

# Quick Start User's Guide to ARRIVAL CHECKLIST for PSC (August 2018)

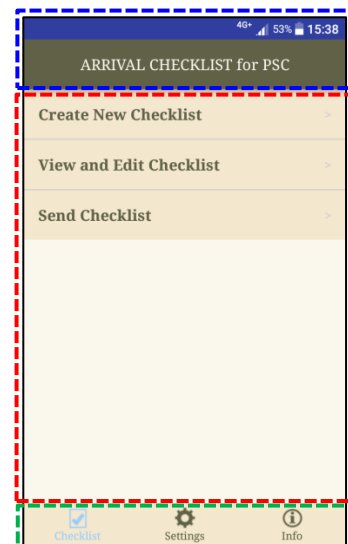
The ARRIVAL CHECKLIST for PSC provides crews with a convenient means to check the status of key items onboard ship that are often the focus of PSC inspections and to ensure that all such items are in good order prior to arrival in port. It is hoped that this simple Quick Start User's Guide will prove helpful in describing the basic features and functions of the checklist.

## Getting Started

In general, each screen of the Checklist App has three main parts. The top portion (marked in blue in the image at right) includes the title of the function item or items managed by the screen, along with information on connectivity, the time, and power levels of the device being used.

The middle portion (marked in red in the image at right) includes the work items and main functions controlled by the screen, such as checklist details, option selection, data input, editing, and other functions.

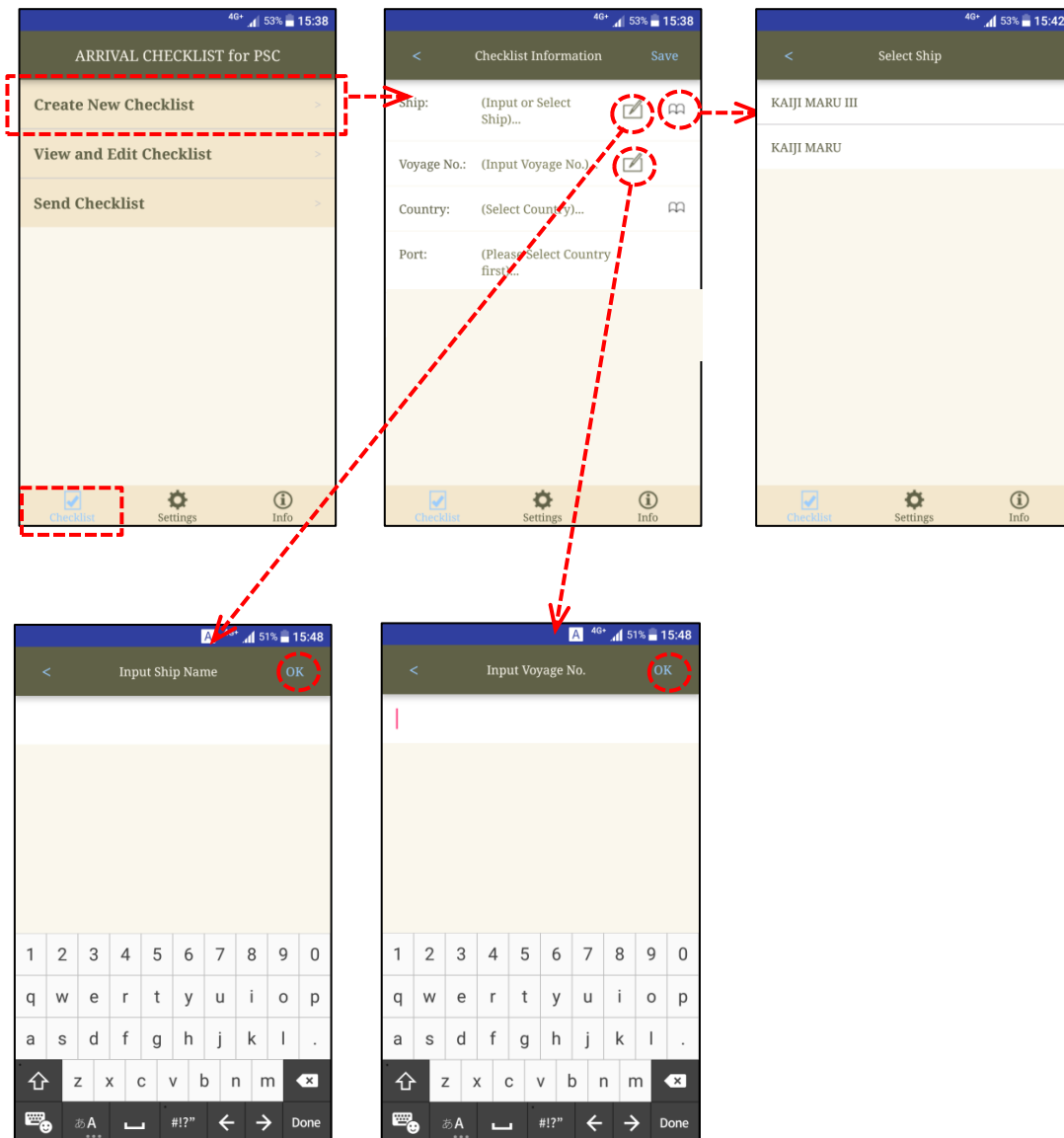
The bottom portion (marked in green in the image at right) is uniform to all screens and has links to three basic app functions that allow the user to go directly to the checklist top screen, the settings screen, or the info screen.



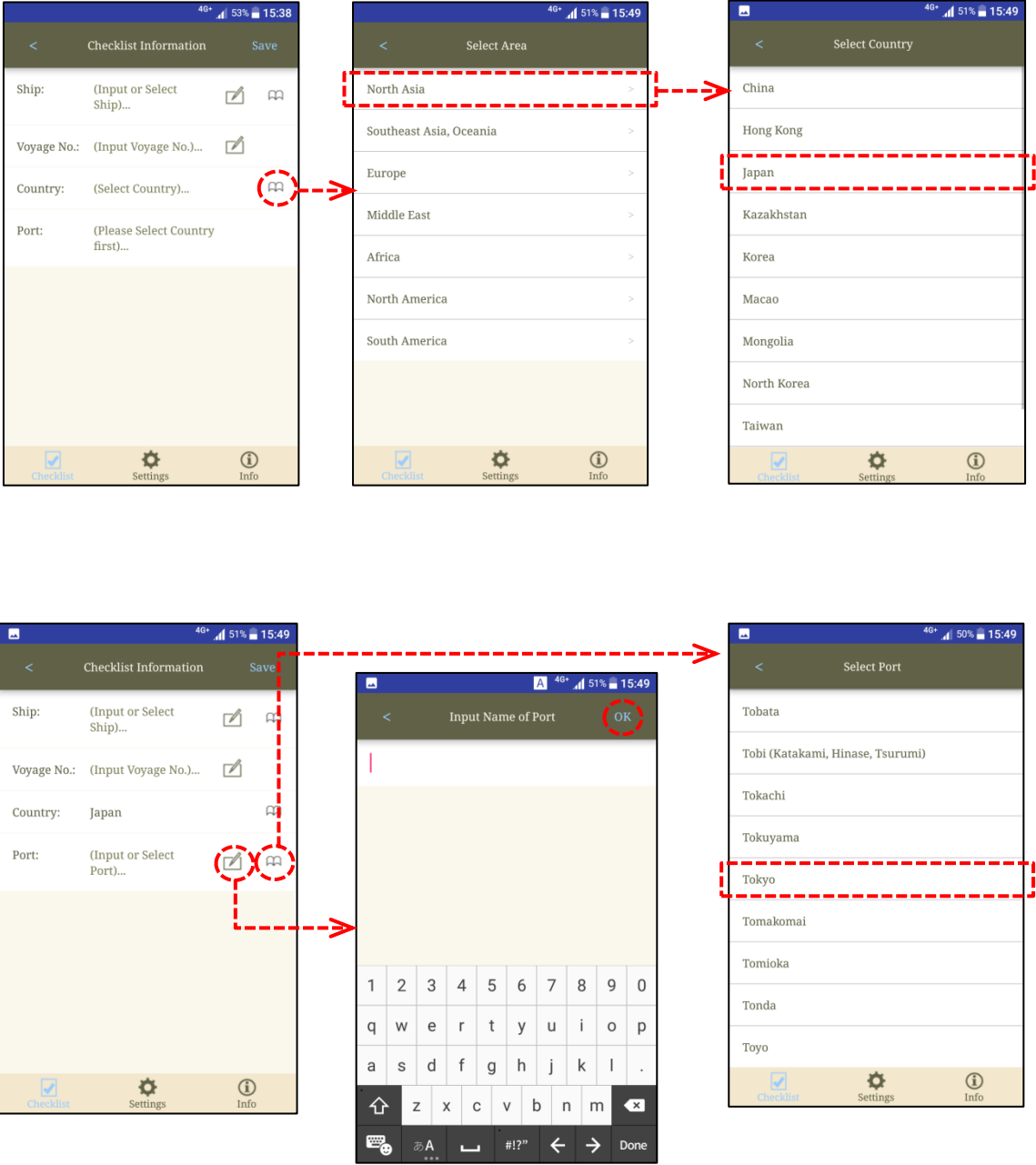
## Creating and Editing a New Checklist

Tap the “Create New Checklist” in the “ARRIVAL CHECKLIST for PSC” screen (upper left image below) to create a new checklist. In this case, the upper center image will appear. Four types of information can be inputted, as can be seen in the image. This information identifies the ship and port location where the ship is scheduled to arrive.

Tap the “✍️” icon next to “Ship: (Input or Select Ship)” to enter (type in) the name of the ship for which the arrival checklist is being prepared. Enter the name of the ship in the empty space at the top of the blank screen. (A keyboard should appear in the bottom half of the screen that you can use to type in the information.) Press “OK” to complete entry of the ship’s name. Tapping “<” in the upper left-hand corner of the screen will take you back to the previous screen without saving the ship’s name.

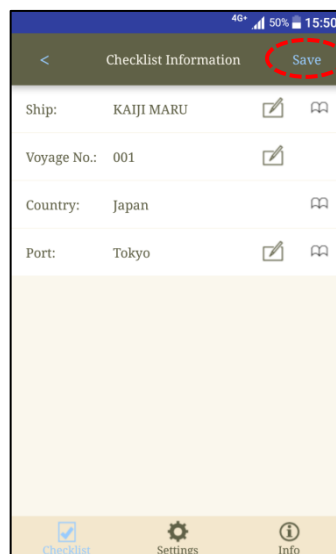


In the same manner, enter the data for each of the remaining items, Voyage No., Country, and Port, by entering the requested items in each respective screen, in order. (Please note that instead of inputting the name of the country or port, you can also select them through screens indicating the area (region), country, and then the port within the country, as shown below.)

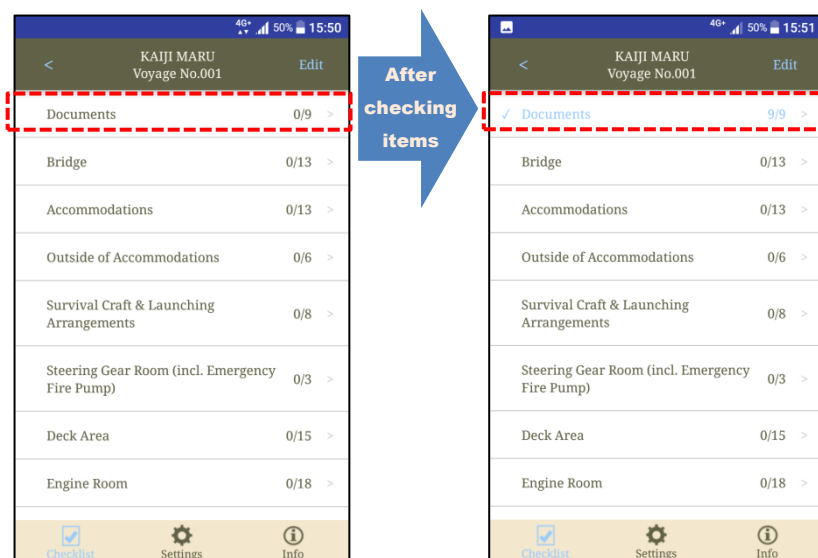


Once you have entered all the items and pressed “OK”, the completed screen should appear as in the image at right:



Press “Save” to create and save the data to the newly created checklist.




The following images show an example of the top page of the checklist itself. A list of different locations onboard should appear. These refer to the categories covered by the checklist. The numbers to the right indicate the number of items covered by each category and the number of items checked. Hence, the number “9/9” shown in the example below right means that all nine of the nine checklist items under this category have been checked and confirmed. In this case, a checkmark will appear in front of that category indicating that the questions for that section of the checklist have all been completed.

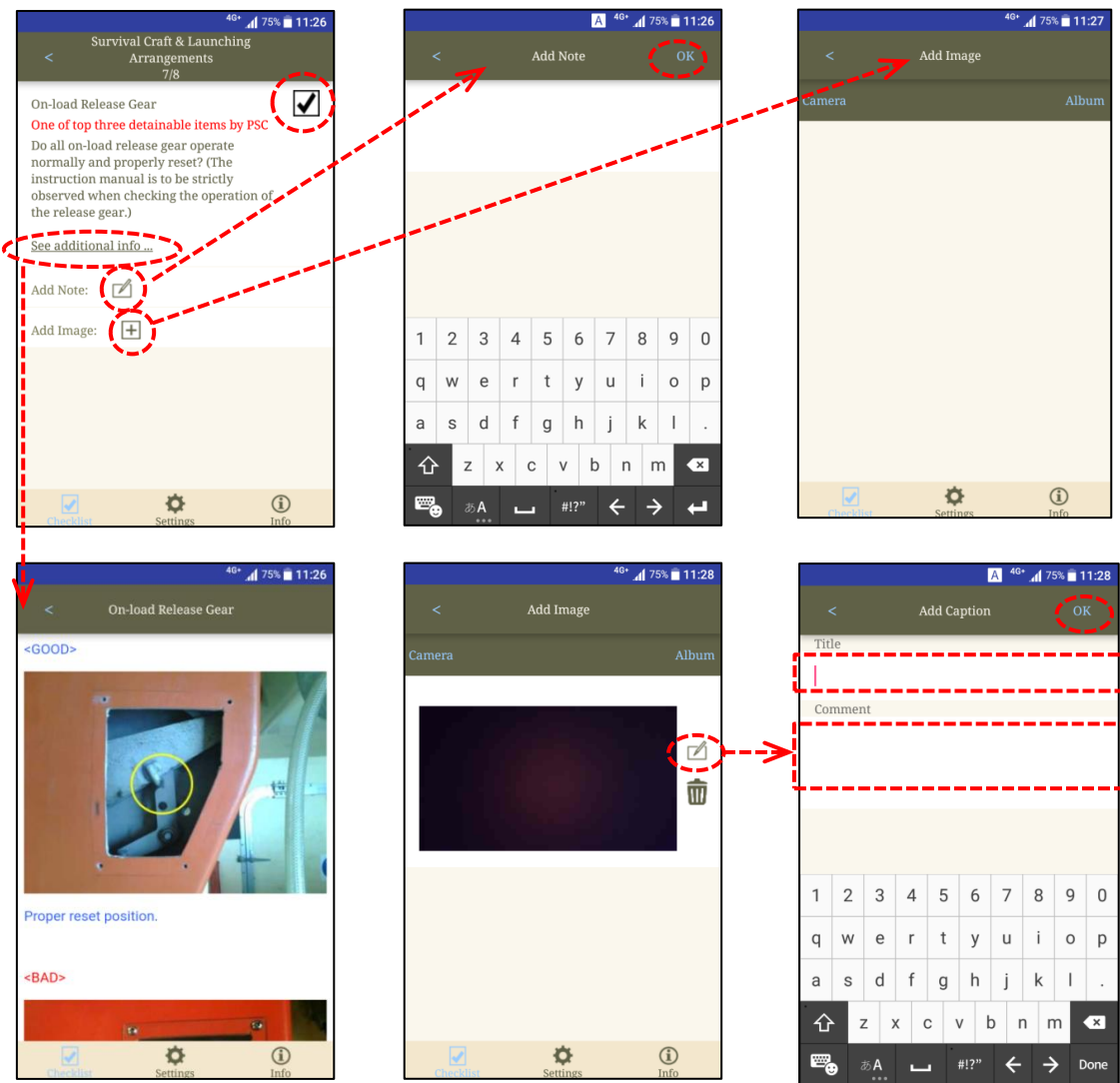


Click on each category in turn to access and check each item under that category.

Notes and pictures can also be added to support replies made to each item in the checklist. This can be done by tapping on either the “Add Note” “” icon and/or the “Add Image” “” icon, as shown below. This will open the respective screen, accordingly. Photos of good and bad examples of some items can be seen by tapping “See additional info”. This will open another screen with reference photos, such as the sample shown in the lower left below.

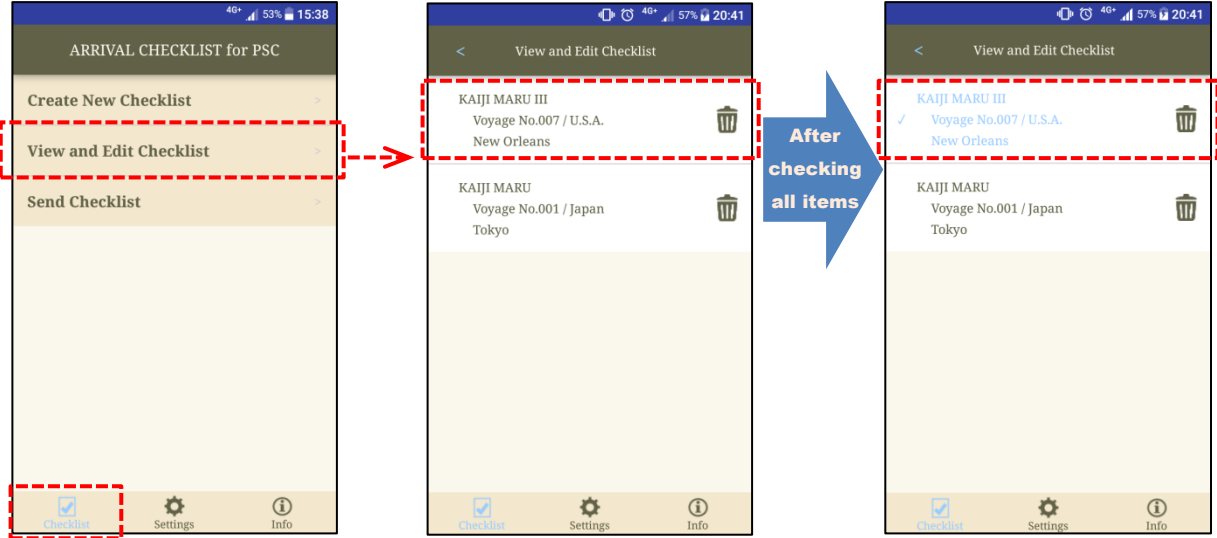
To add a note, just tap the blank space in the box at the top of the screen, type in the note, and then tap “OK” in the upper right to return to the checklist item screen.

To add a photo, tap “Camera”, take the photo and save it in the checklist. Then, to append Title and Comment on the added photo, tap the “” icon. After inputting the Title and Comment details, tap “OK” in the upper right corner of the screen to return to the previous screen. To add a saved photo in a mobile device, tap “Album” and select the desired photo. Tap “<” in the upper left corner of the screen to return to the previous screen.



Changes for inputting items in the checklist can be made by using the “Edit” function in the “View and Edit Checklist” screen, as described below. Press “Checklist” at the bottom left of the screen to return to the checklist menu.

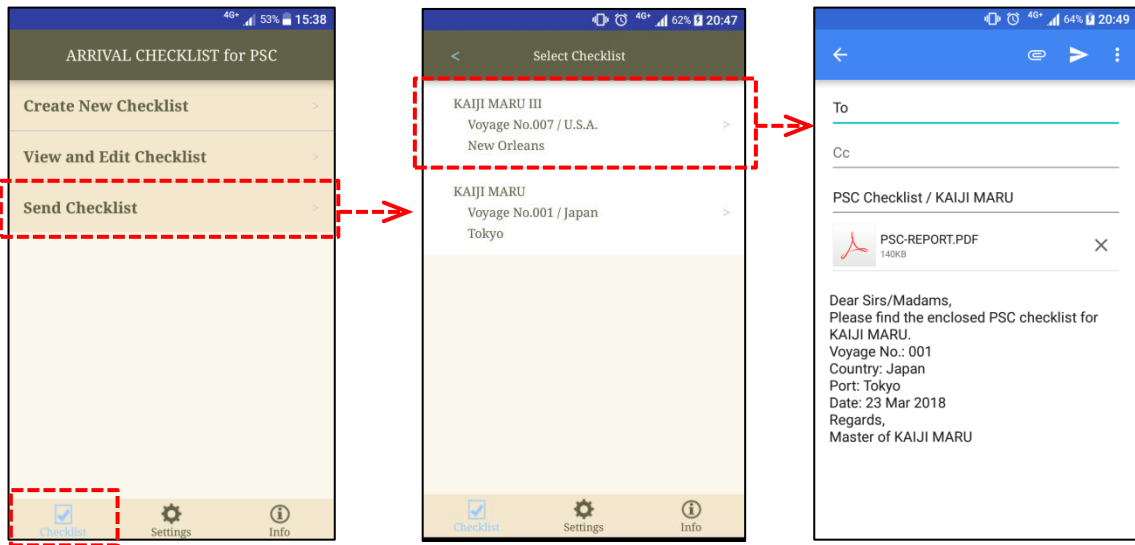
Then, tap “View and Edit Checklist” to access the checklist. The following screen should then appear. A list of the checklists that have been created for each ship, voyage number, and port should appear. In this case, the top item is the link to the newly created checklist for the subject ship. (Note: The checkmark in front of any ship name means that the checklist for that ship has been completed.)



## Sending the Checklist

Once all items in the checklist have been confirmed, you can send the checklist to the parties concerned by tapping “Send Checklist” in the “ARRIVAL CHECKLIST for PSC” screen. A screen will then open showing a list of all the checklists that have been prepared to date, as shown in the example below center.

Tap the name of the ship whose checklist you wish to send. Tap the applicable item in the screen, either type in or confirm the content of the cover message that next appears, and then send. (Please note that the checklist will be attached to the message automatically.)



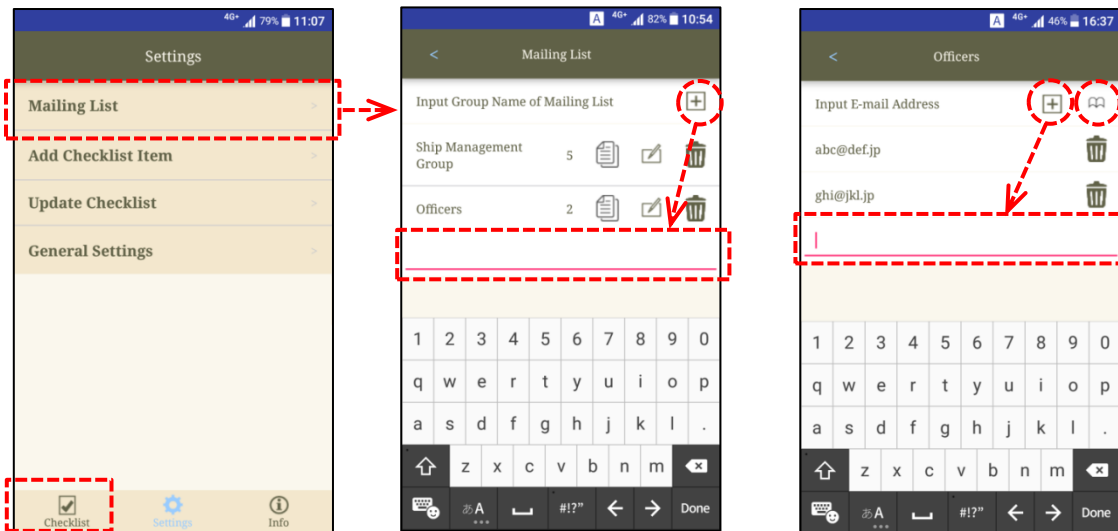
## Other Functions: Settings

The settings screen allows the user to set various checklist functions including updating the checklist (as noted above), recording details of the mailing list, adding user defined checklist items, as well as other general settings such as how to view checklist items, whether to save the checklist as a PDF or text file, how to rearrange the order of checklist, etc.

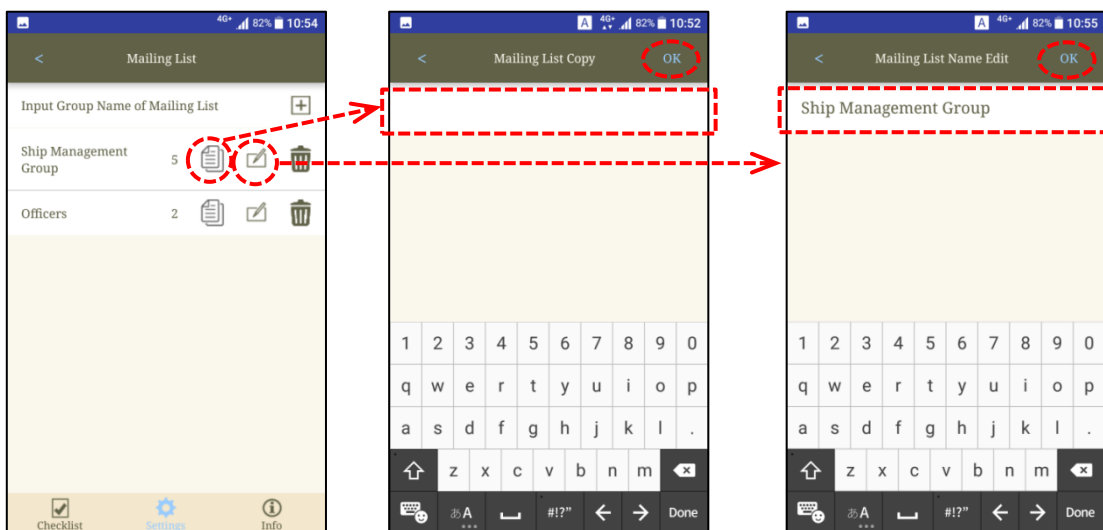
## Mailing List

Regularly used e-mail addresses can also be set using this function. Tap “Mailing List” in the “Settings” screen to enter and record e-mail addresses.

On the next screen, select or type your e-mail addresses. Tapping the “📖” icon will start the telephone directory application in your mobile device.



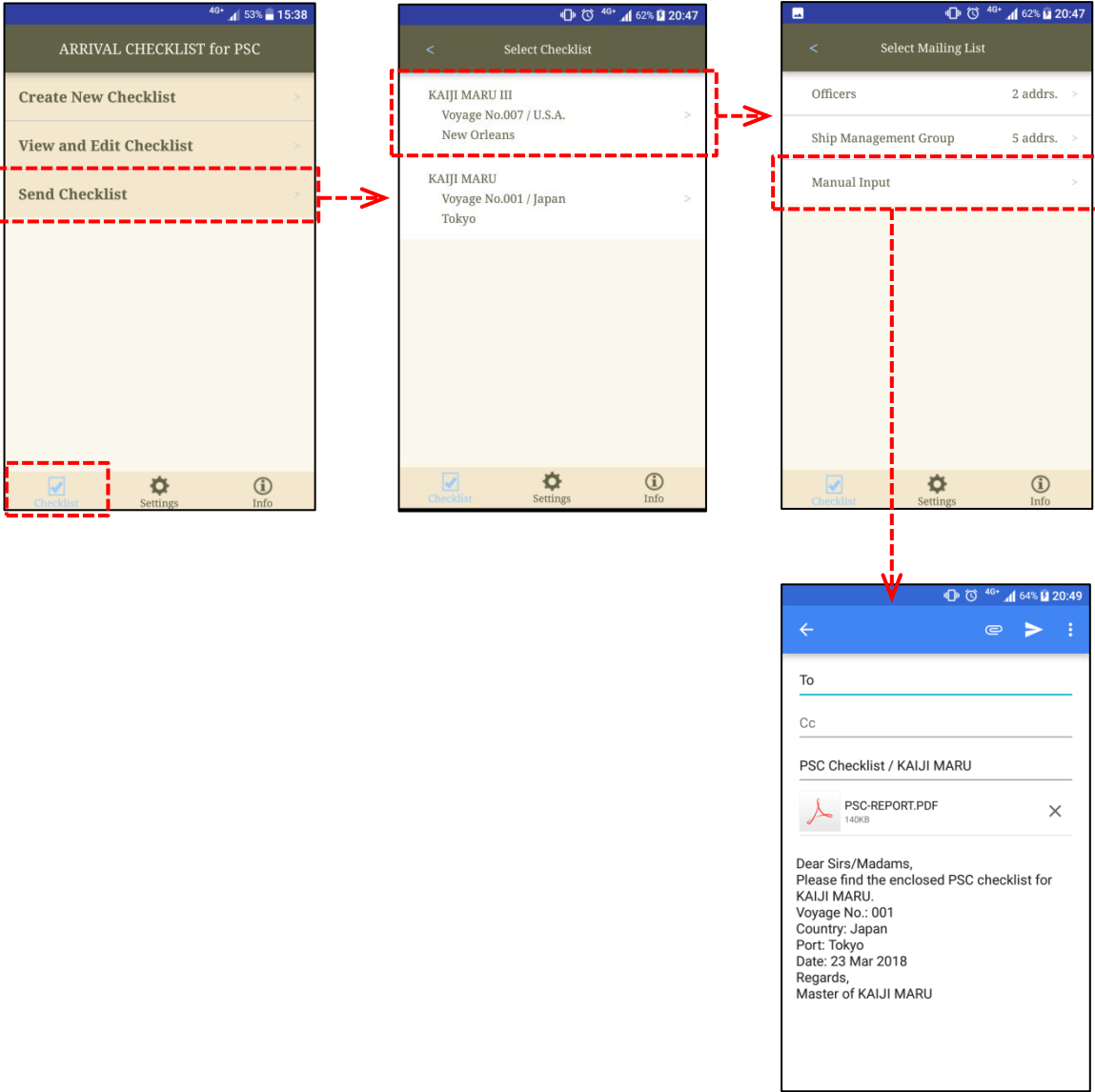
If you intend to copy an existing Mailing List, tap the “📄” icon, input the name of the Mailing List to be copied, then press “OK”. In addition, tap the “✍️” icon if you wish to edit the name of a Mailing List.



If you have a mailing list, a new “Select Mailing List” screen will appear which lists various address options when you send the checklist (see example below right). Select the option you

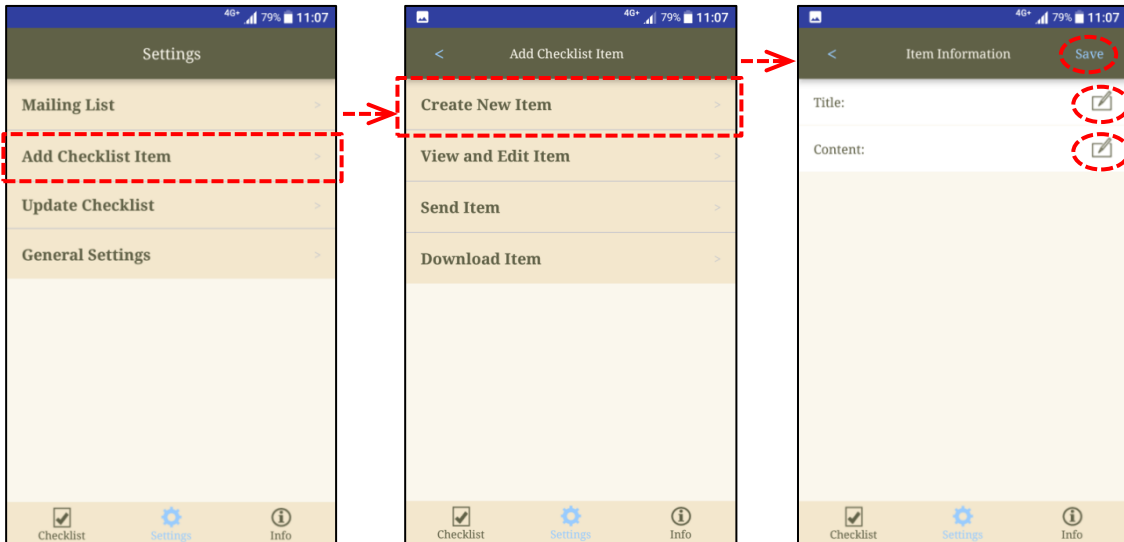


want and in the next screen, you can either select or manually input the addresses where you want to send the checklist.

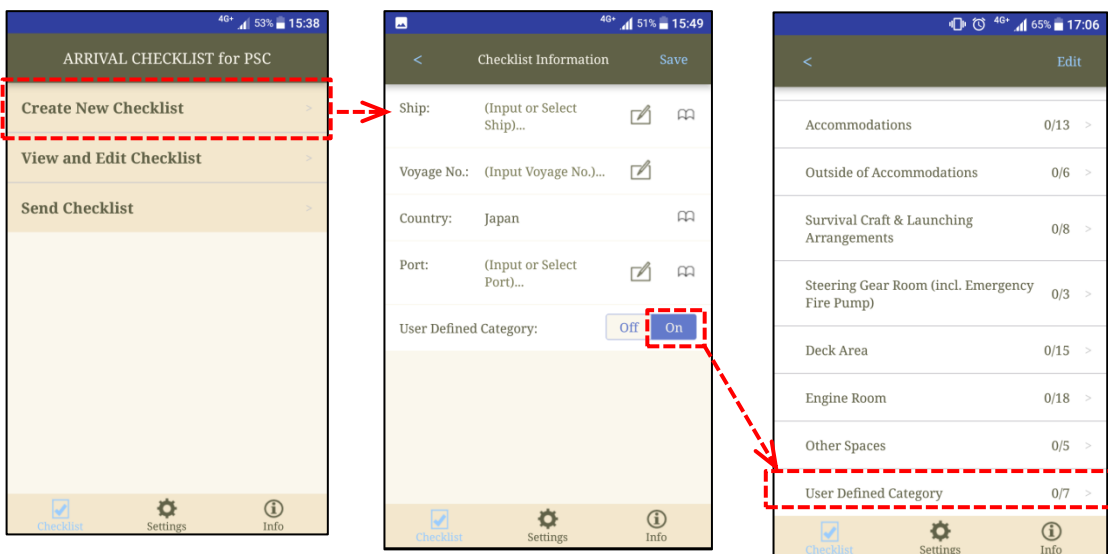


## Add Checklist Item

This screen allows users to create user defined checklist items. Tap “Add Checklist Item” in the “Settings” screen to enter the function. To create checklist items, tap “Create New Item” and enter Title and Content of the item desired.



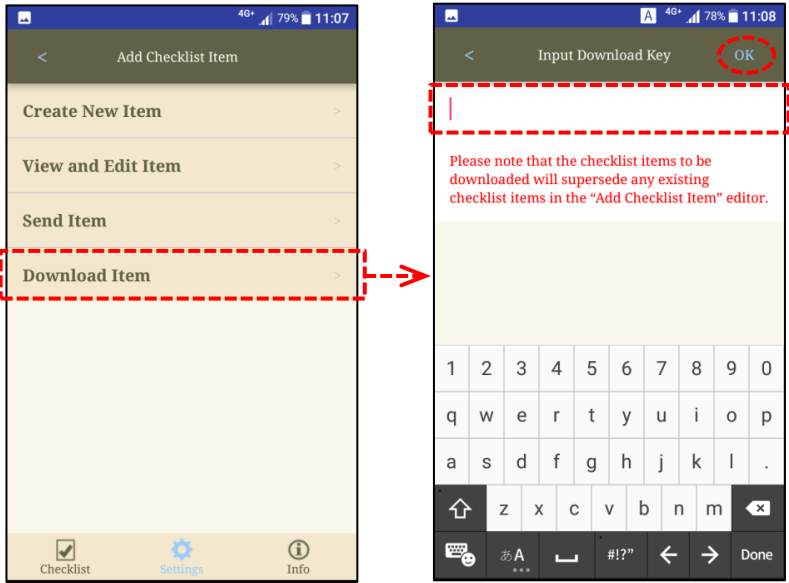
If you have added original checklist items using the “Add Checklist Item” function (see below for further details), these items can be included in a newly created checklist. If you intend to include them in a New Checklist, tap the “On” switch in the “User Defined Category”. If they are not needed, tap the “Off” switch in the “User Defined Category”.



In addition, “Send Item” enables users to share user defined checklist items with the other users via a dedicated server. Tap “Send Item”, then the screen in the lower left below will appear. This screen will allow you to obtain a download key for access to the server. Then, tap “Mail” and select the Mailing list of the users who you intend to share the original checklist items. (If no Mailing List, select “Manual Input” then input each address you wish to contact.) Finally, the e-mail screen will launch automatically.

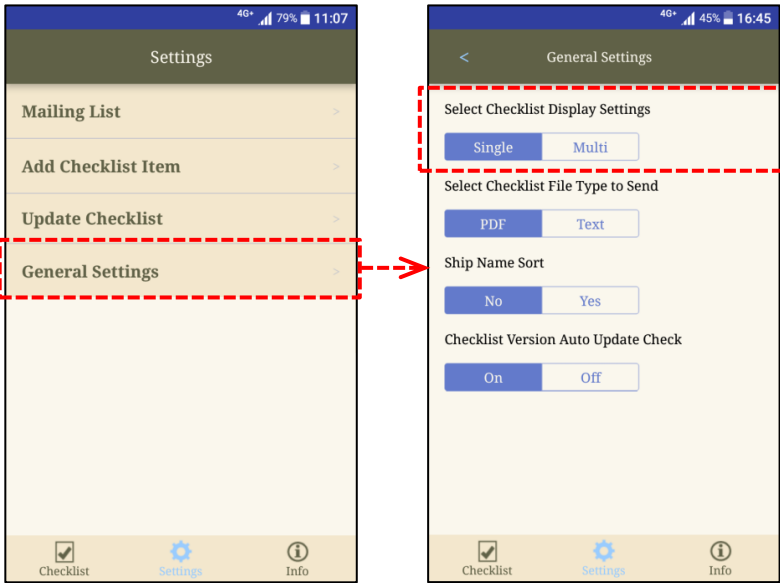


To download checklist items uploaded onto the server, tap “Download Item”, then input the download key distributed by “Send Item” function mentioned above.

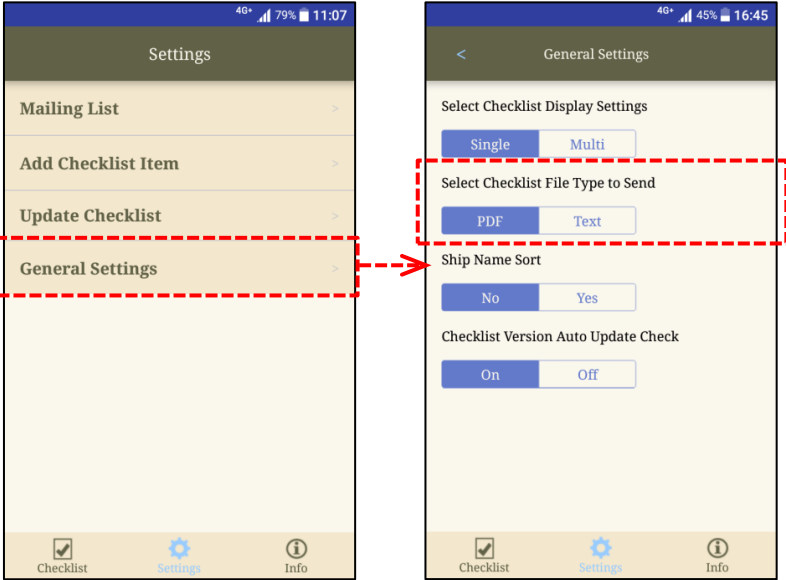


### General Settings

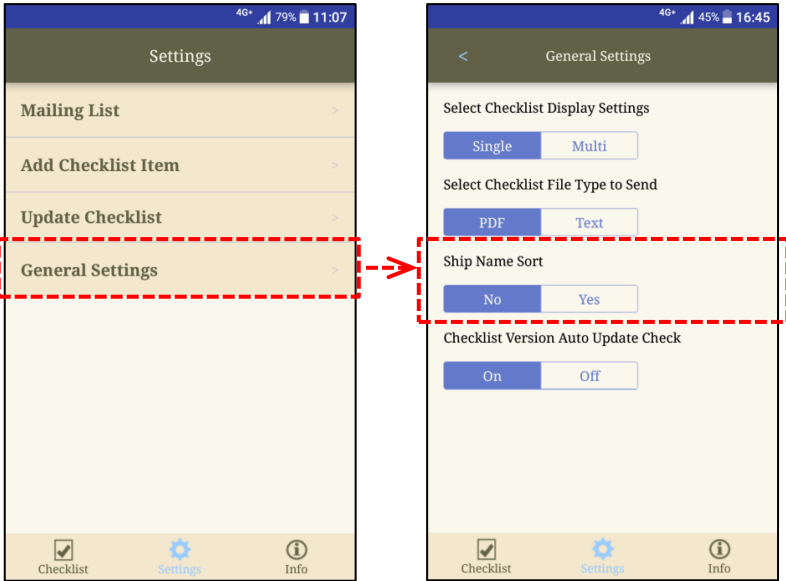
Users can choose to view the questions one at a time (convenient for smartphone users) or several questions at a time (convenient for tablet users) by selecting either “Single” or “Multi” in the “Select Checklist Display Settings” in the “General Settings” screen, that can be accessed by pressing the “Settings” icon at the bottom of the screen.



Use the "Select Checklist File Type to Send" in the "General Settings" screen to determine if the checklist should be sent as a PDF file or text file. It should be noted that it will not be possible to send any photos or other attachments if the checklist is sent as a text file. However, a text file will be much lighter and easier to send than a PDF file. An image of the General Settings screen is shown at right image below.



Use the "Ship Name Sort" in the "General Settings" screen to rearrange the order in which checklists are displayed. If "Ship Name Sort" is "Yes", the check list will be displayed in alphabetical order of ship names. If "No", the checklists will be displayed in the order they were created.

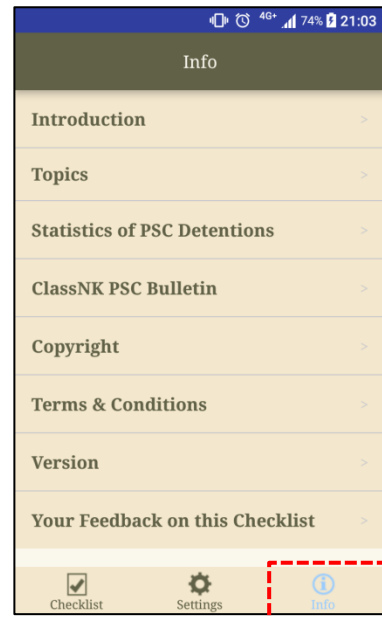


## Other Functions: Info

The Information function provides access to a range of topics, statistics, and other useful information. Notable among these are the latest “Topics”, “Statistics on PSC Detentions”, and “ClassNK PSC Bulletin”. Each includes the latest publications concerning that area published by the Society. Please browse these items to gain some insights into recent areas requiring special attention about PSC.

To access, simply tap the desired item.

Tapping on “Statistics on PSC Detentions”, for example, will give the user access to a country-by-country list showing the number and main types of matters for which ships were detained by PSC during the past year, while “ClassNK PSC Bulletin” includes all issues of “PSC Bulletin” issued by the Society on PSC matters that require particular attention.



Both types of information can be very useful when preparing to enter port.

To access a given issue of “ClassNK PSC Bulletin”, simply tap the Issue Number at the head of the item you wish to see. Country information on PSC detentions can be accessed by tapping on the name of the country in the list.

Tapping on the leftward pointing arrow in the upper left hand corner of the screen will return you to the Info top page.

Users are also encouraged to offer any feedback they may have on this Arrival Checklist for PSC or any of its features. Suggestions for improving any features, content, or other aspect of the application would be especially most welcome.