



OCEANFILE MARINE LIMITED

Oceanfile Fleet Management System

Tasks Manager

Version 7.0

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1. Introduction

The Oceanfile tasks manager provides the means to add and edit task items that require action prior to a given date. The tasks manager includes support for target close-out dates and actual close-out dates. A task with an actual close-out date is deemed to be completed. Each task may be assigned to workflow queues. These queues include a general task queue, vessel specific queues and inspection specific queues. The task manager includes a means to filter by these workflow queues.

The tasks manager includes a choice of two main views: a list view and a timeline (calendar) view.

The observations list view is intended to facilitate a review of outstanding tasks and their respective close out dates.

The task diary view provides a timeline or calendar orientated view with the option to show a single day, week, month or timeline covering a number of months.

Both of the above tasks views include a drop down task queue selector to facilitate working on tasks that are in either a single work queue or all tasks in all workflow queues.

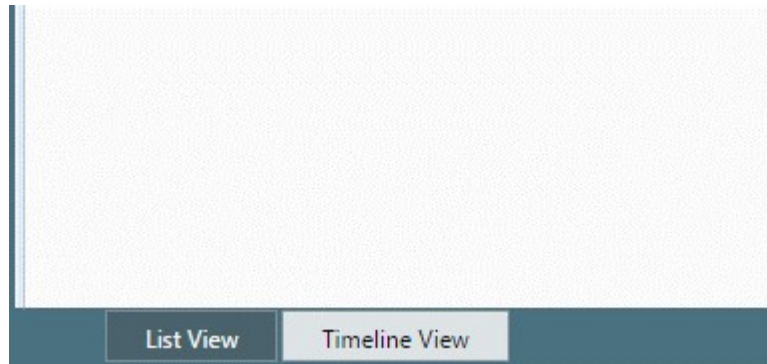
Feature summary

Module	Feature	New
Tasks Manager	Task status and actions	
	Task list and diary view	✓
	Target and actual close out dates	✓
	Workflow queues by vessel, inspection and general tasks	✓
	Colour coding of status and due dates	✓
	Automatic synchronisation to Observations manager	✓
	Support for reminders and alerts	

3. Tasks Manager

3.1 View Selector

The tasks manager includes a view selector in the bottom left hand area of the screen as illustrated below.



To switch between List and Timeline views click on the required tab.

4. List View

The tasks manager list view is illustrated below.

The screenshot shows a web application interface for 'Workflow: Tasks Manager: All Tasks'. The top navigation bar includes a home icon, a dropdown menu with 'Tasks [5]', and other menu items like 'Observations [1]', 'Approvals [6]', 'Inspection Planner [24]', 'Contracts [1]', 'Inspection Costs', 'Documents', 'Pre Charter Questionnaires', and 'Projects'. On the right, it says 'Demo Mode' with a user icon and some utility icons. Below the navigation is a table with the following data:

Edit	Delete	Task	Workflow Queue	Lead	Actions	Target Start Date	Target Close Out	Actual Close Out	Completed
		Remedial work for Viq6 (All) ...	Inspection [Ceto - 25 Mar 2016]	Inspection [Ceto - 25 Mar 20...	Review ballast management plan for archivin...	10 Mar 2016	17 Mar 2016		<input type="checkbox"/>
		Remedial work for Viq6 (All) ...	Inspection [Ichthyocentaurs - 15 D...	Pedro Anndrare	Replacement required for main pump on ma...	28 Oct 2015	04 Nov 2015		<input type="checkbox"/>
		Remedial work for Viq6 (Oil)...	Inspection [Ichthyocentaurs - 15 D...		Repair work required on P/V valves	16 Mar 2016	16 Apr 2016		<input type="checkbox"/>
		Remedial work for Viq6 (All) ...	Inspection [Glaucus - 18 Dec 2015]	Thomas Weldstein	Monitor for further deterioration and arrange...	22 May 2015	29 May 2015		<input type="checkbox"/>
		Remedial work for Viq6 (All) ...	Inspection [Ceto - 25 Mar 2016]	Yeng Thou	None - Structural limitation of vessel design	05 Apr 2016	12 Apr 2016		<input type="checkbox"/>

At the bottom of the interface, there are two view toggle buttons: 'List View' (which is active) and 'Timeline View'.

The tasks manager list view provides a list orientated display of all tasks that are included in the selected workflow queue.

Columns displayed include the task description, workflow queue, required actions, lead responsibility, target close out date and actual close out dates.

The left hand column includes the Vessel and Date of inspection, question number, question text, guidance and the inspector's observations and any other comments. This column is read only.

The toolbar at the top of the task list includes an option to Add a New Task. The left hand area of the list includes icon buttons to edit and delete a task.

On Clicking on the Add or Edit buttons a pop up dialog box is shown as illustrated below:

The dialog box provides text and calendar editors to add or amend the relevant data for a task.

To save changes click on the Save button in the bottom right area of the dialog box.

5. Timeline View

The tasks manager timeline view is illustrated below.

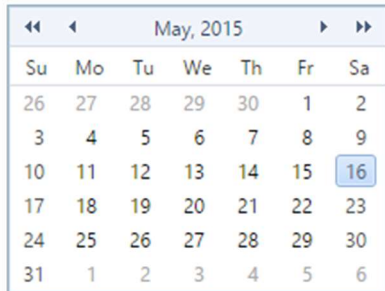
The screenshot displays the 'Workflow: Tasks Manager: All Tasks' interface in 'Demo Mode'. The top navigation bar includes a home icon, a dropdown menu with 'Tasks [5]', and other menu items like 'Observations [1]', 'Approvals [6]', 'Inspection Planner [24]', 'Contracts [1]', 'Inspection Costs', 'Documents', 'Pre Charter Questionnaires', and 'Projects'. The main content area is divided into a calendar for April 2016 on the left and a timeline view on the right. The timeline view shows a grid of days from Sunday to Saturday, with task bars representing the duration of various remedial work tasks. The tasks are:

- 'Remedial work for Viq6 (Oil) Q8.35 [Ichthyocentaurus - 15 Dec 2015]' spanning from Sunday, April 27 to Saturday, April 2.
- 'Remedial work for Viq6 (Oil) Q8.35 [Ichthyocentaurus - 15 Dec 2015]' spanning from Monday, April 4 to Saturday, April 9.
- 'Remedial work for Viq6 (All) Q6.31 [Ceto - 25 Mar 2016]' spanning from Tuesday, April 5 to Saturday, April 9.
- 'Remedial work for Viq6 (Oil) Q8.35 [Ichthyocentaurus - 15 Dec 2015]' spanning from Sunday, April 10 to Friday, April 15.
- 'Remedial work for Viq6 (All) Q6.31 [Ceto - 25 Mar 2016]' spanning from Monday, April 11 to Tuesday, April 12.

 At the bottom, there are buttons for 'List View' and 'Timeline View', with 'Timeline View' being the active selection.

The tasks manager timeline view presents a calendar orientated view of all tasks that are included in the selected workflow queue.

The timeline view includes a Calendar on the left of the screen with the Current Month displayed – as default it is “today's day”.



May, 2015						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

The required timeline period may be changed by clicking on the relevant button in the top right of the timeline view with alternative views by Day, Week, Month, Timeline or Agenda.

Each task is shown as bar extending from the start date to the target close out date.

Any task may be edited by double clicking on a task item.

Editing a task item causes a pop up dialog box similar to that described for the task list items in section 2.2 above.