

GestNav Pro - Company Guide

Version: Production launch Audience: Company owners, company admins, operators, accountants, and restricted users Coverage: Web + Mobile

1. Purpose

GestNav Pro helps each company manage maritime and financial activity in one workspace:

- boats
- owners
- sailors
- seasons
- sales
- expenses
- advances
- payments
- printable reports
- support and account follow-up

The same business data is available on:

- the web platform
- the mobile application

2. Company Creation and Activation

The company onboarding flow is now:

1. Open `/request-company`
2. Fill in:
 - full name
 - company name
 - WhatsApp number
 - city
 - activity
 - requested plan
 - billing cycle
 - desired admin username

1. Submit the request
2. Wait for administrative review
3. Receive the activation message on WhatsApp
4. Open `/activate-account`
5. Enter:
 - WhatsApp / activation identifier
 - activation code
 - new password
1. Activate the account
2. Sign in on the web or mobile app

3. Sign In

Web entry points:

- `/login`
- `/activate-account`
- `/request-company`
- `/request-company/track`
- `/download-app`

To sign in:

1. Choose your language
2. Enter your username and password
3. Confirm sign-in

If access fails, verify:

- the username is correct
- the password is correct
- the account was already activated
- the company is active

4. Mobile Application

The mobile app connects to the same platform data as the web app.

Typical mobile use:

- sign in

- review dashboard indicators
- browse seasons
- open season details
- inspect crew and owner data
- follow settlements
- open printable report actions when allowed

The public app page is:

- [/download-app](#)

5. Main Workspace

After sign-in, the company workspace can include:

- Dashboard
- Seasons
- Boats
- Owners
- Sailors
- Expense references
- Banks
- Market
- Functions
- Users
- Groups
- Support requests
- Audit
- My account

Visibility depends on permissions.

6. Dashboard

Use the dashboard to:

- identify the latest active season
- open the print center
- review quick access cards
- check reference counts

- monitor available reports

Recommended daily order:

1. Open the dashboard
2. Verify the active season
3. Open the correct season
4. Continue data entry or printing

7. Reference Data

Before working on seasons, make sure the reference data is correct.

7.1 Boats

Manage:

- boat name
- registration
- bank details
- agency / branch
- status

7.2 Owners

Manage:

- name
- CIN
- phone
- address
- bank details
- status

7.3 Sailors

Manage:

- name
- CIN
- licence
- insurance
- phone
- bank details

- status

7.4 Other references

Also manage:

- expense references
- banks
- market
- functions

8. Season Workflow

The season is the core working file of the company.

Typical season flow:

1. Create the season
2. Add crew and owners
3. Enter sales
4. Enter expenses
5. Manage advances
6. Review totals
7. Print reports
8. Close crew and owners when ready
9. Close the season

9. Sales

In the sales area you can manage:

- primary sales
- secondary sales
- sale dates
- market
- gross amount
- net amount
- attachments

Best practice:

- verify the date carefully
- select the right market

- keep sale numbering consistent

10. Expenses

Use the expense area to manage:

- expense type
- payer
- amount
- date
- note
- attachment

Expense reports can later be printed by family or role.

11. Crew and Final Crew Settlement

The crew area manages:

- assigned sailors
- functions and shares
- presence
- absences
- missions
- incentives
- advances
- final balance

The final crew settlement is available on web and mobile.

Expected order:

1. finish sales and expenses
2. verify shares and crew data
3. close crew settlement
4. record final payments
5. print crew reports if needed

12. Owners and Boat Bank

The owner area manages:

- owner settlement

- owner advances
- owner payments
- owner printable reports

The boat bank area helps review:

- current balance
- related transactions
- printable bank reports

13. Reports and Subscription Limits

All companies can work with the pages and modules. Printable reports depend on the assigned subscription plan.

Main report families:

- sales reports
- expense reports
- crew reports
- advances reports
- payments reports
- boat bank report
- individual sailor report
- individual owner report
- transfer order print

If a report is blocked, the reason is usually:

- plan restriction
- print access disabled
- season data incomplete

14. Support and Intervention

The company can:

- request help
- approve read-only support
- approve or reject intervention access
- end support when the issue is solved

Best practice:

- approve support only when needed
- review who requested access
- close the session after the task is done

15. Users, Groups, and Permissions

Company admins can:

- create users
- assign groups
- change statuses
- reset passwords
- limit access by permission

Recommendation:

- keep named accounts
- avoid shared credentials
- remove inactive users

16. Troubleshooting

16.1 I cannot sign in

Check:

- username
- password
- account activation
- company status

16.2 A report is blocked

Check:

- subscription plan
- print access
- season completeness

16.3 A season does not close

Check:

- crew closure status
- owner closure status

- missing calculations

16.4 The mobile app does not load data

Check:

- internet connection
- latest app version
- session validity
- production site availability

17. Good Operating Practices

- Keep boat, owner, and sailor references clean
- Use one clear season workflow
- Review final settlements before printing
- Limit support sessions to real need
- Use the latest mobile build from the platform download page