

Proforma DA System

- *User Instruction Manual* -

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Contents

- Introduction
- Requirements
- Login Page
- Dashboard
- Proforma Disbursements
 - Creating new PFDAs
 - Editing PFDAs
 - Sorting & Filtering PFDAs
- Configuration
 - Crating/Editing a new Vessel
 - Creating/Editing a new Company
- Further Notes

Introduction

Welcome to the Proforma Disbursement Accounts System. This manual is intended for users of the system, and will cover all the features the latest version of the system will contain. This document was written to help users make the most of all the functions the system provides in a simple, easy-to-read method.

Requirements

The Proforma DA System is not very demanding. The service simply requires an internet connection and a modern internet browser. This means **Mozilla Firefox** (v. 4+), **Apple Safari** (v. 5+), **Google Chrome** (v. 4+), or **Internet Explorer** (v. 10+). Make sure your browser has Javascript running on it (most modern browsers do) and that cookies are enabled.

If you're stuck with a computer that doesn't have any of those browsers, however, you can still attempt to use the system - while the performance of the system isn't guaranteed, simple operations such as viewing published disbursements should be supported. Of course, the safest way to use the system would be to update to the latest version of your browser.

Should any problems appear or persist, feel free to contact <http://stage3systems.com/support> to submit a support ticket, and we'll get back to you as soon as possible.

Login Page

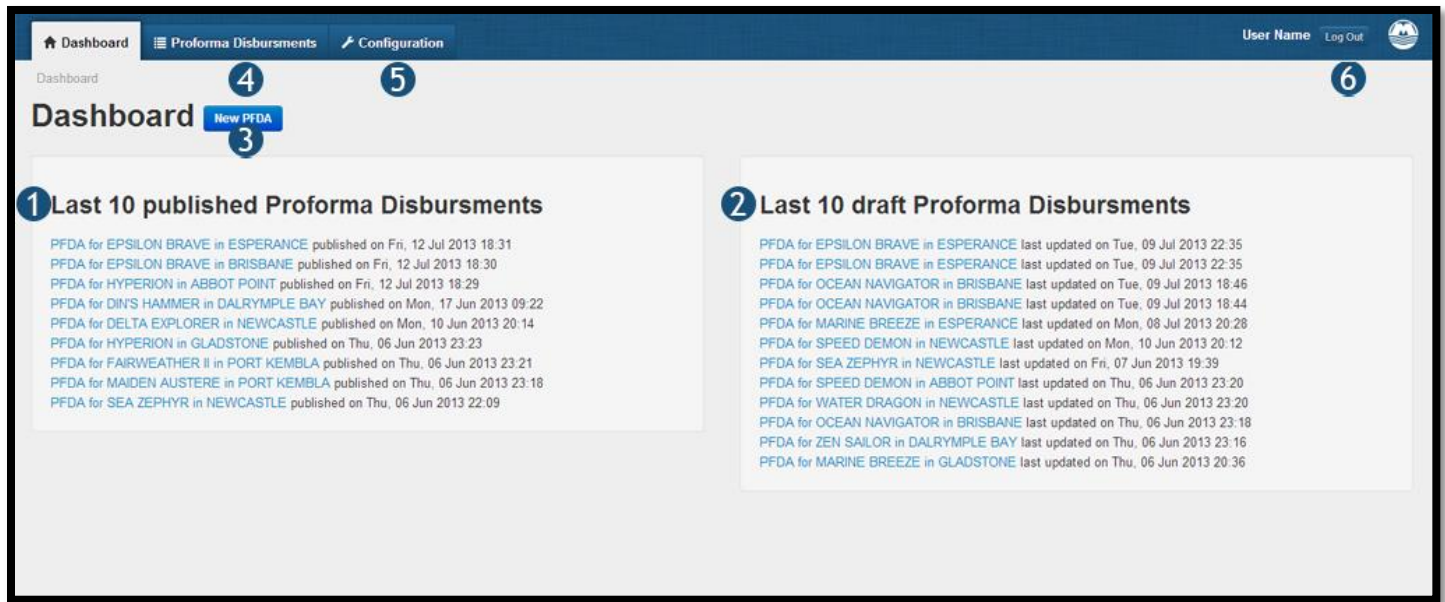
The first time you try to enter the site you will be directed to the Proforma DA system's login page. From here, you will need to enter a valid username and password to continue to the rest of the system.

If you are having trouble logging in, click on the “Trouble logging in?” link at the center of the page, and you will be redirected to user support.

Dashboard

Upon a successful login, you will be directed to the dashboard, which functions as the central hub of the system.

In the dashboard, you can see which disbursements were recently drafted, updated, and published, as well as access the Disbursements page, the Configuration page, and Log Out.



- 1 This panel lists the ten most recently published and sent disbursements.
- 2 This panel lists the ten most recently drafted disbursements.
- 3 This button lets you quickly draft a new PFDA.
- 4 This tab leads to the Disbursements page, where you can draft and publish disbursements.
- 5 This tab leads to the Configuration page, where you can create and modify vessels and companies.
- 6 This button will log you out. Don't forget to click it when you're done with the system!

You can click on a disbursement to quickly jump to it. If it's a published disbursement, you'll be directed to its Published View, and if it's still a draft, you'll be sent to the Editing PFDA page for that disbursement.

Proforma Disbursements

The Proforma Disbursements tab is where you can view, draft, and publish disbursements. Viewing and sorting disbursements is very simple - with a single click, you can sort the displayed disbursements by different parameters. And when the time comes where you've written many disbursements, you can use the manual search function to filter the displayed results in real-time.

The screenshot shows the 'Proforma Disbursements' tab in a web application. The interface includes a top navigation bar with 'Dashboard', 'Proforma Disbursements', and 'Configuration' tabs. A 'User Name' and 'Log Out' button are in the top right. Below the navigation bar, the 'Proforma Disbursements' section has a 'New PFDA' button. A 'Show' dropdown is set to '10' entries. A search bar is present. The main table displays a list of disbursements with columns for Reference, ETA, Port, Company, Vessel, Amount, Currency, Last Modified, Revision, Views, Prints, Status, and Actions. The table contains 10 rows of data, each representing a different vessel and company.

Reference	ETA	Port	Company	Vessel	Amount	Currency	Last Modified	Revision	Views	Prints	Status	Actions
ZEN SAILOR - GLADSTONE - RG Tanner - 07 JUN 2013 - REV. 1	06 JUN 2013	GLADSTONE	EXAMPLE COMPANY III	ZEN SAILOR	200,781.32	AUD	Fri, 07 Jun 2013 17:17	1	0	0	Private	[Icon]
DELTA EXPLORER - NEWCASTLE - NCIG - 06 JUN 2013 - REV. 1	30 APR 2013	NEWCASTLE	EXAMPLE COMPANY V	DELTA EXPLORER	122,084.15	AUD	Thu, 06 Jun 2013 23:37	1	0	0	Private	[Icon]
HYPERION - GLADSTONE - Barney Point - 06 JUN 2013 - REV. 1	06 JUN 2013	GLADSTONE	EXAMPLE COMPANY IV	HYPERION	423,138.52	AUD	Thu, 06 Jun 2013 23:23	1	0	0	Published	[Icon]
DIN'S HAMMER - DALRYMPLE BAY - 06 JUN 2013 - REV. 1	31 JUL 2013	DALRYMPLE BAY	EXAMPLE COMPANY III	DIN'S HAMMER	227,185.33	AUD	Thu, 06 Jun 2013 23:22	1	0	0	Private	[Icon]
FAIRWEATHER II - PORT KEMBLA - Port Kembla Gateway - 06 JUN 2013 - REV. 1	02 JUL 2013	PORT KEMBLA	EXAMPLE COMPANY II	FAIRWEATHER II	172,223.25	AUD	Thu, 06 Jun 2013 23:21	1	0	0	Published	[Icon]
SPEED DEMON - ABBOT POINT - 06 JUN 2013 - REV. 1	06 JUN 2013	ABBOT POINT	EXAMPLE COMPANY II	SPEED DEMON	21,241.58	AUD	Thu, 06 Jun 2013 23:20	1	0	0	Private	[Icon]
WATER DRAGON - NEWCASTLE - PWCS - 06 JUN 2013 - REV. 1	25 JUL 2013	NEWCASTLE	EXAMPLE COMPANY IV	WATER DRAGON	114,857.98	AUD	Thu, 06 Jun 2013 23:20	1	0	0	Private	[Icon]
OCEAN NAVIGATOR - BRISBANE - 06 JUN 2013 - REV. 2	28 JUN 2013	BRISBANE	EXAMPLE COMPANY V	OCEAN NAVIGATOR	45,682.86	AUD	Thu, 06 Jun 2013 23:19	2	0	0	Private	[Icon]
SEA ZEPHYR - NEWCASTLE - NCIG - 06 JUN 2013 - REV. 3	23 APR 2013	NEWCASTLE	EXAMPLE COMPANY IV	SEA ZEPHYR	76,889.83	AUD	Thu, 06 Jun 2013 23:19	3	0	0	Published	[Icon]
ZEN SAILOR - DALRYMPLE BAY -	06 JUN 2013	DALRYMPLE	EXAMPLE	ZEN SAILOR	181,126.49	AUD	Thu, 06 Jun	1	0	0	Private	[Icon]

- 1 This tab brings you back to the Dashboard.
- 2 This tab leads to the Configuration page, where you can create and modify vessels and companies.
- 3 This button will log you out. Don't forget to click it when you're done with the system!
- 4 This button will lead you to a page where you can create new PFDAs.
- 5 This drop-down selector will let you choose the number of disbursements displayed per page between 10/25/50/100.
- 6 This is where you can enter filtering keywords. Learn more about sorting disbursements.
- 7 This is where all the disbursements are displayed and sorted by the selected column. Learn more about sorting disbursements.

Creating New PFDAs

Proforma Disbursements can be created in a simple, two-step process. The first step requires your input of the disbursement's basic information - the Port, Terminal, Principal, and Vessel.

- If you wish to enter a vessel that isn't predefined, check off "TBN", and the page will display four input boxes where you can enter the undefined vessel's parameters as well as a dropdown where you can choose from class templates such as PANAMAX and CAPESIZE.

Once you're done, click Next. You will be brought to a more detailed screen where you can view and edit the services and fees.

Editing PFDAs

Upon the initial creation of a PFDA you will be brought to the PFDA editing screen, where you can view and edit the more detailed aspects of a disbursement.

The upper half of the editing page is where the disbursement's basic properties and parameters are displayed.

The screenshot shows the 'Editing PFDA' form with the following fields:

Field	Value
Port	NEWCASTLE
Terminal	NOIG
Vessel	SEA ZEPHYR
GRT	45456.65
NRT	34695.24
DWT	99265.32
LOA	232.32
ETA	06 Jun 2013
Cargo Type	[Dropdown]
Cargo Quantity	0
Load Time (hours)	0
Days Alongside	0
Tugs In	0
Tugs Out	0
Tax Exempt	<input type="checkbox"/>

To the left you can view the disbursement's creation parameters, but you cannot change them on this page. If you want to change, for example, the vessel the disbursement is meant for, you would have to create a new PFDA.

To the right are the other relevant parameters for the disbursement - these can be edited freely.

- Click on the ETA input box to display a calendar - from there, you can select the vessel's ETA
- Cargo Type and Cargo Quantity can be specified in their own input boxes. While not required for the PFDA's creation, the type and amount of cargo can affect the estimated return.
- Load Time and Days Alongside are similar to the Cargo Type and Quantity boxes - not necessarily required, but can have an effect on the returned estimate. Better safe than sorry!
- Tugs In and Out represent the number of tugs used for the vessel's towage. These values default at 0 (which in real life never happens!) so make sure you fix the values.

Name	Amount (AUD)	Amount (AUD) Tax Included	Disable
Marine Navigation Levies	\$3,516.86	\$3,516.86	<input type="checkbox"/>
Oil Pollution Levy	\$4,344.07	\$4,344.07	<input type="checkbox"/>
Pilotage	\$5,971.60	\$5,968.76	<input type="checkbox"/>
Navigation Service Charge	\$18,948.31	\$20,843.14	<input type="checkbox"/>
Towage	\$26,430.00	\$26,873.00	<input type="checkbox"/>
Towage Fuel Surcharge	\$1,608.00	\$1,600.00	<input type="checkbox"/>
Towage Carbon Price Recovery Surcharge	\$100.18	\$119.00	<input type="checkbox"/>
Towage NOIG Surcharge	\$0.00	\$0.00	<input type="checkbox"/>
Moorings/Unmooring	\$5,640.00	\$5,640.00	<input type="checkbox"/>
Draft Survey Report - Trimming	\$800.00	\$935.00	<input type="checkbox"/>
Quarantine	\$1,000.00	\$1,000.00	<input type="checkbox"/>
Garbage	\$750.00	\$750.00	<input type="checkbox"/>
Customs Overhaul	\$0.00	\$0.00	<input type="checkbox"/>
Agency Fee	\$3,000.00	\$3,000.00	<input type="checkbox"/>
Security Charge	\$170.00	\$170.00	<input type="checkbox"/>
Out of Pocket	\$500.00	\$500.00	<input type="checkbox"/>
TOTAL	\$77,879.82	\$82,969.83	

The lower half of the editing page is where the services associated with the port are listed. The majority of them are automatically filled in by the system based on historical data, with the rest requiring manual entry. This is also where you would manually add, remove, and edit the services included in the disbursement.

Often, services cannot be automatically generated - this can be because the service changes too often for the system to keep up. Presently, the service will simply show up as \$0.00, and as a user you'll just have to manually enter it for now.

- Optional services can be disabled by selecting the check box to the far right - disabling a service means it won't be displayed on the final, published disbursement. Note: a service that charges \$0.00 will still be displayed if it's not disabled!
- While the system automatically fills in the expected service fee, sometimes the value can be off - perhaps the tariff has updated, or the system miscalculated. In any case, you can simply click on the amount to manually change it.
- If a service that should be present isn't, you can always create your own. At the bottom is a textbox where you can manually type in a service name. Check off if tax applies, and click "add item". From there, you can manually change the amount.
- If a custom service or amount needs to be changed, simply click the "x" next to it, and it will either revert to the default (if it's an amount) or be deleted (if it's a service).

Sorting & Filtering PFDAs

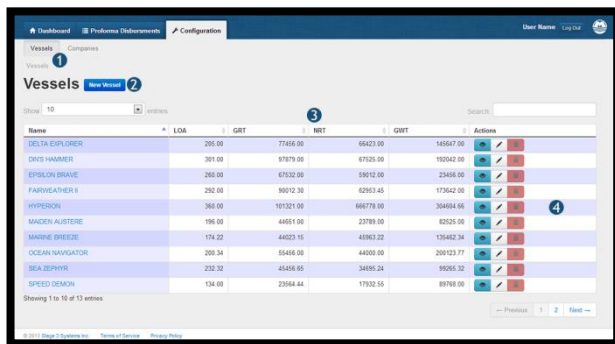
Sorting the columns in the Proforma Disbursements view is quite intuitive - like many similar systems, clicking on a column header will cause the table's sorting to be based on the selected category. For example, clicking on "Port" will sort all the disbursements according to their Port. This kind of sorting interaction is applicable to all other data tables too - we can do the same with Vessels and their parameters under Configuration.

Filtering disbursements is less simple, but very powerful. By entering keywords into the search box, you can filter out disbursements that aren't relevant to the keywords. Nearly any quality of a disbursement can be used as a filter - for example, if you only want to view disbursements coming out of Newcastle, simply type "Newcastle" in the search box and the data table should filter out all irrelevant disbursements in real-time. No need to wait for the page to reload!

Of course, there are other qualities that can be filtered out too - ship names, terminal names, dates, currencies, and more. You can even select multiple keywords. Going back to our Newcastle filter, let's say only wanted disbursements created in April 2013. We'd keep "Newcastle" in the search box, and add "APR 2013" to return only disbursements made in that month. There's no limit to how many keywords you can enter, but keep in mind that the more you add, the more specific your results will get!

Configuration

The configuration screen is where all the "behind-the-scenes" information is added. Here, you can add/view/edit both Vessels and Companies.



Name	LOA	GRT	DWT	Actions
ARCTIC EXPLORER	200.00	77456.00	96020.00	
ARCTIC HARRIER	200.00	97879.00	97020.00	
ARCTIC BRIDGE	200.00	97879.00	97020.00	
ARCTIC BRIDGE 2	200.00	97879.00	97020.00	
ARCTIC BRIDGE 3	200.00	97879.00	97020.00	
ARCTIC BRIDGE 4	200.00	97879.00	97020.00	
ARCTIC BRIDGE 5	200.00	97879.00	97020.00	
ARCTIC BRIDGE 6	200.00	97879.00	97020.00	
ARCTIC BRIDGE 7	200.00	97879.00	97020.00	
ARCTIC BRIDGE 8	200.00	97879.00	97020.00	

- 1 These tab selectors let you switch between Vessel editing and Company editing.
- 2 This button will lead you to a page where you can create a new Vessel.
- 3 This is where all the Vessels or Companies are displayed. Functionally, it works very similarly to the disbursements listing, including the filtering and sorting actions.
- 4 These buttons let you view, edit, and delete Vessels. The delete button can't be selected if there exists a disbursement associated with it, even if it's a draft.

The Companies page is functionally identical and looks extremely similar to the Vessels page - all the concepts that apply to the Vessels page apply to the Companies page.

Creating/Editing a New Vessel

Vessel creation is incredibly straightforward. Simply enter the desired values for the Vessel's parameters and the system will instantly generate a Vessel with those dimensions.

Vessel editing looks exactly the same as Vessel creation - this means all the properties of a Vessel can be changed, so you don't need to worry about getting it right the first time.

Changing a vessel's dimensions also retroactively affects disbursements associated with it - for example, if a service took GT into account and you changed it after drafting the disbursement, it will automatically update the amount so that it represents the most recent vessel revision.

Deleting a vessel while a disbursement is associated with it is not possible, however - this way, users can't accidentally delete important disbursements if they click the wrong buttons.

Creating/Editing a new Company

Company creation is even more straightforward than Vessel creation - in this version of the system, Companies only store two pieces of information: Name, and Email. Simply fill them in, and a Company can be created instantaneously.

Like Vessels, Companies can be fully edited at any time, but you can't delete them if they have an associated disbursement. And like Vessels, Companies retroactively affect disbursements associated with them if they are edited.

Further Notes

While we try to be as thorough and detailed as possible, sometimes there may be some concepts that just aren't clear enough. Contact us at <http://stage3systems.com/support>, and we'll do our best to clarify.