Document System Application Guide

© 2012 Oceantiger Software - www.oceantiger-software.com

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.

Add	document section	×
	Section description: IMO FAL FORMS IV Use template	
	Template to use for documents: IMO_Template.doc	Find template.
		Cancel Add

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).

New document	×
Document name:	
Cancel Add.	

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):

New document (no template)	×
Document name:	
Cancel Add	

Creating / restore backup

To prevent loosing 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 were all data for some reason or another is gone from the system. Restoring a backup means loosing all documents added after the backup file you are restoring to was creating.

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, depend on the amount of documents that need to be sent.

Send data		
Options:		
Username: MV Demo	Password: test	Server ip: 123.456.789.10
, Please specify the usern. The last inserted docume last documents, you can send.	ame, password and server ip ir ant in each section will be sent press the override button to sp	n the fields above, then press send. to office. If you need other then the pecify the document you want to
	Close windo	Override 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):

🐿 Oceantiger DocSys - v1.5					
<u>File E</u> dit <u>A</u> bout					
Document sections	Q Documents	Sent documents log	1		
 □ □ Certificates □ □ 2010 □ □ 2011 □ 2012 	Documents sent	Sent date and time 24.06.2012 13:40:14	Data size 16 kb	Document names Peterson_Scanned_CO_Certificate.jp	g_24-6-2012_64160
			Sent	log details	
Add Z Edit Delete	Sent documents: Peterson_Scanned_C0_Certificate.jpg_24-6-2012_641600.jpg, Peterson_Scanned_Medical_Certificate.jpg_24-6-2012_669793.jpg, Port of Melbourne Feb 2012_24-6-2012_747498.doc, Port of Sydney Mar 2012_24-6-2012_14287.doc				
Oceantiger Software				MV Demo	🔒 Backup
www.oceantiger-software	com			NO7878094	Send data

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

QA Manager v4.1 - Ad	min tool - © 2011 Oceantiger Software - www.oceantiger-software.com	×
	Options (double click to select): Reporting Documents Maintenance Vessels added:	
	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	