



Q88 LLC
1010 Washington Blvd.
Stamford, CT 06901 USA
+1 203 413-2030
sales@Q88.com

OFFICER MATRIX USER'S GUIDE

Version 1.10 (March 18, 2019)

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Change Log

Version	Date	Description
1.0	Jun 12, 2010	Initial draft
1.1	Jul 20, 2010	Pre-release draft
1.2	Jul 28, 2010	Added Section 1. Managing Your Vessels' Officer Matrix
1.3	Aug 07, 2010	Added sub-section 1.4 Importing the Officer Matrix from the OCIMF Web Site
1.4	Jun 28, 2011	Updated sub-section 1.5 Submitting Officer Matrix to OCIMF
1.5	Mar 01, 2012	Added Officer Matrix planning, Intended Voyage Support and Officer Management
1.6	Apr 28, 2014	Updated Template
1.7	Mar 7, 2016	Updated Template
1.8	May 2, 2016	Updated Template, new screenshots, additional text, scheduled reports, TOC formatting updates
1.9	Jun 9, 2016	Added "uncertain" status information
1.10	Mar 18, 2019	Updated supported Excel version

Introduction

Purpose

This document outlines the features in the new Officer Matrix module on Q88.com. We have split the document into logical sections in order to explain the various features of the Officer Matrix module in a clear and concise manner. At the end of the document, there is a Frequently Asked Questions (FAQ) section which answers the most commonly asked questions about the Officer Matrix module.

If you have any questions regarding this document please email support@Q88.com.

1. Managing Your Vessels' Officer Matrix

Managing the Officer Matrix information for your fleet can be a daunting task. If you, for example, have a fleet of 10 vessels then you could have up to 250 Officers to keep track of. That's almost 4,000 pieces of data which has to be continuously updated.

This section of the User's Guide outlines the different options you have for keeping the Officer Matrix information up-to-date.

1.1 Options for Updating the Officer Matrix

There are three different options for keeping the Officer Matrix information up-to-date for your fleet on Q88.com.

Option #1: Online

You can use the Q88.com web site to keep the Officer Matrix data up-to-date. All updates are done using the web site directly. See Section "3. Officer Matrix Detail Page" for more information.

Option #2: Offline

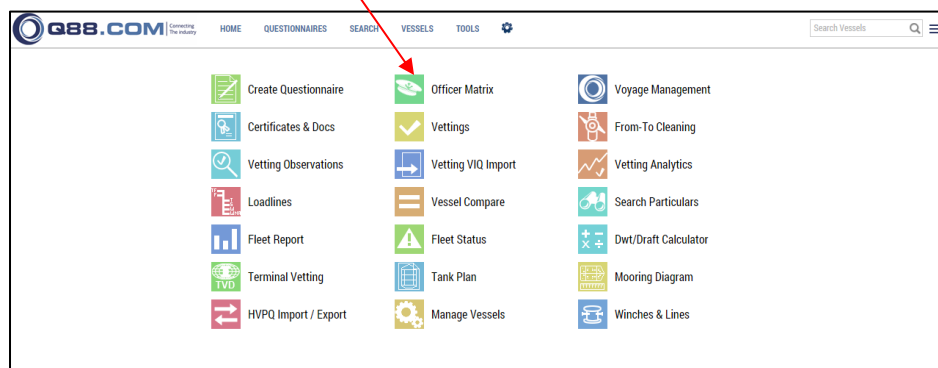
You can use the offline Officer Matrix form which gives you the option of having the vessel keep the information updated onboard. See Section "2.5 Email Offline Form" for more information.

Option #3: Integration

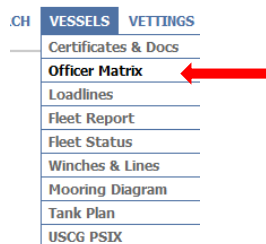
If you are using a crew management application to keep track of the Officer Matrix information then it is possible to integrate the application with the Officer Matrix module on Q88.com. See Section "8. Integration with Crewing Applications" for more information.

1.2 Accessing the Officer Matrix

The Officer Matrix module is accessed from the home page on the web site.



The Officer Matrix module can also be accessed from the 'Vessels' menu located in the navigation bar.



1.3 Setup Access for the Crewing Department/Manning Agency

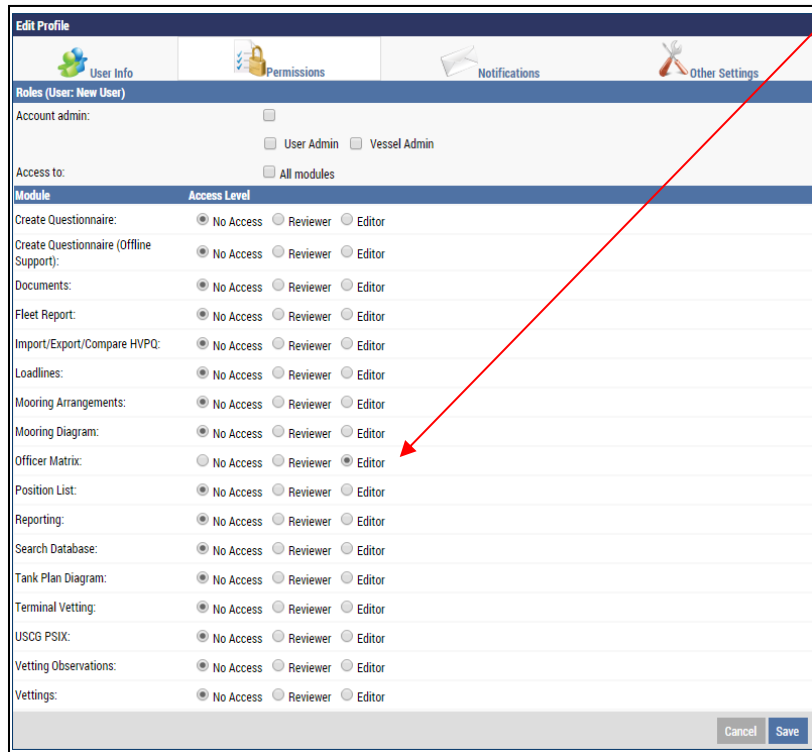
There are two options for setting up access to the Officer Matrix module for your crewing department or manning agency.

Option #1: User Access

If your crewing department or manning agency is responsible for the Officers for your entire fleet then you can setup access to the Officer Matrix module by adding a new user to your account on Q88.com.

Steps to Add a New user:

1. Go to the 'Account / Manage Users' menu
2. Click the '+Add New User' link in the upper-right corner of the page
3. Enter the persons contact information on the page displayed
4. Click the 'Permissions' link in the header section of the page
5. Uncheck the 'All modules' checkbox and specify the modules you wish the user to have access to (see screenshot below).



Module	Access Level
Create Questionnaire:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Create Questionnaire (Offline Support):	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Documents:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Fleet Report:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Import/Export/Compare HVPQ:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Loadlines:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Mooring Arrangements:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Mooring Diagram:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Officer Matrix:	<input type="radio"/> No Access <input type="radio"/> Reviewer <input checked="" type="radio"/> Editor
Position List:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Reporting:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Search Database:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Tank Plan Diagram:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Terminal Vetting:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
USCG PSIX:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Vetting Observations:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Vettings:	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor


6. To setup the notifications for the new user you can do so in scheduled reports under the Account menu

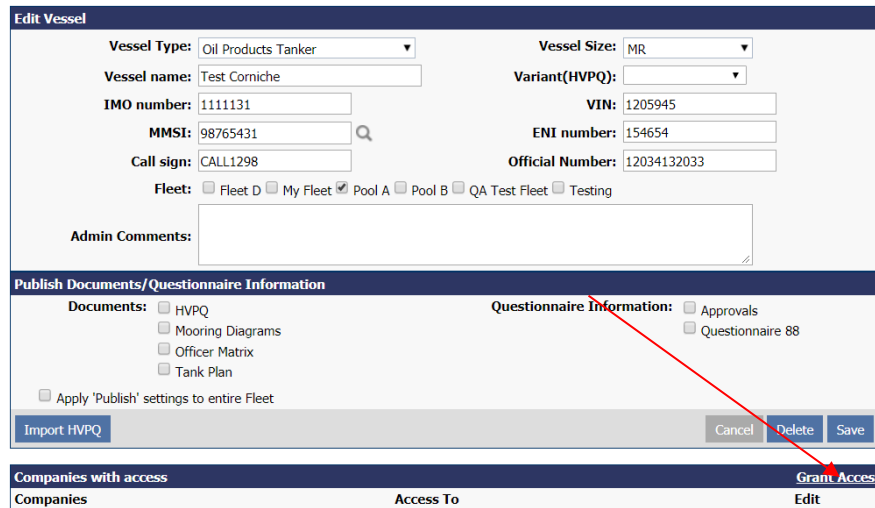
Note: Adding a user to your account on Q88.com can only be completed by the 'Account Administrator'. If you are unsure who that is, then please contact support@Q88.com and we will forward their contact details to you.

Option #2: Granting Access

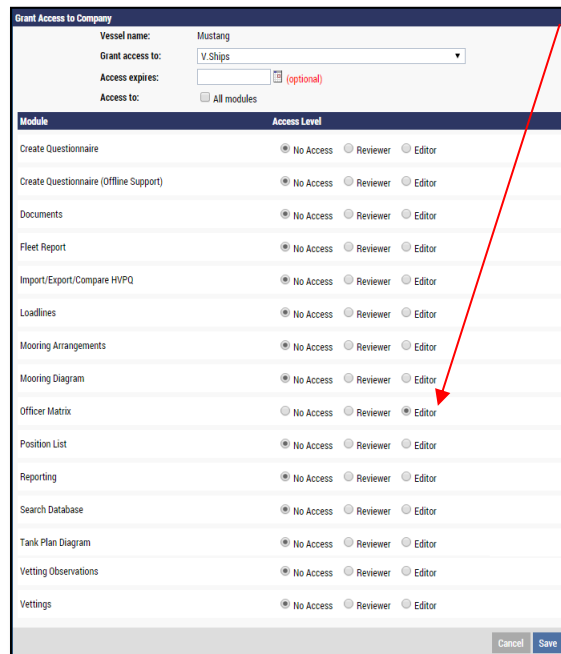
If you do not have a crewing department or manning agency that is responsible for the Officers for your entire fleet then you need to grant them access to the vessels in your fleet that they are responsible for. In order to grant them access, the crewing department or manning agency will need to have their own account on Q88.com. Please contact support@Q88.com for more information on setting up a new account for them.

Steps to Grant Access:

1. Go to the 'Account / Manage Vessels' menu
2. Click the  icon for the vessel you wish to grant access to.
3. Click the 'Grant Access' link in the 'Companies with access section'.



4. To grant a company access to a vessel select their name from the 'Grant access to' dropdown list shown below.
5. Uncheck the 'All modules' checkbox and specify the modules you wish the company to have access to (see screenshot below).





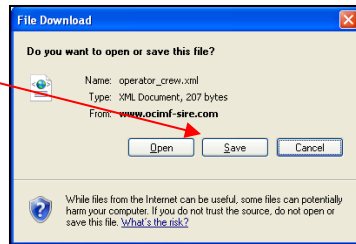
Module	Access Level
Create Questionnaire	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Create Questionnaire (Offline Support)	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Documents	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Fleet Report	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Import/Export/Compare HVPQ	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Loadlines	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Mooring Arrangements	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Mooring Diagram	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Officer Matrix	<input type="radio"/> No Access <input type="radio"/> Reviewer <input checked="" type="radio"/> Editor
Position List	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Reporting	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Search Database	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Tank Plan Diagram	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Vetting Observations	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor
Vettings	<input checked="" type="radio"/> No Access <input type="radio"/> Reviewer <input type="radio"/> Editor

Note: Granting access to another company can only be completed by the 'Account Administrator'. If you are unsure who that is, then please contact support@Q88.com and we will forward their contact details to you.

1.4 Importing the Officer Matrix from the OCIMF Web Site

If you have already completed the Officer Matrix on the OCIMF web site then it is possible to import that data into Q88.com. Below are the steps you must follow to complete the import process:

1. Login to the OCIMF web site: www.ocimf-sire.com.
2. Click the 'Vessel's' tab at the top of the page.
3. Click the  icon for the vessel you wish to export the Officer Matrix xml file.
4. Click the  icon to export the Officer Matrix in xml format.
5. Save the file to your computer.



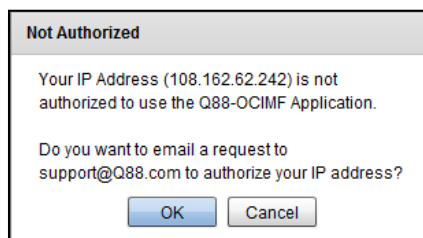
6. Send an email to download@Q88.com and attach the saved xml file.
7. You will be notified via return email when the Officer Matrix xml file has been imported.

1.5 Submitting Officer Matrix to OCIMF

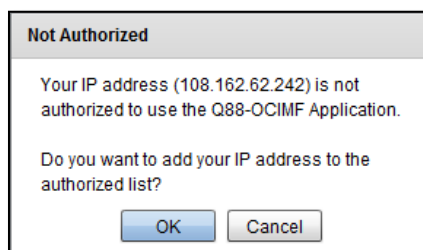
The Officer Matrix can be exported to the OCIMF web site to meet requirement by various OCIMF members who are using their system to access the Officer Matrix.

Q88.com Requirements:

In order to retrieve your Officer Matrix data from your Q88.com you will need to subscribe to the "XML Web Services" package. For more details on the fees associated with this package please see our [Fee Schedule](#). If you have not subscribed to the "XML Web Services" package then you will be prompted with below alert when you try to login.



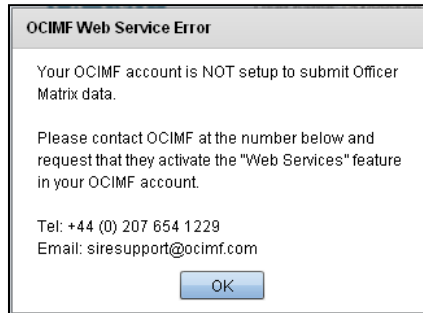
It is also possible that you will receive below popup, which occurs when your company is subscribing to the "XML Web Services" package but the IP address of your computer has not been authorized. Click the 'OK' button to have your computers IP address added to the authorized list.



OCIMF Requirements:

In order to submit Officer Matrix to OCIMF you will need to request that they enable the "Web Services" feature under your account. OCIMF also has legal requirements that the submission must be made from your company's internal

computer network (LAN). If you have not contacted OCIMF to request to activate the "Web Service" feature then you will be prompted with below alert when you try to login to the Q88-OCIMF program.

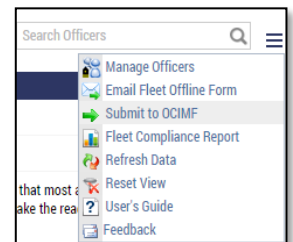


To contact OCIMF to enable the "Web Service", contact them below:

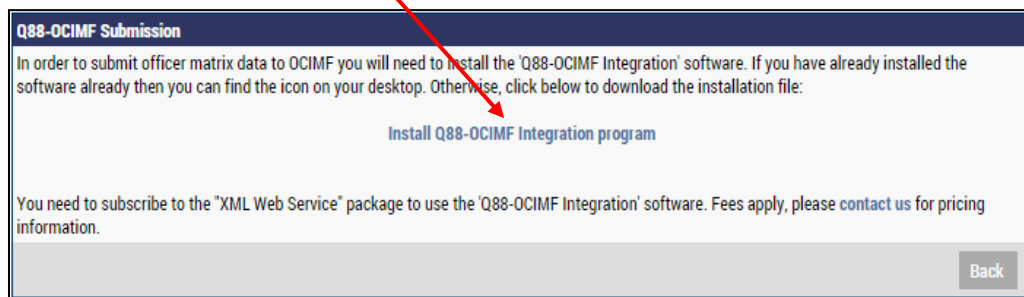
Tel: +44 (0) 207 654 1200
Email: siresupport@ocimf.org

Steps to Download the Q88-OCIMF Integration Program:

Click the 'Submit to OCIMF' menu under the 'Action' button on the Fleet Overview page or click the 'Submit to OCIMF' button in the footer of the Officer Matrix Detail page to download the application needed to submit the Officer Matrix data for your vessels to OCIMF.



On this page you will need to click the 'Install Now' link in the image on the left side of the page:



The application requires that you have Adobe Air installed on your computer. You may need to contact your IT department to have them install the program if you do not have the necessary permissions.

Once the installation has been completed the program will automatically run and you will be prompted to confirm the terms of service. Click the 'Accept' button at the bottom of the page to proceed to the next step.

QBB-OCIMF Integration Program

Terms & Conditions

[NOTICE TO USER]

This IS AN AGREEMENT GOVERNING YOUR USE OF THE QBB OFFICER MATRIX SOFTWARE, FURTHER DEFINED HEREIN AS "Service," AND THE LICENSOR OF THE SERVICE IS WILLING TO PROVIDE YOU WITH ACCESS TO THE SERVICE ONLY ON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT. BELOW YOU ARE ASKED TO ACCEPT THIS AGREEMENT AND CONTINUE TO INSTALL OR, IF YOU DO NOT WISH TO ACCEPT THIS AGREEMENT, TO DECLINE THIS AGREEMENT, IN WHICH CASE YOU WILL NOT BE ABLE TO INSTALL OR OPERATE THE SERVICE. BY INSTALLING THIS SERVICE YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT.

This Electronic End User License Agreement ("the Agreement") is a legal agreement between you (either an individual or an entity), the licensee, and QBB LLC ("QBB") and its affiliates (collectively, the "Licensor"), regarding the Licensor's software, as applicable pursuant to a valid license, who are able to download and/or other related services, including without limitation all at the contents of the files, disk(s), CD-ROM(s) or other media with which this Agreement is provided and including all forms of code, such as source code and object code, the ("Software"). It all successor upgrades, modified versions, modified modules, revisions, patches, enhancements, fixes, modifications, copies, additions or maintenance releases of the Software, if any, licensed to you by the Licensor (collectively, the "Updates"); and c) related user documentation and explanatory materials or files provided in written, "online" or electronic form (the "Documentation") and together with the Software and Updates, the ("Service"). You are subject to the terms and conditions of this End User License Agreement whether you access or obtain the Service directly from the Licensor, or through any other source. For purposes hereof, "you" means the individual person installing or using the Service on his or her own behalf; or if the Product is being downloaded or installed on behalf of an organization, such as an employer, "you" means the organization for which the Service is downloaded or installed, then the person accepting this agreement represents hereby that said organization has authorized such person to accept this agreement on the organization's behalf. For purposes hereof the term "organization," without limitation, includes any partnership, limited liability company, corporation, association, joint stock company, trust, joint venture, labor organization, unincorporated organization, or governmental authority.

BEFORE YOU CLICK THE "ACCEPT" BUTTON, PLEASE CAREFULLY READ THE TERMS AND CONDITIONS OF THIS AGREEMENT, AS SUCH ACTIONS ARE A SYMBOL OF YOUR SIGNATURE AND BY CLICKING ON THE "ACCEPT" BUTTON YOU ARE CONSENTING TO BE BOUND BY AND BECOMING A PARTY TO THIS AGREEMENT AND AGREE THAT THIS AGREEMENT IS ENFORCEABLE LIKE ANY WRITTEN NEGOTIATED AGREEMENT SIGNED BY YOU. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, CLICK THE "DECLINE" BUTTON AND YOU WILL NOT BE ABLE TO RUN PRODUCT ON YOUR CLIENT DEVICE, AS SUCH TERM IS DEFINED BELOW.

By accessing, storing, loading, installing, editing, displaying, copying the Service into the memory of a Client Device, as defined below, or otherwise benefiting from using the functionality of the Service ("Operating"), you agree to be bound by the terms and conditions of this Agreement. If you do not agree to the terms and conditions of this Agreement, the Licensor is unwilling to license the Service to you. In such event, you may Not Operate or use the Service in any way:

- THE SERVICES**

QBB will provide you with the Services for which you registered on the website, subject to the terms and conditions of this Agreement. You acknowledge that the Services may be offered in various separately priced service levels ("Subscriptions") and you will only receive the Subscriptions that you have registered for, and for which you are paying all associated fees. Descriptions of each Service, and the various Service plans that are available for each Service, are available on the website.

You may upgrade to a higher Service, if available, at any time during the term of this Agreement by request via emailing support@qbb.com or phone +1203.413.2030. Upon any such upgrade, QBB will terminate your previous Service Plan, refund you any excess payment for termination prior to completing the billing cycle and start the new Service Plan immediately upon completion of the purchase price and pay the increased fee for that Service in accordance with this Amendment. QBB reserves the right to modify, enhance, alter,

Please click the "Accept" button below to accept our Terms & Conditions to use the QBB-OCIMF Integration Program. ☐ Do not show again


Version 2.02
Decline
Accept


You will then be prompted to enter your Q88 and OCIMF login credentials:

Once you have entered the Q88 and OCIMF login details your fleet of vessels will be displayed.

[illegible]

Any vessel which needs to be updated on the OCIMF system will automatically be selected.

If a vessel is missing some required Officer Matrix data then the  icon will be displayed and the vessels' Officer Matrix may not be submitted until the missing data is entered.

If the Officer Matrix for the vessel has not already been entered on the OCIMF web site or the vessel is not registered under your OCIMF login then the  icon will be displayed and the vessels' Officer Matrix may not be submitted until the Officer Matrix has been updated on OCIMF first or the vessel is added to your OCIMF account.

Before you click the 'Submit' button to submit the updated Officer Matrix data to OCIMF, you can click on the vessel name to see the details for the selected vessel.

Q88-OCIMF Integration Program														
Test Bounty														
Q88 Crew:														
Rank	Nationality	Cert. of Comp.	Issuing Country	Admin. Accept.	Tanker cert.	Specialised Tanker Training	Radio Qual.	Years In Service					English Prof.	Signed-On Date
								With Operator	In Rank	Tanker Type	All Types	Watch Officer		
Master	Russian	OOV	Russian Federation	Yes	Oil and Chemical	Advanced	Yes	15.9	2.2	2.2	2.2		Good	Aug 02, 2015
Master	Filipino	Class 1	Philippines	Yes	Oil and Chemical	Advanced	Yes	1.8	3.2	5.3	9.2		Good	Mar 16, 2016
Chief Officer	Ukrainian	Chief Mate II/2	Ukraine	Yes	Oil and Chemical	Advanced	Yes	7	1	3.3	3.8		Good	Nov 20, 2015
2nd Officer	British	Second Eng III/2	United Kingdom	Yes	Oil and Gas	Advanced	N/A	8.7	0.5	4	3.9	3	Good	Jan 05, 2016
2nd Officer	Bulgarian	Second Eng III/2	Bulgaria	Applied for	Oil and Chemical	Advanced	N/A	2	2.3	3.4	3.4	5	Good	Jan 26, 2016
4th Officer	Filipino	OOV	Philippines	Yes	Gas	Advanced	Yes	4	1	2	2	1	Good	Mar 01, 2016
OCIMF Crew:														
Rank	Nationality	Cert. of Comp.	Issuing Country	Admin. Accept.	Tanker cert.	Specialised Tanker Training	Radio Qual.	Years In Service					English Prof.	Signed-On Date
								With Operator	In Rank	Tanker Type	All Types	Watch Officer		
Master	Russian	OOV	Russian Federation	Yes	Oil and Chemical	Advanced	Yes	16.0	2.2	2.2	2.2		Good	Aug 02, 2015
Master	Filipino	Class 1	Philippines	Yes	Oil and Chemical	Advanced	Yes	1.8	3.2	5.2	9.2		Good	Mar 16, 2016
Chief Officer	Ukrainian	Chief Mate II/2	Ukraine	Yes	Oil and Chemical	Advanced	Yes	7.1	1.1	3.4	3.9		Good	Nov 20, 2015
2nd Officer	British	Second Eng III/2	United Kingdom	Yes	Oil and Gas	Advanced	N/A	8.7	0.5	4.0	3.9	3.0	Good	Jan 05, 2016
2nd Officer	Bulgarian	Second Eng III/2	Bulgaria	Applied For	Oil and Chemical	Advanced	N/A	2.1	2.4	3.5	3.5	5.1	Good	Jan 26, 2016
Version 2.02														Back

Once you have selected the vessel(s) you wish to submit to OCIMF click the 'Submit' button in the lower-right corner of the page so submit the updates for the selected vessel(s) to OCIMF. The confirmation screen (shown below) will list all the vessels that were successfully submitted to OCIMF.

Q88-OCIMF Integration Program														
Q88.COM														
Submission Complete														
The following list of vessels were submitted to OCIMF:														
<ul style="list-style-type: none"> - Test Corniche - Test Ship - Test Tug 														
Version 2.02														Close Home

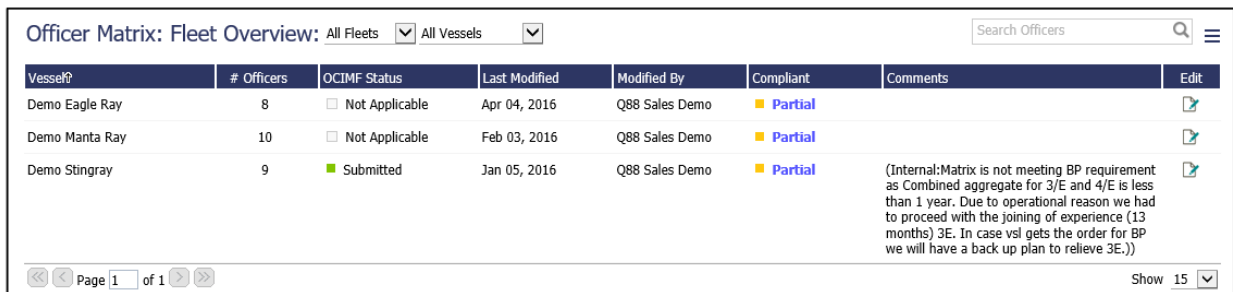
Click the 'Home' button to return to the login screen, you can login again to see that the updates were successfully submitted.

2. Officer Matrix Fleet Overview Page

The Officer Matrix Fleet Overview page has been specifically designed to help you manage the Officer Matrix for your fleet.

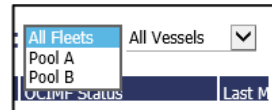
2.1 Overview

The below image is a screen-shot of the Officer Matrix Fleet Overview page; this is the new standard interface which is used across many of the modules on Q88.com and offers several key enhancements that allow better access to manage and view the Officer Matrix for your fleet.



Vessel#	# Officers	OCIMF Status	Last Modified	Modified By	Compliant	Comments	Edit
Demo Eagle Ray	8	<input type="checkbox"/> Not Applicable	Apr 04, 2016	Q88 Sales Demo	Partial		
Demo Manta Ray	10	<input type="checkbox"/> Not Applicable	Feb 03, 2016	Q88 Sales Demo	Partial		
Demo Stingray	9	<input checked="" type="checkbox"/> Submitted	Jan 05, 2016	Q88 Sales Demo	Partial	(Internal:Matrix is not meeting BP requirement as Combined aggregate for 3/E and 4/E is less than 1 year. Due to operational reason we had to proceed with the joining of experience (13 months) 3E. In case vsl gets the order for BP we will have a back up plan to relieve 3E.)	

If you have your vessels split into multiple fleets then the 'Fleets' drop-down will be displayed in the upper-left corner of the page. Selecting a fleet from the drop-down will refresh the view for the vessels in the selected fleet.



The "Actions" button contains several options which can be performed from this page. They are explained below:

Manage Officers: Shows a list of your officers with an option to edit their records.

Email Fleet Offline Form: Creates an offline form of the Officer Matrix which can be sent to all or part of your fleet to have the vessel update the information onboard. See Section "2.5 Email Offline Form" for more information.

Submit to OCIMF: Exports the Officer Matrix data to the OCIMF web site. See Section "1.5 Submitting Officer Matrix to OCIMF" for more information.

Fleet Compliance Report: Generates the oil major officer matrix compliance report for the selected fleet

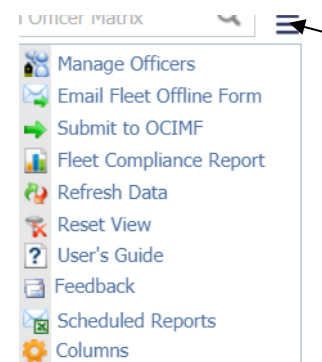
Refresh Data: Refresh the underlying data from the database.

Reset View: Resets the sorting and filtering for the selected View.

User's Guide: Download the User's Guide (this document) for the Officer Matrix module.

Scheduled Reports: Schedule a report of any view (system or user created) to be emailed to you.

Columns: Select the column(s) which you prefer to be shown on the overview.



2.2 Column Sorting

The Officer Matrix grid supports multi-column sorting. An arrow is displayed next to each column which has been sorted. To sort by a specific column, click on the column header. To sort by multiple columns hold down the Shift key and click each column you wish to sort by.

The screen-shot below shows the sorting by Vessel Name.

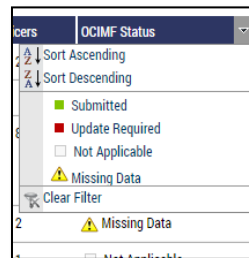
Vessel	# Officers	OCIMF Status
Demo Eagle Ray	8	<input type="checkbox"/> Not Applicable
Demo Manta Ray	10	<input type="checkbox"/> Not Applicable
Demo Stingray	9	<input checked="" type="checkbox"/> Submitted

If you want to reset the sorting and filtering back to the original settings then click the 'Reset View' link under the 'Actions' button.

2.3 Filtering the Data

The Officer Matrix grid supports column filtering. This is similar to the filtering available in Microsoft Excel® or SharePoint® (if you are familiar with those software applications).

To filter the data, click the triangle in the header of the column you wish to filter on. A popup menu is displayed letting you select the items you wish to filter on. Click the 'Apply Filter' link to apply the filter on the selected items.



When a filter has been applied the filter arrow displays above the table and the column header highlights in grey (shown below) and.

Officer Matrix: Fleet Overview: All Fleets ▾ All Vessels ▾		
Clear Filters OCIMF Status X		
Vessel	# Officers	OCIMF Status ▾
Demo Bounty	8	<input checked="" type="checkbox"/> Update Required
Demo Ship	5	<input checked="" type="checkbox"/> Update Required

If you want to clear the filters then click the column name displayed in the grey arrow above or click the 'Clear Filters' arrow to clear all the set filters.





If you want to reset the sorting and filtering back to the original settings then click the 'Reset View' link under the 'Actions' button.

2.4 Paging

By default, the Officer Matrix grid will display 15 records per page. You can change that option in the lower-right corner of the page to 25, 50 or 100 records per page.

The paging buttons, shown at the bottom of the page, allow you to browse through the pages.

Box: By Tara on Sept 11 11:12 (Testing)



 Page of 1
 


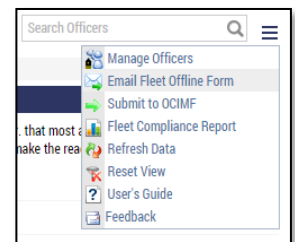
Show ▼

2.5 Email Offline Form

The Officer Matrix can be sent to the vessel for completion onboard. This is very useful if you have vessels that do not have broadband Internet access but you would like the vessel to manage the updates to the Officer Matrix.

In order for the vessel to complete the offline Officer Matrix, the vessel will need to use Microsoft Excel® 2007 or later.


The offline form contains the instructions which the vessel needs to follow to complete the Officer Matrix. The screenshot below shows part of the offline Officer Matrix form.




	A	B	C	D	E	F	G	H
2		OFFICER MATRIX						
3		Validate	Print	Demo Spirit (IMO:1111155)				
283								
284		Rank	Family Name	First Name	Middle Initial	Identification #	Nationality	Cert. of Comp.
285	1	2nd Officer	Johnson	Bob		123456	Indian	Class 1
286	2	3rd Officer	Wilson	Bill		111222	Indian	Second Eng III/2
287	3	3rd Officer	Forbes	Steve		222333	Indian	OOW
288	4	Chief Engineer	Hopkins	John		444555	British	Class 1
289	5	3rd Engineer	Briggs	Frank		555666	Swedish	EOOW
290	6	ETO/Radio Officer	Stockton	Robert		666777	Albanian	Class 2
291	7							
292	8							
293	9							

3. Officer Matrix Detail Page

3.1 Overview

The Officer Matrix Detail page can be accessed by clicking the  icon in the right column or double clicking on a row for any record in the Officer Matrix Fleet Overview page.

Officer Matrix: Fleet Overview:

Vessel#	# Officers	OCIMF Status	Last Modified	Modified By	Compliant	Comments	Edit
Demo Stingray	9	Submitted	Jan 05, 2016	Q88 Sales Demo	Partial	(Internal:Matrix is not meeting BP requirement as Combined aggregate for 3/E and 4/E is less than 1 year. Due to operational reason we had to proceed with the joining of experience (13 months) 3E. In case vsl gets the order for BP we will have a back up plan to relieve 3E.)	

The screen-shot below shows what is displayed in the Officer Matrix detail page for the selected vessel.

Demo Stingray OCIMF Status: ■ Submitted ■ Published: No

Officers Onboard | **Planned Officers**

Compliant: ■ Partial Modified: Jan 05, 2016 (Q88 Sales Demo)

Rank	Name	Cert of Competency	Nationality	Issuing Country	Signed-On	Action
Master	Jorge Hingling	Class 1	Filipino	Philippines	Jun 18, 2015	
Chief Officer	Robert Paulson	Class 2	Filipino	Philippines	Jun 10, 2015	
2nd Officer	Alessandra Manna	OOW (Deck) II/3	Chinese	China	Jul 01, 2015	
3rd Officer	Roger Bandino	OOW (Deck) II/3	Filipino	Philippines	Jul 14, 2015	
Chief Engineer	Rolf Peraltin	Class 1	Filipino	Philippines	Jul 10, 2015	
2nd Engineer	Candice Yang	Class 1	Filipino	Philippines	Jul 11, 2015	
3rd Engineer	Carmello Orphelia	OOW (Eng) III/1	Chinese	China	Jun 14, 2015	
4th Engineer	Channel Manditch	OOW (Eng) III/1	Filipino	Philippines	Jul 05, 2015	
Assistant Engineer	Matthews Stenald	OOW (Eng) III/1	Chinese	China	Jul 08, 2015	

Comments (OCIMF)

Comments (Internal)

Matrix is not meeting BP requirement as Combined aggregate for 3/E and 4/E is less than 1 year. Due to operational reason we had to proceed with the joining of experience (13 months) 3/E. In case vs1 gets the order for BP we will have a back up plan to relieve 3/E.

[Fleet Overview](#) | [Submit to OCIMF](#)

The header section (shown below) displays the currently selected vessel, the current OCIMF status and whether or not the Officer Matrix for the vessel is published so other online users can download the latest copy.

There are two tabs displayed below the vessel name. The 'Officers Onboard' tab shows the list of officer that are currently onboard the vessel. If submitting the Officer Matrix data to OCIMF then the information on this tab will be sent to OCIMF. The 'Planned Officers' tab is used for planning purposes and is explained in detail in Section 3.9.

Demo Stingray

Officers Onboard | **Planned Officers**

Compliant: ■ Partial

Click the plus button labeled "Add New Officer" to add a new Officer to the selected vessel. See Section "3.3 Adding an Officer" for more information.

Under the "Action" drop down menu, click the 'Columns' button to select the columns you wish to view on this tab.

Officer Matrix Header Field List

Label	Description
OCIMF Status:	<p>Displays the status of the data as it relates to the submission to the OCIMF system. The possible options are:</p> <ul style="list-style-type: none"> Update Required Missing Data Submitted <p>These statuses are defined in Section 10. "Officer Matrix Compliance Definitions"</p>
Compliant:	<p>Displays the vessels' compliance to the Officer Matrix requirements for the oil companies which have been selected for compliance checking. The possible options are:</p> <ul style="list-style-type: none"> Yes No Partial <p>See Section "4. Officer Matrix Compliance" for more information.</p>
Comments (OCIMF)	<p>This section is used to enter comments regarding the selected vessel's Officer Matrix. The information is also exported to the OCIMF web site when a submission is made to their</p>

	system.
Comments (Internal)	This section is used to enter internal comments. These are not displayed on the exported PDF file nor are they submitted to OCIMF.

The “Actions” button contains several option, they are explained below:

Email Vessel Offline Form: Creates an offline form of the Officer Matrix which can be sent to the vessel to have them update the information onboard. See Section “2.5 Email Offline Form” for more information.

View Officer Matrix: View the Officer Matrix (PDF File) for the selected vessel.

Email Officer Matrix: Email a copy of the Officer Matrix in PDF format.

Submit to OCIMF: Exports the Officer Matrix data to the OCIMF web site. See Section “1.5 Submitting Officer Matrix to OCIMF” for more information.

Vessel Compliance Report: Generates the oil major officer matrix compliance report for the selected vessel.

Delete All Officers: Sign off all Officers onboard at once.

Export to XML: Export a copy of the Officer Matrix in XML format

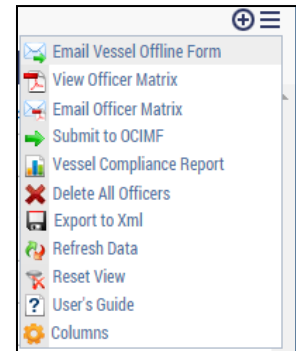
Refresh Data: Refresh the underlying data from the database.

Reset View: Clear any filters, reset to original view.


User’s Guide:








Download the User’s Guide (this document) for the Officer Matrix module.

Columns: Add/Remove columns from your view








3.2 Editing the Officer Matrix

To edit an Officer click the  image for the Officer you wish to edit, shown below:

Demo Stingray							OCIMF Status: ■ Submitted ■ Published: No	
Officers Onboard		Planned Officers						
Compliant: ■ Partial		Modified: Jan 05, 2016 (Q88 Sales Demo)						
Rank?	Name	Cert of Competency	Nationality	Issuing Country	Signed-On	Action		
Master	Jorge Hingling	Class 1	Filipino	Philippines	Jun 18, 2015	 		
Chief Officer	Robert Paulson	Class 2	Filipino	Philippines	Jun 10, 2015	 		
2nd Officer	Alessandra Manna	OOW (Deck) II/3	Chinese	China	Jul 01, 2015	 		

3.3 Adding an Officer

To add an Officer to the vessel, click the plus button shown below:

Demo Bounty							OCIMF Status: ■ Update Required ■ Published: Yes	
Officers Onboard		Planned Officers						
Compliant: ■ Not Compliant		Modified: May 07, 2015 (System Account)						
Rank?	Name	Nationality	Specialised Tanker Trn	Cert of Competency	Issuing Country	Admin Acceptance	Tanker Cert	Action
Master		Cameroonian	Advanced	Chief Eng III/2	Cape Verde	N/A	Chemical	 
2nd Officer		Indian	Advanced	Chief Mate II/2	India	Yes	Oil and Chemical	 

A popup is displayed where you can specify the Officer to add to the vessel.

New Officer:

Officer Name: Go

Type in the first few letters of the officer's name or ID in the field above and any matching entries will be displayed. Click on the "Add New" button, if you do not find a matching entry.

OR

Anonymous Entry

Use this option, if you do not want to save the officer's name and do not want to use the matrix information on other vessels.

Cancel

There are two options for adding an Officer to the Officer Matrix for the selected vessel.

1. Adding Officer by name:

Type in the first few letters of the Officers' name to lookup their record in the system and select the Officer from the dropdown list.

If the Officer is not found then click the '[Add New]' link to add the new Officer to the system. Click the 'Go' button to proceed with adding the Officer for the selected vessel.

New Officer:

Officer Name: Go

Type in the first few letters of the officer's name or ID in the field above and any matching entries will be displayed. Click on the "Add New" button, if you do not find a matching entry.

OR

Anonymous Entry

Use this option, if you do not want to save the officer's name and do not want to use the matrix information on other vessels.

Name [add new]	Identification #	Rank	Currently Onboard
Robert Junior	43699	Junior/Assistant Officer	Demo Manta Ray
Robert Paulson	101010	Junior/Assistant Officer	

Cancel

You are now directed to the 'Edit Profile' page where the details for the selected Officer are pre-populated in the form based on the data that was entered the last time the Officer was onboard a vessel in your fleet.

To complete the data-entry process; enter the Officers 'Signed-On' date shown below:

Vessel Assignment:

Currently Onboard: Demo Stingray

Signed-On: 📅

Officer Experience	As of Apr 12, 2016	As of Today
Years with Operator:	<input type="text" value="3.4"/>	3.4
Years in Rank:	<input type="text" value="3.3"/>	3.3
Years on This Type of Tanker:	<input type="text" value="4.6"/>	4.6
Years on All Types of Tankers:	<input type="text" value="6.3"/>	6.3
Years as Watch Officer:	<input type="text"/>	(N/A)

Sign-Off
Cancel
Save

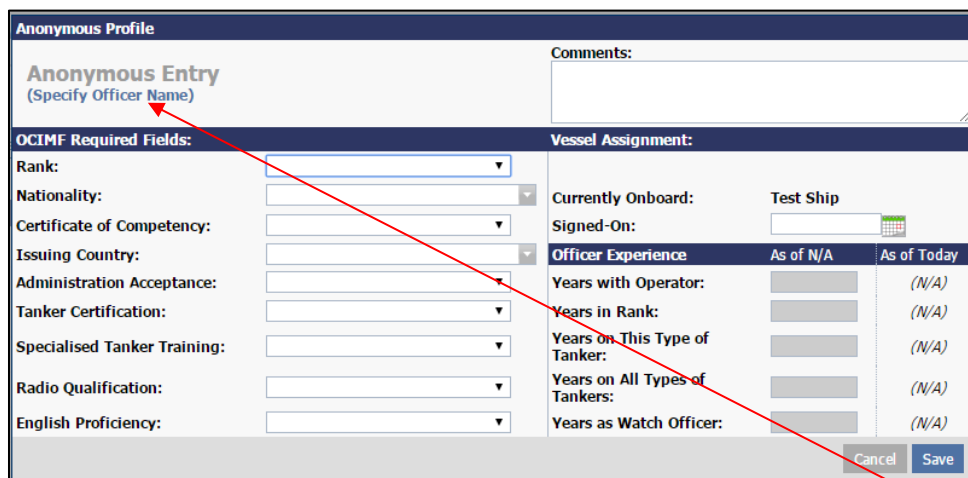
When the signed-on date has been entered the system will automatically calculate the Officer experience based on the values that were entered the last time the Officer was onboard one of the vessels in your fleet. If you need to adjust the answers then you can do that at this point in the process.

Click the 'Save' button to complete the process.

2. Adding Officer by Anonymous Entry:

If you prefer to add the Officer 'anonymously' (i.e. without specifying their name and document #) then click the 'Anonymous Entry' button.

You are now directed to the 'Edit Profile' page; enter the values for the fields shown below to complete the data-entry process.



Anonymous Profile

Anonymous Entry
(Specify Officer Name)

Comments:

OCIMF Required Fields:

Rank:

Nationality:

Certificate of Competency:

Issuing Country:

Administration Acceptance:

Tanker Certification:

Specialised Tanker Training:

Radio Qualification:

English Proficiency:

Vessel Assignment:

Currently Onboard: Test Ship

Signed-On:


Officer Experience	As of N/A	As of Today
Years with Operator:	<input type="text"/>	(N/A)
Years in Rank:	<input type="text"/>	(N/A)
Years on This Type of Tanker:	<input type="text"/>	(N/A)
Years on All Types of Tankers:	<input type="text"/>	(N/A)
Years as Watch Officer:	<input type="text"/>	(N/A)

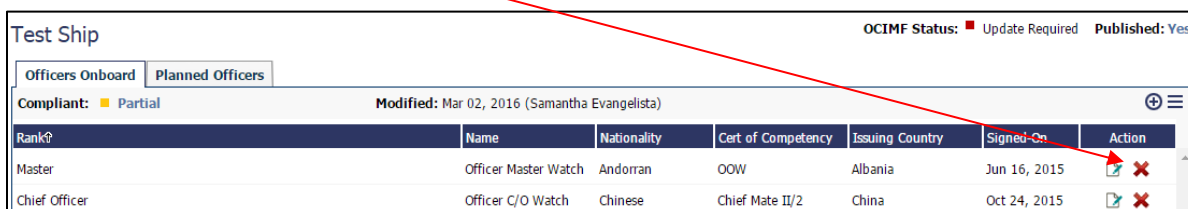
Cancel Save

Click the 'Save' button to complete the process.

If you have added an officer anonymously and you later wish to enter their personal details then click the 'Specify Officer Name' link show above.

3.4 Removing an Officer





To remove an Officer from the vessel click the  image, shown below:



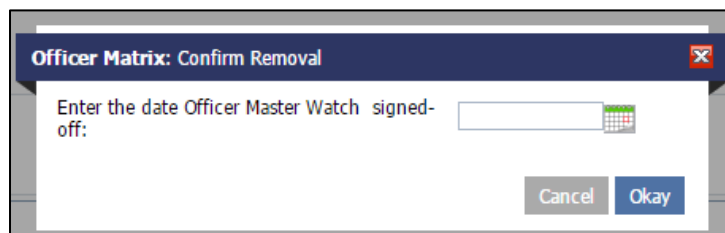
Test Ship OCIMF Status: ■ Update Required Published: Yes

Officers Onboard Planned Officers

Compliant: ■ Partial Modified: Mar 02, 2016 (Samantha Evangelista)

Rank	Name	Nationality	Cert of Competency	Issuing Country	Signed-On	Action
Master	Officer Master Watch	Andorran	OOW	Albania	Jun 16, 2015	 
Chief Officer	Officer C/O Watch	Chinese	Chief Mate II/2	China	Oct 24, 2015	 

If it's a 'named' Officer then you will be prompted to enter the date the Officer signed-off.



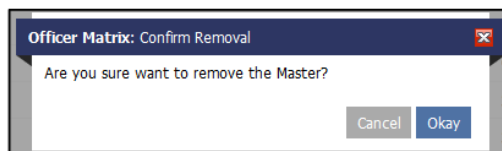
Officer Matrix: Confirm Removal

Enter the date Officer Master Watch signed-off:

Cancel Okay

Note: It's important that you enter the correct date because the Officer's experience will be re-calculated to include the time the Officer spent onboard which will then be used to enter the correct experience data when the Officer is onboard the next vessel.


If the Officer has been entered into the system 'anonymously' then you will be prompted to remove the Officer. Click the 'Okay' button to proceed.

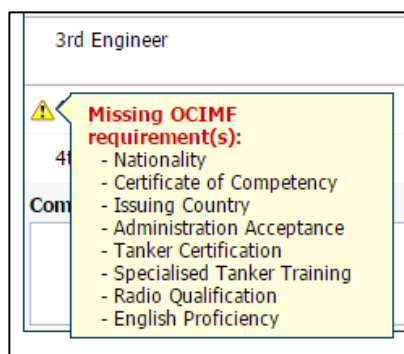



Note: The Officer's data will not be saved in the database for retrieval later since the reference details (name, document #) are not available.

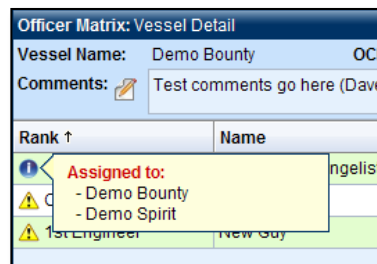
3.5 Validating the Officer Matrix

In order to ensure the Officer Matrix is completed properly the system will automatically alert you to any issues.

If any of the OCIMF required fields are missing then an  image will be displayed which you can click on to view the details.




The validation will also check if you have assigned an officer to multiple vessels at the same time. An  image will be displayed in this scenario.



To fix the validation errors edit the Officer and update the missing information.

3.6 Entering Comments for the Officer Matrix

The system supports entering comments with regards to the selected vessels' Officer Matrix. Click the  image, shown below, to enter the comments.



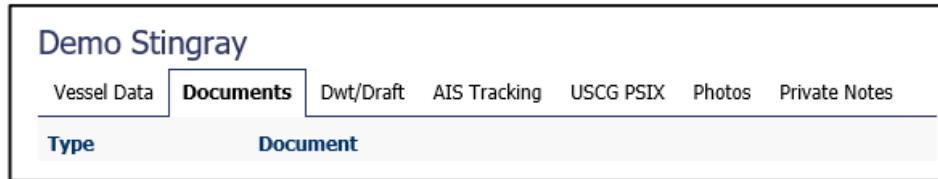
Note: The 'Comments (OCIMF)' section will be included in the submission to OCIMF when the vessels' Officer Matrix is exported to the OCIMF system.

3.7 Publishing the Officer Matrix

You have the option to publish the Officer Matrix for your vessels. This is done by clicking the 'No' link in the top-right corner when viewing the Officer Matrix for one of your vessels.

OCIMF Status: ■ Submitted ■ Published: [No](#)

Publishing the Officer Matrix will make it available for other users of the Q88.com web site to download the Officer Matrix. The published document will not contain any personal information about the officers, just the same format which you can download via PDF from the Officer Matrix module.



The screenshot shows a web interface for 'Demo Stingray'. It has a navigation bar with tabs: 'Vessel Data', 'Documents' (which is highlighted), 'Dwt/Draft', 'AIS Tracking', 'USCG PSIX', 'Photos', and 'Private Notes'. Below the tabs is a table with two columns: 'Type' and 'Document'.

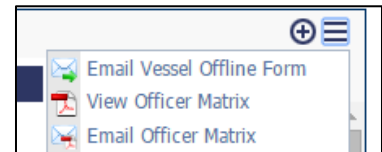
3.8 Printing/Emailing the Officer Matrix

The Officer Matrix can be extracted from the system a few different ways.

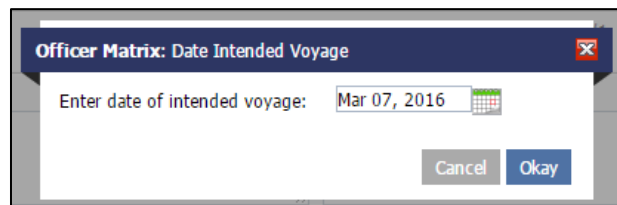
From the 'Actions' menu you can select:

View Officer Matrix: To download a PDF copy of the document

Email Officer Matrix: To email the PDF document directly from the web site



When either of these two options is selected then you will be prompted to enter the date of the intended voyage.



The screenshot shows a dialog box titled 'Officer Matrix: Date Intended Voyage'. It contains a text input field with the label 'Enter date of intended voyage:' and the value 'Mar 07, 2016'. There is a calendar icon to the right of the input field. At the bottom right, there are 'Cancel' and 'Okay' buttons.

The intended date will default to today's date and the Officers years' experience and months onboard will be calculated as of today. If you wish to have the Officer Matrix PDF report calculate the officers' experience basis a future date, then you can enter another date here before the PDF document is generated and their Officers years' experience and months onboard will be calculated based on the future date entered.

Note: Charterers may request a copy of the vessel Officer Matrix basis the intended start date of the voyage.

When the PDF document is created, you can see their experience and months tour basis the intended date entered.

Officer Matrix

Report Date: Mar 07, 2016

Vessel: Test Spirit
IMO: 1234567

Flag: Fiji
Operator: Q88 Singapore

Years in Service - As of Mar 07, 2016

Rank	Nationality	Cert. Comp.	Issuing Country	Admin. Accept	Tanker Cert.	Specialised Tanker Training	Radio Qual.	With Operator	In Rank	Tanker Type	All Types	Watch Officer	Months Tour	English Prof.
Master	Danish	Master II/2	Denmark	Yes	Oil and Chemical	Advanced	Yes	4.7	4.3	15.6	15.6	-	2.7	Good
Chief Officer	Russian	Master II/2	Russian Federation	Yes	Oil and Chemical	Basic	Yes	2.6	5.4	5.8	6.2	-	23.8	Good
2nd Officer	Russian	OOV	Russian Federation	Applied for	Oil and Chemical	Advanced	Yes	5.8	2.8	3.9	3.9	--	21.8	Good

3.9 Planning Officer Matrix

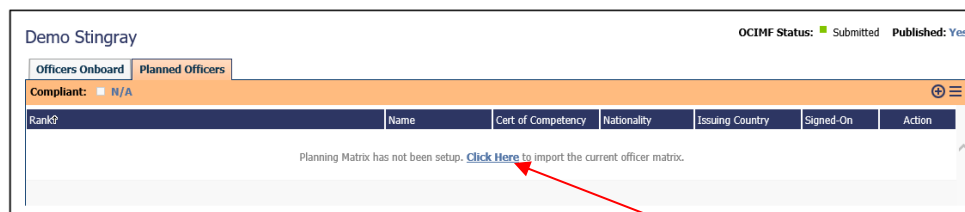
The 'Planned Officers' tab gives you the ability to create a planning scenario for your vessel.



This is useful when you need to generate the Officer Matrix document for a future date and the officers onboard at that time do not match the ones that are onboard today. As previously mentioned, charterers normally request a copy of the Officer Matrix basis the date of the intended voyage which may be weeks or even months from today. Using this planning tab allows you to create this planning matrix without affecting the current matrix as it stands today.

The other benefit of the 'Planned Officers' feature is so that you can test different possible combinations of officers to see how they would comply with the oil company requirements.

When you click the Planning tab the first time you will see the page display as below:



If you wish to import the Officer's that are currently onboard then you can click this link. This will copy the current Officers into the planning matrix.

Note: Any changes you make to an Officer in the planning matrix will have no effect on the information stored for the Officer on the 'Officers Onboard' tab. Another way to think of this is that the 'Planned Officer' tab is a temporary workspace for you to try out different options for what officers you want to have onboard in the future.

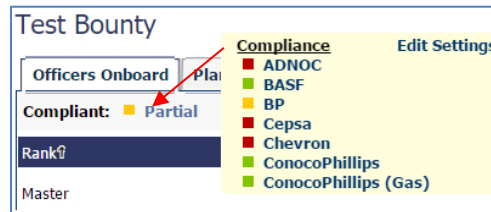
If you want to clear out the planning matrix you have this option from the Actions menu, click the 'Clear Planning Matrix' link.

4. Officer Matrix Compliance

The Officer Matrix module on Q88.com includes a feature called 'Matrix Compliance'. The purpose of this feature is to analyze the experience of the Officers onboard the vessel to see if they meet the vetting requirements declared by the various oil companies.

4.1 Viewing the Officer Matrix Compliance

To view the matrix compliance for your vessel; click the link next to the 'Compliant' label shown below:

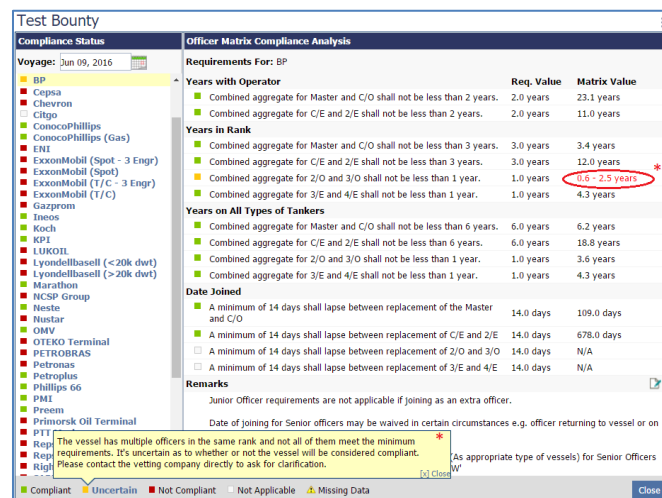


A popup window is displayed which lists the matrix compliance status for the oil companies you have selected to include in the analysis. The status lights for the vessels' compliance to the oil company requirements are defined below:

- : **Not Compliant** with the specified oil company
- : **Compliant** with the specified oil company
- : **Uncertain*** if the vsl is compliant with the selected oil company's requirements.

**The vessel has multiple officers in the same rank and not all of them meet the minimum requirements. It's uncertain as to whether or not the vessel will be considered compliant. Please contact the vetting company directly to ask for clarification.*

To view the details for a specific oil company click on the oil company name in the popup. The popup displays the compliance details for the selected oil company.

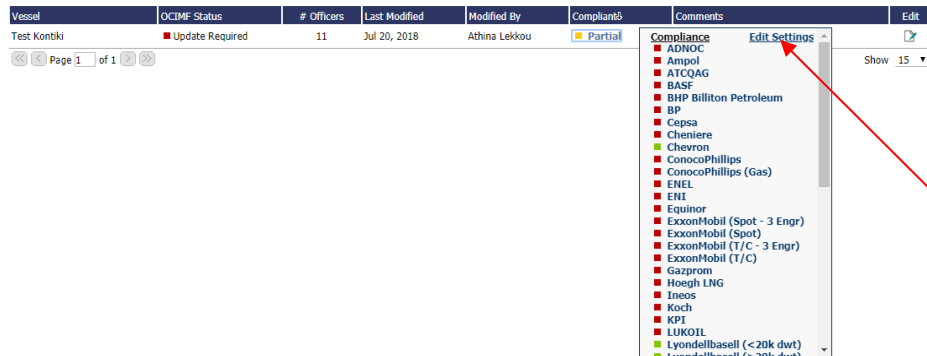


Officer Matrix Compliance Field List

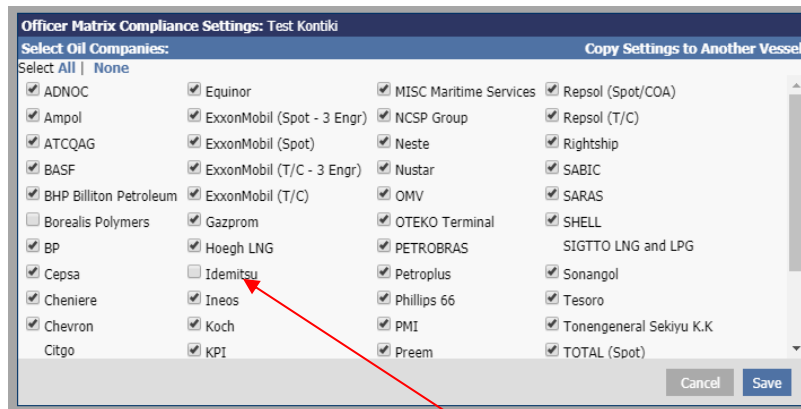
Label	Description
Officer Matrix Requirement:	Displays the vetting requirements for the selected oil company.
Req. Value:	This column displays the requirement for the selected oil company.
Matrix Value:	This column displays the value for the selected Vessels' Officer Matrix

4.2 Matrix Compliance Settings

You can choose the oil companies which you wish to track for matrix compliance. Go to the compliant tab and click on it and go to "Edit Settings".

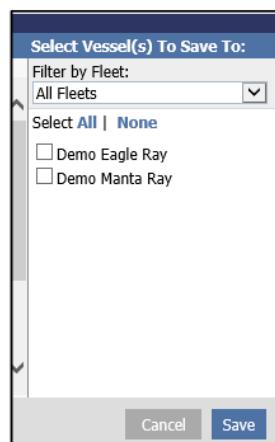


A popup is displayed where you can select the oil companies which you wish to have the system analyze the vessels' Officer Matrix for. See Section "7. Notifications" for more information on how to be notified via email of any changes to the vessels' Officer Matrix compliance.



Note: Some charterers listed above cannot be selected for the compliance check. This is because their Office Matrix requirements cannot be validated against the OCIMF information. Their requirements are still available for viewing on the web site, you just won't be able the compliance automatically checked.

To save the matrix compliance settings to other vessels in your fleet then click the 'Copy Settings to Another Vessel' in the upper-right corner of the page.



5. Officer Management

The 'Officer Management' page gives you access to all the officers that have been entered into the Officer Matrix for your whole fleet. You can access this from the 'Officer Matrix' module by clicking the "Actions" button and select the 'Manage Officers' button.

Officer Matrix: Fleet Overview: All Fleets ▼ Test Kontiki ▼ OM Fleet List ▼

Search Officer Matrix 🔍

Vessel	OCIMF Status	# Officers	Last Modified	Modified By	Compliant	Comments	
Test Kontiki	Update Required	11	Jul 20, 2018	Athina Lekkou	Partial		<div> <div>Manage Officers</div> <div>Email Fleet Offline Form</div> <div>Submit to OCIMF</div> <div>Fleet Compliance Report</div> <div>Refresh Data</div> <div>Reset View</div> <div>User's Guide</div> <div>Feedback</div> <div>Scheduled Reports</div> <div>Columns</div> </div>

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5.1 Overview

The below image is a screen-shot of the Officer Management page where all the officers that have been onboard your vessels is displayed. The module has the same column sorting, filtering and selection as the Officer Matrix page.

Officer Matrix: Officers: All Officers ▼

Search 🔍

Name?	Rank	Nationality	Identification #	Signed-On	Signed-Off	Vessel name	Edit
1st Engineer, Officer	1st Engineer	Malawian	6		Feb 01, 2016	Test Ship	
2nd O/ Watch , Officer	2nd Officer	Chinese	3	Feb 24, 2016		Test Ship	
2nd Watch, Officer	2nd Engineer	Chinese	5	Jun 03, 2014		Test Ship	
aaaaaa, aaaaaa	Master	Afghan	aaaaaa				
ABC, Test	2nd Engineer	Chinese	ABC1		Oct 20, 2014	Test Ship	
ACOSTA, DAVE R	2nd Engineer	Filipino	EB2739420			Front Ariake	
Agung Pambudi, Guntur	3rd Officer	Indonesian	T 799073		Jan 01, 2014	Apoda	
AGUSTIAN, ARDAN	3rd Officer	Indonesian	A 1710669		Jan 01, 2014	Eratan	
Ahmad Hudaya, Ricky R	4th Engineer	Indonesian	ID.8366 M		Jan 01, 2014	Sulawesi Palm	
AKBAR, OKI S	2nd Officer	Indonesian	U 305743		Jan 01, 2014	Eratan	
ALEXANDER, Benton	Master	Estonian	12114015547		Mar 12, 2015	Test Spirit	
Alim, Syaiful	4th Engineer	Indonesian	A 3885289		Jan 01, 2014	Apoda	
Allen, Thomas	2nd Engineer	American	KL53796	Mar 19, 2014		Test Spirit	
Alphaville, Mary Grace	Master	Italian	123456				
Anderson, Johnny	Chief Engineer	Icelander	OXZC13613		Aug 31, 2011	Test Corniche	

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The 'View' dropdown has four options:

- **All Officers:** This is the list of all the officers
- **Officers onboard:** Officers signed on a vessel
- **Officers Ashore:** Officers not signed on a vessel
- **Possible Duplicates:** List of officers which may have been entered as duplicates in the system. This is explained further in Section 5.4.

~~search all the columns in the currently selected view for the keywords you~~

Officer Matrix: Officers: All Officers Allen

Name?	Rank	Nationality	Identification #	Signed-On	Signed-Off	Vessel name	Edit
Allen, Thomas	2nd Engineer	American	KL53796	Mar 19, 2014		Test Spirit	
Bentint, Allen	2nd Officer	Jamaican	353		Mar 25, 2014	Test Corniche	

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The “Actions” button contains several options which can be performed from this page. They are explained below:

Export: Exports the current list of records to Excel.

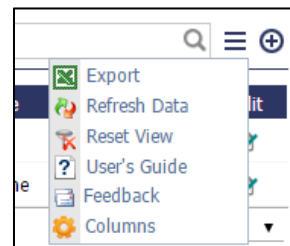
Refresh Data: Refresh the underlying data from the database.

Reset View: Resets the sorting and filtering for the selected View.

User's Guide: Download the User's Guide (this document) for the Officer Matrix module.

Feedback: Provide your feedback on the module (if any).

Columns: Add/Remove columns from your view.



5.2 Adding Officers

From the 'Officers' page you also have the ability to add an officer to the system through the plus button. Note: When adding officers you have the option to enter their current experience which would be as of the date they last signed-off a vessel. The 'As of Today' column will then only accrue their 'Years with Operator' experience.

Profile			
First Name:	<input type="text"/>	M.I.:	<input type="text"/>
Last Name:	<input type="text"/>	Comments:	
Identification #:	<input type="text"/>		
OCIMF Required Fields:		Vessel Assignment:	
Rank:	<input type="text"/>	Currently Onboard:	
Nationality:	<input type="text"/>		
Certificate of Competency:	<input type="text"/>	Experience As Of:	<input type="text"/>
Issuing Country:	<input type="text"/>	Officer Experience	
Administration Acceptance:	<input type="text"/>	As of N/A	As of Today
Tanker Certification:	<input type="text"/>	Years with Operator:	<input type="text"/>
Specialised Tanker Training:	<input type="text"/>	Years in Rank:	<input type="text"/>
Radio Qualification:	<input type="text"/>	Years on This Type of Tanker:	<input type="text"/>
English Proficiency:	<input type="text"/>	Years on All Types of Tankers:	<input type="text"/>
		Years as Watch Officer:	<input type="text"/>
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

5.3 Deleting Officers

Deleting an officer is not possible while the Officer is onboard a vessel. If they are currently 'Ashore' (i.e. not signed on a vessel) then the delete button is visible on the 'Manage Officers' page.

Currently Onboard:

Experience As Of: Mar 25, 2014

Officer Experience	As of Mar 25, 2014	As of Today
Years with Operator:	4.6	6.6
Years in Rank:	2.7	(N/A)
Years on This Type of Vessel:	3.8	(N/A)
Years on All Types of Vessels:	0.7	(N/A)
Years as Watch Officer:	0.0	(N/A)

Delete Cancel Save

Note: If you need to delete an Officer who is currently onboard a vessel then you will need to sign the Officer off the vessel from the Officer Matrix detail page before you can then delete them from the 'Manage Officers' page.

5.4 Merging Duplicate Officers

Select the 'Possible Duplicates' view to see if there are any duplicate officers in the system. The duplication normally occurs if vessels are submitting their Officer Matrix information using the offline form. As Officers are performing tours on different vessels, their personal information may not be entered the exact same way in the Offline form each time. For this reason, the merge officers feature has been created.

The 'Possible Duplicates' view will list all the officers that have the same "Last name" or same 'Identification #'. Once you select the 'Possible Duplicates' view a checkbox list is displayed to the left of the first column. You then tick the checkbox next to each of the duplicate officers. Note: You can merge up to 5 duplicate officers at the same time.

Officer Matrix: Officers: Possible Duplicates

Select two or more duplicate Officers. Step in the merge process. Cancel Continue

Name?	Rank	Nationality	Identification #	Signed-On	Signed-Off	Vessel name	Edit
<input type="checkbox"/> 1st Engineer, Officer	1st Engineer	Malawian	6		Feb 01, 2016	Test Ship	
<input type="checkbox"/> Alphaville, Mary Grace	Master	Italian	123456				
<input checked="" type="checkbox"/> Barker, bob	2nd Engineer	Estonian Alien	132456			Test Corniche	
<input checked="" type="checkbox"/> Barker, Bob	2nd Officer	British	1234567890		Jun 01, 2012	Test Bounty	

Once the duplicate officers have been selected, you then click the 'Continue' button shown above and the below popup window is displayed where you select the Officer which you wish to keep once they are all merged into one record.

Chief Officer Swedish 321 Apr 28, 2011 Lotus

Duplicate Officers: Merge

Please select the officer which contains the correct information, the other duplicate officer records will be merged into this one.

Rank:	2nd Engineer	2nd Officer
First Name:	bob	Bob
Middle Initial		
Last Name:	Barker	Barker
Identification #	132456	1234567890
Nationality:	Estonian Alien	British

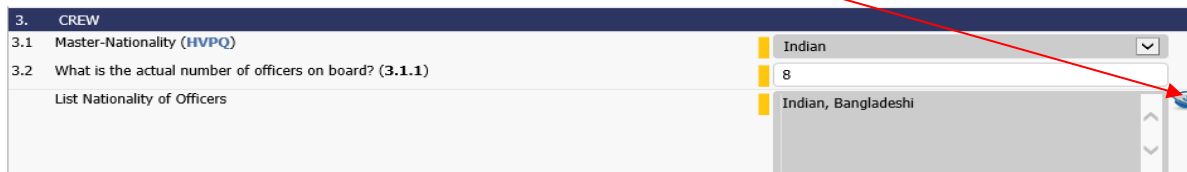
Select Select

Cancel Merge

6. Questionnaire Integration

6.1 Populating Questionnaires Which Contain Officer Matrix Information

Many questionnaires ask for details regarding the Officers onboard the vessel. When creating questionnaires containing these questions, the system will automatically populate the answer with the data contained in the Officer Matrix. The questions will be highlighted with an image to the right of the answer field.



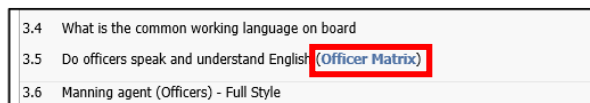
Clicking the image will open the Officer Matrix in a popup so you can review the Officer Matrix while completing the questionnaire.

Note: The above functionality is automatically enabled once the Officer Matrix has been added to the system for the selected vessel. You will no longer be able to change the answers when you are creating a questionnaire, the answers must then be updated in the Officer Matrix module.

The textboxes on the Create Questionnaire page are shown with a grey background indicating that the answers are read-only and any changes will not be saved. If you do make a change then the questionnaire you are creating will contain the updated answers.

6.2 Questionnaires which reference the Officer Matrix

If the questionnaire asks a question which refers to the Officer Matrix then a link will be displayed next to the question which you can click on and the Officer Matrix will open in a popup so you can review the Officer Matrix while completing the questionnaire.



7. Scheduled Reports

7.1 Overview

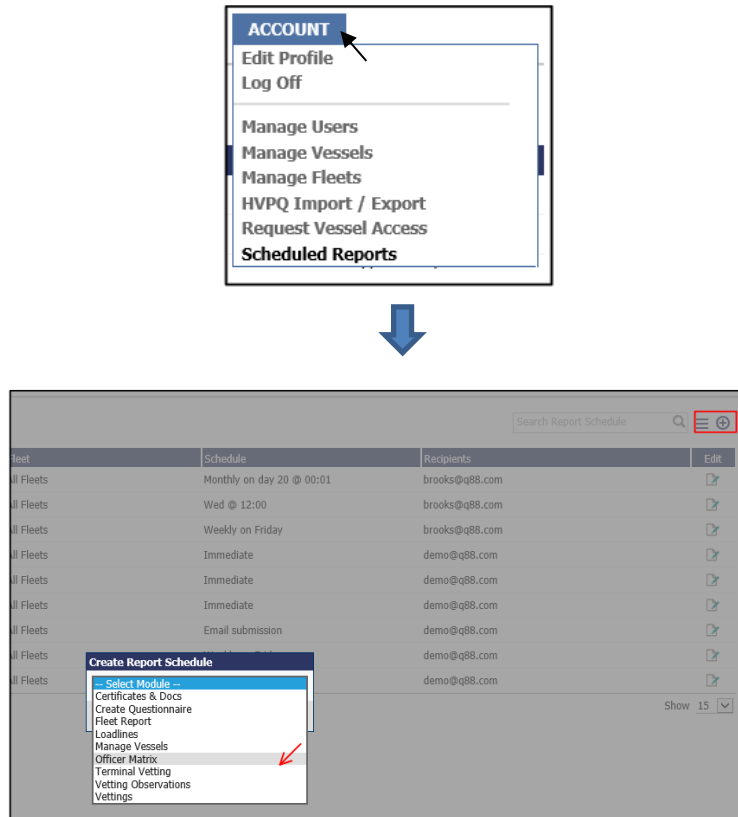
There are two types of email reports that are generated by the system when records are changed in the Officer Matrix module.

7.2 Report Types

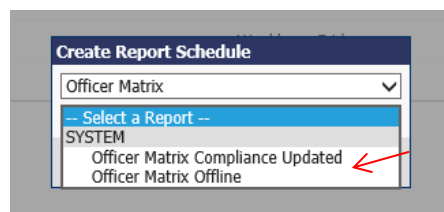
Notification	Description	When Sent
Offline Officer Matrix Imported	An email is sent out each time a vessel submits an offline version of the Officer Matrix and it is uploaded successfully to the Officer Matrix module on Q88.com.	Immediate
Compliance	The system will send an email to let you know if there has been a change to the vessels Officer Matrix compliance for the companies that you have set to track the compliance for.	Daily at 12:01 GMT

7.3 Subscribing to Reports

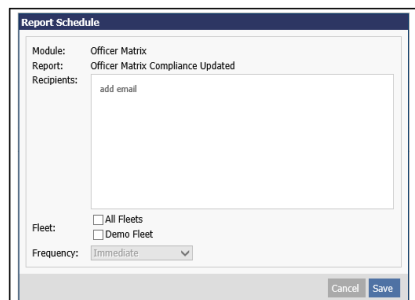
You can subscribe to the Officer Matrix email notifications from the “Account / Edit Profile” menu. Click the ‘Notifications’ icon at the top of the page.



Select the notifications you would like to receive:



Enter your email address and click save:



8. Integration with Crewing Applications

If you are using a crew management system to complete the OCIMF Officer Matrix then it is possible to integrate the application with the Officer Matrix module on Q88.com. We support a few different options for integrating your crew management system with Q88.com.


Email integration: This integration gives you the ability to email a copy of the Officer Matrix (in xml format) from your crew management system and have it automatically imported into Q88.com. You will receive a return email alerting you to the status of the import.

Web services integration: We support xml web services which gives you the ability to integrate your crew management system directly with the Officer Matrix module on Q88.com.

If you would like information regarding the integration options we offer, then please contact support@Q88.com.

9. Frequently Asked Questions (FAQ)

Question : The Questionnaire 88 is showing the wrong nationality of the Master and Officers. I tried to change it but the changes do not get saved. How can I fix this?

Answer: If you see the Officer Matrix  icon to the left of the answer then this means that the answer is automatically populated from the Officer Matrix module. In order to update the answer you need to change the details in the Officer Matrix module which will then automatically update the Questionnaire 88.

3. CREW
3.1 Master-Nationality (HVPQ) Indian ▼

Question : How do I stop another company from getting the Officer Matrix email notifications?

Answer: If you have granted another company access to your vessel and they have the rights to access the Officer Matrix module for your vessel then they are entitled to subscribe to the notifications.

10. Officer Matrix Compliance Definitions

Update Required: Submission to OCIMF is required because the data in the Officer Matrix has changed.

Missing Data: One or more of the Officers are missing required information so submission to OCIMF cannot be completed.

Submitted Officer Matrix data has been submitted and processed.

11. Terms & Definitions

Filtering To select data. Filters use patterns (masks) against which all data are compared and only matching data are "passed through," hence the concept of a filter.

Sorting: Sorting is any process of arranging items in some sequence and/or in different sets, and accordingly, it has two common, yet distinct meanings: # ordering: arranging items of the same kind, class, nature.

Officer Matrix grid: The main Officer Matrix page which lists all the Officer Matrix inspections for your fleet.

