



**2022**

# **Milaha PAL 4 Application Portal**

**User Guide**

MAL-052-2022  
Version 1.0

# 1 About the User Manual

This user manual helps to understand the New Applicant Portal module in an easy way. The document provides step-by-step instructions to operate the functionalities of the module. The topics in this guide are structured based on the menu listed in the system to give clear understanding and hassle-free navigation for the users.

## About PAL4 New Applicant Portal

It is a simple and user-friendly portal to register new applicants. This module is interconnected with New Applicant PAL, which displays the registered information submitted from the New Applicant Portal. Profiles displayed in the New Applicant PAL module will be approved/rejected by a crewing officer. Major functionalities included in this module are Add, Edit, Save, and Submit the following:

- Profile
- Experience
- Travel Documents
- License Details
- Additional Courses

The topics are divided into two sections as follows:

### System Guidelines

This section describes the functionality of various commonly used buttons and icons in New Applicant Portal.








### System Descriptions

This section provides the descriptions and functionalities of the pages, and the fields present in New Applicant Portal module.

## 2 System Guidelines

- Screens are designed and best viewed in resolution 1280 x 960
- The officially supported browser is Google Chrome 50.0 and its higher versions.
- Your browser will session out if you keep your application idle for 2 hours

### 2.1 Application Icons

Icon	Name	Description
	Experience	Any experience related data can be seen under this icon
	Travel Documents	All travel documents required for the logged in applicant comes under this icon.
	Licenses	License details in the order of date of issue will be available in this.
	Additional Courses	This icon displays additional course details in the order of year they completed.
	Add	This button helps to add a record, data or attachment
	Delete	This button helps to delete a record, data or attachment.
	Notification	Any app related notification can be viewed with this icon.

## 3 System Descriptions

### • New Applicant Portal

The portal is made to submit new applicant profiles by the applicant themselves. Follow the following link to log in to the portal. <https://newapplicantpal.milaha.com:91/Portal/Accounts/Login>

**Applicant Portal**

**MILAHA**

Milaha is one of the largest and most diversified maritime and logistics companies in the Middle East with a focus on providing integrated transport and supply chain solutions.

Milaha has a rich history, starting as a shipping agent in 1957, and strategically building a strong regional foothold in transportation and logistics through a growing fleet, state-of-the-art equipment, dedicated staff and world-class partners.

**Login**

Email ID

Password

Keep me logged in. **Login**

[Forgot your password?](#)

New user? [Register Now](#) | [Resend Confirmation](#)

#### ➤ Procedure to register into the applicant portal

1. Open the **Applicant Portal**
2. Click Register Now on the screen
3. Enter:
  - Name
  - Email ID
  - Passport Number
  - Seaman Book Number
4. Select the closest centre
5. Set a password for the application
6. Check I agree to the terms and conditions
7. Click Register

**Note:** A verification mail will be sent to the given email address once the *Register* button is clicked. Verification can be confirmed with this email.

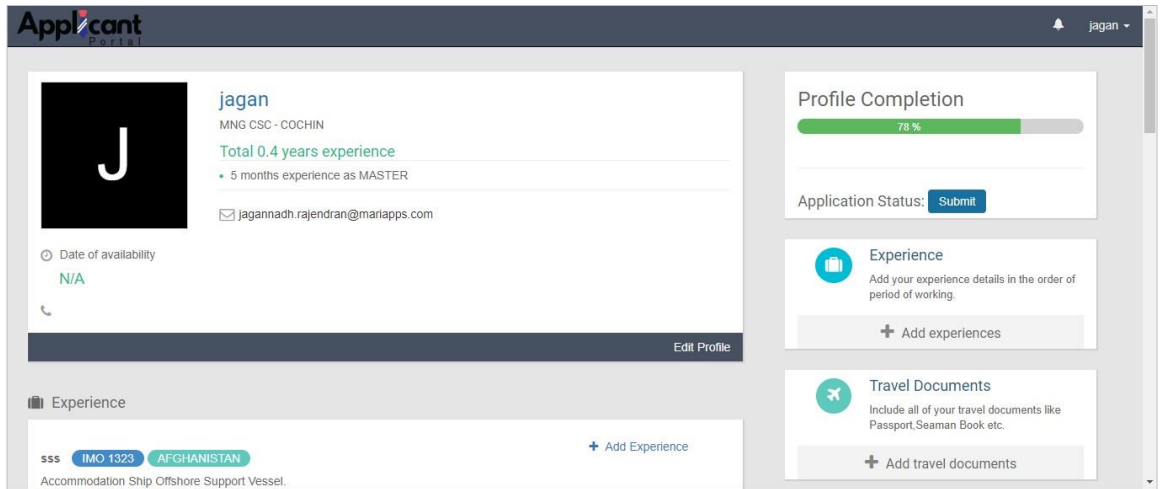
#### ➤ Procedure to login to the applicant portal

1. Open the **Applicant Portal**
2. Enter:
  - Email ID
  - Password
3. Click **Login**

**Note:** **Forgot your password** option can be used in case if the password needs to be changed.  
**Resend Confirmation** can be used in case if the verification email is not received.

➤ Procedure to add profile details

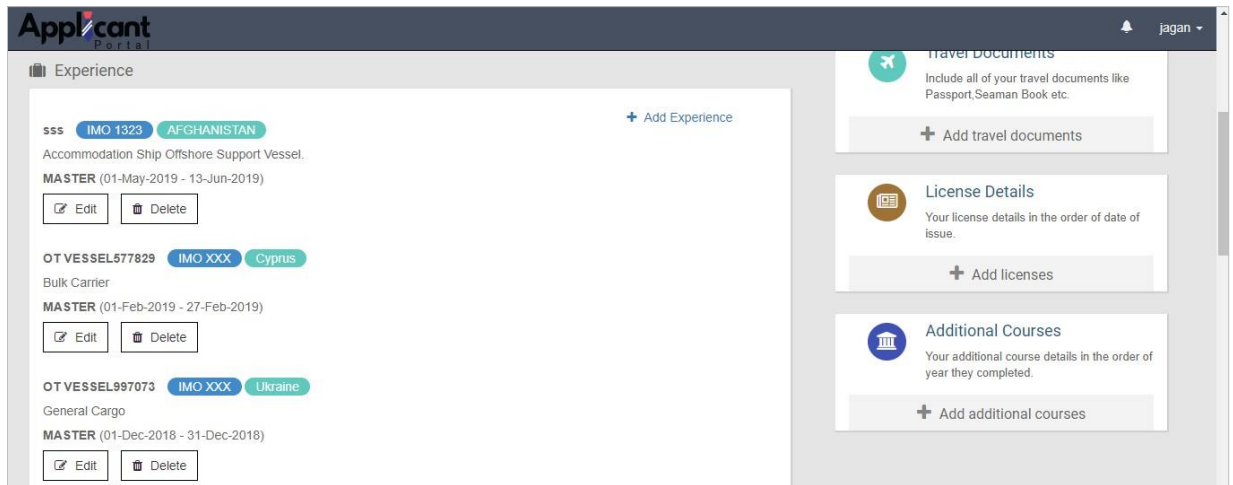
1. Click **Edit Profile** in the screen



2. Enter:
  - Surname
  - First Name
  - Middle Name
  - Place of Birth
  - Street
  - City
  - Country
  - State
  - Postal Code
  - Phone
  - Landmark
3. Select:
  - Select the closest center
  - Manager
  - Rank Applied For
  - Date of Availability
  - Nationality
  - Marital Status
  - Gender
4. Date of Birth
5. Click **Save**

➤ Procedure to add experience details

1. Click Add Experience



2. Select/enter

- IMO number
- Rank
- Employer
- Engine details
- Area of operations
- Client
- Operation remarks
- From Date
- To Date
- DP Hours

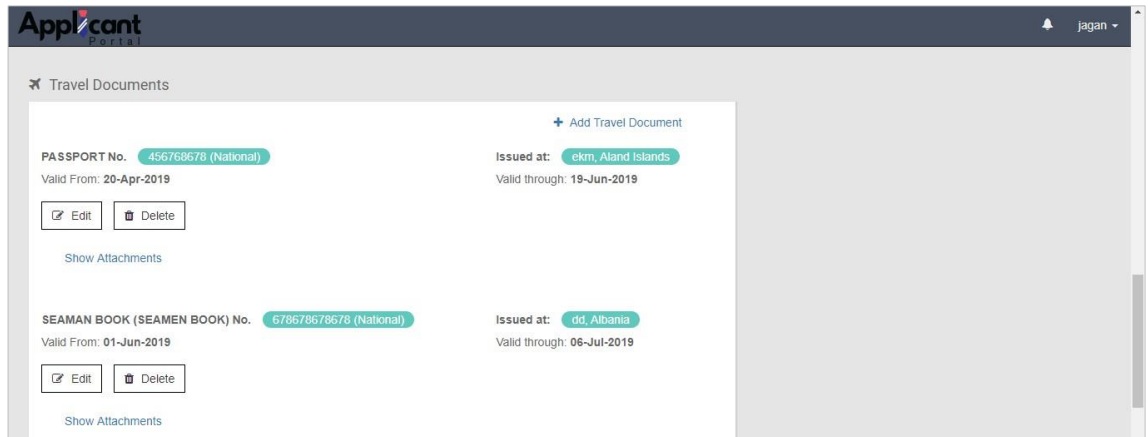
3. Click Save

**Note:** Use **New Vessel** option in case to mention the details of vessel which are not in the database, where the user has experience. For new vessels the DP Type and Propulsion type need to be mentioned.

The **To Date** of the experience will be the **Date** in the **Crewing > Crew DP Hours** page.

➤ Procedure to add travel documents

1. Click **Add Travel Document**



2. Enter:

- Number
- Issued Place

3. Select:

- Document Name
- Issued Country
- Issue Date
- Expiry Date

4. Select whether the document is national or not

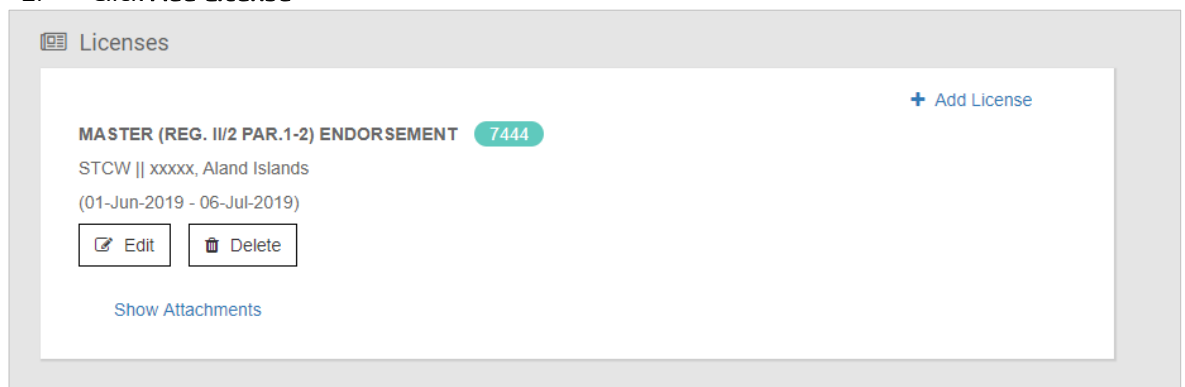
Note: The selection is **No** by default but can be changed manually according to the document selection.

5. Click **Save**

Note: Clicking on **Show Attachments** will display any attached file till the date.

➤ Procedure to add license details

1. Click **Add License**



2. Enter:

- Number
- Issued Place

3. Select:
  - Type
  - Name
  - Issued Country
  - Issue Date
  - Expiry Date
4. Select whether the document is national or not

**Note:** The selection is **No** by default but can be changed manually according to the document selection.

5. Click **Save**

**Note:** Clicking on **Show Attachments** will display any attached file till the date

➤ **Procedure to add additional course details**

1. Click **Add additional courses**

The screenshot shows a form titled 'Additional Courses'. It contains the following fields and controls:

- Course Name \***: A dropdown menu with the selected value 'ADVANCED FIRE FIGHTING A-VI/3'.
- Number \***: A text input field.
- Issued Country \***: A dropdown menu with the selected value 'Angola'.
- Issue Date \***: A date picker field.
- Expiry Date**: A date picker field.
- Save** and **Cancel** buttons are located at the bottom left of the form.

2. Enter Number
3. Select:
  - Course Name
  - Issued Country
  - Issued Date
  - Expiry Date
4. Click **Save**

**Note:** Clicking on **Show Attachments** will display any attached file till the date

5. Click **Submit** once the profile creation is completed

**Note:** **Submit** button will be enabled once the necessary sessions in the profile is completed. On clicking the Submit button profile created in the portal will be submitted to **Received Applicant Profile > New Applicant PAL**. Users who hold the rights can **Accept/ Reject/ Hold** the profile.

The status update mail will be received to the applicant's inbox while it is updated in the **New Applicant** module.

The **Notification** icon will show list of available notifications.