



DOCUMENT MANAGEMENT SYSTEM

This course is designed for Senior Deck & Engine Officers and Ship Managers. BASSnet Document Manager is a workflow management and monitoring system that provides a complete solution for managing processes between ships and office.

COURSE AIMS & OBJECTIVES: This course aims to enable participant to work smarter with the use of BASSnet Document Manager towards increased efficiency and reliability in managing and monitoring shipboard operations.

Those successfully completing the course should be able to navigate within BASSnet Document Manager System's environment and learn the functionality of its modules to:

- access and update information and integrate this application in his operational tasks
- find relevant procedures and guidance documents for his responsibilities and accordingly undertake/complete his duties and tasks
- log his undertakings in applicable checklist or form as quality records for audit/reporting purposes
- sort and store information and messages on relevant operation
- utilize the scheduling function to keep on-track of the operations

COVERAGE / PROGRAM FOCUS:

- **Document management:** ship/shore replication and storage of documents, forms, images, references, messages, drawings, etc.
- **Operational management:** automatic distribution and updating of company manuals, certificates, reminders, and forms
- **Messaging facilities:** Internet/internet-enabled linking/threading messages to topics and work processes and provides relevant documents, checklists and reporting forms while working
- **Scheduling:** virtual office at your laptop, reminders, updates and warnings.
- **System Administration:** system setting and code structure

METHOD: Combination lecture-demo, guided hands-on practice, and structured exercises that are highly focused on system's practical application onboard. A computer unit is made available for each participant.

ENTRY REQUIREMENT / TARGET GROUP: Preferably Senior Deck and Engine Officers and Ship Managers. It is expected that those intending to take the course possesses background in basic computer operation.

COURSE CERTIFICATE: A Certificate of Completion is given to each participant who satisfactorily fulfills the Course.

DURATION:

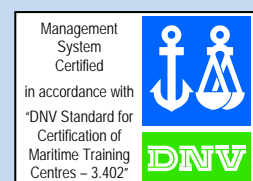
2 Days
(0830H – 1600H)

SCHEDULE:

This course shall be conducted only upon request with minimum of five (5) participants.

COURSE CONTRIBUTION:
USD 250.00

Inclusive of course materials/handout



Register

ADDRESS: Norwegian Training Center-Manila Gate 2 TESDA Complex, East Service Road, Taguig City, Philippines 1634

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