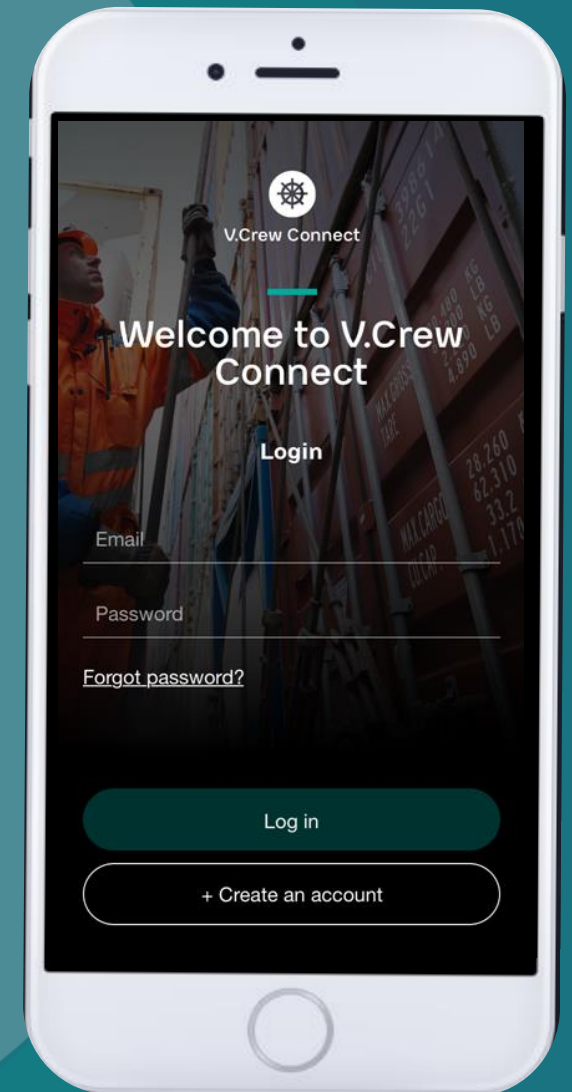


# V.CREW CONNECT MOBILE APP: Getting Started >>>

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# How to Download and Install?

You can easily download the V.Crew Connect app by following these instructions:

**1** Open your Google Play Store (Android) or Apple App Store (iOS).

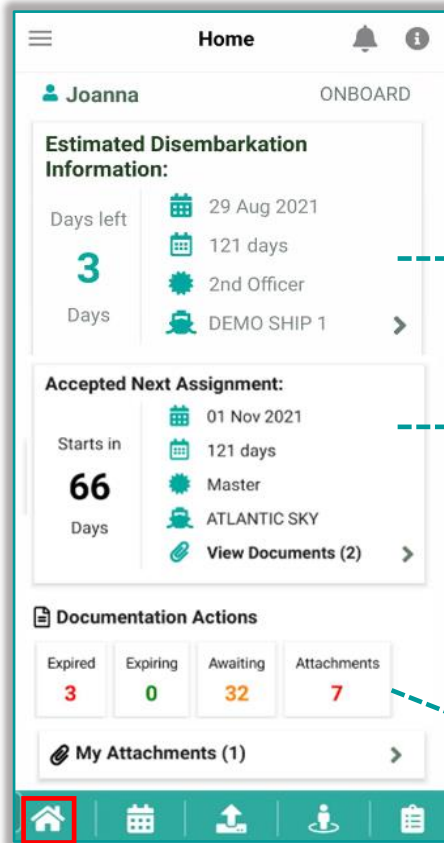
**2** Search for V.Crew Connect app and click '**Install**'.

**3** Open the V.Crew Connect app and click '**Create Account**'.

**4** Create your account using your Date of Birth (DoB) and email address registered with V.Group.



**Tip:** The minimum requirements for the app to work are: iOS 9 and above and Android Marshmallow (6.0) and above.



Home page on V.Crew Connect seafarer app. The home page screen shows your current status / planning service record, documentation requiring action and your tasks

Estimated Disembarkation Information shows your current service status i.e. if you are currently Onboard or Unavailable. If available, embarkation or disembarkation information is shown here

Click on this section to view your currently assigned port agent details including name, email, and company telephone (if available)

Accepted Next Assignment is your next planning record

Click on this section to view your next assignment details i.e. vessel information, port, contract dates, as well as documents linked with this service

Documentation Actions status:

- Expired box shows number of already expired documents
- Expiring box shows number of documents that will expire within the next 20 days
- Awaiting box shows number of documents that you have uploaded but are still awaiting validation by office Crewing Team
- Attachments box shows documents are stored in V.Group system but without attachment

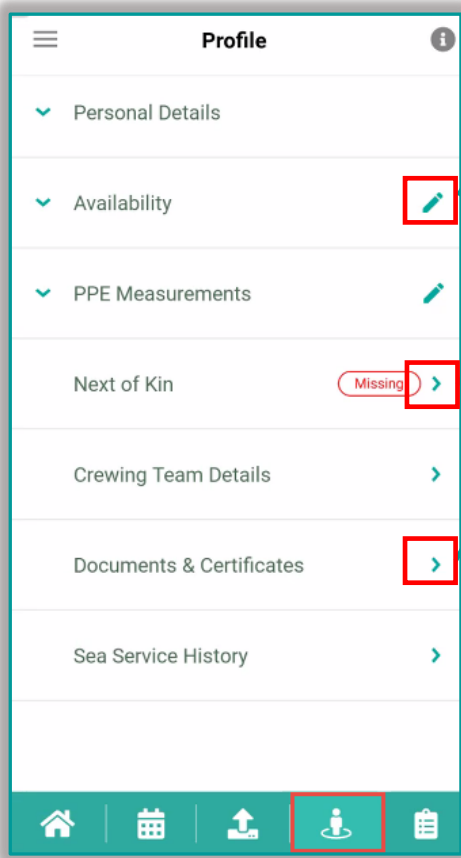
Click on the box to view the documents records and upload new / valid documents (see next page explaining how to upload a document)

# Step 2 – Updating Profile and Documents



Seafarer Profile on V.Crew Connect seafarer app  
The screen show your profile information and contact details.  
Some items can be edited in-app, some such personal details are non-editable

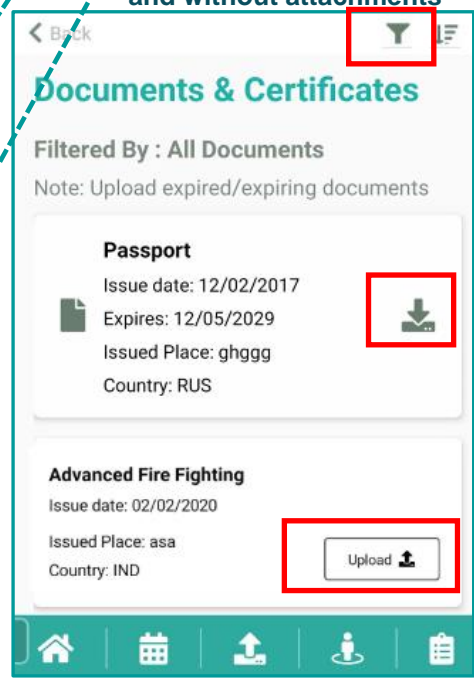
Click on the profile icon and then click on the pencil icon or the arrow to edit your Availability, PPE Measurements, Next of Kin and view Documents&Certs



Update Availability date. Your next availability date should consider the assignment you are currently staffed on and any leave that you have scheduled for when you finish. Click on Edit, enter date and Save

Update Next of Kin. Click on the icon to open NOK Personal Details from. Fill in all details and click on Save button on the bottom of the form

In Documents & Certificates tab you can view all your documents records stored in V.Group, those with and without attachments



filter documents by those that are missing attachments

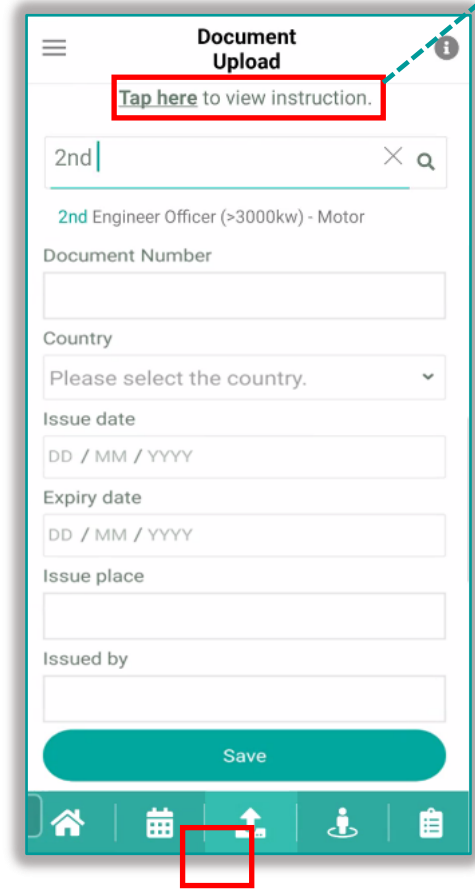
view or download your documents stored in V.Group system. Click on download icon to download the attachment

Upload missing attachment to a record stored in V.Group system



Document Upload on V.Crew Connect seafarer app  
The screen allows to upload missing document/attachment from your phone memory or capture them with a photo into V.Group system

This is a link to video instruction showing in detail how to upload a document



Type in document name that you wish to upload – the system will prompt available names containing typed in words e.g., “2nd” for “2nd Engineer Officer” certificate.

**Note:** document name/some details will be entered by default in case you are uploading missing attachment to a record stored already in V.Group system

- Enter all document details and Save
- System will prompt an Upload guidelines message, click OK
- Chose one of the option and click on: Take Photo or Upload
- Make sure the photo or file are good quality/not blurred. Documentation that is unclear will be rejected by office Crewing Team and you will be asked to re-upload
- Save and Submit photo/file

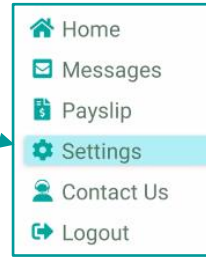
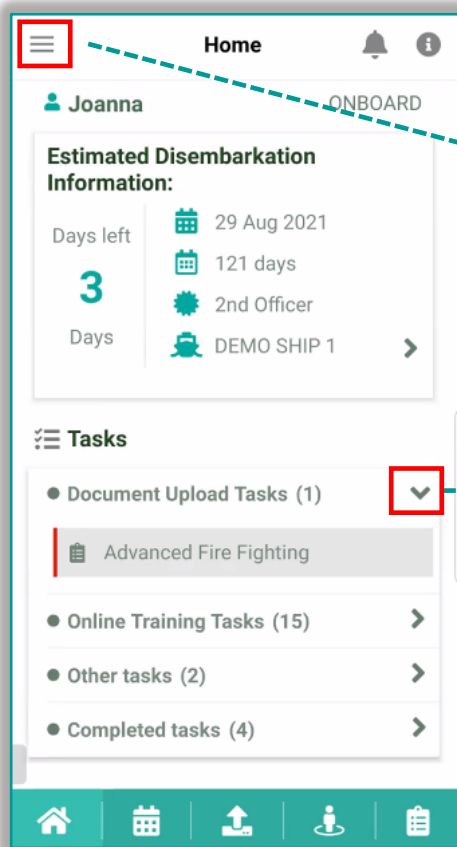
Upload following types of documents:

- Personal and Professional documents like: Registration IDs, Seamen Book etc.
- Medical Certificates like Fitness cert. etc.
- Travel documents like Visa, Passport etc.
- Training Certificates like Safety Training, COC certificates etc.

# Step 3 – Contact Details and Tasks

☰ Account settings / Contact details on V.Crew Connect seafarer app. The screen allows you to edit your contact details

Please update your contact details by pressing this icon ☰ and choosing Settings



Click on the pencil  icon to edit your contact details

- Phone and email address change will require entering password
- Update your Home Address/ Nearest international airport and Save

Pay attention to the Tasks screen. It shows information about the tasks for your next voyage, appointments or travel arrangements

### Tasks types:

- **Document Upload Tasks.** These are tasks created for you by office Crewing Team requiring listed documents upload. Click on + Add documents This will open Document Upload screen (see previous page explaining how to upload a document)
- **Online Training Tasks.** These are tasks related to your required e-learnings. Please complete your e-learning and click on **Mark as complete**
- **Other tasks e.g., Visit the office.** Once completed click on **Mark as complete**
- **Completed tasks** – you can view tasks that you have completed already

