

Documentation

9.0 Documentation

The **Documentation** menu used to combine the number of files, which are attached to every menu of this **cuteQM** app. The combined files will be shown as a pdf file. This menu also used to attach a new file to a module that is not provided with an attachment option to attach any file.

9.1 Document Upload

The **Document Upload** tab in the **Documentation** menu used to upload documents for various process.

1. Click **Document Upload** in the **Documentation** menu.
The **Upload Documents** page opens.

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Figure 9.1: Upload Documents page

2. Select a file which you want to upload by click **Select a file for upload**.
The selected file will be added in the **File Upload** window.

9.2 Manufacture Data Report (MDR) Settings

The **MDR Settings** tab in the **Documentation** menu helps you to do page setup for the pdf file which will be shown after combining the attached files.

1. Click the **MDR Settings** tab.
The **MDR Settings** page opens.

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Figure 9.2: MDR Settings page

2. In the **Page Numbering** box, select the page numbering option that is whether **Section wise** or **Continuous**.
3. In the **Page Number (Digits)** box, select the page number displaying format from a drop-down list.

- If you want to append the section number with the page number, click **Yes**, otherwise click **No** in the **Append Section number with Page number** box.
- In the **Page Number Template** box, select the page number template from a drop-down list.
- If you want to add the starting page numbers from TOC, click **Yes**, otherwise click **No** in the **Page Number Starting From TOC ?**
- If you want to add alphabet page numbers, click **Yes**, otherwise click **No** in the **Alphabet Page number?** box.

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- In the **Logo** box, attach your logo by using **Browse** button.
- Click **Save**.

9.3 Document Category

The **Document Category** tab in the **Documentation** menu used to attach a file to any module that is not provided with an attachment option to attach any file. Before attaching a file for any module, you must add the relevant category name of the module.

9.3.1 Add a Document Category

- Click the **Document Category** tab.
The **Document Category** page opens.

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[image-1652071496313.png](#) **Figure 9.3: Document Category page**

- Click **ADD** button in the **Document Category** page.

A new window opens to add a document category.

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- In the **Category Name** box, enter the relevant category name for the module for which you want to attach a file.
- In the **Description** box, enter the description for the added category.
- Click **Save**.
(OR)
- If you want to import any document category from another vessel, Click **Import from Another Vessel**.

The **Import from Another Vessel** window opens.

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1. In the **Equipment** box, select an equipment from a drop-down list.
2. Click **Save**.


The added category name will be listed in the **Document Category** page. Once you have added the document category, you can attach any file to the added category.

9.3.2 Attach a File into an Added Document Category

If you want to attach any file with the added category listed in the **Document Category** page, follow the procedures given in the topic "[Attach a file into a client master drawing](#)" in the **Client Master Drawing** section.


9.3.3 Edit Any Document Category

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If you want to edit any existing category in the **Document Category** page, click  (Edit icon) for the respective category, and then edit the details in the respective box.

9.3.4 Delete Any Document Category

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If you want to delete any specific added category from the list, you can use  (Delete icon) provided in the **Delete** column of the **Document Category** page, See Fig 9.3.

9.4 One Click Documentation

The **One Click Documentation** tab used to combine the attached file of the various module.

1. Click the **One Click Documentation** tab.
The **One Click Documentation** page opens.
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Figure 9.4: One Click Documentation page

The **One Click Documentation** page shows a list of reports name of each module including the attachment file counts. This page also shows the list of document categories including their attachments, which are added using the [Document Category](#) tab.

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Note: If you want to edit any existing category in the **Document Category**

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page, click **Edit icon** for the respective category, and then edit the details in the respective box.

2. Click the check box of the respective reports which you want to combine.
3. Click **Generate MDR**.

The system combines the selected files and shows as the pdf file in the left side of the **One Click Documentation** page, See Fig 9.4.

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Tip: You can view the pdf file by clicking the respective pdf file. The file will be opened including the data in the combined files.

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