Intro and User Set Up for Helm Connect

HELM Connect is a maintenance and compliance system on a dedicated computer on each vessel. Your work is done on the computer itself- not the internet. You continue to work in the system daily and it will update itself in the background when internet is available.

HELM Connect has been configured with the equipment on your vessel, the checklists have been loaded into the system and the major standard jobs have been added.

The worksheets and checklists are all attached to the task and can be printed out on demand directly from the work order.   There are some slight changes in format and content, but not much.

Make sure you can log in

To **access HELM Connect** you will need an internet connection and user ID. **Contact your system administrator for user ID and temporary password at ShannonSmith@tdi-bi.com .**

Get Help

Cheat sheets like this one have been created for the tasks you will do most often. However, HELM has detailed, step by step directions for almost anything at **http://help.helmconnect.com/7.1.17/**. Use the left side bar to navigate to what you want OR use the search box at the top right.
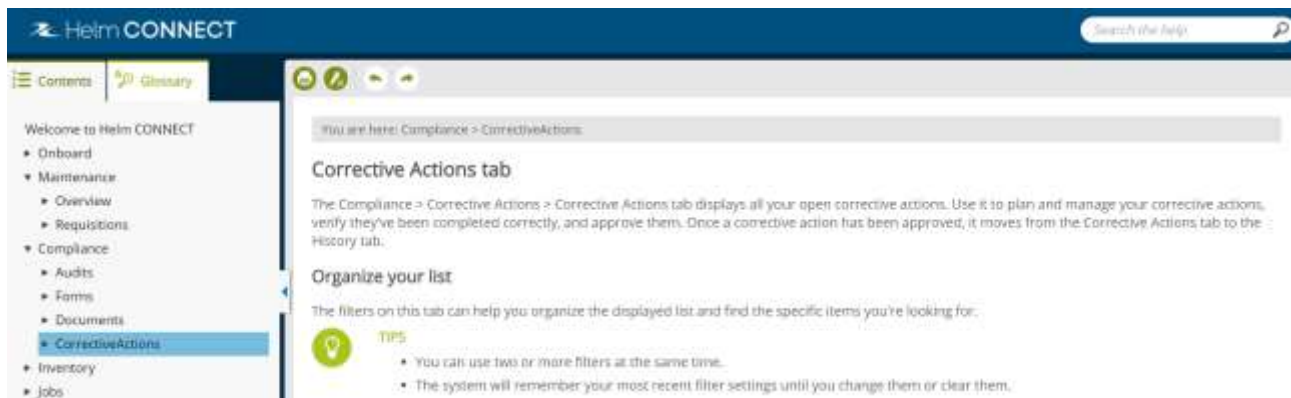
If you are on a vessel, login directly to the vessel Helm computer. If you are off the vessel or based ashore, you can login via the internet to **https://tdi-bi.helmconnect.com/**

Report any issues or problems to your system administrator: [ShannonSmith@tdi-bi.com.](mailto:ShannonSmith@tdi-bi.com)

HELM Definitions

Activities- A period of time with a start and end date. Some examples are Dry dock, Lay up, At dock – Stand by (no crew aboard)

Asset- A vessel

Active/ Inactive- active status means personnel can be assigned tasks. For example, people who are off the vessel are "inactive" and cannot be assigned tasks.   Persons who have access to Helm for review and management purposes are also listed as "inactive" since they cannot be assigned tasks. However, they may still be able to assign tasks to others depending on their authorization.

Component- major equipment that requires a maintenance record and may have running hours or a serial number.   For example, each piece of critical equipment is a component and may have many subcomponents. Engines and generators are maintained by running hours and are major components.

Events - A single moment in time. Creating an event triggers specific forms to fill out and assigns them to the vessel. TDI uses two types of events: **Incidents** and **Managements of Change.**

Equipment Explorer- where you can view all the equipment on a vessel and its relationship to other equipment. In HELM this is located under **Maintenance/ Assets/ Vessel / Components**

Inspections- applies to multiple assets/ vessels. May or may not require approval. Any failures on the inspection will trigger a new task (work order) to address the issue.

Logs- planned maintenance records. What NS5 called our **Maintenance Calendar is called a "To Do" list** in Helm. It is located under the Onboard/ Logs tabs.

Non Conformities- In Helm, NCs are generated from failed items in audits. Each NC will trigger a required CAR for follow up.

Parts- consumables that are discarded or replaced to keep a component running. Filters would be a part.

Survey- Load line and other surveys are tracked in Asset tracking module by the DPA.

Tasks- what NS5 called **work orders**.   Tasks can be generated by a due date, by a failed item in an inspection or checklist (Like Quarterly Inspection failed item) or created as needed for unplanned maintenance.

Standard Jobs- Standard jobs are generated from checklists, inspections and surveys. These are all items that repeat at defined intervals- such as weekly or monthly or are triggered by running hours. These will generate tasks to appear in the bridge or engineering workspaces as scheduled.

Tour of HELM screens and sections

HELM Default screen. When you log in this is what you will typically see. The left side is the main menu. You can **collapse the menu** by clicking on the small arrow to the right of Helm Connect. The right side **Log** lists the most recently completed jobs. It can also be collapsed by clicking the small Logs arrow. Click arrow again to expand. The middle column is the "To Do" list- or tasks currently due.
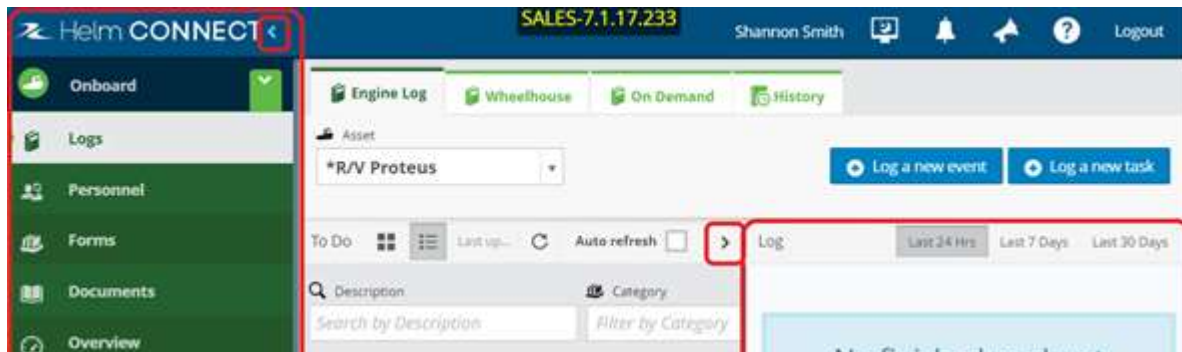
If you collapse both the main menu and Logs, you will see the open work orders / logs in the middle of the screen. **You can hide the column headings you don't want to see** by clicking on the small gear icon at the top right of the table. **To close the pop up menu, click anywhere outside of the menu box**. (there is no x in top right corner like in windows applications)
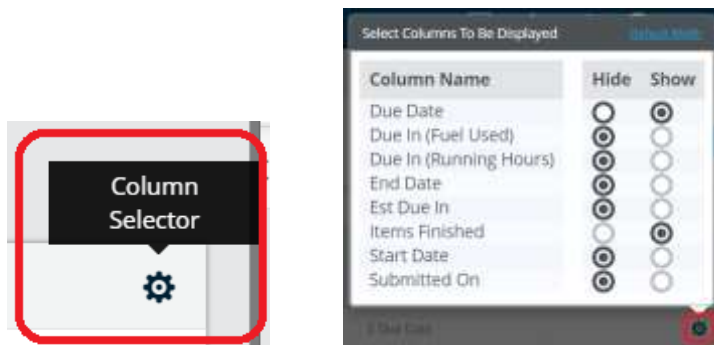
You can make the columns wider or narrower by hovering between them on the gray bar until you see a double ended arrow. Just click and drag the direction you prefer.   Helm will remember your preferred settings the next time you log in.