Excel Import Sheet – Crew

General Notes:

The Crew Import Sheet has connections to 2 other sheets in the excel import template for TM Master V2, “Company” and “Next of Kin”. The Company sheet is referred to by the TmCompanyID column and the next of kin sheet uses the CrewID column to decide which crew member the next of kin record belongs to.

The Crew List in TM Master V2 is accessible without an active crew license. However, without an active license the user is limited to the contact details tab only. This means that only a limited number of fields are available, these are marked in blue text below.

CrewID: Enter a unique Identification number for the crew member which will be used to connect the appropriate next of kin records from the Next of Kin Sheet.

FirstName: Enter the first name of the Crew Member

MiddleName: Enter any middle names of the Crew Member

LastName: Enter the Last Name (surname) of the Crew Member

JobTitle: Enter the Job Title of the Crew Member

TmCompanyID: Enter the TmCompanyID number (from the Company sheet) for the company that this Crew Member belongs to (for example; if the Crew member works for an associated company rather than your company).

Department: Enter the Name of the Department that the Crew member belongs to

DateofBirth: Enter the Date of Birth of the Crew Member

PhoneWork: Enter the Work Phone number for the crew member

PhoneHome: Enter the Home Phone number for the crew member

CellPhoneWork: Enter the Work Cell (Mobile phone) number for the crew member

CellPhoneHome: Enter the Home Cell (Mobile phone) number for the crew member

FaxWork: Enter the Work Fax number for the crew member

Address: Enter the home address for the crew member

Email1: Enter the primary Email address for the crew member

Email2: Enter the secondary Email address for the crew member

Initials: Enter the initials of the crew member

Gender: Enter “M” or “F” to signify the gender of the Crew Member (Male/Female)

MaritalStatus: Enter the code for the Marital Status of the crew member (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)).

Nationality: Enter the code for the Nationality of the Crew Member (this requires that you import the Country codes (supplied with installation of V2). Note – this must be the code which is placed in the “Alpha3” field in TmV2

EmployeeNumber: Enter the Employee Number of the crew member

DischargeBookNo: Enter the Crew member’s discharge book number

DischargeBookIssueDate: Enter the Issue date of the Crew member’s discharge book

OnBoardStatus: Enter “2” to set the On Board status as “On leave” or enter “3” to set the status as inactive (if this is left empty then the status will be set as inactive)

AirportCode: Enter the code for the home airport for the crew member (this requires that you import the Airport codes (supplied with installation of V2).

CrewType: Enter the code for the default crew type for the crew member (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)).

TravelSpecificComments: Enter any relevant text for the crew members travelling requirements (for example; requires vegetarian meals on flights)

BankName: Enter the name of the bank that the crew member uses

SWIFT: Enter the BIC/SWIFT code for the crew member’s bank account

AccontNo: Enter the Crew Member’s bank account number

IBAN: Enter the IBAN code for the crew member’s bank account

BankAddress: Enter the address of the bank that the crew member uses

PassportNumber: Enter the Crew Member’s Passport number

PassportIssuedDate: Enter the Date of Issue of the crew member’s passport

PassportIssuedBy: Enter the name of the authority that issued the crew member’s passport

PassportExpiresDate: Enter the expiry date of the crew member’s passport

PlaceOfBirth: Enter the name of the place where the crew member was born

Weight: Enter the weight of the crew member in kilograms

Height: Enter the height of the crew member (there is no fixed defined unit of measurement for this field in TM Master V2, so you may use metric or imperial)

BloodGroup: Enter the Blood group of the crew member

SizeOfCollar: Enter the collar measurement for the crew member

SizeOfBoilerSuit: Enter the size of boiler suit that the crew member uses

SizeOfBoots: Enter the size of boots that the crew member uses

BootsUOM: Enter the name of the shoe size scale that is in use (American, European, British)

Minimum Requirements for Import of a crew member

CrewID

FirstName, MiddleName or LastName

Gender