



Work Instructions:  
Dispatch Module of MIS



User:	Date:	Revision Notes:
BH3M / MKB	1/20/2021	Document Creation

## Contents

Purpose ..... 3

Getting Started..... 3

Viewing Labor Orders and Dispatch Orders..... 4

Send Labor Order Back to Employer ..... 6

Dispatching Workers..... 7

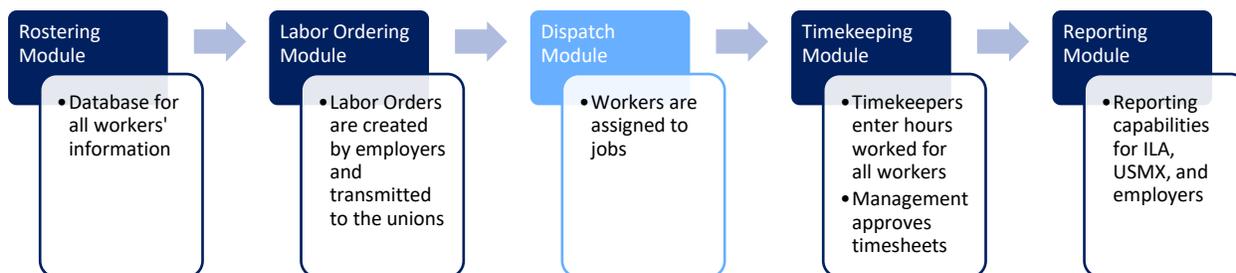
Publishing a Labor Order..... 11

Replacing a Worker ..... 13

## Purpose

Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The Dispatch Module of MIS is intended assist dispatchers when assigning workers to jobs. Once dispatchers assign workers to jobs, the information will transmit to the timekeepers through MIS to fill in the time.

This Work Instruction illustrates the dispatching of workers in the Dispatch Module of MIS.



MIS has been developed to meet the needs of multiple locals. Locals who muster and assign workers by gang, will use the dispatch function found by opening a labor order. Locals who use a calling system will use the Dispatch by Date functionality.

## Getting Started

Log on to the MIS system by navigating to the following website:

<https://maritimeinformationsystem.com/users/login>. Enter Login and Password and click Log In.

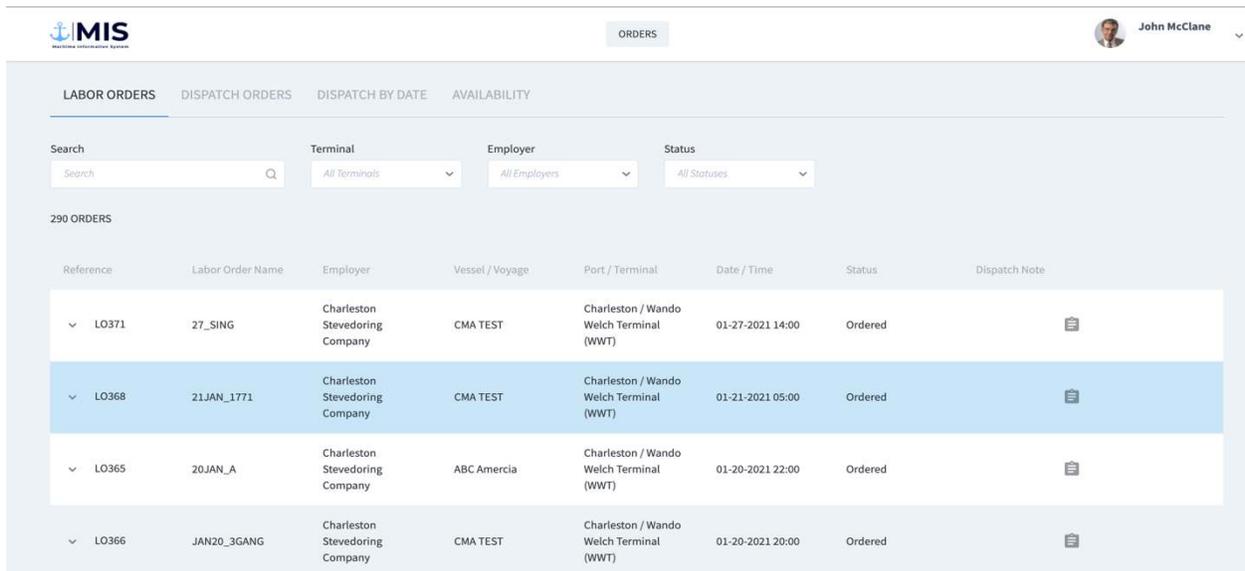


  
**MIS**  
 Maritime Information System

Login \*  
  
 Password \*  
  
  
  
[Forgot Password?](#)

## Viewing Labor Orders and Dispatch Orders

MIS will display a list of labor orders, once logged in. When an employer places a labor order, it will appear on this screen for the dispatcher(s). MIS is designed to allow employers to input multiple gangs under one labor order. The gangs are referred to as Dispatch Orders in MIS.



The screenshot shows the MIS interface with the 'ORDERS' tab selected. The user 'John McClane' is logged in. The 'LABOR ORDERS' section is active, displaying a table of 290 orders. The table has columns for Reference, Labor Order Name, Employer, Vessel / Voyage, Port / Terminal, Date / Time, Status, and Dispatch Note. The first four rows are visible, each with a dropdown arrow in the Reference column.

Reference	Labor Order Name	Employer	Vessel / Voyage	Port / Terminal	Date / Time	Status	Dispatch Note
LO371	27_SING	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-27-2021 14:00	Ordered	
LO368	21JAN_1771	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-21-2021 05:00	Ordered	
LO365	20JAN_A	Charleston Stevedoring Company	ABC Amercia	Charleston / Wando Welch Terminal (WWT)	01-20-2021 22:00	Ordered	
LO366	JAN20_3GANG	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-20-2021 20:00	Ordered	

Clicking on the arrow next to a labor order will display the dispatch orders (or gangs):

LABOR ORDERS DISPATCH ORDERS DISPATCH BY DATE AVAILABILITY

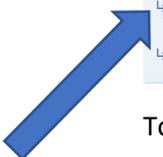
Search [Search] Terminal [All Terminals] Employer [All Employers] Status [All Statuses]

290 ORDERS

Reference	Labor Order Name	Employer	Vessel / Voyage	Port / Terminal	Date / Time	Status	Dispatch Note
LO371	27_SING	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-27-2021 14:00	Ordered	
LO368	21JAN_1771	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-21-2021 05:00	Ordered	
LO365	20JAN_A	Charleston Stevedoring Company	ABC Amercia	Charleston / Wando Welch Terminal (WWT)	01-20-2021 22:00	Ordered	
LO366	JAN20_3GANG	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-20-2021 20:00	Ordered	

Job detail #1: G1 Union: 1771-Clerks and Checkers Cargo Type: Container VesselCargoDifferential: Job:1 Dispatch: Open

Job detail #2: G2 Union: 1771-Clerks and Checkers Cargo Type: Container VesselCargoDifferential: Job:1 Dispatch: Open



To open a labor order, click on the name of the labor order.

To display Dispatch Orders, click on the Dispatch Orders tab. Orders to be dispatched show in yellow and orders that have been dispatched show in green.

MIS ORDERS Dispatcher 1422

LABOR ORDERS DISPATCH ORDERS DISPATCH BY DATE AVAILABILITY

Search [Search]

Reference	Dispatch Name	Labor Order Name	Union	Employer	Vessel / Voyage	Port / Terminal	Head	Start Date	Status
DO361A	FWD Gang	ORD_TEST_0119_2	1422 - Longshoreman	Charleston Stevedoring Company	BHGM / 123	North Charleston (NCT)		01-19-2021 13:00	Open
DO356A	Gang 1 - Order Test	OCC Order Test	1422 - Longshoreman	Charleston Stevedoring Company	CMA John Adams / 917	Union Pier		01-15-2021 07:00	Dispatch Complete
DO347C	Water Person	MB_CMA TEST_0113	1422 - Longshoreman	Charleston Stevedoring Company	CMA TEST / 212W	Wando Welch Terminal (WWT)		01-14-2021 07:00	Dispatch Complete
DO347C	Lashing Gang	MB_CMA TEST_0113	1422 - Longshoreman	Charleston Stevedoring Company	CMA TEST / 212W	Wando Welch Terminal (WWT)		01-14-2021 07:00	Dispatch Complete



There is search functionality at the top of the menu screen. Keywords can be entered or the dropdowns can be used to search by Terminal, Employer, and Status.

Search [Search] Terminal [All Terminals] Employer [All Employers] Status [All Statuses]

## Send Labor Order Back to Employer

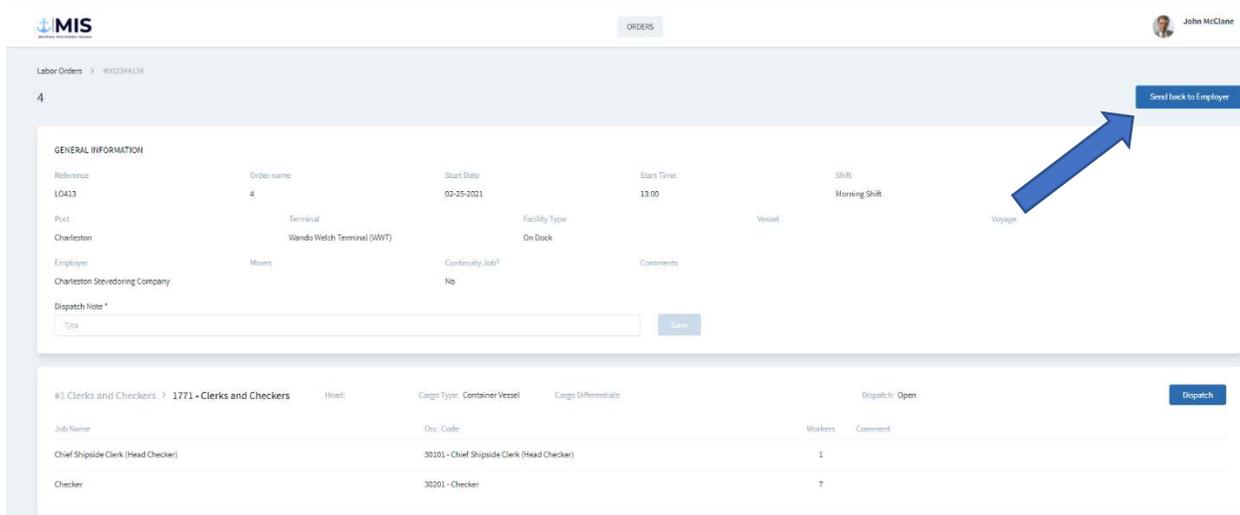
If errors are found in the labor order, it can be sent back to the employer for corrections.

To send the labor order back to the employer, click on the name of a labor order to open it. MIS will open the labor order.

In the top, right-hand corner of the screen, there is a  button.

Important information:

- The labor order can only be sent back if no workers are dispatched against it.
- Once the button is clicked to send the labor order back to employer, it cannot be viewed until the employer resubmits it.
- There is no notification to the employers that a labor order has been sent back. A phone call or email will be necessary to inform the employer the labor order will need to be resubmitted.



The screenshot shows the MIS interface for a Labor Order. In the top right corner, there is a blue button labeled "Send back to Employer" with a blue arrow pointing to it. The main content area is titled "GENERAL INFORMATION" and contains the following details:

Reference	Order name	Start Date	Start Time	Shift
LO413	4	02-25-2021	13:00	Morning Shift

Additional fields include Port (Charleston), Terminal (Wando Welch Terminal (WWT)), Facility Type (On Dock), Vessel, and Voyage. The Employer is listed as Charleston Stevedoring Company, and the Continuity Job is No. There is a "Dispatch Note" field with a "Type" dropdown and a "Save" button.

Below the general information is a section for "Clerks and Checkers" with a "Dispatch: Open" button. It contains a table with the following data:

Job Name	Dcs. Code	Workers	Comment
Chief Shipside Clerk (Head Checker)	30101 - Chief Shipside Clerk (Head Checker)	1	
Checker	30201 - Checker	7	

## Dispatching Workers

Click on a labor order name in the menu to open it.

MIS will open the labor order and display all dispatch orders associated.

The job information appears at the top of the screen:

The screenshot shows the MIS interface for labor orders. At the top, there is a navigation bar with the MIS logo and a user profile for 'Dispatcher 1422'. Below this, the breadcrumb 'Labor Orders > #00234134' and the order ID 'ORD\_TEST\_0119\_2' are visible. The main content area is titled 'GENERAL INFORMATION' and contains a table of details:

Reference	Order name	Start Date	Start Time	Shift
LO961	ORD_TEST_0119_2	01-19-2021	13:00	Morning Shift
Port	Terminal	Facility Type	Vessel	Voyage
Charleston	North Charleston (NCT)	On Dock	BH3M	123
Employer	Moves	Continuity Job?	Comments	
Charleston Stevedoring Company	788	No		

Below the table is a 'Dispatch Note\*' section with a text input field and a 'Save' button.

### Glossary of Terms – Job Information

Field	Description
<b>Reference</b>	Number assigned by MIS
<b>Order Name</b>	Name of labor order given by the employer
<b>Start Date</b>	Date the shift will begin
<b>Start Time</b>	Time the shift will begin
<b>Port</b>	Port where work will take place
<b>Terminal</b>	Terminal where work will take place
<b>Vessel</b>	Vessel being worked (if applicable)
<b>Voyage</b>	Voyage number of the vessel (if applicable)
<b>Employer</b>	Employer who placed the labor order
<b>Moves</b>	Expected move count for operations
<b>Continuity Job</b>	Whether the job is being ordered for Monday through Friday
<b>Dispatch Note</b>	Field to place notes such as expected ending time or other information for the workers

The Dispatch Orders show below the job information. Click on the Dispatch button to dispatch the workers to the job:

#1 FWD Gang > 1422 - Longshoreman		Head	Cargo Type: Container Vessel	Cargo Differentials:	Dispatch: Open	Dispatch
Job Name	Doc. Code	Workers	Comment			
Gang Header	1210 - Gang Header - Container	1				
Tractor Drivers	1220 - Tractor Drivers - Container	7				
Forklift Drivers	1234 - Forklift Drivers - Container	1				
Deckman	1237 - Deckman - Container	1				
Hatchmen	1239 - Hatchmen - Container	1				
Gang Labor	1240 - Gang Labor - Container	1				
Holdmen	1241 - Holdmen - Container	1				
Gearman	1246 - Gearman - Container	1				
Tie	1248 - Tie-on, Un-Tie - Container	1				

#2 FWD LASH GANG > 1422 - Longshoreman		Head	Cargo Type: Container Vessel	Cargo Differentials:	Dispatch: Open	Dispatch
Job Name	Doc. Code	Workers	Comment			
Lasher Header	1216 - Lasher Header - Container	1				
Lasher	1244 - Lasher - Container	5				

A worker can be chosen in two ways.

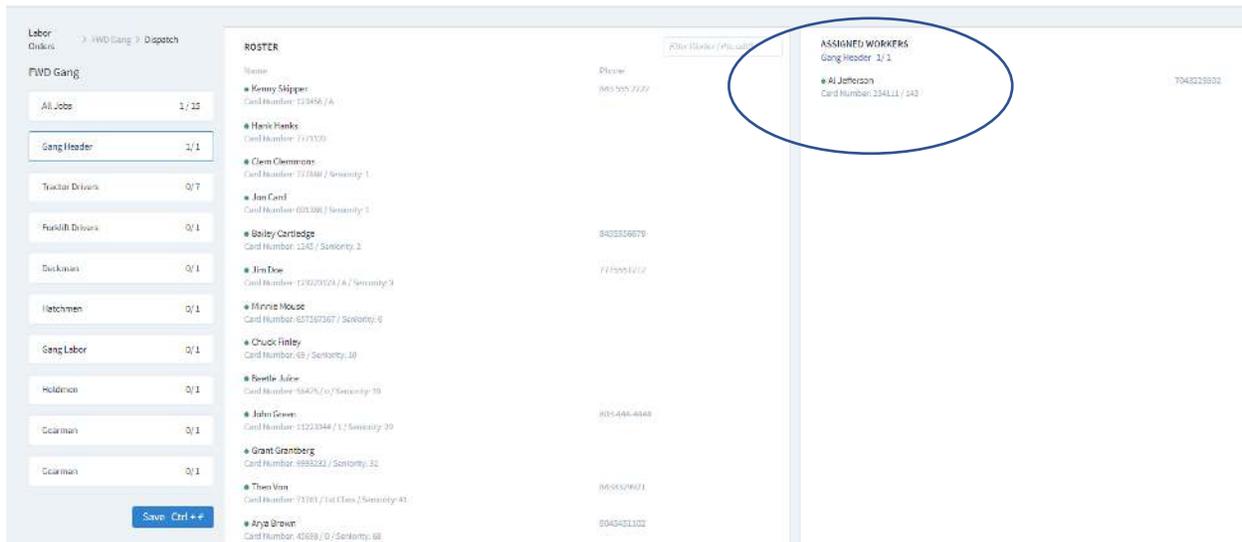
Option 1:

Click on the Job Title and then click on a worker's name in the roster.

Search function available to find workers.

The screenshot shows the MIS interface for a labor order. On the left, a sidebar lists job titles for 'FWD Gang' with counts: All Jobs (0/15), Gang Header (0/1), Tractor Drivers (0/7), Forklift Drivers (0/1), Deckman (0/1), Hatchmen (0/1), Gang Labor (0/1), Holdmen (0/1), Gearman (0/1), and Gearman (0/1). A blue arrow points to 'Gang Header'. The main area shows a 'ROSTER' of workers with columns for Name, Phone, and Card Number. A blue arrow points to 'Al Jefferson'. A search filter 'Filter Worker (v) to add' is visible above the roster. On the right, the 'ASSIGNED WORKERS' section shows 'Gang Header 0/1' and 'Nobody is assigned to work'. A blue callout box points to the search filter with the text 'Search function available to find workers.'

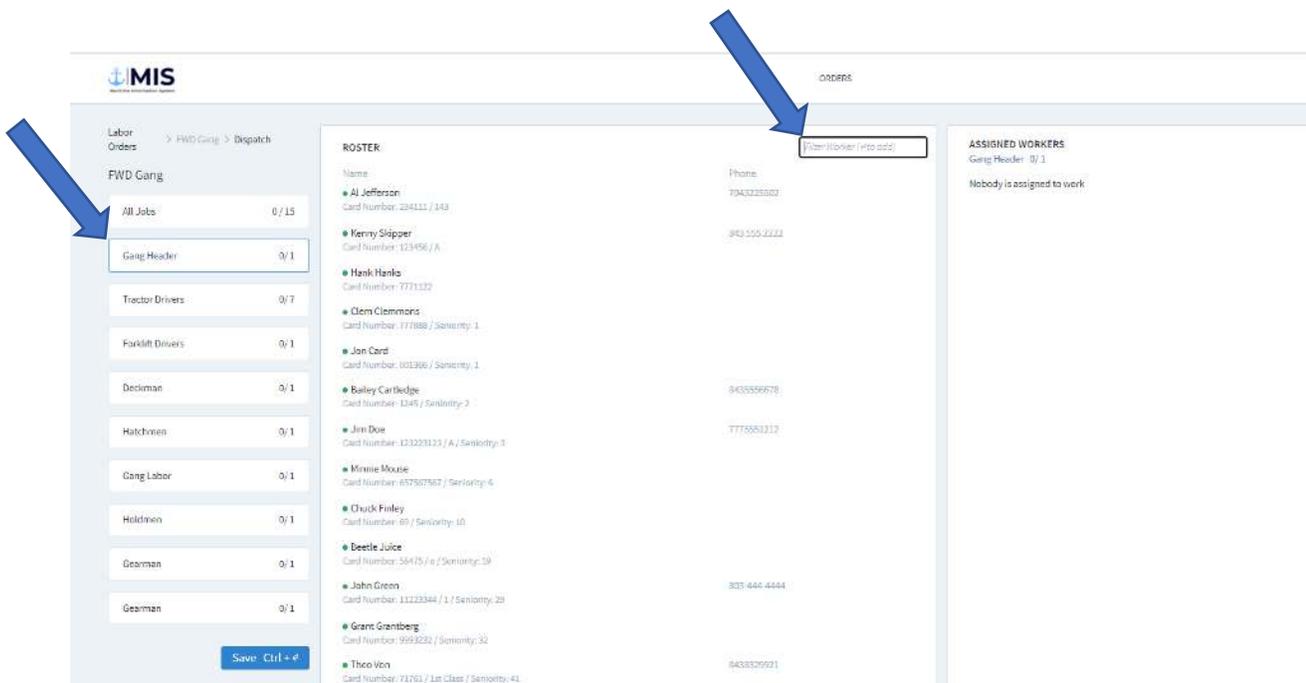
The worker's name will move over to the Assigned Workers list on the right of the screen:



Option 2:

A card scanner can be used to quickly dispatch workers by scanning their Union ID cards.

Click on the Job Title, place the cursor in the Search field and scan the card.



MIS will place the worker into the job and automatically move to the next Job Title, ready for the next card to be scanned.

The screenshot displays the MIS software interface. At the top left is the MIS logo. The main header area includes 'ORDERS' and a search bar labeled 'Filter Worker (+Locals)'. The interface is divided into three main sections:

- Left Panel (Labor Orders):** Shows a breadcrumb trail 'Labor Orders > FWD Gang > Dispatch'. Under 'FWD Gang', there is a list of job titles with counts: All Jobs (1/15), Gang Header (1/1), Tractor Drivers (0/7), Forklift Drivers (0/1), Deckman (0/1), Hatchmen (0/1), Gang Labor (0/1), Holdmen (0/1), Geermen (0/1), and Gearman (0/1). A blue arrow points to the 'Tractor Drivers' entry. A 'Save Ctrl+S' button is at the bottom of this panel.
- Center Panel (ROSTER):** Lists workers with their names, card numbers, and phone numbers. The list includes: Kenny Skipper (Card: 123456/A, Phone: 845 565 2222), Hank Hanja (Card: 7771122), Clem Clemmons (Card: 777888 / Seniority: 1), Jon Card (Card: 001366 / Seniority: 1), Bailey Cartledge (Card: 1245 / Seniority: 2, Phone: 8433056678), Jim Doe (Card: 12322123 / A / Seniority: 3, Phone: 7775551212), Minnie Mouse (Card: 857587567 / Seniority: 6), Chuck Finley (Card: 88 / Seniority: 10), Beetle Juice (Card: 50475 / n / Seniority: 15), John Green (Card: 1222344 / S / Seniority: 20, Phone: 803-444-4444), Grant Grantberg (Card: 9913232 / Seniority: 33), Theo Vob (Card: 11761 / 1st Class / Seniority: 41, Phone: 8438229921), and Arya Brown (Card: 45688 / 0 / Seniority: 58, Phone: 9945451102).
- Right Panel (ASSIGNED WORKERS):** Shows 'Tractor Drivers 0/7' and the message 'Nobody is assigned to work'.

## Publishing a Labor Order

Once the workers have been assigned to the labor order, click on the Save button at the bottom of the Job Title List.

The screenshot shows the MIS software interface for publishing a labor order. The interface is divided into three main sections:

- FWD Gang:** A list of job titles and their counts. A blue arrow points to the 'Save Ctrl+4' button at the bottom of this section.
- ROSTER:** A list of assigned workers with their names, phone numbers, and card numbers.
- ASSIGNED WORKERS:** A list of assigned workers with their names and assigned job titles.

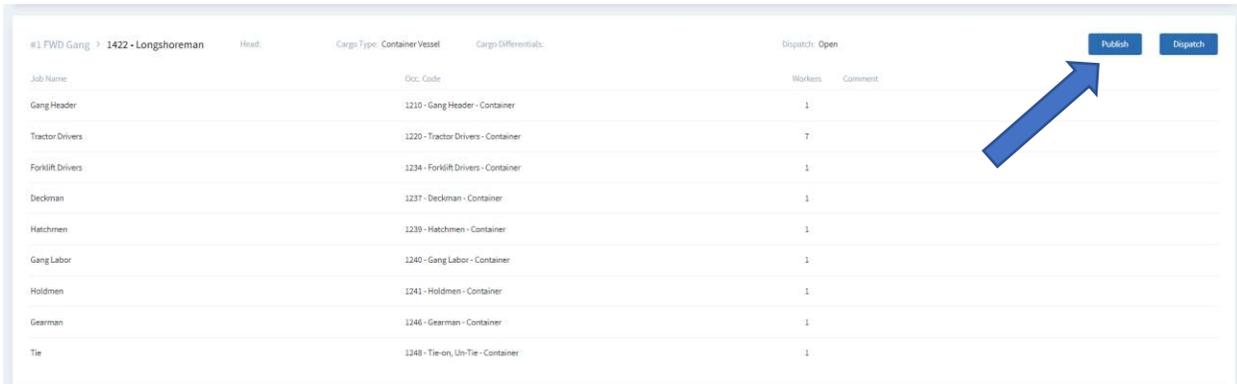
MIS will require the assignment to be confirmed.

Confirm assignment

CANCEL
CONFIRM

Changes can still be made to the labor order at this point.

MIS will return to the labor order detail screen where the option to Publish the labor order is available. Once the labor order is published, MIS will transmit a timesheet to the timekeepers and no changes can be made.

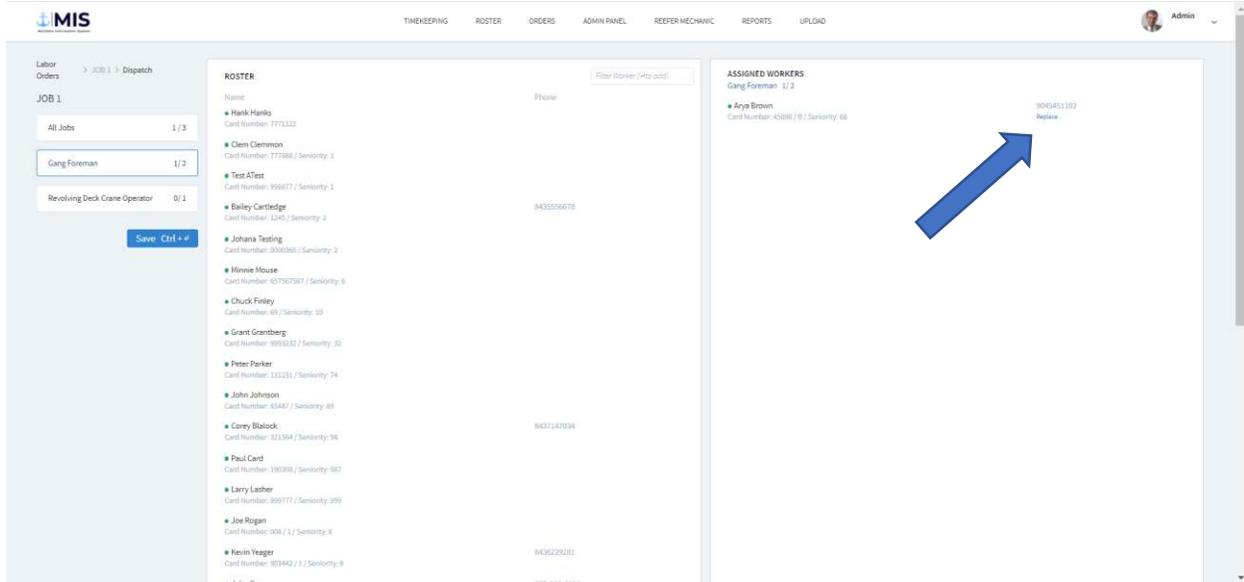


The screenshot shows a labor order detail screen for '#1 FWD Gang - 1422 - Longshoreman'. The page includes a header with 'Cargo Type: Container/Vessel' and 'Cargo Differentials'. Below the header is a table with columns for Job Name, Occ. Code, Workers, and Comment. The table lists various job roles and their corresponding worker counts. In the top right corner, there are two buttons: 'Publish' and 'Dispatch'. A blue arrow points to the 'Publish' button.

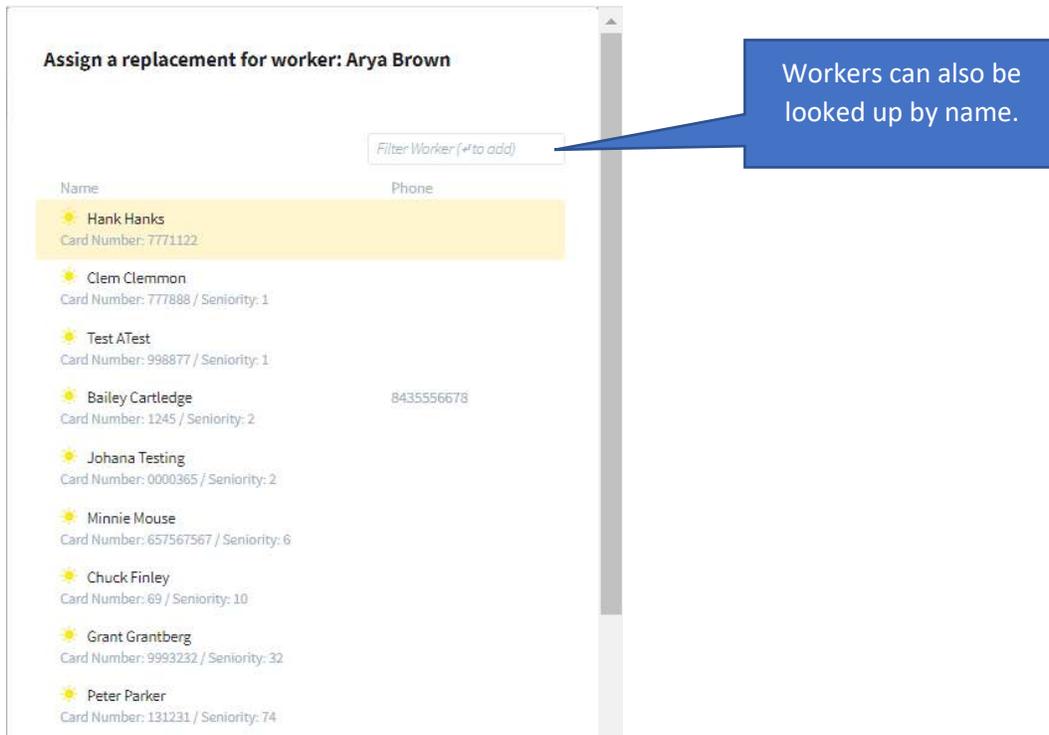
Job Name	Occ. Code	Workers	Comment
Gang Header	1210 - Gang Header - Container	1	
Tractor Drivers	1220 - Tractor Drivers - Container	7	
Forklift Drivers	1234 - Forklift Drivers - Container	1	
Deckman	1237 - Deckman - Container	1	
Hatchmen	1239 - Hatchmen - Container	1	
Gang Labor	1240 - Gang Labor - Container	1	
Holdmen	1241 - Holdmen - Container	1	
Gearman	1246 - Gearman - Container	1	
Tie	1248 - Tie-on, Un-Tie - Container	1	

## Replacing a Worker

To replace a worker in a job, open a labor order and click [Replace](#) below the worker's name:



Choose a name from the roster and click save at the bottom of the page.



The replacement worker will appear under the original worker:

ASSIGNED WORKERS	
Gang Foreman 1/2	
<input checked="" type="radio"/> Arya Brown Card Number: 45698 / B / Seniority: 68	9045451102 Replaced
<input checked="" type="radio"/> Hank Hanks Card Number: 7771122	<a href="#">Replace</a> <a href="#">Cancel</a>

Replacements will not be transmitted to the timekeepers in MIS.