**POLICIES AND PROCEDURES**

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# Purpose

* The procedures are uploaded by the office.
* The purpose is to Search and View the Procedures from the designated folders.
* This has all the vessel docs, manual, checklists, policies, procedures, audit reports, inspection reports etc.

# Controls

* These are read-only files and changes cannot be made in these documents.

# Using the module

1. Start the Jot ERP Onboard Module from the Desktop.
2. After login, the STARTUP screen is displayed.
3. In this screen, click on **Policies and Procedures** under **HSEQ** menu.

1.  The main screen of the Policies and Procedure module will open, as shown below
2. In this main screen –
* To search procedures, Click on **SEARCH** and the search window will open.
* You will see the columns **Parent, File name, Date Modified on, Status as Read/ Not** **Read.**
* Type the name of the Procedure. Eg Ship and click on **SEARCH**. The search result will display. Status **Read** and **Not Read** displayed on the right.
* After reading the policy, click on “**Not Read :Click here to mark as read**” and the status will turn to Read and in colour **Green.**



* Click on **CLEAR** **SEARCH** and the filter will be removed and refresh the window.
* Close the window.



# To View Report

* Click on Procedure Folder in the centre Eg **Security.**
* Click on Selected Folder Eg **Forms**

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* Procedure document will display on the right. Click on the same, the document will open. Read the same.
* Click on **Mark as Read** after reading the procedure.

