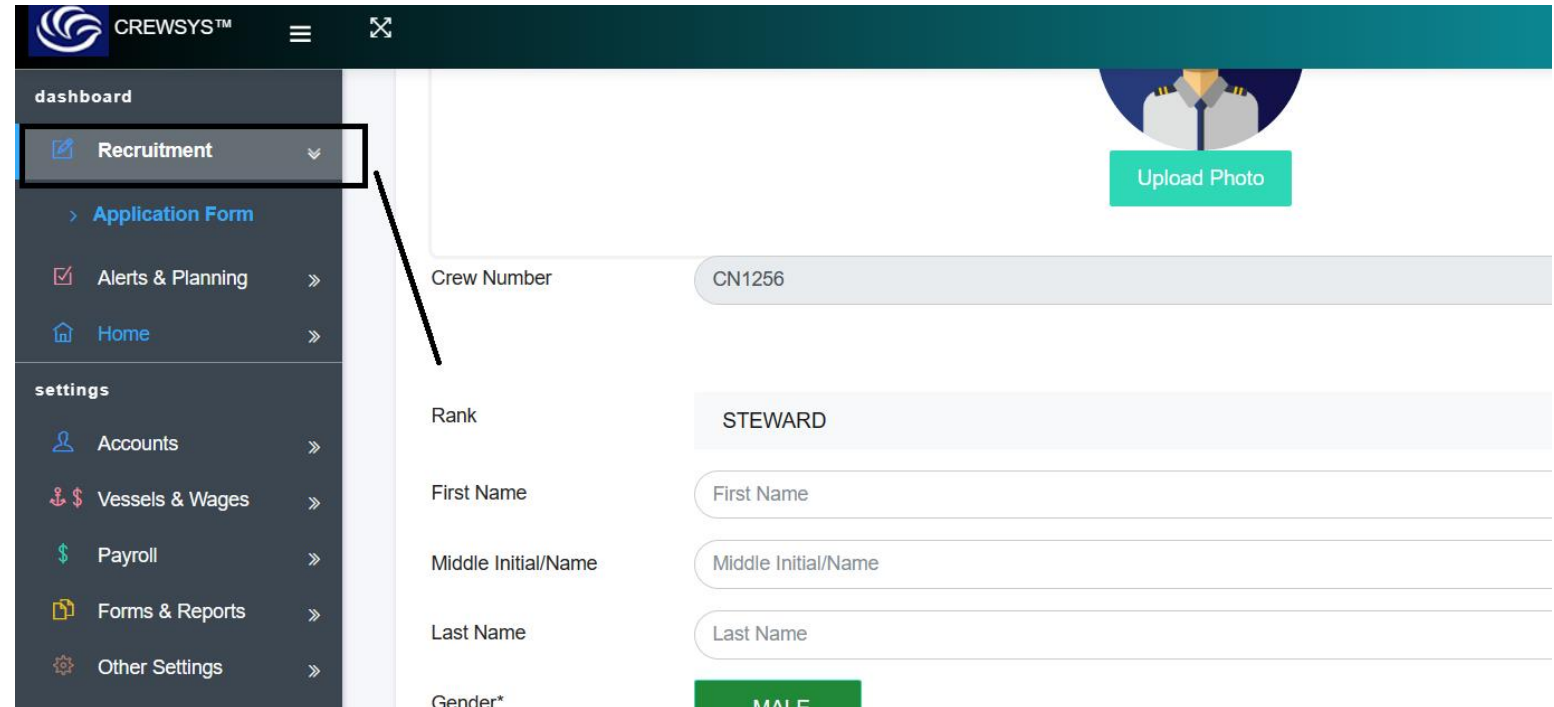# A.P.O.M.I. SYSTEM MEETING

Recruitment

Comments : following are mandatory fields which will not allow user to proceed in next step if not completed :
1. All fields in Step 1 in Recruitment application form from Photo down to license no.
2. Step 2 Family member

Recruitment

Comments : Step 3 - All should be a mandatory fields.

please see entries we need to delete and revise

Recruitment

Comments : Step 4 - All should be a mandatory fields.

Alerts & Planning

Alerts & Planning

Comments : All onboard crew flag documents, stcw , travel , medical that are nearly expired for 1 year should be generated in this alert report

for all flag document CRA that are valid for 3 months only should have a special distinction of alarm 2 months prior it expires.

For crew contracts alarm should be set 3 months prior due date of onboard crew contract to prepare their reliever .

CREWSYS™

Mary Grace Caneda

dashboard

- Recruitment
- Alerts & Planning
  - Alerts
  - Crew Planning
- Home

settings

- Accounts
- Vessels & Wages
- Payroll
- Forms & Reports
- Other Settings

ALERTS

Expiring Documents for the Next 6 Months

Vessel Name	No. of Expired/Expiring Document
AG NEPTUNE	1
MISTRAL 1	1

Crew Contracts Expiring within a Month

Vessel Name	No. of Off Signing Crew
ARCADIA V	1
FORTUNA	1
KANHA	1
LUJAH	1
SCHUMI 2	2
VENUS 7	1

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Alerts & Planning

Alerts & Planning

Comments : If we can insert crew contract duration and on-signing date for quicker crew planning view.

Vessels & Wages

Vessels & wages

Comments: delete the following wage description entries:

1. Weekend pay
2. Tanker special
3. GMDSS special
4. Engine special
5. Excess OT
6. Certificate allowance

review auto computation conveyed by Jeff because total wage of crew once generated in contract shows a discrepancies.

Vessels & Wages

Vessels & wages

Comments: delete the following wage description entries:

1. Weekend pay
2. Tanker special
3. GMDSS special
4. Engine special
5. Excess OT
6. Certificate allowance

review auto computation conveyed by Jeff because total wage of crew once generated in contract shows a discrepancies.

Forms & Reports

Forms & Reports

Comments: add column for crew vessel and status (if onboard, onvacation or line – up)

Crew Status list

Comments: additional status :

- Not for rehire
- Joined other company
- Long vacation
- Repatriated

dashboard

- Recruitment »
- Alerts & Planning »
- Home »

settings

- Accounts »
- Vessels & Wages »
- Payroll »
- Forms & Reports »
- Other Settings »

LAGRIMAS, NOEL I.

Rank: **Pumpman**

Date Hired:

Birthday: **06 Jan 1970**

Birth Place:

Address: **Glen C Block 3 Lot 6, Savannah Subd. Abilay Norte Oton, Iloio**

Change Crew Photo

Contact No: **09981519161**

Email: **NOEL.LAGRIMAS@YAHOO.COM**

Civil Status: **Married**

School:

Course:

Year Graduated: **1995**

Crew Status:

On-Vacation

DNR

Lined-up

Onboard

On-Vacation

Retired

Transferred

Contract Duration:

1

Forms & Reports

Comments:

1. Upload A.P.O.M.I. prejoining checklist.
2. Drug and Alcohol Policy
3. Home Allotment Form

Forms & Reports

Comments:

1. Use Norteam Shipping Services application form , please amend using APOMI Logo and details /information will be generated per encoded details by Recruitment , this will be used in our Principal's proposal.

Meantime , in save button, please include format of MS Word and MS Excel.

Users

Comments:

1. Already gave a separate user access for Rysa and Jeferson for them to test restriction using document coordinator module.