



ECDIS ACAT

(**A**nnual **C**ompetency **A**ssurance **T**raining)

www.eMaritimeTraining.com



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

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

emaritime TRAINING

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 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)

The screenshot shows the 'Vessel Assigned Courses' page for 'SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0'. Under 'Officers Assigned to this vessel', there is a table with 3 columns: First Name, Last Name, and Email. The table lists three officers: Geo Ward, George Ward, and Mark Broster. The 'Add User' button is highlighted with a yellow box and a cursor. Below the table, there is a 'Group Leaders' section with 2 leaders listed.

| 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 | |

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

The screenshot shows the same 'Vessel Assigned Courses' page, but with the 'Add User' popup box open. The popup box has three radio buttons: 'Add and invite user' (selected), 'Send enrollment key', and 'Add existing user'. It has three input fields: 'First Name*' (Officers First Name), 'Last Name*' (Officers Last Name), and 'Email*' (Officers@email.com). The 'Add User' button is highlighted with a yellow box and a cursor.

☒ Add and invite user
☐ Send enrollment key
☐ Add existing user

First Name*
Officers First Name

Last Name*
Officers Last Name

Email*
Officers@email.com

Add User



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

3 Removing Officers from vessel

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!

The screenshot shows the 'emaritime TRAINING' interface. The top navigation bar includes 'Home', 'All Courses', 'Manager Profile', 'News', and 'Log Out'. The main content area is titled 'Vessel Assigned Courses' and shows '1 course' assigned: 'S-M ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0'. Below this, the 'Officers Assigned to this vessel' section shows '197 Officer Licences Remaining / 200 Total Officer Licences'. A 'Remove User(s)' button is visible. A table lists the assigned officers:

| # | First Name | Last Name | Email | Status | Key |
|-------------------------------------|------------|-----------|---------------------------------------|-------------|----------|
| <input checked="" type="checkbox"/> | Geo | Ward | training@ecdiss.org.test-google-a.com | Not Started | 23E7eFWZ |
| <input type="checkbox"/> | George | Ward | ward@ecdiss.org.test-google-a.com | In Progress | |
| <input type="checkbox"/> | Mark | Broster | broster@ecdiss.org | Not Started | |

Below the table, there are pagination controls showing '1 - 3 of 3'. The 'Group Leaders' section shows '2 leaders' and an 'Add Group Leader' button. A table lists the group leaders:

| # | First Name | Last Name | Email |
|--------------------------|------------|-----------|-----------------------------------|
| <input type="checkbox"/> | George | Ward | ward@ecdiss.org.test-google-a.com |
| <input type="checkbox"/> | Mark | Broster | broster@ecdiss.org |

A 'Leave a message' button is located at the bottom right.

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 No file chosen

[Download a sample .csv file](#)

You have 197 officer licences remaining

☒ Add and invite users

☐ Send enrollment keys

☐ Suppress email (keys to be manually distributed)

Upload CSV File No file chosen

[Download a sample .csv file](#)

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

Search

| First Name | Last Name | Email | Status | Key |
|------------|-----------|--------------------------------------|-------------|----------|
| Geo | Ward | training@ecdls.org.test-google-a.com | Not Started | 23674162 |
| George | Ward | ward@ecdls.org.test-google-a.com | In Progress | |
| Mark | Broster | broster@ecdls.org | Not Started | |

20 Per Page

Group Leaders

2 leaders

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



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

5 View Vessel information

1

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



The screenshot displays the 'Manager Profile' page for Emaritime Training. The top navigation bar includes links for Home, All Courses, Manager Profile, News, and Log Out. A 'Return to Manager Profile' button is visible. The main content area shows statistics: Total Students (4), Assignments Pending (0), Courses (2), and Essays Pending (0). A filter box on the right allows filtering by course (MV ECDIS), user (All Users), and status (All Statuses), with a 'Per Page' setting of 5. Below the statistics, a table lists two courses: 'SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0'. Both courses are marked as 'Not Started'. The page includes pagination controls (page 1 / 1 (2)) and a 'Search Groups' input field. At the bottom, there are links for 'Download' and 'Leave a message'.

emaritime TRAINING

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

Return to Manager Profile

Total Students: 4

Assignments Pending: 0

Courses: 2

Essays Pending: 0

Filter By: MV ECDIS, All Courses

All Users, All Statuses

Per Page: 5

Filter, Reset

« page 1 / 1 (2) »

Search Groups

| | COURSE | PROGRESS |
|--------------------------|--|-------------|
| <input type="checkbox"/> | SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0 Geo Ward training@ecdiss.org.test-google-a.com | Not Started |
| <input type="checkbox"/> | SAM ChartPilot 1100 ECDIS Annual Competency Assurance Training 4.0 markbroster broster@ecdiss.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