

WayPoint Client User Manual

Step by step instructions for using WayPoint

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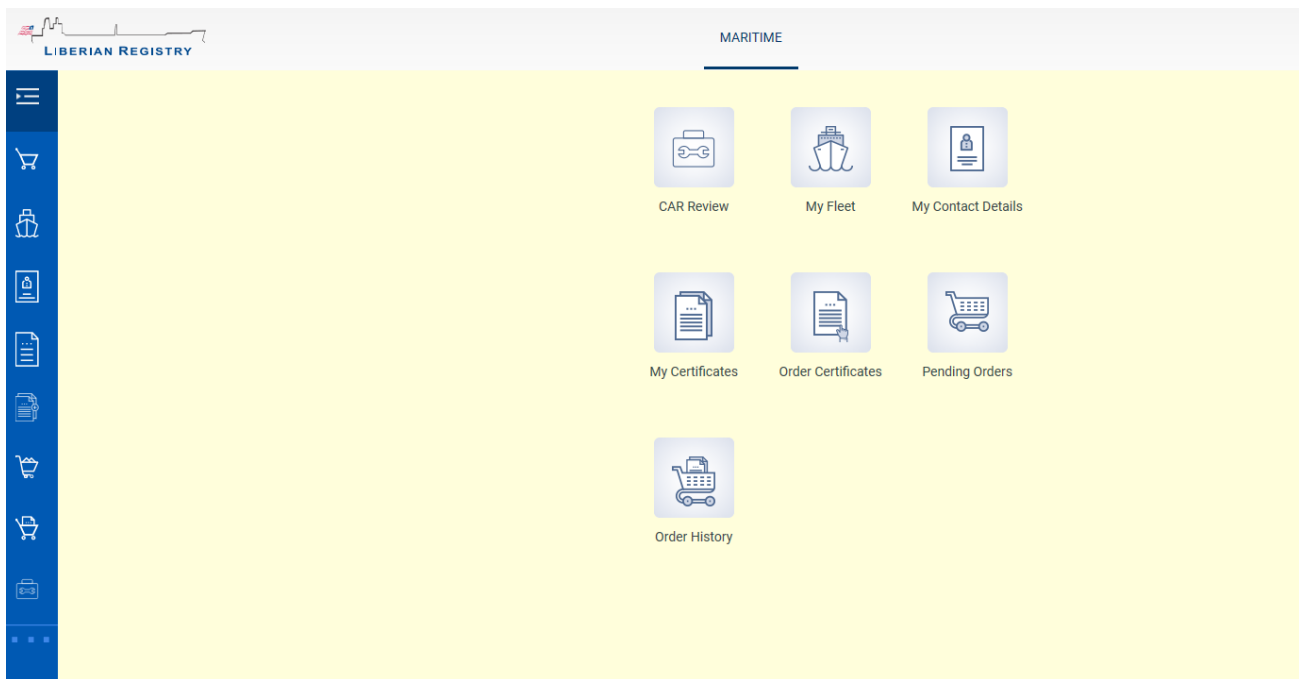
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Introduction

Access to WayPoint:

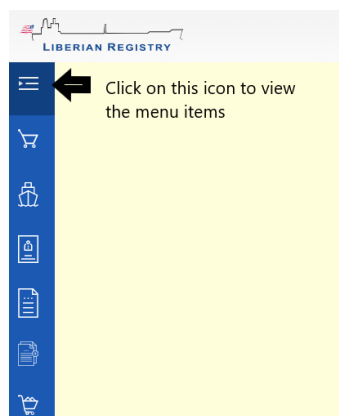
You can access WayPoint via the address <https://waypoint.liscr.com>. The first time that you go to the website, click on the link that says 'Request an Account!' and enter the required information.

Once you are in, please confirm you see the dashboard:



Report access problems to (woconnor@liscr.com and waypointsupport@liscr.com)

- Your dashboard includes a sidebar menu
 - You can show and hide icon descriptions by clicking on the top sidebar menu icon



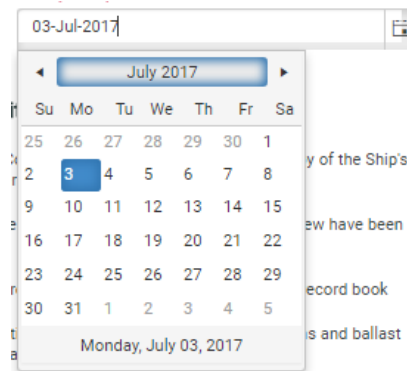
General Tips

Open multiple tabs

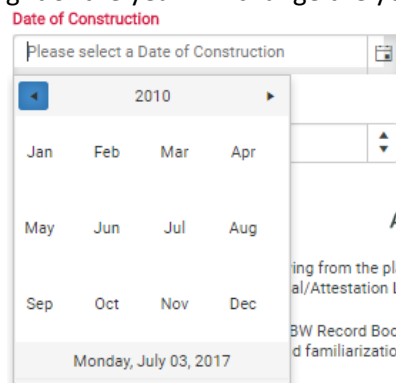
It is possible to have multiple tabs of WayPoint open in your browser. This is especially helpful when in a work order as moving from one section to another automatically saves the page, even if no changes have been made. Instead, you can have multiple sections open and only need to refresh the other pages to see the updated information. Do this by right clicking on the link and choosing 'Open in a new tab'.

Calendar Picker

- Dates in WayPoint must be in a specific format – do not enter dates manually as the format may not be accepted!
- Date fields include a calendar picker.
- Clicking the calendar icon on the right side of the date field opens the calendar picker
- Clicking the arrows to the left and right of the month will change the month displayed



- Clicking the month (July 2017 in the above screenshot) will display the current year (Screenshot below)
- Clicking the arrows to the left and right of the year will change the year displayed



My Fleet

Here you will find a list of the vessels in your fleet. The list shows your Liberian fleet and, if you order Civil Liability Convention Certificates from us, your non-Liberian fleet.

Vessel Particulars

Click on the name of a Liberian vessel, and you will land on the Vessel Particulars page for that vessel. This page contains:

- Registration/re-registration information
- Annual Safety Inspection (ASI) Dates
 - Due Date for next ASI
 - Date of last ASI
- Port State Control statistics
 - Last PSC Inspection
 - Lists the last Port State Control inspection. The listing notes:
 - Last PSC Inspection Date
 - MOU the inspection took place in
 - Number of deficiencies
 - Note: There may have been more recent PSC inspections that may not yet be in our database.
 - Detentions Overall
 - Number of PSC detentions
 - Deficiency Rate Overall
 - Number of PSC Deficiencies divided by number of PSC inspections
- Inspection Certificate information
 - If Liberia issues your inspection certificates, you will see the type of certificate (Interim, Initial, Intermediate, Renewal) and the dates of validity.
 - If class issues your inspection certificates you will see the same information as above and the Class Society that issued them. Currently we share information with Nippon Kaiji Kyokai (Class NK), DNV, Lloyd's Register of Shipping and Bureau Veritas, so only certificates issued by these companies will be shown.
- Name history of the vessel
- Construction information
- Radio Authority
- Vessel Particulars
- 'New Work Order' button – one of two ways to start a new work order for a vessel

Sub-tabs

Instruments

You will be able to see all mortgage-related documents issued to the vessel.

Vessel Certificates

You will be able to see all active certificates issued to the vessel. If there is no active certificate, the latest canceled certificate will show in the list.

Inspections

This is where you can view the inspection and audit history of the vessel. The most recent inspection will be listed at the top.

Class

This is where you can view the inspection and audit history of the vessel and the certificates issued by Class Societies.

- Currently, the following Class Societies share information with the Liberian Registry:
 - DNV GL
 - Bureau Veritas (BV)
 - Nippon Kaiji Kyokai (Class NK)
 - Lloyd's Register of Shipping

P and I

This is where you can view the Pand I history of the vessel.

My Contact Details

This page includes contacts we have on file for your company. The list includes:

- First Name
- Last Name
- Job Title
- Email
- Phone numbers
- Status (if we have been informed someone no longer works with your company, the status will say 'inactive'). We are unable to delete people from the system.
- WayPoint (will say 'Yes' if a WayPoint account has been opened for that person)

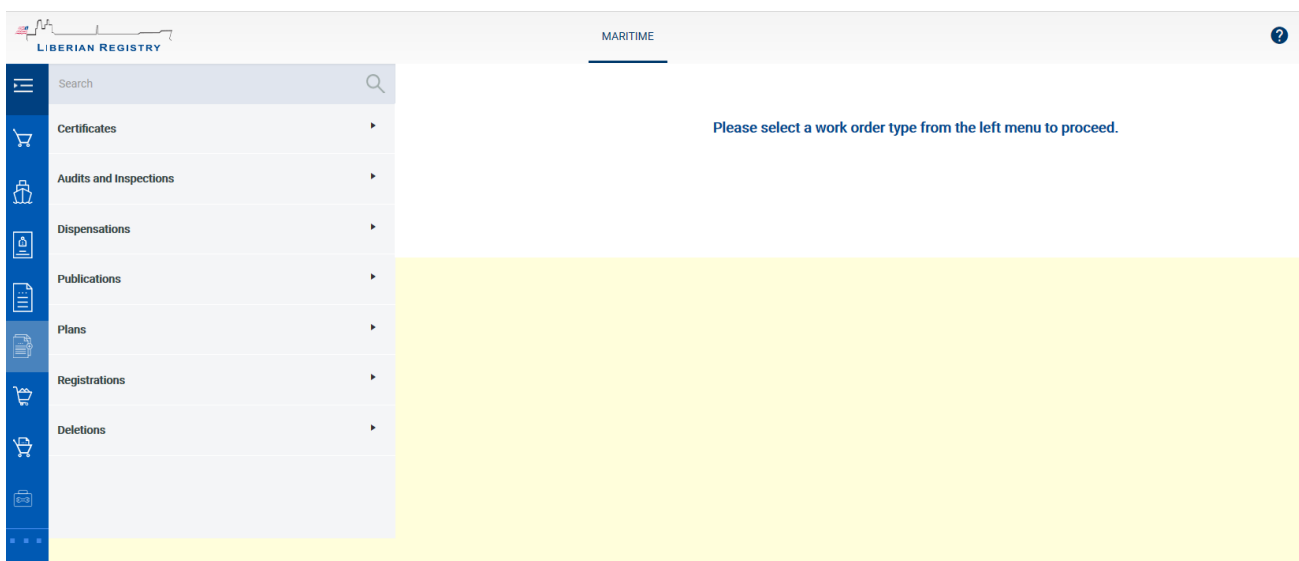
If changes need to be made to the contacts, please send an email to contacts@liscr.com with the appropriate information.

Order Certificates

Creating a Work Order

The work order process can be started in two ways:

- By clicking the 'New Work Order' button on the Vessel Particulars page
 - **Note:** You must select the type of work order you wish to start from the side bar. See image below.
 - When you start from here, the list of available work orders will be filtered for only those that are possible for the vessel
 - For example, 'Convention Certificate for a non-Liberian Vessel' will not appear as an option for Liberian-flagged vessels
 - It is possible to start a work order for vessels with the following statuses:
 - Active
 - Pending
 - Laid-up
- By clicking 'Order Certificates' from the left sidebar.
 - When you start from here, the list of work orders will include all work orders available in WayPoint



In order to submit a work order, all requirements as listed on the Final Review tab within the work order need to be met.

Standard Work Order Functionality

Work Order Statuses

The following are statuses (and what they mean) for work orders in WayPoint:

- **Pending:** This is the beginning status of the work order; it is started and all fields are open for input.
- **Pending Submission:** At this point the work order is ready to be added to the cart and submitted for processing by LISCR staff.
- **Submitted:** Work orders in this status are processed by LISCR staff.

Moving Around the Work Order

- **Save button:** Saves the information you entered on the page.
- **Continue button:** Saves the information and advances you to the next tab.
 - **Note:** The user must first press 'Save' or 'Continue' from the first tab to enable the rest of the tabs in the work order.

Documents Tab

- You can upload and view uploaded documents here
- You can delete documents uploaded in error
- The user can view the draft certificates and pre-order invoice

Invoice Tab

- The user can edit the name and address that appears on the invoice
- Client reference numbers
 - Reference numbers will appear on the invoice; this is an optional field
- Client PO number
 - Client provided Purchase Orders are entered here
 - Note: If your company uses purchase orders, it will not be possible to submit the work order for processing until this information has been entered.
- Charges:
 - The invoice items for this work order will be listed

Final Review Tab

- This tab provides a summary on whether all the requirements to submit have been met.
- Approval history is located on this tab
- The button to progress work orders is on this tab
- When the 'Final Review' tab requirements have been met, the work order can be added to the Cart.

Specific Work Order Instructions

Civil Liability Convention Certificates

Liberian Vessel

- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Civil Liability Convention Certificates for Liberian Vessel'.
- Tabs within the work order
 - **Options Tab**
 - The system will suggest the needed certificates. You can add or remove based on the vessel requirements.
 - Click on 'Save' or 'Continue' to move to the next tab.
 - **Vessel Details Tab**
 - On this tab the user needs to confirm:
 - Vessel Particulars – Vessel Name, IMO Number, Call Sign or Official Number, Port of Registry and Gross Tonnage, and
 - Vessel Owners – Owner name, Address, and if it is an FME

If any of this information is wrong, contact vesselcertificates@liscr.com in order to have it corrected.

- Click on 'Save' or 'Continue' to move to the next tab.
- **Details Tab**
 - On this tab the user needs to identify the P&I for each type of Certificate and the dates of coverage.
 - It is possible to copy the P&I and dates to the other tabs once the first tab has been completed by clicking the box 'Copy insurer information to other certificates.'
 - In addition, for each type of certificate requested, a Blue Card will need to be uploaded. This can be done via the 'Upload Blue Card' link in the details. **Note:** The blue card must be in pdf format in order to upload to the system.
 - Once a blue card has been uploaded, the link will change to 'View blue Card'.
 - Click on 'Save' or 'Continue' to move to the next tab.
- **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
- **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
- **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Non-Liberian Vessel

- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Civil Liability Convention Certificates for Non-Liberian Vessel'.
- Tabs within the work order
 - **Options Tab**
 - The system will suggest the needed certificates. You can add or remove based on the vessel's requirements.
 - Click on 'Save' or 'Continue' to move to the next tab.
 - **Vessel Details Tab**
 - On this tab the user needs to confirm the Vessel Particulars and the Vessel Owners.
 - Advance to the next tab.
 - **Details Tab**
 - On this tab the user needs to identify the P&I for each type of Certificate and the dates of coverage.
 - It is possible to copy the P&I and dates to the other tabs once the first tab has been completed by clicking the box 'Copy insurer information to other certificates.'
 - In addition, for each type of certificate requested, a Blue Card will need to be uploaded. This can be done via the 'Upload Blue Card' link in the details. **Note:** The blue card must be in pdf format in order to upload to the system.
 - Once a blue card has been uploaded, the link will change to 'View blue Card'.
 - When you are done you can press 'Save' or 'Continue' to the next tab
 - **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Armed Guard Letter

- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Armed Guard Letter'.
- Tabs within the work order
 - **Details Tab**
 - Select the type of letter (new) from the dropdown list.
 - Upload your request and the Appendix to the SSP.
 - Click on 'Save' or 'Continue'.
 - **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Ballast Water Certificate


- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Ballast Water Certificate for Liberian Vessel'.
- Tabs within the work order
 - **Details Tab**
 - Enter the following information:
 - Date of Construction
 - Construction Date Type (Assembly Commenced, Identifiable Construction, Keel Laid, or Major Conversion)
 - Ballast Water Capacity (in cubic meters)
 - Upload the following documents:
 - BWM Plan
 - Declarations from the ship's master
 - BW Record Book Form
 - Company Attestation
 - Format of Communication
 - When you are done you can press Save or Continue to the next tab
 - **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Technical Dispensations


New Technical Dispensation

- Start a work order (see [‘Creating a Work Order’](#) for more information) and choose ‘New Technical Dispensation’.
- Tabs within the work order
 - **Details Tab**
 - Start typing the name of the dispensation item or choose the dispensation item from the dropdown list.
 - Using the ‘Add File’ button, upload any supporting documents related to the request.
 - Click on ‘Save’ or ‘Continue’.
 - **Documents Tab**
 - See [‘Documents Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See [‘Invoices Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See [‘Final Review Tab’](#) in the Standard Work Order Functionality portion of this manual.

Amend or Extend a Technical Dispensation

- Go to the vessel in WayPoint.
- Click on ‘Vessel Certificates’ and find the dispensation under Type: Technical Dispensation that you are amending or extending.
- Click on the  symbol and a popup window will ask for confirmation that you want to amend or extend the dispensation. Click on ‘OK’.
- Tabs within the work order
 - **Details Tab**
 - Using the calendar picker, choose the new expiration date of the amendment/extension if it is different from the prepopulated date.
 - Using the ‘Add File’ button, upload any supporting documents related to the request.
 - Click on ‘Save’ or ‘Continue’.
 - **Documents Tab**
 - See [‘Documents Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See [‘Invoices Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
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Cancel or Close a Technical Dispensation


- Go to the vessel in WayPoint.
- Click on 'Vessel Certificates' and find the dispensation under Type: Technical Dispensation that you are canceling or closing.
- Click on the  symbol and a popup window will ask for confirmation that you want to cancel or close the dispensation. Click on 'OK'.
- Tabs within the work order
 - **Details Tab**
 - Choose the type of cancellation from the dropdown list (cancel or close).
 - Using the 'Add File' button, upload any supporting documents related to the request.
 - You must add a note indicating the reason for the cancellation.
 - Click on 'Save' or 'Continue'.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Exemptions

New Exemption


- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'New Exemption'.
- Tabs within the work order
 - **Details Tab**
 - Choose type of issue (New) from the dropdown list.
 - From the dropdown list, select the exemption type:
 - ILO
 - IMO - COLREG
 - IMO – Load Line
 - IMO – MARPOL
 - IMO – SOLAS
 - IMO – Structural Safety
 - MODU/MOU
 - Other
 - Choose the term (Short Term (1-2.5 years) or Long Term (2.5-5 years)). This box will appear once the exemption type is selected if it is a mandatory field.
 - Using the calendar picker, choose the date of issue.
 - You can choose an expiration date, but this is not mandatory.
 - Enter the Subtype in the box provided.
 - Upload your request.
 - Click on 'Save' or 'Continue'.
 - **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
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Amend an Exemption

- Go to the vessel in WayPoint.
- Click on 'Vessel Certificates' and find the exemption under Exemptions that you are amending.
- Click on the  symbol and a popup window will ask for confirmation that you want to amend the exemption. Click on 'OK'.
- Tabs within the work order
 - **Details Tab**
 - Choose the issue type from the dropdown list (client amendment).
 - The term can be changed as necessary.
 - Click on 'Save' or 'Continue'.

- **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
- **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
- **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Cancel an Exemption


- Go to the vessel in WayPoint.
- Click on 'Vessel Certificates' and find the exemption under Exemptions that you are canceling.
- Click on the  symbol and a popup window will ask for confirmation that you want to cancel the exemption. Click on 'OK'.
- Tabs within the work order
 - **Details Tab**
 - You must add a note indicating the reason for the cancellation.
 - Click on 'Save' or 'Continue'.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Equivalencies


New Equivalency

- Start a work order (see [‘Creating a Work Order’](#) for more information) and choose ‘New Equivalency’.
- Tabs within the work order
 - **Details Tab**
 - Choose type of issue (New) from the dropdown list.
 - From the dropdown list, select the equivalency type:
 - Ballast Water Convention
 - Loadline Convention
 - MARPOL Convention
 - MODU Code
 - OSV Guidelines
 - Other
 - SOLAS Convention
 - SPS Code
 - Upload your request.
 - Click on ‘Save’ or ‘Continue’.
 - **Documents Tab**
 - See [‘Documents Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See [‘Invoices Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See [‘Final Review Tab’](#) in the Standard Work Order Functionality portion of this manual.

Amend an Equivalency

- Go to the vessel in WayPoint.
- Click on ‘Vessel Certificates’ and find the exemption under Equivalencies that you are amending.
- Click on the  symbol and a popup window will ask for confirmation that you want to amend the equivalency. Click on ‘OK’.
- Tabs within the work order
 - **Details Tab**
 - Choose the issue type from the dropdown list (client amendment).
 - Add a note indicating the reason for your request.
 - Click on ‘Save’ or ‘Continue’.
 - **Documents Tab**
 - See [‘Documents Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See [‘Invoices Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See [‘Final Review Tab’](#) in the Standard Work Order Functionality portion of this manual.

Cancel an Equivalency

- Go to the vessel in WayPoint.
- Click on 'Vessel Certificates' and find the equivalency under Equivalencies that you are canceling.
- Click on the  symbol and a popup window will ask for confirmation that you want to cancel the equivalency. Click on 'OK'.
- Tabs within the work order
 - **Details Tab**
 - You must add a note indicating the reason for the cancellation.
 - Click on 'Save' or 'Continue'.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Plan Approval

- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Plan Approval'.
- Tabs within the work order
 - **Details Tab**
 - Choose the type of plan from the dropdown list.
 - Enter a revision number or date of revision.
 - If you are paying to expedite the approval, check the box that says "Expediting Fee".
 - Upload the plan.
 - Click on 'Save' or 'Continue'.
 - **Documents Tab**
 - See '[Documents Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See '[Invoices Tab](#)' in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See '[Final Review Tab](#)' in the Standard Work Order Functionality portion of this manual.

Publications

Client Publications

- Start a work order (see [‘Creating a Work Order’](#) for more information) and choose ‘Client Publications’.
- Tabs within the work order
 - **Details Tab**
 - If the publications will be mailed, check the box that says ‘Mail’ and make any changes to the address in the box below.
 - If the publications will be picked up, uncheck the box that says ‘Mail’ and check the box that say ‘Pickup’ and select the office where the publications will be collected from the dropdown list.
 - Enter the quantity of each publication being ordered.
 - When you are done you can press ‘Save’ or ‘Continue’ to the next tab
 - **Documents Tab**
 - See [‘Documents Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See [‘Invoices Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
 - See [‘Final Review Tab’](#) in the Standard Work Order Functionality portion of this manual.

Vessel Publications

- Start a work order (see [‘Creating a Work Order’](#) for more information) and choose ‘Vessel Publications’.
- Tabs within the work order
 - **Details Tab**
 - If the publications will be mailed, check the box that says ‘Mail’ and make any changes to the address in the box below.
 - If the publications will be picked up, uncheck the box that says ‘Mail’ and check the box that say ‘Pickup’ and select the office where the publications will be collected from the dropdown list.
 - Enter the quantity of each publication being ordered.
 - When you are done you can press ‘Save’ or ‘Continue’ to the next tab
 - **Documents Tab**
 - See [‘Documents Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Invoice Tab**
 - See [‘Invoices Tab’](#) in the Standard Work Order Functionality portion of this manual.
 - **Final Review Tab**
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Vessel Name Reservation

- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Vessel Name Reservation'.
- Tabs within the work order
 - **Details Tab**
 - In the box titled 'Reserved Name', type in the name you are requesting.
 - The Expired Date will default to 2 years from the Date of Request.
 - Additional Documents and Notes can be added if desired.
 - Click on 'Save' or 'Continue'.
 - **Final Review Tab**
 - Click on 'Continue' to submit your request.

Schedule Audit or Inspection

- Start a work order (see '[Creating a Work Order](#)' for more information) and choose 'Schedule Audit or Inspection'.
- Panels within the work order
 - **Inspection Details Panel**
 - The system will automatically choose inspections that are due to be scheduled.
 - The user can add/remove any of the inspection types and change the Certificate Type being requested.
 - Select the desired Inspection Date using the calendar picker.
 - Enter the anticipated port for the inspection.
 - Optionally, choose the inspector from the dropdown list.
 - Click on 'Next' – this will save the information in the Inspection Details panel and will open the Invoice Details panel.
 - **Invoice Details Panel**
 - The user can edit the name and address that appears on the invoice
 - Client reference numbers
 - Reference numbers will appear on the invoice; this is an optional field
 - Client PO number
 - Client provided Purchase Orders are entered here
 - Note: If your company uses purchase orders, it will not be possible to submit the work order for processing until this information has been entered.
 - Charges:
 - The invoice items for this work order will be listed
 - Click on 'Next' – this will save the information in the Invoice Details panel and will open the Additional Details panel.
 - **Additional Details Panel**
 - All of this information is optional:
 - Local Agent's name, phone and email
 - Master's name
 - Crew List (document upload)
 - Click on 'Save'
- Once all panels are completed, click on 'Submit'. This will forward the request to our Audit Department, who will review and confirm the request.