

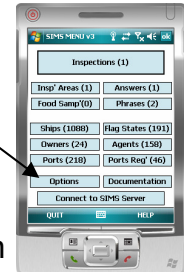
SIMS

(Ship Inspection Management System)

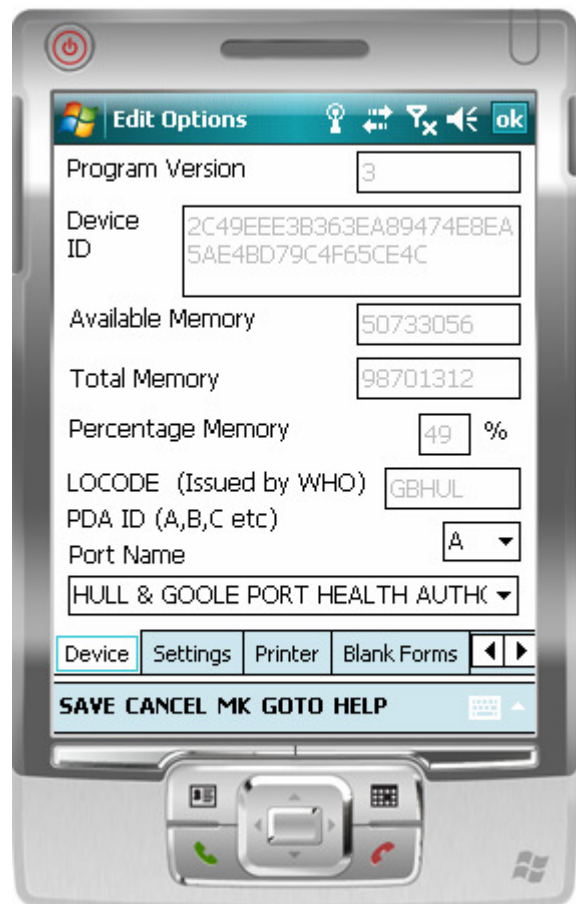
How do I..... check the SIMS settings/options?

This document explains how to set the system options the first time you use the system or you wish to change them at a later time.

1. Start at the **MAIN MENU**, then tap on **OPTIONS**.
2. Tap on **INSPECTING OFFICERS** You can enter officers here with the **NEW** button then enter the data, then tap on **SAVE** (see document how do I enter an officer)
3. Tap on **PLACES OF INSPECTION** You can enter places of inspection here with the **NEW** button then enter the data, then tap on **SAVE**. (see document how do I enter a place of inspection). Please note, places of inspection are areas such as docks etc. within your own port, not the port itself.
4. Tap on **OTHER SETTINGS**. Using this screen you can enter the following by navigating to the various tabs at the bottom of the screen.



- A) Your **PORT NAME** from the drop down list.
- B) Your **PDA id**, normally A but if you have more than one, then B,C,D etc.
- C) In the **SETTINGS** tab, the **auto save minutes**. This controls how often the system saves data in case of power loss etc. to switch off auto-save set this to zero.
- D) In the **PRINTER** tab, set the **PRINTER** you are using and **PRINTER PORT NAME** (this is normally **WIDCOMM Bluetooth**).
- E) In the **LOGO** tab, (move right to view) You can also view your own **PORT LOGO** here. If you haven't already sent us your port logo please email it to us. We will arrange to have it shown on your certificates.
- F) In the **BLANK FORMS** tab, you can also print some **blank forms** for testing your printer.



MC Computer Systems Ltd

phone: 0845 009 3103
fax: 0845 009 3105

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



