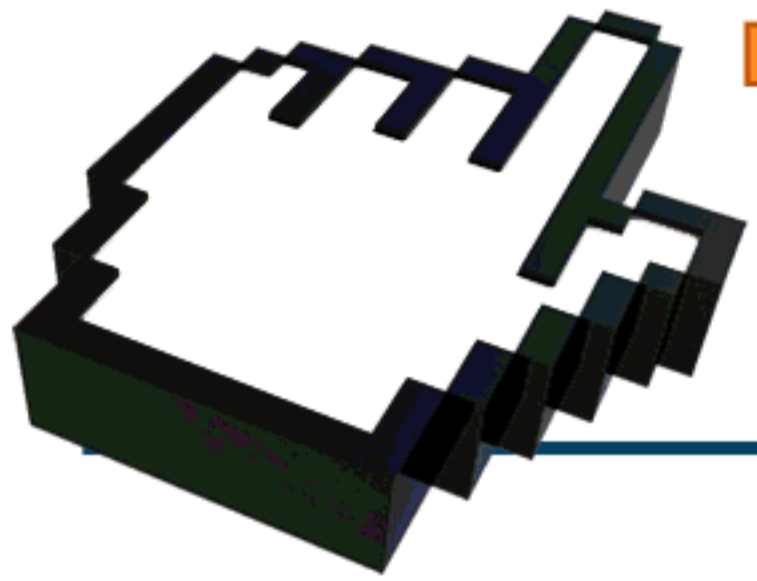




QUALITY CREW MANAGERS AND CREW MANNING AGENTS

ELVICTOR GROUP

Crew Managers since 1977



SEAFARER'S INTRANET HANDKIT MANUAL

The Handkit this Manual will guide you to learn the basic action conducted in the Seafarer's Intranet. This tips that this manual will teach is essential to every task in every Seafarer's Intranet page and teach the proper steps to carry out the appropriate information in the Seafarer's Intranet.

The handkit manual will serve as basic knowledge of learning the environment of Seafarer's Intranet, especially those seafarers who is not trained or familiar with the use of computer and internet.

INTRODUCTION

To begin, you must learn how to access the page of Seafarer's Intranet on the internet. Perform the following procedures to access the Seafarer's Intranet page.

1. First, is open a web browser you want to use to access the internet. The web browser is a program installed in your computer that you use to browse different webpages via internet. Example of some good web browsers are:



Mozilla Firefox

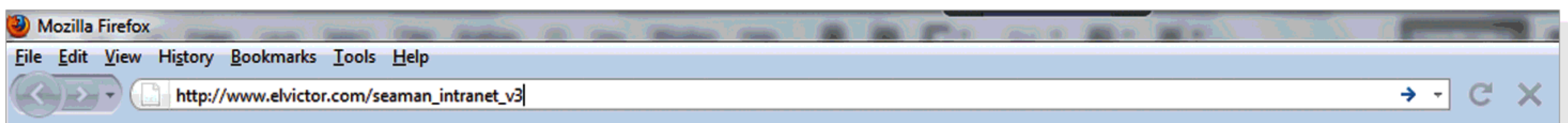


Internet Explorer



Google Chrome

2. Once the web browser open, type in the address bar the link of Seafarer's Intranet (www.elvictor.com/seaman_intranet_v3) and hit "Enter" key on your keyboard.



3. If all the steps mentioned above is done correctly, you will be now redirected to Seafarer's Intranet Homepage, (see screenshot below).



Start learning now the basics of Seafarer's Intranet and be amaze of this brand new and innovative service from ELVICTOR GROUP. Update your document, apply online, recommend your fellow seafarers and more!

FUNDAMENTAL ACTIONS PERFORMED ON SEAFARER'S INTRANET

The latest service developed by ELVICTOR GROUP, the Seafarer's Intranet. Using the latest technology, you can now able to apply online, able to update your document , and to be linedup to our vessels by simply registering an account online at Seafarer's Intranet absolutely free of charge.

Visit www.elvictor.com/seafarer_intranet_v3 to start creating your personal account.

■ FILLING UP DIFFERENT FORMS ON SEAFARER'S INTRANET

A **FORM** is an element that completes the part of a page of the Intranet. With forms, the system is able to update any information entered on the Intranet. Information entered or given to each form depends on the page you visit on the Intranet. Some forms ask for document valid information, some asks for a person's details and your previous services' details.

The photo on the left side, shows an example of a form. This is the "Log-in Form" found at the login page of the Intranet.

Steps on Filling up the forms:

TEXT-FIELD

1. To enter an information to a form, point and click the mouse pointer to the text-field present at each form. The text-fields are one of the Intranet's elements wherein they are part of each forms where you can enter information asked on each page of the Intranet.

I-TYPE ANG IMPORMASYON SA TEXT-FIELD

2. After clicking on the text fields you can now start entering the information needed on each forms. You can use the computer's keyboard to enter the details you want to enter on each text fields.

■ ADDING A RECORD ON SEAFARER'S INTRANET

Upon exploring and using of Seafarer's Intranet, you must provide appropriate information about your documents or provide information of a relative, friend or fellow seamen for your application process.

While using Seafarer's Intranet page, different pages asks for information that is required your account for future reference. In providing these information, you have to add these information in your Seafarer's Record Account.

To Add records to various pages, you just simply click the button "Add Record" that is present on each page of the Intranet. The Seafarer's Intranet pages are mostly quite similar so it can be less confusing.

Examples of pages that requires you to add a record are: "Non-Elvictor Previous Services", "Criminal Record", "Next of Kin", "Dependents" and more.

Example of an "ADD" record button that can be found on Intranet. This one is an add button for adding Previous Non-Elvictor Services.

■ EDITING INFORMATION ON SEAFARER'S INTRANET

The editing information is means changing information about a specific details of the Seafarer's Intranet page. This may change your old address of residence, change your contact number and other information. The editing process is not so complicated since you will only change is the information that needs update like your contact number, or information about your documents, and information about people in your record.

Editing or updatig information is a good idea because your application will always be updated every-time we have to review it.

To update an information on the Seafarer's Intranet, you may simply click the "EDIT" button found on the table on your records. It is usually on the right part of the table under the column "Options"

FREDERICK	Philippines	120 SORROW ST. BANAUE MANILA PHILIPPINES	Unlce	63025678908	639087563456	test@test.com	Y	Edit	Delete
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1.) To edit simply click the edit button

Example of editing an information:

Edit Next of Kin

Name:

Nationality:

Current Address^[1]:

Relation:

Telephone^[2]:

Mobile Phone^[3]:

Email:

Photo:

1. **Current Address:** Please update the data and place the current address c

2. **Telephone:** No parenthesis or quotes or anything else, simply the number phone numbers. (i.e 0468741379)

3. **Primary Mobile Number:** (Include country code. Example: 63xxxxxxxxxx

4. **Fields in red background:** This are fields that you are required to fill-up. F

2.) This form will appear after clicking "Edit" button

3.) Start editing the fields that needs update

Edit Next of Kin

Name:

Nationality:

Current Address^[1]:

Relation:

Telephone^[2]:

Mobile Phone^[3]:

Email:

Photo:

1. **Current Address:** Please update the data and place the current address

2. **Telephone:** No parenthesis or quotes or anything else, simply the number phone numbers. (i.e 0468741379)

3. **Primary Mobile Number:** (Include country code. Example: 63xxxxxxxxxx

4. **Fields in red background:** This are fields that you are required to fill-up. F

4.) After editing click the "Save Changes" button located at the lower part of the page to save all the changes you have done to a record or document information.

■ DELETING A RECORD ON SEAFARER'S ACCOUNT

Deleting the information in your records Seafarer's Intranet is done if there are details that you won't be needing anymore. Deleting an information or record is upon you and you can do any time you want.

The basic information that can be deleted is those records who is enrolled in your Next of Kin, Dependents, Address book, Friends and relatives, Criminal Record. Information on your Cargo Experience, Non-Elvictor Previous Sea Services and Languages can also be deleted.

In deleting records or information, you will just have to click the "Delete button" present on each table you visit on Seafarer's Intranet. Delete button is usually paired with the "Edit" button under the column Option on each page of the Seafarer's Intranet.

Example:

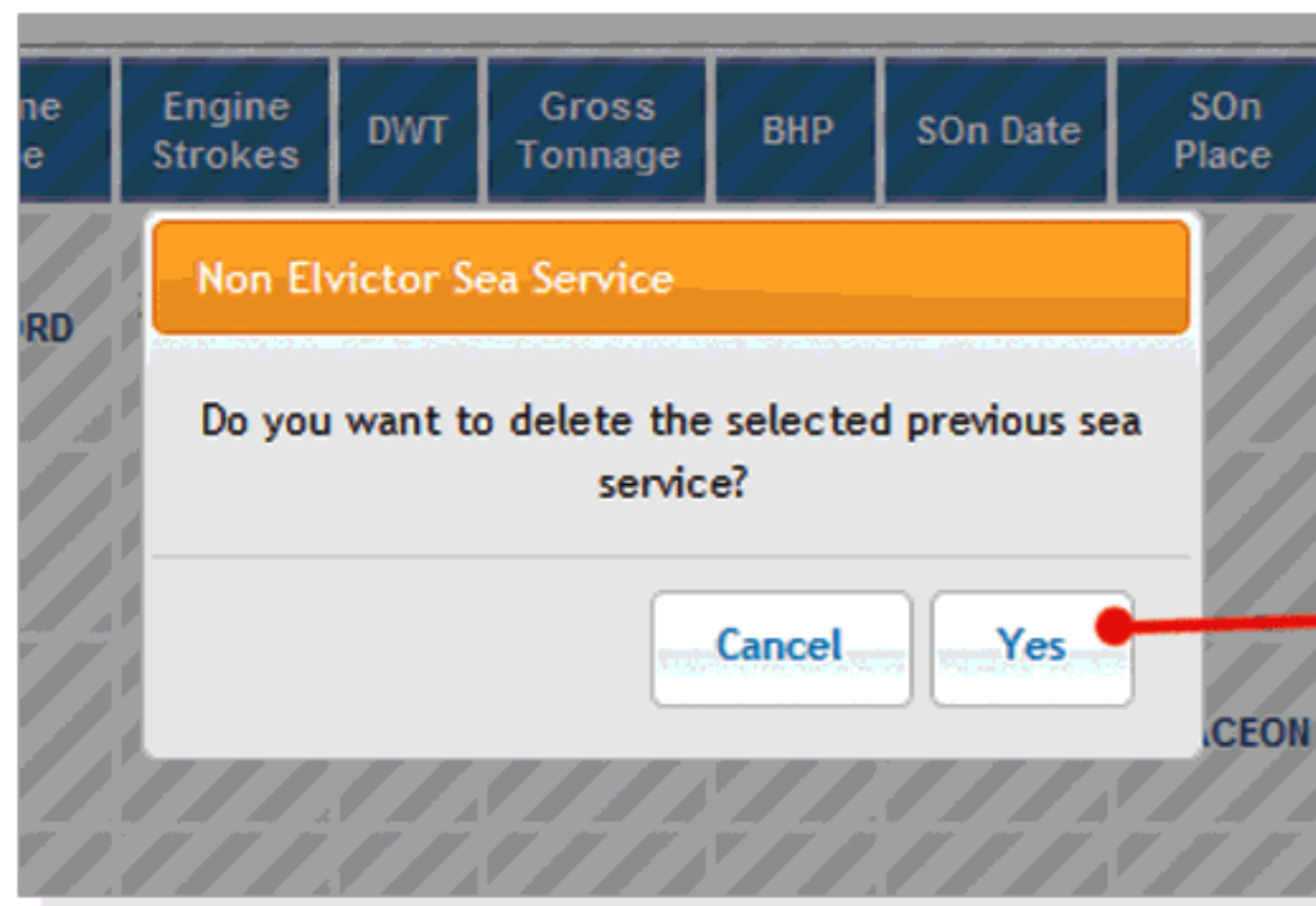
FREDERICK	Philippines	120 SORROW ST. BANAUE MANILA PHILIPPINES	Unlce	63025678908	639087563456	test@test.com	Y	Edit	Delete
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Delete button present on a record

■ DELETING A RECORD ON SEAFARER'S INTRANET (continuation)

g Agency	Manager	Captain	Vessel	Vessel Type	Engine Type	Engine Strokes	DWT	Gross Tonnage	BHP	SOn Date	SOn Place	SOff Date	SOff Place	SOff Reason	Months ONB	Years ONB	Option
NT MENT	FAIRDEAL	CAPT HOOK	VESSEL NAME	BUOY LIGHTHOUSE VESSEL	DOXFORD	2 Strokes	1232	1234	12312	10/12/2010		10/12/2010		Due to Seafarer Proven Misconduct	0.0	0.0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1.) Click the “Delete” button on the record you want to delete.



2.) After clicking the delete button, a dialog box will prompt. This will ask on confirmation of deleting the specific record.

To continue deleting, click “YES”, if you have change your mind you may click “CANCEL” button instead.

■ UPLOADING A PHOTO ON SEAFARE'S INTRANET

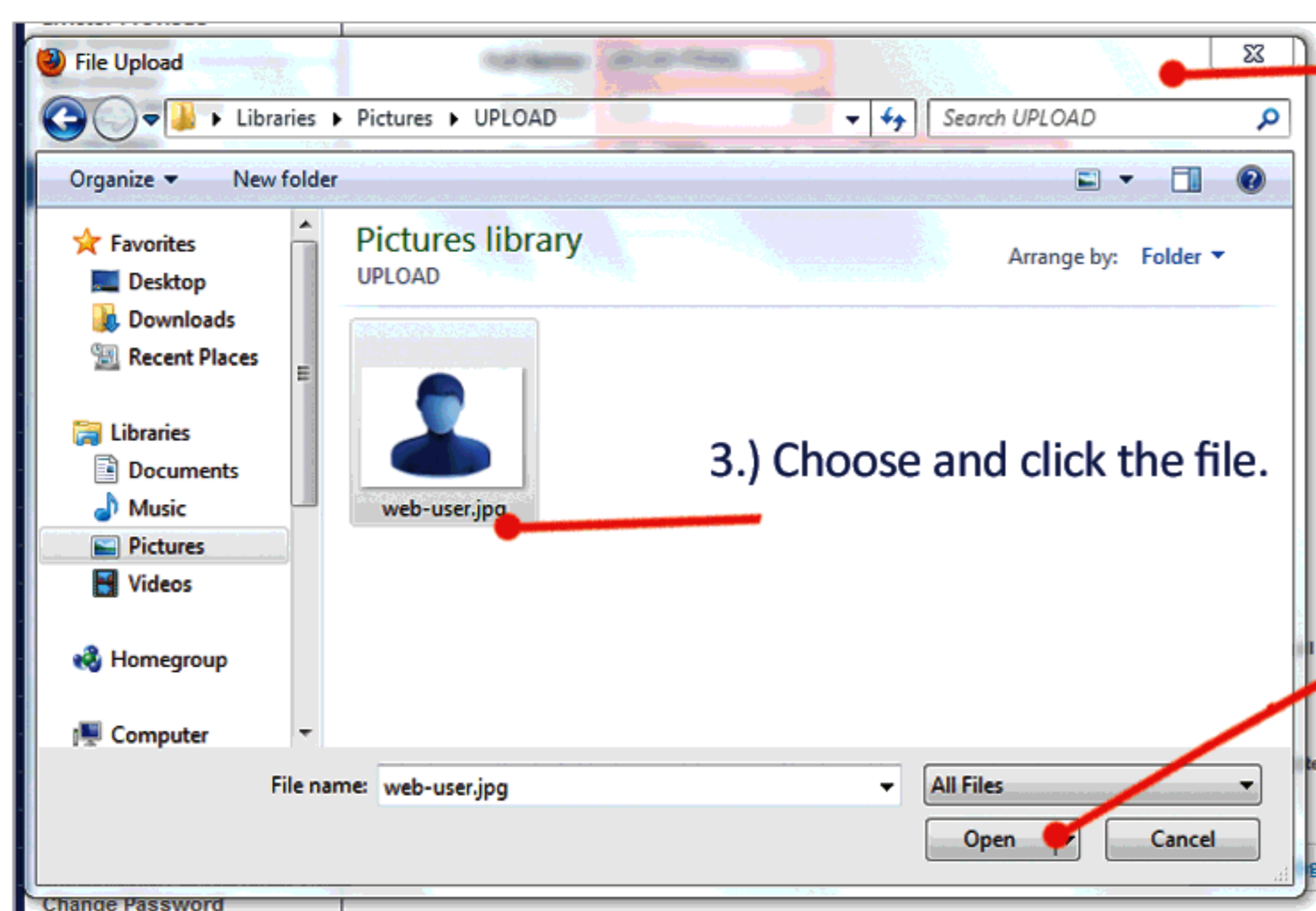
'Uploading' a photo means placing photos online. This is necessary to provide specific pages some photos in Seafarer's Intranet to serve as an evidence of different information about you. It can be photos of your documents and photos of the people enrolled in your different records.

Note that the picture in order to upload the distinction must be properly scanned. It is a good idea to upload a colored photo instead of a black and white photo so the image can be easily check. When it comes to file sizes, it is required that the image file s not more than 2MB so the system can properly uploads it.

To upload, follow these given steps below:



1.) First, click on the “Browse” button to open up the File Dialog box.



2.) Once the File upload dialog box appears, you may now choose the image you want to upload.

3.) Choose and click the file.

4.) Click the “Open” button to select the image and close the file upload dialog box.



5.) Finally, click the save changes button so the system will uplaod the photo and saves it together with the other changes.

Remember that each page on Seafarer's Intranet is does not requires you to upload photos. This process is only usually active in the page such as: Certificates, Seaman File, Depedents, Next of Kin, Friends and relatives and Address Book.



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