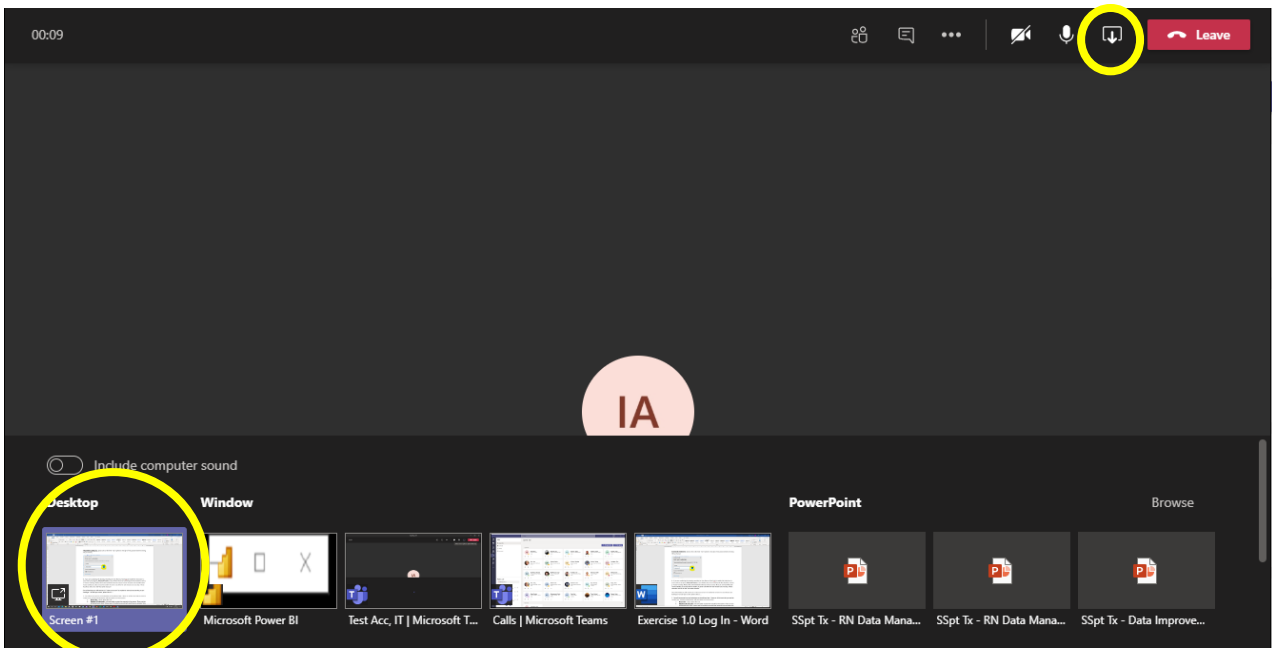


ShipSure Log in Instructions

1. Minimum system requirements if you are conducting this training from your own laptop:
 - a. You must be using a desktop or laptop computer, tablet will not be suitable.
 - b. The computer/laptop does not need to be new or very powerful, it does however need a reasonable sized screen. It will be difficult to complete the training if your screen is very small.
 - c. You must have a keyboard and mouse
 - d. You need a minimum internet speed of 1Mbps
2. If you are conducting this training remotely (i.e. from home, a hotel, internet café, etc) to enable the instructors to assist with your progress, **Microsoft Teams** is used. This program allows you to communicate with your instructor and other trainees. Within the email containing this file should be a link to a “Teams” meeting. Please click on this link before the start of your course. If you do not have Microsoft Teams installed, you do **not** need to install it, it can be run within the web browser you are using (e.g. Chrome, Edge, Firefox, etc). Please therefore click on the link “Join on the web instead”. When prompted for audio options, choose “computer audio”. This should then open up the Teams meeting with your instructor and other colleagues on the course.

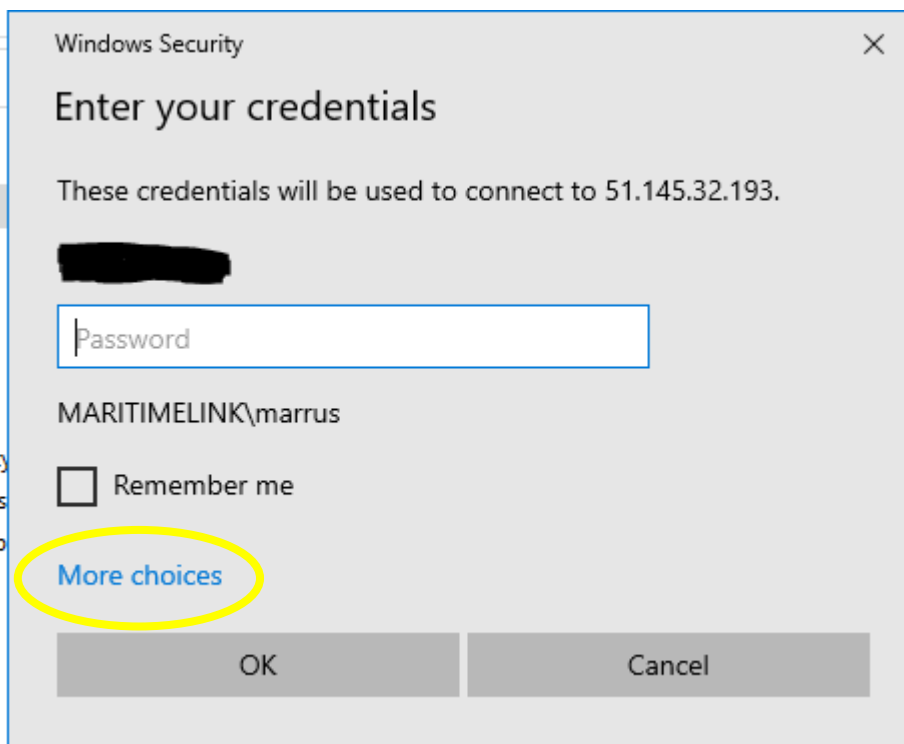


One of the things you will need to do as you progress through this course is “share your screen” to enable the instructor to see what you are looking at. To share your screen, please click on the up-arrow found in the top right-hand side of your screen (it is pointing down in the case below as it has already been clicked on):

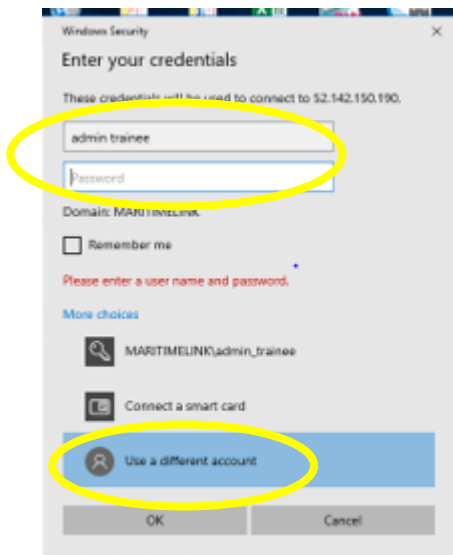


You then need to choose a screen for Teams to share. In this case, please choose “Desktop”, illustrated by the second circle above. This shares everything on the desktop with your instructor.

3. To enable you to gain access to all the course material and the training database, please now double click on the rdp file within the email. Some users may need to save the rdp file to the computer they are working on and then double click from there. The following screen should then appear:



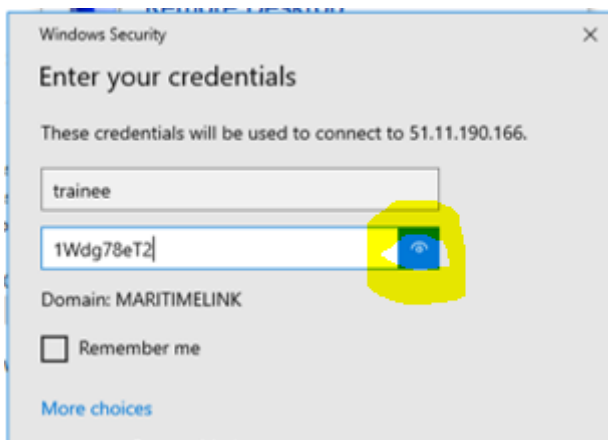
4. Please then click on “More Choices”. The following screen will then appear



5. Click on “Use a Different Account”

6. Enter the Username: trainee

The password has been provided by your trainer within the email. This password will be a combination of letters and numbers. An easy way to input the password correctly first time is to copy and paste it. You can do this by highlighting the password provided and using the right mouse key. If you are not comfortable doing this, please input manually. **IF YOU NEED TO CONFIRM THAT YOU HAVE INPUT THE PASSWORD CORRECTLY**, please click on the little “eye” symbol to the right of the password before clicking OK (see below).



7. You will see several icons on the desktop on the left-hand side. These are all the icons that you need to conduct your training, detailed below with descriptions and instructions:

- a. **Recycle bin** – please ignore this icon
- b. **ShipSure 2.0 user guide** – this user guide contains the manuals for the system. There are also all onboard your vessel. Please open to familiarize yourself with what they are and what they can do for you
- c. **ShipSure application** – details are below for getting started with the ShipSure application
- d. **Exercises** – this folder contains all the exercises you are to attempt as part of this course. Please read the exercises, follow each by copying what you see within your version of the application. You are to conduct the training at your own pace, not that of others who may also be on the course. If you get stuck on an exercise, please ask the instructor to help.

Please open this folder and view the training examples held within it. Please open the first exercise and prepared to get started.

- e. **Images** – this folder contains sample photographic images that you can upload for inspections and undertaking maintenance. ShipSure has the capacity to attach as many photos and images as necessary and they can really help to understand problems, issues or incidents. This folder contains all the images you will need to attach photos as you progress through this course.

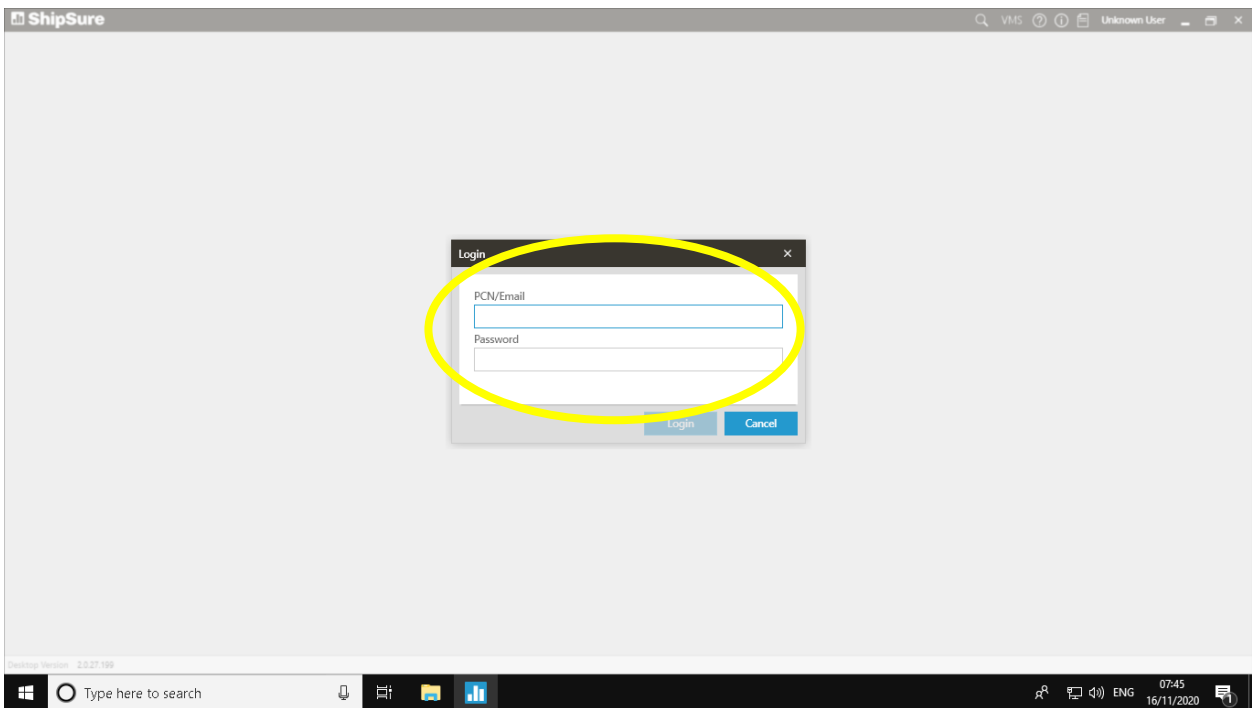
8. PLEASE NOTE: this training is intended to be self-paced – you train yourself using the exercises and practice using the application. You should guide yourself through it at your own speed. If you get stuck or don't understand the exercise, please refer to the instructor.

9. Getting started with ShipSure. Once you are in the training session, have opened the exercises and have the first one open, double click on the “ShipSure” icon in the middle.

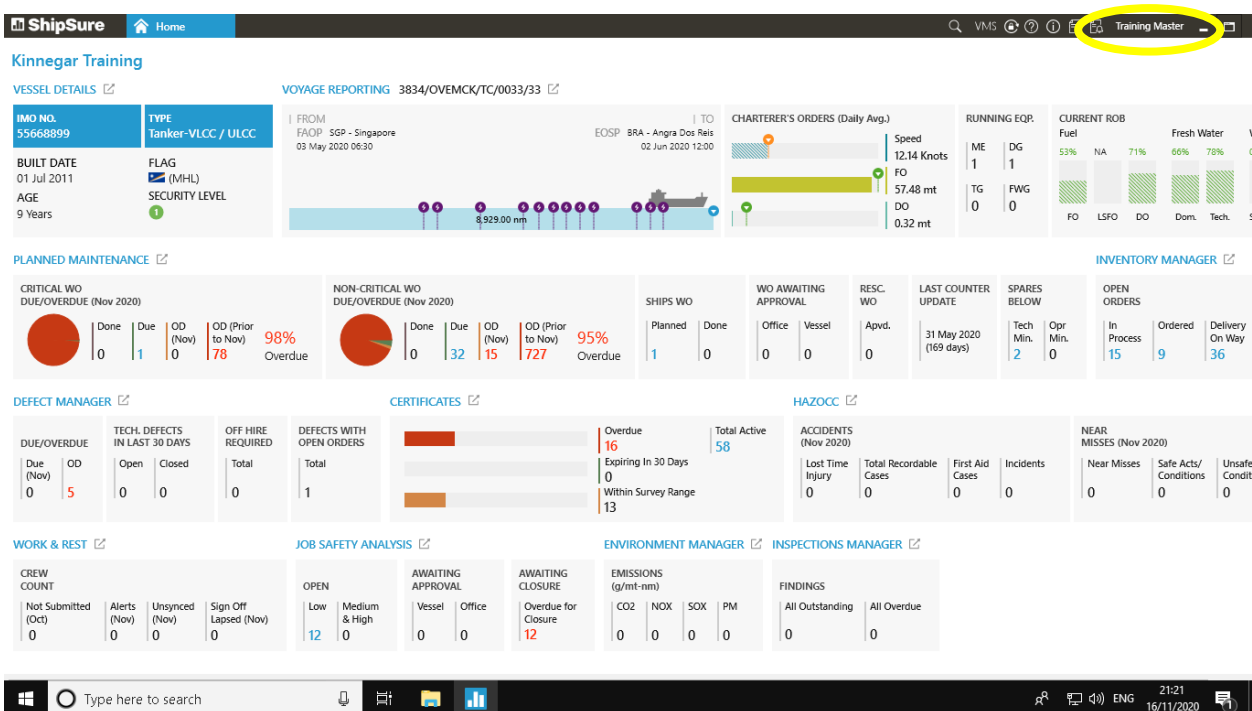


10. You will be asked for your PCN and Password. Use table below for log in details.

PCN/Email	Password	User Type
6111XSG01189	Shipsure123	Master
6121MAI67039	Shipsure123	Chief Engineer
6111XSG00682	Shipsure123	C/O
6711XSG00525	Shipsure123	Bosun



11. If you need to change to another user, Click on the rank on the upper right and log in again using the details above.



Top tips

12. When changing between screens (as you will have the ShipSure application open as well as the exercises), a quick way to swap between them without having to use the mouse is by pressing the Alt and Tab keys at the same time. To swap between windows, keep your finger on the Alt key and whilst pressing this, also press the Tab key at the same time.

13. When inside ShipSure and you are not sure of the exact term that you are searching for, please use the “wildcard” of %. For instance, if you want to need to select a crew member but can’t remember how to spell their name, type % into the search box and all crew members will appear. The same principle applies within all search boxes (e.g. when searching for components, ports, requisitions, etc). See % highlighted below in yellow.

The screenshot shows the ShipSure interface with a search bar containing the character '%'. Below the search bar is a table of crew members. The table has columns for NAME, RANK, and DEPT. The following table represents the data shown in the screenshot:

NAME	RANK	DEPT
BRETMOORE, JAMES	Master	Deck / Navigation
WATS, LANDEN	Chief Officer	Deck / Navigation
EVANIOF, AHMAD	2nd Officer	Deck / Navigation
ROBSTON, ANDY	3rd Officer	Deck / Navigation
OMBRA, MYKOLA	Bosun	Deck / Navigation
KOLOTENKO, LOYED	Pumpman	Deck / Navigation
ANKELOV, ANDRY	A/B	Deck / Navigation
HEYD, GARRY	A/B	Deck / Navigation
VKUSNY, ANDY	A/B	Deck / Navigation

14. Please now start on “Exercise 1.1 Introduction and Dashboard”