

# MAMS

## Document and Forms Management

MAMS Document Management platform is an intuitive platform that empowers managers to manage, organize and keep track of their documents, including company ISM manuals, circulars, and related documents.

The software is fully customizable to meet your unique workflow needs and can easily integrate with third party or in-house software. It's easy to deploy and simple to learn. Features include:

- Company circulars uploaded per category and sent to the fleet.
- Comprehensive search facility.
- Enables office staff to review and edit controlled manuals.
- Documents easily created in an electronic format with the approvals process.
- Company ISM Manuals can be categorized by different documents, sections, and chapters.

Upgrades are included in the subscription. We offer full training, 24x7 support and flexible contract terms.

## Why Choose MAMS

The flexible design enables bespoke customisation and easy integration with third party software, ensuring the software evolves with your business needs. We offer:

- User friendly interface, easy to learn
- Competitive subscription pricing
- Flexible contract terms – including vessel changes
- Low-cost data entry and database building services
- Dedicated deployment team
- 24/7 global support
- Onsite and online training
- Help videos and easy to understand user guides in any language
- Customisation available for all modules

SDSD fleet management software is used by ship managers and owners globally, across all fleet types including tanker, bulk carrier and offshore. Find out more about how SDSD software can improve your document and forms management.

## Our Services

### Fleet Management Software

- Planned Maintenance
- Procurement Management
- Safety Management
- Crew Management
- Rest Hour
- Document & Forms
- Risk Assessment
- Voyage Monitoring
- Environment Management
- Dry Dock

### Shipbroker Software

- Charter Party Editor
- Matrix Group Email

### Development Services

- Customised Development
- Legacy Software Modernisation
- Bespoke Mobile Apps
- Outsourced Development Resources
- API Integration Services

### Consultancy Services

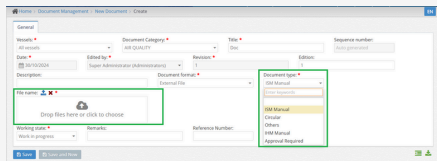
- Vessel Database Solutions
- Procurement Outsourcing
- Tanker Management Self-Assessment
- Cyber Security
- Data analysis reports & dashboards

# KEY FEATURES

## Document Category management

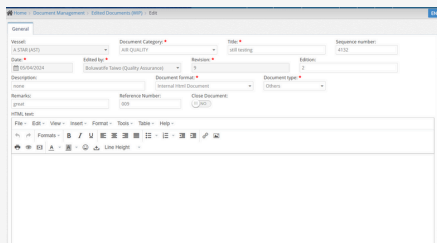
- Group documents hierarchically by categories for seamless tracking and management
- Easy retrieval of documents

## Comprehensive Document Builder



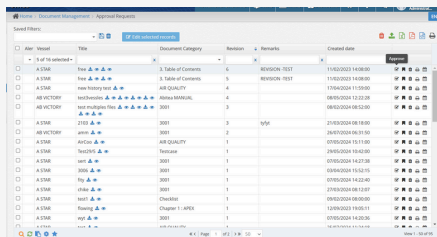
- Create manuals in one go for multiple vessels, the entire or specific vessel
- Upload document or create Internal HTML document within the application
- Auto-generate sequence number for each document
- Add document data

## Document Vetting and Editing



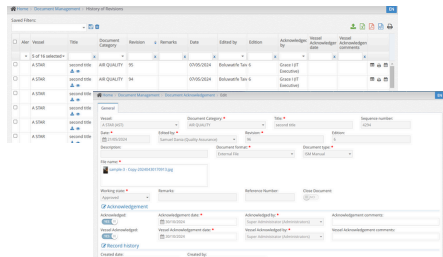
- Edit documents and save them in a work-in-progress state
- Change the working state to 'For Approval' to move documents to the approval queue

## Approval Workflow



- Manuals undergo an approval process before becoming accessible
- Easy document approval
- Access and revise document history in one screen

## Document Revision and Approval



- The system generates revision numbers and dates, and captures the identity of personnel who make edits. Previous versions are accessible within the system.
- All documents and ISM manuals generated go through an approval process based on unique company requirements

## Browse Document by Category

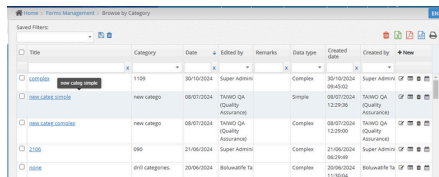
- Company circulars can be uploaded per category and easily sent to the fleet
- Download documents in real-time by clicking the download icon
- View document record details in any report format
- View document attachment directly in the browser by clicking the eye symbol
- Use the search column to easily filter records, use the content field for keyword related search.

# Forms Management

## Form Creation

- Add/organize forms by assigning them to specific categories for better management.
- Create forms based on different data type; complex or simple
- Fill in the forms and checklist in electronic format
- Submit all forms to the office through the system, avoiding large email attachments and hard copies

## Form Dashboard



- Click the link title to download form, fill response and upload
- Track old forms easily from the list layout

Find out more about how SDSD software can improve your document management

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