

BASSnet HR Manager 2.11 Release Notes

Product Release Information

Product:	BASSnet™ HR Manager 2.11
Release Number:	HRM 2.11
Release Date:	31st January 2020
Customer Support:	For more information or support, please visit our website http://www.bassnet.no/

This Release addresses the following issues:

This release note describes all the changes made in BASSnet HR Manager from version 2.10 SP1 to version 2.11. Any further changes to the items in this note, if any, will be reflected in Patch Release Note documents.

With the release of BASSnet™ HR Manager 2.11, new features and enhancements have been made to the following modules:

General	Payroll
Fleet	Stores
Planning	Travel
Training	Leave Management
Personnel	Reports

Pre-requisite Requirements

The customer's current BASSnet database version must be upgraded to the **BASSnet 2.10 SP1 HF2-000** patch release before the BASSnet 2.11 upgrade kit is applied.

Compatible Products

Product/ Platform	Version
Operating Systems	Client: Windows 10 Professional (64-bit) Windows 8.1 Professional (64-bit) Windows 8 Professional (64-bit) Windows 7 Professional SP1 and above (32/64-bit)
	Server: Windows Server 2019 (64-bit) Windows Server 2016 (64-bit) Windows Server 2012 R2 (64-bit)
	Special notice for Customers utilizing Windows XP:

Please take note that BASSnet version 2.9 SP1 onwards does not support the Windows XP operating system, which has been de-supported by Microsoft.

Databases

Office:
MS SQL Server 2019
MS SQL Server 2017
MS SQL Server 2016
MS SQL Server 2014

Vessel:
MS SQL Server 2019 Express
MS SQL Server 2017 Express
MS SQL Server 2016 Express
MS SQL Server 2014 Express

Applications

BASSnet HR Manager

This web-based module is an integral part of the BASSnet suite for crew management and payroll.

BASSnet Financials

Developed for the shipping industry, BASSnet Financials is an advanced Management Reporting system that handles multi-object, multi-company, multi-supplier and multi-currency transactions. The system utilizes a web-based environment; therefore multiple Users can be supported at any location.

Standard Integrations

Seagull

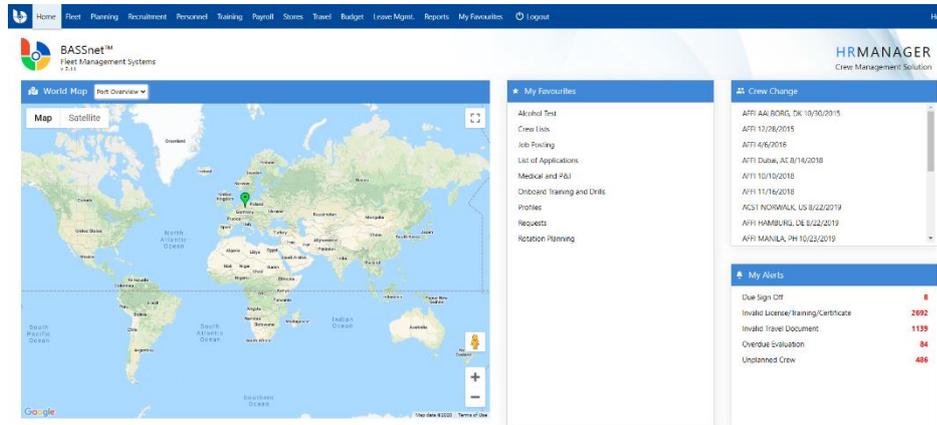
(for managing crew competence)

Recent Changes

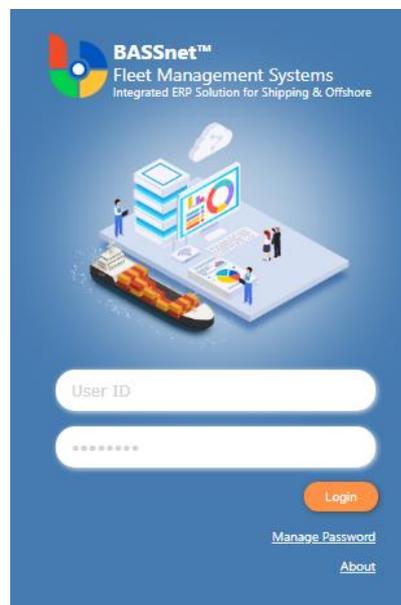
1. General

- ❑ The HR Manager landing screen has been redesigned to now include the following widgets:
 - **World Map** widget – to display Ports set in the **Port Overview** register. Click the port icon to view details and requirements of each port.
 - **My Favorites** widget – to display the screens that have been favorited (by clicking **My Favorites** on the top navigation bar and selecting **Add to My Favorites**). Clicking on a favorited screen will open it directly.
 - **Crew Change** widget – to display all the upcoming crew change records in the system. Clicking on a record will open the **Planned Crew Change** screen for that record.
 - **My Alerts** widget – to display alerts that you want to keep an eye on. Clicking on a record will open the alert screen for that record. To add an

alert to this widget, right click on the alert on the **Crewing Alerts, Payroll Alerts** or **Pending for Approval Alerts** screen, and select **Add to My Alerts**.



In addition, the BASSnet HRM login screen has also been redesigned.



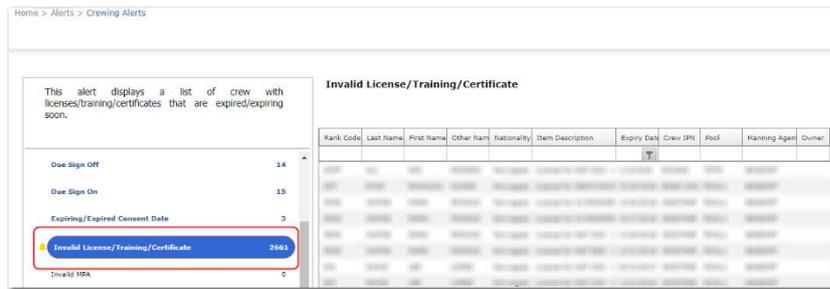
- ❑ [CR 12428, 12502] BASSnet HR Manager now supports **Single Sign-On Login**. To enable this feature, a new back-end system configuration (SINGLE_SIGN_ON_WEB) must be enabled to display the **Company Login** button on the Login screen.



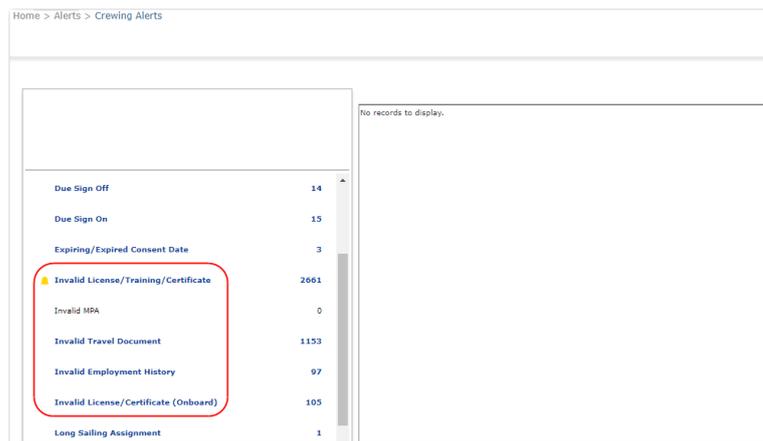
Users can select whether to use the BASSnet User ID or an Active Directory ID as authentication method. As a result, a new **Active Directory ID** field is now available on the **Administration – User’s Details** screen to assign an ADFS Login ID for each user for Single Sign-On.

In addition, a new **User ID** field and the **Active Directory ID** field has been added to the **Crew Maintenance** screen (previously the Crew IPN was fixed as the User ID).

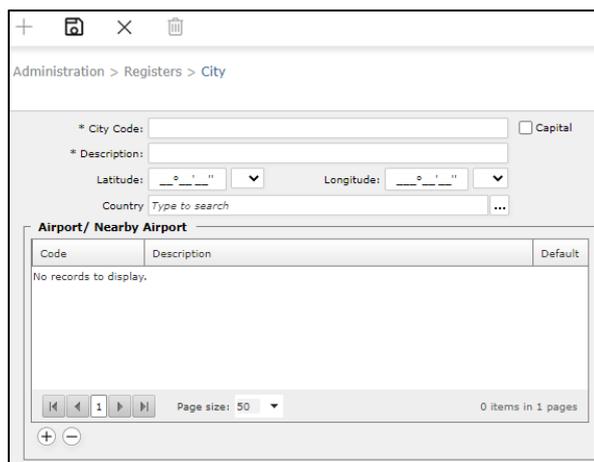
- ❑ [CR 5923] The **License Not Held/Expired/Expiring** alert on the **Crewing Alerts** screen will now also apply to **certificates**. To facilitate this change, a new **Type** column has been added to distinguish between a license and a certificate, and the **License Description** column has been renamed to **License/Certificate Description**.



- ❑ [CR 11688] The **Expiring/Expired License/Training, Expiring/Expired MPA, Expiring/Expired Travel Docs** and **License Not Held/Expired/Expiring** alerts on the **Crewing Alerts** screen have been renamed to **Invalid License/Training/Certificate, Invalid MPA** and **Invalid Travel Documents**.



- ❑ [CR 11397] When performing a search in HR Manager, if the **Vessel, Pool** or **Manning Agent** fields are left blank, the System will now search all of the vessels, pools or manning agents as set in **My Vessels, Pools** and **Manning Agents**, respectively, subject to the appropriate access rights.
- ❑ [CR 12059, 5358] New **Latitude** and **Longitude** fields, and a **Capital** check box, have been added to the **Registers – City** screen to further define the city. In addition, a new **Airport/Nearby Airport** list has been added for users to add airports that are in or near the city.



- ❑ [CR 10861] New **Certificates** access rights (i.e. Crew Certificate, Crew Certificate History, etc) are now available to separate the access rights for licenses and certificates (previously, access to certificates are under License access rights).
- ❑ [CR 11579] New **Last Login** and **Last Logout** columns have been added to the **Administration – Users** screen.

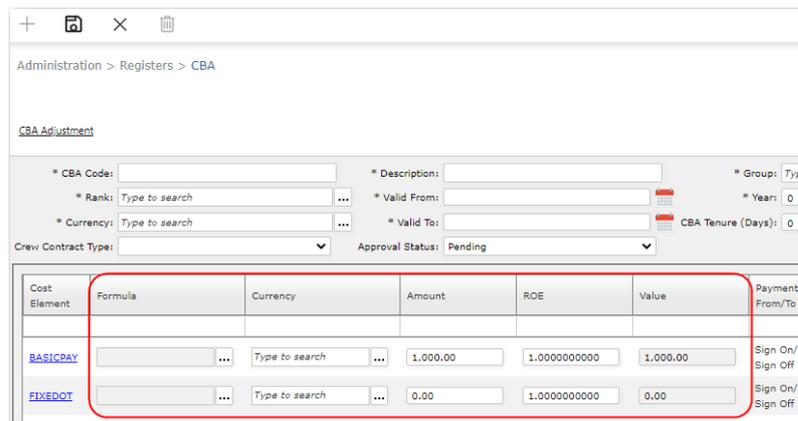


User ID	Name	Type	Rank	Email	Last Login	Last Logout
2ENG	Second Engineer	Vessel			2/8/2020 11:28:24	2/8/2020 11:31:33
ADMIN	Administrator	Vessel & Office			6/6/2018 3:06:45 F	6/6/2018 2:50:09 F

- ❑ [CR 11952] The **Trade Partner ID** field has been removed from the **Address** register screen – **Details** tab - **Info** section.
- ❑ [CR 11701] A new **Trade Category** tab is now available in the **Address Register** where users will be able to connect multiple supplier categories for each supplier.

To insert new trade categories in the System, a new **Trade Category** register is now available in BASSnet on the **Register Setup – General** screen. Only users with the new **Admin – Register – General - Trade Category** access right will be able to edit/insert/delete the records in the register.

- ❑ [CR 10281] The System will now prevent users from entering certain special characters (# & , + `) in the **Variable Detail** and **Department** registers.
- ❑ [CR 4129] The **Formula**, **Currency**, **Amount**, **ROE** and **Value** columns on the **Registers – CBA** screen are now editable (previously, users had to click each **Cost Element** to open a pop-up screen to edit the information).

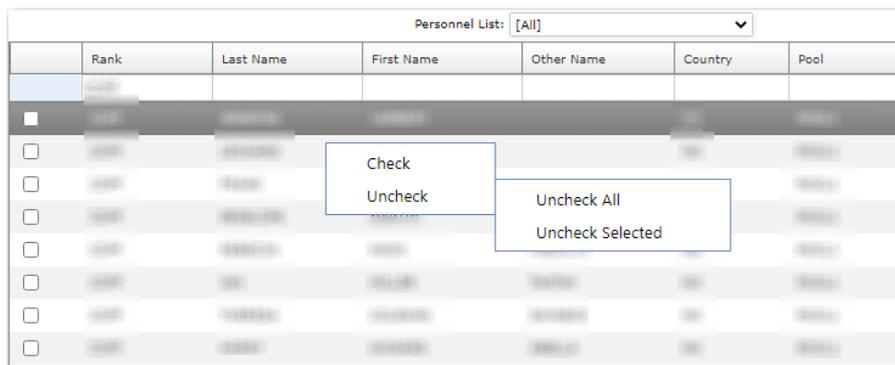


Cost Element	Formula	Currency	Amount	ROE	Value	Payment From/To
BASICPAY	<input type="text"/>	<input type="text"/>	<input type="text" value="1,000.00"/>	<input type="text" value="1.0000000000"/>	<input type="text" value="1,000.00"/>	Sign On/ Sign Off
FIXEDOT	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1.0000000000"/>	<input type="text" value="0.00"/>	Sign On/ Sign Off

- ❑ [CR 10085] A new **Crew without employment history** alert has been added on the **Crewing Alerts** screen to notify users when there are crew that do not have any employment history record.
- ❑ [CR 11345] The following changes have been made:
 - On the **Evaluation** screen – **Operational Performance** tab, the **No. of Sequence** column renamed to **Performance Level**

- On the **Manning Requirements – License/Training/Certificates/Travel Document Requirement** screen, the **Set when to display 'Nearing Expiry' indicator on Check Compliance screen, Duration** and **Unit** fields renamed to **Lead time for 'Nearing Expiry' status on Check Compliance screen, No.** and **Unit**
 - The size of the **Activity – Checklist** screen has been increased to accommodate 10 checklists without needing to scroll.
- [CR 12457] The **Vessel Type Group** field on the **Vessel Type** register screen is now a mandatory field.
- [CR 11552] When right-clicking on the following screens, the distance between the **Check** and **Uncheck** options, and the **Check/Uncheck All** and **Check/Uncheck Selected** options, have been increased to avoid accidentally selecting the wrong option.
- Wages – Copy to Crew
 - Apply to Wages
 - Special Holiday Bonus
 - CBA Adjustment
 - Batch Allotment – Setup and Payment
 - Generate Allotment

In addition, the option that the mouse hovers over will now appear highlighted, and the **Check/Uncheck All/Selected** pop-up menu will now appear at the same height as the selected **Check** or **Uncheck** options.



Personnel List: [All]						
	Rank	Last Name	First Name	Other Name	Country	Pool
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

2. Fleet

- [CR 6527] A new **Alcohol Reason** register is now available to identify the various reasons why alcohol tests are conducted.

On the **Alcohol Test – Assign Crew** screen, a new **Reason** field will be available to select from the new register. In addition, a new **Reason** column will also be displayed in the **List of Crew** table.

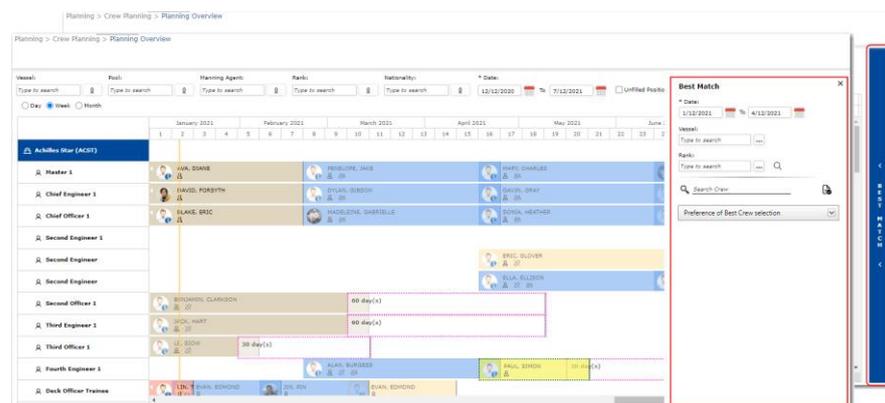
Similarly, a new **Reason** column has also been added to the **Personnel – Profile** screen – **Medical** tab – **Drug & Alcohol** sub tab, and a new **Reason** field on the **Personnel – Medical and P&I** screen.

As a result, the reasons selected will be displayed in the **Ship Alcohol Test** report generated from HR Manager.

- ❑ [CR 11276] Vessel images uploaded on the **Vessel Particulars** screen in HR Manager will now be synchronized with the relevant vessel record in BASSnet.
- ❑ [CR 11314] New **State, City** and **Zip Code** fields have been added to the **Vessel Particulars** screen – **Owner** tab – **Owner** sub tab to ensure consistency with other address fields in HR Manager.

3. Planning

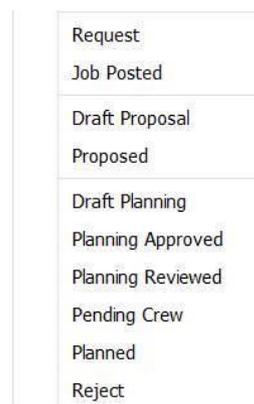
- ❑ [CR 9612] The following changes have been made to enhance the crew planning features in HR Manager:
 - A new **Planning Overview – Best Match** section is now available to configure your preference of the Best Crew selection criteria



- A new **Fleet – Crew Administration** access right and screen is now available to enable the **Preferred Crew** and **Conflict Crew** criteria in the **Best Match** section.
- On the **Manning Requirements** screen:
 - A new **Setup** tab is now available to identify the manning and matrix schemes applicable to the voyage and to flag the arrivals if they allow crew change. The tab will display voyage details to serve as references for the requirement setup.
 - A new **Overlapping Days** column
 - New **Start Date** and **End Date** fields to define which manning requirement to refer to for the Voyage List
- On the **Planning Overview** screen:
 - Additional **Manning Agent** filter has been added
 - New legends and statuses have been added, including a **Smart Proposal** function to enable the planning that was automatically proposed by the system according to the preferred setup
 - New access rights to control as per the new statuses
 - New icons to indicate an undefined crew change, conflict crew, missing sign on travel request, missing contract, unlinked relievers
 - New right-click options:
 - Crew – Apply to Best Match, Swap, Rotate, Link Reliever, Unlink Reliever, Send Email, Group Sign On/Off



- Voyage – Add Planned Crew Change
- Status Update – Send Request to Manning Agent, Job Posted, Draft Proposal, Proposed, Draft Planning, Planning Approved/Reviewed, Pending Crew, Planned, Reject



- New access right to allow Editable by Manning Agent, Editable by Pool, Read Only by Manning Agent and Read Only by Pool to be enabled at the same time
- A reliever is always at the next row after an off-signer
- Drag and drop is now possible to shift crews easily and make adjustments to the assignment
- New **Manning Requirements** and **Matrix** check boxes to display compliance to Manning Requirements and Matrix Requirements
- New **Unfilled Positions Only** check box
- New **Request, Job Posted, Draft Proposal, Proposed, Draft Planning, Planning Reviewed, Pending Crew and Reject** activity statuses
- On the **Employment History** screen:
 - **Working Days** and **Leave Days** fields renamed to **Working Days 1** and **Leave Days 1**, respectively
 - A new set of **Working Days 2** and **Leave Days 2**
- On the **Best Match** screen:
 - The results list has been revamped with different columns and arrangement.

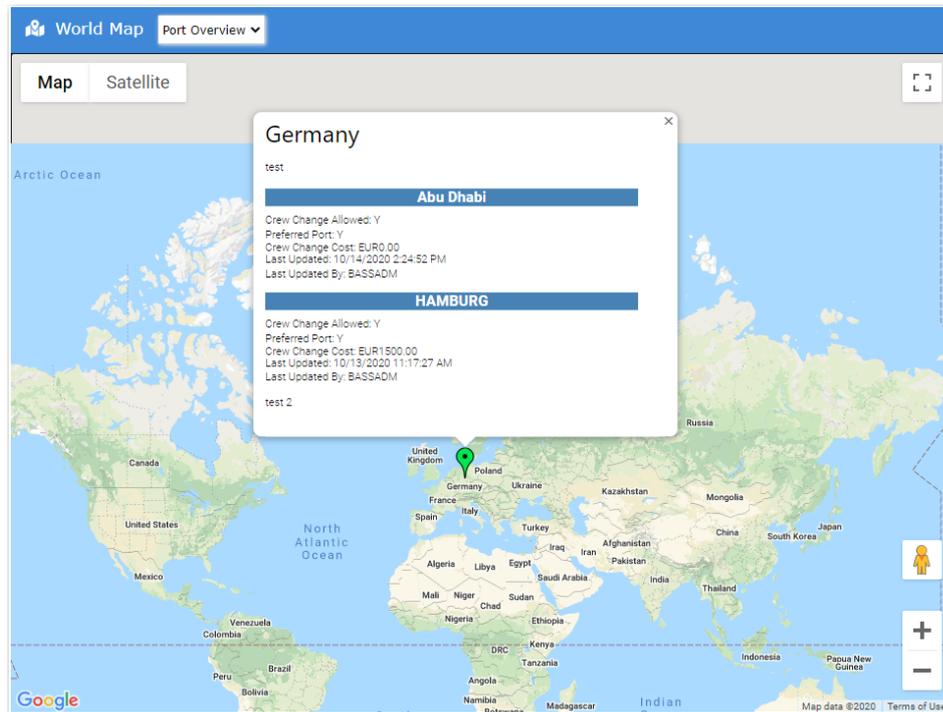
- [CR 4007] The following changes have been made to the **Reports – Crew List** screen:

- A new **Include Future Sign On/Off** check box has been added to the **Reports – Crew List** screen along with new **Arrival/Departure Date** fields
 - A new **Include Digital Signature** check box is now also available to display the digital signature in the report (digital signature stored under My Favourites – My Lists – My Digital Signature)
 - New **Seaman Book** and **Passport** radio buttons to select only one (default is seaman book)
 - New **Send Email** button to generate the report and directly attach to an email
 - The format of the **IMO Crew List** has been changed
 - The **SIN Form 22 Crew List** has been renamed to **Singapore Crew List**, and the footer of the report will now display the following, *“I certify that the above information is, to the best of my knowledge and belief, true in every particular”*, followed by the print date.
- [CR 11988] The following changes have been made to the **Staff Strength** screen:
- Fleet Strength**
- New **Vessel** and **Pool** filters have been added
 - New **My Vessel List** check box to select the favorite vessels as set in Manage Vessel List
 - The **Select Ranks** field renamed to **Rank**
 - New **Available** column to indicate the availability of the crew during the date (for activity codes that are set as 'Available' in Activity register)
 - The **Generate** button has been changed to a magnifying glass icon
- Overall Strength**
- The **Fleet Size** field renamed to **Current Fleet Size** and a New **Fleet+** field has been added
 - The **Strength Required+** field renamed to **Strength+**
 - New **Manning Required/Vessel** column
 - The **Total Strength** and **Strength Required** columns renamed to **Current Strength** and **Estimation Required**
 - The **Export to Excel** button has been changed to an Excel logo icon.

4. Personnel

- [CR 12006] The following changes have been made to assist with the pandemic handling as advised by the CDC and IMO for safer crew changes.
- A new register of **Crewing – Port Overview** have been added to the **Administration – Register** screen. Users may input a new port and select the Active checkbox to display it on the World Map on the home screen.
 - A Port field is now available for users to input port detailed information on the world map. The following fields are available:
 - Port Code
 - Port Description
 - Currency
 - Amount
 - Preferred Port
 - Crew Change
 - Effective Date
 - Description
 - Last Updated
 - Last Updated By

With these changes, users will have a detailed overview of all active ports from the homepage.



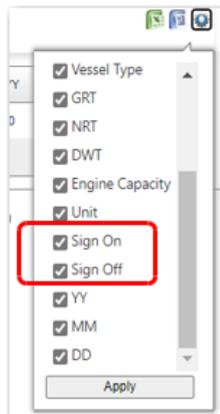
- ❑ [CR 10198] An update has been made to the back-end System configuration of '**CNPNSHOW_INHCBA**' where now, when the primary value is set to '**Y**', the validation message of "*Do you want to inherit the previous non CBA elements?*" will be displayed for the **Employment History** screen and the **Wage Scheme Adjustment** screen.
- ❑ [CR 11993] A new button of Upload has been added to the **Profiles – Experience – External Experience** tab where now, users will be able to upload their external experiences via an excel document. Please note that the upload will fail if the sign on and sign off date of the crew overlaps.
- ❑ [CR 10220] A change has been made to the **Personnel – Beneficiary** screen where now, the following fields are removed:
 - Notify in Case of Emergency
 - Beneficiary for Insurance
 - Philhealth Beneficiary
 - POEA, Info Sheet Allottee
 - POEA Info Sheet Beneficiary

When the user searches for a family member (that is from the search box adjacent to the **Name** field), if the family information is already entered into the System, the remaining fields will be automatically populated based on the entered field.

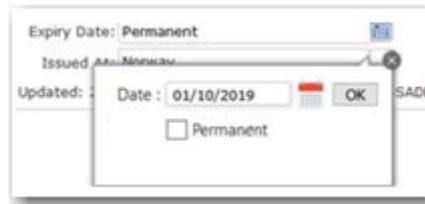
- ❑ [CR 9298] It is now possible to limit the visibility of the past activities onboard the vessel with a new back-end System configuration of '**CNPNACTVSLVIEWFILTER**' is now available. When this configuration primary value is set to '**Y**' and the secondary value is set to a numerical digit, the activities record that are **CONF-**

CONF offset by the number of days of the digit, will be hidden from display on the Profile – Activity tab. This will not affect activities that are CONF-PLAN and PLAN-PLAN.

- ❑ [CR 10284] The following fields have been added to **Personal Info – Assign Family**:
 - Other Name
 - Maidens Name (note that this field will only be editable if the relationship is mother)
 - National ID
 - Passport No
 - Passport Issued Date
 - Passport Expiry Date
- ❑ [CR 5731] A new checkbox of **ISOS** has been added to the **Personnel – Medical and P&I** screen – **Injury / Illness Details** tab.
- ❑ [CR 11826] A change has been made to the **Personnel – Certificates** screen where now, if a crew uploads two of the exact same training certificate (that is, with the same certificate no., issued date, and expiry date), a validation message of “*The record is duplicated*” will be displayed and the duplicated certificate is not saved.
- ❑ [CR 6725] An update has been made to the **Activity – Evaluation** screen where now, all input fields under the **Evaluation Details** section have been increased to allow up to 1000 characters.
- ❑ [CR 5945] Two new columns of **Sign On** and **Sign Off** have been added to the **Personnel – Experience** screen. These two columns may be enabled from the Settings icon.



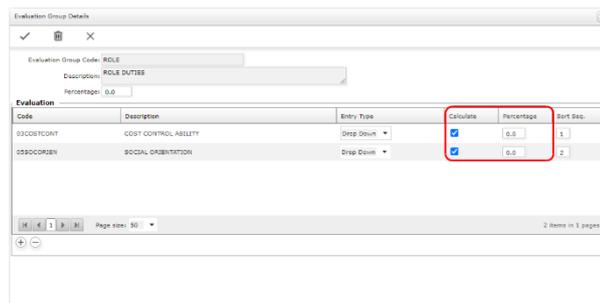
- ❑ [CR 10123] The name of the vessel will now be displayed adjacent to the Sign Off date on the **Activity – Evaluation** screen.
- ❑ [CR 11923] A new access right of “**Corporate Scratch Pad Indicator**” have been added under **Crewing – Corporate Scratch Pad**. When this access right is enabled, the display of the indicator on the top of the crew profile will be displayed.
- ❑ [CR 12008] An update has been made to the expiry date selection on the **Personnel – License, Training, Certificate** screens where now, when the date is selected the **Permanent** checkbox will be deselected. When the **Permanent** checkbox is selected, the date will be noneditable.



- ❑ [CR 4582] A change has been made to the Personnel – Training screen where now, when a crew certificate is linked to a Training activity, the Training’s expiry date will be noneditable and will display the certificate’s expiry date. If no certificate is linked to a Training activity, the Training Expiry Date will be editable.
- ❑ [CR 9316] A new access right of ‘**Override Crew Acceptance**’ has been added to the **Manage Users/Roles** screen - **Register – Evaluation**. With this access right assigned, when the role of a reviewer matches the evaluation template, the reviewer will be able to override the crew acceptance or reviewer acceptance.

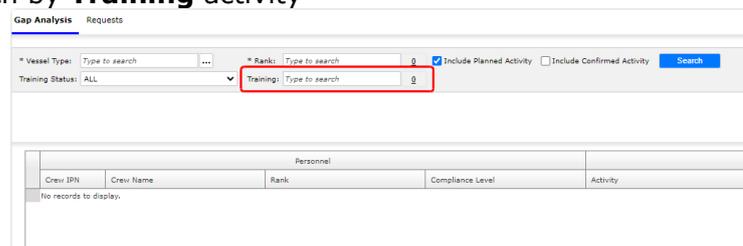
5. Training

- ❑ [CR 8247] A new calculation type of distributing weighted percentage on Attributes and Elements within an evaluation group is now available. With this change, two new columns have been added to the **Administration – Registers** screen – **Crewing – Evaluation Template** register – **Evaluation Group Details** window. A **Calculate** checkbox and a **Percentage** column that display the weighted percentage of the evaluation group.

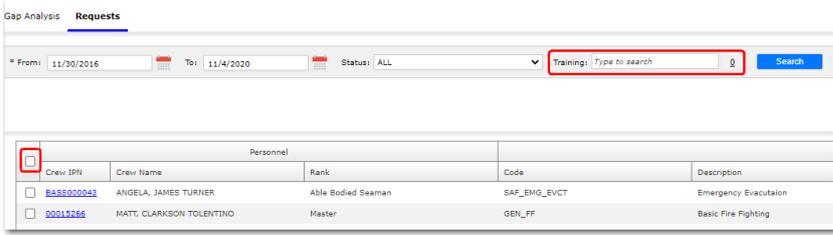


Please note that this calculation method is a backend database-controlled feature, if you would like to utilise this calculation method, please contact BASS Support.

- ❑ [CR 5922] An update has been made to the **Training – Manage Training – Training Requests** screen where now, under the **Gap Analysis** tab, users will be able to search by **Training** activity



and under the **Requests** tab, users will be able to search by Training activity and select all crew members.



Crew ID	Crew Name	Rank	Code	Description
00010266	MATT, CLARKSON TOLENTINO	Master	GEN_FF	Basic Fire Fighting
BASS000043	ANGELA, JAMES TURNER	Able Bodied Seaman	SAF_EMG_EVCT	Emergency Evacuation

- ❑ [CR 10146] A new column of Activity have been added to the **Training – Manage Training – Training Requests** screen – **Requests** tab included are the following fields:
 - Vessel Name
 - Start Status
 - End Status
 - Pool Code
 - Manning Agent
 - Crewing Manager

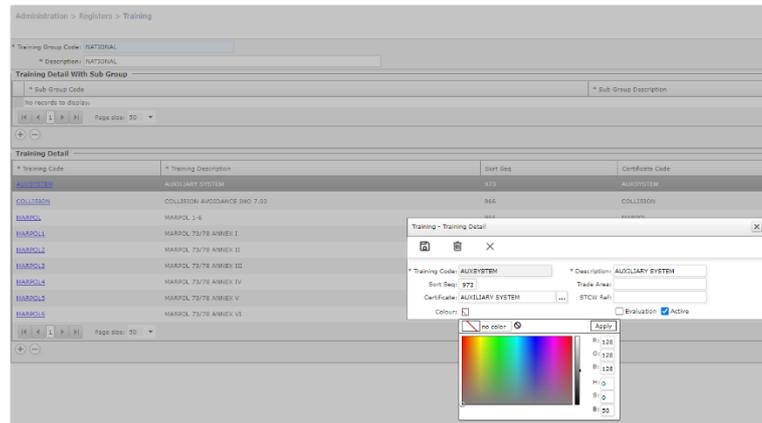
The Crewing Manager is encoded under Vessel Particular – Owner – Manning screen.

- ❑ [CR 11590] BASSnet SAFIR’s Training & Drill records will now be synchronized with BASSnet HR Manager’s Onboard Training & Drill. This reduces the work needed to create and update the same record in both modules for each participant.

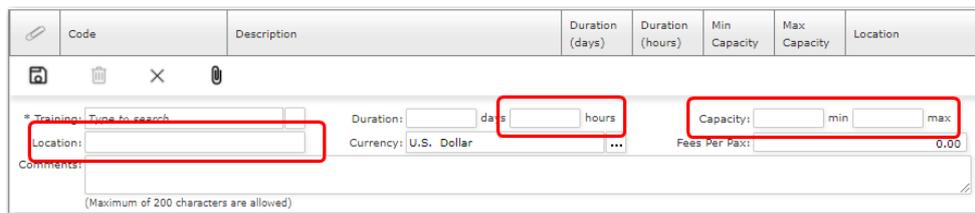
As a result, if the system detects that the SAFIR license is enabled, users will no longer be able to create, edit or delete Onboard Training & Drill records in HR Manager; users are only able to view. These records are created and maintained in the BASSnet SAFIR module and automatically synchronized to HRM.

If the SAFIR license is disabled, the existing screens and logic remain. Users can still create, edit or delete Onboard Training & Drill records in HR Manager as before.

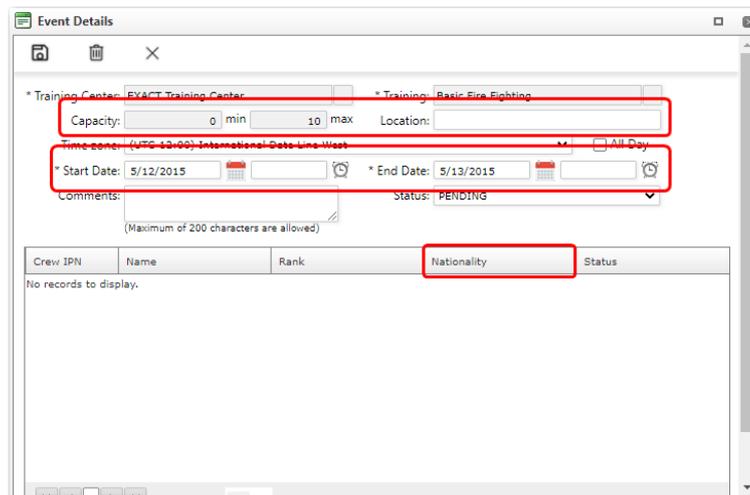
- ❑ [CR 11062] Two new statuses have been added to the **Training** module. A status of “**Pending Crew**” indicates that a user has made a training request for a particular crew and is pending for the crew to accept the training request. A status of “**Declined**” indicates that the crew have declined the training request. Additionally, the previous status of “**Confirmed with Training Center**” have been renamed to “**Registered**”.
- ❑ [CR 8952] The following changes have been made regarding the Training Center screen:
 - Colour coding per individual training activities are now available. For users to select their preferred colour, they will need to navigate to the **Administration – Registers** screen – **Crewing – Training** register.



- Three new fields of **“Location”**, **“Hours”**, and **“Capacity”** have been added to the **Training – Training Planner – Training Centers** screen – **New** button for users to input when setting up a new training center.



- The details of training activities under the Training – Training Planner screen have been updated to include
 - Capacity and Location based on the Training Centers screen
 - Start Time and End Time
 - A Nationality column
 - A Proposed By column.

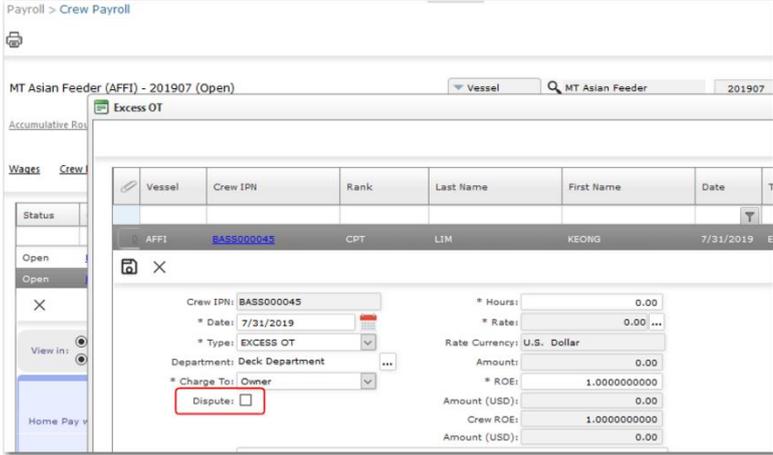


- The following changes have been made to the By Day, By Week, By Month filter on the **Training – Manage Training – Training Planner** screen:
 - The colour of each training center will now be based on the colour selected from the register

- The details shown within each training center record have been updated to display the Training Center Code, Training Code, Count of enrolled crew
- When hovered, the information displayed are Crew IPN, Rank Code, Crew Name, Nationality, Status, Creator of activity
- A new filter of By Year is now available on the **Training – Manage Training – Training Planner** screen.

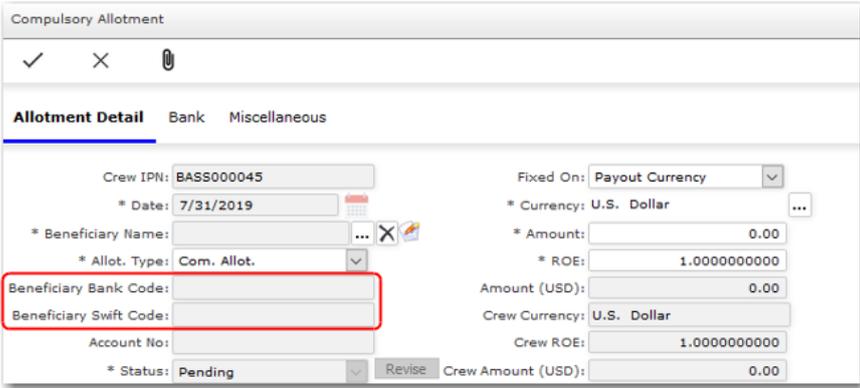
6. Payroll

- ❑ [CR 9196] A new back-end system configuration 'CNPNSHOWDISP' has been added to allow you to display/hide the **Dispute** column/check box on the following screens:
 - **Crew Payroll** – Excess OT, Other Earnings, Bonded Stores, Cash, Travel, Communication, Other Deductions
 - **Update Payroll Data** – OT Earn, Other Earning, Bonded Stores, Cash, Travel, Communication, Other Deduction tabs
 - **Batch Entry Payroll Data** – OT Earn, Other Earning, Bonded Stores, Cash, Travel, Communication, Other Deduction tabs.



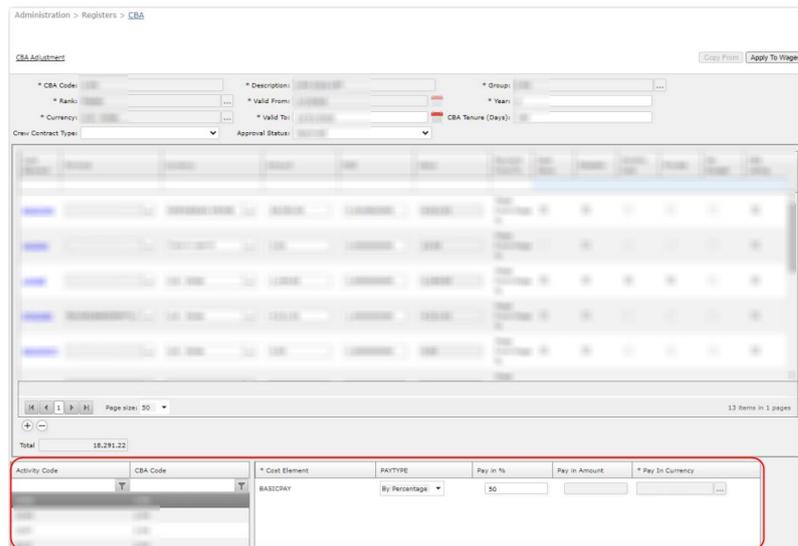
The screenshot shows the 'Payroll > Crew Payroll' interface. At the top, it displays 'MT Asian Feeder (AFFI) - 201907 (Open)'. Below this, there's a table with columns for Vessel, Crew IPN, Rank, Last Name, First Name, and Date. A record is shown for Vessel AFFI, Crew IPN BASS000045, Rank CPT, Last Name LIM, First Name KEONG, and Date 7/31/2019. Below the table, there's a form for 'Excess OT' with fields for Crew IPN (BASS000045), Date (7/31/2019), Type (EXCESS OT), Department (Deck Department), and Charge To (Owner). A 'Dispute' checkbox is present and is highlighted with a red box. To the right, there are summary statistics for Hours, Rate, Amount, and ROE.

- ❑ [CR 10218] Two new fields/columns **Beneficiary Bank Code** and **Beneficiary Swift Code** are now available on the following screens:
 - Batch Entry Payroll Data – **Com Allotment** and **Vol Allotment** tabs
 - Update Payroll Data – **Com Allotment** and **Vol Allotment** tabs
 - Batch Allotment – **Setup**.

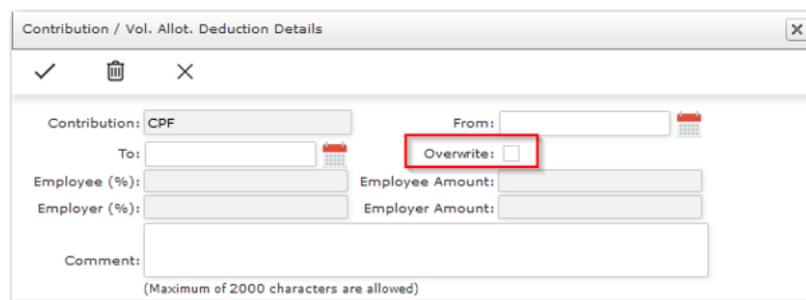


The screenshot shows the 'Compulsory Allotment' screen with the 'Allotment Detail' tab selected. It displays fields for Crew IPN (BASS000045), Date (7/31/2019), Beneficiary Name, Allot. Type (Com. Allot.), Beneficiary Bank Code, and Beneficiary Swift Code. The last two fields are highlighted with a red box. Other fields include Fixed On (Payout Currency), Currency (U.S. Dollar), Amount (0.00), ROE (1.0000000000), and Status (Pending). A 'Revise' button is also visible.

- ❑ [CR 8252] A new **Activity CBA** section is now available on the **Registers – CBA** screen to allow users to update activity CBAs directly from the CBA register.



- ❑ [CR 11582] The CNPNPRORATELOAN system configuration has been enhanced to include a secondary value that will be applicable when the primary is enabled. When the secondary value is enabled, the system will skip the loan deduction for the activities specified when the CBA net earnings of that month (upon account creation) is less than the monthly loan deduction.
- ❑ [CR 9543] The **Overwrite** check box on the **Wages – Contribution/Vol Allot Deduction Details** screen can now be disabled by entering the contribution code (i.e. CPF) in the secondary value of the CNPNSGCPF CODE configuration. If the system detects that the contribution code is the same as the code entered in the configuration, the **Overwrite** check box will be disabled.



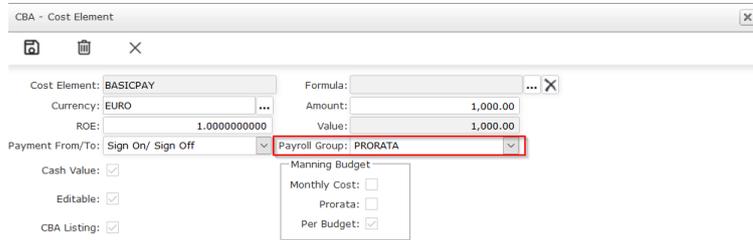
- ❑ [CR 9807, 10370] The sequence in which the system converts from one currency to another has been changed to avoid any discrepancies. Transaction amounts will now be converted to Crew Currency first, then Vessel Currency (previously it was converted to vessel currency first, then to crew currency).

As a result, a new **Gain/Loss** column have been added to the following screens to display any gain/loss during the conversion or rounding of cents in the system:

- Crew Payroll
- Payroll Summary
- Wage Summary (in Vessel Currency) report
- Wage Summary – Tot./Neg. BOW report.

On the **Crew Balance** screen, the **Vessel Currency** option and the **All Settlement Exc. Zero & Negative** options have been removed from the **Pay With** and **View** fields, respectively.

- ❑ [CR 5956] A new **Payroll Group** field is now available on the **CBA** register – **Cost Element** screen.



- ❑ [CR 10315] The following new fields are now available on the **Contribution/Allotment Deduction** register screen to enhance the calculation of the Philippines statutory contribution for Philhealth, SSS and Pag-ibig:
 - Wages – Select the type of wages (i.e. Prorated Basic, Full Basic or Total Earns)
 - Activity – Define the activity that is applicable to the contribution/allotment.
- ❑ [Defect 63417] Resolved an issue where the System incorrectly used the *Vessel Currency* when generating a payslip from the **Crew Payroll** screen – **Print and Checklist** link even though the User had selected the **View Based on Crew Currency** option.

7. Stores

- ❑ [CR 10053] All transaction types will now be included in the **Average Price** calculation throughout the module. In addition, the following changes have been made:
 - On the **Material List** screen:
 - The **Currency** field renamed to **Last Price Currency**
 - The **Last Purchased Item Price** field renamed to **Last Price**
 - The **Average Item Price** field renamed to **Average Price** with the vessel currency code in brackets
 - The **Selling Price** field will now include the vessel currency code in brackets
 - The Item Price, Selling Price and Average Price will now display 4 decimal places instead of 2
 - On the **Material Receipt** screen:
 - A new validation is now available to ensure that the **Unit Price** is greater than 0
 - On the **Inventory** screen:
 - The **Stock Received** option has been removed
 - Unit Price will be based on the Average Price
 - The **Bonded Stores** option will be selected by default instead of Provisions
 - On the **Stock Adjustment** screen:
 - Today's date will be used as the default **Transaction Date**

- The latest **Unit Price** will be the default **Average Price**, but it is editable and allowed to be 0
- On the **Stock Consumed/Out** screen, the fields have been renamed and rearranged as follows:

Label	Description
Date	The Transaction Date. Always default to today's date. This field is non-editable.
Material	Material ID. Non-editable.
Description	Material Description. Non-editable.
Category	Provision or Bonded Stores. Non-editable.
Stock	Current stock quantity in the inventory.
Unit	To display the UOM – Description.
* Material Quantity	The quantity that will be entered by the user.
* Currency	The transacted/transaction currency.
Unit Price	If "CNPNSTORESELLPRICE" config is enabled, the Unit Price is the Average Price. Otherwise, Selling Price. This field is non-editable.
Comments	The comments entered by the user.

- A new validation will prompt if the system detects that the selling price is different from the latest Average Price of the record that is to be deleted
 - On the **Transactions** screen:
 - The **Bonded Stores** option will be selected by default instead of Provisions
 - A new **Created Date** column is now displayed
 - The **Date** field renamed to **Transaction Date**
 - The **Updated Since** field renamed to **Updated Date**
 - The **Created Date, Transaction Date** and **Updated Date** columns re-arranged as such
 - On the **Crew Payroll** screen – **Bonded Stores** tab, the **Material Price** field will now display 4 decimal places instead of 2
 - New back-end system configurations have been added to automatically enter the default comments (as set in the config) on the following screens:
 - Material Receipt
 - Stock Consumed/Out
 - Stock Adjustment
 - Crew Bonded Stores – Deductions – Bonded Stores tab
- [CR 8866] A new **Kind** field has been added to the **Material List** screen to define the material kind of the item. To facilitate this change, a new **Material Kind** register is now available to create the different kinds in the system.
- [CR 10098] A new **Adjust Reason** column is now available on the **Inventory** and **Stock Adjustment** screens for users to insert the reasons that the stock count is adjusted. To facilitate that, a new **Adjust Reason** register is now available to create the different reasons in the system.

Home Fleet Planning Recruitment Personnel Training Payroll **Stores** Travel Budget Leave Mgmt. Reports My Favourites Logout ? Help

Stores > Inventory

Star Century I (APCI)

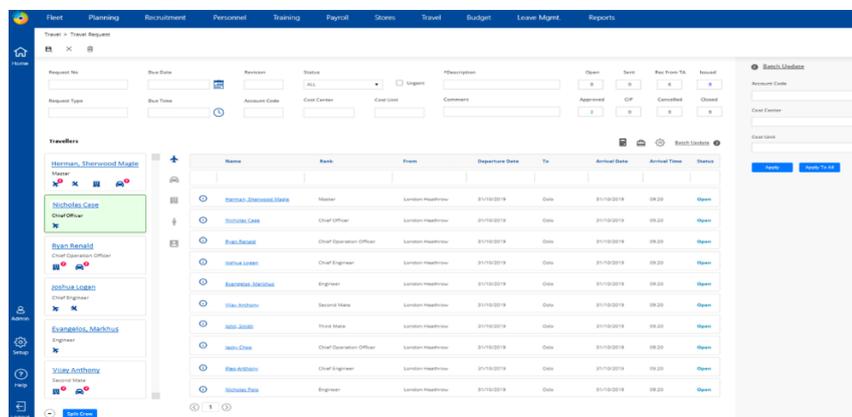
Category: Bonded Stores

Material ID	Name	Unit	Stock	Adjust Reason	Transaction Comments
CIG004	DUNHILL	PKT	500.00		
CIG002	MARLBORO - GREEN	PKT	500.00		
CIG001	MARLBORO - RED	PKT	1,000.00		
CIG003	CIGAR	PKT	500.00		

Page size: 50 4 items in 1 page

8. Travel

- ❑ [CR 10903, 7693] Phase 2 of the integration between HR Manager and ATPI CrewLink brings the following changes to the **Travel** module:
 - The layout of the **Travel Request** screen has been revamped to minimize scrolling and allow users to view and submit requests easily. Among others, this also includes:
 - New **Request Type** field to indicate if the record is a sign-on or sign-off
 - Due Date/Time information will be populated automatically if available, but users can modify them. When Travel Type is Sign On, the earliest arrival date/time will be displayed. For Sign Off, the earliest departure date will be displayed.
 - New **Account Code** field that is mandatory if an ATPI agent is selected. Only account codes tied to the company can be selected
 - New **Cost Center** and **Cost Unit** fields
 - New Calculator icon to link to the **Travel Alternates & Comparison** screen
 - New Bag icon to link to the **Travel Details** screen
 - In the **Travellers** section on the left panel, different icons will indicate the type of request for each traveller (i.e. joiner request, leave request, hotel request, transport request)
 - The **Travel Request** screen will now include new **Flights, Transport, Hotels, Accounts** and **Agents** tabs to directly view and update the relevant information. The fields in each tab have also been revamped.
 - The **Visa Type** field will be moved from the **Travellers** section to **Flights** section
 - New **Batch Update** panel available on the right side of the screen. The fields under this section will change according to the tab that is currently open
 - Requests with the status 'Open' will no longer be considered 'In Progress'
 - Only 1 travel type can be selected for each travel request number.



- The following hotel information will now be included in the travel request sent to ATPI CrewLink:
 - ID (a unique running number starting from '1')
 - Hotel Name
 - Room Type
 - Bed Type

- City
 - Check-in Date
 - Check-out Date
 - Location
 - No. of Rooms
 - Additional Requests
- The following transport information will now be included in the travel request sent to ATPI CrewLink:
 - Car Type
 - Pickup Location
 - Pickup Date
 - Pickup Time
 - Drop Location
 - Drop Date
 - Drop Time
 - Comments
 - Number of Cars
 - The following visa information will now be included in the travel request sent to ATPI CrewLink:
 - Visa Type
 - Visa Number
 - Visa Country
 - Issued Country
 - Date of Issue
 - Date of Expiry
 - On the **Travel Alternates & Comparison** screen:
 - New **Number of Rooms** field in the **Hotels** section
 - The system will now take the **Total Fare** and **Currency Code** from CrewLink to update the **Total** and **Currency** fields, respectively
 - **Ground Arrangements** section renamed to **Transport Arrangement**
 - **Travel Date** field renamed to **Pickup Date**
 - New **Drop Date** field in the **Transportation** section to indicate when the transport should be returned.
 - On the **Travel Details** screen:
 - Under the **Assign Hotel** section, new **Confirmation Number, PNR Number** and **Number of Room(s)** fields added
 - **Ground** tab renamed to **Transport** tab
 - **No Beds, No Person, Cost, Receipt No, Ref No** and **PO No** fields renamed to **Number of Bed(s), Number of Guest(s), Cost Element, Receipt Number, Reference Number** and **PO Number**, respectively.
 - Under the **Assign Transport** section, new **Pickup Location, Drop Date, Drop Time, Drop Location, Car Type** and **Car Vendor** fields added, and **Transport Date, Transport Time** and **Cost** fields renamed to **Pickup Date, Pickup Time** and **Cost Element**, respectively
 - A new back-end system configuration is now available for users to choose the way they want to display the crew name (i.e. *first name, last name* or *last name, first name*) and whether to display/hide the suffix/prefix

- ❑ [CR 7693] A new back-end system configuration TRAVELAUTOPO is now available. When the config is enabled, the system will automatically create a new Purchase Order in BASSnet Procurement when a travel request status is set to 'Closed' or 'Cancelled'. A Purchase Order will only be created if the sum of the Total Travel Cost and Cancellation Charges are more than 0. The new Purchase Order will be created with the 'Fully Received' status and 'Approved' approval status.

If you would like to explore this option in more detail, please contact BASS Support.

- ❑ [CR 4915] A new back-end system configuration CNPNALLOWMULTITR is now available. When the config is enabled, multiple travel requests can be created for one activity record for the same crew (the activity code must be entered as the primary value in the configuration).

In addition, new + and – buttons will now be available under the **Flight, Hotel** and **Transport** sections on the **Travel Request** screen to add extra flight, hotel and transport arrangements (you can only add if the travel request has not been sent to ATPi CrewLink).

If you would like to explore this option of enabling the configuration, please contact BASS Support.

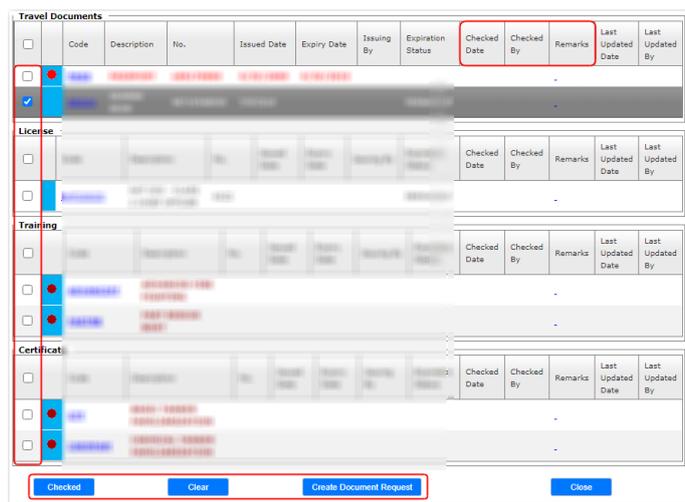
- ❑ [CR 10500] A new 'Issued' status is now available for Travel Requests. This status is used after the 'Approved' status and before 'Closed' or 'Cancelled'.

A new 'Cancel RQ' status is also available to indicate that the request is undergoing cancellation and the refund process is ongoing. Once the amount is refunded or the cancellation is completed, the status can then be changed to 'Cancelled'. This status is used after the 'Issued' status and before 'Cancelled'.

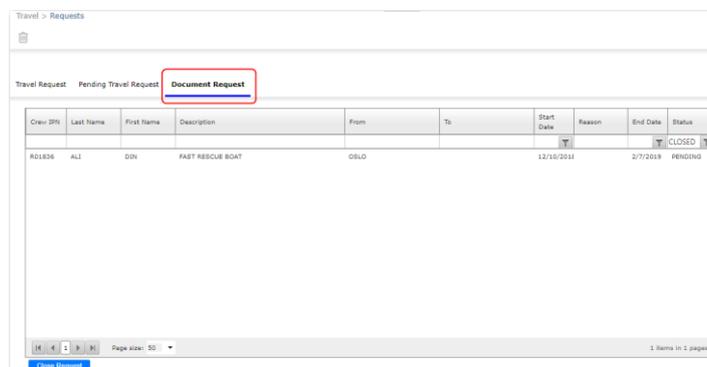
- ❑ [CR 4808] The system will now automatically populate the **Port, From** and **To** fields on the **Travel Request** screen based on the following:
 - Port – from the Start/End Port fields on the Activity screen
 - From:
 - For a sign on request, from the **Personnel – Profile** screen – **Address** tab – **Airport Information** section – **International** field
 - For a sign off request, from the **Activity** screen – **Actual** section – **End Port** field
 - To:
 - For a sign on request, from the **Activity** screen – **Actual** section – **Start Port** field
 - For a sign off request, from the **Personnel – Profile** screen – **Address** tab – **Airport Information** section – **International** field

- ❑ [CR 10560] The **Revision** number for travel requests will now start at 1 when initially created and will only increase when both of the following conditions are met:
 - The travel request has been sent to travel agent (i.e. status 'Sent'/'Sent to Travel Agent' or higher), AND
 - Any of the following fields were changed:
 - Description
 - Due Date
 - Due Time
 - Urgent
 - Comments

- Adding/removing/splitting travellers
 - Adding/removing flights
 - Adding/removing hotels
 - Adding/removing transports
- [CR 6040] The following changes have been made to enhance the **Activity – Check Compliance** screen:
- New check box column for each record
 - New **Checked Date, Checked By** and **Remarks** columns
 - New **Checked, Clear** and **Create Document Request** buttons at the bottom to indicate that the selected record has been checked, or to clear the Checked Date and Checked By columns, or to create a document request, respectively



As a result, a new **Document Request** tab on the **Travel Requests** screen is now available to view all the document requests and close those that have been provided.



On the **Crew Search** screen, a new **more than X months** field has been added to search for travel documents where the expiry date is more than a number of months away.

Match Any ▾	Code	Description	more than <input type="text"/> months
Travel Document:	No records to display.		

+ -

9. Leave Management

- [CR 4190] The following changes have been made to the **Reports – Leave Management – Employee Leave History** report where now:
 - a selection of “Start Date” and “End Date” have been added,
 - the selection of “Month” and “Year” have been removed,
 - an option of “All Active Employees” checkbox have been added,
 - crew IPN are now displayed under the Employee field,
 - the Department field now allows multiple selections,
 - the Pool field now allows multiple selections.

10. Reports

- [CR 10709, 10525, 10531, 10463, 10668, 10707, 11907, 10601, 10618, 10472, 11224, 11223, 11225, 10694, 10611, 10550, 10573, 10485, 10484, 10481, 10613] The third-party tool ‘Crystal Reports’ is being replaced progressively in the System with the new **BASSnet Report Viewer**. For this release, the **HR Manager** module has adopted the new report viewer for the following reports:
 - Training Summary
 - Crew Evaluation
 - Crew List
 - Allotment Advice
 - Personnel Report Summary (to discard)
 - Training Join Vessel
 - Who is Onboard
 - Crew Sailing with SSS Number (to discard)
 - List of Crew Sign On/Off
 - Missing Evaluation
 - Average Age per Rank (to discard)
 - List of Uninvoiced Training (to discard)
 - Age Profiling
 - COE
 - Ship Accounts
 - Material Inventory
 - Portage Bill Summary Report
 - Invoice to Agent
 - Cash to Crew – Fill Out
 - Cash to Crew
 - Bonded Stores – Fill Out
 - Material Stock Values (to discard)

- [CR 11430] The following changes have been made to the Allottee Payslip:
 - Removed **Manning Agent** and **Pool** filter options in the **Reports** module
 - Only crew with valid beneficiaries will be displayed
 - The report will only be generated if:
 - the Calculation Type is set to By Percentage
 - the Allotment Entitlement Setting must be set to Basic Pay
 - The report will follow the Beneficiary Sort Sequence
 - The print date and time, and the page numbers, will be listed at the top right corner of the report

- [CR 10179] Two changes have been made to the **POEA LRP** report (accessed from **Reports – Crewing – Contract Printing – Philippines** where now:
 - Effective Date is known as Effectivity Date
 - SCR No. is known as e-Registration Number

---End of Document---