

How to Send Form for Review and Approval?

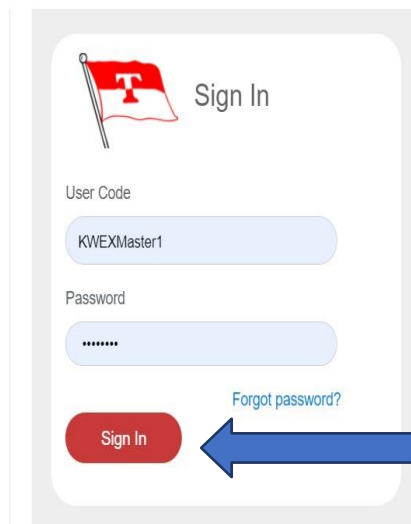
- 1. Any form screen (mention download the form)
- 2. Show the form filled up.
- 3. Show upload button screen and mention upload for here
- 4. Show the review and approval screen (click to review and select who to send the form for review.
- Put a note below the screenshot
- Note: A review form needs to be send again for approval kindly follow the below mentioned steps.
- A Downloaded and filled form when uploaded can directly be send for approval (without review)
- Screen Shot Show Approve button clicked and in people write call select the person who will approve.

How to Upload a Form for Review (By Ship)?

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



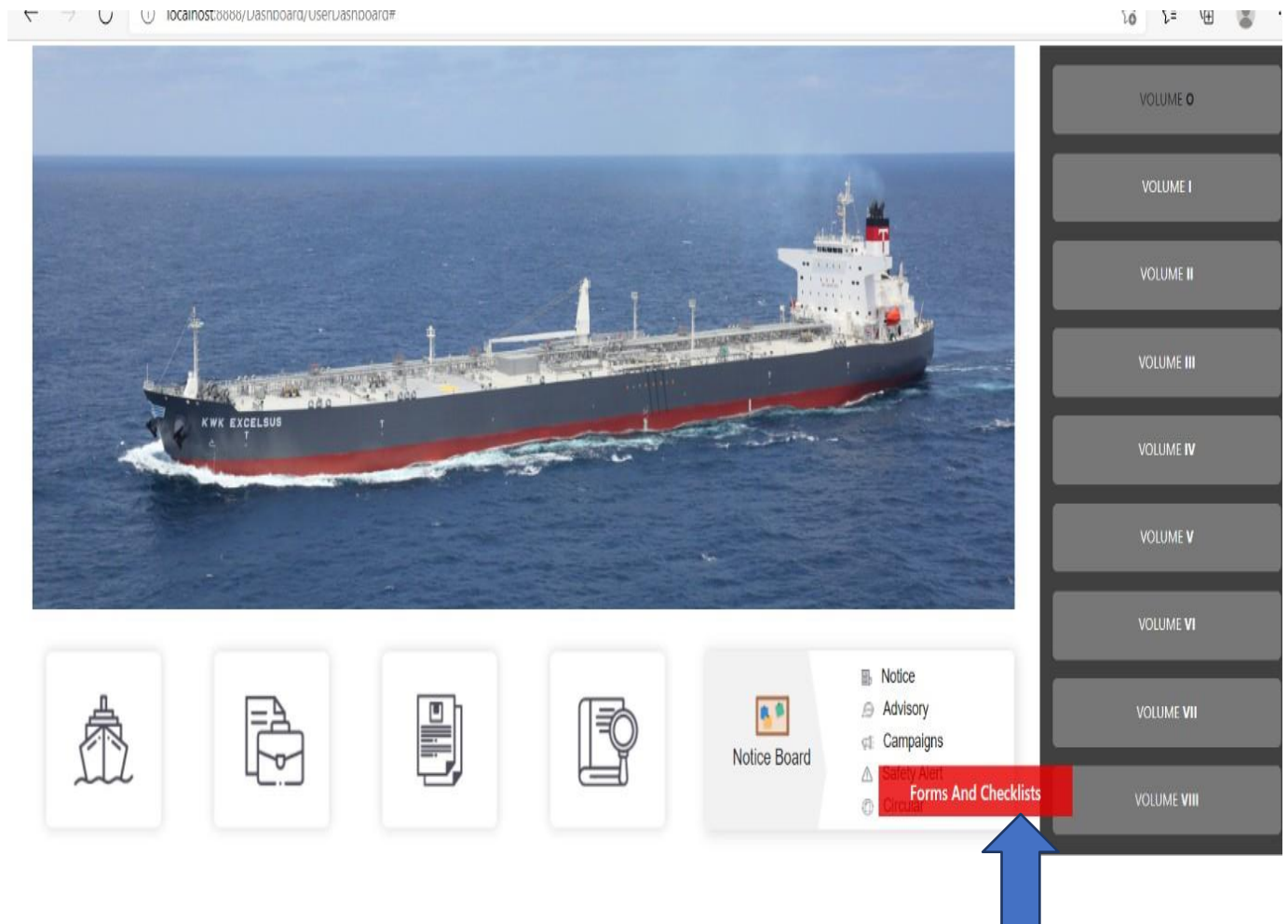
TCC DOC SHIPS
DIGITIZED SMS MANUALS



**Click
Here**

Fig: Image1

Step 2: Open the application, then go to (VOLUME VIII) **Forms And Checklists** menu and click here.



Click Here

Fig: Image2

Step 3: When the VOLUME VIII will open then, go to the menu Section1 to Section 6 and click here.

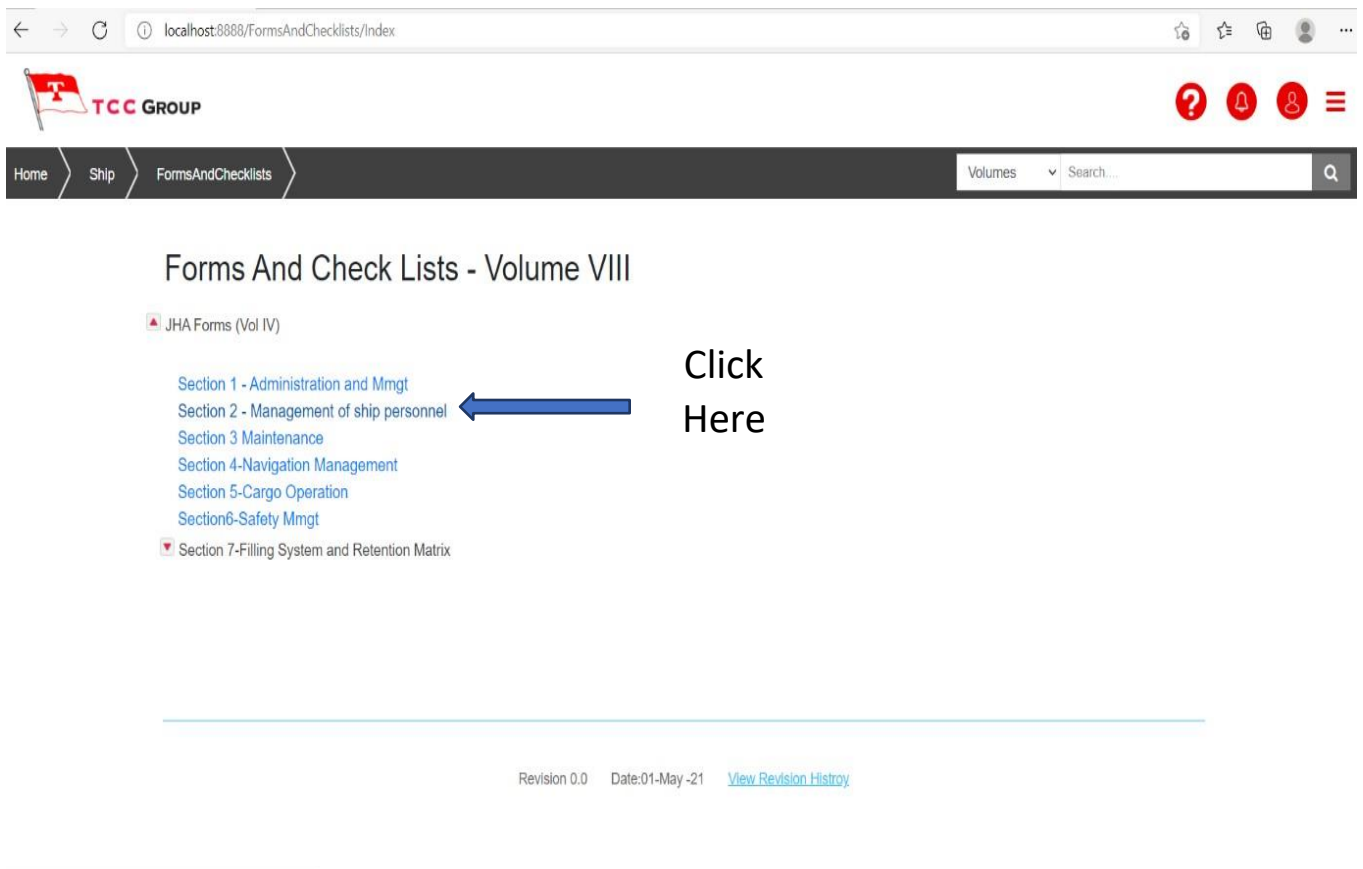


Fig: Image3

Step 4: 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

Fig: Image4

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: Image5

Step 5: Choose Specific Form and select Review (radio button) and select Approvers after that Click Upload button. (see above Image5)

How to Review and / or Approve a form (office)

Steps for Form Review (By office):-

Step 1: Person whom the form is sent for review or approval will see a notification on bell icon. (Digit denotes no. of forms awaiting review or approval)

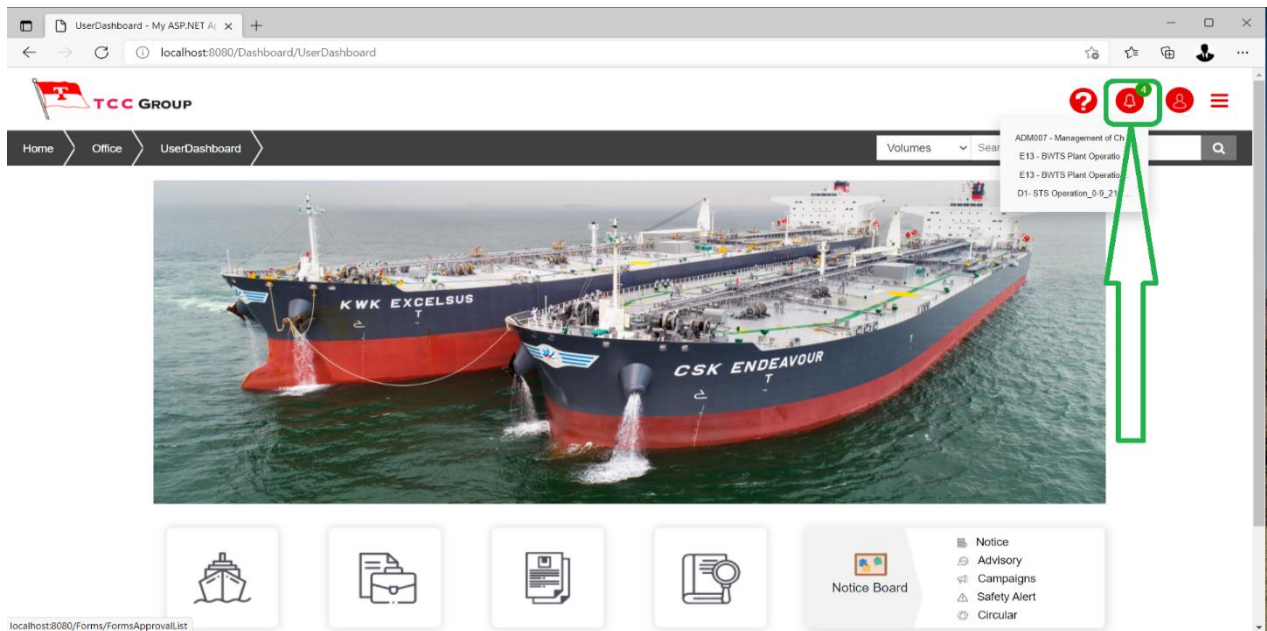


Fig: Image6

Step 2: click on the Notification icon it will take you to Forms Approval List

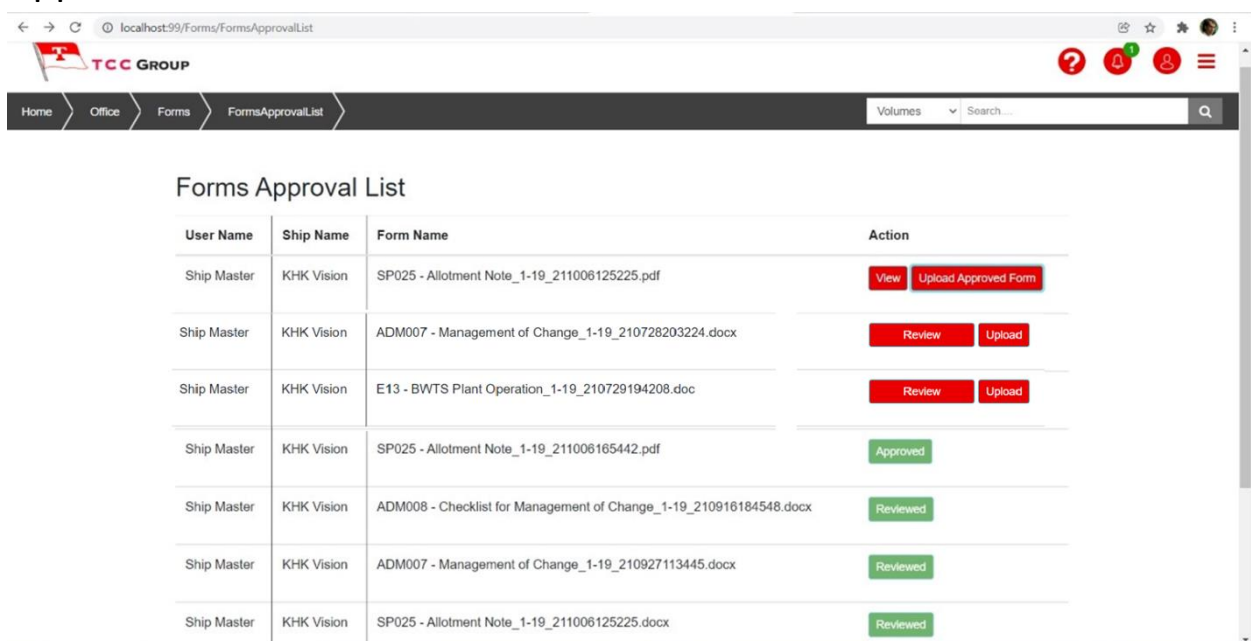


Fig: Image7

Step 3: If the form is for Review a **Review** tab will be there against it and if for approval only **View** Tab will be there

For Review click on the “**Review**” button

Download and review the form

Then click on the “**Upload**” button to upload the same reviewed form (Don’t Change the name)

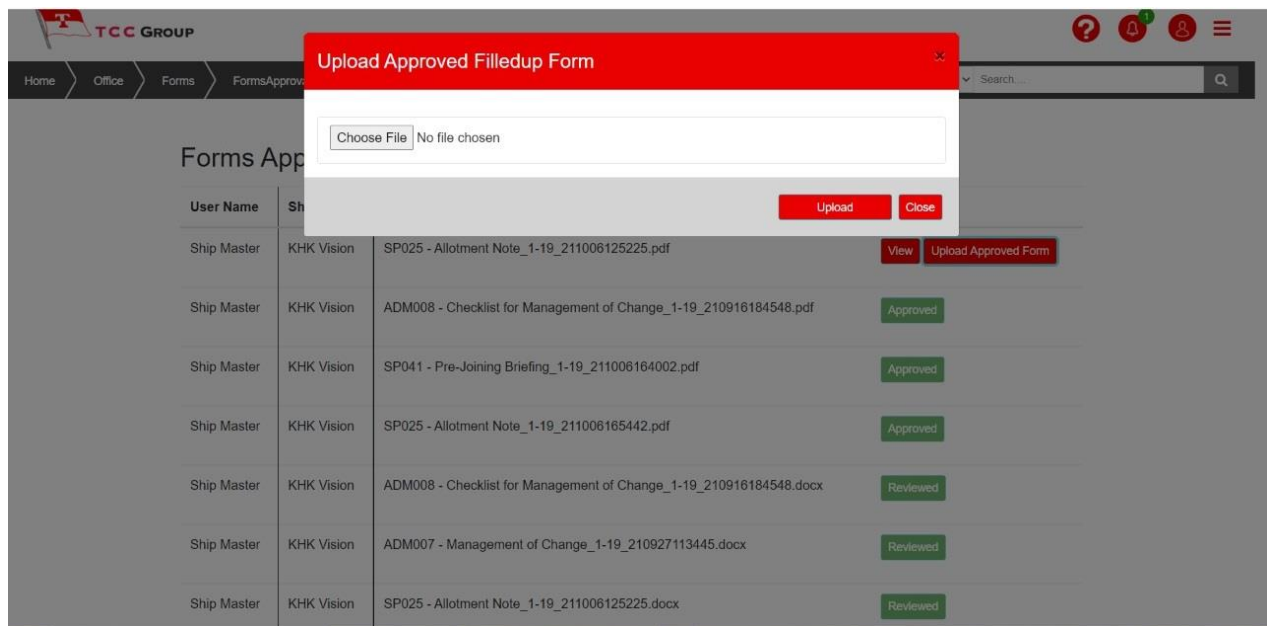


Fig: Image8

The vessel will receive the Reviewed form and then download it by click on “download” button of the Reviewed form. (see below Image)

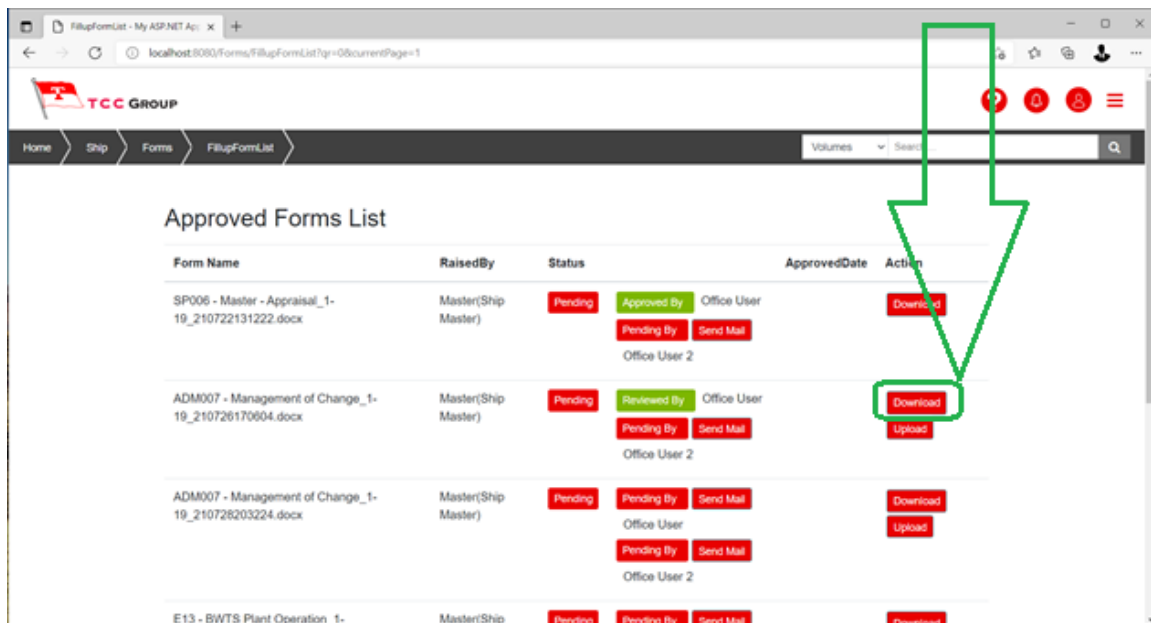


Fig: Image9

Then edit the form and send for approval following the process of sending form for approval.

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

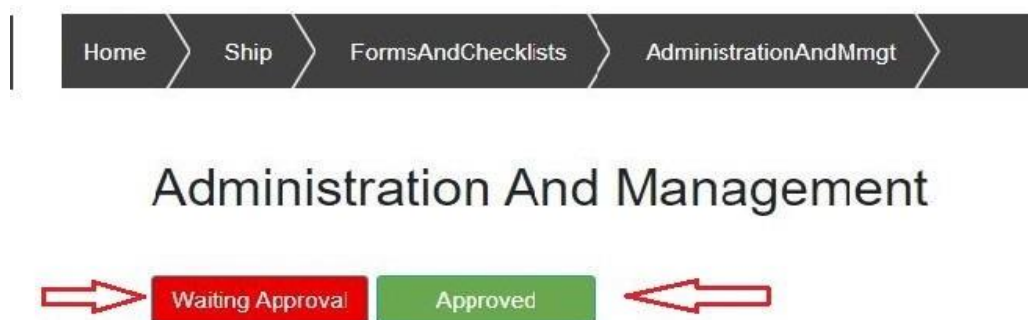


Fig: image10

Step2: Click Download button to download the reviewed Form 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	9/17/2021 2:41:05 PM	Download Upload
		Reviewed By Office User		
		Reviewed By Office User 2		

Fig: Image11

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	9/17/2021 2:41:55 PM	Download
		Approved By Office User		
		Approved By Office User 2		

Fig: Image12

Steps for Form Approval (By office):-

Assigned person in office will get notification and email for the approval of the form/forms

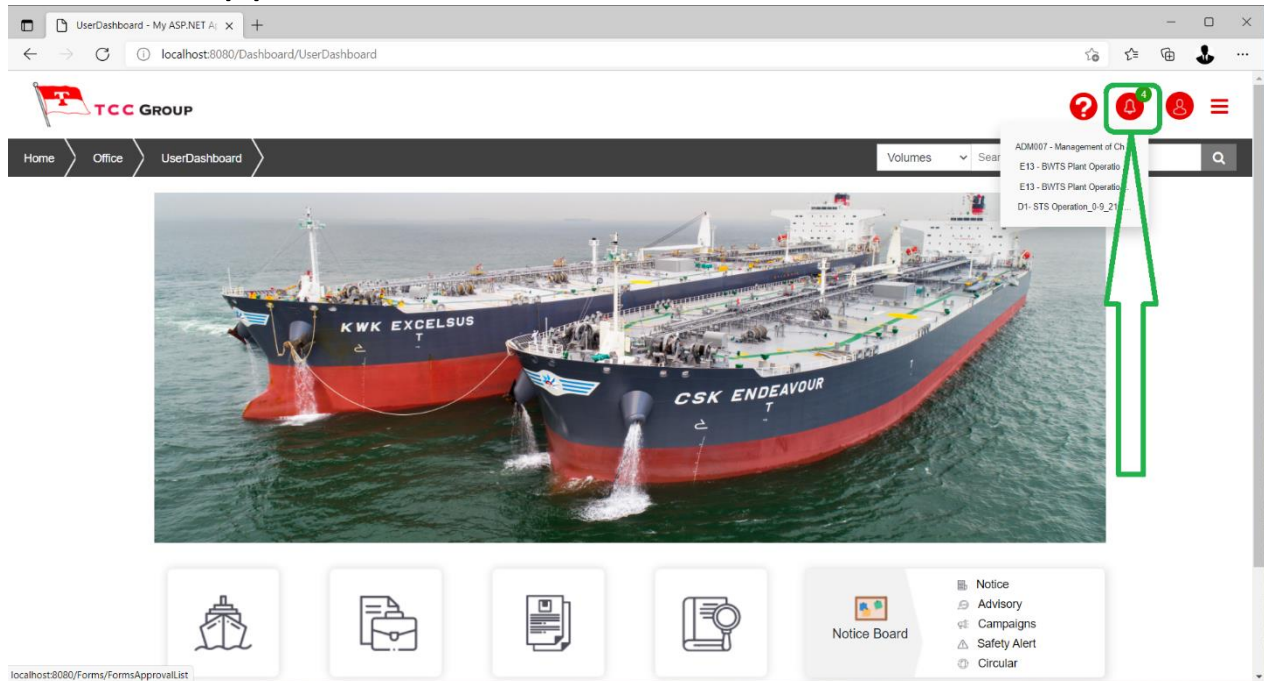


Fig: Image13

Click on the notification bell icon. It will take you to the Forms approval list

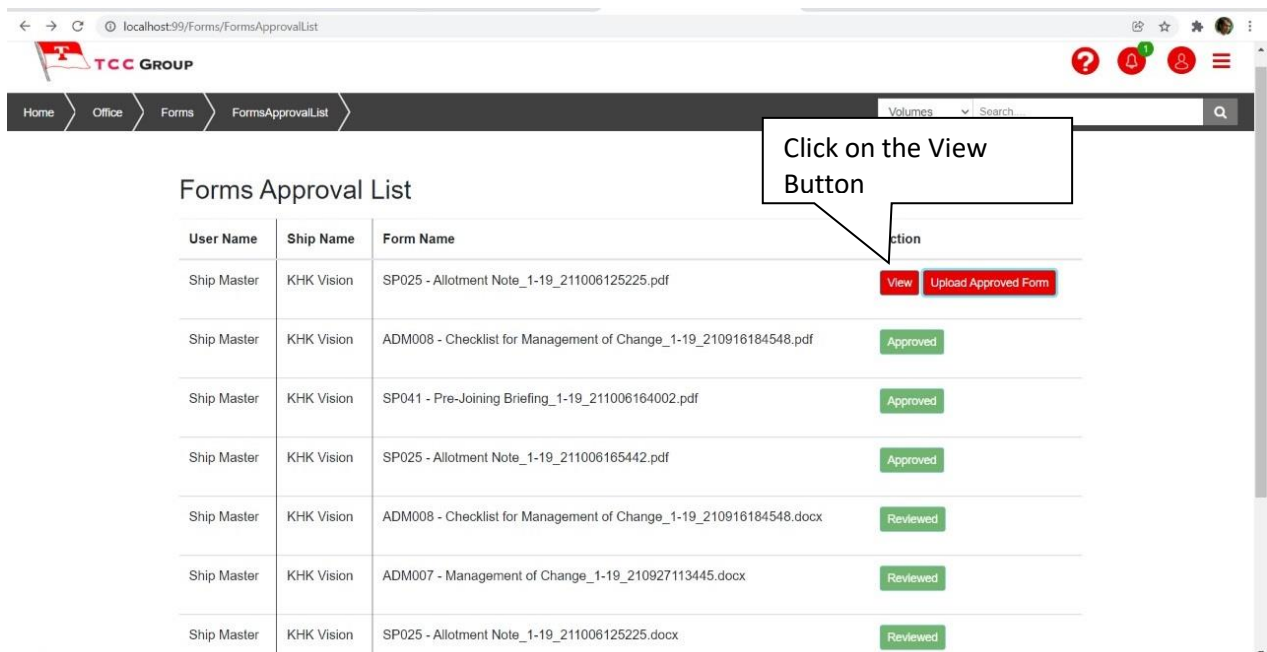


Fig: Image14

Click on the “**View**” button to view the form in pdf.
Check and approve by signing the form.

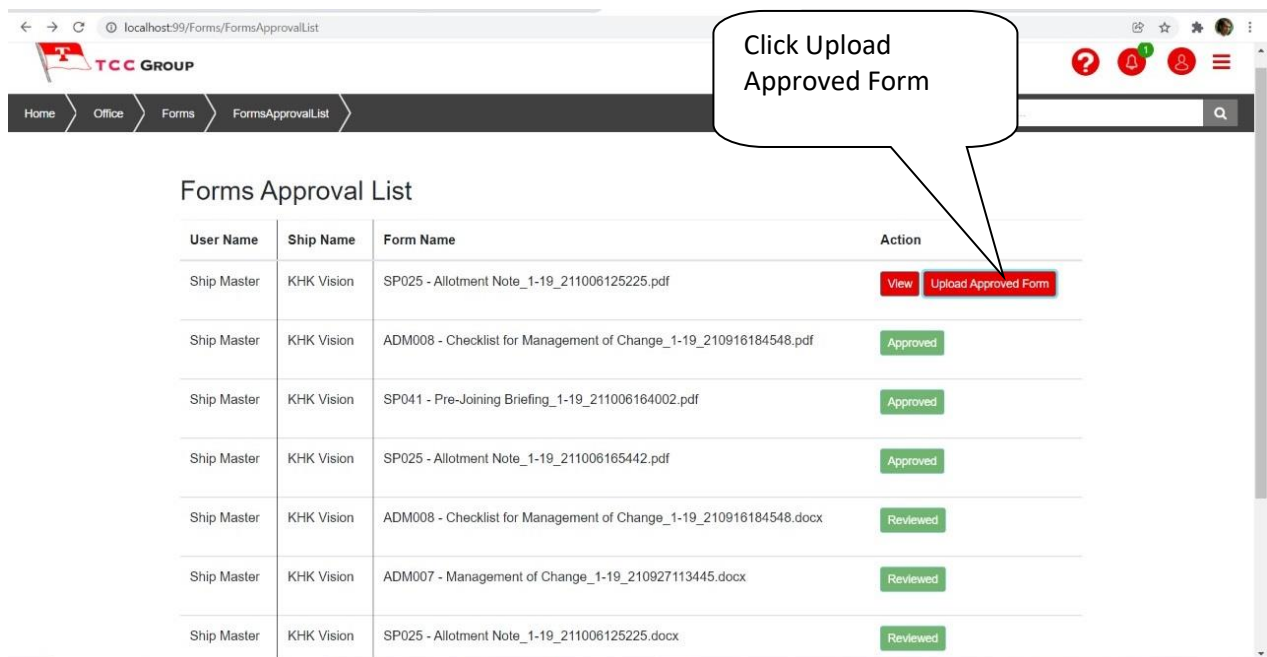


Fig: Image15

Then click on the “**Upload Approved Form**” button to upload the approved form. Then choose the reviewed form to upload and click on “**Upload**” button. (see below Image)

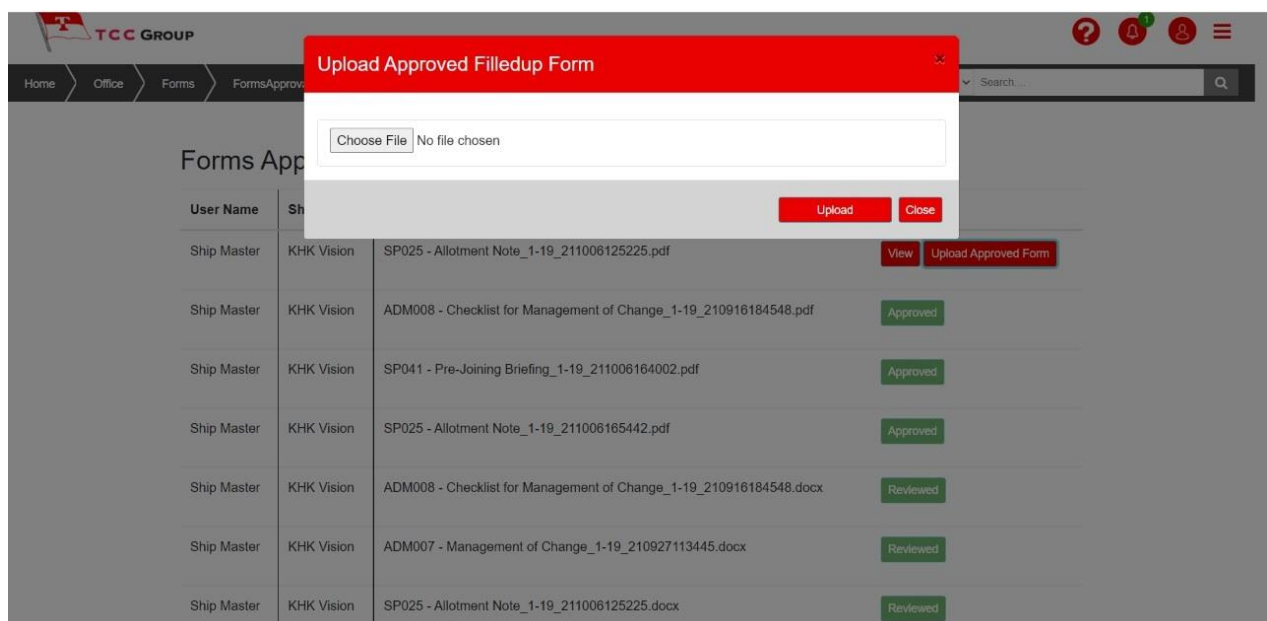


Fig: Image16

Once Uploaded, the uploaded form will be sent to the ship in the next mail exchange.

Screen shot 1. Ship with notification image (should be one ship only not general screen

Screen shot 2. click on approved to download the approved form

How to Upload Normal Form for Approval (By Ship)?

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




Fig: Image17

Section 1 - Content

ADM001 - Manual

ADM002 - Manual

ADM003 - Document

ADM004 - Registry

ADM005 - Technical

ADM006 - Log for

ADM007 - Manage

ADM008 - Checklis

ADM009 - Landing

Showing 1 to 10 of 2

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

2

3

Next

Fig: Image18

Step 2: Choose Specific Form and select Approve (radio button) and select Approvers after that Click Upload button. (see above Image18)

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

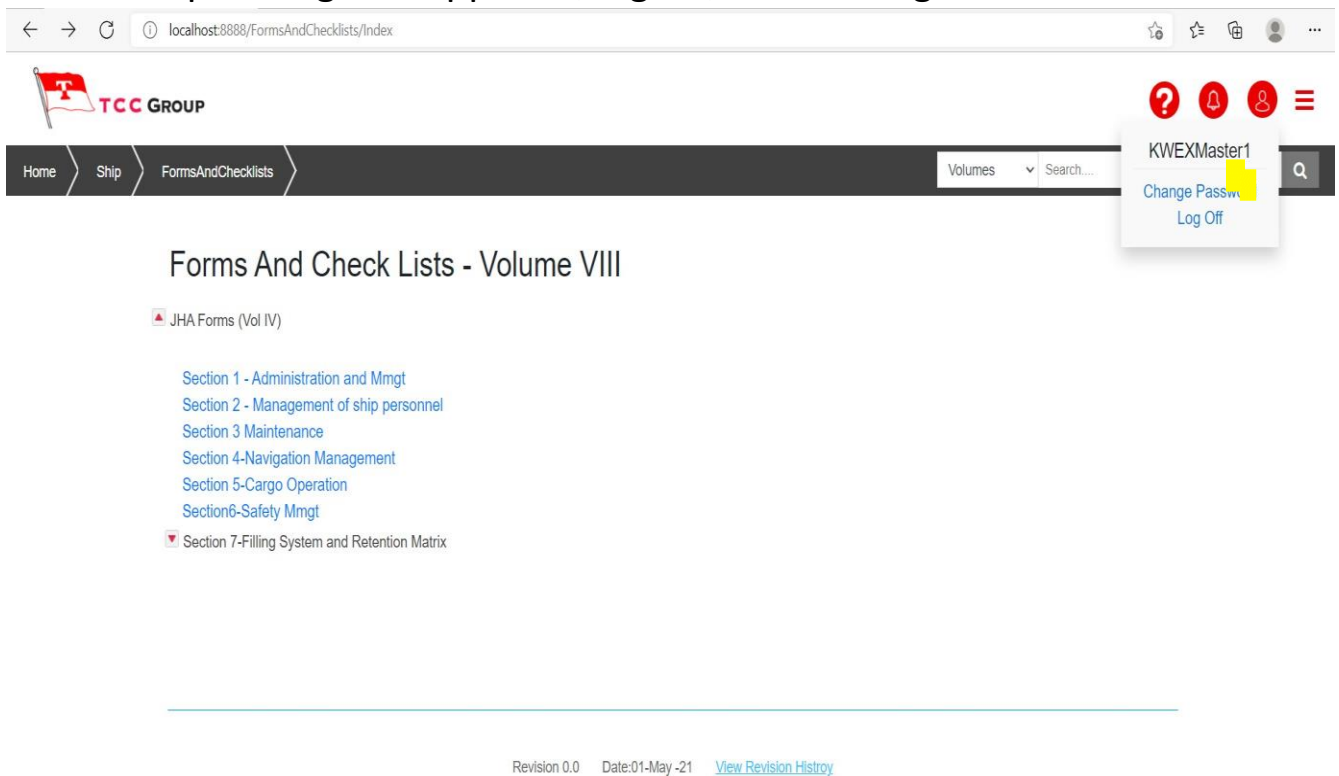


Fig: Image19

Click the **Ok** button for Log Off.

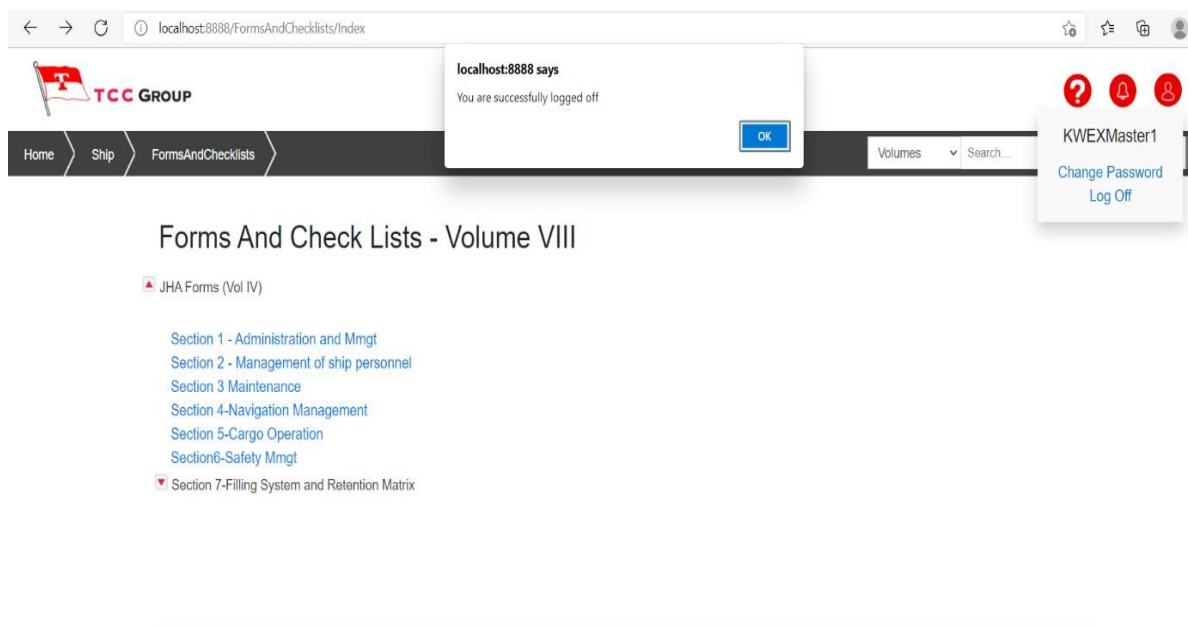


Fig: Image20