

# TRACE<sup>®</sup>

Training • Analysis • Crew Engagement



**Admin**

**Guide**

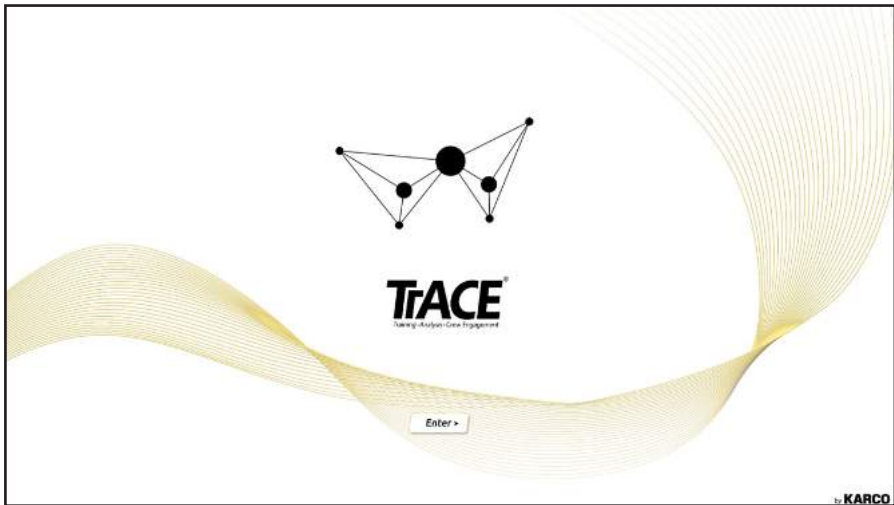
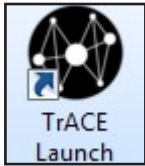


**KARCO**

## LOGIN & OVERVIEW :

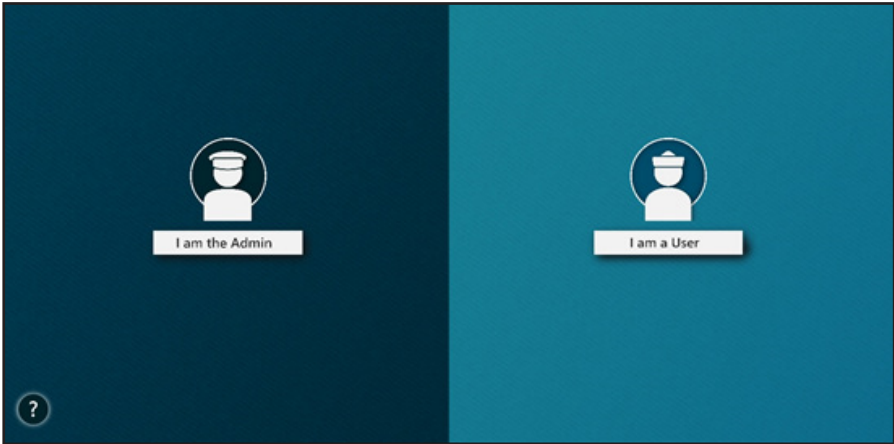
### STEP 1:

Double Click on 'TrACE Launch' icon from desktop and then click **Enter** button.



### STEP 2:

When you click on "ENTER" button, it will redirect to Login screen of 'I am the Admin' and 'I am a User' as shown below. Click on 'I am Admin'.



### STEP 3:

Login as '**I am Admin**' using the ID and Password provided in your TrACE KIT and click on '**Enter**' button.



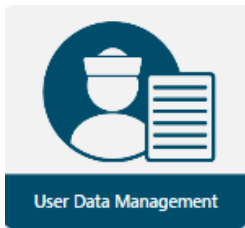
# USER DATA MANAGEMENT :

- As the vessel admin you have to manually add each and every crew member of your ship in this section. This exercise has to be repeated every time there is a new joining.
- Each employee has to be assigned a unique code called as 'User ID' for logging in to their respective user section and do assessments.

**IMPORTANT NOTE: No two crew members can have the same IDs otherwise their reports will get merged and all their assessments will be null and void.**

## ADD NEW USER :

- To add a new crew member / user to the software, please follow the below steps:



- Click on “User Data Management” icon on the Home page. Following display will appear.

The screenshot shows the 'User Data Management' interface. At the top, there are several summary cards for '48%' completion, '1554' tasks assigned, '1236' tasks done, and '19000' total tasks. Below these is a navigation bar with 'Home', 'User Data Management', and 'ADD NEW' (highlighted with an arrow and the text 'Click on Add New'). The main area displays a table with the following columns: ID, Name, Position, Department, DOB, Nationality, Registration No., Ship/OT, Assign Date, and Sign Off. The table contains 10 rows of crew member data.

ID	Name	Position	Department	DOB	Nationality	Registration No.	Ship/OT	Assign Date	Sign Off
1	James	Assistant Captain	Engine	20-06-1993	Indonesian	44319133	20-03-2018	01-06-2018	✓
2	George	Captain	Deck	04-08-1962	Swedish	9452361	20-02-2018	01-06-2018	✓
3	George	Chief Officer	Engine	04-08-1984	Indonesian	9452361	19-10-2018	01-06-2018	✓
4	George	Chief Officer	Deck	07-07-1985	Indonesian	4796471184	04-03-2018	01-06-2018	✓
5	George	Chief Officer	Deck	04-08-1988	Indonesian	1437940708	04-03-2018	01-06-2018	✓
6	George	Chief Officer	Deck	01-08-1984	Indonesian	0501040708	04-03-2018	01-06-2018	✓
7	George	Chief Officer	Deck	01-08-1983	Indonesian	0301020708	04-03-2018	01-06-2018	✓
8	George	Chief Officer	Deck	07-08-1983	Indonesian	03020708	03-03-2018	01-06-2018	✓
9	George	Chief Officer	Deck	05-06-1991	Indonesian	4402251102	04-02-2017	01-06-2018	✓
10	George	Chief Officer	Deck	02-03-1991	Indonesian	4402251102	04-02-2017	01-06-2018	✓

- Click on the 'Add New' button as shown above to add a new User.
- Fill all the mandatory details of the user and click on the 'Save' button as shown in the screenshot below.

The screenshot shows the 'Add New Users' modal in the TrACE system. The modal contains the following fields: Name (text input), Role (dropdown menu), Department (dropdown menu), DOB (date picker), Nationality (dropdown menu), and Religion (dropdown menu). At the bottom of the modal, there are 'Save' and 'Close' buttons. An arrow points to the 'Save' button with the text 'Click on Save'.

## EDIT USER DETAILS :

- Click on the 'Edit' button (see arrow on the screenshot below) to make any changes or update the details of the users as shown in the screen below.
- Enter the changes and click on 'Update' button to update records.

The screenshot shows the 'Edit Users' modal in the TrACE system. The modal contains the following fields: Name (text input), Role (dropdown menu), Department (dropdown menu), DOB (date picker), Nationality (dropdown menu), and Religion (dropdown menu). At the bottom of the modal, there are 'Update' and 'Close' buttons. A label '1. Click Here' points to the 'Edit' button (which is not clearly visible but implied by the context), and a label '2. Click Update' points to the 'Update' button.

## VIEW USER DATA :

- The User data can be viewed in two formats namely the 'List View' and 'Grid View'. List view is the default view of this page.
- To change to 'Grid View' please click on the icon as highlighted on the screen below. 'Grid View' allows the admin to get a detailed view of each crew. View Figure on next page.

The screenshot shows the 'Home - User Data Management' page. At the top, there is a navigation bar with various status indicators and a large '48%' metric. Below the navigation bar, there are several summary cards for 'Users', 'Training', and 'Performance'. The main content area is titled 'USER DATA MANAGEMENT' and features a search bar and a 'Grid View' button (highlighted with a black box and an arrow). Below this, a grid of crew member cards is displayed, each with a profile picture, name, and various details. On the right side, there is a sidebar with 'INFO FIELDS' and a 'Notifications' section.

## SIGNED OFF CREW DETAILS :

- Click on the 'Show Signed Off Crew' check box to see list of signed off crew as shown in the screenshot below.

The screenshot shows the 'Home - User Data Management' page with the 'Show Signed Off Crew' checkbox checked. The main content area displays a table of signed off crew members. A black box with an arrow points to the 'Show Signed Off Crew' checkbox, and another black box with an arrow points to the 'Signed Off' column header in the table. The table has the following columns: S, ID, Name, Rank, Department, DOB, Nationality, Passport No., Signed On, Badge Taken, and Signed Off. The table contains three rows of data.

S	ID	Name	Rank	Department	DOB	Nationality	Passport No.	Signed On	Badge Taken	Signed Off
1	AMF02	Sanjay	SECOND OFFICER	Crew	11-06-1987	India	AD2312	27-03-2018	0	20-03-2018
2	AMF02	Sanjay	Crew	Crew	06-09-1987	India	AD2312	02-01-2018	0	20-03-2018
3	AMF02	Sanjay	Crew	Crew	01-08-1988	India	AD2312	04-10-2017	0	27-03-2017

Click on CheckBox