

Guides on how to use the Survey Appointments Web Application

Link for the web application:

- <https://app.constellationreports.com>

Steps:

1. Go to any browser installed in your laptop / PC, enter the link given above. (Figure 1)

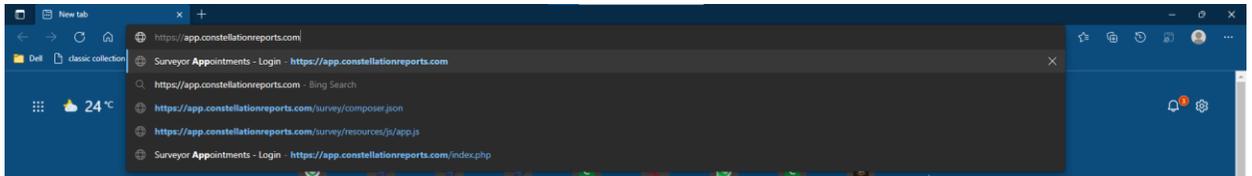


Figure 1

2. Once the page has loaded, enter the credentials that you are using when logging in the mobile app version then press Login button. (Figure 2) – **Login page**

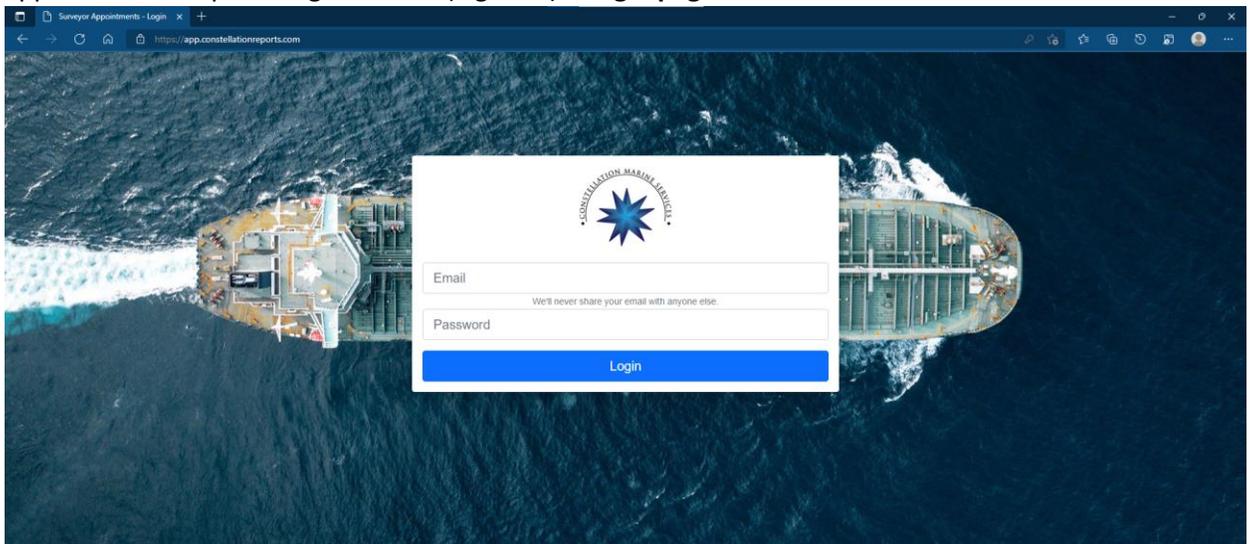


Figure 2

3. You will then be redirected to the main page for the client. (Figure 3) – **Create a Survey**
 - a. Here, you can make your job nomination/Survey Creation
 - b. All fields are required
 - i. Scope of Job – Dropdown – Choose one scope in variety of services Constellation offers.
 - ii. Email Address – Valid email – This is where you will receive the acknowledgement for the nominated job.
 - iii. Contact Number – Valid number – This where the Stars will contact you.
 - iv. Vessel Name – The name of the vessel that needs the service.
 - v. Location Port – The location where the survey will happen.
 - c. Once filled out with valid info, press the Create button to submit your job nomination.
 - d. You will receive a notification in the web app the status of your submission.
 - i. Success – you successfully nominated a job, you can now wait for the Stars to confirm it with you.
 - ii. Error – something went wrong with the submission, it could be internet, invalid input etc. You can retry to submit your job.

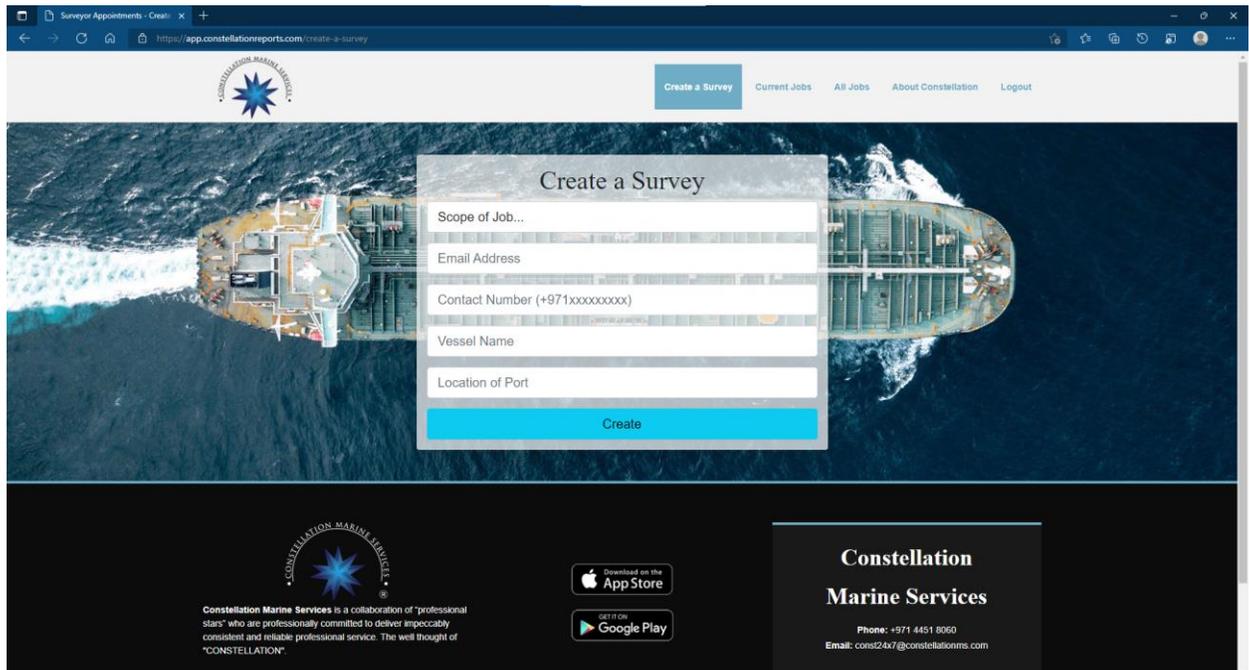


Figure 3

4. Press the Current Jobs button to be redirected to current jobs page where all your approved job nominations listed. (Figure 4) – **Current Jobs**
 - a. In the list you can see a brief details about the job, the job number, the contact agent and the scope of the job. There's also an action column where you can view the complete details of the job.
 - b. You can search any keyword or number related to your job using the search bar when you have too much list.

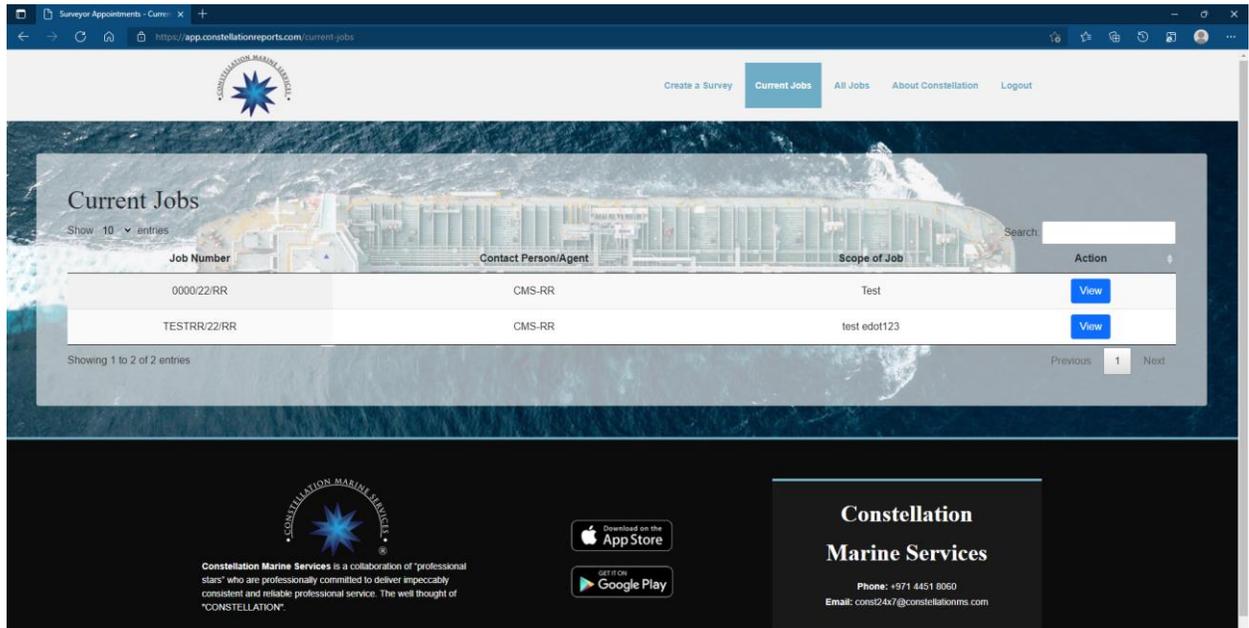


Figure 4

5. If you click the View button, you will be redirected to the job details page. (Figure 5) – **Complete Job Details**
- a. In here you will find the complete service details of the job you view from the previous page.
 - i. Service Details is the details of the job and company
 - ii. Surveyor Details – the details of the surveyor and progress report
 - iii. Report – completion indicator of the job
 - iv. Surveyor tracking – display the last captured location of the surveyor
 - v. Call Surveyor button – shows the contact number of the surveyor
 - vi. View Gallery – display of the images that the surveyor uploaded throughout the entire duration of the job

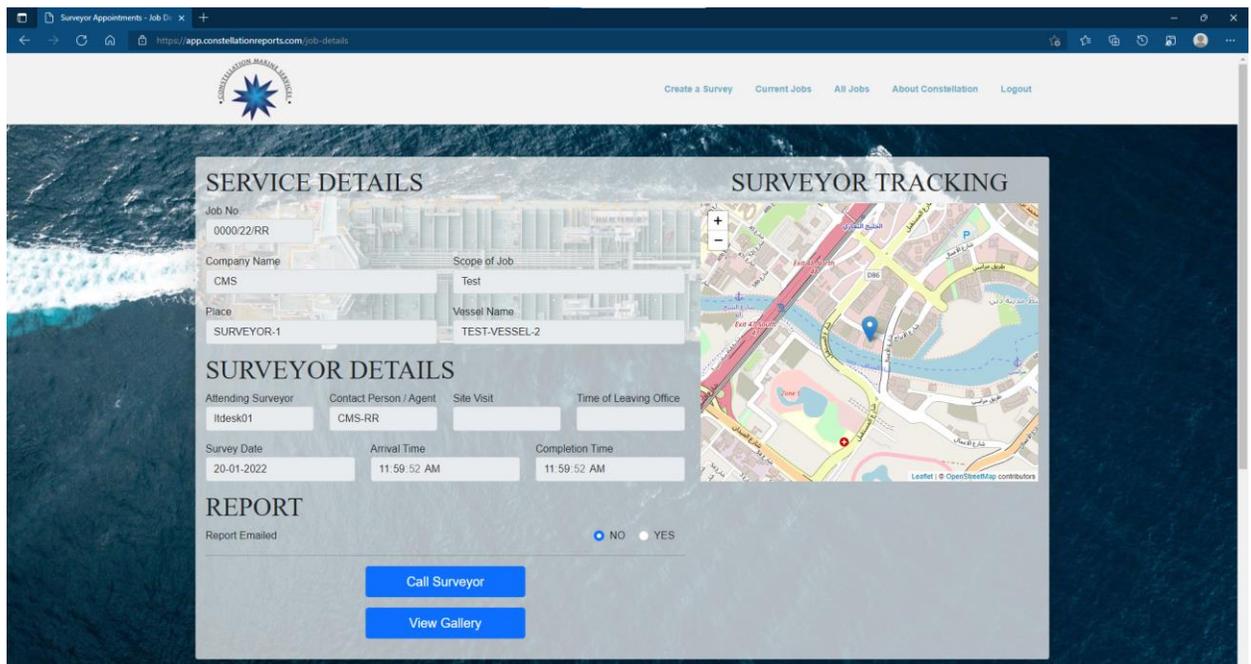


Figure 5

6. If you click on the View Gallery Button, you will be redirected to the Image Collection provided by the Surveyor. (Figure 6) – **Gallery**
 - a. The image is clickable, you can click the photo take up the screen for a better view.

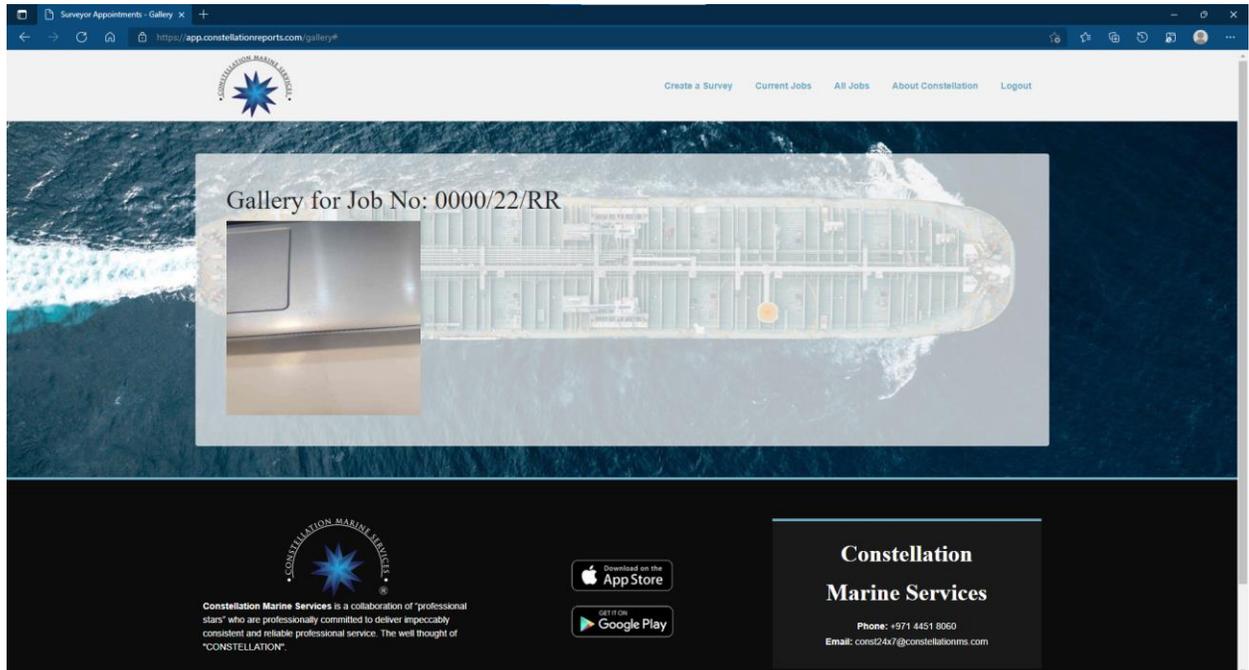


Figure 6