

# SIMS

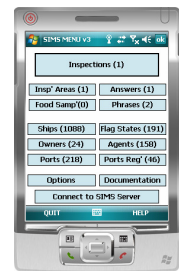
(Ship Inspection Management System)

How do I..... search for specific records in the database?

This document explains how to search for specific records in any database.

To Search:

1. Start at the **MAIN MENU**.



2. Tap on the button for the database you want to search e.g. **INSPECTIONS** (or what ever database you want to work on)

3. You will be presented with a list of the inspections (or other records) in the system.

4. To search, tap on the **SEARCH** button at the bottom of the screen.

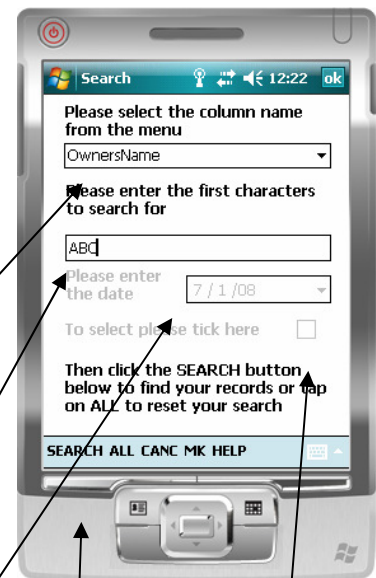
5. In the drop down list, tap on the **COLUMN NAME** where your data is, i.e. if you are searching for a Vessel, tap on **VESSEL NAME**. The options will vary depending on which screen you are in.

6. Where it says '**Please enter the first characters to search for**' then please do that.

7. 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.

8. 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.

9. If you tap on **ALL** this will bring back all of your records in the list.



MC Computer Systems Ltd

phone: 0845 009 3103  
fax: 0845 009 3105

email: support@apha-sims.com  
web: www.apha-sims.com

