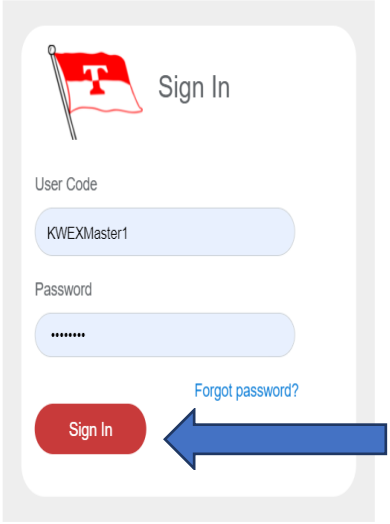
Forms Upload For Review

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

TCC GROUP

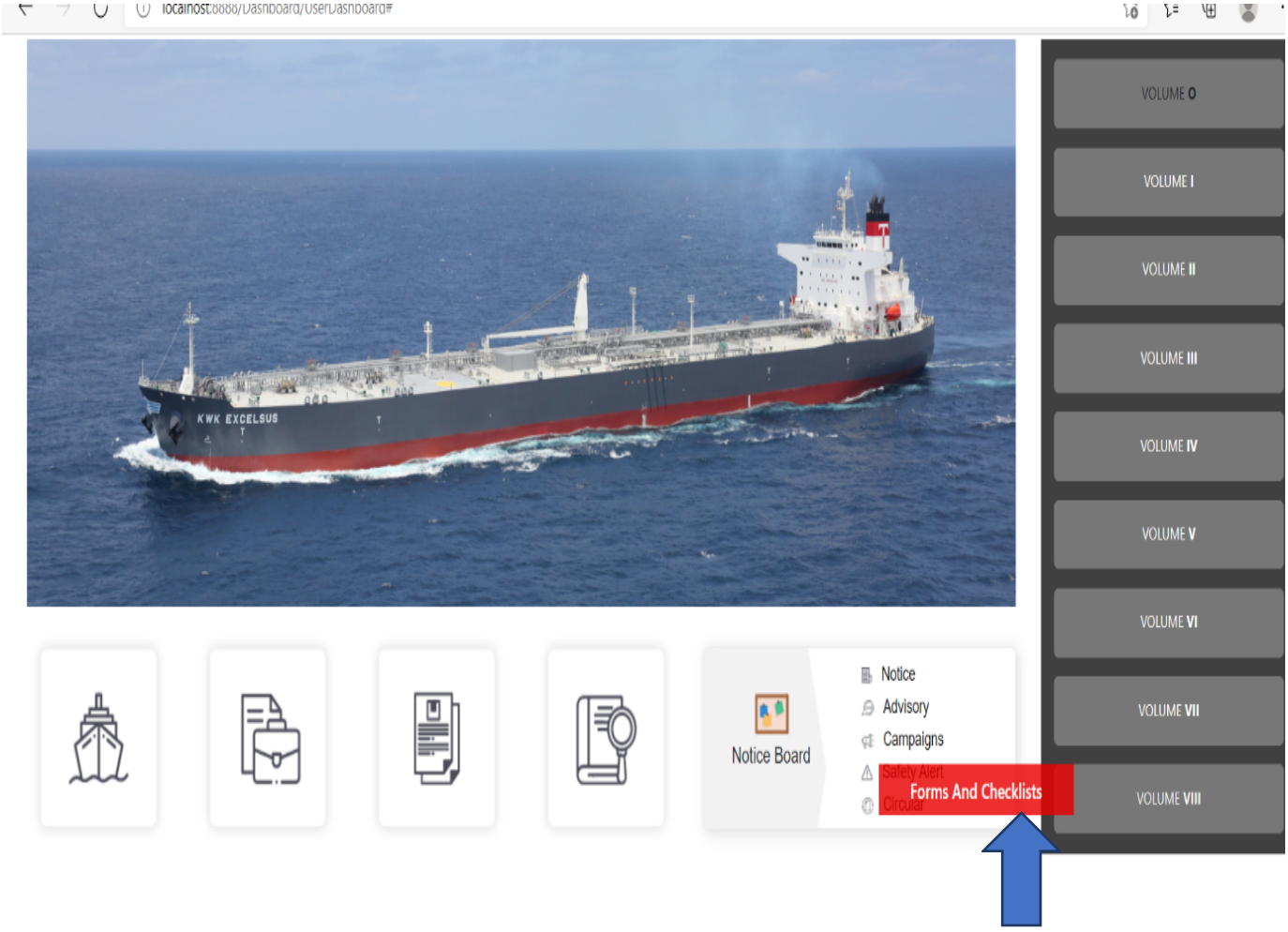
TCC DOC SHIPS

DIGITIZED SMS MANUALS



Click Here

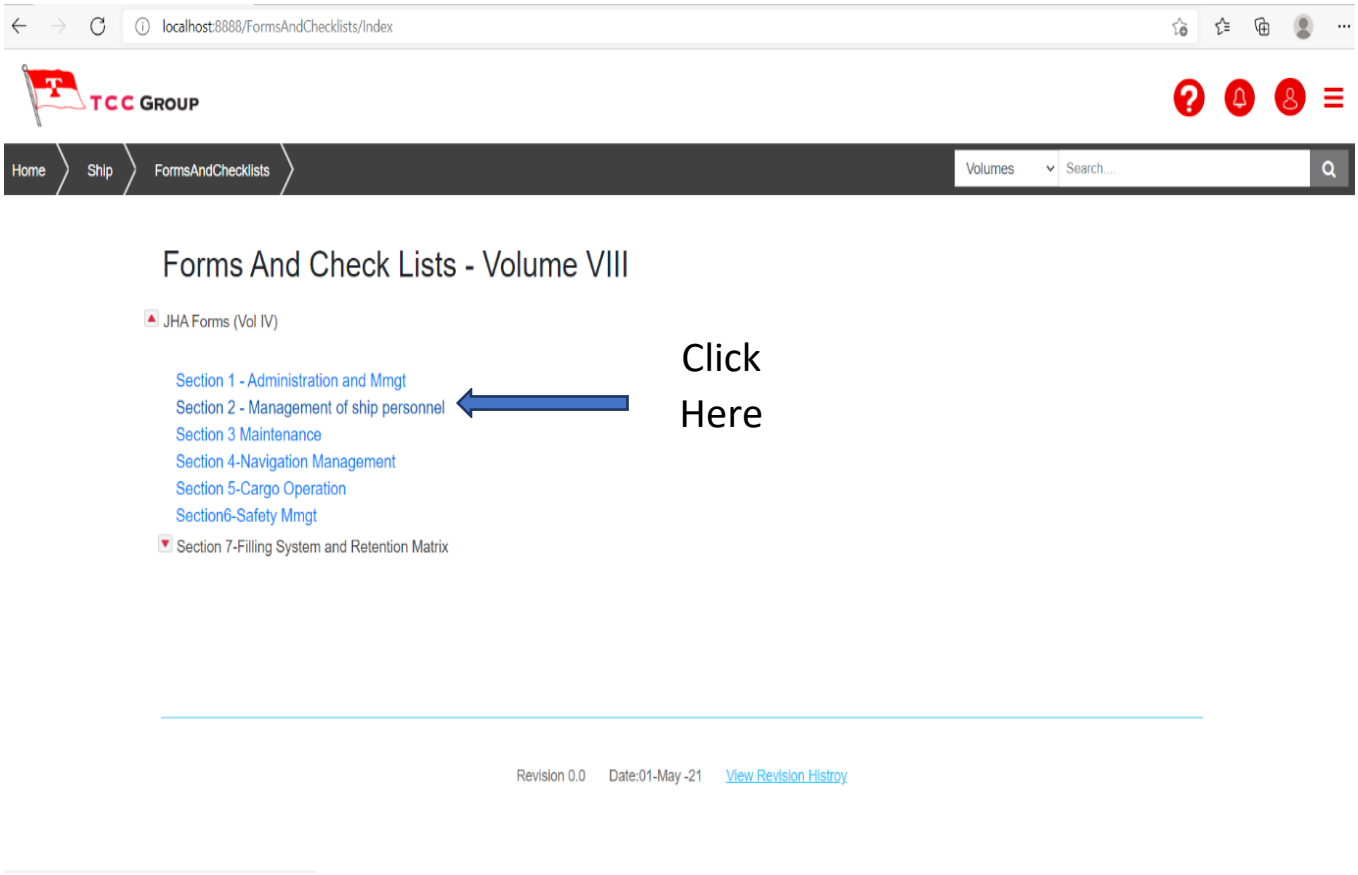
Step 2: open the application, then go to (VOLUME VIII) forms and checklist menu and click here.



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

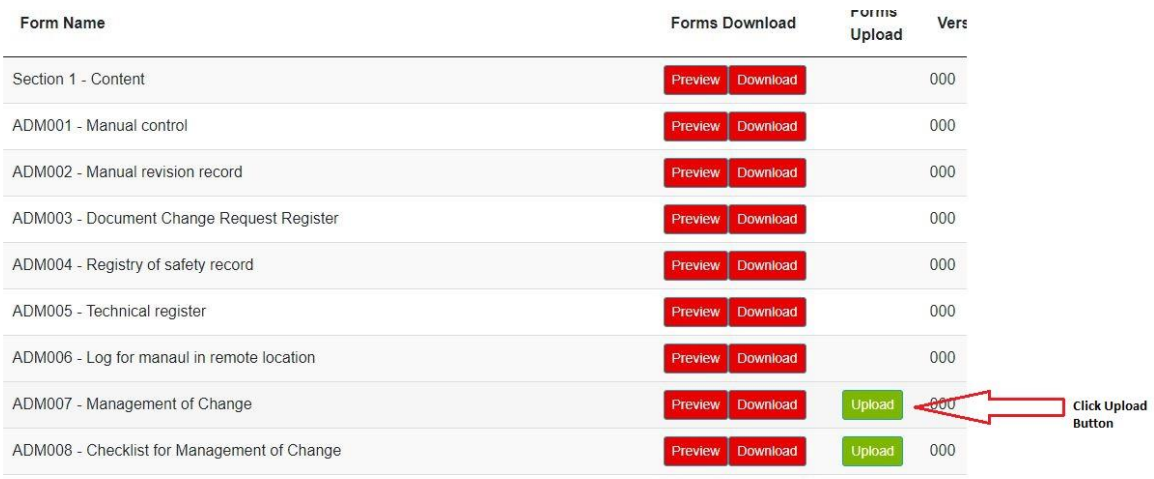


Fig: Image1

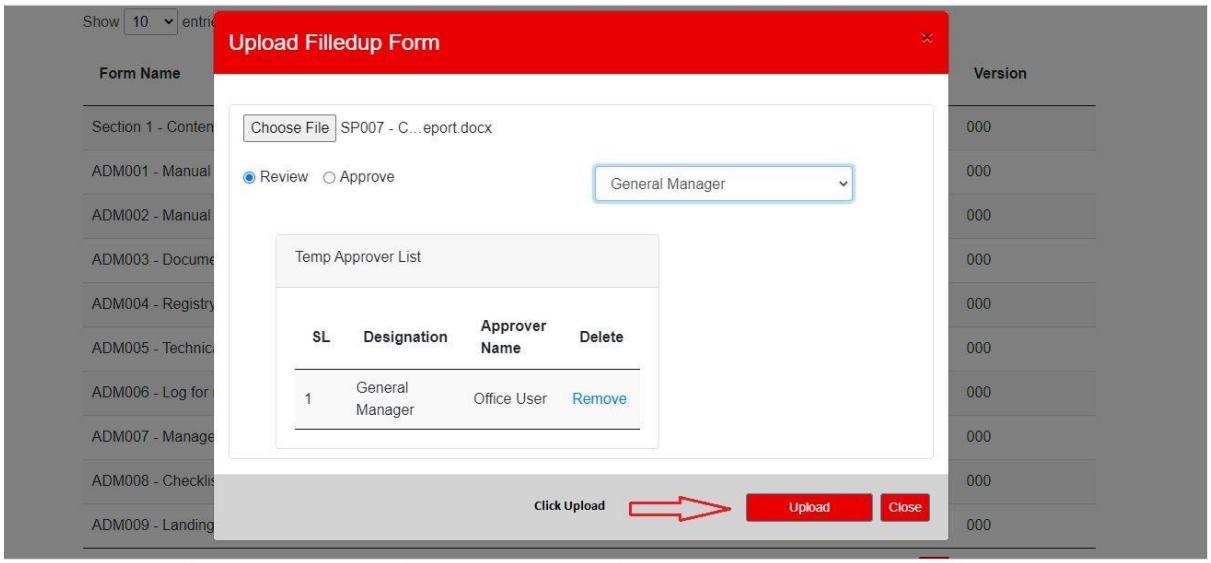


Fig: Image2

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)

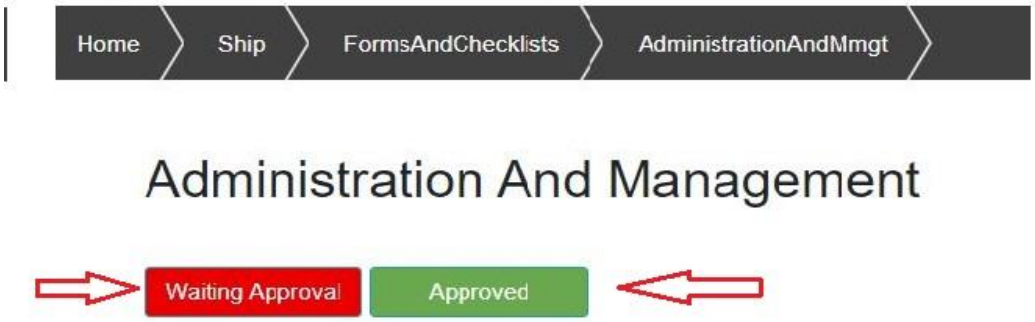


Fig: Image3

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).

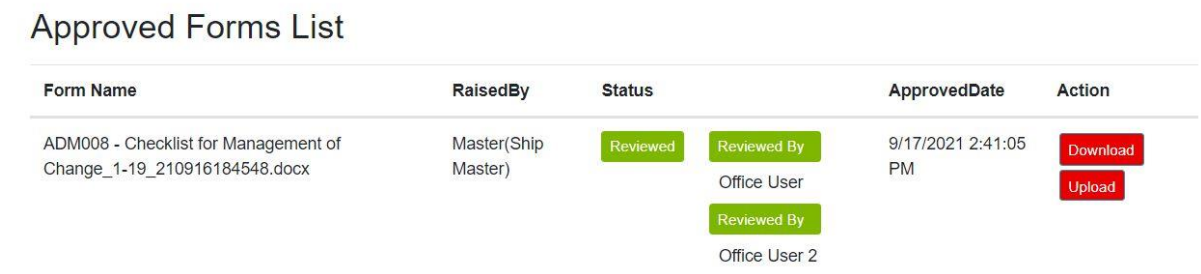


Fig: Image3

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

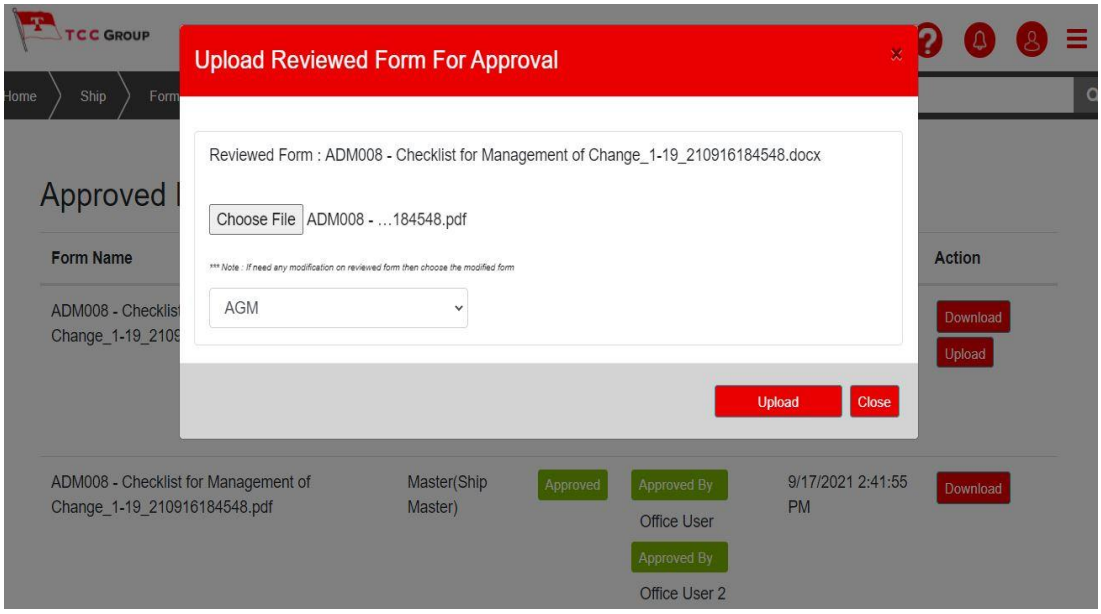
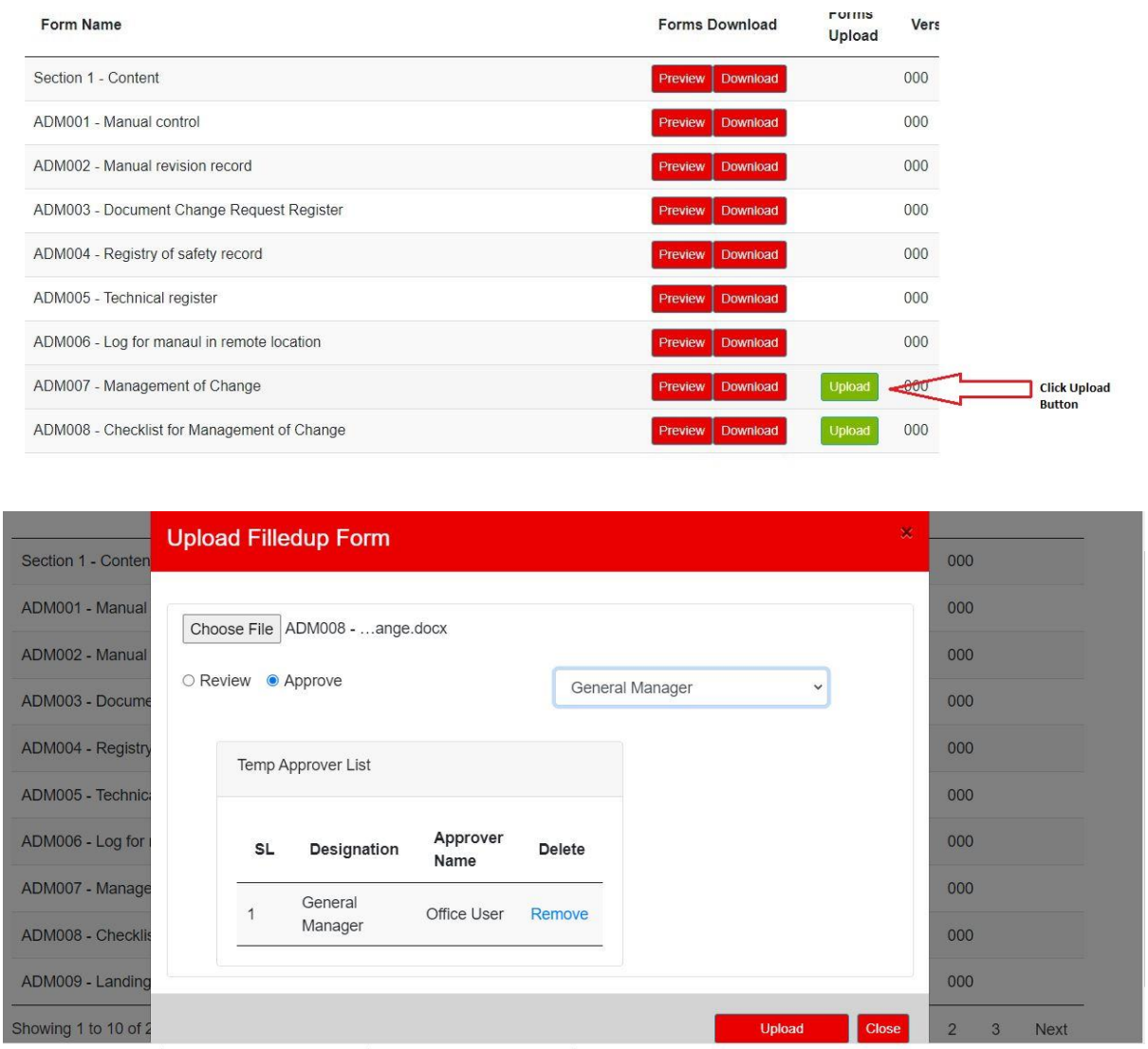


Fig: Image4

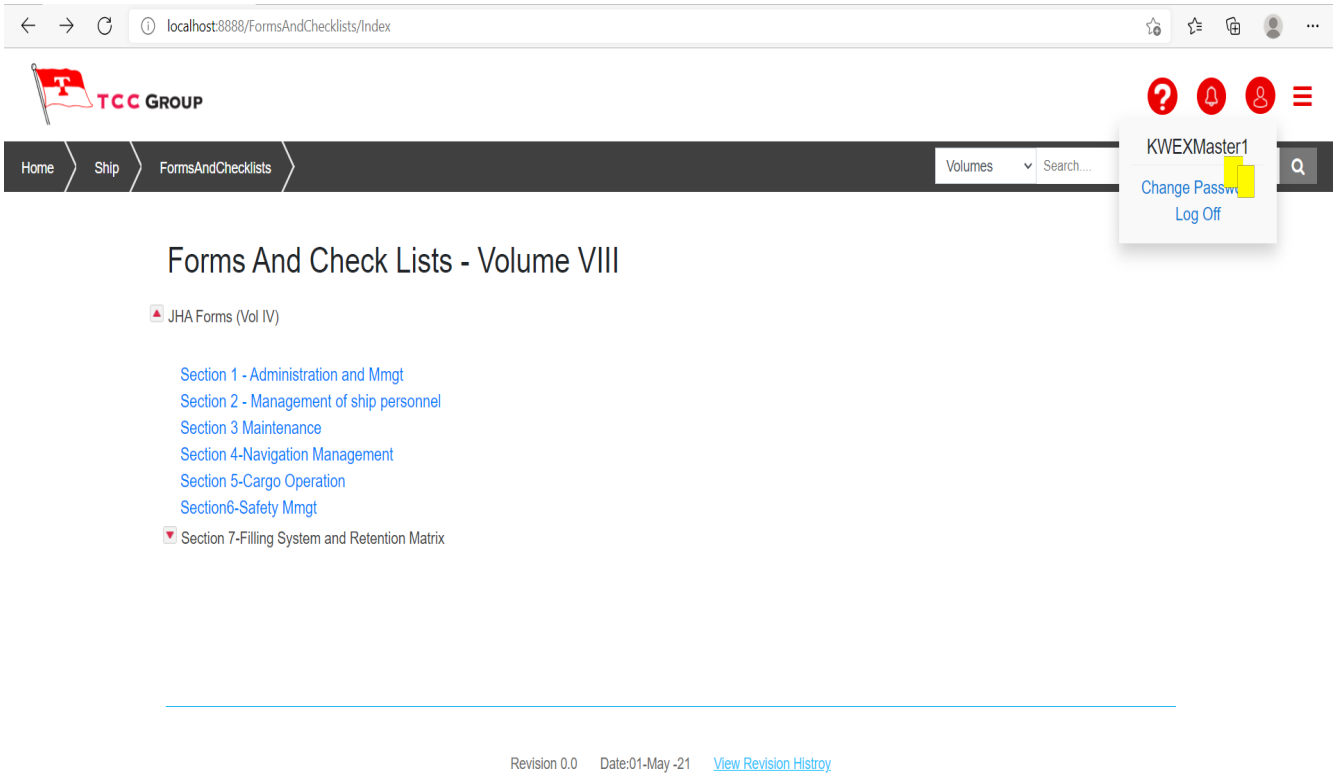
Phase 2. Upload Normal Form for Approval:

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

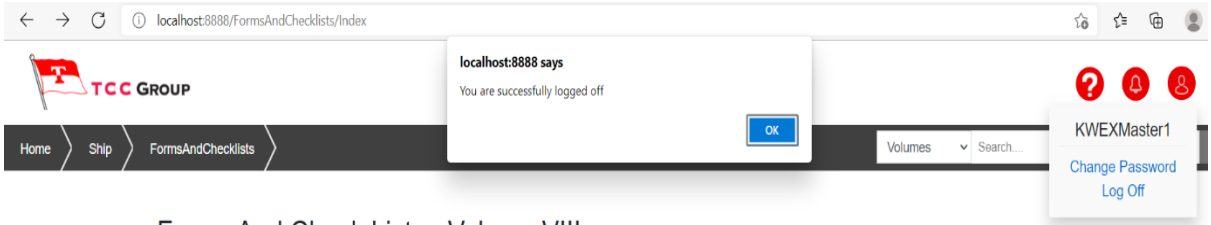


Step 2: Choose Specific Form and select Approve (radio button) and select Approvers after that Click Upload button. (see above Image6)

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



Click the Ok button For log off.



Forms And Check Lists - Volume VIII

JHA Forms (Vol IV)

- Section 1 - Administration and Mmgt
- Section 2 - Management of ship personnel
- Section 3 Maintenance
- Section 4-Navigation Management
- Section 5-Cargo Operation
- Section6-Safety Mmgt

Section 7-Filling System and Retention Matrix