

SIMS

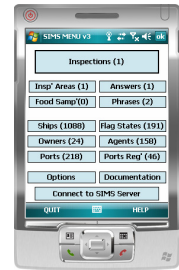
(Ship Inspection Management System)

How do I..... set up officers?

This document explains how to set up inspection officers on the system.

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

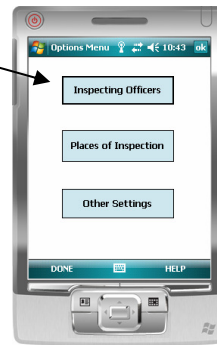
2. Tap on **OPTIONS**.



3. Tap on **INSPECTIING OFFICERS**.

You will be presented with a list of existing officers if any.

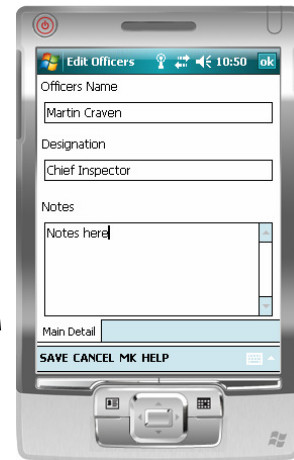
4. Tap on **NEW** to enter a new officer.



5. Enter the **OFFICER'S NAME** and the **DESIGNATION** and any **NOTES**.

6. Either click on **SAVE** to save your changes or **CANC** to abort.

From now on, the **new officer** will be in the list of officers (drop down list) when you enter an inspection.



MC Computer Systems Ltd

phone: 0845 009 3103
fax: 0845 009 3105

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

