KYSTVERKET

Guide to operate the preliminary
IMO Single Window for ATG

07/05/2018

Content

Revision History

Revision	Date	Updated By	Update Comments
0.1	07/05/2018	Jarle Hauge	Document structure setup.
0.2	11/05/2018	Gard Steinsvik	Wrote the "Current Implementation" chapter.
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1 IMO Single Window Project

This document is providing information regarding the ongoing development and functionalities implemented in the IMO Single Window for ATG.

Introduction

The objectives of the implementation of a Maritime Single Window in Antigua and Barbuda (ATG) are to implement a system for maritime transport registration, including the clearance of the ship electronically by 8 April 2019.

This living document will be updated during the development and testing phase of the project, providing information to the stakeholders in ATG responsible for the operational implementation of the system being developed. Thus, this document will provide guidance on the use and testing.

2   Current Implementation

2.1   Features and roles in the demo version

In the current state of the system, you can log in with a set of different users, each providing unique functionality based on their attached role. For the provided demo system, you can log in with the following users:

Table 2.1-A Credentials and role for the default users in the system.

Username	Password	Role
agent@imo-msw.org	agent	Agent
admin@imo-msw.org	admin	Administrator
customs@imo-msw.org	customs	Customs
immigration@imo-msw.org	immigration	Immigration
health-agency@imo-msw.org	health-agency	Health Agency
port@imo-msw.org	port	Port

The **Agent** role gives you access to the following features:

- View a list of active port calls made by users linked to your company.
- View all information about a selected port call in the list of active port calls.
- View the list of port call drafts made by users linked to your company.
- Edit an active port call.
- Cancel an active port call.
- Registering a new port call draft.
- Edit a port call draft.
- Delete a port call draft.
- Activate a port call draft, making it an active port call awaiting clearance.

The **Customs**, **Immigration**, **Health Agency** and **Port** roles gives you access to the following features:

- View a list of active port calls.
- View all information about a selected port call in the list of active port calls.
- Give or reject clearance to a selected port call on behalf of the respective agency.
- View a list of port calls that you have given or rejected clearance to.

The **administrator** role gives you access to the following features:

- Search for an existing ship and view the ship's information.
- Register a new ship to the database.
- Edit a selected ship.
- Search for an existing location and view the location's information.
- Register a new location to the database.
- Edit a selected location.
- Search for an existing organization and view the organization's information.
- Register a new organization to the database.

- Edit a selected organization.
- View a list of all active port calls.
- View all information about a selected port call in the list of active port calls.
- View the list of port call drafts made by any user.
- Edit an active port call.
- Cancel an active port call.
- Register a new port call draft.
- Activate a port call draft, making it an active port call awaiting clearance.
- Edit a port call draft.
- Delete a port call draft.

2.2   Explanation of the Graphical User Interface (GUI)

2.2.1   Login screen

Figure 2.2.1-1 Login screen

This is where you enter the provided credentials for a user. After the information is provided, you press the "SIGN IN" button to enter the system. You will be redirected to this page every time you log out, or if you try to access another page while you are not logged in.

2.2.2   Page header

Figure 2.2.2-1 Page header with hamburger menu to the left, and logged in user and log out button to the right.

This component will always be at the top of the screen while logged in to the system. To the right, you can see which user you are logged in as, as well as the button to log you out of the system. On the left side of the page header, you find the "hamburger menu" button. By pressing this button, you will be presented with available sites you can navigate to.
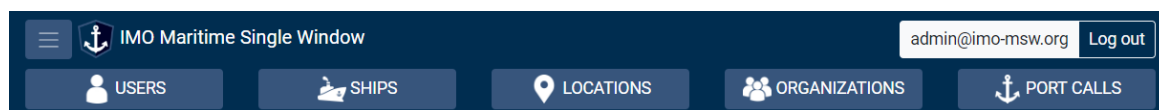
Figure 2.2.2-2 Page header with expanded hamburger menu.

By pressing one of the presented menu entries, you will be taken to the respective site.

If your user only has access to a single site, the hamburger menu will be replaced by a home button.

Figure 2.2.2-3 Page header with home button to the left, and logged in user and log out button to the right.

2.2.3   User Registration page

This page lets you register a new user in the system.

Figure 2.2.3-1 User registration form.

You must enter an email address that is not currently used in the system. You will see a confirmation if the email address is valid.

Figure 2.2.3-2 Email verification.

Before you can register the user, you need to assign it a role in the system.

Figure 2.2.3-3 Assigning a role to the user.

2.2.4   Ship page

This page lets you search for existing ships in the database, and view their information.

Figure 2.2.4-1 Ship page.

Pressing the "Register New Ship" button takes you to the "Register Ship page", where you can register a new ship to the database. This page is described in chapter 2.2.5.

To search for an existing ship, you enter the ship's name, call sign, IMO number or MMSI number into the text field in the "Ship Search" box

Figure 2.2.4-2 The ship search component

You can edit a ship with the "Edit" action button.

2.2.5   Register Ship page

Figure 2.2.5-1 Ship registration form.

This page is used for registering a new ship to the database. You are required to fill in different types of information, and then you will be able to register the ship to the database. The ship you just registered will immediately be available to pick when registering a new port call.

When all the required information has been provided, you will be presented with a summary of all the provided information, so that you can review it before registering the ship.

Figure 2.2.5-2 Ship registration confirmation component.

After pressing the "Register Ship" button, you will receive a confirmation that tells you if the ship was successfully saved to the database.
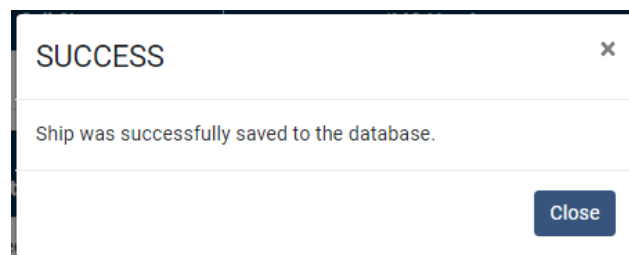

Figure 2.2.5-3 Success dialog.

2.2.6   Locations page

This page lets you search for existing locations in the database, and view their information. It works in the same way as the ship page, described in chapter 2.2.4.

Figure 2.2.6-1 Locations page.

2.2.7   Register Location page

Figure 2.2.7-1 Location registration form.

This page is used for registering a new location. When you have registered the location, it will immediately be available to use in the port call registration.

2.2.8   Organizations page

This page lets you search for existing organizations in the database, and view their information. It works in the same way as the ship page, described in chapter 2.2.4.

Figure 2.2.8-1 Organizations page.

2.2.9 Register Organization page

Figure 2.2.9-1 Organization registration form.

This page is used for registering a new organization to the database. There are two types of organizations in this system, "Company" and "Government Agency".

Companies are linked to users and ships, and is telling who owns the ship, or who the user works for.

A user linked to a government agency can give or reject clearance on behalf of their organization, but not register new port calls or edit the information in existing port calls.

The page functions much like the ship registration page. You must fill in the required information, and then you can save it to the database.

2.2.10 Port Call page

This page contains all content related to port calls. The components presented on this page is different for each type of user. For users with admin or agent roles, you will have access to registering new port calls with the following component:
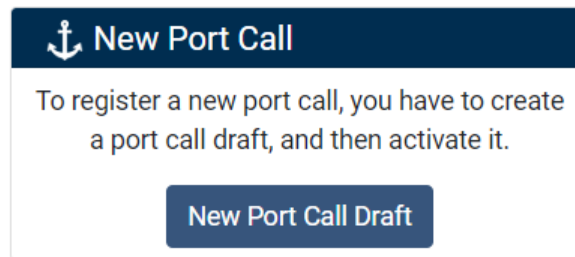
Figure 2.2.10-1 Component for navigating to the page for creating port call drafts.

Pressing the "New Port Call Draft" button will take you to a new page to register a port call draft. This screen is explained later in chapter 2.2.11.

The rest of the page contents are lists of port calls. All user types will be presented with a list of active port calls. Note that the different table entries loaded into the table is based on the rights your role has. This is described in chapter 2.1.

Figure 2.2.10-2 List of active port calls.

In this list, you can sort by all the data types. To sort the list, click on the title of the data type you want to order by. By clicking multiple times, you will alternate between sorting ascending and descending. You can filter the list by typing your filter in the text field located under each title. The table will then only display entries that matches your filter for each data type.

Cancelled port calls are hidden from the list by default. To view cancelled port calls, open the "Options" section, and select "Show cancelled port calls".

Figure 2.2.10-3 Displaying cancelled port calls.

To the right in the table, you find buttons to perform your role's available actions. **Admins** and **Agents** have access to these actions:

Figure 2.2.10-4 Action buttons for viewing, editing and cancelling an active port call.

Figure 2.2.10-5 Action buttons for viewing, editing and deleting a port call draft.

Customs, **Immigration, Health Agency** and **Port** have access to these actions:

Figure 2.2.10-6 Action buttons for viewing and clearing a port call.

The "**VIEW**" action lets you view all available information of a port call. Pressing the button will take you to the View Port Call page, described later in chapter 2.2.12.

The "**EDIT**" action lets you edit the information of a port call. Pressing the button will fill in the port call's information in- and take you to the Register Port Call page, described later in chapter 2.2.13.

The "**CANCEL**" action lets you cancel an active port call. Pressing the button will spawn a confirmation box where you must confirm your action. A cancellation cannot be undone.
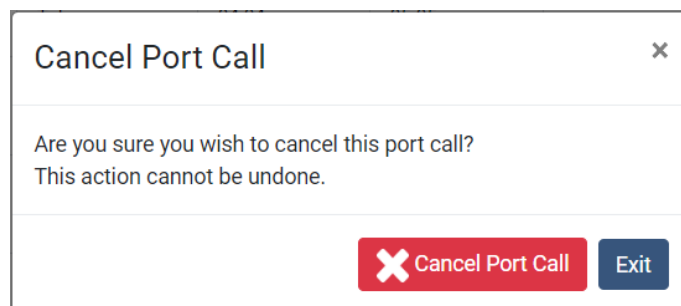

Figure 2.2.10-7 Confirmation dialog for cancelling a port call.

When you cancel a port call, it's status will change to "Cancelled", and it can no longer be edited or given clearance. However, it will still be present in the list, and you can still view the cancelled port call's information with the "VIEW" action.

The "**CLEAR**" action lets you give or reject clearance on behalf of your government agency. Pressing the button will take you to the Port Call Clearance page, described later in chapter 2.2.14.

The last component of the Port Call page is an extra table. If you are an **Admin** or an **Agent**, you have a table for port call drafts. This table contains unfinished port calls, not yet ready for requesting clearance.

Port Call Drafts							
Ship Name ▸	Call Sign ▸	Location Name ▸	ETA ▸	ETD ▸	Status ▸	Clearances	Actions
Ship Name	*Call Sign*	*Location Name*	*ETA*	*ETD*	*Status*		
✖ GOODWILL	DSOW6	● Tokonami	2018-06-19 00:00	2018-06-20 00:00	Draft	👤👤👤	👁 ✏ 🗑

Figure 2.2.10-8 List of port call drafts.

Note that you cannot cancel a port call that is not yet finished. However, you can delete it from the database with the **"DELETE"** action.

If your role is **Customs**, **Immigration, Health Agency** or **Port**, your second table is a table of port calls your agency have given or rejected clearance to.

Cleared Port Calls							
Ship Name ▸	Call Sign ▸	Location Name ▸	ETA ▸	ETD ▸	Status ▸	Clearances	Actions
Ship Name	*Call Sign*	*Location Name*	*ETA*	*ETD*	*Status*		
◐ ANNA	SZSP	✖ Barbuda	2018-06-19 12:00	2018-06-21 07:00	Active	👤✅👤	👁 👤

Figure 2.2.10-9 List of cleared port calls.

You can at any point change the given or rejected clearance, using the **"CLEAR"** action.

The "Clearances" column indicates which clearances a port call has.

Figure 2.2.10-10 Information about a port call's clearances.

Hover your cursor over the icon to reveal who has given the clearance response.

2.2.11 New Port Call Draft page

This is the initial page of the port call registration process.

Figure 2.2.11-1 Page for creating a new port call draft.

To create a new port call draft, you are required to select a ship, a port of call location, estimated time of arrival, and estimated time of departure.

To select a ship, simply start typing the name, call sign, IMO number or MMSI number into the text field.

Figure 2.2.11-2 Searching for a ship.

You are now presented with a list of ships matching your query. Click on an entry in the list to select it.

Figure 2.2.11-3 Table displaying information about the selected ship.

You will be shown additional information about the ship. This information will always be available throughout the port call registration process. If you wish to select a different ship, press the "Clear selection" button.

When all required information is provided, you are presented with a summary, and a button to register the port call.

Figure 2.2.11-4 Table with a summary of the port call draft to be created.

When pressing the button, a message box will pop up to tell you if the registration was successfully executed. The port call is now saved as a draft, and you will be taken to the "Register Port Call" page to fill out the rest of the information. This page is described in chapter 2.2.13.

2.2.12 View Port Call page

This page is dedicated to displaying all provided information about a single port call.

Figure 2.2.12-1 Page for displaying all information about a selected port call.

Some of the presented tables have a button in the top right corner. This is used for collapsing and expanding the content.

Further down on the page, you have information about clearances for the port call.

Figure 2.2.12-2 Table displaying clearance information.

Press the "GO BACK" button to return to the port call overview.

2.2.13 Register Port Call page

This page is for providing the rest of the information about the port call.

Figure 2.2.13-1 Port call registration page.

Below the title, you find the navigation bar. Here you can navigate between different pages of the form. Under the navigation bar, you have a section presenting information about the port call's selected ship, location and time.

Figure 2.2.13-2 Port call details section of the registration.

By default, the navigation bar only contains two elements, "Port Call Details" and "Confirm Port Call". By selecting elements in the "Reporting for this Port Call" section, new entries in the navigation bar will be added. As of the current version of the system, these pages are not implemented.

Figure 2.2.13-3 Navigation bar is directly linked to selected checkboxes in the "Reporting for this Port Call" section.

When you provide or edit information in this page, you must save it by pressing the "Save Details" button in the "Save Port Call Details" section at the bottom of the page. This action is only available if the data has changed since last save, and if there are no errors present.
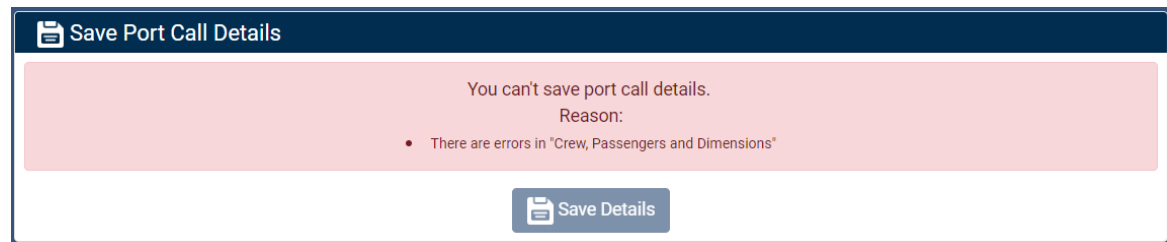

Figure 2.2.13-4 Error display if errors are present.

The navigation bar lets you know which page has errors, by giving the navigation button a red color.
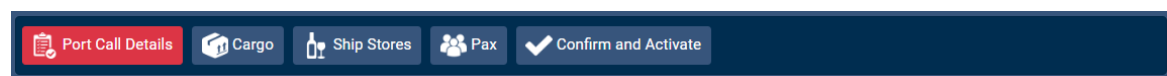

Figure 2.2.13-5 Buttons in the navigation bar turns red if the button's respective page contains errors.

The last entry in the navigation bar is always "Confirm Port Call". This page lets you review and activate the port call. Most of the content in this page is equal to the "View Port Call" page, described in chapter 2.2.12.

Below this information, you have the "Activate Port Call" section. Here you can save any unsaved changes in all the other pages, and then activate it.
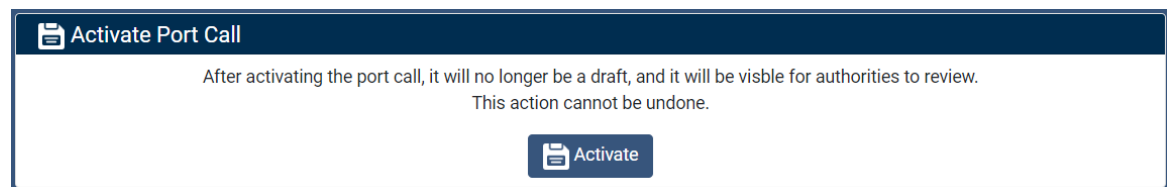

Figure 2.2.13-6 Activate Port Call section.

When you activate the port call, it loses the draft status, and is now active and ready to receive clearance from the required government agencies.
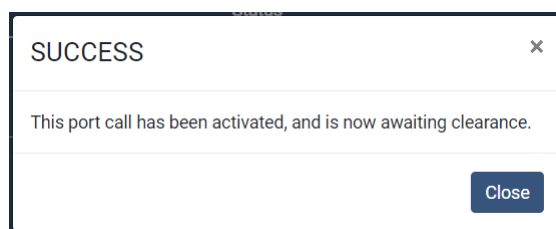

Figure 2.2.13-7 Dialog saying the activation was a success.

When the port call you are editing already is active, this section will take you back to the overview.

Figure 2.2.13-8 Activate Port Call section when the port call is already active.

2.2.14 Port Call Clearance page

The Port Call Clearance page contains a complete overview the selected port call's information, and provides functionality to give or reject clearance on behalf of the user's government agency.
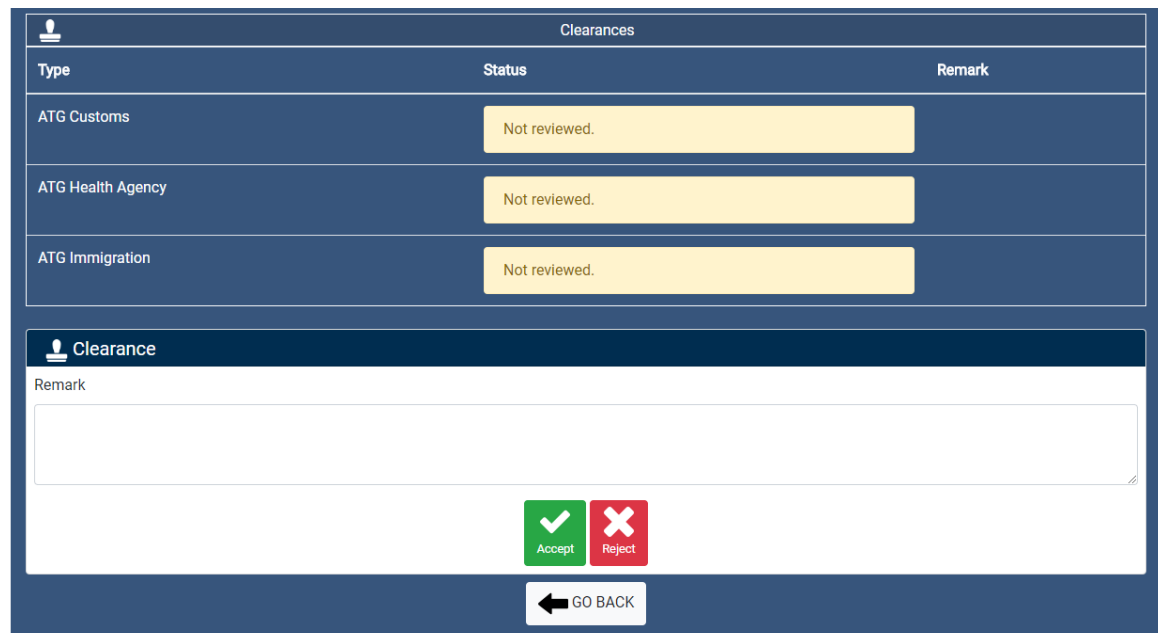


Figure 2.2.14-1 Port Call Clearance page top.

To review a clearance, you use the panel at the bottom of the page. Here you find a text area for leaving a remark, a button for accepting, and one for declining the clearance request.

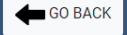*Figure 2.2.14-2 Port Call Clearance page bottom.*

Pressing a button will spawn a dialog where you must confirm your action.

Figure 2.2.14-3 Confirmation dialog for confirming the clearance.

When you confirm your action, you can see that the clearance status has changed for your government agency.

Figure 2.2.14-4 Clearance is updated in the clearance table.