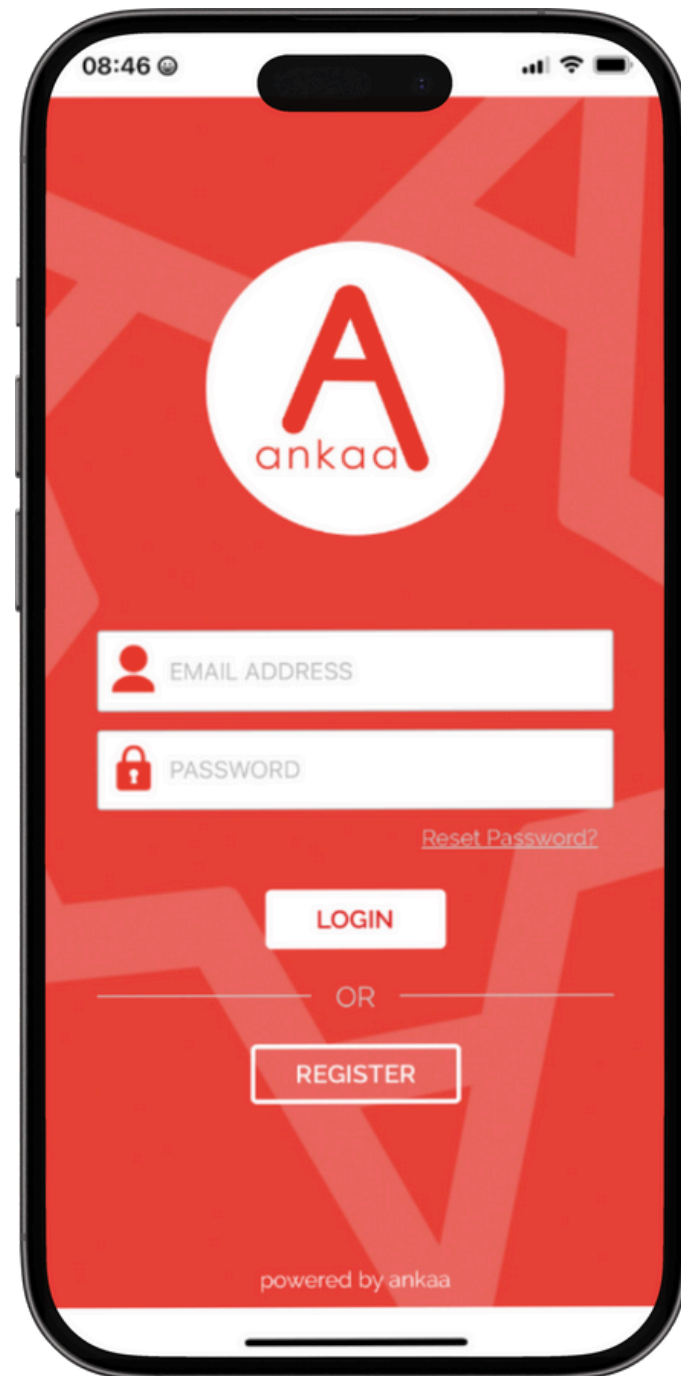




APP USER GUIDE



THE NEW APP



THE UPGRADED ANKAA APP IS HERE!

Please note that you will no longer be able to use the old Ankaa Recruiter app, but don't worry – your profile is safe, you just need to download the new app. and we'll transfer your data. Your feedback has been instrumental in shaping this new and improved version, designed to make managing your Ankaa accounts more efficient.

SWITCH TO THE NEW APP IN 3 EASY STEPS

1. **DOWNLOAD** – The new Ankaa App is now available for download from your preferred app store. Simply uninstall the old app, and download the new one.
2. **LOG IN** with your existing log in credentials, follow the prompts and we will do the rest. All your information will be seamlessly transferred to the new platform.
3. **EXPLORE** the new app! We have some new features for you to use.

DOWNLOAD THE APP TODAY



HOME SCREEN



The homescreen gives you a quick view of all areas in the app. Toggle between companies using the button in the top left hand corner.



PROFILE- Your Personal Details

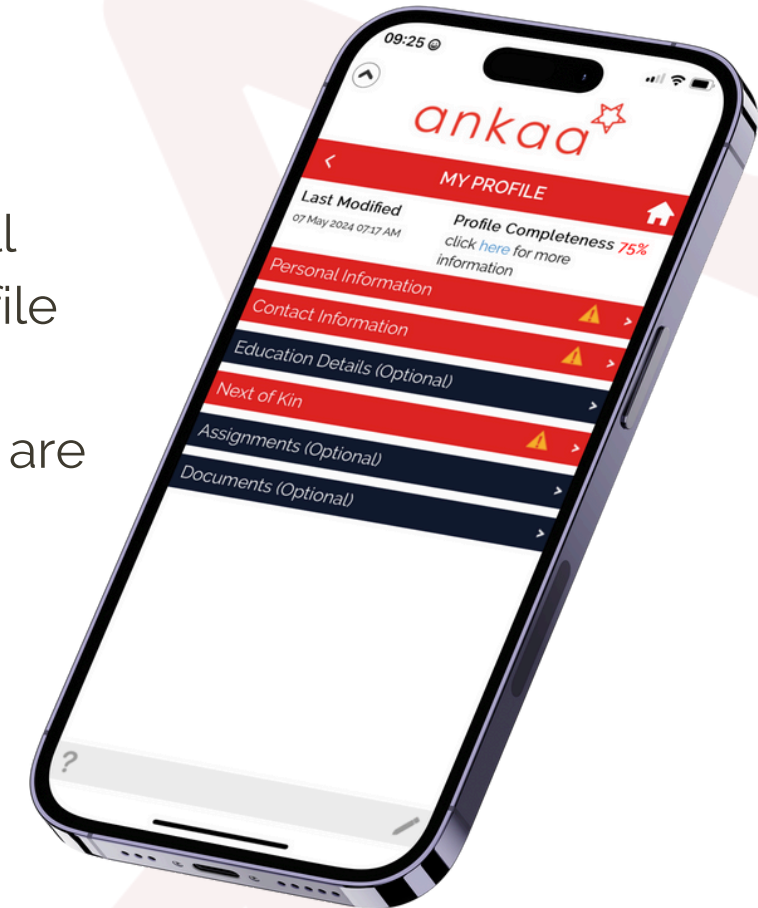
Please add all your details in here - the section header will change from red to blue to indicate it is complete. Any profile sections that remain red mean that there is still some information required. Please remember to save when you are finished.



DOCUMENTS

Add your certificates, medical, travel documents etc. Attach an image or document upload so the recruitment team can verify your documents quickly.

To apply for jobs your profile must be able to meet the minimum certification requirements. Add all your documents, not just the ones you think are essential!



HOME SCREEN



ASSIGNMENTS

Add your sea service history. We are keen to see the **Description** on each trip: cargo, trading areas, restricted horsepower, challenges and achievements, customer service specialty etc.

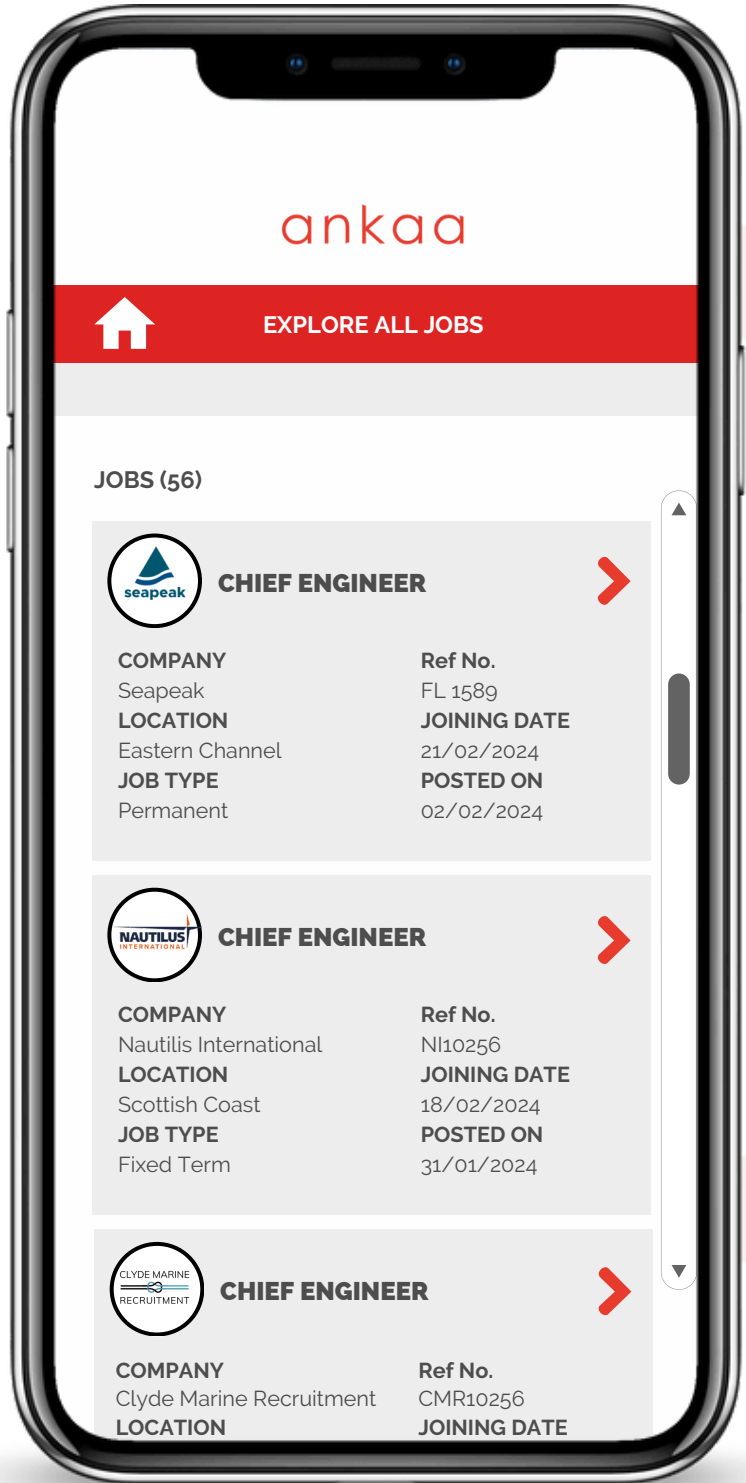
If your specific rank is not featured, please select the closest rank and add a note of your specialism in the description. When entering past temporary assignments, please put the ship owner as the employer, not the recruitment agency or offshore employer, as this will give a fuller understanding of your experience to prospective employers.



APPLY FOR JOBS

Search and apply for jobs - please note that some jobs will have minimum application criteria which your profile must meet to apply - so make sure your documents, details and assignments reflect your qualifications and experience!

Check your previous applications in **My Application History**

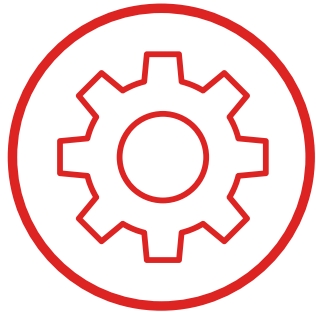


HOME SCREEN



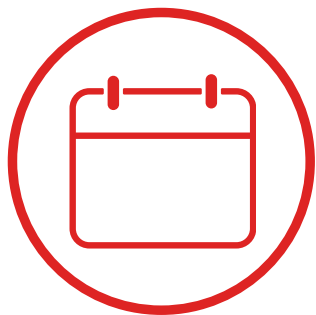
ALERTS

View which documents are expiring soon, and which training courses you need to book.



SETTINGS

- Set time zone and location
- Change password
- Set up Google Authenticator for 2fa log in
- Account Deletion



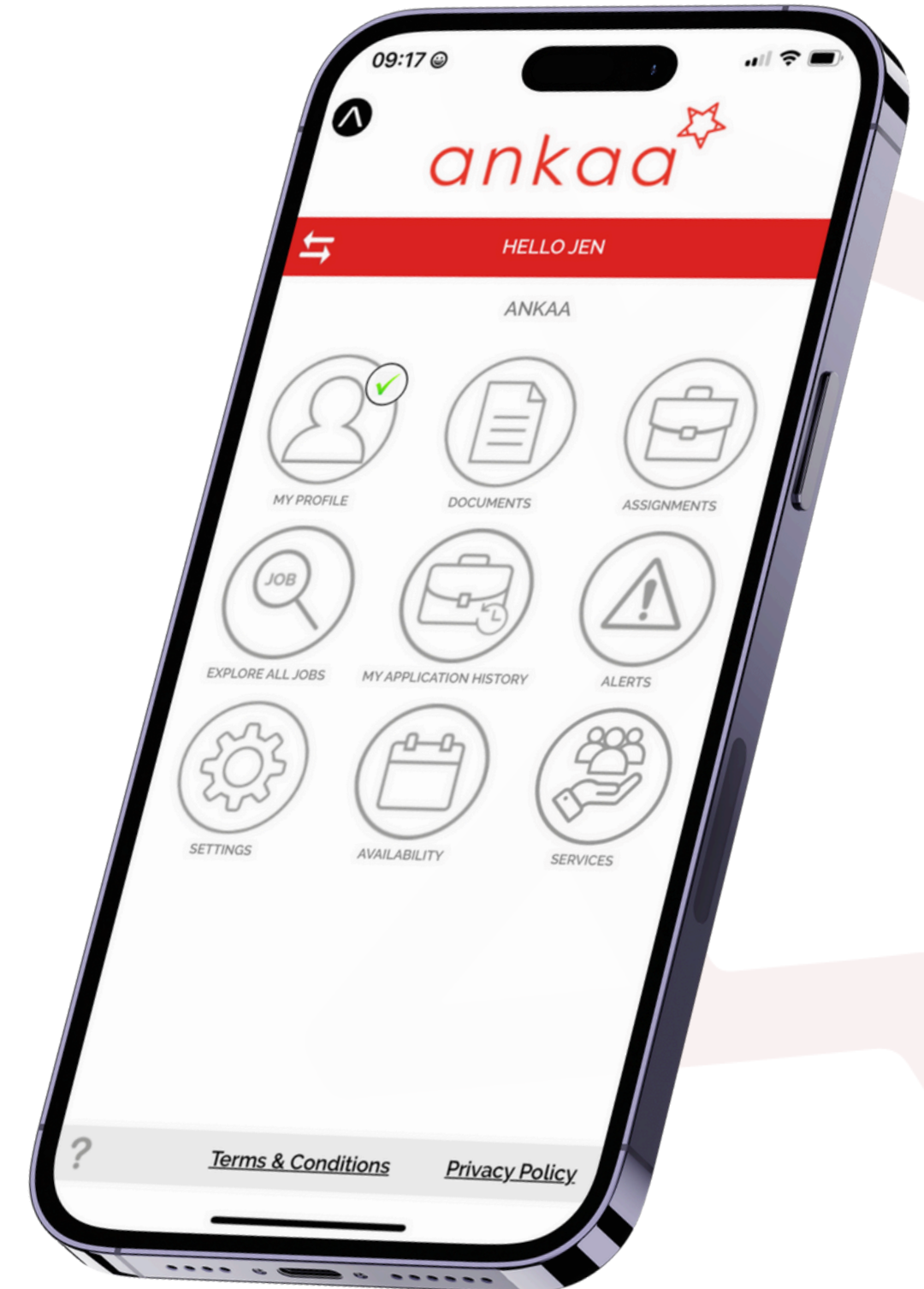
AVAILABILITY

Set your availability dates



SERVICES

View seafarer centers near you, choose from a selection of free health and wellbeing apps and find details for seafarer charities who provide various levels of support.



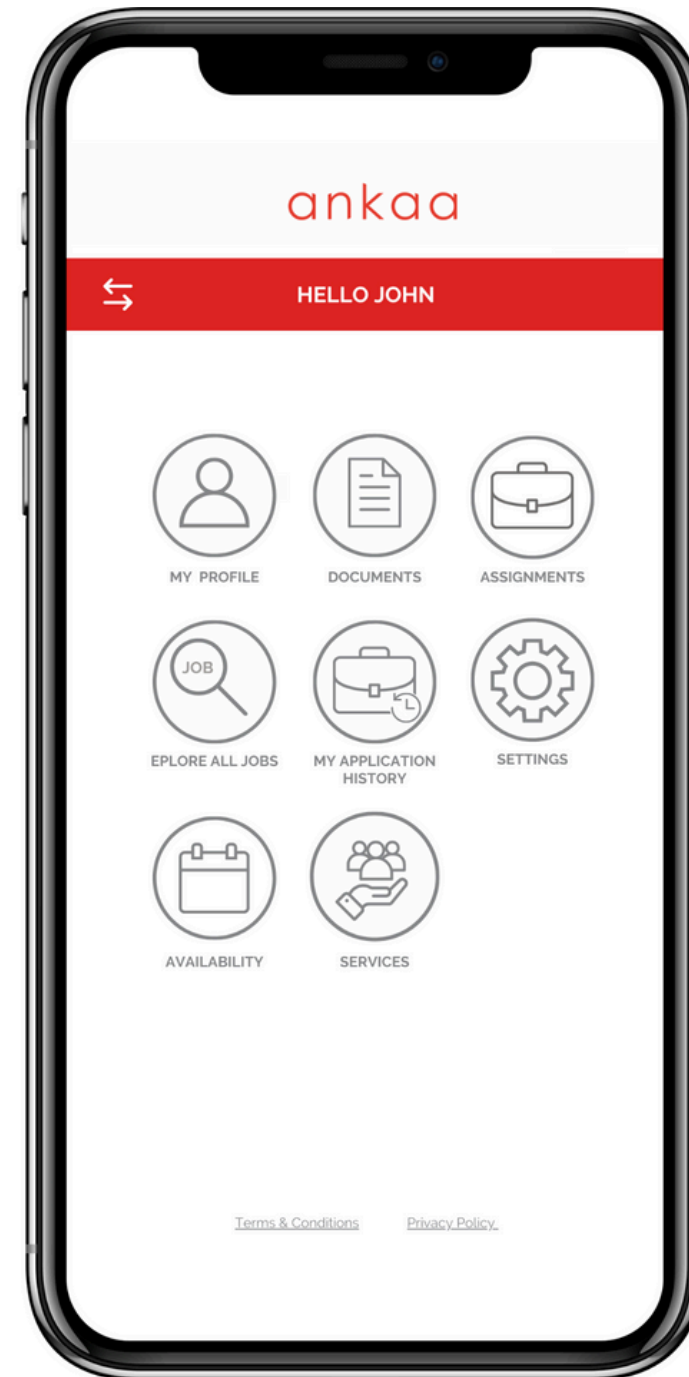
FOR SEAFARERS

SINGLE PROFILE LOG IN

Ankaa users create a single Ankaa profile to access the features and resources. From the home screen, users can link to multiple companies.

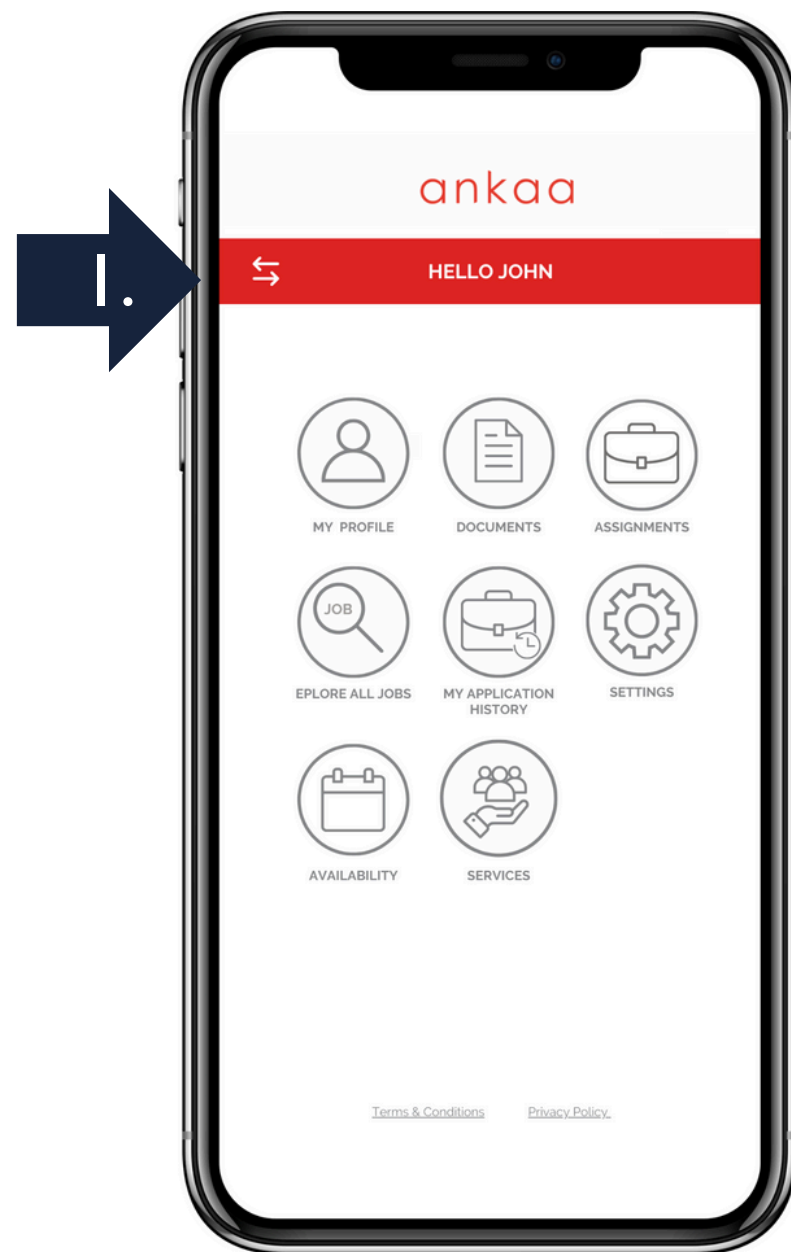
ALREADY HAVE AN ACCOUNT?

If you are an existing user of Ankaa Recruiter then please download the new app, enter your current log in details to log in. You will now need to add the Company to your account.

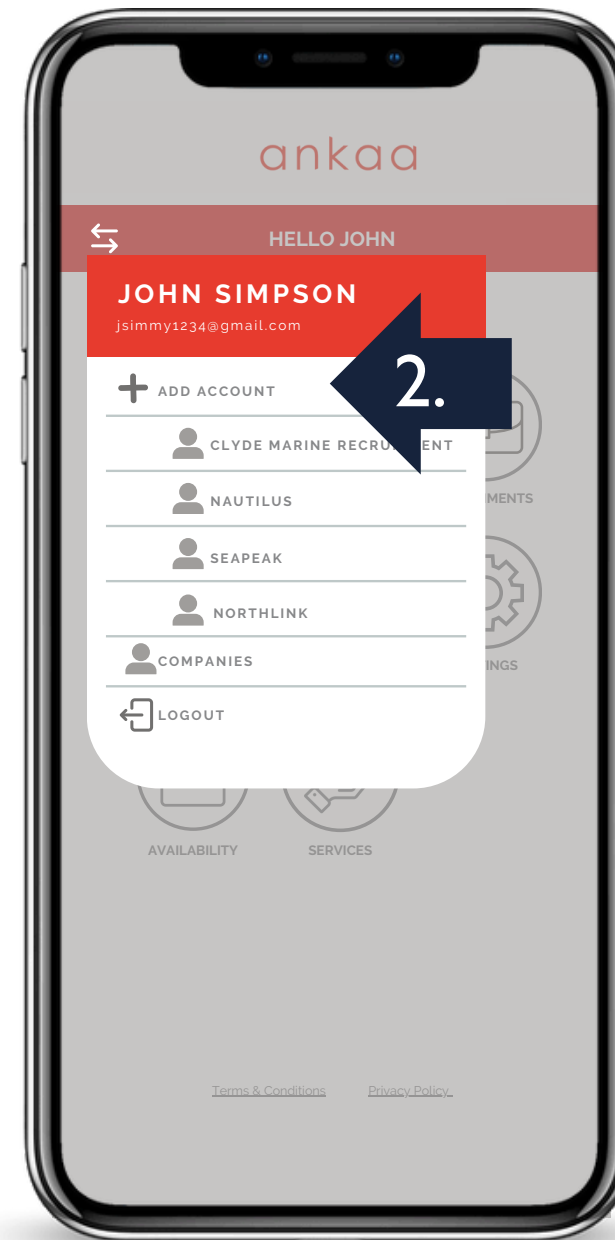


ADD COMPANIES & TRANSFER YOUR DATA

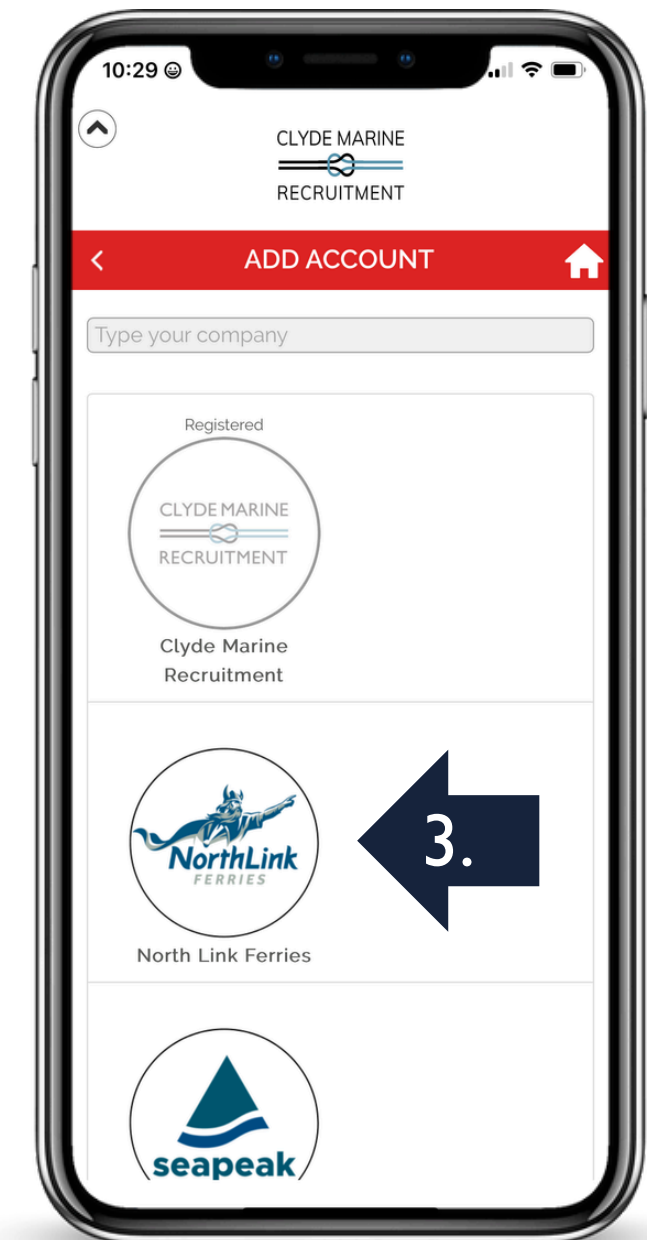
Do you already have a profile with another company? No problem! Let's get that data added to your account. Please follow the steps below to get your data transferred.



**CLICK ON THE ARROWS IN
THE TOP LEFT CORNER**

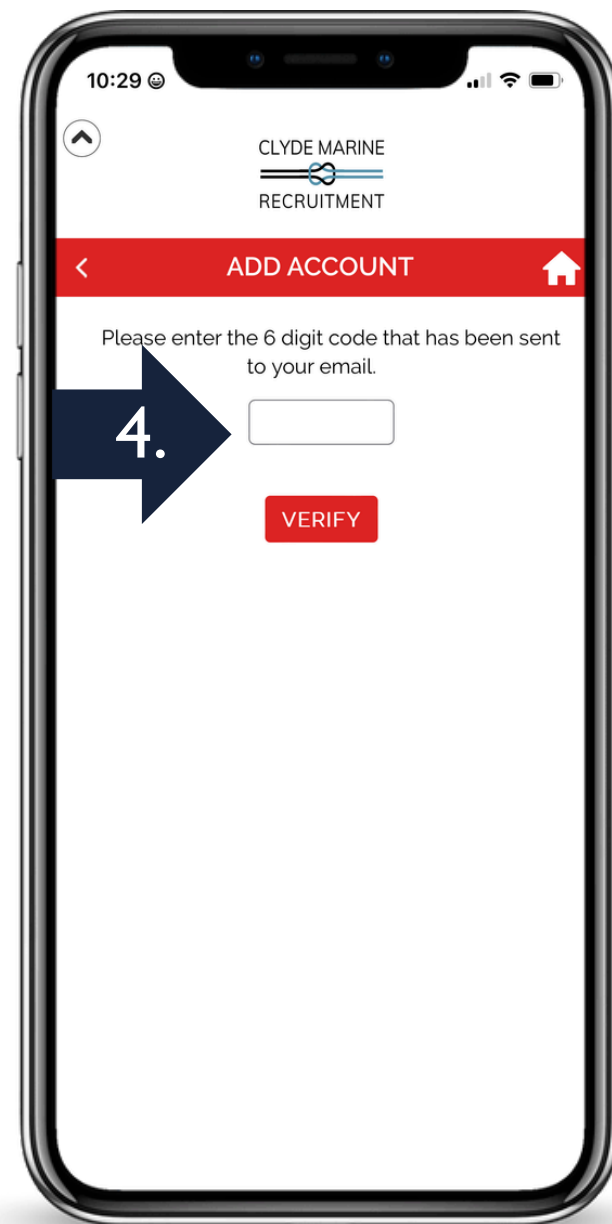


CLICK ADD ACCOUNT

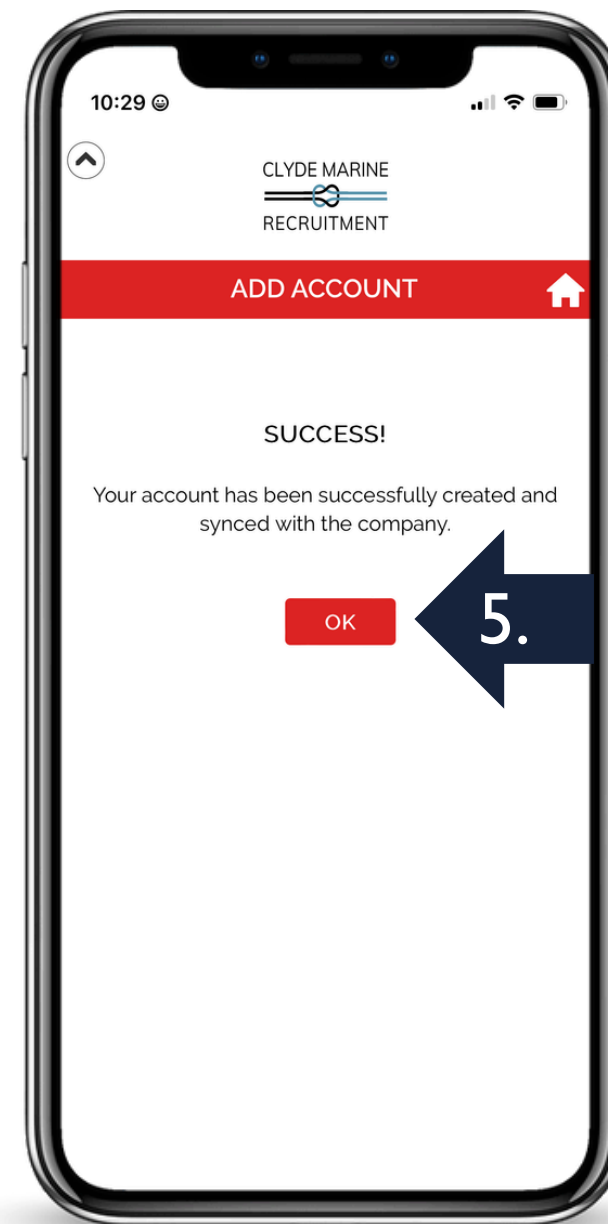


**SELECT THE COMPANY
YOU WISH TO ADD**

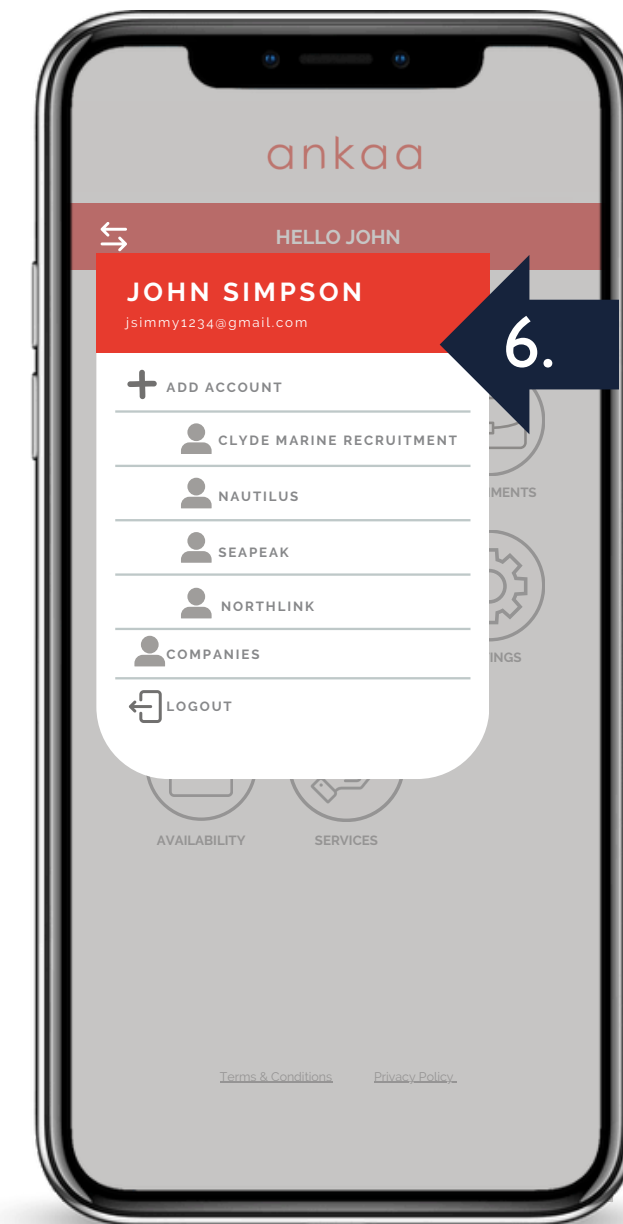
ADD COMPANIES & TRANSFER YOUR DATA



**CHECK YOUR EMAIL FOR A 6
DIGIT SECURITY CODE AND
ENTER IT HERE**



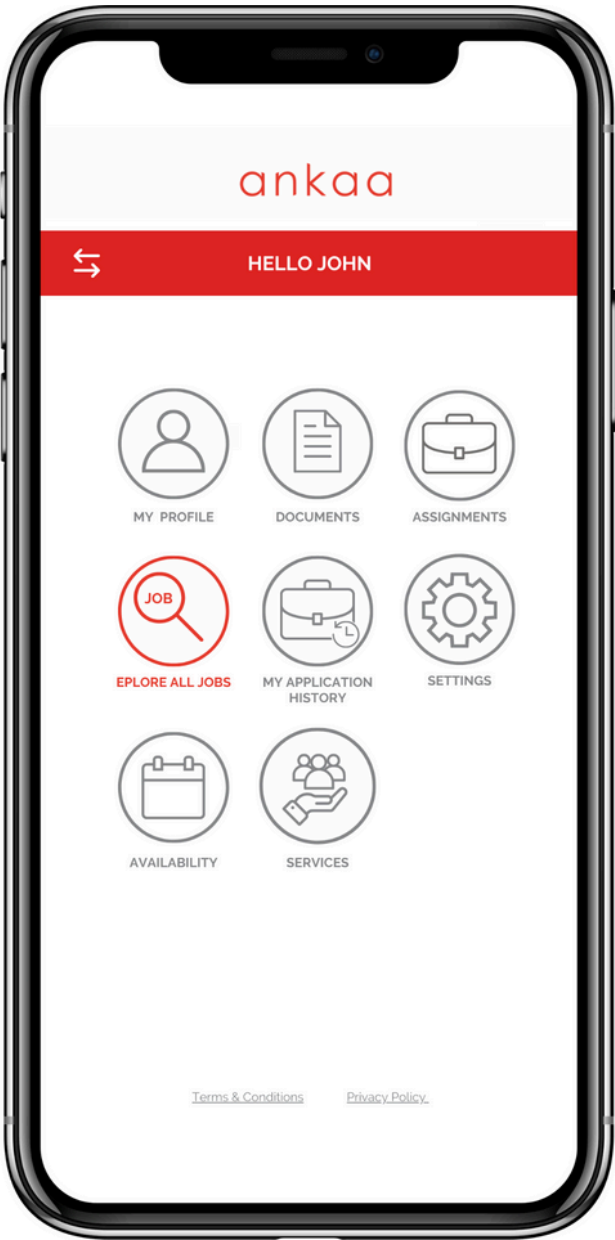
**SUCCESS, YOU CAN NOW VIEW
YOUR PROFILE WITH THIS
COMPANY AND APPLY FOR JOBS**



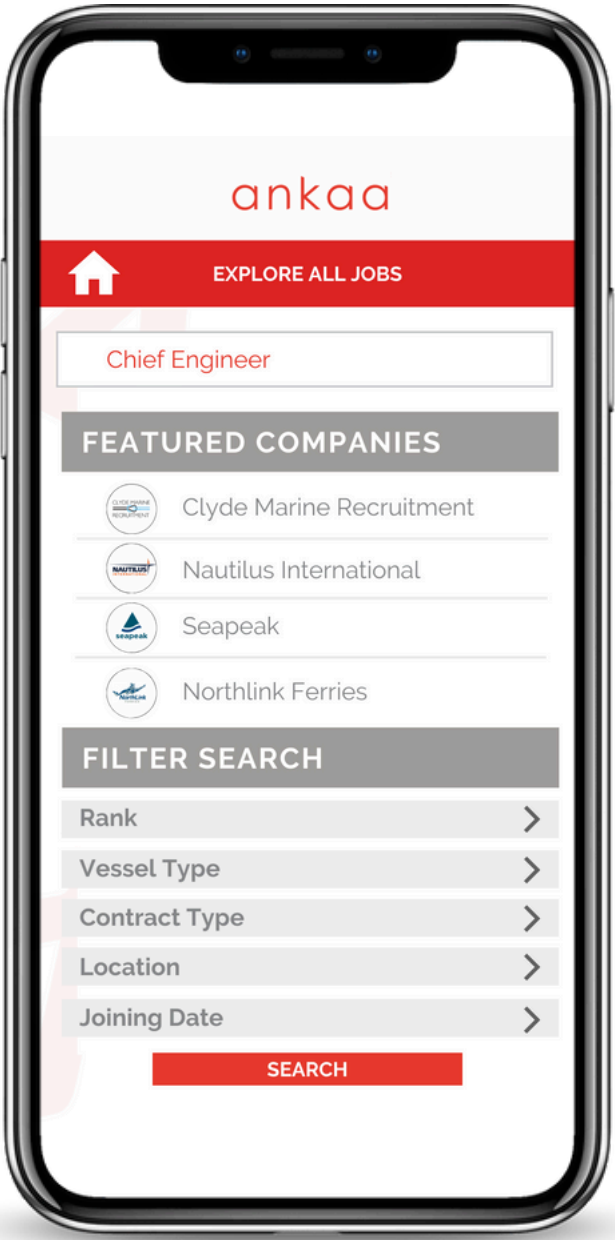
**TOGGLE BETWEEN COMPANIES
USING THE TWO ARROWS IN
THE TOP LEFT AT ANY TIME**

APPLY FOR JOBS

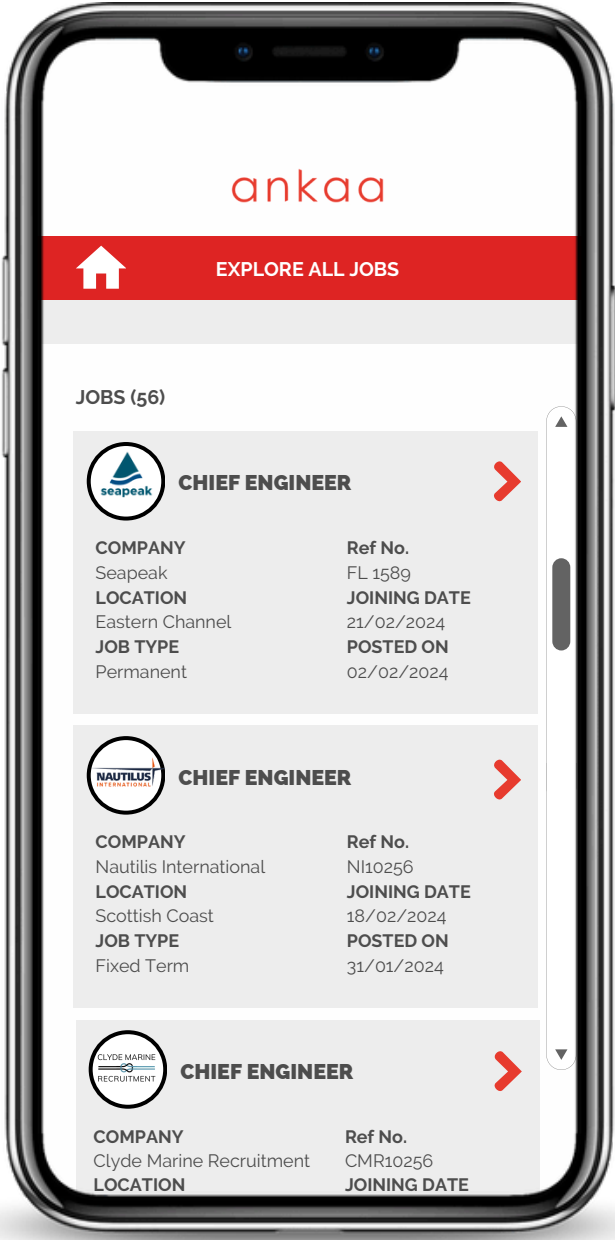
Via the Ankaa profile, users can view jobs from all companies, and can easily apply.



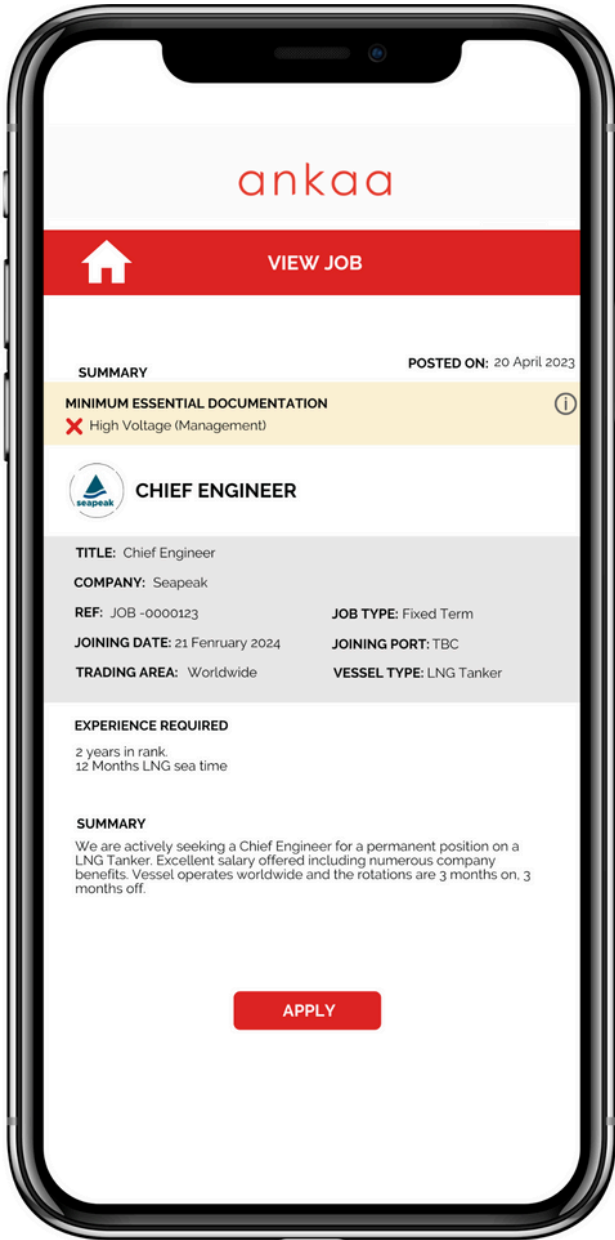
EXPLORE
ALL JOBS



KEYWORD
FILTER APPLIED



VIEW AVAILABLE
JOBS



APPLY FOR
SELECTED

FOR SEAFARERS

SECURE DOCUMENT STORAGE

Safely store and manage important documents, set expiry alerts and apply for jobs. In the coming months we have even more features to release!

ACCESS TO SERVICES

Explore a diverse range of services, from essential health and well-being resources to opportunities to give back to the community through charitable initiatives, with more offerings on the horizon.

