

Advanced Remote Training for Seafarers (ARTS) for FOS users

USER GUIDE
VERSION 1.0.0.0

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Printing House Conventions

Sample of notation	Usage comments
Setup.exe	Messages, commands, files, folders and other Windows OS info
<Enter>	Keyboard key names
Interface	Window names, tabs, icons, checkboxes, buttons, radio buttons and text box captions, and other interface elements, important text
NOTE	Notes
WARNING	Warnings
<u>http://www.amver.com</u>	URL

1. Introduction

WEB Based Type Specific Trainings of the ARTS (Advanced Remote Training for Seafarers) provides access to Wärtsilä Voyage training management platform and allow making online CBT courses available to the trainees.

This document describes how to use the portal and answers the most frequently asked questions.

Please note that the platform is enhanced on a regular basis, so the interface may differ from that described in this document.

The list of available courses will update as new content is added. Occasionally courses may disappear as they are updated or being worked on.

The list of courses currently available is displayed on the start page of the Training Management dashboard.

1.1. Abbreviations

ARTS	Advanced Remote Training for Seafarers
EULA	End-User License Agreement

1.2. Hardware Requirements

Access to training and the training management is possible from a wide range of devices.

The devices should satisfy the following minimal requirements:

- Display: 9"+ display to read theory and 12"+ to run self-practice (where applicable);
- Support of audio playback;
- Mouse and keyboard for practicing with the dedicated software (e.g. NS 4000 ECDIS);
- 1Mbit internet connection, VPN services and anonymizers are not supported;
- Minimal versions of supported browsers:
 - macOS - Safari 10.1
 - Windows - Chrome 49, Firefox 55 or newer
 - Android - Chrome 61 or newer
 - iOS - Safari 10.2

Should additional information be required, please contact our support service
<mailto:wv.app.support@wartsila.com>

2. Accounts and Administration

2.1. Who Can Manage Training?

The training management on the Training portal of Wärtsilä Academy is available for the 'Quality' account.

2.2. Managing Accounts and Permissions

Management of FOS accounts is described in FOS user documentation.

Trainees records (accounts) are created in the dashboards of the Training Portal.

WARNING: As a trainee account is personalized and refers to the trainee email address, it is not possible to use one email address for different trainees, for example a group or generic address, such as *1stofficer@some.shippingcompany.com*, is not suitable.

3. Training Management

3.1. Training Management Procedure in Brief

1. Access the Training Portal as a Training Manager ('Quality' role).
2. Go to the **User management** dashboard of required training course if there are more than one available; if only one course is available, the **User management** dashboard for the course will be automatically opened.
3. If a new trainee should be added (if the trainee already exists in the list, you may skip this step), add new trainee.
4. Enrol the trainee in the training course.
5. If required, track the training progress in the dashboard.
6. If required, download the trainee certificate when the training is successfully completed.

NOTE: It is recommended to sign out from the system (account) when the work is finished.

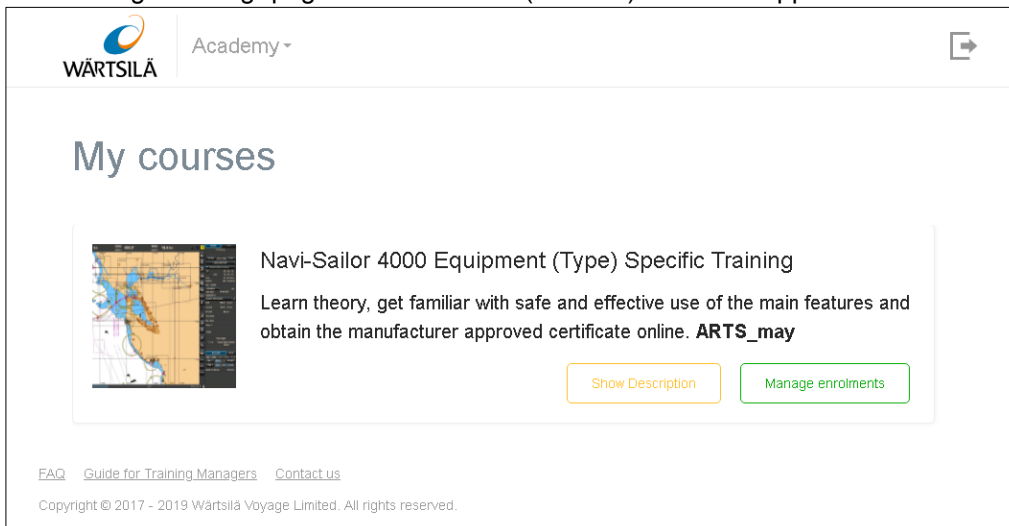
3.2. How to Access Training Management Dashboard

The **Training Management dashboard** can be accessed by the Course Administrator (the user with the 'Quality' role of FOS) only.

To access the **Training Management dashboard**, use your Internet browser and log onto <http://fos.transas.com>.

Select the **Training** menu item.

The "Manage training" page with the course (courses) name will appear:



WÄRTSILÄ Academy

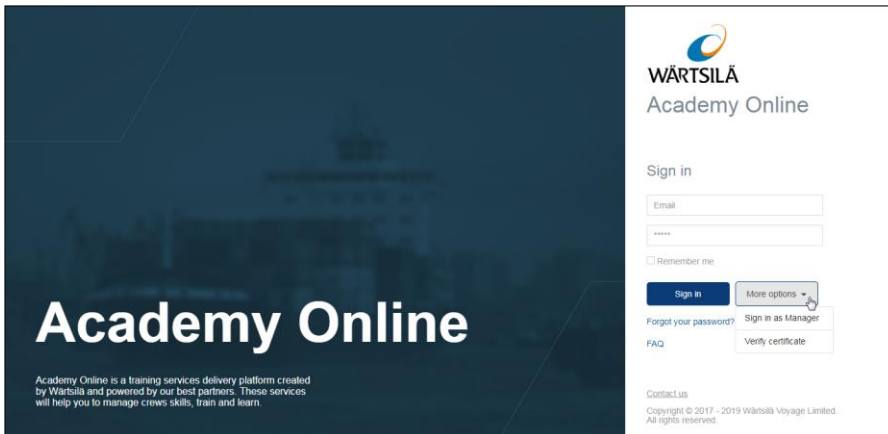
My courses

Navi-Sailor 4000 Equipment (Type) Specific Training
Learn theory, get familiar with safe and effective use of the main features and obtain the manufacturer approved certificate online. **ARTS_may**

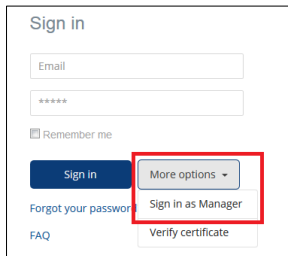
[Show Description](#) [Manage enrolments](#)

[FAQ](#) [Guide for Training Managers](#) [Contact us](#)
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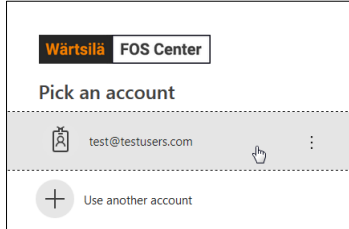
Another way to access the **Training Management dashboard** is to log onto <https://academy.transas.com> directly.



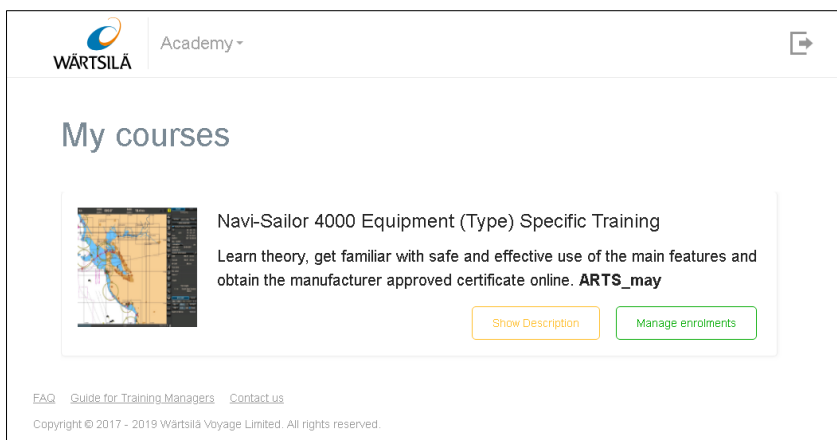
Press the **More options** button and choose the **Sign in as Manager** item.



The following panel will be opened:



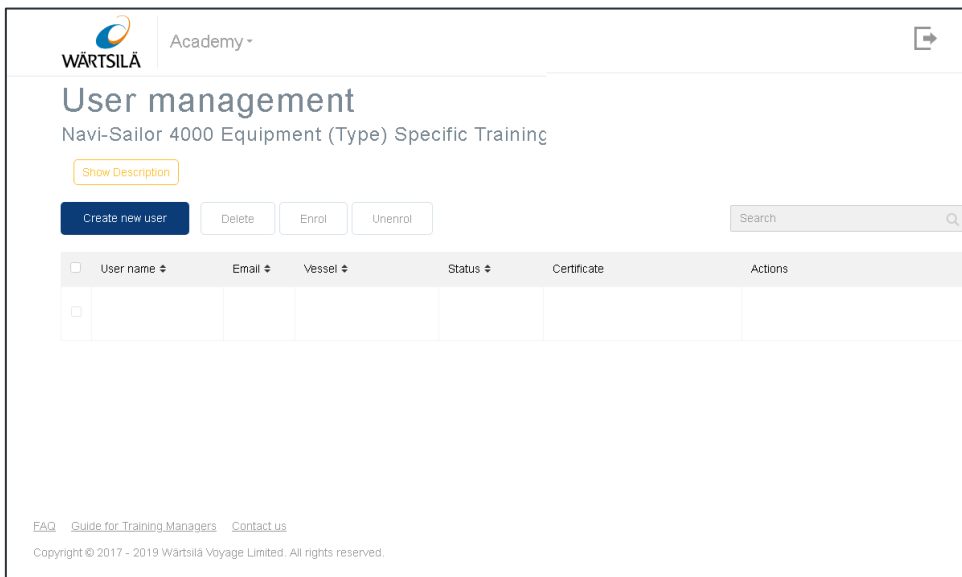
Choose the email address linked with the account. If it is the first access or a different computer, press **Use another account** and type the email address there. Type the password in the sign-in dialog which appears after picking the account.



After the successful sign-in, the list of available courses will be shown. If there is only one course available, the list of courses may not be shown, and the **User management** dashboard will be opened automatically.

Choose the required course and press the corresponding **Manage enrolments** button.

The **User management** dashboard for the training will be opened



3.3. How to Add New Trainee

To add a new trainee to the portal, sign-in as a Training Manager ('Quality' role), proceed to the desired training course and add the trainee by clicking the **Create new user** button. The **Create new user** window will open:

Fill in the form fields with the trainee and training details.

First name - trainee first name

Last name - trainee second name

Email - valid email of the trainee (invitation and the training access links will be sent to this email address). It is important to remember, that the trainee account is linked to the email address. It is not possible to use the same email address for different trainees.

Click the **Create** button. A row with the trainee name will appear in the table on the **User management** page.

The invitation message with a one-time link to the course will be sent to the trainee's email.

The trainee should follow the invitation link and complete registration at the training portal to get access to the courses.

At this stage the trainee details are in the training portal, but he/she is not enrolled.

If required, the trainee can also be enrolled at this stage. To do this, select the **Enrol user on course** checkbox. Additional fields which may be needed to be filled will be shown:

Enrol user on course - select the checkbox for the trainee to be enrolled in the course immediately. If the checkbox is unchecked, the trainee can be enrolled at a later stage


Vessel – a vessel to which the training is referred. The vessel can be chosen from the dropdown list of subscribed vessels. The vessel chosen here can be changed later from the **Vessel** column on the **User management** page. Changing the **Vessel** value is possible only when the training is yet not activated (accessed) by the trainee.


WARNING: It is good practice that any trainee should be added to the required training course from its **User management** dashboard only. This will prevent the trainee from being enrolled in a wrong training course.

WARNING: As a trainee account is personalized and refers to the trainee email address, it is not possible to use one email address for different trainees, for example a group or generic address, such as *1stofficer@some.shippingcompany.com*, is not suitable.

3.4. Enrolment

3.4.1. How to Enrol One Trainee

If the trainee was not enrolled on the course when the course was booked (as is described in Chapter 3.3 How to Add New Trainee) or failed the training and needs to be enrolled again, he/she can be enrolled using the  button.

1. Find the trainee in the list at the **User management** dashboard of required course.
2. Click the  button in the **Actions** column for the trainee. If the trainee is already enrolled in the training course and the course is not completed or has already expired, the enrolment will not be possible, and the button will be greyed out.


The enrolment confirmation dialog is shown:

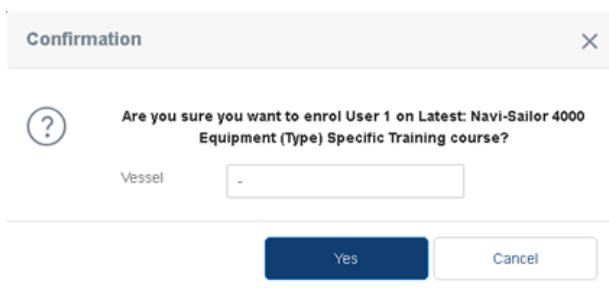
3. Choose required vessel reference in the **Vessel** field.
4. Press the **Yes** button to confirm the enrolment or the **Cancel** button to close the form without enrolling the trainee.

When enrolled, the trainee receives an email message with a link to the course. The trainee should follow this link to get the access to the course.

3.4.2. How to Enrol Several Trainees

To enrol several trainees at once (please note that all such enrolments will refer to the same vessel):

1. Select checkboxes next to the names of trainees to be enrolled;
2. Click the  button above the trainees list.
3. The enrolment confirmation dialog is shown:




The dialog box is titled "Confirmation" and contains a question mark icon. The text asks: "Are you sure you want to enrol User 1 on Latest: Navi-Sailor 4000 Equipment (Type) Specific Training course?". Below the text is a "Vessel" label and a text input field containing a hyphen. At the bottom are two buttons: "Yes" and "Cancel".

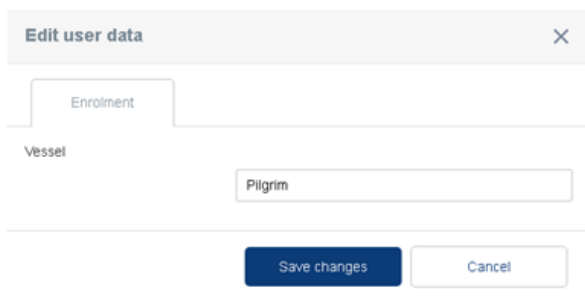
4. Choose required vessel reference in the **Vessel** field.
In this case, enrolments in this course for selected trainings will refer to the same Vessel.
5. Press the **Enrol** button to confirm the enrolment or the **Cancel** button to close the form without enrolling the trainee.

When enrolled, the trainees receive email messages with the links to the course. Each trainee should follow his/her own link to get the access to the course.

3.4.3. How to Change Vessel Reference

After the trainee enrolment, should the Vessel reference need to be changed, it is possible to do this but only before the course is accessed for the first time. To edit the enrolment parameters:

1. Click the  button in the **Actions** column of the trainee row.
2. Edit the parameters in the **Edit user data** form:



The form is titled "Edit user data" and has a tab labeled "Enrolment". It features a "Vessel" label and a text input field containing the word "Pilgrim". At the bottom are two buttons: "Save changes" and "Cancel".

3. Press the **Save changes** button to apply the edited data and close the form or the **Cancel** button to keep old values.

It is important to note again that:

- The trainee name can be corrected by the trainee at any time in his/her training account profile.

- Vessel name can only be changed before the training course is accessed by the trainee for the first time. After that, none of this data can be changed.
- A trainee email address cannot be changed. To fix the problem, delete the trainee record in the **Training Management** panel and create it again with correct parameters.

3.4.4. How to Cancel Enrolment

To cancel the trainee(s) assignment to the course:

1. Select the checkbox(es) next to his/her name(s) and click the **Unenrol** button.

<input type="checkbox"/>	User name	Email	Vessel	Status	Certificate	Actions
<input checked="" type="checkbox"/>	User 3	xxx2@mail.com	Sea Star	Enrolled, not activated 07.06.2019	Generate	Enrol
<input type="checkbox"/>	User 2	xxx1@mail.com		Not activated 07.06.2019	Generate	Enrol
<input type="checkbox"/>	User 1	xxx@mail.com		Not activated 07.06.2019	Generate	Enrol

2. Confirm the enrolment cancelation by pressing the **Yes** button or cancel the operation by pressing the **Cancel** button.

Confirmation

Are you sure to unenrol selected user accounts (1)?

Yes **Cancel**

The trainee(s) access to the course will be closed and the trainee(s) will receive an email notification about the enrolment cancelation.

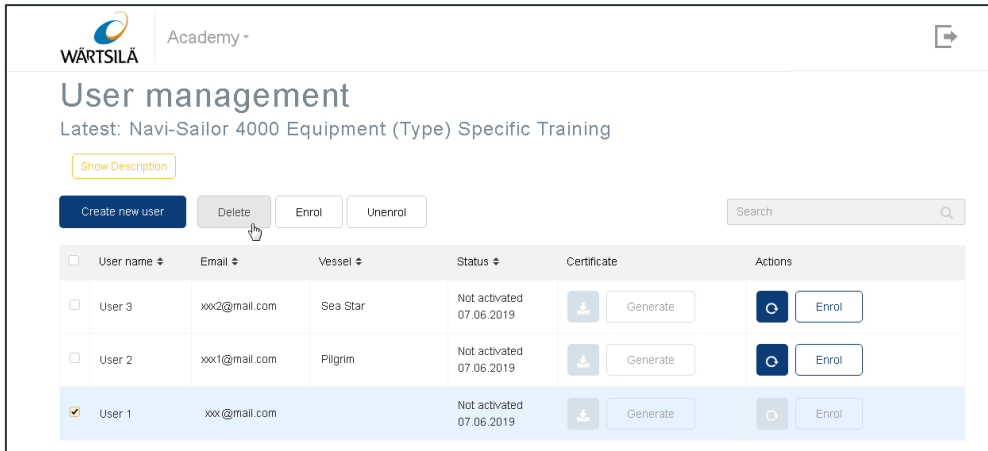
3.4.5. How to Send Invitation Again

To send the invitation to the course to the trainee email again, click the button in the **Actions** column:

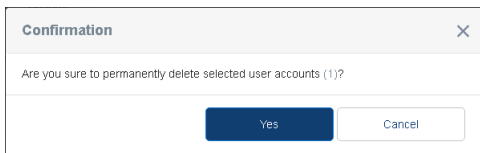
<input type="checkbox"/>	User name	Email	Vessel	Status	Certificate	Actions
<input type="checkbox"/>	User 3	xxx2@mail.com	Sea Star	Enrolled, not activated 07.06.2019	Generate	Enrol
<input type="checkbox"/>	User 2	xxx1@mail.com		Not activated 07.06.2019	Generate	Enrol
<input type="checkbox"/>	User 1	xxx@mail.com		Not activated 07.06.2019	Generate	Enrol

3.4.6. How to Cancel Enrolment and Remove Trainee

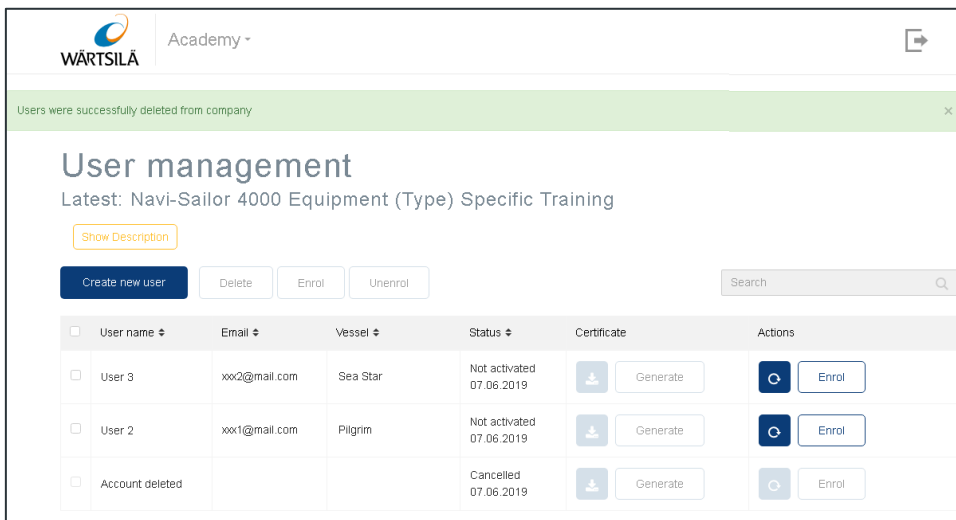
To cancel the trainee assignment to the course and remove the trainee information from the list, select the checkbox next to his/her name and click the **Delete selected** button.



Confirm the deleting by pressing the **Yes** button or cancel the operation by pressing the **Cancel** button:



The account will be removed from the table and access to the course will be closed. Please note that the corresponding line in the list will remain with the **Account deleted** status in the **User name** column and an empty **Email** field:



The trainee(s) will receive an email notification about the account removing.

WARNING: The trainee record will get totally unavailable after the account deletion. All current enrolments will be revoked and a Training Manager access to previously issued certificates will be not possible.

3.5. Tracking Training Status

Current status of a training is displayed in the **Status** column of the **User management** dashboard for the training course.

User name	Email	Vessel	Status	Certificate	Actions
User 3	xxx2@mail.com	Sea Star	Failed 07.06.2019	Generate	Enrol Edit
User 2	xxx1@mail.com	Pilgrim	Finished 07.06.2019	Generate	Enrol Edit
User 1	xxx@mail.com	Secret	In progress 07.06.2019	Generate	Enrol Edit

The following information is shown:

Finished – the training is successfully completed, the certificate is generated, and the completion date is shown.

In progress –the training is in progress, and the date when last accessed by the trainee.

Failed – the training was not completed in the required time frame, and the date of the enrolment expiry.

Cancelled – the enrolment was cancelled by the training manager, and the cancellation date.

Not Enrolled – the trainee completed his(her) account registration but has not been enrolled yet.

Access Granted - the trainee is registered, he was enrolled to the course, but the trainee has not used it.

Not Activated - the trainee has been invited to the system, but he has not followed the link in the invitation to the system or has not completed registration yet.

Enrolled, not activated – the trainee is enrolled in the training course but has not yet completed his(her) account registration.


3.6. Handling Certificates

Training managers of the company from which the trainee has been enrolled have direct access to the certificates for these courses. Access to the certificates is available from the **User management** page of the Training Course.

User name	Email	Vessel	Status	Certificate	Actions
User 3	xxx2@mail.com	Sea Star	Failed 07.06.2019	Generate	Enrol Edit
User 2	xxx1@mail.com	Pilgrim	Finished 07.06.2019	Generate	Enrol Edit
User 1	xxx@mail.com	Secret	In progress 07.06.2019	Generate	Enrol Edit

3.6.1. Downloading Certificates


Once the training has been completed and the certificate generated, the training status is changed to

Completed. After that, the training manager can download the certificate using the **Download** button  in the trainee record row.

3.6.2. Updating Certificates

If the trainee inputs incorrect data in his/her profile, the certificate will also contain incorrect data and should be corrected. In this case, the trainee should correct the data in his/her training profile and report the corrections to the training manager.

To correct the data:

1. Ask the Trainee to access his/her training account and correct the data.
2. When the data is corrected, press the  button for the trainee in the **User management** dashboard of the training course
3. After that, the certificate is updated, and the Training Manager can download it. The trainee can also download the certificate from his training account at the portal.

NOTE: After the corrections in the certificate are made, previous version(s) of the certificate become invalid and cannot be verified. The certificate number and the dates remain the same.

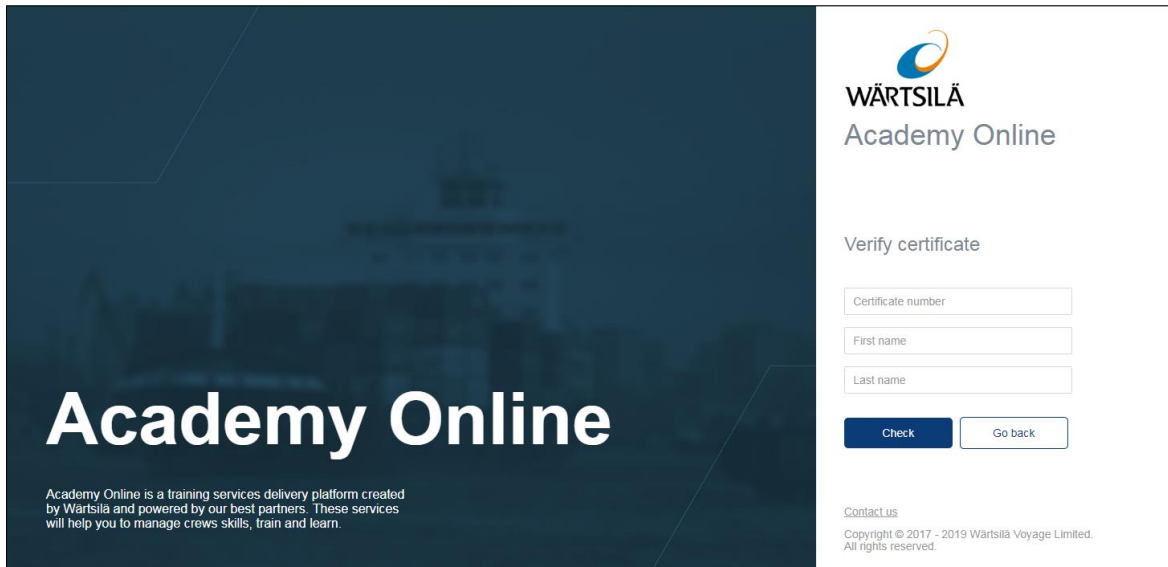
3.7. Exiting Training Management

To exit from the Training Management service, click the **Log out** button:



4. How to Verify Trainee Certificate

All certificates issued for online Type Specific Training are automatically registered in the centralized database. To verify a certificate, follow <https://academy.transas.com/check> link and type the trainee name and the certificate number in the **Verify certificate** form:



Academy Online is a training services delivery platform created by Wärtisilä and powered by our best partners. These services will help you to manage crews skills, train and learn.

Verify certificate

Certificate number

First name

Last name

[Contact us](#)

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Press the button.

The result of the validation will be shown. If the certificate is not valid, being either expired or unregistered, 'Not found' result will be shown. If the certificate is registered, the training course name, for which the certificate was issued and its expiration date, if applicable, will be shown.

5. Frequently Asked Questions

How to grant access to the training management

To get training management access, create an account with the Quality role using FOS Center. Please see FOS operational manual for the details.

How to revoke access to the course

To revoke access to the course with the use of the existing account, unenrol the trainee on the relevant course **User management** dashboard as described in [How to Cancel Enrolment](#) chapter.

Why can I see trainee names that I did not create

The **User management** dashboard lists all trainee accounts, associated with the ARTS Service for the Customer. It does not matter, who of the Training Managers created these accounts.

How can the Training Manager receive training him/herself

To be able to take the course him/herself, the Training Manager should create for him/herself an account with another email (different from that used for registration as the 'Quality' role). Then he needs to log out before following the instructions received by email and accessing the course.

Advanced Remote Training for Seafarers (ARTS) for FOS users

User Guide

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Technical support

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