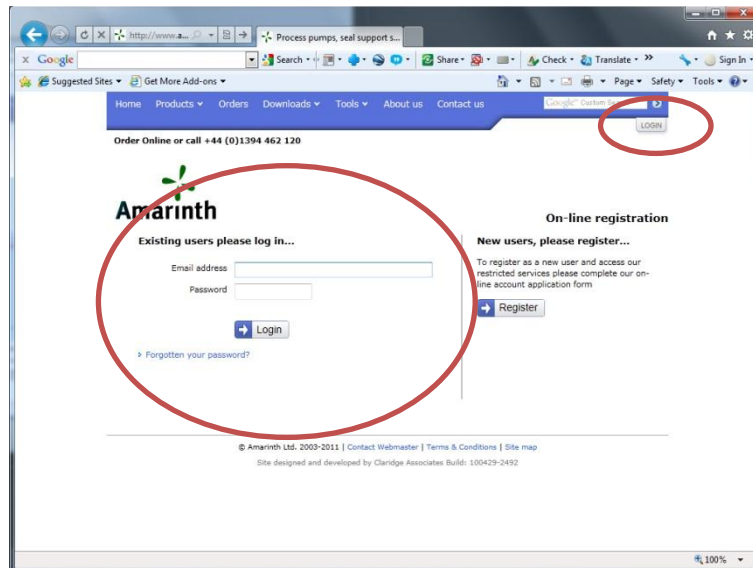


**Step I: Access to the Document Management System**

Go to the Amarith website [www.amarith.com](http://www.amarith.com)  
Select the Login tab at the top right of the page.



Enter your account details (on the left of the page) and select Login. To view the system in demo mode use the following:

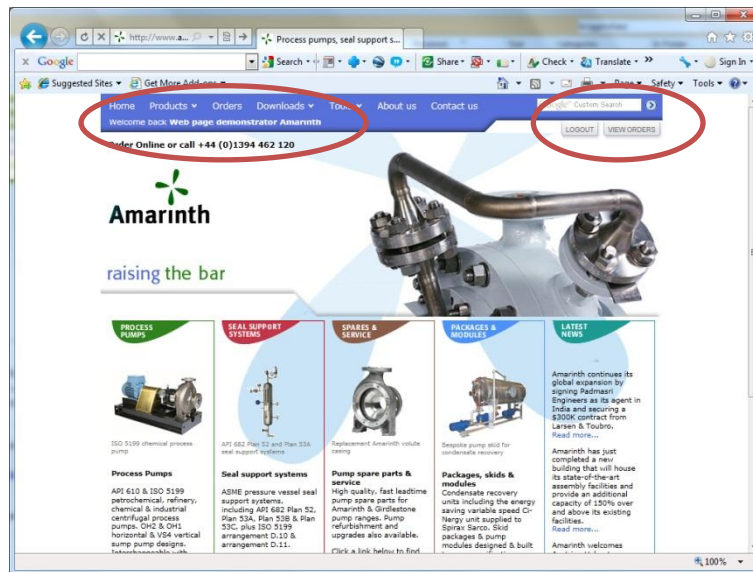
Email address: [demonstrator@amarinth.com](mailto:demonstrator@amarinth.com)

Password: demo

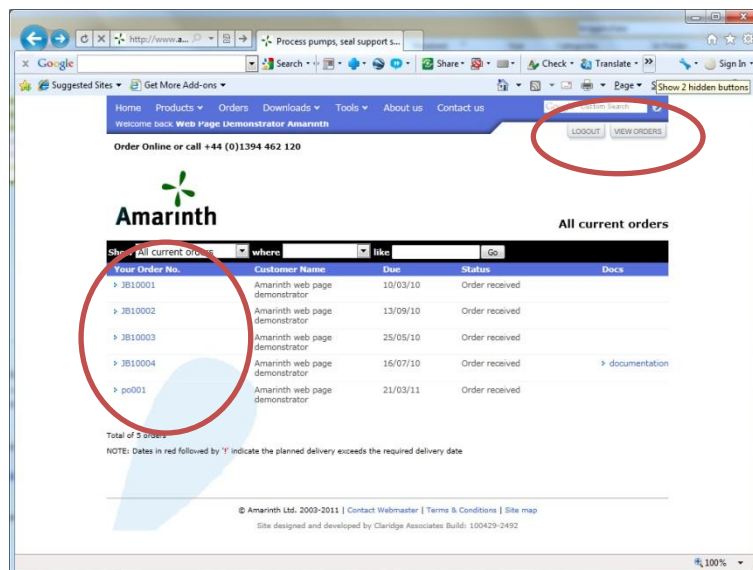
You will then be taken to the Amarith front page again.

## Step 2: View your orders

On the Amarith front page you will now see your logged in details and a tab at the top right hand side labelled View Orders.



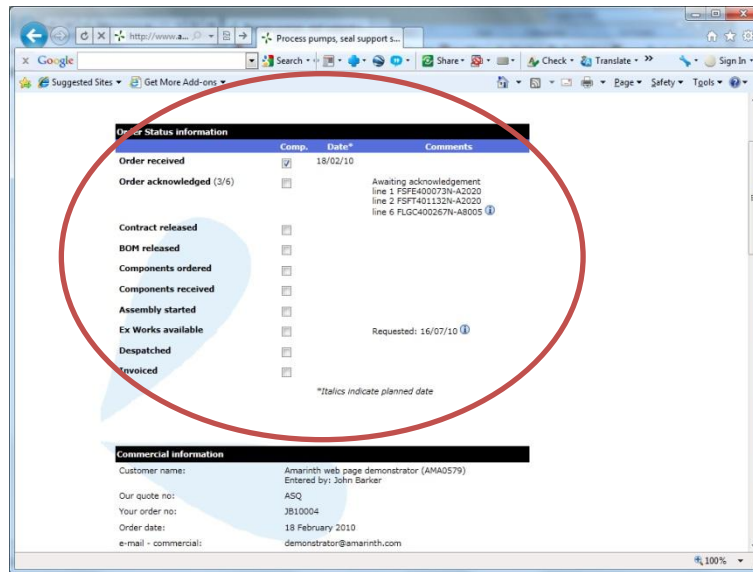
Select the View Orders tab to see all your outstanding orders with Amarith.



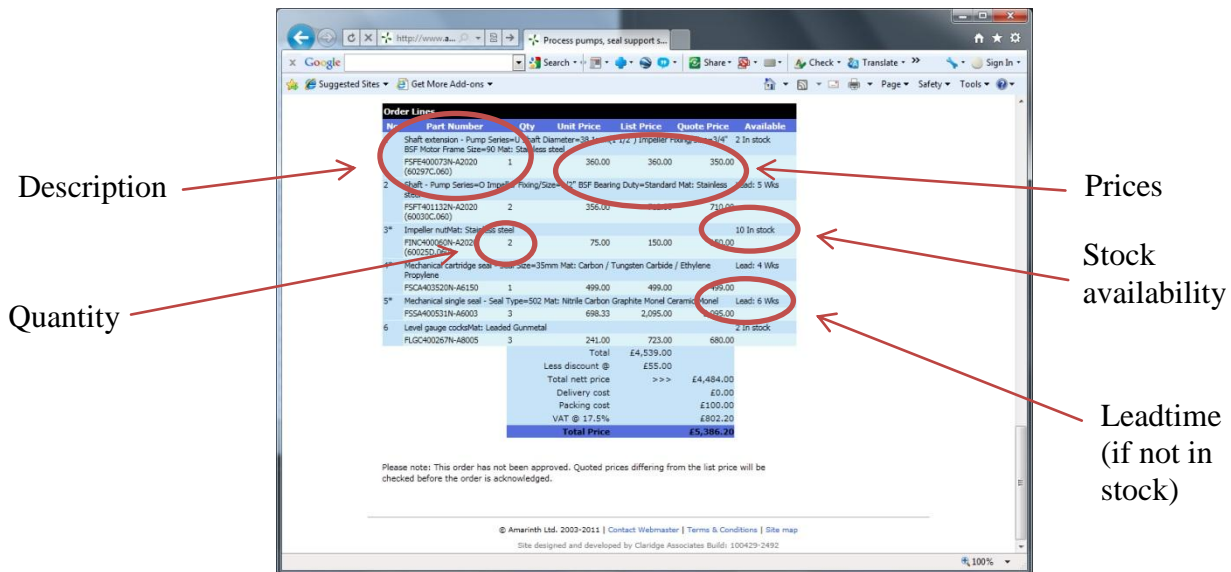
## Step 3: View order details

To see information on any order, select the relevant order number in the “Your Order No.” Column.

You will be presented with the order details. This shows the manufacturing progress for the order. The items ticked as complete have been achieved and un-ticked tasks are forecast dates.

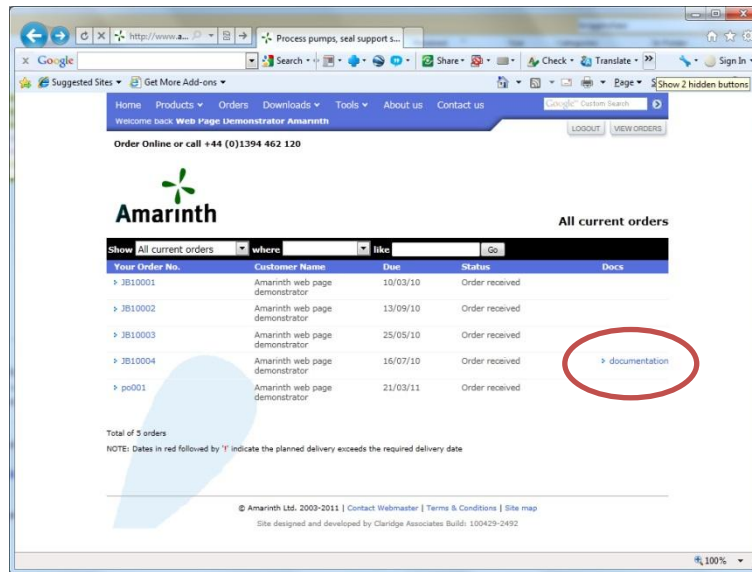


Followed by details of what has been ordered.



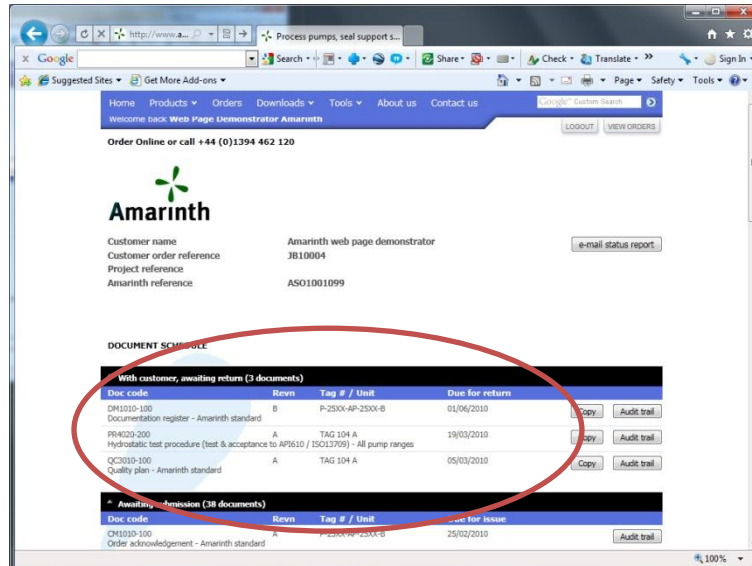
## Step 4: View order documentation and status

On the orders page, select the documentation hyperlink that is next to the order.



This will show you an overview of the documentation split into four sections.

At the top of the page is the section “With customer, awaiting return”. These are the documents that are awaiting action by your company. These documents must be returned by the date shown in the “Due for return” column to ensure the contracted delivery can be maintained.



Further down the page are two sections for “Awaiting submission” and “Awaiting re-submission”. These are documents that have not yet been submitted by Amarith or are waiting re-submission by Amarith. The date they are due to be submitted or re-submitted are detailed under the “Due for issue” column.

Doc code	Revn	Tag # / Unit	Due for return
DM1010-100	B	P-250X-AP-250X-B	01/06/2010
PR4020-200	A	TAG 104 A	19/03/2010
QC3010-100	A	TAG 104 A	05/03/2010

Doc code	Revn	Tag # / Unit	Due for issue
CH1020-100	A	P-250X-AP-250X-B	25/02/2010
CH3020-150	A	P-250X-AP-250X-B	01/04/2010
CH6030-100	A	P-250X-AP-250X-B	30/07/2010
EC2010-735	A	TAG 104 A	30/07/2010
CR1010-740	A	TAG 104 A	30/07/2010
CR1010-740	A	TAG 104 A	30/07/2010
CR1020-200	A	TAG 104 A	30/07/2010
CR1030-300	A	TAG 104 A	30/07/2010
CR2020-700	A	TAG 104 A	30/07/2010
CR2030-705	A	TAG 104 A	30/07/2010

At the bottom of the page is the section “Final”. This contains all of the final approved documents with the date on which they were approved in the “Approved Final” column.

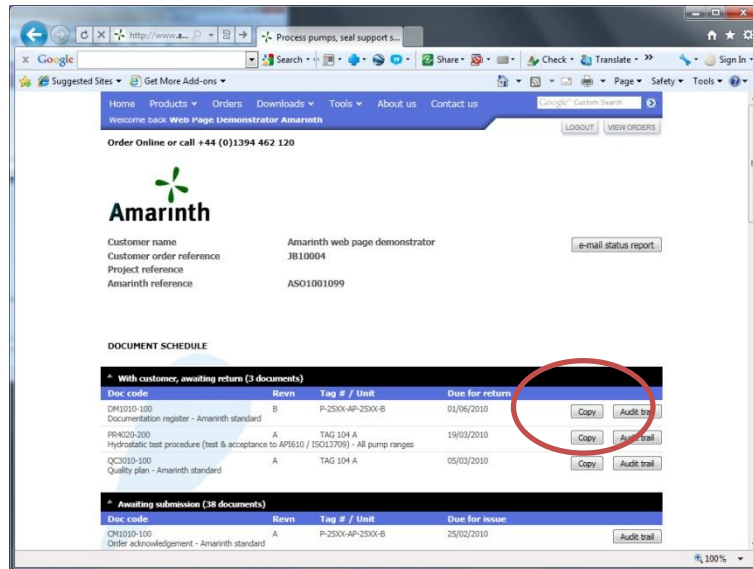
Doc code	Revn	Tag # / Unit	Approved Final
CH0310-100	B	P-250X-AP-250X-B	19/02/2010

You can print this page at any time, 24 hours a day, to get the full status report on the project.



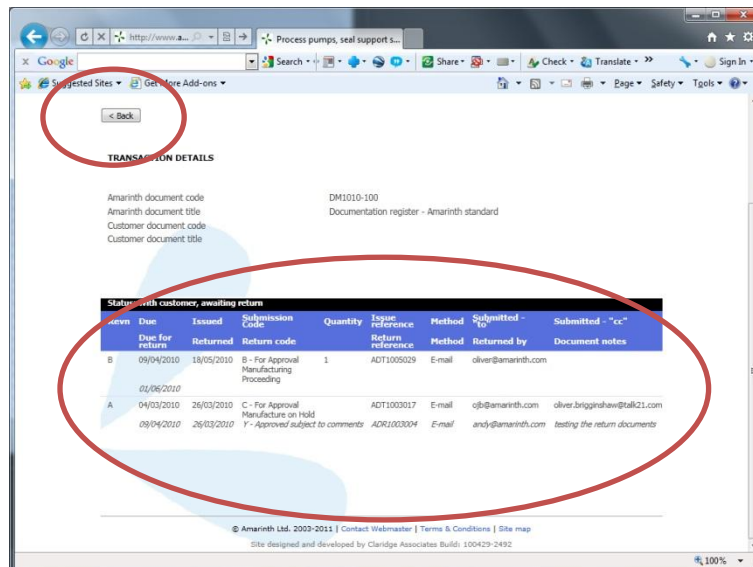
## Step 5: Request a copy of a document

You can request a copy of any document that has been submitted at any time by selecting the “Copy” button alongside any document and system will automatically e-mail you a copy of the latest document. (Note: If you are using the system in demonstration mode you will not receive an e-mail as no e-mail address is associated with the demonstrator account.)



## Step 6: Review document audit trail

You can review the audit trail of any document that has been submitted at any time by selecting the “Audit trail” button alongside any document and the system will show you details of every revision by revision detailing all relevant dates, references and contacts. To return to the overview use the “back” button at the top of the screen.



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## Other Features

**Real time** – the system is updated in real time via our back office so you always see the latest status 24 hours a day, 7 days a week.

**Customer document codes** – the system will use and display specific customer document codes and titles rather than Amarith codes and titles once configured. All we need is a list of your document codes and titles and we will do all the work to translate them.

**Longevity** – all documents remain on the server indefinitely meaning our customers can retrieve any document at any time in the future so retrieving a SA drawing or a parts list is extremely easy, even when the hard copy has long since been archived.