



## Bridge Memorandum #5: Changes in NS5

This memo is sent to advise the fleet that with the update of the NS5 system to the 5.4 version, there are a few important changes to our procedures. Please post this next to the NS5 computer and ensure that all crew working in NS5 are aware of the changes.

### New in NS5 Version 5.4—

- **"Job Done" is no longer sufficient for notes.** You actually have to state what was done "Fire extinguishers checked for expiration date and pressure- Pipin" or "Oil filter not due to be changed yet- Sarath" or "General alarm tested and works ok- Mark".
- **ALL notes need to go in the Findings field.** This is part of the new features of 5.4 version. There is a new tab called "Prev. Findings" that lists briefly all the findings from the previous work orders. Much easier than opening each work order individually to view them- but it only works if you put your notes in Findings.

Description		Admin Info	Materials	Resources	Status	Findings	Message
File Attachments		Prev. Findings	Readings	CAR's	Failures	Anomalies	Change Orders
WO No.	Completed	Findings					
0506306	04/22/2012	UP TO DATE... CHRIS O. / G. HAWES					Y
0506280	04/16/2012	ORB IS SIGNED AND UP TO DATE. CHRIS O.					Y
0506258	04/08/2012	UP TO DATE: CHRIS O. / G. HAWES					Y
0506205	04/05/2012	OIL RECORD BOOK UP TO DATE.... CHRIS O / G. HA...					Y
0506162	03/25/2012	OIL RECORD BOOK SIGNED AND UP TO DATE. CHR...					Y
0506122	03/18/2012	ORB IS SIGNED AND UP TO DATE. CHRIS O.					Y

- **Attachments of up to 300 kb each can now be added to any NS5 record.** These can be photos, jpg or pdf files. An example would be attaching pictures of damaged equipment to an incident report or attaching a pdf scan of a fire extinguisher inspection report to the work order for annual fire extinguisher inspection. The documents are set to automatically replicate back to the central server. To attach a document, click the paper clip icon at the top of the window. To open an existing attachment, double click on it.

Description	Admin Info	Materials	Resources	Status	Findings	Message	Equipment/Spaces
File Attachments	Readings	CAR's	Failures	Anomalies	Sub-Items	Change Orders	Daily Logs Tracking
Attachment	Size	Type	Replicate				
gyre_port_shaft.jpg	151 KB	JPEG Image	<input checked="" type="checkbox"/>				
gyre_port_shaft_broken_bloc.jpg	159 KB	JPEG Image	<input checked="" type="checkbox"/>				
gyre_port_shaft_wheel_grear.jpg	173 KB	JPEG Image	<input checked="" type="checkbox"/>				

- **File tabs that contain attachments or notes are now indicated by blue text.** See above.