



## **Acknowledgments**

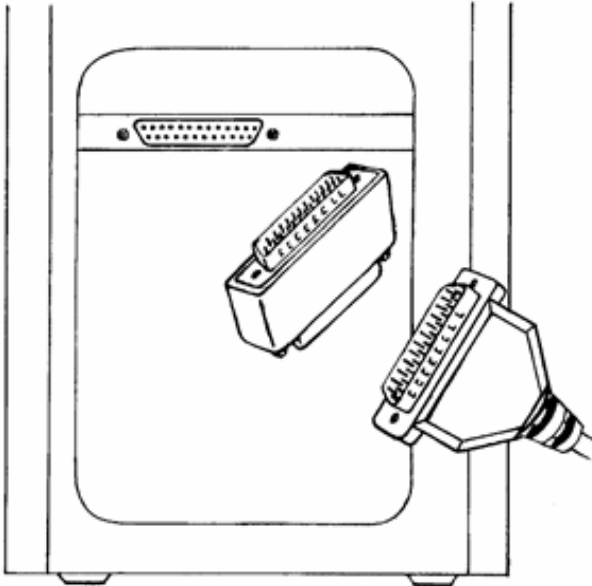
This approach to the survey report is a "systems" approach and was patterned after one developed by Mr. Charles V. Corder, the Director of Chapman Schools, Yacht and Small Craft Survey Program. Mr. Corder submitted examples of this format to top executives of the major marine insurance companies, as well as the two most widely recognized marine survey organizations in this country, SAMS (Society of Accredited Marine Surveyors) and NAMS (National Association of Marine Surveyors) with a remarkably positive response.

The approach was further refined and aesthetically embellished for this program by Mr. Ted Stevens. Mr. Stevens was an accredited marine surveyor and respected member of SAMS. He was also an instructor at the Chapman School of Yacht and Small Craft Surveying for four years. In addition, he has been in the networking / computer business for the last 12 years and is the founder of Force 5 Software Company.

During the developmental stages of Force 5, contributions were sought from numerous professionals in the surveying fraternity to further the development of this report software. Most notably Mr. Mickey Strocchi, the current Chairman and past President of SAMS, owner of Strocchi & Company marine surveyors and adjusters of Jacksonville, Florida; Mr. Mel Allen, sole owner and operator of Allen's Boat Surveying & Consulting in Tequesta Florida; and Frank Mitchell accredited marine surveyor, Jensen Beach Florida. We extend our appreciation to the aforementioned for their tireless guidance and support. As for the assistance and contributions from the many individuals not mentioned...thank you.

## The Hardware Key

Before installing your software you must install the provided hardware key. To do this remove your printer cable from the back of your computer and plug the hardware key into its place. Now plug your printer cable into the exposed end of the key. Force 5 will check for the presence of this key every ten seconds, if the key is removed or unintentionally dislodged while Force 5 is running you will be notified in the form of "key violation" reminder messages in 10 second intervals.



**Note:** The hardware key is required only when running demo and time restricted versions of Force 5 (the hardware key is not required for full versions).

## Requirements

Force 5 has successfully undergone extensive testing while running under the Windows 3.x, Windows 95 and OS/2 Warp operating systems. Before installing the Force 5 software you need the following:

- IBM PC (or 100-percent compatible) 386 or higher.
- Microsoft Windows 3.x, Windows 95 or OS/2 Warp installed and functioning.
- At least 5 MB space free on hard drive.
- If you are running Windows 3.x or OS/2 Warp, 4 megabytes (MB) RAM is required, however we would recommend 8 megabytes (MB) RAM.
- If you are running Windows 95, 8 megabytes (MB) RAM is required, however we would recommend 16 megabytes (MB) RAM.
- At least a temporary Windows swap file is required, while a permanent swap file is recommended. See your Windows documentation if you are unfamiliar with the use of swap files.
- The provided hardware key must be connected to the back of your computer (see page 1 for more information).
- It is recommended that you test your printer from Windows notepad or any other Windows text editor prior to installing force 5.
- Optional: For the protection of valuable data you will be storing on your hard disk, a tape backup is strongly recommended. This is not only effective for the safe keeping of Force 5 data, but all other data as well. You should back up your system to tape as often as you generate data you're not willing to risk the loss of.
- You should have at least a general knowledge of basic Windows conventions and mouse operations for a successful migration to generating your survey reports with Force 5.

## **Force 5 Installation**

The Force 5 disks contain a setup program to ensure proper installation to your system. The setup program is a windows application. If you have not started windows, you will need to do so before proceeding. Use the following steps to install Force 5:

1. Place the Force 5 for windows program disk into the appropriate drive.
2. From the file menu in the program manager, select "Run".
3. The dialog box prompts you for a Command Line Entry. Type in the name of the drive that contains the Force 5 for Windows disk followed by the word: SETUP. Example: If you are installing Force 5 from the A: drive, type A:SETUP in the Command Line list box and press Enter or click OK.
4. Force 5 gives you detailed on-screen instructions for completing the installation process.
5. During the installation process you will be prompted for a desired drive and path, the default drive is *[C]* and the default path is *FORCE5* these default settings will already be reflected in the prompting dialog box. If these settings are acceptable simply press *ENTER* or click *OK*.
6. During the installation process, Force 5 created its own Program Window and installed its icon in your program manager. To start Force 5 for Windows, select (double click) the Force 5 icon which will now be located on your desktop.

**Note:** To complete the installation, please use Windows Notepad or any other text editor to view or print the README.DOC file (located in the Force 5 directory) for any revisions since this manual was printed.

## **Survey Approach and Design Overview**

Force 5 has taken the tried and proven systems approach and streamlined it into a graphical user interface that is both comprehensive and easy to manage. The overall design of the survey report document is divided into six major sections for the convenience of the reader, client and insurance agent. This is the approach taught at the Chapman School of Seamanship, Yacht and Small Craft Surveying and is well received in the industry.

SECTION I and II give specifications, value, rating and other details of the vessel being surveyed. SECTION III gives individual item descriptions SECTION IV describes the anomalies found during the survey. SECTION V is the summary and valuation section. SECTION VI is where you may describe and define special terms.

## **Survey Report Sections Described**

- 1. Introduction section**  
contains information stating what you did, for whom, on what vessel, where, and when. Just as importantly, you should enter what you did, didn't do or what you cannot do and why.
- 2. General Information Section**  
supplies the reader with specifications about the boat such as year, make, model, your rating and value. In addition this is an (optional) area in which you may do a narrative description of the vessel.
- 3. System Section**  
details descriptions you entered under the individual items. These descriptions may be saved to the *Item Choices Window* and used again as default text at the click of a button.
- 4. Findings and recommendations section**  
is a separate area to list the anomalies you have discovered while surveying the vessel. This approach organizes these findings by level of severity, i.e., A, B or C. This section will be completed automatically while working in section III.
- 5. Summary and Valuation section**  
details the rating and value of the vessel and can sum up your opinion of the vessel's suitability to task. The default text in this section is based on BUC book ratings, and uses the same definitions to explain to the reader how you arrived at your conclusions. You will learn how to choose default text or edit text as needed later in this manual.
- 6. Definition of Terms Section**  
is used to define special terms or phrases you might repeat often or use in descriptions. *(You can greatly reduce the possibility of miscommunication by using this section).*

## Quick Button Reference

Force 5 also takes full advantage of a graphical user interface by way of quick buttons. This decreases the number of mouse movements required to carry out specific commands (see the next page for a complete list of Force 5 quick buttons and explanations as to what tasks they perform).

Jump to next heading section. -			- Jump to previous heading section.
Go to next blank heading item. -			- Go to previous blank heading item.
Go to next not applicable heading item. -			- Go to previous not applicable heading item.
Prevent this heading item in this section from being used. -			- Can prevent all heading items in this section from being used in this survey. Stopping at the top of the next heading section.
Configure table layout. -			- Rename section and subsection headings. Reorder headings, heading item type to/from table text and add <user define> heading items. Hide unwanted heading items.
Save the contents editwindow text to this survey report and go to the next heading item.			- Save the contents of default window text to this survey report and go to the next heading item.
Clear all text from the editwindow. -			- Restore the original text of the edit window.
Add the selected item choice text to the edit window or replace text in edit window with selected item choice.			- Replace contents of edit window with selected item choice.
Create a new item choice by adding all or the selected text from edit window.			- Delete selected item choice. Note: this can not be undone.
Attach a finding and recommendation to this heading item. -			- Customize heading item to a description of your choice.
Search for heading item or text in any window. -			- Spell check contents of edit window or selected text.

	- New Survey
	- Open Survey
	- Close Survey
	- New / Edit File Description
	- Exit Program
	- Toggle / Outline / Search List
	- Print Surveyor's Notes
	- Print Full Size Survey Report
	- Print Small Font & Condensed Space
	- Print Outline Containing all possible Report Heading Items with associated Search Mnemonics

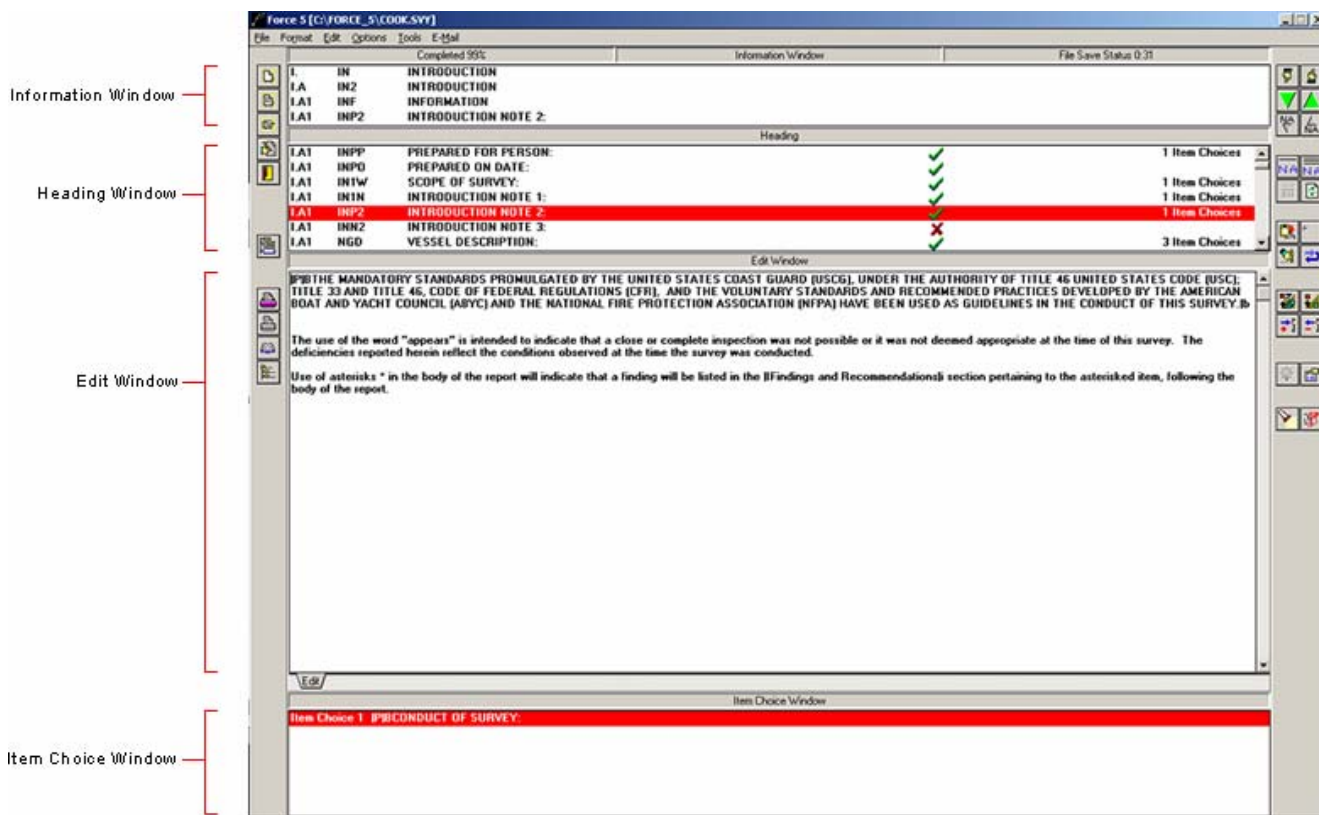
**Tip:** As you drag your mouse over the quick buttons on your screen, descriptions of the tasks they perform will appear in a yellow text (HINT) box next to the button. This is performed by moving your pointer slowly from the left side of the quick button to the buttons center. To issue a command, click the appropriate quick button once for the desired action. Click right mouse while you are over a quick button and you will toggle the help boxes on or off.

## Keyboard Shortcuts

File Menu	Format Menu	Edit Menu	Options Menu
New	Normal	Cut	Saving Options
F10	Ctrl+N	Shift +Del	F4
Open	Bold	Copy	Opening Method
Ctrl+O	Ctrl+B	Ctrl + C	F5
Close	Italic	Paste	Allow Changes
Shift+F4	Ctrl+I	Ctrl + V	F6
Save As	Initial Caps	Find	Show Hint
Ctrl+S	Ctrl+W	Ctrl + F	F7
Exit	Upper Case	Search Again	Sound Effects
Ctrl+ F4	Ctrl+U	F3	F8
About	Lower Case		
F10	Ctrl+L		

## Force 5 Interface Design

Provided you have at least a basic general knowledge of the Windows operating system your migration to Force 5 should be a smooth one. Start by clicking on the heading window with your left mouse button. You may start typing the appropriate information into the edit window, or select from the predefined item choices in the Item Choices window at the bottom of your screen.



### The Information Window:

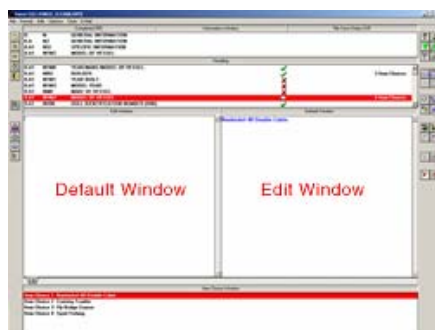
This section contains specific information directly related to whatever is highlighted in the heading window.

### The Heading Window:

This window contains all specific categories of information related to the vessel. During your survey you scroll through these as you either fill in the edit window (described below) or select from the available predefined options in the item choices window.

### The Edit Window:

All data entry is done at the edit window. This is where you enter all survey information. If applicable, you may select from one of the predefined item choices in the item choice window. If you have entered new information not found in the item choices list, you may add it for future retrieval using the Save item choices quick button. The edit window is further described later in this section.



If you are highlighted on an item in the heading window and the edit window is divided in two. The window on the right side is the default window; the window on the left is the edit window. The default

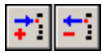
window will automatically display the contents of item choice number one. If the contents of the default item choice is acceptable as is (no editing needed), click the Use default quick button to accept and move to the next item in the header window. If the default item choice is not acceptable and needs editing, double click the default window itself or click on the item choice desired then either double click it, or use the add to edit window button to bring the item choice into the edit window for editing, at this point you may do your editing. If neither the default window or existing item choices apply, you may write a new description in the edit window.

### The Item Choices Window:

This window is a database for frequently used item choices. You may either select from the predefined options, or enter new descriptions and save them as custom item choices. They will then be added to your heading specific item choices list.

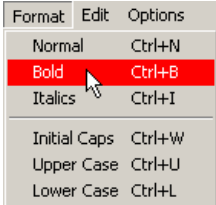
**Tip:** All standard Windows conventions and clipboard functions such as cut, copy, paste, etc. are operable while working within the edit window.

## Saving & Deleting Item Choices



**Saving and Deleting Item Choices:** If you have created a new entry in the edit window or edited an existing item choice and would like to save it to your item choice list use the Item Choice "Save" and "Delete" Buttons. You can add the full contents of the edit window or just selected text from the edit window by clicking the make new item choice button. The resulting new item choice will be appended to the bottom of the item choice list. You may reorder the item choice list by clicking and dragging an item choice to the position you want it to take in the item choice list.

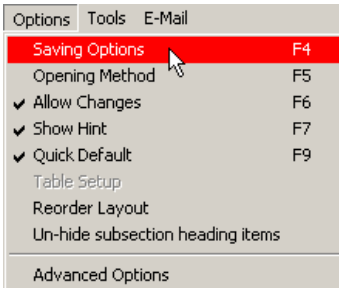
## Formatting the text in the edit window



The available text enhancement tools will add emphasis to specific text, for instance if you have typed, "heavily corroded", and would like the word "heavily" to appear in bold type on the printed report. First highlight the word "heavily" by dragging over the word with your pointer while holding down

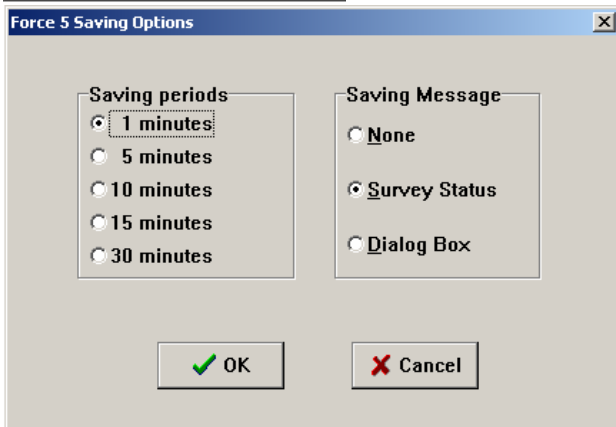
the left mouse button. Now from the menu bar choose Format. Now click Bold and notice that the word "heavily" does not become bold on your screen but coding precedes and follows the word as shown here: "|Bheavily|b". This coding will ensure that when the survey is printed, the word "heavily" will be bold. The same basics described above apply when you want to italicize a word, except in this case the word would be preceded by: |i and followed by: |i. Experimentation will prove valuable when working with these codes and the resulting text effects.

## Survey File Saving Options



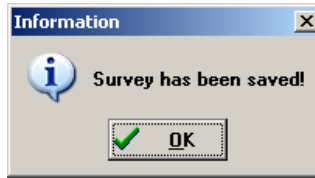
### Auto Save:

As you work with a survey, Force 5 will automatically save your changes in user defined intervals. Settings can be changed by going to the option pull down menu and selecting saving. A saving options dialog box will open; intervals from 1 to 30 minutes may be selected.



### Auto save Notification Message:

You can configure Force 5 to notify you when a file is saved. To enable or disable this notification, from the menu bar choose Options and selecting Saving Options. A saving options dialog box will open, on the right hand side of the dialog box there will be 3 options. Selecting None disables the save notification message. The Survey status option causes message text to appear in the upper right



corner of the information window panel. This will show the current status of the auto saves and a countdown timer show time until the next save. Selecting the dialog box option will cause a dialog box (right) to appear at the time of the auto save.

## Icons Further Described



### Next & Previous Section:

Using the buttons allow you to skip quickly from section to section within a report without having to click through sections line by line. You will always be taken to the beginning of the next or previous section.



### Next & Previous Blank Heading Items:

Using the buttons allow you to skip quickly to the next or previous blank *Heading Items*. This allows you to move directly to sections and Items where information has yet to be entered or *NA-ed*.



### NA Buttons:

These two buttons allow you to skip quickly to the next or previous NA Item or section.



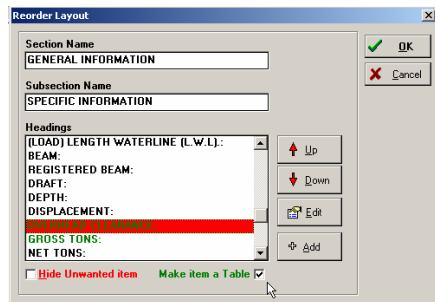
### NA item & NA Section:

These two buttons provide a means of specifying specific items or sections in the survey not be printed in the survey report or surveyor's notes. The Make NA button (left) will make the item in the header window not applicable. While the Make Section NA button (right) will make the entire section not applicable for print.



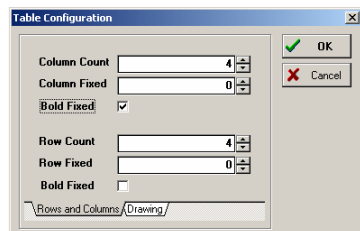
### Configure Table Layout:

You can insert a table under any heading in the system section of the report. To change a Heading Item into a Table Item, select the heading item you would like to convert and then click on the Rename/Reorder Icon (this is the next icon to be described). When the control box opens Highlight (select) your choice and check the "Make item a Table" option. Click OK and that will take you back to Heading and Edit Windows and you will see an outline of a 4 column and 4 row table outline in the Heading Window.



### Configure Table Layout:

To configure the table, click on the table Outline Button next to the Re-name/Re-order Button just under the NA Item button. These settings control how many columns and rows in the table, and whether or not to print the cell box outline.



**Tip:** If you have typed more text in a cell than can be displayed in it's current size you will need to select Fix Row (only select the ROW) and then click OK.



### Save Text to Survey File:

This button provides a means of applying any information in the edit window to the survey file and then moving on to the next item automatically.



### Use Default:

This button will insert the contents of item choice number one or the (*selected Item choice*) in the *default window*. If another predefined item choice would apply you can select it by double clicking it with your left mouse button, it will then be brought up into the edit window for further editing. If no further editing is required then you may accept it and move to the next item by clicking on the next heading item or clicking the *Save Text to Survey* button.



### Clear Edit Window:

The button clears (*deletes*) the entire contents of the edit window. If you wish to clear only a portion of the text, highlight the portion to be cleared by dragging over it with your pointer while holding down the left mouse button. Now press the *delete* key on the keyboard and the highlighted text will be cleared.

**Tip:** There is another way of selecting or highlighting text in the edit window. Start by placing your pointer at the beginning or end of the text you wish to delete, next press and hold the *Shift* key on your keyboard while using the *arrow keys* (also on your keyboard) to move your cursor in the appropriate direction and notice that the text becomes highlighted. This technique can be used with most other Windows programs as well.



### Undo:

This button will restore text to the edit window that was previously deleted with the clear edit window button. Be aware that if you delete only a portion of the text in the edit window by highlighting and deleting it from your keyboard the Undo button will not restore it. This button will restore only what was deleted with the CLEAR EDIT WINDOW button.



### Item choice buttons:

The four buttons shown here enable you to add, replace, and remove item choices to or from your item choice list.

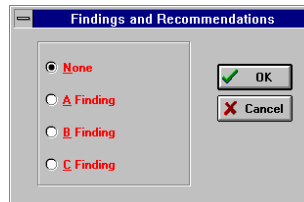
**ADD TO EDIT WINDOW** (top left) button adds the *selected* item choice to the edit window. This can also be achieved by double clicking the desired item choice from within the item choice window. **REPLACE** (top right) button will replace the *selected* item choice in the item choice window with the contents of the edit window. The **ADD TO ITEM CHOICES** (bottom left) button adds the contents of the edit window to your item choice list for fast future retrieval. The **REMOVE** (bottom right) button will remove *selected* item choices from your item choice list.



### Findings:

Is used for creating and addressing your findings and recommendations. When there is a need to describe a finding in detail or make a recommendation in the body of the report under a particular heading item, click the Findings button and a dialog box will appear.

Check the appropriate radio button and click OK. Now there will be two sections in what was the *Edit Window*, they are findings and the recommendations window. On



the bottom of the screen there is a *Item Choice Window* that will display either findings or recommendation items depending on which window you currently have selected; Above the item choice window are findings tabs, each tab corresponds with an entry in the findings and recommendations window. Re-click the findings button and a dialog box opens and asks you if you want to open another findings tab or change the rating of the current tab. Remember a Finding refers to a particular anomaly, damage, or anything else (good or bad) the surveyor would like to have noted or brought to the attention of the client. While a Recommendation usually follows a finding advising the client what could be done about the particular finding or observation that the surveyor described. These finding and recommendation will be

collected by the program and are use to build the finding and recommendations section at the end of the report.



**Search:**

Allows you to search for specific text that meets certain criteria. To set the search criteria, click the search button or from the menu bar choose Edit, from the drop down window choose Find and a sub window will appear. The search criteria may be set to search the heading window only or all windows. You may also choose to match first characters only, or to match all characters. Once you have configured the search criteria initiate a search by clicking on the search quick button, a dialog box will appear prompting you to enter the text you wish to search for. After you enter the text you wish to locate click the OK button to start the search. You will be taken to the first text containing the word you specified the search for. If you want to go to the next instance of the text you specified the search for, click on the Search quick button again, the search text you typed will still be in the prompting dialog box, no need to retype it, just click OK.



**Spell Check:**

Starts Force 5's. See "Running Spell Checker" later in this manual for more detailed information.



**Print Surveyor's Notes:**

Prints the surveyor's notes, see page 19 for more detailed information.



**Print Quick Report:**

Prints the entire survey, see page 20 for more detailed information.



**Print Condensed Report:**

Using small font and condensed spacing.



**Print Outline:**

This contains all possible report heading items with the associated search mnemonics.

### The Surveyor's Notes

The surveyor's notes are generated by the program and are printed in list form for your reference when you are aboard the vessel. This list can be made up of chosen items and sections which should be addressed by the surveyor while performing the survey at all stages. The items in the list will have item choices from the report to use if no custom descriptions are entered or needed. This will reduce your time writing in any list common repetitive phrases or descriptions. In addition, the list is in the exact same order as the report. This will save you countless hours of translating findings to your Force 5 report.

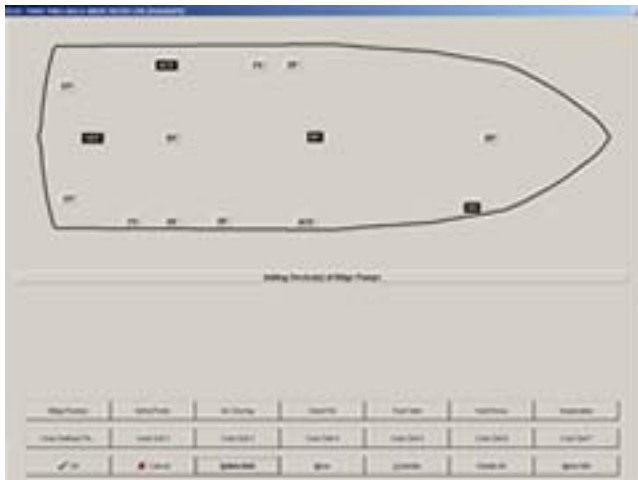
### Custom Surveyor's Notes:

This list can be customized by section, item, or vessel type by using the NA quick buttons. Use this technique if you are likely to perform multiple surveys on the same type of vessel. Prior to printing the surveyor's notes, start a new survey and fill in the information that would most likely apply. Then browse through the survey using the Next and Previous section buttons and NA any items that would not be applicable to this type of vessel, then print the surveyor's notes. None of the items or sections that were made not applicable will be printed in the list.

### The Thru-Haul Sections

Found in the heading window, the thru-haul sections enable you to create diagrams of the vessels thru-hull from both above and below the waterline. When you click on thru-hull (either above or below the waterline) the corresponding screen will appear. Click the Add button and then on the desired element button i.e.: bilge pump, exhaust ports, etc. A user defined button can be created by clicking on one of the user defined buttons on the middle row and a dialog box will appear, fill out the appropriate information and click OK. Now move your pointer into the vessel outline area and note that your pointer has turned into a cross hair. Now move the cross hair to the hull area in which you need to indicate the item and click with your left mouse button. If you would like to remove a particular item, click the Delete button once and place the cross hair on the item to be deleted. To delete all items, double click the Delete All button. If an item on the vessel is inoperable, you can indicate it as such by clicking the Inoperable button then click the inoperable item in the hull diagram. The item will then be indicated inoperable on the hull diagram by the placement of an X in the item legend box.

### Thru-Haul Above & below Waterline Diagrams



## Running the Spell checker

There are two ways of spell checking using the Force 5 spell checker. One way is to check the entire survey at one time. The second way of spell checking is to check item by item (edit window by edit window). This approach is no less effective but can prove tedious and time consuming if you are spell checking an entire survey. Although in an event where you've already spell checked the entire survey, and then go back and make changes to only one or a few items, the second approach described proves most valuable by saving you from spell checking that which you've already checked.

### Spell checking the entire survey:

From the menu bar choose Tools click Spell Check and a sub window will appear. Choose Run Entire Survey File and the spell checker will then begin checking the entire survey. When the spell checker finds an unrecognized word it will be highlighted in the survey text window, at this point you can specify whether you want to skip, replace, or add the selected occurrence to the dictionary, or skip or replace all remaining occurrences in the document. To replace the selected occurrence with one of the available options in the alternatives window click on the alternative option that you would like to replace the selected occurrence with, (the alternative word you click will become highlighted). Next click on the replace button and the selection will be replaced, the spell checker will then move on to the next unrecognized word.

### REPLACE

Replaces only the current occurrence of the unrecognized word with the text you specify in the Replace With Box. If there are any alternatives available in the Alternatives Window you may select from one of them by scrolling through and clicking on the alternative word followed by clicking the replace button.

### REPLACE ALL

Replaces all occurrences of the word with the text you specified in the replace with box.

### SKIP

Skips only the current occurrence of a word.

### Add:

Adds the word to the user dictionary. Force 5 spell checker now recognizes the word in all surveys.

### DONE

When you have finished spell checking your survey click the done button to stop the analysis process.

## Spell Checking (Current Edit Window)

To spell check the contents of the current edit window only, you must start the spell checker with the spell checker quick button, otherwise the procedures are essentially the same. Each time you have finished spell checking the contents of an edit window click the done button to stop the analysis process.

## Printing From Force 5

Printing from Force 5 is much like printing from any other Windows application. From the menu bar choose File, then click on Print and a sub window will appear. There are three different printing formats available. You may print surveyor's notes, the survey report in its entirety or an outline of the survey Report . See below for further descriptions of the available printing formats.

### Printing Surveyor's Notes

The surveyor's notes is a list generated by Force 5 in hard copy for the surveyor's use while on the vessel. It is made up of chosen sections and the items within each section that should be addressed while performing a survey at all stages. The items in the printed list will have predefined item choices available for use if no custom descriptions are needed. This order will reduce your time in writing the list common repetitive phrases or descriptions. Furthermore when printed the surveyor's notes sections and items will appear in the exact same order as they do when you scroll through them while working within the Force 5 program itself, this is a real time saver when it comes time to translate hard copy or hand written findings to the Force 5 report. Use the method described above or by clicking on the pink printer quick button. Next a dialog box will appear accept the defaults by clicking OK.

Then another dialog box will appear prompting you for the number of hull diagrams desired. Enter the desired number and click OK. The information window will then display a green status bar indicating the percentage completed.

### Printing The Entire Report:

To print an entire survey report, start by clicking on the green printer icon. If you have any blank survey items a dialog box will appear stating the number of blank items and ask you if you would like to continue. Next the print setup dialog box will appear. Select the default values by clicking OK. The information window will then display the printing progress percentage.

**Tip:** Print a draft copy of your report and make all your editing changes at one time. If your printer has a draft mode setting it might be a good idea to select it for printing your draft copy since it is only intended for editing purposes. This should save time and ink.

### Print Condensed Report:

Using small font and condensed spacing in this printing mode, Force 5 will take any survey file data and produce about half the number of pages than is printed in a full report printing mode with the same data.

### Printing an outline of a report

Printing an outline provides an alphanumeric reference for locating sections and items within the report. Any sections and or items that have been marked not applicable will not print.

### **Contacting Technical support**

We have thoroughly tested Force 5 and supplied a comprehensive user's manual. Therefore we do not expect a great number of calls for personal system support. However, we have set up an excellent technical support system in the event you have any problems. Before contacting technical support make sure you:

1. Make notes of any changes you have made to your computer and Windows setup files prior to the problem.
2. If any Force 5 error messages appear on the screen during the problem, write them down.
3. If you can reproduce the sequence of steps that create the problem, make a note of this.

Call our toll free number 1-800-373-6030 and leave a very brief description of your problem along with your name and the number (including your area code) where you can be reached. This information will be entered into our product support queue and the first representative that becomes available will call you back collect.

Note: If you are calling between the hours of 8:00AM and 9:00PM Monday-Saturday you should receive a call back within one hour. If you not calling between these hours your call will still be entered in our queue, but we may not follow up until the next business day.