



**MARINE  
SOFTWARE  
LIMITED**

**MARINE  
DOCUMENT  
MANAGER**  
FOR WINDOWS

**'Simplicity is the key to Success'**

**A complete document management system for the marine environment to control, monitor and maintain a company's management system.**



## INTRODUCTION

The Document Manager offers a robust system for both office and fleet that is versatile, auditable and easy to use. The process of managing documents and forms simultaneously across many geographical areas can be a challenging exercise for any ship management company.

## DOCUMENT MANAGER FEATURES

- Company's documentation resides in both the 'Office Master System' and on board the vessels Presented in an Explorer layout for easy and instant access, with departmental management
- Existing Word & Excel Files and Forms can be imported 'directly' into the Document Manager
- Raise and track *Non-Conformities* and *Observations* within the system
- Data is exchanged between vessels and office via simple electronic data transfers
- Transmission are acknowledged with a '*Transfer Receipt*'
- Specific vessel documents and forms can be assigned and transmitted to relevant vessels only
- Published documents are issued as controlled, each with a unique reference, header and version number User access levels control who can publish documents
- Management and tracking of all document changes with the ability to add notes to each revision
- Audit feature provides a status report highlighting any differences between the Office System master document and documents on the vessels
- '*Data Only*' transfers between the Vessel and Office for completed forms
- Link between your documents/forms and the ISM Code
- ISPS Documents and Forms provided with '*restricted*' access only to authorised users





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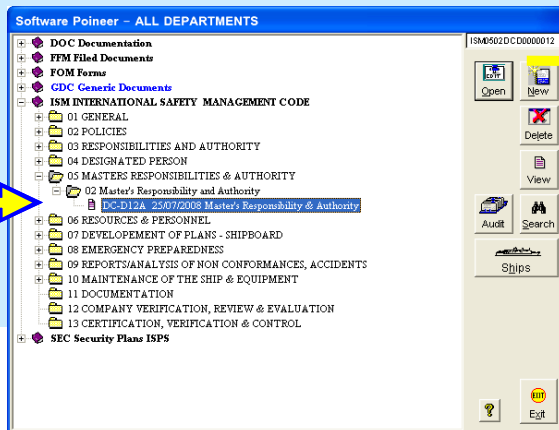
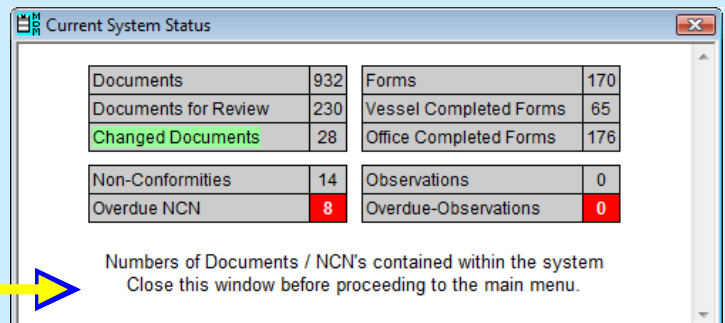
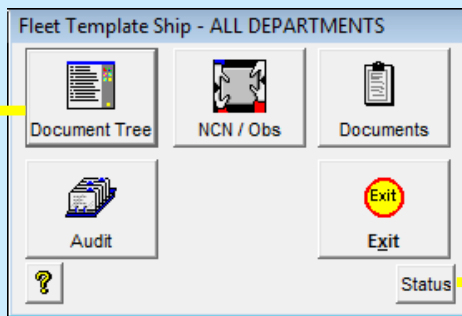
**MARINE  
DOCUMENT  
MANAGER**  
FOR WINDOWS



**OFFICE  
DOCUMENT  
MANAGER**  
FOR WINDOWS



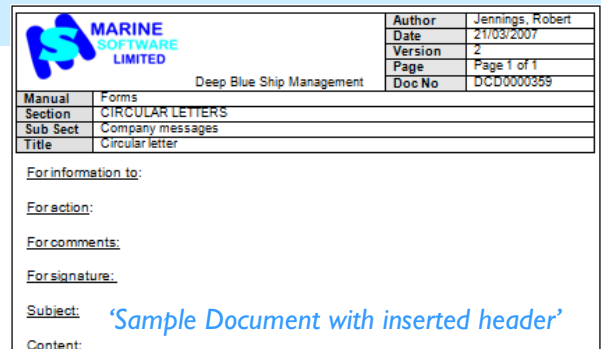
**'Simplicity is the key to Success'**



- Documents
- Forms
- Non-Conformities
- Observations
- Security Plans
- Security Forms

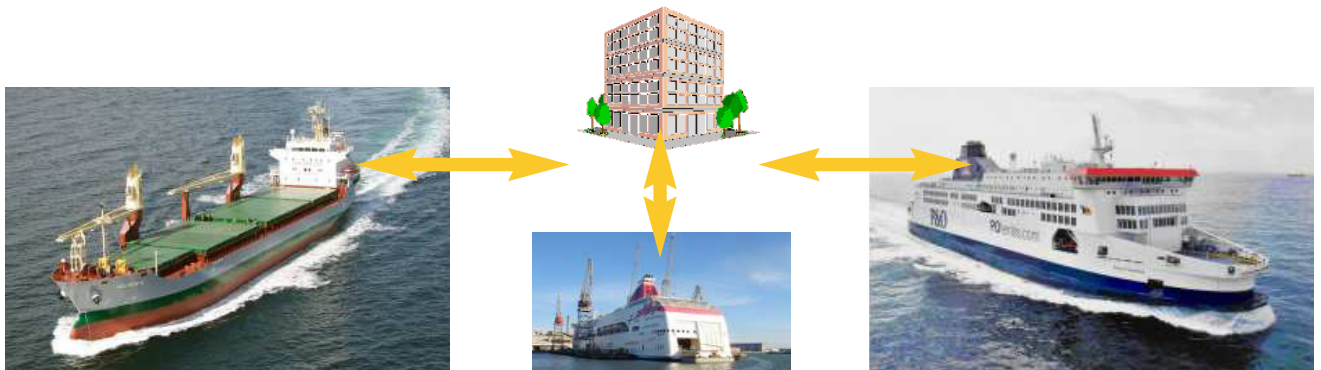
Documents & Forms are available in 3 formats

1. Word
2. Excel
3. Native (Using the built-in document editor)



MARINE DOCUMENT MANAGER has been designed as a central point to accommodate and manage a Company's document system. It is robust and auditable, but at the same time versatile, user friendly and accessible to personnel with various levels of user skills.

**'simple data exchange'**



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