

CSM REST HOURS

Version 1.0



Rest Hours

The Cloud Ship Manager comes with a module for managing rest hours. This functionality can be found within the crewing module. Click on any seaman within the crewing module to jump into the seaman details. On the right side you will see a navigation bar which holds a navigation point called **REST HOURS**. Click on this navigation point to start the rest hours module.

The Rest Hours View

The rest hours view (Figure 1.0) is divided into three logical sections:

- The rest hours matrix
- The deficiencies section
- The working hours section

The Matrix will show the working day on the horizontal axis split into half hour steps and each day of the selected month on the vertical axis. The month can be selected above the matrix in the blue bar. It will only show the month of the current assignment **(1)** (Figure 1.0).

For easier navigation weekends are displayed with a light gray background. The current day is highlighted with a light yellow background **(2)**. The system will also show the days of embarkation and disembarkation **(3)** (Figure 1.1).

Each rest hour period is displayed with a blue bar. The bar also shows the actual time span. When you select a rest hour by clicking on it, it will be highlighted in orange. You may define a period of rest to be not included in the deficiency calculation, in this case the bar becomes dark gray. Additionally a small icon **(4)** will tell you, that there was a time zone change during a rest hour period and that the actual number of rest hours have been adjusted.

You may drag rest hour periods around by holding down the mouse on a period and dragging it to another place.



NOTE

If the navigation point “Rest Hours” is not available, you may not have the appropriate rights. These rights can be set in the Cloud Fleet Manager module “Ship client manager”. Please contact your administrator to get the needed rights.

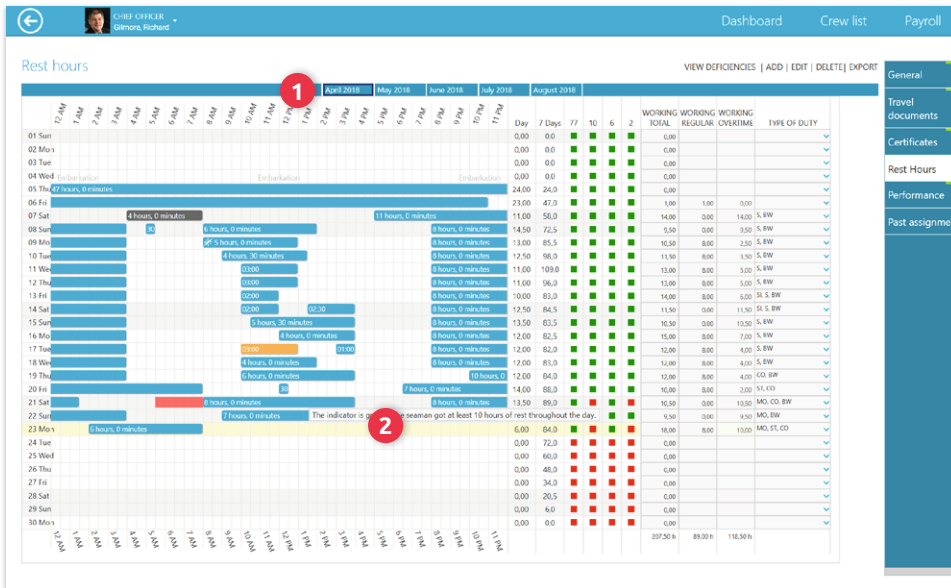


FIGURE 1.0

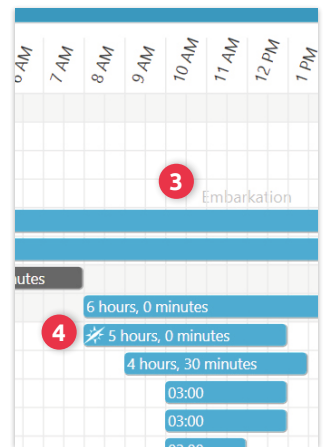


FIGURE 1.1

The deficiencies section will show you five columns:

- Day: This will show the number of rest hours for the given day.
- 7 Days: This will show the number of rest hours for the last seven days.
- 77: The indicator is green if the seaman got at least 77 hours of rest in the last 7 days.
- 10: The indicator is green if the seaman got at least 10 hours of rest throughout the day
- 6: The indicator is green if the seaman got at least 6 hours of continuous rest this day
- 2: The indicator is green if the seamen's main rest of at least 10 hours is split into no more than 2 rest periods

The working hours section holds four columns:

- Working total: This will show you the number of working hours for the day. This number is calculated automatically but can be adjusted manually.
- Working regular: This will show the hours the seaman should work on



NOTE

The system is calculating the deficiencies for 24 hours on an hourly basis. This means that the system is checking every hours 24 hours back and then calculated the deficiencies. It does not calculate just for the work day.



NOTE

The system does not contain any information about flag state or national holidays and will not automatically calculate overtimes. If a seaman is working on a holiday you need to enter 0 into “Working regular” and the number of working hours into “Working overtime”.

that day. This number is calculated automatically but can be adjusted manually.

- Working Overtime: This will show the number of overtime hours for the given day. This number is calculated automatically but can be adjusted manually.
- Type of duty: This will show a drop down where you can select the type of duties the seaman has performed during his shift.

Entering Rest Hours

There are two ways how you can enter new rest hours to the system:

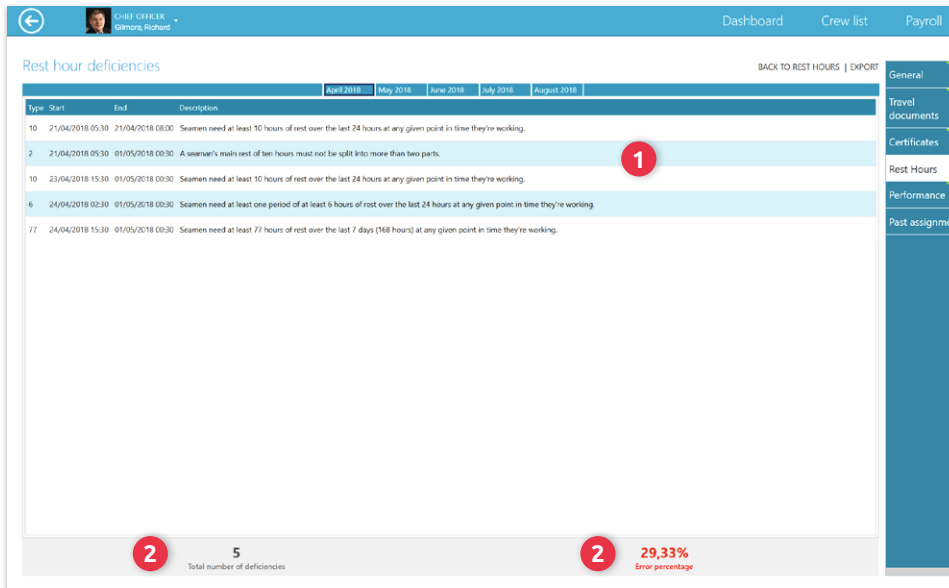
- **Drag & Drop:** Just hold down your mouse at the day and time of the rest period start and drag it to the end of the rest period. A new entry will be created. Double-click on it to edit it if needed.
- Click on **ADD** to create a number of rest hours using a form (Figure 1.2).

You may also edit existing rest hour periods by selecting an item and clicking on “Edit” or by double-clicking an entry. In the child window (Figure 1.3) you can now adjust the period. By clicking on “Timezone changed during rest period” you can adjust the actual time of the rest period. You may also mark a period to be not included in the deficiencies calculation by clicking the “Non-rest period” checkbox.

FIGURE 1.2 ▶

FIGURE 1.3 ▶

Viewing Deficiencies



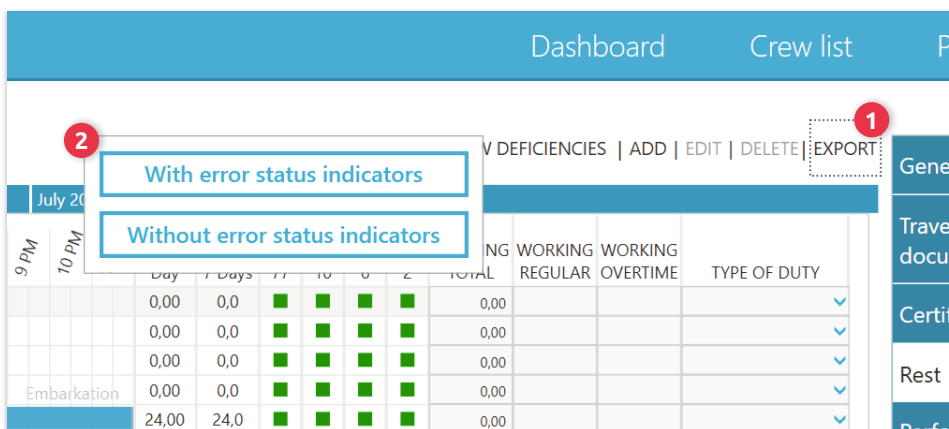
◀ FIGURE 1.4

You may view all deficiencies for a selected month by clicking on “View Deficiencies”. You will get a list with all deficiencies (1) (Figure 1.4). On the bottom you will see the number of deficiencies and the error percentage (2).

Exporting Rest Hours

You can easily export all rest hours to excel. For this just click on **EXPORT** (1) (Figure 1.6). You will be presented with two options (2):

- With error status indicators: This will export everything you see on the screen holding all error statuses.
- Without error status indicators: This will only export the rest periods without any calculations and deficiencies.



◀ FIGURE 1.5

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