iPortman POS Application

Marine User Manual

Revision History

Version	Author	Revision Date	Description of Changes	Modifier	Approver	Baseline Date
1.0	Sugat Tularam	30/03/2020	Initial Version	Sugat Tularam	Satyanarayana Gande	25/04/2020
1.1	Sugat Tularam	09/07/2020	Updated EY observations	Sugat Tularam	Satyanarayana Gande	12/07/2020

Contents

CONTENT OF USER INTERFACE IMAGE

I. About Document

1. Document Versioning

2. Purpose

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

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

3. Target Audience

The following are target audience of this document

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

4. Disclaimer Clause

II. Abbreviations

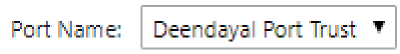
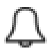
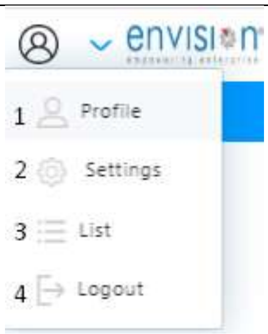
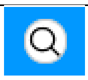
SR No.	Abbreviation	Description
1	MAR	Marine
2	SRS	Software Requirements Specification
3	PCS	Port Community System
4	IHS	Information Handling Services
5	MO	Marine Operations
6	P&I	Protection and Indemnity
7	VCN	Vessel Call Number
8	IE	Importer Exporter
9	PANS	Pre Arrival Notification of Security
10	MICR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

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

III. Error Messages Codes and Descriptions

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

IV. Symbols and Icons

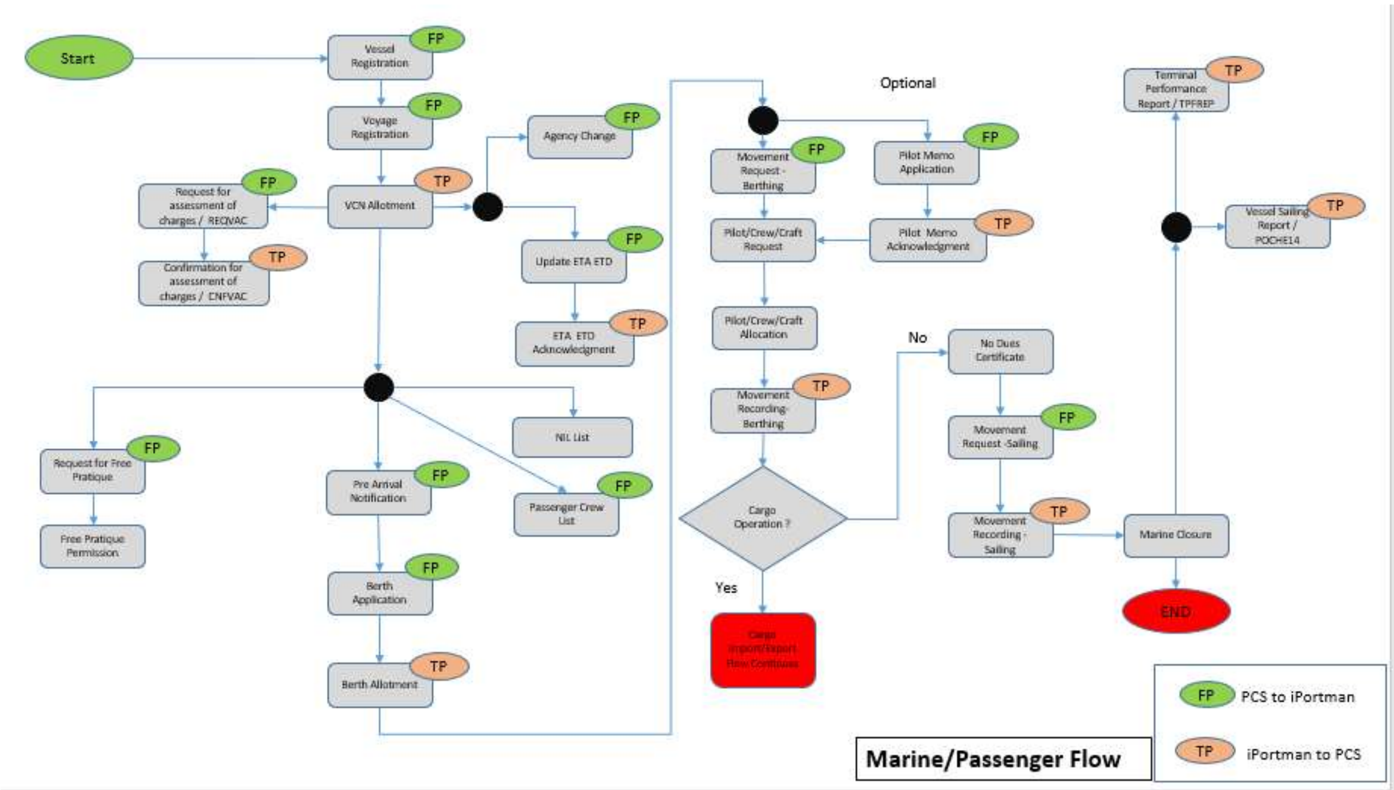
#	Symbol / Icon	Purpose / Usage
1		Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.
2		Notification Bell it will alert user for pending action items
3		
4		 This icon is for user profile, from where user can access following items. 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

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	Work Flow Initiated. with drivenId = 1166	This is popup icon will appear once data is successfully sent for approval
28		This icon is to approve the data after verification
29	Accept Decline	This icon will show to approver as soon as approver is intends to Accept or Decline the request
30	Successfully Status changed to APPROVED	This is popup icon it will appear once approver has ‘Accepted’ the approval request
31	Successfully declined.	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



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

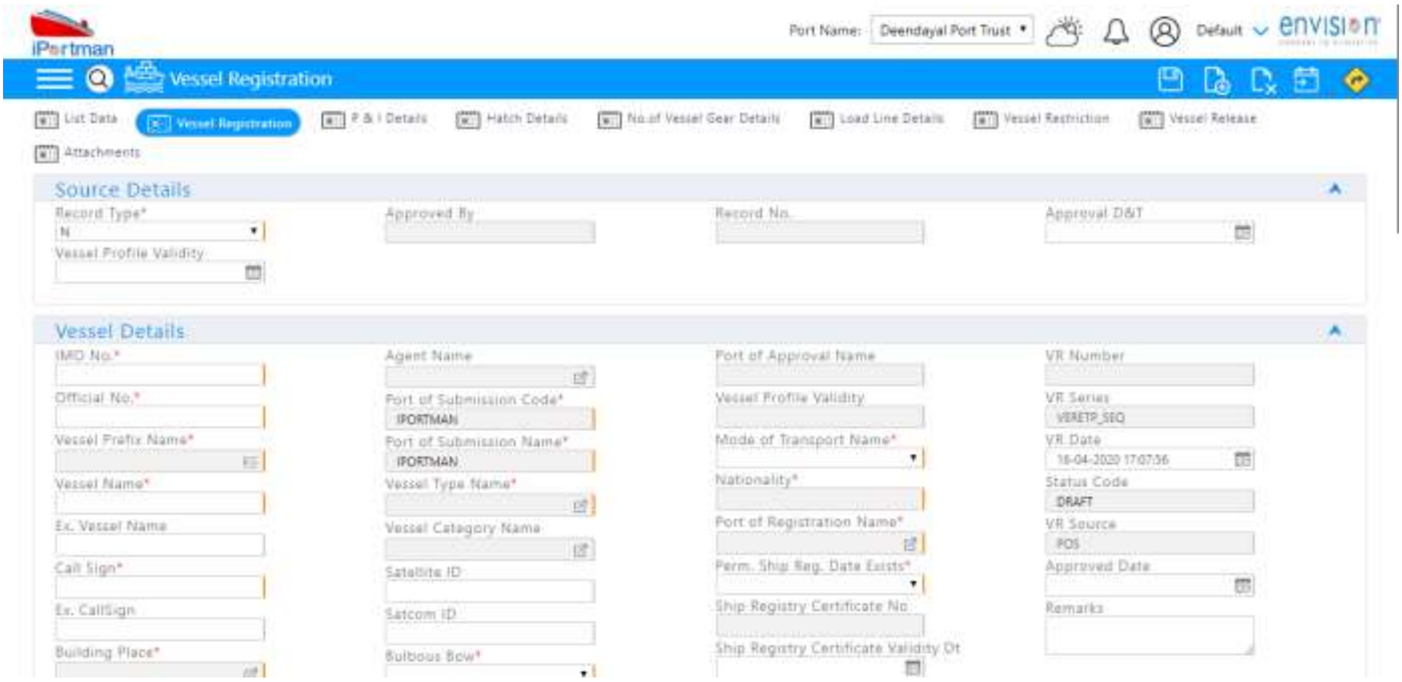
1.4. Prerequisites – Masters

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

Following screenshot from Vessel Registration

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

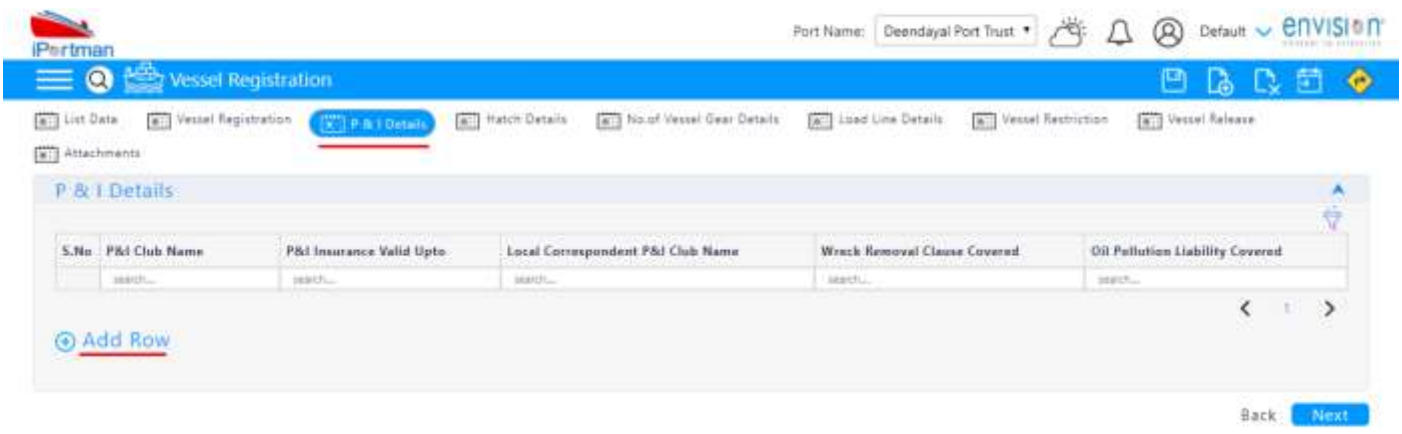


User Interface Image 1-Vessel Registration 1.5.1

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

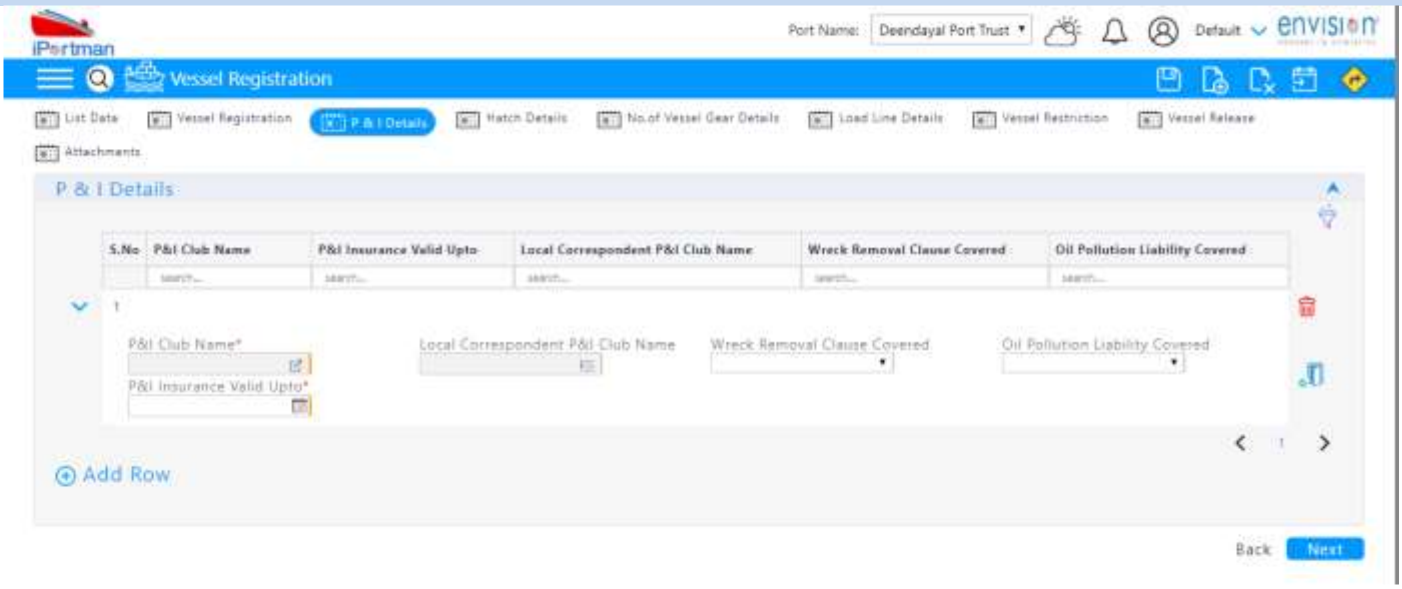
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to P&I Details page as below

Click on ⊕ Add Row to begin with data entry.



User Interface Image 2-Vessel Registration 1.5.1

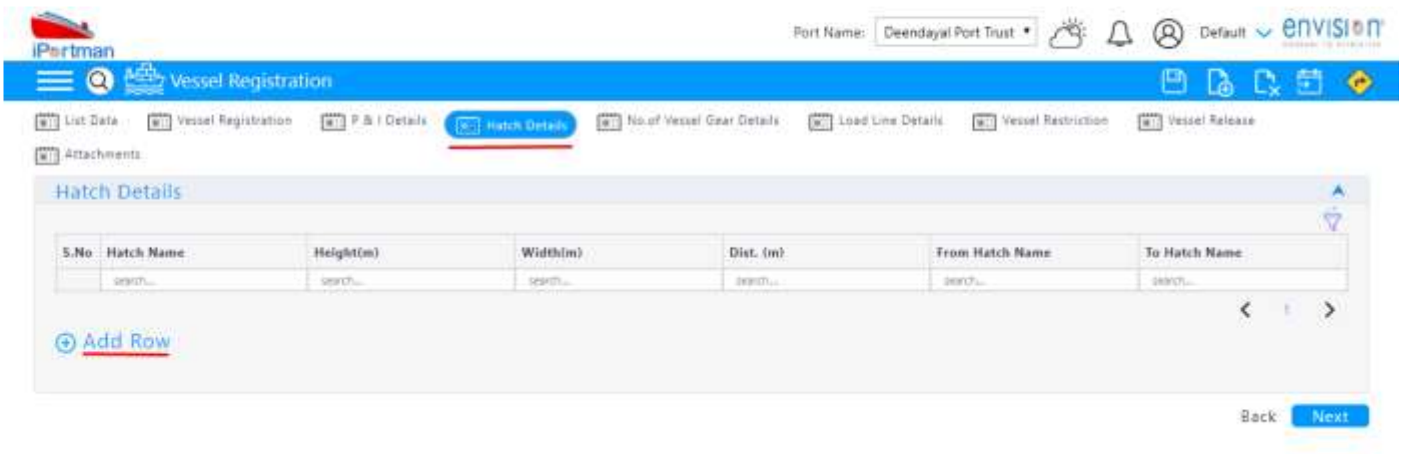
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter P&I details.



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

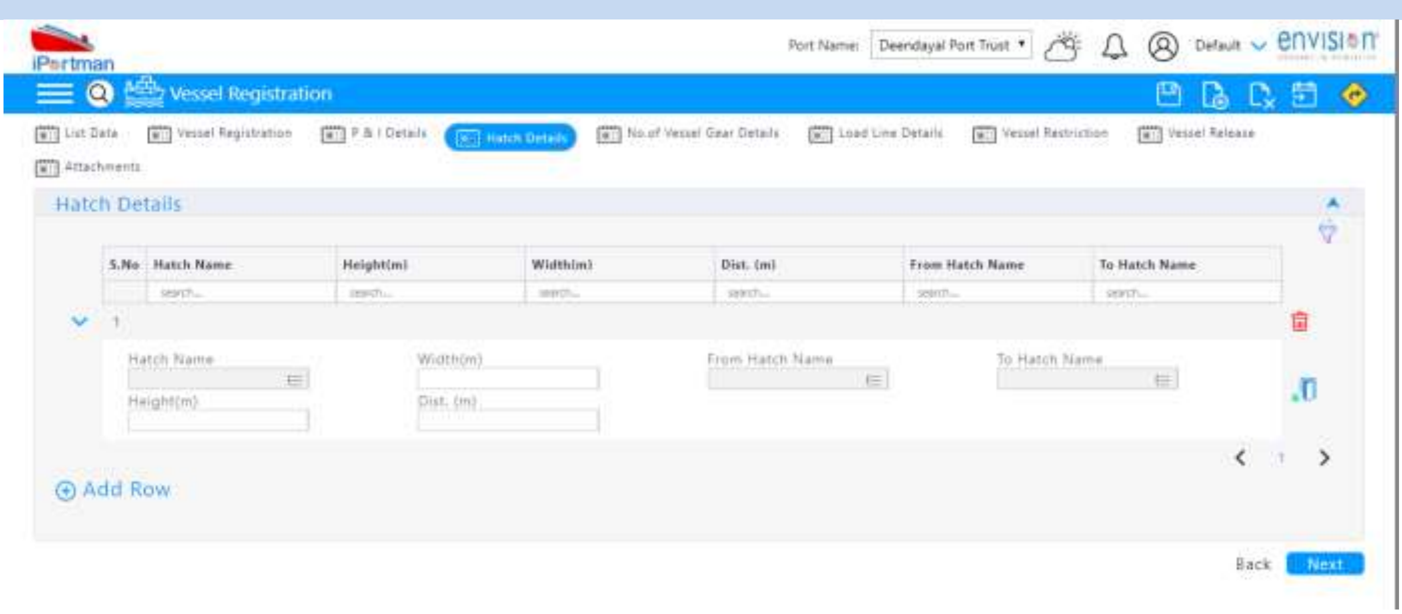
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Hatch Details page as below

Click on ⊕ Add Row to begin with data entry



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

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

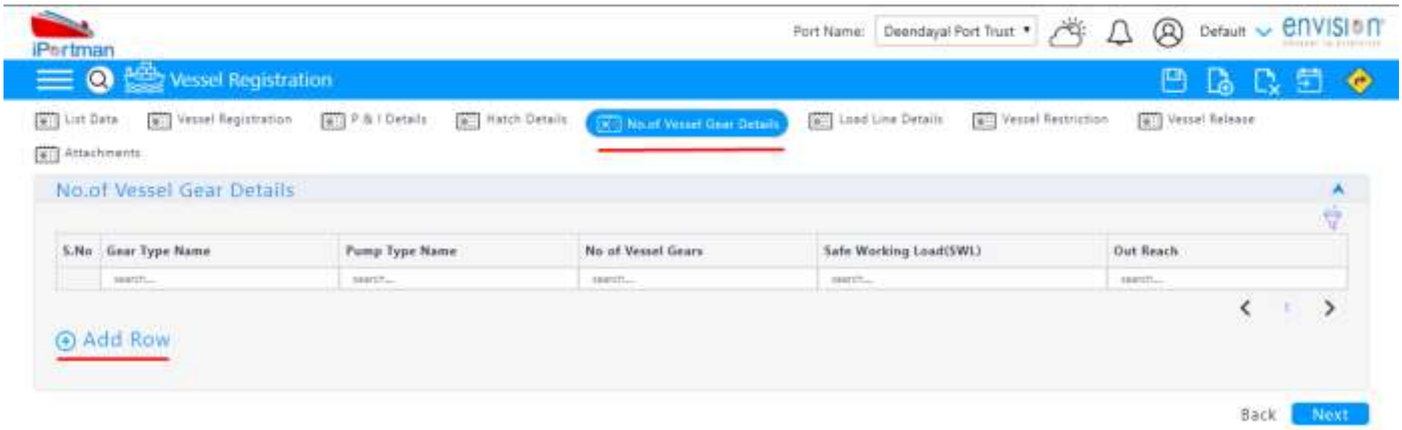


User Interface Image 5- Vessel Registration (Hatch Details Fields) 1.5.5

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

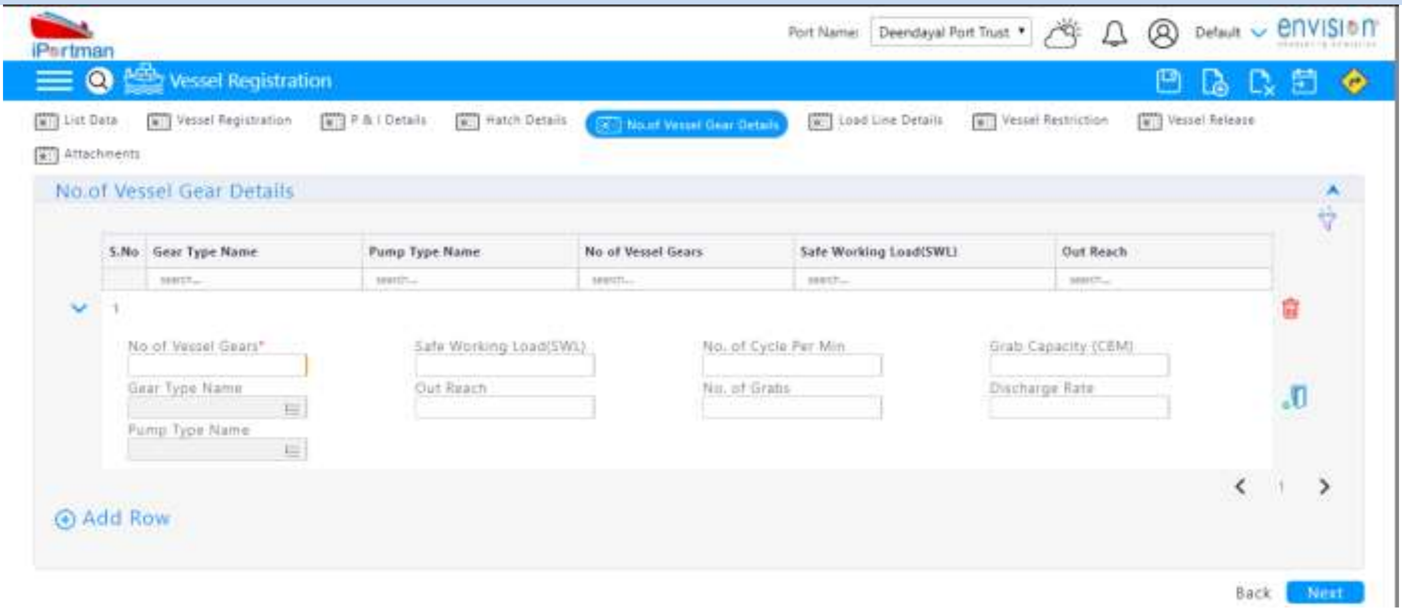
Click on ⊕ Add Row to begin with data entry.

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



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

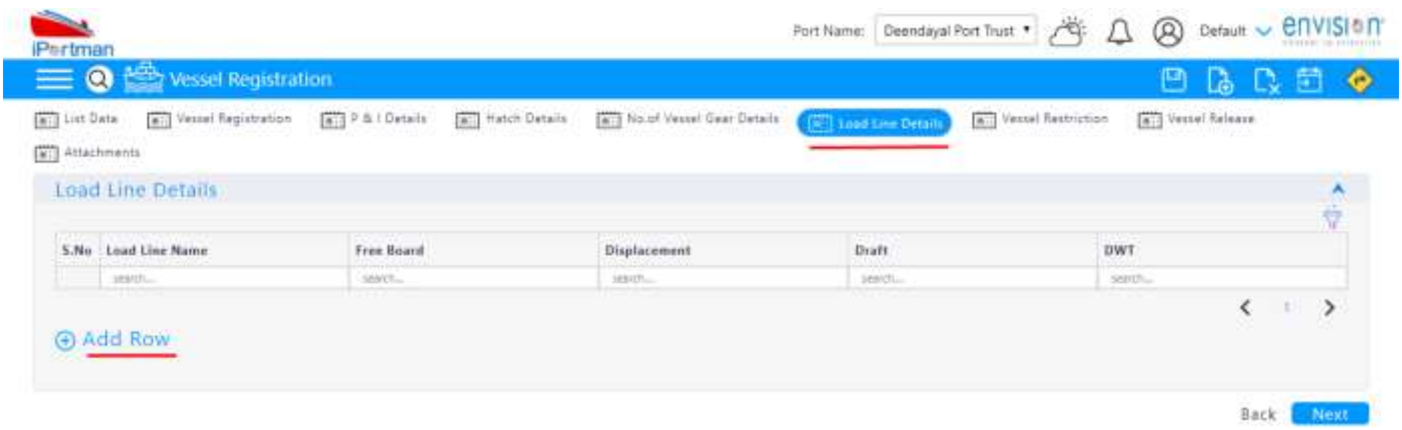
Step 8: Once ⊕ Add Row is selected following fields will be enabled to enter No. of Vessel Gear details.



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

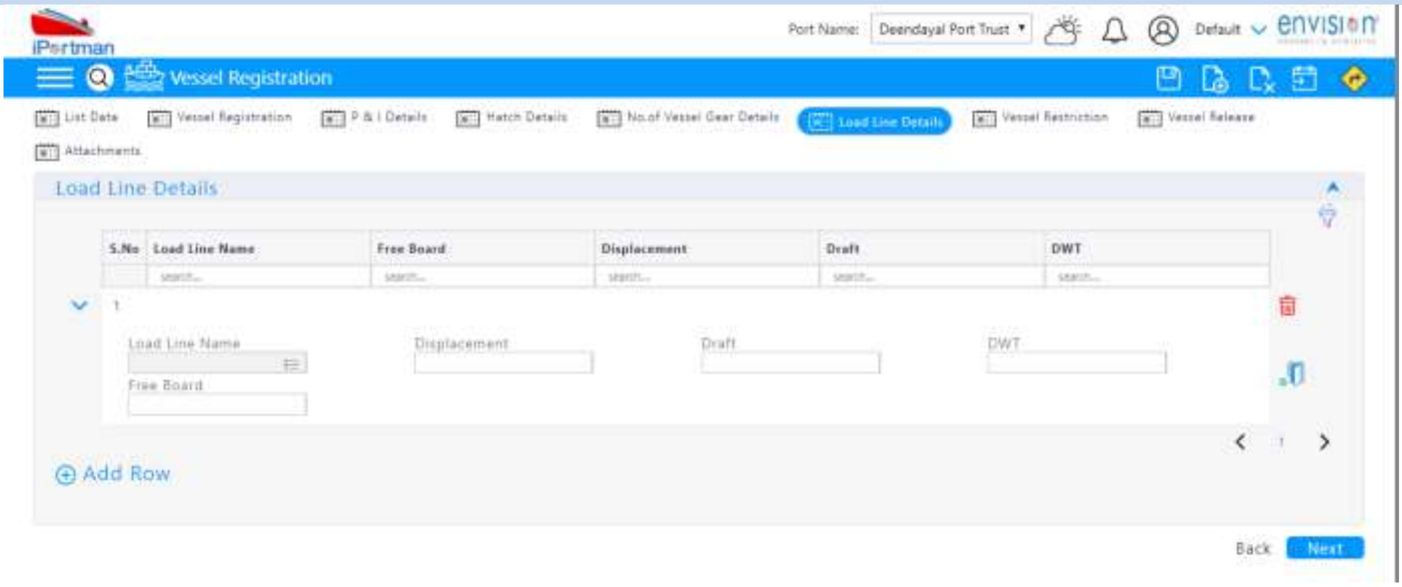
Step 9: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Load Line Details page as below

Click on ⊕ Add Row to begin with data entry.



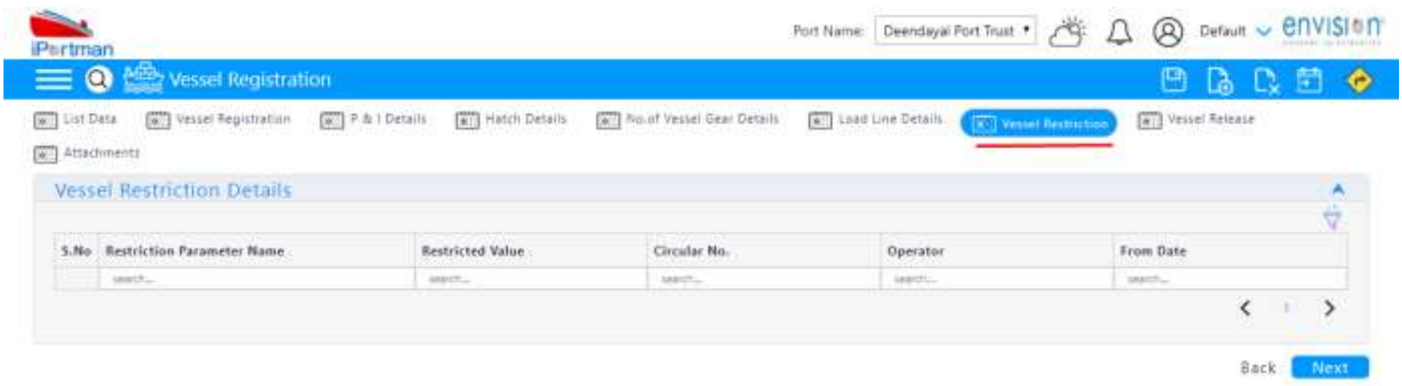
User Interface Image 8- Vessel Registration (Load Line Details) 1.5.8

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



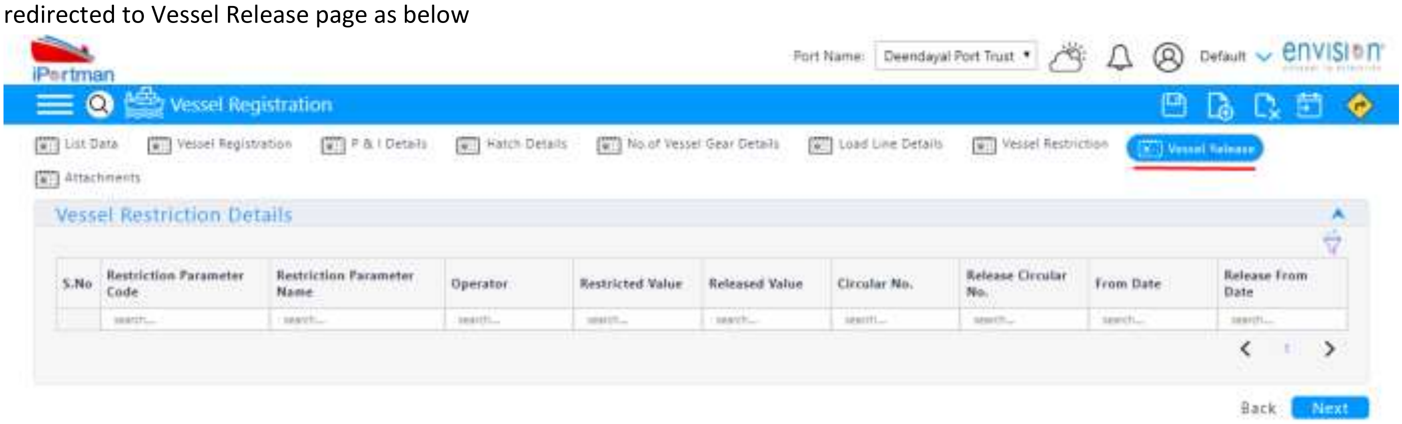
User Interface Image 9- Vessel Registration (Load Line Details Fields) 1.5.9

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



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

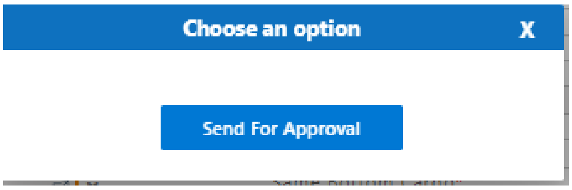
Step 12: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Vessel Release page as below



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

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

Successfully Status changed to APPROVED

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

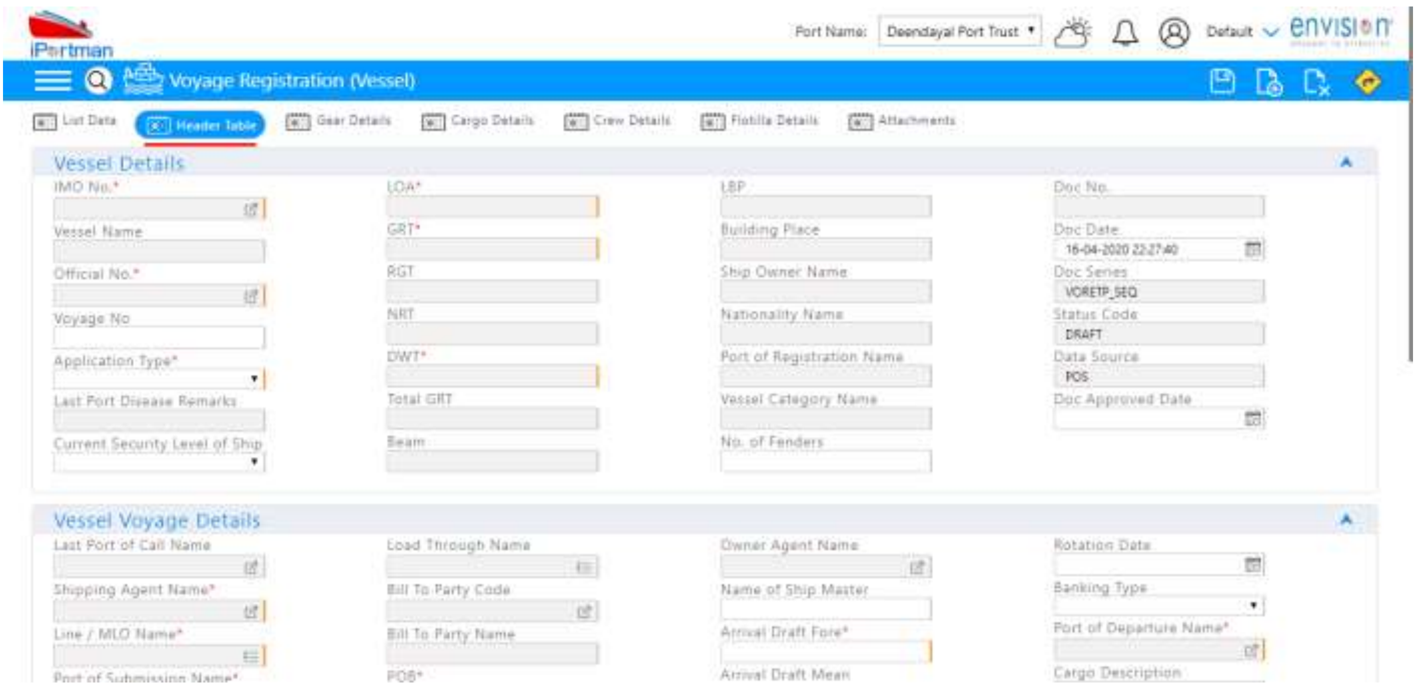
2.4.Prerequisites – Masters

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

2.5.Screenshot

Following screenshot from Voyage Registration.

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

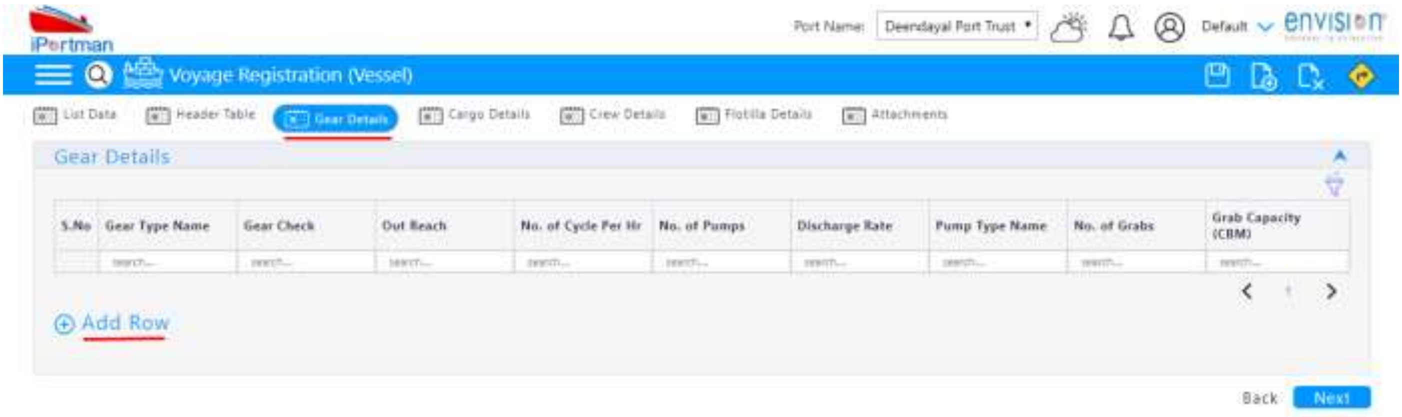


User Interface Image 12– Voyage Registration (Header Details) 2.5.1

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

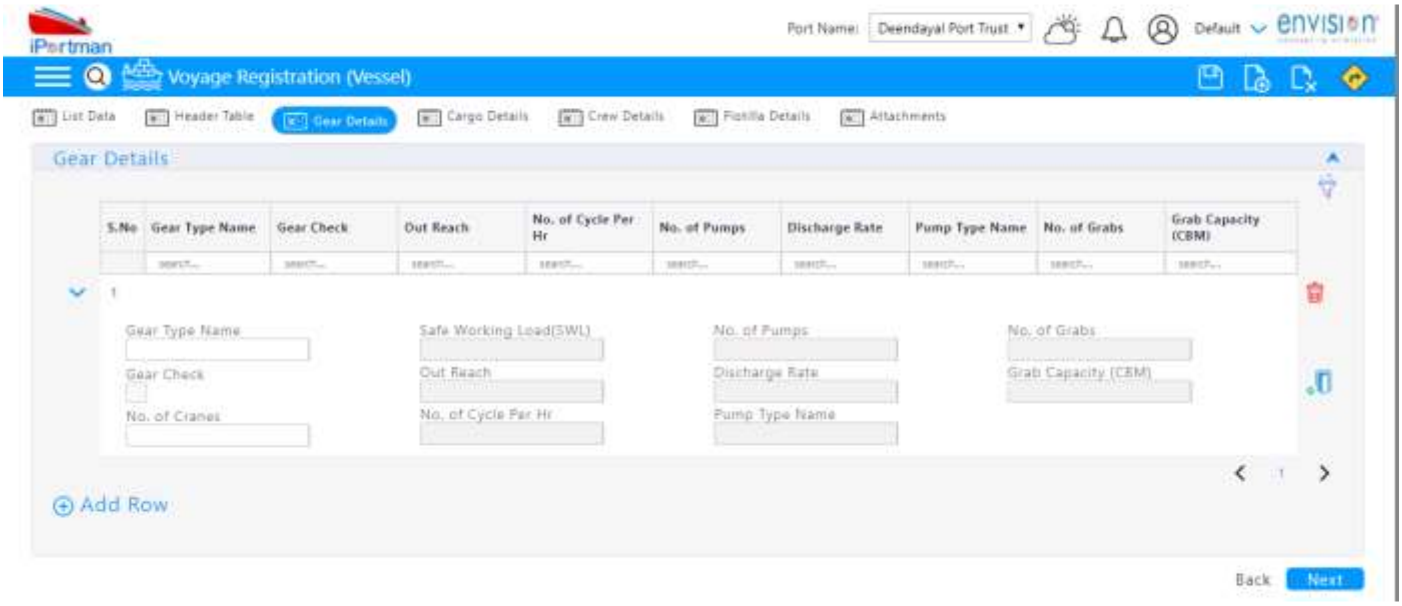
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Gear Details page as below

Click on ⊕ Add Row to begin with data entry.



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

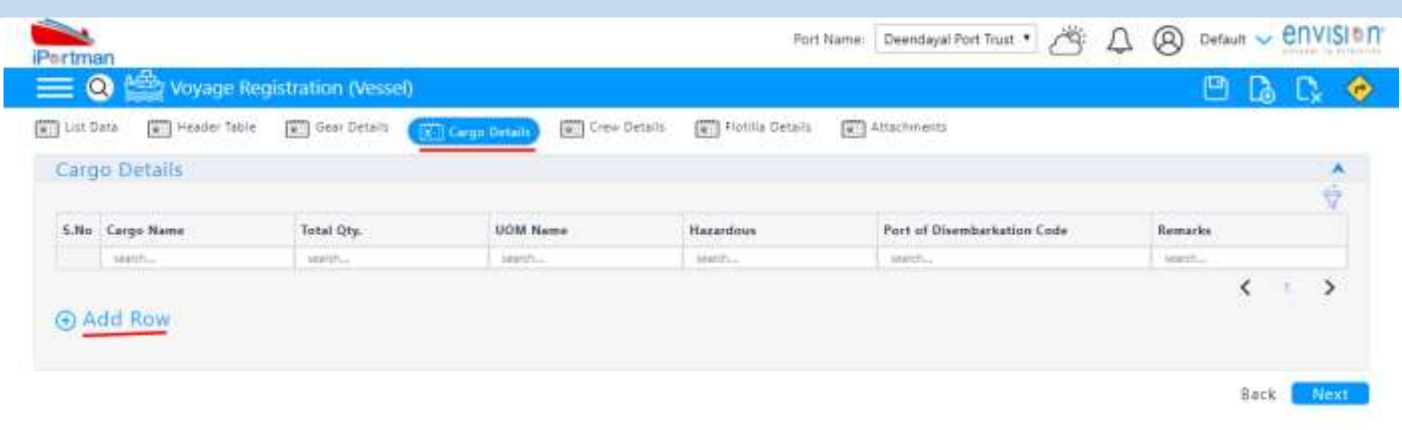
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Gear details.



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

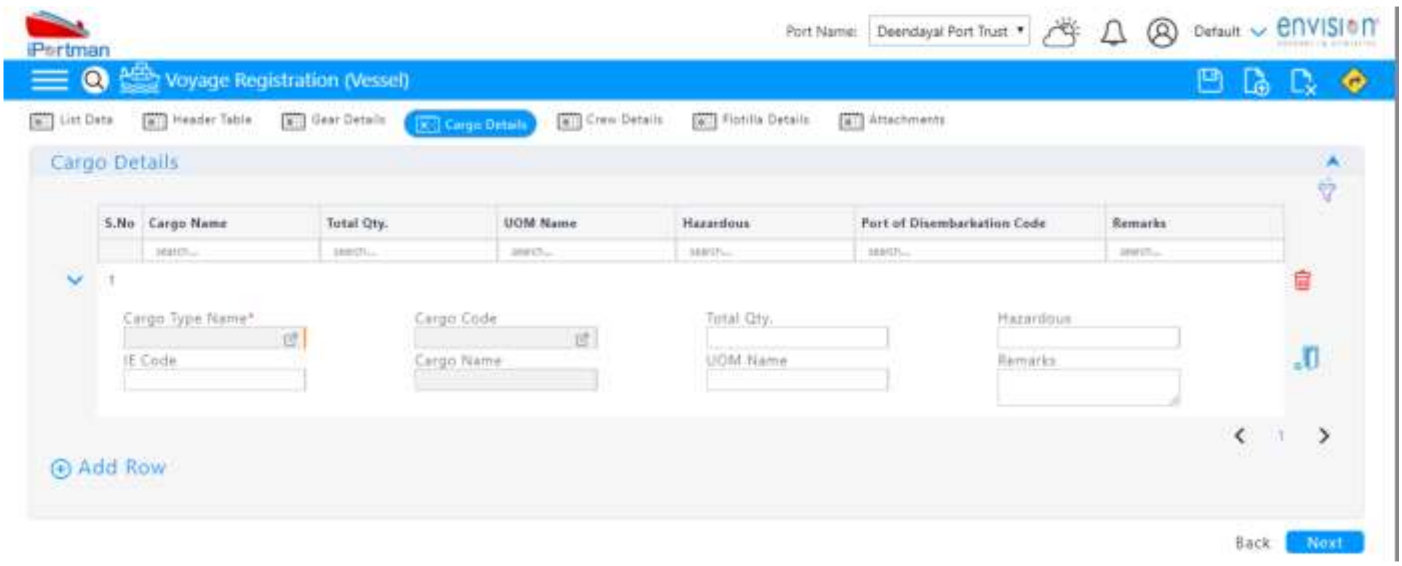
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Cargo Details page as below.

Click on ⊕ Add Row to begin with data entry



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

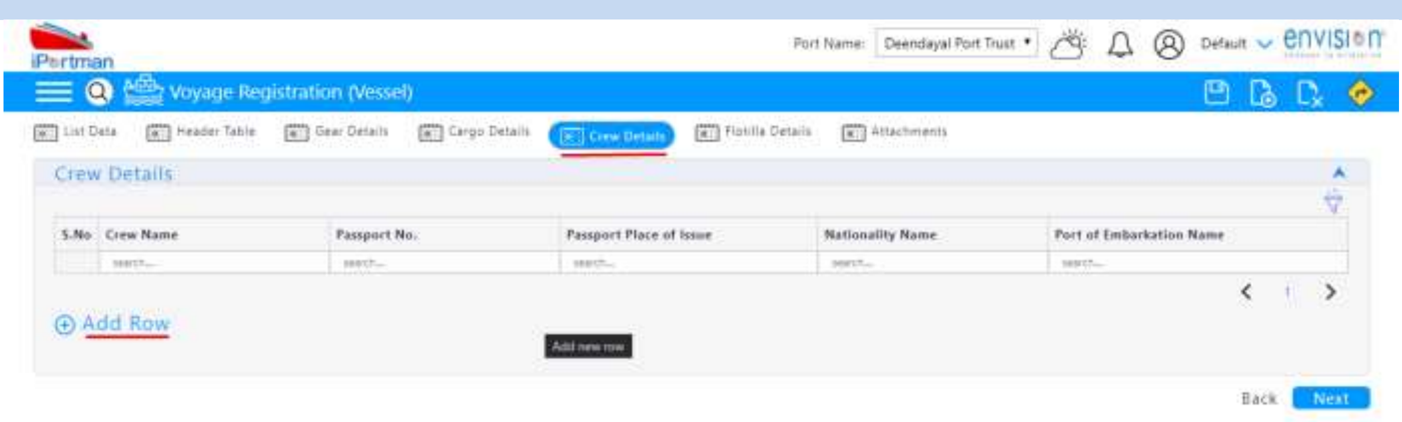
Step 6: Once Add Row is selected following fields will be enabled to enter Cargo details.



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

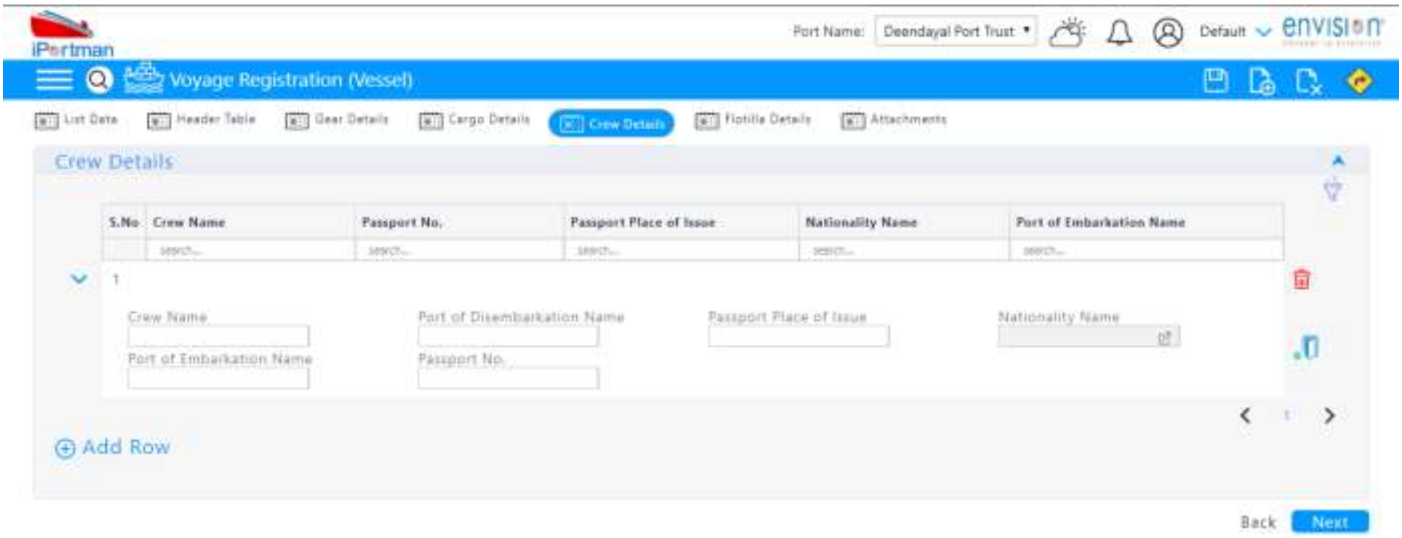
Step 7: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on Add Row to begin with data entry.



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

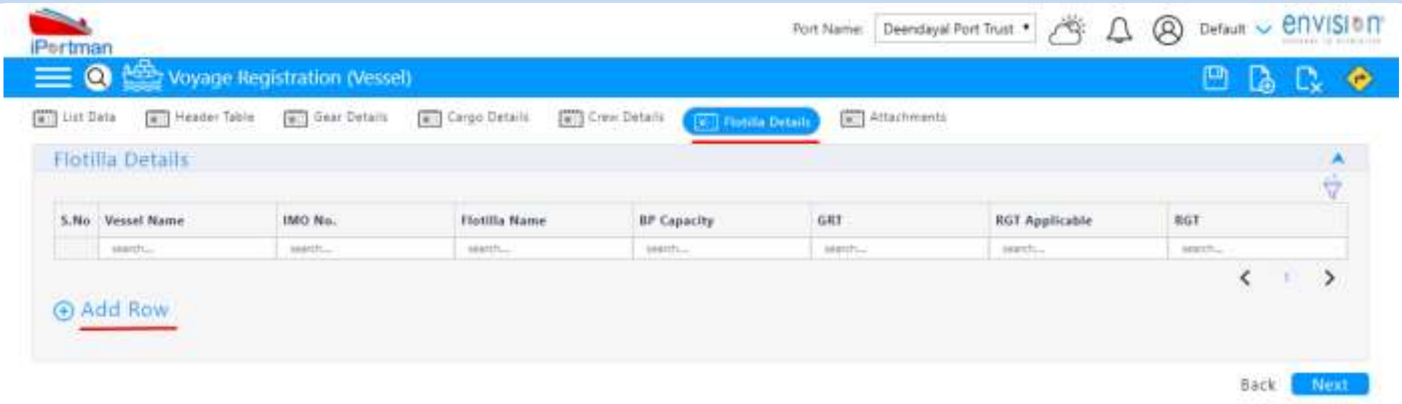
Step 8: Once Add Row is selected following fields will be enabled to enter Crew details.



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

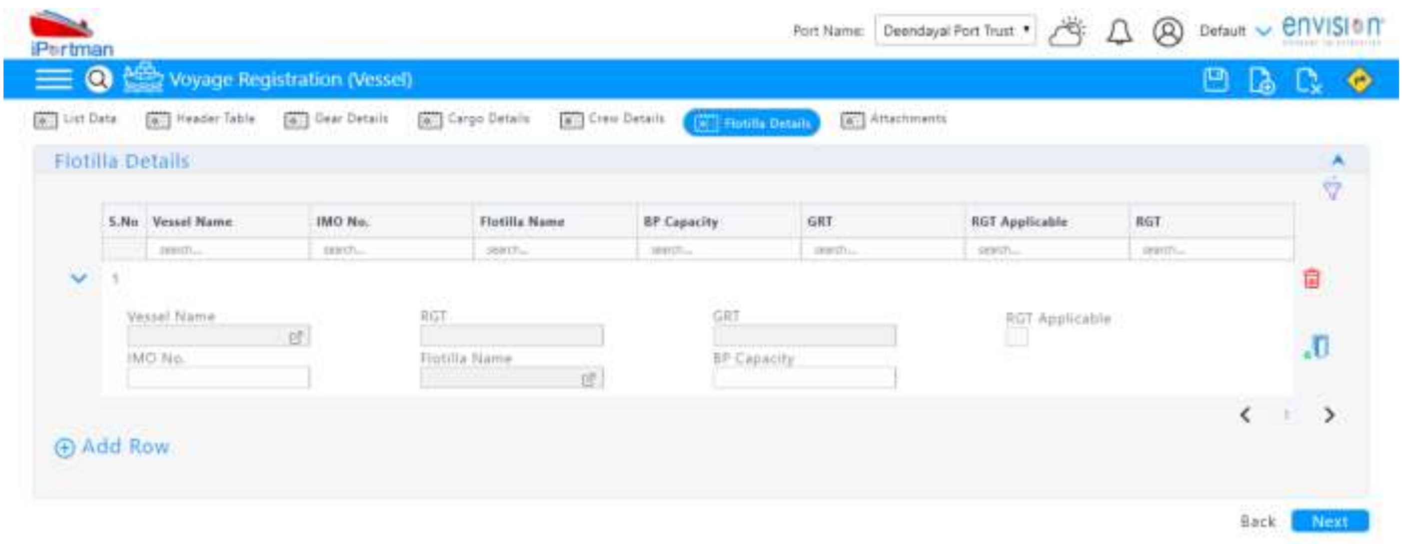
Step 9: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Flotilla Details page as below

Click on Add Row to begin with data entry.

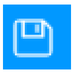


User Interface Image 19– Voyage Registration (Flotilla Details) 2.5.8

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



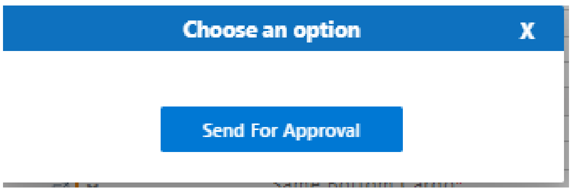
User Interface Image 20– Voyage Registration (Flotilla Details Fields) 2.5.9

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

✔ Record 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. 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 List Data

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

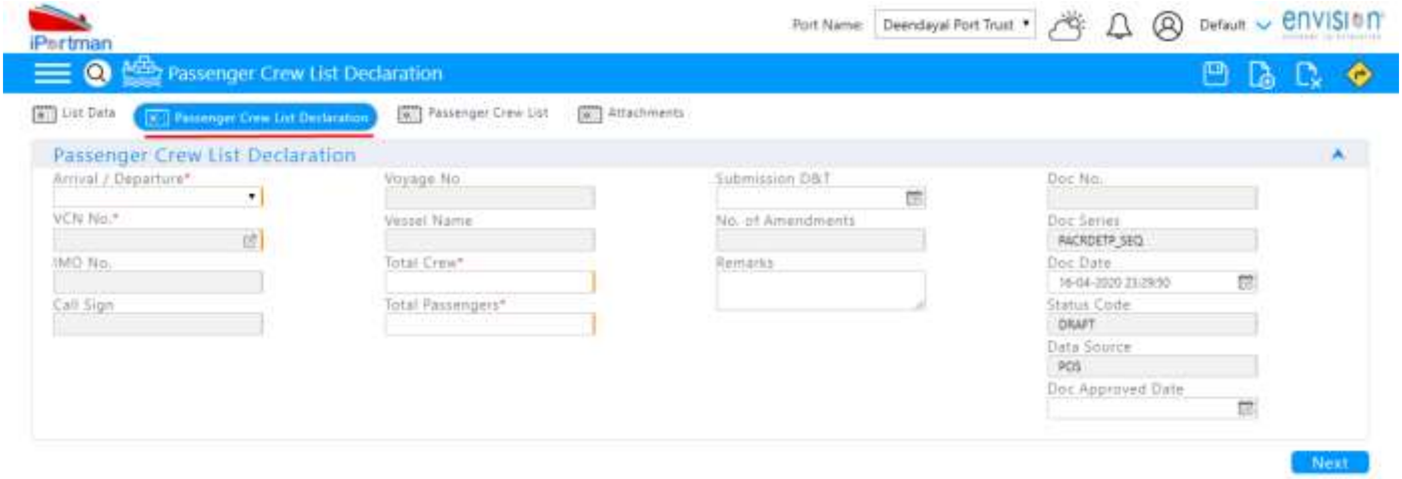
3.4.Prerequisites – Masters

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

3.5.Screenshot

Following screenshot from Passenger Crew List

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

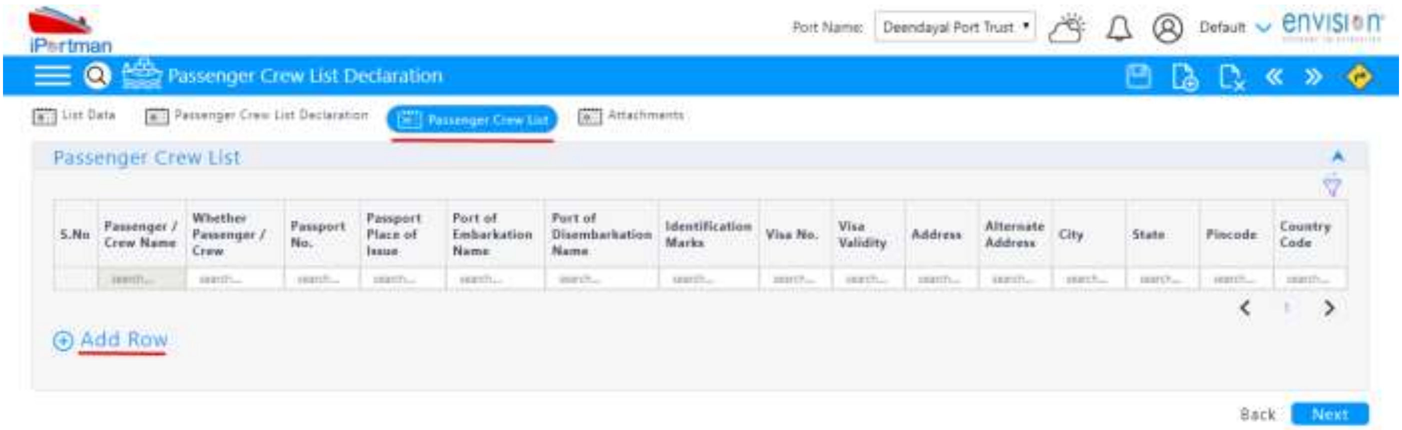


User Interface Image 21– Passenger Crew List Declaration 3.5.1

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

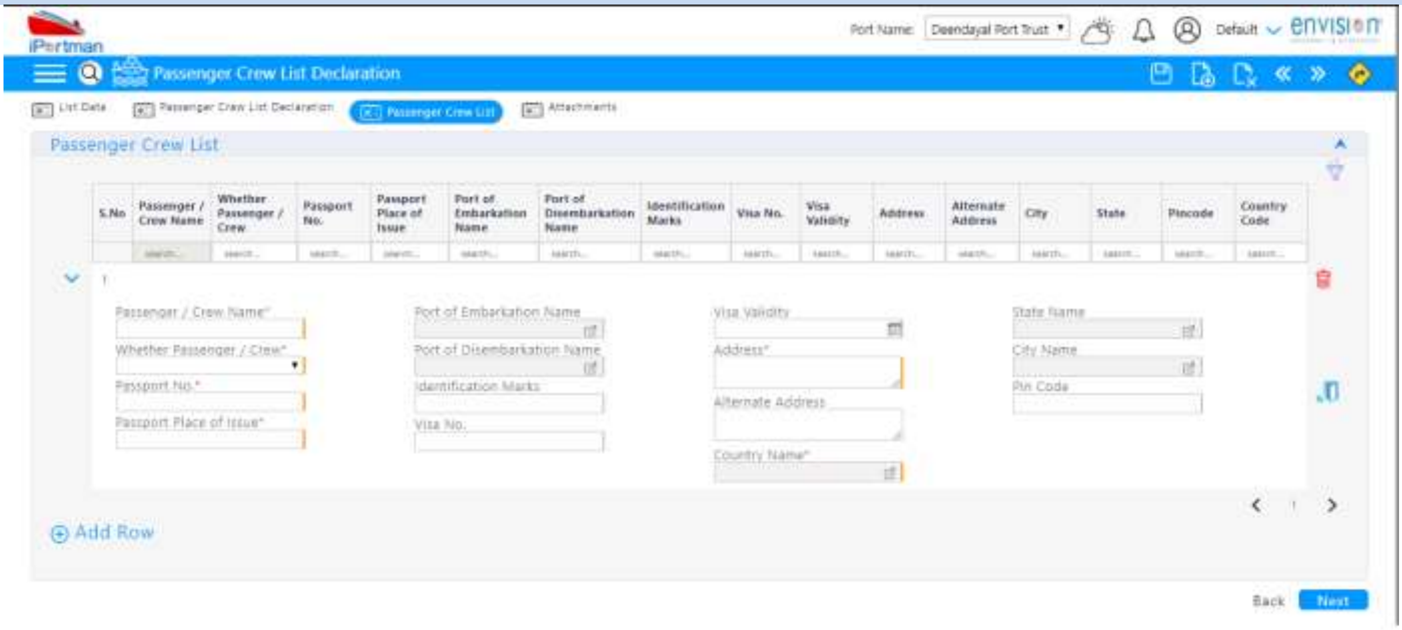
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Passenger Crew List page as below

Click on Add Row to begin with data entry

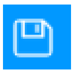


User Interface Image 22– Passenger Crew List Declaration (Passenger Crew List) 3.5.2

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



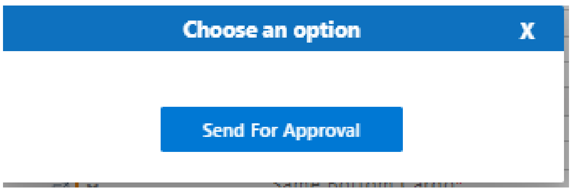
User Interface Image 23– Passenger Crew List Declaration (Passenger Crew List Fields) 3.5.3

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

Once saved 

message appears.

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



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

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

3.6.Field information

4. Business Function Name: PANS

4.1.Definition:

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

4.2.SRS Reference

PANS- POS-MAR-015

4.3.Navigation

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

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

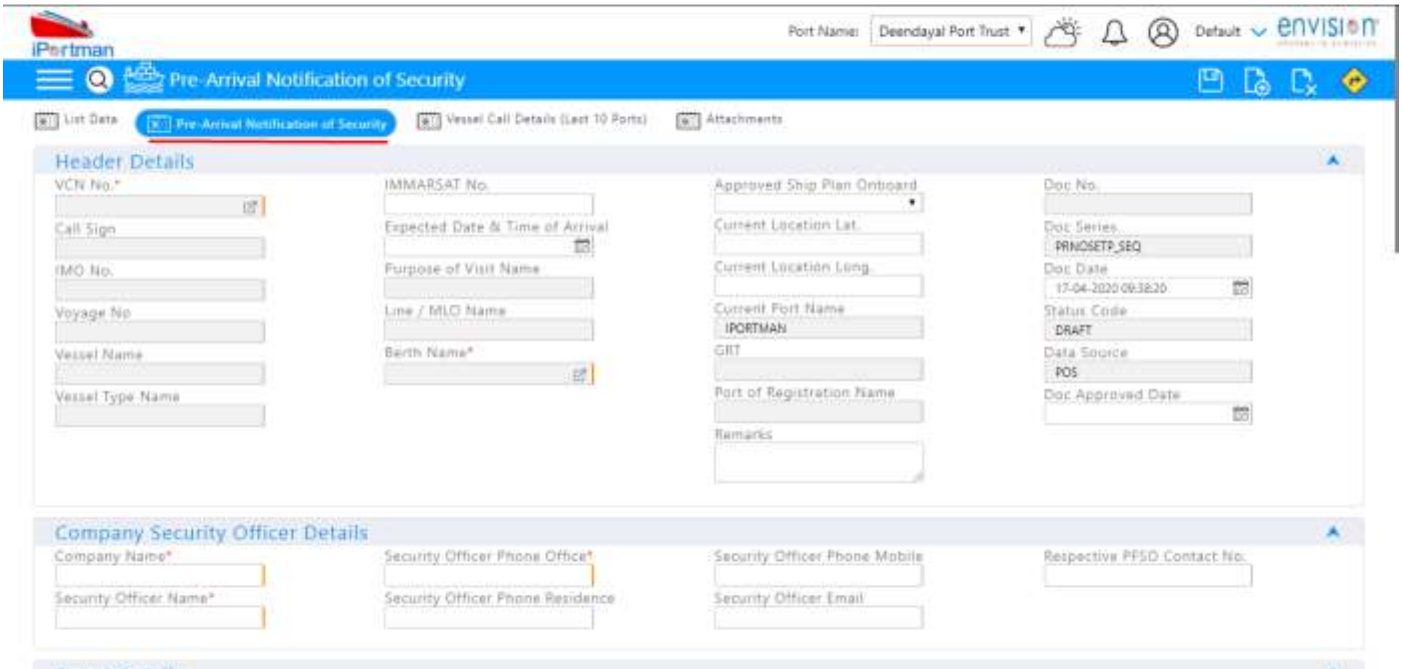
4.4.Prerequisites – Masters

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.

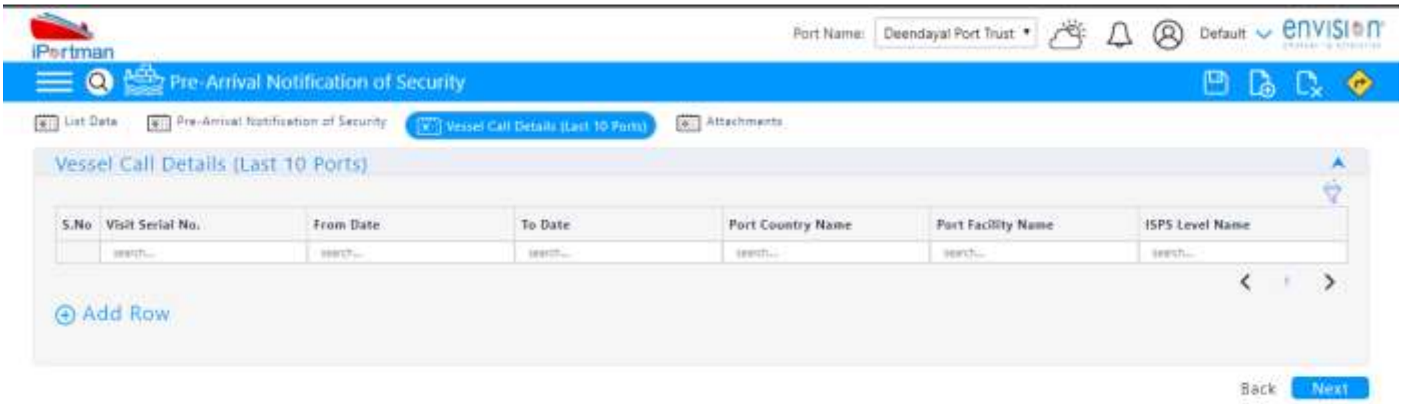


User Interface Image 24– PANS 4.5.1

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

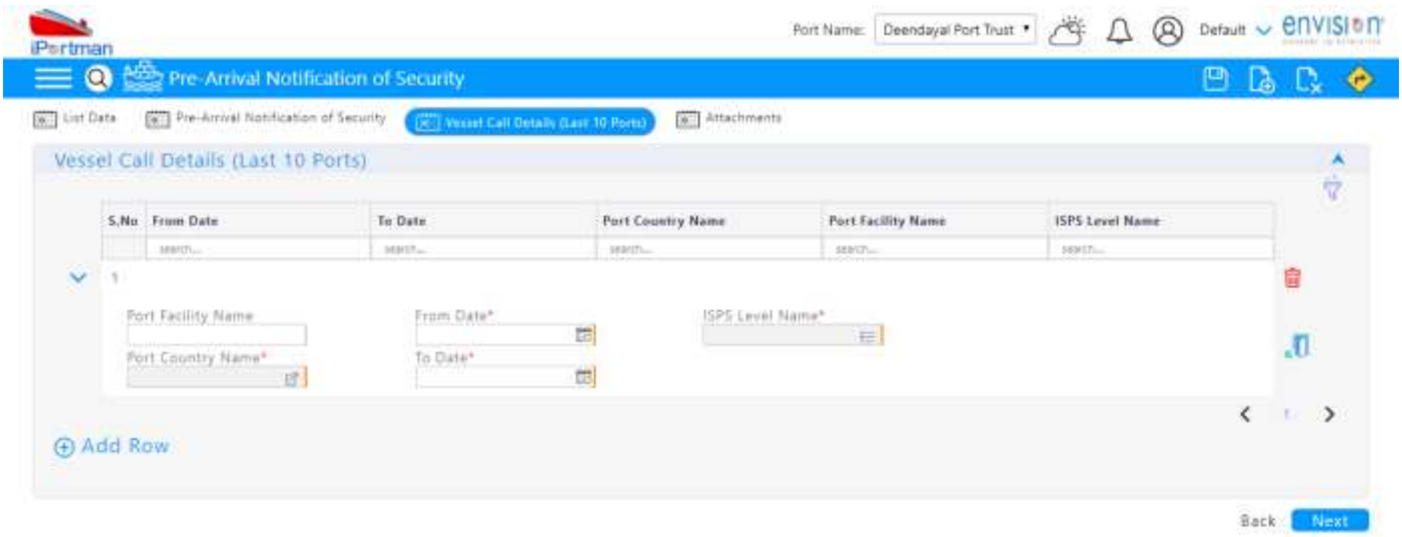
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Vessel Call Details (Last 10 ports) page as below

Click on ⊕ Add Row to begin with data entry.



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

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



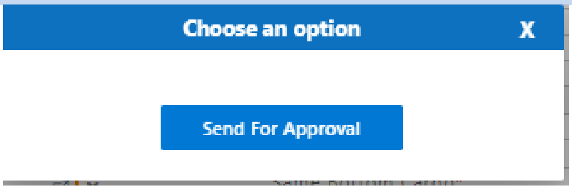
User Interface Image 26– PANS (Vessel Call Details Fields) 4.5.3

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

Record 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

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

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

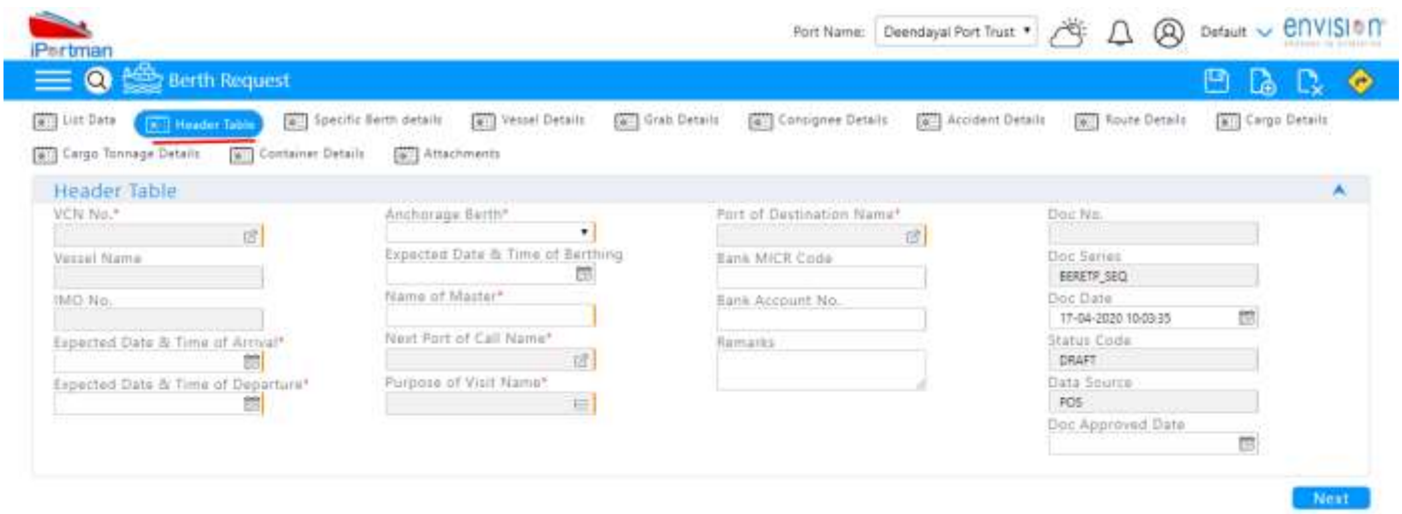
1. Berth
2. Anchorage
3. Port
4. MICR
5. Agent
6. Country

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

5.5.Screenshot

Following screenshot from Berth Request

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

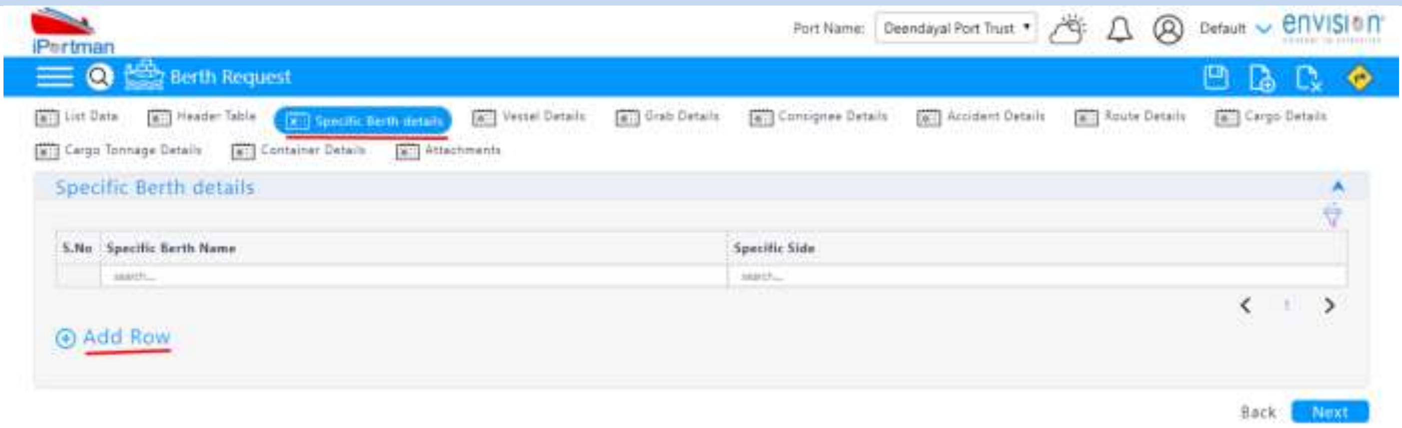


User Interface Image 27–Berth Request (Header Table) 5.5.1

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

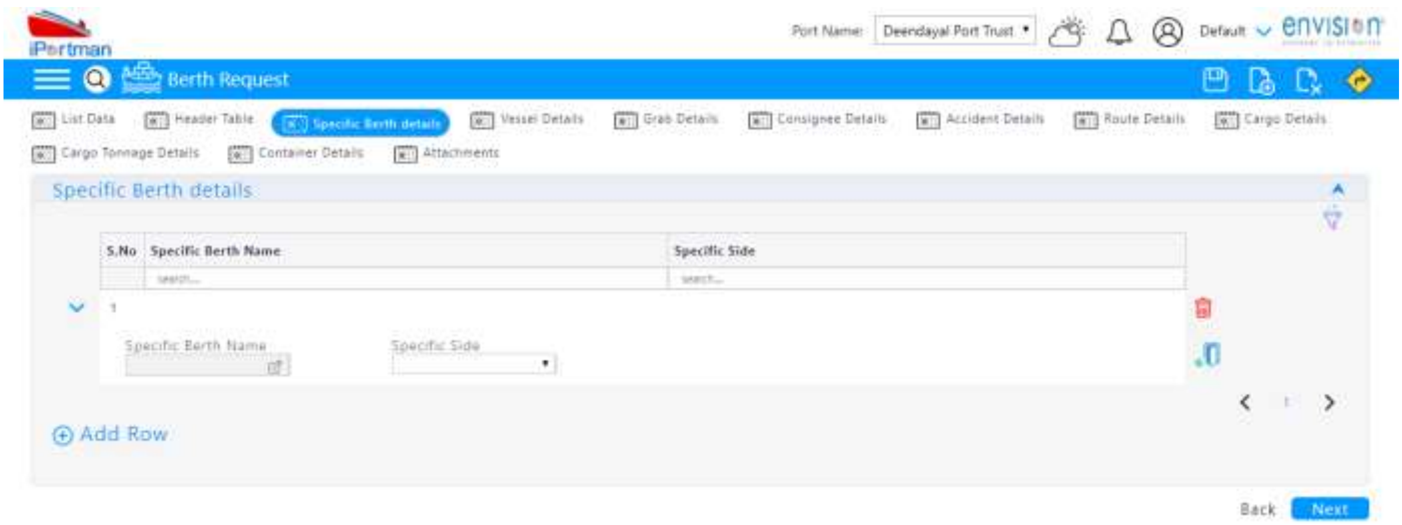
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Specific Berth Details page as below

Click on ⊕ Add Row to begin with data entry.



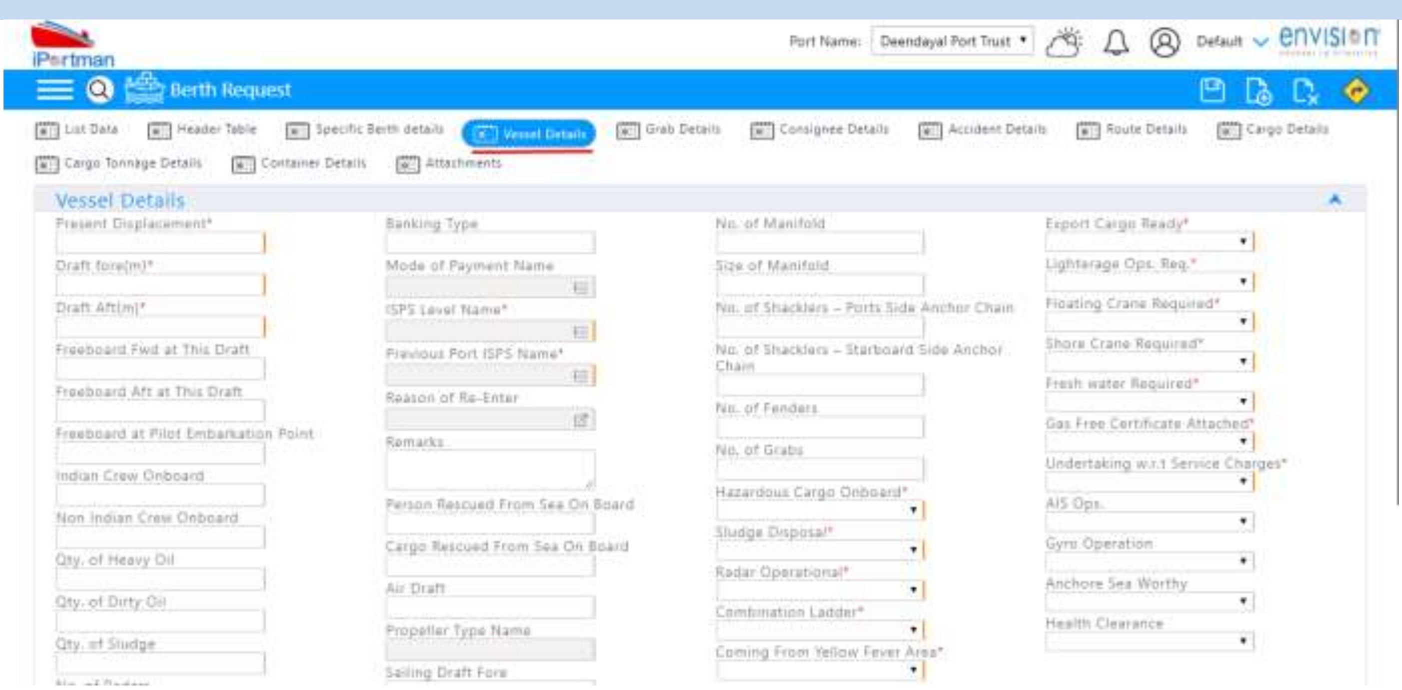
User Interface Image 28–Berth Request (Specific Berth Details) 5.5.2

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



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

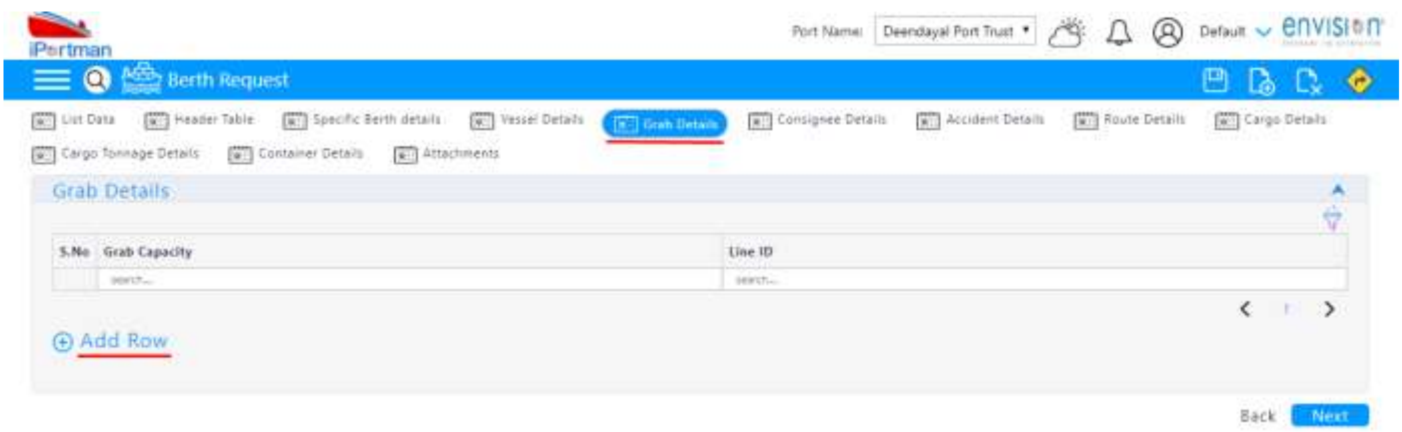
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Vessel Details page as below



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

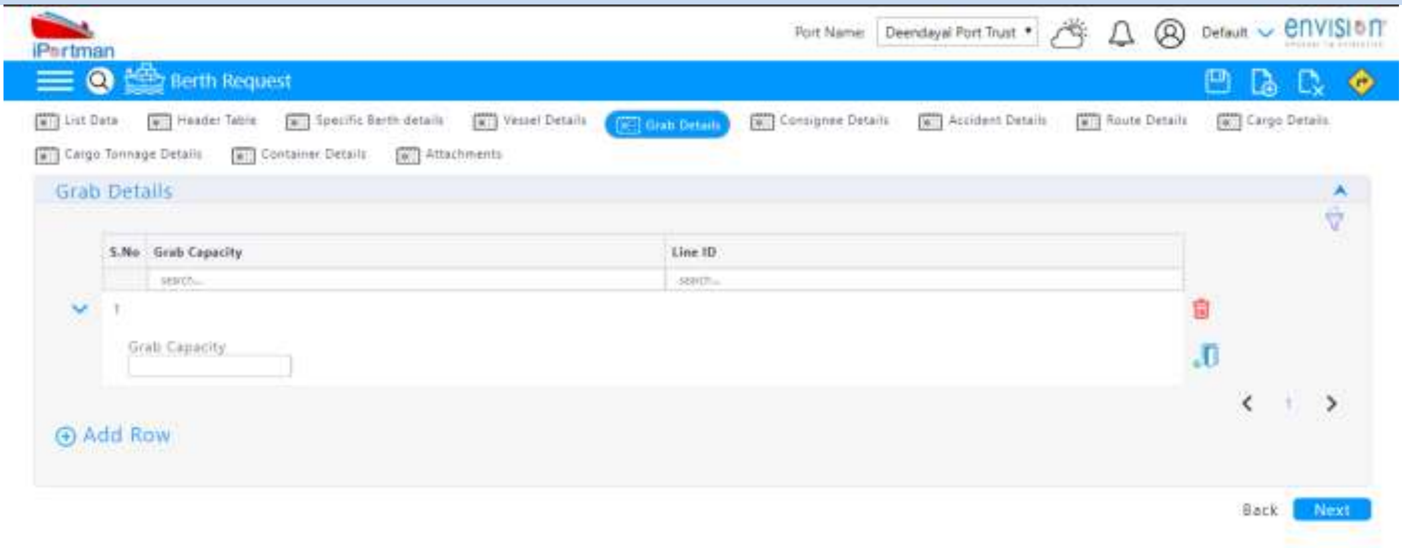
Step 6: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Grab Details page as below

Click on ⊕ Add Row to begin with data entry.



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

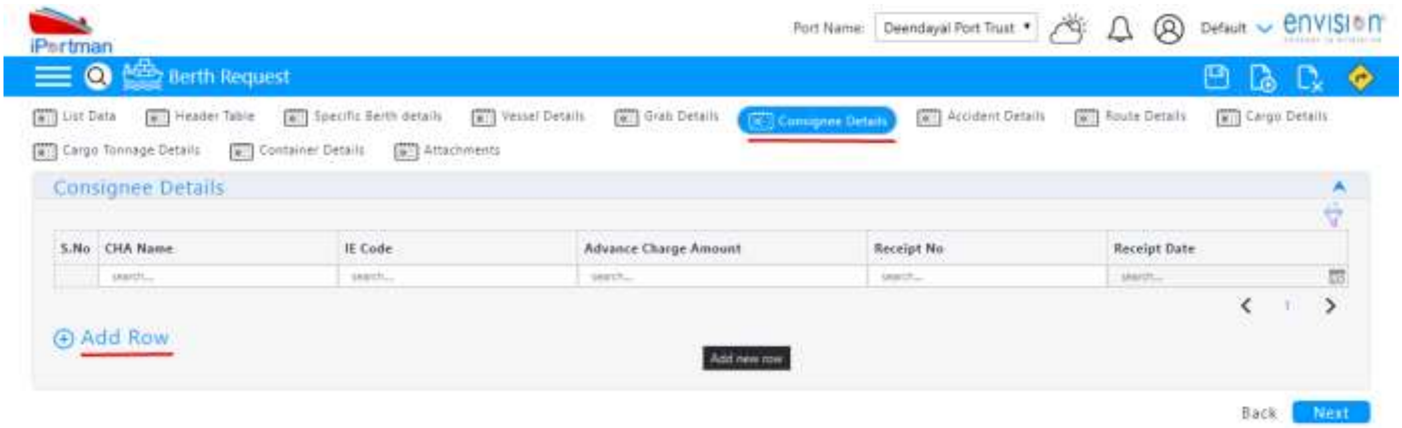
Step 7: Once ⊕ Add Row is selected following fields will be enabled to enter Grab details.



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

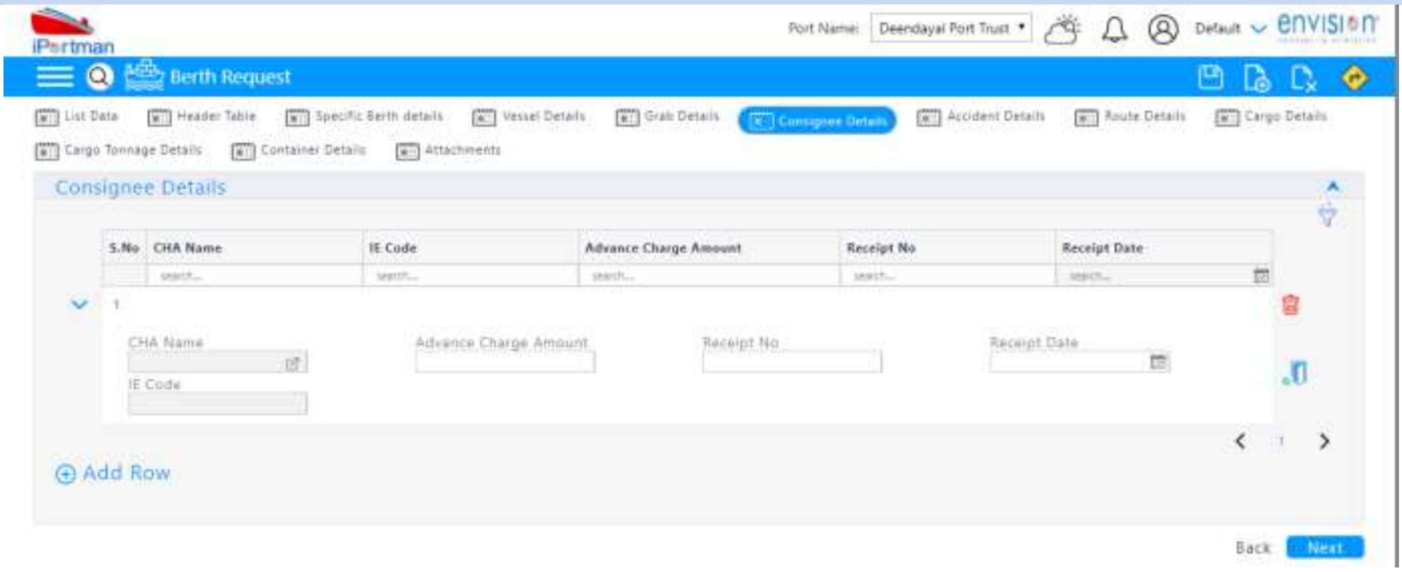
Step 8: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Consignee Details page as below

Click on ⊕ Add Row to begin with data entry.



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

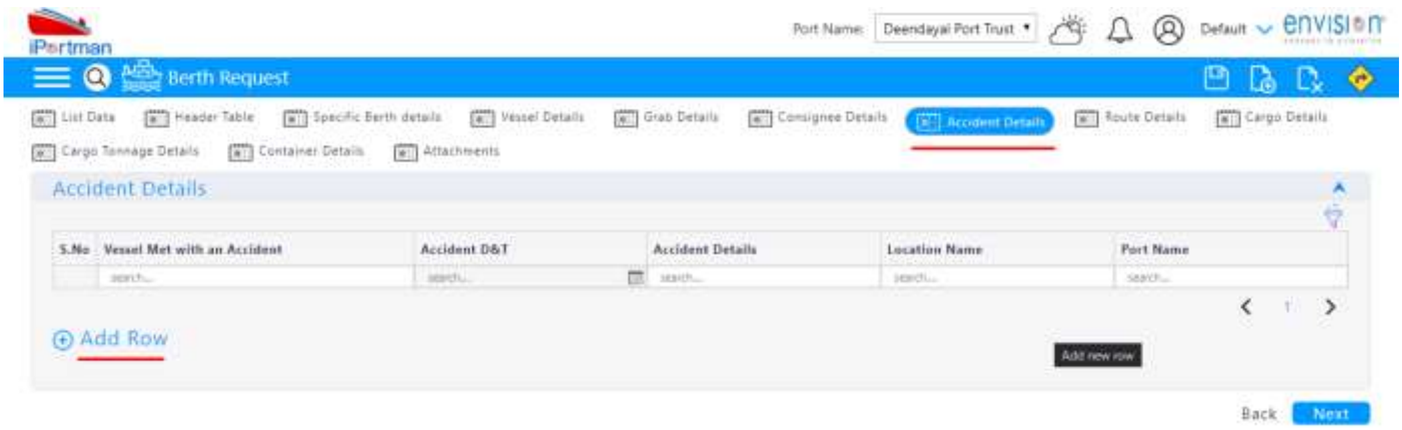
Step 9: Once ⊕ Add Row is selected following fields will be enabled to enter Consignee Details.



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

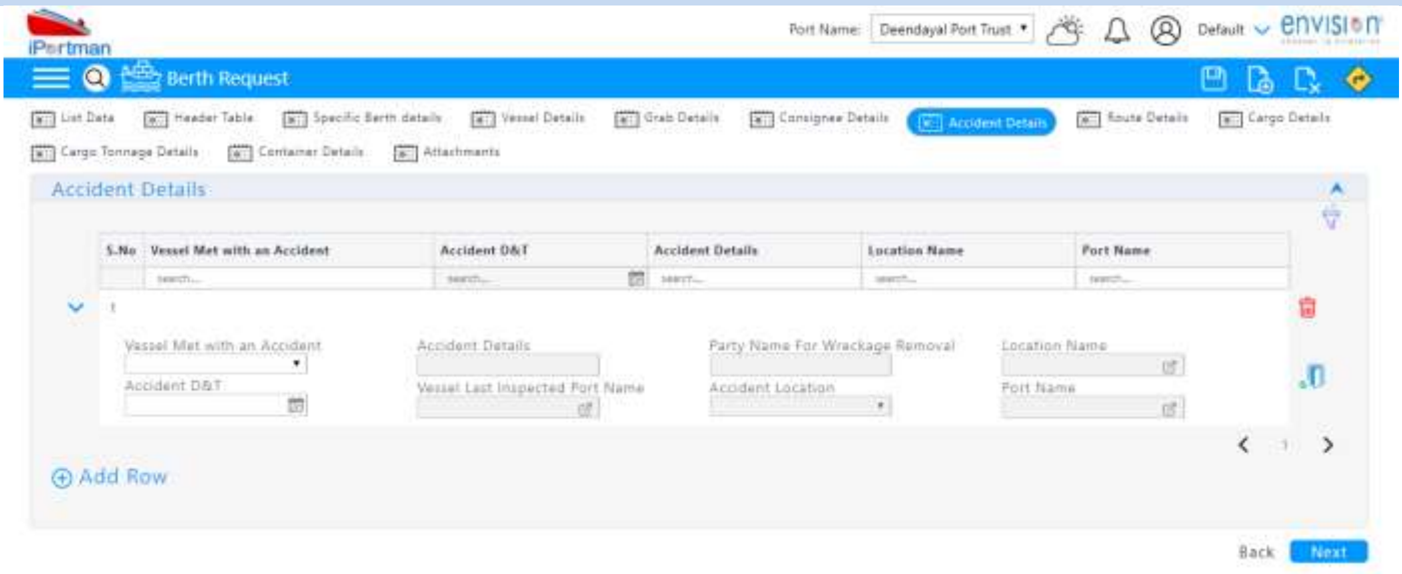
Step 10: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Accident Details page as below

Click on ⊕ Add Row to begin with data entry.



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

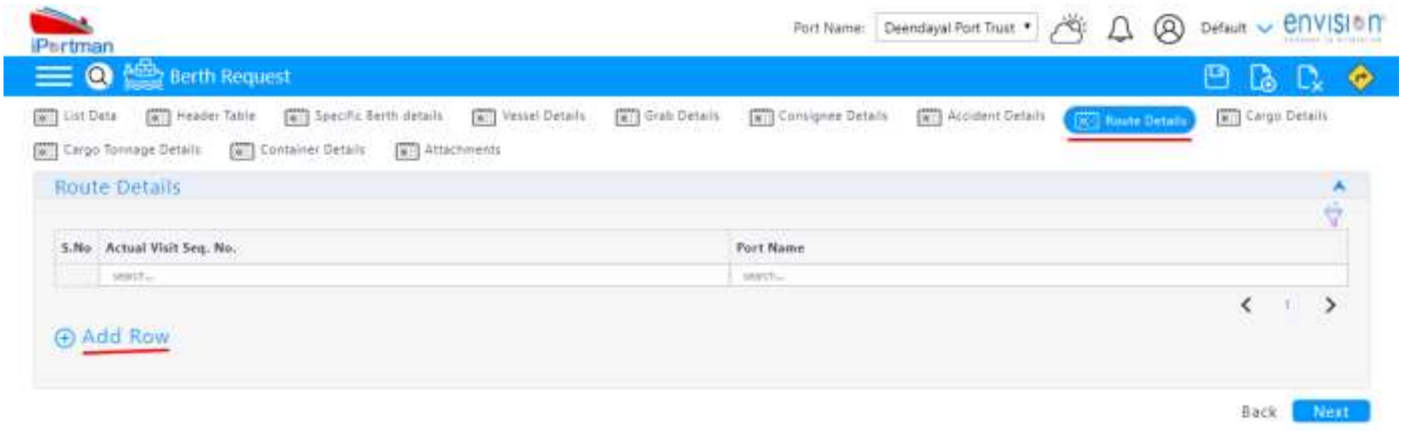
Step 11: Once ⊕ Add Row is selected following fields will be enabled to enter Accident Details.



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

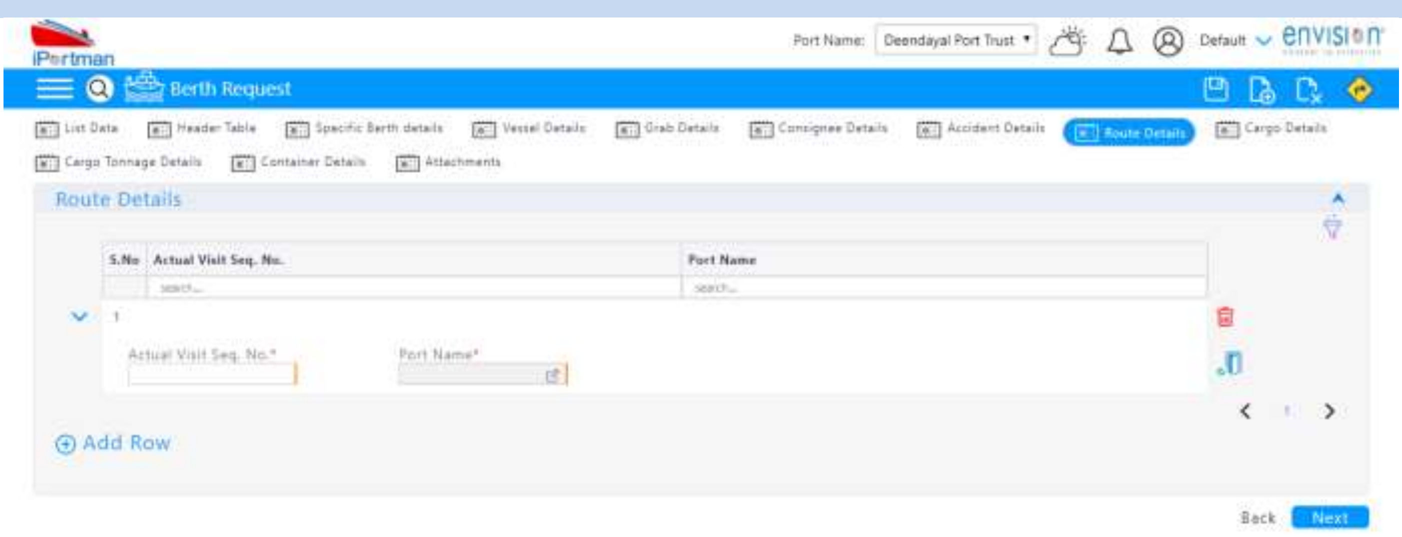
Step 12: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Route Details page as below

Click on ⊕ Add Row to begin with data entry.



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

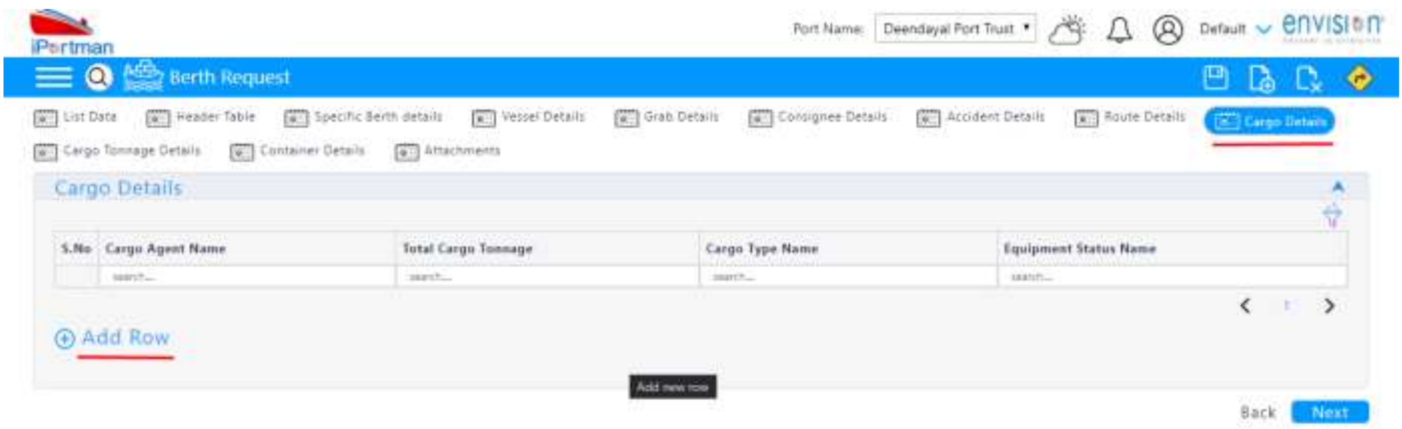
Step 13: Once ⊕ Add Row is selected following fields will be enabled to enter Route Details.



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

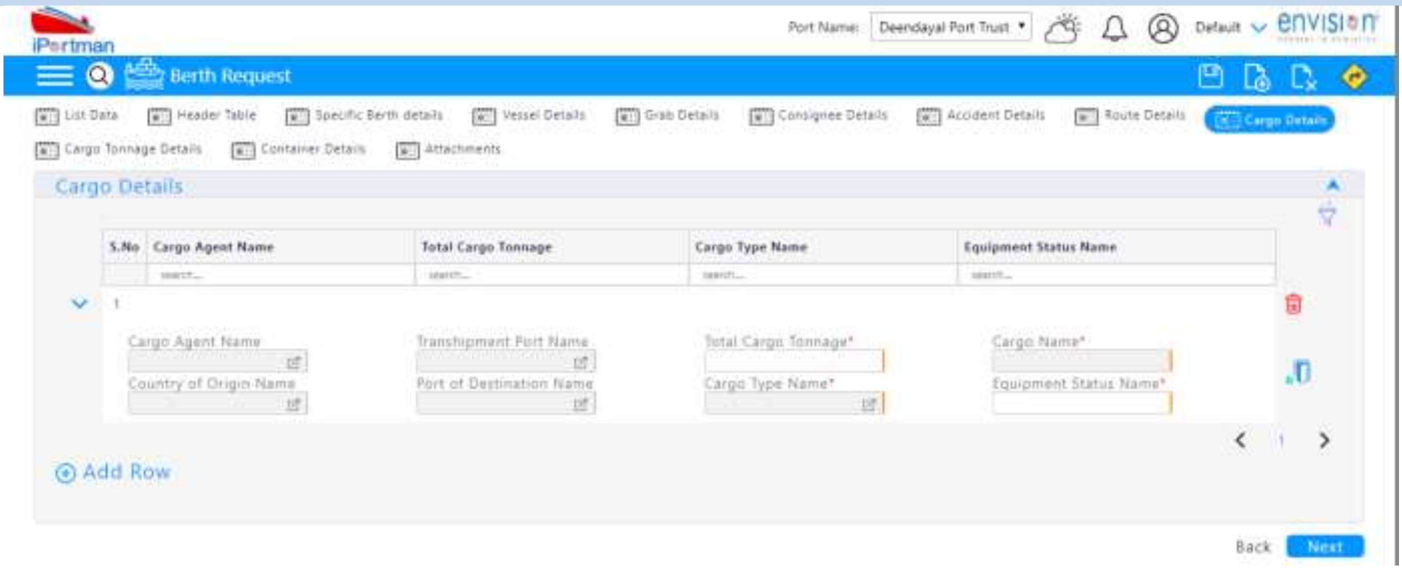
Step 14: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Cargo Details page as below

Click on ⊕ Add Row to begin with data entry.



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

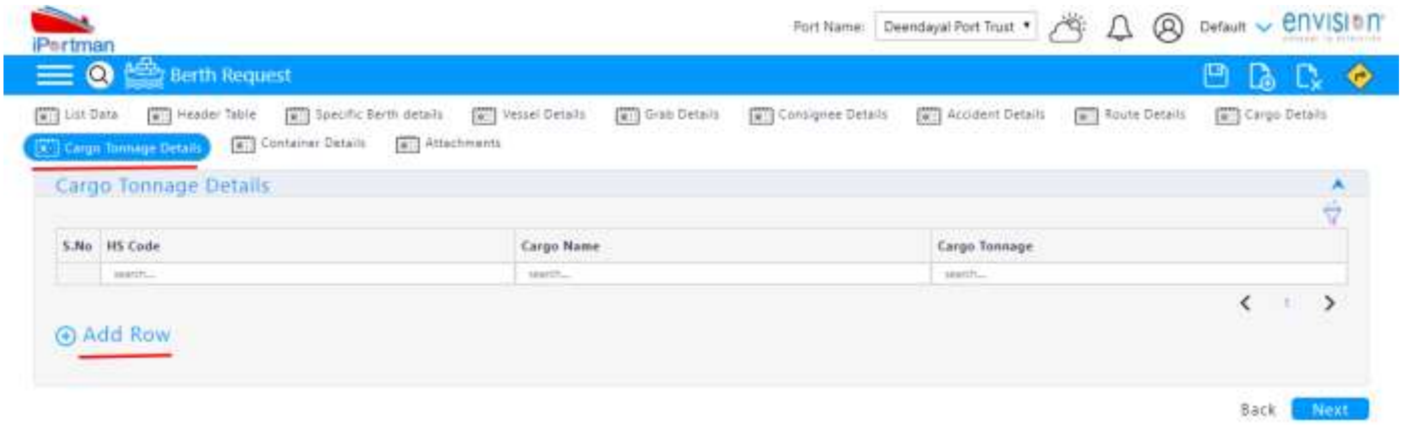
Step 15: Once ⊕ Add Row is selected following fields will be enabled to enter Cargo Details.



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

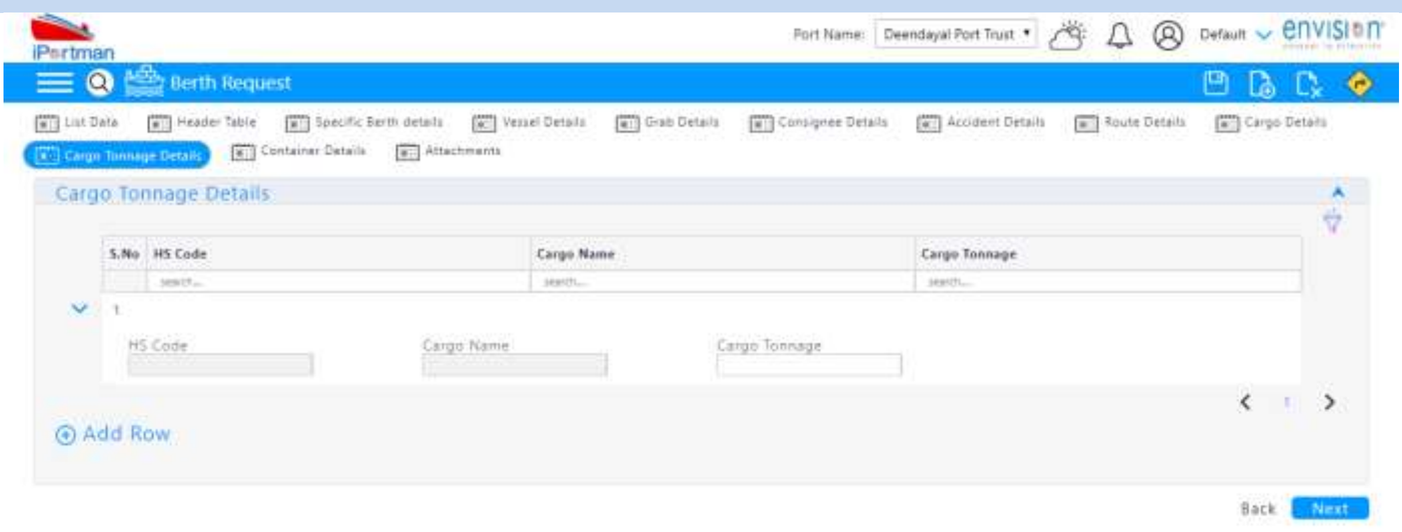
Step 16: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Cargo Tonnage Details page as below

Click on ⊕ Add Row to begin with data entry.



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

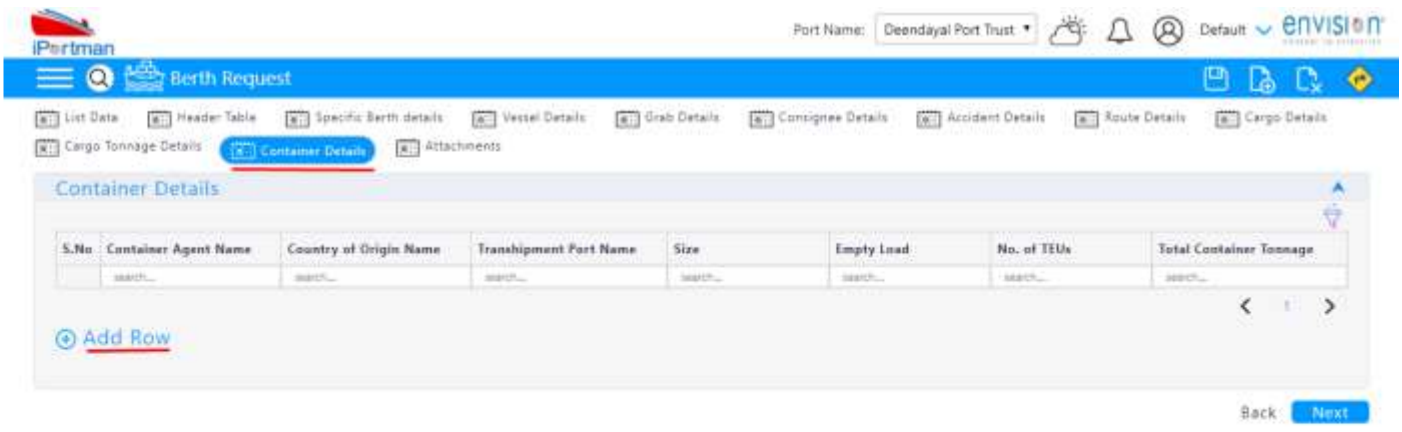
Step 17: Once ⊕ Add Row is selected following fields will be enabled to enter Cargo Tonnage Details.



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

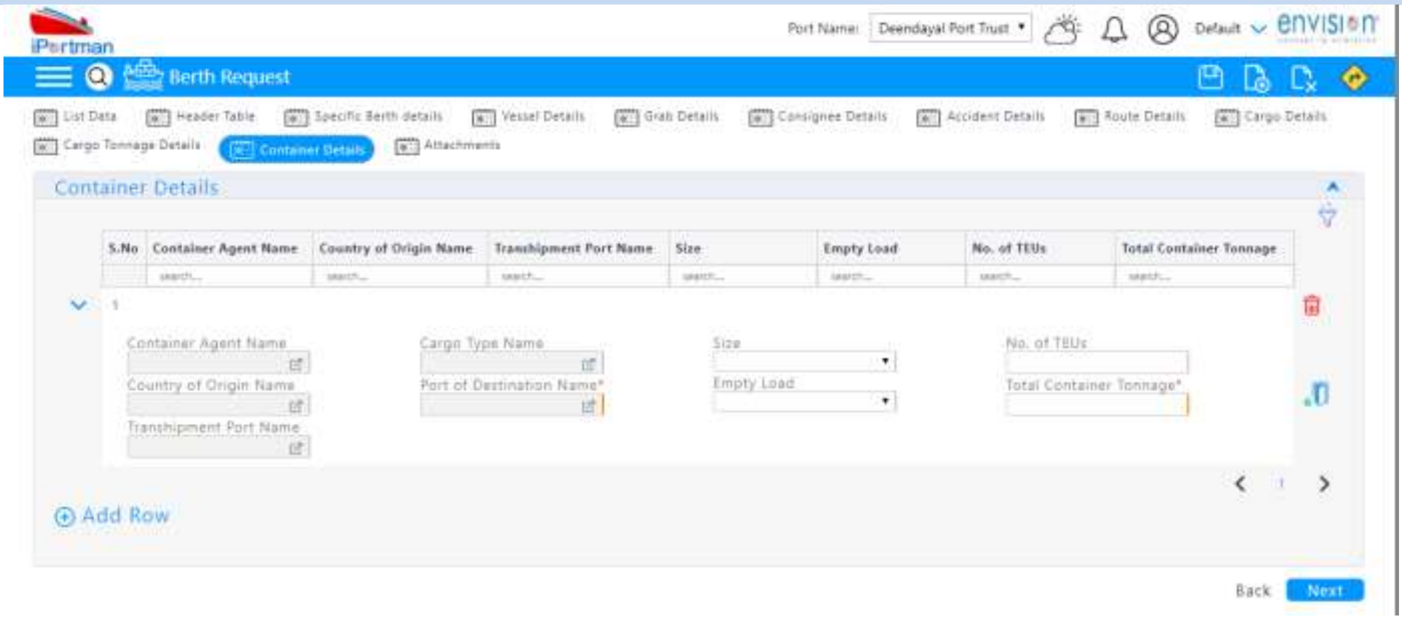
Step 18: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Container Details page as below

Click on ⊕ Add Row to begin with data entry.



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

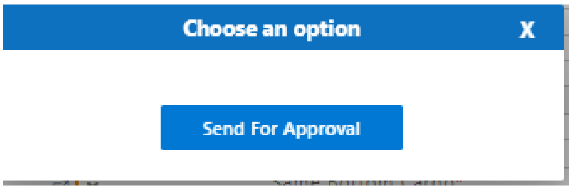
Step 19: Once ⊕ Add Row is selected following fields will be enabled to enter Container Details.



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

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

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 List Data

Successfully Status changed to APPROVED

5.6.Field information

6. Business Function Name: Movement Request

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

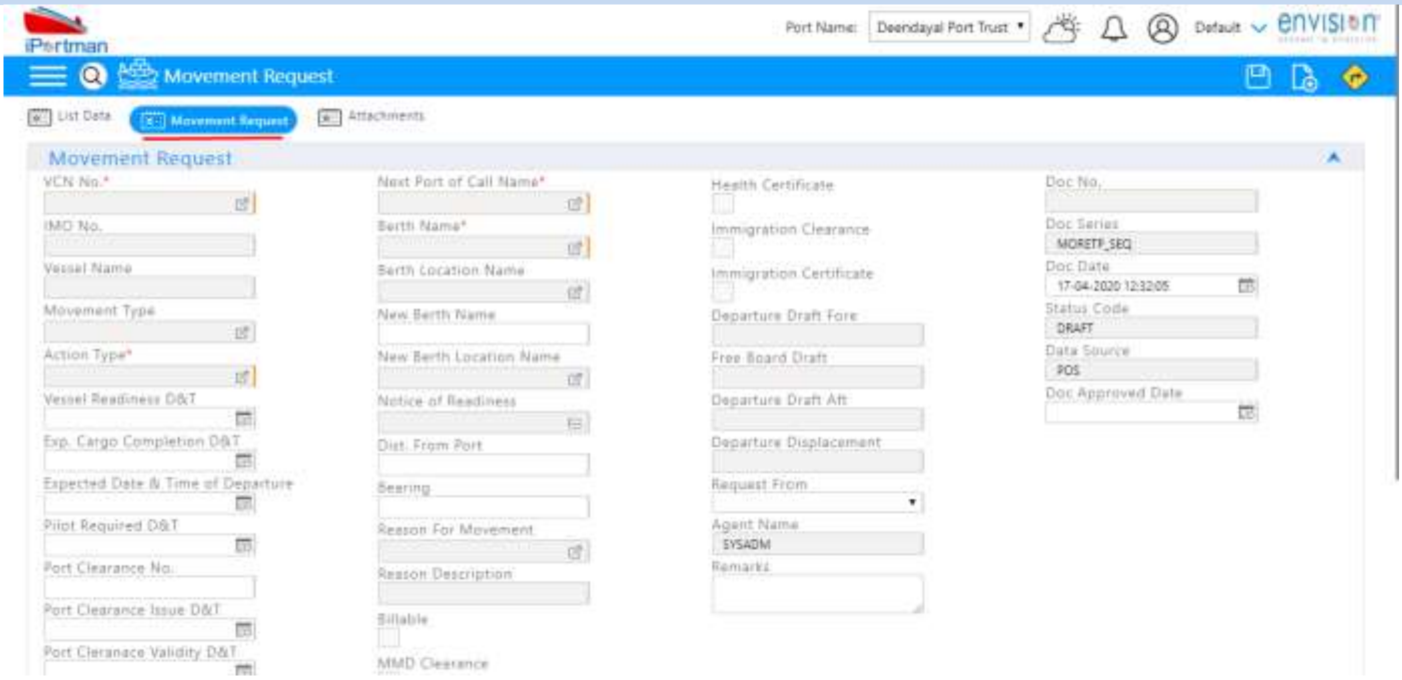
6.4.Prerequisites – Masters

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

6.5.Screenshot

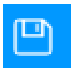
Following screenshot from Movement Request

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



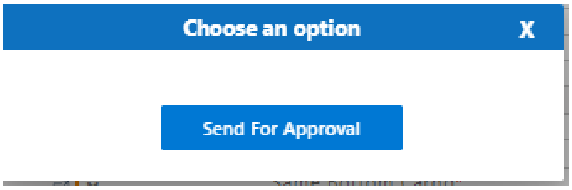
User Interface Image 45–Movement Request 6.5.1

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 

6.6.Field information

7. Business Function Name: Berth Allocation

7.1.Definition:

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

- Berthing policy
- Govt. Policy
- Priority Berthing Scheme
- Out sting Priority
- Other Factors
- Hazardous cargo declaration

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

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

7.2.SRS Reference

7.3.Navigation

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

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

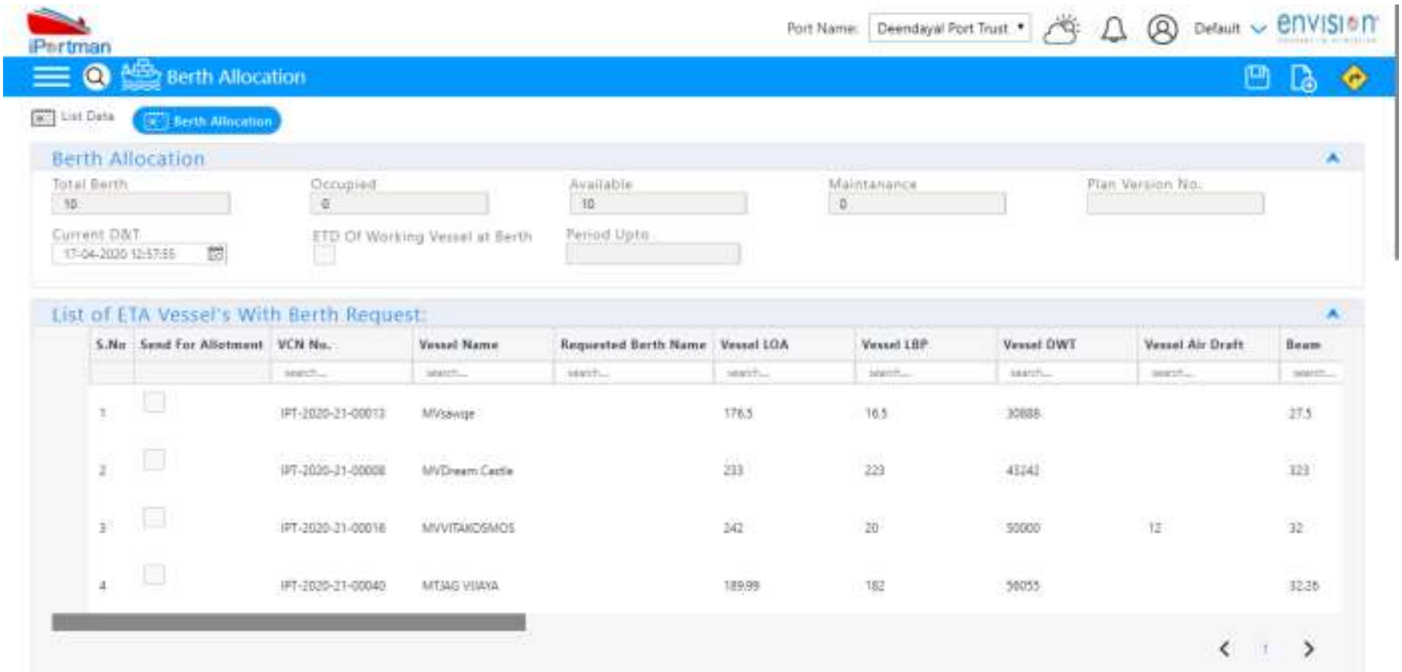
7.4.Prerequisites – Masters

1. Berth

7.5.Screenshot

Following screenshot from Berth Allocation

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

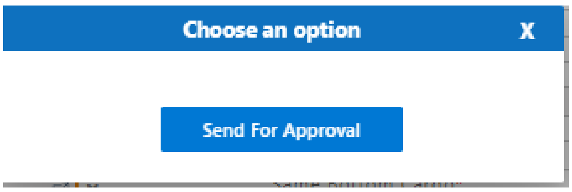


User Interface Image 46-Berth Allocation 7.5.1

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

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

Successfully Status changed to APPROVED

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

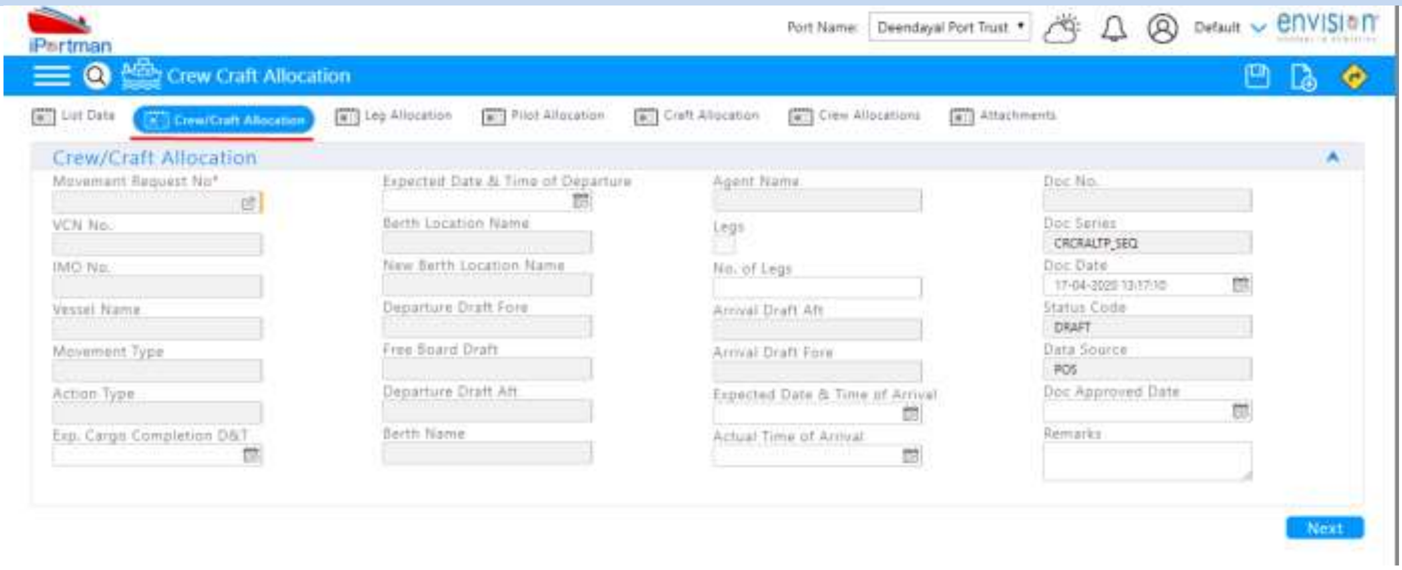
8.4. Prerequisites – Masters

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.

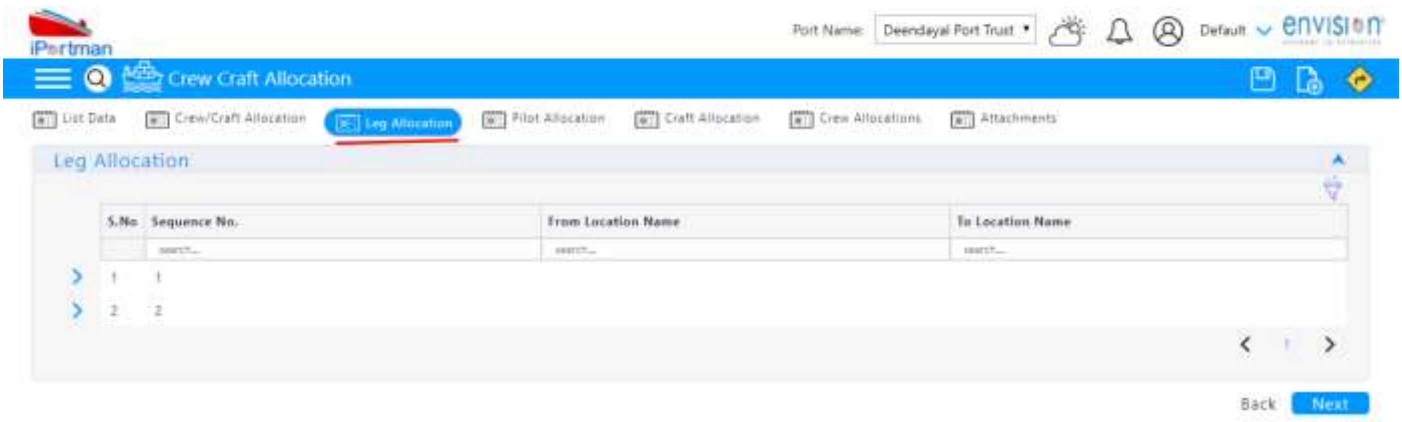


User Interface Image 47-Crew/Craft Allocation 8.5.1

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

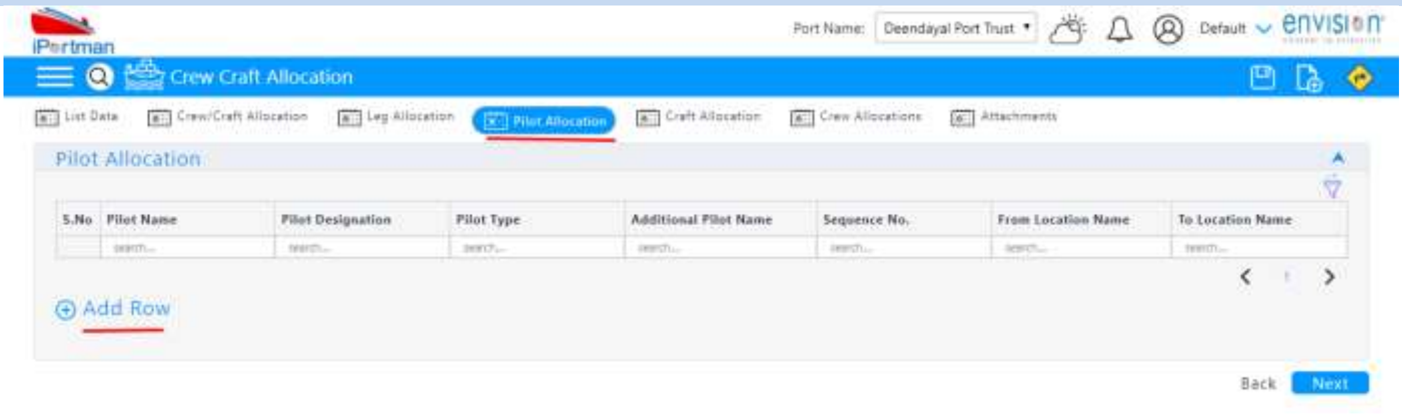
Rows may or may not appear based on the Leg Selection and No. of Legs in the Crew/Craft Allocation Page.



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

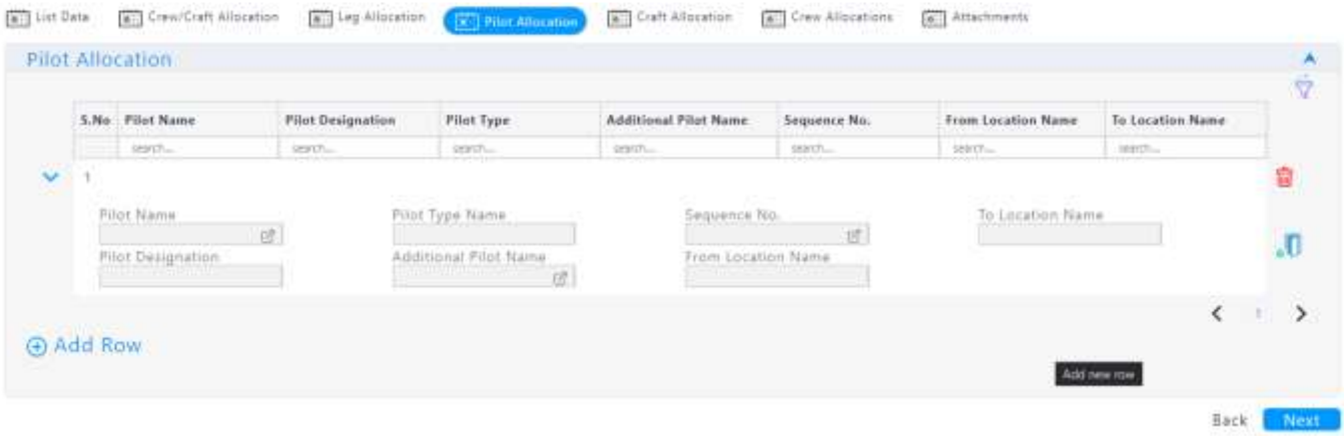
Step 4: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Pilot Allocation page as below

Click on ⊕ Add Row to begin with data entry.



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

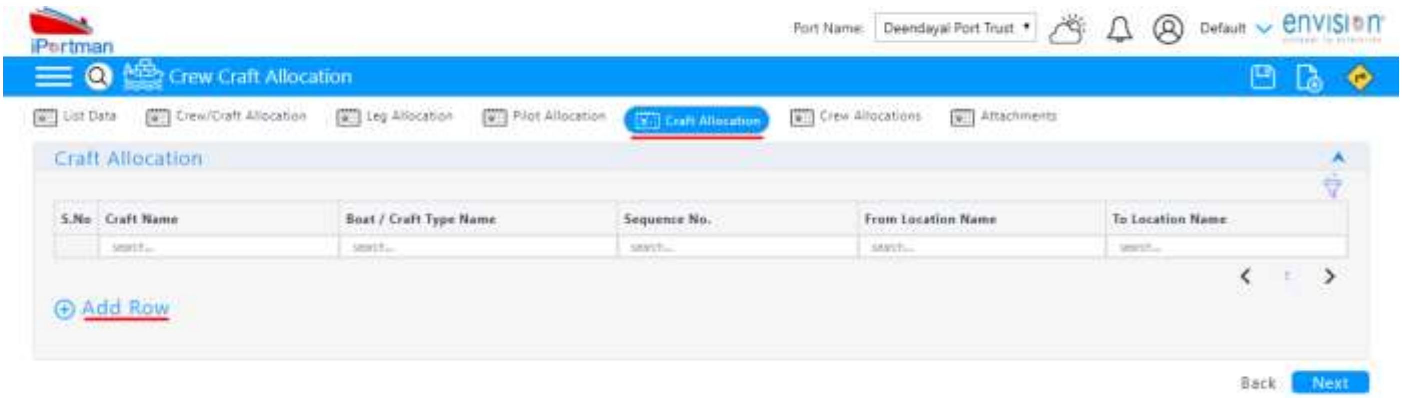
Step 5: Once Add Row is selected following fields will be enabled to enter Pilot Allocation Details.



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

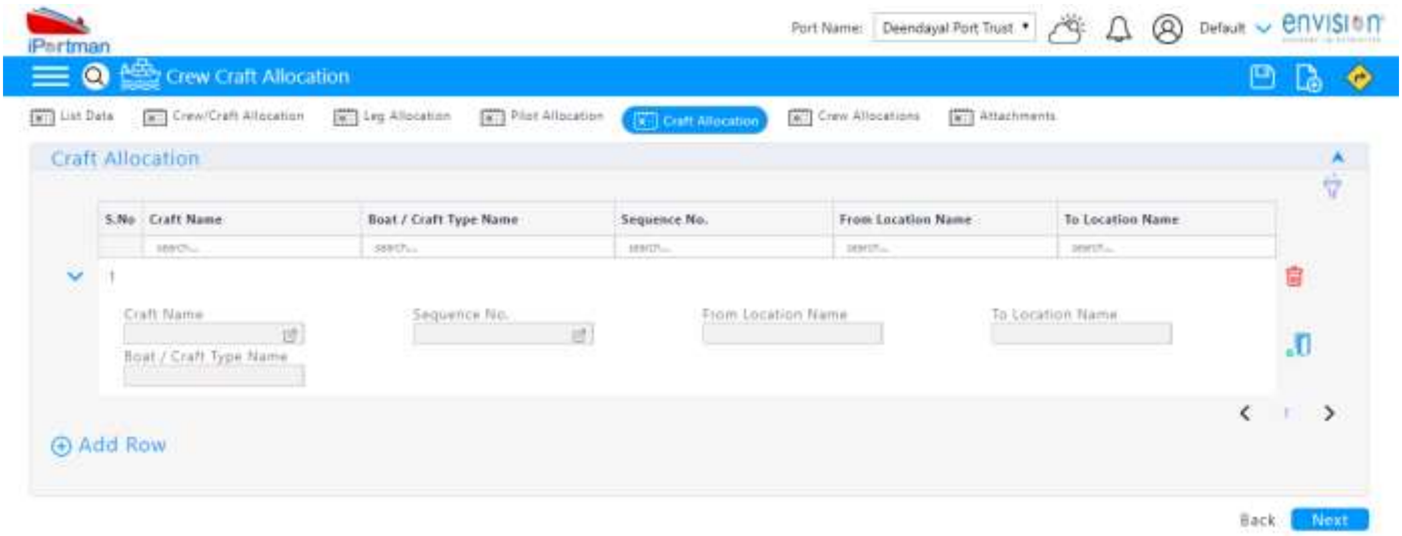
Step 6 Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Craft Allocation page as below

Click on Add Row to begin with data entry.



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

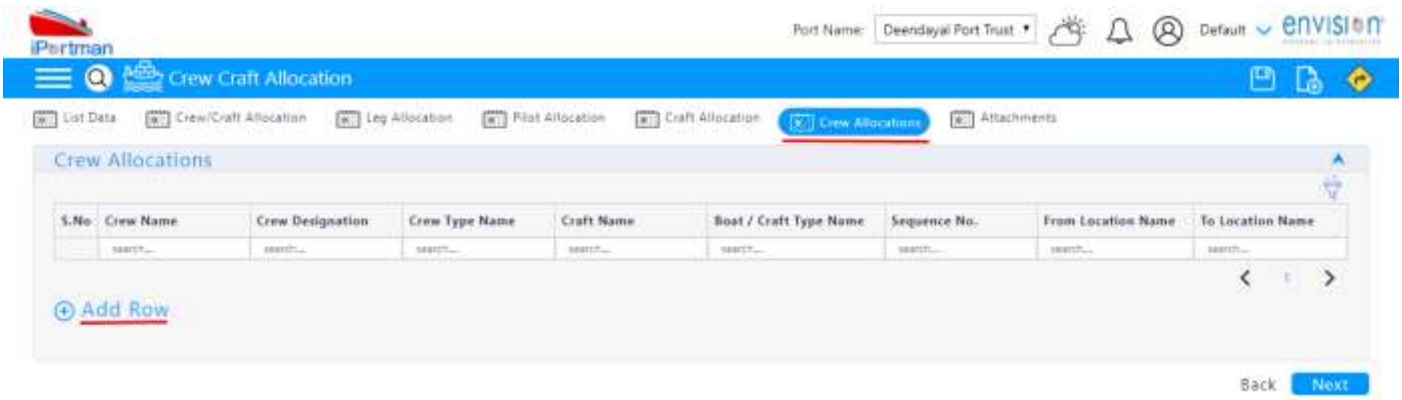
Step 7: Once Add Row is selected following fields will be enabled to enter Craft Allocation Details.



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

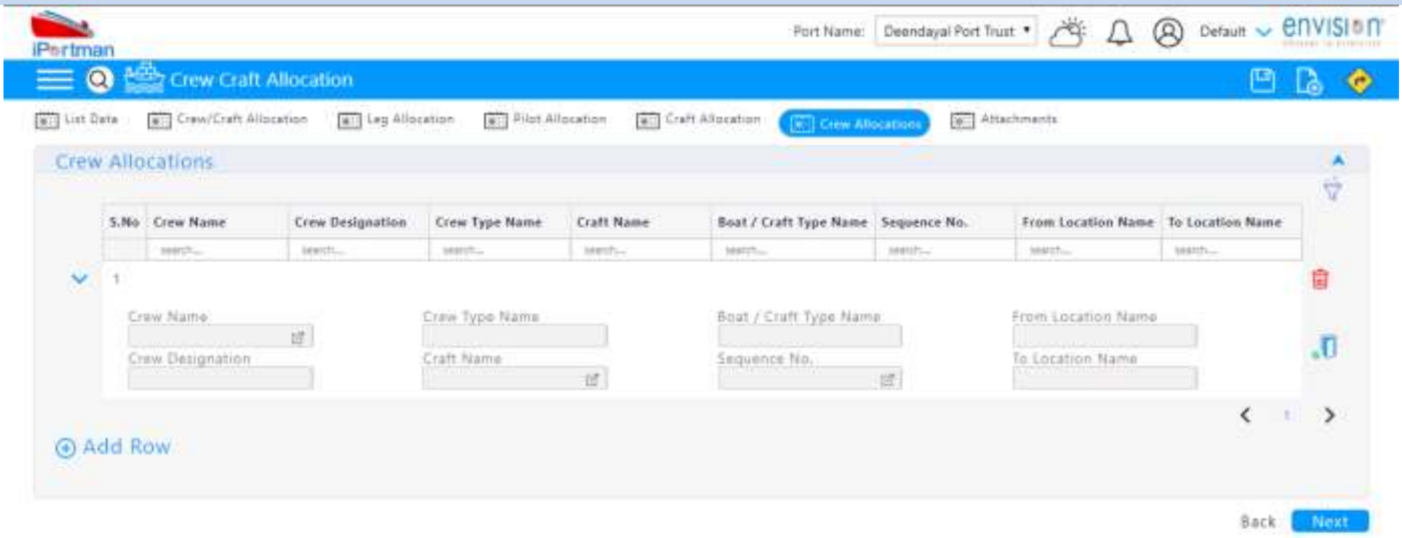
Step 8 Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Crew Allocation page as below

Click on Add Row to begin with data entry.

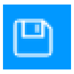


User Interface Image 53-Crew/Craft Allocation (Crew Allocation) 8.5.7

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



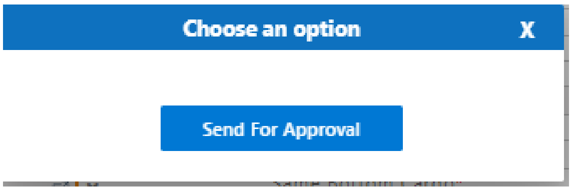
User Interface Image 54-Crew/Craft Allocation (Crew Allocation Fields) 8.5.8

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

Once saved 

message appears.

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



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

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

8.6.Field information

9. Business Function Name: Pilot Memo Application

9.1.Definition:

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

9.2.SRS Reference

9.3.Navigation

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

Menu Path	Menu Bar → Marine→ Requests→ Pilot Memo Applocation→ Click on **Add New**

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

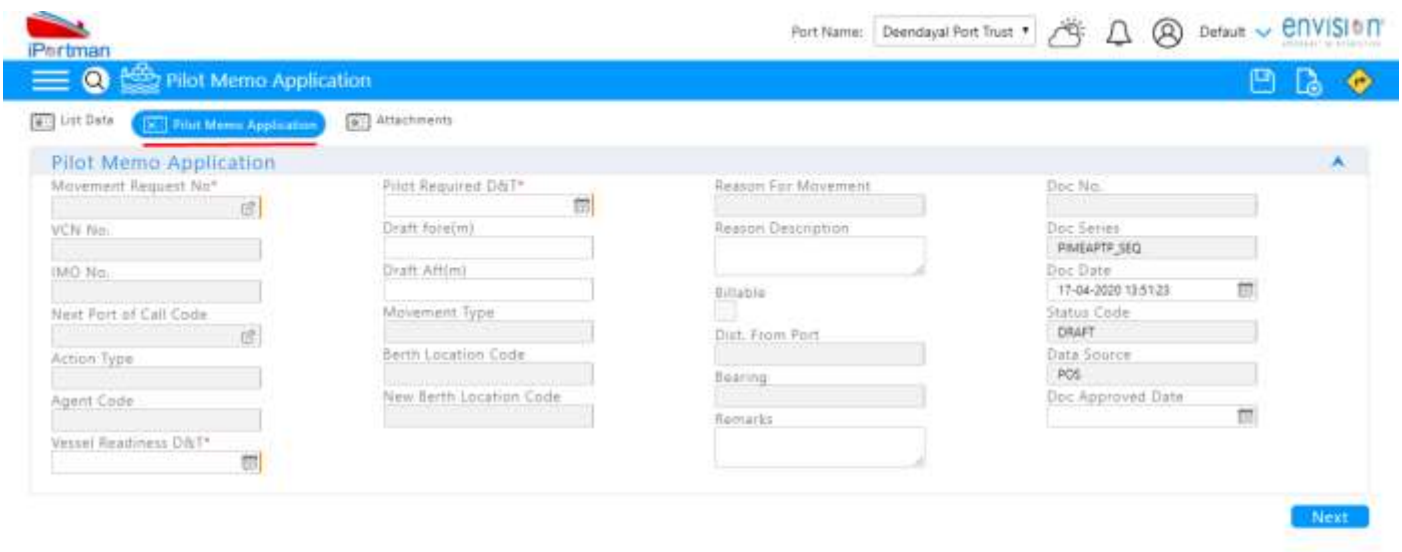
9.4.Prerequisites – Masters

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.

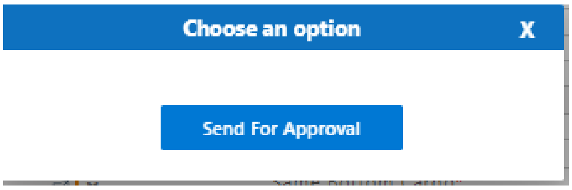


User Interface Image 55-Pilot Memo Application 9.5.1

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.

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. 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 List Data

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

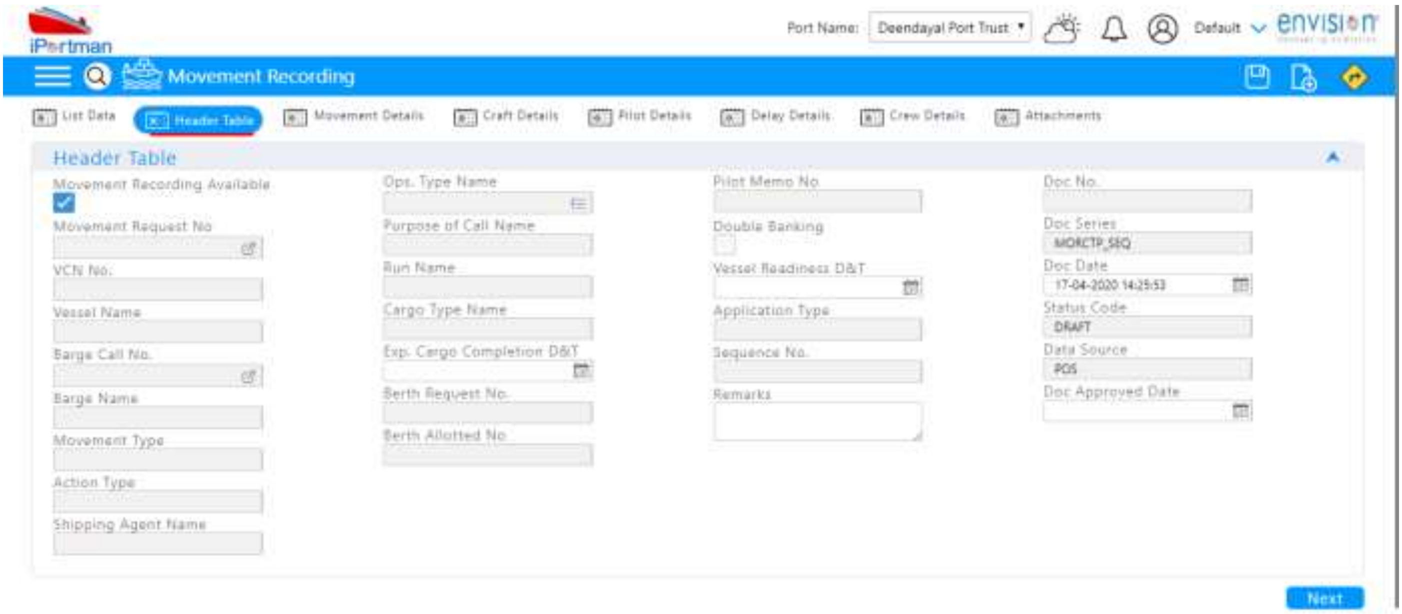
10.4. Prerequisites – Masters

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

10.5. Screenshot

Following Screenshot from Movement Recording.

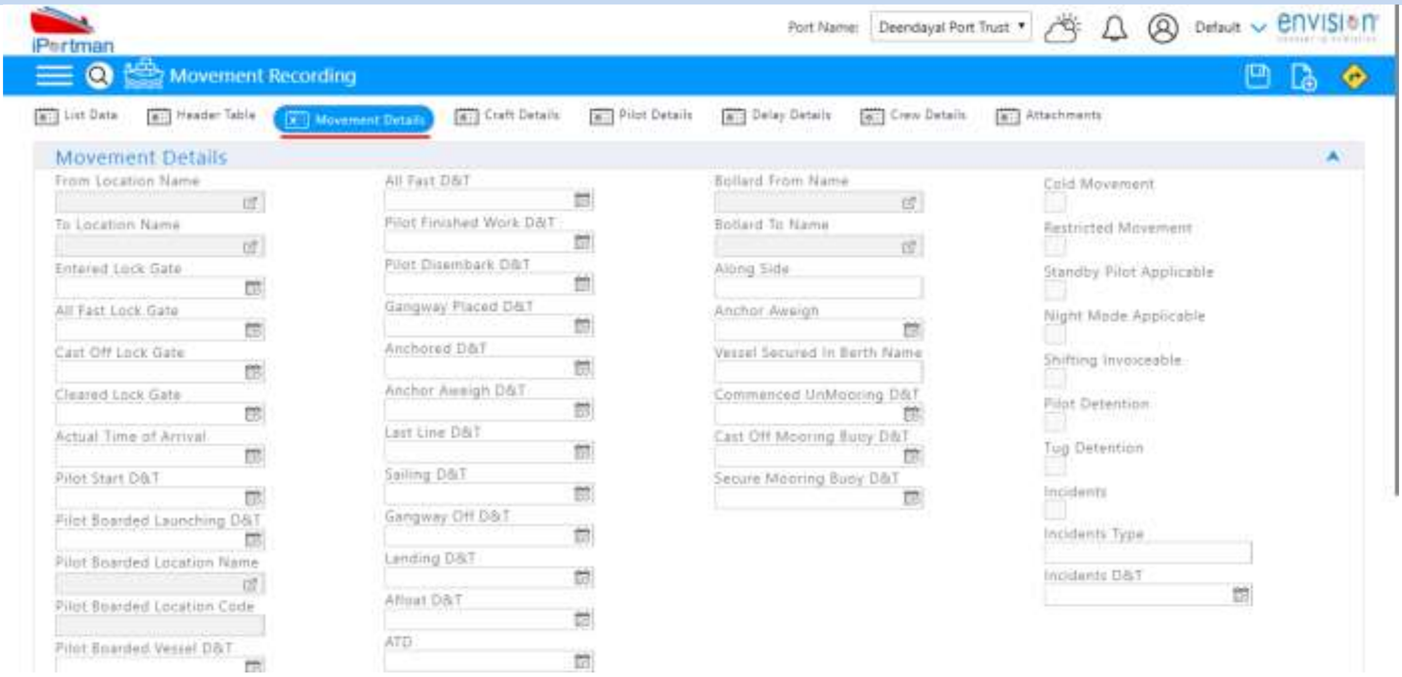
Step 1- Click on Add new button. We will redirect to screen like below.



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

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

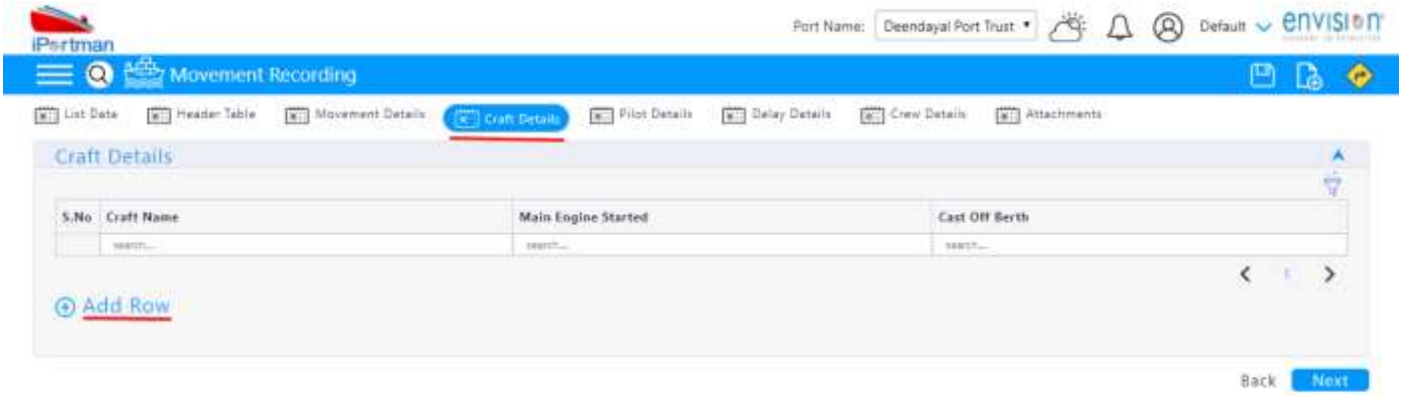
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Movement Details page as below



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

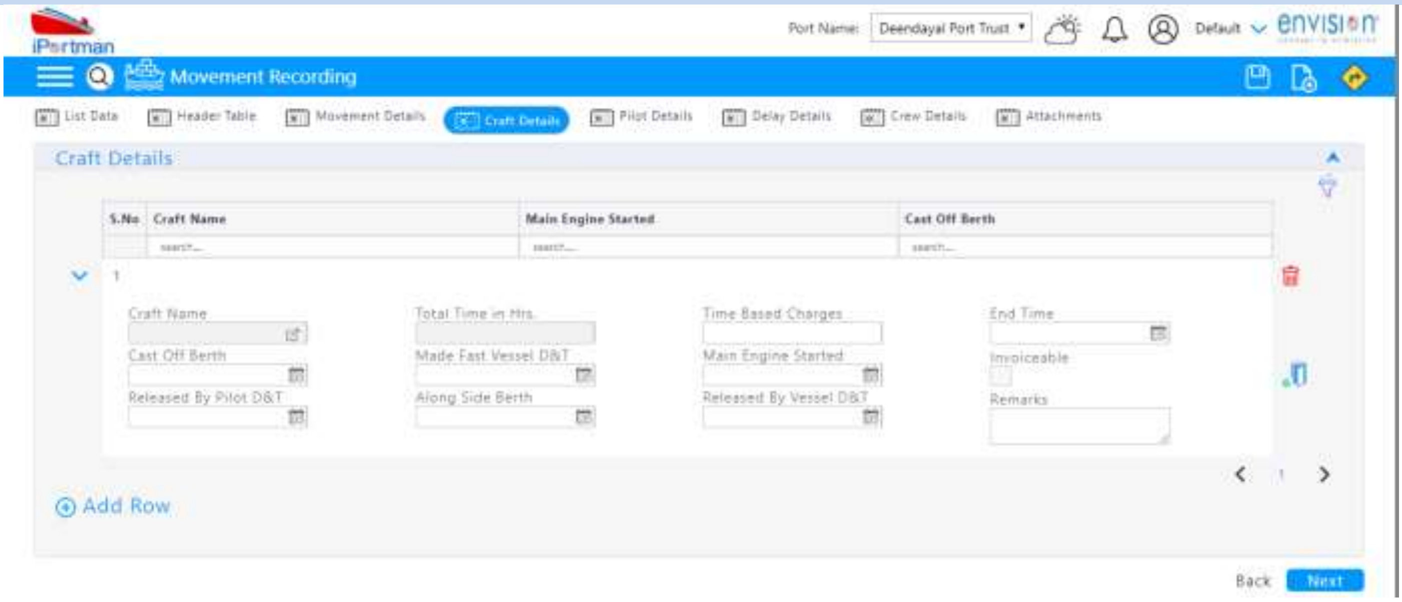
Step 4: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then you will be redirected to Craft Details page as below

Click on ⊕ Add Row to begin with data entry



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

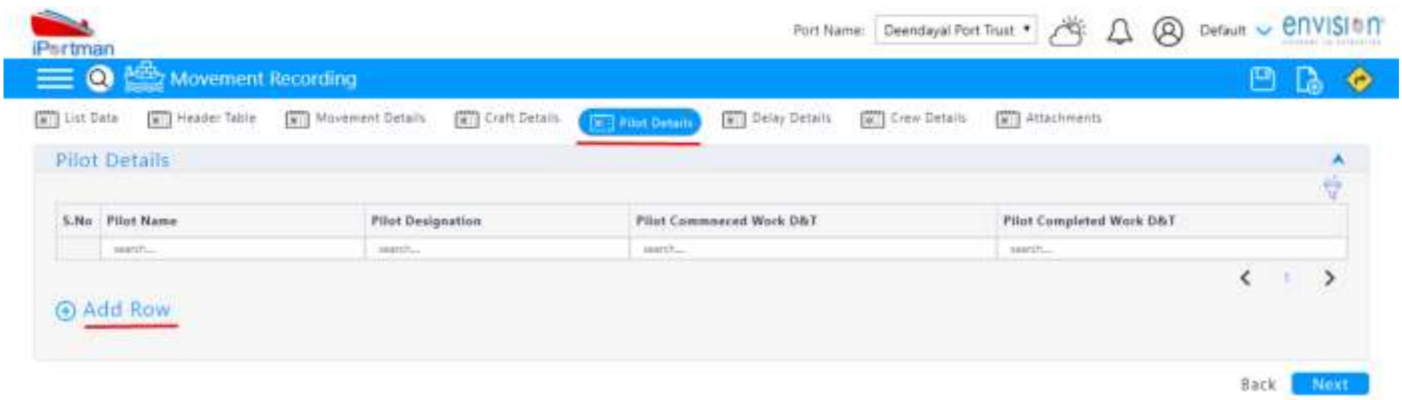
Step 5: Once ⊕ Add Row is selected following fields will be enabled to enter Craft details.



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

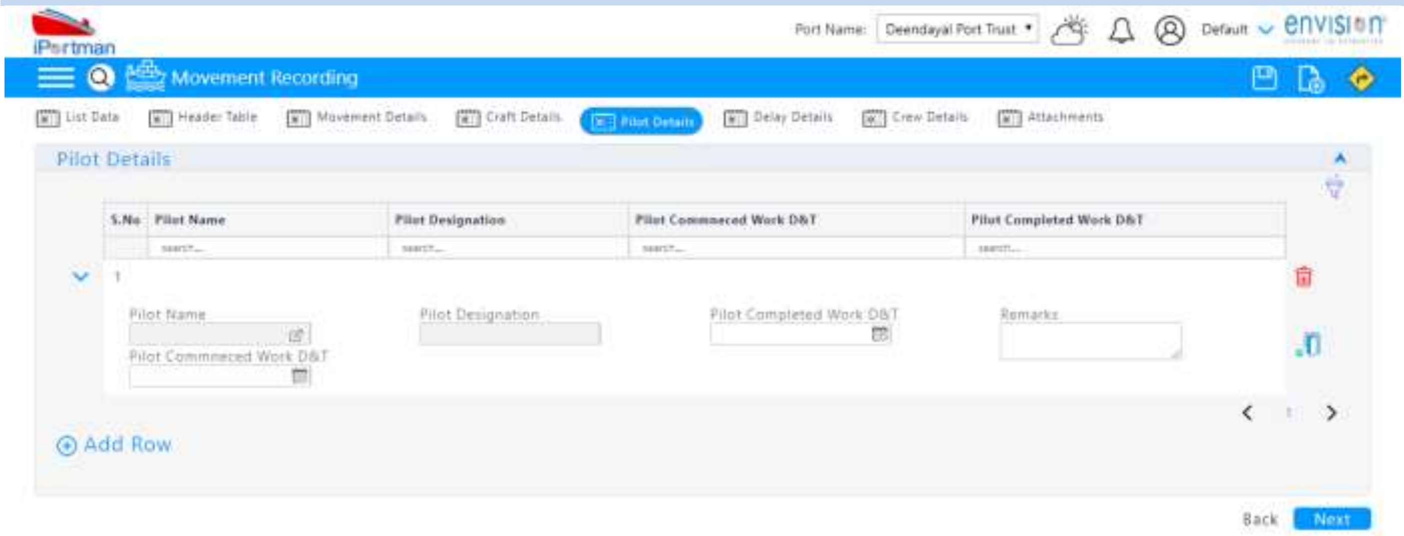
Step 6: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Pilot Details page as below

Click on ⊕ Add Row to begin with data entry.



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

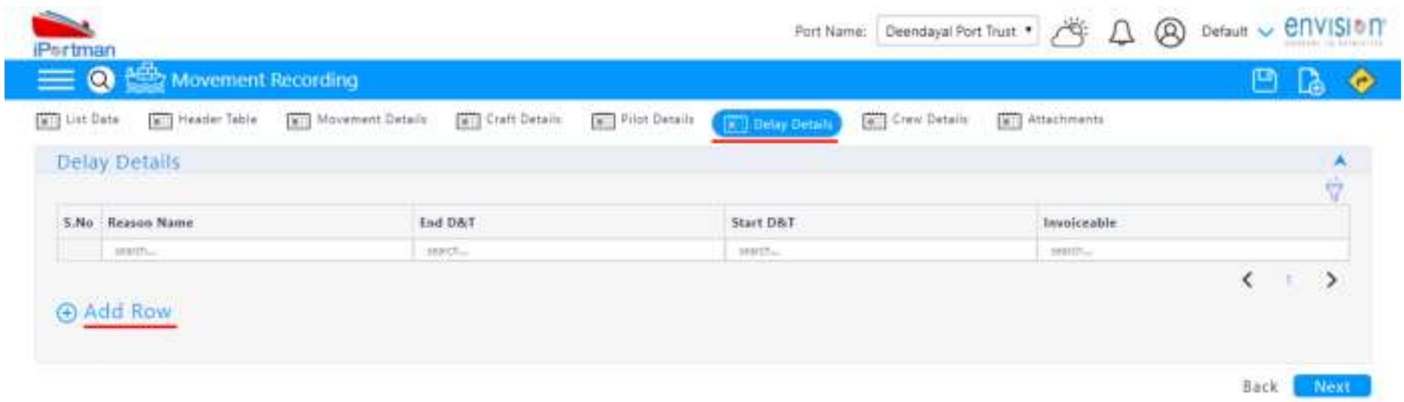
Step 7: Once ⊕ Add Row is selected following fields will be enabled to enter Pilot details.



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

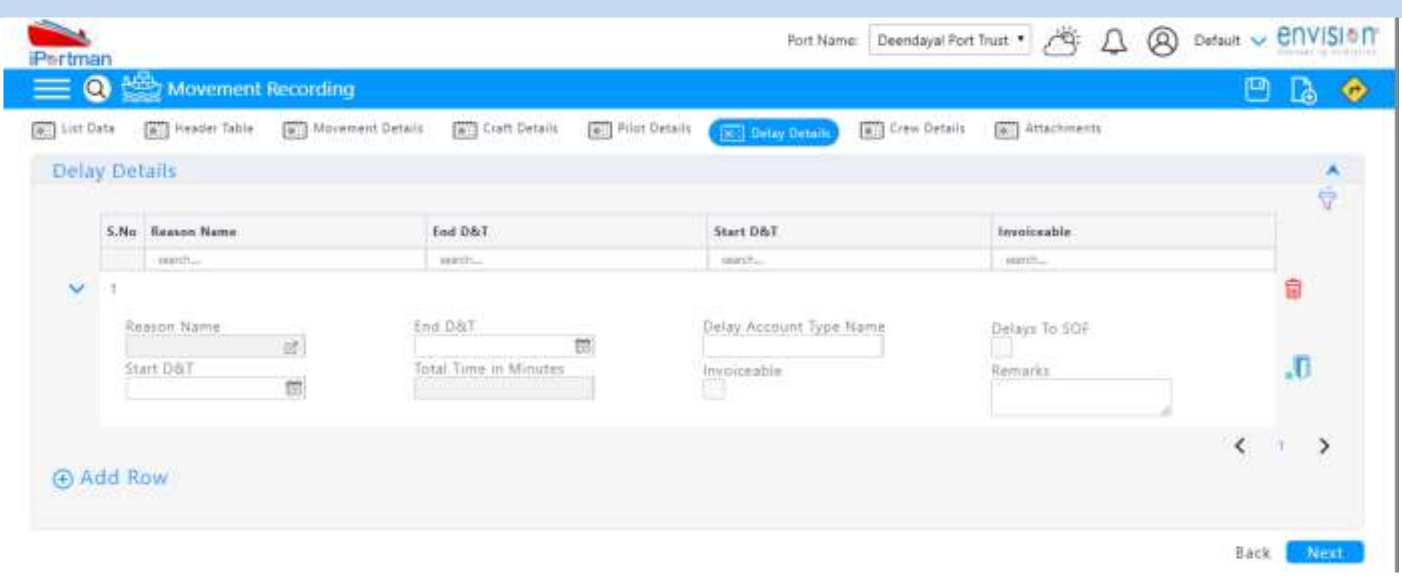
Step 8: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Delay Details page as below

Click on Add Row to begin with data entry.



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

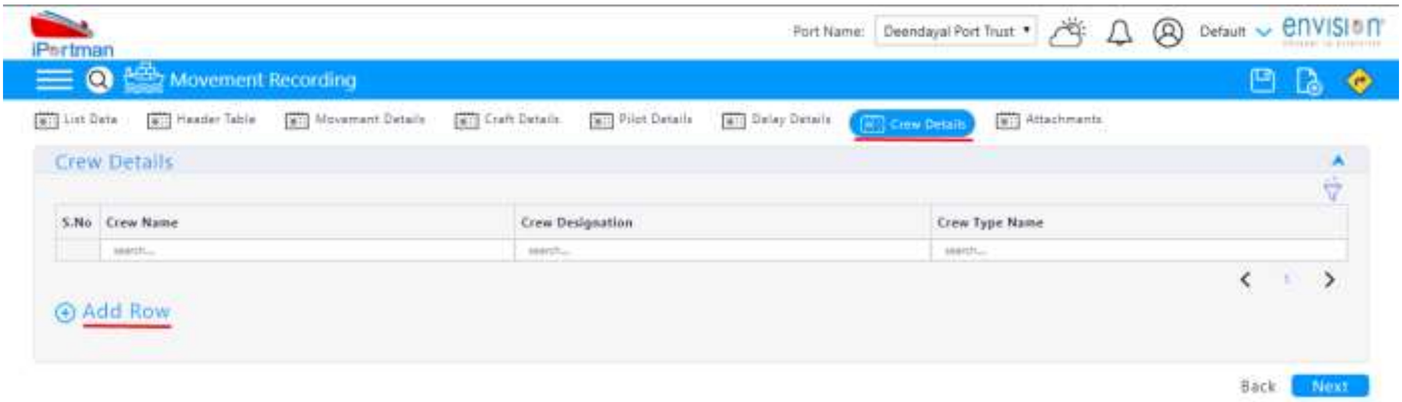
Step 9: Once Add Row is selected following fields will be enabled to enter Delay details.



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

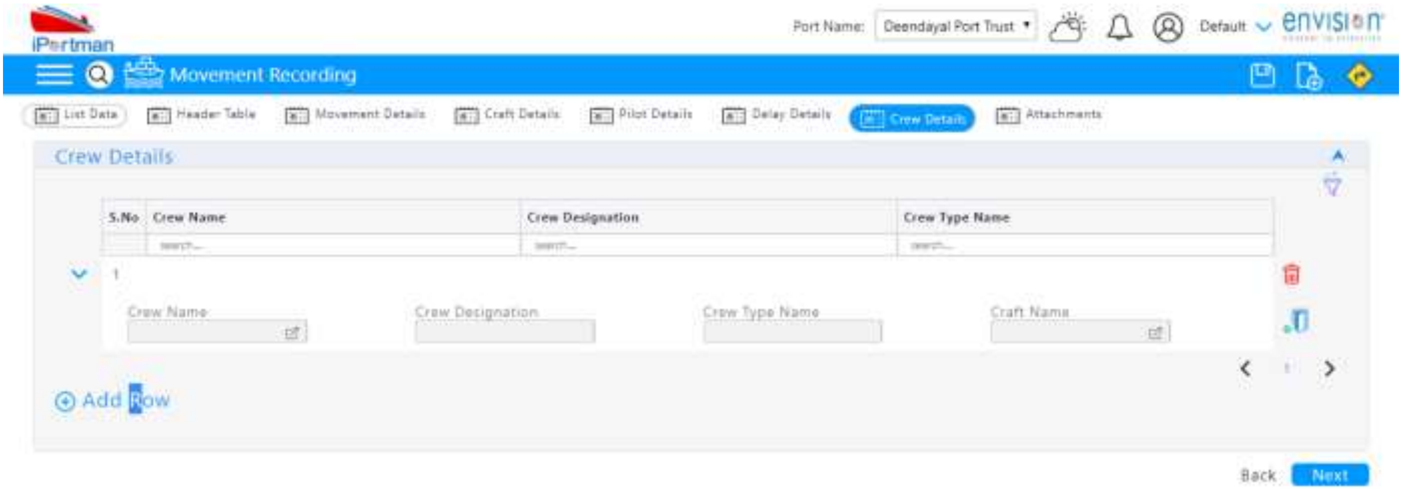
Step 10: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on ⊕ Add Row to begin with data entry.



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

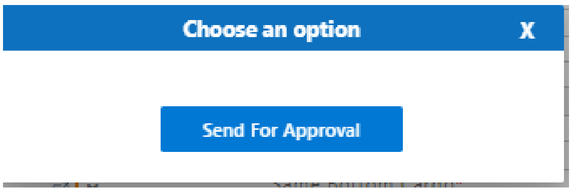
Step 11: Once ⊕ Add Row is selected following fields will be enabled to enter Crew details.



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

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

Successfully Status changed to APPROVED

10.6. Field information

11. Business Function Name: Nil List

11.1. Definition:

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

11.2. SRS Reference

NIL List- POS-MAR-006

11.3. Navigation

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

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

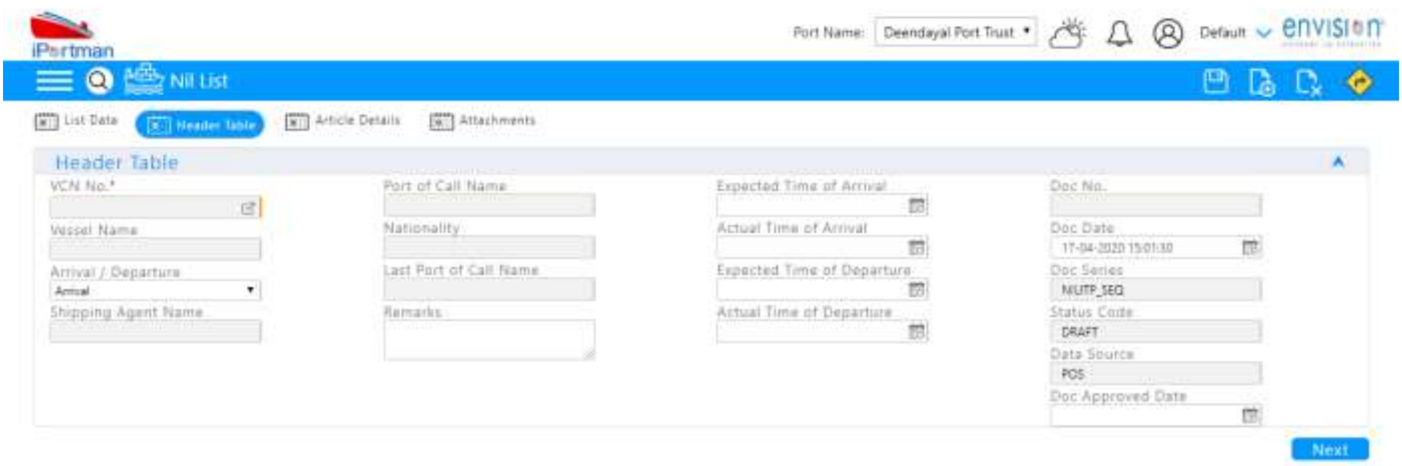
11.4. Prerequisites – Master

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.

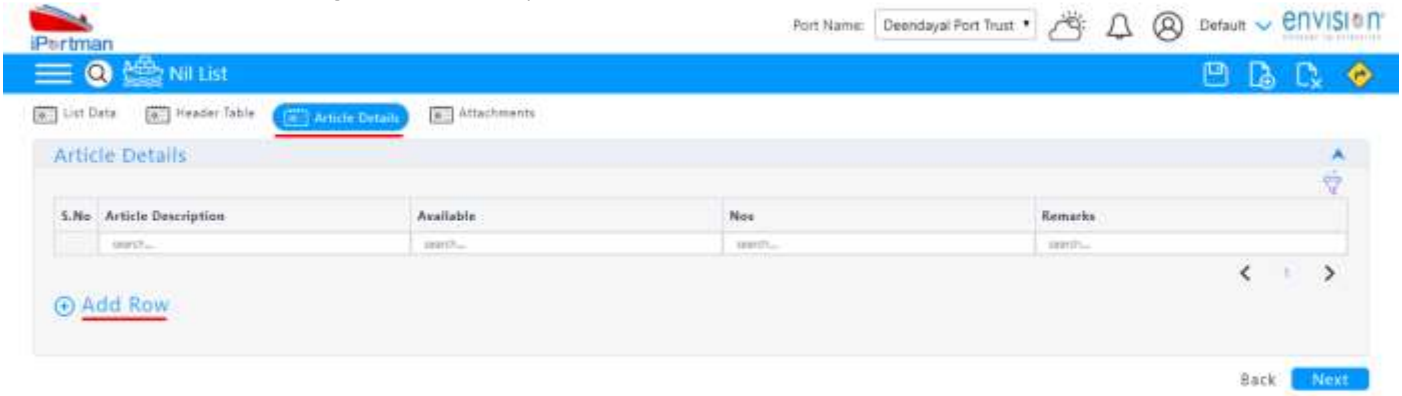


User Interface Image 66-NIL List (Header Table) 11.5.1

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.

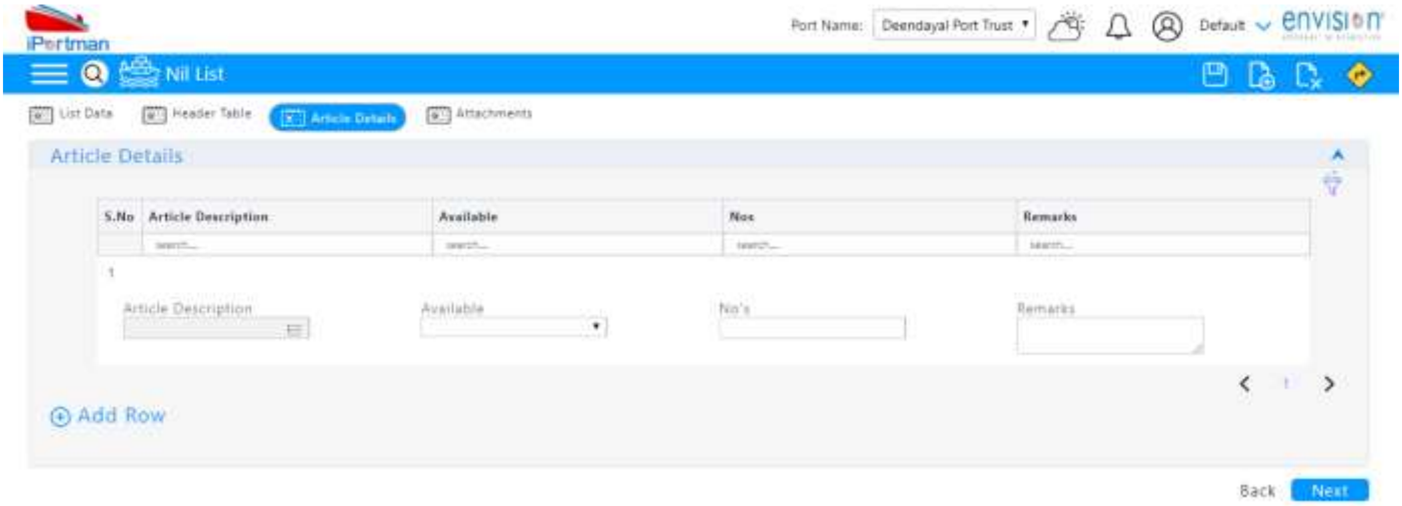
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Article Details page as below.

Click on ⊕ Add Row to begin with data entry.

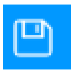


User Interface Image 67-NIL List (Article Details) 11.5.2

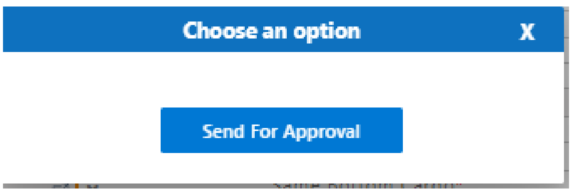
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Article details.



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 ✔ Record 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

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

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

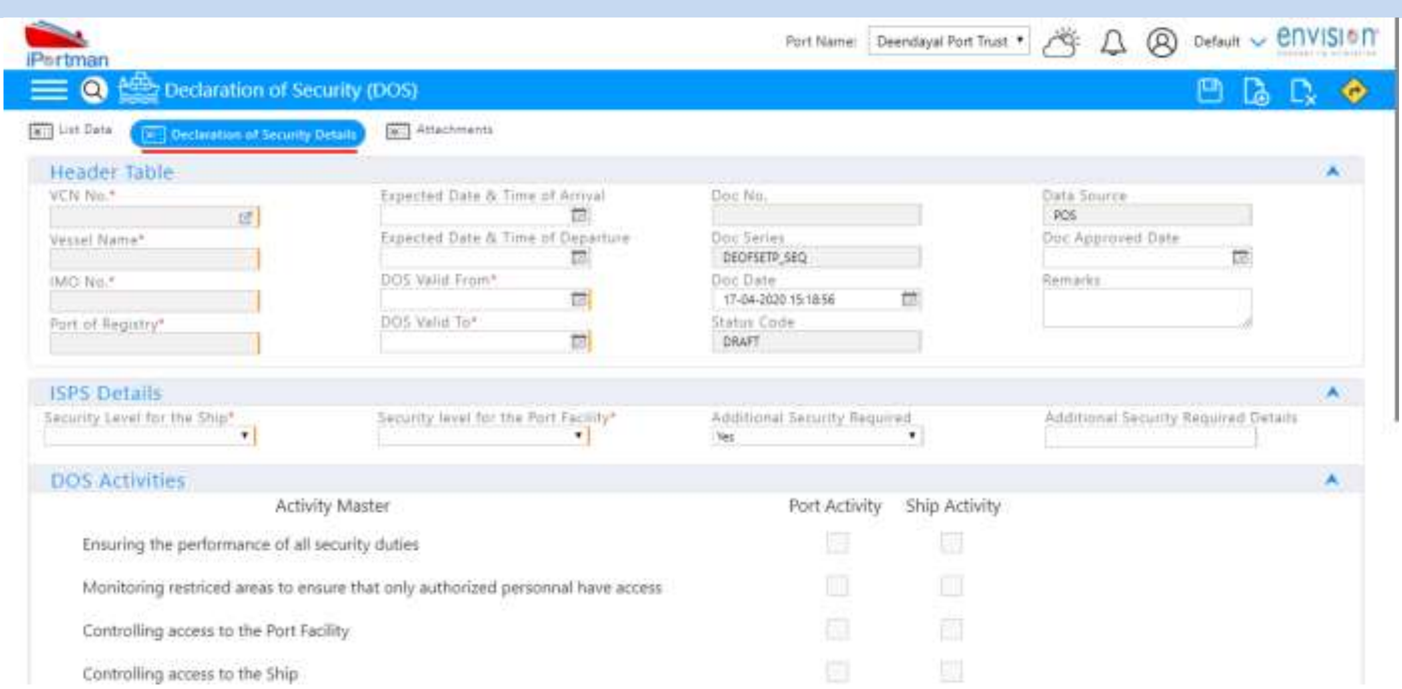
12.4. Prerequisites – Masters

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

12.5. Screenshot

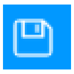
Following Screenshots from DOS

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



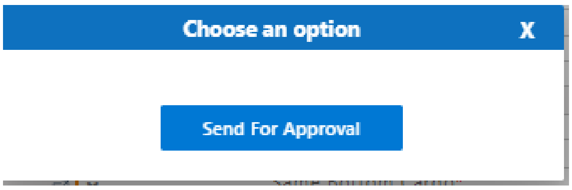
User Interface Image 69-DOS (Declaration of Security Details) 12.5.1

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

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

message appears.

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



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

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

12.6. Field information

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

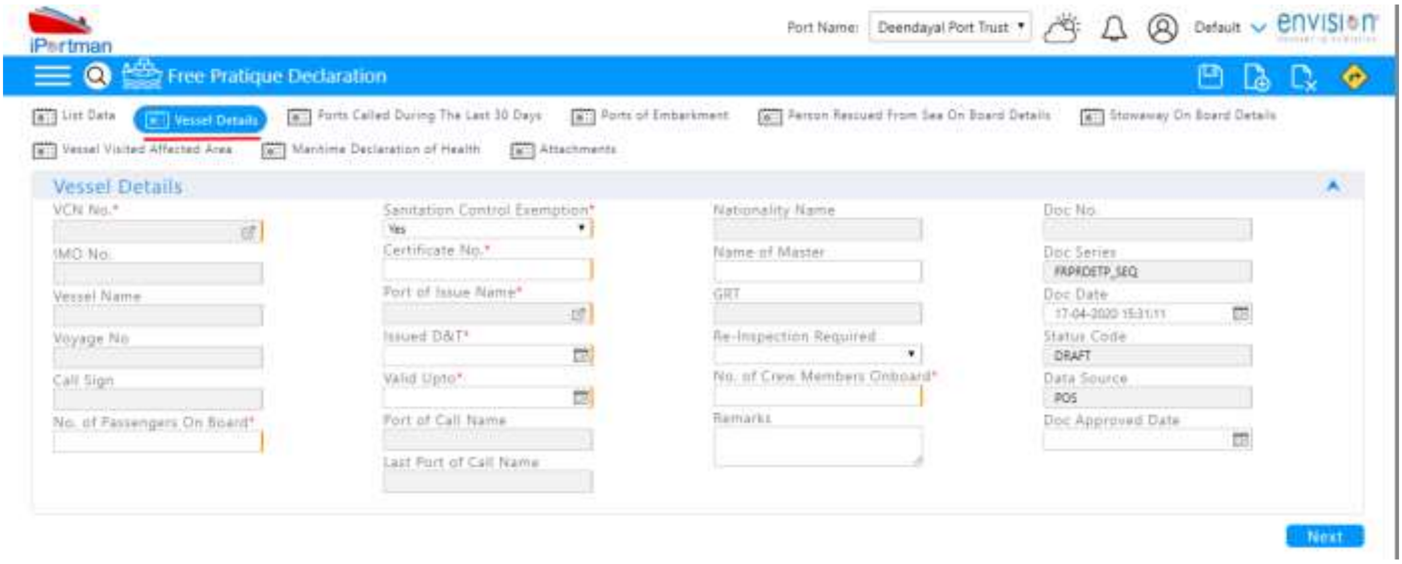
13.4. Prerequisites – Masters

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.

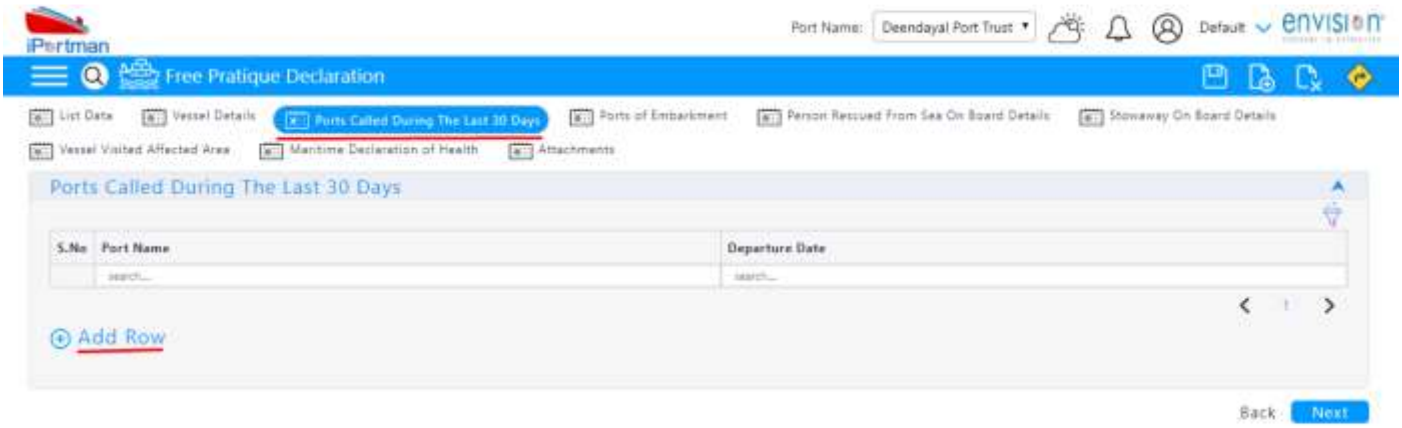


User Interface Image 70-Free Pratique Declaration (Vessel Details) 13.5.1

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

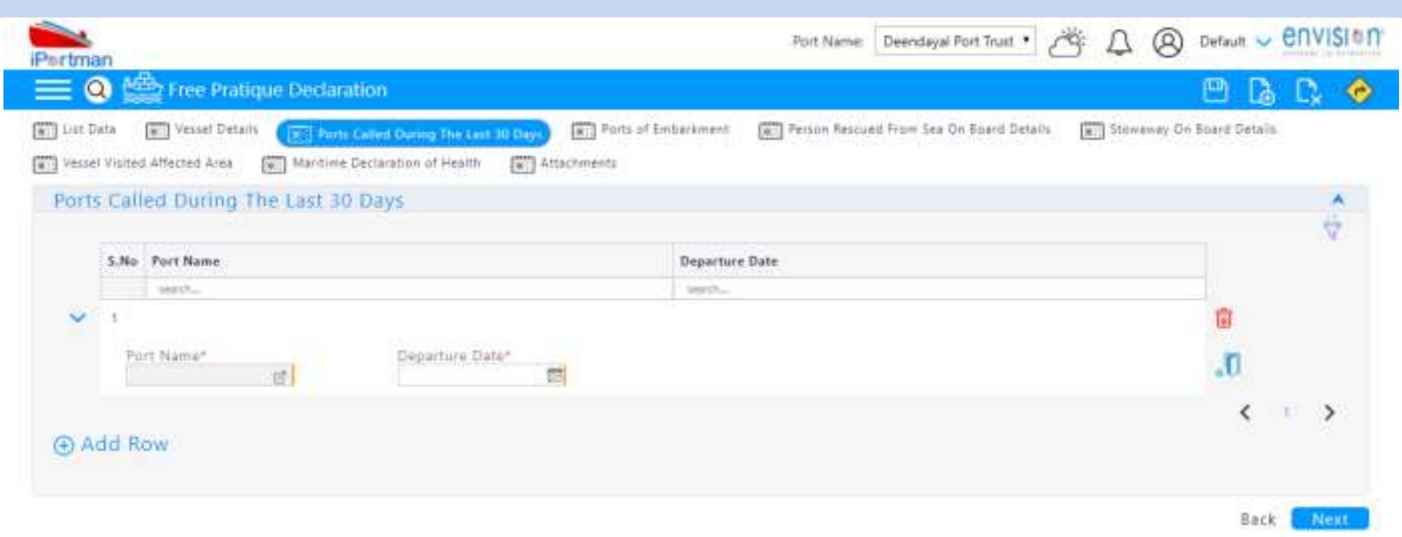
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Ports Called During the Last 30 Days page as below.

Click on ⊕ Add Row to begin with data entry.



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

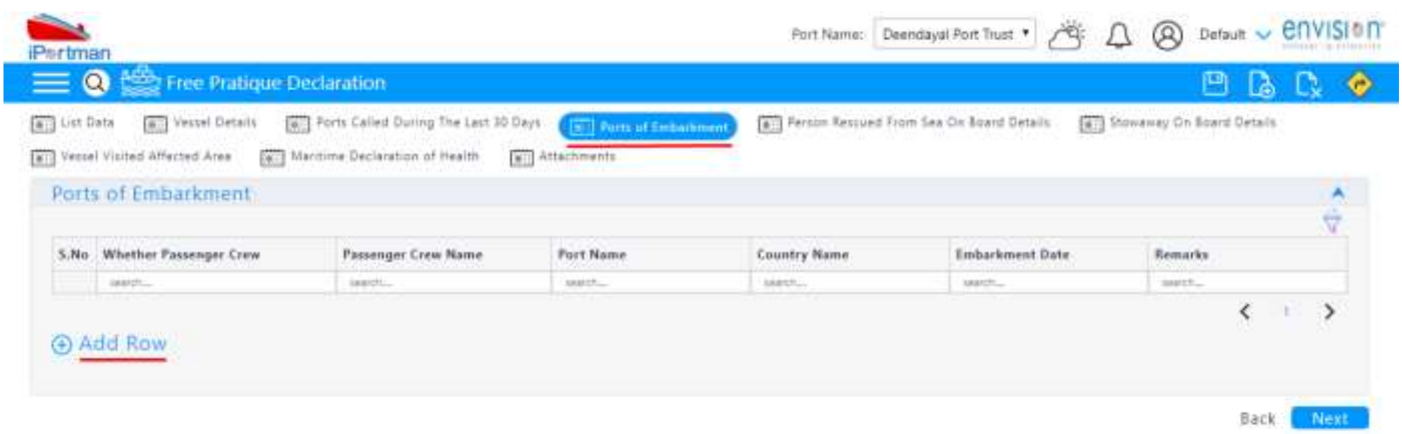
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Ports Called During The Last 30 Days details.



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

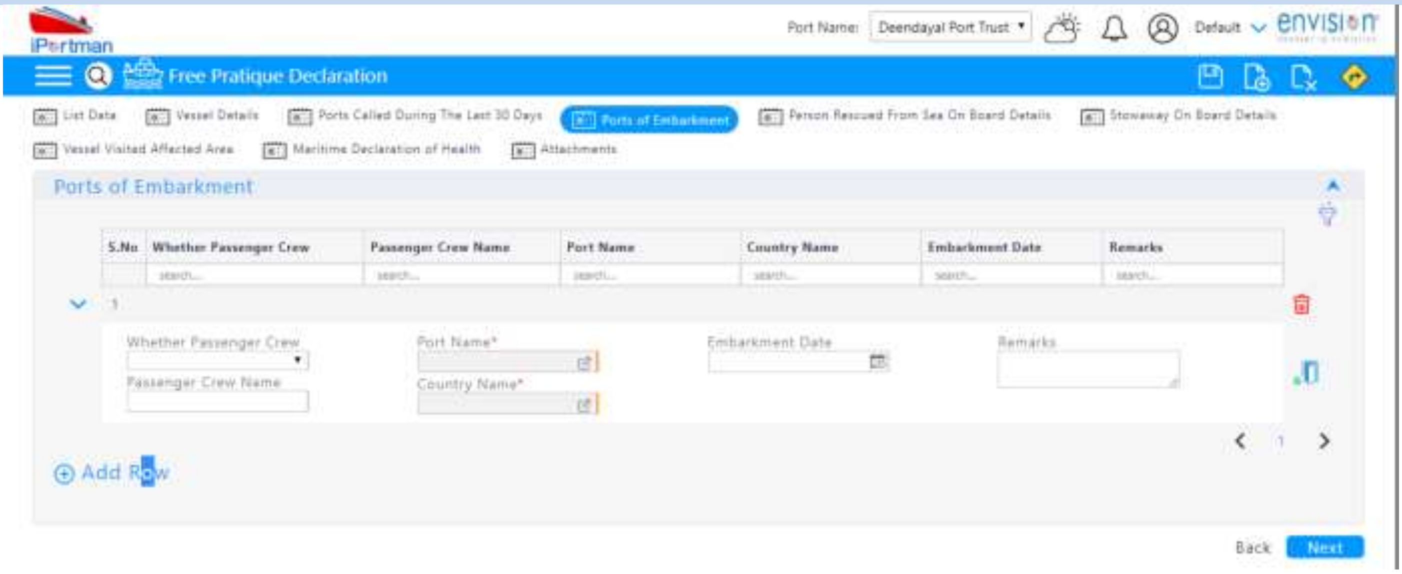
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Ports of Embarkment page as below

Click on ⊕ Add Row to begin with data entry



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

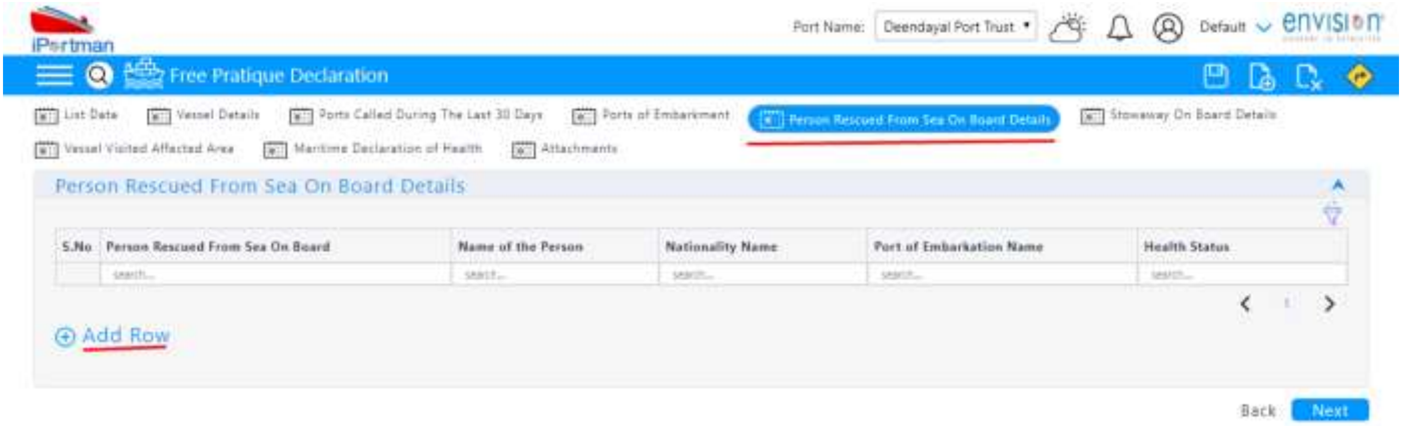
Step 6: Once ⊕ Add Row is selected following fields will be enabled to enter Ports of Embarkment details.



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

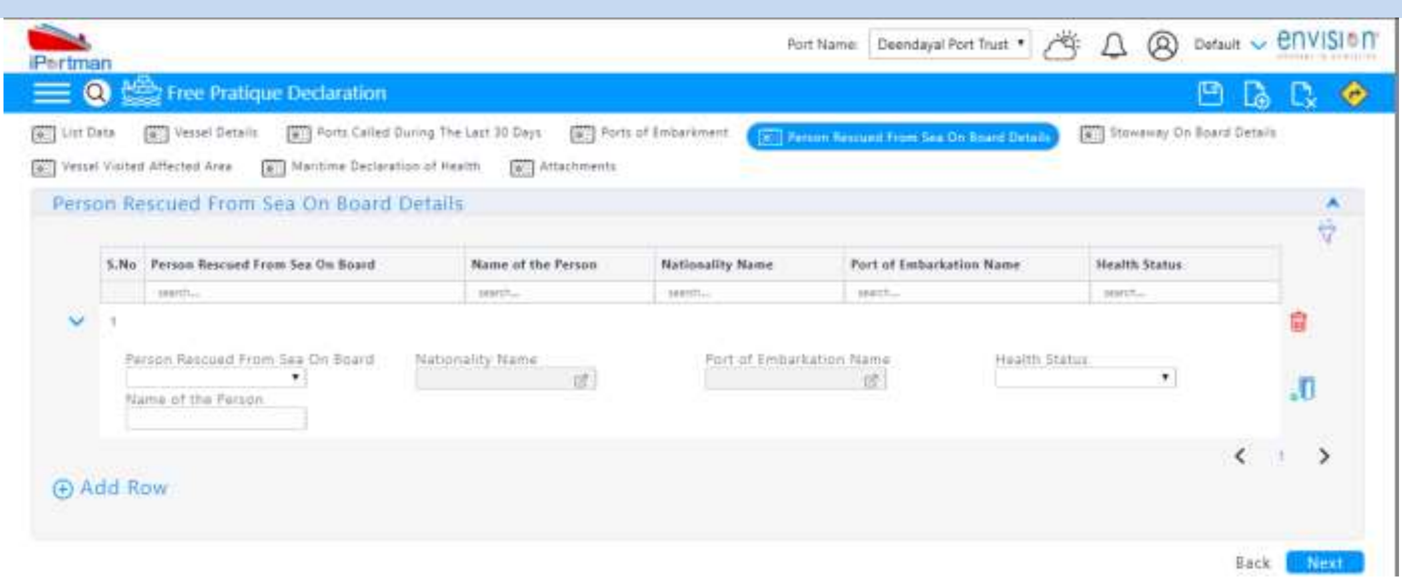
Step 7: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Person Rescued from Sea On Board Details page as below

Click on ⊕ Add Row to begin with data entry.



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

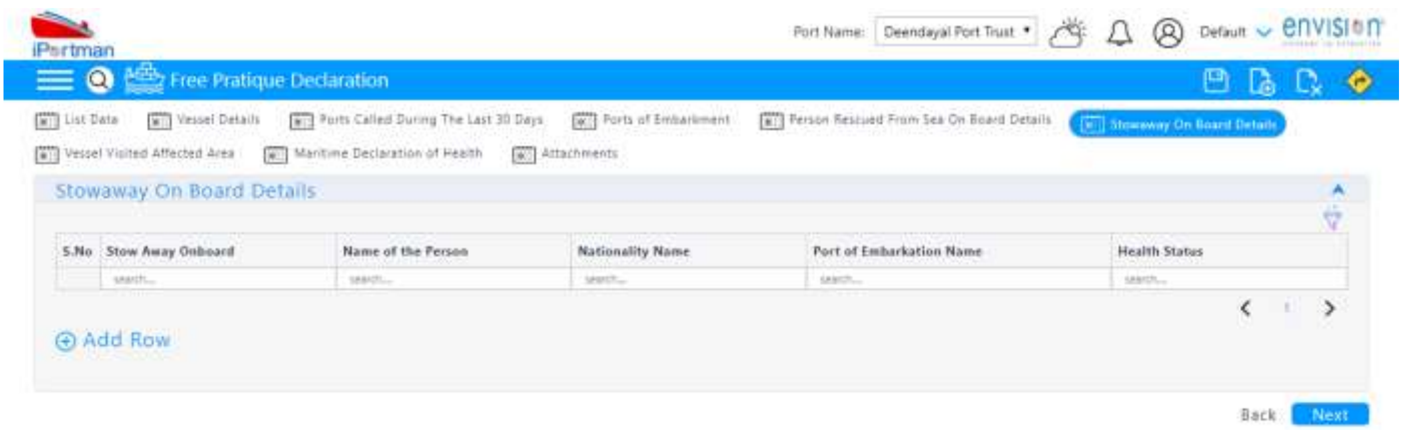
Step 8: Once ⊕ Add Row is selected following fields will be enabled to enter Person Rescued from Sea On Board Details.



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

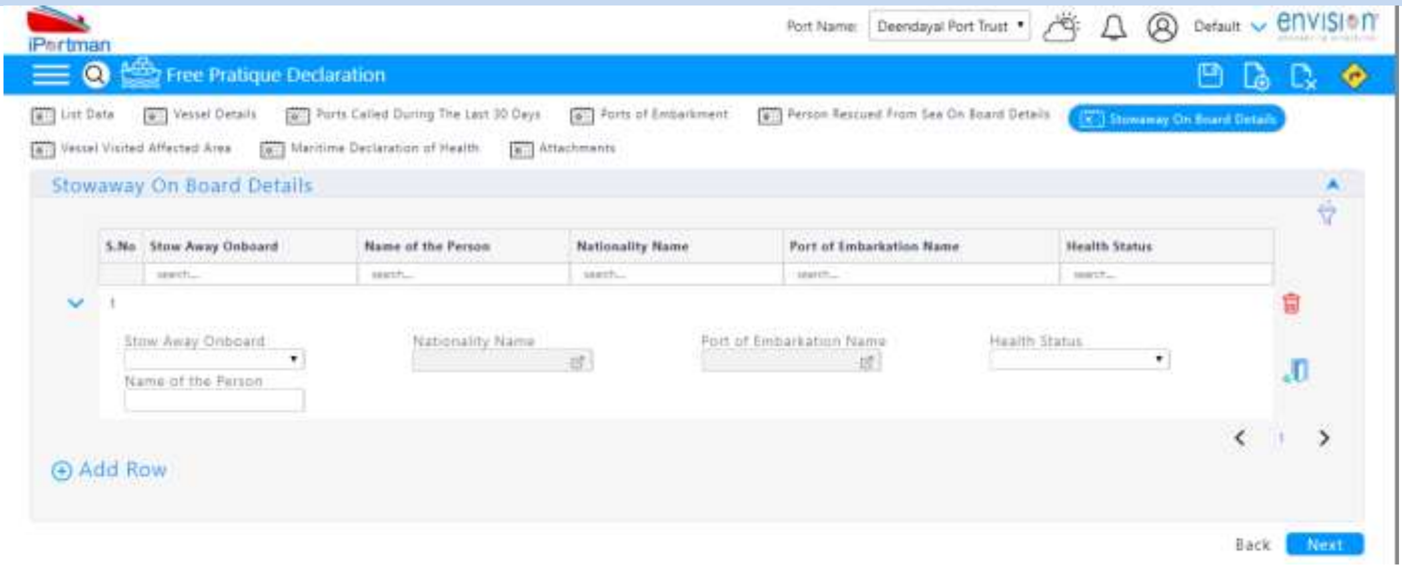
Step 9: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Stowaway On Board Details page as below

Click on ⊕ Add Row to begin with data entry.



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

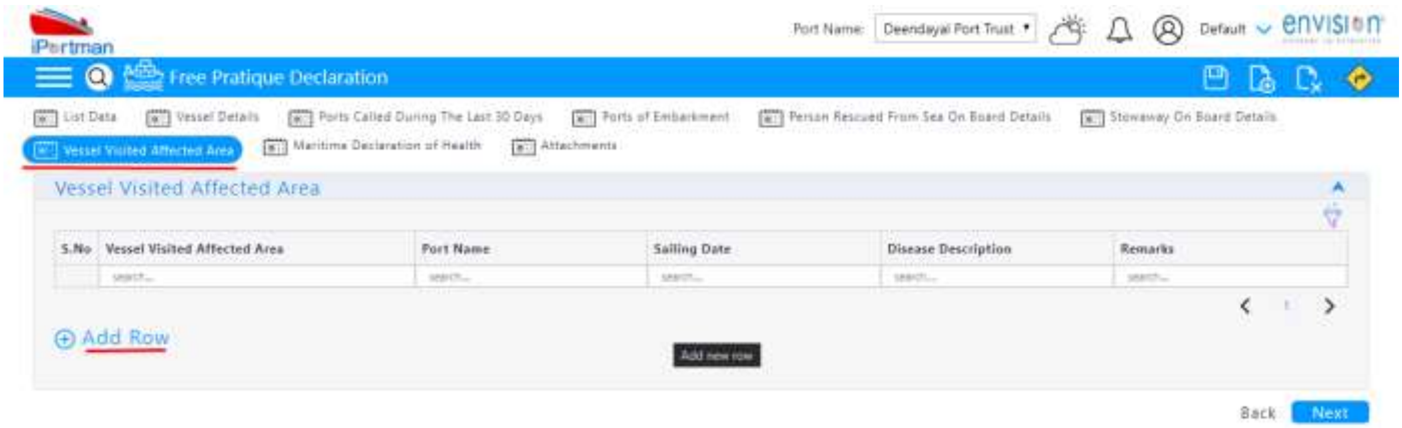
Step 10: Once ⊕ Add Row is selected following fields will be enabled to enter Stowaway On Board Details.



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

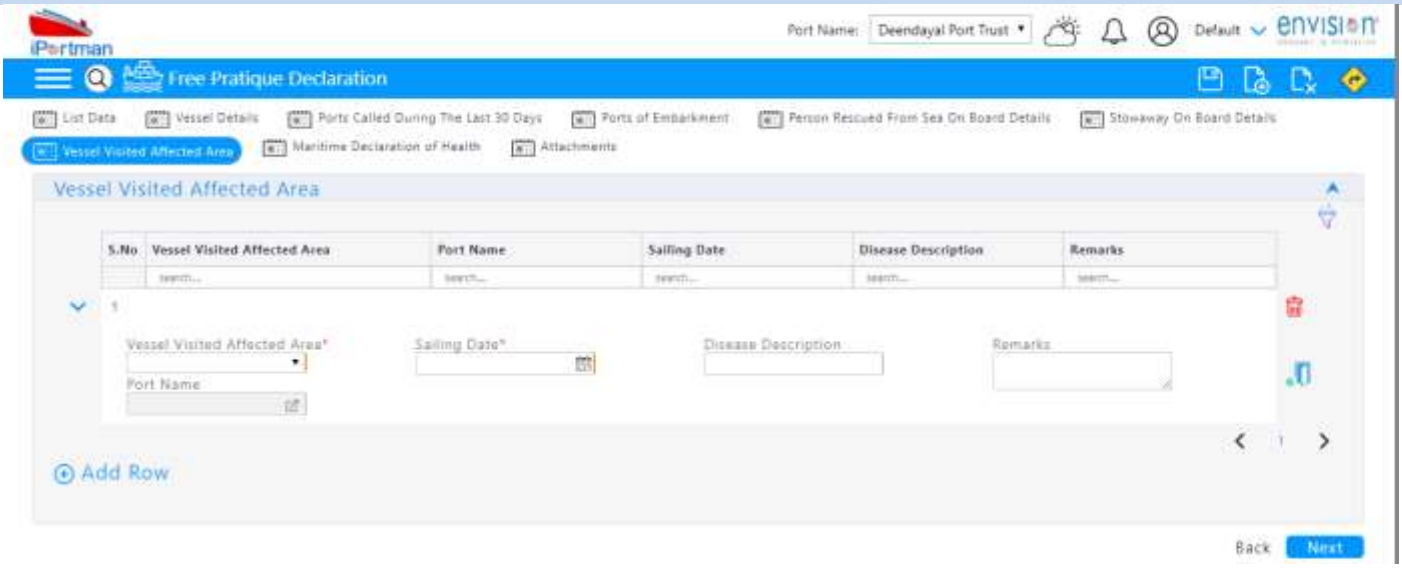
Step 11: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Vessel Visited Affected Area page as below

Click on ⊕ Add Row to begin with data entry.



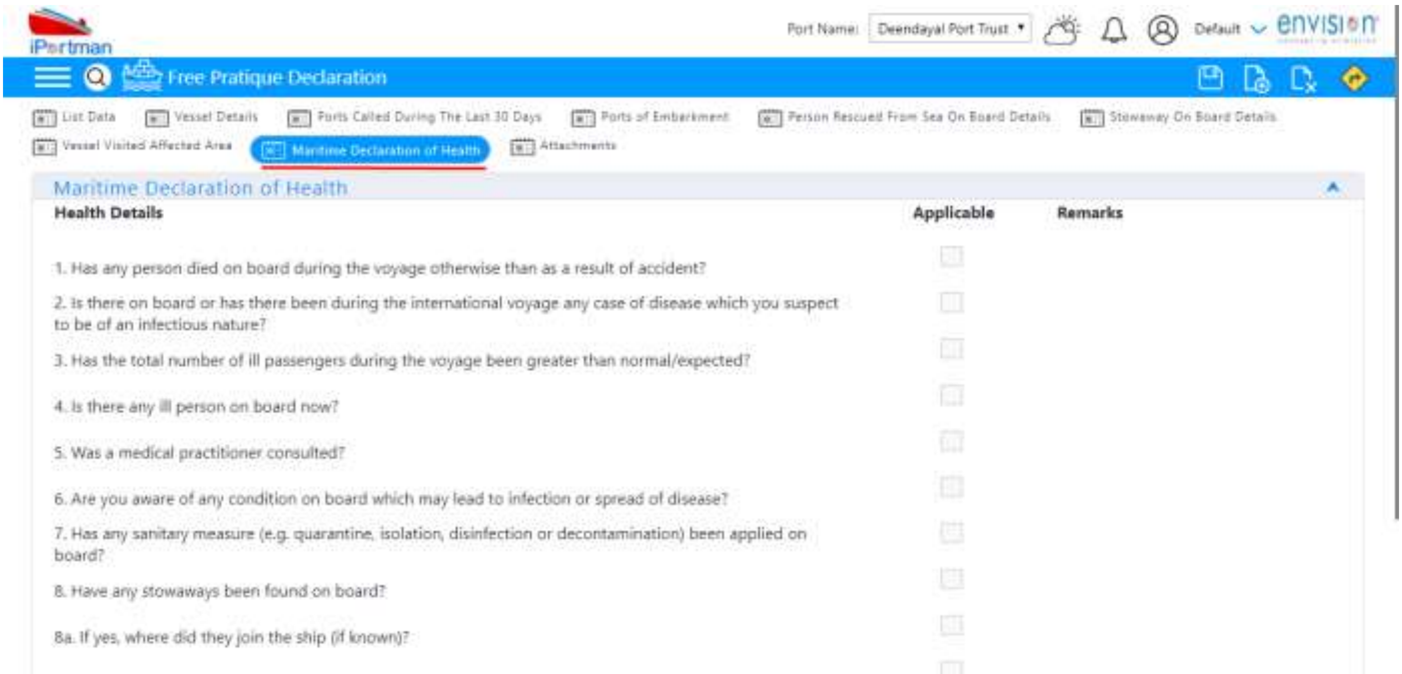
User Interface Image 79-Free Pratique Declaration (Vessel Visited Affected Areas) 13.5.10

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

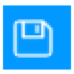


User Interface Image 80-Free Pratique Declaration (Vessel Visited Affected Areas Fields) 13.5.11

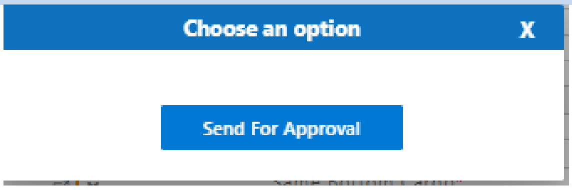
Step 13: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Maritime Declaration of Health page as below



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

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

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



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 List Data

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**

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

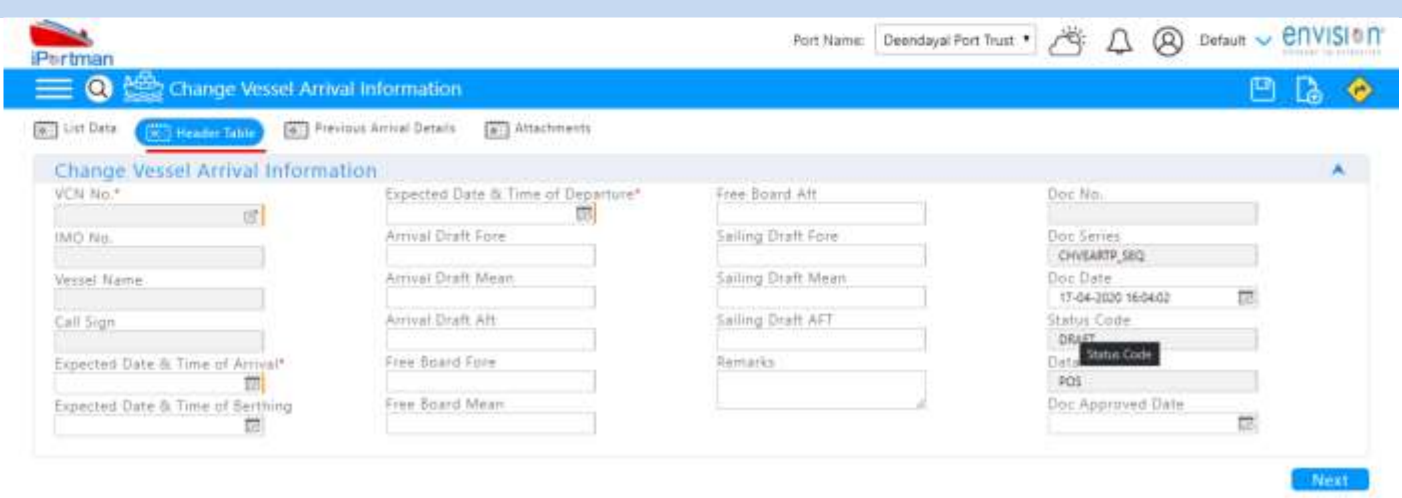
14.4. Prerequisites – Masters

1. Reason

14.5. Screenshot

Following are Screenshots from Change Vessel Arrival Information

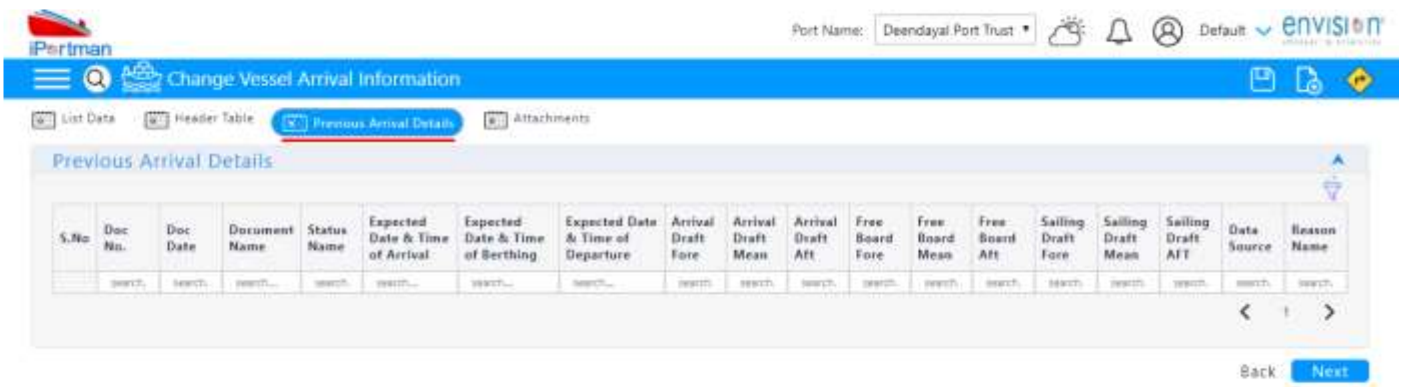
Step 1- Click on Add new button. We will redirect to screen like below.



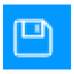
User Interface Image 82- Change Vessel Arrival Information (Header Table) 14.5.1

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

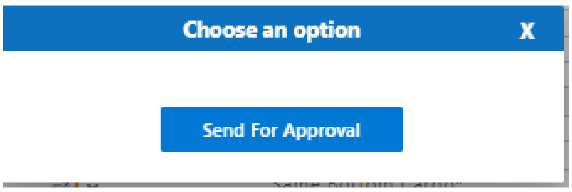


User Interface Image 83- Change Vessel Arrival Information (Previous Arrival Details) 14.5.2

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

Once saved **Record saved** message appears.

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



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

Step 7: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from 

14.6. Field information

15. Business Function Name: Agency Change

15.1. Definition:

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

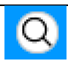
15.2. SRS Reference

Agency Change- POS-MAR-009

15.3. Navigation

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

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

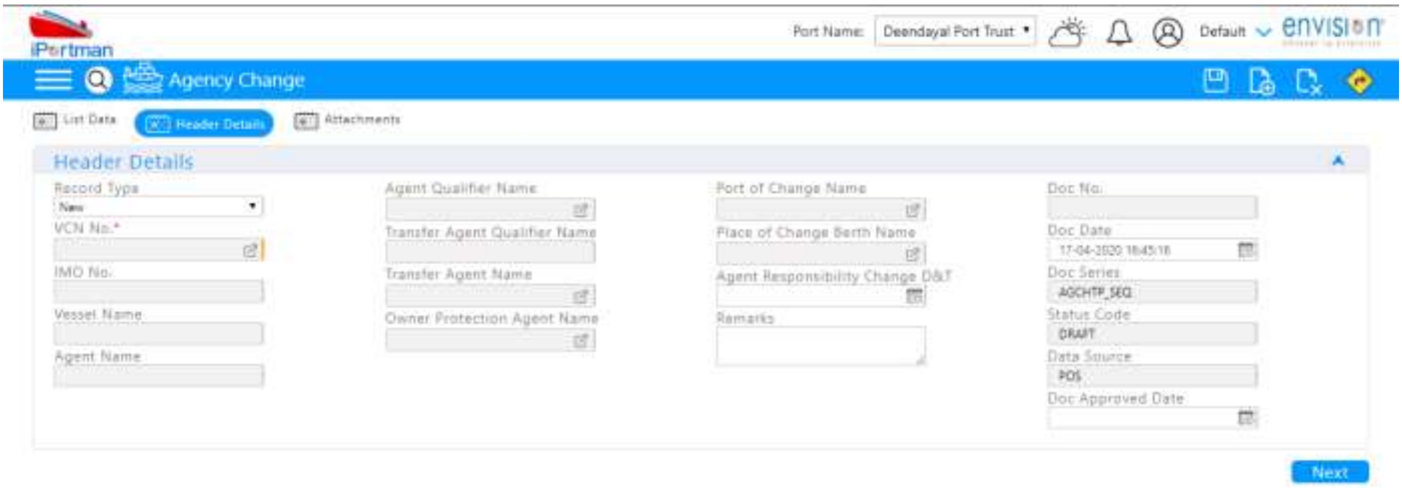
15.4. Prerequisites – Masters

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

15.5. Screenshot

Following Screenshots are from Agency Change.

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

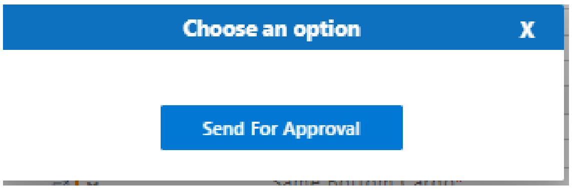


User Interface Image 84-Agency Change (Header Table) 15.5.1

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 **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. **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 **List Data**

Successfully Status changed to APPROVED

15.6. Field information

16. Business Function Name: No Due Certificate Request

16.1. Definition:

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

16.2. SRS Reference

No due Certificate- POS-MAR-010

16.3. Navigation

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

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

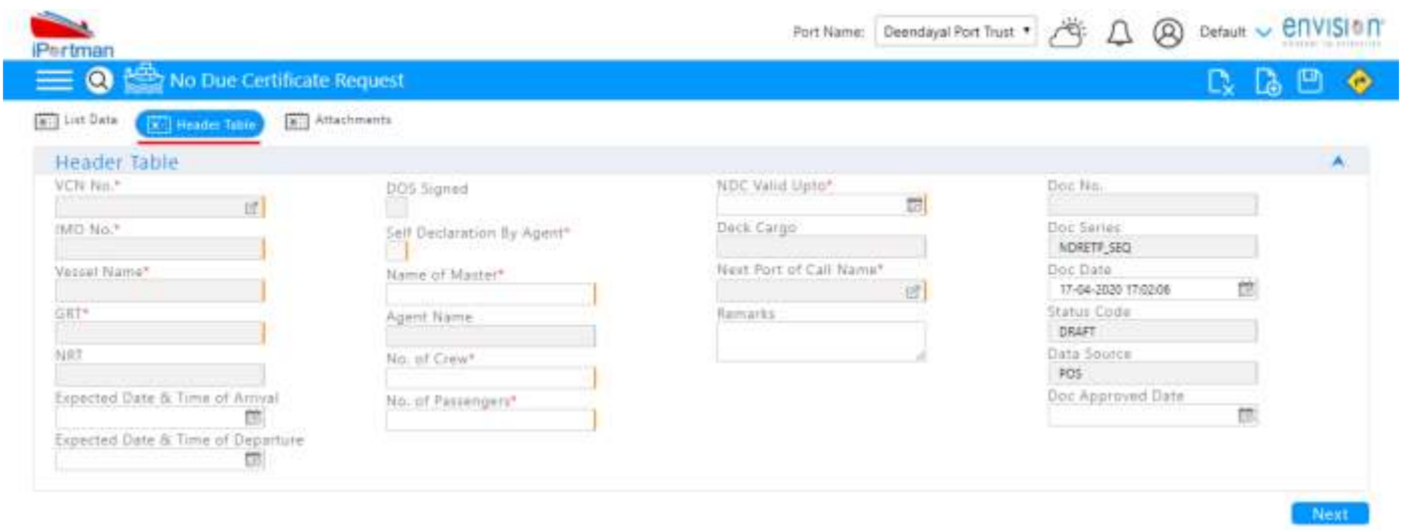
16.4. Prerequisites – Masters

1. Port

16.5. Screenshot

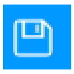
Following Screenshots are from No Due Certificate Request

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



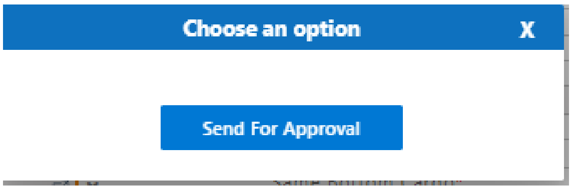
User Interface Image 85-No Due Certificate Request (Header Table) 16.5.1

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.

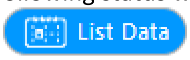
Step 3: After updating the fields click on save Record  from Top Menu Bar to save No Due Certificate Request Form. Once saved 

message appears.

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



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

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

16.6. Field information

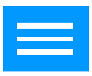
17. Business Function Name: No Due Certificate Recording

17.1. Definition:

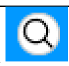
Shipping Agent submits request for availing Port Certificate through Portal or PCS by providing necessary Data and uploading all required Documents. Application will be received in iPortman application for review and approval. Once approved Agent will be able to download/Print No due Certificate from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

17.2. SRS Reference

17.3. Navigation

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

Menu Path	Menu Bar → Marine→ Recording→ No Due Certificate Recording→ Click on **Add New**

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

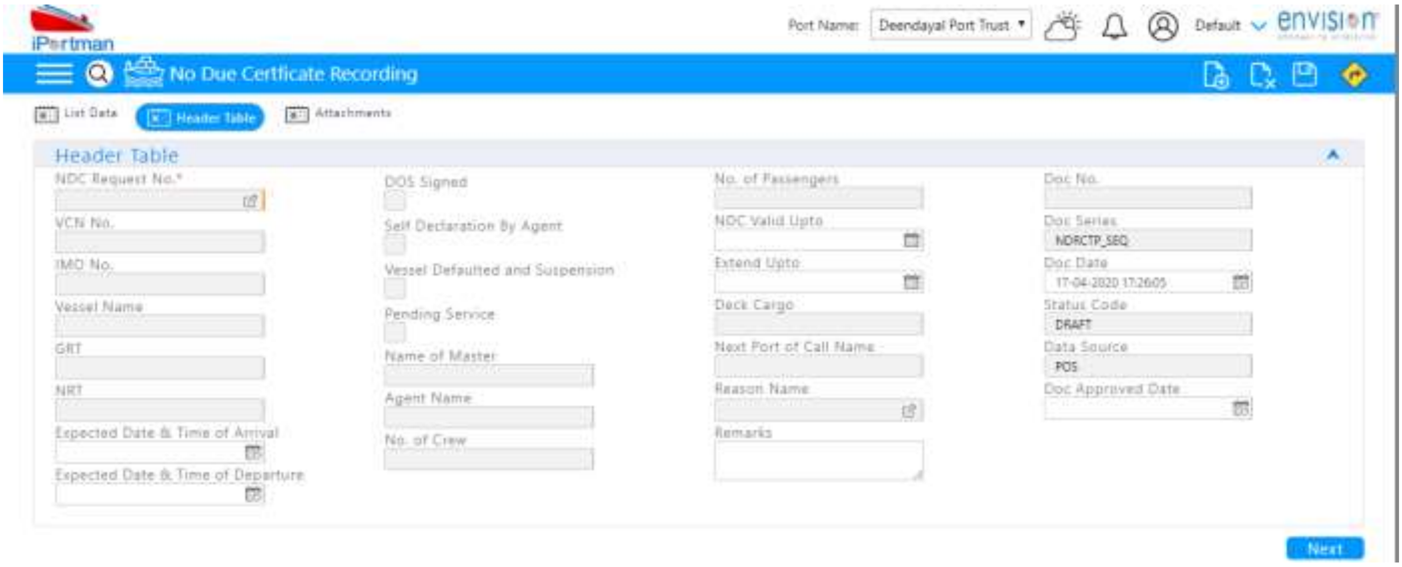
17.4. Prerequisites – Masters

1. Agent
2. Reason

17.5. Screenshot

Following Screenshots are from No Due Certificate Recording

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



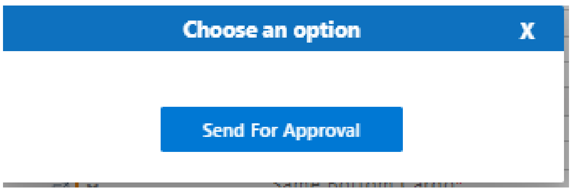
User Interface Image 86-No Due Certificate Recording (Header Table) 17.5.1

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

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

Once saved 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. 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 List Data

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

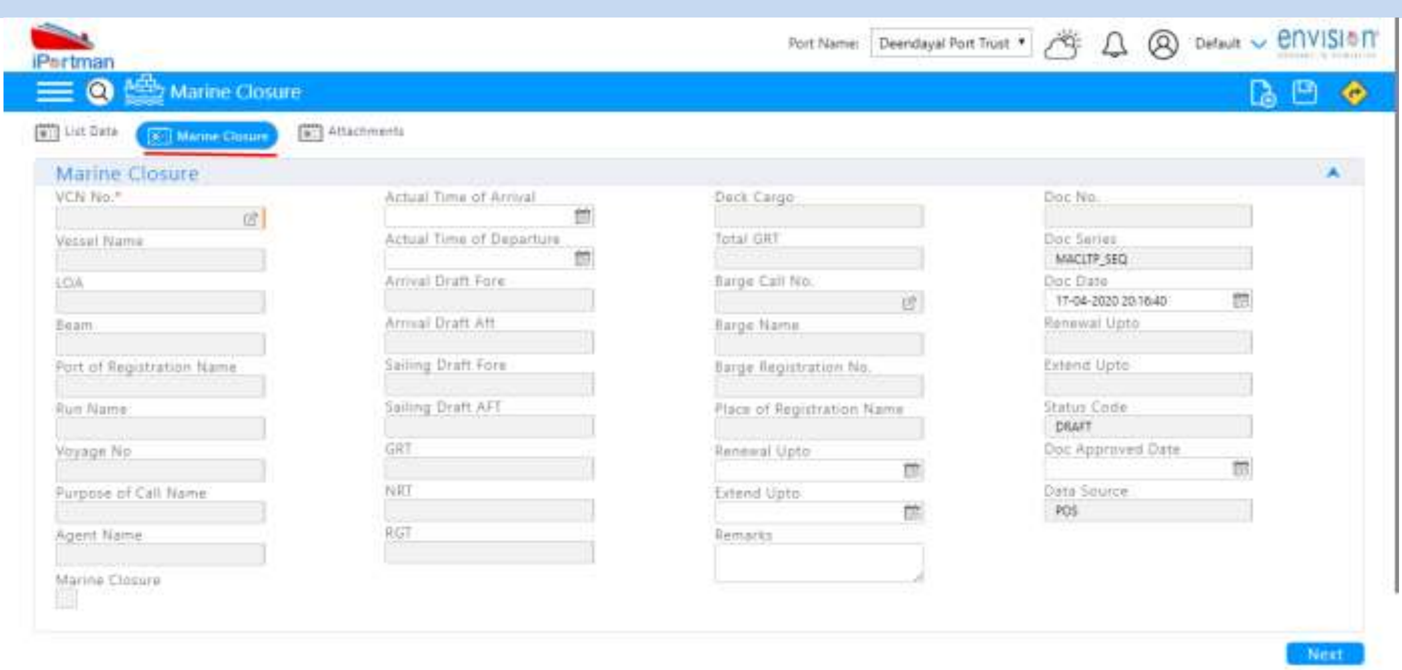
18.4. Prerequisites – Masters

1. Service

18.5. Screenshot

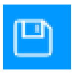
Following Screenshots are from Marine Closure.

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



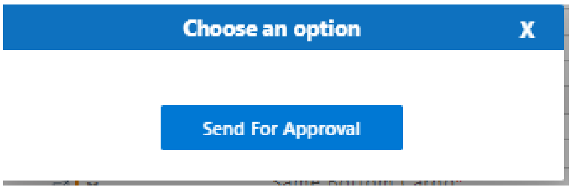
User Interface Image 87-Marine Closure 18.5.1

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

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

message appears.

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



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

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

18.6. Field information

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

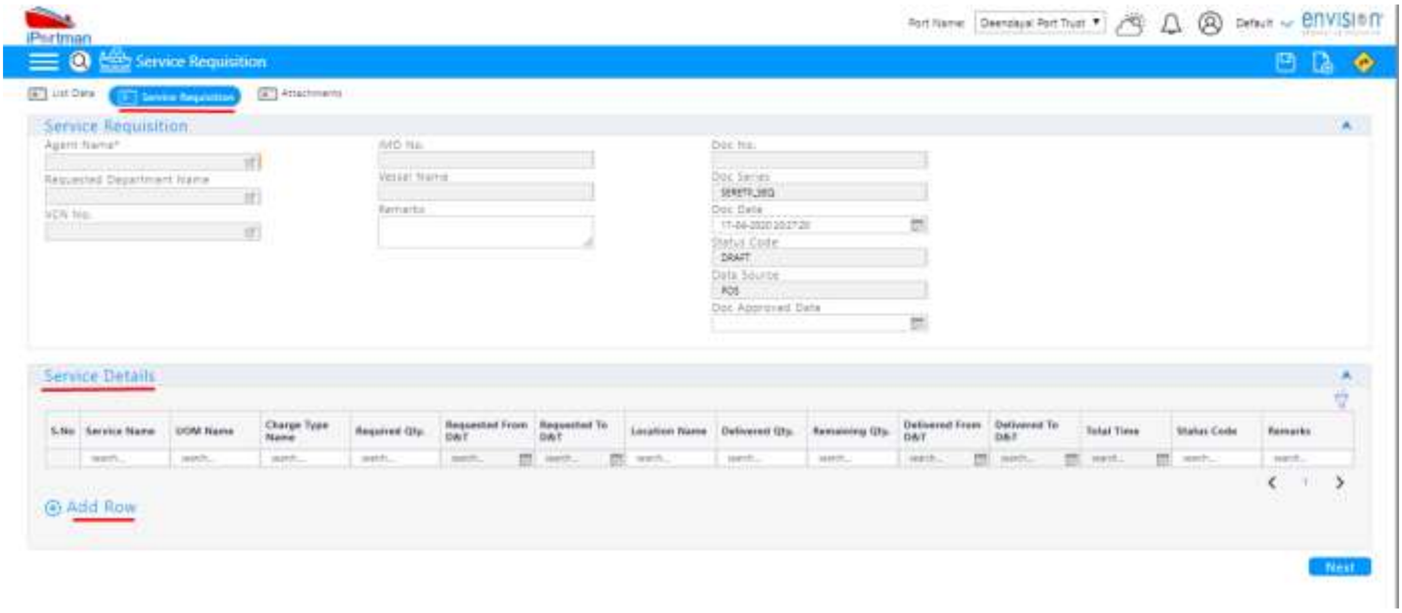
19.4. Prerequisites – Masters

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.

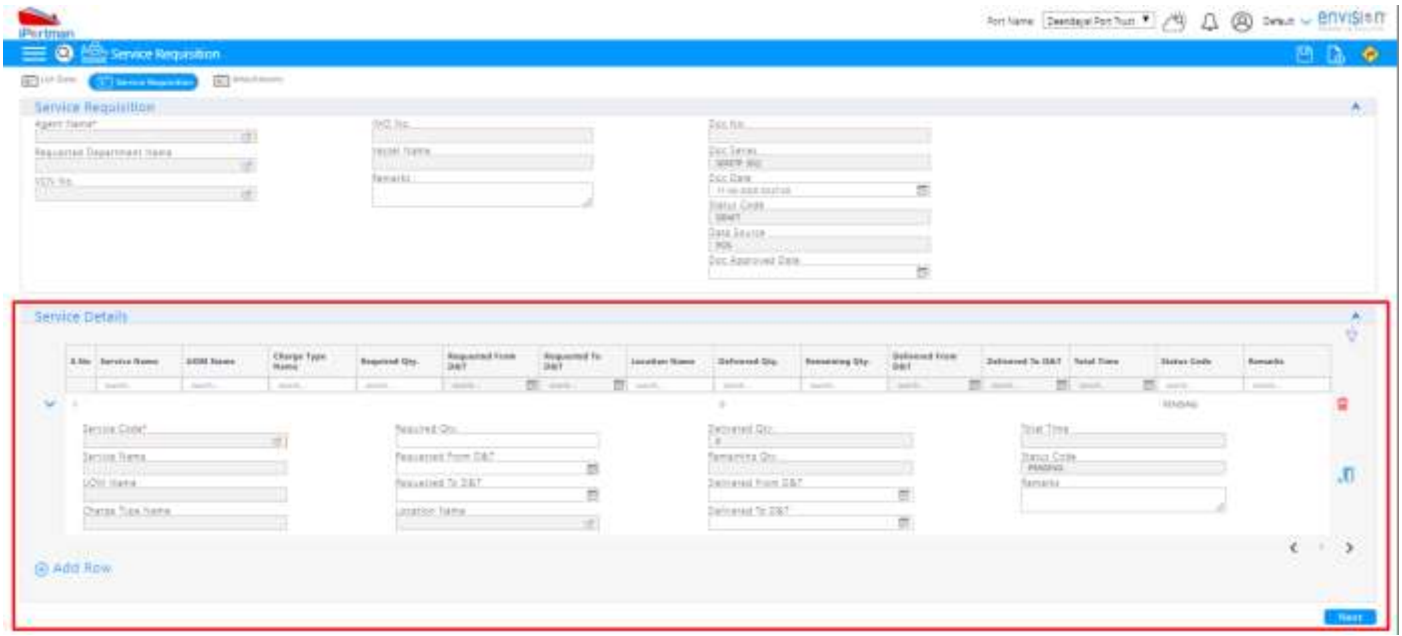


User Interface Image 88-Service Requisition 19.5.1

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

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

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

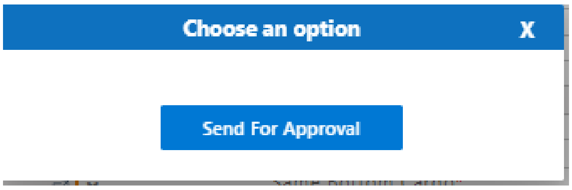


User Interface Image 89-Service Requisition (Service Details) 19.5.2

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

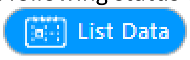
message appears.

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



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

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



19.6. Field information

20. Business Function Name: Service Delivery

20.1. Definition:

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

20.2. SRS Reference

20.3. Navigation

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

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

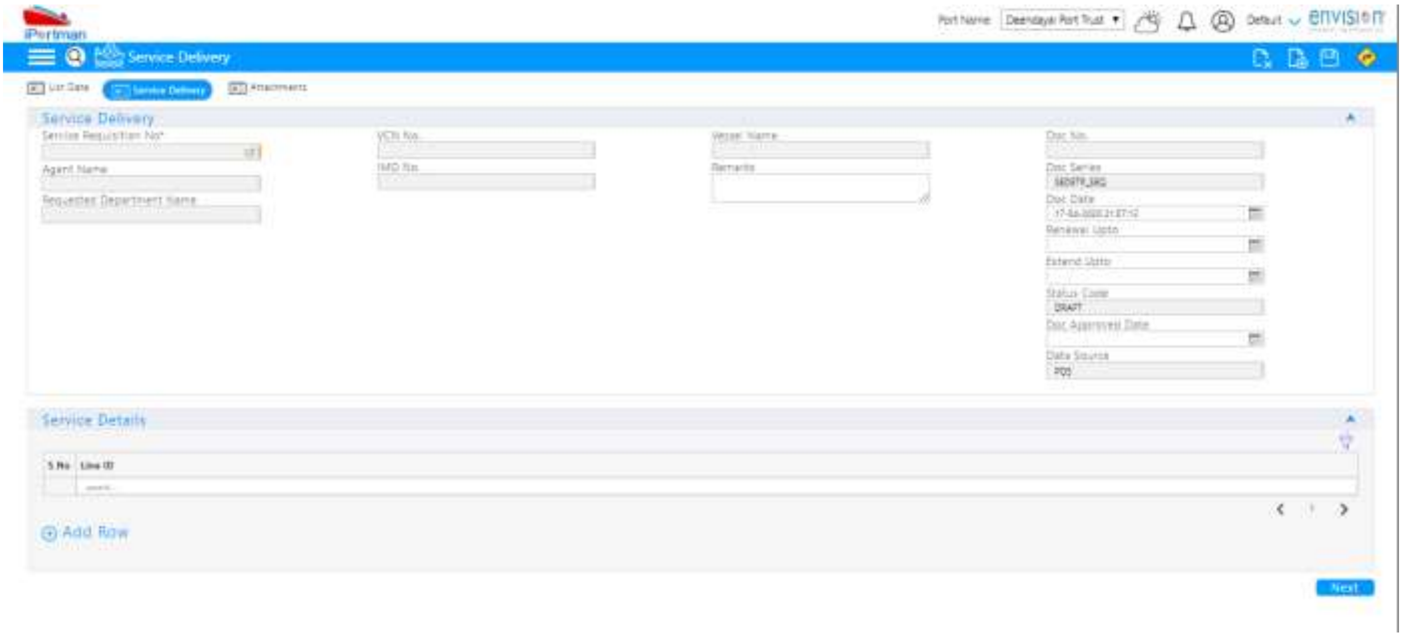
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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.

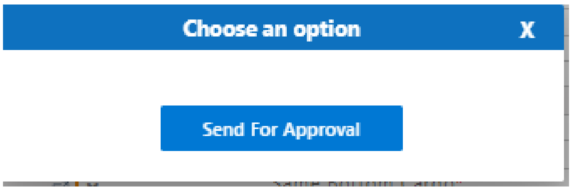


User Interface Image 90-Service Delivery 20.5.1

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 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. 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 List Data

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

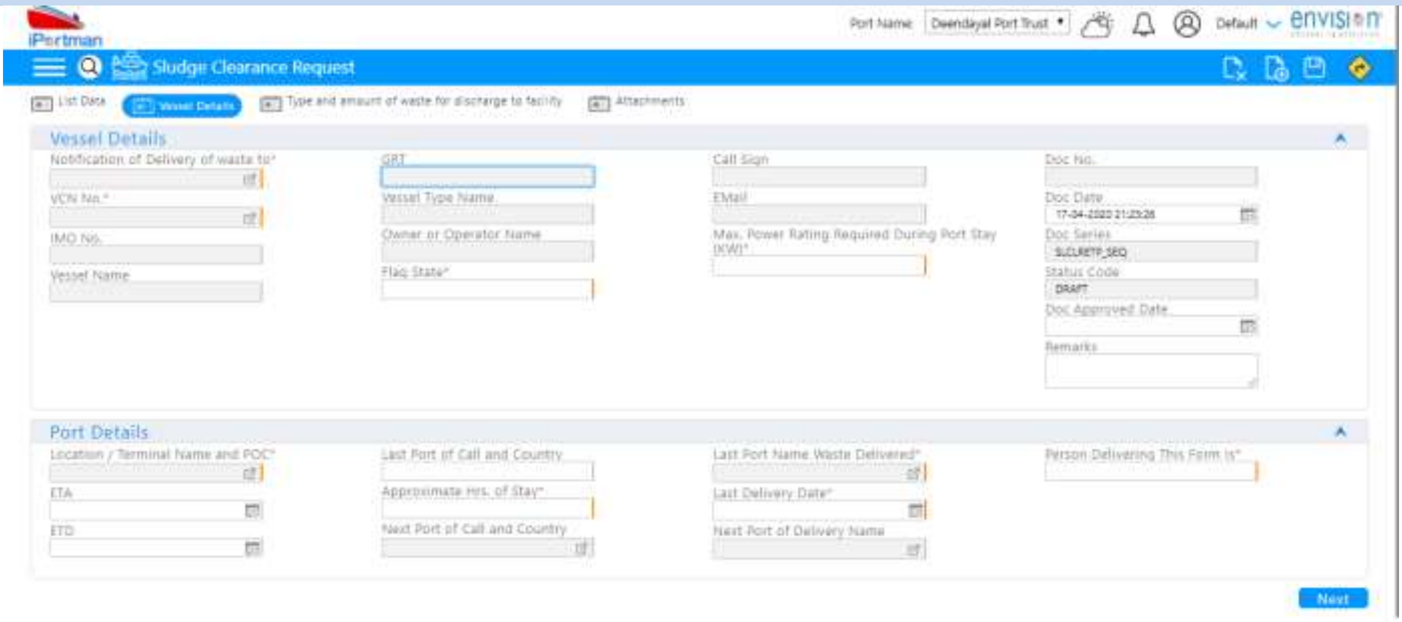
21.4. Prerequisites – Masters

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.

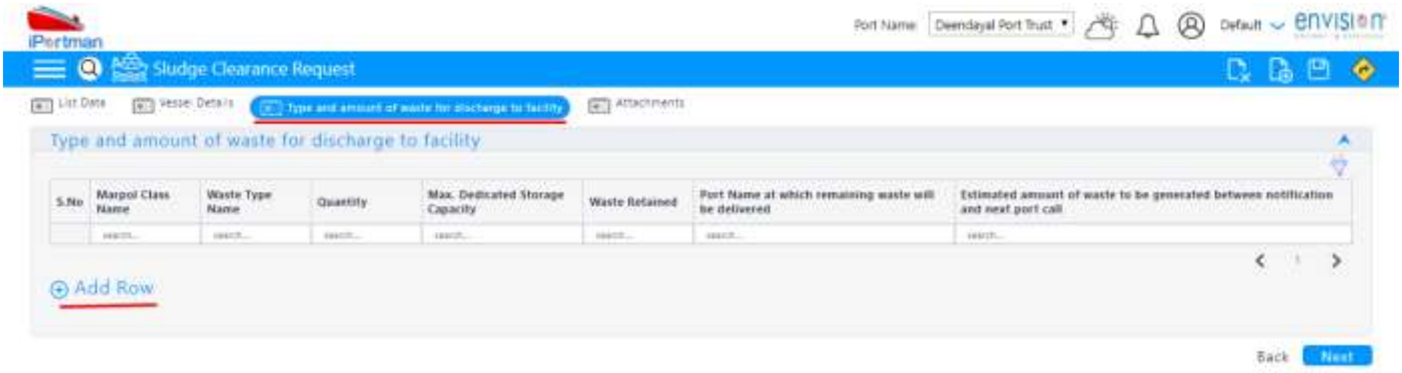


User Interface Image 91-Sludge Clearance Request 21.5.1

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

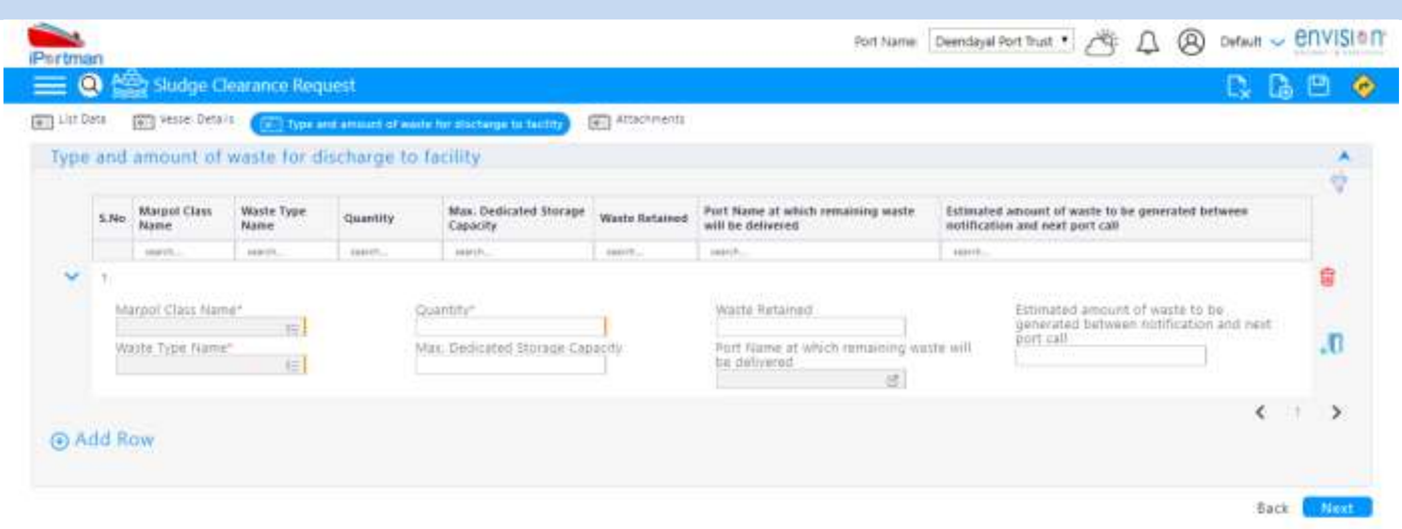
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Type and Amount of Waste For Discharge to Facility page as below.

Click on ⊕ Add Row to begin with data entry.



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

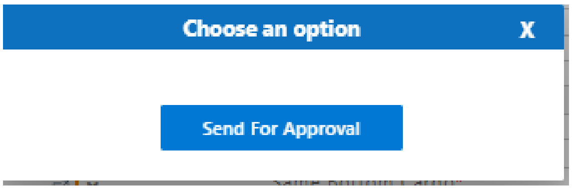
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Type and Amount of Waste For Discharge to Facility details.



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

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

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

21.6. Field information

22. Business Function Name: Sludge Clearance Recording

22.1. Definition:

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

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

22.3. Navigation

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

Menu Path	Menu Bar → Marine→ Recordings→ Sludge Clearance Recoridng→ Click on **Add New**

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

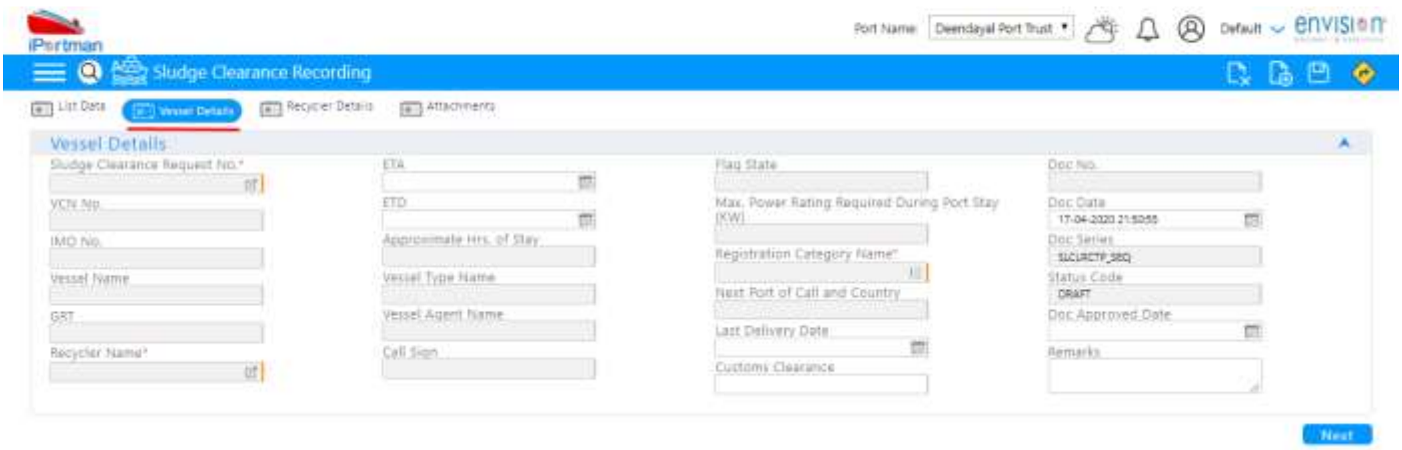
22.4. Prerequisites – Masters

1. Agent

22.5. Screenshot

Following Screenshots are from Sludge Clearance Recording.

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

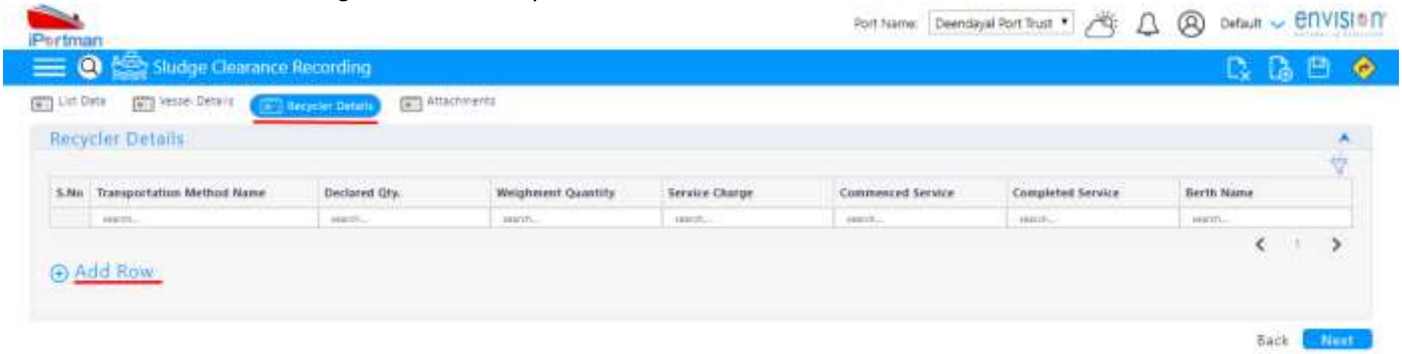


User Interface Image 94- Sludge Clearance Recording (Vessel Details) 22.5.1

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

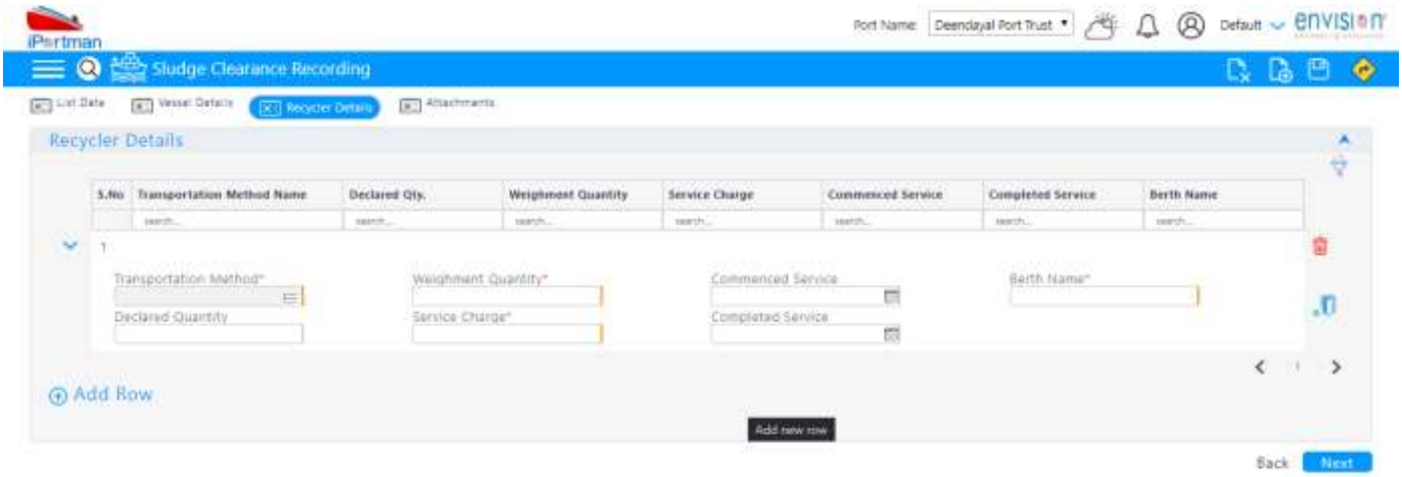
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Recycler Details page as below

Click on ⊕ Add Row to begin with data entry.

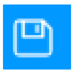


User Interface Image 95- Sludge Clearance Recording (Recycler Details) 22.5.2

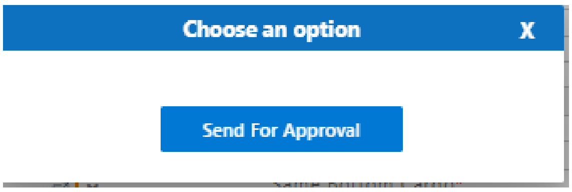
Step 4: Once ⊕ Add Row is selected following fields will be enabled to enter Recycler Details.



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

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

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

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

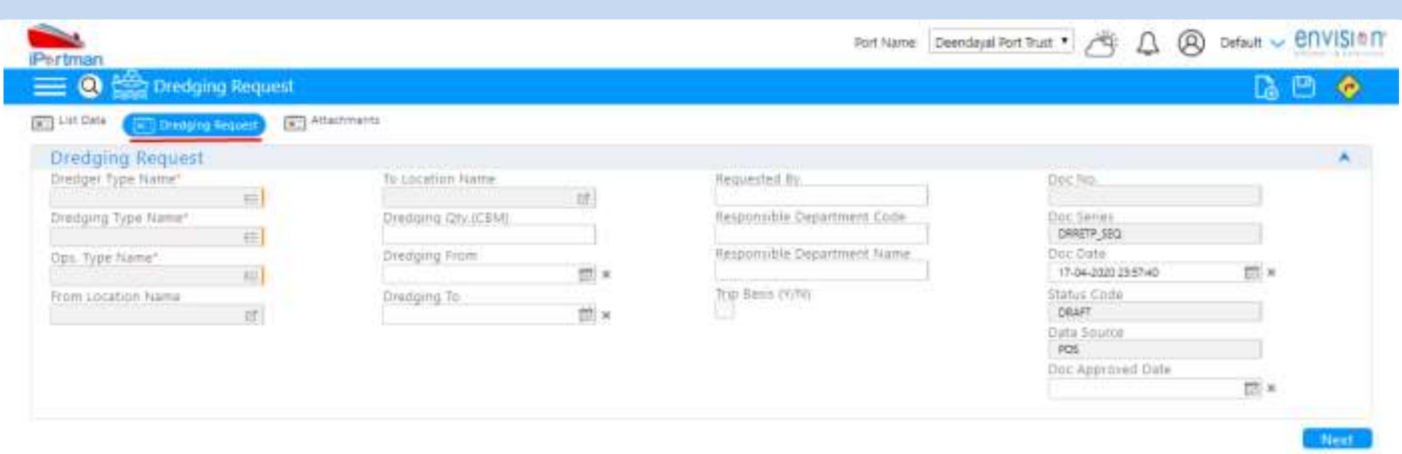
23.4. Prerequisites – Masters

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

23.5. Screenshot

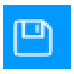
Following are the Screenshots from Dredging Request.

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



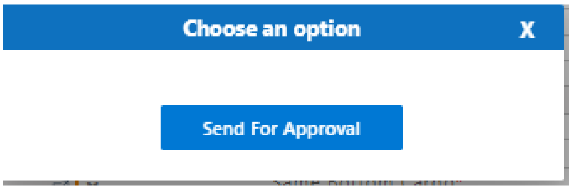
User Interface Image 97-Dredging Request 23.5.1

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

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

message appears.

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



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

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

23.6. Field information

24. Business Function Name: Dredging Recording

24.1. Definition:

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

24.2. SRS Reference

24.3. Navigation

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

Menu Path	Menu Bar → Marine→ Recordings→ Dredging Recording→ Click on **Add New**

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

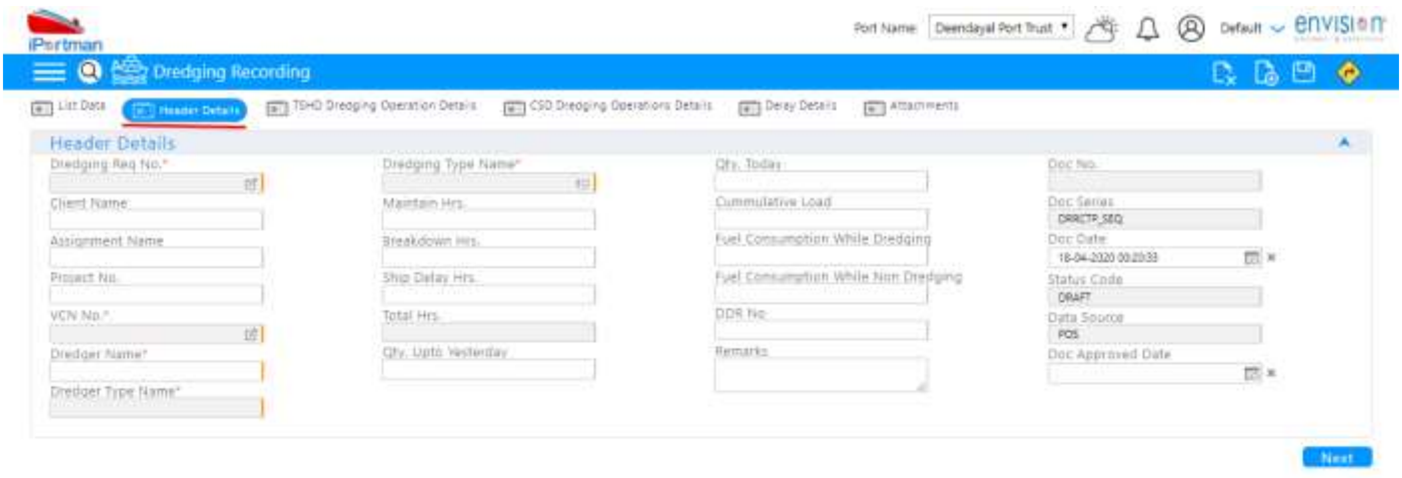
24.4. Prerequisites – Masters

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.

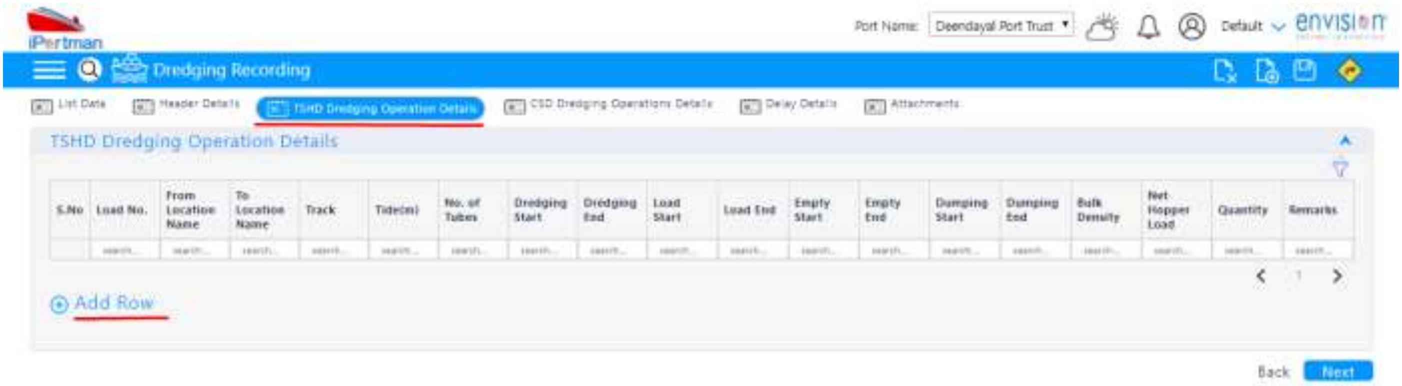


User Interface Image 98-Dredging Recording 24.5.1

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.

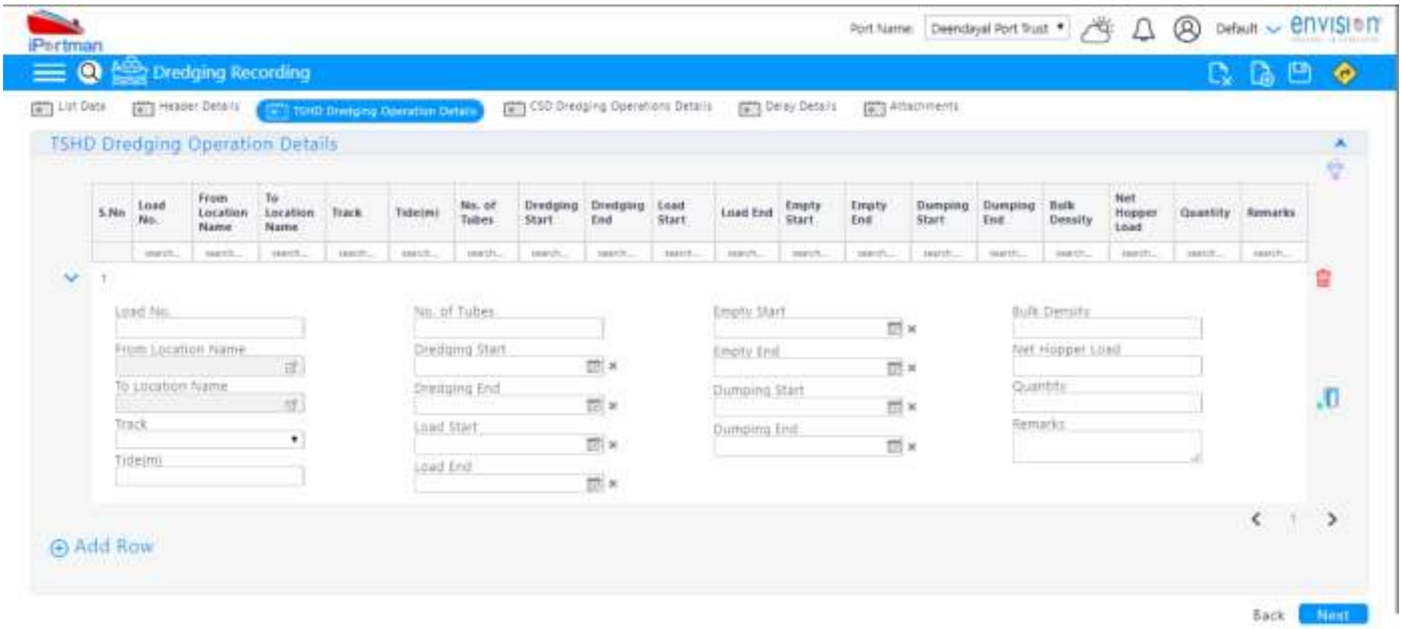
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to TSHD Dredging Operation Details page as below

Click on ⊕ Add Row to begin with data entry.



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

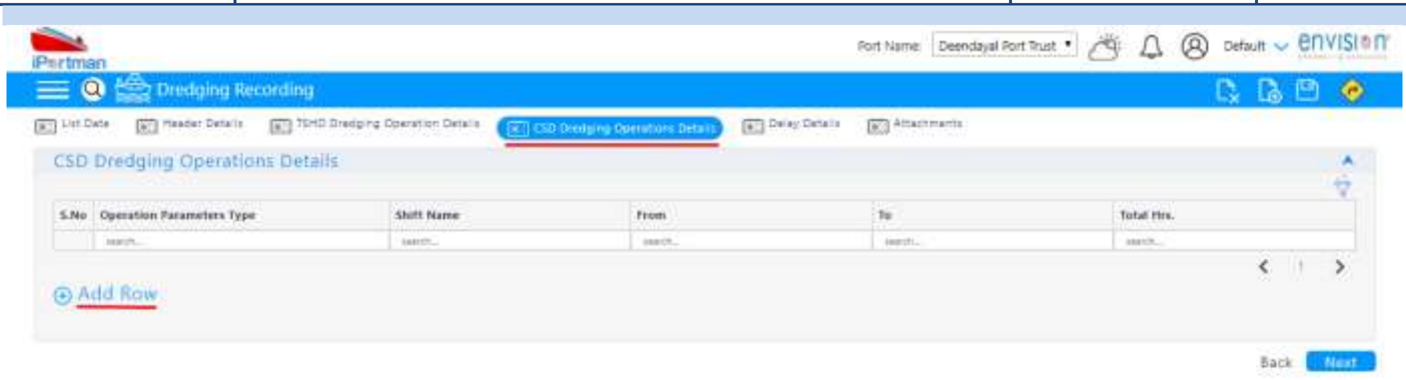
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter TSHD Dredging Operation Details.



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

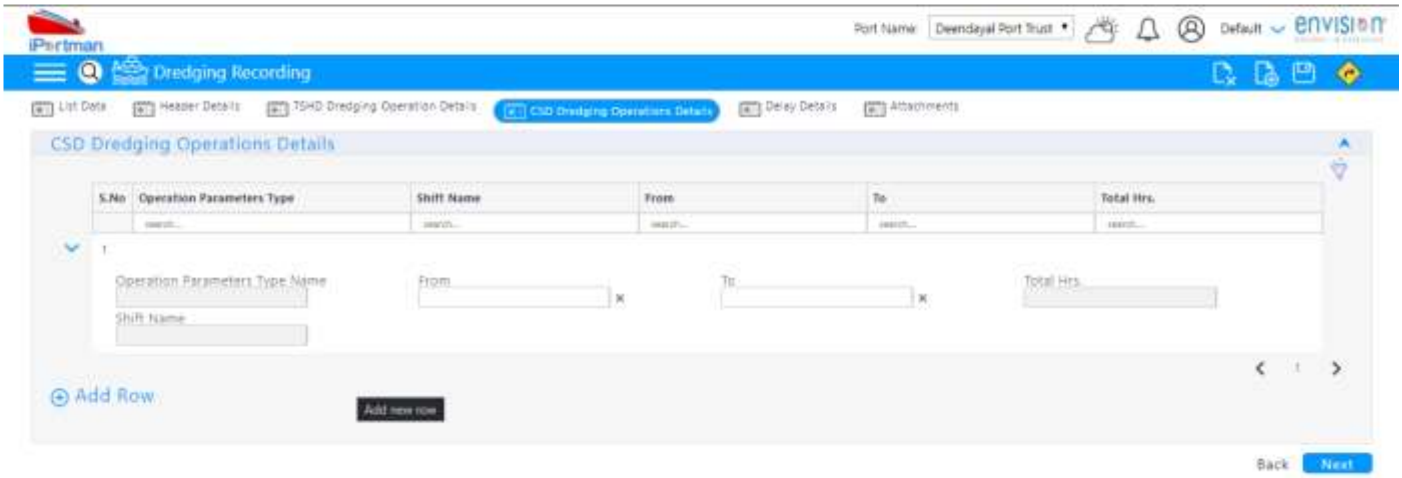
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to CSD Dredging Operation Details page as below

Click on ⊕ Add Row to begin with data entry



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

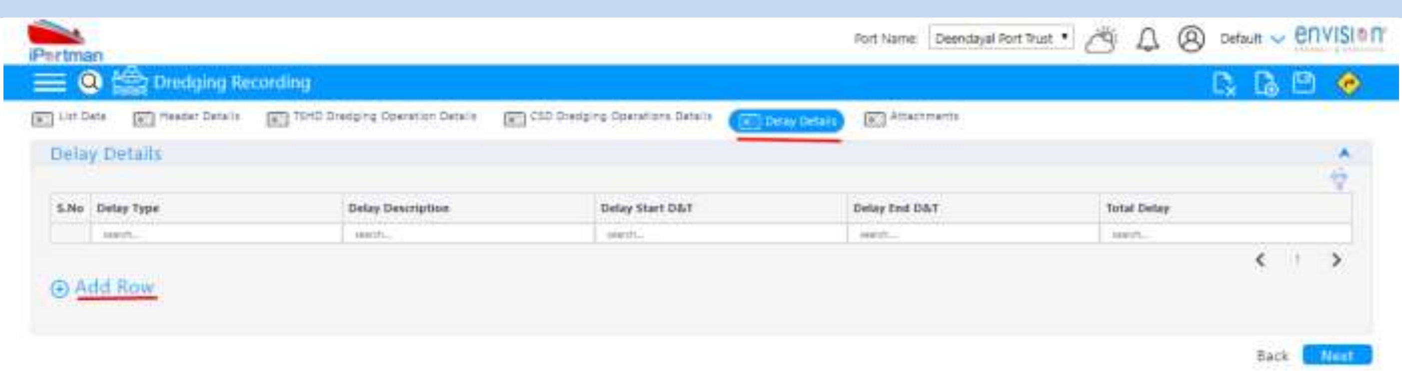
Step 6: Once Add Row is selected following fields will be enabled to enter Hatch details.



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

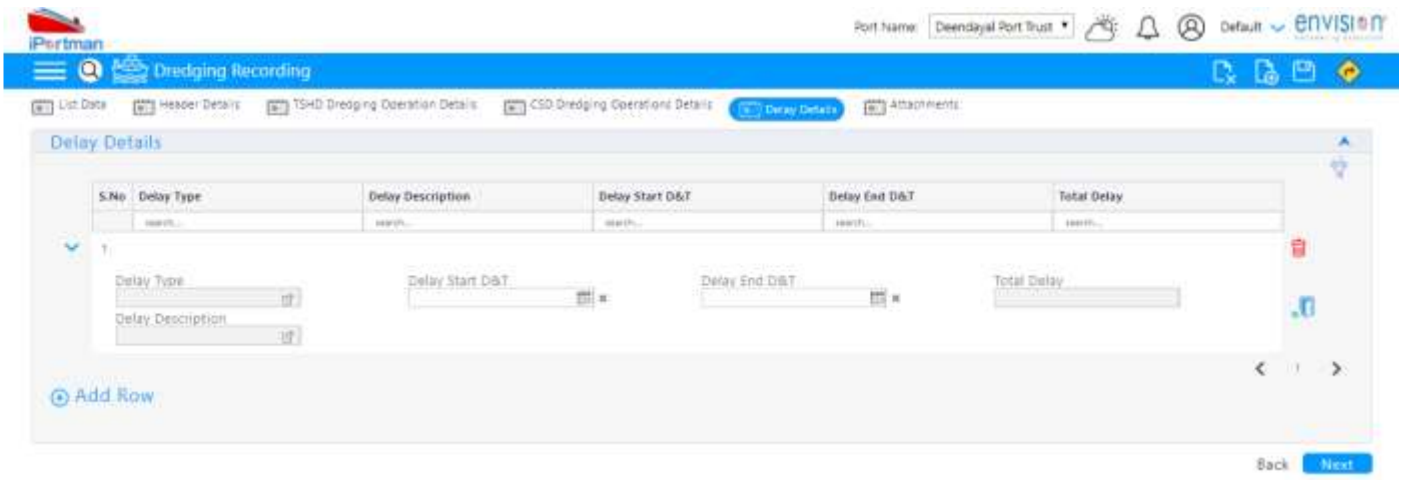
Step 7: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Delay Details page as below

Click on Add Row to begin with data entry

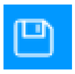


User Interface Image 103-Dredging Recording (Delay Details) 24.5.6

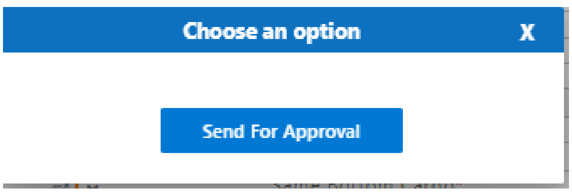
Step 8: Once ⊕ Add Row is selected following fields will be enabled to enter Delay details.



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

Step 9: After updating the fields click on save Record  from Top Menu Bar to save Dredging Recording Form. Once saved ✔ Record 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. 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 List Data

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

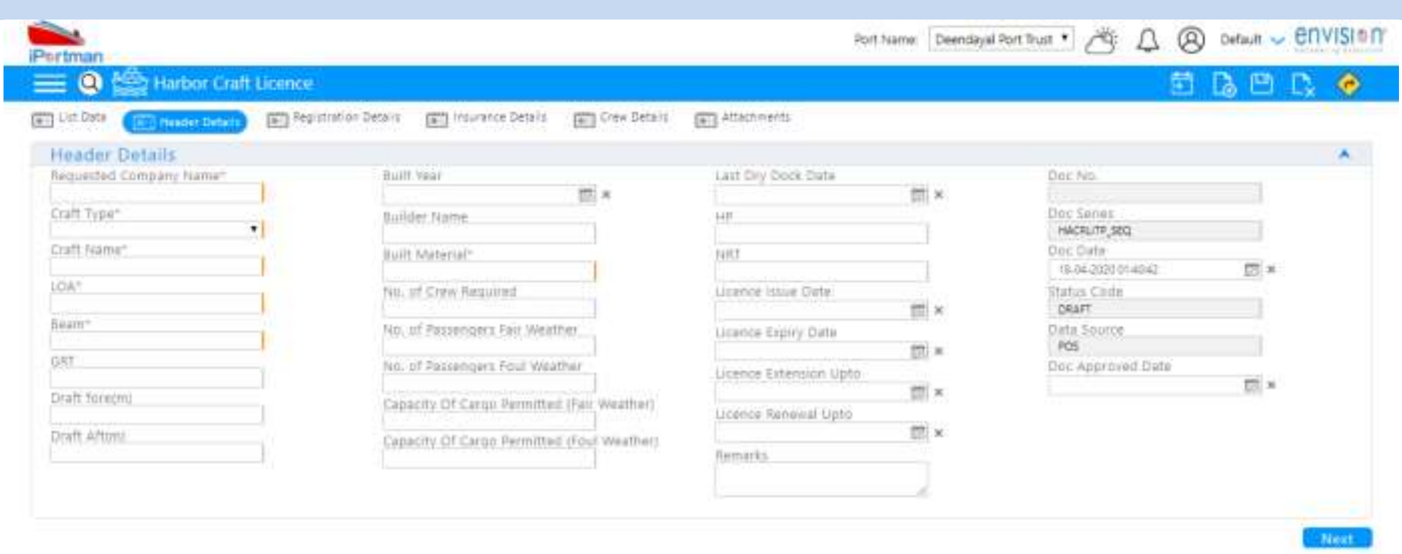
25.4. Prerequisites – Masters

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.



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

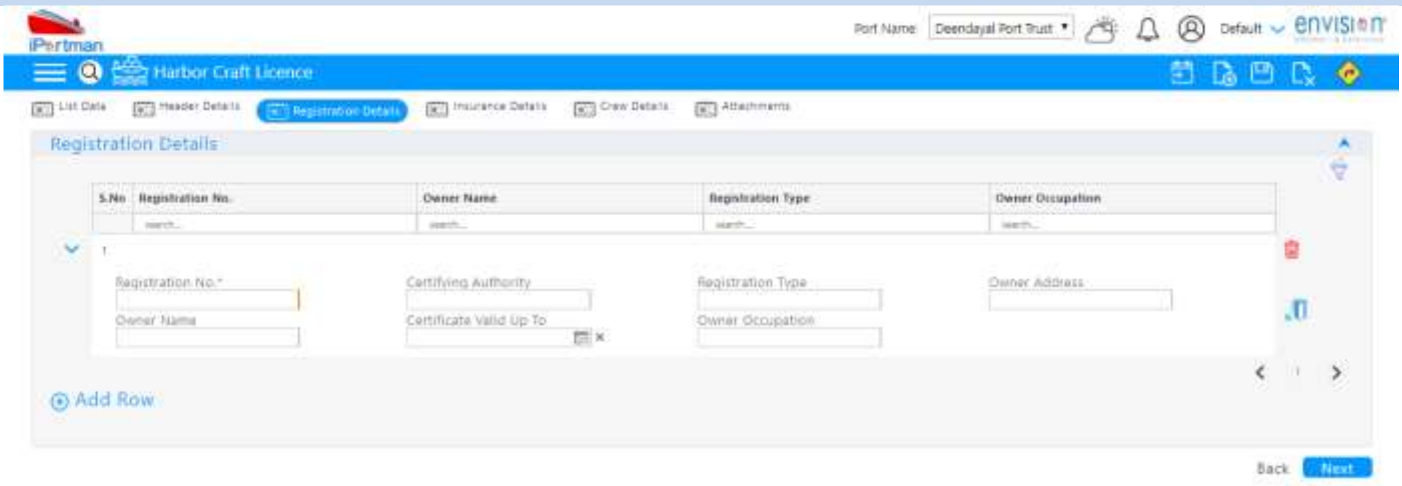
Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

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.

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

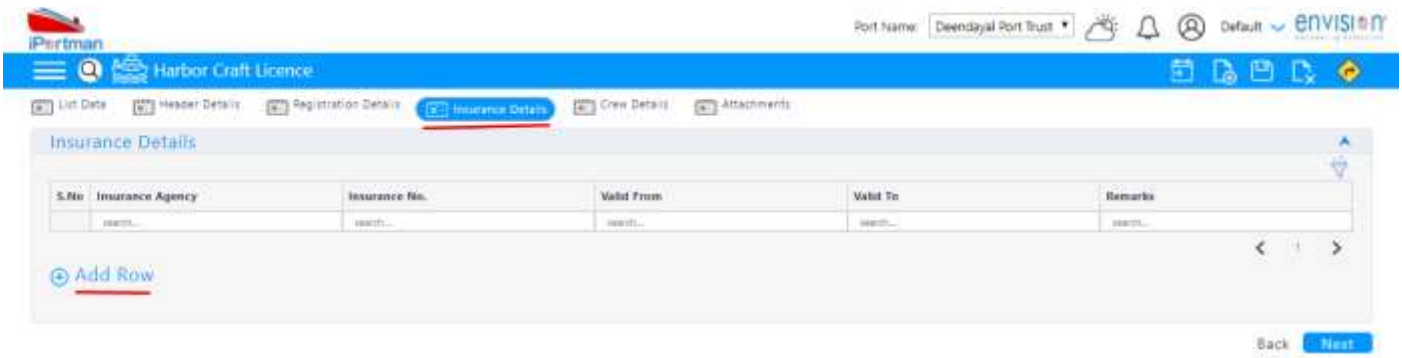
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Registration details.



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

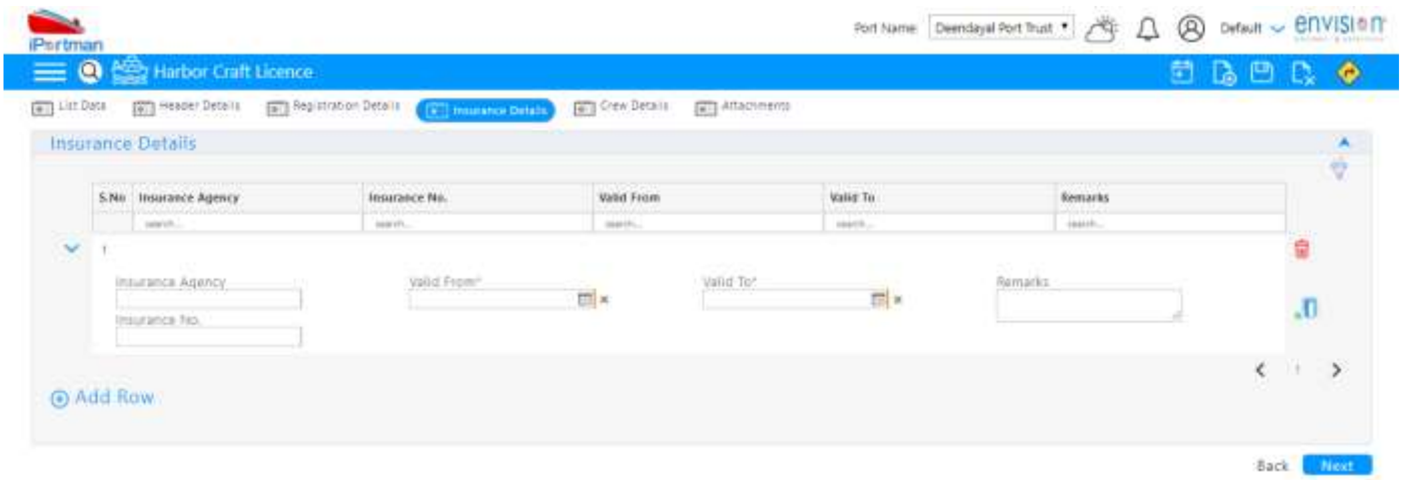
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Insurance Details page as below

Click on ⊕ Add Row to begin with data entry



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

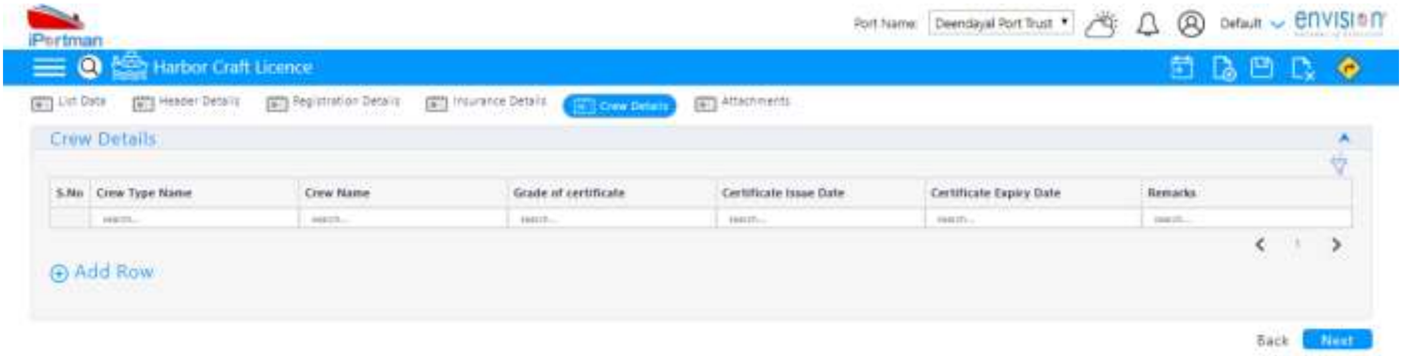
Step 6: Once ⊕ Add Row is selected following fields will be enabled to enter Insurance details



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

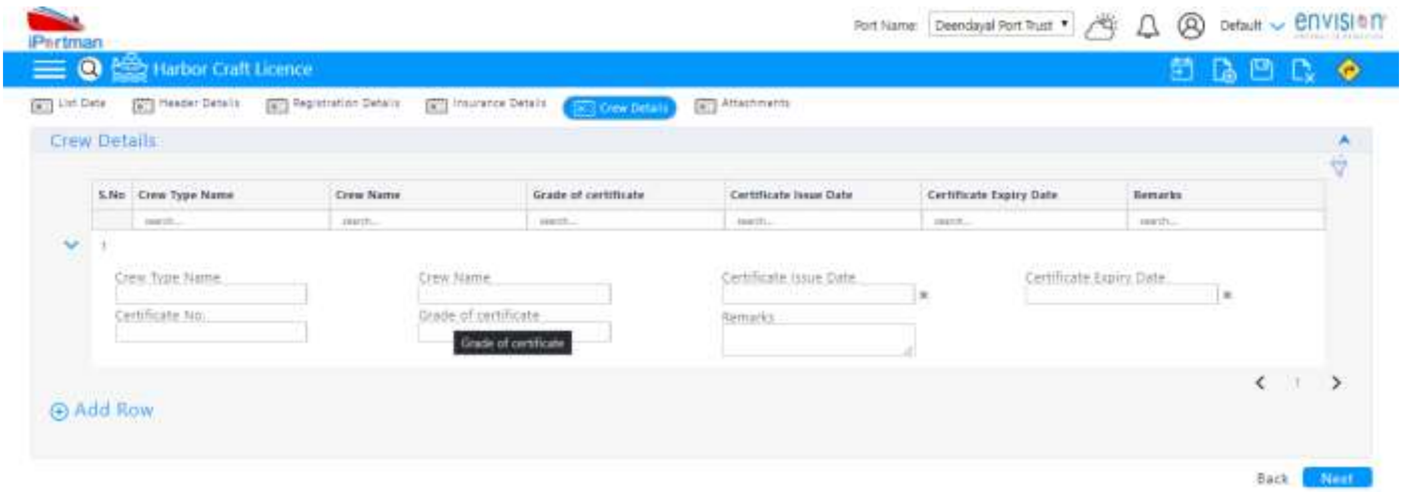
Step 7: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on ⊕ Add Row to begin with data entry.



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

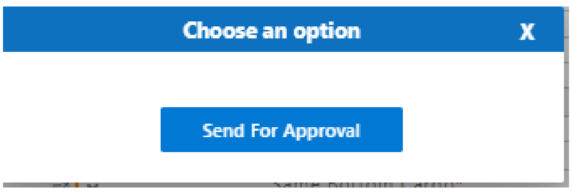
Step 8: Once ⊕ Add Row is selected following fields will be enabled to enter Crew details.



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

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

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

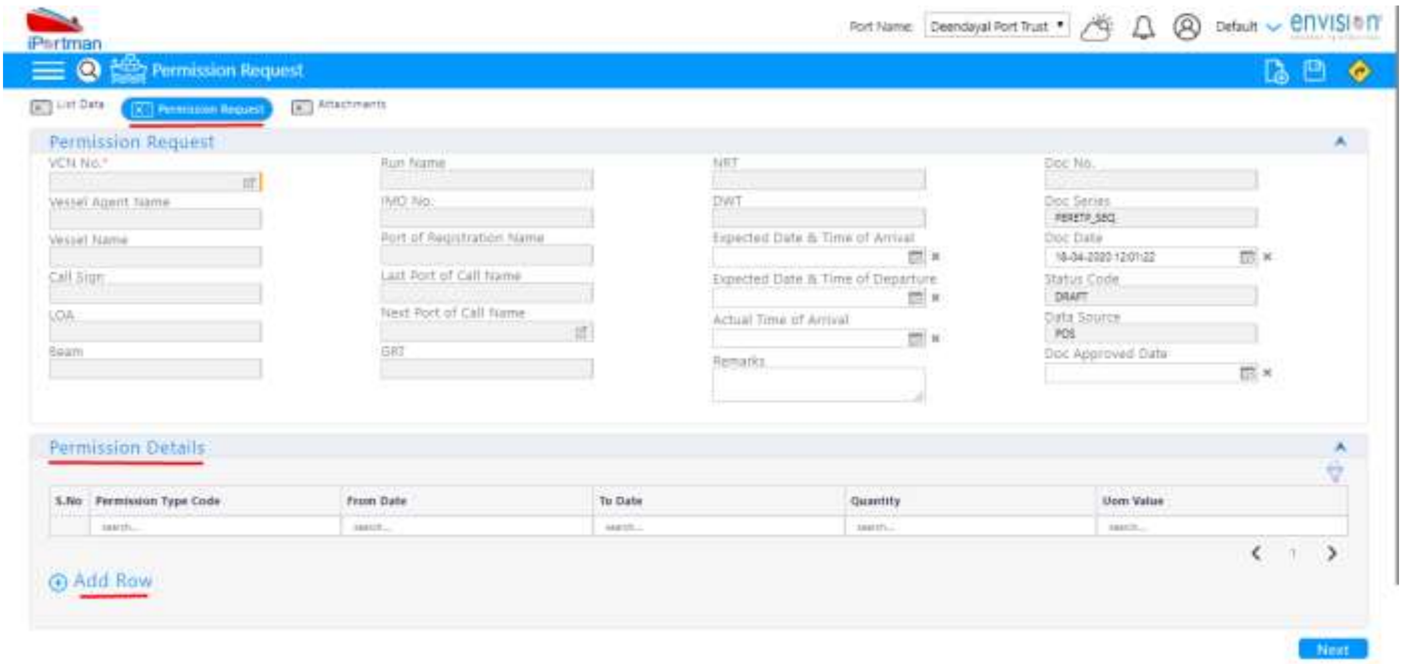
26.4. Prerequisites – Masters

1. Agent
2. Permission Type

26.5. Screenshot

Following are the screenshot from Permission Request

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

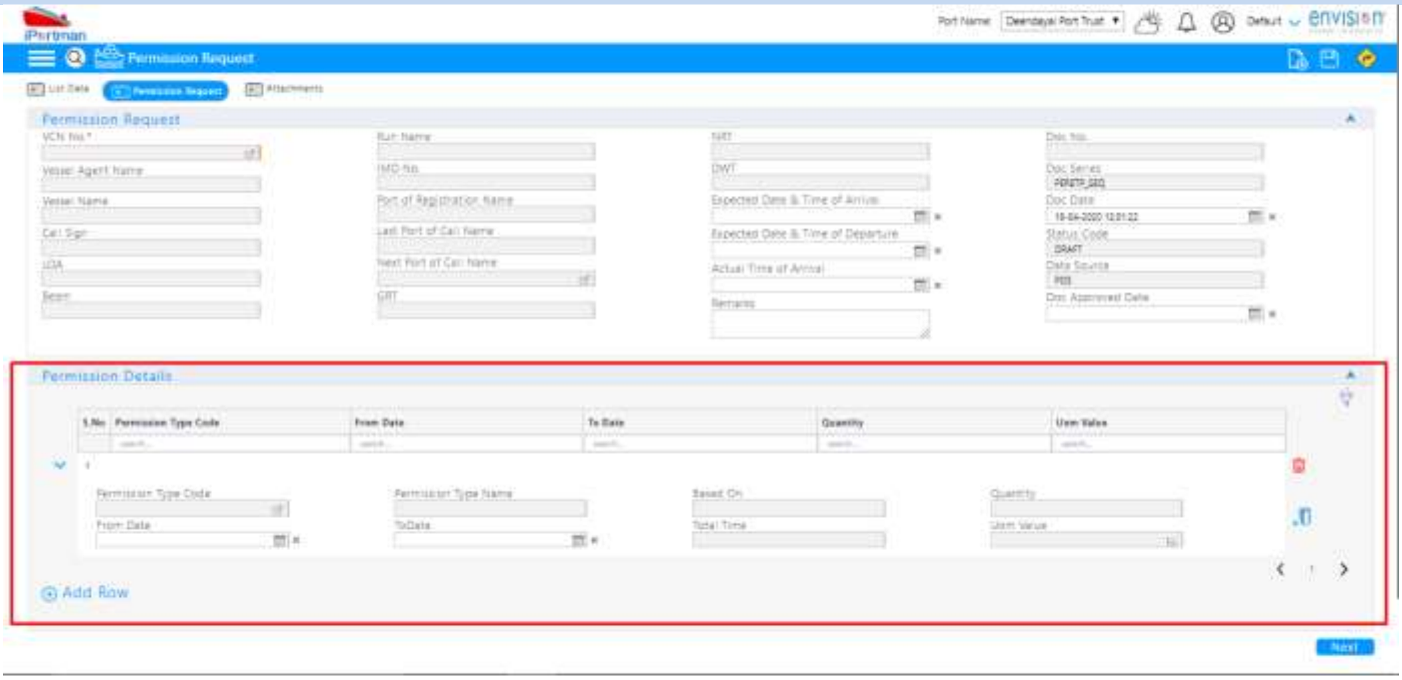


User Interface Image 112-Permission Request 26.5.1

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 ⊕ Add Row to begin with data entry.

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

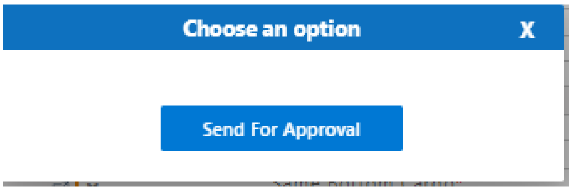


User Interface Image 113Permission Request (Permission Details) 26.5.2

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. 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 List Data

26.6. Field information

27. Business Function Name: Permission Recording

27.1. Definition:

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

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

27.2. SRS Reference

27.3. Navigation

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

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

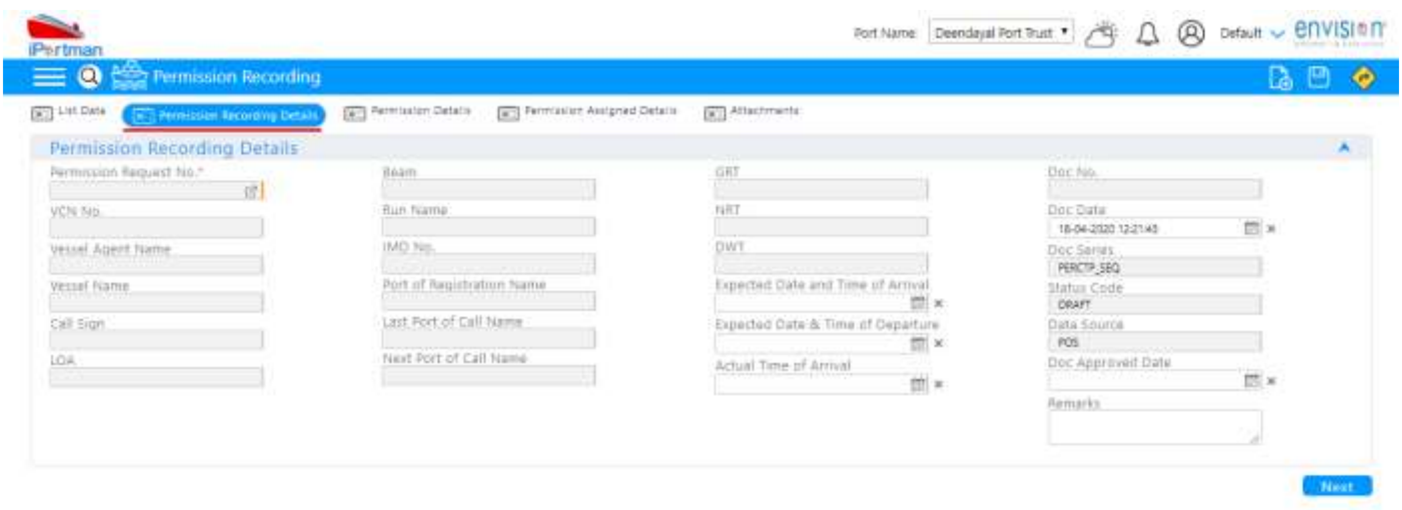
27.4. Prerequisites – Masters

1. Department

27.5. Screenshot

Following are the screenshots from Permission Recording

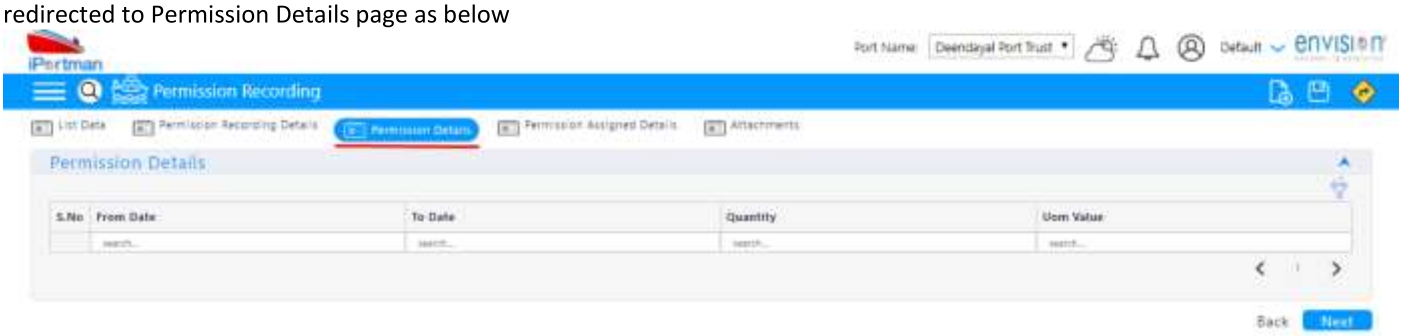
Step 1- Click on Add new button. We will redirect to screen like below.



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



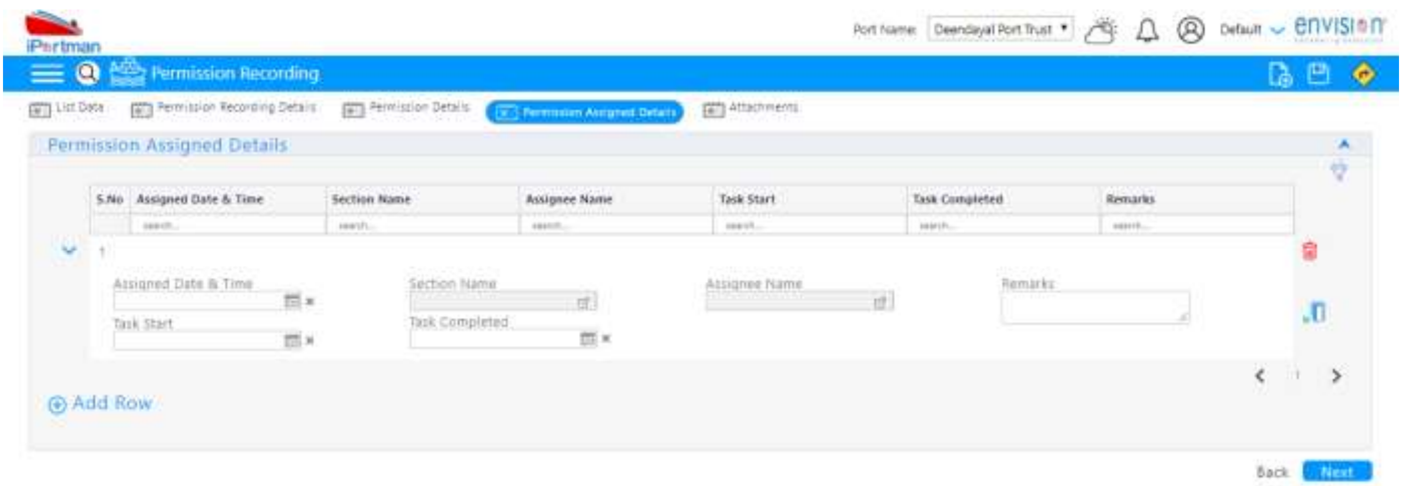
User Interface Image 115-Permission Recording (Permission Details) 27.5.2

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

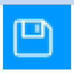
Click on ⊕ Add Row to begin with data entry

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

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

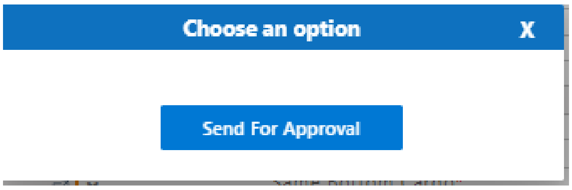


User Interface Image 117-Permission Recording (Permission Assigned Details Fields) 27.5.4

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

message appears.

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



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

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

27.6. Field information

28. Business Function Name: Vessel Defaulted and Suspension

28.1. Definition:

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

System provides option to Defaulted and suspensions of vessel.

28.2. SRS Reference

Vessel Defaulted & Suspensions - POS-MAR-024

28.3. Navigation

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

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

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

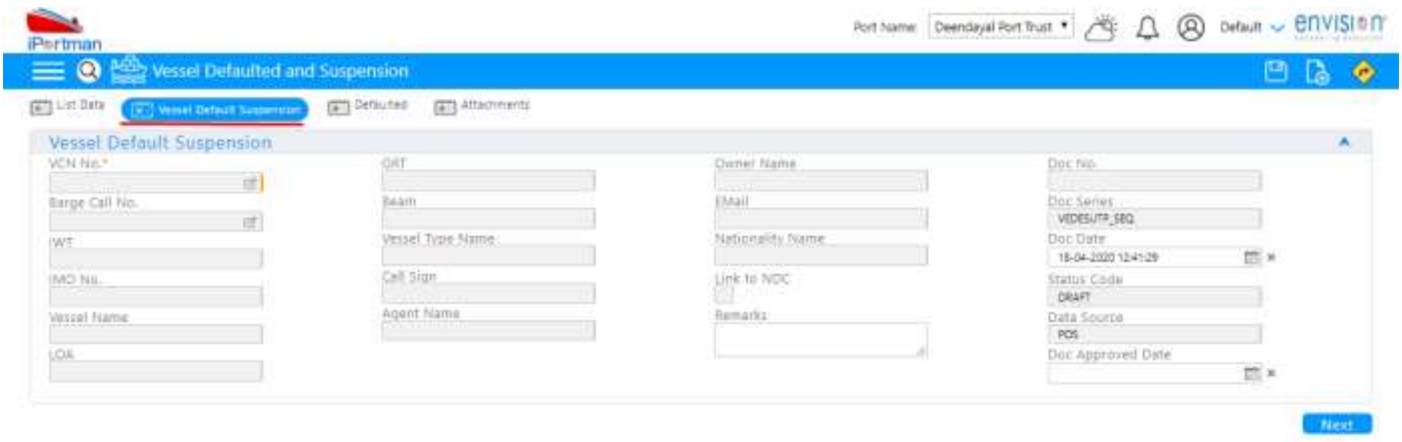
28.4. Prerequisites – Masters

1. Agency
2. Action Type
3. Reason

28.5. Screenshot

Following Screenshots are from Vessel Defaulted and Suspension.

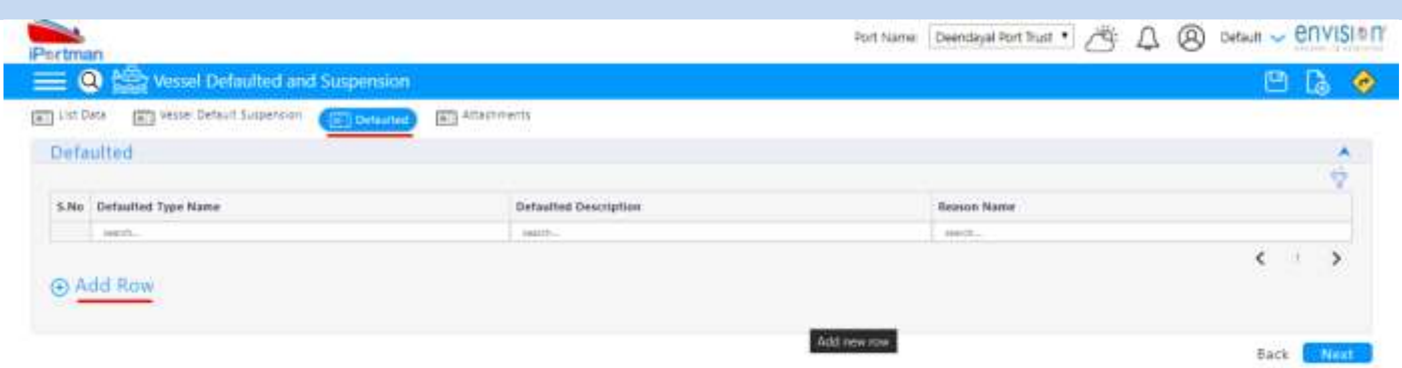
Step 1- Click on Add new button. We will redirect to screen like below.



User Interface Image 118-Vessel Defaulted and Suspension 28.5.1

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

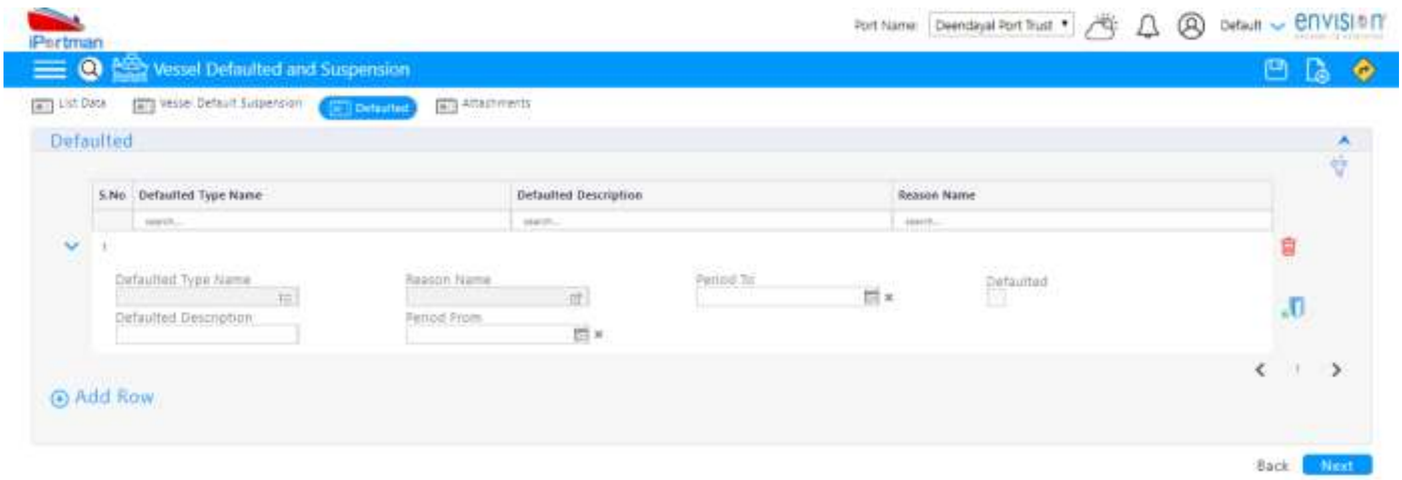
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Defaulted page as belowClick on Add Row to begin with data entry.



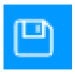
User Interface Image 119-Vessel Defaulted and Suspension (Defaulted) 28.5.2

Step 4: Once 

is selected, the following fields will be enabled to enter Defaulted details.



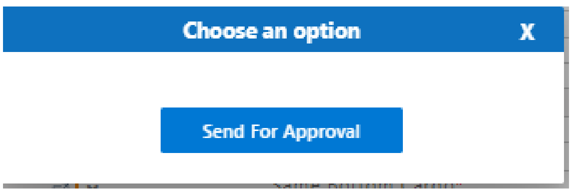
User Interface Image 120-Vessel Defaulted and Suspension (Defaulted Fields) 28.5.3

Step 5: After updating the fields click on save Record  from Top Menu Bar to save Vessel Defaulted and Suspensiion 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 

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

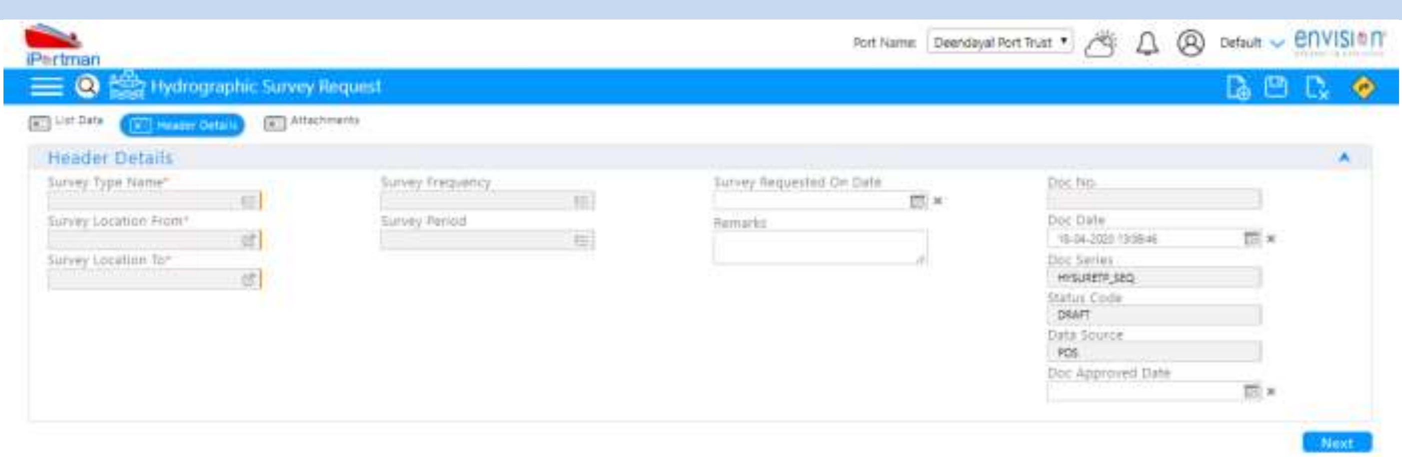
29.4. Prerequisites – Masters

1. Location

29.5. Screenshot

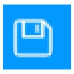
Following Screenshots are from Hydrographic Survey Request

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



User Interface Image 121- Hydrographic Survey Request 29.5.1

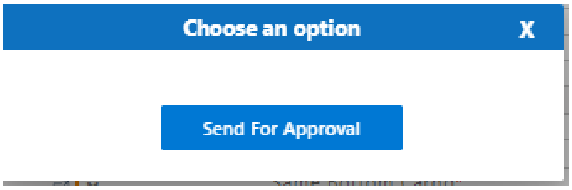
Step 2: **-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

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

Once saved 

message appears.

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



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

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

29.6. Field information

30. Business Function Name: Hydrographic Survey Recording

30.1. Definition:

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

30.2. SRS Reference

Hydrographic Survey Recording- POS-MAR-025

30.3. Navigation

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

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

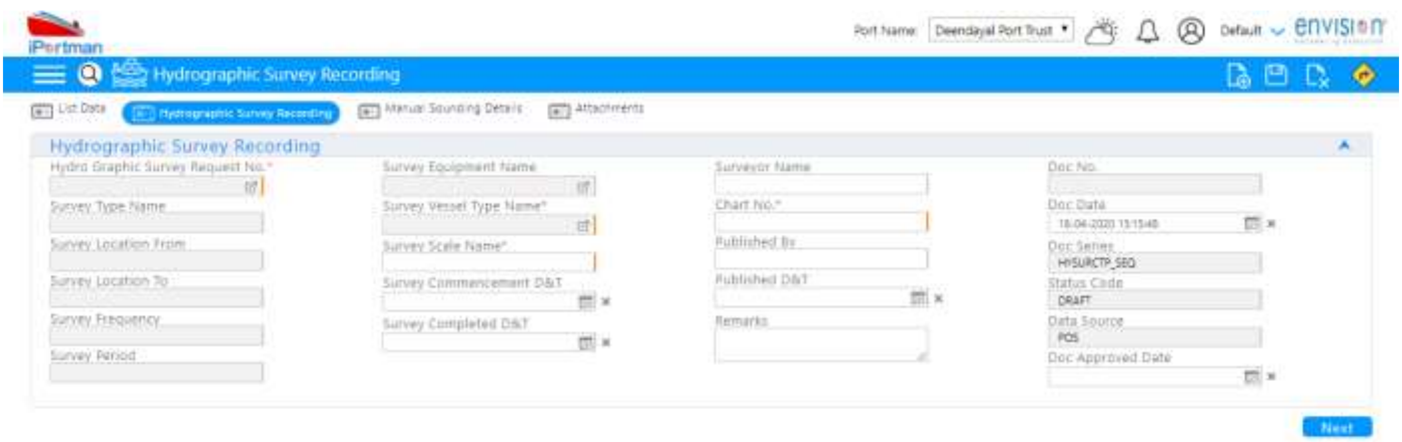
30.4. Prerequisites – Masters

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.

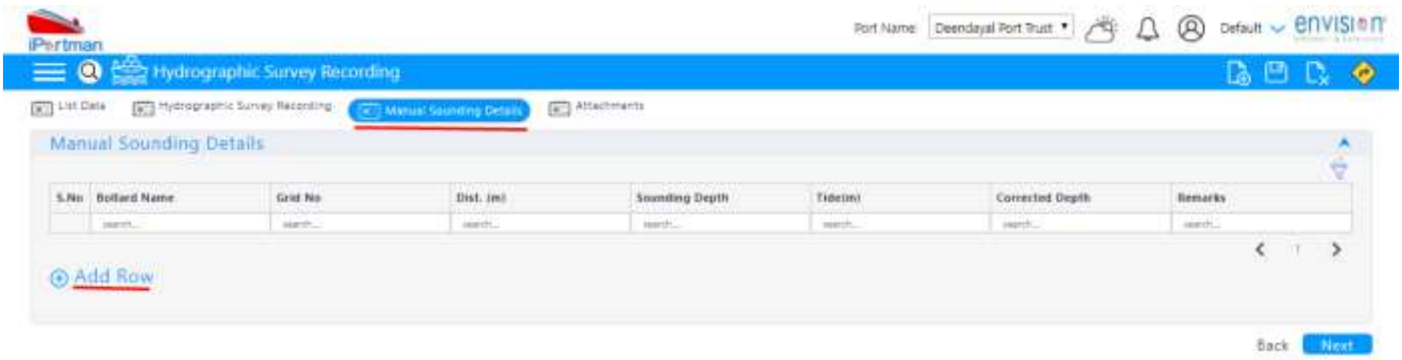


User Interface Image 122-Hydrographic Survey Recording 30.5.1

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

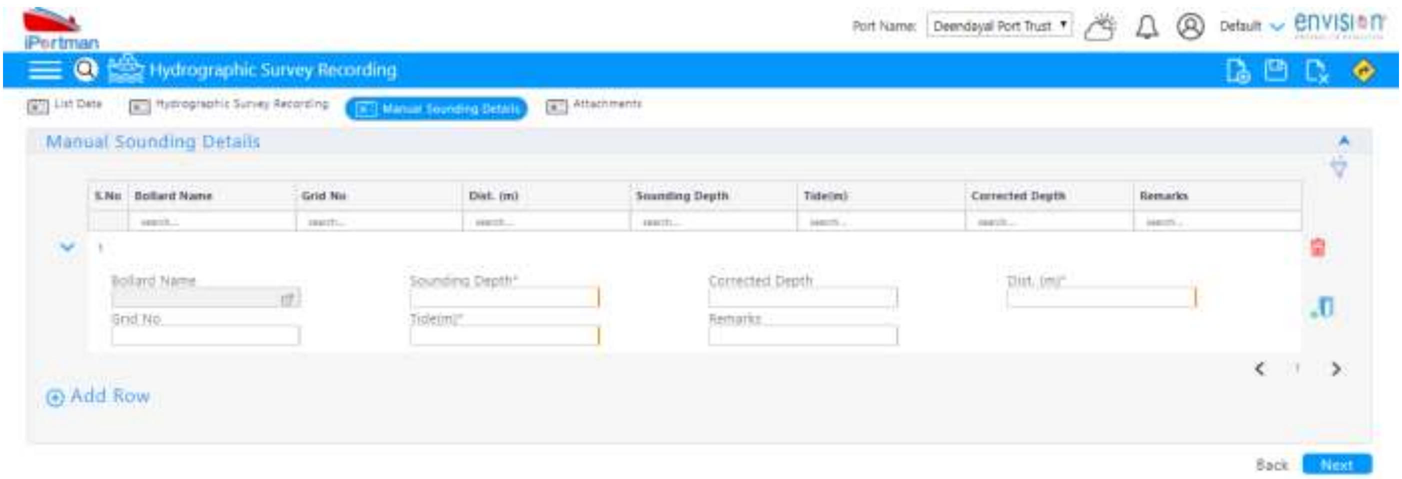
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Manual Sounding Details page as below

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.

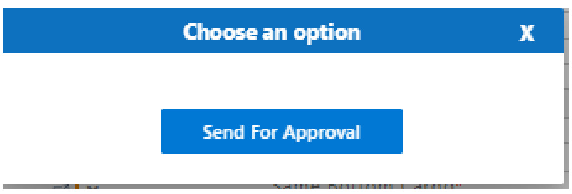


User Interface Image 124-Hydrographic Survey Recording (Manual Sounding Details Fields) 30.5.3

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

Once saved ✔ Record 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

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

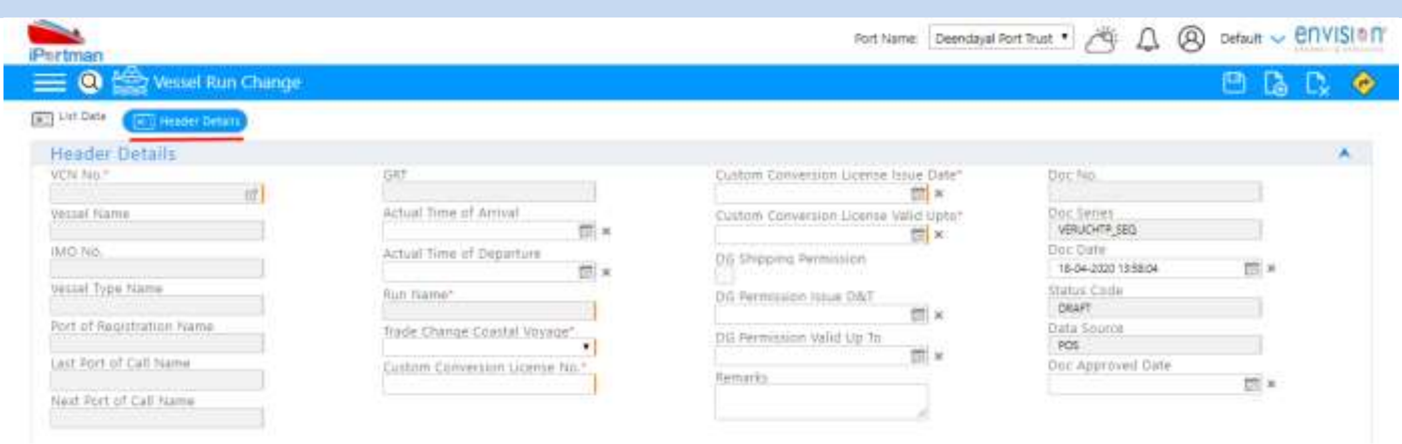
31.4. Prerequisites – Masters

1. Vessel Type
2. Vessel Status

31.5. Screenshot

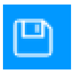
Following Screenshots are from Vessel Run Change

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



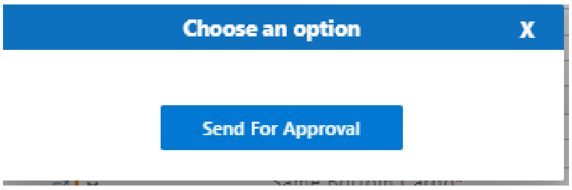
User Interface Image 125-Vessel Run Change 31.5.1

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

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

message appears.

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



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

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

31.6. Field information

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

32.1. Definition:

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

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

32.2. SRS Reference

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

32.3. Navigation

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

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

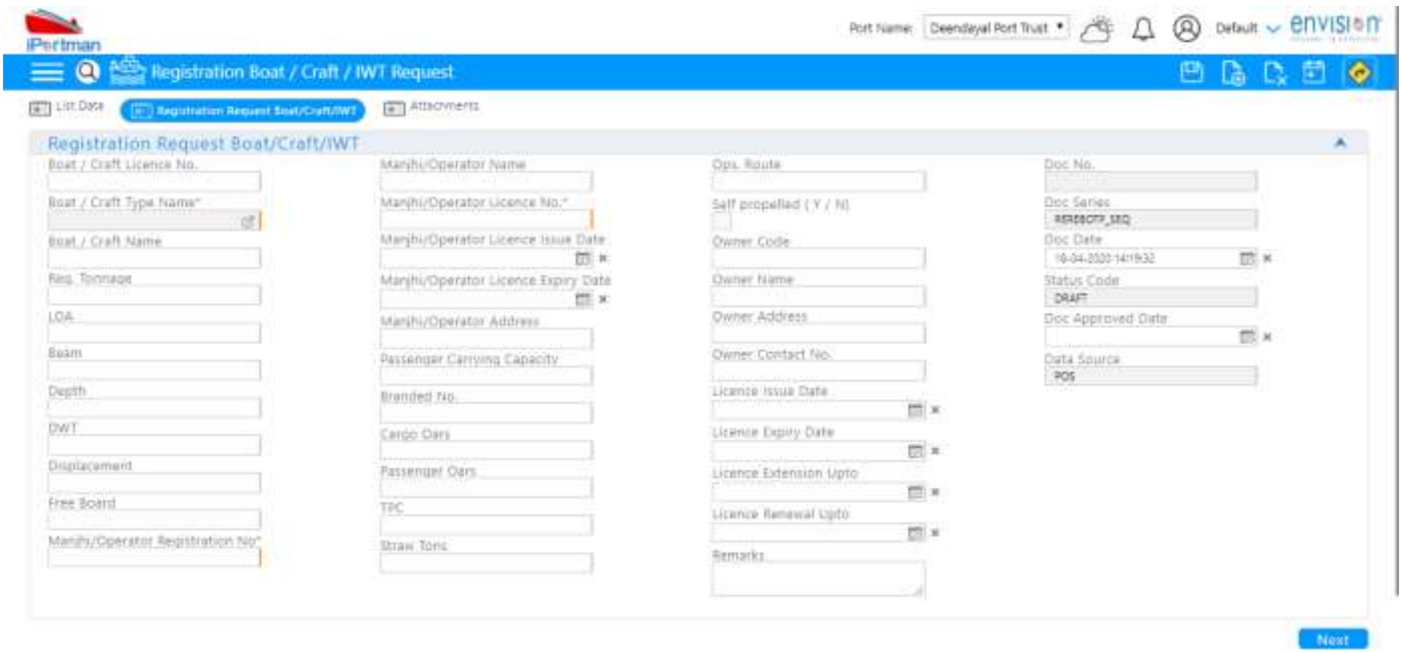
32.4. Prerequisites – Masters

1. Description
2. Certificate of Registry
3. Type

32.5. Screenshot

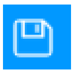
Following Screenshots are from Registration Request Boat/ Craft/ IWT

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



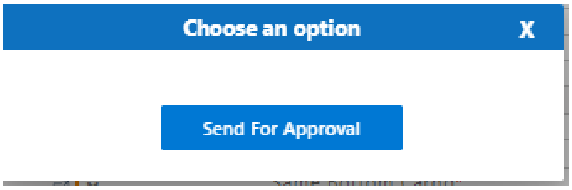
User Interface Image 126-Registration Request Boat/ Craft/ IWT 32.5.1

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

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

message appears.

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



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

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

32.6. Field information

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

33.1. Definition:

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

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

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

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

33.2. SRS Reference

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

33.3. Navigation

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

Menu Path	Menu Bar → Marine→ Request→ Pass Pilot Request License → Click on **Add New**

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

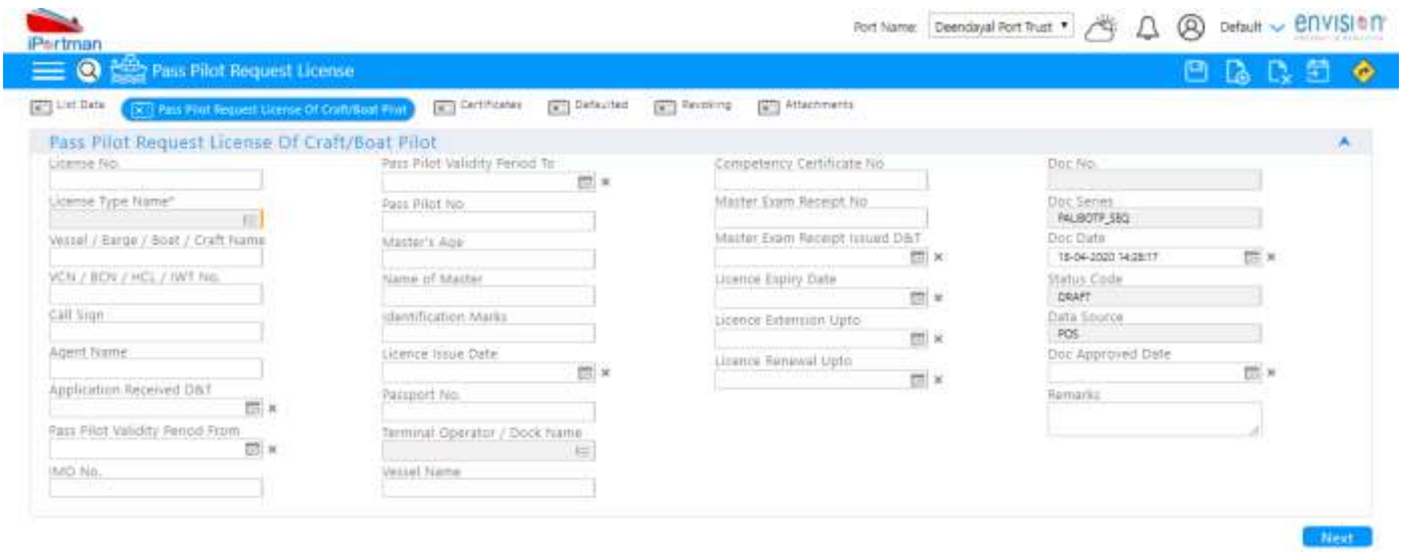
33.4. Prerequisites – Masters

1. Nationality

33.5. Screenshot

Following Screenshots are from Pass Pilot License Request Boat/Craft

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



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

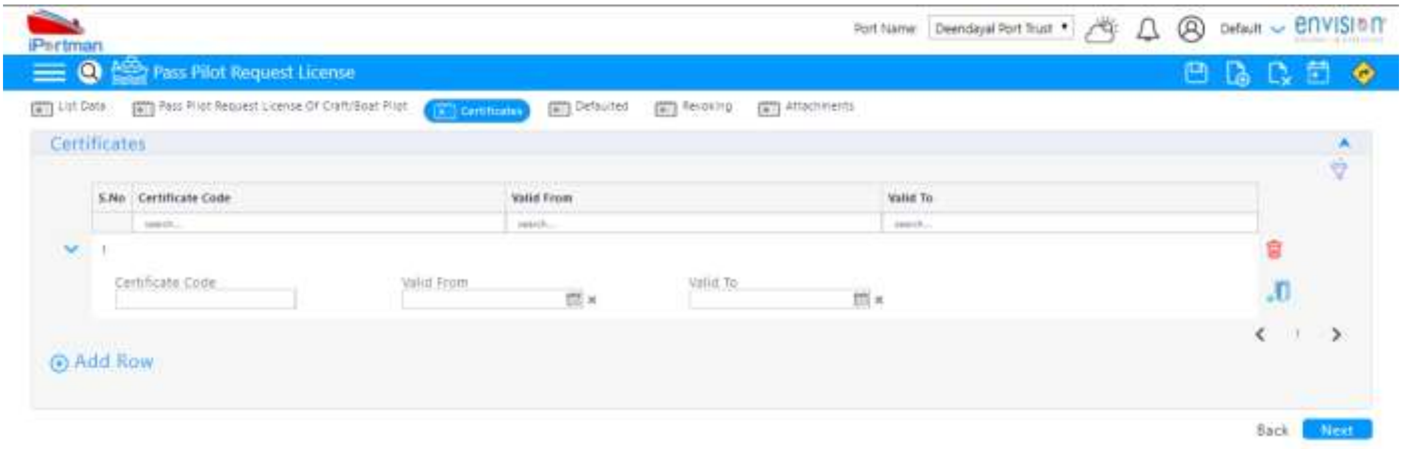
Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

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

Click on Add Row to begin with data entry.

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

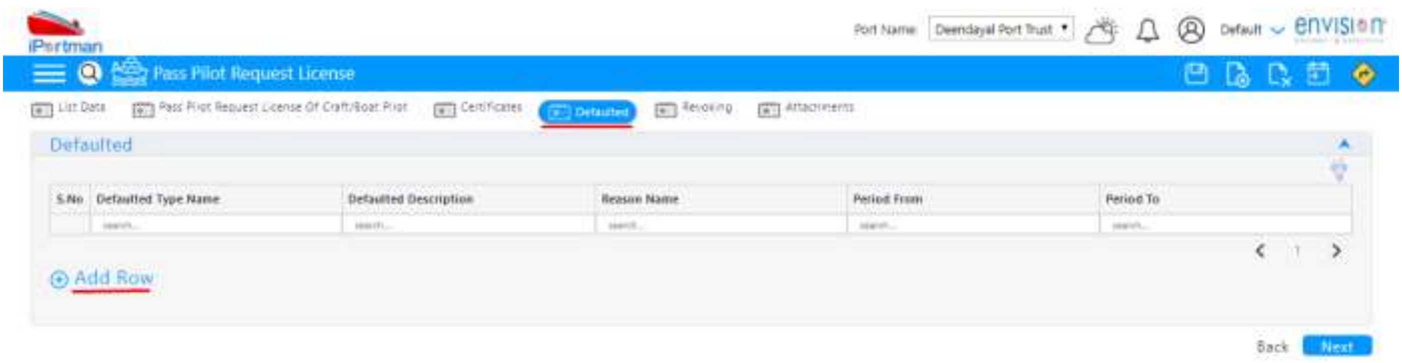
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Certificate Details.



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

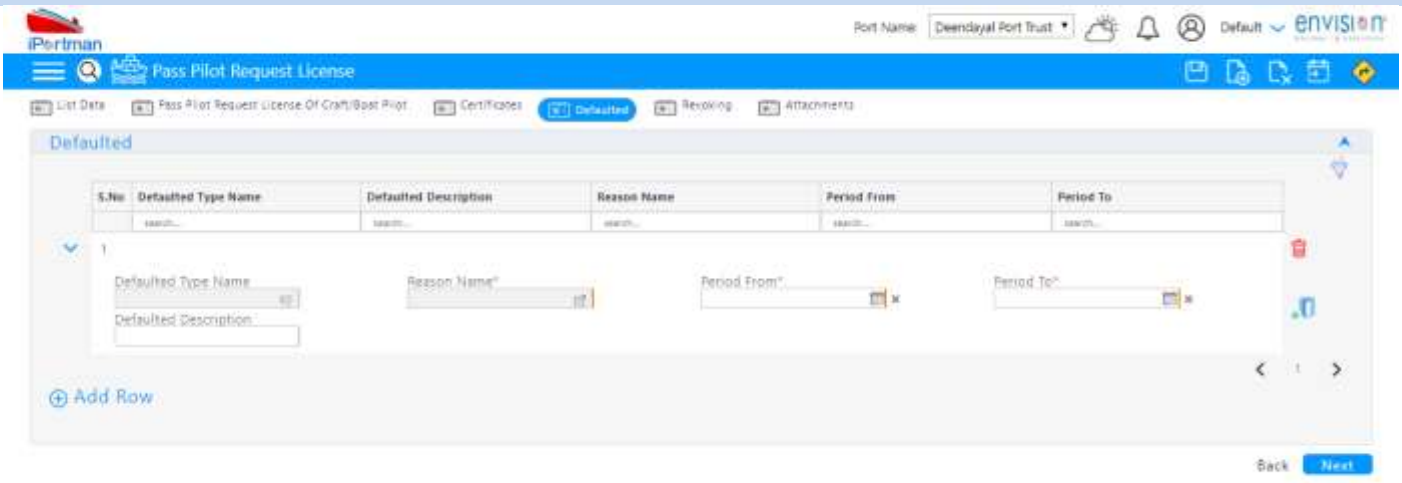
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Defaulted page as below

Click on ⊕ Add Row to begin with data entry



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

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



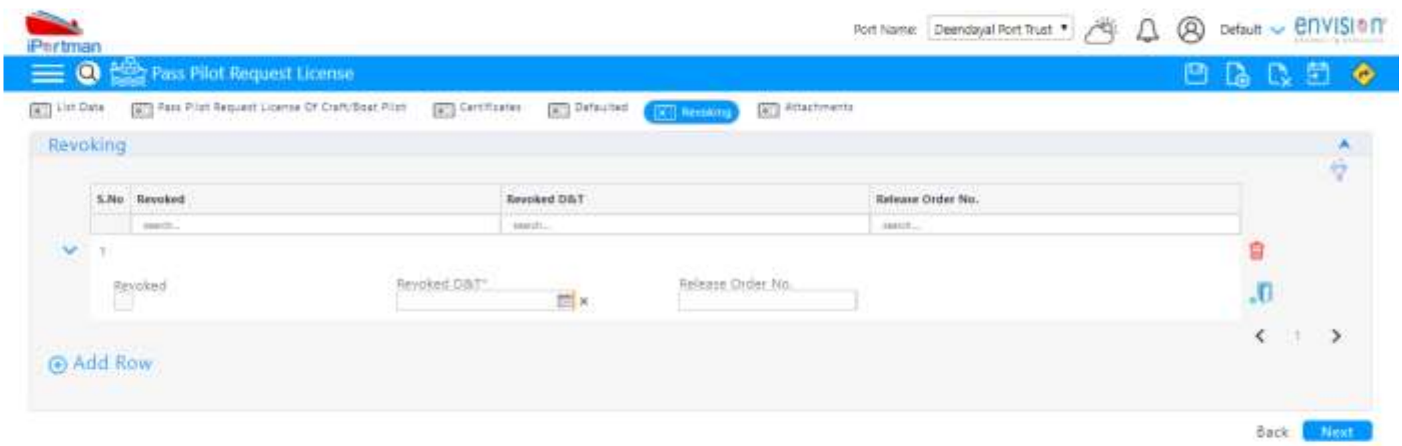
User Interface Image 131- Pass Pilot License Request Boat/Craft (Defaulted Fields) 33.5.5

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

Click on ⊕ Add Row to begin with data entry.

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

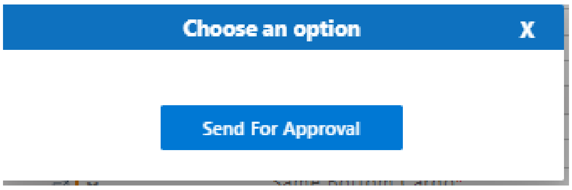
Step 8: Once ⊕ Add Row is selected following fields will be enabled to enter Revoking details.



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

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 "Record 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. 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 List Data

33.6. Field information

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

34.1. Definition:

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

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

34.2. SRS Reference

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

34.3. Navigation

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

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

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

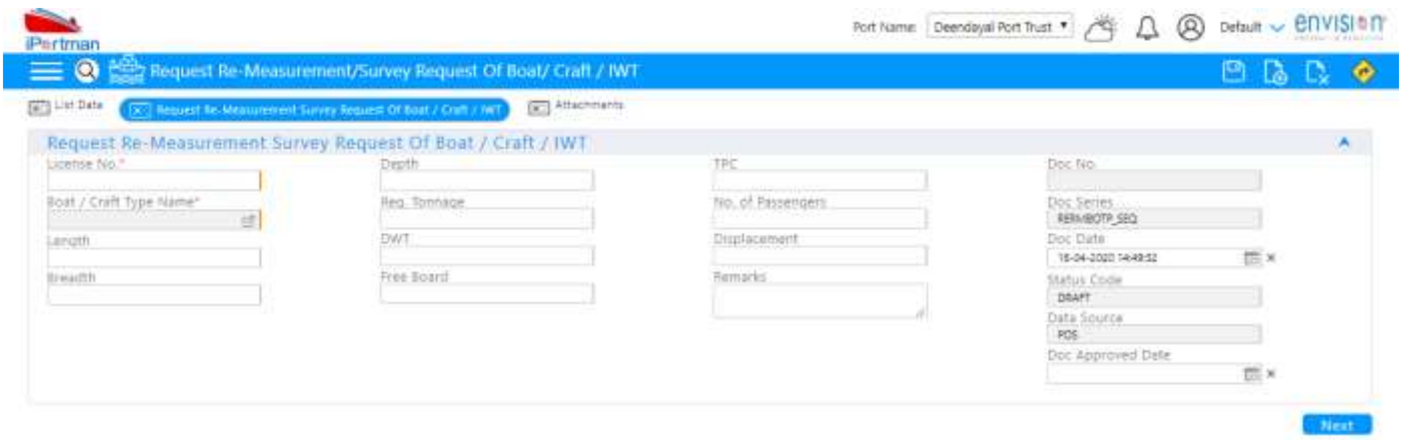
34.4. Prerequisites – Masters

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

34.5. Screenshot

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

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

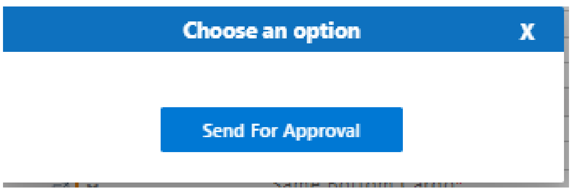


User Interface Image 134-Request Re-Measurement/Survey Request of Boat/ Craft/ IWT 34.5.1

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.

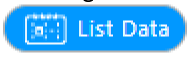
Step 3: After updating the fields click on save Record from Top Menu Bar to save Request Re-Measurement/Survey Request of Boat/ Craft/ IWT Form. Once saved **Record saved** message appears.

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



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

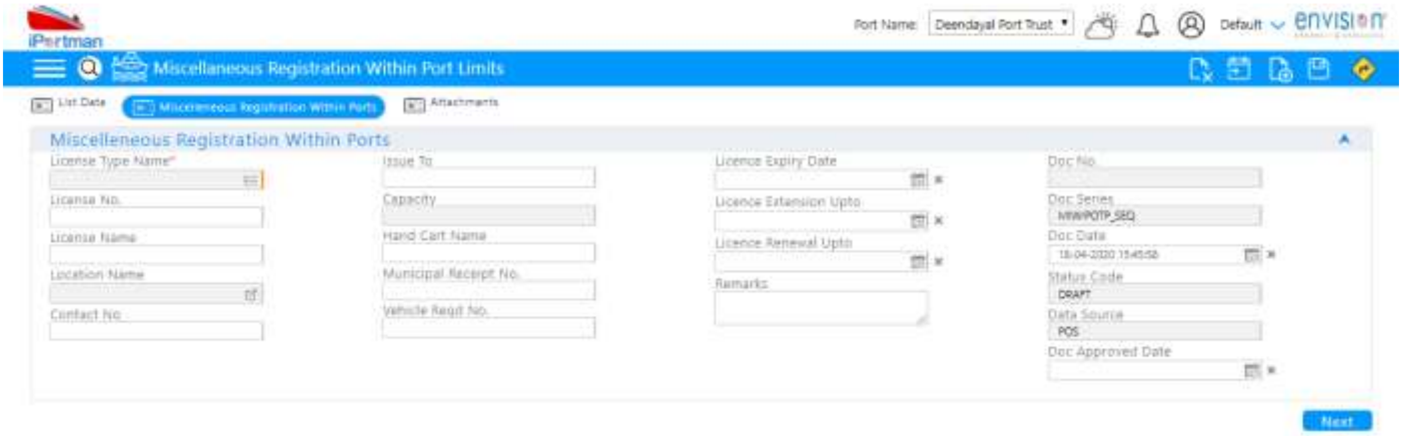
35.4. Prerequisites – Masters

1. License Type

35.5. Screenshot

Following Screenshots are from Miscellaneous Registration within port Limits.

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



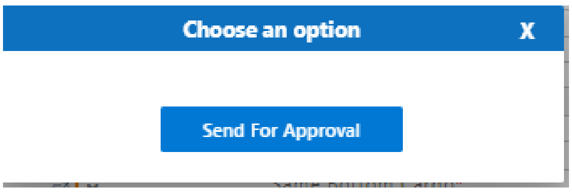
User Interface Image 135-Miscellaneous Registration within port Limits 35.5.1

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

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

message appears.

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



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

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

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

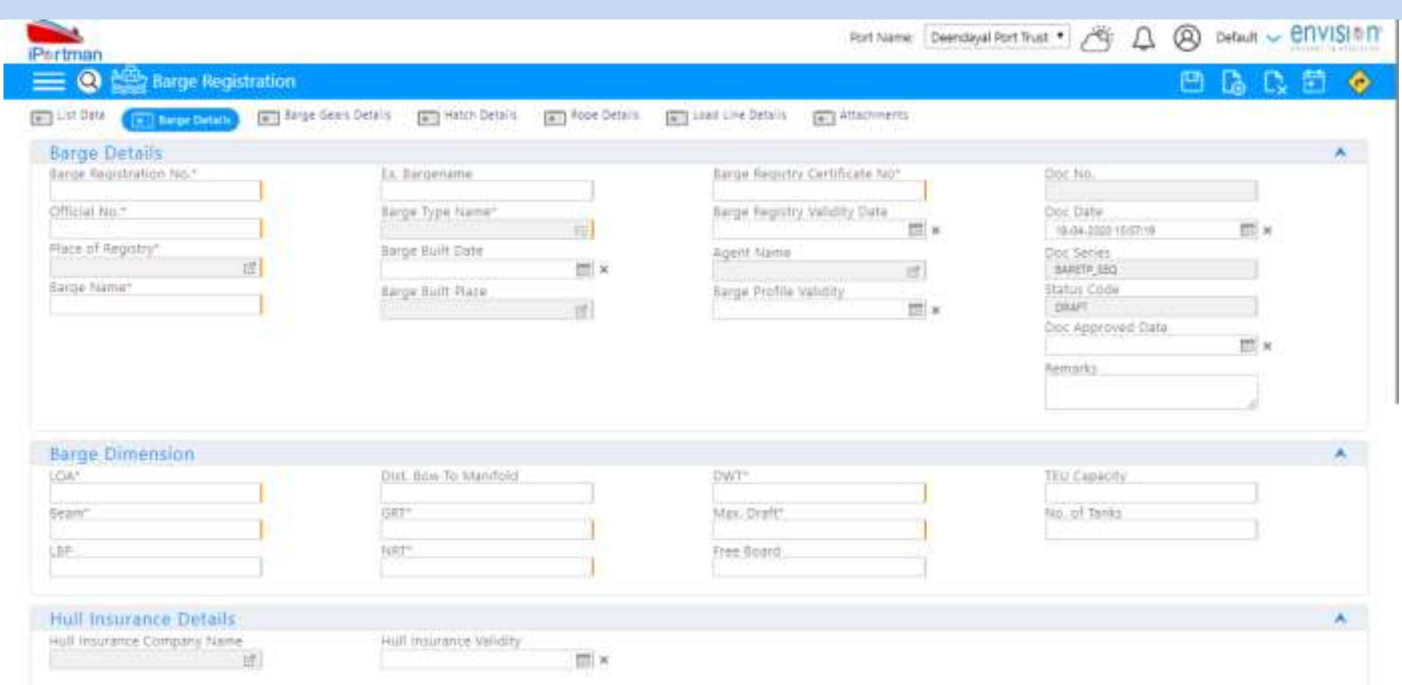
36.4. Prerequisites – Masters

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.

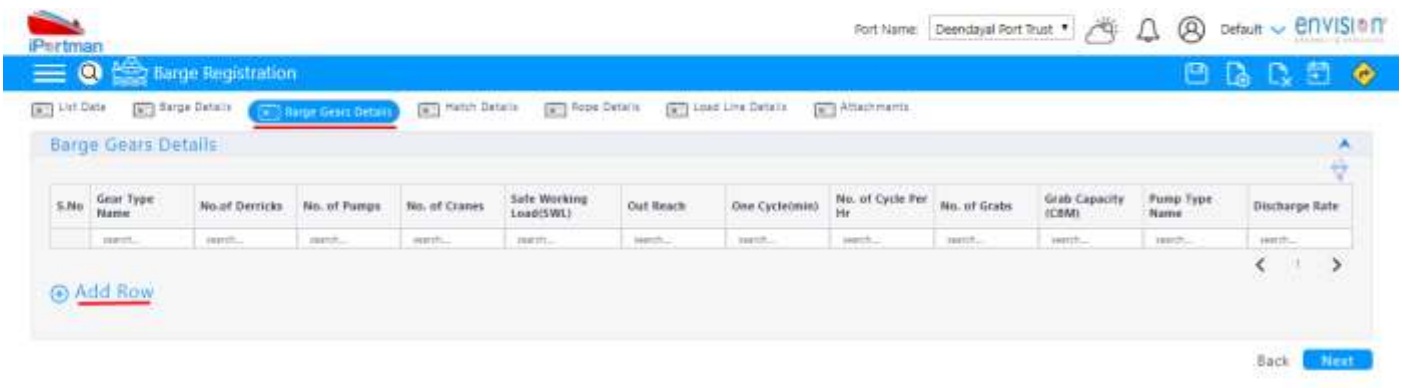


User Interface Image 136-Barge Registration 36.5.1

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

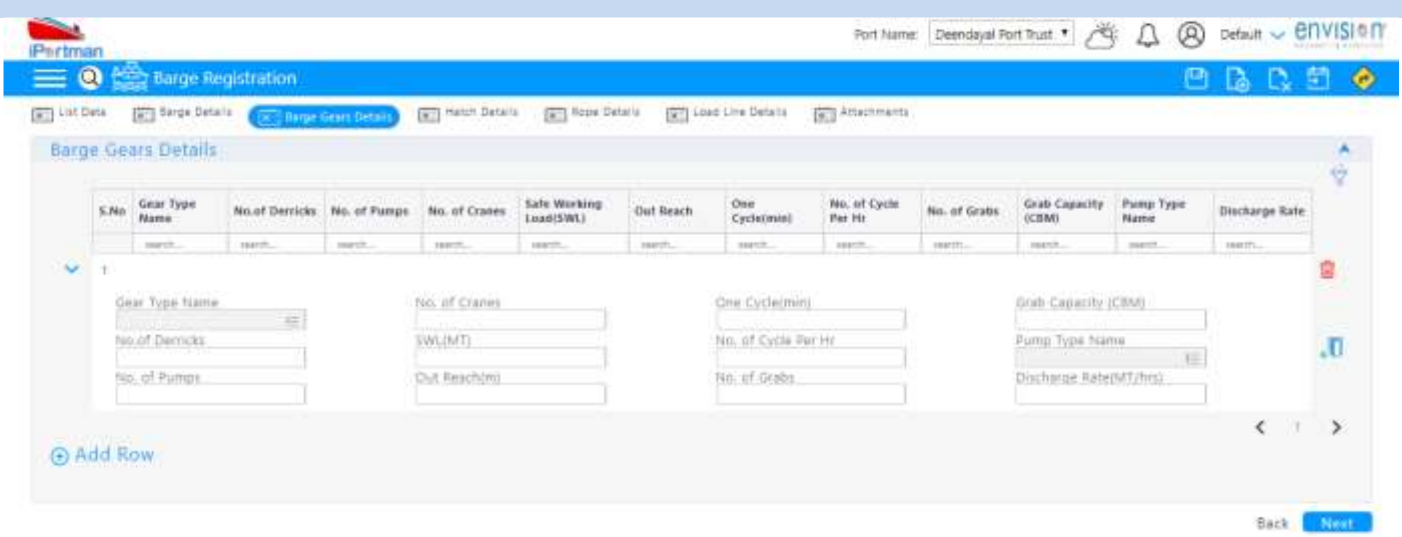
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Barge Gear Details page as below

Click on ⊕ Add Row to begin with data entry.



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

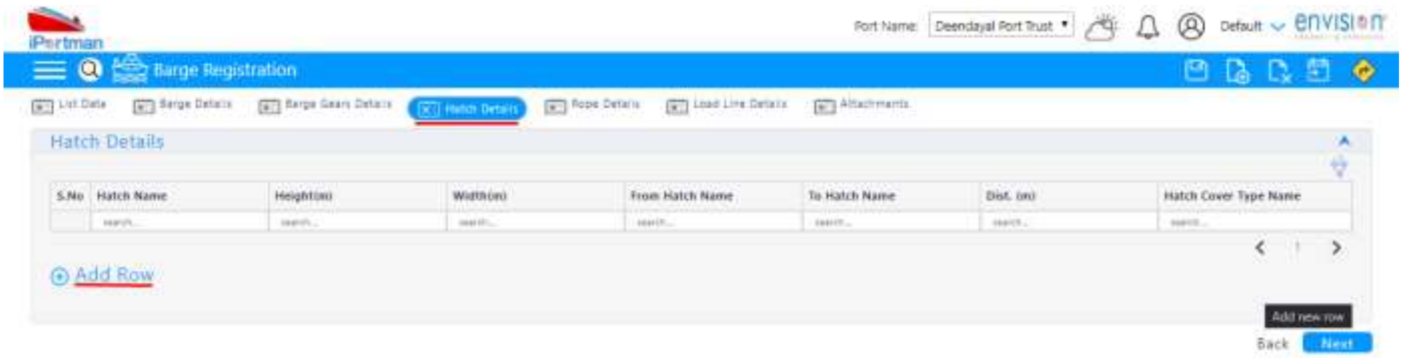
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Barge Gear details.



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

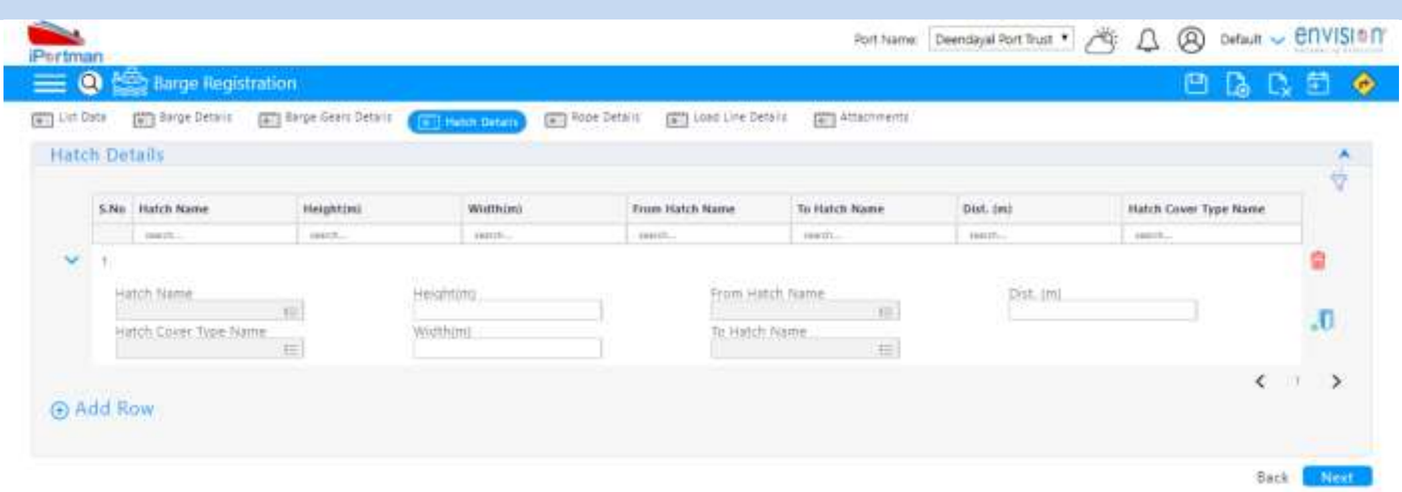
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Hatch Details page as below

Click on ⊕ Add Row to begin with data entry



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

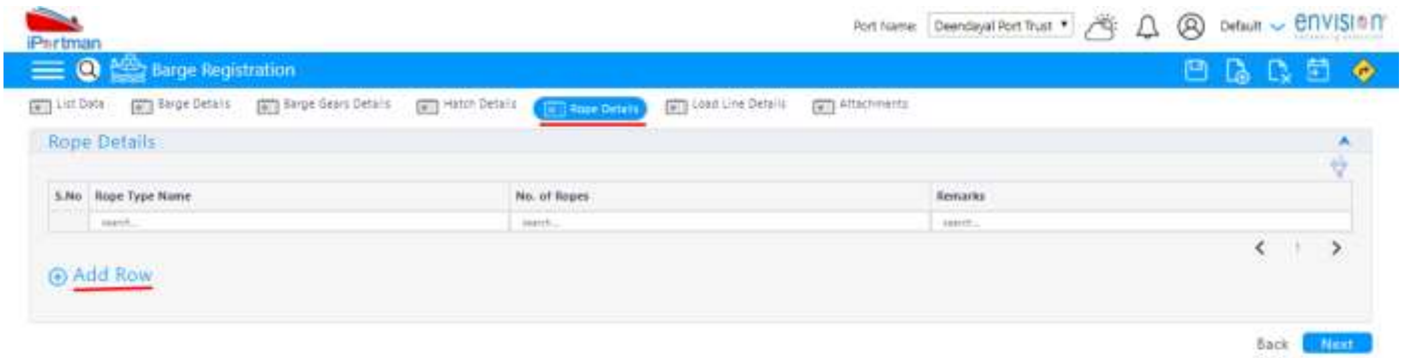
Step 6: Once ⊕ Add Row is selected following fields will be enabled to enter Hatch details.



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

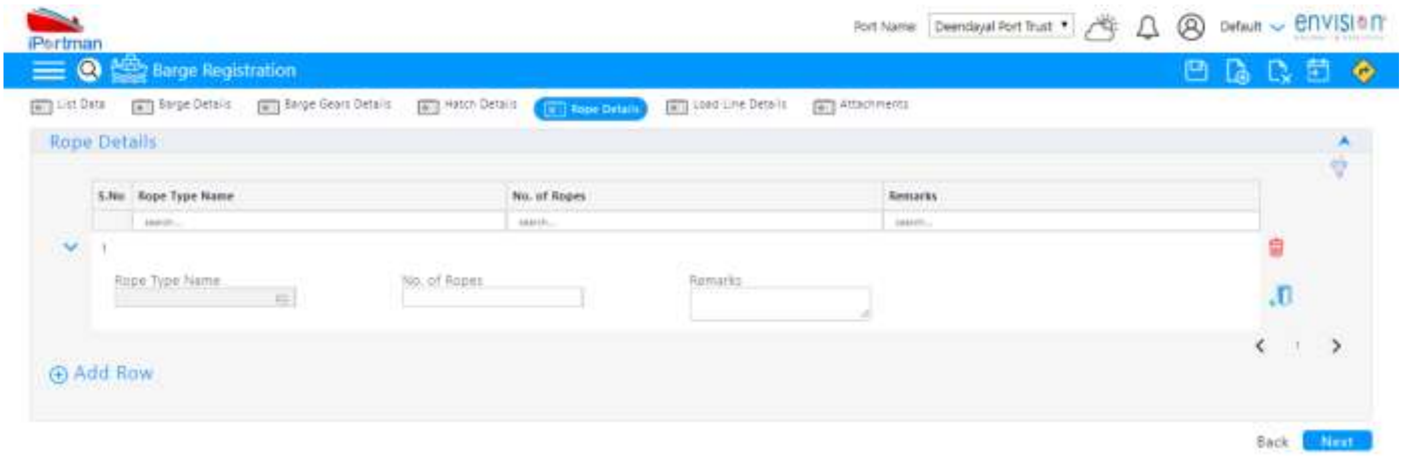
Step 7: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Rope Details page as below

Click on ⊕ Add Row to begin with data entry.



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

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



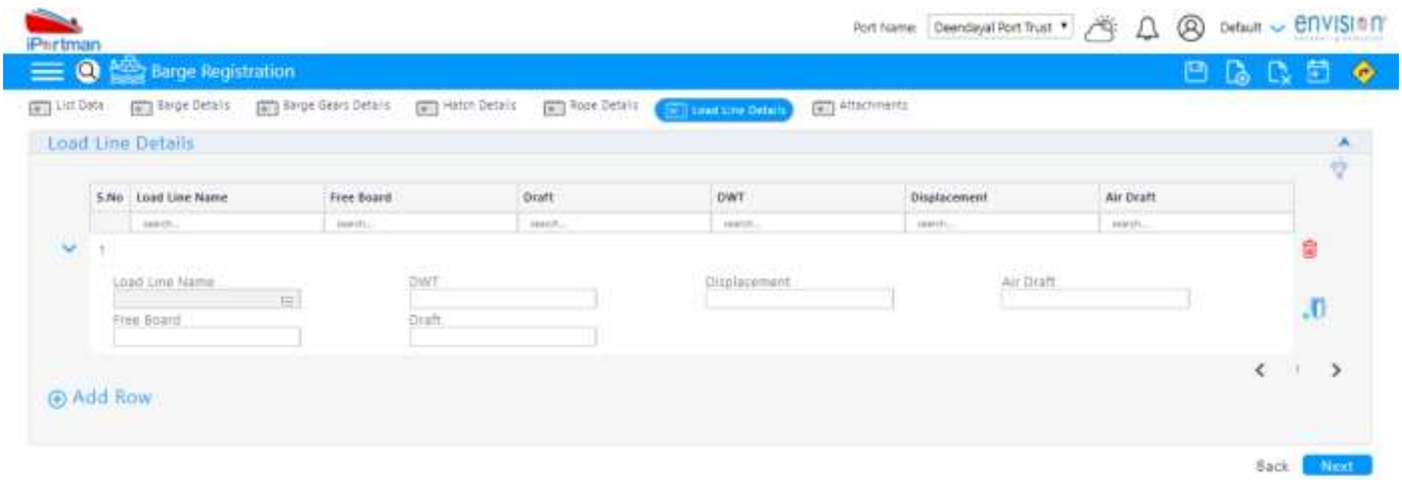
User Interface Image 142-Barge Registration (Rope Details Fields) 36.5.6

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

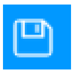
Click on ⊕ Add Row to begin with data entry.

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

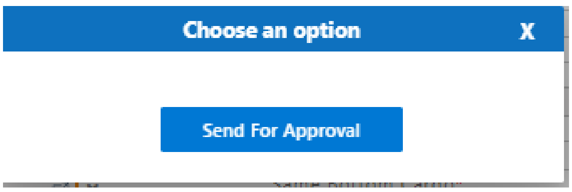
Step 10: Once ⊕ Add Row is selected following fields will be enabled to enter Load Line Details.



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

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



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

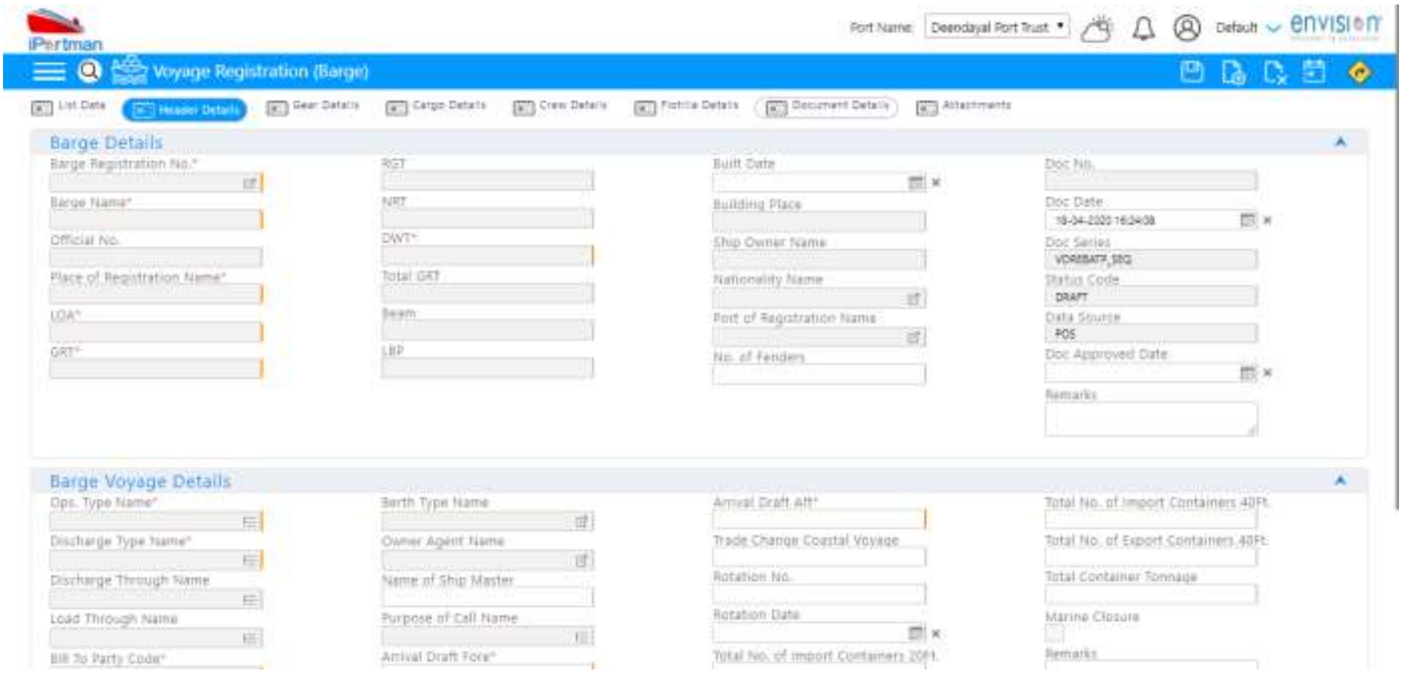
1. Port
2. Voyage Type
3. Operation Type

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.

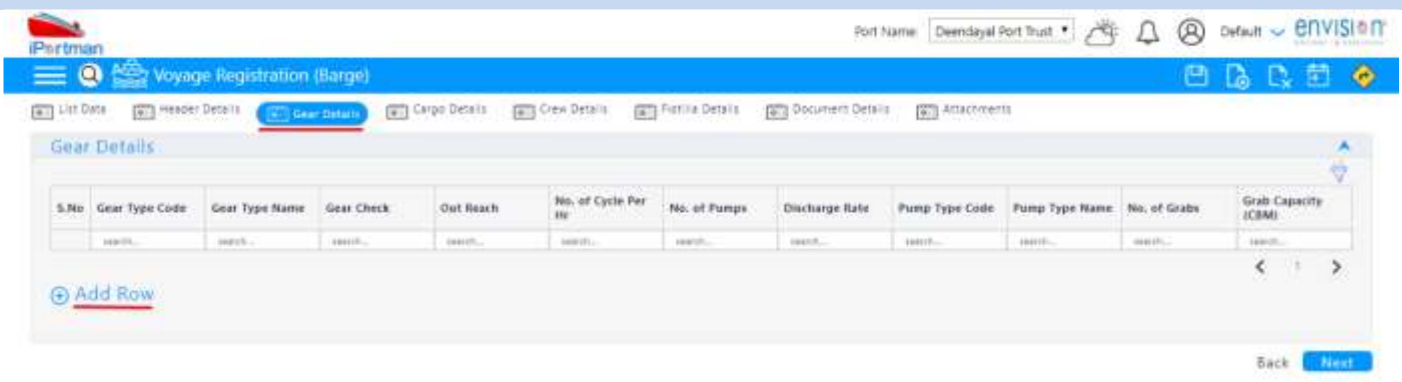


User Interface Image 145-Voyage Registration Barge 37.5.1

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.

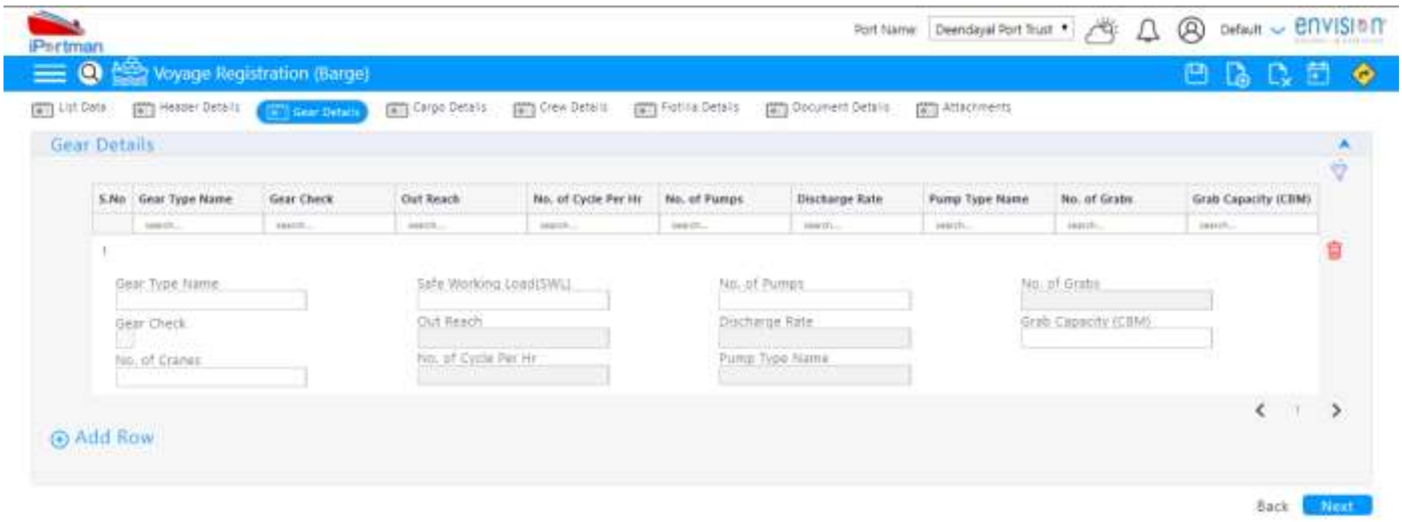
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Gear Details page as below

Click on ⊕ Add Row to begin with data entry.



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

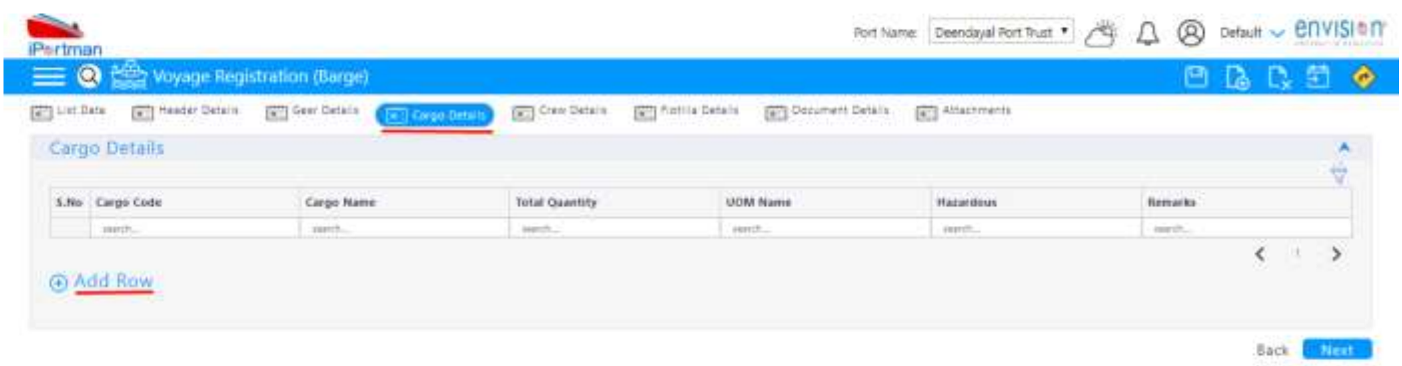
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Gear details.



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

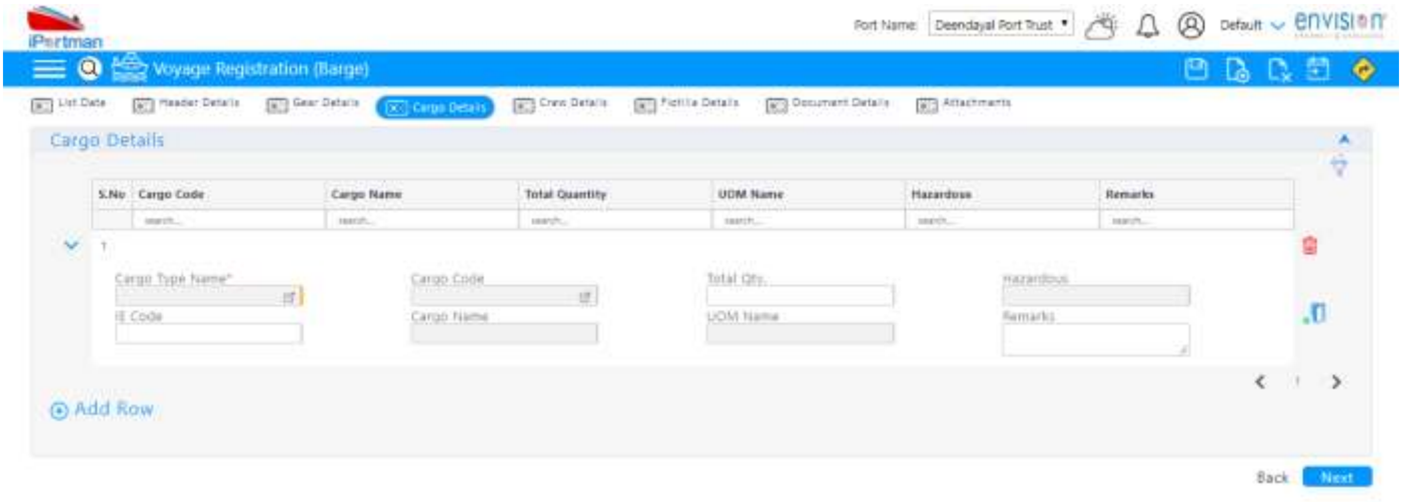
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Cargo Details page as below

Click on ⊕ Add Row to begin with data entry



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

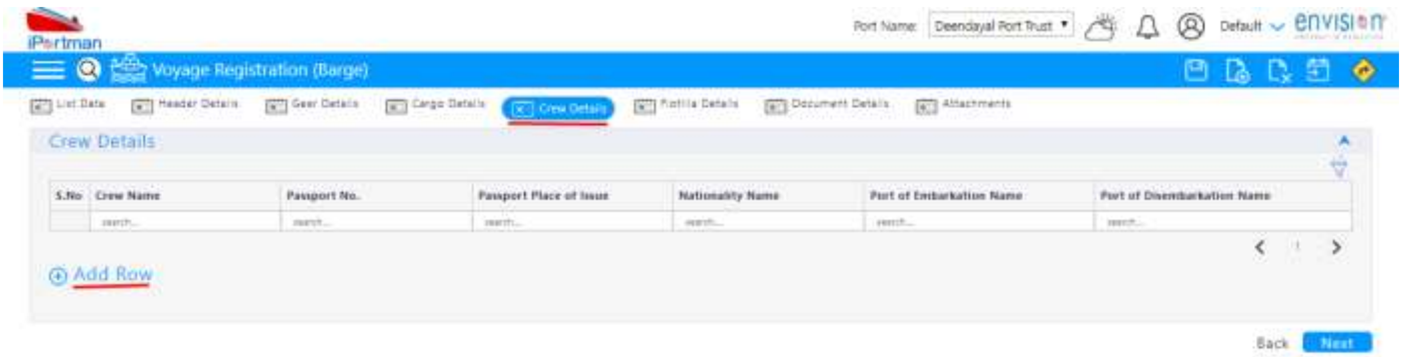
Step 6: Once ⊕ Add Row is selected following fields will be enabled to enter Cargo details.



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

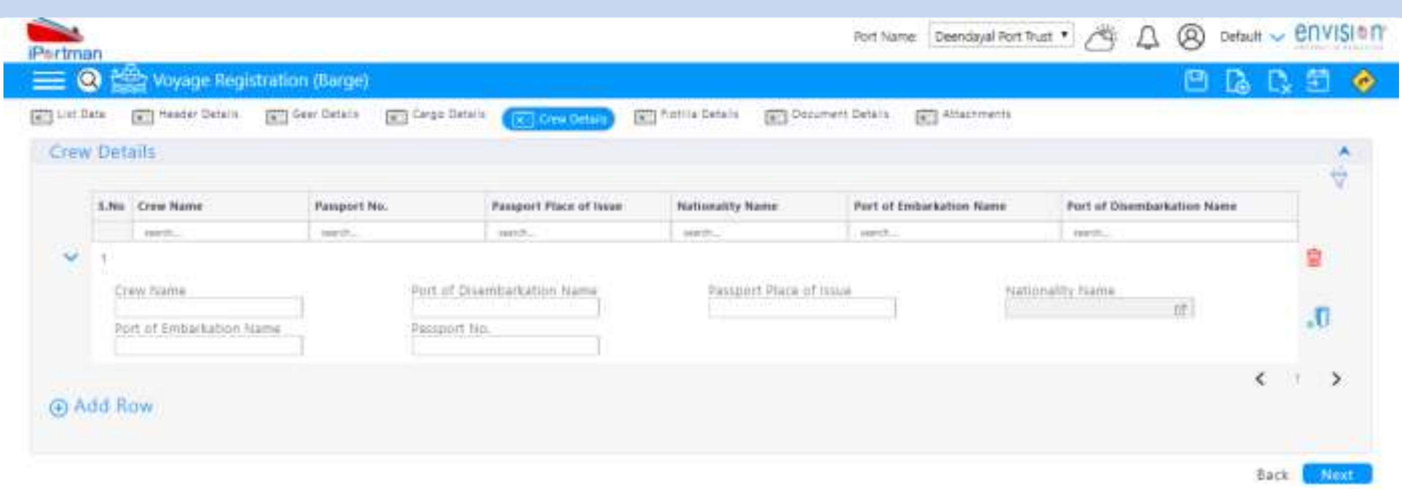
Step 7: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Crew Details page as below

Click on ⊕ Add Row to begin with data entry.



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

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



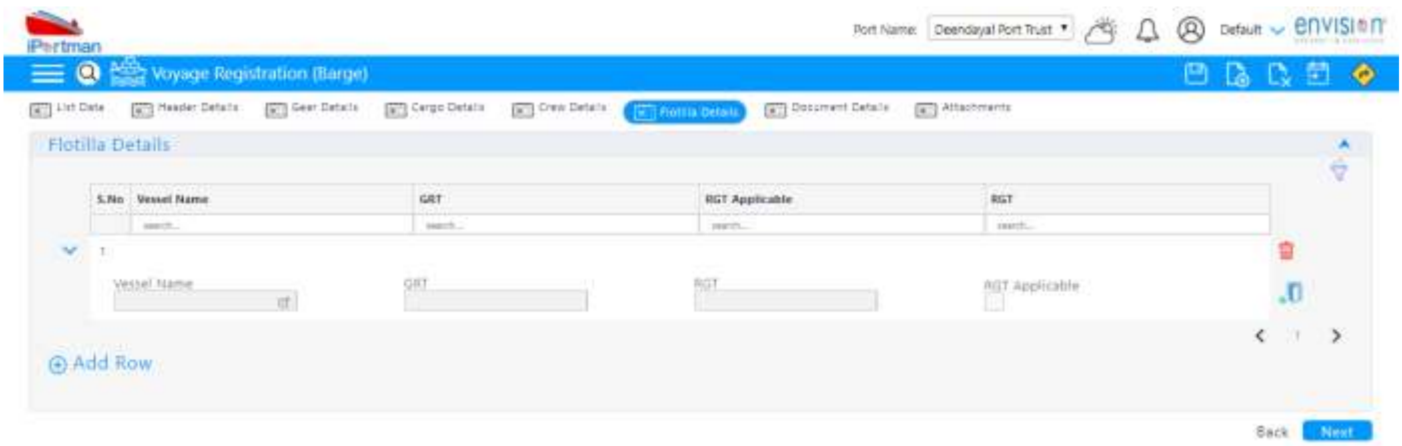
User Interface Image 151-Voyage Registration Barge (Crew Details Fields) 37.5.7

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

Click on Add Row to begin with data entry.

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

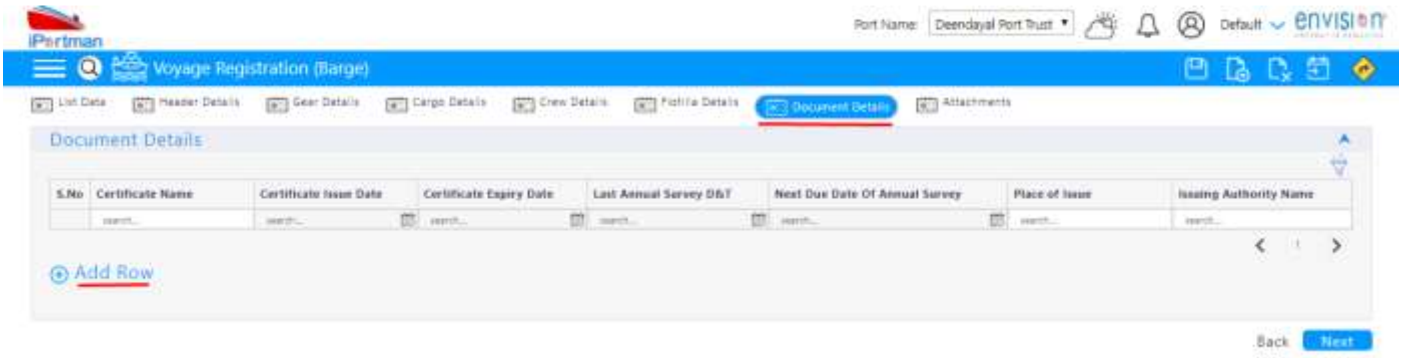
Step 10: Once Add Row is selected following fields will be enabled to enter Flotilla Details.



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

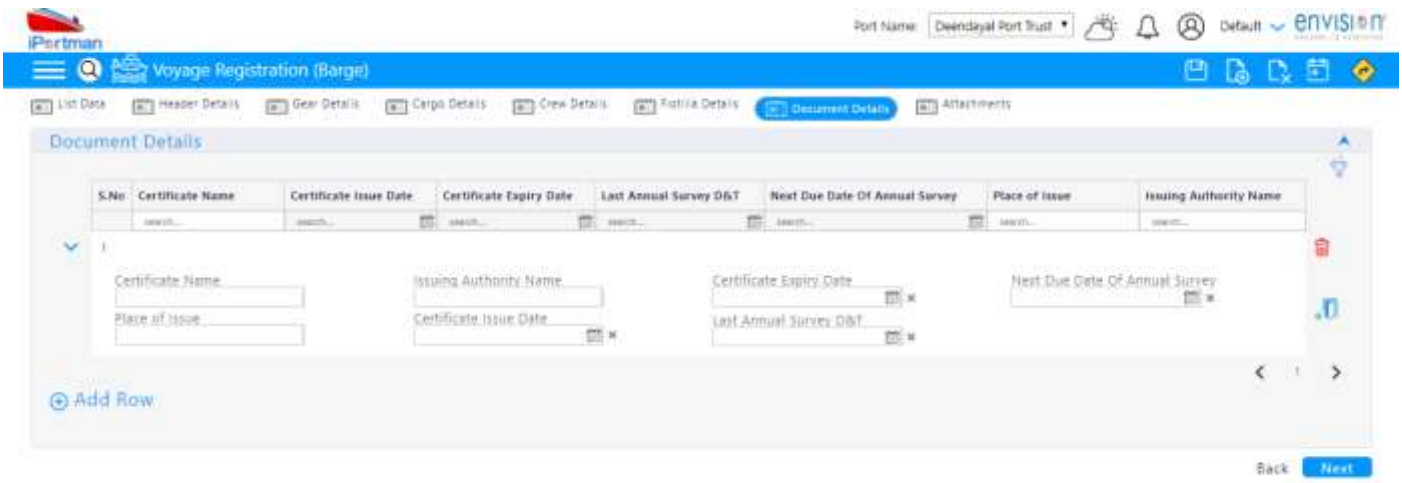
Step 11: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Document Details page as below

Click on ⊕ Add Row to begin with data entry.

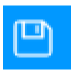


User Interface Image 154-Voyage Registration Barge (Document Details) 37.5.10

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

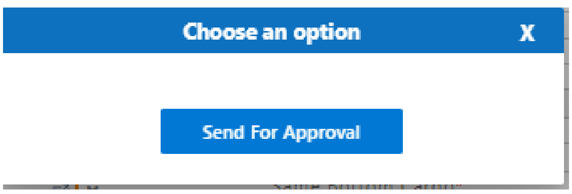


User Interface Image 155-Voyage Registration Barge (Document Details Fields) 37.5.11

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

Once saved ✔ Record 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. 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 List Data

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

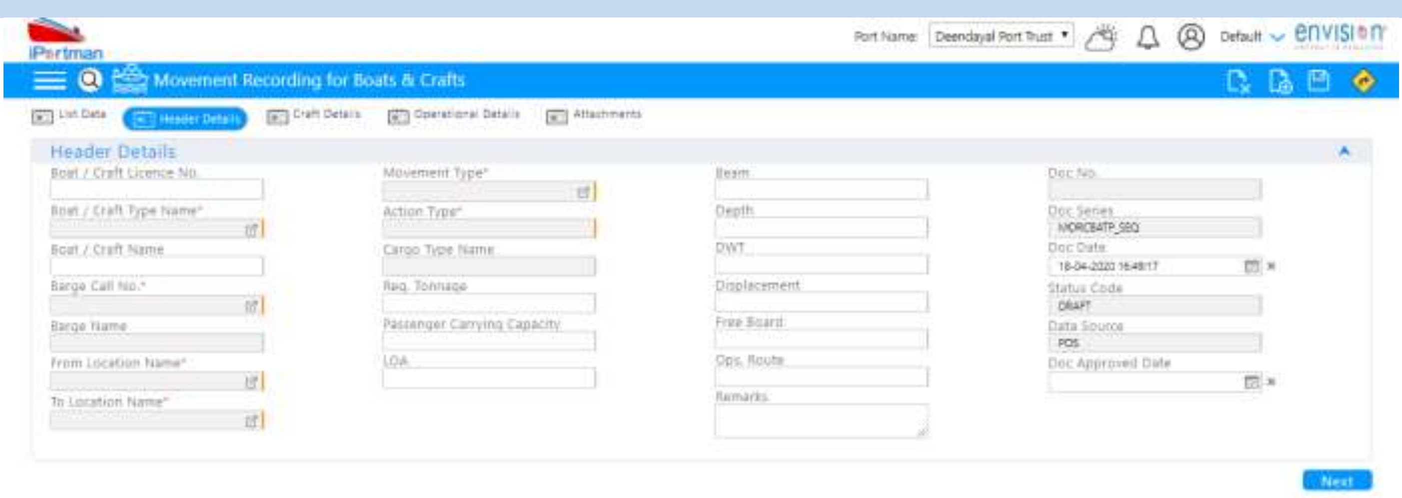
38.4. Prerequisites – Masters

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.

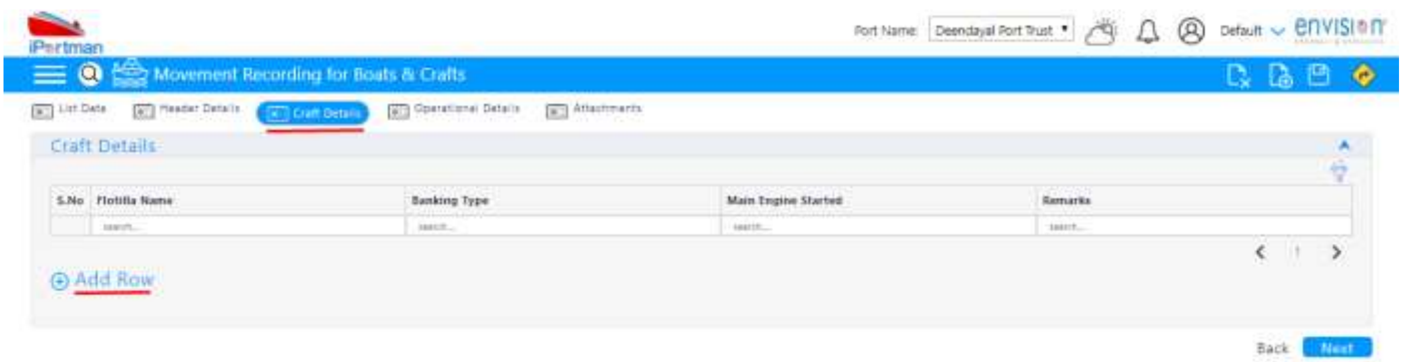


User Interface Image 156-Movement Recording for Boats and Crafts 38.5.1

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

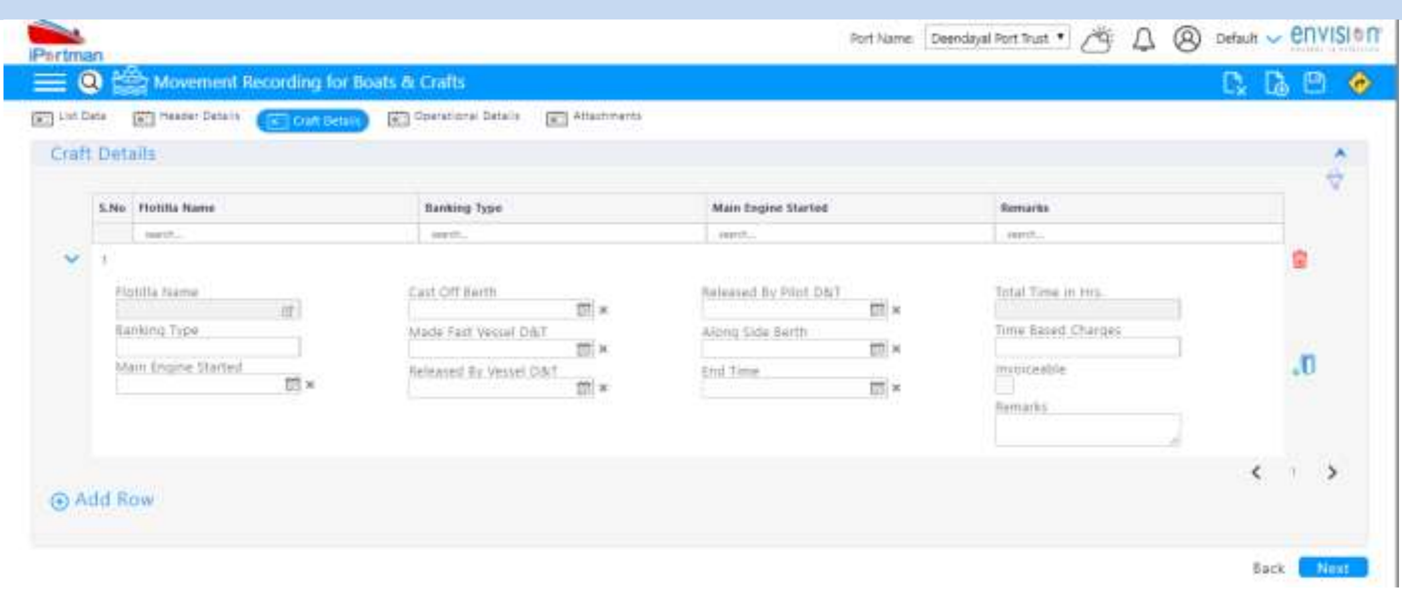
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Craft Details page as below

Click on ⊕ Add Row to begin with data entry.



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

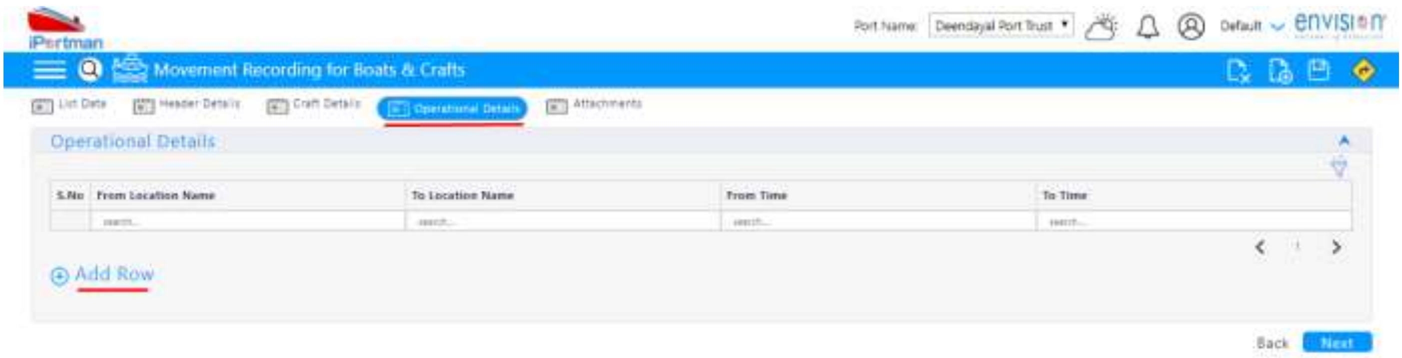
Step 4: Once ⊕ Add Row is selected, the following fields will be enabled to enter Craft details.



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

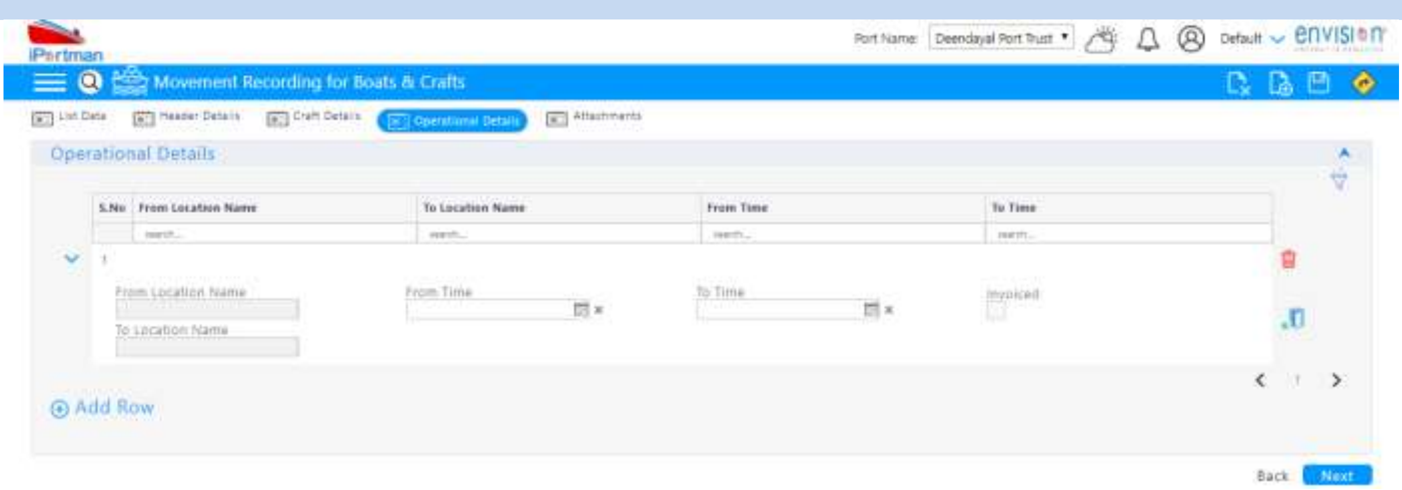
Step 5: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Operational Details page as below

Click on ⊕ Add Row to begin with data entry



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

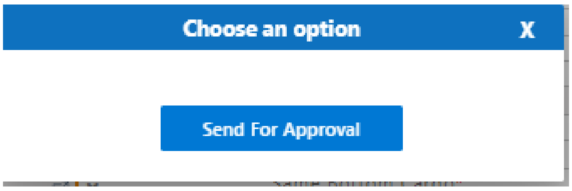
Step 6: Once ⊕ Add Row is selected following fields will be enabled to enter Operational details.



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

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

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 List Data

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.

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**

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

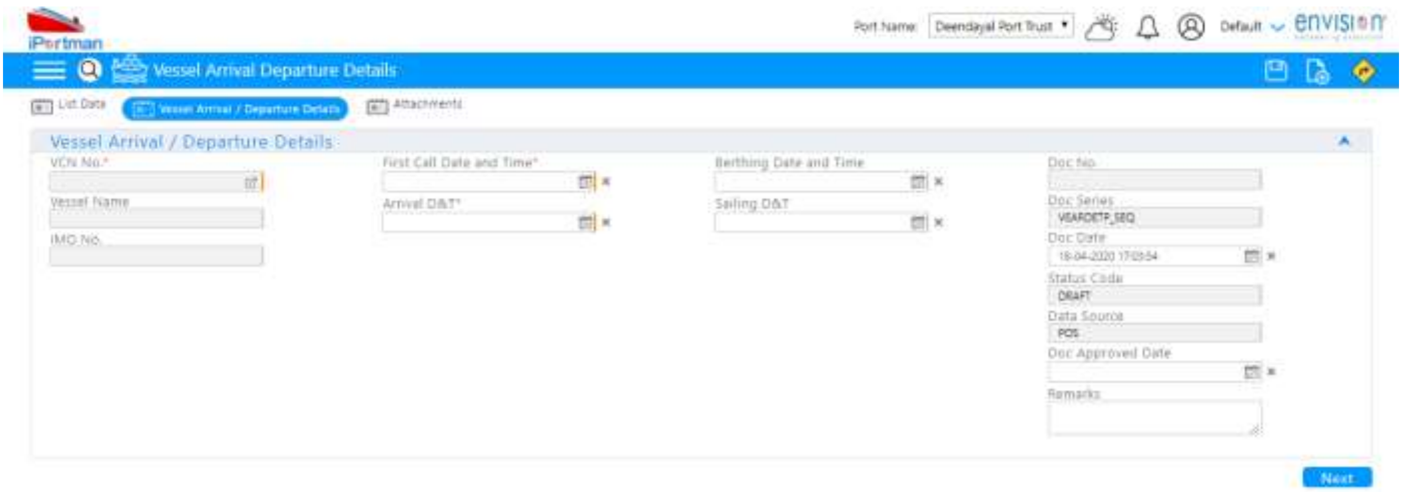
39.4. Prerequisites – Masters

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.



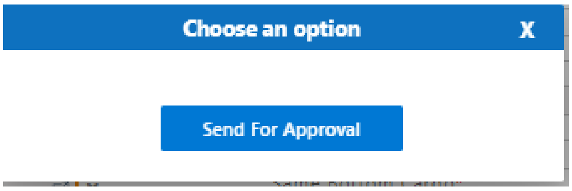
User Interface Image 161-Vessel Arrival Departure Details 39.5.1

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 **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 List Data

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

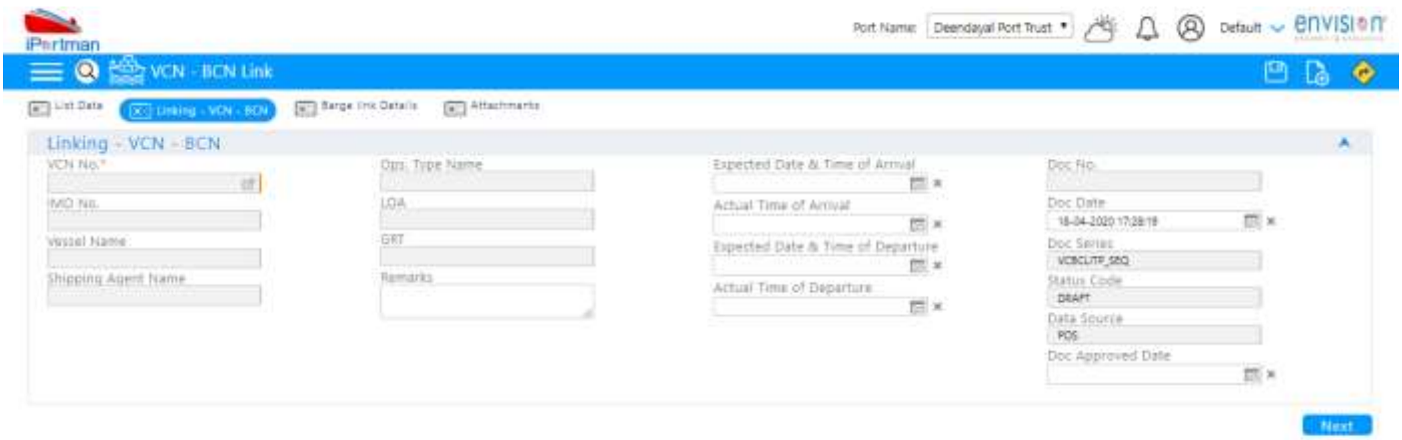
40.4. Prerequisites – Masters

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.

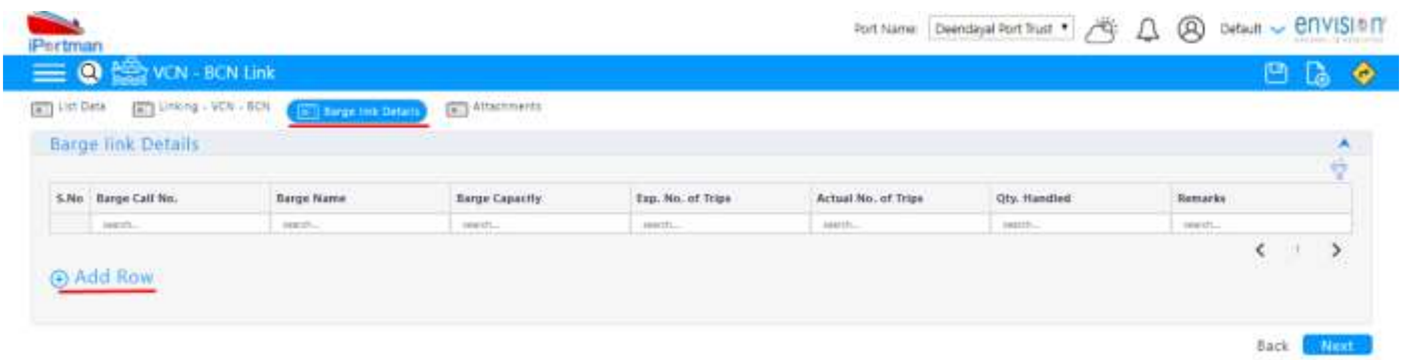


User Interface Image 162-VCN-BCN Link 40.5.1

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.

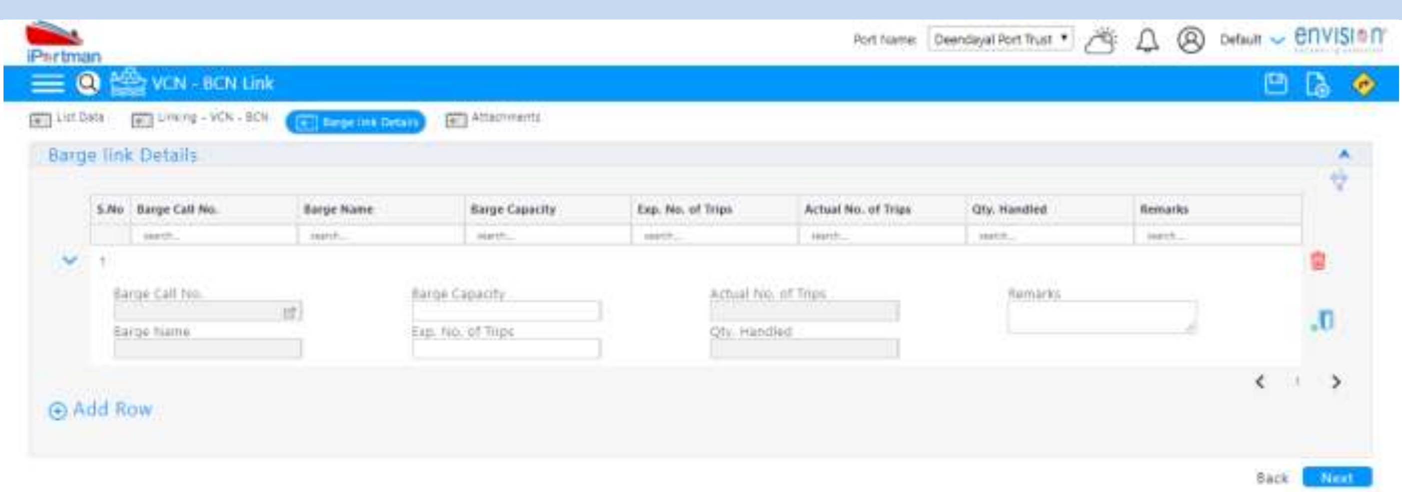
Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then you will be redirected to Barge Link Details page as below

Click on ⊕ Add Row to begin with data entry.

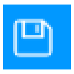


User Interface Image 163-VCN-BCN Link (Barge link details) 40.5.2

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

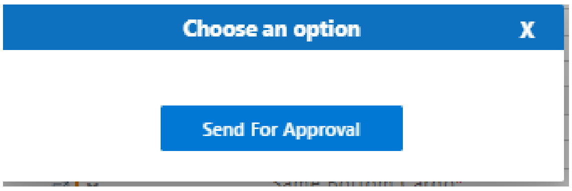


User Interface Image 164-VCN-BCN Link (Barge link details) 40.5.3

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

message appears.

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



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

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

40.6. Field information