



TELSCOPE SHORE USER MANUAL

Version 2025-03-22

TELKO AS

TABLE OF CONTENTS

TELSCOPE SHORE ACCESS 2

 Registration..... 2

 Before the TELSCOPE Shore can be used a registration of the shipping company and the first user must be completed. 2

 Please follow the link below and carry out the registration of shipping company and first user. 2

 Sign In..... 2

TELSCOPE SHORE DASHBOARD 3

 Fleet view 3

 Ship view 3

VESSEL GROUPS 4

CHECKLIST MANAGEMENT 5

 Introduction..... 5

 Shore Checklist Logic..... 5

 Checklist Collection 5

 Create a checklist 6

 Publish and Edit..... 7

 Distribution 8

DOCUMENT REVISION HISTORY

Ver No	Rev Date	Document Information
1.0	2025-03-19	TELSCOPE SHORE
1.1	2025-03-22	Minor update, Rearrange Section and Task



TELSCOPE Shore is a cloud application that can be accessed from shore and ship, special permission is required. TELSCOPE Shore allow shore users to:

- Monitor Ships Record Keeping.
- Create Reports Based on TELSCOPE Electronic Record Books
- Manage Fleet Checklist

Registration

Before the TELSCOPE Shore can be used a registration of the shipping company and the first user must be completed.

Please follow the link below and carry out the registration of shipping company and first user.

<https://telko.liveagent.se/962549-Registration>

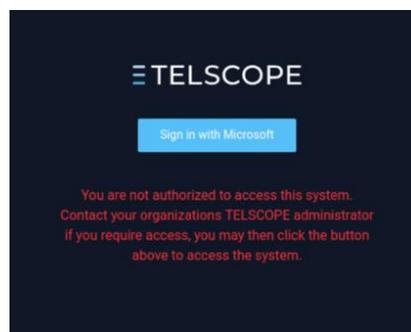
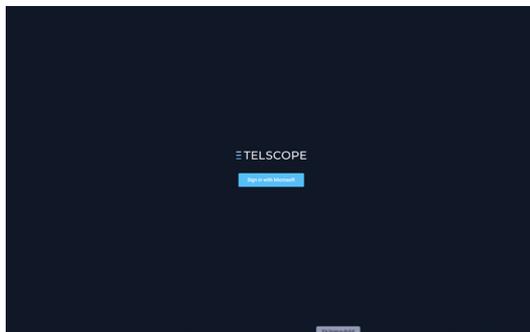
Sign In

To sign in to TELSCOPE Shore open a web browser and type <https://shore.telscope.cloud>.

Single Sign On via Microsoft 365 login is supported.

In case shipping company don't use Microsoft 365 contact TELKO Support (support@telko.no) for alternative access method.

The first attempt to log in might result in a message that "You Are not authorized to access this System". Administrator must grant access.





Fleet view

The TELSCOPE Shore Dashboard provides ship status information and simple access to functions that can be managed from Shore.

The left side panel has four functions

- Vessels show the fleet in List or Card view.
The user can switch view by clicking on the Icons above the List to the right
- Groups, tools for managing vessel groups
- Checklist, tools form Checklist management
- Users, shows a list of authorized user and tool for Grant or Revoke Access.
Roll Based Access Schema will be implemented in the future

Name	IMO / Call sign	Status	Voyage	Voyage no	Voyage ref
Golf Bergen	9999991				
Golf Bulk	9820420				
Golf Gothenburg	9999993				
Golf Haugesund	9131797				
Golf Houston	9999996				
Golf Mumbai	9999998				
Golf Prima	prima				
Golf Ropax	ropax				
Golf Rotterdam	9999994				

Ship view

A Click on the ship name in the List or in Card view opens the Ship View with the following information

- Overview shows current voyage status and persons onboard. (more info will follow)
- Logbooks show records from all logbooks in a list.
With the filter list can be limited to one or a few logbooks
- Reports allow the user to generate logbook reports in PDF format.

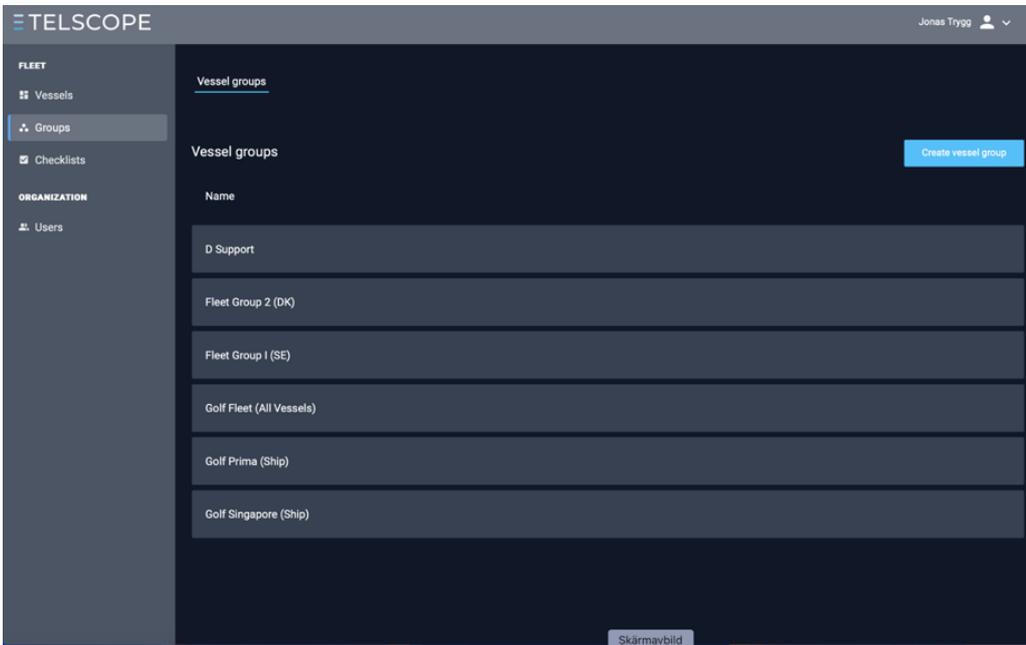
VESEL GROUPS

Some functions in TELSCOPE Shore requires that the fleet is organized in Groups.

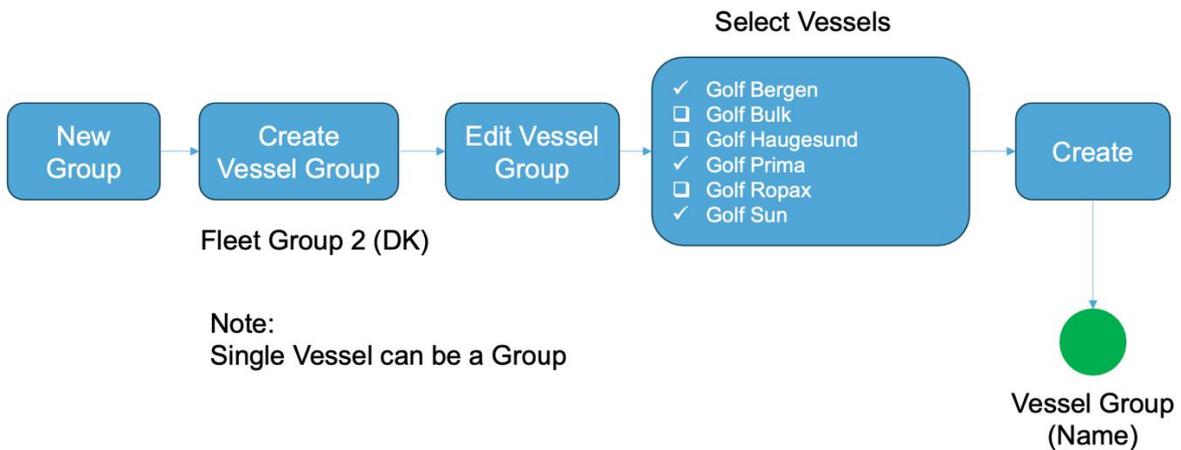
Groups can be organized in groups based on

- Management - Fleet group
- Ship Types
- Operations type or area
- Trading area
- Single Ship (can be own group)
- Other

A vessel can be included in several Groups



The flow chart describes the different steps to be taken to create a vessel group.





CHECKLIST MANAGEMENT

Introduction

New module in TELSCOPE Shore is implemented for Checklist Management. The new Module will enhance the creation, publishing, updates, and version control of Ships Checklist. Shore Checklist Management will allow harmonization and simplify the distribution of Checklist to a group of vessels and/or to the Fleet. Ship will be able to keep Ship Specific Checklist.

The implementation will be done after agreement with Shipping Company. TELKO will update ships to TELSCOPE software version 1.30 where all checklist from Ships will be copied to TELSCOPE Shore. It is recommended that ships delete copies and draft checklist that shall not be used in the future.

After the migration of checklist from Ship to shore checklist will be organised as follows.

- A vessel group named by **ship name** will be created
- A collection named by **ship name** (migrated checklists) will be created
- All ships checklists will be exported to Shore and linked to the collection
- For checklist with status Published (on the ship) name will be followed by “(Approved)”

Shore Checklist Logic

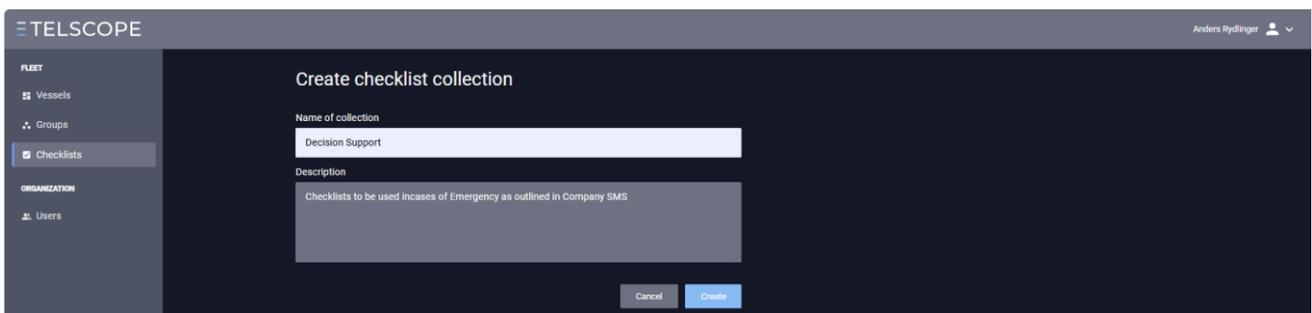
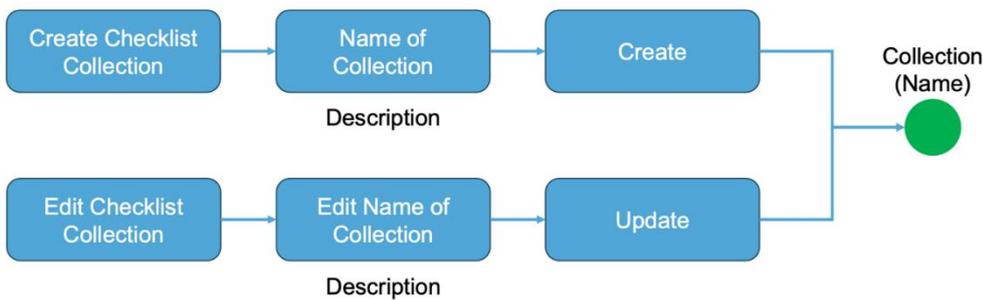
TELSCOPE Shore Checklist has the following main functions and logic:

- Checklists are organized in Collections.
- A Collection can be used for a purpose like Emergency, Voyage or Port Operations.
- A Checklist can only be part of one Collection.
- A checklist has two status Draft and Published
- Distribution push Checklist Collections to one or several Vessel Groups.
- Only Published Checklists are distributed
- A vessel can be part of several vessel groups.
- A Single Vessel can be a group.
- The system provides version control.

Checklist Collection

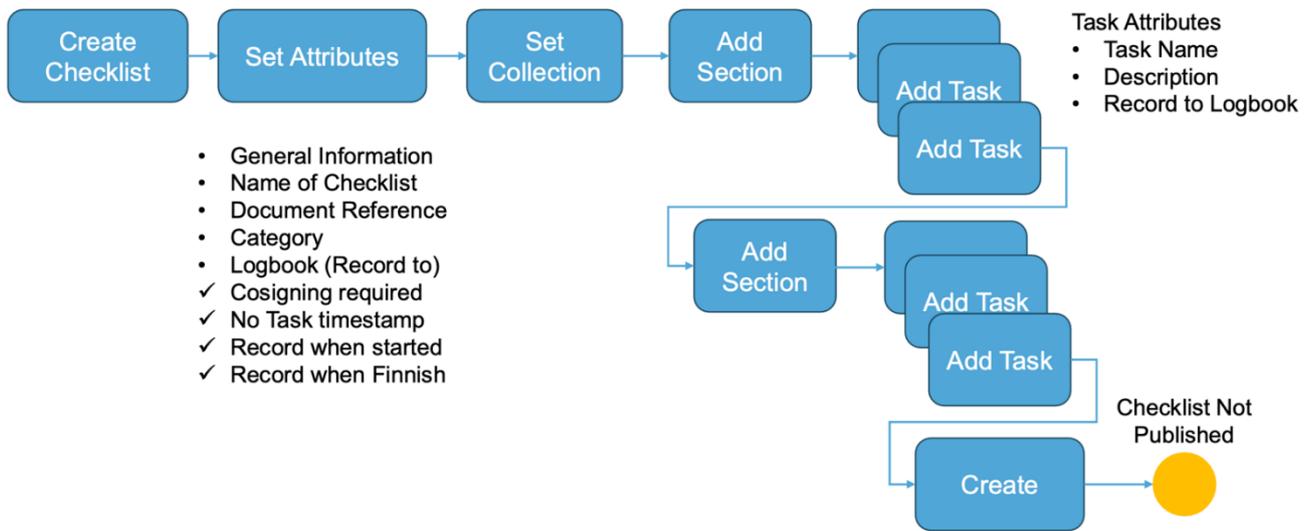
The first thing is to create one or several Collections.

A Collection could be used for grouping of several checklist for a purpose like Emergency, Drills, Maintenance. To create and/or Edit a Collection follow the Flow Chart. Besides Name of Collection a description can be added.



Create a checklist

Next step will be to create one or several checklists, to do this follow the flow chart and description below

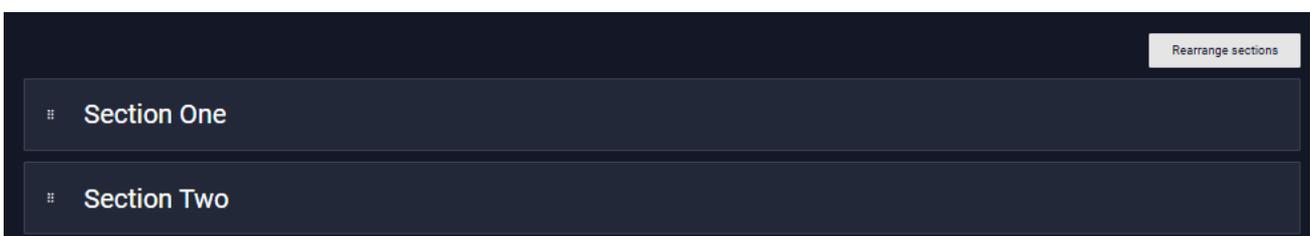


1. Name the Checklist
2. Add Document reference
3. Select Category (Deck, GMDSS, ENGINE, SAFETY, ENVIROMENTAL)
4. Select Logbook where records will be made (DECK, GMDSS or ENGINE)
5. Make selection by tick box for
 - a. Cosigning required
 - b. Without Task Timestamp
 - c. Recorded when started
 - d. Recorded when completed
6. Select Collection
7. Add Description
8. Add Section (-s)
9. Add Task (-s)
10. Create

It could be vice to have a Collection for Draft Checklist not Published.

Sections and Tasks can be rearranged,

lick on the corresponding Buttons and move Section or Task by Click and Drag the six Dots.



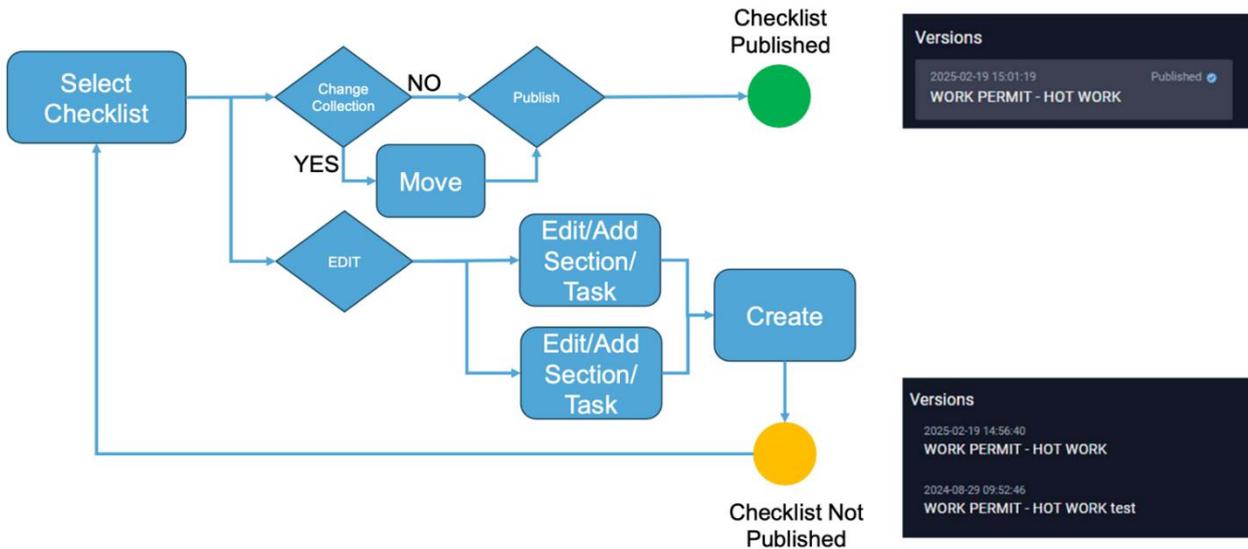
Publish and Edit

When the Checklist is created and no changes are planned the Checklist can be Published. If the Distribution schema is in place the checklist will be pushed to the ship and included in the list of checklists on the ship, this takes just a minute if the ship is online.

To Publish or Edit a Checklist follow the flow chart and description below

1. Select the Checklist
2. Change Collection (if checklist is located in a Temp or draft Collection)
3. Press Publish

Checklist will now be marked Published, Checklist version is Date and Time



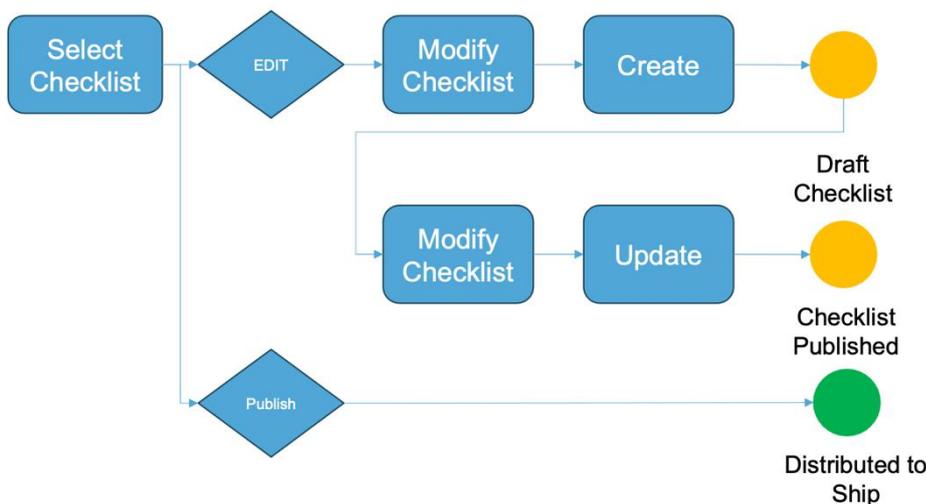
A Published checklist can be edited/amended

1. Select the checklist
2. Edit add Section (-s)
3. Edit or add task (-s)
4. Press Create

A new Draft will be shown in the list.

The Draft can be Updated or Published.

When it is Published the list of versions will be updated.



An older versions can be opened and reused by creating a copy with new name.

Distribution

The final step will be to set up the distribution of checklist collections to vessel groups.

1. Click on Edit Distribution
2. Select Vessel Group
3. Select Collection (-s) by tick in the box (-s)
4. Click on Update

Published Checklist will be pushed to vessel groups that are online.

The distribution list can be updated at any time.

Please remember a Checklist can only be part of one Collection.

