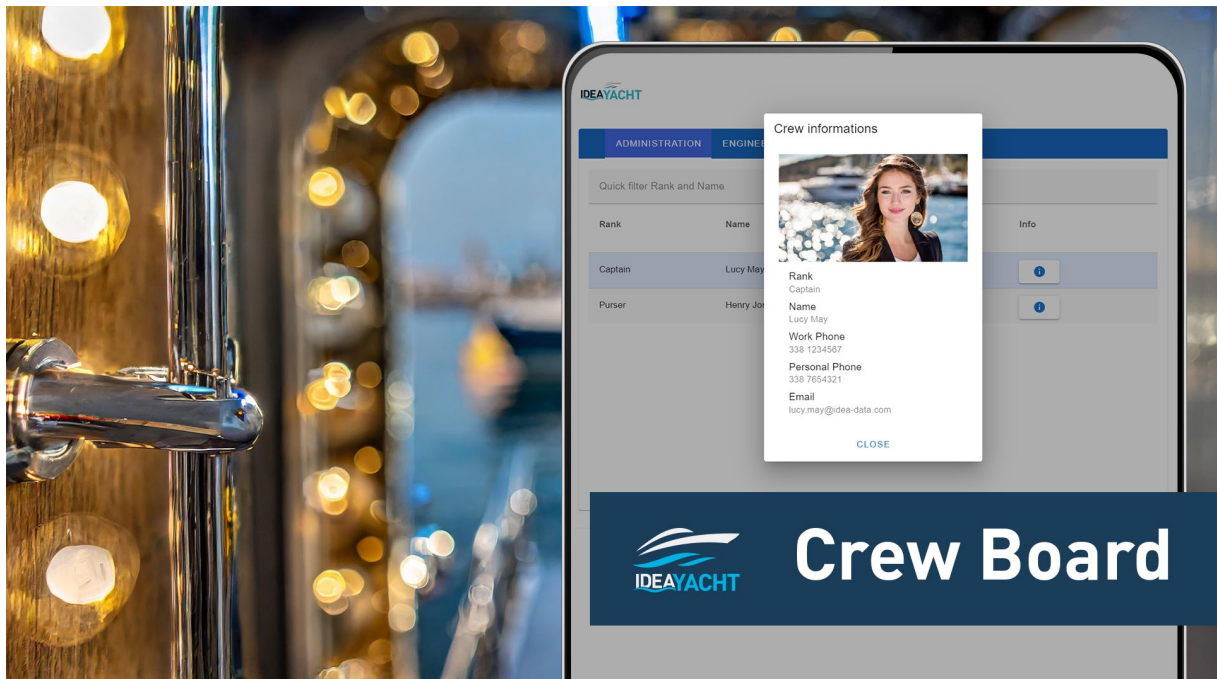




# A guide to IDEA Crew Board and Visitors



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## Introduction

The “Visitors” page helps you track people who visit the vessel and checks their personal data. You can easily change the visitor status between “on board” and “off board.” The page is dedicated to creating new visitors and showing current and archived visitors.

The “Crew Board” page is an external page that you can access without logging into IDEA Yacht. This page provides you with basic information about all crew and visitors. From this page, you can change the crew/visitor status (“on board”/“off board”) and add new visitors.

## Differences between the “Visitors” page and the “Crew Board” page

Feature	Visitors	Crew Board
Show visitors	✓	✓
Shows crew members	✗	✓
Allows you to add a new visitor	✓	✓
Allows you to change state for a visitor	✓	✓
Allows you to see data related to a visitor	✓	✓
Allows you to modify data related to a visitor	✓	✗
Allows you to modify <b>only</b> the “Card Number” and “Crew ID Card Category” fields	✗	✓
Shows archived visitors	✓	✗
Allows you to archive/unarchive a visitor	✓	✗
Allows you to add a new crew member	✗	✗
Allows you to change state for a crew member	✓	✓
Allows you to see data related to a crew member	✓	✓
Allows you to modify data related to a crew member	✗	✗
Allows you to print “on board” list	✓	✓
Allows you to print “rotation log” for a visitor	✓	✗
Allows you to print “rotation log” for all visitors	✓	✗

As you can see in the table above, the “Visitors” page is more powerful, but only for visitors. This page does not offer any features for crew members. The “Crew Board” page offers the most important features for both crew members and visitors. Please note that neither page allows you to create or modify crew members.

### Configuration for the “Visitors” page


To see the “Visitors” page under the “Crew & Guest Database” section, your license needs to have the “Crew & Guest Database (Full)” module activated.

### Configuration for the “Crew Board” page

To access the “Crew Board” page, your license needs to have the “Crew & Guest Database (Full)” module activated and the “SP61” package. In addition, you need to properly configure the settings for the “Crew Board” page, which you can find in the “System Settings” page. Below you can see the “Crew Board” section from the “System Settings” page.

Crew board

<input checked="" type="checkbox"/>	Show crew board page	Show crew board external page
<input type="text"/>	Crew board pin	Crew board pin used for login in external page
<input type="text" value="x Guest"/>	Removing position	Remove selected positions from crew board page
<input type="text" value="http://localhost/mvc/Token/CrewBoard"/> <button>Copy</button>	Crew board URL	Link for crew board external page



Save

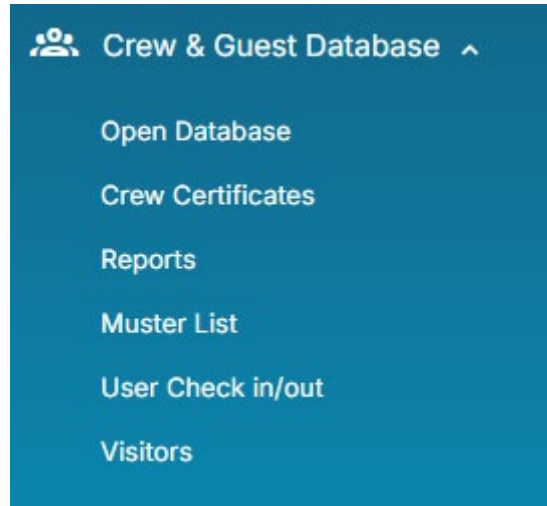
In the “System Settings” page you can find three settings dedicated to the “Crew Board” page:

- **Show crew board page:** you can enable/disable the external page,
- **Crew board pin:** you can add a pin code that will be needed to access the page, for safety reasons it is recommended to set this pin code,
- **Removing position:** you can decide which user positions will be excluded from the “Crew Board” page, by default we exclude crew members with the position set as “Guest”.

In this section, you can also find the link to the “Crew Board” and a QR code that should bring you to the “Crew Board” page.

## Adding a new visitor using the “Visitors’ page

You can open the “Visitors” page from the left side menu. The link is located under the “Crew & Guest Database” category.

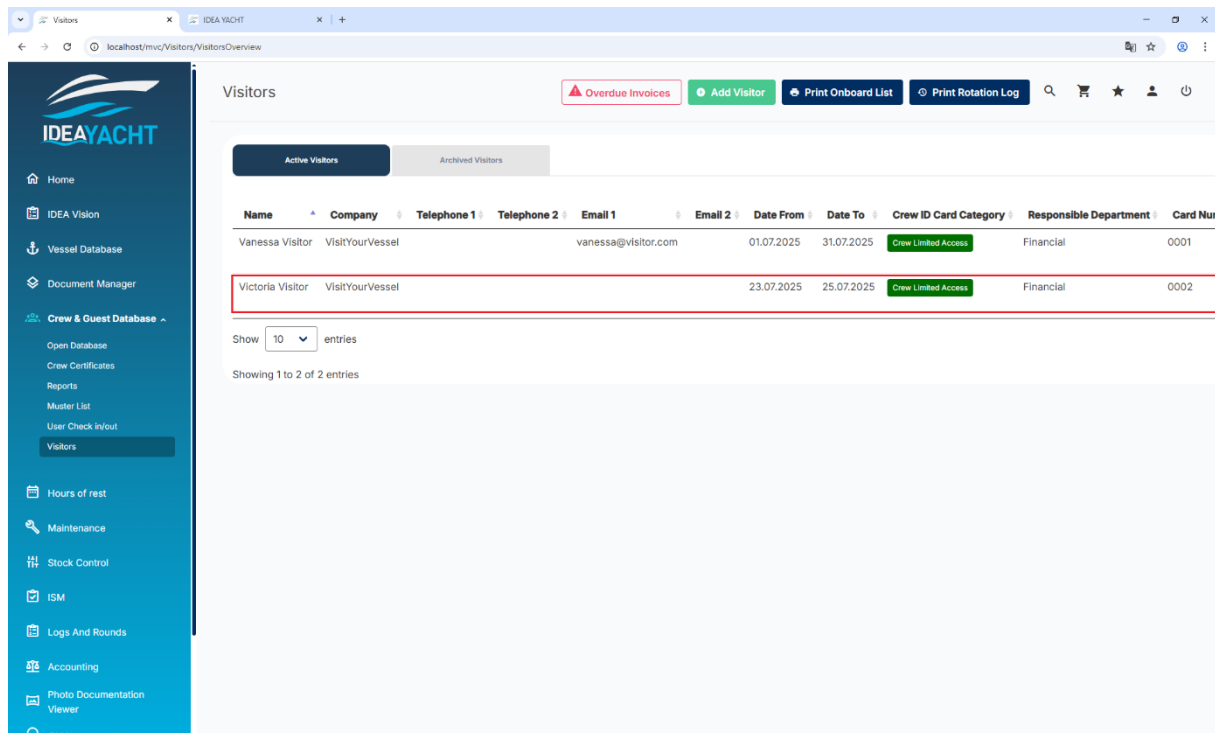


On the “Visitors” page, you can see two tabs: “Active Visitors” and “Archived Visitors”, both tabs show a table with a list of visitors. To add a new visitor, you need to click on the “Add Visitor” button located at the top of the page. You should see a new popup with a visitor form.

Date To	Crew ID Card Category	Responsible Department	Card Num
31.07.2025	Crew Limited Access	Financial	0001

The form allows you to set important information about a visitor, you can also add a picture for a visitor. Please note that to create a new visitor you need to set only two first fields: “Name” and ‘Surname” other fields are optional.

After clicking the “Save” button, you should see a new visitor in the table. **Please note that any newly added visitor automatically gets the status “off board”.**



Visitors

Overdue Invoices Add Visitor Print Onboard List Print Rotation Log

Active Visitors Archived Visitors

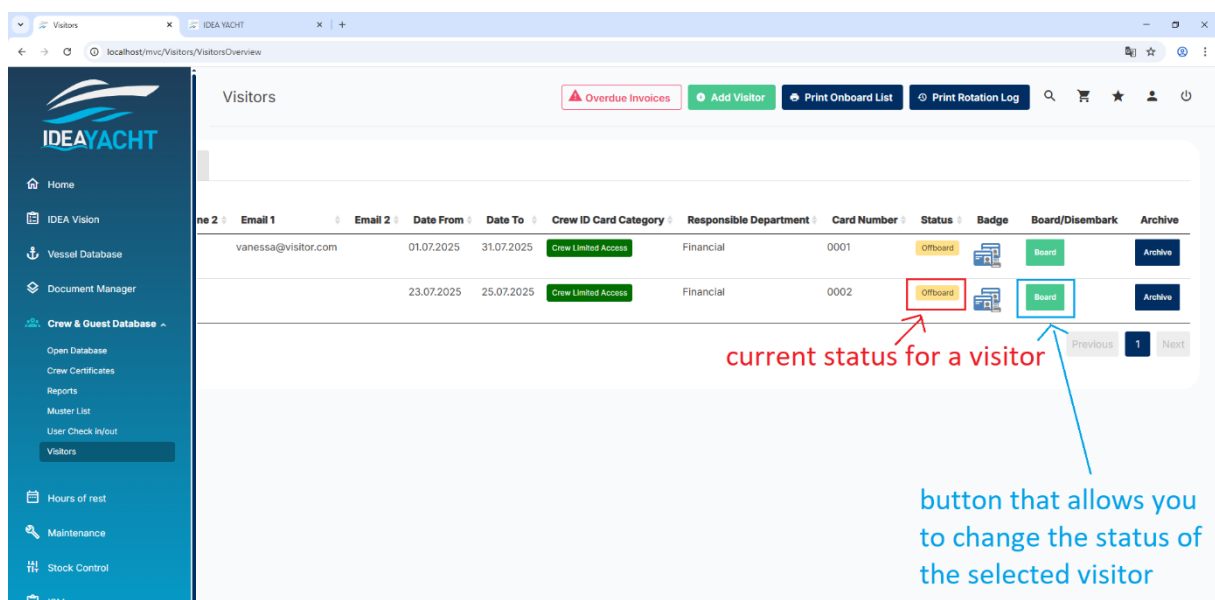
Name	Company	Telephone 1	Telephone 2	Email 1	Email 2	Date From	Date To	Crew ID Card Category	Responsible Department	Card Number
Vanessa Visitor	VisitYourVessel			vanessa@visitor.com		01.07.2025	31.07.2025	Crew Limited Access	Financial	0001
Victoria Visitor	VisitYourVessel					23.07.2025	25.07.2025	Crew Limited Access	Financial	0002

Show 10 entries

Showing 1 to 2 of 2 entries

## Changing status for a visitor using the “Visitors” page

To change the visitor status, you need to click on the button located in the table. Depending on the current status, the button can be labeled “Board” or “Disembark.” The current status of the visitor can be checked in the “Status” column.



Visitors

Overdue Invoices Add Visitor Print Onboard List Print Rotation Log

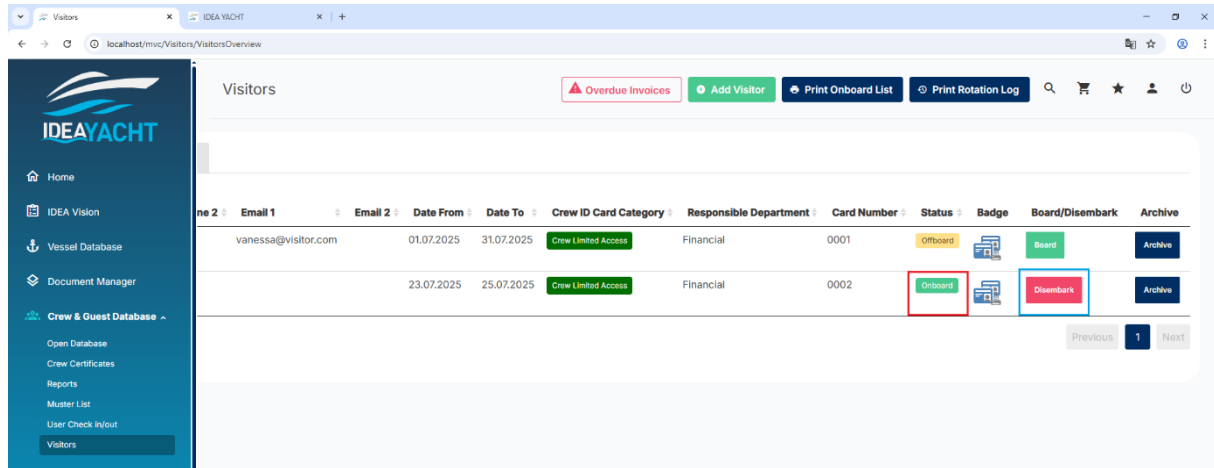
Name	Company	Telephone 1	Telephone 2	Email 1	Email 2	Date From	Date To	Crew ID Card Category	Responsible Department	Card Number	Status	Badge	Board/Disembark	Archive
Vanessa Visitor	VisitYourVessel			vanessa@visitor.com		01.07.2025	31.07.2025	Crew Limited Access	Financial	0001	Offboard	Board	Board	Archive
Victoria Visitor	VisitYourVessel					23.07.2025	25.07.2025	Crew Limited Access	Financial	0002	Offboard	Board	Board	Archive

Previous 1 Next

current status for a visitor

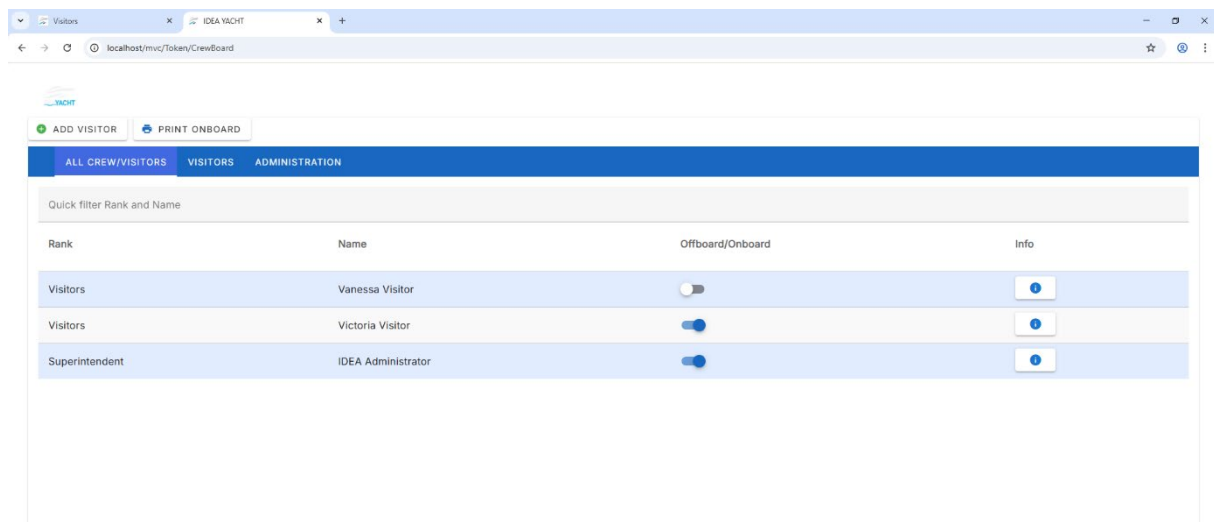
button that allows you to change the status of the selected visitor

When you click on the “Board” button, you will see a confirmation popup. Please choose the “Ok” button to confirm the status change. After everything is done, you will see that the value in the “Status” column has changed and the button label has changed as well.



### Adding a new visitor using the “Crew Board” page

After opening the “Crew Board” page, you will be located in the “ALL CREW/VISITORS” tab. The number of tabs depends on the number of crew members. In the picture below, you can see three tabs: “ALL CREW/VISITORS,” “VISITORS,” and “ADMINISTRATION,” because the presented IDEA Yacht system contains only one crew member called “IDEA Administrator,” who is assigned to the “Administration” department. If your instance has more users assigned to different departments, then the number of tabs will be different.



To add a new visitor, you need to click on the “Add Visitor” button located at the top of the page. You should see a new popup with a visitor form.

**Add Visitor**

Old visitors

First name \*  
Vince

Surname \*  
Visitor

Company  
VisitYourVessel

State

Card Number  
0003

Crew ID Card Category  
Crew Limited Access

From date  
23.07.2025

To date  
30.07.2025

Department  
Engine

City

Address

Post code

Email 1  
vince@visitor.com

Email 2

Phone 1

Phone 2

Visa

Passport

Muster Station

The form allows you to set important information about a visitor, it should contains the same number of fields as the form that you can see on the “Visitors” page. In this form we have only two mandatory fields: “Name” and ‘Surname” other fields are optional.

After clicking the “Save” button, you should see a new visitor in the table.  
**Please note that any newly added visitor automatically gets the status “off board”.**

**ADD VISITOR** **PRINT ONBOARD**

**ALL CREW/VISITORS** **VISITORS** **ADMINISTRATION**

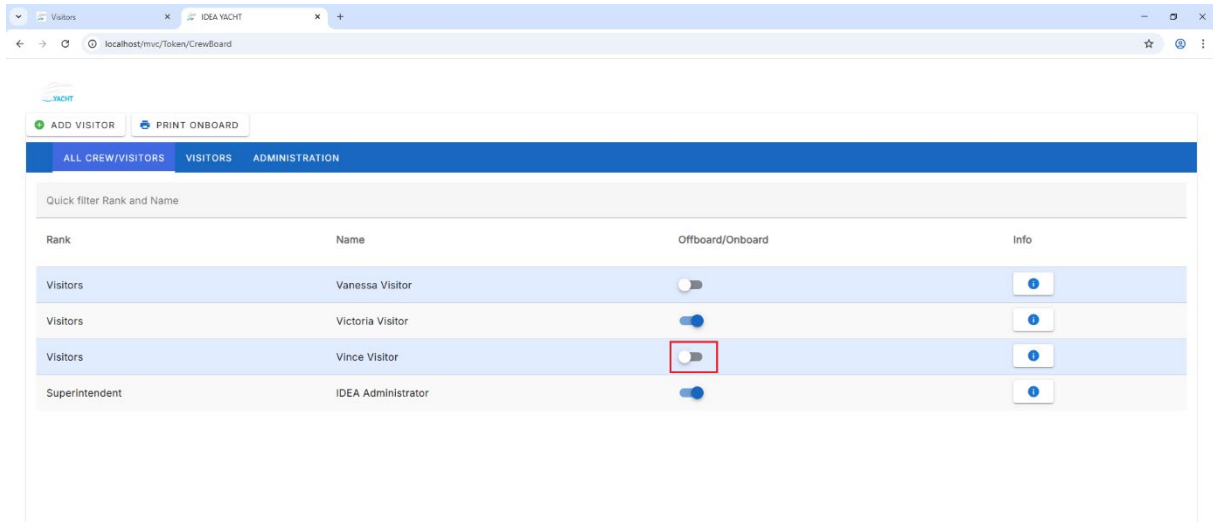
Quick filter Rank and Name

Rank	Name	Offboard/Onboard	Info
Visitors	Vanessa Visitor	<input type="checkbox"/>	<a href="#">i</a>
Visitors	Victoria Visitor	<input checked="" type="checkbox"/>	<a href="#">i</a>
Visitors	Vince Visitor	<input type="checkbox"/>	<a href="#">i</a>
Superintendent	IDEA Administrator	<input checked="" type="checkbox"/>	<a href="#">i</a>

Visitor added successfully

## Changing status for a visitor using the “Crew Board” page

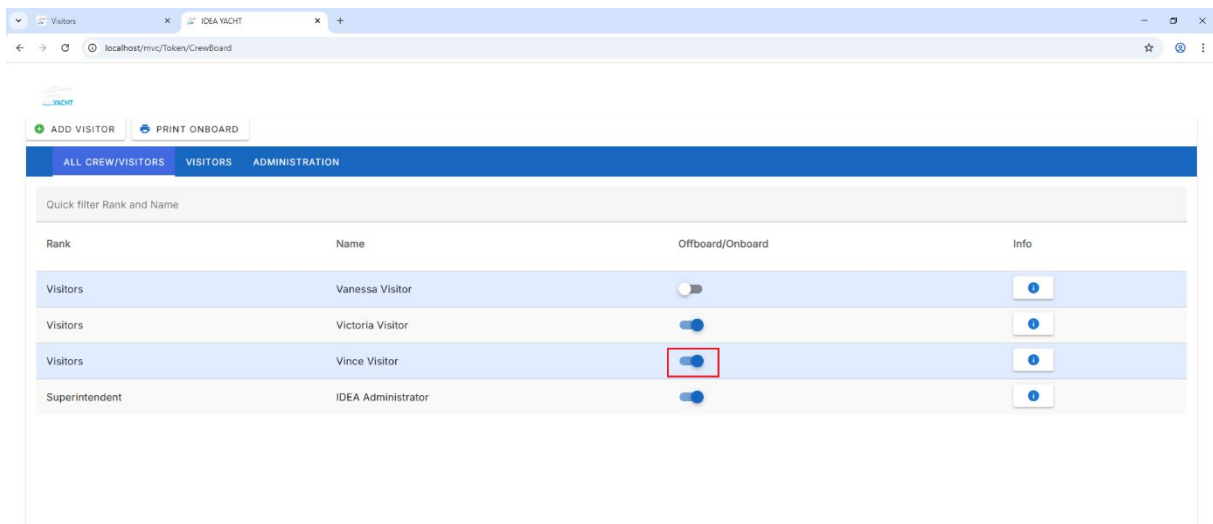
To change the visitor status, you need to click on the switch button located in the column called: “Offboard/Onboard”.



The screenshot shows the IDEA YACHT web application interface. At the top, there are tabs for 'ADD VISITOR' and 'PRINT ONBOARD'. Below these is a navigation bar with 'ALL CREW/VISITORS', 'VISITORS', and 'ADMINISTRATION'. A search bar labeled 'Quick filter Rank and Name' is present. The main table has four columns: 'Rank', 'Name', 'Offboard/Onboard', and 'Info'. The table contains four rows of data. The 'Offboard/Onboard' column for 'Vince Visitor' has a switch button that is currently in the 'Off' position (grey).

Rank	Name	Offboard/Onboard	Info
Visitors	Vanessa Visitor	<input type="checkbox"/>	<a href="#">i</a>
Visitors	Victoria Visitor	<input checked="" type="checkbox"/>	<a href="#">i</a>
Visitors	Vince Visitor	<input type="checkbox"/>	<a href="#">i</a>
Superintendent	IDEA Administrator	<input checked="" type="checkbox"/>	<a href="#">i</a>

When you click on the switch button, you will see a confirmation popup. Please choose the “CONTINUE” button to confirm the status change. After everything is done, you will see that the value in the column has changed, you should also see a notification below the table.



This screenshot shows the same interface as the previous one, but the switch button for 'Vince Visitor' is now in the 'On' position (blue). Below the table, a green notification box states 'Vince Visitor boarded successfully'.

Rank	Name	Offboard/Onboard	Info
Visitors	Vanessa Visitor	<input type="checkbox"/>	<a href="#">i</a>
Visitors	Victoria Visitor	<input checked="" type="checkbox"/>	<a href="#">i</a>
Visitors	Vince Visitor	<input checked="" type="checkbox"/>	<a href="#">i</a>
Superintendent	IDEA Administrator	<input checked="" type="checkbox"/>	<a href="#">i</a>

Vince Visitor boarded successfully