HR Manager 2.11 SP3 Release Notes

Product Release Information	
Product:	BASSnet™ HR Manager 2.11 SP3
Release Number:	HR2.11 SP3
Release Date:	15th December 2023
Customer Support:	For more information or support, please visit our website http://www.bassnet.no/

This release addresses the following:

This release note describes all the changes in HR Manager from version 2.11 SP2 to version 2.11 SP3. Any further changes to the items in this note, if any, will be reflected in subsequent Patch Release Note documents.

Table of Contents

*Alternatively, use the **Search** function (Ctrl+F) in this document to look for a particular topic or CR/Defect Number.

Pre-Requisites

The customer's current BASSnet database version must be upgraded to the **BASSnet 2.11 SP2 HF2-000** patch release before the HR Manager 2.11 SP3 upgrade kit is applied.

Hardware/Software Requirements

Proposed Hardware Requirements

Component	Hardware Requirements
Client PC	2.5Ghz Duo Core Processor or above (System type: x64) 8GB RAM or above 20GB Free Hard disk or above
File Server	Intel Xeon E3 Processor or above (System type: x64) (Recommended E5 Processor) 16GB RAM or above 200GB Free Hard disk or above (Recommended RAID5 Hard disk)
Database Server	Intel Xeon E3 Processor or above (System type: x64) (Recommended E5 Processor) 16GB RAM or above 200GB Free Hard disk or above (Recommended RAID5 Hard disk)

Proposed Software Requirements and Compatible Versions

| Product/ Platform	Version
Operating Systems	Client: Windows 11 Professional (64-bit) Windows 10 Professional (64-bit) Server: Windows Server 2022 (64-bit) Windows Server 2019 (64-bit) Windows Server 2016 (64-bit)
Databases	Office: MS SQL Server 2022 MS SQL Server 2019 MS SQL Server 2017 Vessel: MS SQL Server 2022 Express MS SQL Server 2019 Express MS SQL Server 2017 Express

What's New (Highlights)

❑ **Electronic Training Record Book**

The new Training Record Book feature in 2.11 SP3 supports electronic logging of training records and serves as a reference point to track the accomplishments, tasks, and activities of crew members, i.e., the trainees when they undergo training on board the vessel.

With this latest feature, Assessors that are assigned to conduct the scoring, provide remarks, and sign-off on grade submission of the trainees no longer have to do so using a physical record book. Based on the scoring, the Assessor can set the result as 'Pass' or 'Need More Training' for the trainee.

If the trainees have achieved the competencies required with good grades recorded in the system, they will be further evaluated for advancement to a higher rank.
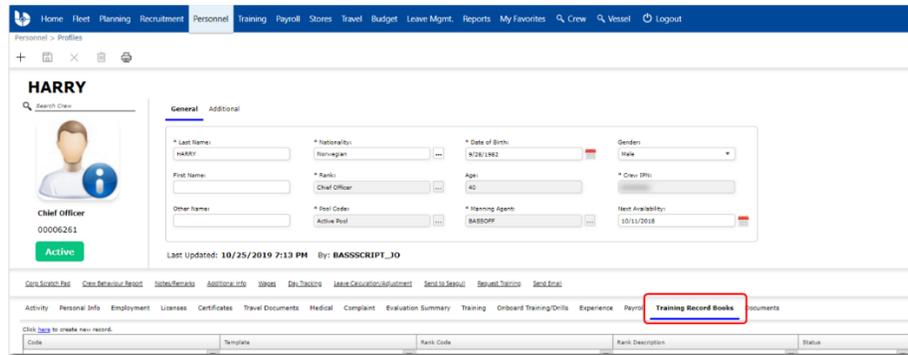
For more details, see CR 14414.

❑ **New Template Manager**

In 2.11 SP3, users will have the flexibility to create and customise their own contracts and certificates for crew members. The new Template Manager function is now available for users to manage existing templates, and customise contracts and certificates, to generate for individual crew members.
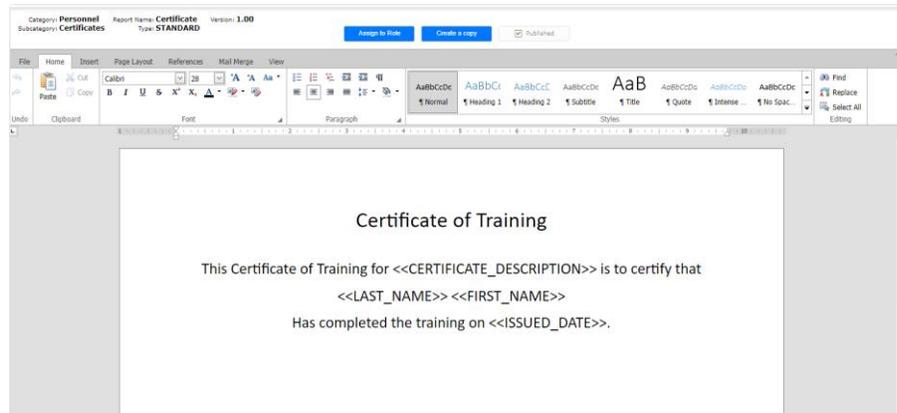

For more details, see CR 14071.

For a detailed list of all the changes, see Detailed Enhancements below.

Detailed Enhancements (CRs)

1. **Home**

   ❑ [CR 14073] The new **Template** field has been added in the **Certificates** register to enable the system to auto generate a soft copy of the certificate when assigned to a crew. The auto generated certificate file will then be auto attached to the crew's certificate record.

   The predefined certificate templates can be created in the new **Template Manager**.
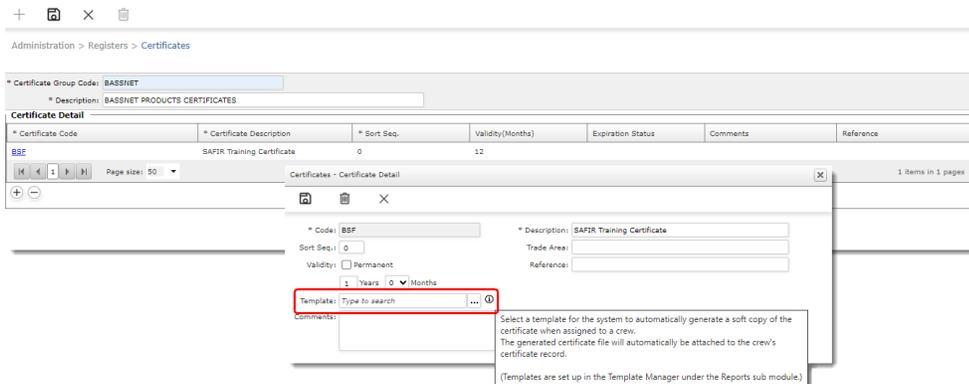

   ❑ [CR 14386] A pop-up window will now be displayed that contains a **Comment** field for users to enter any relevant comments after validating or rejecting a **Pending Crew Data** record on the **Pending for Approval Alerts** screen.

   Users are required to enter a comment in the pop-up window after clicking the **Reject** button to reject the Pending Crew Data record, whereas if the record is validated, then entering a comment is optional. The comment entered will be displayed on the **Approval Status** screen in the Crew Portal app.
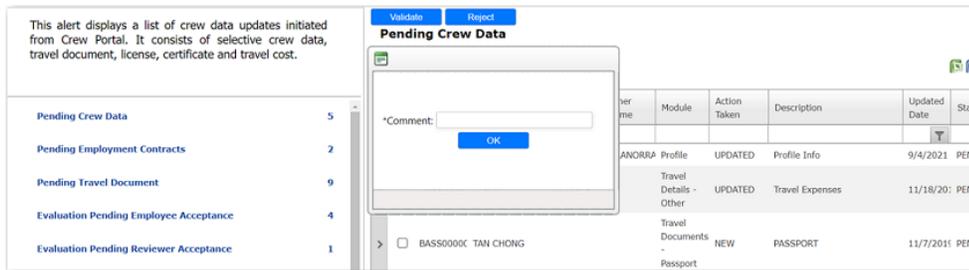
   ❑ [CR 15071] The default installation folder for BASSnet HR Manager has been changed from *C:\Program Files (x86)* to *C:\Program Files* as the system supports 64-bit.

   ❑ [CR 14388] The status of **Pending Crew Data** for Licenses, Certificates, and Travel Documents from the Crew Portal app will now be auto updated to **'Approved'** when users click the **Validate** button on the **Pending for Approval Alerts** screen and auto deleted when users click the **Reject** button, so users do not have to change the status manually after validating or delete the record manually after rejecting.
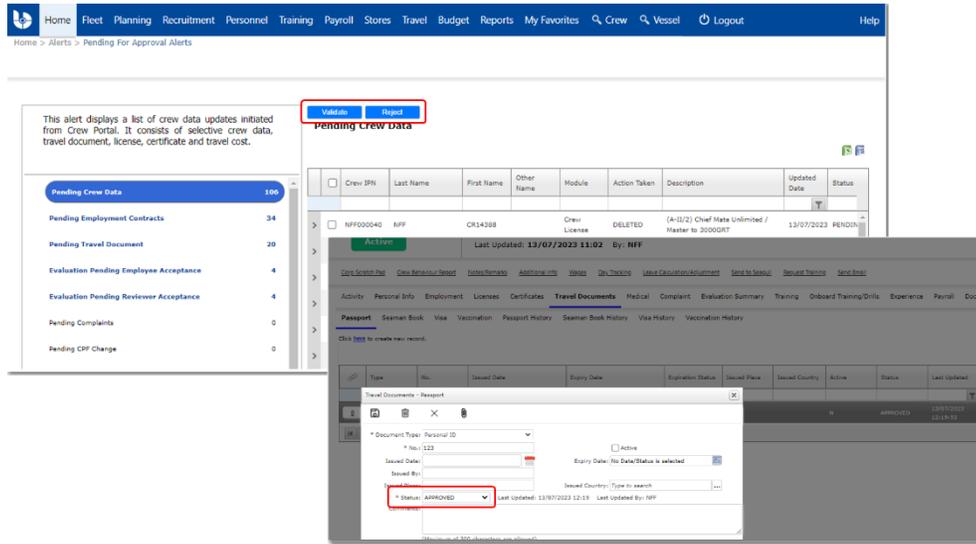
❑ [CR 13674] When applying a collective bargaining agreement (CBA) to crew wages, the **Approval Status** of the CBA for the crew ranks will now auto default to **Approved** instead of **Pending**.

❑ [CR 14647] A new non-mandatory **Country** lookup field has been added to the **Flag** register, which can be used when setting up a country's Flag State.
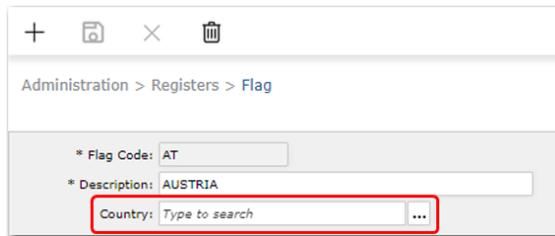

❑ [CR 14419] The **Bank** field in the **Address** register has been changed to a lookup field. This Bank lookup originates from the **Bank** register and will require manual data migration of customer's existing bank records.

Additionally, when editing the bank details in the Address register, all bank-related fields will be disabled except the **Bank Account No.**, **Bank**, and **Currency** fields and the **'Default'** check box. This is to prevent Admin users from editing the bank details once they have been created in the Address register.
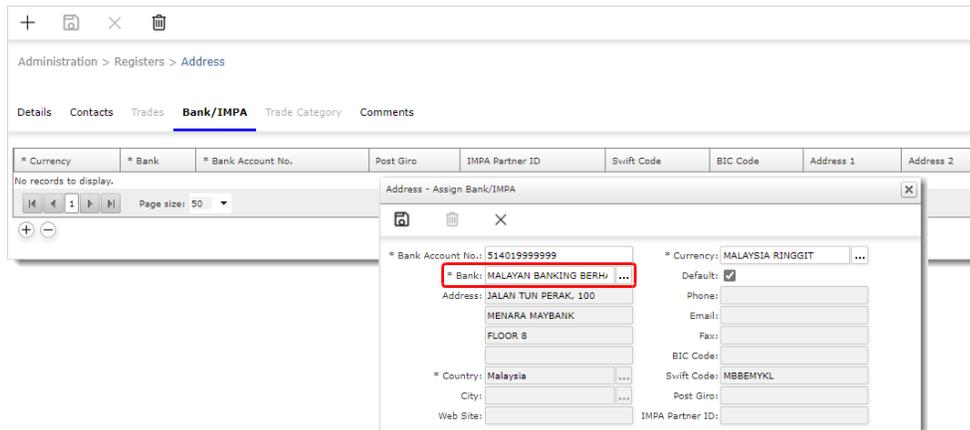
❑ [CR 14400] Added two new document-related updates to ensure compatibility with BASSnet 3.0:

- Added a new 'confidential' flag to mark documents attached via **Upload Manager** as confidential.

- Attachment that is added via the **Add URL** option will now be displayed as **"URL"**. It previously displayed **"Attach Local"**.

❑ [CR 14510] The **Description Abbr.** field in the **Airport** register now supports foreign language special characters and the maximum character limit for the field has been increased.
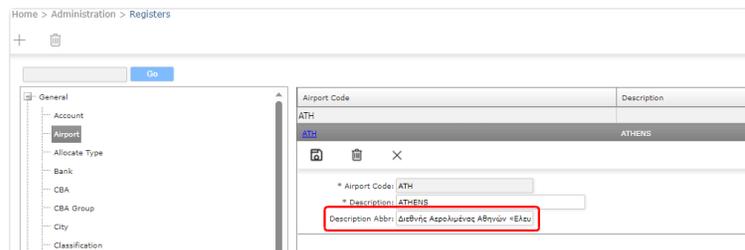

2. **Personnel**

❑ [CR 14574] The **Personnel > Licenses/Training** screen has been renamed to **Personnel > Licenses/Training/Certificates**.

On this renamed screen, the **License/Certificate History** tab has also been renamed to **Licenses/Training/Certificates History** and the three 'history' sub tabs have been reordered.
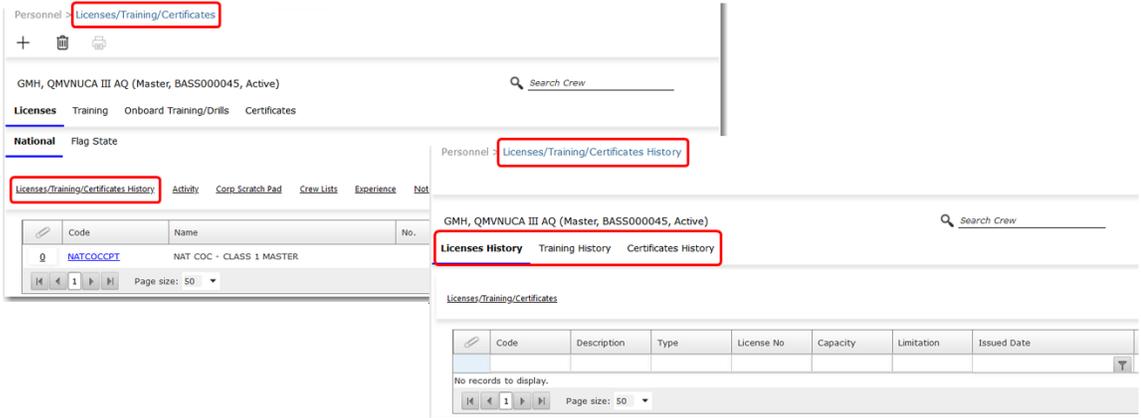
❑ [CR 14556] Added new audit trail at the backend to track changes made to crew **Family** information in the database.

❑ [CR 13196] On the **Personnel – Profiles** screen – **Documents** tab, the **Replication** button has been renamed to **Distribute**. (This also affects the same button on the **Upload Manager** screen.)
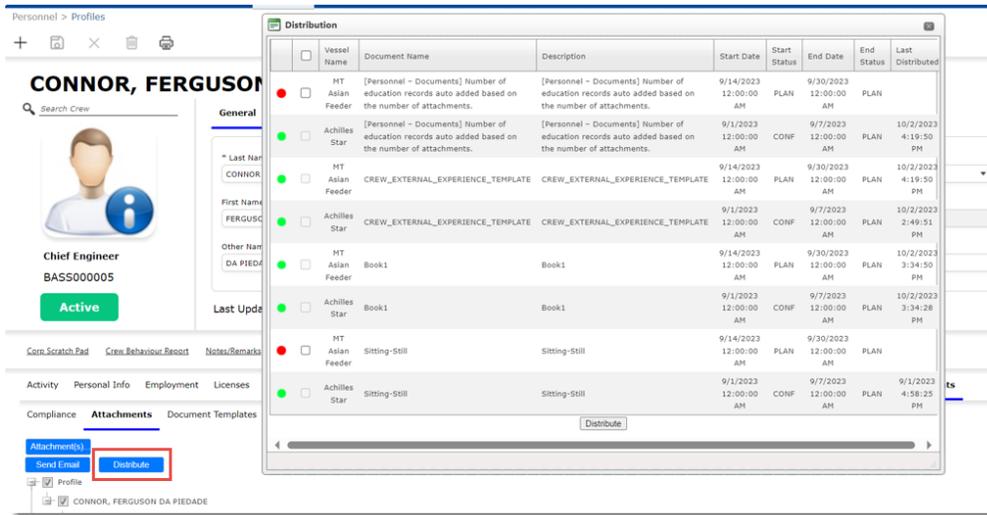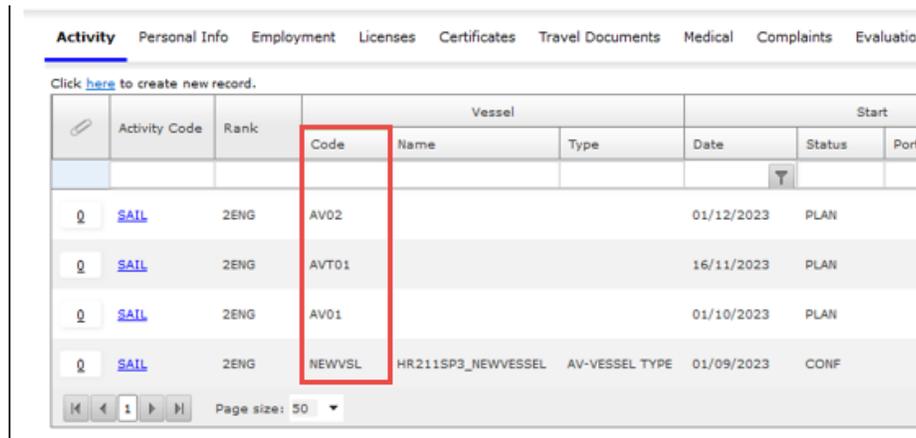

Upon clicking, the **Distribution** screen will appear with the following columns:

- **Status** – This column indicates the status of the replication to the vessel. A red icon indicates that the document has not been replicated, while a green icon indicates that the replication is completed (determined by the Last Distributed date).

- **Select** – This check box is only enabled if the document has not been replicated (i.e. Status is red). Select the check box of the document and click **Distribute** to send the document to the vessel. The document will be replicated in the next replication cycle.

- **Vessel Name** – Displays the name of the vessel to which the document will be distributed.

- **Document Name** – Displays the name of the document.

- **Description** – Displays a description of the document.

- **Start/End Date** – Displays the start and end date of the crew's activity.

- **Start/End Status** – Displays the start and end status of the crew's activity.

- **Last Distributed** – Displays the date the document was last distributed to the vessel.

❑ [CR 13934] When sending attachments via email from BASSnet HR Manager, the total size of the attachments will now be displayed.
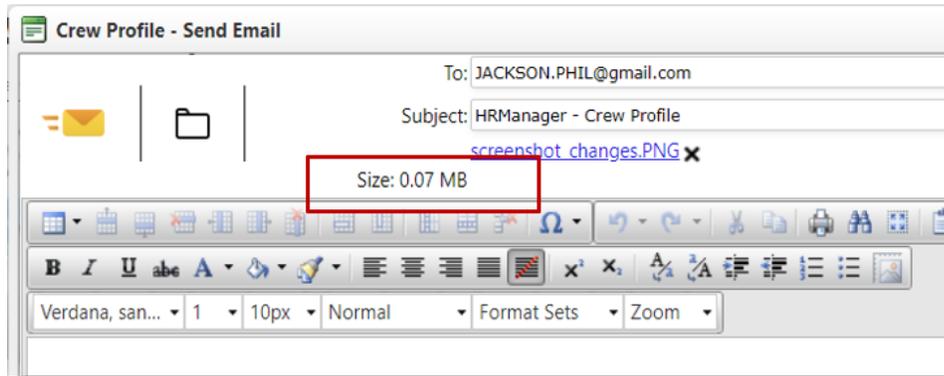
❑ [CR 13465] A new **Vessel – Code** column has been added on the **Profiles** screen – **Activity** tab. Vessel users will now be able to see other vessel's **Code** in their **Activity** records. Previously, only the currently-onboard vessel details were displayed.

❑ [CR 14978] Users can now set which fields on the crew **Profiles** screen to be mandatory. This is only applicable for fields in the **General, Additional, Personal Info (Address and Extra Details)** tabs.

To do that, open the **SCREEN-SETTINGS.xml** and **SCREEN-SETTINGS-CREW.xml** files in the **Resources** folder of the BASSnet HR Manager installation folder.
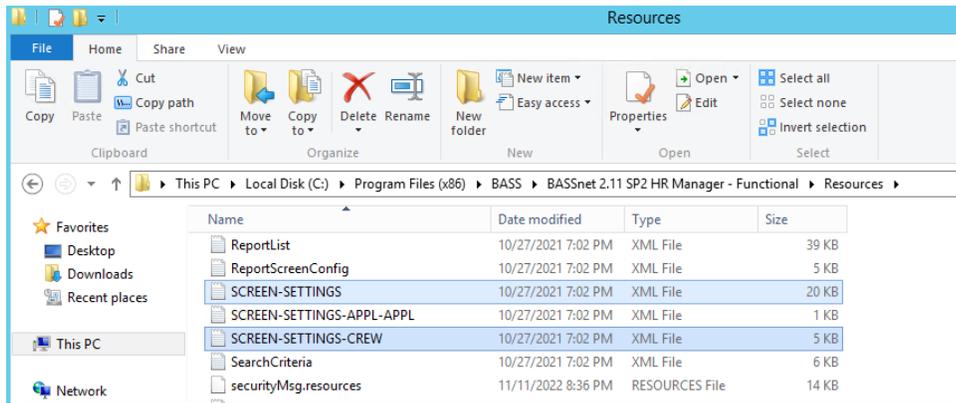
Then, look for **<MODULE_NAME ID="CN_CREW_PROFILE">**, and add the following tags after that for both xml files.

For First Name: [text field]
<lblFirstName Control="Label" Visible="true" AllowNull="false"></lblFirstName>
<txtFirstName Control="TextBox" Visible="true" AllowNull="false" LabelName="* First Name:"></txtFirstName>

For Email: [text field]
<lblEmail Control="Label" Visible="true" AllowNull="false"></lblEmail>
<txtEmail Control="TextBox" Visible="true" AllowNull="false" LabelName="* Email:"></txtEmail>

For Next Availability: [date field]
<lblAvailDate Control="Label" Visible="true" AllowNull="false"></lblAvailDate>
<rdpAvailDate Control="RadDatePicker" Visible="true" AllowNull="false" LabelName="* Next Availability:" ></rdpAvailDate>

For Crew Consent Received: [checkbox field]
<chkCrewConsent Control="CheckBox" Visible="true" AllowNull="false" LabelName="* Crew Consent Received"></chkCrewConsent>

For Gender: [dropdown field]
<lblSex Control="Label" Visible="true" AllowNull="false"></lblSex>
<ddlSex Control="DropDownList" Visible="true" AllowNull="false" LabelName="* Gender:"></ddlSex>

For Height (CM): [numeric field]
<lblHeight Control="Label" Visible="true" AllowNull="false"></lblHeight>
<rntHeight Control="RadNumericTextBox" Visible="true" AllowNull="false" LabelName="* Height:"></rntHeight>

Finally, save and restart the IIS.

3. Fleet

❑ [CR 13758] New **Comments** and **Reference** fields are now available on the **Licenses** register – **Assign Licenses Detail** screen.

In addition, when the **National** radio button is selected, a new **Endorsement** section will be available below for users to add flag state licenses that are linked to the selected national license. The holder of the national license will also be able to sail on vessels with the endorsed Flag State licenses/COR/COE.
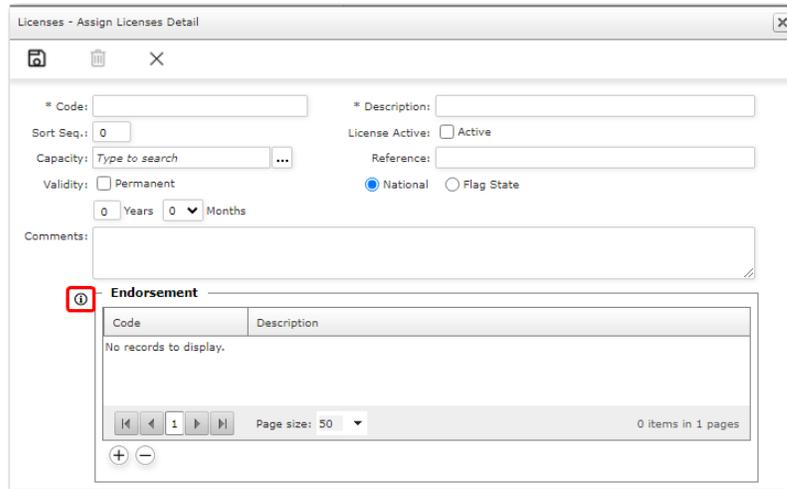

As a result:

- When a crew possesses a valid National license that is *the same* as the vessel's flag, the system will exclude checking (on the **Check Compliance** screen) for the selected flag state licenses.
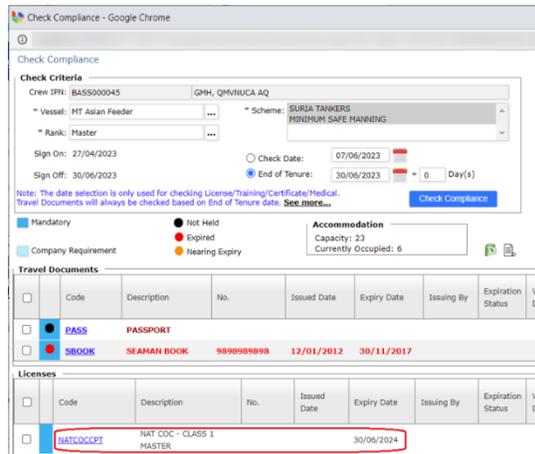
- When a crew's National license is *not the same* as the vessel's flag, the system will check whether the crew possesses a valid Flag State endorsement/COR that is the same as the vessel's flag.
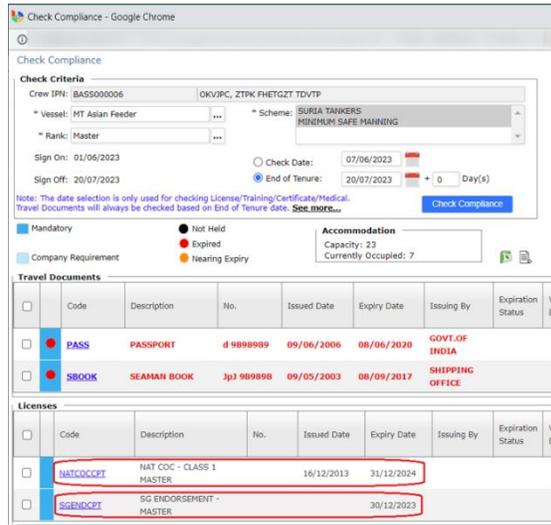
❑ [CR 14926] On the **Manning Requirements** screen, under the **Licenses, Training, Certificates, Travel Documents, Operation Experience, Medical** and **Others** sub tabs, multiple records can now be selected for deletion.

4. **Planning**

❑ [CR 14802] The **Vessel** field on the **Planning Overview** screen is now a mandatory field.
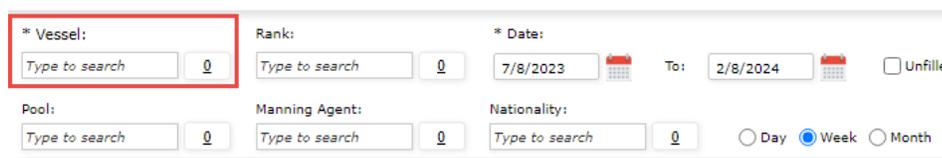
❑ [CR 14676] New privileges and access rights have been added to control access to reliever data in the system:

- **Crew Lists – View and Plan Reliever**

  Users granted the **Edit/Read** access right will be able to access:

  o reliever activity with 'Conf' or 'Plan' status

  o the **Best Match** button on the **Crew Lists** screen

  o the **Crew Search** right-click option on the **Crew Lists** screen

  o the **Send Email to Reliever** and **Unlink Reliever** right-click options (for reliever activity that are 'Conf' or 'Plan' status

- **Crew Lists – View Draft Reliever**

  Users granted this access right will be able to access:

  o reliever activity with the 'Draft' status

o the **Send Email to Reliever** and **Unlink Reliever** right-click options (for reliever activity that are 'Draft' status

❑ [CR 9561] The **Check Matrix Requirement** button has been added to the **Planned Crew Change** screen.
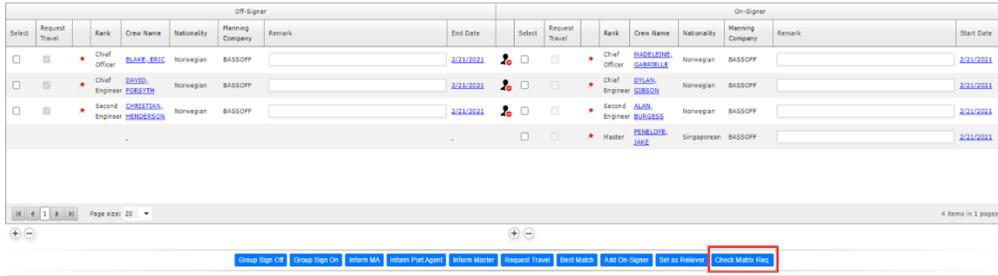
❑ [CR 14861] The following changes have been made to the **Best Match** screen to improve user experience and prevent users from clicking OK instead of the Search button after selecting the preferences:

- The **Search** icon has been replaced with the **Advanced Search** button and moved to below the Preference of Best Crew selection.

- The **OK** button has been replaced with the **Confirm Selection** button and moved to below the crew list.
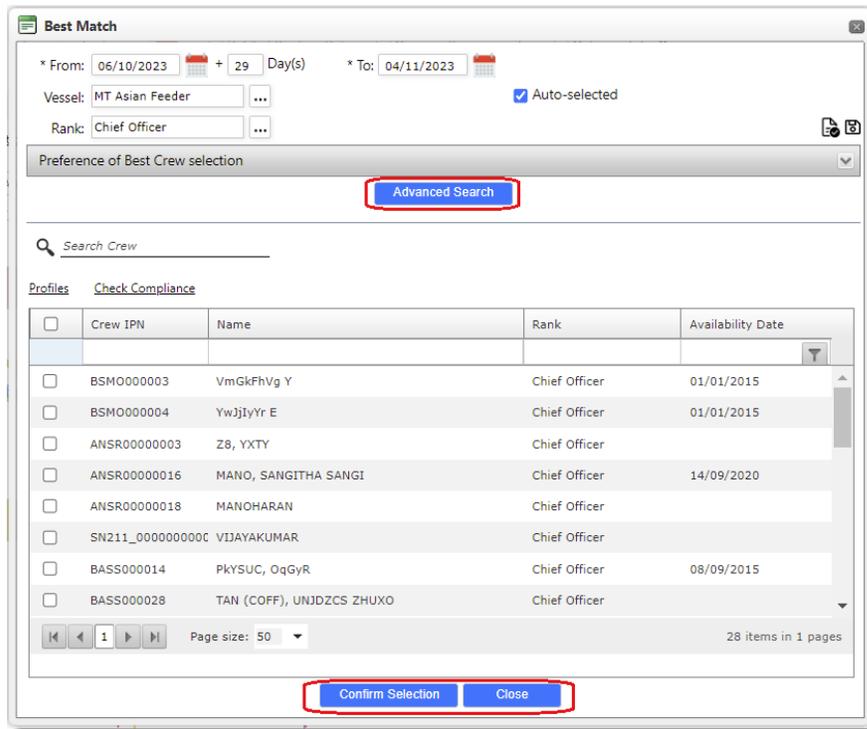
[CR 14950] After clicking **Confirm Selection**, the **Best Match** screen will now automatically close to allow users to view the added crew in the Planning Overview.

❑ [CR 14909] On the **Rotation Planning** screen, the **Best Match** and **Crew Search** right click options have been replaced with on-screen buttons instead. The **Generate Planner** button has been moved to the bottom of the screen.
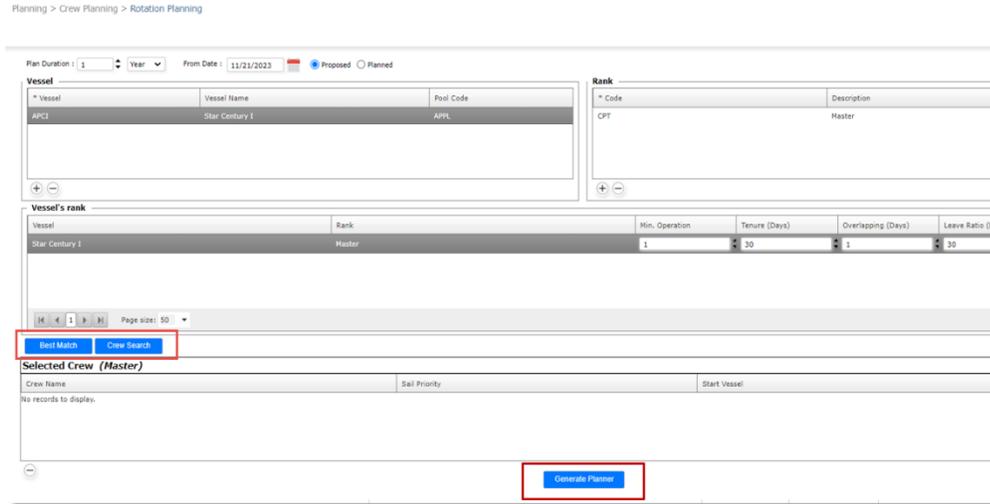
❑ [CR 14942] The **Check Compliance** link has been added to the **Crew Search** screen for Planning Overview, Planned Crew Change, Rotation Planning and Crew Lists.
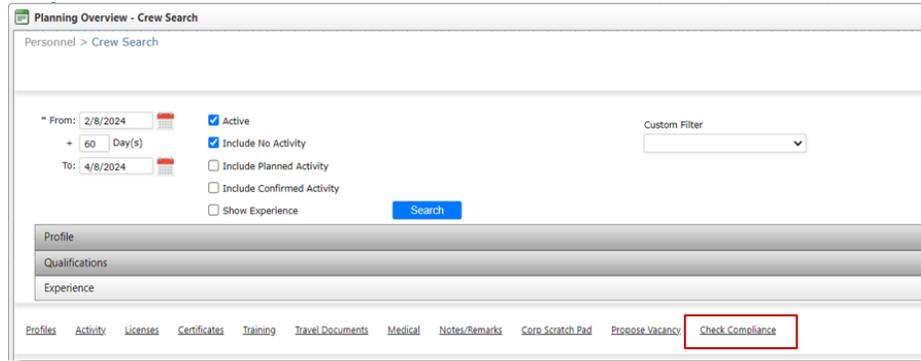
❑ [CR 14986] On the **Planning Overview** screen, the **Next Availability** date will now be displayed when hovering over an on-signer crew member.

5. Training

❑ [CR 14516] Added a new option in the **Certificates** and **Licenses** registers so that Admin users can set up certificates and licenses with the **Validity** set as **Permanent**.

- **Certificates**

- **Licenses**

❑ [CR 14157] The following fields in the **Certificate Details** pop-up window will now be auto filled based on the details entered when creating the Training:

- **Certificate** – The Certificate name that is tied to the Training

- **Issued By** – Free-text option to enter the training centre that issues the certificate (in case User has to change it)

- **Issued Date** – Date of when the Training was completed

- **Expiry Date** – Based on **Issued Date** and **Validity**

- **Status** – Default status is "Endorsed"
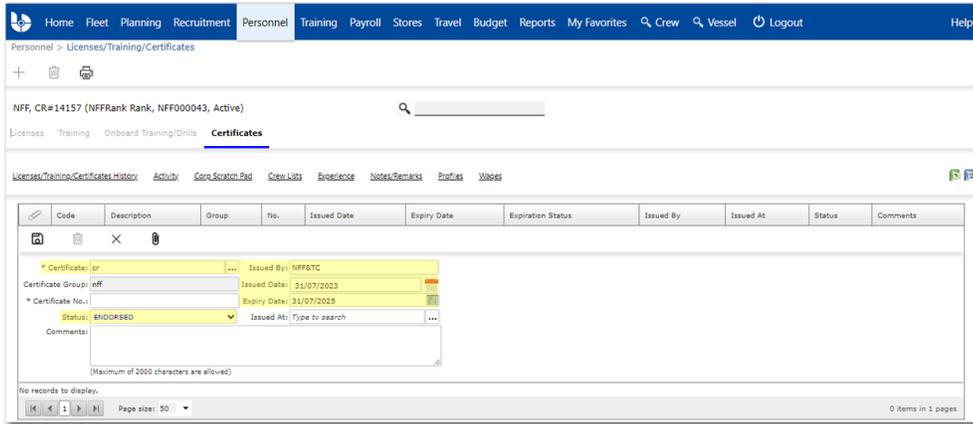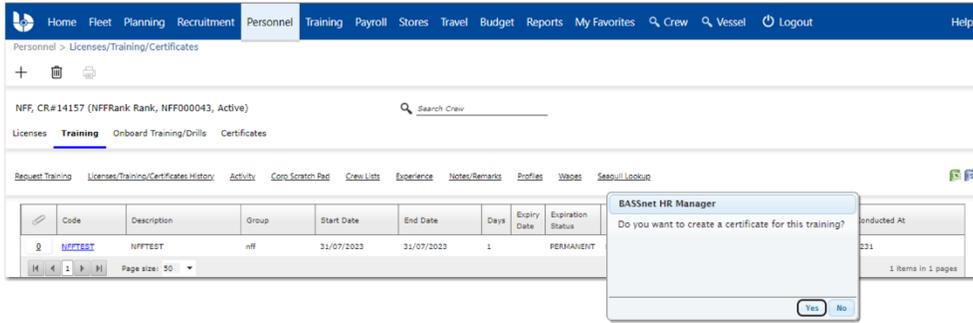
❑ [CR 14154] The **Manning Agent** column for **Crewing Alerts** and **Pending for Approval Alerts** will now show the agent name instead of agent code for easy identification of crew manning agents. The manning agent names will also replace the manning agent codes when the alerts are exported to Excel or Word.
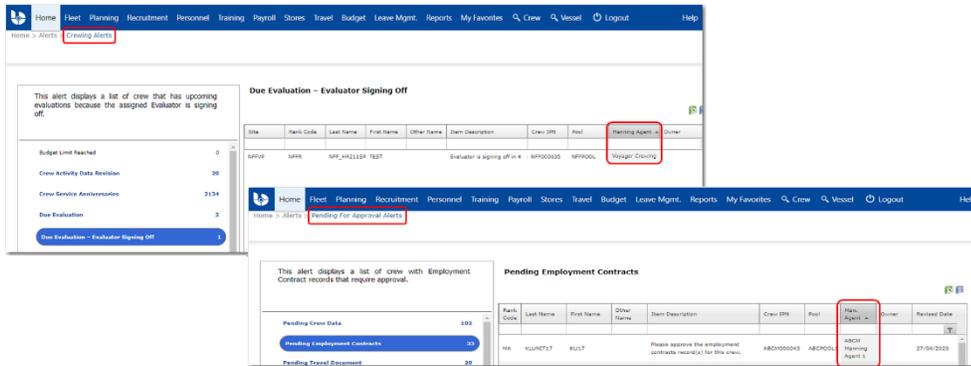
❑ [CR 14520] Enhanced the **Training** module with the following updates:

No.	Enhancement
1	Changed the column name **"STCW Ref"** to **"Reference"** under the **Training Requirements** screen – **Step 2: Training by Program** tab.
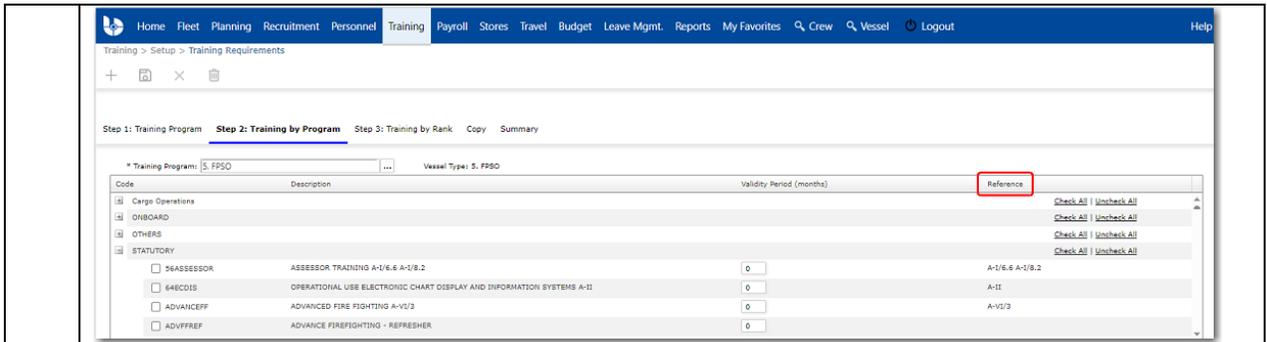
2	Changed the **"STCW Ref"** label to **"Reference"** in the **Training** register and increased the character limit to 50.
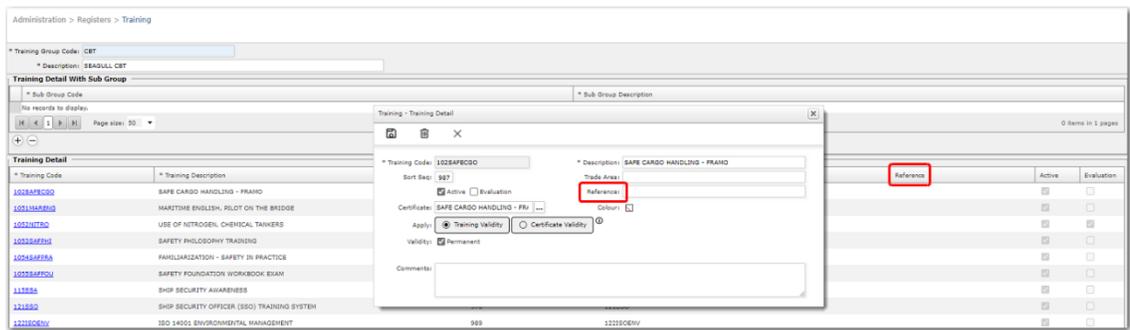
3	Added the **Reference** field in both the **Licenses** and **Certificates** registers similar to the **Training** register.
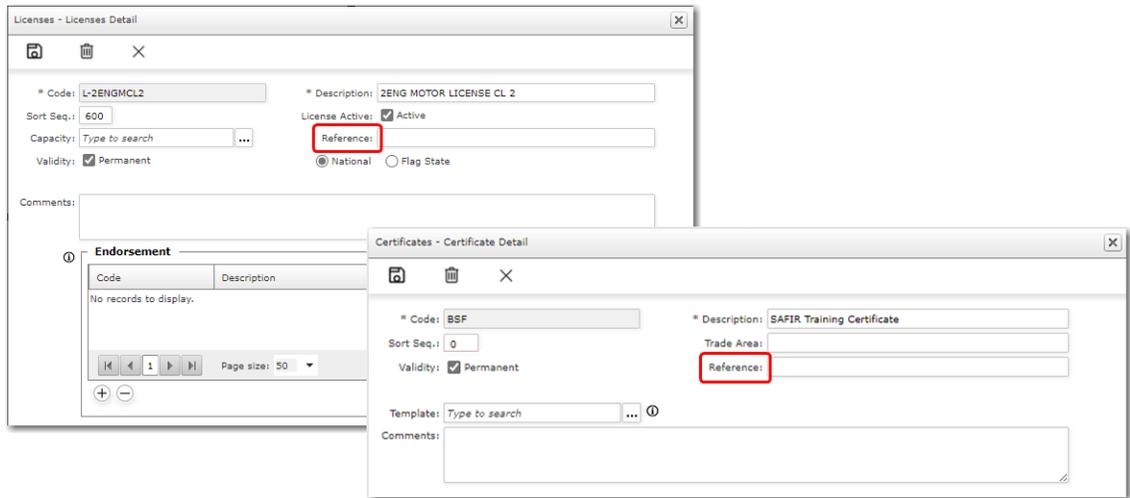
4	The **Trade Area** field in the **Training** register will now be used to store Flag State Endorsement and the character limit of the field has been increased to 50.
5	Added the **Trade Area** field in **Certificates** register to set Flag State certificates with a character limit of 50.
6	Added a **Comments** box in the **License**, **Training**, and **Certificates** registers with a character limit of 500 to store additional information.
7	Added two "validity" options in the **Training** register:

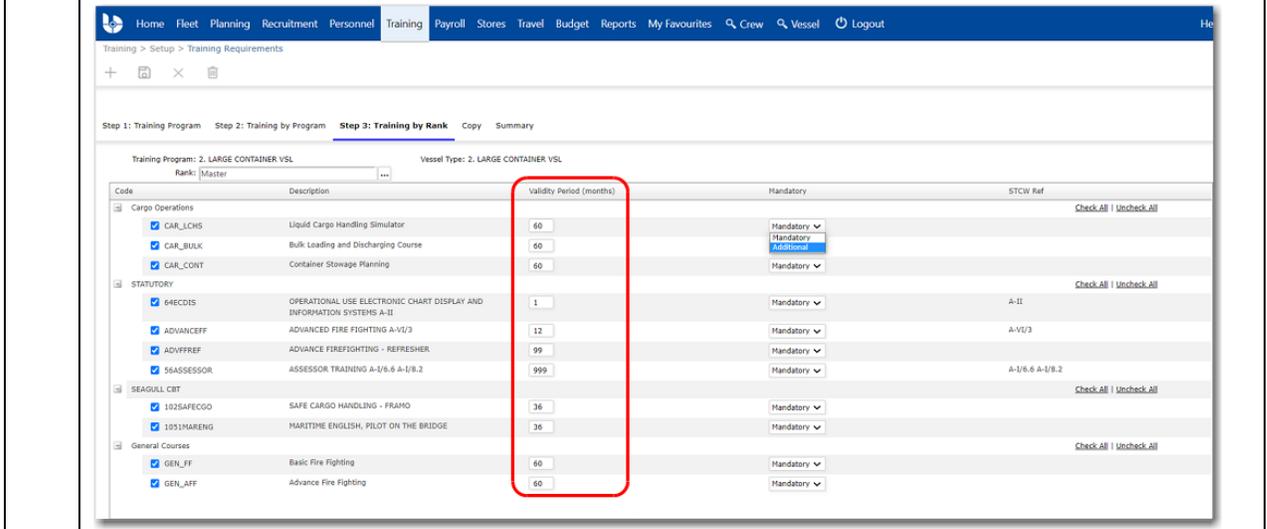|	
	▪ If **Training Validity** is applied, then Admin users can set the validity period of the training, either permanent or in year(s) and month(s). ▪ If **Certificate Validity** is applied, then the system will auto apply the certificate validity for the training.
8	Certificate types, such as COC (Certificate of Competency), COP (Certificate of Proficiency), and D/E (Documentary Evidence) can now be created as trainings in the **Training** register.
9	Added a backend sorting sequence in the **Training Requirement Type** register to support sequencing of training requirement types, starting with two system-defined types that cannot be deleted – **1 - Mandatory**, followed by **2 - Additional**. Subsequent training requirement types created by users will follow from sequence 3 onwards. Depending on the company requirement, the description for the **'Additional'** requirement type can also be changed to **'Recommended'** or **'Optional'** without needing to create a separate Recommended/Optional training requirement type in the register.
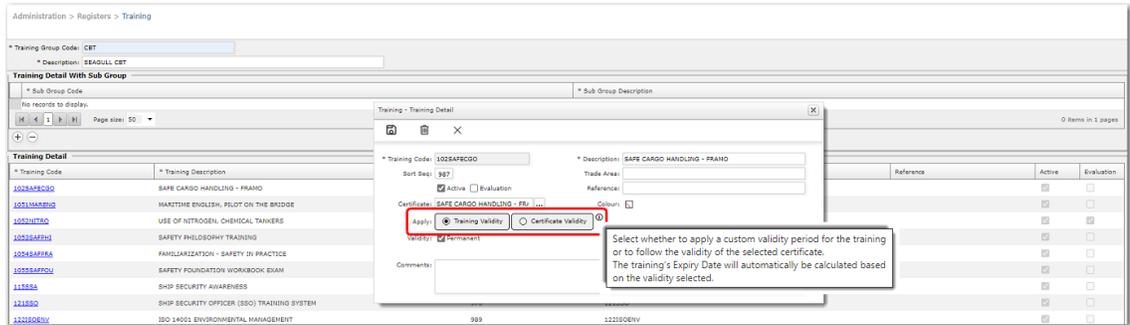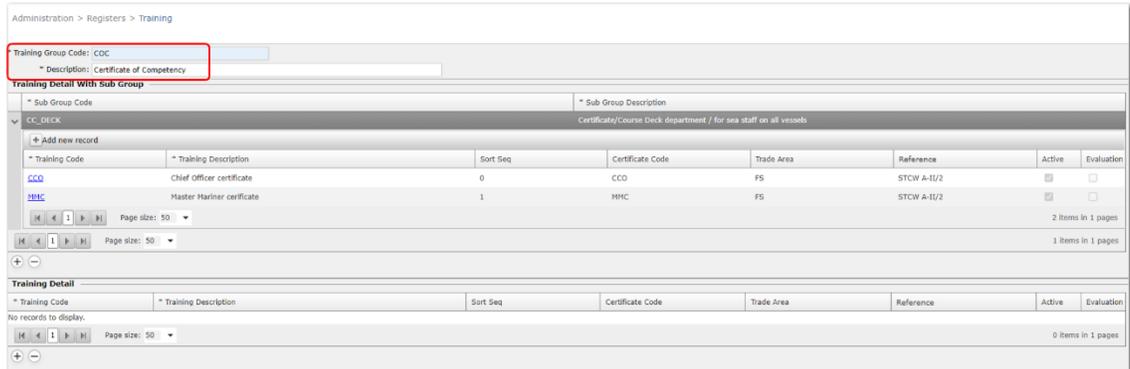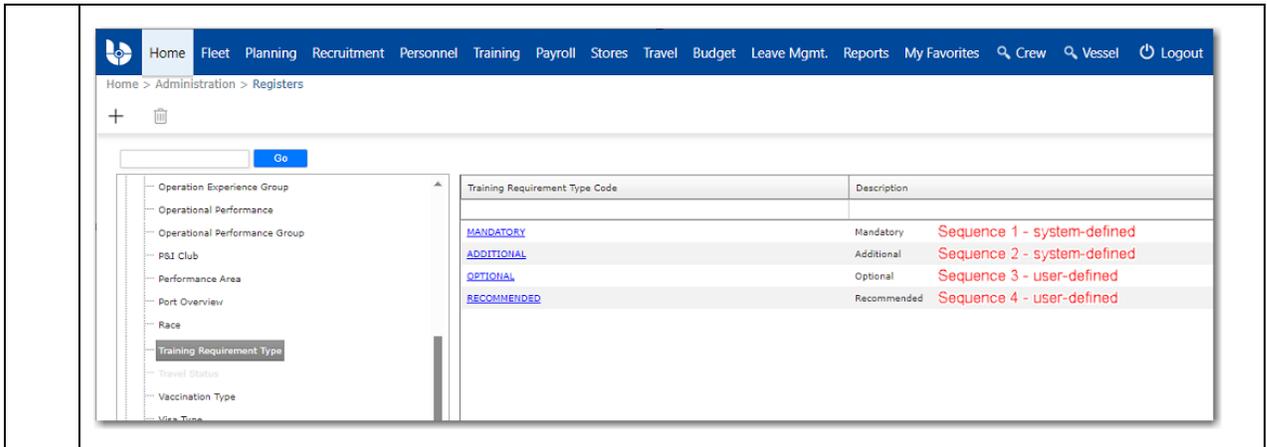
| 10 | Added new **Manning Requirement Type** register, which is colour-coded and can be sorted by sequence, to set the manning requirement types for **Licenses**, **Training**, and **Certificates** on the **Fleet** – **My Vessels** – **Manning Requirements** screen and the **Check Compliance** screen. |

Added new **Manning Requirement Type** register, which is colour-coded and can be sorted by sequence, to set the manning requirement types for **Licenses**, **Training**, and **Certificates** on the **Fleet** – **My Vessels** – **Manning Requirements** screen and the **Check Compliance** screen.

By default, manning requirement types start with two system-defined types that cannot be deleted – **1 - Mandatory**, followed by **2 - Additional**. Subsequent manning requirement types created by users will follow from sequence 3 onwards. However, unlike Training Requirement Type, the Manning Requirement Type register allows users to change the sorting sequence however they wish using the **Sort Seq.** field in the register.

Depending on the company requirement, the description for the **'Additional'** requirement type can also be changed to **'Recommended'** or **'Optional'** without needing to create a separate Recommended/Optional manning requirement type in the register.
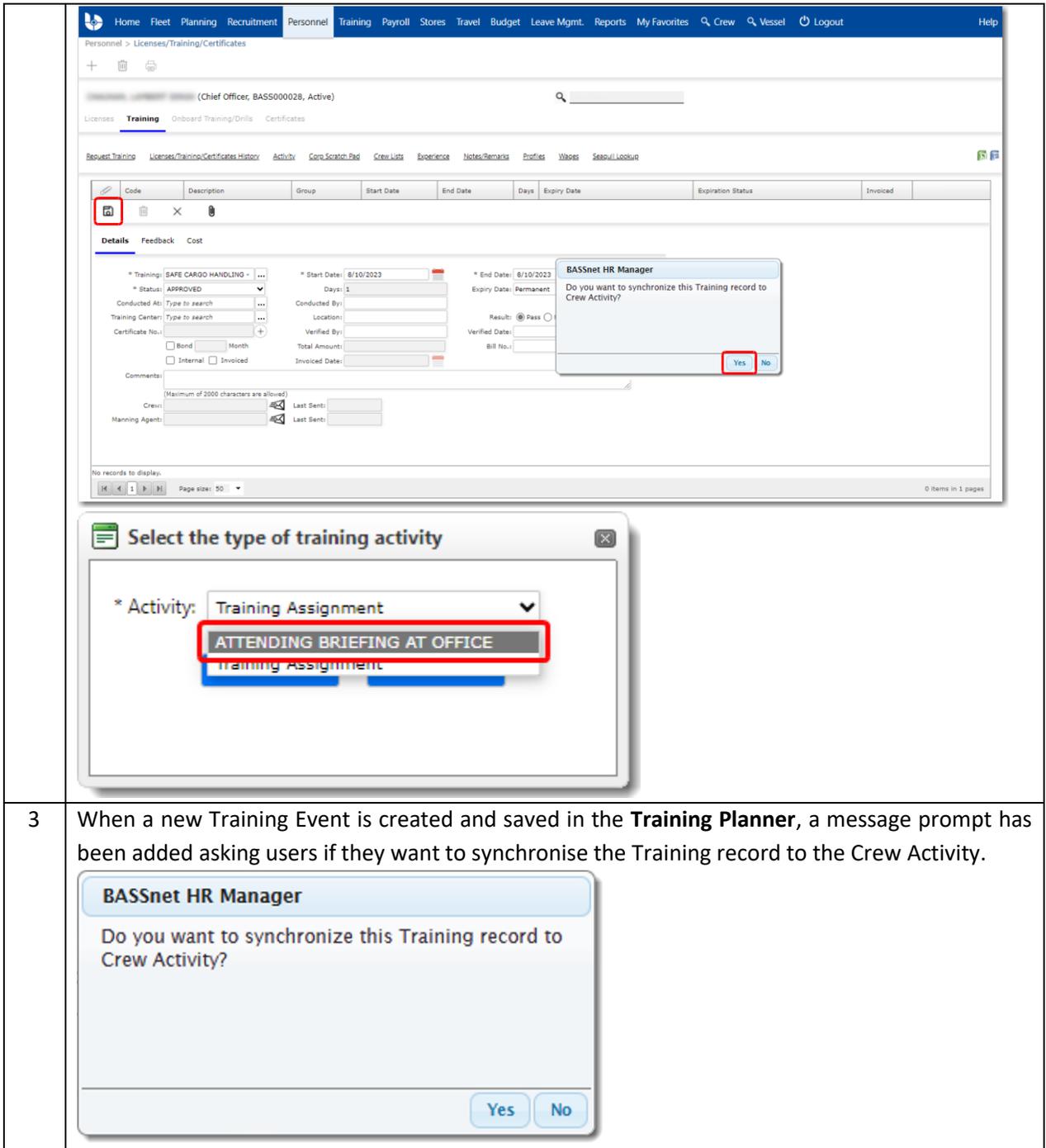
| 11 | Added new CBT validity on the **Training Requirements** screen – **Step 3: Training by Rank** for computer-based trainings that have a different validity period for different ranks. |

❑ [CR 14435] Additional enhancements to the **Training** module:

| No.	Enhancement
1	When batch updating the result of a Training Event with multiple crew, if the **Result** is set as **'Pass'**, a message prompt has been added before the batch update asking users if they want to create a certificate for the training. **BASSnet HR Manager** Do you want to create a certificate for this training? Yes No
2	The **Activity Description** is now available for selection on the **Personnel > Licenses/Training/Certificates** screen and the new **Indication of Course/Training Code** option has been added in the **Activity** register. Administration > Registers > Activity * Crew Activity: ABRO * Description: ATTENDING BRIEFING AT OFFICE * Crew Activity Group: STAND BY Setting ☐ For Office ☐ For Vessel ☐ Set as Payable Code ☐ Vessel is Mandatory ☐ Visible in Planner ☐ Allocation ☐ Active Activity ☐ Approval ☐ Travel ☐ Visible in Crew List ☐ Include in Length of Service ☐ Available Activity ☐ Include as Seniority Period ☐ Include as Longevity Period ☐ Visible in W&RH ☑ Indication of Course/Training Code If the option is selected for the activity in the **Activity** register, then when a new Training record is created and saved for the crew, a message prompt asking users if they "want to synchronise the Training record to the Crew Activity" will display. If they select **Yes**, they can then select the activity registered for the training.
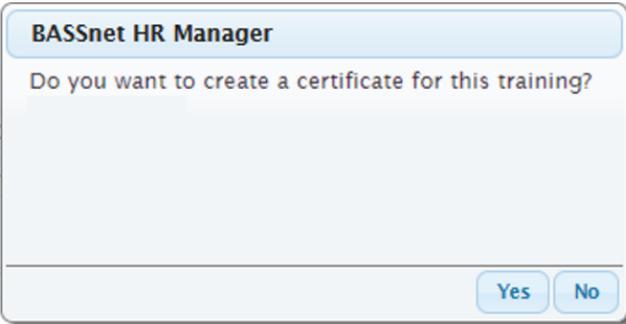
3	When a new Training Event is created and saved in the **Training Planner**, a message prompt has been added asking users if they want to synchronise the Training record to the Crew Activity.

❑ [CR 14414] Added the new electronic **Training Record Book** feature to keep track of crew training records while undergoing training on board the vessel.

The records logged into a crew's Training Record Book can be used as evaluation criteria to determine the crew's readiness or eligibility for advancement based on the topics they have completed and their assessment results.

The Training Record Book feature is available as a tab on the **Personnel** > **Profiles** page, and four new registers have been added to support this feature:
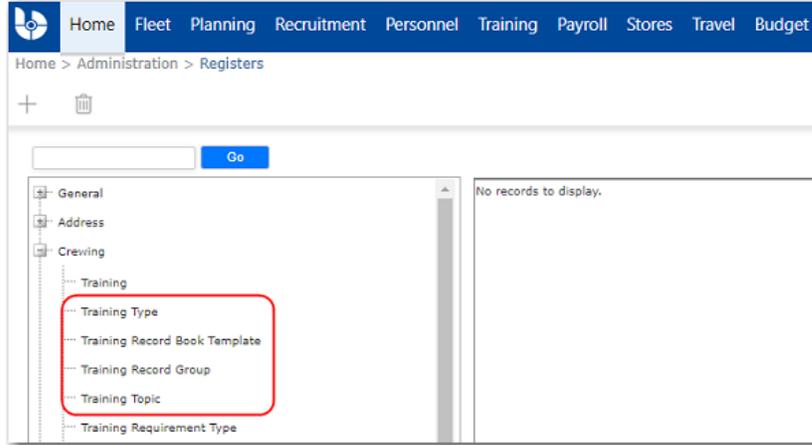
Users can create customised training templates by Rank and assign different Superior Officer, Assessor, and Manager roles to the templates. Each complete template must have specific training group and topics added as well as guidelines for Assessment, Training Logs, Ratings, and Superior Officer guidelines. These can be easily updated in the registers.

A Qualification Matrix will be integrated with the Training Record Book for systematic grading of the different types of training based on the training template and the training topics included in the template.

Additionally, both the trainees and assessors can upload any relevant documents for each training topic, if required, to support the training outcomes, assessment, and feedback on the training.
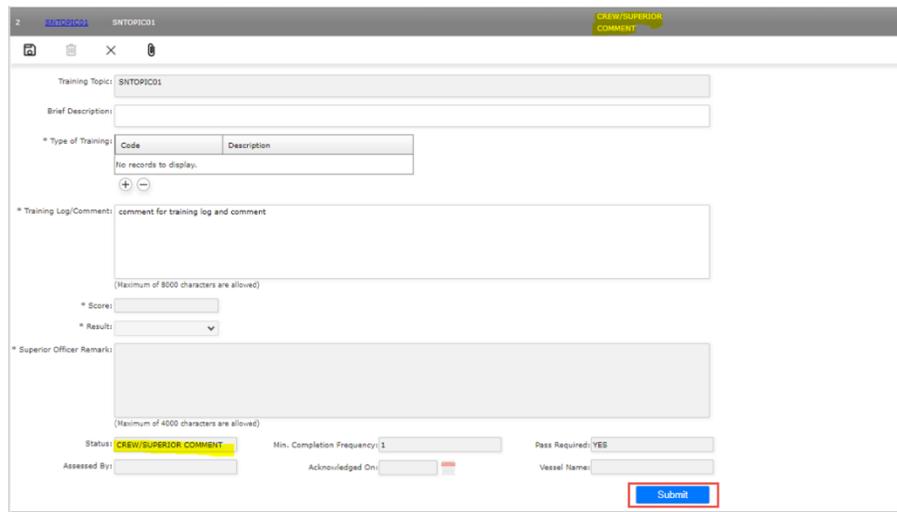
❑ [CR 14904] The **Apply To** button has been added to the **Training Record Book Template** register. After revising an existing template, click the **Apply To** button to select which crew members (that are currently assigned the training) to apply the latest version of the template.
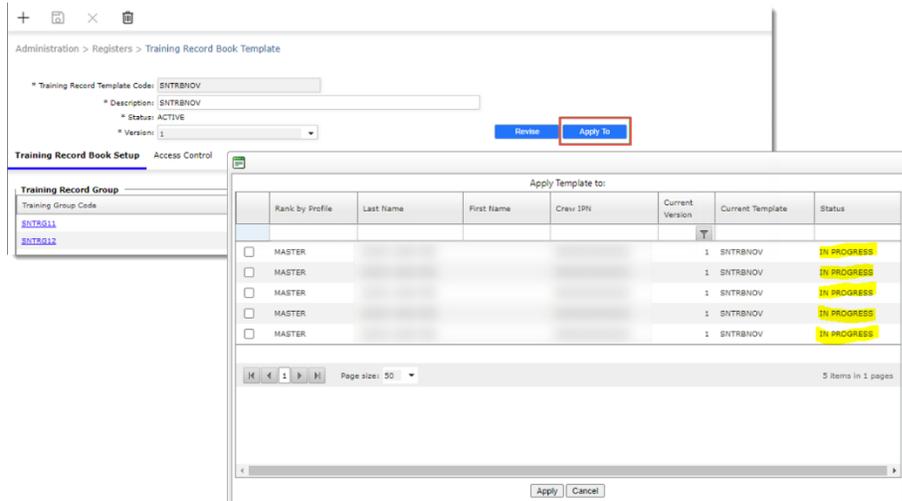
❑ [CR 14903] A new **Submit** button has been added to the **Profile - Training Record Books** screen for crew and superior officers to submit their **Training Log/Comments** and the **Superior Officer Remarks**, respectively.


A new '*Crew/Superior Comment*' status has been added to indicate that the crew and/or superior officer has added and saved their comments/remarks.

- After the crew clicks **Submit**, the status will change to '*Commented*'.

- After the superior officer clicks **Submit**, the status will change to '*Submitted*'.

Finally, the Assessor will Acknowledge the record.

❑ [CR 14897] The character limit for the **Training Log/Comments** field is now set to 8000 characters. The character limit for the **Superior Officer Remarks** field is now set to 4000 characters.

❑ [CR 14902] The **Training Log/Comments** and **Superior Officer Remarks** columns has been removed from the **Training Record Books** training topic table.
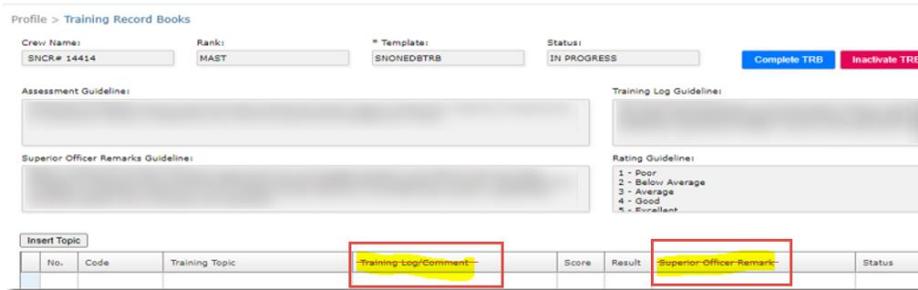

❑ [CR 14898] The '**Fail'** result in Training Record Book has been renamed to '**Needs more training'**.
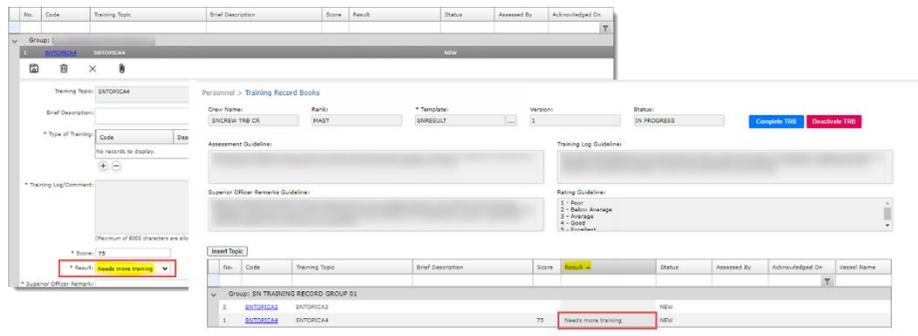
❑ [CR 14899] New **Passing Score Range From** and **To** fields have been added to the **Training Record Book Template** register to allow users to set the score range at which the Pass result is given.

❑ [CR 14207] The following changes have been made to expand upon existing **Evaluation** features in the system:

- In the **Evaluation Template** register, a new **Activity Type** selection field is now available under the **Vessel Type/Vessel Type Group/Rank Setting** tab.
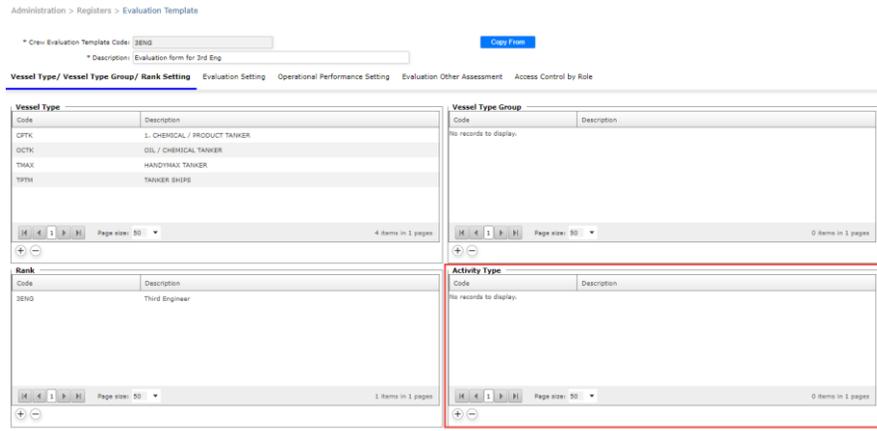
As a result, the **Activity Type** field will also be added to the **Activity – Evaluation** screen.

- On the **Activity – Evaluation** screen, the **Template Code** field will now be enabled even if no vessel has been selected in the activity. This will allow users to use the template for multiple types of activities without specifying a vessel.

- The **Course Name** will now be displayed on the **Personnel – Activity** screen.
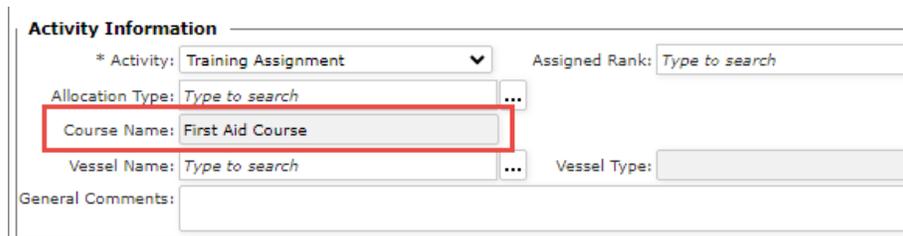
6. **Payroll**

❑ [CR 14572] On the **Update Payroll Data** screen, the **Status** column has been added to the **OT Earn, Bonded Stores, Cash, Travel** and **Communication** tabs to display the Approval Status of each record. (The **Status** column is already available in the other tabs.)

❑ [CR 14557] **CBA, Cost Element** and **Payroll Setup** data are now included in the **Audit Trail**.

7. Reports

❑ [CR 14071, 14943] A new **Template Manager** function is now available under the **Reports** module for users to customise crew contracts and certificates using predefined templates.
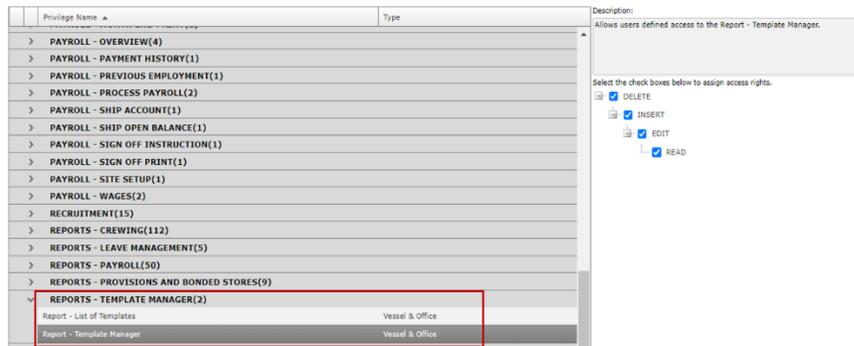
On the **List of Templates** screen, click on an available template's name to open.
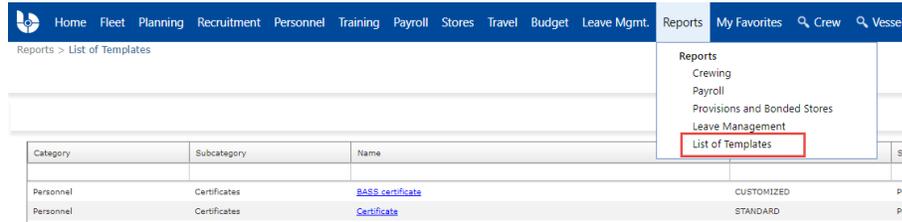
Standard templates cannot be edited. Users granted with the required access rights will be able to **Create a Copy** for customisation.
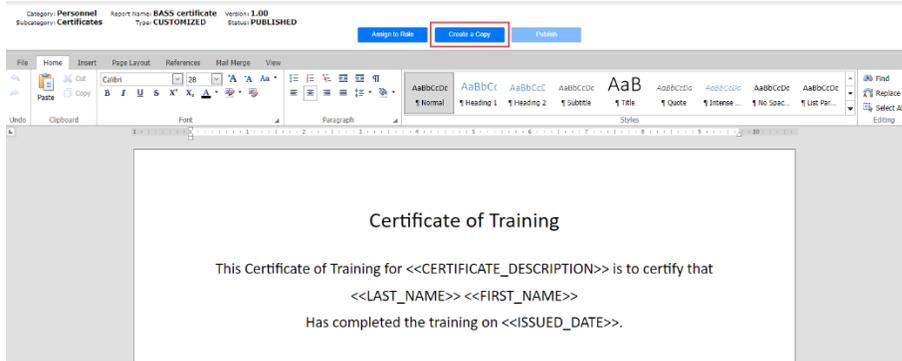
The following new access rights have been added to control access to this feature.

The copy will be created with the 'Customized' type and 'Draft' status. Edit the copy as necessary then publish it by selecting the **Unpublished** check box.

Templates are connected to certificates in the Certificates register (see CR 14073 above). The system will automatically generate a soft copy of the certificate when assigned to a crew.

Note: For more customization options, please refer to the Help File.

❏ [CR 14936] The following changes have been made to the **Contract of Employment**:

- The **Start Date, End Date** and **Principle** fields have been renamed to **Activity's Start Date (From), Activity's Start Date (To)** and **Principal**, respectively.

- The Activity's Start Date fields will now filter the activity's start date.
- The Principal drop-down list will now only display the principal's address type.
- The Rank field will now filter the activity's rank.

Fixes

1. **Payroll**

   ❑ [78340] Resolved a performance issue that caused a timeout error when generating the Excel file for viewing Allotment Posting.
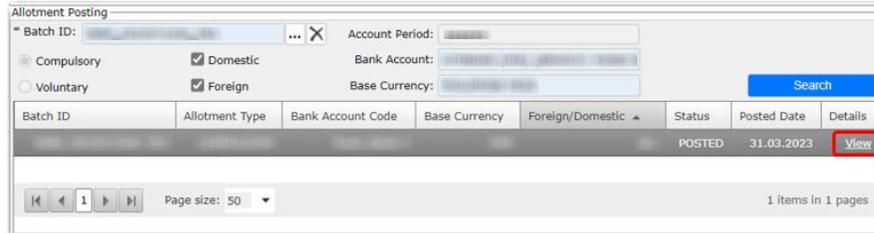
   ❑ [79693] Resolved an issue where the system incorrectly calculated the HRDF when the crew has 2 ranks in an activity and the crew has other earnings where the amounts will be added multiple times.

2. **Planning**

   ❑ [79752] Fixed an error that appeared when attempting to open a **Planned Crew Change** record due to multiple activities having the same reliever. When setting a reliever on the **Planning Overview** or **Planned Crew Change** screens, the system will now validate if the reliever is already tied to any crew's activity.

3. **Travel**

   ❑ [79031] Fixed an error that prevented a Purchase Order from being created automatically after a Travel Request has been updated to **'CLOSED'** or **'CANCELLED'**.

   ---End of Document---