CrewPORTAL.Cloud

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The seafarers access
to the OMEGA data

Company Documents

Vessel Documents

Rank Documents

Personal Documents

Payslips

Approval of Payslips

Future Crew Planning

Future Course Planning

Expiring Certificates

Uploading of Certificates

Travel Expense Reporting

Training Survey

New Innovative Mobile Solution for Crew

We are proud to present our new CrewPORTAL.

The seafarer's access to their company's crewing system. A web-based app customized/optimized for any kind of Smartphone, Tablet PC and iPad. Designed to give the seafarer a part of OMEGA's database literally in their hands.

www.CrewPORTAL.Cloud

Our web based CrewPORTAL is an online platform specifically designed for management and for crew communication. It serves as a centralised hub where seafarers can access important information, collaborate and communicate with each other and their supervisors or managers.

The CrewPORTAL include features such as:

Payslips: access to payslips and the possibility to confirm and approve them.

Planning: view upcoming schedules sign-on and sign-off periods—and training course planning.

Document handling: the portal allows seafarers to access important documents such as training materials, manuals, company policy and procedures. These documents can be organized and are easily searchable within the portal.

Training and Certification expiration: the seafarer to receive notifications and reminders for upcoming training and certificate renewal. Additionally, uploading of new documents for the crewing department (to be approved by company).

Surveys: once a training/course has been completed, the company can request the seafarer to evaluate the training provider by using CrewPORTAL.

Overall, our web-based crew portal helps streamline communication, enhance collaboration and improve efficiency. It helps crewing, making it easier to access information and stay organized.

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Logon to the CrewPORTAL
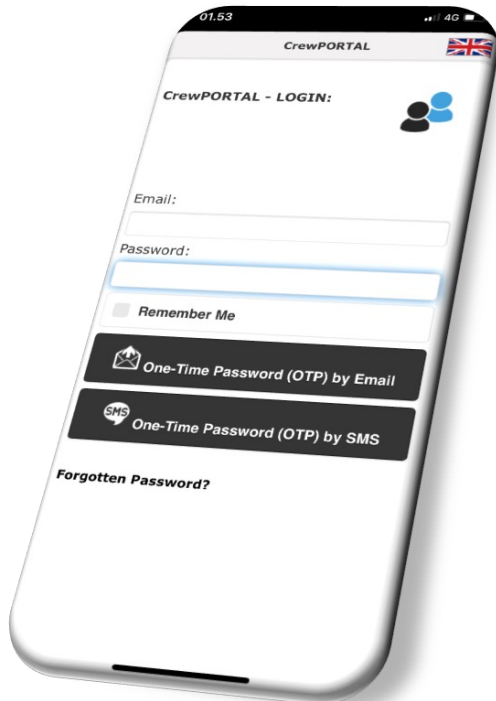
You access the **CrewPORTAL** by giving a personal User Name (=email address) and a permanent Password. During the login process, a One-Time-Password (OTP) ensures a secure 2-factor verification step on each logon. The OTP code will currently be delivered via SMS or email.

The CrewPORTAL has support for different languages simply by clicking your desired flag during the login phase.
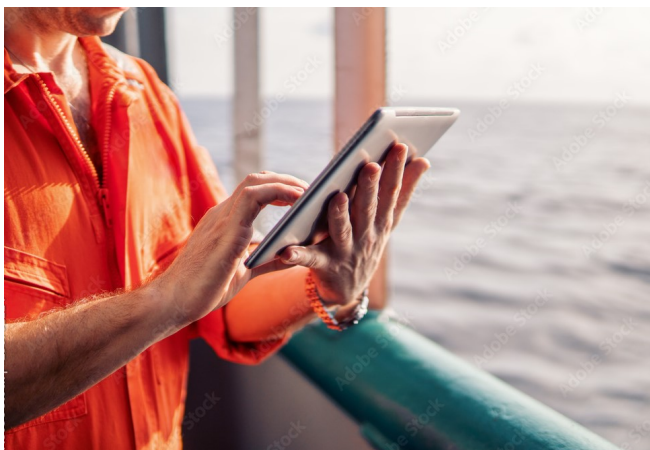
Main Menu
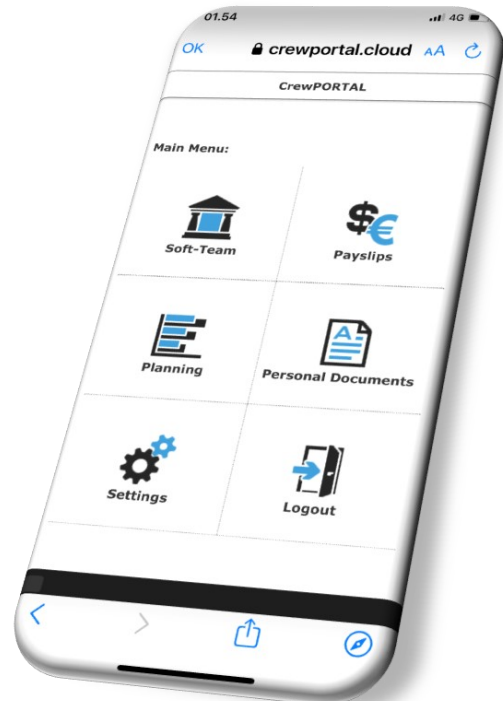
The **Main Menu** of the CrewPORTAL gives the seafarer a variety of options, and can be different from company to company.

Company Name contains various routines, such as company documents, certificates expiry warnings, ID control, reporting of travel expenses, course training surveys and contact details.

Payslips contain all payslips uploaded by the company.

**Planning** shows future crew planning and planned courses/training booked by the company.

Personal Documents contains personal documents for the seafarer.

Settings to be adjusted by the crew to suit their preferences .

Please note, the Main Menu can change depending on authority rights defined within the company.

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Company Menu
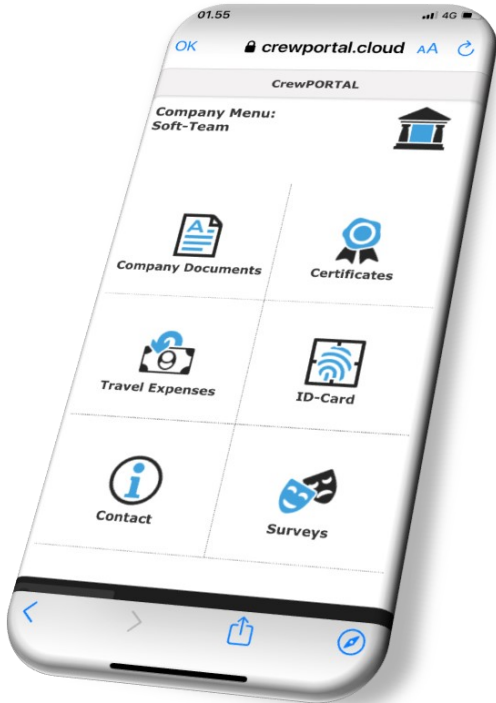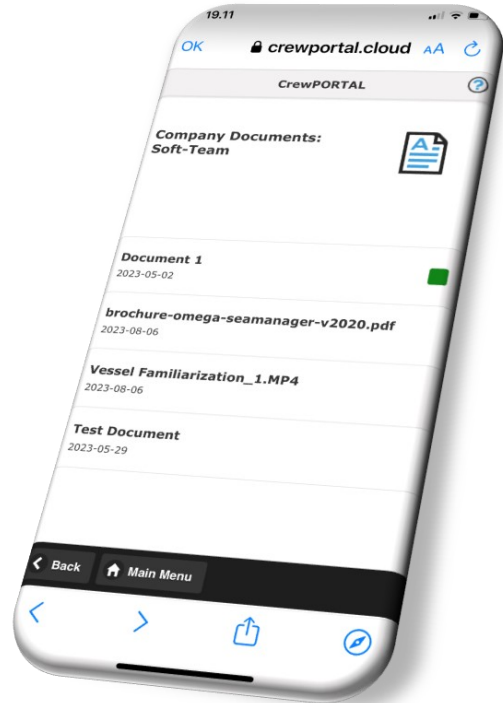

Company Documents

The **Company Menu** holds different routines and functions available for the seafarer. The main routines are Company Documents, Certificates and Expiring Certificates, entering of Travel Expenses, ID-Control and Survey feedback.

The **Contact** icon holds information about the contact details for the companys' crewing department, a digital ID-Card, real-time QR-code and photo for checking whether the mobile ID-Card is currently valid, invalid or expired.

The **Company Document** will display a list of all documents uploaded by the company.

Such as company documents, vessel specific documents, rank specific documents, nationality specific documents, and personal documents.

Additionally, the CrewPORTAL has the possibility to approve documents that is read and understood.

A green color indicates that the documents has been read & understood by the seafarer. A red color indicates a document not yet read & approved by the seafarer.
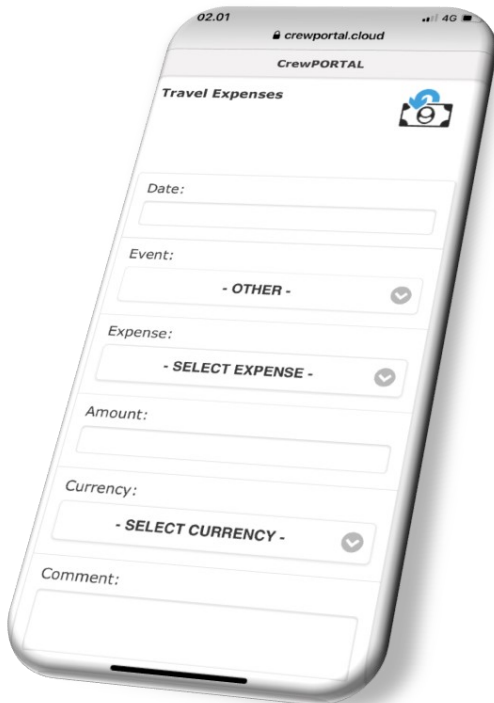
Any company required document for uploading can be requested read & approved by the company, such as:

- "Company News"
- "Drug & Alcohol Policy"
- "Vessel Familiarization" etc.

Video guides/files can also be uploaded and viewed.

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Travel Expenses

Expiring Certificates


The **Travel Expense** module is an easy way for crew to forward, scan and secure reimbursement for their travel expenses, such as train/bus ticket, taxi, beverages, car rental etc.

From an user friendly menu, select date, event, expense type, amount, currency etc.
Upload the receipt simply by taking a photo of the expenses (or use the camera roll). The company will receive the scanned reimbursement receipts in OMEGA and once confirmed the outstanding amount to be added on crews payslip.
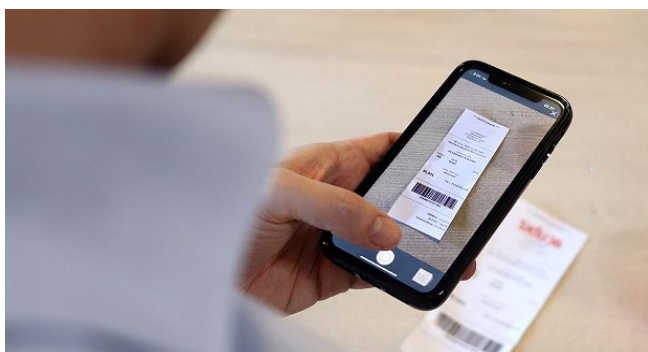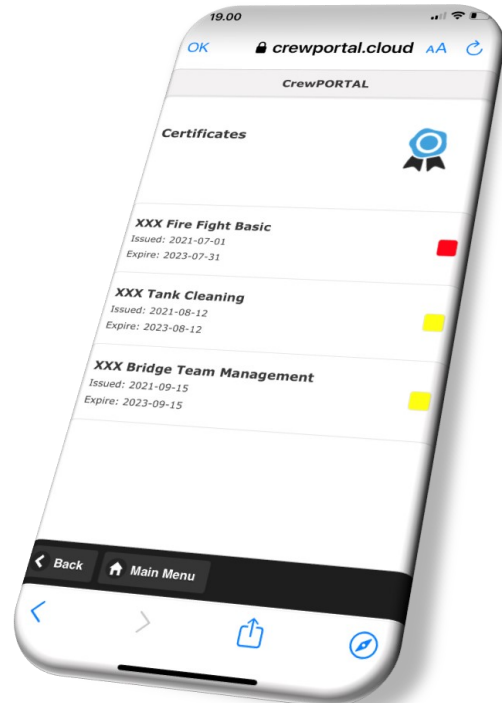
The **Certificate module** helps the seafarer being upfront with their Mandatory certificates and courses: all uploaded Certificates and documents are date color coded in green, yellow or red. The CrewPORTAL assists the seafarer in due time to keep track of soon to expire or expired certificates.
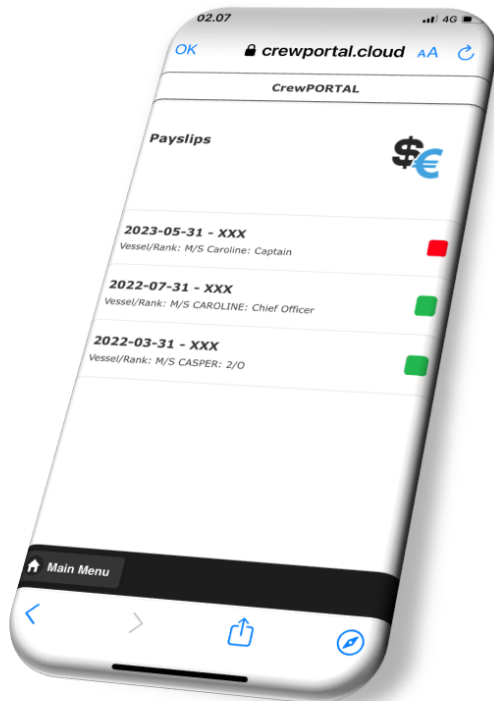
How often and which documents to be alerted in the CrewPORTAL, is controlled by the company/crewing department where Omega are installed.
The Omega Administrator have the full authority to control it.
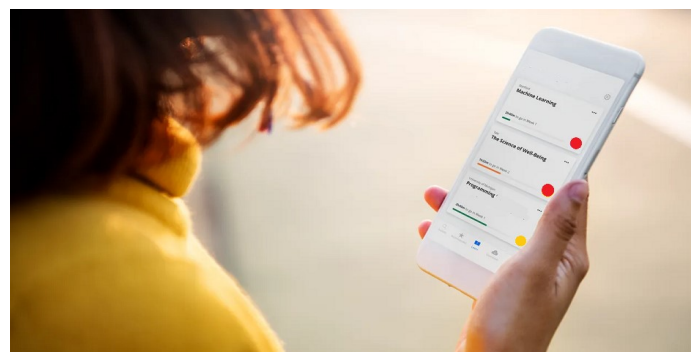
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Payslips

All **Payslips** uploaded by the company will be visible for the seafarer. Even old payslips from previous companies will be visible for the person.

All payslips can be either downloaded, viewed or printed. Simply 'click and view' or select print for desired local printer.

The company has the possibility to require confirmation of each payslip. In such case a red color will indicate that the payslip is not yet approved. A green color will indicate that the payslip has already been approved.
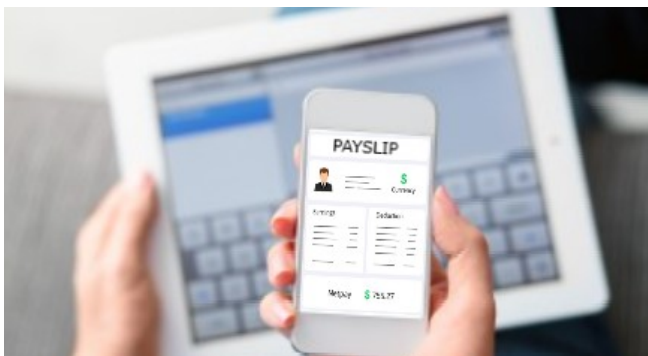
Planning

The **Planning** show crews confirmed future plannings.

Both future Crew Planning and future Course/Training Planning can be visible. The seafarer can easily browse through the entire list for preparation.
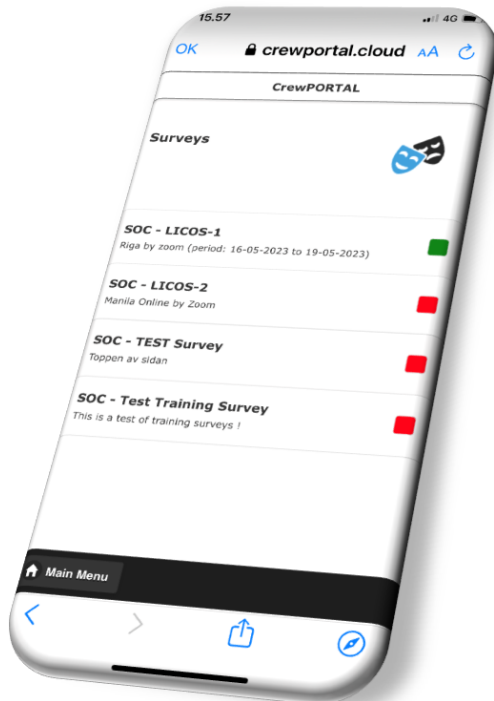
Under Crew Planning, the seafarer will be able to view the scheduled period, vessel, and rank.
Under Course Planning, the seafarer will be able to see the scheduled period, provider, and the location of the training centre.

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Survey Menu

Survey feedback

The **Survey** Menu contains all surveys which are pending for the seafarer to complete. Also surveys taken within the last agreed period will be shown.
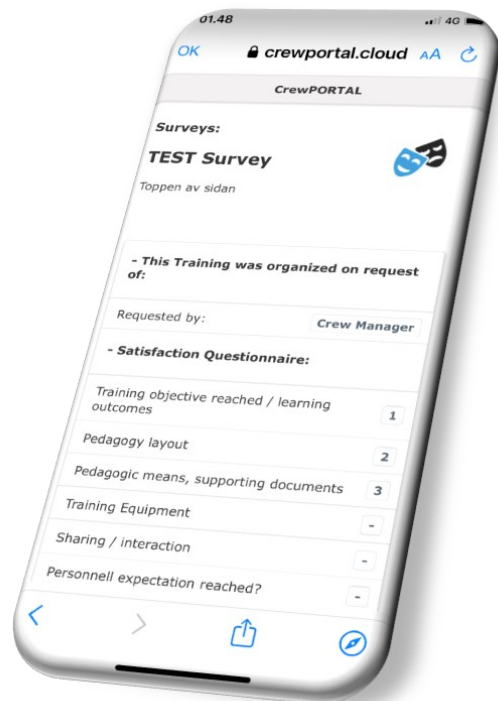
Completed surveys = green box.
Non completed surveys = red box.

After fulfilling the survey feedback, the survey will be digitally signed—and send to the company.

Once received at the office, they will be able to perform various statistics.

The layout of the Survey Feedback Schema can be agreed within the company. Typically it is a mixture of questions (with a score) and some various comments and check boxes (similar to an appraisal).

The survey can be performed anywhere, as long as an internet connection is available.

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