The MARPOL Training Institute, Inc.
http://www.MARPOLTraining.com

Technical Manual for All MTI Training Products

Version 2020

All Four Product from MARPOL Training Institute work the same way and so we have created one manual for all of them.

- Meeting MARPOL Standards (MMS)
- Waste Management Best Practices (BP)
- Navigating Ballast Water Regulations (NBWR)
- Vessel General Permit (VGP)

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Created by the MARPOL Training Institute, Inc.

Technology

The MTI Authoring system was created by MTI. The system is written with HTML5 and Javascript and PHP . This system allows our staff to create top quality training unlike any other product on the market.

Each training product is created using the MTI Authoring System.

The server software is provided by PHPDesktop. PHPDesktop creates a local server (similar to the internet) and allows website like training using HTML to run without going out to the internet. By using this service we are able to run our internet based training on computers that are NOT connected to the internet. The copyright for PHPDesktop is shown at the bottom of this page. More information on PHP Desktop can be found at

https://github.com/cztomczak/phpdesktop

PHPDesktop
Copyright (c) 2012 Czarek Tomczak. Portions Copyright
(c) 2008 Marshall A.Greenblatt, 2006 Google Inc.
All rights reserved.

The install, and the Start Training program were all created with Setup Factory.

Requirements for Running

The MARPOL training is designed to run PCs using any Windows operating system and will run within your browser. We support Chrome and Microsoft Edge. It may run with other browsers but it has only been fully tested on Chrome and Edge..

We suggest at least the following configuration:

- 1.6 GHz processor (or equivalent)
- 4 gigs memory
- 20 gigabyte hard drive
- Sound Card (required for audio track)

This version is designed to run either standalone or on a network. If it is installed on a network, you will need run the Client Install program (ClientInstall.exe) on each client to create a shortcut to the Start Training program on the server. You will be given the Client Install program separately if you have purchased software to run on a network.

This standalone system is for Windows based machines only and will not run on Macs except in PC mode. It is possible to get it running on a MAC using the MAC server and this may be a future project for MTI.

Compatibility Considerations

This product runs in a server. The server uses port 6823. We do not know of any other software that uses this port. The port can be changed. Please contact MTI in the unlikely event that you need to use a different port.

Installing MMS and WMBP, VGP, or NBWR

Our products may be installed either from a CD or from a file that can be downloaded from the web. To install from a CD, put the cd in the drive and run the setup program on the cd.

You should note that our install actually contains several installs that will be run sequentially once you initiate the Setup.

When you initiate the installation of any of the MTI products, a check is made to see if the MTI Server is installed. If it is then the setup proceeds to install your purchased product - otherwise the MTI-Server is installed first. We suggest that you accept all defaults during the install.

When reinstalling the product it is not necessary to Uninstall. You may uninstall using Windows Control Panel. Uninstalling will not delete User data. This allows you to uninstall and install another product that uses the data.

By default, data is stored in Program Files (x86)\MTI_Training\MTI\www\prod\Data.

This Data may be deleted in Windows if you need to clean up a computer.

Installing on a Network

There are two ways to install on a network:
1. Install so only your data goes to the network server.
2. Install your product on your server and create a shortcut on the clients to run it.

Using either method, your clients do not need to be administrators to run.

Method 1 will most likely run faster but you will need to install all products on each client.

Method 2 requires only 1 install of each product on your server and setting up the client shortcuts is fast and easy (use ClientInstall.exe). The disadvantage to this method is the MTIDesktop server needs to be always running on your server. You can setup MTIDesktop.exe to run every time you restart Windows on your server. See details on how to do that below.

Method 1: Setting your data to be stored on a Network Server.

a) Setup a Folder on your server (e.g. MTI_Data) and give full Access Rights (read and Write) to the clients. Note: Only software running on the clients needs to be able to write to this folder. Individuals do not need access. All MTI products will use the same folder.
b) Install all products on each client as though they were to run standalone on each machine. For this you can usually just take all of the defaults during installation.
c) Run **SetDataFolder.exe** (downloaded separately from our products) on each client. Browse in **SetDataFolder** to select the MTI data folder on your server. Click Next.
d) Now all MTI training programs are reset to store the data on your server. Every time you run the report program from the client an .xls file will be created on the server which has all of the data for each product. (e.g. LastReportMMS.xls or LastReportVGP.xls).

Method 2: Setting your Network Server up as a LAN internet server to run the training. (This requires no internet access but acts like the internet so web applications can run on it).

Our training is a web application so if you create a local server it can run as if it were on the internet.
1. Install the training on the Server just as you would on an individual PC. **The MTI Server (MTIDesktop) must be left running on the server for clients to be able to access the training.**
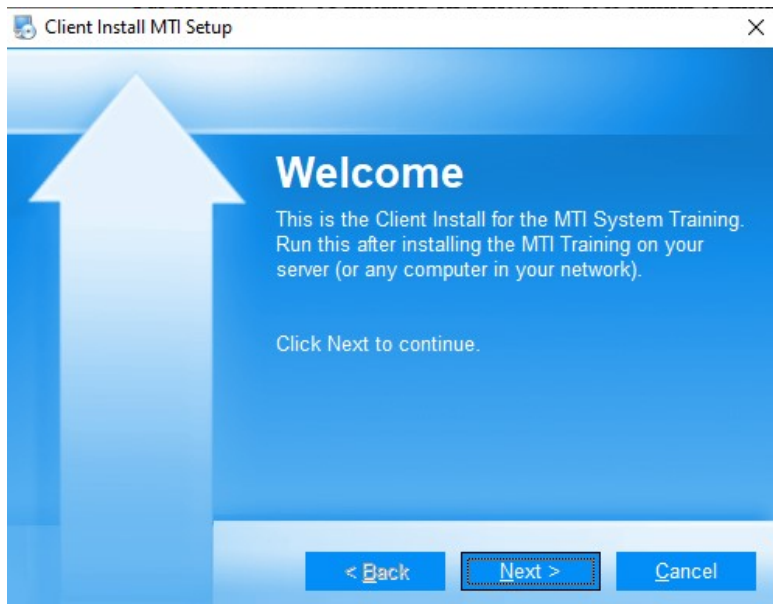
You do not need to run the training to have the server running. In fact it may be better to just start the server to avoid confusing the screen. All you need to do is to run MTIDesktop.exe. It is easy to set up your server to automatically start MTIDestktop.exe on each reboot.

To make MTIDesktop run each time you restart your server to the following:
1. Navigate on your server to wherever you installed the server (usually Program Files (x86)/MTI-Training/MTI and find MTIDesktop.exe.
2. Right click on MTIDesktop.exe and create a shortcut on your desktop
3. Select the Shortcut and press Ctrl-C to copy it.
4. Press **Windows**+R to **open** the "**Run**" dialog box.
5. Type "shell:**startup**" and then hit Enter to **open** the "**Startup**" folder.
6. Press CTRL- V to copy MTIDesktop shortcut (on the server desktop) into the **Startup** folder. (The icon for the server is brown).

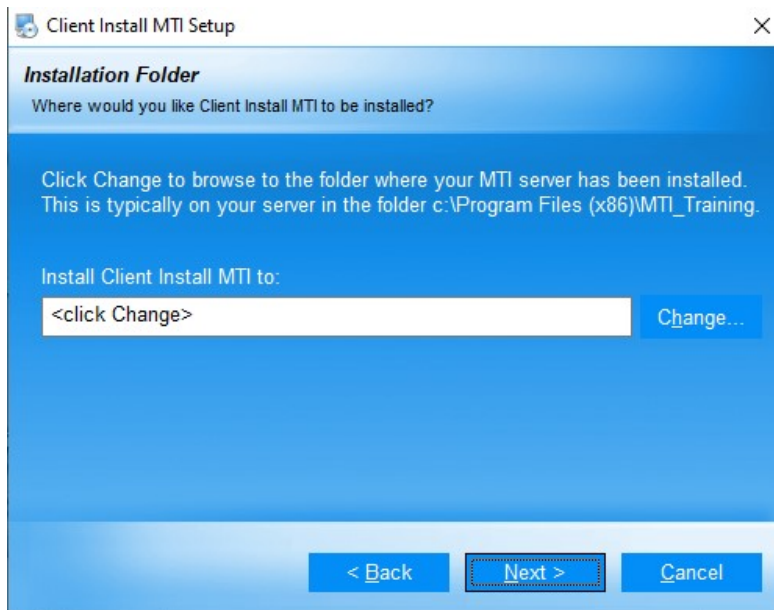Now the MTIDesktop server will automatically start everytime you restart windows.

2. Run the Client Install (ClientInstall.exe) program on each client to browse to the MTI_training folder on the server and create a shortcut on the client PC. This shortcut is set to run StartTraining.exe on the server.   You will see the following screens when you start up the Client Install. The instructions on these screens will make this process clear. Please ask us for the Client Install if we did not provide it to you.

Click Next

Click Change and Browse to the MTI_Training Folder on the server. By default this will be
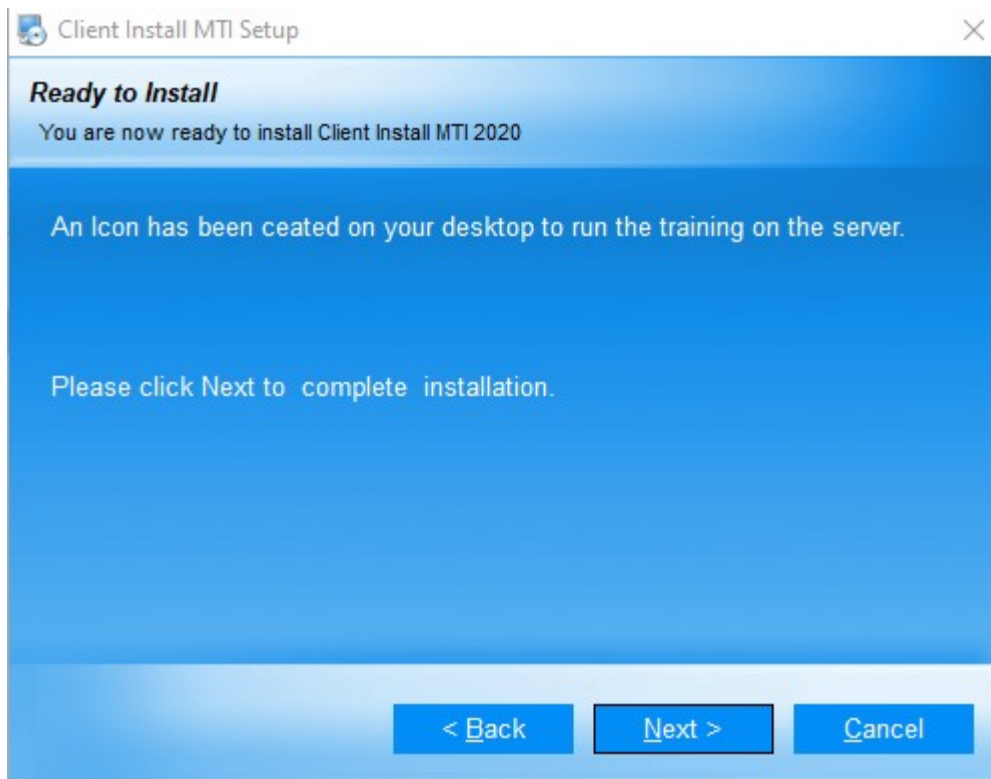
C:\Program Files (x86)\MTI_Training
But it could be anwhere you chose to install to on the server.

Once you have browsed to the right place click Next. If you have browsed to an incorrect folder you will get an error, otherwise you will see the following:

Click Next and you are done. Then click on the icon that was created on the desktop to run StartTraining.exe on the server.

As a general rule, you can install anywhere on the server. Any user that can Access StartTraining.exe on the server can run the training. If for some reason the program does not store bookmarking data then please check the Write Access to the Data folder. It will actually be the server program (running on the server) that will be writing to that folder.
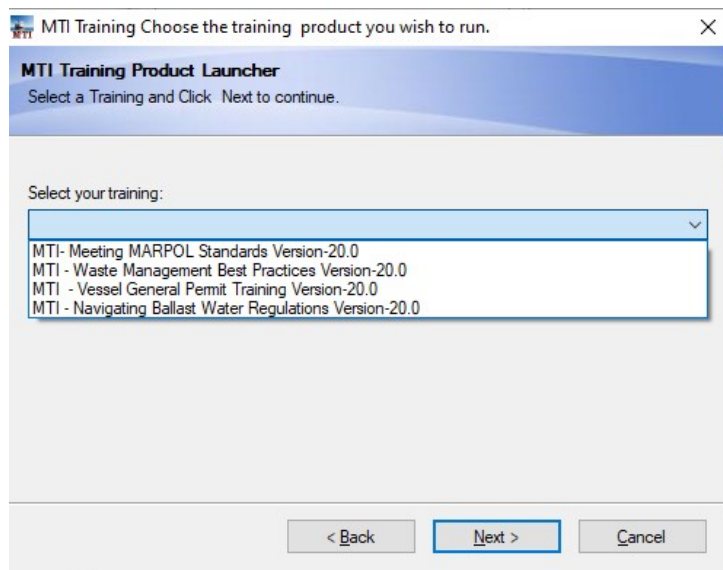
Program Files (x86)\MTI_Training\MTI\www\prod\Data

Start Training

Whether running locally or running remotely on a client, the first step to running the training is to click on the "Start MTI Training" shortcut which points to "StartTraining.exe". If asked for the ship, the user should enter the name of the ship on which the training is installed. When given the drop down choose the product you wish to install.
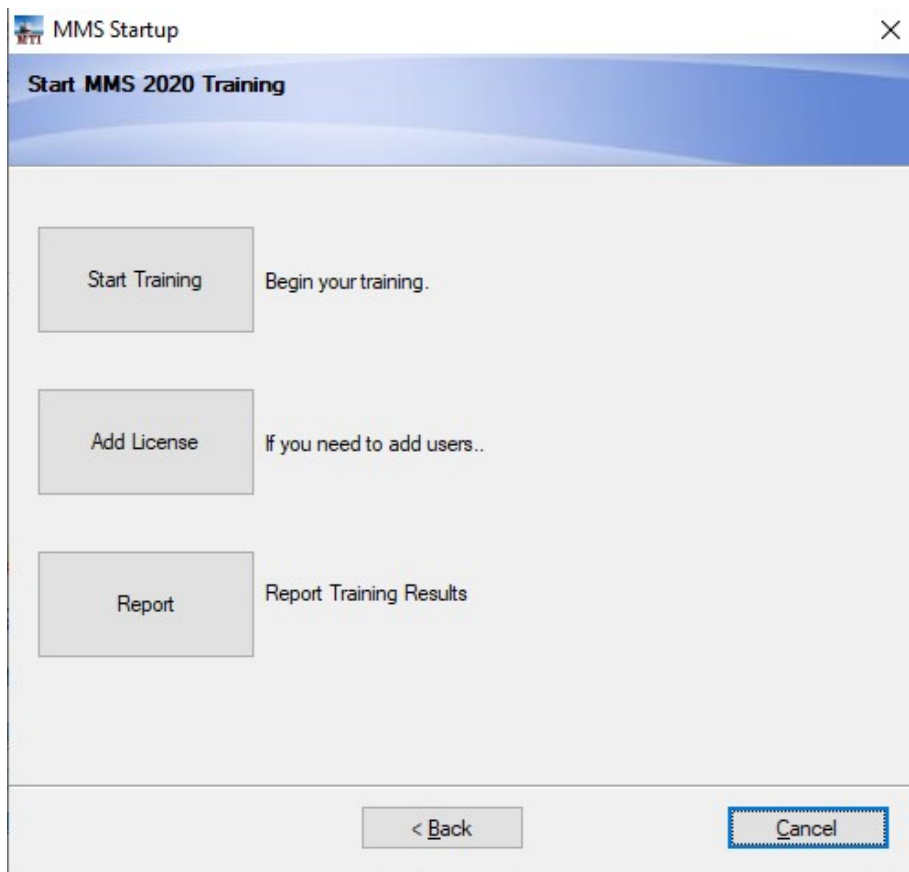
Training Options

Once you have selected your training you will see the following screen: We discuss Start Training and Report in the User Guide.

Click on Start Training to start the server and the training. Click on Add License to Add a new license when and if you want to increase the number of users. Click on Report to run the report program.

Add License

If you need to add users you can click on Add License. We will need to provide you with a license code. This will allow you to add more licenses if you discover you need them at a later date.   Enter the Key and click Check Key to make sure it is valid. Then click Next.

VGP 2020

License Key

Enter your License Key then click on Check Key. When your license has been validated click on Next.

License Key

| Not Set | Check Key |

Total Allowed Users 10000.   Total Allowed Concurrent Users 4

| Next > | Cancel |

Multiple Users

The number of allowed concurrent users and the total number of users allowed to take the training is stored in encrypted format inside your license key. You may install the product on a network but will not be able to have more people on the system at once than are allowed in the license key for the product that was purchased. Be sure to check your invoice before installing to see how many simultaneous users are allowed. Once the product is installed, the total number of users and the number of concurrent users is displayed on the Start Training screen when you click the **Add License** button as shown in the screen on the previous page. When you click **Add License** you will see the following screen. You may at any time add a new license which will allow more users. Contact MTI to be issued a new license key.

The number of users is determined by counting the number of active users. A user is active if he has Clicked NEXT in the last 3 minutes.

Assessments

The Assessments at the end of each section are 15 questions long. On each run, the questions are derived from a pool of questions. The size of the pool ranges from 20 to over 100 questions depending on the Annex. The questions are randomly chosen so the same test is never given. Essentially this means that a user of the system cannot learn the test but must learn the material. When an exam is failed (provided that the score is greater than 10%), the user's status will be reset so that the user must retake all training associated with the exam. For convenience we allow a user to just click through an exam (score less than 10%) without resetting the status for the associated training modules.

Certificates

Users may reprint certificates by logging into the training. If all modules of the training have been completed then the Status screen will show all required modules with a status of complete. Pressing the next button will then go to the certificate screen which has a Print button. Certificates may be printed as often as necessary. Certificates may also be printed from the Report which shows all users and their training status.

Recertification

A user may recertify at a later date by logging in. If the user has completed the training then an option will be presented to Archive the training results.

Congratulations! You have completed this training. Click Archive to archive your data. Click Continue to proceed to your certificate without archiving. If you have previously created an archive you may also select that archive to view.

Archive   Continue

If the user clicks on continue the user will proceed to the status screen where clicking on Next will take them to view or print their certificate. If the user clicks on Archive then the data will be archived and clicking on Next will allow the user to re-certify or to retake the training from scratch to receive credit again.

Whenever logging on, if the user has archived data, the user may choose to review archived data by clicking on Choose Archive which only shows on the logon screen if the data has been previously archived. By click the drop down and by choosing an archive the user essentially logs on to the archived data.

Data Storage

Most users will not have a need to access the MMS data directly but for those that may want to interface with our software, it may be useful to know that the data is stored in INI files named after the user. But the Userid is encrypted for Data privacy reasons.

Program Files (x86) |> MTI-Server > MTI > www > MMS > Data

The files containing the data for a recertification are similarly named with a tilde followed by the date of the certification (e.g. encrypted User~10-31-2020).mms

Additional files ending in bkm mark the place where the user left off You should not need to use the bookmarking files in any way since all reporting data is stored in the main data file.

Data from previous versions of MMS, even the older Flash based versions, can be used by the Report program. If you want to see all data together in one report then you will need to copy the data from previous versions into the current Data folder.

A report program may be run from the Start Training program. Just click on the Report button. When run, the MMS report program automatically creates a file in the program directory named: "MMSDATA<ComputerName>.xls where <ComputerName> represents the name for the computer. **This file may be emailed and imported into Excel.**
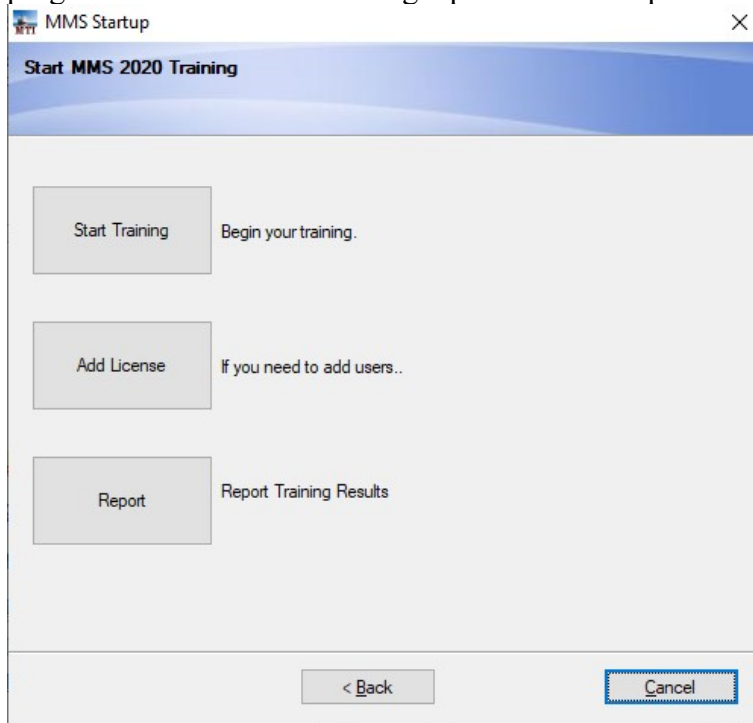
Data Retention Policy

We recommend that you keep your MMS data for 10 years. You may zip the data directory and copy it for archiving purposes. If you take our training online, we will keep your records for 10 years.

The Report Program

MMSREPORT.exe runs a report on all MMS data on the machine. You may access the report program from the Start Training Options for each product.

The report program provides you with a current status for all users with regard to the training. If a lesson has been completed, the completion date will show. You may also widen the column associated with each lesson to see the score on the exam.

MMS Training Report

User ID	User Name	Job Type	Annex I	Annex II	Annex III	Annex IV	Annex V	Annex VI	Over All			
Test.Norbulk	Test.Norbulk	Crew	Complete 100	Not Required	Not Required	Complete 100	Complete 100	Complete 100	Complete : 11/16/2020:93	Complete	Print Certificate

Download Report

At the bottom of the report is an option to Download the report to a delimited xls file that can be emailed imported into excel or some other database.

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Platforms

MMS supports 4 platforms
1) Standalone
2) Network
3) Web
4) SCORM compliant LMS

MMS was designed from the outset to also run nicely across the web. The standalone and network versions do not require any extra software to run. A Macromedia Flash player is required to run the Web version. MMS was also designed to be run from a SCORM compliant LMS. The SCORM compliance has been tested with the SABA LMS and passes all tests on the ADL test suite.

Customizing the Training

Our training has been designed to be relatively easy to change and easy to translate. Please speak to us about any customizations or new training products that you would like to see. You may contact Bob Hall through our website at http://www.MARPOLTraining.com to discuss any customizations. Many of our customers add addendums to products like our MMS product. Other customers have us produce customized training like Quality Management Systems using our unique training software. We have the capacity to apply your customizations to our general products and update our general training with current changes without affecting your customizations.

Deleting Data

Data is not deleted when you reinstall or de-install. This allows you to install a new version without interfering with user data. If you want to delete all user data do the following:

Delete all files (*.ini) from the c:\Program Files (x86)\MTI_Server\www\prod\Data where prod is MMS, NBWR, VGP or BP.

Update Schedule

MARPOL Training Institute intends to produce a new version periodically as long as updates are required. Both changes in the IMO MARPOL regulations and product enhancements drive the need to provide updates. We will make an attempt to incorporate any suggestions at this time. Please contact us through our website if you have questions.

Updating the Software

It is not necessary to uninstall before applying an update.

GDPR Regulations

This training is GDPR compliant. Even though the data that we save is only the USERID, User Name, Birth date and job type and the progress in the training, we have taken precautions to encrypt all user sensitive data.

We also give each user the chance to opt out of storing data. If the user decides not to consent to their data being stored, we ask them to contact their GDPR contact at their corporation or to contact support@marpol.us at MTI. There is a work-around should this situation arise: provide a made-up name, user ID, and birthdate to the user for login. The user can then take the training under this name instead of his or her own.

Certificates

Certificates are created for each user that completes the training. Once the training is complete, any time the user logs on, the status will show as complete. The next button will then automatically go to the certificate screen so that the certificate may be reprinted if necessary.

If the user wants to take more training, it is possible to take any training whether required for the job type or not by clicking on the bullets on the status screen.

When a user has completed the training they have the option to archive their data.

Questions

You may receive personal answers to your questions, whether they are related to our technology or to MARPOL regulations by emailing Bob Hall at bhall@marpol.us or by contacting support@marpol.us.