

MAMS

Document and Forms Management



MAMS Document Management platform is an intuitive platform that empowers managers to manage, organize and keep track of their documents, including company ISM manuals, circulars, and related documents.

The software is fully customizable to meet your unique workflow needs and can easily integrate with third party or in-house software. It's easy to deploy and simple to learn. Features include:

- Company circulars uploaded per category and sent to the fleet.
- Comprehensive search facility.
- Enables office staff to review and edit controlled manuals.
- Documents easily created in an electronic format with the approvals process.
- Company ISM Manuals can be categorized by different documents, sections, and chapters.

Upgrades are included in the subscription. We offer full training, 24x7 support and flexible contract terms.

Why Choose MAMS

The flexible design enables bespoke customisation and easy integration with third party software, ensuring the software evolves with your business needs. We offer:

- User friendly interface, easy to learn
- Competitive subscription pricing
- Flexible contract terms – including vessel changes
- Low-cost data entry and database building services
- Dedicated deployment team
- 24/7 global support
- Onsite and online training
- Help videos and easy to understand user guides in any language
- Customisation available for all modules
- Latest release: Q1 2026

Mercurysoft fleet management software is used by ship managers and owners globally, across all fleet types including tanker, bulk carrier and offshore. Find out more about how our software can improve your document and forms management.

Our Services

Fleet Management Software

- Planned Maintenance
- Procurement Management
- Safety Management
- Crew Management
- Rest Hour
- Document & Forms
- Risk Assessment
- Voyage Monitoring
- Environment Management
- Dry Dock

Shipbroker Software

- Charter Party Editor
- Matrix Group Email
- Laytime Calculator

Consultancy Services

- Vessel Database Solutions
- Fuel & Machinery Optimisation (Vessel Telematics)
- Tanker Management Self-Assessment
- Data Analysis Reports & Dashboards
- Customised Development
- Legacy Software Modernisation
- Bespoke Mobile Apps
- Outsourced Development Resources
- API Integration Services

KEY FEATURES

Document Category management

- Group documents hierarchically by categories for seamless tracking and management
- Easy retrieval of documents

Comprehensive Document Builder

The screenshot shows the 'Document Builder' interface. It has a 'General' tab with fields for 'Vessel' (A 1234), 'Document Category' (AIR QUALITY), 'Title' (Air Quality), 'Revision' (1), 'Date' (01/01/2024), 'Document Type' (ISM Manual), and 'Sequence number' (Auto generated). There is a 'File name' field with a 'Drop files here or click to choose' button. Below this are 'Working state' (Work in progress), 'Remarks', and 'Reference Number' fields. At the bottom are 'Save' and 'Close and New' buttons.

- Create manuals in one go for multiple vessels, the entire or specific vessel
- Upload document or create Internal HTML document within the application
- Auto-generate sequence number for each document
- Add document data

Document Vetting and Editing

The screenshot shows the 'Document Vetting and Editing' interface. It has a 'General' tab with fields for 'Vessel' (A 1234), 'Document Category' (AIR QUALITY), 'Title' (Air Quality), 'Revision' (1), 'Date' (01/01/2024), 'Document Type' (ISM Manual), and 'Sequence number' (4132). There is a 'File name' field with a 'Drop files here or click to choose' button. Below this are 'Working state' (Work in progress), 'Remarks', and 'Reference Number' fields. At the bottom are 'Save' and 'Close and New' buttons.

- Edit documents and save them in a work-in-progress state
- Change the working state to 'For Approval' to move documents to the approval queue

Approval Workflow

The screenshot shows the 'Approval Workflow' interface. It has a table with columns: 'Vessel', 'Title', 'Document Category', 'Revision', 'Remarks', and 'Created date'. The table contains several rows of data, including documents for 'A 1234', 'A 1235', 'A 1236', 'A 1237', 'A 1238', 'A 1239', 'A 1240', 'A 1241', 'A 1242', 'A 1243', 'A 1244', 'A 1245', 'A 1246', 'A 1247', 'A 1248', 'A 1249', 'A 1250', 'A 1251', 'A 1252', 'A 1253', 'A 1254', 'A 1255', 'A 1256', 'A 1257', 'A 1258', 'A 1259', 'A 1260', 'A 1261', 'A 1262', 'A 1263', 'A 1264', 'A 1265', 'A 1266', 'A 1267', 'A 1268', 'A 1269', 'A 1270', 'A 1271', 'A 1272', 'A 1273', 'A 1274', 'A 1275', 'A 1276', 'A 1277', 'A 1278', 'A 1279', 'A 1280', 'A 1281', 'A 1282', 'A 1283', 'A 1284', 'A 1285', 'A 1286', 'A 1287', 'A 1288', 'A 1289', 'A 1290', 'A 1291', 'A 1292', 'A 1293', 'A 1294', 'A 1295', 'A 1296', 'A 1297', 'A 1298', 'A 1299', 'A 1300'. The table is filteredable and sortable.

- Manuals undergo an approval process before becoming accessible
- Easy document approval
- Access and revise document history in one screen

Document Revision and Approval

The screenshot shows the 'Document Revision and Approval' interface. It has a 'General' tab with fields for 'Vessel' (A 1234), 'Document Category' (AIR QUALITY), 'Title' (Air Quality), 'Revision' (1), 'Date' (01/01/2024), 'Document Type' (ISM Manual), and 'Sequence number' (Auto generated). There is a 'File name' field with a 'Drop files here or click to choose' button. Below this are 'Working state' (Work in progress), 'Remarks', and 'Reference Number' fields. At the bottom are 'Save' and 'Close and New' buttons.

- The system generates revision numbers and dates, and captures the identity of personnel who make edits. Previous versions are accessible within the system.
- All documents and ISM manuals generated go through an approval process based on unique company requirements

Browse Document by Category

- Company circulars can be uploaded per category and easily sent to the fleet
- Download documents in real-time by clicking the download icon
- View document record details in any report format
- View document attachment directly in the browser by clicking the eye symbol
- Use the search column to easily filter records, use the content field for keyword related search.

Forms Management

Form Creation

- Add/organize forms by assigning them to specific categories for better management.
- Create forms based on different data type; complex or simple
- Fill in the forms and checklist in electronic format
- Submit all forms to the office through the system, avoiding large email attachments and hard copies

Form Dashboard

The screenshot shows the 'Form Dashboard' interface. It has a table with columns: 'Title', 'Category', 'Date', 'Edited by', 'Remarks', 'Data type', 'Created date', and 'Created by'. The table contains several rows of data, including forms for 'A 1234', 'A 1235', 'A 1236', 'A 1237', 'A 1238', 'A 1239', 'A 1240', 'A 1241', 'A 1242', 'A 1243', 'A 1244', 'A 1245', 'A 1246', 'A 1247', 'A 1248', 'A 1249', 'A 1250', 'A 1251', 'A 1252', 'A 1253', 'A 1254', 'A 1255', 'A 1256', 'A 1257', 'A 1258', 'A 1259', 'A 1260', 'A 1261', 'A 1262', 'A 1263', 'A 1264', 'A 1265', 'A 1266', 'A 1267', 'A 1268', 'A 1269', 'A 1270', 'A 1271', 'A 1272', 'A 1273', 'A 1274', 'A 1275', 'A 1276', 'A 1277', 'A 1278', 'A 1279', 'A 1280', 'A 1281', 'A 1282', 'A 1283', 'A 1284', 'A 1285', 'A 1286', 'A 1287', 'A 1288', 'A 1289', 'A 1290', 'A 1291', 'A 1292', 'A 1293', 'A 1294', 'A 1295', 'A 1296', 'A 1297', 'A 1298', 'A 1299', 'A 1300'. The table is filterable and sortable.

- Click the link title to download form, fill response and upload
- Track old forms easily from the list layout

Find out more about how Mercurysoft software can improve your document management

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