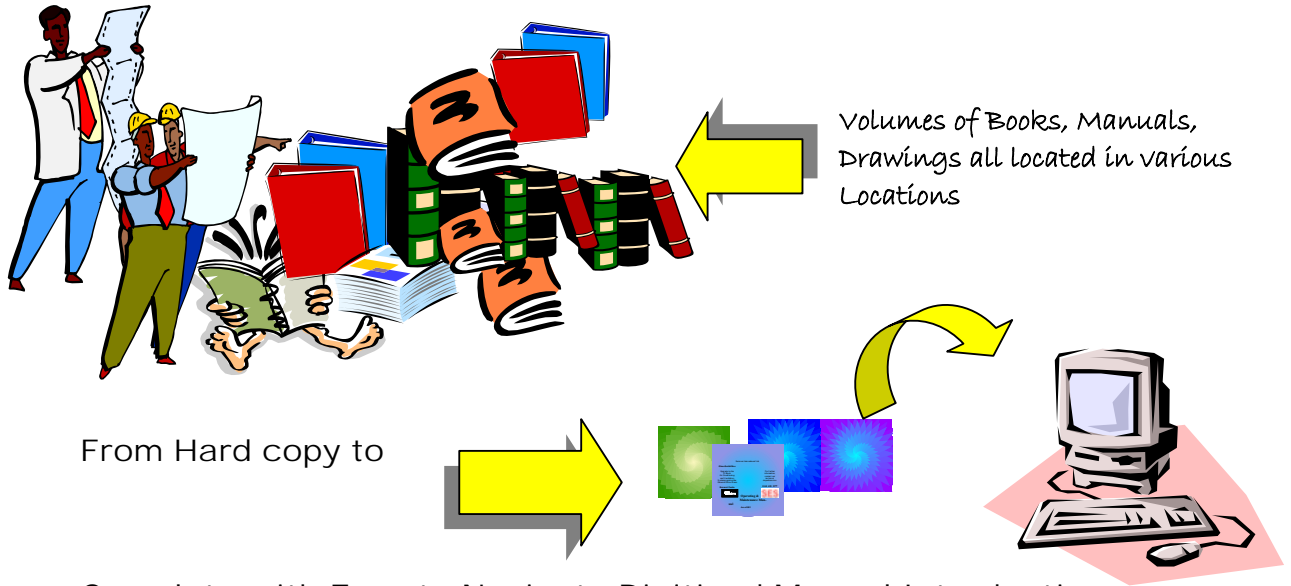


# Operating and Maintenance Manuals

## Hardcopy Information versus A Fully On-Screen Electronic Digitised Version



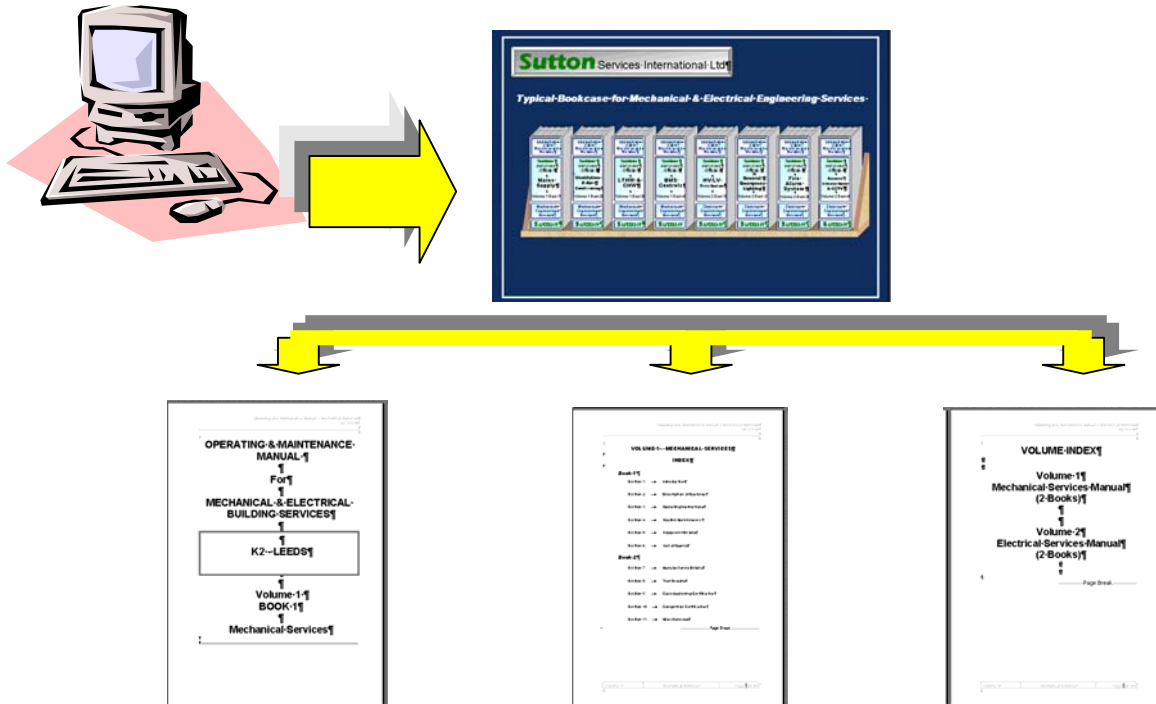
From Hard copy to

Complete with Easy to Navigate Digitised Manual Introduction Screens

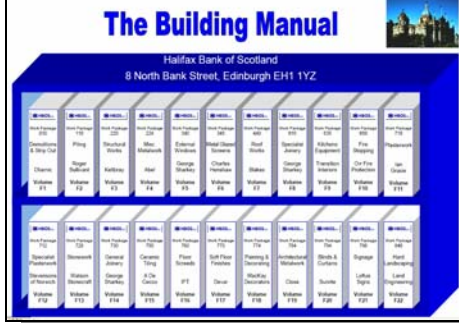
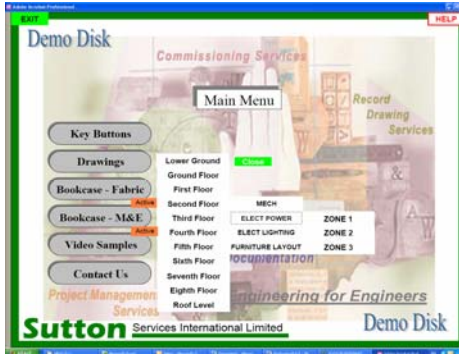
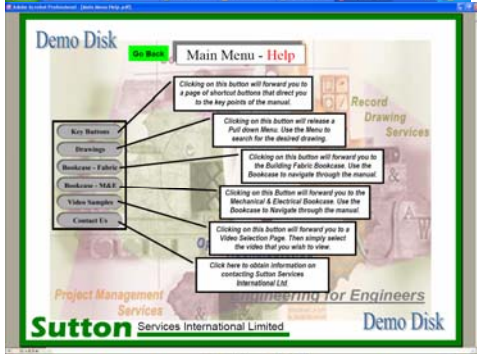
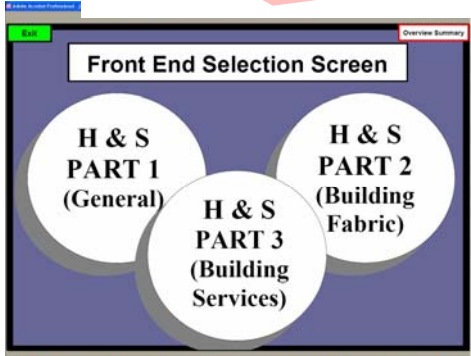
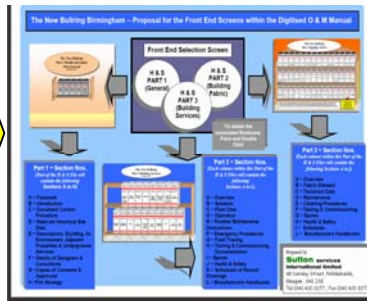
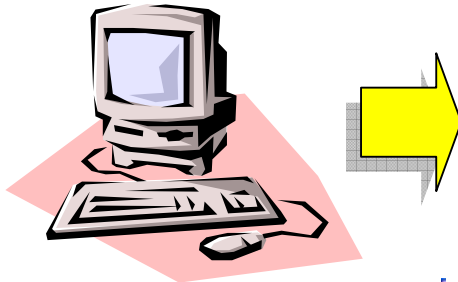
When some Clients/End users define the requirement to provide hard copy O & M Manuals and an 'Electronic' version for a specific Project two (2) approaches are sometimes considered for the Electronic Operating and Maintenance Manual, namely;

1. To provide an electronic CD-ROM containing the 'MS Word' files only
2. To provide a fully integrated, electronic digitised Operating and Maintenance Manual fully linked for all Volumes.

The Sutton Services digitised manual contains PC driven authored introduction pages, which provide the user with suitable access to the required information.



# EXAMPLES OF FRONT END ACCESS SCREENS



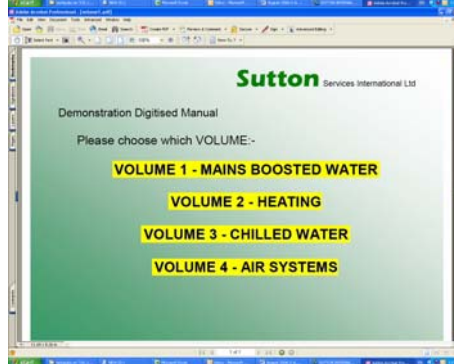
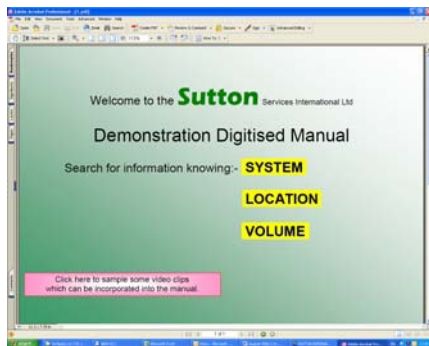
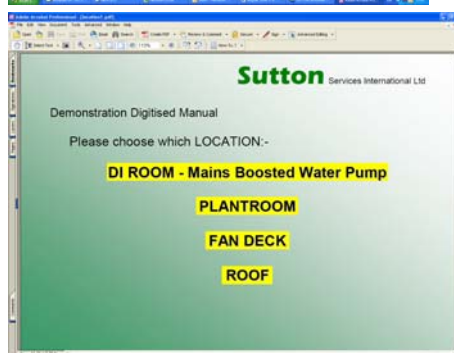
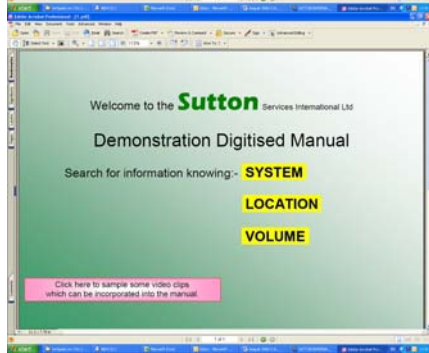
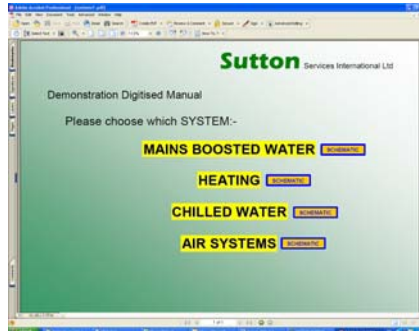
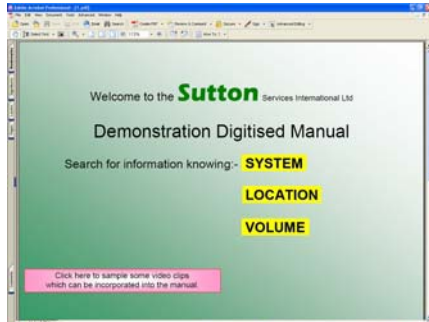
C-7a

## ACCESS TO OTHER INFORMATION

Can be arranged to suit the Clients requirements by one or more of the following:-

- By Volume
- By Section
- By Sub-section
- By Drawing Number

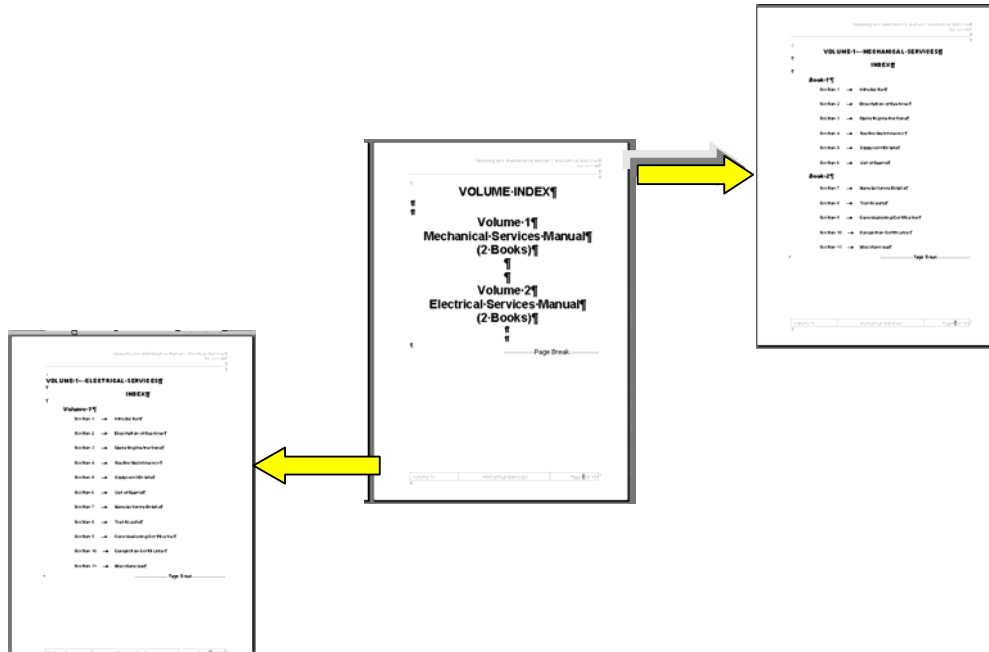
Each of the above will provide the user with speedy access to the specific information required.



# HYPERLINKS

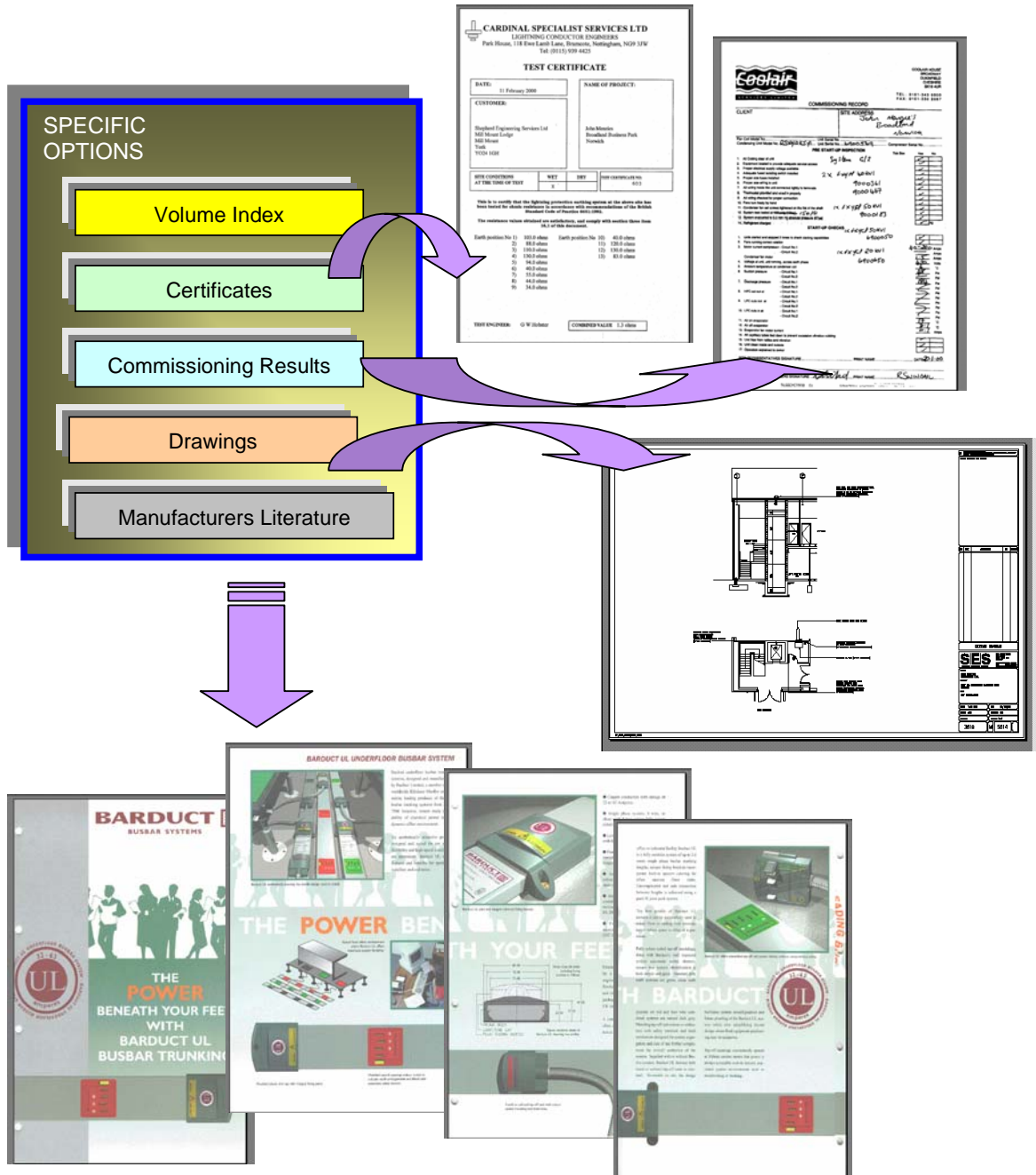
Introductory screen pages, as described above, provide access to specific areas of the digitised manual.

However once a user has access to the manual, hyperlinks to other areas of the manual are provided and again they can be design to suit the end users requirements as detailed below:-



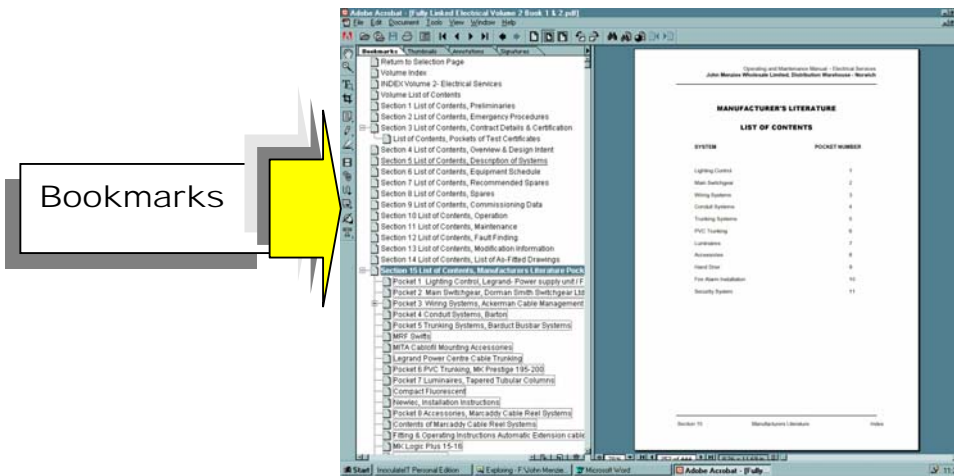
# OTHER SPECIFIC OPTIONS

Can be arranged from a special front end 'Specific Option Table' or directly from the Bookmarks (see next page for details)



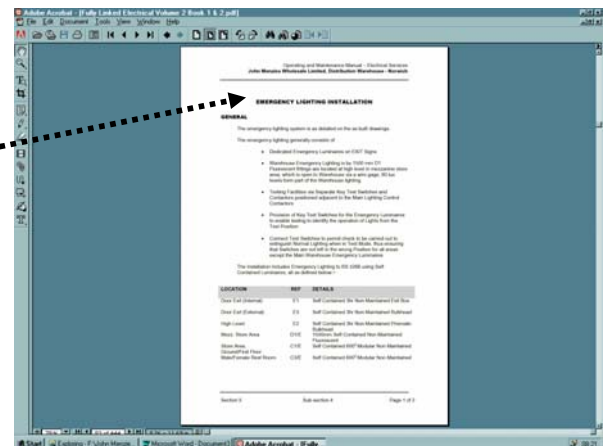
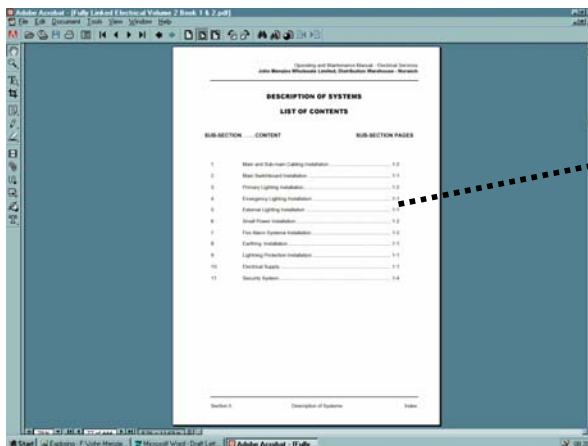
## BOOKMARKS

are provided, throughout the digitised manual, corresponding to the sections and headings within the manual.



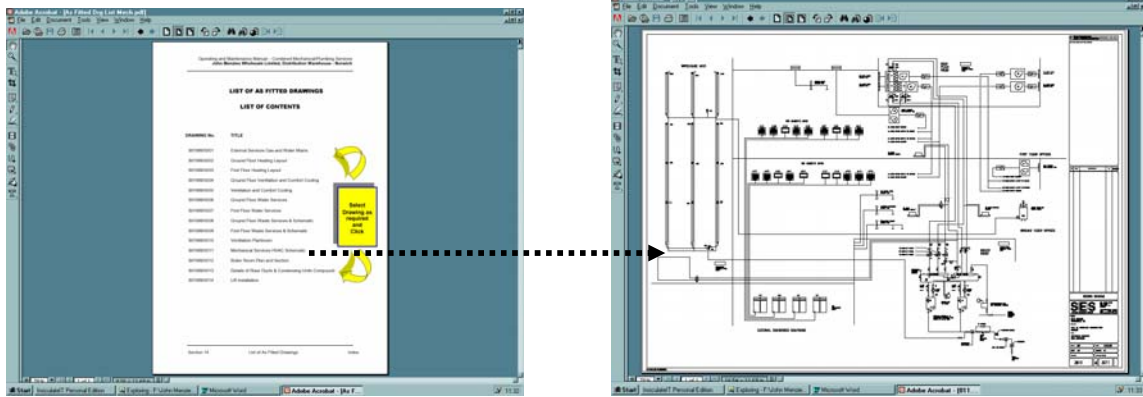
## LINKS

will be created for all cross-references within the main text of the manual, to the relevant destinations.



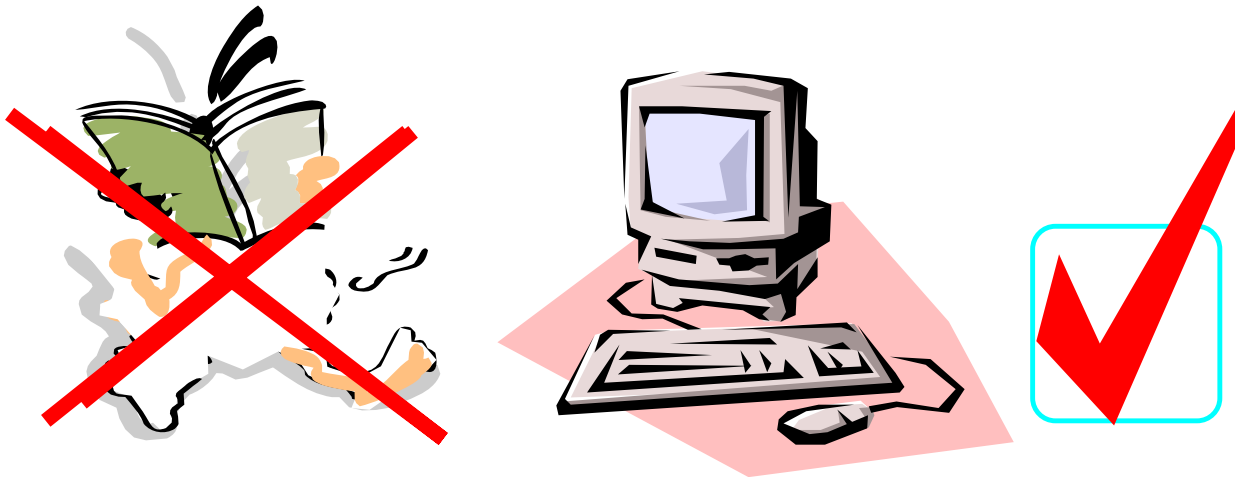
LINKS

will be created from the drawing index to a pdf version of the as fitted drawings for Project.



Each of the above will permit the end user to identify the document, topic or item of plant that they wish to access information on.

Again the above can be customised to the specific requirements of each end user.



Sutton Services International Limited would be pleased to review your specific needs and prepare a cost-effective proposal for your consideration.

For further details please contact us at:~

10 Houston Road, Barnsford, Inchinnan, RENFREW, PA4 9LS