iris

MARITIME PMS

How-to guides

For the office

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1. Setting up a new vessel in minutes

For superintendents and administrators: add a vessel and build its equipment tree with standard jobs.

1. **Add the vessel**

   In **Vessels** press **Add vessel**: name, code, vessel type, IMO, flag and GT, then save.

2. **Quick setup**

   Open the vessel's **Quick setup**. Choose the type and the number of main engines and generators; IRIS shows the standard equipment for that kind of vessel.

3. **Makers and models**

   Type the maker and model of the main machinery; IRIS suggests as you type.

4. **Add**

   Tick what applies and press **Add ticked equipment**. The equipment tree is built with starter jobs.

5. **Counters and certificates**

   Enter the current running hours and the vessel's certificates, then connect the Ship App on board.

2. The superintendent's daily routine

A short morning routine: dashboard, due list, approvals and alerts.

1. **Dashboard**

   After sign-in you see overdue jobs, defects, certificates and stoppages for the fleet. The bell lists what needs action.

2. **Due list**

   In **Due List**, check **Due** and **Overdue**. When a job cannot be done in time the ship sends a **Request postponement**; you **Approve** it.

3. **Verify**

   Jobs on critical equipment and class items need **Verify** before they count as done.

4. **Defects and purchasing**

   Review new defects and requisitions; turn requisitions into purchase orders.

5. **Alerts**

   In **My alerts & e-mails** choose what you receive: one e-mail each morning with only what is new, and the weekly fleet summary.

3. Tug dispatch and billing

For dispatchers and billing staff: create tug jobs, assign tugs and invoice the shipping lines.

1. **Customers & rates**

   In **Tug Operations → Customers & rates**, enter the shipping lines (terms, discount) and the rate card: base price and price per extra hour by job type and GT.

2. **Create a job**

   Press **New job**: customer, type (berthing, unberthing, shifting…), ship, GT, place, time and number of tugs. IRIS warns if a tug is already booked at that time.

3. **Watch the board**

   The board shows a 24-hour timeline per tug. Jobs without a tug are in the **Not assigned** row and on the bell.

4. **Invoice**

   In **Billing**, tick a customer's completed jobs and press **Invoice the ticked jobs** — discount, tax and PDF included.

5. **Payment**

   Press **Mark paid** when paid. Cancelling an invoice frees its jobs for a new invoice.

> **Tip:** The 25 % surcharge applies to jobs marked night or holiday (18:00 to 06:00).