User manual Standard 3.50

Password: marad

Contents

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.

Because the application is provided in your own language, in a graphic design with the image of your own ship and the help-assistant (i) available on the screen, 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	Requirement
Processor	Pentium® or equal
Operating system	Windows 98/NT4/2000/ME/XP/Vista
Free space on the ram-memory	75 MB
System memory	32 MB
Other stations	Cd-rom
Monitor/screen	256 colours / resolution 1024x768 / min 15 inch
Cursor	Mouse or tableau

- **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.

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.

Remark: If the auto run program does not start after you have put the cd-rom in the cd-rom station, you also can install the program as follows:
Click on start in the left hand bottom of the desk top
Click on "Run"
 Type **D:/setup** via and click **ok**. The installation procedure will now run.

Tip: 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.

- **Creating a short-cut on your desk top**

To put a short-cut to Marad on your desktop, proceed as follows:

Go to **Start/programs** and find Marad in the list.
Put the cursor on the Marad icon and right-click.
A new screen will appear.
Select **copy to** >. **Desktop (create a shortcut)**.

- **Install Marad on a network**

- Put the Marad-key on the parallel- or usb-port of the server of the network.
- Install Marad on all computers; on the server and on all workstations from which you wish to run Marad. The path to the folder where Marad is installed is: C:\Program Files\Marad\Shipname, in which shipname is the name of your ship. If the letter of the network for instance is G, then, enter: G:\Marad\Shipname. Do not forget the shipname because that is important for copying data to e.g. your office.
- Install on each workstation also the Super Pro Server that maintains the communication between Marad en the security key. This you can find in the folder SuperProServer on the Marad cd. Search for it with the file explorer. Double-click on the button Setup en follow the instructions.

Server name

In the toolbar, under 'Settings' you can enter the servername. This enables Marad to search for the security key on the server. Otherwise, the whole network will be searched, which takes more time.

If you do not know the server name, please search for:

Settings/Control Panel/System/Network Identification.

Here you find the name you need to enter under 'Full computer name'

- **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 **Program files,** 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 five sub-folders
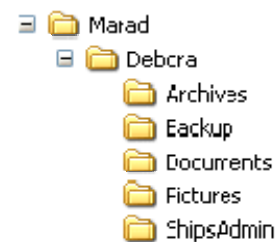
Archives: At the start of a new year, Marad will put the maintenance of the last year in this folder. In this way the summary will not become too long and so the application will not slow down.

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.

ShipsAdmin: see page 24.

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Security

- **Reason for security**

MaraSoft invests much time and money in the development of 'new' software. Marad protects its software against illegal and improper use to prevent illegal copying.
Read more about copying, use and transfer of the software in the licence agreement

- **Method of protecting the application**

MaraSoft protects her program Marad against improper use by means of a key, also called a "dongle", that has to be put into the backside of the computer. This key is programmed uniquely for the supplied software.

So key and software belong to each other and cannot be used with other programs. The applications only looks for input functions when the key is present. For setting up a maintenance program or for reading out data only the key isn't required. In this way you can install the application on an unlimited number of work stations.

You have to plug the key at the back of the computer into the printer port. If there are more keys which have to be placed into the same port, or if the printer plug also has to be connected, then you can put the keys on top of one another other. The sequence doesn't matter.

Possible Dongle-errors

Error record	Cause	Solution
Security program not found.	C:\Windows\System\sx32w.dll is missing.	Install Marad again.
No Security program found.	Sentinel System Driver non-active.	Execute in map *Sentinel System Driver* of the CD setup.exe #
No Marad-dongle found.	No Marad-dongle on parallel port.	Place Marad-dongle on parallel port.
The Marad-dongle is not from the (ship name)	Marad-dongle of another ship on parallel port.	Install the right Marad-dongle on parallel port.

#
Put the Marad-CD in the CD-drive, and at the same time press the shift key (This will prevent that Marad will be installed again). Search in the explorer for the cd-map: Marad key, and click twice on setup.exe. Now the Marad key will be recognised by the computer, and you can input maintenance.

Tool bar

Activation of different modules such as Maintenance, Machinery list, Certificates, Daily Checklist and eventually extra modules has to be done by means of the buttons at the left side of the tool bar. The button which lights up is the active button. Marad will automatically start up with the maintenance module. You can start up the other modules by clicking on the buttons. The modules will also start by using the 'F1', 'F2' and the 'F3' buttons. The led's in the modules Certificates and Drills indicate the present condition of these modules.

On the right side of the tool bar you can find two buttons with which you can adjust specific functions (which are common functions for the three modules).

Export & Import

With this function you can copy data from the computer to a specific destination or the other way around. You can also create a back-up.

Select the data you want to copy. You can choose 'All data', or 'Only changed data'. **Marad** will indicate the size of the file that has to be copied. If you want to send the file by e-mail, you have to select the e-mail button after which a screen will appear in which you can enter the particular e-mail address. This address will be saved by Marad to make it available for the next mailing. Finally, click on the button comp > disk to export the data.

With the other button you can import data from the disk.

When you have received an email with **Marad**-data, you first have to indicate whether it concerns "all data" or "changed data". Then select the button "e-mail" and finally the button "Email -> Comp". **Marad** will scan your Inbox, and if **Marad**-data are found, **Marad** will import the attached data automatically.

In the same way you make a back up. You can choose the target yourself, otherwise the data will be stored in the file C:\Program Files\Marad\Backup.
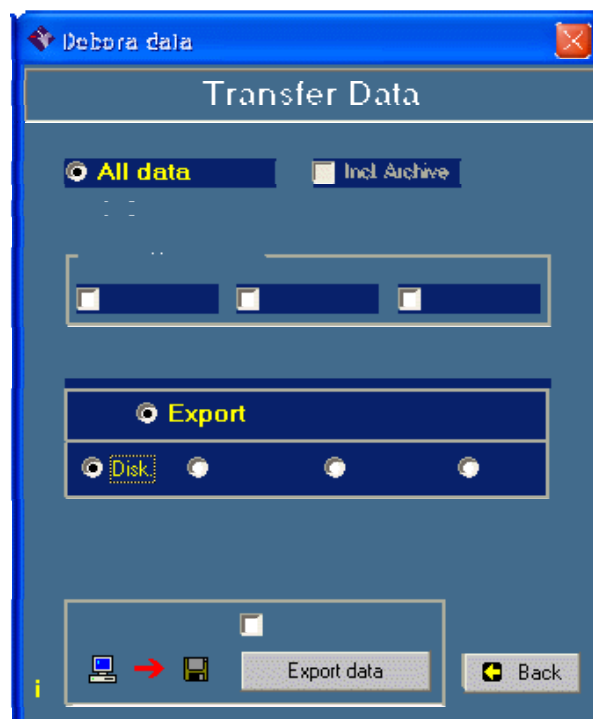
Why copying data?

*As a prevention against losing data by any reason, for instance damage of the hard drive, it is better to make a **back-up**. It is also clever to set up a maintenance system at home after which it is copied on board. The other way round is also possible, the data of the computer on board are transferred to the computer ashore. So you have at your disposal all data at more than one places and you ensure operational availability of the system in both locations.*

Settings

Here you find different functions:

Language options

Set the language in which all buttons and information screens have to be shown.
The text that you enter yourself is of course not affected by the selection of the language for the application.

Marepair

This button will start a check on all Marad-databases. Possible errors will be repaired, and the data will be compressed and cleaned. Marepair can be used as often as wanted.

Data view

In "data" view you can see the date of latest performed maintenance in a group, the number of maintenance points of each group, how many times maintenance is carried out and the quantity of the given machinery in a machinery list.
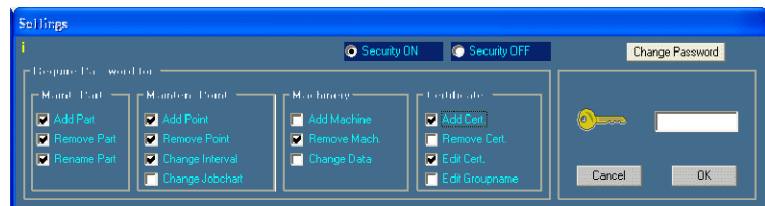
You can filter the data by typing particular initials. You also can filter by the year.
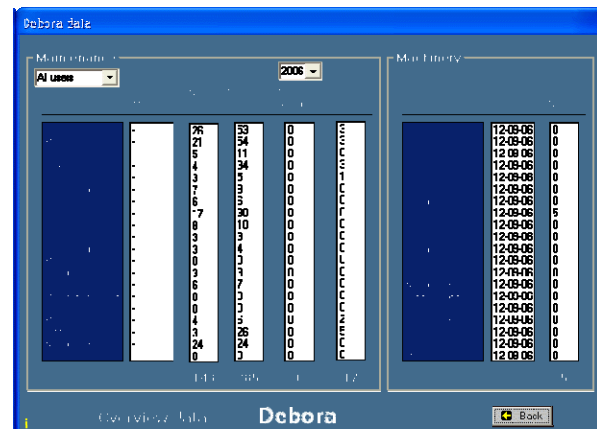
Security

In this screen you select the functions which have to be secured by a password
The active password is marad.

Info

The button 'info' opens the start screen of the application. This screen shows our address data. Besides you can find here the release number of the application. Close the screen by clicking on it.

Maintenance Module

- ## Maintenance > Work list / Week list

Marad automatically opens the maintenance module and shows the week list with the planned maintenance for that week, with overdue maintenance, if any.
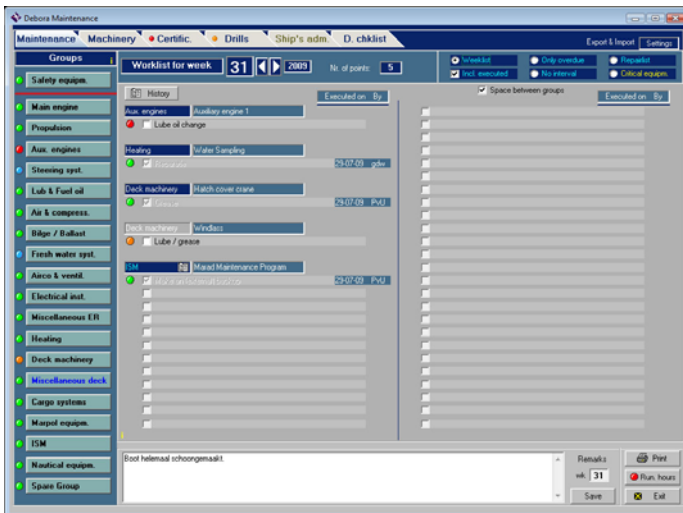
The week list is the result of registered maintenance. This list shows things to do according to the schedule and possibly also items that have not been executed and gives the possibility to make a general wekly report (white field).

The colours indicate the status of maintenance.
Green: Completed.
Orange: planned for this week.
Red: overdue

In the week list you can enter maintenance that has is been completed.

At the top right hand side you can select whether you want to see only overdue points (only red) or the week list without registered (green led's) maintenance.

Space for general comments (Weekly report) beyond the maintenance of the week list.

Week list filter
Normally Marad Shows points from all groups in the Week list, but you can also filter one or more groups to be shown or printed, so you have more overview.

Click on the light to the left of the group. A yellow filter will appear before the group, and only the points of that group will be shown in the week list. Other groups can be added in the same way.

The other way around is to filter all groups, and then filter out groups which you don't want to see. Click to the left of the header 'Groups' on the yellow filter that will appear. All groups will be selected, and now you have the possibility to click away unwanted groups.

Weeklist filter
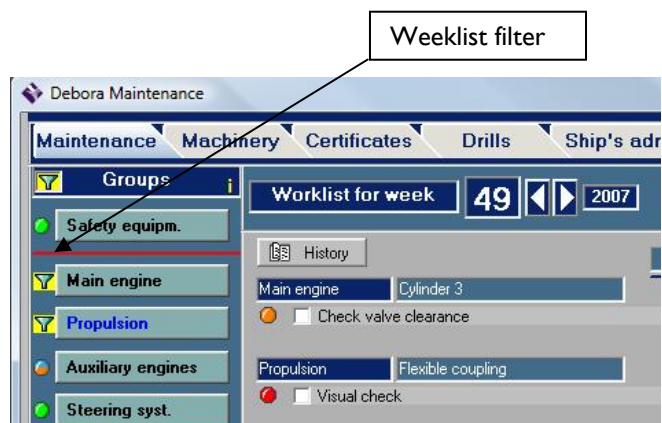
Points without an interval
When you mark 'items without interval" then all groups show the items which do not have an interval. MaraSoft has registered the maintenance point 'Non-scheduled maintenance'. All Standard/ repairs/ upgrading maintenance can be registered under this point. You can also e.g. a create a point 'consumption' for an engine without linking it to an interval. When oil has been added you can register it that under this point.

Repair list
With this button you call up a list with all equipment for which a defect is registered. Here you also can enter the action taken to rectify the defect.

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Critical equipment
With this button you call up a list of all equipment that is labelled as "Critical". Here you will see all maintenance that still has to be done on this equipment. You also can sign your 'done' work.

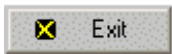A maintenance-point in the week list can be postponed one week with the right mouse button.

On the main screen there are several buttons in the lower part :

Print
With this button you print the week list.

Running hours
Here you enter the current running hours. See next page for more information.
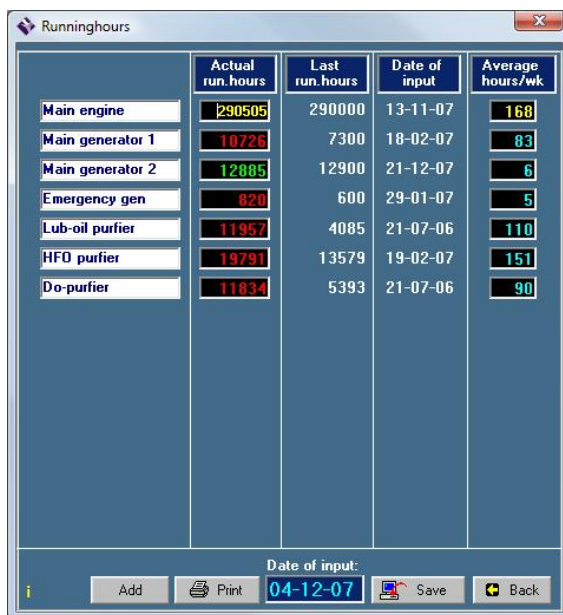
☒ Exit   With this button you shut down the program.

Running hours
Marad has to know, for the maintenance points which are based on running hours, the actual running hours of the machines/engines**.** Marad needs input of the running hours at least once a week. As long as you don't tell Marad the status of the running hours, the light in the box 'Running hours' will remain red. When the running hours have been entered, the light turns green.

Clicking the button 'running hours' opens the screen below.

◇ Runninghours	Actual run.hours	Last run.hours	Date of input	Average hours/wk
Main engine	290505	290000	13-11-07	168
Main generator 1	10726	7300	18-02-07	83
Main generator 2	12885	12900	21-12-07	6
Emergency gen	820	600	29-01-07	5
Lub-oil purfier	11957	4085	21-07-06	110
HFO purfier	19791	13579	19-02-07	151
Do-purfier	11834	5393	21-07-06	90

Date of input: 04-12-07   Add   Print   Save   Back

Enter the running hours**, (**which you can find on the dial of the equipment/engine), in the box 'Actual running hours'**,** then it turns yellow. "Save" the running hours, then the box turns green.

You can import all equipment in one go but also separately at different times.

When you set up the program for the first time, Marad needs to know the average number of running hours for the case you don't tell Marad the actual running hours. Then Marad will use the average number of hours for calculation the maintenance point. After this the average running hours will be calculated automatically by Marad (after at least 7 days).

When entering actual running hours, the date can be adjusted. Put the cursor on the box of the data with the mouse or the arrow key on the keyboard.

With the button 'add' you import a new engine/machine for which Marad has to keep the running hours. Confirm the name with 'Enter'.

Running hours can be printed, to simplify recording from the engines.

It is possible to link the running hours counters of the ship to Marad. Enquire with MaraSoft for this option.

You can also read more o this subject in the folder 'Documents' in the file 'Protocol Marad Draaiuren.pdf'.

- **Add your own ship's to Marad's start-up screen**

Marad Lite and Marad Standard start up with the maintenance module and the week list. The week list tells what maintenance has been planned for that week.

It is also possible to start-up with a personal picture instead of the week list, for instance a picture of your own ship. This can be a drawing but also a photograph.

In the folder with the name of the ship (in this case: Debora) you find the file maradship.jpg. Replace this file with your own picture and give it the same name, size and extension. Now during launching Marad, it shows your own depicture.
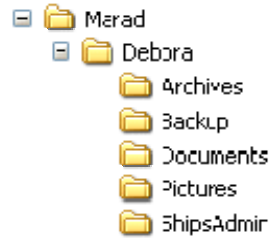
File name	: MaradShip
Max size	: 825 x 565 pixels
Extension	: .jpg
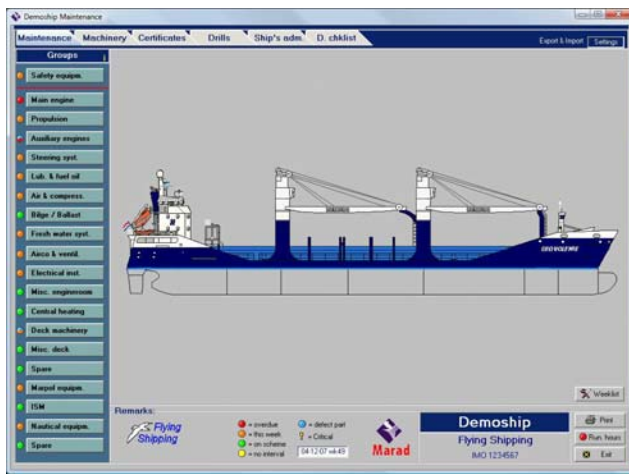
MaraSoft advises you to save the original MaradShip.jpg file in the back-up folder before you install your own picture, so that you can undo your changes. Another option is to change the name of the original file.

If your picture is larger than the required 825 x 565 pixels then Marad shows only a part of the picture. With the help of a photo editor you can convert your picture to the right size.

- ## Maintenance > Set up a maintenance schedule

You can set up a maintenance system by clicking on the button of a group on the left hand side of the screen.
There are two options to set up the system:

1 From the screen with the column structure
2 From the screen with the graphical time-line of the intervals

1 Column structure
The screen below shows columns in which you can enter parts and maintenance points with their intervals, by clicking on a group. All parts per group are shown immediately and all maintenance points of the selected part are visible.
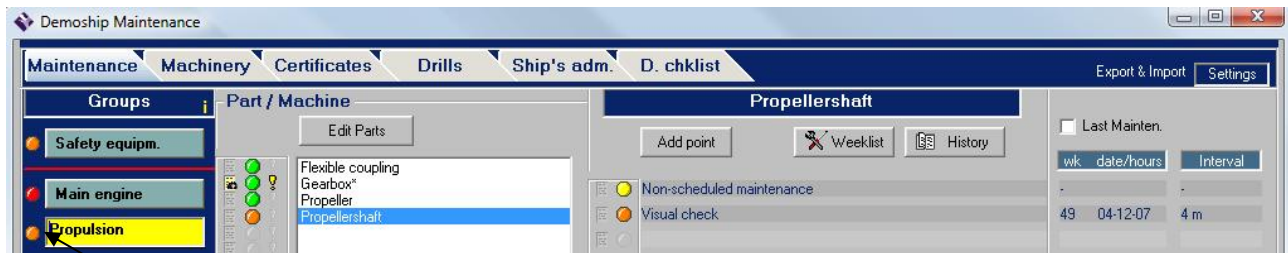
You can change the name of a group by clicking the led. Confirm the name of the group with the enter key

Adding a part
Click on "Edit Part" to display the menu below

Rename: With this button you can change the name of a part/machine another name *without losing maintenance history*.

Add part: With this you can add a new part/machine.

Remove: With this button you remove a Part/machine.
The maintenance history will be lost!

Defect. With this you add a breakdown of a part to the list of repairs.

Critical equipment
If you want to identify and label a specific part or equipment as "critical", click on the light grey exclamation mark on the left side of the part. Now there will be asked the question whether it has to be added to the list with critical equipment. If you confirm the note of exclamation turns into yellow. From the main screen you can summon the list with all Critical Equipment - including the state of maintenance - of the entire maintenance system.

Datachart
Marad gives you the option to link documents with information to any part. This can be text or existing documents (word, excel, pdf, etc) and pictures. If you click on the picture before the light of a part, there appears a screen in which you can enter information or link documents to a part. MaraSoft advises you to put all documents that have to be linked in the map Documents, which you can find in the folder in which the application is installed. See page 15 for more information.

- **Add a maintenance point**

The button 'Add Point' opens a dialogue box in which you can add a maintenance point.

In the white box you have to fill in the description of the maintenance point, for instance: 'oil change'. You also can select a maintenance point with the arrow keys below the white box.

- Below 'Setup interval' you enter the frequency of the maintenance point. By selecting 'running hours' you open a drop-down menu from which you can select the equipment to which the interval has to be linked.

- Below 'filled in by:' you fill in your initials. For instance: PvU

- A Maintenance point can be fixed.

- In the box Startdate or Duedate you fill in the last date of maintenance or you enter what's the due date. Click on the label 'Startdate' to refresh the actual date.

- By selecting "Memo" you can indicate how long before the due date Marad should remind you. A message can be attached.

- Click 'Save' to confirm and save the maintenance point.

- Click "Cancel" to leave the dialogue screen without saving a maintenance point.

Maximum interval
You can give a maintenance point on running hours also a limited time-interval. Check 'Max. interv.' and define the maximum number of months which can expire, with the arrow keys on the keyboard.

Fix a maintenance point
A maintenance point can be 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 maintenance point.

Set an interval
The interval that can be set in weeks, months or running hours. It can be changed by means of the horizontal arrow key to the right side of the box with the number of the interval. You can also put the cursor in the box and use the arrow keys on the keyboard. When you press the shift key at the same time this speeds up the change.

When you want to set an interval in running hours you first have to select the motor/equipment to which the interval has to be applied to after marking 'running hours'. This motor/equipment first has to be added on the button running hours.

Change the interval of an existing maintenance point

To change an interval of an existing maintenance point, click with the mouse behind the maintenance point in the column 'wk date/hours'. Now the 'add a maintenance point' dialogue box appears. Here you can modify all data.

Startdate /Due date.

The startdate indicates when maintenance was done last. Put the cursor in the date box, week box or the running hours box and change the value by means of the arrow key on the keyboard.

Removing a maintenance point
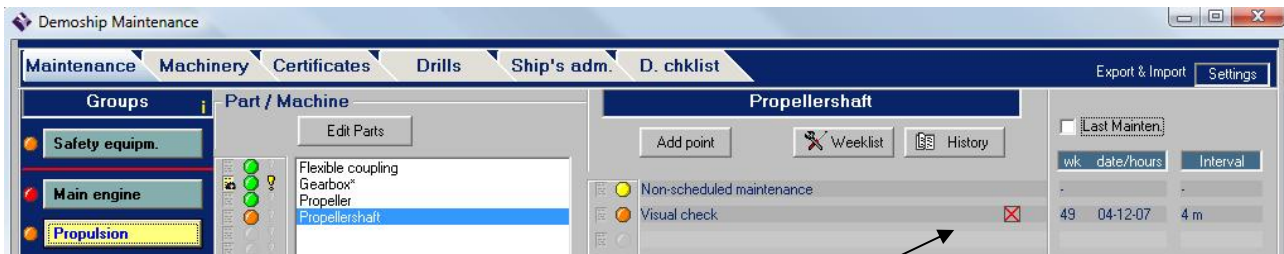
To remove the maintenance point right-click on the name of the maintenance point and then on the red mark. You also can use the Delete key.

Job chart

In a **job chart** you can save information about a maintenance job such as how the work has to be done, which safety measures have to be taken and which tools and / or parts you need. This is done in exactly the same way as adding information to a part with the data chart. See page 15 for more information.

2 Graphic Interface

When you double-click on a group the screen as shown below appears. This screen shows the duration of an interval and the status of a maintenance point in graphic form. The red time line represents months of the year. As long as the red time line remains is in the interval the line is green (due). At the end of the interval the line will turn orange. This means that the maintenance job is to be carried out this week. When the time line passed the due date it becomes red (overdue).

Selecting a part.

Select the gourp (the box will turn yellow to indicate that it has been selected)
Then select the part concerned by means of the white arrow keys next to the part that is shown or with the black arrow key that opens a pull-down menus from which the part concerned can be selected.

Adding a new maintenance point
You can add a maintenance point by clicking "Add Point". The maintenance point dialogue box appears. Enter a maintenance job with an interval.

Changing the interval of an existing maintenance point
To change the interval of an existing maintenance point click on the **interval line** behind the maintenance point. The maintenance point dialogue box appears. Enter a maintenance job with an interval.

Interval summary
You can select whether you want to see the summary for a whole year or three months by selecting the corresponding box. You can loof further forward or backwards by means of the white arrow keys next to the year.

Job chart
You can add a Job chart to a maintenance point in the same way as with the column structure.

Linking pictures and documents to parts and maintenance points.
Pictures and documents can be linked to parts, as well as to the maintenance points of those parts.

Procedure:

- First put the document to be linked in the **Documents** folder in the main Marad-folder, or in the folder **Pictures** when it is a picture. This is not an absolute requirement, but is advised to so in order to maintain overview over the linked files.

- Click on the link-icon to the left of the control-lamp of a part or a maintenance point.

- Click on the button '**Attach Document**'.

- Double-click in the left column on the map **Documents** or **Pictures.**

- Look in the right column for the file or picture and select it. The name is displayed in the line on the top, with the complete path. If it is a picture, it will be shown immediately.

- You can add additional text in the white field. In case of a picture the picture is hidden to show the complete white field, but the picture stays linked.

- Click on the button '**Save**' to save the link. The link-icon appears near the control-lamp to indicate that a link is made.

- Click on the button '**Open**' to see the linked file.

There are 4 link-icons:

 Nothing linked, the job chart or data-chart is empty.

 Only text is added, but no file is being linked.

 A document is linked (no picture) with possibly also additional text.

 A picture is linked with possibly also additional text.

- **Maintenance > Input of maintenance carried out**

There are two ways to input the maintenance done to Marad.
1 From the week list / Repair list / Critical equipment list
2 From the maintenance point in a group

Input of maintenance via the week list, repair list and critical equipment list
In the week list, maintenance can be entered by checking off the check box. Then enter your initials and eventually enter some remarks or comment in the light yellow box. The date can be changed by putting the cursor in the date box and changing the date with the arrow key on the keyboard. Click on Save to complete the input.

1 Check off the white square in front of the maintenance point.

2 Fill in your initials

3 Enter the date or running hours

4 Eventually enter your remarks or comments in the light yellow box.

5 Click on the button Save.

Input maintenance via the maintenance point in a group
Select the group and the part in which you can find the maintenance point, it will light up. click on the part. a checkbox a red mark appear.
By checking off the check box you confirm that the maintenance has been done. This also opens the input box at the bottom of the screen so you can enter the details of the job. With the mark you can remove the maintenance point. This is also valid for inputting maintenance to a maintenance point in the graphical layout.


Search for the maintenance point in a group and click on the name of the point, this lights up. Check off the white square and enter the maintenance.

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- ## Summary of completed maintenance

There are many ways to call up a summary or input completed maintenance
1 Via the week list / Repair list / Critical equipment list
2 Via the maintenance point in a group
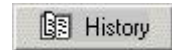
Summary in the week list
In the week list you can the summary in three ways.
Click the button History: this opens the summary of all parts from the upper group.
To see the summary of another group, simply click on that group.

If you wish to see the details of a specific job, click on the job line in the summary.

If you move the cursor over a group or a part week list, a button appears. When you click on the button the summary of that particular group or part is immediately displayed.

Executed maintenance of previous weeks can be obtained by clicking back in the week numbers. The first time you do that, the actual week will be maintained, while the executed maintenance of that actual week is displayed. The next time clicking back the previous weeks are displayed.

Summary in the setup screen
If you are in one of the screens in which you can input parts and maintenance points, you can see the same button as in the week list. When you click on the button the summary of that particular group or part is immediately displayed.

Month list
To obtain all executed maintenance of all groups in a certain month, check the box 'Month list'

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Module Machinery

In the Machinery list you can save in various groups all relevant information from machines like trademark, kind of serial number etc. From each machine also the parts can be stored. All information can be printed.
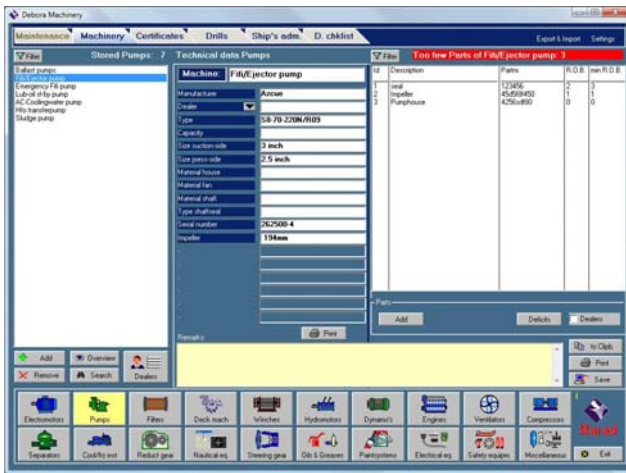
After clicking the button 'Machinery' the alongside screen appears, in this example already filled in. Choose the group from which you want to obtain, or fill in information.

The machines are on the left, the main data from the machines in the middle (type nr, supplier, etc). The parts of the marked machines with its stock administration on the right.
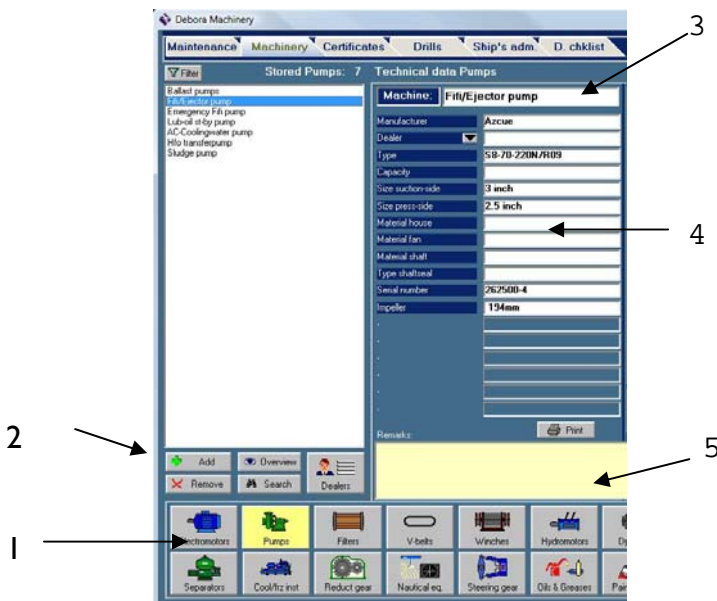
Edit Group names
Click with the right mouse button on a group, edit the new name, and accept with the Enter key. The new name now appears, together with a standard icon. Think over a desired arrangement of the groups, before you start to enter the machines!

- **Fill in a machine**

1. Select with the pictures below in the screen a group of machines. In this case the pumps.

2. Click -> Add.

3. Fill in the name of the machine.

4. Fill in the main data of the machine.

5. It's possible to place some remarks.

6 Click on the button 'Input' to store the data.

- The data fields to input a machine are editable by yourself. Click on the name of an existing field or on the short stripe from a new field. The field will be coloured yellow. Change the name or fill in a new name and confirm with the enter key.

  The altered name or the name from the new field is valid for all machines which are introduced in a group. New fields can only be added just below an existing field. The first two fields from producer and supplier can't be changed.

- Suppliers have to be introduced under this button, to make it possible to select them in a data field. This in relation to the order module for parts/components.

- **Fill in parts**

After you have entered equipment, an unlimited number of parts can be added for that equipment. The application can keep the stock of each part (**R**emaining **O**n **B**oard), and how much there should be in stock. Marad will notify you when there aren't enough left any more.

Select the unit for which you want to enter parts.

Click at the button 'Add'. Write the name of the part in the in the field 'description'. For example: Seal.

Enter the manufacturer's reference number of the part
In the field 'R.O.B'., enter how many parts there are aboard.

In the field 'min. R.O.B.' enter how many pieces must always be on board.

In the field 'Supplier' you select the supplier of the part concerned from the data base.

In the box 'Remarks' you can enter more information on the part. Click "Save" to store the data.

- By clicking the button 'suppliers' behind each part the supplier will appear.

- By clicking the button " deficit" Marad will make a list of all parts which are "below stock". The groups which have shortage of parts will be shown in red.

- Main data of a machine (column in the middle) and its parts can be printed separately.
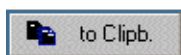
With this button you put the data from a piece of equipment on the clipboard. The data can be pasted into fax-, mail- or a text processor (Word, Word-perfect,…)

Read back / Adapt
If you want to get the data from all equipment, open the Machinery list. Now select the group in which the is placed, for example Electromotors. On the left side from the screen you can see the list with names from which the data is stored. click on the unit of which you want to see the data. These data will appear in the fields in the centre of the screen. Now you can change the data. When an element is changed, the button "Save" will light up. By clicking on this button, all changes will be stored.

User's manual maintenance software Marad Standard 3.50

Module Certificates

- **Certificates > General**
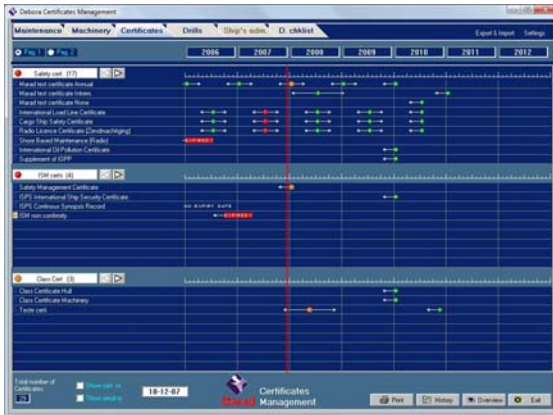
This screen opens after selecting the tab "Certificates". An unlimited number of certificates can be entered into six different groups.
Select page one (first three groups) or page two (last three groups).

The names of the groups can be changed by the user. 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.

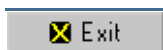**Explanation of the different buttons**

    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 get a survey from the state of affairs of the certificates on that moment.

    With this button you shut down the program.

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.

Certificates > 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 blue 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.

You can quickly synchronise the Date of Expiry with the Date of Issue by clicking on 'months' and then 'years' again.

Fill in your initials in the field **Added by** or **Changed by**.

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.

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 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.
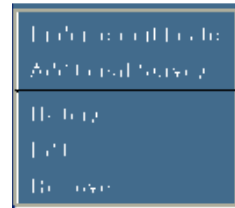
None
A certificate does have a certain lifespan, but an intermediate visitation is not required. Marad just gives a warning that the expiry date of the certificate is reached.

User's manual maintenance software Marad Standard 3.50
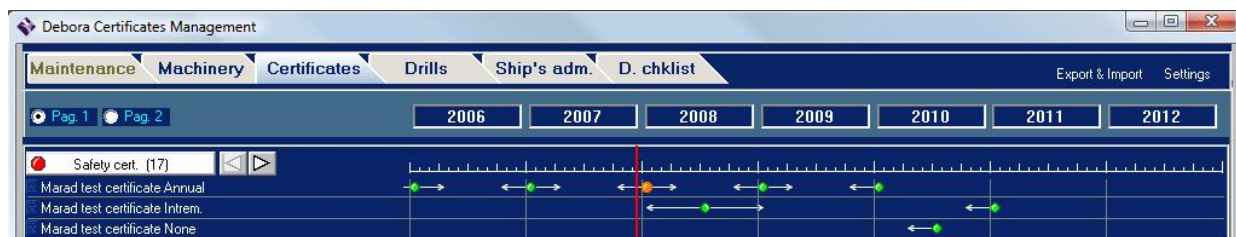
- ## Actions on a certificate

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

Endorse Certificate

the name of the certificate appears in the blue 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.**

Here you enter the date of visitation.
By **Executed** you fill in your initials.
Remark: you can enter comment.

Save you store the data.

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

Note: The menu to endorse a certificate also appears when you click on the orange or red light of that certificate.

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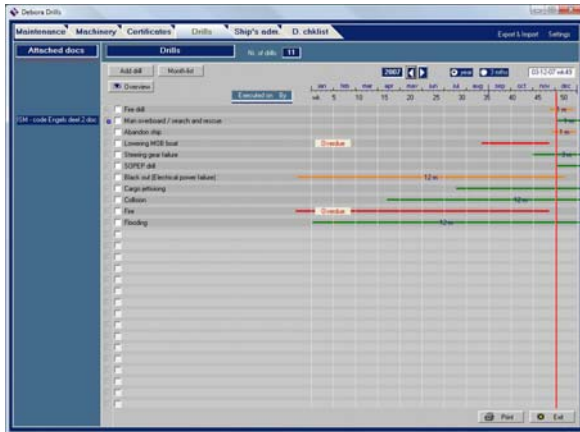
Renew a certificate
When a certificate is at the end of its term, you click the orange light and a similar menu will appear. Here you can register the Renewal, so it is not necessary to remove the old one.

Modules Drills & Ship's administration

- **Drills**

This screen (already registered) will be shown after activating the **Drills** module. This module has many similarities with the maintenance module of the Lite version and has the same graphic layout as the standard and special editions.

The vertical red line indicates the actual date. The length of the horizontal coloured lines indicate the length of the interval of a drill.

The colours of the lines indicate the status of a drill.
Green = due, orange = must be done this month, red = overdue.

Dialog

 With this you add a new drill. Click on a particular line to change afterwards the name of the drill, interval or start date. A special dialogue screen will appear. Via the Drill chart you can add data to the drill, in the same way as for the maintenance points in the maintenance modules.
, You can also link a document to a drill. The linked document will be shown on the left side of the drill line. By clicking on the name of a document, it will be opened.

 Opens a list with the upcoming drills of that particular month.

 Opens a summary of the drills done. You can filter on each entered type of drill and year. Here also, you can call for the evaluation of the drill and print the complete drill evaluation.

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

- **Ship's 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:\Program Files\Marad.
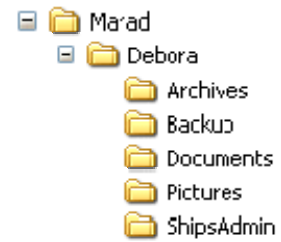
This folder is possibly subdivided (as shown below). Subdividing happens not via Marad, but via Windows.
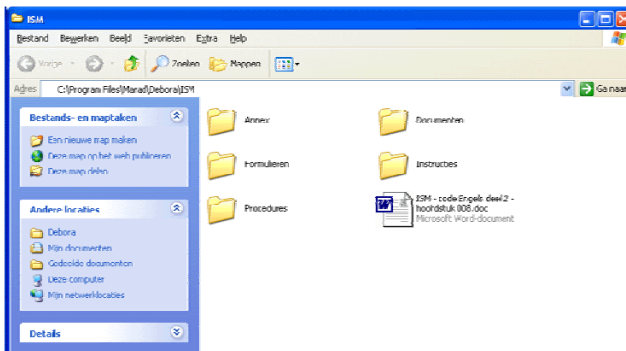
Creating additional folders in ShipsAdmin.

- 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.

Module Daily Checklist

With this tab a Word-document will be opened from the folder 'Documents'. In this Document you can write the daily checkpoints. This is the default setting.

But you can change the name and the shortcut of the tab to your own desire.
Put the cursor on the tab and right-click. Change the name and the location of the document or program, and save it with an <enter> on the keyboard. One of the possibilities is to start up a program you often use.

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