Nautical Systems

saam ®
TOWAGE

Brief user guide
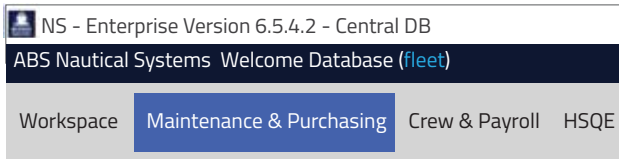
Search for Documents and Vessels
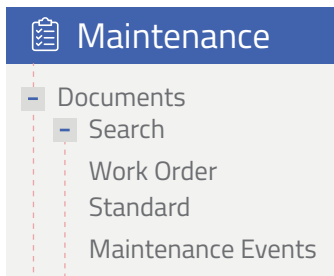
TRIPANKO

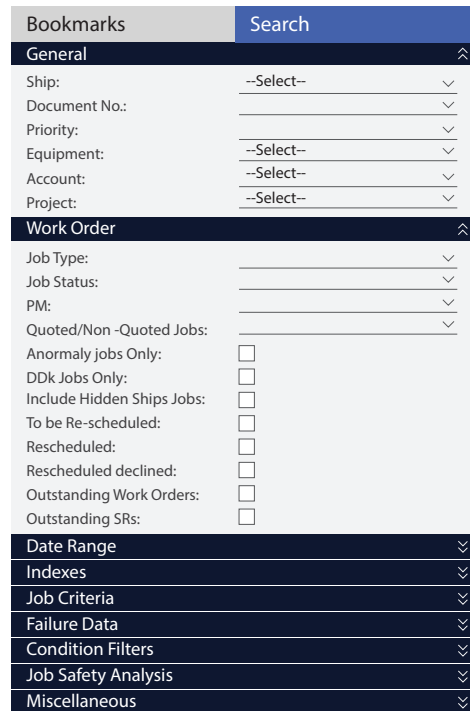# Search for Document

1. Select a **module tab**

NS - Enterprise Version 6.5.4.2 - Central DB
ABS Nautical Systems Welcome Database (fleet)

Workspace	Maintenance & Purchasing	Crew & Payroll	HSQE

2. On the **Navigator pane**, click the menu

📋 Maintenance

3. Drill down through the **Documents** tree by clicking the "+" and under **Search** click a document

📋 Maintenance
- Documents
  - Search
    - Work Order
    - Standard
    - Maintenance Events

4. On the **Search Window**, enter one or more **Search Criteria** or select from the dropdown menus

Bookmarks	Search

General

Ship:	--Select--
Document No.:	
Priority:	
Equipment:	--Select--
Account:	--Select--
Project:	--Select--

Work Order

Job Type:	
Job Status:	
PM:	
Quoted/Non -Quoted Jobs:	
Anormaly jobs Only:	☐
DDk Jobs Only:	☐
Include Hidden Ships Jobs:	☐
To be Re-scheduled:	☐
Rescheduled:	☐
Rescheduled declined:	☐
Outstanding Work Orders:	☐
Outstanding SRs:	☐

Date Range
Indexes
Job Criteria
Failure Data
Condition Filters
Job Safety Analysis
Miscellaneous

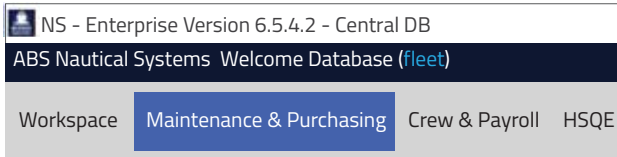5. Click **Search** to generate your search

Search

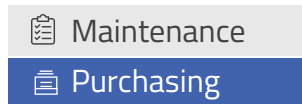6. Click **Save** to use another time

Save

Search for Document Status

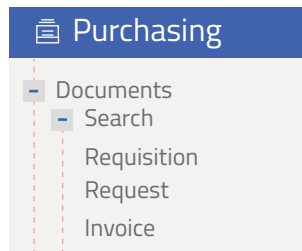Search for documents with a specific workflow Status, (e.g. To be Authorized, To be made into RFQ, etc.).
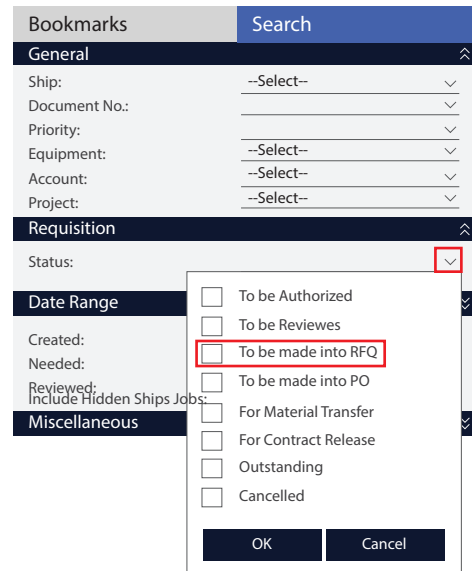
1. Select a **module tab**

NS - Enterprise Version 6.5.4.2 - Central DB

ABS Nautical Systems Welcome Database (fleet)

| Workspace | Maintenance & Purchasing | Crew & Payroll | HSQE |

2. On the **Navigator pane**, click the menu

📋 Maintenance

📄 Purchasing

3. Drill down through the **Documents** tree by clicking the "+" and under **Search** click a document

📄 Purchasing

- Documents
  - Search
    - Requisition
    - Request
    - Invoice

4. On the **Search Window**, click the **Status** drop-down menu and click the status

Bookmarks	Search
General	⌃
Ship:	--Select-- ⌄
Document No.:	⌄
Priority:	⌄
Equipment:	--Select-- ⌄
Account:	--Select-- ⌄
Project:	--Select-- ⌄
Requisition	⌃
Status:	⌄

☐ To be Authorized
☐ To be Reviewes
☐ To be made into RFQ
☐ To be made into PO
☐ For Material Transfer
☐ For Contract Release
☐ Outstanding
☐ Cancelled

| OK | Cancel |

Date Range

Created:
Needed:
Reviewed:
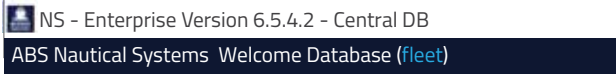Include Hidden Ships Jobs:

Miscellaneous

5. Click **Search** to generate your search

Search

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Search for Vessel

1. In the **Toolbar** at the top left of your screen, click **Fleet**

NS - Enterprise Version 6.5.4.2 - Central DB
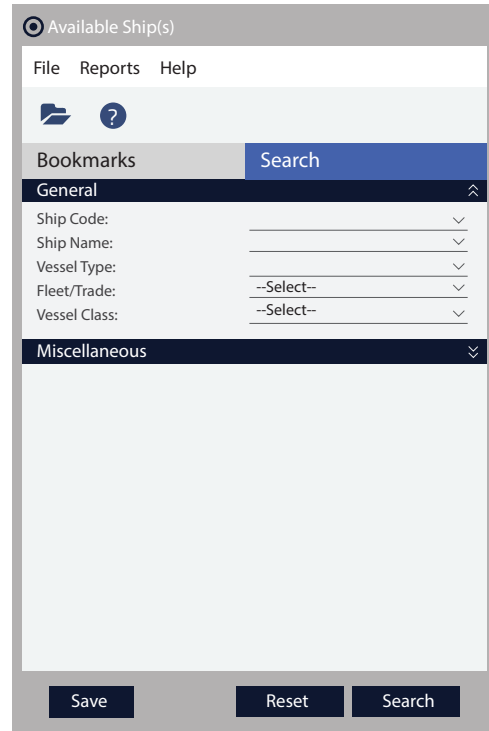ABS Nautical Systems Welcome Database (fleet)

Note: The list of ships that you have access to will be displayed in the search results

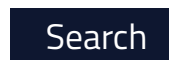2. Select a vessel to work with by double-clicking the **Vessel**

Code	Vessel Name
AUJ	MT Java Palm
AUP	MT Java Sumatra
SSP	Shoreside Spares
TAM	Tamalpais
UAS	Universe Australia

Note: Screens you access will display information for this vessel

3. To **Search** for a vessel on the **Search Window**, enter one or more **Search Criteria** or select from the dropdown menus

Available Ship(s)

File   Reports   Help

Bookmarks	Search

General

Ship Code:
Ship Name:
Vessel Type:
Fleet/Trade: --Select--
Vessel Class: --Select--

Miscellaneous

Save   Reset   Search

4. Click **Search** to generate your search

Search

5. Click **Save** to use another time

Save

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Format Search Results Window

Change the way you view search results data for your current session.

1. Change the **Column Sequence**

Ship	Req. No.	Pri	Created
☐ UK	2001600	D	08/02/2018
☐ AUJ	2001599	D	08/02/2018

Click the column and **Drag** to new location

2. Change the **Sort Order** of the data

S... ∧¹	Req. No.	Pri
☐ AUj	2001599	D
☐ AUP	2001599	D

3. Click in the **Column Header**
   Click again to sort in reverse order

Ship ∨¹	Req. No.	Pri
☐ UK	2001600	D
☐ AUP	2001599	D
☐ AUP	2001599	D

4. Click a third time to remove the sort.

Ship	Req. No.	Pri
☐ UK	2001600	D
☐ AUJ	2001599	D

5. **Sort Multiple** columns
   Click **CTRL** on the keyboard and **click with the mouse** on the subsequent columns

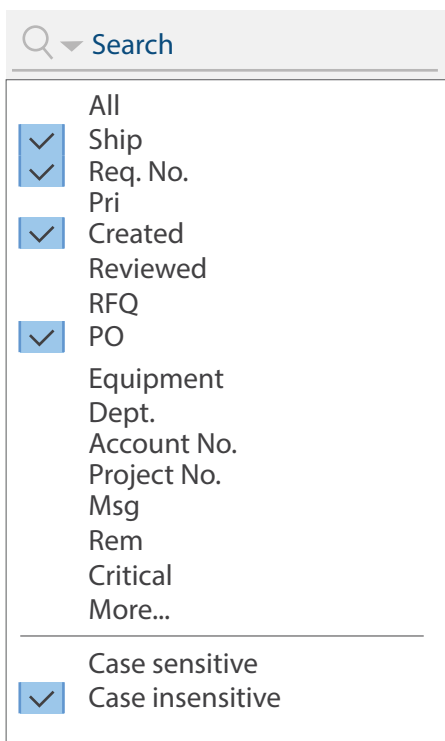| Ship ∧¹	Req. No. ∧²	Pri	Created
☐ AUJ	2001599	D	05/09/2018
☐ AUP	2001593	D	05/08/2018

Note: Sequential number indicates the sort sequence

Search Window

1. Click in the **Search Window** at the top right of the module workspace

   Q ▼ Search

2. Click the arrow in the **Search Window** to specify Search Criteria if required

   Q ▼ Search

	All
✓	Ship
✓	Req. No.
	Pri
✓	Created
	Reviewed
	RFQ
✓	PO
	Equipment
	Dept.
	Account No.
	Project No.
	Msg
	Rem
	Critical
	More...
	Case sensitive
✓	Case insensitive

   Select All or specific columns, case sensitive, wild cards, etc.

3. **Enter** a keyword or keywords to search

   Q ▼ am
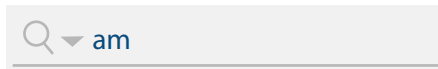
   Note: Search will locate records only for displayed rows