



NORWEGIAN HULL CLUB



New Remote Survey Tool Surveyor's Instructions





New Remote Survey Tool

Surveyor's Instructions



NORWEGIAN HULL CLUB

1

From the Survey Portal, click on "Start New Vsight Session".

The screenshot shows a user interface for Tom George Darlington. At the top, it says "Welcome, Tom George Darlington". Below this is a "Surveyor's tools" section with six icons: "Company particulars", "Instructions from NHC", "Contacts", "Vessel information", "Available information", and "Image library". A "Start Remote Survey" button is located at the bottom of this section. To the right is a "Your Claims Handler" section for Morten Jacobsen, Norwegian Hull Club, with an "Immediate Feedback to Claims Handler" button. At the bottom of the dashboard are "Report Template", "Preview Report", and "Edit Report" buttons.

This will bring you into the Remote Survey Tool itself, with a screen that looks like this:

The screenshot shows the Vsight interface. On the left is a navigation menu with items: Lobby, Rooms, Meetings, Users, Sessions, Tickets, Precall Test, Converter (beta), and Help Center. The main area displays "Upcoming Meetings" (You don't have any meeting) and "Your Rooms" (You don't have any room). A green "Schedule Meeting" button is visible in the top right corner. The top right of the interface shows the user's name "Tom George Darlington" and the Norwegian Hull Club logo.

2

You should then click on the green "Schedule Meeting" button.



3 You will then be presented with the following form:

Schedule Meeting

T

👤

🕒

🕒

🕒 0h 15m

✉️ Send invitations

🌐 Invitation email language

The meeting link can also be shared after scheduling.

Close **Schedule**

- In the "Title" field, add a title such as, for example, "Remote Survey (Vesselname)"
- Please note that you should disregard the "Enter users" field.
- Schedule your survey for the appropriate time and date.
- In the "Send invitations" field, add the email address for the vessel and any other parties that will attend.

Once a session has been scheduled, it will show up (as below) whenever you access the tool via the case in the survey portal.

Upcoming Meetings **Schedule Meeting**

📞 Test

🕒 02.04.2024 13:15 UTC+2
02.04.2024 13:30 UTC+2

🕒 0h 15m

🔗 <https://app.vsignt.io/joinroom?id=fced80f4-d5b8-4142-a8g1-dfe21e3fgdaf> **📄** **🔗**

No other users

JOIN
CANCEL

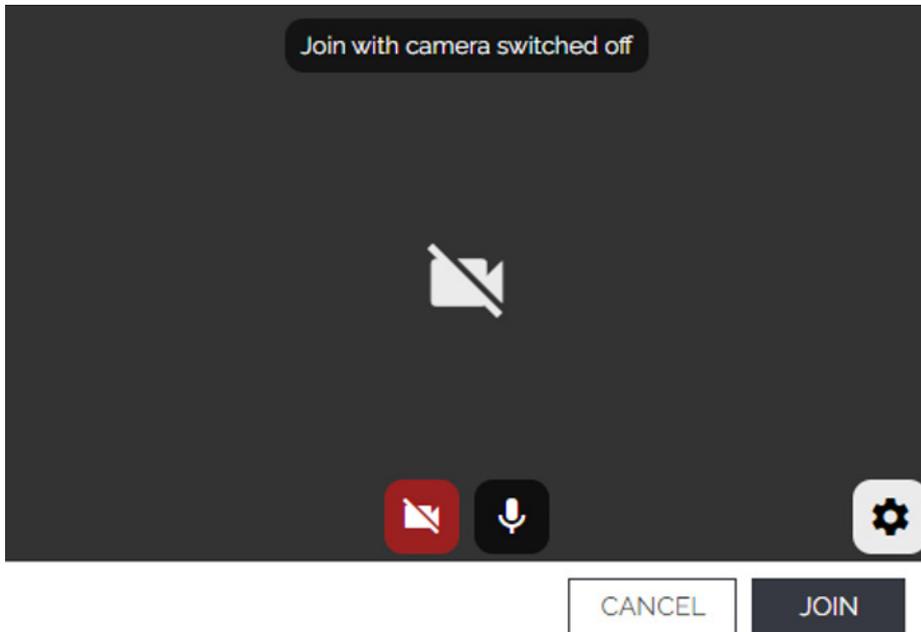
Your Rooms
You dont have any room.

- Then, click on the "Join" button on the right of the screen (above "Cancel").



4

You will then see the following window:

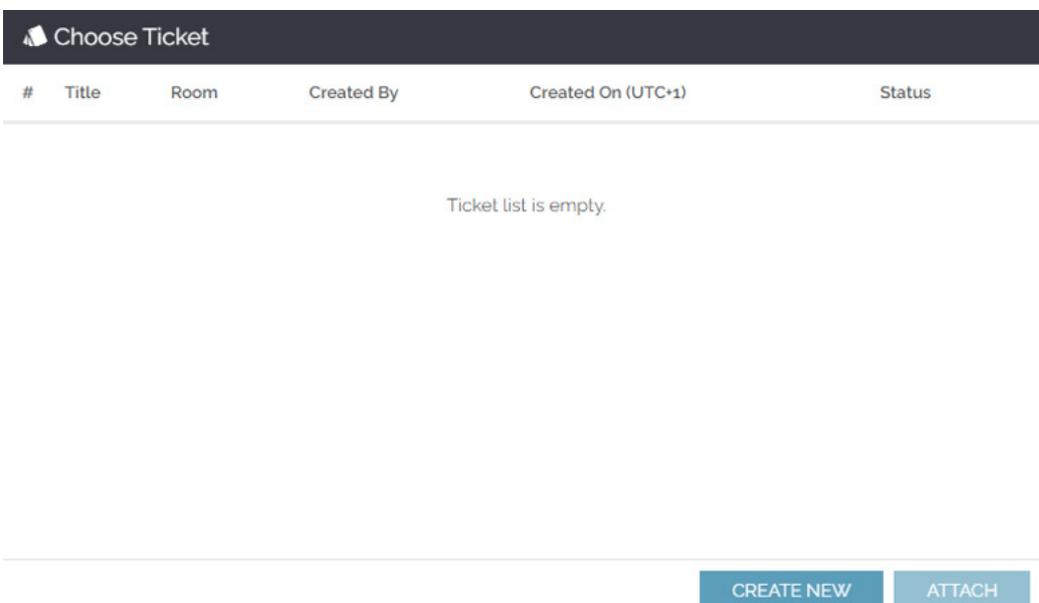


- Click the **Red Camera** icon to turn your camera on before joining.

5

Upon joining, you will see the screen shown below.

- Click **"Create New"**.





6

Create Ticket

Ticket type
Service Ticket

Room: Test

Title
Title

Description
Description

Status
Open

Priority
Low

CANCEL CREATE

- **Create a ticket**, providing the following information:
- **Title** - Vessel name and Assigned case number; *for example: "Vesselname 12345"*.
- **Add a brief summary under "Description"**; *for example: "Remote Survey for initial assessment"*.



7

Once created, the following screen will be displayed.

- Select the ticket by clicking on it.
- Then click on “**Attach**”.

The screenshot shows a 'Choose Ticket' interface. At the top, there is a dark header with a ticket icon and the text 'Choose Ticket'. Below this is a table with the following columns: '#', 'Title', 'Room', 'Created By', 'Created On (UTC+1)', and 'Status'. There is one row of data: '# 1', 'Title test', 'Room Test', 'Created By Tom George Darlington', 'Created On (UTC+1) 02.04.2024 12:02', and 'Status Open' (where 'Open' is in a green box). Below the table, there are two buttons: 'CREATE NEW' and 'ATTACH'.

#	Title	Room	Created By	Created On (UTC+1)	Status
1	test	Test	Tom George Darlington	02.04.2024 12:02	Open

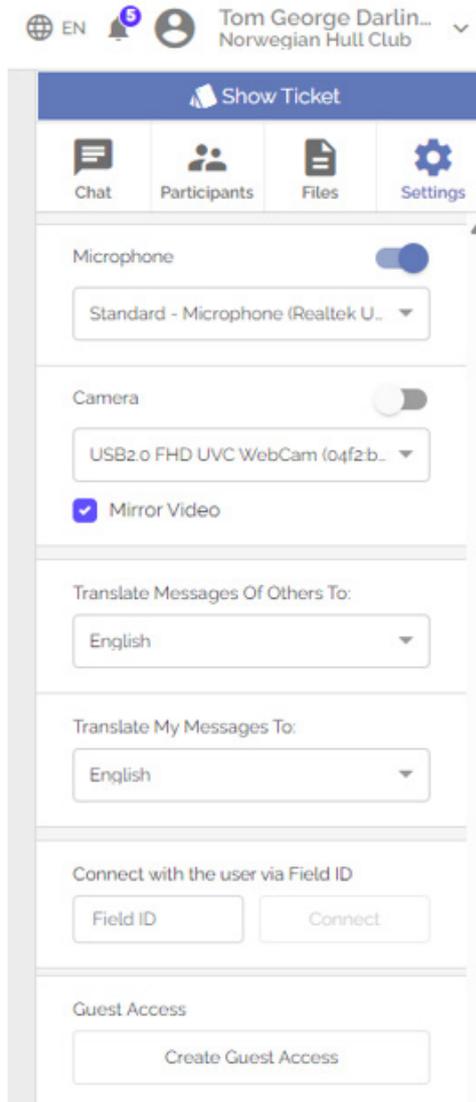
The following screen will then be displayed until other users join the session.

The screenshot shows a vsight meeting room interface. The main area is a large grey rectangle with the text 'Please wait for other users to join.' in the center. The top left corner has the vsight logo and the room title 'Test'. The top right corner shows the user's name 'Tom George Darlin...' and a 'Show Ticket' button. A sidebar on the right contains icons for 'Chat', 'Participants', 'Files', and 'Settings'. Below the sidebar, there is a chat log showing 'Tom George Darlington joined the room.' At the bottom, there are icons for 'Microphone', 'Camera', and 'Leave', along with a 'type here...' input field.



8

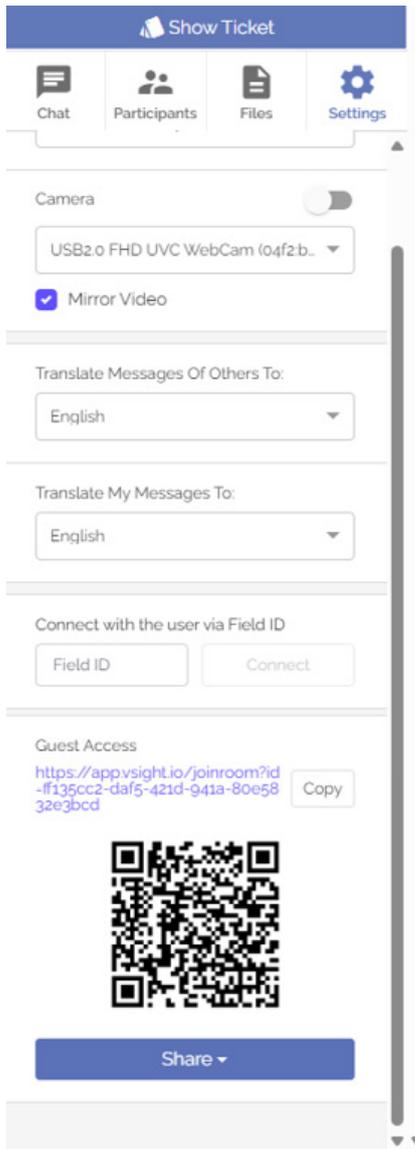
If you wish to add more users after creating the session, enter the session and go to the "Settings" page - then click on "Create Guest Access" (seen at the bottom in the image below).





9

The following page will then be displayed; either copy the link and share directly, or click on the 'Share' button. By doing so, you will have the option to invite participants via email or WhatsApp.





If you have any questions or comments related to this document or the New Remote Survey Tool, please do not hesitate to contact us at technical@norclub.com



NORWEGIAN HULL CLUB

www.norclub.com