

How to:

ECDIS Training Assessment - Administrator Guide



NorthStandard

ECDIS Training Assessment: Administrator Guide

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Overview

This guide covers the administrative functions of the NorthStandard ECDIS Training Platform for Shipping Admins.

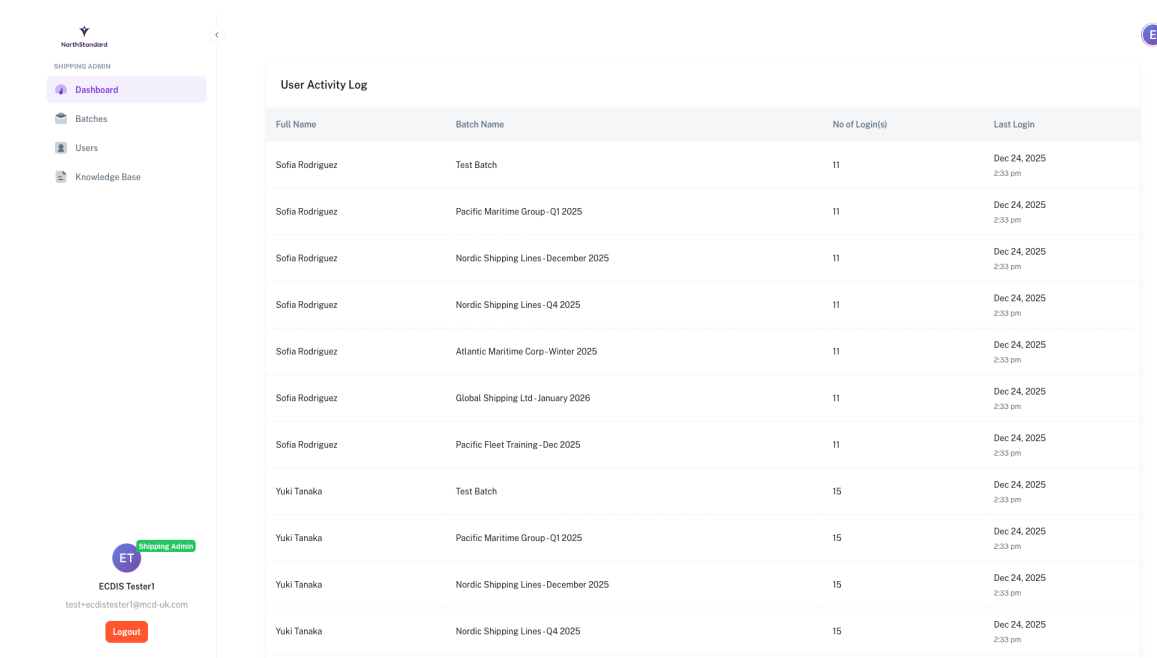
Accessing ETA

To access our ETA you will need a [NorthStandard account](#).

Dashboard

Once you are logged on as an administrator you will be taken to the shipping admin dashboard.

Here you can see the **User Activity Log** showing recent learner activity. This includes the names of the learners, the batch names, the number of logins and the last login date and time:



The screenshot shows the NorthStandard Shipping Admin Dashboard. On the left is a sidebar with navigation links: Dashboard (selected), Batches, Users, and Knowledge Base. At the bottom of the sidebar is a user profile for 'ET Shipping Admin' with the role 'ECDIS Tester1' and email 'test+ecdtester1@mcd-uk.com', along with a 'Logout' button. The main content area is titled 'User Activity Log' and contains a table with the following data:

Full Name	Batch Name	No of Login(s)	Last Login
Sofia Rodriguez	Test Batch	11	Dec 24, 2025 2:33 pm
Sofia Rodriguez	Pacific Maritime Group-Q1 2025	11	Dec 24, 2025 2:33 pm
Sofia Rodriguez	Nordic Shipping Lines- December 2025	11	Dec 24, 2025 2:33 pm
Sofia Rodriguez	Nordic Shipping Lines- Q4 2025	11	Dec 24, 2025 2:33 pm
Sofia Rodriguez	Atlantic Maritime Corp- Winter 2025	11	Dec 24, 2025 2:33 pm
Sofia Rodriguez	Global Shipping Ltd- January 2026	11	Dec 24, 2025 2:33 pm
Sofia Rodriguez	Pacific Fleet Training- Dec 2025	11	Dec 24, 2025 2:33 pm
Yuki Tanaka	Test Batch	15	Dec 24, 2025 2:33 pm
Yuki Tanaka	Pacific Maritime Group- Q1 2025	15	Dec 24, 2025 2:33 pm
Yuki Tanaka	Nordic Shipping Lines- December 2025	15	Dec 24, 2025 2:33 pm
Yuki Tanaka	Nordic Shipping Lines- Q4 2025	15	Dec 24, 2025 2:33 pm

Dashboard

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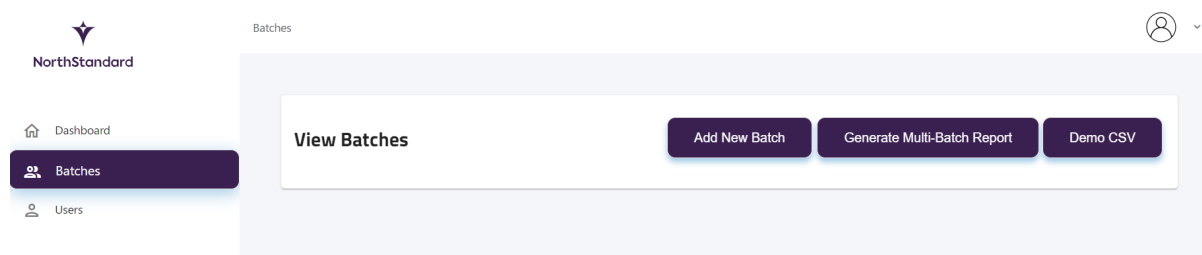
Batches

To make a new batch of learners click on '**Batches**'.

You will see the following options:

- 'Add New Batch',
- 'Generate MultiBatch Report'; or
- 'Demo CSV'.

These options are explained below:

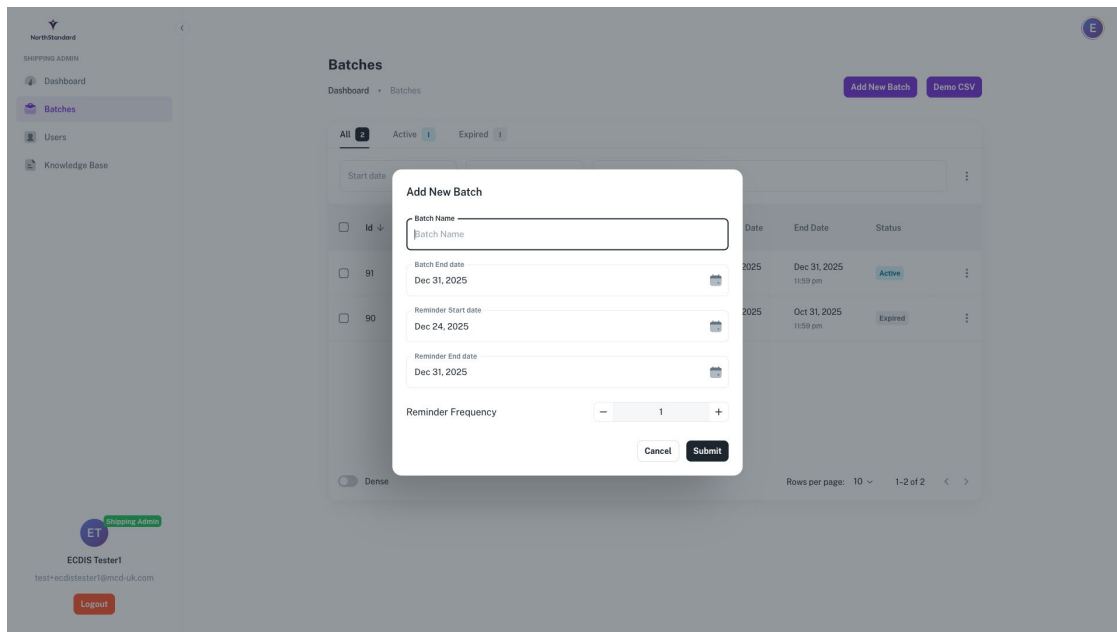


Batch options displayed

Add A New Batch

Here you can set up a new batch of learners and the associated time limit for that batch of learners to complete the assessment.

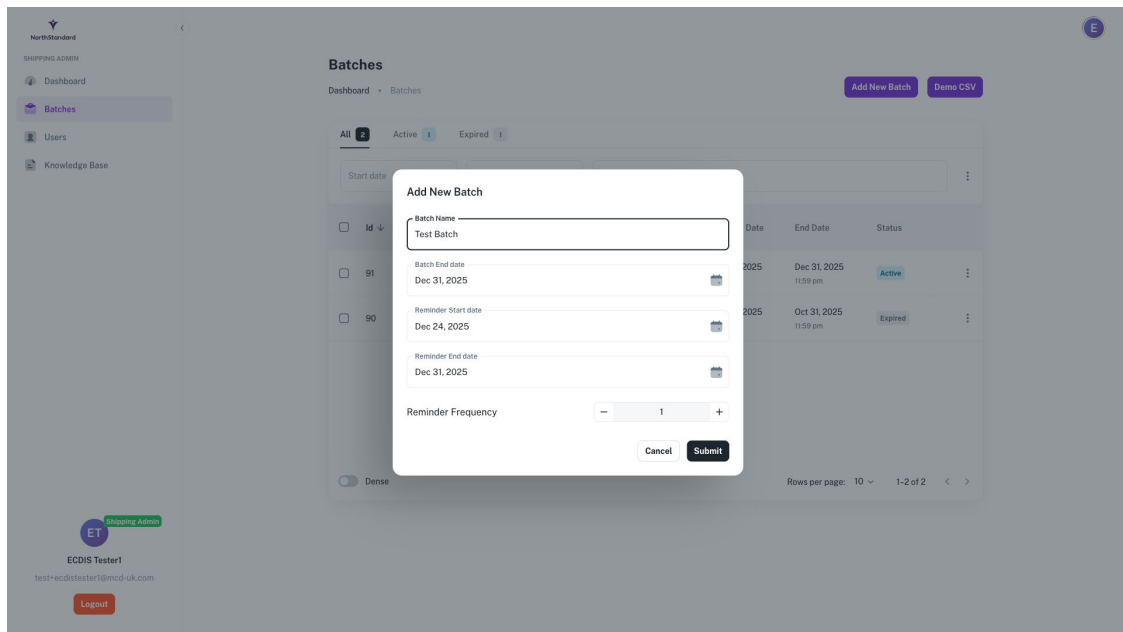
Click the **Add New Batch** button to create a new training batch.



Add New Batch Dialog

Fill in the batch details:

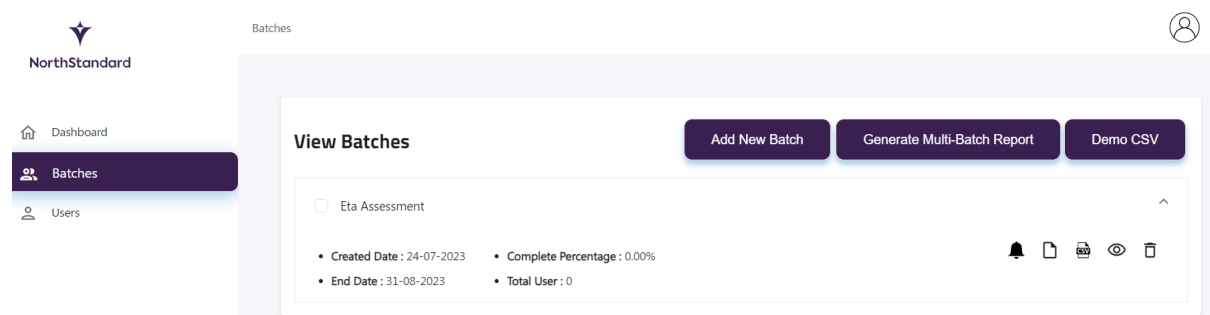
- **Enter Batch Name:** Here you can give your batch a title, for example *'Junior Deck Officers'*.
- **Select Batch End Date:** Select an end date for your batch to have completed the assessment
- **Reminder Start Date:** Set a date when you would like your first reminder email to be sent to learners reminding them to complete their assessments
- **Reminder End Date:** Set a date when you would like your final reminder email to be sent to learners reminding them to complete their assessment.
- **Reminder Frequency:** Set the number of days between the reminder emails being sent to learners



Batch Form Filled

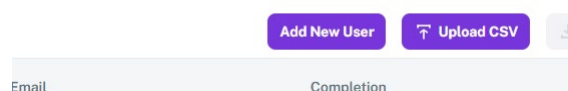
Click **Submit** to create the batch.

Click on your new batch and you will display further information about the batch created.



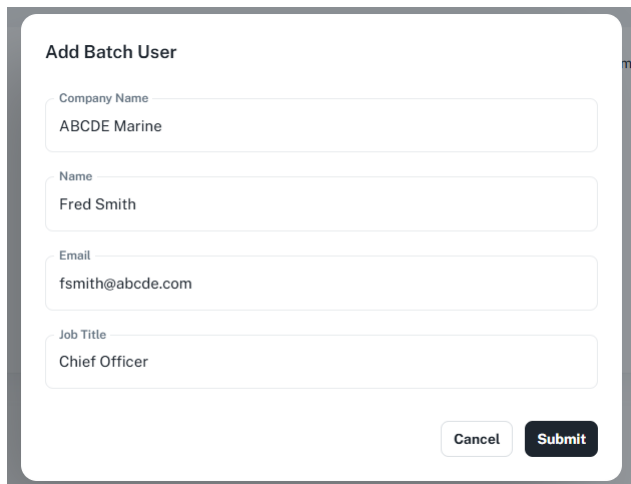
Add A New User

Click on 'User' in the side navigation. Click on **Add New User**.



Add New User button in the navigation

Fill in the 'Batch User' details in all fields and click **Submit**.



Add Batch User

Company Name
ABCDE Marine

Name
Fred Smith

Email
fsmith@abcde.com

Job Title
Chief Officer

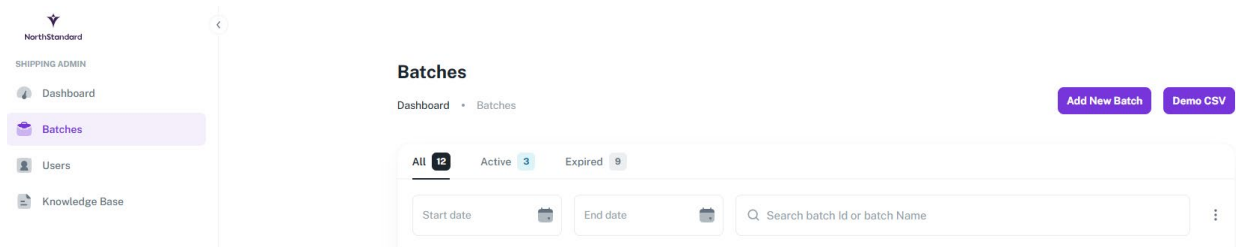
Cancel Submit

Single User upload dialog

The newly added Users will appear in the list, and an email will be sent to the learner's email address with instructions on how they can set their password and access the training.

Import User

You can upload a CSV file that contains an entire batch of Users in one go. Click on **Batches** on the sidebar, and on the Batches Dashboard, click on **Demo CSV**.



Simply download the 'Demo CSV' which gives you an example of the pro forma required for the CSV upload. Open the downloaded demo CSV and fill in the columns with the user's information that you want in the batch.

Be sure to leave the column headers in place. These are:

- name
- email
- job_title
- employee_id
- company

Save the file locally on your computer. When saving the CSV ensure the file type remains as a CSV - saving it as an EXCEL document may prevent the upload from working:

	A	B	C	D	E	F
1	name	email	job_title	employee_id	company	
2	Fred Smith	fsmith@abcde.com	Chief Offcie	AB1234	ABCDE Marine	
3	Angela Black	ablack@abcde.com	Master	AB1235	ABCDE Marine	
4						
5						
6						
7						

Example completed CSV pro forma

Click **Upload CSV** in the navigation to upload your premade CSV file from your computer, then click **submit**.

Edit Batch: ABCDE Marine

Users
Survey Results

Add New User
Upload CSV
Generate Report

Name	Job Title	Email	Completion	Action
------	-----------	-------	------------	--------

Upload CSV button in navigation

When upload is complete, the newly added Users will appear in the list, and an email will be sent to the learner's email address with instructions on how they can set their password and access the training.

Managing Batches

Navigate to **Batches** from the sidebar to view all created training batches.

Batches

Dashboard
Batches

Add New Batch
Demo CSV

All 33
Active 1
Expired 32

Start date
End date
Search batch Id or batch Name

☐	Id ↓	Name	Total User	Complete Percentage	Created Date	End Date	Status	
☐	93	Enterprises Test	0	0%	Mar 05, 2026 3:49 pm	Mar 31, 2026 11:59 pm	Active	⋮
☐	92	Screen Shot	1	0%	Feb 06, 2026 2:20 pm	Feb 28, 2026 11:59 pm	Expired	⋮
☐	91	NS Test Final	4	25%	Feb 06, 2026 8:31 am	Feb 28, 2026 11:59 pm	Expired	⋮
☐	90	3/10/2025	1	100%	Oct 03, 2025 10:20 am	Oct 31, 2025 11:59 pm	Expired	⋮

Example Batches List

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Click on a Batch from the list to view and manage its Users.

Batch Edit Page Features:

- **Users Tab:** View and manage learners in this batch
- **Survey Results Tab:** View survey responses
- **Add New User:** Add individual learners
- **Upload CSV:** Bulk import learners
- **Generate Report:** Download batch reports

User Status Indicators:

- **Progress:** Shows completion percentage for each user
- **Status:** Active, Completed, or Expired
- **Actions:** View details, edit, or remove user

Viewing User Details

Within the User Tab, click on a row to view an individual User's detailed progress. Details shown includes:

- Personal information (name, email, job title, company)
- Assessment progress and scores
- Time spent on training
- Certificate status

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- Dashboard
- Batches
- Users
- Knowledge Base

ET Shipping Admin
ECDIS Tester1
test+ecdtester1@mcd-uk.com
Logout

Edit Batch: Pacific Fleet Training - Dec 2025

Users Survey Results

Add New User Upload CSV Generate Report

Name	Job Title	Email	Completion	Action
Marcus Chen	Chief Navigation Officer	dev+test1@mcdsystems.co.uk	100%	
James Okonkwo	Third Officer	dev+test2@mcdsystems.co.uk	100%	
Sofia Rodriguez	Navigation Cadet	dev+test4@mcdsystems.co.uk	100%	
Elena Kowalski	Second Officer	dev+test1@mcdsystems.co.uk	100%	
Yuki Tanaka	Captain	dev+test3@mcdsystems.co.uk	100%	

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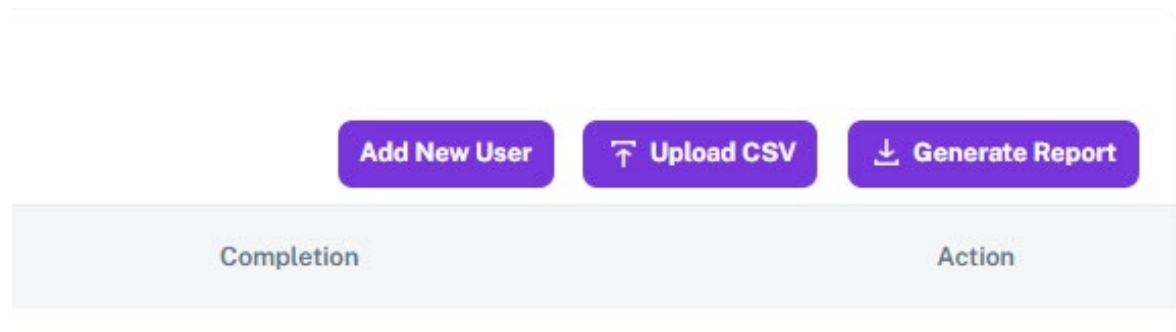
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Example User rows

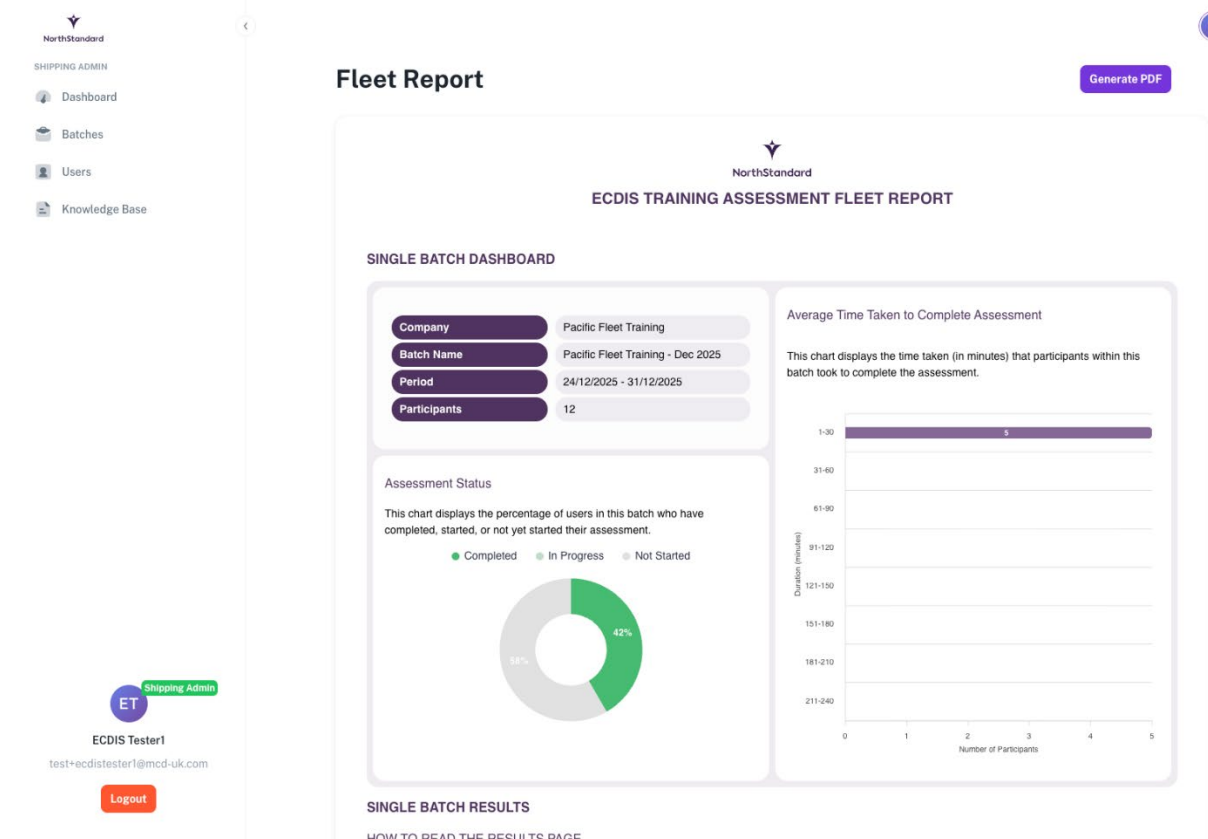
Batch Reporting

Navigate to the **Generate Report** tab on a Batch to view aggregate performance data.



Generate Report Button

Click **Generate Report**. You will then see a Fleet Report as per below.



Example Single Batch Fleet Report

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Report Features:

- **Overall Statistics:** Total users, completion rate, average score
- **Performance Breakdown:** Pass/fail distribution
- **Section Analysis:** Performance by exam section
- **Export Options:** Download reports as PDF or CSV

Generating a Multi Batch Report

Select the Batches you wish to make a combined report for, by ticking the box within the Batch row.

All32

Active0

Expired32

Start date

End date

Search batch Id or batch Name

-3 selected

☐	92	Screen Shot	1	0%	Feb 06, 2026 2:20 pm	Feb 28, 2026 11:59 pm
☐	91	NS Test Final	4	25%	Feb 06, 2026 8:31 am	Feb 28, 2026 11:59 pm
☒	90	3/10/2025	1	100%	Oct 03, 2025 10:20 am	Oct 31, 2025 11:59 pm
☐	89	MCD Test	1	0%	Oct 02, 2025 3:34 pm	Nov 02, 2025 11:59 pm
☒	88	03/09 Test	5	60%	Sep 03, 2025 8:14 am	Oct 30, 2025 11:59 pm
☐	87	02/09 test	3	100%	Sep 02, 2025 8:12 am	Oct 02, 2025 11:59 pm
☒	86	29/08 second test	4	75%	Aug 29, 2025 10:39 am	Sep 06, 2025 11:59 pm
☐	85	29/08 test	3	33%	Aug 29, 2025 8:12 am	Sep 30, 2025 11:59 pm
☐	84	28/08 test	2	100%	Aug 28, 2025 8:09 am	Sep 30, 2025 11:59 pm

Tick boxes within Batch rows

Once you have selected your chosen Batches, a highlighted navigation bar will appear.

Click the **chart icon** which appears in the navigation bar to '**View Multi Batch Report**', as shown below.

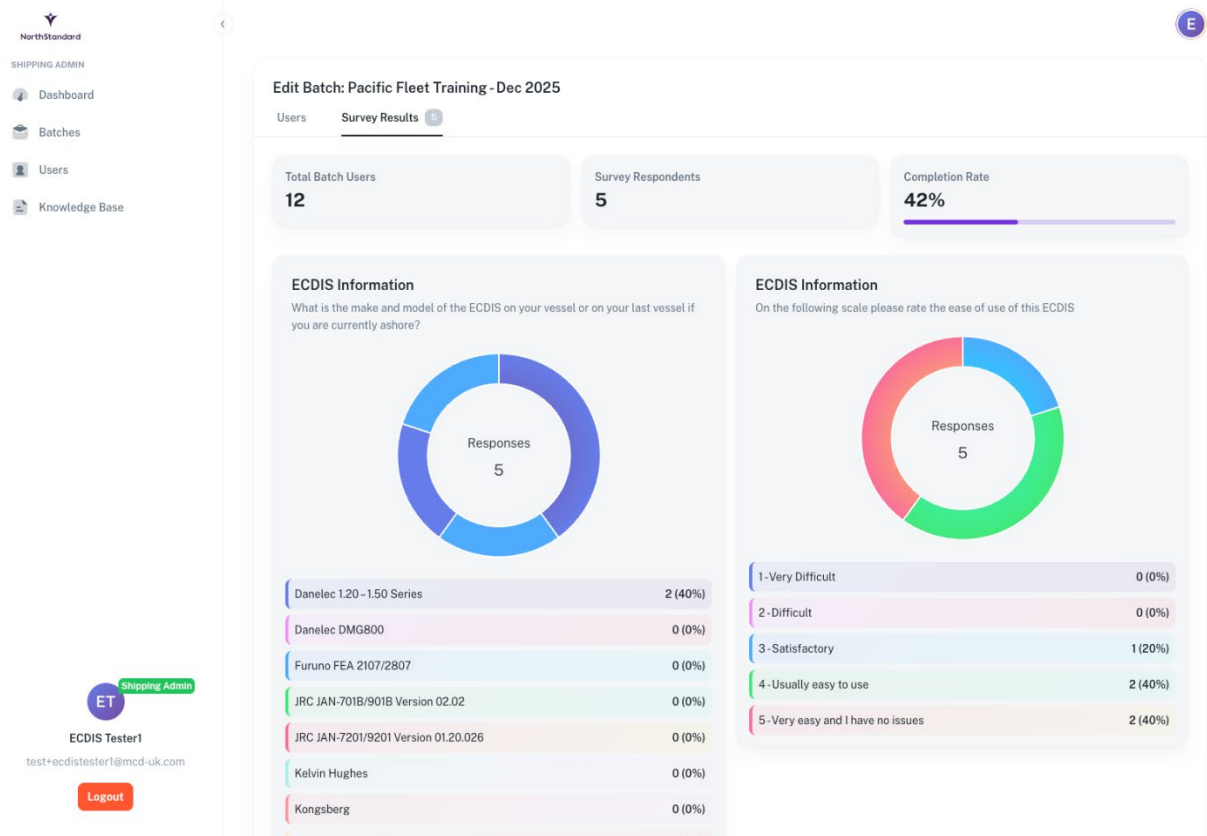


Chart Icon

You will then be presented with a **Fleet Report** for all selected batches.

Survey Results

Within a Batch, navigate to the **Survey Results** tab to view learner feedback.



Example Survey Results

Survey Results Features:

- **Response Summary:** Overall satisfaction metrics
- **Question Breakdown:** Responses per survey question
- **Comments:** Written feedback from learners
- **Export:** Download survey data for analysis

All Batch Users

Navigate to **Users** in the sidebar to see all Users across all Batches.

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Dashboard

Batches

Users

Knowledge Base

Shipping Admin

ET

ECDS Tester1

test-ecdstester1@mcd-uk.com

Logout

Batch Users

Dashboard • Batch Users

☐	No. ↑	Name	Job Title	Email	Company
☐	1375	Megan	MCD	megan@mcdsystems.co.uk	MCD
☐	1376	lyle+191225@mcdsystems.co.uk	lyle+191225@mcdsystems.co.uk	lyle+191225@mcdsystems.co.uk	lyle+191225@mcdsystems.co.uk
☐	1377	lyle+191225@mcdsystems.co.uk	lyle+191225@mcdsystems.co.uk	lyle+191225@mcdsystems.co.uk	lyle+191225@mcdsystems.co.uk
☐	1378	lyle+201225@mcdsystems.co.uk	lyle+201225@mcdsystems.co.uk	lyle+201225@mcdsystems.co.uk	lyle+201225@mcdsystems.co.uk
☐	1379	lyle+201225v2@mcdsystems.co.uk	lyle+201225v2@mcdsystems.co.uk	lyle+201225v2@mcdsystems.co.uk	lyle+201225v2@mcdsystems.co.uk

☐ Dense

Rows per page: 5 1-5 of 38

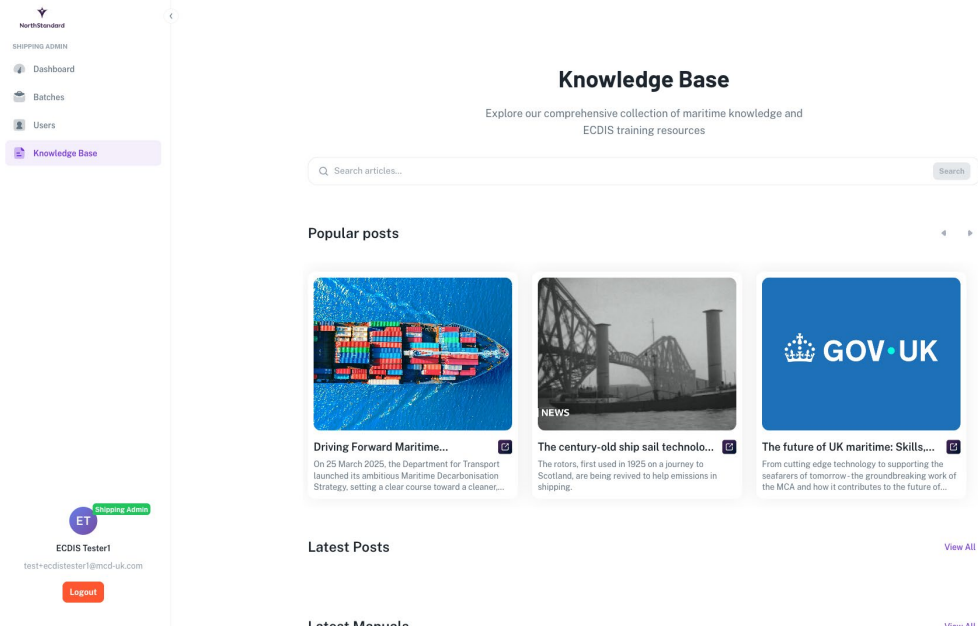
All Batch Users

This view shows:

- User ID
- Name
- Job Title
- Email
- Company
- Batch assignment
- Status
- Edit/Delete actions

Knowledge Base

Navigate to **Knowledge Base** from the sidebar to access training resources.



Knowledge Base home screen

The Knowledge Base includes:

- **Search:** Find articles and manuals
- **Popular Posts:** Frequently accessed content
- **Latest Posts:** Recent articles
- **Latest Manuals:** ECDIS equipment manuals (PDF format)

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Quick Reference

Action	Location
View all batches	Sidebar → Batches
Create new batch	Batches → Add New Batch
Add users to batch	Batches → Click batch → Add New User
Bulk import users	Batches → Click batch → Upload CSV
View batch report	Batches → Click batch → Report tab
View survey results	Batches → Click batch → Survey Results tab
View all users	Sidebar → Users
Access manuals	Sidebar → Knowledge Base
Manage survey	Sidebar → Survey
Logout	Bottom left → Logout button



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