

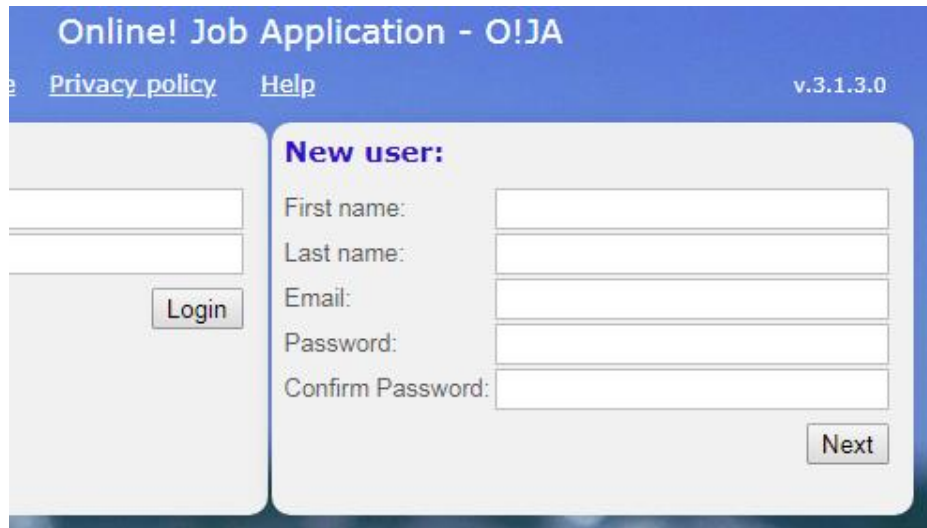
Online! Job Application (O!JA) - USER GUIDE:

Registration:

Go to registration portal by typing on web browser the following link:

<https://marlow.odms.eu>

1/ go to “New user:” box, fill required login details and click button

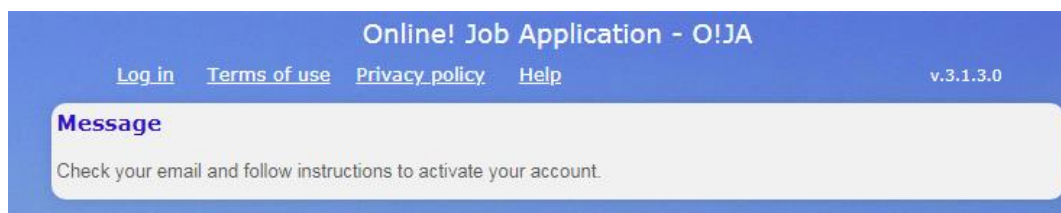


Read “Terms and conditions “, mark thick in check box and click button
full Terms and conditions available under link “[here](#)”

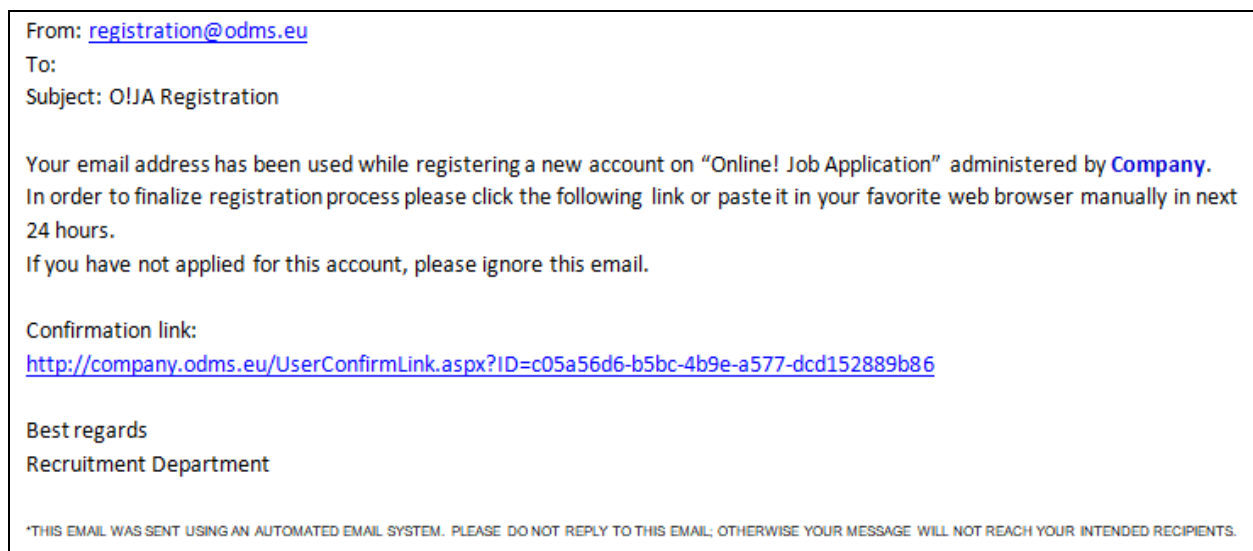
here.' and an 'Accept' button." data-bbox="58 519 473 811"/>

After click button auto-generated e-mail is sent in order to confirm and activate your account login

Next screen: **Message** - check your e-mail in order to activate account



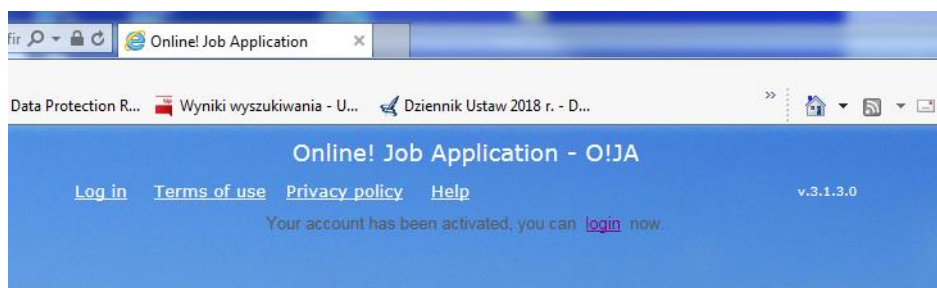
Registration e-mail template:



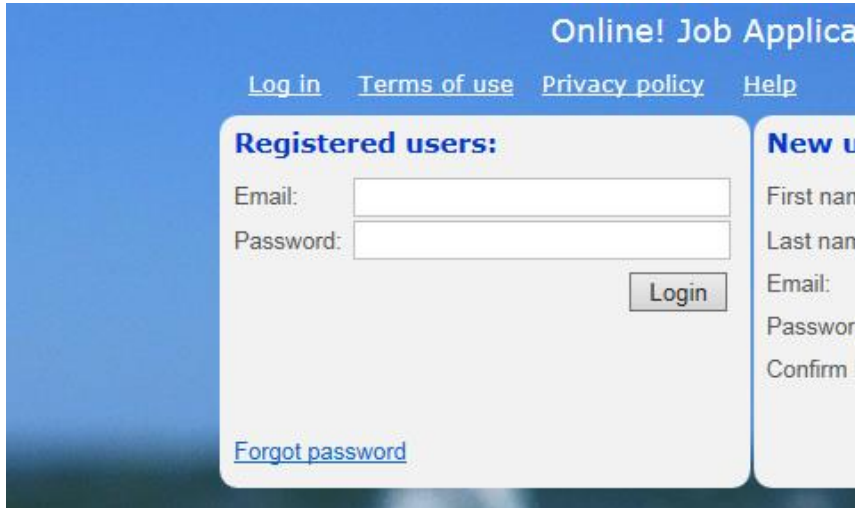
Upon receipt of registration e-mail click confirmation link to continue registration process.

You will be transferred again to login page

Next screen: click "Log in" to continue

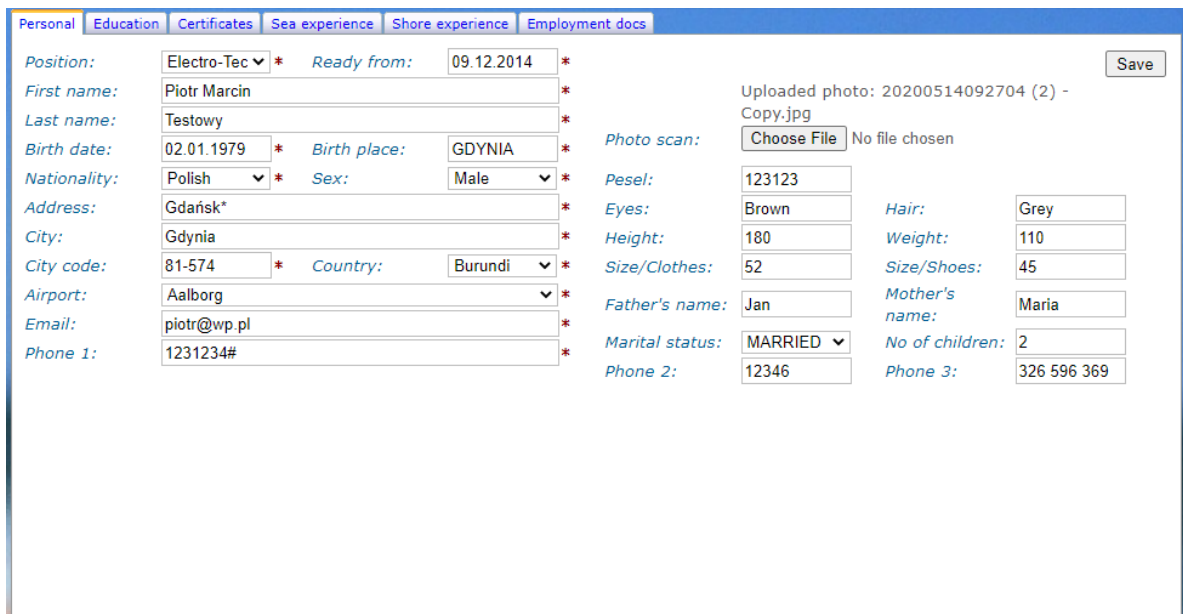


Go to “Registered users: “ box, fill-in email address, password and “Login “ to your account



Next screen view: “ Personal” tab

complete registration process: under tab “Personal” fill-in all fields marked by asterisks (*) indicated the required information and click  button



You may also upload other details including photo scan.

Upload a clear passport size colour photograph with white background– ‘In JPEG Format’. Photo specification: It should be 1.75" x 1.75" (45 mm. x 45 mm) in size. They should show a close up of your face and the top of your shoulders. The photo must clearly show the person's facial features in a straight forward position from the tip of the chin to the crown of the head as well as the left and right sides of the face. In the case of voluminous hair, it must be ensured that the head (including the hairstyle) is fully depicted without reducing the size of the face. The face must be **centred** in the photo. Photograph to be taken within the 6 months preceding the date of

application, to ensure an up to date likeness. **Max. file size = 2MB**

Personal | Education | Certificates | Sea experience | Shore experience | Employment docs

Position: Electro-Tec * Ready from: 09.12.2014 * Save

First name: Piotr Marcin *

Last name: Testowy *

Birth date: 02.01.1979 * Birth place: GDYNIA * Photo scan: Choose File No file chosen

Nationality: Polish * Sex: Male * Pesel: 123123

Address: Gdańsk* Eyes: Brown Hair: Grey

City: Gdynia * Height: 180 Weight: 110

City code: 81-574 * Country: Burundi * Size/Clothes: 52 Size/Shoes: 45

Airport: Aalborg * Father's name: Jan Mother's name: Maria

Email: piotr@wp.pl * Marital status: MARRIED * No of children: 2

Phone 1: 1231234# * Phone 2: 12346 Phone 3: 326 596 369

Date entry:

- entering date use format: dd.mm.yyyy (i.e.: 01.01.1998)
- you can also enter date required using calendar which is opening when you click date field:



- to change date you can use arrows to move date back or forward respectively



you can also click **date bar** to choose date year range, select respective year then month and day.



Box marked contain scroll down list. These lists have to be used for choosing:

in tab **"Personal"** - position, nationality, sex, country, airport, marital status

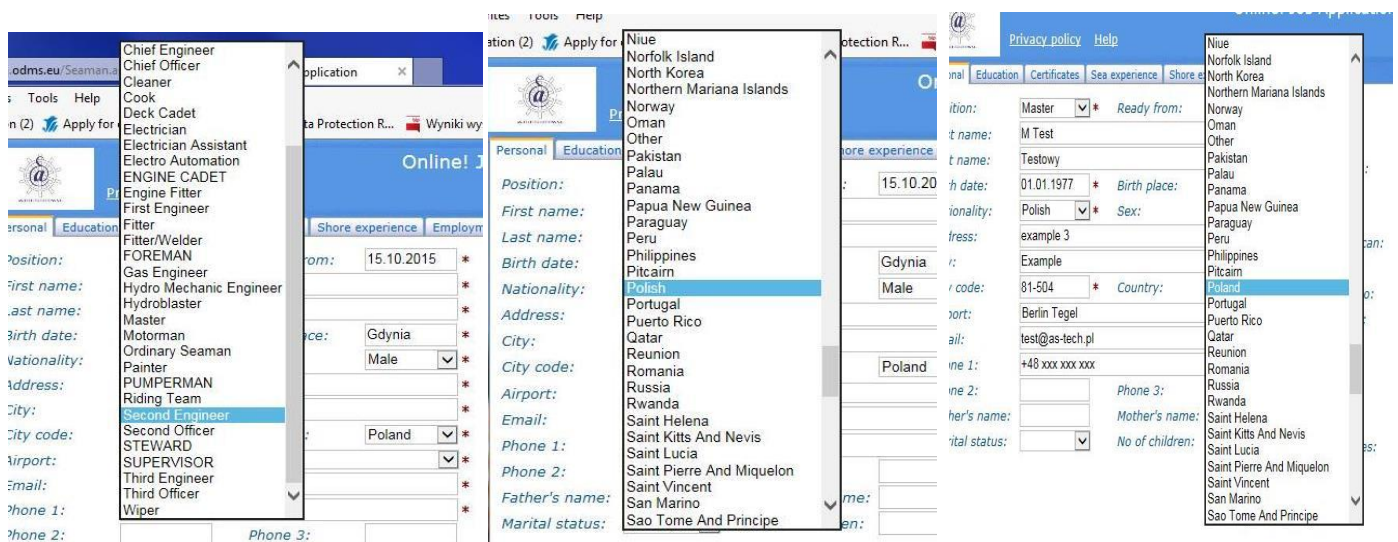
in tab **"Education"** – grade of language knowledge

in tab **"Certificates"**- certificate name, country

in tab **"Sea experience"** - rank, vessel type, country/flag, ME type

in tab **"Shore experience"** - rank, installation type, country

A few examples:



Position list

nationality list

country list

Online! Job Application

Privacy policy Help

Personal Education

Position:

First name:

Last name:

Birth date:

Nationality:

Address:

City:

City code:

Airport:

Email:

Phone 1:

Phone 2:

Father's name:

Marital status:

Berau
Berbera
Berberati
Berdjansk
Bereby
Bereina
Berens River
Bergen Flesland
Bergen Op Zoom Wonsdrecht
Bergerac Roumaniere
Berkeley
Berlevag
Berlin
Berlin (Metropolitan Area)
Berlin Schoenefld
Berlin Tempelhof
Bermejo
Bermuda Kindley
Berne Belp
Berne Rr Station
Beroroha
Bertoua
Beru
Besalampy
Bethel
Bethel City Land
Bethpage Grumman
Betioky
Betoota

Online! Job Application

Privacy policy Help

Personal Education Certificates Sea experience Shore experience Employment docs

Cert. name:

Number:

Issued on:

Country:

Notes:

Cert. name:

Master (Management

Advanced Trainin

ABB ACS800 Single Drive maintenance
Advanced Electrical Training
Advanced Fire Fighting
Advanced Training in Chemical Tankers Operations
Advanced Training in Liquefied GasTanker Operations
Advanced Training in Oil Tanker Operations
Air Pocket
Amos-D
APL BLS Course
APOS - Acoustic Position Operator Station
Application form
Artemis Maintenance Course
Artemis MK Operator course
AUTHENTICITY OF CERTIFICATE
Auto Chief C20 Course
Automated ID System
Bah - Ballast Operator (Deck)
Bah - CRA (NCoC)
Bah - Gas Tanker Endorsement
Bah - GMDSS General Operators Cert
Bah - Management (2Eng)
Bah - Management (Chief Engineer)
Bah - Management (Chief Officer/Mate)
Bah - Management (Master)
Bah - Management (OIM)
Bah - Oil Tanker Endorsement
Bah - Operational (Engine)
Bah - Operational (Navigation)
Bah - Operational Electro Tech Officer STCW2010

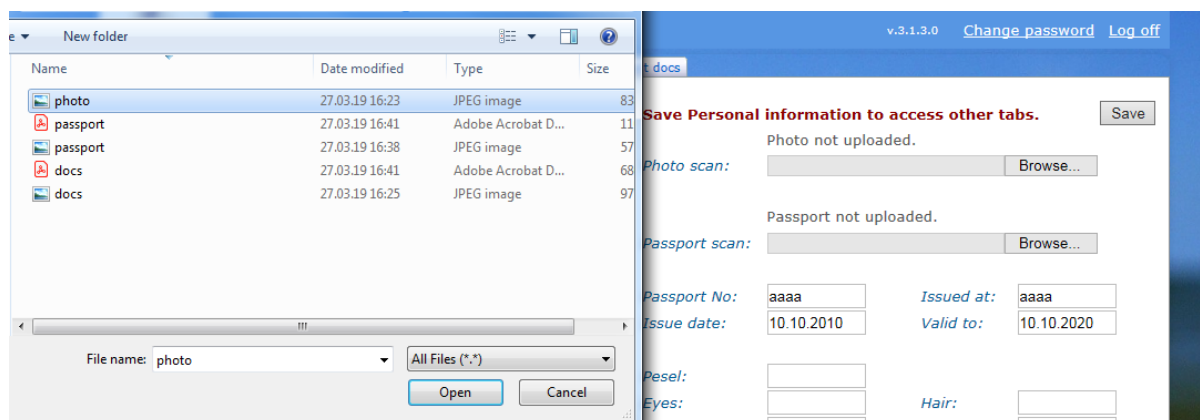
Airport list

Cert. name: list

Application view samples:

How to add photo:

Browse your photo image, click “open” file to upload and click **Save** button to confirm.



Final view of “Personal” tab

The image shows the final view of the 'Personal' tab in the application. The tab is selected, and the 'Save' button is highlighted with a red box. The form contains the following fields:

Position:	Electro-Tec *	Ready from:	09.12.2014 *
First name:	Piotr Marcin *		
Last name:	Testowy *		
Birth date:	02.01.1979 *	Birth place:	GDYNIA *
Nationality:	Polish *	Sex:	Male *
Address:	Gdarisk* *		
City:	Gdynia *		
City code:	81-574 *	Country:	Burundi *
Airport:	Aalborg *		
Email:	piotr@wp.pl *		
Phone 1:	1231234# *		

Additional fields on the right side of the form:

Photo scan:	Choose File	No file chosen	
Pesel:	123123		
Eyes:	Brown	Hair:	Grey
Height:	180	Weight:	110
Size/Clothes:	52	Size/Shoes:	45
Father's name:	Jan	Mother's name:	Maria
Marital status:	MARRIED	No of children:	2
Phone 2:	12346	Phone 3:	326 596 369

At the end please click **Save** button to save all entries and you may “**Log Off**” to allow data exchange.

View **Education** tab: in this screen you can add your education details.

When entries completed remember to click **Save** button

The screenshot shows the 'Education' tab in the OJA system. At the top, there are links for 'Privacy policy' and 'Help', and version information 'v.3.1.4.3' along with 'Change password' and 'Log off' links. The navigation bar includes 'Personal', 'Education' (selected), 'Certificates', 'Sea experience', 'Shore experience', and 'Employment docs'. The 'Languages' section has a 'Save' button and two dropdown menus for 'Knowledge of:'. Below this is a table with columns: 'School name:', 'Date from:', 'Date to:', and 'Additional remarks:'. The table has three empty rows for data entry.

View **Certificates** tab: in this screen you can add your certificates and courses details including copies of documents.

Box “**Cert. name:**” from scroll down list choose certificate/ course name , add required details and attach document copy. To attach document click “ **Browse**” button, link document copy and click “ **Save**” button.

Remember: fields marked by asterisks (*) have to be filled-in

The screenshot shows the 'Certificates' tab in the OJA system. The 'Cert. name:' dropdown is set to 'Master (Management 3000 GT and more)'. The 'Number:' field contains 'GGG-XXXX-XXXX/ZZZZ'. The 'Issued on:' field is '02.01.2018' and the 'Valid to:' field is '31.12.2023'. The 'Country:' dropdown is set to 'Antigua & Barbuda'. The 'Place:' field is empty. The 'Notes:' field is empty. There are 'Save', 'New', and 'Delete' buttons. Below the form, there are four 'Scan page' sections, each with a 'File not uploaded.' message and a 'Browse...' button. A file upload dialog is open in the foreground, showing a list of files in the 'ASTECH > OJA > TESTOWY' directory. The files are 'photo', 'passport', 'docs', 'docs', and 'docs 2'. The 'File name' field is set to 'docs' and the file type is 'All Files (*.*)'. The 'Open' button is highlighted.

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education **Certificates** Sea experience Shore experience Employment docs

Cert. name: Master (Management 3000 GT and more) * Save New Delete

Number: GGG-XXXX-XXXXXZZZ

Issued on: 02.01.2018 * Valid to: 31.12.2023 Scan page 1: C:\ASTECH\OJA\TESTOWY\docs.pdf Browse...

Country: Antigua & Barbuda * Place: Scan page 2: File not uploaded. Browse...

Notes: Scan page 3: File not uploaded. Browse...

Scan page 4: File not uploaded. Browse...

Upload files

Cert. name	Number	Issued on	Va
Master (Management 3000 GT and more)	GGG-XXXX-XXXXXZZZ	02.01.2018	3

Then you should click “New” button to start adding next document

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education **Certificates** Sea experience Shore experience Employment docs

Cert. name: Advanced Training in Oil Tanker Operations * Save New Delete

Number: XXX-XXXX-XXXXXXX

Issued on: 28.03.2016 * Valid to: 27.03.2021 Scan page 1: File not uploaded. Browse...

Country: Cyprus * Place: Scan page 2: File not uploaded. Browse...

Notes: Scan page 3: File not uploaded. Browse...

Scan page 4: File not uploaded. Browse...

Upload files

Cert. name	Number	Issued on	Va
Master (Management 3000 GT and more)	GGG-XXXX-XXXXXZZZ	02.01.2018	3
Advanced Training in Oil Tanker Operations	XXX-XXXX-XXXXXXX	28.03.2016	

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education **Certificates** Sea experience Shore experience Employment docs

Cert. name: Advanced Training in Oil Tanker Operations * Save New Delete

Number: XXX-XXXX-XXXXXXX

Issued on: 28.03.2016 * Valid to: 27.03.2021 Scan page 1: File not uploaded. Browse...

Country: Cyprus * Place: Scan page 2: File not uploaded. Browse...

Notes: Scan page 3: File not uploaded. Browse...

Scan page 4: File not uploaded. Browse...

Upload files

Cert. name	Number	Issued on	Va
Master (Management 3000 GT and more)	GGG-XXXX-XXXXXZZZ	02.01.2018	3
Advanced Training in Oil Tanker Operations	XXX-XXXX-XXXXXXX	28.03.2016	

Choose File to Upload

ASTECH OJA TESTOWY Search TESTOWY

Name	Date modified	Type	Size
photo	27.03.19 16:23	JPEG image	
passport	27.03.19 16:41	Adobe Acrobat D...	
passport	27.03.19 16:38	JPEG image	
docs	27.03.19 16:41	Adobe Acrobat D...	
docs	27.03.19 16:25	JPEG image	
docs 2	28.03.19 13:09	Adobe Acrobat D...	

File name: docs 2 All Files (*.*) Open Cancel

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience Employment docs

Cert. name: *

Number:

Issued on: * Valid to:

Country: * Place:

Notes:

Save New Delete

File not uploaded.

Scan page 1:

File not uploaded.

Scan page 2:

File not uploaded.

Scan page 3:

File not uploaded.

Scan page 4:

File not uploaded.

Cert. name	Number	Issued on	
Master (Management 3000 GT and more)	GGG-XXXX-XXXX/ZZZZ	02.01.2018	3
Advanced Training in Oil Tanker Operations	XXX-XXXX-XXXXXX	28.03.2016	2

When document's copy subsequent link has been set ("Browse")always remember to click "Save" button, to ensure data will be exchanged after "Log Off"

View **tab:** in this screen you can add your previous sea service record.

When details of sea service period has been completed click "Save" button.

To add next sea service period details click "New" button and continue as stated above.

Remember: fields marked by asterisks (*) have to be filled-in

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience Employment docs

Save New Delete

Vessel Name: MV EAGLE * Country/Flag: Bahamas *

Owner:

Rank: Chief Officer * Job description: Work description goes here *

Signed on: 01.08.2018 * Signed off: 30.09.2018 *

Vessel type: Car Carrier * ME type: MAN *

GT: 28000

kW: 10000

Scan: Scan not uploaded.

Vessel Name	Rank	Signed on	Signed off	Vessel type	GT	ME type
Mv Eagle	Chief Officer	01.08.2018	30.09.2018	Car Carrier	28000	MAN

Personal Education Certificates Sea experience Shore experience Employment docs

Save New Delete

Vessel Name: Mv Eagle * Country/Flag: Bahamas *

Owner:

Rank: Chief Officer * Job description: Work description goes here *

Signed on: 01.08.2018 * Signed off: 30.09.2018 *

Vessel type: Car Carrier * ME type: MAN *

GT: 28000

kW: 10000

Scan: Scan not uploaded.

Vessel Name	Rank	Signed on	Signed off	Vessel type	GT	ME type
Mv Eagle	Chief Officer	01.08.2018	30.09.2018	Car Carrier	28000	MAN

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience Employment docs

Save New Delete

Vessel Name: Mt Diesel 1 * Country/Flag: Antigua & Barbuda *

Owner:

Rank: Master * Job description: Work description goes here *

Signed on: 04.11.2018 * Signed off: 18.12.2018 *

Vessel type: Shuttle Tanker * ME type: B&W *

GT: 80000

kW: 15000

Scan: Scan not uploaded.

Vessel Name	Rank	Signed on	Signed off	Vessel type	GT	ME type
Mv Eagle	Chief Officer	01.08.2018	30.09.2018	Car Carrier	28000	MAN
Mt Diesel 1	Master	04.11.2018	18.12.2018	Shuttle Tanker	80000	B&W

View Shore experience **tab:** in this screen you can add your shore service record.
In same way as shown above in sea experience tab

Remember: fields marked by asterisks (*) have to be filled-in

View Employment docs **tab:** this screen is used for employed personnel only to exchange required documents

If new document for the seafarer is ready in O!JA profile, an automatically generated message is sent to seafarers email address – example below.

Upon message receipt login to your O!JA profile, click Employment docs tab to open screen

Online! Job Application - OJA

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience **Employment docs**

Save

Installation name: TESTOWY Activity: TravelTo

Sign On Sch: 15.11.2018 Sign Off Sch: 15.11.2018

Sign On: 15.11.2018 Sign Off: 15.11.2018

Company Msg: Contract STC Seaman notes:

Company File: Contract_Sent-1159374184.pdf Download Seaman File: Browse...

Installation name	Activity	Signed On Sch	Signed Off Sch	Sign On	Sign Off	Company File	Seaman
TESTOWY	Onboard	16.11.2018	14.12.2018	16.11.2018		Contract_Sent-1749713735.pdf	
TESTOWY	TravelTo	15.11.2018	15.11.2018	15.11.2018	15.11.2018	Contract_Sent-1159374184.pdf	

On this screen you will find information concerning your assignment and linked documents. First you have to click row you like to download linked document – row gets highlighted blue. Than in “Company msg:” box you will see short message and in “Company File:” box you will find link to document. Next step - just click **Download** button to download document, which you can save on your computer and print.

After signing document/contract make scan of all pages and link scanned file using **Browse** button. In “Seaman note:” box you can add your text message (for example: contract signed). When it has been completed click **Save** button to ensure data will be exchanged after “Log Off”. **Remember:** you must combine the signed document in the same line from which it was downloaded.

File size max. 2 Mb. File format type – “.pdf “ preferable

Online! Job Application - OJA

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience **Employment docs**

Save

Installation name: TESTOWY Activity: TravelTo

Sign On Sch: 15.11.2018 Sign Off Sch: 15.11.2018

Sign On: 15.11.2018 Sign Off: 15.11.2018

Company Msg: Contract STC Seaman notes: contract STC signed

Company File: Contract_Sent-1159374184.pdf Download Seaman File: Browse...

Installation name	Activity	Signed On Sch	Signed Off Sch	Sign On	Sign Off	Company File	Seaman
TESTOWY	Onboard	16.11.2018	14.12.2018	16.11.2018		Contract_Sent-1749713735.pdf	
TESTOWY	TravelTo	15.11.2018	15.11.2018	15.11.2018	15.11.2018	Contract_Sent-1159374184.pdf	

Choose File to Upload

ASTECH OJA New folder

Contract_Signed 01.04.19 12:31 Adobe Acrobat D... 1

APP-AD signed 01.04.19 13:25 Adobe Acrobat D... 1

File name: Contract_Signed All Files (*.*)

Open Cancel

Online! Job Application - O!JA

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience **Employment docs**

Save

Installation name: TESTOWY Activity: TravelTo

Sign On Sch: 15.11.2018 Sign Off Sch: 15.11.2018

Sign On: 15.11.2018 Sign Off: 15.11.2018

Company Msg: Contract STC Seaman notes: contract STC signed

Company File: Contract_Sent-1159374184.pdf Download Seaman File: Contract_Signed.pdf Browse...

Installation name	Activity	Signed On Sch	Signed Off Sch	Sign On	Sign Off	Company File	Seaman
TESTOWY	Onboard	16.11.2018	14.12.2018	16.11.2018		Contract_Sent-1749713735.pdf	
TESTOWY	TravelTo	15.11.2018	15.11.2018	15.11.2018	15.11.2018	Contract_Sent-1159374184.pdf	Contract

When you observe two(or more)new rows containing linked files (links names are visible in column “Company File”) you shall click next row to download subsequent document. Then proceed as already indicated above.

Online! Job Application - O!JA

Privacy policy Help v.3.1.4.3 Change password Log off

Personal Education Certificates Sea experience Shore experience **Employment docs**

Save

Installation name: TESTOWY Activity: Onboard

Sign On Sch: 16.11.2018 Sign Off Sch: 14.12.2018

Sign On: 16.11.2018 Sign Off: 16.11.2018

Company Msg: APP-AD Seaman notes: APP-AD signed

Company File: Contract_Sent-1749713735.pdf Download Seaman File: Browse...

Installation name	Activity	Signed On Sch	Signed Off Sch	Sign On	Sign Off	Company File	Seaman
TESTOWY	Onboard	16.11.2018	14.12.2018	16.11.2018		Contract_Sent-1749713735.pdf	
TESTOWY	TravelTo	15.11.2018	15.11.2018	15.11.2018	15.11.2018	Contract_Sent-1159374184.pdf	Contract

Choose File to Upload

Organize New folder

Name	Date modified	Type
Contract_Signed	01.04.19 12:31	Adobe Acrobat D...
APP-AD signed	01.04.19 13:25	Adobe Acrobat D...

File name: APP-AD signed All Files (*.*)

Open Cancel

Installation name: TESTOWY

Activity: Onboard

Sign On Sch: 16.11.2018

Sign Off Sch: 14.12.2018

Sign On: 16.11.2018

Sign Off:

Company Msg: APP-AD

Company File: Contract_Sent-1749713735.pdf

Installation name	Activity	Signed On Sch	Signed Off Sch	Sign On	Sign Off	Company File	Seaman
TESTOWY	Onboard	16.11.2018	14.12.2018	16.11.2018		Contract_Sent-1749713735.pdf	APP-AD
TESTOWY	TravelTo	15.11.2018	15.11.2018	15.11.2018	15.11.2018	Contract_Sent-1159374184.pdf	Contract.

Remember:

when next document has been linked click Save button to ensure data will be exchanged after “Log Off”.

Installation name: TESTOWY

Activity: Onboard

Sign On Sch: 16.11.2018

Sign Off Sch: 14.12.2018

Sign On: 16.11.2018

Sign Off:

Company Msg: APP-AD

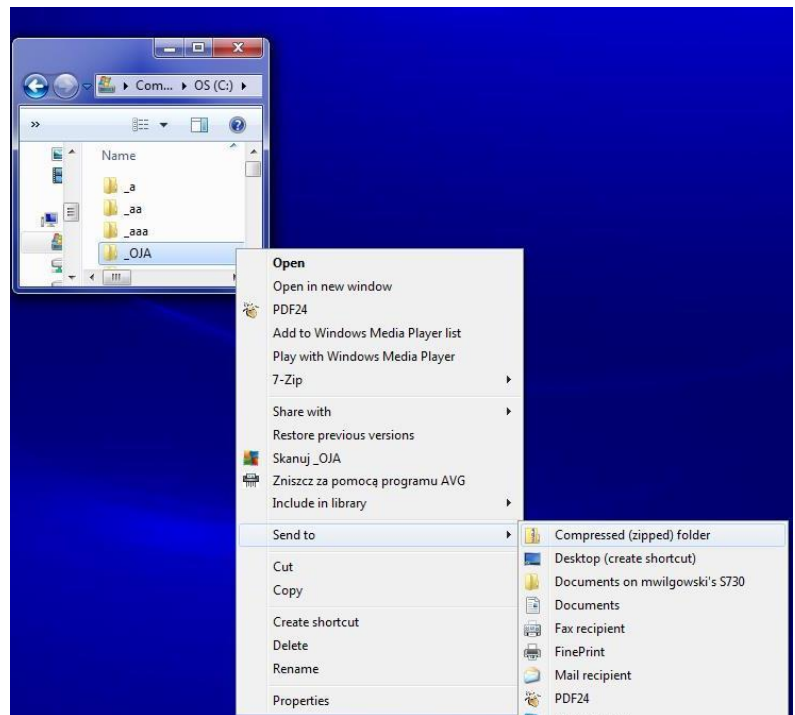
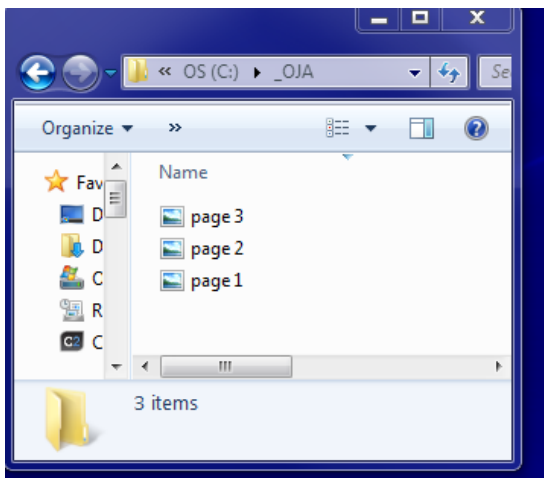
Company File: Contract_Sent-1749713735.pdf

Signed Off Sch	Sign On	Sign Off	Company File	Seaman File	Company Msg	Notes
14.12.2018	16.11.2018		Contract_Sent-1749713735.pdf	APP-AD signed.pdf	APP-AD	APP-AD signed
15.11.2018	15.11.2018	15.11.2018	Contract_Sent-1159374184.pdf	Contract_Signed.pdf	Contract STC	contract STC signed

Under tab “**Employment docs**” screen in highlighted activity row you may link 1 file only.

If you scan document containing few pages you need to merge all pages into 1 PDF file before you link this.

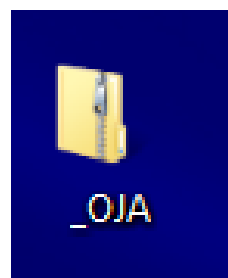
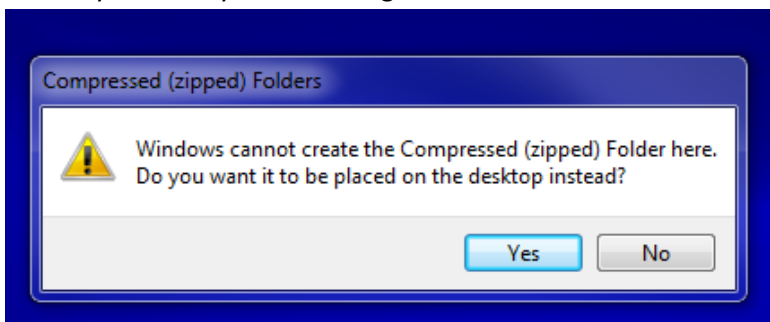
When you are unable to set scanning mode on your scanner into PDF file format or merge pages you should save each page separately in one folder. Then just ZIP this folder and link into proper activity row as mentioned above.



How to ZIP folder:

1. save each page in the same folder
2. Make right click on folder name, choose **“Send to”** command and click **“Compressed (zipped) folder”**

You may receive system warning:



3. Just simply click **“Yes”** button and zipped folder will be saved on computer Desktop.
4. Link zipped folder into proper activity row and **“SAVE”**. Remember zipped folder size max. 2 Mb.

When all is done **“Log off”** from your O!JA profile.