

We're Going Digital - Become an Early Adopter!

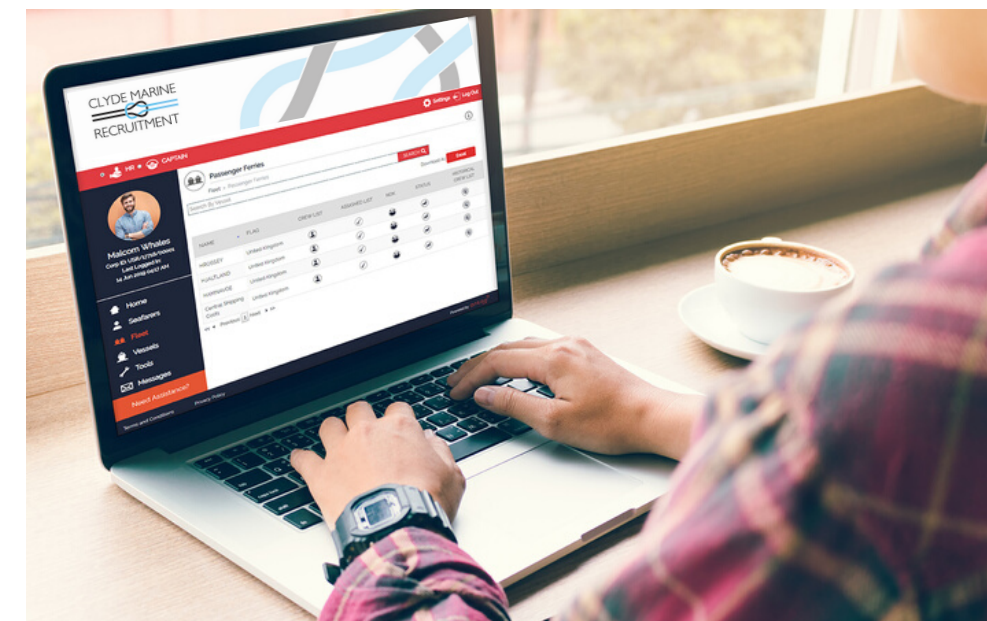
We're using a new crewing system called Ankaa Marine to help us manage personal data of seafarers on crew managed contracts. Now, we're giving you the opportunity to register a digital profile with us before we launch our new digital recruitment system.

What does this mean for me?

No more CV's! Instead, register through our web portal or mobile app (powered by Ankaa Marine) and set up a digital profile to manage your personal details, certification and sea service online.

You'll also benefit from great features including certificate expiry alerts, sea-time analytics, e-payslips and more. It's easy to use and update your details on the go!

Rest assured your details are secure and only accessible by the team at Clyde Marine Recruitment. As before, we only share your details with 3rd party clients for assignment related purposes following your prior approval.



It's easy! Sign up on our web portal or download the Ankaa Marine app and enter our corporate code.
Please note our password policy when signing up.

Password Policy - passwords MUST include:

1 uppercase letter (A, B, C...)

1 number (1, 2, 3...)

1 special character `{|}~) = (!'#\$%&'()*+,-./:;<>?@[]^_

WEB PORTAL

Sign up and login at: <https://clyderecruit.ankaamarine.com/employee>

This is the best method if using a laptop/desktop.

MOBILE APP



Or download the **ANKAA MARINE** app for IOS or Android, available on Google Play or the App Store.

When prompted enter the corporate code **CRPCLYDE**





QUICK
START
GUIDE 
ankaa
MARINE

NAVIGATING THE SYSTEM

EXPLORE YOUR PROFILE



PROFILE

Please include a photo to help your company recognise you! Complete all sections and remember to click Save when you finish.



DOCUMENTS

Add your certificates, travel documents etc with a high resolution image attachment. Expiry alerts may be set by you or your company so you know when training is required. e-Payslips can also be found here.



ASSIGNMENTS

Add your sea service history here - if you work on a rotational basis we have a button for that! Adding a detailed sea service history will provide you with accurate sea time analytics on the home page.



CALENDAR

View expiring documents, add personal reminders, dates and leave periods too.

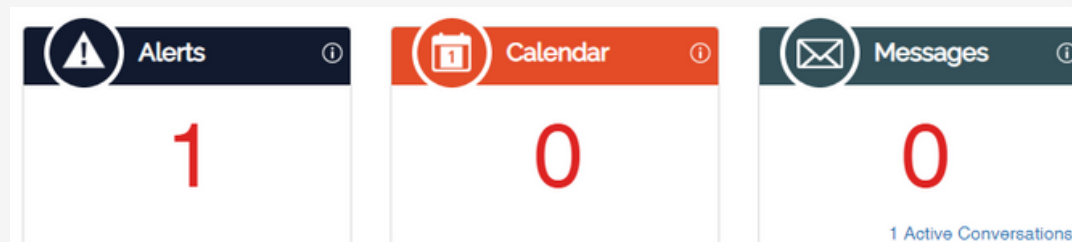


MESSAGES

Your personal Inbox where you will receive information on assignments, travels details or system updates. You can also message relevant company personnel here.

The portal homepage gives you a quick view of important areas you should check regularly. Access the different areas by using the menu shortcuts on the left.

On your home page there are three quick links.



Click on Alerts to see which documents are due to expire soon.

Click here to see events or reminders you have added to your calendar

Your personal inbox, communicate with HQ and your Crew Co-ordinator.



KEY ICONS

WHAT DO THEY MEAN?

Here's a quick guide to the main icons used throughout the online portal and mobile app. You will become more familiar with them while creating your profile.

We've made a note of the most important icons here for your reference.



PROFILE

Click on the plus sign to add a new document, or assignment. At present, you can only attach one document per entry max 5MB in size.



DELETE

You will need to select the entry you wish to delete before this Delete button becomes active.



VERIFIED DOCUMENTS

This tick means your documents have been checked, verified and locked by HR.



LOG OUT

If you're using a shared computer, please remember to log out before you leave!



EDIT

This icon indicates where you can make changes to your profile, assignments, documents and all personal information.



e-PAYSLIP

You'll find your e-payslips in your Documents.



SETTINGS

Located in the top right hand corner of your screen in here you can change your password, update your location and choose your time zone.



ROTATIONAL ASSIGNMENT

To create a rotational assignment tick the 'rotational' checkbox at the bottom and select your rotation schedule - our system will do the rest for you.



DOCUMENT EXPIRY ALERT

These are the icons you will see your documents begin to expire. **Yellow** is your first alert, **Orange** the second and **Red** means your document has now expired.



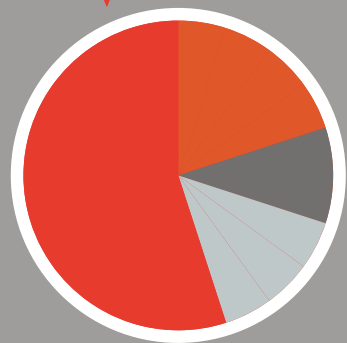
ATTACHMENT

This indicates you have added an attachment to your document entry.

SEA TIME ANALYTICS

SEA TIME ANALYTICS

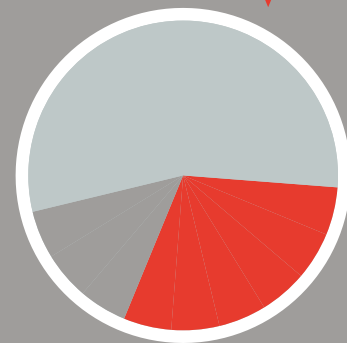
TIME IN COMPANY



TIME IN RANK



TIME ON VESSEL



Your sea time analytics can be viewed by logging into the web portal and scrolling down your home page. As you enter your sea service history into the Assignments section you will see your analytics develop.



FURTHER HELP

If you have any further questions **read the FAQ's here** and if that doesn't answer your question please contact our team on **support@ankaa.com**.

Join The Community

We are on Facebook and LinkedIn, please join our online community!.



ankaa.com