Cloud Fleet Manager

MANUAL

CSM OFF-HIRE

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A member of the Lloyd's Register group

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1. About This Guide

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

CSM Off-hire allows you to manage your off-hires on board the vessel and also provides a general overview of previous off-hires. These off-hires can be synchronized to the office to receive a subsequent confirmation.

The color coding of the tile indicates the status of the vessel. A red color-coded tile indicates that the vessel is currently off-hire, whereas an orange color-coded tile indicates previous. A blue color-coded tile indicates that neither a previous, respectively future nor current off-hire is given.
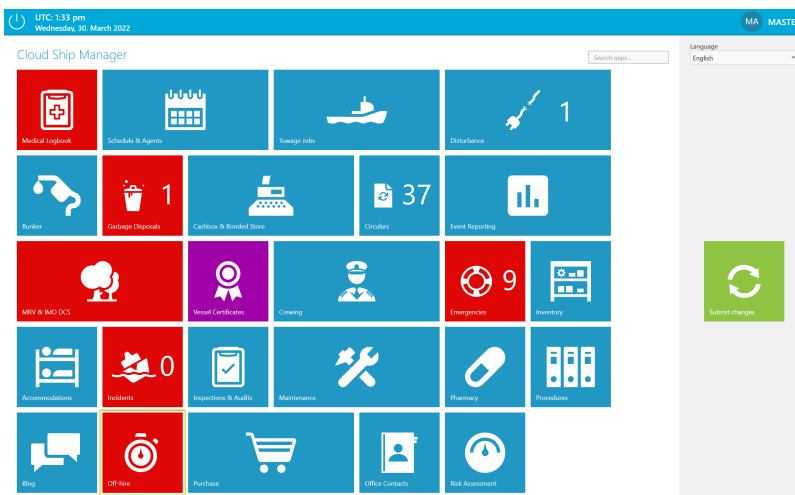
> **NOTE**
>
> If you cannot access the **Off-hire** tile from Cloud Ship Manager (CSM), please contact your system administrator to assign the relevant permissions to your user in the **CFM Ship Client Manager** app.

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 Off-hire, 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**

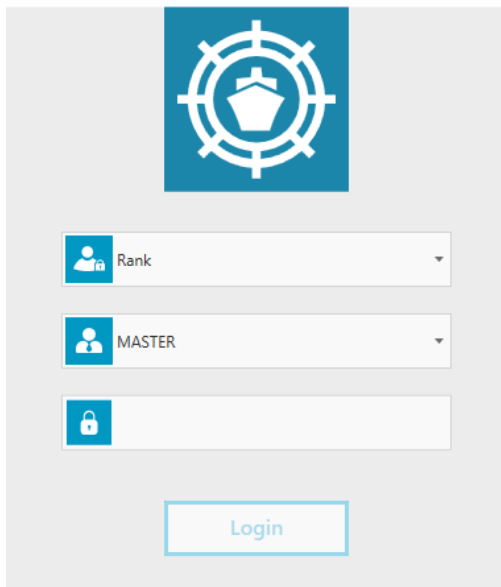 You login with your own user account as a seafarer.

  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 is 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.

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**.
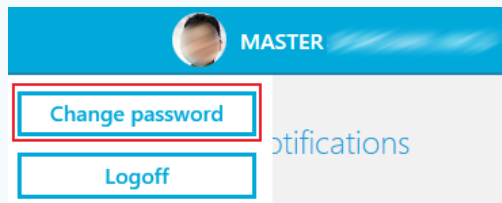
Choose the ⊘ crossed-out eye icon to view your entered password and select the ◉ eye icon to hide your password again.
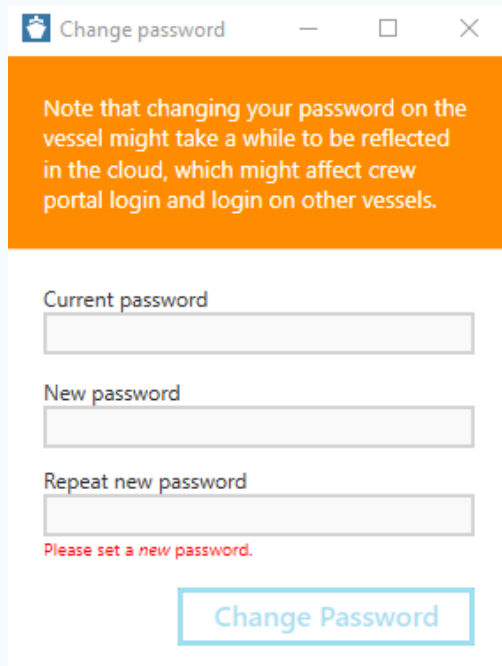
TIP

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**.

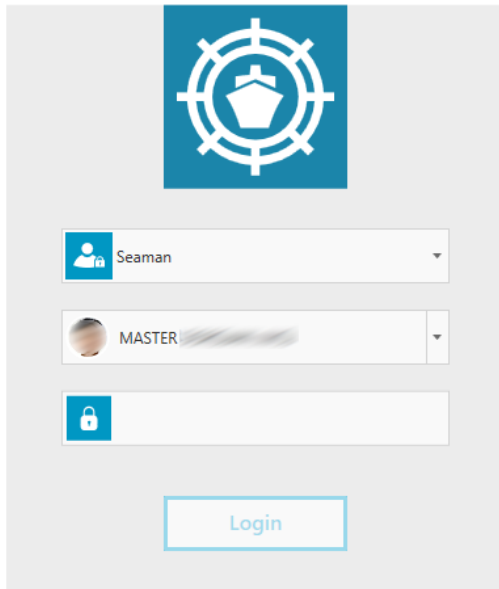2. Enter your current password in the dialog window.

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 log in with your seafarer user, proceed as follows.

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

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. Off-hire

The off-hire tab allows you to manage new and existing off-hires which have not been con-firmed yet on board your vessel. It also provides a complete overview of all off-hires that occurred on board this vessel, regardless of whether they lie in the past, are planned for the future, or are currently ongoing. These off-hires are sorted accordingly.

The following information per off-hire is provided:

> **NOTE**
> Be aware that the displayed information varies, depending on whether it is a previous, current, or future off-hire.

- Date & Time

  Displays the point in time in which the off-hire started.
- Type

  Displays the type of off-hire.
- Reason

  Displays the reason why the off-hire occurred.
- Duration

  Displays the duration of the off-hire.

4.1. Add Off-hire

To add an off-hire on board your vessel, proceed as follows.

1. Open CSM Off-hire from your CSM instance.
2. Choose the **Off-hire** tile.
3. Select **Add** and provide the requested information:

> 📝 **NOTE**
> Be aware that the requested information varies and therefore not every described information may be applicable in your case.

- Type

  Select the applicable off-hire type from the drop-down menu.

  > 📝 **NOTE**
  > If the applicable type is not available, contact office users with access to CFM Off-hires & Claims to add them accordingly.

- Reason

  Enter the reason why the off-hire occurred in the free text box.

- Location Type

  Select the type of location where the off-hire occurred.

  - **Port**

    Enter the port in which the off-hire occurred.

  - **Position**

    Enter the latitude and longitude where the off-hire occurred.

  - Free Text

    Enter the location where the off-hire occurred.

- Start of Off-hire (UTC)

  Specify the point in time at which the off-hire started.

- End of Off-hire (UTC)

  Specify the point in time at which the off-hire ended.

- Remark

  Provide any additional remarks relevant to the off-hire.

- Fuel ROB

  Choose the ⊕ plus icon and the fuel type from the list to specify the bunkered fuel quantities during the off-hire.

  - Bunkered Fuel Quantities Start [MT]

    Specify the bunkered quantity at the start of the off-hire in metric tons.

  - Bunkered Fuel Quantities Stop [MT]

    Specify the bunkered quantity at the end of the off-hire in metric tons.

- Attachments

Select **Add** to provide any relevant attachments to the off-hire.

> 🗏 **NOTE**
>
> To remove an attachment, choose **Delete**.

- Save

  Choose **Save** to confirm your settings, thus allowing you to apply further changes at a later point in time.

- Finalize

  Choose **Finalize** to finalize your settings. You cannot apply further changes to this off-hire.

> 🗏 **NOTE**
>
> You can edit off-hires only if it was not finalized already. To do so, select an off-hire and **Edit**.
>
> You can delete off-hires only if it was not synchronized to the shoreside yet. To do so, select an off-hire and **Delete**.

5. 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 adaptions increment the minor number and all other updates increase the patch number.

Version	Changes	Date of Publication	Author
v1.1.0	• Adding an off-hire record now provides a drop-down menu of fuel ROB.	22.11.2022	Ricardo da Costa Lima
v1.0.0	• Initial creation of user guide.	11.10.2022	Ricardo da Costa Lima