



Cloud Fleet Manager

# MANUAL

---

## CSM CIRCULARS

2021-07-07

© Hanseaticsoft 2021. All rights reserved.

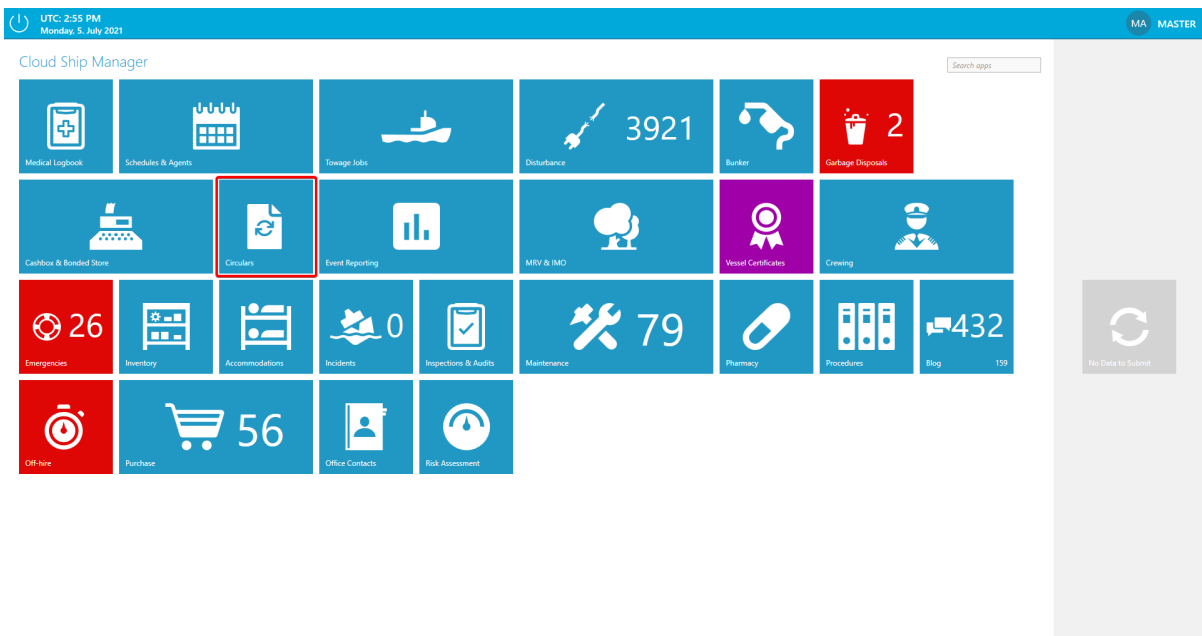
## Table of Contents

<b>1. About This Guide</b> .....	<b>4</b>
<b>2. Initial Setup</b> .....	<b>6</b>
<b>3. Login to Cloud Ship Manager</b> .....	<b>7</b>
3.1. Login with Rank .....	7
3.2. Login as a Seafarer .....	9
<b>4. Latest Circulars</b> .....	<b>11</b>
<b>5. Circulars</b> .....	<b>13</b>
5.1. Complete Checklist Items .....	14
5.2. Request and Download Attachments .....	15
5.3. Export Circulars .....	17

# 1. About This Guide

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

CSM Circulars allows you to inform the crew on board about internal processes or to distribute company newsletters. Circulars are always created by the colleagues in the office using CFM Circulars and the crew on board has the task to complete checklist items, if these exist. All data are synchronized between the crew using CSM Circulars and the office using CFM Circulars and are thus always up to date.



The app consists of the following tabs:

- [Latest Circulars](#)
- [Circulars](#)



## NOTE

If you cannot access the [Circulars](#) tile from the Cloud Ship Manager (CSM), please contact your system administrator to assign the relevant permissions to your user in the [CFM Ship Client Manager](#) app.

## CFM Circulars

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 CSM Circulars certain prerequisites must be met.

1. Download and install the CSM server.
2. Download and install the CSM client.
3. Manage access to the applicable CSM modules for different ranks using the [CFM Ship Client Manager](#) app.
4. Manage access to CSM for users and corresponding vessels using the [CFM Ship Client Manager](#) app.
5. Login to the CSM client.

### See Also

For detailed information about the setup process, see our installation guide under [CFM Ship Client Manager > Documentation > Cloud Ship Manager Setup](#).

## 3. Login to Cloud Ship Manager

You have two options, to login to your Cloud Ship Manager client.

- **Login with rank**

This is the standard login procedure on board the vessel. You use the rank that you're currently holding during the assignment.

- **Login as a seafarer**

You login with your own user account as a seafarer.

For this login option to work, your user account must be activated and the corresponding permission rights must be assigned to the rank the seafarer is holding during the current assignment. The seafarer login serves as a personal identification.

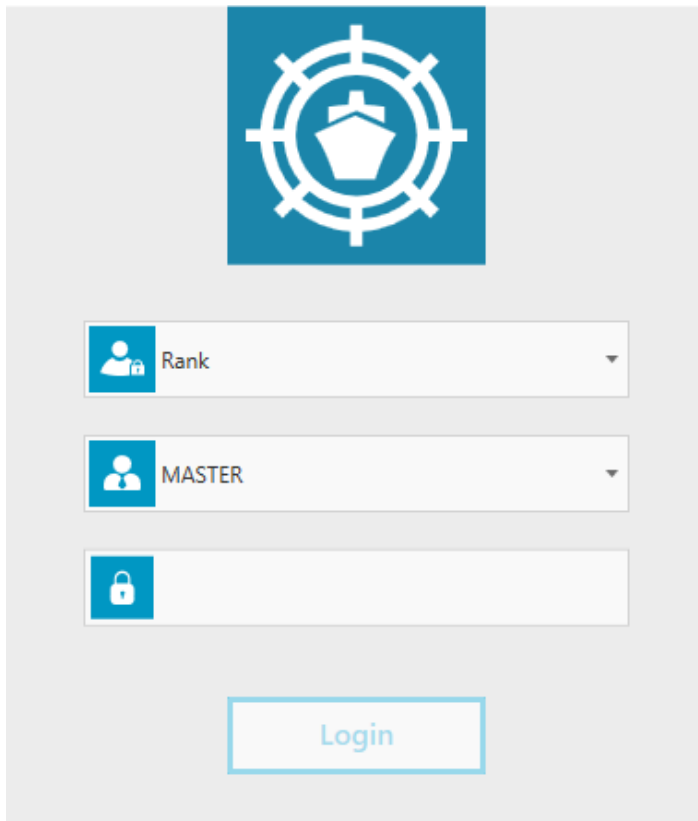
Another prerequisite is that you must be planned for an assignment so that your data are synchronized to CSM.

### 3.1. Login with Rank

To login with the current rank on board the vessel, proceed as follows.

1. Open your CSM client.

2. Choose **Rank** from the drop-down list.



The screenshot shows a login form with a blue header containing a white gear and house icon. Below the header are three input fields: a dropdown menu labeled 'Rank', a dropdown menu showing 'MASTER', and a password field with a lock icon. A 'Login' button is located at the bottom of the form.

3. Choose the rank you're holding during the assignment from the second drop-down list.
4. Enter the corresponding password.



#### **NOTE**

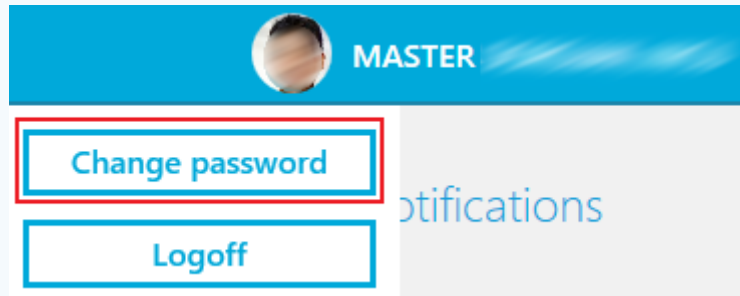
A generic password for the rank is provided once you purchased CSM.  
The passwords for the different ranks can be managed under [CFM Ship Client Manager > Configuration > Users](#).



**TIP**

You can change the password after the first login given that the required permission was assigned to your user account.

1. Choose the user avatar in the upper right corner and choose **Change password**.



2. Enter your current password in the dialog window.

Change password

Note that changing your password on the vessel might take a while to be reflected in the cloud, which might affect crew portal login and login on other vessels.

Current password

New password

Repeat new password

Please set a new password.

Change Password

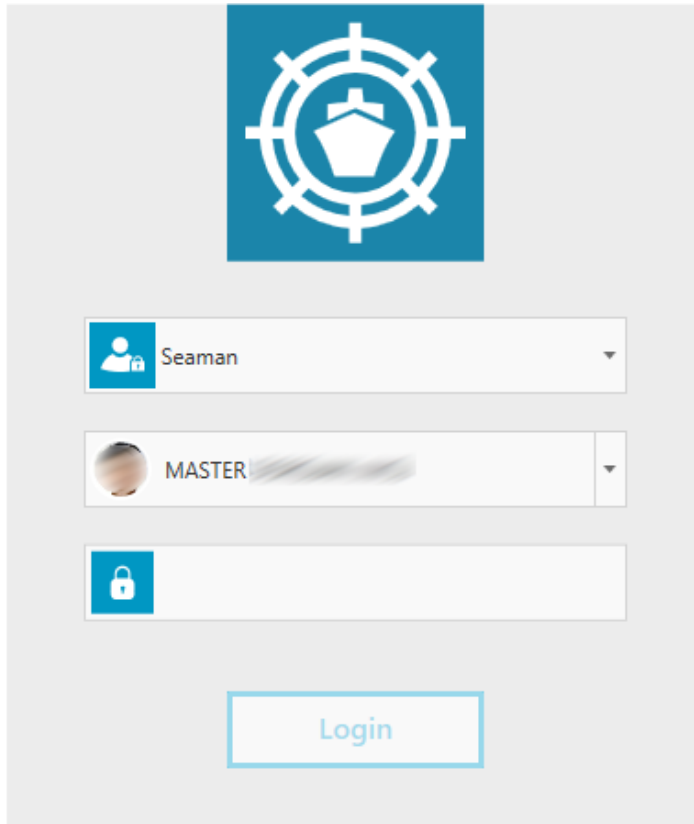
3. Enter your new password.
4. Repeat your new password.
5. Choose **Change Password** to save your new password.

5. Choose **Login** to login to the CSM client.

## 3.2. Login as a Seafarer

To login with your seafarer user, proceed as follows.

1. Open your CSM client.
2. Choose **Seafarer** from the drop-down list.



The screenshot shows a login form with a blue header icon. Below the icon are three input fields: a role dropdown menu showing 'Seaman', a user dropdown menu showing 'MASTER', and a password field with a lock icon. A blue 'Login' button is at the bottom.

3. Choose your user account from the second drop-down list.



**NOTE**

All seafarers that are part of the crew list for the current assignment and for whom user accounts exist are available in the drop-down list.

4. Enter your password.
5. Choose **Login** to login to the CSM client.

## 4. Latest Circulars

The **Latest Circulars** tab displays all circulars for a selected period of time.

By default, the system displays the circulars that were released in the last three months. You can, however, change the time period by choosing one of the following options from the drop-down list:

- **3 Months**
- **6 Months**
- **1 Year**
- **2 Years**
- **All**

You can also filter the list of circulars by entering a search term, such as the name of the author, the title of the circular, or its content in the search bar at the top.

The circulars are grouped as follows:

- **All**  
Lists all circulars that are available according to the selected time period.
- **Unread**  
Lists all circulars that have not been opened by the vessel yet.
- **Incomplete Checklists**  
Lists all circulars with open checklist items.
- **Other Circulars**  
Lists all remaining circulars that are neither unread or have incomplete checklist items.

The following information is displayed for each circular:



### TIP

Choose an entry from the tab to view a preview of the circular in a popup window.

- Color indicating the circular's status:
  - **Blue** - Circular is unread.  
A circular is considered as read as soon as its preview is opened. It is not explicitly marked as read by a user.

## CFM Circulares

- Thumbnail of the author
- Title of the circular
- Date on which it was released using CFM Circulares
- Content
- Name of the author
- Number of completed and total checklist items
- Number of attachments
- Department and category
- Revision number

←
Latest Circulares
Circulares

Latest Circulares (Last Three Months)

Q

All (20)
Unread (0)
Incomplete Checklists (0)
Other Circulares (20)
3 Months

1	<b>2021 / Marine Advisory 05/2021 - Iridium GMDSS Terminals on Liberian Flagged Vessels</b> <small>2021 / Marine Advisory 05/2021 - Iridium GMDSS Terminals on Liberian Flagged Vessels</small>	0 / 0 Checklist	1 Attachment	02. LIBERIA - Marine Advisories / Qh	1st Revision	4/22/2021
1	<b>2021 / Marine Advisory 04/2021 - Malaysian Waters</b> <small>2021 / Marine Advisory 04/2021 - Malaysian Waters</small>	0 / 0 Checklist	1 Attachment	02. LIBERIA - Marine Advisories / Qh	1st Revision	4/22/2021
1	<b>2021 / Marine Advisory 03/2021 - Changes to LISCR Duty</b> <small>2021 / Marine Advisory 03/2021 - Changes to LISCR Duty</small>	0 / 0 Checklist	1 Attachment	02. LIBERIA - Marine Advisories / Qh	1st Revision	4/22/2021
1	<b>2021 / Marine Advisory 02/2021 - DNV GL name change to DNV</b> <small>2021 / Marine Advisory 02/2021 - DNV GL name change to DNV</small>	0 / 0 Checklist	1 Attachment	02. LIBERIA - Marine Advisories / Qh	1st Revision	4/22/2021
1	<b>2021 / Marine Advisory 01/2021 - Navigating Waters In Changjiangkou, China</b> <small>2021 / Marine Advisory 01/2021 - Navigating Waters In Changjiangkou, China</small>	0 / 0 Checklist	1 Attachment	02. LIBERIA - Marine Advisories / Qh	1st Revision	4/22/2021
1	<b>2021 / LISCR Advisories Notices, as of April 2021_2_0</b> <small>2021 / LISCR Advisories Notices, as of April 2021_2_0</small>	0 / 0 Checklist	1 Attachment	02. LIBERIA - Marine Advisories / Qh	4th Revision	4/22/2021
1	<b>2020-10 / Fleet Experience Sharing_MARPOL Detention</b> <small>Dear Master and Chief Engineer, Please be informed the Harbour Master in Tema / Ghana detained one [redacted] vessel after a MARPOL inspection. During the MARPOL inspection, following deficiencies were noted: 1.</small>	0 / 0 Checklist	4 Attachments	01. NSC - Fleet Experience Sharing /	1st Revision	4/18/2021

## 5. Circulars

The **Circulars** tab displays all circulars available in the system grouped by department and for a selected time period.

By default, the system displays all circulars. You can, however, change the time period by choosing one of the following options from the drop-down list:

- **3 Months**
- **6 Months**
- **1 Year**
- **2 Years**
- **All**

You can also filter the list of circulars by entering a search term, such as the name of the author, the title of the circular, or its content in the search bar at the top.

The circulars are grouped by department and the corresponding department categories in the left sidebar. By default, the first circular of the first department category is displayed in the center of the screen.

**All** lists all departments and department categories and thus all circulars available in the system.

The following information is displayed for each circular:



### TIP

Choose an entry from the tab to view a preview of the circular in a popup window.

- Color indicating the circular's status:
  - **Blue** - Circular is unread.  
A circular is considered as read as soon as its preview is opened. It is not explicitly marked as read by a user.
- Title of the circular
- Date on which it was released using CFM Circulars
- Content
- Name of the author

## CFM Circulares

- Number of attachments
- Department and category
- Revision number

The screenshot displays the 'Circulares' interface. At the top, there is a navigation bar with a back arrow, 'Latest Circulares', and 'Circulares'. Below this is a search bar and a filter bar showing categories: All (1280), IT Department (21), Fleet Management (1), Insurance (242), Vessel (3), Chartering (1), Inspection (107), QM (900), and Crewing (5). A sidebar on the left lists departments: IT Department (with sub-items: Cloud Ship Manager (4), General (0), GL Hullmanager (4), GL Shipmanager (5), Hardware (0), Hardware for Communication (4), Information Security / Cyber Sec, IT Development General (0), Software (2)), Fleet Management (with sub-items: Nautical Department (0), Purchase Department (1)), and Insurance (with sub-items: General (104), Honduras Oil Spill Agreement (1)). The main content area shows a list of circulars with columns for title, description, attachments, department, and revision date.

IT Department	GL HULLMANAGER: Instructions for moving the GL Hullmanager to another Computer	2/17/2015
Cloud Ship Manager (4)	Dear Captain, dear CO, enclosed please find a short description wait to do, if you must move the GL Hullmanager from one PC to another PC. Please Note that this instruction is only "In Case off", i) Backup the database 1. Click on Start->Run and type 'services.msc' into the text field and confirm with OK. 2.	1 Attachment GL Hullmanager / IT Department 2nd Revision
General (0)		
GL Hullmanager (4)	GL Hullmanager Transfer Import Enclosed please find a description how to import a transfer from the office	11/12/2014
GL Shipmanager (5)		1 Attachment GL Hullmanager / IT Department 1st Revision
Hardware (0)		
Hardware for Communication (4)	GL Hullmanager Transfer File Enclosed please find the instruction for a Transfer File Export	11/12/2014
Information Security / Cyber Sec		1 Attachment GL Hullmanager / IT Department 1st Revision
IT Development General (0)		
Software (2)	GL Hullmanager Inspection How to Dear Captain, dear CO, enclosed please find the instruction, how to create a inspection with the GL Hullmanager. Please read this instruction carefully and execute the steps as described. Best regards	11/11/2014
		1 Attachment GL Hullmanager / IT Department 1st Revision
Fleet Management		
Nautical Department (0)		
Purchase Department (1)		
Insurance		
General (104)		
Honduras Oil Spill Agreement (1)		

### 5.1. Complete Checklist Items

To complete checklist items that are part of a circular, proceed as follows.

1. Login to your CSM client.
2. Open the **Circulares** tile.
3. Go to the **Latest Circulares** tab.
4. Choose a circular from the **Incomplete Checklists** category.

- In the dialog window, set the checkbox next to the checklist item that you completed.

EXPORT

**PMS Circular Letter No. 005 -** **4/14/2021**  
**DNV GL Type Approval** RELEASED ON  
 14. PMS and Performance / Inspection

Dear Captain's, Dear C/Eng's,

Good Day,

Please find attached DNV GL Type Approval Certificate for the new PMS System. During the next class survey on board, the initial survey on board can take place. Please keep the PMS always up to date with correct data!

Best regards,  
 i.A. [redacted]  
 PMS and Performance Superintendent  
 -----  
 as manager and/or agent for and on behalf of the owner only

**CHECKLIST**

DNV GL Type Approval Certificate

**ATTACHMENTS**

DNV GL Type Approval PMS.pdf

WRITTEN BY [redacted]

3 REVISION

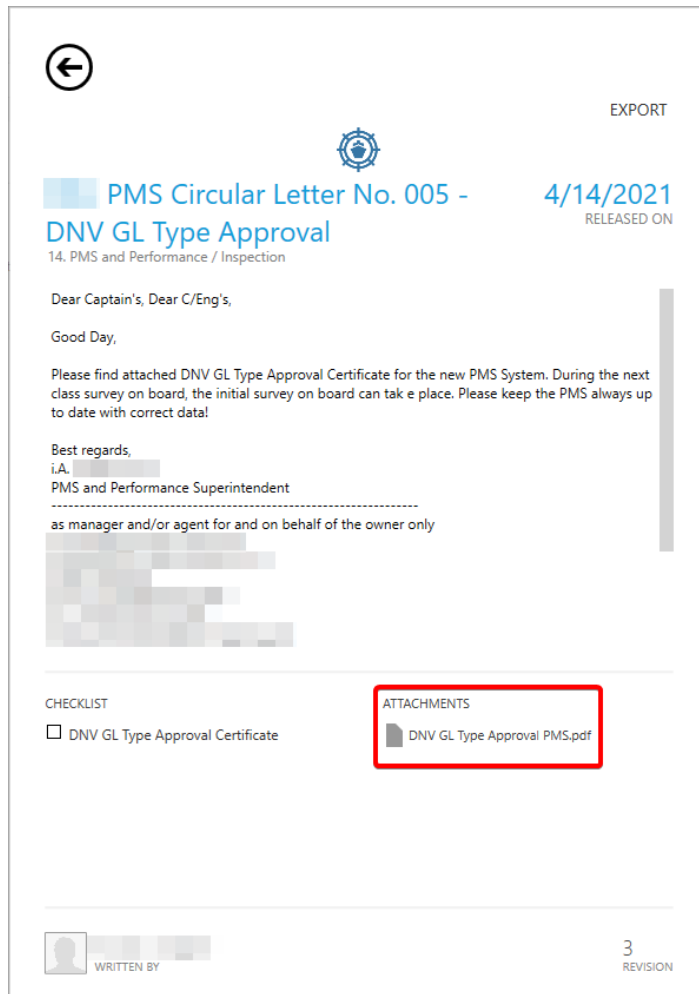
## 5.2. Request and Download Attachments

To request and download attachments of circulars, proceed as follows.

- Login to your CSM client.
- Open the **Circulars** tile.
- Go to the **Latest Circulars** or **Circulars** tab.
- Choose a circular from one of the categories on the tabs.

## CFM Circulars

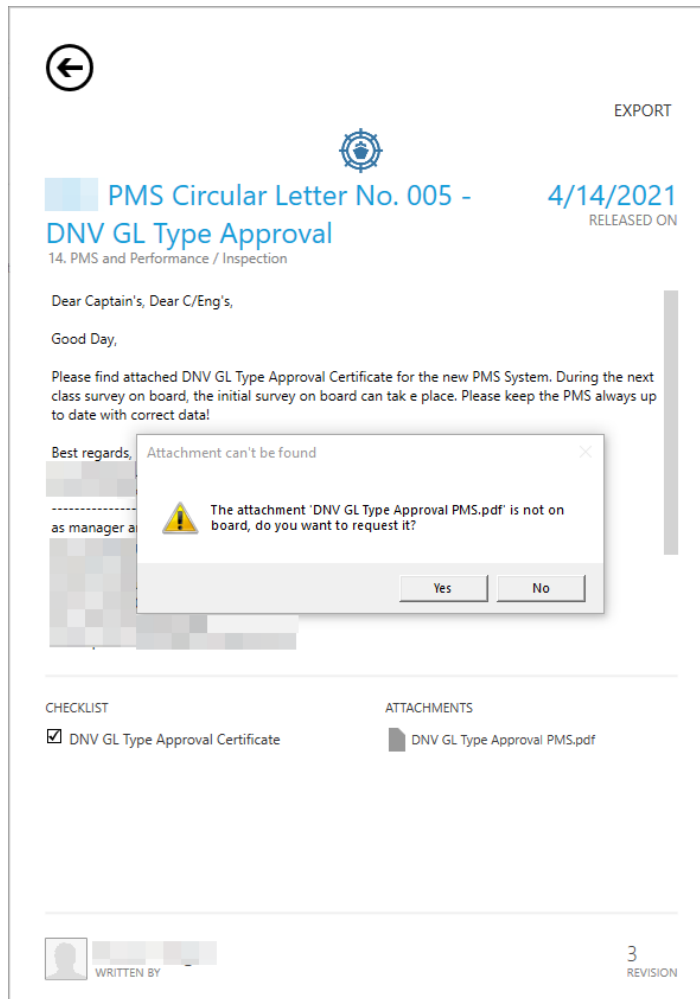
5. In the dialog window, choose the **Attachment** icon (📎) icon.



The screenshot shows a dialog window for a PMS Circular Letter. At the top left is a back arrow icon. At the top right is an 'EXPORT' button. The main header contains a circular logo, the title 'PMS Circular Letter No. 005 - DNV GL Type Approval', and the date '4/14/2021' with 'RELEASED ON' below it. The subtitle is '14. PMS and Performance / Inspection'. The body text reads: 'Dear Captain's, Dear C/Eng's, Good Day, Please find attached DNV GL Type Approval Certificate for the new PMS System. During the next class survey on board, the initial survey on board can take place. Please keep the PMS always up to date with correct data! Best regards, i.A. [redacted] PMS and Performance Superintendent as manager and/or agent for and on behalf of the owner only'. Below the text is a 'CHECKLIST' section with a checkbox for 'DNV GL Type Approval Certificate'. To the right of the checklist is an 'ATTACHMENTS' section with a red box around a PDF icon and the text 'DNV GL Type Approval PMS.pdf'. At the bottom left is a 'WRITTEN BY' field with a profile picture icon and a redacted name. At the bottom right is '3 REVISION'.



6. Confirm the warning message that you want to request the attachment from CFM Circulars.



7. Go to the app module overview and choose **Submit changes**.

## Result

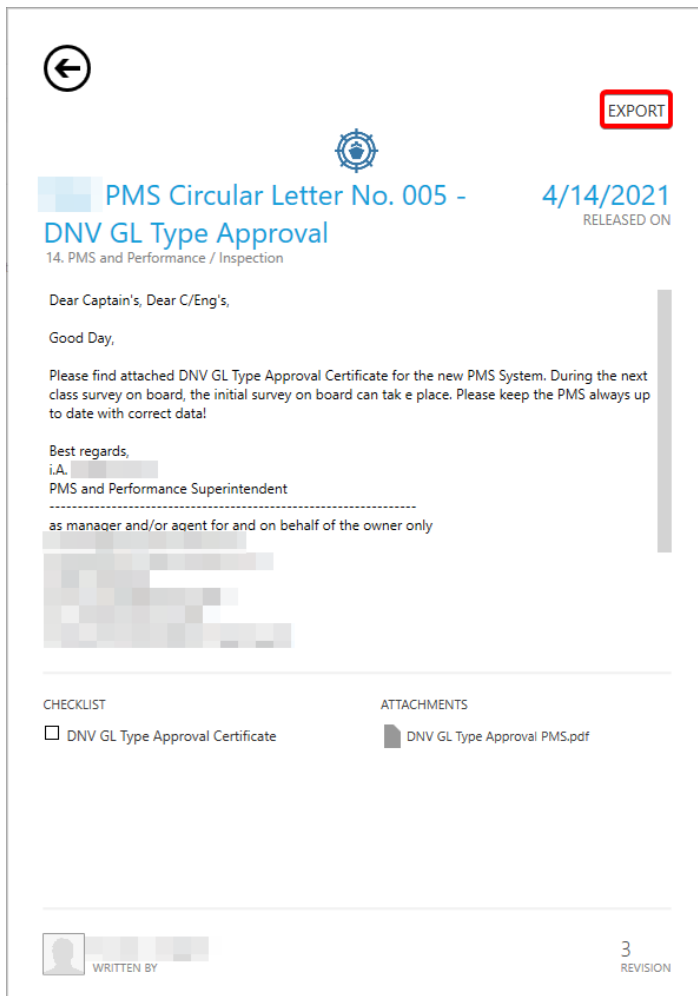
It takes a few minutes until the attachments are synchronized from the shore side to the vessel.

## 5.3. Export Circulars

To export circulars to a PDF file, proceed as follows.

1. Login to your CSM client.
2. Open the **Circulars** tile.
3. Go to the **Latest Circulars** or **Circulars** tab.
4. Choose a circular from one of the categories on the tabs.

5. In the dialog window, choose **Export**.



6. Choose the location on your device where you want to store the file and choose **Save**.