

# User Guide for Field Program ELSurvey.exe version 1.0.60

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
The program is intended to be used on a wearable or a hand-held device. The aim is that checklists can be filled out and commented while still on the inspection tour. The program allows entering recordings in form of text, sounds or pictures and saves them as a binary file. A report can also be printed via an Excel spreadsheet. All opening and closing of the program is **with** save.

## Content:
















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## 1. Installation:

Currently there are 3 files needed for a successful installation. They are:

 ELSurvey.CAB	3 054KB	CAB File	2000-01-07 14:58
 setup	137KB	Application	1999-03-26 00:00
 Setup	5KB	LST File	2000-01-07 14:58

The programmed is installed by double-clicking on *setup* (Application) A folder called ELSurveyor under Program Files folder is created containing the following files:

 ELSurvey	452KB	Application
 Cargo Ship Safety Equipment Certificate.chk	42KB	CHK File
 MACHINERY ANNUAL10820.chk	4KB	CHK File
 Periodically Unattended Machinery Space.chk	4KB	CHK File
 ELSurvey.DEP	1KB	DEP File
 Vessels	78KB	Microsoft Access Database
 Report	20KB	Microsoft Excel Template
 St6unst	5KB	Text Document
 Comment1	1KB	Ulead PhotolImpact Image
 Comment2	1KB	Ulead PhotolImpact Image
 Comment3	1KB	Ulead PhotolImpact Image
 Comment4	1KB	Ulead PhotolImpact Image
 Comment5	1KB	Ulead PhotolImpact Image
 Comment6	1KB	Ulead PhotolImpact Image
 Comment7	1KB	Ulead PhotolImpact Image

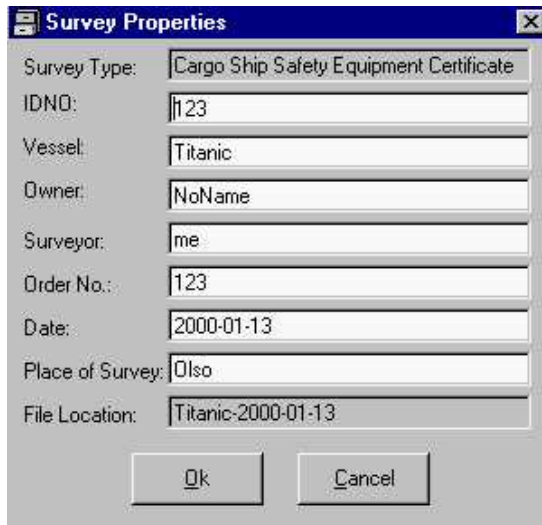
MACHINERY ANNUAL 10820.chk and PERIODICALLY UNATTENDED MACHINERY SPACE.chk files are however not contained. The .chk files contain the checklists. They can be added manually at any time.

A folder called *Surveys* must be created manually on C, i.e. C:\Surveys. It will hold all the data that are gathered throughout a survey.

## 2. Usage:

The program is opened by starting ELSurveyor (application). If it is a new survey then a Survey Properties input screen pops up:

### 2.1 General survey information:



*Survey Type:* a dropdown list allows to select only one survey checklist. The checklist are stored as .chk files.

*IDNO:* Id number of vessel, only numbers allowed.

*Vessel:* vessel name

*Owner:* owner name

*Surveyor:* surveyor name pre-filled (changeable)

*Order No:* order number

*Date:* pre-filled inn (changeable)

*Place of survey.*

A folder called <vesselname-date>, e.g. Titanic-2000-01-13 is created under C:\Surveys that holds all data about this survey. In addition a data log file is also created.

Name	Size	Type
 Titanic-2000-01-13		File Folder
 Titanic-2000-01-13	47KB	ELSurveyor File

When deleting survey data the folder as well as the log file has to be removed. If the program is closed all data are automatically saved. When reopening the program all recorded data are read automatically inn from the log file.

### 2.2 Menu bar

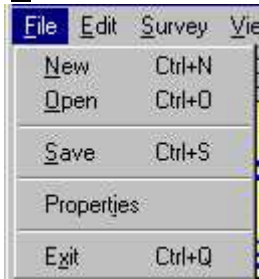
After entering the survey properties the main screen appears with a general menu bar (File, Edit, Survey, View and Help) on top.



Survey	Description	Condition	Activity	Comments
	CARGO SHIP SAFETY EQUIPMENT CERTIFICATE (CEC)			
00.00	SURVEY INFORMATION (non-recordable)			
01.00	DOCUMENTATION			

The intention was to design an interface that is not depening on the use of a mouse. Everything can be entered by using keys (*Ctrl*+(*t, r, p*), *y, n, r, c, p*, *Esc* and arrow keys  $\leftarrow \rightarrow \uparrow \downarrow$ ).

### File :



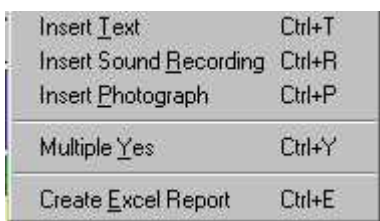
- New starts a new survey (Survey Properties input screen), any already ongoing survey is closed.
- Open allows to open another (parallel) survey from the folder C:\Surveys. Any ongoing survey is closed (with save).
- Save: saves manually data
- Properties: The Survey Properties screen pops up and content can be altered.
- Exit: quits program (with save)

### Edit:



- Cut, Copy, Paste for text editing.
- Collapse All Rows: collapse entire checklist such that only main heading remains.
- Collapse/Expand: When on main heading striking the return key opens and collapse the corresponding individual items.

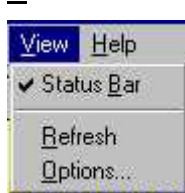
### Survey:



- Insert Text: Opens the text editor program.
- Insert Sound Recording: Opens the sound records program.
- Insert Photograph: Opens the figure capture program.
- Multiple Yes: When marking elements in the condition column (hold <shift> and use ↓↑ keys to mark) recording boxes will be set to Yes. If there are NO entries they are not changed by the multiple yes, the same is true for date and number data.

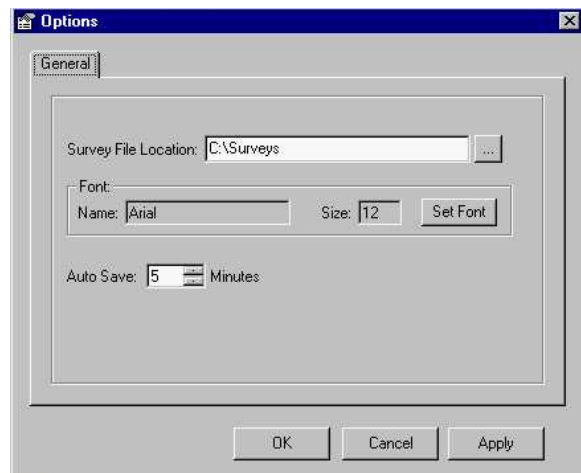
- Create Excel report: generates a report in Excel that contains all the recordings and the text comments.

### View:



- Status Bar: date and time
- Refresh: refreshes screen
- Options...: Allows setting the path for the data (default C:\Surveys).


The font type and size can be changed. In addition the auto save time interval can be chosen individually (5 min default).



Help: gives info about version of program. No online help available yet.

## 2.3 Main screen elements and info entering

The main screen is divided into two horizontal divided parts. The upper part contains the checklist and is again divided into 6 columns. The lower part shows Guidance Notes of the item that has a highlighted box in its line. ONLY white cells can hold recordings whereas all others are kept yellow.

ELSurveyor - Titanic-2000-01-13					
File Edit Survey View Help					
	Survey	Description	Condition	Activity	Comments
		<b>CARGO SHIP SAFETY EQUIPMENT CERTIFICATE (CEC)</b>			
[-]	<b>00.00</b>	<b>SURVEY INFORMATION</b>			
	00.01	Survey	<input type="text"/>		
	00.02	Authorisation to carry out			
	00.03	Ref. 54 (poorly maintained)			
	00.04	Newbuildings			
[+] !	<b>01.00</b>	<b>DOCUMENTATION</b>			
[+] !	<b>02.00</b>	<b>LOG BOOK EXAMINATION</b>			
[+] !	<b>03.00</b>	<b>NAVIGATIONAL</b>			
[+] !	<b>04.00</b>	<b>LIFE SAVING EQUIPMENT,</b>			
[+] !	<b>05.00</b>	<b>LIFEBUOYS,</b>			
Guidance Note:					
Reference to IS II-3.2 To be supplemented with form NIS.C for NIS Ships.					

### Column description:

1. **Left column** contains a yellow circle with a ! sign, i.e. !, indicating that this main heading still contains an item that has not been checked. It is only visible for collapsed checklist headings and disappears at once all sub items have been marked *Yes*, *No* or *Na*. A + or - sign indicates whether there are more sub items. Whenever a condition is given (i.e. *No*) a red triangle appears on the main heading level to indicate this condition.
2. **Survey column:** containing the unique ID number of the checklist items.
3. **Description column:** containing the Item names, Date description etc.
4. **Condition column:** can hold a variety of elements. The most commons are: *Yes*, *No* and *Na*. Depending on the nature of the Description column other elements can be entered such as: *Date* (yyyy-mm-dd), *Numbers* or *arbitrary*. This can be done in different ways:
  - when cursor in box (box highlighted) hit *Return* key and a drop down menu with *Yes*, *No* and *Na* appears. Use ←→ keys to select and hit *Return* again.
  - when cursor in box (box highlighted) strike *y* (for *Yes*) or *n* (for *No*).
  - or use mouse and double click
  - multiple *Yes*, see *Survey/Multiple Yes*.

When *No* is entered Activity column is automatically activated.

Any entry in Condition or Activity column can be deleted with <delete> key.

5. **Activity Column:** can only hold an element when at the same time a *No* is in the Condition column. The possible elements are: *C* (condition given), *R* (repaired) and *P* (pending). There are four ways of entering an element
  - when cursor in Activity box (box highlighted) strike Return and a dropdown menu with (*C*, *R* and *P*) appears. Use  $\leftrightarrow$  keys to select and strike Return again.
  - when having inserted a *No* in the Condition column the dropdown menu in the Activity column appears automatically, select elements as above.
  - Enter *C*, *R* and *P* in the Activity column first by striking the corresponding keys and automatically there will be inserted a *No* in the Condition column.
  - or use mouse and double click
  
6. **Comment column:** indicates whether additional comments have been given. Three different types of comments can be entered: text, sounds and pictures. More than one type of comment (e.g. multiple text comments) can be entered but just one symbol is seen in the Comment box.

Survey	Description	Condition	Activity	Comments
▲	00.01 Survey	No	C	  

A comment is inserted into the line that contains a highlighted box by either striking

- Ctrl+t: insert text. opens the text editor.
- Ctrl+r: insert sound, opens a sound recorder.
- Ctrl+p: insert photograph, opens a picture capturing program.

When using the Ctrl + (t,r,p) keys it is not necessary that the cursor is in the Comment column - any box of this line could be highlighted.



Sound recorder starts/stops and picture is captured by hitting *Return* key (or with mouse).

All comment windows (text editor, sound recorder and picture capturing program) are closed by hitting the *Esc* button.

Alternatively strike Return when Comment field is highlighted, a dialog menu appears, select with Tab and hit Return. Whenever a comment is entered a small symbol in the Comment column appears.



Comments can be opened again via the Comment dialog menu and previous comments can be selected and opened.

This window is either closed by pushing x in upper right corner with the mouse or hitting *Esc* button.

After some entries the screen may look just as the picture below with *Yes* and *No*'s, Activity entries and comments.

Survey	Description	Condition	Activit	Comments
	<b>CARGO SHIP SAFETY EQUIPMENT CERTIFICATE (CEC)</b>			
☐	<b>00.00 SURVEY INFORMATION (non-recordable)</b>			
▲	00.01 Survey	No	C	
	00.02 Authorisation to carry out survey	Yes		
▲	00.03 Ref. 54 (poorly maintained)	No	P	
▲	00.04 Newbuildings	No	R	
☐▲⊙	<b>01.00 DOCUMENTATION</b>			
☐	<b>02.00 LOG BOOK EXAMINATION</b>			
	02.01 Lifeboat and fire drill muster	Yes		
	Date for last lifeboat and fire drill muster:	1999-12-10		
	02.02 Inspection of the life saving appliances including the	Yes		
▲	Date for last inspection of the life saving appliances:	yyyy-MM-d		
	02.03 Turning out of lifeboats	Yes		
	Date of last turning out of port lifeboats:	No		
	Date of last turnina out of starboard lifeboats:	NA		
<b>Guidance Note:</b>				
At the monthly lifeboat drill at least one lifeboat to be turned out, lowered to the embarkation deck and engine started (SOLAS 1983 Ch III Regs. 18.3.5 and 18.3.6). Verify that different lifeboats are used at alternate drill.				
<b>Status</b>			1999-11-30 09:05	

## 2.4 Report printout

The program allows printing out the findings via an Excel report. The Excel report has basically two sheets: one that is essentially the same as the main screen interface, i.e. comments are indicated as symbols (see fig. under), and one that holds all the text comments. Reporting is initiated via Survey/ Create Excel report or Ctrl+E.

In addition all recordings are saved as a binary file for a potential import into Nauticus.



### DET NORSKE VERITAS AS Survey Check List

Report date  
1999-11-30

Name of vessel <b>Titanic</b>	DNV id no. <b>1234</b>
Name of owner <b>Me</b>	Order no. <b>1234</b>
Surveyor's name <b>Mestl</b>	Place of survey <b>Oslo</b>

Survey Description	Cond.	Act.	Comments
<b>CARGO SHIP SAFETY EQUIPMENT CERTIFICATE (CEC)</b>			
<b>00.00 SURVEY INFORMATION (non-recordable)</b>			
00.01 Survey	No	C	
00.02 Authorisation to carry out survey	Yes		
00.03 Ref. 54 (poorly maintained)	No	P	
00.04 Newbuildings	No	R	
<b>01.00 DOCUMENTATION</b>			
01.01 Safety Equipment Record including CEC 303.1 a on board.	No	R	
01.02 Changes affecting this record	No	C	

The Excel comment printout holds all the text comments with their unique Item ID.

Det Norske Veritas AS

Item	Comments
00.01	Something wrong with the people
00.04	Newbuilding papers were incorrect..

All the recordings are contained in the Survey folder, e.g. in folder Titanic-2000-01-13.

Text comments as text file  
Sound comments as wav file  
Picture comments as jpeg file

The file name is made up of the unique item ID number, a separator -, and a counter for this particular item, e.g.

<ID - number> = 00.01-001.txt as the text file for item with ID number 00.01.

If this item also has a e.g. sound comment the corresponding file name would be: 00.01-002.wav

All the comment files are therefore unique and can easily be transferred to a diskette.