



Work Instructions:
Dispatch Module of MIS



User:	Date:	Revision Notes:
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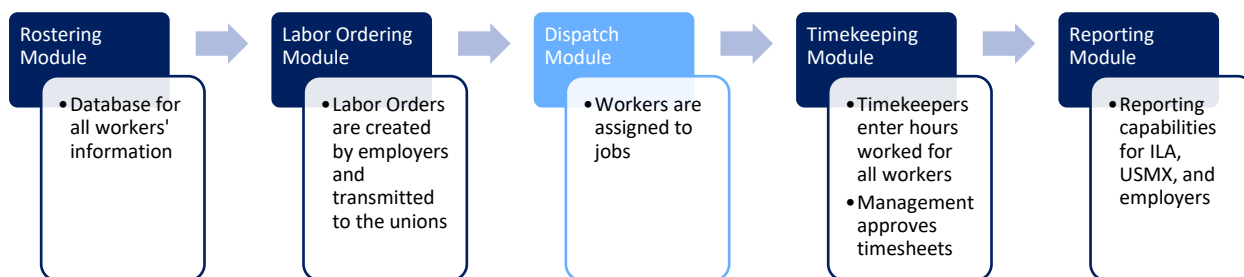
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Purpose

Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The Dispatch Module of MIS is intended assist dispatchers when assigning workers to jobs. Once dispatchers assign workers to jobs, the information will transmit to the timekeepers through MIS to fill in the time.

This Work Instruction illustrates the dispatching of workers in the Dispatch Module of MIS using the Dispatch by Date screen.



MIS has been developed to meet the needs of multiple locals. Locals who muster and assign workers by gang will use the general dispatch function found by opening a labor order. Locals who use a calling system will use the Dispatch by Date functionality, which is designed for locals who use a call or shape-up method of dispatch typical of clerks and checkers union halls.

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.

Viewing Labor Orders and Dispatch Orders

MIS will display a list of labor orders, once logged in. When an employer publishes a labor order, it will appear on this screen for the dispatcher(s).

LABOR ORDERS																			
DISPATCH ORDERS																			
DISPATCH BY DATE																			
AVAILABILITY																			
Search		Terminal	Employer	Status															
<input type="text" value="Search"/>		<input type="text" value="All Terminals"/>	<input type="text" value="All Employers"/>	<input type="text" value="All Statuses"/>															
288 ORDERS																			
Reference	Labor Order Name	Employer	Vessel / Voyage	Port / Terminal	Date / Time	Status	Dispatch Note												
LO368	21JAN_1771	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-21-2021 05:00	Ordered													
LO365	20JAN_A	Charleston Stevedoring Company	ABC Amercia	Charleston / Wando Welch Terminal (WWT)	01-20-2021 22:00	Ordered													
LO366	JAN20_3GANG	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-20-2021 20:00	Ordered													
<table border="1"> <tr> <td>Job detail #1: G1</td> <td>Union: 1771-Clerks and Checkers</td> <td>Cargo Type: Container Vessel</td> <td>Cargo Differential:</td> <td>Job: 1</td> <td>Dispatch: Open</td> </tr> <tr> <td>Job detail #2: G2</td> <td>Union: 1771-Clerks and Checkers</td> <td>Cargo Type: Container Vessel</td> <td>Cargo Differential:</td> <td>Job: 1</td> <td>Dispatch: Open</td> </tr> </table>								Job detail #1: G1	Union: 1771-Clerks and Checkers	Cargo Type: Container Vessel	Cargo Differential:	Job: 1	Dispatch: Open	Job detail #2: G2	Union: 1771-Clerks and Checkers	Cargo Type: Container Vessel	Cargo Differential:	Job: 1	Dispatch: Open
Job detail #1: G1	Union: 1771-Clerks and Checkers	Cargo Type: Container Vessel	Cargo Differential:	Job: 1	Dispatch: Open														
Job detail #2: G2	Union: 1771-Clerks and Checkers	Cargo Type: Container Vessel	Cargo Differential:	Job: 1	Dispatch: Open														

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

Reference	Labor Order Name	Employer	Vessel / Voyage	Port / Terminal	Date / Time	Status	Dispatch Note
LO368	21JAN_1771	Charleston Stevedoring Company	CMA TEST	Charleston / Wando Welch Terminal (WWT)	01-21-2021 05:00	Ordered	
Job detail #1: 21JAN_B Union: 1771-Clerks and Checkers Cargo Type: Container Vessel Cargo Differential: Job: 1 Dispatch: Open							
LO365	20JAN_A	Charleston Stevedoring Company	ABC America	Charleston / Wando Welch Terminal (WWT)	01-20-2021 22:00	Ordered	

To display only Dispatch Orders, click on the Dispatch Orders tab. Orders to be dispatched show in yellow and orders that have been dispatched show in green.

Reference	Dispatch Name	Labor Order Name	Union	Employer	Vessel / Voyage	Port / Terminal	Head	Start Date	Status
DO368A	21JAN_C	21JAN_1771	1771 - Clerks and Checkers	Charleston Stevedoring Company	CMA TEST / 0001	Wando Welch Terminal (WWT)		01-21-2021 05:00	Dispatch Complete
DO367A	MISC_20	1771_MISC	1771 - Clerks and Checkers	Charleston Stevedoring Company	/	Wando Welch Terminal (WWT)		01-20-2021 20:00	Dispatch Complete
DO367B	Clerks and Checkers	1771_MISC	1771 - Clerks and Checkers	Charleston Stevedoring Company	/	Wando Welch Terminal (WWT)		01-20-2021 20:00	Open
DO366A	G3	JAN20_3GANG	1771 - Clerks and Checkers	Charleston Stevedoring Company	CMA TEST / 22W	Wando Welch Terminal (WWT)		01-20-2021 20:00	Dispatch Complete
DO365A	GANG_A	20JAN_A	1771 - Clerks and Checkers	Charleston Stevedoring Company	ABC America / 555	Wando Welch Terminal (WWT)		01-20-2021 22:00	Dispatch Complete
DO364A	1771_SING	ORD2_19JAN	1771 - Clerks and Checkers	Charleston Stevedoring Company	CMA TEST / 1900	Wando Welch Terminal (WWT)		01-19-2021 23:00	Dispatch Complete
DO361B	Clerks	ORD_TEST_0119_2	1771 - Clerks and Checkers	Charleston Stevedoring Company	BH3M / 123	North Charleston (NCT)		01-19-2021 13:00	Open

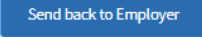
There is search functionality at the top of the menu screen. Keywords can be entered or the dropdowns can be used to search by Terminal, Employer, and Status.

Search	Terminal	Employer	Status
<input type="text" value="Search"/>	<input type="text" value="All Terminals"/>	<input type="text" value="All Employers"/>	<input type="text" value="All Statuses"/>

Send Labor Order Back to Employer

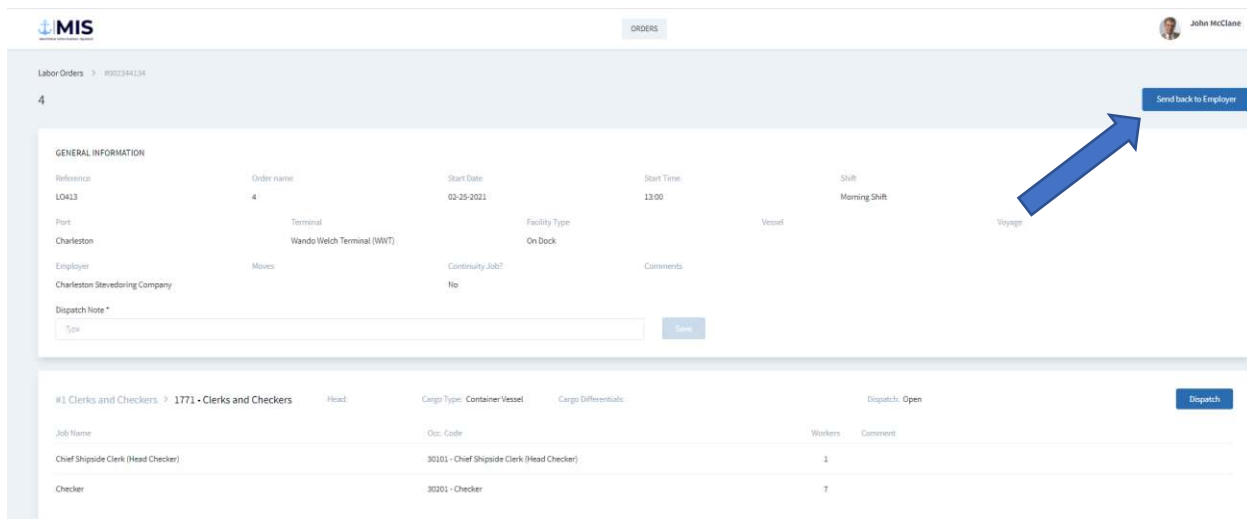
If errors are found in the labor order, it can be sent back to the employer for corrections.

To send the labor order back to the employer, click on the name of a labor order to open it. MIS will open the labor order.

In the top, right-hand corner of the screen, there is a  button.

Important information:

- The labor order can only be sent back if no workers are dispatched against it.
- Once the button is clicked to send the labor order back to employer, it cannot be viewed until the employer resubmits it.
- There is no notification to the employers that a labor order has been sent back. A phone call or email will be necessary to inform the employer the labor order will need to be resubmitted.



ORDERS

John McClane

Labor Orders > #02204134

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GENERAL INFORMATION

Reference:	Order name:	Start Date:	Start Time:	Shift:
LO413	4	02-25-2021	13:00	Morning Shift
Port:	Terminal:	Facility Type:	Vessel:	Voyage:
Charleston	Wando Welch Terminal (WWT)	On Dock		
Employer:	Moves:	Continuity Job?:	Comments:	
Charleston Stevedoring Company		No		

Dispatch Note *

Type Save

#1 Clerks and Checkers > 1771 - Clerks and Checkers Head: Cargo Type: Container/Vessel Cargo Differentials: Dispatch: Open

Job Name	Occ. Code	Workers	Comment
Chief Shipside Clerk (Head Checker)	30101 - Chief Shipside Clerk (Head Checker)	1	
Checker	30201 - Checker	7	

Dispatch

Dispatching Workers

Click on **Dispatch by Date** at the top of the screen.

Enter the date to be dispatched in the “Filter by Date” field and click Search.


MIS will display all labor orders sent in for that date range as well as a roster of workers. To view jobs within the labor order, click on the dropdown arrow next to the labor order name.

To dispatch a worker to a job, drag the worker over to the job title.

The screenshot displays the MIS interface. On the left is the 'ROSTER' section with a search bar and an availability dropdown. Below it is a list of workers with their names, IDs, and phone numbers. Jane Doh is highlighted in green. On the right is the 'Filter by Date' section with a date field set to 5/17/2021 and a union dropdown. Below this is a table of labor orders. The first labor order is 'TEST_SEND17' with 0/3 jobs. A dropdown arrow next to it is clicked, showing a list of job titles: Clerks (1/13), Shippside / Chief Clerk (1/1), Timekeeper (0/1), Plan Clerk (0/1), and Checker (0/10). The 'Shippside / Chief Clerk' job is highlighted in green, and a blue arrow points from Jane Doh in the roster to this job title. A 'PUBLISH' button is visible next to the labor order.

Once dispatched, the worker turns green in the roster. (Workers dispatched for night shift will turn blue.)

The arrow next to the job title turns green when all jobs for that job title are filled.

To REMOVE a worker from a job, click on the  icon next to the worker's name. To REPLACE a worker, please see the section on Replacements on page 8 of this Work Instruction.

When all jobs are filled, click **PUBLISH** next to the job order name. This will transmit the order to the timekeeping module for timekeepers to fill in.

Legend						
Labor Order	No. of Jobs	Date	Time	Employer	Vessel	
MB Test 0119	10 / 13	01-29-2021	07:00	Charleston Stevedoring Company	CMA TEST	
↳ Clerks 13 / 13	Cargo Type: Container Vessel	Dispatch State: Open	Cancel	PUBLISH		
↳ Shiptside / Chief Clerk 1 / 1						
	1 Jane Doh	444433333	Replace	🗑		
↳ Timekeeper 1 / 1						
	1 Elvis Presley	129845	Replace	🗑		
↳ Plan Clerk 1 / 1						
	1 Erin Erinson	555999	Replace	🗑		Erin can only work after 12PM this week
↳ Checker 10 / 10						
	1 Bailey Cartledge	123456	Replace	🗑		
	2 Steve Smith	2223344	Replace	🗑		
	3 Bill Billson	999776	Replace	🗑		
	4 Mike Doe	11122233	Replace	🗑		Mike is switching to Nights this week and Mike doesn't want to work at North Charleston
	5 Doug Dougerson	7773333	Replace	🗑		Doug didn't answer again
	6 Nikola Tesla	75	Replace	🗑		
	7 Dave (Sample Worker) Smith	444444	Replace	🗑		
	8 Patty Hendricks	123333	Replace	🗑		
	9 Corey Blalock	3333	Replace	🗑		
	10 Frank Franklin	545212	Replace	🗑		

The status changes to DispatchComplete.

Legend						
Labor Order	No. of Jobs	Date	Time	Employer	Vessel	Comment
MB Test 0119	13 / 13	01-29-2021	07:00	Charleston Stevedoring Company	CMA TEST	
↳ Clerks 13 / 13	Cargo Type: Container Vessel	Dispatch State: Dispatch Complete	Cancel			

Once published, the only edits that can be made are replacements (which are not transmitted to timekeepers) or canceling an order.

Dispatching Replacements

To replace a worker in a job, click on [Replace](#) next to the worker's name.

The screenshot shows a dispatching interface for a job titled "MB Test 0119" with 13/13 clerks, dated 01-29-2021 at 07:00. The job details include "Clerks 13 / 13", "Cargo Type: Container Vessel", and "Dispatch State: Dispatch Complete". A "Cancel" button is visible. Below the job details, a worker named "Jane Doh" is listed with a card number of "444433333". A blue arrow points to the "Replace" button next to her name.

MIS will display a window where a replacement can be chosen. Workers in green (or blue) have been dispatched. Workers in white are available.

The screenshot shows a window titled "Assign a replacement for worker: Jane Doh". It features a search field labeled "Filter Worker (#to add)". Below the search field is a list of workers with their names, phone numbers, and card numbers. The workers listed are:

- Jane Doh (Card Number: 444433333)
- Steve Smith (Card Number: 2223344)
- Bill Billson (Card Number: 999776)
- Erin Erinson (Card Number: 555999)
- Karen Cartledge (Card Number: 2 / 1)
- Elvis Presley (Card Number: 129845)
- Bailey Cartledge (Card Number: 123456 / 1)
- Jackie Robinson (Card Number: 54)
- Nikola Tesla (Card Number: 75)
- John Nelson (Card Number: 123456 / 1)
- Mike Doe (Card Number: 843 444 4444)

A blue callout box points to the "Filter Worker (#to add)" field with the text: "Workers can also be looked up by name."

To choose a worker, click on the worker's name (worker will turn yellow), scroll down to the bottom of the screen and click SAVE.

The replacement worker will appear under the original worker:

MB Test 0119 13 / 13 01-29-2021 07:00 Charleston Stevedoring Company

↳ ^ Clerks 13 / 13 Cargo Type: Container Vessel Dispatch State: Dispatch Complete Cancel

↳ ↳ Shipside / Chief Clerk 1 / 1

1	Jane Doh	444433333	Replaced	🗑️
1.1	Charles Charleston	32335001	Replace	Cancel 🗑️

Setting Worker Availability

In MIS, there are two ways to set a worker's availability.

In the Dispatch by Date screen, click on the availability icon next to the worker's name. The default availability is "day" and is displayed as a sun.









53 ROSTER Filter Worker by Name

Availability: Day

Name	Seniority	Availability Icon
Jane Doh 444433333 Phone: 1234567891	0	☀️
Steve Smith 2223344 Phone: 7776643152	0	☀️
Bill Billson 999776	0	☀️
Erin Erinson 555999 Erin can only work after 12PM this week	0	☀️
Karen Cartledge 2 / 1 Phone: 18432009763	0	☀️
Elvis Presley 129845	0	☀️
Bailey Cartledge 123456 / 1 Phone: 8435556678	0	☀️
Jackie Robinson 54 Phone: 90498767800 Jackie wants to double back 12/7	0	☀️
Nikola Tesla 75	0	☀️

The below menu screen will open where an availability code can be chosen. Once the code is chosen, click SAVE.

Availability for Jane Doh for the day: 2021-01-19

	NDD	DDO	DD		DDE
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NDO			0100	DE	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NDE	R	DO		DDD	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SO				
<input type="radio"/>	<input type="radio"/>				









Write Comment

CLOSE SAVE

A Legend of Availability Codes can be found by clicking on the drop down next to Legend just below the dates on the Dispatch by Date screen.

Date From: 1/19/2021 Date To: 1/19/2021 Union: 1771 - Clerks and Chec. Search Date order: [v]

Legend [v]

 Day	NDD Deck or Dock Nights	DDO Dock only Day	DD Deck or Dock
 Marked Off	DDE Deck only Day	NDO Dock only Night	 Night
 Monday through Friday	0100 Jobs after 2400 hrs	DE Deck only	 No Answer
NDE Deck only Nights	R Restriction	DO Dock only	 Any other Job
DDD Deck or Dock Day	 Double Back	 Unavailable for Now	SO Switch Out

Labor Order	No. of Jobs	Date	Time	Employer	Vessel	Comment
ORD_TEST_0119_1	0 / 18	01-19-2021	13:00	Charleston Stevedoring Company	BHSM	
Order Test 0119	0 / 23	01-19-2021	09:00	Charleston Stevedoring Company	MAERSK TEST 1	

Availability codes can also be set for up to seven days in advance in the Availability screen.

The screenshot shows the MIS interface with the 'AVAILABILITY' tab selected. A blue arrow points to this tab. The interface includes a navigation bar with 'LABOR ORDERS', 'DISPATCH ORDERS', 'DISPATCH BY DATE', and 'AVAILABILITY'. Below this is a dropdown for 'Union *' set to '1771 - Clerks and Chec...'. The main area is a grid with columns for dates from 22-JAN(FRI) to 28-JAN(THU) and rows for workers: Jane Doh, Steve Smith, Karen Cartledge, Elvis Presley, Bailey Cartledge, and Jackie Robinson. Each cell in the grid contains a yellow sun icon, indicating availability for that day.

To change a worker's availability, click on the availability icon (the sun in this example) and choose the code that pertains to the worker.

This screenshot shows the same MIS interface but with several changes. The 'Union *' dropdown is now '1771 - Clerks and Chec...'. The grid shows various availability codes instead of sun icons: Jane Doh has 'NDD' on Jan 22; Steve Smith has 'X' on Jan 25, 26, and 27; Karen Cartledge has a calendar icon on Jan 26; Bailey Cartledge has 'R' on Jan 23; Jackie Robinson has a sun icon on Jan 23; Nikola Testa has a sun icon on Jan 23; John Nelson has a sun icon on Jan 23; Mike Doe has a moon icon on Jan 22, 23, 24, 25, 26, and 27; Doug Dougerson has a sun icon on Jan 22. The 'Jane Doh' row is highlighted in blue. At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 10'.

When dispatching workers in the Dispatch by Date screen, the workers can be filtered by their availability code.

Use the Availability drop down at the top of the roster to filter workers.

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ROSTER

Availability

- DU Deck or Dock
- Marked Off
- DDE Deck only Day
- NDO Dock only Night
- Night**
- Monday through

Seniority

Name	Seniority	Availability
Bill Billson 999776	0	
Erin Erinson 555999	0	Night
Erin can only work after 12PM this week		
Karen Cartledge 2 / 1 Phone: 18432009763	0	
Elvis Presley 129845	0	
Bailey Cartledge 123456 / 1 Phone: 8435556678	0	
Jackie Robinson	0	

MIS will now display workers with that availability code.

3
ROSTER

Availability






















Night x

Name	Seniority	Availability
Night Theo Von 10043 / First Phone: 3328038323	20	Night
Night John Single 44433333	555	Night
Night Kasey Brown 325412 / 0 Phone: 9047654324	651	Night

Note: multiple codes can be chosen.

Send Message to Workers

MIS has the ability to send SMS text messages to workers through the Dispatch Module. To send a text, click on the icon that looks like a conversation bubble next to the worker's name, type the message into the window that pops up and click CONFIRM. All sent messages are recorded in the roster.






















 Matt Multiple 9991111	444	 
 John Single 44433333	555	 
 Nate Numbers 777777 This is a test	555	 
 Kasey Brown 325412 / D Phone: 9047654324	651	 
 Manfred Mann 9988776	888	 
 Brock Brockerton 778887	998	 
 Frank Freshman 989999	9999	 

Send message to Kasey Brown

[CANCEL](#) [CONFIRM](#)

View Worker History

MIS will display work history from the Dispatch module. To view past jobs for a worker, click on the clock icon next to their name in the roster list.

 Matt Multiple 9991111	444		
 John Single 44433333	555		
 Nate Numbers 777777 This is a test	555		
 Kasey Brown 325412 / D Phone: 9047654324	651		
 Manfred Mann 9988776	888		
 Brock Brockerton 778887	998		
 Frank Freshman 989999	9999		

MIS will display their latest jobs in date order. There are filters and a keyword search function to assist in finding specific information.

Worker history for Kasey Brown

Search

Terminal: Employer: From Date: To Date:

TimeSheet Name	Employer	Location	Job Code	Vessel Name	Start Date	Start Time
AutoGen_Dispatch:Clerks and Checkers-Continuity_Friday	Charleston Stevedoring Company	Charleston / Wando Welch Terminal (WWT)	30201-Checker	Test Vessel 01	01-22-2021	22:00
AutoGen_Dispatch:Clerks and Checkers-Continuity_Thursday	Charleston Stevedoring Company	Charleston / Wando Welch Terminal (WWT)	30201-Checker	Test Vessel 01	01-21-2021	22:00
AutoGen_Dispatch:Clerks and Checkers-Continuity_Wednesday	Charleston Stevedoring Company	Charleston / Wando Welch Terminal (WWT)	30201-Checker	Test Vessel 01	01-20-2021	22:00