Cloud Fleet Manager

MANUAL

CFM GO

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A member of the Lloyd's Register group

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1. About This Guide

This user guide introduces CFM Go and describes how you can leverage the mobile application to meet your business needs.

CFM Go compiles your business' most crucial information comfortably in a mobile-accessible central place and provides read-only access. An exception is made, where CFM Go can be used to create absence requests. You can also use CFM Go to publish internal news and thus communicate with other users of your instance and approve bunker operations. In addition, CFM Go keeps you up-to-date regarding birthdays or anniversaries. A dedicated dashboard concerning vessels within a user's (backup) responsibility is displayed as well and provides relevant information, such as upcoming crew changes, at a glance. Furthermore, a world map visualizes the last reported positions of vessels, as well as special areas, so you can easily determine where your vessels were most recently located.

CFM Go consists of the following sections:

- **News**
- **Dashboard**
- **Fleet**
- **Map**
- **Absences**

> **NOTE**
> For the sake of simplicity, the screenshots provided in this manual are taken from an **Android** device.
>
> Screens on **iOS** devices might appear different. Where navigation differs for an operating system, it is described separately.

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

2. Getting Started

To start working with CFM Go, you first need to install, set up, and configure the application.

2.1. Technical Requirements

CFM Go is available for iOS and Android devices.

It supports the following platform versions:

- **iOS**: 12.5.5 or higher (or Mac w/ Apple Silicon chip)
- **Android**: 8.0 higher

2.2. User Permissions

To ensure that only authorized users have access to CFM Go, a user must be granted permission.

1. Assign permissions to CFM Go via CFM Users.
2. Assign a permission role to a user to manage which content users can create, read, update, or delete via CFM Users.

2.3. Install CFM Go

To be able to use CFM Go, you first need to install it on your mobile device.

1. In the Google Play Store or Apple App Store, search for **CFM Go**.
2. Download and install the **CFM Go** application.

2.4. Log In

To log in to the CFM Go application, follow the steps described below.

1. Open the CFM Go application on your mobile device.
2. Specify the Cloud Fleet Manager instance to which you want to connect your mobile device.
   By default, you need to fill in the blank in the following URL: _____.cloudfleetmanager.com
   If you generally log in to the network using company.cloudfleetmanager.com, for example, you need to enter **company** in this field.
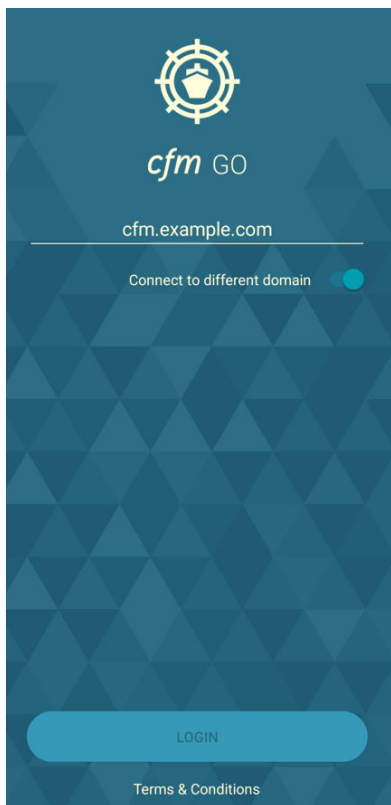   Choose **Terms & Conditions** to be forwarded to our website, providing you with the most recent terms of use for our software as a service.
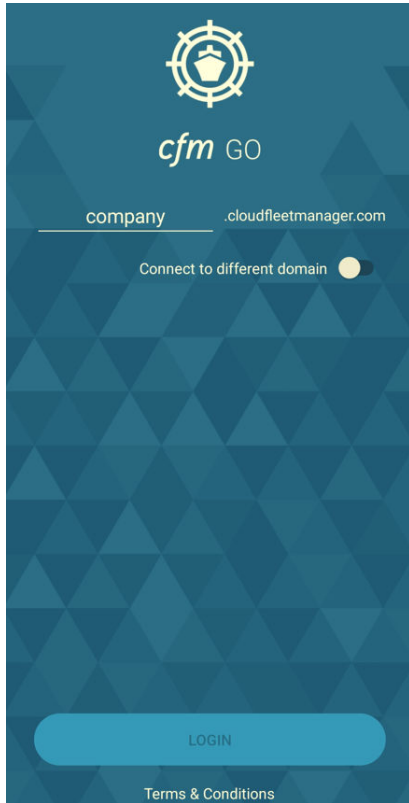
3. Choose **Connect to different domain** if your CFM instance is not part of the above-mentioned domain.

   Then enter the relevant URL.

4. Choose **Login**.

5. Enter your user name and password <u>or</u> select an identity provider, if available.

    Select the checkbox for **Remember me** to store your login credentials on the mobile device and to remain logged in.

    To receive a new one-time password, choose **Forgot password?** then enter either your user name or the corresponding e-mail address, and select **Reset Password**.

6. Choose **Sign in**.

2.5. 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:

- **Hide absences** (default: deactivated)

    Activating this setting completely hides and disables the absences tab. Thus, CFM Go users can neither create absences nor view them.

3. General Features

The following general features are available from the ≡ burger menu in CFM Go.

- **User**

  Provides you with the user profile of the currently logged-in user.

- **Settings**

  Allows you to set up and customize CFM Go according to your needs.

- **Internal News**

  Provides you with the option to post internal news and view already published news.

- **Employees**

  Displays an exhaustive list of employees in your organization.

- **Logout**

  Log out of CFM Go.

3.1. User

Open the ≡ burger menu and choose **User** to view the profile of the currently logged-in user. The displayed information is read-only and cannot be edited.

The following information is available in the user profile:

> 💡 **TIP**
>
> A user's profile information is entirely defined and managed via CFM Employees. Contact users with access to CFM Employees if you come across inconsistencies or outdated information.

- User avatar
- Full Name
- Department
- Employed since
- Position
- Abbreviation
- Birthday
- Cost Center
- Last Login
- Communication
- Department

Choose **Department** to view other employees and supervisors that are allocated to the same department. You can select another user's profile to view their corresponding data, such as communication options or birthdays.

- Vessels

Choose **Vessels** to view vessels for which you are defined as responsible. The view is separated into **My Vessels** and **Backup Vessels**; according to the defined responsibilities.

Selecting a vessel redirects you to its detailed view. For more information, see Vessel Summary [22].

3.2. Settings

Open the ☰ burger menu and choose **Settings** to set up and customize the CFM Go application according to your needs.

The following settings can be specified:

- **Dashboard**

Open the **Dashboard** settings to manage which information may be displayed on the dashboard. Move the toggle to enable the depiction of the corresponding information. The following information can be activated:
  - Disturbance Reports
  - Vessel Certificates
  - Off-hire
  - Claims
  - Upcoming Dockings
  - Ports on watchlist
  - Bunkers to confirm
  - Maintenance jobs
  - Upcoming crew changes

- **Vessel**

The **Vessel Settings** allows you to specify which information is displayed in the vessel summary [22]. You must move the toggle of a vessel setting to enable it. The following information can be activated:
  - Schedule
  - Crew List
  - EEOI
  - Charter Contracts

- **Notifications**

You can receive notifications from CFM Go whenever one of the specified events occurs. You must move the toggle of an event to enable the corresponding notification and confirm your notifications with **Save** in the upper right-hand corner. The following, thematically separated, actions are available:
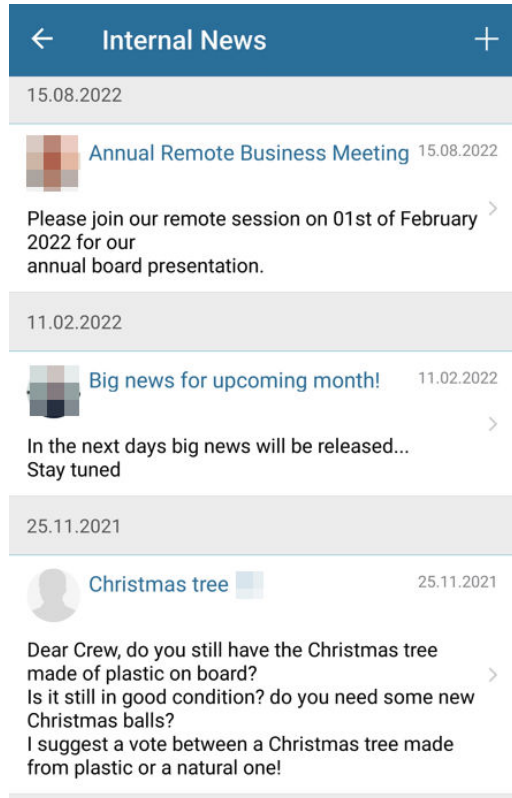
> **NOTE**
> You can also set up mobile notifications in the corresponding CFM applications, such as CFM Disturbances. Defined notifications in CFM applications are reflected in CFM Go and the other way around.

- **Disturbance**
  - A report was closed
  - A report was commented on
  - A report was created
  - A report is now overdue
  - A report was updated
  - You were added to a report

- **Event Reports**
  - An event report was created
  - An event report was modified

- **News**
  - Anniversary
  - Birthday
  - First work day
  - New news entry
  - News entry updated

- **My Profile**
  - Your out-of-office request was approved
  - A new out-of-office absence was requested
  - An out-of-office absence request was updated
  - Your holiday request was approved or rejected
  - An approved holiday request was cancelled
  - A new holiday request was created
  - A holiday request was updated
  - Your travel request was approved or rejected
  - A new travel request was created
  - A new travel request was updated

- **Schedule & Agents**
  - A new schedule was created

3.3. Internal News

Open the ☰ burger menu and choose **Internal News** to open a dedicated section in which you can either post internal news yourself or view already published internal news.

The following information per internal news is displayed:

- Date
- User Avatar
- Title
- Body

> 🗒 **NOTE**
> You can also select a news entry to open it in a separate window.

To add internal news, proceed as follows.

1. Open CFM Go on your mobile device.
2. Open the ☰ burger menu.
3. Choose **Internal News**.
4. Choose the ＋ plus icon.

5.   Provide the requested information:

  • Show in Portal

    Activate the controller to display this internal news in CFM Portal.

  • Show in Crew Portal

    Activate the controller to display this internal information to CFM Crew Portal users.

  • Category

    Choose Select Category and then the applicable category for your news.

  • Type your title

    Enter a meaningful title for your news.

  • Type your content

    Enter the body of your news.

6.   Choose **Post** to publish your internal news.

3.4. Employees

Open the ≡ burger menu and choose **Employees** to view an exhaustive list of employees in your organization. The source of information is CFM Employees and the list is sorted according to the defined hierarchy of departments. Each employee is accompanied by their avatar, full name, and occupied position.
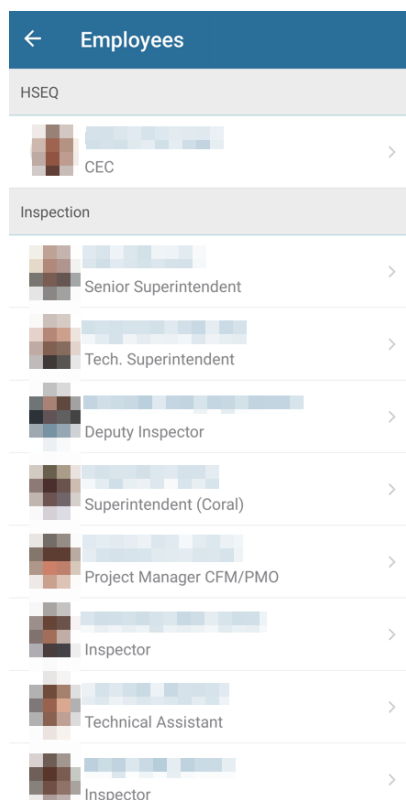
Selecting an employee redirects you to their user profile.

In addition, absent employees as of today are indicated with a color-coded ribbon to the left of their avatar. Their absence type is shown as well. The following color-coded ribbons may be displayed:

- Green - Green color-coded ribbons indicate a holiday-related absence.
- Orange - Orange color-coded ribbons indicate an out-of-office absence.
- Blue - Blue color-coded ribbons indicate a travel-related absence.

4. News

On the News tab, you are provided with a list of events, such as birthdays, anniversaries, flag changes, and internal news that occurred recently. The list of events is sorted in descending order so that the most recent event is displayed at the very top.
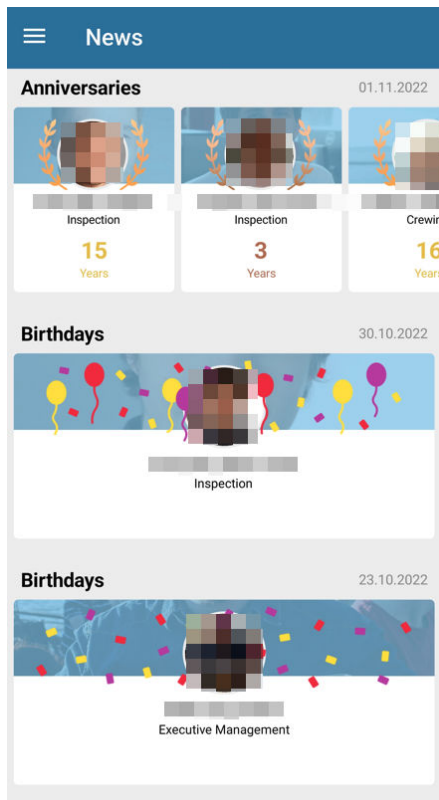
The following information per event is displayed:

- **Birthday**
  Displays the employee's avatar, full name, and allocated department. In addition, the date of the event is shown as well. You can select a birthday entry to be redirected to their user profile. This allows you to determine the communication options of an employee and congratulate them.

- **Anniversary**
  Displays the employee's avatar, full name, and allocated department. In addition, their tenure is shown as well as the date of the event. You can select an anniversary entry to be redirected to the respective user profile. This allows you to determine the communication options of an employee and congratulate them.

- **Flag Change**

Displays the vessel's avatar, name, and date of flag change. In addition, the new flag state is shown as well as the old flag state.

- **Internal News**

Displays the author's avatar, news title, as well as category, date of publication, and the actual body of the news. You can select an internal news entry to view the news in full-screen mode.

- **New Employees**

Displays the new employee's avatar, full name, and associated department. In addition, their joining date is shown on top of the event. You can select a new employee to be redirected to their user profile.

- **Off-hire**

Displays vessels that are currently off-hire. Entries are accompanied by the vessel's avatar, off-hire reason, start date, and estimated end. You can select an off-hire to view details, such as cost effectiveness, consumptions, and attachments.

- **Arrival / Departure**

Displays the vessels that arrived and departed. Entries are accompanied by the vessel's avatar, name, port, and time of arrival, respectively departure. You can select an entry to be redirected to the vessel summary.

> **NOTE**
> Birthdays and anniversaries are grouped and displayed in a single row if multiple occur on the same day.

5. Dashboard

On the Dashboard tab, you are provided with an overview of events and occurrences concerning vessels within your (backup) responsibility. The displayed information is mirrored from CFM Portal. You can customize your **Dashboard Settings** and specify which content shall be made available to you.

The following information may be displayed in the dashboard:

- **Disturbance Reports**

  Displays a pie chart visualizing unassigned disturbance reports in relation to open disturbance reports that are in progress, respectively newly created. Below the pie chart are further status counters displayed. These reflect closed, critical, overdue disturbance reports as well as new activities.

  > **NOTE**
  >
  > A vessel's disturbance reports can be defined and managed via CFM Disturbances and CSM Disturbances.

- **Vessel certificates**

  Displays the number of vessel certificates per status of vessels in your responsibility. Corresponding color-codes are applied to indicate the status.

  > **NOTE**
  >
  > A vessel's certificates can be defined and managed via CFM Certificates and CSM Vessel Certificates.

- **Off-hire**

  Displays an overview of vessels that are off-hire as of now. Simply scroll to the right if multiple vessels are currently off-hire to have a complete view. Each off-hire entry provides you with the following information:

  > **NOTE**
  >
  > A vessel's off-hires can be defined and managed via CFM Off-hire & Claims and CSM Off-hire.

  - Vessel image

- Vessel name
- Off-hire type
- Duration

Select an off-hire entry to view more detailed information, such as the vessel's off-hire history.

- **Claims**

Displays an overview of vessels that are claimed as of now. Simply scroll to the right if multiple vessels are currently claimed to have a complete view. Each claim entry provides you with the following information:

> **NOTE**
> A vessel's claims can be defined and managed via CFM Off-hire & Claims.

- Vessel image
- Vessel name
- Claim type

Select a claim entry to view more detailed information, such as cost or chartering company.

- **Upcoming docks**

Displays an overview of vessels for which a docking date is approaching. Simply scroll to the right if multiple vessels have a docking date soon to have a complete view. Each upcoming dock entry provides you with the following information:

> **NOTE**
> A vessel's docking dates can be defined and managed via CFM Particulars.

- Vessel image
- Vessel name
- Docking type
- Yard
- Start Date

- **Ports on watchlist**

Displays an overview of vessels that are entering ports that are on the watchlist of the currently logged-in user. Simply scroll to the right if multiple vessels are entering ports on your watchlist to have a complete view. Users can manage ports on their watchlist in CFM Portal > **Dashboard**. Each entry provides you with the following information:

> **NOTE**
> A user's ports on the watchlist can be defined and managed via CFM Portal > **Dashboard**.

- Vessel image
- Vessel name
- ETA
- ETD

- **Bunkers to confirm**

Displays an overview of vessels that underwent bunkering operations where the bunkered quantity was sampled. A confirmation that the expected results are met must be granted. Simply scroll to the right if multiple vessels need a confirmation for their bunkering operation to have a complete view. However, CFM Go does not enables you to confirm the actual bunker report. To confirm bunkering, use CFM Portal. Each entry provides you with the following information:

> 🖉 **NOTE**
> Bunkering operations can be created via CSM Bunker and must be confirmed via CFM Portal > **Dashboard**.

- Vessel image
- Vessel name
- Date of bunkering
- Port
- Bunkered type

Select an entry to view more detailed information, such as received quantity and attachments.

- **Maintenance Jobs**

Displays the number of not approved, overdue and rescheduled jobs of vessels in your responsibility in a pie chart.

> 🖉 **NOTE**
> A vessels' maintenance jobs can be defined and managed via CFM Maintenance and CSM Maintenance.

- **Upcoming crew changes**

Displays a chronological overview of seafarers whose (dis-)embarkation is approaching. Simply scroll to the right if multiple seafarers are (dis-)embarking soon to have a complete view. Each entry provides you with the following information:

> 🖉 **NOTE**
> A seafarer's crew changes can be defined and managed via CFM Crewing and CSM Crewing.
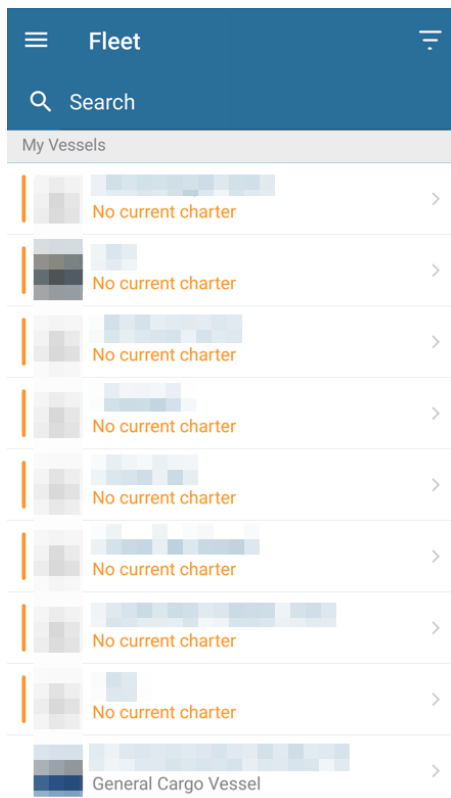
- Icon

  Each seafarer is accompanied by an indicating icon to easily determine whether they are embarking or disembarking. The following two icons may be displayed:

  - ⛴ - A blue color-coded vessel icon with an arrow pointing to the right indicates a seafarer's embarkation.

  - ⛴ - A grey color-coded vessel icon with an arrow pointing to the left indicates a seafarer's disembarkation.

- Seafarer's image

- Seafarer's full name

- Seafarer's rank during the assignment

- Vessel

- Date of (dis-)embarkation

Select a seafarer to view more detailed information, such as communication options, promotions, or document warnings.

6. Fleet

On the Fleet tab, you are provided with an exhaustive list of vessels in your fleet. The list of vessels is by default sorted according to your type of responsibility; displaying **My Vessels** first, then your **Backup Vessels**, and eventually **Other Vessels**.

However, you can use the ▽ filter icon to specify which vessel's responsibility types shall be shown in the **Fleet** tab. In addition, a text filter above the list of vessels allows you to enter a vessel's name as a search criteria to filter for it accordingly. To specify which vessel's responsibility types shall be shown, activate the controller of the desired responsibility types:

• My Vessels

• Backup Vessels

• Other Vessels

• Inactive Vessels

Each vessel provides you with the following information:

• Color-coded ribbon

A color-coded ribbon is added to vessels that are either currently not chartered or off-hire. The following color-coded ribbons may be added to a vessel:

- Orange - An orange color-coded ribbon indicates that a vessel is not chartered.
- Red - A red color-coded ribbon indicates that a vessel is currently off-hire. The date and time since when a vessel is off-hire is displayed as well.

- Vessel image
- Vessel name

Selecting a vessel redirects you to its summary. For more information, see Vessel Summary [22].

6.1. Vessel Summary

The Vessel Summary provides you with a coherent and conclusive overview of all available vessel information from all used modules. The displayed information is thematically separated according to their originating module.

The following sections and information are provided:

- **Schedule**

    Displays the vessel's next port of call as well as the estimated time of arrival and departure ascending order. If an agent was assigned to the schedule, their name, as well as phone number and E-Mail are provided.

    To find a vessel's current and historical schedules, click on the header **Schedules**. This redirects you to a dedicated section where the schedules are separated according to whether they are currently ongoing, respectively upcoming, or were already conducted.

    > ### NOTE
    > A vessel's schedule-related information originate from CFM Schedule & Agents and CSM Schedule & Agents.

    On the **Current** subtab, you are provided with a vessel's ongoing and future schedules. Each entry displays the port of call, the country in which it is located as well as the estimated time of arrival and estimated time of departure.

    On the **History** subtab, you find past schedules for which the time of arrival (TOA) and time of departure (TOD) was already submitted.

    In addition, you can select a schedule to view more details. Below the schedule details are the following icons displayed to indicate which operations took place:

    - ⬇ - An arrow icon, pointing down indicates the number of cargo loading operations in this port.
    - ⬆ - An arrow icon, pointing up indicates the number of cargo discharge operations in this port.
    - 👤 - A person icon indicates that an agent is assigned to the schedule.
    - ⛽ - A fuel-station icon indicates that a vessel will take a bunker in this port.

- **Crew**

  Displays the seafarers that are currently occupying the five highest ranks on board the vessel.

  To find an exhaustive crew list on board the selected vessel, click on the header **Crew**. The list of seafarers is sorted in descending order, based on their assigned rank. The total number of crew members on board is shown above the list. If specified via CFM Crewing, a seafarer's planned reliever is displayed on their right-hand side. Choosing a current or relieving seafarer shows you the planned (dis-)embarkation dates. You can also choose a seafarer once more to be redirected to their profile.

  > 🖉 **NOTE**
  >
  > A vessel's crew-related information originate from CFM Crewing and CSM Crewing.

- **Charter Contracts**

  Displays a vessel's current charter status. Suppose the vessel is currently not chartered *No current charter active.* will be shown.

  If the vessel is currently chartered, the following information is provided in the overview:

  > 🖉 **NOTE**
  >
  > A vessel's charter-related information originate from CFM Charter.

  - Company
  - Delivery date
  - Estimated redelivery date
  - Port of delivery
  - Port of redelivery
  - Charter Type

  Select the header to find a full list of charter contracts. Choose a particular charter contract to find an exhaustive overview of information, such as charter duration, daily rates etc.

- **EEOI**

  Displays a line chart, visualizing the vessel's real *Energy Efficiency Operational Indicators* (EEOI) in comparison to the vessel's average EEOI. A legend, describing the applied color-code is provided below the chart.

> **NOTE**
>
> The EEOI enables operators to measure the fuel efficiency of a vessel in operation and to gauge the effect of any changes in operation, e.g. improved voyage planning or more frequent propeller cleaning, or introduction of technical measures such as waste heat recovery systems or a new propeller.
>
> The calculation of vessel's EEOI require a set of information that originate from the following apps:
>
> • CFM Schedule & Agents or CSM Schedule & Agents
>   Vessel schedules are taken into account to calculate voyage legs.
>
> • CSM Event Reporting
>   *Cargo* and *fuel oil consumptions* are taken into account.

• **Schedule**

To find a vessel's current and historical schedules, choose **Schedules**. This redirects you to a dedicated section where the schedules are separated according to whether they are currently ongoing, respectively upcoming, or were already conducted.

> **NOTE**
>
> A vessel's schedule-related information originate from CFM Schedule & Agents and CSM Schedule & Agents.

On the **Current** subtab, you are provided with a vessel's ongoing and future schedules. Each entry displays the port of call, the country in which it is located as well as the estimated time of arrival and estimated time of departure.

On the **History** subtab, you find past schedules for which the time of arrival (TOA) and time of departure (TOD) was already submitted.

In addition, you can select a schedule to view more details. Below the schedule details are the following icons displayed to indicate which operations took place:

• ⬇ - An arrow, pointing down icon indicates that the vessel is loaded in this port.

• ⬆ - An arrow, pointing up icon indicates that the vessel is discharged in this port.

• ⛽ - A fuel station icon indicates that the vessel is bunkered in this port.

• 👤 - The person icon indicates that an agent is assigned to this schedule.

• **Crew**

To find an exhaustive crew list on board the selected vessel, choose **Crew**. The list of seafarers is sorted in descending order, based on their assigned rank. The total number of crew members on board is shown above the list. If specified via CFM Crewing, a seafarer's planned reliever is displayed on their right-hand side. Choosing a current or relieving seafarer shows you the planned (dis-)embarkation dates. You can also choose a seafarer to be redirected to their profile.

> **📝 NOTE**
>
> A vessel's crew-related information originate from CFM Crewing and CSM Crewing.

- **Particulars**

  To find a vessel's specifications, such as consumption or dimensions and capacities, choose **Particulars**. This section is further divided into the following areas:

> **📝 NOTE**
>
> A vessel's specification originate from CFM Particulars.

Tab	General	Dates	Deck	Dimen-sions & Capacities	Propulsion	Consump-tion
	General (e.g. status, IMO number, christian name, flag state)	*Significant dates* (e.g. MOA, building, signing)	*Hatches* (e.g. number, width, length)	*Dimen-sions* (e.g. gross tonnage, net ton-nage, light-weight, hull design)	*Main engine* (e.g. maker, model, serial number)	*Ballast* (speed, power, MDO and HFO)
	Description (e.g. class num-ber, classification society, size)	*Contractual dates* (e.g. 1. in-stallment, steel cut-ting, deliv-ery)	*Cranes* (e.g. type, quantity, capacity)	*Capacities* (e.g. heavy fuel oil, lube oil, ballast wa-ter, fresh water)	*Service speed design* (e.g. knots, draft, MCR, sea state)	*Design* (speed, power, MDO and HFO)
	Class sign (provides a ves-sel's class sign)	*Estimated / Actual dates* (e.g. 1. in-stallment, steel cut-ting, keel laying)	*Holds* (e.g. count, width, depth, length)		*Auxiliary equipment* (e.g. type, amount, pow-er and model)	*Scantling* (speed, power, MDO and HFO)
	Finance (e.g. planned op-erating expenses, account booking code)	*Docking dates* (e.g. dock-ing period, port, yard)			*Propellers and thrusters* (e.g. type, amount, blades, diame-ter and pitch (m))	

Tab	General	Dates	Deck	Dimen-sions & Capacities	Propulsion	Consump-tion
	Vessel responsi-bilities (e.g. crewing offi-cers, technical management, commercial man-agement)					
	Photos (select the ⤓ download icon to initiate the down-load of the vessel image)					

- **Communications**

  To find a vessel's defined communication options, such as email or mobile number, choose **Communications**.

  You can select an available communication option to immediately initiate an email or phone call, for example.

  > **NOTE**
  >
  > A vessel's communication-related information originate from CFM Particulars.

- **Responsibilities**

  To find a complete list of users that were defined as (backup) responsible for a selected vessel, choose **Responsibilities**. You are then provided with a department-wise sorted list of employees that are either considered main responsible or backup responsible for the vessel. Each responsible user is accompanied by their image, full name, and occupied position. Selecting a user redirects you to their profile.

  > **NOTE**
  >
  > A vessel's responsible users originate from CFM Users.

- **Certificates**

  To find a complete list of vessel certifications, choose **Certificates**. This provides you with the vessel's certificate groups and their allocated certificates. Each certificate group displays the number of allocated certificates. Open a certificate group to see the corresponding certificates.

  A text filter above the list of certificates allows you to enter a name to filter for it according-ly. Each certificate displays its name and, if specified, the expiry date. In addition, each certificate is accompanied by a color-coded ribbon. You can easily determine a certificate's status based on the color code. The following color codes may be applied:

> **NOTE**
> A vessel's certificate-related information originate from CFM Certificates and CSM Vessel Certificates.

- Purple - A purple color-coded ribbon indicates mandatory information or an attachment is missing.
- Red - A red color-coded ribbon indicates that a certificate's date expired.
- Orange - An orange color-coded ribbon indicates that a certificate's expiry date is within the specified warning period.
- Green - A green color-coded ribbon indicates that a certificate's expiry date is not within the specified warning period.

Select a particular certificate to find more details, such as the date of the next annual survey, or view an attachment.

- **Vettings**

  To find a complete list of vetting reports for a selected vessel, choose **Vettings**.

  > **NOTE**
  > A vessel's vetting reports originate from CFM Inspections & Audits and CSM Inspections & Audits.

- **Off-hire & Claims**

  Select **Off-hire & Claims** for a complete overview of records when a vessel was reported to be off-hire, respectively claimed. It is separated into the following subtabs:

  > **NOTE**
  > A vessel's of-hires and claims originate from CFM Off-hires & Claims and CSM Off-hire.

  - **Off-hire**

    Displays whether the vessel is currently off-hire or not. If it is off-hire, the duration and corresponding costs are shown.

    An overview of historical and planned off-hire reports, separated by year, is provided. Select a year to view corresponding off-hire reports. Click on a particular report to view in-depth details, such as off-hire type, effectiveness, duration, or consumption.

  - **Claims**

    Displays whether the vessel is currently claimed or not. If it is claimed, the duration and corresponding costs are shown.

    A historical overview of further claims, separated by year, is provided. Select a year to view corresponding claims. Click on a particular claim to view in-depth details, such as duration, claim type, charterer, or costs.

- **Companies**

  To find a complete list of companies that are of relevance for a selected vessel, choose **Companies**. This provides you with companies for which either a vessel relation was created or companies that are considered *general partners* of a company that has a relation to the vessel.

  Select a company for an exhaustive overview of company-related information, such as managers, addresses, bank details etc.

  > 📝 **NOTE**
  >
  > A vessel's company-related information originates from CFM Companies.

- **Event Reports**

  Select **Event Reports** to find the vessel's *Energy Efficiency Operational Indicators* (EEOI) as well as a complete overview of event reports. It is separated into the following subtabs:

  > 📝 **NOTE**
  >
  > A vessel's event reports originate from CSM Event Reporting.

  - **Event Reports**

    Provides an exhaustive overview of all event reports of a vessel. Each entry is accompanied by the report type as well as the port of departure and arrival.

    Select the ▽ filter icon to narrow down the list of event reports by the following criteria:
    - Start Date

      Select the earliest start date to consider event reports.

    - Show all Future Reports

      Activate the toggle to include upcoming event reports.

    - Event Report Types

      Select the considerable event report types. You can recognize these, as they are accompanied by a ✓ check mark icon.

  - **EEOI**

    Provides a table with an exhaustive overview of all EEOI-relevant voyages. The following information per voyage is displayed:

> **❗ IMPORTANT**
>
> j = fuel type
>
> i = voyage number
>
> FC_{ij} = mass of consumed fuel j at voyage i
>
> C_{Fj} = fuel mass to CO_2 mass conversion factor for fuel j
>
> m_{cargo} = cargo carried (tons) or work done (number of TEU or passengers) or gross tons for passenger vessels
>
> D = distance in nautical miles corresponding to carried cargo or work done

- Voyage number (i)
  Displays the vessel's voyage number at arrival.

- Start date
  Displays the start date of the EEOI-relevant voyage. This is usually the time of departure (TOD) of the voyage prior to the displayed voyage number.

- End date
  Displays the end date of the EEOI-relevant voyage. This is usually the time of departure (TOD) of the affected voyage number's schedule.

- Distance (D)
  Displays the traveled distance in nautical miles during the EEOI-relevant voyage.

- Cargo at departure (m_{cargo})
  Displays the cargo on board in metric tons on the start date.

- CO_2 emissions
  Displays the fuel mass (FC_j) to CO_2 mass conversion factor (C_F).

Table 1. *Fuel Mass to Co² Mass Conversion Factors*

Fuel Type (j)	Reference	Carbon Content	C_F (t-Co²/t-fuel)
Diesel/Gas Oil	ISO 8217 Grades DMX through DMC	0,875	3,206000
Light Fuel Oil (LFO)	ISO 8217 Grades RMA through RMD	0,86	3,151040
Heavy Fuel Oil (HFO)	ISO 8217 Grades RME through RMK	0,85	3,114400
Liquified Petroleum Gas (LPG)	Propane	0,819	3,000000
	Butane	0,827	3,030000
Liquified Natural Gas (LNG)		0,75	2,750000

- Transport work ($m_{cargo} * D$)
  Displays the mass of carried cargo in metric tons or work done as number of TEU, multiplied by the traveled distance in nautical miles corresponding to the cargo carried or work done.

- EEOI

  Displays the voyage's real EEOI based on the following formula:

  EEOI $= \sum_j (FC_j * C_F) / (m_{cargo} * D)$

  > 📝 **NOTE**
  >
  > For voyages with ***carried cargo = 0***, it is still necessary to include the fuel used during this voyage in the summation above the line.

- Rolling average EEOI

  Displays the voyage's average EEOI for a number of voyages or suitable time period. The following formula is applied:

  Average EEOI $= \sum_i \sum_j (FC_{ij} * C_{Fj}) / \sum_i (m_{cargoi} * D_i)$

- Rolling avg. start

  Displays the start date of the considered time period.

- Rolling avg. end

  Displays the end date of the considered time period.

- **Bunkers**

  To find an exhaustive list of bunker reports, select **Bunkers**. The list of bunker reports is sorted in descending orders, based on the time of occurrence. Select a bunker report for more details, such as the bunkered quantity, Sulphur content and attachments. Choose the ⬇ download icon to download an attachment.

  > 📝 **NOTE**
  >
  > A vessel's bunker reports originate from CSM Bunker.

  At the bottom, you can mark whether the results of the fuel testing laboratory declared the bunkered fuel oil type as usable or unusable.

  If the fuel oil type is usable, select **Met**. Otherwise, select **Unmet**.

- **Disturbance**

  To find a complete list of disturbance reports that are not closed, select **Disturbance**. The list of disturbance reports is sorted by status. The following information per disturbance report is provided:

  > 📝 **NOTE**
  >
  > A vessel's disturbance-related information originate from CFM Disturbance and CSM Disturbance.

- Image of the associated user

- Title

- Category

- Date

Select a disturbance report to view more granular details, such as report number, description, or attachments in a separate window. Available attachments can be downloaded by selecting the download ⤓ icon.

7. Map

The Map tab provides you with an interactive world map. The world map displays all vessels within your responsibility on their last reported position, indicated by vessel icons. Vessel positions are fetched from every used module in which a record containing a vessel's latitude and longitude was created. In addition, areas on the world map that were created by CFM Portal users are reflected as well. in a green-color code.

You can easily distinguish the area type, based on the applied color-code:

• Green - *Sulphur Emission Control Areas* and *Emission Control Areas*.

• Light blue - *Ice Zones*

• Orange - *High Risk Areas*

• Red - *War Risk Areas*

• Purple - *Other*

Enter a vessel's name into the text bar to search for its position. A list of results matching your provided criteria is then returned. Select the desired vessel to view its last reported position.

Simply drag your finger across the world map to navigate. To zoom in on the map, just pinch your fingers, and to zoom out pinch them out. Alternatively, you can use the + plus or −

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minus icon in the lower right-hand corner. To rotate the map, pinch your fingers again and rotate in your desired direction. A compass in the upper left-hand corner shows the cardinal directions and can be used for navigation and geographic orientation.

You can select both, a 🛢 vessel icon or an area to see a preview of information in a pop-up window. Click on the pop-up window once more to view all available information.

Selecting a vessel icon's pop-up window redirects you to the Vessel Summary [22].

For more information on a particular area, click on it and then select the area's indicating icon. This then provides you with detailed information, such as a description of the area, the date when the area was added to the map, and the number of vessels whose most recent reported position was located in this area.

8. Absences

On the Absences tab, you are provided with an overview of your organization's absences as of today. Further, the individual holiday entitlement of the currently logged-in user is broken down in a pie chart. This allows the user to easily determine their already taken holidays and requested holidays that were not processed yet. In addition, the planned holidays and remaining holiday entitlements are included as well. Dedicated sections for travel-related absences and out-of-office absences provide you with a complete history of the user's respective absences.

8.1. Needs Approval

The Needs Approval section provides you with a pie chart. This pie chart visualizes the number of days for pending absence requests. The chart differentiates between type of absence request that were submitted for which you were defined as the approver. A legend, describing the applied color code is provided below the chart.

Click on the chart to see a complete list of absence requests. The list of requests is sorted by the type of absence and displays the ones lying the furthest in the past first.

> **NOTE**
> Requested absence periods that are in the past are color-coded in red.

Select an absence request from the list to view an exhaustive overview of all details that were defined by the requesting employee. The details depend on the absence type and vary accordingly.

To process an absence request, select one from the list. This redirects you to the detail view. Review the specified information of the request thoroughly. At the end of your review, apply your decision. You must either **Decline** or **Approve** an absence request.

> **NOTE**
> Declining an absence request allows you to enter a body of text to justify your decision.

Once a request is processed, it vanishes from the list and the decision cannot be reverted.

Repeat this procedure until all requests are processed.

8.2. Absences Today

The Absences Today section provides a preview of up to three of your organization's employees that are absent as of today. This explicitly excludes sickness-related absences. Each absent-employee entry displays the following information:

> **◤ NOTE**
>
> Whether absences of other employees are made available to each other can be specified per absence type via CFM Employees > **Settings** > **Global** > **GDPR Settings**.

- Indicating Icon

  Each absent employee is accompanied by an indicating icon to easily determine the absence type. The following icons may be displayed:

  - 🗓 - A calendar icon indicates an out-of-office-related absence.

- Employee's image

- Full Name

- Department

- Remaining absent days

For an exhaustive overview of today's absences, click on the header. Alternatively, scroll to the right if the absent employees exceed the preview and choose **Other Departments** to be redirected to a dedicated view of absences. The view is separated into absences for **Today** and **Upcoming**. Both views provide you with a text filter above the list to enter an employee's name to filter for their absences accordingly. Further, both views provide you with the absences of your department's employees first and then the absent employees of other departments.

8.3. Holiday

The Holiday section provides you with the holiday entitlement of the currently logged-in user which is broken down in a pie chart. This allows the user to easily determine their already taken holidays and requested holidays that were not processed yet. In addition, the planned holidays and remaining holiday entitlements are included as well. The total sum is displayed in the center of the pie chart and a legend describing the applied color code is provided on the right-hand side. Below the pie chart is displayed when the employee's next holiday is.

Open the Holiday section to have a more granular view of your past, current, and future holidays. Each entry provides you with the following information:

- Indicating icon

  Each holiday request is indicated with an icon to easily determine the status. The following icons may be displayed:

  - ✅ - A green color-coded checkmark indicates an approved holiday request.

- 🕐 - An orange color-coded clock icon indicates planned and pending holiday requests.

> 💡 **TIP**
>
> Opening a holiday request that was not processed yet allows you to apply changes to it, such as adding a remark or changing the start or end date. In addition, you can entirely **Delete** a request.
>
> Keep in mind to **Save** your applied changes!

- ⊗ - A red color-coded x icon indicates a rejected holiday request.

- Duration

- Date range

- Holiday type

Use the ▽ filter icon above the list to specify which year's absences shall be displayed. In addition, you can choose **Add** to create a new holiday request. For more information on how to request a holiday, see Create Absence Requests [37].

Select a particular holiday, regardless of status, to view all of the specified details and also overlapping absences from employees that are allocated to the same department.

8.4. Travel

The Travel section displays the next travel-related absence of the currently logged-in user. This includes the country of destination, the start date of the travel as well as the number of vessels that are visited.

Open the Travel section to have a more granular view of your past, current, and future travels. Each entry provides you with the following information:

- Indicating icon
  Each travel request is indicated with an icon to easily determine the status. The following icons may be displayed:
  - ✓ - A green color-coded checkmark icon indicates an approved travel request.
  - 🕐 - An orange color-coded clock icon indicates a pending travel request.
  - ⊗ - A red color-coded x icon indicates a rejected travel request.

- Duration

- Date range

- Country of destination

Use the ▽ filter icon above the list to specify which year's absences shall be displayed. In addition, you can choose **Add** to create a new travel request. For more information on how to request a travel absence, see Create Absence Requests [37].

Select a particular travel absence, regardless of status, to view all of the specified details, such as visited vessels or remarks.

8.5. Out of Office

The out-of-office section displays the next out-of-office absence of the currently logged-in user. This includes the absence type, the start date of the absence as well as the country of destination.

Open the Out-of-office section to have a more granular view of your past, current, and future out-of-office absences. Each entry provides you with the following information:

- Indicating icon

  Each out-of-office request is indicated with an icon to easily determine the status. The following icons may be displayed:

  - ⊘ - A green color-coded checkmark icon indicates an approved out-of-office request.

  - ◕ - An orange color-coded clock icon indicates a pending out-of-office request.

  - ⊗ - A red color-coded x icon indicates a rejected out-of-office request.

- Duration

- Date range

- Absence type

Use the ▽ filter icon above the list to specify which year's absences shall be displayed. In addition, you can choose **Add** to create a new out-of-office request. For more information on how to request an out-of-office absence, see Create Absence Requests [37].

Select a particular out-of-office absence, regardless of status, to view all of the specified details, such as absence type or country of destination.

8.6. Create Absence Requests

CFM Go enables its users to create absence requests while on the move. Depending on your administrator's settings, these requests are either forwarded to be processed or are automatically approved.

To create a new absence request, proceed as follows.

1. Open the CFM Go application on your mobile device.

2. Open the **Absences** tab.

3. Choose the ⊕ plus icon in the bottom right-hand corner.

> ◪ **NOTE**
> On **iOS** devices, the ⊕ plus icon is located in the upper right-hand corner.

4. Provide the requested information:

> **NOTE**
>
> The requested information per absence type varies slightly and is therefore separated.
>
> You can edit any type of absence request, even if it was already approved. To do so, simply open the respective absence request and apply the necessary changes. Keep in mind to **Save** your changes!
>
> In addition, you can cancel, respectively delete any type of future absence, regardless of its status. To do so, simply open the respective absence request and choose **Cancel**, respectively **Delete** in the upper right-hand corner.
>
> However, whether these options are to your avail can be specified per absence type via CFM Employees > **Settings** > **Approvals**.

- **Holiday**
  - Start

    Select the start date of the requested holiday period via the date picker.

  - End

    Select the end date of the requested holiday period via the date picker.

  - Days

    The duration of the requested holiday period is automatically calculated by the prior specified dates. However, users can use the $+$ plus and $-$ minus icons the increase, respectively decrease the number of days.

  - Draft

    Activate the controller to mark the holiday request as a draft. Drafted requests are not forwarded to be processed but rather allow the user to store this request internally and submit it at a later point in time.

  - Holiday type

    Specify the requested holiday type. You can choose from either a normal request, special leave request (f.e. if you are legally entitled due to a marriage), or overtime compensation.

  - Select approver

    Select the user that will process your holiday request.

  - Remark

    Enter any additional remarks to your request that may be relevant to the approver.

    > **NOTE**
    >
    > Employees from your department that are absent during the time period you want to request and therefore overlap will be shown at the very bottom of the view.

- **Travel**

- Start

  Select the start date of the requested travel period via the date picker.

- End

  Select the end date of the requested travel period via the date picker.

- Country

  Select the country of destination. A text filter above the list of countries allows you to simply enter it and filter for it accordingly.

- Port

  Select the port of destination. A text filter above the list of ports allows you to simply enter it and filter for it accordingly.

- Select approver

  Select the user that will process your travel request.

- Vessels

  Select the vessel that will be visited during the travel period.

- Remark

  Enter any additional remarks to your request that may be relevant to the approver.

- **Out of office**
  - Start

    Select the start date of the requested out-of-office absence via the date picker.

  - End

    Select the end date of the requested out-of-office absence via the date picker.

  - Days

    The duration of the requested out-of-office period is automatically calculated by the prior specified dates. However, users can simply overwrite the calculated value.

  - Absence Type

    Specify the requested out-of-office type.

  - Country

    Select the country in which you will be located during your absence.

  - Select approver

    Select the user that will process your out-of-office request.

  - Reason

    Enter any additional remarks to your request that may be relevant to the approver.

5. Choose **Save** to submit your absence request.

9. 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
v1.0.0	• Initial creation of user guide	26.07.2023	Ricardo da Costa Lima