Nautical Systems

saam.
TOWAGE

Brief user guide
Navigation

TRIPANKO

Access NS Enterprise

Double-click the **NS5 Enterprise** icon, enter user ID and password, click the **Login** button

Enterprise

Login	
User Id	
Password	
	Login
Theme	Light ⌄

Access Module Menus

Access module
Click module tab

My Workspace	Maintenance & Purchasing

Drilldown in menu
Click "+" beside menu to expand
Click "−" to close

🗄 Purchasing

- Documents
  + Search
  - Create
    Requisition
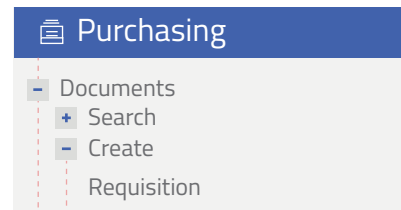
Favourites

Add Favourite
Right click menu

🗄 Purchasing

- Documents
  - Search
    Requisition
    Request ⭐ Add to Favorite
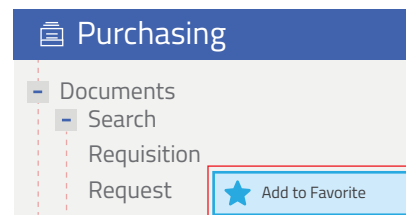
Remove Favourite
Right click favourite
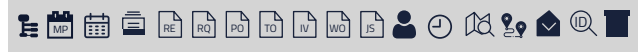
⭐ Favorites

⭐ Calendar
⭐ Equipment Status
⭐ Work Order Remove
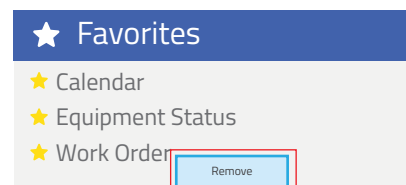
Navigator

Quick Access to Equipment Explorer, Mail, etc.

Click button

Minimize Navigator pane

Click Navigator Menu

ABS Nautical Systems

| Workspace | Maintenance & |
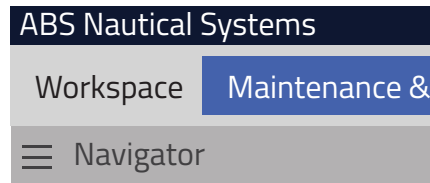
☰ Navigator

Maximize Navigator pane

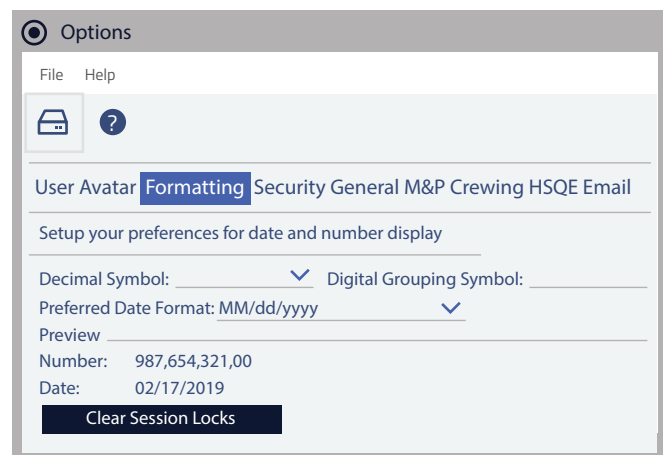Click Navigator Icon

☰ Navigator

★ Favorites

⭐ Calendar
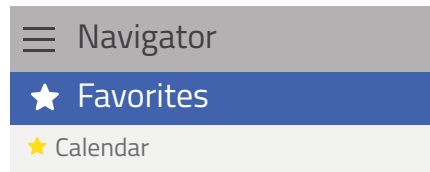
Change User Settings

Change personal preferences

Click **Account Settings** in the right of the Toolbar

Click a tab and **Change Settings**

Account Settings

◉ Options

File   Help

User Avatar Formatting Security General M&P Crewing HSQE Email

Setup your preferences for date and number display

Decimal Symbol: _____ ⌄   Digital Grouping Symbol: _____

Preferred Date Format: MM/dd/yyyy _____ ⌄

Preview

Number: 987,654,321,00

Date: 02/17/2019

Clear Session Locks
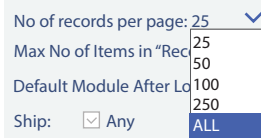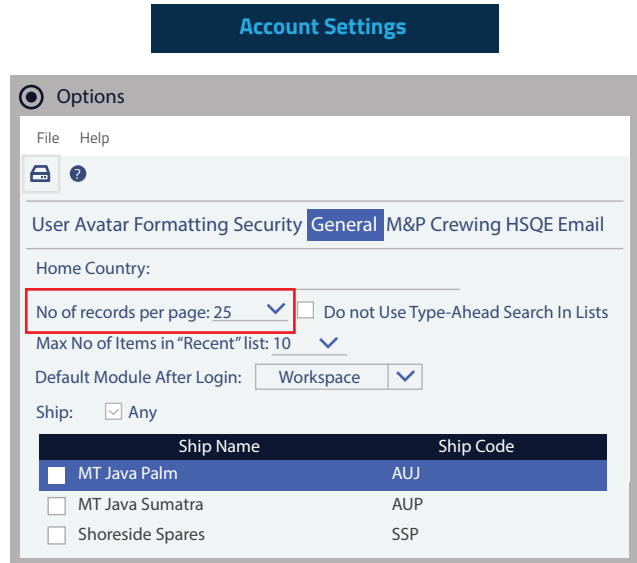
Change No. of Records per page

From Account Settings, Click "General Tab" and click down arrow change from 25 to ALL.

To take effect, Save/Log out and Log in again.

Access NSE Mail

Access Mail

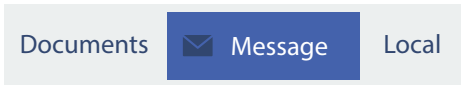Click the **Mail button** on the Navigator pane of Click the Miscellaneous menu and click Mail

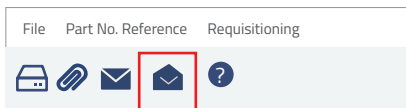*Note:* Mail can be accessed from any module

Send a Message from a Document

Find the document and open the document, following steps for Search for Document.
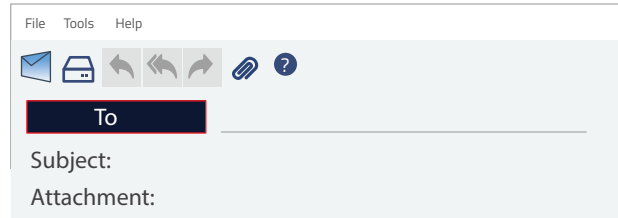
1. Click the **Messages tab**

Documents	Message	Local

2. Click the **New Messages** button to open a new message

File	Part No. Reference	Requisitioning

3. Click the **To button** to select users

File	Tools	Help

To

Subject:
Attachment:

Complete the message subject, attachments, message, etc.

4. Click **Send** to send the message

Retrieve a Message

1. Click the **Mail button** to open the mail

2. Double-click the mail item to **Open**

Messages - Inbox - [0]

File	Tag	Tools	View	Help

Inbox		From
	ADMIN, Database	Test Mail
Draft		