



Cloud Fleet Manager

MANUAL

CFM CERTIFICATES

2023-06-16

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1. About This Guide

This user guide provides an introduction to CFM Certificates and describes how you can leverage the application to meet your business needs. CFM Certificates allows you to manage your certificates and surveys. You can then assign these to specific vessels and departments. Additionally, CFM Certificates provides you with an overview of certificates and surveys that need your attention.

The app consists of the following tabs:

- [Dashboard](#)
- [Vessel](#)
- [Settings](#)
- [Reports](#)



NOTE

If you cannot access the [Certificates](#) tile from Cloud Fleet Manager (CFM), please contact your system administrator to assign the relevant permissions to your users 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 Certificates certain settings have to be made.

1. Create users for CFM in CFM Users.
2. Assign the users the relevant permissions roles for CFM Certificates.
3. Define global settings.
4. Set up notifications (optional).

2.1. Global Settings

Global settings are applied to your entire organization and the associated fleet. These settings can only be managed by Hanseaticsoft. Contact our Helpdesk to request the (de-)activation of the available specifications to meet your organization's requirements.

The following global settings are available:

- **Disable Download of Certificates in CFM Portal**
Activating this setting prevents users without access to CFM Certificates from download vessel certificates via CFM Portal > **Fleet** > **Vessel** > **Certificates**.
- **Send Documents Automatically to Vessels**
Activating this setting automatically sends all attachments to the relevant vessels. Captains on board are therefore relieved from requesting individual attachments.

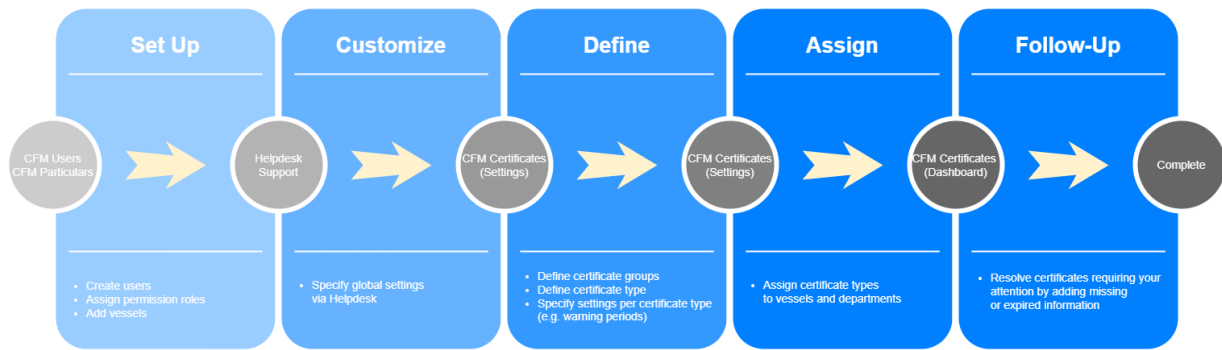
3. Glossary

This glossary provides users with a reference tool to help them understand and navigate the technical terminology, abbreviations, acronyms, and special characters used in this document. It supports ensuring that technical terms are clearly and consistently defined and explained. As a result, users and readers have a consistent definition and shared understanding of the terms used throughout the application.

Table 1. Glossary

Term	Description
Annual survey	Refers to the interval in which a certificate is surveyed. In this case, the certificate is surveyed once a year.
Certificate group	Refers to a collection of certificate types that are assigned to a group.
Certificate type	Refers to an individual certificate.
Intermediate survey	Refers to the interval in which a certificate is surveyed. In this case, the certificate is surveyed bi-annually.
Periodical survey	Refers to the pattern in which a certificate is surveyed. In this case, the certificate is surveyed in regular, repeating intervals.
Vessel relations	Refers to the assignment of a certificate type to a specific vessel.
Warning period -	<p>Refers to the time period prior to the expiry date of a certificate type when it will be color-coded in yellow and marked as <i>expires soon</i>.</p> <p>Example:</p> <ul style="list-style-type: none"> • Certificate type: Rescue boat registry • Expiry date: 01.08.2023 • Warning period -: 1 month • Marked as <i>expires soon</i> on: 01.07.2023
Warning period +	<p>Refers to the time period by which a certificate can exceed its initial expiry date before it is color-coded in red and marked as <i>expired</i>.</p> <p>Example:</p> <ul style="list-style-type: none"> • Certificate type: Rescue boat registry • Expiry date: 01.08.2023 • Warning period +: 3 months • Marked as <i>expired</i> on: 01.11.2023

4. Process Visualization

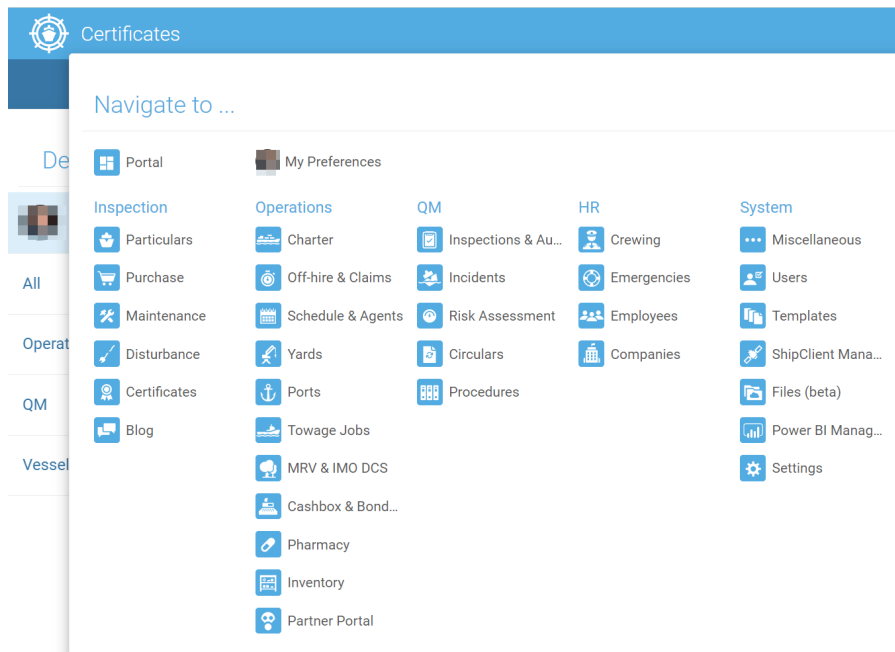


5. General Features

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

- **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.

- **User Menu**

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

6. Dashboard

The Dashboard in CFM Certificates provides you with an overview of certificates and surveys that need your attention.

The tab consists of the following cards:

- **Departments**

Lists all departments certificates and surveys that require attention in a chronological order as well as the amount of certificates. In addition, these values are differed per status, indicating a color code. This color code is described at the end of this chapter.

Select a specific department to display only its certificates and surveys. You can also choose one of the values to filter your results even further.

- **Expiring or Expired Certificates**

Lists all expiring or expired certificates as well as the amount of certificates that require attention, sorted by vessel. You can expand a vessel and see all applicable certificates for this vessel. A color coding indicates the status of a single certificate. The vessel status is determined by the status of the worst certificate.

The total amount of all certificates is displayed at the top of the card.



NOTE

Open a certificate per double click to apply necessary adjustments and resolve the issue.

- **Annual Surveys**

Lists all annual surveys as well as the amount of annual surveys that require attention, sorted by vessel. You can expand a vessel and see all applicable annual surveys for this vessel. A color coding indicates the status of a single annual survey. The vessel status is determined by the status of the worst annual survey.

The total amount of all annual surveys is displayed at the top of the card.



NOTE

Open an annual survey per double click to apply necessary adjustments and resolve the issue.

- **Intermediate Surveys**

Lists all intermediate surveys as well as the amount of intermediate surveys that require attention, sorted by vessel. You can expand a vessel and see all applicable intermediate

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surveys for this vessel. A color coding indicates the status of a single intermediate survey. The vessel status is determined by the status of the worst intermediate survey. The total amount of intermediate surveys is displayed at the top of the card.



NOTE

Open an intermediate survey per double click to apply necessary adjustments and resolve the issue.

• Periodical Survey

Lists all periodical surveys as well as the amount of periodical surveys that require attention, sorted by vessel. You can expand a vessel and see all relevant periodical surveys. A color coding indicates the status of a single periodical survey. The vessel status is determined by the status of the worst periodical survey.

The total amount of periodical surveys is displayed at the top of the card.



NOTE

Open a periodical survey per double click to apply necessary adjustments and resolve the issue.

The screenshot displays the 'Certificates' dashboard with a navigation bar at the top containing 'Dashboard', 'Vessels', 'Settings', 'Reports', and a user profile icon. Below the navigation bar, there are three main sections: 'Departments', 'Expiring or Expired Certificates', 'Annual Surveys', and 'Intermediate Surveys'. The 'Departments' section shows a list of departments with colored indicators and counts. The 'Expiring or Expired Certificates' section shows a list of certificates with their respective expiry dates and counts. The 'Annual Surveys' section shows a list of surveys with their respective dates and counts. The 'Intermediate Surveys' section shows a list of surveys with their respective dates and counts.

The following color code is applied to any available entry:

- Yellow - The certificate expires soon
- Orange - The certificate expires soon
- Red - The certificate expired already
- Purple - No expiry or survey date was defined

The following general features are available on this tab:

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- **Activities**

Choose **Activities** in the upper right-hand corner to display the change history in a timeline. The timeline includes all changes made by other users to all certificates on all vessels. To see more details on the changes made, simply choose **Show Changes** at the end of each entry. To load more activities, choose **Load More** at the end of the list.

- **Comments**

Choose **Comments** in the upper right-hand corner to display comments related to the certificates of all vessels.

7. Vessels

The Vessels tab provides an overview of certificates per vessel. The vessels on the left hand panel are sorted according to the responsibilities of the logged-in user. The certificates are sorted by certificate group and can be edited or exported, if desired.



NOTE

You can create new certificate groups under **CFM Certificates > Settings**. For more information, see [Create Certificate Group \[18\]](#).

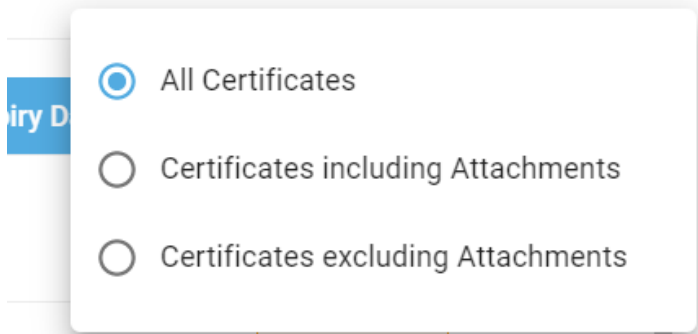
The screenshot shows the 'Certificates' interface. On the left, there is a 'Vessels' panel with a 'Filter Vessels' input and a 'Collapse All' button. Below this, a list of vessels is shown, each with a small image and the text 'General Cargo Vessel - Container Ship'. One vessel is highlighted in blue. On the right, the 'Certificates' panel is displayed. It has a search bar for 'Certificate Types' and buttons for 'Collapse All', 'Edit', and 'Export'. Below this is a table with the following columns: Name, Code, Unique Tracking Nu, Issue Date, Assign Date, Expiry Date, and Next Annual Survey. The table is grouped into sections: 'Class Certificates (22)', 'Flag State Certificates (6)', 'other Certificates (13)', 'Document of Compliance ISM (1)', and 'P&I Certificates (3)'. The 'Flag State Certificates' section contains the following data:

Name	Code	Unique Tracking Nu	Issue Date	Assign Date	Expiry Date	Next Annual Survey
16 Safe Manning Certificate	-	-	21.12.2020	-	20.12.2022	-
17 Flag State - Certificate of Registry	-	-	21.12.2020	-	20.12.2022	-
18 Amtlich beglaubigter Auszug aus...	-	-	21.12.2020	-	20.12.2022	-
19 Ship Radio Communication Lice...	-	-	21.12.2020	-	20.12.2022	-
26b Civil Liability for Bunker Oil Poll...	-	-	14.01.2021	-	20.02.2022	-
26b Wreck removal	-	-	14.01.2021	-	20.02.2022	-

You can filter the vessels on the left hand panel, by entering a name at the top of the list. Choose one vessel to view the correlating certificates.

You can search certificate types by entering either the name, code or unique tracking number at the top of the list. Further, you can utilize the filter option to narrow your results down:

☰ Collapse All | ☰ | Edit | Export



The following information per certificate is displayed, by default:

- Color code



NOTE


The following color code indicates the status of each certificate:

- Green - The certificate is valid and does not require attention.
- Orange - The certificate's expiry date or annual survey date, respectively intermediate survey date is reached soon.
- Red - The certificate's expiry date or annual survey, respectively intermediate survey is exceeded.
- Purple - The certificate lacks an expiry date or annual survey date, respectively intermediate survey date.

- Name
- Code
- Unique Tracking Number
- Issue Date
- Assign Date
- Expiry Date
- Next Annual Survey
- Next Intermediate Survey
- Next Periodical Survey
- On Board
- In Office
- Is Electronic
- Flag State
- Attachment

**TIP**

You can configure whether a missing attachment triggers a warning. For more information, see [Create Certificate Types \[19\]](#).

However, you can customize the displayed information. To do so, choose this  list icon above the table and select the desired checkboxes to include their information.

The following general features are available on this tab:

- **Activities**

Choose a certificate and subsequently **Activities** in the upper right-hand corner to display the change history in a timeline. The timeline includes all changes made by other users to the currently selected certificate. To see more details on the changes made, simply choose **Show Changes** at the end of each entry. To load more activities, choose **Load more** at the end of the list.

- **Comments**

Choose a certificate and subsequently **Comments** in the upper right-hand corner to display or add comments. To add a comment, simply choose **+ Add Comment**, articulate your comment and finalize by choosing **Save**.

- **Details**

Choose a certificate and subsequently **Details** in the upper right-hand corner to display basic information concerning this certificate, such as the name, whether it has an annual or intermediate survey, remarks and additional information.

- **Edit**

Choose a certificate and subsequently **Edit** above the table to edit information, such as issue or expiry date. For more information, see [Edit Certificate Types \[14\]](#).

- **Export**

Choose a certificate and subsequently **Export** above the table. You can either export a **Certificate List** or a **Certificate Index List**.

7.1. Edit Certificate Types

To edit an existing certificate type, proceed as follows.

1. Launch CFM Certificates from your CFM instance.
2. Open the **Vessels** tab, choose a certificate from a vessel, and select **Edit**.
3. Apply your desired changes.

**NOTE**

You cannot apply changes to the name or code of the certificate.

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4. Finalize your settings by choosing **Save**.

Edit Certificate ✕

Name
04 Safety Equipment Code

UTN

Issue Date
10.08.2018 📅 Expiry Date
16.03.2023 📅

Certificate is on board Certificate is in office
 Certificate is Electronic

Remark

Disable Error Status

Attachment History ▾

JPG Nothing.jpg 🗑

8. Reports

On the Reports tab, all certificates that have passed their expiry date, the next annual survey or the next interim survey are provided. Certificates that do not have an expiry date in any form are not displayed.

Vessel	Group	Name	Code	Type	Issue Date	Assign Date	Expiry Date	Last Annual Survey	Next Annual Survey	Last Interim Survey	Next Interim Survey	On Board	In Office
	Document of Compliance	DOC Antigua	Doc ISM	Certificate	21.04.2015			12.06.2017	21.04.2018			Yes	Yes
	other Certificates	22 VDR		Certificate	21.01.2016			15.08.2017	15.08.2018			Yes	Yes
	Class Certificates	05 Safety Radio		Certificate	02.02.2017		08.02.2022	23.04.2021	08.02.2022			Yes	Yes
	Class Certificates	08a Dangerous Cargo		Certificate	02.02.2017		08.02.2022					Yes	Yes
	Class Certificates	12 I.S.P.P. (Sewage Pollution)		Certificate	02.02.2017		08.02.2022					Yes	Yes
	Class Certificates	13b MLC (Maritime Labour)		Certificate	10.02.2017		08.02.2022			02.03.2024		Yes	Yes
	Class Certificates	01 Certificate of Class		Certificate	21.02.2017		29.03.2022		29.03.2021		Missing	Yes	Yes
	Class Certificates	05 Safety Radio		Certificate	21.02.2017		29.03.2022		29.03.2021			Yes	Yes
	Class Certificates	09 I.O.P.P. (Oil Pollution)		Certificate	21.02.2017		29.03.2022		29.03.2021			Yes	Yes
	Class Certificates	09b Ballast Water Management		Certificate	21.02.2017		29.03.2022		29.03.2021			Yes	Yes
	Class Certificates	06 Load Line	dda	Certificate	29.03.2017		29.03.2022		29.03.2021			Yes	Yes
	other Certificates	20 GMDSS - Shore Based Maint...		Equipment	01.07.2017		30.06.2018					Yes	Yes
	Class Certificates	05 Safety Radio		Certificate	11.08.2017		07.09.2022	07.08.2020	29.11.2021			Yes	Yes

Choose an entry from the list, which opens a dialog window that allows you to apply necessary changes to resolve the issue. For more information, see [Edit Certificate Types \[14\]](#).

The table contains the following information:

- **Vessel**
Lists the name of the vessel the expired certificate was assigned to.
- **Group**
Lists the certificate group the expired certificate is assigned to.
- **Name**
Lists the name of the expired certificate.
- **Code**
Lists the expired certificates code, if given.
- **Type**
Lists the type of expired certificate. It is either **Certificate** or **Equipment**.
- **Issue Date**
Lists the date when the expired certificate was issued.
- **Assign Date**
Lists the date when the audit for the expired certificate was conducted.
- **Expiry Date**
Lists the date when the certificate expired or will expire. This depends on which date of the certificate was exceeded.
- **Last Annual Survey**

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Lists the date of the last annual survey for the expired certificate.

- Next Annual Survey

Lists the date of the next annual survey for the expired certificate.

- Last Intermediate Survey

Lists the date of the last intermediate survey for the expired certificate.

- Next Intermediate Survey

Lists the date of the next intermediate survey for the expired certificate.

- Last Periodical Survey

Lists the date of the last periodical survey for the expired certificate.

- Next Periodical Survey

Lists the date of the next periodical survey for the expired certificate.

- On Board

Specifies, whether the expired certificate is available on board of the respective vessel.

- In Office

Specifies, whether the expired certificate is available in the office for the respective vessel.

- Download / Send Email

The attachment icon allows you to specify, whether you want to download your certificate or send it via Email.

The following general features are available on this tab:

- Filter

You can filter and customize the table concerning the following conditions:

- Vessels

- Expiry in Months

- Certificate Groups

- Certificate Types

- Expiry Date

- Next Annual Survey

- Next Intermediate Survey

- Disabled Error Status

- Missing Status

- Export

Create an export as an Excel file.

9. Settings

The Settings tab provides an option to add new and edit existing certificate groups and certificate types as well as to assign these certificate types to specific vessels and departments.

The screenshot shows the 'Settings' tab for 'Certificates'. The left sidebar lists various certificate types, including '16 Safe Manning Certificate'. The main area is divided into three panels:

- General:** Configuration for the selected certificate. Fields include Certificate Name, Code, Certificate Group, and checkboxes for 'Is Equipment', 'Can Expire', 'Is Specific to Port', 'Has Annual Survey', 'Has Intermediate Survey', 'Is Specific to Flag State', and 'Excluded from Partner Portal'. There are also input fields for 'Warning Period' and 'Time Period for Intermediate Survey'.
- Vessel:** A table showing vessels assigned to this certificate type. Columns are Vessel, Flag State, Type, Status, and Assigned.
- Departments:** A list of departments with checkboxes for assignment.

You can search for a specific certificate type, by providing its name as a search term above the list on the left-hand side.

9.1. Create Certificate Group

To create a new certificate group, proceed as follows.

1. Launch CFM Certificates from your CFM instance.
2. Open the **Settings** tab, select this **+** plus icon and select **Certificate Group**.
3. Provide the requested information.
 - Name
 - Remark
4. Finalize your settings by choosing **Save**.

Add Certificate Group
✕

Name *

Flag State Certificates

Remark

Cancel

Save

9.2. Create Certificate Types

Certificate types are assigned to certificate groups and subsequently assigned to vessels and departments.



TIP

You can also copy an existing certificate type and thus are not required to manually create your certificates. This will create an exact replica of the copied certificate. This includes general settings as well as vessel relations and departments.

To copy an existing certificate type, navigate to the desired certificate in the **Settings** tab and then to the **General** card. Select the three-dot menu and choose **Copy certificate**. The name will be based on the copied certificate and appended with **(Copy)**.

Furthermore, you can edit a certificate and assign the changes to your desired vessels. To do so, navigate to the desired certificate in the **Settings** tab and then to the **General** card. Select the three-dot menu and choose **Batch edit**. Apply the necessary changes to the certificate and select the checkboxes of vessels to which the edited certificate will be applied. Confirm your changes with **Save**.

To create certificate types, proceed as follows.

1. Launch CFM Certificates from your CFM instance.
2. Open the **Settings** tab, select this plus icon, and select **Certificate Type**.

**NOTE**

You can also edit or delete certificate types. To edit a certificate type, simply apply your necessary changes and confirm with **Save**. To remove a certificate type from the system, choose **Delete** and confirm the warning dialog. Be cautious, since this action is irreversible!

3. Provide the requested information.

• **Certificate Name**

Enter a meaningful name for the certificate.

• **Code**

Enter an optional code, such as abbreviations for this certificate.


• **Certificate Group**

Select the certificate group for this certificate from the drop-down menu.

**NOTE**

In case the applicable certificate group is not available, follow these instructions from [Create Certificate Group \[18\]](#) to create a new one.

• **Is Equipment**

Select this checkbox, if the certificate type belongs to equipment. You will recognize such certificates later on based on this  cogwheel icon.

• **Is Specific to Port**

Select this checkbox, if the certificate type is for a specific port.

• **Can Expire**

Select this checkbox, if the certificate can expire. Selecting this checkbox requests follow-up information:

• **Warning Period -/+**

Specify the warning period.

• **Time Period for Intermediate Survey**

Select the time period of the warning period from the drop-down menu.

• **Has Annual Survey**

Select this checkbox, if this certificate type has an annual survey. Selecting this checkbox requests follow-up information:

• **Warning Period -/+**

Specify the warning period.

• **Unit**

Select the unit of the warning period from the drop-down menu.

• **Has Intermediate Survey**

Select this checkbox, if this certificate type has an intermediate survey. Selecting this checkbox requests follow-up information:

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- **Warning Period +/-**
Specify the warning period.
 - **Unit**
Select the unit of the warning period from the drop-down menu.
 - **Has Periodical Survey**
Select this checkbox, if this certificate type has is surveyed in periodical periods. Selecting this checkbox requests follow-up information:
 - **Warning Period +/-**
Specify the warning period.
 - **Unit**
Select the unit of the warning period from the drop-down menu.
 - **Has Assign Date**
Select this checkbox, if the certificate has a specific assign date. The assign date refers to the date on which the surveyor conducted the audit.
 - **Attachment Missing Warning**
Select the checkbox to display a warning in the **Attachment** column of your vessels for certificates of this type that do not have an attachment.
 - **Is Specific to Flag State**
In case the certificate type is for a specific flag state, select this from the drop-down menu.
 - **Excluded from Partner Portal**
Select this checkbox, if you want to exclude this certificate type being displayed in the partner portal.
 - **Remark**
Provide any additional remarks to this certificate type.
4. Finalize your setting by choosing **Save**.

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Add Certificate Type ✕

Certificate Name *
Maltesian Safe Manning Certificate

Code
MSMC

Certificate Group
Flag State Certificates ✕ ▾

Is Equipment Is Specific to Port

Can Expire Has Assign Date

Is Specific to Flag State
Malta ✕ ▾

Excluded from Partner Portal

Remark

9.2.1. Assign Certificate Types to Vessels

Assigning a certificate type to a vessel makes it available on board and allows CSM users to manage these.

To assign a certificate type to a vessel, proceed as follows.

1. Launch CFM Certificates from your CFM instance.
2. Open the **Settings** tab and select a certificate type from the left hand panel.
3. Scroll to the **Vessel Relations** table and select the checkbox in the very last column of your desired vessel to assign the certificate type.



NOTE

Unselect a checkbox to remove a certificate type from a vessel.

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The screenshot shows the 'Certificates' dashboard. On the left, there is a sidebar with 'All Certificate Types' and a list of 28 Class Certificates, including '03 Safety Construction Certificate'. On the right, the 'Vessel Relations' table is displayed with filters for 'Show active vessels only', 'Select Vessel Roles', and 'Deselect All'. The table has columns for Vessel, Flag State, Type, Status, and Assigned.

Vessel	Flag State	Type	Status	Assigned
[Redacted]	Unknown	Heavylift	Vessel	<input type="checkbox"/>
[Redacted]	Germany	Container Ship	Vessel	<input type="checkbox"/>
[Redacted]	Unknown	Heavylift	Vessel	<input type="checkbox"/>
[Redacted]	Unknown	Passenger / Ferry	Vessel	<input type="checkbox"/>
[Redacted]	Malta	LPG Ethylene	Vessel	<input type="checkbox"/>
[Redacted]	Cyprus	General Cargo Vessel	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Tonga	General Cargo Vessel	Vessel	<input type="checkbox"/>
[Redacted]	Cyprus	Container Ship	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Cyprus	Heavylift	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Cyprus	Chemical Tanker	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Canada	Container Ship	Vessel	<input type="checkbox"/>
[Redacted]	Portugal	Container Ship	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Antigua and E	Container Ship	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Sweden	Chemical Tanker	Vessel	<input checked="" type="checkbox"/>
[Redacted]	Antigua and E	Container Ship	Vessel	<input checked="" type="checkbox"/>

The following filter options are available above the table:

- [Show all vessels](#)
- [Show active vessels only](#)
- [Select Vessel Roles](#)
 - [All](#)
 - [Status](#)
 - [Types](#)
 - [Sub Types](#)
 - [Engine Maker](#)
 - [Flag State](#)
 - [User Team](#)
 - [Classification Society](#)
- [Deselect All](#)

9.2.2. Assign Certificate Types to Departments

Assigning certificates to a department adds them to the statistics in the Dashboard tab under Departments. In addition, these certificates are made available in the **Portal** under [Fleet](#) > [Vessel](#) > [Certificates](#) and in the [Partner Portal](#).

To assign certificate types to departments, proceed as follows.

1. Launch CFM Certificates from your CFM instance.
2. Open the [Settings](#) tab and select a certificate type from the left hand panel.
3. Scroll to the Departments table and select the checkboxes of your desired department to assign the certificate type.

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NOTE

Unselect a checkbox to remove a certificate type from a department and its statistics.

Certificates
Dashboard | Vessels | Settings | Reports 549

Search Certificates ↻ +

All Certificate Types Collapse All

▼ Class Certificates (29)

- 01 Certificate of Class Certificate
- 03 Safety Construction Certificate
- 03b Inventory of Hazardous Materials Certificate
- 03c Exemption Certificate Asbestos Certificate
- 03d Asbestos Management Plan (for A&B... Certificate
- 04 Safety Equipment Certificate
- 05 Safety Radio Certificate
- dda 06 Load Line Certificate
- 07 International Tonnage Certificate Certificate
- 08a Dangerous Cargo Certificate
- 09 I.O.P.P. (Oil Pollution) Certificate
- 09b Ballast Water Management Certificate

Vessel Relations Show active vessels only ▼ | Select Vessel Roles ▼ | Deselect All

Vessel	Flag State	Type	Status	Assigned
██████████	Unknown	Heavylift	Vessel	<input type="checkbox"/>
██████████	Germany	Container Ship	Vessel	<input type="checkbox"/>
██████████	Unknown	Heavylift	Vessel	<input type="checkbox"/>
██████████	Unknown	Passenger / Ferry	Vessel	<input type="checkbox"/>
██████████	Malta	LPG Ethylene	Vessel	<input type="checkbox"/>
██████████	Cyprus	General Cargo Vessel	Vessel	<input type="checkbox"/>
██████████	Tonga	General Cargo Vessel	Vessel	<input type="checkbox"/>
██████████	Cyprus	Container Ship	Vessel	<input checked="" type="checkbox"/>
██████████	Cyprus	Heavylift	Vessel	<input checked="" type="checkbox"/>
██████████	Cyprus	Chemical Tanker	Vessel	<input type="checkbox"/>
██████████	Canada	Container Ship	Vessel	<input type="checkbox"/>
██████████	Portugal	Container Ship	Vessel	<input type="checkbox"/>
██████████	Antigua and E	Container Ship	Vessel	<input type="checkbox"/>
██████████	Sweden	Chemical Tanker	Vessel	<input type="checkbox"/>
██████████	Antigua and E	Container Ship	Vessel	<input checked="" type="checkbox"/>

Departments Select All

Department	Assigned
Absturz	<input type="checkbox"/>
Account-kink	<input type="checkbox"/>
Administration	<input type="checkbox"/>
Chartering	<input type="checkbox"/>
Compliance	<input type="checkbox"/>
Controlling	<input type="checkbox"/>
Crewing	<input type="checkbox"/>
Flag	<input type="checkbox"/>
Fleet Management	<input type="checkbox"/>
Human Resource	<input type="checkbox"/>
Inspection	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
IT Department	<input type="checkbox"/>
Management	<input type="checkbox"/>
Operations	<input type="checkbox"/>

10. Revision History

The revision history provides you with a table, containing a summary of applied changes to the user guide based on its corresponding module. The user guide's version stamp is available to you in its file name. The revision history gives you the gist of minor and major changes rather than explaining everything in detail. Refer to the **What's New** section for our daily features, updates, and bug fixes. You can also reach out to our Helpdesk if you come across any uncertainties or questions.

Semantic versioning will be applied and uses a three-part version number (Major.Minor.Patch). Significant changes are indicated by an increased major number; new, less significant adaptations increment the minor number and all other updates increase the patch number.

Version	Changes	Date of Publication	Author
v2.0.0	<ul style="list-style-type: none"> • Implementation of 'Periodical Survey' for certificates • Added global settings • Added a glossary • Added a process visualization • Rearranged chapters 	16.06.2023	Ricardo da Costa Lima
v1.0.1	<ul style="list-style-type: none"> • Setting to receive a warning if a certificate lacks an attachment is available 	12.10.2022	Ricardo da Costa Lima
v1.0.0	<ul style="list-style-type: none"> • Initial creation of user guide 	08.04.2022	Ricardo da Costa Lima