

CDI-Marine Online SID Editor Quick User Guide (for Ship Operators)



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1 Introduction

Welcome to the CDI-Marine Online SID (Self-Inspection Document) Editor! This quick user guide is primarily intended for the ship operators to be CDI-Marine inspected, to introduce them to the software and its functionality.

The CDI-Marine Online SID Editor is used to enter the Self-Inspection Document data in the CDI-Marine internet database. The completed SID can be sent online to the selected CDI-Marine inspector.

The general working procedure with the Online SID is as follows:

Ship Operator to be CDI-Marine inspected:

- Navigates to the "Online SID Editor" section on the www.cdim.org website
- Logs on with the CDI-Marine Ship Operator user account
- Completes the Online SID
- Sends/shares the Online SID (read-only) to the assigned CDI-Marine inspector (the system will send an automated e-mail to notify the CDI-Marine inspector).

CDI-Marine Inspector:

- Gets an e-mail notification about the received SID
- Opens and evaluates the SID (read-only) in CDI-Marine Report editor
- If inspector has doubts, he/she contacts the ship operator, clarifies and ask the company to modify the SID, if needed
- Imports the SID in report of the planned inspection in CDI-Marine Report editor
- Optionally: after import modifies the SID data in the report of the planned inspection (and/or re-imports the corrected SID in the report)

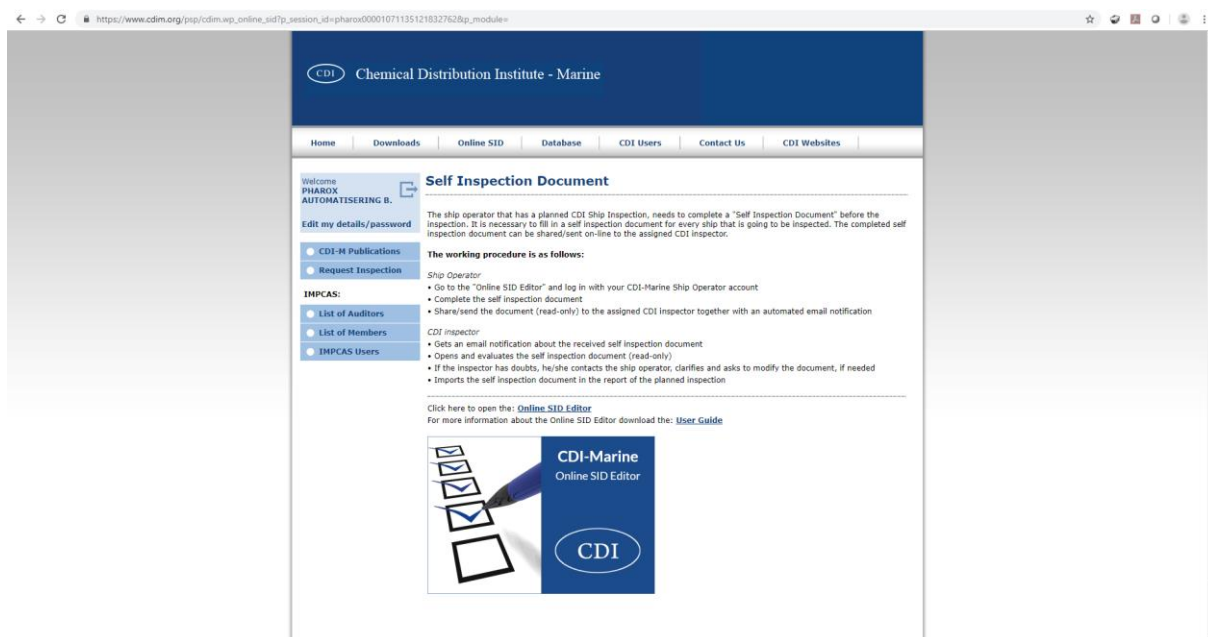
Please see the following sections for further information about the CDI-Marine Online SID Editor.

If you have any questions, problems or if you need assistance after reading this user guide, please do not hesitate to contact the helpdesk, please see the contact section of this user guide.

Thank you very much for your co-operation!

2 Starting the Online SID Editor

Please navigate to the www.cdim.org website and click on the "Online SID" section in the top menu:



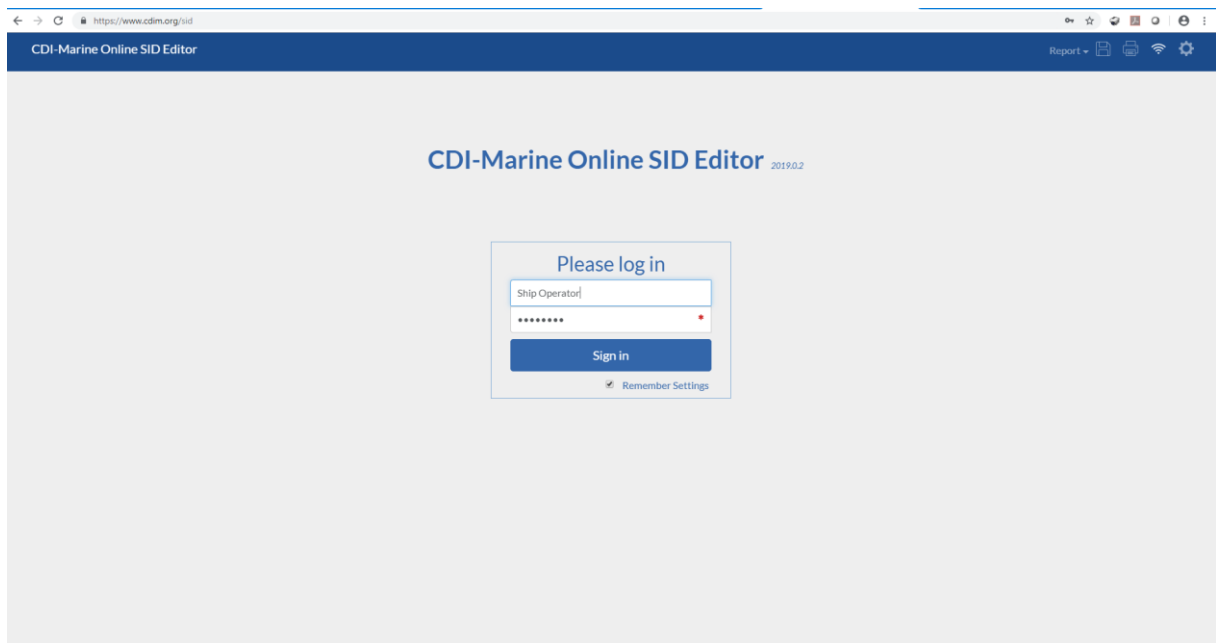
Please click on the "Online SID Editor" link to open the CDI-Marine Online SID Editor:



3 Logging on to the Online SID Editor

Please navigate to the www.cdim.org website and click on the "Online SID" section in the top menu. Please click on the "Online SID Editor" link to open the CDI-Marine Online SID Editor.

After the showing start-up screen, you can enter your CDI-Marine Ship Operator login information:



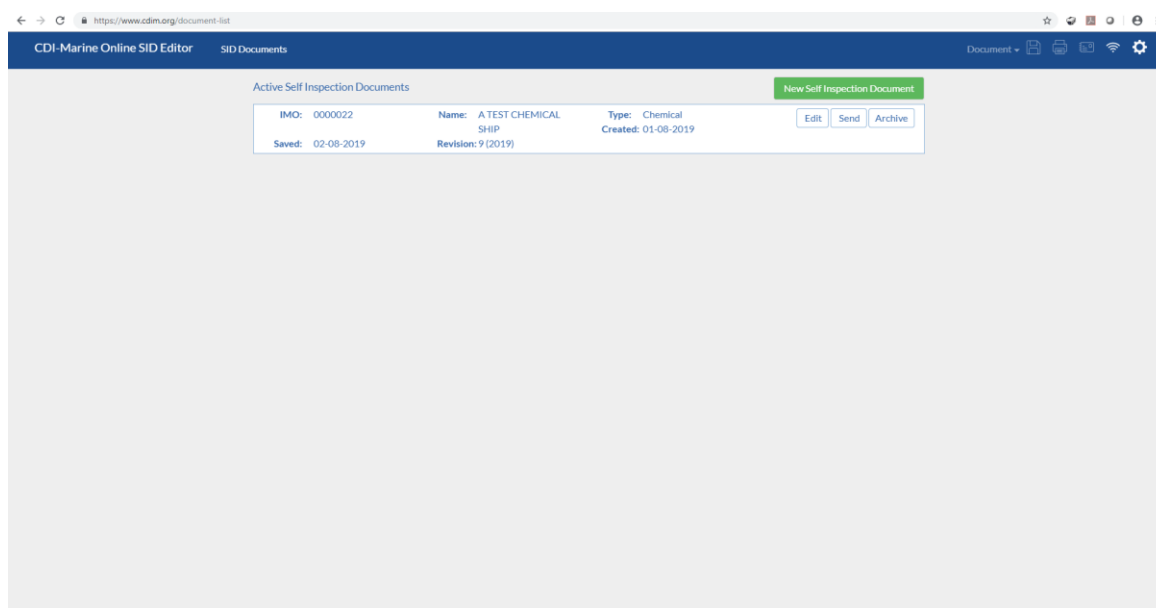
Note that you also can directly navigate to <https://www.cdim.org/self-inspection-document/>

You can select to remember your settings to keep your login information stored in the CDI-Marine Online SID editor.

4 Completing the Online SID

After logging on to the CDI-Marine Online SID editor the list of Self-Inspection Documents (SID's) will appear.

In case you didn't create a SID yet, you can create a new SID by clicking on the "New Self-Inspection Document" button:

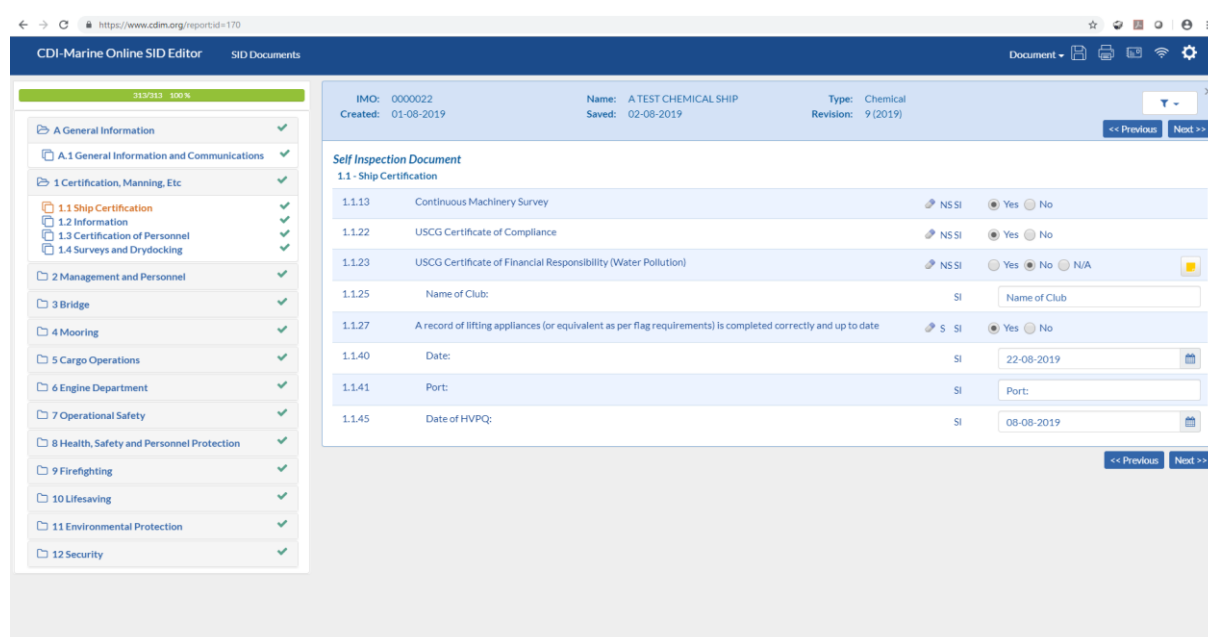


After creating your new SID, the Online CDI-Marine SID editor will continue with the following screen:

On the left side the table of contents of the SID is shown. You can select the different sections by clicking the appropriate menu option. On the right side the questions of the selected section are shown.

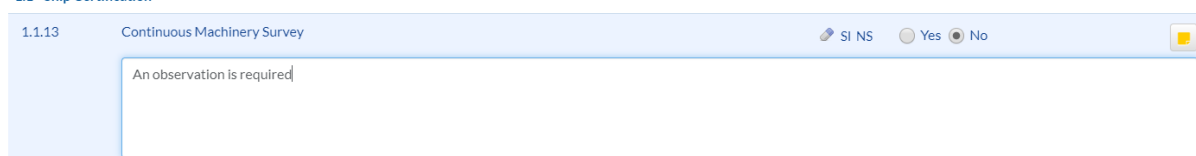
The CDI-Marine Online SID editor shows a progress bar, which indicates the percentage of questions the ship operator has completed.

After clicking on a questionnaire section the following screen will appear:



The answering of the questions is done by selecting the Yes, No or N/A answer box. Only the available answers are selectable. The insertion of observations is mandatory for questions with a No answer:

Self Inspection Document 1.1 - Ship Certification



If a certain section is completed (all questions are answered) then this is made visible in the questionnaire by means of the section completeness indication (check sign).

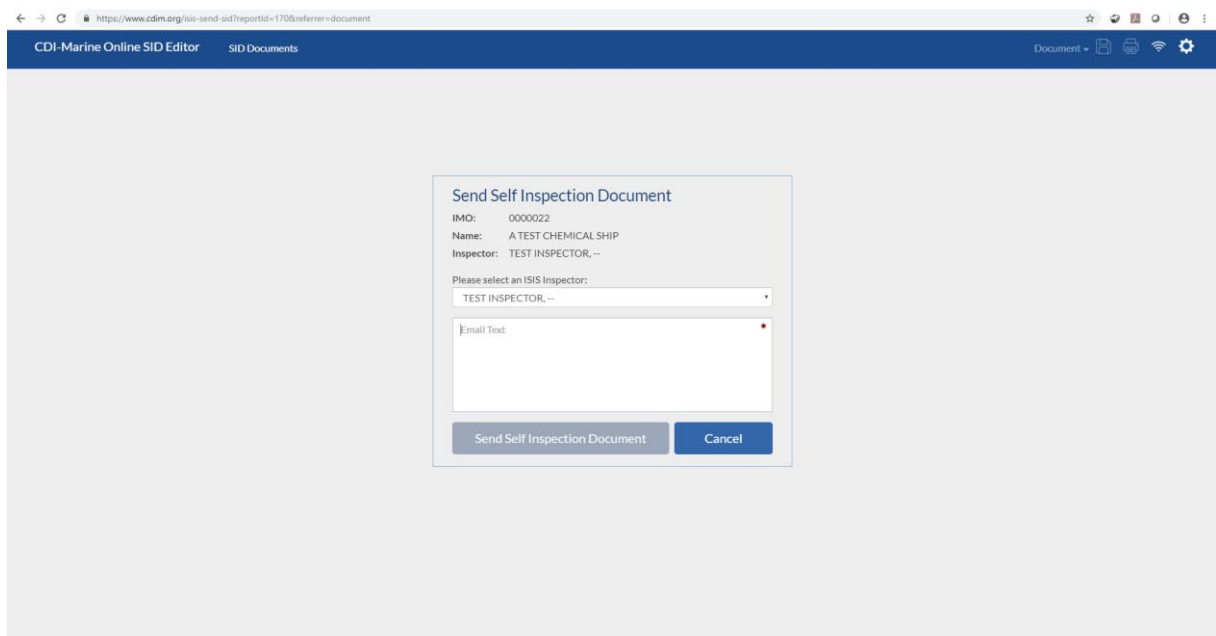
The guidelines are shown underneath the questions. In the settings menu you can select to show the full guidelines, only show an excerpt or hide the guidelines.

5 Sending the Online SID to Inspector

After completing the Online SID, the ship operator can send / share the Online SID (read-only) to the assigned inspector.

In the menu bar of the CDI-Marine Online SID Editor the ship operator can press the 'Send' menu option in order to send the completed SID to the assigned CDI-Marine inspector.

When pressing the "Send" button, the following page will appear:



The screenshot shows a web browser window with the URL <https://www.cdi.org/isis-send-sid?reportId=170&referer=document>. The page title is "CDI-Marine Online SID Editor" and the breadcrumb is "SID Documents". The main content area displays a modal dialog titled "Send Self Inspection Document". The dialog contains the following information:

- IMO: 0000022
- Name: ATEST CHEMICAL SHIP
- Inspector: TEST INSPECTOR, --
- Please select an ISIS Inspector: TEST INSPECTOR, -- (dropdown menu)
- Email Text: (text area)
- Buttons: "Send Self Inspection Document" and "Cancel"

When pressing the "Send Self Inspection Document" button, the CDI-Marine system will send an automated e-mail to notify to the CDI-Marine inspector.

The CDI-Marine inspector will open and evaluate the SID (read-only). If the inspector has doubts, he/she contacts the ship operator, clarifies and ask the ship operator to modify the SID, if needed.

Note that the inspector can open the SID for reference, but only in a read-only modus.






Optionally the ship operator can modify the SID data and re-send the modified SID to the assigned inspector, the system will send an automated e-mail notification again.

After importing the SID in the inspection report, the inspector can modify all SID data in the inspection report.

6 Menu options

The menu bar of the CDI-Marine Online SID Editor has several different menu options:



SID Documents	The Document List can be used to select and open new or existing (semi-)completed Self-Inspection Documents.
Document ▼	The Document option can be used to save (and open) the SID to/from your local computer (as an additional back-up file). Note that the report will also be automatically saved in the database.
	You can quick save your input by pressing the Save button. Note that the report will also be automatically saved in the internet database.
	The CDI-Marine Online SID Editor has the option to print an empty Self Inspection Document (SID) and a (semi-) completed SID to a PDF file.
	You can send the completed SID (read-only) to the assigned CDI-Marine Inspector by pressing the Send button. The CDI-Marine system will send an automated e-mail notification to the CDI-Marine inspector.
	The Wifi symbol indicates that if you have an active internet connection (and that your data is automatically saved in the CDI-Marine database). In case there is no active internet connection a warning message will be displayed (red cross in the Wifi symbol).
	The settings menu gives you the option to view the software version, release notes and your login information.

7 Further information

If you need any other information don't hesitate to contact us.

7.1 For general questions



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7.2 For technical questions



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