ANNUAL
COMPETENCY
ASSURANCE TRAINING
(ECDIS)

Internationally Recognised Trainers:
- Generic ECDIS
- Type Specific ECDIS
- ECDIS Inspection
- Competency Assurance

Issued under the authority of ECDIS an ISO 9001 certificated company. Part of the eMaritime Group

ISO 9001
UKAS MANAGEMENT SYSTEMS 001

ECDIS ACAT

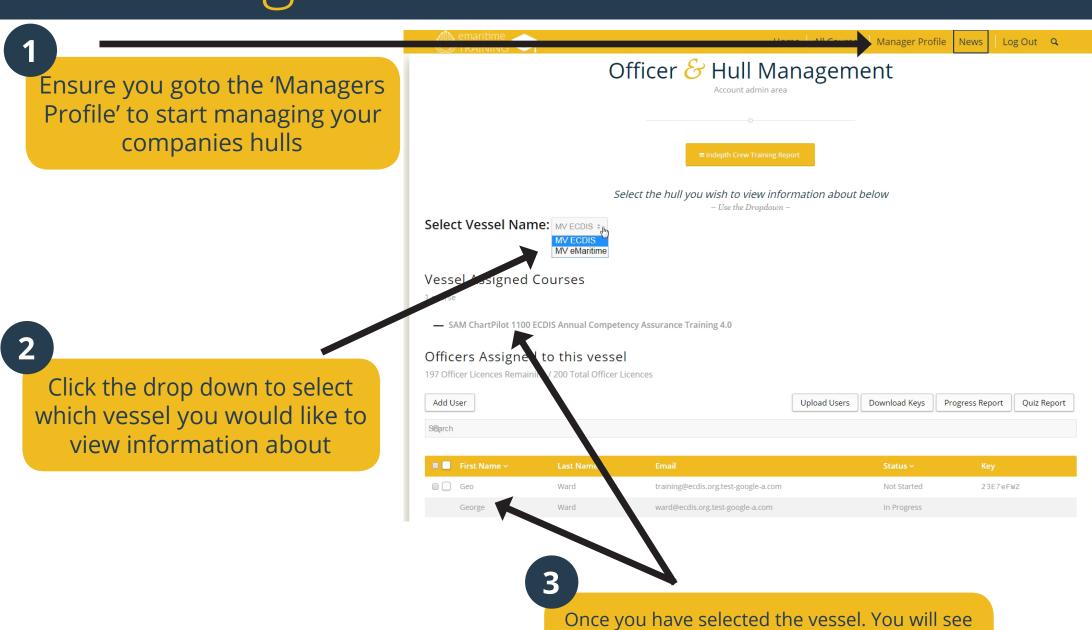## (Annual Competency Assurance Training)

www.eMaritimeTraining.com

emaritime
TRAINING

This course is issued under the approval authority of ECDIS.
Company Number: 06711458, an MCA accredited course provider.

Maritime & Coastguard Agency
MCA accredited course provider

How to Guide For Ship Managers

1 Viewing Vessel Information

1

Ensure you goto the 'Managers Profile' to start managing your companies hulls

Home | All Courses | Manager Profile | News | Log Out

Officer & Hull Management
Account admin area

≡ Indepth Crew Training Report

Select the hull you wish to view information about below
– Use the Dropdown –

Select Vessel Name: MV ECDIS ⇕

MV ECDIS
MV eMaritime

Vessel Assigned Courses
1 Course

— SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0

Officers Assigned to this vessel
197 Officer Licences Remaining / 200 Total Officer Licences

Add User

Upload Users | Download Keys | Progress Report | Quiz Report

Search

☐ ☐	First Name ⌄	Last Name	Email	Status ⌄	Key
☐ ☐	Geo	Ward	training@ecdis.org.test-google-a.com	Not Started	23E7eFWZ
	George	Ward	ward@ecdis.org.test-google-a.com	In Progress	

2

Click the drop down to select which vessel you would like to view information about

3

Once you have selected the vessel. You will see the current courses that vessel has assigned to it and a list of current students conducting the course and their status

2 Adding officers to the vessel

1
Please click on 'Add User' to add a new officer to the course. This will present a popup box
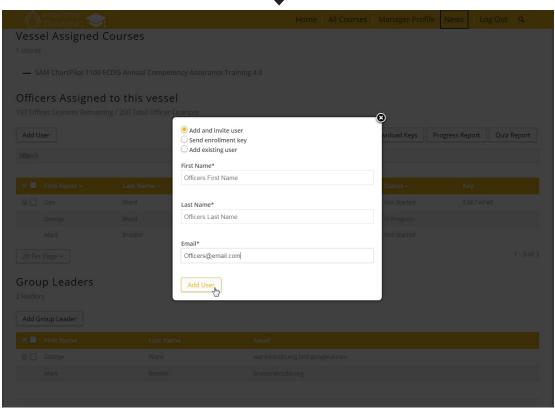(*Please make your password as complicated as possible to help prevent fraud)

2
In the pop up box. Please enter the Officers First, Last Name and email Address.
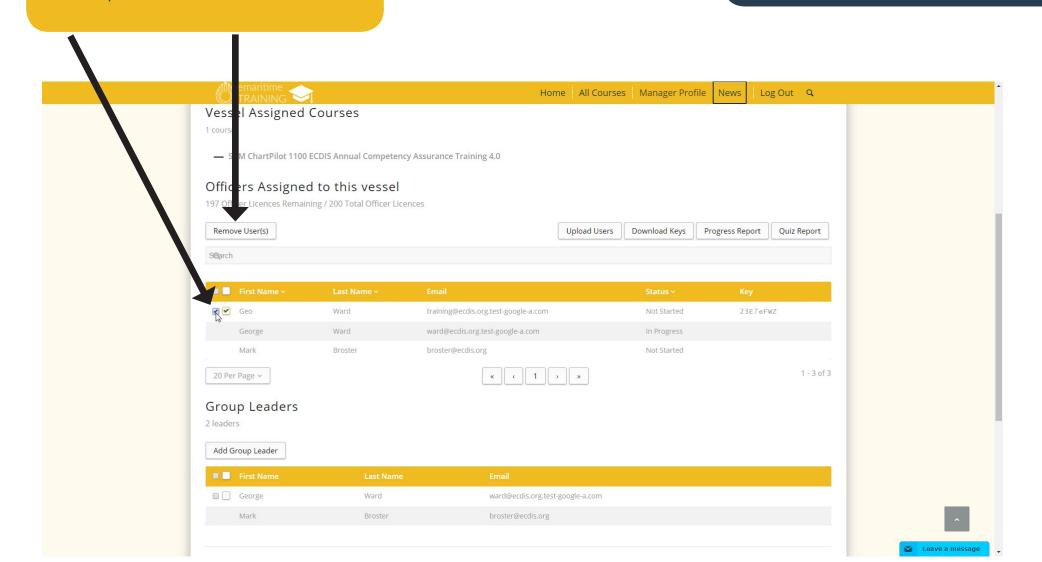(*Please make sure the email address is really as the officer will receive an email with their username and password)

IMPORTANT:
You can also add an existing user to another vessel if they have already signed up before or send an enrollment key instead through this pop up box

1

To remove an officer, firstly tick the checkbox next to their name, and then press 'Remove User(s)'

!

IMPORTANT: You only can remove users who have NOT started the course!

Home | All Courses | Manager Profile | News | Log Out 🔍

Vessel Assigned Courses

1 course

— S M ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0

Officers Assigned to this vessel

197 Officer Licences Remaining / 200 Total Officer Licences

[Remove User(s)]   [Upload Users] [Download Keys] [Progress Report] [Quiz Report]

Search

	First Name ⌄	Last Name ⌄	Email	Status ⌄	Key
☑	Geo	Ward	training@ecdis.org.test-google-a.com	Not Started	23E7eFWZ
	George	Ward	ward@ecdis.org.test-google-a.com	In Progress	
	Mark	Broster	broster@ecdis.org	Not Started	

20 Per Page ⌄   « ‹ 1 › »   1 - 3 of 3

Group Leaders

2 leaders

[Add Group Leader]

	First Name	Last Name	Email
☐	George	Ward	ward@ecdis.org.test-google-a.com
	Mark	Broster	broster@ecdis.org

✉ Leave a message

4 Add multiple officers to course

1 Firstly click on 'Upload Users'

2 Then you need to download the sample excel spreadsheet and re-upload

1) Download the file and fill it in

2) Re-upload and select 'Add users'

3 On successful completion of this you will find all your officers listed with a status of 'Not Started'

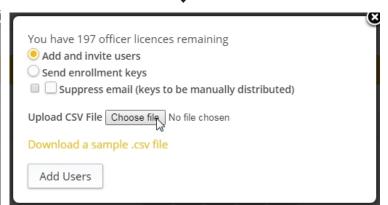You have 197 officer licences remaining
- Add and invite users
- Send enrollment keys
- Suppress email (keys to be manually distributed)

Upload CSV File Choose file No file chosen

Download a sample .csv file

Add Users

You have 197 officer licences remaining
- Add and invite users
- Send enrollment keys
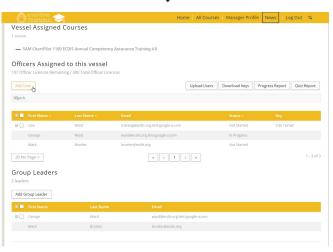- Suppress email (keys to be manually distributed)

Upload CSV File Choose file No file chosen

Download a sample .csv file

Add Users

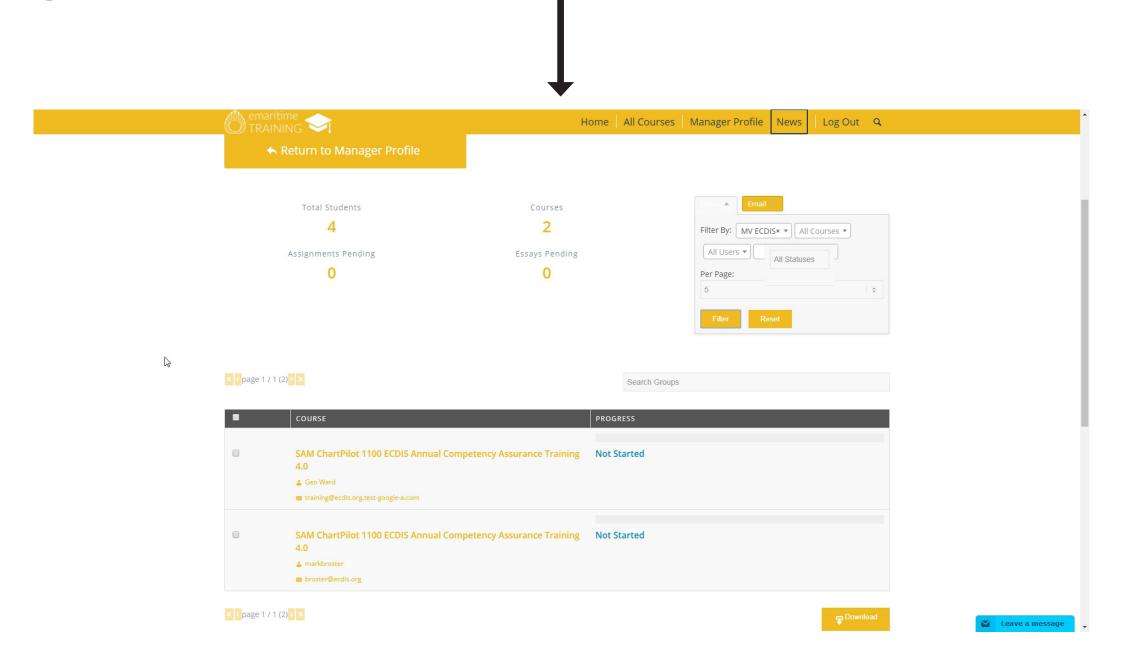**!** *You have to add the officers email as that is how they receive their password to login

1 You can click on 'Indepth Training Report' to view how your crew are getting on using the filter box

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Home | All Courses | Manager Profile | News | Log Out 🔍

⬅ Return to Manager Profile

Total Students
4

Courses
2

Assignments Pending
0

Essays Pending
0

Filter ▲ | Email ▾

Filter By: MV ECDIS× ▾ | All Courses ▾

All Users ▾ | All Statuses

Per Page:
5

Filter | Reset

◄◄ ◄ page 1 / 1 (2) ► ►►

Search Groups

☐	COURSE	PROGRESS
☐	SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0 👤 Geo Ward ✉ training@ecdis.org.test-google-a.com	Not Started
☐	SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0 👤 markbroster ✉ broster@ecdis.org	Not Started

◄◄ ◄ page 1 / 1 (2) ► ►►

⬇ Download

✉ Leave a message

Course Completed

That's it! You have now added crew members to the course. All crew members have a how-to guide for the first time they login to assist them start the course.

emaritime
e-LEARNING

If you have any questions, please refer to our "Frequently Asked Questions" page:
www.emaritimetraining.com/faq

Or email us at enquiry@emaritimetraining.com