Cloud Fleet Manager

MANUAL

CFM BLOG

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1. About This Guide

This user guide provides an introduction to CFM Blog and describes how you can leverage the application to meet your business needs.

CFM Blog allows you to simplify and promote onboard crew communication and share knowledge across your entire fleet. Exchanging and highlighting important messages enables you to create a valuable knowledge base for your crew.

The app consists of the following tabs:

· **Dashboard**

· **Stories**

· **Settings**

> **NOTE**
> If you cannot access the **Blog** tile from the Cloud Fleet Manager (CFM), please contact your system administrator to assign the relevant permissions to your user in **CFM Users**.

This user guide describes the features and functions available to a user with full access to the application. If you're expecting rights that your user currently doesn't have, get in contact with your system administrator.

2. Initial Setup

Before you can start to use CFM Blog certain settings have to be made.

1. Create users for CFM in CFM Users.
2. Assign the users the relevant permissions roles for CFM Blog
3. Set up notifications (optional).

> **NOTE**
> You can not receive notifications for CFM Blog at this point in time.

3. General Features

The following general features are available from the main navigation bar CFM Blog.

- **Navigation**

  You can directly navigate to other CFM apps by choosing the CFM logo (⚙) from the main navigation bar. Then choose the respective app that you want to launch and the app automatically opens in another tab.
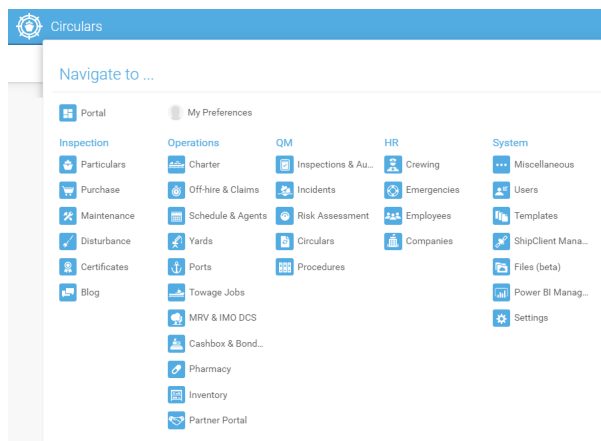
- **Notifications**

  The 🔔 **bell** icon indicates whether any notifications from the current app and other apps within CFM are available. This allows you to get relevant information without the need to open all apps.

  Choose the ⚙ **cogwheel** icon to define for which applications and their actions you want to receive notifications.
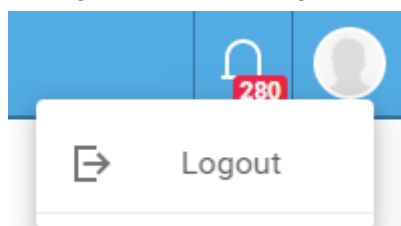
  > ℹ️ **NOTICE**
  > You can apply settings to receive notifications for various apps of CFM. For CFM Blog however, there are no notifications as of yet.

- **User Menu**

  To log out of CFM Blog, choose the user avatar and then **Logout**

4. Dashboard

The **Dashboard** in CFM Blog provides you with an overview of recently published stories and added comments of your office and fleet as well as visualized statistics.

The tab consists of the following cards:

- **Recently Published Stories**

  Lists all recently published stories from your office and fleet as well as the respective Users/Seafarers that published the stories. This list also contains the date of publication and the amount of comments, if given.

- **Most Active Vessels**

  Displays a pie chart to compare the most active vessels in publishing stories and adding comments.

  > 💡 **TIP**
  > You can hover over the visualized statistics to identify specific values.

- **Most Used Categories**

  Displays a pie chart to compare the most used categories that were assigned to stories.

- **Published Stories and Comments**

  Displays a clustered column chart to compare published stories and respective comments per month.

- **Recent Comments**

  Lists all recent comments from your office and fleet as well as the respective Users/ Seafarers that added the comment. This list also contains the date of publication.
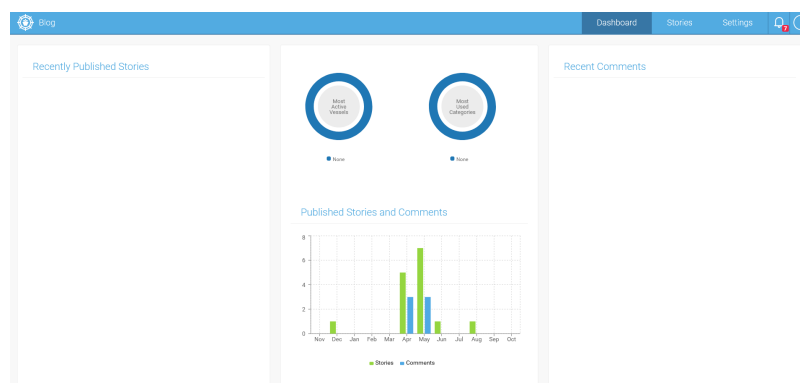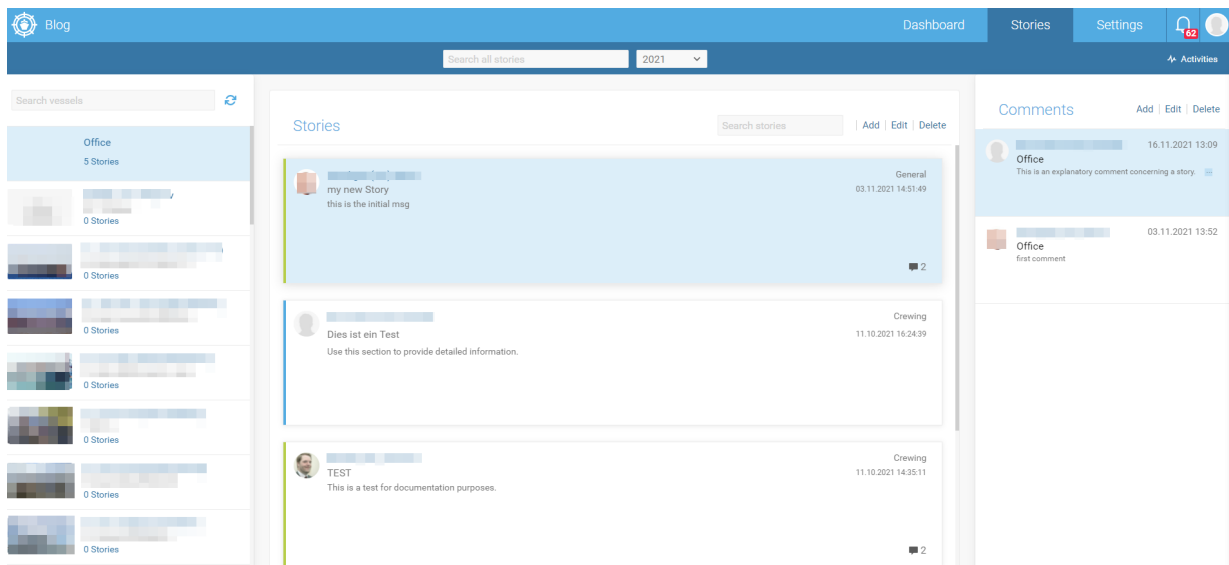
5. Stories

The **Stories** tab allows you to manage stories and comments for your office or any vessel of your fleet.

The tab consists of the following cards:

- **Vessels**

  Displays your office and all vessels of your fleet as well as the amount of published stories.

- **Stories**

  Lists all stories that match the defaulted or personalized search values for the selected vessel or your office. This section allows you to add, edit or delete stories.

- **Comments**

  Lists all comments of a selected story on the panel on the right hand side. This panel allows you to add, edit or delete comments.

5.1. Search Vessels

You can search for your office or any vessel of your fleet in CFM Blog. The result will return only matching offices or vessels of your fleet and their stories, if given.

To do so, follow this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and submit your search values in the panel on the left hand side.

5.2. Add Stories

You can add stories to your fleet, by following this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select your office or any vessel of your fleet for which you want to add stories.

> ✎ **NOTE**
>
> Keep in mind to add your stories always to your office, in case you are an office user. All stories from vessels should be added from the respective vessel.

3. Select **Add** from the **Stories** card. This opens a dialog window
4. Provide the requested information to add a story:
   - **Title** (mandatory)

     Provide a descriptive title that summarizes your stories.
   - **Category** (mandatory)

     Select a suitable category from the drop-down menu to classify it. This category will be used to raise the statistics in the **Dashboard** tab.

     > ✎ **NOTE**
     >
     > You can add a **Category** in the **Settings** tab, if a suitable option is not available.

   - **Internal News** (Optional)

     Select this Checkbox if you want your Stories displayed in the **News** tab.
   - **Text** (mandatory)

     Provide the free body text of your stories.

> ✎ **NOTE**
>
> You can either **Publish** your stories or **Save as Draft**. The option **Save as Draft** allows you to edit and publish your stories at a later point in time. Your stories won't be listed in **Internal News**, in case the status of your story is draft.

5.3. Edit Stories

You can edit published and drafted stories.

To do so, follow this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select your office or any vessel of your fleet whose stories you want to edit.
3. Select the respective stories and select **Edit** from the **Stories** card. This opens a dialog window.
4. Apply your adjustments to the **Stories** and complete the task by either:
    a. **Publish**
    b. **Save as Draft**

> ⬛ **NOTE**
> The option **Save as Draft** is only available to stories that were not published yet.

5.4. Delete Stories

You can delete published and drafted stories.

To do so, follow this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select your office or any vessel of your fleet whose stories you want to delete.
3. Select your desired stories from the **Stories** card and select **Delete**. This opens a dialog window.
4. Confirm to permanently delete this story.

5.5. Search Stories

You can either **Search all Stories** or **Search Stories** across a specific office or vessel of your fleet.

Search all Stories allows you to search across all stories of your office and any vessel of your fleet for buzzwords from a specific year. The result will only return matching office and vessels, matching your buzzword with the title or the free body text of the stories. You can select a vessel and display all related stories of that vessel that match your search values. In order to return to the default view, remove your buzzwords and submit.

Search Stories returns available stories from your office or any vessel from your fleet where your provided search value matches the title of a story.

To **Search all Stories**, follow this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and provide buzzwords in **Search all Stories**.
    • You can specify your results by selecting a year from the drop-down menu.

To **Search Stories** across any specific vessel or office of your fleet, follow this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select the office or vessel, from the panel on the left hand side, whose stories you want to browse.
3. Provide buzzwords in **Search stories**.

> ❗ **IMPORTANT**
> You can only provide buzzwords with regards to the **Title** or **Category** of stories.

5.6. Comments

The **Stories** tab also allows you to comment on published stories. This promotes the direct communication between your vessels and important knowledge is shared.

5.6.1. Add Comments

You can add Comments to published stories, by following this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select the office or any vessel of your fleet whose stories you want to comment.
   a. Subsequently, select the desired stories you want to comment.
   b. Select **Add** in the panel on the right hand side, to add a comment. This opens a new dialog window.
   c. Articulate your comment and complete with **Save**.

5.6.2. Edit Comments

You can edit your comments on published stories, by following this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select the office or any vessel of your fleet whose comments you want to edit.
   a. Subsequently, select the stories which comments you want to edit.
   b. Select the comment from the panel on the right hand side and select **Edit**. This opens a dialog window.
   c. Apply your changes to the comment and complete with **Save**.

> ❗ **IMPORTANT**
> Office users only can edit or delete any comments that were synchronized by the ShipCient.

5.6.3. Delete Comments

You can delete comments, by following this procedure.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Stories** tab and select the office or any vessel of your fleet whose comments you want to delete.
   a. Subsequently, select the stories whose comments you wish to delete.
   b. Select the comment from the panel on the right hand side and select **Delete**. This opens a dialog window.
   c. Confirm to permanently delete this comment.

> **❗ IMPORTANT**
>
> Office users only can edit or delete any comments that were synchronized by the ShipCient.

5.7. Activities

You can view all changes that have been made to the different entities in a log. Choose **Activities** in the upper right hand corner of the **Stories** card to open the Activities Log in a sidebar. By default, 50 entries are displayed. To load 50 more Activities, choose **Load More** at the end of the list.

To see more details on applied changes, just select **Show Changes** at the end of each entry.
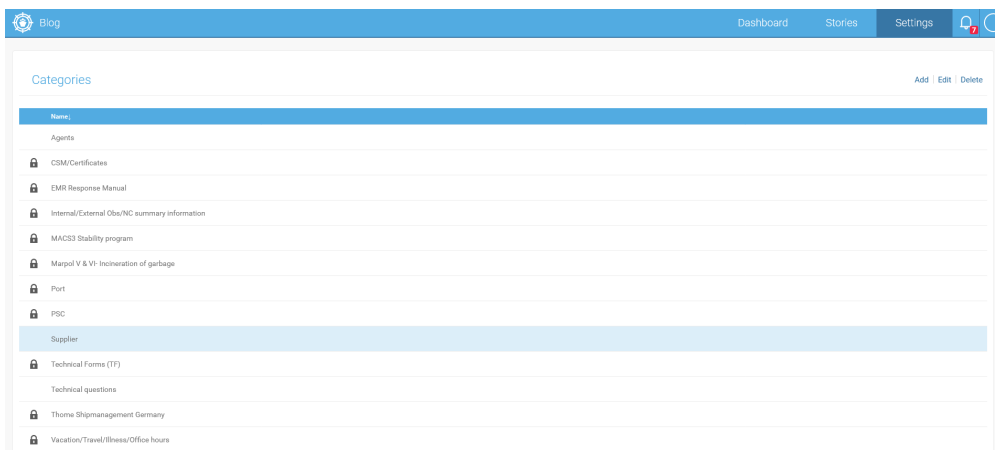
6. Settings

The **Settings** tab allows you to manage which **Categories** can be applied to stories.

> **NOTE**
> You can edit or delete **Categories** that were not used in stories yet. Be aware that **Categories** are marked with a lock 🔒 , once they are used and therefore cannot be edited or deleted.

6.1. Add Categories

You can add **Categories** to assign these to your stories.

Follow this procedure, to do so.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Settings** tab and select **Add** in the upper right hand corner. This opens a dialog window.
3. Provide a **Name** for your **Category** and select **Save**.

6.2. Edit Categories

You can edit existing **Categories**, if necessary.

Follow this procedure, to do so.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Settings** tab, select the respective **Categories** you want to edit and select **Edit**. This opens a dialog window.
3. Provide a new **Name** for your **Categories** and select **Save**.

6.3. Delete Categories

You can delete **Categories**, if necessary.

Follow this procedure, to do so.

1. Launch **CFM Blog** from your **CFM** instance.
2. Go to the **Settings** tab, select the respective **Categories** you want to delete and select **Delete**. This opens a dialog window.

   > **NOTE**
   > You can only delete **Categories** that were not assigned to **Stories** yet. **Categories** that can not be deleted are marked with this symbol 🔒.

3. Confirm to permanently delete the selected **Categories**.