

APCIS VIDEO HOSTING USER GUIDE

The APCIS system allows loading, storing and displaying video files. The accepted video formats are MP4, AVI, FLV, 3GP, MPG, MOV, QT, WMV, MPEG. The APCIS automatically converts any of these formats to MP4 because video files are stored in the APCIS in MP4 format. It is recommended to upload videos in MP4. The maximum size of each uploaded video file is limited to 100 MB (Megabytes). The maximum duration of one video file is 10 minutes. The video files hosting system enables attaching several video files to a deficiency.

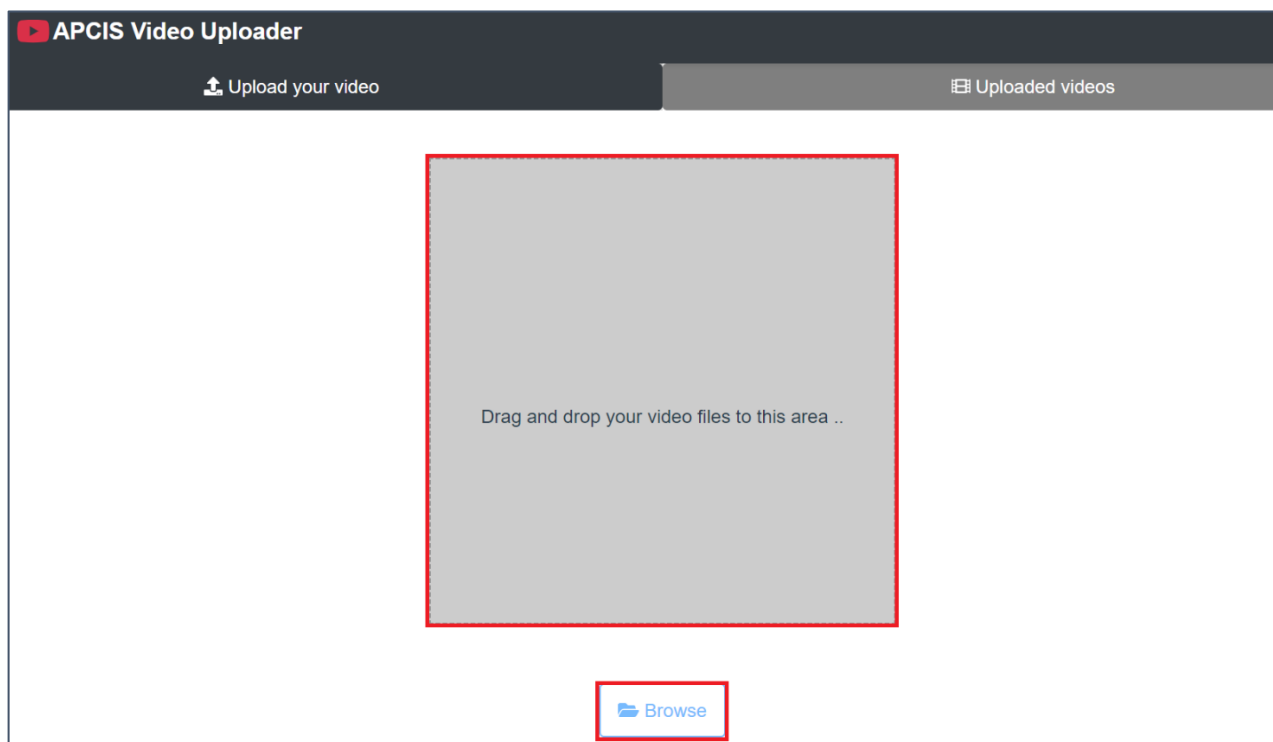
Please, follow the steps listed below to add a video file to an inspection report:

1. Create an inspection report and submit it into the APCIS system. Find and open your inspection report in the APCIS. Go to the ship deficiencies section and click the button “Add video” located in the column “Videos” of the ship deficiencies table next to the description of the deficiency to which you’d like to attach your video file (Picture 1).


Ship deficiencies								
#	Code	Nature	Remarks	Conventions	Actions	Responsible RO	Pictures	Videos
1	11104	Rescue boats	RESCUE BOAT FUEL LOW LEVEL, FUEL GAUGE UNREADABLE AND DEFECTIVE.	LSA Code, S74 2/CIII/R41; S74-2/CIII/R47.3.4;	17 - Rectify deficiency before departure 10 - Deficiency rectified		no	no Add Video
2	07105	Fire doors/openings in fire-resisting divisions	FIRE DOORS, UPPER DECK STAIRWAY ACCESS (115) ENGINE RM ACCESS TO THE ACCOMMODATION UPPER DECK (123) AND EMERGENCY ESCAPE ENGINE ROOM LOWER PLATES, NO CLOSING AS REQUIRED	SOLAS ch. II-2, S60/CII/R39(a)(i); S74/CII-2/R19(b)(i);	17 - Rectify deficiency before departure 10 - Deficiency rectified		no	no Add Video
3	18409	Dangerous areas	INADEQUATE GUARDING AROUND ENGINE ROOM HATCH ON A DECK BETWEEN ACCOMMODATION AND FUNNEL.	MLC 2006 Title 4, MLC/AIV/-1;	17 - Rectify deficiency before departure 10 - Deficiency rectified		no	no Add Video
4	13103	Gauges,thermometers, etc	NO. 3 GENERATOR GAUGES DEFECTIVE, UNREADABLE	SOLAS ch. II-1 Parts C, D, E, F, S74/CII-I/R26;	15 - Rectify deficiency at next port		no	no Add Video

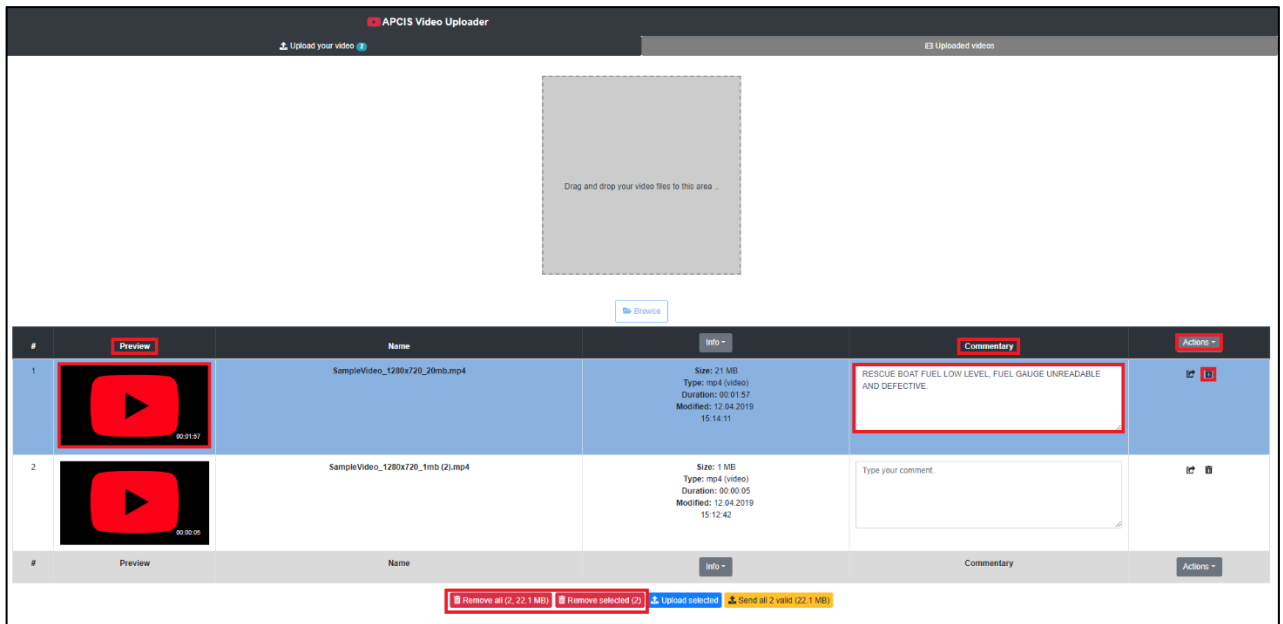
Picture 1

2. A new page of the APCIS video uploader will open in the new window. Click “browse” button and choose video files that you would like to upload from your computer or drag one or multiple videos to the grey quadratic drop zone (Picture 2).




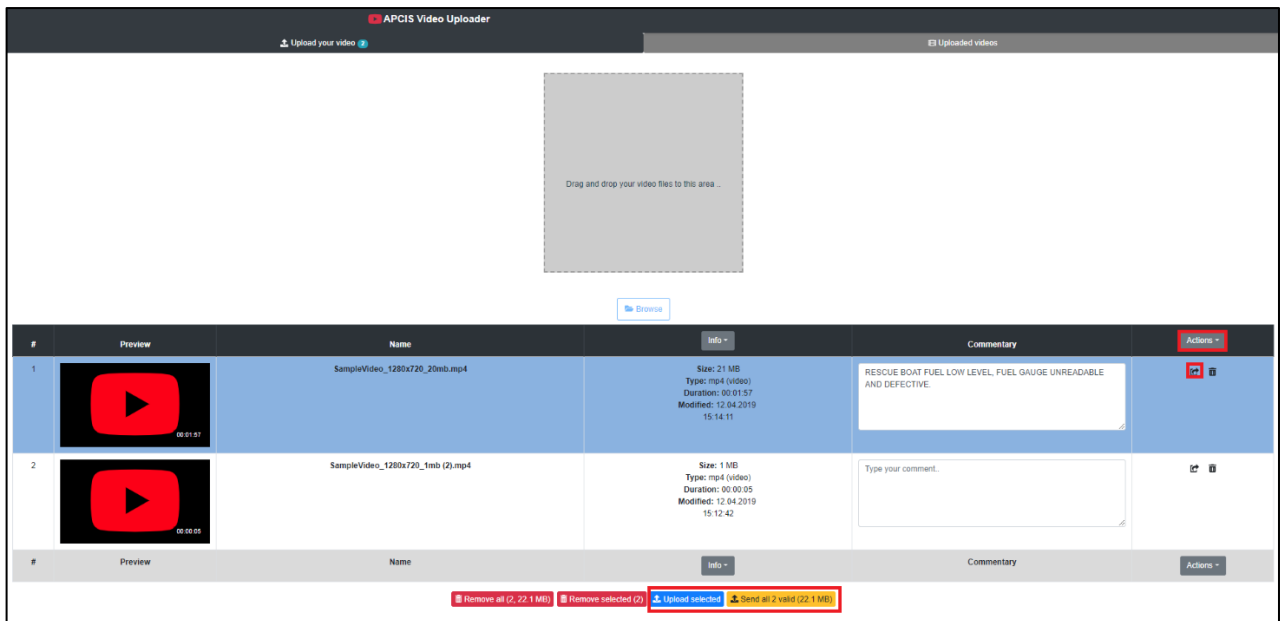
Picture 2

3. As soon as you choose a video file you will be able to preview it in the table appearing below the “browse” button under the column “Preview”. If a video file is wrong, you can delete it by clicking the buttons “Remove selected” or “Remove all”. You can also delete a selected video by clicking the “waste bin” symbol  located in the column “Actions”. You can also add your comments to your video by filling in the box “Commentary” (Picture 3).



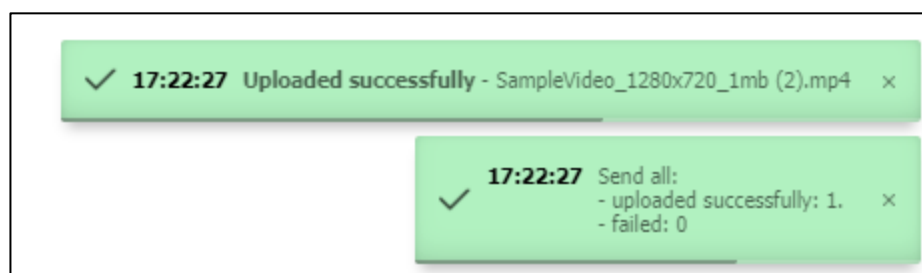
Picture 3

- Click the button "Send all" located under the table to upload all the chosen videos or click the button "Upload selected" to upload the selected video. You can also upload a selected video by clicking the "arrow" symbol  located in the column "Actions". During video uploading the file will be automatically converted to MP4 format (Picture 4).



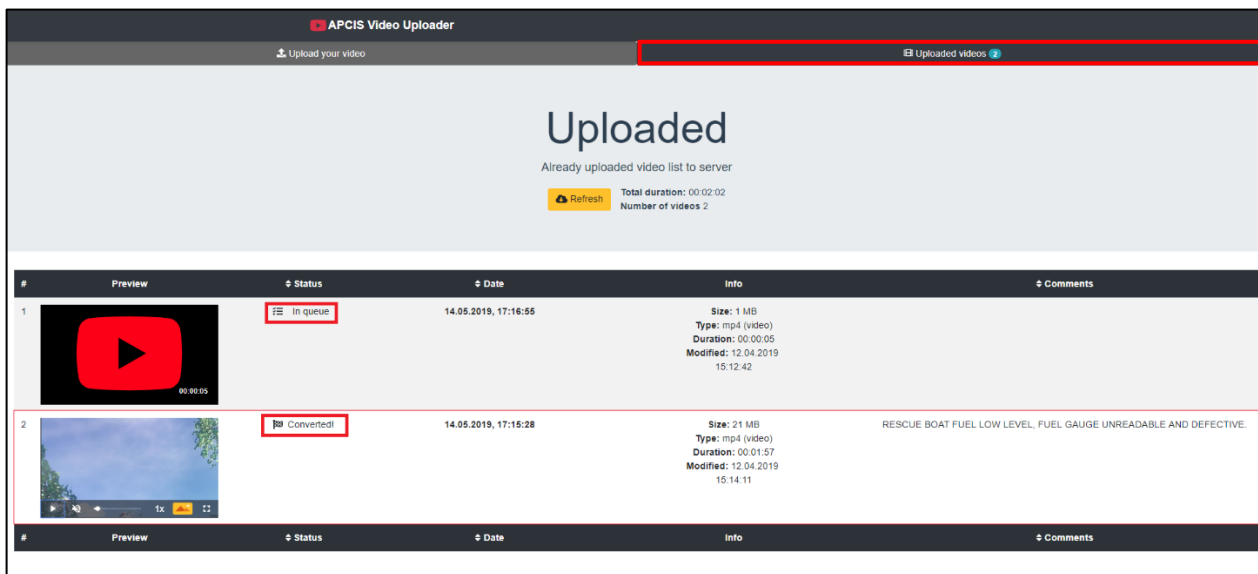
Picture 4

- If a video file is uploaded successfully you will see the confirming message. Please, note that the uploaded videos cannot be deleted. Please, contact APCIS support to delete an uploaded video, if required (Picture 5).



Picture 5

- If you want to check the status of the submitted videos, you can switch to the tab "Uploaded videos". Until the file conversion is completed the file will have a status "In queue". As soon as the format of the video file is converted to MP4 (takes about 5 minutes) the status of the file changes to "Converted" (Picture 6).



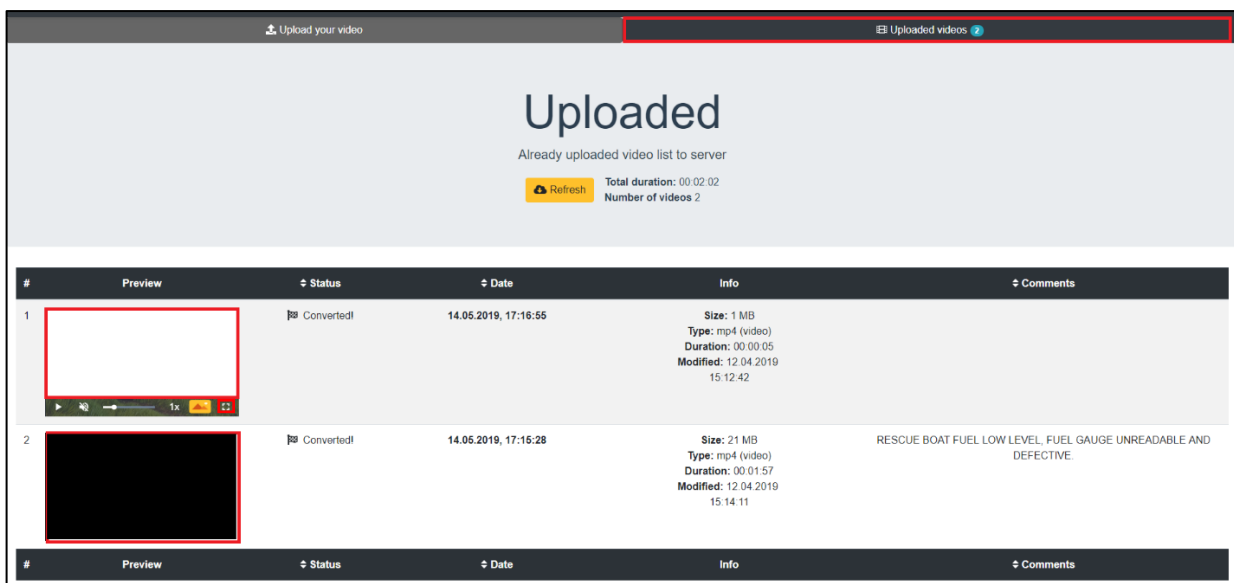
Picture 6

- After the video uploading is completed the word "no" will be replaced automatically by the word "yes" in the column "Videos" of the ship deficiencies table, appearing next to the deficiency to which the video file was added in the ship deficiencies section of the inspection report. You can click the word "yes" to watch the uploaded videos (Picture 7).

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Picture 7

- As soon as the word "yes" in the column "Videos" is clicked, a new page with the APCIS video uploader opens. The uploaded videos are displayed and can be watched under the tab "Uploaded videos". You can switch to a full screen mode for watching your video by clicking the sign of "full screen" in the bottom right corner of the video image (Picture 8).



Picture 8