
eModal™ Bulk Liquid Berth – Operations System

User Guide

Document V1.0.0

February 9, 2018



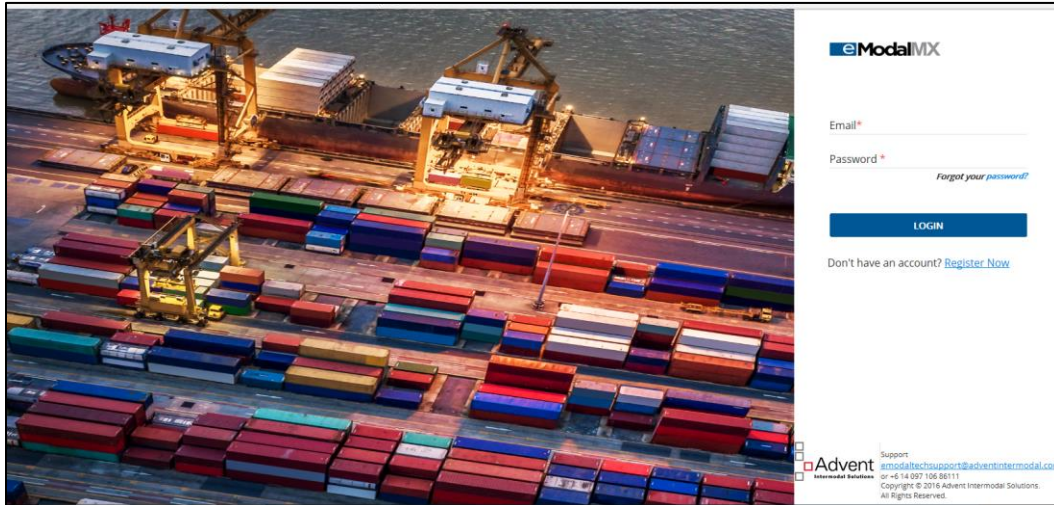
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1. Logging into BLB Ops

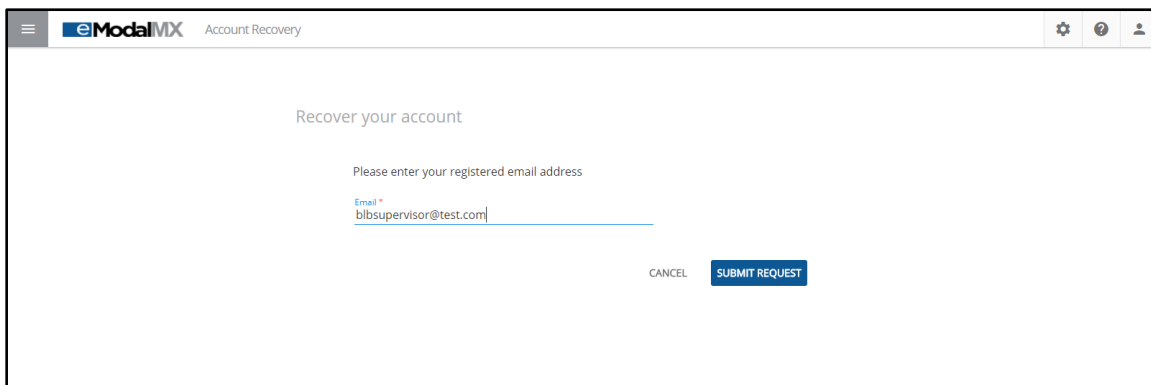
To log into eModalMX (eModal Marine Data Exchange), enter your user ID, password, and click

LOGIN




If you forgot your password, you can click the word “**password**” in the Forgot your password link and enter the original email you are registered with, and click

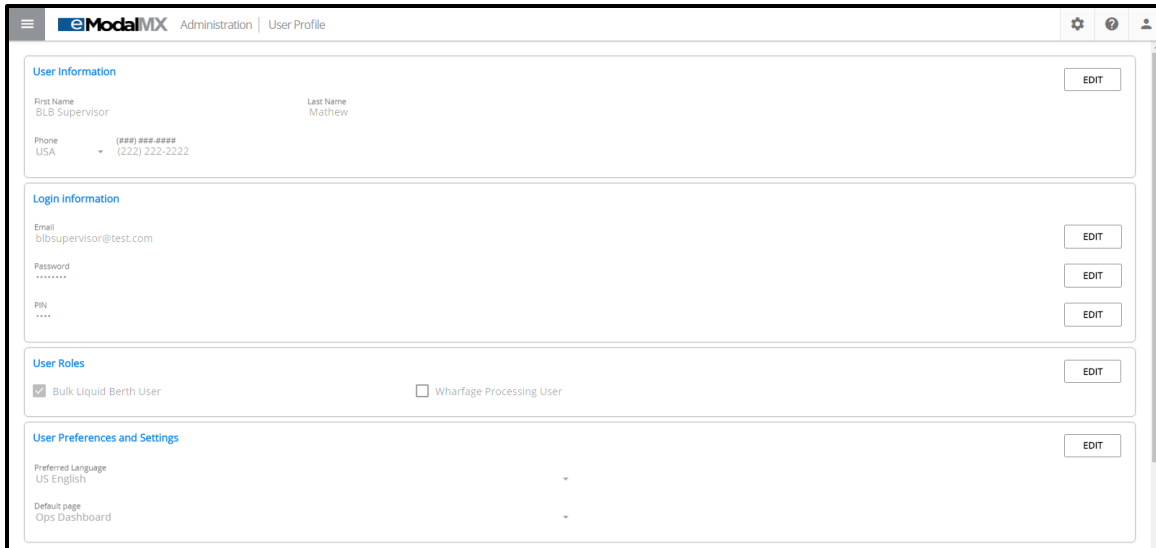
SUBMIT REQUEST



1.1 USER ADMINISTRATION SCREEN


Once logged in, the user default page will be the User Profile screen. Here the user can change/edit a variety of information by clicking the  button next to each group:

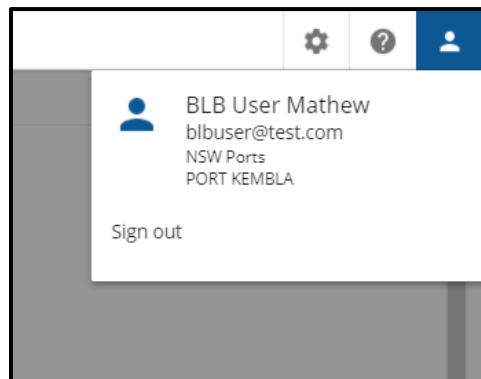
Name
Phone
Login email
User preferences




The screenshot shows the 'User Profile' page in the eModalMX application. The page is divided into four main sections, each with an 'EDIT' button on the right:

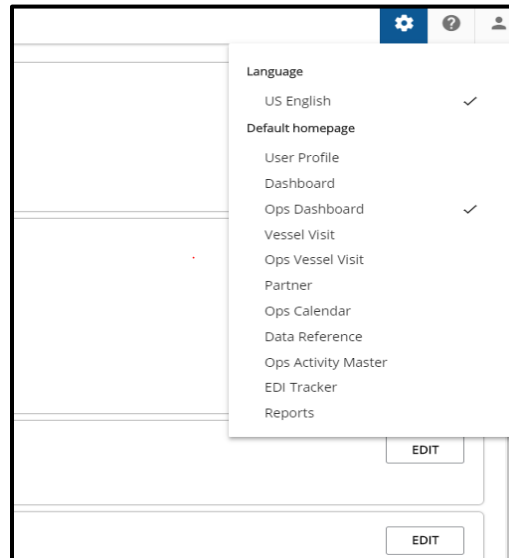
- User Information:** Fields for First Name (BLB Supervisor), Last Name (Mathew), and Phone (USA, (222) 222-2222).
- Login Information:** Fields for Email (blbsupervisor@test.com), Password (masked with dots), and PIN (masked with dots).
- User Roles:** Two roles are listed: 'Bulk Liquid Berth User' (checked) and 'Wharfage Processing User' (unchecked).
- User Preferences and Settings:** Fields for Preferred Language (US English) and Default page (Ops Dashboard).

User can Logout from application by clicking on  available on right top corner of the application.




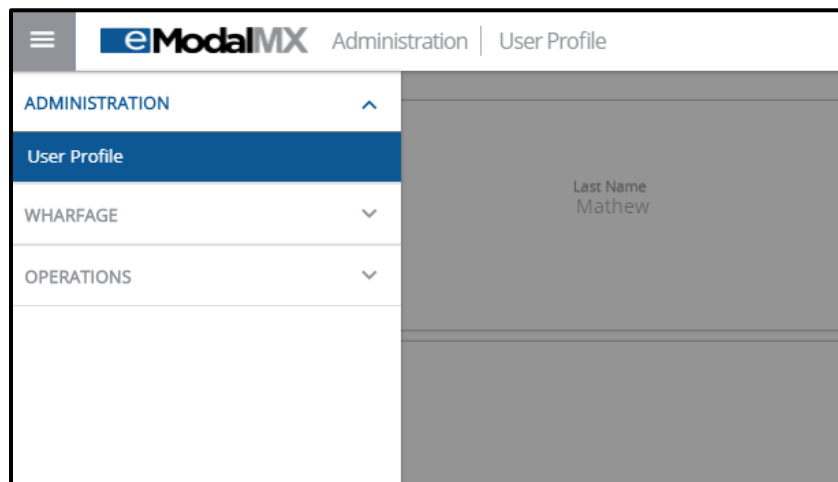
1.2 SETTING DEFAULT PAGE

Once you have logged on for the first time, user may elect to change their default page. To do this, click on the  icon on the top right, and select the new default page you want



2. Menu Navigation

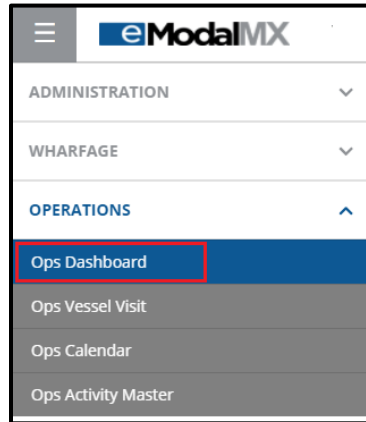
Based on user settings, the main menu options by clicking  on the top left will display different options. Only the BLB Supervisor or Manager can view the Wharfage module. All other BLB users will only be able to view the Operations module.



3. Operations

3.1 OPERATIONS DASHBOARD

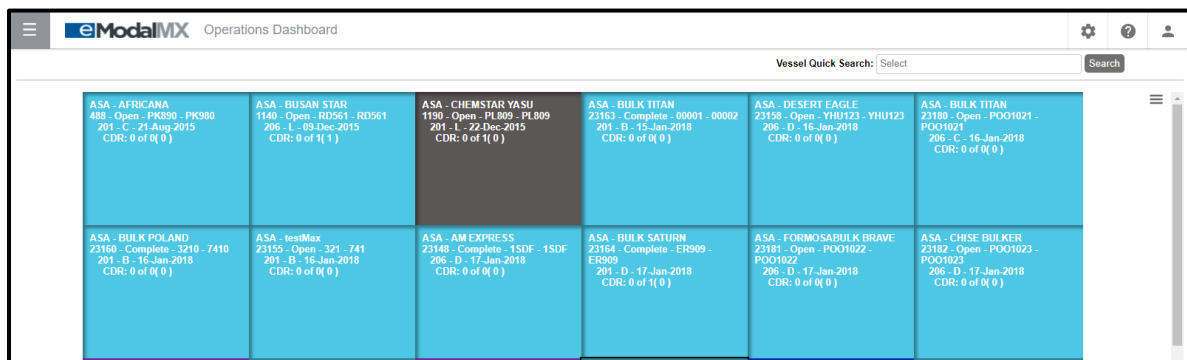
From menu, select Ops Dashboard to view the vessel dashboard screen



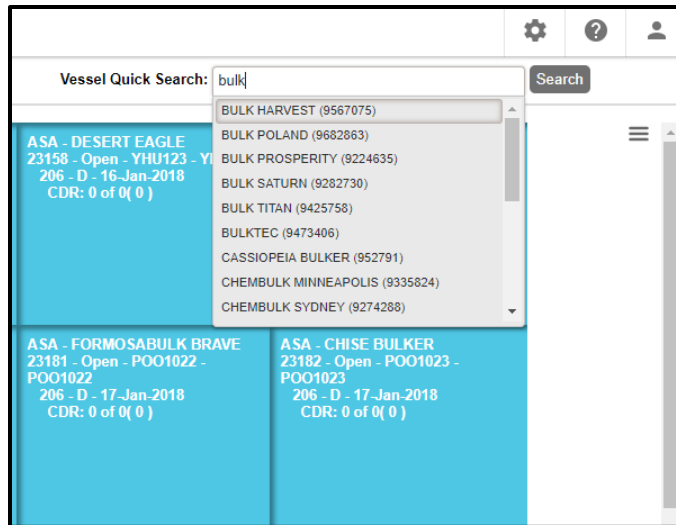
All the Vessel visits with Open and complete status will be displayed on Dashboard screen in tiles format.


Vessels to appear in chronological order based on the vessel departure date (either actual, or estimate, if actual does not exist)

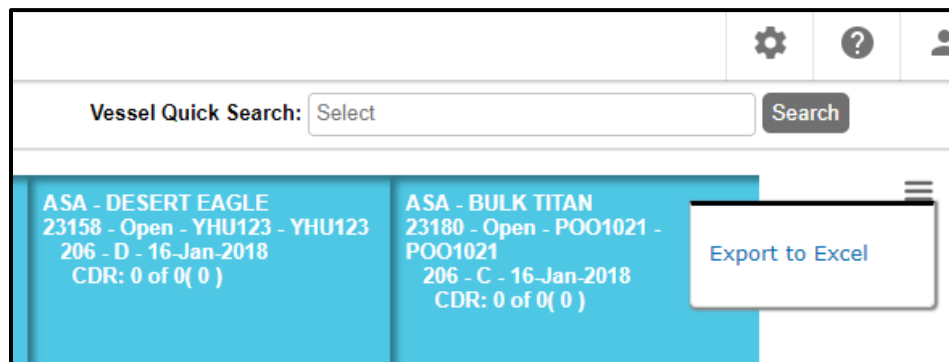
Once Operations user clicks a Visit Tile they will be taken to the existing Vessel Visit screen



- Entering the vessel name, or partial values, in Vessel Quick Search, user is presented with a dropdown of matching searches. Clicking on one of the suggestions will navigate user to vessel visit screen with all the visits listed for that specific vessel search.

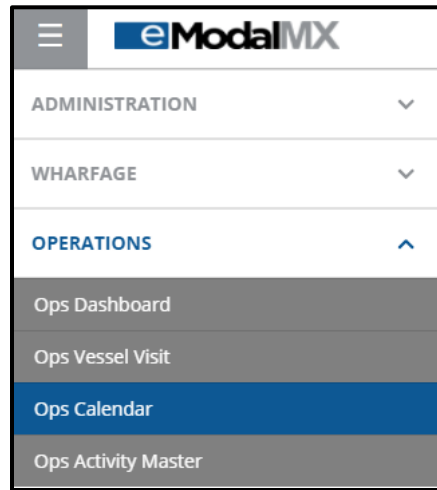



- b. Export to Excel option from  menu on right side of screen, allows user to extract all the visit information along with Movements and CDR's of the visits displayed on the dashboard screen

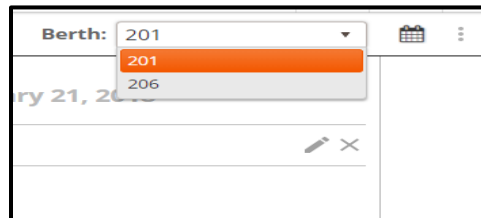


3.2 OPERATIONS CALENDAR

From menu, select Ops Calendar to view the operations calendar.

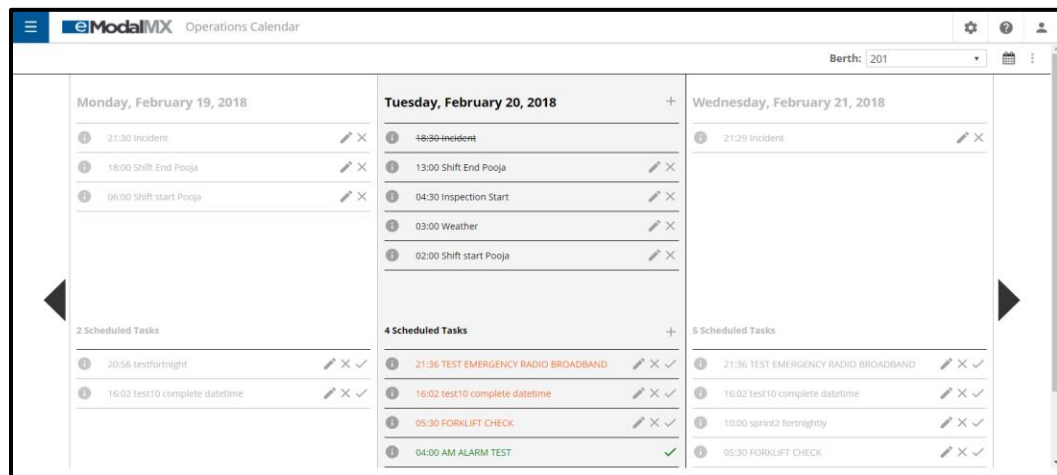



User can select the berth and date by clicking on the respective dropdown or  provided in the right top corner. Operational calendar screen will then display the berth and associate berth events.

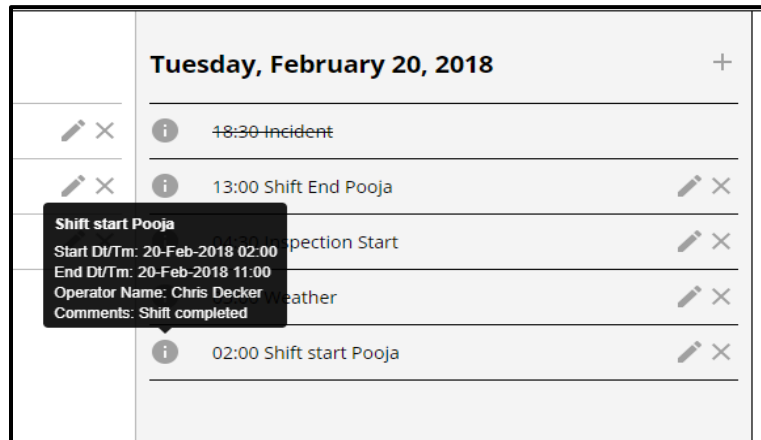



Calendar View: the screen will display current day in the center, previous day to the left, and next day to the right, with only current day editable.

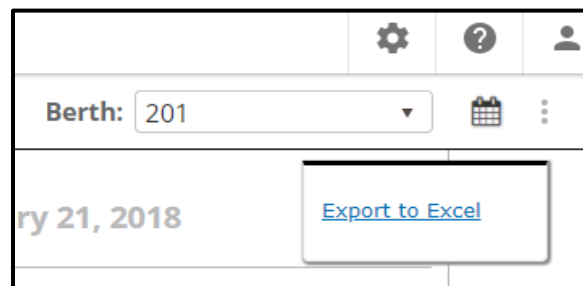
Use Operations Calendar arrows (left and right) to toggle to a different day (previous/next day) in the middle of screen to view or perform action on the entries for that day.



Any logged activity, when hovering over the  information icon will display the details of that activity



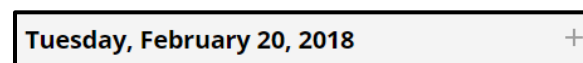
Use Export to Excel icon under the top right corner menu  to export the current day of activities & tasks to Excel.



For the day highlighted in the middle, fetch all activities that was logged so far in the Berth and sort by Latest activity on top.








a. ADD/EDIT /DELETE ACTIVITY


User can add new activity for the day by clicking on the “+” icon on the top right corner. Once its clicked, popup will be displayed for the user to add,










Based on the Activity Type selected in the dropdown, list of fields will change dynamically. This list of fields and its datatype can be configured from Operations Activity Master screen (3.5 section)

Edit: User can edit an activity that is added by clicking on  Edit Icon next to that activity.

	18:30 Incident	
	13:00 Shift End Pooja	 
	04:30 Inspection Start	 

Delete: User can delete an activity which is being displayed in the screen. Clicking on  Delete icon, will show popup to user for Confirmation and clicking on OK will delete the activity.

The deleted Activity will be striked out on UI .

	18:30 Incident	
	13:00 Shift End Pooja	 
	04:30 Inspection Start	 

b. ADD/EDIT/DELETE SCHEDULE TASK

ADD schedule task: User can add a new Scheduled recurring task by clicking on “+” Add Icon in the scheduled Task section and a popup will be displayed for the user to add.

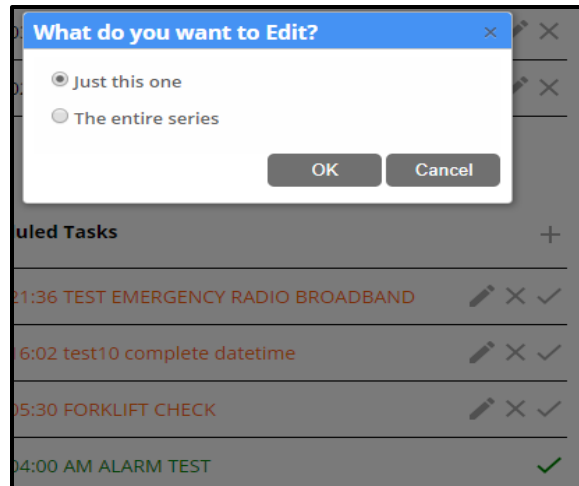
Based on schedule type selected from dropdown in the pop up above (Hourly, daily, Fortnightly, weekly and Monthly) task are generated.


Example: if its daily schedule task at same time, then we can see that schedule task listed for every day


4 Scheduled Tasks	+	4 Scheduled Tasks
21:36 TEST EMERGENCY RADIO BROADBAND		21:36 TEST EMERGENCY RADIO BROADBAND
16:02 test10 complete datetime		16:02 test10 complete datetime
05:30 FORKLIFT CHECK		05:30 FORKLIFT CHECK
04:00 AM ALARM TEST		04:00 AM ALARM TEST

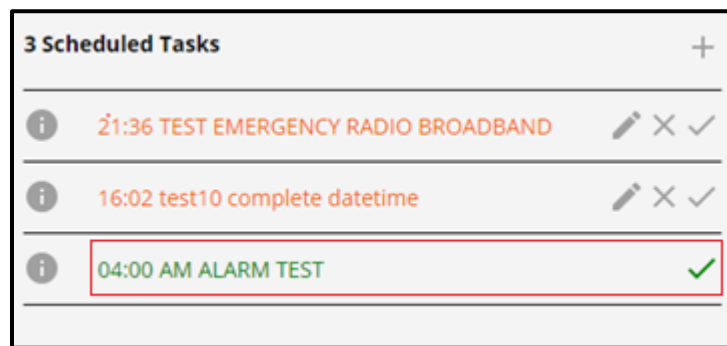
EDIT schedule task: User can edit specific occurrence of schedule task or the whole series using the

Edit icon next to the task.

















DELETE schedule task: User can delete the occurrence of schedule task or the whole series using the Delete icon  next to the task. When user clicks on icon, will get popup for confirmation and that task is removed from the Calendar.

COMPLETE schedule task: User can complete the task by clicking on . It opens a popup which will allow user to provide details and complete the specific task. Completed Task will be displayed in **Green** color.



Any logged Schedule task, when hovering over the  will display the details of that task

4 Scheduled Tasks			+	5 Schedu
	11:33 TEST EMERGENCY RADIO BROADBAND	  		2
	Task: AM ALARM TEST Completed DateTime: 20-02-2018 10:00 complete datetime	  		1
	Completed User: Chris Decker Comments: check and Good	  		1
	04:00 AM ALARM TEST			0

3.3 OPERATIONS VESSEL VISIT

From menu, select Ops Vessel Visit to view the Operations vessel visit screen

ADMINISTRATION

WHARFAGE

OPERATIONS

Ops Dashboard

Ops Vessel Visit

Ops Calendar

Ops Activity Master

Operations Vessel Visit

Vessel Details

Operational Details

Vessel Visit Details

Vessel Visit #: 23221

Vessel Name: PASQUALE DELLA GATTA

IMO: 9122564

Vessel Type: Bulk Cargo Ship

GT: 39385

Principal Agent: AWS

Agent Name: ASIA WORLD SHIPPING

Port: PORT KEMBLA

Voyage Number Inbound: AS

Voyage Number Outbound: as

Vessel Movements


Movement 1:

Purpose: Discharge

Passage Type: BLB2 Gangway

ETA: 15-Feb-2018 00:00

a. ADD/EDIT VESSEL VISIT

ADD vessel Visit: Vessel visits can be added from Operations Vessel visits by clicking on  which is located on left side.

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Add Vessel Visit

Vessel Name: CASSIOPEIA BULKER *

IMO: 952791

Visit Status: Open

Vessel Type: Bulk Cargo Ship

GT: 93715

Port: PORT KEMBLA

Voyage No. IB: 9003QA *

Voyage No. OB: 9003QA *

Principal Agent: AUSTRALIAN SHIPS AGENCIES (AS) *

Manual Update: ☐

Add Movement

Select the vessel name from the auto complete field and all its data is auto populated, fill in all data and click on **Add Movement** .

Fill in all other details and Click on Save to complete the process of creating the vessel visit with Movement to it.

Add Movement to Vessel Visit

Terminal: (BLK) Bulk Liquids Kembla *

Berth: Select *

Purpose: Select *

ETA: *

ETD: *

Back to visit **Save**


- User can edit the vessel visit from action menu available on right Side,

Vessel Details		Operational Details	
Vessel Visit Details			
Vessel Visit #:	23220	Visit Status:	Open
Vessel Name:	CHEMSTAR YASU	Assigned to:	
IMO:	9363869	Nav Discount Flag:	No
Vessel Type:	Crude Oil Tanker	Manual Update:	No
GT:	11977	Last Updated Dt/Tm:	17-Feb-2018 05:37
Principal Agent:	ASA	Last Updated By:	BLB Supervisor Mathew
Agent Name:	AUSTRALIAN SHIPS AGENCIES	Finance Token:	
Port:	PORT KEMBLA		
Voyage Number Inbound:	9004AT	Vessel Arrival:	15-Feb-2018 00:00
Voyage Number Outbound:	9004AT	Vessel Departure:	21-Feb-2018 00:00

Below Vessel Visit Details, Screen displays its First Movement and its associated Services & Activities in Expanded form.

If it has more than one Movement, subsequent Movements will be in Collapsed form and user can click on it to expand.


b. ADD/EDIT/DELETE Vessel Movement

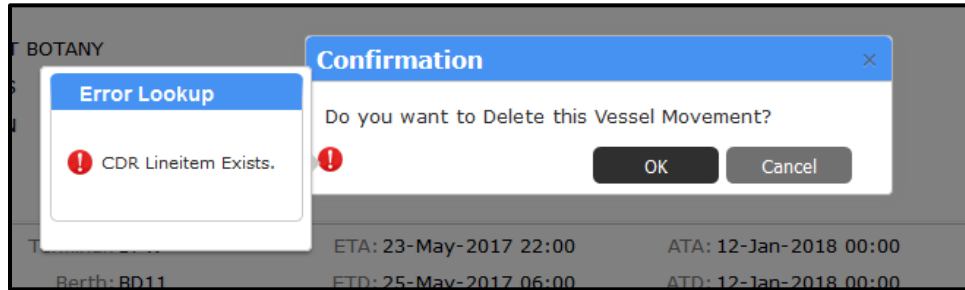
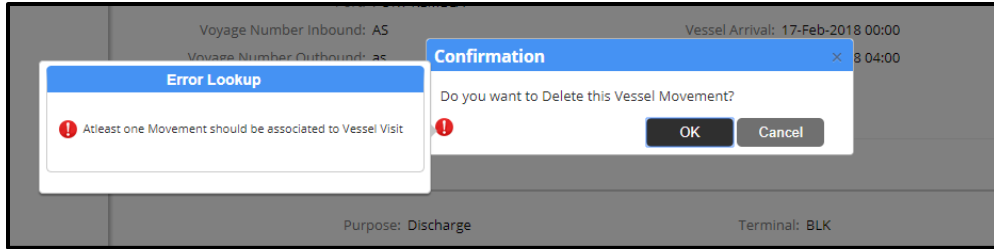
ADD Movement: User can add Movements to the vessel visit from action menu  available on right Side,

Vessel Details		Operational Details	
Vessel Visit Details			
Vessel Visit #:	23220	Visit Status:	Open
Vessel Name:	CHEMSTAR YASU	Assigned to:	
IMO:	9363869	Nav Discount Flag:	No
Vessel Type:	Crude Oil Tanker	Manual Update:	No
GT:	11977	Last Updated Dt/Tm:	17-Feb-2018 05:37
Principal Agent:	ASA	Last Updated By:	BLB Supervisor Mathew
Agent Name:	AUSTRALIAN SHIPS AGENCIES	Finance Token:	
Port:	PORT KEMBLA		
Voyage Number Inbound:	9004AT	Vessel Arrival:	15-Feb-2018 00:00
Voyage Number Outbound:	9004AT	Vessel Departure:	21-Feb-2018 00:00


Add Movement to Vessel Visit (23221)

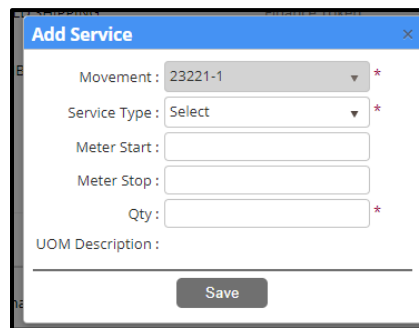
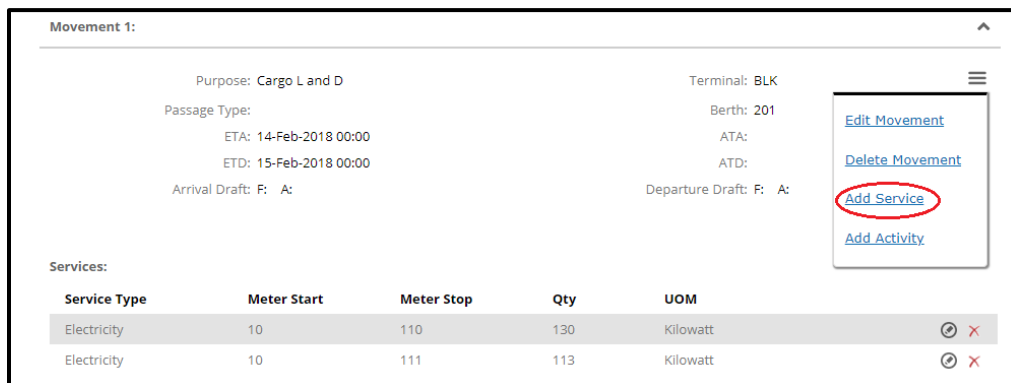
Terminal: (BLK) Bulk Liquids Kembra *
Berth: Select *
Purpose: Select *
ETA: *
ETD: *
Save

EDIT Movement: User can edit the Movements from action menu  available on right Side.



c. ADD/EDIT/DELETE Services

ADD Services: User Can Add Service from its respective Movement's action menu button  available on right Side.




Services:				
Service Type	Meter Start	Meter Stop	Qty	UOM
Electricity	1	2	3	Kilowatt
Labour			5	Hours
PK Utility			6	Each
Electricity			2	Kilowatt
Water			100	Kilolitres



EDIT/DELETE Services: User can edit or delete the service from the Grid using

d. ADD/EDIT/DELETE ACTIVITY

ADD Activity: User Can Add Activity from its respective Movement's action menu button  available on right Side.

Movement 1:
 Purpose: Cargo L and D
 Passage Type:
 ETA: 14-Feb-2018 00:00
 ETD: 15-Feb-2018 00:00
 Arrival Draft: F: A:

Terminal: BLK
 Berth: 201
 ATA:
 ATD:
 Departure Draft: F: A:

[Edit Movement](#)
[Delete Movement](#)
[Add Service](#)
[Add Activity](#)

Services:

Service Type	Meter Start	Meter Stop	Qty	UOM
Electricity	10	110	130	Kilowatt
Electricity	10	111	113	Kilowatt

Add Activity

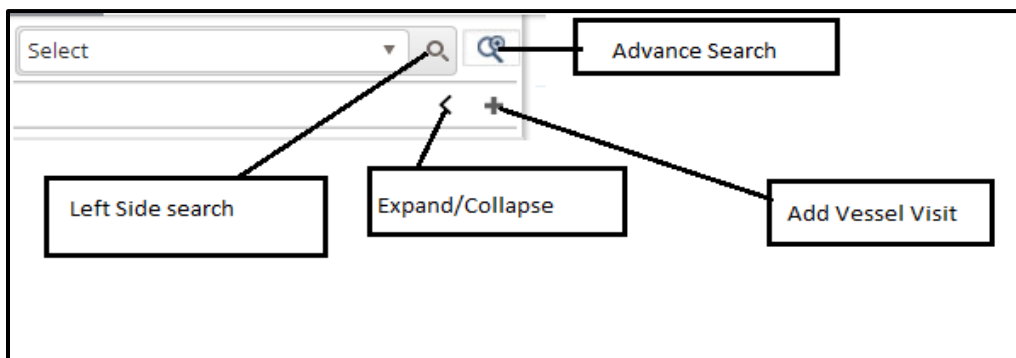
Movement: 23221-1
 Activity Type: Biosecurity
 Start Dt/Tm: Feb 20, 2018 21:28
 End Dt/Tm:
 Comments:
 Attachment:

Bunkering Activities: Start Dt/Tm: 20-Feb-2018 21:30 End Dt/Tm: 22-Feb-2018 00:00 Bunkering Type: By Road Comments: test						
Type	Start Dt/Tm	End Dt/Tm	Attachment	Comments		
	20-Feb-2018 21:30					
Bunkering	20-Feb-2018 21:30	22-Feb-2018 00:00		test		

when mouse hover this icon displays the information

Clicking on attachment clip icon, attached document opens in new window

EDIT/DELETE Activity: User can edit or delete the service from the Grid using



Advance Search: Advance search Results will display based on search criteria.

Advance Search

IMO:

Vessel Name:

Visit Status: Select

IB Voyage#:

OB Voyage#:

Visit#:

ETD From:

ETD To:

Vessel Type: Select

Principal Agent: Select

Terminal: (BLK) Bulk Liquids Kembla

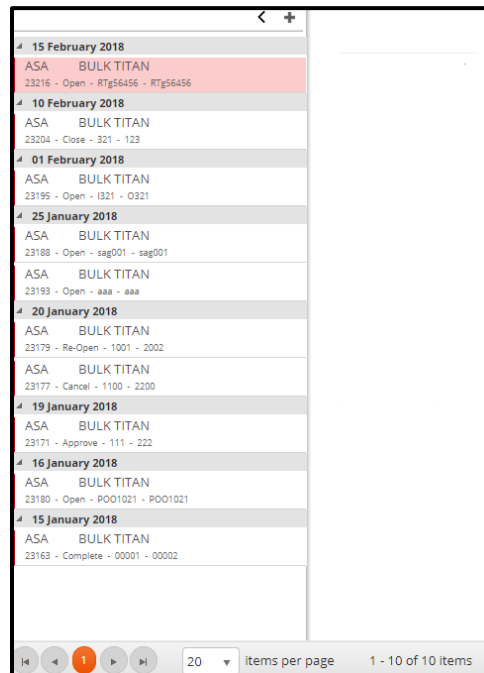
Berth: Select

Purpose: Select

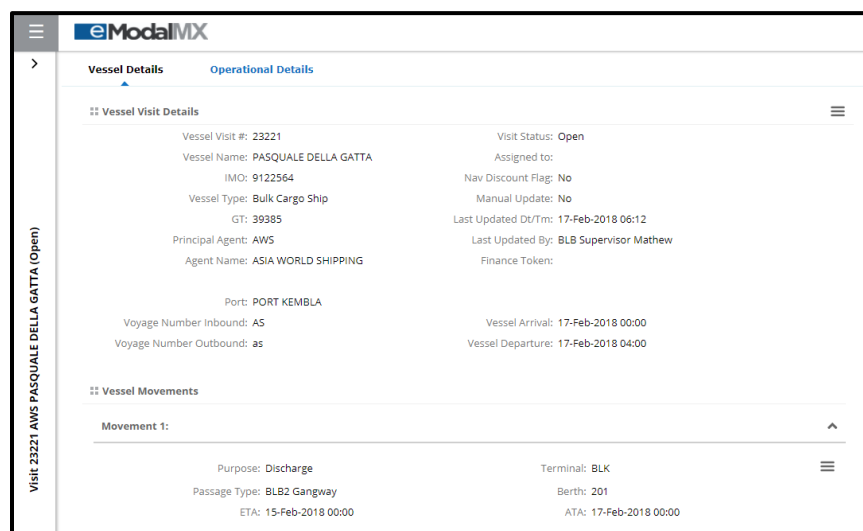
Search

Vessel visit search result/filter will appear in chronological order based on the 'Visit Departure Date' (the last movement's ATD, or the ETD if an ATD does not exist) and then by Visit Id Ascending.

Only 20 in a page will be displayed with scrollbar & pagination for rest of the result set.



Expand/Collapse: Left hand pane can be Collapsed or expanded by clicking on the < arrow icon. By default, its expanded



LEFT SIDE SEARCH: All these search results will be only on Operations Vessel Types.

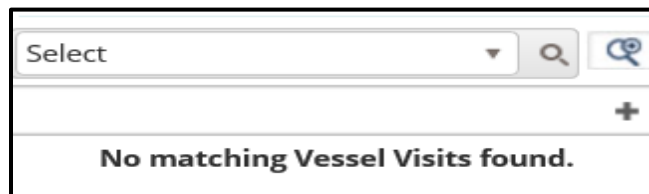
list of search options is:

“All Open Visits departure < Today”,

“Visits to be Approved”,

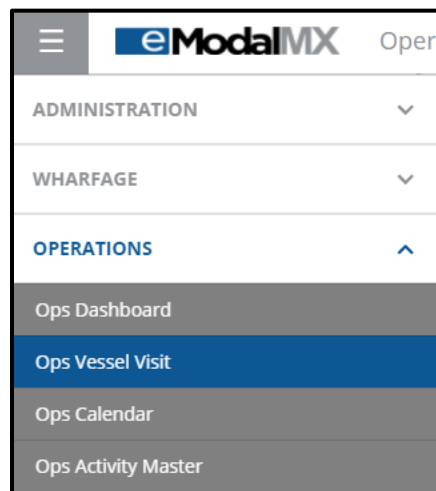
“Cancelled Visits”.

If no results are found for search or filter, display message in left side pan

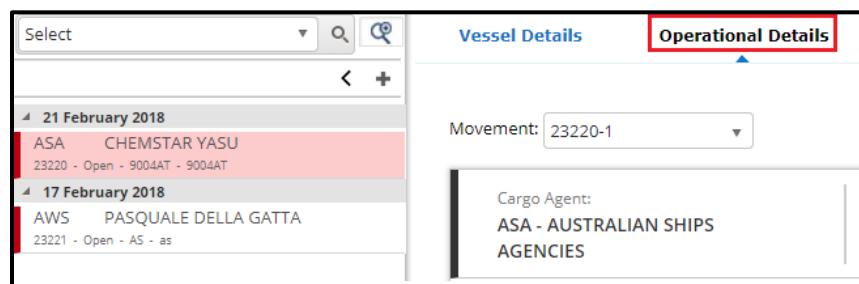


3.4 OPERATIONAL DETAILS

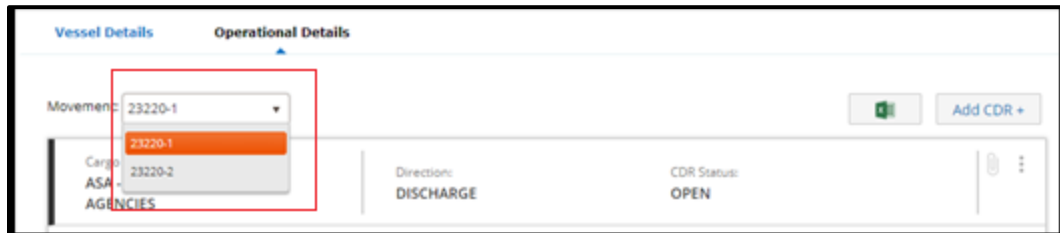
Operational Details – User can navigate to operational details through Vessel visit screen from Menu



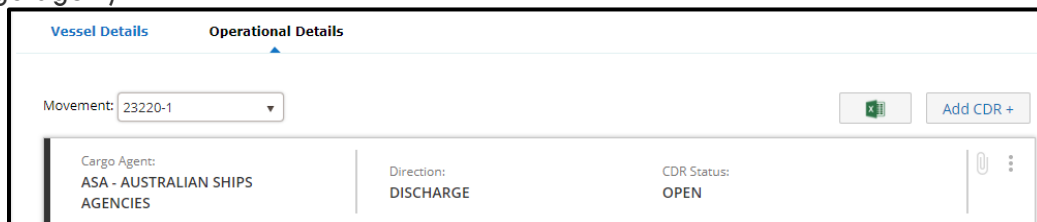
Vessel Visit Screen with two tabs – one will show Vessel details and other will show Operational Details on another tab.



- Operational details will display information about CDR, CDR Line items. And user can manage CDR, CDR Line items, Stoppages and Attachments.
- In this screen user can view the Operational Details of the selected Vessel. Screen will be loaded with CDR, CDR Line item and its related details for the FIRST “Vessel Movement”.
- If there are more than one Movement for the Visit, user can switch between movements using the dropdown shown



- For the selected movement in the Vessel visit, details are grouped by CDR. CDR is a combination of one Cargo Agent and purpose/direction. For each cargo agent & its purpose user should create one CDR
- Under CDR (for that cargo agent & purpose), all the CDR Line items will be displayed (which is list of all the bulk liquid products that is being loaded or discharged for that cargo agent).



- Under CDR line item there will be details about Stoppage log if at all any stoppage happened during transfer.

Vessel Details

Operational Details

Movement:

23220-1

Cargo Agent:

ASA - AUSTRALIAN SHIPS AGENCIES

Direction:

DISCHARGE

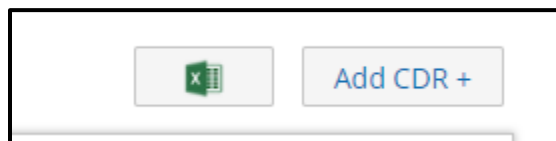
CDR Status:

OPEN

<div> <div>Pipe Operator</div> <div>TSA</div> </div>	<div> <div>Hazchem Code</div> <div>2P</div> </div>	<div> <div>Conn. Qty</div> <div>6</div> </div>	<div> <div>Conn. Time</div> <div>15-FEB-2018 00:30</div> </div>	<div> <div>Disconn. Time</div> <div>16-FEB-2018 23:30</div> </div>
<div> <div>Sub Class</div> <div>ACETIC ANHYDRIDE</div> </div>	<div> <div>Mass</div> <div>NULL</div> </div>	<div> <div>Conn. Type</div> <div>DL1 , DL2 , DL3 , DL4 , DL5 , DL6</div> </div>	<div> <div>Trans. Start Time</div> <div>15-FEB-2018 01:00</div> </div>	<div> <div>Trans. Compl Time</div> <div>16-FEB-2018 23:00</div> </div>
Start Dt/Tm	End Dt/Tm	Reason	Comments	
16-Feb-2018 19:19	17-Feb-2018 00:00	Quality	ghf	
<div> <div>Pipe Operator</div> <div>QEO</div> </div>	<div> <div>Hazchem Code</div> <div>ZWE</div> </div>	<div> <div>Conn. Qty</div> <div>1</div> </div>	<div> <div>Conn. Time</div> <div></div> </div>	<div> <div>Disconn. Time</div> <div></div> </div>

a. ADD/EDIT/DELETE CDR

ADD CDR: User can add CDR by clicking on ADD CDR+ icon



Add CDR (23220-2)

CDR Status:

Open

*

Movement:

23220 - 2

*

Direction:

Select

*

Cargo Agent:

Select

*

Save

Header tells you to which movement you are adding CDR to

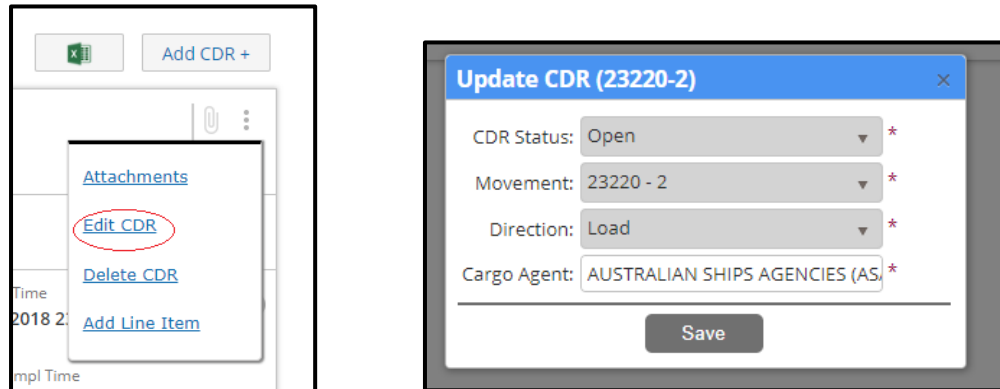
Header of popup shows Add CDR (Visit # - Movement #)

Clicking on

Save

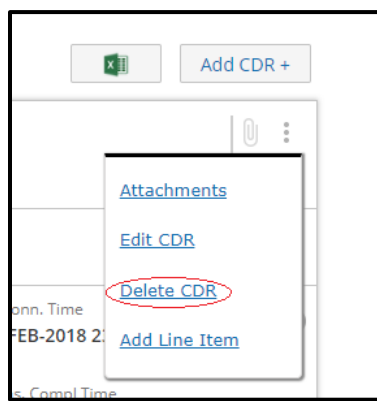
 will create CDR to movement

EDIT CDR: User can edit CDR using Menu icon  on the right most corner.

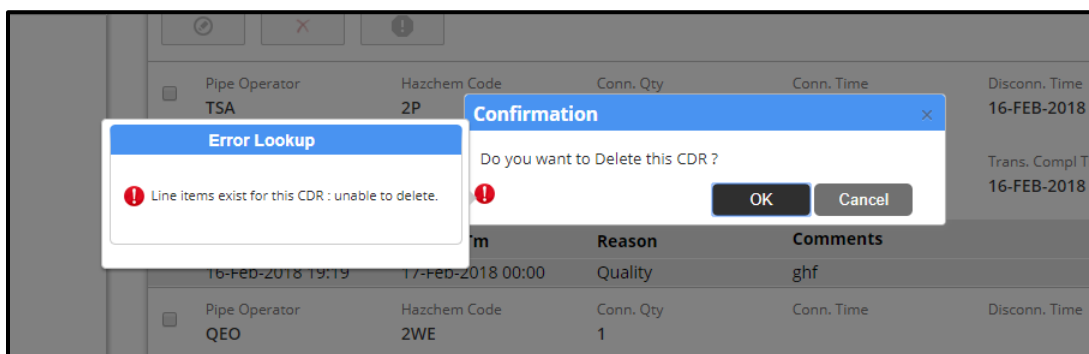


Only Cargo agent is editable, all other three fields are non-editable


DELETE CDR: User can Delete CDR using Menu icon  on the right corner.

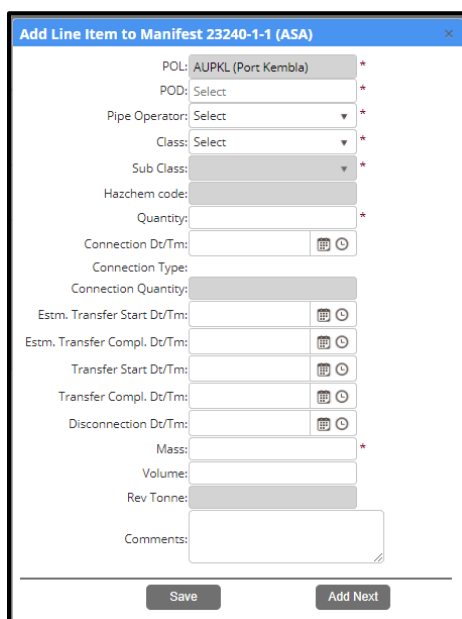
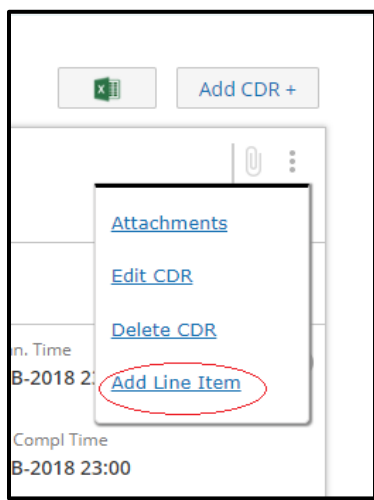


If any CDR line items exist, then user will not be able to delete CDR and error is thrown



b. ADD/EDIT/DELETE CDR Lineitem

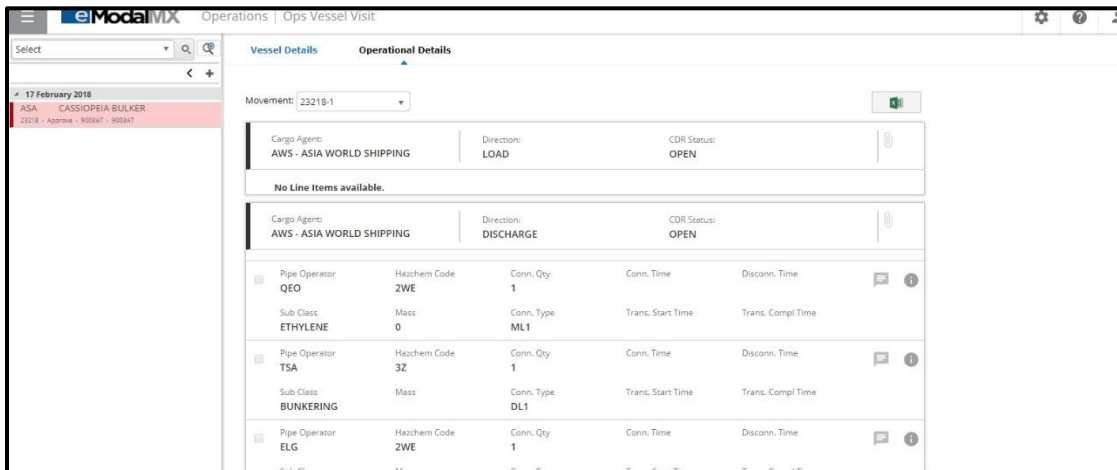
ADD CDR Lineitem: User can add new Lineitem to the CDR by clicking on Menu icon  on the right corner of CDR.

A screenshot of a form titled 'Add Line Item to Manifest 23240-1-1 (ASA)'. The form contains various fields for data entry, including: POL (AUPKL (Port Kembla)), POD (Select), Pipe Operator (Select), Class (Select), Sub Class (Select), Hazchem code, Quantity, Connection Dt/Tm, Connection Types, Connection Quantity, Estm. Transfer Start Dt/Tm, Estm. Transfer Compl. Dt/Tm, Transfer Start Dt/Tm, Transfer Compl. Dt/Tm, Disconnection Dt/Tm, Mass, Volume, Rev Tonne, and a Comments field. Each field has a corresponding input type (text, dropdown, or date/time picker). At the bottom, there are two buttons: 'Save' and 'Add Next'.


Clicking on Save, Saves the existing Data to Grid.

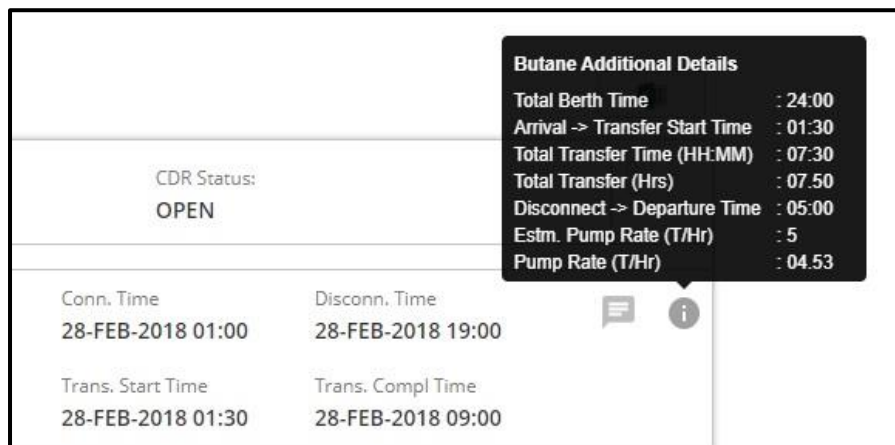
Clicking On 'Add Next' button, the existing line item is saved to grid and allow user to add next CDR line item.


A screenshot of the bottom section of the 'Add Line Item' form. It shows a 'Rev Tonne' field with a greyed-out input area. Below this, there are two buttons: 'Save' and 'Add Next'.

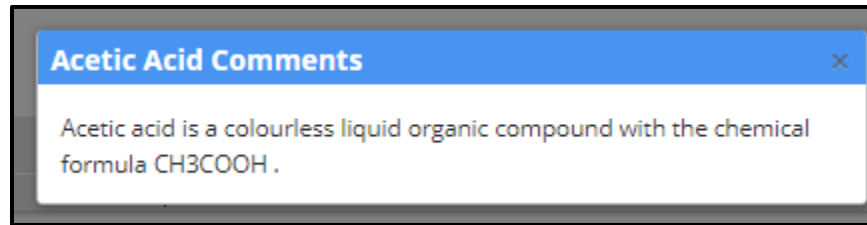


CDR LINEITEM ADDITIONAL DETAILS



- Clicking on grey info icon  on the right side of each CDR item, shows a popup with Additional Details.
- The data in these fields are calculated based on the data provided while adding the Lineitem.
- Header of the popup shows “Cargo Sub Class”

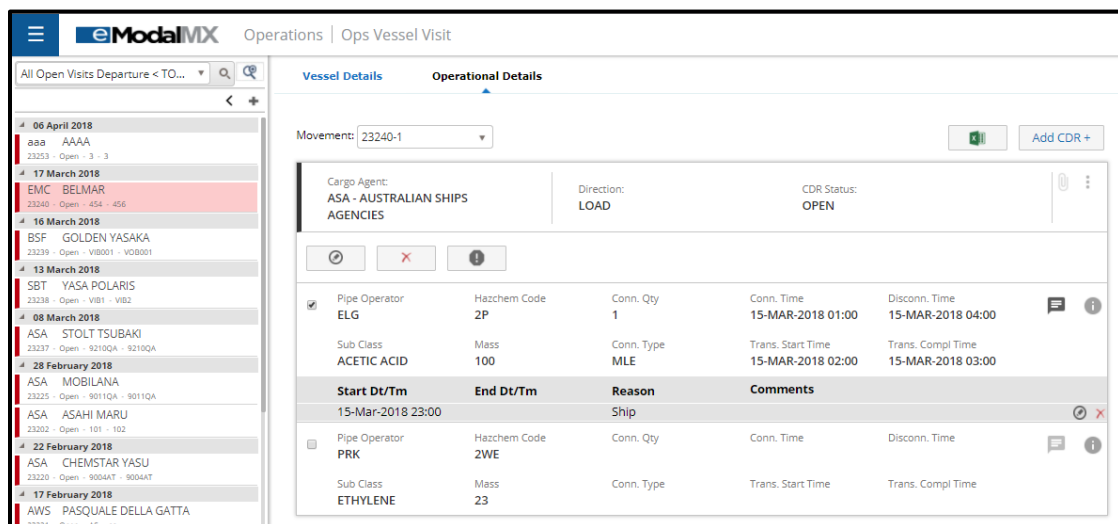


- Clicking on  available on the right side of each CDR Line item, shows a popup with comments added while creating/editing the CDR line item.
- This Button is enabled only if Line item has comments on it.




EDIT CDR Lineitem: User Can edit single Lineitem at a given time. User can edit by clicking on

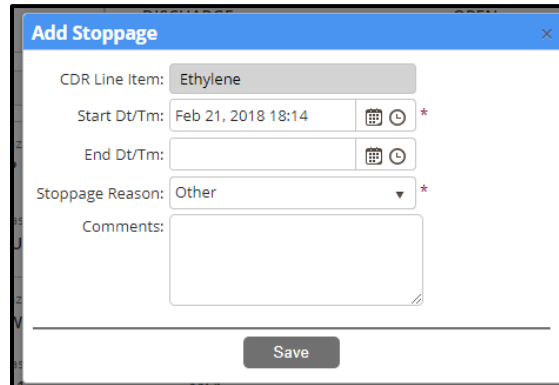
the checkbox  next to the Lineitem and then edit Button  is enabled to edit the line item.



DELETE CDR Lineitem: User can select single or multiple CDR Line Items to delete.

Clicking on  will delete the selected line items

Clicking on Add Stoppage Button  pop up opens. Fill all the details and click on Save button to add the stoppage to CDR Lineitem.

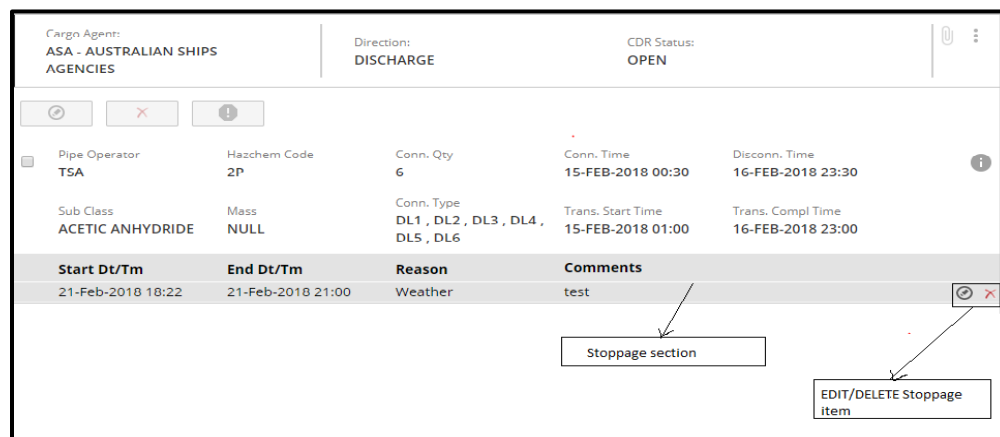


The 'Add Stoppage' pop-up form contains the following fields:

- CDR Line Item: Ethylene
- Start Dt/Tm: Feb 21, 2018 18:14 (with a calendar icon and a red asterisk)
- End Dt/Tm: (empty field with a calendar icon)
- Stoppage Reason: Other (dropdown menu with a red asterisk)
- Comments: (text area)
- Save button

All the stoppages added for the selected CDR Line item will be displayed below its respective CDR line item details


User can edit/delete stoppage from the options available on the right side of stoppage grid.



The main interface displays CDR details and a stoppage grid. The header shows:

- Cargo Agent: ASA - AUSTRALIAN SHIPS AGENCIES
- Direction: DISCHARGE
- CDR Status: OPEN

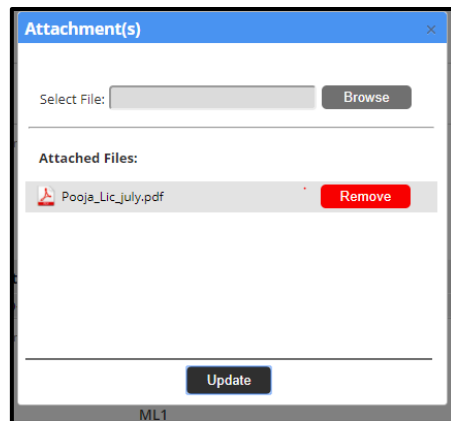
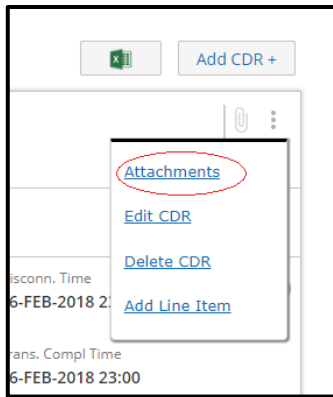
Below the header are three buttons: a refresh icon, a red 'X' icon, and an information icon. The stoppage grid contains the following data:

Start Dt/Tm	End Dt/Tm	Reason	Comments	
21-Feb-2018 18:22	21-Feb-2018 21:00	Weather	test	

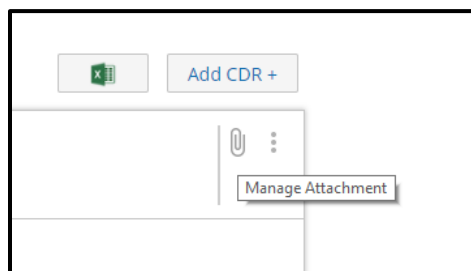
Annotations in the image point to the 'Stoppage section' (the grid area) and the 'EDIT/DELETE Stoppage item' button (the icon in the grid).

ADD/EDIT/DELETE ATTACHMENTS

- User can add Attachments to the CDR by clicking on Menu icon in the CDR header.
- Clicking Attachments from the menu, attachment pop up opens and user can browse the PDF files and update.
- Same way user can remove the attachments from clicking on Remove button which is available in front of file name.

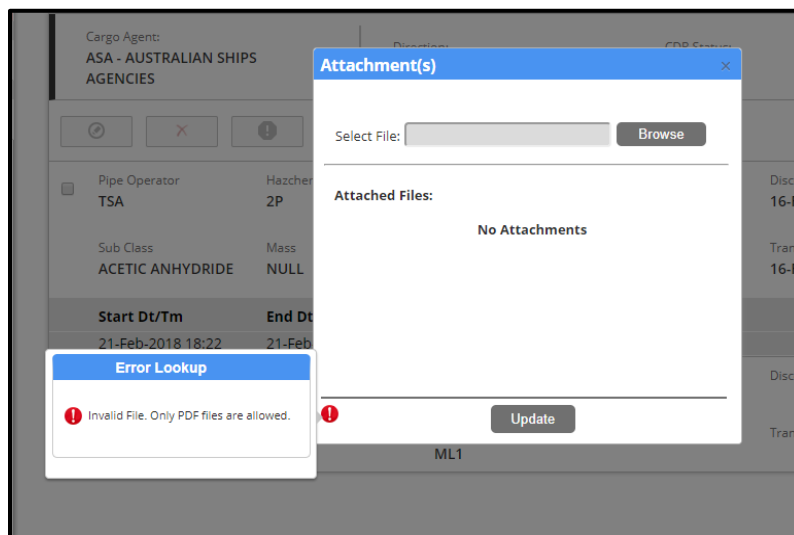


Initially manage attachment clip icon is disabled until it has atleast one attachment. Once user attach a file to it, user can add ,edit,delete the attachmnets from the Manage attachment pop up.



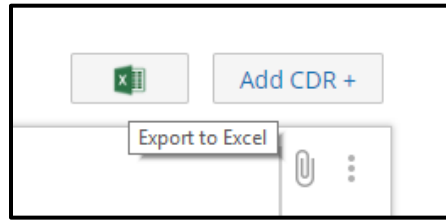
User can upload only PDF file, if tried to upload different format, then error message is thrown.

Maximum file size User can upload is 4MB.

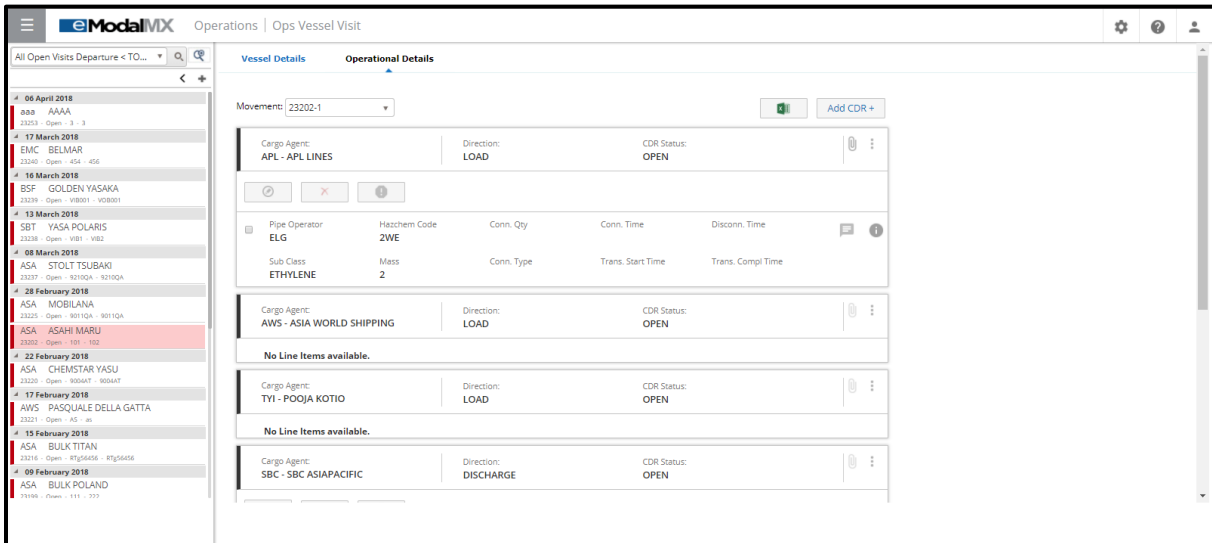


Export to Excel

User can extract all the detailed information of Cargo in excel by clicking on the excel icon on the top right corner



A full view of Operational Details screen is below:



3.5 OPERATIONS ACTIVITY MASTER

Ops Activity is a master screen which displays all the master activities & its related field.

This screen displays list of all master data of Berth & Vessel Activity and list of fields related to each activity.

This screen will load all existing activities in the left pane, sorted by Activity Description ascending order. Below is the activity description, displaying whether its Berth or Vessel category in small grey color like below.



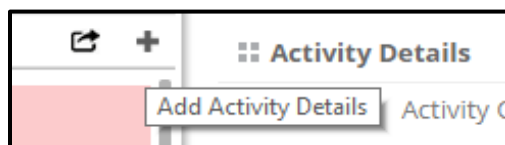
User can navigate to different activities by clicking on the activity on the left side.

	Sequence No	Label	Datatype	Required	Screen Display
	1	Tenant	LIST	Y	Y
	2	Tenant Call Dt/Tm	DATETIME	N	N
	3	Call information	TEXTAREA	N	N

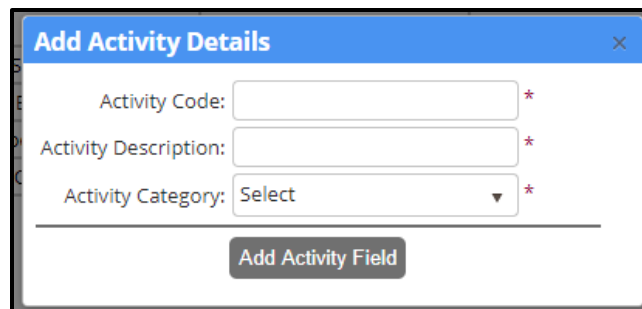
Activity Fields					
	Sequence No	Label	Datatype	Required	Screen Display
	1	Tenant	LIST	Y	Y
	2	Tenant Call Dt/Tm	DATETIME	N	N
	3	Call information	TEXTAREA	N	N

a. ADD/EDIT/DELETE ACTIVITY

User can add activity by clicking on (+)



Clicking on (+) Add activity Pop Up opens



The 'Add Activity Details' pop-up form contains three input fields, each marked with a red asterisk to indicate it is required: 'Activity Code' (text input), 'Activity Description' (text input), and 'Activity Category' (dropdown menu with 'Select' as the current option). Below these fields is a button labeled 'Add Activity Field'.

Fill in all the required information in Add Activity Details Pop up and continue to add the fields for Activity.



The 'Add Activity Fields' pop-up form contains four input fields, each marked with a red asterisk: 'Label' (text input), 'DataType' (dropdown menu with 'Select' as the current option), 'Required' (checkbox), and 'Screen Display' (checkbox). At the bottom of the form are three buttons: 'Back to Activity', 'Save', and 'Add Next'.

- Back to Activity button: Clicking on it takes the user back to Add Activity details Pop up
- Save button: Allows user to save the activity
- Add next button: Allows user to add next fields to activity

Activity Details section include Activity code, description, category & display order.



The 'Activity Details' section displays the following information: Activity Code: SFT, Activity Description: Shift start Pooja, Activity Category: Berth, and Display Order: 1. There are edit and delete icons in the top right corner.

Activity details can be edited & deleted using the icons in the Activity Details Header.



The 'Activity Details' header shows the title 'Activity Details' and edit and delete icons in the top right corner.

b. ADD/EDIT/DELETE ACTIVITY FIELDS

Clicking on Add icon  in the Activity Fields Grid will open this popup to Add Activity Field.



Activity Fields

	Sequence No
--	-------------



Add Activity Field

Label: *

DataType: *

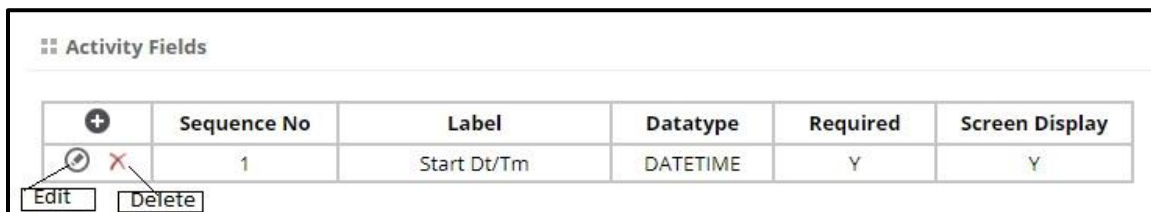
Required: ☐


Screen Display: ☐

Save

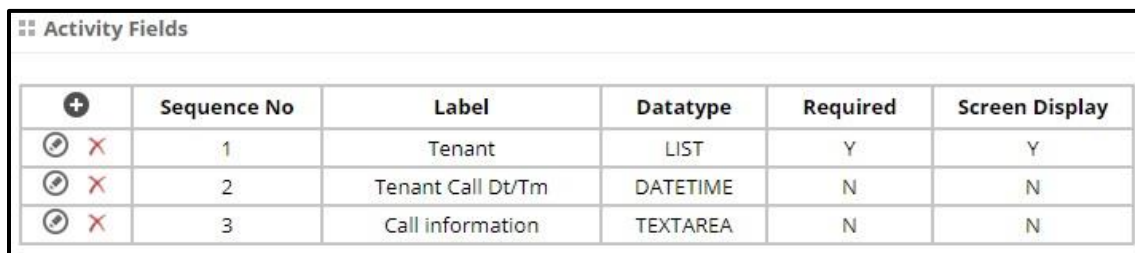
Clicking on Save Activity field is added to the grid






EDIT/DELETE Activity Field: User can edit or delete the field activity by clicking on icons in the grid



	Sequence No	Label	Datatype	Required	Screen Display
	1	Start Dt/Tm	DATETIME	Y	Y

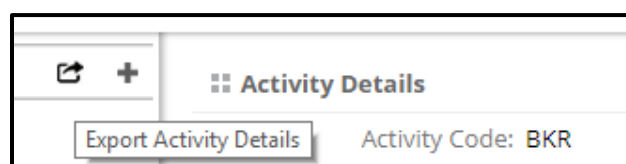
Edit Delete



	Sequence No	Label	Datatype	Required	Screen Display
	1	Tenant	LIST	Y	Y
 	2	Tenant Call Dt/Tm	DATETIME	N	N
 	3	Call information	TEXTAREA	N	N

c. Export to Excel:

Clicking on Export to Excel icon will open Excel with data.



Activity Details

Export Activity Details Activity Code: BKR

Document Control (amendment history & version control)			
Version	Date	Amended By (name)	Reason
1.0	February 9, 2018	Advent	Created/Started