

## Automatic job numbering

REFMAN automatically assigns each new job a number, based on the section it is in and re-numbers existing jobs where necessary. So no more duplicated or missed job numbers in your specifications!

## Automatic page headers

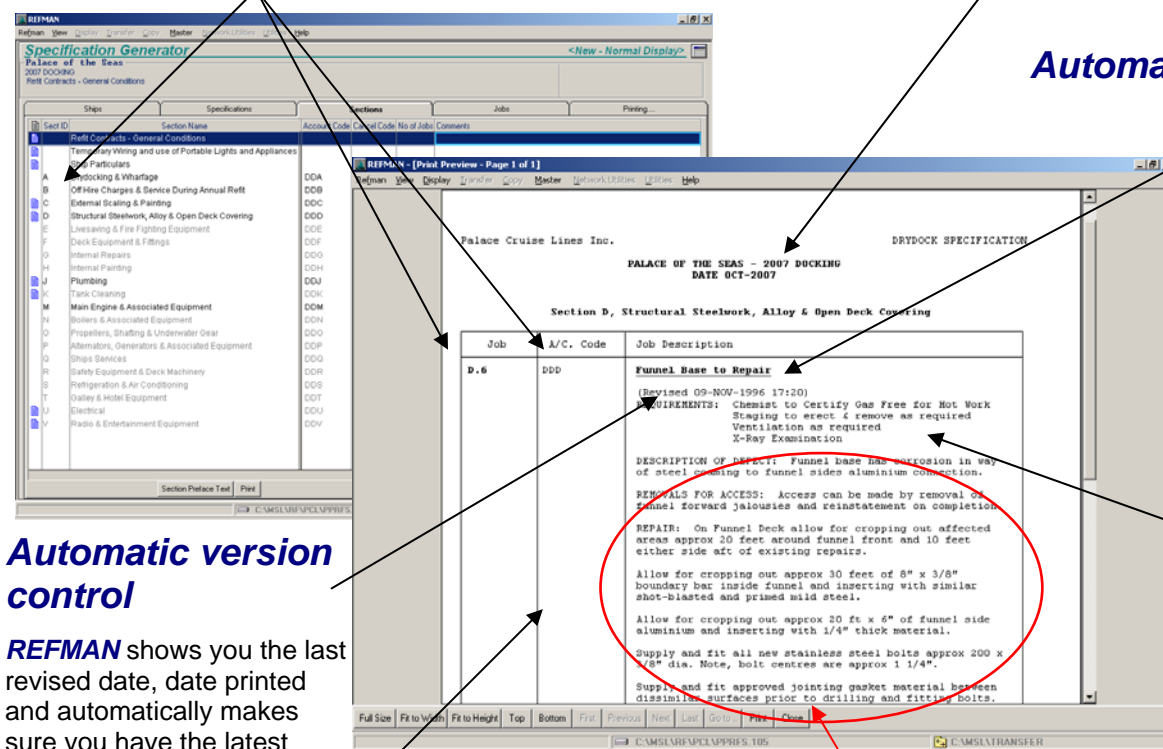
REFMAN automatically generates the header for each page, containing company name, ship name, title, docking dates, section name and page number.

## Automatic formatting of job names

REFMAN automatically prints the job name in bold and underlines it. So every job is printed in exactly the same style.

## Tag codes

Pick from a list of job 'Requirements' and REFMAN automatically shows them in the specification.



## Automatic version control

REFMAN shows you the last revised date, date printed and automatically makes sure you have the latest version of all standard items.

## Page Format

REFMAN automatically generates either a 'form-like' layout or a 'plain' document style layout according to your company preference.

## You only type this part...

...and REFMAN will automatically format the text, print it on the page, and continue on to the next page with a continuation heading if necessary. All without you having to know even the first thing about word processing!

## Overview

REFMAN's Specification Generator has been designed to allow people who are not word processing 'experts' to quickly and easily produce well formatted, professional looking specification documents.

To achieve this, REFMAN encourages a high degree of standardisation not just in the presentation, style and layout of these documents, but also in technical content.

Standardisation of content is achieved by making use of previously written job descriptions both as templates and as standard work descriptions which can be used over and over again.

This saves both time and effort when preparing new specifications and provides an opportunity to refine or 'hone' each standard job description each time it is used

giving you the possibility of producing 'tighter' and 'tighter' specifications!

REFMAN's Specification Generator and Cost Control modules are fully integrated so that the framework for recording costs is created and updated automatically each time a job is added, deleted or cancelled from a specification.

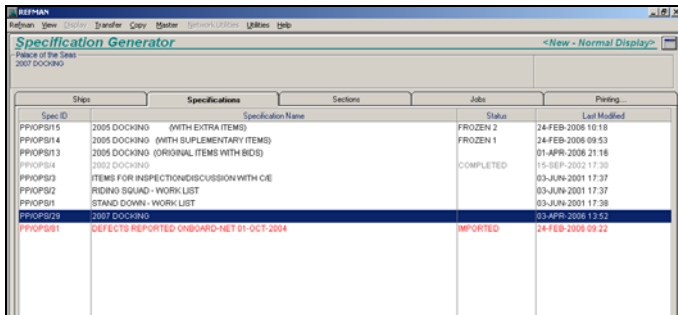
REFMAN's Specification Generator is easy to use by Superintendents, Port Engineers and secretaries, even if they have little or no previous computer experience.

REFMAN's Specification Generator avoids the need to manipulate large, cumbersome word processed specification documents and the formatting and printing problems which go with them.

## REFMAN – Specification Generator

Provides the Superintendent or Port Engineer with facilities to create refit or drydock specifications, copy and store specifications, add, amend, delete and cancel jobs, move jobs from one specification to another, print specifications and incorporate defect reports which have been transferred from REFMAN's Shipboard Defect Recording module.

It also provides powerful logic to control the inclusion of previously prepared standard job descriptions and the use of previously written job descriptions as 'templates' for creating new job descriptions.



Spec ID	Ship	Specifications	Sections	Jobs	Status	Last Modified
PP10P815	2005 DOCKING	(WITH EXTRA ITEMS)			FROZEN 2	24-FEB-2008 10:18
PP10P814	2005 DOCKING	(WITH SUPPLEMENTARY ITEMS)			FROZEN 1	24-FEB-2008 09:53
PP10P813	2005 DOCKING	(ORIGINAL ITEMS WITH BIDS)			COMPLETED	01-APR-2008 21:16
PP10P814	2005 DOCKING					16-SEP-2003 17:38
PP10P803	ITEMS FOR INSPECTION/DISCUSSION WITH OIE					03-JUN-2001 17:37
PP10P802	RIDING SQUAD - WORK LIST					03-JUN-2001 17:37
PP10P801	STAND DOWN - WORK LIST					03-JUN-2001 17:38
PP10P801	2007 DOCKING					02-APR-2008 12:52
PP10P801	2007 DOCKING	2007 DOCKING UNOARD-HEAT 01-OCT-2004			REPORTED	24-FEB-2008 09:22

Easy access to previous specifications and ship's defect reports, as well as a means of keeping track of non-drydocking jobs.

REFMAN allows you to create any number of specifications, so you can compile the specification for the next scheduled drydocking whilst simultaneously creating work lists for intermediate repair periods (some of which you may manage yourself such as wet docks or stand-down periods).

You can even use a REFMAN specification as a 'holding area' for defect reports which have been transferred from a ship but which need to be inspected before you decide whether or not to include them as jobs in a specification.

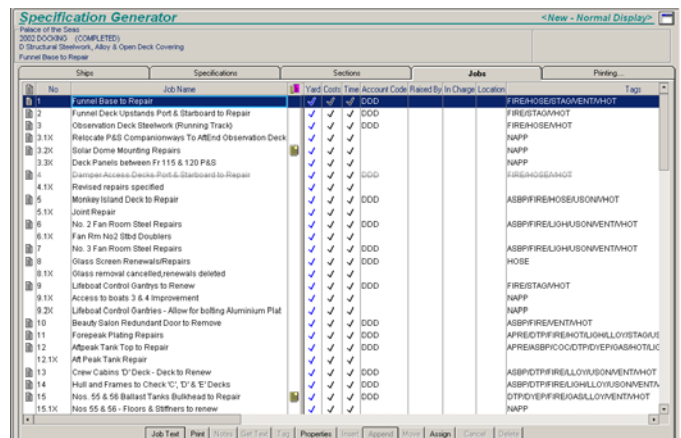
REFMAN also allows you to 'tag' jobs as being of a particular type or as having particular requirements and to use these to group related jobs into work lists.

These work lists or 'mini-specifications' can be useful when you are planning work for an onboard repair team or sea-going maintenance squad or for a specialised squad such as an asbestos abatement team, etc. These can also be used during the repair period itself for extracting just those jobs which are subject to inspection by classification society or flag state surveyor.

### Features

- Complete management of your job description files.
- 'Company' standard specification sections (SFI Group System optional) for ease of use and ease of printing.
- Include jobs using a master list of class survey items.

- Build a library of your own standard job descriptions which can be instantly incorporated into a specification.
- Record 'supplementary' and 'extra' jobs into any section or into separate 'supplementary' or 'extras' sections.
- Easy retrieval, editing and re-use of any job description which has previously been included in any specification on any ship.
- Automatic inclusion of mandatory sections or pages (particularly useful for standard terms & conditions, general instructions and service items, etc.).
- Easy to use facilities which allow jobs to be added, amended or cancelled at any time.
- Simple to use drawing tool for line drawings, sketches & annotating photographs and scanned images.
- Automatic job number allocation and automatic re-numbering when jobs are added, moved or deleted.
- Flexible document printing facilities which allow printing of a complete specification; a single section; a single job; just the 'supplementary' items; just jobs of a particular type; or print a summary of the requirements of each job.
- Automatic generation of title page and 'page numbered' table of contents for 'original', 'supplementary' and 'Tag' code specifications.



No.	Job Name	Yard Code	Time	Account Code	Raised By	In Charge	Location	Tags
1	Funnel Base to Repair							FIREHOSE/STAG/VENT/HOT
2	Funnel Deck Upstands Port & Starboard to Repair							FIRE/STAG/HOT
3	Observation Deck Stairwell (Running Tracks)							FIRE/HOSE/HOT
3.1X	Relocate PAS Companionways To Aft End Observation Deck							NAPP
3.2X	Solar Dome Mounting Repairs							NAPP
3.3X	Deck Panels between Ft 115 & 120 PAS							NAPP
4.1X	Overpass Access Deck (Port & Starboard) to Repair							FIRE/HOSE/HOT
4.1X	Renewal repairs specified							FIRE/HOSE/HOT
5	Monkey Island Deck to Repair							ASBP/FIRE/HOSE/SON/VENT
5.1X	Joint Repair							ASBP/FIRE/HOSE/SON/VENT
6	No. 2 Fan Room Steel Repairs							ASBP/FIRE/HOSE/SON/VENT
6.1X	Fan Room No.2 Steel Doubles							ASBP/FIRE/HOSE/SON/VENT
7	No. 3 Fan Room Steel Repairs							ASBP/FIRE/HOSE/SON/VENT
8	Glass Screen Renewals/Repairs							HOSE
8.1X	Glass removal cancelled, renewals deleted							NAPP
9	Liferaft Control Gurdies to Renew							FIRE/STAG/HOT
9.1X	Access to boats 3 & 4 improvement							NAPP
9.2X	Liferaft Control Gurdies - Allow for bolting Aluminium Plat							NAPP
10	Beauty Salon Redundant Door to Remove							ASBP/FIRE/VENT/HOT
11	Pompey Plating Repairs							APRE/CTP/FIRE/HOT/IL/LOW/STAG/
12	At Risk Tank Top to Repair							APRE/ASBP/CO/CTP/VE/PA/SH/OT/IL
12.1X	Aft Peak Tank Repair							HOSE
13	Crew Cabins 'D' Deck - Deck to Renew							ASBP/DP/FIRE/LOW/SON/VENT/HOT
14	Hull and Frames to Check 'C', 'D' & 'E' Decks							ASBP/DP/FIRE/LOW/SON/VENT/HOT
15	No. 55 & 56 Ballast Tanks Ballhead to Repair							CTP/VE/PA/SH/OT/IL/LOW/SON/VENT/HOT
15.1X	No. 55 & 56 - Floors & Stiffeners to renew							NAPP

Full control over 'original', 'supplementary' and 'extra' jobs.

- 'Tag' codes to provide each job with a succinct summary of what the job entails and to enable jobs to be grouped into work lists or 'mini-specifications'.
- Separate 'notes' files for each job in the specification to enable the Superintendent to record information about each job whilst the job is actually in progress.
- Ability to copy a complete specification for use as a template for the next refit or docking.

System Requirements: Win XP with 1GB RAM, Vista or Win7 (32 bit) with 2GB RAM or Win7 (64 bit) with 4GB RAM, 1 GB Free Hard Disk Space and a printer.