



OCEANFILE MARINE LIMITED

Oceanfile Fleet Management System

Oceanfile – Conventions and Common Features

Version 7.0

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1 Introduction

Oceanfile has a series of features and functions that are common to many modules. These are described in this section

3.2 Quick Access Toolbar

After logging into Oceanfile, the main pages include a Quick Access Toolbar.



OPEN HELP

Clicking on this toolbar icon opens Full “Help” Documentation that is available for Oceanfile. To go to the topic of interest, choose from the available documentation folders located on the left. Those when opened, will unfold a sequence of documents relevant for the Help folder chosen.

VIEW TUTORIAL


This toolbar icon allows to view the “Tutorial”, main features of the Oceanfile system and generic overview of their functionality.

SELECT THEME

This toolbar icon allows to change colour “Theme” of the Oceanfile. There is over twenty different themes available. As default, Oceanfile Theme is set to “Classic” view. Remember that changing the Theme will affect the whole Oceanfile view.

CLASSIC	BLACK	GLOW	GREY	METRO	NEUTRAL	OUTLOOK	SILK
Black	Black	Black	Black	Black	Black	Black	Black
BlackMetroTouch	BlackMetroTouch	BlackMetroTouch	BlackMetroTouch	BlackMetroTouch	BlackMetroTouch	BlackMetroTouch	BlackMetroTouch
Bootstrap	Bootstrap	Bootstrap	Bootstrap	Bootstrap	Bootstrap	Bootstrap	Bootstrap
Classic	Classic	Classic	Classic	Classic	Classic	Classic	Classic
Glow	Glow	Glow	Glow	Glow	Glow	Glow	Glow
Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Metro	Metro	Metro	Metro	Metro	Metro	Metro	Metro
MetroTouch	MetroTouch	MetroTouch	MetroTouch	MetroTouch	MetroTouch	MetroTouch	MetroTouch
Nature	Nature	MetroTouch	Nature	Nature	Nature	Nature	MetroTouch
Neutral	Neutral	Nature	Neutral	Neutral	Neutral	Neutral	Nature
Office2007	Office2007	Neutral	Office2007	Office2007	Office2007	Office2007	Neutral
Office2010Black	Office2010Black	Office2007	Office2010Black	Office2010Black	Office2010Black	Office2010Black	Office2007
Office2010Blue	Office2010Blue	Office2010Black	Office2010Blue	Office2010Blue	Office2010Blue	Office2010Blue	Office2010Black
Office2010Silver	Office2010Silver	Office2010Blue	Office2010Silver	Office2010Silver	Office2010Silver	Office2010Silver	Office2010Blue
Outlook	Outlook	Office2010Silver	Outlook	Outlook	Outlook	Outlook	Office2010Silver
Silk	Silk	Outlook	Silk	Silk	Silk	Silk	Outlook
Sunset	Sunset	Silk	Sunset	Sunset	Sunset	Sunset	Outlook
Vista	Vista	Sunset	Vista	Vista	Vista	Vista	Silk
Web20	Web20	Sunset	Web20	Web20	Web20	Web20	Sunset
WebBlue	WebBlue	Vista	WebBlue	WebBlue	WebBlue	WebBlue	Vista
Windows7	WebBlue	Vista	WebBlue	WebBlue	WebBlue	WebBlue	Vista

ADD REMINDER/ TASK

This toolbar icon allows to “Add New Reminder/ Task” – which later on will appear in Task Area. This can contain anything from a meeting information to any actions like deadlines or tasks. To add new task/reminder, click on the Icon  , which will open the following window:

Subject – refers to the actual content of the Task/Reminder

Start Date – set as default to the actual time and day the Task/ Reminder is being set to. Next to it there is a tick box “All Day” which when marked will cause that the Task/ Reminder to be set as an All Day Even, which will cause the “Hourly Scale” to close.

Start time 5/1/2015 All day

End Date – this allows to set when the Task/Reminder is supposed to finish. Please remember that if the “All Day” icon will be ticked off it will not allow to put precise Time for the task to end.

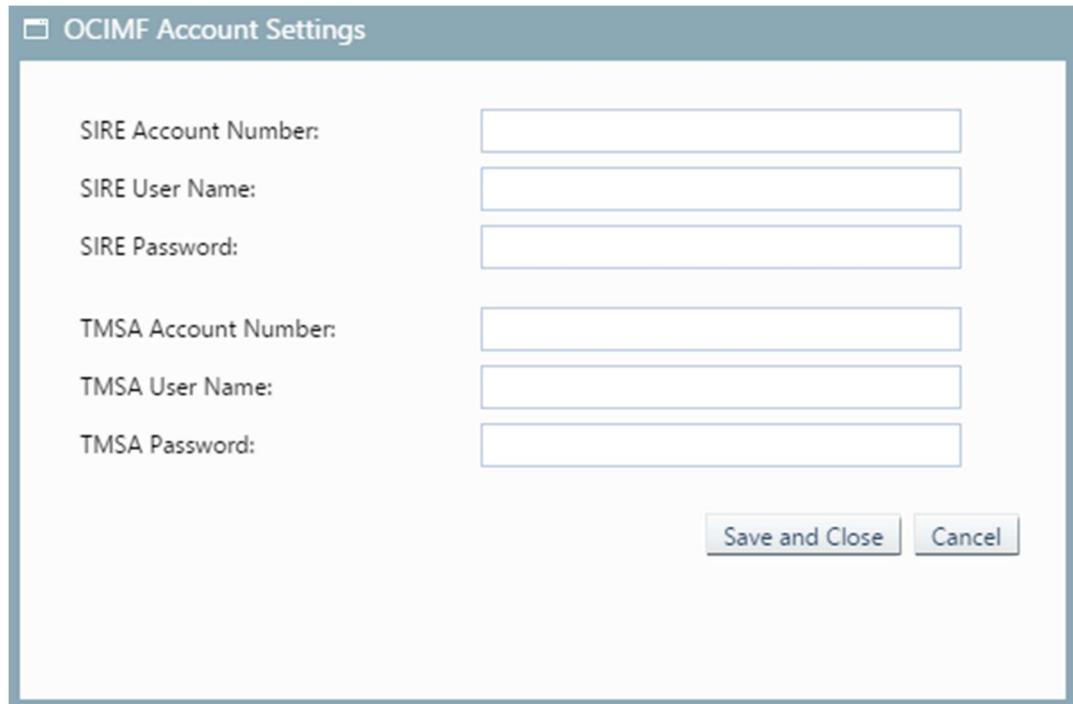
Reminder – as a default it is set to “none”, but the reminder can be set to anything from 5min to three weeks if needed. This is a helpful tool, if users schedule is tight, or/ and the user doesn’t want to forget about upcoming Tasks/ Reminders.

SETTINGS – OCIMF ACCOUNT SETTINGS

This toolbar icon allows editing of OCIMF SIRE and TMSA accounts. This feature allows Oceanfile to connect with all the information stored in SIRE and TMSA.

Information that can be pulled to Oceanfile by the Operators are the Crew Matrix.

If you are a Submitting Member of SIRE or Recipient, it allows to pull to Oceanfile anything from Crew Matrix, through the Inspection Index, VPQs (please remember that SIRE only stores last year of Inspections) and TMSA Reports.



OCIMF Account Settings

SIRE Account Number:

SIRE User Name:

SIRE Password:

TMSA Account Number:

TMSA User Name:

TMSA Password:


Save and Close Cancel

Fill the credentials as stated and press "Save and Close" to submit or "Cancel" to cancel.

TOGGLE TOP MENU

This toolbar icon allows to hide main menu options. To open the Top Menu press the same icon again and the Top Menu will reappear.

TOGGLE FULL SCREEN

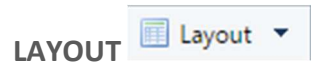
This toolbar icon allows Oceanfile to fully take over the screen, which gives bigger screen area. To leave from the Full Screen option press “ESC” button on the keypad, or press  to go back to the original view.

LOGOUT
















This toolbar icon, Logs you out of your Oceanfile account.

3.2 Common Toolbar Functions

Many of the Oceanfile modules include functions to set the page layout, Export data, Capture a screen to a PDF or Image and a Print the screen.






To change the layout of the screen “drag and drop” the relevant columns to the new position.

Vessel Name	View	Edit	Delete	IMO	Date	Status	Inspecting Company	Publisher	Report Type	Inspector	Port	Operation
Chiron				9595331	30 Apr 2015	Draft	Unknown	In-house	Oceanfile Navigation Audit	Unknown	Unknown	Unknown
Auxo				9716959	30 Apr 2015	Draft	Unknown	In-house	VIQ 6 LNG	Unknown	Unknown	Unknown
Artemis				9589083	30 Apr 2015	Draft	Unknown	In-house	VIQ 6 LNG	Unknown	Unknown	Unknown
Eidothea				9627641	24 Mar 2015	Published	Statoil Asa	OCIMF	VIQ 6 Oil	Barry Scott	Wilhelmshaven,Germany	Discharging
Glaucus				9627639	23 Mar 2015	Published	Emirates National Oil Company Limited (Enoc) Llc	OCIMF	VIQ 6 Oil	Harry Williams	Fos, France	Discharging

Click on the “Layout” button and then Save. To revert to the default layout press “Reset Layout”.



EXPORT

The following exports are available:

- PDF  Export to Pdf
- EXCEL  Export to Excel
- **WORD**  Export to Word

SCREEN CAPTURE

This toolbar item 'Captures' current page that is being viewed.

- **PDF**  Capture to Pdf
- **IMAGE**  Capture to Image

PRINT  Print

This toolbar item, allows to "Print" current page.

Search Bar

A search bar is available in most modules.

Depending on the module, it allows to search for different sets of information.

For example, when in the Vessels Area, it allows to search for relevant Vessel either by IMO Number, Partial Name or Full Name of the Vessel. The principal of the Search Engine in all the Menu Items is the same, and it gives a hint, which information can be used to use the search facility in the best manner.

3.3 Pop-Up Windows and Dialog Boxes



PIN ON  / **UNPIN** 

This toolbar icon, causes that the currently opened window, will become fixed to the screen and cannot be moved. The unpin button will revert the action.

MAXIMIZE  / **RESTORE** 

This toolbar icon changes the size of currently viewed window. Maximize will fit the window to maximum size of the screen, and restore will revert the size of the window to the original setting.

CLOSE 

This toolbar icon will cause for the current window to be closed.