

DockPlan Help



User guide
2018

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Introduction

DockPlan is a comprehensive drydocking tool that will assist the superintendent in preparing drydock specifications and to carry out drydockings.

The following major features are supported:

- Vessel database with vessel details and particulars
- Creation of Drydock Specifications
- Job Library with prepared work orders to be reused on future drydock specifications
- Budgets and costs in any currency
- Chart of Accounts
- Quotation handling
- Drydock yard selection
- Drydock representatives
- Progress tracking and reports
- Drydock Reporting
- Summary Report
- External files (photos, drawings, test sheets, certificates, spread sheets etc) can be attached to each work order and printed with specifications and reports.
- Yard database with details, contact info, services and capacities.
- Yard evaluation
- Full history of drydockings including all information, documents, photos etc. is maintained for all vessels.
- Offline capability, in order to run DockPlan where no network connection is available.
- ...and much more

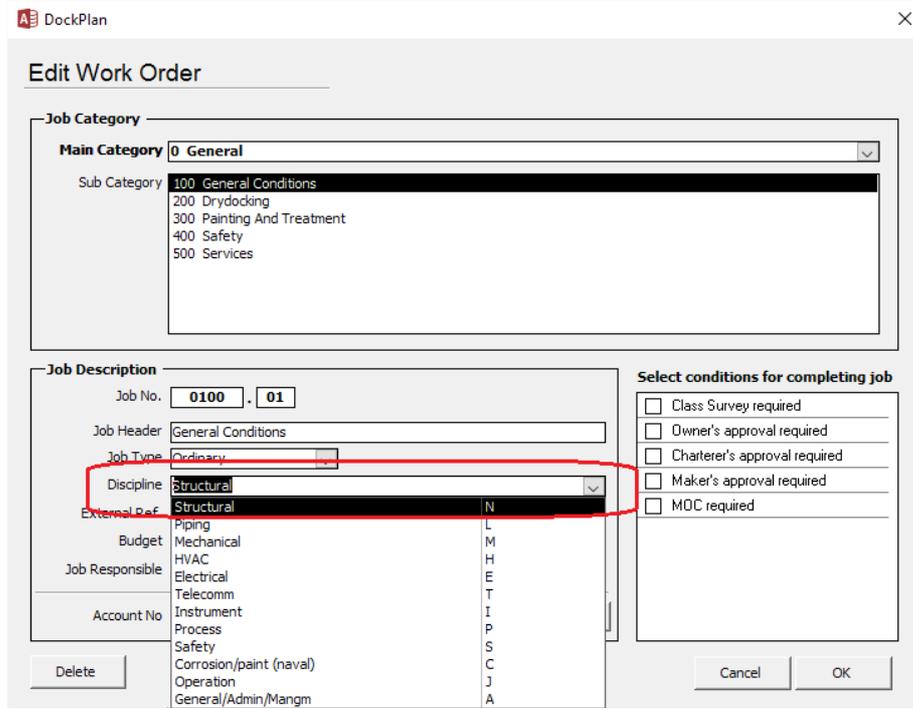
New features in DockPlan version 5.92

Job Disciplines

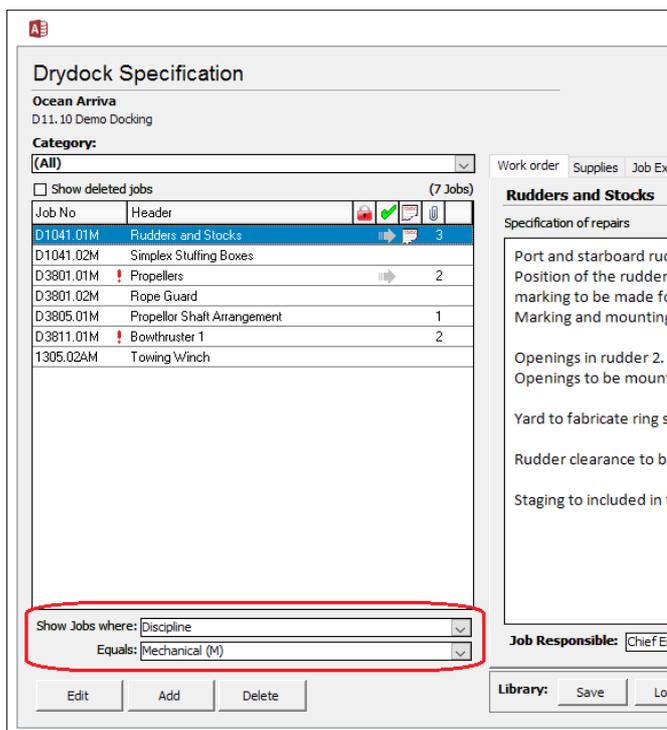
Job Disciplines allow work orders in the Drydock Specification to be assigned a discipline, selected from the pull down list of available disciplines.

This is a way of grouping together work orders within the same area of work.

A work order's Job Discipline is assigned on its Job Header:



Having assigned disciplines to work orders DockPlan is able to show jobs per discipline:



- and group cost by Discipline:

DockPlan

Cost Outline

Ocean Arriva, D11.10 Demo Docking

Code	Discipline	Quote	Estimate	Yard Total	Parts	Repair Team	Requisition	Survey	Travel	(Other)	Owner Total	Job Total
	Structural	1.133.017		1.133.017		160.882	195.246				356.128	1.489.145
	Mechanical	4.538.292		4.538.292	473.387	1.160.943		23.666			1.657.997	6.196.289
	Corrosion/paint (naval)	1.035.395		1.035.395	162.320		248.258				410.578	1.445.973
	General/Admin/Mangm	3.786.586		3.786.586							0	3.786.586

Group by: **Discipline** (highlighted in red)

Jobs Total (SGD) | 10.493.289 | 0 | 10.493.289 | 635.707 | 1.321.825 | 443.504 | 23.666 | 0 | 0 | 2.424.703 | 12.917.992

Value of Yard Discount: 0
 Deviation: 119.740
 Representatives: 68.659
Drydock Total (SGD) 13.106.391

> Excel Print OK

- and print reports per Discipline:

DockPlan

Print Drydock Specification

Print selection (7 Workorders Selected)

Page range

All

Current job: **D100.01A General Conditions**

Jobs having responsible: - and Discipline: (highlighted in red)

3 External Documents

Do not print external documents

Print external documents after each job

Print external documents at the end of the specification

Options

Include Cover page - Title:

Insert Vessel Image on Coverpage

Include Table of Contents

Include Vessels Particulars

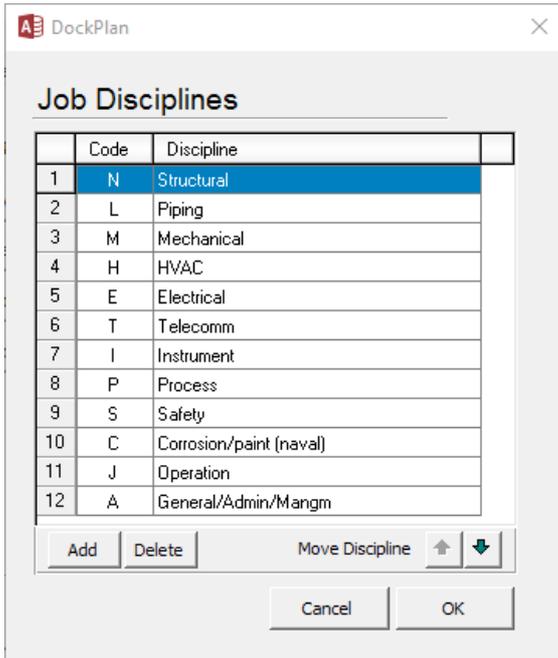
Report Log

Register print in the Report Log

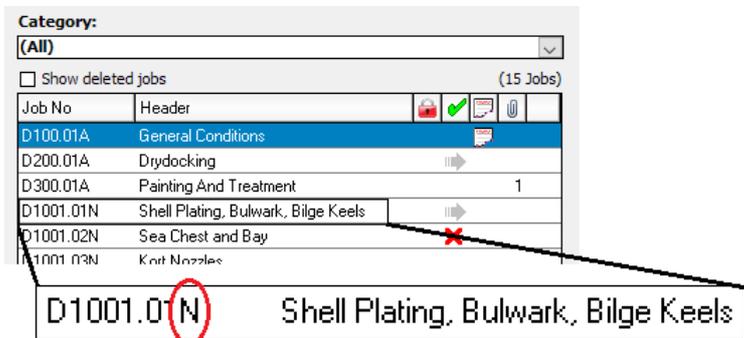
Log Text:

Cancel Print

The Disciplines available for assigning to work orders are defined by the DockPlan Admin in Settings. An unlimited number of disciplines can be entered in order to match your requirements:

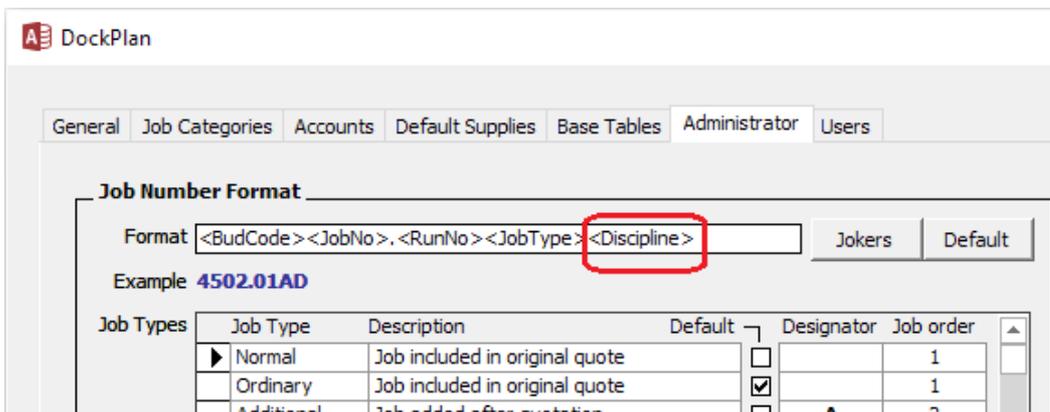


Each Discipline can be given a code which can optionally display as part of the job numbers of work orders:



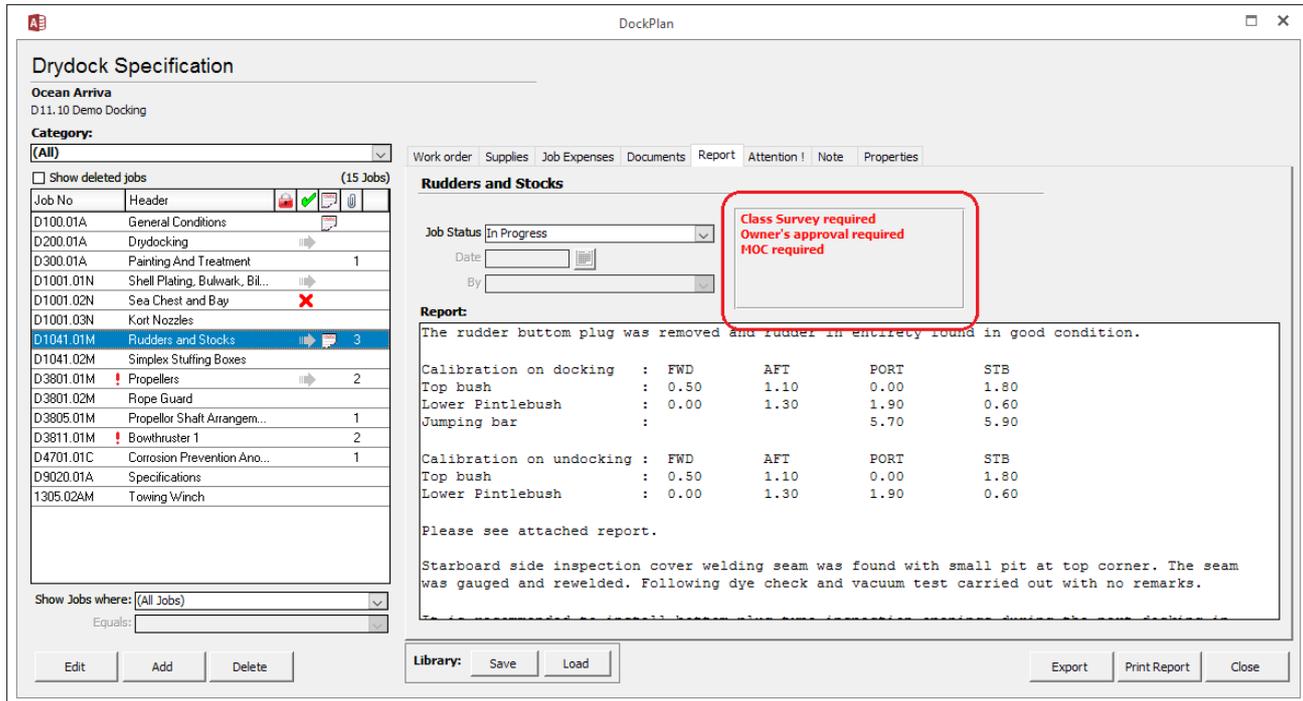
Formatting of Job Numbers and what information the Job Number should display is defined by the DockPlan Admin in Settings.

For instance, the DockPlan Admin can add the Discipline Code to the Job Number format like this:

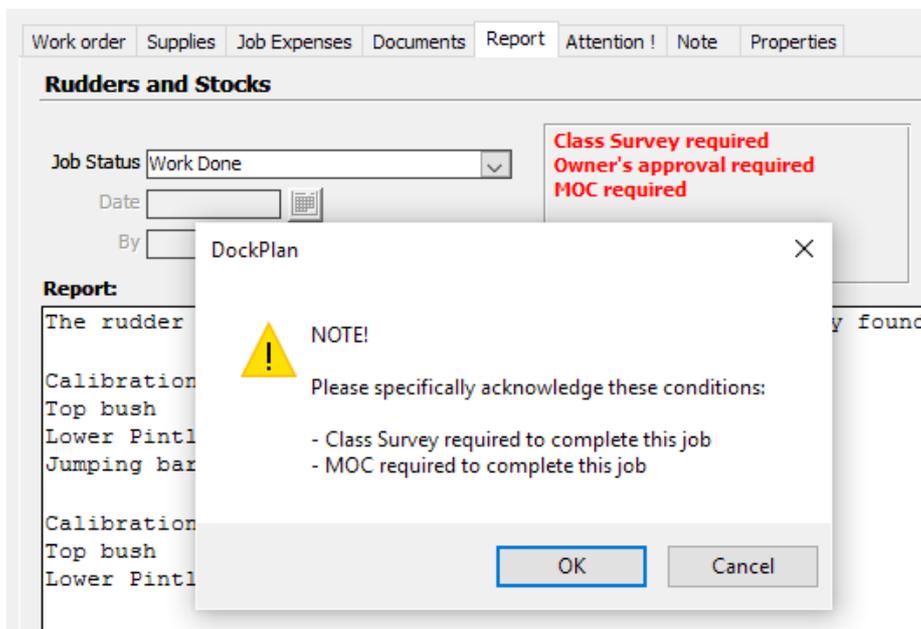


Job Approval Conditions

When a job is complete, and the work order's Job Status is to be changed to completed, there may be some conditions that the user completing the job must be made aware of:



Some of these conditions may only serve as a reminder, while others require the user's explicit acknowledgment. So when the Job Status is changed to either 'Work Done' or 'Performance Tested' the user may face a confirmation prompt like this:



As it appears, two of the three approval conditions requires a specific confirmation from the user completing the work order.

Only when clicking 'OK' to the confirmation prompt, DockPlan will accept the new Job Status: 'Work Done'.

Furthermore the user's confirmation will be logged on the work order, and displayed on the work order's 'Properties' Tab:

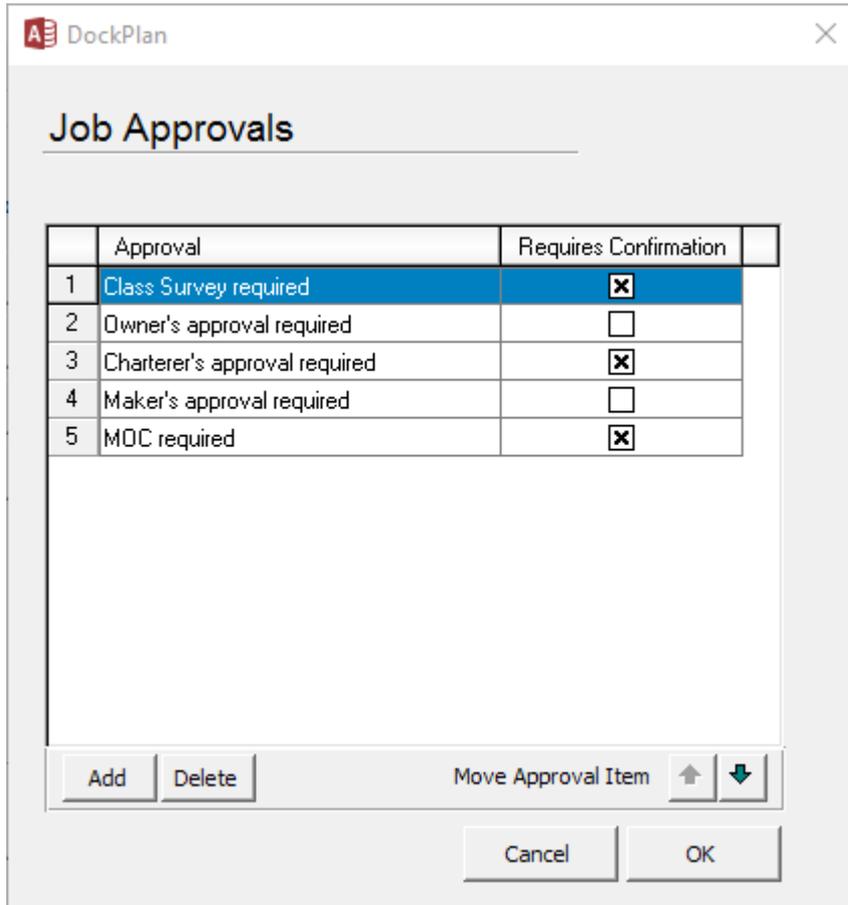
The screenshot shows a software interface with a tabbed menu at the top: Work order, Supplies, Job Expenses, Documents, Report, Attention !, Note, and Properties. The 'Properties' tab is active, displaying the title 'Rudders and Stocks'. Below the title are three sections: 'Settings', 'Properties', and 'Acknowledgements'. The 'Settings' section contains four checkboxes: 'Include job in Drydock Specification' (checked), 'Include job in Drydock Report' (checked), 'Show job on Time Line' (checked), and 'Lock job in Vessel Client' (unchecked). The 'Properties' section shows 'Last modified 06-03-2018 15:06 by KEYNET\ERU' and 'Job created 08-07-2011 00:41 by KEYNET\ERU'. The 'Acknowledgements' section is highlighted with a red border and contains a table with two columns: 'Class Survey required' and 'MOC required', both with entries for 'Erik Rudbeck, 2018-03-06 16:19'.

Which approval conditions apply to a work order, is defined by the superintendent when creating the work order in DockPlan:

The screenshot shows the 'Edit Work Order' dialog box in DockPlan. The 'Job Category' section has 'Main Category' set to '1000 Vessel Outboard' and 'Sub Category' set to '1041 Rudder, Rudder Trunk, Stuffing Box'. The 'Job Description' section includes fields for 'Job No.' (1041 . 01), 'Job Header' (Rudders and Stocks), 'Job Type' (Ordinary), 'Discipline' (Mechanical), 'External Ref.', 'Budget' (D General Docking Budget), and 'Job Responsible' (Chief Engineer). The 'Select conditions for completing job' section is highlighted with a red border and contains a list of checkboxes: 'Class Survey required' (checked), 'Owner's approval required' (checked), 'Charterer's approval required' (unchecked), 'Maker's approval required' (unchecked), and 'MOC required' (checked). Buttons for 'Delete', 'Clear', 'Pick...', 'Cancel', and 'OK' are visible at the bottom.

The superintendent ticks of the approval conditions (if any) that apply to the work order, in the list of available conditions found on the work orders Job Header.

The list of approval conditions available to the superintendent is defined by the DockPlan Admin in Settings:



The list of predefined approval conditions apply throughout DockPlan, and the Admin can edit the list and add additional conditions according to requirements.

Perhaps certain checks or procedures must be conducted, or certain test sheets filled out, in order to complete a work order. Then such conditions can be added to the list, and then be available for work orders in drydock specifications.

The 'Requires Confirmation' checkbox for each approval condition allows the Admin to define that the user completing a work order having such a condition assigned, must be prompted to specifically confirm the condition before DockPlan allows the completed Job Status. After confirmation, the user's name and the date and time is logged on the work order's 'Properties' tab.

Flow of Events

Over the years DockPlan has evolved from a quite simple application into a full featured system. Thanks to numerous user inputs and suggestions DockPlan now has a lot of functionality and features.

To facilitate the understanding of DockPlan and its way of working, the following flow of events are to be considered:

1. A new drydocking is created in the system with estimated time of docking. The drydock yard hasn't been decided yet.
2. Work orders are added to the drydock specification over the next period of time. Each work order describes individual jobs to be carried during drydocking.
3. Work orders can be created directly or picked from the built in library of predefined work orders for the type of vessel
4. Photos, drawings, test sheets etc. can be added to each work order as attachments, and automatically be included in the printed specification.
5. Costs related to the work orders are added as they become known. Costs are divided into Yard costs and Owner's costs.
6. The preliminary drydock specification may be sent to the vessel for comments
7. Some time before the drydocking is to take place, the drydock specification begins to appear complete.
8. A number of yards are selected to quote for the drydocking, and the specification is sent out to these yards for quotations.
9. Quotations are received back, and compared in DockPlan together with the owners estimated costs for deviation, lost daily rate, cargo handling etc.
10. The drydock budget is approved and entered into DockPlan
11. A yard is selected for the drydocking.
12. The actual drydocking commences, and superintendents travel to the yard bringing along DockPlan on a laptop.
13. As the drydocking progresses work orders are checked as complete, and reporting on each work order is performed.
14. Photos, drawings, test sheets etc. can be added to each work order as attachments, and automatically be included in the printed drydock report.
15. A summary report can be created containing the most important information and observations.
16. The yards performance and facilities are evaluated in DockPlan, and adds to the yards overall rating in the system.

Upon completion of the drydocking and all related reports, all data (work orders, quotations, costs, budgets, attachments, reports etc.) remains in the system and adds to the vessels history.

Setup

Setting up DockPlan on a computer with a local database is quite straight forward.

Simply download and run **DockPlan.exe** from [this location](#)

The Setup process is fully automated, and installs the following components:

- The DockPlan Application
- Microsoft Access 2013 Runtime
- SQL Server 2012 LocalDB and database

DockPlan DEMO Mode

DockPlan Setup will normally install the application in DEMO mode.

To convert DockPlan to a fully licensed application, you need to install the license file (DP.Lic)

The license file is delivered by mail, upon purchase of a DockPlan license.

For information on installing the license file, see: [License](#)

You can select to include your company license file with the install files, so that DockPlan is properly licensed after setup. See [Advanced Setup](#)

Advanced Setup

DockPlan supports [Advanced Setup](#) in both single user and multi-user environments.

Advanced Setup allows administrators to customize the DockPlan environment during install.

Advanced Setup

With Advanced Setup, the customer is able to create a customized install of DockPlan.

Installs that include:

- The company's DockPlan license
- Preconfigured DockPlan settings
- Company specific data like Vessels, Job Categories, Chart of Accounts etc.

A customized install also enables customers to:

- Make the install run silent
- Skip installing Access 2013 Runtime
- Skip installing the local database

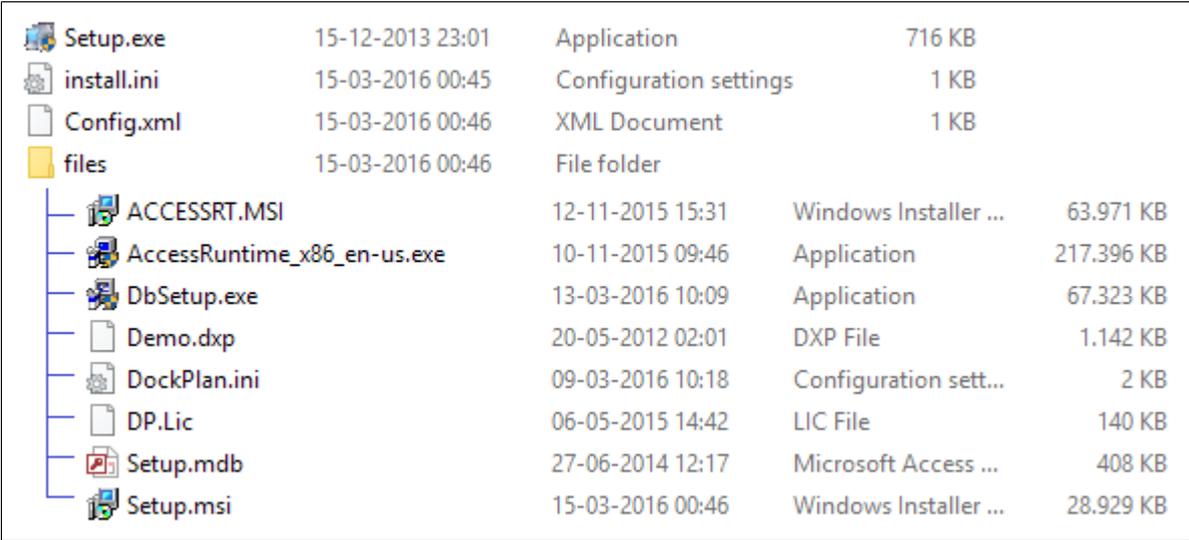
For users running online against a central SQL server, all of these settings and data will be readily available, when they install DockPlan and connect to the central server.

But for users who needs to run DockPlan offline (or a mix of offline and online), for instance on laptops or other computers away from the office, you will most likely want to supply them with all the right settings and data for their offline database. Otherwise they would need to create vessels manually, or perhaps start creating offline drydockings using unauthorized Job categories or Chart of Accounts.

Follow this procedure to create an advanced DockPlan Setup:

1. Download DockPlan (DockPlan.exe) as usual from [here](#) or if you are a registered customer from [here](#)
2. Do not run DockPlan.exe, but rename **DockPlan.exe** to **DockPlan.zip**.
3. Unzip DockPlan.zip to a folder on the computer to extract the DockPlan installation files, producing three files in the root folder and a sub folder named **'files'**. these extracted files we now refer to as a DockPlan **install point**.

DockPlan Install Point:



File Name	Date	Time	Type	Size
Setup.exe	15-12-2013	23:01	Application	716 KB
install.ini	15-03-2016	00:45	Configuration settings	1 KB
Config.xml	15-03-2016	00:46	XML Document	1 KB
files	15-03-2016	00:46	File folder	
ACCESSRT.MSI	12-11-2015	15:31	Windows Installer ...	63.971 KB
AccessRuntime_x86_en-us.exe	10-11-2015	09:46	Application	217.396 KB
DbSetup.exe	13-03-2016	10:09	Application	67.323 KB
Demo.dxp	20-05-2012	02:01	DXP File	1.142 KB
DockPlan.ini	09-03-2016	10:18	Configuration sett...	2 KB
DP.Lic	06-05-2015	14:42	LIC File	140 KB
Setup.mdb	27-06-2014	12:17	Microsoft Access ...	408 KB
Setup.msi	15-03-2016	00:46	Windows Installer ...	28.929 KB

4. In the **files** sub folder pay attention to the following 3 files: **DP.Lic**, **DockPlan.ini** and **Setup.mdb**

DP.Lic is the DockPlan license file

DockPlan.ini contains customized settings for the DockPlan installation
Setup.mdb contains custom specific data to include with the installation

5. As part of your DockPlan delivery, you will receive a license file (DP.Lic) by mail. Copy the received DP.Lic file into the **\files** folder. Allow the existing DP.Lic (Demo license) to be overwritten.
6. Now, before DockPlan is installed anywhere else, install the application on your own computer by running Setup.exe found in the root of the install point.
7. Ensure that DockPlan is no longer running in Demo mode. (Your company name should appear on the opening window of DockPlan.)
8. If you intend to run DockPlan on a dedicated SQL Server with access for multiple concurrent users, setup the dedicated server as described [here](#).
9. If you want to include company data like vessels and Job Categories etc. with the install, browse through all the relevant data in DockPlan to ensure they are correct and adequate. What data can be included with the install is described [here](#).
10. Use the built in [DockPlan.ini Creator](#) to create settings for the install, and to select what data should be included.
11. The DockPlan.ini Creator will produce the customized **DockPlan.ini** and **Setup.mdb** files which should be placed in the **\files** folder at the DockPlan install point.
12. The customized install point is now ready, and users can install DockPlan by running **Setup.exe** from the install point.

Make the install package run silent:

A silent install performs the entire install process without user interaction required. Only the setup progress dialog is displayed.

Edit **install.ini** and replace the line:

```
MAIN_MSI_CMDLINE=REINSTALL=ALL REINSTALLMODE=vamus
```

with:

```
MAIN_MSI_CMDLINE=REINSTALL=ALL REINSTALLMODE=vamus /q
```

- and:

```
FINISHDIALOG=<FULL>
```

with:

```
FINISHDIALOG=<NONE>
```

Skip installation of Access 2013 Runtime:

The installation of Access 2013 Runtime can be skipped if the client computer already has the full Microsoft Access 2013 (or newer) product installed.

Edit **install.ini** and replace the line:

```
INSTALLRUNTIME=files\AccessRuntime_x86_en-us.exe
```

with:

```
INSTALLRUNTIME=0
```

The file **AccessRuntime_x86_en-us.exe** may now be deleted from the install files

Note!

If installation of Access 2013 Runtime is skipped by DockPlan Setup, the user must then manually correct the command line of the installed DockPlan icon, so that it does not call Access Runtime, but executes the DockPlan program file directly using command line:

"C:\ProgramData\DockPlan\DockPlan.accde" /Runtime

The **/Runtime** switch used with the command line tells the full Access version to hide development tools and menus when running DockPlan

Skip installation of the local database

If the DockPlan installation is only intended to run in '[Online](#)' mode against a central database, there is no need to install the offline database.

Edit **install.ini** and delete the [EXTRA_INSTALLS] section along with its instructions:

```
[EXTRA_INSTALLS]
INSTALL0=<INST>\files\DbSetup.exe
CMDLINE0=/s
WAIT0=True
```

The file **DbSetup.exe** may now be deleted from the install files

DockPlan.ini Creator

DockPlan.ini is an initialization file used by DockPlan Setup, to control how DockPlan is installed.

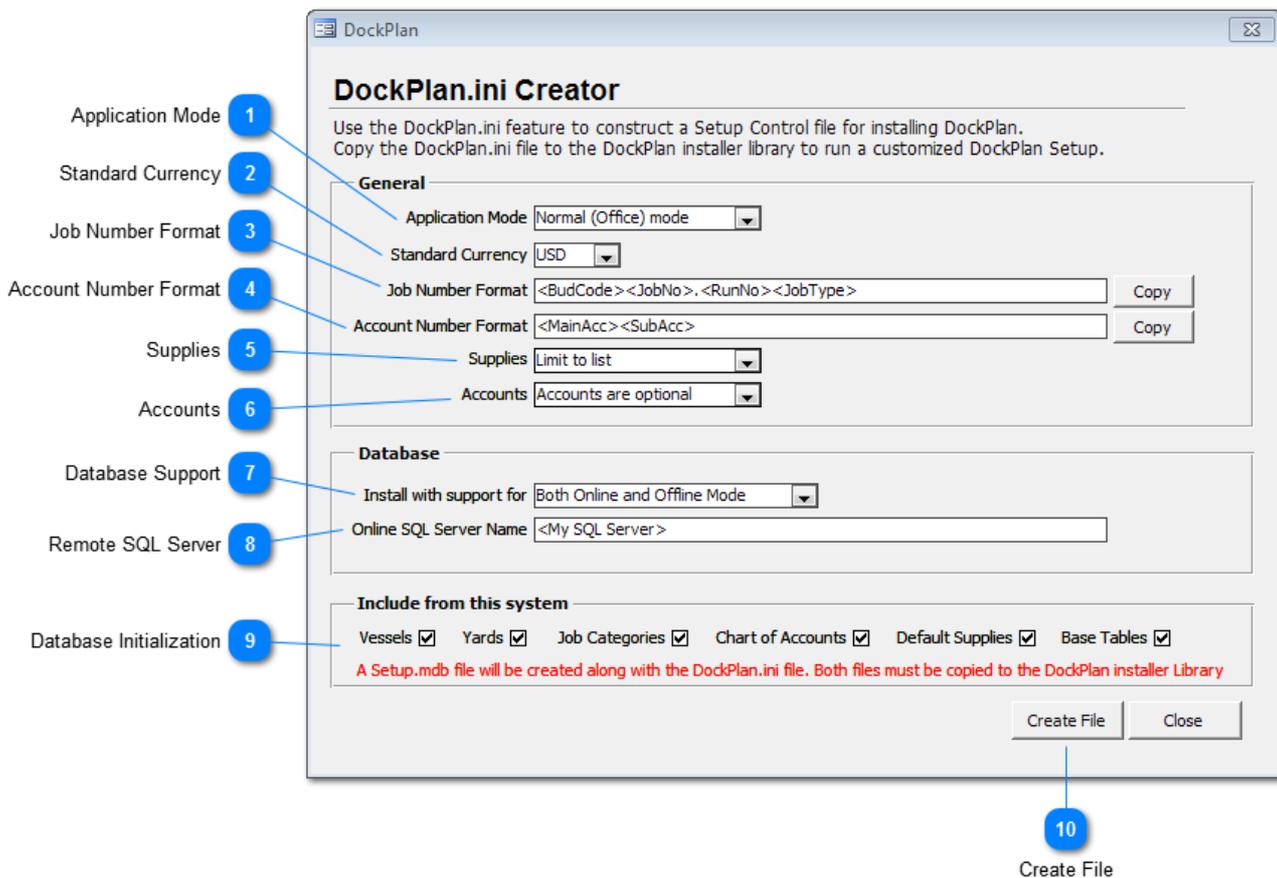
DockPlan.ini can be edited directly by means of a Text Editor or by using the DockPlan.ini Creator found on the **Administrator** tab in **Settings**.

[See this example of a prepared DockPlan.ini](#)

DockPlan.ini is referenced during setup of DockPlan. Once DockPlan is installed, DockPlan.ini has no mission anymore, hence you cannot edit DockPlan.ini in an attempt to modify an already installed DockPlan. You will need to do a fresh install of DockPlan, in order to have DockPlan.ini take effect.

As an DockPlan Administrator you can configure all relevant setup parameters in the DockPlan.ini Creator dialog, and then have DockPlan create the customized DockPlan install file(s).

For further information on Customized Setup, see: [Advanced Setup](#)



1 Application Mode

Application Mode

Set if DockPlan should be installed in **Normal (Office) Mode** or **Vessel Client Mode**.

See [DockPlan Vessel Client](#) for more information.

2

Standard Currency

Standard Currency

The **Standard Currency** is the default [Docking Currency](#) for new drydockings. After a drydocking has been created, the user can freely change the Docking Currency, to any currency from the [list of currencies](#) available to the drydocking.

3

Job Number Format

Job Number Format

Sets the default [Job Number Format](#) during DockPlan Setup. Use the **Copy** button to insert the Job Number Format used by the current system.

4

Account Number Format

Account Number Format

Sets the default [Account Number Format](#) during DockPlan Setup. Use the **Copy** button to insert the Account Number Format used by the current system.

5

Supplies

Supplies

Sets how [Supply](#) usage are to be configured during Setup.

6

Accounts

Accounts

Sets how [Accounts](#) usage are to be configured during Setup.

Database Support

Install with support for

Select if the installation should support both Offline and Online running mode.

Offline Mode Only:

DockPlan is running against the local database, and the user is not offered the option of switching to Online mode.

This mode can be used for computers dedicated to run offline, without network connection.

Setting the mode to **Offline Only** will ensure that the user cannot accidentally switch DockPlan to a non-existing Online connection.

Online Mode Only:

DockPlan is running against the remote database only, and the user is not offered the option of switching to Offline mode.

This mode is typically used for stationary computers in the office, which are not intended to leave the premises and which are supposed to always have a network connection.

Setting the mode to **Online Only** will cause the local database and SQL Server to not be installed, and also ensure that the user cannot accidentally switch DockPlan to a non-existing Offline database.

Both Online and Offline Mode:

DockPlan is configured to run against both the local database and the remote database. The user can switch between the two.

This mode is typical for portable computers that are sometimes connected to the network, and sometimes without network connection, for instance while traveling.

Remote SQL Server

Online SQL Server Name

Sets the name of the Remote SQL Server.

The Remote SQL Server is used when DockPlan is running in [Online Mode](#).

Database Initialization

Include from this system

Vessels Yards Job Categories Chart of Accounts Default Supplies Base Tables

A Setup.mdb file will be created along with the DockPlan.ini file. Both files must be copied to the DockPlan installer Library

Enables an administrator to initialize local SQL Server databases with company specific data during setup.

Prepare your current DockPlan system with vessels, Job Category Structure, Account Structure etc, and use this feature to distribute a copy of these data with each new install of DockPlan. This will ensure that company specific data will be readily available for users installing DockPlan locally on laptops or other computers away from the office.

Data	Note
Vessels	Includes: <ul style="list-style-type: none"> • Vessels with their details • Vessels Particulars • Vessels Tank Layout
Yards	Includes: <ul style="list-style-type: none"> • Yards with their details and facilities • Yard Contacts • Yard Docks
Job Categories	Includes Job Categories as defined on your current system
Chart of Accounts	Includes the Chart of Account as defined on your current system
Default Supplies	Includes Default Supplies as defined on your current system
Base Tables	Includes: <ul style="list-style-type: none"> • Vessel Types • Vessel Sub Types • Sister Types • Classification Societies • Vessel Particular Categories • Vessel Flags • Default Anodes • Default Drydock Facts • Management Groups • Currency Codes • Vessel Owners • Job Types • Default Budgets • Job Disciplines • Job Approvals

- All as defined on your current system.

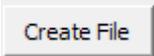
Note!

Only **Local** databases will be initialized with data during setup. And only the **first time** DockPlan connects to the database.

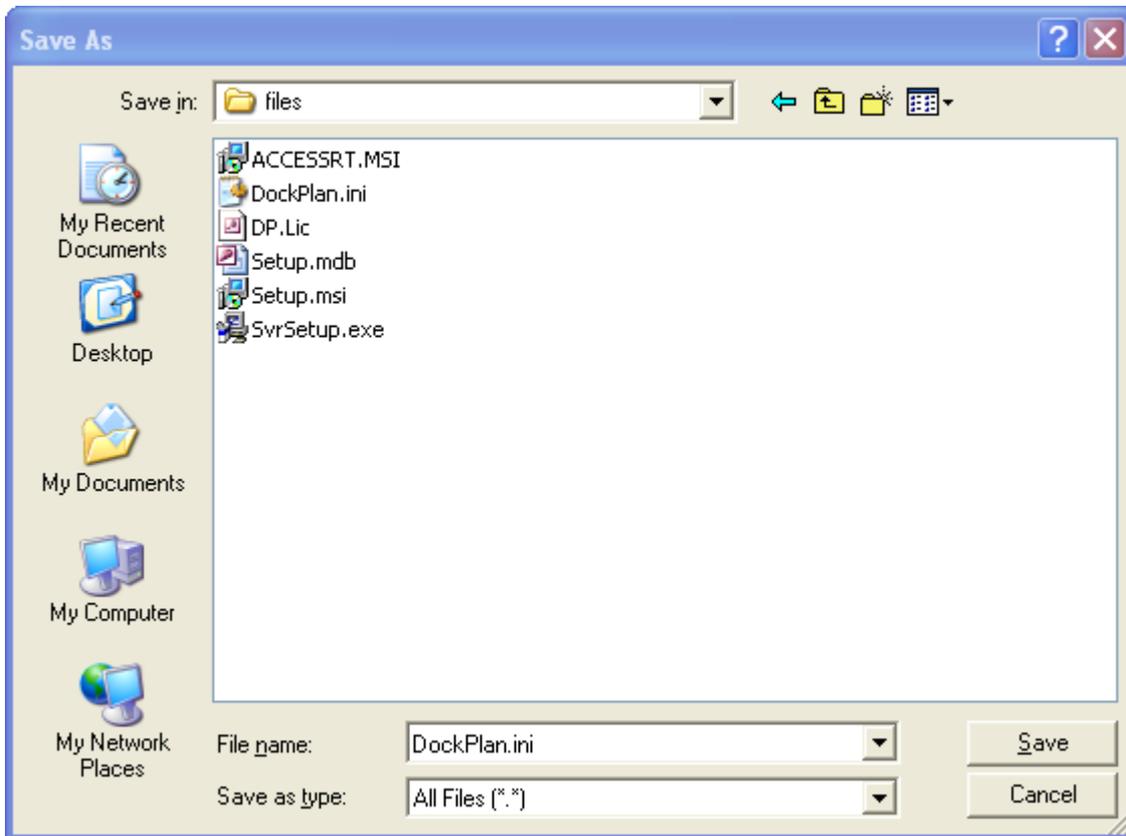
If a new install (or reinstall) is performed on the same computer, the existing database will remain untouched and the data initialization process will be skipped.

To ensure data initialization is performed on repeated installs of DockPlan on the same computer, you must delete the database file in its [local folder](#), prior to reinstalling DockPlan.

10 Create File



Click Create file to create the DockPlan.ini file.
You will be prompted for a save destination:



Save the DockPlan.ini file in the **files** folder of the DockPlan install point (allow overwriting the existing DockPlan.ini), in order to create a customized DockPlan Setup.

If [company specific data was included in the customization](#), this data will be used to initialize a new database installation.

The customized data is contained in the **Setup.mdb** file, and this file will then automatically replace the existing Setup.mdb in the DockPlan install library.

DockPlan.ini file contents

Below is an example of contents of DockPlan.ini

```
[Setup];
;AppMode=0: DockPlan runs in normal office mode
;AppMode=1: DockPlan runs as Vessel Client
AppMode = 0

;Default Currency
StdCurrency = USD

;Number formatting masks
JobNoMask=<BudCode><JobNo>.<RunNo><JobType>
AccNoMask=<MainAcc>.<SubAcc>

;Supplies (0=Disable, 1=Limit to List, 2=User Defined)
UseSupplies=1

;Accounts (0=Disable, 1=Optional, 2=Mandatory)
UseAccounts=1

[Database]
;RunningMode=1: Support for Local (Offline) database only
;RunningMode=2: Support for Remote (Online) database only
;RunningMode=3: Support for both Local (Offline) and Remote (Online) databases
RunningMode=3
OnlineServerDSN=<My SQL Server>

[Initialization]
;Preload local database with data.
;Setup.mdb with data must be supplied
;1=Load data, 0=Do not load data
Vessels=1
Yards=1
JobCategories=1
Accounts=1
Supplies=1
BaseTables=1
```

Dedicated SQL Server

If users in your organization are intended to run DockPlan online against a dedicated SQL Server, with concurrent access for multiple users, IT-Responsible personnel should setup the server according to this procedure:

1. Purchase Microsoft SQL Server 2012 (or newer), and install the server package on dedicated server hardware. Ensure to purchase the appropriate Client Access Licenses (CAL's) with the server, to match your number of concurrent DockPlan users. If you already have an existing SQL server (with CAL's) running in your organization, you can use this server. It is designed to handle a large number of individual databases.
2. Install DockPlan locally on an administrative computer. For instance your own, if you are responsible for setting up DockPlan in a multi-user scenario.
3. After install navigate to the folder C:\ProgramData\DockPlan (The folder may be hidden) and copy the local **DockPlan.mdf** database file to the database folder on your central SQL Server.
4. Use the [Microsoft SQL Server Management Studio](#) console to attach the copied database file to your central SQL Server.
5. Ensure your DockPlan users are assigned login to the server and permissions on the DockPlan database. Permissions on the database includes the right to add, edit and delete data in all tables, as well as permission to execute stored procedures and functions. Preferably you can set your group of DockPlan users to be **DbOwner** on the DockPlan database. This will ensure they are not stalled by permission issues.
6. Setup an [ODBC Connector](#) on your computer to point to the DockPlan database on the central SQL Server.
7. Run DockPlan
8. On the main window switch DockPlan into [online mode](#), to ensure that the connection is operational.

Now you are ready to prepare a [customized setup](#) of DockPlan so that users installing DockPlan automatically connects to the central SQL Server after install.

ODBC Connector

DockPlan uses ODBC connectors to connect to data on SQL Server. These ODBC connectors must be setup on each users computer in order to run DockPlan.

Setting up ODBC connectors, can be done automatically by DockPlan Setup. See [DockPlan.ini](#)

At least one ODBC connector is required, and this connector should point to the SQL Server LocalDB which was installed locally on each users computer as part of DockPlan Setup.

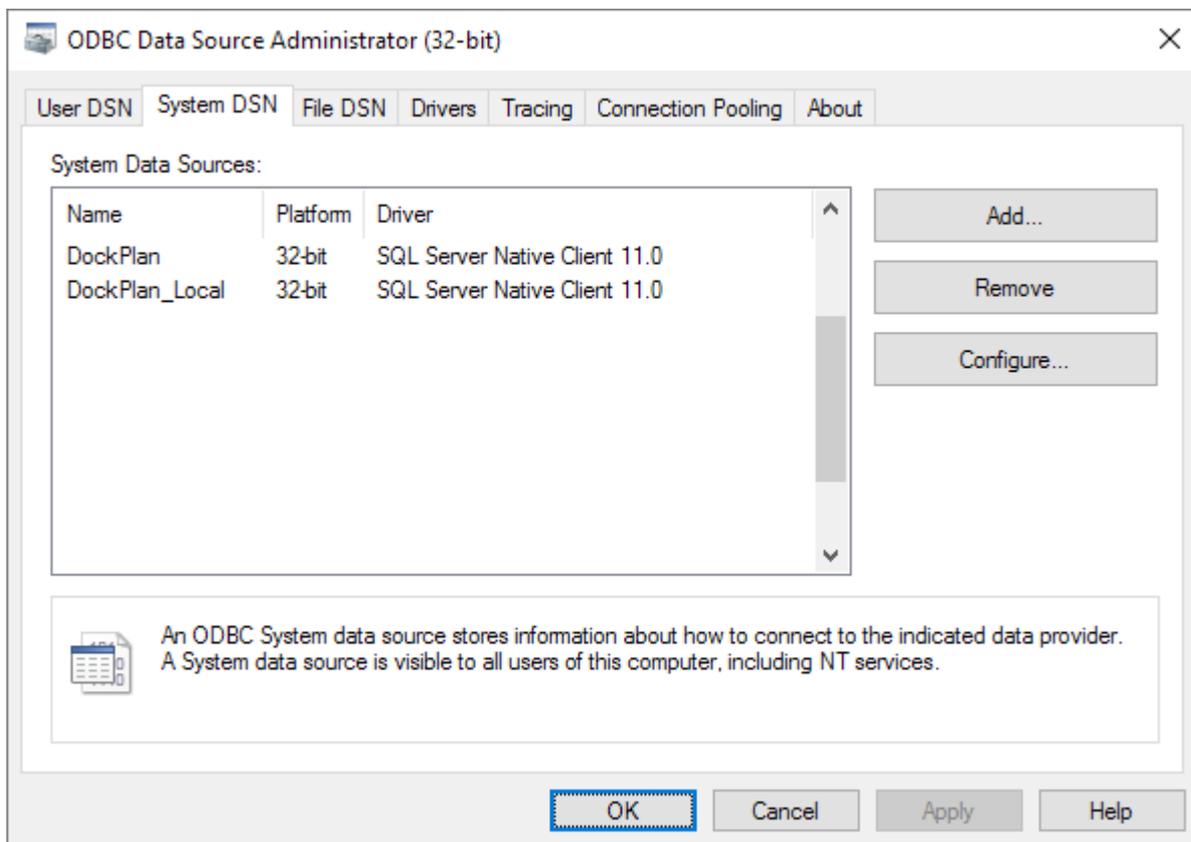
This local connector will allow DockPlan to manage data stored locally on the users computer.

If you want DockPlan to be able to run [online](#) as well, connected to a central SQL Server, a second ODBC connector must be configured as well, pointing to this server.

ODBC connectors can be setup automatically by DockPlan.ini, or manually by Windows ODBC Data Source Administrator.

To run the ODBC Data Source Administrator select **Run** from Windows Start Menu:

- If you are running a **32-bit** version of Windows type **odbcad32.exe** and click **OK**
- If you are running a **64-bit** version of Windows type **C:\Windows\SysWOW64\odbcad32.exe** and click **OK**



Select the **System DSN** tab, to view your currently configured ODBC data sources. You may have a number of entries in the list, used by other database applications.

In above example both Online and Offline (Local) ODBC connectors has been configured for DockPlan.

The ODBC Connector for the Offline (Local) SQL Server must always be named: **DockPlan_Local**

The ODBC Connector for the Online (Remote) SQL Server must always be named: **DockPlan**

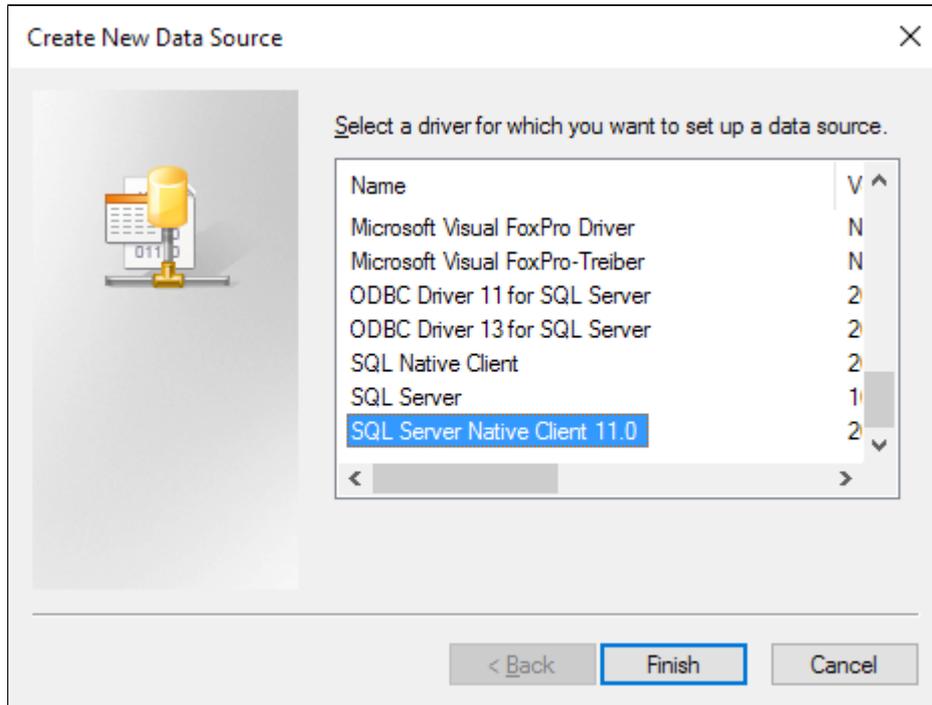
Create a new connector, or verify the configuration of an existing connector:

To create or verify a connector for the **Offline** (Local) database, follow [this procedure](#).
To create or verify a connector for the **Online** (Remote) database, follow [this procedure](#).

ODBC Connector for Offline (Local) database

To setup or verify connector settings for the Offline (Local) database, follow this procedure.

If you are adding a new ODBC Connector, this dialog will appear.

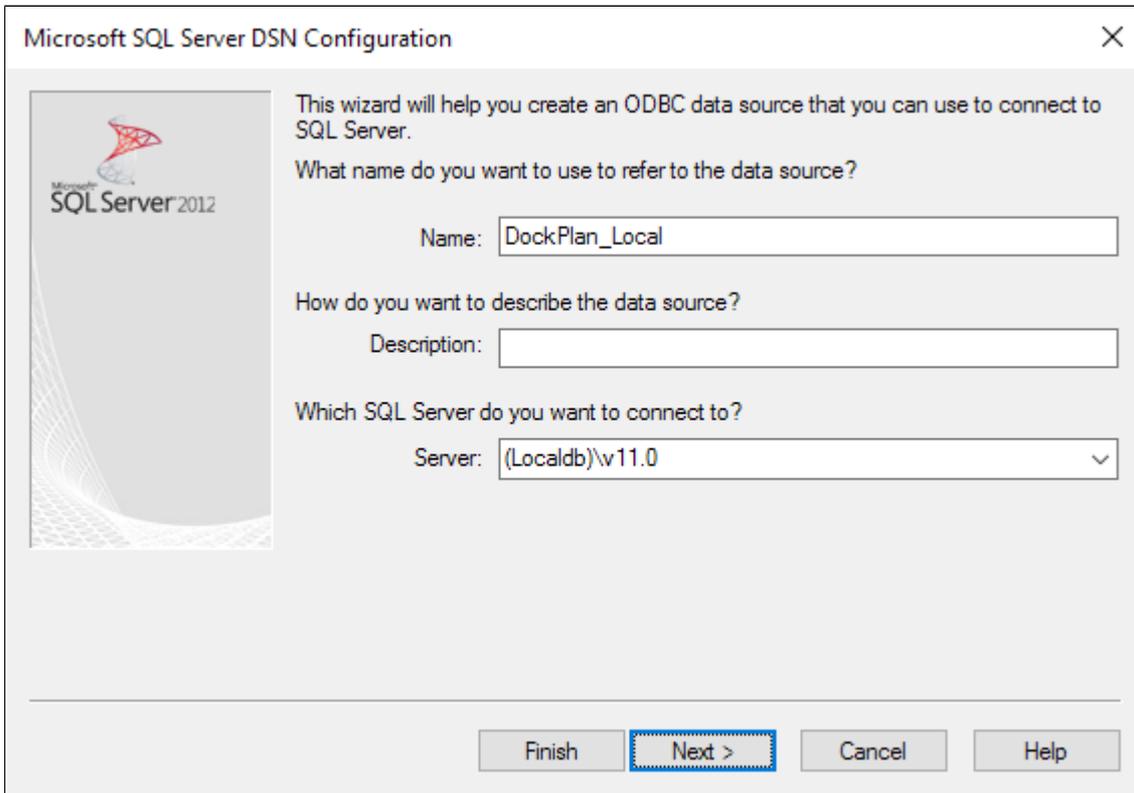


Select **SQL Server Native Client 11.0** as driver for the ODBC connector.

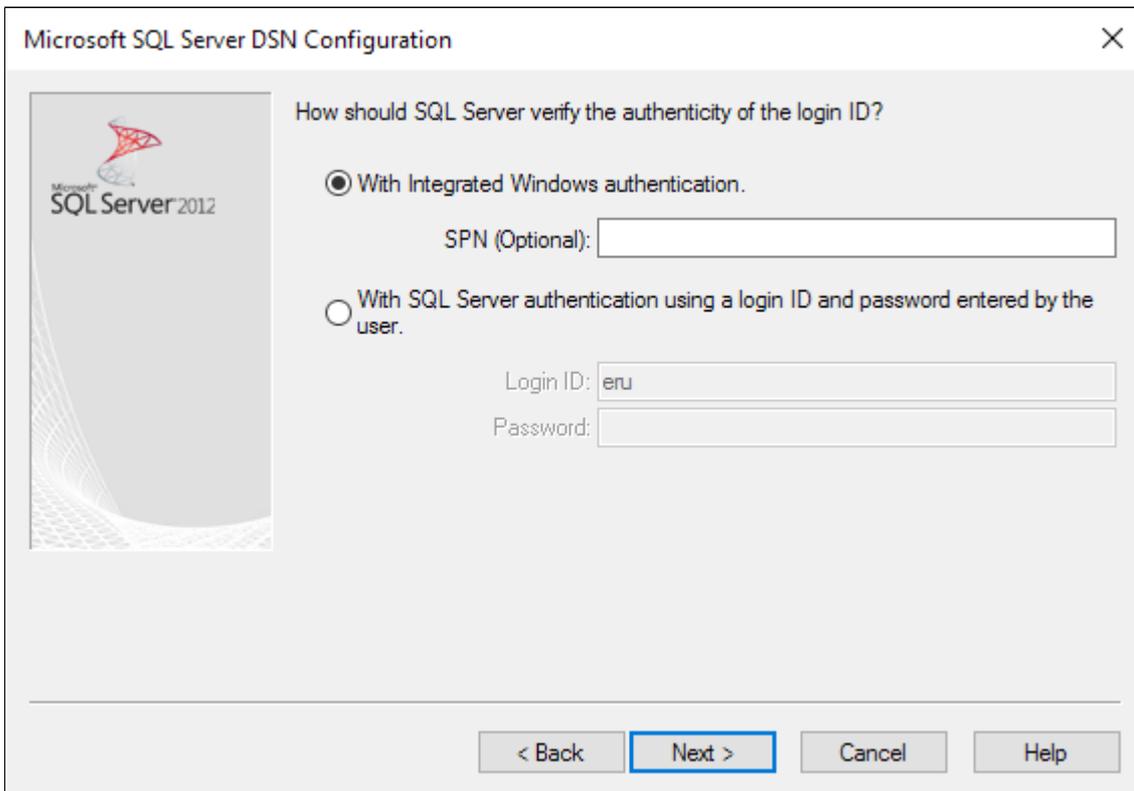
If **SQL Server Native Client 11.0** is not available, you must Install **Microsoft SQL Server 2012 Native Client** as described here:

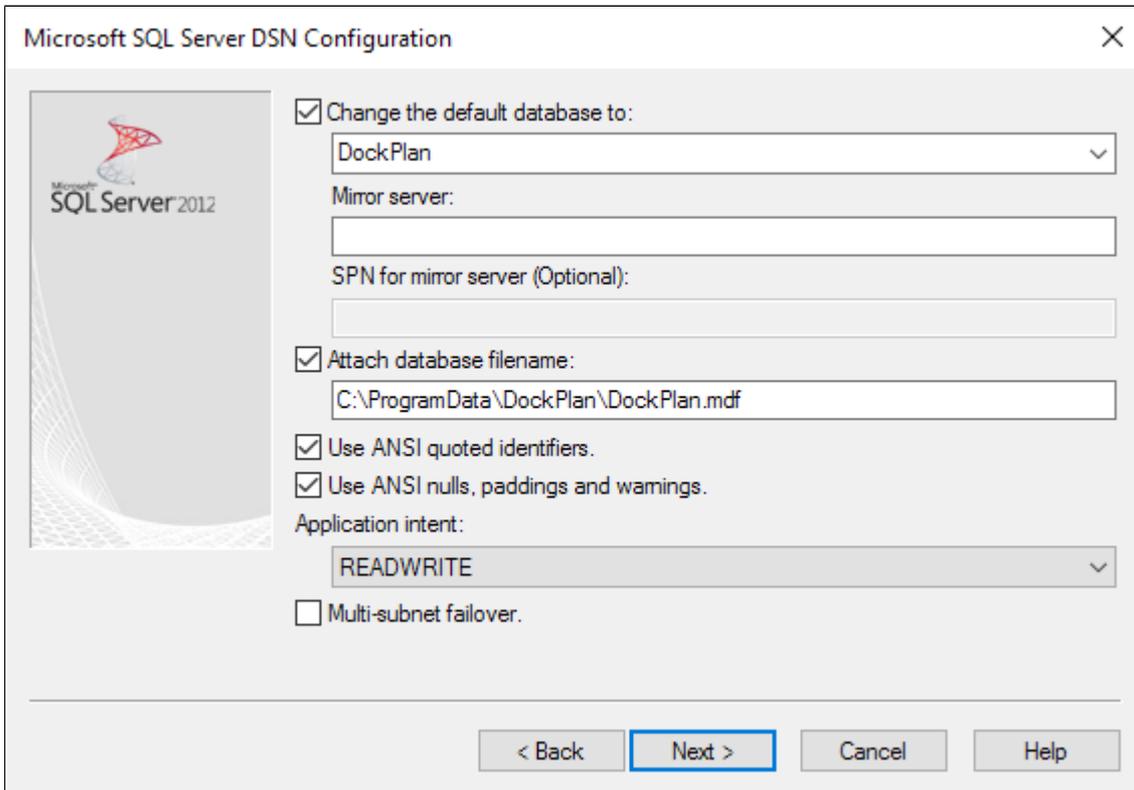
[Installation Test / Manual Setup](#)

The following dialogs are the same whether you are creating a new connector, or verifying the configuration of an existing connector:



The name of the Offline connector must be: **DockPlan_Local**
The name of the local server must be: **(Localdb)\v11.0**

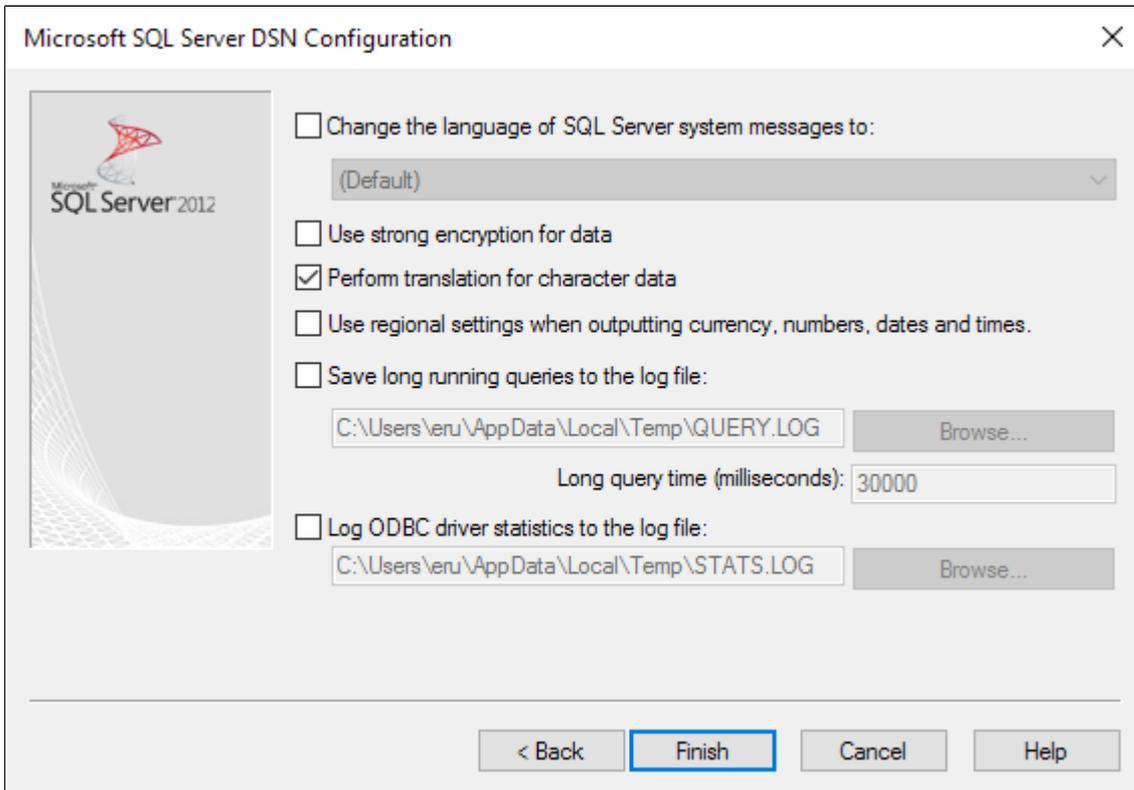




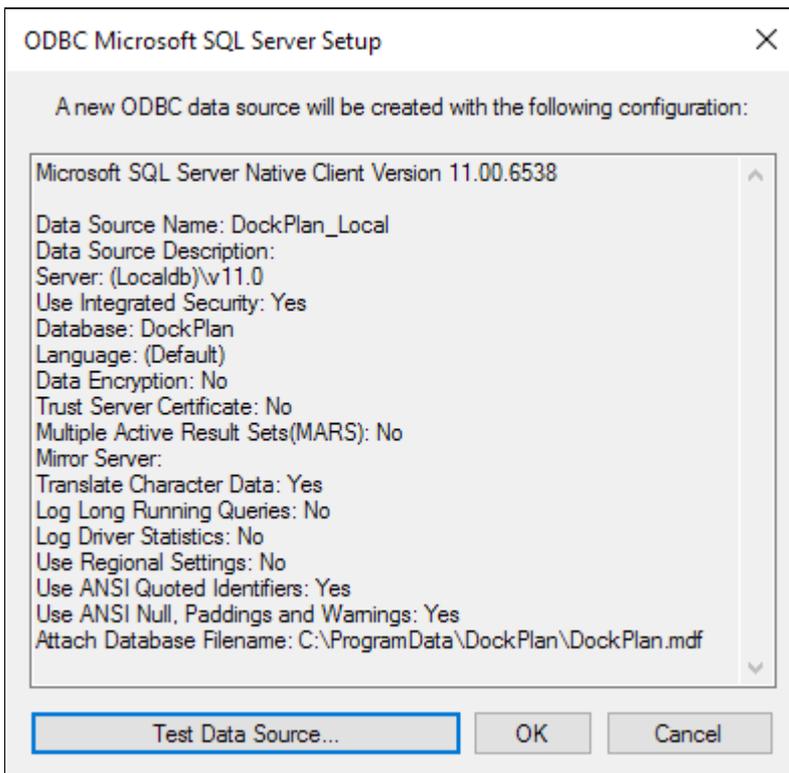
All settings SQL should be set as shown.

The '*Change the default database to*' must point to **DockPlan**.

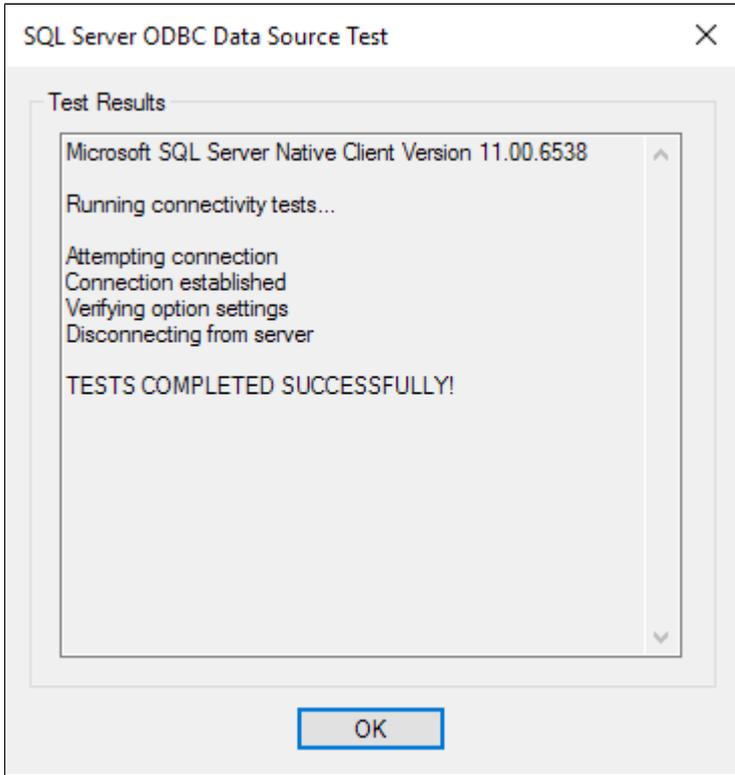
The *Attach database filename* should point to the local DockPlan database. The default location is **C:\ProgramData\DockPlan**, but if your DockPlan is upgraded from a version prior to 5.63 the old location (**C:\Data\DockPlan**) is been carried over, and in this case you should have **C:\Data\DockPlan\DockPlan.mdf** in the *Attach database filename* field.



Click **Finish**



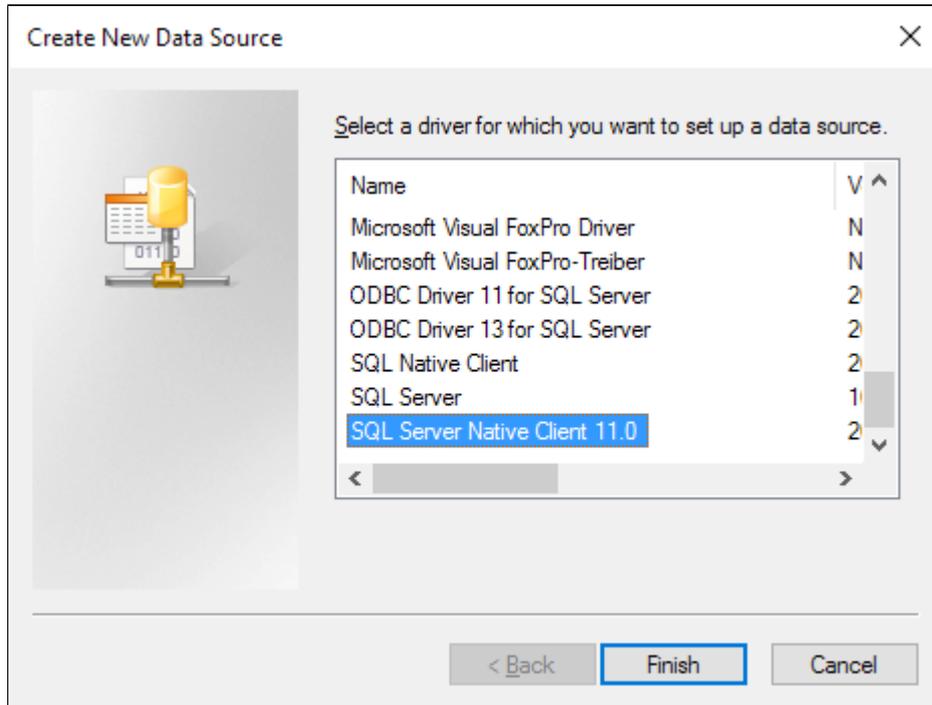
Click **Test Data Source** to verify operation of the connector



ODBC Connector for Online (Remote) database

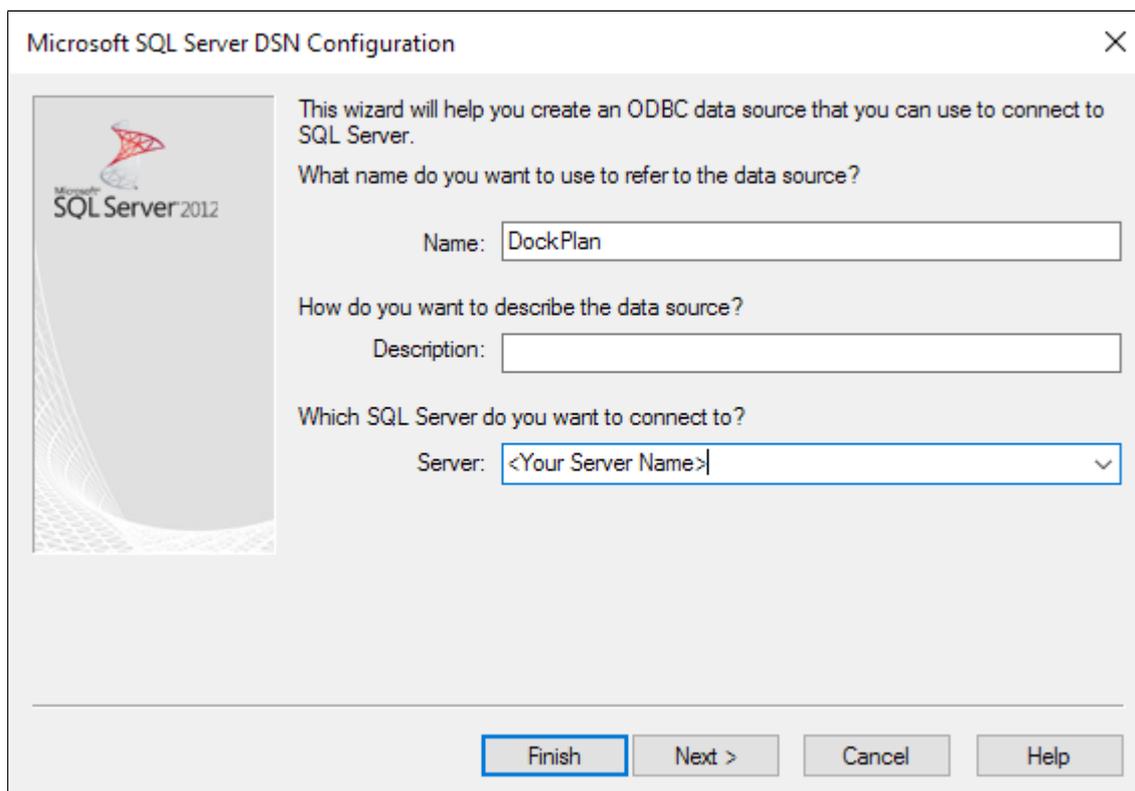
To setup or verify connector settings for the Online (Remote) database, follow this procedure.

If you are adding a new ODBC Connector, this dialog will appear.

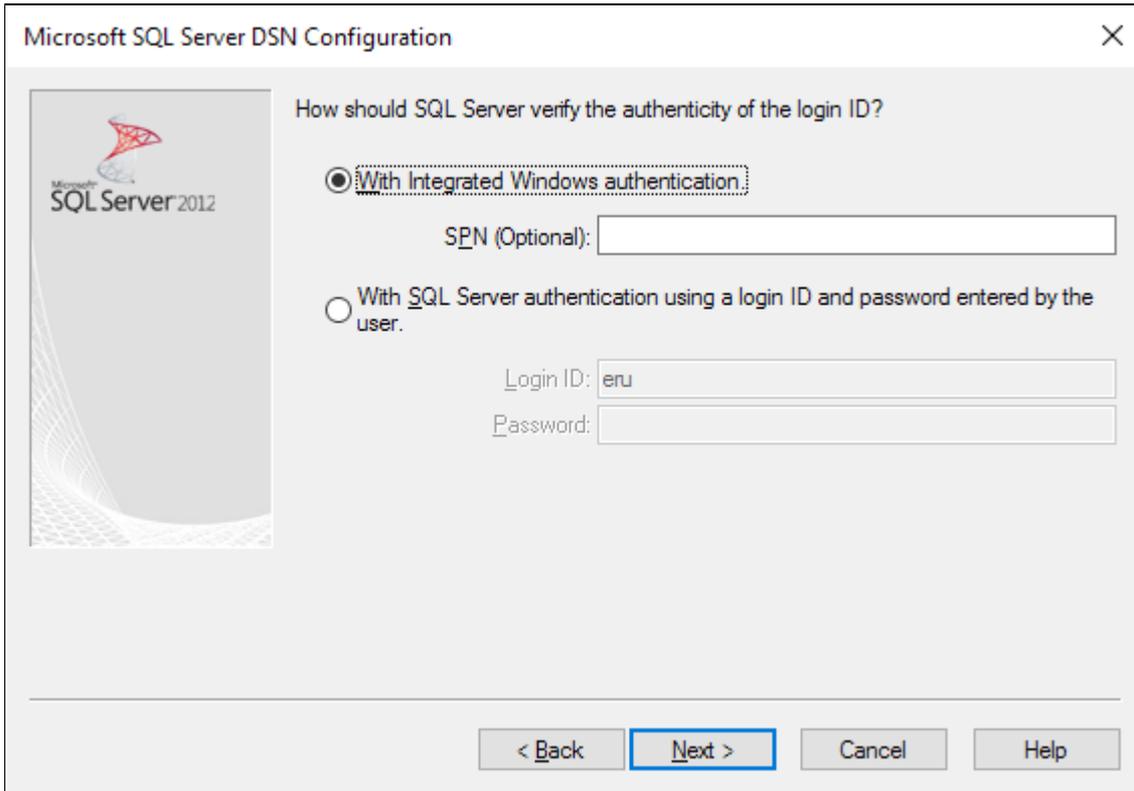


Select **SQL Server Native Client 11.0** as driver for the ODBC connector.

The following dialogs are the same whether you are creating a new connector, or verifying the configuration of an existing connector:



The name of the Online connector must be: **DockPlan**



Microsoft SQL Server DSN Configuration

How should SQL Server verify the authenticity of the login ID?

With Integrated Windows authentication.

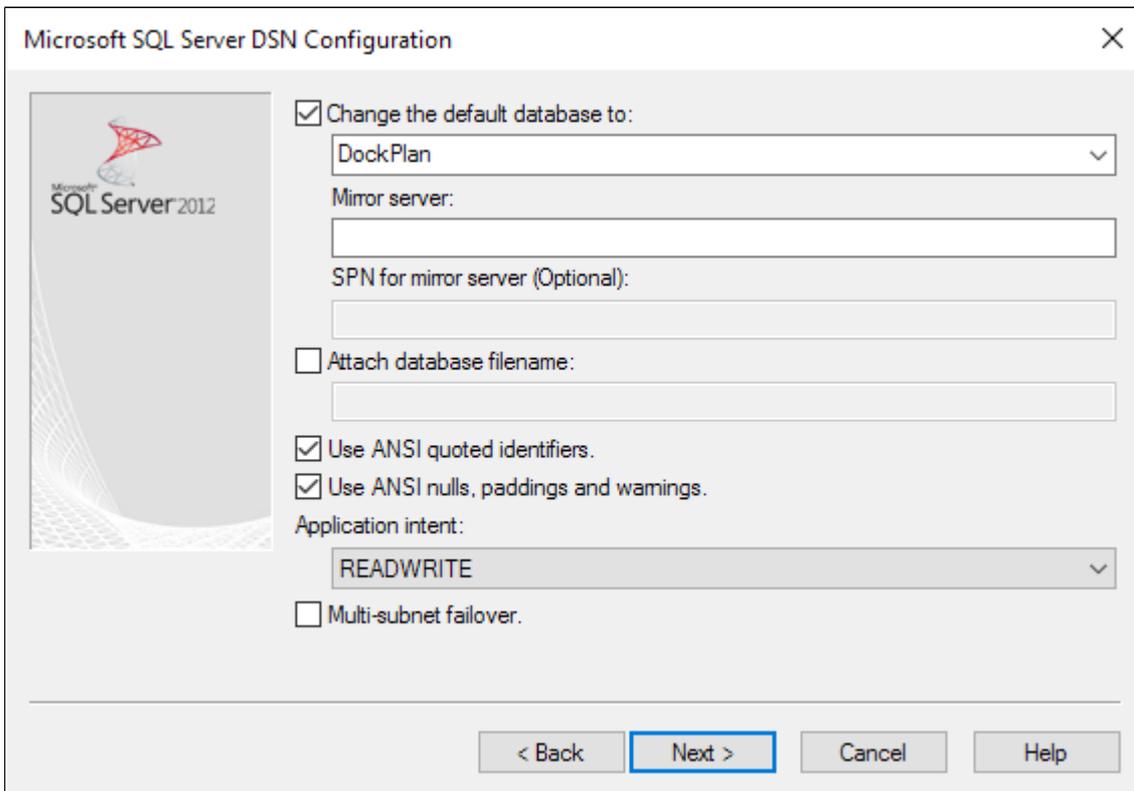
SPN (Optional):

With SQL Server authentication using a login ID and password entered by the user.

Login ID: eru

Password:

< Back Next > Cancel Help



Microsoft SQL Server DSN Configuration

Change the default database to:

DockPlan

Mirror server:

SPN for mirror server (Optional):

Attach database filename:

Use ANSI quoted identifiers.

Use ANSI nulls, paddings and warnings.

Application intent:

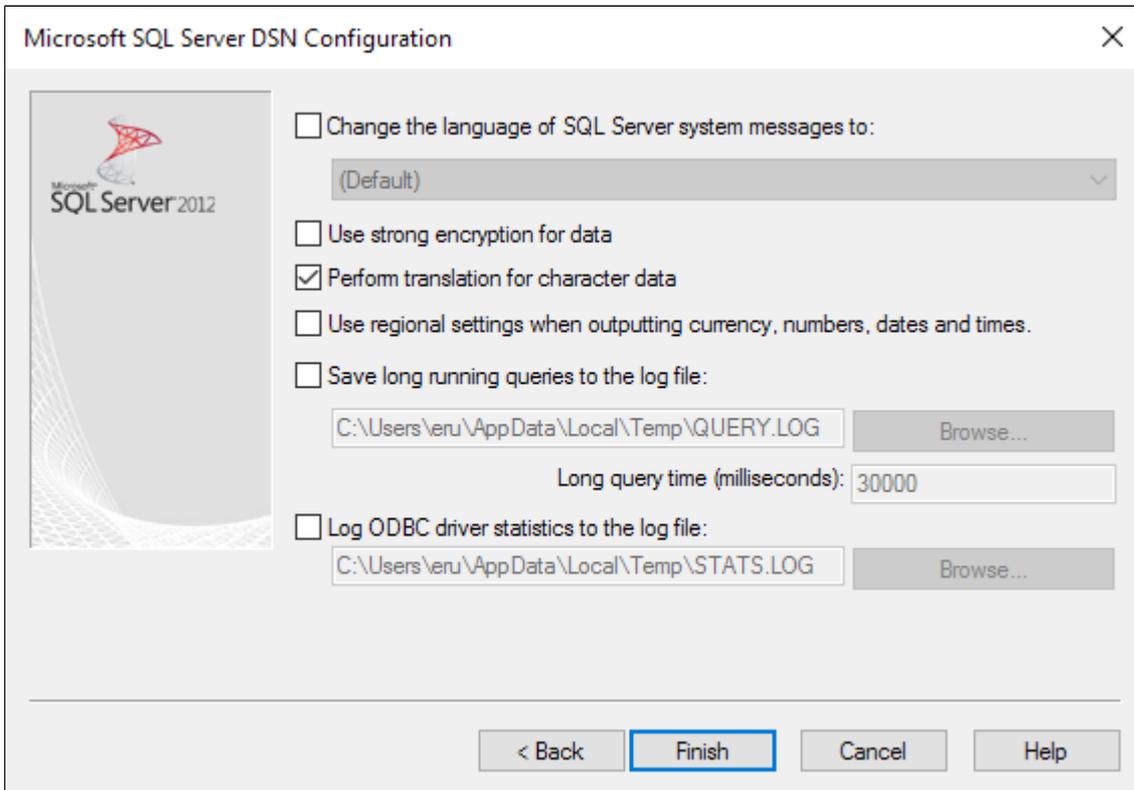
READWRITE

Multi-subnet failover.

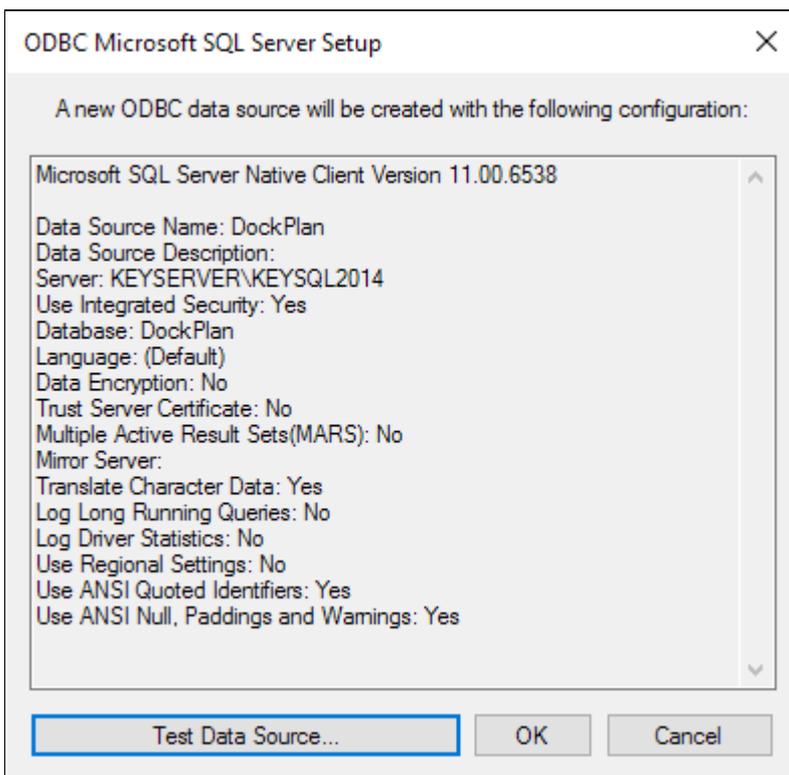
< Back Next > Cancel Help

All settings should be set as shown.

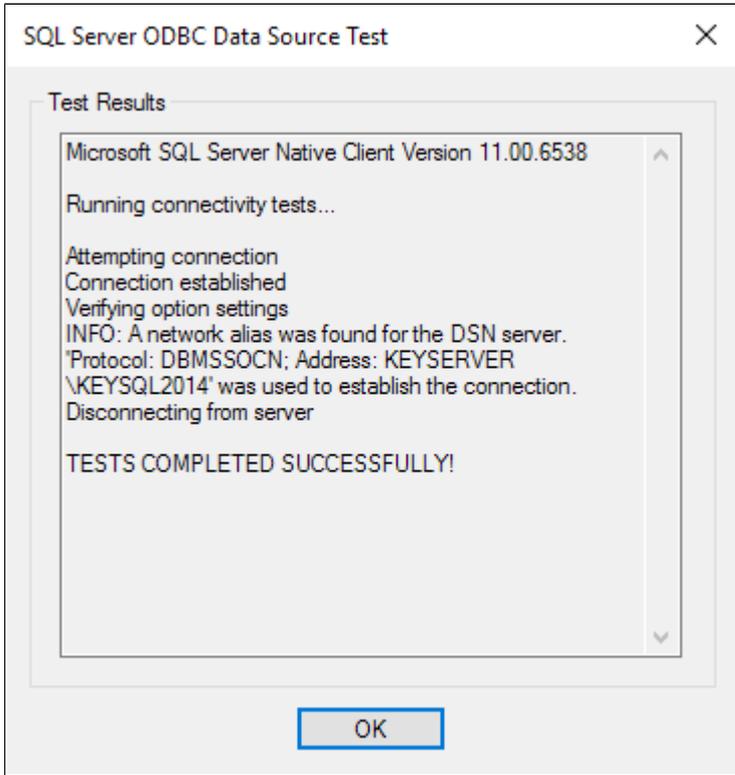
The 'Change the default database to' must point to **DockPlan**.



Click **Finish**



Click **Test Data Source** to verify operation of the connector



Installation Test / Manual Setup

The DockPlan Setup procedure automatically installs all components required for running DockPlan.

These components are:

- Microsoft Access 2013 Runtime environment
- DockPlan Application
- Microsoft SQL Server 2012 LocalDb
- DockPlan Database
- ODBC Connector configuration

If the fully automated install fails, or you just want to check for correct installation of all components, the procedure is this:

Ensure you have administrative rights on the computer. This is required for DockPlan Setup to install SQL Server 2012 LocalDb.

If DockPlan was previously installed on this computer, you may want to perform a complete uninstall before proceeding. See the uninstall procedure [here](#).

Download and run the normal **DockPlan.exe** to install DockPlan

After Setup completes, check that you now have the following folder on your computer:
(Now referred to as the DockPlan Application Folder)

C:\ProgramData\DockPlan - (This folder may be hidden depending on your Windows Setup)

Setup/verify the ODBC Connector as described [here](#). Ensure the **DockPlan_Local** connector tests successfully.

If the connector test fails, this indicates a problem with your Local SQL Server LocalDb setup.
Run the SQL Server setup manually according to this procedure:

Install Microsoft SQL Server 2012 LocalDb:

Navigate to the DockPlan Application Folder.
Run the **SqlLocalDB.msi** file.
Accept the license agreement.
Allow the installation to complete.

Install Microsoft SQL Server 2012 Native Client:

Navigate to the DockPlan Application Folder.
Run the **SqlIncli.msi** file.
Accept the license agreement.
In the Feature Selection part of setup, ensure all features are set to "*Will be installed on local hard drive*"
Allow the installation to complete.

ODBC Connector:

Setup/verify the ODBC Connector as described [here](#). Ensure the **DockPlan_Local** connector tests successfully.

If the connector tests successfully close all programs and Start DockPlan

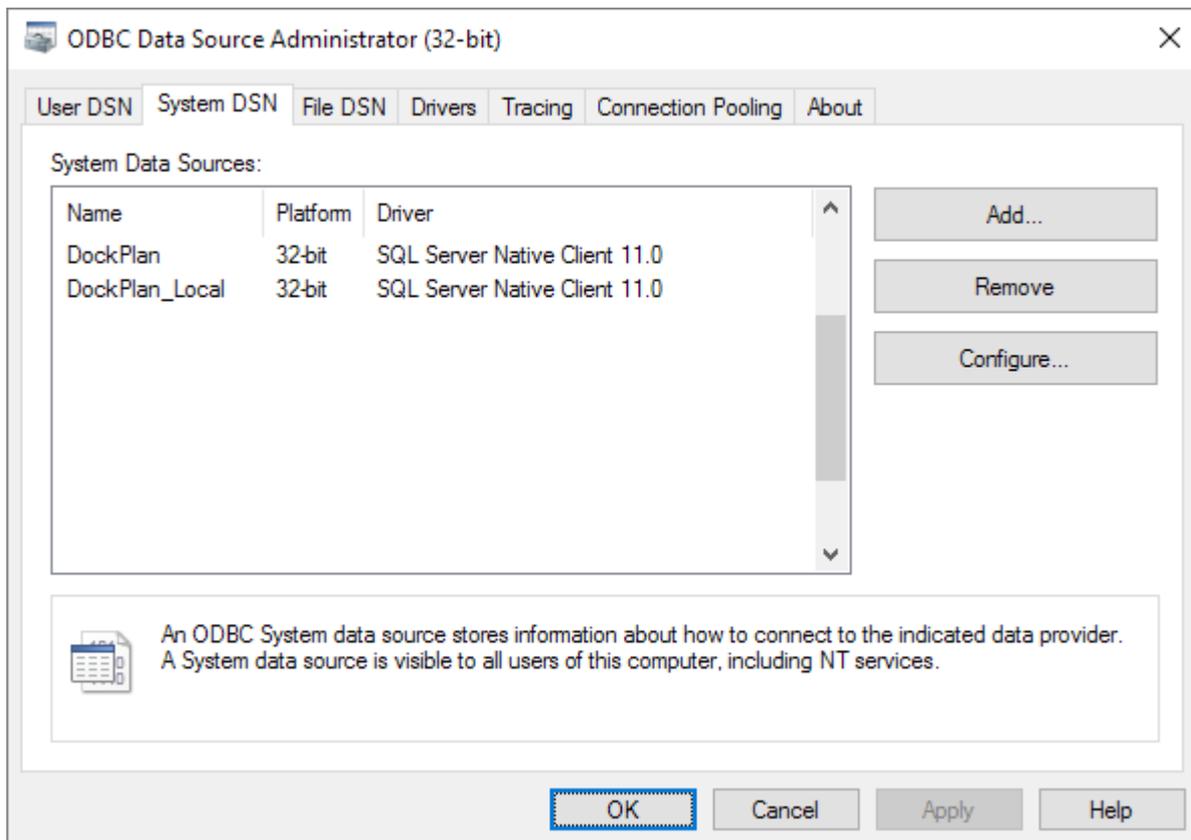
DockPlan Uninstall

To completely uninstall DockPlan, follow this procedure:

Remove ODBC Data Connectors

From Windows Start Menu select **Run**

- If you are running a **32-bit** version of Windows type **odbcad32.exe** and click **OK**
- If you are running a **64-bit** version of Windows type **C:\Windows\SysWOW64\odbcad32.exe** and click **OK**



In the **ODBC Data Source Administrator** select the **System DSN** tab.

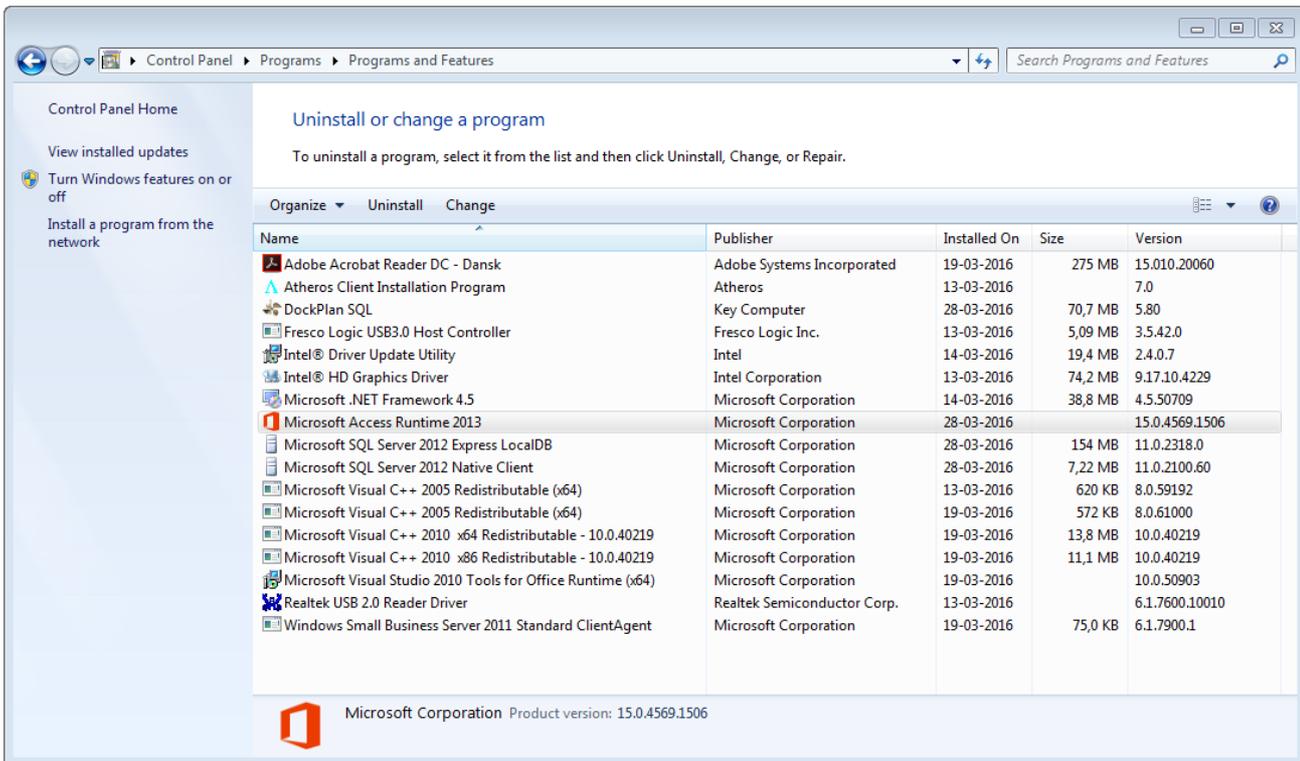
In the list of System Data Sources remove both **DockPlan_Local** and **DockPlan** (If exists).

Remove Application files

In Windows Control Panel run **Programs and Features** (Windows XP: **Add or Remove Programs**) to bring up the list of installed programs.

Allow Windows to populate the list. It may take a minute.

•



Locate the following components in the list of installed programs:

- DockPlan SQL
- Microsoft Office Access 2013 Runtime

Select each component and click **Uninstall** (Windows XP: Click the **Remove** button) one-by-one. Allow each component to finish uninstalling, before continuing with the next.

Remove remaining files and folders:

Open Windows Explorer.

Locate and delete the following folder including its files and sub folders:

C:\ProgramData\DockPlan

Restart your computer to complete the removal of DockPlan.

Settings

Here all configurations and customizations of DockPlan is performed.
All users may not have access to all settings, depending on permissions granted.

Click one of below links to get detailed information about the various settings and configuration possibilities.

General

Startup Prompt Running Mode Exchange Rates

The screenshot shows the 'General' settings window with the following elements and callouts:

- 1** Startup Prompt: Points to the 'Both Online and Offline' dropdown menu in the Running Mode section.
- 2** Running Mode: Points to the 'Prompt for Online / Offline mode at startup' checkbox.
- 3** Exchange Rates: Points to the 'Retrieve exchange rates from the European Central Bank' checkbox in the Currency section.
- 4** Install Spell Checker: Points to the 'Install Spell Checker' button at the bottom left.
- 5** Enable DirectMail: Points to the 'Enable DirectMail' checkbox in the DirectMail section.
- 6** Server Settings: Points to the SMTP Server, User name, and Password input fields.
- 7** Default settings: Points to the 'Default' button.
- 8** Test: Points to the 'Test' button.

General | Job Categories | Accounts | Default Supplies | Base Tables | Administrator | Users

Running Mode

This system is allowed to run: Prompt for Online / Offline mode at startup

Currency

Retrieve exchange rates from the European Central Bank (Requires internet connection)

DirectMail

DirectMail enables emails to be sent directly from DockPlan

Enable DirectMail SMTP Server Port Timeout

User name

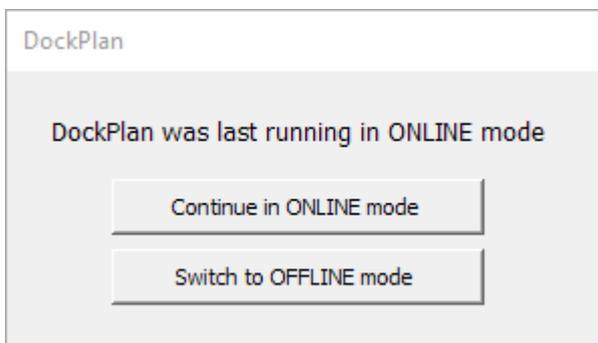
Password

Install Spell Checker Enable DirectMail Server Settings Default settings Test

1 Startup Prompt

Prompt for Online / Offline mode at startup

Check this box, to have DockPlan prompt for database connection at startup:



Normally DockPlan will attempt to startup with the same database connection used the last time DockPlan was running.

However, users running laptops, and who frequently brings the laptop in and out of the office may have experienced the situation that DockPlan will attempt to connect to the 'Online' database, when the laptop is actually out of the office, and hence should use the 'Offline' connection. After a time out period DockPlan will abandon the 'Online' attempt and offer 'Offline' mode.

If this situation is familiar to you, you may want to enable the Online/Offline prompt at startup, and then not need to wait out the failed connection attempt, but simply tell DockPlan what connection to use at startup.

2 Running Mode

This system is allowed to run:

DockPlan can run in either **Online** or **Offline** mode. See a description of running modes [here](#)

Use this setting to restrict DockPlan to run in either one mode only, or to allow switching between modes. If **Online Only** or **Offline Only** is selected, the [mode selector button](#) on the main screen will disappear.

3

Exchange Rates

Retrieve exchange rates from the European Central Bank
(Requires internet connection)

When setting up [currencies](#) to use for a drydocking, you can have DockPlan lookup the current exchange rate for the currency automatically, rather than typing the exchange rate manually.

DockPlan retrieves exchange rates from the European Central Bank using the internet, and for the function to work, the computer must have a working internet connection.

Unselect this option if the computer does not have an internet connection, or you do not want automatic currency lookup.

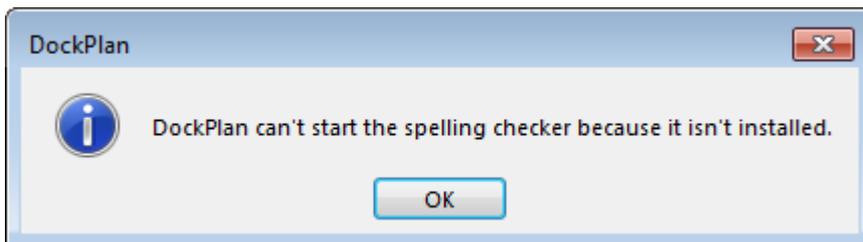
4

Install Spell Checker

Install Spell Checker

DockPlan relies on proofing tools from Microsoft Office 2013 in order to perform spell checking

If you receive a message about like this, when attempting to do spell checking in DockPlan:



- then the proper Office 2013 proofing tools are not installed on your computer.

DockPlan brings along an install package containing these tools, and if you want to install this package on your computer, click the **Install Spell Checker** button.

5

Enable DirectMail

Enable DirectMail

The DirectMail feature enables emails to be sent directly from DockPlan.

This is currently used for sending Daily Progress reports from DockPlan.

In the event an error message display in DockPlan, this message can also be sent directly to the developer for troubleshooting using DirectMail.

If DirectMail is disabled such messages cannot be sent directly from DockPlan, but must be printed by the user, and then manually sent by other means.

6

Server Settings

DirectMail is routing mails through an SMTP server.

By default mails are routed via `smtp.sendgrid.net` which is a SMTP provider on the internet. DockPlan has an account with SendGrid using the shown username and password.

If you have your own account with SendGrid you can change the username and password to your account credentials.

SMTP Server	<input type="text" value="smtp.sendgrid.net"/>	Port	<input type="text" value="25"/>	<input type="text" value="v"/>	Timeout	<input type="text" value="30"/>
User name	<input type="text" value="dockplan"/>					
Password	<input type="text" value="*****"/>					

If you want to use a different SMTP server, enter the servername and your username and password for the server.

The port used when communicating with the server must match an open port on your computer firewall. Typically port **25**, **465** or **587** are open for this kind of traffic and is hence available in the drop down list. The list is however only suggestions, you are free to type any port number.

Timeout is the number of seconds DockPlan will attempt to connect to the SMTP server before giving up, and displaying an error.

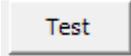
7

Default settings

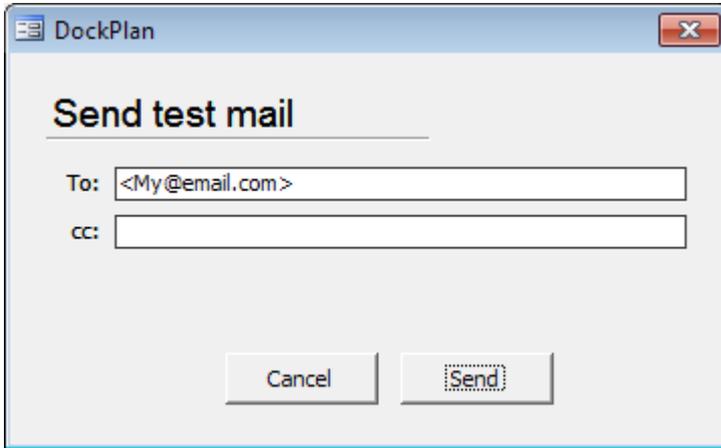
Default

Click this button to insert the default DirectMail settings and SMTP account credentials.

8 Test



Click the 'Test' button to test the current DirectMail settings.



Enter the email address to receive the test mail from DockPlan, preferably your own email address. Then click 'Send'.

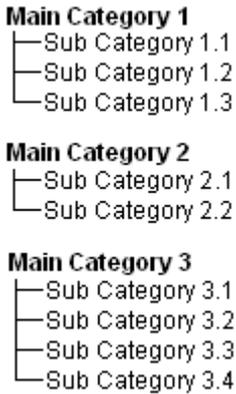
If you now receive a test mail from DockPlan in your email inbox, this confirms that your DirectMail setup in DockPlan is working correctly.

Job Categories

Not all users may have access to Job Categories, depending on permissions granted.

Job Categories represent the structure into which work orders are arranged.

The structure is based on Main Categories with Sub Categories, like this:

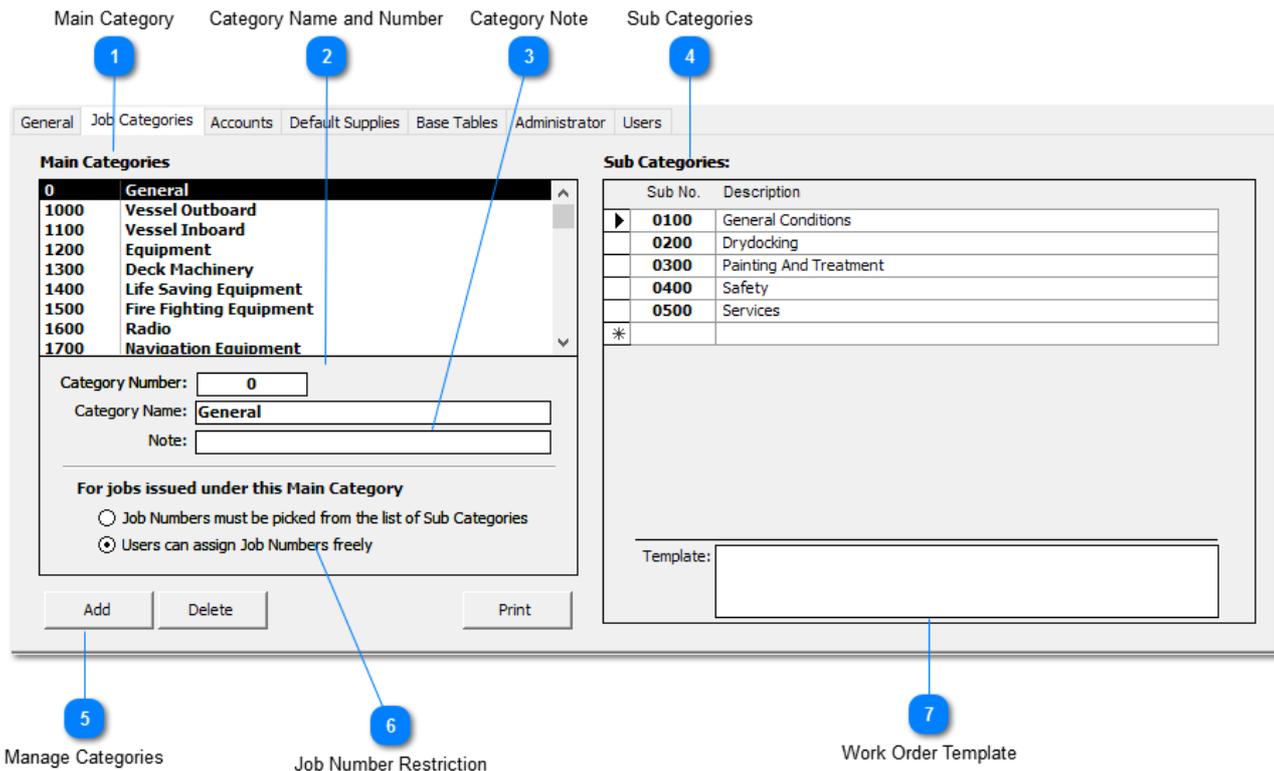


The Job Category structure defined in Settings is used on all dockings throughout DockPlan.

Preferably the entire Job Category structure should be defined and fixed prior to adding any dockings in the system. However, job categories can be added, deleted and changed at any time, without affecting existing drydock specifications.

Once the Job Category structure is defined and approved, you may want this structure implemented on the DockPlan distribution media, to ensure all future installations of DockPlan installs with the correct Job Categories. Please see [Advanced Setup](#) for information on this topic.

Managing Job Categories



1 Main Category

Main Categories	
0	General
1000	Vessel Outboard
1100	Vessel Inboard
1200	Equipment
1300	Deck Machinery
1400	Life Saving Equipment
1500	Fire Fighting Equipment
1600	Radio
1700	Navigation Equipment

List of Main Categories. Select a Main Category to edit from the list

2 Category Name and Number

Category Number:	<input type="text" value="0"/>
Category Name:	<input type="text" value="General"/>

Enter Number and Name for the Main Category

3 Category Note

Note:

An optional note about the Main Category.
This note will be visible to users when selecting Job Categories for work orders.

4 Sub Categories

Sub Categories:	
Sub No.	Description
▶ 0100	General Conditions
0200	Drydocking
0300	Painting And Treatment
0400	Safety
0500	Services
*	

The list of Sub Categories defined for the selected Main Category
To **add** a new Sub Category start typing at the empty line at the bottom.
To **delete** a Sub category, select the Sub Category at the leftmost gray square, and press 'Delete' on the keyboard.

5 Manage Categories

Use these buttons to **add** new Main Categories or **delete** existing Main Categories.

6

Job Number Restriction

For jobs issued under this Main Category

- Job Numbers must be picked from the list of Sub Categories
- Users can assign Job Numbers freely

When a work order is created and assigned to the Job Category Structure, the work order will inherit its job number from the category number.

Work orders cannot be assigned directly to a Main Category. It must be assigned to one of the related Sub Categories, and will consequently receive its job number from the Sub Category number.

In the event you need to have a Main Category without Sub Categories, the user must then assign a job number manually when creating work orders under this Main Category. Also you might have a situation where Sub Categories are only suggestions, and you want to allow the user to create his own job number, rather than picking one of the listed Sub Categories. In such cases you should set the Main Category to '**Users can assign Job Numbers freely**'.

If you want to ensure that job numbers always match one of the Sub Categories under the Main Account, you should set the Main Category to '**Job Numbers must be picked from the list of Sub Categories**'.

7

Work Order Template

Template:

A work order template is related to each Sub Category. Any text entered in the Template field will appear as default job description on work orders created under the Sub Category. Use this to ensure important text is preloaded on the work orders in certain Sub categories.

The template text is only to facilitate creating the work order. The user can both edit and delete text loaded from Job Category template while authoring the work order's job description.

Accounts

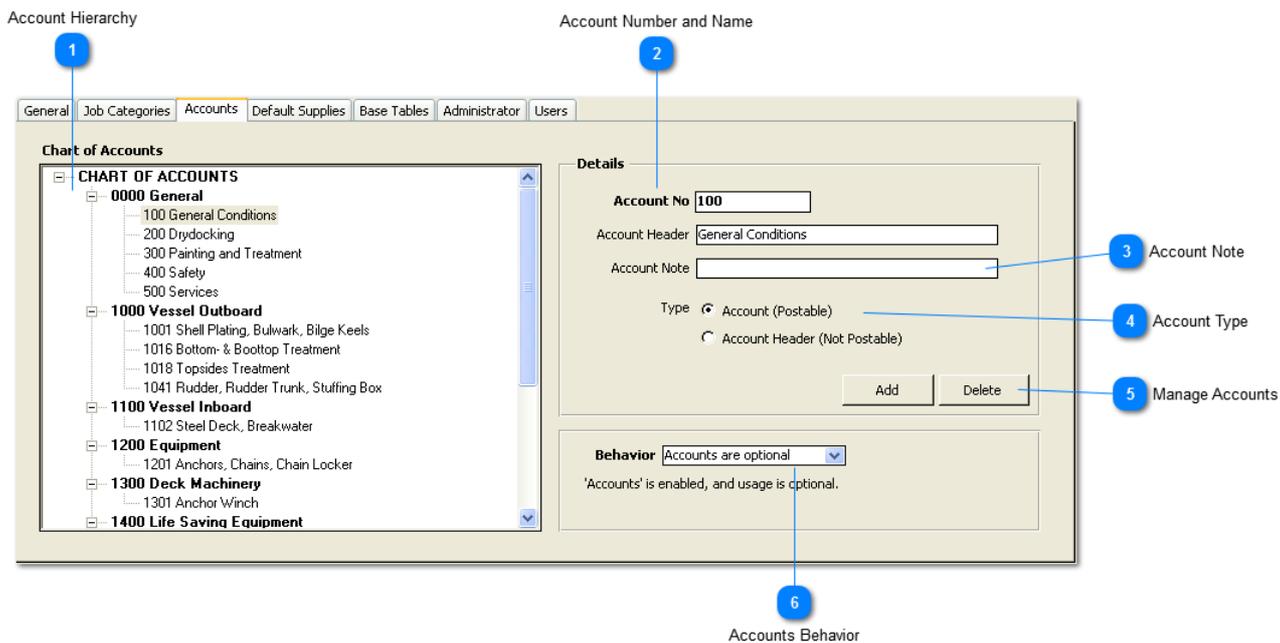
Not all users may have access to Accounts, depending on permissions granted.

Each Work Order can be assigned an account number to facilitate book keeping when the work order is later invoiced.

To provide the user with the correct accounts to choose from, DockPlan supports your Chart of Accounts.

The Chart of Accounts applies to all drydockings throughout DockPlan.

Once the Chart of Accounts is defined and fixed, you may want this hierarchy implemented on the DockPlan distribution media, to ensure all future installations of DockPlan installs with correct Chart of Accounts. Please see [Advanced Setup](#) for information on this topic.



1 Account Hierarchy

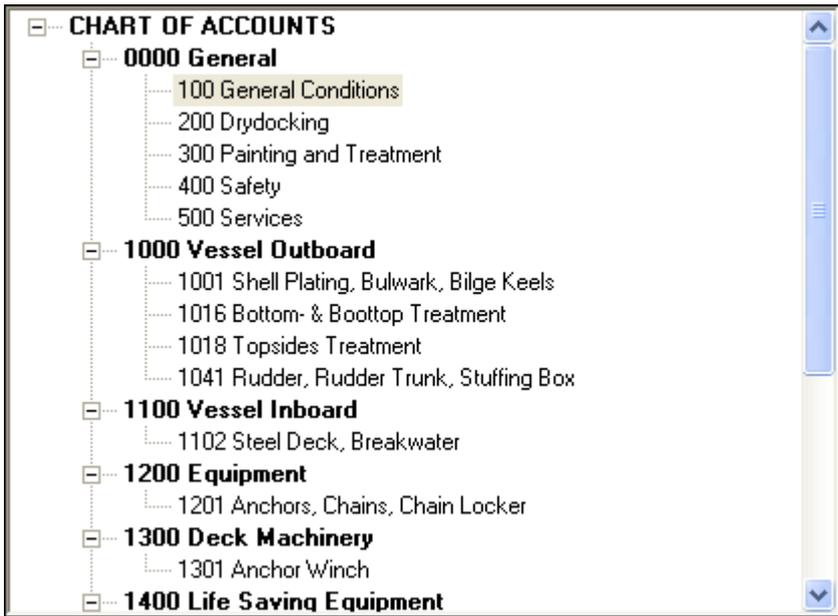


Chart of Accounts presented in a hierarchy. Any number of sub account levels are supported.

2 Account Number and Name

Account No	<input type="text" value="100"/>
Account Header	<input type="text" value="General Conditions"/>

The account number and name of the currently selected account.

3 Account Note

Account Note	<input type="text"/>
--------------	----------------------

An optional note about the Account.
This note will be visible to users when selecting accounts for work orders.

4 Account Type

Type	<input checked="" type="radio"/> Account (Postable)
	<input type="radio"/> Account Header (Not Postable)

Not all entries in the hierarchy may be actual accounts, some may serve as headers for sub accounts. Set the account type for the selected entry as **Account** or **Account Header**.

Users are not allowed to select account headers as accounts on work orders.

5

Manage Accounts

Add

Delete

Use these buttons to **Add** and **Delete** accounts (and Headers) to and from the hierarchy.

When deleting a parent Account (or Account Header), any underlying sub structure of accounts will be deleted as well.

New Accounts are created as a sub account to the currently selected Account.

6

Accounts Behavior

Behavior Accounts are optional 

Set how Accounts should work in DockPlan

Select:

Disable Accounts to disable the use of accounts and completely remove account information from work orders

Accounts are optional to enable accounts but leave it up to the users decision to assign accounts to work orders.

Accounts are Mandatory to enable accounts, and force the user to assign an account number to each work order.

Default Supplies

Not all users may have access to Default Supplies, depending on permissions granted.

Lists default supplies available for each work order in the drydock specification.

On the individual work orders, supplies can be checked as **Yard's Supply** or **Owner's Supply** or both. This is used to easily state on work orders what parts and services are considered yards supply and owners supply, with regards to the work specified on the work order.

Supplies are included as part of each Work Order in the printed drydock specification.

Supply	Note
Anodes	
Bolts and Nuts	
Cleaning	
Function Test	
Gaskets	
Heating	
Lighting	
Measurement	
Paint	
Removal	
Spareparts	
Staging	
Transport	
Ventilation	
*	

Behavior Limit to list

'Supplies' is enabled, but limited to the list of default supplies.

1

Default Supplies

2

Supplies Behavior

1 Default Supplies

Supply	Note
Anodes	
Bolts and Nuts	
Cleaning	
Function Test	
Gaskets	
Heating	
Lighting	
Measurement	
Paint	
Removal	
Spareparts	
Staging	
Transport	
Ventilation	
*	

List of default supplies

Behavior

Set how Supplies should work in DockPlan

Select:

Disable Supplies to disable the use of supplies and completely remove supply information from work orders.

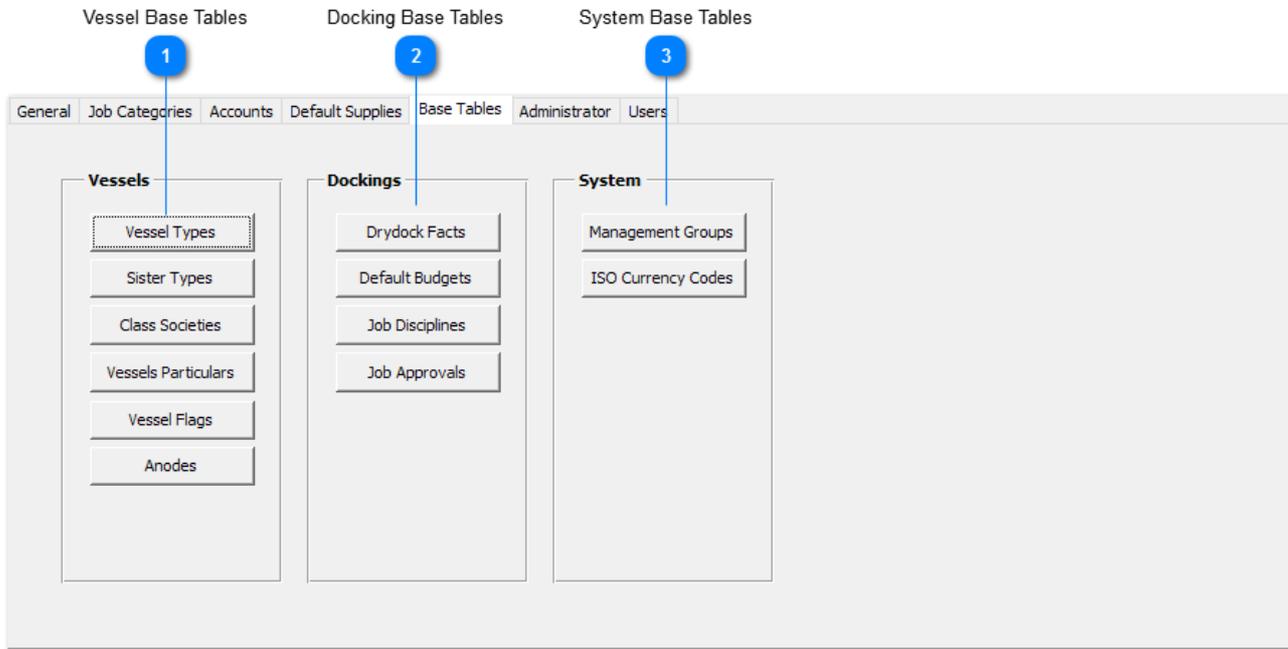
Limit to list to enable supplies, and limit the list of supplies on work orders to the ones defined in Default Supplies.

User Defined to enable supplies, and allow the user to add his own supplies on work orders in addition to the default supplies.

Base Tables

Not all users may have access to Base Tables, depending on permissions granted.

Base Tables contain static information used throughout DockPlan.



1 Vessel Base Tables



Provides access to **Vessel** related static program information.

For further information see:

[Vessel Types](#)

[Sister Types](#)

[Classification Societies](#)

[Vessels Particulars](#)

[Vessel Flags](#)

[Anodes](#)

2

Docking Base Tables

Drydock Facts
Default Budgets
Job Disciplines
Job Approvals

Provides access to **Docking** related static program information.

For further information see:

[Default Drydock Facts](#)

[Default Budgets](#)

[Job Disciplines](#)

[Job Approvals](#)

3

System Base Tables

Management Groups
ISO Currency Codes

Provides access to **System** related static program information.

For further information see:

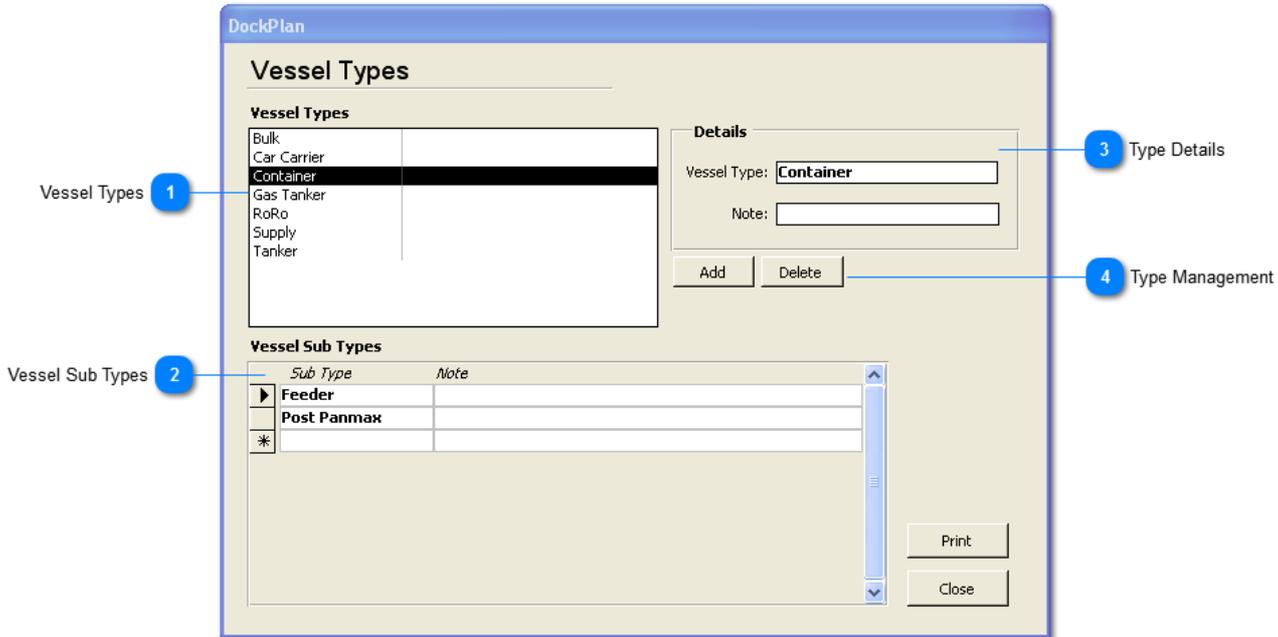
[Management Groups](#)

[ISO Currency Codes](#)

Vessel Types

Not all users may have access to Base Tables, depending on permissions granted.

Edit Vessel Types and related Vessel Sub Types available in DockPlan



1 Vessel Types

Vessel Types	
Bulk	
Car Carrier	
Container	
Gas Tanker	
RoRo	
Supply	
Tanker	

List of Vessel Types

2 Vessel Sub Types

Sub Type		Note
▶	Feeder	
	Post Panmax	
*		

List of Vessel Sub Types related to the selected Vessel Type

To **add** a new Sub Type start typing at the empty line at the bottom.

To **delete** a Sub Type, select the Sub Type at the leftmost gray square, and press 'Delete' on the keyboard.

3 Type Details



Details

Vessel Type:

Note:

Details of the selected Vessel Type

4 Type Management

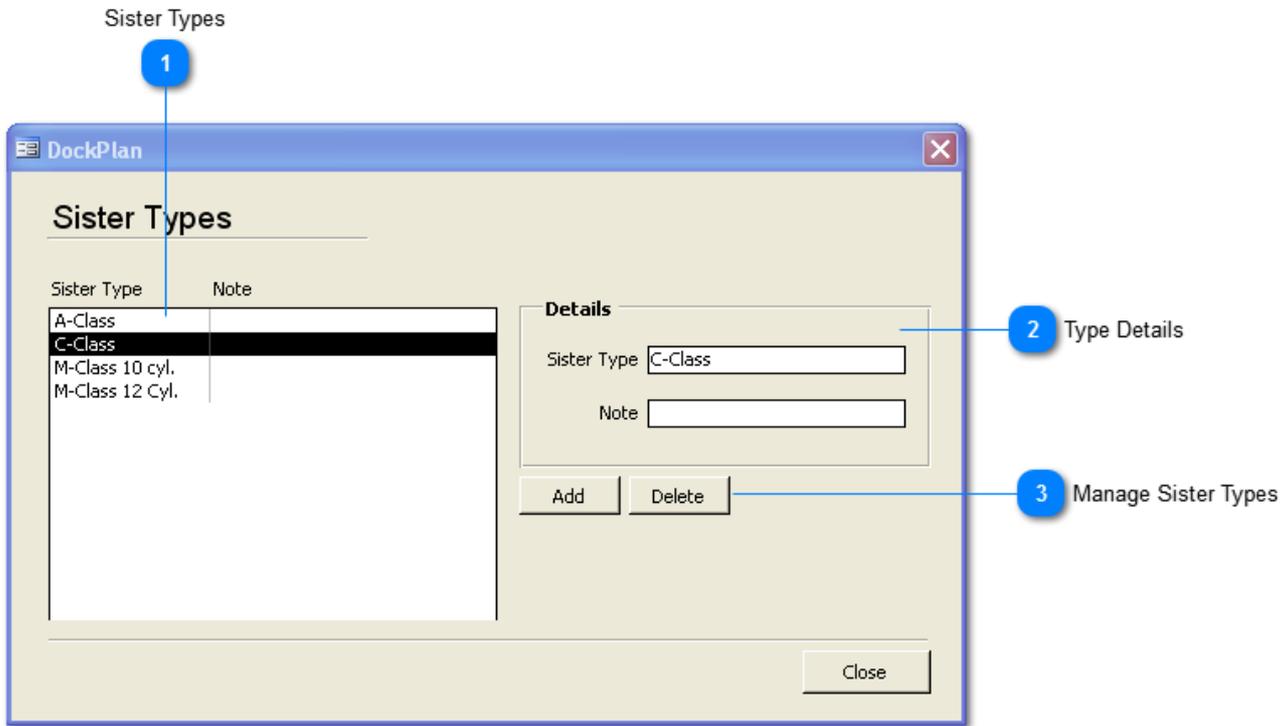


Use these buttons to **add** new Vessel Types or **delete** existing Vessel Types. Vessel Types currently used by vessels in the system cannot be deleted.

Sister Types

Not all users may have access to Base Tables, depending on permissions granted.

Edit Sister Types available in DockPlan



1 Sister Types

Sister Type	Note
A-Class	
C-Class	
M-Class 10 cyl.	
M-Class 12 Cyl.	

List of Sister Types

2 Type Details

Details

Sister Type

Note

Details of the selected Sister Type

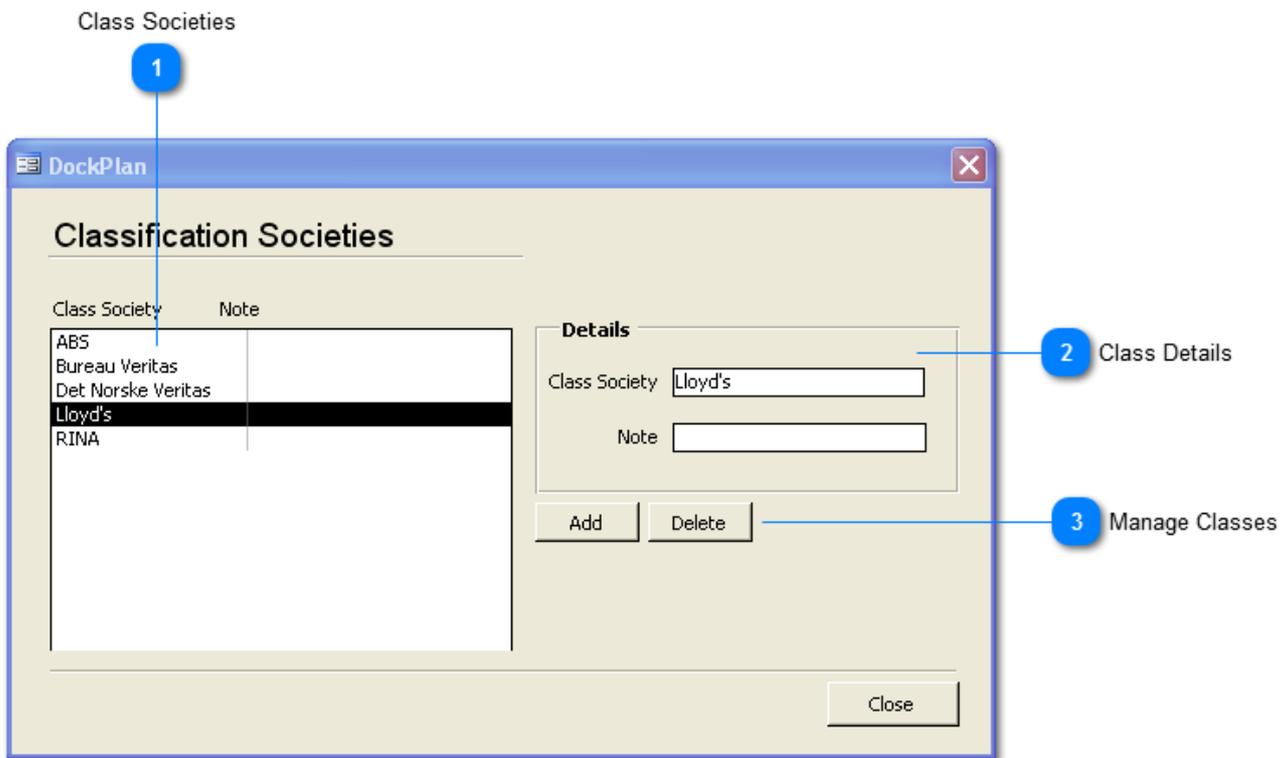
3 Manage Sister Types



Use these buttons to **add** new Sister Types or **delete** existing Sister Types. Sister Types currently used by vessels in the system cannot be deleted.

Classification Societies

Not all users may have access to Base Tables, depending on permissions granted.



1 Class Societies

Class Society	Note
ABS	
Bureau Veritas	
Det Norske Veritas	
Lloyd's	
RINA	

List of available Classification Societies

2 Class Details

Details

Class Society

Note

Details about the selected Classification Society

3

Manage Classes



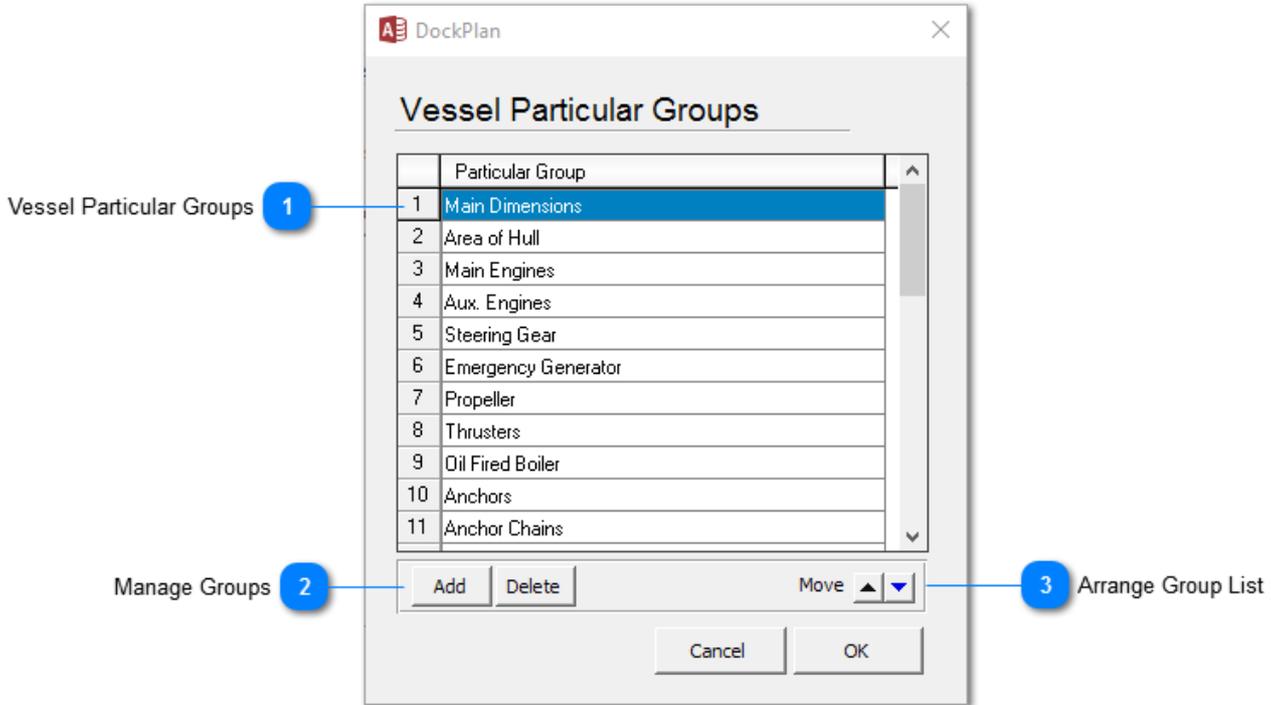
Use these buttons to **add** new Classification Societies or **delete** existing ones. Classification Societies currently used by vessels in the system cannot be deleted.

Vessel Particulars

Not all users may have access to Base Tables, depending on permissions granted.

Vessels Particulars are arranged in groups, both on screen and in print outs. Use this dialog to set available groups for particulars.

These groups are shared by all vessels in the system, and Vessels Particular Groups should therefore cover all kind of particulars despite type of vessel.



1 Vessel Particular Groups

	Particular Group
1	Main Dimensions
2	Area of Hull
3	Main Engines
4	Aux. Engines
5	Steering Gear
6	Emergency Generator
7	Propeller
8	Thrusters
9	Oil Fired Boiler
10	Anchors
11	Anchor Chains

List of available Vessel Particular Groups

2 Manage Groups



Use these buttons to **add** new Groups or **delete** existing ones. Groups used by vessels in the system cannot be deleted.

3 Arrange Group List

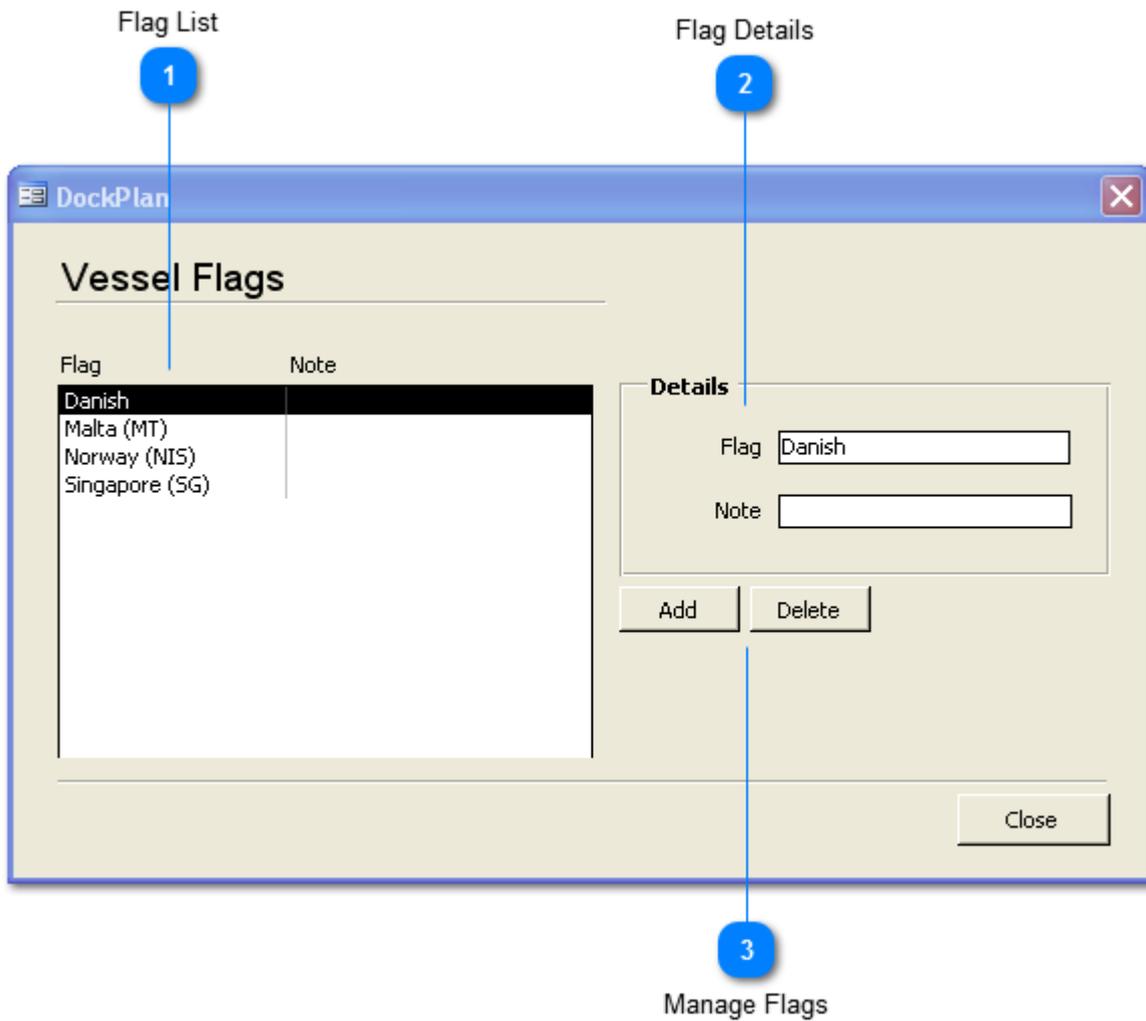


Use the Up and Down arrows to arrange the order of Groups. For instance so that the most important groups are listed first.

When printing Vessels, or reports containing vessel information, particulars will be printed in group order.

Vessel Flags

Not all users may have access to Base Tables, depending on permissions granted.



1 Flag List

Flag	Note
Danish	
Malta (MT)	
Norway (NIS)	
Singapore (SG)	

Lists currently available Vessel Flags
Select a Flag in the list to view its details.

2 Flag Details

Details

Flag

Note

Edit Flag Name

3 Manage Flags

Use these buttons to Add and Delete Flags.
Flags currently assigned to vessels cannot be deleted.

Default Anodes

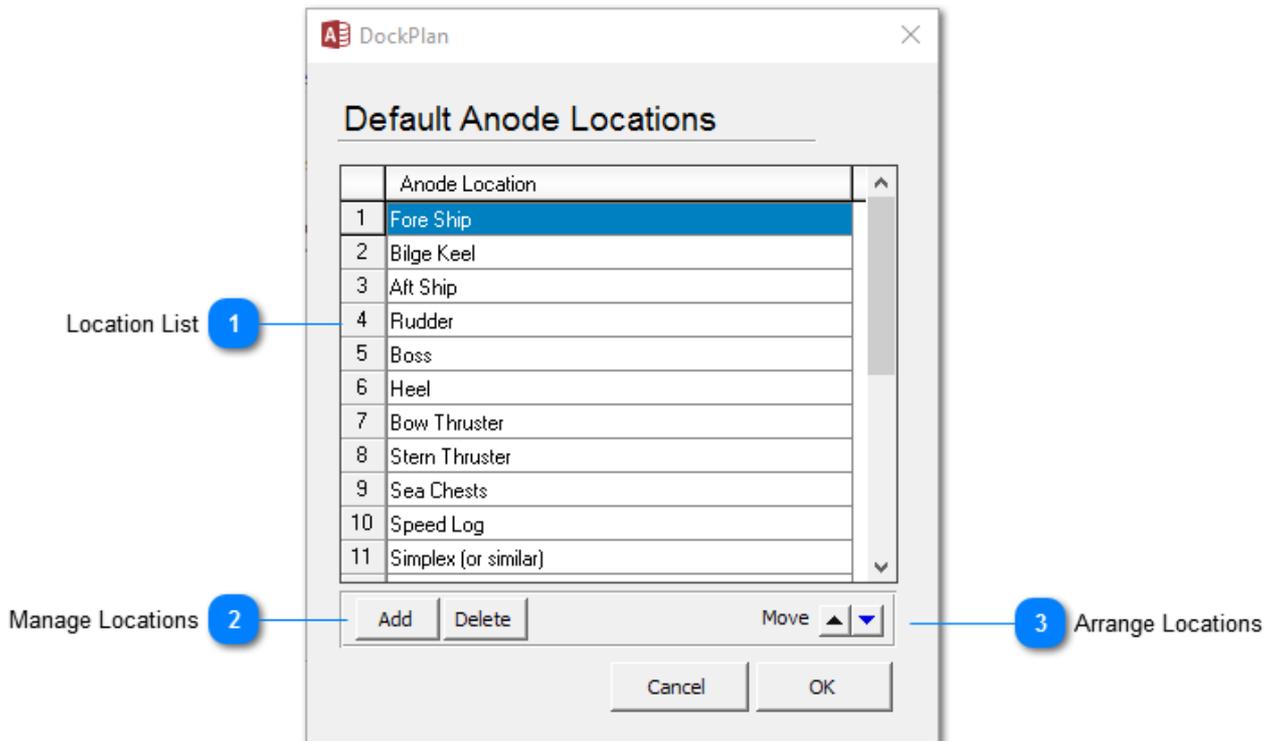
Not all users may have access to Base Tables, depending on permissions granted.

Anode Locations are used in the DockPlan [Summary Report](#) to register the condition of the the Cathodic Protection System.

For each location you can report volume left of anodes along with type, weight and material, and also if anodes were renewed.

The Summary Report provides reporting for both port and starboard side for each location, so normally there should be no need to specify specific sides in the list of Default Anode Locations.

Note! The Default Anode Locations specified here, is shared by all vessels, and should therefore be made to cover all types of vessels.



1 Location List

	Anode Location	
1	Fore Ship	▲
2	Bilge Keel	
3	Aft Ship	
4	Rudder	
5	Boss	
6	Heel	
7	Bow Thruster	
8	Stern Thruster	
9	Sea Chests	
10	Speed Log	
11	Simplex (or similar)	▼

List of Default Anode Locations

2 Manage Locations



Use these buttons to **add** new anode locations or **delete** existing ones.

3 Arrange Locations

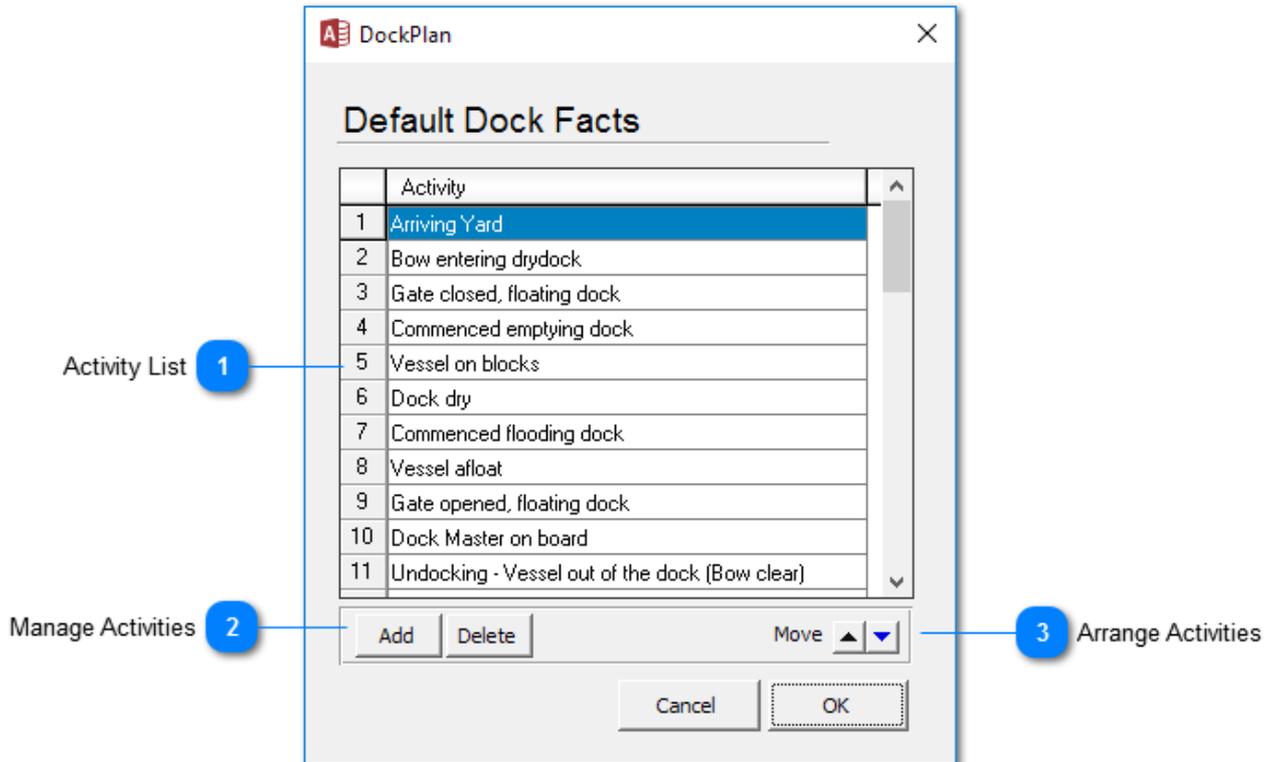


Use the Up and Down arrows to arrange Locations into the order you want them to appear.

Default Drydock Facts

Not all users may have access to Base Tables, depending on permissions granted.

Drydock Facts are used on drydockings to report on vessel movements before, during and after drydocking.



1 Activity List

	Activity
1	Arriving Yard
2	Bow entering drydock
3	Gate closed, floating dock
4	Commenced emptying dock
5	Vessel on blocks
6	Dock dry
7	Commenced flooding dock
8	Vessel afloat
9	Gate opened, floating dock
10	Dock Master on board
11	Undocking - Vessel out of the dock (Bow clear)

List of Default Dock Fact Activities

2 Manage Activities



Use these buttons to **add** new Activities or **delete** existing ones.

3 Arrange Activities



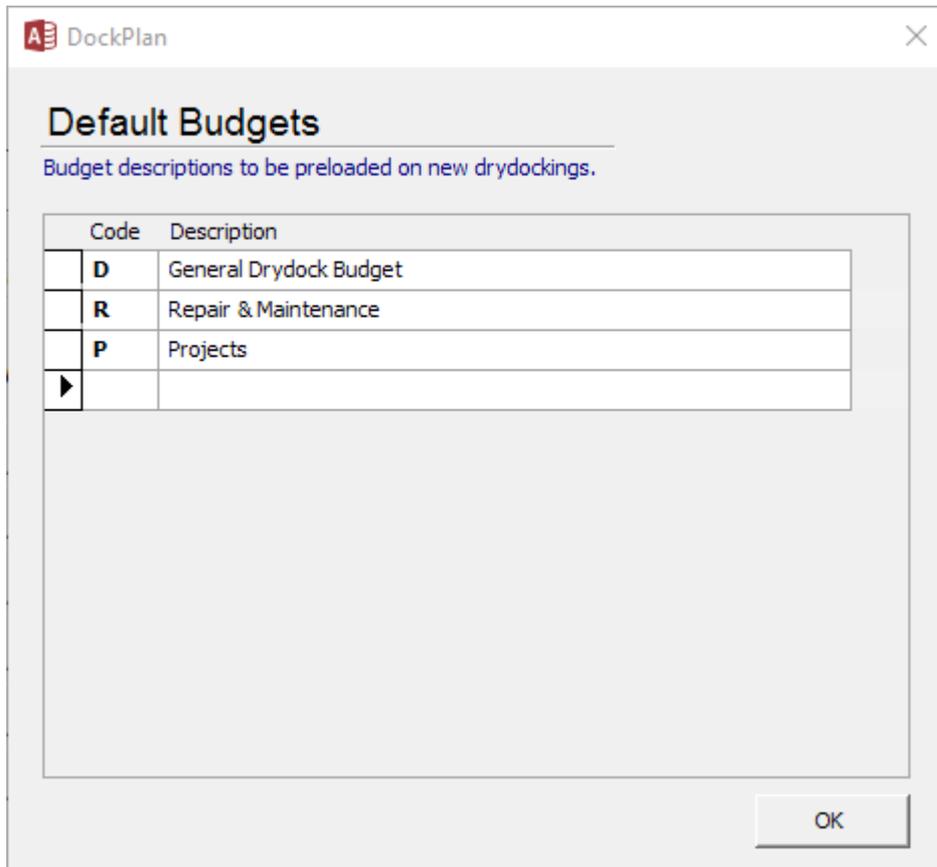
Use the Up and Down arrows to arrange Activities into the order they normally appear.

Default Budgets

Not all users may have access to Base Tables, depending on permissions granted.

Default Budgets are used to specify one or more standard budget descriptions to be automatically preloaded on new drydockings.

If your company always uses a number of predefined budget references for drydockings, define these budgets here. This will save the user from entering these budgets everytime a drydocking is created. Only the budget descriptions can be predefined, the budget value associated with each budget, must be entered on each individual drydocking.



Default Budgets
Budget descriptions to be preloaded on new drydockings.

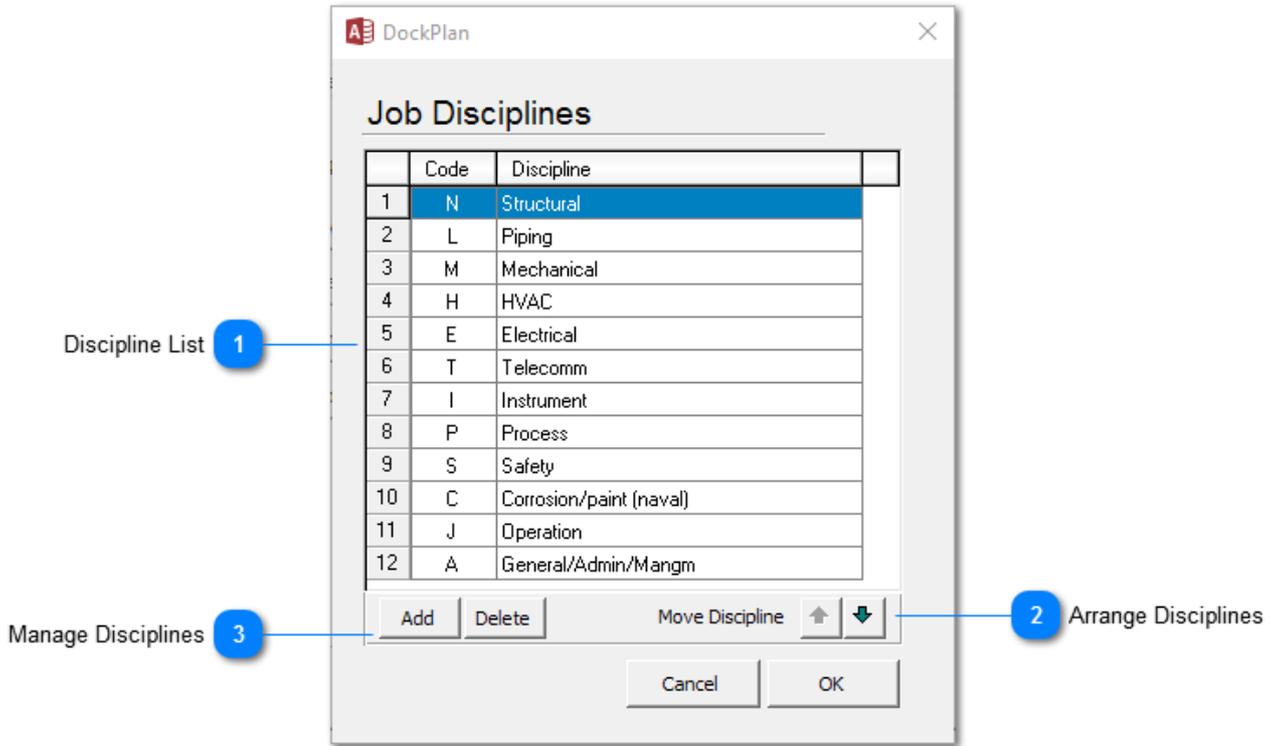
Code	Description
D	General Drydock Budget
R	Repair & Maintenance
P	Projects
▶	

OK

Job Disciplines

Not all users may have access to Base Tables, depending on permissions granted.

Edit Job Disciplines available for assigning to jobs in DockPlan



Each job in the dry-dock specification can be assigned a discipline, and the Job Discipline base table controls which disciplines are available for the user to pick from.

For an introduction to Job Disciplines click [here](#)

1 Discipline List

The list of Disciplines available for assigning to Work Orders:

	Code	Discipline
1	N	Structural
2	L	Piping
3	M	Mechanical
4	H	HVAC
5	E	Electrical
6	T	Telecomm
7	I	Instrument
8	P	Process
9	S	Safety
10	C	Corrosion/paint (naval)
11	J	Operation
12	A	General/Admin/Mangm

The list of Disciplines can be edited freely.

Edits will only affect drydockings created after the list was edited, and to some extent drydockings that are in progress, if the discipline being edited is not currently in use.

For an introduction to Job Disciplines click [here](#)

2 Arrange Disciplines



Use the Up and Down arrows to arrange Disciplines into the order you want them to appear.

3 Manage Disciplines

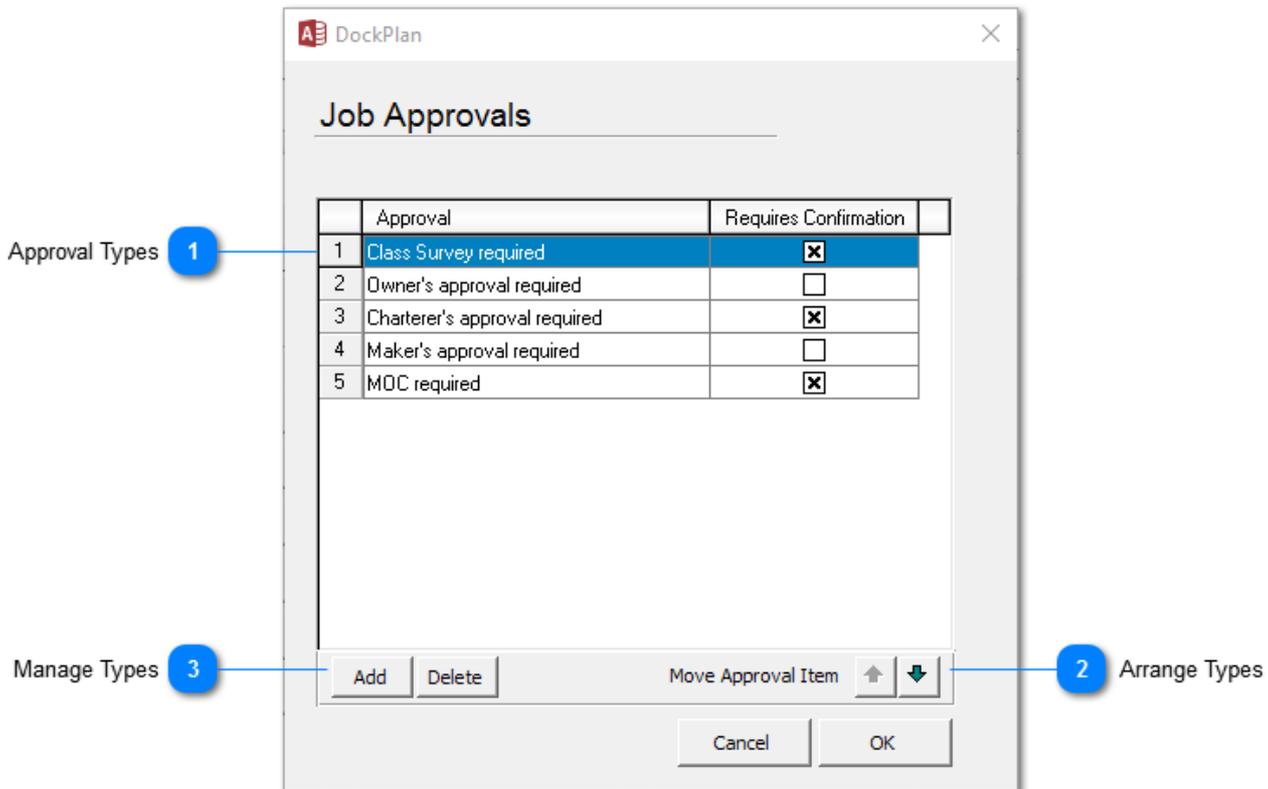


Use these buttons to **add** new Disciplines or **delete** existing ones.

Job Approvals

Not all users may have access to Base Tables, depending on permissions granted.

Edit Job Approval Types available for jobs in DockPlan



Job Approvals are a set of conditions that can be applied to jobs in the Drydock Specification.

When one or more approval conditions are assigned to a job, the user must acknowledge (and sometimes specifically confirm) that these conditions are met in order for DockPlan to allow setting the job as 'Completed'

Editing Approval Types will reflect on all existing Jobs and Drydockings in DockPlan

For an introduction to Job Approvals click [here](#)

1 Approval Types

	Approval	Requires Confirmation
1	Class Survey required	<input checked="" type="checkbox"/>
2	Owner's approval required	<input type="checkbox"/>
3	Charterer's approval required	<input checked="" type="checkbox"/>
4	Maker's approval required	<input type="checkbox"/>
5	MOC required	<input checked="" type="checkbox"/>

The list of approval conditions available for jobs in the Drydock Specification.

One or more of these conditions can be assigned to a job, and will then show as a reminder to the superintendent when completing the job.
If 'Requires Confirmation' is configured for an Approval Type, the user must specifically confirm this requirement, when completing the job.

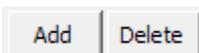
Editing Approval Types will reflect on all existing Jobs and Drydockings in DockPlan

2 Arrange Types



Use the Up and Down arrows to arrange Approval Types into the order you want them to appear.

3 Manage Types



Use these buttons to **add** new Approval Types or **delete** existing ones.

Approval Types that are currently assigned to jobs on any Drydock Specification in DockPlan cannot be deleted.

Management Groups

Not all users may have access to Base Tables, depending on permissions granted.

Management Groups are quite important in DockPlan because they tie together vital functionality.

Management Groups represent groups of actual people in your organization. Groups of people who are in charge of technical management for a group of vessels.

In small companies, with only a few vessels, perhaps only one management group exists in real life (the Technical Group), then only one group is required in DockPlan as well.

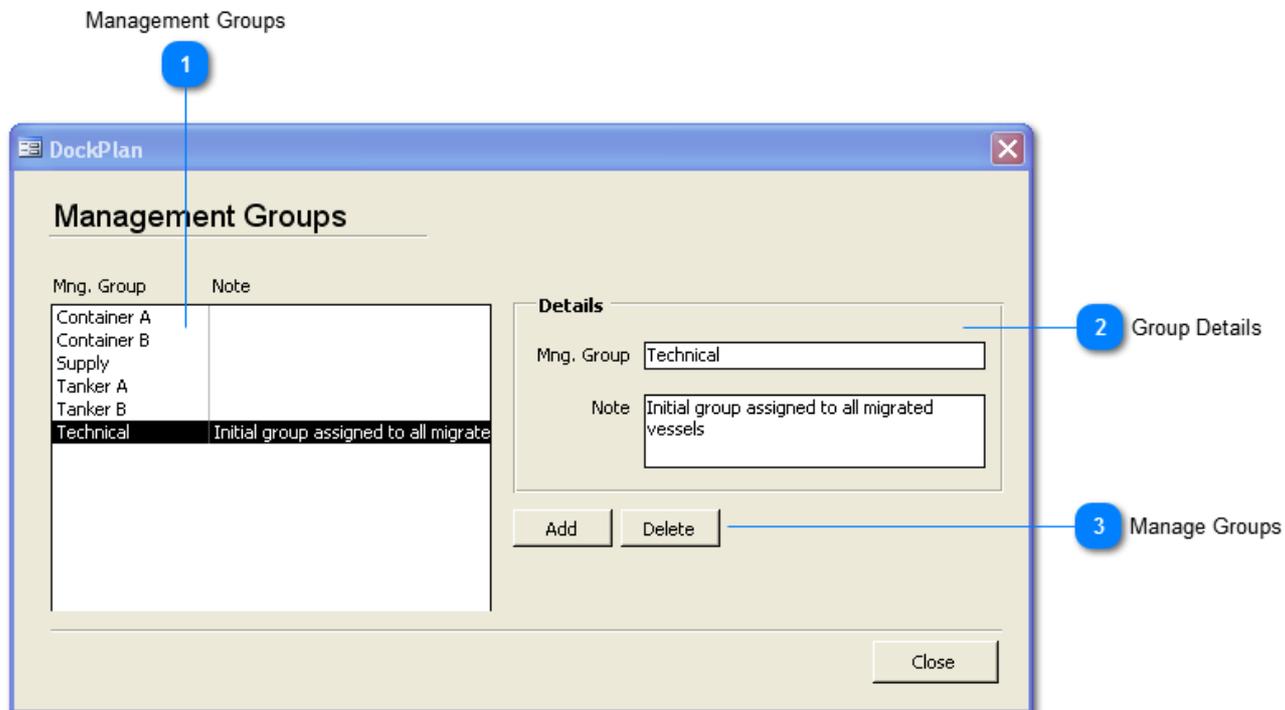
In larger companies with many vessels, a subset of vessels (for instance a group of sister vessels) may have their own group of people responsible for the technical management of just these vessels. And to cover the entire fleet several management groups exist. In this case all these management groups must be created in DockPlan as well.

Each **vessel** in DockPlan is then assigned to a management group (like in the real world).

In the [User Permission](#) module in DockPlan, permissions to view and edit vessels and their related dockings is assigned on a per Management Group basis, not per individual vessel. So users can be permitted to or restricted from working with vessels belonging to certain Management Groups.

This principle makes it easy to add new vessels to the system, because all what is necessary to enable the correct people to work with the vessel, is to assign the vessel to the correct Management Group. Instantly permissions for all DockPlan users are set for the vessel.

Likewise it is easy to reflect real life organizational changes where vessels are moved from one management group to another, simply move the vessel in DockPlan as well, and instantly a new group of users are granted permission on the vessel, while the old users permissions are revoked.



1 Management Groups

Container A	
Container B	
Supply	
Tanker A	
Tanker B	
Technical	Initial group assigned to all migrate

List of Vessel Management Groups.

2 Group Details

Details

Mng. Group

Note

Details about the selected Management Group

3 Manage Groups

Use these buttons to **Add** and **Delete** Management Groups.

ISO Currency Codes

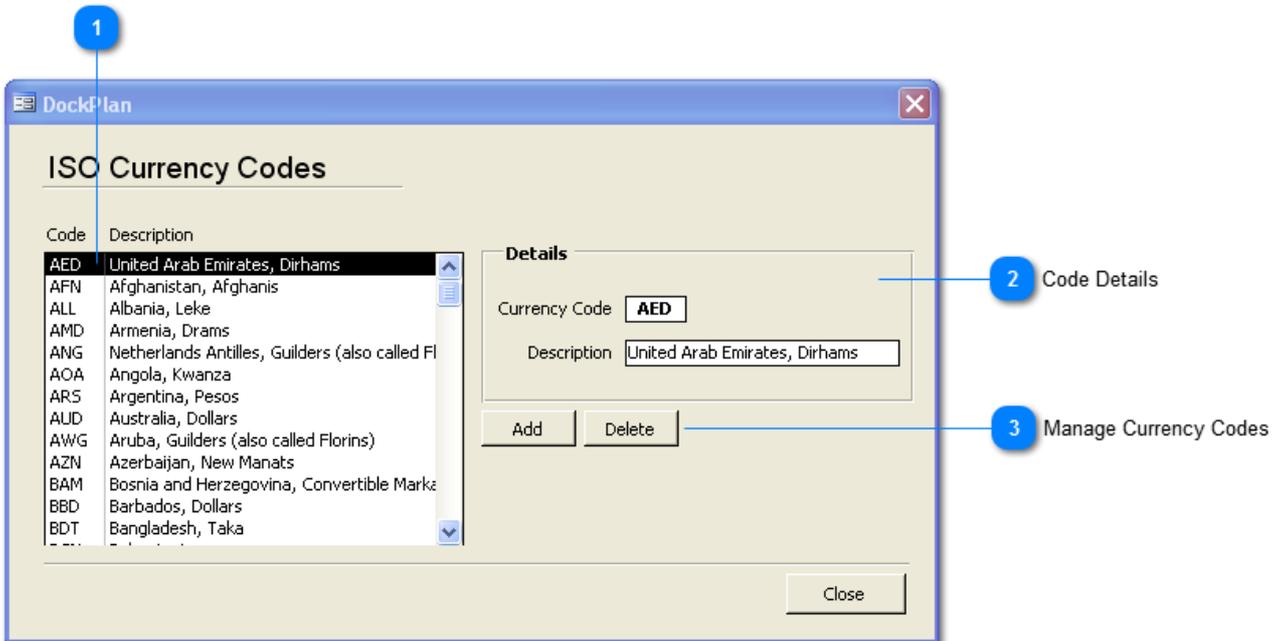
Not all users may have access to Base Tables, depending on permissions granted.

ISO Currency codes are the currencies available when setting up a list of [Currencies](#) and Exchange rates to use with drydockings.

This is rather static information, because ISO codes are not likely to be changed.

But in the event it becomes necessary to modify the list of ISO Currency Codes, DockPlan provides this dialog for the purpose.

Currency Code List



1 Currency Code List

AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghanis
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders (also called F
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australia, Dollars
AWG	Aruba, Guilders (also called Florins)
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka

List of ISO Currency Codes

2 Code Details

Details	
Currency Code	<input type="text" value="AED"/>
Description	<input type="text" value="United Arab Emirates, Dirhams"/>

Details of the selected Currency Code

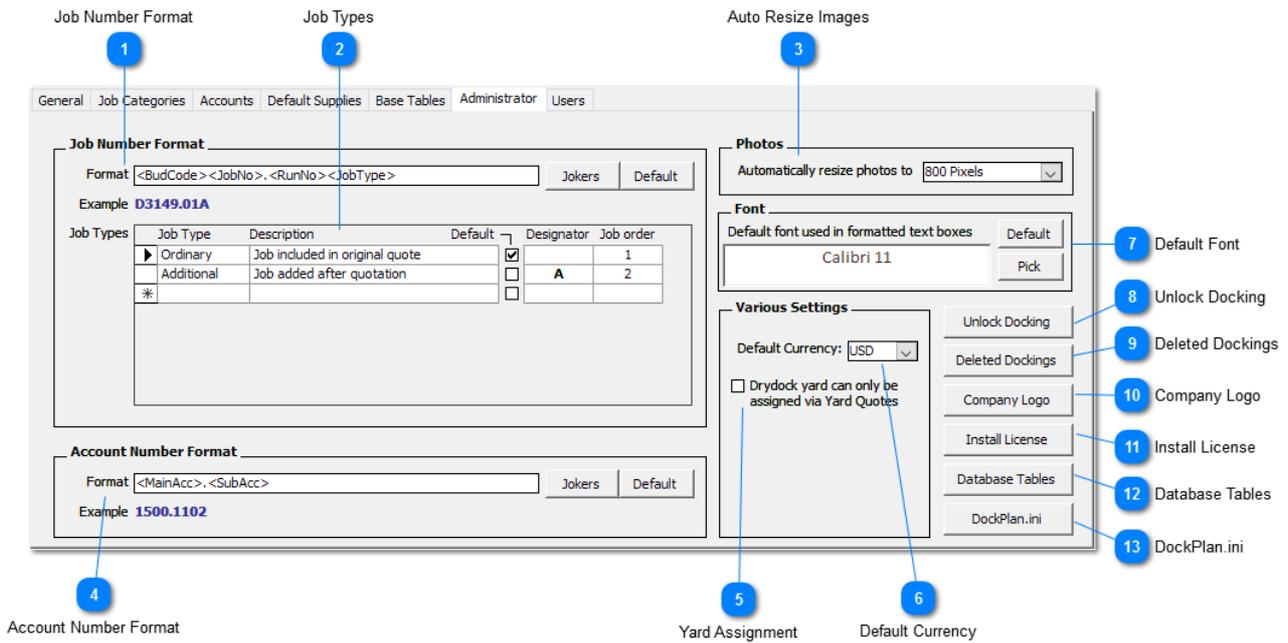
3 Manage Currency Codes

<input type="button" value="Add"/>	<input type="button" value="Delete"/>
------------------------------------	---------------------------------------

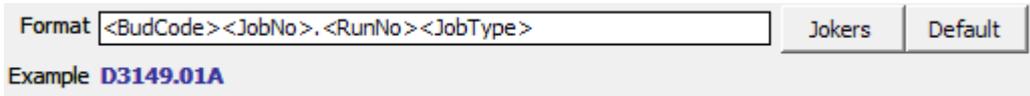
Use these buttons to manage the list of Codes.

Administrator

The Administrator tab is only accessible to DockPlan Administrators



1 Job Number Format



Allows for customization of the Job Number format used on work orders. Several jokers (place holders) can be inserted in the format. They represent dynamic information like Budget Code, Account Number as Vessel Number, and will be replaced by real values at runtime.

Click the **Jokers** button to see available jokers.
Click the **Default** button to revert to the default DockPlan number format

Note! Changing the Job Number Format only takes effect on new drydockings created after the format was changed.
Existing dockings are not affected, in order to maintain historical accuracy.

2 Job Types

Job Types	Job Type	Description	Default	Designator	Job order
	▶ Ordinary	Job included in original quote	<input checked="" type="checkbox"/>		1
	Additional	Job added after quotation	<input type="checkbox"/>	A	2
	*		<input type="checkbox"/>		

Each Work Order is assigned a Job Type. Setup available Job Types here.

Job Type: The job type name, used in pull down lists

Description: The job type description

Default: The Job Type checked as default is the Job Type automatically assigned when creating a new Work Order

Designator: A code that can be used as part of the Job Number, so that the Job Type can be derived from the Job Number.

Job Order: On screen and in Reports work orders are sorted according to their Job Type and then according to their Job Number. In the above example *Additional* jobs are always listed after *Ordinary* Jobs despite their Job Number.

New Job Types are added by typing in the blank row at the bottom.

3 Auto Resize Images

Automatically resize photos to

Have DockPlan automatically resize image files when attached to work orders.

Resizing images will reduce their file size considerably, without losing significant image quality.

Modern cameras create images in very high resolution, far higher than required for report printing in DockPlan.

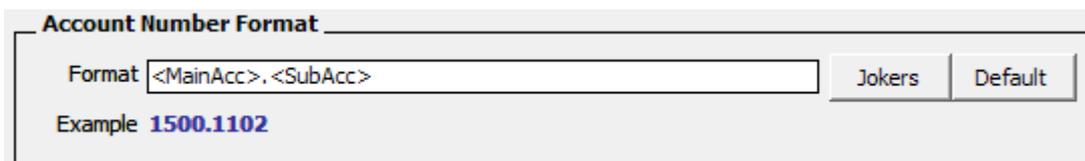
Setting the resize value to for instance 800 pixels, will cause the long side of the image to be resized to this value. The short side will resize accordingly to maintain the original image ratio.

A portrait oriented image of 1000x2000 will thus resize to 400x800

A landscape oriented image of 2048x1536 will thus resize to 800x600

An image of less than the resize value, for instance 640x480, will not be affected by the resize, but maintain its original resolution.

4 Account Number Format

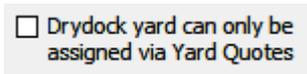


Allows for customization of the Account Number format used on work orders. Several jokers (place holders) can be inserted in the format. They represent dynamic information like Budget Code, Account Number as Vessel Number, and will be replaced by real values at runtime.

Click the **Jokers** button to see available jokers.
Click the **Default** button to revert to the default DockPlan account number format

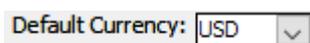
Note! Changing the Account Number Format only takes effect on new drydockings created after the format was changed. Existing dockings are not affected, in order to maintain historical accuracy.

5 Yard Assignment



Check this box, to force users to select the drydocking Yard through the [Yard Quotes](#) module. If unchecked, users can select a yard simply from the pull down list on the [docking front page](#).

6 Default Currency



Sets the Default Currency for new drydockings. The user can change the currency for a docking at anytime after creation.

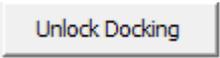
7 Default Font



Allows the administrator to set the default font used by DockPlan in formatted text boxes. The user can select a different font in the text box itself, when working with the text.

Click the **Default** button to automatically insert the default DockPlan font, or click **Pick** to select a different font.

Unlock Docking



If a docking is locked with password, and the password is later lost, use this administrative feature to remove the password and unlock the docking.



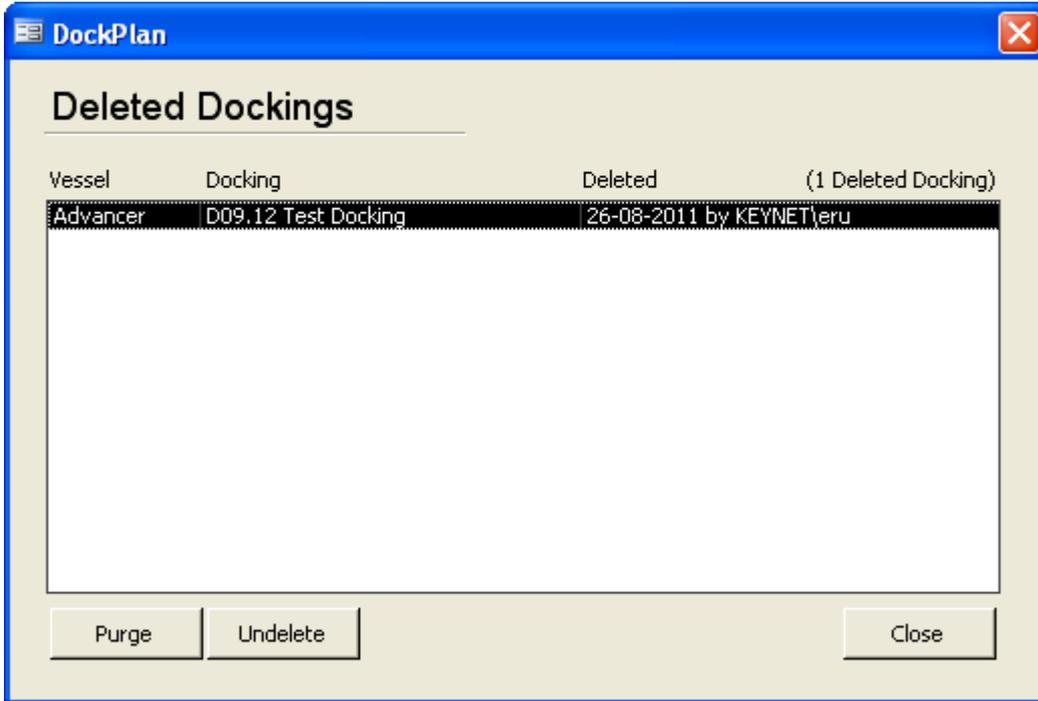
9

Deleted Dockings

Deleted Dockings

If a docking is deleted by accident, use this administrative feature to recover the deleted docking.

When deleting a docking, it is not removed from the database, but merely flagged as deleted.



To permanently remove deleted dockings, and free up space in database you can select to **Purge** deleted dockings.

10

Company Logo

Company Logo

Your company logo can be inserted on report front pages.

Click the button to open the [Company Logo Editor](#)

11

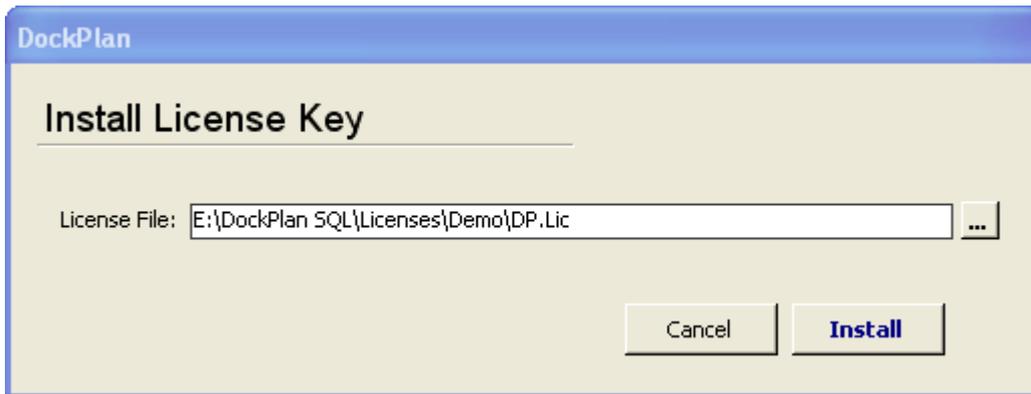
Install License

Install License

DockPlan is always delivered as a DEMO-version.

After having obtained a company license for DockPlan, use the 'Install License' button to activate the license.

A DockPlan license is a license file (DP.lic) issued by Key Computer.



Also use the 'Install License' feature to upgrade DockPlan to accommodate more vessels.

Contact Key Computer (license@dockplan.com) for Company Licenses and vessel upgrades.

For further information about DockPlan licensing, see: [License](#)

12

Database Tables

Database Tables

Provides direct and unrestricted access to database tables on the server.

In rare circumstances access to tables can be important to correct issues or perform trouble shooting.



Do not modify data directly in the database tables without sound knowledge of what you are doing.

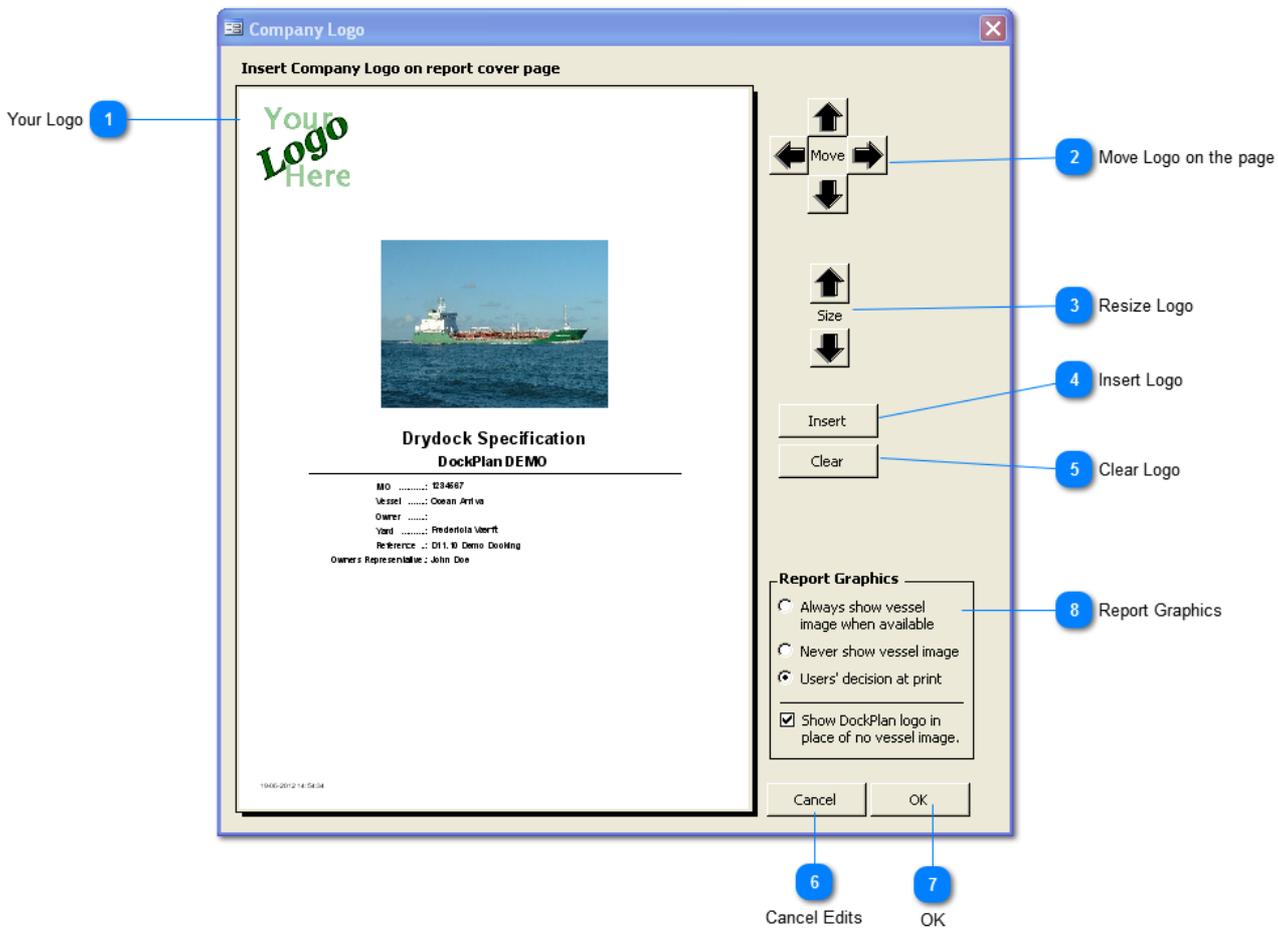
13 DockPlan.ini



Use the DockPlan.ini feature to easily create a customized setup of DockPlan.
For more information about customized setup, see: [DockPlan.ini](#)

Company Logo

Allows you to insert your company logo on Report Cover pages.

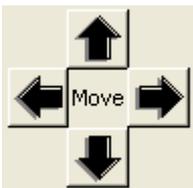


1 Your Logo



Insert your logo to have it appear on the sample report cover page. The logo must be loaded from an existing graphics file.

2 Move Logo on the page



Use these buttons to move the logo around on the sample page

3 Resize Logo



Use these buttons to resize the logo

4 Insert Logo



Click to load a logo from an existing graphics file.
Only one logo can be inserted. Repeated inserts will overwrite any previous inserted logo.

5 Clear Logo



Click to remove your logo from the sample page.

6 Cancel Edits



Click to cancel edits. The logo editor will close without saving changes.

7 OK



Click to close the logo editor and save changes.

Report Graphics
 Always show vessel image when available
 Never show vessel image
 Users' decision at print

 Show DockPlan logo in place of no vessel image.

Controls what graphic to place on the report front page.

Always show vessel image when available:

DockPlan inserts the vessels' image on the front page, if such an image has been assigned to the vessel in the [vessel database](#).

Never show vessel image:

The vessels' image will not be used on report front pages

Users' decision on print:

When printing reports the print dialog will allow the user to decide whether to insert the vessels image or not.

Show DockPlan logo in place of no vessel image:

If no vessel image exists, or inserting the vessel image has been deselected, DockPlan can insert the default DockPlan Logo in its place.

Uncheck this box to not have the DockPlan logo replace a missing or deselected vessel image.

This option is useful, if you rather want your company logo as the main graphic on report front pages.

Then insert the company logo and move and size it to your preferred location - perhaps over the vessel image. Then select to not show the vessel image, and to not show the DockPlan logo. This way only the company logo will display on report front pages.

Users

Not all users may have access to 'Users', depending on permissions granted.

User List

User Group

General Job Categories Accounts Default Supplies Base Tables Administrator Users

ID	User Name	Department	Phone	Mail	Group	Ver.	Logins	Last Login	Active
csm	Carl Smart	Technical	+45 12345678	csm@company.com	Superintendents	5.80	12	11-03-2016 22:34:26	No
eru	Erik Rudbeck	Management	+45 56870592	eru@key.dk	Administrator	5.80	269	15-03-2016 21:50:52	Yes
jdo	John Doe	Technical	+45 98765432	jdo@company.com	Superintendents	5.80	4	15-03-2016 20:15:30	Yes
jea	Jeanette Lynel	Financial		jea@key.dk	Office	5.80	1	15-03-2016 22:04:29	Yes

Delete Permissions

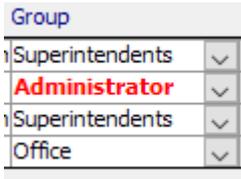
Delete User User Permissions

1 User List

ID	User Name	Department	Phone	Mail	Group	Ver.	Logins	Last Login	Active
csm	Carl Smart	Technical	+45 12345678	csm@company.com	Superintendents	5.80	12	11-03-2016 22:34:26	No
eru	Erik Rudbeck	Management	+45 56870592	eru@key.dk	Administrator	5.80	269	15-03-2016 21:50:52	Yes
jdo	John Doe	Technical	+45 98765432	jdo@company.com	Superintendents	5.80	4	15-03-2016 20:15:30	Yes
jea	Jeanette Lynel	Financial		jea@key.dk	Office	5.80	1	15-03-2016 22:04:29	Yes

The user list shows all current DockPlan users. Their personal information, group membership, login information, and whether they are currently active (logged in) in the system. Also each user's current DockPlan version is shown, which can be used to check if all users are properly updated.

2 User Group

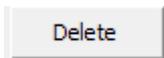


Group	
Superintendents	▼
Administrator	▼
Superintendents	▼
Office	▼

Each users group membership determines the users permissions in the system. Permissions and restrictions are configured on a group basis and reflected on users member of that group. A user can be member of only one group.

For information on configuring group permissions, see: [User Permissions](#)

3 Delete User

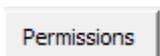


Delete users of the system, who are no longer employed with the company.

Remember that deleting a user from the user list, does not prevent that user from running DockPlan if he still has access to the application. A deleted user will automatically be granted access again as a new user, if he runs DockPlan.

If you want to prevent certain existing users from accessing DockPlan, assign them to the 'Blocked Users' [user group](#).

4 User Permissions



Click this button to access [User Permissions](#)

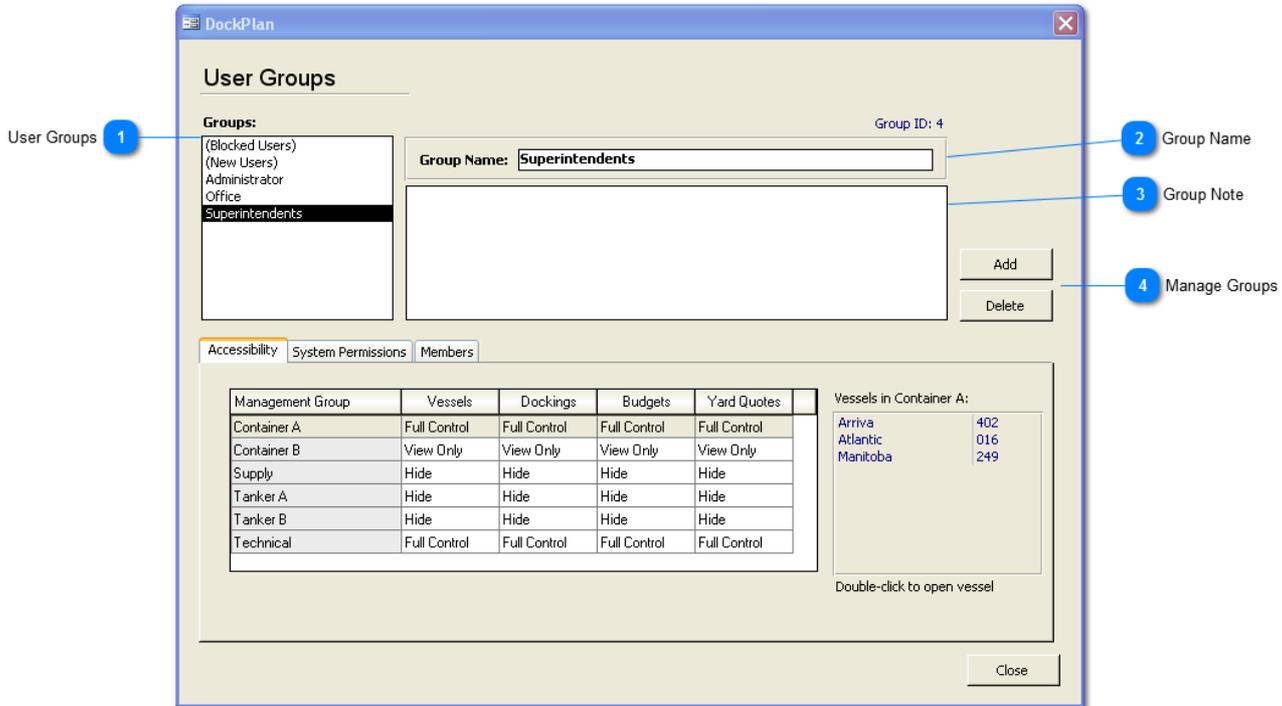
User Permissions

Not all users may have access to 'User Permissions', depending on permissions granted.

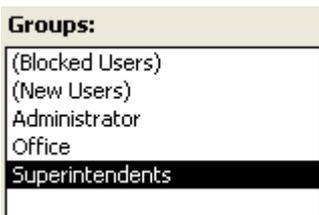
In DockPlan permissions are not granted to users individually. Rather users are assigned to a user group, and permissions are then set for the whole group.

Users who are moved from one user group to another will instantly lose their permissions from the old group membership, and gain permissions defined by the new user group.

Use below dialog to view and set permissions for the various user groups.



1 User Groups



List of DockPlan User Groups.
Select a group from the list to view and edit its permissions.

2 Group Name



The User Groups name

3 Group Note

An optional note describing the User Group

4 Manage Groups

Use these buttons to add and delete User Groups

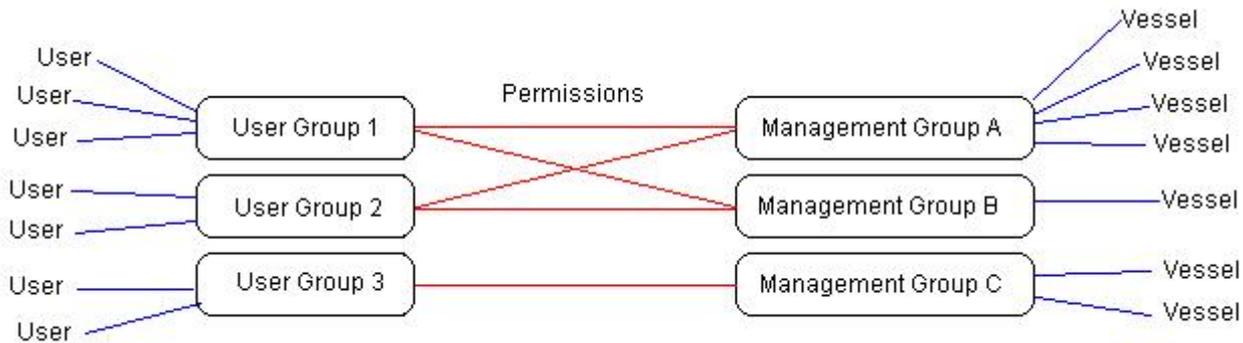
Accessibility

Not all users may have access to 'User Permissions', depending on permissions granted.

In DockPlan, permissions to view and edit vessels and their related dockings are assigned on a per Management Group basis, not per individual vessel.

Likewise user permissions are not granted to users individually, but to User Groups, in which users need to be a member.

So certain groups of users can be permitted to, or restricted from, working with certain groups of vessels.



This principle makes it easy to add new vessels to the system, because all that is necessary to enable the correct people to work with the vessel, is to assign the vessel to the correct Management Group. Instantly permissions for all DockPlan users are set for the vessel. Vessels are assigned to a Management Group in [Vessel References](#) in the Vessels Module.

Likewise it is easy to reflect real life organizational changes where vessels are moved from one management group to another, simply move the vessel in DockPlan as well, and instantly a new group of users are granted permission on the vessel, while the old users permissions are revoked.

It is equally easy to add new users, or move staff around in your organization. Simply move the user to another user group, to provide him with access and permissions to the vessels he is supposed to work with.

The Accessibility Matrix defines the groups permissions on vessels, drydockings, budgets and Yard Quotes.

Access Matrix

1

Accessibility System Permissions Members

Management Group	Vessels	Dockings	Budgets	Yard Quotes
Container A	Full Control	Full Control	Full Control	Full Control
Container B	View Only	View Only	View Only	View Only
Supply	Hide	Hide	Hide	Hide
Tanker A	Hide	Hide	Hide	Hide
Tanker B	Hide	Hide	Hide	Hide
Technical	Full Control	Full Control	Full Control	Full Control

Vessels in Container A:

Arriva	402
Atlantic	016
Manitoba	249

2 Vessel List

Double-click to open vessel

1 Access Matrix

Management Group	Vessels	Dockings	Budgets	Yard Quotes
Container A	Full Control	Full Control	Full Control	Full Control
Container B	View Only	View Only	View Only	View Only
Supply	Hide	Hide	Hide	Hide
Tanker A	Hide	Hide	Hide	Hide
Tanker B	Hide	Hide	Hide	Hide
Technical	Full Control	Full Control	Full Control	Full Control

Users permissions on vessels are not configured for each vessel individually. Rather vessel permissions are issued for groups of vessels.

Each vessel created in DockPlan must be assigned to a Management Group, and permissions are then configured for each of these Management groups.

Management Groups are important in DockPlan. For more information on this issue, see [Management Groups](#).

First ensure you have selected the correct User Group (the group of users you want to configure permissions for). Then set permissions for each Vessel Management Group.

In the above example, users in the currently selected User Group has full access to vessels, dockings and docking economics for all vessels in the **Container A** and **Technical** Management Groups, and *View Only* permissions on Vessels in the **Container B** Management Group, while vessels and dockings in the **Supply** and **Tanker** Management Groups are entirely hidden.

Access control can be configured for the following four main DockPlan features:

- Vessels
- Dockings
- Budgets
- Yard Quotes

Using the matrix it is possible to for instance grant users permissions to vessels and dockings, while at the same time hide any economic information regarding the dockings for certain groups of vessels. Similar it is possible to prevent users from editing vessels and their dockings and work orders, but providing full permission to edit Yard Quotes.

The following configuration options are available:

- Hide** The feature is completely hidden from users in the user group.
- View Only** The feature is visible, but users are not allowed to make changes.
- Edit** The feature is visible, and users are allowed to alter existing data, but not to add new data or delete existing data.
- Full Control** The users has full access to this feature, including permission to add, edit and delete data.

The following are examples of typical Access Configurations:

A user group has been created for superintendents, who have the technical responsibility for all container vessels in the **Container A** Management Group. Naturally these users must have full access to their own vessels. However, in this case the shipping company also has a group of other container vessels in a **Container B** management group, but these vessels are managed by other people in the organization.

Now, we want our first group of superintendents to have full control over their own vessels, while at the same they should be allowed to monitor how their colleges are handling dockings for **Container B** Vessels. Of course without permission to edit data for Container B vessels.

<i>Management Group</i>	<i>Vessels</i>	<i>Dockings</i>	<i>Budgets</i>	<i>Yard Quotes</i>
Container A	Full Control	Full Control	Full Control	Full Control
Container B	View Only	View Only	View Only	View Only

Our group of superintendents from above, now employs two assistants to help entering quotations, received from the yards. The assistants are not allowed to modify vessels or to change anything on drydock specifications. Also they should not know about vessels in the **Container B** group. A new User Group is created for these assistants, and configured like this:

<i>Management Group</i>	<i>Vessels</i>	<i>Dockings</i>	<i>Budgets</i>	<i>Yard Quotes</i>
Container A	View Only	View Only	View Only	Full Control
Container B	Hide	Hide	Hide	Hide

Perhaps the shipping company's board of directors want access to DockPlan, in order to monitor drydocking performance throughout the entire fleet.

A new User Group is created for this purpose, and the board of directors are assigned as users to this user group. Access permissions for the user group are then configured with 'View Only' permissions for all Management Groups and all DockPlan features. Then the board of directors have access to all vessels and all dockings, but are prevented from editing any data in the system.

2 Vessel List

Vessels in Container A:	
Arriva	402
Atlantic	016
Manitoba	249

Double-click to open vessel

When selecting a Management Group in the Access Matrix, this list displays vessels assigned to the group for your reference.

It is possible to open the vessel by double-clicking in the list, for instance if a vessel needs to be examined in detail or moved to a different Management Group.

System Permissions

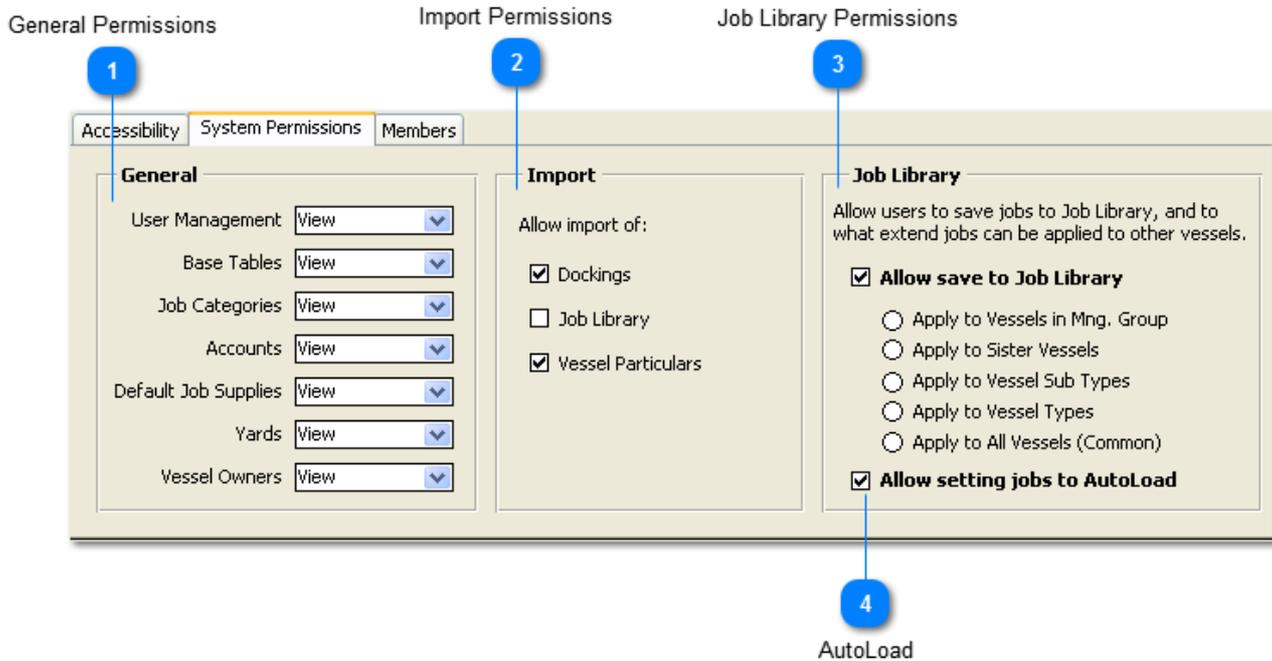
Not all users may have access to 'User Permissions', depending on permissions granted.

System Permissions controls users rights to perform or access certain functionality in DockPlan.

In DockPlan permissions are not granted to users individually. Rather users are assigned to a user group, and permissions are then set for the whole group.

Users who are moved from one user group to another will instantly lose their permissions from the old group membership, and gain permissions defined by the new user group.

For further information on User Groups, see: [User Groups](#)



1 General Permissions

Controls the User Groups access to certain general system functionality
Possible permissions are:

- No Access
- View
- Modify

User Management	Controls the ability to assign permissions to users and move users between user groups. Only administrators should have 'Edit' permissions on this item.
Base Tables	Base Tables contains rather static information used by DockPlan. Typical information provided by DockPlan in dropdown and pick lists. e.g. Vessel Types available, valid Classification Societies, Anode locations, Currency Codes and the like.
Job Categories	The default hierarchy structure and properties of Job Categories available in DockPlan. Only administrators should have 'Edit' permissions on this item.
Accounts	The Chart of Accounts available for assigning Account Numbers to work orders. Only administrators should have 'Edit' permissions on this item.
Default Job Supplies	Configuration of Supply Items available on the Supplies tab on work orders.
Yards	Permission to view or edit yards in the Yard module.
Vessel Owners	Permission to view or edit Vessel Owners.

2 Import Permissions

Import

Allow import of:

Dockings

Job Library

Vessel Particulars

Control users permission to import data into DockPlan.

Dockings	Check this box, to allow users in the User Group to import dockings into the system. Importing dockings may overwrite data currently present in the system, so only users who are familiar with DockPlan's Import and Export feature, should be allowed to import dockings.
Job Library	<p>Check this box, to allow users in the User Group to include the Job Library when importing data into DockPlan.</p> <p>While it makes sense to export the Job Library together with a docking, and import both the docking and the Job Library to a laptop to continue ongoing work prepared in the office, it may be necessary to prevent some users from importing the Job Library back into the main office system upon return, because this could, over time, clutter the central Job Library.</p> <p>The user can select not to import the Job Library in the Import dialog, unless his permissions to import the library at all is revoked by removing the check mark in this check box.</p>
Vessel Particulars	<p>Check this box, to allow users in the User Group to overwrite Vessels Particulars during import of Dockings.</p> <p>When exporting a docking also the vessel and its particulars are exported. During import, any existing vessel particulars will be overwritten by the imported vessels particulars unless the user chooses not to import vessels particulars in the Import dialog, or he is not given permission to import vessels particulars at all, by removing the check mark in this check box.</p>

For more information on Importing and Exporting dockings, see: [Import/Export](#)

Job Library Permissions

Job Library

Allow users to save jobs to Job Library, and to what extend jobs can be applied to other vessels.

Allow save to Job Library

- Apply to Vessels in Mng. Group
- Apply to Sister Vessels
- Apply to Vessel Sub Types
- Apply to Vessel Types
- Apply to All Vessels (Common)

Allow setting jobs to AutoLoad

A drydock specification consists of a number of work orders (or jobs). Often such work orders may be reused on future drydock specifications - for instance on sister vessels.

To make a work order reusable on other drydock specifications, it must be saved to the Job Library. Jobs in the Job Library can apply, not only to the original vessel itself, but to a number of vessels with specifications or machinery in common.

For further information about the Job Library, see [Job Library](#)

Job Library Permissions control if users of the User Group are allowed to save jobs to the Job Library, and to what extend these jobs can be made applicable to other vessels.

To restrict users from saving jobs to the Job Library, remove the check mark in the **Allow Save to Job Library** checkbox.

If users are allowed to save jobs to the Job Library, it is possible to configure the users permission to make the jobs apply to other vessels.

Apply To Vessels in Mng. Group	When saving a job, users of the User Group is only allowed to make the job apply to vessels within the Vessels own Management Group .
Apply to Sister Vessels	Users are allowed to make saved jobs apply to all vessels having the same Sister Vessel Code , as the vessel from where the job was saved.
Apply to Vessel Sub Types	Users are allowed to make saved jobs apply to all vessels of the same Sub Type , as the vessel from where the job was saved.
Apply to Vessel Types	Users are allowed to make saved jobs apply to all vessels of the same Vessel Type , as the vessel from where the job was saved.
Apply to All Vessels (Common)	Users are allowed to make saved jobs common for all vessels. Common jobs are normally only the case with job of general nature, like specification of General Conditions, General description of workmanship, or General Paint specifications etc.

--	--

Note! If none of the above apply settings are selected, the saved job will only apply to the vessel from which it was original saved.

If all users are allowed to save jobs to the Job Library, and make them apply to a vast number of vessels, or even make the jobs common for all vessels, and in addition to that can mark any job for [AutoLoad](#), it is possible to end up with a Job Library, having numerous jobs applying to numerous vessels, and in some instances perhaps even applying to faulty vessels.

With the AutoLoad feature on top of that, you may end up having DockPlan loading several unwanted jobs onto new specifications, so the user will need to actually clean out a number of irrelevant work orders from new specifications after they have been created.

4 AutoLoad

Allow setting jobs to AutoLoad

The **AutoLoad** feature enables DockPlan to automatically include library jobs on new specifications.

The AutoLoad permission controls whether users of the User Group are allowed to mark Jobs for AutoLoad when saving to Job Library.

If AutoLoad is set for a number of jobs in Job Library, DockPlan will automatically scan these jobs every time a new specification is created in DockPlan. If any jobs are found, that applies to the vessel in question according to the jobs apply setting, these jobs are automatically loaded onto the new specification.

Example:

A new specification is created for a vessel of type *Container*, and sub type *Post Panmax*. The vessel belongs to a group of sister vessels called *A-Class Container*.

During creation of the drydock specification, DockPlan will scan the job library for jobs that should be loaded automatically onto the specification.

Jobs with the following apply-info will be loaded:

- All Jobs that applies to the **specific vessel**, and having the AutoLoad feature set.
- All jobs that applies to Vessel Type **Container** and having the AutoLoad feature set.
- All jobs that applies to Vessel Sub Type **Post Panmax** and having the AutoLoad feature set.
- All jobs that applies to Sister Type **A-Class** and having the AutoLoad feature set.
- All jobs marked as **Common** and having the AutoLoad feature set.

Members

List of members of the currently selected User Group.

	ID	User Name	Department	Phone	Mail	Group
<input type="checkbox"/>	csm	Carl Smart	Technical	+45 12345678	csm@company.com	Superintendents
<input checked="" type="checkbox"/>	jdo	John Doe	Technical	+45 98765432	jdo@company.com	Superintendents

Add / Delete Users

In DockPlan there is no administrative task with regards to creating users.

Users are created automatically when they log in the first time.

New users are presented with this Welcome screen:



DockPlan

Welcome to DockPlan

Please enter personal information

User ID:

User Group:

Full name:

Department:

Phone:

e-mail:

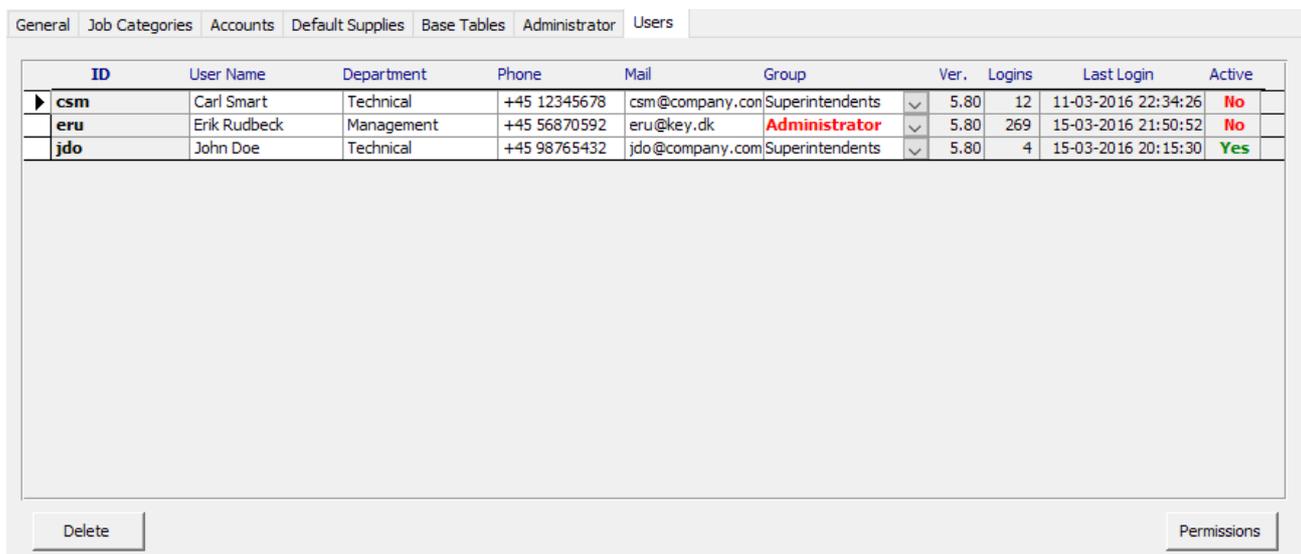
Here they must type the requested personal information and click **OK**. DockPlan then automatically creates the user in the user list.

New users are assigned membership of the **(New Users)** [user group](#).

Permissions for the **(New Users)** User Group can be [configured](#) like for any other user group. You will probably want to be quite restrictive as to what new users can do in the system.

So the first (and only) administrative task, when a new user has signed in to the system, is to change his group membership from **(New Users)** to the group having the permissions he needs.

Group membership is changed directly on the User List:



ID	User Name	Department	Phone	Mail	Group	Ver.	Logins	Last Login	Active
▶ csm	Carl Smart	Technical	+45 12345678	csm@company.com	Superintendents	5.80	12	11-03-2016 22:34:26	No
eru	Erik Rudbeck	Management	+45 56870592	eru@key.dk	Administrator	5.80	269	15-03-2016 21:50:52	No
jdo	John Doe	Technical	+45 98765432	jdo@company.com	Superintendents	5.80	4	15-03-2016 20:15:30	Yes

Locate the user in the list. Then use the **Group** pull down to assign the user to another user group.

To setup permissions for user groups, see [User Permissions](#)

Delete Users

Use the **Delete** button to delete users of the system, who are no longer employed with the company.

Remember that deleting a user from the user list, does not prevent that user from running DockPlan if he still has access to the application. A deleted user will automatically be granted access again as a new user, if he runs DockPlan.

If you want to prevent certain existing users from accessing DockPlan, assign them to the 'Blocked Users' [user group](#).

License

A DockPlan license file is required to run DockPlan in licensed (non-demo) mode.

The license contains customer information as well as information about the number of vessels DockPlan is licensed for.

Being licensed for at certain number of vessels, does not mean that DockPlan is only allowed to be installed on this number of vessels.

It means that this is the number of vessels that DockPlan allows in its database.

As opposed to most other software, the DockPlan license does not limit the number of users or computers running the system.

You are thus free to install a licensed version of DockPlan anywhere in your organization, on laptops, onboard vessels, on Yard's site offices and on staff's private computers at home.

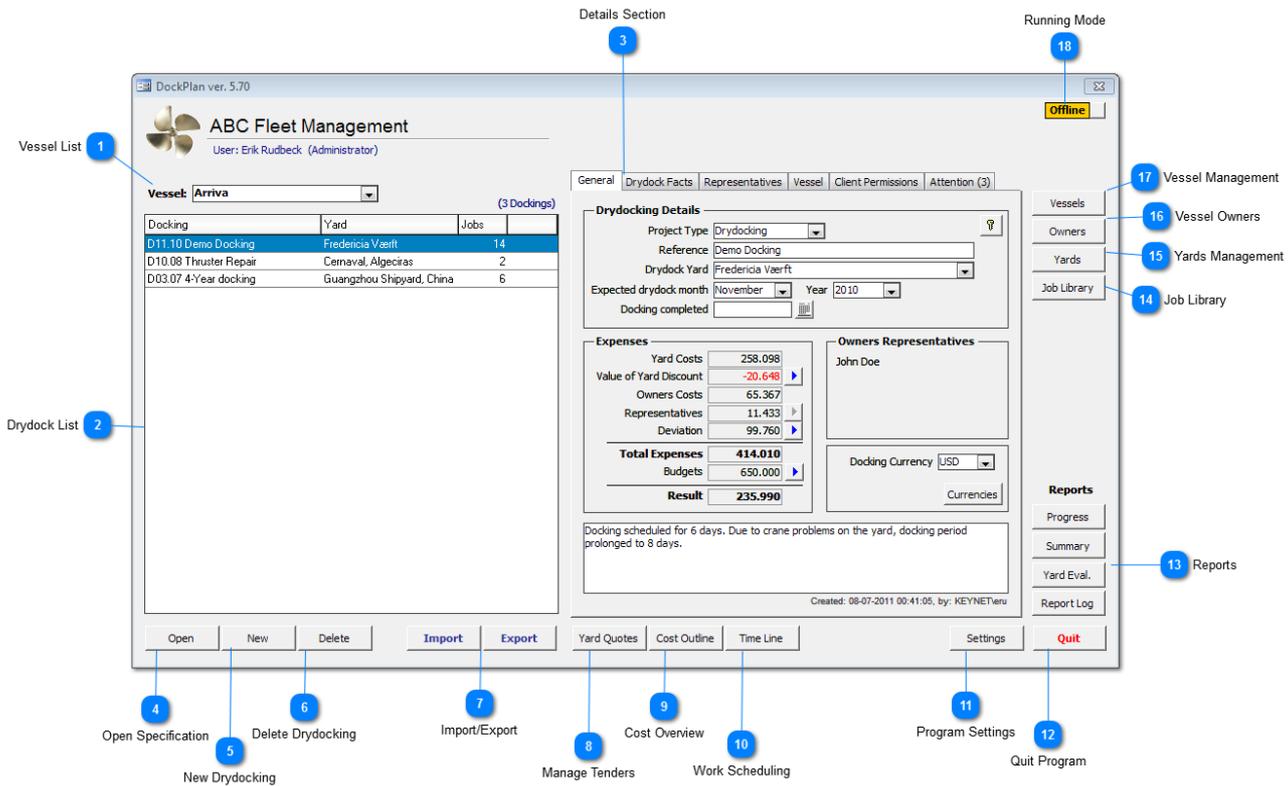
Also you are free to setup any number of SQL Servers required, as long as the total number of vessels across all servers do not exceed the number of vessels in your DockPlan license.

If you exceed your vessel license, you cannot add any further vessels to the system. In this case you will either have to delete some vessels (along with their history of drydockings), or request an upgrade of your DockPlan license from Key Computer (license@dockplan.com).

The license file is installed as described [here](#), and will instantly apply to all users of the database.

The license file can also be included in DockPlan Setup, and hence be installed with the application. For further information on this issue, see: [Advanced Setup](#)

DockPlan Overview



1 Vessel List

Vessel:

Select a vessel from this list to work with the vessel's drydockings. If the vessel does not exist, it must be created in [Vessels](#).

2 Drydock List

Docking	Yard	Jobs	
D11.10 Demo Docking	Fredericia Værft	14	
D10.08 Thruster Repair	Cernaval, Algeciras	2	
D03.07 4-Year docking	Guangzhou Shipyard, China	6	

The list of existing drydockings for the selected vessel. Select a docking in the list to have its details displayed, and to access its work orders etc.

3

Details Section

General	Drydock Facts	Representatives	Vessel	Client Permissions	Attention (3)
Drydocking Details					
Project Type	Drydocking				
Reference	Demo Docking				
Drydock Yard	Fredericia Værft				
Expected drydock month	November	Year	2010		
Docking completed					
Expenses			Owners Representatives		
Yard Costs	258.098		John Doe		
Value of Yard Discount	-20.648				
Owners Costs	65.367				
Representatives	11.433				
Deviation	99.760				
Total Expenses	414.010		Docking Currency USD		
Budgets	650.000		Currencies		
Result	235.990				
<p>Docking scheduled for 6 days. Due to crane problems on the yard, docking period prolonged to 8 days.</p>					
Created: 08-07-2011 00:41:05, by: KEYNETeru					

Details for the selected docking.

Click any of below links for an explanation of the various information:

[General](#)

[Drydock Facts](#)

[Representatives](#)

[Vessel](#)

[Client Permissions](#)

[Attention](#)

4

Open Specification

Open

Click to open the docking currently selected in the list.

5

New Drydocking

New

Click to add a new docking on the vessel currently selected in the Vessel List.

6

Delete Drydocking

Delete

Click to delete the currently selected docking.
(DockPlan Administrators can recover accidentally deleted dockings).

7

Import/Export

Import

Export

It is possible to import and export drydockings and all their associated data to and from other DockPlan systems.

For instance transferring a drydock specification to a laptop, and work on the specification while traveling.

Or import specific work orders received from the vessel, to be inserted in the drydock specification being prepared in the main office.

For further information about importing and exporting dockings see [Import/Export](#)

8

Manage Tenders

Yard Quotes

Click to manage quotations from various yards.
For further information about see [Yard Quotes](#)

9

Cost Overview

Cost Outline

Provides an overview of all drydocking costs for the selected docking. Both Yard's and Owner's costs, as well as total drydocking costs.

For further information see [Cost Outline](#)

10

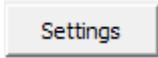
Work Scheduling

Time Line

Provides a Gantt-chart for graphically scheduling the individual work orders.

For further information see [Time Line](#)

11 Program Settings



Various DockPlan Settings and configuration.

Available configuration settings may vary between users, depending on permissions granted to the user.

For further information see [Settings](#)

12 Quit Program



Click to Exit DockPlan

13 Reports



The Reports Section contains specific reports related to the selected drydocking

Progress Reports

Progress Reports allows for daily progress reporting on selected jobs in the specification, along with general information on weather and expected departure.

For more information see [Progress Report](#)

Summary Report

The Summary Report collects key information and data about the drydocking, and provides an instant overview as opposed to the more detailed Drydock Report.

For more information see [Summary Report](#)

Yard Evaluation

Evaluation of the yard's performance on the selected docking.

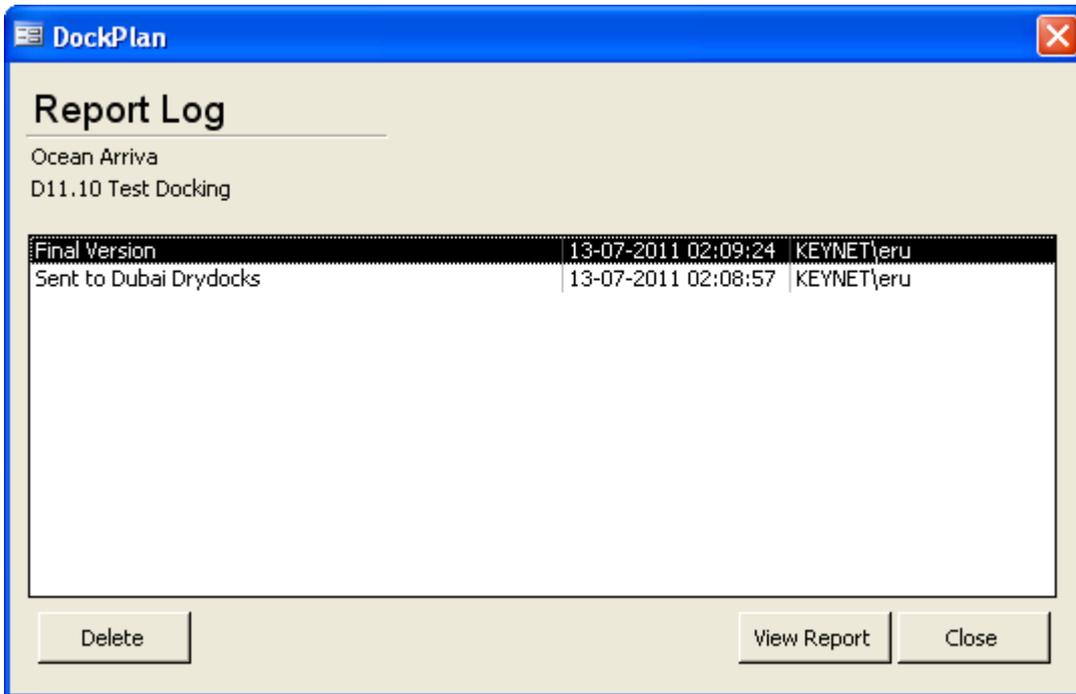
For more information see [Yard Evaluation](#)

Report Log

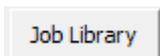
When certain reports [are printed](#), it is possible to have DockPlan log the print and the produced report

Often changes and additions are made to the specification after its was send to other parties. This can later lead to confusion about what was actually included in reports sent out in the past. If you log such prints, you have date and time for the report, and from the log you can open a copy of the very report, created at that point in time.

Click the Report Log button to access the log.



14 Job Library



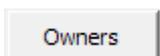
The Job Library stores previous authored work order descriptions for possible use on future dockings. For further information see [Job Library](#)

15 Yards Management

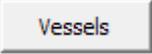


Contains information on Yards available for use in DockPlan. Yard information ranges from addresses, contacts, terms and agreements to docks, facilities and services. For more information see [Yards](#)

16 Vessel Owners



Contains contact information about Vessel Owners. For more information see [Vessel Owners](#)

A rectangular button with a thin border and the text "Vessels" centered inside.

Contains all information about vessels and their details and particulars.
A vessel must be created here prior to creating a drydocking for the vessel.
For more information see [Vessels](#)



DockPlan can run in either of two modes:

Online

When Online, DockPlan is connected to the central shared database in the office. This mode should preferably be used every time a connection is available to the central database server, because all edits and data entries are then immediately reflected in the central system.

You can configure DockPlan to only allow Online mode, for instance if Offline mode is not applicable. See [Settings](#).

Offline

When a data connection to the central database is not available, or the connection has insufficient bandwidth to allow satisfactory response times in DockPlan, for instance when traveling, it is possible to switch to Offline mode, and thus use the offline database installed locally on the computer.

- Stationary computers located in the main office is normally always online. There is really no point in taking them offline.
- Stationary or laptop computers located away from the main office (and the central database server) is normally always offline.
- Laptop computers that normally reside in a docking station in the main office, but occasionally is brought along on travels may switch between online and offline mode as appropriate.

You can configure DockPlan to only allow Offline mode, for instance if Online mode is not applicable. See [Settings](#).

Before taking DockPlan offline it is important to ensure that the offline database is updated with the dockings you need to work with during the offline period.

To update the offline database carry out the following procedure:

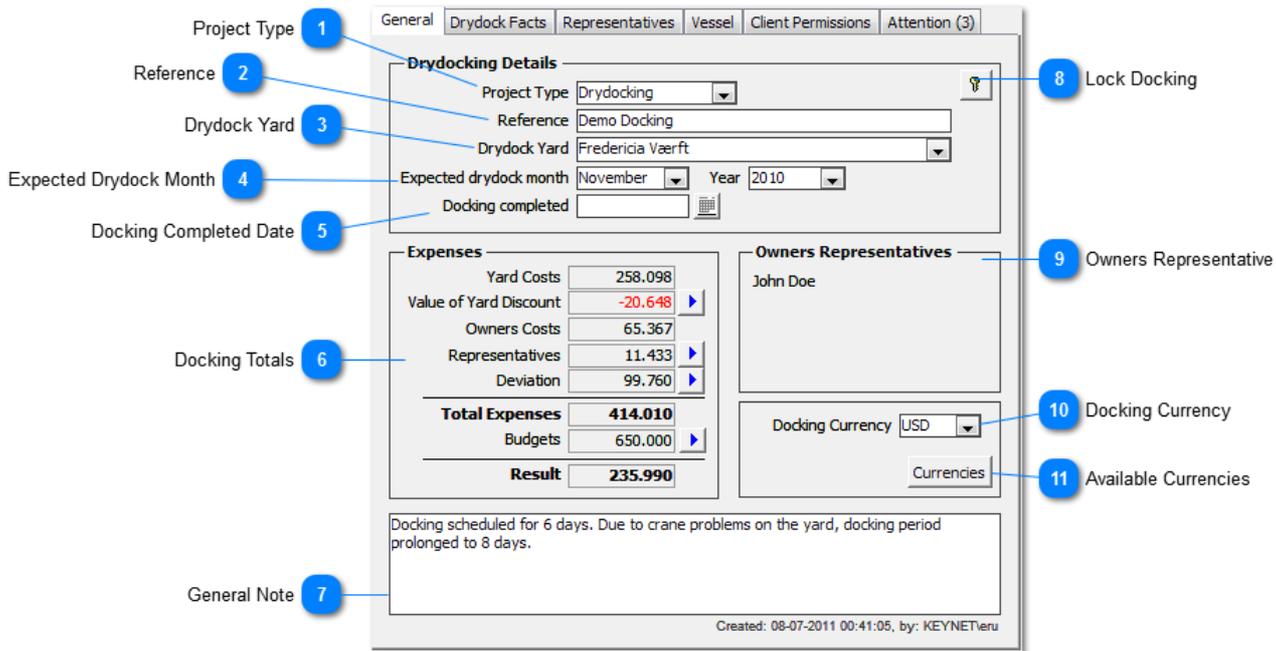
1. While still connected to the online database make an export of the dockings that will be required during the offline period. Simply export the dockings to a local folder on your computer - for instance onto your Windows Desktop.
2. Switch DockPlan to Offline mode.
3. Import the exported dockings to update the Offline database.

If you make changes to the offline dockings while away, you will need to carry out the reverse process when you are back in order to update the online database:

1. While still connected to the offline database make an export of the dockings that is required to update the online database.
2. Switch DockPlan to Online mode.
3. Import the exported dockings to update the Online database.

For more information on Import and Export see [Import/Export](#)

General



1 Project Type

Project Type

The Project Type can be either '**Drydocking**' or '**Repair**'.

This selection only affects what is printed on the front page of the Drydock Specification and Drydock Report.

It doesn't change any features or the behavior of DockPlan.

2 Reference

Reference

A short reference describing the drydocking (or Repair).

Expected Drydock Month together with **Expected Drydock Year** and **Reference** is used to identify the drydocking throughout the system.

For instance in the [Drydock List](#)

3 Drydock Yard

Drydock Yard

The Yard selected for the docking.

The Yard is automatically inserted when selected in [Yard Quotes](#).

If the Yard List does not allow you to pick a yard, it is most likely because DockPlan is [configured](#) to only allow selecting the yard via [Yard Quotes](#).

4

Expected Drydock Month

Expected drydock month Year

Expected Drydock Month together with **Expected Drydock Year** and **Reference** is used to identify the drydocking throughout the system.
For instance in the [Drydock List](#)

5

Docking Completed Date

Docking completed 

The date of completion of the vessels drydocking. Either type a date, or use the calendar button to pick a date.

Once a docking is complete, it is locked from further editing.

To un-complete a completed docking, simply delete the Completed Date.

6

Docking Totals

Expenses	
Yard Costs	258.098
Value of Yard Discount	-20.648 
Owners Costs	65.367
Representatives	11.433 
Deviation	99.760 
Total Expenses	414.010
Budgets	650.000 
Result	235.990

Provides an overview of the total expenses for the currently selected drydocking.

The  Button next to some of the values provides access to dialogs that calculates these values.
See:

[Yard Discount](#)

[Representatives](#)

[Deviation](#)

[Budgets](#)

-

7

General Note

Docking scheduled for 6 days. Due to crane problems on the yard, docking period prolonged to 8 days.

Provides a place to enter a general note about the selected drydocking.

8

Lock Docking



To prevent accidental alterations to data, the docking can be locked. The lock can either be with or without password protection. When the Lock button is clicked, DockPlan will prompt for a password.



- Leave the Password field empty, and click 'OK' to lock the docking without password.
- Type a Password, and click 'OK' to protect the docking from unauthorized unlocking.
- Click 'Cancel' to cancel the Lock process

If no password is supplied, the docking will simply unlock the next time the Lock button is clicked. In this case the lock is merely a flag telling that the author do not want anybody to modify the docking by accident.

The lock (with or without password) can be used when the docking is exported, in order to continue the work offline on a laptop. In this case, nobody should continue to work with the online version, because this work is likely to be lost, once the exported docking is returned and imported to the online system.

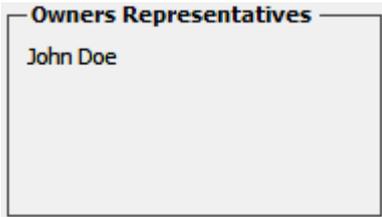
For more information on importing and exporting dockings see [Import/Export](#)

If the password to a locked docking is lost, contact a DockPlan Administrator to have the password deleted and the docking unlocked.

For further information on administrative unlock of dockings, see [Unlock Docking](#)

9

Owners Representative

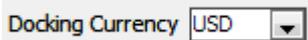


A screenshot of a software interface showing a list titled "Owners Representatives". The list contains one entry, "John Doe".

Owners representative on the drydocking is set in the list of [Representatives](#)

10

Docking Currency



A screenshot of a software interface showing a dropdown menu labeled "Docking Currency". The menu is open, and "USD" is selected.

Sets the Docking Currency for the selected docking.
The Docking Currency can be any of the currencies setup for the docking.

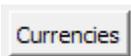
It is possible to enter budgets and costs in any currency. DockPlan will automatically recalculate foreign currencies into the Docking Currency for calculation and comparison purposes.

You can change the Docking Currency to any other currency at any time, forcing DockPlan to recalculate and display docking totals in that currency.

To setup currencies available for the docking see [Currencies](#)

11

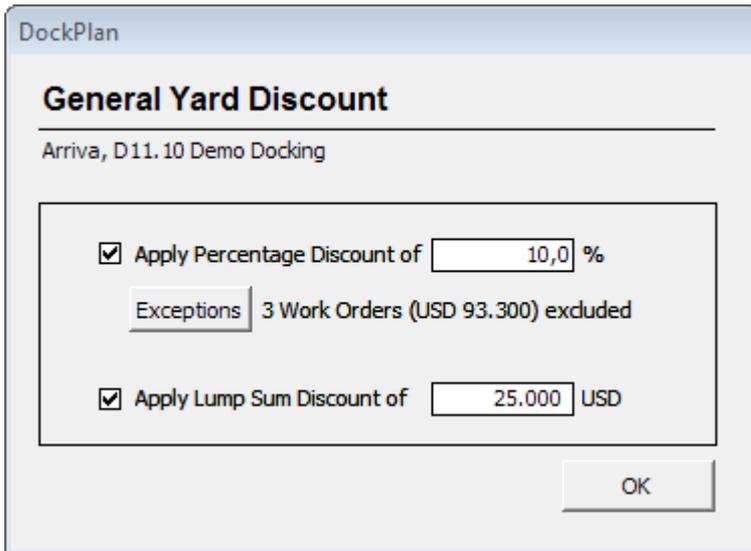
Available Currencies



A screenshot of a software interface showing a button labeled "Currencies".

Click to set currencies available for the selected docking.
For further information see [Currencies](#)

Yard Discount



The screenshot shows a dialog box titled "DockPlan" with a sub-header "General Yard Discount". Below the sub-header, it says "Arriva, D11.10 Demo Docking". The dialog contains two checked options: "Apply Percentage Discount of 10,0 %" and "Apply Lump Sum Discount of 25.000 USD". There is also an "Exceptions" button next to the text "3 Work Orders (USD 93.300) excluded". An "OK" button is located at the bottom right of the dialog.

Use this dialog to set a general yard discount for the entire dry-docking, in the case such a discount has been agreed.

Either set a percentage or a fixed lump sum discount - or a combination of both.

The discount is applied to the total costs in the Yards Quote section on each work order.

If some work orders should be excluded from the general yard discount, click the 'Exceptions' button, and select work orders to exclude.

DockPlan ✖

Exclude Work Orders

Select Work Orders that should be excluded from the general yard discount calculation

Exclude	Job No	Job Description	Yard Costs
<input type="checkbox"/>	D100.01	General Conditions	
<input type="checkbox"/>	D200.01	Drydocking	
<input type="checkbox"/>	D300.01	Painting And Treatment	
<input type="checkbox"/>	D400.01	Safety	
<input checked="" type="checkbox"/>	D1001.01	Shell Plating, Bulwark, Bilge Keels	20.450
<input type="checkbox"/>	D1001.02	Sea Chest and Bay	18.800
<input checked="" type="checkbox"/>	D1001.03	Kort Nozzles	17.850
<input checked="" type="checkbox"/>	D1041.01	Rudders and Stocks	55.000
<input type="checkbox"/>	D1041.02	Simplex Stuffing Boxes	9.600
<input type="checkbox"/>	D3801.01	Propellers	33.600
<input type="checkbox"/>	D3801.02	Rope Guard	1.400
<input type="checkbox"/>	D3805.01	Propellor Shaft Arrangement	18.470
<input type="checkbox"/>	D3811.01	Bowthruster 1	35.000
<input type="checkbox"/>	D4701.01	Corrosion Prevention Anodes	35.000
<input type="checkbox"/>	D9020.01	Specifications	128.000

3 Work Orders (USD 93.300) excluded from the general yard discount

3

Discount

%
0,0
0,0
0,0
0,0

If a discount is offered on the selected cost, enter the discount percentage here.

Budgets

DockPlan
✕

Budgets

Permission: Full Control

D11.10 Test Docking

	Code	Description	Budget	Currency	USD
▶	D	General Docking Budget	550.000	USD	550.000
	S	Stores	100.000	USD	100.000
*					

Workorders assigned to 'General Docking Budget' Budget

Job No	Job Description	USD	
D100.01	General Conditions		
D200.01	Drydocking		
D300.01	Painting And Treatment		
D1001.01	Shell Plating, Bulwark, Bilge Keels	87.087	
D1001.02	Sea Chest and Bay	29.367	
D1001.03	Kort Nozzles	15.950	
D1041.01	Rudders and Stocks	64.662	
D1041.02	Simplex Stuffing Boxes	58.324	
D3801.01	Propellers	35.735	
D3801.02	Rope Guard	1.915	

Dry Dock Totals		
Budgets	650.000	USD
Commitments	494.293	USD
Yard Discount	6.395	USD
Result	162.102	USD

Commitments on 'General Docking Budget' Budget

403.458

Print

Close

Budget List 1

Job List 2

1 Budget List

	Code	Description	Budget	Currency	USD
▶	D	General Docking Budget	550.000	USD	550.000
	S	Stores	100.000	USD	100.000
*					

The Budget List contains budgets approved for the drydocking.

To **Add** a new budget, start typing at the empty line at the bottom.

To **Delete** a budget, select the budget line and press 'Delete' on your keyboard.

Often there will only be a single budget for the entire docking, covering all work orders. In this case only one budget is entered.

But in the event there are several budgets, e.g. one for drydocking related work orders, one for repair and maintenance related work orders, one for casualty or guarantee related work orders and so on, these budgets can be entered separately, and each assigned a Budget Code.

Every work order in the drydock specification can then be assigned to the correct budget, and the balance on each budget monitored separately.

In [Cost Outline](#) for instance, work orders can be viewed per budget.

The Budget Code can automatically be made part of each work orders job number, so it is possible to determine the work orders budget relation directly from the job number. See the job number examples in the Job List below (Item 2)

If you always use the same set of budget references across drydockings, you can setup default budgets in [Settings](#), that will automatically get preloaded on new drydockings when created.

2 Job List

Job No	Job Description	USD
D100.01	General Conditions	
D200.01	Drydocking	
D300.01	Painting And Treatment	
D1001.01	Shell Plating, Bulwark, Bilge Keels	87.087
D1001.02	Sea Chest and Bay	29.367
D1001.03	Kort Nozzles	15.950
D1041.01	Rudders and Stocks	64.662
D1041.02	Simplex Stuffing Boxes	58.324
D3801.01	Propellers	35.735
D3801.02	Rope Guard	1.915

The Job List displays work orders assigned to the budget selected in the Budget List.

To move a work order to another budget, double-click the work order to open the Job Header editor.

Then select another budget for the work order in the Budget drop down list.

Currencies

Currency List

1

Docking Currencies
Arriva, Demo Docking

Currencies available for this Docking

DKK	Denmark, Kroner	100	Base
EUR	Euro Member Countries, Euro	743,87	
NOK	Norway, Krone	111,111	
SGD	Singapore, Dollars	442,34	
USD	United States of America, Dollars	537,95	

Currency Code: EUR

Exchange rate

100 EUR equals 743,87 DKK

100 DKK equals 13,443 EUR

Look up

Add Delete Set Calculation Base OK

6 Add Currency

5 Delete Currency

4 Set Calculation Base

2 Currency Code

3 Exchange Rate

The Docking Currencies list is related to the drydocking, and contains the currencies available for that specific drydocking. Every drydocking has its own currency list.

There is no automatic online updating of currency information and exchange rates. Exchange rates must be set manually by the user, in order to ensure that rates remain historical correct, as set at the time of the drydocking.

1 Currency List

Currencies available for this Docking

DKK	Denmark, Kroner	100	Base
EUR	Euro Member Countries, Euro	743,87	
NOK	Norway, Krone	111,111	
SGD	Singapore, Dollars	442,34	
USD	United States of America, Dollars	537,95	

List of currencies available for the selected drydocking.

2

Currency Code

Currency Code:

Select the currency code for the selected currency.

Only the ISO currency codes shown in the pull down list are valid

Available ISO currency codes can be managed in [Settings > Base Tables](#)

3

Exchange Rate

Exchange rate

100 EUR equals	<input type="text" value="743,87"/>	DKK
100 DKK equals	<input type="text" value="13,443"/>	EUR

Provides a way to calculate the currency's exchange rate against the base currency. Enter either of the to exchange rates. The other one is calculated automatically.

- or click the **Lookup** button to have DockPlan retrieve the current exchange rate from the European Central Bank via the internet.

If the **Lookup** button is not available, it is because automatic exchange retrieval has been disabled in [Settings](#).

4

Set Calculation Base

One of the currencies must be the calculation base, having an exchange rate of 100. All other currencies in the list will have their exchange rates calculated with reference to the base currency.

To make a currency the base currency, select a currency from the list and click 'Set Calculation Base'. Any other currencies in the list will automatically have their exchange rates calculated against the new base.

The base currency is solely for calculation purposes, and not to be confused with the [Docking Currency](#), which can be any of the currencies available for the docking.

5

Delete Currency

Click to remove the selected currency from the docking.

6

Add Currency

Add

Click to add a new currency for the docking.

Drydock Facts

Activities

1

Activity	Date	Time
Arriving Yard	04-11-2010	08:35
Bow entering drydock	04-11-2010	12:10
Gate closed, floating dock	04-11-2010	13:45
Commenced emptying dock	04-11-2010	14:05
Vessel on blocks	04-11-2010	16:20
Dock dry	04-11-2010	17:50
Commenced flooding dock	09-11-2010	02:35
Gate opened, floating dock	09-11-2010	04:15
Dock Master on board	09-11-2010	04:25
Undocking - Vessel out of the dock (Bow clear)	09-11-2010	04:50
Leaving yard	09-11-2010	14:00
Vessel afloat	09-11-2210	03:20
Alongside yard pier - From:		
Alongside yard pier - To:		

Calculate hours in dock

Hours in Drydock: **107:00** Calculate

1

Activities

Activity	Date	Time
Arriving Yard	04-11-2010	08:35
Bow entering drydock	04-11-2010	12:10
Gate closed, floating dock	04-11-2010	13:45
Commenced emptying dock	04-11-2010	14:05
Vessel on blocks	04-11-2010	16:20
Dock dry	04-11-2010	17:50
Commenced flooding dock	09-11-2010	02:35
Gate opened, floating dock	09-11-2010	04:15
Dock Master on board	09-11-2010	04:25
Undocking - Vessel out of the dock (Bow clear)	09-11-2010	04:50
Leaving yard	09-11-2010	14:00
Vessel afloat	09-11-2210	03:20
Alongside yard pier - From:		
Alongside yard pier - To:		

List of activities related to arrival and departure, docking in and out etc.

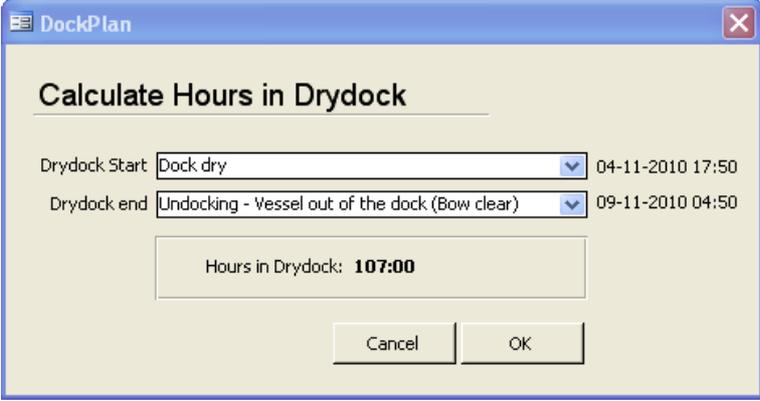
The list of activities is fixed, and is the same for all drydockings.

To manage which activities should appear in the list, see [Default Drydock Facts](#)

2 Calculate hours in dock

Calculate

DockPlan can automatically calculate total hours in the drydock. Just select which activities signals the start and the end of the drydock period.



The screenshot shows a dialog box titled "Calculate Hours in Drydock" from the DockPlan application. It features two dropdown menus for selecting start and end activities, with corresponding dates and times. A central box displays the calculated "Hours in Drydock" as 107:00. At the bottom, there are "Cancel" and "OK" buttons.

Activity	Date and Time
Dock dry	04-11-2010 17:50
Undocking - Vessel out of the dock (Bow clear)	09-11-2010 04:50

Hours in Drydock: **107:00**

Representatives

List of representatives Representative Expenses

1 2

Name	Position	Budget
John Doe	Owners Representative	5.800
J.D. Nicholson	Assistant	5.633
Master	Vessels Crew	
Chief Engineer	Vessels Crew	

3 4

Manage Representatives Move Up/Down

Register all persons relevant to the drydocking.

Besides owner's representatives this could be vessels crew, technicians, surveyors, key yard personnel etc.

1 List of representatives

Name	Position	Budget
John Doe	Owners Representative	5.800
J.D. Nicholson	Assistant	5.633
Master	Vessels Crew	
Chief Engineer	Vessels Crew	

2 Representative Expenses

Budget
5.800
5.633

Displays the total of daily rates, travel expenses, hotel expenses, consumption and the like for each representative.
Select a representative from the list, or simply double-click a representative to access his expense sheet.

3 Manage Representatives

Add	Edit	Delete
-----	------	--------

Use these buttons to edit the list of representatives.
Enter name and position.
The position can either be selected from the list of previously used positions, or simply by typing any position you need.

Representatives
Ocean Arriva, D11.10 Demo Docking

John Doe	Owners Representative
J.D. Nicholson	Assistant
Master	Vessels Crew
Chief Engineer	Vessels Crew

Name:
Position:

Phone:
Mobile:
Mail:

Note:

Cost Type	Description	Quantity	Price	Currency	%	Total	USD
Travel	Flights	2	4.500,00	DKK	0,0	9.000	1.673
Hotel	Hyatt Regency	8	2.200,00	DKK	0,0	17.600	3.272
Transport	Taxi	1	1.000,00	DKK	0,0	1.000	186
Consumption	Restaurant	8	450,00	DKK	0,0	3.600	669
*					0,0		

Representative Total (USD) **5.800**

Add Delete Print Close

Expenses related to a representative can be entered in the expense sheet, and will then be calculated into the drydocking's [budget totals](#).
Expenses are entered like any other cost in DockPlan, and in any currency available for the drydocking.

4

Move Up/Down



Move representatives up or down to arrange them in any order you like. For instance according to rank.

Vessel

When a drydocking is created, the [vessel's current particulars](#) are copied to the drydocking. This ensures, that even though particulars for a vessel may change over time, historical dockings will always reflect particulars at the time of the drydocking.

You can Add, Edit and Delete Vessel's Particulars on the docking, but as you are working on a copy of the Vessel's original particulars, any changes made here will only be visible on this particular drydocking, they won't be reflected on the [Vessels original particulars](#). If you want to edit the original particulars for the vessel, this must be done in the [Vessel](#) dialog.

The screenshot shows the 'Vessel' tab of a software interface. At the top, there are tabs for 'General', 'Drydock Facts', 'Representatives', 'Vessel', 'Client Permissions', and 'Attention'. Below these are dropdown menus for 'Class Society' (Lloyd's), 'Flag' (Danish), and 'Owner' (A.P. Møller Maersk). The main section is titled 'Vessels Particulars (at the time for this docking)'. It contains a 'General Categories' section with a 'Hide empty Categories' checkbox and an 'Edit' button. Below this is a list of categories: 'Main Dimensions', 'Area of Hull', 'Main Engines', 'Aux. Engines', 'Steering Gear', 'Emergency Generator', 'Main generators', and 'Propeller'. A table below the categories shows 'Label' and 'Data' columns. The table contains the following data:

Label	Data
▶ Length Overall:	142,50 mtr.
Length P.P.:	134,00 mtr.
Breadth Moulded:	23,20 mtr.
Depth Moulded:	13,15 mtr.
Design Draft Moulded:	5,40 mtr.
Gross Tonnage:	13073
Net Tonnage:	3921
Trailer Lane Length:	1.562 mtr.
Trailer Capacity:	121x40ft

At the bottom of the table is a 'Reset' button and a 'Move:' control with up/down arrows. Annotations 1-6 point to: 1. 'Hide empty Categories' checkbox; 2. 'Edit' button; 3. the list of 'Vessels Particulars Categories'; 4. 'Reset' button; 5. a row in the table (e.g., 'Length Overall'); 6. the 'Move:' control.

1 Hide Empty Categories

Hide empty Categories

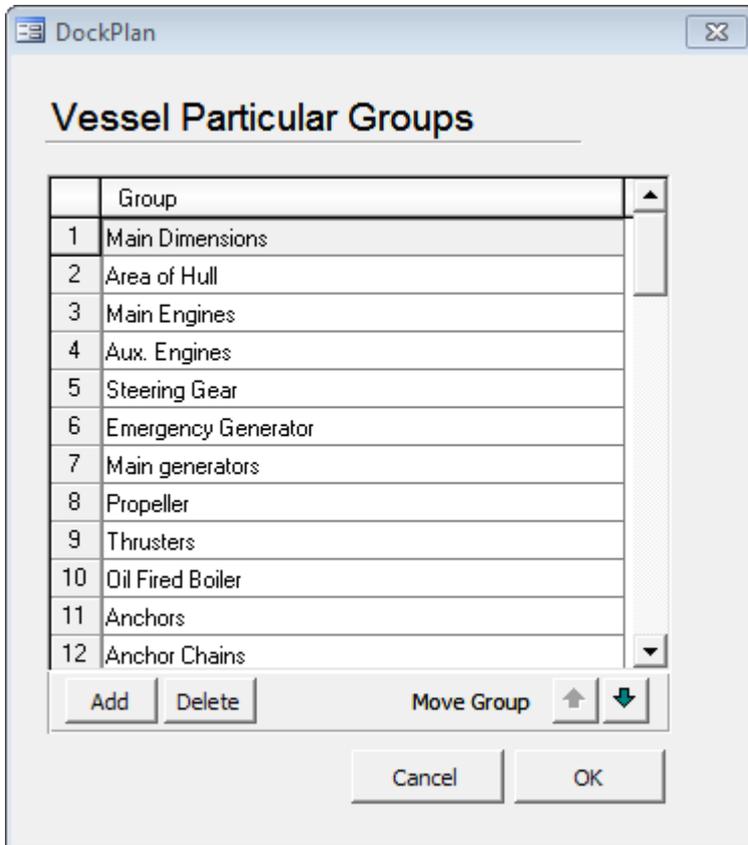
Vessels Particular Categories are shared by all vessels and vessel types. Not all categories may apply to the current vessel, and thus contain no data.

Check '**Hide Empty Categories**' to only show categories that contain data for this vessel.

2 Edit Categories

Edit

Edit the Vessel Particular Categories available for the vessel on this drydocking.



Note!

When creating a new drydocking a copy of the vessels particulars and their categories are stored with the drydocking.

This to ensure that particulars remain historical correct on the drydocking, even if the vessel later changes its particulars. In this event older drydockings will still show the vessels particulars as they were at the time the drydocking was created.

Consequently edits here will only affect the copy of vessels particular categories associated with the current drydocking.

To edit the Vessel Particular Categories that are generally used on all vessels, go to [Settings](#).

3 Vessels Particulars Categories



All particulars are arranged in categories. Select a category from this list to view its particulars.

4 Reset Particulars

Reset

The particulars displayed on the drydocking represents a snapshot of the vessels original particulars at the time the drydocking were created.
If, for any reason, this snapshot needs to be refreshed, click the 'Reset' button to load a new snapshot of the vessels current original particulars.

5

Particular

Label:	Data:
▶ Length Overall:	142,50 mtr.
Length P.P.:	134,00 mtr.
Breadth Moulded:	23,20 mtr.
Depth Moulded:	13,15 mtr.
Design Draft Moulded:	5,40 mtr.
Gross Tonnage:	13073

When working with particulars the user can control both the label and its data for each particular.

To **Add** a new particular first ensure you are in the correct Particular Category, then either pick a label from the pull down list, or type the label you want.

You are free to type any label you want. The purpose of the pull down list is merely to offer suggestions based on labels previously used under this category.

In the data field type the data value associated with the label.

To **Delete** a particular click the small button to the left of the particular.

Note!

When creating a new drydocking a copy of the vessels particulars and their categories are stored with the drydocking.

This to ensure that particulars remain historical correct on the drydocking, even if the vessel later changes its particulars. In this event older drydockings will still show the vessels particulars as they were at the time the drydocking was created.

Consequently edits here will only affect the copy of vessels particulars associated with the current drydocking.

To edit vessel particulars on the vessel generally, go to [Vessels](#)

6

Move Particular



Use the Move **Up** and **Down** buttons to position the individual particulars correctly in the list.

Client Permissions

These settings control permissions on the drydocking if imported into DockPlan Vessel Client.

DockPlan Vessel Client is a special version of DockPlan intended to be installed on vessels.

The purpose of the Vessel Client is to allow the vessel's crew to look through a preliminary drydock specification in due time prior to drydocking the vessel.

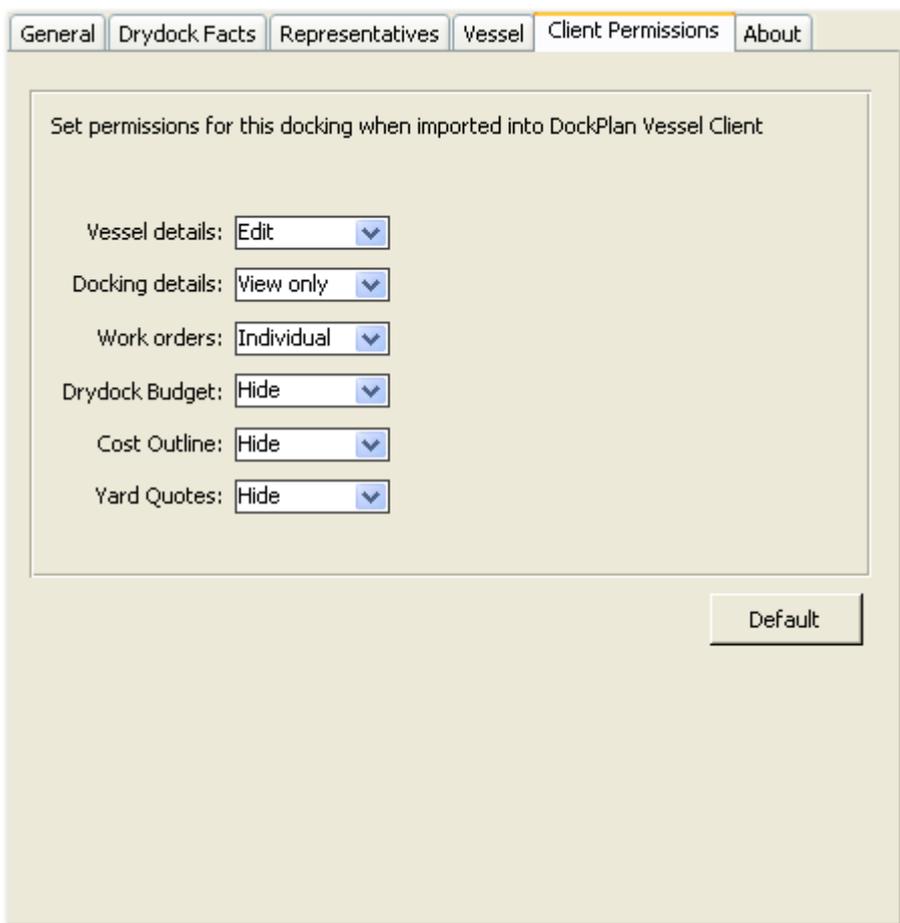
The crew can comment on the specification and add new jobs to the specification. When done, the vessel sends the specification back to the main office.

Use Client Permissions to control what the vessel can view and edit in the specification sent out..

For instance, If you set work order permissions to 'Edit All', the vessel's crew can modify (and delete) the existing work orders sent out from the office.

If you set work order permissions to 'Individual', client permissions must be [set individually for each job](#) in the specification.

Click the 'Default' button to apply the default permission scheme.



The screenshot shows a software dialog box titled "Client Permissions" with several tabs: "General", "Drydock Facts", "Representatives", "Vessel", "Client Permissions", and "About". The "Client Permissions" tab is active. Inside the dialog, there is a section titled "Set permissions for this docking when imported into DockPlan Vessel Client". Below this title are six rows of settings, each with a label and a dropdown menu:

- Vessel details: Edit
- Docking details: View only
- Work orders: Individual
- Drydock Budget: Hide
- Cost Outline: Hide
- Yard Quotes: Hide

At the bottom right of the dialog is a button labeled "Default".

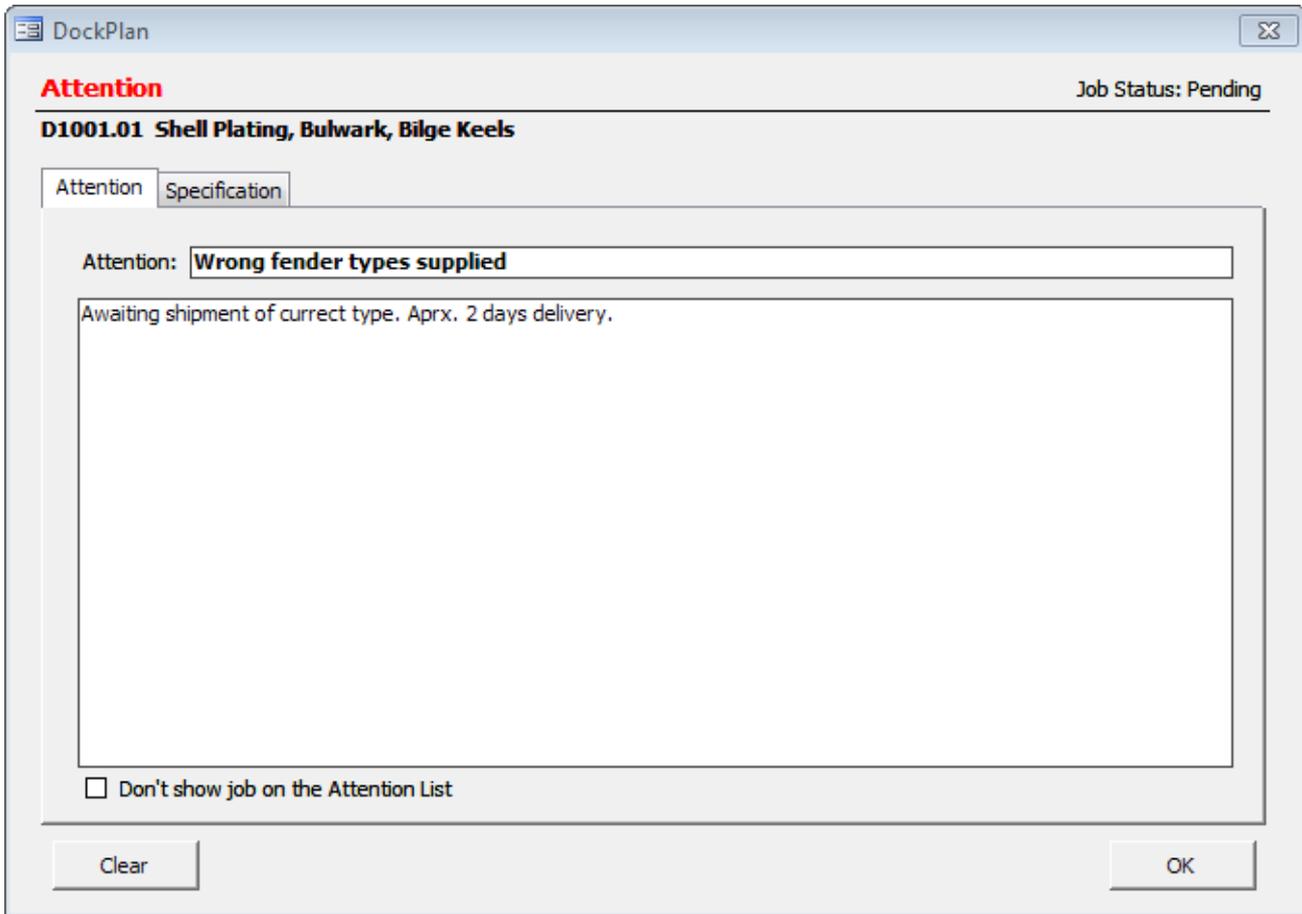
Attention List

The drydockings 'Attention' Tab displays all work orders that the superintendent has flagged for special attention during the drydocking.

The list allows quick access for both the superintendent and for management to work orders to which attention needs to be drawn, perhaps because the job in one way or another has turned out unexpectedly.

Job No	Attention	
D1001.01	Wrong fender types supplied	✓
D3801.01	Heavy cavitation	
D3805.01	Inner bush rejected by class surveyor	⇒

Items on the 'Attention' list can be opened directly from the list to see more detail on the matter.

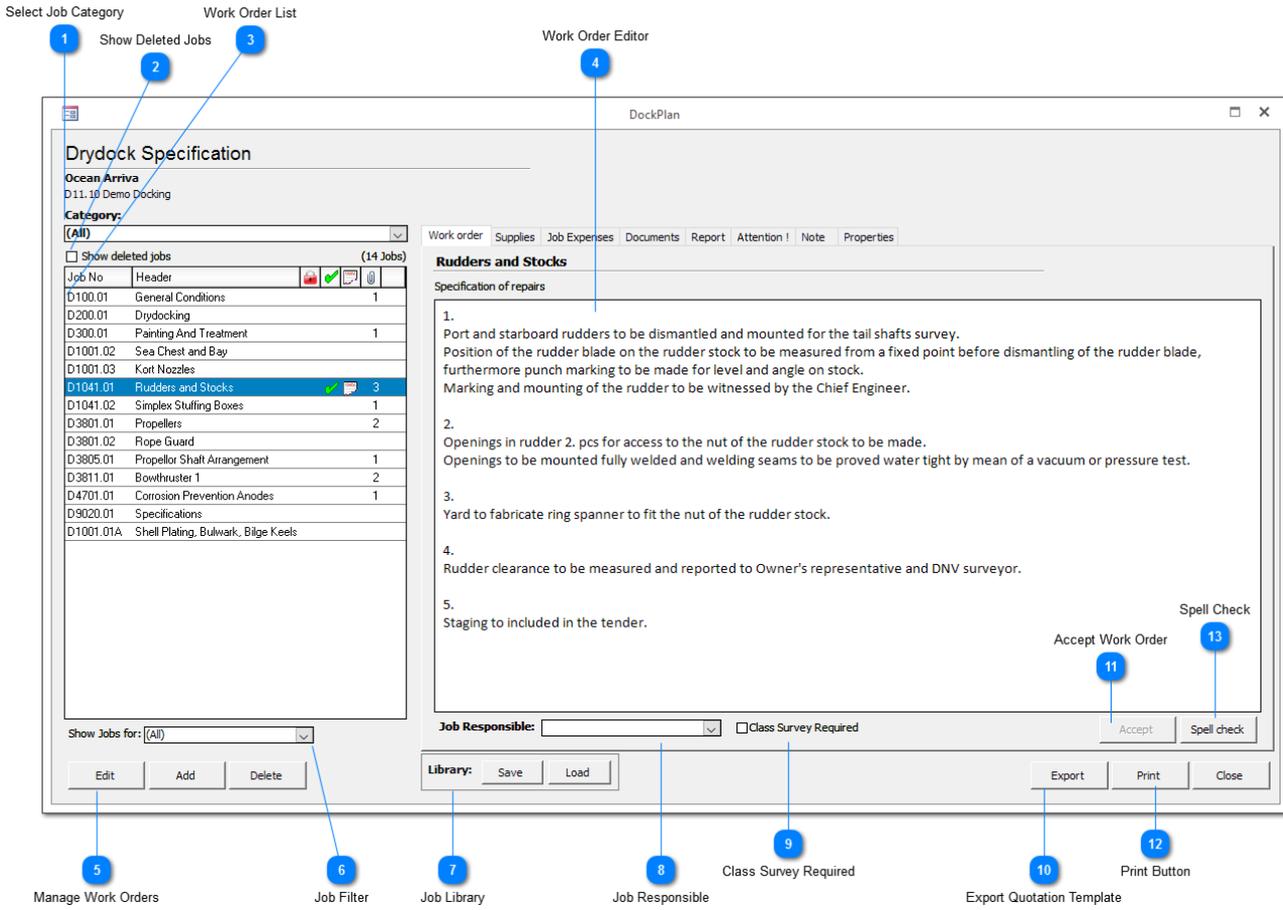


The 'Specification' tab on the dialog provides access to the work order's repair specification.

Work orders are automatically listed in the 'Attention' list, when text is entered on the work order's [Attention tab](#) in the specification.

A work order is maintained on the Attention list until its attention text is cleared, or the '**Don't show job on the Attention list**' checkbox is checked.

Drydock Specification



1 Select Job Category



Work Orders are arranged into Categories. Select a category from the pull down list, to view its work orders.

2 Show Deleted Jobs



Work orders deleted from the specification can be recovered. Check 'Show Deleted Jobs' to include previously deleted work orders in the work order list.

To undelete a deleted work order, select the work order and the 'Delete' button will turn into an 'Undelete' button.

To permanently delete a deleted job, click 'Edit' and in the Job Header dialog click 'Purge'

3 Work Order List

Job No	Header					
D100.01	General Conditions					1
D200.01	Drydocking					
D300.01	Painting And Treatment					1
D1001.02	Sea Chest and Bay					
D1001.03	Kort Nozzles					
D1041.01	Rudders and Stocks					3
D1041.02	Simplex Stuffing Boxes					1
D1001.01	Propellers					2

List of work orders in the selected Job category. Select a work order in the list to work with its contents.

Small icons on each work order displays various information about the work order:

	The work order is locked and cannot be edited. Either due to lack of permissions, or because the drydocking has been locked by the user, or has been marked as completed. In DockPlan Vessel Client individual work orders may have been locked by the office.
	Job status: In Progress
	Job status: Completed or Performance Tested
	Job status: Postponed until next drydocking
	Job status: Postponed until later
	Job status: Cancelled
	New work order. Added in DockPlan Vessel Client, by the vessels crew.
	The work order contains a note on the 'Note' tab
2	A digit in the column indicates the number of document attachments to the work order.

4 Work Order Editor

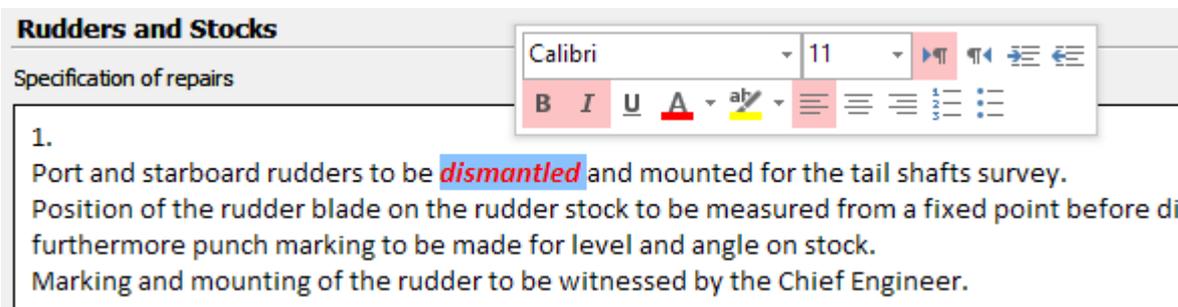
Rudders and Stocks

Specification of repairs

1.
Port and starboard rudders to be dismantled and mounted for the tail shafts survey.
Position of the rudder blade on the rudder stock to be measured from a fixed point before dismantling of the rudder blade, furthermore punch marking to be made for level and angle on stock.
Marking and mounting of the rudder to be witnessed by the Chief Engineer.
2.
Openings in rudder 2. pcs for access to the nut of the rudder stock to be made.

Enter the work orders Specification of Repair here.

Note that text can be formatted by selecting portions of the text and adjust its formatting from the pop-up toolbar:



The screenshot shows the 'Rudders and Stocks' header and 'Specification of repairs' text area. A pop-up toolbar is visible over the text, containing the following options: font face (Calibri), font size (11), bold (B), italic (I), underline (U), text color (A), background color (highlight), bulleted list, numbered list, and indent options. The word 'dismantled' in the first list item is highlighted in red in the original image.

5 Manage Work Orders



Use these buttons to Add and Delete work Orders.

The Edit button allows you to edit the work orders header. For more information see [Work Order Header](#)

6 Job Filter

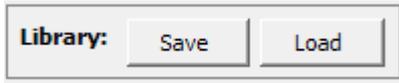
Show Jobs for: (All)

Work Orders can be assigned a [responsible](#) person from the list of [Representatives](#).

The **Job Filter** enables you to list only work orders having certain persons as responsible.

7

Job Library

A control panel for the Job Library. It features a label 'Library:' followed by two buttons: 'Save' and 'Load'.

Saves and loads work orders to and from the Job Library.

For more information on the Job Library, and how jobs are loaded, see [Job Library](#)

For more information about saving work orders to the Job Library, see [Save to Job Library](#).

8

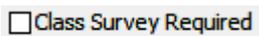
Job Responsible

A dropdown menu for selecting a responsible person. The label 'Job Responsible:' is followed by a text box and a downward-pointing arrow.

Work Orders can be assigned a responsible person from the list of [Representatives](#).

9

Class Survey Required

A checkbox labeled 'Class Survey Required'.

This check box indicates that the work order requires approval by the class surveyor in order to complete the job.

10

Export Quotation Template

A button labeled 'Export'.

When requesting quotations from ship yards, DockPlan can export an Excel formatted quoting template, fully prepared with work orders and requested quotes.

The template is then sent to the yard along with the written drydock specification.

The shipyards enter their quotations in the template, and returns the template, which can then be imported into the Yard Quotes module in DockPlan.

For more information on Yard quotes, and export and import of quoted prices, see [Yard Quotes](#)

11

Accept Work Order

A rectangular button with a light gray background and a thin black border, containing the text "Accept" in a standard sans-serif font.

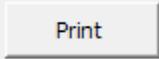
The **Accept** button is only enabled for work orders received from the Vessel (i.e. work orders prepared by the vessel's crew in the Vessel Client version of DockPlan).

Having received and imported a Docking file from DockPlan Vessel Client, some additional work orders may have been created by the vessel's crew. After having proof read these new work orders, they can be accepted as part of the official drydock Specification, by pressing the **Accept** button.

Vessel added work orders must be accepted one-by-one.

12

Print Button

A rectangular button with a light gray background and a thin black border, containing the text "Print" in a standard sans-serif font.

The function of the print button is depending on the tab page shown.

To print the **Drydock Specification** select the *Work Order* or *Budget Tab*
To print the **Drydock Report**, select the *Report Tab*.

13

Spell Check

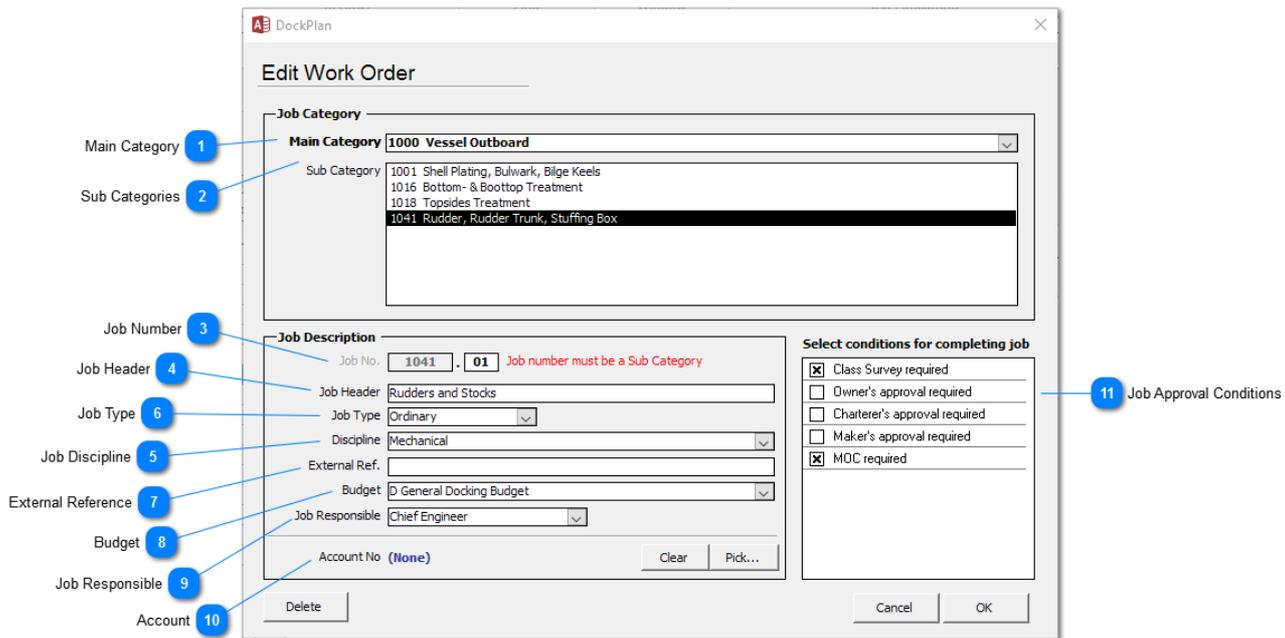
A rectangular button with a light gray background and a thin black border, containing the text "Spell check" in a standard sans-serif font.

Click to spell check the Specification of Repair text.

The spell checker relies on dictionaries and proofing technology from Microsoft Office 2013, so for spell checking to work Microsoft Office 2013 must be installed on the client computer.

If you do not have Office 2013 proofing tools installed on your computer, you can have DockPlan install them for you [here](#)

Work Order Header



1 Main Category

Main Category 1000 Vessel Outboard

Main Job Category for the Work Order.

For more information about Job Categories, see [Job Categories](#)

2 Sub Categories

Sub Category 1001 Shell Plating, Bulwark, Bilge Keels
1016 Bottom- & Boottop Treatment
1018 Topsides Treatment
1041 Rudder, Rudder Trunk, Stuffing Box

Sub Job Category for the Work Order.

For more information about Job Categories, see [Job Categories](#)

3 Job Number

Job No. 1041 . 01

Depending on configuration of the Main Job Category, the job number is either issued automatically, when a Sub Category is picked, or the user must enter a Job Number Manually.

Job Numbers are assigned a Running Number **01** to allow for more work orders under the same Sub Category.

For more information about Job Categories, see [Job Categories](#)

4

Job Header

Job Header

Enter any text to describe the headline of the Work Order.

5

Job Discipline

Discipline

An optional Discipline can be assigned to each job.
DockPlan can then list, print and group jobs according to Discipline.

For an introduction to Job Disciplines click [here](#)

6

Job Type

Job Type

Several Job Types may be available. For instance:

- Work Orders authored before obtaining Yard Quotations
- Work Orders added after quotation is completed and Yard is selected
- Work Orders added during drydocking.

The definition and management of [Job Types](#) are handled by DockPlan Administrators.

7

External Reference

External Ref.

Optional free-text reference to other IT-Systems. For instance references to Repair & Maintenance Systems or Financial Systems.

8

Budget

Budget

Assign a Budget Reference to the Work Order.
For further information on Budgets, See [Budgets](#)

9 Job Responsible

Job Responsible

Work Orders can be assigned a responsible person from the list of [Representatives](#).

10 Account

Account No **(None)**

Work Orders can be assigned an Account Number by picking from the built-in [Chart of Accounts](#). The Account feature is configurable, and assigning accounts to work orders may be either optional or mandatory. The entire Account feature may even be disabled in your version of DockPlan.

Supplies

Lists supplies available for work orders in the drydock specification.

On the individual work orders, certain supplies can be checked as **Yard's Supply** or **Owner's Supply** or both. This is used to easily state on work orders which parts and services are considered yards supply and owners supply, with regards to the work specified on the work order.

Supplies are included as part of each work order in the printed drydock specification. Only supplies with check marks and/or comments are printed in the specification.

Depending on setup, you may be allowed to add your own supplies to the work order, or supplies may even be disabled all together.

The default list of Supplies are managed from DockPlan [Settings](#).

Supply	Yards	Owners	Note
Anodes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bolts and Nuts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing to be reused
Cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Function Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gaskets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heating	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Measurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	By manufacturer
Paint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Removal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Spareparts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transport	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	

Delete

Job Expenses

Yard Quotations

Actual price 2 Currency 3 Do not request quotation 5 Discount 4

Work order Supplies Job Expenses Documents Report Attention ! Note Properties

Rudders and Stocks

Yard Quotations Do not request quotation for this job

Cost Type	Reference	Description	Quantity	Price	Actual	Currency	%	Total	USD
Quote		Staging	1	4.555,00		USD	0,0	4.555	4.555
Quote		Seals refitting	1	7.889,00		USD	0,0	7.889	7.889
*									

Move: ▲ ▼ Move lines 6 Yard Total (USD): 12.444

Owners Expenses

Cost Type	Reference	Description	Quantity	Price	Actual	Currency	%	Total	USD
Survey		By Manufacturer	1	800,00		USD	0,0	800	800
Parts		Seals	2	2.500,00		DKK	0,0	5.000	752

Move: ▲ ▼ Owner Total (USD): 1.552

Drydock Totals (USD) Job Total (USD): 13.996

Apprv. Budget: 650.000 Commit.: 522.927 Discount: -6.612 Remain.: 133.685 Budgets Cost Outline

Owners Expenses 7 Work Order Total 8 Budget 9 Cost Outline 10

1 Yard Quotations

Yard Quotations Do not request quotation for this job

Cost Type	Reference	Description	Quantity	Price	Actual	Currency	%	Total	USD
Quote		Staging	1	4.555,00		USD	0,0	4.555	4.555
Quote		Seals refitting	1	7.889,00		USD	0,0	7.889	7.889
*									

Move: ▲ ▼ Yard Total (USD): 12.444

Yard's quotation for the work order.

The total Yard quote can consist of any number of sub quotes.

Quotations from several yards are evaluated in the [Yard Quotes](#) module, and when a yard is finally selected for drydocking, all quotes from the selected yard is automatically transferred to the work orders in the drydock specification.

Note!

Quotes entered in this list prior to sending out the specification to yards will be included in the printed drydock specification in a list below each work order. This enables the user to inform the yard what specific quotes are expected for the work order. Of course prices will not be known at this point, but the quote description will tell the yard what quotes are expected. Furthermore these same quotes will automatically be preloaded in the [Yard Quotes](#) module, so that only prices needs to be filled in, when received from the yard.

2 Actual price

Actual

After the work order is carried out, it may turn up, that the final prices for the job differs from the once quoted price. To update the drydock budget with the correct resulting price, you need not change the original quote. Rather type the new price in the **Actual** field, and keep the quoted value for historical reference.

If a value exists in the **Actual** field, this value will go into the calculations. If the actual field is empty, the quoted value will go into the calculations.

3 Currency

Currency
USD

Cost values may not always be of the same currency as the overall currency used for the drydocking. Use the currency pull down to select a currency for the cost, and DockPlan will automatically calculated the cost into the currency used for the docking.

To setup currencies and exchange rates for the docking, see [Currencies](#)

4 Discount

%
0,0

If a discount is offered, enter the discount percentage here, to have it affect calculations.

5 Do not request quotation

<input type="checkbox"/> Do not request quotation for this job
--

When requesting quotations from ship yards, DockPlan can export an Excel formatted quoting template, fully prepared with work orders and requested quotes. The template is then sent to the yard along with the written drydock specification.

Place a check mark in the **Do not request quotation for this job**, to omit the job from the quoting template.

6 Move lines

Move: ▲ ▼

Use the **Move Up** and **Move Down** buttons to position the cost lines in the sorting order required.

7 Owners Expenses

Cost Type	Reference	Description	Quantity	Price	Actual	Currency	%	Total	USD
Survey	▼	By Manufacturer	1	800,00		USD ▼	0,0	800	800
Parts	▼	Seals	2	2.500,00		DKK ▼	0,0	5.000	752
▶	▼					▼			

Move: ▲ ▼

Owner Total (USD): 1.552

Owners Expenses works the same way as [Yard Quotations](#) do. The sole purpose of the two cost sheets is to keep Yard Costs and Owners Costs separated on the Work Order.

8 Work Order Total

Job Total (USD): 13.996

The work orders grand total of both Yard Quotes and Owners Expenses summarized.

9 Budget

Budgets

Click to view the dockings [Budget](#)

10 Cost Outline

Cost Outline

Click to view [Cost Outline](#) for the docking.

Documents

External documents can be attached to each Work Order.

Any kind of file can be attached, but DockPlan only supports printing the following file types as part of a DockPlan report:

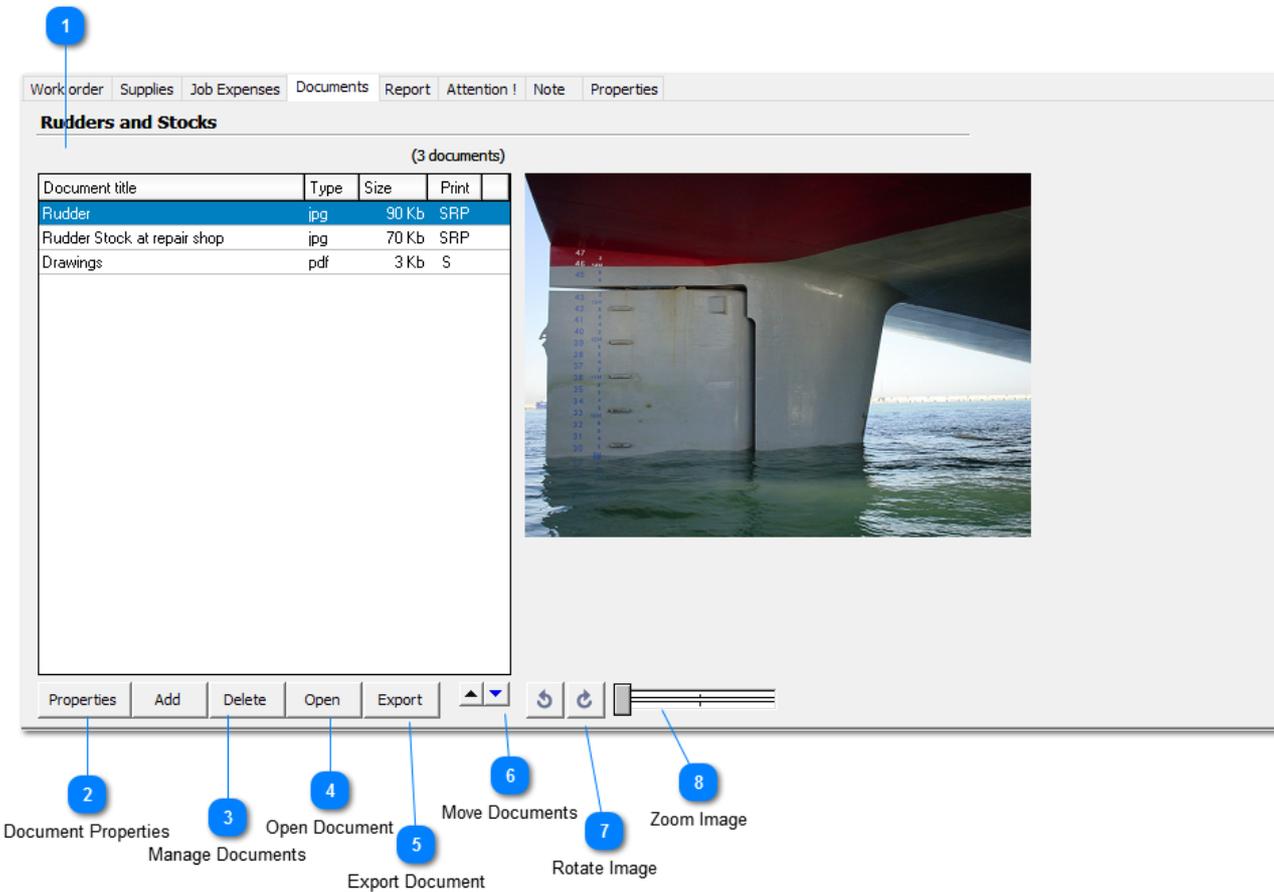
- Word Documents (doc, docx, dot)
- Excel Spreadsheets (xls,xlsx, xlw)
- PDF Documents (pdf)
- Most Graphic files like photos and drawings (bmp, jpg, gif, tif, wmf)

Note!

In order to print Word and Excel documents from DockPlan, MS Word and MS Excel must be installed on the users computer.

You might consider to have DockPlan convert Word documents to PDF when attached. See [Attaching Word Documents](#)

Document List



1

Document List

(3 documents)				
Document title	Type	Size	Print	
Rudder	jpg	90 Kb	SRP	
Rudder Stock at repair shop	jpg	70 Kb	SRP	
Drawings	pdf	3 Kb	S	

List of external documents attached to the currently selected Work Order.

The S and R flags in the Print column, indicates which reports the document print with.

S: Prints with the Drydock **S**pecification

R: Prints with the Drydock **R**eport

P: Prints with the **P**rogress Report

2

Document Properties

Properties

Document Properties displays information about the attached document, and sets how the document should print.

For further information, see [Document Properties](#)

3

Manage Documents

Add

Delete

Use these buttons to add and remove documents to and from the work order.

When adding a document, DockPlan will make a copy of the original document, and store the copy in the [Shared Document Folder](#) to use with DockPlan

So after attaching a document, it is not necessary to keep the original document file or maintain its source location.

4

Open Document

Open

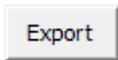
Click to open the selected document in its associated application.

The associated application, is the application that Windows associates with the documents file type.

E.g. **doc** files open in MS Word, **jpg** file types open in an image editor etc.

5

Export Document



Attached documents can be exported from DockPlan as copies, in case you need a copy for some other purpose.

6

Move Documents



Use the **Move Up** and **Move Down** buttons to position the attached documents in the order they should appear in reports.

7

Rotate Image



Image type documents, like photos, can be rotated using these buttons.

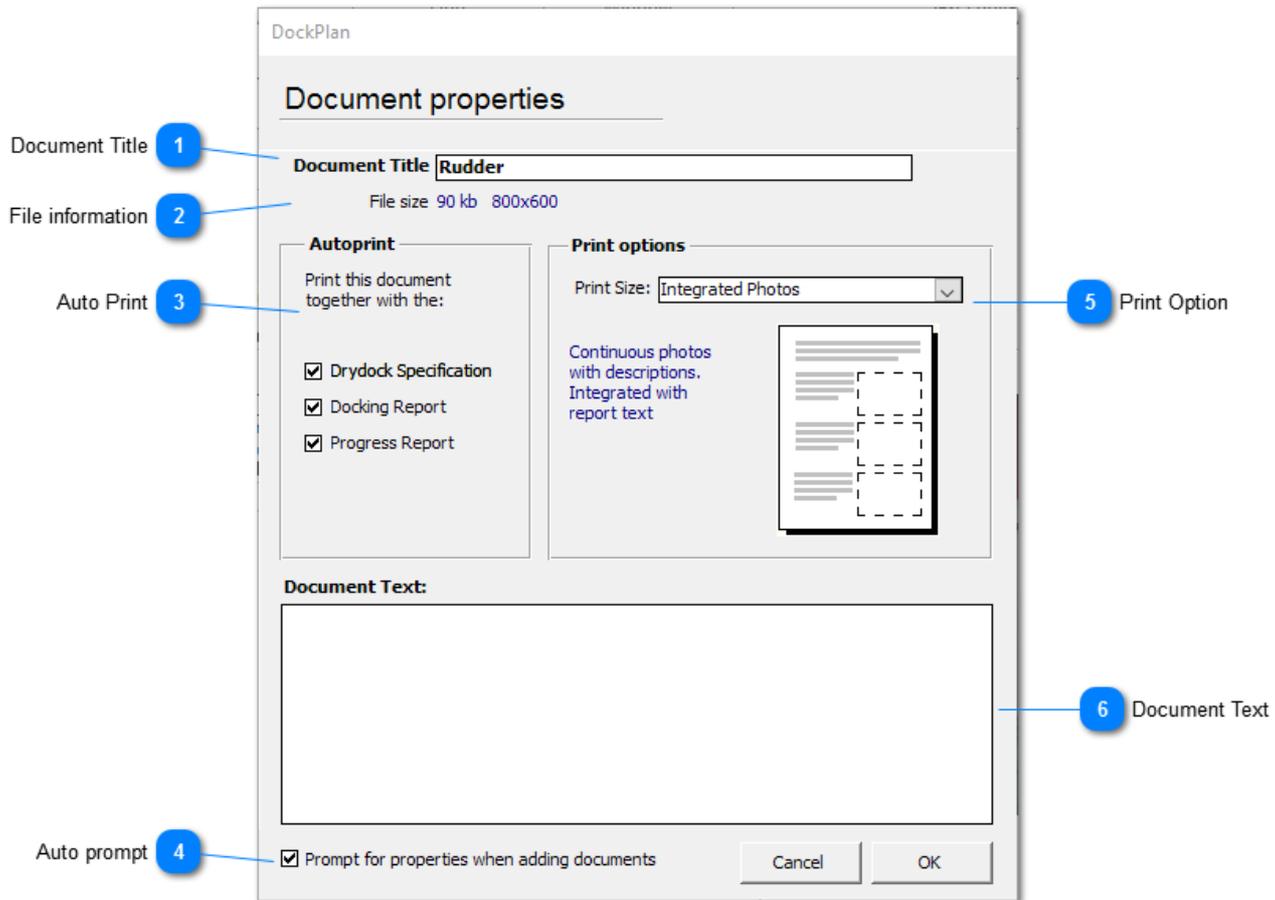
8

Zoom Image



PDF Files and image type documents, like photos, can be zoomed in and out using this slider.

Document Properties



Note!

You might consider to have DockPlan convert Word documents to PDF when attached. See [Attaching Word Documents](#)

1 Document Title

Document Title

The Document Title describes the document, for use with the Document List, and on Reports when printed in Photo mode.

2 File information

File size 90 kb 800x600

The size and resolution of the attached file.
(Resolution only applies to image files)

3

Auto Print

Autoprint

Print this document together with the:

- Drydock Specification
- Docking Report
- Progress Report

Sets the document to be automatically included in the Drydock Specification or the Drydock Report or the [Progress Report](#), or any combination thereof.

Please note!

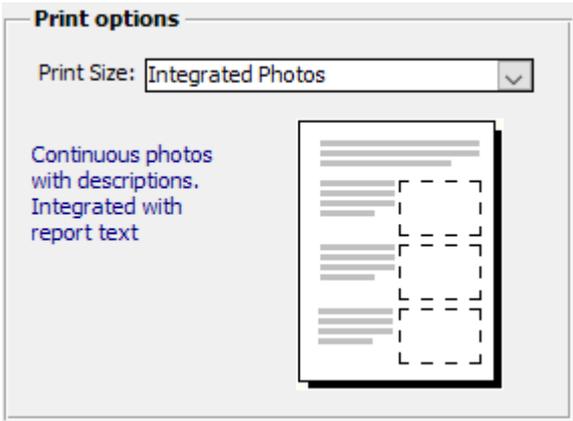
The Progress Report is designed with integration of photos, and in order for the Progress Report checkbox to become enabled, the attached file must be an image, and the Print Option selected to 'Integrated Photos'.

4

Auto prompt

Prompt for properties when adding documents

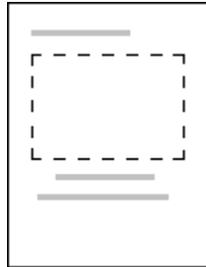
Check this to have the documents Property dialog display automatically when documents are added.



For image type documents, like photos, you can set how the document should print.

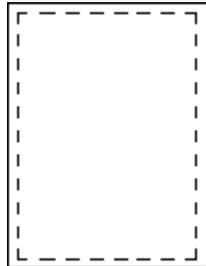
Photo

The image prints as a smaller photo, allowing for the [Document Title](#) to be printed as header, and the [Document Text](#) to be printed below the image.



Full Sheet Portrait

The image prints edge-to-edge in portrait orientation.



Full Sheet Landscape

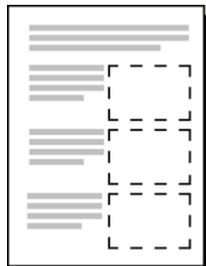
The image prints edge-to-edge in landscape orientation.



Integrated Photos

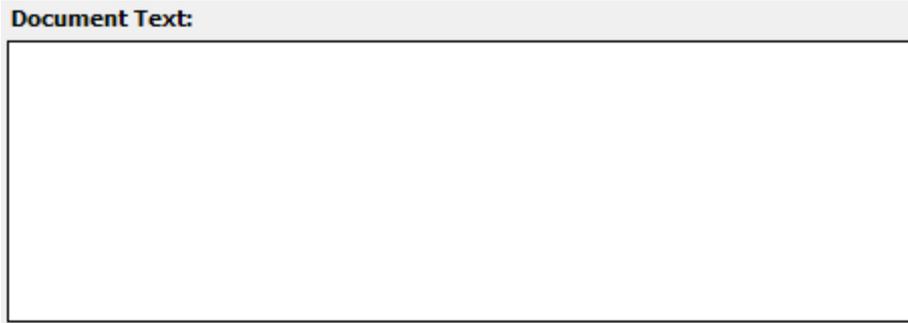
Images prints in continuation of the report text (on the same page onwards).

Images are printed in the right side of the report, with their associated [Document Text](#) to to the left.



6

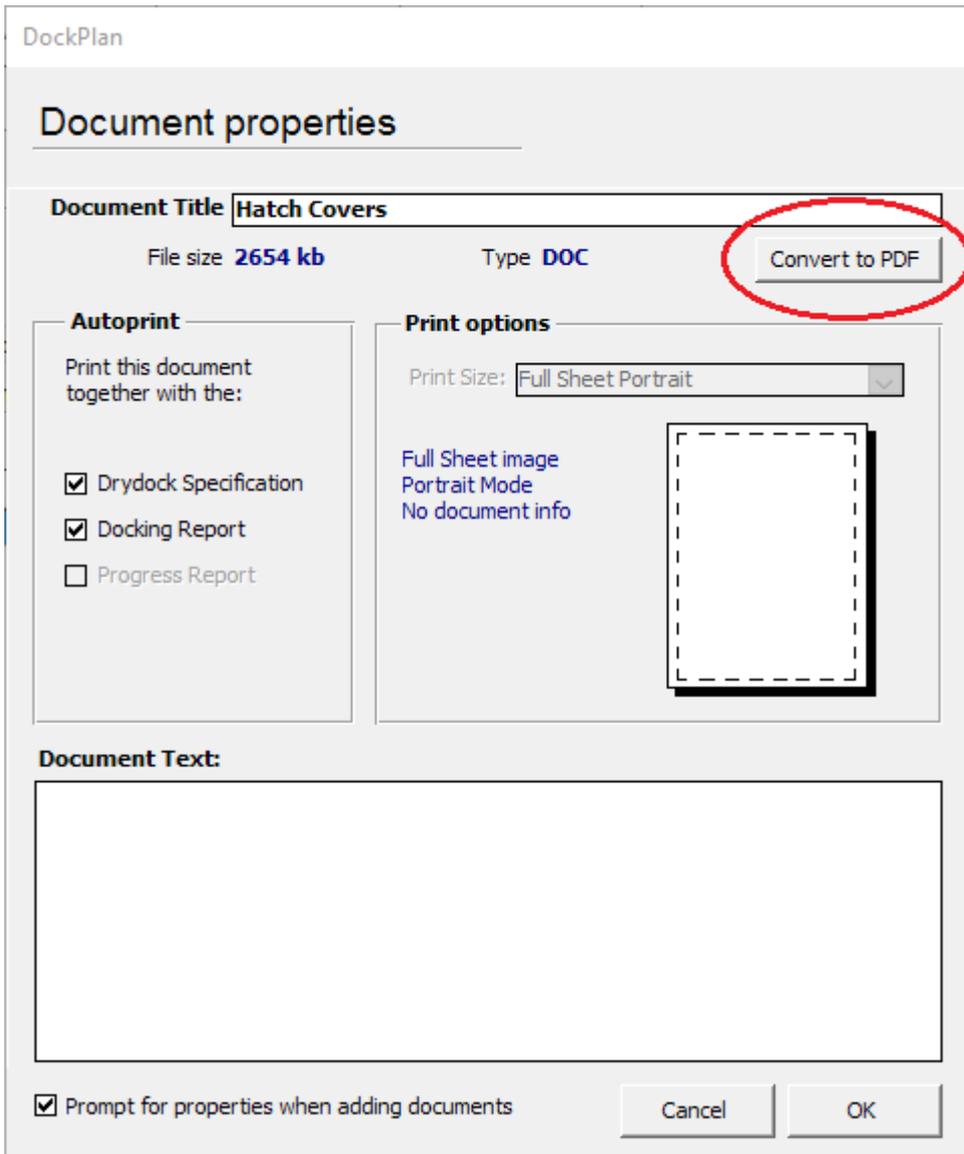
Document Text



Allows for image annotation. The Document Text is printed with the image in [Photo](#) and [Integrated Photo](#) mode.

Attaching MS-Word Documents

When attaching MS-Word documents, DockPlan offers to convert these into PDF right away.



Converting a Word document to PDF will:

- Reduce the file size significantly
- Enable preview of the document directly in DockPlan
- Improve the printing speed of reports containing the document
- Reduce the size of export files

So if you do not need to maintain full editing capabilities of Word documents after they are attached in DockPlan it is highly recommended to convert them to PDF when attached.

Report

Here you check the Work Order completed, and describes the work carried out. The content of this page creates the DockPlan [Drydock Report](#)

Work order | Supplies | Job Expenses | Documents | Report | Attention ! | Note | Properties

Rudders and Stocks

Job Status: (1)

Date: |

By:

Class Survey required
MOC required (3)

Report:

The rudder bottom plug was removed and rudder in entirety found in good condition.

Calibration on docking	:	FWD	AFT	PORT	STB
Top bush	:	0.50	1.10	0.00	1.80
Lower Pintlebush	:	0.00	1.30	1.90	0.60
Jumping bar	:			5.70	5.90

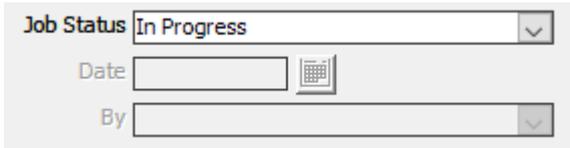
Calibration on undocking	:	FWD	AFT	PORT	STB
Top bush	:	0.50	1.10	0.00	1.80
Lower Pintlebush	:	0.00	1.30	1.90	0.60

Please see attached report.

Starboard side inspection cover welding seam was found with small pit at top corner. The seam was gauged and rewelded. Following dye check and vacuum test carried out with no remarks.

It is recommended to install bottom plug type inspection openings during the next docking in order to establish eventual slackness of rudder stock nuts.

1 Job Status



The screenshot shows a form with three fields: 'Job Status' is a dropdown menu currently showing 'In Progress'; 'Date' is a text input field with a calendar icon to its right; 'By' is another dropdown menu.

Sets the current status of the Work Order. You can select between:

- Pending
- In Progress
- Work Done
- Performance tested
- Postponed until later
- Postponed until next drydocking
- Cancelled

When selecting either **Work Done** or **Performance tested** DockPlan will prompt for a completed date

When selecting **Performance tested** DockPlan will prompt for a name of the person who carried out, or signed for the test.

Available test-persons are picked from the list of [Representatives](#).

If completion of the work order requires approval by a class surveyor, a **notification** will display next to the Job Status drop down.

2 Report Text

Report:

The rudder button plug was removed and rudder in entirety found in good condition.

Calibration on docking	:	FWD	AFT	PORT	STB
Top bush	:	0.50	1.10	0.00	1.80
Lower Pintlebush	:	0.00	1.30	1.90	0.60
Jumping bar	:			5.70	5.90
Calibration on undocking	:	FWD	AFT	PORT	STB
Top bush	:	0.50	1.10	0.00	1.80

The report text describes the work carried out, and other information with regard to completing the work order.

This text goes into the [Drydock Report](#).

Note that text can be formatted by selecting portions of the text and adjust its formatting from the pop-up toolbar:

Calibration on undocking : FWD AFT PORT STB
Top bush : 0.00 1.90 0.00 1.80
Lower Pintlebush : 1.90 0.60

Please see attached report.

Starboard side inspection cover welding seam was found with small pit at top corner. The seam was gauged following dye check and vacuum test carried out with no remarks.

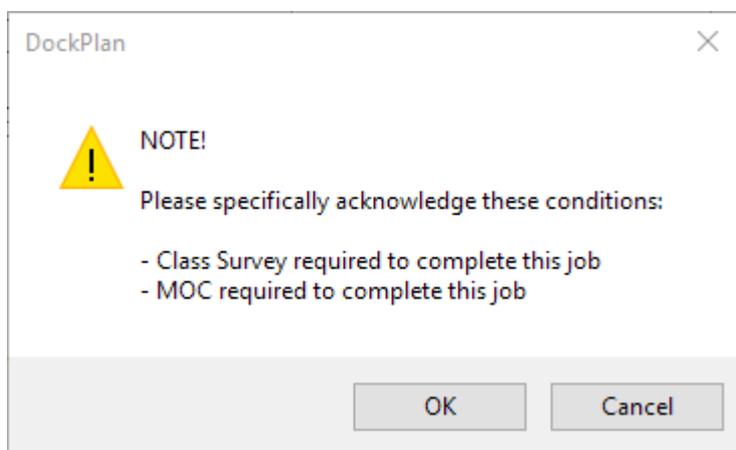
3 Job Approval Conditions

Certain conditions may apply to the work order in order to change its status to 'Work Done' or 'Performance Tested'.



These conditions were configured when creating the [job](#)

Some approval conditions only serves as a reminder, others may required specific acknowledgement.



The user acknowledging such conditions will be recorded on the work orders [Properties](#) tab.

Which conditions require specific acknowledgment and which do not, is specified by the DockPlan Admin in [Base tables](#)

For an introduction to Job Approvals click [here](#)

Attention !

The Attention tab on work orders enables the user to raise attention to certain work orders. Perhaps because a work order imposes a problem, requires special handling, contains important information, or perhaps because it in some way has turned out differently than expected.

A work order attention consist of both a header and a description. When text is entered in either the header or the description, the work order will automatically appear on the drydocking's [Attention List](#)

The screenshot shows a software interface with a tabbed menu at the top: Work order, Supplies, Job Expenses, Documents, Report, Attention !, Note, Properties. The 'Attention !' tab is active. Below the tabs, the title 'Propellor Shaft Arrangement' is displayed. A bold instruction reads: 'If this job needs special attention, please enter below information:'. There are two input fields: 'Attention Header:' containing the text 'Inner bush rejected by class surveyor' and 'Attention Description:' containing the text 'New inner bush to be fitted. Additional costs, but no delay expected.'. At the bottom left, there is a checkbox labeled 'Don't show job on the Attention List'. At the bottom right, there is a 'Clear' button. Four blue callout boxes with numbers 1 through 4 point to these elements: 1 points to the 'Attention Header' label, 2 points to the 'Attention Description' label, 3 points to the 'Don't show job on the Attention List' checkbox, and 4 points to the 'Clear' button.

Category:	
(All)	
<input type="checkbox"/> Show deleted jobs	
Job No	Header
D100.01	General Conditions
D200.01	Drydocking
D300.01	Painting And Treatment
D1001.01	! Shell Plating, Bulwark, Bilge Keels
D1001.02	Sea Chest and Bay
D1001.03	Kort Nozzles
D1041.01	Rudders and Stocks
D1041.02	Simplex Stuffing Boxes
D3801.01	! Propellers
D3801.02	Rope Guard
D3805.01	! Propellor Shaft Arrangement
D3811.01	Bowthruster 1
D4701.01	Corrosion Prevention Anodes
D9020.01	Specifications

Work orders with active attentions display an **!** icon in the Job list.

1 Header

Attention Header:
Inner bush rejected by class surveyor

The header of the special attention will display in the drydocking's [Attention list](#).

2 Description

Attention Description:
 New inner bush to be fitted. Additional costs, but no delay expected.

The description allows for more detailed information about the nature of the special attention.

3

Don't show job on the Attention List

Don't show job on the Attention List

Work orders with text in the attention header or the attention description automatically appears on the drydocking's [Attention list](#).

To temporarily remove a work order from the Attention list, without deleting its attention header and/or description, place a check mark in the **Don't show job on the Attention list** check box.

4

Clear Attention

Clear

Clears both the attention header and the description, and consequently removes the work order from the [Attention List](#)

Note

The note field associated with each work order enables you to add comments to the work order.

This is particularly useful when transferring drydock specifications back and forth between the vessel and the office.

Using notes you are able to send comments or questions along with the work order to the vessel.

Likewise crew members are able to comment on the work orders before returning the specification to the office.

Once a note is entered, it can no longer be edited or deleted.

Note Sheet

1

Work order | Supplies | Job Expenses | Documents | Report | Attention ! | Note | Properties

Rudders and Stocks

Job Note:

13-07-2011 01:42:44 (by: ERU)
This is a demo note - This is a demo note.

Existing notes are not editable

Add Note

2

Add Note

1 Note Sheet

13-07-2011 01:42:44 (by: ERU)
This is a demo note - This is a demo note.

Displays previous notes on the work order.

2 Add Note

Add Note

Append a new note to the note sheet.

The screenshot shows a software window titled "DockPlan" with a sub-header "Add Note". Below the sub-header, the text "D100.01 General Conditions" is displayed. A large text area is labeled "Note:" and contains a red warning message: "Note! - Once added, notes cannot be edited". At the bottom left, there is a text input field labeled "Added by:" with the value "ERU" entered. At the bottom right, there are two buttons: "Cancel" and "Add".

Properties

Work Order Properties

Work order | Supplies | Job Expenses | Documents | Report | Attention ! | Note | Properties

Rudders and Stocks

Settings

- Include job in Drydock Specification
- Include job in Drydock Report
- Show job on Time Line

Lock Job

- Lock job in Vessel Client

Properties

Last modified 24-03-2017 10:05 by KEYNET'ERU
Job created 08-07-2011 00:41 by KEYNET'ERU

Acknowledgements

Class Survey required	(Pending confirmation)
MOC required	(Pending confirmation)

1

Job visibility

- Include job in Drydock Specification
- Include job in Drydock Report
- Show job on Time Line

Not all work orders may be of concern for the shipyard. Other work orders should perhaps not be included with the Drydock Report, and others should not fill up in the Time Line, because there is no need to track their progress.

Use these checkboxes to include or omit a work order from certain reports.

2

Lock Job

- Lock job in Vessel Client

If a specification is exported from the office system, and sent to the vessel for importing into the Vessel Client version of DockPlan, this checkbox defines if the work order is editable in Vessel Client or not. I.e. whether the vessel's crew can alter the work order or it will be locked while on the vessel.

This setting can however be overruled by Client Permission settings for the entire docking. In [Client Permissions](#) for the docking, work orders must be set to 'Individual' for the **Lock Job in Vessel Client** setting to take effect.

3

Acknowledgements

Acknowledgements	
Class Survey required	(Pending confirmation)
MOC required	(Pending confirmation)

If the work order had certain approval conditions to be acknowledged when completing the job, the user who acknowledged such conditions will be recorded in this list.

For an introduction to Job Approvals click [here](#)

Print Drydock Specification

The Drydock Specification contains the specification of repairs from the [Work Order Tab](#) on work orders.

DockPlan

Print Drydock Specification

(16 Workorders Selected)

Print selection

Page range

All

Current job: **D100.01 General Conditions**

Jobs having responsible: (Any Responsible)

- and Discipline: Mechanical (M)

4 External Documents

Do not print external documents

Print external documents after each job

Print external documents at the end of the specification

Options

Include Cover page - Title: Drydock Specification

Insert Vessel Image on Coverpage

Include Table of Contents

Include Vessels Particulars

Report Log

Register print in the Report Log

Log Text: _____

1 Page Range

(16 Workorders Selected)

Page range

All

Current job: **D100.01 General Conditions**

Jobs having responsible:

- and Discipline:

Select to print the entire report (all work orders), the currently selected work order, or all work orders having a certain combination of [Discipline](#) and [Job Responsible](#).

The report will only include work orders that are [marked to be included in the Drydock Specification](#).

2 External documents

4 External Documents

Do not print external documents

Print external documents after each job

Print external documents at the end of the specification

If external documents exists on work orders in the selected page range, select if these documents should printed, and if so how they should be arranged in the report.

Only external documents marked for [AutoPrint](#) with the Drydock Specification is included.

3 Options

Options

Include Cover page - Title:

Insert Vessel Image on Coverpage

Include Table of Contents

Include Vessels Particulars

Report Options allows you to add a **Cover Page** (including customizable Cover Page Title), **Table of Contents** and **Vessels Particulars** to the Report.

If a vessel image has been assigned to the vessel in the [Vessel Module](#), and DockPlan Administrator [Settings](#) allows so, you can select to have the vessel image display on Report Cover Pages.

4 Report Log

Report Log

Register print in the Report Log

Log Text:

The Report Log can track certain reports created in DockPlan. If report logging is selected for the print, the log will register the print along with a user defined log text and a copy of the report created.

This feature is useful when for instance a preliminary drydock specification is created and sent to a yard or other 3rd party for comments or quotations. If changes and additions are made to the specification after its was send to other parties, this can later lead to confusion about what was actually included in reports sent out in the past. If you log such prints, you have date and time for the report, and from the dockings [Report Log](#) you can open a copy of the very report, created at that point in time.



The screenshot shows the 'Report Log' window in the DockPlan application. The window title is 'DockPlan' and it has a close button in the top right corner. The main content area displays the following information:

Ocean Arriva
D11.10 Test Docking

Final Version	13-07-2011 02:09:24	KEYNET\eru
Sent to Dubai Drydocks	13-07-2011 02:08:57	KEYNET\eru

At the bottom of the window, there are three buttons: 'Delete', 'View Report', and 'Close'.

Print Drydock Report

The Drydock Report contains reporting information from the [Report Tab](#) on work orders.

DockPlan

Print Drydock Report

(15 Workorders Selected)

Print selection

Page range

- All
- Current job: **D100.01N General Conditions**
- Jobs having responsible: Chief Engineer (Vessels Crew) [v]
- and Discipline: (Any Discipline) [v]

Use Report data: Reporting entered on workorder's Report tab [v]

- Include Job Costs in Report
- Include Completed Jobs only
- Include Job's Specification of Repair in Report

3 External Documents

- Do not print external documents
- Print external documents after each job
- Print external documents at the end of the specification

Options

- Include Cover page - Title: Drydock Report [t]
- Insert Vessel Image on Coverpage
- Include Table of Contents
- Include Vessels Particulars

Report Log

- Register print in the Report Log
- Log Text: [t]

[Progress Bar] [Cancel] [Print]

Page Range **1**

Report Data **2**

Include data **3**

External Documents **4**

Options **5**

Report Log **6**

1 Page Range

(15 Workorders Selected)

Page range

All

Current job: **D100.01N General Conditions**

Jobs having responsible: ▾

- and Discipline: ▾

Select to print the entire report (all work orders), the currently selected work order, or all work orders having a certain combination of [Discipline](#) and [Job Responsible](#).

The report will only include work orders that are [marked to be included in the Drydock Report](#).

It is possible to exclude work orders without text in the reporting field from the report. Also it is possible to include the work orders specification of repair in addition to the reporting text.

2 Report Data

Use Report data: ▾

Select which Report data should go into the Drydock Report

Selection	Meaning
Reporting entered on Workorder's Report tab	Text entered on the work orders Report Tab , will go into the Drydock Report
Workorder's last progress Report	The Drydock Report will not be base on text from the workorder's Report Tab , but rather on text from the last progress report created for each work order.
Combine both	The text from the workorder's Report Tab and the text from the workorder's last Progress Report will be combined and used in the Drydock Report

3

Include data

- Include Job Costs in Report
- Include Completed Jobs only
- Include Job's Specification of Repair in Report

Select which other data should go into the Drydock Report

Selection	Meaning
Include Job Costs in Report	Yard Costs and Owner's Cost are included in the report for each Workorder.
Include Completed Jobs only	Only report data from workorders with status 'Completed' will be included in the report.
Include Job's Specification of Repair in Report	The Workorders original Specification of Repair is included in the report

4

External Documents

3 External Documents

- Do not print external documents
- Print external documents after each job
- Print external documents at the end of the specification

If external documents exists on work orders in the selected Page Range, select if these documents should printed, and if so how they should be arranged in the report.

Only external documents marked for [AutoPrint](#) with the Drydock Report is included.

5

Options

Options

- Include Cover page - Title:
- Insert Vessel Image on Coveragepage
- Include Table of Contents
- Include Vessels Particulars

Report Options allows you to add a **Cover Page** (including customizable Cover Page Title), **Table of Contents** and **Vessels Particulars** to the Report.

If a vessel image has been assigned to the vessel in the [Vessel Module](#), and DockPlan Administrator [Settings](#) allows so, you can select to have the vessel image display on Report Cover Pages.

6 Report Log

Report Log

Register print in the Report Log

Log Text:

The Report Log can track certain reports created in DockPlan.

If report logging is selected for the print, the log will register the print along with a user defined log text and a copy of the report created.

This feature is useful when for instance a preliminary drydock report is created and sent to a 3rd party for comments. If changes and additions are made to the report after its was send to other parties, this can later lead to confusion about what was actually included in reports sent out in the past. If you log such prints, you have date and time for the report, and from the dockings [Report Log](#) you can open a copy of the very report, created at that point in time.

DockPlan

Report Log

Ocean Arriva
D11.10 Test Docking

Final Version	13-07-2011 02:09:24	KEYNET\eru
Sent to Dubai Drydocks	13-07-2011 02:08:57	KEYNET\eru

Delete View Report Close

Save to Job Library

When saving a Work Order to the Job Library for possible future use on other vessels, this Save dialog appears:

The screenshot shows the 'Save job to Library' dialog box in the DockPlan application. The dialog has a title bar 'DockPlan' and a main title 'Save job to Library'. Below the title, it says '1 of 1'. The 'Job' field contains 'Rudders and Stocks'. The 'Comment' field is empty. The 'Job applies to' dropdown menu is set to 'All Container A vessels'. There are three checkboxes: 'AutoLoad job on new specifications' (unchecked), 'Save Documents' (unchecked), 'Save description of Owners Costs' (checked), and 'Save 12 Job Supplies' (checked). A 'Select...' button is next to the 'Save Documents' checkbox. At the bottom, there are 'Cancel' and 'Save!' buttons. Six numbered callouts (1-6) point to the following elements: 1. Comment field, 2. Job applies to dropdown, 3. AutoLoad checkbox, 4. Save Documents checkbox, 5. Save description of Owners Costs checkbox, 6. Save 12 Job Supplies checkbox.

1 Optional Comment

Comment

Add an optional comment to the saved job.

Sometimes you may end up having a number of almost identical work orders in the Job Library. Perhaps only a fraction of text in the Job Descriptions differ.

Use the comment to easily identify work orders when loading onto future Specifications.

2

Apply Job to Vessels

All Container A vessels

Work orders in Job Library may apply to a number of vessels.

Some work orders perhaps only applies to the very same vessel, and is kept in Job Library for the next drydocking of the vessel.

Other work orders may apply to sister vessels also, or to vessels of the same type (e.g. Container vessels)

Some work orders are common for all vessels, and should be included on all drydock specifications despite of the type of vessel being drydocked.

Use the Job Applies to pull down to set what vessels the work order applies to.

The content of the **Job applies to** pull down list, may differ from user to user, depending on what permissions users have on the Job Library.

3

Job Auto Load

AutoLoad job on new specifications

work orders in Job Library marked for AutoLoad, will automatically be loaded on new drydock specifications when they are created, and when the job applies to the vessel.

If a work order was saved to the Job Library, and set to **AutoLoad**, and to [apply to](#), for instance, all Container vessels, it will automatically be included on drydock specifications created for container vessels.

If a work order was set to 'Common' and **AutoLoad**, it will automatically be included on drydock specifications on all vessels.

4

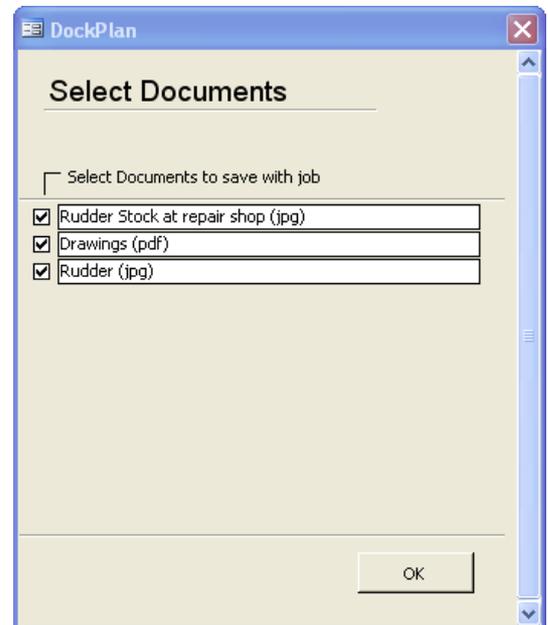
Save Documents

 Save Documents

When saving a Work Order to the Job Library, you can select to save external documents with the work order.

If you only want some of the external documents saved with the work order, use the **Select** button to mark what documents should be included.

When loading work orders from Job Library to a specification (either this is done manually or automatically via the AutoLoad setting) external documents will be loaded with the work order, if any external documents exist on the work order in Job Library.



5

Save Owners Costs

 Save description of Owners Costs

If [Owners Costs](#) are specified on the work order being saved to Job Library, you can have the description of such costs saved with the work order.

Only the Cost Type, Reference, Description and Quantity is saved. Price and currency information is not.

If Owners Costs exist on a work order in Job Library, they will be included when loading the work order onto another specification.

6

Save Supplies

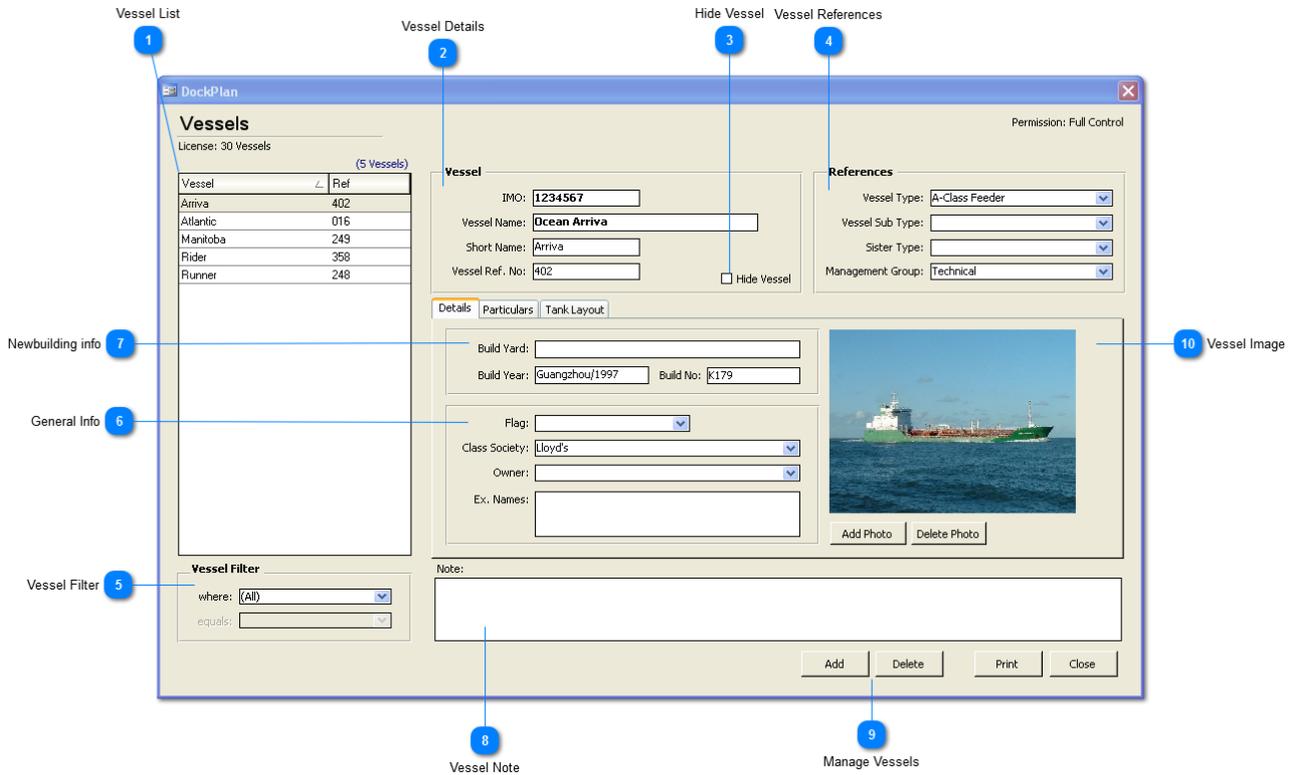
 Save 12 Job Supplies

Check this box to have [Supplies](#) information saved with the work order in Job Library.

If Supplies information exist on a work order in Job Library, it will be included when loading the work order onto another specification.

Vessels

The Vessel Module in DockPlan, manages all vessels and their related information. To create a drydocking for a vessel, the vessel needs to exist in the Vessel Module.



1 Vessel List

Vessel	Ref
Arriva	402
Atlantic	016
Manitoba	249
Rider	358
Runner	248

The Vessel List shows all vessels currently registered in DockPlan. To work with a vessel, and display its details, select the vessel in the list.

2

Vessel Details

Vessel	
IMO:	<input type="text" value="1234567"/>
Vessel Name:	<input type="text" value="Ocean Arriva"/>
Short Name:	<input type="text" value="Arriva"/>
Vessel Ref. No:	<input type="text" value="402"/>
	<input type="checkbox"/> Hide Vessel

General details about the vessel.

The vessel short name allows you to enter a daily name for the vessel (if it has one) - for instance 'Marchen' for 'Marchen Mærsk'.

The short name is used internally in DockPlan, while the full vessel name is used externally e.g in reports etc.

3

Hide Vessel

 Hide Vessel

Vessels can be deleted from DockPlan, but this will delete all dockings created for the vessel as well. To visually remove a vessel from DockPlan, and maintain its docking history, you can select to **Hide** the vessel.

Hidden vessels can be listed using the Vessel Filter and then unhidden, if appropriate.

4

Vessel References

References	
Vessel Type:	<input type="text" value="A-Class Feeder"/>
Vessel Sub Type:	<input type="text"/>
Sister Type:	<input type="text"/>
Management Group:	<input type="text" value="Technical"/>

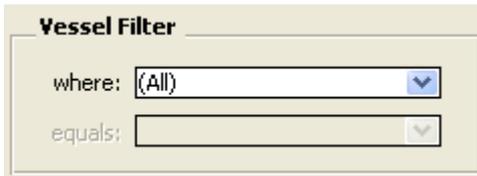
Vessel References are important in DockPlan, because they are used to match jobs in [Job Library](#) to certain vessels and vessel types.

The vessel **Management Group** is particularly important because this ties the vessel to certain users and controls their [permissions](#) on the vessel and its dockings.

All vessels must be assigned to a Management Group.

5

Vessel Filter

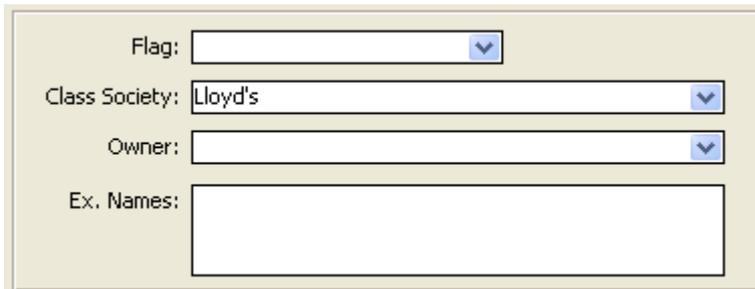


The screenshot shows a form titled "Vessel Filter". It contains two dropdown menus. The first is labeled "where:" and has "(All)" selected. The second is labeled "equals:" and is currently empty.

The Vessel Filter allows you to limit the vessel list to subset of the registered vessels. For instance vessels of a certain Vessel Type or classed by a certain Classification Society.

6

General Info

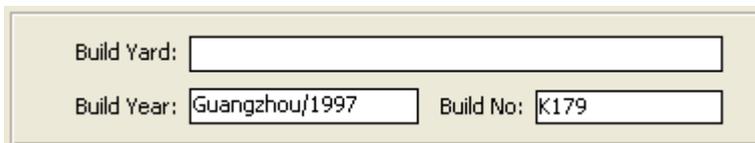


The screenshot shows a form titled "Vessels General Information". It contains four fields: "Flag:" with a dropdown menu, "Class Society:" with a dropdown menu showing "Lloyd's", "Owner:" with a dropdown menu, and "Ex. Names:" with a large empty text area.

Vessels General Information

7

Newbuilding info



The screenshot shows a form titled "Vessels newbuilding information". It contains three fields: "Build Yard:" with an empty text box, "Build Year:" with a text box containing "Guangzhou/1997", and "Build No:" with a text box containing "K179".

Vessels newbuilding information.

8

Vessel Note



The screenshot shows a form titled "Vessel Note" with a large empty text area for entering a note.

An optional note about the vessel.

9

Manage Vessels

Add

Delete

Use these buttons to add and delete vessels from DockPlan.
Rather than deleting a vessel, you may want to only [hide](#) a vessel.

10

Vessel Image

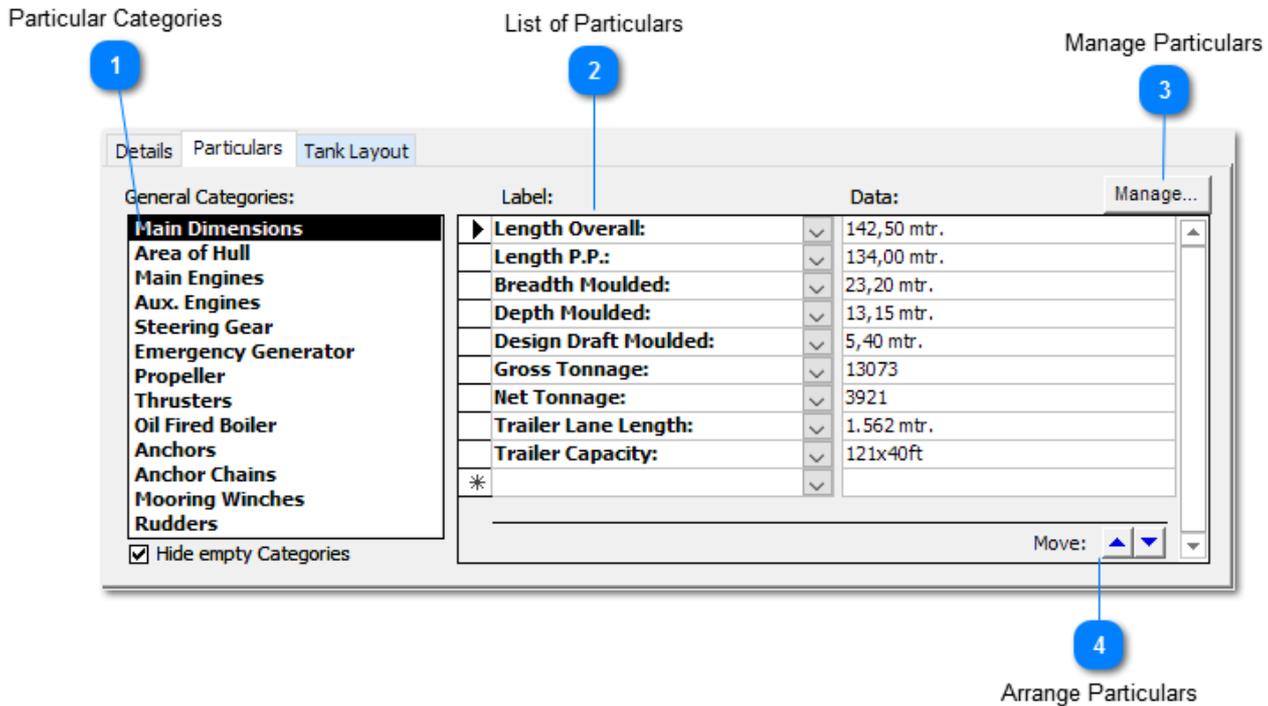


Add Photo

Delete Photo

An optional Vessel Image. If an image exists for a vessel DockPlan can insert the image on [Report Cover pages](#).

Particulars



1 Particular Categories



Vessels Particulars are arranged into Categories, and the categories are shared by all vessels, and all categories may hence not necessarily apply to all vessels.

Simply select the categories that apply to the vessel being worked with, and enter any particulars you want. Categories that do not apply to the vessel will then remain empty, and can afterwards be hidden using the **Hide Empty Categories** Check Box.

Available Categories are defined in [Base Tables](#) in DockPlan Settings.

Label:	Data:	Manage...
▶ Length Overall:	142,50 mtr.	
Length P.P.:	134,00 mtr.	
Breadth Moulded:	23,20 mtr.	
Depth Moulded:	13,15 mtr.	
Design Draft Moulded:	5,40 mtr.	
Gross Tonnage:	13073	
Net Tonnage:	3921	
Trailer Lane Length:	1.562 mtr.	
Trailer Capacity:	121x40ft	
*		

Move: ▲ ▼

The list of particulars shows particulars for the currently selected Category.

Particulars consists of both a label and data, as in the above example. This way it is possible to enter any particular appropriate and to any degree of detail required.

The label field is a dropdown list containing previous labels used under this category. The dropdown list is suggestions only. Either select a label from the list, or type the wanted label directly in the field.

New particulars are entered at the empty line at the bottom of the list.

Particulars are deleted by selecting the grey square left of the particular, and then hitting 'Delete' on the keyboard.

Manage Particulars

Manage...

Entering all particulars for a vessel may be tedious work. To facilitate this process, particulars can be copied entirely or in part from other vessels. For instance from a sister vessel.

Click the **Manage** button to access bulk copying, deleting and moving of particulars.

DockPlan

Manage Vessels Particulars

For: **Ocean Arriva**

Copy particulars from another vessel

Copy from vessel:

Copy All Categories

Copy this Category only:

Move particulars to another category

Move particulars in category:

- to category:

Delete particulars

Delete All Categories

Delete this Category only:

Append to existing particulars in destination Category
9 existing particulars will be overwritten!

This dialog enables you to:

- Copy** particulars from other vessels, either entirely or by category
- Move** particulars from one category to another within the same vessel.
- Delete** the selected vessels particulars, either entirely or by category

If a process results in particulars being inserted into a category that currently contains other particulars, you can select to **overwrite** or **keep** the existing particulars in the destination category.

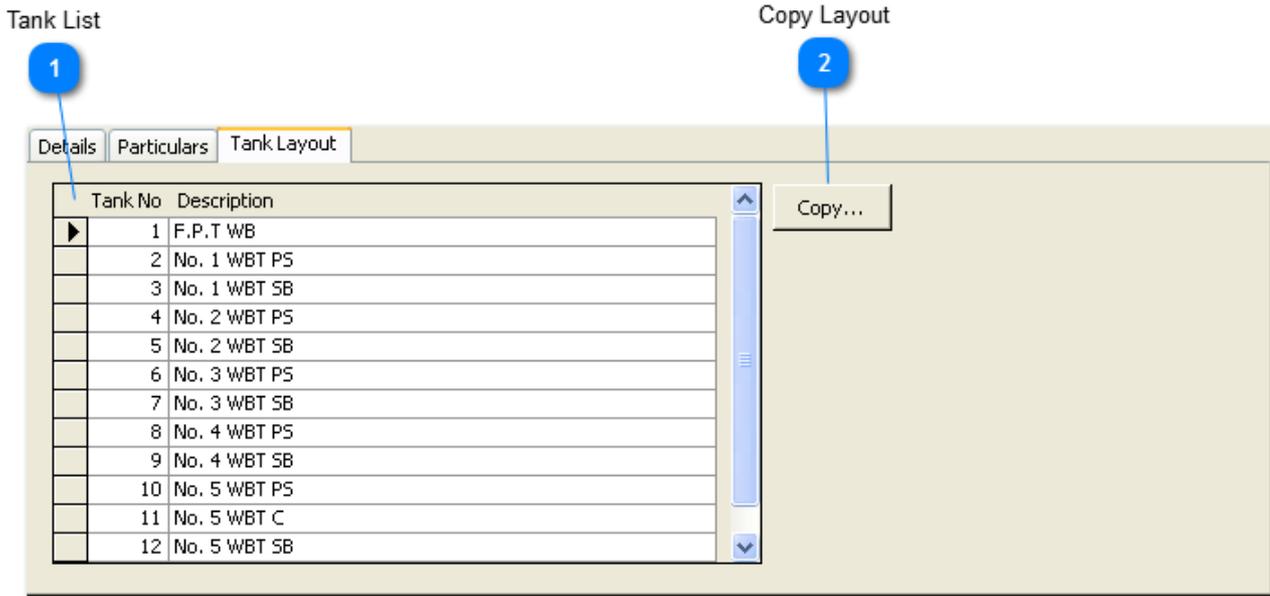
4 Arrange Particulars



The Up and Down buttons allow you to arrange individual particulars in the list, in the order you want.

Tank Layout

The Vessels Tank layout is used in the [Summary Report](#) to register tank sounding before and after drydocking.

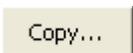


1 Tank List

Tank No	Description
1	F.P.T WB
2	No. 1 WBT PS
3	No. 1 WBT SB
4	No. 2 WBT PS
5	No. 2 WBT SB
6	No. 3 WBT PS
7	No. 3 WBT SB

The list of tanks (tank layout) of the selected vessel.

2 Copy Layout



Allows you to copy the tank layout from another vessel, typically from a sister vessel.

Import/Export

DockPlan supports importing and exporting entire drydock Specifications including attached documents, budgets, quotations etc.

This makes it possible to prepare a drydock in the office, and then export the entire drydocking to a file for later importing into another DockPlan system installed in the site office, on a laptop computer or on the vessel. Any changes made to the exported drydocking can then be transferred back to the office system.

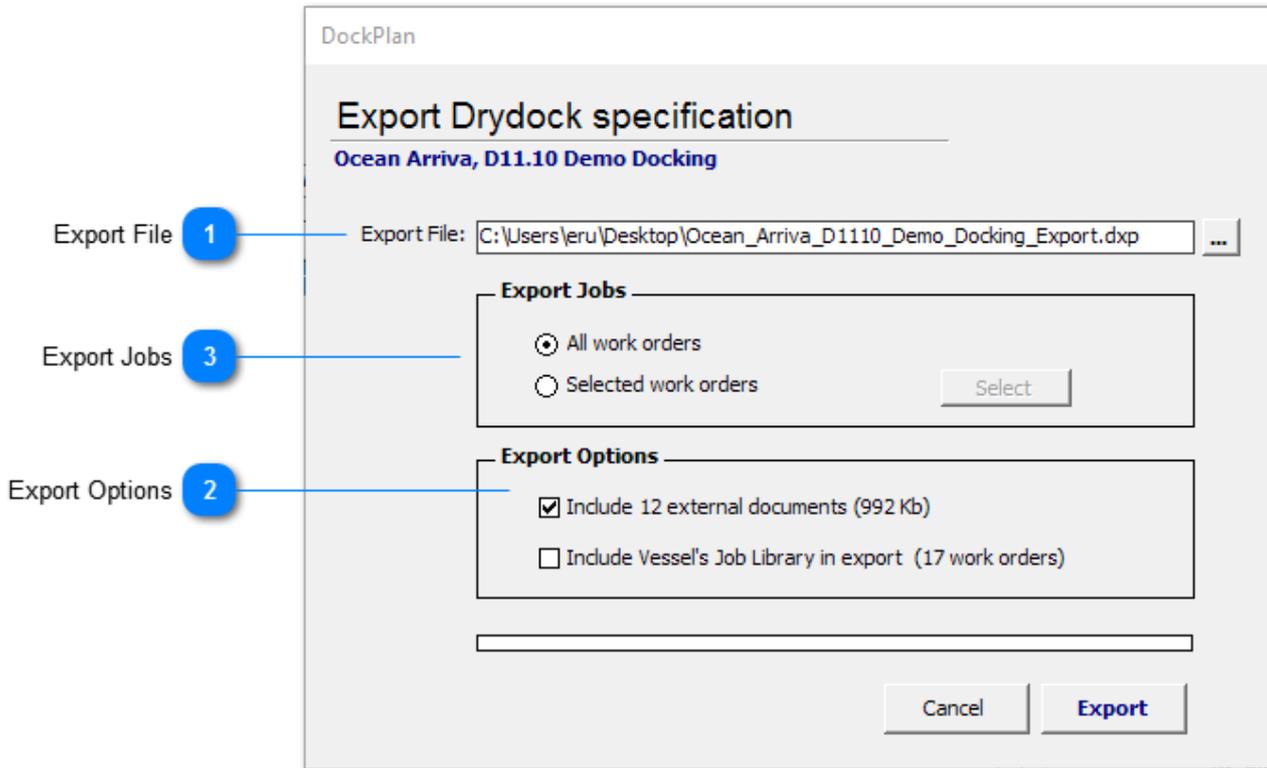
The export function can also be used to simply make a backup of one or more drydockings.

Importing and exporting also works together with the ability to run DockPlan in **Offline** and **Online** mode.

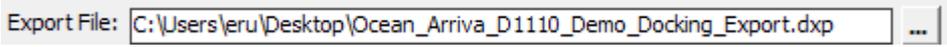
For more information on running DockPlan in Online and Offline mode, see: [Running Mode](#)

Export Drydocking

To export a drydocking click **Export** in DockPlan's [Main Window](#)



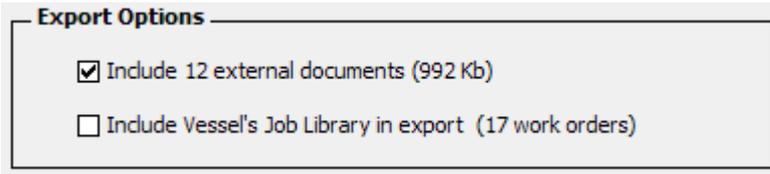
1 Export File



Enter a path and file name of the file to export, or use the **Browse** button  to navigate to the folder where the exported file should be placed.

2

Export Options



Export Options

- Include 12 external documents (992 Kb)
- Include Vessel's Job Library in export (17 work orders)

Export options let you select what to include in the exported file. Some times a smaller sized export file is preferable over the amount of additional data.

Perhaps the recipient of the file only needs to comment on certain work orders and has no use for documents that may be attached to the work orders.

If the recipient is not supposed to extensively work with the drydock specification and add a number of new work orders, you should omit including the Job Library in the export.

Especially the Job Library along with a possibly large amount of documents attached to Library Jobs, can add significantly to the size of the exported file.

Then again. Data that is excluded from the import file, can of course not be imported on the target computer.

3

Export Jobs



Export Jobs

- All work orders
- Selected work orders

Select

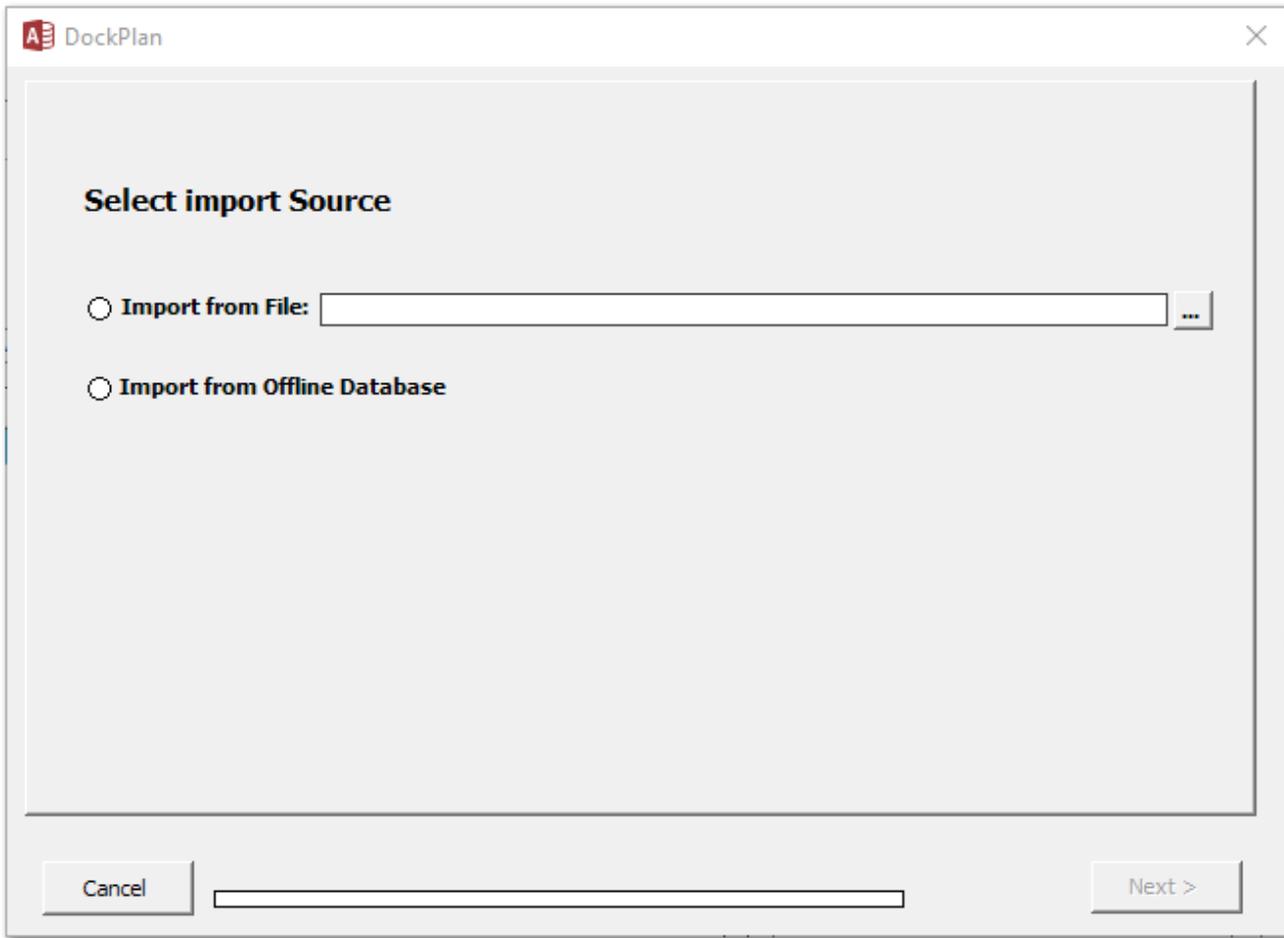
Select to include **all** workorders in the export, or just a **selected** workorders.

Exporting only selected workorders enables you create a partial export file of very limited size, because it will not contain any overhead information about the vessel or the drydocking itself. It only contains the selected workorders.

In order to import such a partial export file, the drydocking must already exist on the target computer.

Import Drydocking

To import a drydocking click **Import** in DockPlan's [Main Window](#)



Select the import source as either:

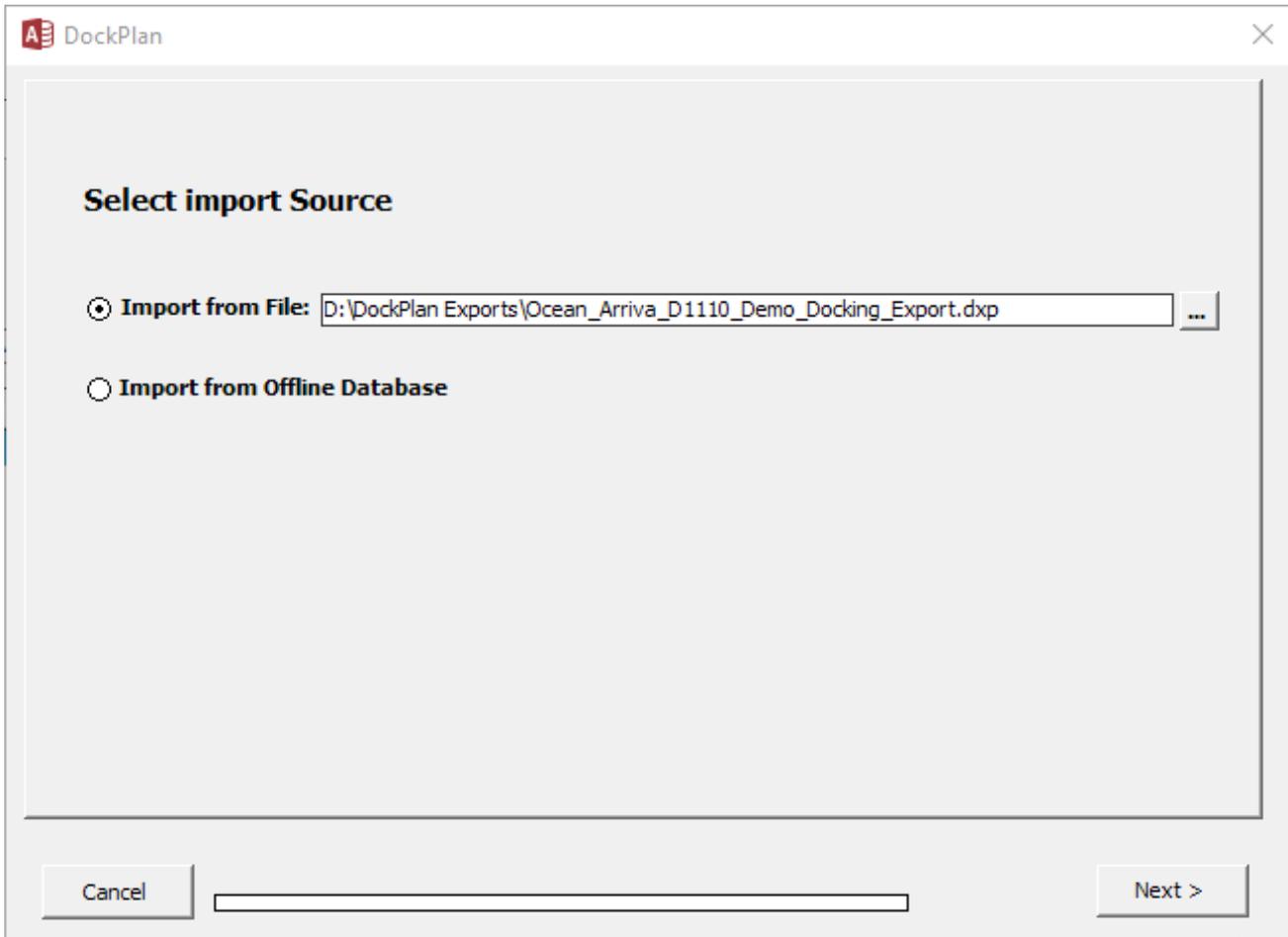
- a file previously exported from DockPlan
- or to import directly from an external database.

If you are currently running DockPlan in '**Online**' mode, the Import dialog will offer you to import directly from the '**Offline**' database and vice versa when running in '**Offline**' mode.

For more information on DockPlan Running Modes [see](#)

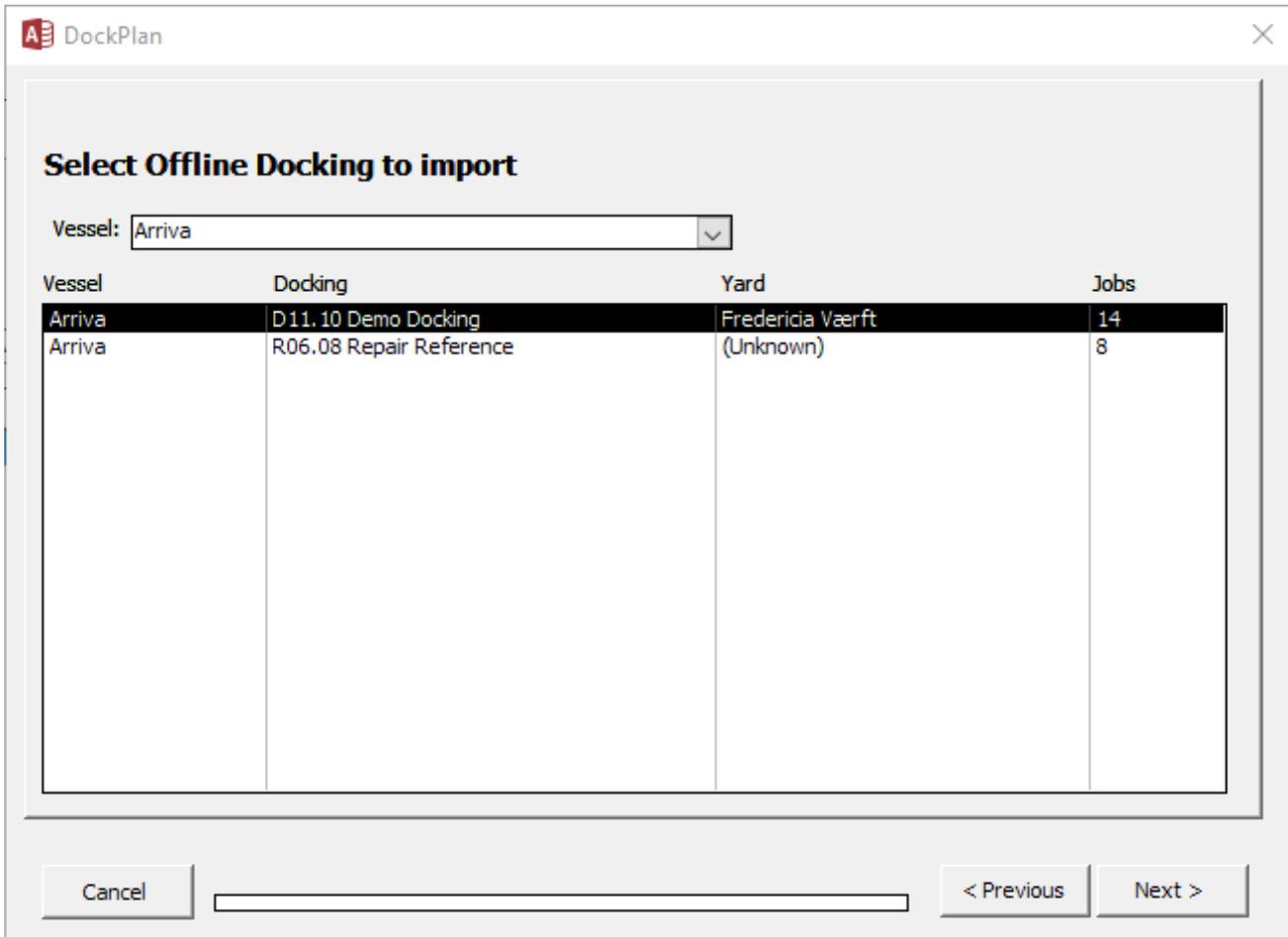
Import from File

If you want to import from file, enter the path and file name of the file to import, or use the **Browse** button  to locate the file.



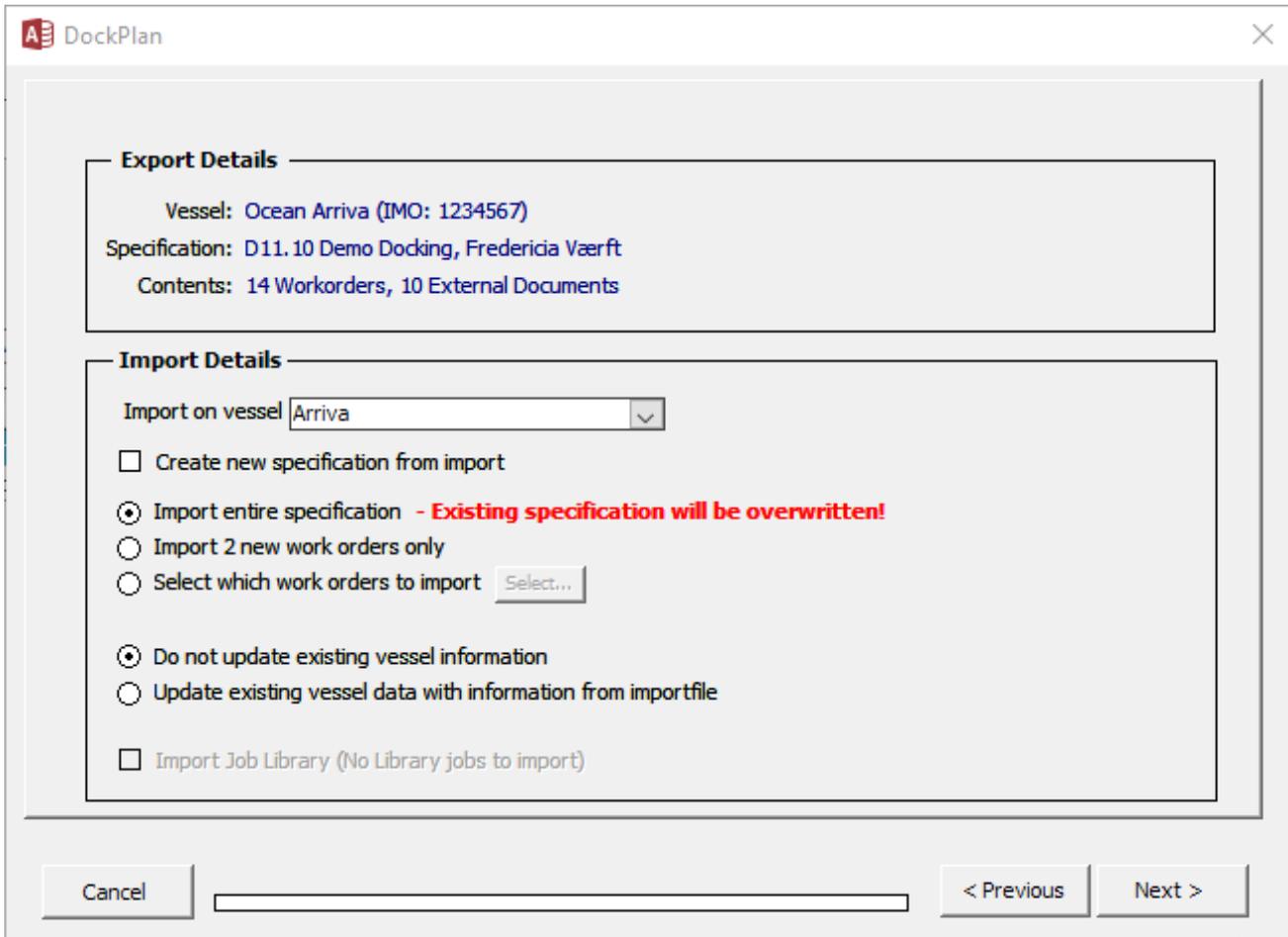
Import from Database

If you want to import from the external database select this option, and click **Next**. DockPlan will display dockings from the external database. Select the database to import.



Then Click **Next**

No matter if you selected to import from file or from external database, the import dialog will show details and settings for the import



After checking the import file, the Import dialog will show details and settings for the import:

The **Export Details** shows information retrieved from the import.

The **Import Details** allows you to control how the import is performed.

Import on vessel	DockPlan will suggest to import the docking to the same vessel from where it was exported. If the vessel does not exist in the target database, it will be created. But this option actually allows you to import a docking created for one vessel onto a completely different vessel.
Create new docking from import	If a docking is imported that already exists on the target computer, the import will update the existing docking. This option however, enables you to import the docking as a new docking, leaving any existing docking in the system untouched. In this case you will end up having two dockings with the same name (but possibly with different content) in the system.
Import entire docking	The imported docking completely replaces the existing docking on the target computer, if such a docking exists.
Import new work orders only	If the import docking already exists on the target computer, you can select to only import new work orders from the import docking. This will leave work orders on

	the existing docking untouched, and only add work orders found in the import and not on the existing docking.
Select which work orders to import	Use this option to manually select which work orders to import.
Do not update existing vessel information	<p>The import file also contains information about the vessel and its particulars. Use this option to avoid vessel information on the target system to be overwritten by vessel information from the import file. Normally you do not want to update vessel information during import, unless you are sure that the import file contains more recent vessel information, than currently exists on the target system.</p> <p>User permission settings on the target system may prevent you from updating vessel information during import.</p>
Update existing vessel data with information from import file	<p>The import file also contains information about the vessel and its particulars. Use this option to ensure that vessel information on the target system is updated by vessel information from the import file. Normally you will only want to update vessel information during import, when the import file contains more recent vessel information, than currently exists on the target system.</p> <p>User permission settings on the target system may prevent you from updating vessel information during import.</p>
Import Vessels Job Library	<p>The import file may contain a Job Library with vessel related work orders. Select this option to update the Job Library on the target system, with Library jobs from the import.</p> <p>For more information on the Job Library, see: Job Library</p> <p>User permission settings on the target system may prevent you from updating Job Library during import.</p>

After setting the import details click **Next** to perform the import.

Yard Quotes

Here quotations from shipyards are managed and compared.

When working with Yard Quotes, the order of event is as follows:

1. The drydock specification is complete and ready to be sent out to a number of shipyards for quotation.
2. In Yard Quotes select which shipyards should receive the specification for quotation. Use the [Edit Yard List](#) button to fill the [Quoting Yards](#) list accordingly.
3. Export the quotation material, and send it to the shipyards in the [Quoting Yards](#) list
4. Adjust the [Tender Status](#) for each yard in the list to reflect that the quoting material has been sent.
5. When a quotation is received back from a shipyard, import the [quoting template](#) filled in by the shipyard, or enter quotations manually for each Work Order.
6. Proof read all job quotations and ensure that prices quoted are complete and suitable for comparison.
7. Adjust the [Tender Status](#) to reflect that the quotation is completed for the shipyard.
8. Having received and entered quotations from all shipyards in the [Quoting Yards](#) list, estimate vessel's deviation costs for each shipyard in the [Deviation](#) calc sheet.
9. Click the [Compare Yards](#) button to evaluate the most attractive drydocking offer.
10. Select the shipyard using the [Select Yard](#) button, to transfer the shipyard's quoted prices to the drydock specification.

The screenshot displays the 'Yard Quotes' application window. At the top, seven numbered callouts (1-7) point to the 'List of quoting shipyards', 'Work Orders', 'Yard information', 'Work Order Tab', 'Remarks Tab', 'Tender Remark', and 'Tender Status' respectively. The main window is divided into several panels:

- Quoting Yards:** A table listing shipyards such as Keppel/Hitachi and Sembawang Shipyard Pte Ltd.
- Workorders:** A table with columns for Job No, Header, and Cost, listing various tasks like 'Drydocking', 'Painting And Treatment', and 'Rudders and Stocks'.
- Fredericia Vaerft info:** Fields for 'Payment Terms' (net 45 days), 'Penalty' (USD 10,000 per day), 'Yard days', 'Dock days', and 'Yard Discount'.
- General Tender Remarks:** A text area for additional notes.
- Tender Status:** A dropdown menu set to 'Quotation Complete'.
- Totals and Deviation:** A summary table showing 'Tender Total' (414,609), 'Owner Total' (83,310), 'Deviation' (85,000), 'Value of Yard Discount' (-32,522), and 'Drydock Total' (550,397).
- Fredericia Vaerft Quotations:** A table with columns for Cost Type, Reference, Description, Quantity, Price, Currency, %, Total, and USD. It lists items like 'Yard Quote', 'Measurements according to spec', 'Seals refitting', 'Dismantling', 'Access openings to be made', and 'Fabrication of ring spanner'.
- Owners Expenses:** A table with columns for Cost Type, Reference, Description, Quantity, Price, Currency, %, Total, and USD. It lists 'Survey' and 'Parts'.

At the bottom of the window, seven numbered callouts (13-17) point to the 'Compare Yards', 'Edit Yard List', 'Select Yard', 'Quotations Complete', 'Export / Import Quotation Template', and 'Print' buttons. On the right side, three numbered callouts (8-12) point to the 'Totals', 'Deviation', 'Do not request quotation', 'Yard Quotations', and 'Owners Expenses' sections.

1 List of quoting shipyards

Quoting Yards	
Fredericia Værft	4.0  
Keppel/Hitachi	
Sembawang Shipyard Pte Ltd	

List of shipyards quoting on the drydocking.
 To add shipyards to the list, click the [Edit Yard List](#) button.

Small icons on each shipyard displays status and other information about the shipyard:

	The shipyard is newly added to the list. Quoting material has not yet been sent out to the shipyard.
	Quoting material has been sent out to the shipyard, awaiting reply
	Quoting material has been received from the shipyard, and the quoted prices has been entered and are ready for comparison
	The quotation request from the shipyard has been cancelled, either by the superintendent or the shipyard
	The shipyard has been selected for the drydocking
4.0	The general rating of the shipyard, based on an average of previously performed yard evaluations

2 Work Orders

Workorders			(13 Jobs)	
Job No	Header	Cost	✓	📄
D100.01	General Conditions			
D200.01	Drydocking			
D300.01	Painting And Treatment			
S1001.01	Shell Plating, Bulwark, Bilge ...	27.969	✓	
D1001.02	Sea Chest and Bay	20.258		
D1001.03	Kort Nozzles	22.308	✓	
D1041.01	Rudders and Stocks	97.991	✓	📄
D1041.02	Simplex Stuffing Boxes	57.800		
D3801.01	Propellers	33.600		
D3801.02	Rope Guard	1.400		
D3811.01	Bowthruster 1	35.789		📄
D4701.01	Corrosion Prevention Anodes	48.879		
D9020.01	Specifications	128.000		

List of work orders for the drydocking.

Select a work order to view or edit the selected shipard's quotation for the work order.

The ✓ icon on a work order indicates that [Quotation is completed](#) for this job, meaning that both [Yard Quotations](#) and [Owners Expenses](#) are entered and verified, and ready for comparison, for the selected shipyard.

The 📄 icon indicates that a [Quotation Remark](#) has been entered for the selected Shipyard for this job.

3 Yard information

Fredericia Værft info

Payment Terms	net 45 days		
Penalty	USD 10.000 per day		
Yard days	6	Dock days	6
Yard Discount	6.00% + 10000 USD	<input type="button" value="Discount"/>	

General information about the shipyard currently selected in the [Yard List](#)

Payment and Penalty Terms can be entered for each shipyard.
Yard days and dock days are entered according to the yard's estimates, and goes onto the [Yard Comparison](#) view for reference.

The Yard Discount is entered by clicking the **Discount** button:

DockPlan

General Yard Discount

Fredericia Værft

Apply Percentage Discount of %

2 Work Orders (USD 39.250) excluded

Apply Lump Sum Discount of USD

Use the dialog to set a general yard discount for the entire drydocking, in the case such a discount has been agreed.

Either set a percentage or a fixed lump sum discount - or a combination of both.

If some work orders should be excluded from the general yard discount, click the **Exceptions** button, and select work orders to exclude.



Exclude Work Orders

Select Work Orders that should be excluded from the general yard discount calculation

Exclude	Job No	Job Description	Yard Costs
<input type="checkbox"/>	D100.01	General Conditions	
<input type="checkbox"/>	D200.01	Drydocking	
<input type="checkbox"/>	D300.01	Painting And Treatment	
<input checked="" type="checkbox"/>	S1001.01	Shell Plating, Bulwark, Bilge Keels	20.450
<input checked="" type="checkbox"/>	D1001.02	Sea Chest and Bay	18.800
<input type="checkbox"/>	D1001.03	Kort Nozzles	17.850
<input type="checkbox"/>	D1041.01	Rudders and Stocks	96.439
<input type="checkbox"/>	D1041.02	Simplex Stuffing Boxes	9.600
<input type="checkbox"/>	D3801.01	Propellers	33.600
<input type="checkbox"/>	D3801.02	Rope Guard	1.400
<input type="checkbox"/>	D3805.01	Propellor Shaft Arrangement	18.470
<input type="checkbox"/>	D3811.01	Bowthruster 1	35.000
<input type="checkbox"/>	D4701.01	Corrosion Prevention Anodes	35.000
<input type="checkbox"/>	D9020.01	Specifications	128.000

2 Work Orders (USD 39.250) excluded from the general yard discount

OK

4 Work Order Tab

Workorder

Provides access to the Work Order's Specification of Repair for reference:

Quotation Workorder Quotation Remarks

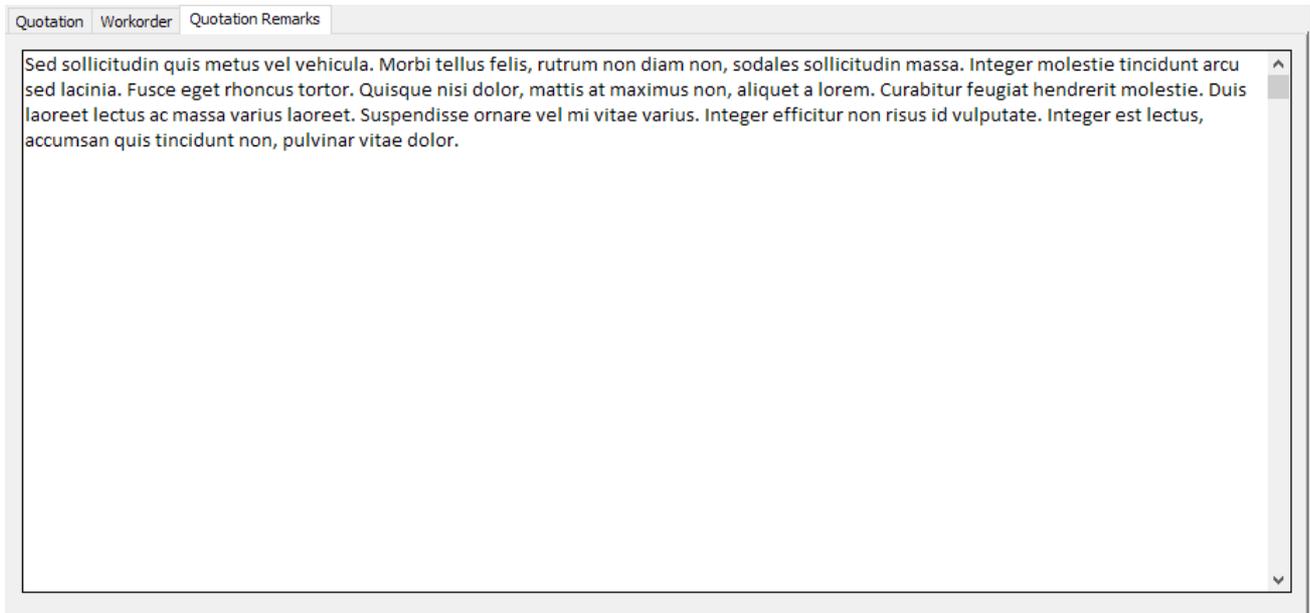
1. Port and starboard rudders to be dismantled and mounted for the tail shafts survey.
Position of the rudder blade on the rudder stock to be measured from a fixed point before dismantling of the rudder blade, furthermore punch marking to be made for level and angle on stock.
Marking and mounting of the rudder to be witnessed by the Chief Engineer.
2. Openings in rudder 2. pcs for access to the nut of the rudder stock to be made.
Openings to be mounted fully welded and welding seams to be proved water tight by mean of a vacuum or pressure test.
3. Yard to fabricate ring spanner to fit the nut of the rudder stock.
4. Rudder clearance to be measured and reported to Owner's representative and DNV surveyor.
5. Staging to included in the tender.

5 Remarks Tab

Quotation Remarks

Allows the user (or the shipyard) to enter remarks with regards to the quoted prices for the selected Work Order.

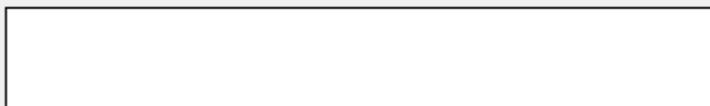
These remarks are accessible from the [Yard Comparison](#) view.



The screenshot shows a software interface with three tabs: "Quotation", "Workorder", and "Quotation Remarks". The "Quotation Remarks" tab is active. Below the tabs is a text area containing the following placeholder text: "Sed sollicitudin quis metus vel vehicula. Morbi tellus felis, rutrum non diam non, sodales sollicitudin massa. Integer molestie tincidunt arcu sed lacinia. Fusce eget rhoncus tortor. Quisque nisi dolor, mattis at maximus non, aliquet a lorem. Curabitur feugiat hendrerit molestie. Duis laoreet lectus ac massa varius laoreet. Suspendisse ornare vel mi vitae varius. Integer efficitur non risus id vulputate. Integer est lectus, accumsan quis tincidunt non, pulvinar vitae dolor." The text area has a vertical scrollbar on the right side.

6 Tender Remark

General Tender Remarks



The screenshot shows a single text input field with a thin black border, intended for entering general remarks about the tender.

A general remark about the tender from the shipyard currently selected in the [Yard List](#). This is a general remark covering the entire tender, not just the selected work order.

7 Tender Status

Tender Status

The current status of the tender from the yard currently selected in the [Yard List](#)
Available status selections are:

New	The yard has been added to the list of quoting yards, but have not yet received the drydock specification
Sent to Yard	The drydock specification has been sent to the yard for quotation
Quotation Complete	Quotations has been received from the yard, and have been entered into DockPlan
Cancelled	For some reason or another this yard's quotations will not be used. Perhaps the yard didn't reply timely, or couldn't handle the vessel. Perhaps it was decided that the yard is situated to far from the vessels trading area.

The current status of each tender is displayed using small icons in the yard list:

	The shipyard is newly added to the list. Quoting material has not yet been sent out to the shipyard.
	Quoting material has been sent out to the shipyard, awaiting reply
	Quoting material has been received from the shipyard, and the quoted prices has been entered and are ready for comparison
	The quotation request from the shipyard has been cancelled, either by the superintendent or the shipyard

8 Totals

Tender Total	414.609
Owner Total	83.310
Deviation	85.000
Value of Yard Discount	-32.522
Drydock Total	550.397

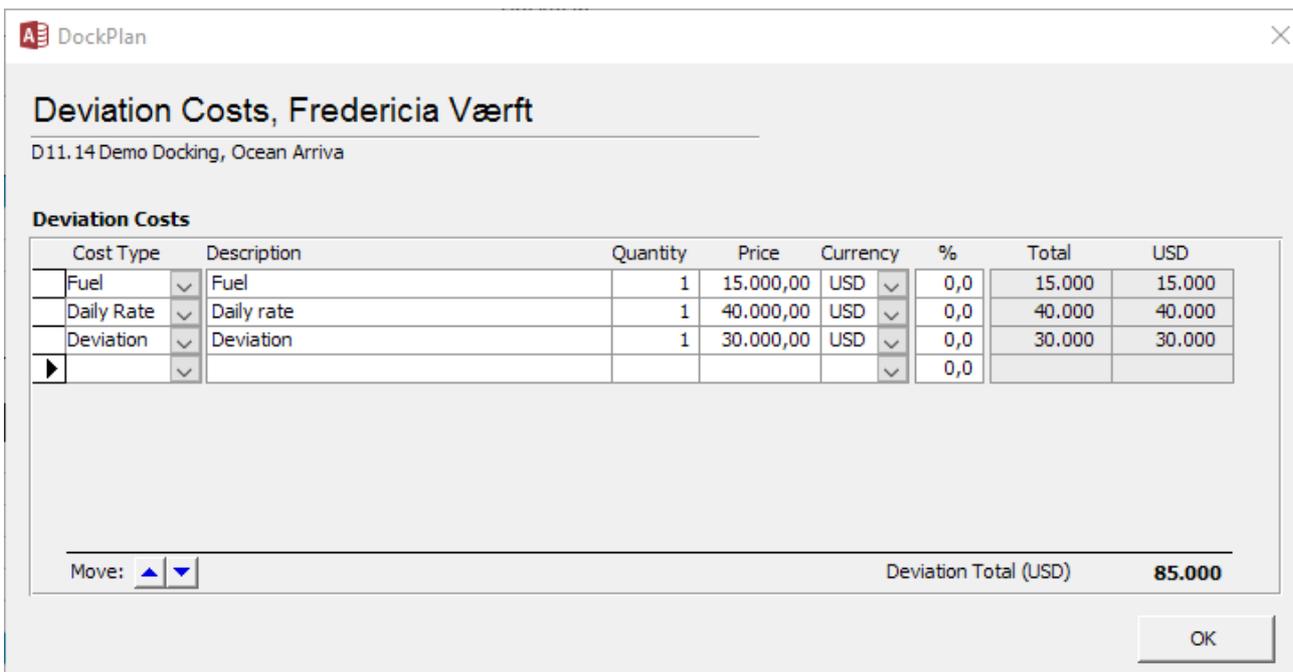
Automatically calculated docking totals, including deviation costs, for the shipyard currently selected in the [Yard List](#)

9 Deviation

Deviation ▶

Deviation costs includes vessel related and other external costs associated with drydocking at the shipyard currently selected in the [Yard List](#). This includes deviation costs, loss of daily rate, extra fuel consumption, necessary cargo handling etc.

To edit deviations costs, click the  button next to the Deviation Total



Cost Type	Description	Quantity	Price	Currency	%	Total	USD
Fuel	Fuel	1	15.000,00	USD	0,0	15.000	15.000
Daily Rate	Daily rate	1	40.000,00	USD	0,0	40.000	40.000
Deviation	Deviation	1	30.000,00	USD	0,0	30.000	30.000
▶					0,0		

Move: ▲ ▼

Deviation Total (USD) **85.000**

OK

Deviation costs can be entered in any of the [currencies](#) available for the docking.

10 Do not request quotation

Do not request quotation for this job

To exclude a work order from the shipyard [quoting template](#) generated by DockPlan, place a check mark in the **Do not request quotation for this job**.

11 Yard Quotations

Fredericia Værft Quotations Do not request quotation for this job

Cost Type	Reference	Description	Quantity	Price	Currency	%	Total	USD
Quote		Yard Quote	1	55.000,00	USD	0,0	55.000	55.000
Quote		Measurements according to spec	2	4.550,00	USD	0,0	9.100	9.100
Quote		Seals refitting	1	7.889,00	USD	0,0	7.889	7.889
Quote		Dismanteling	2	5.600,00	USD	0,0	11.200	11.200
Quote		Access openings to be made	2	6.000,00	USD	0,0	12.000	12.000
Quote		Fabrication of ring spanner	1	1.250,00	USD	0,0	1.250	1.250
*								

Move: ▲ ▼ Work order Total (USD): **96.439**

Job quotations can be manually added, edited and deleted for each work order for each shipyard. Before making changes to the quoted items and prices, ensure the correct shipyard is selected in the yard list, so that you are working on the right set of quotations.

Quotes can consist of any number of sub quotes, which summarizes to the shipyard's total quote for the currently selected work order.

Quotes can be entered in any of the [currencies](#) available for the drydocking.

If a quotation is merely an estimate rather than a quote, select 'Estimate' as Cost Type.

DockPlan will keep track of how much of the total docking costs are actual quotes and how much is just estimates.

Note!

Quoting lines entered on the [Job Expenses tab](#) in the Drydock Specification will automatically be applied to all ship yards in Yard Quotes module, so to enter a general quoting request, applicable for all shipyards, enter the line on the [Job Expenses tab](#) in the specification.

Quoting lines entered directly here in the Yard Quotes module, only applies to the shipyard for which it is entered.

If a general quoting line, entered on the [Job Expenses tab](#) in the Drydock Specification is later altered for a certain shipyard in the Yard Quotes module, the quoting line will become specific for this shipyard.

12 Owners Expenses

Owners Expenses

Cost Type	Reference	Description	Quantity	Price	Currency	%	Total	USD
Survey		By Manufacturer	1	800,00	USD	0,0	800	800
Parts		Seals	2	2.500,00	DKK	0,0	5.000	752
*								

Move: ▲ ▼ Work order Total (USD): **1.552**

Allows the user to enter specific Owner's Expenses for each Work Order and Shipyard, in order to adjust for these expenses according to the quotations received by the shipyard.

13 Compare Yards

Compare Yards

Once quotations have been entered for all shipyards and all work orders, use the Compare Yards feature, to view the offers against each other:

DockPlan					
Compare Yards		Ocean Arriva			
D11.14 Demo Docking					
Job No	Job Header	Fredericia Værft	Keppel/Hitachi	Sembawang Shipyard Pte Ltd	
D100.01	General Conditions	320	0	0	
D200.01	Drydocking				
D300.01	Painting And Treatment				
S1001.01	Shell Plating, Bulwark, Bilge Keels	27.968	15.660	18.188	
D1001.02	Sea Chest and Bay	20.258	25.500	17.458	
D1001.03	Kort Nozzles	22.308	18.900	22.290	
D1041.01	Rudders and Stocks	97.990	57.500	59.552	
D1041.02	Simplex Stuffing Boxes	57.800	37.000	15.323	
D3801.01	Propellers	33.600	37.000	29.900	
D3801.02	Rope Guard	1.400	2.500	1.500	
D3811.01	Bowthruster 1	35.789	30.000	41.789	
D4701.01	Corrosion Prevention Anodes	48.879	36.500	39.879	
D9020.01	Specifications	128.000	142.800	95.000	
Group by: Work Order		Yard Total (USD)	396.459	367.360	283.950
Show: Both		Owner Total (USD)	77.854	36.000	56.929
		Deviation Total (USD)	85.000	245.000	56.000
		Yard Discount (USD)	-31.433	-18.368	-10.000
		Total (USD)	527.880	629.992	386.879
		Yard Pct. estimated	21 %	34 %	54 %
		Yard Days / Dock Days	6 / 6	10 / 9	8 / 7
		<input checked="" type="checkbox"/> Print Yard Discount <input checked="" type="checkbox"/> Print Yard Pct. Estimated		Print	OK

The **Group By** dropdown list allows you to compare quotations in various ways:

Group By	Effect
Work Order	Compares all work orders individually.
Job Category	Compares quotations per Main Category in which the work orders are arranged.
Main Account	Compares quotations per Main Account , provided accounts has been assigned to work orders. (Accounts may be disabled by the administrator in your version of DockPlan).
Budget	Compares quotations per Budget , provided work orders have been assigned to a budget.
Job Type	Compares quotations per Job Type . All work orders are assigned a Job Type when created. Typically there are 'Ordinary' jobs and 'Additional' jobs, but other Job Types may exist as well. Available Job Types are configured by the Administrator.

Discipline	Compares quotations per Discipline , provided work orders have been assigned a discipline.
------------	---

The **Show** dropdown list allows you to view either Yard Quotes or Owners Expenses, or both summarized.

The  icon on a work order indicates that Quotation Remarks exists from one or more shipyards. Double-click the  icon to view the remarks.

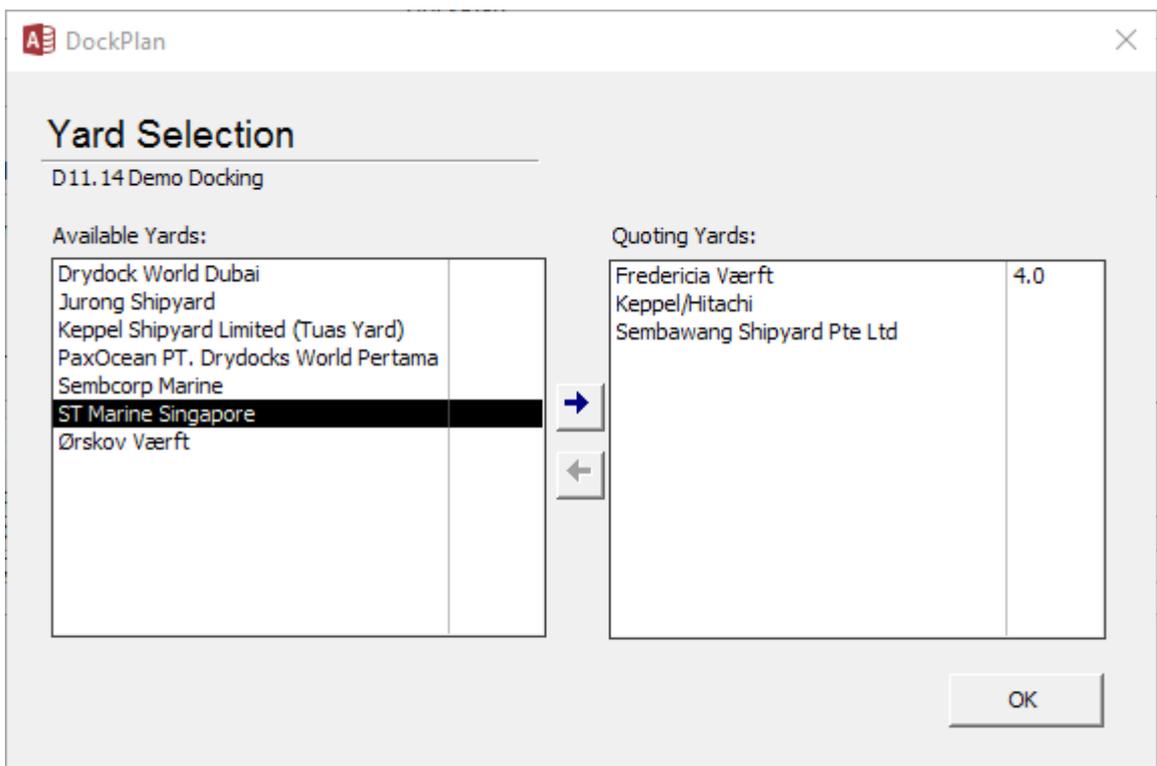
Print Yard Discount Uncheck this box to remove the Yard Discount from the printed report

Print Yard Pct. Estimated Uncheck this box to remove the Yard Quote estimate percentage from the printed report

14 Edit Yard List

Edit Yard List

Click this button to edit the list of quoting yards for the drydocking:



Move shipyards between the **Available Yards** list and the **Quoting Yards** list by double-clicking a shipyard in either list, or by means of the arrow push buttons.

Select Yard

A rectangular button with a light gray background and a thin border. The text "Select Yard" is centered in a red, sans-serif font.

Having completed all yard quotations, and after having compared shipyards against each other, use the Select Yard button, to select a shipyard for the drydocking.

The **Select Yard** process will:

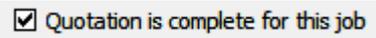
- Mark the shipyard as selected in Yard Quotes
- Insert the shipyard as drydock shipyard on the docking
- Copy all quoted and estimated yards costs and owner's expenses from the selected shipyard to the drydocking
- Copy deviation costs for the shipyard to the drydocking.
- Copy the Yard Discount information to the drydocking

Any previous yard quotes and estimates on the docking will be overwritten during the **Select** process. So it is possible to reselect the shipyard again if last minute changes are made to yard quotes, or if a late decision is made to select another shipyard for the docking after all.

Suggestion:

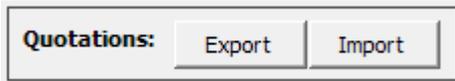
When the drydocking is in progress it is likely that the shipyard's original quotations for some work orders will be subject to change. Perhaps the job proved more difficult or more time consuming to carry out than expected. In such cases it is recommended to adjust the quotations directly on the work order, rather than go through the Yard Quotes module, change the quotes and reselect the shipyard. This approach will leave you with the original quotes intact in Yard Quotes for historic reference.

Quotations Complete

A checkbox with a small square icon containing a checkmark, followed by the text "Quotation is complete for this job" in a light gray font.

Check this box to indicate that Quotation is complete for this work order, meaning that both [Yard Quotations](#) and [Owners Expenses](#) are entered and verified, and ready for comparison, for the selected shipyard.

Work Orders with 'Quotation Complete' displays an  icon in the Job List.



Quotation material for use by the shipyard can be [exported](#) from DockPlan.

The quoting material consists of an MS Excel based [quoting template](#) preloaded with all jobs and required quotes specified by the superintendent. Each shipyard quotes directly in the template in accordance with the template's specification and layout. When received back from the shipyard the template can then be [imported](#) back into DockPlan, and all quotes automatically be inserted on the correct work orders.

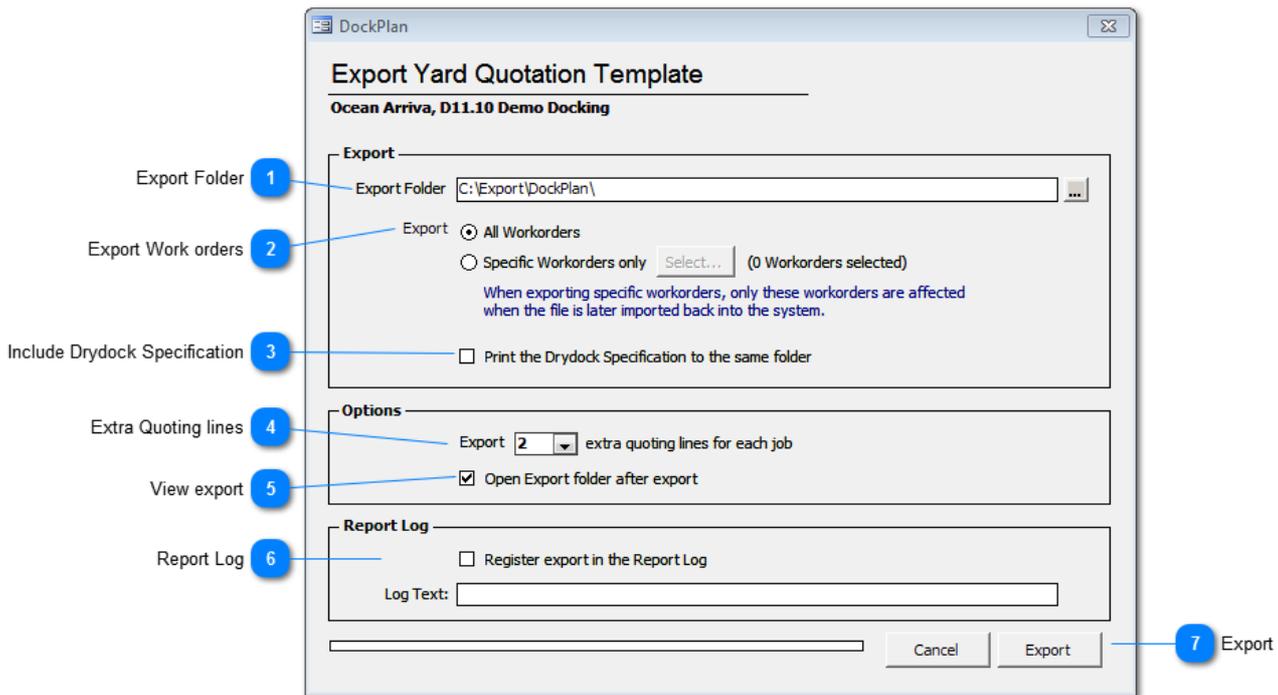
Besides the quoting template, the quoting material can optionally include the full written drydock specification as well. The full drydock specification includes the work order's specification of repairs along with any attached documents, drawings, photos etc. The full specification is required for the shipyard to perform quotation.

Export Quotation

Quotation material for use by the shipyard can be exported from DockPlan.

The quoting material consists of an MS Excel based [quoting template](#) preloaded with all jobs and required quotes as specified by the superintendent. The shipyard quotes directly in the template in accordance with the template's specification and layout. When received back from the shipyard the template can then be [imported](#) back into DockPlan, and all quotes automatically be inserted on the correct work orders.

Besides the quoting template, the quoting material can optionally include the full written drydock specification as well. The full drydock specification includes the work order's specification of repairs along with any attached documents, drawings, photos etc. The full specification is required for the shipyard to perform quotation.



1 Export Folder



Select the folder where DockPlan should save the quoting material. Use the  button to browse to a folder.

2

Export Work orders

Export All Workorders
 Specific Workorders only (0 Workorders selected)
 When exporting specific workorders, only these workorders are affected when the file is later imported back into the system.

Normally the [quoting template](#) should contain all work orders in the specification, allowing the ship yard to make a complete quote for the drydocking.

On some occasions you may want to only include certain work orders in the quoting template. Perhaps some work orders should be left out for some ship yards, or perhaps the shipyard has already returned a full quotation, and now some additional quotes are required for last minute work orders created in the specification.

Work orders can be more permanently excluded from the quoting material in either of two ways:

1. If properties for a work order is set to [not include the work order in the drydock specification](#), then the work order is excluded from both the drydock specification and the quoting template.
2. If you check the [Do not request quotation for this job](#) checkbox on the work order in the drydock specification, then the work order *remains* in the drydock specification, but is *excluded* in the quoting template.

During [import](#) of the quoting template, all work orders present in the template will be updated in DockPlan, meaning that work orders without quotations in the template will be imported and updated to having no quotations in DockPlan also. Work orders in DockPlan having existing quotations, will have these existing prices replaced by the prices from the quoting template during import of the template.

Work orders that exist in the drydock specification in DockPlan, but do not exist in the quoting template, will not be affected during [import](#) of the template.

3

Include Drydock Specification

Print the Drydock Specification to the same folder

Besides the [quoting template](#), the quoting material can optionally include the full written drydock specification as well. The full drydock specification includes the work order's specification of repairs along with any attached documents, drawings, photos etc. The full specification is required for the shipyard to perform quotation.

To automatically print the full drydock specification together with the quoting template, select this checkbox.

Both files will then be placed in the selected [export folder](#).

4 Extra Quoting lines

Export extra quoting lines for each job

The quoting template will export preloaded with any specific quoting requests that may be specified in the work order's [Yard Quotations](#) box.

For instance like this:

D300.01	Painting And Treatment	Quantity	Price	Currency	Discount	Total
	Paint supply	1		USD	0.0%	0.00
	Man hours	1		USD	0.0%	0.00
	Staging	1		USD	0.0%	0.00
	Blasting	1		USD	0.0%	0.00
				USD	0.0%	0.00
				USD	0.0%	0.00
	Job Total					0.00

If no specific quotations are requested for the work order, a single preloaded quoting line labeled 'Quotation' will export for the work order. Like this:

D1001.01	Shell Plating, Bulwark, Bilge Keels	Quantity	Price	Currency	Discount	Total
	Quotation	1		USD	0.0%	0.00
				USD	0.0%	0.00
				USD	0.0%	0.00
	Job Total					0.00

To enable the ship yard to compose their quotation by a number of sub quotes for the work order, for instance to facilitate quoting calculations or improve details, DockPlan can automatically insert a number of additional empty lines for the purpose, readily prepared with formulas. Use the pull down to select the number of additional quoting lines you want for each job in the template.

The ship yard is allowed to insert their own additional quoting lines for work orders in the template as long as it is done **after** the job header and **before** the total line of the work order in question. Manually inserted lines however requires the user to also copy down column formulas accordingly where required.

5 View export

Open Export folder after export

Select this checkbox to automatically open the [Export Folder](#) and view the exported file(s) when the export procedure is complete.

6

Report Log

Register export in the Report Log

Log Text:

The Report Log can track certain reports created in DockPlan. If report logging is selected for the export, the log will register the export along with a user defined log text and a copy of the files created.

This feature is useful when for instance a preliminary set of quoting material is created and sent to a yard for quotation. If changes and additions are later made to the specification, this can later lead to confusion about what was actually included in the material sent out in the past. If you log such exports, you have date, time and content of the export, and from the dockings [Report Log](#) you can open a copy of the files, exported at that point in time.

Final Version	13-07-2011 02:09:24	KEYNET\jeru
Sent to Dubai Drydocks	13-07-2011 02:08:57	KEYNET\jeru

7

Export

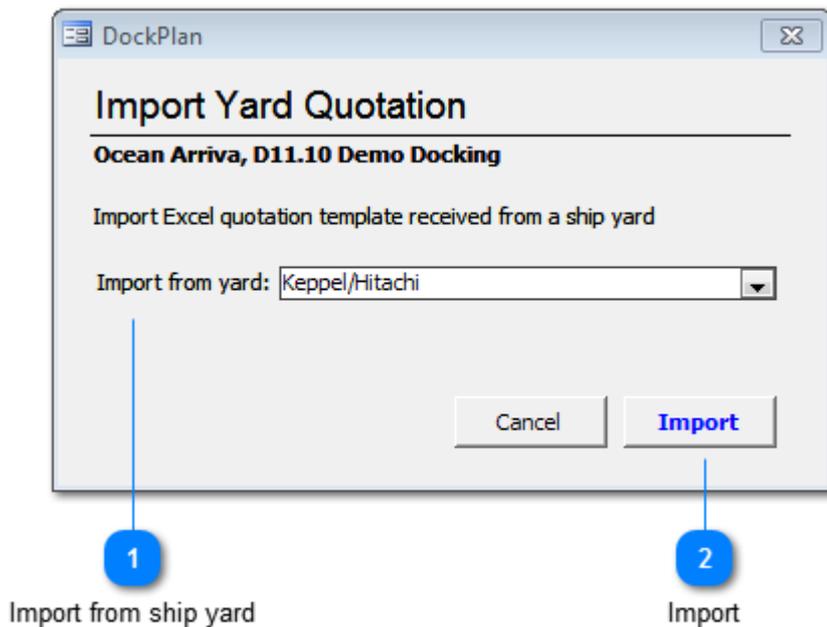
Click the **Export** button to have DockPlan perform the export according to your selections.

Import Quotation

When the Excel based quoting template is received back from the shipyard, it is imported into DockPlan.

The sheet is coded with information about which drydocking it belongs to, so it cannot be imported into a wrong drydocking. It is however not coded with the name of the quoting shipyard, so during import, the user must select from which shipyard the quotation is received.

Not having the shipyard coded on the Excel sheet allows the superintendent to create only one set of quoting material, and send this same set to multiple shipyards for quotation.



1 Import from ship yard

Import from yard: Keppel/Hitachi

First select the shipyard from which you are about to import the quoting template. The list of shipyards in the import list, corresponds to the [list of quoting shipyards](#) setup for the drydocking in [Yard Quotes](#).

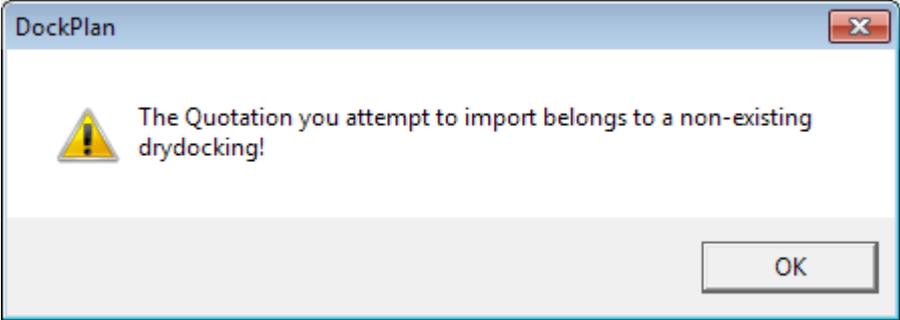
2 Import



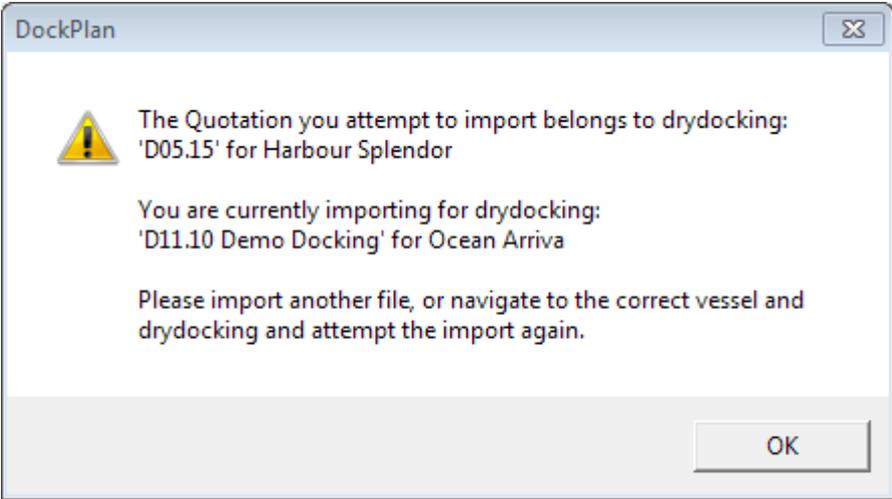
Click the **Import** button to perform the import.

The quoting template is coded with information about which drydocking it belongs to, so it cannot be imported into a wrong drydocking.

During import you might encounter the following issues:



This means that the file being imported belongs to a drydocking that does not exist in DockPlan. This can happen if the drydocking was deleted after the quoting template was exported, or if the drydocking has once been imported with the [Create new docking from Import](#) option, which will assign new identities to the drydocking and all its work orders. In this case the quoting template cannot be imported, because it will be unable to match the quoted prices to any work orders in the system.



This dialog informs that you are not on the correct drydocking. The quoting template belongs to another drydocking in the system, and you must open [Yard Quotes](#) for the correct drydocking, before the file can be imported.

Quoting Template

The quoting material consists of an MS Excel based quoting template preloaded with all jobs and required quotes as specified by the superintendent.

The shipyard quotes directly in the template in accordance with the template's specification and layout.

When received back from the shipyard the template can then be [imported](#) back into DockPlan, and all quotes automatically be inserted on the correct work orders.

The quoting template will export preloaded with any specific quoting requests that may be specified in the work order's [Yard Quotations](#) box.

For instance like this:

If no specific quotations are requested for the work order, a single preloaded quoting line labeled 'Quotation' will export for the work order.

The ship yard is allowed to insert their own additional quoting lines for work orders in the template as long as it is done **after** the job header and **before** the total line of the work order in question. Manually inserted lines however requires the user to also copy down column formulas accordingly where required.

A Remarks field exists for each job in the template, which allows the shipyard to enter remarks related to the job's quotation. These remarks are imported into the [Quotation Remarks](#) field in DockPlan

The quoting template exports as a protected Excel workbook, which cannot be altered or edited, except in areas allowed by the protection.

	B	C	D	E	F	G	H	
1	DRYDOCK QUOTATION TEMPLATE							
2	Vessel:	Ocean Arriva (IMO: 1234567)						
3	Request by:	ABC Fleet Management Ltd.						
4	Currency:	USD						
5								
6	Please refer to the accompanying Drydock Specification for detailed description of repairs							
7	Please observe that the format and layout of this document is maintained while edited. The document is subject to automated processing when returned.							
8	Additional quoting rows can be created under each job, but the composition of columns are not to be altered.							
9	The quoting currency MUST be the same for all quoted costs, and can be set globally above. A valid ISO currency code must be used.							
10								
11							Total Tender:	0
12	1000 Vessel Outboard							
13	S1001.01	Shell Plating, Bulwark, Bilge Keels	Quantity	Price	Currency	Discount	Total	
14		Yard Quote	1		USD	0,0%	0,00	
15		Crane	1		USD	0,0%	0,00	
16		Scaffolding	1		USD	0,0%	0,00	
17		Transportation	1		USD	0,0%	0,00	
18					USD	0,0%	0,00	
19					USD	0,0%	0,00	
	Remarks:							
20								
21		Job Total					0,00	
22								
23	D1001.02	Sea Chest and Bay	Quantity	Price	Currency	Discount	Total	
24		Yard Quote	1		USD	0,0%	0,00	
25		Cleaning of suction valve	1		USD	0,0%	0,00	
26					USD	0,0%	0,00	
27					USD	0,0%	0,00	
	Remarks:							
28								
29		Job Total					0,00	
30								
31	D1001.03	Kort Nozzles	Quantity	Price	Currency	Discount	Total	
32		Yard Quote	1		USD	0,0%	0,00	
33		Scaffolding	1		USD	0,0%	0,00	
34					USD	0,0%	0,00	
35					USD	0,0%	0,00	
	Remarks:							
36								
37		Job Total					0,00	
38								
39	D1041.01	Rudders and Stocks	Quantity	Price	Currency	Discount	Total	
40		Yard Quote	1		USD	0,0%	0,00	
41		Measurements according to spec	2		USD	0,0%	0,00	
42		Seals refitting	1		USD	0,0%	0,00	
43		Dismanteling	2		USD	0,0%	0,00	
44		Access openings to be made	2		USD	0,0%	0,00	
45		Fabrication of ring spanner	1		USD	0,0%	0,00	
46					USD	0,0%	0,00	
47					USD	0,0%	0,00	
	Remarks:							

Cost Outline

Cost Outline provides an instant overview of cost involved in the drydocking.

Yard related cost types are in **light blue** columns, with their sub total in the darker blue column. Owner related cost types are in **light red** columns, with their sub total in the darker red column. The **yellow** column shows the total of both yard and owner related cost types.

DockPlan

Cost Outline

Ocean Arriva, D11.14 Demo Docking

Job No	Job Header	Quote	Estimate	Yard Total	Parts	Repair Team	Requisition	Survey	Travel	(Other)	Owner Total	Job Total
D100.01	General Conditions			0							0	0
D200.01	Drydocking			0							0	0
D300.01	Painting And Treatment			0							0	0
D1001.01	Shell Plating, Bulwark, Bilge Keels	20.450		20.450		1.136	6.600				7.736	28.186
D1001.02	Sea Chest and Bay	18.800		18.800	1.458						1.458	20.258
D1001.03	Kort Nozzles	17.850		17.850		4.458					4.458	22.308
D1041.01	Rudder, Rudder Trunk, Stuffing Box	55.000		55.000	929			800			1.729	56.729
D1041.02	Simplex Stuffing Boxes	9.600		9.600	15.200	33.000					48.200	57.800
D3801.01	Propellers	33.600		33.600							0	33.600
D3801.02	Rope Guard	1.400		1.400							0	1.400
D3805.01	Propellor Shaft Arrangement	18.470		18.470		5.455					5.455	23.925
D3811.01	Bowthruster 1	35.000		35.000		789					789	35.789
D4701.01	Corrosion Prevention Anodes	35.000		35.000	5.487		8.392				13.879	48.879
D9020.01	Specifications	128.000		128.000							0	128.000

Group by: Work Order

Job Total (USD)

373.170	0	373.170	23.074	44.838	14.992	800	0	0	83.704	456.874
---------	---	---------	--------	--------	--------	-----	---	---	--------	---------

Hide cancelled and postponed jobs

> Excel Print OK

Value of Yard Discount: -27.658
 Deviation: 99.760
 Representatives: 11.427
Docking Total (USD) 540.403

1

Hide Jobs

2

Group By

3

Export to Excel

1 Hide Jobs

Hide cancelled and postponed jobs

Check this box to exclude cancelled and postponed jobs from Cost Outline. Cost Outline will then calculate totals costs identical to the docking totals displayed on the drydocking [main page](#).

If this check box is not selected, Cost Outline will include cancelled and postponed jobs, and their assigned costs, in the outline.

2 Group By

Group by: ▼

The **Group By** dropdown list allows you to display Cost Outline in various ways:

Group By	Effect
Work Order	Lists Cost Outline for all work orders individually.
Job Category	Lists Cost Outline per Main Category in which the work orders are arranged.
Main Account	Lists Cost Outline per Main Account , provided accounts has been assigned to work orders. (Accounts may be disabled by the administrator in your version of DockPlan).
Budget	Lists Cost Outline per Budget , provided work orders have been assigned to a budget.
Job Type	Lists Cost Outline per Job Type . All work orders are assigned a Job Type when created. Typically there are 'Ordinary' jobs and 'Additional' jobs, but other Job Types may exist as well. Available Job Types are configured by the Administrator..
Responsible	Lists Cost Outline per assigned Job Responsible .
Discipline	Lists Cost Outline per Discipline .

3 Export to Excel

> Excel

Exports the current Cost Outline layout to Excel.

Job No	Job Header	Quote	Estimate	Yard Total	Parts	Repair Team	Requisition	Survey	Travel	(Other)	Owner Total	Job Total
D100.01	General Conditions			0							0	0
D200.01	Drydocking			0							0	0
D300.01	Painting And Treatment			0							0	0
D1001.01	Shell Plating, Bulwark, Bilge Keels	20.450		20.450		1.136	6.600				7.736	28.186
D1001.02	Sea Chest and Bay	18.800		18.800	1.458						1.458	20.258
D1001.03	Kort Nozzles	17.850		17.850		4.458					4.458	22.308
D1041.01	Rudder, Rudder Trunk, Stuffing Box	55.000		55.000	929			800			1.729	56.729
D1041.02	Simplex Stuffing Boxes	9.600		9.600	15.200	33.000					48.200	57.800
D3801.01	Propellers	33.600		33.600							0	33.600
D3801.02	Rope Guard	1.400		1.400							0	1.400
D3805.01	Propeller Shaft Arrangement	18.470		18.470		5.455					5.455	23.925
D3811.01	Bowthruster 1	35.000		35.000		789					789	35.789
D4701.01	Corrosion Prevention Anodes	35.000		35.000	5.487		8.392				13.879	48.879
D9020.01	Specifications	128.000		128.000							0	128.000
	Job Total (USD)	373.170	0	373.170	23.074	44.838	14.992	800	0	0	83.704	456.874
											Value of Yard Discount	-27.658
											Deviation	59.760
											Representatives	11.427
											Docking Total (USD)	540.403

TimeLine

Provides a Gantt-Chart for graphically scheduling events.

Several time bars can be inserted for each work order.

The TimeLine will only display work orders having the [Show job on Time Line](#) property set.

The screenshot shows the 'Time Line' window in DockPlan. The window title is 'DockPlan' and the subtitle is 'Time Line'. Below the subtitle, it says 'Ocean Arriva, D11.10 Test Docking'. The main area is a Gantt chart for 'november 2010' with days 3 through 15 on the x-axis. The y-axis lists jobs with checkboxes: D1001.01 Shell Plating, Bulwark, Bi...; D1001.02 Sea Chest and Bay; D1001.03 Kort Nozzles; D1041.01 Rudders and Stocks (checked); D1041.02 Simplex Stuffing Boxes; D3801.01 Propellers; D3801.02 Rope Guard; D3805.01 Propellor Shaft Arrangem...; D3811.01 Bowthruster 1; D4701.01 Corrosion Prevention An... The Gantt chart shows several time bars: cyan bars for 'Sea Chest and Bay', 'Rope Guard', and 'Corrosion Prevention An...'; green bars for 'Inspection', 'Dismounting', 'Refurbishment', and 'Mounting' under 'Rudders and Stocks'; and a cyan bar for 'Withdrawal' under 'Propellor Shaft Arrangem...'. A 'Time Bar Details' dialog is open at the top right, showing 'Start:' and 'End:' fields. At the bottom left, there is a checkbox 'Show Completed Jobs' which is checked. At the bottom right, there are buttons for 'Settings', 'Delete All', 'Print', and 'Close'. A mouse cursor is over the 'Settings' button. Numbered callouts 1 through 5 point to specific features: 1 points to a cyan time bar, 2 points to the 'Time Bar Details' dialog, 3 points to the 'Show Completed Jobs' checkbox, 4 points to the 'Settings' button, and 5 points to the 'Delete All' button.

Time Bar

Time Bar Details

1

2

3

4

5

Show Completed Jobs

Settings

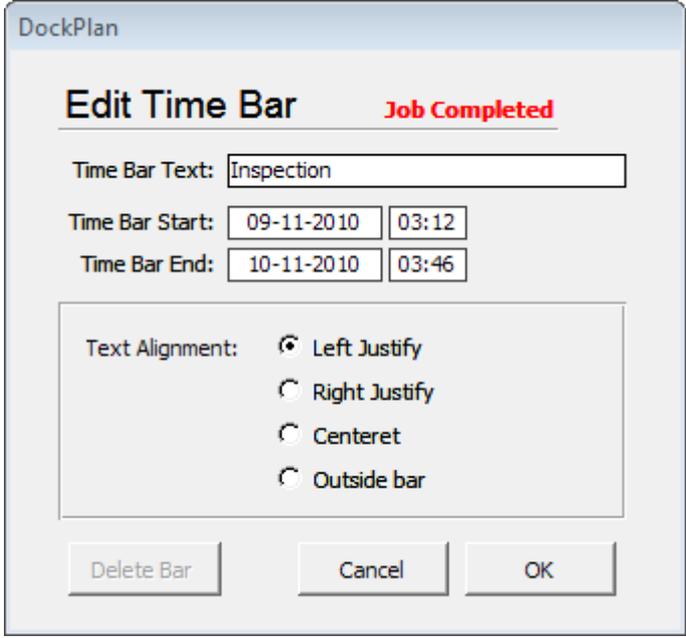
Delete All

1 Time Bar



Time Bars are inserted, simply by drawing a rectangle on the chart with the mouse.

Time Bar text can be edited by double-clicking the Time Bar:



Time Bar texts can be inserted inside or outside the Time Bar.
Time Bars on completed work orders are locked from editing.

2 Time Bar Details



Shows the exact time details of the currently selected Time Bar.
When creating or modifying Time Bars, use the Time Bar details to position and scope the Time Bar precisely.

3 Show Completed Jobs

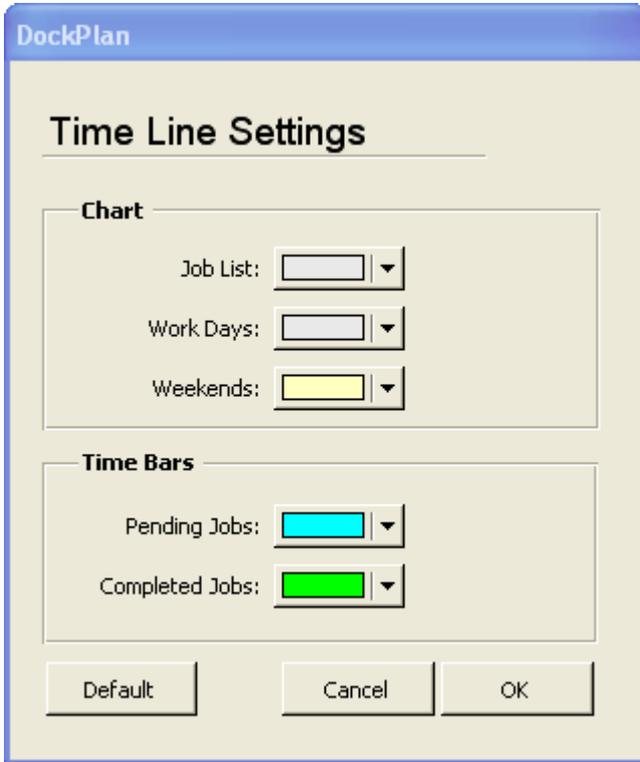


Use this check box to hide or show completed work orders

4 Settings

Settings

Allows for customization of the colors used by TimeLine



5 Delete All

Delete All

Delete all Time Bars in the chart.

Reports

A number of specialized Reports are available from the DockPlan's main window:



- [Progress Report](#)
- [Summary Report](#)
- [Yard Evaluation Report](#)
- [Report Log](#)

Progress Reports

Progress reporting allows you to report on work progress on a daily basis, or other regular intervals. Progress can be reported for each individual work order in the specification, along with general information about weather observations and estimated days left at the yard.

Report List

1

Date	Jobs	Report By	ETD	Wind	Temp dry/wet	Humidity
15-05-2015	7	John Doe	16-05-2015 00:00	4 Knots N	24 / 24	66%
14-05-2015	5	Erik Rudbeck	15-05-2015 00:00	16 Knots N	21 / 19	90%
13-05-2015	4	Erik Rudbeck	15-05-2015 00:00	25 Knots N	25 / 26	88%
10-05-2015	7	Erik Rudbeck	12-05-2015 00:00	0 Knots N	31 / 24	50%

2

Report Management

3

Mail Report

4

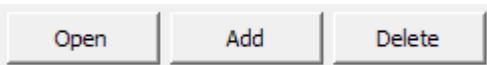
Print Report

1 Report List

Date	Jobs	Report By	ETD	Wind	Temp dry/wet	Humidity	
15-05-2015	7	John Doe	16-05-2015 00:00	4 Knots N	24 / 24	66%	
14-05-2015	5	Erik Rudbeck	15-05-2015 00:00	16 Knots N	21 / 19	90%	
13-05-2015	4	Erik Rudbeck	15-05-2015 00:00	25 Knots N	25 / 26	88%	
10-05-2015	7	Erik Rudbeck	12-05-2015 00:00	0 Knots N	31 / 24	50%	

The report list shows previous progress reports created for the drydocking.

2 Report Management



Click **Open** to open and view the report currently selected in the report list

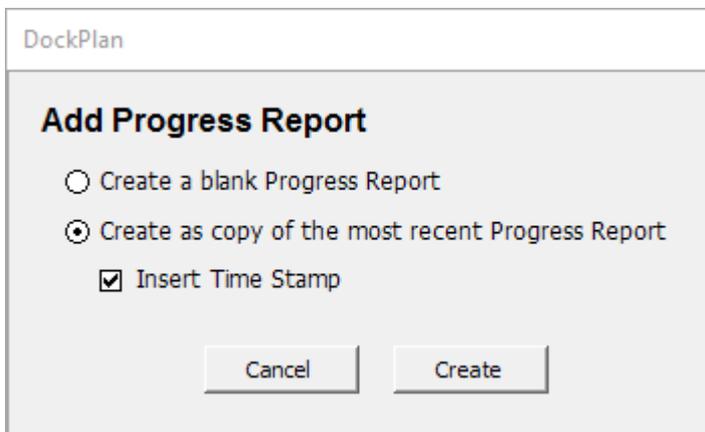
Click **Add** to add a new progress report *)

Click **Delete** to delete the report currently selected in the report list

*) when adding a new progress report it may be feasible to have DockPlan create the new report as a copy of yesterdays report in stead of creating a new blank report.

This way you'll only need to note changes compared to yesterdays report.

So if one or more progress reports already exists for the drydocking DockPlan will prompt you like this:



DockPlan

Add Progress Report

Create a blank Progress Report

Create as copy of the most recent Progress Report

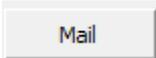
Insert Time Stamp

Cancel Create

Tick the **Insert Time Stamp** to have the date of the text carried over from the previous progress report inserted automatically.

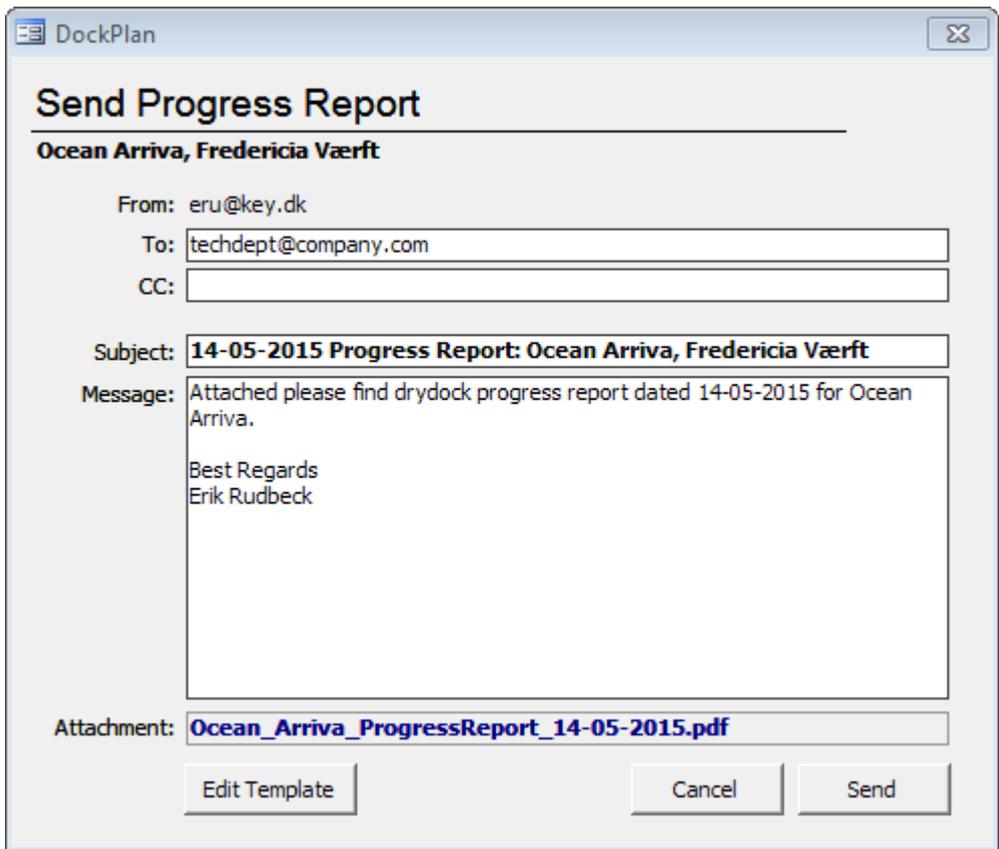
When using the **Insert Time Stamp** feature, always start typing today's report text at the top of the carried over text.

3 Mail Report



Click the **Mail** button to have DockPlan send the progress report to any mail recipient.

DockPlan will prepare the email with receiver, subject and message and the progress report already attached, ready for you to just click **Send**



You are free to edit all fields, but edits to the **subject** and **message** fields will only apply to the current mail transmission.

To permanently edit the contents of the subject and message fields for this drydocking, you must edit the underlying template.

Click **Edit Template** to switch to template view:

Send Progress Report

Ocean Arriva, Fredericia Værft

From: eru@key.dk

To: techdept@company.com

CC:

Subject: <ReportDate> Progress Report: <VesselName>, <Yard>

Message: Attached please find drydock progress report dated <ReportDate> for <VesselName>.

Best Regards
<UserName>

Attachment: Ocean_Arriva_ProgressReport_14-05-2015.pdf

Save Template ? Cancel Send

In template view you can edit the text strings used to compose the mail **subject** and **message**.

Please note the use of codes in <brackets>. These serve as place holders and are replaced by live data at runtime.

Four place holders are available. Click the  button for their descriptions:

Code	Replaces with:
<VesselName>	Actual vessel name
<Yard>	Actual drydock yard
<ReportDate>	Actual report date
<UserName>	Name of user sending the report

When done editing the template, click the **Save Template** button.

To cancel edits to the template. click the **Cancel** button.

Template changes only applies to the current drydocking, and will thus only have effect on progress reports send for this drydocking.

4 Print Report



Click to print the progress report as PDF file.

Drydock Progress Report

The Progress Report allows for daily reporting of progress during the drydocking.

Progress reporting is performed individually for each relevant work order in the specification. The report also allows for reporting on yard days and ETD as well as weather information.

The screenshot shows the 'Drydock Progress Report' window. It includes a header with the report title and a sub-header 'Ocean Arriva, D11.14 Demo Docking'. Below this is a 'Report info' section with fields for 'Report Date' (15-05-2015) and 'Report By' (John Doe). A 'Yard days' table shows columns for 'Yard Quote', 'Planned', 'To Date', 'Forecast', and 'ETD'. A 'Weather today' section displays various weather metrics like wind direction, knots, Beaufort, temperature, humidity, and cloud state. A 'General Remarks' text area is present. A 'Job List' table on the left lists various work orders, with 'D1041.02 Simplex Stuffing Boxes' highlighted. A 'Progress Report' section on the right shows a detailed report for the selected job. At the bottom, there is a 'Job Status' dropdown (set to 'Pending') and a 'Class Survey Required!' warning. A 'Hide Jobs with no Progress Report' checkbox and several action buttons (Delete, Documents, Mail, Print, OK) are also visible.

1 Report info

Report Date Report By

The **Report Date** specifies the day to which the reported information applies. **Report By** can be any of the [representatives](#) assigned to the drydocking

2 Yard days

Days in shipyard:				
Yard Quote	Planned	To Date	Forecast	ETD
10	9	11	12	16-05-2015 00:00

- Yard Quote Yard days originally estimated by the ship yard
- Planned Days estimated by the superintendent
- To Date Actual number of days currently spent in shipyard
- Forecast Current estimated total number of days in shipyard (cannot be less than **To Date** value).
- ETD Estimated departure date from ship yard. DockPlan calculates ETD automatically based on **Forecast**, but ETD can also be edited manually.

3 Remark

General Remarks:

A general remark on progress, or other general matters, that are not related to specific work orders.

4 Job List

Job No	Job Header			
D100.01	General Conditions			
D200.01	Drydocking			
D300.01	Painting And Treatment			
S1001.01	Shell Plating, Bulwark, Bilge Keels			
D1001.02	Sea Chest and Bay			
D1001.03	Kort Nozzles			
D1041.01	Rudders and Stocks			2
D1041.02	Simplex Stuffing Boxes			
D3801.01	Propellers			
D3801.02	Rope Guard			
D3805.01	Propellor Shaft Arrangement			
D3811.01	Bowthruster 1			
D4701.01	Corrosion Prevention Anodes			
D9020.01	Specifications			
<input type="checkbox"/> Hide Jobs with no Progress Report				

Lists all work orders in the current drydock specification. Pick a work order in the list to report its daily progress.

The icon indicates that a progress report exists for the work order. Other list icons indicates [status](#) of the work order.

To filter the list to only show work orders with progress reporting, check the **Hide Jobs with no Progress Report** checkbox.

5 Weather

Weather today:

Wind direction	Wind Knots	Beaufort	Temp (dry)	Temp (wet)	Humidity	Cloud State
N	4	2	24	24	66%	Clear sky

Enables reporting on weather.

Entering wind knots will automatically calculate the associated Beaufort. The other way around is not possible with any accuracy because a certain Beaufort points to a range of knots.

6

Progress Report

Progress Report: Simplex Stuffing Boxes

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus dui ligula, vehicula ut nunc in, porta sagittis justo. Aliquam ultricies nulla elementum augue lacinia elementum.

Nam pulvinar venenatis lorem, nec viverra lacus ultrices nec. Curabitur odio est, posuere ut mauris id, accumsan volutpat lacus. Sed tincidunt laoreet libero, a porttitor enim iaculis ac. Pellentesque faucibus at dolor et tempor. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Quisque sit amet dignissim sapien. Curabitur iaculis eget odio sit amet viverra. Nam efficitur ante at hendrerit scelerisque.

The fee text field where to enter progress for the selected work order.

7

Job Status

Job Status	Pending	▼	Class Survey Required !
Date	<input type="text"/>		
By	<input type="text"/>	▼	

Job status for the selected work order can be set directly in the progress report .
If the work order is flagged for Class Survey this will be indicated.

8

Exclude Work order

Exclude this Workorder from the report

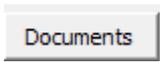
Place a checkmark in this checkbox to exclude the work order from the progress report even though it has text in the [progress report field](#).

9

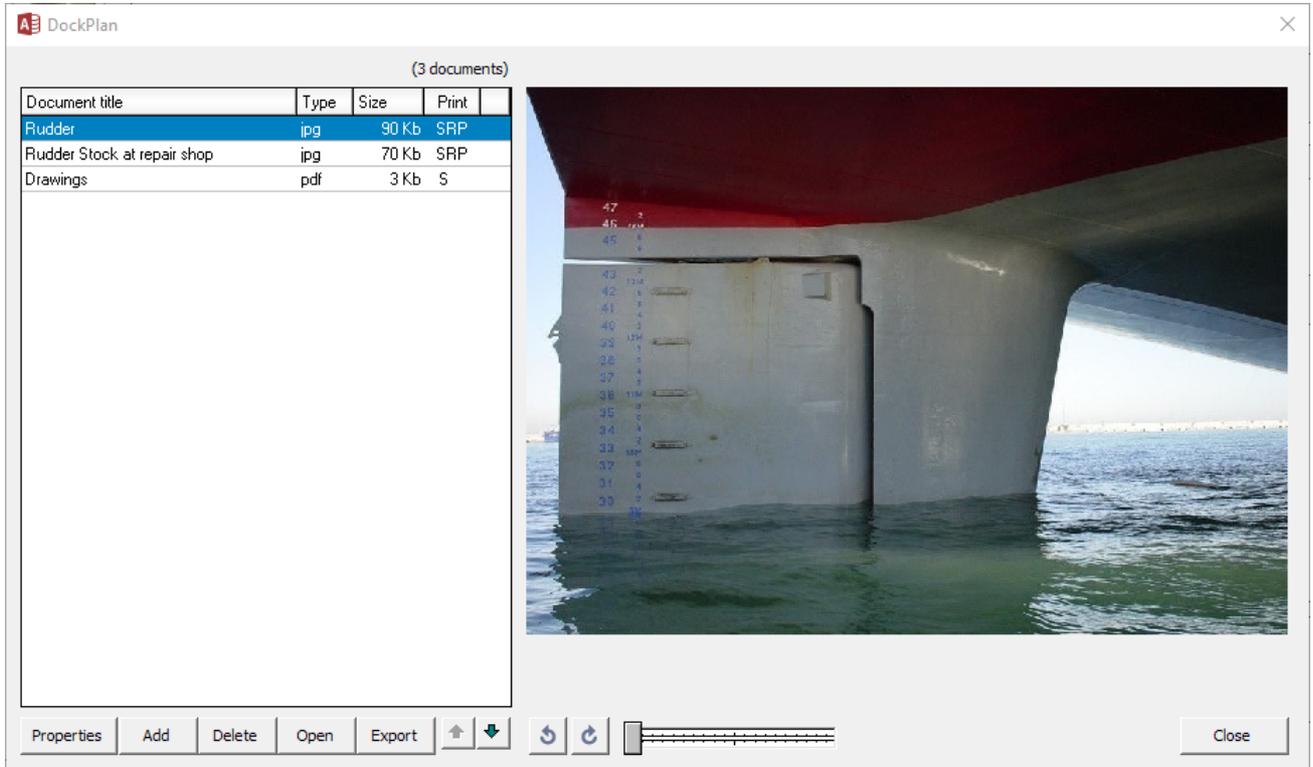
Delete Report

Click to delete the current progress report.

10 Documents



Allows the user to insert photos into the progress report.



For an explanation of how to add, delete and manage external documents and photos, please refer to [Documents](#)

Note!

The Progress Report only supports 'Integrated Photos', so ensure that photos to be included with the Progress Report is set accordingly, as displayed below.

Document properties

Document Title

File size 90 kb 800x600

Autoprint

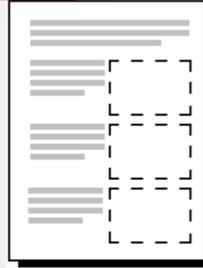
Print this document together with the:

- Drydock Specification
- Docking Report
- Progress Report

Print options

Print Size:

Continuous photos with descriptions.
Integrated with report text



Document Text:

Prompt for properties when adding documents

Cancel

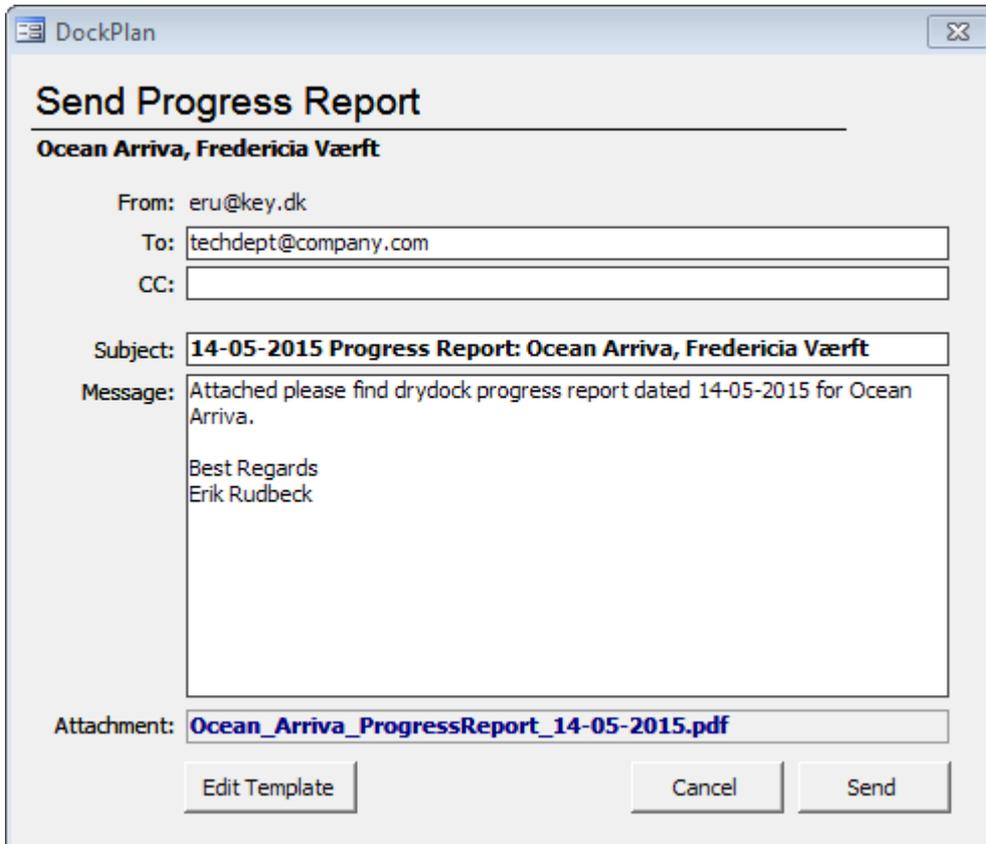
OK

11 Mail Report



Click the **Mail** button to have DockPlan send the progress report to any mail recipient.

DockPlan will prepare the email with receiver, subject and message and the progress report already attached, ready for you to just click **Send**

A screenshot of a software dialog box titled "Send Progress Report" from the application "DockPlan". The dialog box contains the following fields and controls:

- Title:** Send Progress Report
- Recipient:** Ocean Arriva, Fredericia Værft
- From:** eru@key.dk
- To:** techdept@company.com
- CC:** (empty field)
- Subject:** 14-05-2015 Progress Report: Ocean Arriva, Fredericia Værft
- Message:** Attached please find drydock progress report dated 14-05-2015 for Ocean Arriva.
Best Regards
Erik Rudbeck
- Attachment:** Ocean_Arriva_ProgressReport_14-05-2015.pdf
- Buttons:** Edit Template, Cancel, Send

You are free to edit all fields, but edits to the **subject** and **message** fields will only apply to the current mail transmission.

To permanently edit the contents of the subject and message fields for this drydocking, you must edit the underlying template.

Click **Edit Template** to switch to template view:

Send Progress Report

Ocean Arriva, Fredericia Værft

From: eru@key.dk

To: techdept@company.com

CC:

Subject: <ReportDate> Progress Report: <VesselName>, <Yard>

Message: Attached please find drydock progress report dated <ReportDate> for <VesselName>.
Best Regards
<UserName>

Attachment: Ocean_Arriva_ProgressReport_14-05-2015.pdf

Save Template ? Cancel Send

In template view you can edit the text strings used to compose the mail **subject** and **message**.

Please note the use of codes in <brackets>. These serve as place holders and are replaced by live data at runtime.

Four place holders are available. Click the  button for their descriptions:

Code	Replaces with:
<VesselName>	Actual vessel name
<Yard>	Actual drydock yard
<ReportDate>	Actual report date
<UserName>	Name of user sending the report

When done editing the template, click the **Save Template** button.

To cancel edits to the template. click the **Cancel** button.

Template changes only applies to the current drydocking, and will thus only have effect on progress reports send for this drydocking.

12 Print Report



Click to print the progress report as PDF file.

Summary Report

A comprehensive Technical Summary report covering the entire drydocking.

The Summary Report gathers all the most important information about the drydocking and the vessels condition before and after drydocking.

The Summary Report is divided into chapters, to facilitate navigation and overview.

The screenshot displays the 'DockPlan' application window titled 'Drydock Summary Report'. The window is divided into two main sections: 'Chapter Navigation' on the left, marked with a blue circle '1', and 'Chapter Content' on the right, marked with a blue circle '2'. The 'Chapter Navigation' sidebar lists various report categories such as 'General', 'Off Hire', 'Drafts', 'Tank Soundings', 'Consumption', 'Paint', 'Cathodic Protection', 'Anchors & Chains', 'Rudder', 'Propeller', 'Tailshaft / Stern Tube', 'Stern Tube Sealings / Liners', 'Thrusters', 'Sea Chests / Valves', and 'Various'. The 'Chapter Content' area shows the 'General Information' section of the report, which includes fields for 'Report Date' (08-07-2011), 'Report by' (John Doe), 'Yard' (Fredericia Værft), 'Name of Dock', 'Last Drydocking' (D11.99 Thruster havari, Svendborg Værft), 'Date' (25-11-1999), 'Last Yard' (Svendborg Værft), and 'Class Society' (Lloyd's). Below this is a 'General note' section with a large empty text area. At the bottom right of the window, there are three buttons: 'Delete', 'Print', and 'Close'. A blue circle '3' points to the 'Delete' button, with the label 'Delete button' below it.

1

Chapter Navigation

Click one of the Chapter buttons, to navigate to a report chapter.

General
Off Hire
Drafts
Tank Soundings
Consumption
Paint
Cathodic Protection
Anchors & Chains
Rudder
Propeller
Tailshaft / Stern Tube
Stern Tube Sealings / Liners
Thrusters
Sea Chests / Valves
Various

2

Chapter Content

Displays the content of the currently selected Report Chapter

General Information

Report Date	<input type="text" value="08-07-2011"/>	Report by	<input type="text" value="John Doe"/>
Yard	<input type="text" value="Fredericia Værft"/>		
Name of Dock	<input type="text"/>		

Last Drydocking

Last Drydocking	<input type="text" value="D11.99 Thruster havari, Svendborg Værft"/>
Date	<input type="text" value="25-11-1999"/>
Last Yard	<input type="text" value="Svendborg Værft"/>

Class Society

Class Society	<input type="text" value="Lloyd's"/>
---------------	--------------------------------------

General note

3

Delete button

Delete

Deletes all entered information in **all chapters** of the Summary Report.

Yard Evaluation

The Yard Evaluation Form allows you to perform an evaluation of the yards performance and facilities after completing the drydocking.

Over time, a number of evaluations will be created for the various yards, and the overall score of the yards general performance will be readily available in the system.

Vessel Details (1)

Yard Details (2)

Average Rating (3)

Yard Evaluation Form

Total Average Rating: 4,0

Vessel

Name: **Ocean Arriva**

Type: **Container**

Vessel TDW: **3.592**

Yard

Name: **Gemak**

Place: **Tuzla, Turkey**

Payment Terms: **3 Installments (50%, 25%, 25%). Discounts: 6%**

Penalty:

Ratings | Work | Formalities | Evaluation

Evaluation Category: (All)

Category	Description	Weight	Rating	Comment
Yard Services	Dockside Cranes	1,0	3 - Fair	
Yard Services	Impression of yard sub-contactors	1,0	4 - Good	
Yard Services	Local External Support Services	1,0		
Yard Services	Power Supply	1,0		
Yard Services	Water Supply	1,0	4 - Good	
Yard Equipment	Electrical Shop	1,0		
Yard Equipment	Machine Shop	1,0	4 - Good	
Yard Equipment	Mechanical workshop	1,0	2 - Poor	
Yard Equipment	Steel Shop	1,0		
General Impression	Additional (Added on to specific items, or high on additional w	1,0		
General Impression	Communication (Ship repair manager/Management)	1,0	5 - Excellent	
General Impression	Dock work (Blasting and painting)	1,0	4 - Good	
General Impression	Effectiveness on yard during weekends and holidays	1,0		
General Impression	Efficiency	1,0	5 - Excellent	
General Impression	Engine work	1,0	5 - Excellent	
General Impression	Environmental awareness	1,0		

Weighted average Rating: **4,0**

Report Date: **10-07-2011** Report by: **John Doe**

Print Close

Report Date (4)

Report By (5)

1 Vessel Details

Vessel

Name: **Ocean Arriva**

Type: **Container**

Vessel TDW: **3.592**

Vessel details are automatically inserted from the drydocking related to the Yard Evaluation

2

Yard Details

Yard			
Name	<input type="text" value="Gemak"/>	Payment Terms	<input type="text" value="3 Installments (50%, 25%, 25%). Discounts: 6%"/>
Place	<input type="text" value="Tuzla, Turkey"/>	Penalty	<input type="text"/>

Yard details are automatically inserted from the yard selected for the drydocking. Payment Terms and Penalty are editable because they may often have been negotiated for the particular docking relating to the evaluation.

3

Average Rating

Total Average Rating: 4,0

The Total Average Rating represents the yard's weighted average score on this evaluation. For more information on evaluation ratings, see: [Ratings](#)

4

Report Date

Report Date

Date of the evaluation report

5

Report By

Report by

Person responsible for the evaluation

Ratings

On the **Ratings** tab, ratings can be entered for a number of predefined services and facilities. Ratings are arranged into categories, to facilitate navigation and overview. Each rating can be weighted to reflect the importance of that particular evaluation.

The screenshot shows the 'Ratings' tab interface. At the top, there are tabs for 'Ratings', 'Work', 'Formalities', and 'Evaluation'. Below the tabs is a dropdown menu for 'Evaluation Category' set to '(All)'. The main area is a table with columns: 'Category', 'Description', 'Weight', 'Rating', and 'Comment'. The table lists various services like 'Yard Services' and 'General Impression' with their respective weights and ratings. At the bottom, a 'Weighted average Rating' is displayed as '4,0'. Numbered callouts 1-7 point to: 1. Rating Category tab, 2. Show Category dropdown, 3. Evaluation description column, 4. Evaluation weight column, 5. Rating column, 6. Comment column, and 7. Average score display.

Category	Description	Weight	Rating	Comment
Yard Services	Dockside Cranes	1,0	3 - Fair	
Yard Services	Impression of yard sub-contactors	1,0	4 - Good	
Yard Services	Local External Support Services	1,0		
Yard Services	Power Supply	1,0		
Yard Services	Water Supply	1,0	4 - Good	
Yard Equipment	Electrical Shop	1,0		
Yard Equipment	Machine Shop	1,0	4 - Good	
Yard Equipment	Mechanical workshop	1,0	2 - Poor	
Yard Equipment	Steel Shop	1,0		
General Impression	Additional (Added on to specific items, or high on additional w	1,0		
General Impression	Communication (Ship repair manager/Management)	1,0	5 - Excellent	
General Impression	Dock work (Blasting and painting)	1,0	4 - Good	
General Impression	Effectiveness on yard during weekends and holidays	1,0		
General Impression	Efficiency	1,0	5 - Excellent	
General Impression	Engine work	1,0	5 - Excellent	
General Impression	Environmental awareness	1,0		

Weighted average Rating: **4,0**

1 Rating Category

Category
Yard Services

Ratings are arranged into categories, to facilitate navigation and overview.

2 Show Category

Evaluation Category: (All)

Ratings are arranged into categories, to facilitate navigation and overview. to view ratings for at specific category, select the category from this pull down list.

3 Evaluation description

Description
Dockside Cranes

A short description of the evaluation to be rated.

4

Evaluation weight

Weight

1,0

Ratings can be weighted to reflect the importance of that particular evaluation.
e.g. ratings with a weight value of 2, will count double on the calculated average score for the yard.

5

Rating

Rating

3 - Fair

Select a rating for the specific evaluation.

Available ratings:

1: Critical

2: Poor

3: Fair

4: Good

5: Excellent

6

Comment

Comment

An optional comment to the rated evaluation.

7

Average score

Weighted average Rating:

4,0

The weighted average score for the selected category of ratings.

Work

The **Work** tab contains a general description of the work carried out during the drydocking.

Ratings	Work	Formalities	Evaluation
---------	-------------	-------------	------------

Did the vessel dry-dock: Yes

Major dry dock work:

Routine. (Paint, anchor,...)

Major repair carried out:

ME, electronic equipment, boilers...

Formalities

The **Formalities** tab contains general information with regards to drydocking at the yard.

Ratings	Work	Formalities	Evaluation
---------	------	-------------	------------

Special formalities regarding forwarding of spare parts to vessel:

Three days custom delivery time. Each AWB costs more than USD 1000 to connect to vsl.

Any restrictions:

Experienced field staff

Maximum size of vessel the yard can accommodate / dry dock:

26000 Lifting Capacity, Panamax size, 245 mtr length

Keel block height Mtr.

Local Office: Local Contact:

Evaluation

The **Evaluation** tab contains a general written evaluation of the yard.

Ratings	Work	Formalities	Evaluation
---------	------	-------------	------------

Positive Experience:

1. So many subcontractors available around yard with good experience for different equipment.
2. Good experience in chemical tankers

Negative Experience:

1. Too slow
2. No prospects
3. So many berth change during repair time
4. Ocerloaded

What should have special attention on this yard:

Prospect

Would you dry dock / repair at this yard again:

Preferably no.

Should we make a bonus agreement with the yard:

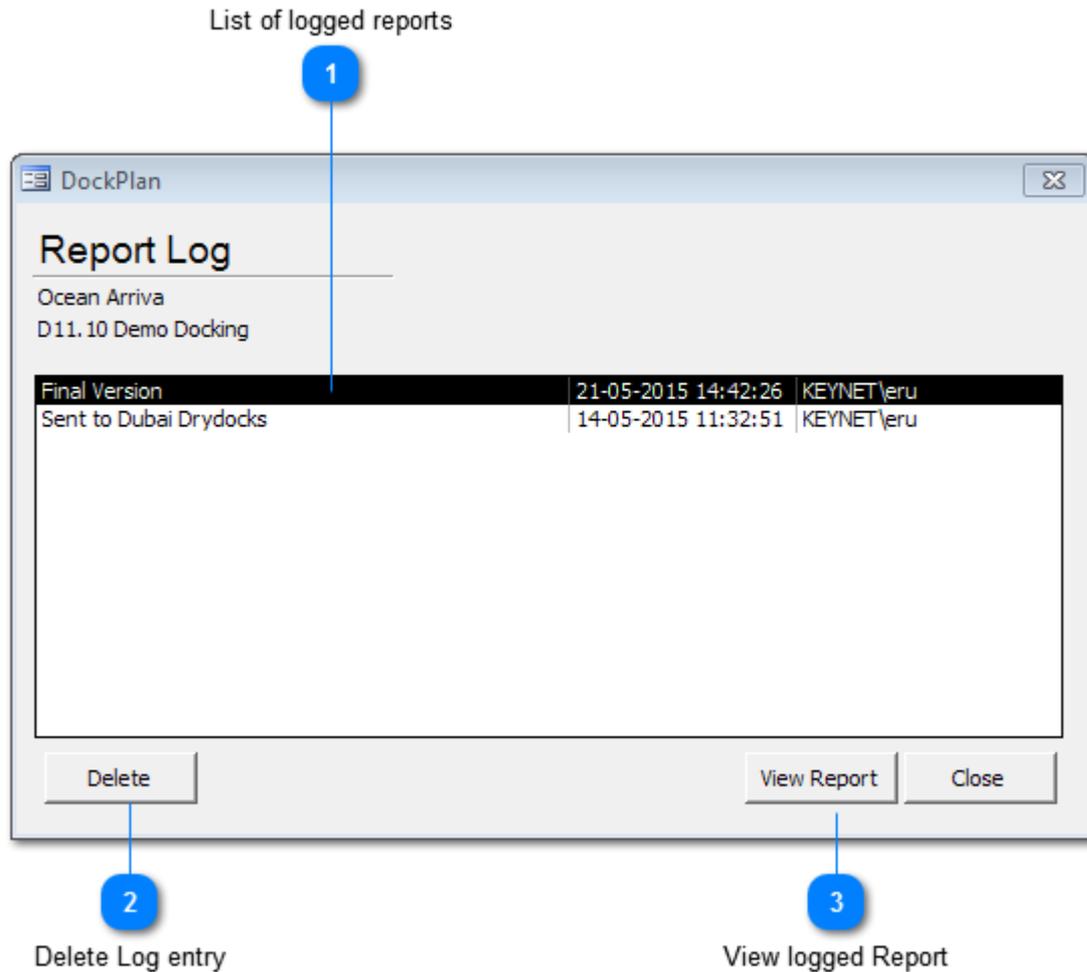
Could be possible, but with one improved agreement

Report Log

The Report Log can track certain reports created in DockPlan.

If report logging is selected for the [print](#), the log will register the print along with a user defined log text and a copy of the report created.

This feature is useful when for instance a preliminary drydock specification is created and sent to a yard or other 3rd party for comments or quotations. If changes and additions are made to the specification after its was send to other parties, this can later lead to confusion about what was actually included in reports sent out in the past. If you log such prints, you have date and time for the report, and from the drydocking's Report Log you can open a copy of the very report, created at that point in time.

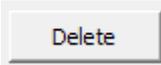


1 List of logged reports

Final Version	21-05-2015 14:42:26	KEYNET\eru
Sent to Dubai Drydocks	14-05-2015 11:32:51	KEYNET\eru

List of reports logged for the drydocking.

2 Delete Log entry



Deletes the selected entry from the log

3 View logged Report



Opens and views the report saved with the log entry.

Job Library

The Job Library contains work orders saved from previous drydock specifications.

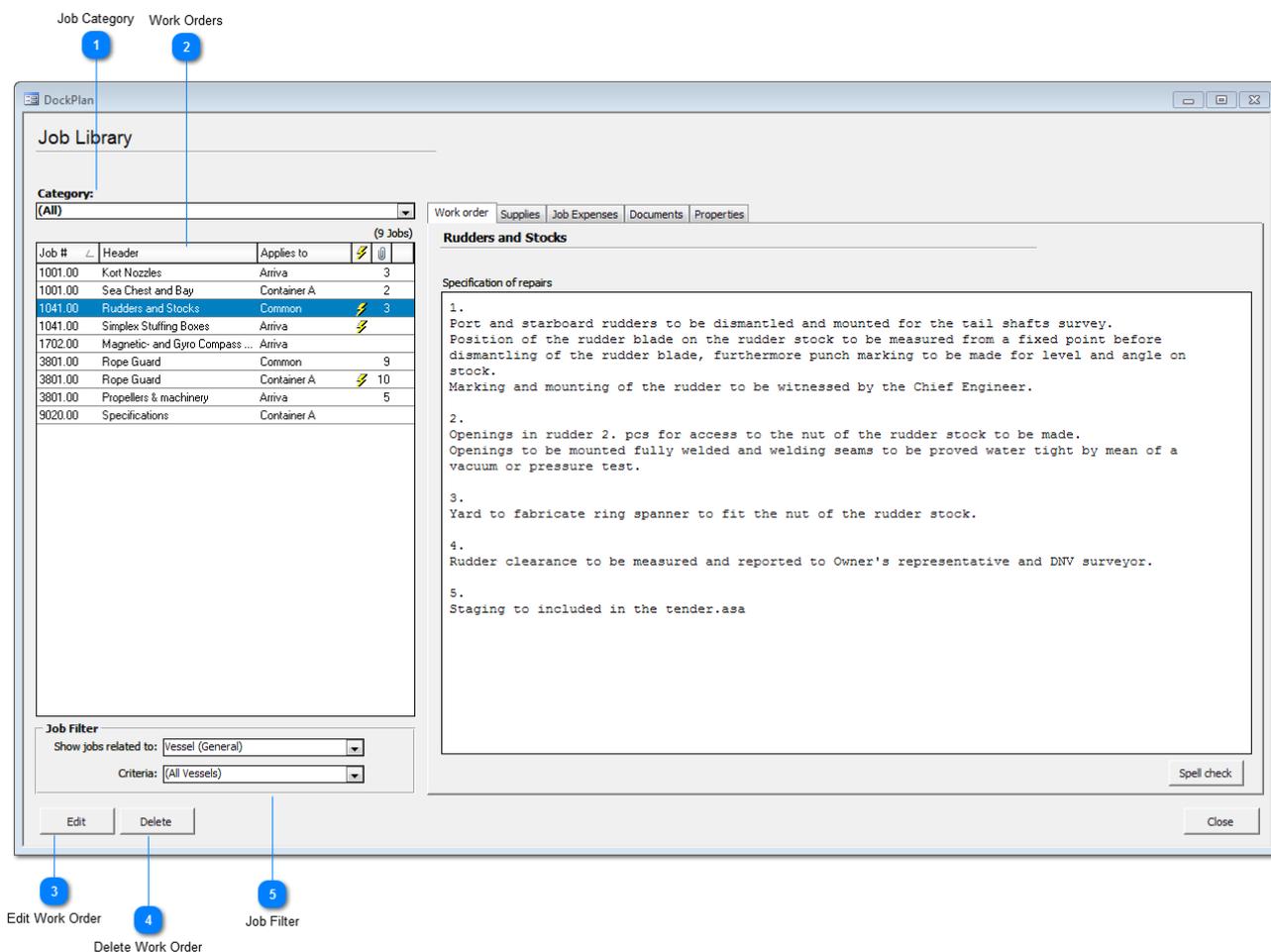
The purpose of the Job Library is to enable the reuse of previously created work orders from other drydock specifications to future specifications on the same or another vessel.

Each work order in Job Library can be set to only apply to specific vessels or types of vessels.

work orders cannot be created directly in the Job Library, but must be [saved to the library](#) from an existing drydock specification.

The workings of the Job Library, and the various contents of the library work order are quite similar to that of an ordinary drydock specification.

Not all users may have full permissions to save work orders to the Job Library. Permissions are determined by the DockPlan Administrator in [Settings](#)



For a description of the various tabs related to each work order, follow these links:

- [Work Order](#)
- [Supplies](#)
- [Job Expenses](#)
- [Documents](#)
- [Properties](#)

1 Job Category

Category:
(All) 

Similar to the Drydock Specification, library work orders are arranged into Job Categories. Select a Job Category from the pull down list, to view library jobs in the category.

2 Work Orders

(9 Jobs)

Job #	Header	Applies to			
1001.00	Kort Nozzles	Arriva			3
1001.00	Sea Chest and Bay	Container A			2
1041.00	Rudders and Stocks	Common			3
1041.00	Simplex Stuffing Boxes	Arriva			
1702.00	Magnetic- and Gyro Compass ...	Arriva			
3801.00	Rope Guard	Common			9
3801.00	Rope Guard	Container A			10
3801.00	Propellers & machinery	Arriva			5
9020.00	Specifications	Container A			

Lists work orders under the currently selected [Job Category](#).

The list also contains information about what vessels each work order applies to, and whether the work order is set to AutoLoad  onto new matching drydock specifications. Select a work order in the list to view its work description and other details.

3 Edit Work Order

Edit

Click 'Edit' to edit the work order's Job Number, Job Header and other apply information For further information, see: [Edit Job Header](#)

4 Delete Work Order

Delete

Click this button to delete the selected work order from the Job Library.

Job Filter

Show jobs related to:

Criteria:

Use the Job Filter to list only Library work orders that apply to certain vessels.

Note! If a specific Job Category is selected, only work orders within that category is displayed by the Job Filter.

Show Jobs Related to	Description	Criteria
Vessel (General)	A broad search, that show all jobs that apply to a vessel, whether they apply to the specific vessel, its Vessel Type, Sub Type, Sister Type, Management Group, or all vessels (Common).	Select the Vessel to use as criteria for the search.
Vessel (Specific)	A narrow search, that only show jobs, that specifically apply to a vessel and only this vessel.	Select the Vessel to use as criteria for the search.
Vessel Type	Shows all jobs that apply to a specific Vessel Type.	Select the Vessel Type to use as criteria for the search.
Vessel Sub Type	Shows all jobs that apply to a specific Vessel Sub Type.	Select the Vessel Sub Type to use as criteria for the search.
Sister Type	Shows all jobs that apply to a specific Sister Type.	Select the Sister Type to use as criteria for the search.
Management Group	Shows all jobs that apply to vessels assigned to a specific Management Group.	Select the Management Group to use as criteria for the search.
(Common)	Shows all jobs that apply to all vessels (Common Jobs)	N/A
(AutoLoad)	Show all Jobs with the AutoLoad feature enabled, without regards to the jobs apply information.	N/A

Work Order

Work order | Supplies | Job Expenses | Documents | Properties

Rudders and Stocks

Specification of repairs

1.
Port and starboard rudders to be dismantled and mounted for the tail shafts survey.
Position of the rudder blade on the rudder stock to be measured from a fixed point before dismantling of the rudder blade, furthermore punch marking to be made for level and angle on stock.
Marking and mounting of the rudder to be witnessed by the Chief Engineer.
2.
Openings in rudder 2. pcs for access to the nut of the rudder stock to be made.
Openings to be mounted fully welded and welding seams to be proved water tight by mean of a vacuum or pressure test.
3.
Yard to fabricate ring spanner to fit the nut of the rudder stock.
4.
Rudder clearance to be measured and reported to Owner's representative and DNV surveyor.
5.
Staging to included in the tender.

Spell check

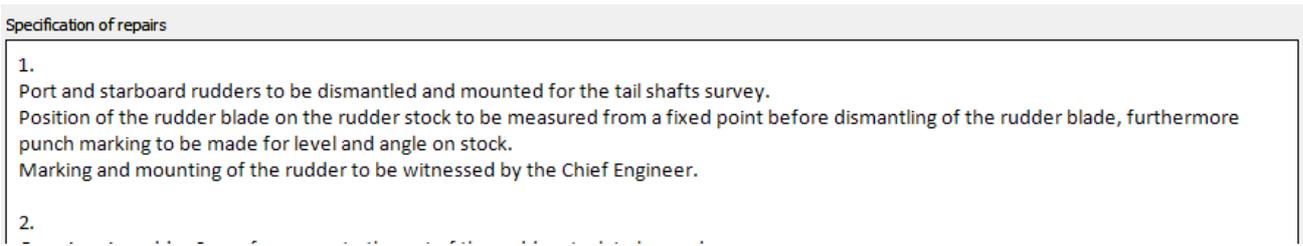
1

Specification of Repairs

2

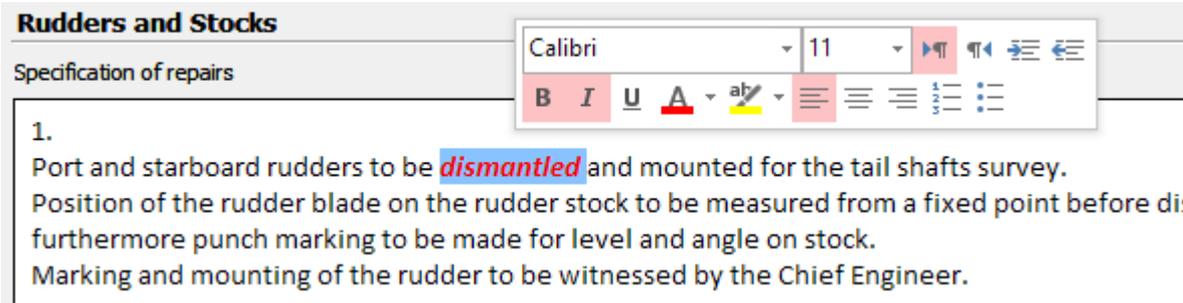
Spell Check

1 Specification of Repairs



The Specification of Repair contains the written work order.

Note that text can be formatted by selecting portions of the text and adjust its formatting from the pop-up toolbar:



2 Spell Check



Click to spell check the Specification of Repair text.

The spell checker relies on dictionaries and proofing technology from Microsoft Office 2013, so for spell checking to work Microsoft Office 2013 must be installed on the client computer.

If you do not have Office 2013 proofing tools installed on your computer, you can have DockPlan install them for you [here](#)

Supplies

Lists Supply settings and notes saved with the Work Order.

For more information on Supplies and their purpose, see: [Supplies](#)

Work order | **Supplies** | Job Expenses | Documents | Properties

Rudders and Stocks

Parts or services that are yard's or owner's supply for this job

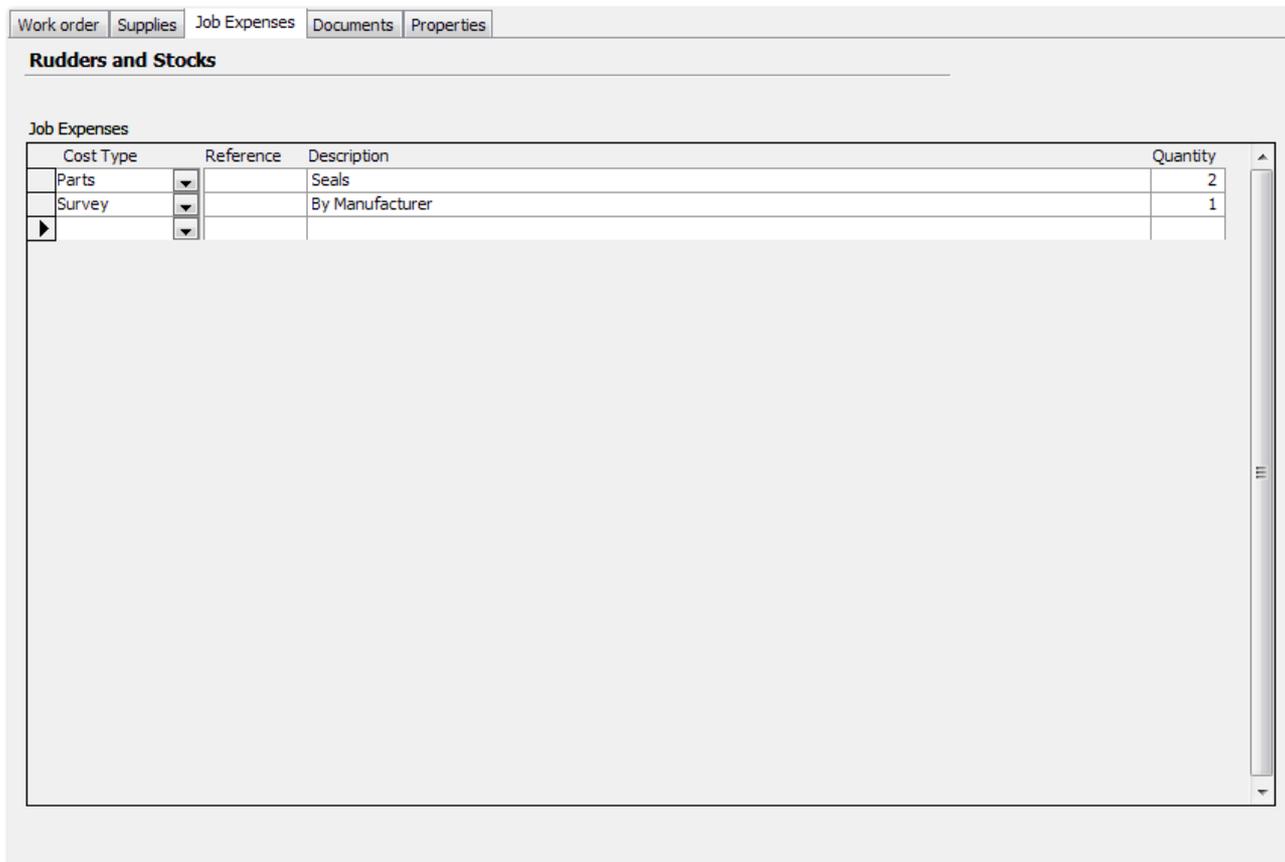
Supply	Yards	Owners	Note
Anodes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bolts and Nuts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing to be reused
Cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Function Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gaskets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heating	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Measurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	By manufacturer
Paint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Removal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Spareparts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transport	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	

Job Expenses

Lists a description of the expenses related to the saved Work Order.

For more information on expenses, see: [Job Expenses](#)

Note! Not all of the work orders cost information is saved in the Job Library. Price and currency information is not saved, because the currency used on the original work order may not exist on future drydock specifications, to where the library job is loaded. Consequently the cost itself is also not present on work orders in the Job Library.



Cost Type	Reference	Description	Quantity
Parts		Seals	2
Survey		By Manufacturer	1

Documents

Lists documents saved with the Work Order.

In Job Library **Documents** work identical to documents in the drydock specification, so for further information, please consult these sections of DockPlan Help.

For more information on attached documents, see: [Documents](#)

For more information on Document Properties, see: [Documents Properties](#)

Work order | Supplies | Job Expenses | Documents | Properties

Rudders and Stocks

Document List:	Size	Print	Type
Rudder	90	SR	jpg
Rudder Stock at repair shop	70	SR	jpg
Drawings	197	S	pdf



Properties | Add | Delete | Open | Export | [Refresh] [Undo] [Slider]

Properties

Shows Work Order Properties saved with the Work Order, and properties related to saving the Work Order to Library.

Work order | Supplies | Job Expenses | Documents | Properties

Rudders and Stocks

Settings

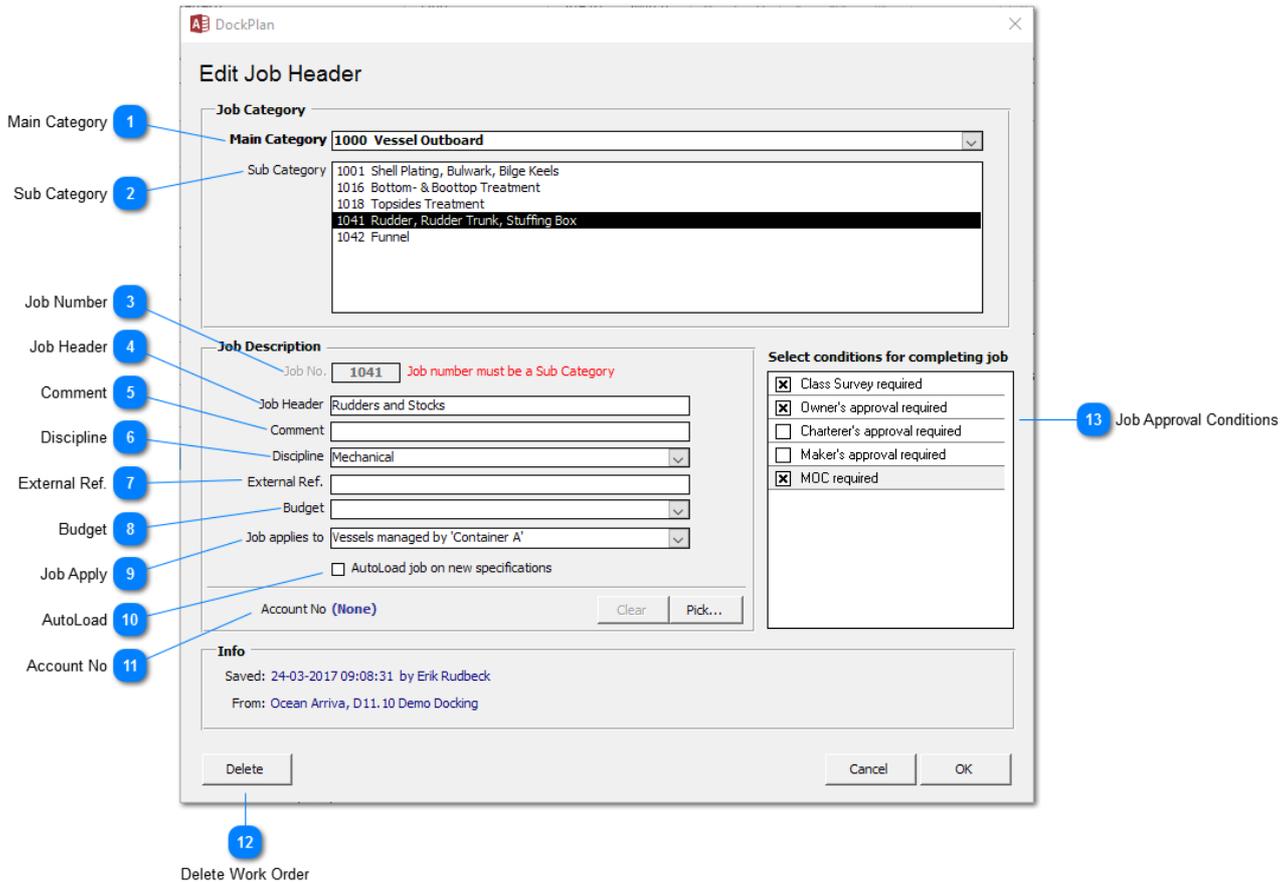
- Include job in Dry-dock Specification
- Include job in Dry-dock Report
- Show job on Time Line

Properties

Job Saved: 28-05-2015 16:37 by KEYNET\eru
- From: Arriva, D11.10 Demo Docking

Job Modified: 05-06-2015 08:24 by KEYNET\ERU
Job Created: 08-07-2011 00:41 by KEYNET\ERU

Edit Library Job Header



1 Main Category

Main Category 1000 Vessel Outboard

Main Job Category for the Work Order.
For more information about Job Categories, see [Job Categories](#)

2 Sub Category

Sub Category 1001 Shell Plating, Bulwark, Bilge Keels
1016 Bottom- & Boottop Treatment
1018 Topsides Treatment
1041 Rudder, Rudder Trunk, Stuffing Box
1042 Funnel

Sub Job Category for the Work Order.
For more information about Job Categories, see [Job Categories](#)

3

Job Number

Job No. Job number must be a Sub Category

Depending on configuration of the Main Job Category, the job number is either issued automatically, when a Sub Category is picked, or the user must enter a Job Number Manually.
For more information about Job Categories, see [Job Categories](#)

4

Job Header

Job Header

Enter any text to describe the headline of the Library Work Order.
The current Header Text was inherited from the original Work Order.

5

Comment

Comment

A comment entered by the user when [saving the work order to Job Library](#).

6

Discipline

Discipline

An optional Discipline can be assigned to each job.
DockPlan can then list, print and group jobs according to Discipline.

For an introduction to Job Disciplines click [here](#)

7

External Ref.

External Ref.

Optional free-text reference to other Systems. For instance references to Repair & Maintenance Systems or Financial Systems.

8

Budget

Budget

Assign a Budget Reference to the Work Order.
For further information on Budgets, See [Budgets](#)

9

Job Apply

Job applies to

When the work order was saved, the user set the apply information for the work order as part of the [Save To Job Library](#) procedure.

This apply information can be changed here for a job already in the Library, but only within the scope of the original vessel. i.e. widening or narrowing the original apply information. You cannot make the job apply to to a completely different vessel or different vessel type for instance.

10

AutoLoad

AutoLoad job on new specifications

work orders in Job Library marked for AutoLoad, will automatically be loaded on new drydock specifications when they are created, and when the job applies to the vessel.

If a work order is set to **AutoLoad**, and to [apply to](#), for instance, all Container vessels, it will automatically be included on drydock specifications created for container vessels.

If a work order is set to 'Common' and **AutoLoad**, it will automatically be included on drydock specifications for all vessels.

11

Account No

Account No (None)

Work Orders can be assigned an Account Number by picking from the built-in [Chart of Accounts](#). The Account feature is configurable, and assigning accounts to work orders may be either optional or mandatory. The entire Account feature may even be disabled in your version of DockPlan.

12

Delete Work Order

Deletes the work order from the Job Library

Job Approval Conditions

Select conditions for completing job

<input checked="" type="checkbox"/>	Class Survey required
<input checked="" type="checkbox"/>	Owner's approval required
<input type="checkbox"/>	Charterer's approval required
<input type="checkbox"/>	Maker's approval required
<input checked="" type="checkbox"/>	MOC required

Select which approval conditions apply to the job - if any.

When this job is loaded to a Drydock Specification the selected conditions will then display on the work order's 'Report' tab as a reminder when completing the job.

Work order | Supplies | Job Expenses | Documents | **Report** | Attention ! | Note | Properties

Rudders and Stocks

Job Status: In Progress

Date:

By:

Class Survey required
MOC required

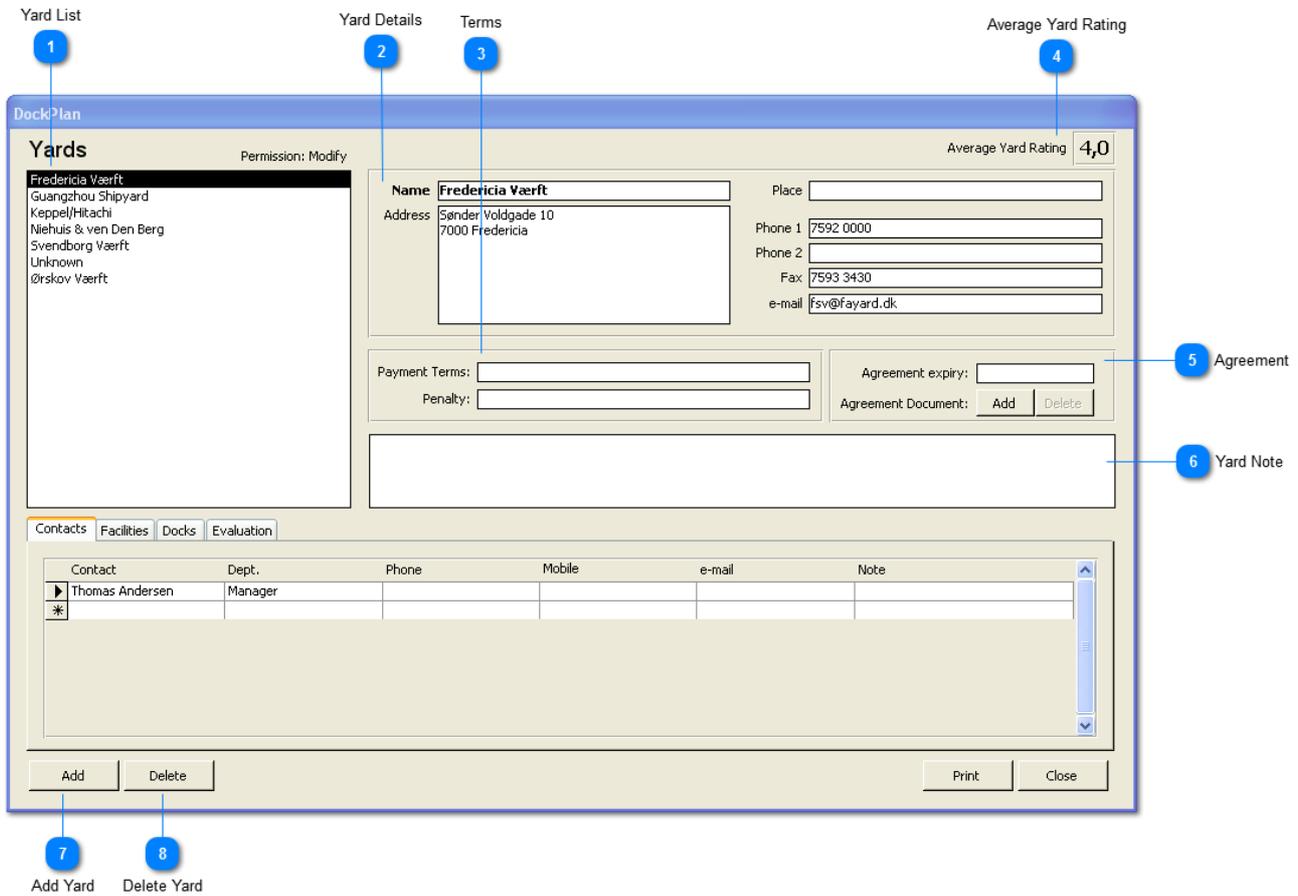
Report:
The rudder bottom plug was removed and rudder in entirety found i

For an introduction to Job Approvals click [here](#)

Yards

Not all users may have access to Yards, depending on permissions granted.

The DockPlan Yard module. Yards must exist in this module to be available for drydockings and requests for Yard's Quotations.



1 Yard List



Lists all yards registered in DockPlan.
Select a Yard from the list to view its details and facilities.

2

Yard Details

Name	Fredericia Værft	Place	
Address	Sønder Voldgade 10 7000 Fredericia	Phone 1	7592 0000
		Phone 2	
		Fax	7593 3430
		e-mail	fsv@fayard.dk

Enter details for the yard as required.

The **Place** field is a free geographical reference, like "Frederica, Jutland" or "Tuzla, Turkey"

3

Terms

Payment Terms:	
Penalty:	

Enter the Yard's current terms and conditions.

4

Average Yard Rating

Average Yard Rating	4,0
---------------------	-----

The average Yard rating based on the number of evaluations carried out for the yard.
For more information on Yard Evaluation, see: [Yard Evaluation](#).

5

Agreement

Agreement expiry:	
Agreement Document:	<input type="button" value="Add"/> <input type="button" value="Delete"/>

If an agreement has been entered with the yard, set the agreement expiry date.

If the agreement exists as an electronic document (e.g. PDF file) use the **Add** button to attach the document to the Yard for future reference.

6

Yard Note

An optional note about the Yard.

7

Add Yard

Add

Click to add a new Yard to the system

8

Delete Yard

Delete

Click to delete a Yard from the system.

Only Yards not currently used on drydockings, either as dock yard or just for quotation purposes, can be deleted.

Contacts

Edit Contact Persons on the Yard.

New contacts are added at the empty line at the bottom.

To delete a contact, click the gray area in the leftmost side of the list, to select the contact. Then press **Delete** on the keyboard.



Contact	Dept.	Phone	Mobile	e-mail	Note
▶ Thomas Andersen	Manager				
*					

Facilities

Edit the Yard's facilities and services as appropriate.

Contacts	Facilities	Docks	Evaluation
----------	------------	-------	------------

Facilities Power: <input type="text" value="440"/> Volt <input type="text" value="1200"/> Amp. <input type="text" value="60"/> Hz Max draft at repair quay <input type="text" value="14,00"/> Meter Comp. air capacity at 7 bar <input type="text" value="400"/> Ltr/min. F.W. Hi-press. cleaning pressure <input type="text" value="18"/> Bar	Lathe for tailshaft Weight <input type="text" value="350,00"/> Ton Length <input type="text" value="16,00"/> Meter Diameter <input type="text" value="80,00"/> Cm	Other facilities <input checked="" type="checkbox"/> Sewage tanks available <input type="checkbox"/> Dehumidify equipment <input checked="" type="checkbox"/> Sand or grid blasting <input checked="" type="checkbox"/> Azimuth thruster repair
---	---	--

Docks

Enter specification of the Yard's docks as appropriate.

Contacts	Facilities	Docks	Evaluation					
Dock type	Length	Breadth	D.W.T.	Lift.Cap.	Block height	- weight	Max draft	Req. trim
Floating	227,50 m	35,00 m	22.000 T	25.000 T	1,75 m	1,50 T	12,00 m	1,00 m
Note	3 cranes							
Graving	108,00 m	22,00 m	8.000 T	T	0,75 m	1,00 T	4,90 m	0,00 m
Note								
Floating	165,00 m	28,00 m	12.000 T	14.000 T	1,50 m	1,20 T	8,00 m	0,00 m

Evaluation

Lists currently registered evaluations of the Yard.
Double-click an evaluation in the list, to view its details.

For further information on Yard Evaluations, see: [Yard Evaluation](#)

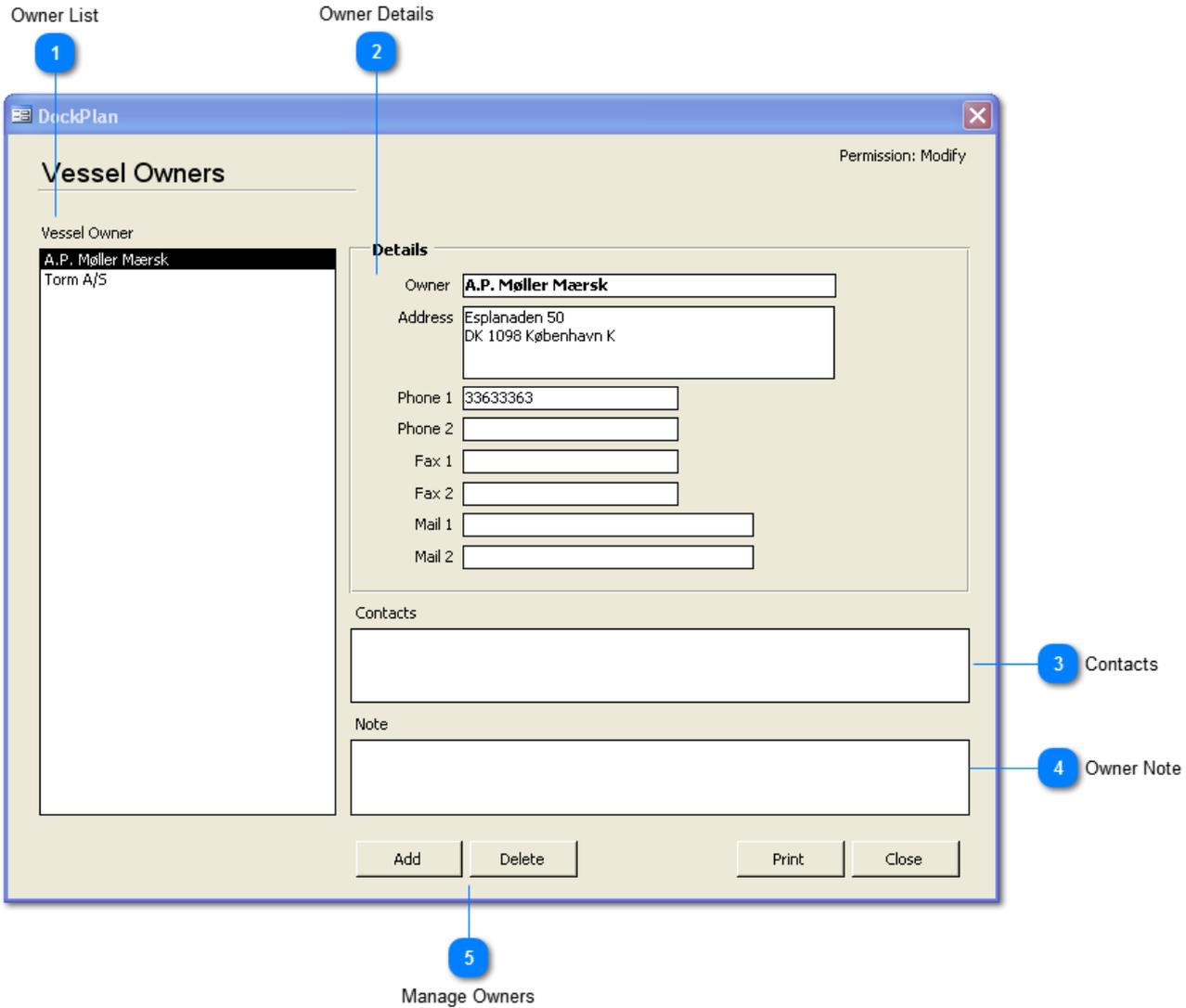
Vessel	Docking	Report By	Report Date	Rating
Ocean Arriva	D11.10 Test Docking	John Doe	10-07-2011	4,0

Vessel Owners

Not all users may have access to Vessel Owners, depending on permissions granted.

Lists all Vessel Owners registered in DockPlan.

Vessel Owners are used as part of the vessels [General Information](#).



1 Owner List

Vessel Owner
A.P. Møller Mærsk
Torm A/S

Lists currently registered Vessel Owners
Select an Owner from the list to view company details

2

Owner Details

Details

Owner

Address

Phone 1

Phone 2

Fax 1

Fax 2

Mail 1

Mail 2

Details for the currently selected Vessel Owner

3

Contacts

Contacts

A free text field for entering contact persons.

4

Owner Note

Note

An optional note about the Owner.

5

Manage Owners

Use these buttons to Add and Delete Vessel Owners from DockPlan. Only Owners not currently registered on vessels can be deleted.

Technical information

DockPlan is developed in Microsoft Access 2013, and is delivered with the Access 2013 Runtime environment, so that a full Access 2013 product is not required on the client computer.

DockPlan uses Microsoft SQL Server 2012 LocalDb as database engine. SQL Server 2012 LocalDb is installed automatically as part of DockPlan Setup.

It is possible to create a customized setup of DockPlan. See [DockPlan.ini](#) for further information.

DockPlan installs to the following folder location:

C:\ProgramData\DockPlan - Note! This folder may be hidden on your system

C:\ProgramData\DockPlan**DockPlan.accde** - is the main application file

C:\ProgramData\DockPlan**DockPlan.mdf** -is the database file

DockPlan is developed by:

Erik Rudbeck

Key Computer

Ligustersvinget 24

DK-8600 Silkeborg

Denmark

Mail: info@dockplan.dk

Phone: +45 5687 0592

Any comments or requests for improvements to either the DockPlan application itself, or to this Help system and its contents are welcome.

Trouble Shooting

Database

If DockPlan reports missing database connection or missing ODBC Connector, verify configuration of the ODBC connectors as described [here](#).

Ensure to conclude the verification by clicking 'Test Data Source' on the connector.

If the data source do not test successfully, either the server is not running, the database is not located on the server or the network connection is missing.

Contact your IT-Department for further advice.

DockPlan Vessel Client

DockPlan Vessel Client is intended for use onboard vessels.

While it is possible to create new drydockings in DockPlan Vessel Client, the actual purpose of the Vessel Client is to work with drydock specifications that has been prepared by the office and sent out to the vessel for comments and additions.

The vessel can add new work orders to the specification, and comment on existing jobs, but typically not edit or delete existing work orders.

When the vessel has finished their perusal of the specification, they export the drydocking with their comments and additions, and sends the specification back to the office.

In many ways DockPlan Vessel Client acts just like the full office version, but there are several important exceptions.

- In Vessel Client users has no access to edit basic information like [Job Categories](#), [Chart of Accounts](#), [Supplies](#) or [Base tables](#).
- There is no [Administrator](#) Tab and no [User Management](#)
- All users of DockPlan Vessel Client share the same permissions
- Permissions are set [per drydocking](#), meaning that each specification exported from the Office Version of DockPlan, controls what permissions the user has in Vessel Client. E.g. permission to edit [drydocking](#) and [vessel details](#), permission to edit existing [work orders](#) or to view [Budgets](#), [Costs](#) and [Yard Quotes](#) associated with the specification.
- The [Progress](#) and [Summary](#) Reports are not available.
- It is not possible to perform [Yard Evaluations](#) in Vessel Client, but [existing](#) Yard Evaluations can be viewed.

How to install Vessel Client

DockPlan Vessel Client is the same application as the full Office version of DockPlan, just running in a different mode. This way you only need to support one application.

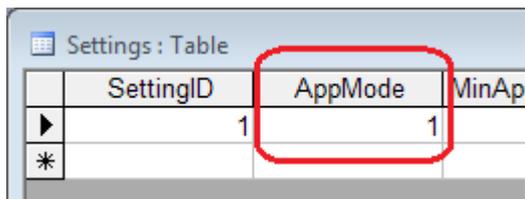
To install DockPlan in Vessel Client Mode you will need to create a customized install as described [here](#), in order to make a DockPlan.ini file with Application Mode set to 'Vessel Client'.

Or, you can edit an existing [DockPlan.ini](#) manually in the [Setup] -section:

```
[Setup];  
;AppMode=0: DockPlan runs in normal office mode  
;AppMode=1: DockPlan runs as Vessel Client  
AppMode = 1
```

Running DockPlan Setup with an DockPlan.ini file having AppMode set to **1** will install DockPlan in Vessel Client Mode.

If direct access to database tables is available, then Vessel Client mode can be set manually in table: **Settings**. This is handy if an existing DockPlan installation needs to be changed from Office mode to Vessel Client mode, or vice versa.



SettingID	AppMode	MinAp
1	1	
*		

Valid *AppMode* values:

0: Office Mode

1: Vessel Client Mode

Note!

As it is not the application itself that contain the AppMode setting but the database, it is possible to have a running DockPlan application change mode depending on the database it connects to.