Cloud Fleet Manager

MANUAL

CFM CREW PORTAL MOBILE

2023-01-23

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1. About This Guide

This user guide provides an introduction to CFM Crew Portal Mobile and describes how you can leverage the mobile application to meet your business needs.

CFM Crew Portal Mobile allows seafarers employed in your company or with a third-party to view and manage their personal data or documents in one central place. Managing crew-related processes is, thus, simpler and more transparent while reducing administrative effort for colleagues in the office, at the same time.

Data entered in CFM Crew Portal Mobile is automatically synchronized with the desktop application CFM Crew Portal.

CFM Crew Portal Mobile consists of three main areas:

- **Company**
- **Dashboard**
- **My Profile**

> **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 Crew Portal Mobile, you first need to install, set up, and configure the app.

2.1. Technical Requirements

CFM Crew Portal Mobile is available for iOS and Android devices.

It supports the following platform versions:

- **iOS**: 11.0 or higher
- **Android**: 5.0 or higher

2.2. User Permissions

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

1. Assign permissions to your seafarers for CFM Crew Portal Mobile via CFM Crewing.
2. Assign a permission role to a seafarer to manage which content users can create, read, update, or delete via CFM Crewing.

2.3. Install CFM Crew Portal Mobile

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

1. In the Google Play Store or Apple App Store, search for **Crew Portal Mobile**.
2. Download and install the **Crew Portal Mobile** app.

2.4. Logging In

To log in to the CFM Crew Portal Mobile app, follow the steps described below.

1. Open the Crew Portal Mobile app.
2. Select **Get Started** to log in.

> **NOTE**
> Select **Terms & Conditions** to view the most recent terms of service.

3. 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.

   Example

   Your company's CFM domain is hanseaticsoft.cloudfleetmanager.com. Thus, you have to fill in the blank with *hanseaticsoft*.
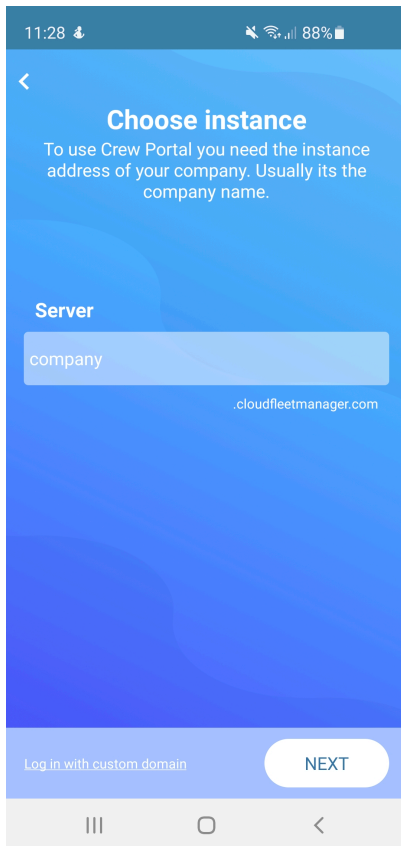
4. Choose **Log in with custom domain**, if your CFM instance is not part of the above-mentioned domain.

Then enter the relevant URL in the pop-up window.
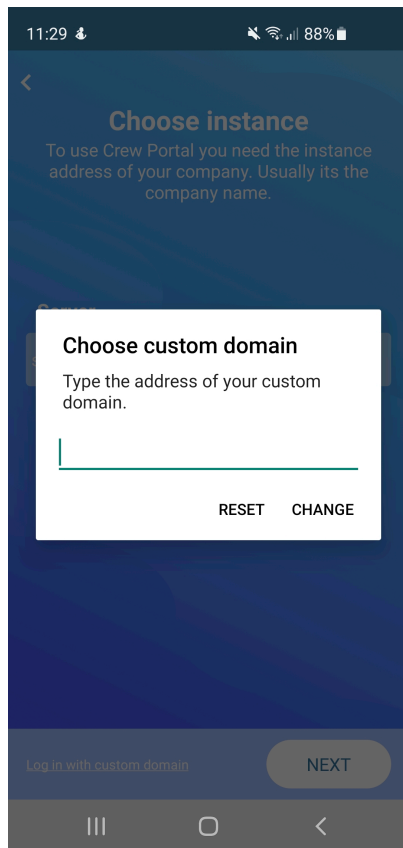
5. Choose **OK** or **Next** depending on the operating system you're using.
6. On the next screen, enter your user name and password.

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

7. Then, choose **Sign in**.

3. User Menu

The **User Menu** provides access to general settings of your user account.

You can open the user menu by tapping on the burger menu (≡).

The following features are available:

- **Export your data** (⤓)

  You can export your personnel record in compliance with GDPR. If you tap on this entry in the user menu, the export is generated in the background and a link to the file provided to you by email once it is ready.
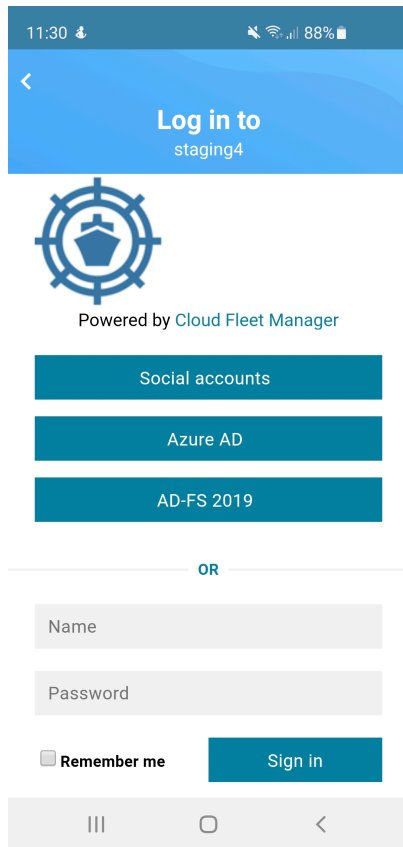
- **Change your password** (🔒)

  You can change the password that was sent to your email address for the initial login to CFM Crew Portal Mobile, for example.

- **Privacy Policy** (⤓)

  You can download and review the privacy policy that was uploaded by your company.

  Tap on this entry in the user menu and select the relevant privacy policy that you want to download to your mobile device.

- **Reload** (↻)

  You can reload the data in the app by tapping on this entry in the user menu.

- **Log out** (⇥)

  To log out of the CFM Crew Portal Mobile app, tap on this entry.
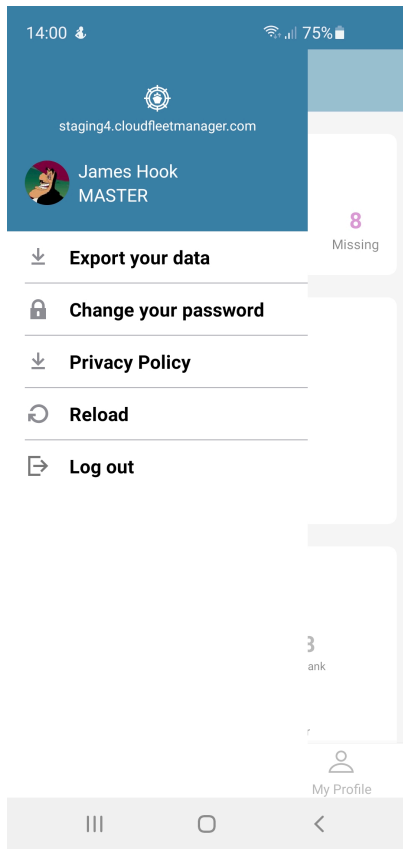
3.1. Change Password

To change the password that was sent to your email address for the initial login to CFM Crew Portal Mobile, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on the burger menu (≡) to open the user menu.

3. Choose **Change your password** (🔒).

4.   Enter the current password by tapping on **Current Password**.
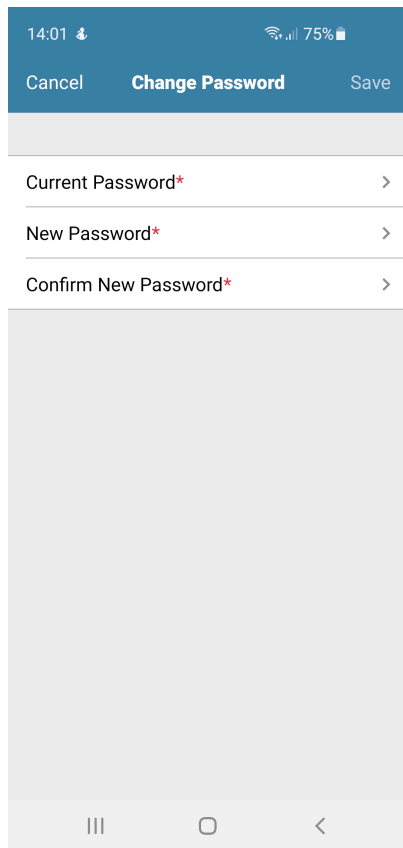
5.   Choose **Save** to save your entry.

6.   Enter your new password by tapping on **New Password**.

7.   Choose **Save** to save your entry.

8.   Enter your new password a second time for confirmation by tapping on **Confirm New Password**.

9.   Choose **Save** to save your entry.

10. Choose **Save** to save all your changes again.

4. Company

The **Company** area within CFM Crew Portal Mobile lists all internal news and files that were shared with the entire company of the seafarer for a month.

The area is thus split into two sub-areas accordingly:

- **News**
  The internal news are sorted by month.
  By default, the current month is selected.
  You can filter the news by date and keywords. Choose the **filter** icon (⏷) and tap on **Month / Year** or **Keyword**.
  By tapping on an entry in the list, you can view further details on the news.
- **Links**
  The provided list of links is sorted according to the defined order in CFM Miscellaneous.
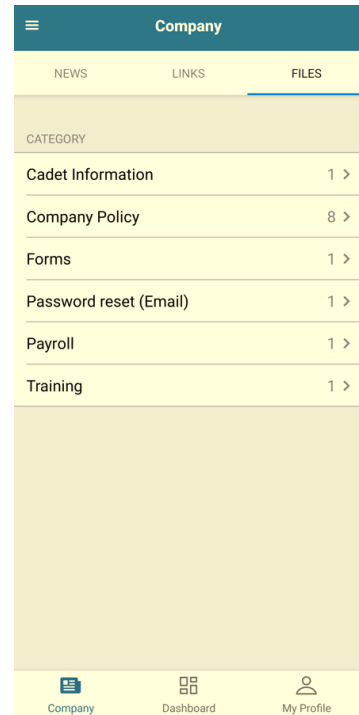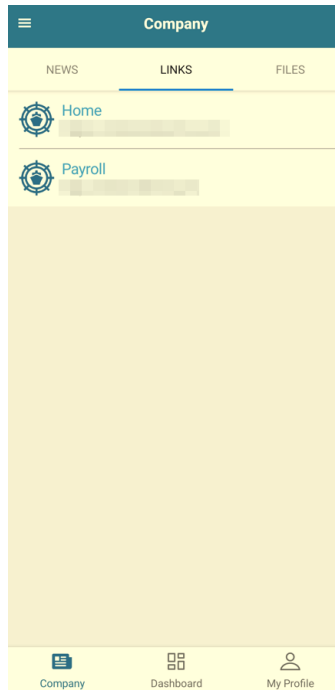 Tap on a link to be forwarded to the respective URL.
- **Files**
  The available files are sorted by category.
  Tap on a category to see all available internal files.

You can also download the files to your mobile device by tapping on the download icon (⤓).
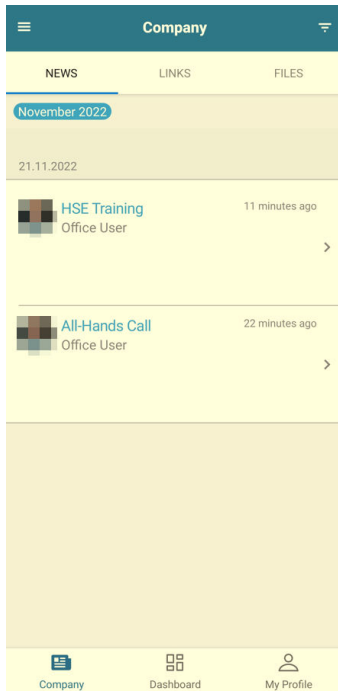
5. Dashboard

The **Dashboard** within CFM Crew Portal Mobile acts as a worklist and aims to provide a quick overview of the seafarer's action items.

It is divided into the following areas:

- **Certificates**

  Displays the number of notifications, expiring, expired, and missing certificates.

- **Planned Assignment**

  Lists the next assignment of the seafarer including the vessel's name, the rank of the seafarer during the assignment as well as the start and end date.

- **Experiences**

  Displays the experience of the seafarer gained in different ranks and on different types of vessels. The data is displayed in years and visually as a pie chart including the maximum GRT and maximum TEU.

- **Employment Statistics**

  Displays the employment statistics of the seafarer in a pie chart starting from the year the seafarer was first employed until the current date. The data is displayed as a percentage divided into the following categories:

  - Other

  - On board

  - On leave

  - Sick days

  A second pie chart displays the number of days the seafarer spent in the categories listed above for the current year.

CFM Crew Portal Mobile

Screen 1

13:58   76%

≡   **Dashboard**

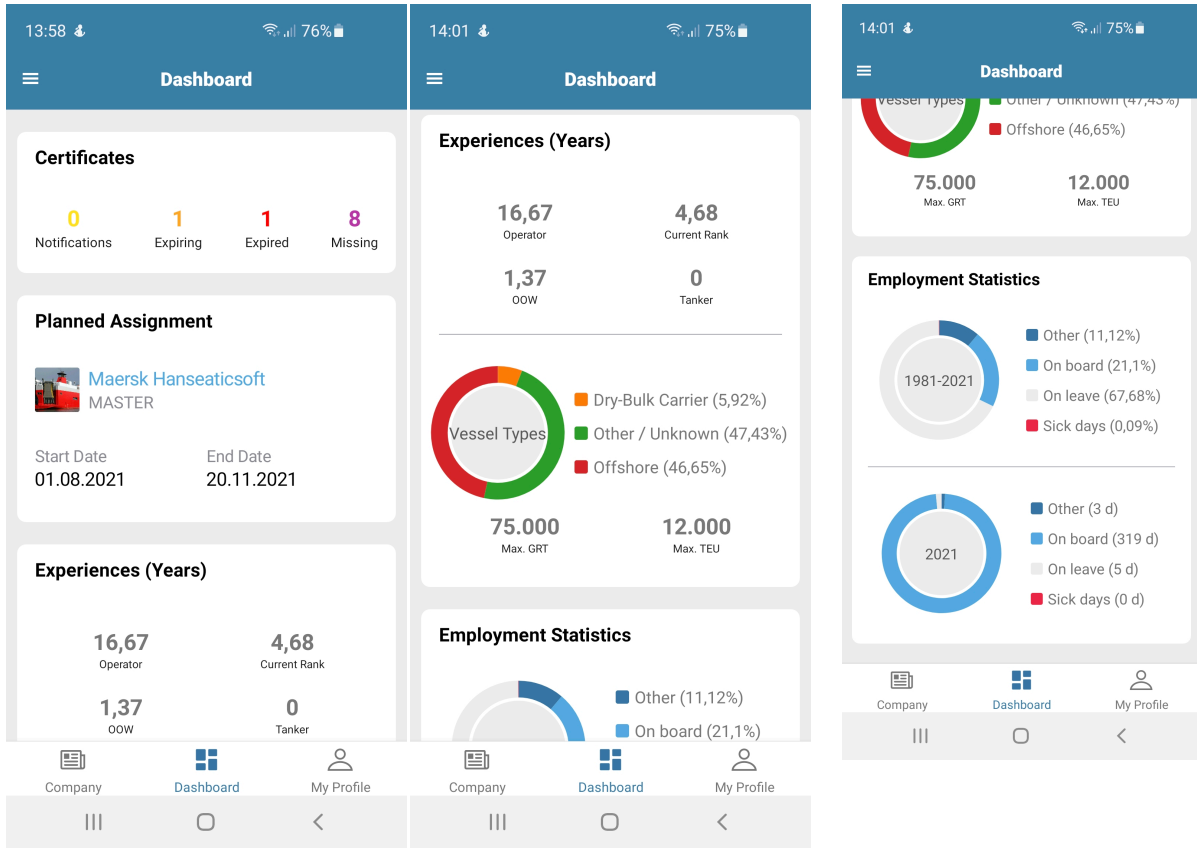### Certificates

0	1	1	8
Notifications	Expiring	Expired	Missing

Planned Assignment

Maersk Hanseaticsoft
MASTER

Start Date	End Date
01.08.2021	20.11.2021

Experiences (Years)

16,67	4,68
Operator	Current Rank
1,37	0
OOW	Tanker

Company   **Dashboard**   My Profile

Screen 2

14:01   75%

≡   **Dashboard**

Experiences (Years)

16,67	4,68
Operator	Current Rank
1,37	0
OOW	Tanker

Vessel Types
- Dry-Bulk Carrier (5,92%)
- Other / Unknown (47,43%)
- Offshore (46,65%)

75.000	12.000
Max. GRT	Max. TEU

Employment Statistics

- Other (11,12%)
- On board (21,1%)

Company   **Dashboard**   My Profile

Screen 3

14:01   75%

≡   **Dashboard**

Vessel Types
- Other / Unknown (47,43%)
- Offshore (46,65%)

75.000	12.000
Max. GRT	Max. TEU

Employment Statistics

1981-2021
- Other (11,12%)
- On board (21,1%)
- On leave (67,68%)
- Sick days (0,09%)

2021
- Other (3 d)
- On board (319 d)
- On leave (5 d)
- Sick days (0 d)

Company   **Dashboard**   My Profile

hanseaticsoft
A member of the Lloyd's Register group

6. My Profile

The **My Profile** area provides access to all relevant seafarer data.
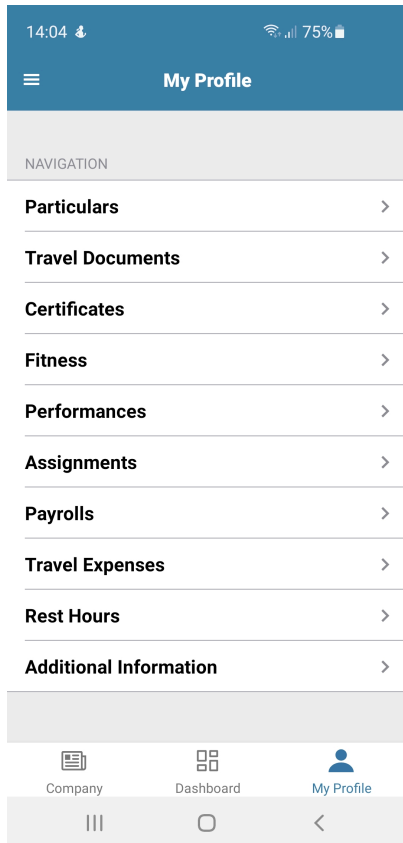
It is divided into the following subareas:

- **Particulars**

  The **Particulars** subarea provides more detailed information on your personal and contact details.

  In this subarea, you can also add information on your next of kin and children, add addresses, bank details and types of communications.

- **Travel Documents**

  The **Travel Documents** subarea allows you to manage the travel documents required for your assignments.

  This includes passports, visas, seaman's books, and flag state seaman's books.

- **Certificates**

  The **Certificates** subarea allows you to manage the certificates required for your assignments.

This includes STCW and national requirements, flag state and other certificates as well as competencies and endorsements.

- **Fitness**

  The **Fitness** subarea allows you to manage the medical certificates and reports relevant for your assignments.

- **Performances**

  The **Performances** subarea provides an overview of the performance reports that were created for your assignments.

  The reports are grouped by assignment. By tapping on an assignment you're automatically redirected to the list of available performance reports for that assignment.

- **Assignments**

  The **Assignments** subarea allows you to view and manage data on assignments, past sea services, and your personal history.

  The subarea is divided into the following tabs:

  - **Overview**

    This tab provides an overview of the assignments, past sea services, and the personal history of the seafarer.

  - **Statistics**

    This tab provides an overview of the seafarers' activity for a selected year.

  - **Contracts**

    This tab provides an overview of the contract status of the seafarer.

- **Payrolls**

  The **Payrolls** subarea provides an overview of your payslip.

- **Travel Expenses**

  The **Travel Expenses** subarea provides an overview of your travel expenses grouped by assignment.

- **Rest Hours**

  The **Rest Hours** subarea provides an overview of the rest hours that were added during the assignments on different vessels.

  Rest hours are entered on board the vessel using CSM and the entries must then be confirmed by the Captain.

- **Additional Information**

  The **Additional Information** subarea allows you to manage additional documents and bad relations with other seafarers.

6.1. Particulars

The **Particulars** subarea provides more detailed information on your personal and contact details.

In this subarea, you can also add information on your next of kin and children, add addresses, bank details and types of communications.

6.1.1. Edit Particulars

To change your personal information, proceed as follows.

> 📝 **NOTE**
>
> There might be fields with a red padlock icon (🔒) which cannot be edited. Colleagues in the office using CFM Crewing marked these fields with a padlock icon to prevent them from further editing.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Particulars**.

3. In the **Particulars** subarea, tap on the pencil icon (✎).

4. On the next screen, tap on the field that you want to edit.
   The following fields can be edited:
   - **First Name**
     Enter your first name.
   - **Last Name**

Enter your last name.

- **Rank**

Choose the rank from the list of suggestions.

- **Creditor No.**

Enter your creditor number.

- **Nationality**

Choose your nationality from the list of suggestions.

- **English Proficiency**

Specify your proficiency in English by choosing one of the following ratings from the pop-up dialog:

- **TBA**

- **Poor**

- **Fair**

- **Good**

- **Place of Birth**

Enter your place of birth.

- **Date of Birth**

Specify your birthday by choosing a date from the calendar pop-up dialog.

- **Marital Status**

Choose your marital status from the list of suggestions in the pop-up dialog:

- **Married**

- **Divorced**

- **Single**

- **Separated**

- **Widowed**

- **Cohabit**

- **Unknown**

- **Avatar**

To upload or delete your profile picture, choose **Upload** (⬆) or **Delete** (🗑).

When uploading a picture, choose from which location on your mobile device you want to upload the picture.

- **Sex**

Choose your gender from the pop-up dialog: **Male** or **Female**.

- **Eye Color**

Specify your eye color.

- **Hair Color**

Specify your hair color.

- **Height (m)**

Enter your height in meters

- **Weight (kg)**

Enter your weight in kilograms.

- **Shoe Size**

Enter your shoe size.

- **Overall Size**

Enter your dress size.

- **Login (Domain)**

Specify your login domain, if your company uses Active Directory (AD) to authenticate their users.

- **Login (Email)**

Specify your login email address, if your company uses email and password to authenticate their users.

- **Remark**

Enter any additional remarks into this field.

- **Agency**

Displays your manning agency. This information is read-only and cannot be edited.

- **Available from**

Enter the date as of which you are available for the next assignment.

- **Status**
  Displays your current status. This information is read-only and cannot be edited.

Edit particulars

5. Tap on **Save** to save your changes.

6.1.2. Add Next of Kins

To add next of kins to your personal information, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
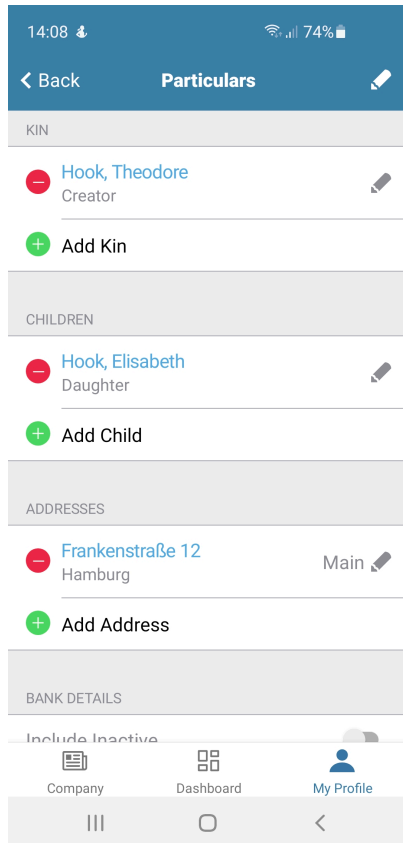2. Tap on **My Profile** > **Particulars**.

3. Under **Kin**, tap on ⊕ **Add Kin**.

> ### NOTE
> You can also edit the information of an existing next of kin by tapping on the pencil icon (✎) next to the entry.
>
> To delete a next of kin from your personal information, tap on the minus icon (−) and confirm the warning message.

4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

   • **First Name**
     Enter the first name of the next of kin.

   • **Last Name**
     Enter the name of the next of kin or child.

   • **Sex**
     Choose the gender from the pop-up dialog: **Male** or **Female**.

   • **Relation**
     Specify how you and the next of kin are related to each other.

- **Birthday** (optional)
  Enter the birthday of the next of kin by choosing a date from the calendar pop-up dialog.
- **Is Main Contact** (optional)
  Toggle the bar, if you want to make the next of kin the main contact of the seafarer.

5. Tap on **Save** to save your changes.

Result

A success message appears **Great! Now you can add addresses and communications.**

Next Steps

You can now add addresses and types of communications to the next of kin.

For detailed information on how to do this, see:

- Add Addresses [25]
- Add Communications [30]

6.1.3. Add Children

To add children to your personal information, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
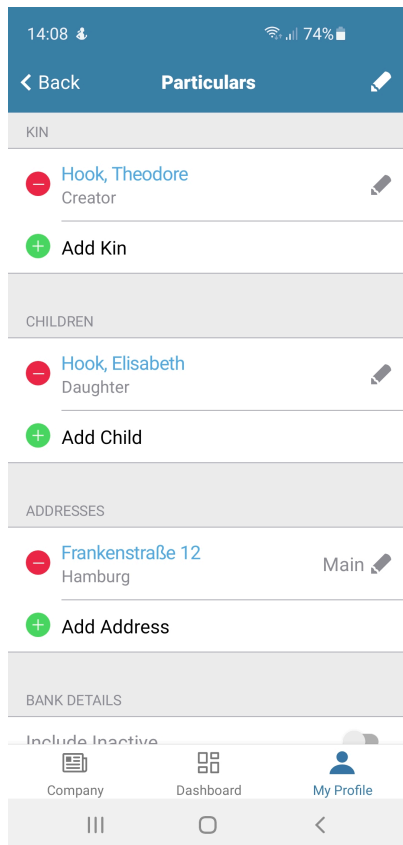2. Tap on **My Profile** > **Particulars**.

3. Under **Children**, tap on ⊕ **Add Child**.

> **NOTE**
>
> You can also edit the information of an existing child by tapping on the pencil icon (✏) next to the entry.
>
> To delete a child from your personal information, tap on the minus icon (−) and confirm the warning message.

4. On the next screen, tap on every field for which entering a value is mandatory.
The following fields are available:

   • **First Name**

   Enter the first name of the child.

   • **Last Name**

   Enter the last name of the child.

   • **Sex**

   Choose the gender from the pop-up dialog: **Male** or **Female**.

- **Birthday**
  Enter the birthday of the child by choosing a date from the calendar pop-up dialog.

5. Tap on **Save** to save your changes.

6.1.4. Add Addresses

To add an address to your personal information or the specified next of kins and children, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Particulars**.
3. Under **Addresses**, tap on ⊕ **Add Address**.

NOTE

Note that you can maintain as many addresses as you wish, but only one address can be specified as the main one.

You can also edit existing addresses by tapping on the pencil icon (✏) next to the entry.

To delete an address from your personal information, tap on the minus icon (➖) and confirm the warning message.
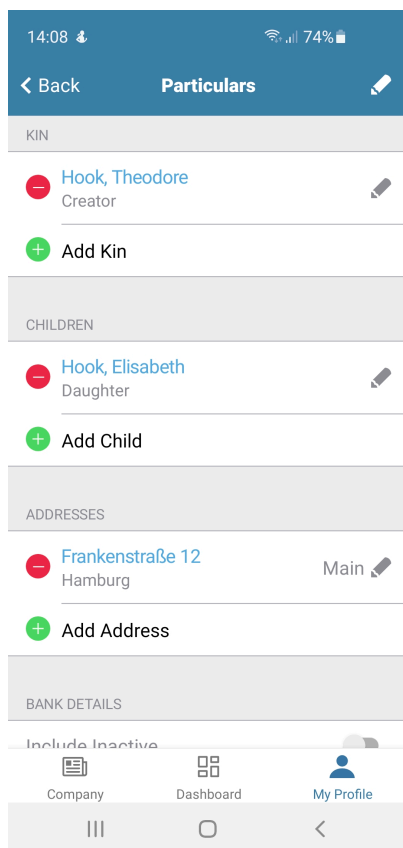
4. On the next screen, tap on every field for which entering a value is mandatory.
    The following fields are available:

    - **Street**

    Enter the street name of the address in this field.

    - **Street 2**

    Enter any additional information regarding the location of your address. You can also use this field if the name of the street is too long to fit into the first field.

    - **Postal Code**

    Enter the postal code of the respective address.

    - **City**

    Enter the name of the city in which the address is located.

- **Country**

    Choose the respective country in which the address is located from the list of suggestions or enter it in the field.

- **Nearest Airport**

    Choose the airport closes to the respective address from the list of suggestions or enter it in the field.

- **Remark**

    Enter any additional remarks into this field.

- **Is Main**

    Toggle the bar, if this address is your main address.

5. Tap on **Save** to save your changes.

6.1.5. Add Bank Details

To add bank details to your personal information, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Particulars**.

3. Under **Bank Details**. tap on ⊕ **Add Bank Details**.

> ▨ **NOTE**
>
> You can also edit existing bank details by tapping on the pencil icon (✎) next to the entry.
>
> To delete bank details from your personal information, tap on the minus icon (−) and confirm the warning message.
>
> Toggle the bar next to **Include Inactive** to display archived bank details.
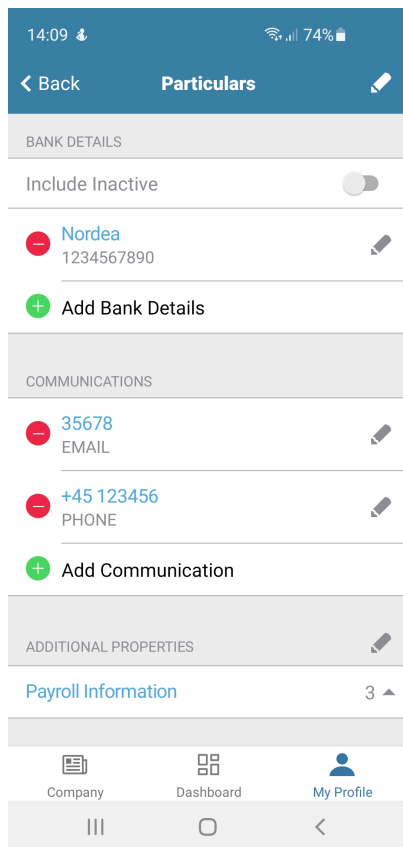
4. On the next screen, tap on every field for which entering a value is mandatory.
    The following fields are available:

    *   **Bank Name**

        Enter the name of the bank where the bank account is located.

    *   **SWIFT**

        Enter the SWIFT code of the relevant bank account.

    *   **Bank Code**

        Enter the BIC of the relevant bank account.

    *   **Beneficiary Type**

        Choose one of the following beneficiary types from the list of suggestions:

        *   **Seafarer**

If you choose this option, you as the seafarer are the beneficiary and your main address details are taken over for this bank account.

- **NOK**

  If you choose this option, the name of the beneficiary is pre-filled in the **Beneficiary** field.

  Ensure that an address was specified for the selected next of kin. Otherwise, the bank account cannot be saved.

- **Other**

  This is a person that is not directly related to you. Enter the name of the beneficiary in the **Beneficiary** field.

  The address details for this person must be entered manually before you can save the bank account.

  The app can then determine the address of the beneficiary.

- **Bank Country**

  Choose the country in which the bank is located from the list of suggestions.

- **Currency**

  Choose the relevant currency for your bank account from the list of suggestions or enter it in the field.

- **IBAN**

  Enter the IBAN of your bank account.

- **Number**

  Enter the bank account number of your bank account.

> 🗒 **NOTE**
> If you already entered the IBAN, this field is no longer marked as required and you can save the bank account and vice versa.

- **Is Primary**

  Toggle the bar, if you want to mark this bank account as your main bank account for the specified currency.

- **Card Number/Account Number**

  Enter the card number or account number to which you want to make the payment.

- **Via Bank**

  Toggle the bar, if you want the payment to be made to a specific bank first and then to you in a second step.

  If activated, you then also need to specify the following parameters:

  - **Via Bank Name**

    Enter the name of the bank to which you want to make the payment.

  - **Via Bank SWIFT/BIC**

    Enter the SWIFT or BIC code of the bank to which you want to make the payment.

- **Via Bank Account No.**

  Enter the bank account number of the bank account to which you want to make the payment.

- **Remark**

  Enter any additional remarks into this field.

- **Archive Bank Account**

  Toggle this bar to archive the selected bank account. This option is only available when you edit existing bank accounts. You cannot archive a bank account that you are currently creating.

14:09	🛜 74%
Cancel **Add Bank Details**	Save
Bank Name*	＞
SWIFT*	＞
Bank Code*	＞
Beneficiary Type*	Seafarer ＞
Beneficiary	Hook, James ＞
Street*	Frankenstraße 12 ＞
Street2	＞
Postal Code	20097 ＞
City*	Hamburg ＞
County/Region	Hamburg ＞
Country*	Germany ＞
Bank Country	Philippines ＞
Currency	＞

14:09	🛜 73%
Cancel **Add Bank Details**	Save
City*	Hamburg ＞
County/Region	Hamburg ＞
Country*	Germany ＞
Bank Country	Philippines ＞
Currency	＞
IBAN*	＞
Number*	＞
Is Primary	⬤
Card Number/Acco…	＞
Via Bank	⬤
Remark	＞
Archive Bank Account	⬤

Add bank details

5. Tap on **Save** to save your changes.

6.1.6. Add Communications

To add different means of communication to your personal information, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
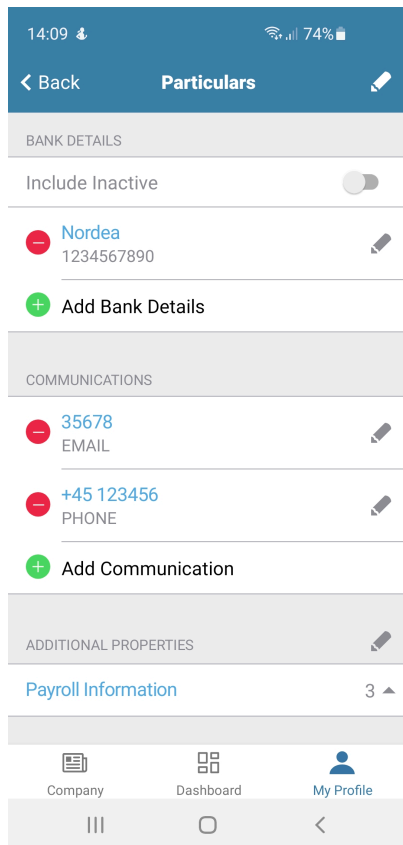
2. Tap on **My Profile** > **Particulars**.

3. Under **Communications**, tap on ⊕ **Add Communication**.

> 🗒 **NOTE**
>
> You can also edit existing means of communication by tapping on the pencil icon (✎) next to the entry.
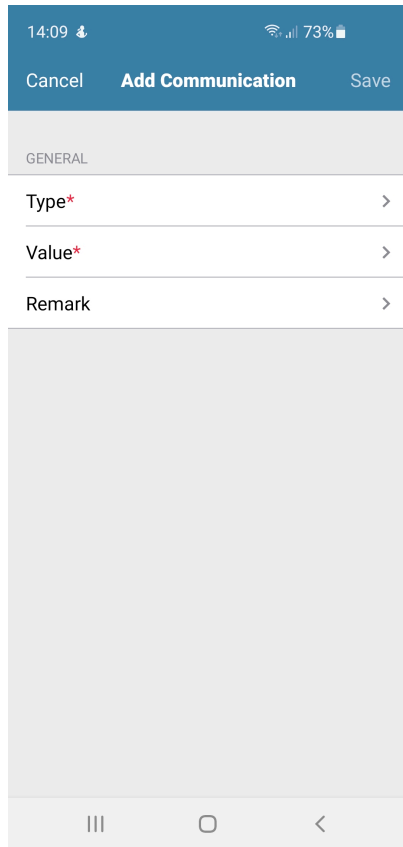>
> To delete a means of communication from your personal information, tap on the minus icon (−) and confirm the warning message.

4. On the next screen, tap on every field for which entering a value is mandatory.

    The following fields are available:

    • **Type**

    Choose the type of communication from the list of suggestions. This can be **MOBILE**, for example.

    • **Value**

    Enter the value of the communication type in this field. In this case, it would be a mobile telephone number.

    • **Remark**

    You can enter any additional remarks to further specify the entry.
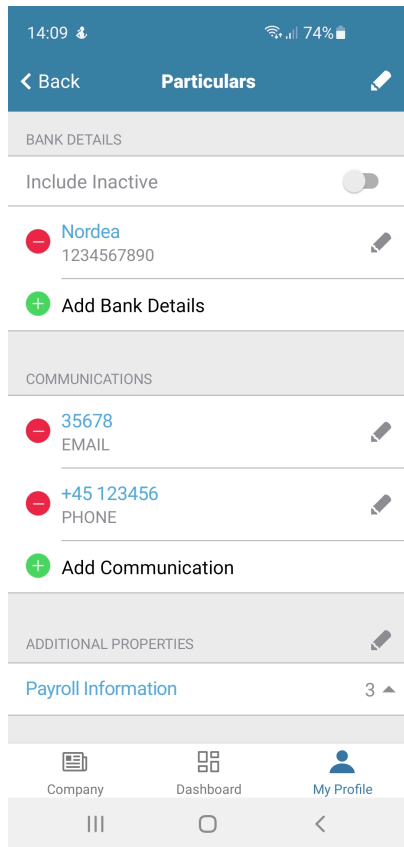
5. Tap on **Save** to save your changes.

6.1.7. Edit Additional Properties

You can edit additional properties that were created for you in CFM Crewing, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Particulars**.

3. Under **Additional Properties**, tap on the pencil icon (✎).

4. On the next screen, tap on the field that you want to edit and change the corresponding value.

5. Tap on **Save** to save your changes.

6.2. Travel Documents

The **Travel Documents** subarea allows you to manage the travel documents required for your assignments.

This includes passports, visas, seaman's books, and flag state seaman's books.

The subarea is divided into the following categories:

*   **Passports**
    This category lists all available passports for your assignments.

*   **Visas**
    This category lists all available visas for your assignments.

*   **Seaman's Books**
    This category lists all available seaman books.

- **Flag State Seafarer's Books**

  This category lists all available seaman books for different flag states.
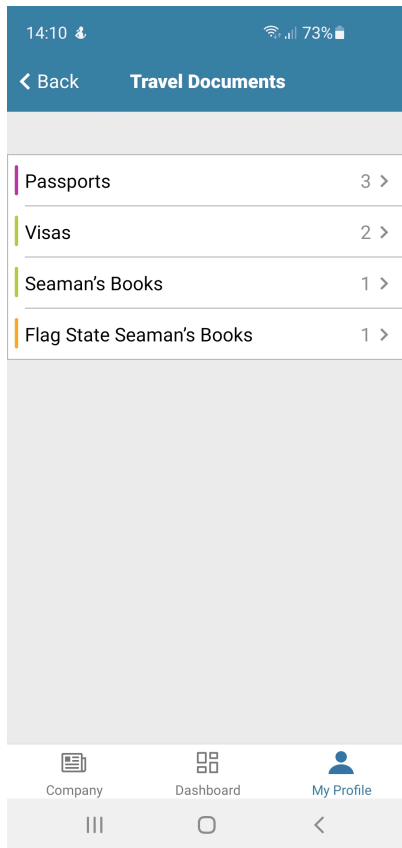
The status indicator next to every category corresponds to the worst status of all entries in the respective category.

You can filter the documents in each category for issues by toggling the **Issues only** toggle bar.

Only the travel documents in status **Orange**, **Red**, or **Purple** are then displayed.

6.2.1. Add Passports

To add passports to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Travel Documents**.

3. Under **Passports**, tap on **Add**.

> **NOTE**
> You can also edit, disable, or delete passports. Tap on a passport in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
>
> When you disable a travel document, it will no longer be included in any validation even if the document is expired.
>
> Typically a document is disabled if you want to disregard it during your daily business but keep for documentation purposes.
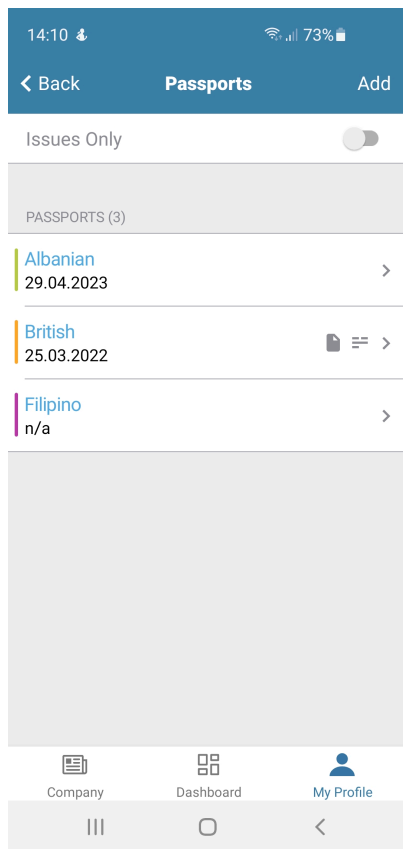
4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

   • **Nationality**

   Choose the relevant nationality from the list of suggestions or enter it directly in the field.

   • **Number**

   Enter the passport number.

   • **Issue Date**

   Enter the date on which the passport was issued by choosing a date from the calendar pop-up dialog.

- **Expiry Date**

  Enter the date on which the passport expires by choosing a date from the calendar pop-up dialog.

- **Issue Place**

  Enter the place where the passport was issued.

- **Never Expires**

  Toggle this bar, if the travel document doesn't have an expiry date.

- **Remark**

  Enter any additional remarks in this field. A remark icon (≡) is then added next to the travel document.

- **Document**

  To attach documents to the travel document, tap on the **Upload** icon (⬆).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> **NOTE**
>
> To remove existing documents, tap on the trash icon (🗑).

14:10		73%
Cancel	**Add Passport**	Save

Nationality*	›
Number	›
Issue Date*	Select ...
Expiry Date*	Select ...
Place of Issue	›
Never Expires	⬤
Remark	›
Document	⬆

5. Tap on **Save** to save your changes.

6.2.2. Add Visas

To add visas to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Travel Documents**.

3. Under **Visas**, tap on **Add**.

> **NOTE**
>
> You can also edit, disable, or delete visas. Tap on a visa in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
>
> When you disable a travel document, it will no longer be included in any validation even if the document is expired.
>
> Typically a document is disabled if you want to disregard it during your daily business but keep for documentation purposes.
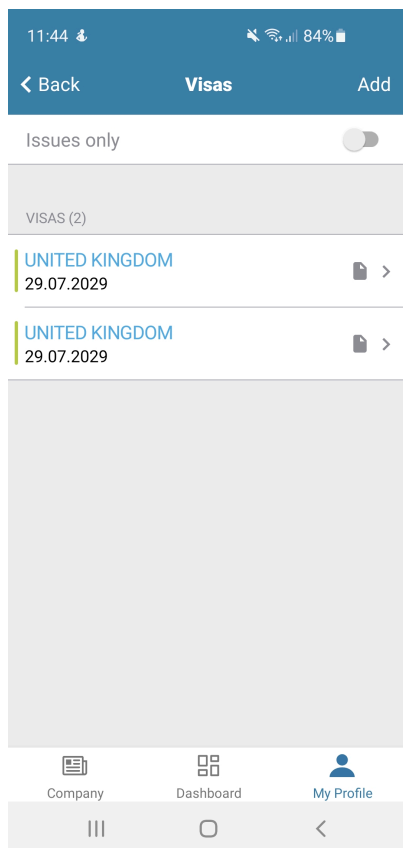
4. On the next screen, tap on every field for which entering a value is mandatory.

   The following fields are available:

   • **Type**

   Choose the type of visa that you want to add from the list of suggestions or enter it directly in the field.

- **Visa Number**

  Enter the visa number.

- **Issue**

  Enter the date on which the visa was issued by choosing a date from the calendar pop-up dialog.

- **Expiry**

  Enter the date on which the visa expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

  Toggle this bar, if the travel document doesn't have an expiry date.

- **Remark**

  Enter any additional remarks in this field. A remark icon (≡) is then added next to the travel document.

- **Document**

  To attach documents to the travel document, tap on the **Upload** icon (⤒).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> **NOTE**
> To remove existing documents, tap on the trash icon (🗑).

5. Tap on **Save** to save your changes.

6.2.3. Add Seaman's Books

To add seaman's books to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Travel Documents**.

3. Under **Seaman's Books**, tap on **Add**.

> ### NOTE
>
> You can also edit, disable, or delete seaman's books. Tap on a seaman's book in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
>
> When you disable a travel document, it will no longer be included in any validation even if the document is expired.
>
> Typically a document is disabled if you want to disregard it during your daily business but keep for documentation purposes.
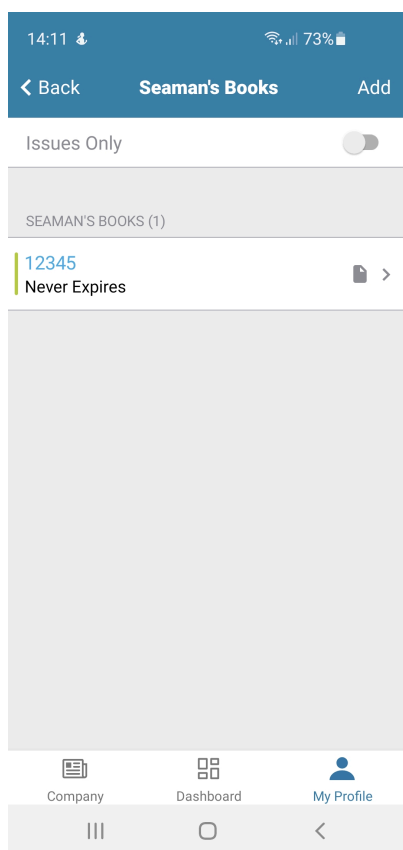
4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

   - **Number**

   Enter the number of the seaman's book.

   - **Issue**

   Enter the date on which the seaman's book was issued by choosing a date from the calendar pop-up dialog.

   - **Expiry**

   Enter the date on which the seaman's book expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

    Toggle this bar, if the travel document doesn't have an expiry date.

- **Remark**

    Enter any additional remarks in this field. A remark icon (≡) is then added next to the travel document.

- **Document**

    To attach documents to the travel document, tap on the **Upload** icon (⬆).

    Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> ◪ **NOTE**
>
> To remove existing documents, tap on the trash icon (🗑).

5. Tap on **Save** to save your changes.

6.2.4. Add Flag State Seaman's Books

To add flag state seaman's books to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Travel Documents**.

3. Under **Flag State Seaman's Books**, tap on **Add**.

>
>
> **NOTE**
>
> You can also edit, disable, or delete flag state seaman's books. Tap on a flag state seaman's book in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
>
> When you disable a travel document, it will no longer be included in any validation even if the document is expired.
>
> Typically a document is disabled if you want to disregard it during your daily business but keep for documentation purposes.
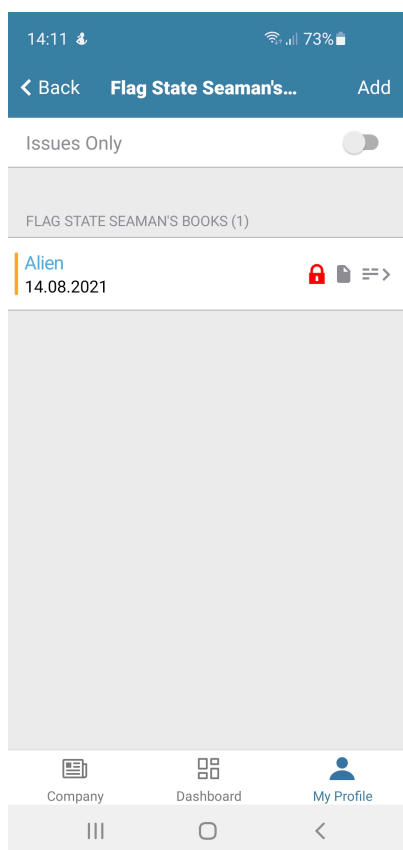
4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

   • **Number**

   Enter the number of the flag state seaman's book.

   • **Issue**

   Enter the date on which the flag state seaman's book was issued by choosing a date from the calendar pop-up dialog.

   • **Expiry**

   Enter the date on which the flag state seaman's book expires by choosing a date from the calendar pop-up dialog.

- **Flag State**

  Choose the flag state for which the seaman's book is valid from the list of suggestions.

- **Never Expires**

  Toggle this bar, if the travel document doesn't have an expiry date.

- **Remark**

  Enter any additional remarks in this field. A remark icon (☰) is then added next to the travel document.

- **Document**

  To attach documents to the travel document, tap on the **Upload** icon (⬆).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> **NOTE**
> To remove existing documents, tap on the trash icon (🗑).


5. Tap on **Save** to save your changes.

6.3. Certificates

The **Certificates** subarea allows you to manage the certificates required for your assignments.

This includes STCW and national requirements, flag state and other certificates as well as competencies and endorsements.

The subarea is divided into the following categories:

- **STCW Requirements**
  This category lists all certificates that are required according to the STCW convention.

- **Flag State Certificates**
  This category lists all available flag state certificates.

- **Nationality Requirements**
  This category lists all certificates that are required according to national requirements.

- **Other Certificates**
  This category list all certificates that don't match a specific category or are not relevant for an assignment.

- **Competencies & Endorsements**
  Lists all required competencies and endorsements.

- **Flag State Endorsements**
  Lists all required flag state endorsements.
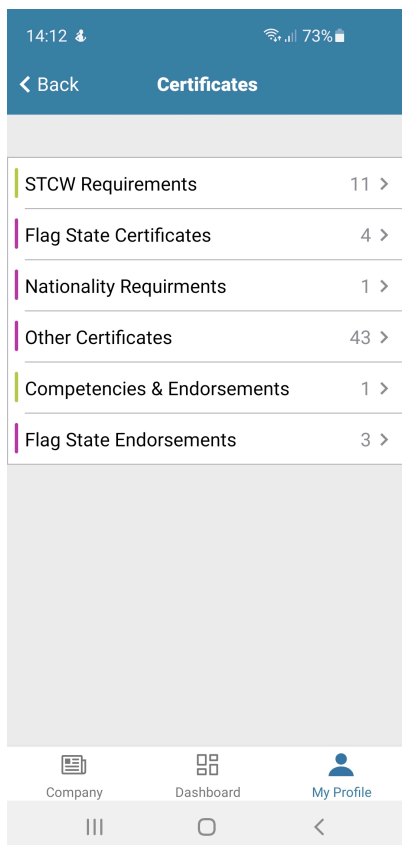
The status indicator next to every category corresponds to the worst status of all entries in the respective category.

You can filter the documents in each category for issues by toggling the **Issues only** toggle bar.

Only the certificates in status **Orange**, **Red**, or **Purple** will be listed.
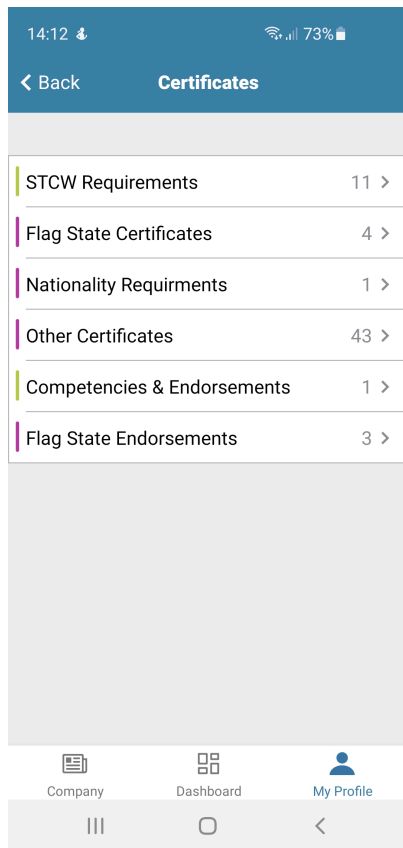
6.3.1. Add Certificates

To add certificates to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Certificates**.
3. Tap on the certificate category to which you want to add a certificate.

> **NOTE**
> Even if you add a certificate under **STCW Requirements**, it will only be displayed in this category if the certificate type was defined as **STCW Requirement** by your company. Otherwise, the certificate you added is grouped under **Other Certificates**.

4. Tap on **Add**.

> 🗒 **NOTE**
>
> You can also edit, disable, or delete certificates. Tap on a certificate in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
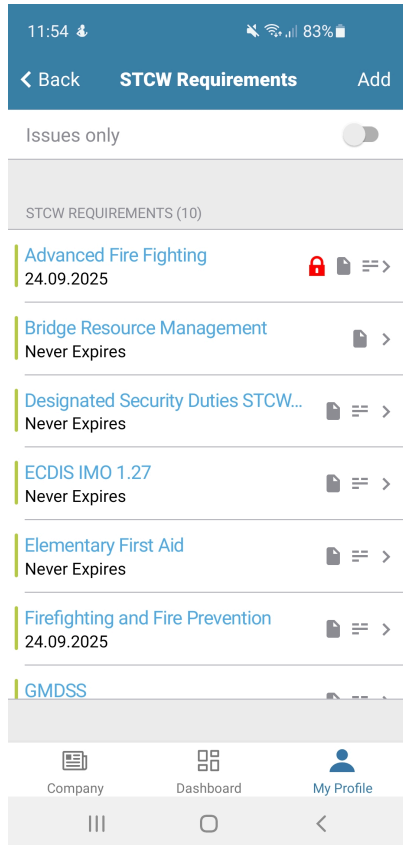
5. On the next screen, tap on every field for which entering a value is mandatory. The following fields are available:

   - **Certificate**

     Choose a certificate from the list of suggestions.

   - **Flag State**

     Choose the relevant flag state from the list of suggestions.

     > 🗒 **NOTE**
     >
     > This field only needs to be maintained for flag state certificates. For all other certificate categories, this field is not available.

   - **Reference**

     Enter a reference.

   - **Number**

Enter a certificate number.

- **Issue**

  Enter the date on which the certificate was issued by choosing a date from the calendar pop-up dialog.

- **Expiry**

  Enter the date on which the certificate expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

  Toggle this bar, if the certificate doesn't have an expiry date.

- **Remark**

  Enter any additional remarks in this field. A remark icon (≡) is then added to the certificate.
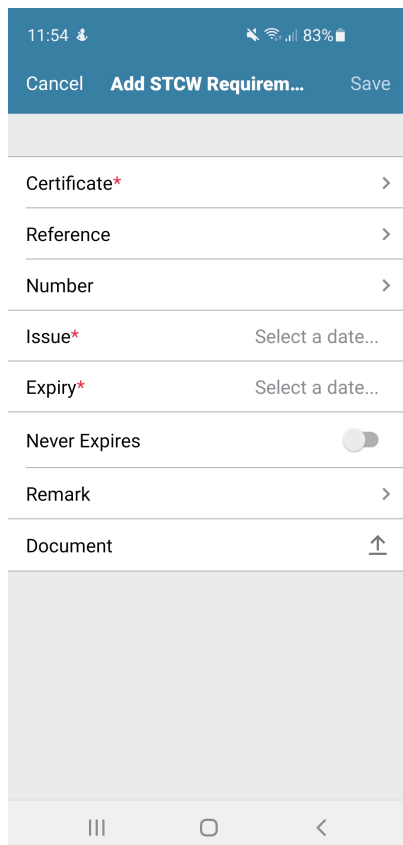
- **Document**

  To attach documents to the certificate, tap on the **Upload** icon (⬆).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> **NOTE**
>
> To remove existing documents, tap on the trash icon (🗑).

11:54	🔅		🔇 📶 83% 🔋
Cancel	**Add STCW Requirem...**		Save

Certificate*		>
Reference		>
Number		>
Issue*	Select a date...	
Expiry*	Select a date...	
Never Expires		⬤○
Remark		>
Document		⬆

6. Tap on **Save** to save your changes.

## 6.3.2. Add Competencies and Endorsements

To add competencies and endorsements to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Certificates**.

3. Under **Competencies & Endorsements**, tap on **Add**.

> 🖉 **NOTE**
>
> You can also edit, disable, or delete certificates. Tap on a certificate in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
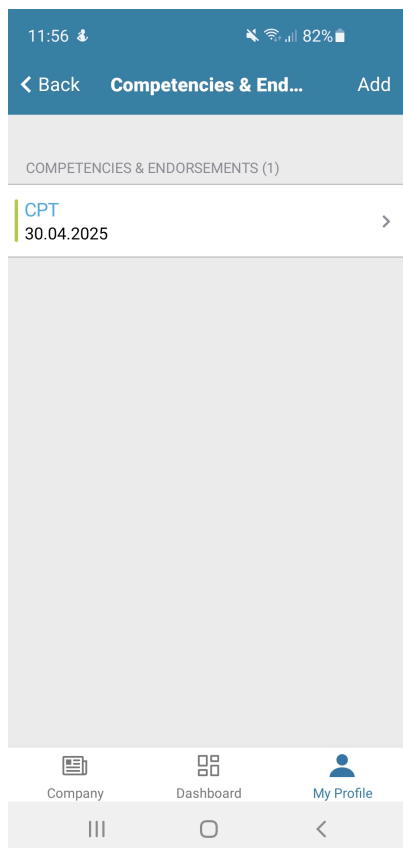
4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:
   - **Competency**

     Choose a competency from the list of suggestions.

   - **STCW Regulation**

     The STCW regulation is automatically derived from the competency. The field is read-only and cannot be edited if the setting for advanced competency handling was activated. Otherwise, the field is editable.

- **Name**

  The name is automatically derived from the competency, but you can overwrite it here.

- **Number**

  Enter a number.

- **Issue**

  Enter the date on which the competency was issued by choosing a date from the calendar pop-up dialog.

- **Expiry**

  Enter the date on which the competency expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

  Toggle this bar, if the competency doesn't have an expiry date.

- **Rank**

  Choose the rank to which the competency applies from the list of suggestions.

- **Remark**

  Enter any additional remarks in this field. A remark icon (☰) is then added to the competency.

- **Document**

  To attach documents to the competency, tap on the **Upload** icon (⤒).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> **NOTE**
> To remove existing documents, tap on the trash icon (🗑).

5. Tap on **Save** to save your changes.

Next Steps

You can now add endorsements and verifications to the competency.

For detailed information, see Add Endorsements [51].

6.3.2.1. Add Endorsements

To add endorsements to a competency, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Certificates**.
3. Under **Competencies & Endorsements**, tap on a competency from the list.

4. Under **Endorsements & Verifications**, tap on **Add**.

>
>
> **NOTE**
>
> You can also edit the information of an existing endorsement by tapping on the pencil icon (✏️) next to the entry.
>
> To delete an endorsement, tap on the minus icon (−) and confirm the warning message.
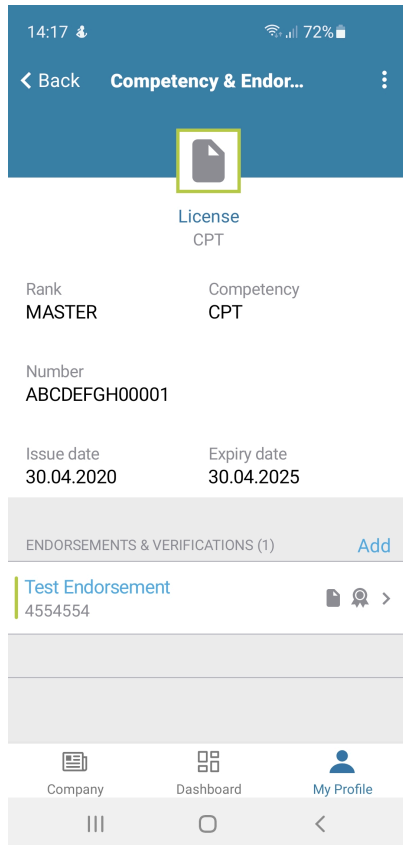
5. On the next screen, tap on every field for which entering a value is mandatory.
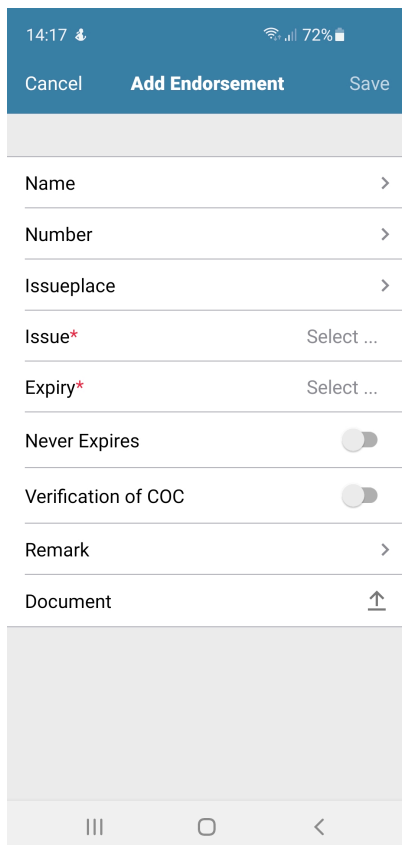   The following fields are available:

    • **Name**

    The name is automatically derived from the competency, but you can overwrite it here.

    • **Number**

    Enter a number for the endorsement.

    • **Issue Place**

    Specify the place where the endorsement was issued.

    • **Issue**

    Enter the date on which the endorsement was issued by choosing a date from the calendar pop-up dialog.

- **Expiry**

  Enter the date on which the endorsement expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

  Toggle this bar, if the endorsement doesn't have an expiry date.

- **Verification of COC**

  Toggle this bar, if you enter a verification to the certificate of competency (COC) instead of an endorsement.

  Once you toggle this bar, a ribbon icon (⚬) is added to the endorsement.

- **Remark**

  Enter any additional remarks in this field. A remark icon (≡) is then added to the endorsement.

- **Document**

  To attach documents to the endorsement, tap on the **Upload** icon (⬆).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> **NOTE**
>
> To remove existing documents, tap on the trash icon (🗑).

14:17 ☕		🔋 72%
Cancel	**Add Endorsement**	Save

Name	›
Number	›
Issueplace	›
Issue*	Select ...
Expiry*	Select ...
Never Expires	⬭
Verification of COC	⬭
Remark	›
Document	⬆

6. Tap on **Save** to save your changes.

6.3.3. Add Flag State Endorsements

To add flag state endorsements to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Certificates**.

3. Under **Flag State Endorsements**, tap on **Add**.

> ### NOTE
> You can also edit, disable, or delete flag state endorsements. Tap on a flag state endorsement in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
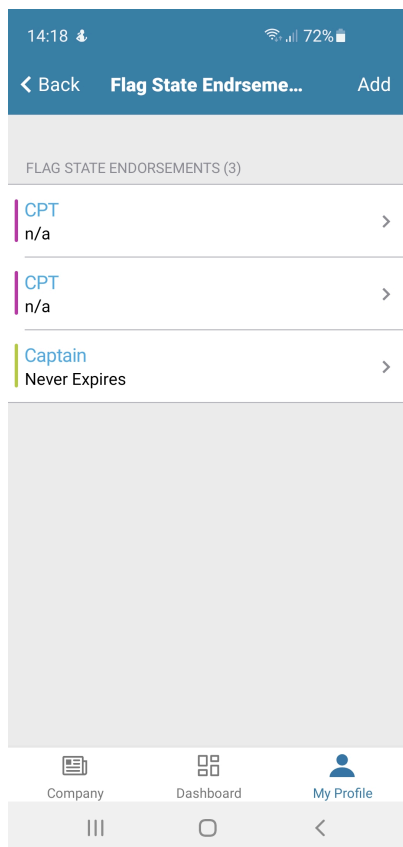
4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:
   - **CRA**
     Toggle this bar, if the endorsement represents a certificate of receipt of application (CRA).

> **NOTE**
>
> Once you toggle this bar, **CRA** is automatically added to the name of the endorsement.

- **Competency**

  Choose a competency from the list of suggestions.

- **STCW Regulation**

  The STCW regulation is automatically derived from the competency. The field is read-only and cannot be edited if the setting for advanced competency handling was activated. Otherwise, the field is editable.

- **Name**

  The name is automatically derived from the competency, but you can overwrite it here.

- **Number**

  Enter a number for the endorsement.

- **Issue**

  Enter the date on which the endorsement was issued by choosing a date from the calendar pop-up dialog.

- **Expiry**

  Enter the date on which the endorsement expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

  Toggle this bar, if the endorsement doesn't have an expiry date.

- **Rank**

  Choose the rank to which the endorsement applies from the list of suggestions.

- **Flag Sate**

  Choose the relevant flag state from the list of suggestions.

- **Remark**

  Enter any additional remarks in this field. A remark icon (≡) is then added to the endorsement.

- **Document**

  To attach documents to the endorsement, tap on the **Upload** icon (⬆).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

> ### NOTE
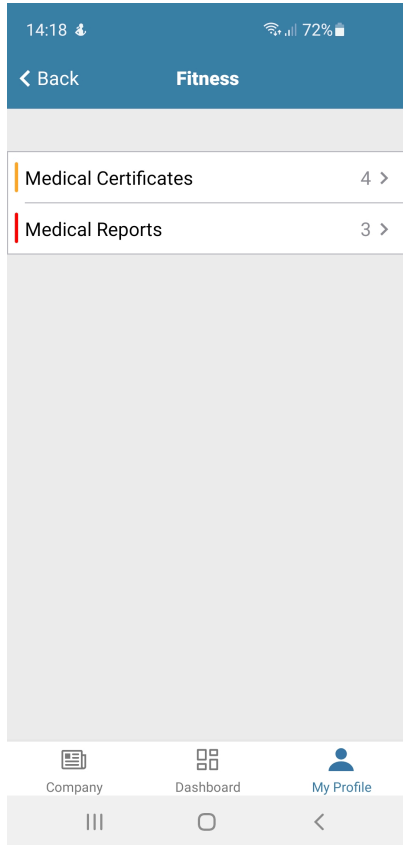> To remove existing documents, tap on the trash icon (🗑).

5. Tap on **Save** to save your changes.

6.4. Fitness

The **Fitness** subarea allows you to manage the medical certificates and reports relevant for your assignments.
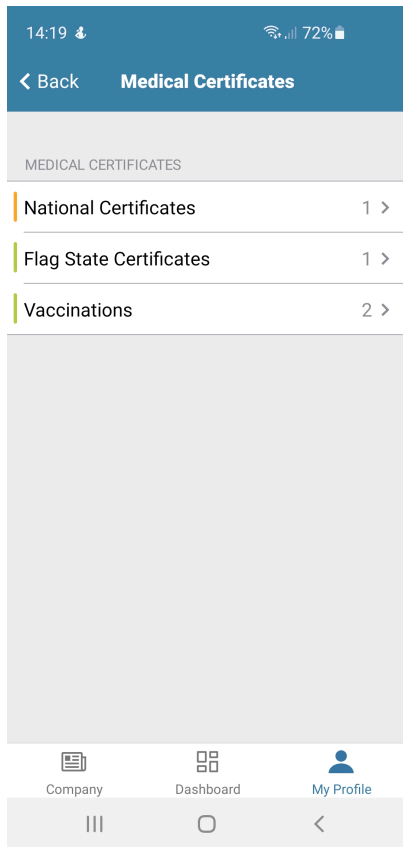

The subarea is divided into the following categories:

- **Medical Certificates**
  This category lists medical certificates of different types including national and flag state certificates as well as vaccinations.
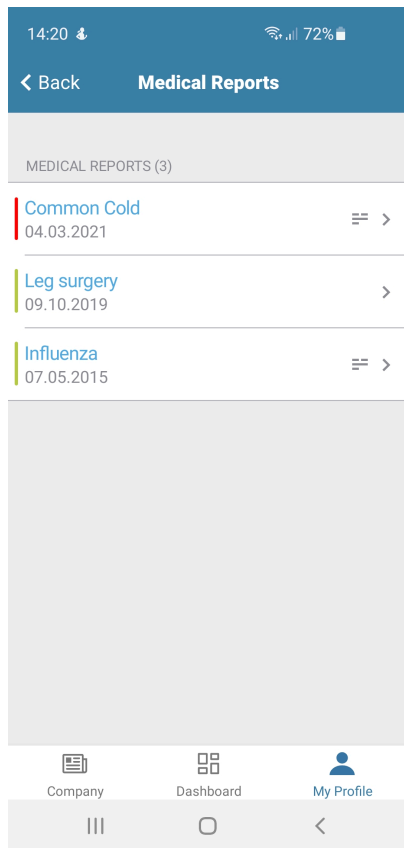
You can add, move, edit, and delete the different medical certificates depending on the rights that are assigned to your user.

- **Medical Reports**
  This category lists all medical reports that were maintained.

The information displayed in this category is read-only.

The status indicator next to every category corresponds to the worst status of all entries in the respective category.

You can filter the documents in each category for issues by toggling the **Issues only** toggle bar.

Only the medical certificates and reports in status **Orange**, **Red**, or **Purple** are then displayed.

6.4.1. Add Medical Certificates

To add medical certificates to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Fitness** > **Medical Certificates**.

3. On the **Medical Certificates** screen, tap on the type of medical certificate that you want to create.
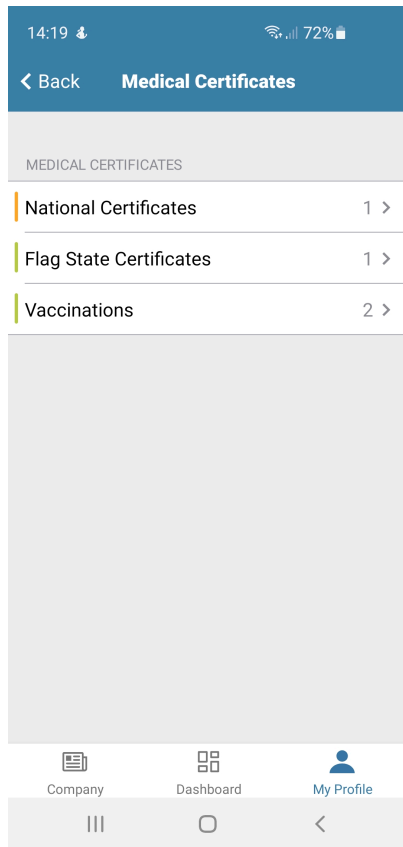
4. Tap on **Add**.

> 🗒 **NOTE**
> You can also edit, disable, or delete medical certificates. Tap on a certificate from the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
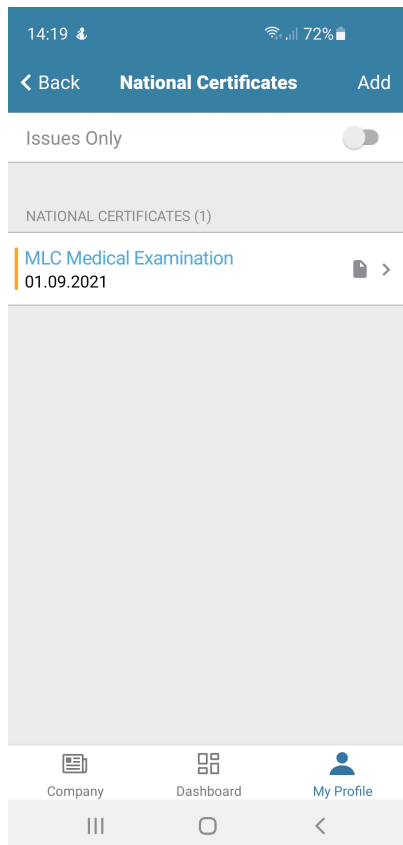
5. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

> 💡 **TIP**
> Depending on the type of medical certificate, different information might be relevant.

- **Medical** or **Vaccination**
  Choose the relevant medical certificate or vaccination from the list of suggestions or enter it directly in the field.

- **Issue**
  Enter the date on which the certificate was issued by choosing a date from the calendar pop-up dialog.

- **Expiry**

  Enter the date on which the certificate expires by choosing a date from the calendar pop-up dialog.

- **Never Expires**

  Toggle this bar, if the certificate doesn't have an expiry date.

- **Remark**

  Enter any additional remarks in this field. A remark icon (≡) is then added to the certificate.

- **Flag State**

  Choose the relevant flag state from the list of suggestions.
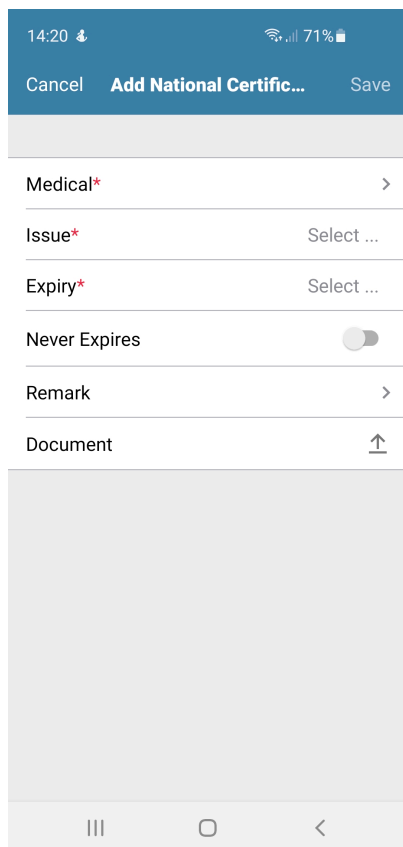
- **Document**

  To attach documents to the certificate, tap on the **Upload** icon (⬆).

  Then, choose from which location on your mobile device you want to upload the document. In general, you can directly take a picture with your camera or upload a file from your gallery.

  > 🗒 **NOTE**
  >
  > To remove existing documents, tap on the trash icon (🗑).

6. Tap on **Save** to save your changes.

6.5. Performance

The **Performances** subarea provides an overview of the performance reports that were created for your assignments.

The reports are grouped by assignment. By tapping on an assignment you're automatically redirected to the list of available performance reports for that assignment.

Each performance report has an impact on the overall rating of a seafarer. Out of all performance reports for an assignment, the average value is calculated and displayed in stars next to the assignment.

Typically, performance reports are created on board and are then processed within CFM Crewing for validation and confirmation reasons.

A color code indicates the status of the performance report:

- **Green** - Everything is okay. No reports or documents are missing.

- **Red** - The performance report hasn't been confirmed, yet.

- **Purple** - A mandatory performance report was generated, but hasn't been processed so far.

Optionally, you can export performance reports as a PDF file by tapping on **More** ⋮ > **Export** on the detail screen of a performance report.
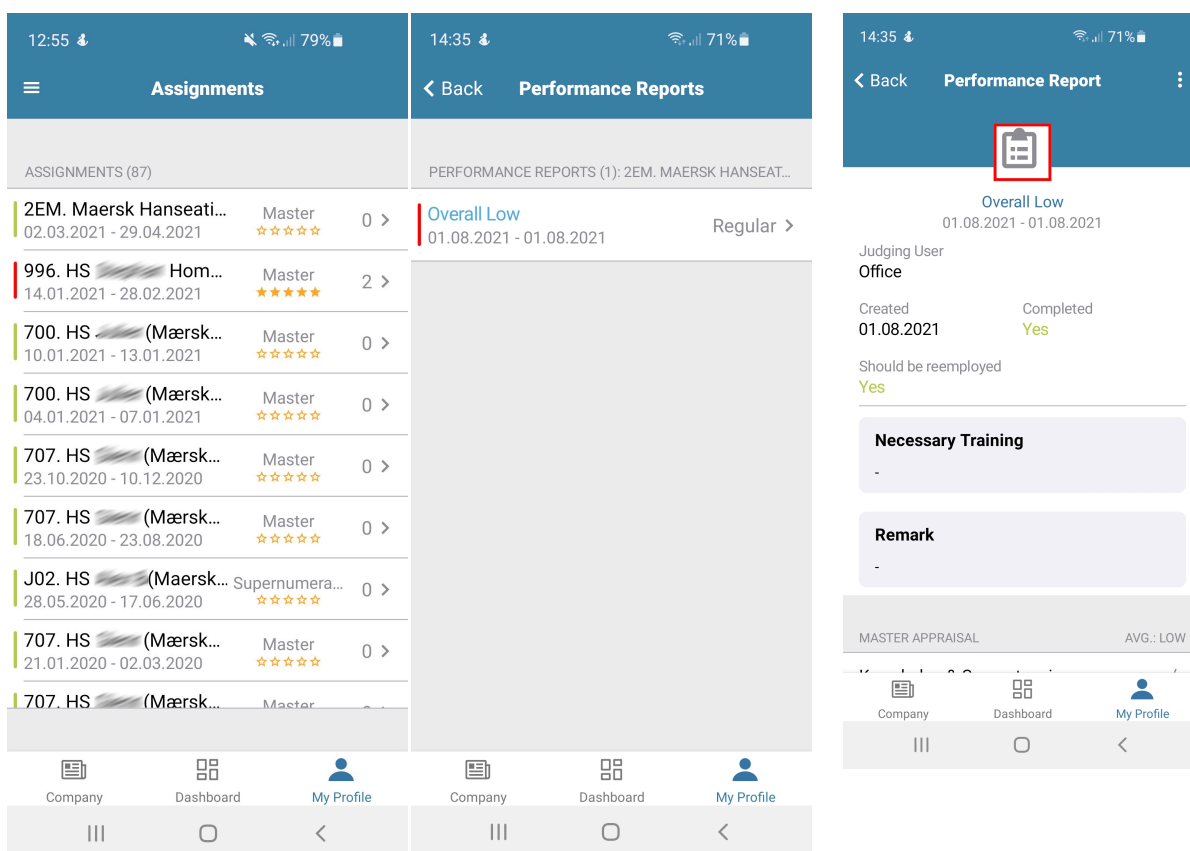
Performance reports sorted by assignment and time period

6.6. Assignments

The **Assignments** subarea allows you to view and manage data on assignments, past sea services, and your personal history.

The subarea is divided into the following tabs:
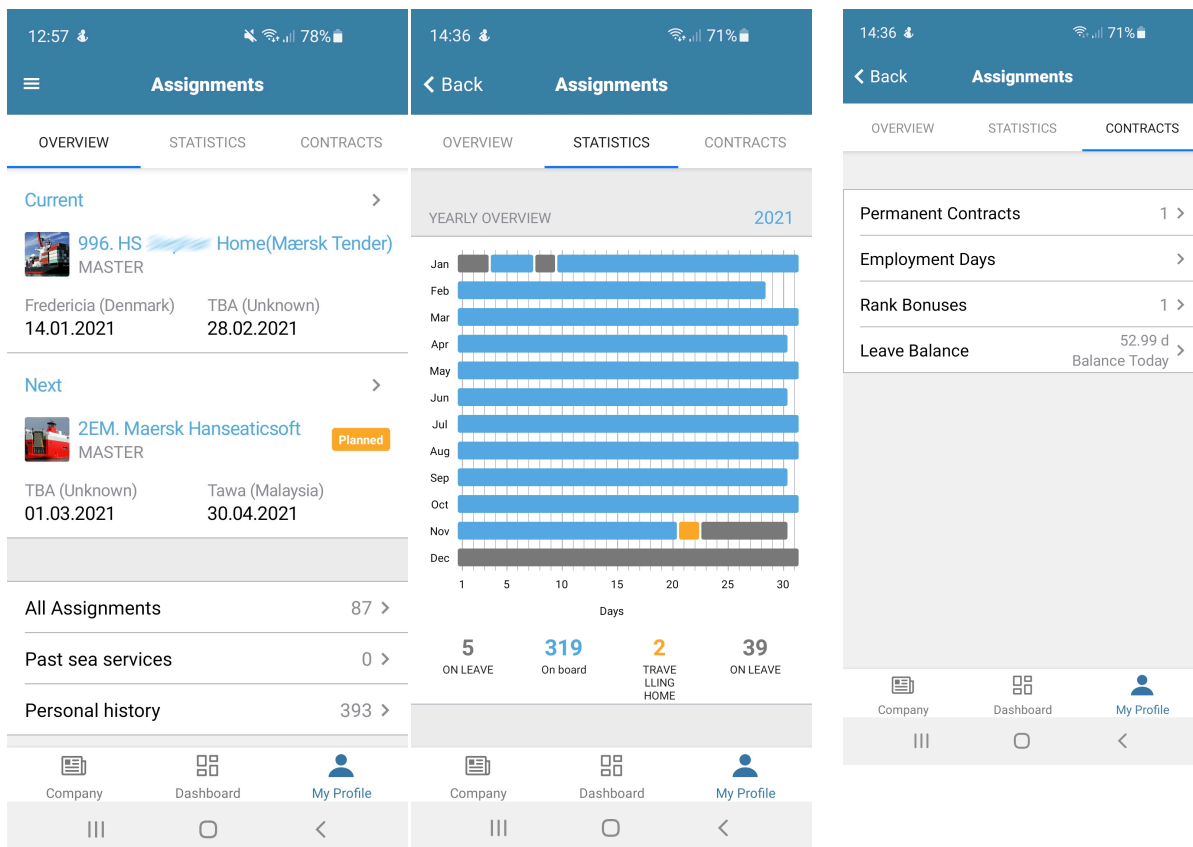
- **Overview**

  This tab provides an overview of the assignments, past sea services, and the personal history of the seafarer.

- **Statistics**

  This tab provides an overview of the seafarers' activity for a selected year.

- **Contracts**

  This tab provides an overview of the contract status of the seafarer.

The three different subareas: **Overview, Statistics**, and **Contracts**

6.6.1. Overview

On the **Overview** tab, you get information on all assignments, past sea services, and your personal history.

A snapshot of the current and future assignments are displayed.

In addition, the tab contains the following categories:

- **All Assignments**

  Lists all assignments that you carried out. By tapping on any of the assignments from the list, you navigate into the details of the specific assignment.

  The **Assignment Details** screen is again divided into the following sections:

  - **Contract**

    In this section, you get general information on the contract, such as rank, the vessel on which the assignment takes place, assignment type, and the relevant contract dates.

  - **Wages**

    In this section, you get an overview of the wages for the selected assignment.

    An arrow icon (▾) next to the first wage indicates that split wages or wage scale versions exist.

    Directly underneath, the total costs on board and the total cost are displayed.

  - **Documents**

    In this section, you see the list of documents that are necessary for the current assignment.

  - **Briefing**

    This section displays information on the briefing period and the briefing type.

  - **Debriefing**

    This section displays information on the debriefing period and the debriefing type.

  - **Sign-on Ticket**

    This section displays information on the sign-on flight for the current assignment.

  - **Sign-off Ticket**

    This section displays information on the sign-off flight for the current assignment.

  - **Experience**

    In this section, you get an overview of the experiences that were created on board the vessel using CSM.

    In general, the captain on board the vessel approves or rejects these experiences. The office can, however, also add, edit or delete experiences and approve or reject experiences that were created using CSM.

You can also add, edit, or delete experiences from this section in the CFM Crew Portal Mobile.
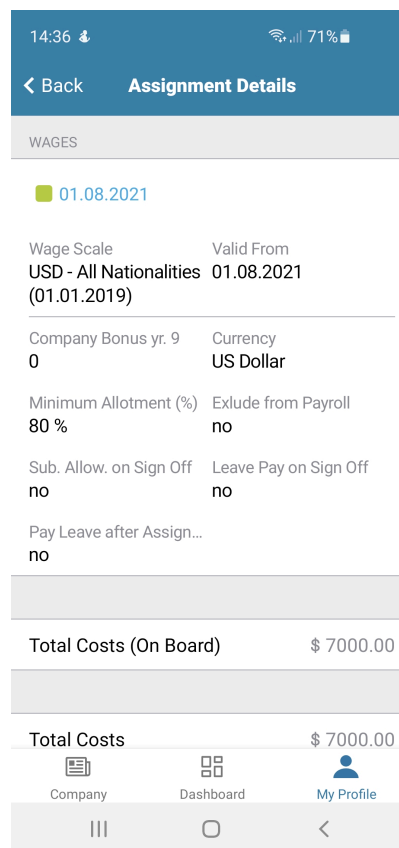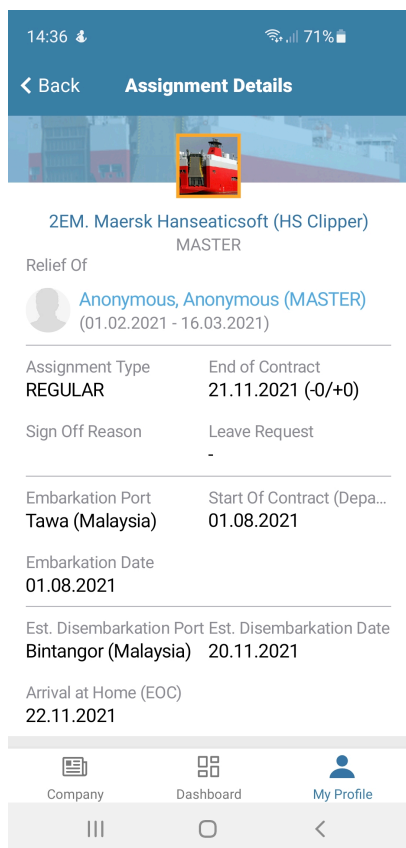
Assignment Details - Screen

- **Past Sea Services**

  Lists all past sea services that you carried out for a different employer. By tapping on any of the past sea services from the list, you navigate into the details of the specific past sea service.

  > **NOTE**
  >
  > Past sea services are relevant to calculate your overall experience. They can also be taken into account when calculating bonuses.

You can add, edit, or delete past sea services from this section.
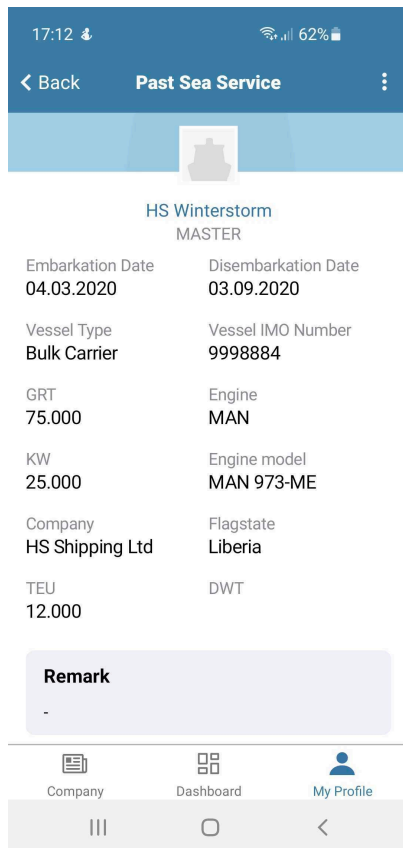
- **Personal History**

  Lists your personal history, which includes events, such as vacation, traveling home, and when you're on board a vessel during an assignment.

  By tapping on any of the personal history entries from the list, you navigate into the details of the specific entry.

  The events are marked with a color code:

  - **Green**

    Represents the current ongoing period.

  - **Orange**

    One or more events are overlapping, but they don't interfere with each other and are therefore allowed.

  - **Red**

    One or more events are overlapping and they interfere with each other, which is not allowed.

> ### NOTE
>
> Entries in your personal history are taken into account when calculating your payroll. The system checks for suitable wage scales.
>
> Depending on your contract, certain personal history entries are ignored when calculating the payroll, such as **Leave Days** for voyage employees.
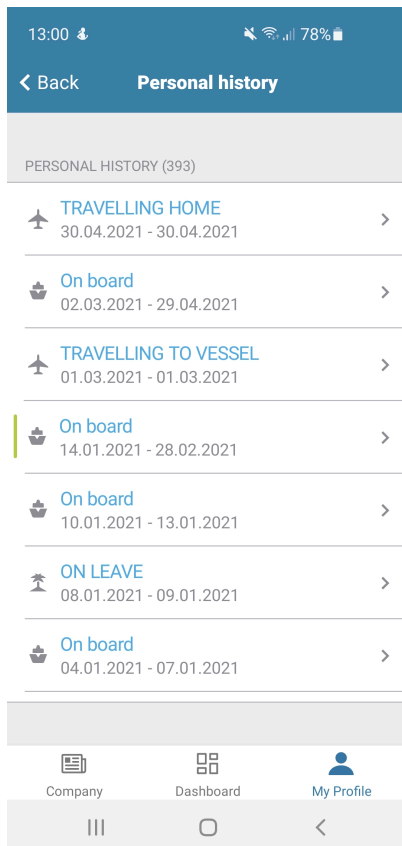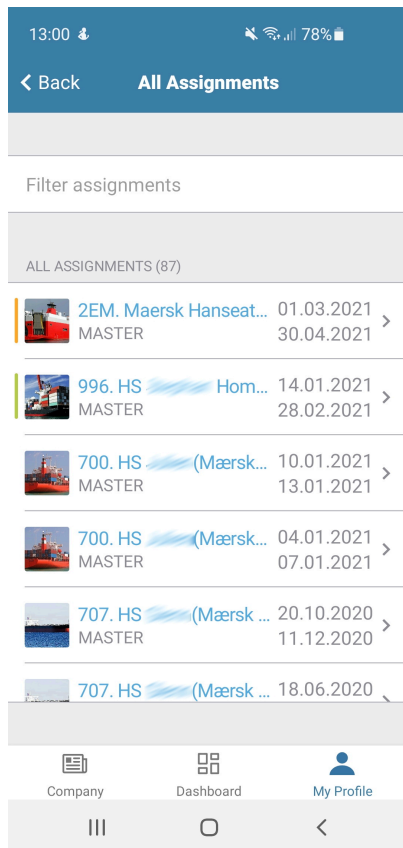

6.6.1.1. Add Experiences

To add experiences that you gained during a specific assignment, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
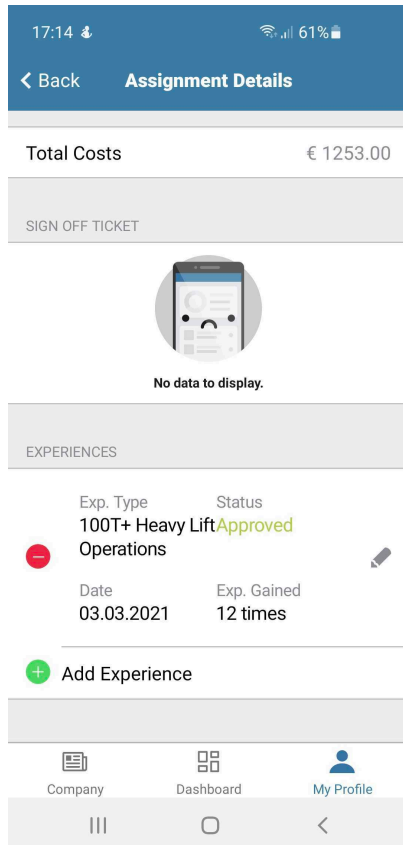2. Tap on **My Profile** > **Assignments**.

3. Under **All Assignments**, tap on an assignment to which you want to add an experience.

4. In the **Experience** section of the selected assignment, tap on **Add experience**.

> **NOTE**
>
> You can also edit or delete existing experiences. To edit an experience tap on the pencil icon ( ). And to delete an existing experience, tap on the minus icon (−).

5. On the next screen, tap on every field for which entering a value is mandatory. The following fields are available:

   - **Experience Type**

     Choose the relevant type of experience from the list of suggestions or enter it directly in the field.

   - **Date**

     Enter the date on which the experience was gained by choosing a date from the calendar pop-up dialog.

- **Experience Gained**

  Enter how much of the specific experience the seafarer gained. The unit depends on your settings made for the experience type. This can be days, hours, or a number.


6. Tap on **Save** to save your changes.

6.6.1.2. Add Past Sea Services

To create past sea services, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Assignments**.
3. Under **Past Sea Services**, tap on **Add**

> **NOTE**
>
> You can also edit or delete past sea services. Tap on a past sea service from the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.
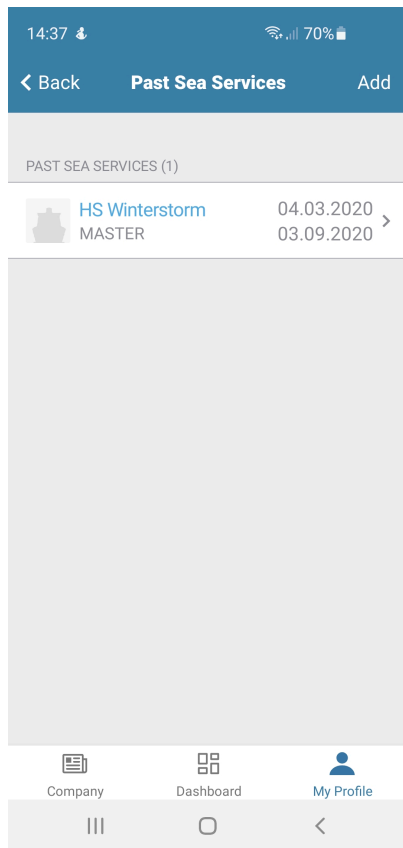
4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

   - **Vessel Type**

     Choose the vessel type for the past sea service from the list of suggestions.

   - **Vessel Name**

     Enter the name of the vessel on which the past sea service was carried out.

   - **Vessel IMO**

     Enter the IMO number of the vessel on which the past sea service took place. The IMO number consists of seven digits between 0 and 9.

   - **Flag State**

     Choose the relevant flag state under which the past sea service took place from the list of suggestions.

   - **Embarkation Date**

     Enter the date on which you embarked the vessel by choosing a date from the calendar pop-up dialog.

By default, the current date is selected.

- **Disembarkation Date**

  Enter the date on which you disembarked the vessel by choosing a date from the calendar pop-up dialog.

- **Rank**

  Choose the rank you held during the past sea service from the list of suggestions.

- **Company Name**

  Enter the name of the company for which you were employed.

- **Main Engine Manufacturer**

  Choose the manufacturer of the main engine from the list of suggestions or enter it directly in the field.

- **Main Engine Model**

  Specify the model of the main engine.

- **KW**

  Enter the relevant kW number of the vessel.

- **GRT (Gross Registered Tonnage)**

  Enter the gross registered tonnage of the vessel in the past sea service.

- **Has Cranes**

  Toggle this bar, if the vessel has cranes.

- **TEU**

  Enter the relevant TEU of the vessel.

- **DWT**

  Enter the relevant dead weight tonnage (DWT) of the vessel.

- **Remark**
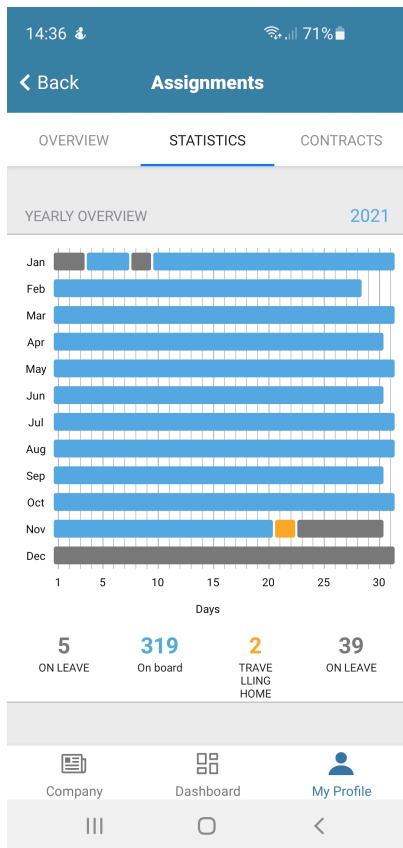 Enter any additional remarks in this field.

5. Tap on **Save** to save your changes.

6.6.2. Statistics

The **Statistics** tab provides an overview of your activity for a selected year.

A bar chart displays every month of the selected year and every type of activity is displayed in a different color.

By default, the statistics for the current year are displayed.

6.6.3. Contracts

On the **Contracts** tab, you get an overview of your contract status.

In addition, the tab contains the following categories:
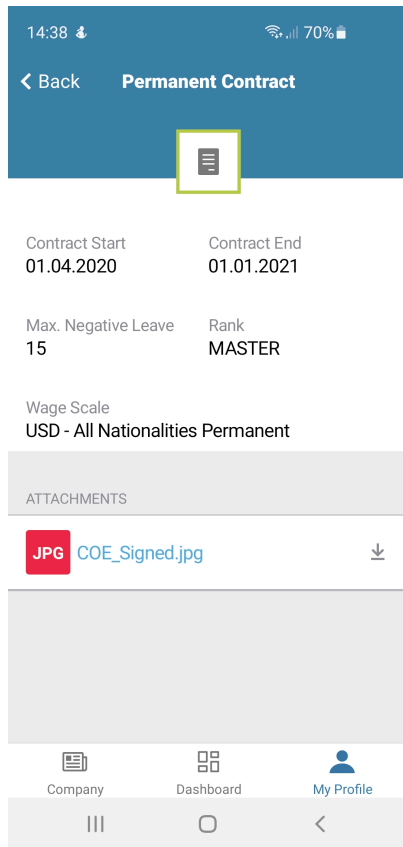
- **Permanent Contracts**
  This category lists all your permanent contracts.
  Every entry displays the following details:
  - Contract start and end date
  - Maximum negative leave days
  - Rank
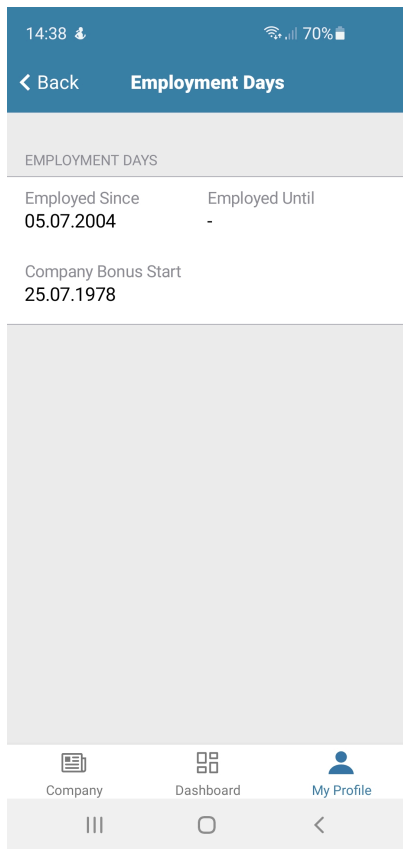 - Wage scale
  - Remarks
  - Attachments

To download the attachment to your mobile device, tap on the download icon (⤓).
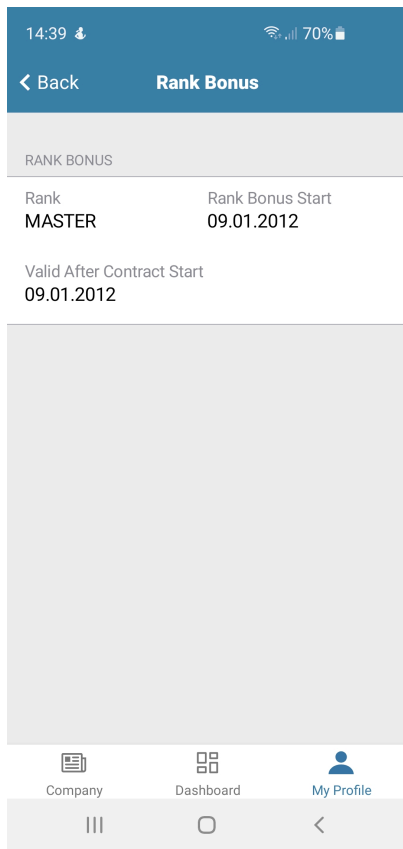
- **Employment Days**

  This category displays your hiring date, how long you've been employed and the calculated start date for the company bonus.

- **Rank Bonuses**

  This category displays the calculated start date for the determination of split wages for a specific rank you were holding starting from a specific month.
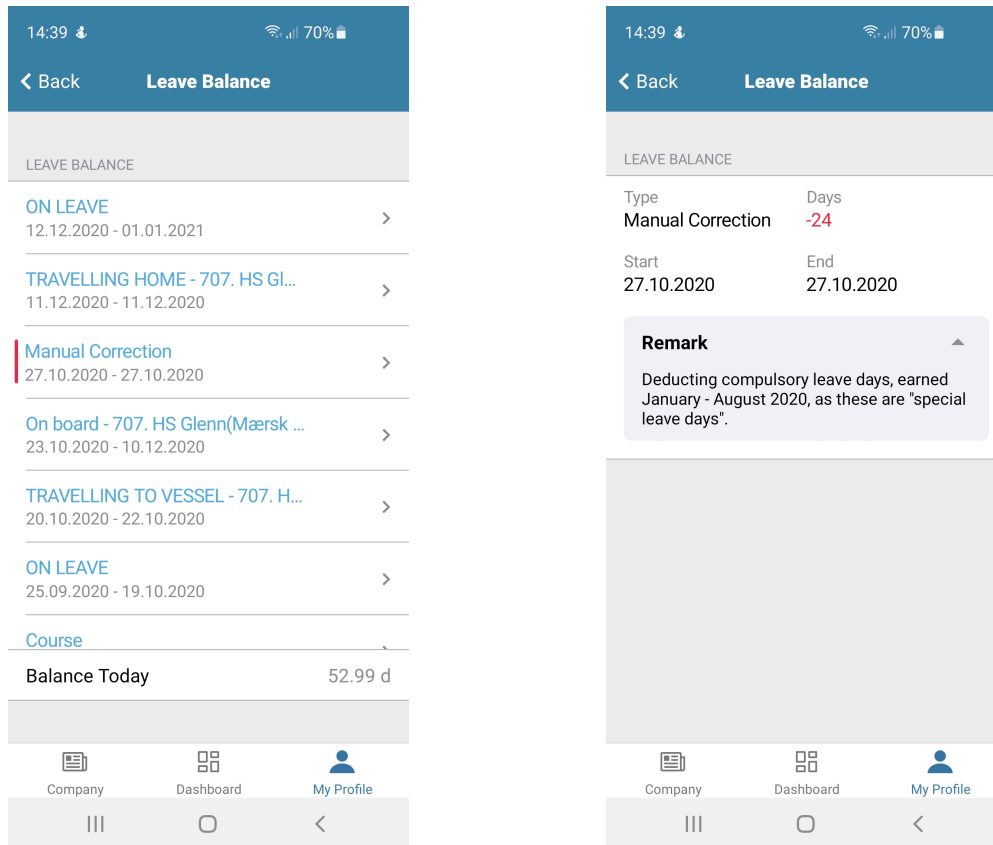

- **Leave Balance**

  This category lists your leave balances and the balance as of the current date.

  Every entry displays the following details:

  - Negative or positive leave

  - Person history type that increases or decreases the number of leave days

  - Start and end date of leave

  - Total number of leave days

  - Remarks

Leave balance: List and detail screen

6.7. Payrolls

The **Payrolls** subarea provides an overview of your payslip.

> ❗ **IMPORTANT**
> Generally, the payroll is generated by the system, the Captain on board the vessel adds additional earnings or deductions using CSM and finalizes the payroll. All subsequent changes have to be made by colleagues in the office using CFM Crewing as no more changes can be made using CSM once the payroll was finalized on board the vessel. This process can also be carried out solely in CFM Crewing if the CSM on board is not available or shouldn't be used for this process.
>
> In CFM Crew Portal Mobile all data is read-only.

The subarea provides two tabs with a different sort order for the payrolls:
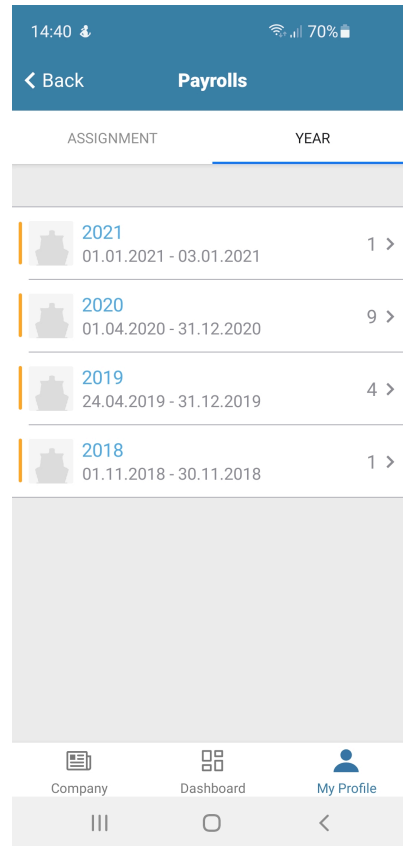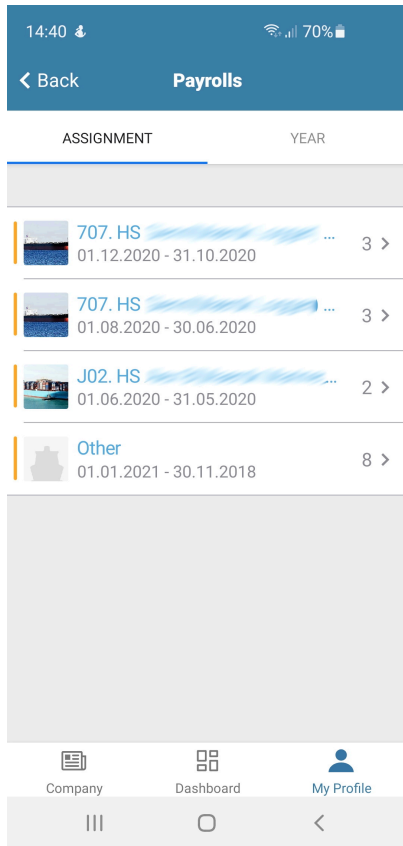
- **Assignment**
  On this tab, the payrolls are grouped by assignment.

By tapping on an assignment, the corresponding payslips for every month are listed on the next screen.

- **Year**

  On this tab, the payrolls are grouped by year.

  By tapping on a year, the corresponding payslips for every month are listed on the next screen.

Assignment and **Year** subareas

Both tabs provide the following information on the entries:

- Color code
    - **Green** - The payroll is finalized. Nothing needs to be done.
    - **Orange** - The payroll is due today.
    - **Red** - The payroll is overdue and must be finalized.
    - **Blue** - The payroll doesn't have to be finalized, yet.
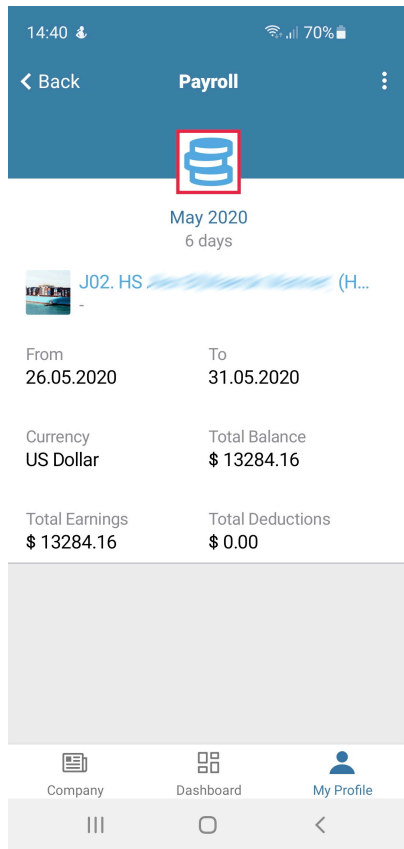- Payslip details

  To see the details of a payslip, tap on a month. On the next screen, the following information is displayed:
    - Payment period including start and end date
    - Currency in which the wage is paid

- Total balance
- Total earnings
- Total deductions

6.8. Travel Expenses

The **Travel Expenses** subarea provides an overview of your travel expenses grouped by assignment.

You can add, edit, or delete travel expenses depending on the rights that are assigned to your user.

The following information is displayed on every travel expense:

- Travel expense type
- Date on which the travel expense was added
- Status of the travel expense
- Whether the travel expense is training related or not
- Amount and currency of the expense
- Cost type
- Remark
- Relevant attachments

Tap on the download icon (⤓) to download the attachment.
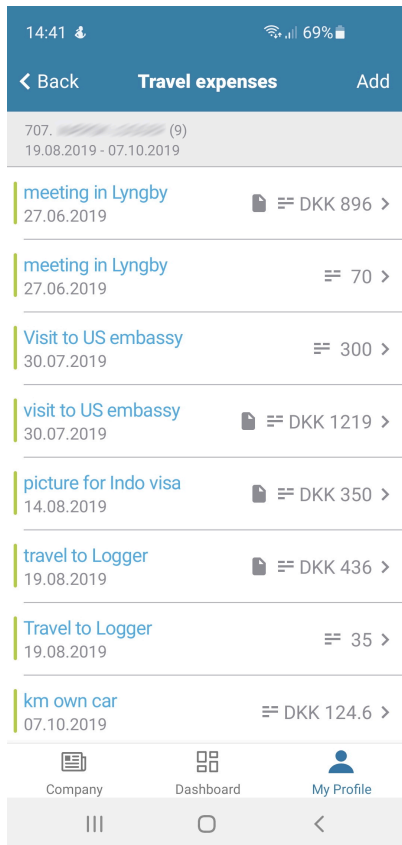
6.8.1. Add Travel Expenses

Travel expenses are usually created on board the vessel using CSM and are then approved by the Captain of the vessel. You can, however, also add them in CFM Crew Portal Mobile.

> **📝 NOTE**
>
> Travel expenses are only considered in the payroll of the relevant seafarer if they have been approved.
>
> Travel expenses that were approved after the corresponding payroll was already closed are automatically considered in the next payroll.

1. Open CFM Crew Portal Mobile on your mobile device.
2. Tap on **My Profile** > **Travel Expenses**.
3. Under **Travel Expenses**, tap on **Add**.

> **NOTE**
>
> You can also edit or delete existing documents. Tap on a document in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.

4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:

- **Assignment**

  Choose the assignment for which travel expenses were incurred from the list of suggestions or enter it directly in the field.

  > **NOTE**
  >
  > If the travel expense type is training-related, selecting an assignment is not required to save the entry.

- **Description**

  Enter a description for the travel expense. This could be the route of your flight, for example.

- **Date**

  Specify the date on which the costs were incurred by choosing a date from the calendar pop-up dialog.

- **Amount**

  Enter the exact costs for the travel expense in this field.

- **Currency**

  Choose the currency in which the costs were incurred from the list of suggestions or enter it directly in the field.

- **Payroll Exchange Rate**

  Enter the exchange rate for the point in time the costs were incurred. The system then automatically calculates the exact amount that is added to the seafarer's payroll.

- **Travel Expense Type**

  Choose the relevant travel expense type from the list of suggestions or enter it directly in the field.

- **VAT Amount**

  Enter the VAT amount that was paid as part of the travel expense.

- **Remark**

  Enter any additional remarks in this field.

- **Attachment**

   To attach documents to the travel expense, tap on the **Upload** icon (⬆).

   > **NOTE**
   > To remove existing documents, tap on the trash icon (🗑).

5. Tap on **Save** to save your changes.

6.9. Rest Hours

The **Rest Hours** subarea provides an overview of the rest hours that were added during the assignments on different vessels.

Rest hours are entered on board the vessel using CSM and the entries must then be confirmed by the Captain.

The rest hours are sorted according to the dates of the assignments on the different vessels, starting with future assignments and ending with the first assignment that was recorded in the system. To get further details on the rest hours, tap on an assignment from the **Resting Hours** list and then on the month for which you want to see the rest hours.

The rest hours are displayed in a bar chart for every day and hour of the month. The bar chart is divided into further charts for every week in a month.

In addition, the following information is displayed:

- Total working hours

- Total regular working hours

- Total overtime hours

- Type of duty

You can also export the rest hour list with or without indicators of an error status. Tap on **More** ⋮ and choose **Export**. In the confirmation message, choose **With** or **Without**.

To get more details on deficiencies, tap on **More** ⋮ and choose **View Deficiencies**. All rest hour deficiencies are displayed in a list containing information on the type of deficiency, start and end dates as well as a detailed description.
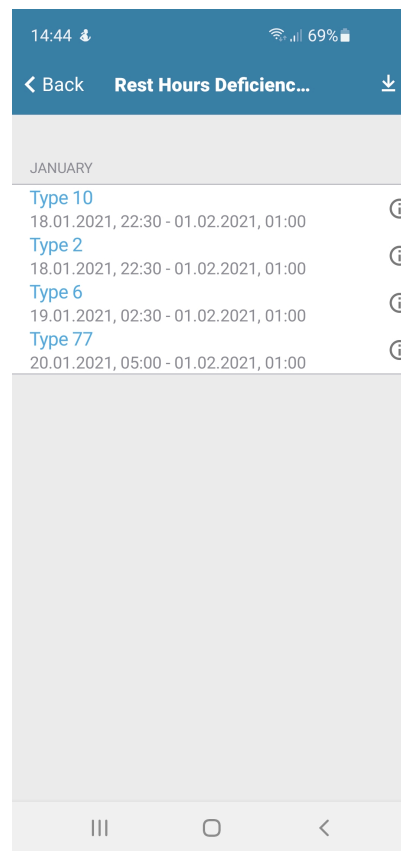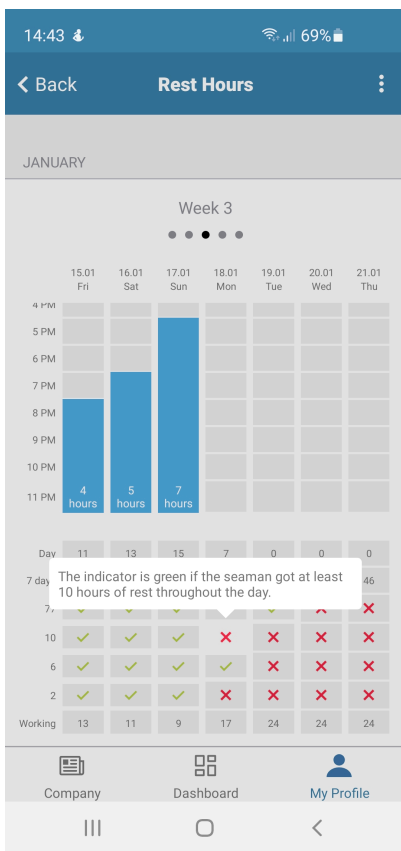
Rest hours and Rest hour deficiencies

6.10. Additional Information

The **Additional Information** subarea allows you to manage additional documents and bad relations with other seafarers.

The subarea lists all documents belonging to the selected seafarer which are not certificates, travel, or contract documents. The documents are grouped according to their document type. By tapping on the document type, all documents belonging to the document type are listed on the next screen.

You can also add, edit, or delete documents depending on the rights assigned to your user.

Additionally, you can download the documents to your local device. Tap on a document and choose the download icon (⤓).
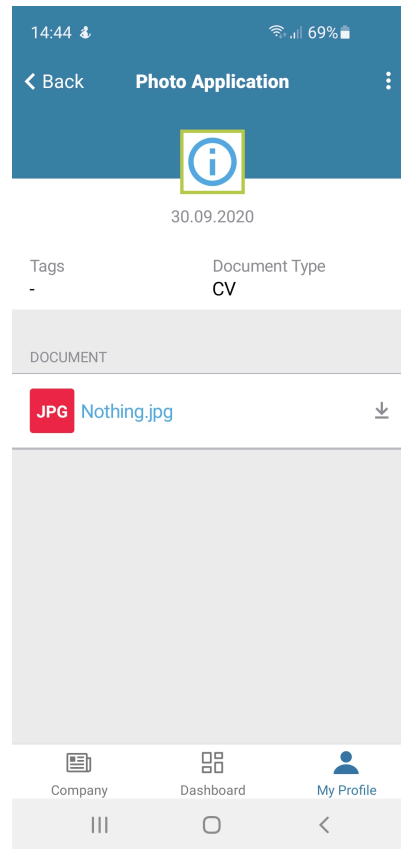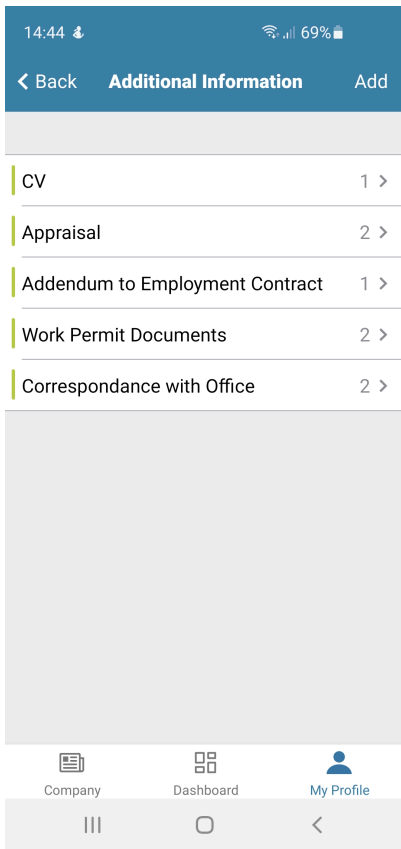
Additional Information: Overview and detail screen

6.10.1. Add Documents

To add additional documents to your personnel record, proceed as follows.

1. Open CFM Crew Portal Mobile on your mobile device.

2. Tap on **My Profile** > **Additional Info**.

3. Under **Additional Information**, tap on **Add**.

> ### ✎ NOTE
> You can also edit or delete existing documents. Tap on a document in the list, tap on **More** ⋮ and choose the relevant action from the pop-up dialog.

4. On the next screen, tap on every field for which entering a value is mandatory.
   The following fields are available:
   • **Name**
     Enter a name for the document.

> **NOTE**
>
> If you don't specify a name, the document is automatically called **Other document**.

- **Date**

  Enter the date on which you added the document by choosing a date from the calendar pop-up dialog. This is usually the current date.

- **Document Type**

  Choose the relevant document type from the list of suggestions or enter it directly in the field.

  If you don't choose a document type, the system sets it to **Not Selected** by default.

- **Tags**

  You can add several tags to the document by entering the name of a tag into the field or by toggling the bars of already existing tags.

- **Remark**

  Enter any additional remarks into this field.

- **Document**

  To attach the actual documents for which you are creating the system entry, tap on the **Upload** icon (⬆).

  > **NOTE**
  >
  > To remove existing documents, tap on the trash icon (🗑).

5. Tap on **Save** to save your changes.

7. 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	• New user permissions • Links from CFM Miscellaneous are now available • Rephrasing of few labels	23.01.2023	Ricardo da Costa Lima
v1.0.0	• Initial creation of user guide	26.04.2021	[Inactive]