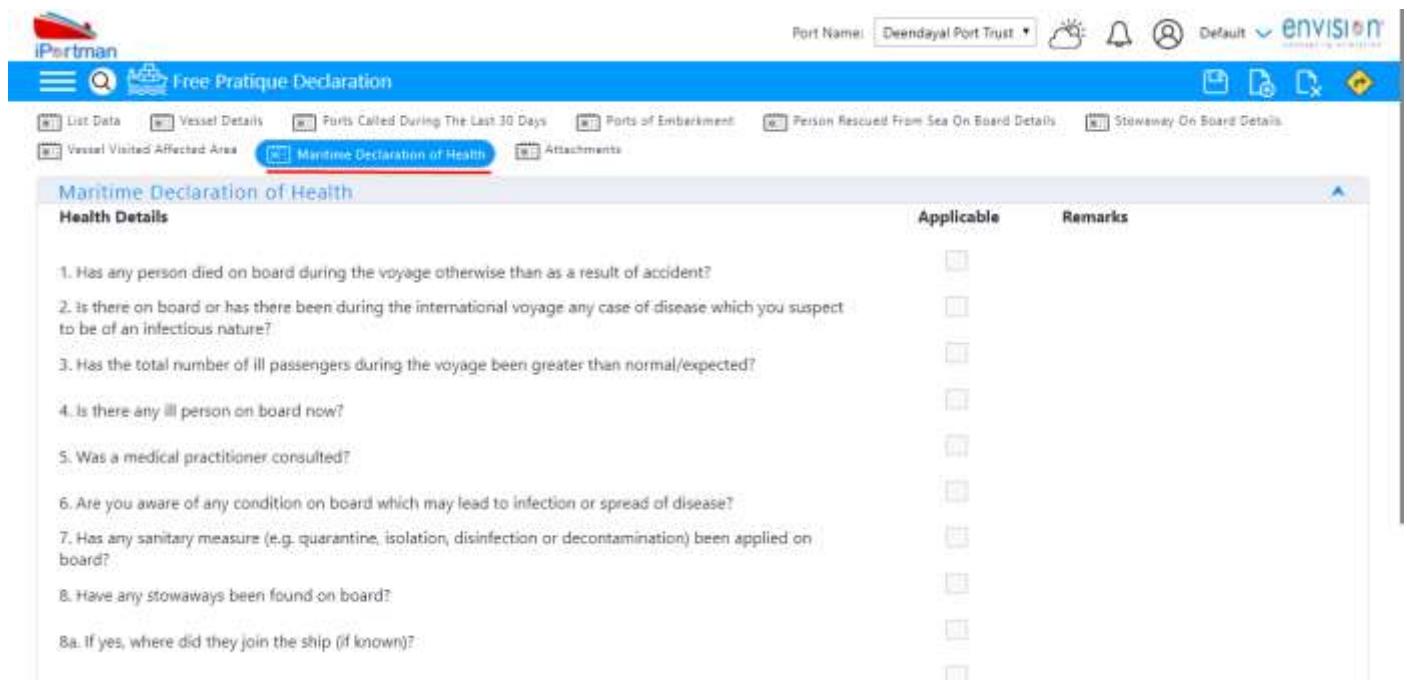
Step 12: Once **+ Add Row** is selected following fields will be enabled to enter Vessel Visited Affected Area Details.



This screenshot shows the 'Free Pratique Declaration' interface. The top navigation bar includes links for List Data, Vessel Details, Ports Called During The Last 30 Days, Ports of Embarkation, Person Rescued From Sea On Board Details, Stowaway On Board Details, Vessel Visited Affected Area, Maritime Declaration of Health, and Attachments. The main content area is titled 'Vessel Visited Affected Area'. It features a table with columns: S.No., Vessel Visited Affected Area, Port Name, Sailing Date, Disease Description, and Remarks. Below the table are input fields for Vessel Visited Affected Area, Sailing Date, Disease Description, and Remarks, along with a 'Port Name' dropdown. At the bottom left is a blue 'Add Row' button, and at the bottom right are 'Back' and 'Next' buttons.

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 **Next** button from the bottom of the page. Then you will be redirected to Maritime Declaration of Health page as below



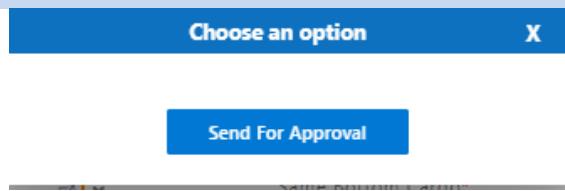
This screenshot shows the 'Maritime Declaration of Health' section of the Free Pratique Declaration form. The top navigation bar includes links for List Data, Vessel Details, Ports Called During The Last 30 Days, Ports of Embarkation, Person Rescued From Sea On Board Details, Stowaway On Board Details, Vessel Visited Affected Area, Maritime Declaration of Health, and Attachments. The main content area is titled 'Maritime Declaration of Health' and contains a table with two columns: 'Health Details' and 'Applicable'. The 'Health Details' column lists 8 questions, each with a checkbox labeled 'Applicable'. The questions are: 1. Has any person died on board during the voyage otherwise than as a result of accident? 2. Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature? 3. Has the total number of ill passengers during the voyage been greater than normal/expected? 4. Is there any ill person on board now? 5. Was a medical practitioner consulted? 6. Are you aware of any condition on board which may lead to infection or spread of disease? 7. Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? 8. Have any stowaways been found on board? 8a. If yes, where did they join the ship (if known)?

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.

 Accept

 Decline

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



 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Declarations→ Change Vessel Arrival Information→ Click on Add New
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

14.4. Prerequisites - Masters

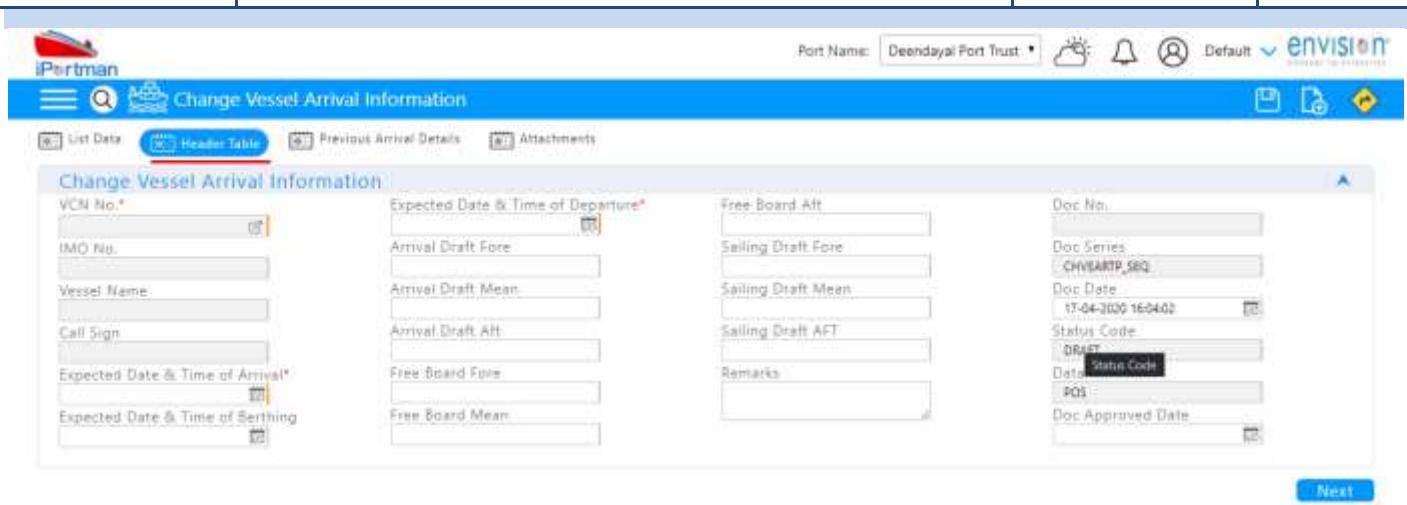
1. Reason

14.5. Screenshot

Following are Screenshots from Change Vessel Arrival Information



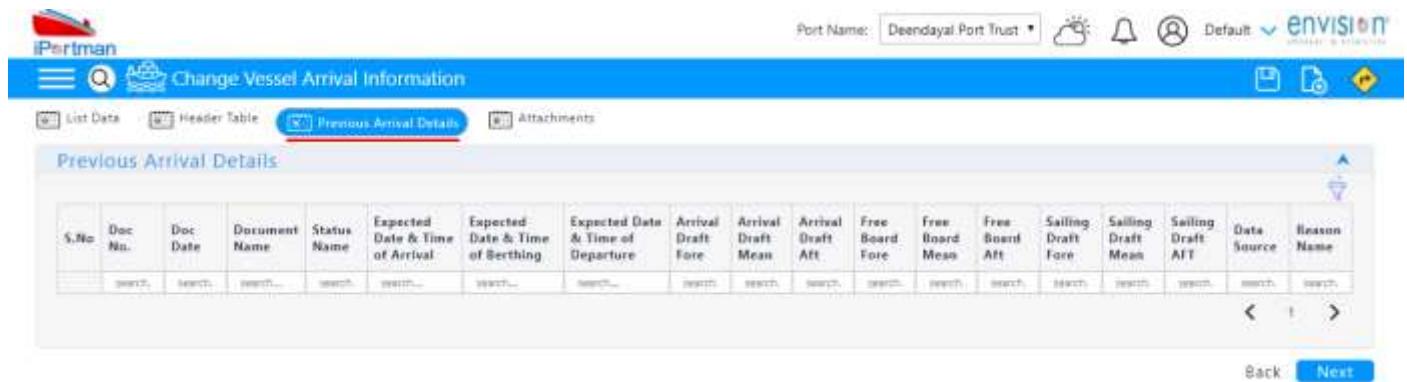
Step 1- Click on Add new button . We will redirect to screen like below.



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

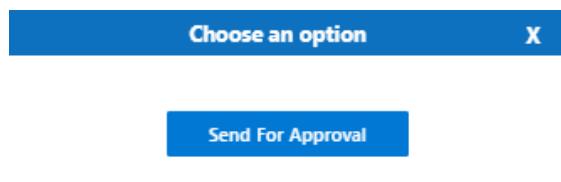


User Interface Image 83- Change Vessel Arrival Information (Previous Arrival Details) 14.5.2

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'

 Accept

 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  List Data

 Successfully Status changed to APPROVED

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.

Menu Path

Menu Bar → Marine→ Declarations→ Agency Change→ Click on Add New



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

15.4. Prerequisites - Masters

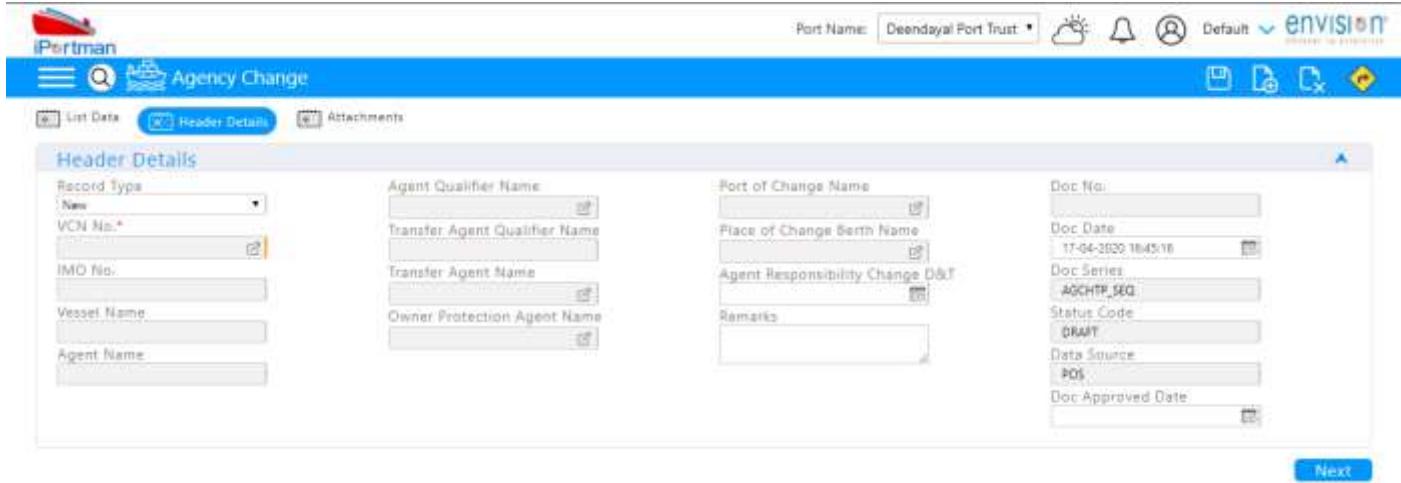
1. Agent Qualifier
2. Agent
3. Port
4. Berth

15.5. Screenshot

Following Screenshots are from Agency Change.

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

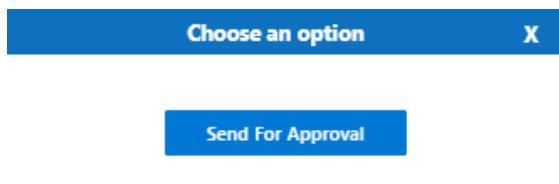


User Interface Image 84-Agency Change (Header Table) 15.5.1

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 

 Successfully Status changed to APPROVED

15.6. Field information

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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.

Menu Path	Menu Bar → Marine→ Requests→ No Due Certificate Request→ Click on Add New
------------------	--

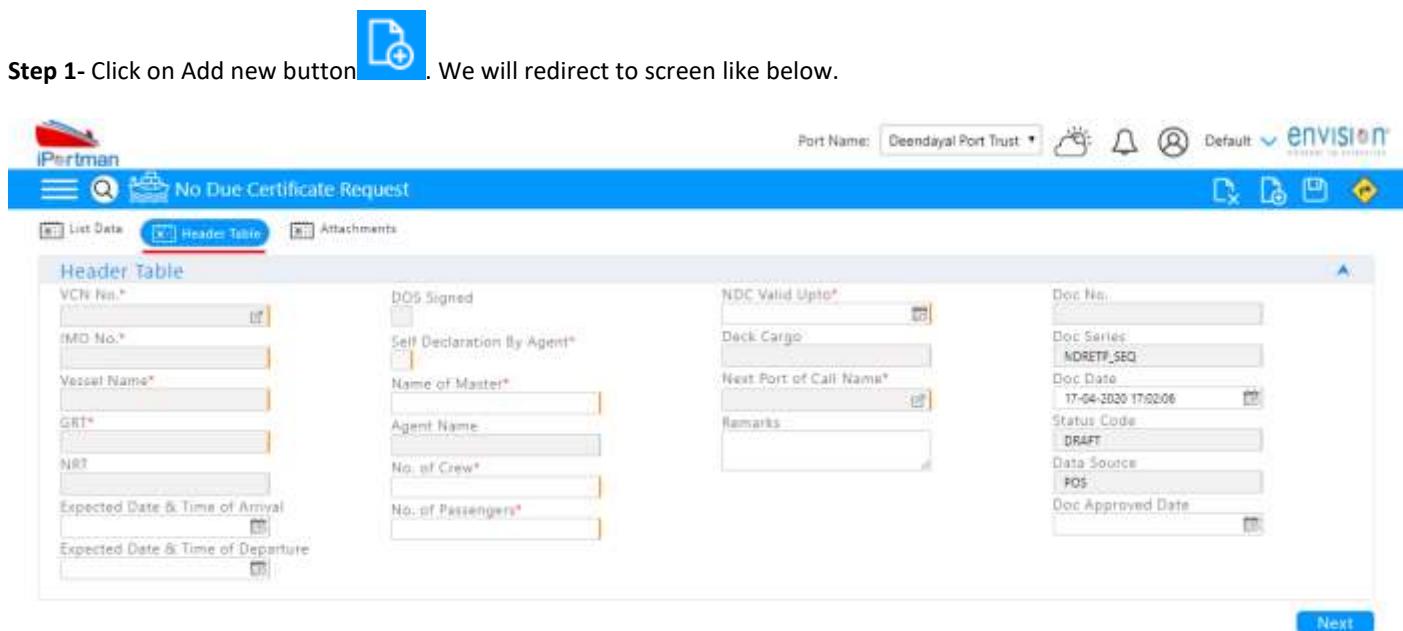
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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.

The screenshot shows the 'No Due Certificate Request' page with the 'Header Table' tab selected. The form includes fields for Vessel Name, IMO No., GRT, NRT, Expected Date & Time of Arrival, Expected Date & Time of Departure, DQS Signed, Self Declaration By Agent, Name of Master, Agent Name, No. of Crew, No. of Passengers, NDC Valid Upto, Deck Cargo, Next Port of Call Name, Remarks, Doc No., Doc Series, Doc Date, Status Code, Data Source, and Doc Approved Date. A 'Next' button is visible at the bottom right.

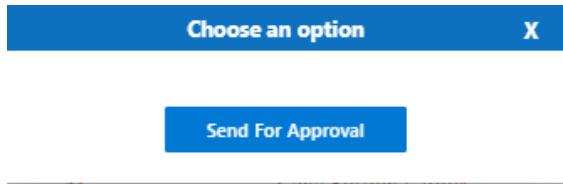
User Interface Image 85-No Due Certificate Request (Header Table) 16.5.1

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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 

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine → Recording → No Due Certificate Recording → Click on Add New
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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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.

 **Record saved**

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'

Accept

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 <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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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.

Menu Path	Menu Bar → Marine→ Recordings→ Marine Closure→ Click on Add New
-----------	---

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

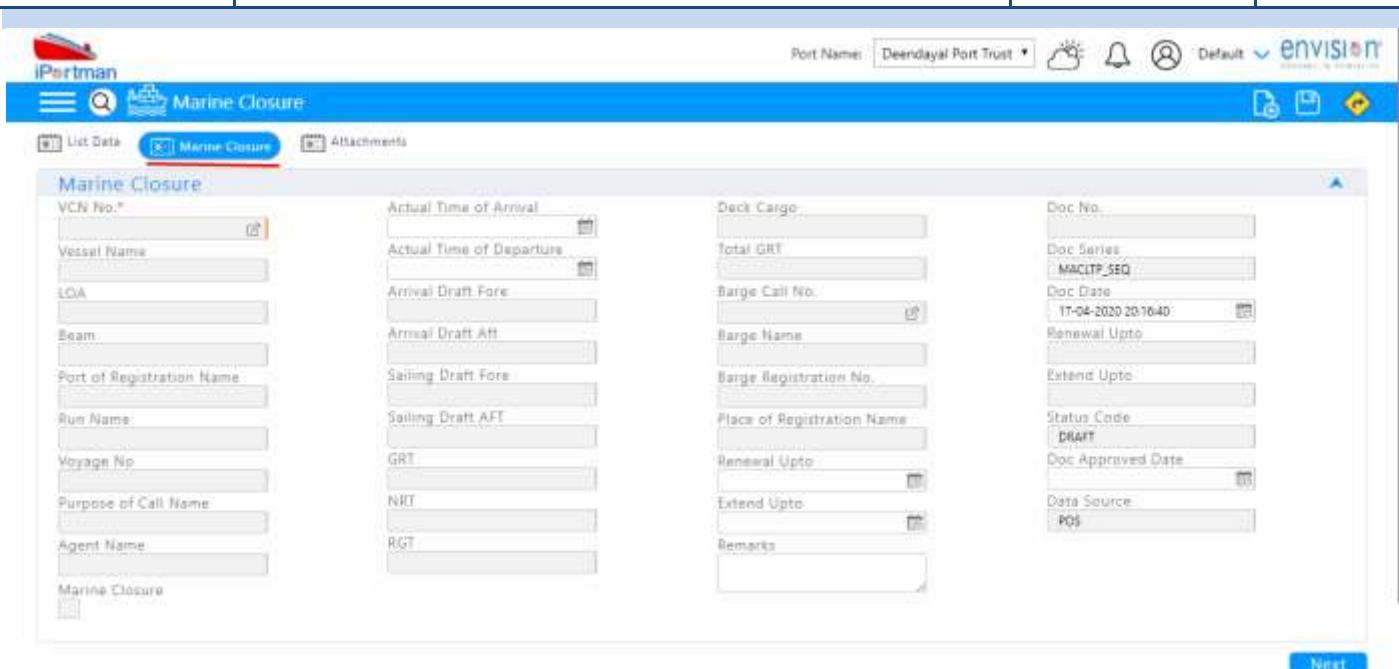
18.5. Screenshot

Following Screenshots are from Marine Closure.



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

enVISION empowering enterprise	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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User Interface Image 87-Marine Closure 18.5.1

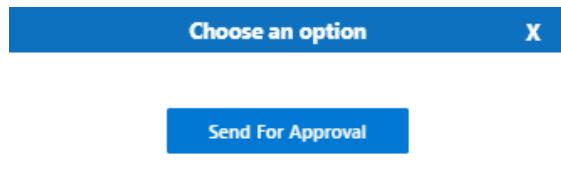
Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.



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

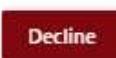


Step 4: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



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

 **Accept**

 **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  **List Data**

 **Successfully Status changed to APPROVED**

18.6. Field information

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

Menu Path

Menu Bar → Common Functions→ Request→ Service Requisition→ Click on **Add New**



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

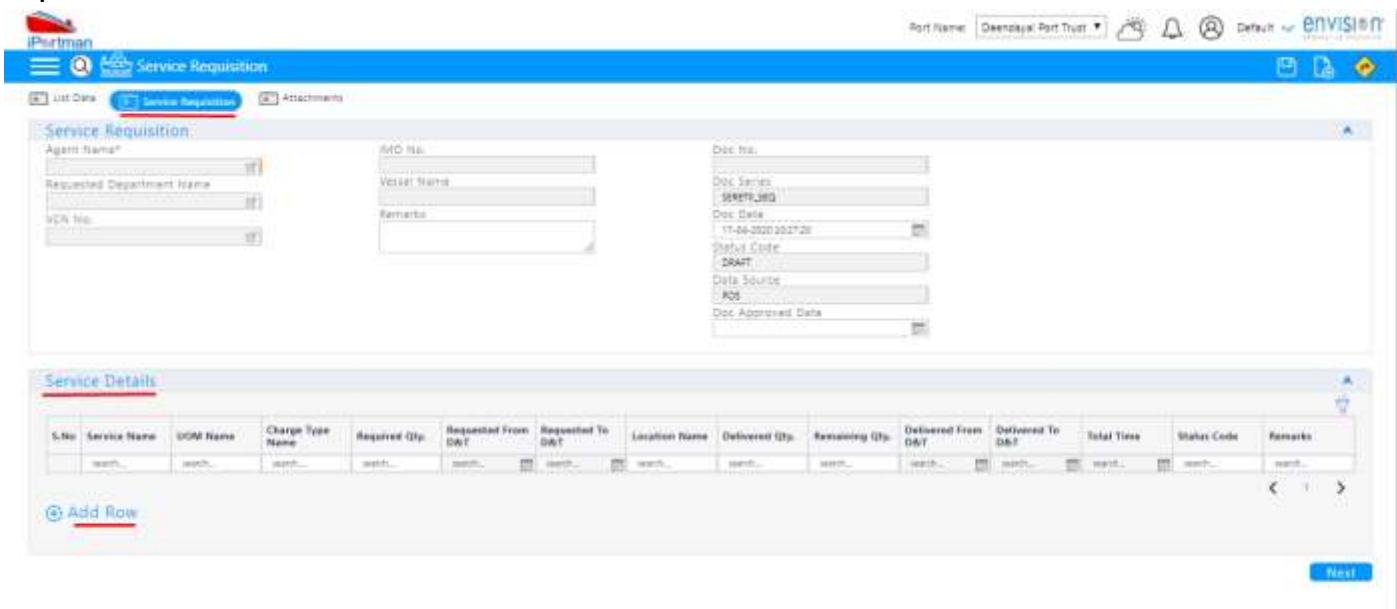
19.4. Prerequisites - Masters

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.

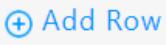


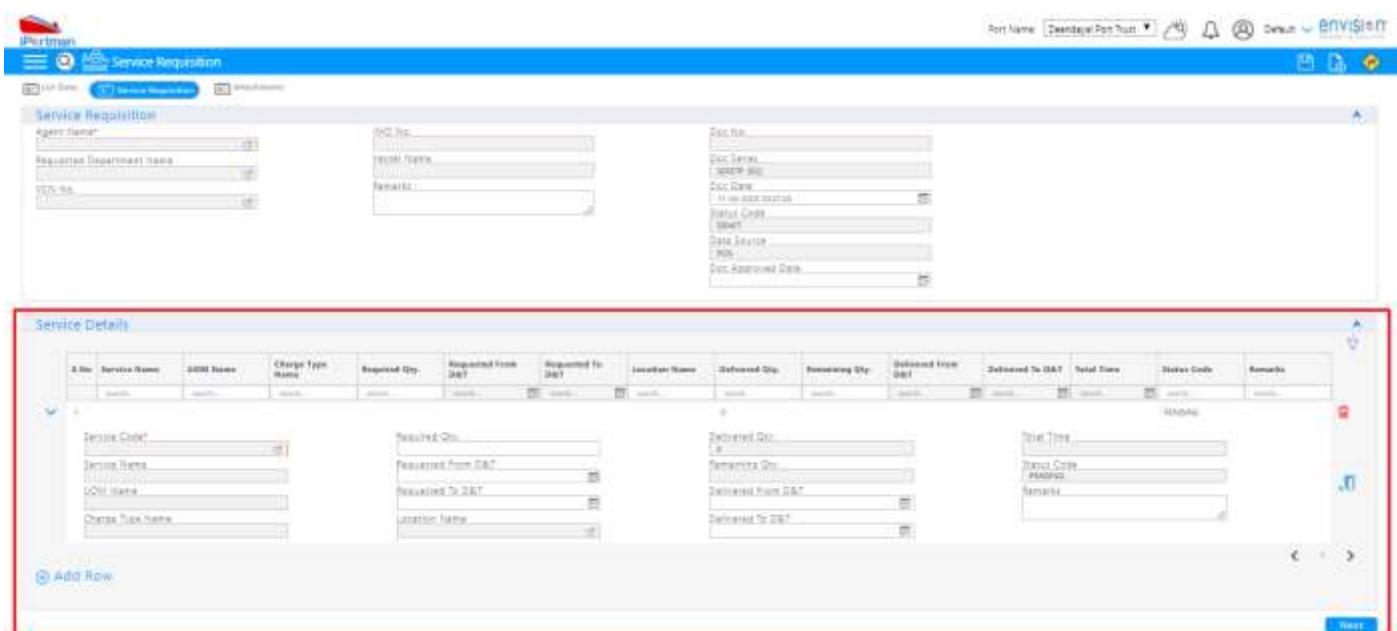
The screenshot shows the 'Service Requisition' screen. At the top, there are tabs for 'List Data', 'Service Requisition' (which is selected), and 'Attachments'. Below the tabs, there are several input fields: 'Agent Name*', 'Requesting Department Name*', 'VSN No.', 'IMO No.', 'Vessel Name', and 'Remarks'. To the right of these, there is a section for document details: 'Doc No.', 'Doc Series' (set to 'SERTRREQ'), 'Doc Date' (set to '17-04-2020 20:27:20'), 'Status Code' (set to 'DRAFT'), 'Data Source' (set to 'POS'), and 'Doc Approved Date'. Below this is a section titled 'Service Details' with a table. The table has columns for S.No, Service Name, UOM Name, Charge Type Name, Required Qty., Requested From D/R/T, Requested To D/R/T, Location Name, Delivered Qty., Remaining Qty., Delivered From D/R/T, Delivered To D/R/T, Total Time, Status Code, and Remarks. A red box highlights the 'Add Row' button at the bottom left of the table area. At the bottom right of the screen, there is a 'Next' button.

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  to begin with data entry.

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



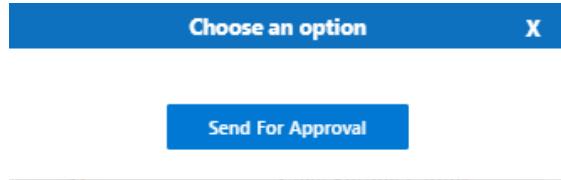
The screenshot shows the 'Service Details' table from the previous screen, now with several rows of data. The table columns are: S.No, Service Name, UOM Name, Charge Type Name, Required Qty., Requested From D/R/T, Requested To D/R/T, Location Name, Delivered Qty., Remaining Qty., Delivered From D/R/T, Delivered To D/R/T, Total Time, Status Code, and Remarks. Each row contains specific values for these fields. A red box highlights the entire 'Service Details' table. At the bottom left of the table area, there is an 'Add Row' button. At the bottom right, there is a 'Next' button.

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

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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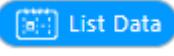
Step 5: After updating the fields click on save Record  from Top Menu Bar to save Service Requisition Form. Once saved  message appears.

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 

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Common Functions→ Recordings→ Service Recording→ Click on Add New
------------------	--

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

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



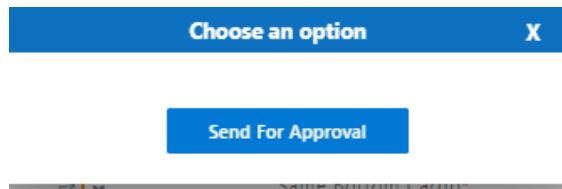
Step 3 After updating the fields click on save Record from Top Menu Bar to save Service Delivery Form. Once saved



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’

Accept

Decline

with reason.

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

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

Menu Path	Menu Bar → Marine→ Requests→ Sludge Clearance Request→ Click on Add New
------------------	--



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

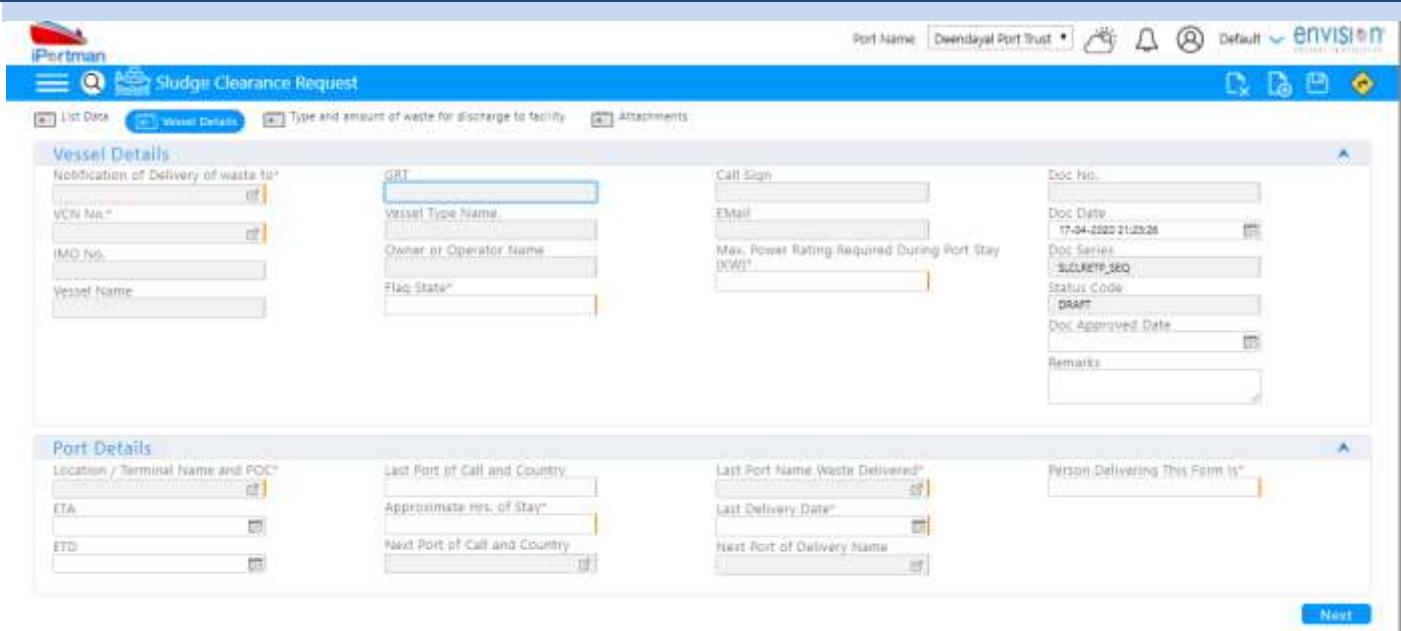
21.5. Screenshot

Following screenshots are from Sludge Clearance Request.



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

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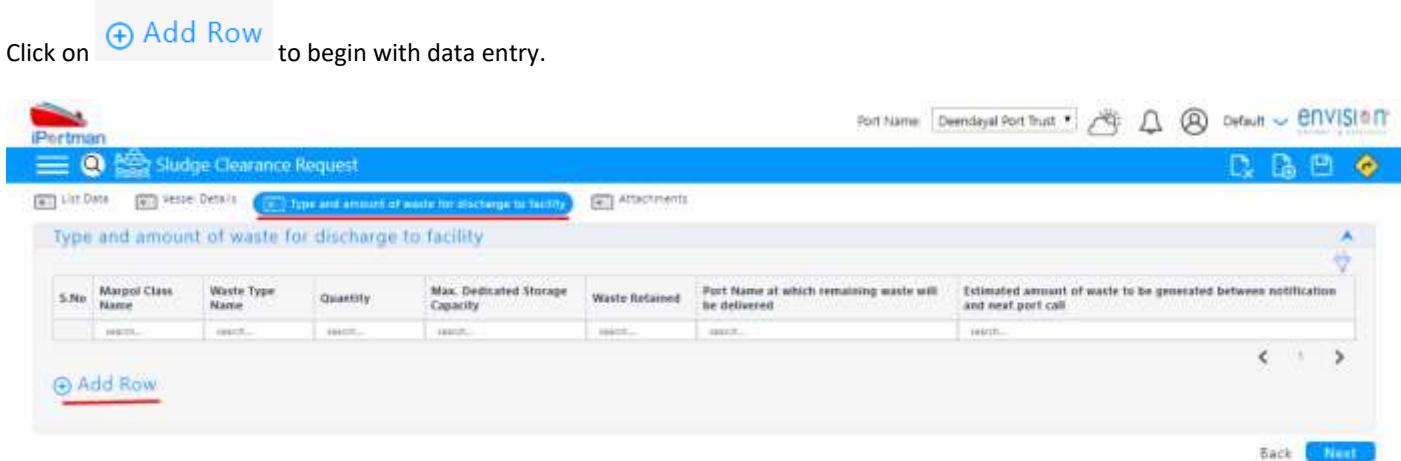


This screenshot shows the 'Sludge Clearance Request' page. At the top, there are tabs for 'List Data', 'Vessel Details', 'Type and amount of waste for discharge to facility', and 'Attachments'. The 'Vessel Details' tab is active. It contains fields for Vessel Name, Vessel Type Name, Owner or Operator Name, Flag State, Call Sign, Email, Max. Power Rating Required During Port Stay (kW), Doc ID, Doc Date (17-04-2020 21:29:28), Doc Series (SLCNETP_SEQ), Status Code (DRAFT), Doc Approved Date, and Remarks. Below this is the 'Port Details' section with fields for Location / Terminal Name and POC, Last Port of Call and Country, Approximate hrs. of stay, Next Port of Call and Country, Last Port Name Waste Delivered, Last Delivery Date, Next Port of Delivery Name, and Person Delivering This Farm. At the bottom right is a 'Next' button.

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.

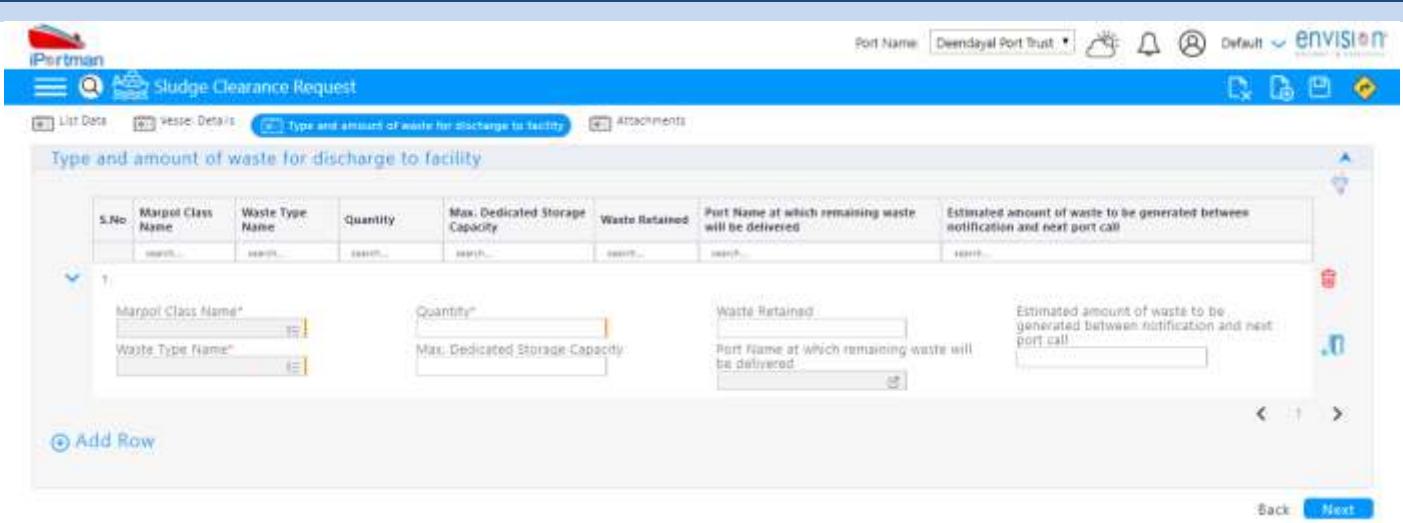


This screenshot shows the 'Type and amount of waste for discharge to facility' page. At the top, there are tabs for 'List Data', 'Vessel Details', 'Type and amount of waste for discharge to facility' (which is active), and 'Attachments'. The main area is a table titled 'Type and amount of waste for discharge to facility' with columns: S.No, Marpol Class Name, Waste Type Name, Quantity, Max. Dedicated Storage Capacity, Waste Retained, Port Name at which remaining waste will be delivered, and Estimated amount of waste to be generated between notification and next port call. A red underline is under the 'Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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.

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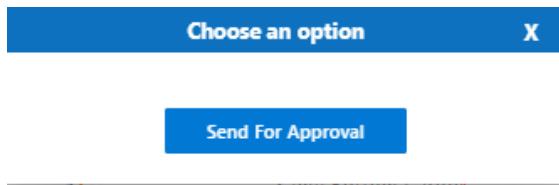


The screenshot shows a software interface titled "Sludge Clearance Request". At the top, there are tabs for "List Data", "Vessel Details", "Type and amount of waste for discharge to facility" (which is currently selected), and "Attachments". The main area is titled "Type and amount of waste for discharge to facility". It contains a table with columns: S.No, Marpol Class Name, Waste Type Name, Quantity, Max. Dedicated Storage Capacity, Waste Retained, Port Name at which remaining waste will be delivered, and Estimated amount of waste to be generated between notification and next port call. Below the table, there are input fields for "Marpol Class Name", "Waste Type Name", "Quantity", "Max. Dedicated Storage Capacity", "Waste Retained", "Port Name at which remaining waste will be delivered", and "Estimated amount of waste to be generated between notification and next port call". A blue "Add Row" button is located below the table. At the bottom right, there are "Back" and "Next" buttons.

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 .

 Successfully Status changed to APPROVED

21.6. Field information

22. Business Function Name: Sludge Clearance Recording

22.1. Definition:

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

Menu Path	Menu Bar → Marine→ Recordings→ Sludge Clearance Recording→ Click on Add New
------------------	--

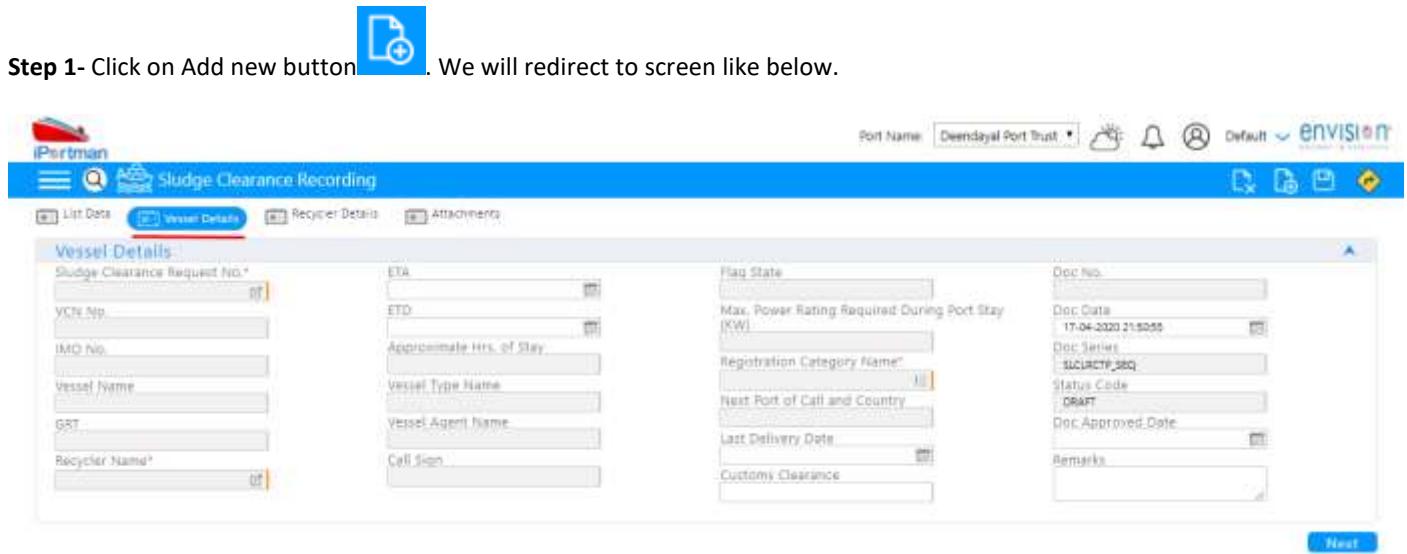
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

22.4. Prerequisites - Masters

1. Agent

22.5. Screenshot

Following Screenshots are from Sludge Clearance Recording.



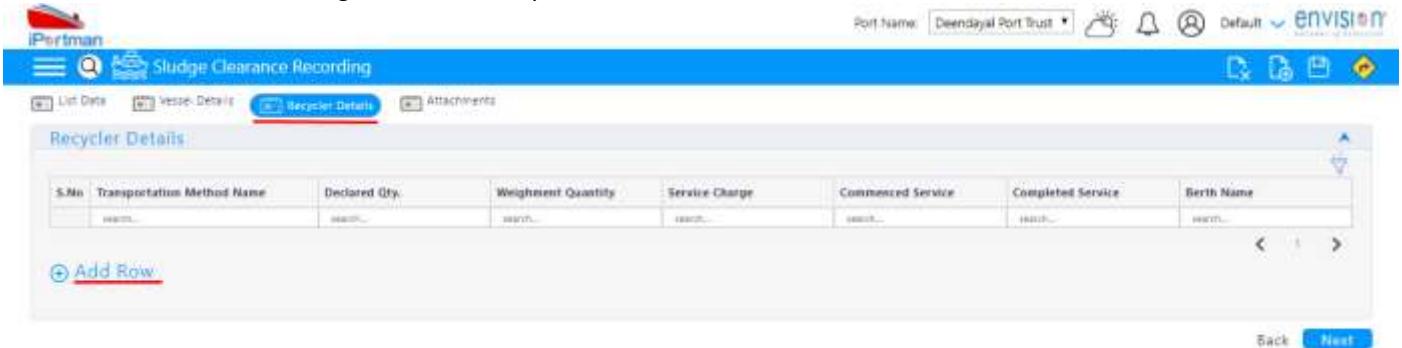
User Interface Image 94- Sludge Clearance Recording (Vessel Details) 22.5.1

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 **Next** button from the bottom of the page. Then you will be redirected to Recycler Details page as below

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

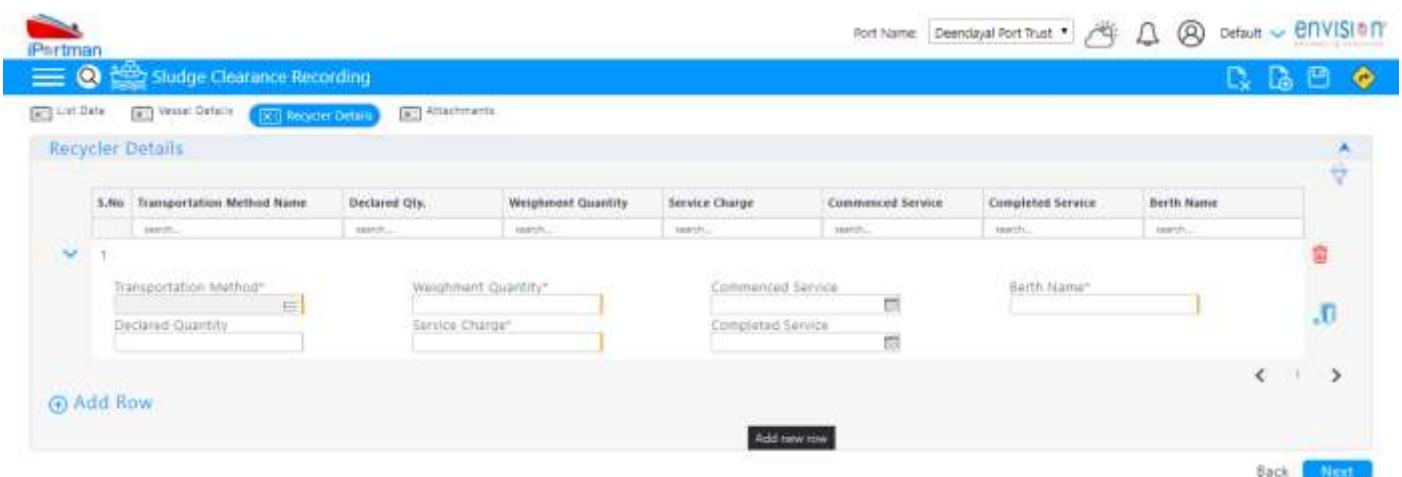
Click on  to begin with data entry.



The screenshot shows the 'Sludge Clearance Recording' application interface. At the top, there are tabs for 'List Date', 'Vessel Details', 'Recycler Details' (which is currently selected), and 'Attachments'. Below the tabs is a table titled 'Recycler Details' with columns: S.No, Transportation Method Name, Declared Qty., Weightment Quantity, Service Charge, Commenced Service, Completed Service, and Berth Name. An 'Add Row' button is located at the bottom left of the table area. The top right corner shows port details: Port Name: Deendayal Port Trust, Default, and the Envision logo.

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.



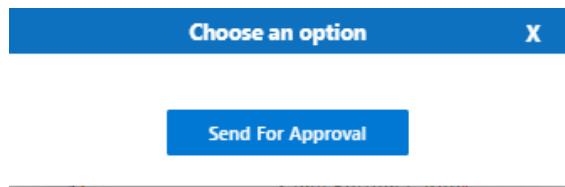
This screenshot shows the same 'Sludge Clearance Recording' application interface as above, but with several fields highlighted in yellow to indicate they are active or required. These include the 'Transportation Method Name', 'Declared Qty.', 'Weightment Quantity', 'Service Charge', 'Commenced Service', and 'Completed Service' fields. The 'Berth Name' field is also visible. The 'Add Row' button is still present at the bottom left. The top right corner shows the port name and other interface elements.

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.



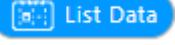
Step 7: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'

with reason.





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

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.

Menu Path	Menu Bar → Marine→ Request→ Dredging Request→ Click on Add New
------------------	--



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

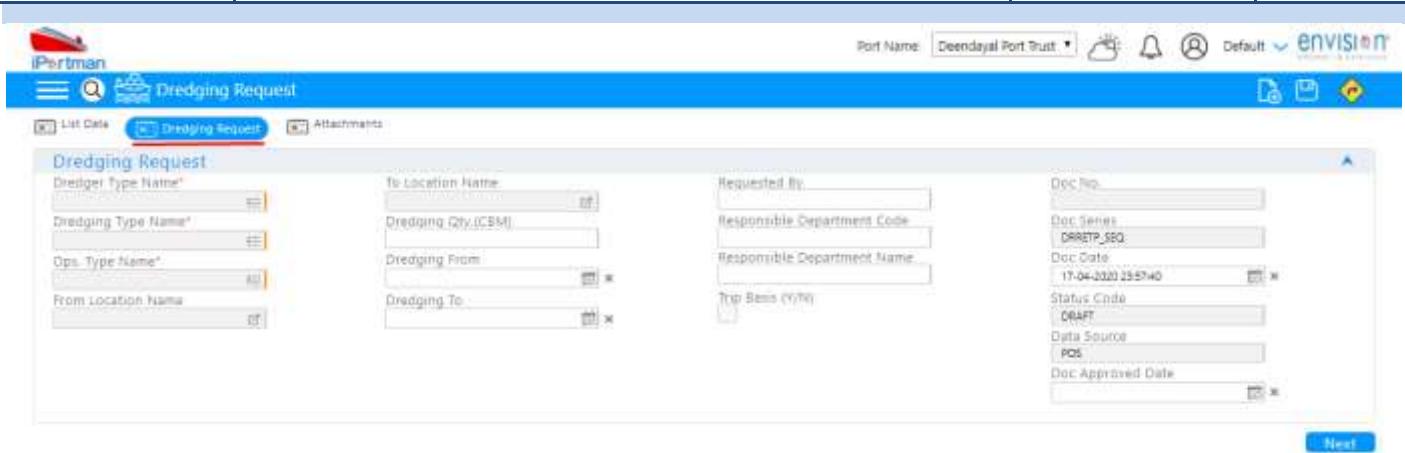
23.5. Screenshot

Following are the Screenshots from Dredging Request.



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

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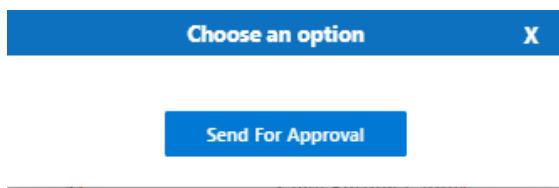


User Interface Image 97-Dredging Request 23.5.1

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:

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

Menu Path	Menu Bar → Marine→ Recordings→ Dredging Recording→ Click on Add New
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

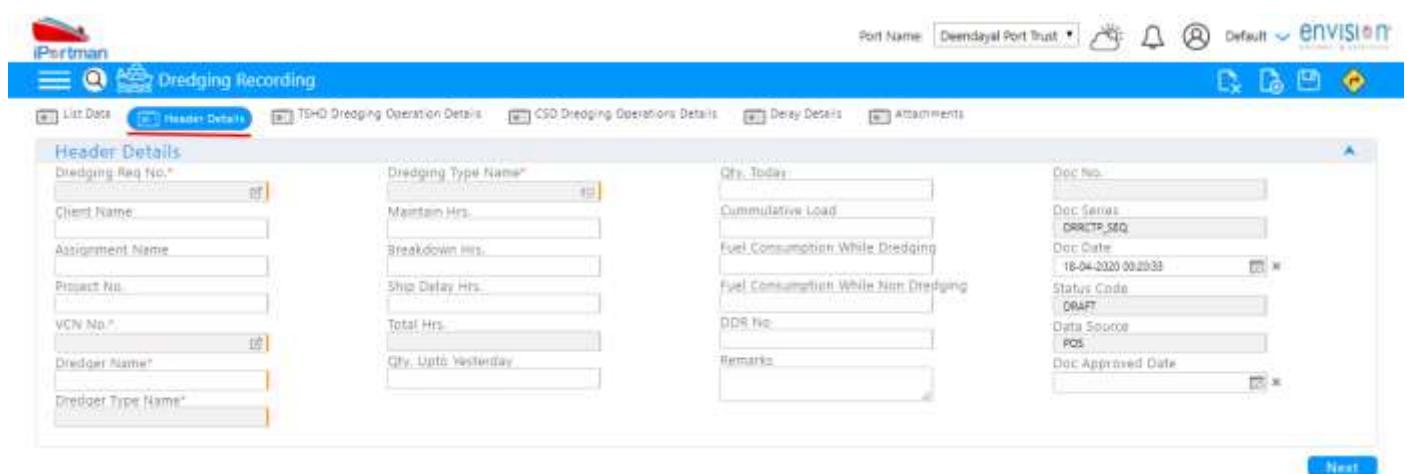
24.4. Prerequisites – Masters

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.



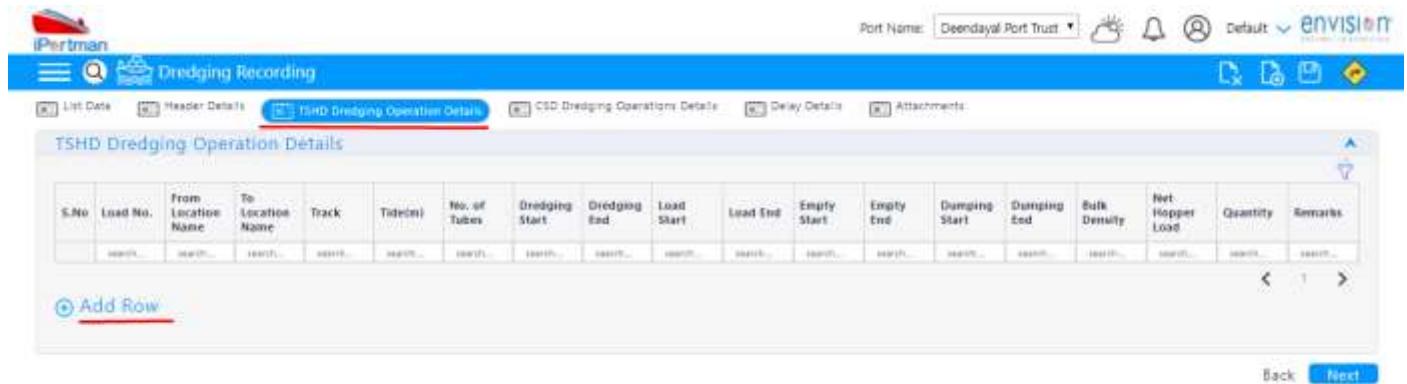
User Interface Image 98-Dredging Recording 24.5.1

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

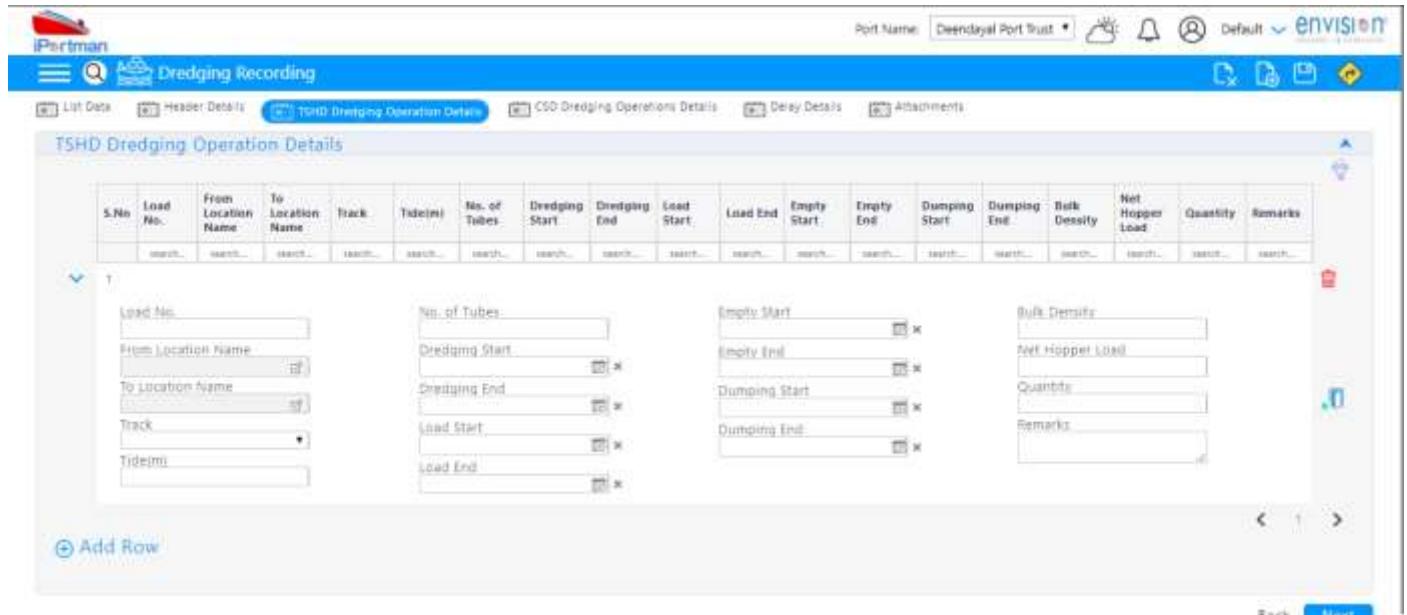
Click on **+ Add Row** to begin with data entry.



The screenshot shows the 'Dredging Recording' module. At the top, there are tabs: 'List Data', 'Header Details', 'TSHD Dredging Operation Details' (which is selected and highlighted in red), 'CSD Dredging Operations Details', 'Delay Details', and 'Attachments'. Below the tabs is a sub-header 'TSHD Dredging Operation Details'. A table with 19 columns is displayed, each with a 'search...' placeholder. At the bottom left of the table area is a red-highlighted button labeled '+ Add Row'.

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.



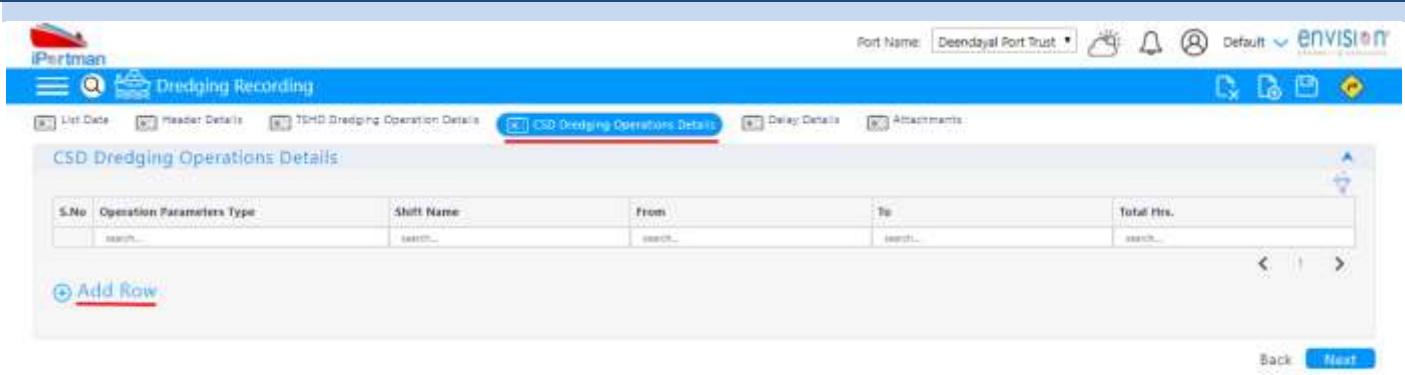
This screenshot shows the same 'Dredging Recording' module after the '+ Add Row' button was clicked. The table now displays 19 specific input fields for data entry. The fields include: Load No., From Location Name, To Location Name, Track, Tide(m), No. of Tubes, Dredging Start, Dredging End, Load Start, Load End, Empty Start, Empty End, Dumping Start, Dumping End, Bulk Density, Net Hopper Load, Quantity, and Remarks. Each field has a 'search...' placeholder and a small delete icon (X) to its right. The '+ Add Row' button at the bottom left is no longer visible.

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

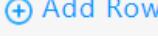
Click on **+ Add Row** to begin with data entry

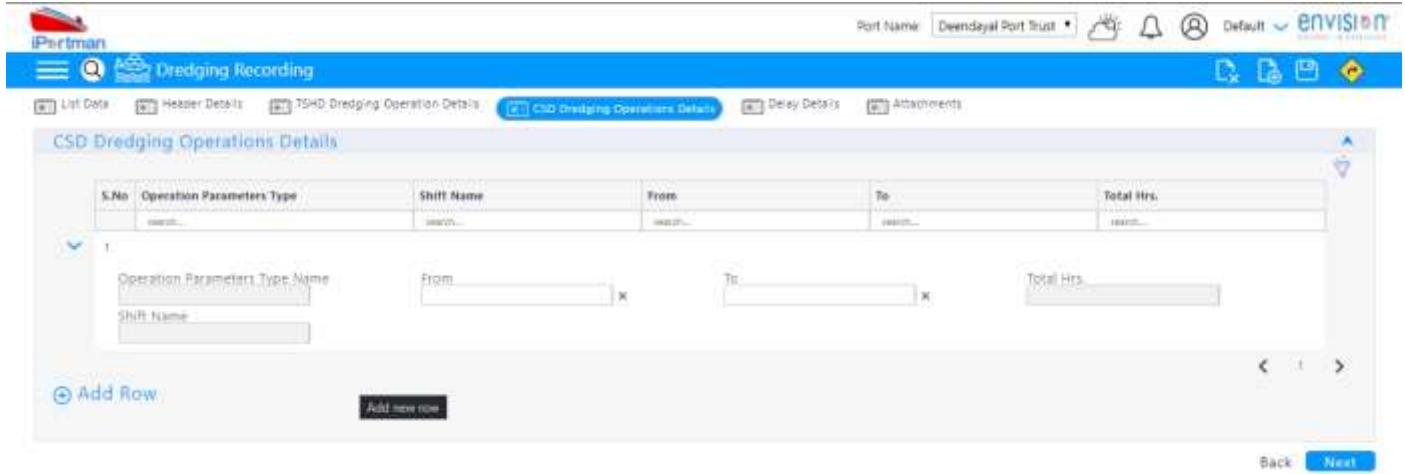
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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The screenshot shows the 'CSD Dredging Operations Details' page. At the top, there are tabs for 'List Data', 'Header Details', 'TSMD-Dredging Operation Details', 'CSD-Dredging Operation Details' (which is selected), 'Delay Details', and 'Attachments'. Below the tabs is a table with columns: S.No, Operation Parameters Type, Shift Name, From, To, and Total Hrs. A red-bordered 'Add Row' button is located at the bottom left of the table area. Navigation buttons 'Back' and 'Next' are at the bottom right.

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.



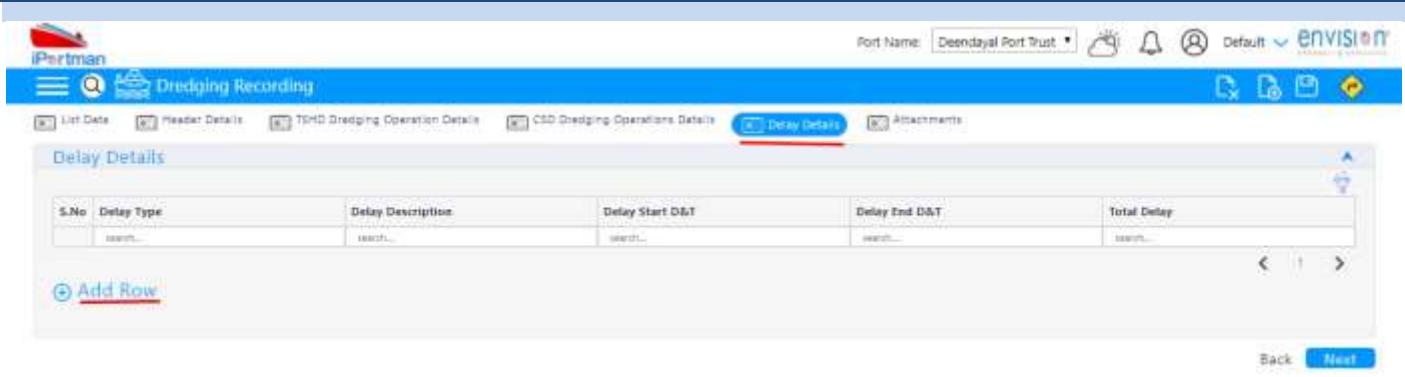
This screenshot shows the same 'CSD Dredging Operations Details' page as above, but with the 'Operation Parameters Type' row expanded. The expanded row contains two sub-fields: 'Operation Parameters Type Name' and 'Shift Name'. The 'Add Row' button is still visible at the bottom left, and the navigation buttons 'Back' and 'Next' are at the bottom right.

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

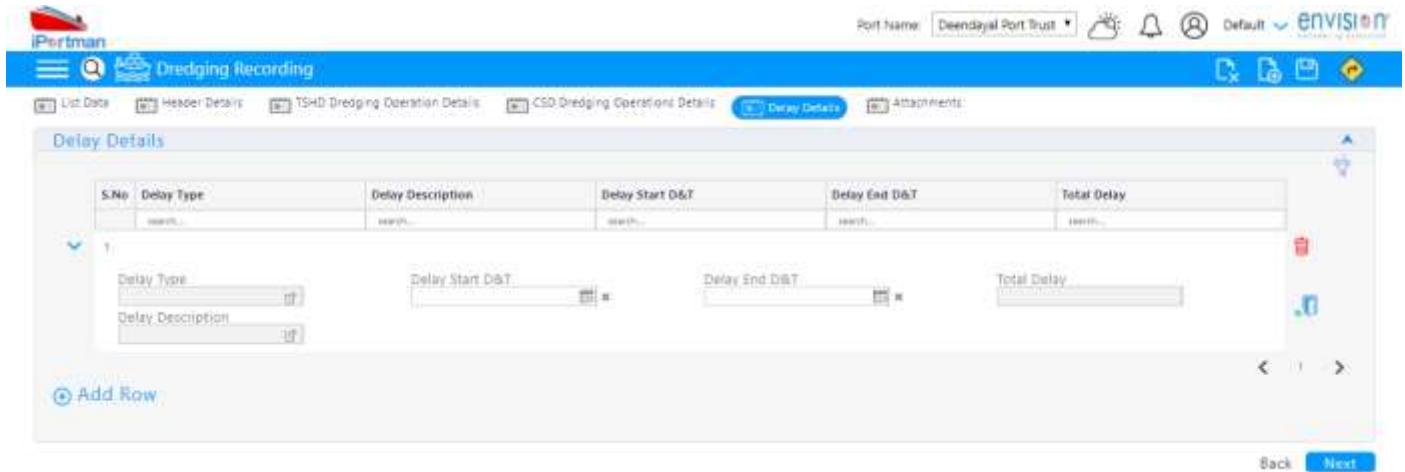
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Delay Details' section of the Dredging Recording application. At the top, there are several tabs: 'List Data', 'Header Details', 'TSHD Dredging Operation Details', 'CSD Dredging Operations Details', 'Delay Details' (which is currently selected), and 'Attachments'. Below the tabs is a table with columns: S.No, Delay Type, Delay Description, Delay Start Date, Delay End Date, and Total Delay. A red box highlights the 'Delay Details' tab. A blue button labeled '(+) Add Row' is located below the table. At the bottom right, there are 'Back' and 'Next' buttons.

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.

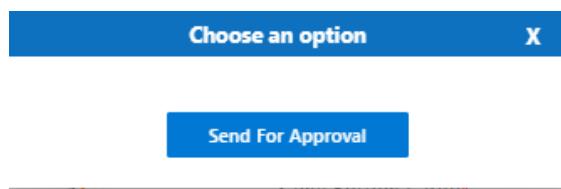


This screenshot shows the same 'Delay Details' section after the 'Add Row' button was clicked. The table now has a second row. The 'Delay Type', 'Delay Description', 'Delay Start Date', 'Delay End Date', and 'Total Delay' fields are all highlighted with red boxes, indicating they are now active for input. The '(+) Add Row' button is still visible at the bottom left.

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

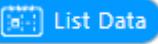
'Decline' with reason.

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.

Menu Path	Menu Bar → Marine→ Requests→ Harbor Craft License→ Click on Add New
------------------	--



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

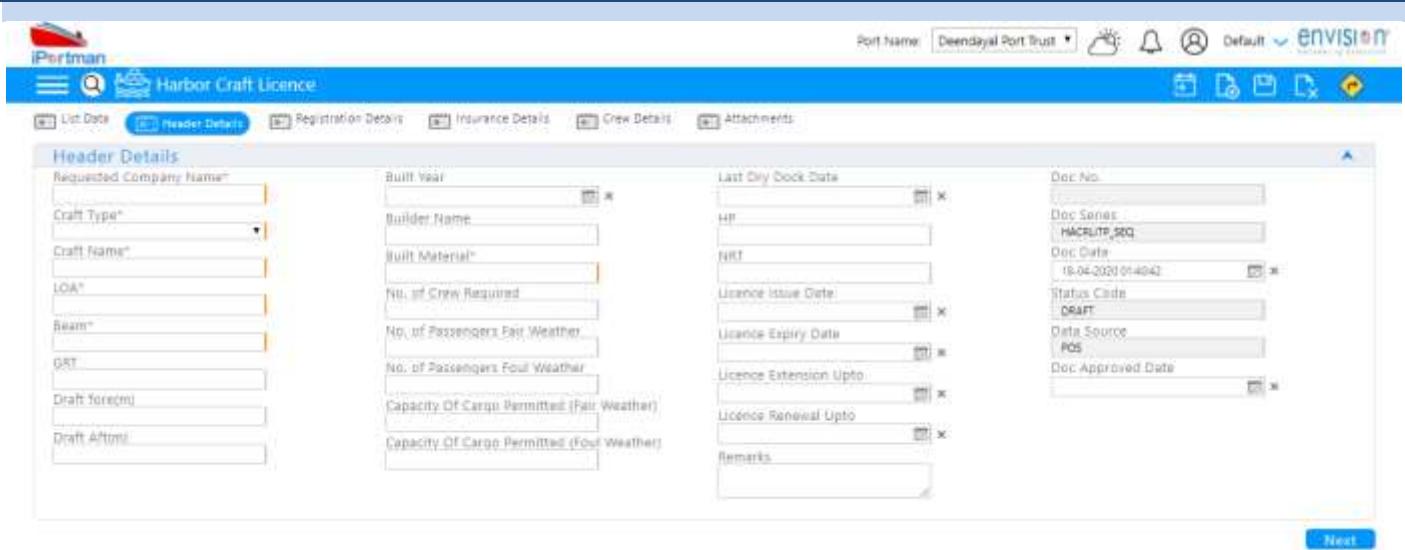
25.5. Screenshot

Following are the screenshots from Harbor Craft License.



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

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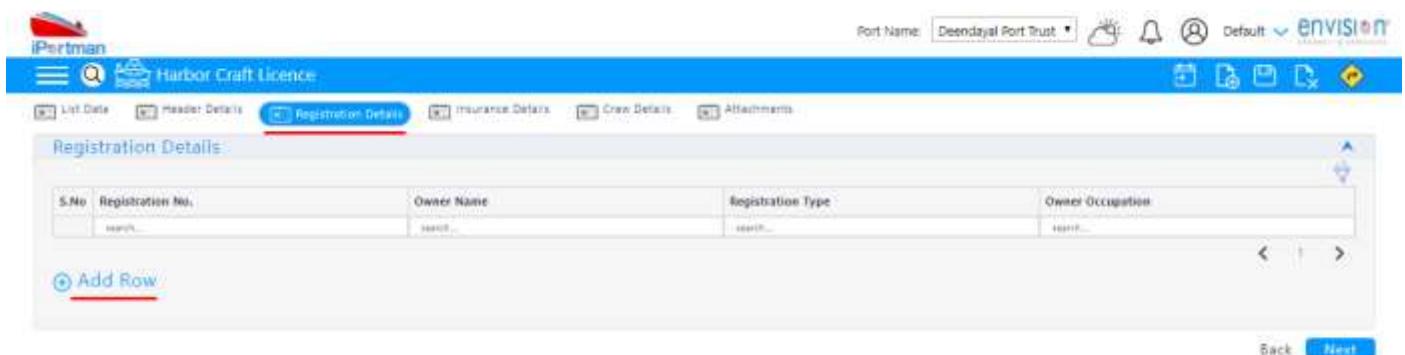
This screenshot shows the 'Header Details' section of the Harbor Craft License application. It includes fields for Requested Company Name, Craft Type, Craft Name, LOA, Beam, GRT, Draft Fore (m), Draft Aft (m), Built Year, Builder Name, Built Material, No. of Crew Required, No. of Passengers Fair Weather, No. of Passengers Foul Weather, Capacity Of Cargo Permitted (Fair Weather), Capacity Of Cargo Permitted (Foul Weather), Last Dry Dock Date, Licence Issue Date, Licence Expiry Date, Licence Extension Upto, Licence Renewal Upto, Doc No., Doc Series, Doc Date, Status Code, Data Source, and Doc Approved Date. There is also a Remarks field and a 'Next' button at the bottom.

User Interface Image 105-Harbor Craft License (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.

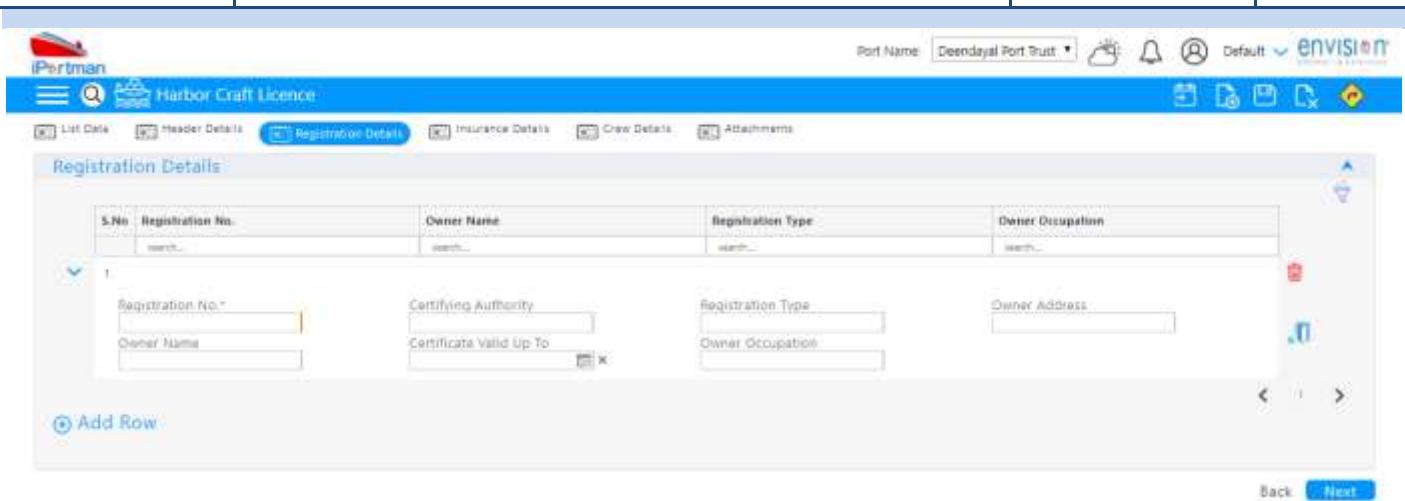


This screenshot shows the 'Registration Details' section of the Harbor Craft License application. It includes fields for S.No, Registration No, Owner Name, Registration Type, and Owner Occupation. There is a search bar for each row and a 'Back' and 'Next' navigation button at the bottom. The 'Add Row' button is highlighted with a red underline.

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

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

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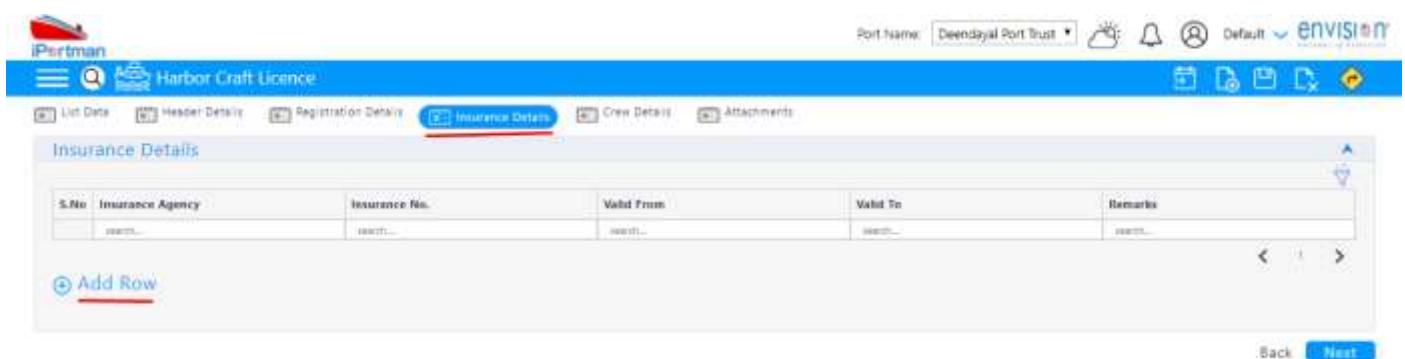


This screenshot shows the 'Registration Details' section of the Harbor Craft License application. It includes fields for S.No, Registration No., Owner Name, Registration Type, and Owner Occupation. Below these are detailed fields for Registration No., Certifying Authority, Certificate Valid Up To, and Owner Address. A blue 'Add Row' button is located at the bottom left of the grid.

User Interface Image 107-Harbor Craft License (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

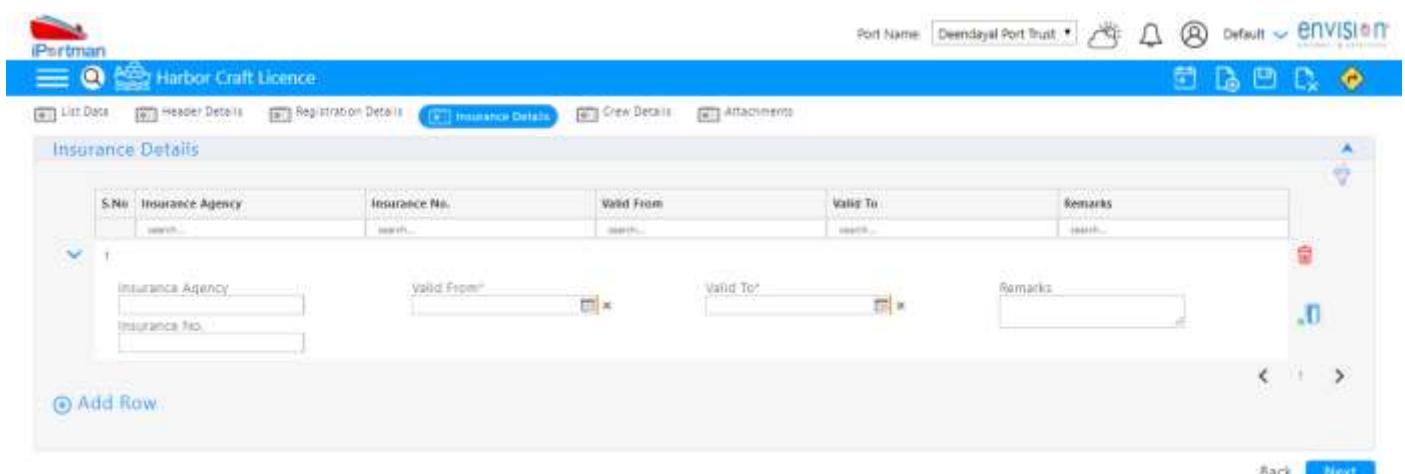
Click on **+ Add Row** to begin with data entry



This screenshot shows the 'Insurance Details' section. It features a table with columns for S.No, Insurance Agency, Insurance No., Valid From, Valid To, and Remarks. A red underline is placed over the 'Insurance Details' tab in the navigation bar. A blue 'Add Row' button is located at the bottom left of the grid.

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

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



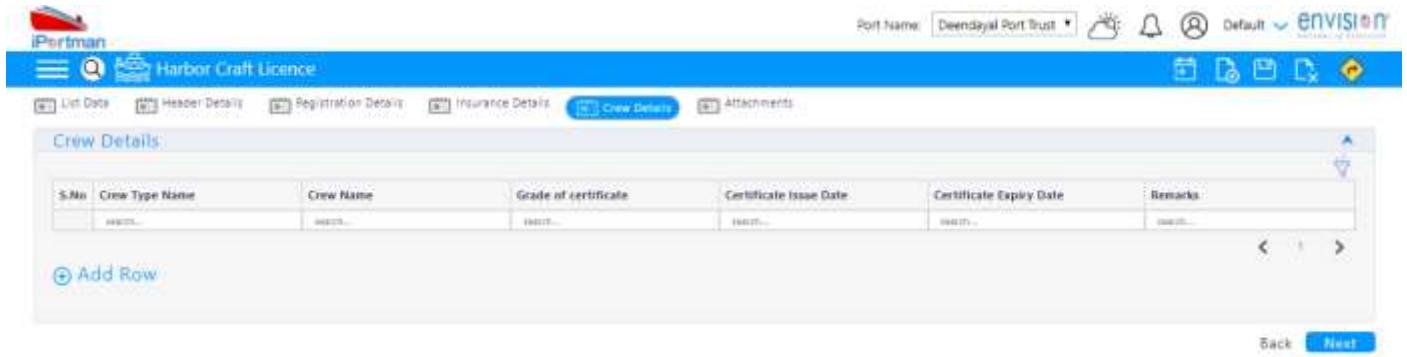
This screenshot shows the expanded 'Insurance Details' section after clicking '+ Add Row'. The previously disabled fields for Insurance Agency, Insurance No., Valid From, Valid To, and Remarks are now visible and ready for data entry. The 'Add Row' button is still present at the bottom left.

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

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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

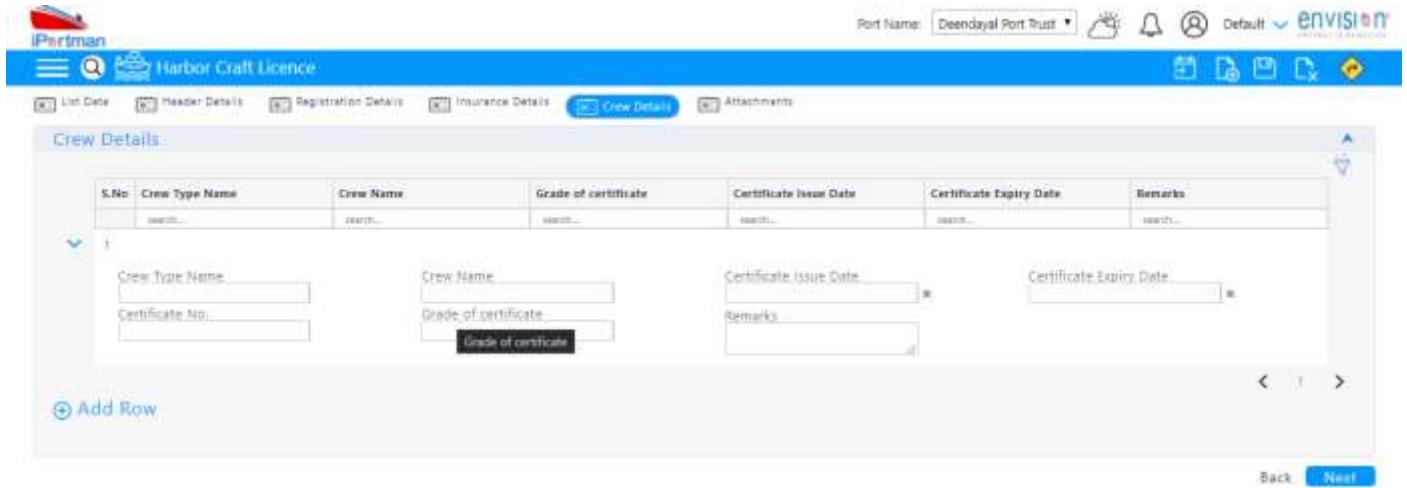
Click on  to begin with data entry.



This screenshot shows the 'Crew Details' section of the Harbor Craft License application. At the top, there are tabs for 'List Data', 'Header Details', 'Registration Details', 'Insurance Details', 'Crew Details' (which is selected), and 'Attachments'. Below the tabs is a table with columns: S.No, Crew Type Name, Crew Name, Grade of certificate, Certificate Issue Date, Certificate Expiry Date, and Remarks. A single row is visible with placeholder text. At the bottom left is a blue 'Add Row' button, and at the bottom right are 'Back' and 'Next' buttons.

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.

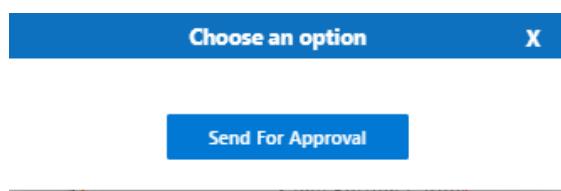


This screenshot shows the same 'Crew Details' section as above, but with all input fields now enabled. The 'Crew Type Name', 'Crew Name', 'Grade of certificate', 'Certificate Issue Date', and 'Remarks' fields are all active, allowing data entry. The 'Add Row' button and 'Back/Next' buttons remain at the bottom.

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.

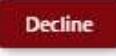


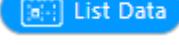
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Step 11: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or

'Decline' with reason.

 Accept

 Decline

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 

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Requests→ Permission Request→ Click on Add New
------------------	--

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

26.4. Prerequisites - Masters

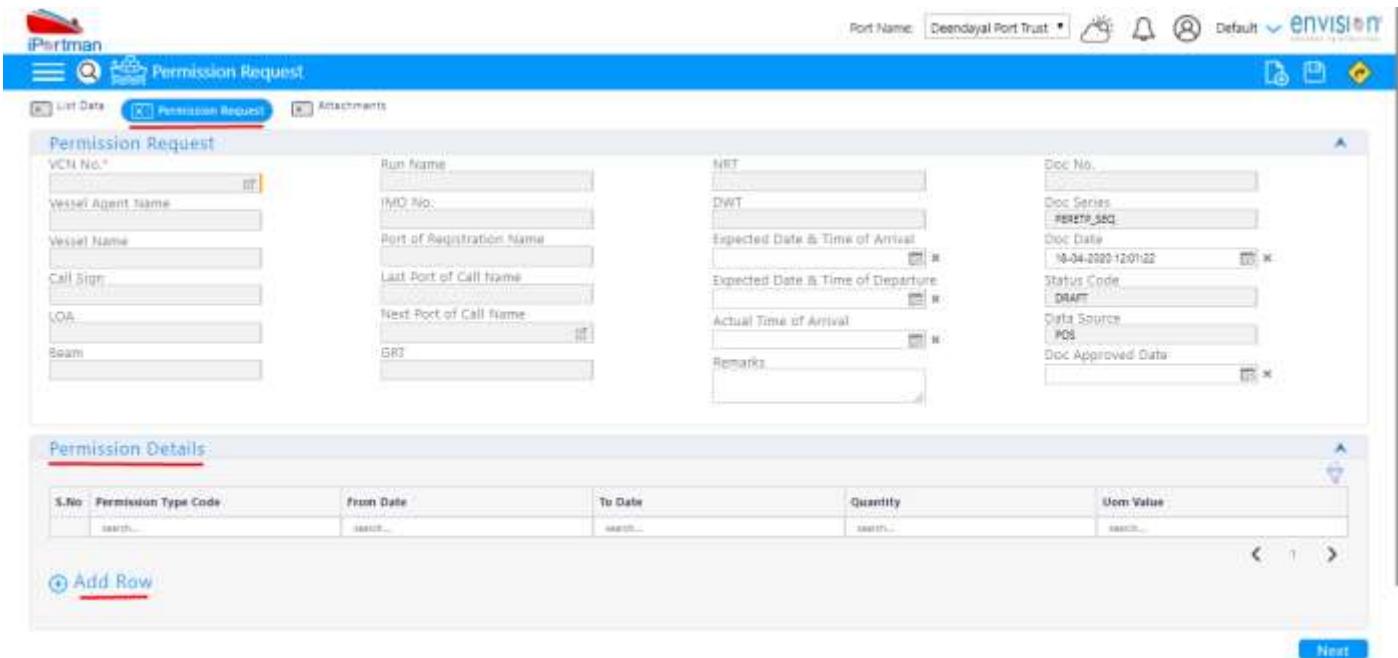
1. Agent
2. Permission Type

26.5. Screenshot

Following are the screenshot from Permission Request

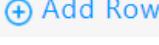
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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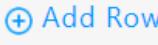
Step 1- Click on Add new button  . We will redirect to screen like below.



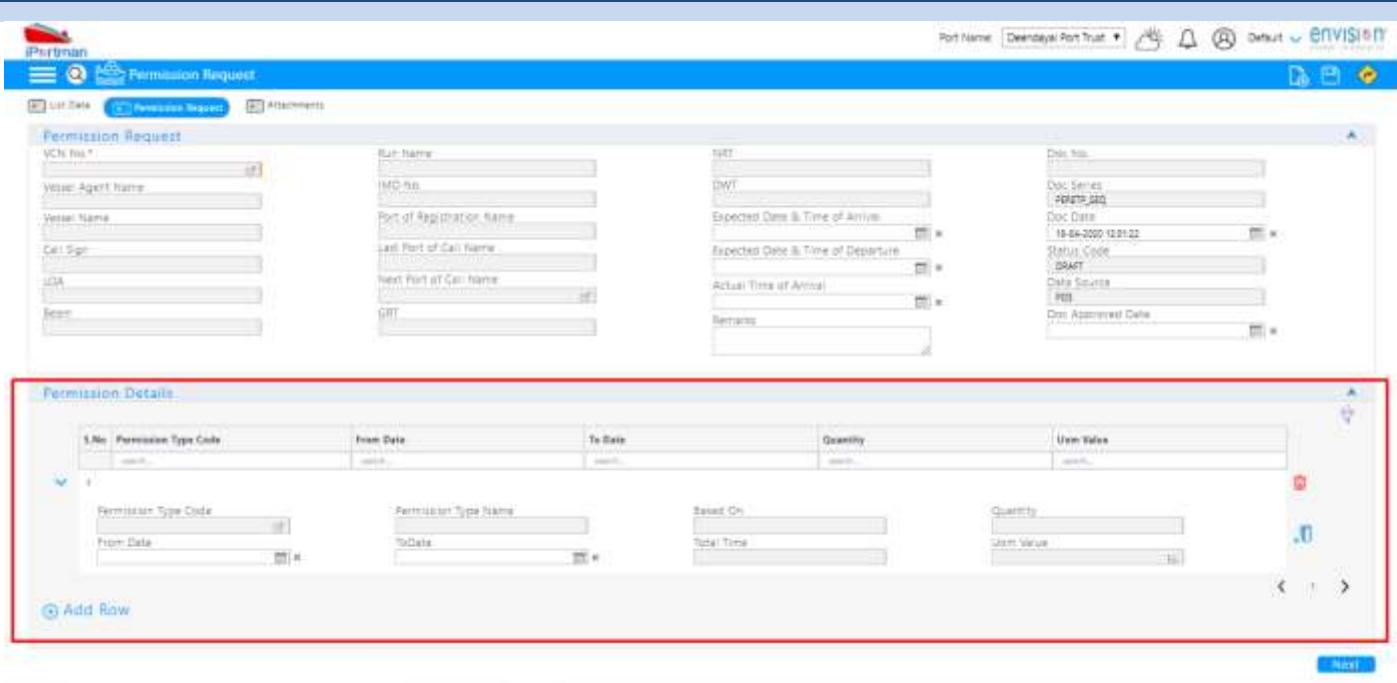
User Interface Image 112-Permission Request 26.5.1

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.

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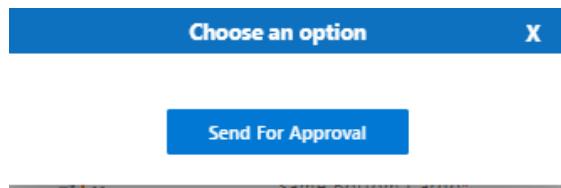


The screenshot shows the 'Permission Request' screen in the iPortman POS application. At the top, there are tabs for 'List Data', 'Permission Request', and 'Attachments'. The main area is titled 'Permission Request' and contains several input fields for vessel information (VCN No., Vessel Agent Name, Vessel Name, Call Sign, USA, Bear), port details (EU Name, IMO No., Port of Registration Name, Last Port of Call Name, Next Port of Call Name, GRT), and document metadata (Date No., Doc Series, Doc Date, Status Code, Data Source, Doc Approved Date). Below this is a section titled 'Permission Details' which includes a table for adding new rows. A red box highlights the 'Add Row' button and the first row of the table. At the bottom right of the screen, there is a 'Next' button.

User Interface Image 113Permission 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 

 Successfully Status changed to APPROVED

26.6. Field information

27. Business Function Name: Permission Recording

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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.

Menu Path	Menu Bar → Marine→ Recordings→ Permission Recording→ Click on Add New
-----------	--



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.

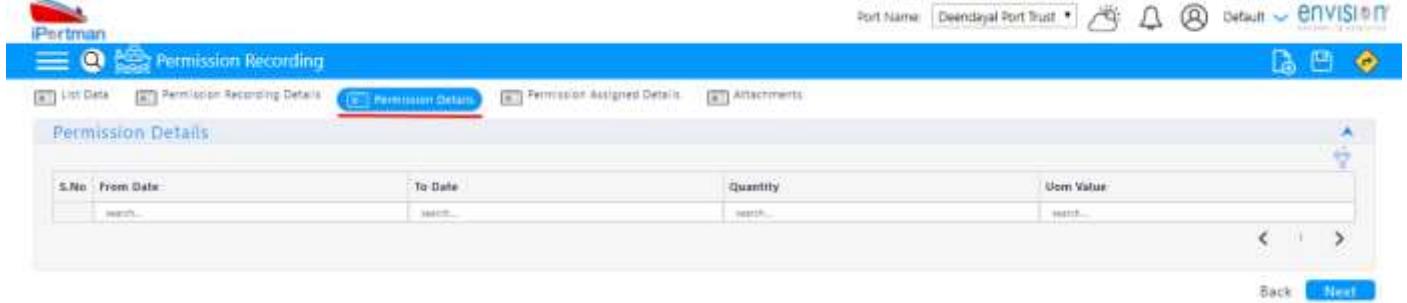
User Interface Image 114- Permission Recording 27.5.1

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

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redirected to Permission Details page as below

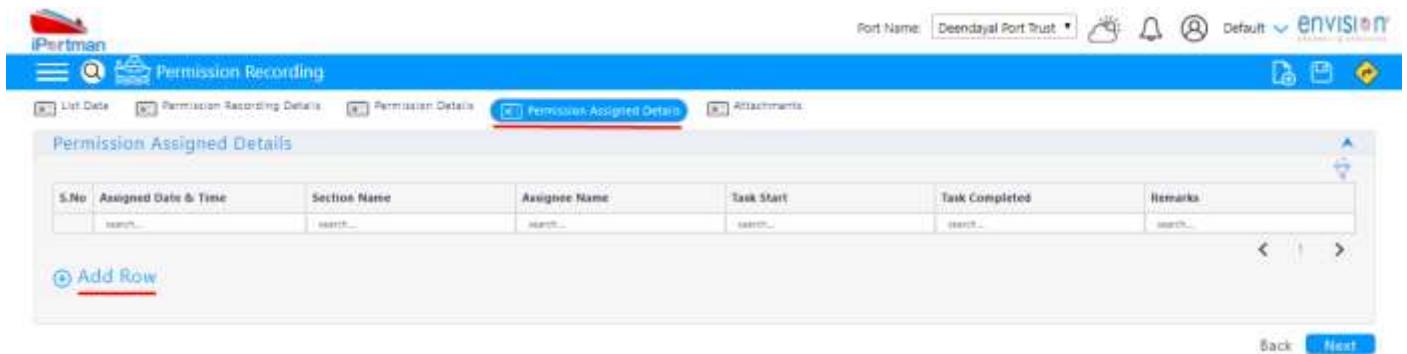


This screenshot shows the 'Permission Recording' module. The top navigation bar includes the 'enVISION' logo, Port Name dropdown (Deendayal Port Trust), and various icons. Below the header, there are tabs: 'List Data', 'Permission Recording Details', 'Permission Details' (which is selected and highlighted in red), 'Permission Assigned Details', and 'Attachments'. The main content area is titled 'Permission Details' and contains a table with columns: S.No, From Date, To Date, Quantity, and uom Value. There are search input fields and buttons for each column. At the bottom right are 'Back' and 'Next' buttons.

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

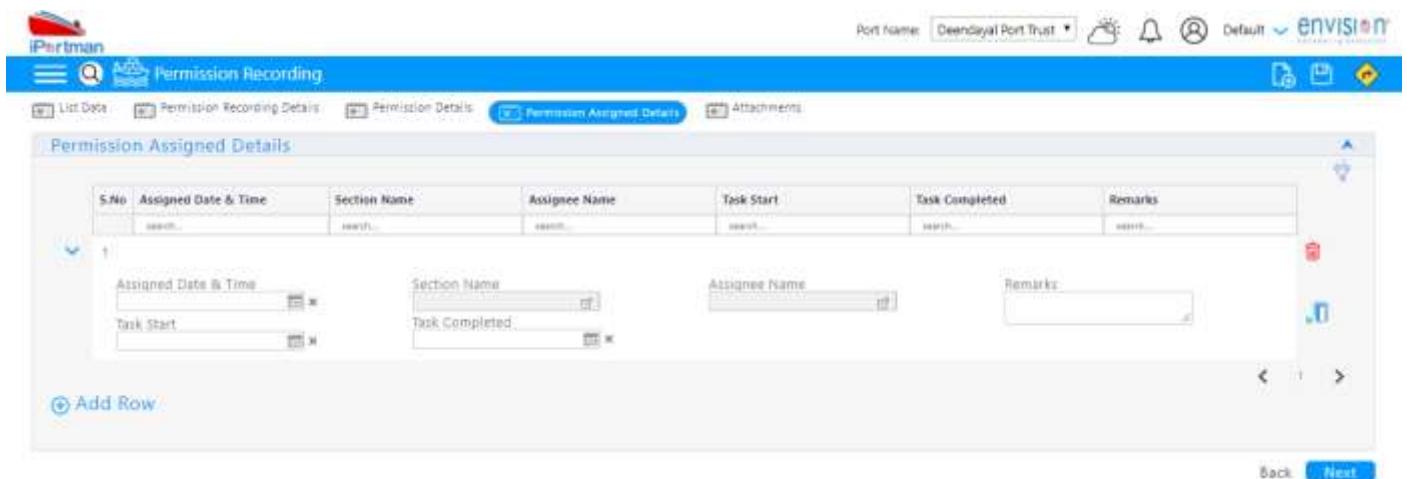
Click on **+ Add Row** to begin with data entry



This screenshot shows the 'Permission Recording' module. The top navigation bar includes the 'enVISION' logo, Port Name dropdown (Deendayal Port Trust), and various icons. Below the header, there are tabs: 'List Data', 'Permission Recording Details', 'Permission Details', 'Permission Assigned Details' (which is selected and highlighted in red), and 'Attachments'. The main content area is titled 'Permission Assigned Details' and contains a table with columns: S.No, Assigned Date & Time, Section Name, Assignee Name, Task Start, Task Completed, and Remarks. A red underline is under the 'Assigned Date & Time' column. There are search input fields and buttons for each column. A blue link labeled '+ Add Row' is visible. At the bottom right are 'Back' and 'Next' buttons.

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.



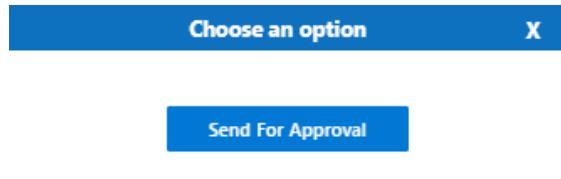
This screenshot shows the 'Permission Recording' module. The top navigation bar includes the 'enVISION' logo, Port Name dropdown (Deendayal Port Trust), and various icons. Below the header, there are tabs: 'List Data', 'Permission Recording Details', 'Permission Details', 'Permission Assigned Details' (selected and highlighted in red), and 'Attachments'. The main content area is titled 'Permission Assigned Details' and contains a table with columns: S.No, Assigned Date & Time, Section Name, Assignee Name, Task Start, Task Completed, and Remarks. The 'Assigned Date & Time' column has a red underline. Below the table, there are four separate input fields for 'Assigned Date & Time', 'Section Name', 'Assignee Name', and 'Remarks', each with its own set of search and clear buttons. A blue link labeled '+ Add Row' is visible. At the bottom right are 'Back' and 'Next' buttons.

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

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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 

 Successfully Status changed to APPROVED

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

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

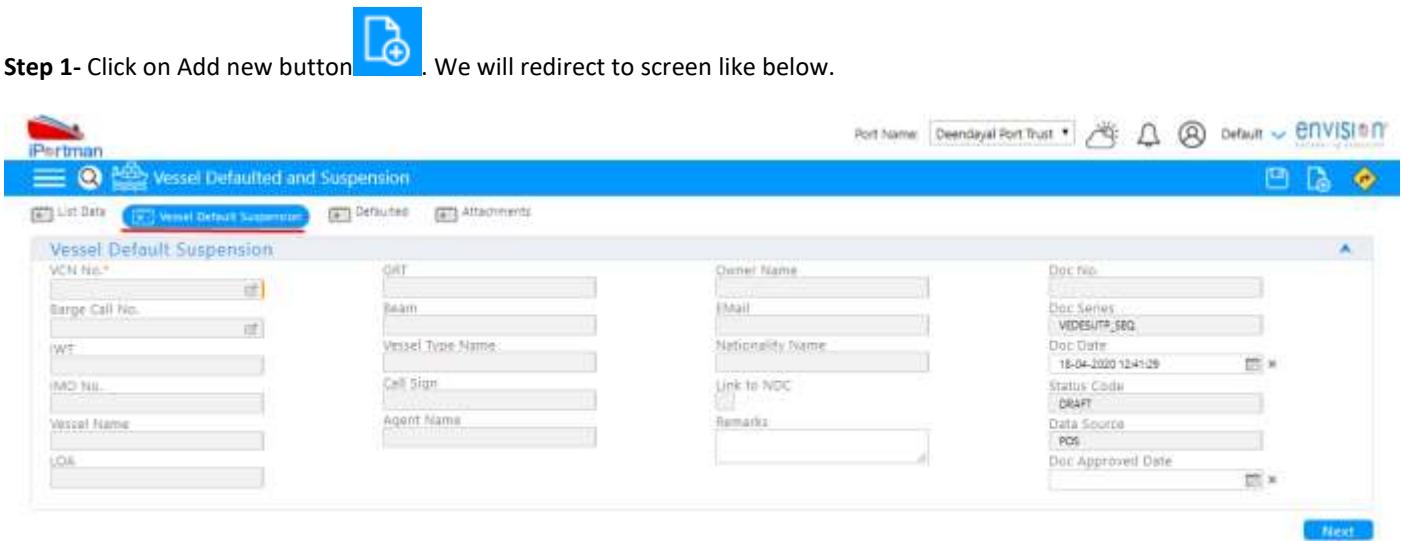
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

28.4. Prerequisites - Masters

1. Agency
2. Action Type
3. Reason

28.5. Screenshot

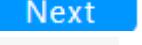
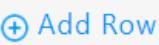
Following Screenshots are from Vessel Defaulted and Suspension.



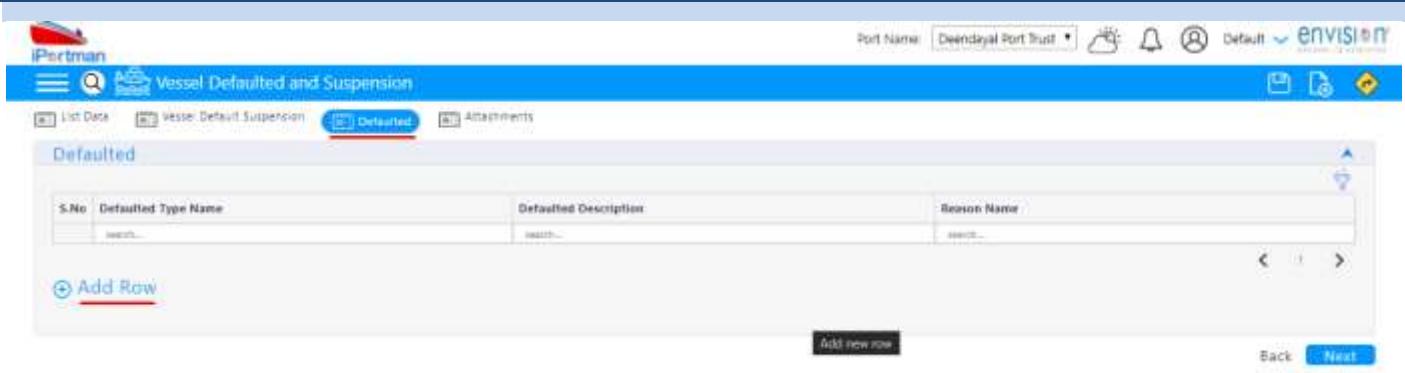
Step 1: Click on Add new button . We will redirect to screen like below.

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  button from the bottom of the page. Then you will be redirected to Defaulted page as below. Click on  to begin with data entry.

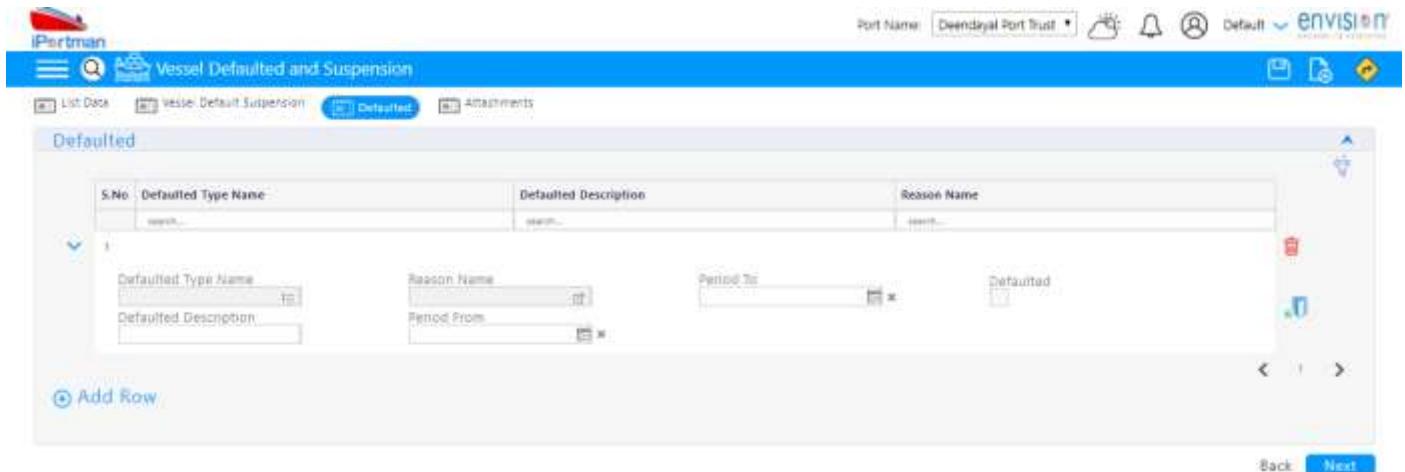
	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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The screenshot shows the 'Vessel Defaulted and Suspension' module. The top navigation bar includes the iPortman logo, Port Name dropdown (Deendayal Port Trust), and various system icons. Below the header, there are tabs: 'List Data', 'Vessel Default Suspension', 'Defaulted' (which is highlighted in red), and 'Attachments'. The main area is titled 'Defaulted' and contains a table with columns: S.No, Defaulted Type Name, Defaulted Description, and Reason Name. A row is currently being edited. At the bottom of the table, there are buttons for 'Add new row', 'Back', and 'Next'.

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.



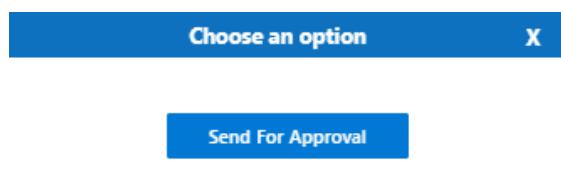
This screenshot is similar to the previous one, showing the 'Defaulted' tab selected in the 'Vessel Defaulted and Suspension' module. The table now includes additional columns: Defaulted Type Name, Defaulted Description, Reason Name, Period From, and Period To. The 'Add Row' button is visible at the bottom left. Navigation buttons for 'Back' and 'Next' are at the bottom right.

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.

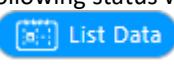
Once saved  message appears.

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.

Menu Path	Menu Bar → Marine → Request → Hydrographic Survey Request → Click on Add New
------------------	---



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

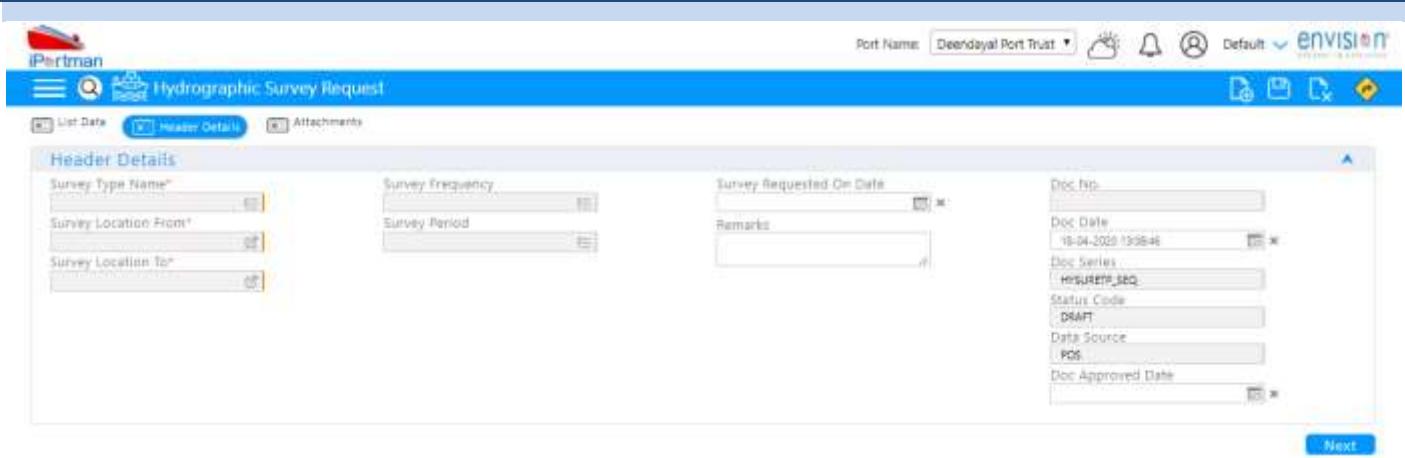
29.5. Screenshot

Following Screenshots are from Hydrographic Survey Request



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

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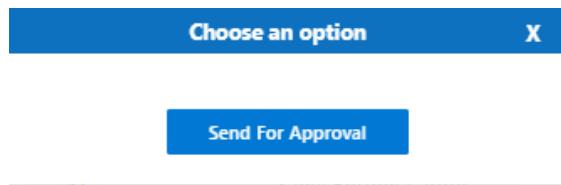
User Interface Image 121- Hydrographic Survey Request 29.5.1

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:

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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.

Menu Path	Menu Bar → Marine→ Recordings→ Hydrographic Survey Recording→ Click on Add New
------------------	---

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.

The screenshot shows the 'Hydrographic Survey Recording' form. At the top, there are tabs for 'List Data', 'Hydrographic Survey Recording' (which is selected), 'Manual Sounding Details', and 'Attachments'. Below the tabs, there are two columns of input fields. The left column contains: 'Survey Equipment Name*', 'Survey Vessel Type Name*', 'Survey Location From', 'Survey Location To', 'Survey Frequency', and 'Survey Period'. The right column contains: 'Surveyor Name', 'Chart No.*', 'Published By', 'Published Date', 'Remarks', and 'Survey Completed Date'. To the right of these columns is a vertical panel for document metadata: 'Doc No.', 'Doc Date' (set to 18-04-2020 13:15:40), 'Doc Series' (HYSUICTP_SEO), 'Status Code' (DRAFT), 'Data Source' (POS), and 'Doc Approved Date'. At the bottom right of the form is a 'Next' button.

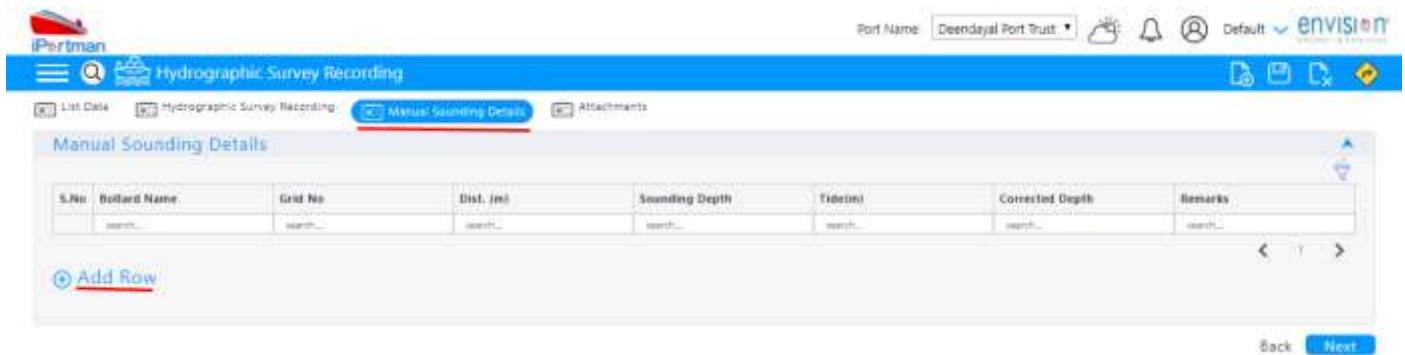
User Interface Image 122-Hydrographic Survey Recording 30.5.1

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.

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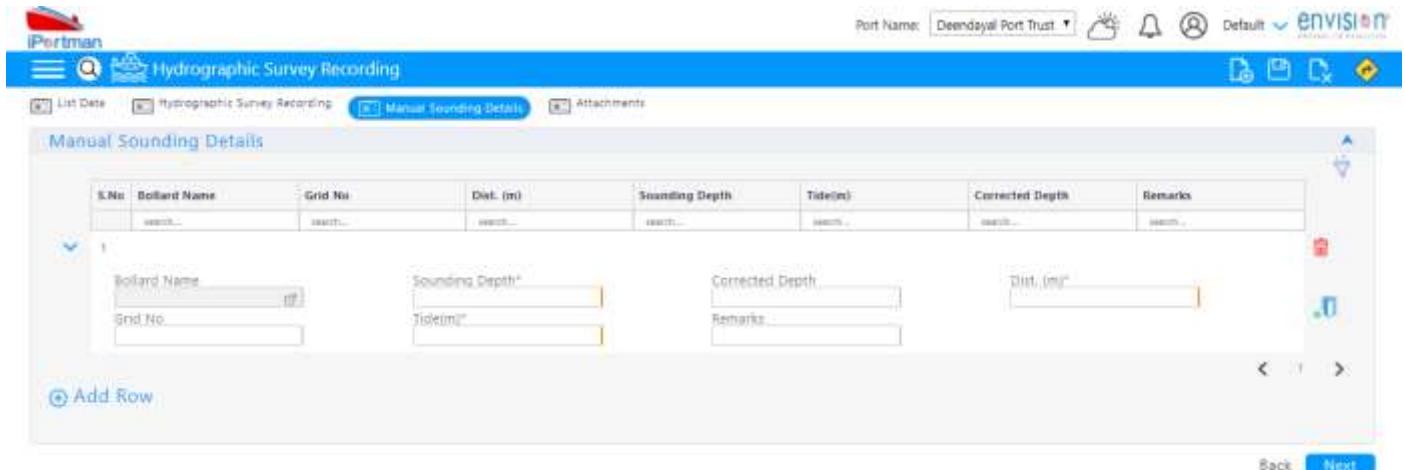
Step 3: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Manual Sounding Details page as below

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



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

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

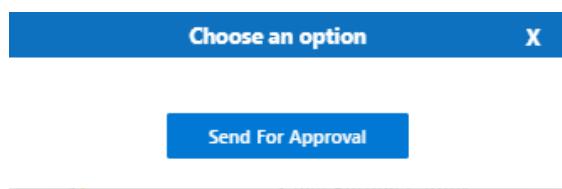


User Interface Image 124-Hydrographic Survey Recording (Manual Sounding Details Fields) 30.5.3

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

 Accept

 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  List Data

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Declarations→ Vessel Run Change→ Click on Add New
------------------	---

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

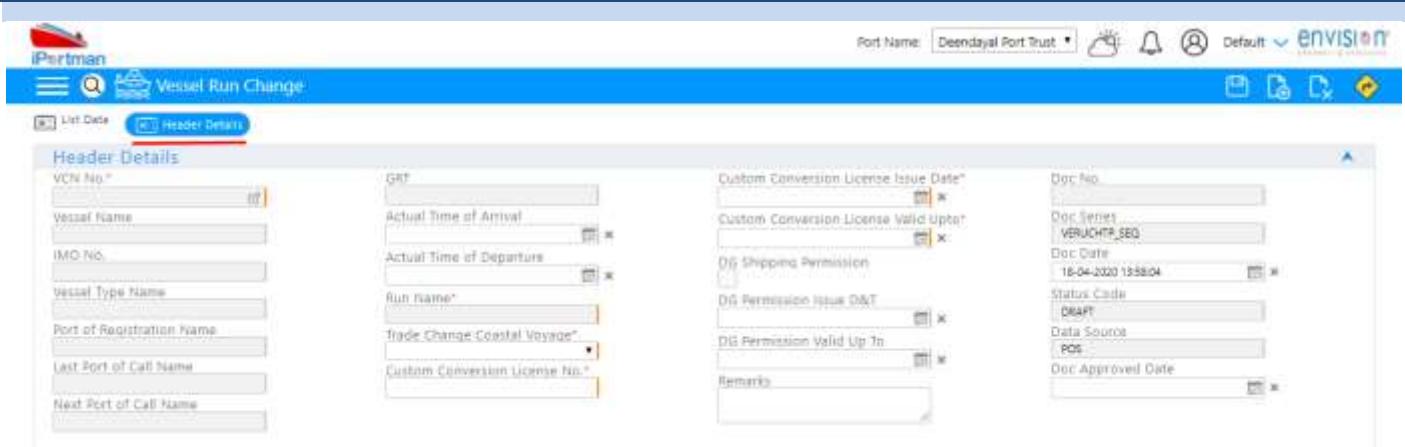
31.5. Screenshot

Following Screenshots are from Vessel Run Change



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

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User Interface Image 125-Vessel Run Change 31.5.1

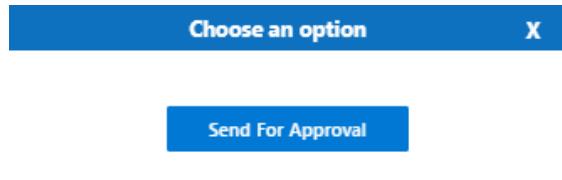
Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.



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.



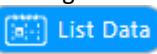
Step 5: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline'

 Accept

 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

 Successfully Status changed to APPROVED

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.

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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.

Menu Path	Menu Bar → Marine→ Declarations→ Registration Request 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

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.

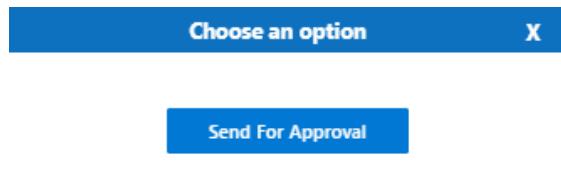
User Interface Image 126-Registration Request Boat/ Craft/ IWT 32.5.1

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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.

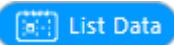
Step 3: After updating the fields click on save Record  from Top Menu Bar to save Registration Request Boat/ Craft/ IWT Form. Once saved  message appears.

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 

 Successfully Status changed to APPROVED

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

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33.3. Navigation

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

Menu Path	Menu Bar → Marine→ Request→ Pass Pilot Request License → Click on Add New
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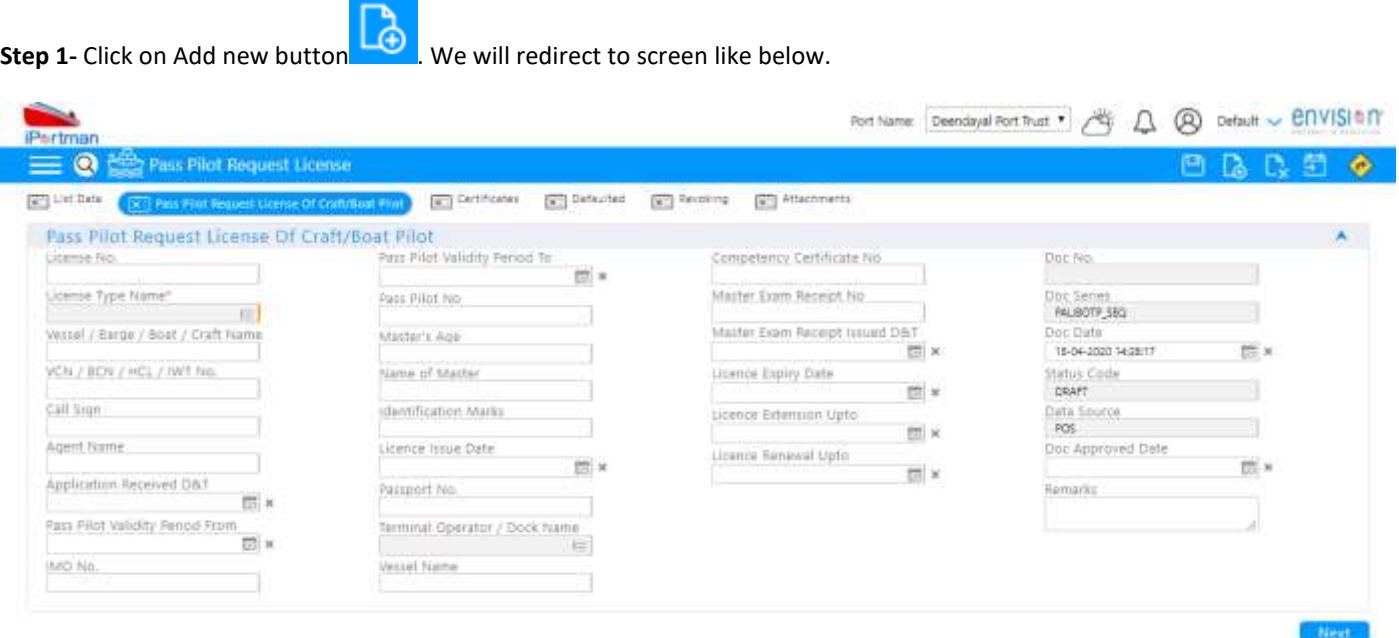
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

33.4. Prerequisites – Masters

- 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.

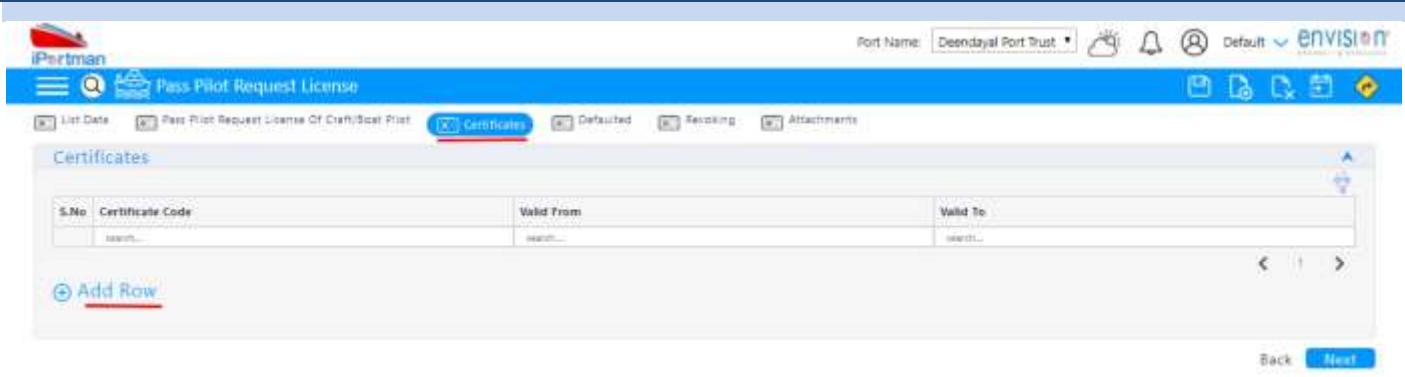
User Interface Image 127-Pass Pilot License Request Boat/Craft 33.5.1-

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

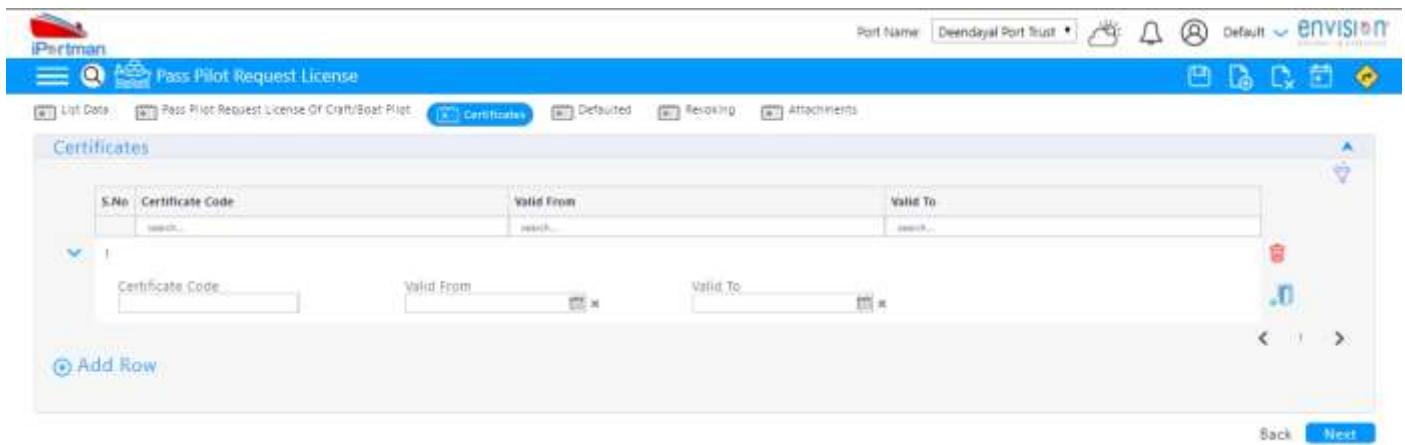
Click on  to begin with data entry.

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

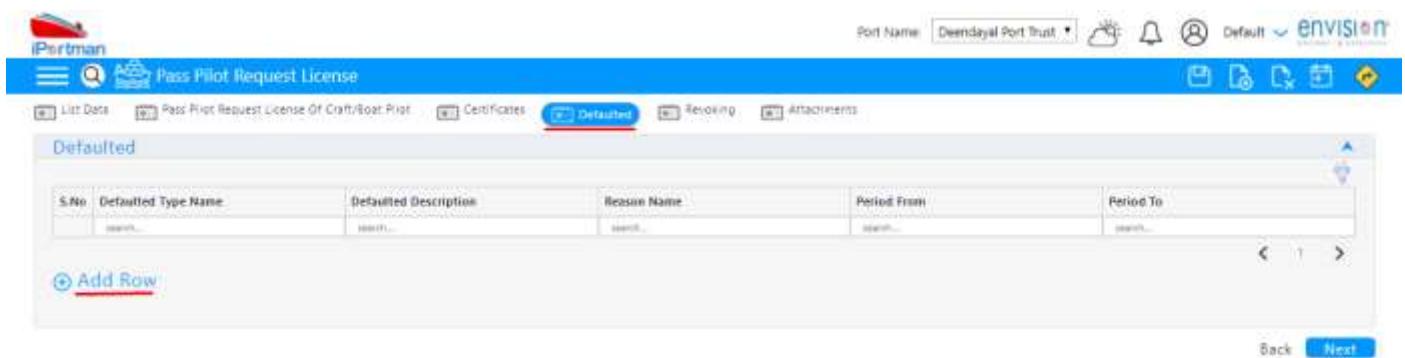
Step 4: Once  is selected, the following fields will be enabled to enter Certificate Details.



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

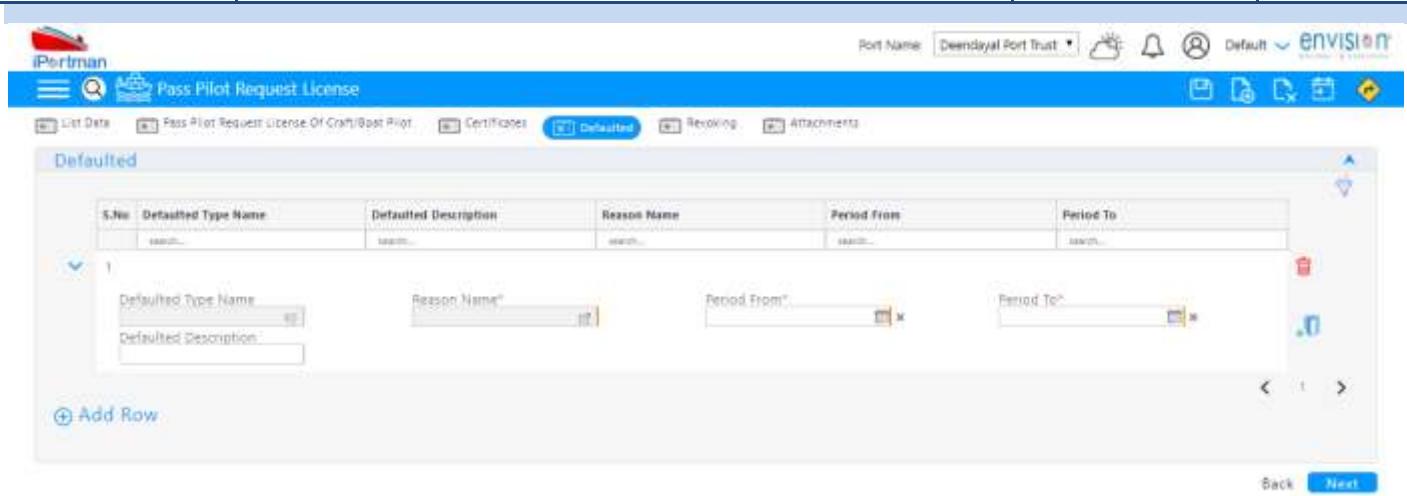
Click on  to begin with data entry



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.

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

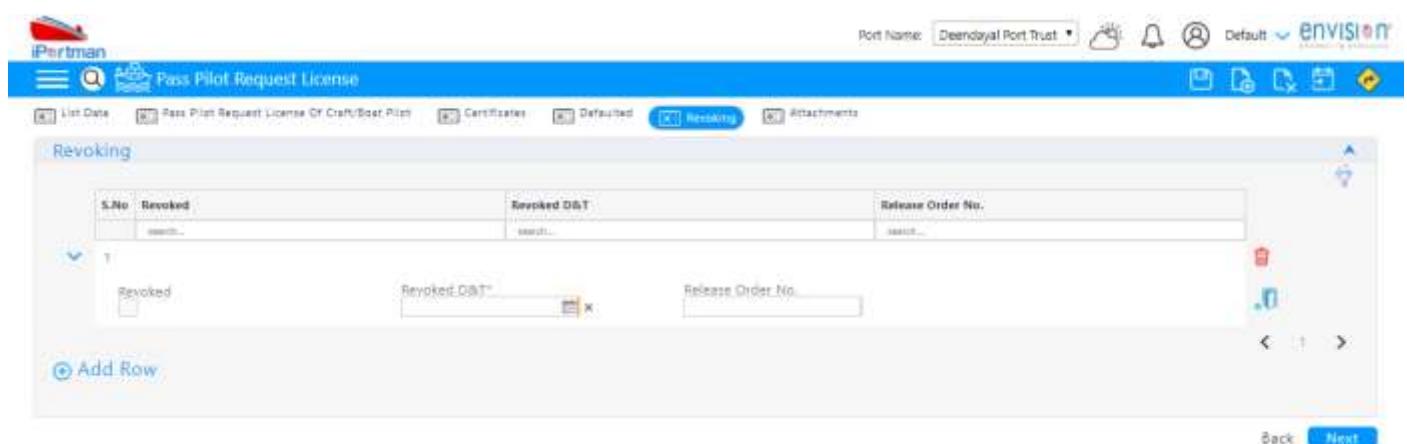
Step 7: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Revoking page as below

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.

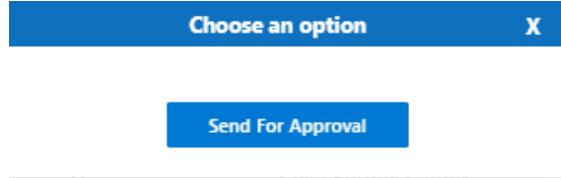


User Interface Image 133- Pass Pilot License Request Boat/Craft (Revoking Fields) 33.5.7

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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 

 Successfully Status changed to APPROVED

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.

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Menu Path	Menu Bar → Marine → Requests → Request Re-Measurement/Survey Request of Boat/ Craft/ IWT → Click on Add New
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

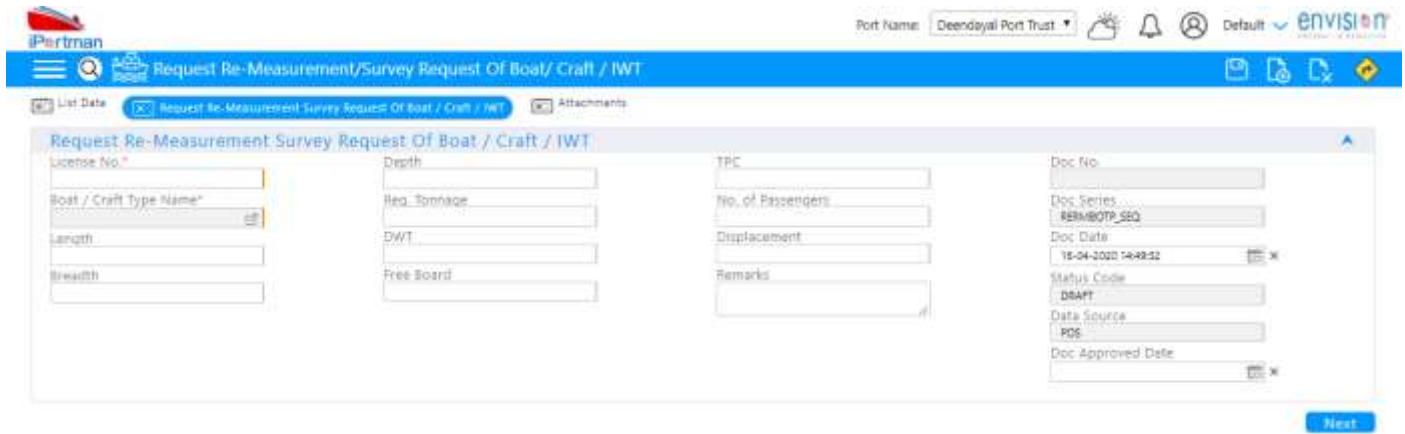
34.4. Prerequisites – Masters

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.



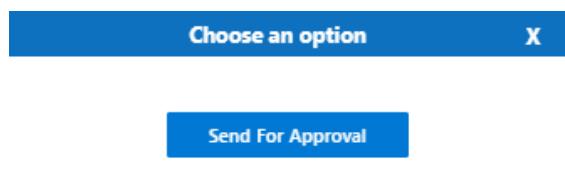
User Interface Image 134-Request Re-Measurement/Survey Request of Boat/ Craft/ IWT 34.5.1

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.



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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.

Accept

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



Successfully Status changed to APPROVED

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.

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

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

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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

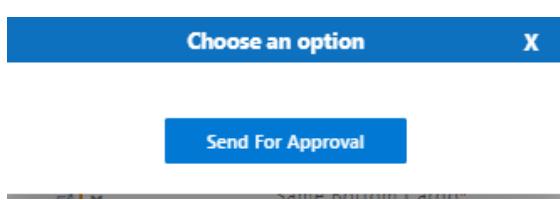
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.



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.

Record saved

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.

Menu Path	Menu Bar → Marine→ Registrations→ Barge Registration→ Click on Add New
-----------	---



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

36.4. Prerequisites – Masters

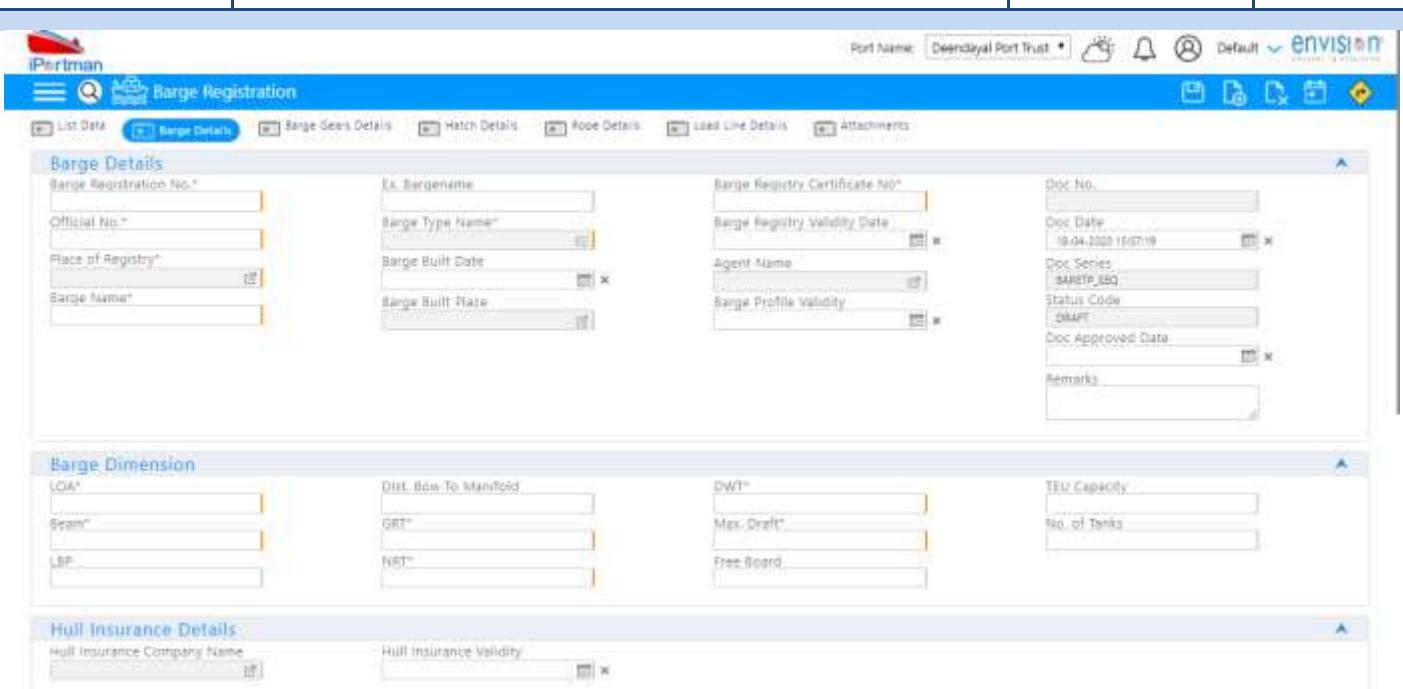
1. Barge Type
2. Agency
3. Port
4. Nationality
5. Mode of transport
6. Engine Type
7. Propulsion Type
8. Hatch Cover Type

36.5. Screenshot

Following Screenshots are from Barge Registration.



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



Barge Details

Barge Registration No.*	Barge Name*	Barge Registry Certificate No*	Doc No.
Official No.*	Barge Type Name*	Barge Registry Validity Date	Doc Date
Place of Registry*	Barge Built Date	Agent Name	Doc Series
Barge Name*	Barge Built Place	Barge Profile Validity	Status Code

Barge Dimension

LOA*	DWT: Barge To Standoff	DWT*	TEU Capacity
Beam*	GRT*	Max. Draft*	No. of Tanks
LBF	NET*	Free Board	

Hull Insurance Details

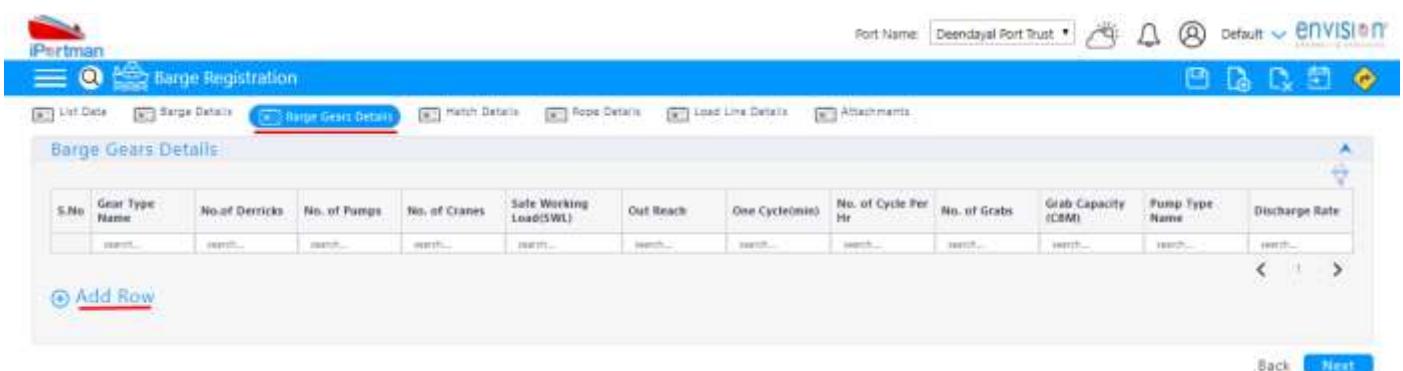
Hull Insurance Company Name	Hull Insurance Validity
-----------------------------	-------------------------

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.



Barge Gears Details

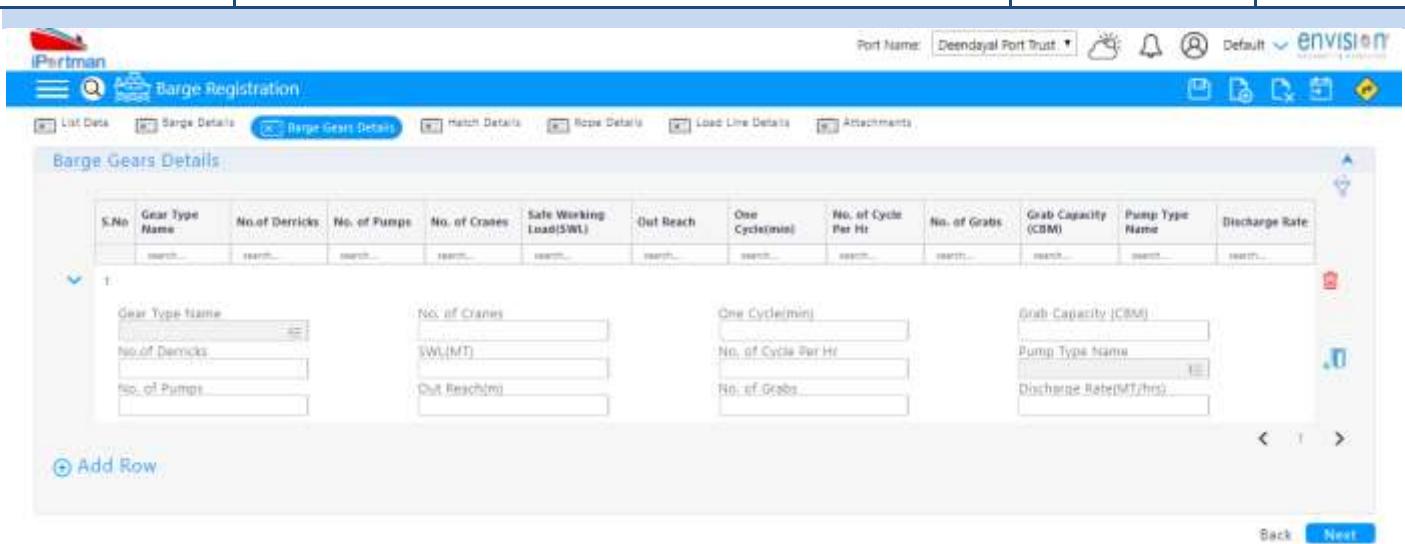
S.No	Gear Type Name	No.of Derricks	No. of Pumps	No. of Cranes	Safe Working Load(SWL)	Out Reach	One Cycle(min)	No. of Cycle Per Hr	No. of Grabs	Grab Capacity (CBM)	Pump Type Name	Discharge Rate
search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...

+ Add Row

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.

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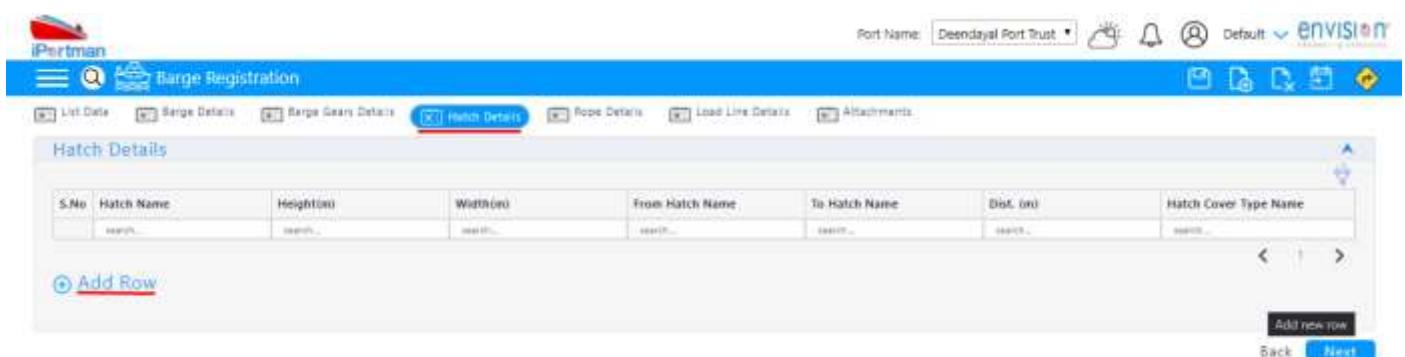


The screenshot shows the 'Barge Gears Details' section of the iPortman POS application. At the top, there are tabs for 'List Data', 'Barge Details', 'Barge Gears Details' (which is selected and highlighted in blue), 'Hatch Details', 'Pope Details', 'Load Line Details', and 'Attachments'. Below the tabs is a table header for 'Gear Type Details' with columns: S.No, Gear Type Name, No.of Derricks, No. of Pumps, No. of Cranes, Safe Working Load(SWL), Out Reach, One Cycle(min), No. of Cycle Per Hr, No. of Grabs, Grab Capacity (CBM), Pump Type Name, and Discharge Rate. A single row is visible below the header, with several fields containing placeholder text like 'search...'. To the left of the table, there's a dropdown menu with the value '1'. On the right side of the table, there are buttons for 'Add Row' and 'Delete Row'. At the bottom right of the form, there are 'Back' and 'Next' buttons.

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

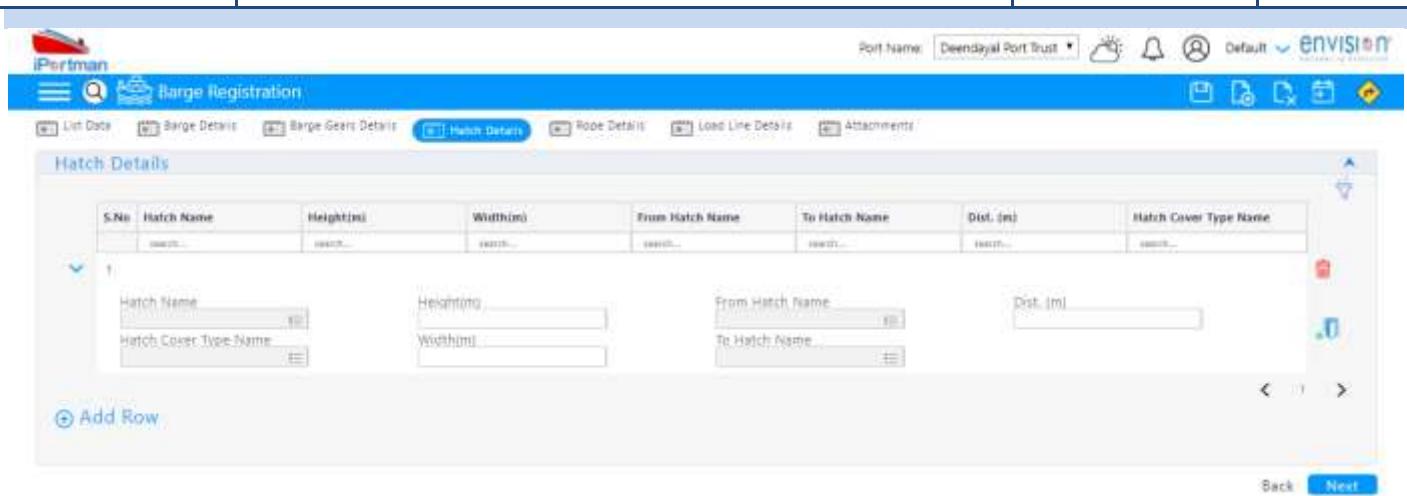


The screenshot shows the 'Hatch Details' section of the iPortman POS application. At the top, there are tabs for 'List Data', 'Barge Details', 'Barge Gears Details', 'Hatch Details' (selected and highlighted in blue), 'Pope Details', 'Load Line Details', and 'Attachments'. Below the tabs is a table header for 'Hatch Details' with columns: S.No, Hatch Name, Height/Width, Width/Height, From Hatch Name, To Hatch Name, Dist. (m), and Hatch Cover Type Name. A single row is visible below the header, with several fields containing placeholder text like 'search...'. To the left of the table, there's a dropdown menu with the value '1'. On the right side of the table, there are buttons for 'Add new row' and 'Delete Row'. At the bottom right of the form, there are 'Back' and 'Next' buttons.

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.

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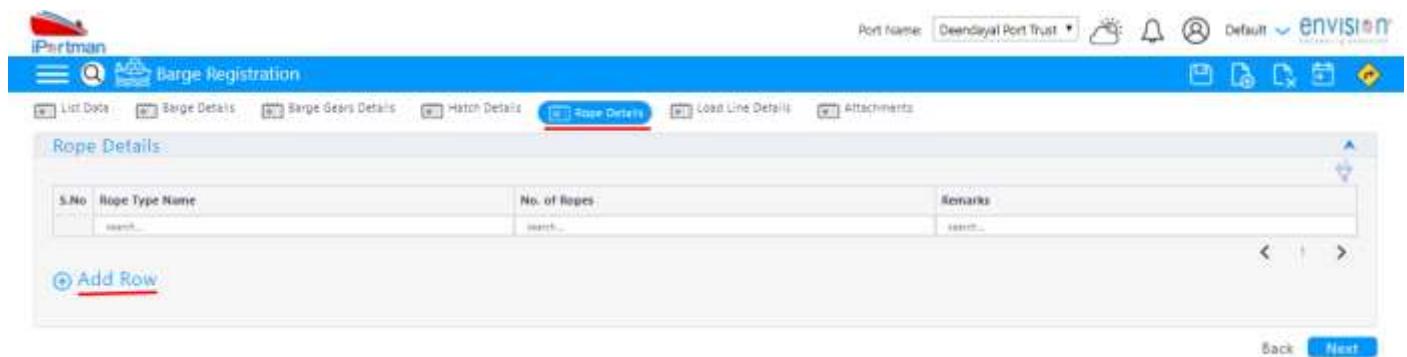


The screenshot shows the 'Barge Registration' module in the iPortman POS application. The 'Hatch Details' tab is active. At the top, there are tabs for List Data, Barge Details, Barge Gears Details, Hatch Details (highlighted in blue), Rope Details, Load Line Details, and Attachments. Below the tabs, there is a header bar with Port Name (Deendayal Port Trust), a weather icon, a bell icon, a user icon, and a Default dropdown. The main area is titled 'Hatch Details' and contains a table with columns: S.No, Hatch Name, Height(m), Width(m), From Hatch Name, To Hatch Name, Dist. (m), and Hatch Cover Type Name. Below the table are input fields for Hatch Name, Height(m), Width(m), From Hatch Name, To Hatch Name, Dist. (m), and Hatch Cover Type Name. There is also an 'Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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

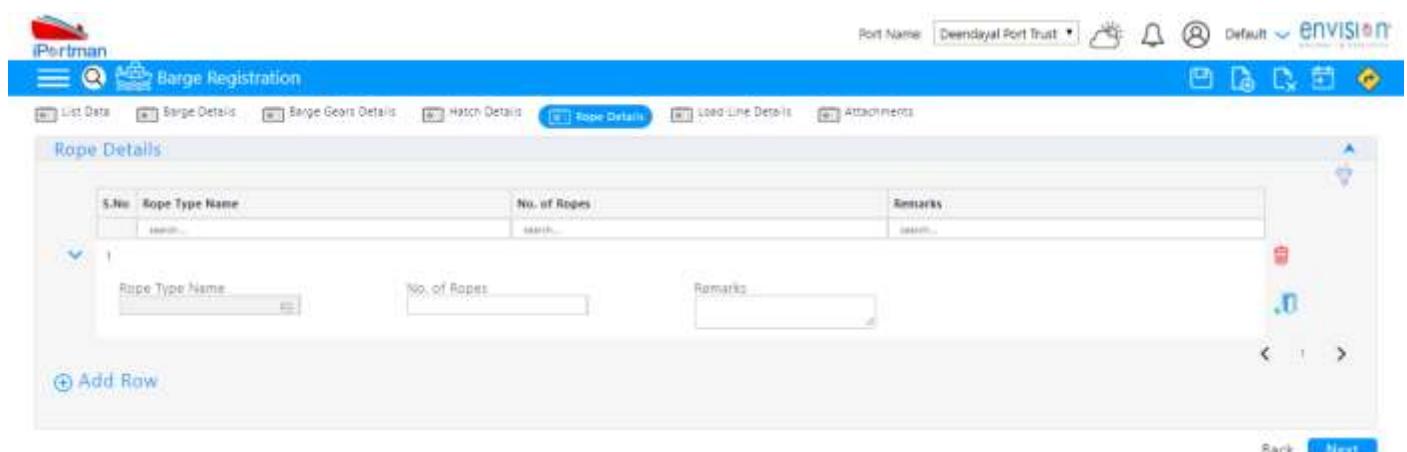
Click on **+ Add Row** to begin with data entry.



The screenshot shows the 'Barge Registration' module in the iPortman POS application. The 'Rope Details' tab is active. At the top, there are tabs for List Data, Barge Details, Barge Gears Details, Hatch Details, Rope Details (highlighted in blue), Load Line Details, and Attachments. Below the tabs, there is a header bar with Port Name (Deendayal Port Trust), a weather icon, a bell icon, a user icon, and a Default dropdown. The main area is titled 'Rope Details' and contains a table with columns: S.No, Rope Type Name, No. of Ropes, and Remarks. Below the table are input fields for Rope Type Name, No. of Ropes, and Remarks. There is also an 'Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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.



The screenshot shows the 'Barge Registration' module in the iPortman POS application. The 'Rope Details' tab is active. At the top, there are tabs for List Data, Barge Details, Barge Gears Details, Hatch Details, Rope Details (highlighted in blue), Load Line Details, and Attachments. Below the tabs, there is a header bar with Port Name (Deendayal Port Trust), a weather icon, a bell icon, a user icon, and a Default dropdown. The main area is titled 'Rope Details' and contains a table with columns: S.No, Rope Type Name, No. of Ropes, and Remarks. Below the table are input fields for Rope Type Name, No. of Ropes, and Remarks. There is also an 'Add Row' button. At the bottom right are 'Back' and 'Next' buttons.

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

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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

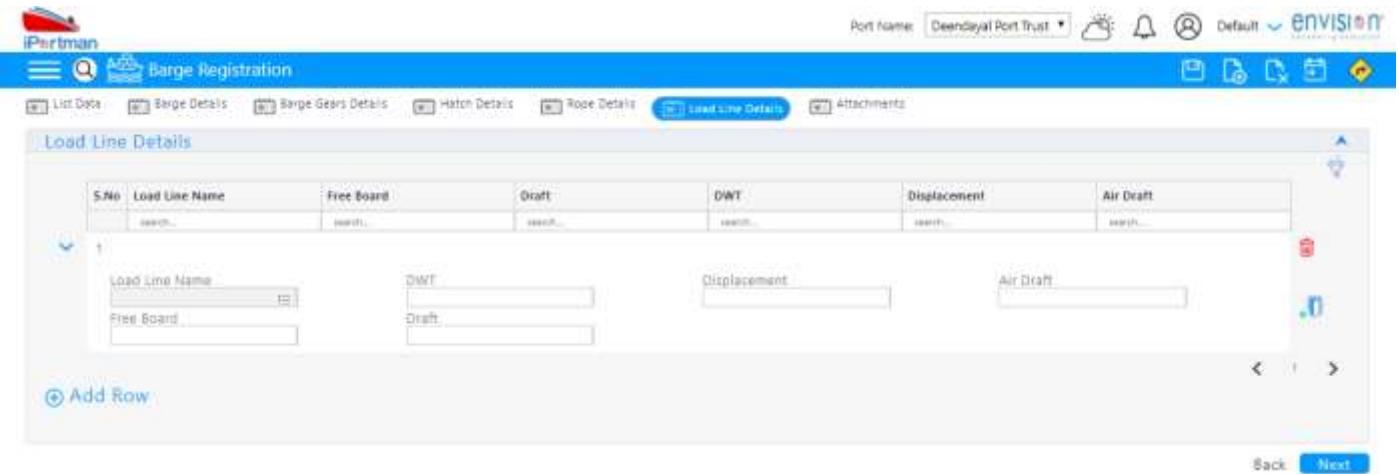
Click on **+ Add Row** to begin with data entry.



The screenshot shows the 'Barge Registration' module in the iPortman system. The 'Load Line Details' tab is selected. A red box highlights the '+ Add Row' button at the bottom left of the data entry grid. The grid has columns for S.No, Load Line Name, Free Board, Draft, DWT, Displacement, and Air Draft. Below the grid, there is a search bar and a toolbar with icons for back, forward, and other functions. At the bottom right, there are 'Back' and 'Next' buttons.

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.

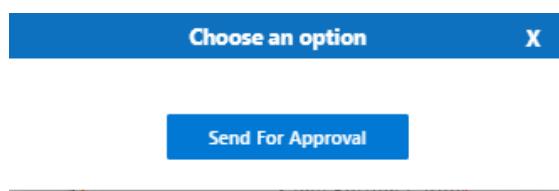


This screenshot shows the same 'Load Line Details' screen after the '+ Add Row' button was clicked. The previously disabled input fields for Load Line Name, Free Board, Draft, DWT, Displacement, and Air Draft are now active and populated with sample data. The rest of the interface remains the same with the 'Back' and 'Next' buttons at the bottom right.

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 **Record saved** message appears.

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

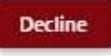


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Step 13: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or

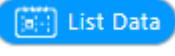
'Decline' with reason.

 Accept

 Decline

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

 List Data

 Successfully Status changed to APPROVED

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.

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



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

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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.

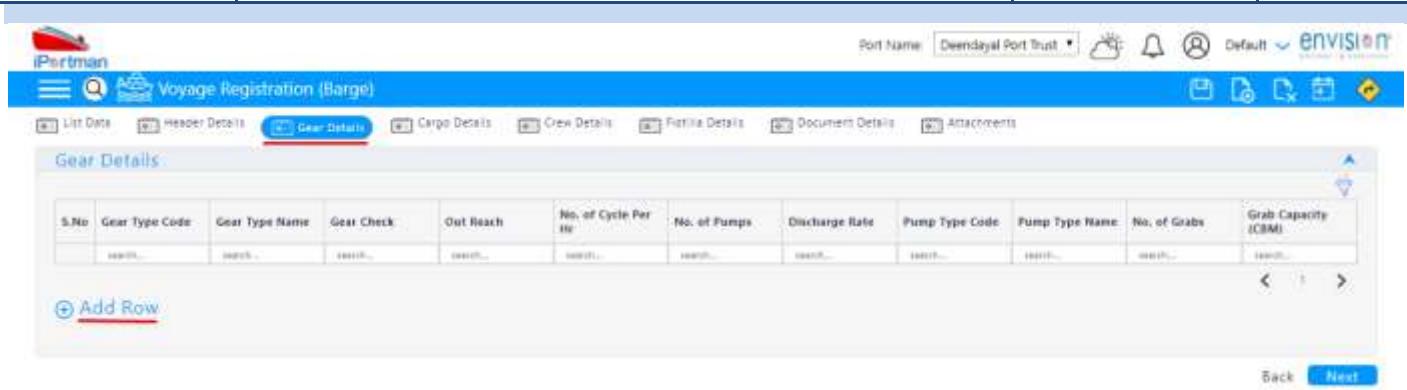
User Interface Image 145-Voyage Registration Barge 37.5.1

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

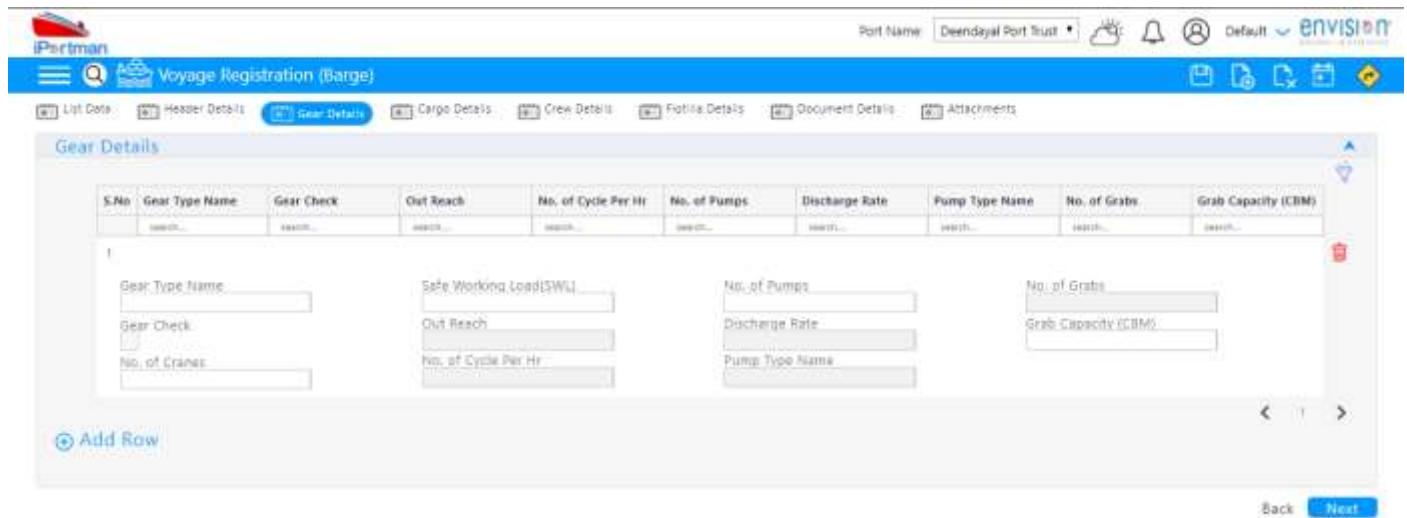
Click on to begin with data entry.

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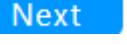


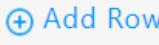
User Interface Image 146-Voyage Registration Barge (Gear Details) 37.5.2

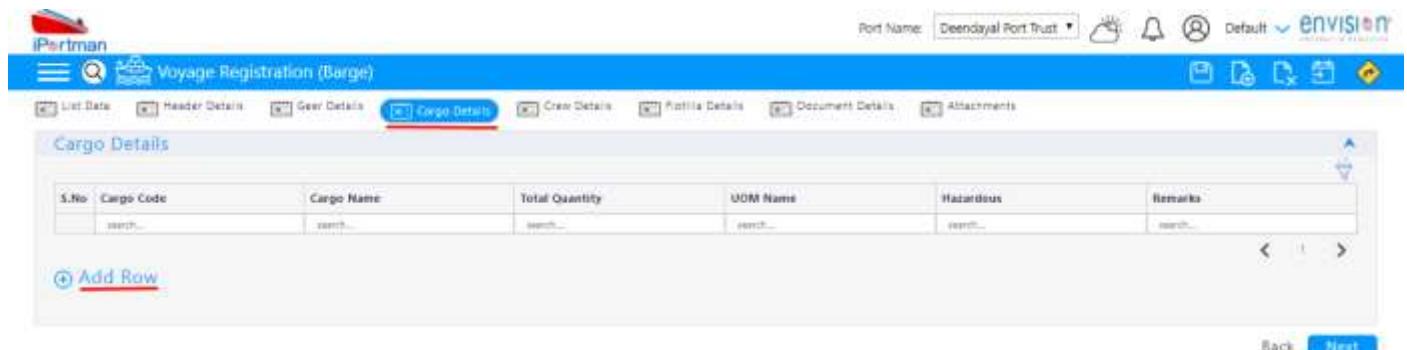
Step 4: Once  is selected, the following fields will be enabled to enter Gear details.



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

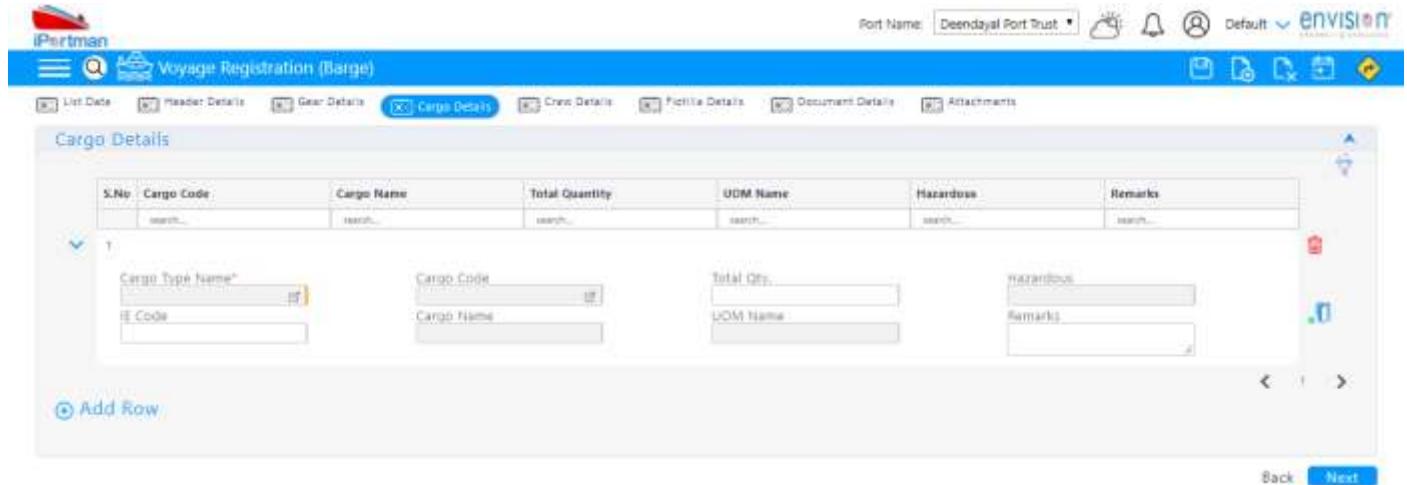
Click on  to begin with data entry



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

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

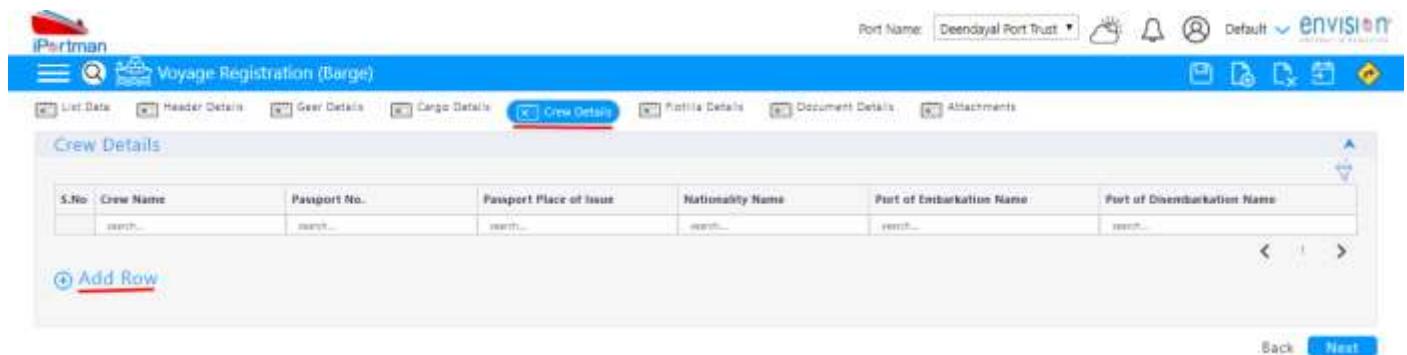


This screenshot shows the 'Cargo Details' section of the 'Voyage Registration (Barge)' application. The 'Cargo Details' tab is active. Below it, there is a table with columns: S.No, Cargo Code, Cargo Name, Total Quantity, UOM Name, Hazardous, and Remarks. Underneath the table, there are four input fields: 'Cargo Type Name' (with dropdown and search buttons), 'UOM Name' (with dropdown and search buttons), 'Total Qty.' (with dropdown and search buttons), and 'Remarks'. A red circle highlights the 'Cargo Type Name' field. At the bottom left, there is a blue button labeled '(+) Add Row'.

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.

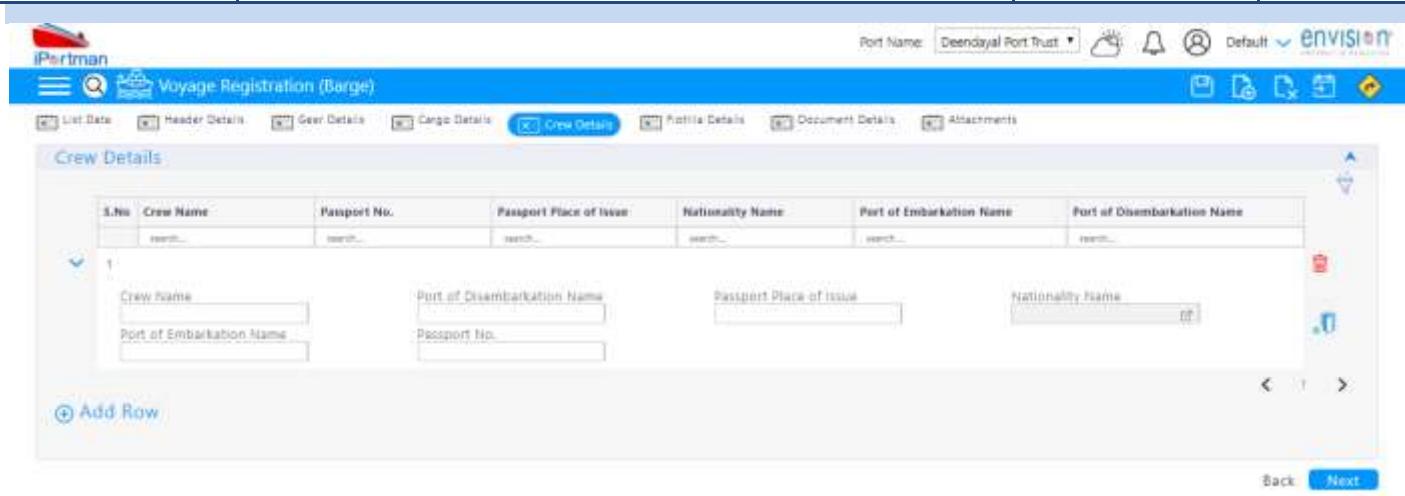


This screenshot shows the 'Crew Details' section of the 'Voyage Registration (Barge)' application. The 'Crew Details' tab is active. Below it, there is a table with columns: S.No, Crew Name, Passport No., Passport Place of Issue, Nationality Name, Port of Embarkation Name, and Port of Disembarkation Name. All these columns have their respective search and dropdown buttons. At the bottom left, there is a blue button labeled '(+) Add Row'.

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.

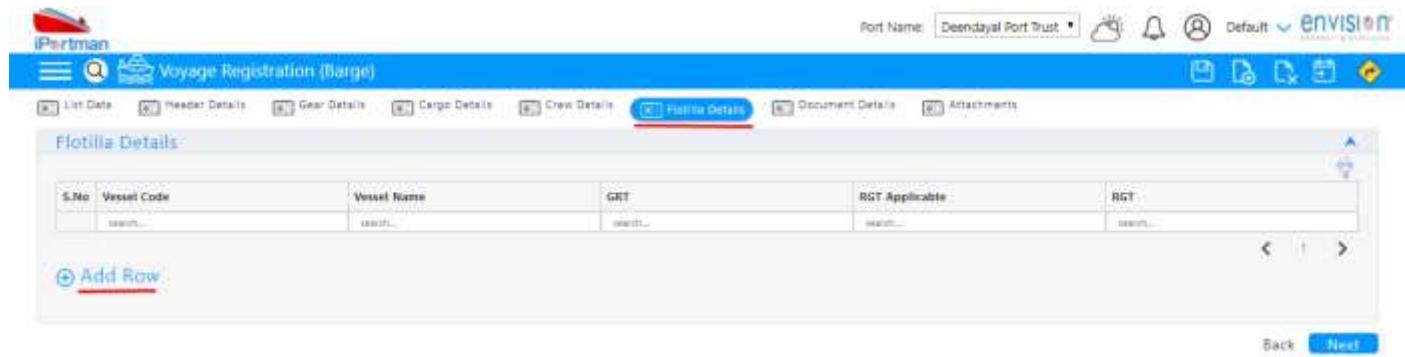
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User Interface Image 151-Voyage Registration Barge (Crew Details Fields) 37.5.7

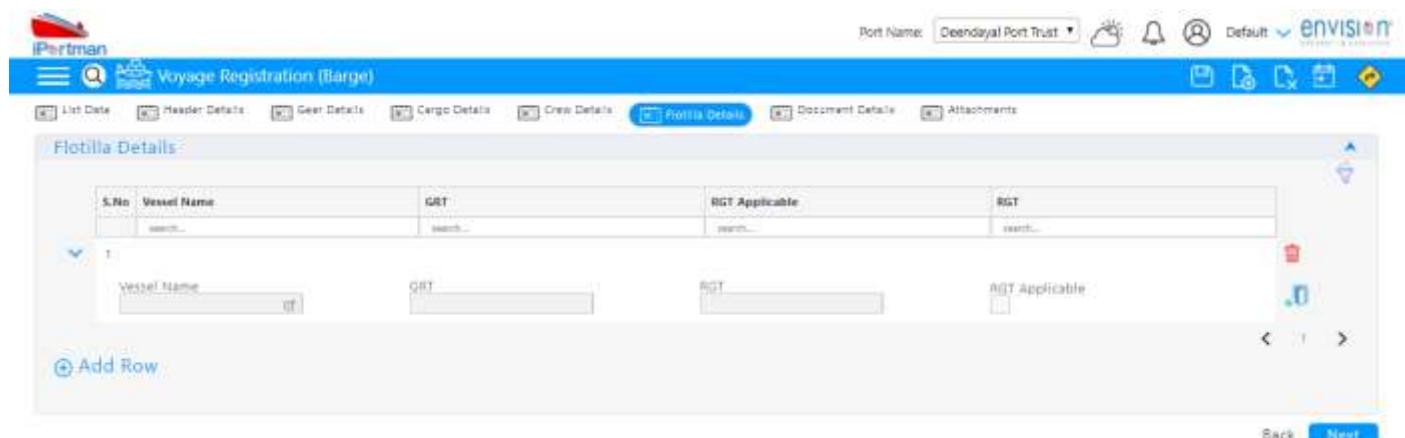
Step 9: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Flotilla Details page as below

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.

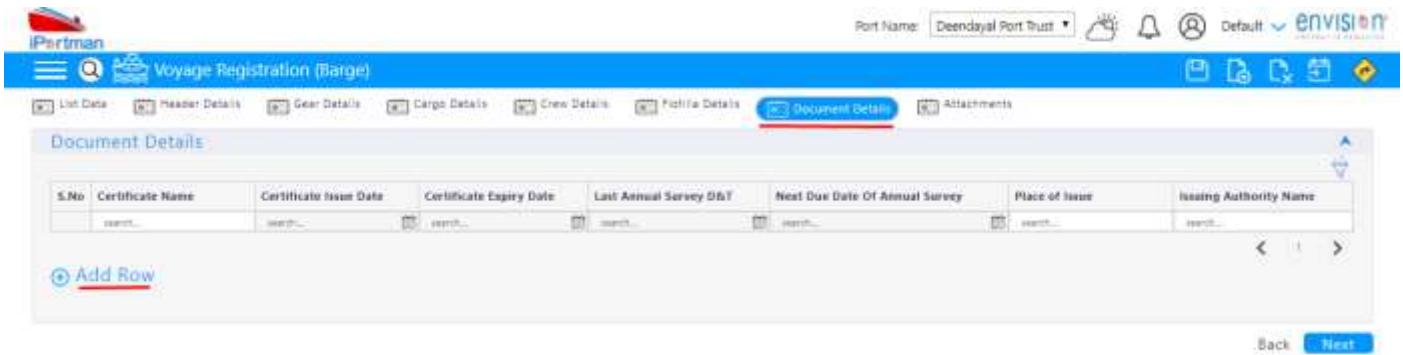


User Interface Image 153-Voyage Registration Barge (Flotilla Details Fields) 37.5.9

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

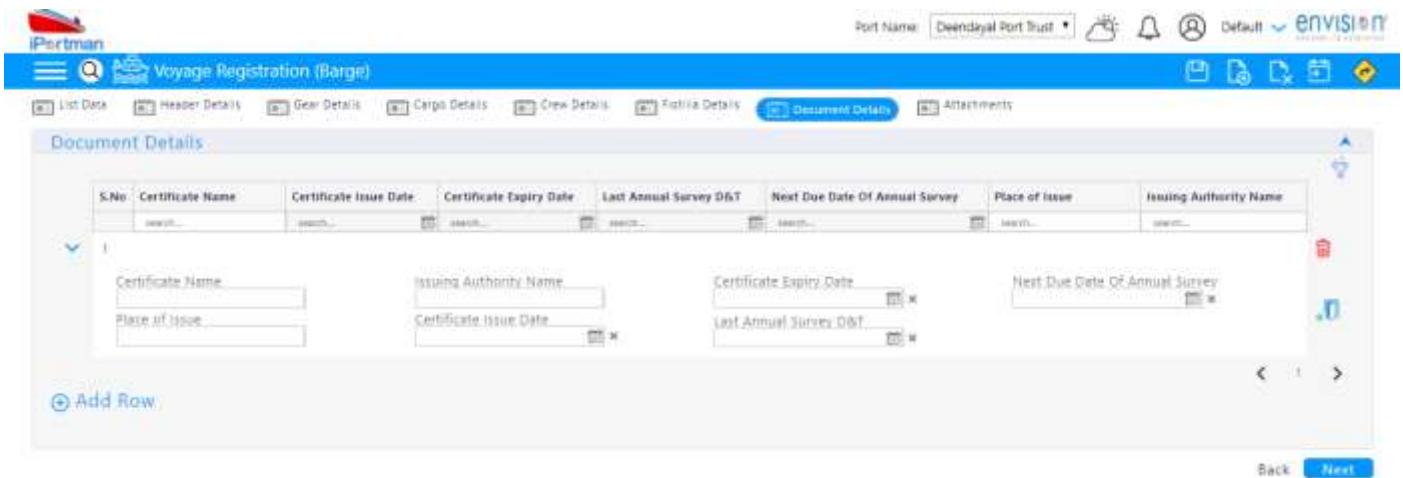
Click on **+ Add Row** to begin with data entry.



This screenshot shows the 'Document Details' section of the Voyage Registration Barge application. At the top, there are tabs for List Data, Header Details, Gear Details, Cargo Details, Crew Details, Fisilia Details, Document Details (which is selected), and Attachments. Below the tabs, there is a table with columns: S.No, Certificate Name, Certificate Issue Date, Certificate Expiry Date, Last Annual Survey D&T, Next Due Date Of Annual Survey, Place of Issue, and Issuing Authority Name. A red box highlights the '+ Add Row' button at the bottom left of the table area. At the bottom right, there are 'Back' and 'Next' buttons.

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

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



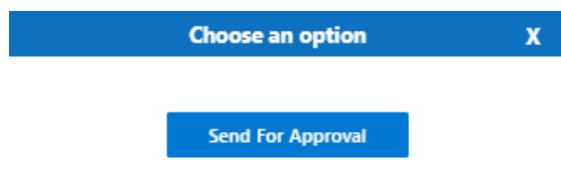
This screenshot shows the same 'Document Details' section after the '+ Add Row' button was clicked. The previously disabled fields are now enabled and populated with sample data. The table rows are numbered 1 and 2. The fields shown are Certificate Name, Issuing Authority Name, Certificate Expiry Date, Last Annual Survey D&T, Next Due Date Of Annual Survey, Place of Issue, and Certificate Issue Date. A red box highlights the '+ Add Row' button again at the bottom left. At the bottom right, there are 'Back' and 'Next' buttons.

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.

 Accept

 Decline

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 

 Successfully Status changed to APPROVED

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.

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

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

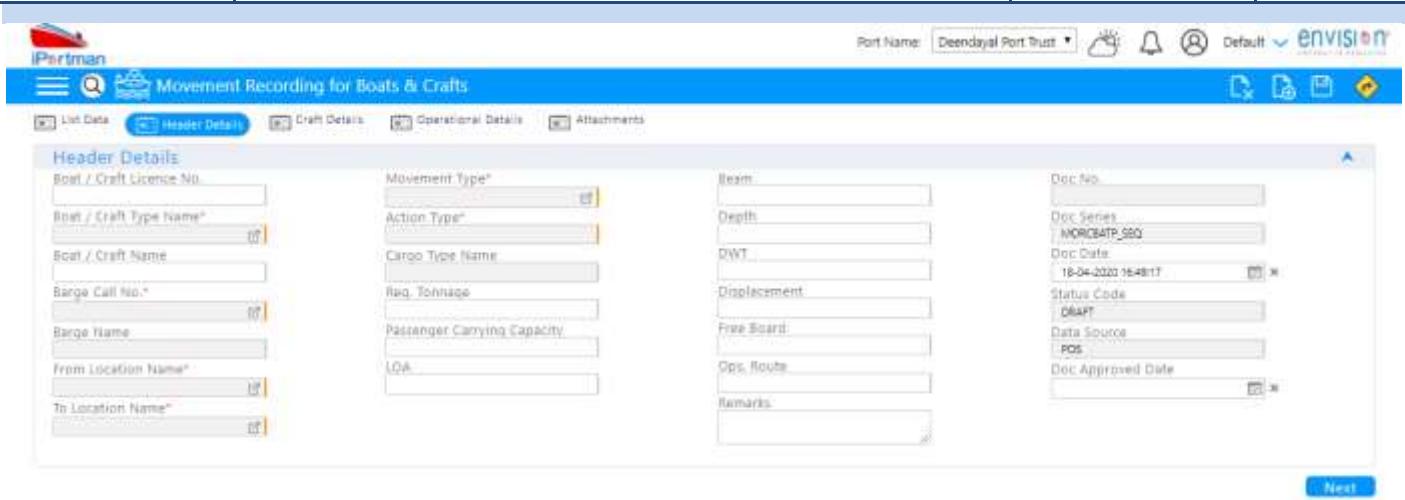
38.5. Screenshot

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.

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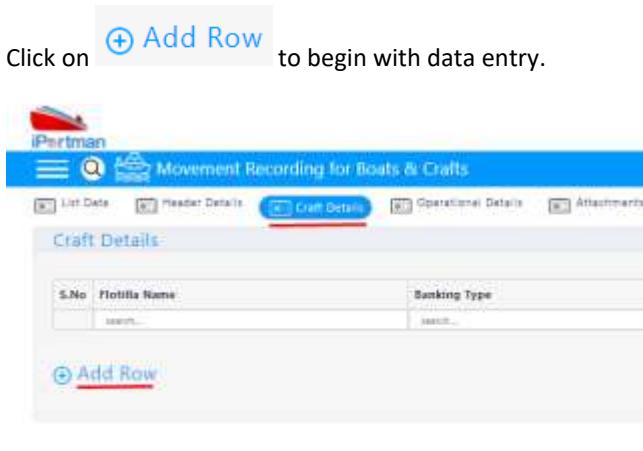


This screenshot shows the 'Header Details' section of the Movement Recording application. It includes fields for Boat / Craft Licence No., Boat / Craft Type Name, Boat / Craft Name, Barge Call No., Barge Name, From Location Name, To Location Name, Movement Type, Action Type, Cargo Type Name, Req. Tonnage, Passenger Carrying Capacity, LOA, Beam, Depth, DWT, Displacement, Free Board, Ops. Route, Remarks, Doc No., Doc Series, Doc Date, Status Code, Data Source, and Doc Approved Date. A 'Next' button is located at the bottom right.

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

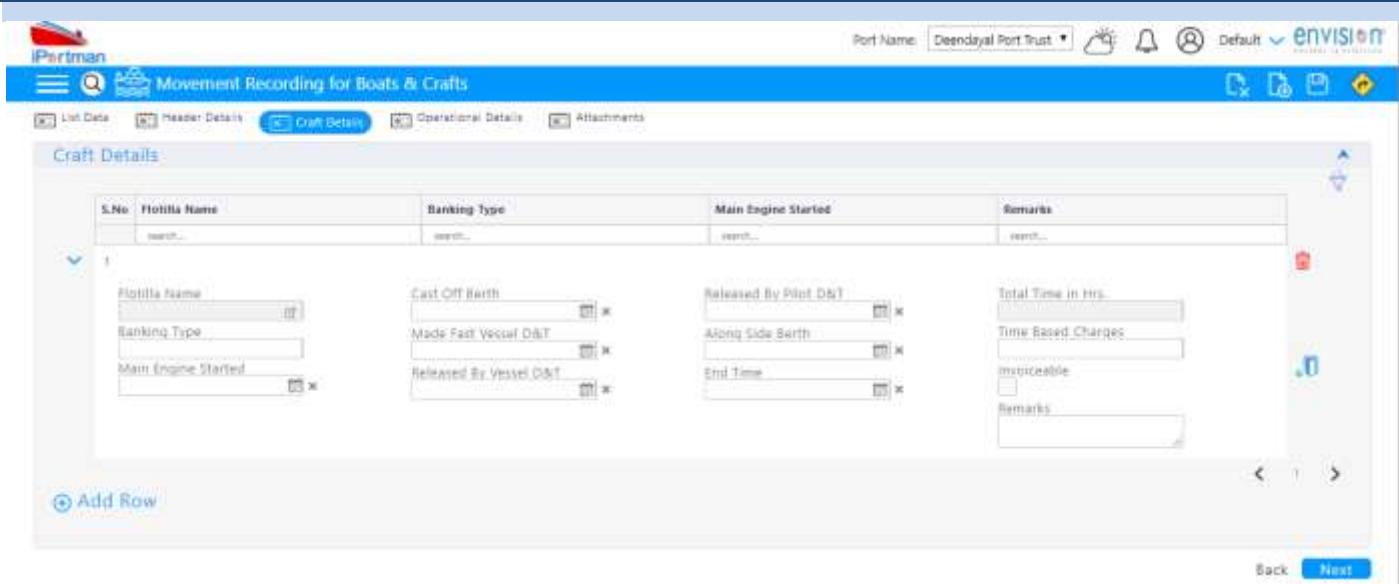


This screenshot shows the 'Craft Details' section. It features a table with columns for S.No, Flotilla Name, Banking Type, Main Engine Started, and Remarks. An 'Add Row' button is highlighted with a red box. A 'Back' and 'Next' button are located at the bottom right.

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.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u>	Doc Reference No: TMP/UMG/V.1.1	
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This screenshot shows the 'Craft Details' section of the iPortman POS application. At the top, there are tabs for 'List Data', 'Header Details', 'Craft Details' (which is selected), 'Operational Details', and 'Attachments'. Below the tabs, a table header row is shown with columns for S.No, Portilla Name, Booking Type, Main Engine Started, and Remarks. Underneath this is a detailed form with fields for Portilla Name, Booking Type, Main Engine Started, Cast Off Date, Made Fast Vessel Date, Released By Pilot Date, Along Side Date, End Time, Total Time in Hrs., Time Based Charges, and Remarks. A blue 'Add Row' button is located at the bottom left of the table area.

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

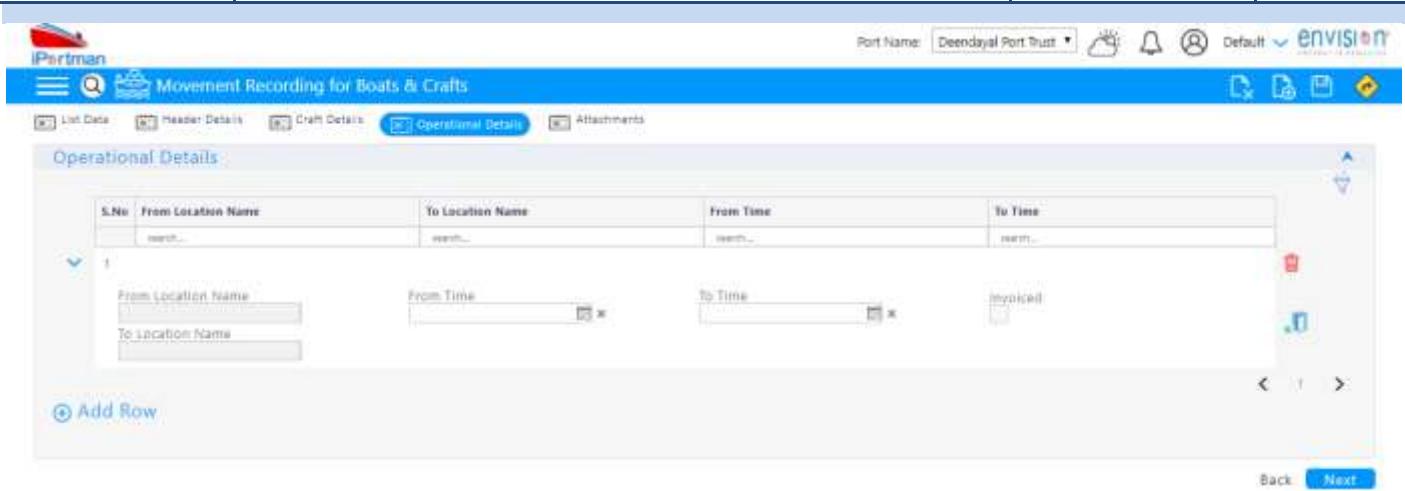


This screenshot shows the 'Operational Details' section of the iPortman POS application. At the top, there are tabs for 'List Data', 'Header Details', 'Craft Details', 'Operational Details' (which is selected), and 'Attachments'. Below the tabs, a table header row is shown with columns for S.No, From Location Name, To Location Name, From Time, and To Time. A blue 'Add Row' button is located at the bottom left of the table area.

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.

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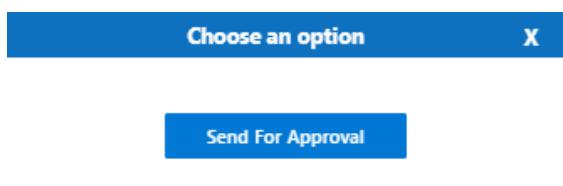


The screenshot shows the 'Operational Details' section of the Movement Recording for Boats & Crafts form. It contains a table with columns for S.No, From Location Name, To Location Name, From Time, and To Time. Below the table are dropdown menus for From Location Name and To Location Name, and time pickers for From Time and To Time. There are also buttons for 'Add Row' and 'Delete'. At the top, there are tabs for List Data, Header Details, Craft Details, Operational Details (which is selected), and Attachments. The top bar also displays Port Name: Deendayal Port Trust, Default, and the Envision logo.

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

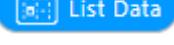
Step 7: After updating the fields click on save Record  from Top Menu Bar to save Movement Recording for Boats and Crafts Form. Once saved  message appears.

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 

 Successfully Status changed to APPROVED

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.

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39.2. SRS Reference:

39.3. 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 Arrival Departure Details→ Click on Add New
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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.



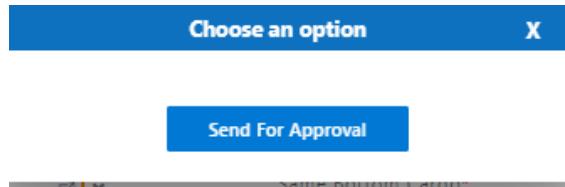
Step 3: After updating the fields click on save Record from Top Menu Bar to save Vessel Arrival Departure Details Form.



Once saved message appears.

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

 Successfully Status changed to APPROVED

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.

Menu Path	Menu Bar → Marine→ Documentation→ VCN-BCN Link→ Click on Add New
------------------	---

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

40.4. Prerequisites - Masters

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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.

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

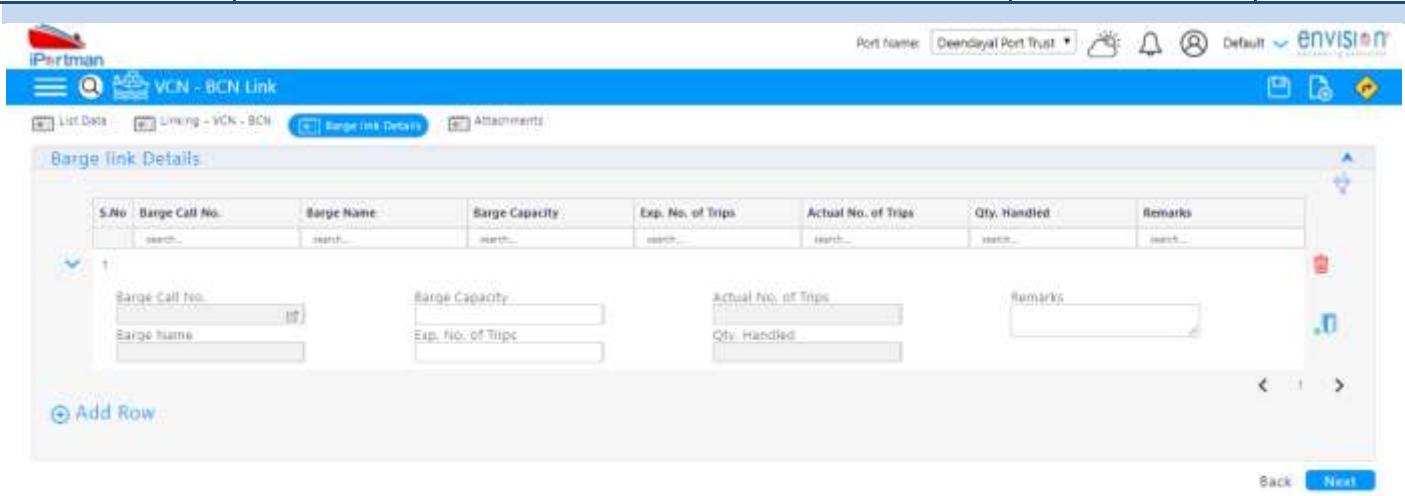


Click on to begin with data entry.

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.

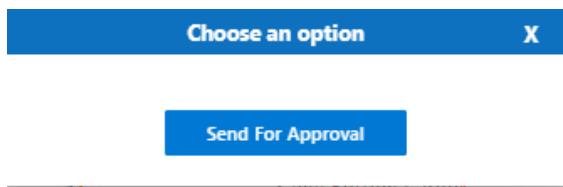
	<p style="text-align: center;">ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman POS Application</u></p>	<p style="text-align: center;">Doc Reference No: TMP/UMG/V.1.1</p>	
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User Interface Image 164-VCN-BCN Link (Barge link details) 40.5.3

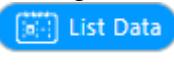
Step 5: After updating the fields click on save Record  from Top Menu Bar to save VCN-BCN Link Form. Once saved  message appears.

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 

 Successfully Status changed to APPROVED

40.6. Field information