

MANUAL CFM CREW PORTAL MOBILE



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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

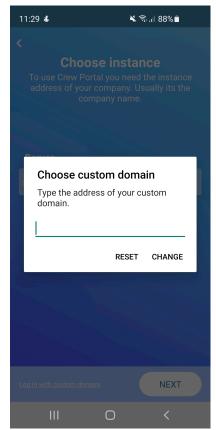
Your company's CFM domain is hanseaticsoft.cloudfleetmanager.com. Thus, you have to fill in the blank with *hanseaticsoft*.

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<.				
Choose instance To use Crew Portal you need the instance address of your company. Usually its the company name.				
Server				
company				
			NEXT	
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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.

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	Log in to staging4			
Powered by Cloud Fleet Manager				
Soci	al accounts			
A	Azure AD			
AE	D-FS 2019			
	OR			
Name				
Password				
Remember me	Sign in			
III	0 <			

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 (\equiv).

The following features are available:

```
• Export your data (\underline{*})
```

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 (^A)

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 $(\underline{\psi})$

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.

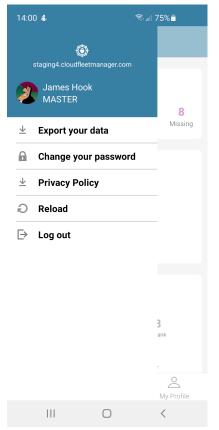
• Reload (₽)

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.



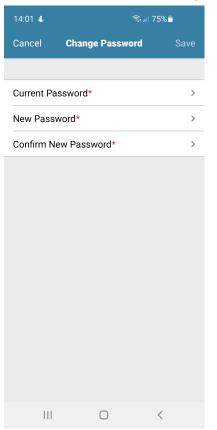
3.1. Change Password

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 (\equiv) 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 ($^{\pm}$).

=	Company	Ŧ	=	Company		=	Company	
NEWS	LINKS	FILES	NEWS	LINKS	FILES	NEWS	LINKS	FILES
November 2022			Home			CATEGORY		
1.11.2022			Payroll			Cadet Info	rmation	
HSE Trai		11 minutes ago	*			Company	Policy	
		>				Forms		
		22 minutes ago				Password	reset (Email)	
All-Hand Office Use		22 minutes ago				Payroll		
		·				Training		
8		2	5		2			
Company	Dashboard	My Profile	Company	Dashboard	My Profile			\sim



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.

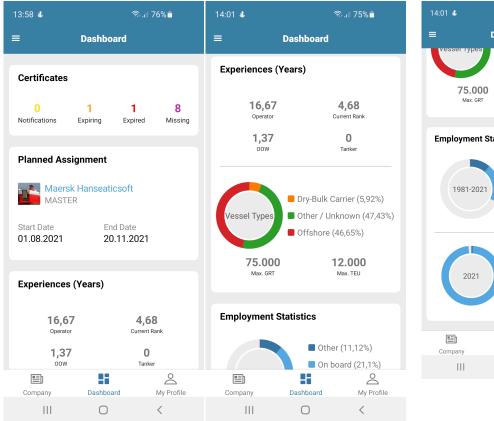
Employment Statistics

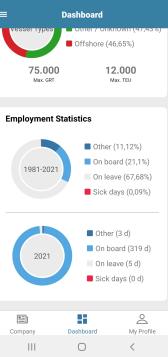
Displays the employment statistics of the seafarer in a pie chart starting from the year the seafarer was first employed until the current date. The data is displayed as a percentage divided into the following categories:

- 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







6. My Profile

The My Profile area provides access to all relevant seafarer data.

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=	My Profile				
NAVIGATION					
Particulars		>			
Travel Docum	nents	>			
Certificates		>			
Fitness		>			
Performances >					
Assignments >					
Payrolls	Payrolls >				
Travel Expense	ses	>			
Rest Hours		>			
Additional Inf	ormation	>			
Company	Dashboard	My Profile			
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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.

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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.

14:05 💰	রি∗.⊮ 74%∎		
< Back	Particulars	Ø	
Seafarer ID #8932	MASTER Hook, James	Creditor No. #-	
Nationality Filipino	English Prot TBA	ficiency	
Place of Birth London	Date of Birt 17.03.197		
Marital Status Married			
Sex Male			
Eye Color black	Hair Color black		
Height (cm) 183	Weight (kg) 876		
Shoe Size 42	Overall Size		
Login (Domain)			
Company	Dashboard	My Profile	
111	\cap	1	

6.1.1. Edit Particulars

To change your personal information, proceed as follows.



NOTE

There might be fields with a red padlock icon (\square) 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 (\checkmark).
- 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

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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 ($^{\pm}$) or Delete (\overline{m}).

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)

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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.

14:06 &		4%
Cancel Ed	it Particulars	Save
GENERAL		
First Name*		James >
Last Name*		Hook >
Rank*	N	1ASTER >
Creditor Number		>
Nationality*		Filipino >
English Proficien	су	ТВА
Place of Birth		London >
Date of Birth*	17.03.7	1970 ×
Marital Status		Married
Avatar	seafarer_8932_	thu 🛅
	0	<

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.

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



3. Under Kin, tap on \oplus Add Kin.



NOTE

You can also edit the information of an existing next of kin by tapping on the pencil icon (\checkmark) next to the entry.

To delete a next of kin from your personal information, tap on the minus icon (-) and confirm the warning message.

14:08 💰	লি	.⊪74%≘
< Back	Particulars	e
KIN		
Hook, Theo Creator	dore	
<table-cell-rows> Add Kin</table-cell-rows>		
CHILDREN		
Hook, Elisa Daughter	beth	
<table-cell-rows> Add Child</table-cell-rows>		
ADDRESSES		
Frankenstra Hamburg	aße 12	Main 🖍
🕂 Add Addre	SS	
BANK DETAILS		
Company	Dashboard	My Profile
	0	<

- 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.

Cancel	Add Kin	Save
GENERAL		
First Name*		>
Last Name*		>
Sex*		Select an option
Relation*		>
Birthday		Select
Is Main Contact		•
Is Beneficiary		•

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 \oplus Add Child.



NOTE

You can also edit the information of an existing child by tapping on the pencil icon (\checkmark) next to the entry.

To delete a child from your personal information, tap on the minus icon (-) and confirm the warning message.

14:08 🕹		.ı∥ 74% ≜
< Back	Particulars	e -
KIN		
Hook, The Creator	odore	
🕂 Add Kin		
CHILDREN		
Hook, Elisa Daughter	abeth	
🛨 Add Child		
ADDRESSES		
Frankenstr Hamburg	aße 12	Main 📌
🕂 Add Addre	ess	
BANK DETAILS		
Include Inactiv		
Company	Dashboard	My Profile
111	0	<

- 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.

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Cancel	Add Child	Save
GENERAL		
First Name*		>
Last Name*		>
Sex*	Se	lect an option
Birthday		Select
	0	<

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 \oplus 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 (\checkmark) next to the entry.

To delete an address from your personal information, tap on the minus icon (-) and confirm the warning message.

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< Back	Particulars	e
KIN		
Hook, The Creator	eodore	
🕂 Add Kin		
CHILDREN		
Hook, Elis Daughter	abeth	
🕂 Add Child	I	
ADDRESSES		
Frankenst Hamburg	raße 12	Main 🖍
🕂 Add Addr	ess	
BANK DETAILS		
Include Inacti		
Company	Dashboard	My Profile
III	Ο	<

- 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.

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• 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.

14:08 💰		∥ 74%∎
Cancel	Add Address	Save
GENERAL		
Street*		>
Street 2		>
Postal Code		>
City*		>
Country*		>
County/Regio	n	>
Nearest Airpo	rt	>
Remark		>
Is Main		
Ш	Ο	<

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 \oplus Add Bank Details.

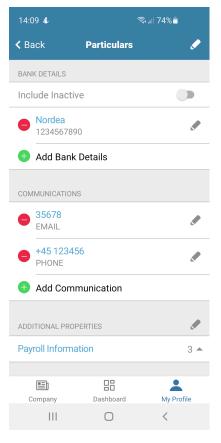


NOTE

You can also edit existing bank details by tapping on the pencil icon (\checkmark) 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

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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.

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k Details Sa	ve
	>
	>
	>
Seafare	r >
Hook, James	>
Frankenstraße 12	>
	>
20097	>
Hamburg) >
Hamburg) >
Germany	>
Philippines	; >
	>
> <	
	k Details Sa Seafared Hook, James Frankenstraße 12 20097 Hamburg Germany Philippines

14:09 🕹		ີຈີ ຟ 73% 🗖
Cancel	Add Bank Detai	l s Save
City*		Hamburg >
County/Re	gion	Hamburg >
Country*		Germany >
Bank Cour	ntry	Philippines >
Currency		>
IBAN*		>
Number*		>
Is Primary		
Card Numl	ber/Acco	>
Via Bank		
Remark		>
Archive Ba	ink Account	
	Ο	<

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 \oplus Add Communication.



NOTE

You can also edit existing means of communication by tapping on the pencil icon (\checkmark) next to the entry.

To delete a means of communication from your personal information, tap on the minus icon (⁻) and confirm the warning message.

14:09 🕹		∥ 74%∎		
< Back	Particulars	<i>.</i>		
BANK DETAILS	BANK DETAILS			
Include Inactiv	e			
Nordea 1234567890	D			
🕂 Add Bank	Details			
COMMUNICATIONS				
35678 EMAIL				
+45 12345 PHONE	6			
🕂 Add Comn	nunication			
ADDITIONAL PROPERTIES				
Payroll Information		3 🔺		
Company	Dashboard	My Profile		
111	Ο	<		

- 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.



CFM Crew Portal Mobile

14:09 💰	হি∗ ⊮ 7	রি⊶ন⊮ 73% ∎	
Cancel	Add Communication	Save	
GENERAL			
Type*		>	
Value*		>	
Remark		>	
111	0	<	

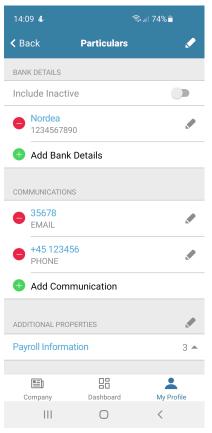
5. Tap on **Save** to save your changes.

6.1.7. Edit Additional Properties

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

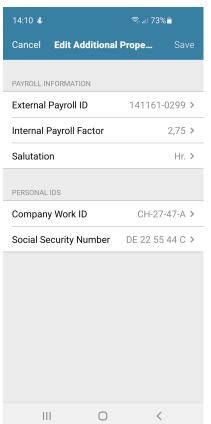
- 1. Open CFM Crew Portal Mobile on your mobile device.
- 2. Tap on **My Profile > Particulars**.

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





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.

14:10 🕹		কি.⊪ 73%∎
< Back	Travel Docume	ents
Passports		3 >
Visas		2 >
Seaman's B	looks	1 >
Flag State Seaman's Books 1 >		1 >
Company	Dashboard	My Profile
111	0	<

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.

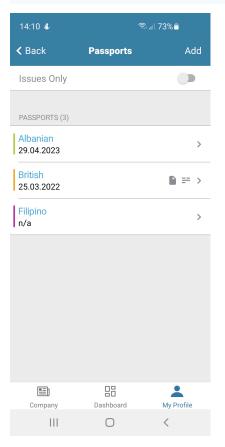


NOTE

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 ($^{\perp}$).

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 (\overline{m}).

14:10 🕹	କ୍ଟି,	⊪ 73%∎
Cancel	Add Passport	Save
Nationality*		>
Number		>
Issue Date*		Select
Expiry Date*		Select
Place of Issue		>
Never Expires		
Remark		>
Document		\uparrow
	0	<

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.

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< Back	Visas	Add
Issues only		
VISAS (2)		
UNITED KINGDOM 29.07.2029		
UNITED KINGDOM 29.07.2029		
Company	Dashboard	My Profile
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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 (\equiv) is then added next to the travel document.

• Document

To attach documents to the travel document, tap on the Upload icon (\triangle).

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.





To remove existing documents, tap on the trash icon (\overline{m}).

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Cancel	Add Visa	Save
Type*		>
Visa Number		>
Issue*		Select
Expiry*		Select
Never Expires		
Remark		>
Document		\uparrow
	0	<

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.

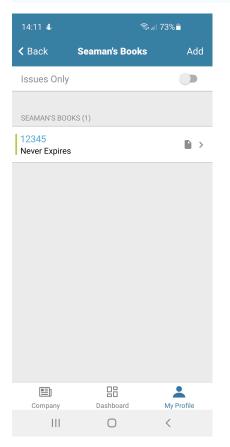


NOTE

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 (葶) is then added next to the travel document.

Document

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

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 (\overline{m}).

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Number		>
Issue*		Select
Expiry*		Select
Never Expi	res	
Remark		>
Document		\uparrow
	Ο	<

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.

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```

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

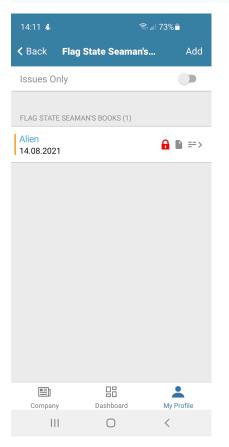


NOTE

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** i 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 (葶) is then added next to the travel document.

• Document

To attach documents to the travel document, tap on the Upload icon (\uparrow).

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 (\overline{m}).

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Cancel	Add Flag	State S	eam	Save
Number				>
lssue*			Sel	ect
Expiry*			Sel	ect
Flag Stat	:e*			>
Never Ex	pires			
Remark				>
Docume	nt			$\underline{\uparrow}$
11	I	0	<	

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.

14:12 & ຈົນ,ຟ 73% 🕯		হিন.⊪ 73%∎	
< Back	Certificates		
STCW Requirem	ients	11	>
Flag State Certif	ficates	4	>
Nationality Requ	uirments	1	>
Other Certificate	es	43	>
Competencies 8	Competencies & Endorsements 1 >		
Flag State Endo	rsements	3	>
Company	Dashboard	My Profile	
111	0	<	



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.



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**.

14:12 🕹		হিন⊪ 73%∎
< Back	Certificates	
STCW Requirer	ments	11 >
Flag State Cert	ificates	4 >
Nationality Req	uirments	1 >
Other Certificat	es	43 >
Competencies	& Endorseme	nts 1 >
Flag State Ende	3 >	
Compony	Dashboard	My Profile
Company		



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.

11:54 💰	× 🔅 "II	83%
< Back STC	W Requirements	Add
Issues only		
STCW REQUIREMEN	ITS (10)	
Advanced Fire F 24.09.2025	ighting	₽ ₽ =>
Bridge Resource Never Expires	Management	
Designated Sectors Never Expires	urity Duties STCW	
ECDIS IMO 1.27 Never Expires		∎ = >
Elementary First Never Expires	Aid	
Firefighting and 24.09.2025	Fire Prevention	▶ == >
GMDSS		F
Company	Dashboard	My Profile
111	Ο	<

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

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■ hanseaticsoft
```

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 (葶) is then added to the certificate.

• Document

To attach documents to the certificate, tap on the Upload icon (\triangle).

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 (1).

11:54 🕹	🗙 🗟 11 839	% ¯
Cancel Add S	ICW Requirem	Save
Certificate*		>
Reference		>
Number		>
lssue*	Select a	date
Expiry*	Select a	date
Never Expires		
Remark		>
Document		$\underline{\uparrow}$
	0 <	



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.

11:56 🕹		¥ 🗟 🗐 82	2% 🗖
< Back	Competencies	s & End	Add
COMPETEN	CIES & ENDORSEME	ENTS (1)	
CPT 30.04.202	5		>
			*
Company			/ly Profile
	I 0		<

- 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 readonly 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 (ﷺ) is then added to the competency.

• Document

To attach documents to the competency, tap on the Upload icon (\uparrow) .

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.





To remove existing documents, tap on the trash icon (\overline{m}).

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Cancel	Add Com	petency	/ & E	Save
Compete	ency*			>
STCW re	gulation			
Name				>
Number				>
lssue*			Sel	ect
Expiry*			Sel	ect
Never Ex	pires			
Rank*				>
Remark				>
Docume	nt			\uparrow
		0		
		0	<	

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 (\checkmark) next to the entry.

To delete an endorsement, tap on the minus icon (-) and confirm the warning message.

14:17 💰		∥ 72%∎
< Back Com	petency & Endor	:
	License CPT	
Rank MASTER	Competenc CPT	У
Number ABCDEFGH0000	01	
Issue date 30.04.2020	Expiry date 30.04.202	5
ENDORSEMENTS &	VERIFICATIONS (1)	Add
Test Endorseme 4554554	nt	₽ ♀ >
Company	Dashboard	My Profile
111	0	<

- 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 (\equiv) is then added to the endorsement.

• Document

To attach documents to the endorsement, tap on the Upload icon (\uparrow).

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 (\overline{m}) .

14:17 🕹	জি⊪া∥ 72%∎				
Cancel	Add Endorsement	Save			
Name		>			
Number		>			
Issueplace		>			
Issue*		Select			
Expiry*		Select			
Never Expire	S				
Verification of	of COC				
Remark		>			
Document		$\underline{\uparrow}$			
111	0	<			
111	0	<			



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.

14:18 💰		কি.⊪ 72%∎
< Back	Flag State Endrse	me Add
FLAG STATE	E ENDORSEMENTS (3)	
CPT n/a		>
CPT n/a		>
Captain Never Expi	ires	>
Company	Dashboard	My Profile
11	0	<

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 readonly 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 (\equiv) is then added to the endorsement.

Document

To attach documents to the endorsement, tap on the Upload icon (\uparrow).

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.





To remove existing documents, tap on the trash icon (m).

14:18 💰	ଲି ୷ା 72'	% 💼
Cancel Add Fla	g State Endor	Save
CRA		
Competency*		>
STCW regulation		
Name		>
Number		>
lssue*	Se	elect
Expiry*	Se	elect
Never Expires		
Rank*		>
Flagstate*		>
Remark		>
Document		\uparrow
111	0 <	

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.

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< Back	Fitness	
Medical Certifica	tes	4 >
Medical Reports		3 >
Company	Dashboard	My Profile
111	Ο	<
111	0	<

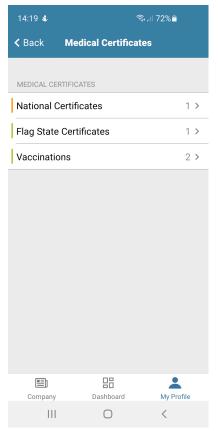
The subarea is divided into the following categories:

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.

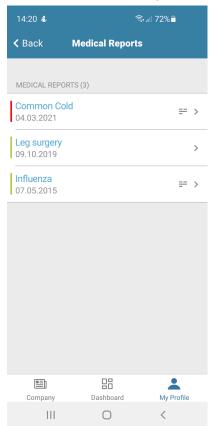


Medical Reports

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.

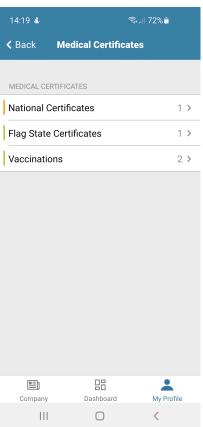
6.4.1. Add Medical Certificates

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** ¹ and choose the relevant action from the pop-up dialog.

14:19 🕹	କିଂ ''	72%
< Back	National Certificates	Add
Issues Or	nly	
NATIONAL (CERTIFICATES (1)	
MLC Med 01.09.2021	ical Examination	
Company	Dashboard	My Profile
		<

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 (\equiv) 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 ($^{\uparrow}$).

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 (\overline{m}).

14:20 🕹		ŝ,⊪	71%
Cancel	Add Nat	ional Certific	Save
Medical*			>
Issue*			Select
Expiry*			Select
Never Ex	pires		
Remark			>
Documer	nt		$\underline{\uparrow}$
		_	
		0	<

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 \therefore > Export on the detail screen of a performance report.

12:55 💰		🗙 ╗ 🗏 79% 着		14:35 💰			71%	14:35 &			71%
=	Assignmen	its		< Back	Performan	ce Reports		< Back	Performa	ance Report	
ASSIGNMENTS (87)			PERFORMA	NCE REPORTS (1)): 2EM. MAERS	K HANSEAT				
2EM. Maersk H 02.03.2021 - 29.0		Master ☆☆☆☆☆	0 >	Overall Lo 01.08.202	w 1 - 01.08.2021		Regular >	Judging Us	01.08.2021	r <mark>all Low</mark> 1 - 01.08.2021	
996. HS 14.01.2021 - 28.0		Master ★★★★★	2 >					Office		Completed	
700. HS		Master ☆☆☆☆☆	0 >					01.08.202	1 eemployed	Yes	
700. HS 04.01.2021 - 07.0		Master ☆☆☆☆☆	0 >					Yes			
707. HS (23.10.2020 - 10.1		Master ☆☆☆☆☆	0 >					Necess	ary Trainin	g	
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Performance reports sorted by assignment and time period

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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

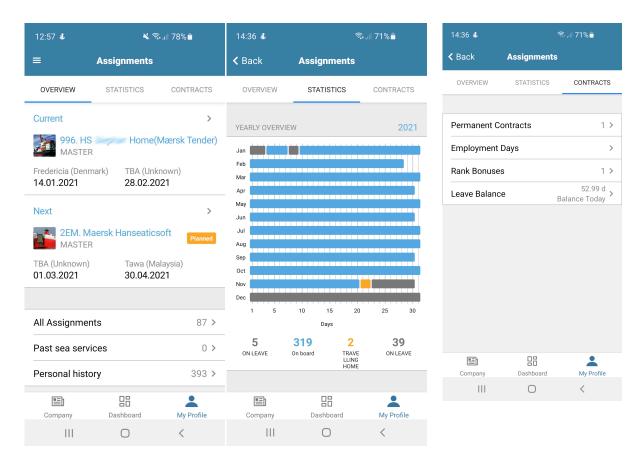
This tab provides an overview of the assignments, past sea services, and the personal history of the seafarer.

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:

■ hanseaticsoft

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.

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く Back	Assignn	nent Det	ails
Relief Of	M	ASTER	t (HS Clipper) us (MASTER)
Assignment REGULAR Sign Off Rea	t Type	End of (Contract 2021 (-0/+0)
Embarkatio Tawa (Mal Embarkatio 01.08.202	laysia) n Date	Start Of 01.08.2	Contract (Depa 2021
Est. Disemb	oarkation Po (Malaysia) ome (EOC)		embarkation Date 2021
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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.

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K Back F	Past Sea Service	:
	HS Winterstorm MASTER	
Embarkation Dat 04.03.2020	e Disembarkation 03.09.2020	n Date
Vessel Type Bulk Carrier	Vessel IMO Nut 9998884	mber
GRT 75.000	Engine MAN	
KW 25.000	Engine model MAN 973-ME	
Company HS Shipping Lt	Flagstate d Liberia	
TEU 12.000	DWT	
Remark -		
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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.

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K Back Personal history	
PERSONAL HISTORY (393)	
TRAVELLING HOME 30.04.2021 - 30.04.2021	>
 On board 02.03.2021 - 29.04.2021 	>
★ TRAVELLING TO VESSEL 01.03.2021 - 01.03.2021	>
On board 14.01.2021 - 28.02.2021	>
On board 10.01.2021 - 13.01.2021	>
ON LEAVE 08.01.2021 - 09.01.2021	>
On board 04.01.2021 - 07.01.2021	>
Company Dashboard	My Profile
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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 (\checkmark). And to delete an existing experience, tap on the minus icon ($^-$).

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K Back Ass	ignment Details	;				
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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.

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Cancel	Add Experience	Save
Experience	Type*	>
Date*	08.03	.2021 ×
Experience	Gained*	>
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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.

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K Back P	ast Sea Servic	es	Add
PAST SEA SERVICES (1)			
HS Winterstorm MASTER		04.03.2020 > 03.09.2020 >	
Company	Dashboard	My Pr	ofile
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- 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.

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Cancel Add Pa	ast Sea S	Service S	Save
Vessel Type*			>
Vessel Name*			>
Vessel IMO Numl	ber		>
Flag State			>
Embarkation Date	e*	08.03.2021	×
Disembarkation [Date*	Select	t
Rank*			>
Company Name*			>
Main Engine Man	uf		>
Main Engine Mod	lel		>
KW			>
GRT			>
Has Cranes			
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5. Tap on Save to save your changes.

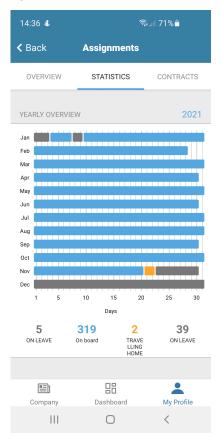
6.6.2. Statistics

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 (\pm).

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K Back Permanent Contract						
Contract Start 01.04.2020	Contract E 01.01.202					
Max. Negative Lea 15	ve Rank MASTER					
Wage Scale USD - All Nationa	lities Permanen	t				
ATTACHMENTS						
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• Employment Days

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

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EMPLOYMENT DAYS		
Employed Since 05.07.2004	Employed -	d Until
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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.

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RANK BONUS		
Rank MASTER	Rank Bonu 09.01.201	
Valid After Cont 09.01.2012	tract Start	
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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



CFM Crew Portal Mobile

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LEAVE BALANCE		
ON LEAVE 12.12.2020 - 01	1.01.2021	>
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TRAVELLING 20.10.2020 - 22	TO VESSEL - 707. 2.10.2020	H >
ON LEAVE 25.09.2020 - 19	9.10.2020	>
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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.

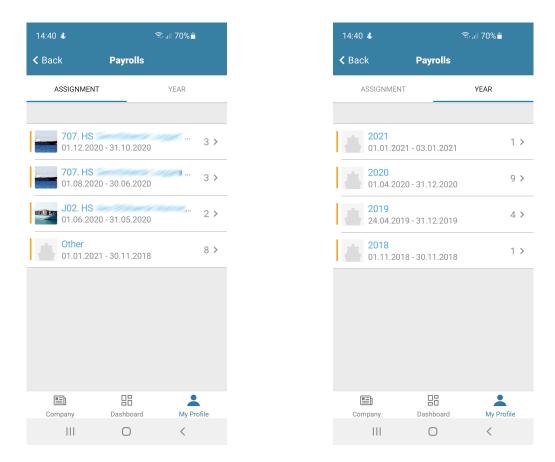
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```

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

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- Total balance
- Total earnings
- · Total deductions

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	6 days		
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Total Earnings \$ 13284.16	Total Dec \$ 0.00	ductions	
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6.8. Travel Expenses

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

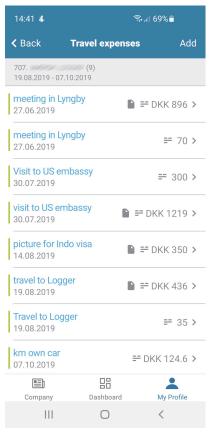
You can add, edit, or delete travel expenses depending on the rights that are assigned to your user.

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

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Tap on the download icon ($\stackrel{\checkmark}{=}$) 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 (\triangle) .

NOTE

To remove existing documents, tap on the trash icon (\overline{m}).

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Cancel	Add travel exp	ense	Save
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Currency*			>
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Attachme	nt		\uparrow
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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.

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Day	11	13	15	7	0	0	0
7 day	The indi	cator is s of rest	green if	the sear	nan got	at least	46
7,	- To Hours	y or rest	- V	out the t	асау. •	^	×
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Ш О (

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 (\pm).

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< Back	Additional Information	Add
CV		1 >
Appraisa	al	2 >
Addendu	um to Employment Contrac	t 1>
Work Pe	rmit Documents	2 >
Correspo	ondance with Office	2 >
E	88	•
Compar		ly Profile
I		

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 (\triangle).



NOTE

To remove existing documents, tap on the trash icon (\overline{m}) .

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 permissionsLinks from CFM Miscellaneous are now available	23.01.2023	Ricardo da Costa Li- ma
	Rephrasing of few labels		
v1.0.0	Initial creation of user guide	26.04.2021	[Inactive]

