⚫BASS Streamlining Maritime Operations

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 http://www.bassnet.no/

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™ HR Manager 2.10 – new features and enhancements have been made to the following modules:

General	Personnel
Home	Training
Fleet	Leave Management
Planning	Payroll
Travel	Reports

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 ***Special notice for Customers utilizing Windows XP:*** *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   **BASSnet Financials**
Developed for the shipping industry, BASSnet Financials is an advanced Management Reporting system that handles multi-object, multi-company, multi-supplier and multi-currency transactions. The system utilizes a web-based environment; therefore multiple Users can be supported at any location.

Standard Integrations	**MarineLink**	(for e-procurement)
	Seagull	(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.
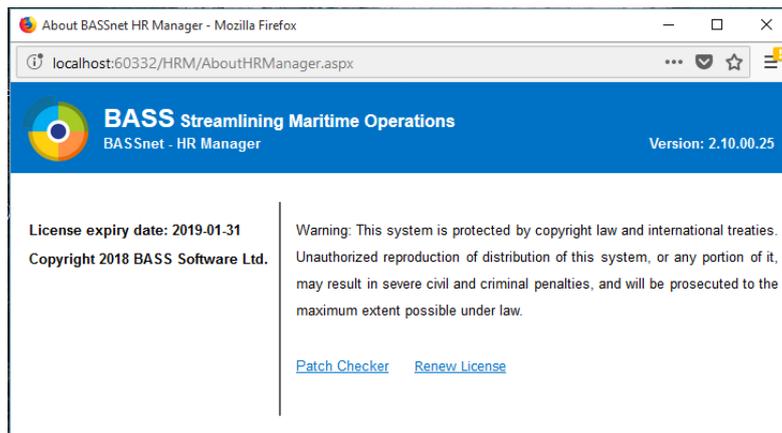
- The **Main Page** menu option is now located outside the **Alerts** sub-menu.
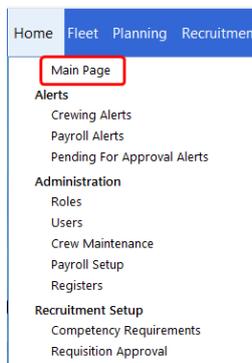
- The **My List** sub-menu and the **Add to My Favourites** option are now located under the **My Favourites** menu (previously under the **Help** menu).
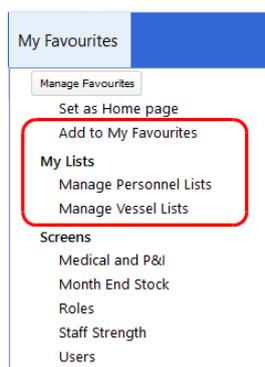
- ☐ A new **Set as Home Page** option is now available under **My Favourites**. To set a screen as home page, navigate to and open the relevant screen, then click **Set as Home Page**. The next time BASSnet HR Manager is launched *by the same user*, the screen will be displayed as the Home Page.
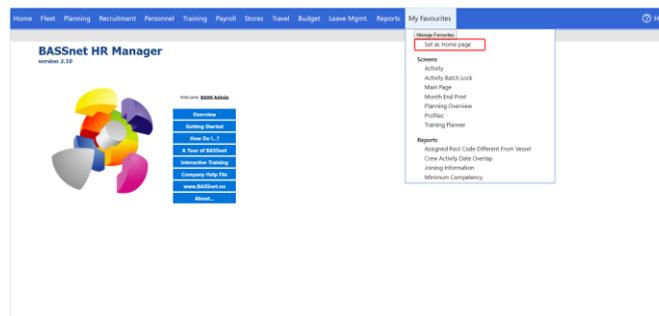
☐ A new 'Data Privacy – Disallow access to personal information' access right is now available on the **Administration – User's Details** screen – **Privileges** tab. When this access right is selected, the following personal information on the **Personnel – Profiles** screen and the **Simple Search** 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.
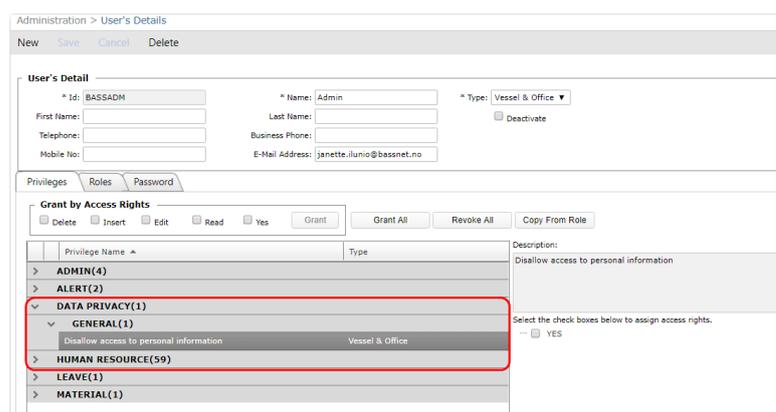
In addition, a new **Crew Profile - Crew Consent** access right has also been added. When this access right is granted, the User will be able to select the new **Crew Consent Received** check box on the **Personnel – Profile** screen – **Personal Info** tab – **Extra Details** sub tab and subsequently select a **Valid To** date.
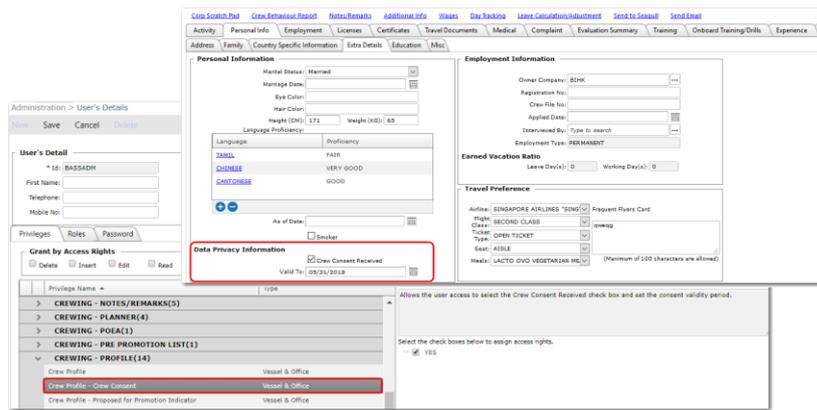
□ Password storage in the System database has been improved by use of a one-way hash algorithm. With this change, passwords stored in the database cannot be decrypted or reverse-engineered. If passwords are lost or forgotten, the User must request that they be reset by the System Administrator.

□ 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.
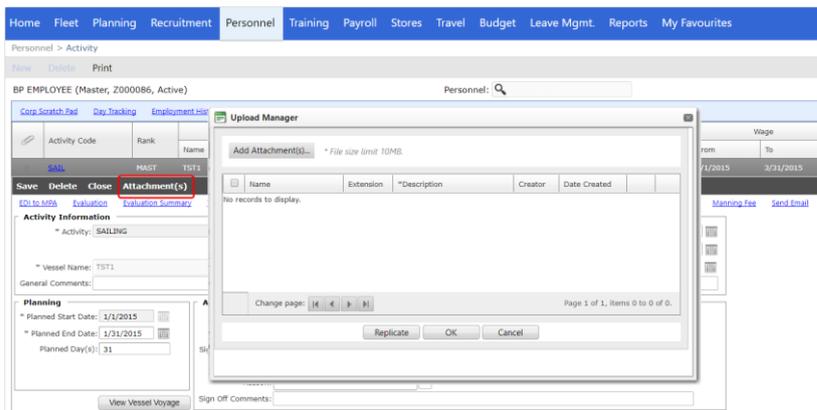
□ The location of the **Attachment** column throughout BASSnet HR Manager is now standardized to the left of the table.
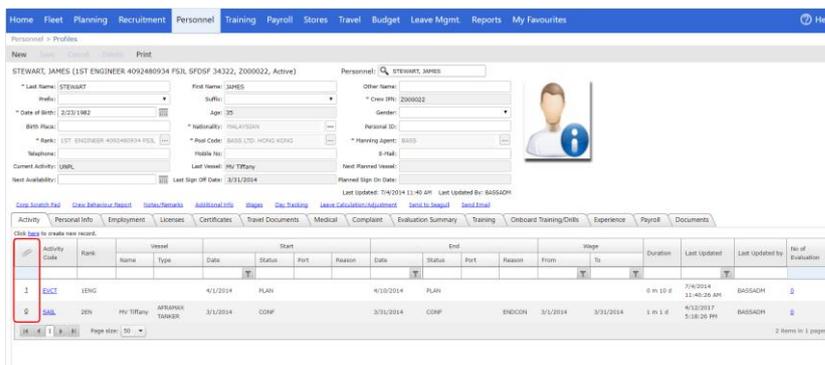
❑ Fields that require a date to be selected (i.e. **Sign On/Off Date, Date of Birth, Activity Start Date**) have been enhanced throughout BASSnet HR Manager. Previously, when users click on the date in the field, the entire date would be highlighted. Now, the System will not highlight the date, but instead 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.
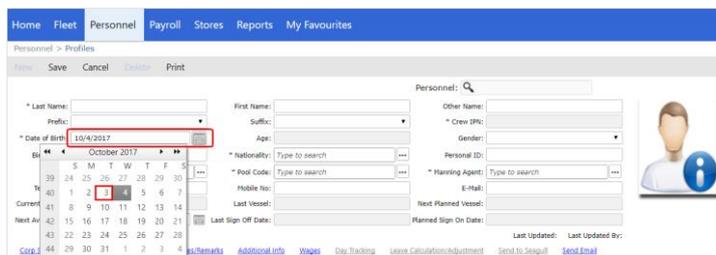
❑ Previously, when a document is uploaded to BASSnet HR Manager, the System will automatically rename the document to a unique set of numbers and letters in the back-end folder. Now, documents uploaded to the System will retain their original names in the back-end folder to make it easier for users to 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.
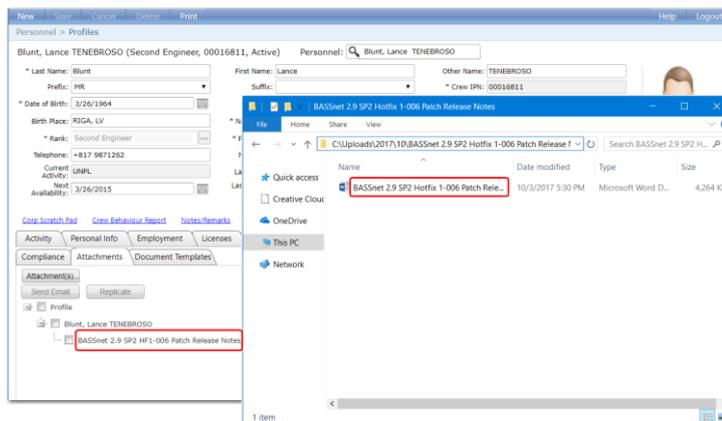
2. Home

❑ 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**
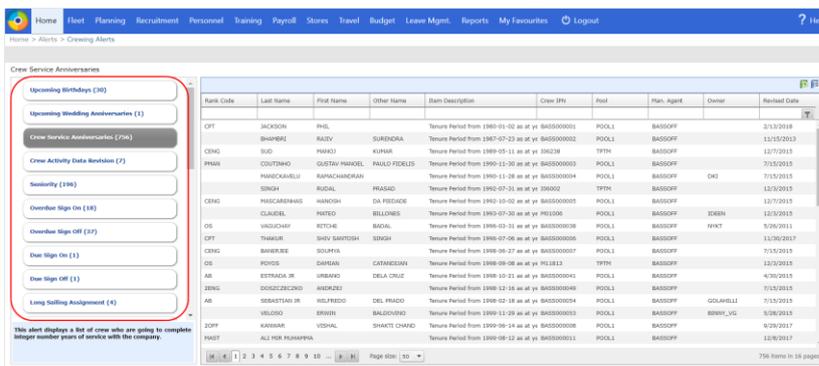
❑ Crewing, Payroll and Pending for Approval Alerts will no longer be generated for records that are tied to inactive vessels (set under the **Fleet – My Vessels – Vessel Particulars** screen **– General** tab).

❑ The **Project Code** field on the **Administration – Registers** screen **– General – Allocate Type** register has now been changed to **Project Name**.
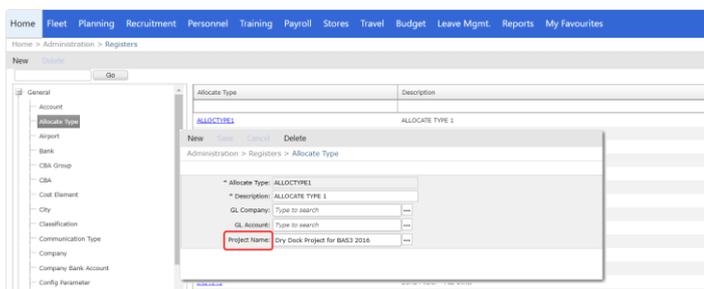
❑ A new **Copy From** option is now available on the **Administration – Registers – Evaluation Template** screen. Using this feature, users can copy the evaluation settings from an existing template.
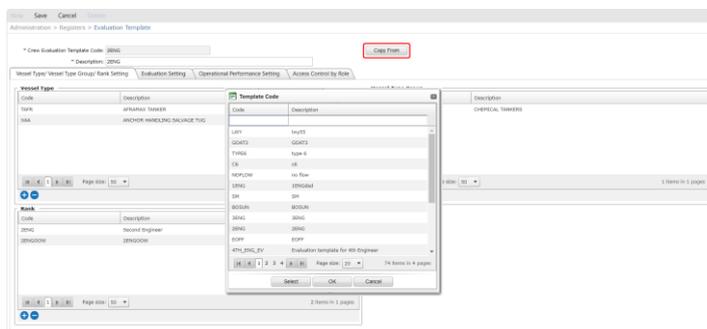
❑ The character limit for the **City Code** field on the **Administration – Registers** screen **– City** register has been increased from 4 to 10.
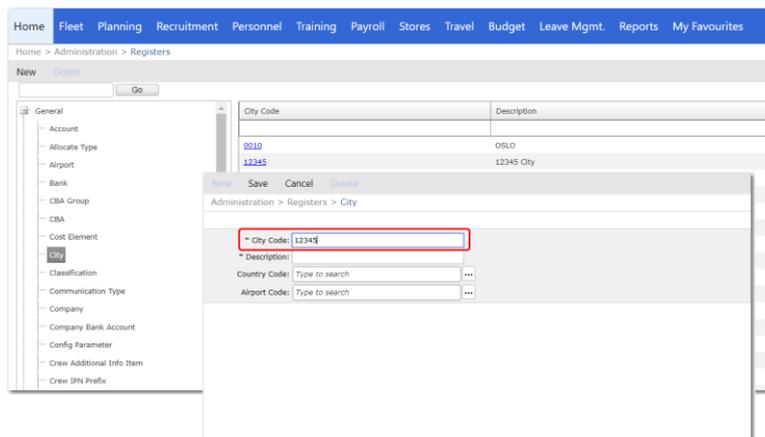
- ❑ The **Currency Unit** field on the **Administration – Registers** screen – **Exchange Currency** register has been changed to a drop down list with the following four options. The currency unit selected will determine the number of decimal places allowed for the exchange currency rates (i.e. Minimum/Maximum Rate, Default Rate):
  - **1** – 10 decimal places
  - **10** – 9 decimal places
  - **100** – 8 decimal places
  - **1000** – 7 decimal places.
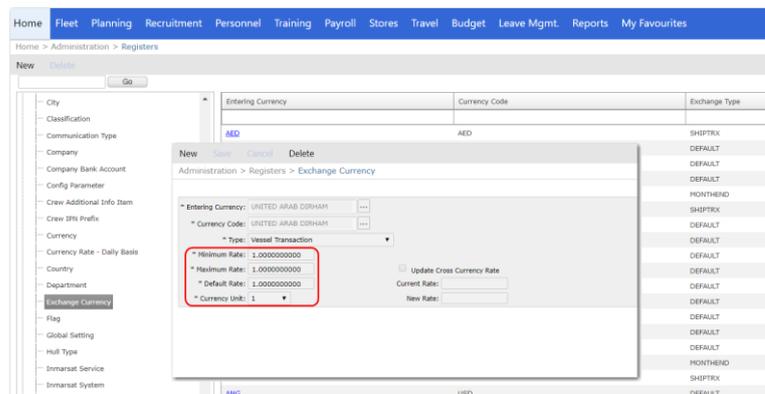
- ❑ A new **Recruitment Setup** sub module is now available under the **Home** menu. The sub module consists of the **Competency Requirements** screen (formerly the **Recruitment Setup** screen).

  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**.
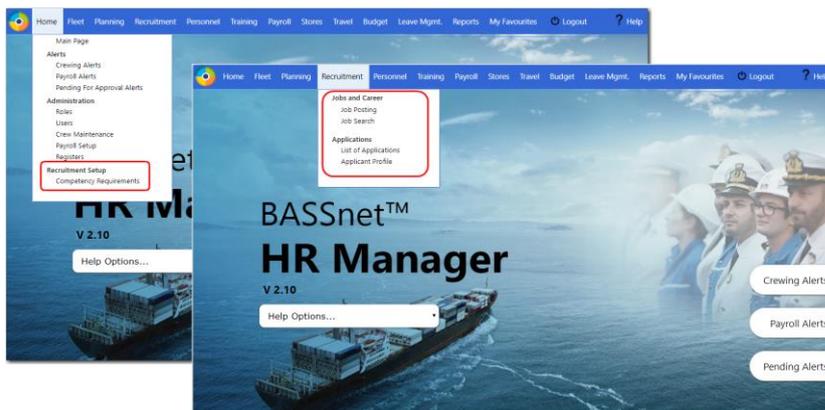
3. Fleet

❑ 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).
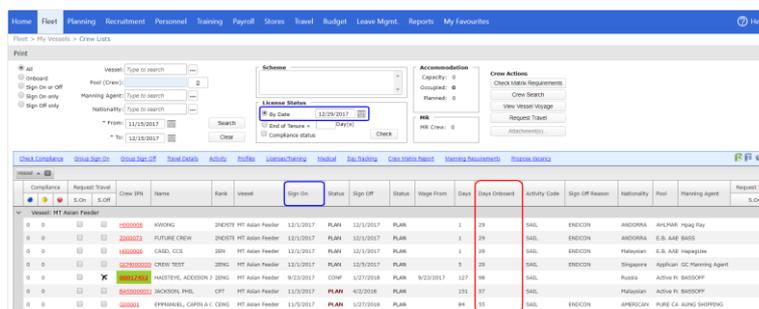
❑ The settings set in the **License Status** section on the **Crew List** screen are now automatically copied over to the **Check Compliance** screen (that appears when users select a crew member and click the **Check Compliance** link).
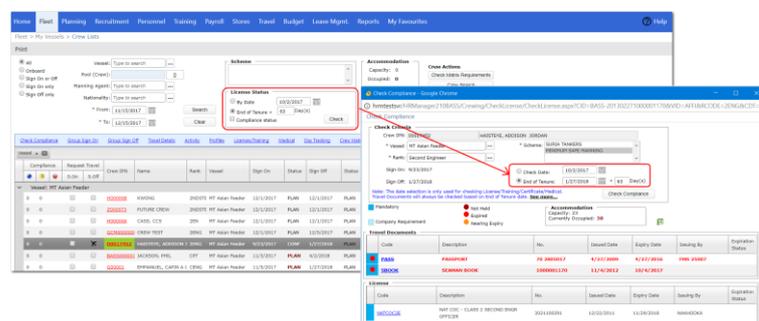
❑ A new **Nearing Expiry** compliance status is now available on the **Check Compliance** screen. The remaining duration required for the status to be displayed can be set on the **Manning Requirements** screen – **License** tab – **License Requirement** screen by selecting the unit (i.e. days, weeks, 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.
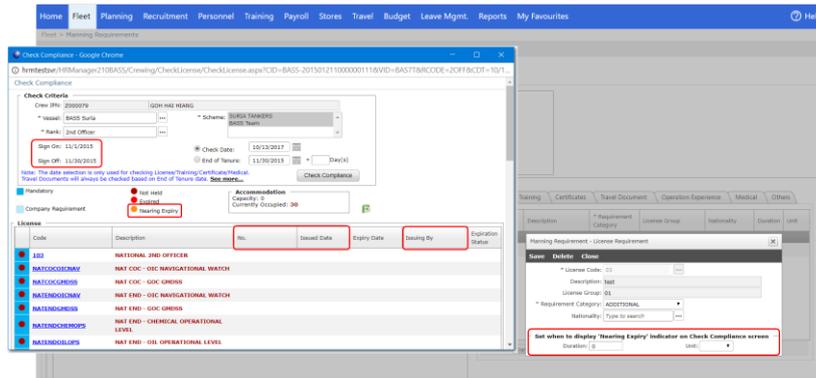
❑ The first 8 columns (until the **Status** column) on the **Fleet – My Vessels – Crew List** screen are now locked when users scroll horizontally.
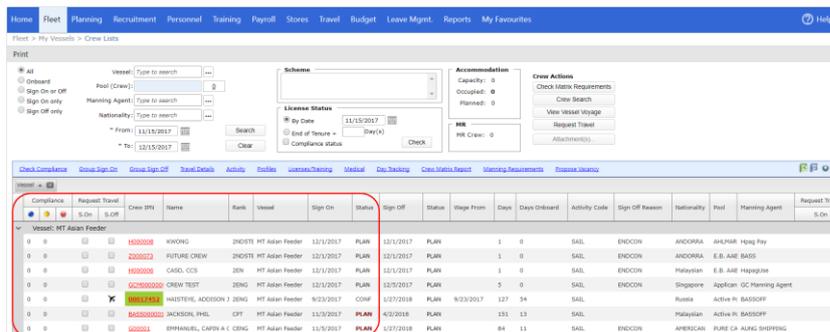
In addition, the tooltip text that appears when users mouse over the icons under the **Compliance** column have been shortened. This will also be reflected in the Excel Spreadsheet (generated by clicking the **Export to Excel** icon).

Note: *For a neater display of the exported crew list, click **Wrap Text** in the Excel Spreadsheet.*
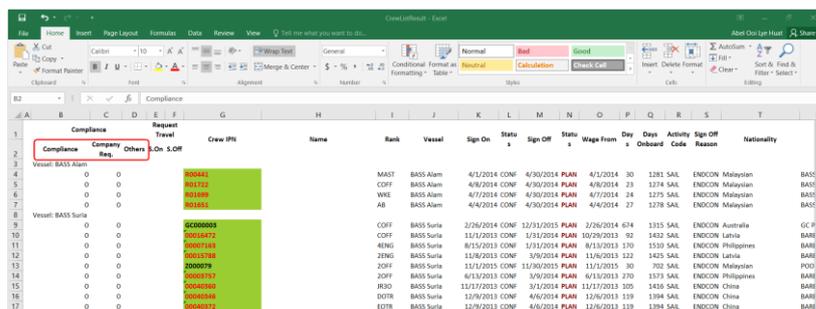
❑ A new **Export to Excel** icon is now available on the **Check Compliance** screen. Clicking this icon will export the compliance data to an Excel spreadsheet.
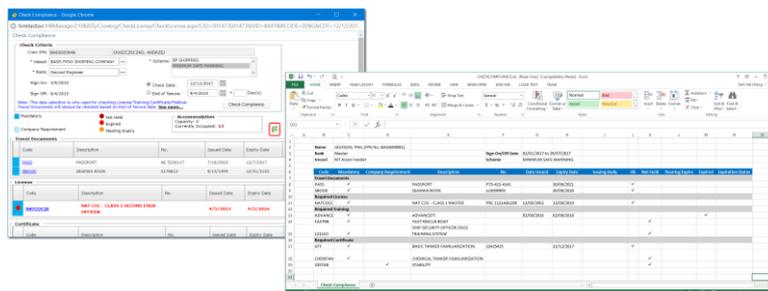
❑ The **Copy From** function on the **Manning Requirements** screen has been enhanced to now allow users to copy existing schemes to multiple vessels. On the **Copy From Existing Scheme** screen, select the vessel and scheme from which to copy. Then, select whether to copy the existing scheme to:
- The 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**.
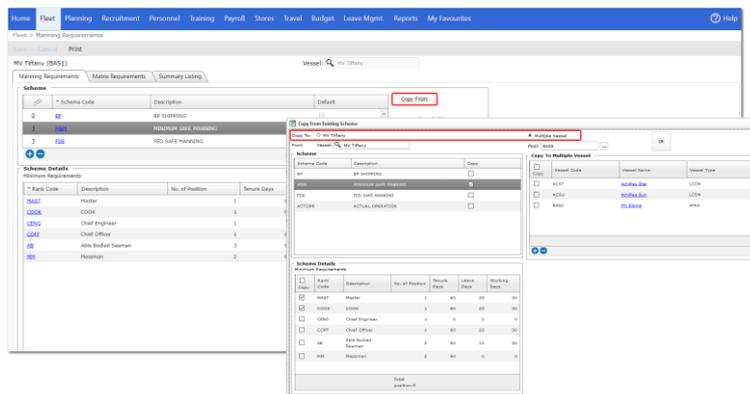
❑ The **Group Sign On** and **Group Sign Off** links are now available on the **Crew List** screen. Using this feature, users will be able to select multiple crew members and directly perform Group Sign On/Off from the crew list.

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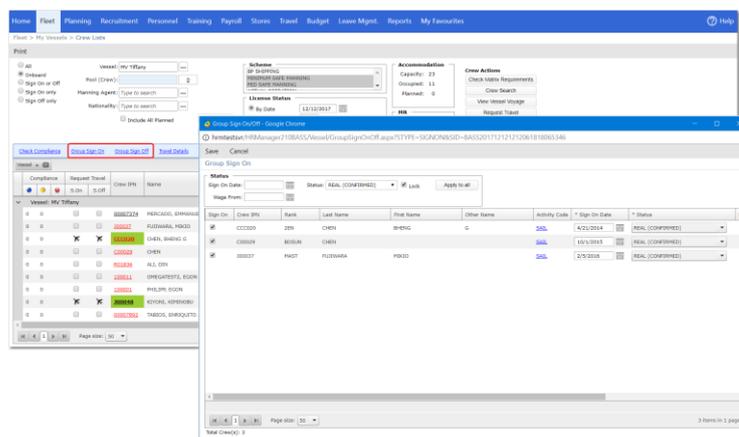
4. Planning

❑ 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.
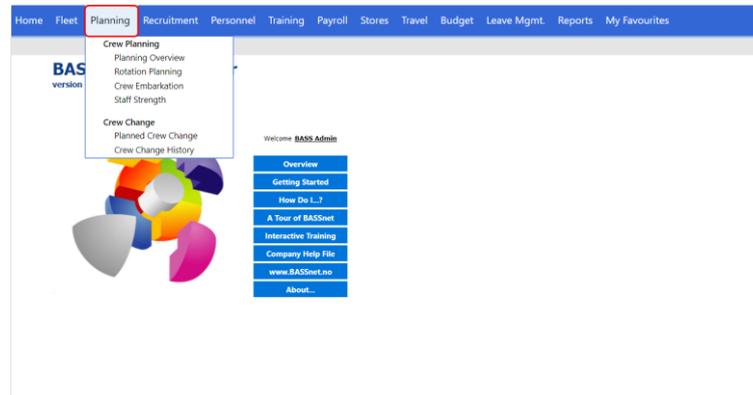
❑ The search fields on the **Crew Planning – Planning Overview** screen have been enhanced to display the items selected from the Lookup screen.
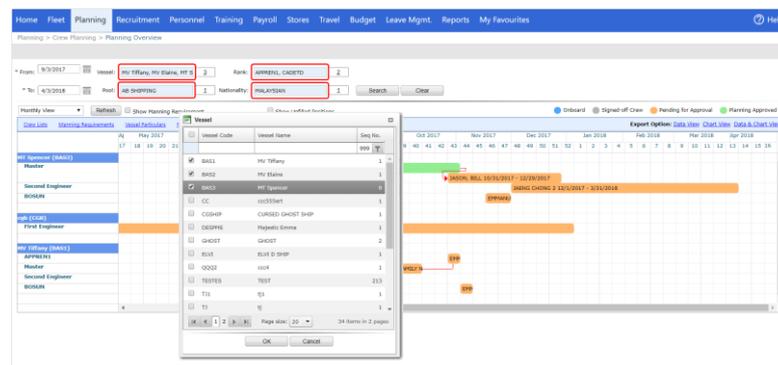
❑ A new validation has been added to the **Planned Crew Change** screen to prevent users from closing a record without first saving it if changes have been made.
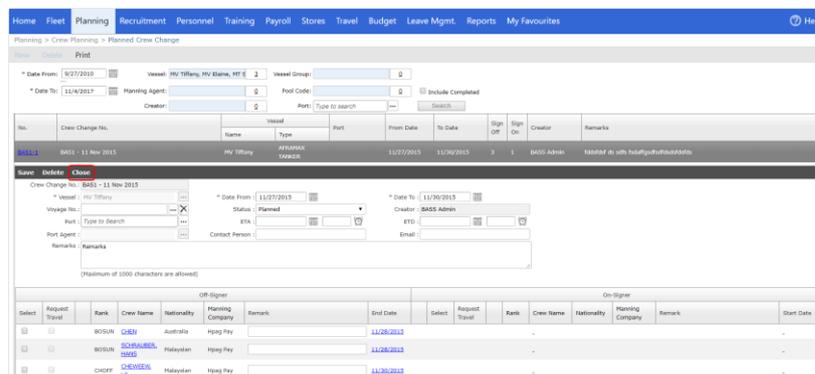
❑ Two new legends have been added to the **Planning Overview** screen to identify crew members who are overdue for sign off for an activity, and who are almost due to sign off for an activity (14 days before sign off date):

- 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.
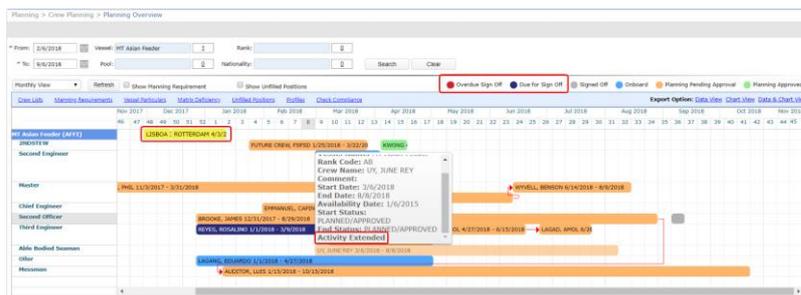
5. Travel

❑ 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).
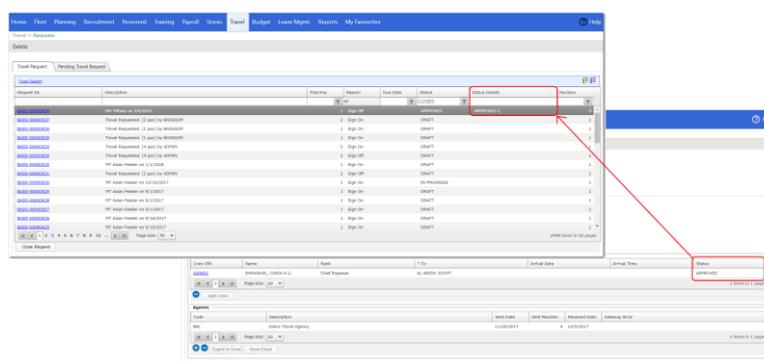
6. Personnel

❑ 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.
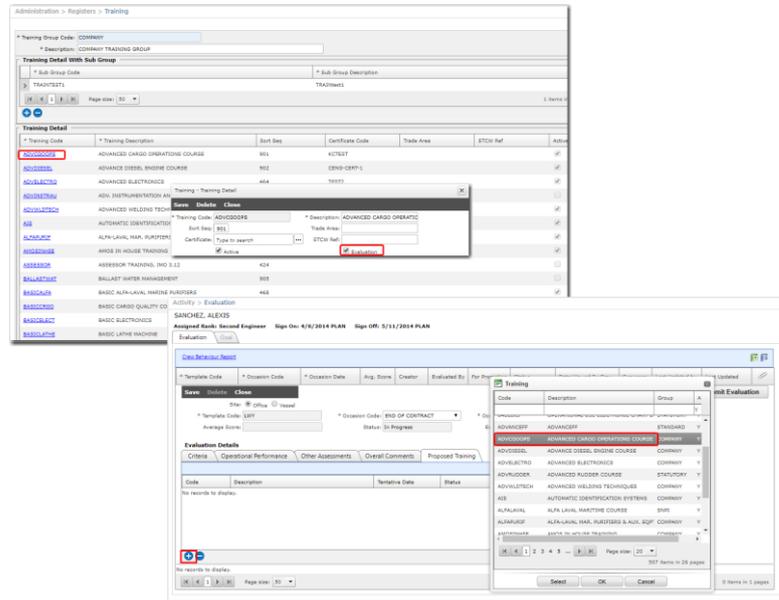
❑ Changes have been made to the **Personnel – Profiles** screen to provide the User with greater access to the tabs specified below:

- the **Personnel – Experience** screen **– Seatime Experience** tab can now be viewed directly under the **Personnel – Profiles – Experience** tab.
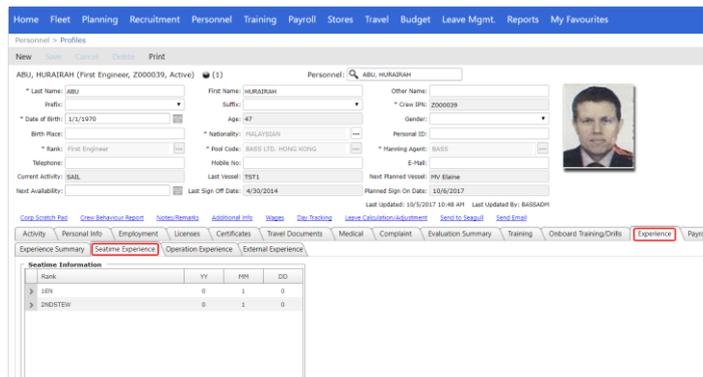
- the **Personnel – Licenses/Training** screen – **Onboard Training/Drills** tab can now be viewed directly on the **Personnel – Profiles** screen.
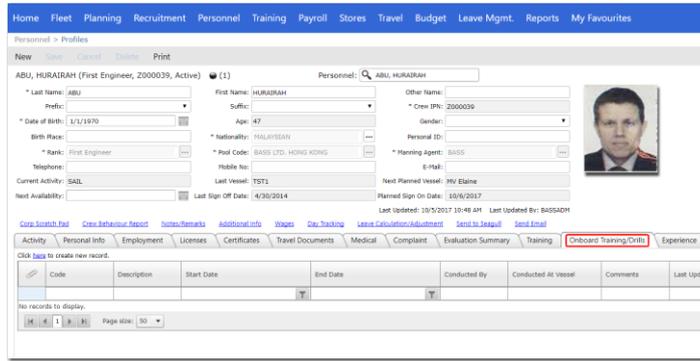
- the **Personnel – Medical and P&I** screen **– P&I** tab can now be viewed directly under the **Personnel – Profiles** screen **– Medical** tab.
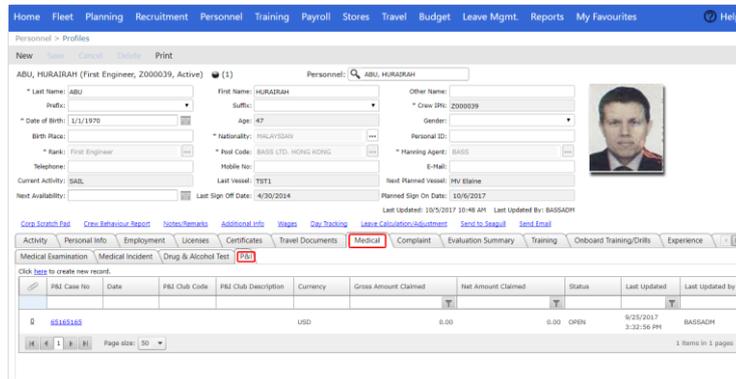
❑ A new **License History** sub tab has been added under the **Personnel – Profiles** screen **– Licenses** tab. Users can access **License History** records from this new sub tab. Previously, Users could only access the **License History** screen from the **Personnel – Licenses/Training** screen – **License** tab – **National/Flag State** sub tab.
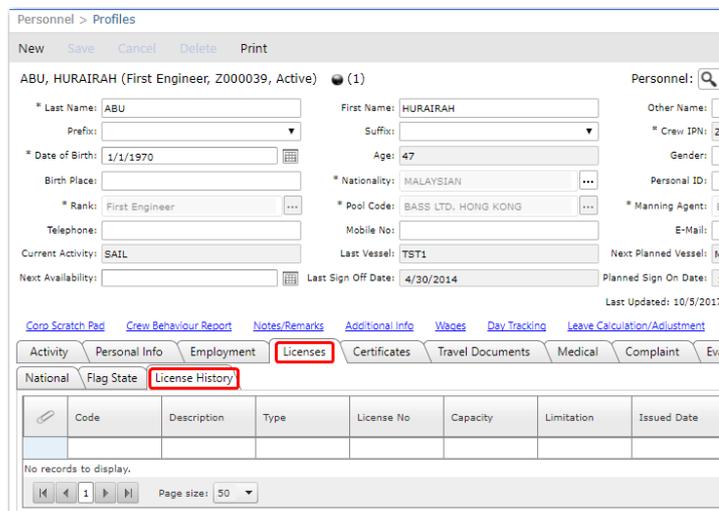
❑ The *character limit* for the **Issued by** field/column throughout the System (for example, on the **Travel Documents – Passport** lookup window accessed by clicking on a passport record under the **Personnel – Profiles screen – Travel Documents tab – Passport** sub tab) has now been *extended from 30 characters to 100 characters*.
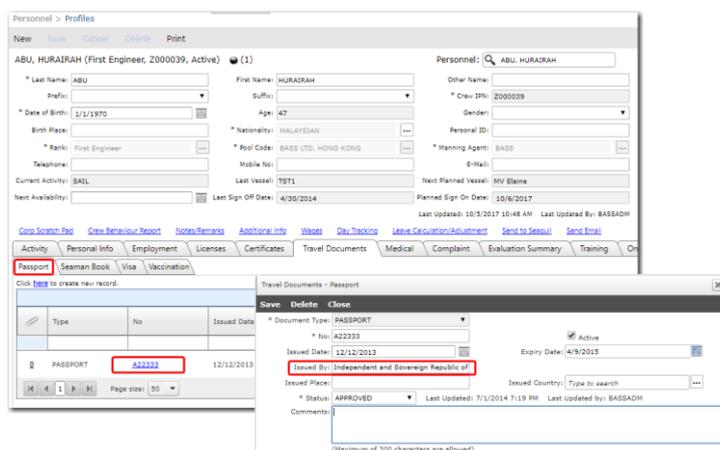
❑ A new '**Rank of crew members**' search filter has been added to the **Personnel – Pre Promotion List** screen (*accessed under the HR Manager main menu – Personnel menu*).

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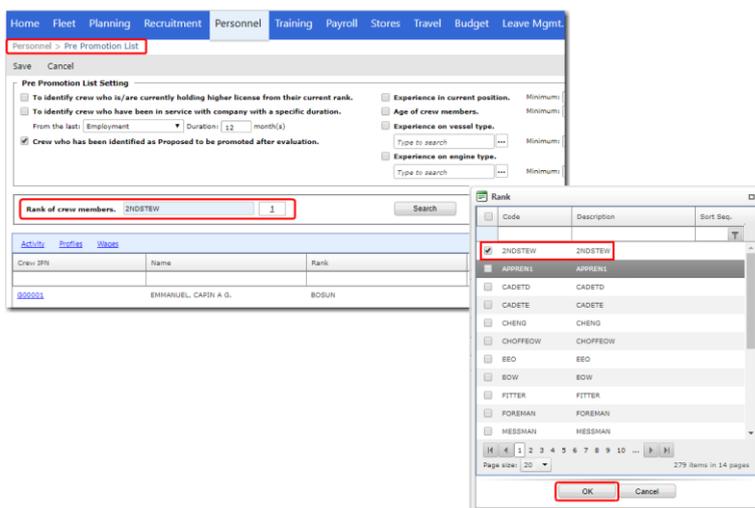
❑ The System will *no longer switch lowercase characters to upper case* in the following fields under the **Personnel – Profiles** screen **– Travel Documents** tab:
- Issued By
- Issued Place
- No.
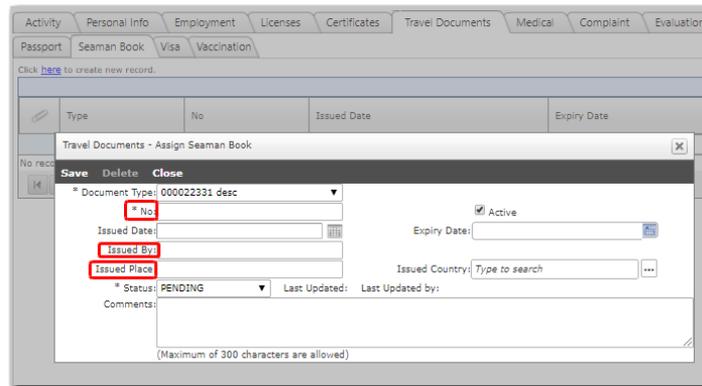
In addition, the System will *no longer switch lowercase characters to upper case* in the following fields under the **Personnel – Beneficiary** screen **– Beneficiary Info** tab:

- Telephone
- Mobile No
- Fax
- E-mail
- National ID
- Passport No
- Address
- State
- Zip Code.
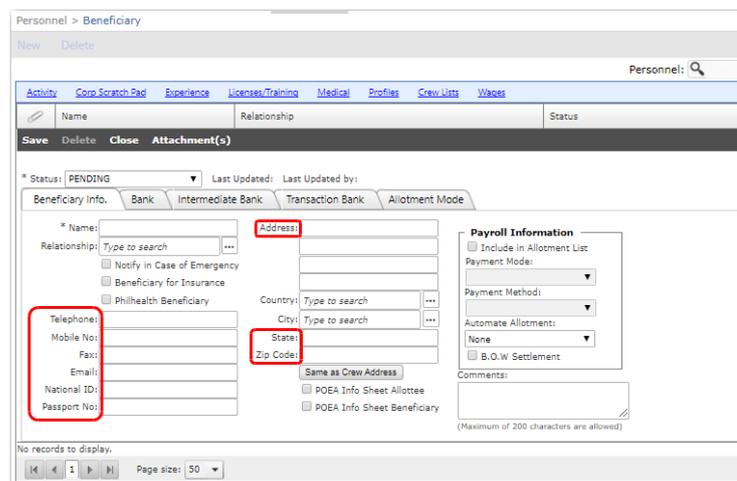
The System will also *no longer switch lowercase characters to upper case* in the following fields under the **Personnel – Profiles** screen **– Personal Info** tab **– Address** sub tab:

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

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.

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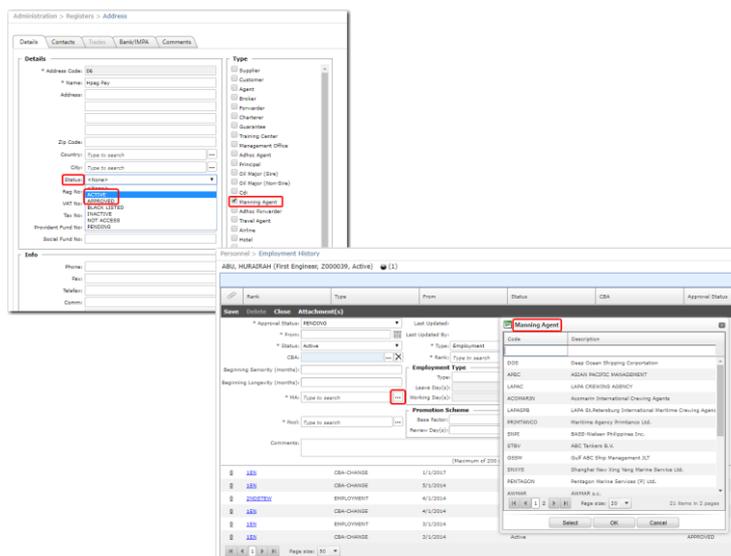
❑ The System will now *filter out data* on crew members who:
  • have resigned;
  • are otherwise 'inactive' (for example, crew members registered in the System as 'Not to be Re-employed'),

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).
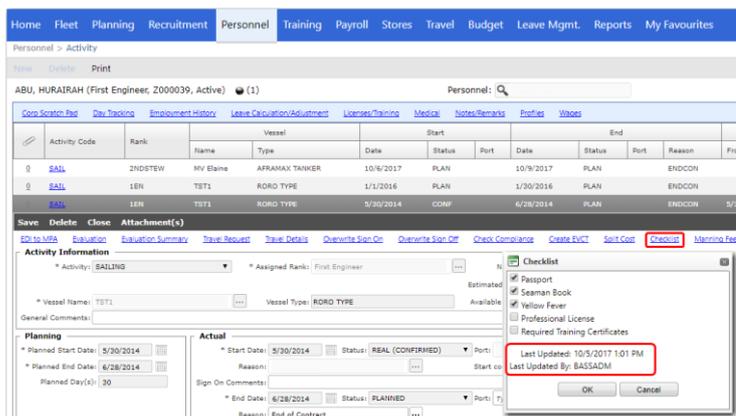
❑ The following changes have been made to the **Training – Manage Training – Training Requests** screen **– Gap Analysis** tab:

- the search filter has been enhanced by the addition of two new check boxes, as follows:
  o **Include Planned Activity**
  o **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:
  o **Start Status**
  o **End Status**.
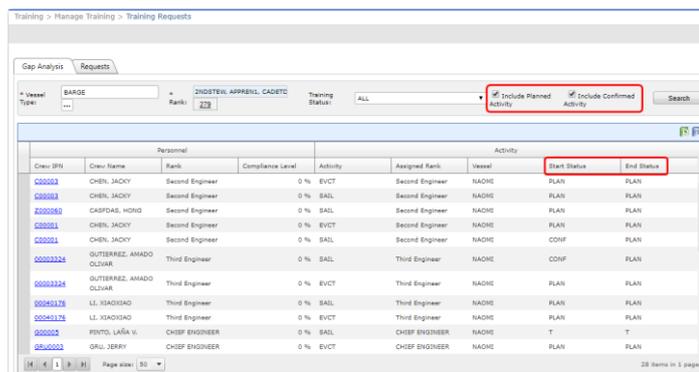
❑ The '**No. of Period**' column under the **Personnel – Profiles screen – Activity** tab has been renamed '**Duration**' in accordance with the System's standardized naming convention.
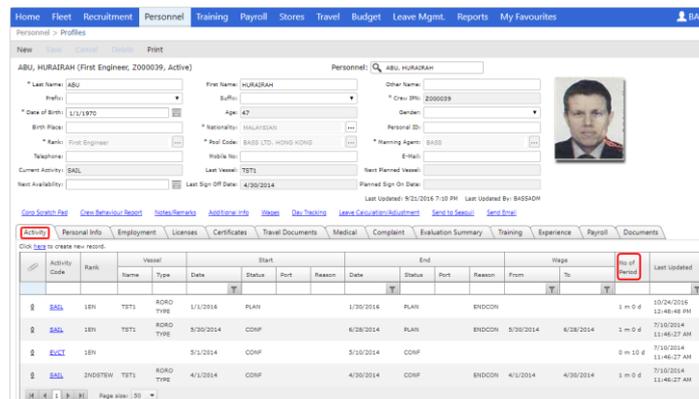
Before the Change
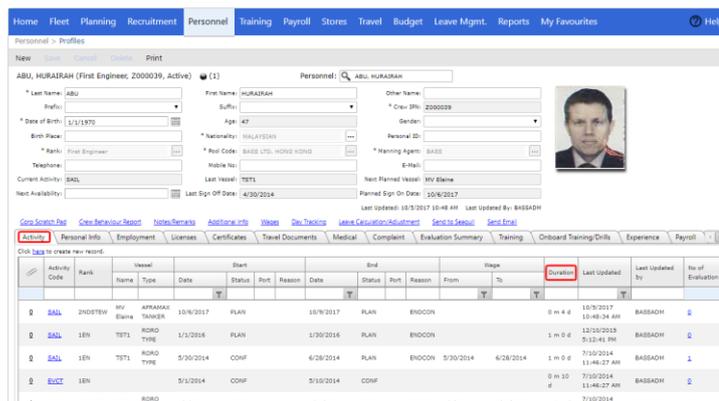
After the Change

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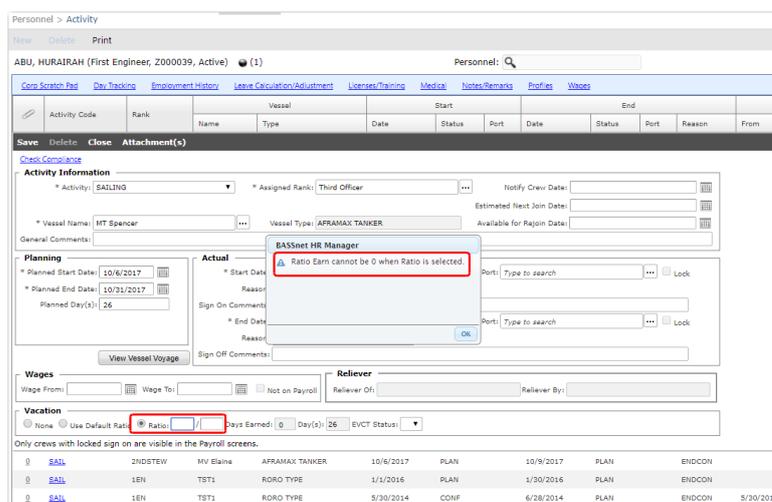
❑ Previously, Users could only directly upload attachments from the **Attachment** column (indicated by a *paper clip icon*) under the **Personnel – Profiles** screen **– Travel Documents** tab.

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.
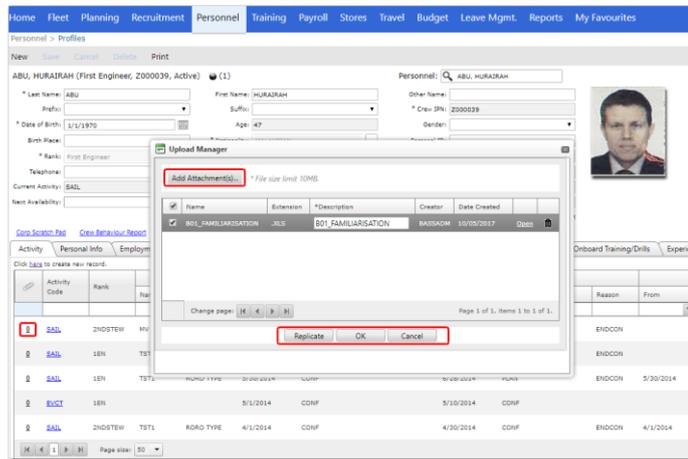
Users can also *replicate the uploaded attachment* to selected Vessels by selecting an attachment in the **Upload Manager**, clicking **Replicate**, and then selecting the relevant vessels from the **Replication** lookup that is displayed.
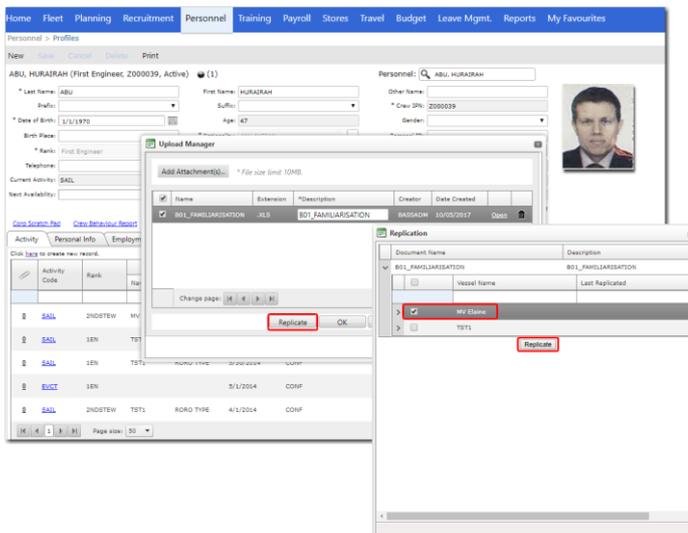
□ A change has been made under the **Duration** column (previously named '**No. of Period**') under the **Personnel – Profiles** screen **– Activity** tab where now, in addition to the number of **months** and **days** served on the vessel by the crew member, the column will *also display the number 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.
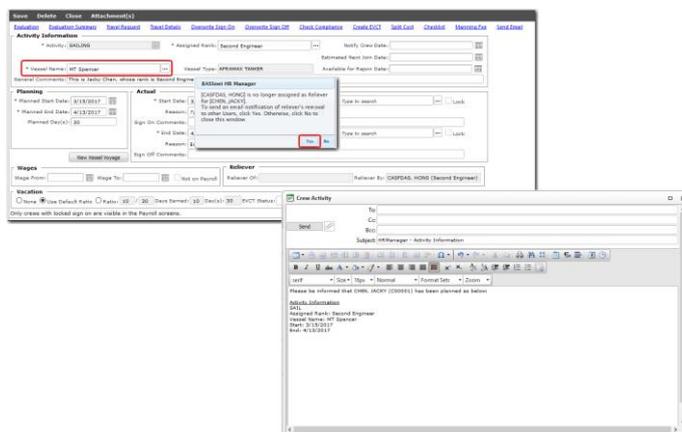
□ Users who are granted the new **Crew Evaluation – Unrestricted Deletion Permission** access right can now *delete crew evaluations* by clicking the newly added **Delete** button for the relevant **Evaluation**, under the **Activity – Evaluation screen – Evaluation** tab (*accessed from the Personnel – Activity screen*).
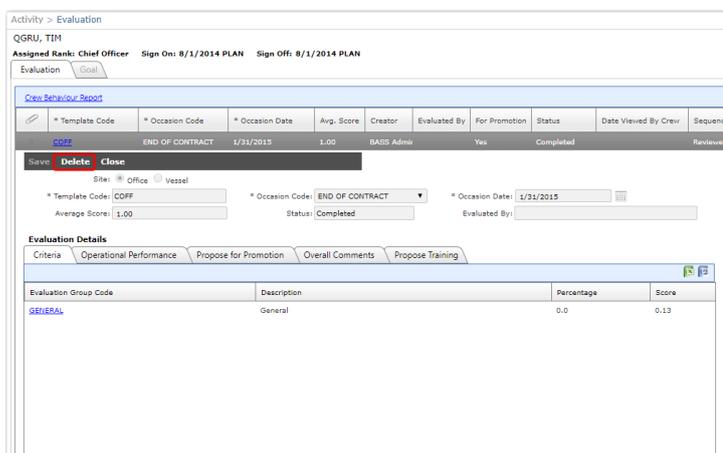
❑ The character limit for the **Bill No** field under the **Personnel – Licenses/Training** screen **– Training** tab **– Details** sub tab has been *expanded from 30 characters to 100 characters*.
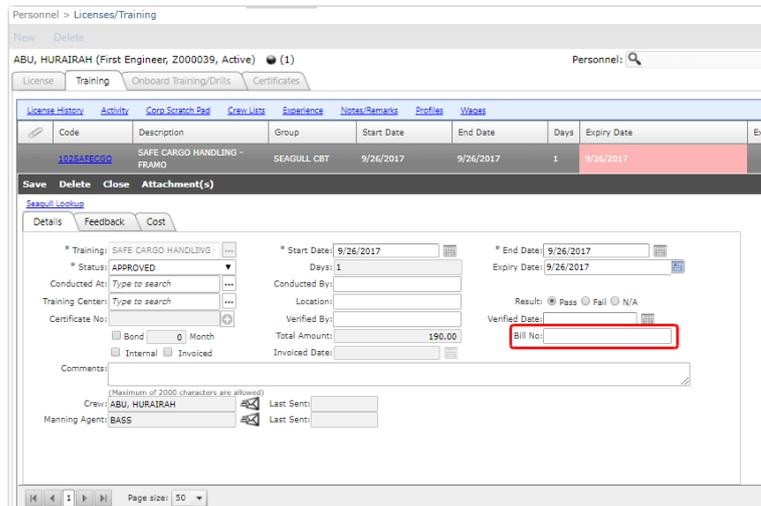
In addition, the character limit for the **Evaluator** comment field under the **Activity – Evaluation** screen **– Evaluation** tab **– Overall Comments** sub tab has been *expanded from 1000 characters to 2000 characters*.
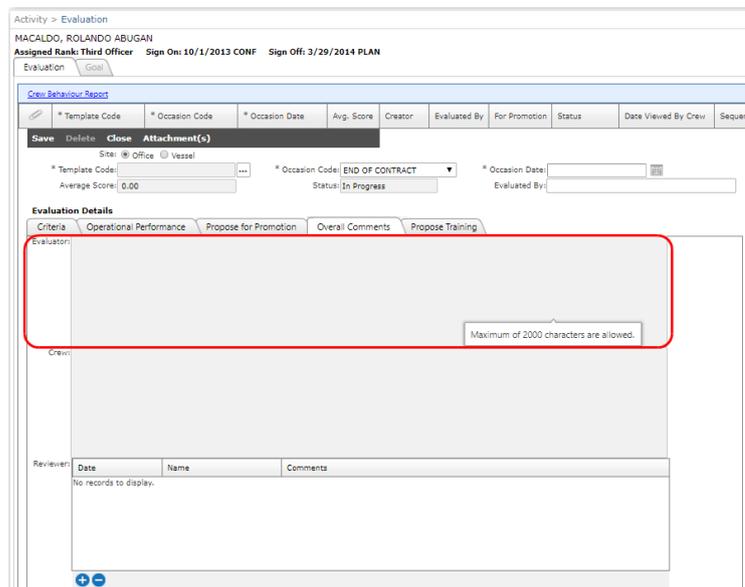
❑ A change has been made to the Evaluation workflow where all relevant users will now be able to view an evaluation record after it is created. However, the evaluation can only be edited by users with the appropriate reviewer level (as set in the **Home – Registers – Evaluation Template** screen – **Access 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.
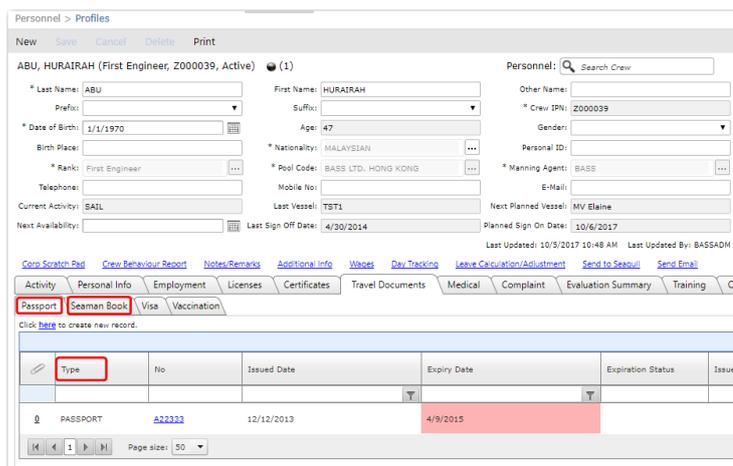
☐ Now, when the User attempts to *change the selection under the CBA field* on the **Payroll – Wages** screen (*accessed from the Personnel – Profiles screen – Payroll tab – Wages sub tab*) for an Activity, the System will display a notification message to indicate that wages cannot be adjusted *within 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').
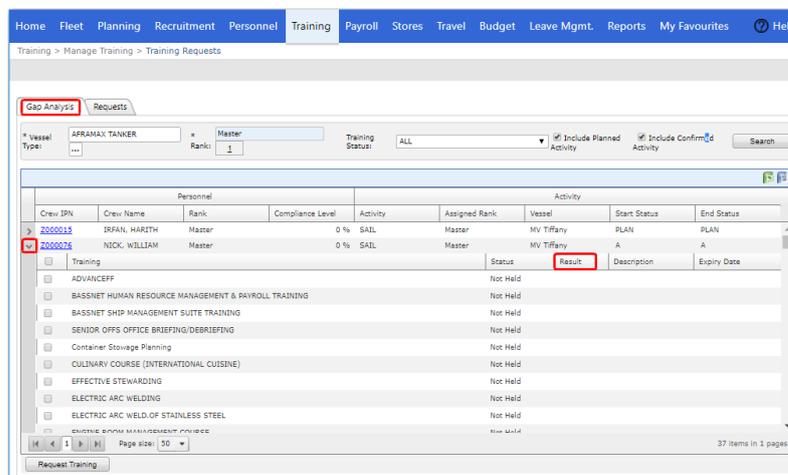
☐ There has been an improvement to the **Personnel – Crew Search** screen where now, a new **Next Activity** column has been added to the search results table. This new column will display the crew member's next activity by **Activity Code**.
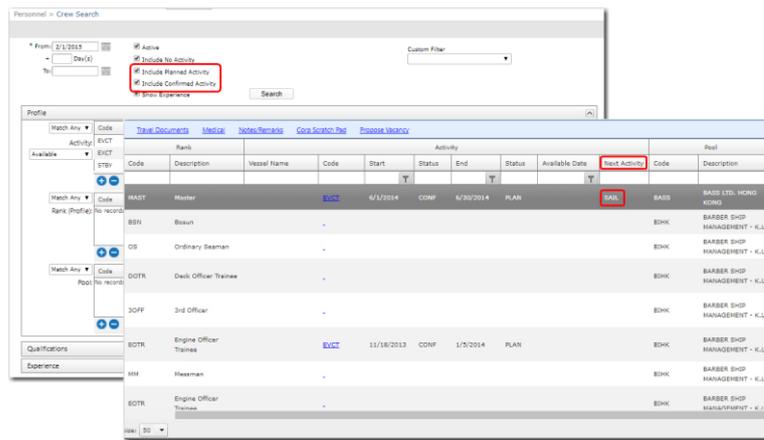
❑ The following new columns have been added to the table under the **Personnel – Profiles** screen **– Documents** tab **– Compliance** sub tab:
- **Document No.**
- **Issued Date**
- **Issuing Body**.

In addition, the '**Description**' column under the table has been renamed '**Document**'.
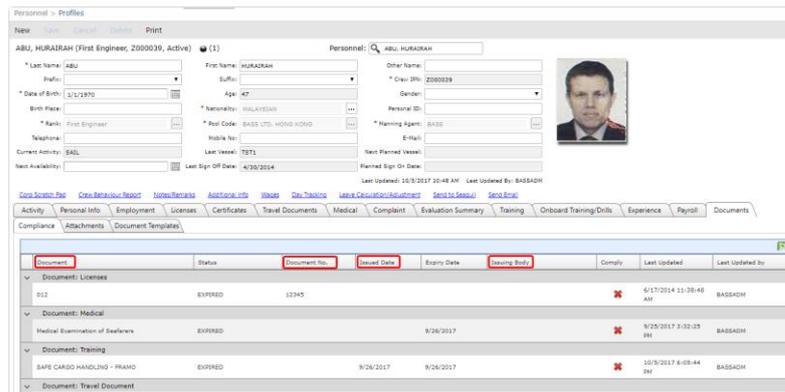
❑ **[CR #4238]** The following enhancements have been made to the **Personnel – Crew Search** screen:
- a new **Settings** button (indicated by a *wrench icon*) has been added to the top right corner of the search results table on the **Personnel – Crew Search** screen. The User can click this new button 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.
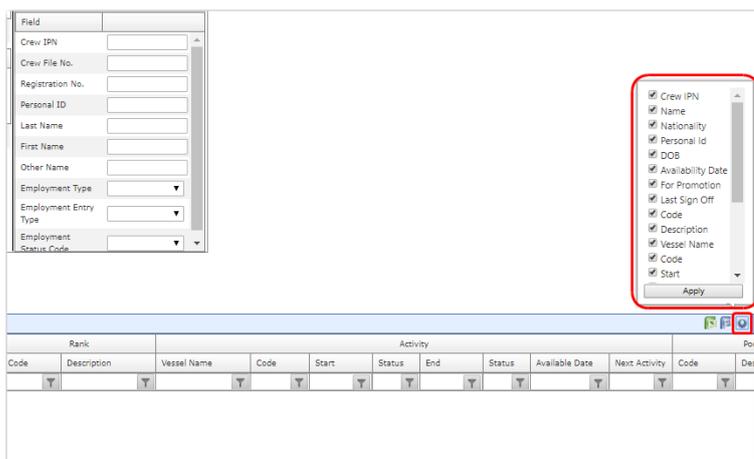
❑ A new **Last Sign Off** column has been added to the search results table on the **Personnel – Crew Search** screen.
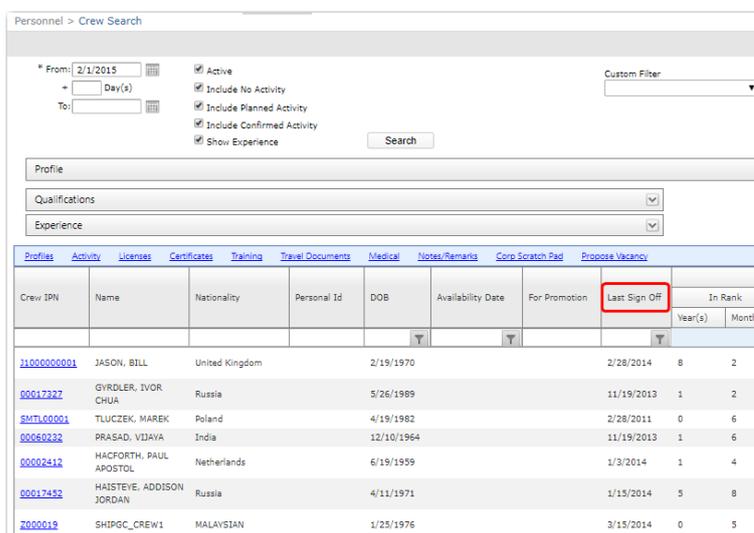
❑ The '**Comments**' fields on the **Personnel – Activity** screen have been renamed as follows:
  - the '**Comments**' field under the **Activity Information** section has been renamed '**General Comments**'.
  - the two '**Comments**' fields under the **Actual** section have been renamed '**Sign On Comments**' and '**Sign Off Comments**', respectively.

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.
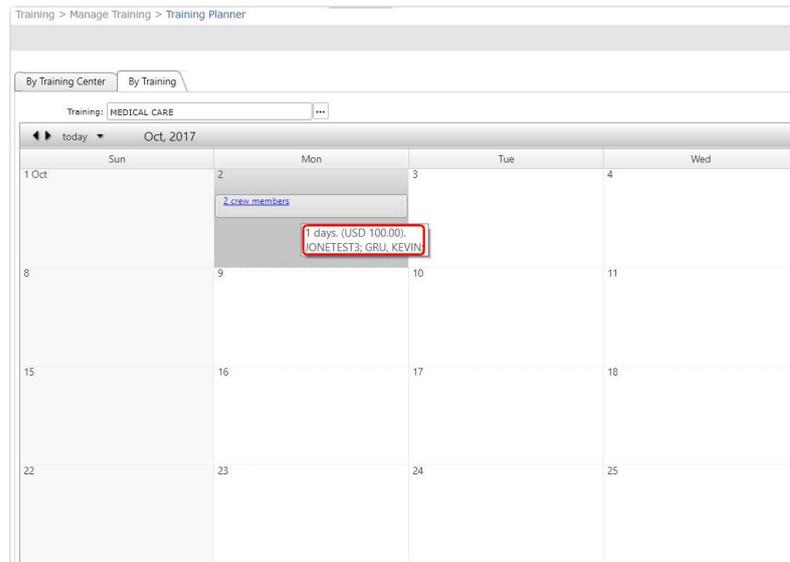
❑ The 'radio button' layout for the **Charge To** and **Reimburse To** fields on the **Training – Assign Cost** screen (*accessed from the Personnel – Licenses/Training screen – Training tab – Cost sub tab*) has been replaced with:

- 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 ('…');

⬤BASS Streamlining Maritime Operations

- if Users select options '**Company**' or '**Agent**' from the dropdown menu, the **Reimburse Description** field and adjacent lookup button ('…') will be *automatically enabled*.

Before the Change

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**.

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).
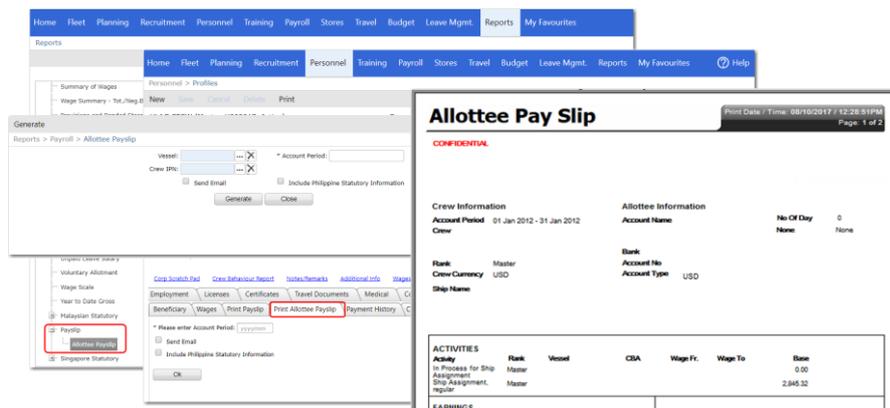
❑ The **Valid To** field on the **Payroll – Wages** screen is now only enabled:
- when the **CBA** field is empty, or
- if a CBA is selected, when the date previously inserted in the **Valid To** field is between the **Valid From** and **Valid To** dates set in the CBA register.
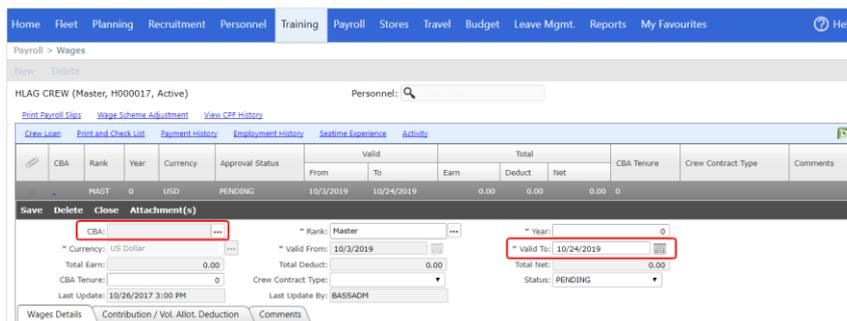
❑ The 'Rejected' status on the **Administration – Registers - CPF Contribution** screen has now been changed to 'Cancelled'. In addition, users will now only be able to edit the CPF contribution when the status is 'Pending'.
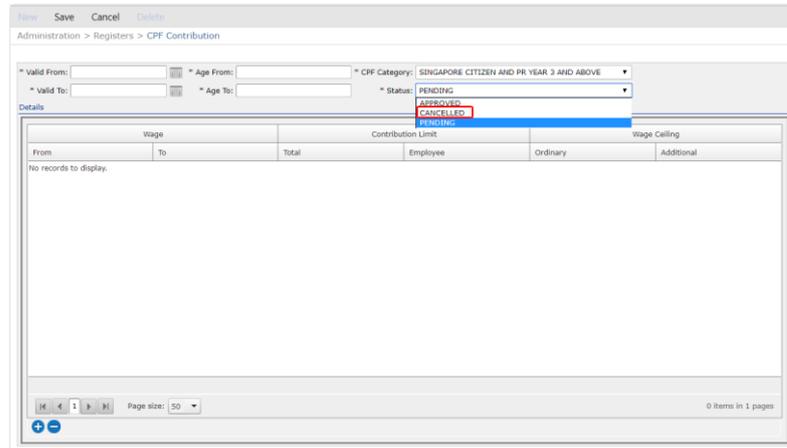
❑ A new validation has been added to the **Stores – Material List** screen to prevent users from deleting materials in **Bonded Stores** that are in use as deductions in payroll transactions.
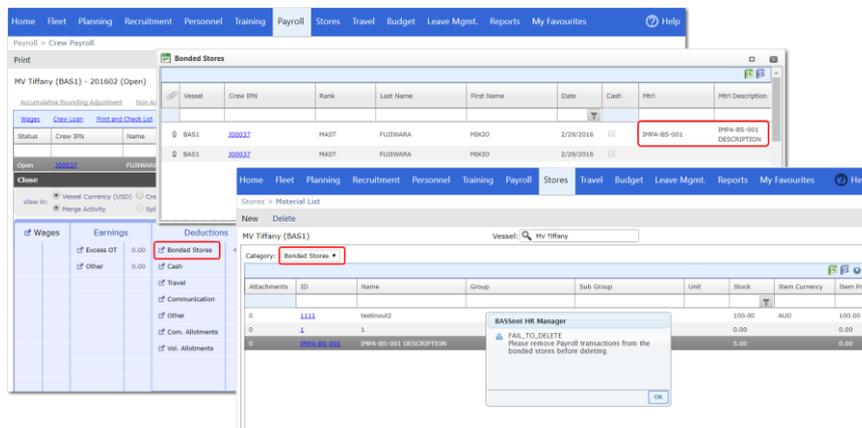

❑ A new **All** option is now available on the **Payroll – Print** screen (accessed by clicking the **Print and Check List** link) to allow users to print/check payroll details for all vessels.
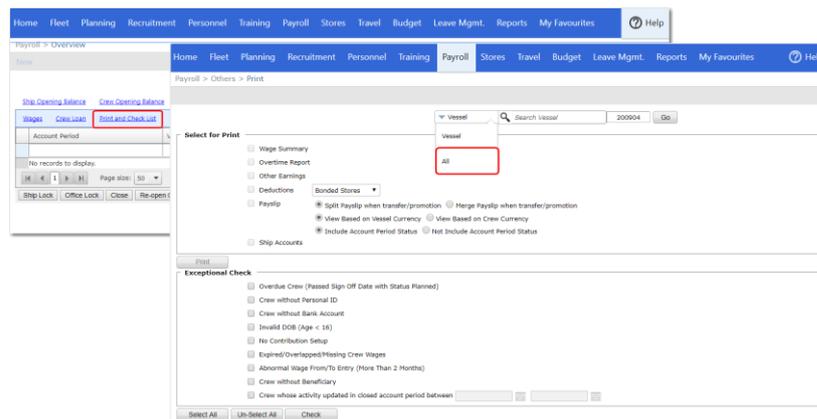
As a result of this change, the **Vessel** field on the **Reports – Overtime Report** and **Ship's Accounts** report screen is no longer mandatory. If no vessel is selected, the System will generate the report for all the vessels for the selected account period.
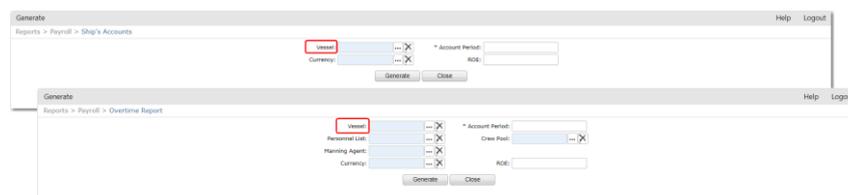
❑ The **Crew Payroll** and **Update Payroll Data** screens have been enhanced to prevent vessel users from overwriting any payroll data that was entered by office users. As a result, data that was entered by office users will appear disabled to vessel users.

❑ 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.*
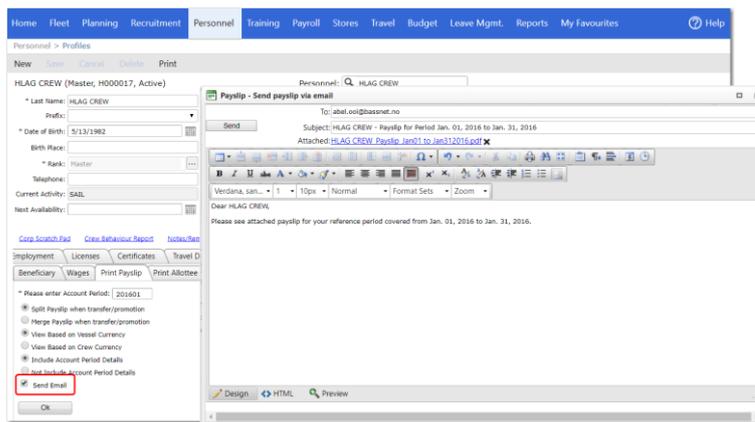
❑ A new **Receipt (Vessel Cash)** column is now available on the **Manage Ships Account** screen – Account details table. This column displays the sum of vessel cash receipt from approved and delivered records, and a breakdown of each receipt currency and status.
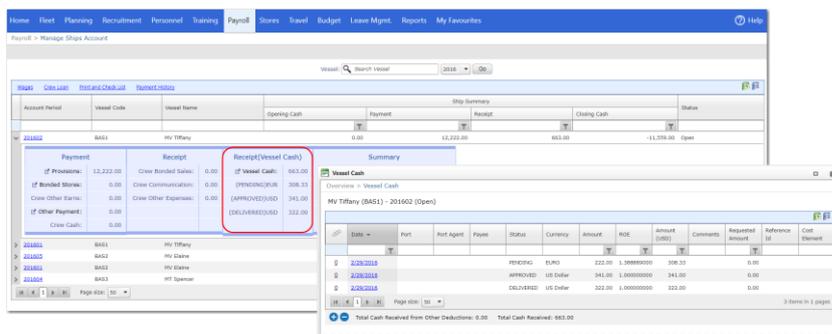
❑ A new option is now available on the **Payroll – Print** screen (accessed by clicking the **Print and Check List** link) to hide/display the **Account Period Status** on the generated payslip. When the **Include Account Period Status** option is selected, the payslip will also display the following additional fields:

- **Pay Period From**
- **Pay Period To**
- **Pay Period No. of Days.**
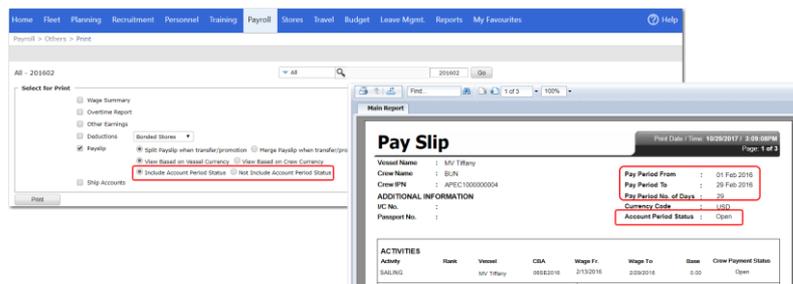
❑ A new back-end System configuration of 'CNPNCREW_RECALC' is now available where, if this configuration is turned on, the **Crew Payroll** screen will immediately update whenever a new transaction is added to a crew's

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.*
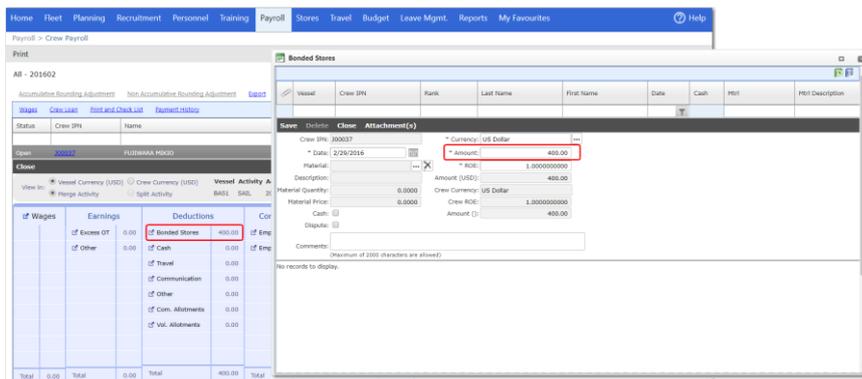
❑ The first five columns on the **Payroll Summary**, **Batch Entry Payroll Data** and **Update Payroll Data** screens (i.e. Vessel, Crew IPN, Rank, Last/First Name) will now be frozen when users scroll horizontally.
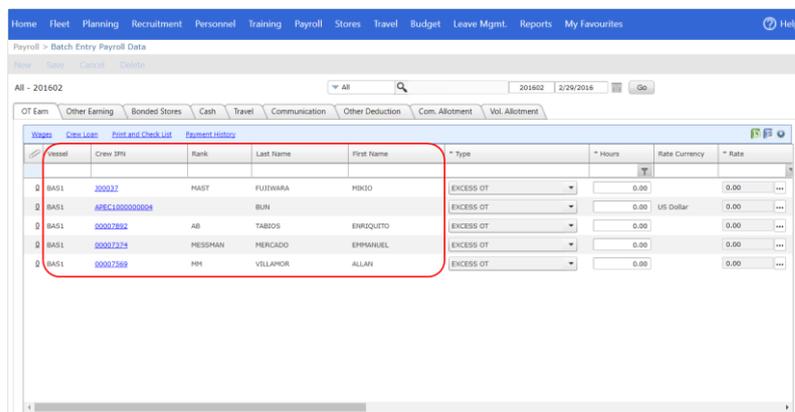
❑ Vessel users can now continue to update the ship's account on the **Manage Ships Account** screen even after the status of the account period has changed to 'Ship Locked'.

❑ 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.

❑ 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.

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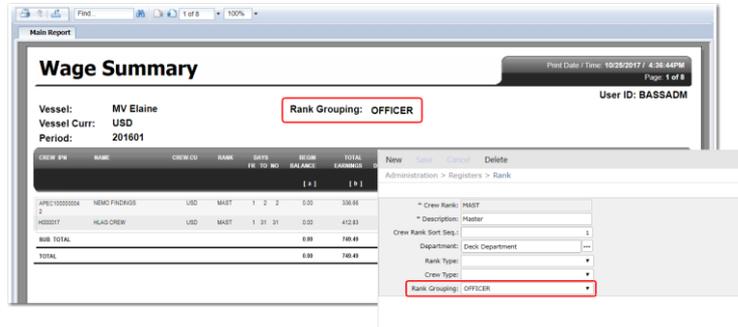
Please note *that this feature is a back-end database-controlled configurable feature. If you would like to explore the option of including this feature, please contact BASS Support.*

❑ 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.
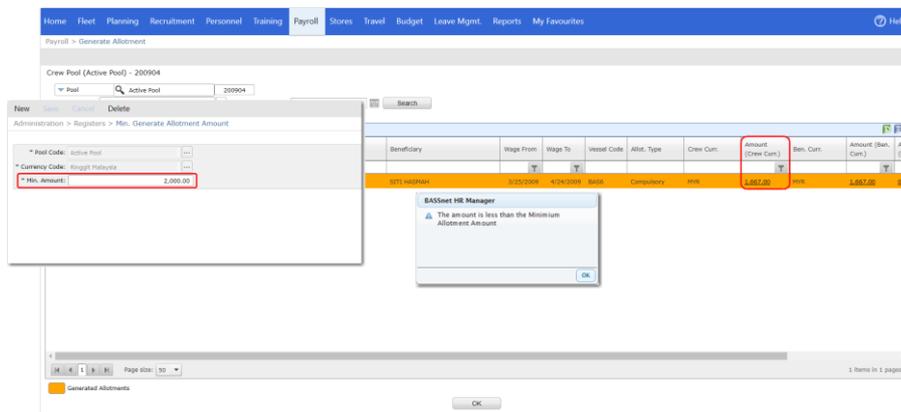
❑ A new **Lookup** button is now available under the **Cost Element** column on the **Batch Entry Payroll Data** screen – **Other Earning**, **Cash** and **Other Deduction** tabs. Clicking the button will open the **Cost Element** lookup screen where users can select a cost element from the register.
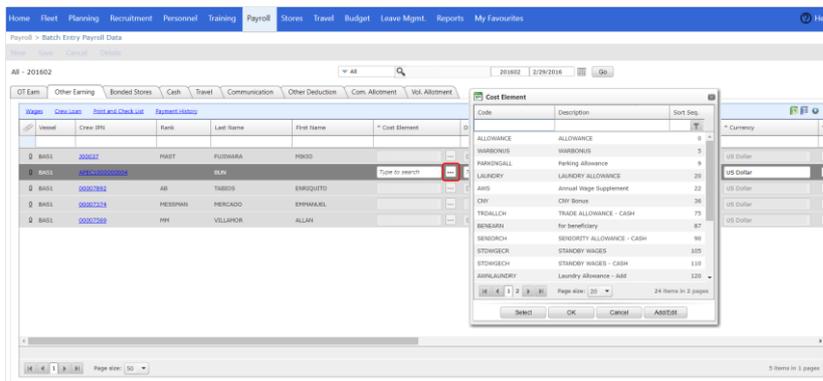
❑ An enhancement has been made to now allow an 'Office Locked' account period to be reverted to the 'Ship Locked' status for further processing. However, the account period must then be changed to 'Office Locked' again before it can be closed.

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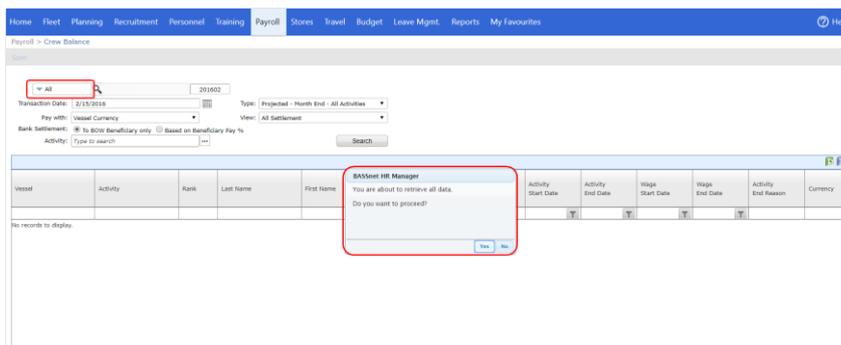
❑ A new back-end System configuration of 'CNPNSHOW_CPSPLIT' is now available where, if this configuration is turned on, the **Split Activity** option will be selected by default (instead of **Merge Activity**) on the **Crew Payroll** screen.

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.
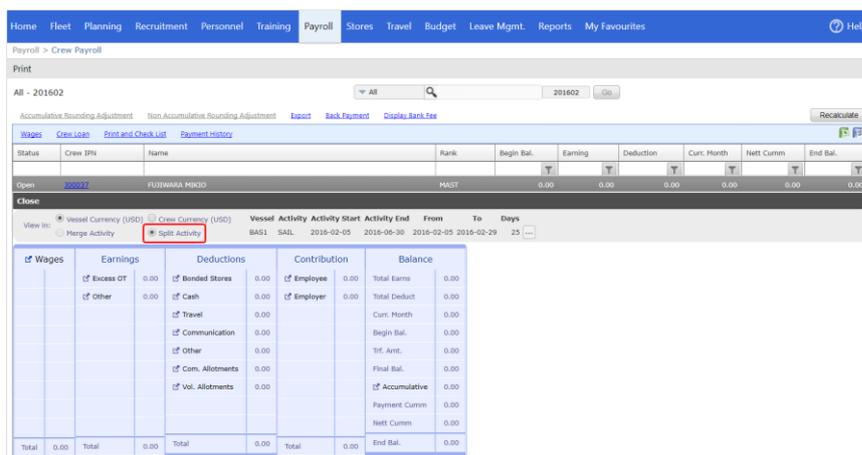
❑ A new message will be displayed when creating account periods on the **Payroll – Batch Open Account Period** screen to indicate that the account periods have been successfully created, and to provide users the option of closing the page: 'Yes' to close and 'No' to remain.
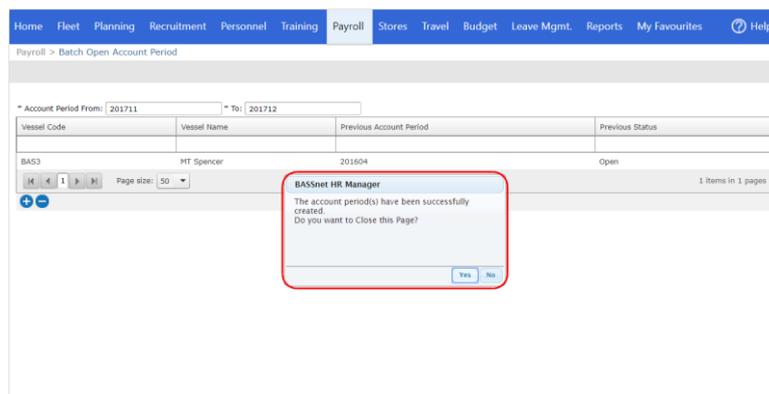
❑ New mandatory **From** and **To** fields have been added to the **Reports – Payroll – Year to Date Gross** screen for users to specify the period within the year in which the report will display. By default, the fields will be automatically filled from January to December (i.e. 201601 to 201612) when 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.

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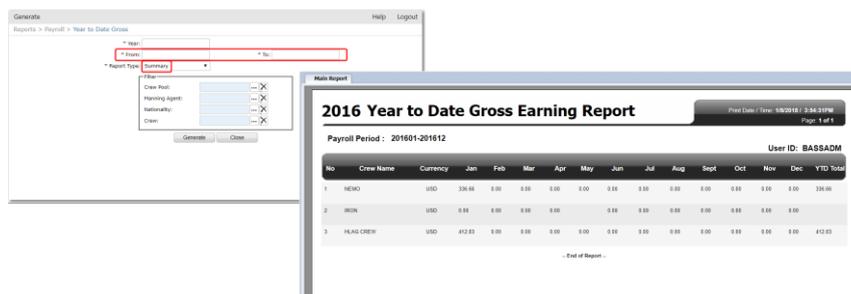
❑ The **Double Bottom** overtime rate will now appear as a separate income item in the generated payslip. Previously, the rate was included in the calculation of the **Excess Overtime** rate.

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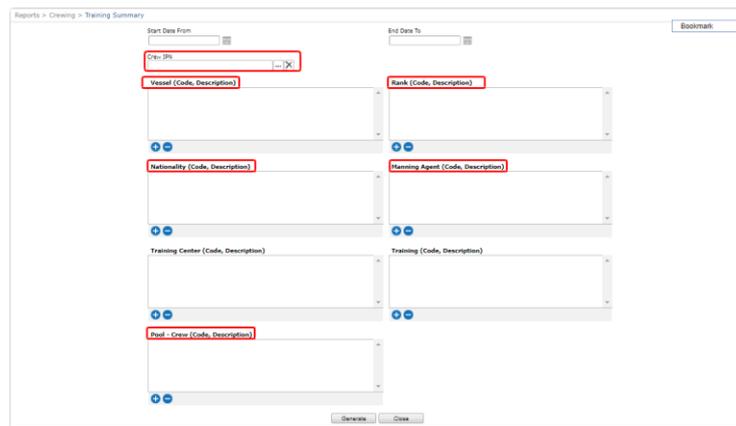
In addition, the issue of *words overlapping* in the **Nationality** and **Training Center** columns of the **Training Summary** report has been resolved.

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