SeaVint

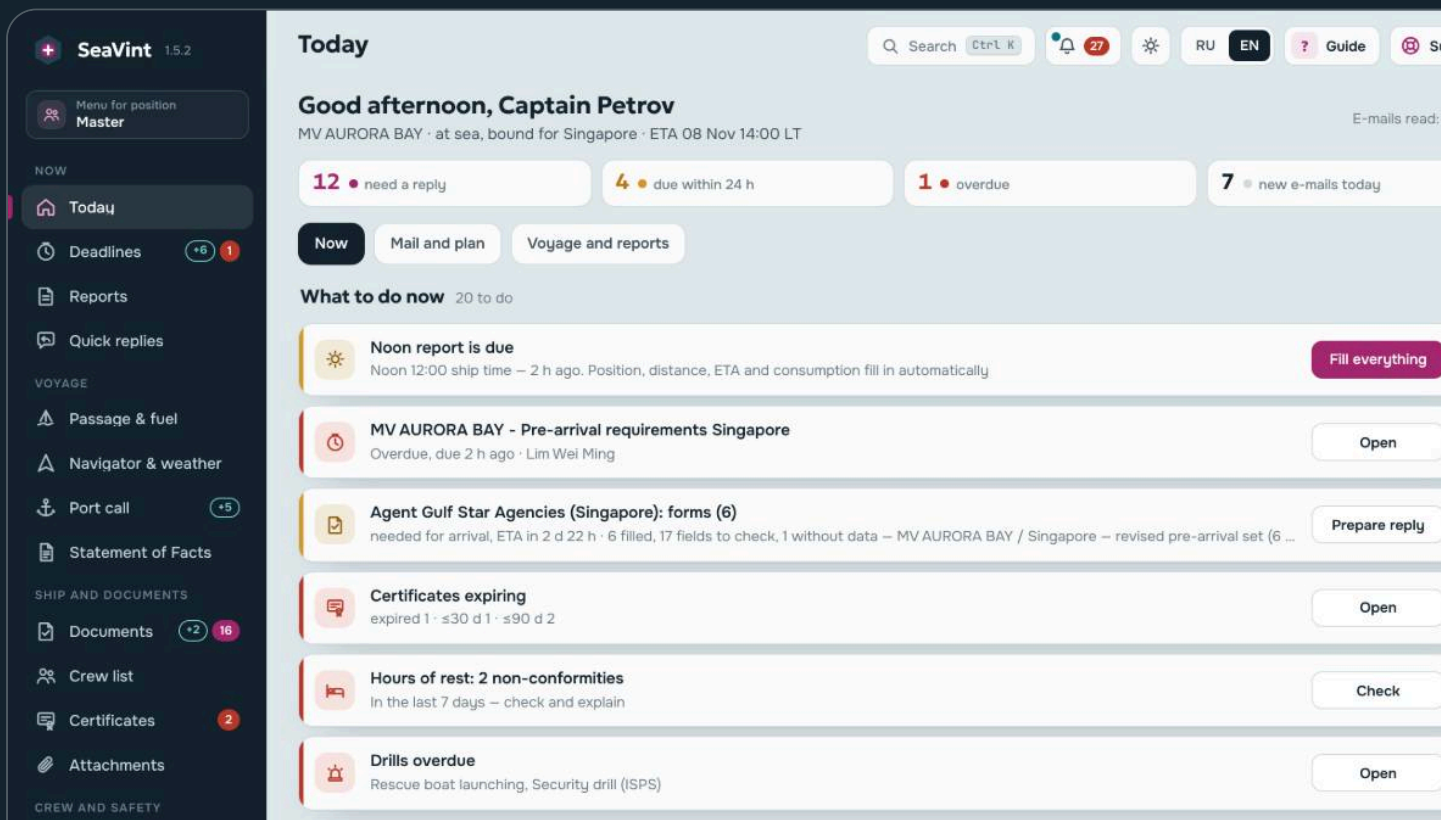
seavint.com

USER GUIDE

# SeaVint User Guide

The assistant for masters and ship officers: e-mail and reports, agents' forms, port calls, the ship folder, the engine room, crew and safety. Works offline.

Version 1.5.2 | 13 November 2026 | Windows 10 / 11



# Contents


01 **Getting started** 3
- What you need 3
- First launch 3
- Outlook connection 4
- Ship's time and language 5
- Menu for your position, search and the status bar 6
- Where to find help 8

02 **Today** 10
- What is on the screen 10

03 **Mail** 12
- Reports 12
- Attachments for satellite 13
- Deadlines from e-mail 14
- Quick replies 16
- Translating e-mails 17

04 **Documents: agents' forms** 18
- Forms from e-mail — automatically 18
- Reviewing a form 19
- Scanned forms — offline 20
- Missing data 20

05 **Port calls, certificates, crew list** 22
- Port call 22
- Certificates 23
- Crew list (FAL 5) 24
- Handover 25

06 **Data sources and full automation** 26
- A table from a link 26
- Full automation 27

07 **Ship folder and Date check** 28
- Date check 29

08 **Engine room** 31
- Fuel and tanks 31
- Oil Record Book (Part I) 32
- Running hours and maintenance 33

09 **Crew and safety** 34
- Hours of rest 34
- LSA / FFE 37
- Drills 38

10 **Settings, AI helper, updates** 39
- AI helper 40
- Updates 40
- Data and moving to another ship 41

11 **If something goes wrong** 42
- Help and support 42


**How to read this guide.** Each chapter covers one area of the program: first what it does, then step-by-step "How to …" tasks. Button and menu names look **like this**. All screenshots come from the demo ship MV AURORA BAY (the ship, company, ports and people are invented) — you can open it yourself: `SeaVint-Mail.exe -demo`. The interface is in English and Russian (the **RU | EN** switch); e-mails and reports are always in English.

# 01 Getting started

Requirements, first launch, Outlook, ship's time, help

SeaVint is one program for the master and the ship's officers. It reads your mail in Outlook, prepares reports and replies, fills in agents' forms and keeps track of certificate, crew document, maintenance and drill due dates. Everything essential works offline, and SeaVint never sends an e-mail by itself — it creates a draft, and you press Send.

## What you need

- Windows 10 or 11 (64-bit) with Microsoft Edge or Google Chrome — the SeaVint window is an Edge window without an address bar.
- Classic Outlook (2010–2021 or Microsoft 365) for e-mail. Without it, or with the "new Outlook", SeaVint runs in **file mode**: drafts are saved as `.eml` files and opened by your mail program.
- No installation: just run `SeaVint-Mail.exe`. Closing the window does not quit the program — it stays as an icon next to the clock and keeps reminding you.

> **Try it safely.** `SeaVint-Mail.exe -demo` opens a demo ship with a demo mailbox: click anything you like, your own data is not touched.

## First launch

On the first launch SeaVint reads your Inbox and Sent Items right away, shows the day's brief and finds the vessel name, IMO (check digit verified), call sign, master's name, signature and recipient groups: company, technical, charterer and agents per port. The flag is derived from the call sign, the ship's time from the longitude of your latest report, the port call from your own "ETA …" notice. Everything found is written into Settings at once, marked "detected automatically" with its source; you only confirm.

### How to set up the program in a few minutes

1. Run `SeaVint-Mail.exe`. The **Today** screen opens.
2. If the card is right (ship, IMO, call sign, master, ship's time), press **All correct — start** — one click, nothing to type. To go through it step by step press **Review and confirm**: the six-step wizard opens (the ship, master and signature, ship's time and reminders, who we write to, satellite link, Outlook) with the same values.
3. On each step check what was found (the **found in e-mails** tag shows how many e-mails confirm it), correct it if needed and press **Next**.
4. On the last step press **Done — start working**. You can change everything later in **Settings** or run the wizard again: **Guide** → **Ship setup wizard**.

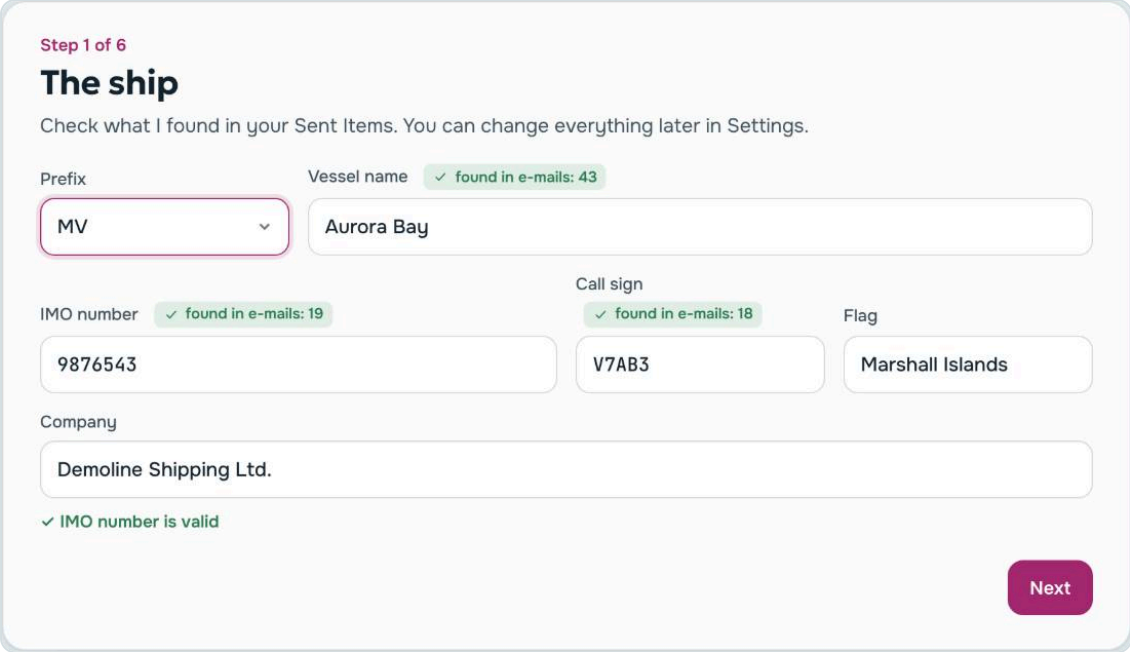



**Fig. 1 —** Setup wizard, step 1: the ship's details found in Sent Items.

## Outlook connection

The connection status is in the status bar at the bottom of every screen: a green dot means all is well; yellow means Outlook is closed (it opens when needed) or file mode is on; red means no connection. Click the status to open the connection check.

### How to check the Outlook connection

1. Press **Guide** → **Check Outlook connection** (or click the Outlook status in the status bar).
2. Press **Check the Outlook connection**. Every Outlook operation is tested on its own line; **Copy log** lets you send the log to support.
3. If Outlook shows "A program is trying to access…", tick **"Allow access for 10 minutes"** and press **"Allow"**.

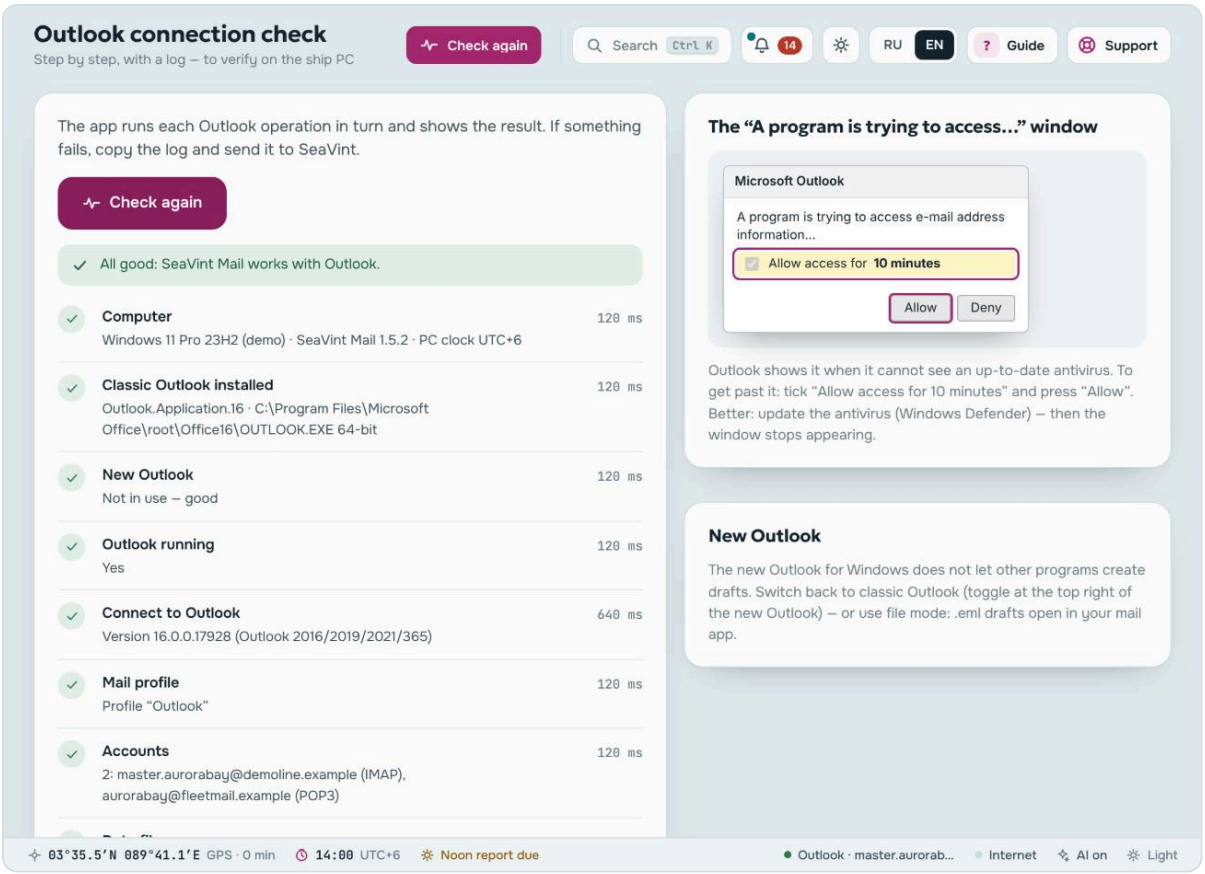



**Fig. 2 —** Connection check: each step separately, the log is copied with one button.

> **New Outlook.** The "new Outlook" does not accept commands from other programs. SeaVint then saves drafts as `.eml` files in "Documents\SeaVint Mail\Drafts" and opens them with your mail program; drop `.eml` / `.msg` files onto Deadlines to find the requests and due dates in them.

## Ship's time and language

The clock in the status bar at the bottom shows the ship's time and zone (UTC is next to it). When the clocks are changed, click it and pick the new zone or a step (**Retard 1 h**, **−30 min**, **+30 min**, **Advance 1 h**). Reports, deadlines and hours of rest follow, and the clock change is recorded in Hours of rest.

The **RU | EN** switch changes the interface language. Reports, replies and office documents are always in English.

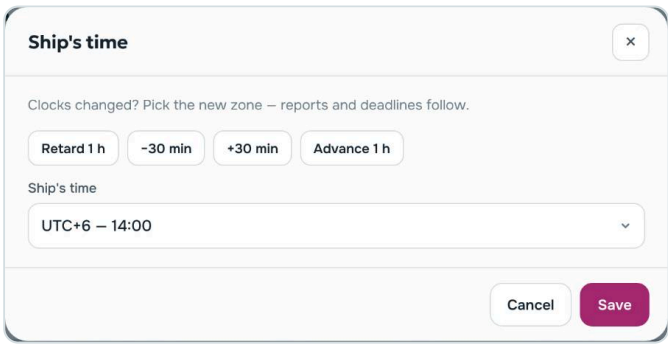



**Fig. 3 —** Changing the ship's clocks.

## Menu for your position, search and the status bar

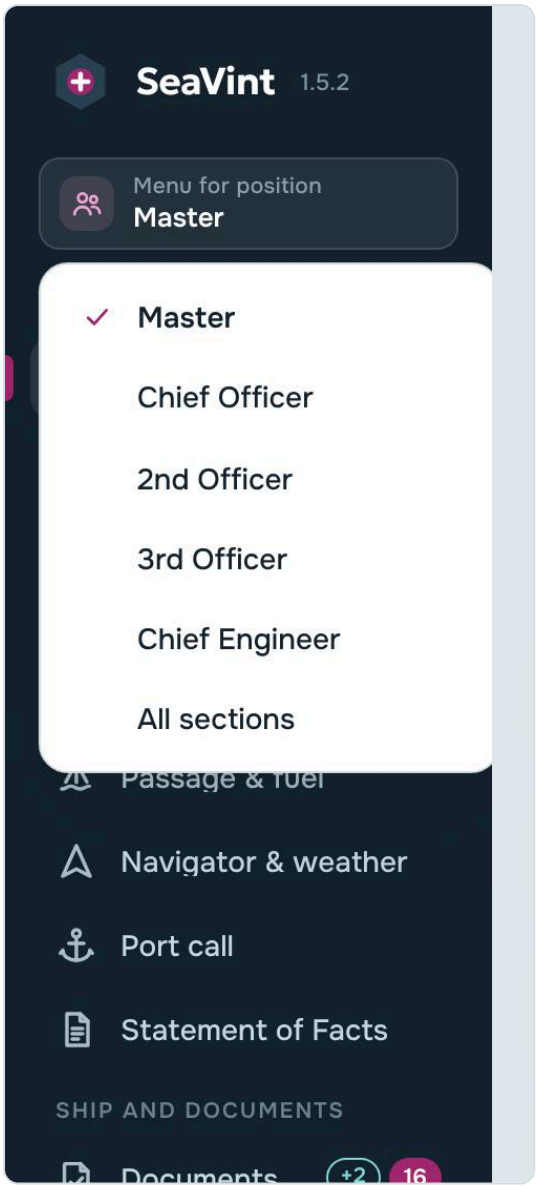



**Fig. 4 —** Menu for position: only your sections, the rest under “More”.

**Menu for your position.** The program suggests your position from the signature in your e-mails (the setup wizard asks “What is your position on board?”). The left menu then shows only your sections, in the order of the working day: the Master sees deadlines, reports, quick replies, then passage and weather, port call and SOF, documents, crew, certificates and safety; the Chief Officer — deadlines, hours of rest, crew list and drills, then port call and cargo documents, certificates, the ship file, date check and data from the company system; the 2nd Officer — deadlines, passage & fuel, reports, Navigator & weather, port call, SOF; the 3rd Officer — hours of rest, LSA/FFE, drills, certificates; the Chief Engineer — tank soundings, daily consumption, running hours, Oil Record Book, hours of rest. Everything else is under **More**; the pin next to an item moves it into your menu or back. Change the position at the top of the menu at any time, or choose **All sections**.

**Search — Ctrl+K** (or the **Search** button in the header) finds screens and actions (“noon”, “Fill everything”, “Check for updates”), crew members by name, rank or document number, certificates, e-mails and deadlines by subject or sender, ports and port calls, forms and settings. Type in English or Russian, even in the wrong keyboard layout. Document numbers are always shown masked: only the last 3 characters.

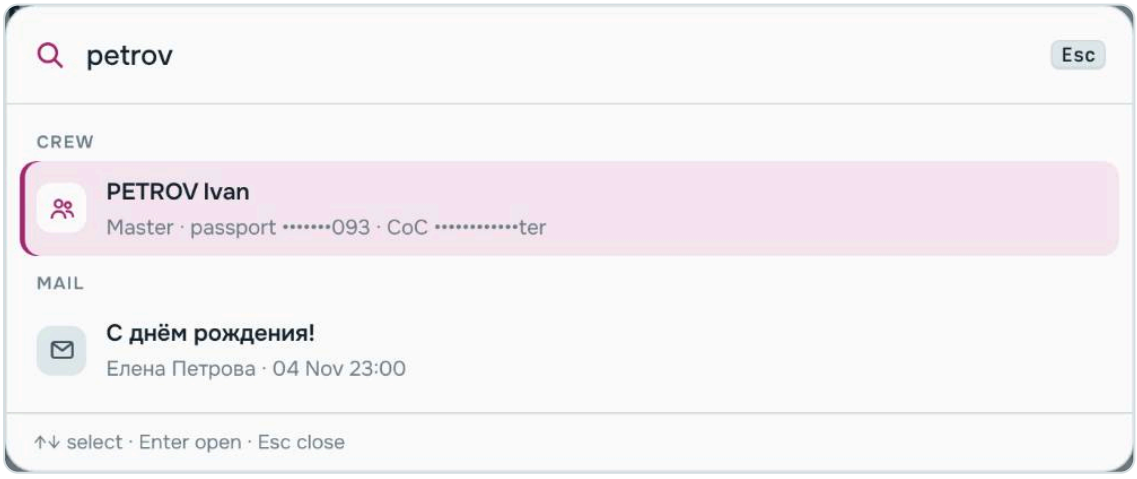



**Fig. 5 —** Search (Ctrl+K): results grouped by type; the passport number is masked.

**The status bar** at the bottom of every screen shows the ship's position and where it comes from (GPS, phone, another PC, e-mail or dead reckoning, with its age), ship's time and UTC, the countdown to the noon report, the Outlook connection, whether seavint.com is reachable, whether AI is on, and the version. Click any item to open the matching place. On a narrow screen the less important items hide.




**Fig. 6 —** The status bar.

**Notifications.** Reminders, an available update, warnings and tips are collected under the bell in the header; "What's new" at the top of the list leads straight to each new item. At most one bar is shown at the top of a screen — the most important one (an overdue item or an update).

## Tabs and "what's new"

**Tabs.** Long screens are split into tabs under the title — Today, Port call, SOF, Passage & fuel, Crew list, LSA/FFE, Drills, Data sources and Settings — so you see one part at a time. Each screen remembers its tab; a link or a search result (Ctrl+K finds tabs too, e.g. "Crew list › Expiring documents") opens the right one. `Ctrl` + `PgUp` / `PgDn` or `Alt` + `←` / `→` switch tabs; the main action of the screen stays in the header whatever tab is open.

**Two kinds of numbers in the menu.** An outlined **+3** means three new things appeared there since you last opened the section (e-mails with a deadline, port e-mails, agent forms, certificates and crew documents entering their expiry window, maintenance jobs coming due). A filled number is what needs attention: red — overdue or expiring. Hover over an item to see both explained. A tab shows its own **+N**.

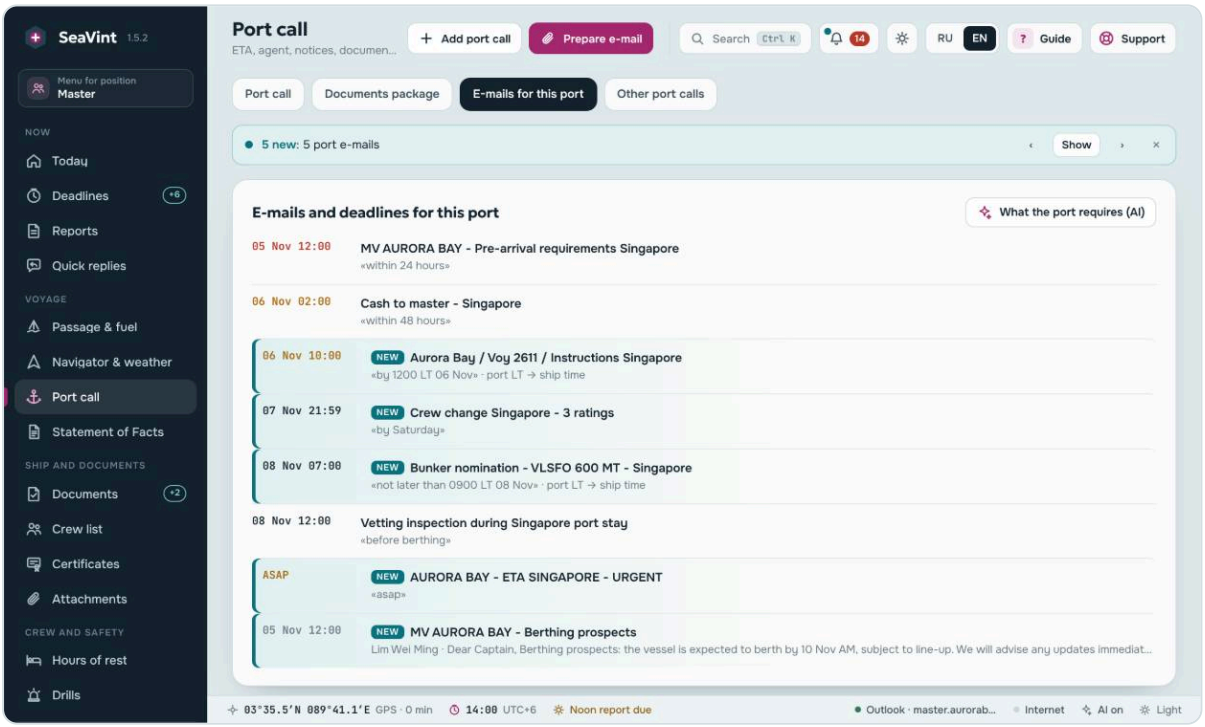



**Fig. 7 —** "+5" next to Port call and on the "E-mails for this port" tab; the new rows are marked "New" and the strip on top leads through them.

**Where exactly.** When you open a screen or tab with something new, the new rows have a coloured left edge and a **New** tag, and a strip at the top says what is new — "5 new: 5 port e-mails". **Show** scrolls to the first one, ‹ › go through the rest. Opening the tab counts as seen: the number in the menu goes away and next time the marks fade out. The program remembers what you have seen, also after a restart.

**Night on the bridge.** The moon button in the header switches the theme: **Light**, **Dark** or **Night red** — a very dark screen with dim red and amber text and no bright white, to keep night vision. Tick “At night switch to the night theme” to change automatically at sunset and sunrise at the ship’s position (without a position — 19:00–07:00 ship time). The same toggle is at the right of the status bar.

**Keyboard.** `Ctrl` + `K` search, `Ctrl` + `S` save, `Ctrl` + `Enter` the main action of the screen (prepare the e-mail, Fill everything), `Esc` close, `Alt` + `1…9` your menu items in order, `?` the list of shortcuts. The main action of every screen is also at the top right of its header.

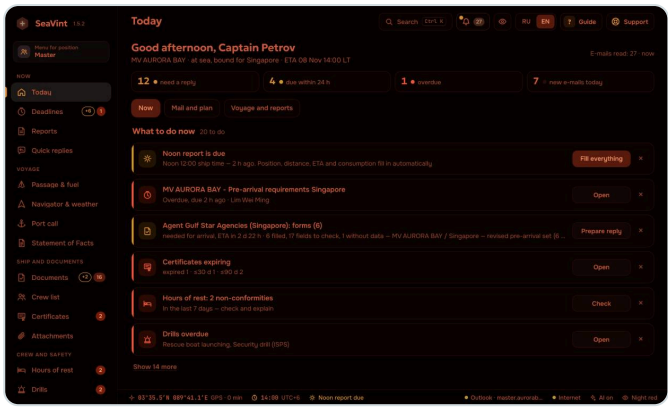



**Fig. 8 —** The “Night red” theme.

## Where to find help

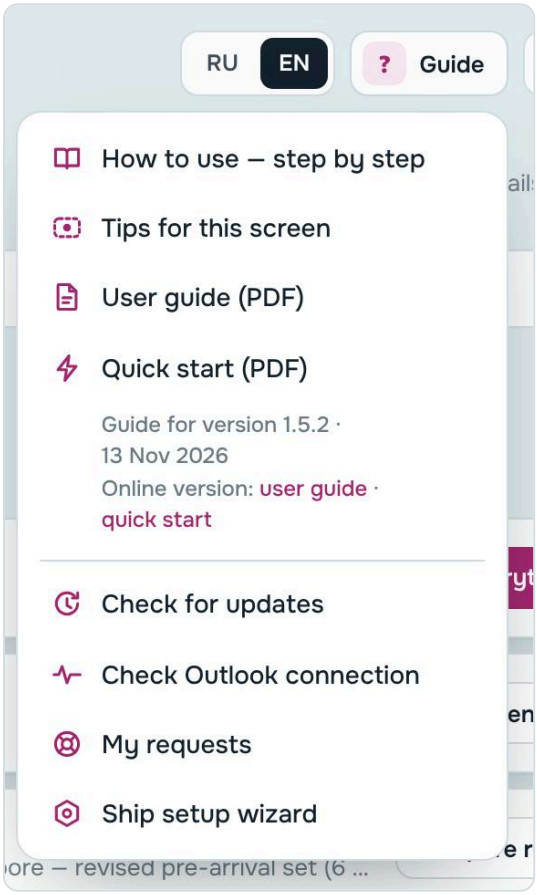



**Fig. 9 —** The Guide menu: step-by-step guide, tips and this guide as PDF.

The **Guide** button in the top right corner opens the help menu:

- **How to use — step by step** — short illustrated scenarios: noon report, big files over satellite, deadlines, one-click reply, port call, data from the company system, Outlook connection.
- **Tips for this screen** — a tour of the current screen.
- **User guide (PDF)** and **Quick start (PDF)** — this document and the two-page leaflet. They are built into the program and open offline; the guide version and links to the online version are shown next to them.
- **Check for updates**, **Check Outlook connection**, **Ship setup wizard**.

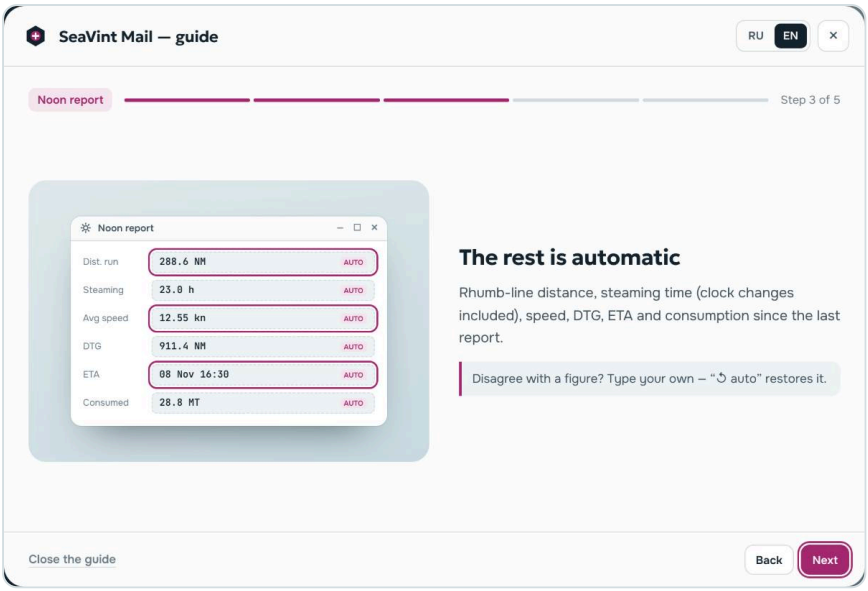



**Fig. 10 —** Step-by-step guide: the "Noon report" scenario, step 3.

# 02 Today

What to do now, in order of urgency

Today is the home screen and a control panel: “what to do now” cards in order of urgency, each with a one-line reason and one button that does the job or opens the exact place. Below are the brief numbers, the next deadlines, the port call and the AI plan.

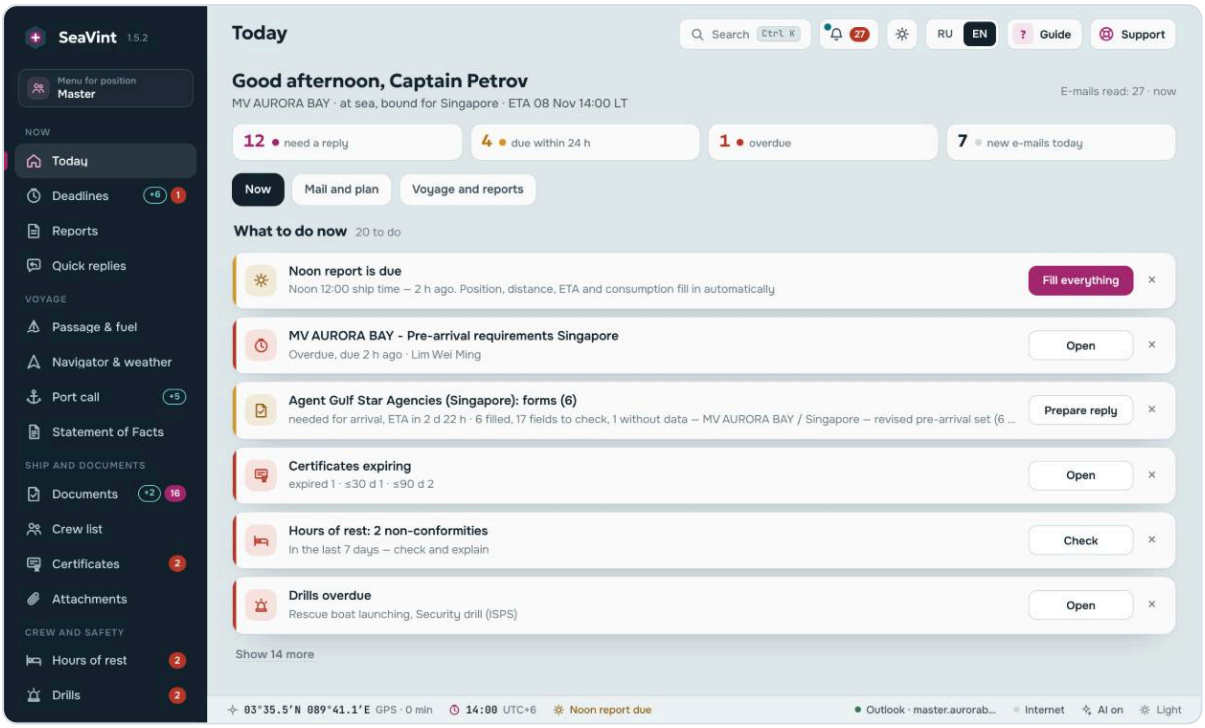



**Fig. 11 —** The Today screen on the demo ship.

## What is on the screen

| BLOCK | WHAT IT SHOWS AND WHAT YOU CAN DO |
|---|---|
| **Tabs** | **Now** — the cards below; **Mail and plan** — next deadlines and the AI plan; **Voyage and reports** — port call, recent reports, date check, savings. The counters above the tabs are always visible. |
| **What to do now** | Cards in order of urgency: the noon report is due (**Fill everything** opens Reports → Noon and fills it), an ETA notice, an overdue e-mail, expiring certificates, agents’ forms (**Prepare reply**), a missing daily entry of the chief engineer, a stale position, an update, hours of rest, LSA/FFE, drills, maintenance. The order follows your position. × removes a card; a done item disappears by itself. **Show more** opens the rest. Reminders also arrive as Windows notifications and are collected under the bell. |
| **Counters** | Need a reply, due within 24 h, overdue, new e-mails today. Click a number to open the list. |
| **AI plan for today** | **Make the plan** — the AI reads the last day’s e-mails and deadlines and tells you what to do first (needs internet). |
| **Forms from e-mail** | One card per agent e-mail: how many forms are filled, how many fields to check and without data. **Review** and **Prepare reply** (chapter 4). |

| | |
|---|---|
| **Next deadlines, recent reports** | The five nearest requests from e-mails and the three latest reports. |
| **Port call** | ETA in port and ship time, the 72/48/24/12 h notice plan and the **Pre-arrival package** button. |
| **Date check, crew and safety, maintenance** | Conflicts and document expiries, hours-of-rest non-conformities, LSA/FFE, drills, overdue maintenance jobs, the Oil Record Book. |
| **Saved this week** | Time, traffic and money saved — simple, transparent estimates (**How is this counted?**). |

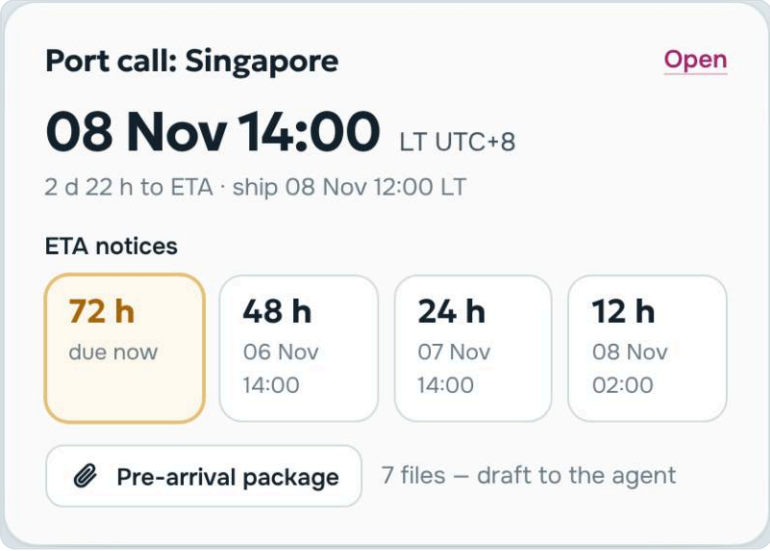



**Fig. 12 —** The port call card on Today.

## How to start your watch

1. Open Today and work through the "What to do now" cards from the top — they are in order of urgency.
2. Click the **overdue** or **due within 24 h** number to jump straight to those e-mails.
3. If the agent has sent forms, press **Prepare reply** on the agent's card (to check the fields first, open Documents).
4. When an ETA notice is due, click it on the port call card: a ready notice to the agent opens.

**Mail is read automatically** at start-up and then in the background while Outlook is open. To refresh by hand, press **Check mail** on the Deadlines screen.

# 03 Mail

Reports, attachments, deadlines, quick replies, translation

Mail takes the routine out of correspondence: one-click reports with distance, speed, ETA and consumption calculated, attachments that fit the satellite link, deadlines from the Inbox, standard replies and offline translation.

## Reports

Six standard reports: **Noon**, **Arrival**, **Departure**, **NOR**, **ETA notice** (72/48/24/12 h) and **Bunkers**. On the right is the whole e-mail exactly as it will be sent: recipients, subject with the vessel name and the classic fixed-width English text. **History** keeps every report, with Excel export.

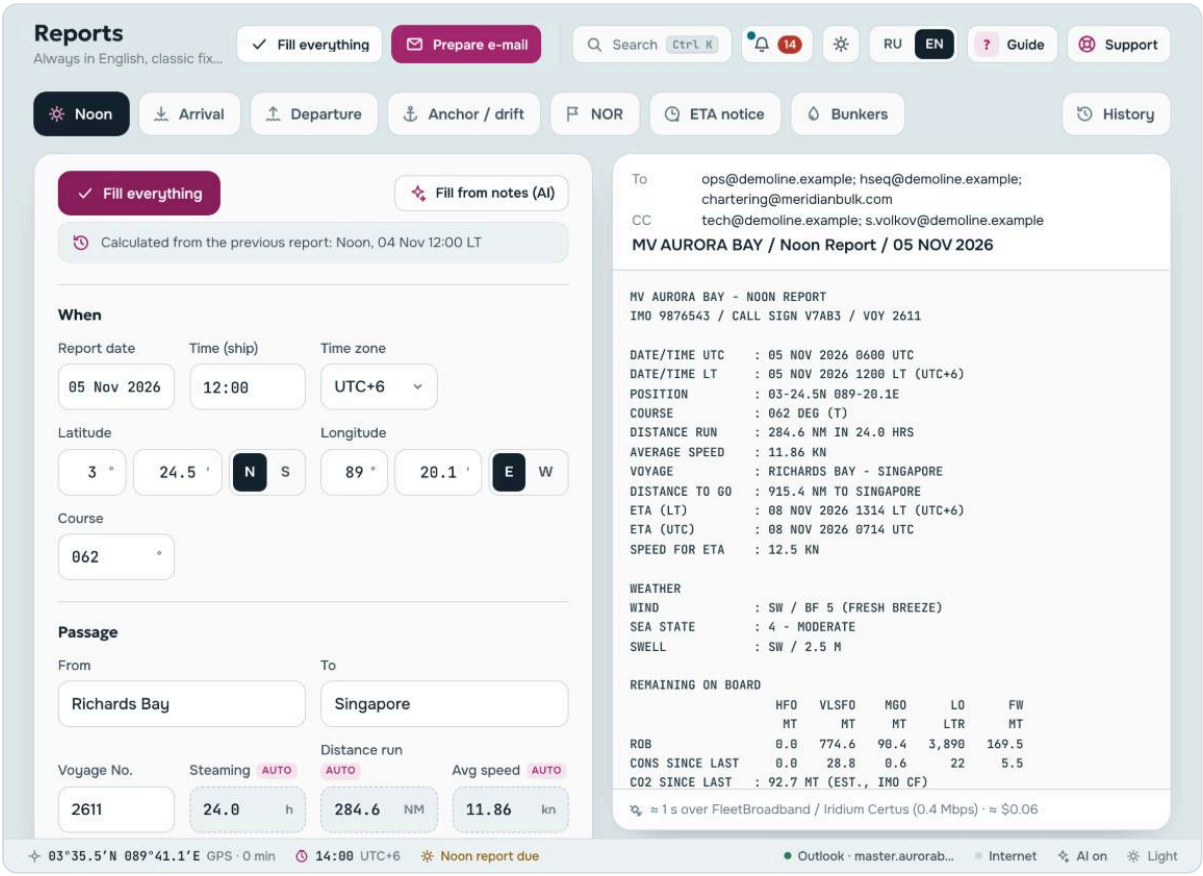



**Fig. 13 —** Noon report: the form on the left, the finished e-mail on the right.

### How to send the noon report

1. Open **Reports** (left menu, **Ctrl+K** “noon”, or **Fill everything** on the noon card on Today). The noon report opens ready, dated today 12:00 ship’s time.
2. Enter the position (degrees, minutes, N/S, E/W), course, weather and remaining on board (ROB). Voyage, ports and planned speed are carried over from the last report; ROB can come from the latest tank sounding.
3. Fields marked **auto** are calculated: rhumb-line distance run, steaming time (clock changes included), average speed, DTG, ETA and consumption since the last report.
4. Check the e-mail on the right and press **Create draft in Outlook**. The e-mail opens in Outlook — check it and press Send.

> **Disagree with a figure?** Type your own value — it replaces the calculation; ↻ **auto** restores it.

Remarks can be written in Russian: the → **English (offline)** button under the field translates them. **Fill from notes (AI)** turns free text such as “position…, ROB…” into report fields.

The other reports work the same way. A departure report creates the port call card; a bunker report accounts for the fuel received in the consumption.

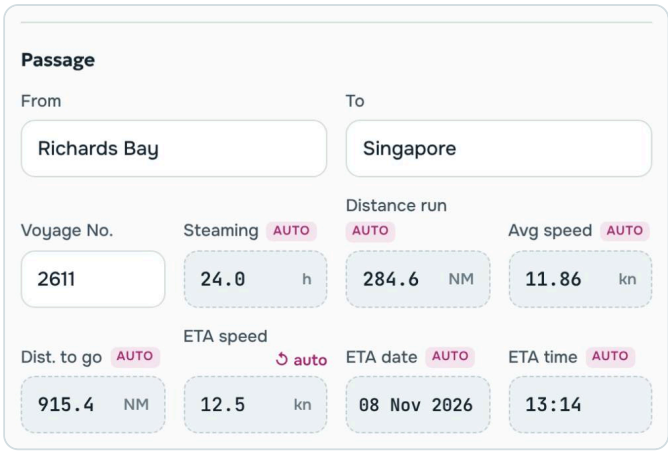



**Fig. 14 —** “Auto” fields calculated from the previous report.

### Check before creating the draft

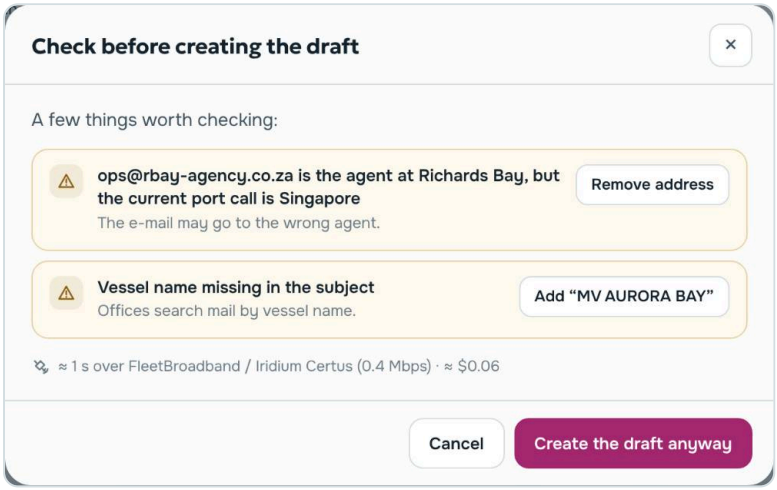



**Fig. 15 —** SeaVint found a few things worth checking before sending.

Before every draft SeaVint checks the e-mail and warns you if:

- the text says “attached” but there are no files;
- the agent of a previous port is among the recipients;
- the subject has no vessel name;
- the e-mail is over the link limit;
- the report still contains Russian text or an unfilled placeholder.

Each item can be fixed with one button (**Remove address**, **Add “…”**), or press **Create the draft anyway**.

## Attachments for satellite

Damage photos, scans, logs and exports often exceed the e-mail limit. SeaVint shrinks them, estimates the air time and cost on your link and splits them into several e-mails.

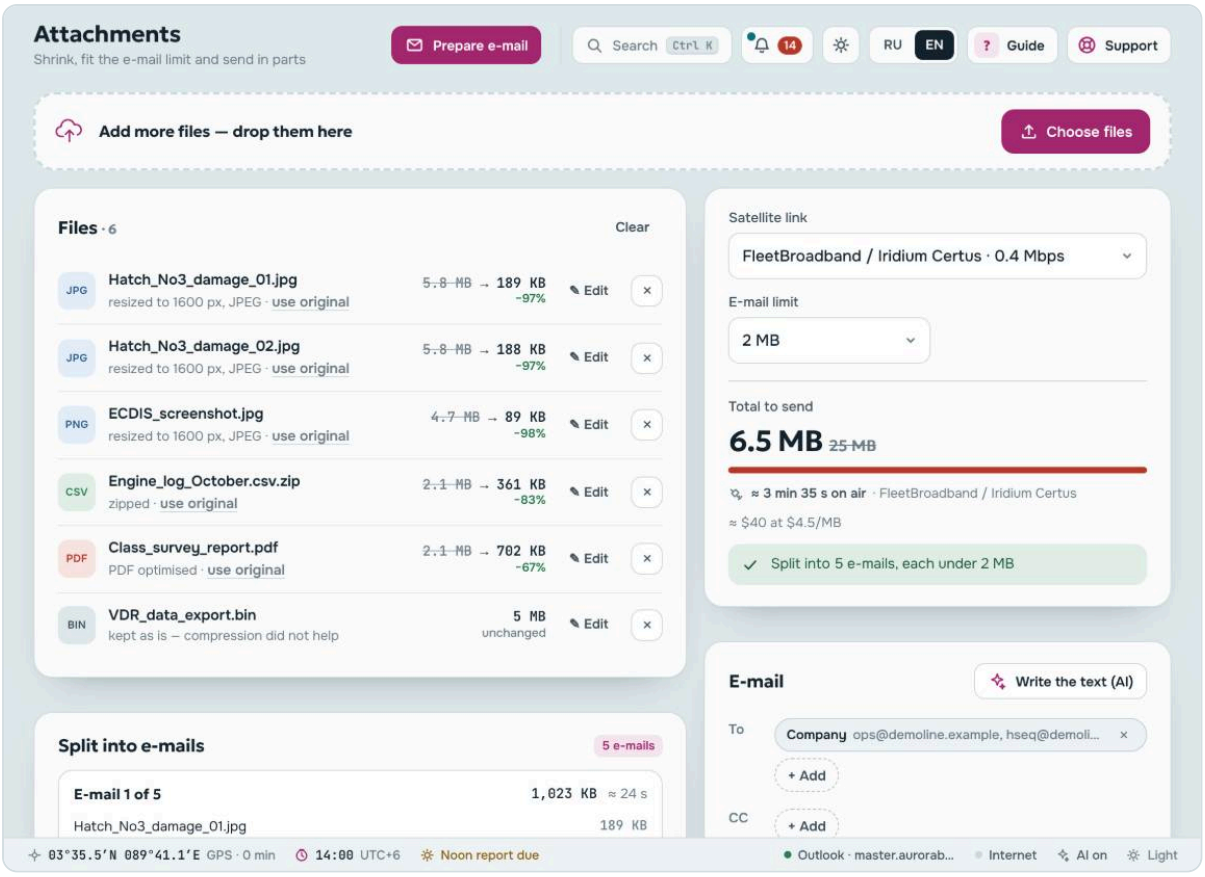



**Fig. 16 —** Six files (25 MB) compressed to 6.5 MB and split into 5 e-mails under the 2 MB limit.

### How to send big files over satellite

1. Open **Attachments** and drop the files onto the window (or **Choose files**).
2. Press **Compress all**: photos are reduced to 1600 px JPEG, PDFs are optimised, the rest is zipped. If a file does not get smaller, the original is kept; **use original** works for any file.
3. Check the **Satellite link** and **E-mail limit** — the total, air time and cost are on the right, **Split into e-mails** below.
4. Choose the recipients, check the subject and text (**Write the text (AI)** if you like) and press **Create drafts**. E-mails “Part 1/3”, “Part 2/3”… appear in Outlook — send them one by one.

> **An oversized file** is cut into `.zip.001`, `.002` … parts. The e-mail contains a line explaining how to join them: open `.zip.001` in 7-Zip or run `copy /b`.

## Deadlines from e-mail

SeaVint finds requests and due dates in the Inbox — “by 1200 LT 06 Nov”, “within 24 hours”, “до 12:00 07.11”, “ASAP”, “before arrival” — using rules, offline and without AI. Quoted text and disclaimers are ignored, and the agent’s “LT” is converted from port time to ship’s time.

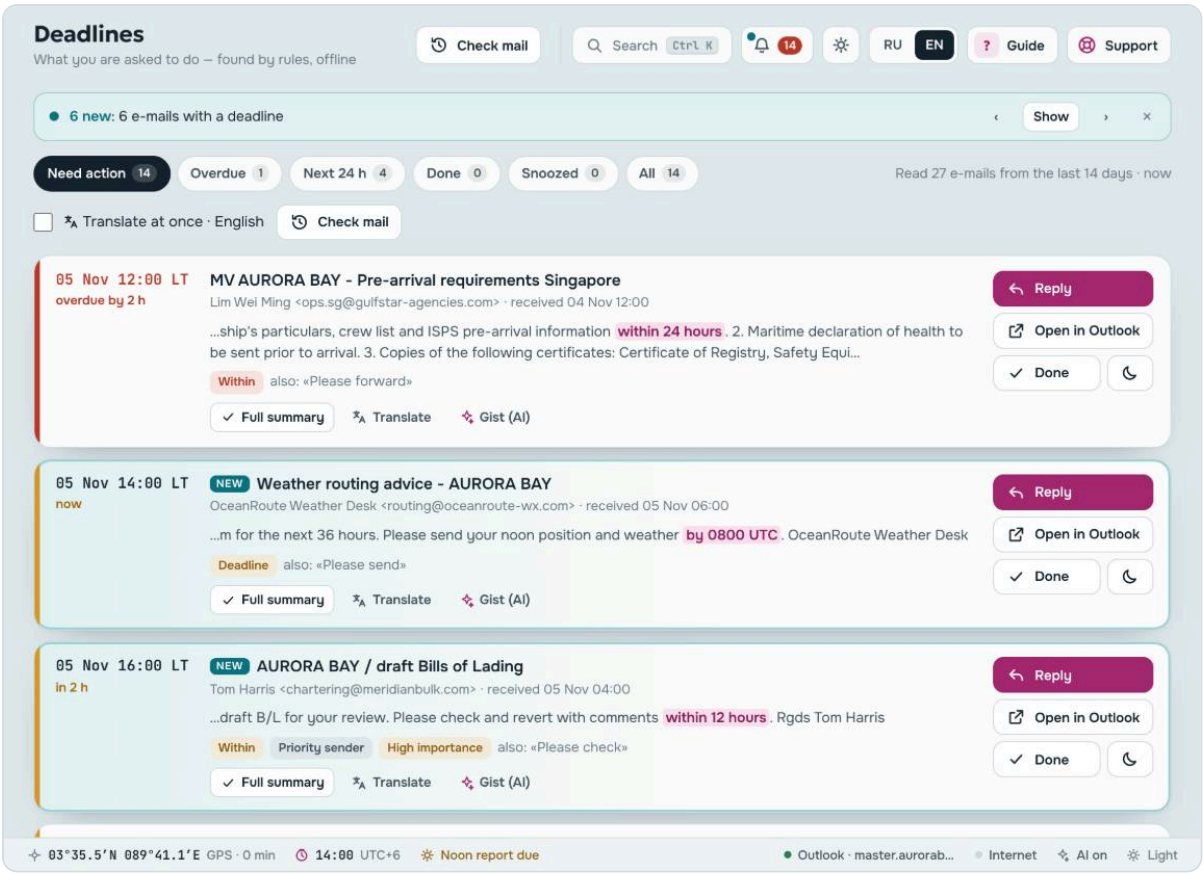



**Fig. 17 —** Deadlines: the phrase found is highlighted, overdue in red, next 24 h in yellow.

## How to never miss a deadline

1. Open **Deadlines**. Filters at the top: **Need action**, **Overdue**, **Next 24 h**, **Done**, **Snoozed**, **All**.
2. Each row shows the due time, the sender, the highlighted phrase and tags (important sender, high importance, unread).
3. Actions on the right: **Reply**, **Open in Outlook**, **Done** (clears it) and the moon to snooze.
4. Two hours before the deadline you get a Windows notification and a banner at the top (change it in **Settings** → **Time and reminders**).

> **E-mails in other languages** can be translated right in the list: **Translate** on the row or the **Translate at once** box above the list. **Gist (AI)** tells you briefly what is asked.

# Quick replies

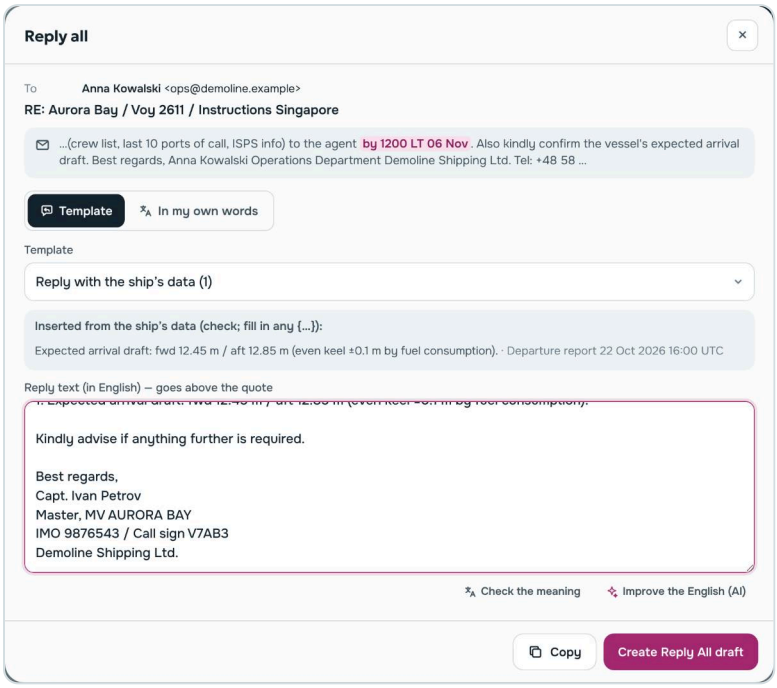



**Fig. 18 —** Reply all: a template or your own words — the text goes above the quote.

## How to reply in one click

1. In Deadlines press **Reply** on the e-mail's row.
2. Pick a template ("Noted and will comply", "Well received" and others) — the sender's name, vessel, ETA, port and signature are filled in.
3. Or use the **In my own words** tab: write what to reply in any language, then **Translate to English** (offline) or **Write the reply (AI)**; **Check the meaning** shows a back-translation.
4. Press **Create Reply All draft**, check the e-mail in Outlook and send it.

The **Quick replies** screen is the template library. Fields in braces ( `{VESSEL}` , `{ETA}` , `{PORT}` , `{SIGNATURE}` ) are filled from your profile and recent reports; the right side shows how the text will appear. From there you can also start a **New e-mail with this text** or **Reply all to an e-mail…**.

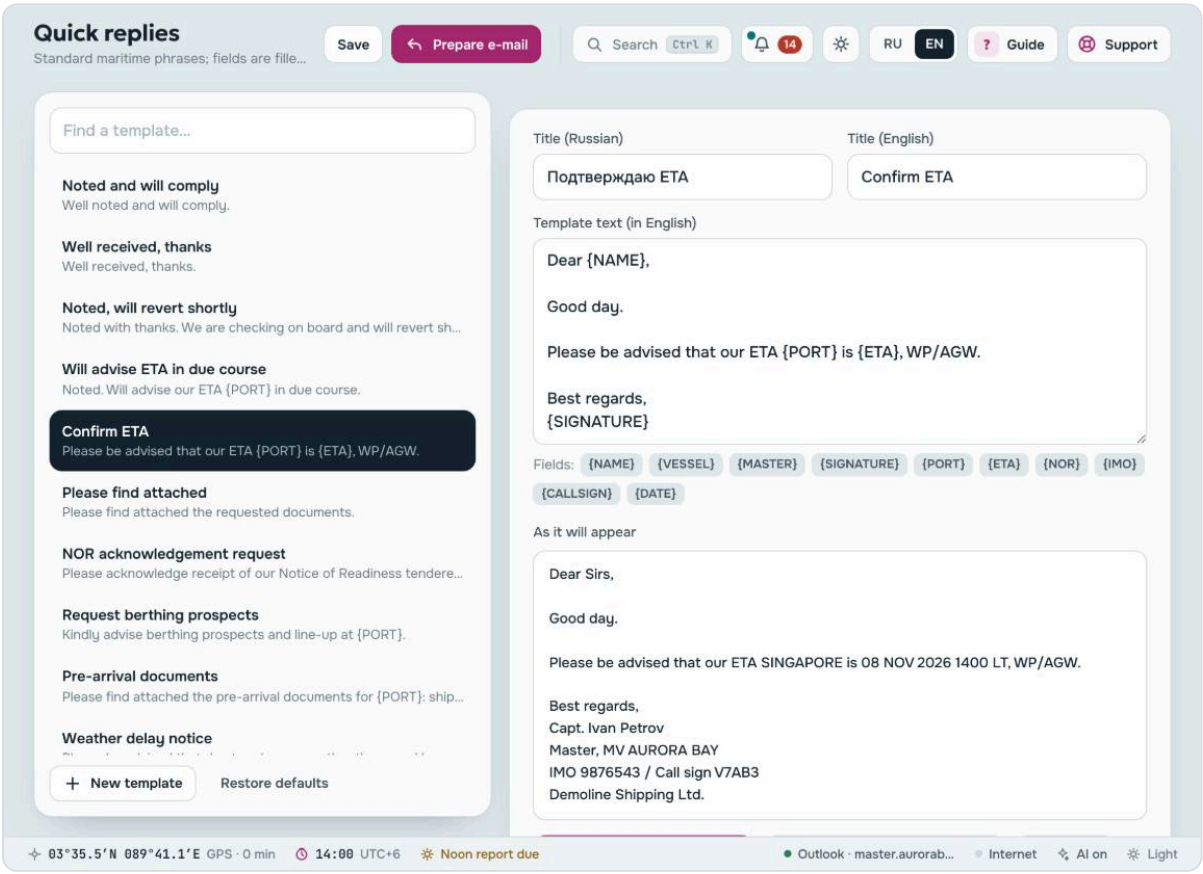



**Fig. 19 —** Quick reply templates: as it will appear in the e-mail.

### How to add your own template

1. In Quick replies press **New template**.
2. Enter the title in Russian and English and the template text in English; insert fields in braces.
3. Press **Save template**. **Restore defaults** brings back the standard set (your own templates are removed).

## Translating e-mails

E-mails in any language are translated on this computer, without internet. English ↔ Russian is built in; about 60 other languages are language packs (**Settings** → **E-mail translation**, or carried over as a file). A maritime glossary keeps abbreviations and names, and the numbers in the translation are checked against the original.

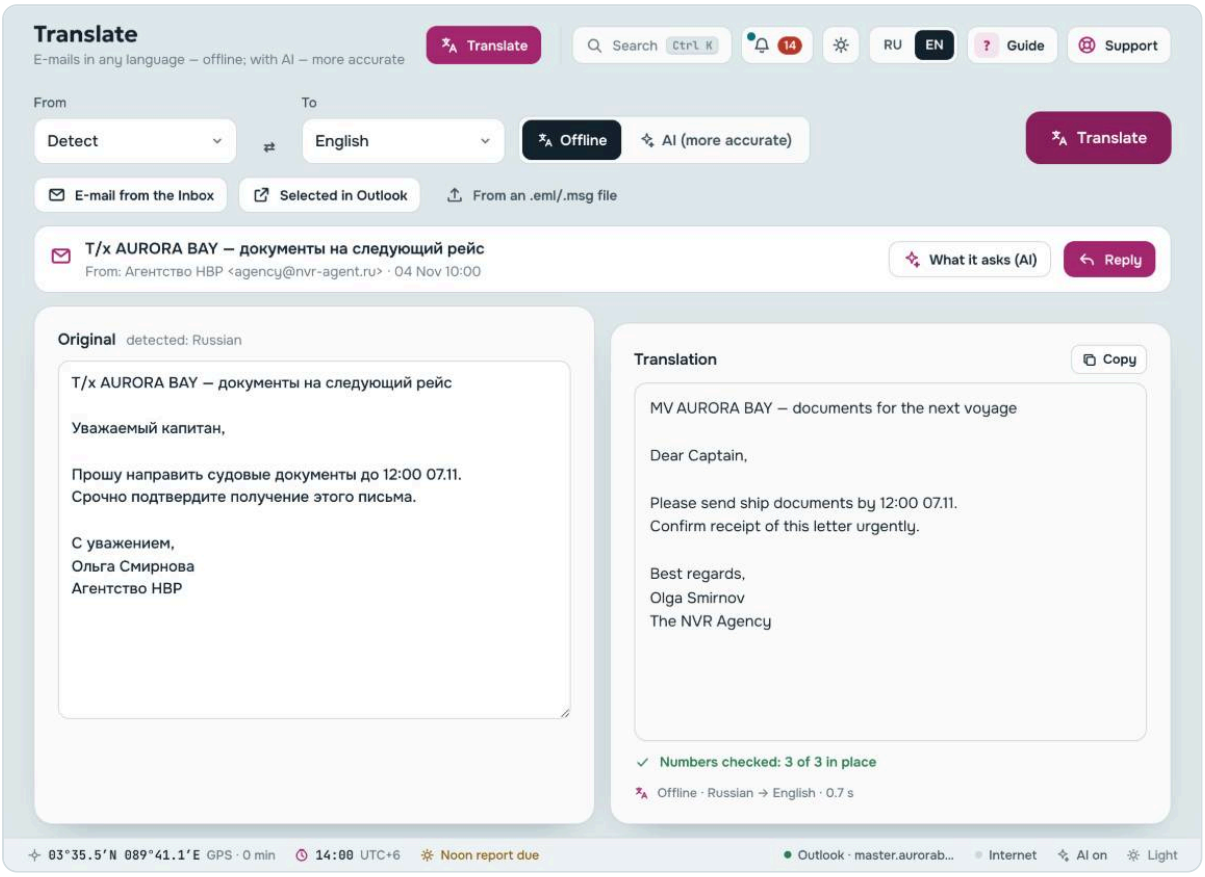



**Fig. 20 —** Offline translation: numbers checked; copy the translation or reply right away.

### How to translate an e-mail

1. Open **Translate** and take an e-mail: **E-mail from the Inbox**, **Selected in Outlook** or **From an .eml/.msg file** (or just paste the text).
2. Choose the target language; **From** can stay on **Detect**.
3. Press **Translate**. **Offline** runs on this computer; **AI (more accurate)** when there is a connection.
4. Check the numbers line, then **Copy translation** or **Reply**.

> **Also under Tools: Mailbox** — the Outbox, the largest e-mails (save attachments to disk and remove them from the e-mail) and the Outlook data file size; **Search** — e-mails, reports, certificates and crew, offline.

# 04 Documents: agents' forms

Filled from e-mail, offline scan recognition, "Missing data"

Before a port call agents send a stack of Word, Excel and PDF forms. SeaVint fills them in from the ship's particulars, crew list, certificates, last ports and reports, learns from your corrections and prepares the reply to the agent with the filled files.

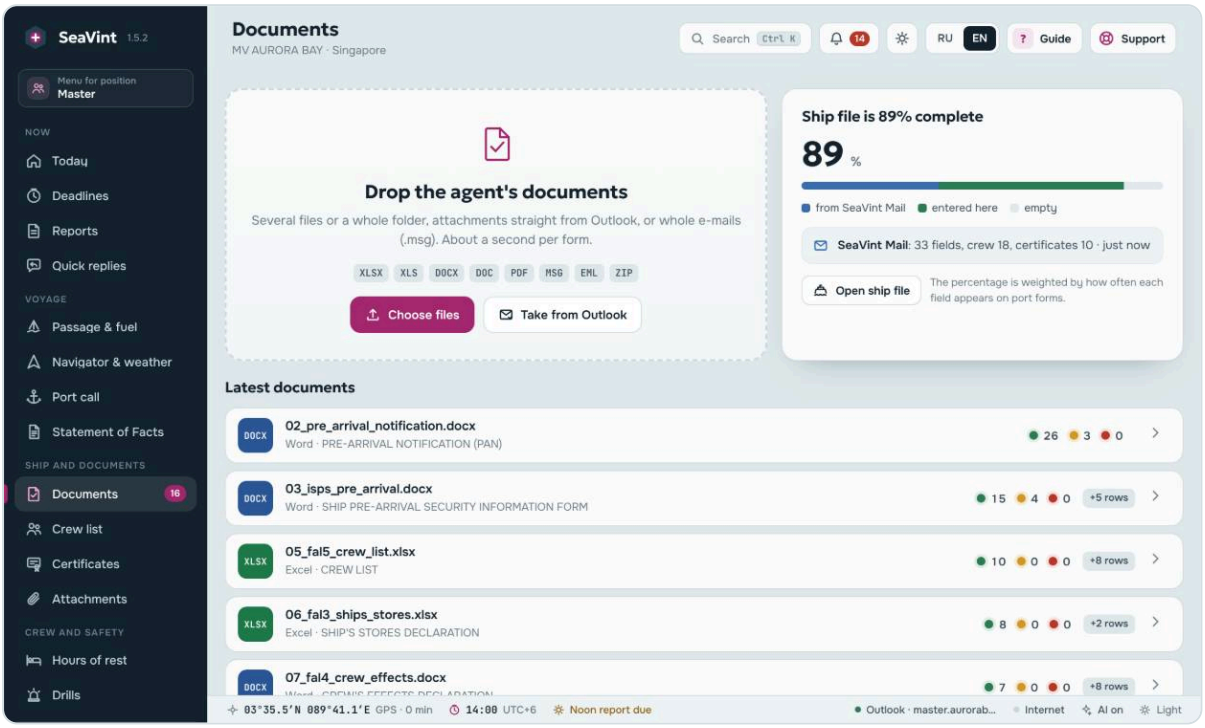



**Fig. 21 —** Documents: drop the forms or take them from Outlook; on the right, how complete the ship file is.

## Forms from e-mail — automatically

After every mail scan (and every 10 minutes in the background while Outlook is open) new e-mails with forms go into Documents and are filled in. Today shows one "what to do now" card per e-mail — "Agent …: forms (6)", with "5 filled, 7 fields to check" — and one button, **Prepare reply**. The forms themselves are in Documents.

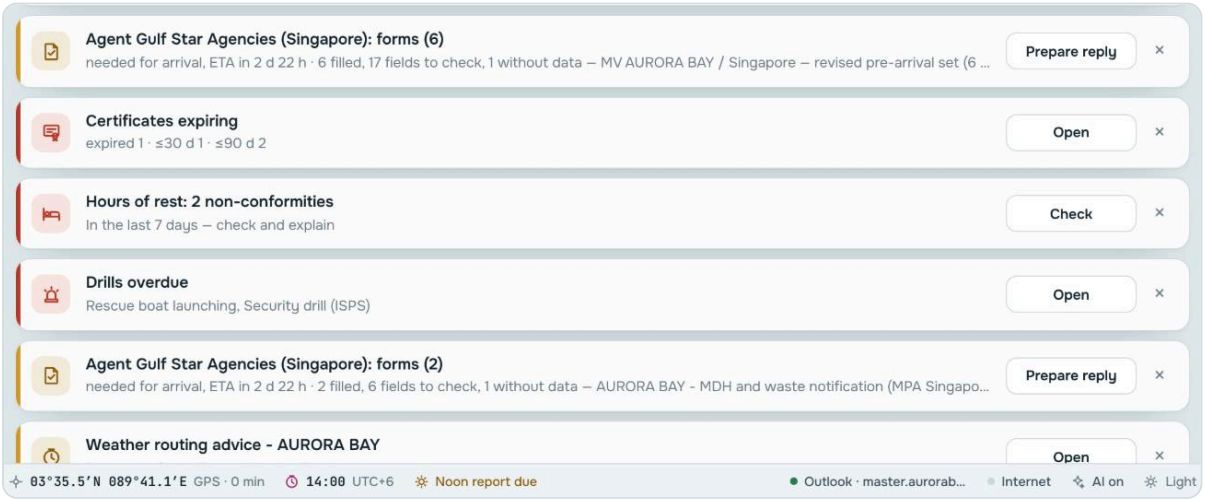



**Fig. 22 —** Agents' forms among the "What to do now" cards on Today.

### How to reply to the agent with filled forms

1. Open **Documents** — the agent's forms are at the top — and open the first form.
2. Go through the yellow fields (**To check**) and the red ones (**Blank**) — see below. Green fields are filled with confidence.
3. Back on Today press **Prepare reply**.
4. Keep **Attach the pre-arrival package** ticked if the agent also needs what is always asked: crew list FAL 5 (PDF and Excel), list of certificates, last 10 ports, ship particulars, stores FAL 3, crew effects FAL 4 — without duplicating the agent's own forms.
5. Press **Create the draft**. A Reply All with the files opens — check it and press Send yourself.

> Switch it on or off in **Settings** → **Documents (agent forms)**: e-mails from the last 3 days or only after switching on. Old mail is not processed and nothing is ever sent automatically. Without an agent e-mail, build the package with **Pre-arrival package** on the port call card.

## Reviewing a form

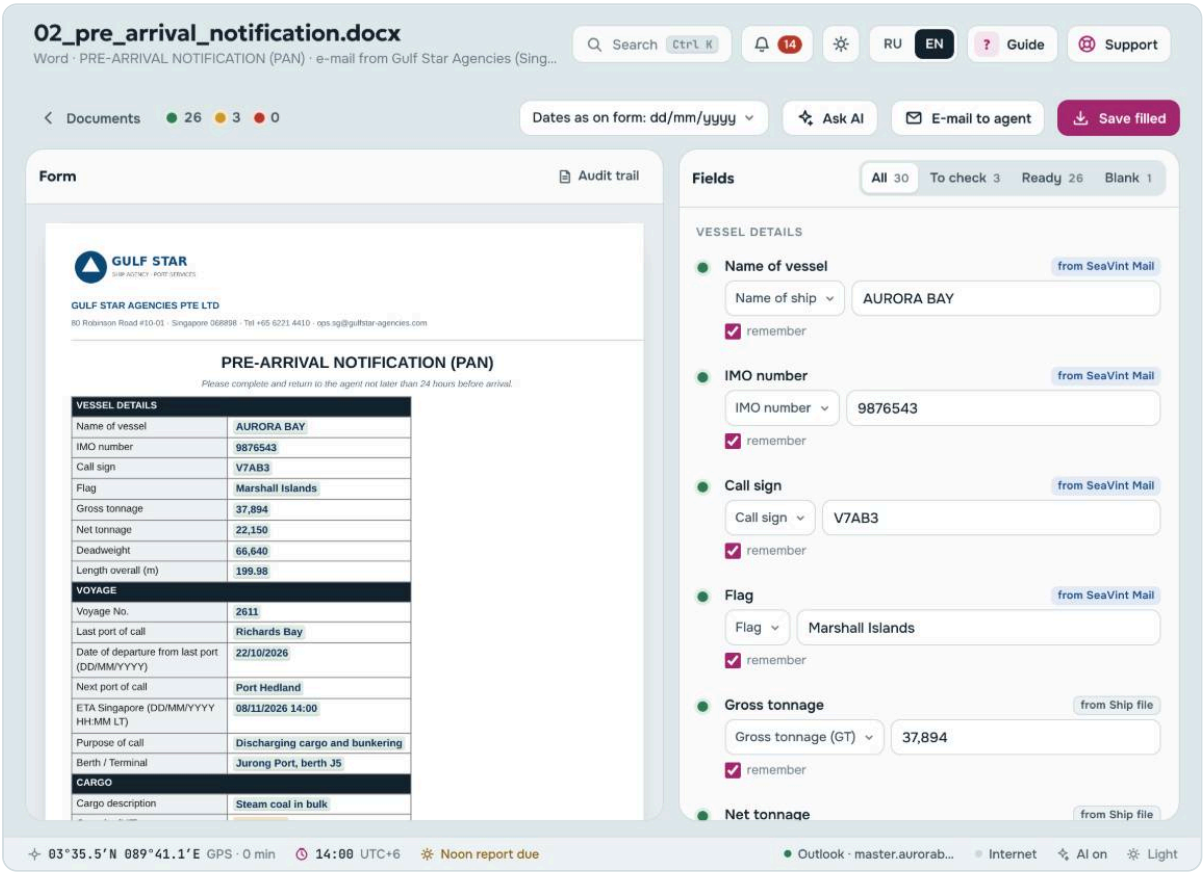



**Fig. 23 —** The form on the left, the fields on the right: where each value comes from and how sure the program is.

### How to check and save a filled form

1. Open the form from the Documents list or with **Review**. On the left is the form with the values entered, on the right the fields with the filters **All**, **To check**, **Ready**, **Blank**.
2. Each field shows which ship-file key was chosen and where the value comes from (**from SeaVint Mail**, **from Ship file**, from this form's memory). Wrong key? Pick another one from the list or type the value.
3. The **remember** tick teaches the program: next time this form is filled "from memory".

4. Check the date format (**Dates as on form**) and press **Save filled**. **E-mail to agent** opens a Reply All to the original e-mail with the file attached.

## Scanned forms — offline

If the agent sends a scan (a picture or a PDF without text), SeaVint recognizes it on this computer — Tesseract, English and Russian, no internet and no AI, usually 5–20 seconds per page. The scan is then filled like a PDF without fields: values are printed over it, so check the yellow fields and their position in the preview.

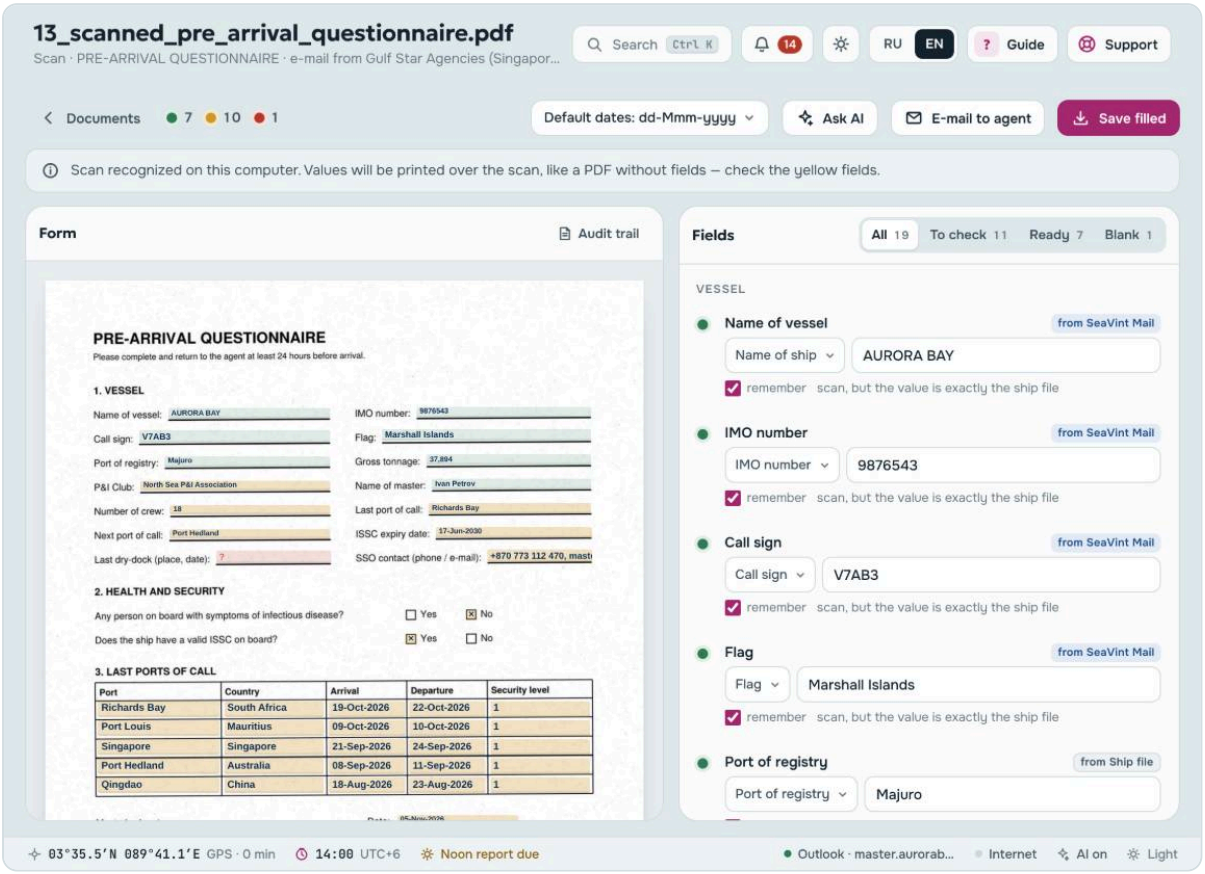



**Fig. 24 —** The scan recognized on this computer — fields found, values printed over the scan.

## Missing data

The red fields of all forms are collected into one questionnaire — the most frequently asked first. The answer is saved in the ship file and from then on fills every form by itself. What the program can derive (crew, certificates, ports, ETA/ETD) is never asked.

### How to fill in missing data once

1. Press **Fill in** on the “Missing data” card on Today, or open **Missing data** on the left.
2. Type the values under **Fill once — forever**. Values “For this port call” change from call to call.
3. Press **Save and fill the forms**.

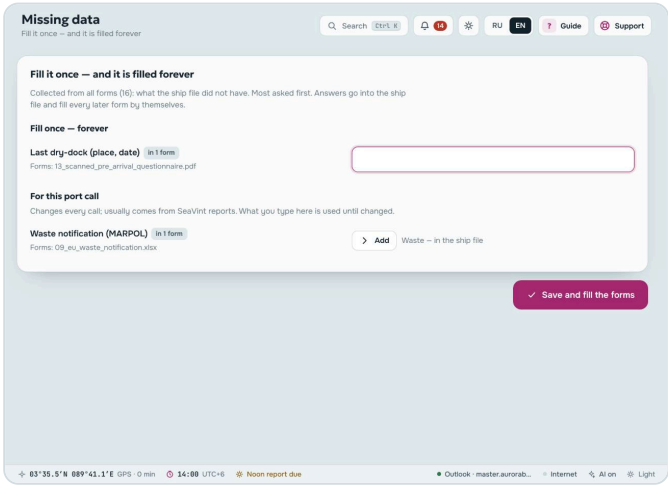



**Fig. 25 —** One questionnaire instead of a dozen forms.

### Forms from Outlook by hand

**From Outlook** lists e-mails with forms from the last 3 weeks — agents first. **Take forms** moves the attachments into Documents. Without Outlook simply drop the attachments (or a whole `.msg` e-mail) onto the Documents screen.

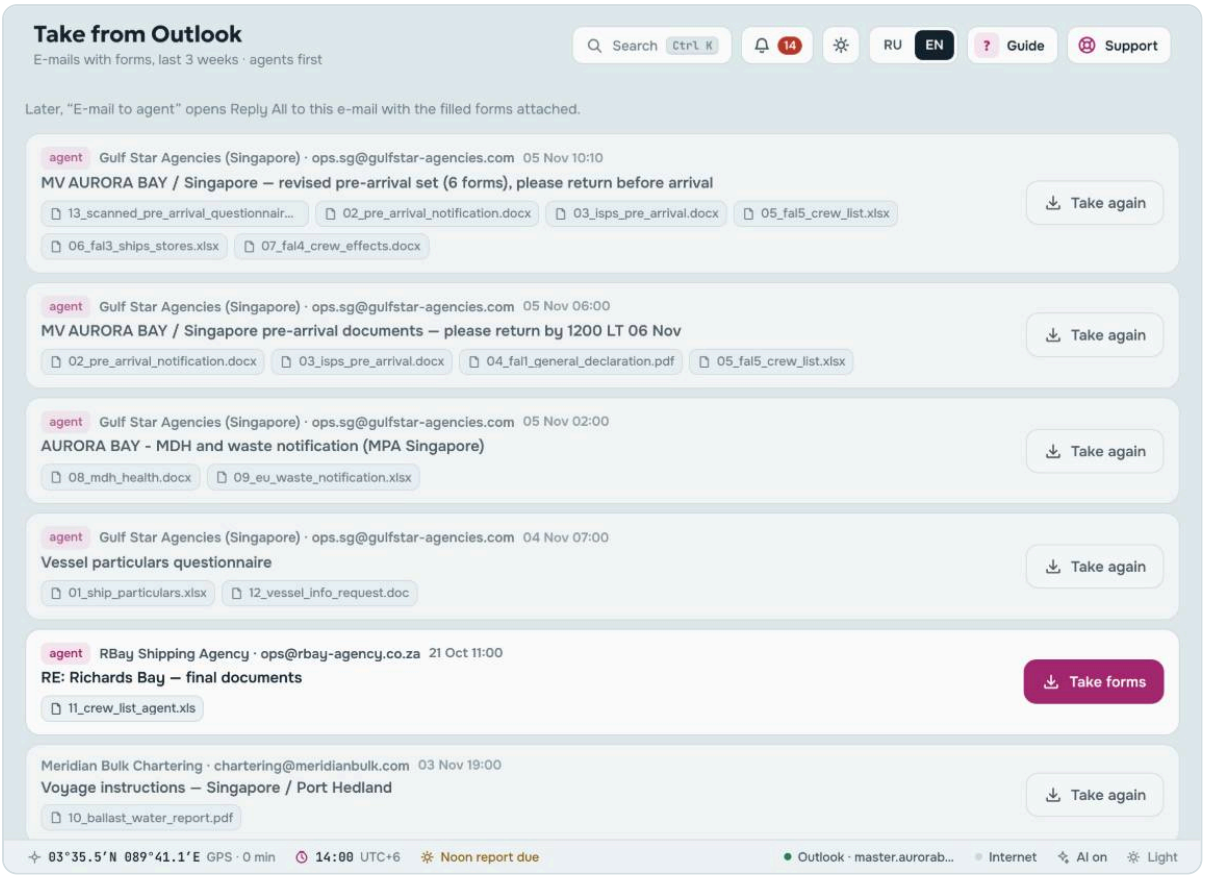



**Fig. 26 —** E-mails with forms from Outlook.

> **Ship file and Learned. Ship file** holds all the data the forms are filled from, with the completion percentage. **Learned** lists the field labels and forms the program has remembered from your corrections.

# 05 Port calls, certificates, crew list

ETA notices, document packages, FAL 5, handover

The Voyage section keeps everything needed for arrival in order: the ETA notice plan, the documents package for the agent, certificate expiry, the crew list on IMO FAL Form 5 and the handover pack for your relief.

## Port call

The port call card is created automatically after a departure report or a noon report with a destination. The ETA is shown in port time and in ship's time; deadlines in the agent's e-mails marked "LT" are converted from port time to ship's time.

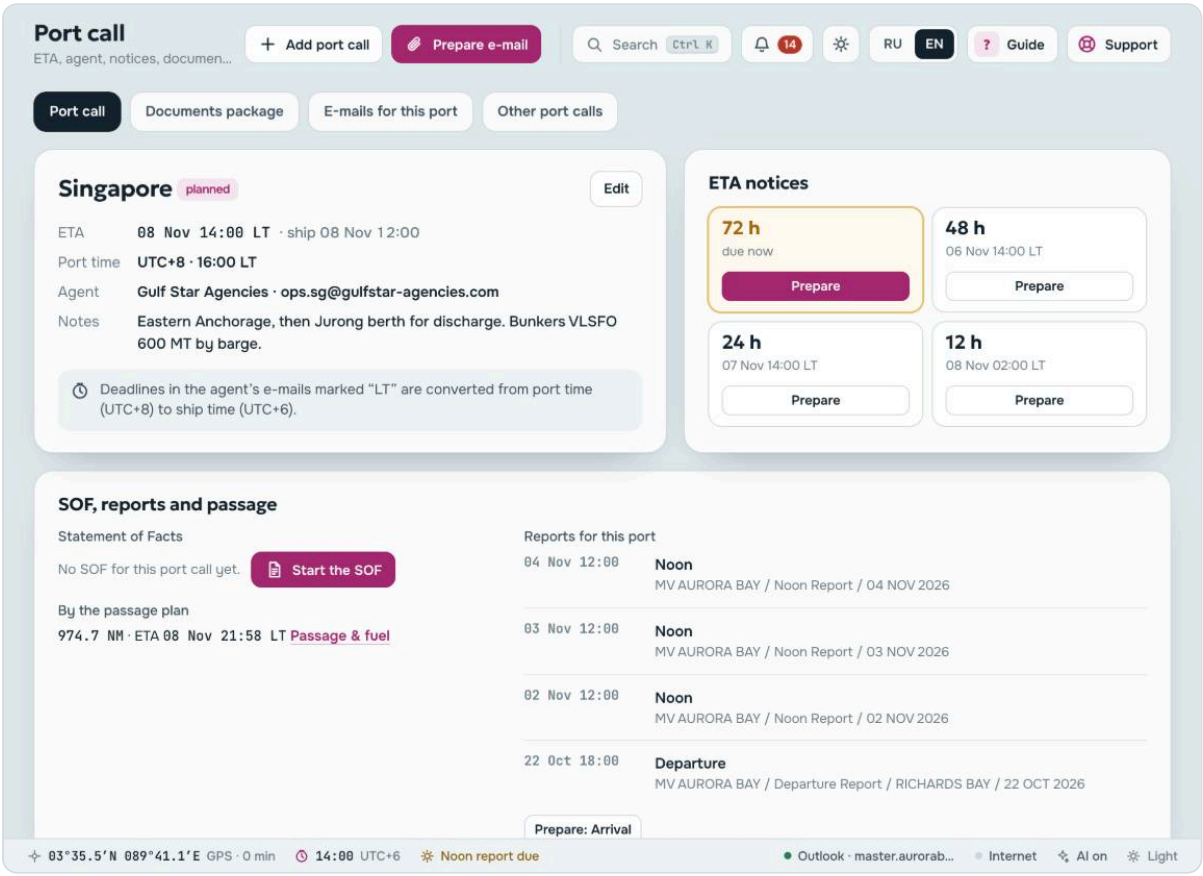



**Fig. 27 —** Port call: ETA, 72/48/24/12 h notices, documents package and e-mails about the port.

### How to send an ETA notice to the agent

1. When the time comes, SeaVint reminds you on Today and with a Windows notification.
2. Press **Prepare** on the notice (72, 48, 24 or 12 h) — the "ETA notice" report opens with this port's agent as the recipient.
3. Check the ETA and create the draft. The sent notice is marked in the plan.

### How to build the documents package for a port

1. Under **Documents package for the port** tick the certificates needed (days left are shown next to each) and **Crew list (FAL 5, PDF + Excel)**.
2. Press **Build package**: the files are compressed and split to the e-mail limit, addressed to the agent.

3. **What the port requires (AI)** picks the port requirements out of the agent's e-mails; **E-mails and deadlines for this port** gathers all the correspondence about the call.

## Certificates

The ship's certificates with their expiry dates. SeaVint reminds you 90, 60 and 30 days ahead (the days can be changed in Settings) and builds the certificates package for a port.

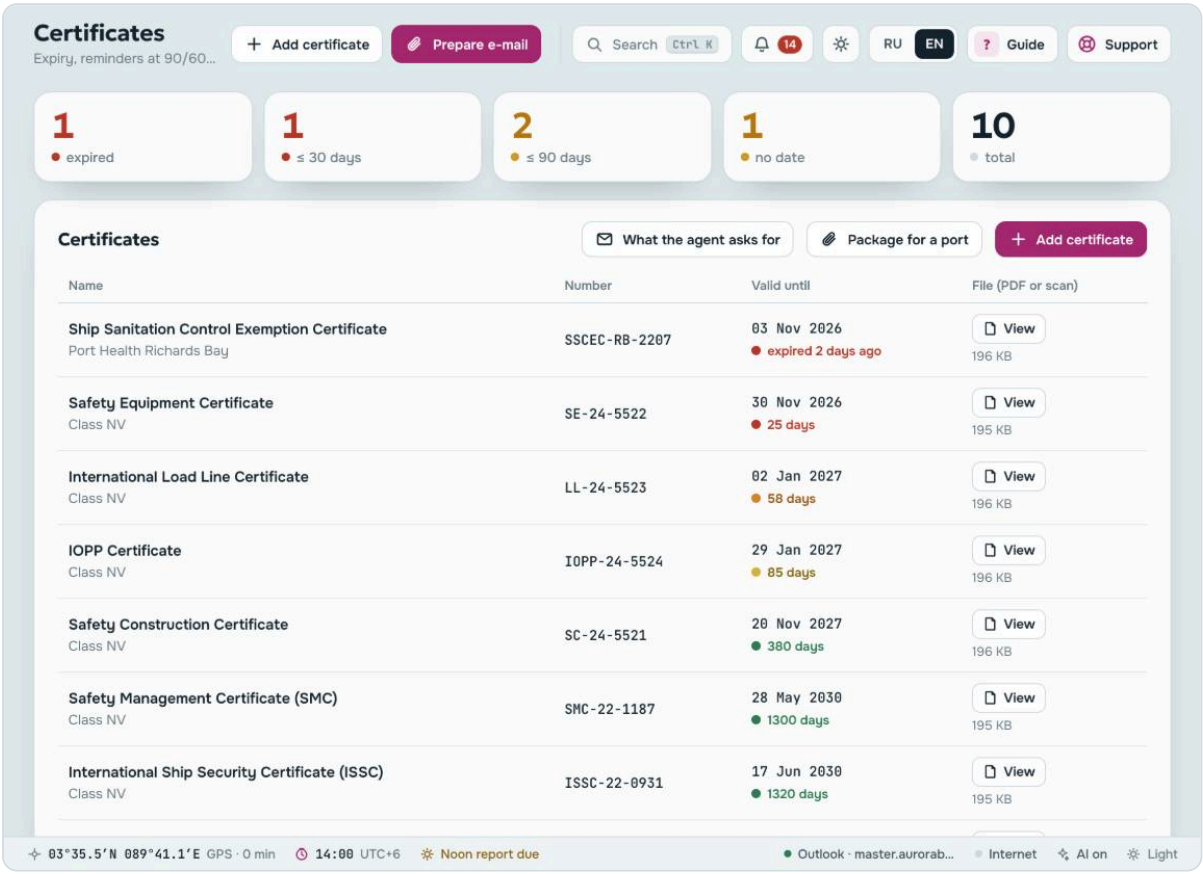



**Fig. 28 —** Certificates: expired and expiring ones first.

### How to add a certificate

1. Press **Add certificate**.
2. Fill in the name, number, issuer, issue and expiry dates (or mark it permanent) and attach the file — a PDF or a scan.
3. Save. **View** opens the file; **Package for a port** sends the selected certificates to the agent.

> You do not have to type certificates in: they can come from the ship folder (chapter 7) or from the company's web system (chapter 6).

## Crew list (FAL 5)

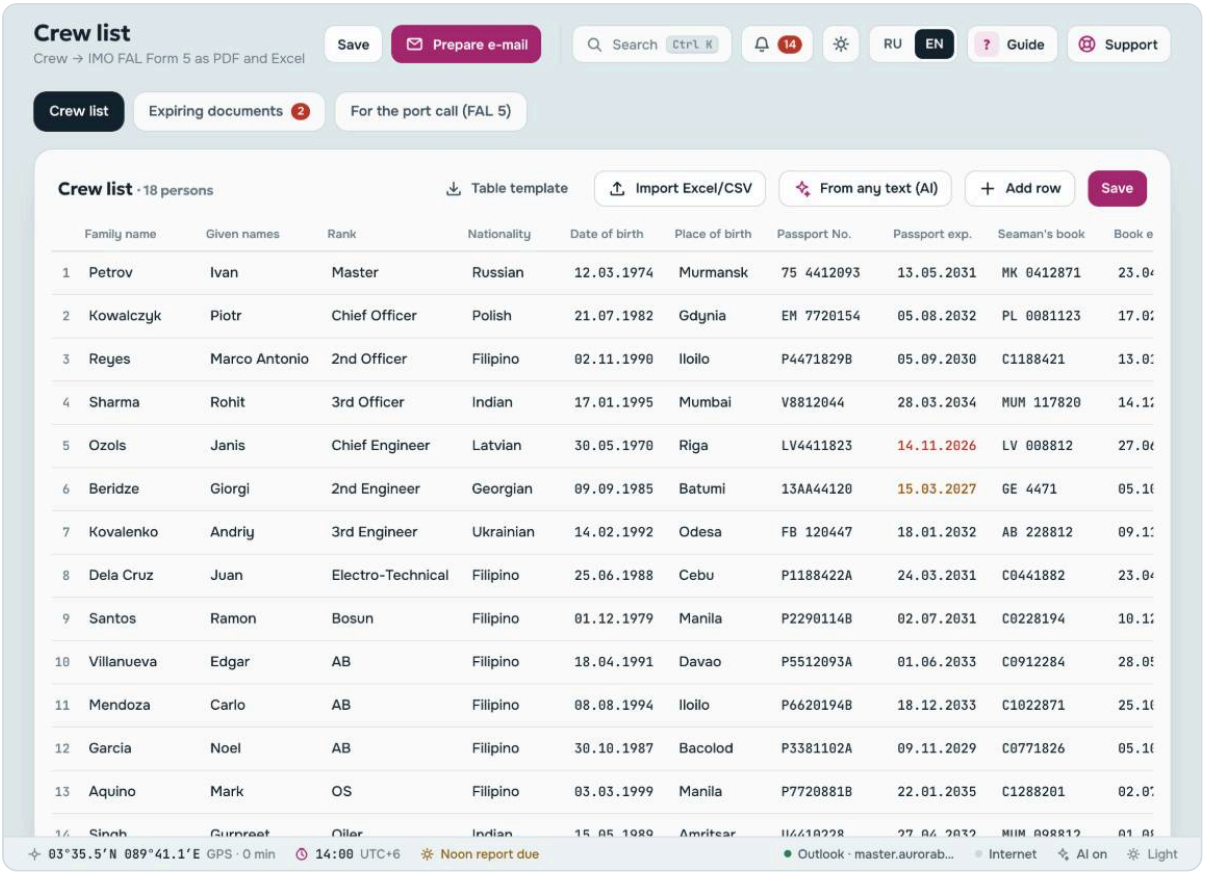



**Fig. 29 —** Crew list: the port call header, expiring documents and the crew.

- **How to prepare the crew list for the agent**

1. Load the list once: **Import Excel/CSV** (the **Table template** shows the columns), **From any text (AI)** or **Add row**. When importing, choose **Replace the list** or **Add to the list**.
2. Under **For which port call** choose **Arrival** or **Departure**, the port, date, last port and voyage number.
3. Check **Documents expiring before the voyage ends** — passports, seaman's books and CoCs about to expire.
4. **Open PDF** or **Download Excel** on IMO FAL Form 5, or **Send to agent** straight away.

> One person — one row: duplicates where a name is written differently (initials, another word order, "4th Engineer" and "Fourth Engineer") are merged automatically. Different dates of birth or documents mean different people.

# Handover

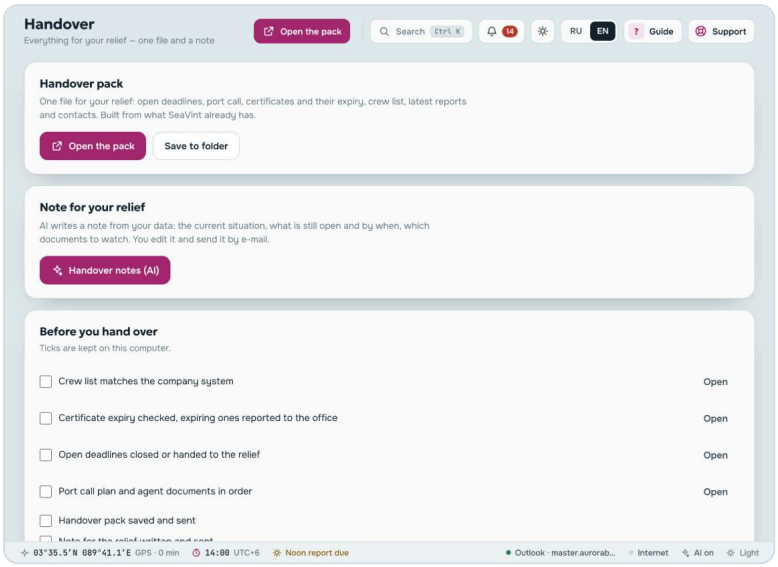



**Fig. 30 —** Handover: the pack, the note and the checklist.

## How to hand over to your relief

1. Open **Handover**.
2. **Open the pack** — one file with open deadlines, the port call, certificates and their expiry, the crew list, recent reports and contacts. **Save to folder** puts it in “Documents\SeaVint Mail”.
3. **Handover notes (AI)** — the AI writes from your data what is going on and what is still open.
4. Go through **Before you hand over**. The profile and templates move as a file: **Settings** → **Data**.

# 06 Data sources and full automation

Tables from the company's web system — no API, through a browser window

The crew list, crew documents, certificates, maintenance jobs, requisitions and defects usually already live in the company's web system. SeaVint takes them from there itself — through its own browser window, under your own login, without any vendor API.

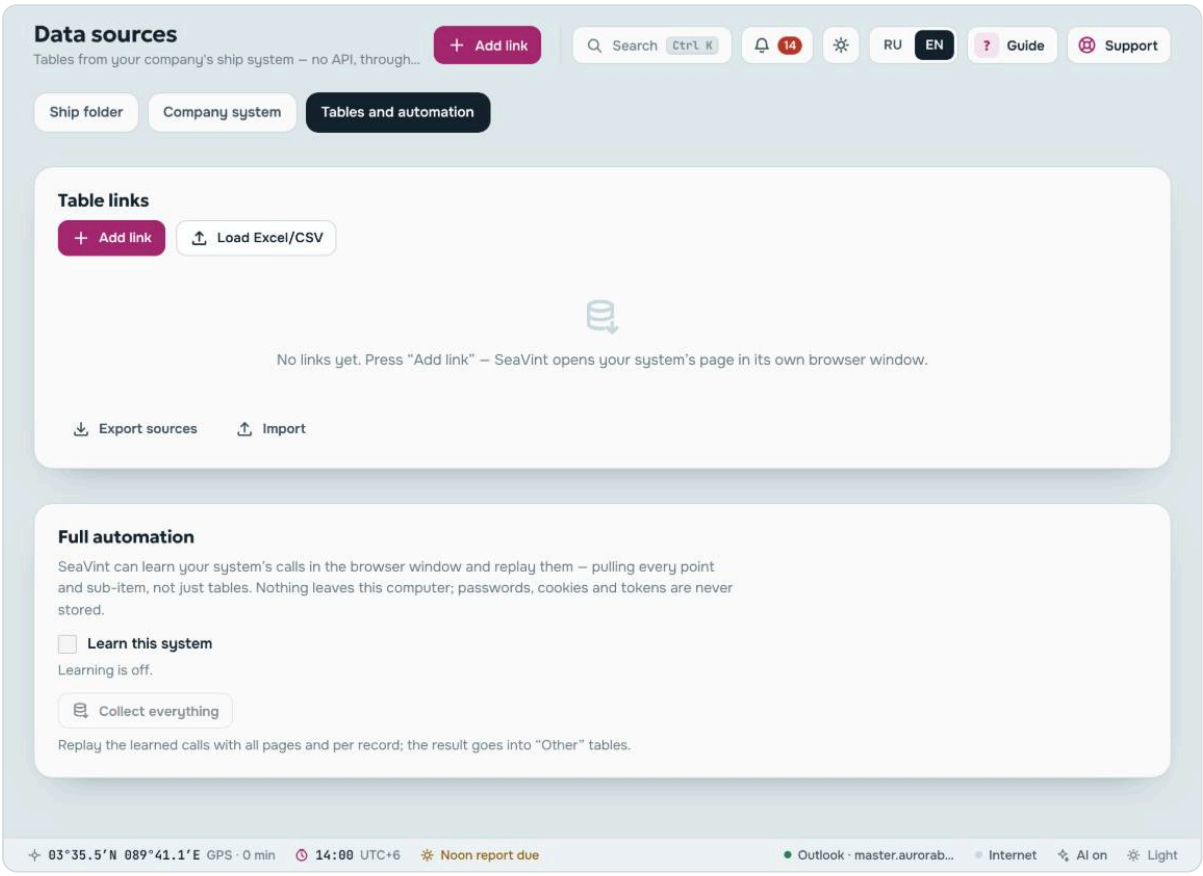



**Fig. 31 —** Data sources: table links, full automation and where to get the data.

## A table from a link

- **How to take a table from the company's web system**

1. **Tools** → **Data sources**. Under "Which system does your company use" pick yours — the hints below adapt to the names of its sections.
2. Open the table you need in your system (for example the crew list), click the address bar and copy the address (Ctrl+C).
3. Press **Add link**, paste the address and choose what kind of table it is. SeaVint opens the page in its own browser window (a separate profile) — sign in if asked and open the table.
4. Press **Take this table**. Long lists are scrolled automatically (up to 5000 rows).
5. Check the columns: each shows what it means, and you can correct it. Before **Accept** you see how many records will be added, changed or stay unchanged.

After that just press **Refresh** (one table) or **Refresh all**. Crew lists merge into the Crew list and certificates into Certificates; other tables (crew documents, maintenance, requisitions, defects) are kept with search, and their due dates (overdue and the next 7 days) appear on Today and in the handover pack.

**Dates like 03/04/2026** are never guessed silently: the day/month order is detected from the table, ambiguous ones are flagged in the preview and your choice is remembered. Crew or certificates missing from the table are removed only when ticked and confirmed, and only from a completely read table.

**Your system is a desktop program, not a website?** Export from it to Excel/CSV and press **Load Excel/CSV** – the rest is the same. **Export sources** saves the link list (no data, no passwords) for the company's other ships; **Import** loads it.

## Full automation

SeaVint can learn your system's data calls in its browser window and replay them – pulling every item and sub-item, not only tables. It records the shape of the calls, not the data; passwords, cookies and tokens are not stored.




**Fig. 32 –** Full automation.

### How to collect everything from the system

1. Under **Full automation** tick **Learn this system**.
2. In the SeaVint browser window click through the sections and records you need – the **Data calls discovered** counter grows.
3. Press **Collect everything**: the learned calls are replayed with all pages and per record. The result goes into "Other" tables; **Stop** keeps what was collected so you can resume later.

### Crew documents from the company's web system

Once your company system is chosen in step 1, a crew documents button appears in the full automation block. Open the crew list in the SeaVint browser window and press the button – SeaVint collects the documents of every seafarer and shows a preview. **Add to the crew list** puts passport, seaman's book and CoC numbers and expiry dates into the crew list, and courses, medicals and visas into the "Crew documents" table (their expiry dates go into the Date check).

**Privacy.** SeaVint reads only what you see under your own login. Nothing goes to the internet – the tables are stored only on this computer. SeaVint stores no passwords; only the separate SeaVint browser profile remembers the login. If the browser offers to save the password, decline. Let your company IT know that you do this.

# 07 Ship folder and Date check

The ship's documents from a folder, and every due date checked at once

A ship folder is any folder with documents: on this computer's disk, on the network ( `\\server\share` ) or in the cloud (OneDrive, Google Drive, Yandex Disk synced to this computer). SeaVint reads the crew list, certificates, maintenance and requisition tables from it, fills in agents' forms and shows what will change — before changing anything.

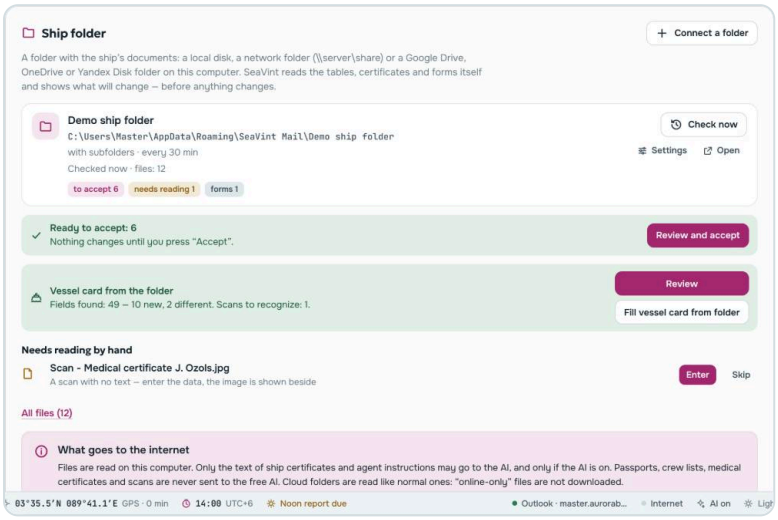



**Fig. 33 —** Ship folder: checked, 6 changes waiting to be accepted.

## How to connect the ship folder

1. **Tools** → **Data sources**, the **Ship folder** card → **Connect a folder**.
2. Enter the path (**Browse...**), a name if you like, tick **Include subfolders** and choose how often to check (at start-up, every N minutes or manual only).
3. **Apply automatically when nothing conflicts** is optional; when off, the program shows the changes every time and waits for **Accept**.
4. Agents' forms found in the folder are filled in Documents, and a copy goes into the "SeaVint – filled" subfolder next to the original.

## How to accept changes from the folder

1. Press **Check now** (or wait for the scheduled check).
2. **Ready to accept: N** appears — press **Review and accept**.
3. "What will change" shows who is added to or changed in the crew list, which certificates appear and which forms will be filled. Where files disagree (different expiry dates for one document), choose the right value.
4. Press **Accept selected**. Rows with date errors (for example 31.02.2029) are not applied — fix the file.
5. Scans without text go to **Needs reading by hand**: **Enter** the data or **Skip**.

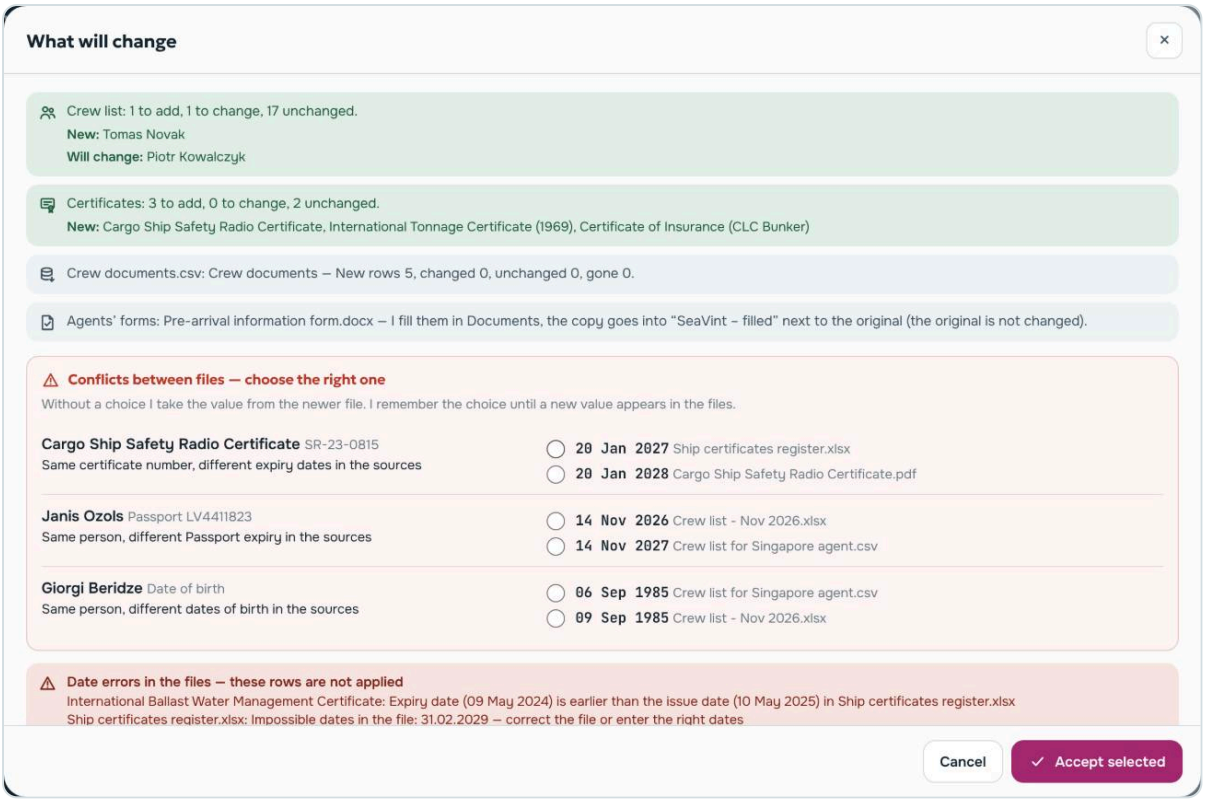



**Fig. 34 —** "What will change": nothing changes until you press Accept.

> **What goes to the internet.** Files are read on this computer. Only the text of ship certificates and agents' instructions may go to the AI, and only if the AI is switched on in the folder settings. Passports, crew lists, medical certificates and scans are never sent to the free AI. "Online-only" files in cloud folders are not downloaded.

## Date check

Date check puts every due date in one place: certificates, survey windows, crew documents (passports, visas, CoCs, medicals) and conflicts between sources — for example when two files give different expiry dates for one certificate. The next port is taken into account: a document that expires soon after arrival is flagged early (**margin after arrival**, in days).

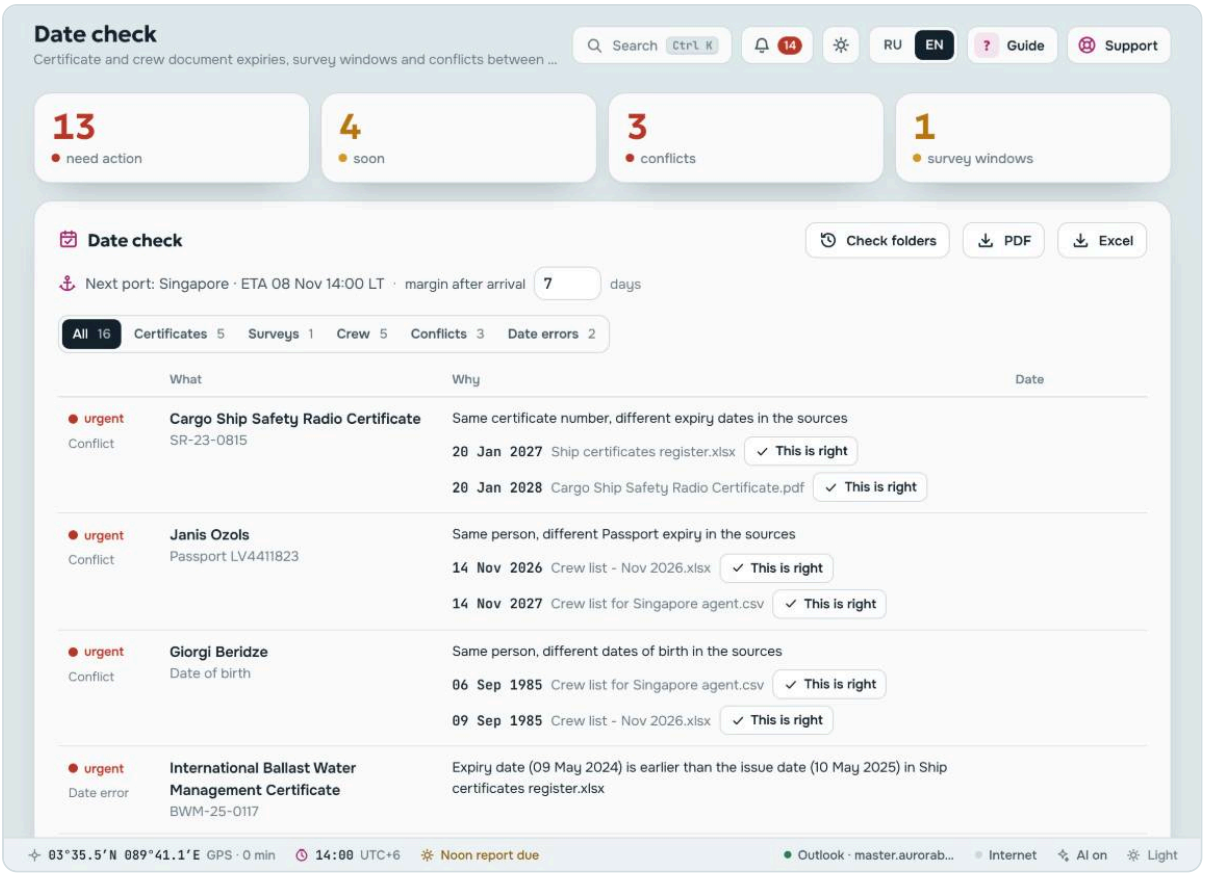



**Fig. 35 —** Date check: urgent, soon, conflicts and survey windows.

## How to sort out conflicts and expiries

1. Open **Date check** (Voyage section) or press **Open** on its card on Today.
2. Filters: **All**, **Certificates**, **Surveys**, **Crew**, **Conflicts**, **Date errors**.
3. For a conflict press **This is right** next to the correct value — the choice is saved and written to the program data.
4. For the office: **PDF** or **Excel** (in English). **Check folders** re-reads the ship folder.

# 08 Engine room

Tanks and fuel, Oil Record Book helper, running hours and maintenance

For the chief engineer and engineers: tank soundings converted to tonnes, ROB into reports, bunker reconciliation, ready lines for the Oil Record Book and machinery running hours with maintenance jobs.

## Fuel and tanks

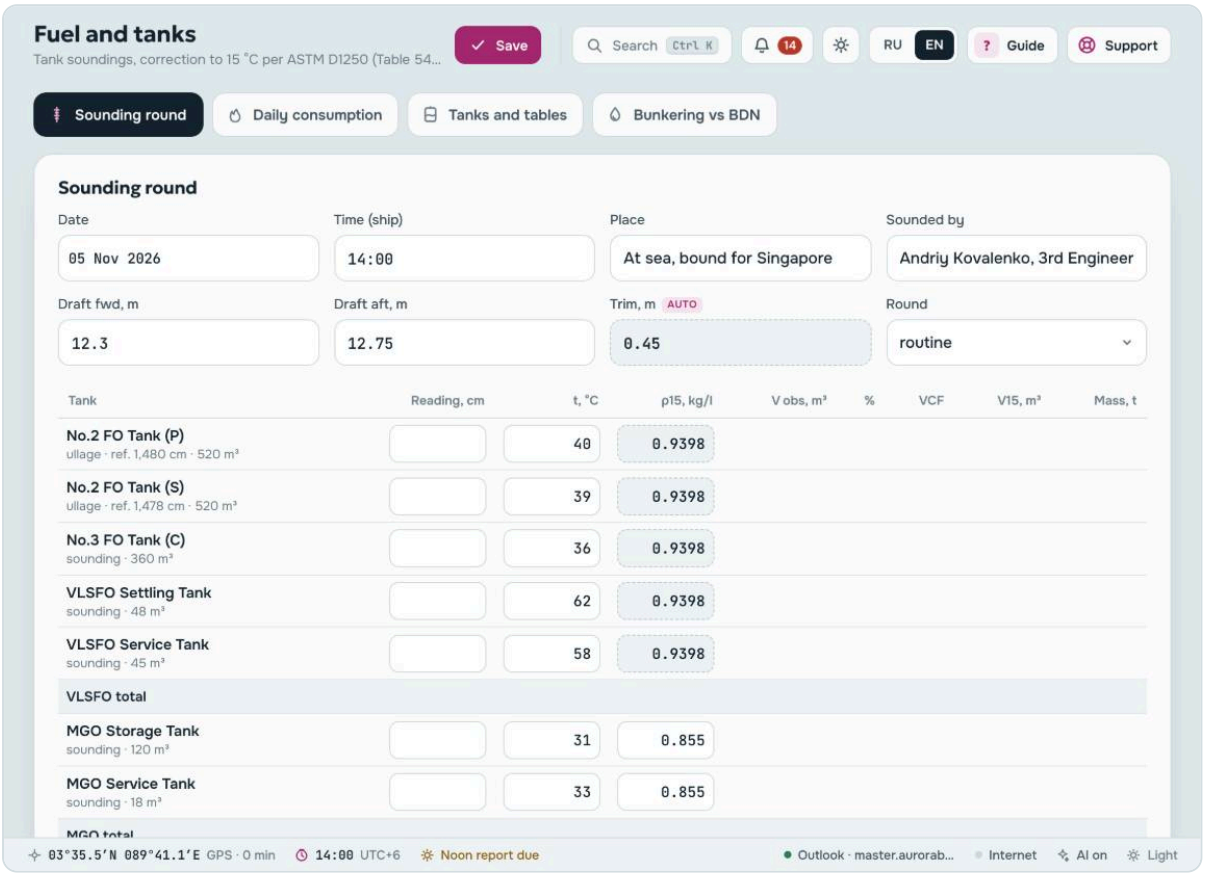



**Fig. 36 —** Sounding round: volume, VCF per ASTM D1250 (Table 54B) and mass per grade.

### How to take a sounding round and pass ROB to a report

1. Set up the tanks and calibration tables once. On the first open the program proposes a tank list for the fuel grades found in your reports and e-mails — press **Add these**, then correct the names. Capacities and tables are on the **Tanks and tables** tab: open a tank (or **Add tank**); a table can be loaded from CSV (**Table template (CSV)**). The optional field **Receiving rate, m³/h** goes into the reply to a bunker nomination (“Max pumping rate”).
2. The **Sounding round** tab: date and time, place, drafts forward and aft (the trim is calculated), who sounded and the type of round.
3. For each tank enter the sounding (ullage or innage), temperature and density at 15 °C. Volume, VCF, V15 and mass in air are calculated; totals per grade.
4. **Save the round**, then **Use as ROB** — the totals go into the ROB fields of the chosen report (lube oil in litres at 15 °C).

The **Bunkering vs BDN** tab compares the BDN quantity with the soundings before and after bunkering and helps prepare a letter of protest if the figures do not agree.

## Oil Record Book (Part I)

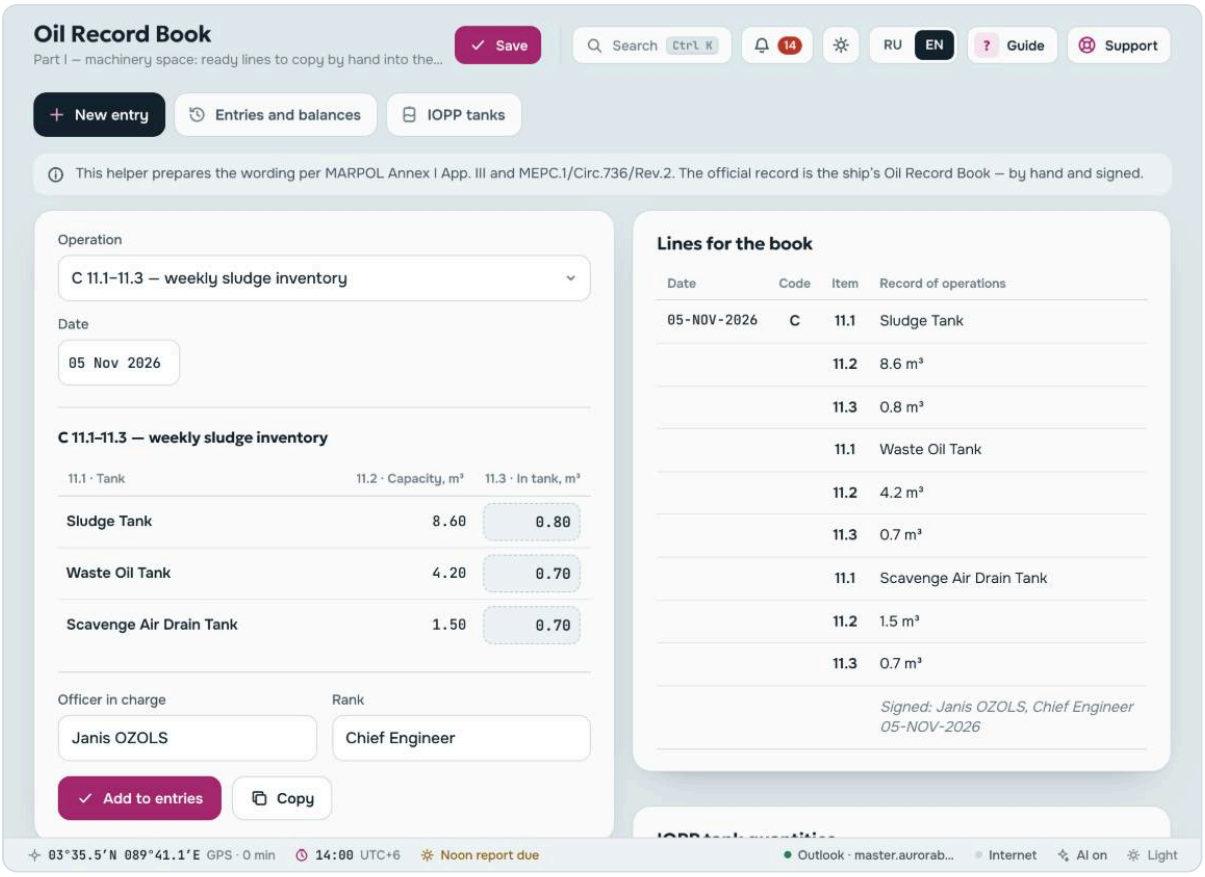



**Fig. 37 —** ORB helper: ready lines with MARPOL codes and items.

### How to prepare an Oil Record Book entry

1. Set up the tanks from the IOPP Certificate Supplement once (**IOPP tanks** tab) — names exactly as in the Supplement.
2. **New entry**: choose the operation (for example C 11.1–11.3 — weekly sludge record, D 13–15 — bilge water, H 26.1–26.4 — bunkering), the date and the values.
3. Enter the officer in charge and rank. **Lines for the book** appear on the right with the date, code and item.
4. **Add to entries** (the IOPP tank quantities are updated) and **Copy**.

> The wording follows MARPOL Annex I, App. III and MEPC.1/Circ.736/Rev.2. The official entry is made only in the ship's Oil Record Book, by hand and signed.

# Running hours and maintenance

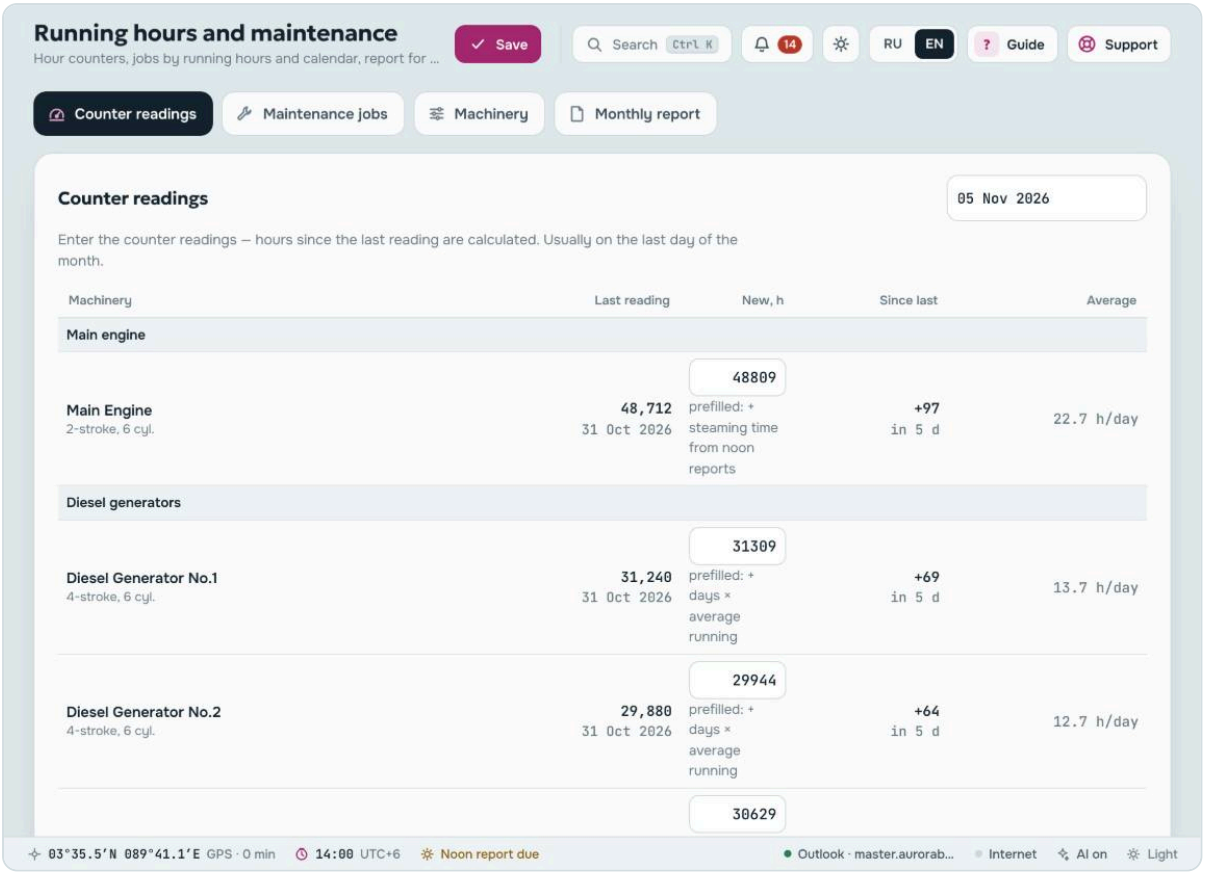



**Fig. 38 —** Counter readings: running hours since last time and per day on average.

## How to keep running hours and maintenance jobs

1. On the first open the program proposes the usual counters (main engine, diesel generators, compressors, purifiers, boiler) — press **Add these** and delete what you do not have on the **Machinery** tab.
2. **Counter readings** tab: enter the readings (usually on the last day of the month) and press **Save readings** — the running hours are calculated.
3. **Maintenance jobs** tab: jobs by running hours and by calendar, overdue and due soon. When a job is done, mark it as done.
4. Jobs from the company maintenance system are imported from Excel (**Import jobs from PMS**): check the column mapping; intervals such as “8000 h”, “6 M”, “1 Y”, “Weekly” are understood.
5. **Monthly report** tab — a report for the office in English: readings at the start and end of the month, running hours, overdue and upcoming jobs.

# 09 Crew and safety

Hours of rest, LSA/FFE, drills

Hours of rest under MLC 2006 and STCW, a register of life-saving and fire-fighting appliances with due dates and SOLAS III/20 inspections, and a drill plan with attendance — with English reports for the office.

## Hours of rest

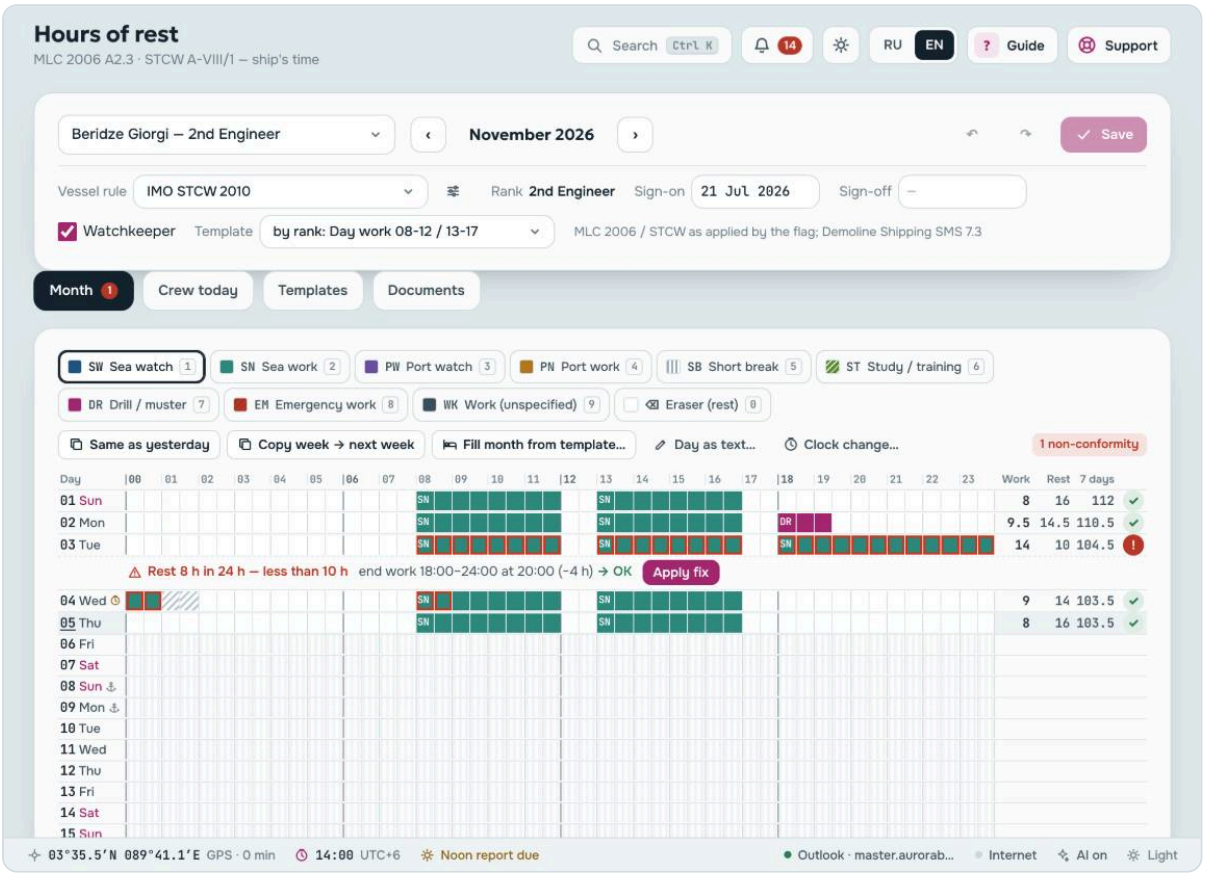



**Fig. 39 —** One seafarer's month: days × 48 half-hours, task codes, totals, status, a non-conformity with its reason and a one-click fix.

The screen has four tabs: **Month** (one seafarer's month, like the company's monthly plan log), **Crew today** (everyone for one day), **Templates** and **Documents**. At the top: the seafarer, the month, the **Vessel rule** (IMO STCW 2010, STCW with the Manila exception A-VIII/1.9, ILO MLC 2006 or your own), rank, sign-on and sign-off, watchkeeper and the default template.

### How to fill in a month

1. Pick the seafarer and the month. Empty month — **Fill month from template...**: the template is preselected from the rank (watches 4–8, 8–12, 12–4, day work, galley); only empty days are filled unless you choose to replace them. Days in port (from the port call) get port codes: SW → PW, SN → PN.
2. Choose a task type — **SW** sea watch, **SN** sea work, **PW** port watch, **PN** port work, **SB** short break, **ST** study, **DR** drill, **EM** emergency (keys 1–9, 0 — eraser) — and drag across the cells. Across several days the selection is a rectangle; Shift+click marks continuously in time, across midnight. Works with a finger on a touch screen too.

3. Keyboard: arrows move the cell, Space marks or clears it, Shift+arrow marks along the way, Delete — rest, PgUp/PgDn — a week. **Ctrl+Z** / **Ctrl+Y** — undo and redo.
4. **Same as yesterday** copies the day before into the selected day; **Copy week → next week** copies Mon–Sun onto the next week; **Day as text…** takes periods like **SW 04:00-08:00, 16:00-20:00**.
5. Press **Save** (**Ctrl+S**). Until then everything is a draft — leaving the screen or switching the seafarer asks first.

**Checked while you paint.** Before saving, the program checks the draft: at least 10 h of rest in any 24 h and 77 h in any 7 days (rolling, across midnight and from the previous month), rest in no more than two periods with one of at least 6 h, no more than 14 h between rest periods; with the Manila exception — 70 h in 7 days and three periods on no more than two days in seven. The cells that cause a breach are outlined; under the day — the reason and a concrete suggestion, e.g. “end work 19:00–23:00 at 21:00 (-2 h) → OK”; **Apply fix** puts it into the draft. A breach caused only by a drill or emergency work is an exception — the line reminds you to give compensatory rest. Status per day: ✓ OK, ! non-conformity, hollow ! — a planned (future) non-conformity, ◷ — planned.

**Suggestions from SeaVint.** Drills from **Drills** (for the participants), port call events from the SOF (stand-by and mooring, anchoring, cargo start and completion, draft surveys) and bunkering (engine crew) are shown as dashed cells and listed under the grid. **Accept** or **Reject** each (or all) — nothing is written until you accept and save; a rejected suggestion does not come back.

**Crew today** — all crew for one day with work, rest, 7-day rest and status; **Fill empty rows** (each from their own template), **Same as yesterday** and **Clock change…**. Click a person to open their month. **Templates** — edit watches and day work (periods with a task code in front), add your own, or make one from the selected day; below — who uses which template (by rank by default: ABs rotate between the three watches).

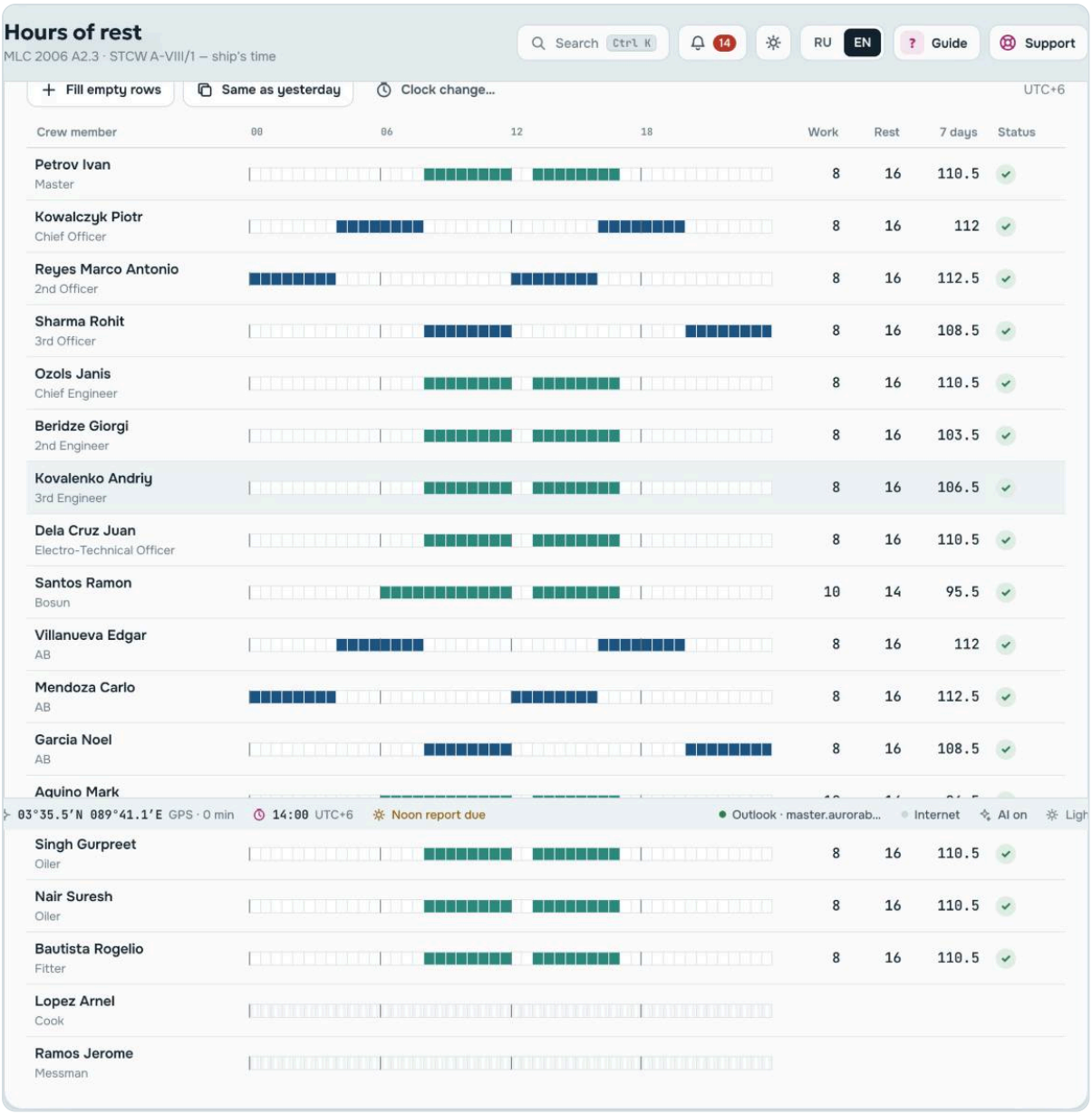



**Fig. 40 —** Crew today: everyone for one day — work, rest, 7-day rest and status.

## Documents and import

**Documents**: the monthly record of one seafarer in the ILO/IMO “Record of hours of rest” layout (PDF with the seafarer’s and the master’s signature lines, Excel, CSV), the whole-crew PDF pack, Excel and CSV for all, the non-conformity summary for the office and **Records to an e-mail**. **Choose a file...** under **Import a monthly grid** reads CSV or Excel: one row per day with a date and 48 half-hours (or 24 hours), start/end pairs or periods as text. The preview shows what was understood; correct the columns if needed, then **Load into the month draft** — check and save.

> When you change the ship’s time in SeaVint, the clock change is recorded in the hours of rest by itself (a skipped or repeated hour). Check the actual time of the change; **Clock change...** corrects it by hand. Hours of rest data from earlier versions are kept as they are: old “work” cells show as **WK**.

# LSA / FFE

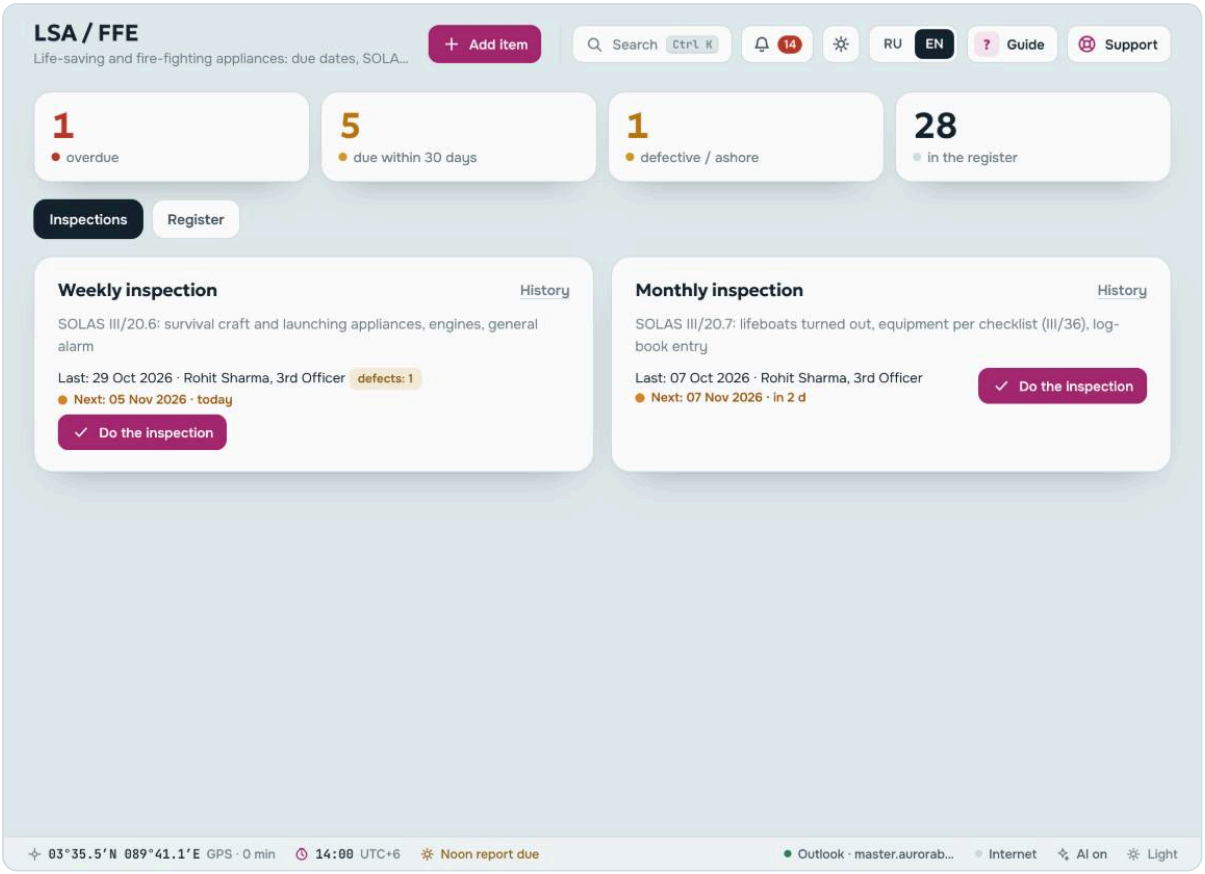



**Fig. 41 —** LSA/FFE register: service due dates and the status of every item.

- **How to do the weekly or monthly inspection**

1. At the top are the **Weekly inspection** (SOLAS III/20.6) and **Monthly inspection** (III/20.7) cards with the next date.
2. Press **Do the inspection**, go through the checklist and note any defects found.
3. Save — the next inspection date is recalculated and the record appears in **History**.

In the **Register** every item has its location, serial number, service tasks with due dates (annual check, shore service, battery and hydrostatic release replacement, medicine expiry) and its status. Filters **LSA**, **FFE**, **Medical**, **Need attention**; **Add item** uses a template; **Excel for the office** exports the register.

# Drills

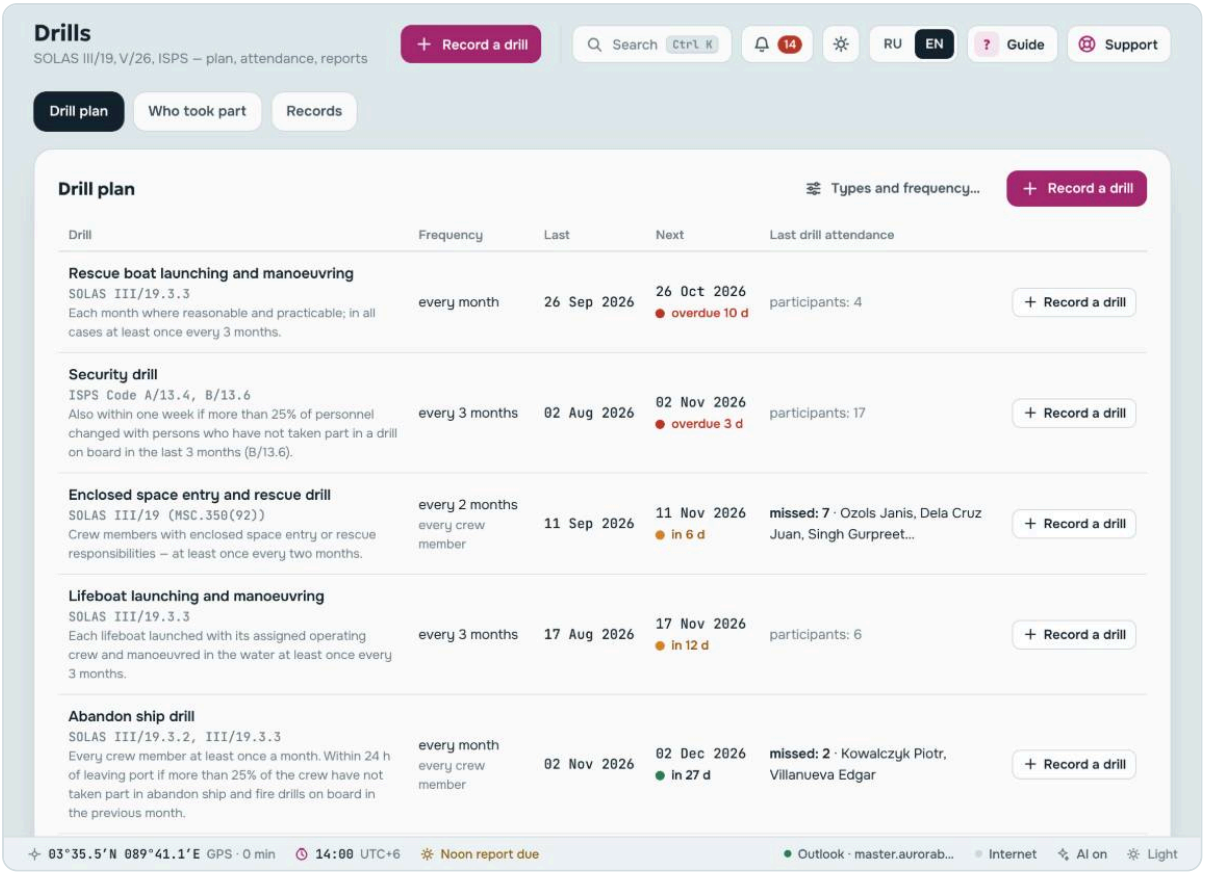



**Fig. 42 —** Drill plan: frequency, last and next drill, who missed it.

## How to record a drill

1. Press **Record a drill** (at the top or on the drill's row).
2. Choose the drill type, date, start time and duration, who conducted it; the scenario and lessons learned in English. Tick the participants from the crew list (with a reason for those absent).
3. The **Mark the drill in the participants' hours of rest** box adds the drill to Hours of rest — only where they were resting.
4. Save: the plan recalculates the next date, and **Who took part and when** shows who has not taken part for too long (the 25 % rule for abandon-ship and fire drills is checked automatically).
5. In **Records** the **Report** button produces a drill report in English (PDF).

**Types and frequency...** switches drill types on or off and sets their frequency per the company SMS.

# 10 Settings, AI helper, updates

Ship profile, link, AI, delta updates

Settings hold everything the setup wizard asked on the first launch, and more: ship, master and signature, time and reminders, contacts, report subjects, link and limits, deadline scanner, Outlook, AI helper, translation, documents, data sources, updates and data.

**What the program filled in itself.** The line at the top of Settings reads “N of M values detected automatically, K need you”. A green mark “detected automatically” with the source stands next to a field: from e-mails, from the crew list, from your reports, by call sign, by the ship’s longitude, from this PC. If something needs you, **Show what to fill in** opens the right tab and field, and that tab shows a counter. Your edit always wins: the program no longer touches a field you changed (what it detected is shown under the field, with **Use the detected value**); clear the field and save, and it becomes automatic again. When the source changes (a new master in the crew list, a new agent in your mail) the value updates by itself and the Settings menu item shows “+1”.

**Advanced.** Rarely needed settings are folded into an **Advanced** block on the same tab: reminder lead times for deadlines and certificates, own report subjects and the HTML table, days of Inbox to scan, Outlook mode and account, network card and position-log interval, position-sharing port and addresses, proxy. The standard values suit almost everyone; a block opens by itself when something in it has been changed.

**Ship’s time.** On the first launch it is taken from your reports (or the ship’s longitude, or the PC clock). After that the program never changes it by itself: when the ship has moved into another zone, or your last report was made in another time, the Today screen shows the card “Ship’s time: switch to UTC+7?” — one click, and rest hours and reports follow the new time.

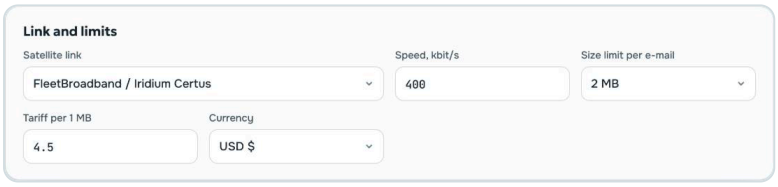



**Fig. 43 —** Link and limits.

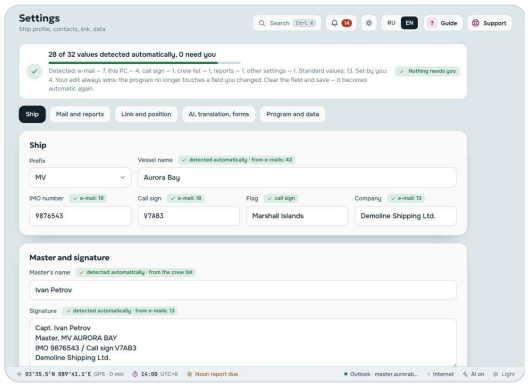



**Fig. 44 —** The top of Settings shows how many values the program detected by itself; fields carry a mark with the source.

## Link and limits

The satellite link and tariff are used to estimate send time and cost (a new install starts with “VSAT / Starlink” and no tariff — the cost is not shown until you enter a tariff per 1 MB; FleetBroadband is in the list), the e-mail limit to keep e-mails from getting stuck. Attachments, the pre-send check and updates all use these values. After any change press **Save settings** at the bottom of the screen.

## AI helper

The AI is optional and works only when the ship is online. It only suggests text — e-mails are never sent by themselves, and everything else in SeaVint works without AI. The built-in SeaVint AI is free for the ship: no key and no setup, requests go through the SeaVint server, with a daily request limit. AI buttons are marked with ✦.

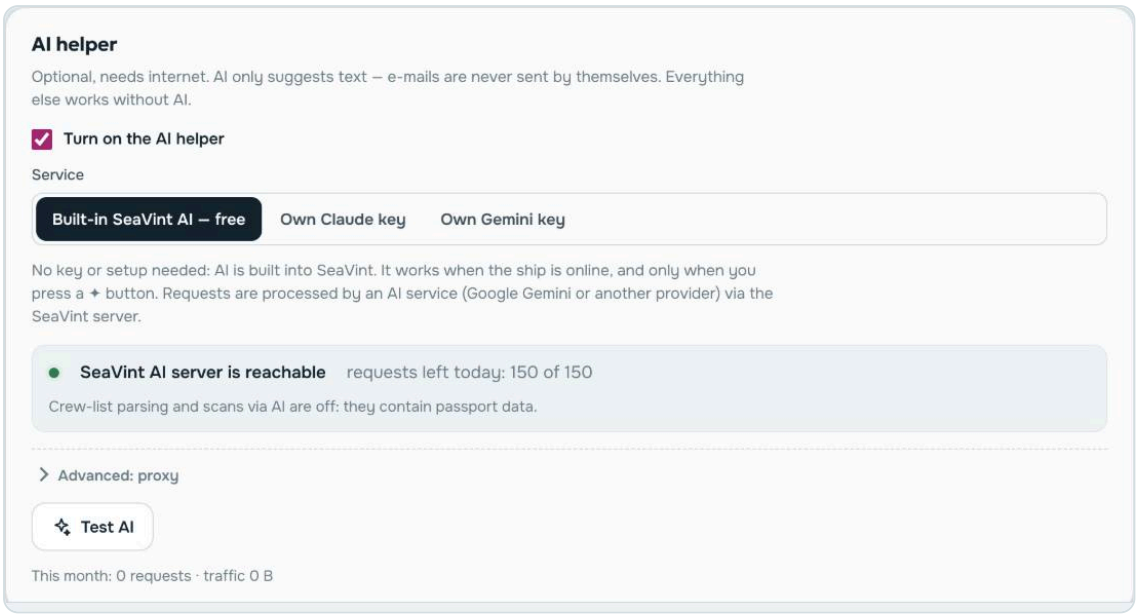



**Fig. 45 —** AI helper: built-in service, server status and requests left today.

### How to turn on and test the AI

1. **Settings** → **AI helper**, tick **Turn on the AI helper**.
2. Service: **Built-in SeaVint AI — free** (the default) or your own key for one of the supported services.
3. If the ship's internet goes through a proxy, open **Advanced: proxy** and enter it in the **Proxy** field.
4. Press **Test AI**. The status line shows whether the server is reachable and how many requests are left today.

> **What the AI receives.** Only the text needed for the button you pressed: an e-mail, notes, a list of requirements. Crew-list parsing and scans via the built-in AI are off — they contain passport data.

## Updates

SeaVint checks for updates at every start and then every 6 hours — about 1 KB. When a new version is out, an "Update available" window appears; downloading starts only when you press the button, and only versions signed by SeaVint are installed.

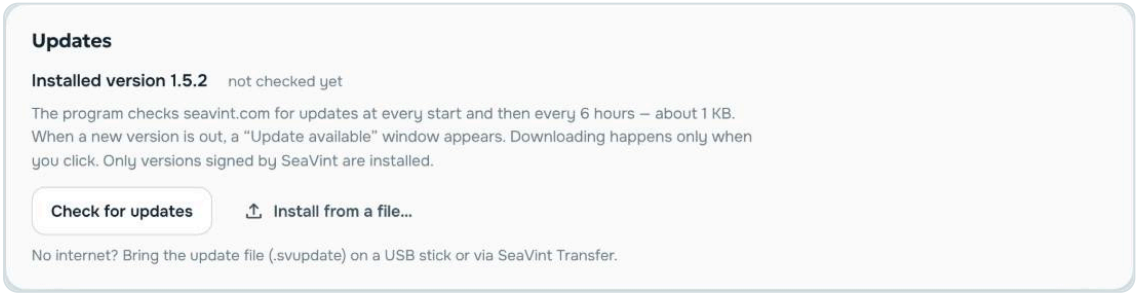



**Fig. 46 —** Updates: version, check and install from a file.

- **How to update the program**

1. In the “Update available” window press **Update** (or the **Update to …** button under the logo, or **Guide** → **Check for updates**).
2. Only the difference from your version is downloaded — usually hundreds of kilobytes instead of the whole program; the size and time on your link are shown in advance. A dropped link is fine — the download resumes.
3. After the signature check press **Install and restart**. SeaVint closes for a few seconds and reopens in the new version; settings, e-mails, reports and forms are kept.

> **No internet?** Bring the `.svupdate` file on a USB stick or via SeaVint Transfer and press **Install from a file…**. If the program rebuilt from the difference does not match the signed checksum, SeaVint downloads the whole program instead.

## Data and moving to another ship

Settings, reports, the crew list, certificates and everything else live in the data folder `%APPDATA%\SeaVint Mail`; a backup copy goes into the `backups` subfolder on every save. `.eml` drafts, saved attachments, document packages and handover packs go to “Documents\SeaVint Mail”.

- **Export profile and templates** / **Import from file** — move the settings to another ship or to your relief (the current ones are kept in a backup).
- **Report history to Excel**; **Open Handover** — the pack for your relief is built on one screen, Handover in the menu.
- Buttons open the **Data folder**, **Backups** and **.eml drafts**; **Run the setup wizard** goes through the wizard again.

# 11 If something goes wrong

Common questions, help and support

| WHAT HAPPENED | WHAT TO DO |
|---|---|
| **No connection to Outlook** | **Guide** → **Check Outlook connection**. If Outlook runs “as administrator”, close it and open it normally (or the other way round). |
| **“A program is trying to access…”** | Tick “Allow access for 10 minutes” and press “Allow”. Pressed “Deny”? Repeat the action. |
| **Drafts are saved as .eml** | File mode is on: classic Outlook was not found or the “new Outlook” is in use. Drafts are in “Documents\SeaVint Mail\Drafts”. |
| **No deadlines found** | Check **Settings** → **Deadline scanner**: days of Inbox to scan and “Read message text”. Press **Check mail** in Deadlines. |
| **Wrong figure in a report** | Check the time and zone of the previous report and the ship’s time in the header; type your own value — ↺ **auto** restores the calculation. |
| **A form is filled wrongly** | Choose the right key for the field and keep **remember** ticked — next time it will be right. |
| **An AI button does not work** | The AI needs internet. **Settings** → **AI helper** → **Test AI**; enter the proxy if there is one. |
| **The SeaVint window closed** | The program keeps running in the background — the icon next to the Windows clock. Running `SeaVint-Mail.exe` again opens the same window. |

## Help and support

- In the program: the **Guide** button — the step-by-step guide, tips on every screen, this guide and the quick start as PDF (offline).
- On seavint.com: the latest program and guides — seavint.com/software; the online version of this guide — https://seavint.com/downloads/guides/seavint-guide-en.pdf.
- Support: support@seavint.com.
- When contacting support, give the version (next to the logo on the left) and attach the connection check log (**Copy log**) and the `log.txt` file from the data folder `%APPDATA%\SeaVint Mail`.

> SeaVint 1.5.2, guide of 13 November 2026. Screenshots were taken on the demo ship; the vessel, company, ports and people are invented. Fonts: Geologica, Onest and JetBrains Mono — SIL Open Font License 1.1.