

QuickCrew™ Seafarer

Recruiting System Datasheet



QuickCrew Seafarer Recruiting System

QuickCrew Seafarer Recruiting System is a web-based software tailored to global seafarer recruiting agencies' real needs, developed by Yinhoo Software Ltd., a leading application and solution provider for North American organizations. By working together with the professionals in the seafarer recruiting industry, QuickCrew was developed as –

A central repository of personal data of all candidates – include comprehensive personal information, licenses and certificates, physical exam records, flight ticket information and workforce records with full history during the on-board service period.

An easy-to-use platform of workflow management – fully enabled workflow managing tools which allows user to manage talent pool, interviews, employers' gap pools, and realizes the dispatching workflow online, including contract management, licenses and certificates management, medical exam result management and flight ticket booking.

A customizable massive report-generating tool – with rich reporting and filtering functions, including integration with Microsoft Excel, user of QuickCrew system can easily group candidates with certain conditions and even edit the issue navigator columns as he needs.

Features

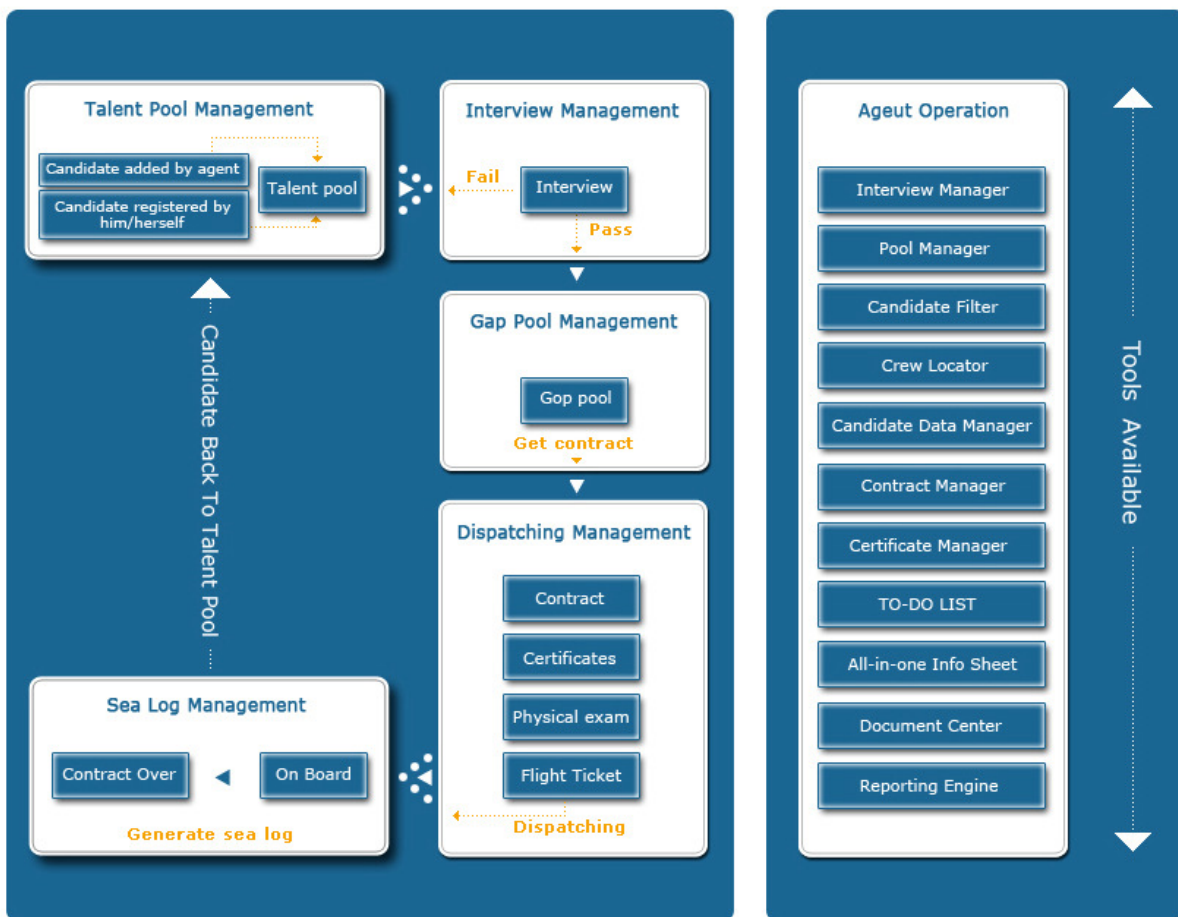
The system is a completely integrated workflow managing solution for seafarer recruiting: Database management, dispatching process control, work scheduler and reminder, crew filtering and grouping tools, report generating tools, etc. An organization-wide view of the recruiting agencies' needs helped us to build the system with ability of zooming in and out to different level of details at any point of recruiting process. The following features are provided within QuickCrew system:

- ✓ **Candidate (Human Resources) Database:** Including personal details, training and certificates, passports, seaman's books, visas and vaccinations, medical details, work contracts, employment history and sea logs, etc.
- ✓ **Dispatching workflow management:** QuickCrew system realizes the recruiting workflows as the following - Candidates register by providing personal information > Candidates get into talent pool > Candidates apply for interviews created by agents > Qualified candidates get into employers' gap pool > Candidates get employer's contract and become an employee > Candidates enter into the dispatching management stage...
- ✓ **Crew dispatching scheduling:** Managing candidate processing schedule, auto notification sent by system, managing the updating of contract info, certificate info, medical details etc with getting on-board warning.
- ✓ **Crew filtering and grouping:** rich searching function to filter candidates by different conditions, the system can even allow users to edit the issue navigator columns to customize the list of his searching result. A one-click exporting feature will allow user to export the list into MS Excel format for further use.
- ✓ **Employer info management:** Employers' details, vessel details, divisions and positions are all stored and managed within the system's database.

- ✓ **Licenses & Certificates:** A small, customizable database storing licenses and certificates including crew certificates, passports, visas and all types of certificates required by the employer, with advanced feature of expiry warnings.
- ✓ **Auto-complete:** Multi-databases storing info like nations names, languages, certificates, etc. The system provides a convenient auto-complete feature when typing in such information.
- ✓ **TO-DO LIST:** The system allows user to add candidates into his TO-DO LIST and set a due date of updating information for the specific candidate. Next time the user will just simply click on the names in the TO-DO LIST to easily track down his work for that candidate.
- ✓ **Customizable reports:** Besides from the filtered reports, Yinhoo will develop customized reports based on client's requirements for those ones that demand more work on report UI. All such kind of report tools will be stored separately in "Report" with a one-click feature to export them.
- ✓ **Easy-sharing documents:** Upload and share documents to candidates or other agents internally.
- ✓ **Global visibility:** Candidates, staff, employers, vessels, divisions and positions can be viewed over any time period at any place that has an Internet connection. It is convenient for the organizations with several branches in different cities/countries.
- ✓ **Security framework:** RCBA user/role authority management. Managing user groups (roles) and setting rules for segregating data visibility between different types of users.
- ✓ **Data replication (under construction):** To be used in some of the world's locations with poor and unstable Internet connections. Replication provides near real-time transfer of data from the master database to one or more remote databases.

Functions

The QuickCrew Seafarer Recruiting System is a web-based, highly configurable and modular software platform. It consists of four core applications: Interview Manager, Candidate Manager, Administrator and Customized Reporting Engine, each one with a series of applications. Please refer to the following diagram for the overview for the system operation workflow:



QuickCrew System Operation Circle

Interview Manager

Designed to allow users to manage the interview activities started by the recruiting firms, Interview Manager is the start point of a complete dispatching circle within the QuickCrew system. Within the Interview Manager, there are a number of tools included. These have been specifically developed by Yinhoo Software to meet the real requirements of the firms involved in seafarer recruiting.

- ✓ **Interview Publish** – create interviews using the system while the system send informing letters automatically to the selected group of candidates. User can also choose a certain date to publish the interview, which will trigger the actions of posting an interview notice on the client’s website and also within the system where the logged in candidates shall see the message.
- ✓ **Interview Result Management** – add more candidates into the interview and take notes at the interview place for those ones who attended interview but have no personal information stored in the system. After all the attendances information is ready, agent will be able to manage their interview result by setting the status to Pass or Fail.
- ✓ **Interview Candidates Report** – For each single interview activity stored in the system, user is able to open the result list and choose to print the list or export it as a MS Excel sheet for further use. The reports can be either faxed or sent via email to the employers.

Candidate Manager

The most important module in QuickCrew system, which allows agent user to manage candidate database, categorize different talent pools for different employer, track the dispatching workflow, manage crew’s contract and sea log, update certificate and medical

information for hired crews, get flight information/confirm flight tickets and generate all different kinds of customized reports.

- ✓ **Pool Manager** – The pool management tools allows user to manage different groups of candidates, including candidate pool, gap pool, and employer’s talent pool. User is able to categorize candidates into different pools for further reference. It is also easy to get a complete candidate list for a certain type of pool (e.g. talent pool for Royal Caribbean) and get it printed or exported as MS Excel file for further use.
- ✓ **Candidate Filter** – The candidate filter is a powerful tool to sort candidates into unlimited number of groups by setting different matching conditions. These groups, after being created, can be saved for further reference at anytime. User can also easily customize reports by using the filter function. Filter setting allows user to customize the navigator columns so that the list can be set in any format the user wants it to be while displaying any information the user wants to display.
- ✓ **Candidate Locator** – advanced search module which enables searching by all possible conditions. User can locate the candidates more accurately by searching in search results.
- ✓ **Candidate Data Manager** – data manager is where candidates’ personal information is stored. The information collector will get personal details including General Information, Language, Travel Documentation, Work Experience/History, Attached Word CV, Candidate’s Photograph and Emergency Contact Information.
- ✓ **Contract Manager** – Contract Manager allows user to add current contract information for a candidate who is currently not hired. Candidate will be put into the employer’s talent pool accordingly by the system after his/her current contract is created. Within this module, candidates hire history / contract history will also be archived for further reference. And Sea log management section allows agents to update the candidate’s performance and track candidate’s position changing, sign-on/sign off records, salary changing, emergency leave (early end of the contract), etc.
- ✓ **Certificate Manager** – Certificate Manager allows user to add licenses or certificates for a

candidate and upload the image file for reference. QuickCrew system also has the ability to match the certificates that a candidate is holding and the required certificates stated in his/her contract with auto remind displayed in Certificate Manager. Certificate Manager will also generate auto expiry warning message to the user 1 month prior to a candidate's certificate expire.

- ✓ **Medical Exam Manager** – Medical Exam Manager allows user to update medical exam result for a candidate and upload image file for reference.
- ✓ **Flight Ticket Manager** – with auto-retrieved list of the ready-to-go candidates, ticket agent will be able to update flight information for the seafarers which will be then confirmed by the recruiting agents.
- ✓ **TO-DO LIST** – an easy-to-use dispatching work scheduling tool which makes it possible to add a task (e.g. updating candidate's contract information) to agent's personal TO-DO LIST at any stage of dispatching process. Agents will be able to track his work using the TO-DO LIST next time.
- ✓ **Candidate Info Sheet (under construction)** – An all-in-one info sheet (Personal data, contract info, licenses and certificates, medical exam, language, Marlin test info, contract history, flight info, all selectable) for selected candidate which can be exported as MS Excel file or pdf file, with a one-click feature to send the sheet to employer's email address.

Administrator

The Administrator component provides console-based tools for system administrators to configure the QuickCrew system. The Administrator tools include:

- ✓ **System Database** – Centralized database storing information of Employers (ship owners), Vessels, Divisions, Positions and other selectable items like Countries, Languages, Certificate names, Different recruiting branches. All these items are editable with an

auto-complete feature when user enters above information for a candidate.

- ✓ **Document Center** – Storage of all the documents which can be shared only between the recruiting agents or to the entire talent pool of candidates (e.g. Application Forms).
- ✓ **Security and Authority (Role Management)** – using RBAC role management technique to manage the individual access rights to each small feature for the user groups and individuals (e.g. Admin group, Agent group, Candidate group, Ticket Agent group). This ensures administrators can oversee the functions that other QuickCrew users are able to perform.

Customized Reporting Engine (Optional, 2nd Development)

Based on client's requests, Yinhoo Software will develop this optional module for the firms that have more requirements on report UI, format and with more complicated report features (integrate with industry-standard reporting engine, Crystal Report).

Benefits of Using QuickCrew System

The QuickCrew system provides users with a number of key features and operational benefits which include:

- ✓ A scalable and robust, industry-strength solution, best fit the real needs of seafarer recruiting companies.
- ✓ A great saving on management cost: with a centralized database storing all candidates' information, QuickCrew helps organizations to reduce their cost on data management and maintenance.
- ✓ An enhancement to the organization's work efficiency: QuickCrew significantly increases staff's operating efficiency by minimizing time for data input and output, automatically generating reports, easily locating candidates, and well organizing work schedule with auto reminder and warning features.
- ✓ A reduce of mistakes: reliable system and database ensures the accuracy of the operation, which will reduce the possible mistakes in a large scale comparing with operation with paper files.
- ✓ Set a standard operation process: organizations will have a standard work process by implement QuickCrew system into their daily operation, which will then help the firms to eliminate flaws in their old process.
- ✓ The suite provides unique task scheduling tools for dispatching operations.
- ✓ A comprehensive crew human resources record: including certification, visas, endorsements, medicals, warnings and associated documentation.
- ✓ A modular, expandable software suite supported with continuous improvement and regular software updates by Yinhoo Software: all built within best practice processes.

Xiamen Yinhoo Software Ltd.

Unit 202, Building 26, Guanri Rd., Software
Park II, Xiamen, China. 361009

Tel. +86 592 295 6018

Fax +86 592 295 6009

mds@yinhoo.com

www.yinhoo.com

www.quick-crew.com

About Yinhoo Software

Yinhoo, a leading medium size joint venture software company based in China, providing application developing services and solutions globally. Yinhoo is recognized for its extensive software engineering capabilities, professional requirements management, quality assurance process and competitive cost structure. Long-term relationship with its customers has gained Yinhoo reputation in offshore outsourcing model with compelling, high value, low cost solutions. Nowadays, Yinhoo is endeavoring to expand its services to application development, software design, web development, monitoring and integration services, to customers all over the world.

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