

Rajaraman Krishnamoorthy - GSM SG

From: Mohammed Ali <mohammed.ali@karcoservices.com>
Sent: Tuesday, 2 November 2021 8:56 pm
To: Rajaraman Krishnamoorthy - GSM SG
Cc: Pravesh Diwan; KARCO Support; Iyer Ramaswamy Subramani - GSM SG
Subject: Grindrod : Instructions for Vessels : Getting Started in TrACE.
Attachments: TrACE Admin Guide_UserData_Managment.pdf; KARCO Videos viewing guide.pdf; Steps to Sign Off Crew in TrACE LMS software.pdf

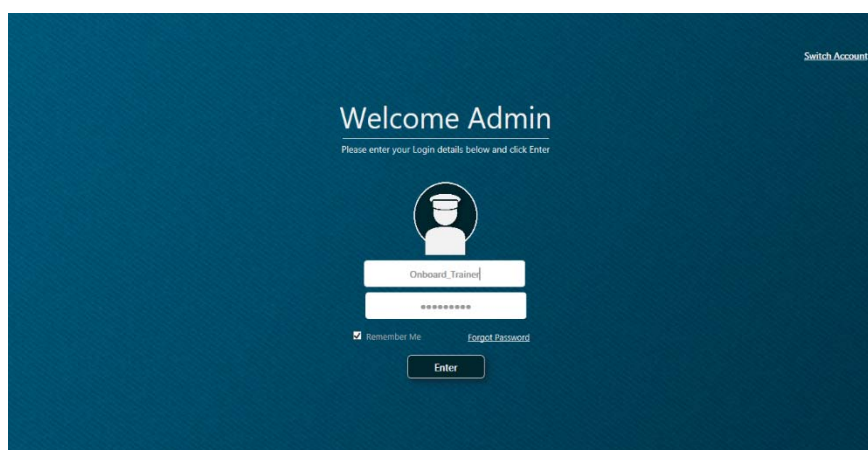
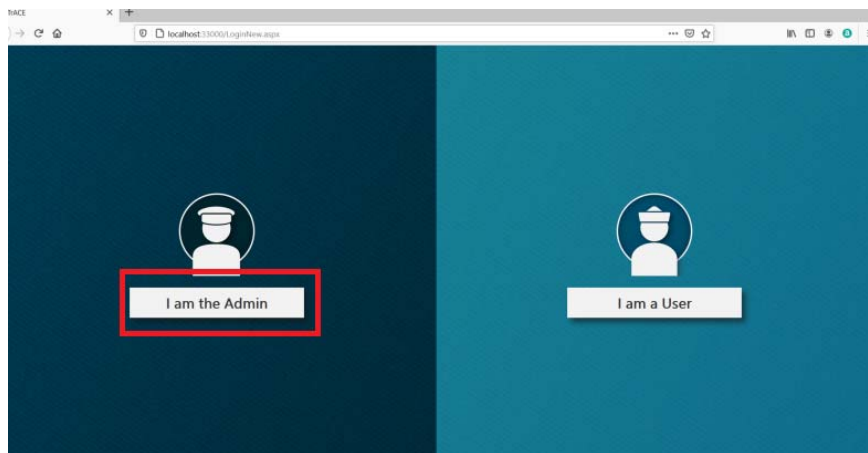
Dear Sir,

Good Day!

Please find below a Quick Guide for Master to enter Users and set up TrACE on board your good vessels

Kindly proceed with the following steps to get started :

1. Double Click on **'TrACE Launch'** icon from desktop and then click Enter button.
2. When you click on **"ENTER"** button, a Log-In screen of two windows will be displayed **'I am the Admin'** and **'I am a User'** . **Click on 'I am Admin'** (as shown below).



1. The log in window "Welcome Admin" is displayed > **enter the Log In details and click on ENTER.**

Log in with the USER ID and PASSWORD provided for your vessel.

2. Once you click on enter you will be redirected to below page.



From here you can go to **User data Management tab** to add New crew members in TrACE. (Attached please find **TrACE User Data Management guide for detail understanding of how to add crew in TrACE**).

Also please find attached steps guide to Sign off crew in TrACE software.

Once Crew members are added in TrACE, tokens need to be assigned to crew. Kindly follow below steps to assign tokens:

Next Step is Assigning Tokens to Crewmembers :

Tokens are used for carrying out assessment after viewing videos. Users can view KARCO Videos unlimited times without any token. Once video is viewed and to carryout assessment for the same 1 token will be deducted from the user. So, tokens should be assigned to the users as per training needs to be carried out.

1. **Click TOKEN MANAGEMENT tab** on the home page > **Click on ASSIGN TOKENS**
2. In the Assign Tokens you will see the list of all the crew members (users) on board. In the last column) > Enter the number of tokens in the box and click Assign. This is to be done for each crew member on the list.
3. The assigned tokens are from your ship's account to your crew for assessments once they have consumed you may assign additional Tokens.

Once above steps are carried out crew members can login from **"I am User login section"** using their UID assigned by master in TrACE User data management section and carry out their training.

KARCO videos with assessments:

This training needs to be carried out from User Section.

- Crew must log in from **"I am User"** section with their Unique Id assigned by Master to watch the videos and then complete the assessment. This has to be followed by completion of the feedback form, to ensure that this training gets recorded and same is evident from the change of the completion percentage for the individual and also for the vessel.

(Attached please find KARCO Video Viewing Guide for detail understanding of the above).

Company Content:

This training needs to be carried out from User Section

- Company content may consist of fleet Circulars or Videos provided by your company. The crew have to log in with their Unique Id and go through content provided and an assessment responded to. This has to be followed by completion of the feedback form, to ensure that this training gets recorded and same is evident from the change of the completion percentage for the individual and also for the vessel.

TrACE Admin and User guide are already included in TrACE packages sent to the vessels.

Hope the above explains you well.

We remain at your disposal for any further assistance needed from our end.

Thanks and Best Regards,

Mohammed Ali Shaik,
*Marine Support Executive
(Ex Marine Engineer)*



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KARISHMA MARINE SOLUTIONS PVT. LTD. (KARCO)

Location: 602-603, New India Chambers, Mahakali Caves Road,
Andheri East, Mumbai - 400093, Maharashtra, India.

Web: www.karco.in / www.karco.sg

Office: +91 22 28322301 / +91 22 40020639

Mobile/WhatsApp : +91 9989986733

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