

CONFIGURING CREW

To configure crew you will have to open the “Crew” screen first. You can do this by going to **Settings > Crew**. (See *Image 1*.)

! When you’ve just installed E-Catch and enter the Crew screen for the first time, make sure to set at least one username/password combination for a captain before leaving e-catch. Otherwise you won’t be able to use the program anymore!

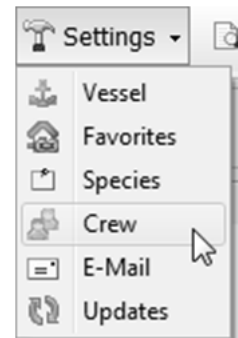


Image 1

Adding a new crew member

(If this is the very first time you enter the **Crew** screen, right after the initial installation, skip to Required information→.)

When you need to add a member to the crew of the boat, first click the **Add** button next to the bottom middle of the screen. (*Image 2*)

Required information

When you add a new crew

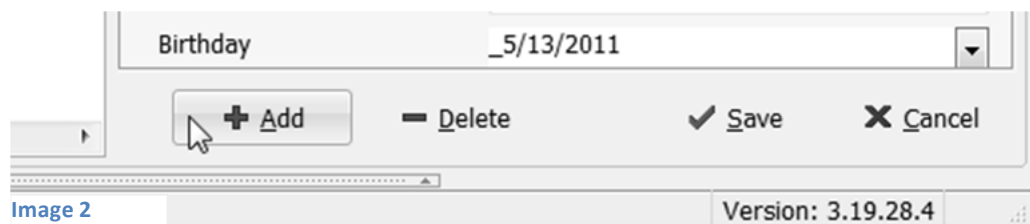


Image 2

member, there are two kinds of information you’ll can provide. The first part is required information; name, address and any of the other things displayed at *Image 3*.

Make sure that the first crew member you add (in the initial configuration) is a **Captain**.

Make sure you’ll remember your login name and password; you’ll need them to access E-Catch the next time it’s run.

First Name	Eric
Last Name	Catch
Address	E. Catch lane
Number	3
Zip Code	3c4tch
City	Catch
Country	UNITED KINGDOM
Function	Captain
Loginname	IMPORTANT
Password	*****

Image 3

Additional information

You can provide additional information about a crewmember using the three tabs at the bottom right of the screen. (Image 4) Though this information is not required, it might be useful to know somebody's birthday or to inform the cook that a member of the crew has sprouts allergy, also a mobile phone number to call somebody that the ship will depart might be valuable...

Saving your changes

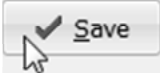
To save your changes, click the  button.

Image 4

The information has now been saved.

General	Medical	Remarks
Phone	<input type="text"/>	
Mobile	<input type="text" value="33334444444"/>	
Fax	<input type="text"/>	
E-Mail	<input type="text"/>	
Nationality	<input type="text"/>	
Birthday	<input type="text"/>	

Modifying an existing crewmember's information

To modify an existing crewmember's settings, click at that member's information in the table at the left. Now modify the information you want. Save your changes by clicking the **Save** button.