MIS
Maritime Information System

Work Instructions:

Labor Ordering Module of MIS

USMX   VERSIANT   I.L.A.

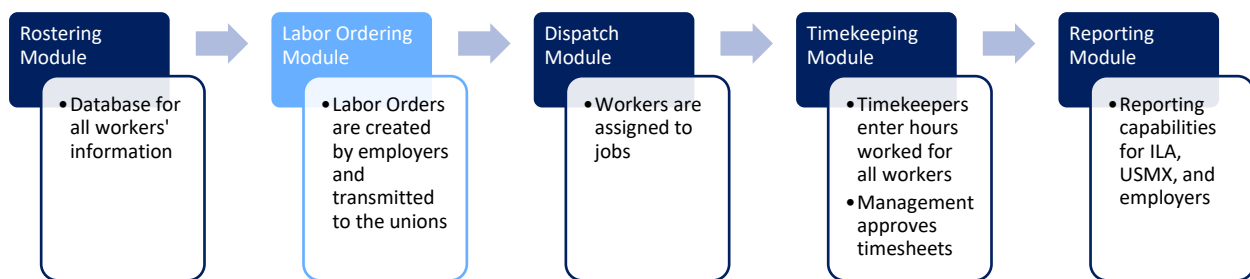| User:	Date:	Revision Notes:
BH3M / MKB	10/1/2020	Document Creation
BH3M / MKB	1/25/2021	Add template creation.

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Purpose

Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The Labor Ordering Module of MIS is intended to streamline the process for employers ordering labor. The labor orders input into MIS are transmitted to the union dispatchers who assign workers and then transmit to the union timekeepers to fill in the time. This process will reduce errors and reduce time spent on placing labor orders.

This Work Instruction illustrates the creating and submission of labor orders in the Labor Ordering Module of MIS.

Rostering Module	Labor Ordering Module	Dispatch Module	Timekeeping Module	Reporting Module
• Database for all workers' information	• Labor Orders are created by employers and transmitted to the unions	• Workers are assigned to jobs	• Timekeepers enter hours worked for all workers • Management approves timesheets	• Reporting capabilities for ILA, USMX, and employers

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.

⚓ MIS
Maritime Information System

Login *

Username

Password *

Password

Log In

Dispatch Dashboard

Forgot Password?

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MIS will display a list of labor orders.

Multiple job details can be added to a single labor order – even from different unions. For example, an entire vessel order can be placed on one labor order. The separate gangs would appear on different job details, as well as a detail for the clerks.
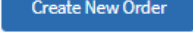
Clicking on the arrow next to a labor order will display the job details (or gangs):

Labor orders can be searched using keywords or dropdowns for terminal and status.

Creating a New Labor Order

To create a new labor order, click on **Create New Order** in the top right corner of the screen.

MIS will show the labor order detail screen:

The top portion of the order contains the overall order details. The bottom portion of the screen contains the job level (or gang level, for vessel ops) details. Fill in the information that pertains to the job for which the labor is being ordered.

Glossary of Terms	
Field	**Description**
Order Name	Freeform field for the order name – any name can be typed into this field.
Start Date	The date the work is planned to begin.
Start Time	Shift start time – entered in 24-hour format.
Port	Drop-down menu where the port is chosen.
Terminal	Drop-down menu where the terminal is chosen.
Cargo Type	Drop-down menu where the type of operation is chosen. It is important that this be correct, as wages will be based on this field.
Requires Vessel/Voyage	Yes/No drop-down menu; yes for vessel operations / no for all others.
Vessel	Drop-down menu where the vessel name is chosen.
Voyage	Freeform field for the voyage number.
Employer	Drop-down menu where the employer is chosen.
Moves	Estimated number of moves for a vessel operation.
Continuity Job?	Yes/No dropdown to confirm if a job is a Monday through Friday position.
Comments	Any comments that would be helpful for the dispatcher or additional information the workers should know when they show up on site.
Job Detail Name	Freeform field where any job detail name can be typed – header's name, gang number, crane number, etc.
Labor Union	Drop-down menu where the union is chosen – longshoremen / clerks and checkers / maintenance.
Head	Drop-down menu where header's name is chosen, if applicable. – Optional but strongly suggested to name header or chief clerk.
Cargo Differentials	Drop-down menu where cargo types are chosen that would cause a differential in pay – damaged, explosive, obnoxious odors, etc.
Occupation Code	Drop-down menu where the specific job title is chosen.
Number of Workers	Number of workers being ordered for each Occupation Code.
Comments	Any job-specific comments that would be helpful for the dispatchers or the workers.

Fields within MIS that have an * are required.

Multiple job details can be added to a single labor order – even from different unions. For example, an entire vessel order can be placed on one labor order. The separate gangs would appear on different job details, as well as a detail for the clerks.

To add a job detail to a labor order, click on the "+" sign next to the Job Detail tab.

Fill in the job specific information and choose one of the options at the bottom of the screen.

Glossary of Terms	
Create Order	Creates and saves the labor order in MIS. This **WILL NOT** transmit the orders to the union dispatchers.
Send Order	Creates, saves, and transmits the order to the union dispatchers.
Cancel	Cancels the order and returns to the list of labor orders.

Submitting a Labor Order

When submitted, labor orders will transmit directly to the Longshoreman's union and the Clerks and Checkers union for dispatch. Labor Orders can be submitted by opening the labor order from the list of saved orders and clicking Send Order at the bottom of the screen.

Templates

Labor Order templates can be created to streamline future ordering. For example, if the same labor complement is ordered for a certain vessel each week or the gate each day, templates can be created to save time and reduce the possibility of errors.

To create a Labor Order Template, enter the labor order information and click the down arrow next to Select Template in the top right of the screen:

Choose the option to Save as New at the bottom of the list:

To use a template that was previously saved, click the down arrow next to Select Template in the top right of the screen and choose one of the templates from the list. Labor Order details and Job Details will populate.