



ISF Watchkeeper 3 Getting Started Users Guide

ISF Watchkeeper is a computer software program, for use on board ships. The software is designed for maintaining records of seafarers' hours of work and rest, allowing ships and their crews to demonstrate compliance with complex international work and rest hour rules.

This document is a guide to getting started with Watchkeeper version 3

Note: If this document does not contain information that you need, please contact us on support@isfwatchkeeper.com.

What versions of Watchkeeper (WK) are available?

Watchkeeper is available by subscription in the following formats:

- 1. **Watchkeeper 3 (Single User).** For use on stand-alone computers. Ideal for vessels with small crews where access can be shared on one PC or where work hour management is performed by a single individual. Guideline: <10 crew
- 2. **Watchkeeper 3 (Network Version).** For multi-user operation on board ship, this version can be installed on several computers that link together. Guideline: >10 crew.
- Watchkeeper Online. Add-on service for WK3 Network Version. Fleet-wide reporting and monitoring for shore-based personnel

The instructions that follow apply to WK3 Single User and WK3 Network Version

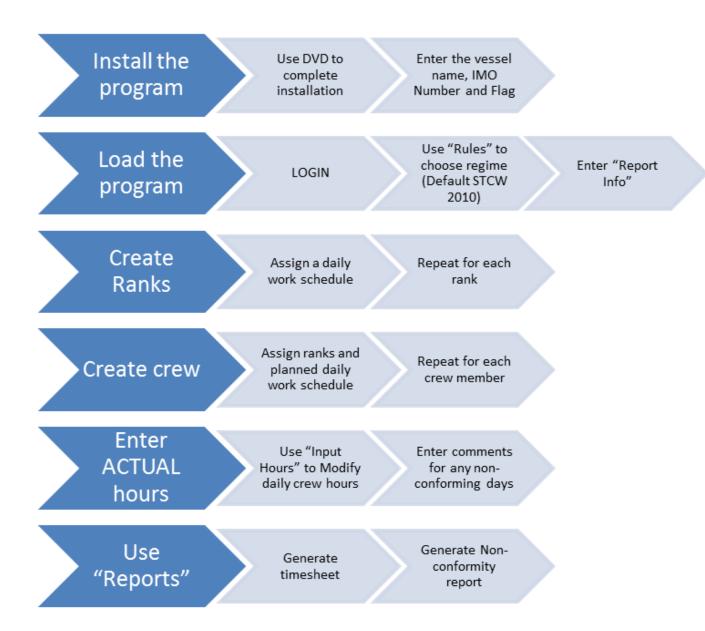
What does this guide cover?

- Getting Started inputting basic information like vessel name and ranks used.
- Day to day operations creating crew records, assigning them work hours and generating reports.
- Keeping the Watchkeeper software updated
- Importing data from previous versions of Watchkeeper.
- Watchkeeper System Requirements

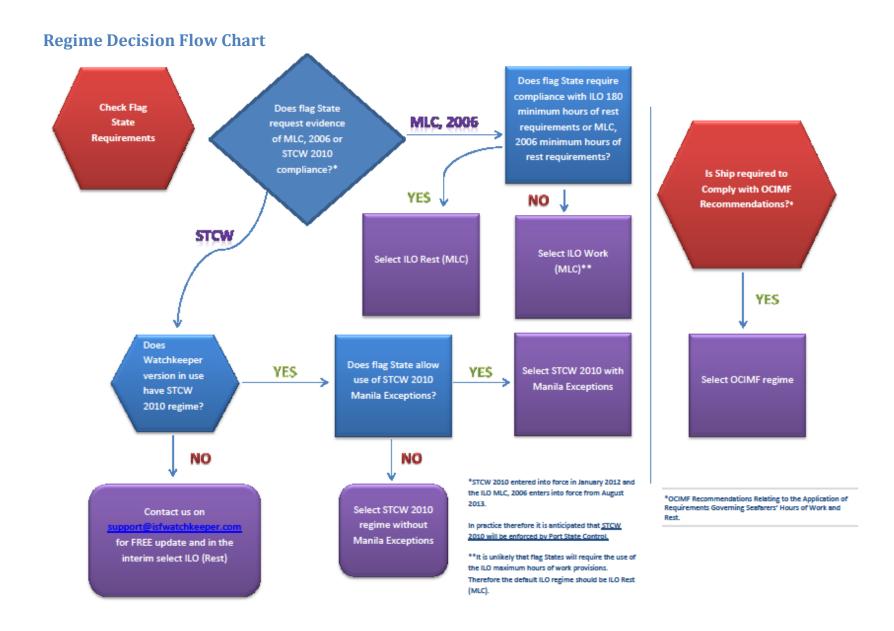
If you need installation instructions, please contact us on support@isfwatchkeeper.com

Getting Started Overview:

After installing and activating Watchkeeper, it is necessary to enter basic set up information to start using the program. The main steps to follow are:



| Task | How to do it | |
|--|---|--|
| Inputting ship name, flag and IMO number | You will be prompted to input this info when you run Watchkeeper for the first time. | |
| Information used on the printed forms | From the TOP TOOLBAR, select the ADMIN tab and then REPORT INFO icon. | |
| | Please input the governing law for your ship, as well as the Master's name. | |
| | Click on SAVE CHANGES before moving to another screen. | |
| Choosing the compliance regime | From the TOP TOOLBAR, select the ADMIN tab and then the RULES button. | |
| | Click the button that defines the regime that applies to your vessel. NOTE: For guidance on which regime to choose, please see the <i>Regime Decision Flow Chart</i> section as below | |
| | Click on ACTIVATE REGIME from the TOP TOOLBAR to activate. | |
| Inputting default Ranks | Ranks need to be defined in Watchkeeper as the program will generate a default schedule report for each Rank. If a rank has more than one Default Schedule, you can create 2 ranks of similar name (e.g. 2nd Engineer1; 2nd Engineer2). | |
| | Select the ADMIN tab, then RANKS, and finally ADD RANK. | |
| | Use this interface to enter Rank names and to add descriptions. | |
| | Click SAVE RANK to save the changes. | |



Day to Day Operation of Watchkeeper

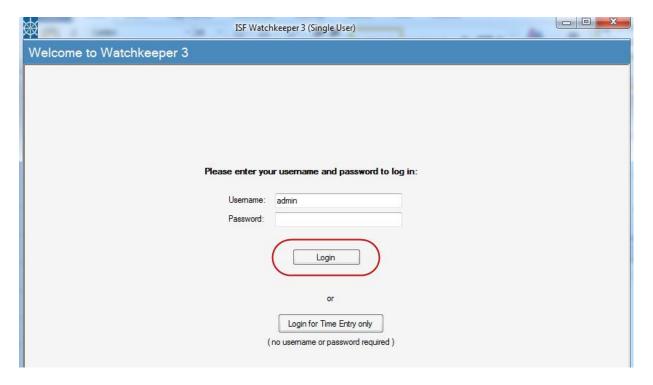
There are three main areas of Watchkeeper that you are likely to use regularly:

- 1. Login
- 2. Creating and maintaining crew lists.
- 3. Inputting or modifying daily work hours.
- 4. Printing off monthly hours record summaries.
- 5. Using the Record Lock feature

Login

Please load Watchkeeper and use the LOGIN button to enter the program in ADMIN mode

By default the password for "Admin" is blank, but if you set a password during installation, then please enter it in the 'Password:' box and click LOGIN.



If you do specify an Admin password, this would allow protection of admin functions within Watchkeeper such as crew list creation, regime selection and report form parameter settings. In this instance, restricted users can still access Watchkeeper for timesheet input and report printing, by clicking the "Login for Time Entry only" button. Clicking this button allows restricted access to Watchkeeper without requiring a password.

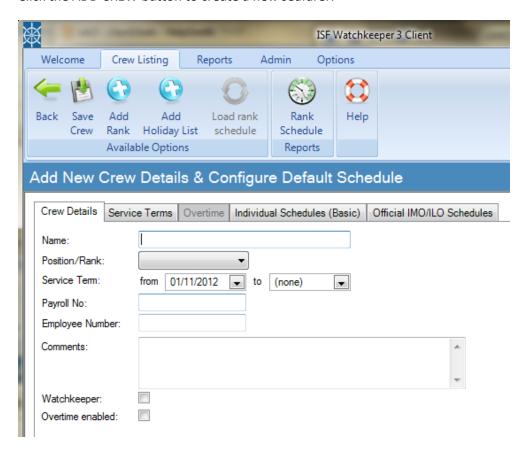
For complex security (WK3 Network Version only), i.e. setting up per-user logins and defining access to a more granular level, please refer to the WK3 Client HELP files topic *Permissions and User Groups*

Creating and maintaining crew lists:

By clicking on the CREW LISTING tab along the TOP TOOLBAR you can access the crew management toolbar and also see a list of created seafarers.



Click the ADD CREW button to create a new seafarer.

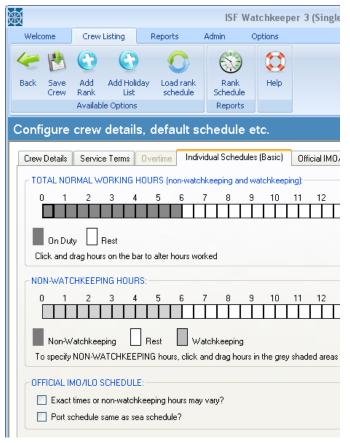


Input basic crew member's details such as their name, rank and SERVICE TERM dates.

After selecting a Position/Rank, you will be asked if you wish the seafarer's work schedule to be set by their rank in a pop up window. If you select YES, the default work schedule will now appear in the INDIVIDUAL SCHEDULES (BASIC) tab.

Schedules can also be altered in the same screen (see below).

Click the INDIVIDUAL SCHEDULES tab to input the default hours of work:



Use the mouse to CLICK and DRAG along the "Total Normal Working Hours" Time-bar to specify hours of work. Shaded areas represent worked hours.

Working hours entered here should be those that are most commonly worked by this person each day. The system will automatically populate their daily work hours from their ACTIVE FROM date, using the hours you define here.

To save all details regarding the crew member click on the SAVE CREW icon from the TOP TOOLBAR.

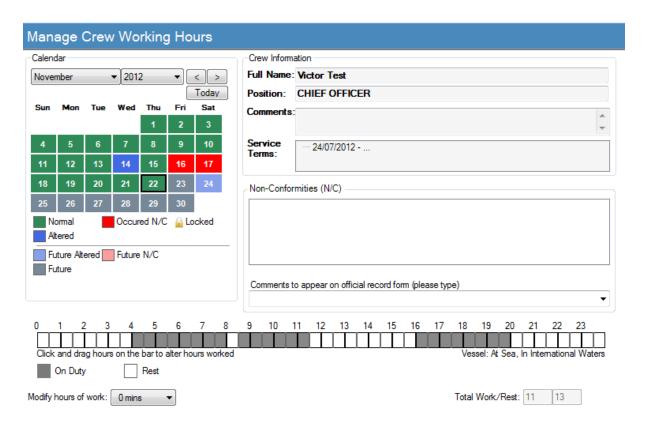
To review or change a crew member's details, return to the CREW LISTING page, click on the crew member whose details you would like to edit, and click on the EDIT CREW button on the TOP TOOLBAR to return to the above edit screen.

Inputting or modifying daily work hours:

To change work schedules on a daily basis, go to the CREW LISTING tab, select the desired crew member by clicking on their name, and click on INPUT HOURS from the TOP TOOLBAR.



Double-clicking a crew member also opens this interface. The Time Entry interface opens:

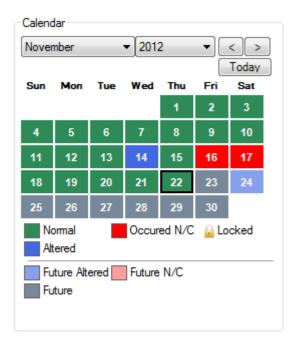


The Time Entry screen has a convenient monthly calendar for the seafarer. By clicking on a day within the calendar you will be able to view or change the seafarer's work schedule for that day.

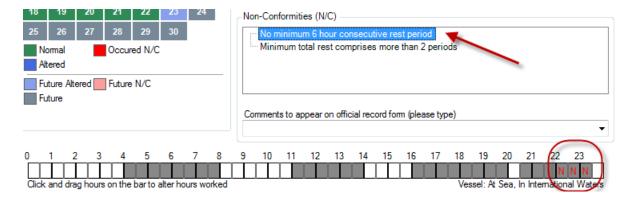
Use the time bar at the bottom of the screen to make work hour entries. Simply click and DRAG the mouse along the blocks to turn them grey (to indicate hours on duty), or white (to show hours of rest).

Inputting hours will cause the colour coding on the calendar to change for that day. For example, edited days will go **BLUE**, unedited days are **GREEN** and future days are **GREY**.

Hours are also tested against the regulations in real-time and any days that have a non-conformity are shown in RED:



Non-conformities are explained in the NON-CONFORMITIES box. Please CLICK on the non-conformity text to see exactly which hours are non-conforming:



You can also use the "NC INFO" button on the TOP TOOLBAR for more information

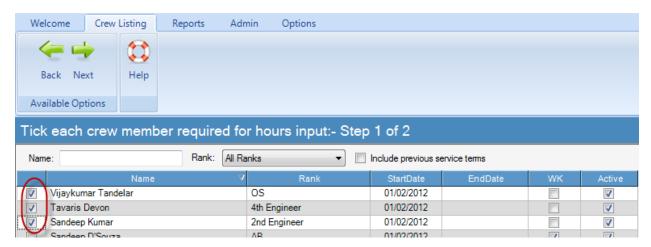
Note: Compliance is calculated in ANY 24h period. This means that each and every half hour is tested along with the previous 47 half hour periods against each of the rules in force. Consequently each day has many iterative tests made and non-conformities can occur across one day and another, not only on the current day.

When satisfied that the hours are accurate click the SAVE HOURS icon on the TOP TOOLBAR.

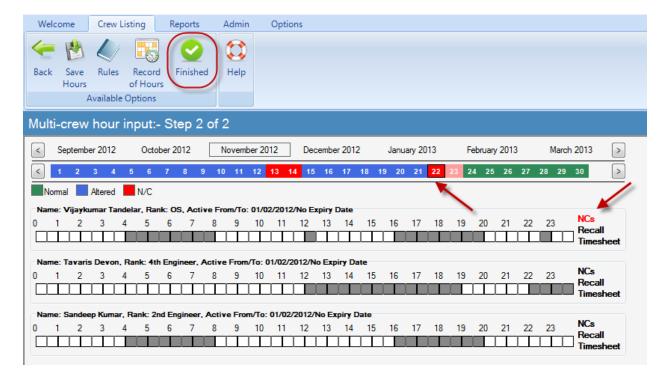
NOTE: You can also input hours for more than one person at a time. This is useful if you need to allocate tasks to teams and to check that all members are in conformance. This is also useful for FORWARD PLANNING port visits or other busy times in the future:



Click the MULTI INPUT button as shown above, then select which crew member you want to work with (you can select up to 6 persons)



then click NEXT:



Click and drag the mouse on the timebars to log hours, the same as the "Input Hours" interface. Hours are tested in real time and the day and individual are colour coded accordingly.

Use the Action Link "NC" to see non-conformity information

Printing off monthly timesheet summaries

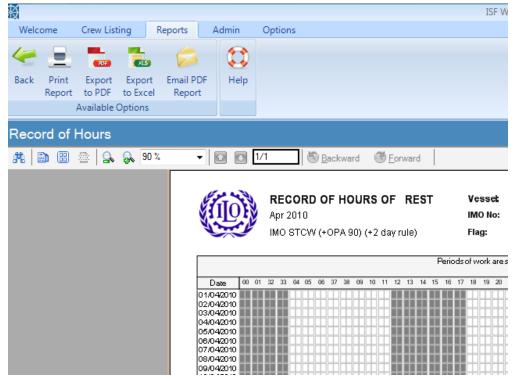
Once you have successfully inputted some hours of work and rest it becomes possible to generate timesheets and other reports.

Timesheets can be generated for individuals or you can generate batch reports for multiple crew members spanning multiple months. Other reports are also available:

Click the REPORTS menu.



Select one or more crew members and then select the button corresponding to the report you want to run. For example, to print a monthly timesheet record, click HOURS RECORD. A record will be generated:

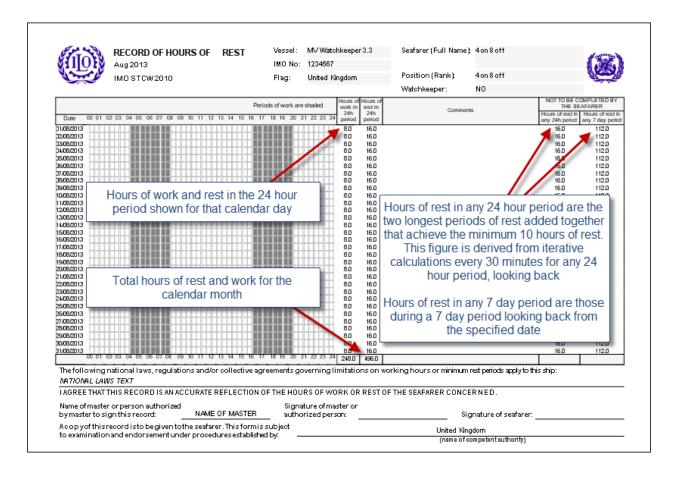


The timesheet or "Hours Record" report generated by Watchkeeper is presented in the format required by the IMO/ILO Guidelines for Formats of Records of Seafarers' Hours of Work or Hours of Rest. The report contains all hours of work and rest for a particular seafarer, as well as vessel and regulatory information

In addition to this, the report totals up hours of work and rest into 4 columns, which give an indication towards the compliance or non-compliance of the individual per day. Each column is totalled up using a calculation method as described below

(NOTE: Some flag states permit the use of the IMO STCW 2010 Manila Exceptions. These exceptions allow slight relaxations of the 10h daily rest requirement and the 7 day rest requirement. When the Manila Exceptions are turned on in Watchkeeper, the column "Hours of rest in any 24h period" is calculated using the **THREE** largest rest periods.

If you are using the Manila Exceptions please ensure in case of inspection by port state control that you have evidence on board that this is permitted by your flag state)



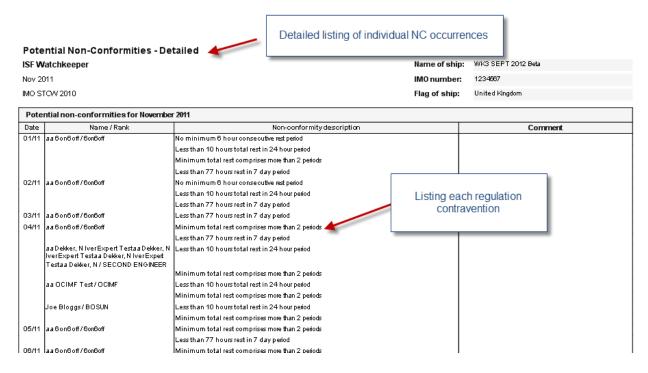
Each time you open a report, you will notice several new toolbar icons. These allow you to not only PRINT REPORT but also to generate a PDF or export the data to XLS format:



You can also run off non-conformity reports and the table of shipboard working arrangements:

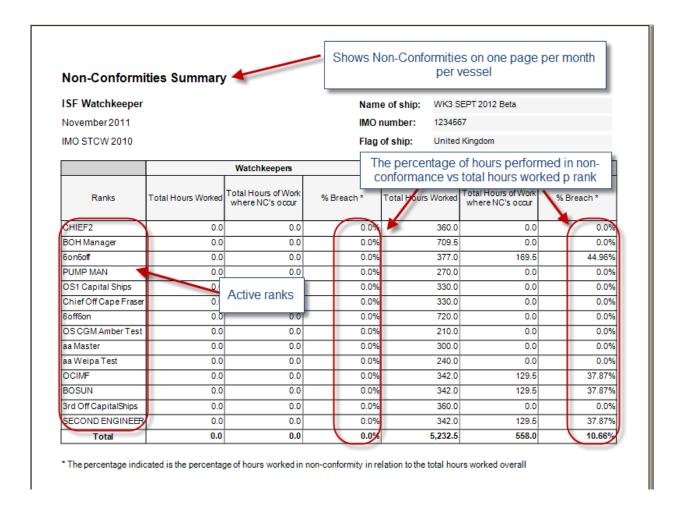


The "Non-Conformities" report lists each incidence of non-compliance, showing the type of non-conformance as well as the name and rank of the individual affected:



The "NC Summary" report produces statistics per rank to indicate the level of conformance and non-conformance (percentage breach) per month. This is a convenient way to compare compliance between crew members and to be alerted to problem areas:

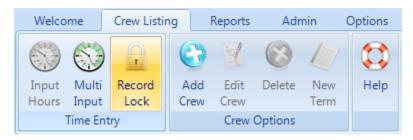
(NOTE: Both the Non-Conformities and NC Summary reports have useful Excel export capability for performing further analysis or integration of data. When the report opens use the "Export to Excel" button)



Using the Record Lock feature

A key function in Watchkeeper 3 Network Version is the ability to lock timesheets, thereby reducing the opportunity for tampering with historical records. **NOTE: This feature is not included in WK3 (Single User)**

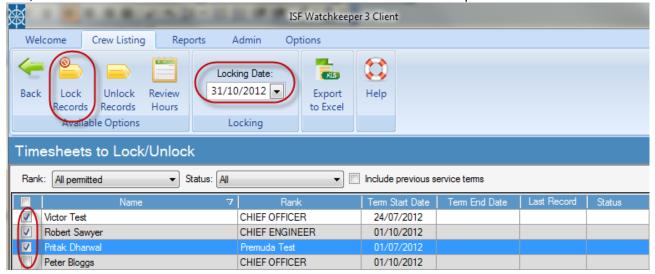
To use the new feature, you must first have crew added to the database. Click on a crew member, and then select the "Record Lock" icon along the top toolbar.



This will take you to the Record Lock interface, where you can choose crew members' timesheets to lock and also to choose a lock date. The lock date is used to tell the system up to when you want to lock timesheets. For example, locking records to the end of October, will lock all timesheets for the selected crew members up to and including 31st October.

NOTE: If the "Record Lock" icon is not visible on the top toolbar then it may be that you are logged in as a user that does not have permission to use this interface. Only the ADMIN user can lock or unlock records.

To perform a lock operation, select the tick box next to the crew member(s) whose records you wish to lock, choose the lock date and then click the "Lock Records" button on the top toolbar:



Follow the prompts to lock records up to the locking date

Note: It is also possible to UNLOCK records that have been previously locked. Use the "Unlock Records" button for this. Like locking, unlocking can only be performed by the Admin user

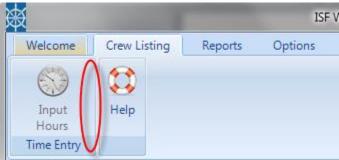
After this, when you use the Time Entry interface, all days that have been locked for the particular crew member will appear with a padlock icon:



Any attempt to edit locked day hours will be restricted:



It is possible to restrict access to the Record Lock section (eg to prevent crew unlocking locked hours). This can be done by activating the ADMIN password and forcing users to use the "Login for Time Entry Only" button. Users logging in in this way do not see the Signoff section:



Is there anything else?

That's pretty much it for the day to day operation of Watchkeeper. Once the crew list is set up a lot of the work is done automatically so hopefully you will find it easy to use.

We really hope you enjoy using Watchkeeper and find it useful for managing time and identifying possible fatigue. If you have any suggestions for improving the product please let us know at support@isfwatchkeeper.com. We would be very interested to hear your views.

Is support offered?

Yes, since Watchkeeper is a subscription service, it comes with free support and software assurance. All support queries should be sent to: support@isfwatchkeeper.com

Keeping the Watchkeeper software updated

Watchkeeper is a subscription product, and this means that all the support is included in the price without any extras. This also means that you are entitled to ALL software updates released during the subscription period

NOTE: Software Updates are very important to ensure that your installation is using the latest methods and covering the latest regulations

Software updates are free of charge and can be applied as follows:

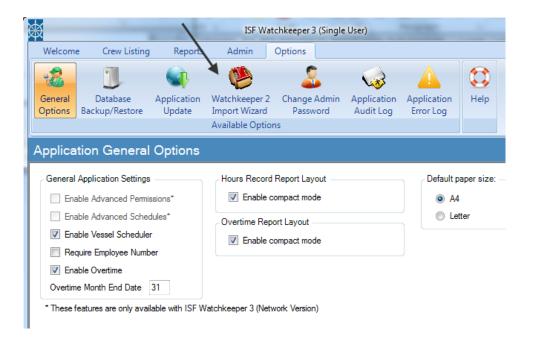
- For computers with internet access, you can update the installation using the OPTIONS>APPLICATION UPDATE feature within WK3 Single User and WK3 Client. Updates to WK3 Server
 can be applied using the Menubar or Manager program on the ADMIN->CHECK FOR UPDATES
 menu item
- 2. For ships without Internet access please contact us on support@isfwatchkeeper.com to receive a free UPDATE CD. The CD contains all the software to just insert the CD and have it patch your Watchkeeper Installation
- For ships with limited internet access, you can download patch files and apply them to the Watchkeeper computers. Please contact us on support@isfwatchkeeper.com to request the procedure

Appendix 1 – Importing from previous versions of Watchkeeper

It is possible to import your crew's historical records from Watchkeeper 2. Import is possible from either Watchkeeper 2 Single User or Watchkeeper 2 Network Version. If running Watchkeeper 3 (Network Version), it is also possible to import from Watchkeeper 3 (Single User)

Watchkeeper 3 (Single User)

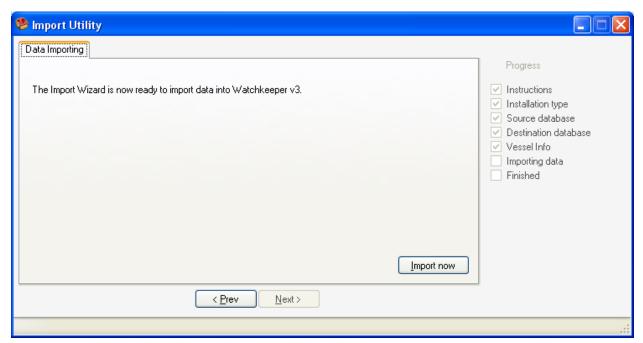
When loading Watchkeeper 3 for the first time, the program will attempt to find WK2 on the local computer. If present you will be asked whether you want to import. If you agree, the Watchkeeper 2 Import Wizard starts. If you decline, you can later run the import wizard from the OPTIONS section:



After starting the Wizard, follow the on screen prompts to locate the source Watchkeeper 2 database. Note that you can import from Watchkeeper 2 Server or Watchkeeper 2 Single User. In the case of Watchkeeper 2 Server, the database server must either be running on the local computer or on another computer on the local network.

The Watchkeeper 2 Single User database is contained in a single file and this can be manually copied to the local machine for import purposes.

Continue the on screen prompts to reach the end of the wizard. On the last page, click the IMPORT NOW button:



All data is imported including rank names, list of crew and hours worked for each of those crew members.

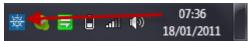
Please note that the first time you run timesheets in WK3, reporting on historical WK2 data, the relevant reporting period data is automatically retested by WK3, which can take some time to complete.

Watchkeeper 3 (Network Version)

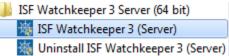
The import Wizard for the Network Version can be found as part of Watchkeeper 3 Server.

Locate the Watchkeeper 3 (Server) icon which is located in the "System Tray"

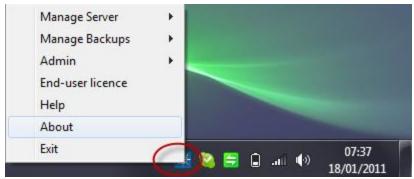
1. The System Tray is the set of icons at the bottom right of your desktop. The Watchkeeper Server icon looks like this:



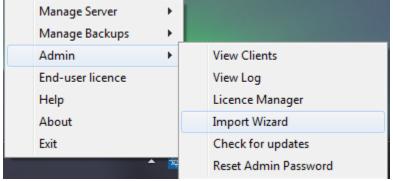
- 1. If it is not there, and you have definitely installed Watchkeeper Server on that computer, then:
- 2. Click START then PROGRAMS then WATCHKEEPER 3 SERVER then WATCHKEEPER 3 SERVER:



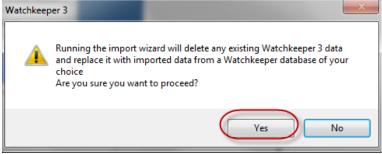
3. The icon should now appear. Right-click it to see its menu:



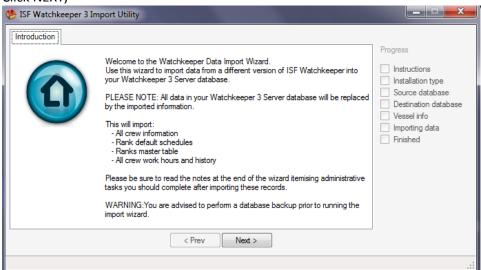
4. Choose ADMIN then IMPORT WIZARD:



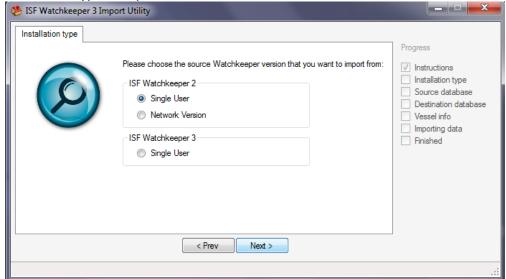
5. Confirm loading the Wizard:



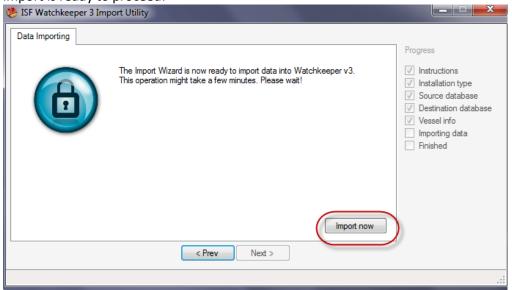
6. Click NEXT,



7. Choose the type of import as indicated below



8. Now follow the instructions shown in the import Wizard until the source database is located and import is ready to proceed:



10. Import complete

NOTE: WATCHKEEPER 1 USERS: If you are using Watchkeeper version and wish to import data into Watchkeeper 3, first import into Watchkeeper 2 and then import from version 2 to Watchkeeper 3. Note however that due to extensive regulation changes, only crew information is imported. It is not possible to import hours worked from version 1 to version 2.

Thank you for using ISF Watchkeeper!

System Requirements

The Network Version of Watchkeeper is for installing on several computers on a vessel computer network. A central 'Server' program is installed on one computer, and a 'Client' program is installed on every computer requiring Watchkeeper access

Watchkeeper 3 (Server)

| Component | Minimum | Recommended |
|------------------|---------------------------|---------------------------|
| Disk Space* | 1.5Gb | 1.5Gb |
| Memory | 512Mb | 2Gb |
| Windows Versions | Windows XP (With Service | Windows XP (With SP3) |
| | Pack 3) | |
| | Windows Vista | Windows 7 |
| | Windows 7 | Windows 7 |
| | Windows 2003/2008 Server | Windows 7 |
| | Windows Terminal Services | Windows Terminal Services |
| | (2003 or 2008) | 2008 R2 |
| Internet access | Not required | Good to have for program |
| | | updates |

^{*}Storage requirement reduces if .NET Framework is already installed on target computer

Watchkeeper 3 (Client)

| Component | Minimum | Recommended |
|------------------|----------------------------------|----------------------------------|
| Disk Space* | 1Gb | 1Gb |
| Memory | 512Mb | 2Gb |
| Windows Versions | Windows XP (With Service Pack 3) | Windows XP (With SP3) |
| | Windows Vista | Windows 7 |
| | Windows 7 | Windows 7 |
| | Windows 2003/2008 Server | Windows 7 |
| | Windows Terminal Services | Windows Terminal Services |
| | (2003 or 2008) | 2008 R2 |
| Internet access | Not required | Good to have for program updates |

^{*}Storage requirement reduces if .NET Framework is already installed on target computer