



Work Instructions:
Labor Ordering Module of MIS



| User: | Date: | Revision Notes: |
|------------|-----------|------------------------|
| BH3M / MKB | 10/1/2020 | Document Creation |
| BH3M / MKB | 1/25/2021 | Add template creation. |
| | | |

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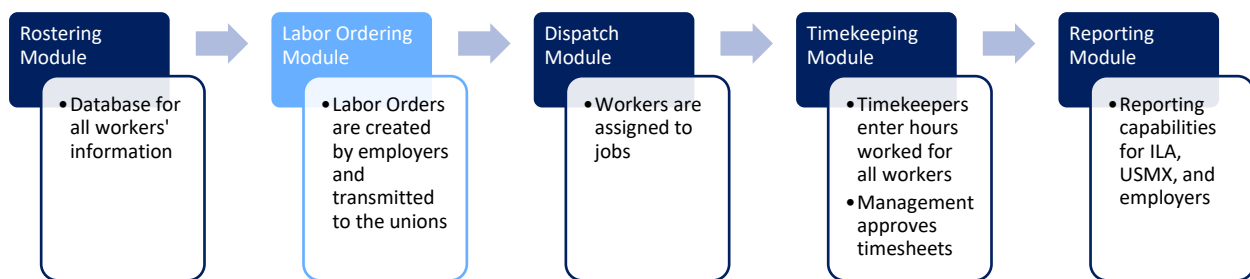
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Purpose

Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The Labor Ordering Module of MIS is intended to streamline the process for employers ordering labor. The labor orders input into MIS are transmitted to the union dispatchers who assign workers and then transmit to the union timekeepers to fill in the time. This process will reduce errors and reduce time spent on placing labor orders.

This Work Instruction illustrates the creating and submission of labor orders in the Labor Ordering Module of MIS.



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 will display a list of labor orders.

| LABOR ORDERS | | | | | | |
|-------------------------------------|------------------|--|---|------------------|--------|----------------------------------|
| Search | | Terminal | Status | | | |
| <input type="text" value="Search"/> | | <input type="text" value="All Terminals"/> | <input type="text" value="All Statuses"/> | | | |
| 337 ORDERS | | | | | | Create New Order |
| Reference | Labor Order Name | Vessel / Voyage | Port / Terminal | Date / Time | Status | Dispatch Note |
| LO362 | 19JAN_ORD | CMA Test 2 | Charleston / Wando Welch Terminal (WWT) | 01-19-2021 12:00 | Saved | |
| LO363 | MB Test 0119 | CMA TEST | Charleston / Wando Welch Terminal (WWT) | 01-19-2021 07:00 | Saved | |
| LO350 | SING4_13JAN | CMA TEST | Charleston / Wando Welch Terminal (WWT) | 01-13-2021 08:00 | Saved | |
| LO329 | JJC TEST NIGHT | Test Vessel 01 | Charleston / Wando Welch Terminal (WWT) | 01-12-2021 20:00 | Saved | |

Multiple job details can be added to a single labor order – even from different unions. For example, an entire vessel order can be placed on one labor order. The separate gangs would appear on different job details, as well as a detail for the clerks.

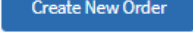
Clicking on the arrow next to a labor order will display the job details (or gangs):

| MB Order Test | Charleston / North Charleston (NCT) | 2020-08-18 08:00:00 | Saved | |
|--------------------------|-------------------------------------|----------------------------------|---------------------|-------------------------------------|
| Job detail #1: Yard Gang | Union: 1422-Longshoreman | Cargo Type: General Cargo Vessel | Cargo/Differential: | Jobs: 3 Dispatch: Open |
| Job detail #2: Clerks | Union: 1771-Clerks and Checkers | Cargo Type: General Cargo Vessel | Cargo/Differential: | Jobs: 1 Dispatch: Dispatch Complete |

Labor orders can be searched using keywords or dropdowns for terminal and status.

| LABOR ORDERS | | |
|-------------------------------------|--|---|
| Search | Terminal | States |
| <input type="text" value="Search"/> | <input type="text" value="All Terminals"/> | <input type="text" value="All States"/> |

Creating a New Labor Order

To create a new labor order, click on  in the top right corner of the screen.

MIS will show the labor order detail screen:

Orders > Order creation

Create New Order Labor Order Templates
Select Template ▾

| | | | | | |
|---|---|---|---|---|--|
| Order Name * <input type="text" value="Order Name"/> | Start date * <input type="text" value="Start date"/> | Start time <input type="text" value="Start time"/> | Shift <input type="text" value="Select"/> | Port * <input type="text" value="Port"/> | Terminal * <input type="text" value="Terminal name"/> |
| Cargo Type * <input type="text" value="Select"/> | Facility Type <input type="text" value="Select"/> | Requires Vessel/Voyage * <input type="text" value="Requires Vessel/Voyage"/> | Vessel <input type="text" value="Vessel"/> | Voyage <input type="text" value="Voyage"/> | Employer * <input type="text" value="Employer"/> |
| Moves <input type="text" value="Moves"/> | Continuity Job? <input type="text" value="No"/> | Comments <input type="text" value="Comments"/> | | | |

JOB DETAIL #1 +

| | | | |
|---|---|---|--|
| Job Detail Name * <input type="text" value="Type Name"/> | Labor Union * <input type="text" value="Labor union"/> | Head <input type="text" value="'Head'"/> | Cargo differentials <input type="text" value="Select"/> |
| Job list: 1 <input type="button" value="Add Job"/> | | | |
| Occupation Code * <input type="text" value="Code"/> | Number of Workers * <input type="text" value="Number of Workers"/> | Comments <input type="text" value="Some Comment"/> | |

The top portion of the order contains the overall order details. The bottom portion of the screen contains the job level (or gang level, for vessel ops) details. Fill in the information that pertains to the job for which the labor is being ordered.

| Glossary of Terms | |
|------------------------|--|
| Field | Description |
| Order Name | Freeform field for the order name – any name can be typed into this field. |
| Start Date | The date the work is planned to begin. |
| Start Time | Shift start time – entered in 24-hour format. |
| Port | Drop-down menu where the port is chosen. |
| Terminal | Drop-down menu where the terminal is chosen. |
| Cargo Type | Drop-down menu where the type of operation is chosen. It is important that this be correct, as wages will be based on this field. |
| Requires Vessel/Voyage | Yes/No drop-down menu; yes for vessel operations / no for all others. |
| Vessel | Drop-down menu where the vessel name is chosen. |
| Voyage | Freeform field for the voyage number. |
| Employer | Drop-down menu where the employer is chosen. |
| Moves | Estimated number of moves for a vessel operation. |
| Continuity Job? | Yes/No dropdown to confirm if a job is a Monday through Friday position. |
| Comments | Any comments that would be helpful for the dispatcher or additional information the workers should know when they show up on site. |
| Job Detail Name | Freeform field where any job detail name can be typed – header's name, gang number, crane number, etc. |
| Labor Union | Drop-down menu where the union is chosen – longshoremen / clerks and checkers / maintenance. |
| Head | Drop-down menu where header's name is chosen, if applicable. – Optional but strongly suggested to name header or chief clerk. |
| Cargo Differentials | Drop-down menu where cargo types are chosen that would cause a differential in pay – damaged, explosive, obnoxious odors, etc. |
| Occupation Code | Drop-down menu where the specific job title is chosen. |
| Number of Workers | Number of workers being ordered for each Occupation Code. |
| Comments | Any job-specific comments that would be helpful for the dispatchers or the workers. |

Fields within MIS that have an * are required.

Multiple job details can be added to a single labor order – even from different unions. For example, an entire vessel order can be placed on one labor order. The separate gangs would appear on different job details, as well as a detail for the clerks.

To add a job detail to a labor order, click on the “+” sign next to the Job Detail tab.

The screenshot shows a web-based form for adding a job detail. At the top left, there is a tab labeled 'JOB DETAIL #1' with a plus sign icon next to it, which is highlighted by a blue arrow. Below the tab, the form is organized into several sections:

- Job Name ***: A text input field.
- Labor Union ***: A dropdown menu with 'Labor union' selected.
- Head**: A text input field.
- Cargo differentials**: A text input field.
- Job Detail Templates**: A dropdown menu with 'Select Template' selected.
- Job list: 1**: A section containing an 'Add Job' button.
- Occupation Code ***: A text input field.
- Number of Workers ***: A text input field.
- Comments**: A text input field.

Fill in the job specific information and choose one of the options at the bottom of the screen.

The screenshot shows the bottom of the form with three buttons:

- Create Order**: A solid blue button.
- Send Order**: A white button with a blue border.
- Cancel**: A white button with a blue border.

| Glossary of Terms | |
|-------------------|---|
| Create Order | Creates and saves the labor order in MIS. This <u>WILL NOT</u> transmit the orders to the union dispatchers. |
| Send Order | Creates, saves, and transmits the order to the union dispatchers. |
| Cancel | Cancels the order and returns to the list of labor orders. |

Submitting a Labor Order

When submitted, labor orders will transmit directly to the Longshoreman's union and the Clerks and Checkers union for dispatch. Labor Orders can be submitted by opening the labor order from the list of saved orders and clicking Send Order at the bottom of the screen.

Orders > Template Creation

Template Creation


Labor Order Templates
Select Template

| | | | | | |
|-------------------|---------------|--------------------------|----------------|------------|--------------------------------|
| Order Name * | Start date * | Start time | Shift | Port * | Terminal * |
| Template Creation | 7/27/2020 | 0800:00 | Morning Shift | Charleston | Wando Welch Terminal (WWT) |
| Cargo Type * | Facility Type | Requires Vessel/Voyage * | Vessel * | Voyage * | Employer * |
| Auto Vessel | On Dock | Yes | Test Vessel 01 | V100 | Charleston Stevedoring Company |
| Moves | Comments | | | | |
| 100 | Comments | | | | |

JOB DETAIL #1

| | | | | |
|------------------------|----------------------------|----------|---------------------|-----------------------|
| Job Detail Name * | Labor Union * | Head | Cargo differentials | Job Detail Templates |
| Test_Template | 1771 - Clerks and Checkers | Head | DAMAGED CARGO | Clear Select Template |
| Jobs list: 1 | Add Job | | | |
| Occupation Code * | Number of Workers * | Comments | | |
| 30102 - Shipside Clerk | 3 | test | | |

Save Order Send Order Cancel



Templates

Labor Order templates can be created to streamline future ordering. For example, if the same labor complement is ordered for a certain vessel each week or the gate each day, templates can be created to save time and reduce the possibility of errors.

To create a Labor Order Template, enter the labor order information and click the down arrow next to Select Template in the top right of the screen:



Choose the option to Save as New at the bottom of the list:

 A screenshot of a "Template Creation" form. The form contains several input fields: Order Name (Template Creation), Start date (7/27/2020), Start time (080000), Shift (Morning Shift), Port (Charleston), Terminal (Wando Welch Term), Cargo Type (Jibcr), Facility Type (On Dock), Requires Vessel/Voyage (Yes), Vessel (MSC TEST), Voyage (V100), Moves (100), and Comments. On the right side, there is a dropdown menu titled "Labor Order Templates" with a "Select Template" label. The menu is open, showing a list of templates: Test Template, Jon_Test_OnDock, MB Test Template, Car Boat, Charleston Stevedore, QA Template, 87_NCT_TEMP, TEST87_NCT_3GANG, 3 Gang Container Vessel, 3 Gang Container Vessel 2, CSC, CMA Jacksonville Template, CMA JAXX, Evergreen Vessel Wando, and "Save As New" at the bottom. A blue arrow points to the "Save As New" option.

To use a template that was previously saved, click the down arrow next to Select Template in the top right of the screen and choose one of the templates from the list. Labor Order details and Job Details will populate.