

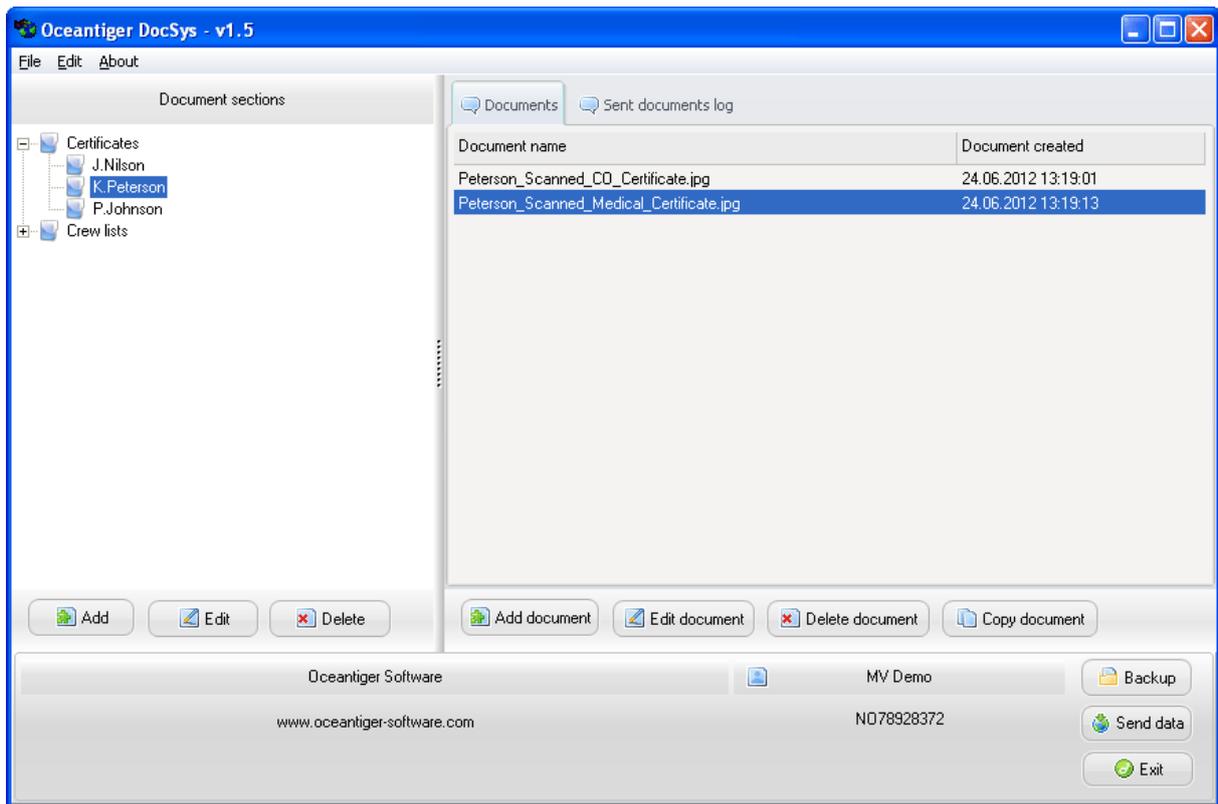
# Document System

*Application Guide*

## Short description of the system

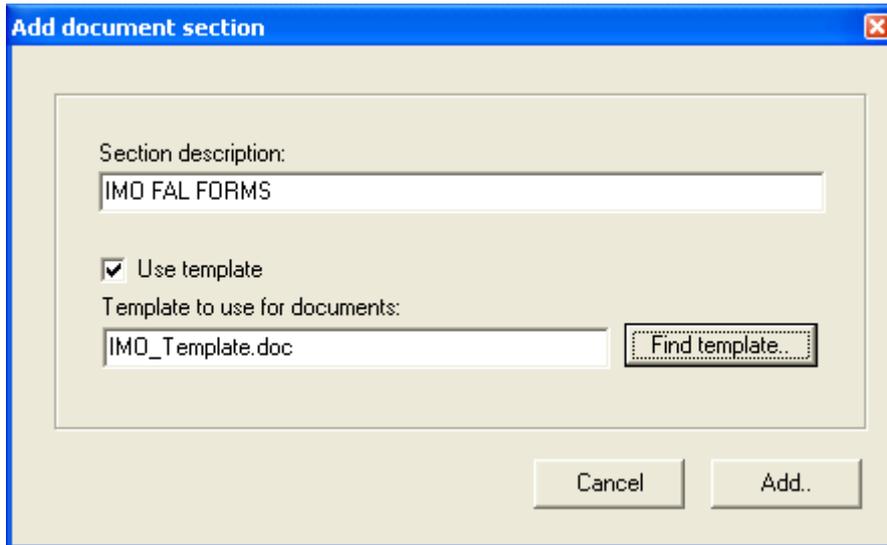
This document handling system, is specifically designed for the shipping industry, to meet the special requirements and need for small data size traveling from ship to shore stations. The system let you control the data that needs to be sent.

Although the system is design for the shipping industry, it is also possible to use for other sectors, where there is a need for simple and easy to use document handling.

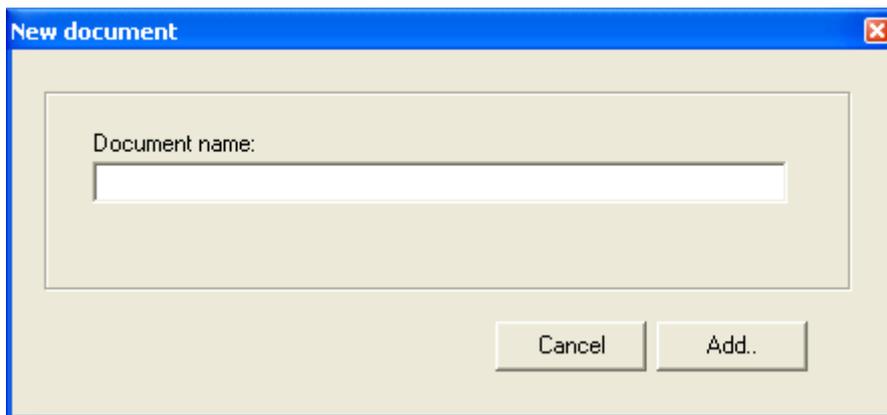


## Working with documents

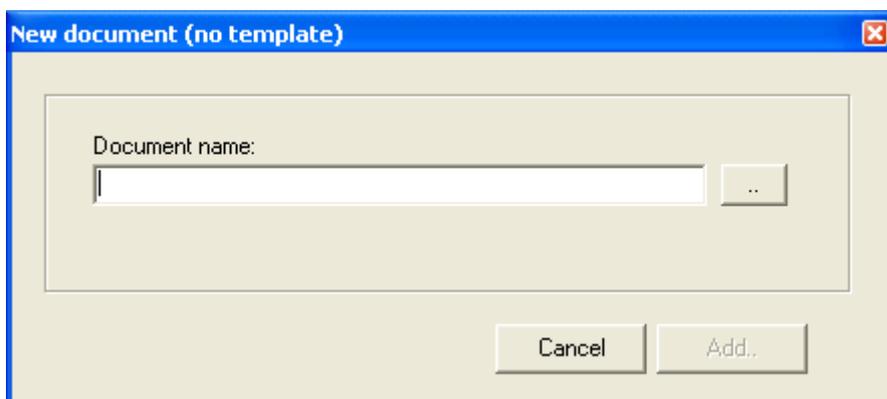
The first thing you need to do when working with the system is to define sections and subsections (see figure below), to group the documents together.



In the figure above you will notice that you can check the “Use template” checkbox. When you create documents (right part of the user interface), the documents will be created automatically based on this template and you will only need to specify the template name (see figure below).



If you select not to use a template, you will be able to select the document that should be added, at the time of document adding (see figure below):



## Creating / restore backup

To prevent losing data, it is important to develop a routine of creating backups at set intervals. It is highly recommended to create backup at least once every month. To create a backup, click the backup button at the bottom right of the main window.

A menu will now pop up letting you select to create a backup. You will also be able to restore a previously created backup at the same menu.

PLEASE NOTE: The restore backup functionality should only be used in cases where all data for some reason or another is gone from the system. Restoring a backup means losing all documents added after the backup file you are restoring to was created.

## Send reports to office

To send data to office you will need to fill out the password and server IP fields in the send reports to office window, then click the send button (see figure below). The data will be transferred to the office version where you can see the data. How long the transfer takes, depends on the amount of documents that need to be sent.

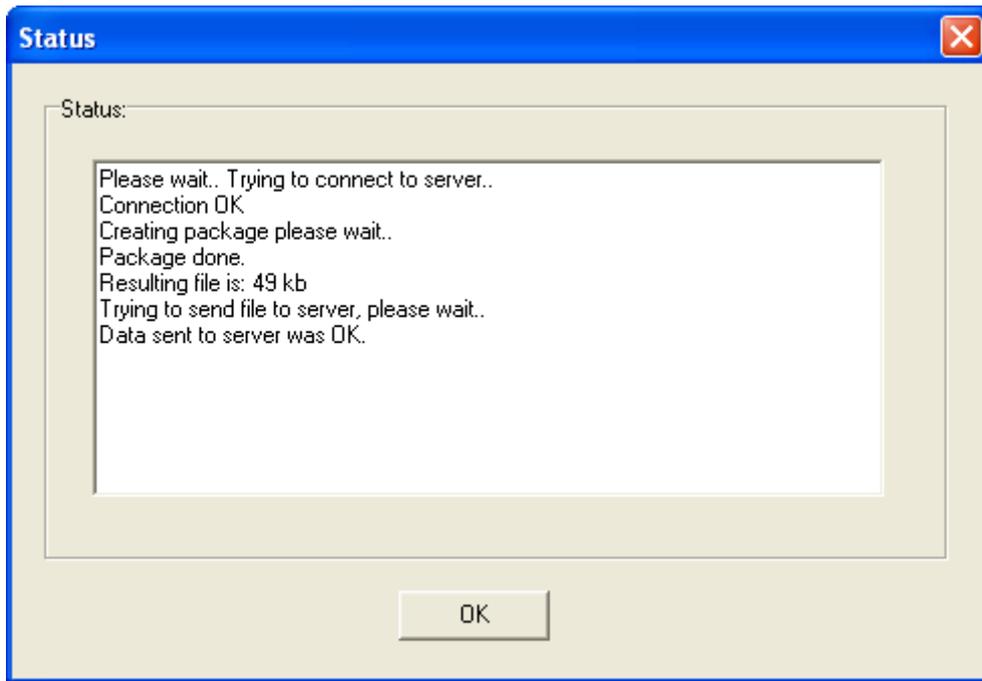
**Send data**

Options:

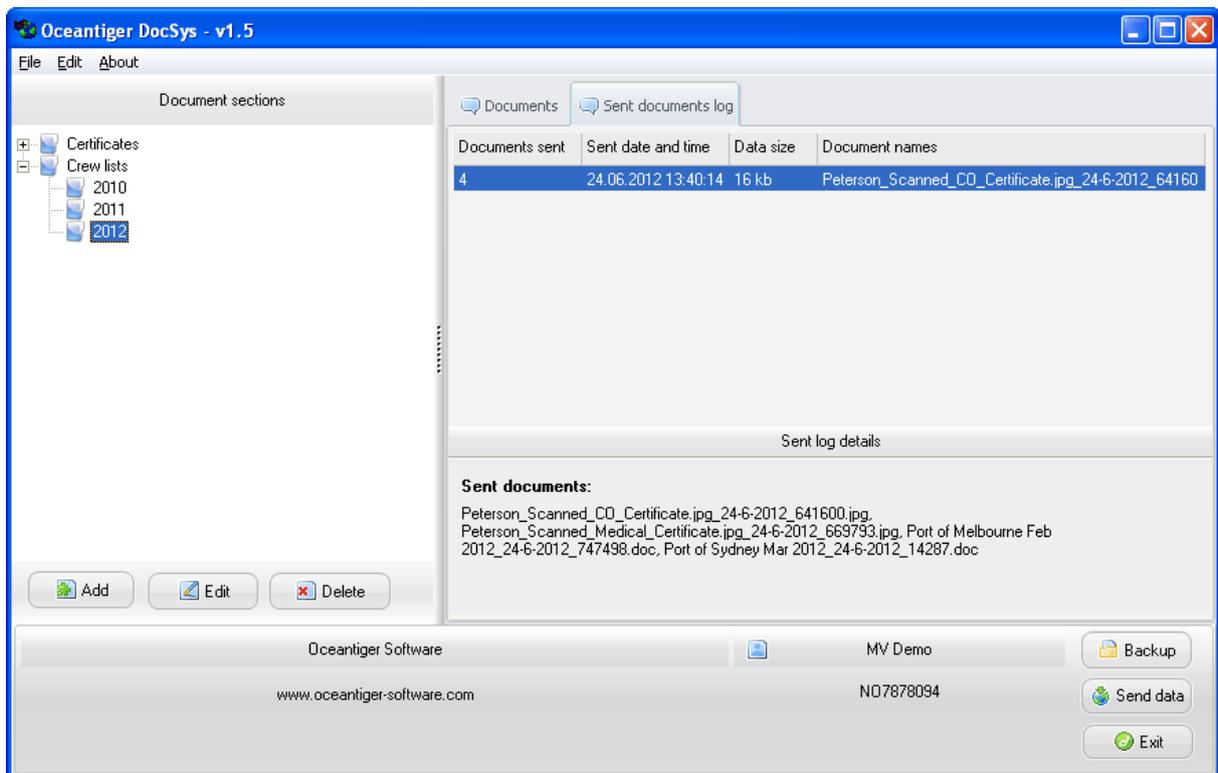
Username:  Password:  Server ip:

Please specify the username, password and server ip in the fields above, then press send. The last inserted document in each section will be sent to office. If you need other than the last documents, you can press the override button to specify the document you want to send.

When data is sent to office you will get a log letting you know if everything went ok:



Note that when you have sent the reports to the office version, you can get an overview of how many documents and what type of documents have been sent by looking at the “Send documents log” on the top right part of the user interface (see figure below):



FYI: The office version is waiting for connections and this is how it looks on a server when data is received from a vessel:



Options (double click to select):

Reporting | Documents | Maintenance

Vessels added:

- ⊕ MV Demo
- ⊕ Artic Ocean
- ⊕ MV Mirabelle
- ⊕ Terneskjær
- ⊕ Ingvild
- ⊕ MV Temp
- ⊕ Nordervon
- ⊕ Artic Lady
- ⊕ Kystverket NOR VTS

Update log:

Data updated for MV Demo at 24.06.2012 15:45:37

Last Vessel updated: MV Demo, 24.06.2012 15:45:37

Admin vessel..

Hide server