

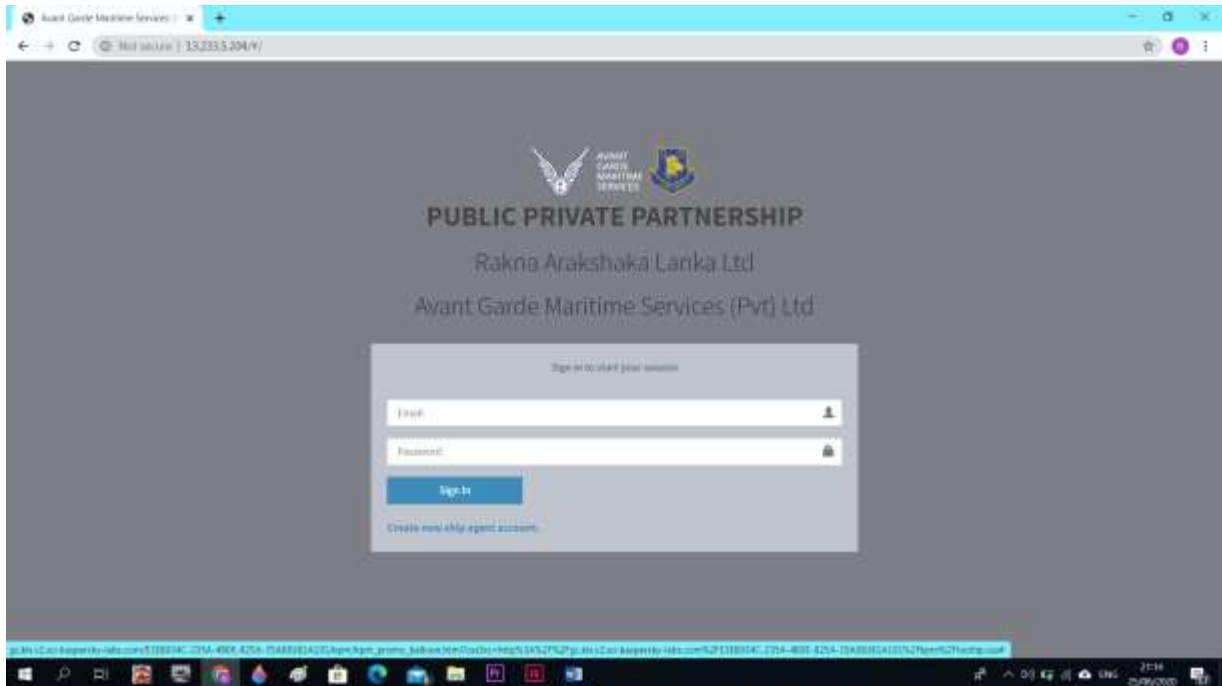
RALL – AGMS Public Private Partnership Online Crew Change Platform

User Manual for Ship Agents

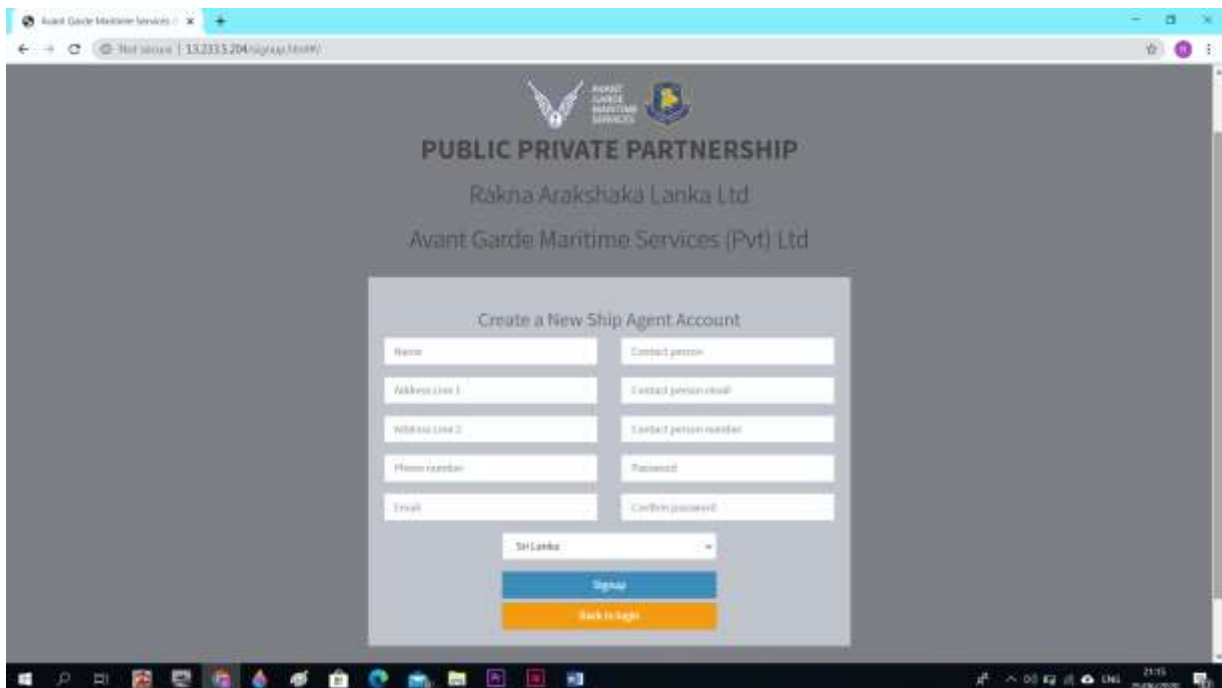
1. Create New Ship Agent Account

Step 1:

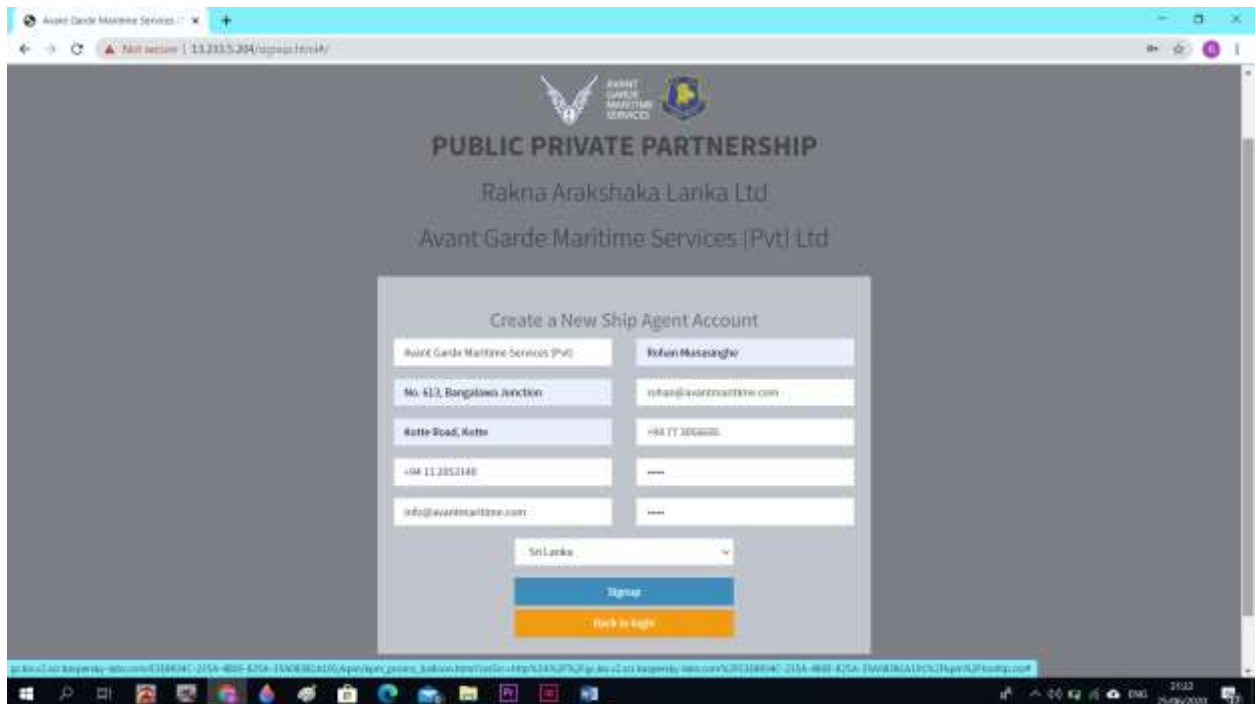
- Type www.avantmaritime.com/Crew_Change_Online in web browser. It will show the login screen as shown below



- Click Create new ship agent account link then will show the logging screen as shown below



- Enter Ship Agent’s details as follows

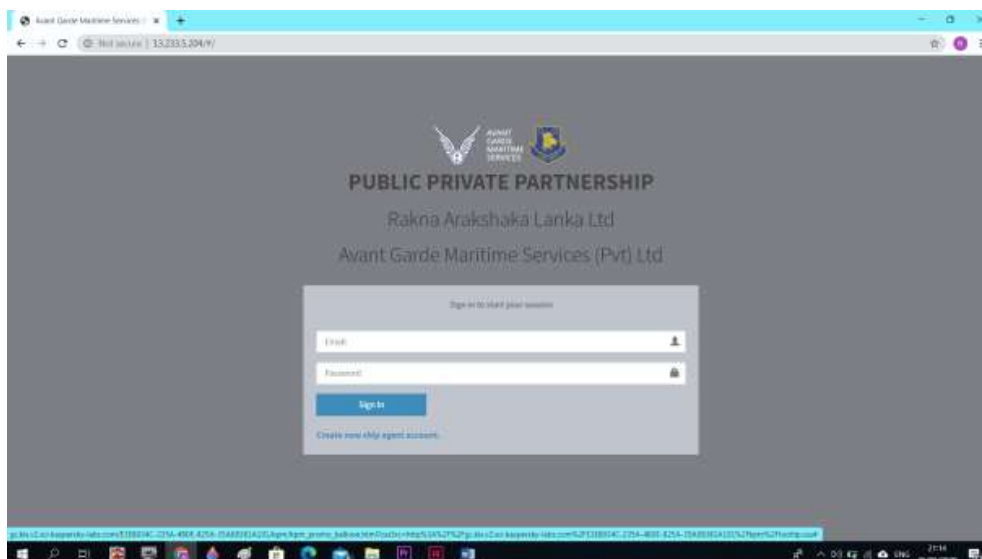


- Click **Signup** button

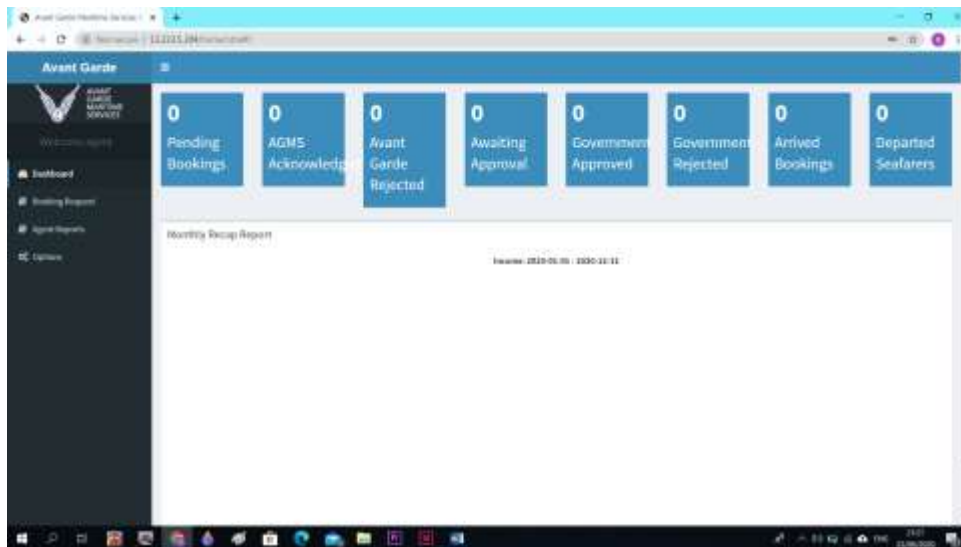
2. Logging into the System

Step 1

- Type **www.avantmaritime.com/PPPOnline** in web browser. It will show the logging screen as shown below



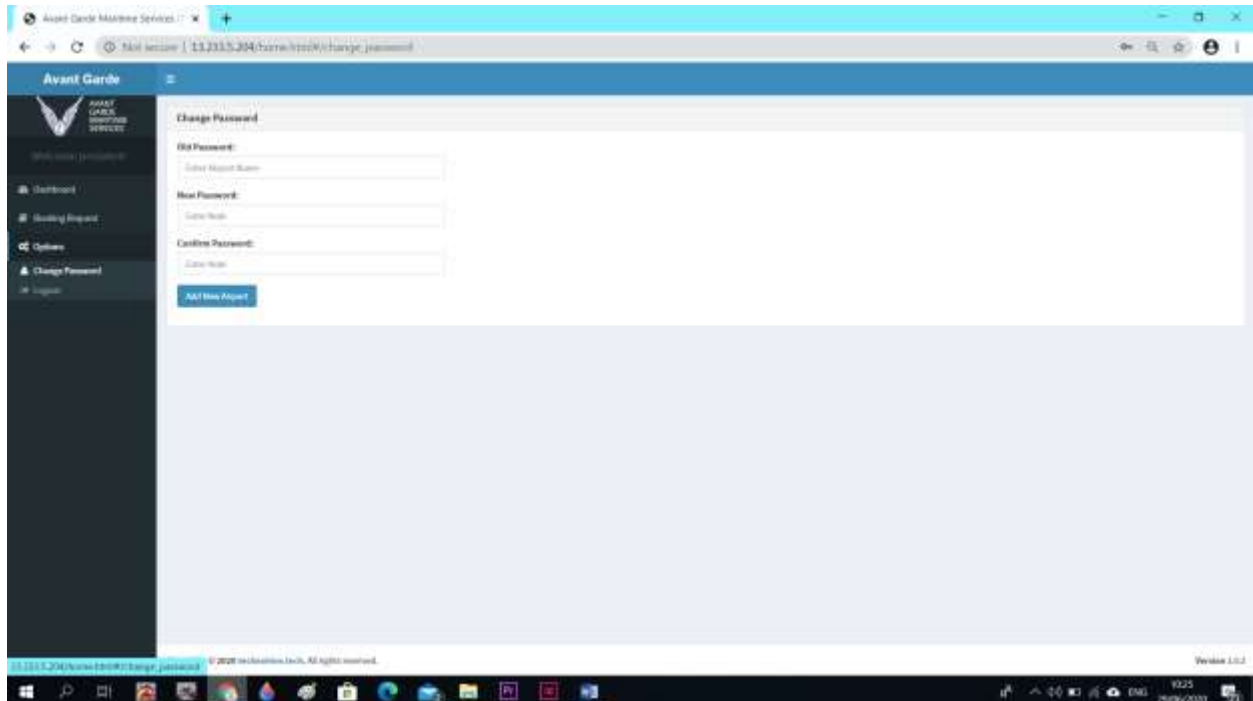
- Enter user name
- Enter password
- Click **Sign In** button. That will bring up the Ship Agent’s dashboard shown below



3. Change Password

Step 1:

- Click **Options** from sidebar
- Click **Change Password** option from sidebar



- Enter old password
- Enter new password
- Click **Update**

4. Add New Contact Person

Any representative of the agent assign to airport movement

Step 1:

- Click **Options** from sidebar
- Click **Contact Person** option from sidebar this will bring up the screen which will indicate all booking requests received RALL- AGMS PPP Ops Room

Avant Garde

AVANT GARDE MARSHAL SERVICES

Welcome agent

Dashboard

Booking Request

Agent Reports

Options

Local Agent Contact

Logout

Add Local Agent Contact Person

No	Name	MIC	Phone	Email	Address	Options
----	------	-----	-------	-------	---------	---------

First Name*

Last Name*

Phone No*

Email

MIC*

Address Line 1*

Address Line 2*

Add New Contact Person

- Enter contact person's details

Avant Garde

AVANT GARDE MARSHAL SERVICES

Welcome agent

Dashboard

Booking Request

Agent Reports

Options

Local Agent Contact

Logout

Add Local Agent Contact Person

No	Name	MIC	Phone	Email	Address	Options
----	------	-----	-------	-------	---------	---------

First Name*

Koton

Last Name*

Mwaninghe

Phone No*

+94 77 305460

Email :

info@avantgarde.com

MIC*

J236AD8W

Address Line 1*

No. 83, Dalgawa Junction,

Address Line 2*

Kotte Road, Kotte

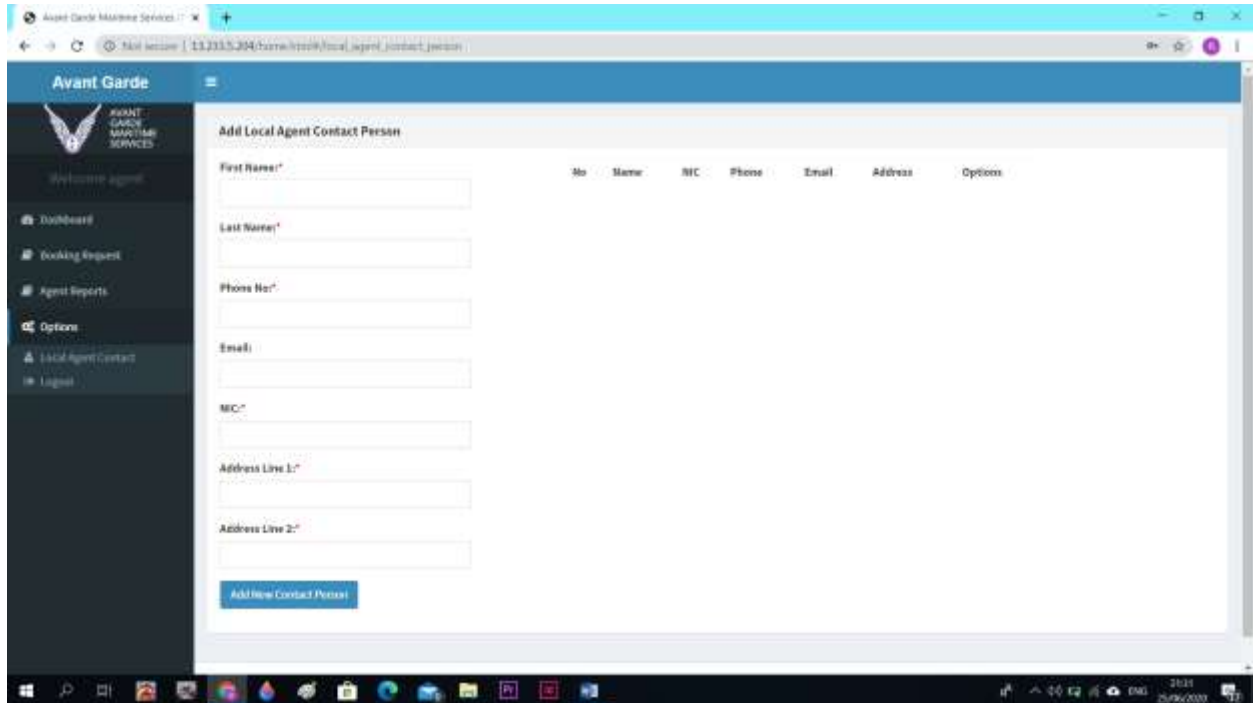
Add New Contact Person

- Click **Add New Contact Person**

5. Delete Contact Persons

Step 1:

- Click **Options** from sidebar
- Click **Contact Persons** option from sidebar



The screenshot displays the 'Avant Garde' web application interface. The left sidebar contains navigation options: 'Welcome agent', 'Dashboard', 'Booking Request', 'Agent Reports', 'Options', 'Local Agent Contact', and 'Logout'. The main content area is titled 'Add Local Agent Contact Person' and features a form with the following fields: 'First Name*', 'Last Name*', 'Phone No*', 'Email', 'NIC*', 'Address Line 1*', and 'Address Line 2*'. A blue button labeled 'Add New Contact Person' is positioned at the bottom of the form. Above the form, a table header is visible with columns: 'No', 'Name', 'NIC', 'Phone', 'Email', 'Address', and 'Options'. The browser's address bar shows the URL 'http://13.233.5.204/avantgarde/local_agent_contact_person'. The Windows taskbar at the bottom indicates the date and time as 2/11/2020, 2:19:00 PM.

- Select Contact person you want to delete
- Click **Delete** button

6. Add New Booking Request

Step 1:

- Click **Booking Request** option from sidebar
- Click **Add New** option from sidebar

The screenshot shows a web browser window with the URL `11.2333.304/home.html#/booking_request`. The page displays a form for adding a new booking request. The form is organized into several sections:

- Booking Type:** A dropdown menu with the value "On Sign".
- Local Agent Details:** Fields for Name (Indian Housing/ha), Contact Person (Shadi Ahmed), and Mobile Number (+91 77 1234567).
- Seafarer Details:** Fields for Passport Number (12345678), Nationality (India), Date of Birth (1975-07-23), Rank (3rd Engineer), Next of Kin Name (Madhuji Singh), Passport Expiry Date (2016-07-20), First Name (Somya), Gender (Male), Residence Address (No. 11, 2nd Cross Street, Mumbai, 400012, India), and NOK Contact Number (+91 22 1234567).
- Other Details:** Fields for Passport Issued Country (India), Last Name (Somya), CDC Number (HUM54123), Mobile Number (+91 22 1234567), and Meal Preferences (Vegetarian).

Step 2:

- Select booking type
- Select agent details
- Enter seafarer's details

The screenshot shows the same web browser window as in Step 1, but with data entered into the form. The form is now populated with the following information:

- Booking Type:** On Sign
- Local Agent Details:** Name: Indian Housing/ha, Contact Person: Shadi Ahmed, Mobile Number: +91 77 1234567, Email Address: shadi@seamasterindia.com
- Seafarer Details:** Passport Number: 12345678, Nationality: India, Date of Birth: 1975-07-23, Rank: 3rd Engineer, Next of Kin Name: Madhuji Singh, Passport Expiry Date: 2016-07-20, First Name: Somya, Gender: Male, Residence Address: No. 11, 2nd Cross Street, Mumbai, 400012, India, NOK Contact Number: +91 22 1234567
- Other Details:** Passport Issued Country: India, Last Name: Somya, CDC Number: HUM54123, Mobile Number: +91 22 1234567, Meal Preferences: Vegetarian

- Enter vessel details

Vessel Details

IMO No.: 8302158

Vessel Name: ONE HAMBURG

Flag State: Panama

Company Name: Best Ship Handling SA

Name of Designated Person: Mr. Palle

Mobile Number: +901 3234567

Email: info@bestShip.com

- Enter Seafarer's Estimated Arrival and Departure details
- Enter Seafarer's PCR test details (required for On signers)

Seafarer Estimated Arrival Details

Date: 2020-07-06

Time: 15:20

Arrival Type: AirPort

Arrival Airport: Kalamayika

Flight No: 04.201

Departure Air Port: Mombasa

Transit Air Port: Enter Transit Air Port

Seafarer Estimated Departure Details

Date: 2020-07-12

Time: 21:00

Departure Type: Port

Port of Embarkation: Galle

Name of Crew Boat: Thunder Bird

Company of Crew Boat: ABC Shipping (Pvt) Ltd.

PCR Test Before Departure

Tested Date: 2020-06-20

Test Location: Mombasa

Test Result: Negative

[Save Booking Information](#)

- Click **Save Booking Information** button

Seafarer Estimated Arrival Details

Date: 2020-07-06

Time: 15:20

Arrival Type: AirPort

Arrival Airport: Kalamayika

Flight No: 04.201

Departure Air Port: Mombasa

Transit Air Port: Enter Transit Air Port

Seafarer Estimated Departure Details

Date: 2020-07-12

Time: 21:00

Departure Type: Port

Port of Embarkation: Galle

Name of Crew Boat: Thunder Bird

Company of Crew Boat: ABC Shipping (Pvt) Ltd.

PCR Test Before Departure

Tested Date: 2020-06-20

Test Location: Mombasa

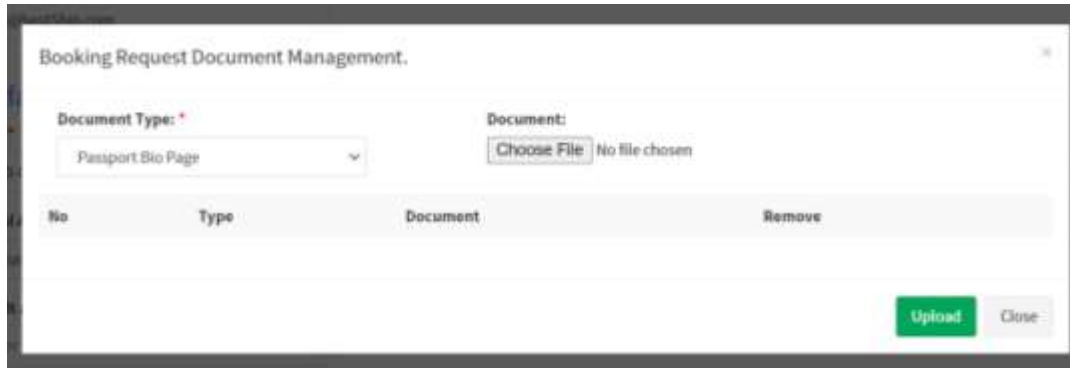
Test Result: Negative

[Confirm & Send to Sign](#) [Print Booking Details](#)

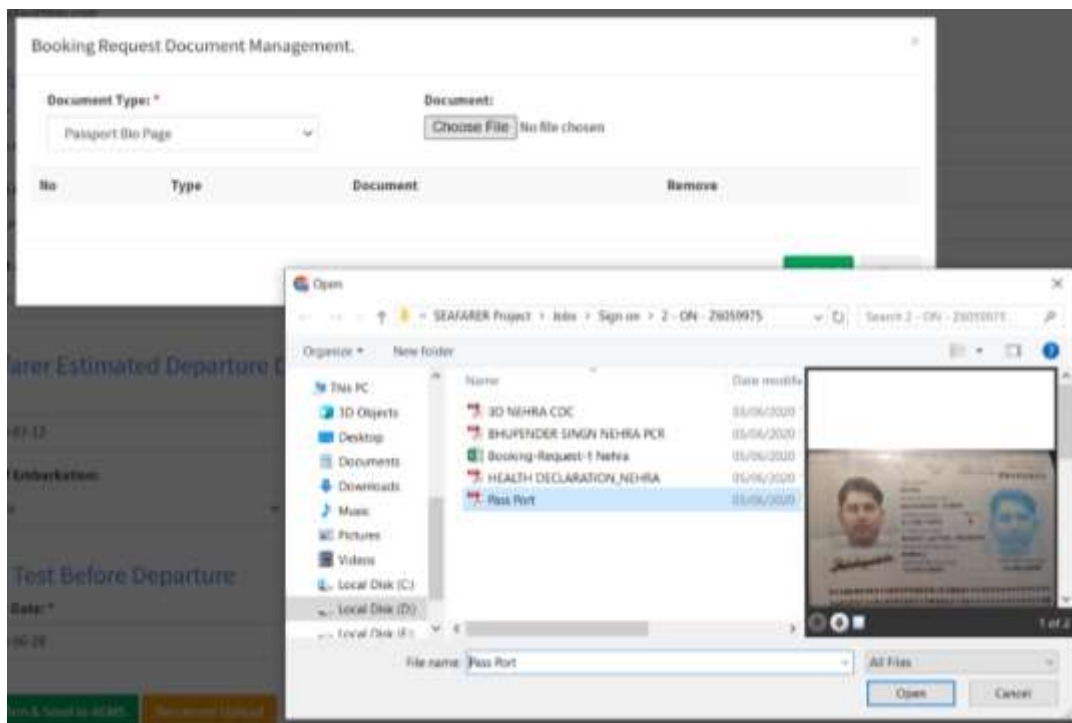
Step 3:

Uploading Seafarer's Documents

- Click **Document Upload** button



- Select type of document you want to upload from **Document Type** drop down.
- Select **Choose File** button
- Select file you want to upload



- Click **Open** button
- Click **Upload** button

Step 4:

Send Booking Request to AGMS

- Click **Confirm & Send to AGMS** button

7. View Draft Booking Request

Step 1:

- Select **Booking Request** from Sidebar
- Select **View All by User** option
- Select **Draft** from status dropdown and click **Search**

Avant Garde Maritime Services

View All Booking Requests by user

Status: Search: Reset:

No	Agent Contact	Seafarer Name	Pass/PortNo	Nationality	P.Expire	PCR Result	PCR Date	PCR Location	Arrival Date	Departure Date	Options
1	Shubhi Acharya+94 777 1234567	Sanjay Singh	12345678	India	2026-07-08	Negative	2020-06-28	Mumbai	2020-07-06	2020-07-12	<input type="button" value="Update"/> <input type="button" value="View"/>

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- If you need to edit/update booking Request click **Update** button

Avant Garde Maritime Services

Update Booking Request

Booking Type:

Local Agent Details

Name: Contact Person: Mobile Number:

Email Address:

Seafarer Details

Passport Number: Passport Expiry Date: Passport Issued Country:

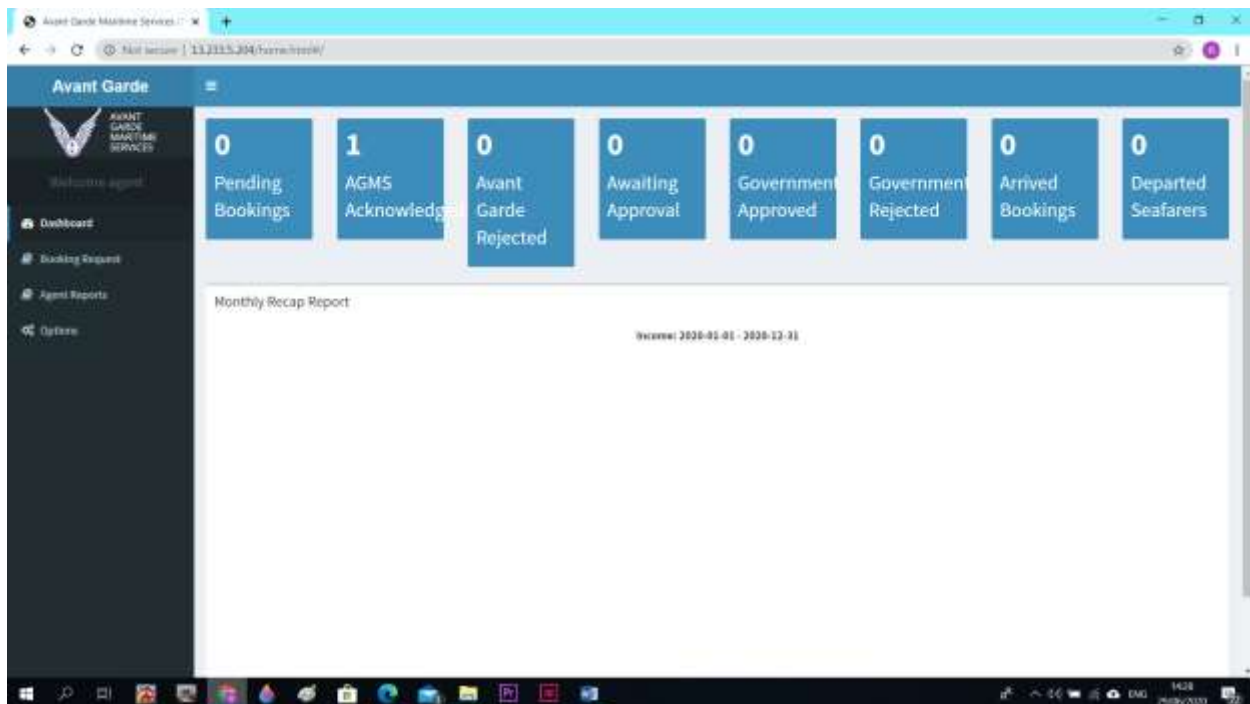
Nationality: First Name: Last Name:

Date of Birth: Gender: CDC Number:

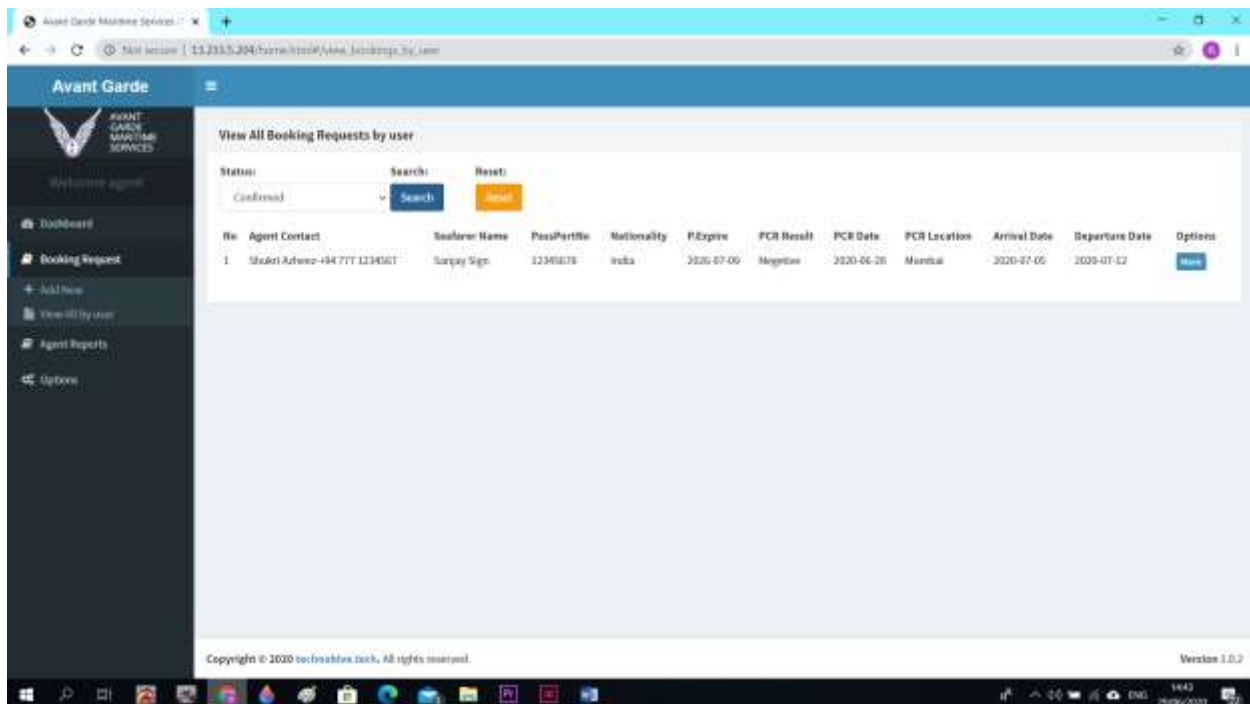
- Click **Confirm & Send to AGMS** button

8. View Booking Requests Accepted by AGMS

Step 1:

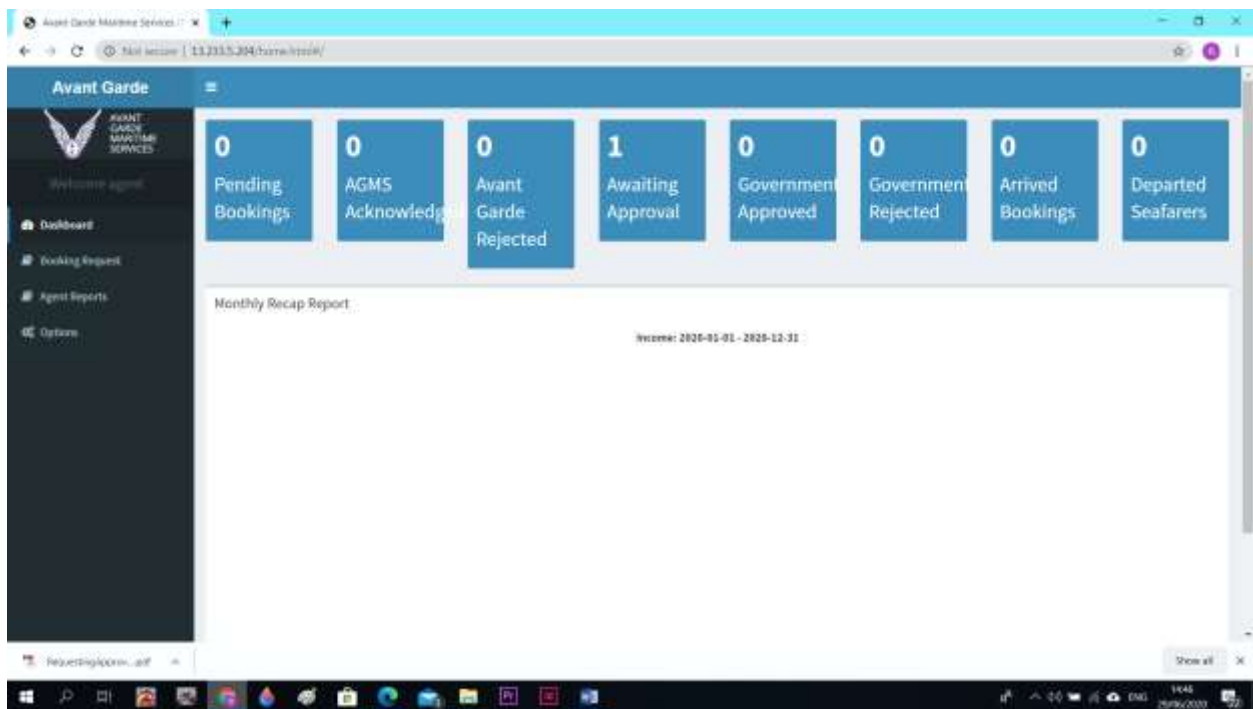


- Select **Booking Request** from Sidebar
- Select **View All by user** option
- Select **Confirmed** from status dropdown and click **Search**

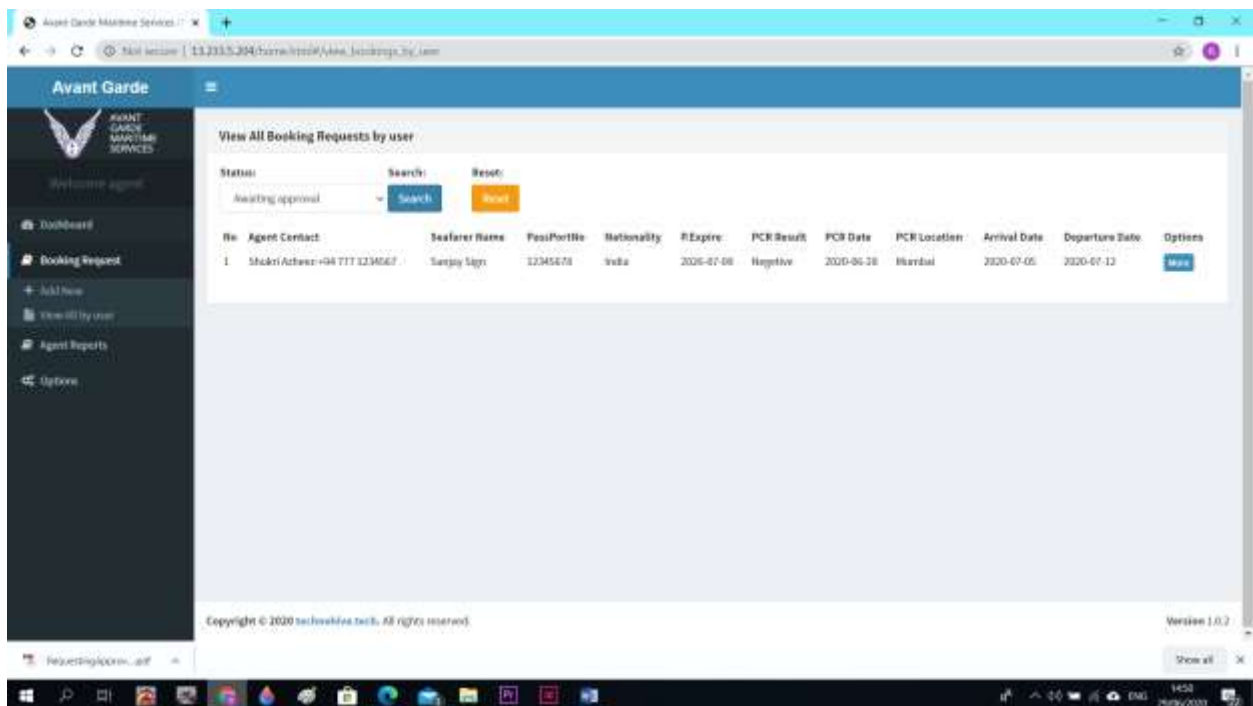


9. View Booking Requests with Pending Approval

Step 1:

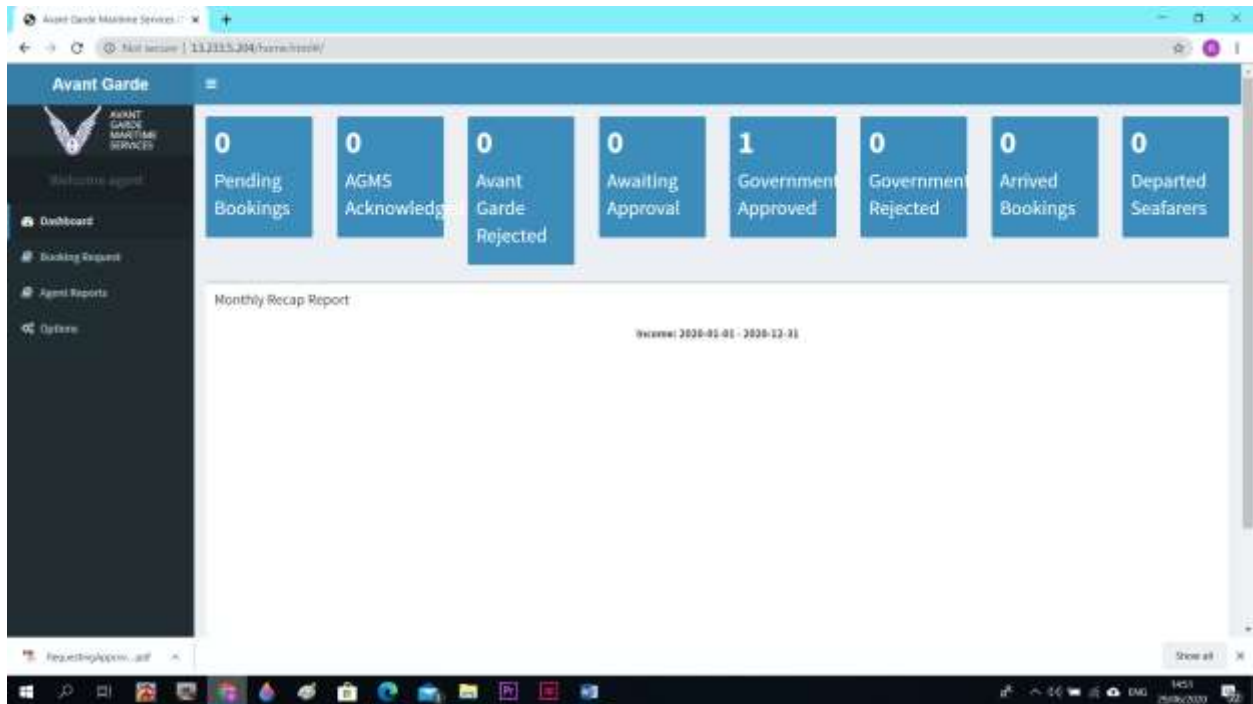


- Select **Booking Request** from Sidebar
- Select **View All by user** option
- Select **Awaiting Approval** from status dropdown and click **Search**

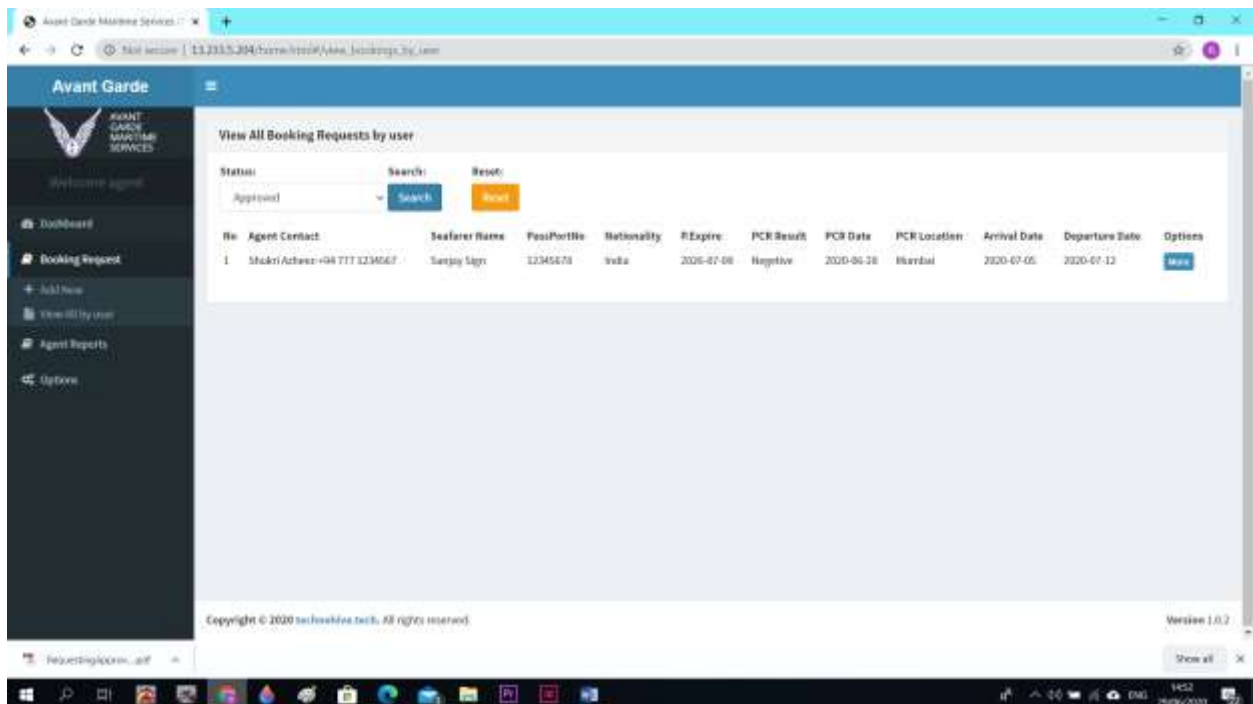


10.View Booking Requests Approved by Government of Sri Lanka

Step 1:

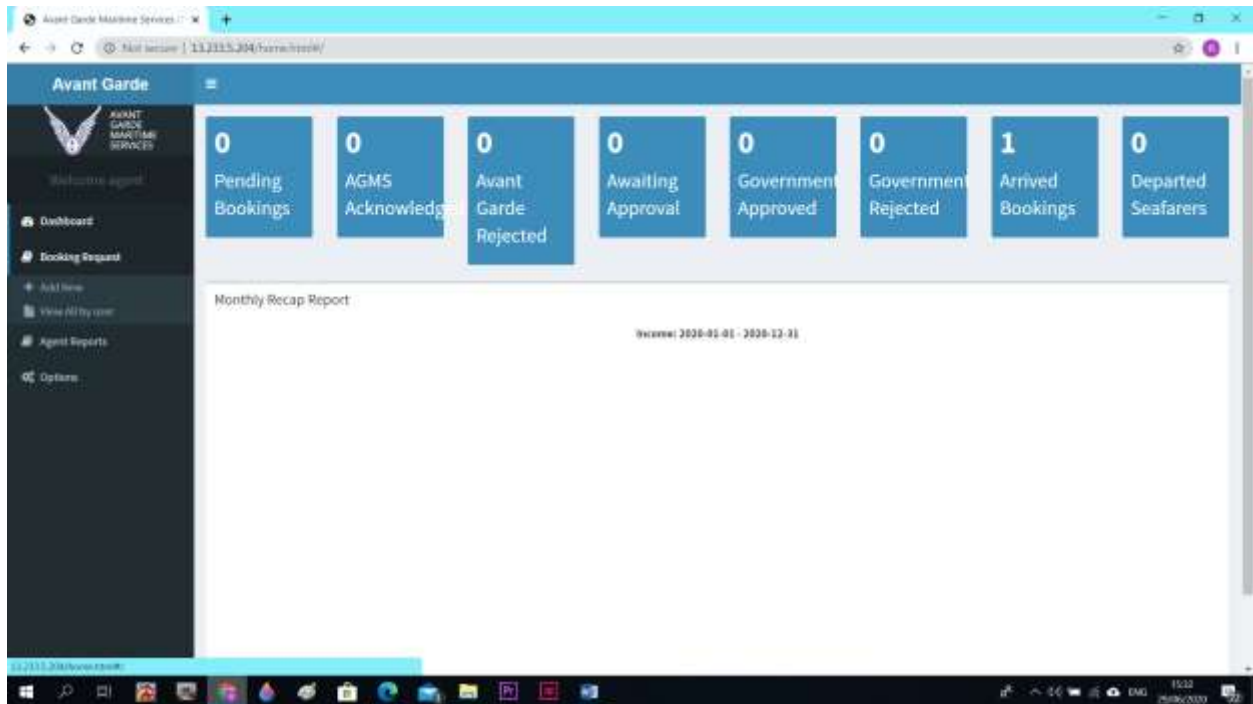


- Select **Booking Request** from Sidebar
- Select **View All by user** option
- Select **Approved** from status dropdown and click **Search**

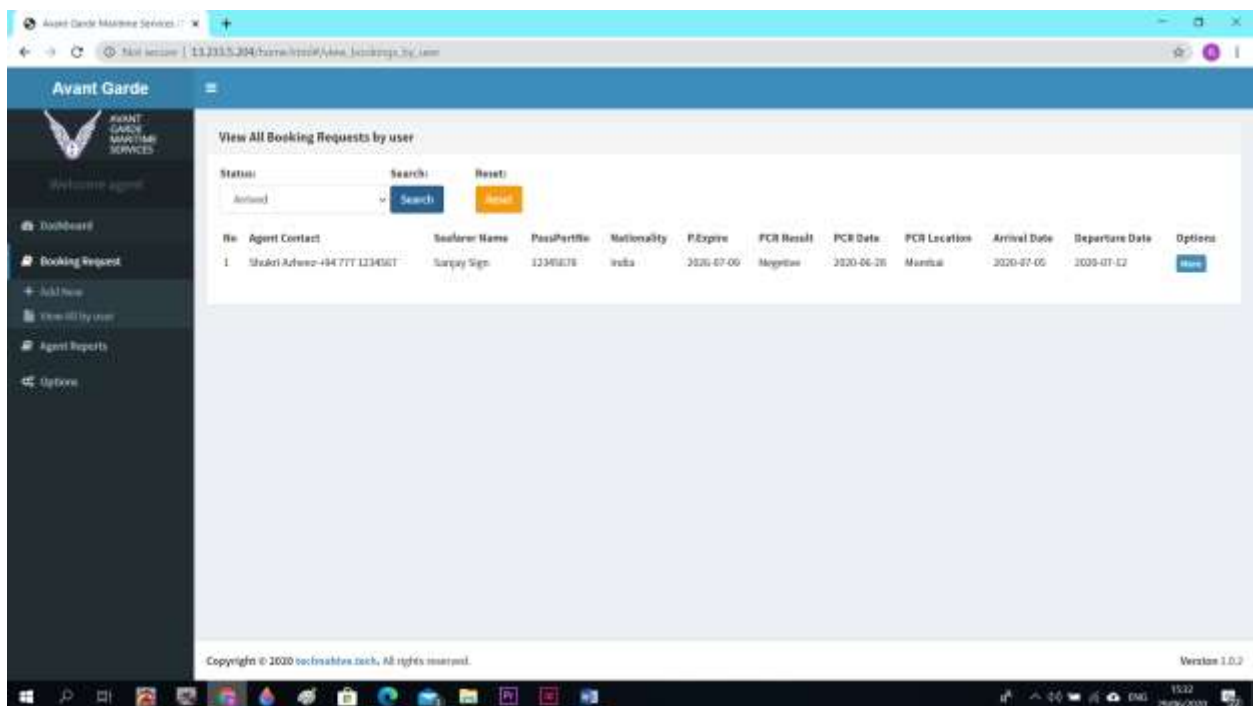


11.View Seafarers Arrived to the Isolation Centre

Step 1:



- Select **Booking Request** from Side Bar
- Select **View All by user** option
- Select **Arrived** from status dropdown and click **Search**



12.View Seafarers by Isolation Centre

Step 1:

- Select **Reports** from Side Bar
- Select **Search by Isolation Centre** All by user option
- Select **Arrived** from status dropdown and click **Search**

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GARC
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SERVICES

Search By Isolation Center - Agent

Name of the Isolation Center:

No	Agent	Agent Contact	Seafarer Name	PassPortNo	Nationality	P.Egine	PCR Result	PCR Date	PCR Location	Options
1		Shakti Acharya +91 777 2236527	Sanjay Singh	22345678	India	2020-07-09	Negative	2020-05-28	Mumbai	<input type="button" value="More"/>

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13.View Seafarers by Arrival Date

Step 1:

- Select **Reports** from Side Bar
- Select **Search by arrival date** All by user option
- Select **Date** from departure Date dropdown and click **Search**

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GARC
MARITIME
SERVICES

Search By Departure Date

Departure Date:

No	Agent	Agent Contact	Seafarer Name	PassPortNo	Nationality	P.Egine	PCR Result	PCR Date	PCR Location	Options
1		Shakti Acharya +91 777 2236527	Sanjay Singh	22345678	India	2020-07-09	Negative	2020-05-28	Mumbai	<input type="button" value="More"/>

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14.View Seafarers by Departure Date

Step 1:

- Select **Reports** from Side Bar
- Select **Search by departure date** All by user option
- Select **Date** from departure Date dropdown and click **Search**

Avant Garde

Search By Departure Date

Departure Date: 2020-07-21 Search: [button] Reset: [button]

No.	Agent	Agent Contact	Seafarer Name	PassPort No	Nationality	E/Engine	PCB Result	PCB Date	PCB Location	Options
1		Shakti Sarkar - HR / IT / L3M467	Sanjay Singh	2296619	INDIA	2020-01-06	Negative	2020-06-21	Mumbai	[button]

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