



IMOS V.5

Integrated Maritime Operations System

Onboard Manual

Version 5.8

February 27, 2009

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Introduction to IMOS Onboard

Welcome to IMOS Onboard

Welcome to the manual for the Onboard component of the Veson Integrated Maritime Operations System: IMOS Onboard!

With IMOS Onboard, you can communicate with your office to keep all your vessel information synchronized and up to date, while minimizing data entry. With IMOS Onboard, you can:

- Send reports to your office to update IMOS.
- Receive voyage information and report templates from your office.

This manual tells you how to use IMOS Onboard to perform the onboard tasks. This manual begins with this Introduction section, which includes the following topics:

- [Veson Nautical Corporation Contact Information](#) includes the Web site, addresses, phone numbers, and email address for Veson Nautical Corporation.
- [How to Use Help](#) tells you how to access Help topics. If you don't know how to use Help, click the blue, underlined link at the beginning of the How to Use Help paragraph in the Introduction to IMOS Onboard in Help.
- [Installing IMOS Onboard](#) tells you how to install IMOS Onboard on your computer.
- [Configuring Messaging](#) tells you how to configure messaging either using the standard imosMessageConfig.xml file or the file for AMOS Mail.
- [Logging On and Off](#) tells you how to access IMOS Onboard using your user name and password.
- [Changing Your User Properties](#) tells you how to change your IMOS Onboard user name, authentication, password, full name, initials, or email address.
- [Keyboard Shortcuts and Editing Commands](#) lists the Windows keyboard shortcuts and editing commands you can use in IMOS Onboard.
- [About Veson Nautical IMOS Onboard](#) describes the information you can view about your installation.

The remaining sections of this manual are organized according to the tabs of IMOS Onboard. They include:

- [Home](#) and [Reports](#)
- [Messages](#)
- [Admin](#)

Veson Nautical Corporation Contact Information

Website: www.veson.com

To visit the website, on the **Help** menu, click **Veson Nautical Web**.

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How to Use Help

The IMOS Onboard Help system contains topics that help you understand how to use IMOS Onboard. To open Help, on the **Help** menu, click **Contents**.

In Help, you can access topics in the following ways.

→ The pane on the left side of the window contains navigation tabs.



To hide the tabs, at the top of the window, click **Hide**.



To show the tabs again, at the top of the window, click **Show**.

→ You can access topics in several ways. To view topics:

» On the **Contents** tab:

- To open a **book** to display its topic pages, do one of the following:
 - Click + in front of the book.
 - Double-click the book.
- To close a **book**, do one of the following:
 - Click - in front of the book.
 - Double-click the book.
- To view a topic **page**, click the **page**.

» On the **Index** tab, do one of the following:

- Type a **keyword** (or phrase) and then click **Display**.
- Scroll through the Index and find a keyword. Then do one of the following:
 - Double-click the **topic**.
 - Select the topic and then click **Display**.

If more than one topic contains the keyword, a Topics Found list appears. Do one of the following:

- Double-click the **topic**.
- Select the topic and then click **Display**.

» On the **Search** tab, type a word or phrase to find and click **List Topics**. Then do one of the following:

- Double-click the topic.
- Select the topic and then click **Display**.

→ In a topic, click a [link](#) to jump to a related topic.



To return to the previous topic, click **Back** or press **Backspace**.



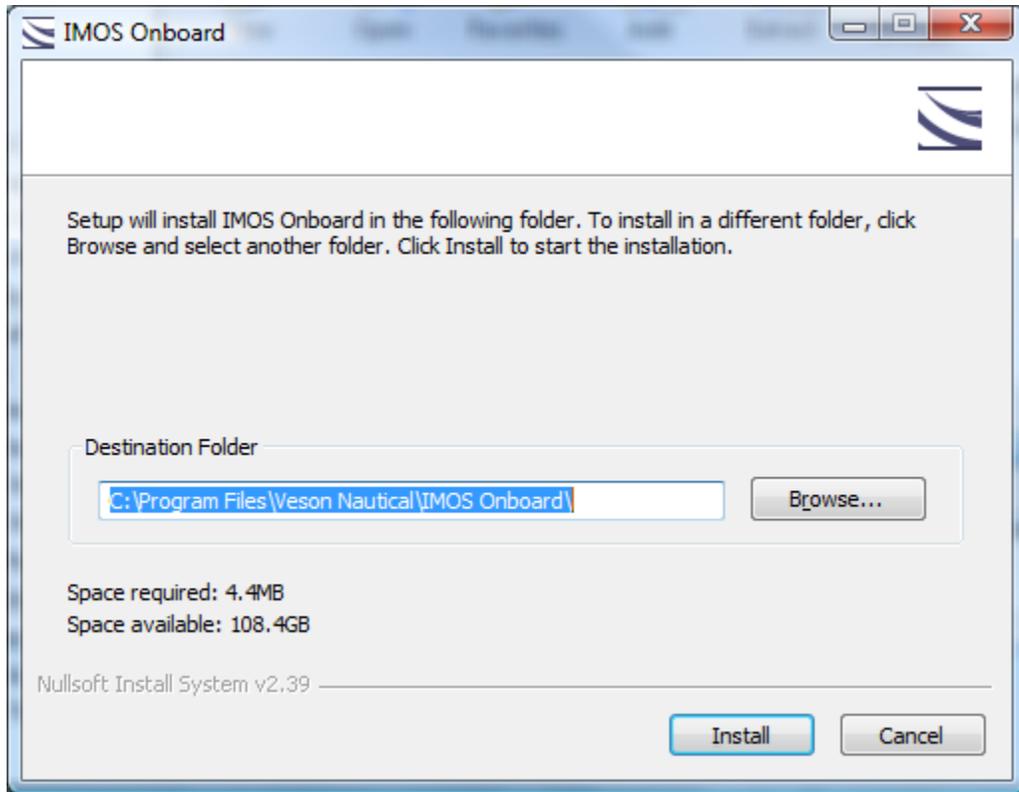
After returning to the previous topic, to view the topic again, click **Forward**.

Installing IMOS Onboard

To install IMOS Onboard, follow these steps.

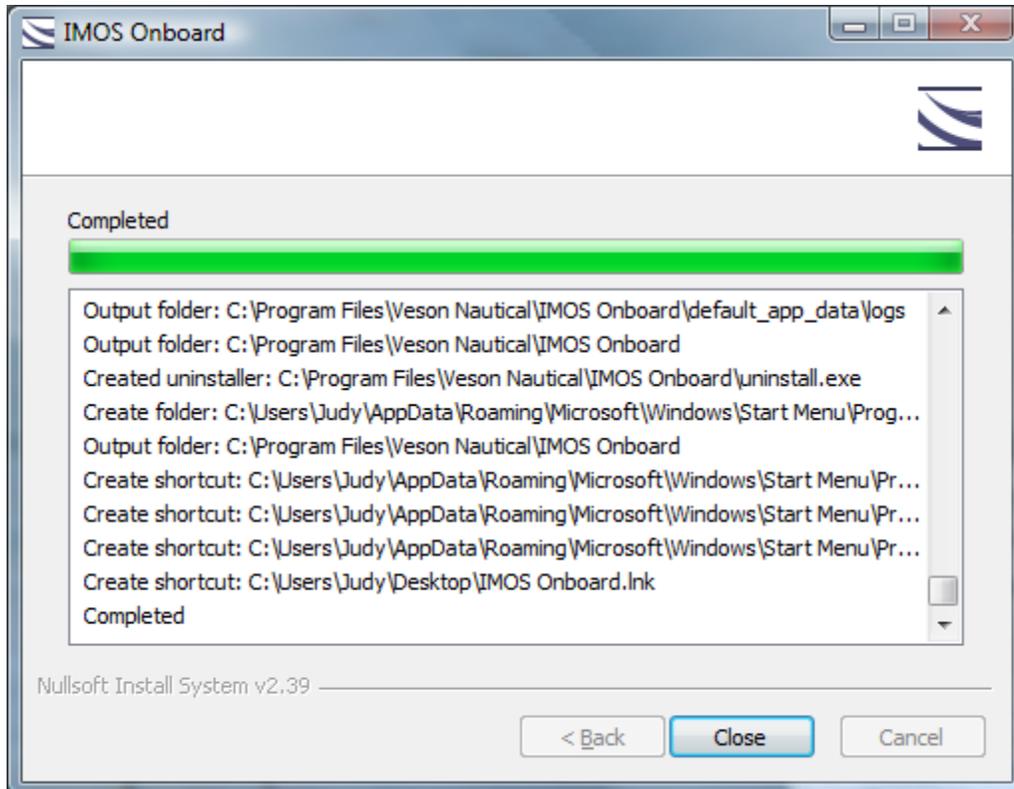
1. Extract the file `imosonboard-setup.exe` from the Zip file.
2. Double-click **imosonboard-setup.exe**.
3. The Installer appears, displaying the default Destination Folder.

To select a different folder, click **Browse** and browse to that folder.



IMOS Onboard Installer

4. Click **Install**.

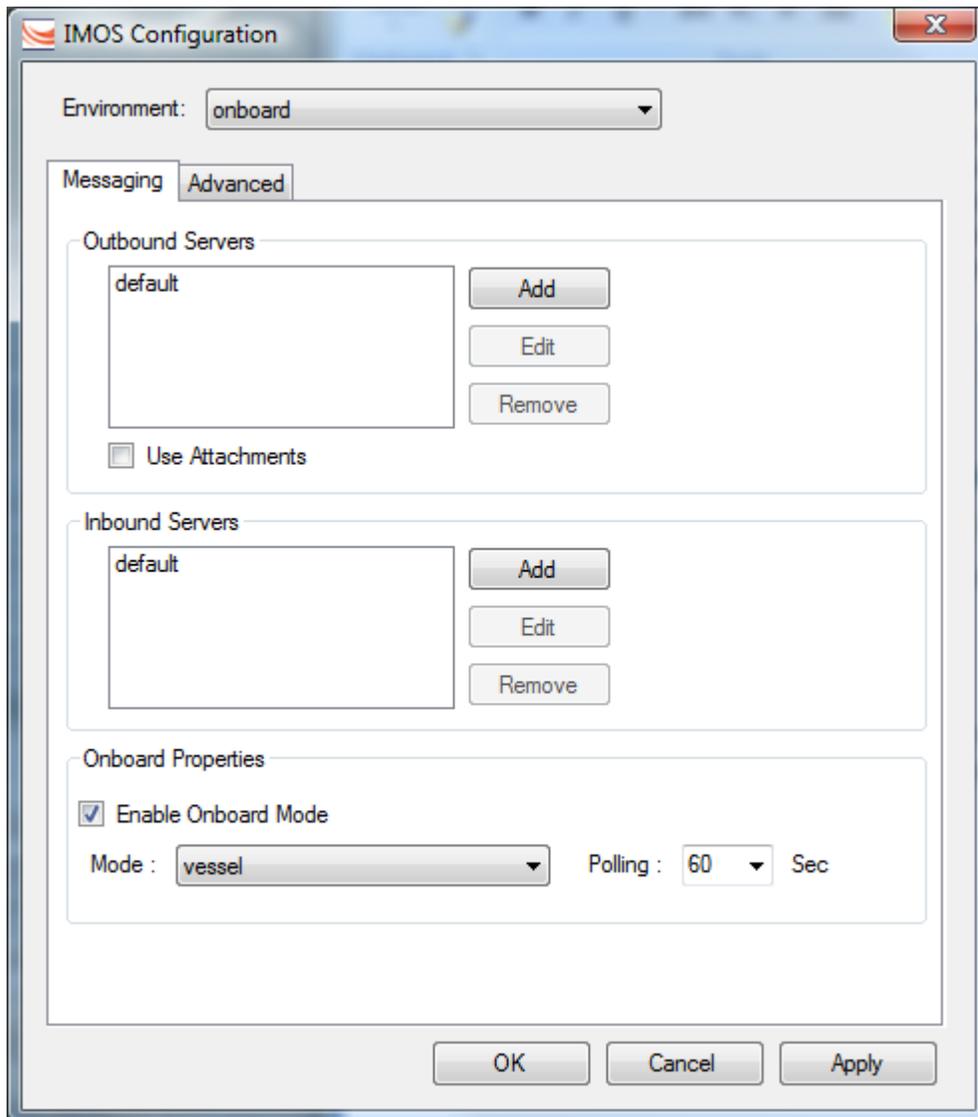


IMOS Onboard Installer with Completed Message

5. When the Completed message appears, click **Close**.

6. The IMOS Onboard icon appears on your desktop. To start Onboard, double-click .

7. The first time you start Onboard, the IMOS Configuration Messaging tab appears.



IMOS Configuration Messaging Tab

These settings are preconfigured for your installation and should not need to be changed. Click **OK**.

Note: If you need to change the settings later, you can do so through the Help menu. See page 43.

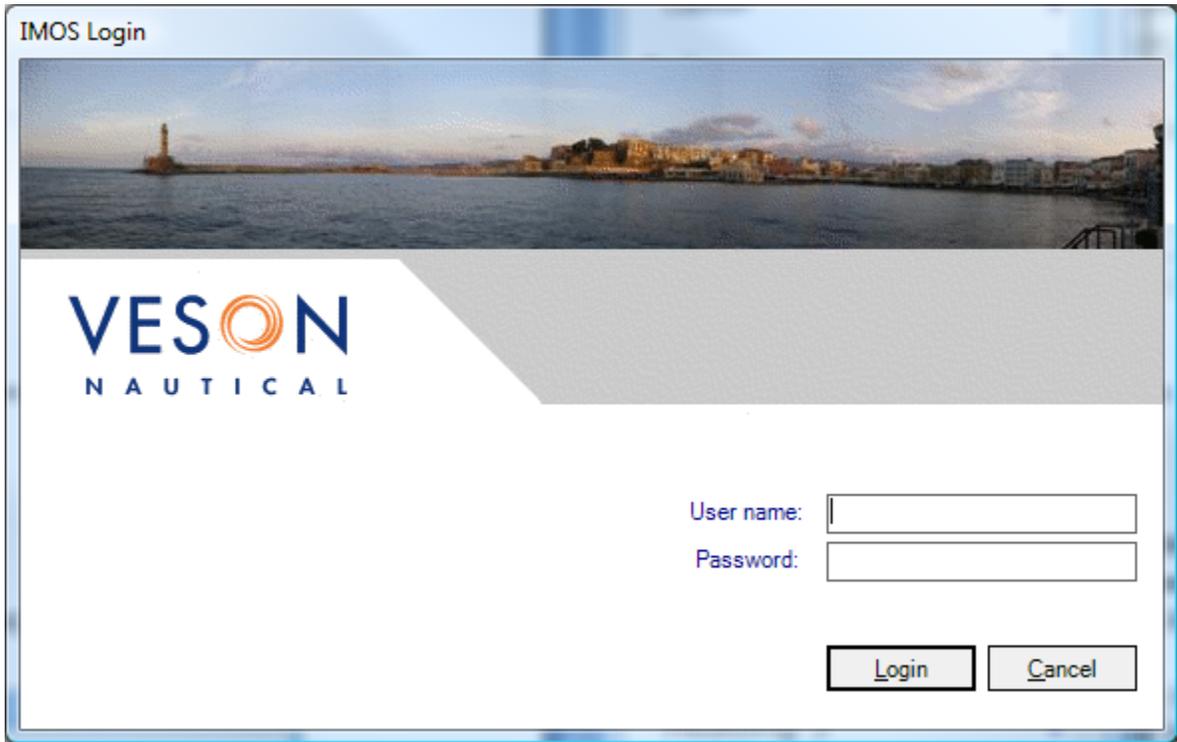
8. The IMOS Login page appears. [Log on](#) to IMOS Onboard.

Logging On and Off

Logging On

To access IMOS Onboard, you must log on. Follow these steps.

1. Double-click  on your desktop. The Login page appears.



IMOS Login

VESON
NAUTICAL

User name:

Password:

IMOS Onboard Login

2. Enter your **User name** and **Password**. The default user name and password are set up by Veson Nautical.
Note: You can [change your user name and password](#).
3. Click **Login**. The IMOS Onboard [Home](#) tab appears.

Logging Off

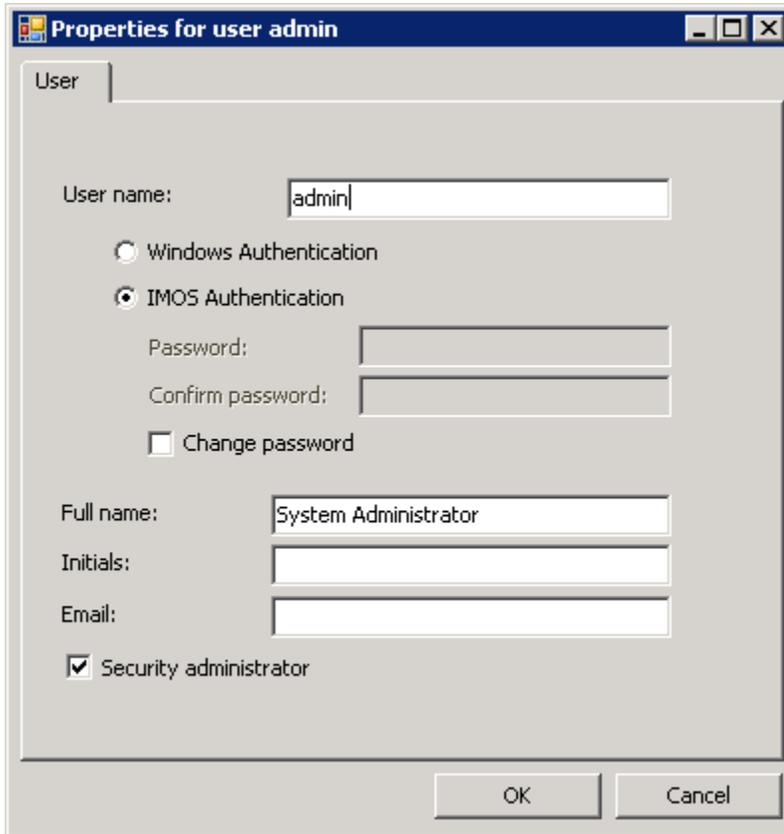
When you are finished using IMOS Onboard, do one of the following:

- To close IMOS Onboard, do one of the following:
 - » Click .
 - » On the **File** menu, click **Exit**.
- To log off so another user can log on:
 - » On the **File** menu, click **Logoff**. The Login page appears.

Changing Your User Properties

To change your IMOS Onboard user properties:

1. On the **File** menu, click **Properties**.



User Properties

2. Do any of the following:
 - Type a new **User name**.
 - Select one of the following:
 - » **Windows Authentication:** If you select this option, IMOS uses Windows login credentials for authentication, and you do not have to log in a second time with possibly a different user name and password. If you change your Windows password, it is also changed here.
 - » **IMOS Authentication:** If you select this option, type a **Password** (at least five characters) and then type it again to **Confirm the password**.
 - To change your password, select **Change password**, type a new **Password**, and type the new **Password** again to confirm.
 - Type a new **Full Name**.
 - Type new **Initials**.
 - Type a new **Email** address.
3. To save your changes, click **OK**.

Keyboard Shortcuts and Editing Commands

You can use the following Windows keyboard shortcuts in IMOS Onboard.

Function	Keys	Description
Cut text	Ctrl + X	Select text, then hold Ctrl while you press X .
Copy text	Ctrl + C	Select text, then hold Ctrl while you press C .
Paste cut or copied text	Ctrl + V	Place the pointer where you want to insert the text, then hold Ctrl while you press V .
Navigate to the next field	Tab	From one field, press Tab to move to the next field.
Navigate to the previous field	Shift + Tab	From one field, press Shift and Tab together to move to the previous field.

You can also click the following commands on the **Edit** menu:

- Cut
- Copy
- Paste

About Veson Nautical IMOS Onboard

You can find information about your installation of IMOS Onboard.

1. On the **Help** menu, click **About Veson Nautical IMOS Onboard**. A dialog box appears.



About Veson Nautical - IMOS Onboard

It displays the following information:

- Customer ID
 - Maximum number of users
 - Maximum number of Onboard vessels
 - Expiration date
 - Software version
 - Link to the Veson Nautical website
 - Copyright information
2. If you want to view a text file of logged information, click **View Log**.
 3. When you are finished, click **OK**.

Home and Reports

Home

When you [log on to IMOS Onboard](#), the **Home** tab appears. The Home tab gives you a view of the voyage and the vessel itinerary, as well as access to all the IMOS Onboard [reports](#).

VESSEL ITINERARY

VOYAGE NO. 1	FUNCTION	DISTANCE	SPEED	ETA	ETD	STATUS	REPORTS
BUSAN				10/31/2007 00:00	11/1/2007 10:00	Sailed	
In transit		1879	0				
SANDAKAN	Loading			11/7/2007 10:30	11/9/2007 23:30	Sailed	
In transit		966	0				
SINGAPORE	Fueling			11/13/2007 15:12	11/14/2007 22:36	Sailed	
In transit		147	0				
DUMAI	Loading			11/15/2007 14:48	11/21/2007 04:48	Sailed	
In transit		156	0				
KUALA TANJUNG	Loading			11/21/2007 20:30	11/23/2007 06:24	Sailed	
In transit		4636	13.8				
SUEZ CANAL	Canal transit			12/7/2007 07:30	12/7/2007 09:00	Arrived	
In transit		65	13.5				
PORT SAID	Canal transit			12/7/2007 13:48	12/7/2007 13:48	Scheduled	
In transit		1906	13.5				
GIBRALTAR	Fueling			12/13/2007 11:00	12/13/2007 11:00	Scheduled	
In transit		1357	13.5				
ROTTERDAM	Discharging			12/17/2007 15:31	12/17/2007 15:31	Scheduled	
In transit		303	14				
HAMBURG	Discharging			12/18/2007 13:09	12/18/2007 13:09	Scheduled	

Total: 11415 Last Report Submitted: Port Activities Report 12/17/2007 11:55

Home Tab

The **Home** tab displays:

- The current date, formatted according to your Windows date settings
- The vessel name
- The current segment of the voyage
- The current reports: To open a [report](#), click its link.
- A map showing the current voyage
- The **Vessel Itinerary**, with the row for the current segment centered and shaded. The itinerary includes the following information for each segment:
 - » **Voyage #**: The name of each port and *In transit* between each port
 - » **Function**: The function performed at each port, such as Commencing, Loading, Fueling, Discharging, or Terminating. Your office selects a default list of functions.
 - » **Distance**: The distance between each port.

The total distance appears below the itinerary.
 - » **Speed**: The vessel speed when in transit.
 - » **ETA**: The current Estimated Time of Arrival at each port. You can [change this time](#).
 - » **ETD**: The current Estimated Time of Departure from each port. You can [change this time](#).
 - » **Status**: The status of the voyage segment: Scheduled, Sailed, Arrived, Berthed, or Terminated.
 - » **Reports**: The [reports](#) that can be submitted for the segment.

 To open a report, click its icon.

 Icons for submitted reports include a check mark.

 Icons for unavailable reports are gray.

A link to the last report submitted appears below the itinerary. To open the report, click the link.

Changing the ETA or ETD

If your estimated time of arrival or departure changes, you can enter a new estimated time. You can only change the arrival time until you arrive; you can only change the departure time until you sail.

1. Click the time in the ETA or ETD column.
2. Type the new time. IMOS Onboard immediately sends a message to the office with the new time.

Reports

Overview of Reports

You can communicate voyage status to your office by submitting reports. Your current location and activity determine which reports are appropriate. For example, the Cargo Activities Report is only available in ports in which cargo activities are scheduled.

Report List

IMOS Onboard includes the following reports:

-  [Arrival Report](#): Submit this report upon arrival in port to begin the next port segment of the voyage.
-  [Port Activities Report](#): You can submit this report from any port.
-  [Cargo Activities Report](#): You can submit this report from any port in which cargo activity takes place.
-  [Position Report](#): You can submit this report to report your position from any port or in transit.
-  [Departure Report](#): Submit this report upon departure from a port to begin the next in-transit segment of the voyage.

Accessing Reports from the Home Tab

On the [Home](#) tab, the **Vessel Itinerary** includes a row for each segment of the voyage, either a port or in transit between ports. The current voyage segment is centered and shaded. For each segment, the itinerary displays icons for the appropriate reports.

To open a report, click its icon.

-  Each type of report has its own icon.
-  Icons for submitted reports include a check mark.
-  Icons for reports that cannot be opened are gray.

Creating a Report

To create a report:

1. Click the link or icon to [open](#) the appropriate report.
2. Complete all required [fields](#) in the General Information section.
3. Complete any other relevant [fields](#).
4. Add, edit, and delete activities in the [Activity Lists](#) and complete those [fields](#).

See each report description for field details.

Working with Reports

You can create and [submit](#) reports for the current voyage segment:

- When you are in a port, you can submit any appropriate report.
- When you are in transit, you can submit Position Reports and an Arrival Report for the next port.

While you are working on a report, you can [save a draft](#) and [edit it](#) before you submit it. After reports have been submitted:

- You can [email](#) a text copy to one or more recipients.
- You can [view reports](#) for the current segment (the shaded row in the itinerary) or the previous segment.
- You can [edit and resubmit reports](#) for the current segment (the shaded row in the itinerary). Position Reports are the exception: A new report is created each time one is submitted, so they cannot be edited.

Report Format

Reports have the same general format, but your office sends templates that determine their exact content.

- All reports include a label bar at the top and bottom with the report name on the left and functions on the right.

Arrival Report	Submit Save Draft Email Cancel
----------------	--------------------------------------

- All reports display the vessel name, the voyage number, the location, and either the date and time submitted or the text *Not Submitted*.

Vessel: CONTINENTAL Voyage No.: 3	Submitted On: Not Submitted
Location: LAKE CHARLES	

- Most reports include a General Information section. [Fields that must be completed](#) begin with a red line.

General Information			
Arrival Time : Date:	<input type="text" value="08/21/2006"/>	Time:	<input type="text" value="03:00"/>
		Time zone:	<input type="text" value="GMT-6"/>
IFO ROB :	<input type="text"/>		MT
MDO ROB :	<input type="text"/>		MT

- The [Arrival Report](#), [Port Activities Report](#), and [Departure Report](#) can include a [Port Activity List](#). Each activity in the list contains fields of information related to the activity. You can [add or delete activities and complete fields](#).

Port Activity List			
	Activity	Cargo	Date Time
del	PORT START		08/17/2006 18:00

- The [Arrival Report](#), [Cargo Activities Report](#), and [Departure Report](#) can include a [Cargo Activity List](#). Each activity in the list contains fields of information related to the activity. You can [add or delete activities and complete fields](#).

Cargo Activity List									
	Cargo	Func	BL Code	BL Date	Unit	BL Gross	Ship Gross	L Temp	API
del	MAYA	L	CONC1234	08/18/2006	BBL	520999	520899		0

Opening and Closing a Report

Opening a Report

You can open [reports](#) from these locations on the [Home](#) tab:

- **Current Reports pane:** Click the links for current reports.
- **Reports column of the Vessel Itinerary:** Click icons for:
 - » Reports for the previous voyage segment
 - » Reports for the current voyage segment
 - » Arrival Report for the next port, when in transit
- **Below the Vessel Itinerary:** Click the link for the last submitted report.

Current Reports pane >

12/14/2006

CONTINENTAL is in transit between CAYO ARCAS TERMINAL and LAKE CHARLES

CLICK LINKS TO OPEN CURRENT REPORTS:

- [Arrival Report](#)
- [Position Report](#)



VESSEL ITINERARY

VOYAGE NO. 3	FUNCTION	DISTANCE	SPEED	ETA	ETD	STATUS	REPORTS
LAKE CHARLES	Commencing				08/16/2006 01:00	Sailed	
In transit		582	0				
CAYO ARCAS TERMINAL	Loading			08/17/2006 18:00	08/19/2006 12:00	Sailed	
In transit		582	14.6				
LAKE CHARLES	Discharging			08/21/2006 03:00	08/22/2006 03:00	Scheduled	

Total: 1164

Last Report Submitted: **Position Report 12/13/2006 15:44**

- < Previous segment
- < Current segment
- < Next segment
- < Last submitted report link

Closing a Report

When you [submit](#) a report, you return to the **Home** tab. To return to the **Home** tab without submitting the report, click **Cancel**.

Working with Activity Lists and Fields

Port Activity List

The [Arrival Report](#), [Port Activities Report](#), and [Departure Report](#) can include a Port Activity List. Each activity in the list contains fields of related information. You can [add, edit, or delete activities](#) and [complete fields](#).

Port Activity List				
	Activity	Cargo	Remark	Date Time
del	PORT START			08/17/2006 18:00
del	END OF SEA PASSAGE			08/17/2006 18:00
del	NOTICE OF READINESS TENDERED			08/17/2006 18:00
del	ANCHORED			08/17/2006 18:20
del	ANCHOR AWEIGH			08/18/2006 07:00
del	FIRST LINE			08/18/2006 07:50
del	ALL FAST			08/18/2006 08:10
del	TANK INSPECTION COMMENCED			08/18/2006 08:30
del	TANK INSPECTION COMPLETED			08/18/2006 08:50
del	HOSE(S) CONNECTION COMPLETED			08/18/2006 09:00
del	LOAD COMMENCED	MAYA		08/18/2006 09:30
del	LOAD COMPLETED	MAYA		08/19/2006 04:00
del	CARGO CALCULATIONS COMPLETED			08/19/2006 05:00
del	HOSE(S) DISCONNECTION COMPLETED			08/19/2006 05:30
del	CARGO DOCUMENTS ON BOARD			08/19/2006 05:30
del	LAST LINE			08/19/2006 05:45
del	DROP OUTBOUND PILOT			08/19/2006 12:00
del	START OF SEA PASSAGE			08/19/2006 12:00
del	PORT END			08/19/2006 12:00
del	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click here to add an activity

Cargo Activity List

The [Arrival Report](#), [Cargo Activities Report](#), and [Departure Report](#) can include a Cargo Activity List. Each activity in the list contains fields of related information. You can [add, edit, or delete activities](#) and [complete fields](#).

Cargo Activity List									
	Cargo	Func	BL Code	BL Date	Unit	BL Gross	Ship Gross	L Temp	API
del	MAYA	L	CONC1234	08/18/2006	BBL	520999	520899		0
del	<input type="text"/>								
Alternative unit figures:					<input type="text"/>	<input type="text"/>	<input type="text"/>		
Consignee: <input type="text"/>									
Receiver: <input type="text"/>									
Shipper: <input type="text"/>									
Destination: <input type="text"/>									
Letter Of Protest: <input type="text"/>									

Click here to add a cargo activity

Adding, Editing, and Deleting Activities

- To add an activity:
 1. Scroll to the end of the Activity List.
 2. Click the last row. Blank [list fields](#) and [text fields](#) appear above the last line, as shown in the illustrations above.
 3. Complete the fields.
- To edit an activity:
 4. In the row for the activity, click the field you want to change.
 5. Select or enter a different value.
- To delete an activity:
 - » In the row for the activity, click **del**.

Completing Fields

Required fields, those that must be completed, begin with a red line. IMOS Onboard contains several types of fields:

- To select a value from a **list** field, like **Activity** or **Cargo**, above:
 1. Click the field or the arrow.
 2. Scroll to the appropriate value.
 3. Select the value.
- To complete a **text** field, like **Remark** or **Consignee**, above, type the appropriate text.
- To complete a **Date** field, do one of the following:
 - » Type the month and date (MM/DD). IMOS Onboard completes the current year.
 - » Type only the date (DD). IMOS Onboard completes the current month and year.
 - » If any activities are already listed, IMOS Onboard enters the same date as the previous date. Modify it, if necessary.
- To complete a **Time** field:
 - » Type the hour (HH). IMOS Onboard enters 00 for the minutes.
 - » Type the hour and minutes (HH:MM).

Saving a Report Draft

While you are [creating](#) or [editing](#) a report, you can save your changes before you are ready to submit it. All required fields must be completed before you can save the draft.

To save the draft, click **Save Draft**.

- If any fields are blank, a message tells you that the function cannot be performed, and **(Required)** appears next to those fields.
- If any fields have inappropriate data, a message tells you that the function cannot be performed, and **(Invalid Format)** appears next to those fields.
- If all required fields are complete, IMOS Onboard saves the draft. You remain at the report, so you can continue modifying it.

Editing a Report

Editing a Draft Report

After you create a report and [save a draft](#), you can edit it again.

1. If it is not already open, [open the report](#).
2. Make any necessary [changes](#).

Note: If you change information on a report that appears on the [Home](#) tab, such as an arrival time, IMOS Onboard updates that information on the Home tab as well.

3. Either [save the draft](#) again or [submit the report](#).

Editing a Submitted Report

You can edit any [report submitted](#) for the current voyage segment, except for the [Position Report](#).

1. [Open the report](#).
2. Make any necessary [changes](#).

Note: If you change information on a report that appears on the [Home](#) tab, such as an arrival time, IMOS Onboard updates that information on the Home tab as well.

3. On the [Messages](#) tab, find the report in the Outbox and click its [Resend](#) link.

Submitting a Report

When a [report](#) is complete, you can submit it to your office.

To submit a report, click **Submit**.

- If any fields are blank, a message tells you that the function cannot be performed, and **(Required)** appears next to those fields.
- If any fields have inappropriate data, a message tells you that the function cannot be performed, and **(Invalid Format)** appears next to those fields.
- If all required fields are complete, a message tells you that the report has been sent.

Note: If you [edit a submitted report](#), you can resubmit it. On the [Messages](#) tab, find the report in the Outbox and click its [Resend](#) link.

Emailing a Report

In addition to [submitting](#) a [report](#) to your office, you can email a text copy to one or more recipients.

1. To email a report, click **Email**.
2. Your email application opens, and a message appears with the report in the body. Enter or select recipients.

Tip: To simplify report emailing, create a contact group of report recipients in your email application.

3. Send the message.

Arrival Report

Submit the Arrival Report upon arrival in port. Submitting this report begins the next port segment of the voyage. In the **Vessel Itinerary** on the [Home](#) tab, the row for the next port segment is centered and shaded.

1. To [open](#) an Arrival Report, in the **Vessel Itinerary** on the [Home](#) tab:
 - To create an Arrival Report for the current voyage segment, click  in its row.
 - To edit an Arrival Report submitted from the current voyage segment, click  in its row.
 - To create an Arrival Report for the next voyage segment, when you are in transit, click  in its row.
2. Complete the appropriate [fields](#). Field details follow the illustration.
3. [Submit](#) the report.

Note: You can also [view](#) an Arrival Report submitted from the previous voyage segment. Click  in its row.

Arrival Report		Submit Save Draft Email Cancel
Vessel: VALLE BIANCA	Voyage No.: 1	Submitted On: 12/17/2007 11:51
Location: SUEZ CANAL		
General Information		
Arrival Time :	Date: <input type="text" value="12/7/2007"/>	Time: <input type="text" value="07:30"/> Time zone: <input type="text" value="GMT"/>
I/O ROB :	<input type="text" value="650"/>	
MDO ROB :	<input type="text" value="50"/>	
ETD :	Date: <input type="text"/>	Time: <input type="text"/> Time zone: <input type="text" value="GMT"/>
Consumption Other IFO :	<input type="text"/>	
Consumption Main Engine IFO :	<input type="text"/>	
ETB :	Date: <input type="text"/>	Time: <input type="text"/> Time zone: <input type="text" value="GMT"/>
Consumption Maneuver IFO :	<input type="text"/>	
Consumption IGS MDO :	<input type="text"/>	
Consumption Generator IFO :	<input type="text"/>	
Consumption IGS IFO :	<input type="text"/>	
Consumption Cargo Heating IFO :	<input type="text"/>	
Arrival Report		Submit Save Draft Email Cancel

Arrival Report

Arrival Report Possible Fields

Your report can include any of these fields; your office sends templates that determine the contents of the reports.

Vessel	Vessel name.
Voyage No.	Voyage number related to the performing vessel. IMOS sequentially numbers voyages for a vessel starting at zero.
Location	Port name. When in transit, the name of the next port.
Submitted On	Date and time the report was submitted, or <i>Not Submitted</i> , if the report has not been submitted.
Port Activity List	
For more information, see the Port Activities Report .	
Cargo Activity List	
For more information, see the Cargo Activities Report .	
General Information	Heading
Arrival Displacement	Displacement on arrival.
Arrival Draft	Draft on arrival.
Arrival Time	Local date , in MM/DD/YYYY format.
	Local time , in HH:SS format.
	Time difference from standard local time to GMT.
Consumption Auxiliaries IFO	IFO consumed by auxiliaries.
Consumption Auxiliaries MDO	MDO consumed by auxiliaries.
Consumption Deballast IFO	IFO consumed by deballasting.
Consumption Deballast MDO	MDO consumed by deballasting.
Consumption Cargo Heating IFO	IFO consumed by cargo heating.
Consumption Cargo Heating MDO	MDO consumed by cargo heating.
Consumption Generator IFO	IFO consumed by generator.
Consumption Generator MDO	MDO consumed by generator.
Consumption IGS IFO	IFO consumed by IGS.

Consumption IGS MDO	MDO consumed by IGS.
Consumption Load Disc IFO	IFO consumed by loading and discharging.
Consumption Load Disc MDO	MDO consumed by loading and discharging.
Consumption Main Engine IFO	IFO consumed by the main engine.
Consumption Main Engine MDO	MDO consumed by the main engine.
Consumption Maneuver IFO	IFO consumed by maneuvering.
Consumption Maneuver MDO	IFO consumed by maneuvering.
Consumption Other IFO	IFO consumed by other sources.
Consumption Other MDO	MDO consumed by other sources.
Consumption Propulsion IFO	IFO consumed by propulsion.
Consumption Propulsion MDO	MDO consumed by propulsion.
ETB	Estimated time of berthing.
ETD	Estimated time of departure.
Heading Degrees	Heading degrees.
Heading Direction	Heading direction.
IFO Received	Amount of fuel received.
MDO Received	Amount of diesel received.
IFO ROB	Amount of fuel remaining on board.
MDO ROB	Amount of diesel remaining on board.
Mileboard	Mileboard.
Remarks	Remarks.
Sea Direction	Sea direction.
Sea Height	Sea height.
Slip	Slip.
Swell Direction	Swell direction.
Swell Height	Swell height.
Visibility	Visibility.
Waterway	Waterway.

Port Activities Report

You can submit a Port Activities Report from any port.

- To [open](#) a Port Activities Report, in the **Vessel Itinerary** on the [Home](#) tab:
 - To create a Port Activities Report for the current voyage segment, click  in its row.
 - To edit a Port Activities Report submitted from the current voyage segment, click  in its row.
- Complete the appropriate [fields](#). Field details follow the illustration.
- [Submit](#) the report.

Note: You can also [view](#) a Port Activities Report submitted from the previous voyage segment. Click  in its row.

Activity Report				Submit	Save Draft	Email	Cancel
Vessel: VALLE BIANCA		Voyage No.: 1		Submitted On: Not Submitted			
Location: DUMAI							
Port Activities							
	Activity	Cargo	Remark	Date Time			
del	END OF SEA PASSAGE (ESP)			11/15/2007 07:48			
del	NOR TENDERED			11/15/2007 07:48			
del	ANCHORED		dumai outhar anchorage	11/15/2007 08:12			
del	STB ENGINES		commence to heave the anc	11/15/2007 15:36			
del	ANCHOR AWEIGH			11/15/2007 15:54			
del	PILOT ON BOARD			11/15/2007 17:06			
del	ANCHORED		dumai inner anchorage	11/15/2007 21:00			
del	START LOADING CARGO			11/19/2007 00:00			
del	STB ENGINES		commence to heave the anc	11/19/2007 06:18			
del	ANCHOR AWEIGH			11/19/2007 06:30			
del	PILOT ON BOARD			11/19/2007 06:30			
del	ALL FAST		commence was at 0706	11/19/2007 07:42			
del	COMPLETE HOLD SURVEYS		nor accepted	11/19/2007 09:12			
del	START LOADING CARGO			11/19/2007 11:30			
del	END LOADING CARGO			11/20/2007 20:54			
del	HOSES OFF			11/20/2007 21:06			
del	COMPLETE HOLD SURVEYS			11/20/2007 21:42			
del	CARGO DOCUMENTS ON BOARD			11/20/2007 22:30			
del	PILOT ON BOARD		commence unmooring	11/20/2007 23:42			
del	STBY ENGINES			11/20/2007 23:42			
del	UNMOORED			11/21/2007 00:12			
del	PILOT DISEMBARKED			11/21/2007 04:24			
del	START SEA PASSAGE (SSP)			11/21/2007 04:48			
Click here to add an activity							
Activity Report				Submit	Save Draft	Email	Cancel

Port Activities Report

Port Activities Report Possible Fields

Your report can include any of these fields; your office sends templates that determine the contents of the reports.

Vessel	Vessel name.
Voyage No.	Voyage number related to the performing vessel. IMOS sequentially numbers voyages for a vessel starting at zero.
Location	Port name. When in transit, the name of the next port.
Submitted On	Date and time the report was submitted, or <i>Not Submitted</i> , if the report has not been submitted.
Port Activity List	
del	Click to delete the activity.
Activity	An activity in the port.
Cargo	For a cargo-related activity, the related cargo.
Remark	Free-form text field for notes for the activity line.
Date	Date that the port activity commenced.
Time	Time that the port activity commenced.

Cargo Activities Report

You can submit a Cargo Activities Report from any port in which cargo activity is scheduled.

- To [open](#) a Cargo Activities Report, in the Vessel Itinerary on the [Home](#) tab:
 - To create a Cargo Activities Report for the current voyage segment, click  in its row.
 - To edit a Cargo Activities Report submitted from the current voyage segment, click  in its row.
- Complete the appropriate [fields](#). Field details follow the illustration.
- [Submit](#) the report.

Note: You can also [view](#) a Cargo Activities Report submitted from the previous voyage segment. Click  in its row.

Cargo Activities Report										Submit	Save Draft	Email	Cancel
Vessel: VALLE BIANCA		Voyage No.: 1			Submitted On: Not Submitted								
Location: DUMAI													
General Information													
Tanks COW'd : <input type="text"/>													
Total Hours COW : <input type="text"/>													
Cargo Activities													
	Cargo	Func	BL Code	BL Date	Unit	BL Gross	Ship Gross	L Temp	API				
del	CRUDE	L	abco1234	10/18/2007	BBL	50000	50000						
Click here to add a cargo activity													
Cargo Activities Report										Submit	Save Draft	Email	Cancel

Cargo Activities Report

The following fields appear when you [add an activity](#) to the Cargo Activity List.

Cargo Activity List									
	Cargo	Func	BL Code	BL Date	Unit	BL Gross	Ship Gross	L Temp	API
del	MAYA	L	CONC1234	08/18/2006	BBL	520999	520899		0
del	<input type="text"/>								
Alternative unit figures:						<input type="text"/>	<input type="text"/>		
Consignee: <input type="text"/>									
Receiver: <input type="text"/>									
Shipper: <input type="text"/>									
Destination: <input type="text"/>									
Letter Of Protest: <input type="text"/>									
Click here to add a cargo activity									

Cargo Activities Report Possible Fields

Your report can include any of these fields; your office sends templates that determine the contents of the reports.

Vessel	Vessel name.
Voyage No.	Voyage number related to the performing vessel. IMOS sequentially numbers voyages for a vessel starting at zero.
Location	Port name. When in transit, the name of the next port.
Submitted On	Date and time the report was submitted, or <i>Not Submitted</i> , if the report has not been submitted.
General Information	Heading
Tanks COW'd	Number of tanks crude oil washed.
Total Hours COW	Total crude oil washing hours.
Liquid OBQ/ROB	Liquids on board.
Non-Liquid OBQ/ROB	Non-liquids on board.
Free Water in Cargo Tank	Quantity of free water in cargo tanks.
Quantity/Location of Slops	Information about the quantity and location of slops.
Cargo Activity List	
del	Click to delete the activity.
Cargo	For a cargo-related activity, the related cargo.
Func	Port function: L = Loading, D = Discharging.
BL Code	Bill of Lading identifier, number, or code.
BL Date	Bill of Lading date.
Unit	Unit for the cargo quantity.
BL Gross	Quantity of cargo loaded, as per the Bill of Lading, in metric tons.
Ship Gross	Vessel gross capacity in metric tons.
L Temp	Loading temperature.
API	API gravity.
The following fields appear when you add an activity to the Cargo Activity List.	
Alternative Unit	An alternative unit of measure.
Alternative Unit BL Gross	Quantity of cargo loaded, as per the Bill of Lading, in the alternative unit of measure.
Alternative Unit Ship Gross	Vessel gross capacity in the alternative unit of measure.
Consignee	Name of the consignee.
Receiver	Name of the end receiver of the cargo.

Shipper	Name of the cargo shipper, either your company name or the shipper name.
Destination	Final destination port.
Letter of Protest	Free-form text field.

Position Report

You can submit a Position Report to report your position from any port or while in transit.

Note: Each time you [open](#) a Position Report, IMOS Onboard creates a new report to identify your position, so you cannot edit a submitted Position Report.

In the **Vessel Itinerary** on the [Home](#) tab:

1. To [create](#) a Position Report for the current voyage segment, click  in its row.
2. Complete the appropriate [fields](#). Field details follow the illustration.
3. [Submit](#) the report.

Position Report		Submit Save Draft Email Cancel
Vessel: VALLE BIANCA	Voyage No.: 1	Submitted On: Not Submitted
Location: SUEZ CANAL		
General Information		
Local Time :	Date: 12/17/2007	Time: 18:59
		Time zone: GMT
I/O ROB :	<input type="text"/>	
MDO ROB :	<input type="text"/>	
Latitude :	<input type="text"/> ° <input type="text"/>	N
Longitude :	<input type="text"/> ° <input type="text"/>	E
Observed Distance :	<input type="text"/>	
Distance To Go :	65	
Consumption Auxiliaries IFO :	<input type="text"/>	
Beaufort Number :	<input type="text"/>	
Consumption IGS MDO :	<input type="text"/>	
Remarks :	<input type="text"/>	
Consumption Other IFO :	<input type="text"/>	
Consumption Main Engine IFO :	<input type="text"/>	
Consumption Auxiliaries MDO :	<input type="text"/>	
ETA :	Date: <input type="text"/>	Time: <input type="text"/>
		Time zone: GMT
Consumption Cargo Heating IFO :	<input type="text"/>	
Wind Direction :	<input type="text"/>	
Swell Height :	<input type="text"/>	
Ordered Speed :	<input type="text"/>	
RPM's :	<input type="text"/>	
Cargo Temp :	<input type="text"/>	
Sea Direction :	<input type="text"/>	
Swell Direction :	<input type="text"/>	
Consumption IGS IFO :	<input type="text"/>	
Position Report		Submit Save Draft Email Cancel

Position Report

Position Report Possible Fields

Your report can include any of these fields; your office sends templates that determine the contents of the reports.

Vessel	Vessel name.
Voyage No.	Voyage number related to the performing vessel. IMOS sequentially numbers voyages for a vessel starting at zero.
Location	Port name. When in transit, the name of the next port.
Submitted On	Date and time the report was submitted, or <i>Not Submitted</i> , if the report has not been submitted.
General Information	Heading
Beaufort Number	Beaufort Scale number.
Cargo Temp	Cargo temperature.
Consumption Auxiliaries IFO	IFO consumed by auxiliaries.
Consumption Auxiliaries MDO	MDO consumed by auxiliaries.
Consumption Deballast IFO	IFO consumed by deballasting.
Consumption Deballast MDO	MDO consumed by deballasting.
Consumption Cargo Heating IFO	IFO consumed by cargo heating.
Consumption Cargo Heating MDO	MDO consumed by cargo heating.
Consumption Generator IFO	IFO consumed by generator.
Consumption Generator MDO	MDO consumed by generator.
Consumption IGS IFO	IFO consumed by IGS.
Consumption IGS MDO	MDO consumed by IGS.
Consumption Load Disc IFO	IFO consumed by loading and discharging.
Consumption Load Disc MDO	MDO consumed by loading and discharging.
Consumption Main Engine IFO	IFO consumed by the main engine.
Consumption Main Engine MDO	MDO consumed by the main engine.
Consumption Maneuver IFO	IFO consumed by maneuvering.

Consumption Maneuver MDO	IFO consumed by maneuvering.
Consumption Other IFO	IFO consumed by other sources.
Consumption Other MDO	MDO consumed by other sources.
Consumption Propulsion IFO	IFO consumed by propulsion.
Consumption Propulsion MDO	MDO consumed by propulsion.
Distance to Go	Distance to the next port.
DWT	Deadweight.
ETA	Estimated date of arrival, in MM/DD/YYYY format.
	Estimated time of arrival, in HH:SS format.
	Time difference from standard local time to GMT.
Heading Degrees	Heading degrees.
Heading Direction	Heading direction.
IFO Received	Amount of fuel received.
IFO ROB	Amount of fuel remaining on board.
Latitude	Current latitude.
Local Time	Local date , in MM/DD/YYYY format.
	Local time , in HH:SS format.
	Time difference from standard local time to GMT.
Longitude	Current longitude.
MDO Received	Amount of diesel received.
MDO ROB	Amount of diesel remaining on board.
Mileboard	Mileboard.
Observed Distance	Distance observed since the last report and the last port.
Projected Speed	Planned speed for the next leg of the voyage.
Remarks	Text field for additional information.
RPMs	Revolutions per minute.
Ordered Speed	Ordered speed.
Sea Direction	Sea direction.
Sea Height	Sea height.
Slip	Slip.
Swell Direction	Swell direction.
Swell Height	Swell State number.
Visibility	Visibility.
Waterway	Waterway.
Wind Direction	Wind direction.

Departure Report

Submit the Departure Report upon departure from a port. Submitting this report begins the next in-transit segment of the voyage. In the **Vessel Itinerary** on the [Home](#) tab, the row for the next in-transit segment is centered and shaded.

- To [open](#) a Departure Report, in the **Vessel Itinerary** on the [Home](#) tab:
 - To create a Departure Report for the current voyage segment, click  in its row.
 - To edit a Departure Report submitted from the current voyage segment, click  in its row.
- Complete the appropriate [fields](#). Field details follow the illustration.
- [Submit](#) the report.

Note: You can also [view](#) a Departure Report submitted from the previous voyage segment. Click  in its row.

Departure Report		Submit	Save Draft	Email	Cancel
Vessel: VALLE BIANCA	Voyage No.: 1	Submitted On: 12/17/2007 13:00			
Location: SUEZ CANAL					
General Information					
Departure Time : Date:	<input type="text" value="12/7/2007"/>	Time: <input type="text" value="09:08"/>	Time zone: <input type="text" value="GMT"/>		
I/O ROB :	<input type="text" value="950"/>				
MDO ROB :	<input type="text" value="50"/>				
Distance To Go :	<input type="text" value="65"/>				
Port Activities					
	Activity	Cargo	Remark	Date Time	
del	END OF SEA PASSAGE (ESP)			12/7/2007 08:00	
del	START SEA PASSAGE (SSP)			12/7/2007 09:10	
Click here to add an activity					
MDO Received :	<input type="text"/>				
I/O Received :	<input type="text"/>				
Consumption Load Disc IFO :	<input type="text"/>				
Consumption Other IFO :	<input type="text"/>				
Consumption Maneuver IFO :	<input type="text"/>				
Consumption Auxiliaries IFO :	<input type="text"/>				
Consumption Auxiliaries MDO :	<input type="text"/>				
Consumption IGS MDO :	<input type="text"/>				
Consumption Cargo Heating MDO :	<input type="text"/>				
ETA : Date:	<input type="text"/>	Time: <input type="text"/>	Time zone: <input type="text" value="GMT"/>		
Consumption Load Disc MDO :	<input type="text"/>				
Consumption IGS IFO :	<input type="text"/>				
Consumption Cargo Heating IFO :	<input type="text"/>				
Remarks :	<input type="text"/>				
Departure Report		Submit	Save Draft	Email	Cancel

Departure Report

The following fields appear when you [add an activity](#) to the Cargo Activity List.

Cargo Activity List									
	Cargo	Func	BL Code	BL Date	Unit	BL Gross	Ship Gross	L Temp	API
del	MAYA	L	CONC1234	08/18/2006	BBL	520999	520899		0
del	<input type="text"/>								
Alternative unit figures:					<input type="text"/>	<input type="text"/>	<input type="text"/>		
Consignee:		<input type="text"/>							
Receiver:		<input type="text"/>							
Shipper:		<input type="text"/>							
Destination:		<input type="text"/>							
Letter Of Protest:		<input type="text"/>							
Click here to add a cargo activity									

Departure Report Possible Fields

Your report can include any of these fields; your office sends templates that determine the contents of the reports.

Vessel	Vessel name.
Voyage No.	Voyage number related to the performing vessel. IMOS sequentially numbers voyages for a vessel starting at zero.
Location	Port name. When in transit, the name of the next port.
Submitted On	Date and time the report was submitted, or <i>Not Submitted</i> , if the report has not been submitted.
General Information	Heading
Departure Date	Local date , in MM/DD/YYYY format.
Departure Time	Local time , in HH:SS format.
Departure Time Zone	Time difference from standard local time to GMT.
ETA Date	Estimated date of arrival, in MM/DD/YYYY format.
ETA Time	Estimated time of arrival, in HH:SS format.
ETA Time Zone	Time difference from standard local time to GMT.
MDO ROB	Amount of fuel remaining on board.
IFO ROB	Amount of diesel remaining on board.
Distance to Go	Distance to the next port.
Projected Speed	Planned speed for the next leg of the voyage.
Departure Draft Forward	Forward draft on departure.
Departure Draft Aft	Aft draft on departure.

Cargo Activity List	
del	Click to delete the activity.
Cargo	For a cargo-related activity, the related cargo.
Func	Port function: L = Loading, D = Discharging.
BL Code	Bill of Lading identifier, number, or code.
BL Date	Bill of Lading date.
Unit	Unit for the cargo quantity.
BL Gross	Quantity of cargo loaded, as per the Bill of Lading, in metric tons.
Ship Gross	Vessel gross capacity in metric tons.
L Temp	Loading temperature.
API	API gravity.
The following fields appear when you add an activity to the Cargo Activity List.	
Alternative Unit	An alternative unit of measure.
Alternative Unit BL Gross	Quantity of cargo loaded, as per the Bill of Lading, in the alternative unit of measure.
Alternative Unit Ship Gross	Vessel gross capacity in the alternative unit of measure.
Consignee	Name of the consignee.
Receiver	Name of the end receiver of the cargo.
Shipper	Name of the cargo shipper, either your company name or the shipper name.
Destination	Final destination port.
Letter of Protest	Free-form text field.
Port Activity List	
del	Click to delete the activity.
Activity	An activity in the port.
Cargo	For a cargo-related activity, the related cargo.
Remark	Free-form text field for notes for the activity line.
Date	Date that the port activity commenced.
Time	Time that the port activity commenced.

Messages

Overview of Messages

The IMOS Onboard **Messages** tab displays the messages you and your office send back and forth.

- The **Inbox** lists all the messages your office sends you:
 - » **Sync**: A message that sends initial voyage information to the ship and synchronizes the database between the ship and the office.
 - » **Templates**: Report templates.
 - » **Itineraries**: Updates to voyage itineraries.
 - » **Voyages**: New voyages.
 - » **Response**: Response to a test message.
- The **Outbox** lists all the reports you submit and messages you send to your office:
 - » [Arrival Report](#)
 - » [Port Activities Report](#)
 - » [Cargo Activities Report](#)
 - » [Position Report](#)
 - » [Departure Report](#)

If you [edit a submitted report](#) or need to resend a message, find the message in the Outbox and click its [Resend](#) link in the Status column.

INBOX

SEQUENCE NO.	TYPE	RECEIVED	STATUS	NOTES	CREATED BY
5	Voyages	12/17/2007 13:12	Pending		
4	Voyages	12/17/2007 13:12	Pending		
4	Error	12/17/2007 12:59	Completed	Message No. 13	
3	Voyages	12/17/2007 12:04	Completed		
2	Itineraries	12/17/2007 12:04	Completed		
1	Sync	12/17/2007 11:25	Completed	Synchronize database.	admin

OUTBOX

SEQUENCE NO.	TYPE	SENT	STATUS	NOTES	CREATED BY
14	Departure Report	12/17/2007 13:00	Sent (Re-send)	Voyage: 1 Port: SUEZ CANAL	admin
13	Noon Report	12/17/2007 12:59	Rejected (Re-send)	Voyage: 1	admin
12	Noon Report	12/17/2007 12:50	Sent (Re-send)	Voyage: 1	admin
11	Voyages	12/17/2007 12:37	Sent (Re-send)		
10	Itineraries	12/17/2007 12:37	Sent (Re-send)		
9	Voyages	12/17/2007 12:37	Sent (Re-send)		
8	Itineraries	12/17/2007 12:37	Sent (Re-send)		
7	Voyages	12/17/2007 12:36	Sent (Re-send)		
6	Itineraries	12/17/2007 12:36	Sent (Re-send)		

Messages Tab

Inbox/Outbox Fields

Sequence No.	The sequence number of the message; messages appear in sequential order.
Type	The type of message.
Received/Sent	Inbox: Date and time that the message was received. Outbox: Date and time that the report was submitted or the message was sent.
Status	The message status. → Inbox: <ul style="list-style-type: none"> » Pending » Completed » Failure → Outbox: <ul style="list-style-type: none"> » Sent » Queued » Rejected
Notes	Free-form text field for notes.
Created by	Person who created the message.

Admin

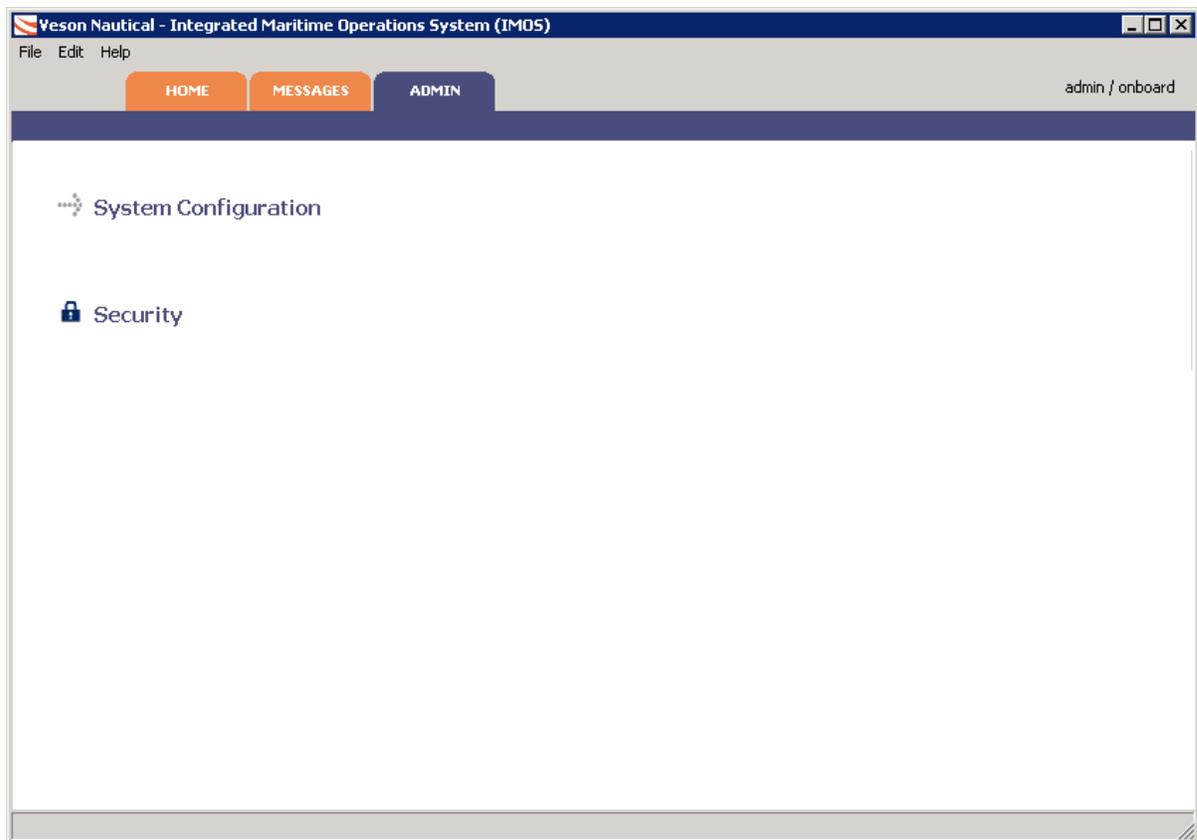
Overview of Administration

The IMOS Onboard **Admin** tab contains the tasks that you, as an administrator, perform after installing IMOS Onboard.

Important: To access the **Admin** tab, you must [log on](#) as an administrator. The initial administrator user name and password are set up by Veson Nautical. **Be sure to change the password.**

Administrator tasks include:

1. [Configuring the system](#) to establish the email connection.
2. Setting up and maintaining the [security](#) of [users](#), [groups](#), and [licenses](#).



Admin Tab

Configuring the System

After you [install IMOS Onboard](#), you must configure the system to establish the email connection.

Note: To configure the system, you must [be logged on](#) as an administrator.

1. Click the **Admin** tab.
2. Click  **System Configuration**.



SYSTEM CONFIGURATION	
Vessel Code :	<input type="text" value="CONT"/>
Vessel Name :	<input type="text" value="Continental"/>
Vessel ID :	<input type="text"/>
Onboard Email :	<input type="text"/>
Office Email :	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

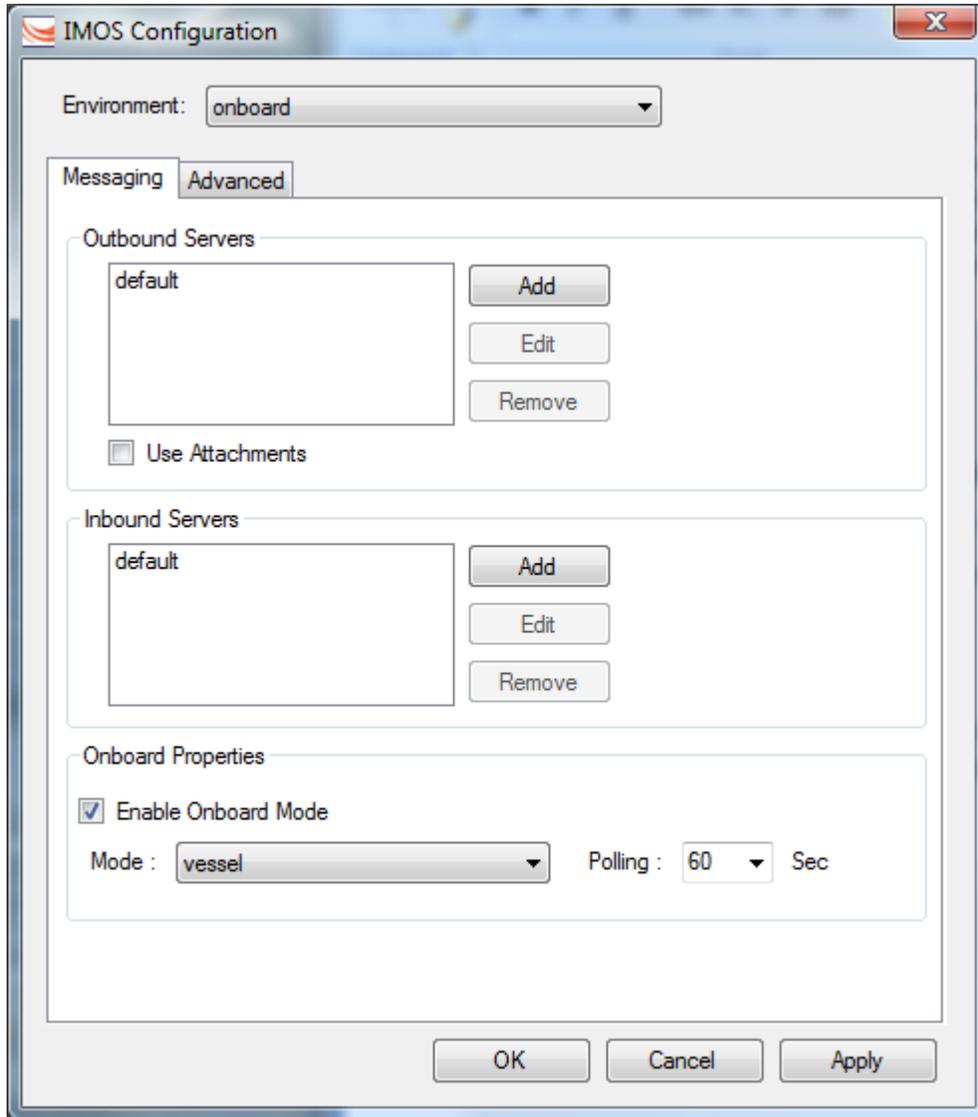
System Configuration

3. Complete the fields:
 - **Vessel Code:** The four-character code for the vessel.
 - **Vessel Name:** The vessel name.
 - **Vessel ID:** The vessel identifier.
 - **Onboard Email:** The email address of the vessel, as specified on the [Messaging tab](#).
 - **Office Email:** The email address of the office.
4. Click **Submit**.
5. Check the [Messages](#) tab for a Sync message from the office that includes your voyage information.

Changing Server Configuration Settings

If you need to change the Server Configuration Settings, follow these steps.

1. On the Help menu, click **Configuration Settings**.



IMOS Configuration Messaging Tab

2. On the IMOS Configuration Messaging tab, complete the settings as follows:
 - » To add an Outbound Server or an Inbound Server, click **Add**. See “Adding or Editing a Server,” below.
 - » To edit a server, select the server and click **Edit**. See “Adding or Editing a Server,” below.
 - » To remove a server, select the server and click **Remove**.

- » Under **Onboard Properties**:
 - Select **Enable Onboard Mode**.
 - Set the Mode to **vessel**.
 - Set **Polling** to determine how frequently IMOS Onboard will check for database changes that require messages to be sent.

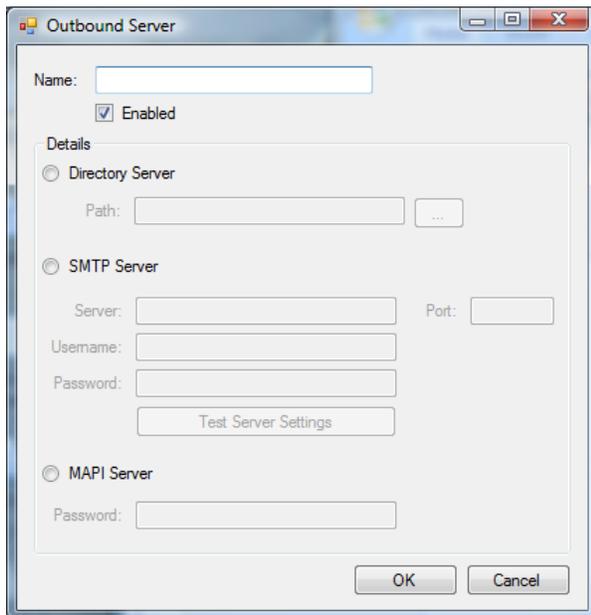
3. After completing the settings:

- » To apply a setting, click **Apply**.
- » To save the changes and exit IMOS Configuration, click **OK**.

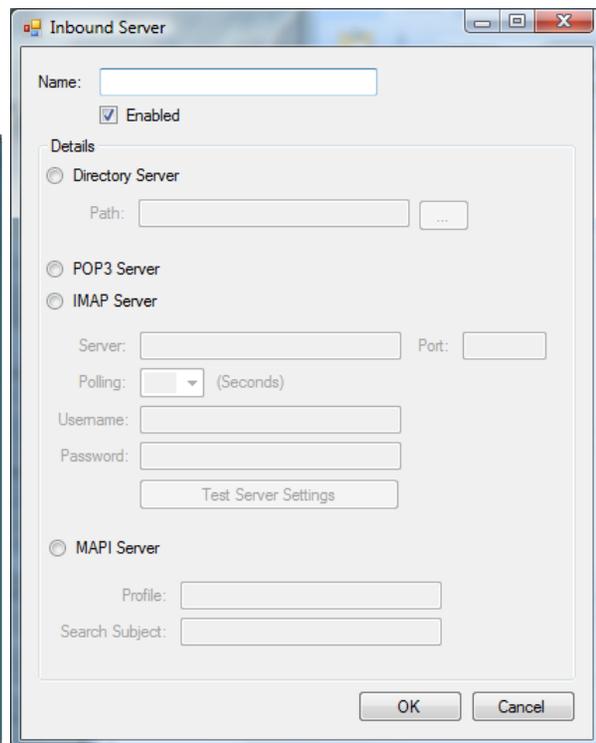
Adding or Editing a Server

1. You can add or edit a server.

- » To add an Outbound Server or an Inbound Server, click **Add** on the IMOS Configuration Messaging Tab.
- » To edit a server, select the server and click **Edit**.



Outbound Server



Inbound Server

2. Set the Server, Port, Username, and Password for the email addresses being used.
3. Set POP3 Server Polling to determine how frequently IMOS Onboard will check for incoming messages from the office.
4. Click **OK**.

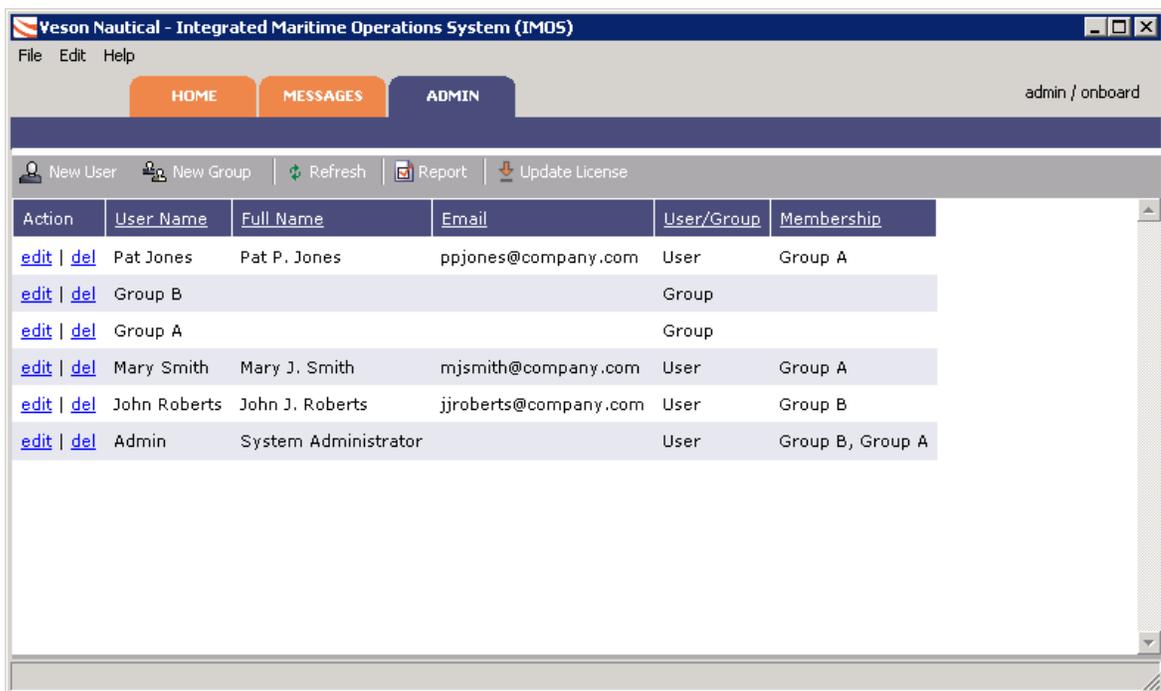
Security

Overview of Security

As an administrator, after you [install IMOS Onboard](#) and [configure the system](#), you must manage security. IMOS Onboard Security is designed to protect data and prevent unauthorized access to IMOS Onboard by managing the rights of [users and groups](#). Managing security also includes [updating the IMOS Onboard license](#).

To manage security:

1. Click the **Admin** tab.
2. Click  **Security**.



Security

3. Do any of the following tasks:
 - Manage Groups
 - Manage Users
 - Update the IMOS Onboard License

To view a printable report of the users and groups, click  **Report**. The report appears in your browser window. You can use browser commands to save or print the report.

About Groups and Users

IMOS Onboard recognizes two types of users for assigning access rights:

- **Groups** have group access rights. Groups can belong to other groups. A group acts as a template: Any user in a group inherits all the access rights of the group.
- **Users** have individual access rights. Users can belong to one or more groups, but they do not have to belong to any groups.

Users' overall access rights are a combination of their group and individual access rights.

We recommend that you create groups and assign rights to them before you create individual users. You will probably find it more efficient to categorize users in groups and then adjust rights for individuals, rather than starting from scratch for each user. To set up users and groups:

1. [Create groups](#) and assign module rights.
2. [Create users](#):
 - a. If appropriate, assign users to groups.
 - b. Assign module rights or edit rights inherited from groups.

Creating groups and creating users are nearly identical tasks, with the same window tabs:

- User
- Membership
- Module Rights

Note: You do not need to use the Object Rights tab.

Managing Groups

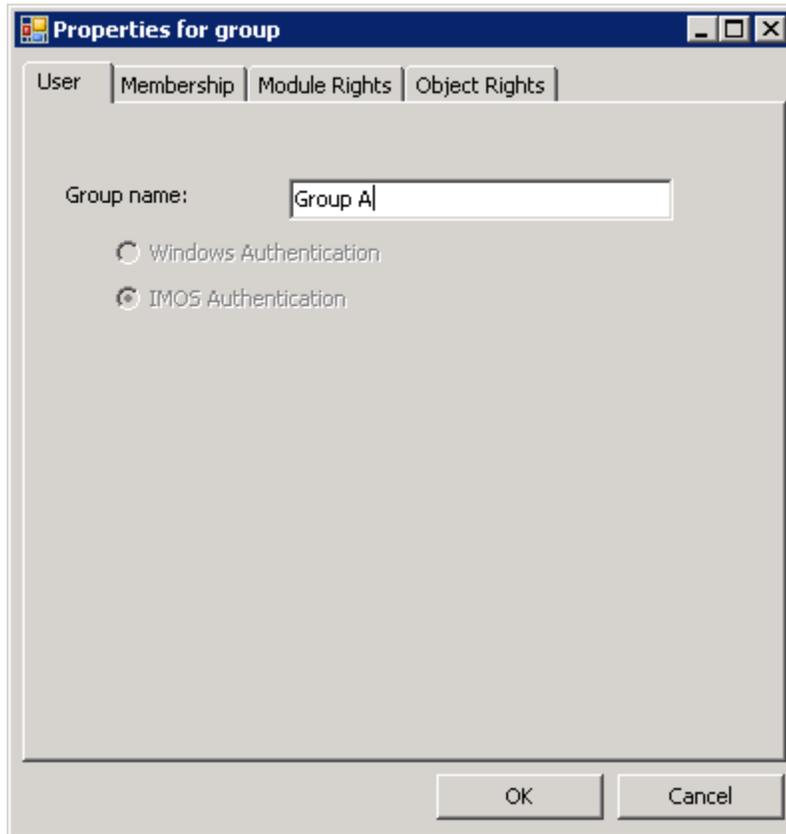
Managing groups involves the following tasks:

- [Creating a New Group](#)
- [Editing a Group](#)
- [Deleting a Group](#)

Creating a New Group

To create a new group:

1. On the [Security](#) page, click . The Properties for group window **User** tab appears.

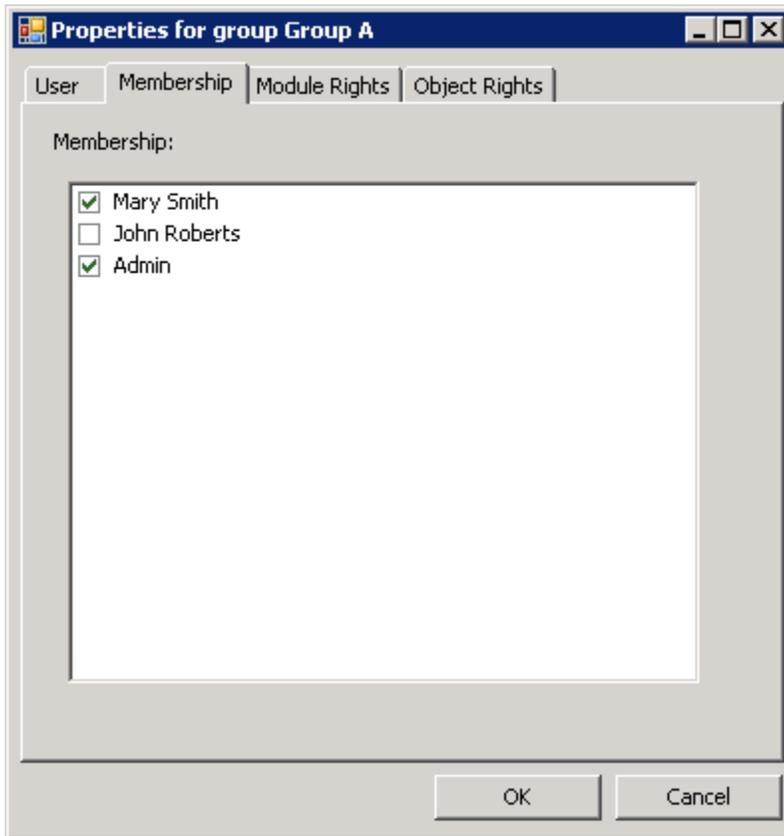


Properties for Group, User Tab

2. Enter a name for the group that describes the members' functions or rights.

Adding or Removing Group Members

3. To set up group members, click the **Membership** tab.

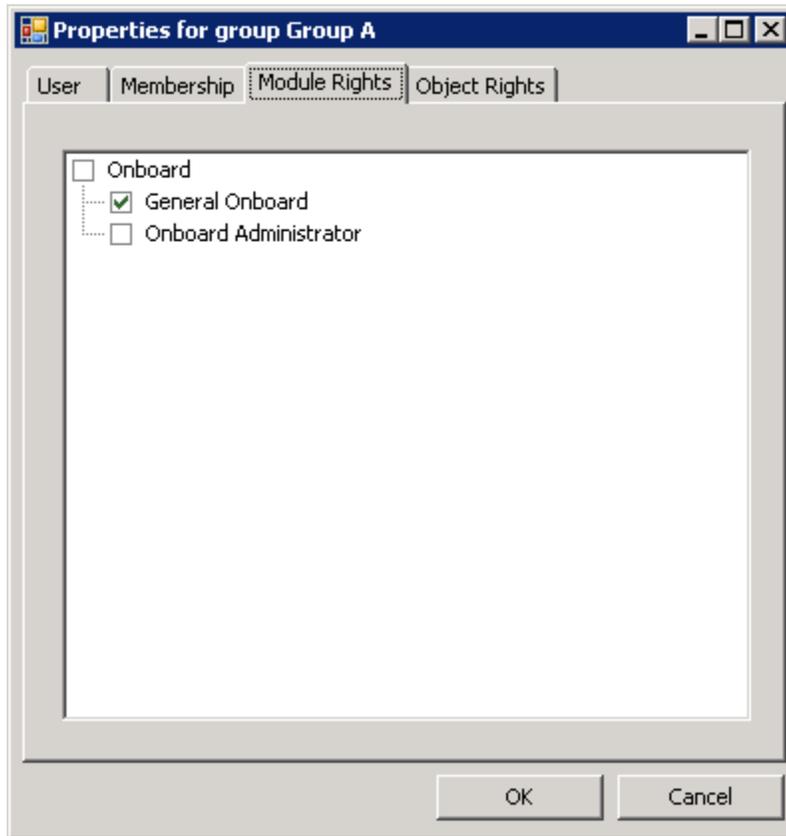


Properties for Group, Membership Tab

4. The Membership tab contains a list of users. Each user name is preceded by a check box. To add or remove a group member, click the user's check box.
 - = The user is not a member of the group.
 - = The user is a member of the group.

Adding or Removing Group Module Rights

5. To set up group rights to modules and actions, click the **Module Rights** tab.



Properties for Group, Module Rights Tab

6. The Module Rights tab lists the Onboard module and the actions associated with it. Select the group's rights for the module actions.

→ To expand or collapse the list of actions for the Onboard module, double-click the **Onboard** check box.

→ When the module list is expanded, each action is preceded by a check box. To change the group's right to perform a task, click the check box. Each time you click, the right changes.

= No access. The group does not have the right to perform the task.

= Read-only: The group can retrieve information from files and view reports. General rights have this option, but specific actions do not.

= Read/Write: The group has full ability to store and update information in the database.

Note: A user's rights include the individual user rights plus the rights from any groups in which the user is a member. If a user has different rights, either assigned individually or from groups, the highest access rights apply.

7. When you finish creating the group, click **OK**.

Note: You do not need to use the **Object Rights** tab.

Editing a Group

To edit a group:

1. On the [Security](#) page, in the row for the group, click the [edit](#) link. The [Properties for group window](#) appears.
2. Click the tab on which you want to make a change.
3. Make any necessary changes to the [group information](#).
4. When you finish editing the group, click **OK**.
5. To update the Security page, click .

Deleting a Group

To delete a group:

1. On the [Security](#) page, in the row for the group, click the [del](#) link.
2. A message asks if you are sure you want to delete the group. Click **Yes**.

Managing Users

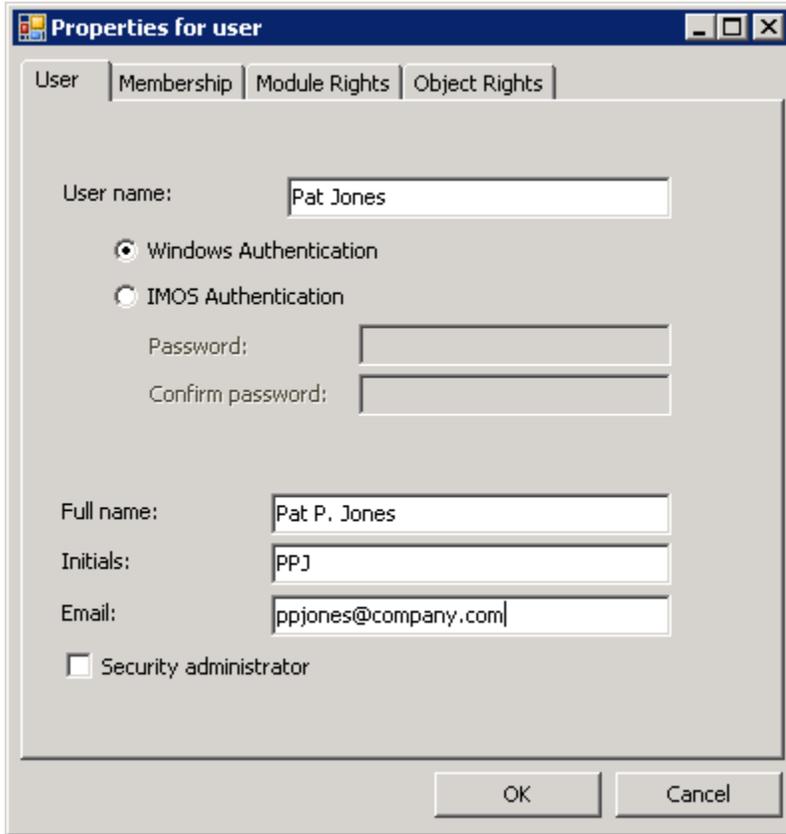
Managing users involves the following tasks:

- [Creating a New User](#)
- [Editing a User](#)
- [Deleting a User](#)

Creating a New User

To create a new user:

1. On the [Security](#) page, click . The Properties for user window **User** tab appears.



The screenshot shows a 'Properties for user' dialog box with the 'User' tab selected. The fields are filled with the following information:

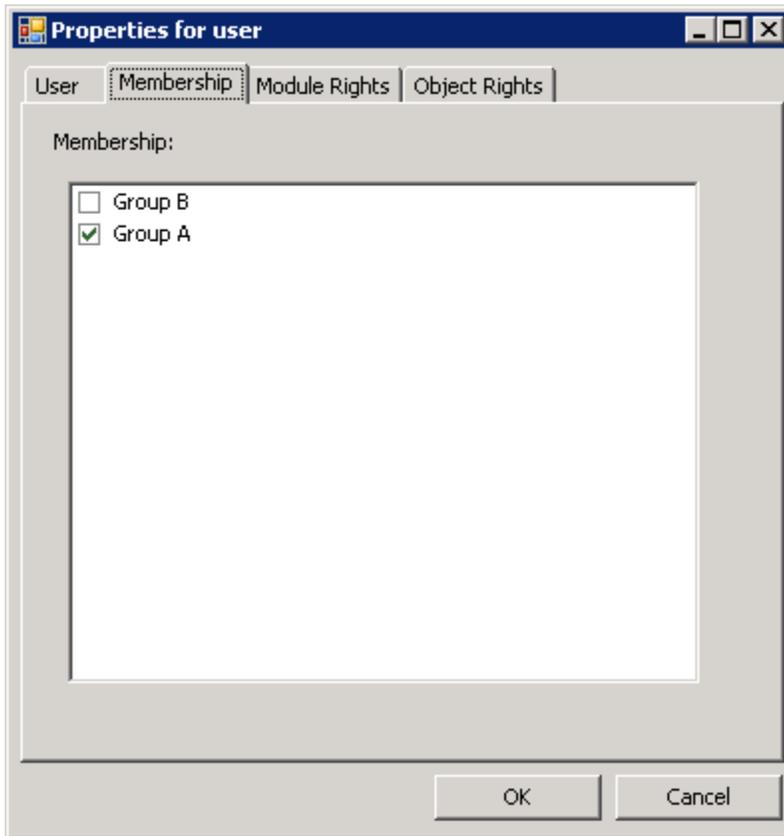
- User name: Pat Jones
- Authentication: Windows Authentication (selected)
- IMOS Authentication: (unselected)
- Password: (empty)
- Confirm password: (empty)
- Full name: Pat P. Jones
- Initials: PPJ
- Email: ppjones@company.com
- Security administrator: (unchecked)

Properties for User, User Tab

2. Enter the following information:
 - **User name:** The user's name, up to 25 characters.
 - Authentication: Select one:
 - » **Windows Authentication:** If you select this option, IMOS uses Windows login credentials for authentication, and the user does not have to log in a second time with possibly a different user name and password. If the user changes the Windows password, it is also changed here.
 - » **IMOS Authentication:** If you select this option, enter a Password for the user (at least five characters) and then enter it again to Confirm the password.
 - **Full name:** The user's full name.
 - **Initials:** The user's initials.
 - **Email:** The user's email address.
 - **Security administrator:** To make this user a Security administrator, select this check box.

Adding or Removing Group Membership

3. To set up group membership for the user, click the **Membership** tab.

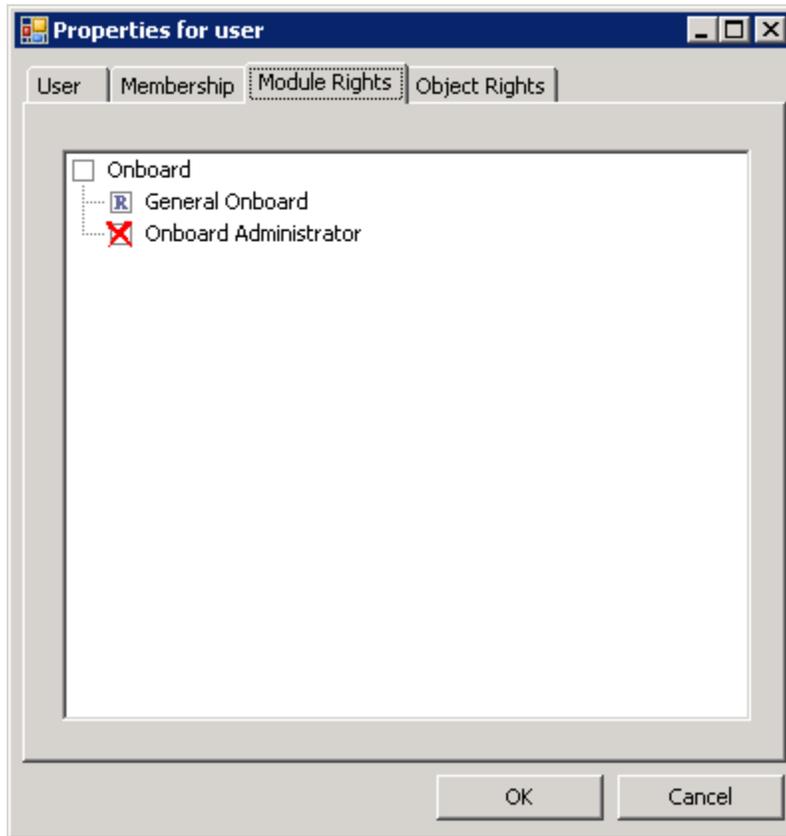


Properties for User, Membership Tab

4. The Membership tab contains a list of user groups. Each group name is preceded by a check box. To add the user to a group or remove the user from a group, click the group's check box.
 - = The user is not a member of the group.
 - = The user is a member of the group.

Adding, Removing, or Overriding User Module Rights

5. To set up user rights to modules and actions, click the **Module Rights** tab.



Properties for User, Module Rights Tab

6. The Module Rights tab lists the Onboard module and the actions associated with it. Select the user's rights for the module actions.
- To expand or collapse the list of actions for the Onboard module, double-click the Onboard check box.
 - When the module list is expanded, each action is preceded by a check box. To change the user's right to perform a task, click the check box. Each time you click, the right changes.
 - = Either the user does not have the right to perform the task or the user is a member of a group with the right.
 - = Read-only: The user can retrieve information from files and view reports. General rights have this option, but specific actions do not.
 - = Read/Write: The user has full ability to store and update information in the database.
 - = Denied: The group right to perform the task is overridden for this user.

Note: A user's rights include the individual user rights plus the rights from any groups in which the user is a member. If a user has different rights, either assigned individually or from groups, the highest access rights apply.

7. When you finish creating the user, click **OK**.

Note: You do not need to use the Object Rights tab.

Editing a User

To edit a user:

1. On the [Security](#) page, in the row for the user, click the [edit](#) link. The [Properties for user window](#) appears.
2. Click the tab on which you want to make a change.
3. Make any necessary changes to the [user information](#).
 - To change the password for a user with IMOS Authorization, select the **Change password** check box and then complete the **Password** and **Confirm password** fields.
4. When you finish editing the user, click **OK**.
5. To update the Security page, click  .

Deleting a User

To delete a user:

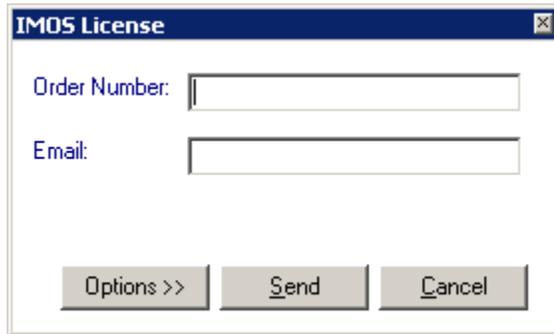
1. On the [Security](#) page, in the row for the user, click the [del](#) link.
2. A message asks if you are sure you want to delete the user. Click **Yes**.

Updating the IMOS Onboard License

When your IMOS Onboard license is about to expire, a message notifies you each time you log in.

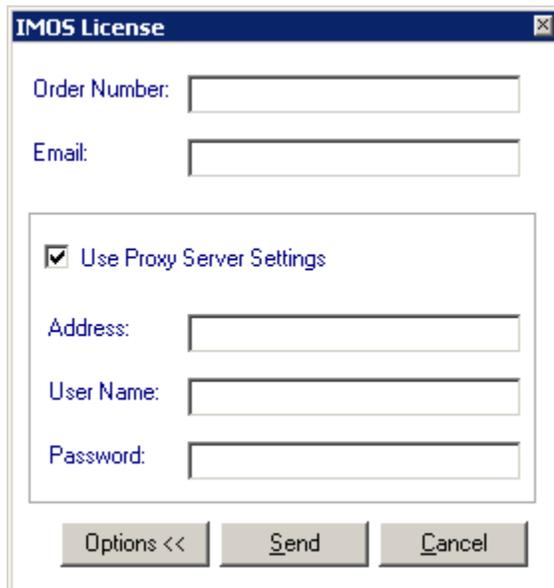
1. [Contact](#) Veson Nautical Corporation to renew your license.

2. On the [Security](#) page, click  .



IMOS License Dialog Box

3. In the **IMOS License** dialog box, enter your order number and your email address.
4. If you want to use proxy server settings, click **Options**.



IMOS License Dialog Box, Options

- a. Select the **Use Proxy Server Settings** check box.
 - b. Enter the address of the proxy server.
 - c. Enter your user name.
 - d. Enter your password.
5. Click **Send**.

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