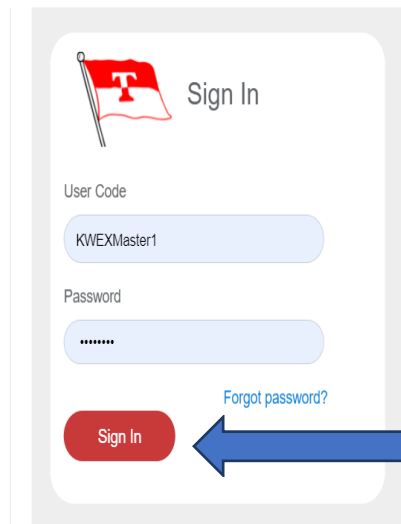


Forms Upload For Review

Step 1: login the application , click the sign in button.

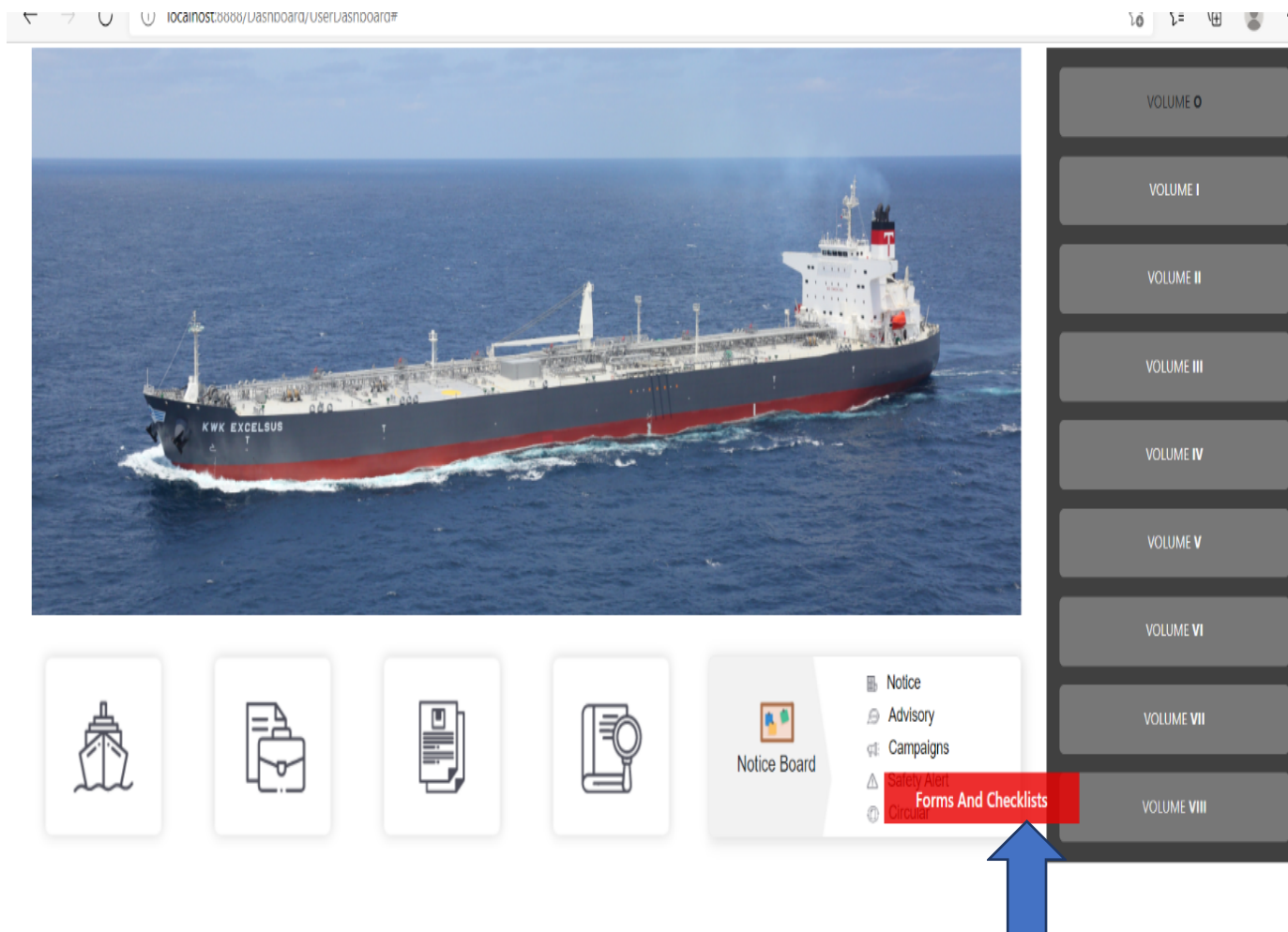


TCC DOC SHIPS
DIGITIZED SMS MANUALS



**Click
Here**

Step 2: open the application, then go to (VOLUME VIII) forms and checklist menu and click here.

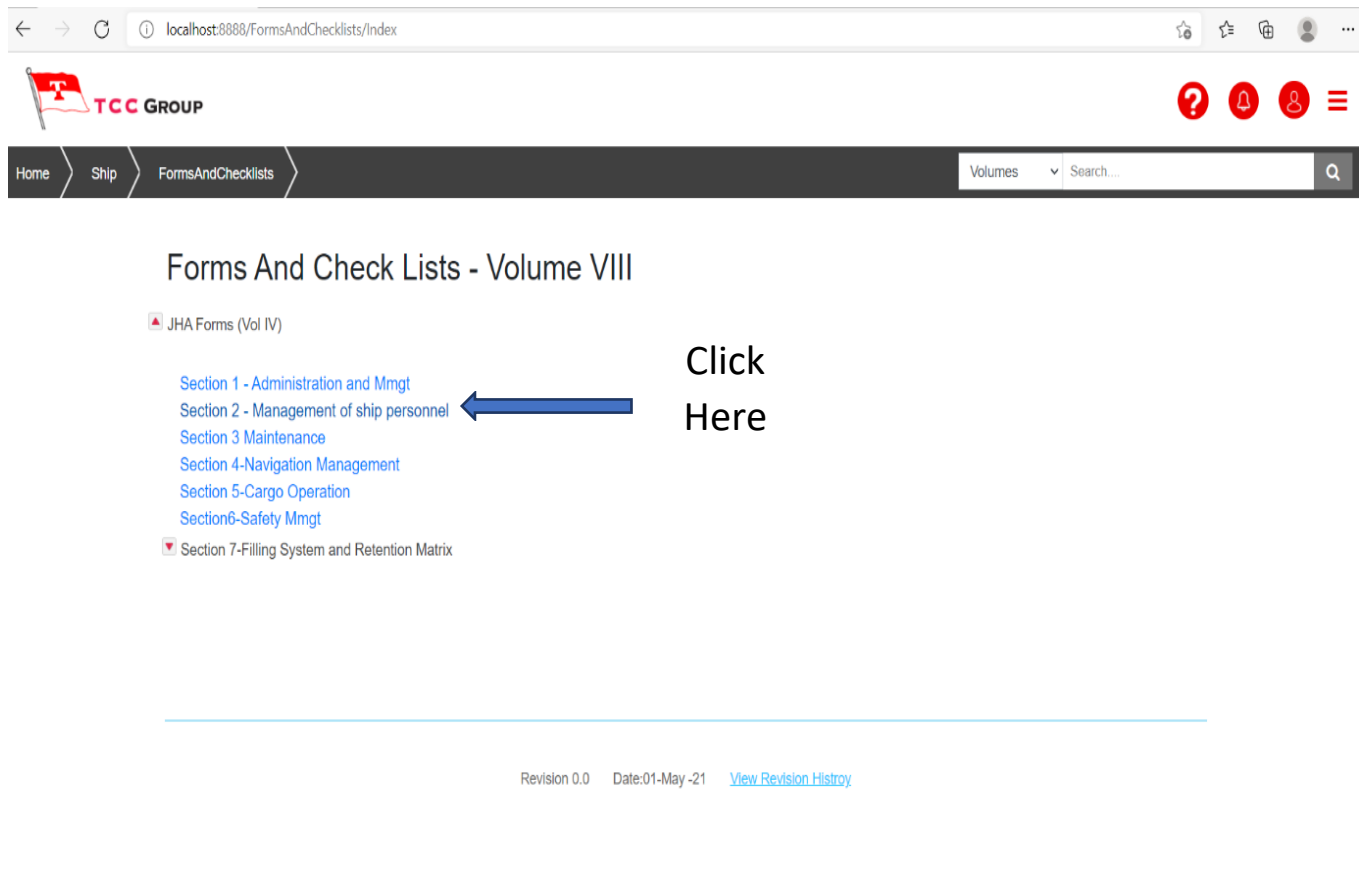


**Click
Here**

**Click
Here**



Step 3: When the VOLUME VIII is open then, go to the section2- Management of Ship personal menu and click here.



Step 1: Click Upload button from the list of Forms and then a window will popup

Form Name	Forms Download	Forms Upload	Version
Section 1 - Content	Preview Download		000
ADM001 - Manual control	Preview Download		000
ADM002 - Manual revision record	Preview Download		000
ADM003 - Document Change Request Register	Preview Download		000
ADM004 - Registry of safety record	Preview Download		000
ADM005 - Technical register	Preview Download		000
ADM006 - Log for manual in remote location	Preview Download		000
ADM007 - Management of Change	Preview Download	Upload	000
ADM008 - Checklist for Management of Change	Preview Download	Upload	000

Fig: Image1

Upload Filledup Form

Choose File SP007 - C...eport.docx

☒ Review ☐ Approve

General Manager

Temp Approver List

SL	Designation	Approver Name	Delete
1	General Manager	Office User	Remove


Click Upload  **Upload** **Close**

Fig: Image2

Step 2: Choose Specific Form and select Review (radio button) and select Approvers after that Click Upload button. (see above Image2)

Phase 1. Upload Reviewed Form for Approval:

Step1: Go to Approved form List OR Approval pending Forms List (Click Waiting Approval or Approved button see below Image3)

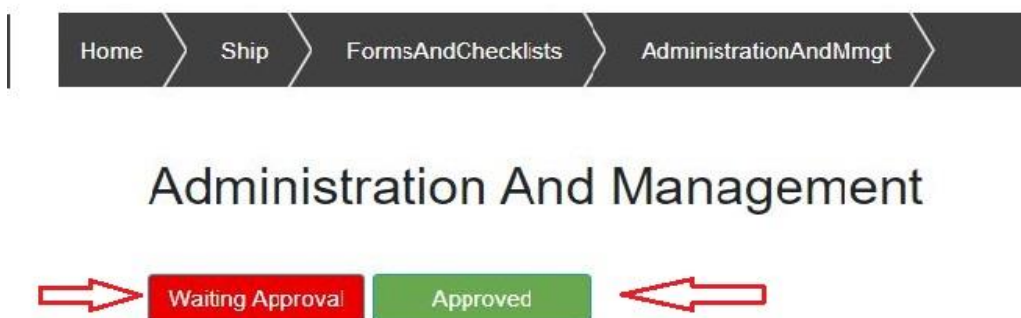


Fig: Image3

Step2: Click Download button to download the reviewed From and then modify (if required). After that Click Upload button to upload the Modified Reviewed Form (See below Image4).

Approved Forms List

Form Name	RaisedBy	Status	ApprovedDate	Action
ADM008 - Checklist for Management of Change_1-19_210916184548.docx	Master(Ship Master)	Reviewed Reviewed By Office User Reviewed By Office User 2	9/17/2021 2:41:05 PM	Download Upload

Fig: Image3

Step3: Choose The specific Modified Reviewed Form and Select Approvers and the click Upload button to upload for Approval. (see below Image4)

Upload Reviewed Form For Approval

Reviewed Form : ADM008 - Checklist for Management of Change_1-19_210916184548.docx

Choose File ADM008 - ...184548.pdf

*** Note : If need any modification on reviewed form then choose the modified form

AGM

Upload Close

Form Name	RaisedBy	Status	ApprovedDate	Action
ADM008 - Checklist for Management of Change_1-19_210916184548.pdf	Master(Ship Master)	Approved Approved By Office User Approved By Office User 2	9/17/2021 2:41:55 PM	Download

Fig: Image4

Phase 2. Upload Normal Form for Approval:

Step 1: Click Upload button from the list of Forms and then a window will popup

Form Name	Forms Download		Forms Upload	Vers
Section 1 - Content	Preview	Download		000
ADM001 - Manual control	Preview	Download		000
ADM002 - Manual revision record	Preview	Download		000
ADM003 - Document Change Request Register	Preview	Download		000
ADM004 - Registry of safety record	Preview	Download		000
ADM005 - Technical register	Preview	Download		000
ADM006 - Log for manual in remote location	Preview	Download		000
ADM007 - Management of Change	Preview	Download	Upload	000
ADM008 - Checklist for Management of Change	Preview	Download	Upload	000

Click Upload Button

Section 1 - Content

ADM001 - Manual

ADM002 - Manual

ADM003 - Document

ADM004 - Registry

ADM005 - Technic

ADM006 - Log for

ADM007 - Manage

ADM008 - Checklis

ADM009 - Landing

Showing 1 to 10 of 2

2

3

Next

Upload Filledup Form

Choose File

ADM008 - ...ange.docx

Review

Approve

General Manager

Temp Approver List

SL	Designation	Approver Name	Delete
1	General Manager	Office User	Remove

Upload

Close

Step 2: Choose Specific Form and select Approve (radio button) and select Approvers after that Click Upload button. (see above Image6)

After uploading and Approval , log off ,,click the log off button.

← → ↻ ⓘ localhost:8888/FormsAndChecklists/Index

TCC GROUP

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Click the Ok button For log off.

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