

Crewsoft

Maritime Crew Management



The Crewsoft System is a personnel and payroll management system for global maritime organisations. It contains all the necessary functionality for ship-owners, ship management companies and agencies. The system allows user to access information whenever and wherever it is required. For example, the shipowners can access costing analysis from their office, masters can access crew documentation details from board and payroll department can run payrolls and prepare payroll analysis from offices efficiently.

The system has various components for data input such as web enabled forms and client-server applications. The data can be accessed from on board, agency offices or from main company offices always on-line.

The Crewsoft system is the successful application of latest Microsoft .NET Technology.

Recruitment Module

- Candidate Documentation & Contact Details
- Interview and Booking Details
- Recruitment stage tracking
- Transferring to Personnel

Personnel Manager

- Crew Documentation such as certificates, licenses
- Location movements such as on board, leave, travel
- Promotion and appraisals
- Alerts and Warning before on board
- Comprehensive leave calculation
- Fleet Management
- Scheduling & Man Power Analysis
- Duplicate and Advanced Search

Payroll Manager

- Payroll settings, control and calculations
- Global legislation settings
- Deductions & payments
- Multi-tax & multi-currency payslips
- Payroll analysis and reports
- Costing analysis, forecasting and reports

Training Manager

- Courses & training providers
- Training Matrix
- Refresher, pre-requisite, interdependency and grouping of courses
- Training and hotel bookings



Recruitment Manager

The candidate member details, documentation like certificates, licenses info, interview details, booking of interview, stages and activities of candidate can be recorded in this module.

Endorsement		Sea Experience		Next of Kin	
Rank :	2ND OFFICER	Crane :	NOT		
Type :	TANKER	GRT :	1600		
Engine :	DEH	DWT :	3080		
DP :	NOT APPLICABLE	BHP :	3465		
Registry :	BAHAMAS	Main Exp. :			
No	Rank	Type of v			
1	CHIEF OFFICER	TANKER			
2	CHIEF OFFICER	TANKER			
3	CHIEF OFFICER	TANKER			
4	2ND OFFICER	TANKER			

It is fully compatible with personnel module and successful candidate can be moved to personnel system with all details attached.

Personnel Manager

Selecting Employee

The crew is selected through advanced search form which includes, name surname, employee ID, contracted vessel and client, T&C's No, Payroll, Certificate, License, training, endorsement etc. The combination of above fields create search string for the creation of crew list. The user can make the selection of employees for block movements or multiple search aims.

The system includes advanced search functions that allow you to search using a nearly unlimited combination of criteria. The result being that you can easily and effortlessly have displayed only those persons who fit your requirements exactly. The user is able to store and retrieve details on competence, activities, sea service, personal details, family, medical and all the other relevant data groups. We have also included the ability to scan in pictures and documents related to each individual.

Alerts and Warnings

Before moving selected employees on board, personnel manager automatically creates alert for expiries, lack of passport or visa, lack of endorsement or certificate etc.

Warning for locations is the creation of list of employees whose location cycle is exceeded. Warning for documents is the creation of employee list whose documents will expire in defined period of time.

The Fleet Management

The vessel related information is stored in this section. The owner and technical details, subsections, rank orders, POB and Who is Where Report can be viewed. Once the vessel is selected from search section then all related reports, data input forms retrieves information for that particular vessel only.

The Definition of Options

The System has very flexible options structure and allows user to define all options through definition forms. All related options can be accessible through toolbars in the forms. For example, owner of vessel, crane, DP, endorsement, engine options can be defined/viewed from Fleet Management form.

Employee Location, Promotion & Appraisal

Current Location	Alerts	Employee Location	F
Name	Rank	Location :	Or
AIN	D/CAD	Start Date :	
PHER JAN B...	E/CAD	Time Start :	
OROU	E/CAD	Vessel :	
M	D/CAD		
ETTS	C/E		
AN BESAS	SEA/3		

Once the crew list is created through search function then system is capable of moving those selected crew to different locations (daily or hourly). If the crew is taking his leave, system automatically calculates outstanding leave position for this crew member. The location history of selected personnel is automatically displays in the location form. It contains a list of all location records including vessel and client name, rank, seniority, Start and stop date and time of location, explanation (for off-leave and compassionate leave), insurance claim status and details for sick and injury cases.

Block promotion, appraisal or termination are also available. The system checks all outstanding leaves for termination case and automatically liquidates the remaining leaves. Temporary promotions and secondments can be achieved easily.

The system records illness and injury cases and insurance claim status.

Scheduling and Advanced Crew Planning

	<<	Me			5
PER AARON					
ZON LEONARDO JR.					
OLLA GIOSAFATTE					
JSEN HANS					
LUIGI					

Scheduling allows the user to view either by month or by user defined dates the locations of all employees (either all or by rank) on board specific vessels. The grey markings on this screen represent days in which the employee is on-board. Scheduling allows the user to view either by month or by user defined dates the locations of all employees (either all or by rank) on board specific vessels.

Through Advanced Crew Planning Form, the system allows several selection criteria for choosing crew member. Once the user selects the options, a list of crew meeting the requirements and who are available is created. This advanced search identifies qualified and available employees for the requirements.

Payroll Manager

Payroll Settings, Control and Calculations

Payroll related details can be defined through payroll definition forms. Each payroll must have currency attached and start date. Then system can automatically controls all actions about defined payroll such as last run date, time, number of run and all other transaction details. It is simple to transfer employees from one payroll to another and all archive payment details can be viewed later. Payroll can be run anytime, beginning of period or end of period. If it is run at the beginning of period then system will assume that all employees will stay in the same location as they are now and then will calculate the payroll. This feature can be used for forecasting purposes. Payroll has locking control mechanism as well.

Global Legislation Settings

The Crewsoft Payroll Manager supports generic multi-tax systems and this feature has been successfully tested with UK, Norwegian, Dutch, Italian, Swedish, Danish tax systems. With this property, the user can define all rule sets and tables flexibly and can change the rule sets whenever it is required. All other contribution settings such as NI or Stock Plans can be defined with local currency as well.

Deductions and Payments

Fixed, regular, irregular deductions or regular payments can be attached to each employee by block inputting features. These deductions and payments will automatically be processed during payroll calculation period.

Multi-Tax and Multi-Currency Payslips

If vessel travels more than one country within pay period then it is required to calculate payroll tax (if applicable in terms and conditions) for each country in local currency. Payment strategy, salary scale, terms and conditions, rate of pay can be different in each country. Crewsoft Payroll manager is capable of calculating salary for different rate of pay and tax for each country automatically. Payslips can be printed with defined currencies.

Analysis and Reports

Payroll Manager has hundreds of analysis reports including, gross analysis, net analysis, legal documents such as, P45's, P11D, P60, P45 for UK system. All reports can be transferred to most applications such as Microsoft Word and Excel.

Costing Analysis

Costing Analysis is very complex process and can vary from one client to another. The payroll currency and exchange rates can be different than cost analysis currency. The Crewsoft allows to define currency and exchange rate for each client and creates all cost analysis for the selected currency regardless of payroll currency. Sample list of cost analysis are the following :

- Daily cost analysis for selected vessel for selected ranks
- Monthly Cost Analysis
- Cost Analysis by Rank for selected period of time
- Cost Analysis by Vessel
- Leave Analysis with Social Costs
- Location Payment Analysis with Social Costs Attached
- Cost Comparison Analysis with Graphics
- Costing Forecast Summary Report**
- Costing Forecast Detailed Report**

Training Manager

Courses, Training Providers

Course	Training Provider :
WIRE ROPE SOCKETING	.
WIRE ROPE EXAMINER	Contact :
WORK EQUIPMENT (SDL)	Course Place :
WINFROG (HSS INHOUSE ..	Duration (days) :
WATSILA DIESEL ENGINE	Discount (%) :
PRACTICAL WASTE MANA.	Course Fee :
WARTISLA HAND ON COU.	
WELL CONTROL - SUPERV.	
WELL CONTROL - SUPERV.	

All courses and training providers can be defined and searched flexibly. The fee structure and location of training provider are used to recommend the best option for booking.

Training Matrix

The rule sets can be defined for each jurisdiction, for each vessel and for each rank. Then system will create training requirement list for each employee.

Refresher, Pre-requisite, Interdependency, Grouping

In addition to training matrix, extra rule sets can be defined for each course in various jurisdictions.

Training and Hotel Booking

Multiple training, hotel and travel booking is available. Car hire and insurance details can be viewed as well.

System automatically creates booking sheets with all booking details and can be transferred to various platforms



On Board Manager

This module is the key feature for integration of information between crewing offices and vessels. Various key information can be accessed or modified by crew members on boars such as, crew list, certificate or license and other documents list, appraisals, cash account, cash advances, outstanding leave status, injuries and sickness, insurance details, next of kin, location history, promotions etc.

Emergency Reports

Person On Board, Who is Where and Next of Kin reports are accessible through Emergency Web form. This form is a web application and can be placed to company's web site with password security and can be accessible anytime. Emergency reports are accessible through Handheld PC with GPRS connection.



Security of Information, Authorisation of Users and Transaction Logs

Recruitment		Personnel		Payroll	
Options					
		<input type="radio"/> Disabled	<input type="radio"/> Read	<input type="radio"/> Write	
ENU / ITEM					OPTIO
ew Starts					W
ew Starts Validation					W
ew Starts without Payroll					W
ew Starts Final Validation					W
ew Starts with no Valid Employee Location					W
mployee Personal Details					W
mployee Advanced Search					R
mployee Name Correction					W
uplicate Employee Search					R

Access to the database is restricted directly by password, as is access to it via the program. All activities of user are recorded in transaction logs and can be viewed only by system managers. The system has comprehensive authorisation module, which allows system admin to authorise users for each form and menu within the system. The created user can be copied to another one and this can save quite a lot of time for big organisations.

The System Administrator can also decide which program routines are available, as well as which reports can be printed and edited. The user login settings for Onboard manager are totally setup and managed remotely by the System Administrator on shore.

