PHICS - Polish Harbours Information & Control System
User documentation
Polish online STCW certificate authenticity verification system

Zielona Gora, April of 2014
# DOCUMENTATION OF CHANGES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Description of change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.0</td>
<td>10.12.2003</td>
<td>JH</td>
<td>Creation of version 1.0.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1.1</td>
<td>31.03.2014</td>
<td>JH</td>
<td>Documentation update.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1.2</td>
<td>02.04.2014</td>
<td>JH</td>
<td>Documentation update.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1.3</td>
<td>03.04.2014</td>
<td>JH</td>
<td>Documentation update.</td>
<td></td>
</tr>
</tbody>
</table>

© Max Elektronik SA 2014

All rights reserved.
Brands and trademarks used in this document are legal property of their owners.
Date of the last update: 03.04.2014.
Document version: 1.3
Note:

For proper work of components of PHICS system, the following programs have to be installed on a workstation:

- Web browser:
  - Internet Explorer, version 8 and above.
  - Opera, version 12 and above.
  - Chrome, version 23 and above.
  - Firefox, version 16 and above.
  - Safari, version 5 and above.

In order to verify correctness of workstation configuration, contact local administrator.
TABLE OF CONTENTS

1. Introduction ................................................................................................................................... 5
2. Short description of PHICS system ............................................................................................... 5
   2.1. Footer ....................................................................................................................................... 6
3. Registration of new user .................................................................................................................. 7
4. Logon to the system .......................................................................................................................... 11
   4.1. Ending of work .......................................................................................................................... 11
   4.2. Change of user password .......................................................................................................... 11
5. Authenticity verification of sailors’ Polish documents ....................................................................... 13
   5.1. Authenticity confirmation .......................................................................................................... 14
   5.2. Lack of authenticity confirmation ............................................................................................. 15
List of figures ......................................................................................................................................... 17
1. Introduction

This document offers functionality of an application designed for entities or institutions that want to verify authenticity of seafarers’ Polish documents.

2. Short description of PHICS system

PHICS (Polish Harbours Information & Control System) is an all-Poland system for electronic exchange of documents connected with supervision and control functions of sea transport, being executed by Maritime Offices. The solution is based on the central system located in a data centre and remote access of users from any place in the country and abroad with use of the Internet network. Communication of users with the system is realized with web browser.

The module for authenticity verification of seafarers’ Polish documents – a part of PHICS system – is available on the following site:

https://centrum.phics.gov.pl/umverifi/

Figure 1. Appearance of the application for authenticity verification of seafarers’ Polish documents.
User interface of PHICS system is optimized for resolution of 800 x 600 pixels. The figure below presents block diagram of system’s user interface. The diagram defines project confines for user, as well as location and the way of assignment of functions and information types.

![Block diagram of graphical interface of PHICS system.](image)

Figure 2. Block diagram of graphical interface of PHICS system.

### 2.1. Footer

Apart from indication of copyrights assigned to Max Elektronik, system footer offers also three functions:

- ← - Return to the previous page.
- 🔄 - Refresh of data contained in table or form.
- 🖨️ - Printout from the table, allowing to make printout of a page at any time.

![Footer of PHICS system.](image)

Figure 3. Footer of PHICS system.
3. Registration of new user

In order to use the system, it's necessary to carry out the procedure of registration and verification of new user. To this end, you should choose „Registration“ option.

During registration stage, the following data is being entered:

- Last name.
- First name.
- E-mail address.
- Company name
- Company address.
- Contact phone number.
- Website address.

![Figure 4. Function for registration of new user.](image)

![Figure 5. Form for registration of new user.](image)
The program verifies completeness and correctness of data entered by user. Pressing **Send** button starts verification process. All abnormalities are indicated with displayed messages and change of field background colour.

![Figure 6. Form for registration of new user – data verification.](image)

Registration form is protected with Captcha mechanism (Completely Automated Public Turing test to tell Computers and Humans Apart). Thanks to this protection, only data entered by a human is sent into the system. User has to read content from a picture and write it in the field below. In case of reading problems, user can change content of a picture.

![Figure 7. Form for registration of new user – entering Captcha data.](image)
It’s required to fill in all fields of Registration Form. On the basis of data contained in the form, employees of Maritime Offices carry out verification. Correct verification of data entitles to use the system.

After positive verification of data, authorized employee of the Maritime Office creates user account. After that, the system sends data of created account to e-mail address given during registration.

If user won’t use the system for the time exceeding 30 days, his account will be removed automatically. Use of the system will be possible after another registration.
Te informacja została wygenerowana automatycznie. Zostałeś zarejestrowany w Polskim Systemie Weryfikacji autencjności dokumentów zerynow.

Twoje login i hasło: wnptbPn5, """

Jeśli nie będziesz korzystać z systemu dłużej niż 30 dni Twoje konto zostanie automatycznie usunięto. Korzystanie z systemu będzie możliwe po ponownej rejestracji. Po zalogowaniu wypełnij wszystkie wymagane pola. Numery polskich dokumentów zaczynają się od:

UMS - w przypadku dokumentów wydanych przez Urząd Morski w Szczecinie,
GDN - w przypadku dokumentów wydanych przez Urząd Morski w Gdyni,
SŁ Paul - w przypadku dokumentów wydanych przez Urząd Morski w Ślupsku.

W przypadku, gdy dokument nie zostanie odnaleziony prosimy o kontakt na adres e-mail:

certyfikatyums.gov.pl - w przypadku dokumentu, którego numer zaczyna się od oznaczenia UMS,
certyfikatygdn.gov.pl - w przypadku dokumentu, którego numer zaczyna się od oznaczenia GDN,
dokumenty@umal.gov.pl - w przypadku dokumentu, którego numer zaczyna się od oznaczenia SŁ Paul.

This message was automatically generated by Polish on-line STCW certificate authenticity verification system.
You have been registered in Polish on-line STCW certificate authenticity verification system.
Your login and password: wnptbPn5, """

If you don’t use the system for more than 30 days, your account will be automatically deleted.
Use of the system will be possible after re-registration.

After logging in / registration please fill all the required fields.
Numbers of Polish certificates start with:
UMS - for certificates issued by Maritime Office in Szczecin,
GDN - for certificates issued by Maritime Office in Gdynia,
SŁ Paul - for certificates issued by Maritime Office in Ślupsk.

In case the certificate cannot be found, please contact us at the following e-mail addresses:
certyfikatyums.gov.pl - in case the number of certificate starts with UMS,
certyfikatygdn.gov.pl - in case the number of certificate starts with GDN,
dokumenty@umal.gov.pl - in case the number of certificate starts with SŁ Paul.

Figure 9. Confirmation of user registration.
4. Logon to the system

After start of application for authenticity verification of seafarers’ Polish documents in PHICS system, you should logon with Logon option.

![Logon function for active users.](image)

In order to logon to the system successfully, you should give correct username and password.

![Form for logon to PHICS system.](image)

4.1. Ending of work

At any time you can end work with logoff function. In order to end work in correct way, you should execute Logoff function, available in the header of application window.

![Header of application window.](image)

4.2. Change of user password

In order to change user password, you should use Change password function, available in the header of application window. This function is available all the time during work with the system.

For confirmation of operator authenticity, in User password change form you should enter actual / old password (once) and new password (twice). Repeat password entering guarantees its correctness. Passwords being entered in the form are not displayed in explicit way; it ensures their confidentiality.
In order to confirm password change in the form, press **Send** button. Pressing **Cancel** button causes return to previously open window of PHICS system.
5. **Authenticity verification of Polish certificate of competency**

When an operator is correctly logged in to the system, the main window shows the form for confirmation of document authenticity.

![Figure 14. Form for confirmation of document authenticity.](image)

In order to verify document authenticity, you should enter the following data:

- Certificate number.
- Issue date.
- Birthdate of person concerned.

Date field can be filled in manually, according to defined format; or with use of **Calendar** component.

![Figure 15. Form for confirmation of document authenticity – filling in date field.](image)
5.1. **Authenticity confirmation**

If a certificate is found in the database, the system displays detailed data of this certificate:

- First name.
- Middle name.
- Last name.
- Certificate number.
- Validity date.
- Description.

![Confirmation of document authenticity](image)

**Figure 16. Confirmation of document authenticity**

With *Print* function available in application footer, you can print confirmation of document authenticity. Depending on web browser being used, you should select vertical or horizontal orientation of page for printing.
### 5.2. Lack of authenticity confirmation

If a document isn't found in the database, you should check data and try again. In case of lack of document, user is asked for contact via e-mail:

- certyfikaty@ums.gov.pl – if document number begins with designation: UMS.
- ostapowicz@umgdy.gov.pl – if document number begins with designation: GUM.
- dokumenty@ums.pl.gov.pl – if document number begins with designation: SUM.

Actual contact data is available in Contact menu.
**Potwierdzenie autentyczności**  
**Confirmation the authenticity of certificate**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numer dyplomu / CoC number</td>
<td>UMS:81.006184-00010-93</td>
</tr>
<tr>
<td>Data wydania / Date of issue (yyyy-mm-dd)</td>
<td>2007-06-01</td>
</tr>
<tr>
<td>Data urodzenia / Owners date of birth (yyyy-mm-dd)</td>
<td>1948-08-31</td>
</tr>
<tr>
<td>Security check</td>
<td>cT5pR</td>
</tr>
<tr>
<td>Przejrz tekst z oknurka / Tape text in the box</td>
<td>FT5RPE</td>
</tr>
</tbody>
</table>

Dokument nie został znaleziony, sprawdź dane i spróbuj ponownie.  
Document cannot be found, please check the data and try again.

W przypadku, gdy dokument nie zostanie odnaleziony prosimy o kontakt na adres e-mail:  
In case the certificate cannot be found, please contact us at the following e-mail addresses:

- ceryfikaty@ums.gov.pl - in case the number of certificates starts with UMS,
- ostatpowicz@umgdy.gov.pl – in case the number of certificates starts with GUM,
- dokumenty@umsl.gov.pl - in case the number of certificates starts with SUM.

*Figure 18. Lack of confirmation of document authenticity.*
List of figures

Figure 1. Appearance of the application for authenticity verification of seafarers' Polish documents. .............................................. 5
Figure 2. Block diagram of graphical interface of PHICS system. ......................................................................................... 6
Figure 3. Footer of PHICS system. ................................................................................................................................. 6
Figure 4. Function for registration of new user. .................................................................................................................... 7
Figure 5. Form for registration of new user. .......................................................................................................................... 7
Figure 6. Form for registration of new user – data verification ............................................................................................. 8
Figure 7. Form for registration of new user – entering Captcha data. ................................................................................... 8
Figure 8. Confirmation of sending of registration form for verification. .................................................................................. 9
Figure 9. Confirmation of user registration. ........................................................................................................................ 10
Figure 10. Logon function for active users. .......................................................................................................................... 11
Figure 11. Form for logon to PHICS system. ......................................................................................................................... 11
Figure 12. Header of application window. ........................................................................................................................... 11
Figure 13. Form for change of user password. ...................................................................................................................... 12
Figure 14. Form for confirmation of document authenticity. .................................................................................................. 13
Figure 15. Form for confirmation of document authenticity – filling in date field ................................................................. 13
Figure 16. Confirmation of document authenticity ................................................................................................................ 14
Figure 17. Printout of confirmation of document authenticity ................................................................................................ 15
Figure 18. Lack of confirmation of document authenticity ................................................................................................... 16