



CHARTER MANAGER APP TASK MANAGER / INVENTORY

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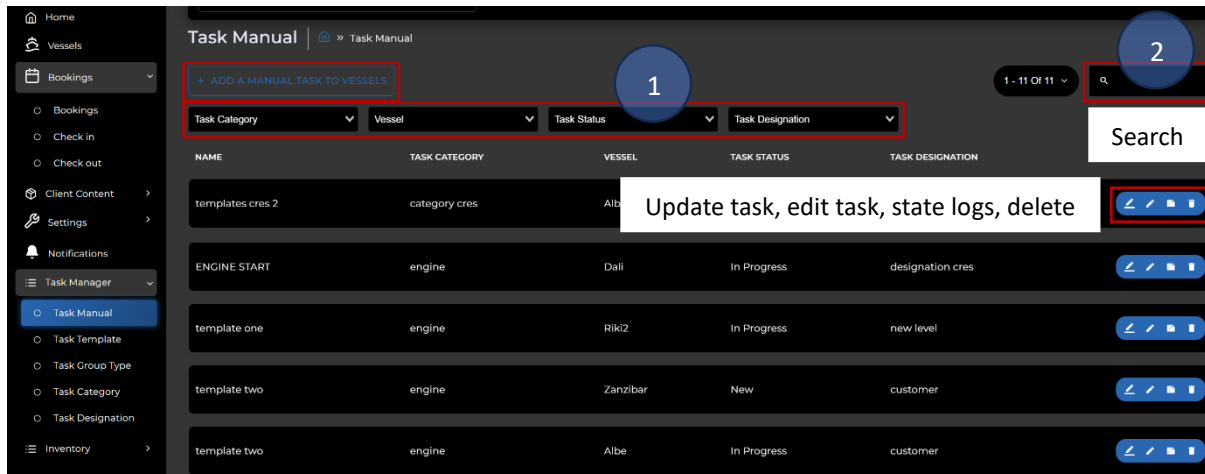
1. Task Manager

1.1 Task Manual

Task Manual is the database of tasks, where you can create the task manually. You can see all your created or imported tasks here.

You can search and sort your tasks by using the navigation menus (1), or find a specific task using the search bar (2) in the top right corner.

It is also possible to update the task, edit it, see the state logs of a task, or delete it by clicking the buttons on the far right of each task.



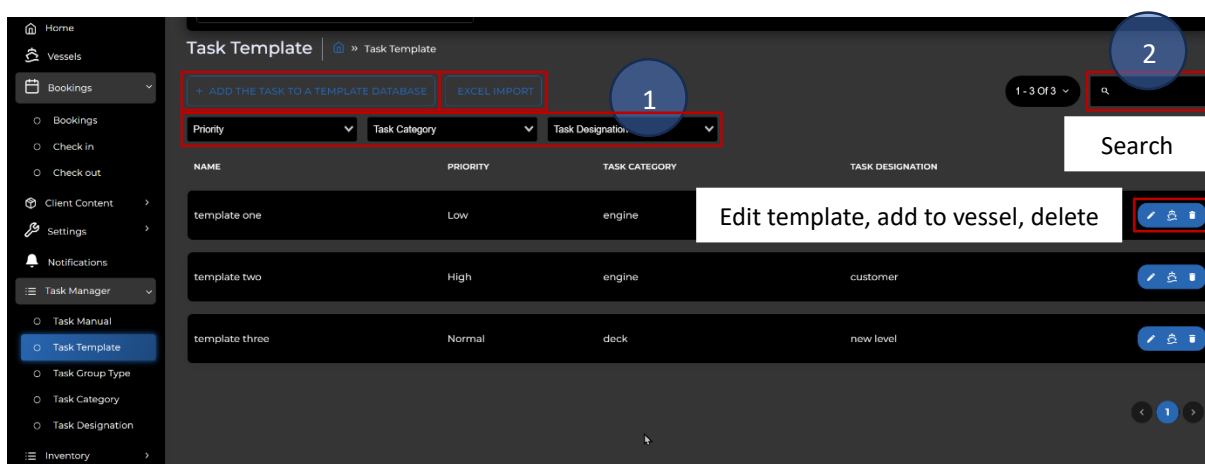
1.2 Task template

Here you can create a template for a task, which you can then edit (by clicking on the pencil icon), assign to as many vessels as you like (by clicking on the boat icon) or delete (by clicking on the bin icon).

Alternatively, you can import a task from an excel .xlsx file. The templates for this can be found on the Help page.

Every task that you create or import here can be seen on the Task Manual page.

The page also contains navigation menus (1), where you can search for specific tasks via priority of the task, its category or its designation. The search bar (2) on the top right may also be used.



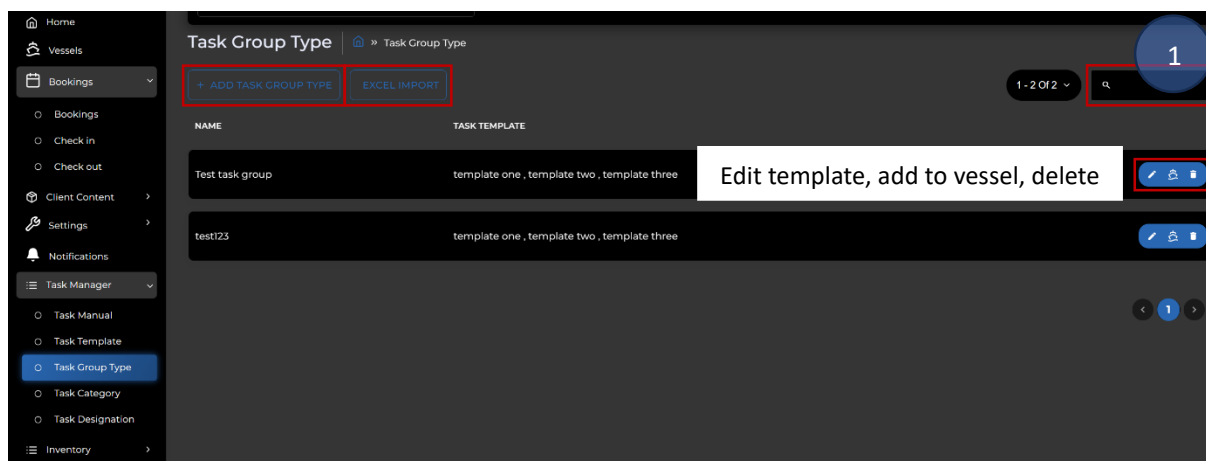
1.3 Task group type

On the Task Group Type page, you can import tasks in groups (e. g. Wintering, Rainy Day, ...).

You can then edit the group, delete it or assign tasks within that group and assign them, as a group, to vessels by using the vessel icon button to the far right of the group.

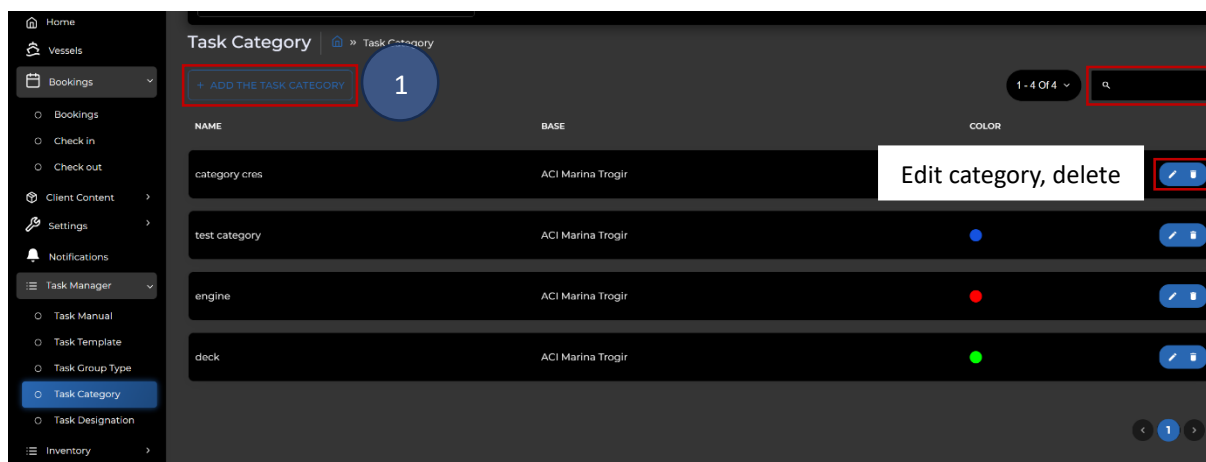
You can search for a specific group via the search bar (1) on the top right.

*Group can be the fastest option to assign multi/group of tasks to vessels, all at once.



1.4 Task category

On this page, you can see your task categories. These are created automatically when you import your tasks, but you can always add new ones manually (1), edit or delete them.



1.5 Task designation

Here you can create designations which you can then assign to your tasks in your App (e. g. regular maintenance, owner's cost, problem found, ...)

The designation can be whatever you wish (cost, task, inventory related or anything else).



2. Inventory

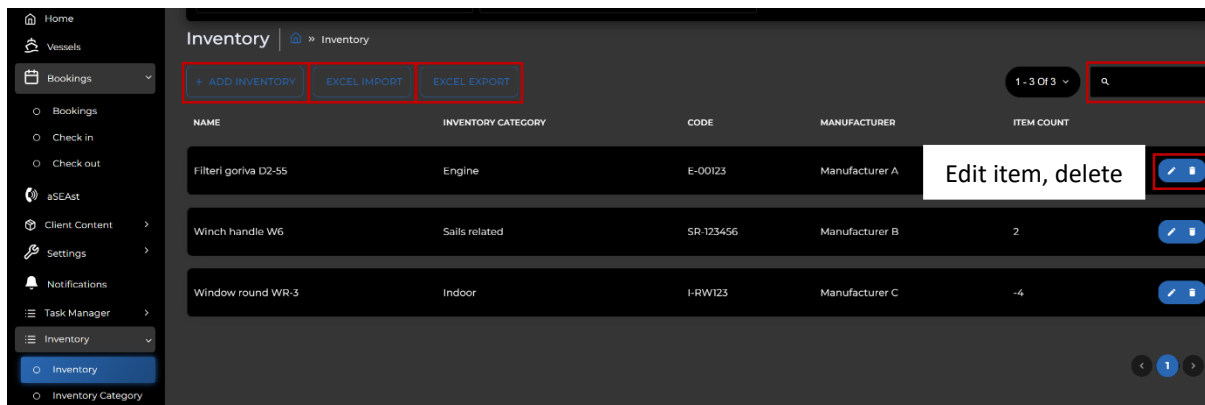
2.1 Inventory

On the inventory page, you can see your stock of items.

You can either add these items manually using the ADD INVENTORY button, or import items from an excel .xlsx file, similarly to importing a task template. The template for this can also be found on the Help page.

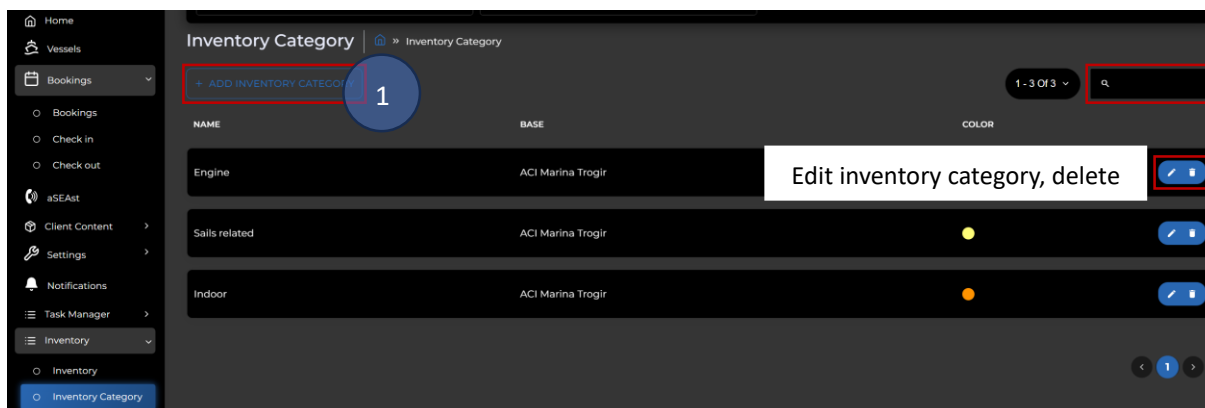
If you wish, you can also export your inventory any time you like, using the EXCEL EXPORT button.

You can edit or delete items using the buttons on the far right side of each item.



2.2 Inventory category

Here you can see your inventory categories. Like task categories, these are created automatically when you import your inventory, but can be manually added, edited or deleted.



3. Application

3.1 Tasks

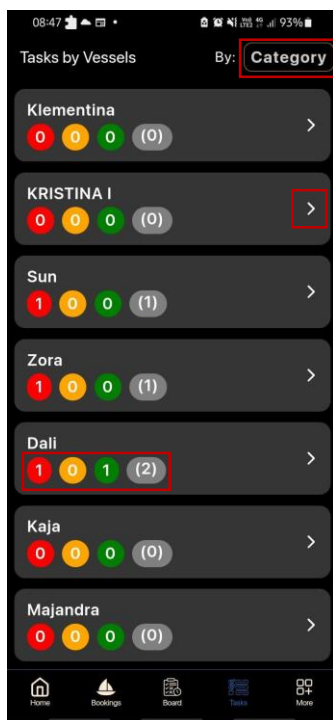
On the Tasks page in the app, you can see all your tasks.

On the first level you can swap between sorting them; by vessels or by category, with the button on the top right.

Each vessel or category has four coloured circles. The number in the **red circle** represents your **open tasks**, the number in the **orange circle** represents tasks that are **in-progress** and the number in the **green circle** represents tasks that have been **completed**.

The number in the grey circle simply represents all your tasks on that vessel or in that category.

To get to your tasks, you must select a vessel and/or category.



Switch sorting

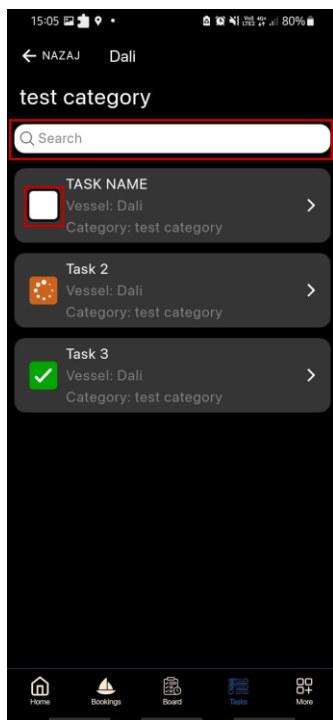
Enter vessel view

Open – In progress – Fixed – (All)

3.2 Category

You can manage your tasks on this level by clicking on the white box to the left of the tasks' name. If you click it once, the task is in progress. A second click will mark the task as completed.

If you wish, you expand the task by clicking anywhere on the task.

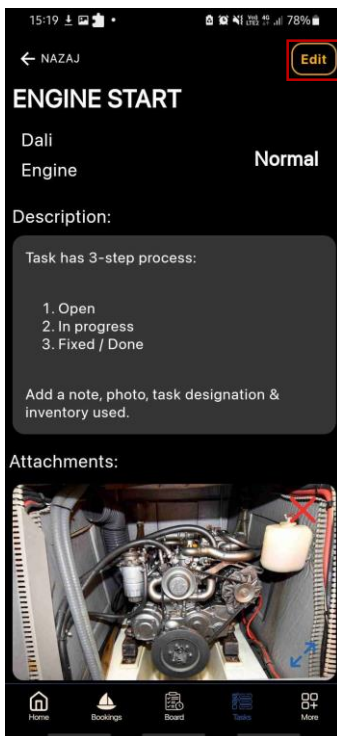


Search bar

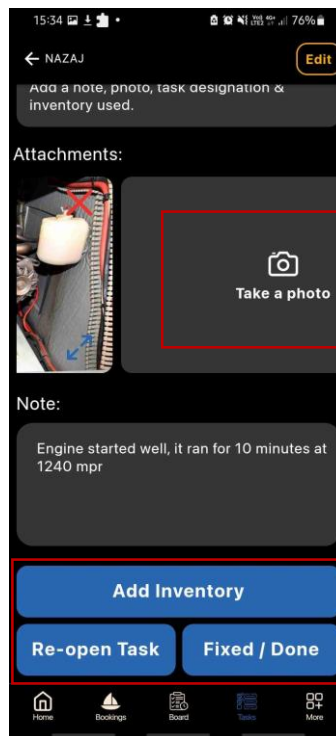
Click to start / finish task

3.3 Task

Here you can see all the information of the task. You can start and finish a task from here, but you can also re-open it if you have already marked it as done. You can add notes, add as many pictures as you like and add which inventory items have been used in the process of completing the task.



Edit task



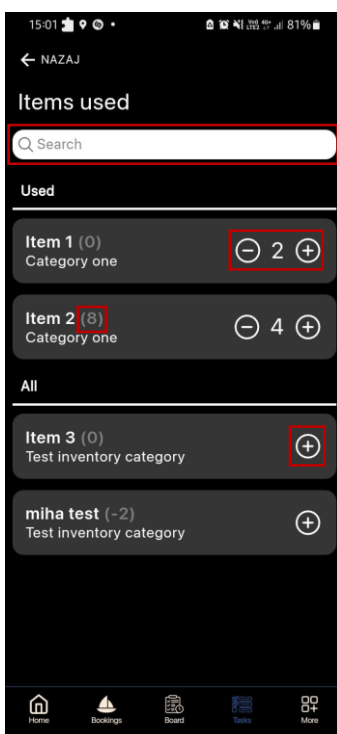
Add image

3.4 Inventory

On the inventory page, you can add which and how many items have been used to complete the task.

To add an item, simply press the plus icon next to the item's name. To remove an item, press the minus icon.

You can search through your inventory using the search bar on the top of the screen. The search bar can look for the item name, description, id code, manufacturer or category.



Search bar

Increase / decrease amount of items used

Amount of items in stock

Add item