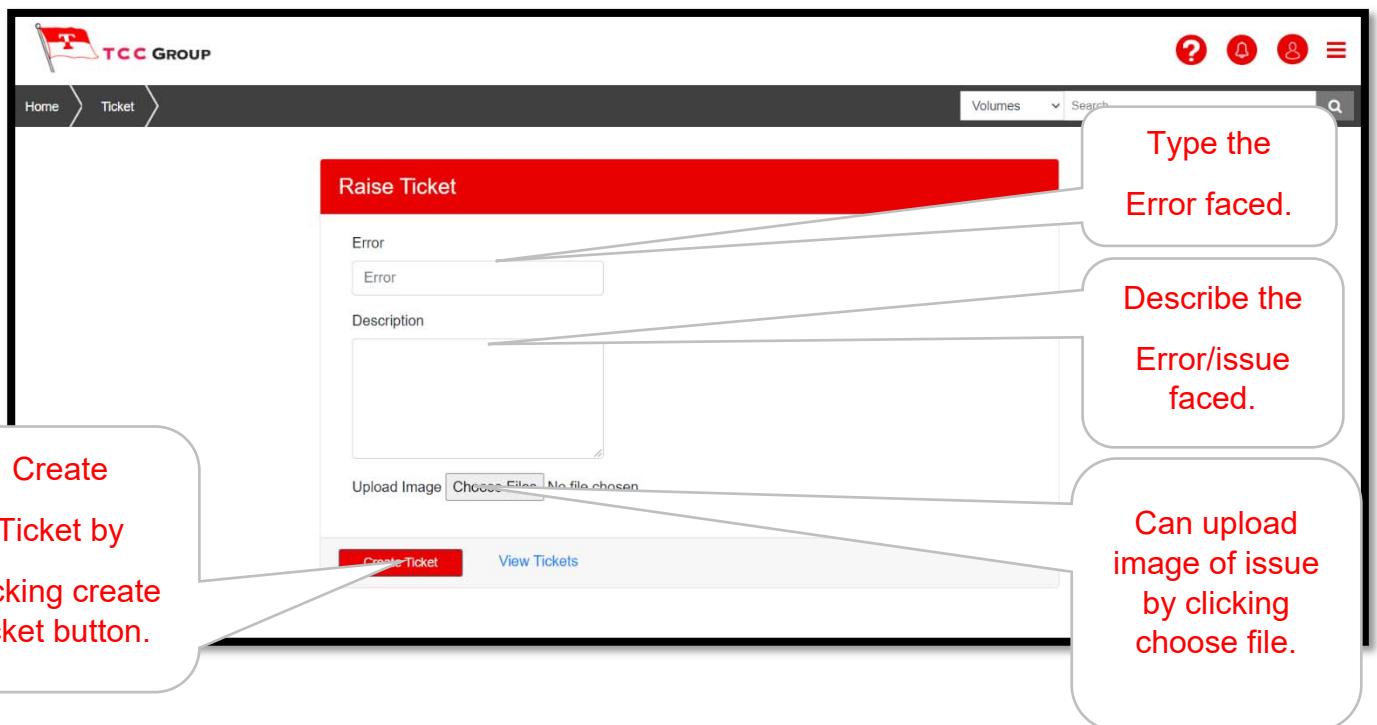
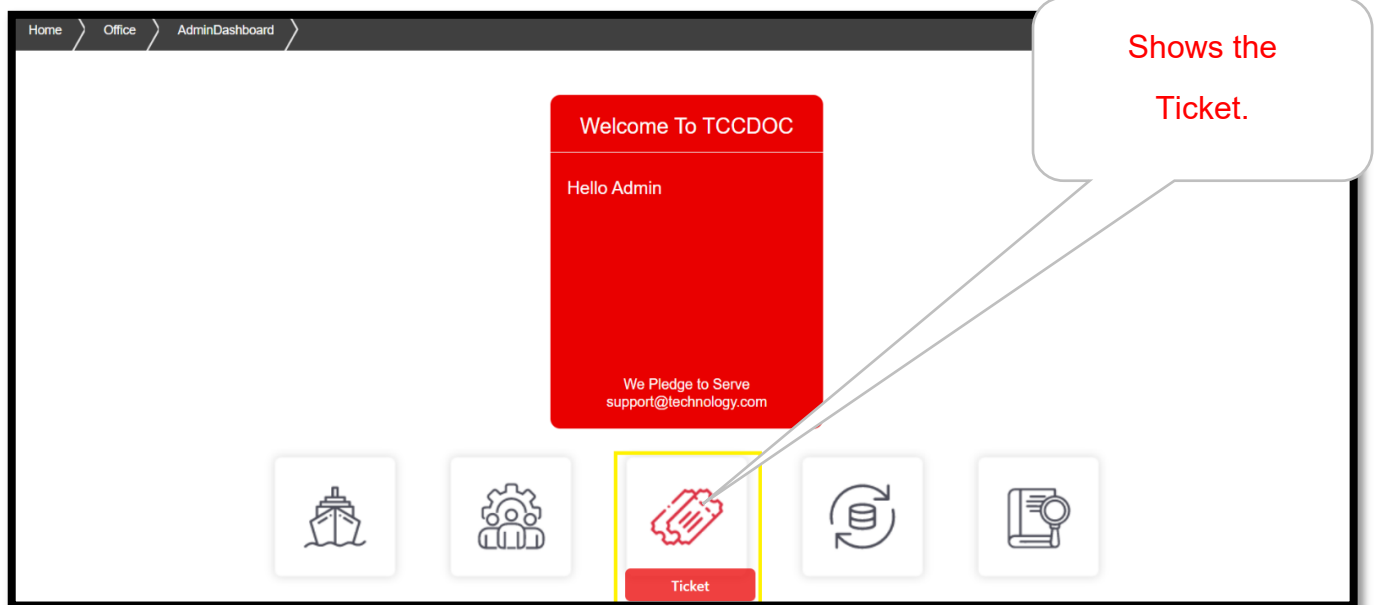


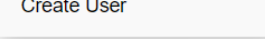
## How to raise tickets?

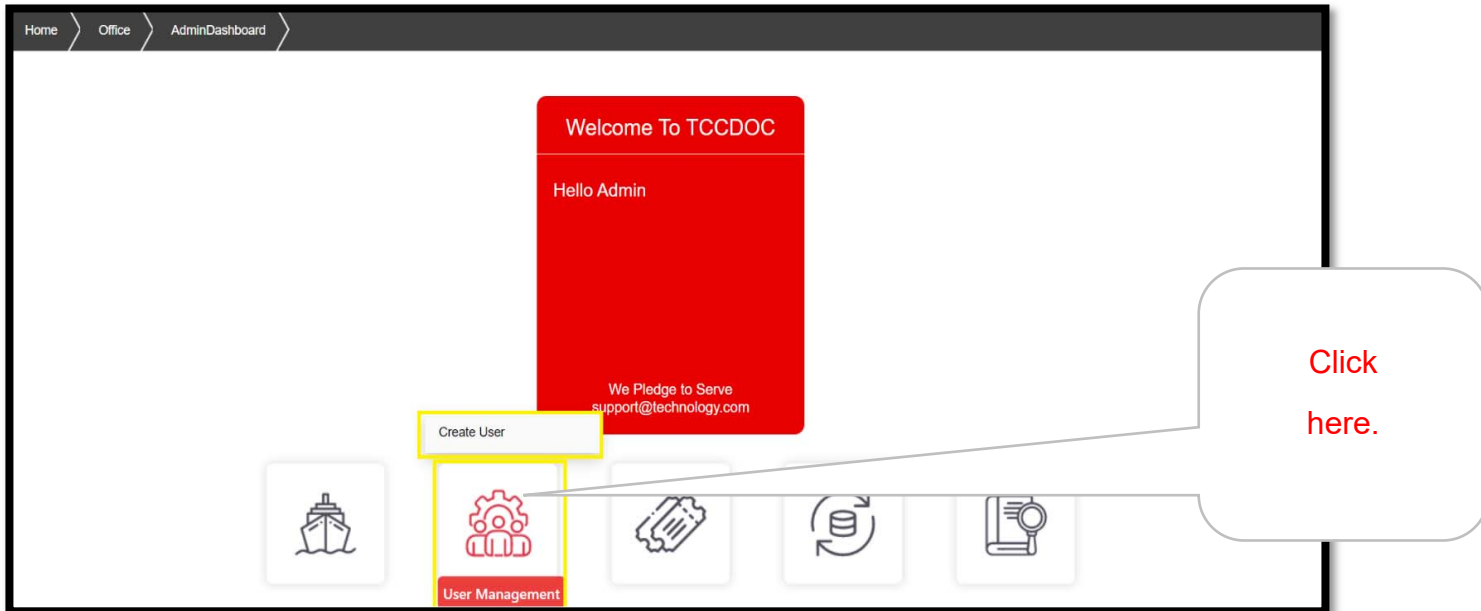
Tickets can be raised by clicking the tickets button, then a window will appear as shown below:



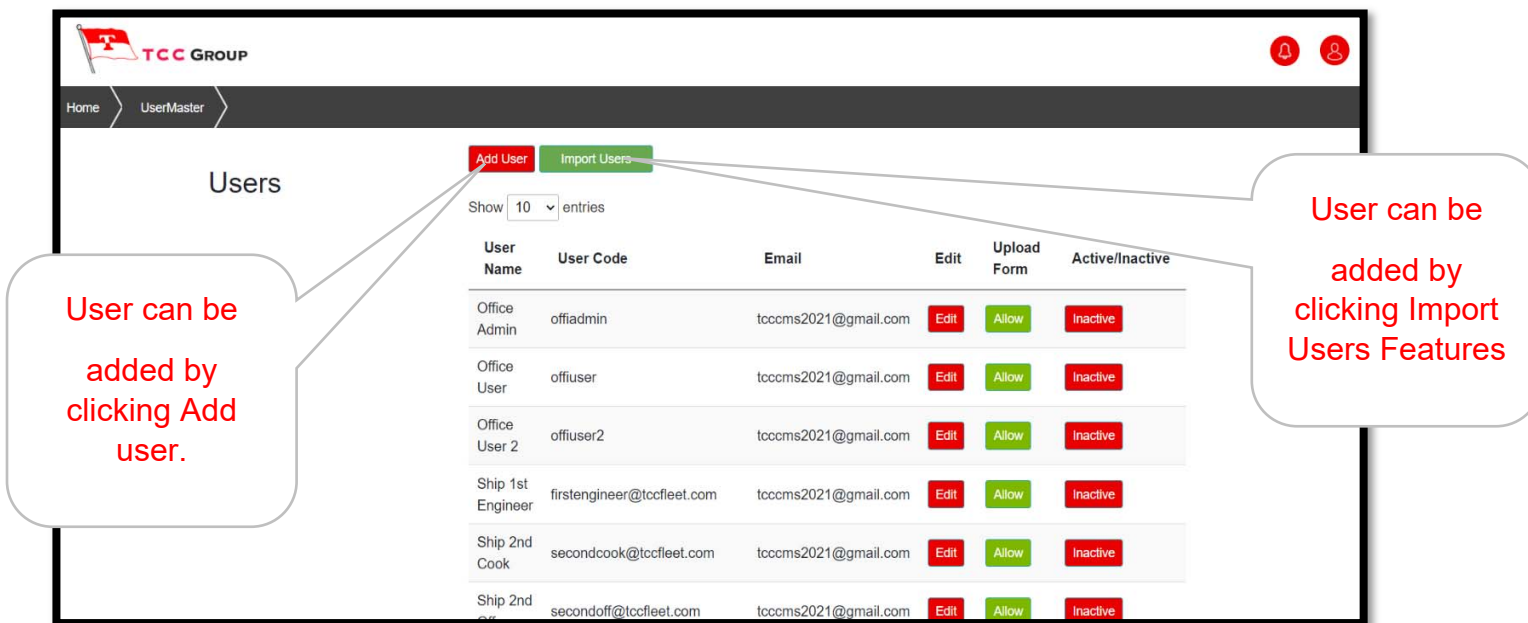
## How to add user?

User can be added By Office Admin Only in the following steps:

1. By moving the cursor on the user management button, the  box pops up. Then click on the create user button as shown below:



2. After clicking on the create user button, a window will appear as shown below:



3. Now after clicking the add user button, a window will appear where user can be created by filling up the details as shown below:

The 'Add User' window is a modal dialog with a red title bar. It contains two tabs: 'Ship User' and 'Company User'. The 'Company User' tab is active. The form includes the following fields:

- User Name: Text input field.
- User Code: Text input field.
- Email: Text input field.
- Gender: Dropdown menu.
- Password: Text input field.
- Confirm Password: Text input field.
- User Role: Dropdown menu.

At the bottom of the form are two buttons: 'Add' and 'Close'.

Window showing the details to be filled.

4. Multiple User can also be added by means of uploading excel sheet template of the same is provided


The 'Import Excel' window is a modal dialog with a red title bar. It contains a 'Select File' section with a 'Choose File' button and a 'No file chosen' status. Below this is an 'Upload' button. To the right of the 'Select File' section is a green button labeled 'Download Excel'. A callout box points to the 'Download Excel' button with the text: '1.Click Download Excel and then insert data on it.'



2.Choose the updated excel file by clicking choose file

3.Upload File by clicking this

CREW LIST				
No	Crew Name	Rank	Ship Number	Email
1	Andrew	Chief Officer	1	tccms2021@gmail.com
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

- The above picture shows the excel sheet which is to be downloaded first and then users be added manually and then upload it. (For example: - here Andrew is taken as a crew name.)


**TCC GROUP**

[Home](#)
[Import](#)

## Import

### Import Excel

Select File:

Choose File
MOcrewlis...m5 (1).xlsx

Upload

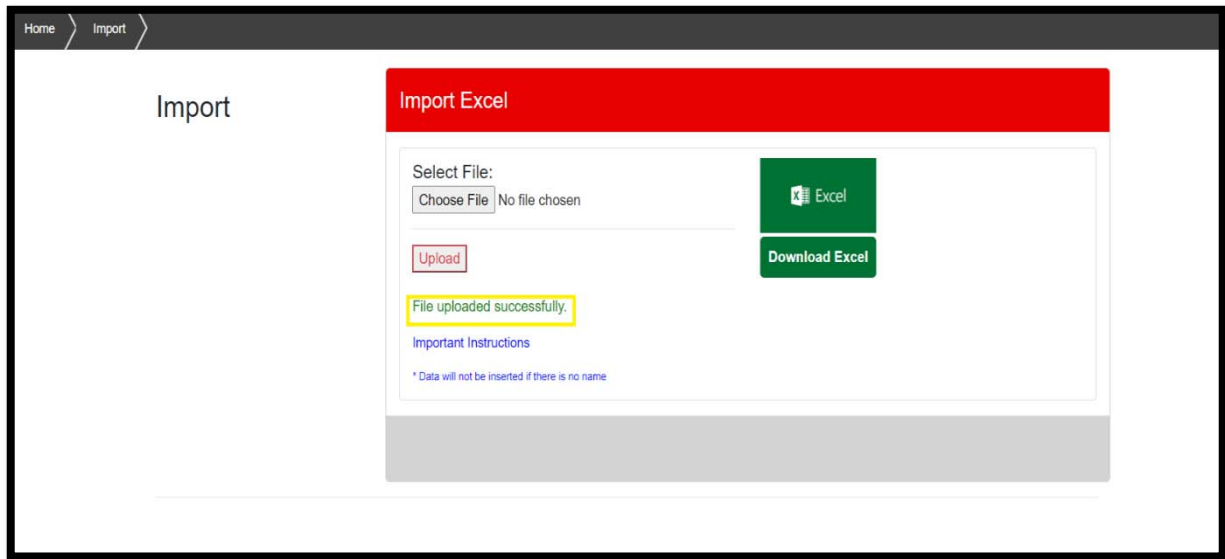
Important Instructions

\* Data will not be inserted if there is no name

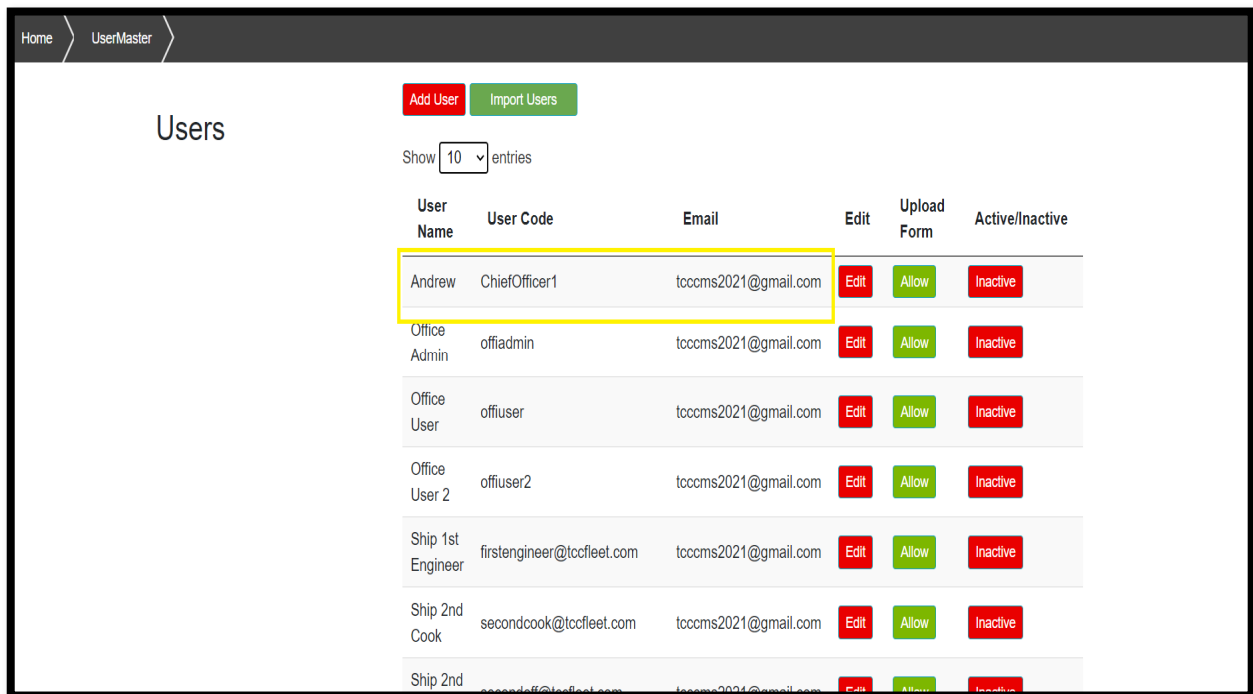
Excel

Download Excel

- The above picture shows the chosen file and now it is ready to upload.



7. After clicking the upload button, the file is uploaded successfully as shown above.



The above picture shows the new user (example: - Andrew shown in excel sheet) is added now.