



shipadmin.com

*flexible and simple software solutions
for vessels and ship managers*

Shipadmin Captains Secretary

The Captains Secretary is developed in close cooperation with marine officers and with input from some of the major offshore companies.

The software is made to meet the challenges the officers on various vessels face in their everyday job. The system is a user friendly administrative tool dealing with the complexity of vessels carrying personnel of different nationalities employed by different companies and often in a high number.

Your demand is our command:

We have given the name "Captains Secretary" to our software solution; we realize masters and officers on a modern vessel need a secretary to meet the increasing demand of paperwork. Our secretary will not serve you coffee or tea, but help you with the paperwork related to crew issues, and keeping track of certificates and periods onboard.

Keep it simple:

By calling the software for Captains Secretary we have committed to provide a programme which is both user friendly and time saving. The programme is easy to use without any previous knowledge to the software.

Keep it flexible:

A good secretary knows the need for being flexible, and being flexible is a keyword for the Captains Secretary software. We have taken into account that every ship has their own requirements and have made it possible for you to make the programme tailor made to your own vessel and company.

Have a look at our web site and try the software. There are no requirements for registration or login to try the software, but we will appreciate any feedback you might have.

Sales

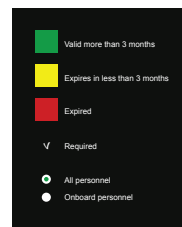
Per M. Grosvik
pmg@shipadmin.com
+47 90 92 67 66

What can the Captains Secretary software do?

Generating various lists

- IMO crew list
- IMO passenger list
- IMO crew effects declaration
- US crew list
- US passenger list
- US crew effects declaration
- Next of kin list
- Roll call list
- Cabin list
- Muster list
- Certificate lists
- History and periods onboard

Keep track of personnel certificates and requirements



- Our graphical and colour coded certificate module gives you the overview of the certificate status at a glance.

- No need for manual checking of a large numbers of dates and requirements.

Log all activities and personnel movements onboard.

The Captains Secretary will keep track of all personnel and log all periods they have been onboard the vessel. Generate various lists based on the historical data

Generate meals and accommodation report.

By simply clicking the checkbox respective to the person, the Captains Secretary will keep track of sub contractors utilized days onboard. The list to be used as an attachment to the invoice