eModal™ Bulk Liquid Berth – Operations System

User Guide

Document V1.0.0

February 9, 2018
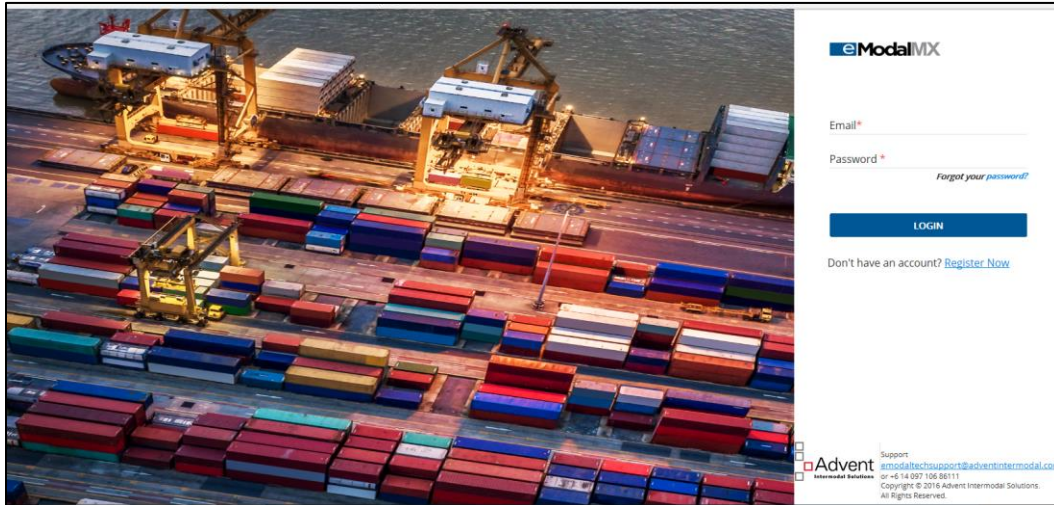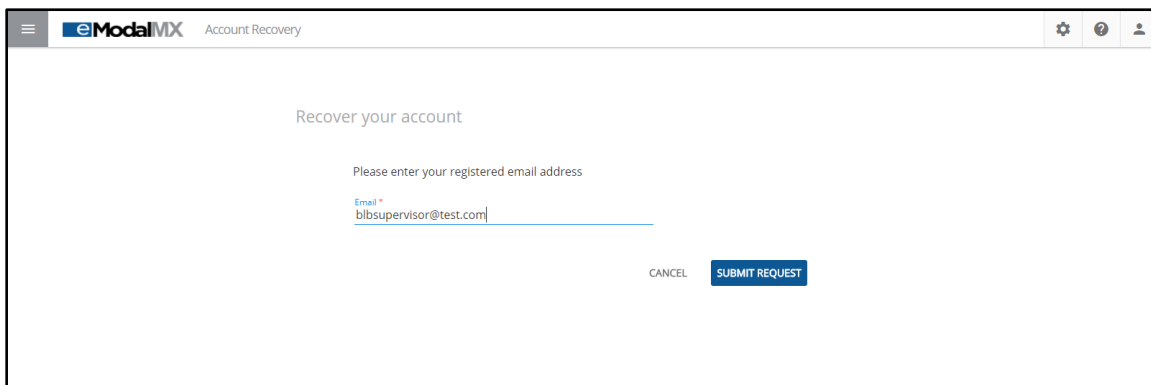
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1. Logging into BLB Ops

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**
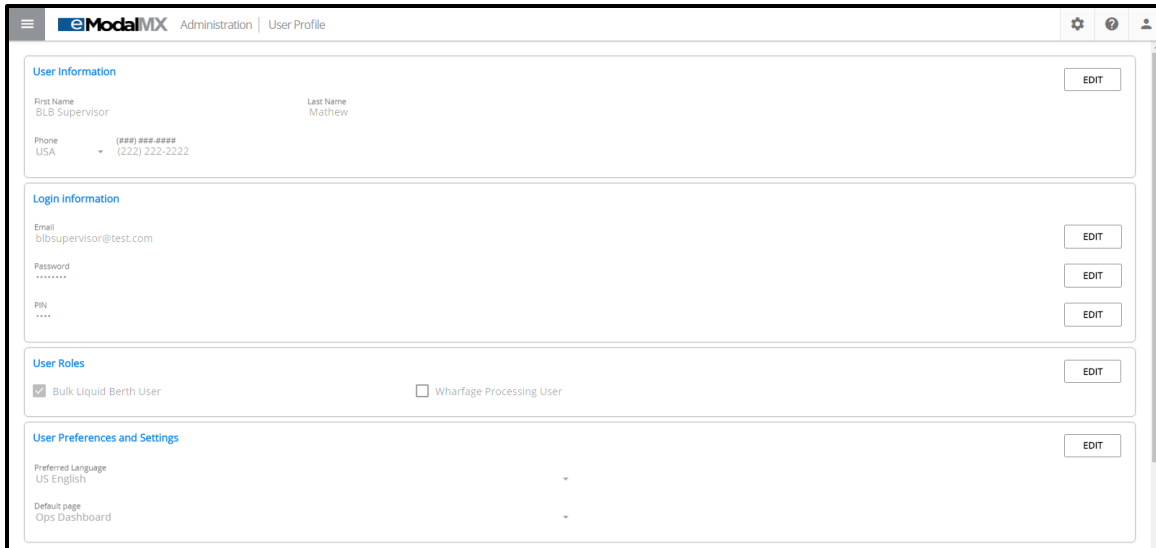
1.1   USER ADMINISTRATION SCREEN

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 [EDIT] button next to each group:
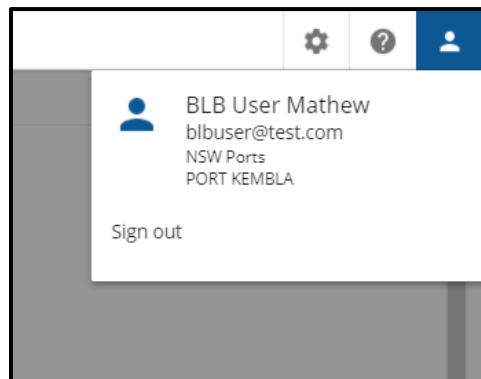
Name
Phone
Login email
User preferences

User can Logout from application by clicking on [icon] 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
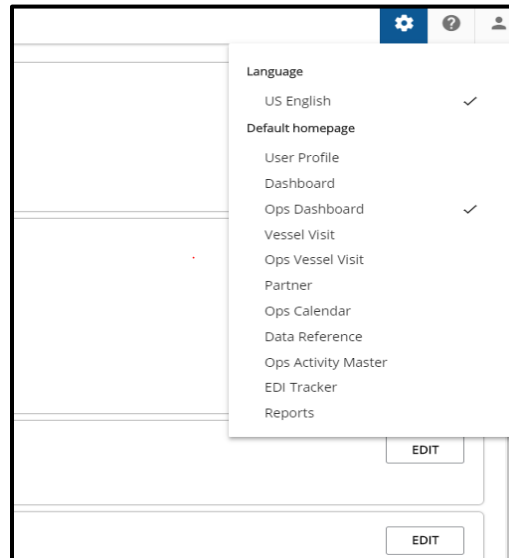
2. Menu Navigation

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.
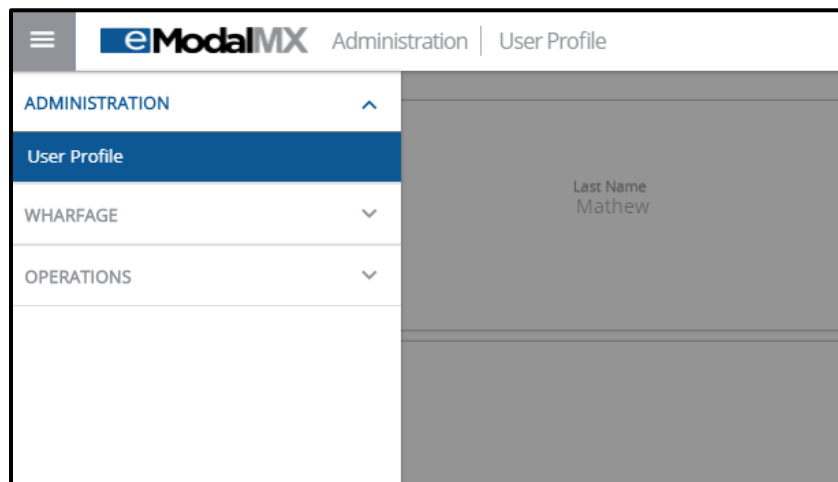
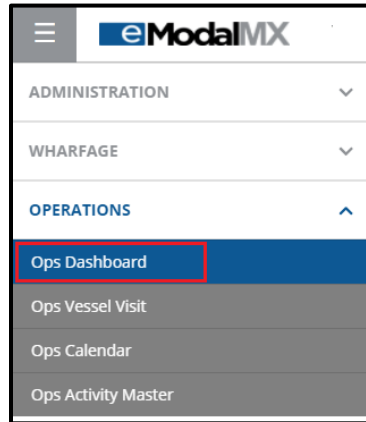# 3. Operations

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
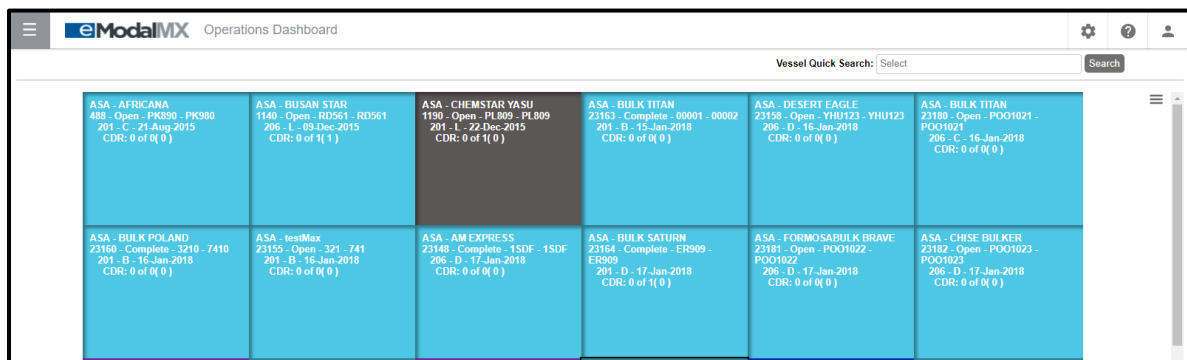
a. Entering the vessel name, or partial values, in Vessel Quick Search, user is presented with a dropdown of matching searches. Clicking on one of the suggestions will navigate user to vessel visit screen with all the visits listed for that specific vessel search.
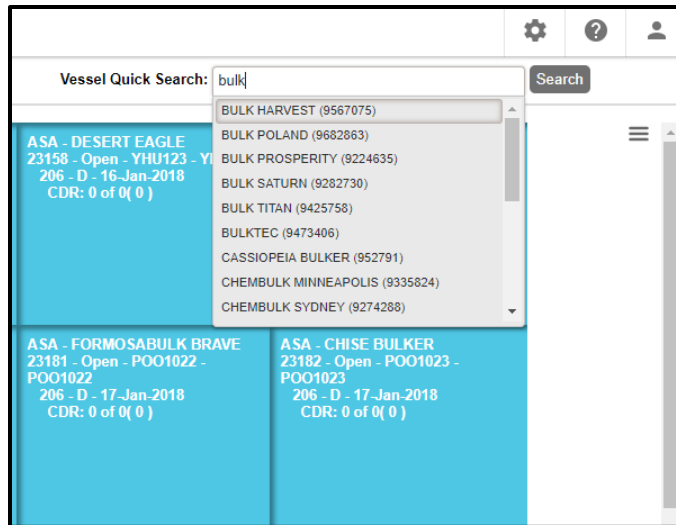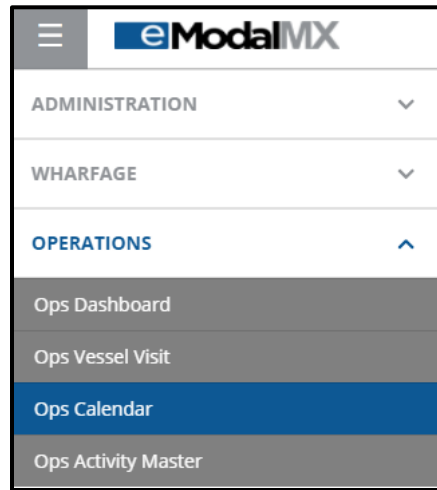
b. Export to Excel option from ≡ menu on right side of screen, allows user to extract all the visit information along with Movements and CDR's of the visits displayed on the dashboard screen
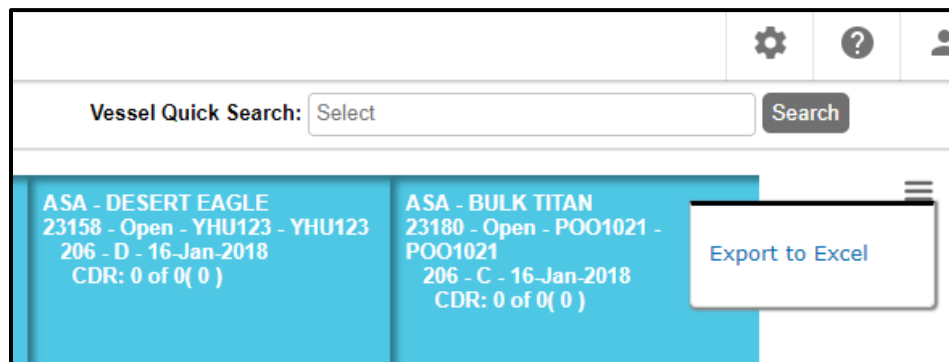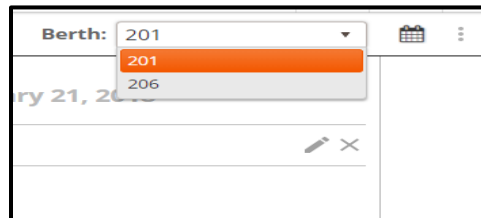
3.2   OPERATIONS CALENDAR

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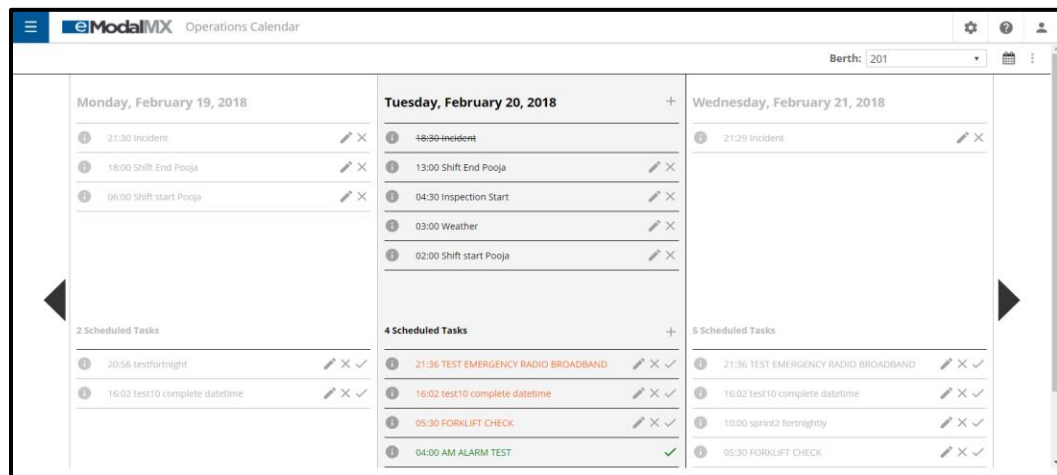
Any logged activity, when hovering over the ⓘ information icon will display the details of that activity
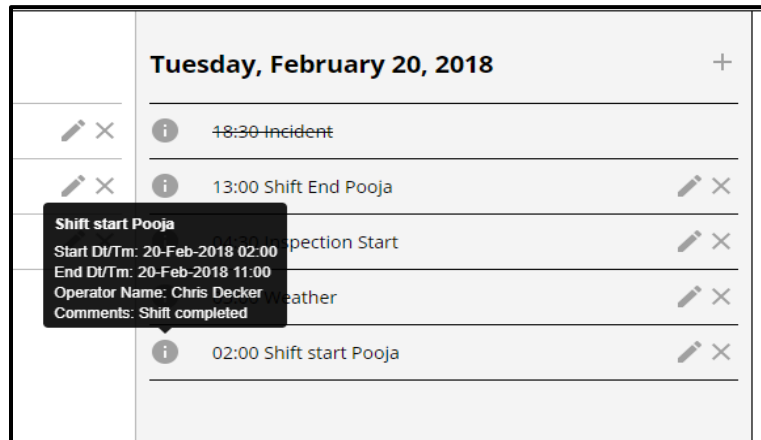

Use Export to Excel icon under the top right corner menu ⋮ to export the current day of activities & tasks to Excel.
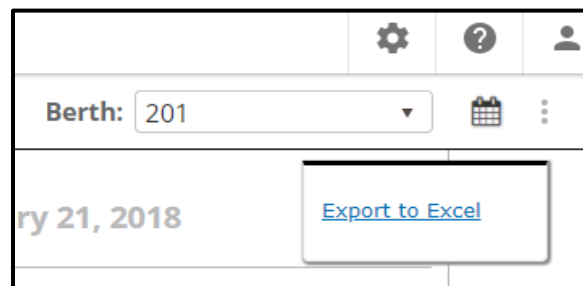
For the day highlighted in the middle, fetch all activities that was logged so far in the Berth and sort by Latest activity on top.

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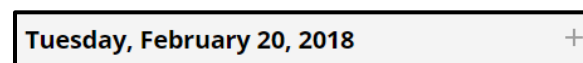
Based on the Activity Type selected in the dropdown, list of fields will change dynamically. This list of fields and its datatype can be configured from Operations Activity Master screen (3.5 section)

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

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 .

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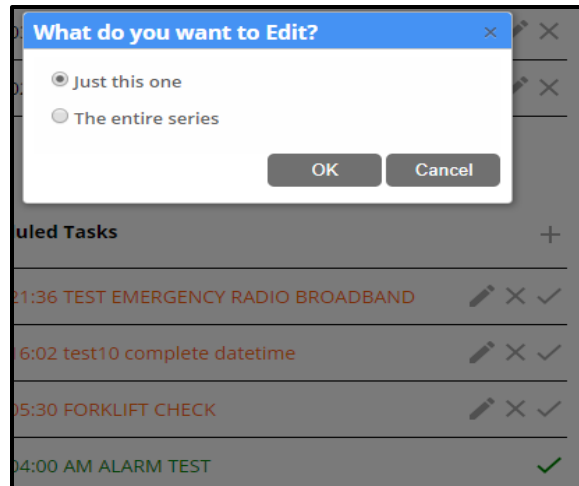
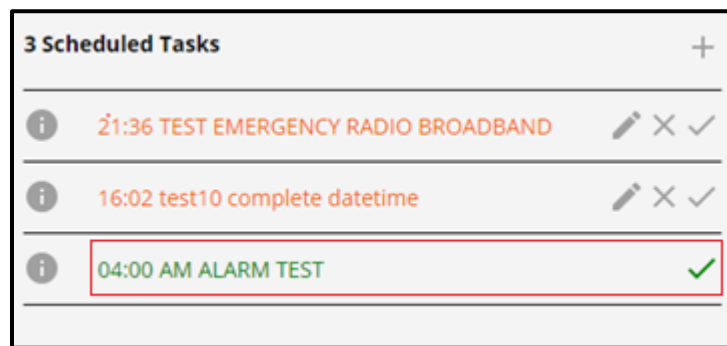Example: if its daily schedule task at same time, then we can see that schedule task listed for every day

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

3.3 OPERATIONS VESSEL VISIT

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

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.

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.

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

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,

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

While Editing the Movement, user has few more details to fill in like ATA, ATD, Passage Type.

DELETE Movement: User can delete the movement from its respective action menu button ☰ available on right Side.

user can delete the movement only if it is not the last movement to Visit and if it has no CDR's associated to it.
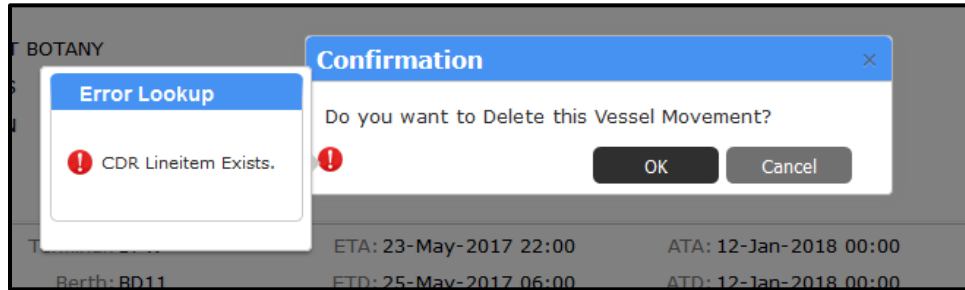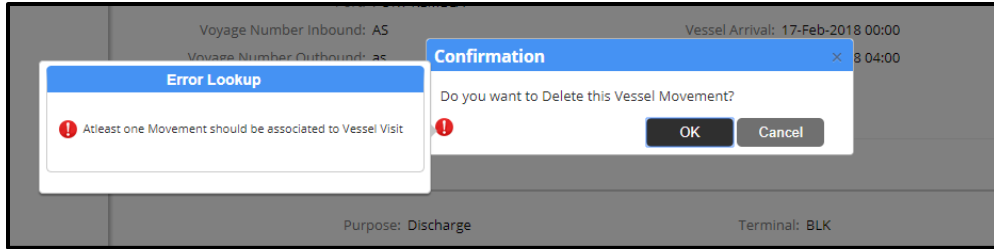
c. ADD/EDIT/DELETE Services

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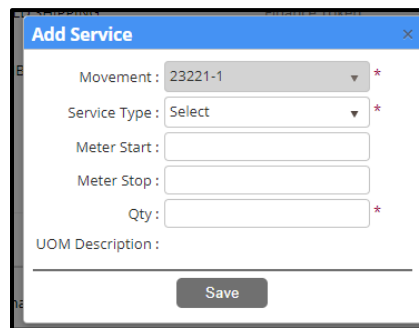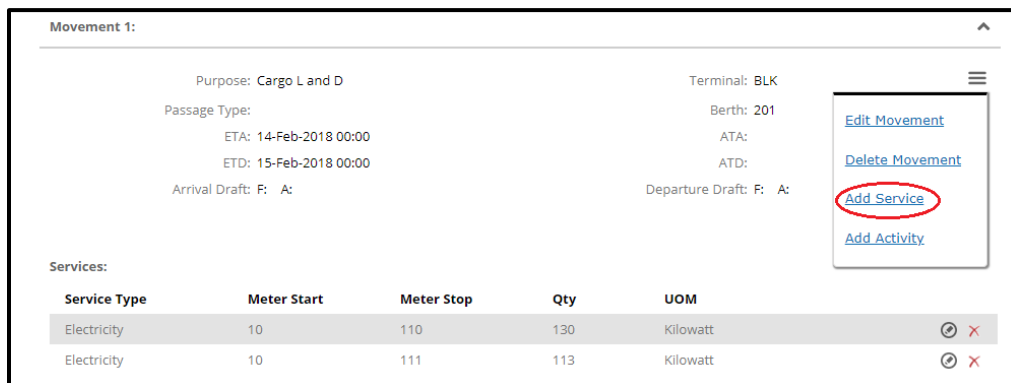
Services:

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	Terminal: BLK	≡
Passage Type:	Berth: 201	**Edit Movement**
ETA: 14-Feb-2018 00:00	ATA:	**Delete Movement**
ETD: 15-Feb-2018 00:00	ATD:	**Add Service**
Arrival Draft: F: A:	Departure Draft: F: A:	**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:	Browse

Save

		Type	Start Dt/Tm	End Dt/Tm	Attachment	Comments		

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

| | | | 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

<u>EDIT/DELETE Activity:</u> User can edit or delete the service from the Grid using ⊘ ✕
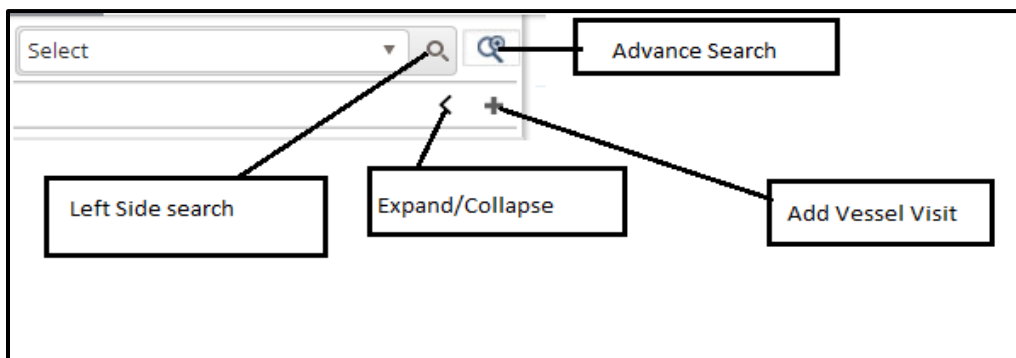
Advance Search: Advance search Results will display based on search criteria.
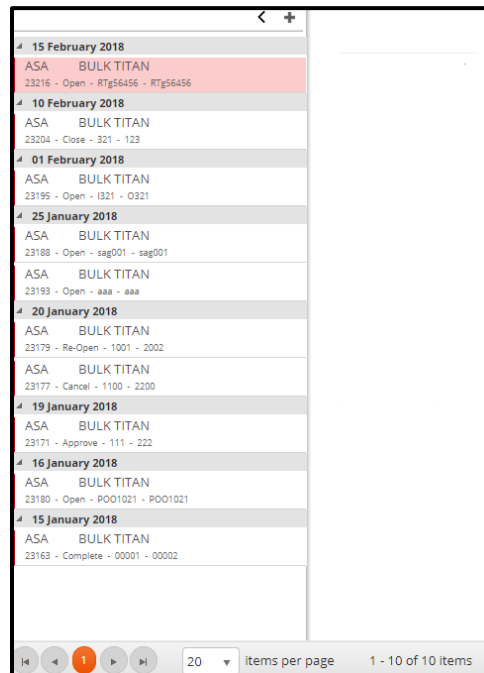
Vessel visit search result/filter will appear in chronological order based on the 'Visit Departure Date' (the last movement's ATD, or the ETD if an ATD does not exist) and then by Visit Id Ascending.

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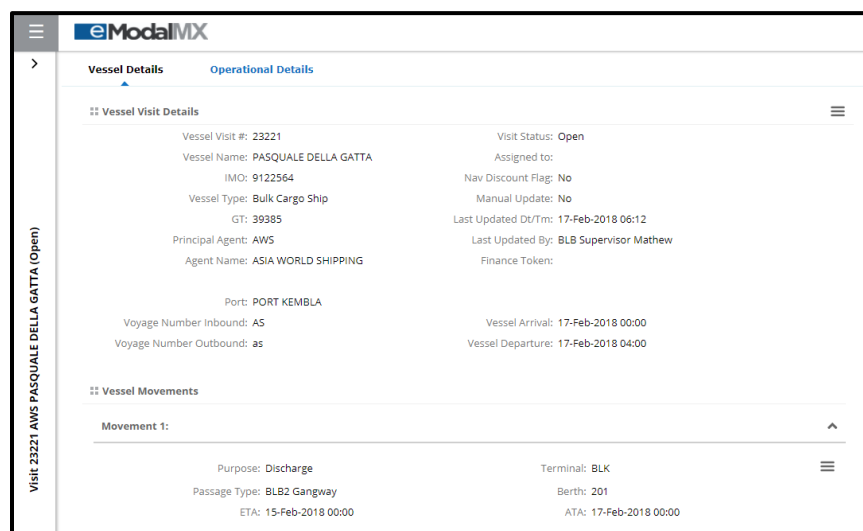
LEFT SIDE SEARCH: All these search results will be only on Operations Vessel Types.
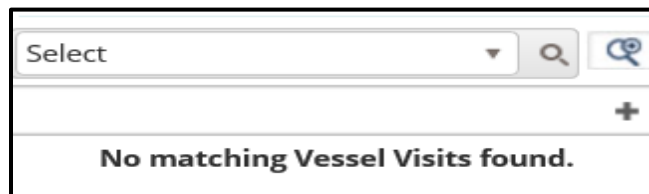
list of search options is:

"All Open Visits departure < Today",
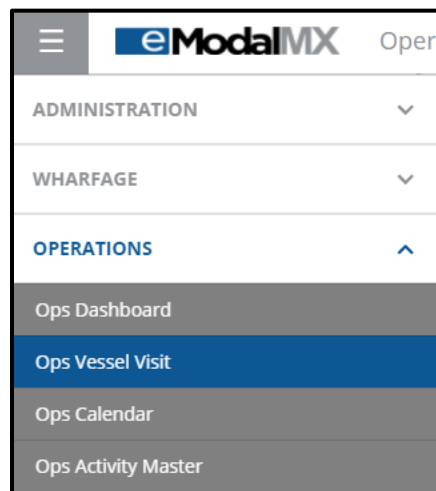
"Visits to be Approved",

"Cancelled Visits".

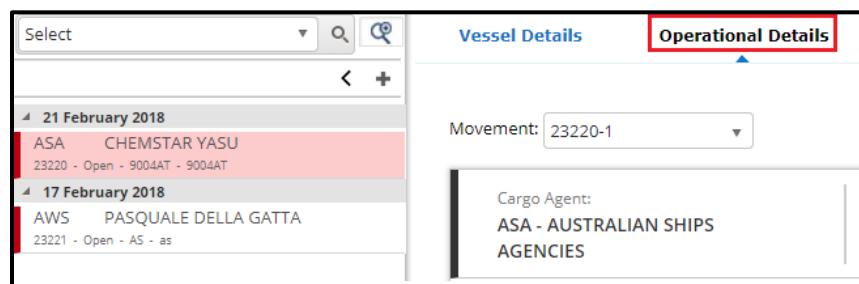If no results are found for search or filter, display message in left side pan

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
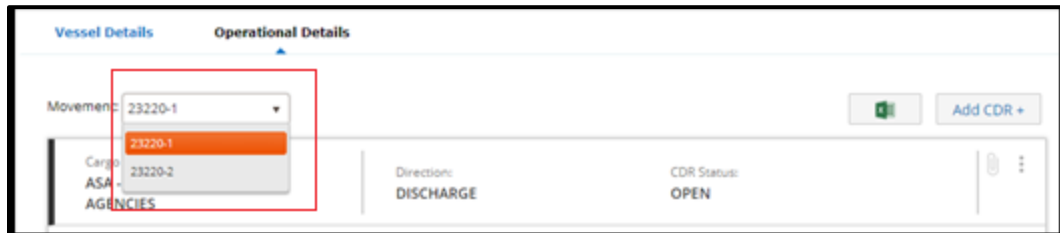
- For the selected movement in the Vessel visit, details are grouped by CDR. CDR is a combination of one Cargo Agent and purpose/direction. For each cargo agent & its purpose user should create one CDR

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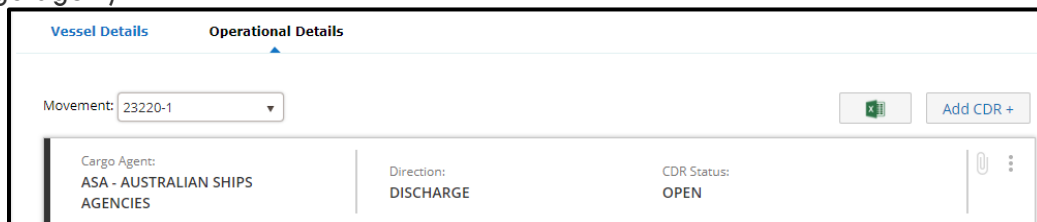
- Under CDR line item there will be details about Stoppage log if at all any stoppage happened during transfer.

a. ADD/EDIT/DELETE CDR

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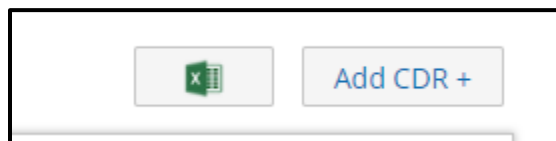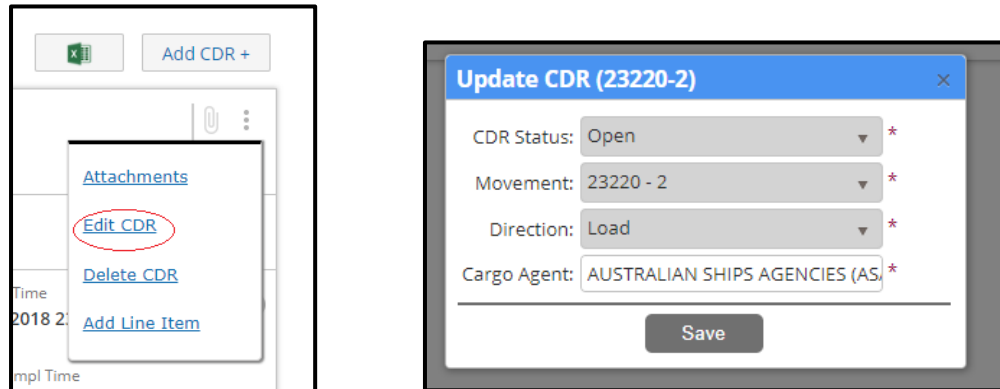

Header of popup shows Add CDR (Visit # - Movement #)
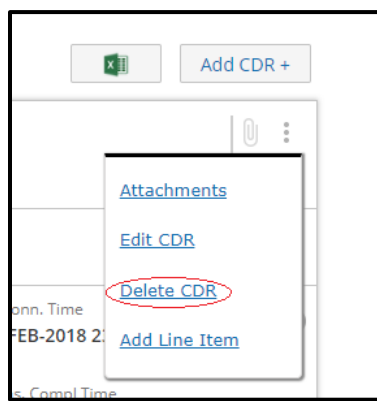
Clicking on [Save] will create CDR to movement

<u>EDIT CDR:</u> User can edit CDR using Menu icon ⋮ on the right most corner.
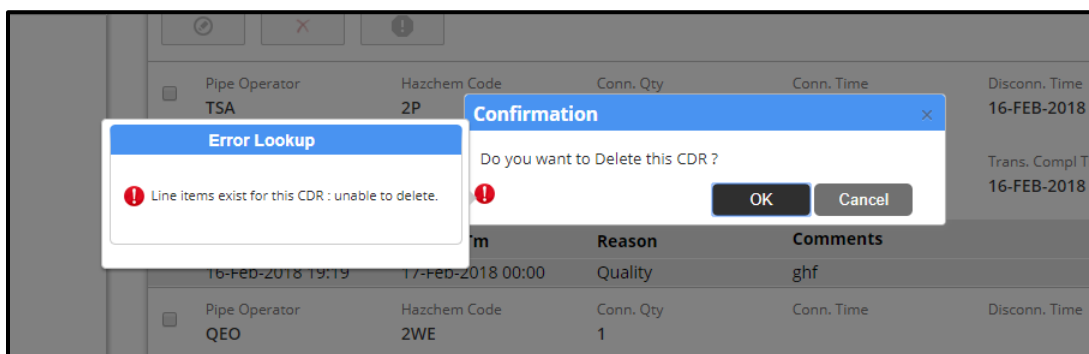

Only Cargo agent is editable, all other three fields are non-editable

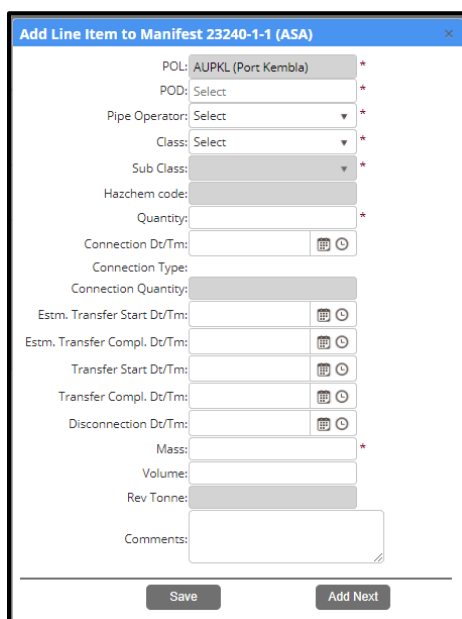<u>DELETE CDR:</u> User can Delete CDR using Menu icon ⋮ on the right corner.
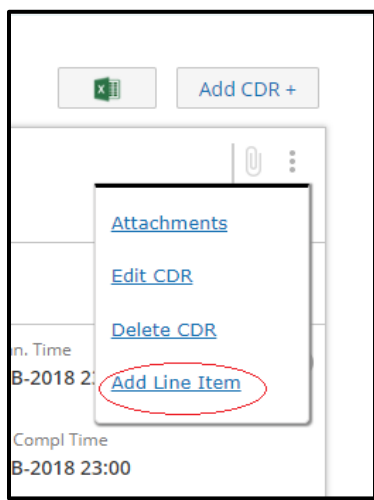

If any CDR line items exist, then user will not be able to delete CDR and error is thrown

b. ADD/EDIT/DELETE CDR Lineitem

<u>ADD CDR Lineitem:</u> User can add new Lineitem to the CDR by clicking on Menu icon ⋮ on the right corner of CDR.

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.
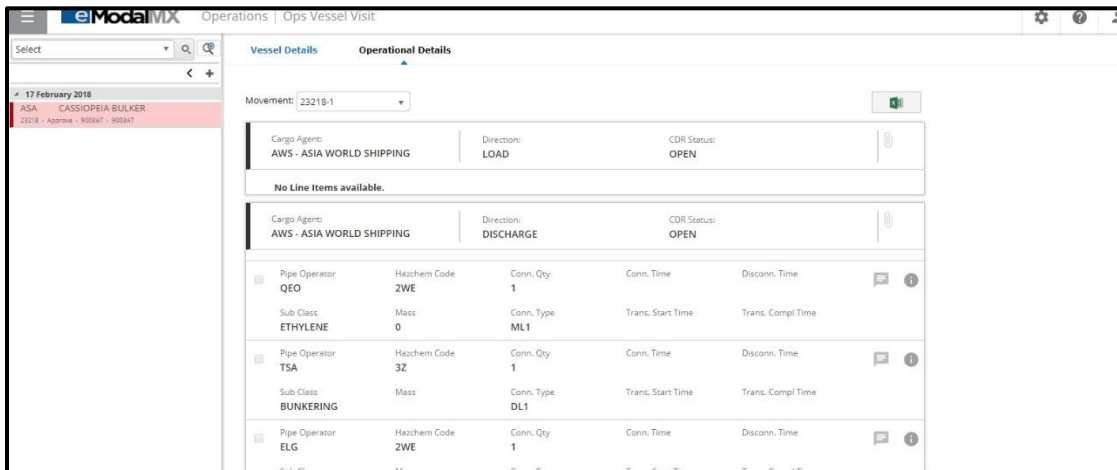
CDR LINEITEM ADDITIONAL DETAILS

- 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"
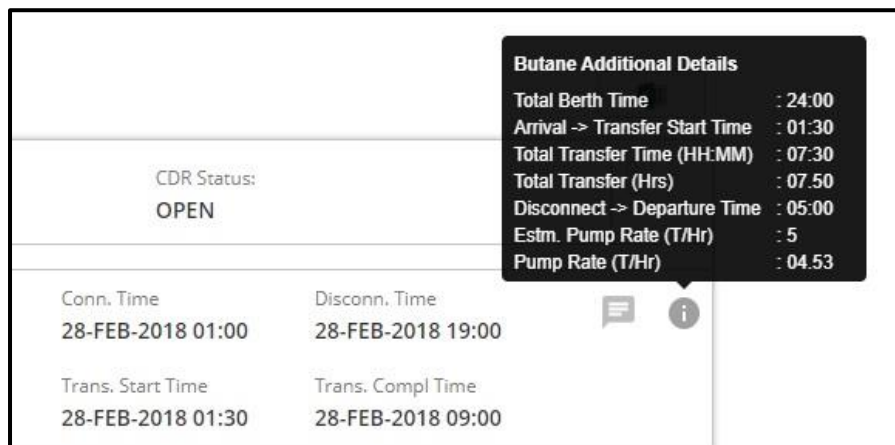
- Clicking on 🖼 available on the right side of each CDR Line item, shows a popup with comments added while creating/editing the CDR line item.

- This Button is enabled only if Line item has comments on it.
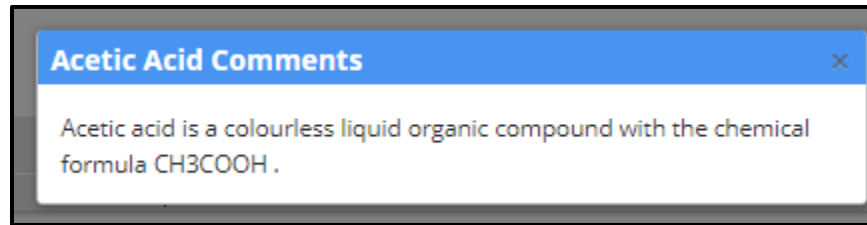
EDIT CDR Lineitem: User Can edit single Lineitem at a given time. User can edit by clicking on the checkbox ✔ next to the Lineitem and then edit Button ⊘ is enabled to edit the line item.
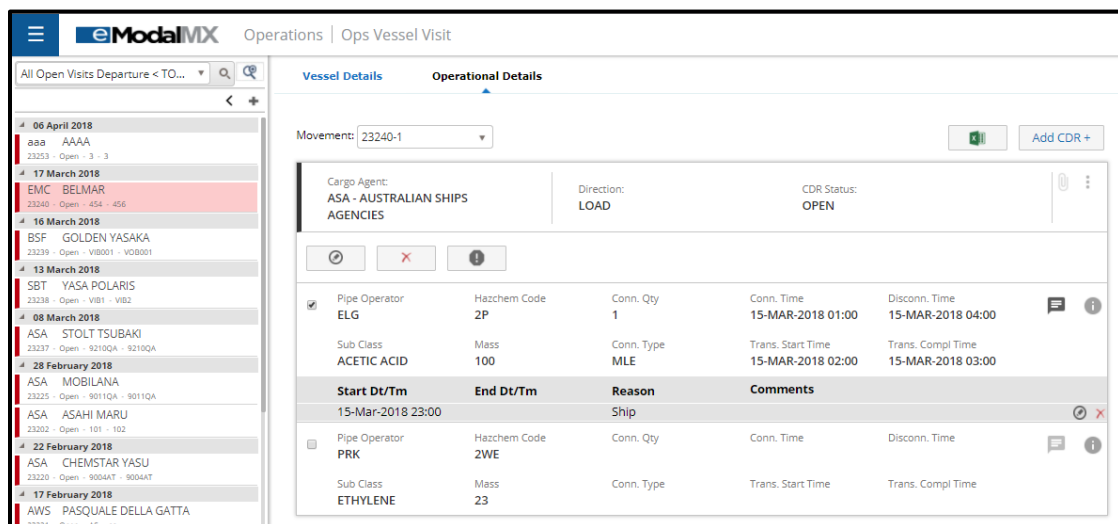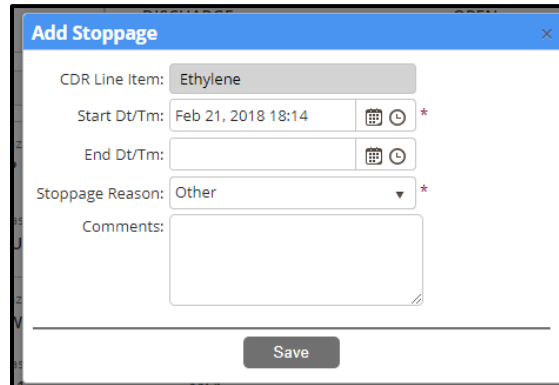
DELETE CDR Lineitem: User can select single or multiple CDR Line Items to delete.

Clicking on ✕ will delete the selected line items

User gets Confirmation pop up before deleting the Lineitem.

ADD/EDIT/DELETE Stoppage

User Can ADD/EDIT Stoppage to Lineitem one at a given time. then user gets option to Add stoppage to the selected Line item.

User can Add stoppage to Lineitem by clicking on the checkbox [✔] next to the Lineitem and then Add stoppage icon [❗] gets enabled

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

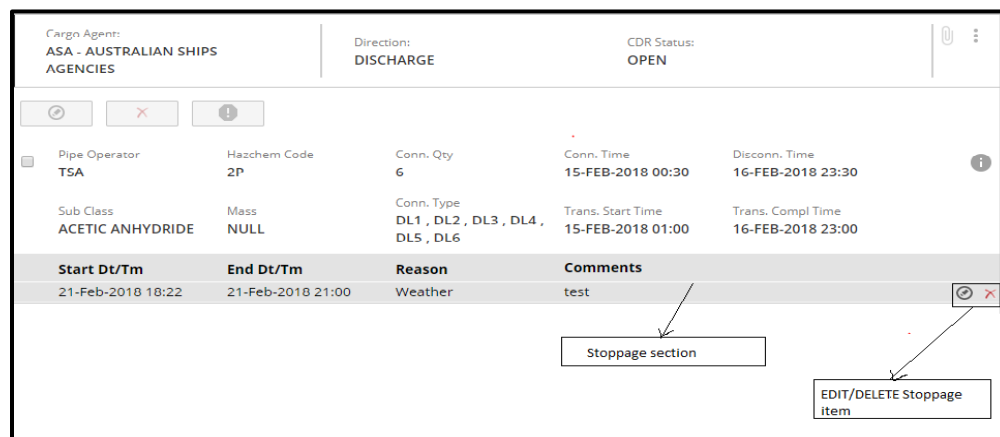All the stoppages added for the selected CDR Line item will be displayed below its respective CDR line item details

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

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.
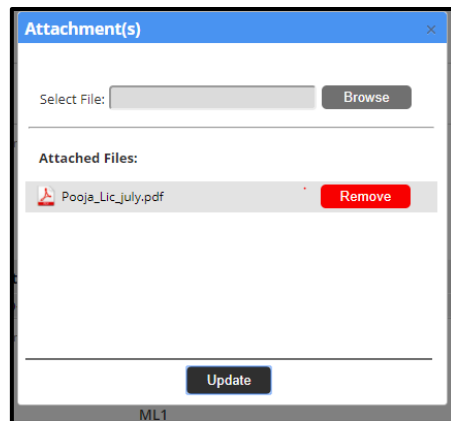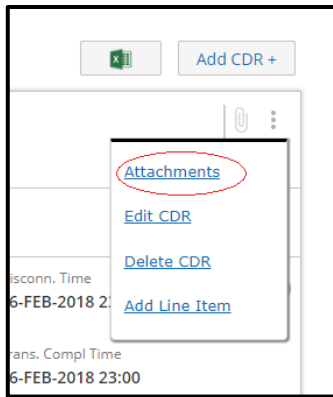
Initially manage attachment clip icon is disabled until it has atleast one attachment. Once user attach a file to it, user can add ,edit,delete the attachmnets from the Manage attachment pop up.
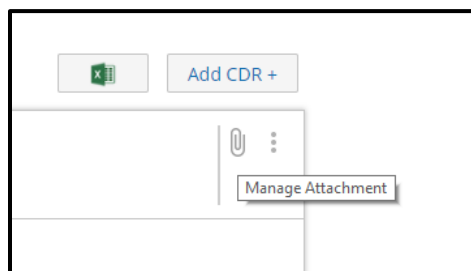
User can upload only PDF file, if tried to upload different format, then error message is thrown.
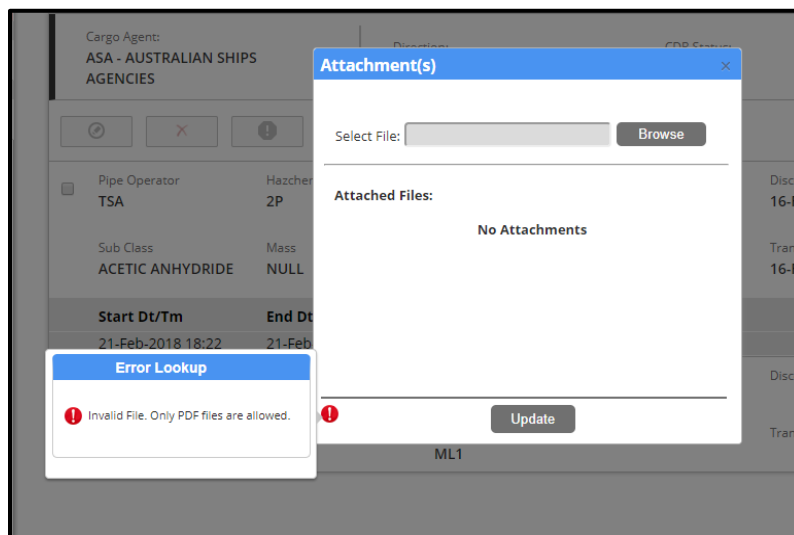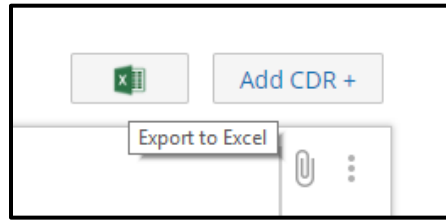
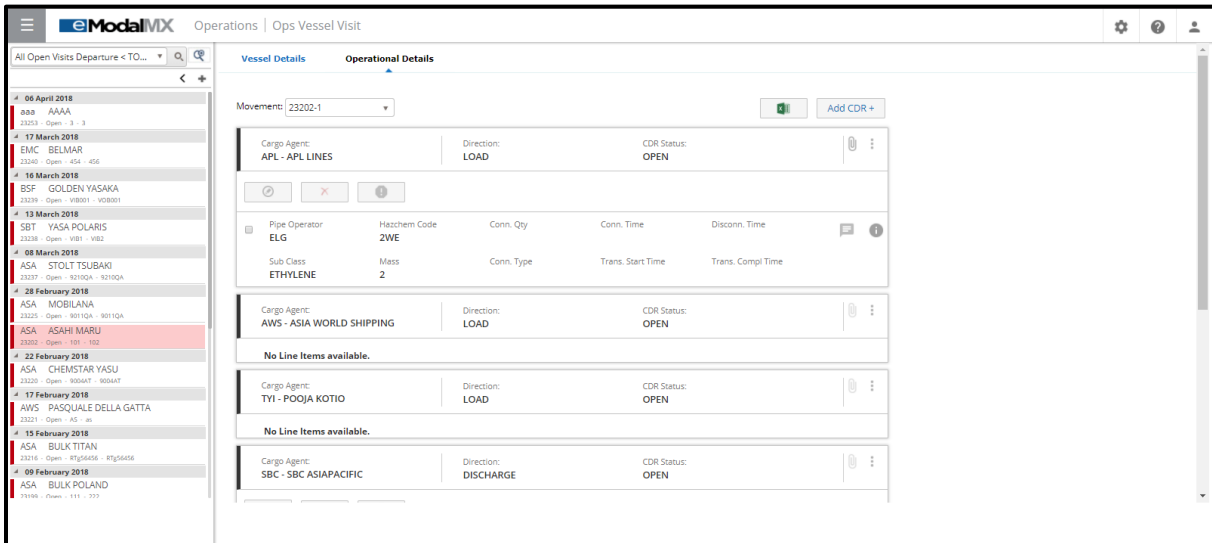Maximum file size User can upload is 4MB.

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.
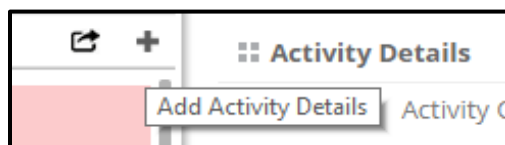

User can navigate to different activities by clicking on the activity on the left side.
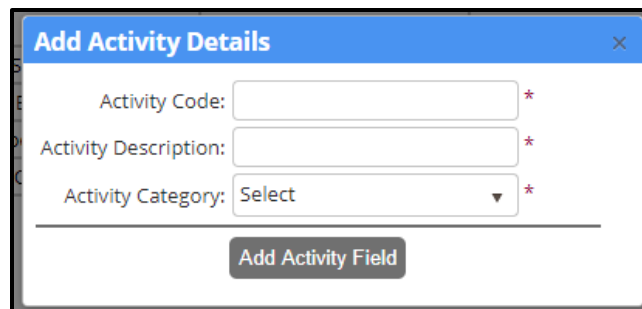
:: Activity Fields

		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

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

- **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.

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

b. ADD/EDIT/DELETE ACTIVITY FIELDS

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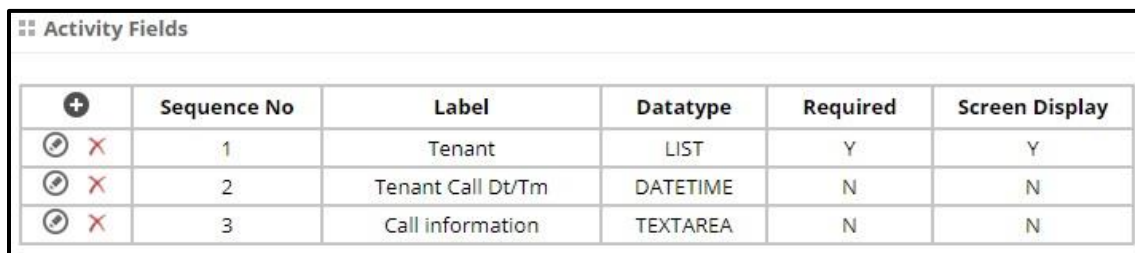

Clicking on Save Activity field is added to the grid

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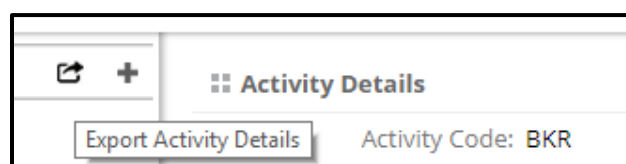
⊕	Sequence No	Label	Datatype	Required	Screen Display
⊘ ✕	1	Tenant	LIST	Y	Y
⊘ ✕	2	Tenant Call Dt/Tm	DATETIME	N	N
⊘ ✕	3	Call information	TEXTAREA	N	N

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

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