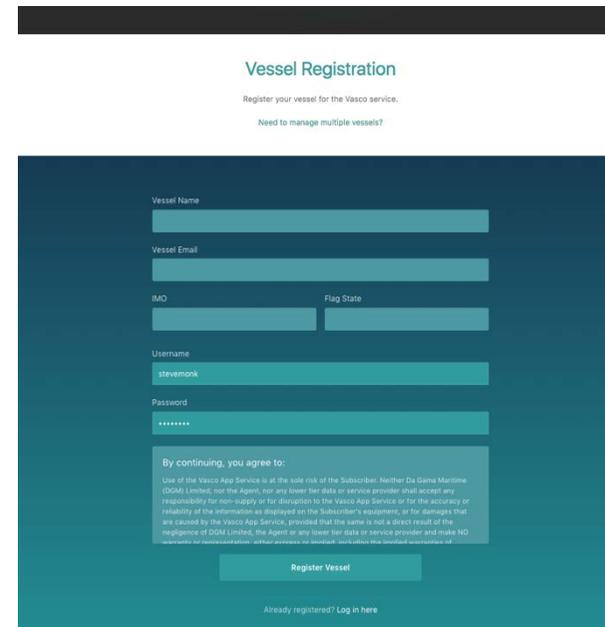
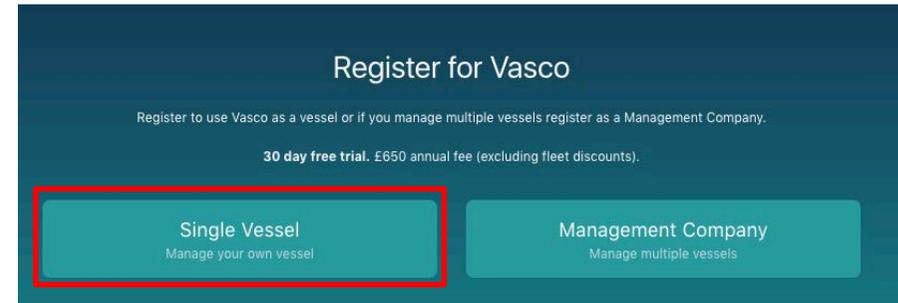


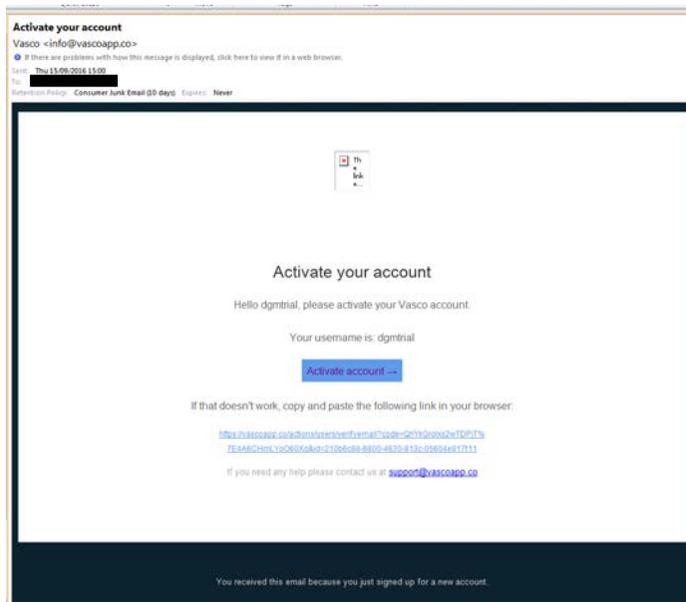
Topic	Page
Single vessel sign-up process	1
Initiating your subscription	3
App Dashboard	3
Bulk Chart Updates	4
The Corrections Process	5
Downloading corrections to individual charts	5
T's & P's – Cancelled notices and in-force	7
Reports	8
Individual vessel Webapp access	8
Troubleshooting Guide	9

Single vessel sign-up process



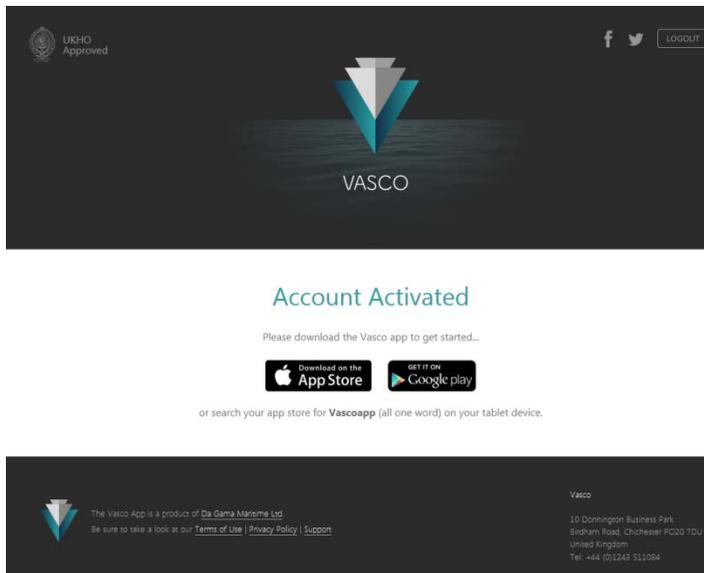
Visit the website <https://vascoapp.co> and at the bottom of the screen select 'Single vessel' and follow the on screen prompts for the necessary information to set up the vessel.

Once all details have been entered and the disclaimer read, select Register Vessel.

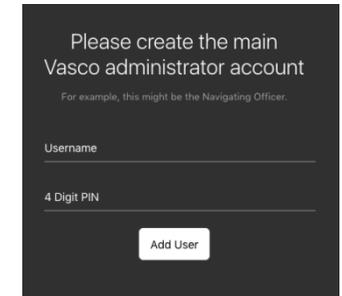
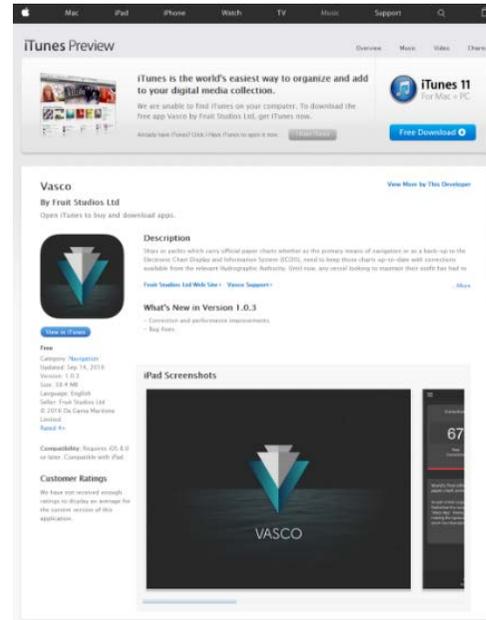


An e-mail will be sent to the account address which was provided at the registration process from which the 'Activate account' tab should be selected or if that doesn't work, copy and paste the link to your browser.

If this e-mail isn't received, check spam settings or your junk mail folder.



You will then receive confirmation of the account activation with links to the appropriate app store in order to download the app. Alternatively it will advise you to search for the app with 'Vascoapp' (all one word) from the app stores and you can then download it direct to your tablet.



Once the app is downloaded, log in for the first time using the username and password which was established when the account was generated.

The app will then need to conduct a first download of the full catalogue of data which is a single download of approx. 100Mb, after which you create the first administrator who will have access to make amendments and apply corrections to the chart outfit.

Having swiped through or 'skipped' the walkthrough, you'll arrive at the dashboard from where folios can be created, charts can be entered and corrections seen or applied.

If there are any questions, please contact support@vascoapp.co or call +44 (0)1243 511084.

Initiating your subscription

E-mail prompts will be sent to the vessel at the 14, 21 and 29 day point asking them to subscribe to an annual licence in order not to lose any information when their trial ends. Clicking on the link within the e-mail will take you to the subscription activation page as shown below.

The details requested will then be e-mailed to support@vascoapp.co which will arrive with Da Gama Maritime who can then raise the necessary invoice for e-mailing back to the client / distributor.

Start Your Subscription

Please enter your billing details below to enable us to send you an invoice. This will provide information on paying by BACS or Credit Card. Once payment has been received your account subscription will become active following the trial period.

You are requesting an invoice for My testing vessel.

Name: Company:

Email Address:

Address:

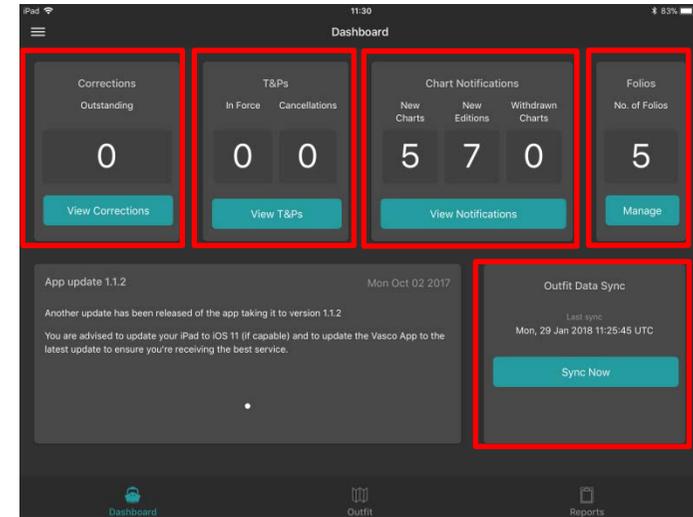
Address 2:

City: State / County:

Postcode/ZIP: Country:

Purchase Order: VAT Number:

Dashboard

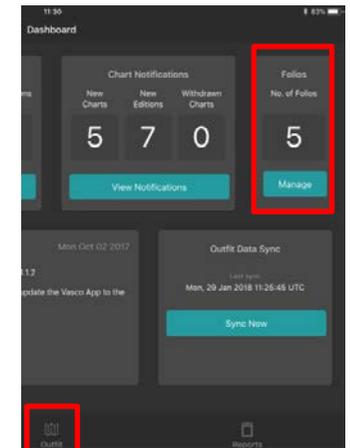
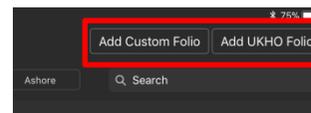


Pressing on any of the main sections will take you to the various detail associated with that section. After making any changes to your outfit you are advised to 'Sync'.

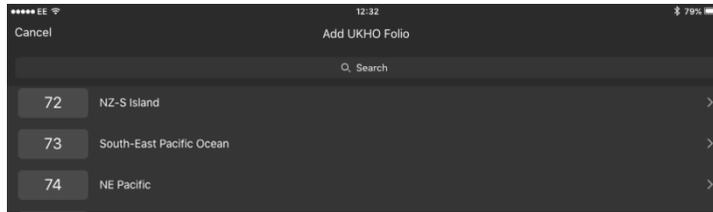
Outfit Generation

Charts can be added to either the UKHO named folio convention or to a Custom folio. Firstly select 'Manage Folio' or 'Outfit' from the dashboard.

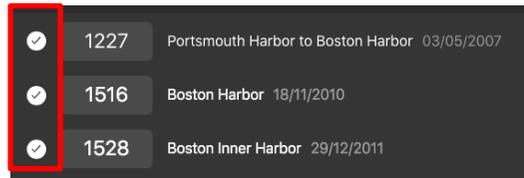
From the next screen decide if you want to create 'Custom' or 'UKHO folios'.



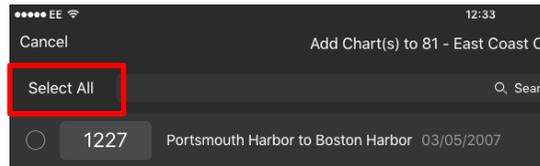
If generating a folio listing based on the UKHO listing and having selected 'Add UKHO folio', chose the folio you wish to pick charts from.



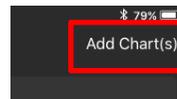
Use the next screen to either place a tick next to the wanted charts or



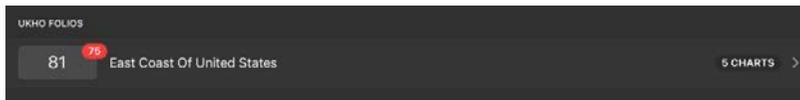
to 'Select All'.



Once you are happy with those selected, press 'Add Chart(s)'.



The folio will now be generated and indicate the number of outstanding corrections back to 1 Jan '12 (this being the oldest date in the database).



T's & P's will back-date to the latest still in-force for your charts.

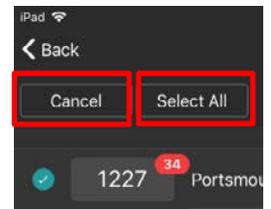
Bulk apply chart updates

Having added your folio(s), the system will be unaware of the update status of your charts. You have the ability to inform the app to what date each chart has been updated either individually or as a complete folio.

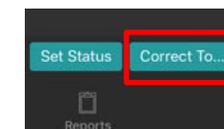
To update a folio, select the folio from the 'Outfit'. In this example Folio 81.



The list of charts and applicable corrections to each will then show. Select 'Edit Charts', scroll to the bottom of the page to ensure all charts are loaded, then 'Select All'

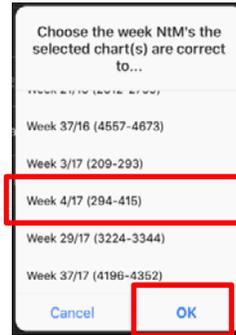


All charts will be selected and an additional menu will appear at the bottom of the screen.



Select 'Correct To...'

A pop-up will appear showing all NtM's affecting the charts in that folio. Scroll down to the week to which the latest correction has been applied and select that week, then press 'OK'.



To bulk update individual charts within a folio, follow the same procedure as previously described but instead of choosing 'Select All', only tick the charts you wish to update.



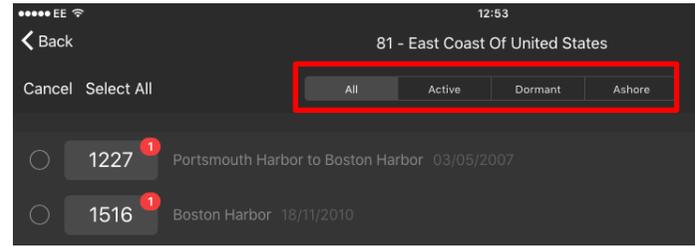
The same menu options will appear at the bottom right of the screen followed by the pop-up to which you choose the NtM to which updated.

Note: the number of corrections outstanding in the folio list includes those *Dormant* and *Ashore*. Those listed on the dashboard are just *Active*.

Other options at the bottom are:

- Remove** – Removes charts from the outfit / folio.
- Add / Edit Label** – Allows you to add an additional name to a chart. This is a useful feature if you have two or more of the same chart in your outfit.
- Remove Label** – Allows you to remove the additional name.
- Move To...** - Allows you to move selected charts to alternative folios.
- Set Status** – Where charts are moved between *Active*, *Dormant* or *Ashore*.

When viewing a folio, the default will be 'All'. Charts not *Active* will be greyed out on this screen.

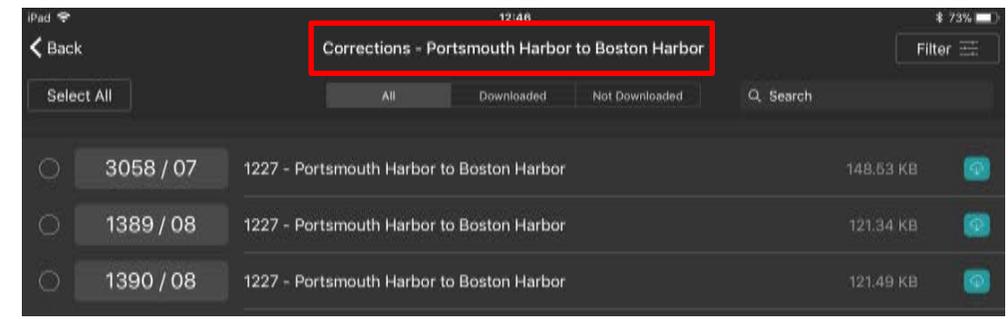


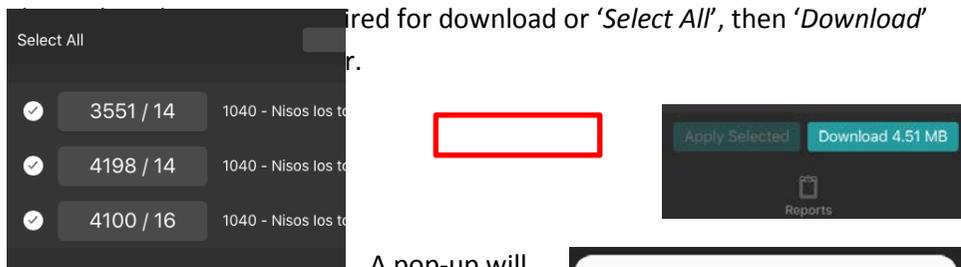
The Corrections Process

Charts can be corrected by either going through the 'Corrections' tab from the Dashboard or by selecting the *Outfit* then going to each chart individually.

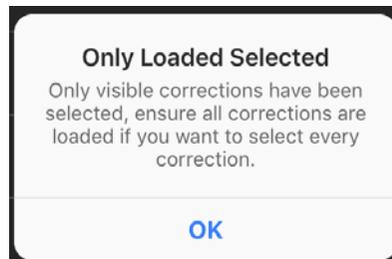
Downloading corrections to individual charts

If you wish to download the corrections for an individual chart, select that chart from its folio list





A pop-up will come up to advise on whether you have scrolled to the bottom of the available corrections for that chart to ensure all are captured for the download:



Once downloaded, the corrections can be viewed, printed or applied (using the *Select* feature). Be aware corrections have to be applied in numerical order which is why the 'apply' feature will be greyed out on some.

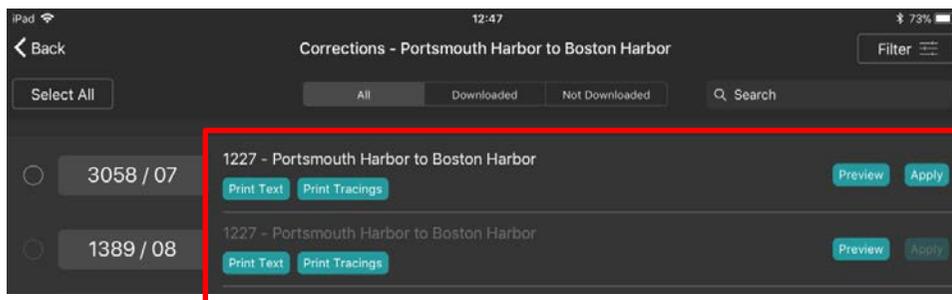
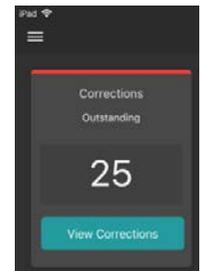


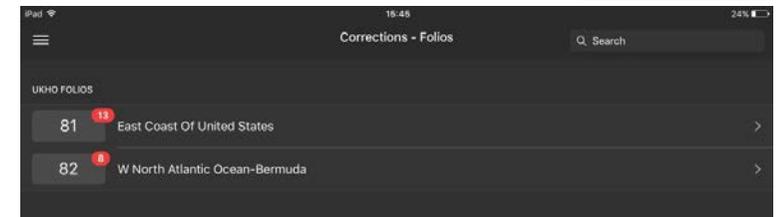
Chart Correction process

From the *Dashboard* select the 'Corrections'

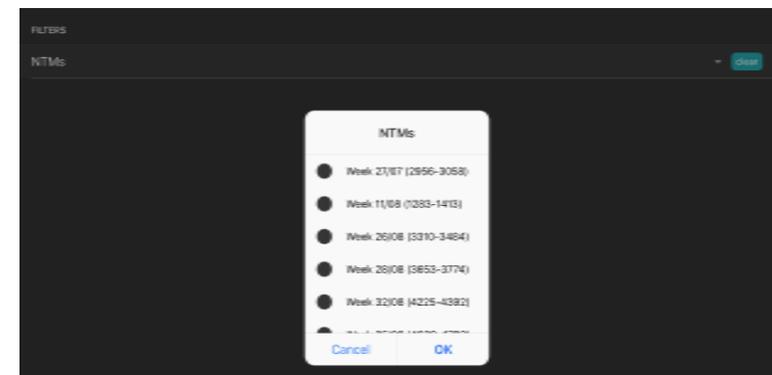
Charts within folios requiring correction will be listed. The default is that only *Active* chart corrections can be seen.



Selecting one folio will list out the charts which require correcting for that folio.



The 'Filter' option in top right can then be used to select corrections by NtM / week number, however it must be remembered the app will require corrections to be applied in the correct numerical order for a chart in order not to miss any.

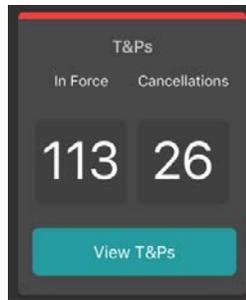


If the corrections haven't yet been downloaded, you can select individual charts or scroll to the bottom of the list, 'Select All' then 'Download'.

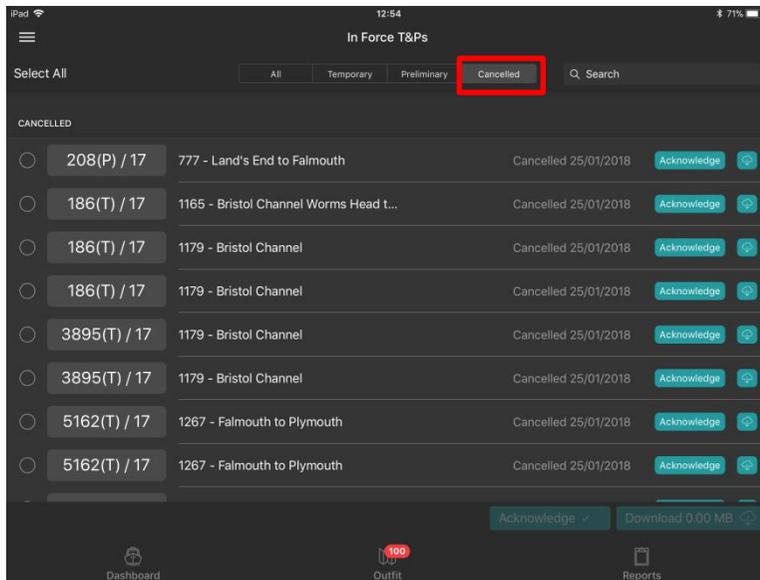
T's & P's

Cancelled notices

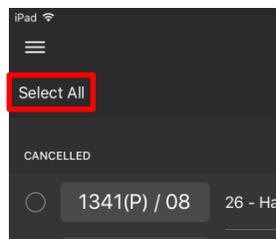
As T's and P's are cancelled they need to be acknowledged and cleared out of the system. Select the T's & P's section from the Dashboard.



The screen will default to display 'All', therefore select the 'Cancelled' section first.



Swipe your finger up to scroll to the bottom of the cancelled listing and ensure all have displayed, then 'Select All' from the top left of the screen followed by 'Acknowledge' from the bottom right.

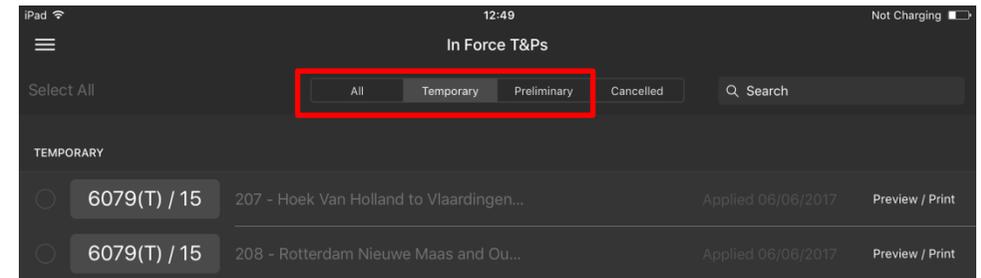


Alternatively T's & P's can be cancelled individually to ensure you don't miss taking any off your charts.

In-force notices

When new T's & P's become available, they will need to be acknowledged. In-force T's & P's can be located within both the 'T's & P's' section on the dashboard or until they're acknowledged they will also appear in the 'Corrections' section. As they are just as relevant as a standard NM, when accessed via the 'Corrections' section, they will have to be acknowledged in numerical order.

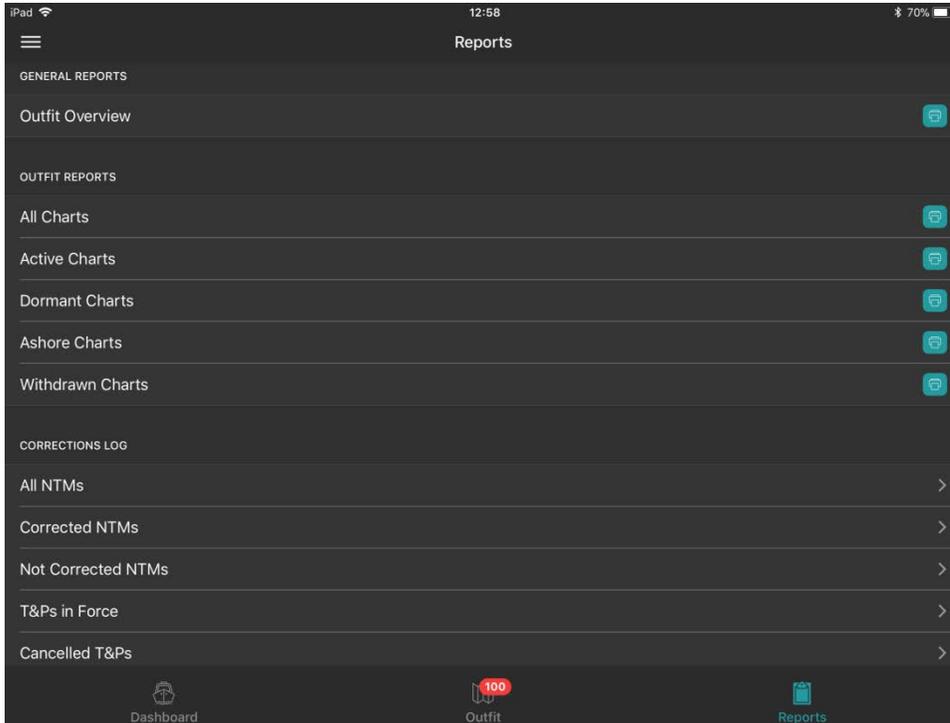
Within the 'T's & P's' section, viewing the notices can be achieved in either the T's or P's or all.



In the same way cancelled T's & P's can be bulk acknowledged, so can the in-force.

Reports

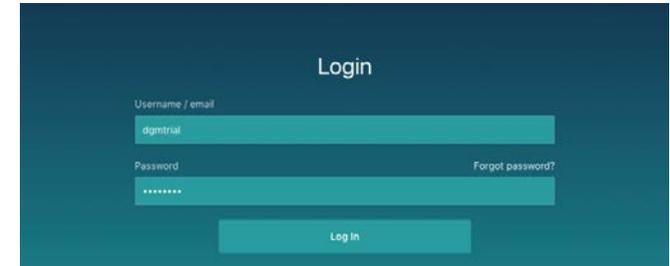
Various reports can be printed from the app as shown on the screen shot below. Within some of these reports it is possible to 'filter' the information further to reduce their length or to make more relevant for bridge weekly reports.



The 'Outfit Overview' report is recommended for viewing or printing weekly to demonstrate all corrections have been applied and the app 'sync'd' to the cloud.

Individual vessel Webapp access

While the purpose of our product is for the clients to use the app to see the status of their chart outfit and apply the necessary corrections etc, they can log into their account via the internet.



To do so, go to <https://vascoapp.co/login> and use the username and password of the key account holder for the vessel (the details which were used at the sign-up stage).

DGMtrial

Vessel	Dgmtrial
IMO	7654321
Flag State	UK
App Status	ACTIVE SUBSCRIPTION ACTIVE
Join Date	2016-09-15 15:59 PM
Last Sync	2016-09-16 17:44 PM

Vessel Outfit

4 Follis In Outfit | 125 Charts | 107 Active Charts | 8 Dormant Charts | 10 Ashore Charts | 64 Pending Corrections | -5 Ashore Corrections

Name	Type	Charts	Active	Dormant	Ashore	Corrections
Transit	CUSTOM	20	11	4	5	40 VIEW
Gibraltar-Malta -Port Said	UKHO (24)	65	65	0	0	VIEW
WC Of Italy-Toulon-Nc Of Sicily	UKHO (28)	30	21	4	5	11 VIEW
Crete And Western Aegean Sea	UKHO (28)	10	10	0	0	13 VIEW

Standard vessel set-up will not allow corrections to be 'applied' as this feature is controlled by the app, however notices can be viewed and printed.

If notices are viewed and printed via the Webapp, the correction must be 'applied' via the app on completion. This should be finished by synchronising to ensure the database is up-to-date.

Troubleshooting Guide

If you are experiencing problems with the app please use the guide below. If this fails to rectify the issues then contact your distributor or us at:

support@vascoapp.co or +44 (0)1243 511084

Problem	Rectification
App display times out requiring user to log back in to the app	1. Ensure the display time-out / sleep feature on the tablet is set to 'Never' or a long enough time to stop the display going to sleep.
App won't sync to the cloud database	1. Ensure the display time-out / sleep feature on the tablet is set to 'Never'. If the tablet goes to sleep during a sync it will halt the connection. 2. Check your firewall settings on the vessel network to ensure the following is whitelisted: <ol style="list-style-type: none"> Domain: *.vascoapp.co IP: 138.68.172.81 IPv6: 2a03:b0c0:1:a1::984:9001 Port: 6984 3. Ensure a user has logged into an account in the app.
No printer found when trying to print a document, tracing, block or notice	1. There are no printers on the same network as the tablet. Change network. 2. There are no Airprinters being detected by the tablet. Check settings on the tablet and printer. 3. If you have a printer which doesn't support 'Airprint', consider downloading the third party software 'Handy Print' from this weblink: http://www.netputing.com/handyprint/
Notices or blocks are being cut off when printed	1. Check your tablet printer settings. The app uses the settings of the tablet to generate the print. 2. Check your printer settings. 3. Download the notices via the webapp, save as a pdf then print from there. 4. If you have a printer which doesn't support 'Airprint', consider downloading the third party software 'Handy Print' from this weblink: http://www.netputing.com/handyprint/
Notices or tracings are not printing the correct size	1. Check the country settings on your printer as it should be set to United Kingdom. Sometimes printers set to United States will mis-print tracings even though you've loaded A4 paper.