SHIPNET

Documents SE

Document Management for the shipping industry

Fact Sheet

Documents SE

Allowing you to collaborate effortlessly and securely with team members inside your organisation.

Ask yourself the following questions…

Do I want to share and manage content knowledge across my organisation and vessels to empower teamwork?

Do I want to quickly find information, and seamlessly distribute new and revised content across the fleet?

If the answer is yes, Documents SE is the solution you've been looking for.

The power of harnessing collective knowledge

You can share newly created documents, IMO circulars, safety flashes, or even manufacturers' manuals for shipboard equipment across your organisation. Customise templates to streamline the format of any documentation so that everyone working on different documents can make use of common themes, including the look and feel. Leaving you able to take complete control using document variables that dynamically update content on the document. This solution allows you to collaborate effortlessly and securely with team members inside your organisation.

Build cohesion and inform your office colleagues as well as seafarers throughout your intranet. Documents SE is built specifically for the unique marine operating environment - seafarers who are on leave and are scheduled to join one of your vessels can be given access in a click to read the policies and procedures as applicable to them before joining, ensuring an increase in competency onboard your vessels.

Transforming your business processes

You can accelerate productivity by transforming processes, everything from simple tasks like notifications and approvals to complex operational workflows.

With Shipnet's built-in notification and approval workflows, you can create new content or revise existing content and collaborate with your colleagues to take it live. Shipnet also keeps track of readership across your fleet so that you can drive accountability and ensure everyone is familiar with your company policies and procedures.

Your centralised document management system

- **Accessible -** Cloud based
- **Simple -** Cloud sync for latest versions
- **Integrated -** Import from legacy system
- **Automated -** Receive alerts at the right time

The benefits

1. **Tag documents with key topics for easy searching**
2. **AI search functionality**
3. **Track employee engagement with company communications**
4. **Ready-to-use templates for different types of document**
5. **Automatic notification of tasks in-app and over email**
6. **Control permissions for security of documents**

Powerful search capabilities

You're just a click away from what you are looking for, with powerful search and intelligent ways to find the relevant policies, procedures, or other information within the Safety Management System. Shipnet's rich content management, along with valuable property tags enable your organisation to maximize the velocity of knowledge not only in your office but across all your management vessels.

Request a demo today for a personalised walkthrough of the solution

The complete toolset for efficient document management

Central repository for all policy and SMS documents

Attach videos, photos, drawings, service letters, and any other kind of file to each document and include the same as part of vessel document repository

Create and re-use generic document templates to create new policy documents directly from Documents SE

Compare the changes being made in document revisions

Carry out audit of the document

Generate record of the changes report directly to all manuals and chapters

Quick dashboard access to know status of each documents from draft to approval stage with the owners of each document

Keep control over document revisions - available configuration options for document review processes

Distribute circulars, notices, safety flashes and knowledge sharing for the fleet

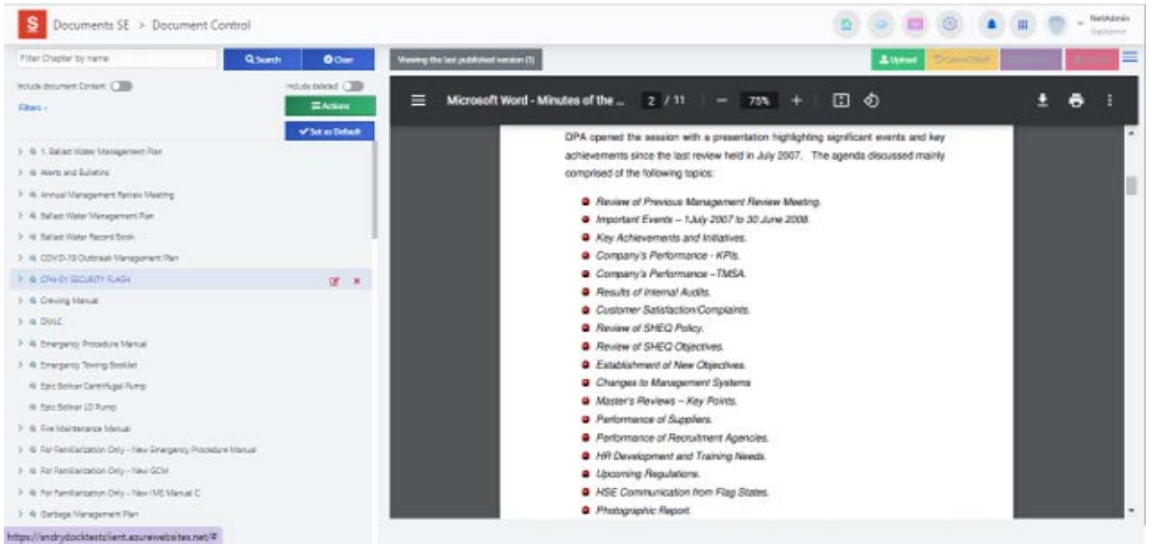
Ability to track, notify and remind user to read updated documentation upon sign in throughout the fleet

Part of Shipnet ONE

Documents SE is seamlessly integrated into Shipmet ONE, the centralised hub of all systems essential for running a shipping organisation. Shipnet ONE consolidates various functions, including fleet management, procurement, and finance, into a single platform, providing users with a comprehensive solution to manage all aspects of their operations efficiently.

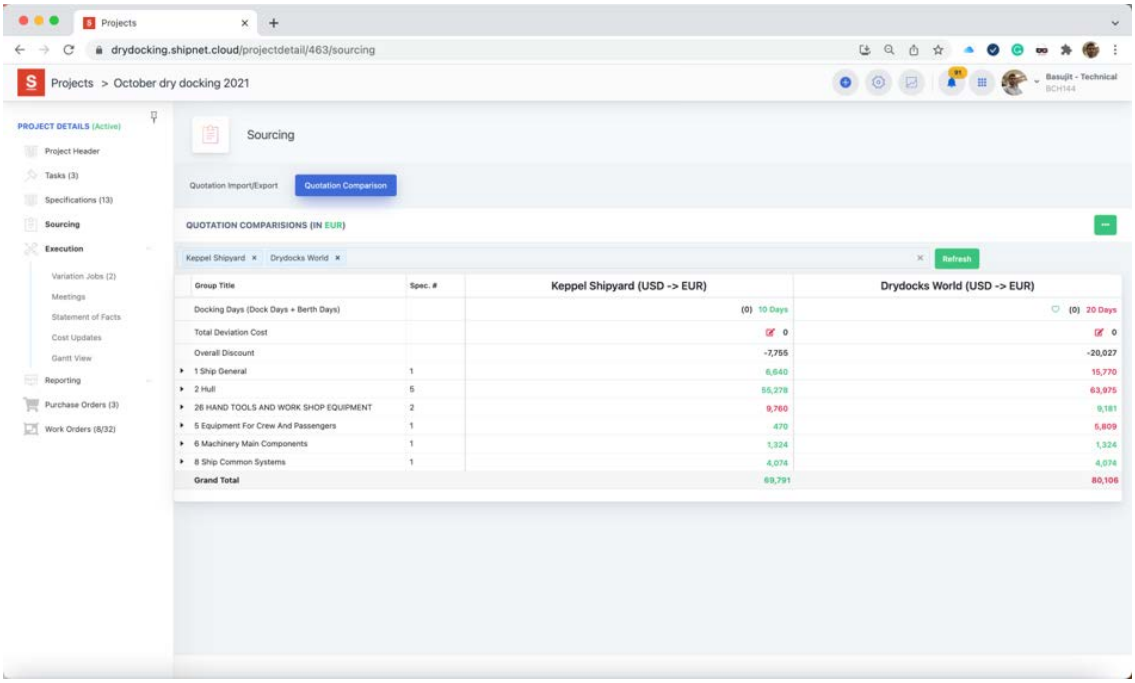
Centralised hub for documents

Centralised document management system for all policies and procedures. Create documents using the rich document editor, re-use document templates to save time and generate beautifully crafted documents with rich content.



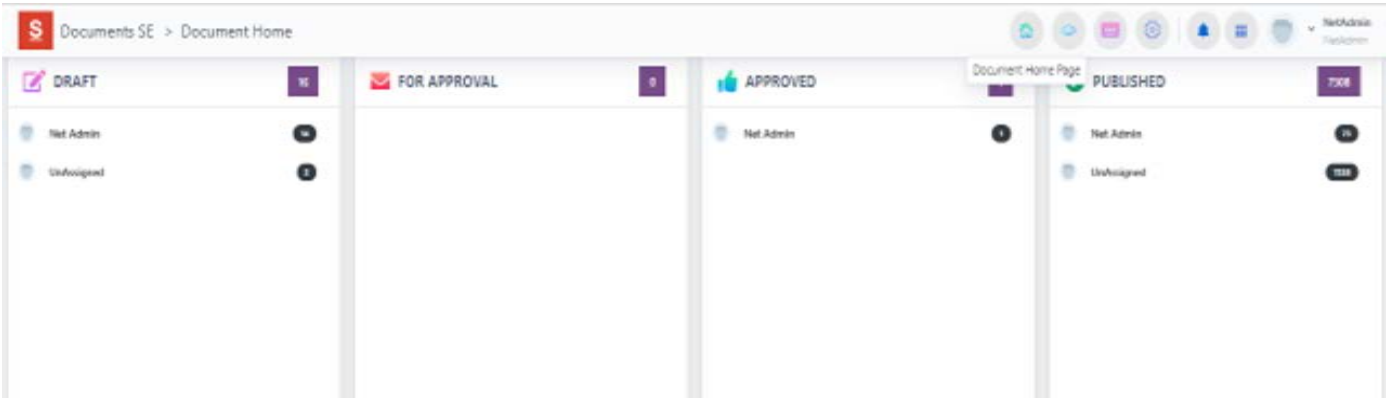
Keep control over document revisions

Documents revision and changes in the documents are recorded. Generate reports for every manual with record of changes.



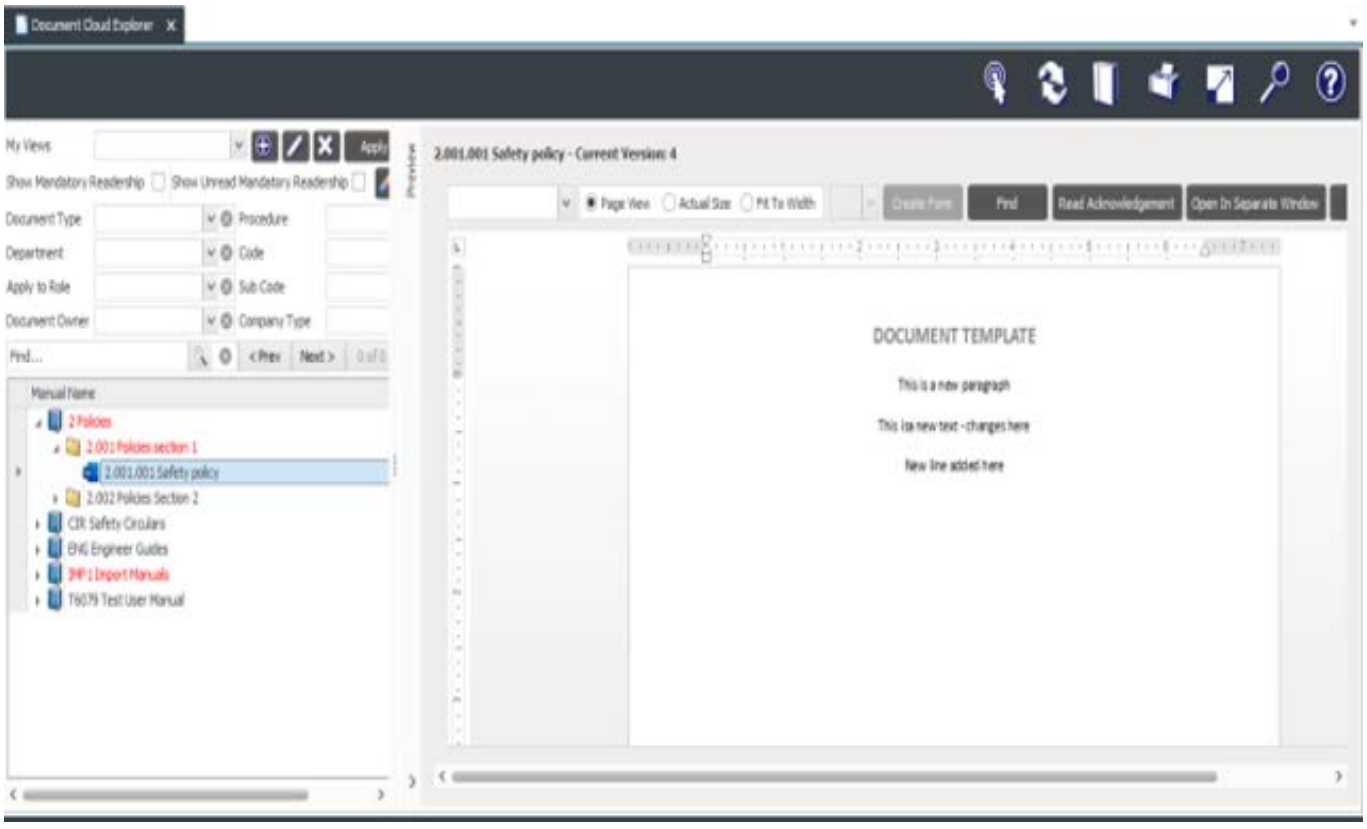
Dashboard functionality

An inbuilt dashboard which shows the status of each document from draft to approval stage with the owners of each document.



Document Cloud Explorer

Part of Shipnet ONE that displays documents sent to the vessel through Documents SE. You can access them through the web interface, or Shipnet ONE. The functionality and value is the same (central, controlled repository for policy + SMS docs), but also has readership controls, records, and offline capability.



The power of AI for search

Shipnet's latest feature in Documents SE introduces an innovative AI search capability, transforming the way shipping organisations manage and access their documents.
With this feature, users can upload their own documents, which are meticulously scanned, indexed, and stored within the system. The AI-powered search function then empowers users to retrieve relevant content in contextualised ways, providing answers to queries such as best practice procedures and examples for communication with crew members.

What sets this feature apart is its unparalleled accuracy and reliability, ensuring that users receive precise information every time. Moreover, each piece of retrieved content is accompanied by linked citations, allowing users to seamlessly refer back to the original document for full approval and validation, thus ensuring compliance and maintaining the integrity of the documentation process.

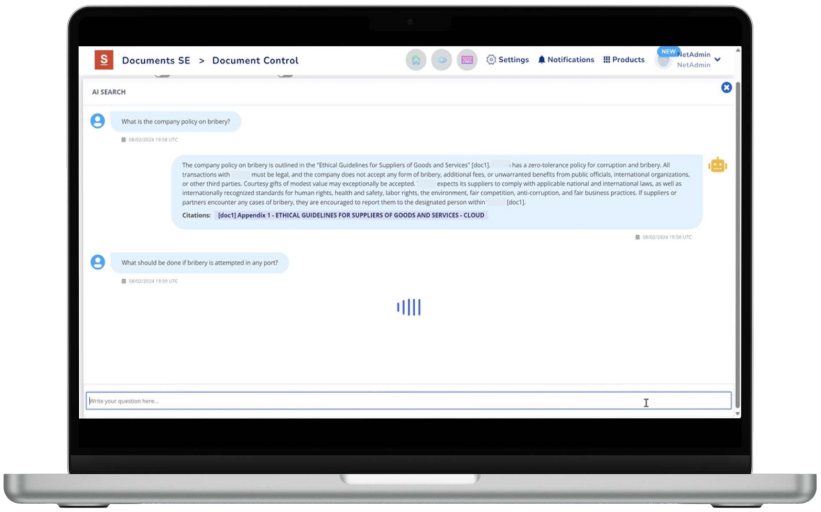
Your AI Assistant is always ready to help

In addition to the powerful AI search functionality, Shipnet's Documents SE introduces an AI Assistant, representing the next evolution in document management solutions.

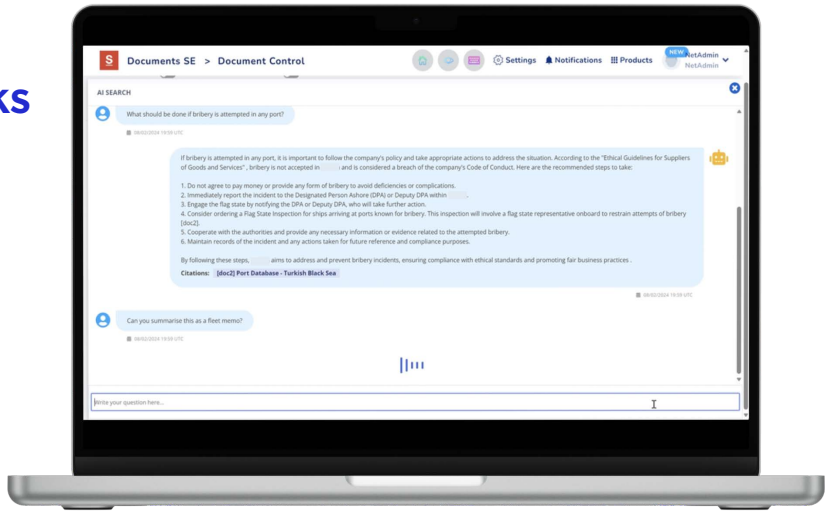
With the AI Assistant, users can effortlessly leverage the system's capabilities to generate summaries of their findings. Whether it's drafting memos, crafting fleet circulars, or generating reports, the AI Assistant streamlines the process with unparalleled accuracy and efficiency.

By simply requesting Documents SE to summarise their findings, users can transform complex information into concise and actionable insights at the click of a button. This reliable and time-saving feature not only enhances productivity but also ensures consistency and compliance across all communication channels within the organisation, making it a valuable asset for shipping companies striving for operational excellence.

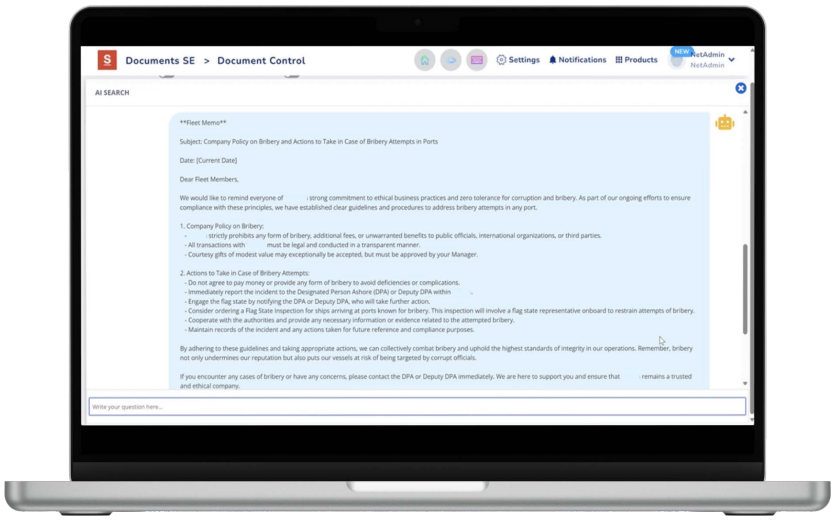
Type your question …

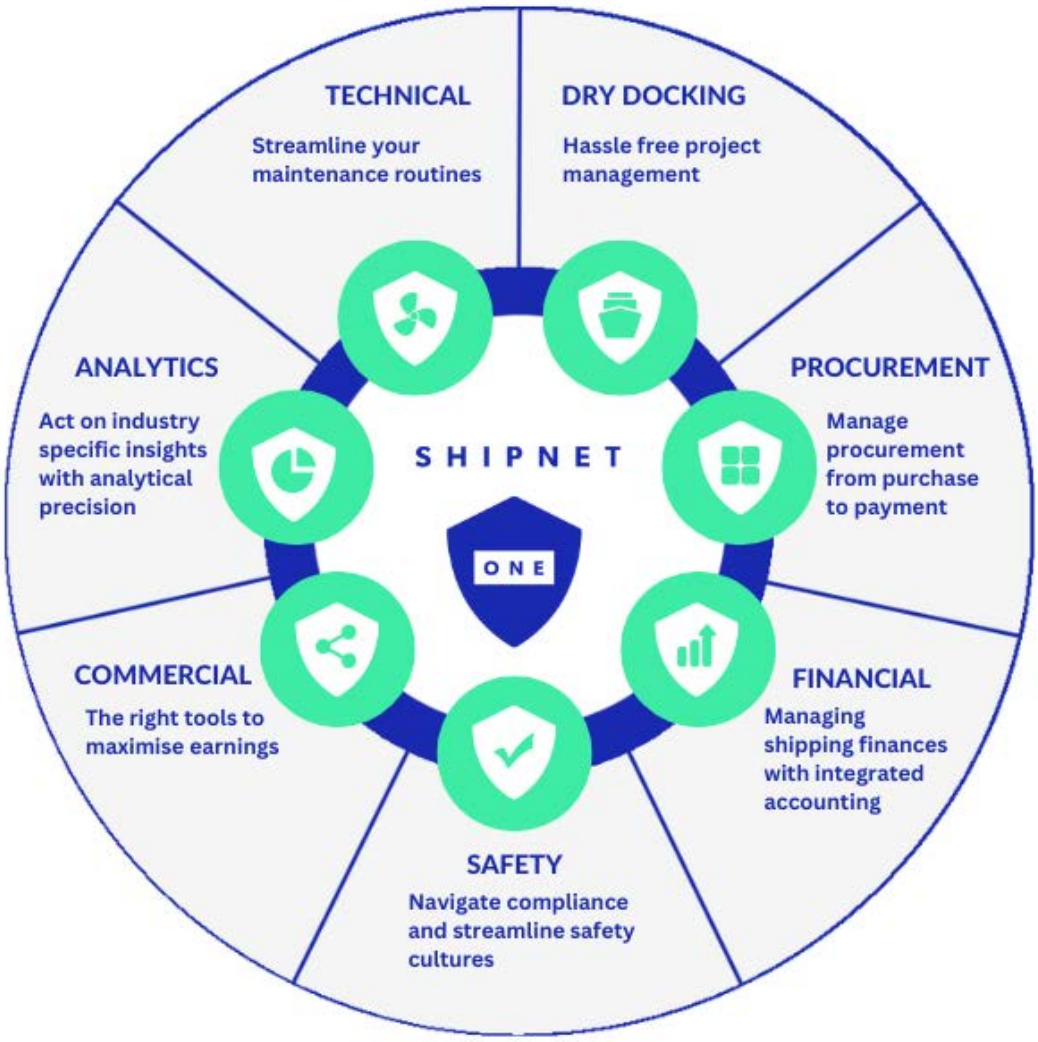


Get your answers with links to relevant documents …



Generate AI Assisted content ready to use …





Shipnet ONE, your central hub for Maritime business

Shipnet ONE serves as the central hub for all software solutions, seamlessly integrating various functionalities essential for maritime businesses.

From accounting and procurement to safety and document management, Shipnet ONE ensures interconnectedness, enabling access to crucial information from anywhere.

With a 30-year history in the maritime industry, it boasts integrations with leading third-party solutions, ensuring comprehensive connectivity and efficiency for businesses and employees alike.

Take your business to the next level.

Shipnet

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