

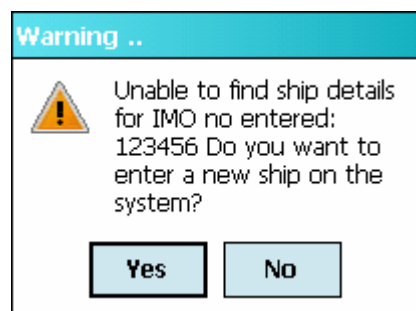
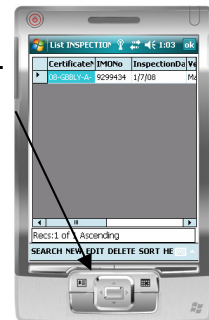
SIMS

(Ship Inspection Management System)

How do I..... enter an inspection?

This document explains how to enter a new inspection.

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) already in the system.
4. To start a **NEW** inspection tap on **NEW** at the bottom of the screen.
5. You will be asked for the **IMO** no. of the ship. Enter this and the system will bring up the ship details.
6. If you don't have the ship on your PDA the system will ask if you want to enter a new ship.



7. If you say yes, you will be taken to the new ship screen (please see separate document about entering a ship).
8. Enter the inspection data then **SAVE** or **CANCEL** to abort. A separate 'How do I' sheet explains how to navigate around the inspection screen.