

Users of the SHPA Dispatch Program,

For the past year we have been working to update the Dispatch Program. Not unlike Windows XP, Microsoft has stopped supporting the underlying database program upon which the dispatch application is based, forcing us to update it. So, most of the changes to the program are “under the hood” although we have updated the look and feel of the program to enhance and simplify the user experience.

**We will be migrating to the new program between 1300 and 1400 Wednesday, June 11th.**

The Dispatch Program will not be available during the migration.

After the migration you can continue to access the full program at the web address:

[vpn.sandyhookpilots.com](http://vpn.sandyhookpilots.com)

If you use this address you will need to log-on to the **VPN** using your same Username and Password; which is usually your first initial and last name and then the normal VPN Password. Once you do that you will be taken to the new Dispatch Program log-on page and you can log-on using your current Username (Your Pilot #) and Password. Immediately after you do so the following prompt will come up:

A screenshot of a password change form for Sandy Hook Pilots. The form is set against a dark blue background with the organization's logo and name at the top. It features three input fields for 'Old Password', 'New Password', and 'Confirm Password'. At the bottom right, there are two buttons labeled 'Cancel' and 'Save'.

Implementation of the new Dispatch Program requires **ALL USERS TO CHANGE THEIR PILOT PROGRAM PASSWORD**. Your User Name will not change (for all pilots this is your Pilot Number). As requested, insert your present pilot program password and then make-up, enter, and then confirm a new password. Security on the new program requires that your new password must be at least six (6) characters long.

After doing so you will be taken to the Pilot Page of the new application. You will immediately notice a difference in the “look and feel” of the interface however, in reality; nothing other than the layout has changed. You should be able to locate the same menu items.

We are very pleased to announce the availability of a new module called “Dispatch Lite” which, you can access **without** a VPN. Dispatch Lite it will work fine on a computer, but is specifically designed for ease of use on smart phones, tablets and laptops.

You can access Dispatch Lite from our website:

[www.sandyhookpilots.com](http://www.sandyhookpilots.com)



Or, use and bookmark the following web address:

<http://www.sandyhookpilots.com/DispatchLite/DispatchLite.htm>

You'll just need your pilot number and a new 6 character password. If you access Dispatch Lite before the main program it will also prompt you to change your password as noted above. Once you have changed your password it will work on either Lite or the full program.

Once logged-on to Dispatch Lite you will be taken to the main page which includes the pilot board. Also on this main page you will see a Menu icon, place your mouse cursor over this icon to access all the regular pages like the Due List, Dish etc. Whenever you open one of these menu items it will open up in a new tab, this will facilitate easy navigation back and forth between pages.



Once you get the hang of it, you'll find Tab Browsing very helpful when using the Dispatch program.

Another feature that will be great when you run this on your smartphone is a phone dialing feature. When you click on a pilot's colored tag to access their information you can click on the telephone number and it will dial it directly from the application!

Other new features:

- You will notice a new darker background color (better on ships in low light, won't blind you)
- The amount of data on the screen is maximized (less scrolling)
- The pilot's summary due list now shows pilot specific info instead of dispatcher specific
- The ETD page shows greater information about the size of the vessels, deputy grades populate automatically to eliminate user error.

As always, if you have any problems or suggestions regarding the Dispatch application send us an email, [helpdesk@sandyhookpilots.com](mailto:helpdesk@sandyhookpilots.com)

**NONE OF THIS WILL BE IN PLACE UNTIL  
APPROXIMATELY 1400 TOMORROW, WEDNESDAY,  
JUNE 11<sup>TH</sup>.**

**AN EMAIL WILL BE SENT OUT WHEN THE MIGRATION  
HAS BEEN COMPLETED**