

# LASHING+SECURING INFOSHEET

## REQUEST FOR REVIEW

Loading, lashing and securing, lifting plans etc. are normally prepared in the office. This engineering team often has the knowledge how to proceed in most cases and these plans will be shared with the vessel.



The file size of these plans should be kept low, because of the expensive data to be transferred from the mainland to the vessel. Therefore we released the opportunity to share plans among all users of the same company without, printing or sending anything to the other party.

### We created two options in sharing a plan:

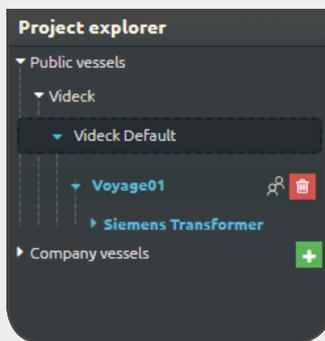
- Read only
- Edit

As the wording already states, in a read only environment you can only comment on the plan, print it on board if you like, but you cannot change anything.

The edit option allows you to change anything, delete cargoes, add cargoes, change lashing & securing etc.

### Let's start on how to do this:

When you create a voyage for a vessel and load cargo on it, it should look like below example:



Next to the voyage, a two people icon appears. Note they are both colored in white.



If you want a request for review, click the people button. The form that appears should look like this:

The screenshot shows a dark-themed modal window titled "Send for review". At the top, there are two radio buttons: "Read only" (which is selected) and "Edit". Below these is a dropdown menu with the placeholder text "Select a user". Underneath the dropdown is a large text area labeled "Comment". At the bottom right of the modal, there are two buttons: a green "Send" button and a white "Close" button with a close icon.

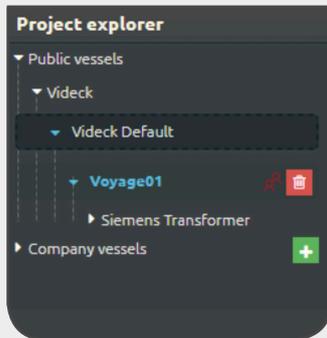
Here you can select read only or editable. Now, select a user of your company by clicking on the dropdown box. This will be the receiver of your request. If needed, you can write additional text in the comment box.

This screenshot shows the same "Send for review" modal window, but now it is populated with content. The "Read only" radio button remains selected. The dropdown menu now displays the name "Andy Aggassi" with a close icon and a dropdown arrow. The "Comment" text area contains the following text: "Hi Andy," followed by "Could you please review the enclosed plans for the loading a transformer of 105mt On the board the Videck vessel. Please let me know soonest." and "greet's John". The "Send" and "Close" buttons are still visible at the bottom right.



### Click on the green Send button and the following actions take place

- Your form will disappear
- An email will be sent to the selected user
- People icon changed color



### For the people icon, the following color (combinations) are applicable

- White / white – means this voyage can be shared
- Red / Red – means this voyage is shared in read only mode
- Red / Green – means this voyage is shared in edit mode

If red is in front of green, means that you cannot do anything with your plan, your reviewer can edit your voyage.

### Revoke your request

The one who shared the plan, probably you, always has the option to withdraw your request for review. We call this “Revoke”. When you click on the same icon (Red/Red for read only or Red/green = edit mode), a form will come up, named “Revoke review”.

Here you can comment why you revoked your request for review. When clicking on the green “Revoke” button, an email will be sent to the user who was requested to review the plan with the comments. Also, the icon will change black to white/white.



### What happens at the receiver side?

The user who was requested to review the plan receives an e-mail.

#### **John McEnroe send a request for review,**

Videck - Videck Default - Voyage01:

Click [here](#) to see the voyage.

*Hi Andy, Could you please review the enclosed plans for the loading of a transformers of 105mt On board the Videck vessel, let me know soonest. greets John*

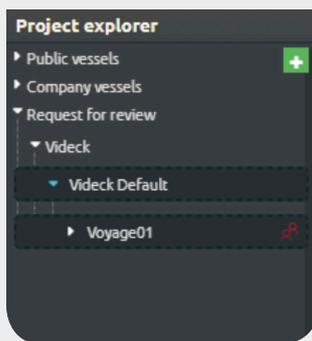
*Kind regards,*

*The Videck team*

Here, you can see that John sent the e-mail to the user. Company name Videck, the vessel is called the Videck Default and it's about Voyage01.

When click on "[here](#)", you will be led the plan in the Videck application.

It should look like this:



#### **We have three categories:**

- Public vessels
- Company vessels
- Request for review

If a request to you was made, the plans to be reviewed are listed under the directory "Request for review".

When you look at the voyage you see the people icon red / red, meaning it is a read-only share.

If it would read red / green, it means it is editable.

If you click on the red / red icon, you can see that the data of the voyage will be loaded. Click on the cargo and the needed tabs are enabled. Now you can see what your colleague prepared, but you cannot change anything, you can only see what he did or print.

If the people icon was red / green, this means you can edit the plans in all possible ways.



When you complete your review, you can click on the people icon again and the following form will be shown:

**Finish review**

Requester: John McEnroe

Comment

Here, you can enter your comments and send by clicking on the green “Finish” button. The form will disappear and the Request for review will be cleared from the plans you reviewed.

The plan owner user will receive an e-mail that his plan is reviewed. He can now edit the voyage again.

Essential for sharing a plan, we try to avoid that two people can work on the same plan at the same time. Therefore once shared, you can't work on it. Unless you revoke the plan yourself, or if the requested person finished the review and returns the plan.

Nothing needs to be printed. If you click the Request for review button, the plan can immediately be reviewed. It does not matter if the vessel is underway, anywhere in the world. As soon as the user logs in, the plan can be studied.

*The Videck Team*