BASSnet HR Manager 2.10 Release Notes

Product Release Information

Product: BASSnet[™] HR Manager 2.10

Release Number: 2.10

Release Date: 2018/06/14

Customer Support: For more information or support, please visit our website <u>http://www.bassnet.no/</u>

This release addresses the following issues:

This release note describes all the changes in BASSnet HR Manager from version 2.9 SP2 to version 2.10. Any further changes to the items in this note, if any, will be reflected in Patch Release Note documents.

With the release of BASSnet^M HR Manager 2.10 – new features and enhancements have been made to the following modules:

General	<u>Personnel</u>
<u>Home</u>	<u>Training</u>
<u>Fleet</u>	Leave Management
<u>Planning</u>	Payroll
Travel	<u>Reports</u>

Compatible Products

Product/ Platform	Version
Operating Systems	Client: Windows 10 Professional (64-bit) Windows 8, 8.1 Professional (64-bit) Windows 7 Professional SP1 and above (32/64-bit)
	Server: Windows Server 2012 R2 Windows Server 2012
	<i>Special notice for Customers utilizing Windows</i> <i>XP:</i>
	Windows XP was de-supported by Microsoft a few years ago, so please take note that BASSnet version 2.9 SP1 onwards will not support this obsolete operating system either.
Databases	Office: MS SQL Server 2016 MS SQL Server 2014 MS SQL Server 2012

Vessel: MS SQL Server 2016 Express MS SQL Server 2014 Express

Applications	Financials is an a system that hand multi-supplier ar The system utiliz	cials e shipping industry, BASSnet advanced Management Reporting dles multi-object, multi-company, ad multi-currency transactions. es a web-based environment; e Users can be supported at any
Standard Integrations	MarineLink Seagull	(for e-procurement) (for managing crew competence)

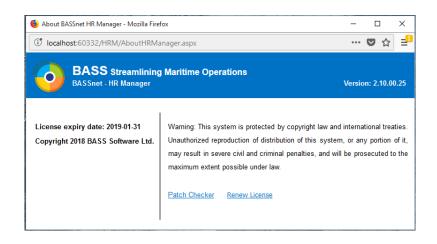
Recent Changes

1. General

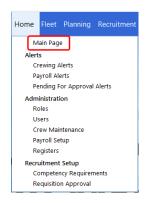
- □ The following changes have been made to the HR Manager user interface:
 - The *login* screen and the *main* **HR Manager** screen have been revamped for a more modern aesthetic.
 - New Crewing Alerts, Payroll Alerts and Pending Alerts buttons have been added to the *main* HR Manager screen.
 - The **BASSnet** logo and name have been added to the left of the top menu bar.
 - A new **Logout** icon has been added adjacent to the **Logout** option, which is now located to the left of the **Help** menu.



• The **About BASSnet HR Manager** screen has also been redesigned to match the same screen in the BASSnet system.



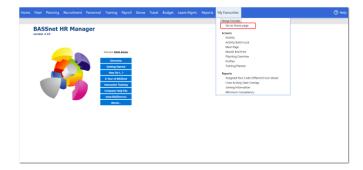
• The **Main Page** menu option is now located outside the **Alerts** submenu.



• The **My List** sub-menu and the **Add to My Favourites** option are now located under the **My Favourites** menu (previously under the **Help** menu).



A new Set as Home Page option is now available under My Favourites. To set a screen as home page, navigate to and open the relevant screen, then click Set as Home Page. The next time BASSnet HR Manager is launched by the same user, the screen will be displayed as the Home Page.



- A new 'Data Privacy Disallow access to personal information' access right is now available on the Administration – User's Details screen – Privileges tab. When this access right is selected, the following personal information on the Personnel – Profiles screen and the Simple Search screen (that appears when you click the search icon in the Personnel field) will be masked to the User:
 - Date of Birth
 - Age
 - Gender
 - Birth Place
 - Nationality
 - Telephone
 - Mobile Number
 - Email.

However, please note that only personal information of crew members that fall under the read only access rights for Manning Agents or Pools (that are permissible under the 'General Info - Read Only by Manning Agent' or 'General Info - Read Only by Pool' access rights respectively) will be masked.

Personal information of crew members that fall under editable access rights for Manning Agents or Pools (that are permissible under the '*General Info - Editable by Manning Agent'* or '*General Info - Editable by Pool'* access rights respectively) will NOT be masked.

ser's Detail			
* Id: BASSADM First Name: Telephone: Mobile No:	* Name: Adm Last Name: Business Phone:	in	* Type: Vessel & Office V Deactivate
rivileges Roles Password Grant by Access Rights Edit I Delete Insert Edit I Privilege Name *	Read Yes Grant	Grant All Type	Revolte All Copy From Role Description: Diallow access to personal information
ADMIN(4) ALERT(2)			Disaliow access to personal information
Ø DATA PRIVACY(1)			Select the check boxes below to assign access rights.

In addition, a new **Crew Profile - Crew Consent** access right has also been added. When this access right is granted, the User will be able to select the new **Crew Consent Received** check box on the **Personnel – Profile** screen – **Personal Info** tab – **Extra Details** sub tab and subsequently select a **Valid To** date.

	Corp Scratch Pad Crew Behaviour Report Notes/Remarks Ad	Additional Info Wages Day Tracking Leave Calculation/Adjustment Send to Seaguil Send Email
	Activity Personal Info Employment Licenses Cert	rtificates Travel Documents Medical Complaint Evaluation Summary Training Onboard Training/Drills Experier
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ministration > User's Details	Hair Color Height (CM) 171 Weight (K0) 6	
w Save Cancel Delete	Height (CM): 171 Weight (KD): 6 Language Proficiency:	63 Interviewed By: Type to search
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User's Detail	TANIL FAIR	Earned Vacation Ratio
* Id: BASSADM	CHENESE VERY GOOD	Leave Day(s): 0 Working Day(s): 0
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Telephone:		- Travel Preference
Mobile No:	00	Airline: SINGAPORE AIRLINES "SING" Frequent Flyers Card
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Delete Insert Edit Read	Valid Toi 05/31/2018	Meale: LACTO OVO VEGETARIAN ME V (Maximum of 100 characters are allowed)
Privilege Name A	type	Allows the user access to select the Crew Consent Received check box and set the consent validity period.
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> CREWING - PLANNER(4)		
> CREWING - POEA(1)		Select the check boxes below to assign access rights.
> CREWING - PRE PROMOTION LIST	(1)	- 🖉 YES
 CREWING - PROFILE(14) Crew Profile 	Vessel & Office	
Crew Profile - Crew Consent	Vessel & Office	
Crew Profile - Proposed for Promotion India	ator Vessel 8. Office	

- Password storage in the System database has been improved by use of a one-way hash algorithm. With this change, passwords stored in the database cannot be decrypted or reverse-engineered. If passwords are lost or forgotten, the User must request that they be reset by the System Administrator.
- A new Attachment option is now available when users open a record from within a table. Clicking Attachment will open the Upload Manager screen where users are able to upload, delete or replicate documents for that particular record.

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□ The location of the **Attachment** column throughout BASSnet HR Manager is now standardized to the left of the table.

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lew			Print																
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Fields that require a date to be selected (i.e. Sign On/Off Date, Date of Birth, Activity Start Date) have been enhanced throughout BASSnet HR Manager. Previously, when users click on the date in the field, the entire date would be highlighted. Now, the System will not highlight the date, but instead place the cursor where the user clicked to allow the user to immediately change the individual numbers. In addition, the calendar function will now highlight today's date in a red box.

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Current	41	8	9	10	11	12	13	14		Last Vessel:		Next Planned Vessel:			
iext Av	42	15	16	17	18	19	20	21	1	Last Sign Off Date:		Planned Sign On Date:			
	43	22	23	24	25	26	27	28					Last Updated:	Last Updated By:	
Corp S	44	.29	30	31	1	2	3	4	es/Rem	arks Additional	Info Wages Day Tracking Lea	ve Calculation/Adjustment	Send to Seaguil	Send Email	

Previously, when a document is uploaded to BASSnet HR Manager, the System will automatically rename the document to a unique set of numbers and letters in the back-end folder. Now, documents uploaded to the System will retain their original names in the back-end folder to make it easier for users to find in their computer (usually located at C:\Uploads\[Date]). As a result of this change, when the document is later downloaded from the System, the title of the document remains unchanged.

	e Cancel Delete Print		Help Legout
Personnel >	Profiles TENEBROSO (Second Engineer, 000168		onnel: Q Blunt, Lance TENEBROSO
" Last Name:		11, Active) Perso	Onnel: C Brunt, Lance TENEBROSO Other Name: TENEBROSO
Clast Name: Prefix:		First Name: Lance Suffix:	Crew IPN: 00016811
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2. Home

- □ The appearance of the alerts on the left panel of the following screens have been redesigned:
 - Home Alerts Crewing Alerts
 - Home Alerts Payroll Alerts
 - Home Alerts Pending for Approval Alerts

ew Service Anniversaries											
Upcoming Birthdays (30)										L.,	
	$ \longrightarrow $	Rank Code	Last Name	First Name	Other Name	Item Description	Crew 1910	Pool	Man, Agent	Owner	Revised Date
Upcoming Wedding Annive	aries (1)										
		OPT	JACKSON	PHOL		Tenure Period from 1980-01-02 as at ye	BA5500001	POOL1	BASSOFF		2/13/2018
Crew Service Anniversarie	(756)		BHAMBRI	RAJEV	SURENDRA	Tenure Period from 1987-07-23 as at ye	BASS000002	POOL1	BASSOFF		11/15/2013
		CENG	940	MANO3	KUMAR	Tenure Period from 1989-05-11 as at ye	106230	TPTM	BASSOFF		12/7/2015
Crew Activity Data Revisio	0	PHAN	COUTINHO	GUSTAV MANOEL	PAULO FIDELIS	Tenure Period from 1990-11-30 as at ye	BASS000003	POOL1	BASSOFF		7/15/2015
			MANECKAVELU	RAMACHANDRAN		Tenure Period from 1990-11-28 as at ye	BASS000004	POOL1	BASSOFF	DKI	7/15/2015
Seniority (196)			SUNGH	RUDAL	PRASAD	Tenure Period from 1992-07-31 as at ye	106002	TPTM	BASSOFF		12/3/2015
Overdue Sign On (18)		CENG	MASCARENHAS	HANOSH	DA PIEDADE	Tenure Period from 1992-10-02 as at ye	BASS000005	POOL1	BASSOFF		12/7/2015
Overdue segn on (18)			CLAUDEL	MATEO	BILLONES	Tenure Period from 1993-07-30 as at ye	M01005	POOL1	BASSOFF	1DEEN	12/3/2015
Overdue Sign Off (37)		os	VAGUCHAY	RETCHE	BADAL	Tenure Period from 1996-03-31 as at ye	BASS000038	P00L1	BASSOFF	NOCT	5/26/2011
Community on (22)		CPT	THAKUR	SHEV SANTOSH	SINGH	Tenure Period from 1995-07-06 as at ye	BASS000005	POOL1	BASSOFF		11/30/2017
Due Sign On (1)		CENG	BANERJEE	SOUNYA		Tenure Period from 1998-06-27 as at ye	BASS000007	POOL1	BASSOFF		7/15/2015
Contradit confit)		os	POYOS	DAMIAN	CATANOLIAN	Tenure Period from 1998-09-08 as at ye	M11813	TPTM	BASSOFF		12/3/2015
Due Sign Off (1)		AB	ESTRADA 2R	URBANO	DELA CRUZ	Tenure Period from 1998-10-21 as at ye	BASS000041	POOL1	BASSOFF		4/30/2015
		2ENG	DOSZCZECZKD	ANDRZEJ		Tenure Period from 1998-12-16 as at ye	BASS000049	POOL1	BASSOFF		7/15/2015
Long Sailing Assignment (AB	SEBASTIAN JR	WELFREDO	DEL PRADO	Tenure Period from 1998-02-18 as at ye	BASS000054	POOL1	BASSOFF	GOLAHOLLI	7/15/2015
	<u>_</u>		VELOSO	ERWIN	BALDOVINO	Tenure Period from 1999-11-29 as at ye	BASS000053	POOL1	BASSOFF	BONNY_VG	5/28/2015
is alect displays a list of crew	the are entry to complete	20FF	KANNAR	VISHAL	SHAKTE CHAND	Tenure Period from 1999-06-14 as at ye	BA55000008	POOL1	BASSOFF		9/29/2017
teger number years of service y		MAST	ALL HIR MUHAMM	A		Tenure Period from 1999-08-12 as at ye	8455000011	POOL1	BASSOFF		12/8/2017

- Crewing, Payroll and Pending for Approval Alerts will no longer be generated for records that are tied to inactive vessels (set under the Fleet – My Vessels – Vessel Particulars screen – General tab).
- □ The **Project Code** field on the **Administration Registers** screen **General Allocate Type** register has now been changed to **Project Name**.

ne Fleet Planning Recruitme		Budget Leave Mgmt. Reports My Favourites
e > Administration > Registers		
Go		
General	Allocate Type	Description
- Account		
Allocate Type	ALLOCTYPE1	ALLOCATE TYPE 1
- Airport	New Save Cancel Delete	
Bank	Administration > Registers > Allocate Type	
CBA Group		
- CBA	* Allocate Type: ALLOCTYPE1	
- Cost Element	* Description: ALLOCATE TYPE 1	
- City	GL Company: Type to search	-
Classification	GL Account: Type to search	
- Communication Type	Project Name: Dry Dock Project for BAS3 2016	-
Company		
 Company Bank Account 		
- Config Parameter	T status	WHAT HERE THE WITH

A new Copy From option is now available on the Administration – Registers – Evaluation Template screen. Using this feature, users can copy the evaluation settings from an existing template.

* Descrip	Code: 2874G		Copy Prom			
ssel Type/ Vessel Type Group	p/Rank Setting Evaluation Setting Operat	ional Performance Sett	ing Access Control by Role			
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			Select OK Cancel			

□ The character limit for the **City Code** field on the **Administration** – **Registers** screen – **City** register has been increased from 4 to 10.

Home	Fleet	Planning	Recruitment	Personnel	Training	Payroll	Stores	Travel	Budget	Leave Mgmt.	Reports	My Favourites	
Home	> Administ	ration > Reg	isters										
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	Company												
	Company B												
	Config Para												
		onal Info Item											
	Crew IPN P	refix											-

- The Currency Unit field on the Administration Registers screen Exchange Currency register has been changed to a drop down list with the following four options. The currency unit selected will determine the number of decimal places allowed for the exchange currency rates (i.e. Minimum/Maximum Rate, Default Rate):
 - 1 10 decimal places
 - **10** 9 decimal places
 - 100 8 decimal places
 - **1000** 7 decimal places.

Home Fleet Planning Recri	uitment Personnel	Training Payroll	Stores Tr	avel Budget	Leave Mgmt.	Reports	My Favourites
Home > Administration > Registers							
New Delete							
Go							
- City	 Entering Cur 	rency		Currency	Code		Exchange Type
- Classification							
Communication Type	AED			AED			SHIPTRX
Company	New Save Cance	Delete					DEFAULT
- Company Bank Account	Administration > Regis	ters > Exchange Curr	PDCV				DEFAULT
- Config Parameter			,				DEFAULT
Crew Additional Info Item							MONTHEND
- Crew IPN Prefix	* Entering Currency: UNIT						SHIPTRX
	* Currency Code: UNIT	ED ARAB DIRHAM					DEFAULT
- Currency	* Type: Vesso	I Transaction	•				DEFAULT
 Currency Rate - Daily Basis 	* Minimum Rate: 1.00	00000000					DEFAULT
Country	* Maximum Rate: 1.000	00000000	Up	date Cross Currency R	ate		DEFAULT
Department	* Default Rate: 1.00	0000000	Current	Rate:			DEFAULT
Exchange Currency	* Currency Unit: 1	•	New	Rate:			DEFAULT
- Flag							DEFAULT
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unmarsac system	ANG			USD			DEFAULT

A new Recruitment Setup sub module is now available under the Home menu. The sub module consists of the Competency Requirements screen (formerly the Recruitment Setup screen).

In addition, the **Jobs and Career** sub module is now located above the **Applications** sub module under the **Recruitment** menu, and the **Manage Vacancies** screen has been renamed to **Job Posting**.



3. Fleet

□ A new Days Onboard column is now available on the Crew List screen. This column displays the number of days between the Sign On date and the By Date (as set in the License Status filter).

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0	Sign	n On only	Mani	ning Age	ent: Type to s	sarch							Planned: 0		Cre	w Search					
9	sign	n Off only		National	Rty: Type to s	airch ***		® by De	Status	2/29/2011						essel Voyage					
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The settings set in the License Status section on the Crew List screen are now automatically copied over to the Check Compliance screen (that appears when users select a crew member and click the Check Compliance link).

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 A new Nearing Expiry compliance status is now available on the Check Compliance screen. The remaining duration required for the status to be displayed can be set on the Manning Requirements screen – License tab
 – License Requirement screen by selecting the unit (i.e. days, weeks, months) and the duration. In addition, the following three new columns are now displayed for the list of compliances:

- No. A unique number assigned to the item (if available)
- Issued Date The date the license was issued
- Issued By The issuing body.

The **Sign On** and **Sign Off** dates are now also displayed on the **Check Compliance** screen for reference.

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The first 8 columns (until the Status column) on the Fleet – My Vessels – Crew List screen are now locked when users scroll horizontally.

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In addition, the tooltip text that appears when users mouse over the icons under the **Compliance** column have been shortened. This will also be reflected in the Excel Spreadsheet (generated by clicking the **Export to Excel** icon).

Note: For a neater display of the exported crew list, click **Wrap Text** in the Excel Spreadsheet.

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A new Export to Excel icon is now available on the Check Compliance screen. Clicking this icon will export the compliance data to an Excel spreadsheet.

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- The Copy From function on the Manning Requirements screen has been enhanced to now allow users to copy existing schemes to multiple vessels. On the Copy From Existing Scheme screen, select the vessel and scheme from which to copy. Then, select whether to copy the existing scheme to:
 - The selected vessel on the Manning Requirements screen The System will copy the existing scheme to the selected vessel. The Pool field and the Copy To Multiple Vessel section will be disabled.
 - Multiple Vessels Select a Pool and add vessels that belong to that pool in the Copy To Multiple Vessel section. Select the check boxes of the relevant vessels and click OK.

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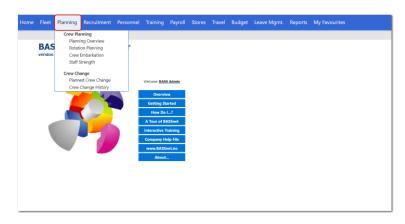
□ The **Group Sign On** and **Group Sign Off** links are now available on the **Crew List** screen. Using this feature, users will be able to select multiple crew members and directly perform Group Sign On/Off from the crew list.

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4. Planning

A new Planning module is now available in BASSnet HR Manager. The Staff Strength feature, and the Crew Planning and Crew Change sub modules, formerly under the Fleet module, have been moved to under the new Planning module.



□ The search fields on the **Crew Planning – Planning Overview** screen have been enhanced to display the items selected from the Lookup screen.

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A new validation has been added to the **Planned Crew Change** screen to prevent users from closing a record without first saving it if changes have been made.

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- □ Two new legends have been added to the **Planning Overview** screen to identify crew members who are overdue for sign off for an activity, and who are almost due to sign off for an activity (14 days before sign off date):
 - Red Overdue Sign Off
 - Dark Blue Due for Sign Off

The color of the voyage bar has also been changed from blue to yellow in order to avoid confusion with the color for 'Onboard' crew.

In addition, the System will now display 'Activity Shortened' or 'Activity Extended' in the activity details pop-up screen (when you mouse-over the crew member's name in the planner) if a crew member's contract for an activity was shortened or extended.

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5. Travel

- After the flight details have been submitted to the travel portal by the travel agent, an email will automatically be sent to the requester to notify them of the submission.
- A new Status Details column is now available on the Travel Request screen – Travel Request tab. This column displays the number of travellers for which the request has been approved and received from the travel agent (as seen on the Travel Request screen – Travellers section – Status tab).

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6. Personnel

A change has been made to trainings listed in the Personnel - Profiles -Activity tab - Evaluation screen - Propose Training tab - Training lookup window. Now, all trainings registered in the System will no longer be listed in the Training lookup by default.

Instead, only trainings configured by Users under the Training Register (accessed from Home – Register – Crewing – Training) by



selecting the newly added **Evaluation** check box in the **Training Detail** window will be listed.

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- Changes have been made to the **Personnel Profiles** screen to provide the User with greater access to the tabs specified below:
 - the Personnel Experience screen Seatime Experience tab can now be viewed directly under the Personnel – Profiles – Experience tab.

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 the Personnel – Licenses/Training screen – Onboard Training/Drills tab can now be viewed directly on the Personnel – Profiles screen.

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 the Personnel – Medical and P&I screen – P&I tab can now be viewed directly under the Personnel – Profiles screen – Medical tab.

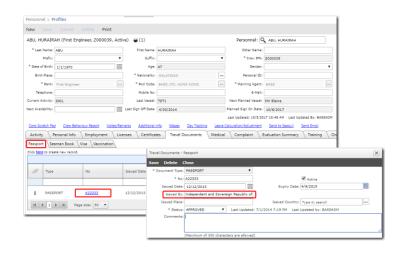
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Date of Birth:	1/1/1970		100	Age:	47				Gender:			•	m mail	
Birth Place:				" Nationality:	MALAYSIAN			• Per	ional ID:				14 / · · ·	
= Rank:	First Engineer			* Pool Code:	BASS LTD. H	IONG KONG		* Nannin	g Agent:	BASS		-	- And	
Telephone:				Mobile No:					E-Mail:					
ment Activity:	SAIL			Last Vessel:	TST1			Next Planne	d Vessel:	MV Elaine				
t Availability:				Last Sign Off Date:	4/30/2014			Planned Sign	On Date:	10/6/2017				
								Last Updated	10/5/201	7 10:48 AM Last Upda	ited By: BASSA	DM		
orp Scratch Pa	d <u>Crew Beha</u>	iour Report N	otes/Rema					e Calculation/Ad	ustment	Send to Seaguil 3	iend Email			
Activity F	ersonal Info	Employment	Licer	ises Certifica	ites Trave	el Document	s Medic	al Compla	int E	valuation Summary	Training	Onboard Tra	iining/Drills Exp	ierience \
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A new License History sub tab has been added under the Personnel – Profiles screen – Licenses tab. Users can access License History records from this new sub tab. Previously, Users could only access the License History screen from the Personnel – Licenses/Training screen – License tab – National/Flag State sub tab.

New Save		Delete P	rint							
ABU, HURAIR	AH (First E	ngineer, Z0000	039, Activ	e) 🕤 (1)					Personnel:	٩
* Last Name:	ABU			First Name:	HURAIR	AH			Other Name	
Prefix:			•	Suffix:				•	* Crew IPN	: z
* Date of Birth:	1/1/1970		=	Age:	47				Gende	n [
Birth Place:				* Nationality:	MALAYS	IAN	ŀ		Personal IC	"
* Rank:	First Engine	er.		* Pool Code:	BASS LT	TD. HONG KONG			* Manning Agen	E
Telephone:				Mobile No:					E-Mai	•
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Corp Scratch Pac	<u>Crew Be</u>	haviour Report	Notes/Rem	arks Additional I	nfo <u>M</u>	lages Day Tracki	ng <u>Leav</u>	ve Calcul	ation/Adjustmen	<u>t</u>
Activity Y	ersonal Info	Employmer	nt Lice	nses Certificat	es \T	ravel Documents	Medi	cal	Complaint 🔪	Eva
National Fla	g State 🛛 L	icense History								
🖉 Code		Description	Туре	License I	No	Capacity	Limitatio	on	Issued Date	



The character limit for the Issued by field/column throughout the System (for example, on the Travel Documents – Passport lookup window accessed by clicking on a passport record under the Personnel – Profiles screen – Travel Documents tab – Passport sub tab) has now been extended from 30 characters to 100 characters.



A new 'Rank of crew members' search filter has been added to the Personnel – Pre Promotion List screen (accessed under the HR Manager main menu – Personnel menu).

To search for records using this new filter, Users can click the **counter adjacent to the Rank of crew members filter** and select relevant ranks from the list displayed in the **Rank** lookup window. Users can then click **Search** to display the filtered records in the table below.

	are currently holding high re been in service with con t T Durations		Experience in i Age of crew m Experience on Type to search Experience on	embers. vessel type. - engine type.	Minimum:		
	2NDSTEW	1	Search	Ra	nk Code	Description	Sort Se
Activity Profiles Wages revy IPN 20001	Name EMMANUEL, CAPIN A 1	Rank J. BOSUN			2NDSTEW APPREN1 CADETD	2NDSTEW APPREN1 CADETD	
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				H	MESSMAN 4 1 2 3 4 5 size: 20 •	HESSMAN 6 7 8 9 10 () () 0K Cancel	279 items in 14

- The System will *no longer switch lowercase characters to upper case* in the following fields under the **Personnel – Profiles** screen – **Travel Documents** tab:
 - Issued By
 - Issued Place
 - No.

Activity Passpor		Employment Licenses	; Certif	Travel Docum	ents Medica	al Complaint	Evalua	ition
0	Туре	No	Issued I	Date		Expiry Date		
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	* Status: PEN Comments:	IDING Las cimum of 300 characters a	t Updated: re allowed)		Type to Search		,	

In addition, the System will **no longer switch lowercase characters to upper case** in the following fields under the **Personnel – Beneficiary** screen – **Beneficiary Info** tab:

- Telephone
- Mobile No
- Fax
- E-mail
- National ID
- Passport No
- Address
- State
- Zip Code.

						Personnel: 🔍
tivity Corp Scrat	<u>ch Pad Experience L</u>	icenses/Training <u>Me</u>	dical <u>Profiles</u>	Crew Lis	<u>ts Wages</u>	
Name		Relationship				Status
ve Delete Cl	ose Attachment(s)					
tatus: PENDING	▼ Last	Updated: Last Update				
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* Name:		Address:				
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	eneficiary for Insurance				Payment Method:	
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Telephone:		City: Type t	o search		Automate Allotme	ent:
Mobile No:		State:			None	•
Fax:		Zip Code:			B.O.W Settler	nent
Email:		Same	as Crew Address		Comments:	
National ID:		POE	A Info Sheet All	ottee		
		POE	A Info Sheet Be	neficiary		
Passport No:					(Maximum of 200 cha	aracters are allowed)
Passport No:					Constant of 200 chi	
Passport No:						

The System will also **no longer switch lowercase characters to upper case** in the following fields under the **Personnel – Profiles** screen – **Personal Info** tab – **Address** sub tab:

- Permanent Address section: Address field
- Temporary Address section: Address, Telephone and Fax fields.

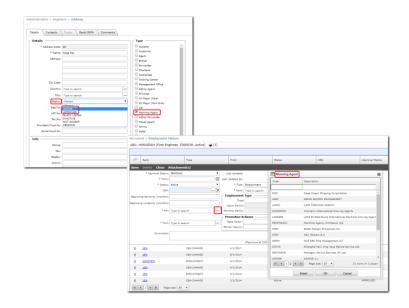
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However, the System will now **automatically switch lower case characters to upper case** in the following fields:

- Personnel Profiles screen: Birth Place field
- Personnel Profiles screen Personal Info tab Extra Details sub tab under the Employment Information section: Registration No and Crew File No fields.

New Save	Profiles Cancel Dele	te Print								
	RAH (First Engineer		ive) 🖨 (1)				Personnel:	Q. ABU, H	IURAIRAH	
* Last Name:				HURAIRAH		Other Name:		-		
Prefix:		•	Suffix:		•	* Crew IPN:	2000039			-
* Date of Birth:	1/1/1970	III	, Age:	47		Gender:			•	2
Birth Place			* Nationality:	MALAVSIAN		Personal ID:				12
* Rank:	First Engineer		* Pool Code:	BASS LTD. HONG KONG		* Manning Agent:	BASS			1.5
Telephone:			Mobile No:			E-Mail:				
Current Activity:	SAIL		Last Vessel:	TST1		Next Planned Vessel:				_
Vext Availability:			Last Sign Off Date:	4/30/2014		Planned Sign On Date:				
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A change has been made to the Manning Agent lookup (accessed from the Personnel – Employment History screen by clicking the lookup ('...') button adjacent to the MA field) where now, the lookup will only list Manning Agents with the Status of either 'ACTIVE' or 'APPROVED' as configured by the User in the Address – Manning Agent register – Details section.



- □ The System will now *filter out data* on crew members who:
 - have resigned;
 - are otherwise 'inactive' (for example, crew members registered in the System as 'Not to be Re-employed'),

from search results on the 'Crew with Missing Evaluation Report' (generated from the Reports – Crewing – List of Crew with Missing Evaluation screen).

- □ The System will now *filter out data* on crew members who:
 - have resigned;
 - are otherwise 'inactive' (for example, crew members registered in the System as 'Not to be Re-employed'),

from search results on the **Personnel – Pre Promotion List** screen.

- Two new fields have been added to the **Personnel Activity Checklist** screen as follows:
 - Last Updated (that is, the date the Checklist was last updated);
 - Last Updated By (that is, details of the User who last updated the Checklist).

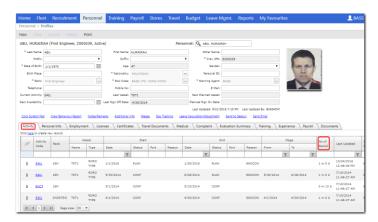
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- The following changes have been made to the Training Manage Training
 Training Requests screen Gap Analysis tab:
 - the search filter has been enhanced by the addition of two new check boxes, as follows:
 - **o** Include Planned Activity
 - Include Confirmed Activity.
 - the overview table has been improved by the addition of two new columns on the crew's sign on/sign off status (for example, 'Planned' or 'Confirmed') for the Activity, as follows:
 - Start Status
 - End Status.

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									ß
		Personnel				Activity			
Crew IPN	Crew Name	Rank	Compliance Level	Activity	Assigned Rank	Vessel	Start Status	End Status	
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<u>C00003</u>	CHEN, JACKY	Second Engineer	0.16	SAIL	Second Engineer	NAONE	PLAN	PLAN	
2000060	CASFDAS, HONG	Second Engineer	0.16	SAIL	Second Engineer	NAOME	PLAN	PLAN	
C00001	CHEN, JACKY	Second Engineer	0.16	EVCT	Second Engineer	NAOME	PLAN	PLAN	
<u>C00001</u>	CHEN, JACKY	Second Engineer	0 %	SAIL	Second Engineer	NAOME	CONF	PLAN	
00003324	GUTIERREZ, AMADO OLIVAR	Third Engineer	0 %	SAIL	Third Engineer	NAOME	CONF	PLAN	
00003324	GUTIERREZ, AMADO OLIVAR	Third Engineer	0 %	EVCT	Third Engineer	NADMI	PLAN	PLAN	
00040176	LL XIAOXIAO	Third Engineer	0 %	SAIL	Third Engineer	NADME	PLAN	PLAN	
00040176	LL XIAOXIAO	Third Engineer	0.%	EVCT	Third Engineer	NADHE	PLAN	PLAN	
900005	PINTO, LAÑA V.	CHIEF ENGINEER	0.%	SAIL	CHIEF ENGINEER	NAOME	т	т	

The 'No. of Period' column under the Personnel – Profiles screen – Activity tab has been renamed 'Duration' in accordance with the System's standardized naming convention.



Before the Change

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After the Change

- An enhancement has been made to the **Personnel Profiles Payroll** tab

 Payment History sub tab where now, the User can click on any account period listed under the **Account Period** column to launch the **Crew Payroll** screen.
- A new back-end System configuration of 'CNPNAUTOUPDAVAILDATE' is now available to ensure that when the User creates an Activity under the **Personnel – Profiles** screen – **Activity** tab, the System will automatically display the '**Actual End Date**' for that Activity in the **Next Availability** field on the **Personnel – Profiles** screen for the relevant crew member.

Please note that this feature is a back-end database-controlled configurable feature. If you would like to explore the option of including this feature, please contact BASS Support.

An improvement has been made under the **Personnel – Activity** screen – **Vacation** section where now, if the User attempts to save an Activity while *leaving the Ratio fields blank* after selecting the **Ratio** radio button, the System will display an error message.

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Com	Scratch Pad Day Trac	king Employme	nt History Leave	Calculation/Adjustment Licen	ses/Training Me	dical Notes	Remarks	Profiles Wages		_		
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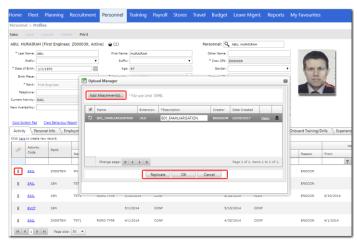


Previously, Users could only directly upload attachments from the Attachment column (indicated by a *paper clip icon*) under the Personnel – Profiles screen – Travel Documents tab.

Now, an improvement has been made to the remaining tabs under the **Personnel – Profiles** screen (where applicable) to enable Users to upload attachments directly from the **Attachment** column of any tab's overview table. Users can now click the link for the record concerned under the **Attachment** column and upload attachments from the **Upload Manager** pop-up window that is displayed by:

- clicking on the Add Attachment(s) button;
- browsing for and selecting the relevant file in the File Upload window displayed;
- clicking **OK**.

The file will be uploaded to and displayed in the **Upload Manager**'s list of records.



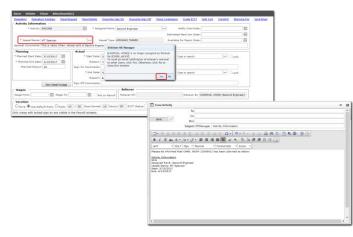
Users can also **replicate the uploaded attachment** to selected Vessels by selecting an attachment in the **Upload Manager**, clicking **Replicate**, and then selecting the relevant vessels from the **Replication** lookup that is displayed.

		incel Delete first Engineer, Z		ve) 🛋 (1)				Per	sonnel: Q	ABU, HURAIRAH			1
	Name: ABU	not engineer, e			HURAIRAH				Other Names				L
	Prefix:			Suffer					* Crevi IPN:	2000039			
* Date of	Birth: 1/1/	1970	10	Apel	47				Genderi		٠	them start	
Birth	Place:		(marine						A		-	14	Т
•	Ranks First	Engineer	Upica	id Manager									Т
	ibane:		Add A	Attachment(s)	* File size limit	TOMB.]		Т
	sivity: SAIL										_		I
iest Availa	ibilitys		e 1	lame	Extensio	n *Desc	ription		Creator	Date Created			
			V 8			801,8	AMILIARISAT	TION			aan 💼		I
Activity	~	al Info Emplo							Replication				1
	to create nev		byrm						Document	Nama		Description	
	Activity							~	BO1_FAMIL	ARISATION		B01_FAMILIARISATION	-
0	Code	Rank	Nar							Vessel Name		Last Replicated	
_				Change pager Id	K F H								_
8	SAIL	2NDSTEW	MV						> 🖉	MV Elaine			
					R	eplicate	OK		> =	TST1			
0	SAIL	1EN	TST								Replicate		_
0	SAIL	1EN	TST2 -	UKU 11VE DY	50/2024	CONF		_					
0	EVCT	1EN		5/	1/2014	CONF							
2	SAIL	2NDSTEW	TST1 R	IORO TYPE 4/	1/2014	CONF							
	1 + +	Page sizer 5	-										
	1 1 1	Page sizer 3	»• •					-					

- A change has been made under the Duration column (previously named 'No. of Period') under the Personnel Profiles screen Activity tab where now, in addition to the number of months and days served on the vessel by the crew member, the column will also display the number of years served.
- An improvement has been made to the **Personnel Activity** screen where now, if a crew member who has been assigned as a '**Reliever**' for another crew member is *removed from the Reliever relationship* because:
 - the Reliever's relevant Activity is deleted; or
 - there is a change to the Vessel name for the Reliever's relevant Activity (under the Activity Information section),

a message will be displayed giving Users the **option to notify other Users that the crew member has been removed as a Reliever**.

If the User elects to send the notification, **an email window will be** *displayed* for the User to send details of the Reliever's removal to other Users.



 Users who are granted the new Crew Evaluation – Unrestricted Deletion Permission access right can now *delete crew evaluations* by clicking the newly added Delete button for the relevant Evaluation, under the Activity
 Evaluation screen – Evaluation tab (*accessed from the Personnel –* Activity screen).

ivity > Evaluation									
GRU, TIM									
signed Rank: Chief Officer	Sign On: 8/1/2014 F	LAN Sign Off: 8/1	/2014 PLAN						
valuation Goal									
Crew Behaviour Report									
* Template Code	* Occasion Code	* Occasion Date	Avg. Score	Creator	Evaluated By	For Promotion	Status	Date Viewed By Crew	Sequen
0 COFF	END OF CONTRACT	1/31/2015	1.00	BASS Admi		Yes	Completed		Reviewe
Save Delete Close									
	fice Vessel								
* Template Code: COFF		* Occasion Code:	END OF COM	ITRACT	▼ * Oc	casion Date: 1/	31/2015		
Average Score: 1.00		Status	Completed		E	valuated By:			
Evaluation Details									
Criteria Operational Pe	rformance Propose	e for Promotion 🛝 O	verall Comme	nts Prop	ose Training \				
Evaluation Group Code		Description					Percentag	e Score	
GENERAL		General					0.0	0.13	



The character limit for the Bill No field under the Personnel – Licenses/Training screen – Training tab – Details sub tab has been expanded from 30 characters to 100 characters.

License Training	st Engineer, Z000039, A	ctive) 👄 (1)					
icense Training		ctive) 🖨 (1)					
-						P	ersonnel: 🔍
Licence History Art	Onboard Training/Drills	Certificates					
Cherne Line And	tivity Corp Scratch Pad	Crew Lists Experience	Notes/Remarks	Profiles W	/ages		
Code	Description	Group	Start Date	En	nd Date	Days	Expiry Date
1025AFECGO	SAFE CARGO HANDLIN FRAMO	G - SEAGULL CBT			26/2017		
ave Delete Cl	ose Attachment(s)						
* Status: Conducted At: Training Center: Certificate No:	Type to search	Days: Conducted By: Location:	1	190.00	* End Date: Expiry Date: Result: Verified Date: Bill No:	9/26/20	0000
Crew:	Maximum of 2000 characters are ABU, HURAIRAH	A Last Sent:					10
Manning Agent:	BASS	A Last Sent:					

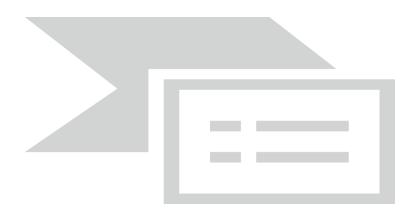
In addition, the character limit for the **Evaluator** comment field under the **Activity – Evaluation** screen – **Evaluation** tab – **Overall Comments** sub tab has been *expanded from 1000 characters to 2000 characters*.

* Template Average S Evaluation Det	Close Attach Site: Office Code: Cod	Vessel	••• * Occasion C	Avg. Score					Date Viewed By Crew
* Template Average S Evaluation Det Criteria Op	Code: icore: 0.00								
Criteria Op	ails		Sta	ode: END OF C atus: In Progre		• *	Occasion Date: Evaluated By:		
	erational Performa	nce Propos	for Promotion O	Verall Comme	ents Pror	ose Training			
Crews								haracters are allo	
Reviewer: Date	ords to display.	lame	Comment	ts					

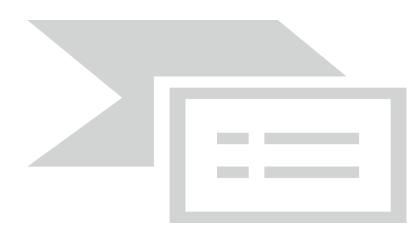
A change has been made to the Evaluation workflow where all relevant users will now be able to view an evaluation record after it is created. However, the evaluation can only be edited by users with the appropriate reviewer level (as set in the Home – Registers – Evaluation Template screen – Access Control by Role tab). As a result of this change, two new check boxes are now available on the **Registers – Evaluation Template** screen – **Access Control by Role** tab:

- Hide record from Office users after submission/acceptance
- Hide record from Vessel users after submission/acceptance.

If these check boxes are selected, evaluations (that were created from the template) will no longer appear on the **Activity – Evaluation** screen for office/vessel users after they submit or accept them. Evaluations will only appear for users who are required to review the evaluations next.



The Evaluation workflow has been enhanced to now allow multiple reviewers of the same Level. On the Home – Registers – Evaluation Template screen – Access Control by Role tab, the level of the reviewers selected in the Reviewer Role section can be changed by clicking on the link under the Role ID column. If multiple reviewers of the same level exist, either of them can review and approve the evaluation.



- A new Type column has now been added to the overview tables for the following sub tabs under the Personnel Profiles screen Travel Documents tab:
 - **Passport** sub tab
 - Seaman Book sub tab.

The remaining sub tabs under the **Travel Documents** tab already included a column to list the types of **Visa** and **Vaccination**, respectively.

Personnel > P	rofiles								
New Save		Delete Print							
ABU, HURAIR	AH (First Engi	neer, Z000039, A	ctive) \varTheta (1)			Personnel:	Sear	ch Crew	
* Last Name:	ABU		First Name:	HURAIRAH		Other Name:			
Prefix:			 Suffix: 		•	* Crew IPN:	20000	39	
* Date of Birth:	1/1/1970		Age:	47		Genderi			۲
Birth Place:			* Nationality:	MALAYSIAN		Personal ID:			
* Rank:	First Engineer		··· * Pool Code:	BASS LTD. HONG KONG		* Manning Agent:	BASS		
Telephone:			Mobile No:			E-Mail:			
Current Activity:	SAIL		Last Vessel:	TST1		Next Planned Vessel:	MV Ela	ine	
Next Availability:		[Last Sign Off Date:	4/30/2014		Planned Sign On Date:	10/6/	2017	
						Last Updated: 10/5/20	17 10:4	8 AM Last Updated By: BA	SSADM
Corp Scratch Pa	d Crew Behavi	our Report Notes/	Remarks Additional	Info Wages Day Tra	cking Leave	Calculation/Adjustment	Send	to Seaguil Send Email	
Activity F	Personal Info	Employment I	Licenses Certifica	tes Travel Document	ts Medica	I Complaint I	Evaluati	on Summary 🔨 Training	0
Passport Se	aman Book V	isa Vaccination							
Click here to create	ate new record.								
<i>П</i> Туре		No	Issued Date		Expiry Date			Expiration Status	Issue
				T			T		
Q PASS	PORT	A22333	12/12/2013		4/9/2015				

- Now, when the User attempts to change the selection under the CBA field on the Payroll Wages screen (accessed from the Personnel Profiles screen Payroll tab Wages sub tab) for an Activity, the System will display a notification message to indicate that wages cannot be adjusted within a Closed Account Period or due to overlapping wages, where relevant.
- A new Result column has been added under the Training Manage Training Training Requests screen Gap Analysis tab under which the System will display training results selected by the User under the Personnel Licenses/Training screen Training tab Details sub tab Result field (that is, 'Pass', 'Fail' or 'N/A').

rain	ing > N	lanage	Training > Traini	ng Requests										
Ga	p Analys	is 🔰	Requests											
			AX TANKER	* Master										
* Ve Type	issel 2:	AFRAN	IAX TANKER	Rank: 1		Tr St	aining atus:	ALL			 Include Pla Activity 	anned Includ Activity	le Confirm <mark>e</mark> d	Search
														E
Т				Personnel							Activity			
1	Crew IP	N	Crew Name	Rank	Compliance	Level	Activity		Assigned	Rank	Vessel	Start Status	End Status	
>	Z00001	5	IRFAN, HARITH	Master		0.96	SAIL		Master		MV Tiffany	PLAN	PLAN	
\sim	<u>Z00007</u>	6	NICK, WILLIAM	Master		0.96	SAIL		Master		MV Tiffany	A	A	
		Trainin	9							Status	Result	Description	Expiry Date	
		ADVAN	ICEFF							Not Held				
		BASSN	ET HUMAN RESOURC	CE MANAGEMENT & PA	VROLL TRAINING					Not Held				
		BASSN	IET SHIP MANAGEME	NT SUITE TRAINING						Not Held				
		SENIO	R OFFS OFFICE BRIE	FING/DEBRIEFING						Not Held				
		Contai	ner Stowage Planning	2						Not Held				
		CULIN	ARY COURSE (INTER	NATIONAL CUISINE)						Not Held				
		EFFEC	TIVE STEWARDING							Not Held				
		ELECT	RIC ARC WELDING							Not Held				
		ELECT	RIC ARC WELD.OF ST	AINLESS STEEL						Not Held				
										Not Hold				

There has been an improvement to the **Personnel – Crew Search** screen where now, a new **Next Activity** column has been added to the search results table. This new column will display the crew member's next activity by **Activity Code**.

* From: 2/1/2015 + Day(s) Te:			fanned Activity Confirmed Activity	Search		c	ustom Filter		•				
Profile										A	I		
Match Any ¥		Travel Doc	uments Medical N	otes/Remarks Corp	Scratch Pad	Propose Vacancy							
Activity:			Rank				Activ	ity	_				Pool
Available 🔻	EXCT	Code	Description	Vessel Name	Code	Start	Status	End	Status	Available Date	Next Activity	Code	Description
	00					T		T		T			
Match Any ¥					ENCT						SAIL		BASS LTD. I KONG
Rank (Profile):	No record	BSN	Besun		1.0							вінк	BARBER SH MANAGEME
	00	os	Ordinary Seaman									BIHK	BARBER SH MANAGEME
Match Any V Pool	Code No record	DOTR	Deck Officer Trainee									BIHK	BARBER SH MANAGEMER
	00	30FF	3rd Officer		-							BIHK	BARBER SH MANAGEME
Qualifications		EOTR	Engine Officer Trainee		EVCT	11/18/2013	CONF	1/5/2014	PLAN			ванк	BARBER SHI MANAGENER
Experience	_	мм	Nessman									вонк	BARBER SH MANAGEME
		FOTR	Engine Officer									RIHK	BARBER SH

- The following new columns have been added to the table under the Personnel – Profiles screen – Documents tab – Compliance sub tab:
 - Document No.
 - Issued Date
 - Issuing Body.

In addition, the **'Description**' column under the table has been renamed **'Document'**.

IU, HURAIR	AH (First Enginee	r, 2000039, Activ	e) 😜 (1)			Personnel:	Q ABU, HURADA	IAH					
* Last Namer	ABU		First Name	HURAIRAH			Other Name:			1			
Prefec			Suffie				* Crew 3PM	Z000039					
Date of Birth:	1/1/1970	100	Age	47			Gendern			•	m mart		
Birth Place:			* Nationality	MALAYEIA	N:		Personal ID:				H		
* Ranko	First Engineer		* Peol Code	BASS LTD	HONG KONG		* Nanning Agent:	BA35 -			1		
Telephoner			Mobile No				E-Hall						
rrent Activity:	SAUL		Last Vessel	TST1			lext Planned Vessel:						
t Availability:			Last Sign Off Date	4/30/201-	•	Pa	nned Sign On Date:						
ictivity P	Personal Info En	nployment Lice		inta Van	vel Documents		vision/Adjustment	Send to Secoul Evaluation Summary	Send Erral	Onboard Train	ning/Drills \ Ex	xperience Payroll	Documents
ictivity P	Personal Info Em		uns Acctore	inta Van		Lezie Calc	vision/Adjustment	Send to Seasure	Send Erral		ning/Drills \ Ex	xperience Payroll	Documents
	Personal Info \ En \Attachments \ Do	nployment Lice	uns Acctore	inta Van		Lenie Ceic Medical	vision/Adjustment	Send to Seasure	Send Erral		ning/Drills Ex	xperience Payroll	Documents \
ictivity P ompliance Decumen	Personal Info \ En \Attachments \ Do	nployment Lice	nses Certifica	inta Van	vel Documents	Lenie Ceic Medical	Complaint	Send to Seasuri Evaluation Summary	Send Erral (Training				
Activity P ompliance Documen	Personal Info En Attachments Do	nployment Lice	nses Certifica	inta Vas	vel Documents	Lenie Ceic Medical	Complaint	Send to Seasuri Evaluation Summary	Send Erral (Training				
Activity P ompliance Document Document Document Document Document	Personal Info En Attachments Do	nployment Lice	ans Additional nees Certifica Additional	inta Vas	Documents	Lenie Ceic Medical	Complaint	Send to Seasuri Evaluation Summary	Send Erral (Training		Comply	Last Updated 6/17/2014 11:38:48	Lest Updated by
Cocumer Documer Documer 012 Docum	Perzonal Info \ Em Attachments \ Do nt ment: Licenses	nployment Elice	ans Additional nees Certifica Additional	inta Vas	Documents	Lenie Ceic Medical	Complaint	Send to Seasuri Evaluation Summary	Send Erral (Training		Comply	Last Updated 6/17/2014 11:38:48	Lest Updated by
kctivity P ompliance Documer v Docum D12 v Docum Hedisal B	Personal Info Em Attachments Do nt ment: Licenses ment: Medical	nployment Elice	ExPERIO	inta Vas	Documents	Lenie Ceic Medical	Complaint	Send to Seasuri Evaluation Summary Expiry Dete	Send Erral (Training		Comply	Last Updated 6/17/2014 11-38-46 AM 9/25/2017 3:32-25	Last Updated by BASSADM

- □ [CR #4238] The following enhancements have been made to the Personnel Crew Search screen:
 - a new Settings button (indicated by a *wrench icon*) has been added to the top right corner of the search results table on the Personnel – Crew Search screen. The User can click this new button to *customize the columns to be displayed in the results table*.
 - the Personnel Crew Search screen Search/Result tabs have been combined under a single screen.

Field												
Crew IPN		-										
Crew File N	lo.											
Registration	1 No.											-
Personal ID											ew IPN	1
Last Name		_								✓ Na	ime itionality	
											rsonal Id	
First Name										✓ po		
Other Name	e									🖉 Av	ailability Date	
Employmen	nt Type	•								🗹 Fo	r Promotion	
Employmen											st Sign Off	
Туре	ic citry	•								🗹 Co		
Employmen											scription	
Status Code		T T									ssel Name	
										🗹 Co		
										🗷 Sta	art	Ŧ
											Apply	
												-
												1
	Rank					Activ	ity					
ode	Description	Vessel Name	Co	ide	Start	Status	End	Status	Available Date	Next Activity	Code	
T	T		T	T	T	T	T	T	T	T	T	Г
												-

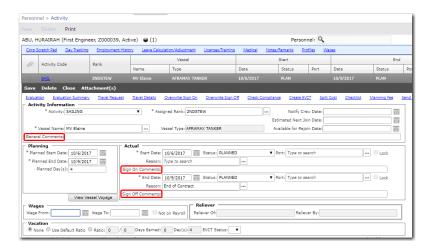
□ A new Last Sign Off column has been added to the search results table on the Personnel – Crew Search screen.

* From: 2 + To:	/1/2015	Active Include No Activit Include Planned A Include Confirmer Show Experience	Activity d Activity	Search			Custom Filter		
Profile									
Qualificatio	ns						~		
Experience							V		
experience							Ľ		
Profiles Act	ivity Licenses Certi	ficates Training	Travel Documents	Medical No	tes/Remarks Corp S	Cratch Pad Prop	oose Vacancy		
Crew IPN	Name	Nationality	Personal Id	DOB	Availability Date	For Promotion	Last Sign Off		Rank
Crew IPN	Name	Nationality	Personal Id			For Promotion		In Vear(s)	
Crew IPN	Name	Nationality	Personal Id	DOB	Availability Date	For Promotion	Last Sign Off		
Crew IPN	Name JASON, BILL	Nationality United Kingdom	Personal Id			For Promotion			Mor 2
			Personal Id	T		For Promotion	T	Year(s)	Mo
3100000001	JASON, BILL GYRDLER, IVOR	United Kingdom	Personal Id	2/19/1970		For Promotion	2/28/2014	Vear(s) 8	Мо 2
<u>31000000001</u> 00017327	JASON, BILL GYRDLER, IVOR CHUA	United Kingdom Russia	Personal Id	2/19/1970 5/26/1989		For Promotion	2/28/2014 11/19/2013	Year(s) 8	2 2 2
<u>31000000001</u> 00017327 SMTL00001	JASON, BILL GYRDLER, IVOR CHUA TLUCZEK, MAREK	United Kingdom Russia Poland	Personal Id	2/19/1970 5/26/1989 4/19/1982		For Promotion	2/28/2014 11/19/2013 2/28/2011	Vear(s) 8 1 0	2 2 6
31000000001 00017327 SMTL00001 00060232	JASON, BILL GYRDLER, IVOR CHUA TLUCZEK, MAREK PRASAD, VIJAYA HACFORTH, PAUL	United Kingdom Russia Poland India	Personal Id	2/19/1970 5/26/1989 4/19/1982 12/10/1964		For Promotion	2/28/2014 11/19/2013 2/28/2011 11/19/2013	Vear(s) 8 1 0 1	2 2 6 6

- □ The **`Comments**' fields on the **Personnel Activity** screen have been renamed as follows:
 - the '**Comments**' field under the **Activity Information** section has been renamed '**General Comments**'.
 - the two 'Comments' fields under the Actual section have been renamed 'Sign On Comments' and 'Sign Off Comments', respectively.

	irst Engineer, Z0000						Personnel:				
Corp Scratch Pad	Day Tracking Employm	nent History	Leave Calculation/Adjustm	ent Licenses/Training	Medical N	otes/Remark	<u>es</u> <u>Profiles</u>	Wages			
Activity Code	Bank		Vessel		Start				End		
control code	Post Inc.	Name	Туре	Date	Status	Port	Date		Status	Port	Rea
<u>SAIL</u>											ENC
Save Delete Cl	lose										
* Activity: SAIL		٣	* Assigned Rank: First F	ngineer			Crew Date:	10/24/2016			
* Activity: SAIL * Vessel Name: TST1 Comments: Planning * Planned Start Date:	ING L (1/1/2016))))))))))))))))))))))))))))))))))))	Actual -	Vessel Type: RORO	-	Es Ar	timated Nex	t Join Date:	10/24/2016			
* Activity: SAIL * Vessel Name: TST1 Comments: Planning	ING (1/1/2016) (1/30/2016)	* Start Date Reason Comment * End Date	Vessel Type: RORO	TYPE	Es An	timated Nex vailable for R	tt Join Date:	10/24/2016		2004	

Before the Change



After the Change



7. Competence & Training

- Now, when Users hover their mouse over a training even under the Training
 Manage Training Training Planner screen By Training tab, the System will display the:
 - training duration (in days),
 - training costs,
 - names of the crew members undertaking the training.

Training > Manage Training > Tr			
By Training Center By Training Training: MEDICAL CARE			
◆ ▶ today ▼ Oct, 2			
Sun 1 Oct	Mon 2 2.crew.members 1.days.(USD UONETEST3;	100.00). GRU, KEVIN	Wed 4
8	9	10	11
15	16	17	18
22	23	24	25

- The 'radio button' layout for the Charge To and Reimburse To fields on the Training Assign Cost screen (accessed from the Personnel Licenses/Training screen Training tab Cost sub tab) has been replaced with:
 - a new **Charge To** field with a dropdown menu for Users to make the relevant selections.
 - a new **Charge Description** field with a lookup from which Users can make the relevant selections.
 - a new **Reimburse To** field with a dropdown menu for Users to make the relevant selections.
 - a new **Reimburse Description** field with a lookup from which Users can make the relevant selections.

Under the new **Charge To** field:

- if Users select options 'None' or 'Crew' from the dropdown menu, the System will *automatically disable* the Charge Description field and adjacent lookup button ('...');
- if Users select options 'Company' or 'Vessel' from the dropdown menu, the Charge Description field and adjacent lookup button ('...') will be *automatically enabled*.

Under the new Reimburse To field:

 if Users select options 'None' or 'Crew' from the dropdown menu, the System will *automatically disable* the Reimburse Description field and adjacent lookup button ('...'); if Users select options 'Company' or 'Agent' from the dropdown menu, the Reimburse Description field and adjacent lookup button ('...') will be *automatically enabled*.

Training - Assig	n Cost			×
OK Delete	Close			
* Cost:	Type to search		* Date:	
Currency:	US Dollar		Amount:	
ROE:	1.0000000	000	Amount (USD):	
Receipt No:				
Charge To:	None Company Crew Sign On Vessel Sign Off Vessel			
Reimburse To:	None Company Crew Agent			

Before the Change

Training - Assign Cost						×
OK Delete Clos	e Attachment(s)					
* Cost:	Type to search			* Date:	10/7/2017	===
Currency:	US Dollar			Amount:		
ROE:	1.0000000	000		Amount (USD):		
Receipt No:			_			
Charge To:	Company	۲		Reimburse To:	Company	•
Charge Description:	BASS			Reimburse Description:	BASS	

After the Change

- □ Two new columns have been added to **Training Summary** report (generated from the **Reports Crewing Training Summary** screen):
 - Personal ID
 - Birth Place.

ra			-						Print Date / Ti	me: 10/6/2017 / 3:43:32PM
	ining s	Summa	ary							Page: 1 of 272
From: To:										
Crew IPN	Name	Personal ID	Rank	Date of Birth	Birth Place	Nationality	Course Code	Name	Start Date	End Date Training Center
00002	AARON CHAO		Second Engineer	8/12/1989		Australia	ADVANCEFF	ADVANCEFF	8/24/2017	9/24/2017
0005552	ABOC JOSE D.		Fitter	6/19/1957	MANILA, PH	Philippines	ADVWLDTECH	ADVANCED WELDING TECHNIQUES	1/3/1004	1/14/1004
			Fitter	6/19/1957	MANILA, PH	Philippines	BST	BASIC SAFETY TRAINING	7/7/1998	7/17/1998
			Fitter	6/19/1957	MANILA, PH	Philippines	BST	BASIC SAFETY TRAINING	4/30/2009	4/30/2009
			Fitter	6/19/1957	MANILA, PH	Philippines	BST	BASIC SAFETY TRAINING	5/28/2012	6/5/2012
			Fitter	6/19/1957	MANILA, PH	Philippines	CHEMSAFINH	CHEMICAL TANKER SAFETY (IN-HOUSE)	1/9/1991	1/9/1991
			Fitter	6/19/1957	MANILA, PH	Philippines	CHEMSAFINH	CHEMICAL TANKER SAFETY (IN-HOUSE)	5/22/1998	5/24/1998
			Fitter	6/19/1957	MANILA, PH	Philippines	CHEMSAFINH	CHEMICAL TANKER SAFETY (IN-HOUSE)	7/3/2007	7/5/2007
			Fitter	6/19/1957	MANILA, PH	Philippines	CHEMSAFINH	CHEMICAL TANKER SAFETY (IN-HOUSE)	4/21/2009	4/23/2009
			Fitter	6/19/1957	MANILA, PH	Philippines	ELECAROWSS	ELECTRIC ARC WELD.OF STAINLESS STEEL	7/4/2005	7/7/2006
			Fitter	0/19/1957	MANILA, PH	Philippines	ENGWATCHKP	ENGINE WATCHKEEPING III/4	4/11/2005	4/14/2005

8. Leave Management

There has been an improvement to the Leave Management – Leave Application screen (accessed from the Date From column of a leave application record under the Leave Management – My Leave screen). Now, when the User approves a leave application by clicking Submit, the System will automatically close the Leave Application screen. Previously, after the User clicked Submit, a pop-up window would be displayed providing the User with the option of closing the screen.

Please note that this enhancement has been made to the **HR Manager** as accessed on the **Internet Explorer 11** web browser only. On other web browsers, the System already automatically closes the **Leave Application** screen after approval is submitted.

9. Payroll

A new Allottee Payslip report is now available to be generated on the Reports – Payroll – Allottee Payslip screen and the Personnel – Profile screen – Payroll tab – Print Allottee Payslip sub tab for closed account periods. This feature is only available for crew with which allotments to beneficiaries have been set up (on the Personnel – Profile screen).

Reports					
	Home Fleet Planning Recruitment Personnel Training Pay			🕐 Help	
- Summary of Wages	Personnel > Profiles				
- Wage Summary - Tot./Neg.	n New Save Cancel Delete Print				
rate		Allottee Pay Slip		Print Date / Time: 08/10/20	117 / 12:28:51Pl Page: 1 of
rts > Payroll > Allottee Payslip		CONFIDENTIAL			
	Vessel:X * Account Period:				
	Generate Close	Crew Information	Allottee Information		
		Account Period 01 Jan 2012 - 31 Jan 2012	Account Name	No Of Day	0
		Cnew		None	None
- Voluntary Allotment	Corp South Pad Crew Rehaviour Recort Notes/Remarks Additional Info Wates	Rank Master Cnew Carrency USD	Bank Account No Account Type USD		
Wage Scale Vear to Date Gross	Employment Licenses Centificates Travel Documents Medical C Beneficiary Wages Print Paysic Print Allottee Paysic Payment History C	Ship Name			
Malaysian Statutory	* Please enter Account Period: provenum				
Allottee Payslip	Send Email				
Singapore Statutory	Include Philippine Statutory Information	ACTIVITIES Activity Rank Vessel	CBA Wage Fr.	Wage To Base	
	OK	In Process for Ship Master Assignment		0.00	

- □ The **Valid To** field on the **Payroll Wages** screen is now only enabled:
 - when the **CBA** field is empty, or
 - if a CBA is selected, when the date previously inserted in the Valid To field is between the Valid From and Valid To dates set in the CBA register.

lome	Fleet	Planni	ng Re		Personnel Tra	ining	Payroll			Budget		lgmt. Rep		My Favo		🕐 He
Payroll >	> Wages															
HLAG C	REW (M	aster, H0	00017,	Active)			Pers	onnel: 🔍								
Print Pa	roll Slips	Wage S	cheme Ac	ljustment <u>Vie</u>	w CPF History											
Crew L	aan Pr	int and Che	ek List	Payment History	Employment Histo	ary Seat	time Experi	ence Activity								ß
0	CBA	Rank	Year	Currency	Approval Status		Va	lid			Total		CBA Te		Crew Contract Type	Comments
9	CBA	Kank	Tear	Currency	Approval Status	From		То	Ea	m	Deduct	Net	CBA 16	nure	Crew Contract Type	Comments
					PENDING			10/24/2019								
Save	Delete	Close	Attack	nment(s)												<u> </u>
		CBA:				* Rank:	Master		ŀ	••	* Year:			0		
		rency: US	Dollar			lid From:	10/3/2019	•			Valid To:	10/24/2019				
		Earn:		0.0		Deduct:		(.00		Total Net:			0.00		
	CBA Te				0 Crew Contr	act Type:			٠		Status:	PENDING		•		
	Last Up	odate: 10/3	26/2017	3:00 PM	Last Up	date By:	BASSADM									
Wage	s Details	Contr	ibution /	Vol. Allot. Ded	uction Commen	ts										



The 'Rejected' status on the Administration – Registers - CPF Contribution screen has now been changed to 'Cancelled'. In addition, users will now only be able to edit the CPF contribution when the status is 'Pending'.

alid From:	Age From:	= CPF Category:	SINGAPORE CITIZEN	AND PR YEAR 3 AND ABOVE	*		
* Valid To:	Age To:	* Status:	PENDING		•		
tails			APPROVED CANCELLED				
		1	PENDING				
	Wage	Contributio	n Limit		Wage Ceiling		
From	То	Total E	imployee	Ordinary	Additional		

A new validation has been added to the Stores – Material List screen to prevent users from deleting materials in Bonded Stores that are in use as deductions in payroll transactions.

rint				onded Stores																
			-		-												E			
V Tiffany (BA	IAS1) - 201602 (Open)															-	_		
Accumulative Re	lounding Adjustment	Non.#	4	Vessel	Crew	IPN	Rank	Last	Name	First N	ame	Date		Cash I	Mbri		Mtrl Descrip	tion		
Wages Crew	w Loan Print and	Check List											T					_		
Status Cre	ew IPN	Name	2	BAS1	1100	37	MAST	FUII	WARA	MIK10		2/29/20	16	0 1	IMPA-BS-001		IMPA-BS-00 DESCRIPTIO			
			2	BAS1	2200	3Z	MAST	FUII	WARA	MIK10		2/29/20	16							
	0037	FUJIWAR				_		_			_			_	_	_				-
close					H	lome Fleet	Planning			Training	g Payroll Ste	ores Tr		Budget	Leave N	/gmt. I	Reports	My Favo		<u></u> (2) н
	Vessel Currency (US				5	Stores > Mate	rial List													
	Vessel Currency (US Merge Activity	≂o) © cr ⊙ sp				Stores > Mate														
		ି ଜ		Deduction	-	New Delete					Vessel: Q. MV Ti	ffany								
View in:	Merge Activity	ି ଜ		Deduction ded Stores	1 20	New Delete MV Tiffany (Br	(\$1)				Vessel: 🔍 MV Ti	ffany								
View in:	Merge Activity Earning	0.00		ided Stores	1 20	New Delete	(\$1)				Vessel: 🔍 MV Ti	ffany								2.6.0
View in:	Earning	0.00	C [®] Bon	ded Stores	1 20	New Delete MV Tiffany (Bo Category: Bo	LS1) Ided Stores ▼	Hanne					h Cener			Link	- Parts			
View in:	Earning	0.00	් Bon ඒ Casi ඒ Trav	ded Stores	1 20	New Delete MV Tiffany (Br	(\$1)	Name		Group			b Group	p		Unit	Stock	Item	I Currency	Item P
View in:	Earning	0.00	ල් Bon ල් Cast ල් Trav ල් Corr	ded Stores h vel	1 20	New Delete MV Tiffany (B/ Category: Bon Attachments	AS1) ID					Su	b Group	p		Unit		T	Currency	Item P
View in:	Earning	0.00	ල් Bon ල් Cast ල් Trav ල් Com ල් Oth	ded Stores h rel nmunication er	1 20	New Delete MV Tiffany (Bo Category: Bo	LS1) Ided Stores ▼	Name testinout2			BASSnet HR Manu	Su	b Group	p		Unit	Stock 100.00	T	Currency	Item P
View in:	Earning	0.00	년 Bon 년 Casi 년 Trav 년 Com 년 Oth	ded Stores h vel er n. Allotments	1 20	New Delete MV Tiffany (B/ Category: Bon Attachments 0	AS1) ID 1111	testinout2	NOL DESCRIPTION		BASSnet HR Manu	ager ETE Pavroll tr	ansactic	-	he	Unit	100.00	T	Currency	100.00
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View in:	Earning	0.00	년 Bon 년 Casi 년 Trav 년 Com 년 Oth	ded Stores h vel er n. Allotments	1 20	New Delete MV Tiffany (B/ Category: Bon Attachments 0	AS1) ded Stores • ID IIII I	testinout2	NJ DESCRIPTION		BASSnet HR Manu	ager ETE Pavroll tr	ansactic	-	he	Unit	100.00	T	Currency	100.00

A new All option is now available on the Payroll – Print screen (accessed by clicking the Print and Check List link) to allow users to print/check payroll details for all vessels.

Home Fleet Planning Recruitme Payroll > Overview	nt Personnel 1	Training Payroll	Stores Travel	Budget Leave Mg	imt. Reports	My Favourit	es 🕜 I	Help	
New	Home Fleet			Training Payroll	Stores Trave				
	Payroll > Others :	> Print							
Ship Opening Balance Crew Opening Balance									
Wages Crew Loan Print and Check List				Vessel	Q Search	Vessel	200904	Go	
Account Period	Select for Print			Vessel					
		Wage Summary							
No records to display.		Overtime Report Other Earnings		All					
			Bonded Stores *						
Ship Lock Office Lock Close Re-open		Payslip	Split Payslip when tr	ransfer/promotion 🔍 Herg	e Payslip when transfe	er/promotion			
				el Currency 🔍 View Based					
		Ship Accounts	Include Account Peri Include Account Peri	iod Status 🔍 Not Include	Account Period Status				
	Print								
	Exceptional Che								
			issed Sign Off Date with	Status Planned)					
		Crew without Per							
		Invalid DOB (Age							
		No Contribution S	etup						
			ed/Missing Crew Wages						
		Abnormal Wage F Crew without Ber	rom/To Entry (More Tha	in 2 Months)					
				count period between					
	Select All	In-Select All Che							

As a result of this change, the **Vessel** field on the **Reports – Overtime Report** and **Ship's Accounts** report screen is no longer mandatory. If no vessel is selected, the System will generate the report for all the vessels for the selected account period.

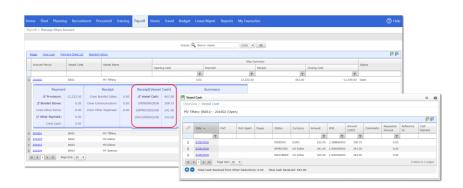
Genera	ate	Help	Logout	
Report	is > Payroll > Ship's Accounts			
	Vasor Porter Corrector Corrector Cor			
	Generate		Help Lo	ogout
_	Reports > Payroll > Overtime Report			
	Venesitie - X * Account Period Personnel Luit: - X Crear Paul			
	Haming Agent ···· X Currency ···· X NOE			
	Generate Close			

- The Crew Payroll and Update Payroll Data screens have been enhanced to prevent vessel users from overwriting any payroll data that was entered by office users. As a result, data that was entered by office users will appear disabled to vessel users.
- A new Send Email option is now available on the following screens for users to send the payslip via email to the selected crew member. This feature is only available for closed account periods.
 - Reports Payroll Payslip screen
 - Reports Payroll Allottee Payslip screen
 - Personnel Profile screen Payroll tab Print Payslip sub tab
 - Personnel Profile screen Payroll tab Print Allottee Payslip sub tab.

Please note that the SMTP email settings can be configured from the Web configuration file (in the BASSnet HR Manager folder). For more information or help, please contact BASS Support.

Home Fle	et Planning	Recruitment	Personnel	Training	Payroll	Stores	Travel	Budget	Leave Mgmt.	Reports	My Favourites	(?) Help
Personnel >	Profiles											
New Save		elete Print										
HLAG CREW * Last Name Prefix * Date of Birth Birth Place	(Master, H0000 HLAG CREW 1 5/13/1982 H master Master 1 5AL 1 5AL 1 5AL	17, Active)	Send Send Dear HLA Please se	U abe A s, san • 1 kG CREW,	stip via em Subjec Attacher • On • () • 10px •	t HLAG CREV t HLAG CREV t HLAG CREV t HLAG CREV t Normal	assnet.no V - Payslip V Payslip II III III II III III For	Jan01 to Jan ■ Ω • ■ ×' ÷ rmat Sets	n. 01, 2016 to Jan. 312016 pdf × • • • • * • Zoom • 01, 2016 to Jan. 3	2⊔ (2) #1 # Ξ Ξ		
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A new Receipt (Vessel Cash) column is now available on the Manage Ships Account screen – Account details table. This column displays the sum of vessel cash receipt from approved and delivered records, and a breakdown of each receipt currency and status.



- A new option is now available on the Payroll Print screen (accessed by clicking the Print and Check List link) to hide/display the Account Period Status on the generated payslip. When the Include Account Period Status option is selected, the payslip will also display the following additional fields:
 - Pay Period From
 - Pay Period To
 - Pay Period No. of Days.

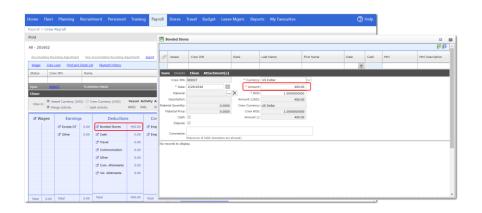
		itment Personnel	Training Payro	II Stores T	ravel Budget	Leave Mgmt.	Reports	My Favourites			() He	4p	
yroll > Others >	Print												
- 201602				₩ Al	٩,		201602	Go					
Select for Print	Wege Summary Overtime Report					송 (교통) Find tain Report	A	🗅 🕰 1df3	• 100%	•			
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	Ship Accounts	View Based on Vesse Include Account Period				Vessel Name Crew Name Crew IPN	: MV Tiffar : BUN : APEC10				Pay Period Fro Pay Period To	m :	01 Feb 2016 29 Feb 2016
Print					-	ADDITIONAL IN UC No. Passport No.	FORMATION	N			Pay Period No. Currency Code Account Perior		29 USD Open
					- 1	ACTIVITIES	Rank	Vermel	CBA	Water Fr.	Wage To	Date	Crew Payment Status

A new back-end System configuration of 'CNPNCREW_RECALC' is now available where, if this configuration is turned on, the **Crew Payroll** screen will immediately update whenever a new transaction is added to a crew's



payroll. Previously, after adding new transactions, users had to click **Recalculate** for the update to be reflected.

Please note that this feature is a back-end database-controlled configurable feature. If you would like to explore the option of including this feature, please contact BASS Support.



The first five columns on the Payroll Summary, Batch Entry Payroll Data and Update Payroll Data screens (i.e. Vessel, Crew IPN, Rank, Last/First Name) will now be frozen when users scroll horizontally.

201602				All Q	201602 2/29/20	16 🔟 Go		
Earn O	ther Earning Bonded Store	Cash Tra	el Communication	Other Deduction Com. J	Allotment Vol. Allotment			
	ew Loan Print and Check List	Payment History	(((N P Q
/ Vessel	Crew IPN	Rank	Last Name	First Name	° Type	* Hours	Rate Currency	* Rate
						T		
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g BAS1	APEC100000004		BUN		EXCESS OT	0.00	US Dollar	0.00
Q BAS1	00007892	AB	TABIOS	ENRIQUITO	EXCESS OT	0.00		0.00
₽ BAS1	00007374	MESSMAN	MERCADO	EMMANUEL	EXCESS OT	0.00		0.00
Q BAS1	00007569	MM	VILLAMOR	ALLAN	EXCESS OT	0.00		0.00

Vessel users can now continue to update the ship's account on the Manage Ships Account screen even after the status of the account period has changed to 'Ship Locked'.

		Planning					ning P	ayroll			el Budge	t Leave Mg	jmt. R		My Favour		Q) Hel
Pay	vroll > Manage	Ships Ac	count															
								Vessel:	🔍 Sear	ch Vesse	d.	2014	GO					
Х	Vages Crew Loa	n Print	and Che	ck List – Payr	nent History													ßſ
	Account Period	Vesse	Code	Vessel N	3000						Ship Si	immary					Status	
	House Herou	10000	0000	Vesser	arrie	Oper	ning Cash			ment		Receipt		Closing	Cash		Julia	
								1	T		T		1	1		T		
>	201412	BAS1		MV Tiffa	ny			0.0	00		0.00		0.0	0		0.00	Office Locked	
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>	201409	BAS1		MV Tiffar	ny			10,000.0	00		440.00		5,000.0	0	14,5	\$60.00	Office Locked	
Y .	201404	BAS1		MV Tiffa	пу			0.0	00		0.00		0.0	0		0.00	Ship Locked	
	Pay	ment			Receipt		Receip	t(Vessel	Cash)		Su	mmary		1				
	🕑 Provi	sions:	0.00	Crew Bor	nded Sales:	0.00	🖻 Vess	el Cash:	0.00		Opening Cas	h Balance B/F:	0.00					
	Bonded S	tores:	0.00	Crew Comr	nunication:	0.00				+	Total	Cash Receipts:	0.00					
	Crew Other I	arns:	0.00	Crew Other	Expenses:	0.00					Total	Cash Payment:	0.00					
	C Other Pay	ment:	0.00							-	Closing Cas	h Balance C/F:	0.00					
	Crew	Cash:	0.00															

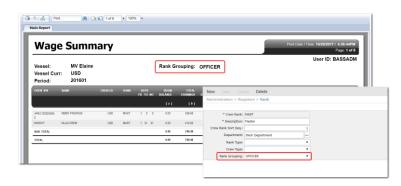
Previously, the System will remove any filters inserted into the *filter row* on the **Payroll Summary** screen when users click the column header to sort the table. Now, when a column header is clicked, the System will retain any text inserted into the filter row and sort the already filtered results.

Vessel Code Crew IPH Rank Last Name First Name Activity Code Status First To APEC APEC Image: Code Image: Code	ome Fleet	Planning Recruit	ment Personnel	Training Pay	roll Stores Trave	el Budget Leave	Mgmt. Reports	My Favourites	🕜 He
Iter In: Vessel Currency Show All Rank Projected - Month End On Payroll Vessel Code Crew 19H Rank Last Name First Name Activity Code Status Fic To APEC Image: Code APEC 1000000011 MAST CRAGON BMMANA SABL Office Looked 1	ayroll > Payro	II Summary			_				
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BASI APECI000000011 MAST DRAGON BANANA SAIL Office Locked 1	Vessel Code	Crew IPN	Rank	Last Name	First Name	Activity Code	Status	Fr. 1	0
		APEC						T	T
3AS2 APEC1000000042 MAST NEMO FINDINGS SAIL Office Locked 1	BAS1	APEC1000000011	MAST	DRAGON	BANANA	SAIL	Office Locked	1	2
	BAS2	APEC1000000042	MAST	NEMO	FINDINGS	SAIL	Office Locked	1	2

The Valid To field on the Administration – Registers - CPF Contribution screen is now editable. However, if the period in between the Valid From and Valid To dates includes account periods that have already been closed, the System will prompt an error message and the date entered in the Valid To field will not be changed.

Valid From: 9/1/20: Valid To: 12/7/20		Age From: 24			SINGAPORE	CITIZEN AND PR YEAR 3 AND	ABOVE	Last updated by:84 Last updated:5/18		рм
	Wa	ge			Contribut	tion Limit			Wage	Ceiling
From		То	Total			Employee		Ordinary		Additional
	1.00	50.00			0.00		0.00		5,000.00	79,3
	51.00	500.00			0.00		0.00		5,000.00	79,3
	501.00	750.00		BASSnet HR	Manager		0.00		5,000.00	79,3
	751.00	1,200.00		A Valid To	cannot be ch	ange due to in between Tol. there is Acount	0.00		5,000.00	79,3
	1.201.00	1,500.00		Period ti	om) to [Valid hat already cli	Toj, there is Acount ose.	0.00		5,000.00	79,3
	1.501.00	9,999,999,999,999.00					1,000.00		5,000.00	79,3
						ОК				

A new back-end System configuration of 'CNPNOFFICERSEQ' is now available where, if this configuration is turned on, a new **Rank Grouping** field will now be displayed on the **Wage Summary Report** (as set in the **Administration** – **Registers** – **Rank** screen).



Please note that this feature is a back-end database-controlled configurable feature. If you would like to explore the option of including this feature, please contact BASS Support.

- Resolved an issue on the Payroll Wages screen where previously, when the User opened multiple Wages screens for different crew from the Personnel – Profile screen – Payroll tab – Wages sub tab, the wage details of the earlier opened crew incorrectly changed to the wage details of the most recently opened crew when the User clicked Close to close the wage details of the earlier crew.
- A new validation has been added to the Generate Allotment screen to ensure that the allotment records selected meets the minimum allotment amount required (as set on the Administration – Registers – Minimum Generate Allotment Amount screen). After clicking OK to generate allotment, the user will be prompted if the System detects that the amount is less than the minimum allotment amount.

Crear Rold (Astite Rold) - 200004 V mini Q Astite Rold Image: The Astis Rold Rold Rold Rold Rold Rold Rold Rold	Home Fleet Planning Recruitment Payroll > Generate Allotment	Personnel Train	ng Payroll Sto	ires Trave	l Budget Leave Mgmt.	Reports M	y Favourites					Ø) H
	Crew Pool (Active Pool) - 200904												
	▼ Pool Q Active Pool	200904											
* Mad Code: Licitie Find Internet Code: Story Trans Tage Trans T	Save Cancel Delete			. 111	Search								
	inistration > Registers > Min. Generate Allotment A	imount										1	5
Mis. Amount 2,000.00 2013 MB2000 2013 MB2000 4010 Company HM 1.002.00 HM 1.002.00 MM 1.	* Poel Code: Active Pool				Beneficiary	Wage From	Wage To	Vessel Code	Allot. Type	Crew Curr.	Ben. Curr.		n.
EXSErvet NB Manager Altorner A mount is lives than the Minimum Altorner Amount						1.0	100						Y.
					Allotment Amo	less than the Min unt	imium						
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	H d 1 b bl Page size: 50 •											1 items in 1	pa
1 A 4 1 A B Popt for: 20 • 11	Generated Allotments												
					OK								

□ A new Lookup button is now available under the Cost Element column on the Batch Entry Payroll Data screen – Other Earning, Cash and Other Deduction tabs. Clicking the button will open the Cost Element lookup screen where users can select a cost element from the register.

201	1602				TA T	٩,		201602 2/29/2	016 III Go			
i Ean	Oth	er Earning Bonded Stor	es Cash Tra	el Communication	Other Deduction Co	m. Allotment Vol. A	Viotment	Cost Element		0		
Wag	es Crea	Loan Print and Check List	Exyment History					Code	Description	Sort Seq.		BFG
	Vessel	Crew 1911	Rank	Last Name	First Name	* Cost Element	D			T	* Currency	
								ALLOWANCE	ALLOWANCE	0 ^		
0	8451	202027	MAST	FUIDWARA	MBIGO			WARBONUS	WARBONUS	5	US Dollar	
			Patari		Plakau	_	- 0	PARKENGALL	Parking Allowance	9		_
Q	BAS1	A75C100000004		BUN		Type to search		LAUNDRY	LAUNDRY ALLOWANCE	20	US Dollar	
Q	B451	00007892	AB	TA8005	ENRIQUITO			AWS	Annual Wage Supplement	22	US Dollar	
Q	B451	00007374	MESSMAN	MERICADO	EMPSAVUEL			CNY	CNY Bonus	36	US Dollar	
0	BAS1	00007569	MH	VILLAMOR	ALLAN			TRDALLCH	TRADE ALLOWANCE - CASH	75	US Dollar	
-	0401	100000000		The second	ALDH1			BENEARN	for beneficiary	87	00000	
								SENEORCH	SENEORITY ALLOWANCE - CASH	90		
								STDWGECR	STANDBY WAGES	105		
								STDWGECH	STANDBY WAGES - CASH	110		
								AMNLAUNDRY	Laundry Allowance - Add	120 👻		
								H 4 1 2 F H	Page size: 20 • 24	4 items in 2 pages		
								Select	OK Cancel A	IDITOL		
									X		1	

- An enhancement has been made to now allow an 'Office Locked' account period to be reverted to the 'Ship Locked' status for further processing. However, the account period must then be changed to 'Office Locked' again before it can be closed.
- □ A new confirmation message has been added to the following screens when users select the **All** option in the search options:
 - Crew Balance
 - Generate Allotment
 - Batch Entry Payroll Data
 - Update Payroll Data
 - Special Holiday Bonus
 - Other Payment
 - Print (accessed by clicking the **Print and Check List** link).

					Training	Payroll	Stores															
	> Crew I	lalance																				
ſ	▼ AI	R		2016	02																	
Transa	ction Date	2/15/2016		-	Тур	I: Projecte	d - Month Er	id - All Ad	tivities •													
		Vessel Curr		•		All Settle	amant		•													
Bank 5		Type to sea	Beneficiary only 💿	Based on Benefic	lary Pay No				Search													
								_		J												
_								- 1	BASSnet H					_		_						ß
Vessel		Ac	ivity	Rank	Last Name		First	Name		n manager out to retrieve all d	ata.	_	Activity Start Date		Activity End Date		Wage Start Date		Wage End Date		Activity End Reason	Currency
									Do you war	it to proceed?			Scart Date				SCAPE DADE				End Reason	
	ds to displa							_						Ŧ		T		Τ		Ŧ		
ap recon	as to dispu	<i>1</i> 4-																				
												fes No										

□ A new back-end System configuration of `CNPNSHOW_CPSPLIT' is now available where, if this configuration is turned on, the **Split Activity** option will be selected by default (instead of **Merge Activity**) on the **Crew Payroll** screen.

Please note that this feature is a back-end database-controlled configurable feature. If you would like to explore the option of including this feature, please contact BASS Support.

yroll > Crev	r Payroll																			
int																				
I - 201602							All	2			2	01602	Go							
Locumulation R	unding Adjustment	Non	Accumulative Rounding Ar	Gustmant	Deport Do	ck Paymer	t Display Bank F												Recal	inut
	Loan Print and				Adjoca ad	sa rayina	a supply south to													F
	rew IPN							Rank		Begin Bal.	_	Earning		Deductio		Curr. Month	Nett (End Bal.	100
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ipen 3	00037	0.00	NARA MIKIO					MAST			0.00		0.00		0.00		00	0.00		
lose	_	_		_		_			_		_	_	_	_	_					-
View in:	ferge Activity	I s	ew Currency (USD) alit Activity	BAS1	SAIL 2016-0	02-05	Activity End Fr 2016-06-30 2016	-02-05 201		Days 25										
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View in:	terge Activity Earning	ls	Deductions	BAS1	SAIL 2016-0 Contribut	tion	2016-06-30 2016 Balance	-02-05 203												
View in:	Earning	0.00	Deductions	BAS1	SAIL 2016-0 Contribut	12-05	2016-06-30 2016 Balance Total Earns	-02-05 20: e 0.00												
View in:	Earning	0.00	Deductions df Bonded Stores df Cash	BAS1 0.00 0.00	SAIL 2016-0 Contribut	12-05	2016-06-30 2016 Balance Total Earns Total Deduct	-02-05 203 0.00 0.00												
View in:	Earning	0.00	Deductions 안 Bonded Stores 안 Cash 안 Travel	BAS1 0.00 0.00 0.00	SAIL 2016-0 Contribut	12-05	Balance Total Earns Total Deduct Curr. Month	-02-05 201 0.00 0.00 0.00												
View in:	Earning	0.00	Deductions & Bonded Stores & Cash & Travel & Communication	BAS1 0.00 0.00 0.00 0.00	SAIL 2016-0 Contribut	12-05	Balance Balance Total Earns Total Deduct Curr. Month Begin Bal.	0.00 0.00 0.00 0.00 0.00												
View in:	Earning	0.00	Deductions of Bonded Stores of Cash of Travel of Communication of Other	BAS1 0.00 0.00 0.00 0.00	SAIL 2016-0 Contribut	12-05	2016-06-30 2016 Balance Total Earns Total Deduct Curr. Month Begin Bal. Tif. Amt.	-02-05 203												
View in:	Earning	0.00	Deductions of Bonded Stores of Cash of Travel of Communication of Other of Com. Allotments	BAS1 0.00 0.00 0.00 0.00 0.00	SAIL 2016-0 Contribut	12-05	2016-06-30 2016 Balance Total Earns Total Deduct Curr. Month Begin Bal. Tift. Arnt. Final Bal.	-02-05 203												
View in:	Earning	0.00	Deductions of Bonded Stores of Cash of Travel of Communication of Other of Com. Allotments	BAS1 0.00 0.00 0.00 0.00 0.00	SAIL 2016-0 Contribut	12-05	2016-06-30 2016 Balance Total Earns Total Deduct Curr. Month Begin Bal. Tif. Amt. Final Bal. C Accumulative	-02-05 201 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00												

A new message will be displayed when creating account periods on the Payroll – Batch Open Account Period screen to indicate that the account periods have been successfully created, and to provide users the option of closing the page: 'Yes' to close and 'No' to remain.

lome Fleet Planning			Training	Payroll	Stores		Budget	Leave Mgmt.	Reports	My Favourites	🕐 Hel
ayroll > Batch Open Accou	nt Period										
Account Period From: 201711		= To: 20171	2								
Vessel Code	Vessel N	ame		Previous	Account Pe	eriod			Previou	s Status	
BAS3	MT Spen	cer		201604					Open	1.14	ms in 1 page
H K I F F Page	size: 50 +			HR Manaç	er (s) have bei					1 10	ins in 1 page
			created.		te this Page		ully				
							Yes No				

New mandatory From and To fields have been added to the Reports – Payroll – Year to Date Gross screen for users to specify the period within the year in which the report will display. By default, the fields will be automatically filled from January to December (i.e. 201601 to 201612) when the year is specified.

In addition, a new **Summary** report type is now available. Selecting this report type will display the gross earnings of each crew member for that period.



□ The **Double Bottom** overtime rate will now appear as a separate income item in the generated payslip. Previously, the rate was included in the calculation of the **Excess Overtime** rate.

Seniority Bonus			160.50				
DOUBLE BOTTOM	RATE	14	84.00				
Basic Wage			1,980.70				
		14	0.00				
		Day/Hrs	Amount				Amount
Income (USD)				Deduction (USD)			
SAL	15/02/2017	28/02	2/2017	14	990.35		
SAL	01/02/2017	14/03	2/2017	14	990.35		
Activity	From	То		Paid Days	Basic Wage		
Month Details							
Guaranteed Ove					Total Overtime (hrs)	28	
Rank: Master					P/N:		
Personnel Details					Sign Off; 1		
Го	: 28-Feb-2017						
From	: 01-Feb-2017						
Month/Year	: 02/2017						
lessel	:						

□ When closing an account period for a vessel, the System will now check whether the account period was approved only for that particular vessel. This resolved an issue where previously, the **Pending for Approval** alert appeared even after the account period was approved because the System performed the check for all vessels.

10. Reports

- New filters have been added to the **Reports Crewing Training** Summary screen, as follows:
 - Crew IPN
 - Vessel
 - Rank
 - Nationality
 - Manning Agent
 - Pool Crew.

eports > Crewing > Training Summary			
Start Date From		End Date To	Bookmark
100		8	I
Crew JPN			I
			I
Vessel (Code, Description)		Rank (Code, Description)	I
	^ _	^ ^	I
			I
			I
00	*	00	I
			I
Nationality (Code, Description)		Manning Agent (Code, Description)	I
	<u>^</u>	1	I
			I
			I
00	v	00	I
00		00	I
Training Center (Code, Description)		Training (Code, Description)	I
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			I
			I
00	Ψ	00	I
		00	I
Pool - Crew (Code, Description)			I
	<u>^</u>		I
			I
			I
00	v		I
00			I
	Oenerate	Close	I

In addition, the issue of **words overlapping** in the **Nationality** and **Training Center** columns of the **Training Summary** report has been resolved.

---End of Document---