

Marad User Manual, version 4

Password: marad4



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Preface

Congratulated with the purchase of the *Marad* maintenance system Marad Standard. **Marad** has been developed in close consultation with its users and that is the reason why it excels in operational convenience.

A manual is normally not necessary. However as **Marad** is always developing further, improvements and new functions are documented in a solid reference-book.

We hope this manual will match your expectations. We keep us wholeheartedly recommended for comments and recommendations towards this guidebook or one of our applications

Important! The use of an application available from the enclosed disks/ cd-rom and/or installed on the computer, is subject to the terms and conditions of the licence agreement that is incorporated in this manual. Read the licence agreement before you start using the software. By using this software you implicitly accept the terms and conditions of the licence agreement.



Installation

System requirements

Make sure that your computer fulfils the minimal system requirements which are mentioned below before installing Marad.

Component	Minimum requirements
Processor	Pentium® or equivalent
Operating system	Windows NT4/2000/ME/XP/Vista/Windows 7
Hard drive	75 MB
Memory	32 MB
Graphics	256 colours / resolution 1024 x 768, 1280 x 960 optimal

Installation procedure

1. Close all applications.
2. Put the cd-rom from the Marad box into the cd-rom station. This is a cd-rom that runs automatically, which means that Windows finds the cd-rom and starts the auto run file of Marad. If not, start your Windows Explorer and double click at Setup.exe from the CD.
3. When the auto screen of Marad appears, click on the button “Install” to start the application. Follow the instructions on the screen to complete the installation.
4. When the installation has been completed, take the cd-rom from the station and put it away in a safe place.



In stead of answering the questions during the installation by clicking with the mouse, you also can confirm the questions by clicking at the button Enter. Marad then will take the most logical decisions and that will accelerate the installation.



- **Marad installing on a network**

Install Marad on the server. After that, a Marad-folder is created with the specific folder of your ship, i.e. G:\Marad\Demoship. A shortcut is placed on the desktop to activate Marad.

For client computers within the network, Marad Client Setup has to be installed on each client. This setupfile can be downloaded from the website www.marasoft.nl by 'Downloads'.

After installing of Marad Client Setup, you can make a shortcut on the desktop of the client computer to the file Marad.exe on the server.

The Marad folder on the server must be shared to enable users of client computers to use Marad on the server.

A shared folder has an icon as shown here.

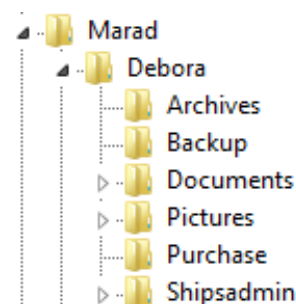


- **Path to the application / folder structure**

During the installation you will be asked where you want to put the application. If you do not enter any specific location, press "Enter" and the application will automatically be placed in the folder **Marad**, on the **C disk**.

Of course you also can choose a folder yourself or make a folder in which you want to put the program.

The installation procedure will automatically create a folder "Marad" with a sub folder with the name of the ship, in this example: Debora. The ship folder is divided in six sub-folders:

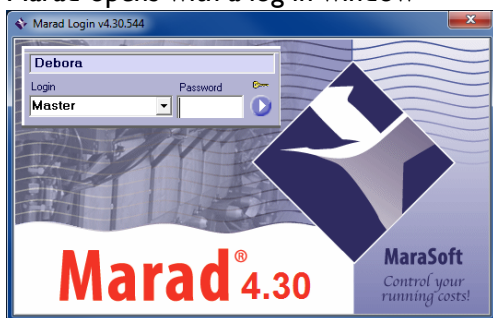


Archives	At the start of a new year, Marad will put the maintenance of the last year in this folder. In this way the summary will not become too long and so the application will not slow down.
Backup	From the menu Export & Import you back-up your data here.
Documents	In this folder you can store any type of files, which can be linked to a job card of a maintenance point.
Pictures	This is the folder for pictures.
Purchase	In this folder requests for quotations and purchase orders are stored.
ShipsAdmin	See page 34.



Login

Marad opens with a log in window



Using your own user name has two advantages:

- Your data is protected against unwarranted access
- It is always possible to identify who and when somebody has started up Marad.

Follow these steps to login:


- Select the username from the list
- Type the corresponding password
If the user has no password Marad will start automatically after the choice of the user.
- Click the blue arrow button or press [Enter]



When Marad is started up for the first time, only the user PvU, without password, is present. Via the menu **Settings** you can add new users. The default administrator password is marad4, it is recommended that you change this password!

Change password

To change a user's password, follow the steps below:

- In the login window, select the user for which the password has to be changed.
- Click 
- A new window will open.

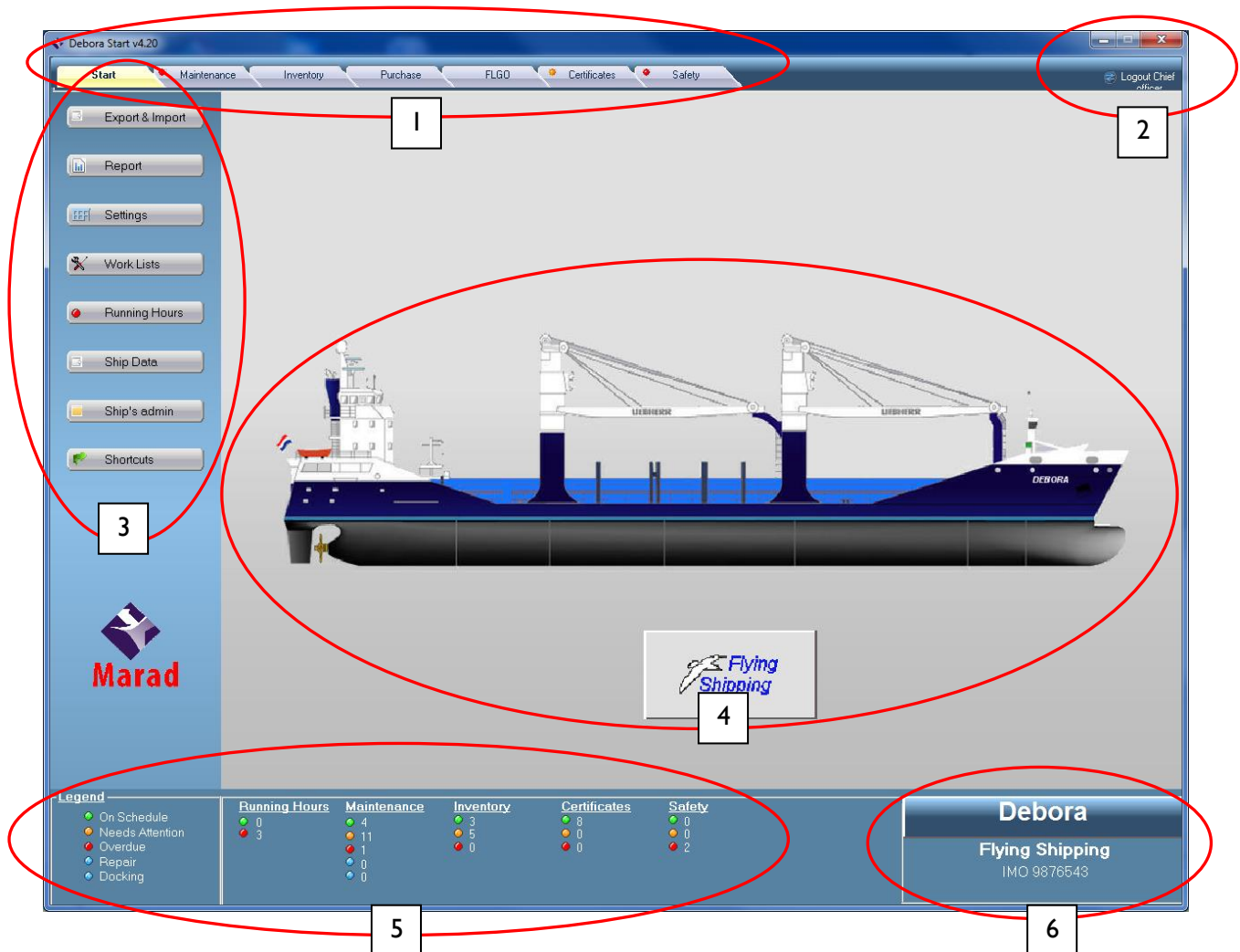
- Type the current password
- Type the new password
- Retype the new password
- Click **Save** to save the new password

The password for the selected user has now been changed.



Marad Start

Once you log in, you will be taken to the Marad Start screen*.



1. Module tabs
2. In top: Minimalize and close button. Below username who is logged in. The user can log out of the program without having to close Marad. The same login window as is displayed when Marad starts will be displayed.
3. Menu functions
4. Ships image and eventually also the company logo.
5. Ships overview
6. The name of the license holder, vessel name and official registration number are here displayed
This information cannot be edited by the user because it is part of the license.

* Mogelijkheid om met andere module op te starten!



Explanation of menu functions

Export & Import

With this function you copy the data (Backup) from the computer to a specified location or vice versa.

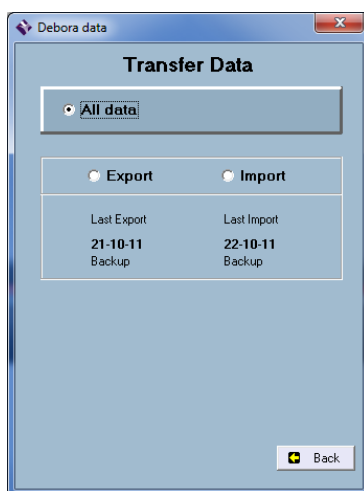
Data can be exported from:

- Ship to office
- Office to ship

Users can work in Marad in the office and on board at the same time without one system overwriting the other during data transport.

The ship always exports all data to a file and sends it to the office or to an external storage medium. This export is a compressed file named `marad4.toc`. It contains all information from all Marad modules, along with the contents of any Marad sub folders if desired.

Office can also export all data to a file, but if that file is imported onboard, it will overwrite all the data there. All changes (alterations) made at the office in the Marad system are stored in separate files. When exporting alterations, the changed data will be sent to a compressed file, named `marad4.tac` so that it can be sent to the ship.



From the ship

Once you click on Export & Import on the menu, you will see a pop-up screen like the one here on the left.

You can choose from:

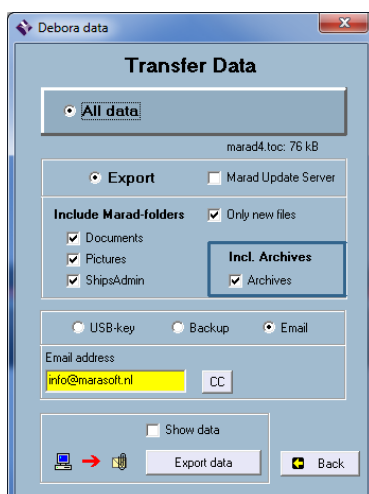
“All data” or “Office alterations”

The next page explains the “All data” option.

After you select “All data” you will be asked to choose “Export” or “Import”. In most cases, the ship exports its data.

Therefore, we will first select Export.

The dates of the most recent export and import are displayed here.



After selecting “Export” you will have a number of choices:

- Marad Update Server > see previous slide
- Choose whether to include subfolders in the file to be sent. The file will almost always be too large if you are sending the file via email. Therefore, you can choose to only send new files.
- Location the data is to be sent to, in this case choose Email.
- To complete the action, click on the “Export data” button to place the data, in this case, in the Outbox of your email software.

After selecting “Import”, you will choose where to import the data from::

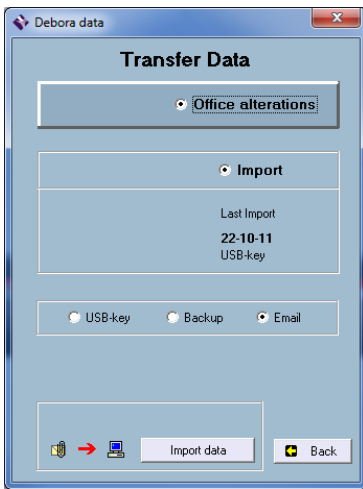
- USB key
- Back-up location
- Email

After clicking on the “Import data” button, the data will be imported into the system.





Note: If you choose Import All data when you are on the ship, all existing data in the system will be overwritten!
The On/Off setting is protected via Settings/Users/Permissions /General /Edit General Settings



When selecting “Office alterations” the Export & Import menu will automatically change to Import since the ship obviously cannot create any office alterations, the ship can only import them.
The date of the most recent import is displayed again.

You can now choose where the office alterations must come from. Click on the “Import data” button to process the changes.

From Office:

Data transport from the office functions exactly the same as from the ship, just the other way round.

Upon choosing “All data” you will first be asked whether you wish to Export or Import a file.
If you choose Export, Marad will ask whether to include the subfolders or whether to only send new files.

If you choose “Office alterations” the menu will automatically change to the Export function.

Why copy data?

It is recommended to make a **backup** to avoid the loss of data for whatever reason, such as damage to the hard disk. It is also useful in case a maintenance system has been set up onshore. The data can then be copied on-board. It is also possible to copy the data from the on-board computer to a quayside or shipping company computer. You will then have all the data available in a number of locations and it will be possible to keep the system up to date from these locations.



Marad Data Synchronisation (MDS)

The Marad Data Synchronisation service (MDS) automates the import and export of Marad data on board and in the office. An additional subscription is payable for the MDS service.

It is possible to choose in the MDS settings if only the Marad data, or also the documents in the sub folders should be included when the synchronization is performed. When the documents also are included, the synchronization will use more data. Marad minimizes the transported data as much as possible using smart document comparison methods.

On/Off

This allows you to switch automatic data synchronization at the start of Marad on or off.

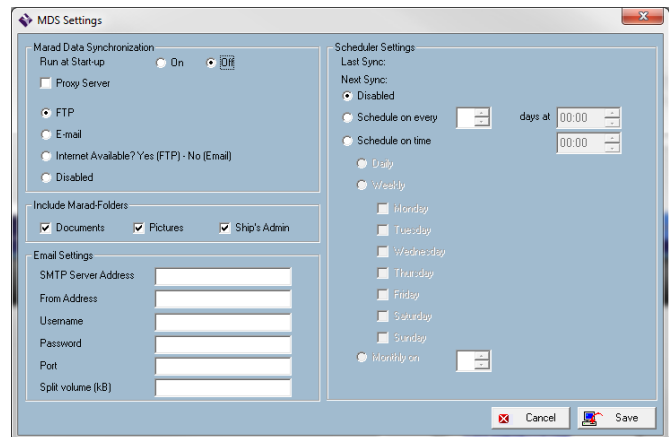
Proxy server

The name or IP address of a proxy server can be input here, if the internet connection goes via a proxy server.

Synchronisation options

The synchronization can be performed using several possible options:

- **FTP:** This is the most used way to synchronize. The database is sent using FTP to the MDS synchronization server. There is an extra license needed to use this option.
- **E-Mail:** If there is not always internet available, the data can be sent using e-mail.
- **Internet Available? Yes (FTP) No (Email):** This is a combination of the two options above, if there is an internet connection available the synchronization will be done using FTP, if there is no internet connection available an e-mail will be added with the synchronization data.
- **Disabled:** synchronization is completely disabled.



Include Marad-Folders

When there are folders checked, the files from these folders will be included in the synchronization process. Only changed files will be transmitted during a synchronization.

Email Settings

When there is chosen to do the synchronization using e-mail, an outgoing e-mail server needs to be configured in this section. In most cases an e-mail server of the internet provider is used.

Schedule Settings

Using this you can set if and when the synchronization needs to be done automatically.

Cancel

The window will be closed without saving any changes.

Save

This saves the On/Off status and the proxy server (if any).

Operation:

On board: If MDS is "On", then a check will be carried out on start-up to see if any new office alterations (file `marad4.tac`) are ready on the MDS server. Where this is the case, MDS will download this data first following log-in. Marad will then continue with the start-up sequence.

If Marad has been closed on board and on-board alterations have been carried out, then MDS will send the complete Marad data file (`marad4.toc` file) to the MDS server.

In the office: If MDS is "On", then a check will be carried out on start-up to see if any new vessel data (file `marad4.toc`) is ready on the MDS server. Where that is the case MDS will download this data, and Marad will then continue with the start-up sequence.



If Marad is closed down at the office then MDS will send any office alterations (marad4.tac) to the MDS server so that they can be downloaded by the vessel using MDS.

Sync now

Activating this function sends an immediate command to send the Marad data at that instant, and to look on the MDS server to see if new data is available. This is intended particularly for vessels which do not have a permanent connection and wish to synchronise their data on command.

Clear log

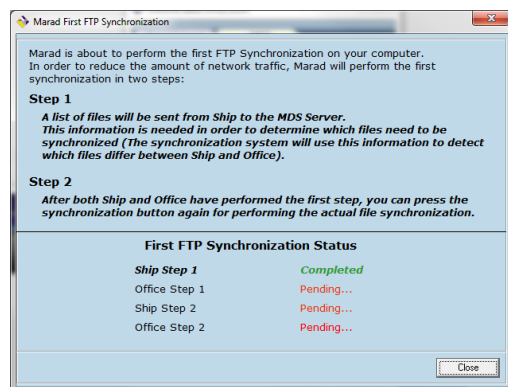
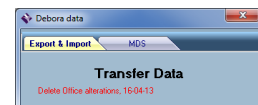
This empties the log file history.

Reset Synchronization

This resets the synchronization. The next time when you click 'Sync now' all files will be compared again if they need to be send over.

Initial synchronisation

- Ensure that the On board/On office setting is correct (Settings menu).
- It is not necessarily required, but in order to make a clean start it is recommended that "Office alterations" should be emptied. The "Export and Import" menu should be opened for this purpose. Click three times on the text "Transfer Data", and then on the red line "Delete office alterations".
- MDS is then ready for use.
- To avoid a lot of data is transmitted from the ship, the files on board and in office will be evaluated the first time you use document synchronization. As well as the vessel as the office will send over al list of all their files to the MDS. After these lists are received the actual synchronization can be performed. Marad will only synchronize changed files.



Report

Using the report function it is possible to generate a report of all actions regarding Maintenance, Purchase, Certificates and Safety using one of the reports below:

- Daily Report
- Weekly Report
- Monthly Report

The buttons have the functions:



Print the report.



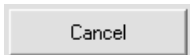
Send the report as PDF by Email to a specified address.



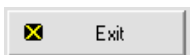
Enter the Email server settings menu for sending the report by Email.
The Email server which is entered is usually the one from your internet provider.
To access this menu, it is needed to grant the 'Edit General Settings' permission to the user in the usermanagement.



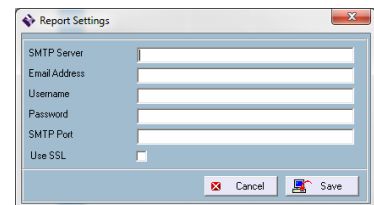
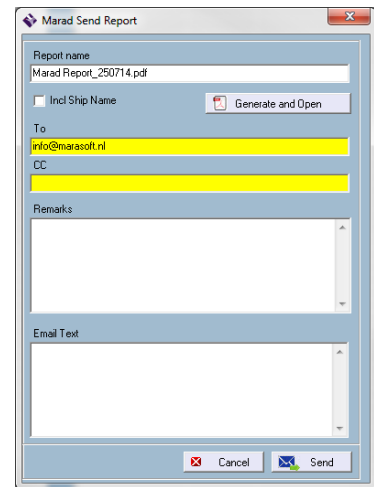
Copy the report to the Windows clipboard to paste it by example in Excel.



Close the report and go back to the Start screen.



Close the Marad program.



Settings

The Settings menu contains a number of functions:



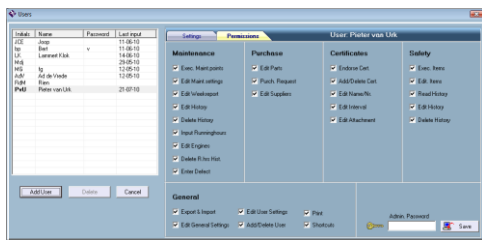
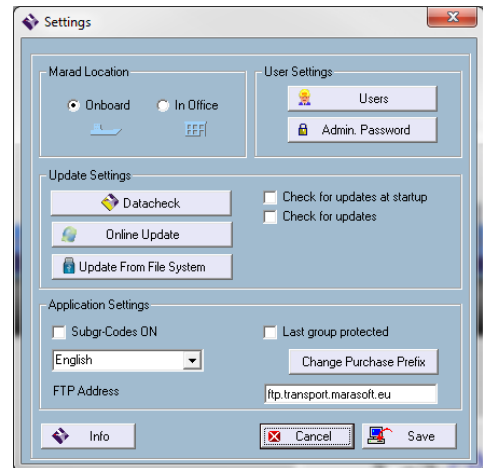
Marad Location: This allows you to set the location where Marad is installed, on the vessel, or in office. This is an important setting for sending orders back and forth and any adjustments to the orders are correctly processed. This setting also controls the automatic Marad Data Synchronization (MDS).

Changing this setting is secured in the usermanagement > Permissions / General / Change General Settings.

Users Settings

Users You can add new users and assign them certain rights. Every user can enter and alter their own password. The user can also specify a number of personal settings, such as which module is to be opened when starting Marad.

The administrator can assign users certain rights. The administrator can alter his own password in the Settings menu. The default password is "marad4". It is recommended to change this password! After clicking the 'Gebruikers' button in the Settings menu, it is possible to switch between the user settings and the permissions, which the administrator can assign to the users.



The administrator can assign general rights and rights per module to every user in the menu shown opposite.

The administrator must enter his own password before entering and saving the user rights.

See appendix I for list of permissions and their explanation.

Select 'Fastlogin' to decide which user is logged in automatically when Marad is started. This is useful if Marad is often used by a single person, such as in an office. When a password is added on this person only the password has to be filed in during login.

Administrator password You can enter or alter the administrator password. The default password is "marad4".

Application Settings

Subgroup codes On You can specify whether you wish to have the subgroup codes displayed in the maintenance modules or not.

Last group secured You can specify whether the last group in the maintenance module must be protected with the administrator password for, for example, ISM and ISPS issues.

Language This button is used to select the language you wish all the buttons and the information fields to be displayed in. The text that you enter yourself (e.g. maintenance points) will obviously not change language.

Update Settings

Datacheck This button activates a function which checks the databases, makes alterations to the databases after an update, compresses the databases and, if necessary, repairs the databases. This function can be run as often as desired.



Online updates This button activates the function to search for new Marad updates, which can be automatically installed.

Update from file system Using this button you can perform a update of Marad when you received the update as a file. This file can be selected and it will be automatically installed.

Check for updates at startup On/Off: When this is enabled, Marad will automatically check for new updates every time the program is started.

Check for updates: Using this you can set the interval before Marad will check for new updates again. This is used by example when Marad runs for days without being closed.

Info Click 'Info' to display the program's start window, which contains all our address information. The program's version number will also be displayed. Clicking the window will make it disappear.

Cancel This closes the Settings menu.

Save This saves the altered settings.

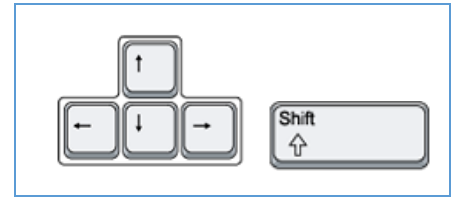


Using the date input fields in Marad











When entering new jobs in Marad, a start date and end date will be asked for. In this time frame the entered job is valid. Entering a date can be done on two different ways:

- **Using the keyboard**

Using the arrow keys on the keyboard, in combination with the use or no-use of the SHIFT key the date can be changed.

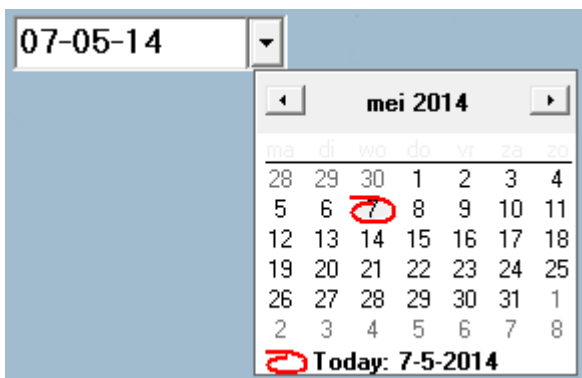
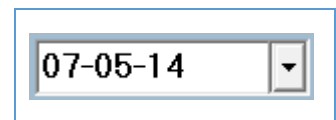


Put the cursor in the field you want to change. Use the key combinations below to change the date:




 or 	Up Arrow (↑) or Right Arrow (→) to increase the date by 1 day .
 or 	Down Arrow (↓) or Left Arrow (←) to decrease the date by 1 day .
 +  or 	Hold SHIFT down and Up Arrow (↑) or Right Arrow (→) to increase the date by 1 month .
 +  or 	Hold SHIFT down and Down Arrow (↓) or Left Arrow (←) to decrease the date by 1 maand .

- **Using the mouse, by using the calendar function**

By clicking on the arrow pointing down (▾) on the right of the datumfield, the calendar function will pop-up:



Click on a day to fill that day in the date field. The different buttons are described below:

	Go 1 month back in time
	Go 1 month forward in time
	Clicking this the current day date will be filled in into the datefield



Work lists



The function “Work lists” offers an overview of open tasks which are arranged in different categories. As a standard Marad is set at Weeklist.

The week list shows what maintenance has been planned for a certain week in an overview. This is shown by orange lamps for the maintenance points. The overdue maintenance is marked in red. On the left an overview of the status of the groups and subgroups is given.

Here the week number can be selected.

Choice to not show executed maintenance, or only show overdue maintenance or work list with details.

Work list filter

The work lists can be filtered per group, so that only the points of one or several groups can be shown and printed.

While you are in the work list, click on the lamp of the group(s) to be shown or click on a line in the centre overview screen if you only want to view and print the work list of this group/those groups,



Runninghours






Marad must know the actual running time in hours for the engines/machines for the benefit of the maintenance points which are based on the number of running hours.

Marad wants to know at least once a week what the running hours are. The 'Running hours' light for a certain machine will remain red for as long as the running hours have not been specified. The light will turn green once all the running hours have been entered.

The window shown opposite is displayed by clicking the 'Runninghours' button.

In the 'Actual run hours' field, enter the running hours as given on the engine's/machine's meter. The running hours will be displayed in yellow.

	Actual run hours	Last run hours	Date of input	Average hours/wk
Main engine	20095	20895	28-04-12	130
Aux engine 1	8631	4810	20-12-10	54
Aux engine 2	10056	10056	28-04-12	66
Aux engine 3	24958	24958	28-04-12	61
Emergency gen	1060	1040	04-04-12	6

 Add	With this button you can add a new engine/machine for which a record of the running hours must be kept. Confirm the name by pressing the Enter key.
 History	Overview of all saved running hours with possibility to copy them to 'Clipboard'.
28-04-12	The date on which the actual running hours are entered can be altered by placing the cursor in the field concerned and pressing the arrow buttons on the keyboard.
 Print	The running hours can be printed and taken with you when checking the readings on the engines/machines.
 Cancel	With this button you close the running hours screen.
 Save	Click the 'Save' button to save the running hours. The hours will then be displayed in green.

You can enter the running hours of all the machines at once or separately at different times. In time, Marad will calculate the average running hours.

It is possible to automatically link the running hours to Marad from the ship system. Contact MaraSoft for more information. Further information is also available in the 'Documents' folder where the 'Protocol Marad Draaiuren.pdf' file is located.

Shipdata

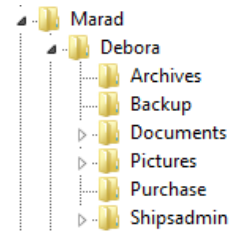
You can enter general information, such as the ships' call sign, dimensions, etc.



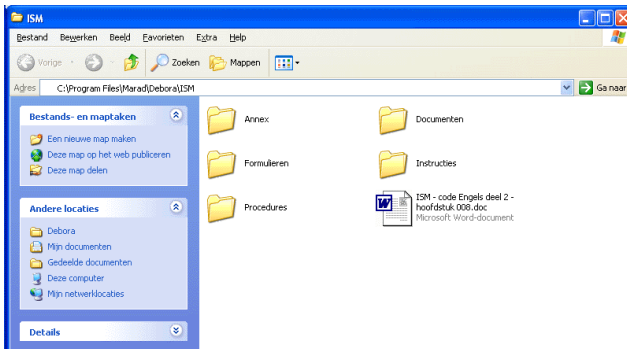
Ships administration

The module Ship's Administration is nothing more than a short-cut to a particular folder made by Marad during the installation.

The button **Ship's adm.** launches the Windows Explorer which refers to the map ShipsAdmin. This map is located below the folder with the name of your ship (in this example: Debora) which is normally located in C:\Marad.



This folder is possibly subdivided (as shown below). Subdividing happens not via Marad, but via Windows.



Creating additional folders in ShipsAdmin.

- Go to **File**
- Choose **New**
- Choose **Folder**
- Change the name "new folder" into any name you wish

Repeat this procedure to make more maps.

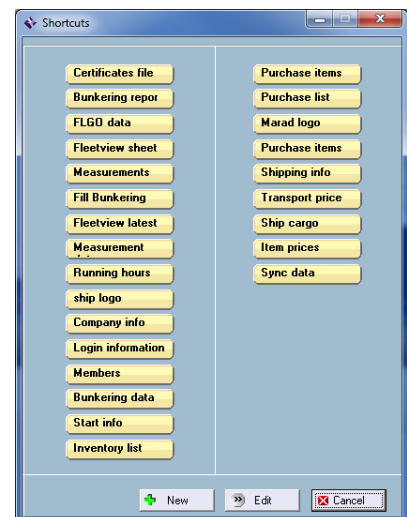
When you put all documents into a main folder you can easily transfer all documents to a USB stick . The Import & Export facility of Marad only copies the links to the documents.

Short cuts

With this module you can link external documents and programs to Marad and open them here.

Add a document or program to te shortcut list

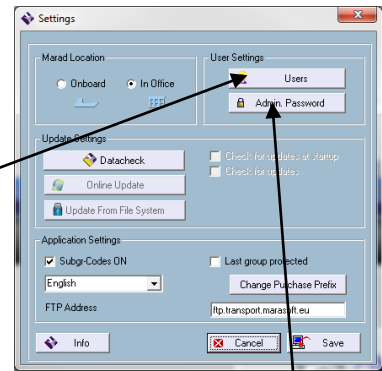
To add a document or program to the list click on the butoon "New".. After this you will see a screen where you can add a document or program with a link to the location of the document or program.



Usermanagement

In the menu Settings, on the left top menu bar, it is possible to add new users after the button Users is clicked. Every user can enter a own password and change it. The user can also check some personal settings over here, like which module will start when Marad opens.

Button to go to the usermenu.

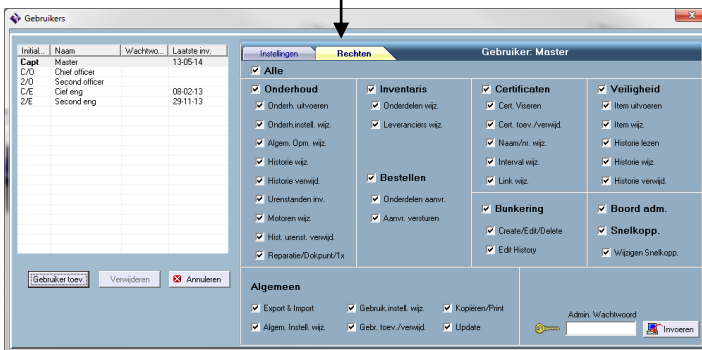


Button to change the Administrator password.

Administrator

The administrator can assign permissions to the users of the program. In het menu Settings it is possible for the administrator to change his password. The default password is marad4. It is recommended to change this password! After activating the button Users in the menu Settings it is possible to switch between the usersettings and the permissions which can be assigned to users by the administrator.

Menutabs Settins and Permissions



In the displayed menu it is possible for the administrator to assign general permissions and permissions per module to every user. It is also possible to completely disable access to modules for an user.

To be able to save permission-settings it is required to enter the administrator password.

To move an user up or doen in the list, you can click with the right mouse button on the user and choose 'Move Up / Move Down'.

- **Fast Login**

Using the checkbox 'Fastlogin' you determinine which user will be automatically signed in once Marad is started. This is handy when Marad is often used by only one person, like in office.

If there is a password set for this user, then only the password needs tob e entered to login.



Marad Maintenance

Groups and subgroups

You can set up a maintenance system by clicking on the icon from a group on the left side of the screen.

- Groups**

You can right-click on a group to display a sub menu, where you can change the name or number of one of the 25 groups. Confirm the new name by pressing the **Enter key** on your keyboard.

A group can also be disabled so that the group can be split into a group for the machine room and another group for the deck for example. It can also be marked with a divider that can be set in this menu.

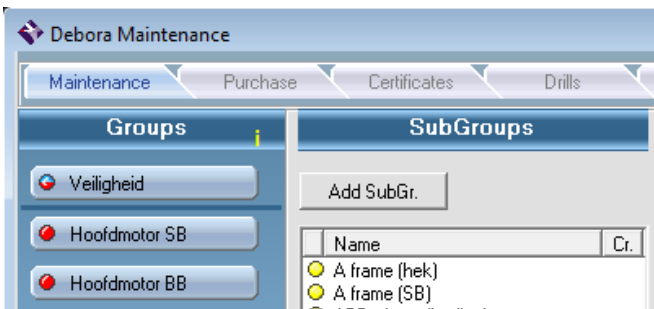
A group can be moved up or down in order to change the way the groups are categorised without having to re-enter all the data.



Example of categorisation using a divider line

Examples of a subcategory by a group that has been deactivated.

- Subgroepen**



Subgroups are entered within a group. This is the equipment that maintenance and spare parts will be linked to later.

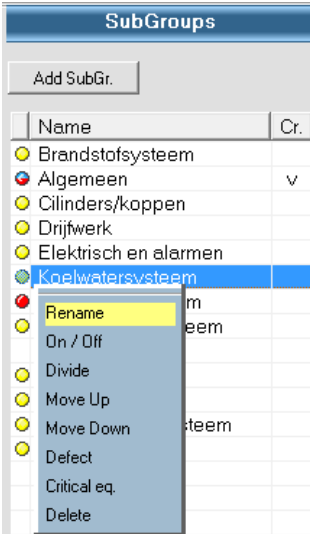
Subgroups can be tools or equipment, but they can also be systems or tanks etc.

MaraSoft includes a sample subgroup categorisation.

Click on the 'Ad. Subgr.' subgroup to add a new subgroup. You can make changes to the subgroup via the 'Data Chart' tab, which displays the same screen that appears when creating a new subgroup.



Right-mouse button function



If you right-mouse click on a subgroup, a submenu will appear where you can change the name of the subgroup. Confirm the new name by pressing the **Enter button** on your keyboard.

A complete subgroup can also be disabled.

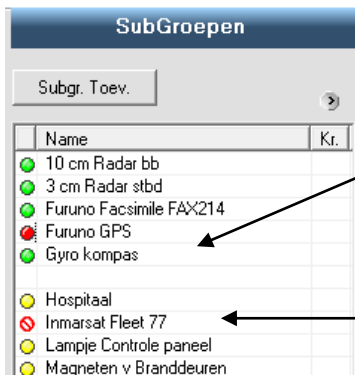
The subgroups can be split just like the main groups. A subgroup can also be moved up or down.

A failure can be submitted, whereby a new “maintenance time” repair with the specified defect will appear on the job chart. Refer to the description below.

A subgroup can also be deleted by right-clicking on it.

A subgroup can be set to critical via the menu.

Press the Escape key to exit without saving any changes.

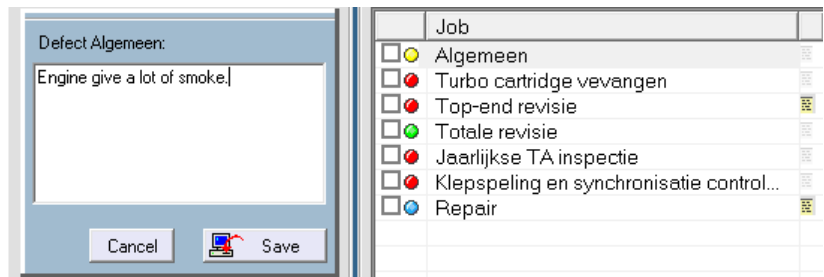


Example of a blank row between subgroups

Example of a subgroup that has been deactivated →

Defect / Repair

The following screen will be displayed if you right-click on a subgroup and choose Defect. Enter the reason for the defect on this screen. This will create a new “Repair” time for maintenance. The lamp for the time is blue. You can request a complete repair list via the weekly list.



Maintenance points

When you activate a subgroup, Marad first displays the maintenance points for the subgroup. The tabs can be used to complete the data chart, add parts and view history

Job	wk	date/hrs	Interval	Duration	wk	date/hrs	dtr/hrs ago
Algemeen							
Turbo cartridge vervangen	41	76500 h	6000 h		5	70500 h	20755 h
Top-end revisie	22	82000 h	11500 h		5	70500 h	20755 h
Totale revisie	34	92500 h	22000 h		5	70500 h	20755 h
Jaarlijkse TA inspectie	5	02-02-08	12 m		5	02-02-07	875 days
Kleppenspel en synchronisatie control...	41	11-10-07	6 m		15	11-04-07	807 days
Repair	50	12-12-09	6 m		24	12-06-09	14 days

The tab "Add Part" will bring up the following menu, which you can use to add a maintenance item.

Description; In the white field you briefly describe the maintenance point, for example 'Refresh oil' or you select a previously entered point with the black arrow selection button.

Type of point: Here you can choose whether it concerns a normal maintenance point with an interval, a repair point, maintenance point for the next docking or a once-only maintenance point.

Downtime: here you can fill in how long the work usually takes.

Fixed: A maintenance point can be fixed, which means that a maintenance point always starts to calculate again from its starting date/due date when it is checked off. Therefore checking off too early or too late does not have any consequences for the number of times that the maintenance point is reported by Marad.

Due period: here you set how long a point may stay "orange" before it is reported as overdue (Red).

Set Interval: here you enter when the maintenance point has to be executed (for example, every minute, every hour etc.). When ticking the running hours you must select the machine to which the interval must be linked.

Startdate or Duedate: With Startdate you notify once when the maintenance has been executed for the last time. To fill in the date field you can use the arrow keys on the keyboard or the calendar function. See also the chapter 'Using the date input fields in Marad'. Click on the name Startdate to set it to the current date. To enter running hours, put the cursor in the field, and enter the value you wish.

Memo By ticking Memo you can set how much time in advance the maintenance must be reported. It is hereby also possible to show a text.

Max. interv: A maintenance point can always be entered according to time (weeks/months) or according to running hours. However, there is also a possibility to let the interval run according to running hours and according to time. For this tick the field "Max. interv" and set the maximum time with the scroll arrows of the keyboard.

 Saves the new maintenance point

 Leaving the menu without saving the maintenance point.



Change maintenance interval for existing maintenance time

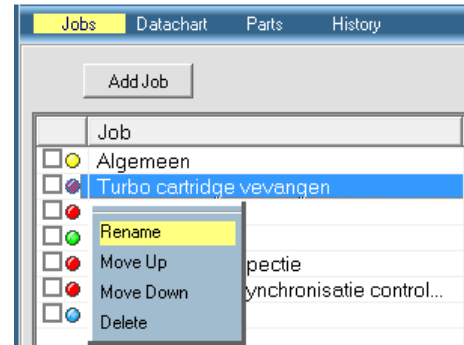
To change the interval for an existing maintenance time, click on the corresponding maintenance time. This will bring up the same menu that is used for adding a maintenance time, where all information can be changed.

Right-mouse button function

If you click on a maintenance time with your right mouse button, you will see a submenu where you can change the name. Confirm the new name by pressing the **Enter key** on your keyboard.

A maintenance time can be moved up or down afterwards to change the way the times are grouped.





The right mouse button can also be used to delete a maintenance time. Marad first asks for confirmation before the time is removed.



Job chart

Information can be linked to a maintenance time that specifies how the maintenance is to be performed, which tools are necessary and which safety measures must be taken, etc. A document can also be added to the job chart.

There are 4 icon links:

-  Nothing has been linked, the job chart is empty.
-  Only text has been entered.
-  A file has been linked that might contain free form text.
-  A photo has been linked with possible free form text.



Parts use

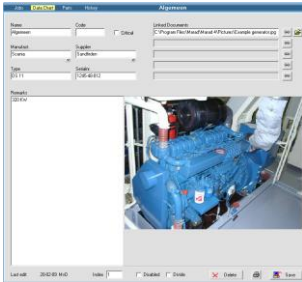
You can specify which parts are to be used for this maintenance. These parts will be deducted from current stock automatically upon checking off the maintenance.



Data chart

When you activate the 'Add. Subgr' button or click on the 'Data Chart' tab of an existing subgroup, the following screen will appear.

Use this screen to enter the main information of a subgroup/tool, link documents and/or images, add remarks and determine the index order of the Subgroups column.



- Main information**

Enter the subgroup / machine name including any code you have chosen for the code system, for example SFI code.

You can place a checkmark next to the subgroup / machine to mark it critical as recommended in the ISM system.

Name	Code	<input type="checkbox"/> Critical
Generator PS		
Manufact.	Supplier	
Scania	Sandfirden	
Type	Serialnr.	
DS 11	1245-48-012	

The manufacturer and the Supplier can be selected again using the arrow keys under these fields once they have been entered.

The type number and serial number are entered in the last two fields.

Use the tab key on your keyboard to move to the "Remarks" field, where you can fill in additional information such as power, voltage and frequency.

- Linking documents and/or images**

A maximum of 5 documents and/or images can be linked to each subgroup/tool.



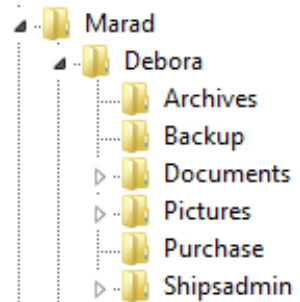
Look up document/image.



Open the linked document

If an image is linked (.jpg / .bmp / .gif) the first linked image will be displayed automatically on the bottom right side of the screen. If you click on the image, it will be displayed in a larger size.

MaraSoft recommends that you place the documents to be linked in the Documents and/or Pictures folder that was specially created for this purpose. These folders are located in the folder where the software is installed. If you save the documents and images to the designated folders, they can be included easily in a backup using the Export & Import menu.




If there are a lot of images and/or documents to be linked, we recommend creating subfolders: for example, a Certificates folder in the Documents folder and a subfolder for main engine job charts, etc.




Data chart menubar

At the bottom of the Data Chart screen you will see a number of buttons for the following functions and definitions:

- Last edit: 20-02-09 MvD

Date and login name of person who most recently updated the data chart
- 

Print complete data chart
- Cancel

Cancel to exit the menu without saving the data chart.
- 

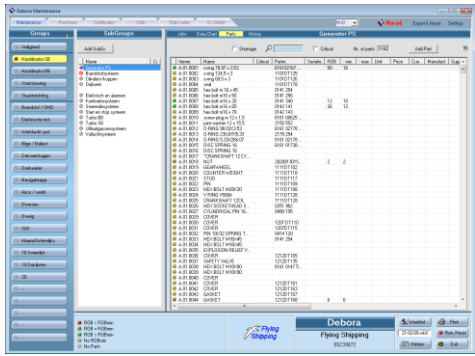
Save the data you entered



Parts

The screen below appears upon activating the Parts of a selected subgroup.

Use this screen to enter the information for all spare parts that belong to that subgroup/machine.

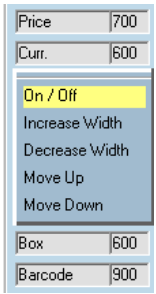


The menubar of the Parts tab contains the following functions:

- Shortage Display list of all parts for the selected subgroup that contain shortages (red sprockets)
- Search function.
- Critical List all parts that have been marked as critical
- Nr. of parts: 1142 Display number of parts entered for the selected subgroup.
- Add Part Add part
- Address book Go to the Supplier address book
- Show the two buttons below

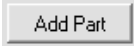
- Import Function used to import version 3, see user manual appendix.
- Function to modify data field settings.

After clicking this button, a list will appear with all the data fields to be entered for a part. See the next page. If you right-click on a field in the list, a submenu like the one here on the right will be displayed. You can use this to activate or deactivate a field, to set the standard width and to allocate a field to a different location. Click "Save" after completing any changes.
 The settings apply to all groups and subgroups!



• **Entering parts**

After clicking on the button



Or clicking on a data row for a spare part the following screen will be displayed.

All data fields are visible on the screen as default. Page 4 tells you how you can deactivate the data fields that are not important to you.



The fields that show a down arrow at the bottom right, contain information that was entered previously which can be selected easily.

The menu bar for the parts screen contains the following functions:

- Delete all information for the selected part.
- Order part
- Print label for part using Dymo printer
- Print all information for part using standard printer
- Cancel entry. You can also use the Escape key!
- Save the information you entered.

The same parts

If you wish to enter a bearing that you have already entered in a different subgroup, enter the same item number (or select from the blue list that appears as soon as you start typing).

Marad recognises that and copies the part number because the item number is unique. The specifications of the bearing are displayed, but they cannot be changed. You must go to the source part to make any changes.

Order


Use the left mouse button to select a part and choose "Order". Change the quantity and unit if desired and select "Urgent" if necessary. Then click on "Enter".

Purchase Request		Order Status
Amount	Unit	On List <input type="checkbox"/>
1	Pcs	Sent <input type="checkbox"/>
<input checked="" type="checkbox"/> Urgent	<input type="button" value="Cancel"/>	Ordered <input type="checkbox"/>
	<input type="button" value="Save"/>	Received <input type="checkbox"/>



Data fields to be entered

Item nr.	User can enter his own part number, for example, a number based on an SFI code or a code based on his own company's system.
Name	Part name
Critical	Yes or No input field
Part nr.	Part number as specified in the instruction book
Serial nr.	Unique part number, important for NOX record
ROB	Remaining on board, how many parts are still on board this item
- min	Minimum number of parts of this item that should be on board.
- max	Maximum number of parts of this item that should be on board.
Unit	Unit of measure: for example: each, litres, sets, dozens, etc.
Price	Price
Curr.	Euros / US Dollars
Manufact	Manufacturer of part
Supplier	Supplier or distributor of part
Delivery time	Delivery time
Category	Groups to be created, such as filters, bearings, V-belts and others that can be used as a filter
Storage	Place where part is stored
Box	Container in which part is stored
Barcode	Barcode
Size	Measurement description
Drawing nr.	Drawing number
Link	Link to drawing or photo
Cost code	Cost centre number
Remarks	Text field for remarks about the part.
Index	Sequence number for part in the list.
Date	Date part was last changed.
User	User who made the last changes to the part.

Itemnr.	950
Name	2000
Critical	700
Partnr.	1250
Serialnr.	750
ROB	600
- min.	600
- max	600
Unit	700
Price	700
Curr.	600
Manufact.	900
Supplier	1100
Delivery time	800
Category	900
Storage	800
Box	600
Barcode	900
Size	700
Drawingnr.	900
Link	800
Cost code	1050
Remarks	1400
Index	600
Date	1000
User	550
 Save	



Summary

You can click on the history tab to display the screen below, which you can use to request maintenance summaries.

Select the year for which you would like to see a summary.

Search function where you can use the black arrow to select a maintenance time. You can also enter a search word.

Date	wk	run.ho...	Job	By	Linked Document	Remarks
14-07-09	29		Klepspeling en synchronis...	MvD		
01-07-07	26		Algemeen	js		Explosiedeksel gereviseerd
02-06-07	22		Algemeen	hml		startluchtklep overhaald.
28-05-07	22		Algemeen	kck		Filledon doek vervangen
18-05-07	20		Algemeen	hml		Lekkage verholpen aan carter nive...

The lists can be sorted by clicking on the column heading of the column you would like to sort, alphabetically or by date.

Click on this button to copy the summary into your computer's internal memory (clipboard). Now you can paste it into any desired document or application.



Marad Inventory

The inventory module is where all the parts that have been entered separately in the maintenance module come together. However, (standby) spare parts can also be entered in the inventory module. Besides the parts linked to a group/part from the maintenance module, there is also an additional “Free Parts” group. This is where you can enter parts that are not allocated to any other category, such as tools or food items.

There is a parts look-up feature with comprehensive filter lists in the inventory module. Parts can also be placed on the purchase request list in this module, just like in the maintenance module.

In addition, the inventory module contains a comprehensive list of suppliers with their addresses and points of contact. The different modules can be linked to this supplier information.

The screenshot shows the 'Inventory' module interface. Callout boxes point to the following features:

- Function to add new part:** Points to the 'Add Part' button.
- Search field:** Points to the search input field.
- Selection list of parts. All shortages, critical parts and group or free parts:** Points to the 'All parts' dropdown menu.
- List of suppliers:** Points to the 'Suppliers' button.
- Function to display all parts entered:** Points to the 'All parts' dropdown menu.
- Function to filter all parts entered. Columns can also be filtered from A to Z or vice versa by clicking on the column:** Points to the column headers in the table.

Group	SubGroup	Itemnr.	Name	Critical	Partnr.	Serial...	ROB	- min.	- max	Unit	Price	Curr.	Brand	Supplier	Delive...	Category	Storage	Bc
Main engine	Governor	00001	Balg		256*548		2	2	4	Pcs	12	Euro	Marasoft	Bolier	12 we...	Balgen	Engin...	4

Change

Use the left mouse button to select a part. This will bring up the same screen that appears when entering a new part. You can change the part and save it.

Delete

Use the left mouse button to select a part. This will bring up the same screen that appears when entering a new part. You can also delete a part here. Another method is to select the part by right-clicking on it, which will bring up a selection menu. Click on Delete to remove the part.

Order

Use the left mouse button to select a part and choose “Order”. Change the quantity and unit if desired and select “Urgent” if necessary. Then click on “Enter”.

Purchase Request		Order Status
Amount	Unit	On List <input type="checkbox"/>
1	Pcs	Sent <input type="checkbox"/>
<input checked="" type="checkbox"/> Urgent	Cancel	Ordered <input type="checkbox"/>
	Save	Received <input type="checkbox"/>

Copy

Line(s) of parts can be selected and copied to another program, such as Excel, by right-clicking on the part. Press the Shift key to copy a series of parts. Press the Ctrl key to select different parts.



Marad Purchase

The purchase order module is where all the purchase requests from the maintenance or inventory module are combined into a purchase order. You can use the purchase order module to send all purchase requests to the office. The office can then send a response to the request back to the ship. The purchase order module is also where received parts are entered.

Purchase order number. Is automatically assigned a sequential number by Marad. Once the purchase order has been sent, a new order will be created automatically.

The screenshot shows the 'Romy_Trader Bestellen' window with the 'Bestellen' tab active. The main area displays a list of purchase requests for order '2009_003'. The list includes columns for Itemnr., Naam, Partnr., Aantal, Unit, Urgent, Merk, Leverancier, Locatie, Kist, Status, Datum, and Inkt. The selected row is 'A.01.0341 FIJEL PUMP' with a quantity of 4 pcs from supplier 'Sandfirden'.

Callouts provide the following information:

- Purchase order number:** 2009_003, which is automatically assigned a sequential number by Marad.
- List of parts from selected purchase request:** The table below shows the parts included in the request.
- Free remarks field for a purchase request for a ship:** A field for 'Remarks 2009_003' with an 'Invoeren' button.
- Free remarks field for a purchase request for the office:** A field for 'Remarks Purch. Departm.' with an 'Invoeren' button.
- The ordering information for this part can be changed here upon selecting a part from the purchase request:** The bottom left panel shows fields for 'Itemnr.', 'Aantal', 'Eenheid', and 'Supplier'.
- Buttons for sending and importing purchase requests to Marad program on office or directly via Excel document to supplier:** The bottom right panel includes 'Export', 'Import', and 'Marad' buttons.
- All shortages will be added to the current purchase request:** The 'Urgent' checkbox is checked in the bottom left panel.

Itemnr.	Naam	Partnr.	Aantal	Unit	Urgent	Merk	Leverancier	Locatie	Kist	Status	Datum	Inkt
A.01.0120	CYLINDER LINER	1302DT119	1							Sent	13-11-10	JCE
A.01.0161	FUEL INJECTOR	1501DT31...	2					Altship	12	Sent	13-11-10	JCE
A.01.0195	INDICATOR COCK	010101906...	1							Sent	13-11-10	JCE
A.01.0230	GASKET	1520DT105	1							Sent	13-11-10	JCE
A.01.0341	FIJEL PUMP	2106DT146	4	pcs	v	Bolnes	Sandfirden	Altship	12	Sent	13-11-10	JCE
A.01.0628	O-RING 6,99x123.19	616102178...	9							Sent	13-11-10	JCE
A.01.0980	PACKING	6404DT115	2							Sent	13-11-10	JCE
A.01.1076	THERMO COUPLE	8203DT650	1							Sent	13-11-10	JCE
A.01.1077	EXH GAS TEMPERAT...	8203DT652	2							Sent	13-11-10	JCE
A.01.1119	MOUNTING SET INJE...	1501DT003	22							Sent	13-11-10	JCE
A.01.1123	O-RING STARTING V...	2167 233	2							Sent	13-11-10	JCE
A.01.1127	MOUNTING SET CYL...	1501DT002	2							Sent	13-11-10	JCE
FP0011	Devcon vormbaar staal B	301602	3							Sent	13-11-10	JCE



Purchase requests

Archiving. Any closed purchase requests from prior years will be archived.

Function to browse purchase requests

Current purchase requests with different statuses.

A purchase request passes through the following stages:

Status	Open	Sent	Receiving	Closed
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open	This is the current purchase request list where ordered parts are listed. Parts in this list can still be changed or deleted. Parts cannot be changed or deleted once the list has been sent.
Sent	The purchase request is sent to the office; therefore the status for all the parts on the list is automatically changed to "Sent". This occurs at "Export" / "to office". However, if the status does not change, you can check the box next to "Sent" to change the status to "Sent". You may have to do this if the order list is printed and faxed to the office.
Receiving	Once the status of a part on the order list has changed to "Ordered" (by the office) or "Received", the status of the corresponding order request will change to "Receiving".
Closed	Once the status of all parts has changed to "Received", "Cancelled" or "Not Avail", the status of the purchase request will change to "Closed".

Additional information

Filter function to filter purchase requests by supplier.

Allows office to review added or changed information for a purchase request.

Alle Leveranciers | Bestelaanvraag 2010_004 | Info Purch. Departm. | Details | Aant. Ond. | 15

Expand purchase orderr list to display all information on an order list.



- Parts information

If you click on a part in the order list, a blue bar will appear at the bottom of the order list, which allows you to change information about the part and request the status.

The screenshot shows a blue bar at the bottom of the order list with the following fields and options:

- Itemnr.:** FP0041
- Aantal:** 160
- Eenheid:** Pcs
- Supplier:** Pon Power
- Urgent:**
- ROB:** 40
- On List:**
- Sent:**
- Ordered:**
- Received:**
- Order Status:** Not available Canceled
- Buttons:** Annuleren, Invoeren

Callouts explain the following:

- Part information that can be changed here:** Points to Itemnr., Aantal, Eenheid, and Supplier.
- Status of part:** Points to On List, Sent, Ordered, and Received.
- The order for a part can be marked as urgent.** Points to the Urgent checkbox.
- If a part cannot be delivered.** Points to the Not available radio button.
- A part can also be canceled due to other reasons.** Points to the Canceled radio button.



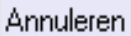
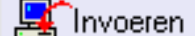
A part on the purchase order list can have the following status:

On List Part is on the order list

Sent Part has been sent with order list

Ordered The office has ordered the part

Received The part has been received and entered into inventory on board

	Quick link to list of suppliers
	Print parts information to the Dymo printer
	Exit the menu without saving any changes
	Save changes

Export & Import

Purchase order information can be sent to the office or to the ship from the purchase order module. When information is sent from the ship to the office, the purchase order information is packaged at the other Marad location, which has been sent via the same method or via the standard Export & Import menu (marad4.toc)

When (change) order information is sent from the office to the ship, only the change order information is sent from the office to the ship.

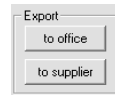


Purchase order / Request for quotation

The Order module allows you to send part or all of a Purchase Request (PR) to a supplier for a request for quotation (RFQ) or directly as a Purchase Order (PO).

In all cases Marad will create an Excel document based on the RFQ or PO, which will be stored in the Purchase subdirectory. There is an option to create only the Excel document or an email with the Excel document as an appendix.

If you have opened a PR in the Order module and then click on Export to Office or to Supplier, the following screen will appear, allowing you to create and despatch a PO or RFQ.



Shipping company name, to be filled in by user.

Supplier details. Completed automatically when selecting a supplier, but can also be done manually.

These fields are automatically filled in if a component is selected for a supplier.

These fields allow you to determine the format of the order.

Field for remarks included on the order.

Select a Purchase Order or a Request For Quotation

Purchase Order

Shipping Company name Address etc	Ordernr.: PO_2010_004
To: Bolier	From: MS Debora etc
Middelbuurt 98 Dordrecht NL	Delivery address: Flying Shipping MS Debora Hoogkade 41 9038 EU Radersoord
Att.:	Email

A Nr.	B Partnr.	C Name	Show
D Amount	E Unit	F Group	

Remarks: All parts Selection

Test

Order number. Marad will automatically insert the number of the Purchase Request, but this can be amended.

From and Delivery addresses, to be filled in by user.

The "Show" button allows only those columns selected for the PO to be shown in the list.

This button allows you to switch between the previous remarks in this PO, those for the ship and those for the office.

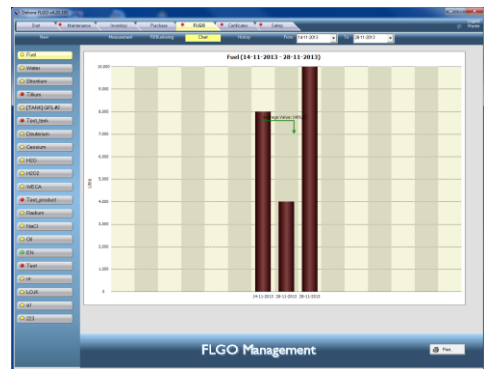


Marad FLGO

The FLGO module is for recording the current tank contents (levels) and new bunkering. Various (graphic) overviews can be requested for the tanks and/or products.

FLGO stands for:

- Fuel
- Lubrication
- Gasoil
- Oil



Creating a new FLGO item

Click on the "New" button at above, left on the screen for creating a new FLGO item. The following screen will appear.

Now enter all the necessary information.

Click Add to save the information and leave the screen.

The colour status block indicates whether there is sufficient volume/stores left over.

The settings for the tank or product can be changed using the right mouse button function.

The screenshot shows the 'Add' dialog box in the FLGO Management software. It contains the following fields and values:

- Tank/Product: Product (dropdown)
- Product Name: Lub oil (text)
- Fill Type: Content (dropdown)
- Unit: Litre (dropdown)
- Color: (yellow color block)
- Comment: Lub oil Main Engine Mobilgard ADL 40 (text)
- Sufficient limit (Green): 5000 (text)
- Warning limit (Orange): 3000 (text)
- Minimum limit (Red): 2500 (text)

Buttons: Cancel, Add

Entering current values and bunkering

The same screen appears for entering the current values (measurements) or bunkering.

Click "Measurements" (levels) or "Fill bunkering".

Enter the current value or bunkering. The recording date can be altered and a comment can also be added.

The buttons at the bottom of the screen have the following functions:

Save: this saves the values you have entered.

Cancel: this closes the window without saving the values you have entered.

The screenshot shows the 'Measurement' dialog box in the FLGO Management software. It contains a table with the following data:

Measurement	Date	Fill Type	Unit	Remarks
Fuel	28-11-2013	Content	Litre	
Water	28-11-2013	Content	Litre	
Lub oil	28-11-2013	Content	Litre	

Buttons: Cancel, Save

Overviews

At the top of the FLGO module you can set the period for which you want an overview via a diagram (Chart) or via the "History" button which gives you an overview in table format.

The user can alter these values afterwards if desired.

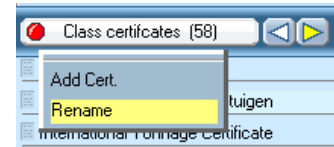


Marad Certificates

After clicking the module Certificates screen opens after selecting the tab “Certificates”. An unlimited number of certificates can be entered in to six different groups. Select page one (first three groups) or page two (last three groups).

Groups

The names of the groups can be changed by the user. Click on the group name, a drop-down menu appears. Select “Rename”. Save the changes with the “Enter” key.



- In the group name you can see how many certificates are in that group. The total number of certificates in the system is shown in the left hand side lower corner of the screen. On pages 1 and 2, the groups are shown but not all certificates that may be in the group are visible. To see all the certificates of a group, click on the arrow on the right of the group name. The group then unfolds to full screen size.
- Return to page 1 or 2 by means of the left hand side arrow.
- When the arrows behind the group name get the colour blue it means that there are more pages with certificates.

Note: MaraSoft advises you to consider the names you will give the groups carefully. MaraSoft has named the groups as follows: Statutory, Class, and Others. The order of importance is the underlying idea here. Of course you can change the names at your own convenience. MaraSoft recommends you to enter the certificates in the groups according to their importance. The certificate you put in first will be placed at the top of the list. Certificates with for instance an unlimited lifetime can be put in last.

Adding a certificate

To add a certificate to a group, click on the group, and a drop-down menu will appear. Then click on ‘Add Cert.’ After that the dialogue screen below will appear.



Enter the name of the new certificate in the white field.

By **Surveys of certificate** you indicate what kind of surveys have to be done under this certificate; annual, intermediate or none. Marad automatically shows at the second or third annual that it has to be an Intermediate.

The grey fields are optional. You can store your own information here.

Note: Certificates without expiry date: set **Renewal after:** to 0

With the button ‘Attach Doc.’ a document can be linked to a certificate. In that case an icon will appear in front of that certificate, just as in the Maintenance-module.

The dates can quickly be changed with your arrow keys on your keyboard.



Explanation 'Surveys of certificate' (Annual, Intermediate and None)

Marad will give a notification before the end of each certificate, whether it is an Annual, Intermediate or None. For Annual and Intermediate this warning the 3 months before expiry (legally), and for None you can enter it yourselves.

Annual

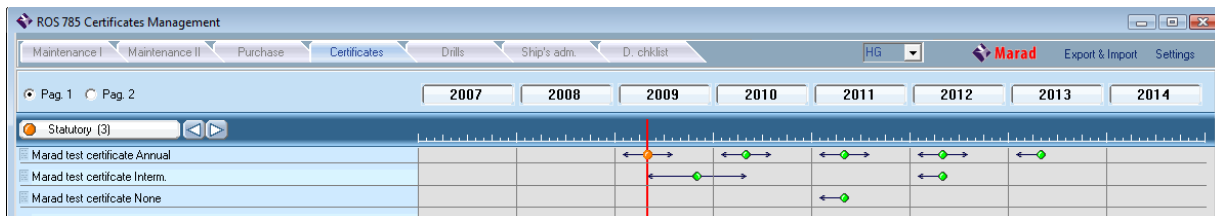
A certificate has an expiry date, but when this is more than one year the certificate has to be endorsed and, upon expiry, renewed. The window for the surveys is from 3 months before till 3 months after the due date; a window of 6 months.

Intermediate

Halfway through the lifespan of a certificate there has to be an intermediate survey. This may be done as from 6 months before until 6 months after the due date; a window of 12 months.

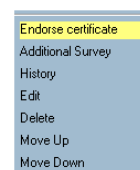
None

A certificate does not have a certain lifespan, but an intermediate visitation is not required. Marad just gives a warning that the expiry date of the certificate is reached.



Actions on a certificate

Click on the name of a certificate and the following menu will appear



Endorse Certificate

The name of the certificate appears in the white field.

In the field **Signed:** add the name of the person who performed the survey.

Select whether it concerns **Flag state** or **Class**.

In the field **Place:** fill in the place where the survey was done.

Select whether it was an **Annual** or an **Intermediate**.

Date: Here you enter the date of visitation.

Note: You can change the date quickly by means of the vertical arrow keys on your keyboard.

Remark: you can enter comment.

Save you store the data.

NB The menu for endorsing a certificate is also available by clicking on the orange or red light.



Additional survey

The menu which appears here is the same as for an endorsement. Fill in the required data, and Marad will store that in the history.

History

With this you call for the history of the selected certificate.

Edit

Here you can alter the data of a certificate. It is the same menu as for adding a certificate.

Remove

With this you remove a certificate, *together with its history*.

Renew a certificate

When a certificate is at the end of its term, you click the orange light and a similar menu will appear. Here you can register the Renewal, so it is not necessary to remove the old one.

Move / Move down

A certificate can post to be moved up or down to change the position of the certificates in a group without having to enter everything again.

- **Explanation of the different buttons**



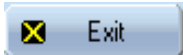
With this button you get a survey from the state of affairs of the certificates on that moment.



With this button you can make a print screen.



By clicking this button you can see the performed tasks to certificates from the past.

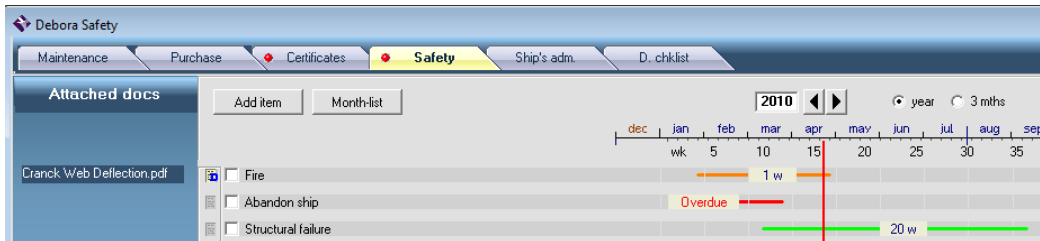


With this button you shut down the program.



Marad Safety

The Safety module in Marad is used to keep a record on the safety drills but also can be used to record the work permits which are created on board. Starting Marad Safety, The window below appears.



The vertical red line indicates the actual date. The length of the horizontal coloured lines indicate the length of the interval of an item. The colours of the lines indicate the status of the items. Green = due, orange = must be done this month, red = overdue, yellow = no interval.

Add a new item

By clicking on the button 'Add item' you will see a screen like the one below with which you can add a new safety item.

- In the white square you have to fill in the paraphrase of the safety item.
- Below 'Interval' you input the frequency of executing the item.
- By Startdate or Duedate you fill in the last date of which the item is done or you make clear what's the duedate. Use the arrow keys of your keyboard to change the date or week.
- A safety item can be fixed. See maintenance part.
- You can change the template in the yellow field.
- With the button 'Save' the maintenance point will be saved.
- With the button cancel you leave the menu without saving a new item.

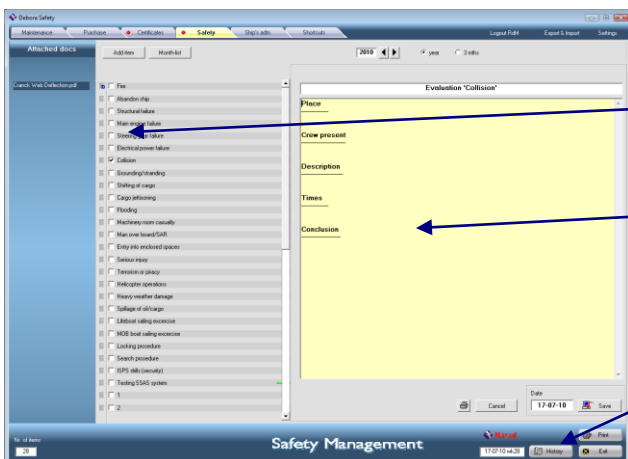
With this button you can save the evaluation template as default one.

Fix a safety item

A safety item is normally fixed. This means that the system always starts to count from its Start date or last due date when it is checked off. When you check off the item too early or too late, this has no consequences for the number of times Marad notifies the safety item.



Mark an item as done



1 Mark the white square before the safety item

2 Fill in the evaluation form

4 Perhaps change the date.

5 Click on the button Save.

- **Delete a safety item**

To remove a safety item click with the right mouse button behind the safety item and after that on the red mark.



- **Edit a safety item**

Click on a particular interval line to change afterwards the name of an item, the same menu like the one that appears if you want to add a new safety item for first time appears after which all data can be changed and saved.

- **Attach a document and extra information**

Via the Description chart before the safety item you can add data to the item, in the same way as for the maintenance points in the maintenance module. You can also link a document to a safety item. The linked document will be shown on the left side of the item. By clicking on the name of a document, it will be opened.



Tip: With the button **Esc** on your keyboard you turn one menu backwards in the module!

	Opens a list with the upcoming drills of that particular month.
	Opens a summary of the safety items done. You can filter on each entered type of item and year. Here also, you can call for the evaluation of the item and print the complete item evaluation.
	When the button print is pressed a print screen of the items is print on paper.
	Closes the complete program



Appendix I



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