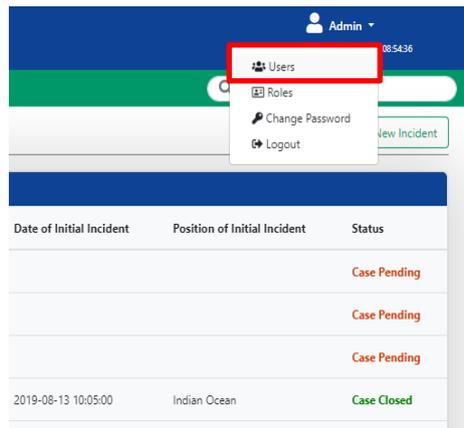


# DGComm Admin User Manual

## Module 1: Registration

### User: System Administrator

1. System Administrator needs to login to access and manage the users.
2. System Administrator can add a new user and assign the role to the user using the following form. Click on 'Username' displayed on right corner and select 'Users' menu.



3. The Users page will display the list of existing users. And the System Admin can edit or delete the details and roles of the existing details.
4. To add new user, System Admin has to click on the 'New User' button.

A screenshot of the DGComm Admin 'Users' page. The page header includes the DG COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEM logo and the user profile 'Admin' with last login '10/12/19 08:54:36'. A search bar is present. The main content area is titled 'Users' and features a '+ New User' button in the top right corner, highlighted with a red box. Below this is a table with the following data:

Section Title	User	Role	Active/ Inactive	Edit/ Delete Roles
Casualties/ Incidents	Admin	admin@admin.com	ADMIN,DGCOMM,DGS	 
Reports	DGCOMM	dgcomm@dgcomm.com	DGCOMM	 
Contact List	dgs	dgs@dgs.com	DGS	 
MRCC	mayur	mayur@quolam.com	DGS,ADMIN,DGCOMM	 

A red arrow points from the 'Edit/ Delete Roles' column of the 'Admin' user row to the text 'Edit or Delete User details'.

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- The new user has to enter username, email, and answer 3 simple questions for the security purpose.

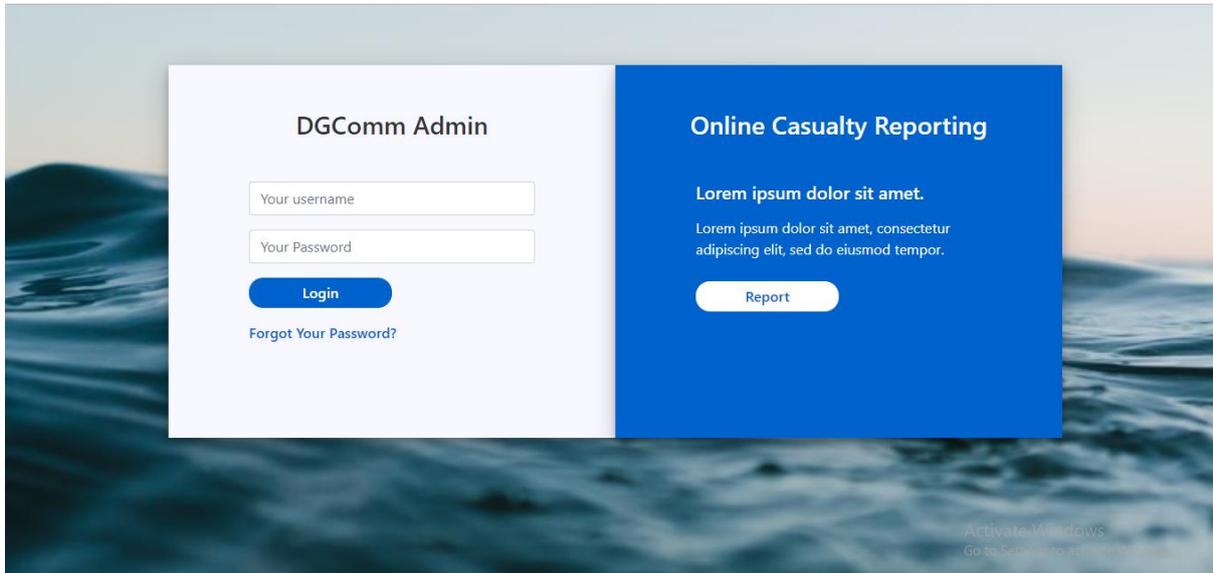
## Register New Users

Section Title	Register New User	
<ul style="list-style-type: none"><li>Casualties/Incidents</li><li>Reports</li><li>Contact List</li><li>MRCC</li></ul>	<p>Name</p> <input type="text"/>	<p>Username</p> <input type="text"/>
	<p>E-Mail Address</p> <input type="text"/>	<p>Phone</p> <input type="text"/>
	<p>Password</p> <input type="text"/>	<p>Confirm Password</p> <input type="text"/>
	<p>In what town was your first job?</p> <input type="text"/>	<p>Who is your childhood sports hero?</p> <input type="text"/>
	<p>What is your favorite movie?</p> <input type="text"/>	<p>Assign Role</p> <p><input type="checkbox"/> admin <input type="checkbox"/> dgcomm <input type="checkbox"/> dgs</p>
	<p><input type="button" value="Register"/> <input type="button" value="Back"/></p>	

## Module 2: Login

User: DGComm Administrator

1. Enter username and password to login.



2. The user will be redirected to the 'Dashboard' page where you will find the list of casualties with the latest one on top. The user can export the list in excel format or search a particular casualty.

Excel

Search Bar

DG COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEM

DGCOMM

+

+

New Incident

### Casualties/ Incidents

Date & Time reported to DGCOMM	Ship's Name	Flag	Type of Incident	Date of Initial Incident	Position of Initial Incident	Status
	test					Case Pending
	test2					Case Pending
	TSD 3					Case Pending
1970-01-01 12:00:00	INS Shivalik	India	Fire	2019-08-13 10:05:00	Indian Ocean	Case Closed
2019-08-07 10:33:00	Shanti Sagar 1	India	Fire	2019-08-05 10:34:00	Indian Ocean	Case Closed

Equasis

Embassies

DGShipping

Track Ship

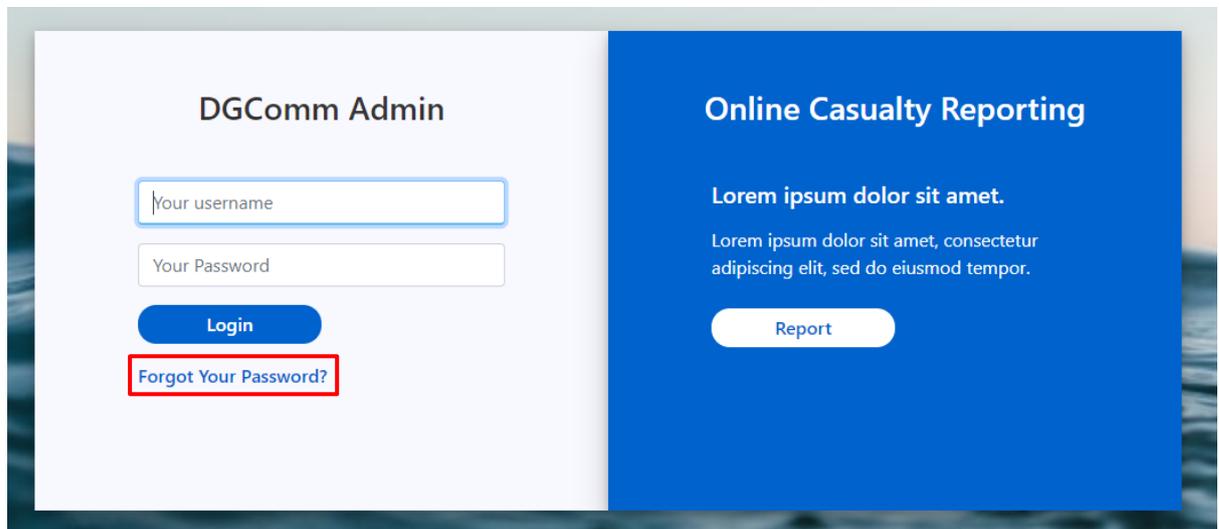
Navy

Ports

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## Module 2: Forgot Password

1. Click on 'Forgot Your Password' if you don't remember it.



DGComm Admin

Your username

Your Password

Login

Forgot Your Password?

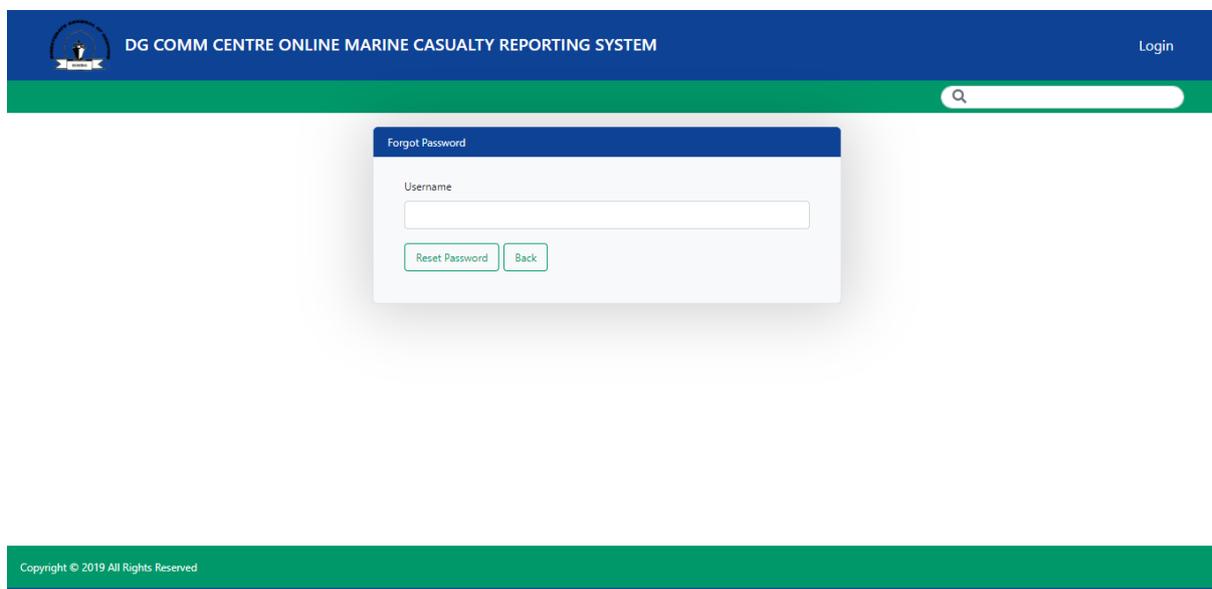
Online Casualty Reporting

Lorem ipsum dolor sit amet.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor.

Report

2. Enter Username and click on 'Reset Password' button.



DG COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEM

Login

Forgot Password

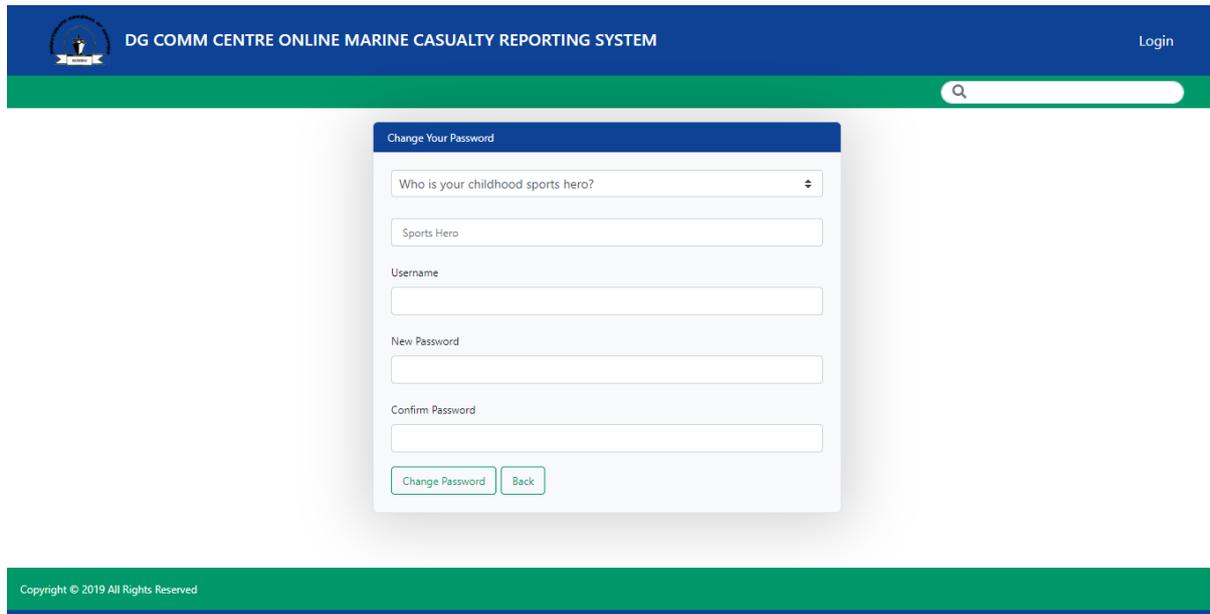
Username

Reset Password

Back

Copyright © 2019 All Rights Reserved

3. Select one Security Question out of three and answer the question in the following textbox.



Change Your Password

Who is your childhood sports hero?

Sports Hero

Username

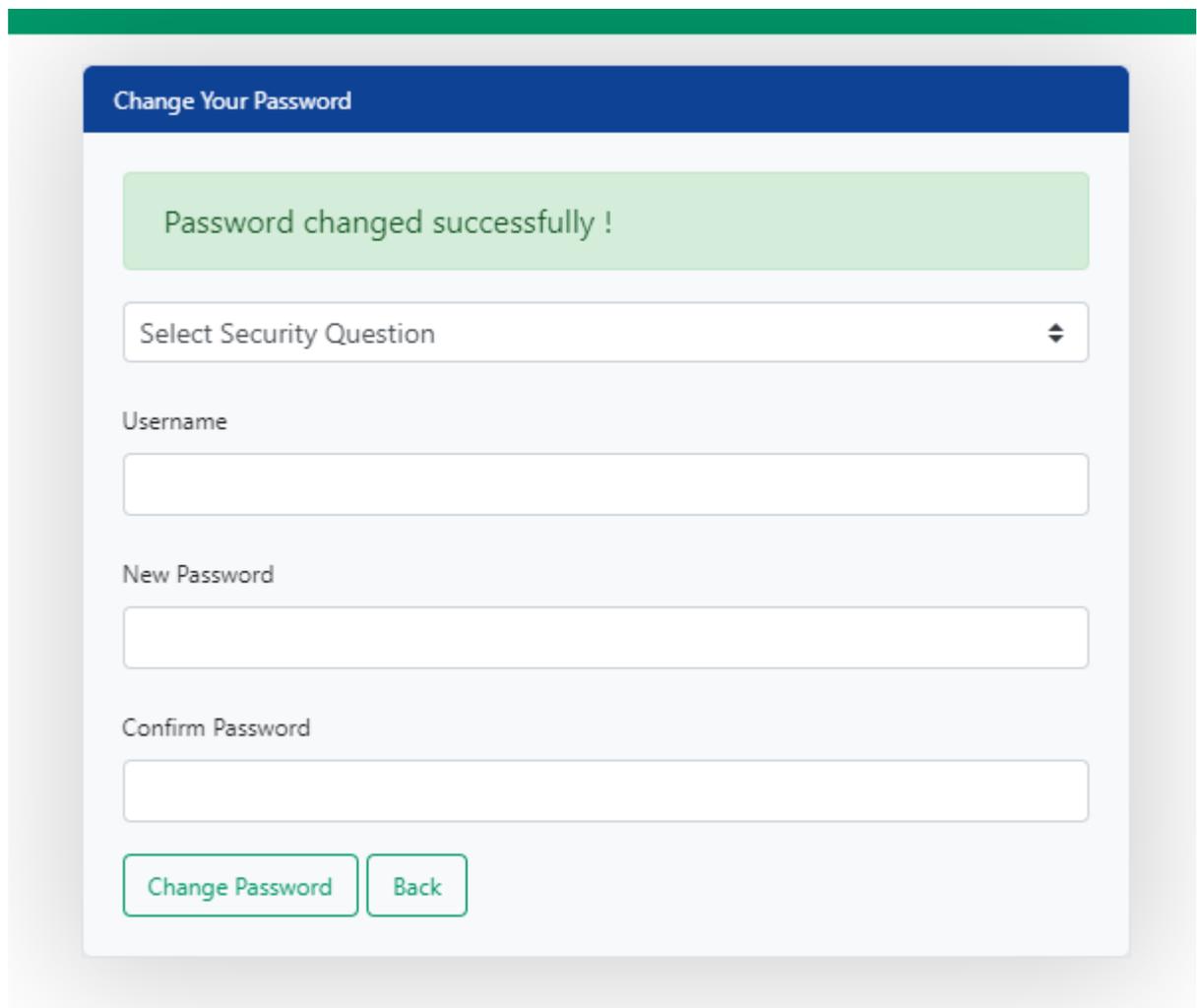
New Password

Confirm Password

Change Password Back

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4. Enter username, new password and confirm password. Click 'Change Password' button once the form is filled.
5. If the answer of your selected question is right, the user will receive the message as follows.



Change Your Password

Password changed successfully !

Select Security Question

Username

New Password

Confirm Password

Change Password Back

## Module 3: New Incident

This module contains 3 sub modules.

3.1 Activity (SOF) Module

3.2 First Report Module

3.3 Gallery Module

1. Click on the 'New Incident' button.

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2. Fill the form to report a casualty/ incident. The user can also attach multiple images and videos with the form.

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- The casualty will appear on the dashboard page at the top. The user can click on the casualty row to know more details about it.

The screenshot shows the dashboard with a header for 'DG COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEM'. A search bar and a '+ New Incident' button are visible. The main section is titled 'Casualties/ Incidents' and contains a table with the following data:

Date & Time reported to DGCOMM	Ship's Name	Flag	Type of Incident	Date of Initial Incident	Position of Initial Incident	Status
2019-09-12 16:20:00	test	India	Fire	2019-10-31 16:20:00	Arabian Sea	Case Pending
2019-09-15 16:20:00	test2	India	Nearmiss	2019-09-25 16:20:00	Bay of Bengal	Case Pending
2019-09-19 16:20:00	TSD Sindhuraj	Sri Lanka	Oil Spill	2019-10-03 16:20:00	Gulf of Oman	Case Pending
1970-01-01 12:00:00	INS Shivalik	India	Fire	2019-08-13 10:05:00	Indian Ocean	Case Closed
2019-08-07 10:33:00	Shanti Sagar 1	India	Fire	2019-08-05 10:34:00	Indian Ocean	Case Closed

- On clicking, the user will be redirected to the casualty details page where the user can edit, delete or export casualty details in word, excel, PDF format.

The screenshot shows the 'Casualty/ Incident' details page. A red arrow points from the 'Export Excel, Word, PDF' text to the export icons (Word, Excel, PDF) in the top right. Another red arrow points from the 'Edit & Delete Icon' text to a circled edit and delete icon in the top right of the details table. A third red arrow points from the 'More details about the casualty' text to the 'More Details' dropdown menu on the right side of the page.

Casualty/ Incident	
Sr. No.	8
Date & Time reported to DGCOMM Centre	2019-09-12 16:20:00
Ship's Name	test
IMO No.	
Official No.	Call Sign/ MMSI/ GRT/ Etc.
Type of Ship	Type of Ship
Year Built	
Flag	India
Owner's/ Manager/ Local Agent's Phone	
RPSL No.	
Date of Initial Incident	2019-10-31 16:20:00
Position of Initial Incident	Arabian Sea
Name, Rank, CDC, INDOS and PP of casualty	
Type of Incident	Fire
Summary of Incident	
Summary of Action Taken	Others
Name & designation of reporting casualty	
Indian Coast	Yes
Status	Case Pending

- Click on the Edit icon, the user will get a form to edit the details. The user can also edit the status of casualty (Case pending/ closed). Edit the details and click on the Submit button below.

**COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEM**

**Edit Casualty/ Incident**

Date & Time reported to DGCOMM Centre: 2019-09-12 16:20

Ship's Name: test

IMO No.:

Official No.:

Call Sign/ MMSU/ GRT/ Etc.:

Type of Ship: Type of Ship

Year Built:

Flag: India

Owner's/ Manager/ Local Agent's Phone:

RPSL No.:

Date of Initial Incident: 2019-10-31 16:20

Position of Initial Incident: Arabian Sea

Name, Rank, CDC, INDOs and PP of casualty:

Type of Incident: Fire

Summary of Incident:

Summary of Action Taken:

Name & designation of reporting casualty:

Others:

Indian Coast:  Yes  No

Case Status: Pending  Closed

Close Submit

Indian Coast	Yes	Name & designation of reporting casualty
Status	Case Pending	

- Click on the delete icon to delete the casualty.

**Are you sure?**  
Do you really want to delete these records?

Cancel Delete

Casualty/ Incident	
Sr. No.	8
Ship's Name	test
Official No.	
Type of Ship	Type of Ship
Flag	India
RPSL No.	
Position of Initial Incident	Arabian Sea
Type of Incident	Fire
Summary of Action Taken	Others

- Each and every casualty/ incident will have its own SOF, First Report and Gallery details on the right side. Click on the menu to view, add or edit the details.

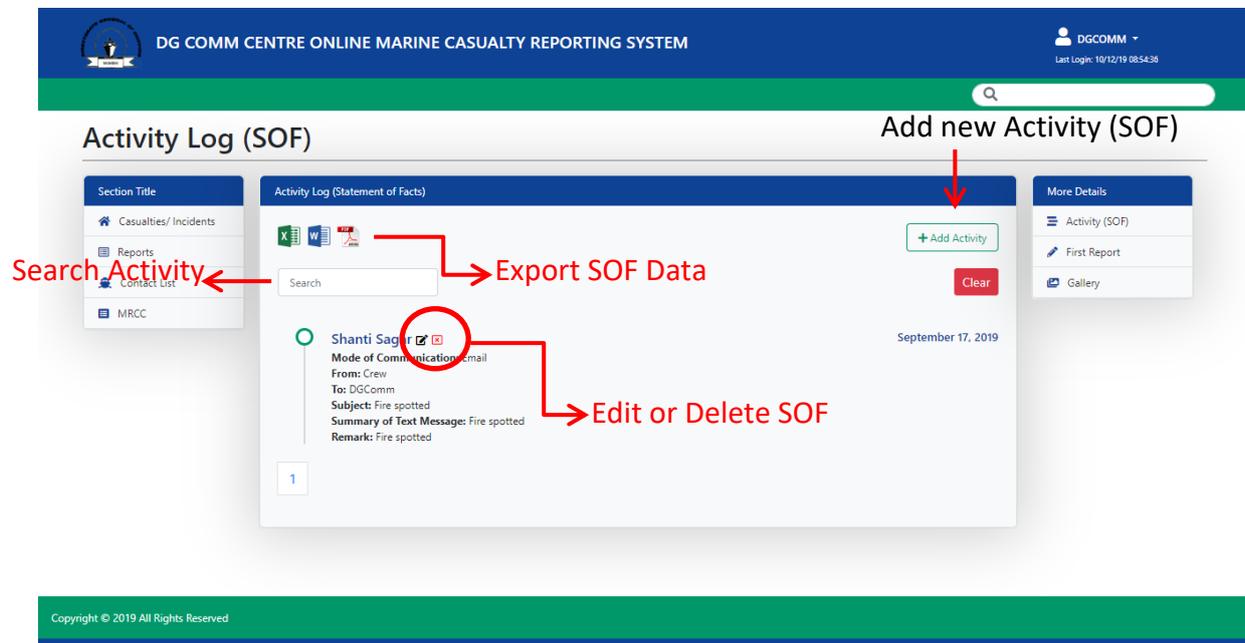
**More Details**

- Activity (SOF)
- First Report
- Gallery

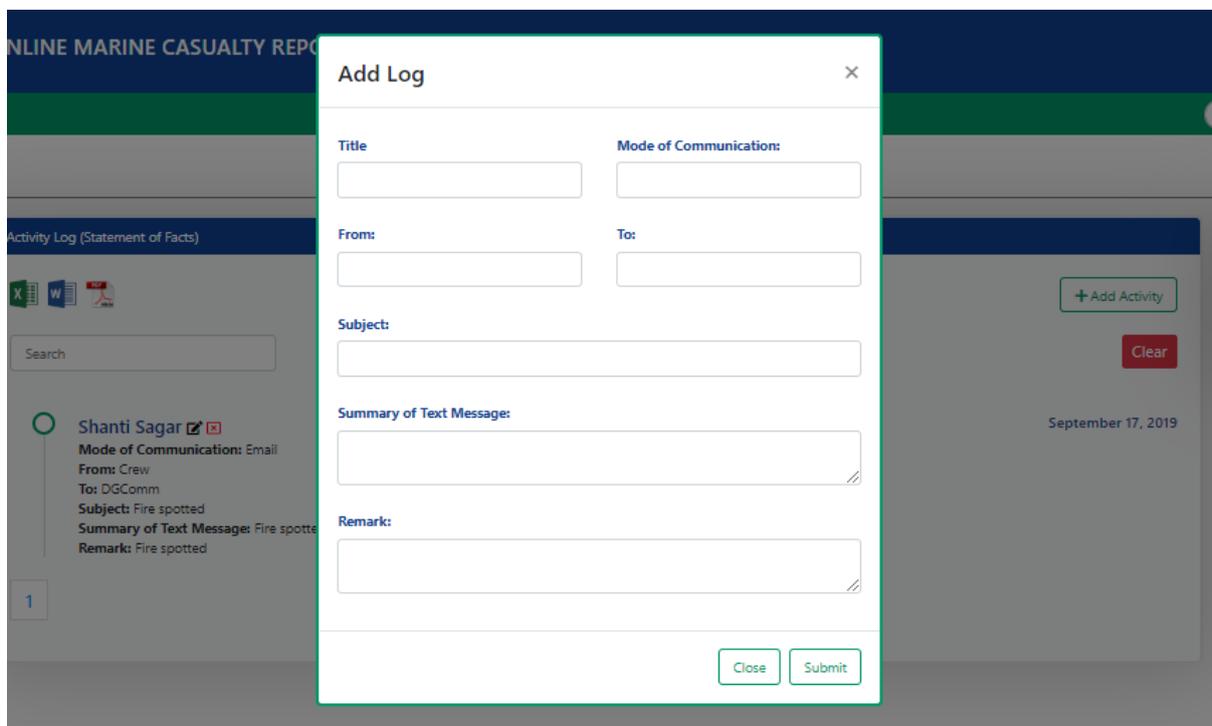
2019-09-12 16:20:00
---------------------

### Module 3.1: Activity (SOF) Module

1. In Activity Log (SOF) page, the user can add/ edit or delete the SOF. The user can also search old SOFs. The user can export SOF details in word, excel and PDF format



2. On clicking 'Add Activity' button, the user will get the following form to fill the details. Fill the details and click Submit.



3. On clicking Edit icon, the user will get a pre-filled form where the user can edit the data.

The screenshot shows a web application interface for 'MARINE CASUALTY REPORTING'. A modal window titled 'Edit Activity Log' is open, displaying a form with the following fields:

- Title:** Shanti Sagar
- Mode of Communication:** Email
- From:** Crew
- To:** DGComm
- Subject:** Fire spotted
- Summary of Text Message:** Fire spotted
- Remark:** Fire spotted

At the bottom of the modal, there are 'Close' and 'Submit' buttons. The background shows a list of activity logs for 'Shanti Sagar' with details like 'Mode of Communication: Email', 'From: Crew', 'To: DGComm', 'Subject: Fire spotted', 'Summary of Text Message: Fire spotted', and 'Remark: Fire spotted'. A '+ Add Activity' button and a 'Clear' button are also visible in the background.

4. On clicking the delete icon, the user can delete the particular SOF.

The screenshot shows the same web application interface. A modal window titled 'Delete Activity' is open, displaying a confirmation message:

**Are you sure?**  
Do you really want to delete these records?

At the bottom of the modal, there are 'Cancel' and 'Delete' buttons. The background shows the same activity log details as in the previous screenshot.

## Module 3.2: First Report Module

1. Click on the 'First Report' menu on the right sidebar. If the user is reporting the First Report of Marine Incident for the first time, the user will get a blank form.

DG COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEMDGCOMM  
Last Login: 10/12/19 08:54:36

### FIR

**Section Title**

- [Casualties/ Incidents](#)
- [Reports](#)
- [Contact List](#)
- [MRCC](#)

**Ship/ Owners/ Crew Data**

Name of Ship <input type="text" value="test"/>		Call-sign <input type="text" value="Call-sign"/>	IMO No. <input type="text" value="IMO No."/>	Flag <input type="text" value="India"/>	
Official No. <input type="text" value="Official No."/>	Registration No.(MSV/SV) <input type="text" value="Registration No."/>	Classification Society <input type="text" value="Classification Society"/>	Ship Type <input type="text" value="Type of Ship"/>		
Year Built <input type="text" value="Year"/>	Re-built <input type="text" value="Year"/>	Conversion <input type="text" value="Year"/>	GRT <input type="text" value="GRT"/>	Summer deadweight <input type="text" value="Summer deadweight"/>	Loaded/ light condition <input type="text" value="Loaded/ light condition"/>
Draft F & A in metres <input type="text" value="Draft F &amp; A in metres"/>		Freeboard in metres <input type="text" value="Freeboard in metres"/>		Cargo Type & Quantity <input type="text" value="Serious/ Very serious casualty"/>	Bunkers in metric tonnes <input type="text" value="(HFO/ DO/ LO)"/>
Name & full style <input type="text" value="Owners"/>		Name & full style <input type="text" value="Managers"/>		Name & full style <input type="text" value="Hull &amp; Machinery Underwriters"/>	Name & full style of P & I Club <input type="text" value="IG or Non IG Group"/>
Whether owned/ leased/ chartered <input type="radio"/> Owned <input type="radio"/> Leased <input type="radio"/> Chartered <input checked="" type="radio"/> N.A.		Recruitment agents full style, RPS Licence no. <input type="text" value="Recruitment agents full style, RPS Licence no."/>		Master's name <input type="text" value="Master's name"/>	Master's nationality <input type="text" value="Master's name &amp; nationality"/>
Total crew with nationality <input type="text" value="Total crew with nationality"/>		In service/ last voyage/ laid up <input type="text" value="In service/ last voyage/ laid up"/>			

**Shipping Casualty Data**

Last port <input type="text" value="Last port"/>	Departure date <input type="text" value="dd-mm-yyyy"/>	Next port <input type="text" value="Next port"/>	ETA <input type="text" value="ETA"/>
Indian coast/ EEZ/ Overseas <input type="text" value="Indian coast/ EEZ/ Overseas"/>	Date & Time of casualty <input type="text" value=""/>	Location (Latitude & Longitude) <input type="text" value="From nearest landmark"/>	
Port/ Sea/ Ocean Name <input type="text" value="Port/ Sea/ Ocean Name"/>	Nature of casualty/ incident <input type="text" value="Brief details"/>	If SAR/ Salvage services required <input type="text" value="If applicable"/>	Extent of oil pollution <input type="text" value="If applicable"/>
Weather conditions prevailing <input type="text" value="Sea, swell, wind, temp, ice, etc."/>	Tidal current prevailing <input type="text" value="LT, HT, drift rate, +ve/-ve surges, etc."/>	No. of deaths/ injuries <input type="text" value="No. of deaths/ injuries"/>	

**Details of Seafarers/ Passengers/ Supernumeraries involved**

Seafarer/ Passenger/ Supernumerary → Expand this section to add Seafarer data

Name of persons involved <input type="text" value="Name of persons involved"/>	Nationality of persons involved <input type="text" value="Nationality of persons involved"/>	Date of Birth <input type="text" value=""/>	Age <input type="text" value="Age"/>
Rank <input type="text" value="Rank"/>	Date of joining <input type="text" value="dd-mm-yyyy"/>	P & I/ other insurance cover for persons <input type="text" value="P &amp; I/ other insurance cover"/>	CDC <input type="text" value="CDC"/>
Passport No. <input type="text" value="Passport No."/>	COC No. <input type="text" value="COC No."/>	Date of issue (If applicable) <input type="text" value="dd-mm-yyyy"/>	INDOS Nos. of Casualties <input type="text" value="INDOS Nos. of Casualties"/>
Type of CBA <input type="text" value="Type of CBA"/>	Articles of agreement <input type="text" value="Type of CBA"/>	Name & fullstyle of next of kin <input type="text" value="Name &amp; fullstyle of kin"/>	Name of appointed investigation officer <input type="text" value="If applicable"/>
Name & designation <input type="text" value="Persons reporting casualty"/>	Others <input type="text" value="Others"/>		

Add Person → Add more seafarers using this button

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- If the First Report of Marine Incident is already recorded, user will get a view where he/she can edit details or add more seafarers/ passengers or can edit/delete the details of seafarers/ passengers.

DG COMM CENTRE ONLINE MARINE CASUALTY REPORTING SYSTEM

 DGCOMM  
Last Login: 10/12/19 08:54:38

## First Report of Marine Incident

**Section Title**

- Casualties/ Incidents
- Reports
- Contact List
- MRCC

**Quick Links**

Equasis

Embassies

DGShipping

Track Ship

Navy

Ports

Ship/ Owners/ Crew Data			
Name of Ship:	Shanti Sagar	Call-sign:	Ship
IMO No.:	232	Flag:	India
Official No.:	22314	Registration No.(MSV/SV):	
Classification Society:	Ship	Ship Type:	Oil Tanker
Year Built:	2010	Re-built:	Year
Conversion:	Year	GRT:	grt
Summer deadweight:	1 tonne	Loaded/ light condition:	1 tonne
Draft F & A in metres:	1500m.	Freeboard in metres:	2500m.
Cargo Type & Quantity:	Oil	Bunkers in metric tonnes:	1 tonne
Name & full style (Owners):	Test	Name & full style (Managers):	Test
Name & full style (Hull & Machinery):	Test	Name & full style of P & I Club:	Test
Whether owned/ leased/ chartered:	N.A.	Recruitment agents full style, RPS Licence no:	32342355
Master's name:	Test	Master's nationality:	India
Total crew with nationality:	India	In service/ last voyage/ laid up:	2015

Shipping Casualty Data			
Last port:	Mumbai	Departure date:	2019-08-29
Next port:	Chennai	ETA:	ETA
Indian coast/ EEZ/ Overseas:	Mumbai	Date & time of casualty:	2019-09-13 23:40:00
Location (Latitude & Longitude):	19.0760° N, 72.8777° E	Port/ Sea/ Ocean Name:	Mumbai
Nature of casualty/ incident:	Mumbai	If SAR/ Salvage services required:	Mumbai
Extent of oil pollution:	Mumbai	Weather conditions prevailing:	Mumbai
Tidal current prevailing:	Mumbai	No. of deaths/ injuries:	Mumbai

Details of Seafarers/ Passengers/ Supernumeraries involved			
Name of persons involved:	Test1	Nationality of persons involved:	Test1
Date of Birth:	2001-09-13	Age:	18
Rank:	Test1	Date of joining:	2019-08-31
P & I/ other insurance cover for persons:	Test1	CDCs:	Test1
Passport No.:	Test1	COC No.:	Test1
Date of issue (if applicable):	2019-09-06	INDOS Nos. of Casualties:	Test1
Type of CBA:	Test1	Articles of agreement:	Test1
Name & fullstyle of next of kin:	Test1	Name of appointed investigation officer	Test1
Name & designation of persons reporting casualty	Test1	Others	Test1

**More Details**

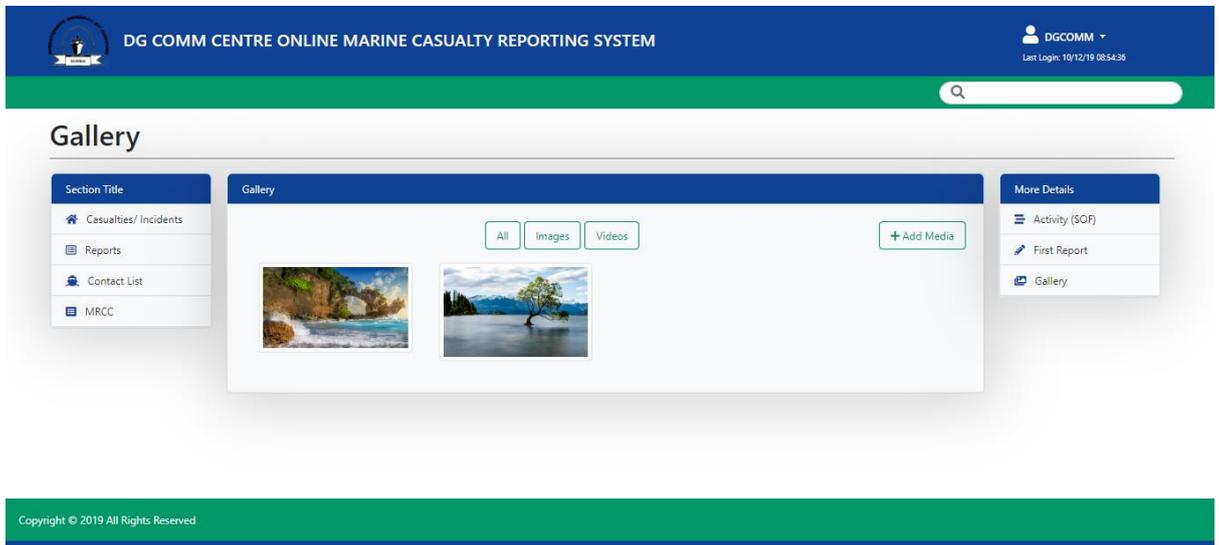
- Activity (SOP)
- First Report
- Gallery

Click on number to see details of other seafarers

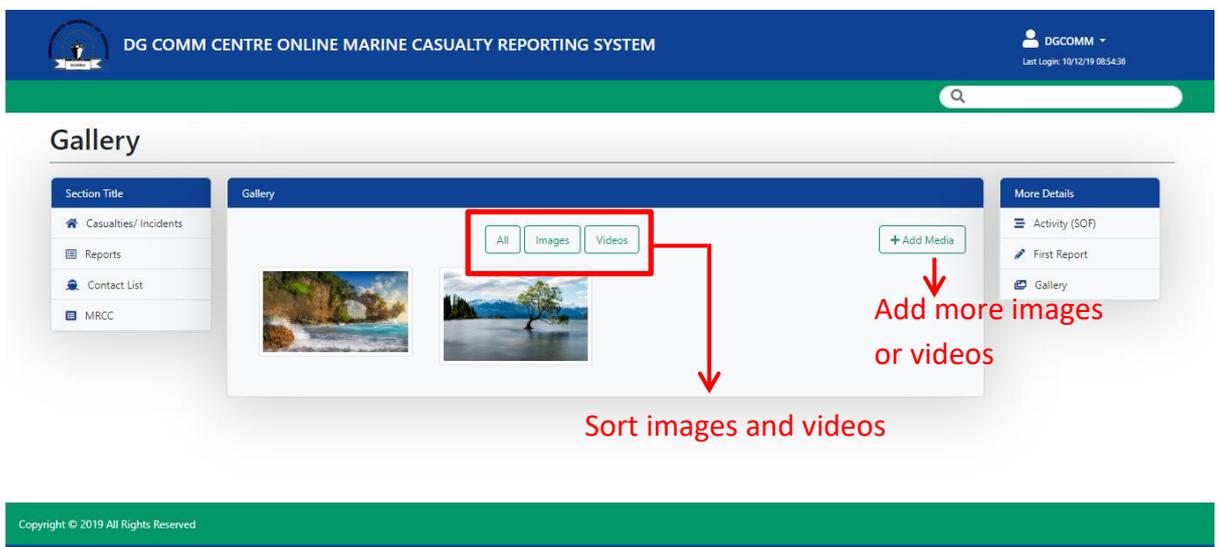
Add more number of seafarer

## Module 3.3: Gallery Module

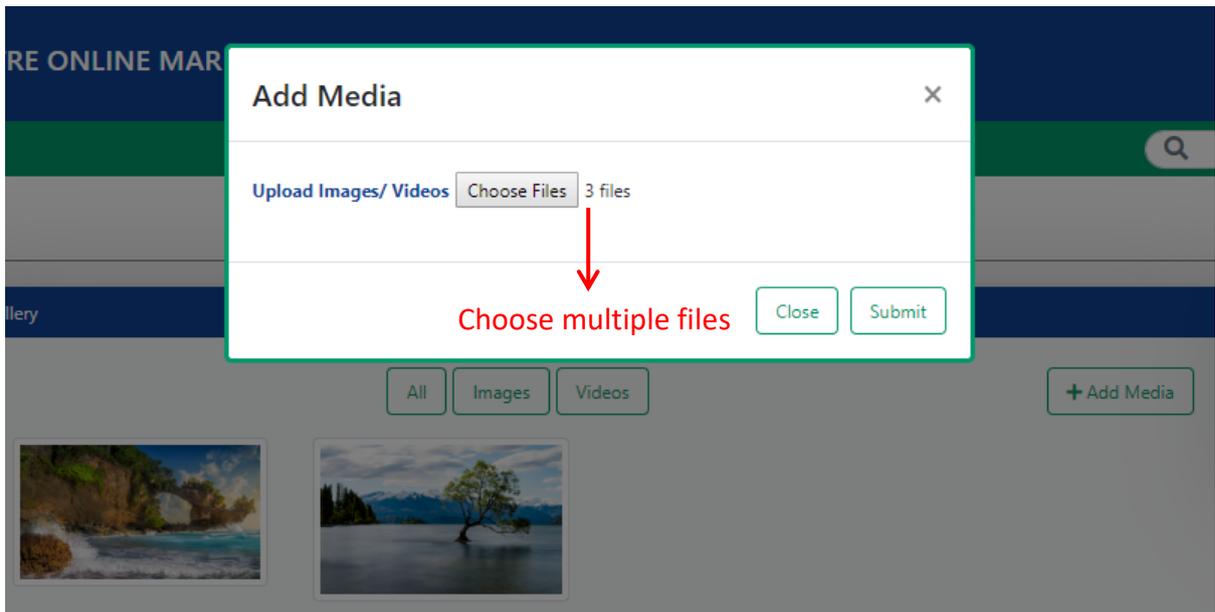
1. Click on 'Gallery' menu on right sidebar to view the following page. The gallery will have media (images and videos) uploaded when 'New Casualty/ Incident' form was filled. If no media was uploaded, then this page will remain blank.



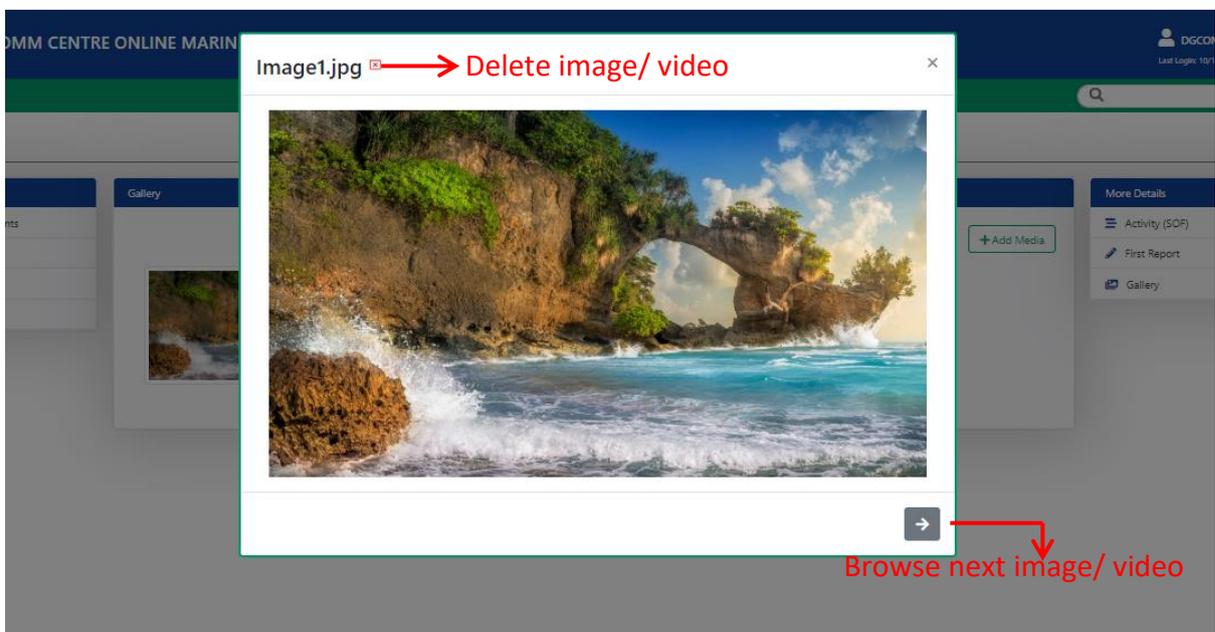
2. The user can add more media using 'Add Media' button. The user can also sort images and videos using the buttons available.



3. Add media using the following form. The user can attach more than one image/video at the time of upload.



4. Click on the image/ video to view it. The user can delete the image/ video using the cross icon. The user can browse the next image/ video using the arrow at the bottom.



## Module 4: Reports

1. The user can browse reports and historical data by clicking 'Reports' on the left sidebar.

The screenshot shows the top navigation bar with the system name and logo. Below it is a section titled 'Casualties/ Incidents'. On the left is a sidebar with a 'Section Title' menu where 'Reports' is highlighted with a red box. Below the sidebar are 'Quick Links' for Equasis and Embassies. The main area displays a 'List of Casualties/ Incidents' table with columns: Date & Time reported to DGCOMM, Ship's Name, Flag, and Type of Incident. The table contains five rows of incident data.

Date & Time reported to DGCOMM	Ship's Name	Flag	Type of Incident
2019-09-12 16:20:00	test	India	Fire
2019-09-15 16:20:00	test2	India	Nearmiss
2019-09-19 16:20:00	TSD Sindhuraj	Sri Lanka	Oil Spill
1970-01-01 12:00:00	INS Shivalik	India	Fire
2019-08-07 10:33:00	Shanti Sagar 1	India	Fire

2. On clicking 'Reports' menu, the user will be redirected to the 'Reports' page where he/she can find all the casualties/ incidents recorded. The user can generate and print the list by filtering report based on various parameters available in the header of the Filter Reports table.

The screenshot shows the 'Reports' page. At the top right, there is a search bar and a user profile dropdown. The main content area is titled 'Filter Reports' and includes a table with columns: Date & Time reported to DGCOMM, Ship's Name, Flag, Type of Incident, Date of Initial Incident, and Position of Initial Incident. The table has five rows of data. Annotations with red arrows point to various features: 'Search Filter' points to the search bar; 'Export PDF/ Excel' points to the 'Excel' and 'PDF' buttons; 'Number of entries to be listed' points to the 'Show 50 entries' dropdown; 'Number of entries based on filtered data' points to the 'Showing 1 to 5 of 5 entries' text; 'Previous & Next List' points to the 'Previous', '1', and 'Next' pagination controls; and 'View Casualty' points to the 'View' button in the first row of the table.

Date & Time reported to DGCOMM	Ship's Name	Flag	Type of Incident	Date of Initial Incident	Position of Initial Incident	View
2019-08-07 10:33:00	Shanti Sagar 1	India	Fire	2019-08-05 10:34:00	Indian Ocean	View
1970-01-01 12:00:00	INS Shivalik	India	Fire	2019-08-13 10:05:00	Indian Ocean	View
2019-09-19 16:20:00	TSD Sindhuraj	Sri Lanka	Oil Spill	2019-10-03 16:20:00	Gulf of Oman	View
2019-09-15 16:20:00	test2	India	Nearmiss	2019-09-25 16:20:00	Bay of Bengal	View
2019-09-12 16:20:00	test	India	Fire	2019-10-31 16:20:00	Arabian Sea	View

3. Type a string in the search filter. You can search data based on the parameters available on the headers of table.
- Example: Searching ship name INS Shivalik. Only one record is available. The user can export the filtered list too.
- Click on the 'View' button and get the casualty details, SOF, First Report and Gallery of that particular casualty.

The screenshot shows a web interface titled "Filter Reports". At the top, there is a search bar containing the text "INS Shivalik", with "Excel" and "PDF" buttons to its right. Below the search bar is a table with the following columns: "Date & Time reported to DGCOMM", "Ship's Name", "Flag", "Type of Incident", "Date of Initial Incident", and "Position of Initial Incident". The table contains one row of data: "1970-01-01 12:00:00", "INS Shivalik", "India", "Fire", "2019-08-13 10:05:00", and "Indian Ocean". A "View" button is located to the right of this row. At the bottom left, a status bar indicates "Showing 1 to 1 of 1 entries (filtered from 5 total entries)". At the bottom right, there are "Previous", "1", and "Next" navigation controls.

Date & Time reported to DGCOMM	Ship's Name	Flag	Type of Incident	Date of Initial Incident	Position of Initial Incident	
1970-01-01 12:00:00	INS Shivalik	India	Fire	2019-08-13 10:05:00	Indian Ocean	<a href="#">View</a>