



Klein Moorings On-line Management System

Owners User Manual

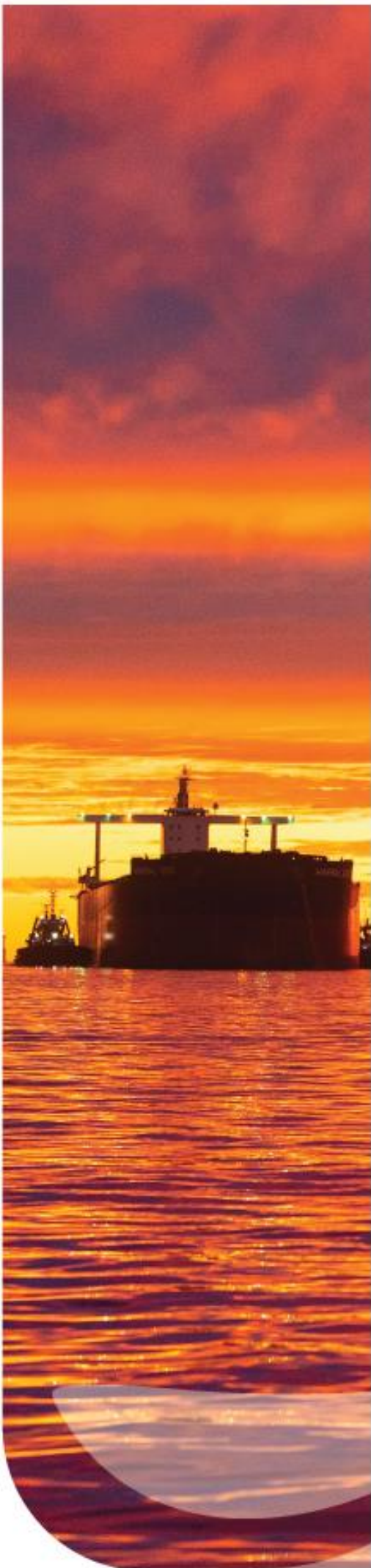


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LIST OF DEFINITIONS UNDER 'CURRENT APP/INSP'

HEADING	MEANING
Installation Application/Inspection	
Installation App. (Pending)	Form filled out but hasn't been sent to Pilbara Ports
Installation App. (Waiting for Approval)	Pilbara Ports have received this and need to approve
Installation Insp. (Pending)	Form filled out but hasn't been sent
Installation Insp. (Inspection)	Form submitted to inspector
Installation Insp. (Inspection Submitted)	Inspector has returned form
Installation Insp. (Engineer Review)	Form sent to engineer
Installation Insp. (Engineer Review Submitted)	Engineer has returned form
Installation Insp. (Waiting for Approval)	Form sent to Pilbara Ports for licencing approval
Installation Insp. (Rejected)	This will appear if the Pilbara Ports has rejected the inspection. See email for 'rejection remarks'
5th Year Inspection	
5 th Year Insp. (Pending)	Form filled out but hasn't been sent to inspector
5 th Year Insp. (Inspection)	Form submitted to inspector
5 th Year Insp. (Inspection Submitted)	Inspector has returned form
5 th Year Insp. (Engineer Review)	Form submitted to engineer
5 th Year Insp. (Engineer Review Submitted)	Engineer has returned form
5 th Year Insp. (Waiting for Approval)	Form sent to Pilbara Ports for licencing approval
5 th Year Insp. (Rejected)	This will appear if the Pilbara Port has rejected the inspection. See email for 'rejection remarks'
Annual Inspection	
Annual Insp. (Pending)	Form filled out but hasn't been sent to inspector
Annual Insp. (Inspection)	Form submitted to inspector

Annual Insp. (Inspection Submitted)	Inspector has returned form
Annual Insp. (Engineer Review)	Form submitted to engineer
Annual Insp. (Engineer Review Submitted)	Engineer has returned form
Annual Insp. (Waiting for Approval)	Form sent to Pilbara Ports for licencing approval
Annual Insp. (Rejected)	This will appear if the Pilbara Ports has rejected the inspection. See email for 'rejection remarks'
Change of Vessel	
Vessel Change App. (Pending)	Form filled out but hasn't been sent to Pilbara Ports
Vessel Change App. (Waiting for Approval)	Form sent to Pilbara Ports for Approval
Vessel Change App. (Rejected)	This will appear if the Pilbara Ports has rejected the vessel. See email for 'rejection remarks'
Third Party Use	
Third Party App. Use (Pending)	Form filled out but hasn't been sent to inspector
Third Party App. Use (Waiting for Approval)	Form sent to Pilbara Ports for Approval
Third Party App. Use (Rejected)	This will appear if the Pilbara Ports has rejected the application. See email for 'rejection remarks'
Miscellaneous Dive Inspection	
Miscellaneous Dive Insp. (Pending)	Form filled out but hasn't been sent to Pilbara Ports
Miscellaneous Dive Insp. (Inspection)	Form submitted to inspector
Miscellaneous Dive Insp. (Inspection Submitted)	Inspector has returned form
Miscellaneous Dive Insp. (Engineer Review)	Form sent to engineer
Miscellaneous Dive Insp. (Engineer Review Submitted)	Engineer has returned form
Miscellaneous Dive Insp. (Waiting for Approval)	Form sent to Pilbara Ports for licencing approval
Miscellaneous Dive Insp. (Rejected)	This will appear if the Pilbara Ports has rejected the inspection. See email for 'rejection remarks'
Sale/Transfer	
Transfer or Sale App. (Pending)	Mooring owner filled out there part of the form, but hasn't been sent to purchaser

Transfer or Sale App. (Purchaser Review)	Form has been sent to the purchaser to complete
Transfer or Sale App. (Purchaser Review Submitted)	Purchaser has returned the form to the owner
Transfer or Sale App. (Waiting for Approval)	Owner has sent the form to Pilbara Ports for approval
Transfer or Sale App. (Rejected)	This will appear if the Pilbara Ports has rejected the application. See email for 'rejection remarks'

Table 1.1

LIST OF DEFINITIONS FOR STATUS'

STATUS	MEANING
Installation	Installation inspection in progress
Operational	Mooring is licenced
Unlicensed	Mooring is currently unlicensed
Cancelled	Mooring inspection cancelled by owner
Purchasing	Mooring is currently in the process of a sale/transfer

Table 1.2

Blank page to be removed

See sections 4-10

See section 12 on page 27

See section 13 on page 28

See section 13.1 on page 28

See sections 13.2 on page 29

See Table 1.2 on page 5

See Table 1.1 on pages 3-5

Modules: Click Moorings for the current view. Click Invoices refer section 15 on page 30

To change password click here and see 15.1

To add a contact click here and see 15.2

To edit a contact click here and see 15.3

To register new ship click here and see 15.4

List of mooring files - Click on a row to select a mooring

Select the 'Tools' tab, - to 'Export data to Excel'. See section 16 on page 34

Use this button to 'Refresh' your page

Clicking this icon will cancel the requested inspection. A confirmation box will appear and if you press 'Yes' (to cancel), the status will change to 'Cancelled' and an email will also be sent

Select a mooring - view its components here

Select a mooring - Upload or download documents. See section 5 for instructions

Link to Moorings on the Pilbara Ports website - Access

- Moorings handbook,
- Terms and conditions
- List of Inspectors /Engineers
- Diver Guidelines
- Licence Fees

Mooring #	License # [Next License #]	Location	Contact	Vesse(l)s	Use	Type	Rental	Status	Current App./Insp.
C-2				JET WAVE WARRIOR	Commercial	Non-Cyclone		Unlicensed	Annual Insp. (Engineer Review Submitted)
C-3				JET WAVE FORTRESS	Commercial	Cyclone		Installation	Installation Insp. (Inspection)
FFPM-1				JET WAVE FORTRESS	Commercial	Non-Cyclone	✓	Operational	
FFPM-5		Flying Foam Passage Moorings	John Doe	RED DOG, SOUTHERN CONDOR	Commercial	Cyclone		Unlicensed	Annual Insp. (Engineer Review Submitted)
HH-1		Harbour Anchorage	Nikolas Smith		Commercial	Cyclone		Installation	Installation Insp. (Inspection Submitted)
Malus M-1		Moorings	John Doe	MARITIME EAST	Commercial	Cyclone		Unlicensed	5th Year Insp. (Inspection Submitted)
WL M-1		W/L M-1 Anchorage & Moorings	John Doe		Commercial	Cyclone		Installation	Installation Submitted

Showing 1 to 7 of 7 entries (as of 08:20 on Apr 22)

Components Documents

Disclaimer Privacy Webmaster Klein Web 6.6.4.11284

Figure 1.1

1. RECEIVING AN EMAIL

You will receive an email that prompts you to open Klein if an inspector, engineer or Pilbara Ports member has sent you information via Klein.

IMPORTANT: The remarks that are added captured in the 'Remarks' box will only show up in your email and won't be attached to your file in Klein. For your own records, it is recommended that you retain these emails.

Example of email from inspector to mooring owner

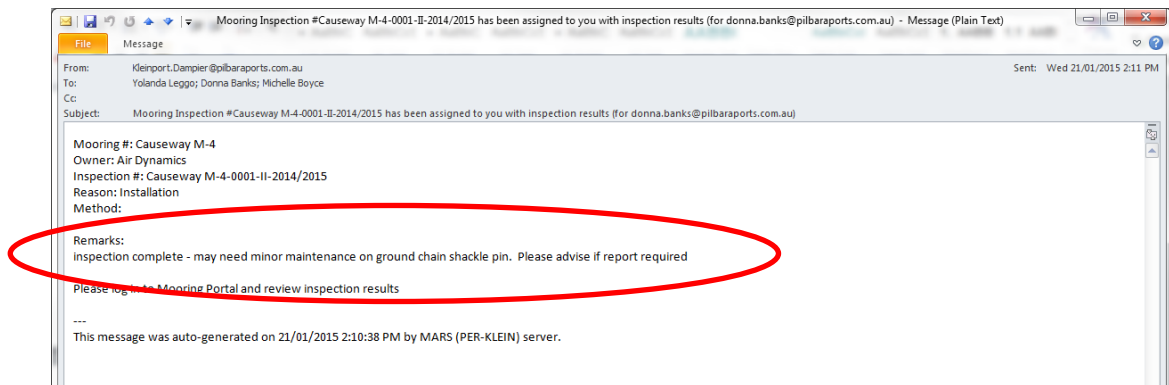


Figure 1.2

Example of email of rejection from Pilbara Ports to mooring owner

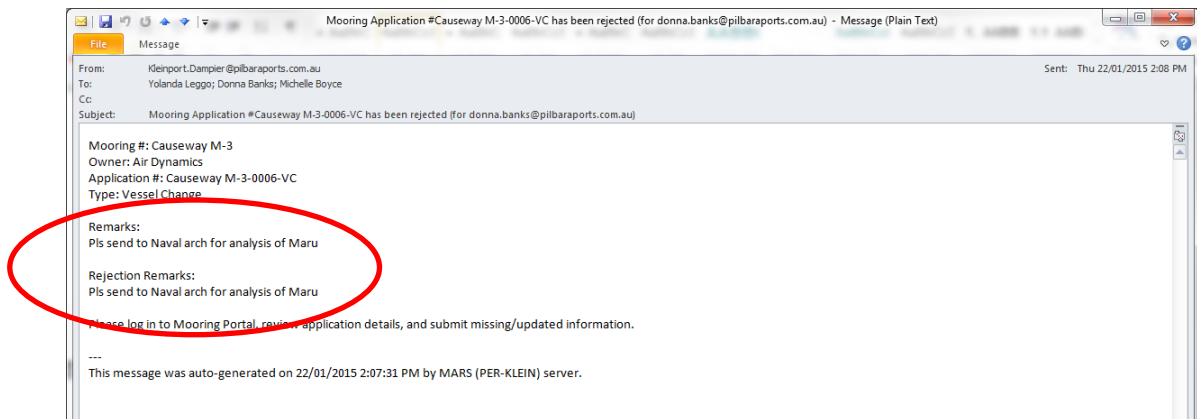


Figure 1.3

Example of email of observation from Pilbara Ports to mooring owner

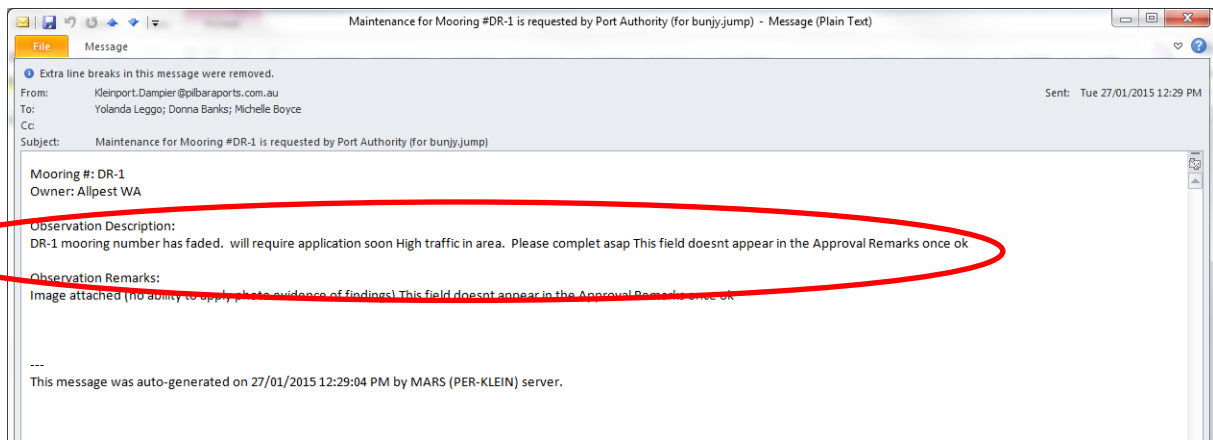


Figure 1.4

2. LOG ON TO KLEIN

Pilbara Ports will provide you with a URL, username and password. Click on the ‘Log In’ icon at the top right-hand side of your screen. Log on.

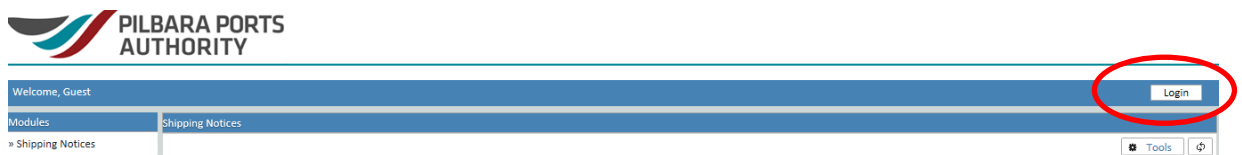


Figure 2.1

3. HOW TO APPLY FOR...

When submitting paperwork, click on the ‘Apply for ...’ drop down box on the main page.

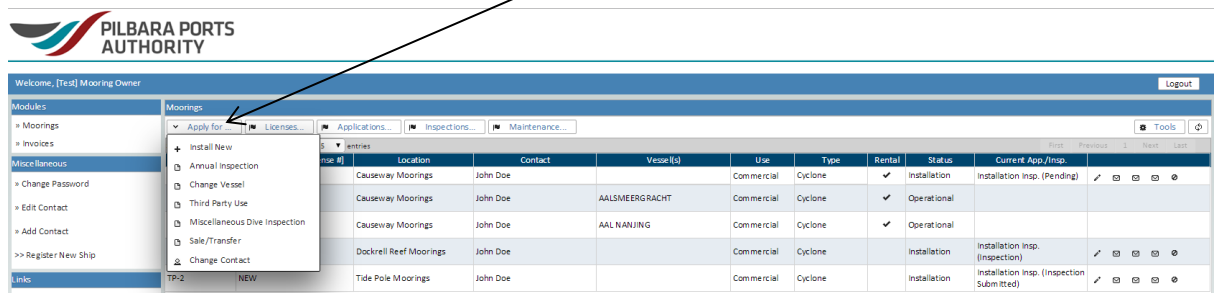


Figure 3.1

4. INSTALL NEW

- Select ‘Install New’ in the ‘Apply for ...’ drop down box, see figure 3.1.
- This box will now appear, see figure 4.1.

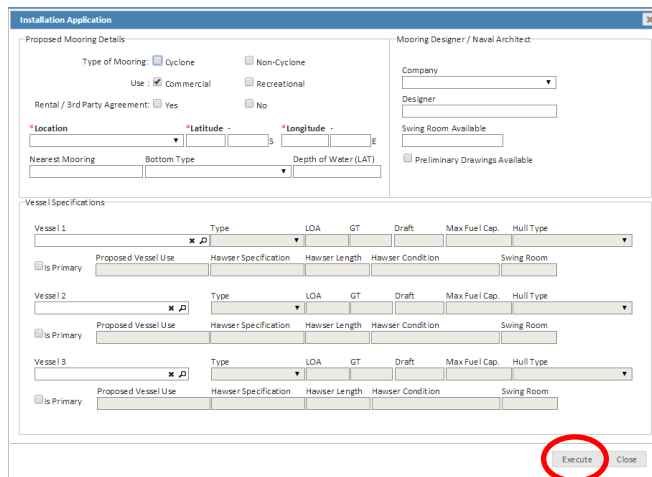


Figure 4.1

- Fill in all areas (shaded areas do not allow you to add information). If you can't fill in all the information, ensure you fill in the mandatory fields which are marked with a *.
- Once a vessel name is added, the shaded areas for that vessel will clear. If this vessel is known to the Klein system, some information will automatically appear, please complete the remaining areas.
- 'Execute' will save your application. To edit your application on the main page, click on the pencil symbol to the right of the file, see figure 4.2 below.

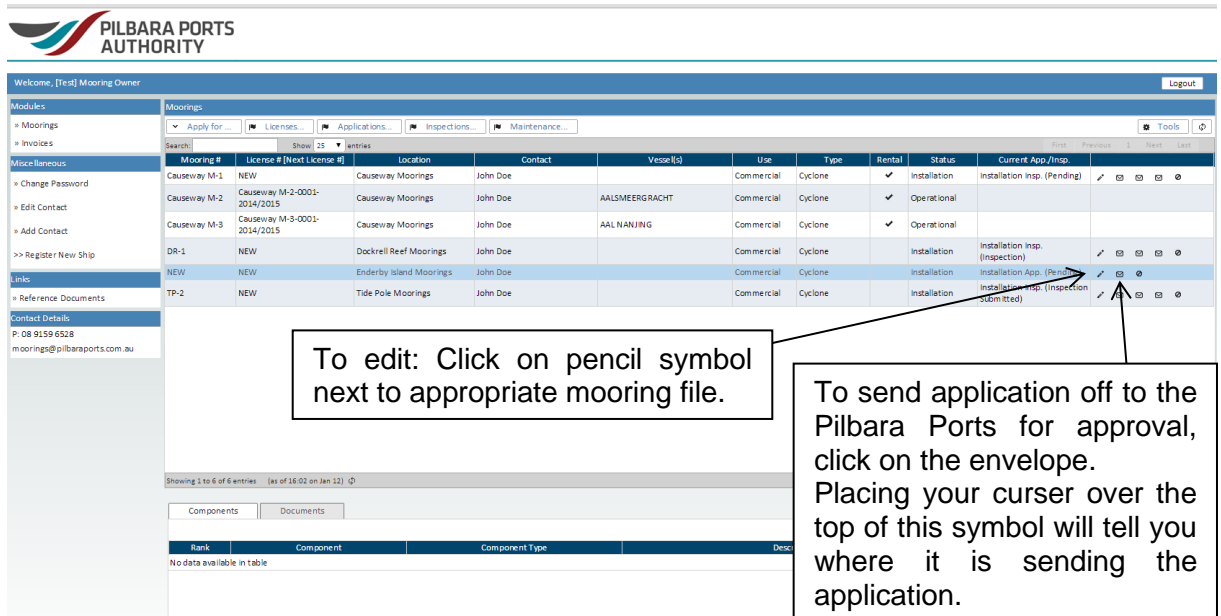


Figure 4.2

- Upload the preliminary drawing that you have received from the Engineer. Click the 'Documents' tab at the bottom of the page, next to 'components'. Now click on the 'Upload' button and the following box will appear.

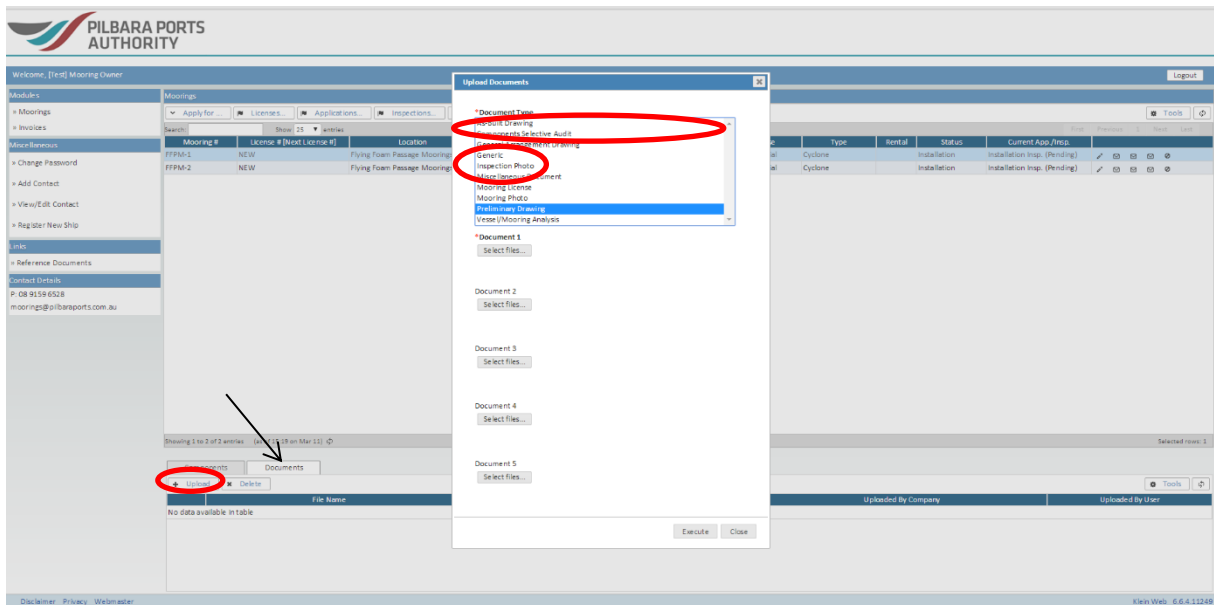



Figure 4.3

- Select the 'Preliminary Drawing' under 'Document Type' and click on 'Select files', upload the appropriate document (press 'Open'), then press 'Execute' once the document has uploaded 100%.
- Once your application is complete and you have uploaded your drawing, send to Pilbara Ports for approval. Select the third envelope  on your main screen (refer to figure 4.2)
- This confirmation box will now appear, click 'Yes', to forward or 'No' and go back to return to editing.

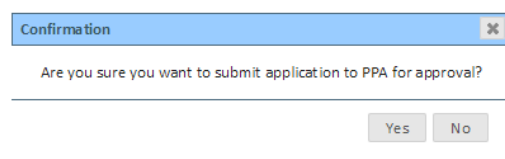


Figure 4.4

- Once you click 'Yes', a remarks box will appear. Include comments you would like sent back with your application to Pilbara Ports. Press 'Execute'.

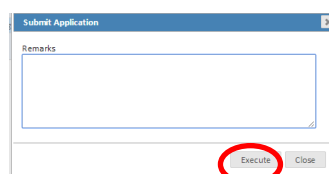



Figure 4.5

4.1 SUBMIT INSPECTION TO INSPECTOR

Once Pilbara Ports has approved your installation application, you will receive an email notification. You will have three months to install the mooring. Login into Klein, select the mooring and click on the pencil  to view/add information to your mooring.

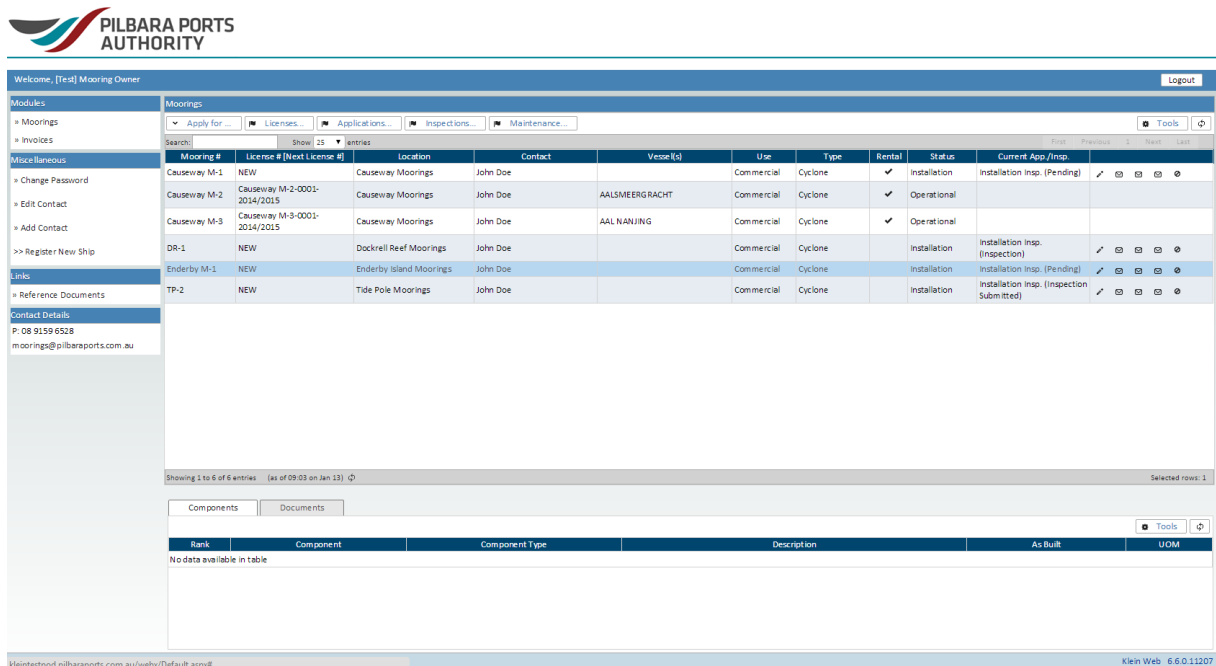


Figure 4.6

- Engage a company to install your mooring and complete the 'Installation information' section once the installation is completed. The installation company should provide an installation report including a list of certified mooring components that were installed, photos and installation date.

INSTALLATION INFORMATION

Installation Information

***Installed By** ***Installed Date**

Does mooring comply with design specification? Yes No

Is the Mooring # on the buoy and clearly visible? Yes No

Does the mooring have visibility aids? Yes No

List of components as installed attached. Yes

***License Season**

***Inspection Company** ***Architect / Engineer Company**

Figure 4.7

To save this file, press 'Execute'.

- To upload documents to this mooring file, click on the 'Upload' button under the documents tab (ensuring the correct mooring file is already selected). Select a 'Document Type' and click the 'Select files...' button under 'Document 1'. You can upload up to five documents at a time (keeping in mind they will all be categorised as the same document type). Once you have done this, press 'Execute'. If you had made a mistake and need to delete a document, you can select it and press the delete button.

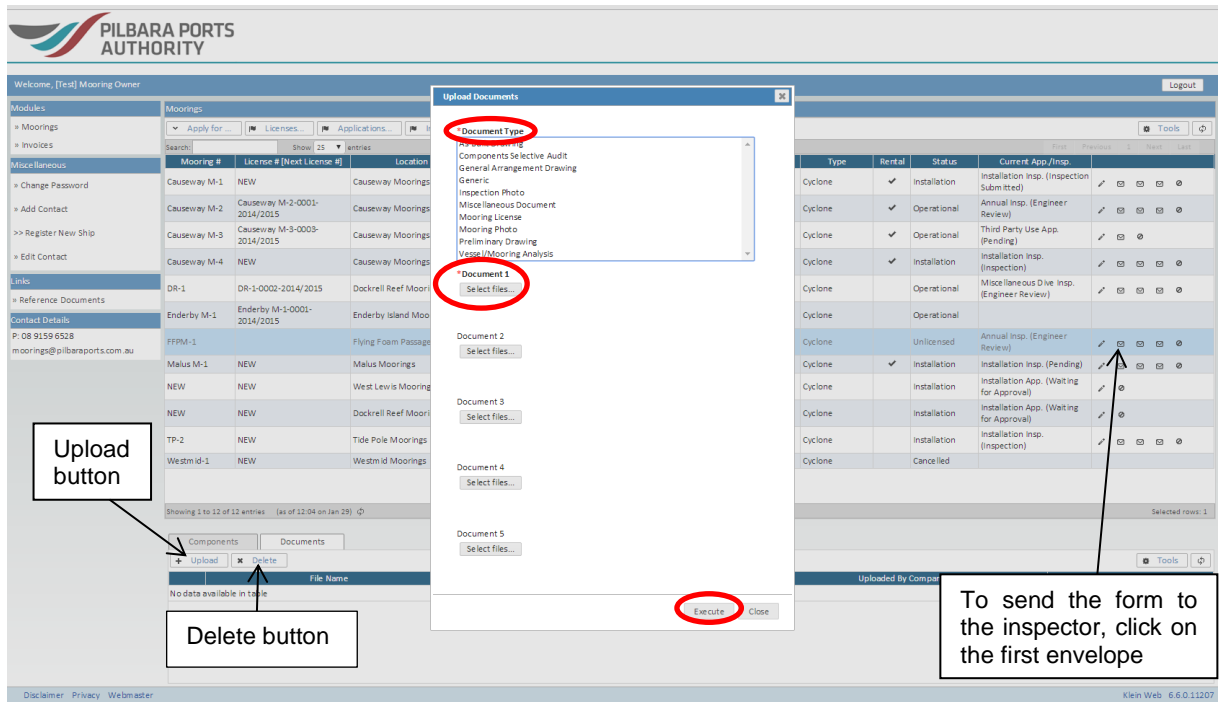


Figure 4.8

- Once the Installation Inspection is completed and the necessary documents uploaded, submit the installation to the dive inspector by selecting the first envelope (as shown in figure 4.8).
- This confirmation box will now appear. Press 'Yes'.

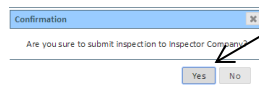


Figure 4.9

- Remarks box - Provide details with your file to the inspectors. Press 'Execute'.

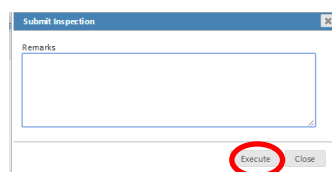


Figure 4.10

4.2 SUBMIT INSPECTION TO ENGINEER

- You will receive an email from the inspector once the inspection has been completed. Log into Klein and review the inspection results.
- If all the information has been completed and the inspection is ready for review the application can be submitted to the naval architect/engineer. Do this by selecting the second envelope.

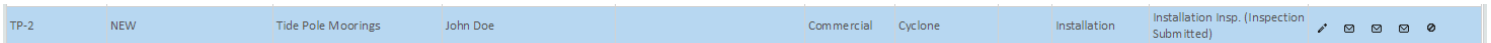


Figure 4.11

- A confirmation box will now appear, press 'Yes'.

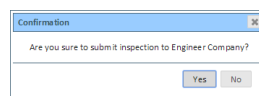


Figure 4.12

- Add any comments you would like sent in the email to the engineer. Then press 'Execute'.

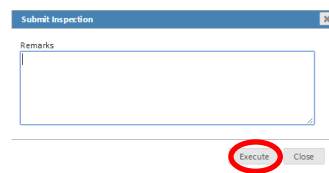


Figure 4.13

- You will receive an email from the engineer that the engineering review is completed. Log into Klein and review the inspection results.
- If all the information has been completed the inspection can be submitted to Pilbara Ports. Do this by clicking on the third envelope.

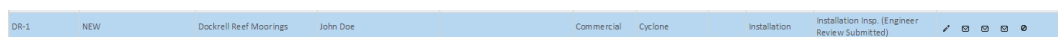


Figure 4.14

- A confirmation box will now appear, press 'Yes' unless you have further editing you would like to do.

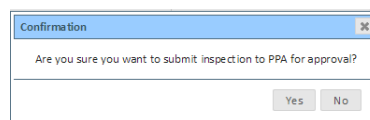


Figure 4.15

- Now add any comments you would like sent in the email to Pilbara Ports. Then press 'Execute'.



Figure 4.16

- If Pilbara Ports rejects your installation inspection, you will receive an email explaining why it has been rejected. Once the problems are rectified (you may need to send the form back to the inspector or engineer), resend the application back to Pilbara Ports.
- Once Pilbara Ports approves your mooring installation, you will receive an email advising that your mooring is licenced and an invoice will be pending. The mooring status in Klein will change from 'Installation' to 'Operational' and a licence number will appear.

5. ANNUAL INSPECTION / RENEW LICENCE

- On the main page select/highlight the mooring requiring an 'Annual Inspection' in the 'Apply for ...' drop down box select annual inspection.
- The 'Renew Licence' will appear with information already from the previous season. Ensure you fill out all the following information:
 - Mooring Details;
 - Inspection Details; and
 - Vessel Specifications.
- Select 'Execute'.

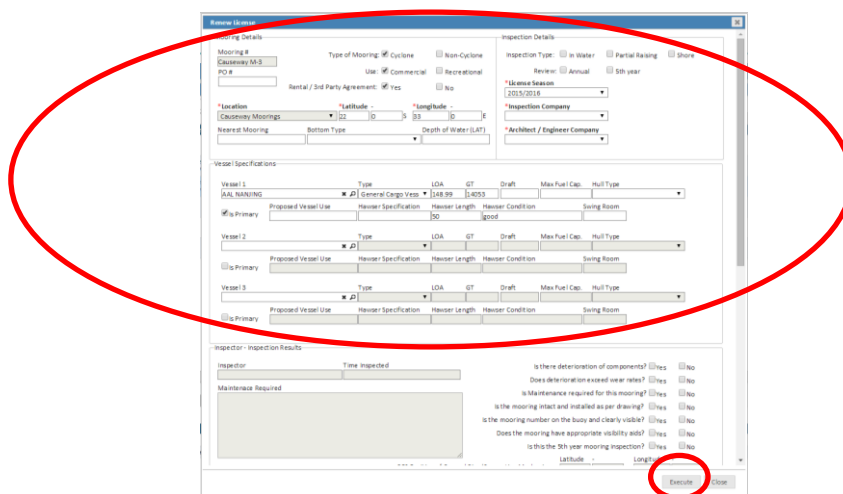


Figure 5.1

- To upload documents to this mooring file, click on the 'Upload' button under the documents tab (ensuring the correct mooring file is already selected). Select a 'Document Type' and click the 'Select files...' button under 'Document 1'. You can upload up to five documents at a time (keeping in mind they will all be categorised as the same document type). Once you have done this, press 'Execute'. If you had made a mistake and need to delete a document you uploaded, you can select it and press the delete button.

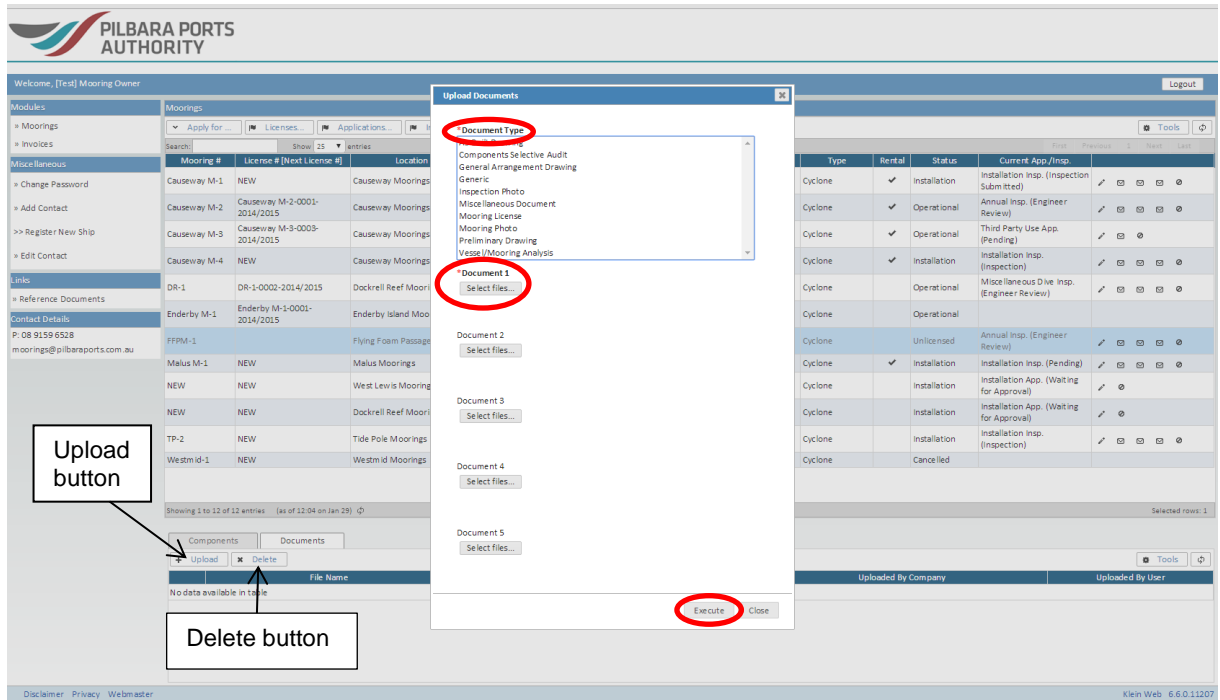


Figure 5.2

5.1 SUBMIT INSPECTION TO INSPECTOR

- Click on the first envelope to submit the inspection report to the inspectors.

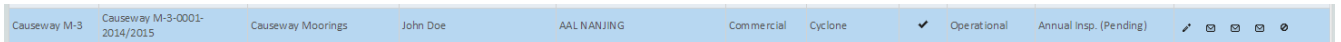


Figure 5.3

- However, if you have further editing you would like to do before sending it, click on the pencil to edit.
- A confirmation box will now appear asking if you are sure you want to submit the report, press 'Yes'.

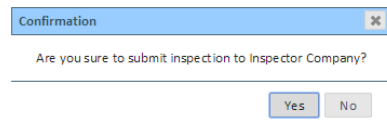


Figure 5.4

- A remarks box will now appear, add any requirements you would like the inspector to see in their email, then press 'Execute'.

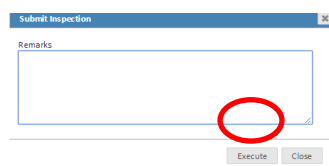



Figure 5.5

- Once the form has been sent back to you from the inspector, you will receive an email. Press the pencil icon ; this will open the annual inspection form.
- Complete the owner declaration and 'Execute' to save.
- As stated at the bottom of this declaration, *if the mooring design drawing does not contain a permissible wear rates table, please forward to the Naval Architect/Engineer for review.* Otherwise, if the mooring design drawing does contain a permissible wear rates table; submit this form directly to Pilbara Ports (skip the next step of sending it to the engineers).

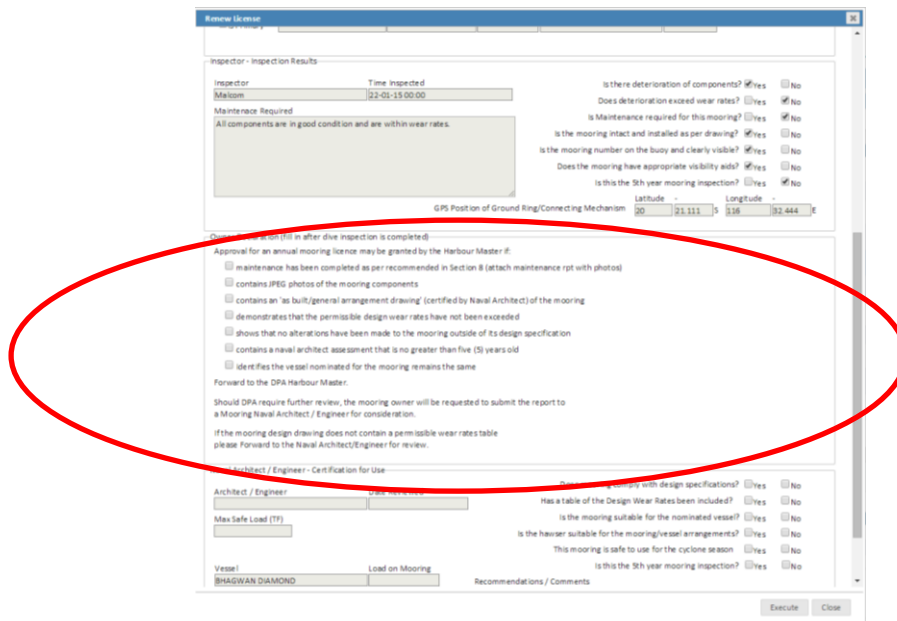


Figure 5.6

5.2 SUBMIT INSPECTION TO ENGINEER

- Click on the second envelope  to send the form to the engineers.

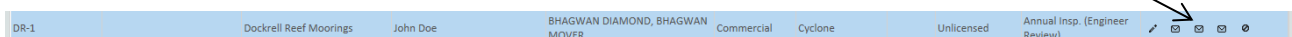




Figure 5.7

- A confirmation box will now appear asking if you are sure you want to submit the report, press 'Yes'.
- A remarks box will now appear, add any requirements you would like the engineer to see in their email, then press 'Execute', your inspection will now be sent.
- Once the engineer has returned the form you will receive an email. Review the inspection press on the pencil icon  next to the envelopes to view the inspection form.

5.3 SUBMIT INSPECTION TO PILBARA PORTS

- After review click on the third and final envelope  to send to Pilbara Ports for approval.

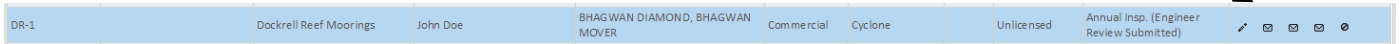


Figure 5.8

- A confirmation box will now appear asking if you are sure you want to submit the report, 'Yes'.
- A remarks box will now appear, add the requirements you would like Pilbara Ports to see in their email, then 'Execute', your inspection will now be sent.
- Should Pilbara Ports reject your annual inspection, you will receive an email explaining why it has been rejected. Once the problems are rectified (you may need to send the form back to the inspector or engineer), resend the application to Pilbara Ports for approval.
- On approval of your mooring, you will receive an email advising that your mooring has been approved and an invoice will follow. The mooring status in Klein will change from 'Un-licenced' to 'Operational' and a licence number will appear.

6. UPDATING COMPONENTS

Mooring components must be updated in Klein **prior** to annual/5th year inspection applications commencing or the dive inspectors and naval architects will still see the old components list. Components must be updated when they are replaced, and the GA must be updated in Klein. If you are required to update your components list, please contact Pilbara Ports for a copy of the excel CSV file. Once completed this file can be sent back to Pilbara Ports and uploaded. The components list must be filled out accurately, to avoid the system raising errors codes. There will be an example template on the spreadsheet with the correct wording, spelling, and measurements as a reference.

Please follow the below instructions:

- CSV file only – supplied by Pilbara port upon request
- No formats or colour
- Only listed component types – please see below
- Only listed UOM (units of measurements) – please see below
- No special characters in the name/description
- No spaces in front of the text
- Per Drawing – is the design size of components
- Dive in – measured actual size by dive inspector
- Max wear rate is our standard 10% limit – unless specified otherwise by the naval architect
- Component – the name of the component
- Description is – description if any
- Spelling needs to be accurate as per the template.

Correct spelling for Component Types are as follows:

- Anchor
 - Bifuration Plate/Tri Plate
 - BUOY
 - Clump Weight
 - Ground Chain
 - Ground Chain – Crossover
 - Ground Chain - half way
 - Ground Chain - near end
 - Ground Chain - near mooring ring
 - Ground Ring
 - Hinged Link

- Riser Chain
- Riser Chain - below buoy
- Riser Chain – Crossover
- Riser Chain - half way to seabed
- Riser Chain - thrash zone
- Riser Rope
- Shackle
- Swivel
- Tie Bar

Correct spelling for the UOM are as follows:

- kilogram
- meter
- millimetre
- ton

7. CHANGE VESSEL (ADD/REPLACE VESSEL TO LICENCE)

- Highlight the mooring you would like to 'Change Vessel'. Select the 'Apply for ...' drop down box.
- Complete all the information and select 'Execute' to save.
- Upload the vessel analysis to the documents.

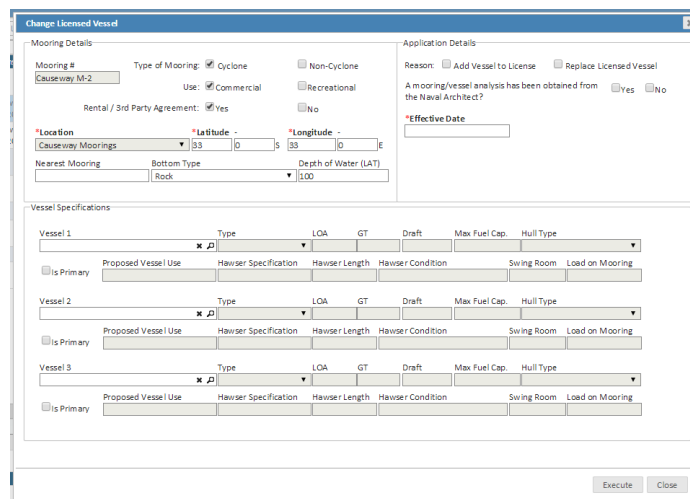


Figure 6.1


- When you are ready to submit your 'Change of Vessel' application, click on the envelope  to submit for approval.

Figure 6.2

- A confirmation box will now appear asking if you are sure you want to submit the report, select 'Yes'.
- A remarks box will now appear, add the details you would like Pilbara Ports to see in their email. Press 'Execute' to send the application.
- If Pilbara Ports rejects your change of vessel, you will receive an email explaining why it has been rejected. Once the problems are rectified (you may need to send the form back to the engineer), resubmit the application to Pilbara Ports for approval.
- Once a 'Change of Vessel' application is approved by Pilbara Ports, an email will be sent to you and there will be no further action required. Klein will update the mooring license with the change in vessel details.

8. THIRD PARTY USE

- Highlight the mooring requiring a 'Third Party Use'. In the 'Apply for ...' drop down box select the 'Third Party Use' application.
- Complete all the information and select 'Execute' to save. Third Party agreement must be selected.

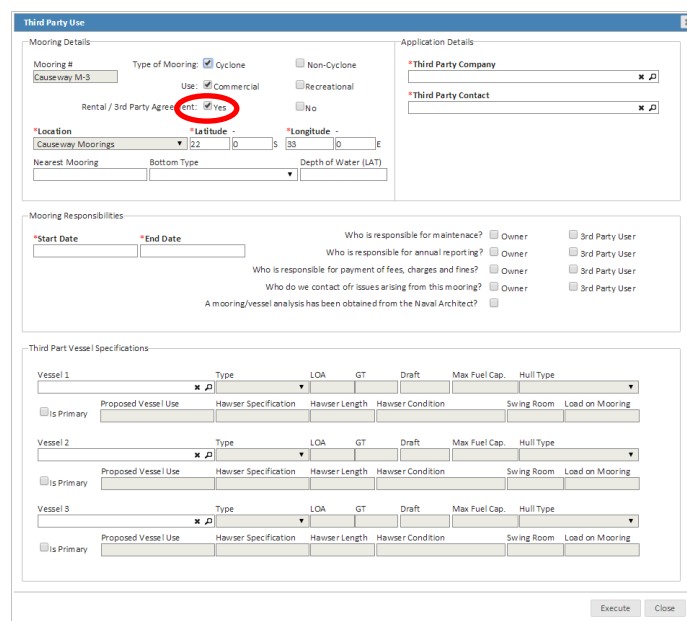



Figure 7.1

- When you are ready to submit your 'Third Party Use' application, click on the third envelope  to submit for approval.




Causeway M-3	Causeway M-3-0001-2014/2015	Causeway Moorings	John Doe	RED DOG, AAL NANJING	Commercial	Cyclone	✓	Operational	Third Party Use App. (Pending)	  
--------------	-----------------------------	-------------------	----------	----------------------	------------	---------	---	-------------	--------------------------------	---

Figure 7.2

- A confirmation box will now appear asking if you are sure you want to submit the report, select 'Yes'.
- A remarks box will now appear, add any details you would like Pilbara Ports to see in their email. Press 'Execute' to send the application.
- If the Pilbara Ports rejects the 'Third Party Use', you will receive an email explaining why it has been rejected. Once the problems are rectified resubmit the application to Pilbara Ports for approval.
- Once a 'Third Party Use' application is approved by Pilbara Ports, an email will be sent to you and there will be no further action required. Klein will update the mooring license with the change in vessel details.

9. MISCELLANEOUS DIVE INSPECTION

9.1 SUBMIT INSPECTION REQUEST TO INSPECTOR

- Highlight the mooring required for the 'Miscellaneous Dive Inspection'. In the 'Apply for ...' drop down box, select 'Miscellaneous Dive Inspection'.
- The form shown in figure 8.1 will appear. Fill out all the information and then press 'Execute'.

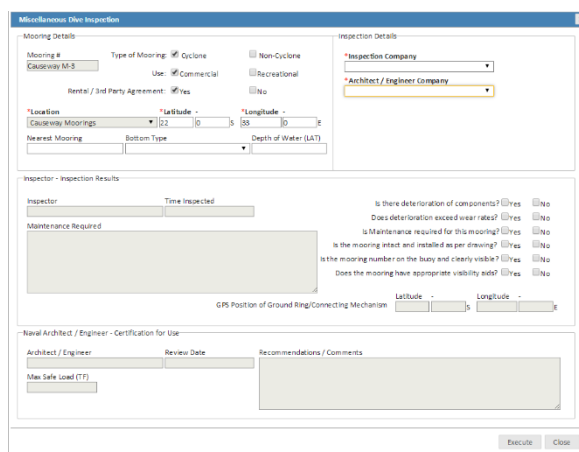



Figure 8.1

- When you are ready to submit your 'Miscellaneous Dive Inspection', click on the second envelope  to submit to the inspector.





Causeway M-3	Causeway M-3-0001-2014/2015	Causeway Moorings	John Doe	RED DOG, AAL NANJING	Commercial	Cyclone	✓	Operational	Miscellaneous Dive Insp. (Pending)	   
--------------	-----------------------------	-------------------	----------	----------------------	------------	---------	---	-------------	------------------------------------	---

Figure 8.2

- A confirmation box will now appear, press 'Yes'.

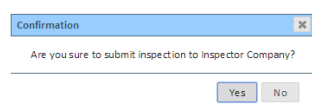


Figure 8.3

- Provide any additional comments you would like sent to the Inspector in the email. Press 'Execute'.

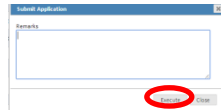



Figure 8.4

- You will receive an email from the inspectors once they have completed the inspection. Review the results and submit to Engineer.

9.2 SUBMIT INSPECTION TO ENGINEER

- Once you have received the inspection report back from the inspectors, if necessary, you now need to send it to the naval architect/engineer. Do this by clicking on the second envelope  .

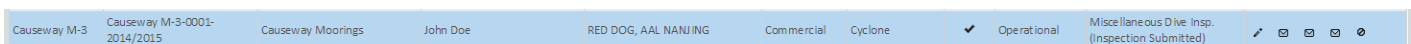

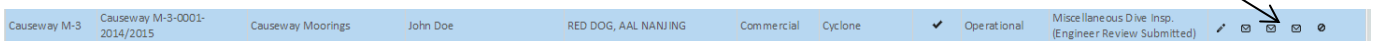


Figure 8.5

- A confirmation box will now appear asking if you are sure you want to submit the report, select 'Yes'.
- A remarks box will now appear, add any requirements you would like the engineer to see in their email, then press 'Execute', your inspection will now be sent.
- Once the engineer has returned the form you will receive an email. To review the inspection press on the pencil icon  next to the envelopes to view the inspection form.

9.3 SUBMIT INSPECTION TO PILBARA PORTS

- Once you have received the 'Miscellaneous Dive Inspection', report back from the engineers, you now need to send it to the Pilbara Ports for approval.




- Select the third envelope  .

Figure 8.6

- A confirmation box will now appear asking if you are sure you want to submit the report, select 'Yes'.
- A remarks box will now appear, add any details you would like Pilbara Ports to see in their email. Press 'Execute' to send the application.

- If Pilbara Ports rejects the 'Miscellaneous Dive Inspection', you will receive an email explaining why it has been rejected. Once the problems are rectified resubmit the application to Pilbara Ports for approval.
- Once a 'Miscellaneous Dive Inspection', application is approved by Pilbara Ports, an email will be sent to you and there will be no further action required. Klein will update the mooring details.

10. SALE/TRANSFER

10.1 THE MOORING OWNER

- A mooring must be licenced for the current season for the Klein system to process a Sale/Transfer.
- Ensure the Purchaser has registered their details with Pilbara Ports.
- Highlight the mooring you would like to 'Sell/Transfer'. Select the 'Apply for ...' drop down box and the 'Sale/Transfer' application.
- In 'Purchaser Company' select the purchaser details 'Execute'.

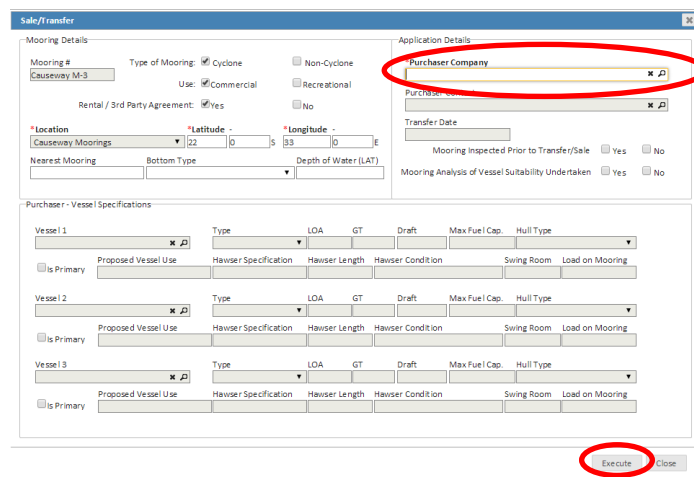


Figure 9.1

- Submit the form to the Purchaser of the mooring, click on the **first** envelope icon.

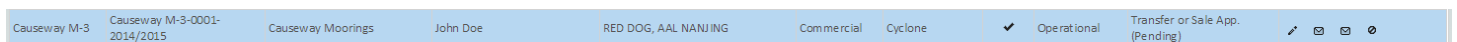


Figure 9.2

- A confirmation box will appear, press 'Yes' if you are ready to send this to the purchaser.

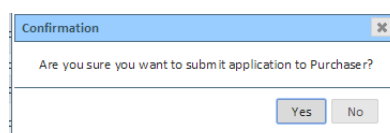


Figure 9.3

- Add comments you would like sent in the email to the purchaser. Select 'Execute'.

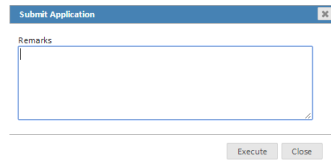




Figure 9.4

- You will receive email advice when the Purchaser has returned the application.
- Review  the application. Forward to Pilbara Ports for approval by selecting the second envelope  .

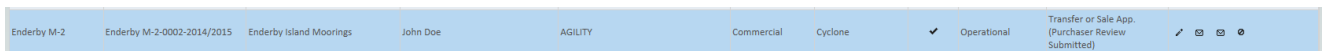


Figure 9.5

- A confirmation box will now appear.

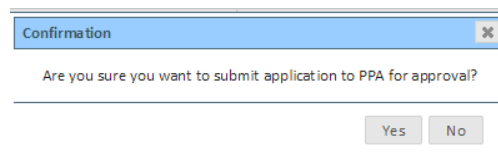


Figure 9.6

- Add the details you would like included in your email to Pilbara Ports. Select 'Execute'.

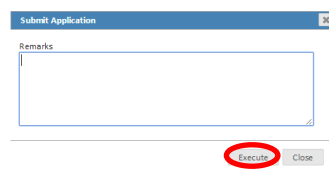



Figure 9.7

10.2 THE MOORING PURCHASER

- On receipt of email notification, log into Klein.
- Highlight the mooring and Review  the Sale/Transfer application.
- The Sale/Transfer application will be available for your completion of the contact details and vessels to be used on this mooring and then press 'Execute' to save. Upload supporting documentation.

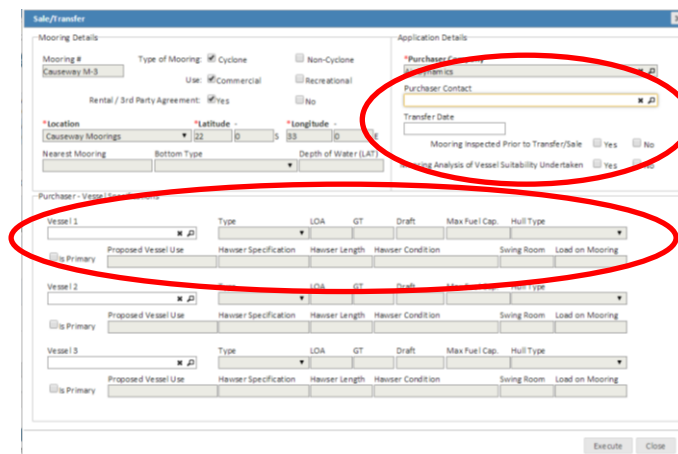



Figure 9.8

- To upload documents to this mooring file, click on the 'Upload' button under the documents tab (ensuring the correct mooring file is already selected). Select a 'Document Type' and click the 'Select files...' button under 'Document 1'. Select 'Execute'. If you have made a mistake and need to delete a document, you can select it and press the delete button.
- Once the form is complete, press on the envelope  to send back to the owner.

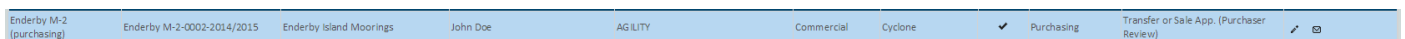


Figure 9.9

- A confirmation box will now appear, press 'Yes' if you are ready to send this to the owner.

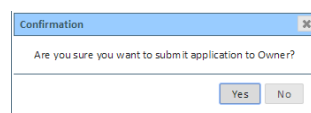


Figure 9.10

- A remarks box will now appear. Add comments you would like included in the email sent to the owner. Select 'Execute'.

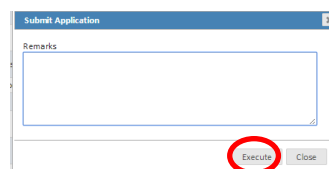


Figure 9.11

- The owner will forward the Sale/Transfer application to Pilbara Ports.
- If Pilbara Ports rejects your Sale/Transfer, you will receive an email explaining why it has been rejected. Once the problems are rectified (you may need to send the form back to the inspector or engineer), resend the form back to Pilbara Ports.

-
- Once approved by Pilbara Ports an email notification will be sent through to you.

11. CHANGE CONTACT

- Select 'Change Contact' in the 'Apply for ...' drop down box.
- To Lookup a contact, select the magnify glass icon (to the right of the contact bar). The 'Lookup: Contact' box will appear, click on the name you would like chosen. If the name is not on this list, see section 15.2 on page 32 in this manual to add a contact.

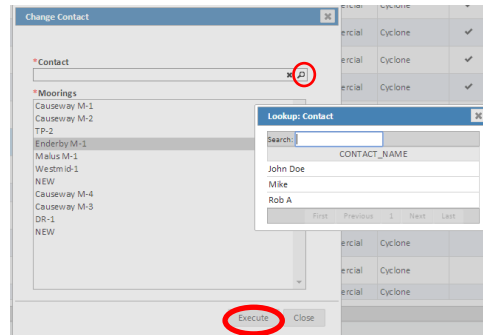


Figure 10.1

- To change the contact for selected moorings:
 - Select all moorings by clicking on one and holding 'CTRL A' at the same time.
 - Select random mooring by holding down 'CTRL' while clicking on the moorings you would like to choose.
 - OR
 - Select one mooring by clicking on it.
- Once you have changed your contact and chosen the moorings, press 'Execute'.

12. VIEWING LICENCES

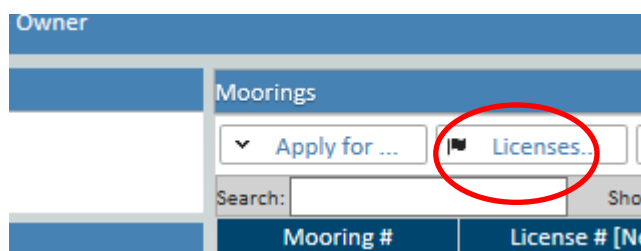


Figure 11.1

To view current or previous licences for a mooring, select the file and click on the 'Licences' tab. This page below will now appear. You can view licence numbers and after selecting a season you can click on the tab below to view vessels for that season or documents attached.

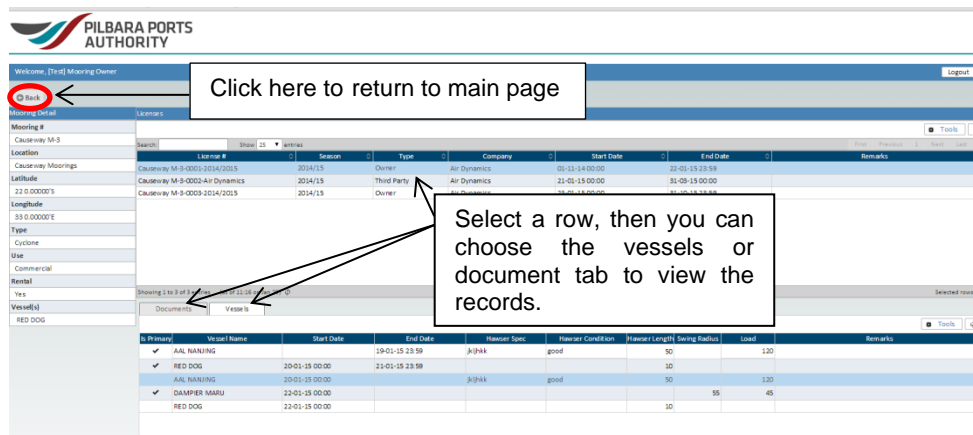


Figure 11.2

13. VIEWING APPLICATIONS

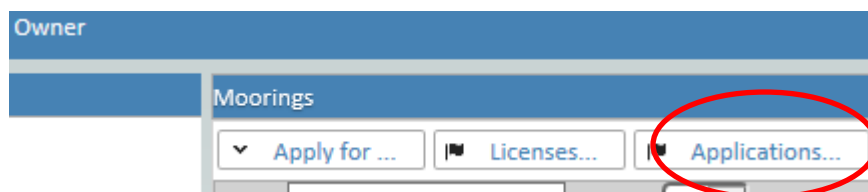


Figure 12.1

Select the 'Applications' tab. Choose an application you would like to view or edit and select the 'View/Edit' button. An application will only allow you to edit it if the status is 'Pending'. You can also upload documents from this view.

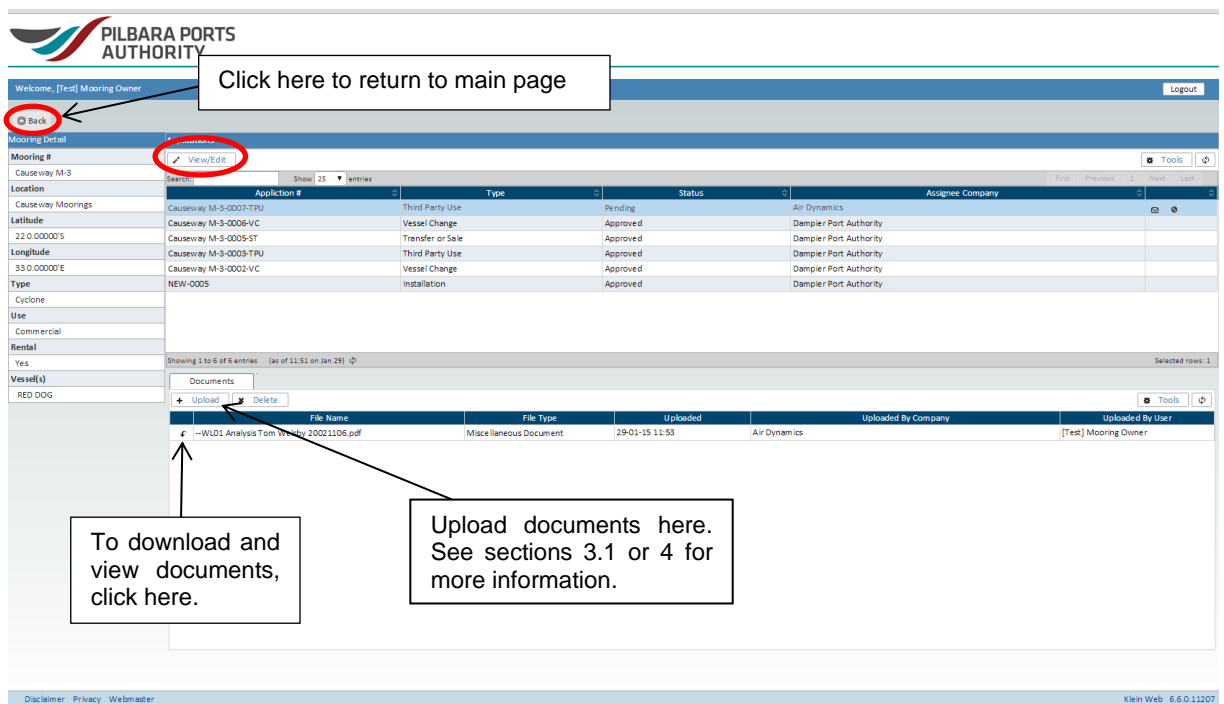


Figure 12.2

14. INSPECTIONS EDIT/VIEW AND REQUEST MAINTENANCE

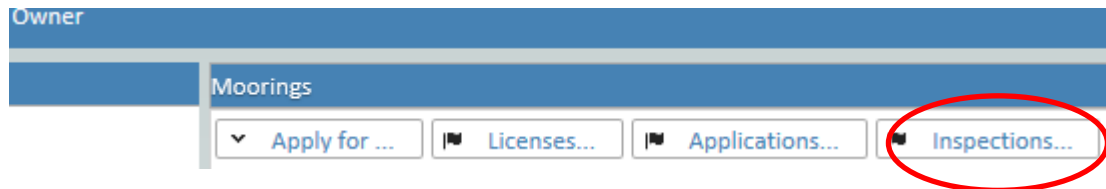


Figure 13.1

14.1 EDITING/VIEWING INSPECTIONS

- To view the information the inspector has added, highlight the correct mooring file and press on the 'Inspections' button.
- From this page, you can view the added information in the form or edit information you have previously put in.

14.2 REQUESTING MAINTENANCE

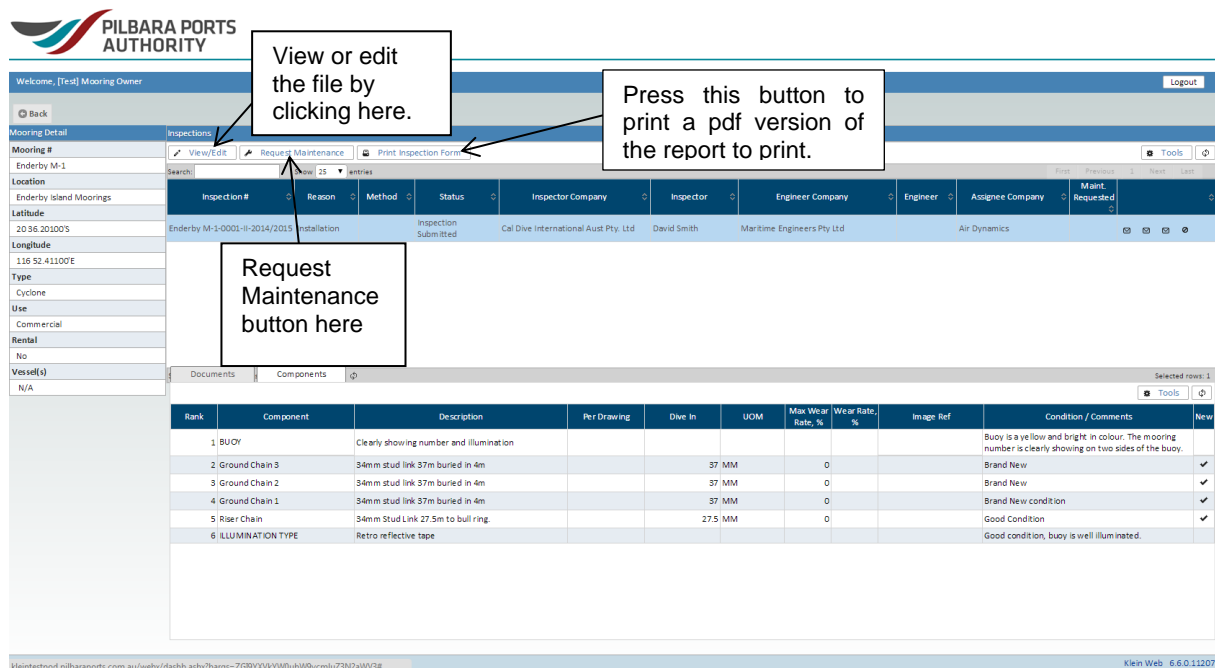


Figure 13.2

14.2.1 REQUESTING MAINTENANCE FROM INSPECTIONS PAGE

- Select the latest inspection and click 'Request Maintenance'. Complete this section, then fill in the form below.
- **IMPORTANT** – Ensure you include your email address and any other contact details in the remarks section for the maintenance provider to be able to send you any correspondence.

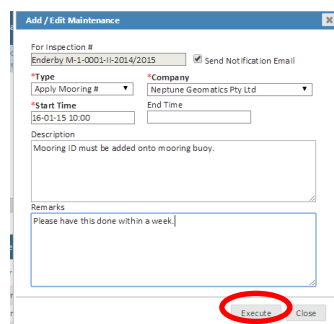


Figure 13.3

- Once completed press 'Execute'. This will now be sent to the maintenance provider you have chosen via email with the latest inspection report attached.

- The maintenance provider will email you back a maintenance report once they have completed the work you have requested.
- Upload the report into the maintenance section.
- Select the mooring maintenance requested and then add the document at the bottom of the page, see how to access the maintenance section below in section 13.2.2.

14.2.2 VIEWING MAINTENANCE FROM MAINTENANCE PAGE

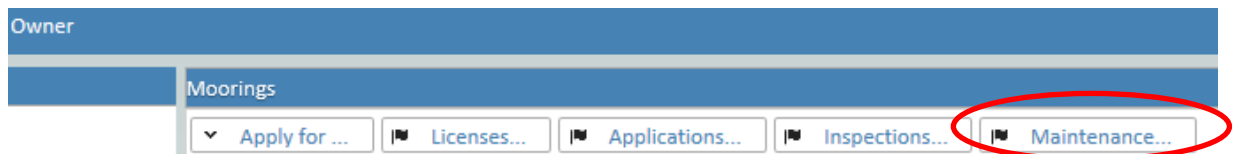


Figure 13.4

- To open the maintenance page, click on the maintenance button.
- Once you open this, figure 13.5 below will appear.

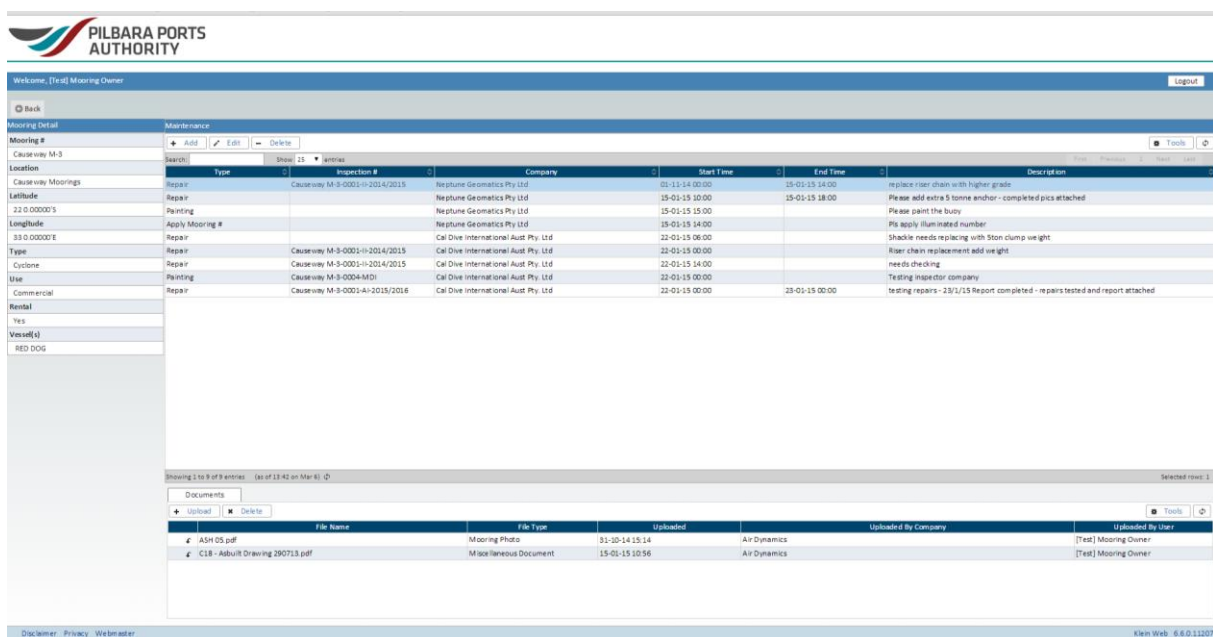


Figure 13.5

- Edit/add/delete from the maintenance page.
- Highlight the maintenance row and select function.

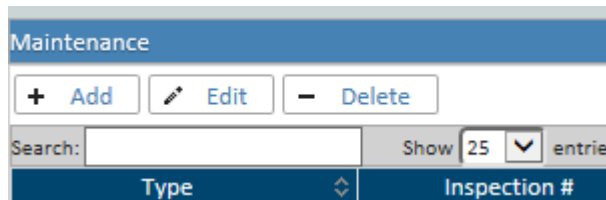


Figure 13.6

- Once completed, press 'Execute' to save.
- PLEASE NOTE: This information only updates in your file, for your records and any future providers you will send your mooring file to.
- To delete from the maintenance page, highlight the maintenance row you would like deleted and select delete. Confirm if you are sure you want this deleted, select 'Yes'.

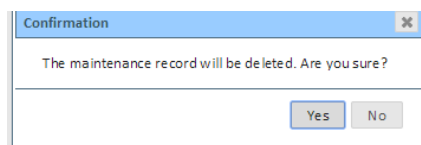


Figure 13.7

- To upload documents, highlight the maintenance request you would like the document to be attached to and press upload.

15. INVOICES

To view invoices, click on the invoice tab (as shown in figure 1.1 and circled below). To view an invoice, select the one you would like to see and press the 'View Invoice' tab. A pdf version of the invoice will be downloaded.

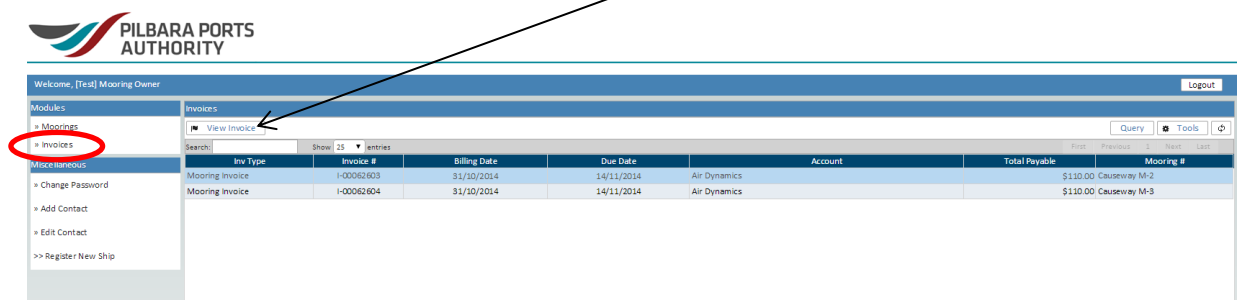


Figure 14.1

16. MISCELLANEOUS

16.1 CHANGE PASSWORD

To change your login password, press the 'Change Password' button (as pointed out in figure 1.1). Type in your old, then new passwords in the appropriate boxes. Press 'Execute' to save. Your new password is now activated.

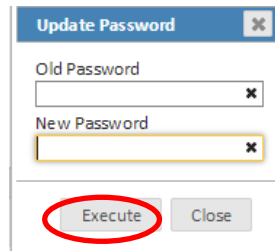


Figure 15.1

16.2 ADD CONTACT

To add a contact, press the 'Add Contact' button (as shown in figure 1.1). Add the name and phone number (*

mandatory fields) and the mobile and email. You can choose to click on the 'Send Mooring Portal Notifications' box (ticking this box nominates that person to receive emails from Klein, as shown in section 2 – numerous people can have the emails sent to them). Then press

'Execute'.

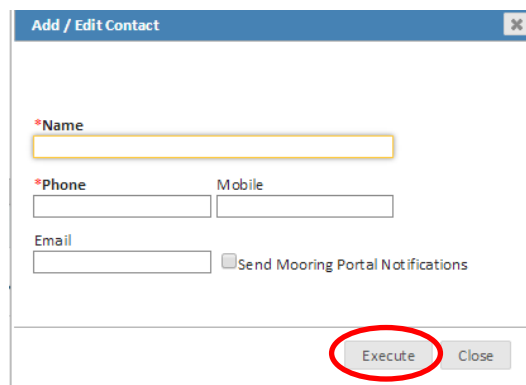


Figure 15.2

16.3 EDIT CONTACT

- To edit a contact, press the 'Edit Contact' button (as shown in figure 1.1). To open a contact, click on the 'Contact' bar and the 'Lookup' box will appear. Either type in or search the contact name in the list.

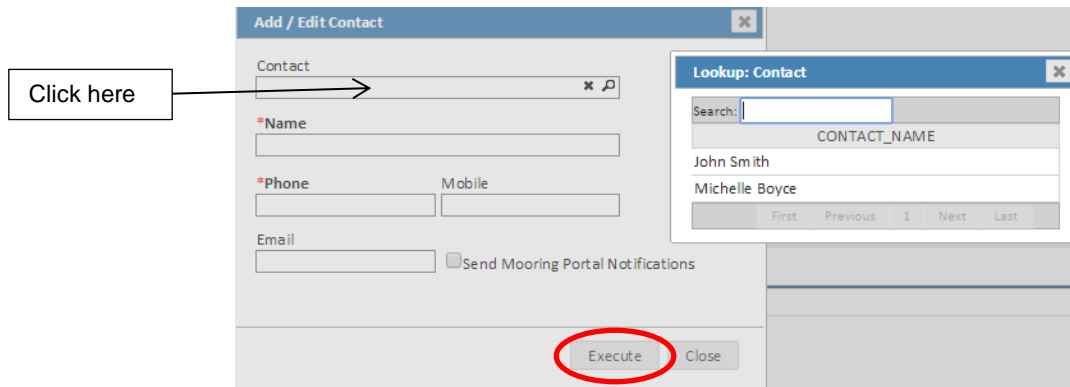


Figure 15.3

- Once you have selected the contact, their information will appear in the 'Add/Edit Contact' box (see figure 15.3). Edit this as you need and then press 'Execute'.

16.4 REGISTER NEW SHIP

- To register a new ship, click on the 'Register New Ship' button (as shown in figure 1.1). This box will now appear, fill out all details (fields with a * are mandatory). Then press 'Execute'.

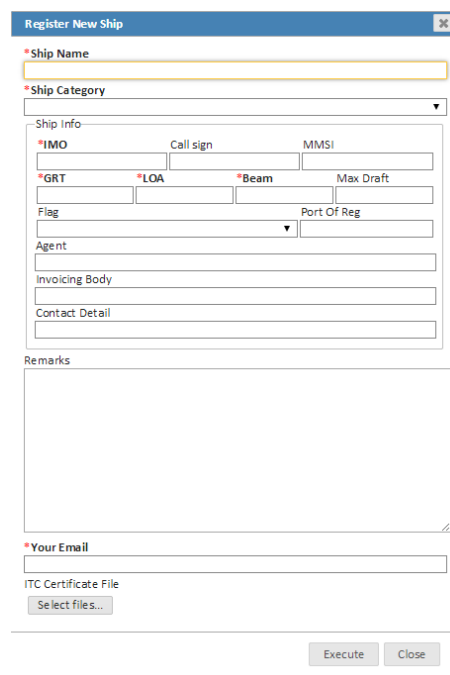


Figure 15.4

- Once you have done this a box will appear stating the following:

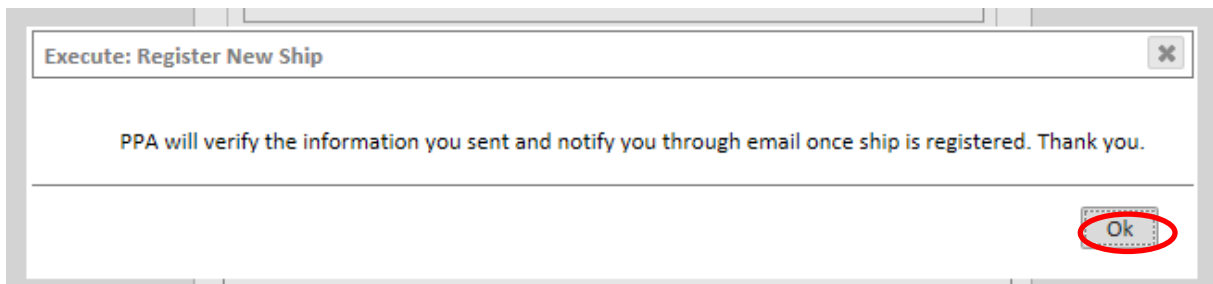


Figure 15.5

- Select OK.

17. EXPORT TO EXCEL

Lists can be exported into excel from various different pages in Klein. These include:

Moorings Module

- Main page – top right hand tools tab
- Main page Components tab – bottom right hand tools tab
- Main page Documents tab – bottom right hand tools tab
- Licences page – top right hand tools tab
- Licences Documents tab – bottom right hand tools tab
- Licences Vessels tab – bottom right hand tools tab
- Applications page – top right hand tools tab
- Applications Documents tab – bottom right hand tools tab
- Applications Component tab – bottom right hand tools tab
- Inspections page – top right hand tools tab
- Inspections Documents tab – bottom right hand tools tab
- Inspections Components tab – bottom right hand tools tab
- Maintenance page – top right hand tools tab
- Maintenance Documents – bottom right hand tools tab

Invoices Module

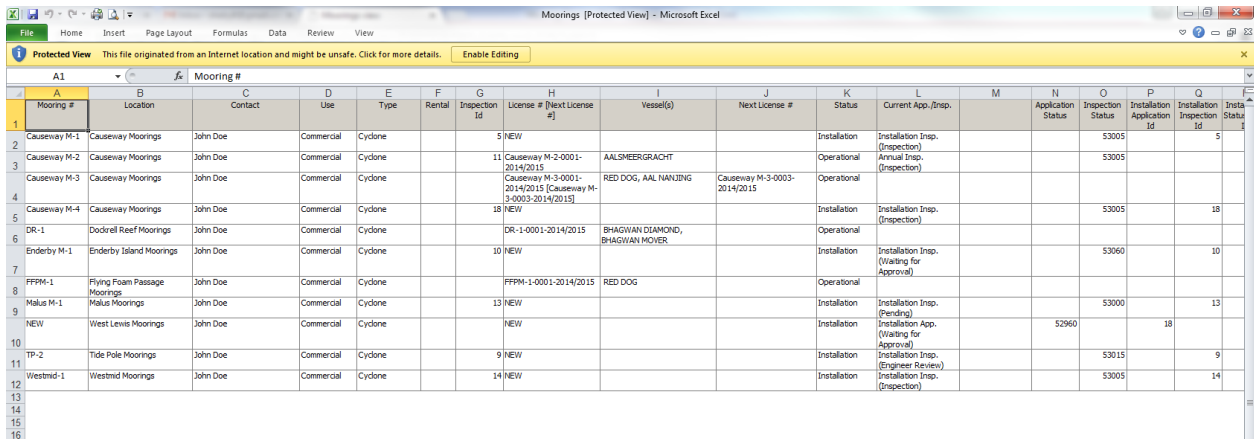
- Invoices main page – top right hand tools tab

Go to the page required and select the 'Tools' tab (as shown in figure 1.1 and figure 16.1) and click on 'Export to Excel'. This will download an excel list for you. Some examples are below.



Figure 16.1

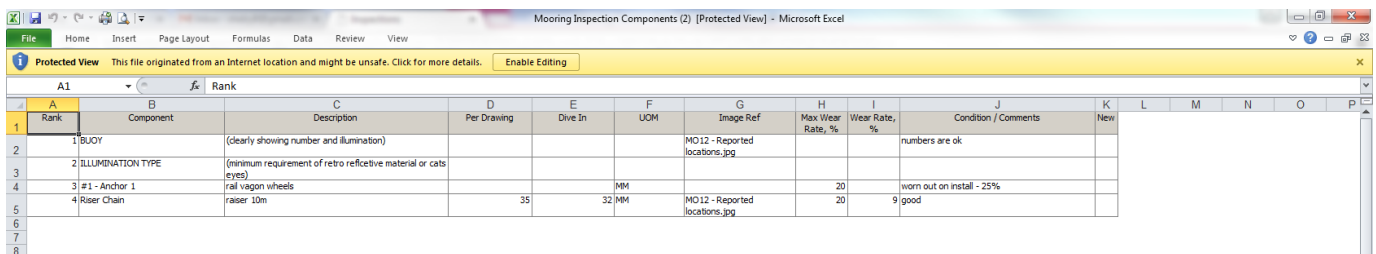
List of moorings exported from the main page in the moorings module.



Mooring #	Location	Contact	Use	Type	Rental	Inspection Id	License # (Next License #)	Vessel(s)	Next License #	Status	Current App./Insp.	Application Status	Inspection Status	Installation Application #	Installation Status
1	Causeway M-1	Causeway Moorings	John Doe	Commercial	Cyclone		5 NEW			Installation	Installation Insp. (Inspection)			53005	5
2	Causeway M-2	Causeway Moorings	John Doe	Commercial	Cyclone		11 Causeway M-2-0001-2014/2015	AALSMEERGRACHT		Operational	Annual Insp. (Inspection)			53005	
3	Causeway M-3	Causeway Moorings	John Doe	Commercial	Cyclone		Causeway M-3-0001-2014/2015 [Causeway M-3-0003-2014/2015]	RED DOG, AAL NANJING	Causeway M-3-0003-2014/2015	Operational					
4	Causeway M-4	Causeway Moorings	John Doe	Commercial	Cyclone		18 NEW			Installation	Installation Insp. (Inspection)			53005	18
5	DR-1	Dodrell Reef Moorings	John Doe	Commercial	Cyclone		DR-1-0001-2014/2015	BHAGWAN DIAMOND, BHAGWAN MOVER		Operational					
6	Enderby M-1	Enderby Island Moorings	John Doe	Commercial	Cyclone		10 NEW			Installation	Installation Insp. (Waiting for Approval)			53060	10
7	FFPM-1	Flying Foam Passage Moorings	John Doe	Commercial	Cyclone		FFPM-1-0001-2014/2015	RED DOG		Operational					
8	Malus M-1	Malus Moorings	John Doe	Commercial	Cyclone		13 NEW			Installation	Installation Insp. (Pending)			53000	13
9	NEW	West Levis Moorings	John Doe	Commercial	Cyclone		NEW			Installation	Installation App. (Waiting for Approval)	52960		18	
10	TP-2	Tide Pole Moorings	John Doe	Commercial	Cyclone		9 NEW			Installation	Installation Insp. (Engineer Review)			53015	9
11	Westmid-1	Westmid Moorings	John Doe	Commercial	Cyclone		14 NEW			Installation	Installation Insp. (Inspection)			53005	14

Figure 16.2

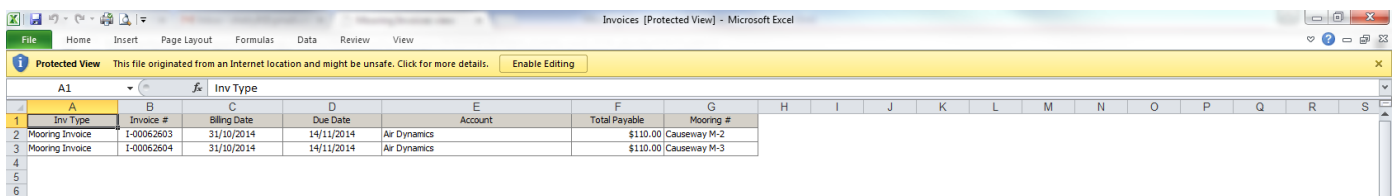
List of components exported from the Inspections page Components tab in the moorings module.



Rank	Component	Description	Per Drawing	Dive In	UOM	Image Ref	Max Wear Rate, %	Wear Rate, %	Condition / Comments
1	1 BUOY	(clearly showing number and illumination)				MO12 - Reported locations.jpg			numbers are ok
2	2 ILLUMINATION TYPE	(minimum requirement of retro reflective material or cats eyes)							
3	3 #1 - Anchor 1	ral wagon wheels			MM		20		worn out on install - 25%
4	4 Riser Chain	raiser 10m		35	32 MM	MO12 - Reported locations.jpg	20	9	good

Figure 16.3

List of Invoices exported from the Invoices tab in the moorings module.



Inv Type	Invoice #	Billing Date	Due Date	Account	Total Payable	Mooring #
Mooring Invoice	I-00062603	31/10/2014	14/11/2014	Air Dynamics	\$110.00	Causeway M-2
Mooring Invoice	I-00062604	31/10/2014	14/11/2014	Air Dynamics	\$110.00	Causeway M-3

Figure 16.4

1. PROCESS OWNER

The Deputy Harbour Master is responsible for this internal document.

Date approved: 12/05/2022

Review date: 20/02/2025

Version: 9

Approved by: Harbour Master