

User's manual v 1.6

Transmor

Document data sheet

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1 Introduction

Transmor web application is a tool to implement the reporting obligation resulting from the Regulation of the Minister of Infrastructure of 25 January 2010 on the maritime transport reporting form. The application is based on recording arrivals and departures by ships in seaports. The survey is run on the basis of data received from 18 port and harbour offices. The application has been prepared both in Polish and English language versions.

This user's manual has been compiled in connection with updating the application. The most recent version of the application is available on: <https://transmor.stat.gov.pl>.

2 Role of users

Transmor provides its every user with a specific role, according to the scope of the duties (s)he fulfils. There are three roles:

- **Agent** – user of the application, who implements the reporting duty on behalf of a single or more than one ship owners
- **Harbour Master** - user of the application, who implements the reporting duty in respect of a specific reporting port (or ports)
- **Statistician** – user of the application, who verifies the submitted forms. This role is only for persons employed in Statistical Office in Szczecin.

Depending on the assigned role, there are various application functionalities, i.e.:

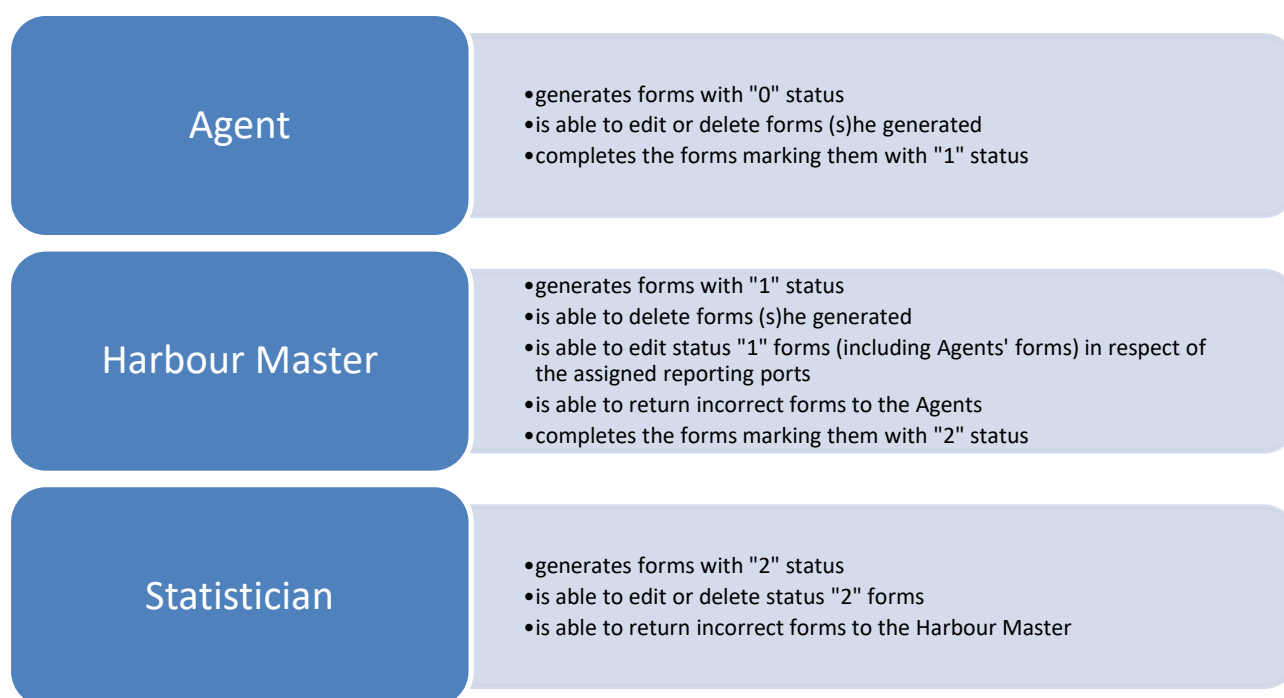


Figure 1 A scheme of functionalities by role

3 Basic functionalities

3.1 Registration of a new user in *Transmor*

- **Step 1** – Launch the following website in your browser:
<https://transmor.stat.gov.pl>
- **Step 2** – Select *Register* tab on the top menu.

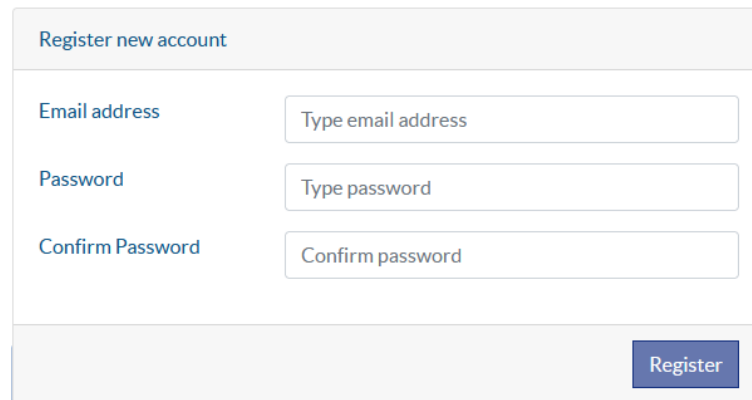


Figure 2. Registration of a new user account

- **Step 3** – In order to register a new account a registration form must be filled in by submitting email address, password, retyping the password and approving with the *Register* button. It is required to fill in all fields.
- **Step 4** – When the registration is completed the user receives a verifying email message to the address mentioned during the registration. In order to activate the account it is required to click on the activation link mentioned in the email message.

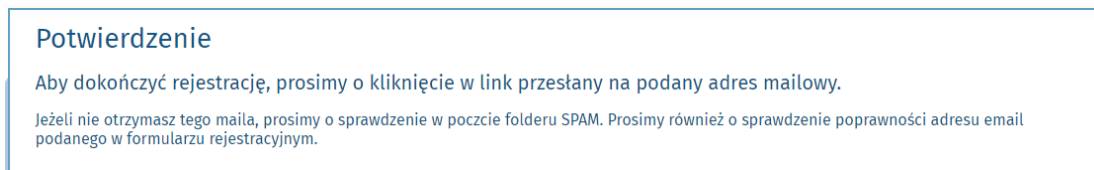


Figure 3 Post-registration message

- **Step 5** – When the registration is completed the user is provided with a role assigned by the system administrator. The role is assigned between 7:00-15:00 during working days (this is processed on an individual basis). The user will be informed about the possibility to log into the system with an appropriate email message.

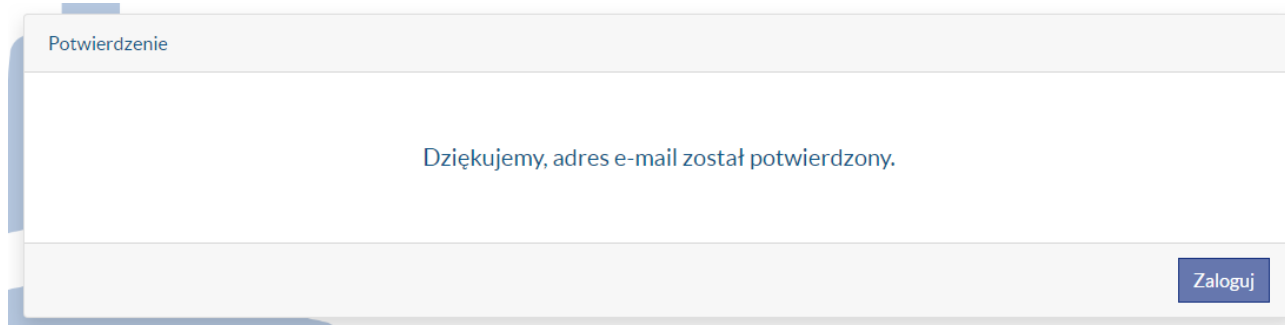


Figure 4 Information appearing after clicking on the activation link.

3.2 Logging in to *Transmor*

- **Step 1** – Launch the following website in your browser:
<https://transmor.stat.gov.pl>
- **Step 2** – Select *Log in* tab.
- **Step 3** – It is required to type the email address and password submitted during the registration, and subsequently click the *Log in* button. If the user forget the password, it is required to select *Forgotten password?* option and type the email address submitted during the registration. The user will then receive an email information on how to proceed in case the password has been forgotten.

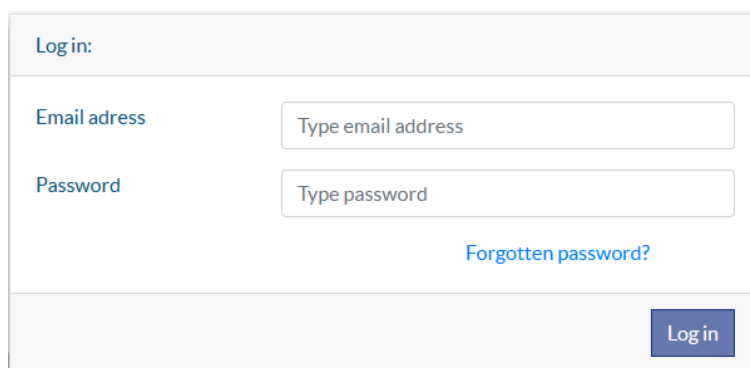


Figure 5 Log-in screen

After logging into the application the top bar displays information on the login and role the user has been logged in (Harbour Master is also provided with names of the assigned ports).

3.3 List of forms – all users

After logging into the application and selecting *Forms* tab in the top menu, a field *Search form* including search areas and summary report tables, will be displayed. In this stage the Agent will be provided

with a list of forms (s)he generated, while the Harbour Master will be provided with all those documents on the assigned ports or harbours.

Search form

Search form number / IMO number / name of ship / user

Form number	Ship's code number (LRN/IMO)	Ship's name	Port	Direction	Date of ar./dep.	Create date	Status	Preview / Edit / Delete
0000425	1234567	STATEK1	PLGDY - Gdynia (...)	inwards	2022-03-01	14-04-2022 11:09	0 [?]	
0000422	9491496	AALDERDIJK	PLFBK - F rombork...	inwards	2022-03-01	13-04-2022 14:51	0 [?]	

Figure 6. List of forms

In order to find a form, it is required to enter the text to be searched in the *Search* field. It may be searched by Form number, Ship's code number (LRN/IMO), Ship's name, Port and User.

Additional filtering options are available by clicking  button placed next to search field.

After clicking *Filter* button an area containing additional controls appears. They allow you to filter the list of forms by:

- Date of arrival/departure – in the range from - to
- Direction
- Port
- Status


Search form

Search form number / IMO number / name of ship / user

Date of ar./dep from: Date of ar./dep to: Direction: Port: Status:

Form number	Ship's code number (LRN/IMO)	Ship's name	Port	Direction	Date of ar./dep.	Create date	Status	Preview / Edit / Delete
-------------	------------------------------	-------------	------	-----------	------------------	-------------	--------	-------------------------

Figure 7 Additional filtering options

An icon  allows you to switch between viewing „my” and „all” forms (option available for Agents, with accounts assigned to the Agency).

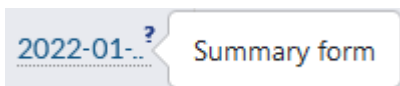
The search and filtering results appear in the table below, which has the following columns:

- *Form number*
- *Ship's code number (LRN/IMO)*
- *Ship's name*
- *Port*
- *Direction*
- *Date of ar./dep.*
- *Create date*
- *Status*
- *Preview/Edit/Delete*

Form number, Ship's code number (LRN/IMO), Ship's name, Port include information on a form prepared for a specific ship.

Direction include information on whether the form concerns the ship's *Arrival* or *Departure*.

Date of ar./dep. include information on the date of the event of arriving at or departing from a port by the ship (summary forms use the "YYYY-MM_?" notation with a question mark on which, after moving the mouse, the information that this is a summary form appears):



Create date is a date of when the form has been generated.




























Status defines the status of the form. After highlighting the question mark a detailed description of the status will appear. There are statuses as follows:

- **0 status (being filled in by Agent)** – it is possible to edit or delete the form only by the Agent, preview by a Harbour Master or a Statistician.
- **1 status (completed by Agent / being verified by Harbour Master)** – the Agent has completed the form or the form has been generated by the Harbour Master; it is possible to edit or delete the form only by the Harbour Master; it is possible to return the form to the Agent (not available when the Harbour Master generated the form on her/his own); preview by the Agent (only when generated by the Agent) and the Statistician.
- **2 status (completed by Harbour Master)** – the form has been completed by the Harbour Master; it is possible to edit or delete the form only by the Statistician; it is possible to return the form to the Harbour Master (not available when the Statistician generated the form on her/his own);

preview by the Agent (only when generated by the Agent) and the Harbour Master (in respect of the assigned reporting ports).

Preview/Edit/Delete is a column that enables the user - depending on the status – to export, preview, edit, return or delete a form.


After right-clicking on any column heading, a pop-up menu appears, through which the user has the option of displaying additional columns or hiding redundant columns. This way it is possible to define the user's own view according to her/his preferences. This has been presented in the Figure below.

Form number	Ship's code number (LRN/IMO)	Ship's name	Port	Direction	Date of	Create date	Status	Preview / Edit / Delete
0000395	2222222	SHIP 2	PLHEL - Hel (POLA...	inwa			0?	  
0000394	1111111	SHIP 1	PLGDY - Gdynia (...)	inwa			0?	  
0000393	9164081	ARAGONITH	PLGDY - Gdynia (...)	inwa			0?	  
0000392	9559638	EEMS STREAM	PLELB - Elblag (PO...				0?	  
0000391	9559638	EEMS STREAM	PLGDN - Gdańsk (...)	inwa			0?	  
0000390	9559638	EEMS STREAM	PLGDY - Gdynia (...)	inwa			0?	  
0000387	9696400	AD ASTRA	PLGDY - Gdynia (...)	inwa			1?	  
0000386	9701566	NISSOS SCHINOUSSA	PLGDN - Gdańsk (...)	inwa			0?	  
		NISSOS SCHINOUSSA	PLGDY - Gdynia (...)				0?	  

- Form number
- Ship's code number (LRN/IMO)
- Ship's name
- Port
- Direction
- Date of ar./dep.
- Create date
- Mod date
- Status
- User
- Role
- Preview / Edit / Delete

Figure 8 Defining own preview in the "Search form" section

There are additional displayable columns, i.e.: *Mod date* (date of the most recent edition of the form), *User* (name of the user who generated that form and, after highlighting – her/his email address) and *Role* (role assigned to the user who generated that form).

If there is not enough space for information in any of the columns, it is possible to adjust the width of individual columns. In such case, hover the mouse over the header between two columns (the icon  will appear) and press the left mouse button and, holding it down, set the desired column width.

All search results may be exported to an Excel file. In order to do this, the user should click the *Export to XLS* icon next to the search window.

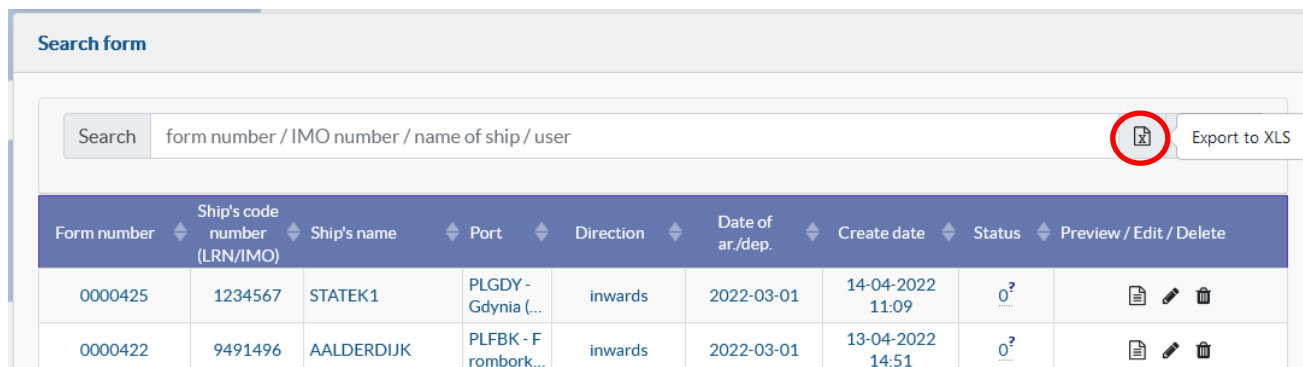


Figure 9 Exporting the list to an Excel file

Exporting a list of selected forms to an Excel file can be used to conduct your own extended analysis and summaries, as part of the individual needs of the users.

A	B	C	D	E	F	G	H	I
Form number	Port	Ship's code number (LRN/IMO)	Ship's name	Flag	Country of carrier/maritime transport operator (country)	Direction	Date of arrival/departure	Status
392	PLELB - Elbląg (POLAND)	9559638	EEMS STREAM	NL00 - NETHERLANDS	NL - NETHERLANDS			0
391	PLGDN - Gdańsk (POLAND)	9559638	EEMS STREAM	NL00 - NETHERLANDS	NL - NETHERLANDS	inwards	2022-02-01	0
394	PLGDY - Gdynia (POLAND)	1111111	SHIP 1	BE00 - BELGIUM	BE - BELGIUM	inwards	2022-02-01	1
393	PLGDY - Gdynia (POLAND)	9164081	ARAGONITH	CY00 - CYPRUS	NL - NETHERLANDS	inwards	2022-01-...	0
390	PLGDY - Gdynia (POLAND)	9559638	EEMS STREAM	NL00 - NETHERLANDS	NL - NETHERLANDS	inwards	2022-02-03	0
395	PLHEL - Hel (POLAND)	2222222	SHIP 2	DK01 - DENMARK	DK - DENMARK	inwards	2022-02-03	0

Figure 10 Sample contents of exported Excel file

Additionally, each individual form can be saved as .pdf format (the icon is in the *Preview/Edit/Delete* column).

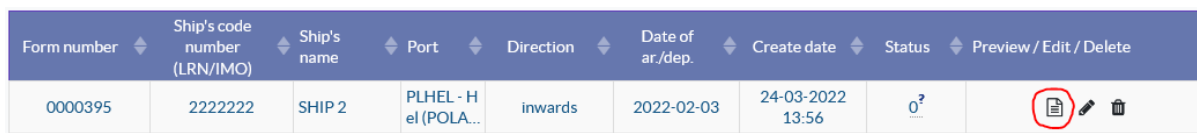


Figure 11 Saving the form as .pdf format

NOTICE TO AGENTS

As part of the TransMor application, it is possible to use a common database of entered forms, e.g. within one Agency. This functionality is based on "technical connection" of selected, currently registered user accounts assigned with the Agent role into a group (Agency). Access to the application as well as all operations in the application will still be performed by the Agent on the basis of the personal account.

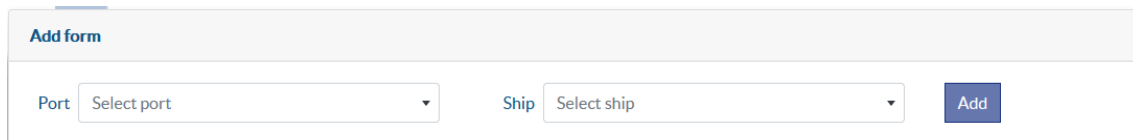
Interested Agencies, please report such a need to transmor@stat.gov.pl (please provide the message title - New role - Agency, and indicate the contact person + telephone number).

3.4 Adding a new form – all users

After logging in to the application and selecting the *Forms* tab from the top menu, the *Add form* area shall appear on the website. In order to add a new form the user should follow the steps below:

- **Step 1** – Select the *Port* and *Ship* which the form concerns from the selection list. Both fields work like a dictionary field and it is not possible to enter data outside the selection list. The choice is made easier by the search engine - matching ships appear after typing 3 characters: there are options of searching by ship's name, LRN/IMO number or call sign.

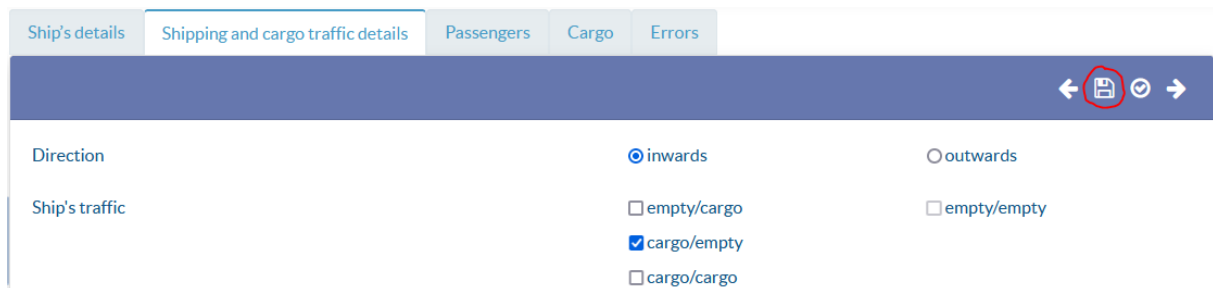
After selecting the port and ship, the user should press the *Add* button.



The screenshot shows a form titled "Add form". It contains two dropdown menus: "Port" with the placeholder text "Select port" and "Ship" with the placeholder text "Select ship". To the right of these dropdowns is a blue button labeled "Add".

Figure 12 "Add form" field

The form should be saved when completed. This should be done by means of a floppy disk icon under the tabs, on the blue background. Saving the form does not mean the end of work on it, but only saving it in the system and the possibility of returning to it at another time.



The screenshot shows a form with five tabs: "Ship's details", "Shipping and cargo traffic details", "Passengers", "Cargo", and "Errors". The "Shipping and cargo traffic details" tab is active. Below the tabs is a blue bar containing navigation arrows and a floppy disk icon (save button) which is circled in red. Below the blue bar are two sections: "Direction" with radio buttons for "inwards" (selected) and "outwards", and "Ship's traffic" with checkboxes for "empty/cargo", "cargo/empty" (checked), and "cargo/cargo".

Figure 13 Saving the form

- **Step 2** – A form with five tabs shall open. It is possible to switch between the tabs using the arrows or by selecting the tab title.

Ship's details – basic information on the ship i.e. LRN/IMO number, name, flag etc. After creating the form, this information is automatically completed. If there is a need to correct the values, it is possible to edit them.

Ship's details | Shipping and cargo traffic details | Passengers | Cargo | Errors

i If you have any information that the ship's details are not up-to-date, feel free to modify them. In the following days, the data you entered will be verified in order to update our ship's register.

Ship's code number (LRN/IMO)

Call sign

Ship's name

Flag

Type of ship

Figure 14 "Ship's details" tab

Shipping and cargo traffic details – to be filled in – information on shipping traffic, number of arrivals and departures by the ship and number of cruise passengers. The form is submitted separately for the arrival and for the departure of the vessel to/from port. In case of cruise ships, there is a possibility of collective registration.

In the lower part of the tab, in gray tables, auxiliary data from external sources such as NSW (*National Single Window*) and AIS (*Automatic Identification System*) are presented, which may serve to fill in the above fields.

Ship's details | Shipping and cargo traffic details | Passengers | Cargo | Errors

Direction inwards outwards

Ship's traffic empty/cargo empty/empty
 cargo/empty
 cargo/cargo

Number of inwards/outwards reported in this form

with cargo empty

Date of arrival/departure

Year Month Day

Number of passengers coming back to a cruise ship after cruise passengers excursion

Figure 15 "Shipping and cargo traffic details" tab

Data from external information systems including AIS (Automatic Identification System) and NSW (National Single Window) are to help fulfill reporting obligation resulting from TransMor survey - data on maritime transport

Data from AIS (Automatic identification system on ship) imo number 6507983 and port PLSZZ - Szczecin	
Direction	Time (UTC) of Arrival/Departure
Departure	24-11-2021 01:24
Arrival	23-11-2021 05:51

<< < 1 > >> Go to page: 1 Row count: 7 Showing 1-2 of 2

Data from NSW (National Single Window) for ship imo number 6507983 and port PLSZZ - Szczecin		
Direction	ETA/ETD (UTC) -Expected Time of Arrival/Departure	ATA/ATD (UTC) -Actual Time of Arrival/Departure
Departure	24-11-2021 01:00	24-11-2021 01:00
Arrival	22-11-2021 10:40	23-11-2021 06:40

<< < 1 > >> Go to page: 1 Row count: 7 Showing 1-2 of 2

Figure 16 External source data in the “Shipping and cargo traffic details” tab

Passengers – to be filled in – information on passengers. To add a new row, the user should select the plus icon in the table header. After choosing it, a window will appear, which should be filled in and saved. Some fields work like a pick list. These are dictionary fields and they are searchable. A row that already exists in the table may also be edited or deleted (pencil and trash can icons in a specific row).

Grey tables in the bottom of the page show auxiliary data from NSW (National Single Window), the external source. They may supplement the information on the port where the voyage has started (ship's arrival) or the port where the voyage is expected to end (ship's departure).

Ship's details Shipping and cargo traffic details **Passengers** Cargo Errors

← 📄 🔄 →

Passengers completing (ship's arrival) or starting (ship's departure) their voyage at a reporting port

Port of departure (ship's arrival) or port where the voyage is expected to be completed (ship's departure)	Number of passengers	+
DKAAL - Aalborg (DENMARK)	10	📎 🗑️

<< < 1 > >> Go to page: 1 Row count: 7 Showing 1-1 of 1

Figure 17 “Passengers” tab

Data from external information systems including AIS (Automatic Identification System) and NSW (National Single Window) are to help fulfill reporting obligation resulting from TransMor survey - data on maritime transport

Data from NSW (National Single Window) for ship imo number 6507983 and port PLSZZ - Szczecin			
Direction	ETA/ETD (UTC) -Expected Time of Arrival/Departure	ATA/ATD (UTC) -Actual Time of Arrival/Departure	Last port for arrival / Next port for departure
Departure	24-11-2021 01:00	24-11-2021 01:00	Liepaja
Arrival	22-11-2021 10:40	23-11-2021 06:40	Arhus

<< < 1 > >> Go to page: 1 Row count: 7 Showing 1-2 of 2

Figure 18 External source data in “Passengers” tab

Cargo – to be filled in – information on goods. To add a new row, the user should select the plus icon in the table header. After choosing it, a window will appear, which should be filled in and saved. Some fields may be filled in by using a selection list (dictionary). It is possible to use the

search function with the dictionary fields. A row that already exists in the table may also be edited or deleted (pencil and trash can icons in a specific row). In the columns *Name of goods* and *Code of cargo group*, there is a question mark next to the data. When the cursor is hovered over it, a more detailed description of a specific data appears.

Grey table in the bottom of the page shows auxiliary data from NSW (National Single Window), the external source. The table includes data on the dates of arrival/departure which may be used in completing this part of the form.

Port of loading (ship's arrival) or port where cargo is expected to be unloaded (ship's departure)	Name of goods	Gross weight of goods in tonnes	Code of cargo group	Number of total cargo units	Number of empty cargo units	
DKAAL - Aalborg (DENMARK)	023?		10	11?		
NOABE - Abelnnes (NORWAY)	016?		10	23?		

Figure 19 “Cargo” tab

Data from external information systems including AIS (Automatic Identification System) and NSW (National Single Window) are to help fulfill reporting obligation resulting from TransMor survey - data on maritime transport

Direction	ETA/ETD (UTC) -Expected Time of Arrival/Departure	ATA/ATD (UTC) -Actual Time of Arrival/Departure
Arrival	22-11-2021 10:40	23-11-2021 06:40
Departure	24-11-2021 01:00	24-11-2021 01:00

Figure 20 External source data in “Cargo” tab

- **Step 3** – When completing the form, the correctness of the entered information is being checked. Errors are signalled to the user in two ways:
 - Directly when entering the data – in the way presented in the Figure 21
 - After saving the entire form – in the “Errors” tab – see Figure 22

Direction


inwards outwards

Field is required

Figure 21 Errors occurred directly during entering the data

Error no	Section	Description
ERR_4_3_A_1	1-2	No ship traffic has been reported.
ERR_4_4_2_4_U	4	Cargo group No. 66 is rare or has never been reported in the port of Gdynia (allowable error).
ERR_4_D4_1_U	3	After selecting the name of port of starting/ending of a passenger sea journey, you should mention the number of passengers (allowable error).

Figure 22 Errors after the entire form is saved – “Errors” tab

In case of errors, it is possible to save the form. Errors shown on the *Errors* tab are updated only after saving the form or clicking the "Check" button .

In the *Errors* tab, in the Section column, there is information about which part of the form the error relates to. There are 3 error sections:

1-2 – the error concerns the information entered in the first two tabs, i.e. "Ship's details" or "Shipping and cargo traffic details"

3 – the error concerns the information entered in 3rd tab - "Passengers"

4 – the error concerns the information entered in 4th tab - "Cargo"

In case of incorrect REGON number error at this stage, the user should go to the "User profile" in the upper right corner and type the missing REGON number there.

If the form contains hard errors, it is not possible to complete the work on it (and thus "forward" it: from the Agent to the Harbour Master, and from the Harbour Master to the Statistician).

EVERY FORM MAY BE SAVED – EVEN WITH ERRORS

IT IS POSSIBLE TO COMPLETE THE WORK WITH THE FORM ONLY WHEN THE FORM DOES NOT CONTAIN ANY HARD ERRORS, OR THERE ARE ONLY SOFT (ALLOWABLE) ERRORS

- **Step 4** – When the form is completely filled in and is not intended to be reedited, the user should finish working with the form. In order to do that, the user should click the "Complete working with the form" icon (see the Figure below). After the work is completed, the form is given the "+1" status, i.e.:
 - 1 – in case the form is finished by the Agent
 - 2 – in case the form is finished by the Harbour Master

ATTENTION!

ONCE THE WORKING WITH THE FORM HAS BEEN FINISHED, THE USER (DEPENDING ON THE ROLE OF AGENT OR HARBOUR MASTER) WILL NOT BE ABLE TO EDIT THE FORM!

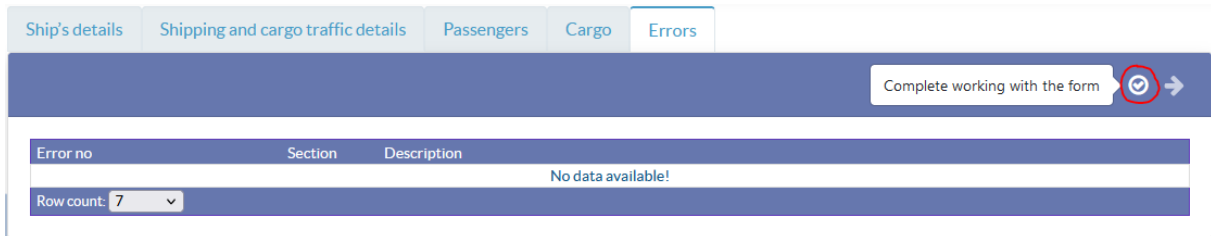


Figure 23 Completing work with the form

3.5 Returning forms – Harbour Master or Statistician

If the Harbour Master or Statistician finds any inconsistencies in the form, it is possible to return it. The Harbour Master may return the "incomplete" form to the Agent who prepared the form. Accordingly - the Statistician may return the form to the Harbour Master, who finished working with this form. This may be done by using the icon marked in the following Figure.

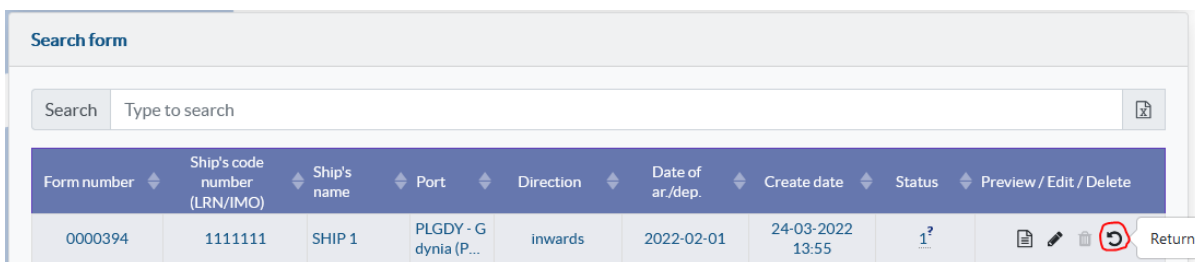


Figure 24 Returning the form

Clicking the *Return* button brings up a window in which the user returning the form confirms that the editing rights will be transferred back to the user who created the form (to the Agent - in case of returning form by the Harbour Master) or finished working with it (to the Harbour Master - in case of returning form by the Statistician). In this window, the user returning the form should post a comment explaining the reasons for returning this form. The form is returned after clicking the OK button in this window.

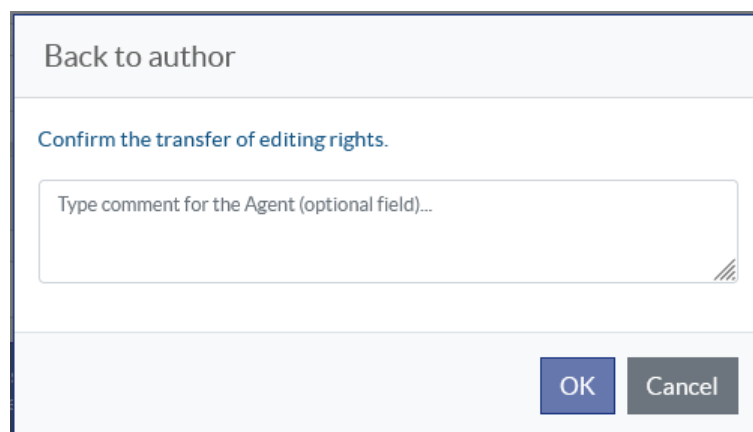


Figure 25 Return form window


The user to whom the form is returned to is being notified by an email. The content of the email message provides information about the form number being returned and a comment explaining the reasons for the return (if entered).



Form status changed

Dear User,
Form number [numer_formularza] has been returned to you by [Harbour Master]/[Statistician] on [DD-MM-RRRR] at [HH:MM:SS]
You can now edit this form again. Below you will find [Harbour Master's]/[Statistician's] commentary.

**[Harbour Master's]/[Statistician's] commentary:
[komentarz] / No comment entered.**

Please remember to approve this form again after making changes ( button)

This e-mail is generated automatically. Please do not reply.

Figure 26 Return form notification email

It is impossible to return forms in the following cases:

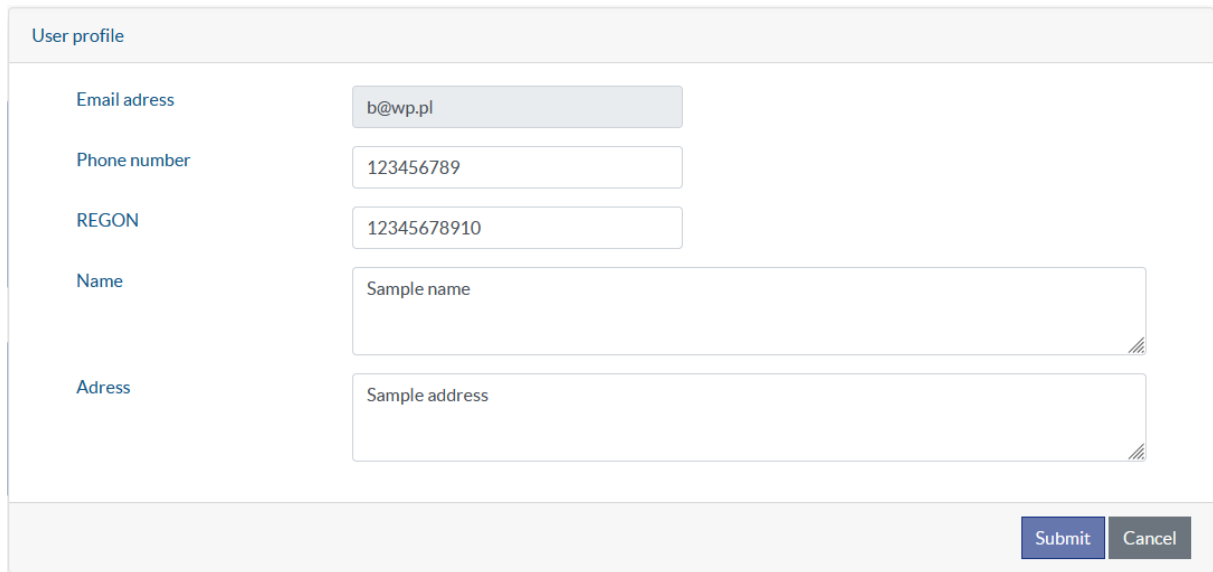
- by the Harbour Master, if the Harbour Master generated the form his/herself
- by the Statistician, if the Statistician generated the form his/herself

By clicking the return form icon and confirming it in the following window, the status of the form will be changed into “ -1”.

- the form returned by the Harbour Master shall receive the „0” status – which means that the form may be reedited by the Agent who generated it
- the form returned by the Statistician shall receive the „1” status – which means that the form may be reedited by the Harbour Master who finished the working with it

3.6 User profile – all users

After selecting the *User profile* tab from the top menu, an area with a form to be completed will appear on the page. The fields to be completed refer to the reporting party and her/his contact details.



The image shows a web form titled "User profile". It contains several input fields: "Email adress" with the value "b@wp.pl", "Phone number" with "123456789", "REGON" with "12345678910", "Name" with "Sample name", and "Adress" with "Sample address". At the bottom right, there are "Submit" and "Cancel" buttons.

Email adress	b@wp.pl
Phone number	123456789
REGON	12345678910
Name	Sample name
Adress	Sample address

Figure 27 User profile

3.7 Dashboard – Harbour Masters and Statisticians only

In order to see the basic statistics, the user should select the *Dashboard* tab from the top menu, and then select the port and month for which (s)/he wants to generate charts. The statistics enhance the monitoring of the reporting processes. They reflect basic relationships such as the number of ships' arrivals/departures to/from a given port by flags or by status.

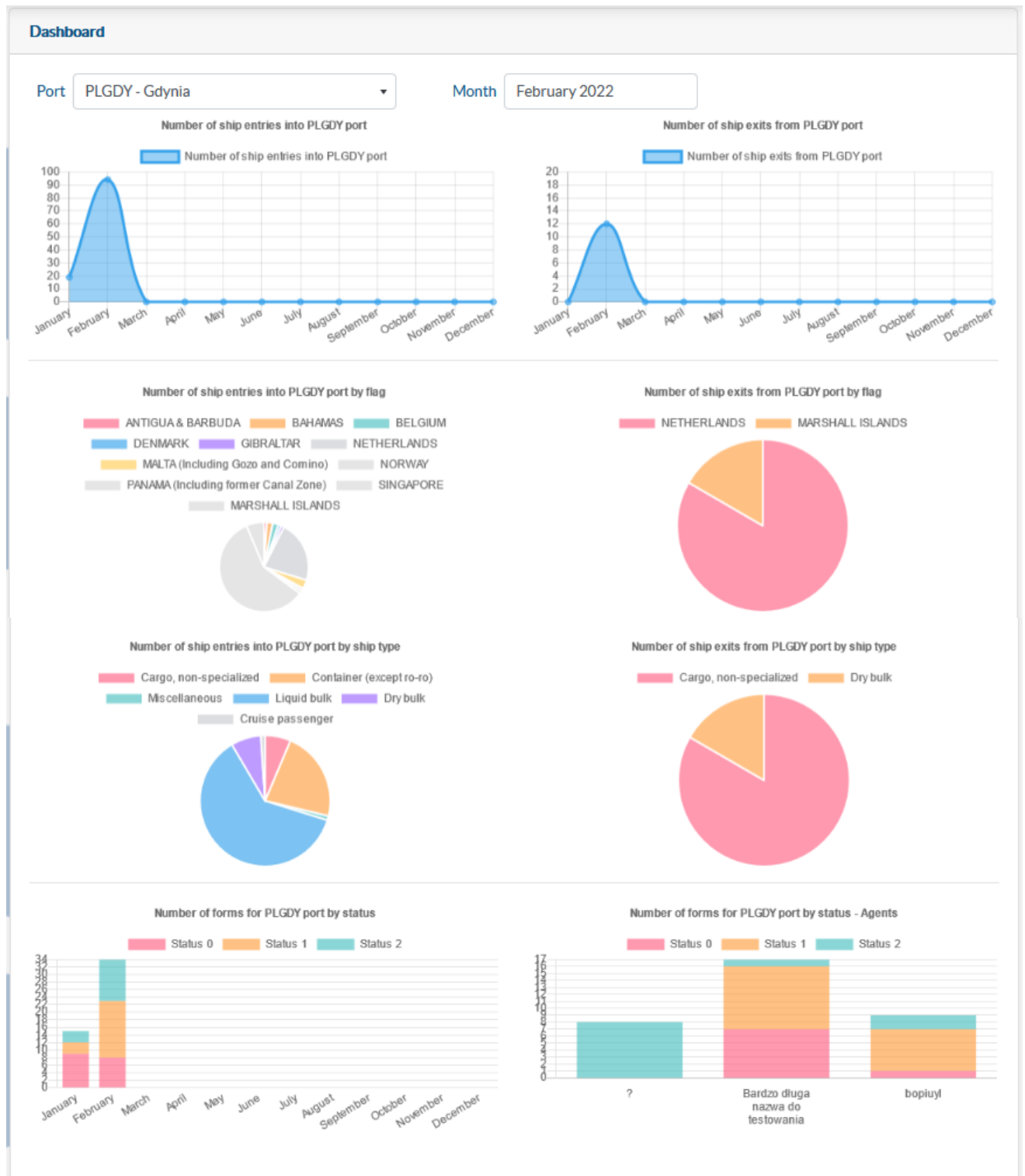


Figure 28 Sample dashboard