

# SIMS

(Ship Inspection Management System)

How do I..... move the on-screen keyboard as I can't see the field into which I am inputting?

This document explains what to do if the on screen keyboard is obscuring your data:

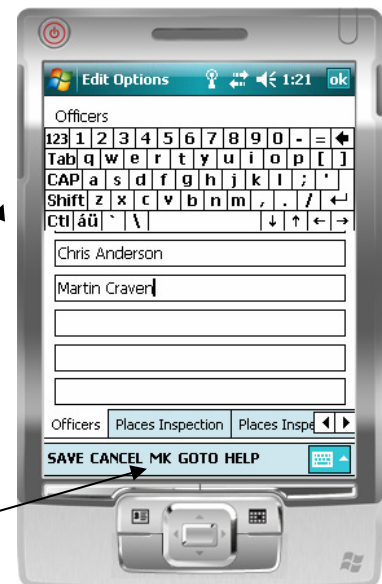
1. By default the **KEYBOARD** displays at the bottom of the screen when you tap on the **KEYBOARD ICON**. The icon is to the right of the list of options at the bottom of the screen.



2. To move the **KEYBOARD** so you can see the data underneath, tap on the **MK** button at the bottom of the screen.

3. This will move the **KEYBOARD** to the middle then if you tap **MK** again, it moves to the top as shown here.

4. The system will remember where the last position of the **KEYBOARD** was, so if you enter a new screen it stays at the same place until you tap **MK** again.



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