

SIMS

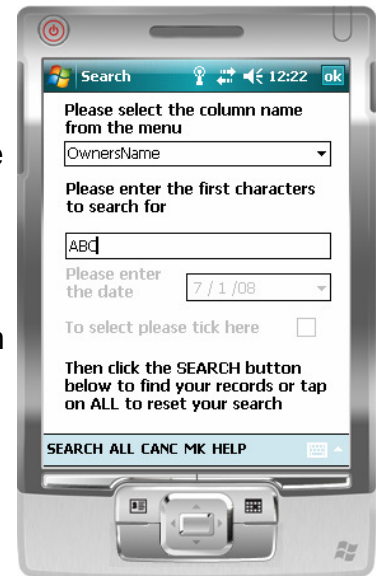
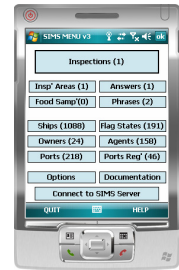
(Ship Inspection Management System)

How do I..... edit an existing inspection or other database record?

This document explains how to edit an existing inspection or other database record.

To Edit an inspection you first need to find or search.

1. Start at the **MAIN MENU**.
2. Tap on **INSPECTIONS** (or whatever database you want to work on)
3. You will be presented with a list of the inspections (or other records) in the system.
4. If you can't see the inspection/record you want to delete, you will need to **SEARCH** for it.
5. To search, tap on the **SEARCH** button at the bottom of the screen.
6. In the drop down list, tap on the **COLUMN NAME** where your data is, i.e. if you are searching for a Vessel, tap on **VESSEL NAME**. The options will vary depending on which screen you are in.
7. Where it says '**Please enter the first characters to search for**' then please do that.
8. If the column you selected is a **DATE**, you can enter the date in the drop down calendar. If the column name is a check box, i.e. **yes/no** then you can use the check box instead.
9. Finally click on **SEARCH**, the system will display the record for you if it exists. If it does not exist, you will be presented with a message to that effect.
10. If you tap on **ALL** this will bring back all of your inspections/records in the list.



To **EDIT** the record:

11. Highlight the record (i.e. tap on it) until it turns blue.
12. Tap on the **EDIT** button at the bottom of the screen. The data input screen is presented to you.
13. When you have finished editing the data in the record, tap on **SAVE** as usual or **CANC** if you want to abort the changes you have just made.



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