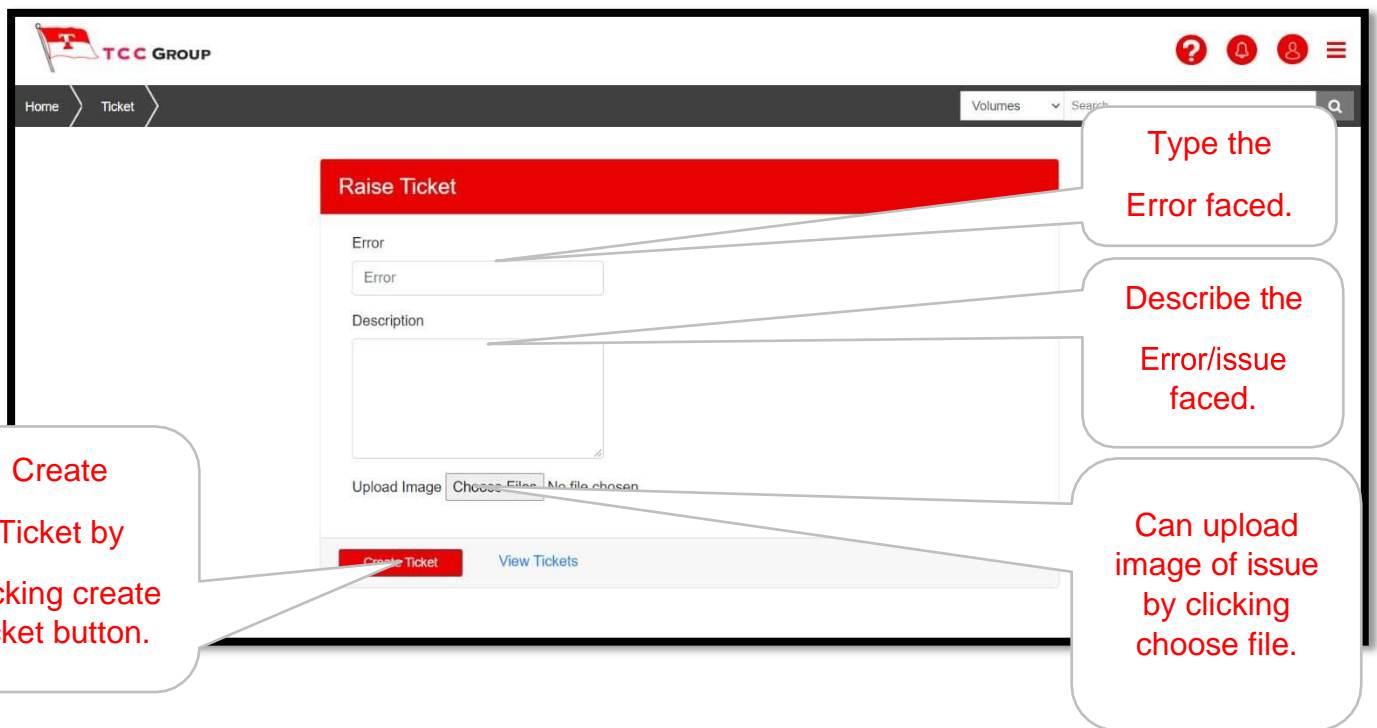
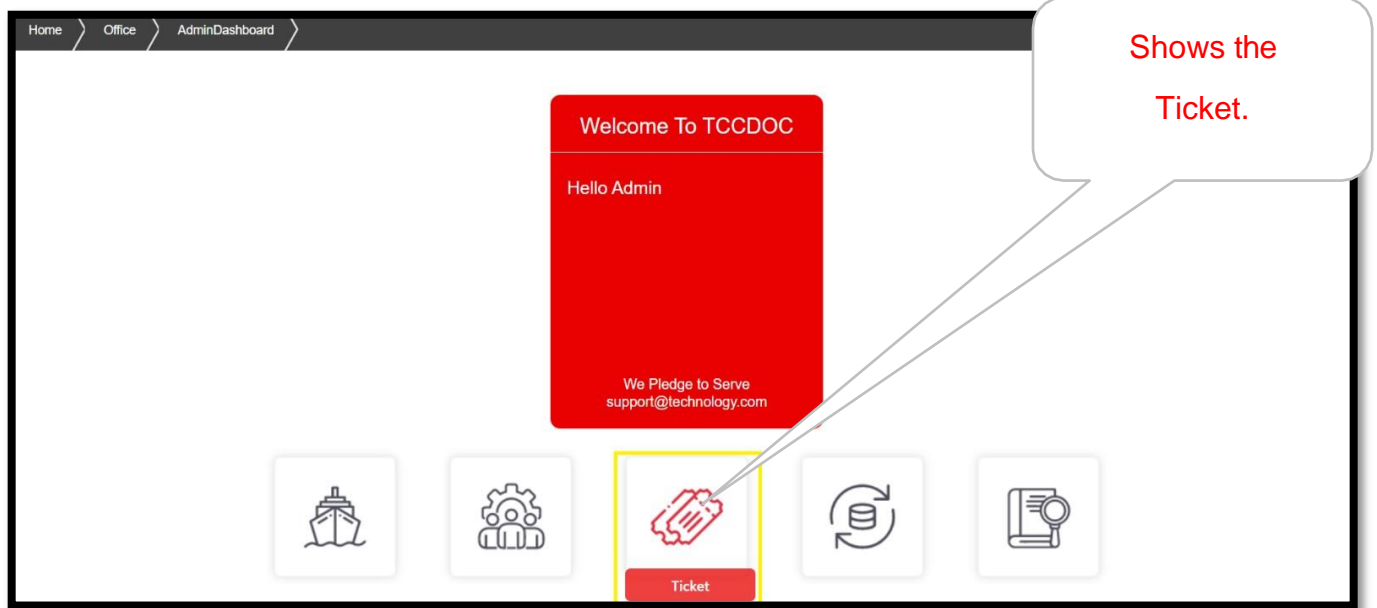


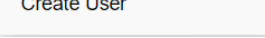
## How to raise tickets?

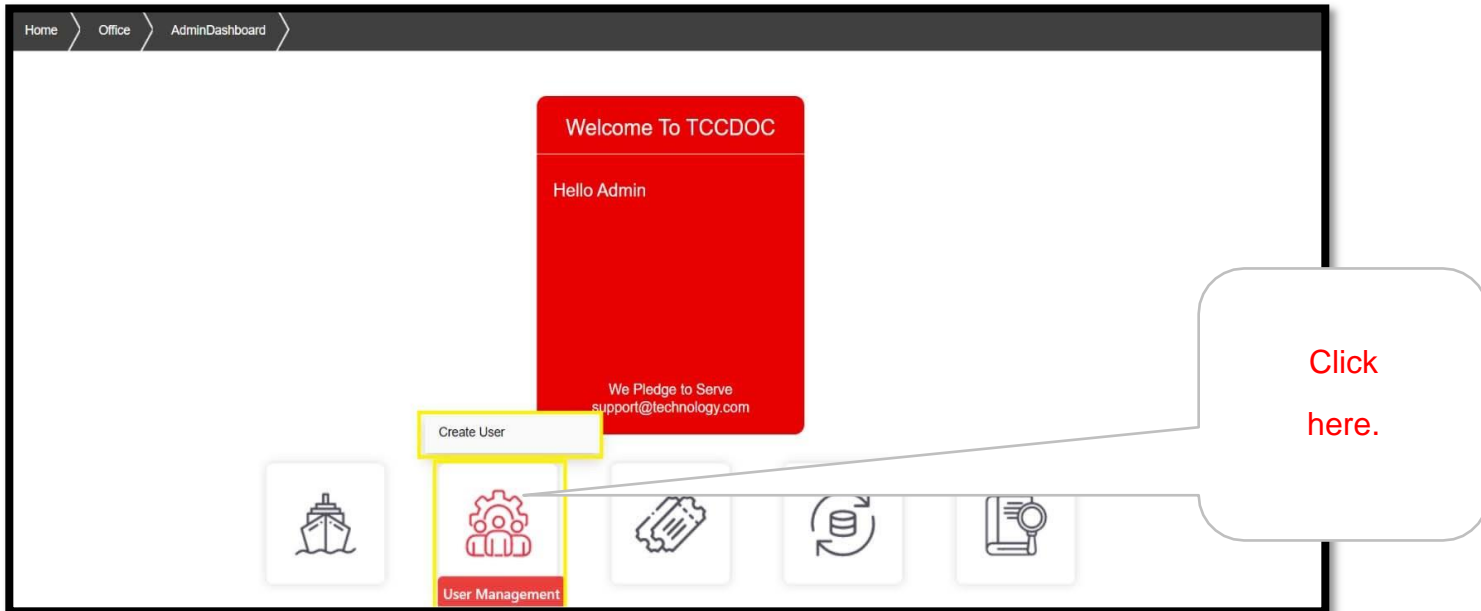
Tickets can be raised by clicking the tickets button, then a window will appear as shown below:



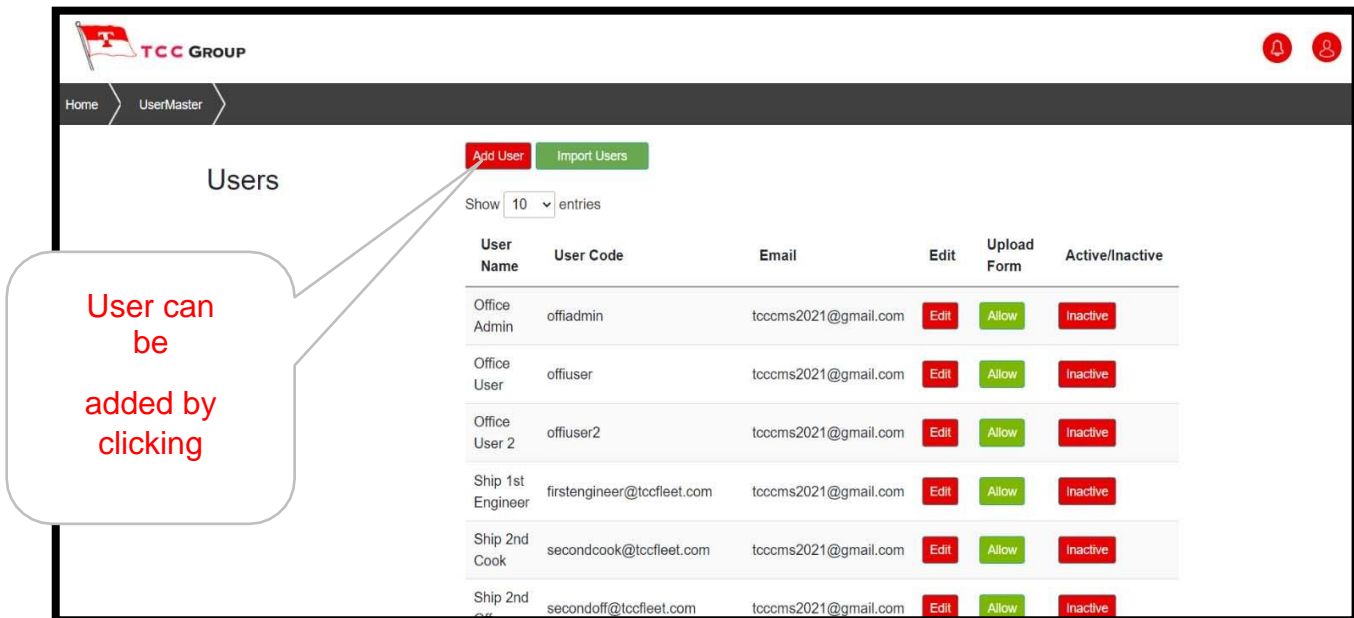
## How to add user?

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:



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

Window showing the details to be filled.

User Name	User Code	Email	Edit	Upload Form	Active/Inactive
Andrew	ChiefOfficer1	tcccms2021@gmail.com	Edit	Allow	Inactive
Office Admin	offiadmin	tcccms2021@gmail.com	Edit	Allow	Inactive
Office User	offiuser	tcccms2021@gmail.com	Edit	Allow	Inactive
Office User 2	offiuser2	tcccms2021@gmail.com	Edit	Allow	Inactive
Ship 1st Engineer	firstengineer@tccfleet.com	tcccms2021@gmail.com	Edit	Allow	Inactive
Ship 2nd Cook	secondcook@tccfleet.com	tcccms2021@gmail.com	Edit	Allow	Inactive
Ship 2nd	secondoff@tccfleet.com	tcccms2021@gmail.com	Edit	Allow	Inactive

The above picture shows the new user is added now.