**Position List**

* [Compulsory Details in Position List](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001A%20Compulsory%20Details%20in%20Position%20List%20NL.doc)
* [ETAs, Sea Passage and FAOP](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001B%20V%20ETAs,%20Sea%20Passage%20and%20FAOP%20NL.doc)
* [Noon Reports](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001C%20V%20Noon%20Reports%20NL.doc)
* [Port Operation Reports](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001D%20V%20Port%20Operation%20Reports%20NL.doc)
* [Port Operations Reports Summary](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001E%20%20V%20Port%20Operations%20Report%20Summary%20NL.doc)
* [Delays and Downtime in Noon Reports and Port Operations](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001F%20Delays%20and%20Downtime%20in%20%20Noon%20Reports%20and%20Port%20Operations%20NL.doc)
* [SEEMP and the Position Report](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2001G%20O%20SEEMP%20and%20the%20POSITION%20REPORT%20NL.doc)

**HazOcc Manager**

* [HazOcc Manager Summary](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2002A%20HazOcc%20Manager%20Summary%20NL.doc)
* [How to Complete a Near-Miss Report](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2002B%20HazOcc%20Manager%20-%20How%20to%20complete%20a%20near%20miss%20report%20NL.doc)

**Inspection Manager**

* [Inspection Manager Filter & Analysis](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2003A%20%20O%20-%20Inspection%20Manager%20Filter%20and%20Analysis%20Reports%20NL.doc)
* [Adding a New Inspection](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2003B%20Inspection%20Manager%20-%20Adding%20a%20new%20Inspection%20NL.doc)
* [Safety Self Assessment Upload Procedure](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2003C%20O%20-Inspection%20manager%20-%20Safety%20Self%20Assessment%20Upload%20Procedure%20NL.doc)

**Requisitions**

* [Ordering Multiple Consumables](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2004A%20V-Ordering%20Multiple%20Consumables%20NL.doc)
* [Order History and Part Usage](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2004B%20Order%20History%20and%20Part%20Usage%20NL.doc)
* [Receipt of Order](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2004C%20V%20-%20Receipt%20of%20Order%20NL.doc)
* [Correcting a Receipt of Order](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2004D%20%20V%20-%20Correcting%20a%20receipt%20of%20order%20NL.doc)
* [Ordering Spare Parts](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2004E%20V%20-Ordering%20spare%20parts%20NL.doc)

**EForms**

* [EForms](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2005A%20EForms%20NL.doc)

**Certificates**

* [Certificates](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2006A%20Vessel%20Certificates%20NL.doc)

**Work and Rest**

* [Work & Rest Admin](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2007A%20V%20Work%20and%20Rest%20Admin%20Module%20NL.doc)
* [Work & Rest Crew](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2007B%20V-%20Work%20and%20Rest%20Crew%20Module%20nl.doc)
* [Work & Rest Default Hours for the Crew](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2007C%20V-%20Work%20and%20Rest%20Default%20hours%20for%20the%20crew%20NL.doc)
* [Work & Rest forward planning & default hours](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2007D%20V-Work%20and%20Rest%20Forward%20Planning%20and%20Default%20Hours%20NL.doc)

**Risk Assessment**

* [Risk Assessment Summary](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2008A%20-%20Risk%20Assessment%20Summary%20NL.doc)

**Planned Maintenance**

* [Working With the Repair Order Basket](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2009A%20ShipSure%20PMS%20-%20Working%20with%20the%20Repair%20Order%20Basket%20NL.doc)
* [Changing Responsibility in Scheduled Jobs](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2009B%20-%20V%20ShipSure%20PMS%20Changing%20Responsibility%20in%20Scheduled%20Jobs%20NL.doc)
* [Copying components & assigning spare parts & schedule tasks](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2009C%20V%20-%20ShipSure%20PMS%20Copying%20components%20and%20assigning%20spare%20parts%20and%20scheduled%20tasks%20NL.doc)
* [Shipsure PMS & Rescheduling Work Orders](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2009D%20ShipSure%20PMS%20and%20Rescheduling%20Work%20Orders%20NL.doc)
* [Shipsure PMS & the Superintendents](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2009E%20O%20-%20ShipSure%20PMS%20and%20the%20Superintendents%20NL.doc)
* [Adding in New Report Forms & New Job Descriptions](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2009F%20V-%20ShipSure%20PMS%20Adding%20in%20new%20report%20forms%20and%20new%20job%20descriptions%20NL.doc)

**Register**

* [Updating the Consumable Inventory](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2010A%20V%20-%20Register%20%20Updating%20the%20Consumable%20Inventory%20New%20Feature%20NL.doc)
* [Register Components and Spare Parts](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2010B%20O%20-%20Register%20Components%20and%20Spare%20Parts%20NL.doc)
* [Vessel details main equipment](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2011A%20-%20Vessel%20Details%20Main%20Equipment%20NL.doc)

**Crew**

* [Superintendents and the Crewing Module](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2012B%20O%20-%20Superintendents%20and%20the%20Crewing%20Module%20NL.doc)

**Budget 8**

* [Budget 8 – Search, Copy & Create](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2013A%20O%20-%20Budget%208%20Search%20Copy%20and%20Create%20NL.doc)

**Admin Tools**

* [Exporting and Importing Shipsure Files](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2014A%20V%20Exporting%20and%20Importing%20ShipSure%20Files%20NL.doc)
* [Creating a backup file](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2014B%20V%20-%20Creating%20a%20backup%20file%20NL.doc)

**Office Exporting Documents**

* [Previewing and Exporting in Shipsure](https://evms.vnet.info/VMS%20Documents/Reference%20Documents/Shipsure%20Quick%20Guides/Quick%20Ref%2015A%20O%20-%20Previewing%20and%20Exporting%20in%20ShipSure%20VL1%20NL.doc)