Rule Manager 2.0
Quick Start Guide and Help

About

ABS Rule Manager provides fast and easily searchable access to our extensive library of the latest requirements from ABS. Users can search the entire contents of the Rules for specific terms, and easily browse publications based on those terms.

Rule Manager hosts an integrated set of features allowing users to access and engage with the content most relevant to them.

Rules and Guides

The heart of our classification organization, ABS Rules and Guides, is derived from principles of naval architecture, marine engineering and related disciplines. Currently, ABS has more than 200 Rules, Requirements, Guides and Guidance Notes in HTML and PDF format available for download.

Documents published in January 2018 or later are available in both web format (HTML) and PDF, while documents published earlier can be downloaded as PDF.

Homepage

Users can browse, search and view ABS Rules without having to log in. However, registered users will benefit from advance features like the ability to save searches, generate a custom rule book, access International Maritime Organization (IMO) content, access content in an offline mode, bookmark content, create a Personal Book, set up content alerts and manage your account in the My Account field.

Publication Table

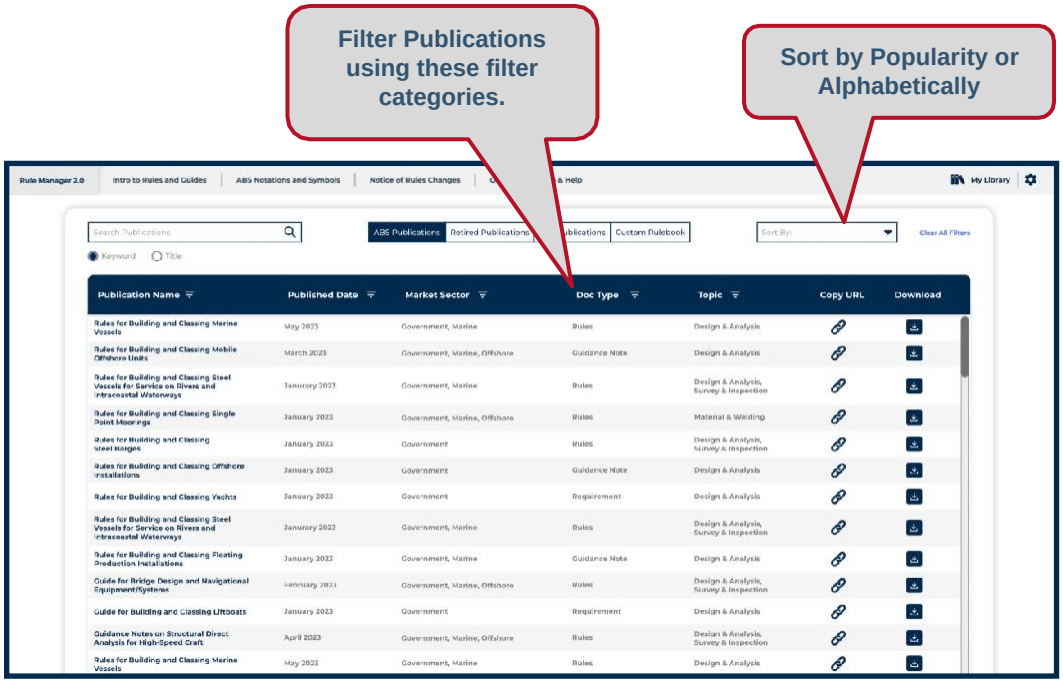
- Rule Manager displays the latest version of the selected ABS publication on the homepage.
- Users can download a PDF, copy and share the URL to a publication.
- When a rule transitions from current to archive, the share URL link will reference the specific document version, not the latest one.

Sort/Filter results

- Rule Manager provides an option to refine your results by using the filtering and sorting options on the publication table and search results page.
- Select a filter category and a drop-down list of options will be displayed. Publications can be filtered by selecting one or more options from the drop down.

Example:

- You can filter the “Doc Type” column on the table to view **only** Guides and Guidance Note.



- Sorting by popularity or alphabetically is also available for users in Rule Manager.

Search

- Rule Manager gives the option to search for publication titles, as well as the standard optionto search keyword (Text) across all ABS publications.
- To perform a title search, you must first select the “Title” radio button and then use the search box to run your query. The same step applies for keyword search.

Note: If the search does not return your expected result, consider using a different word or phrase.

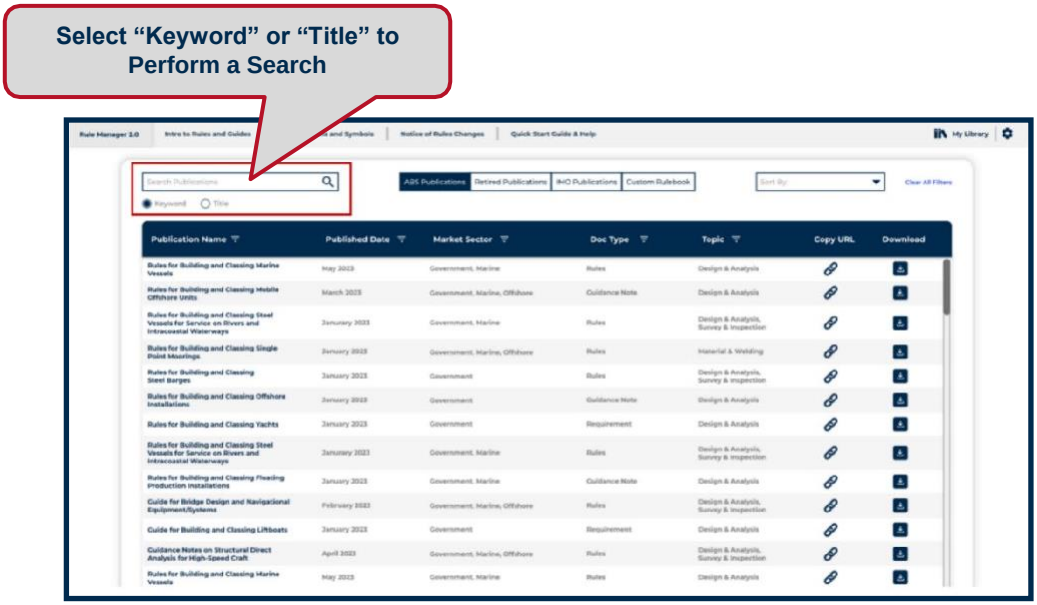
Exact Search

- Exact search in Rule Manager works by adding “quotes” around the search term. Example: "container carrier" Finds documents containing the phrase "container carrier”.
- Searching without quotation marks will return results based on relevance. For instance, searching for rounding will include results with words like rounds and rounding.

Note: Exact search is case sensitive (lower case) and will return exact matches exclusively.

Search in Document

- Search in document allows searching within the publication currently open in the reader page.



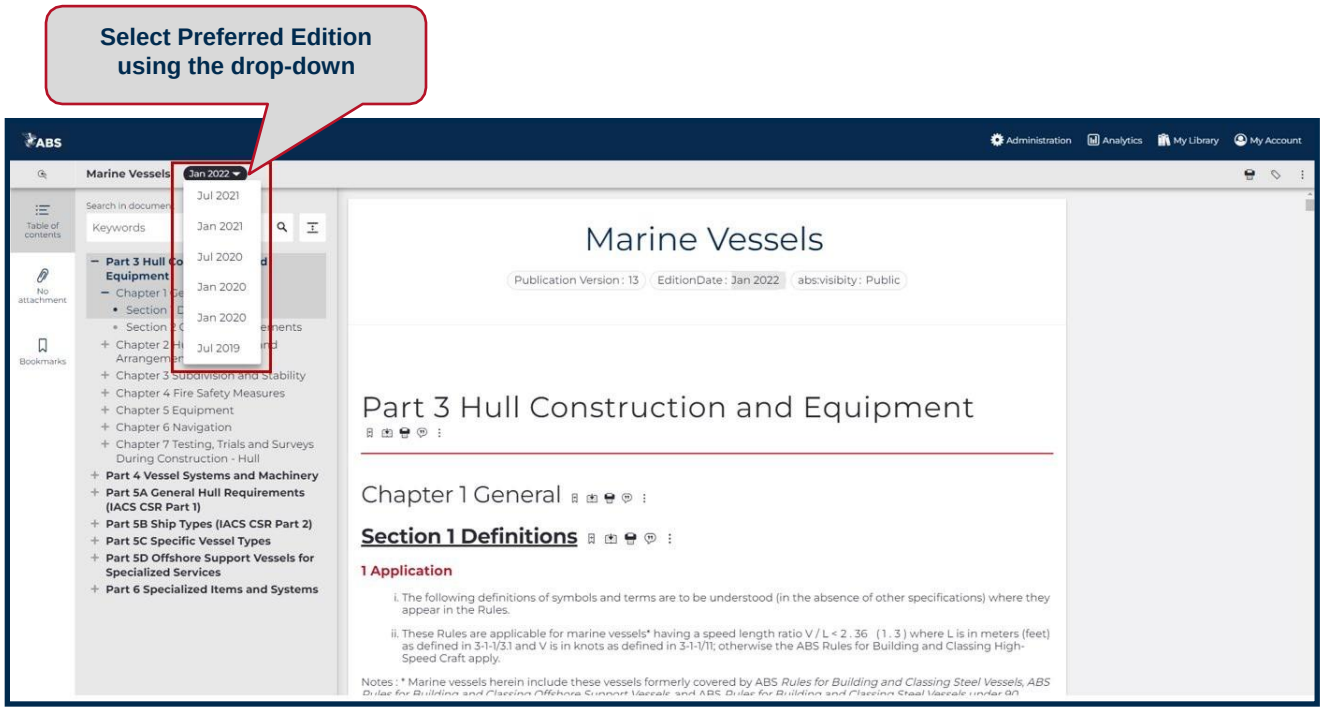
Archive Publication

Archive publication in Rule Manager is a combination of older versions of the latest publication and retired publication.

Older Version

- You can access older versions of the latest publications on the reader page using the "Edition Date" drop down.
    - Select the latest publication on the homepage to be directed to the reader page.

> **Note:** Older versions are available in HTML and PDFs if the version was in effect from January 2018 or later, whereas older versions with edition dates before January 2018 are available **only** in PDFs.

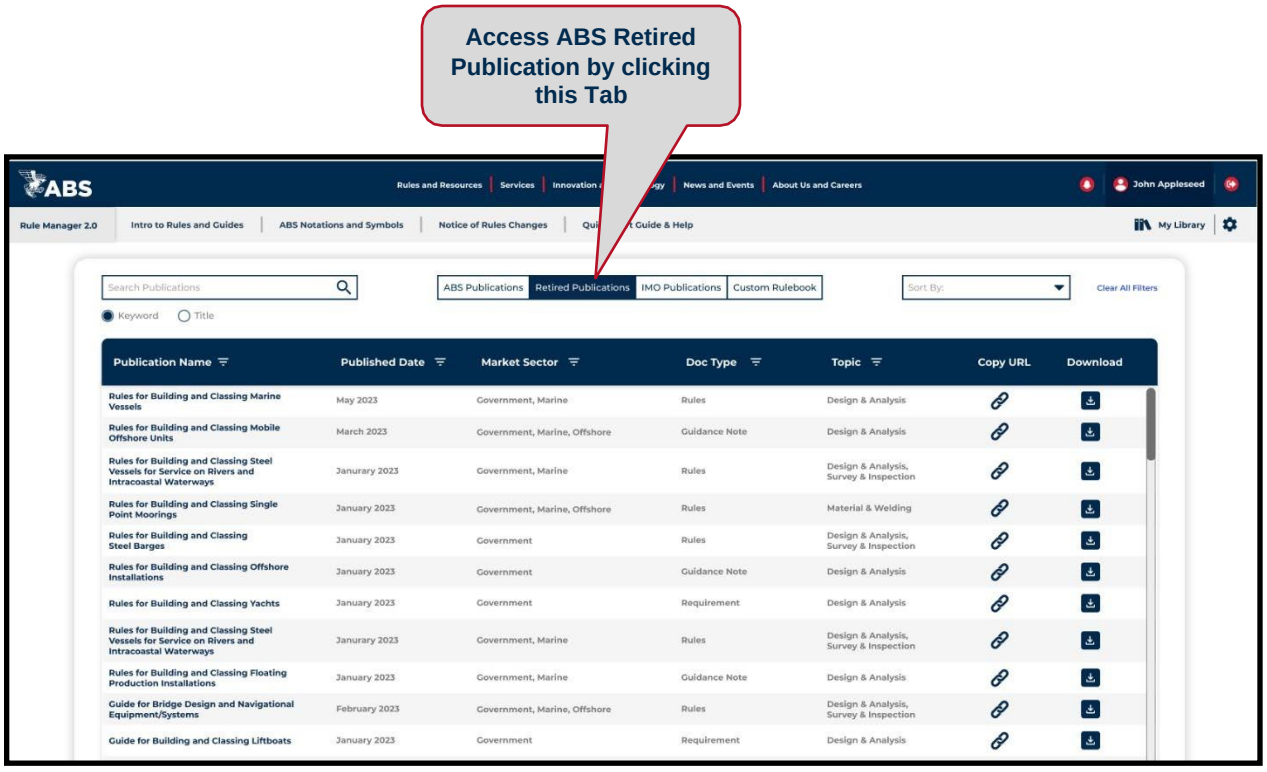


Retired Publications

Retired Publications are no longer valid for new construction vessels. This may be because they have been consolidated into or superseded by another document or removed by ABS as they are no longer valid.

- You can access Retired Publications by selecting the “Show Retired Publication” button on the homepage.

Note: Retired Publications are available **only** in PDFs.



My Library

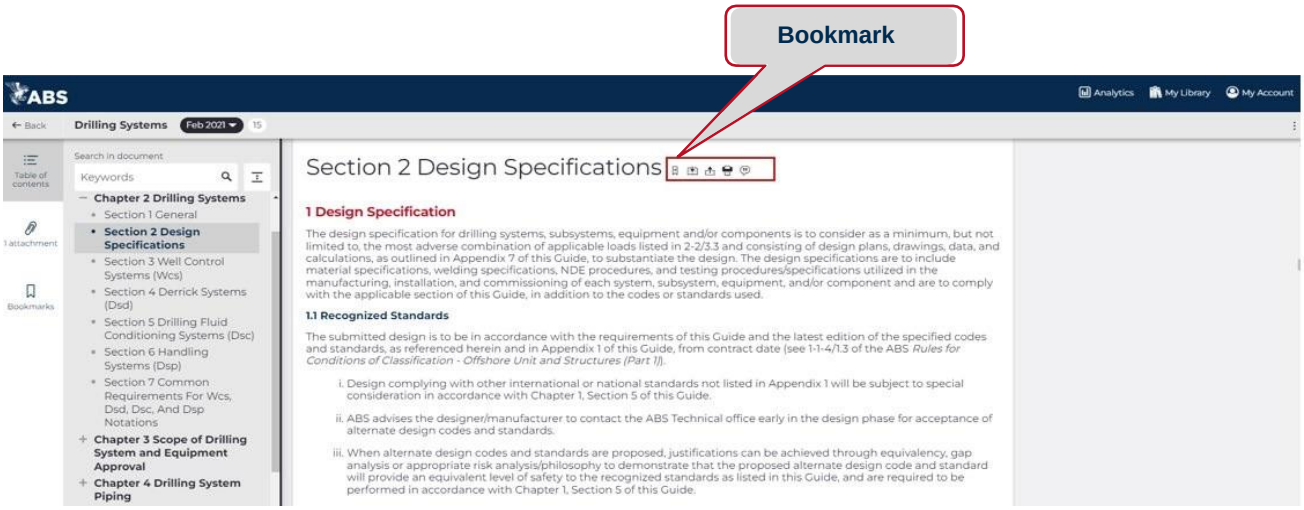
My Library is a space dedicated to storing and accessing the following user assets in Rule Manager:

- Bookmarks
- Personal Books
- Searches
- Collections
- Custom Rule Book

Note: Login access is required to perform the “My Library” function.

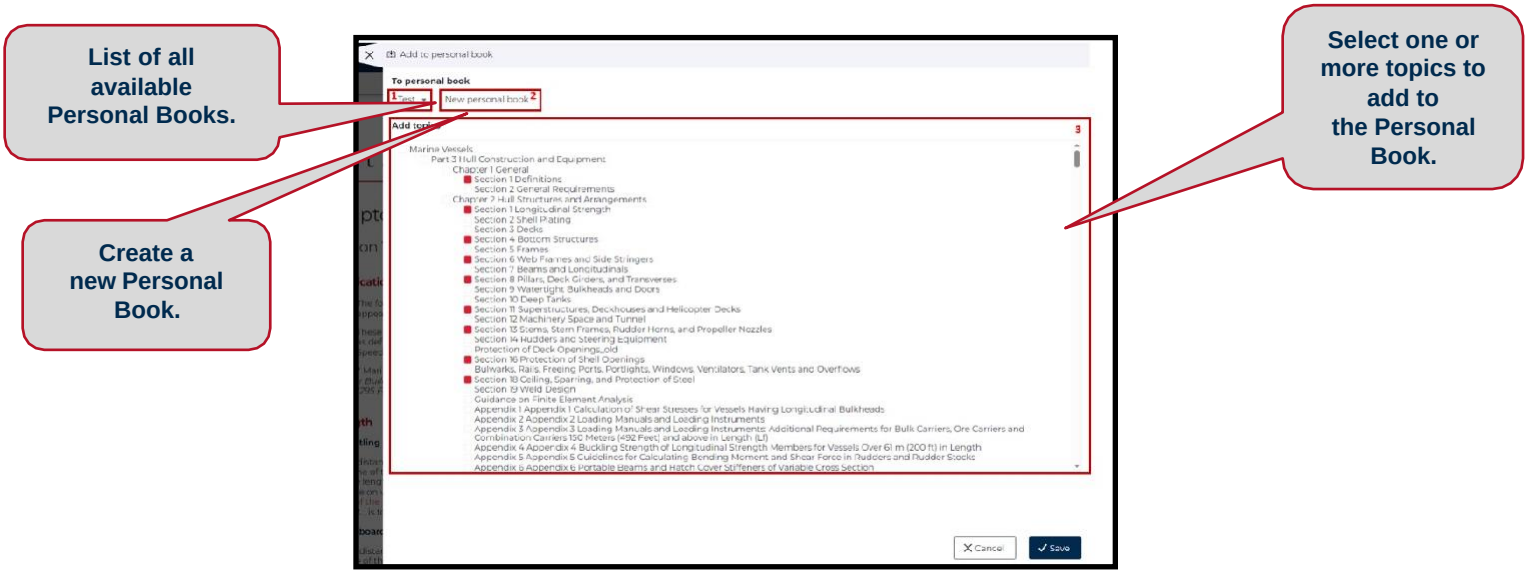
Bookmark

- You can bookmark a part, chapter or section of a publication by clicking on the bookmark button.
- A bookmark drawer will display:
    1. A field to modify the title of the bookmarked topic.
    2. The path of the bookmarked topic with its original title.
    3. A selection of colors to group bookmarked topics by theme.
- Rule Manager stores bookmarks along with all other user assets in the My Library interface.
- To access your bookmark content, select My Library in the portal's header and choose Bookmarks to display the Bookmarks pane.
- Select the trash can icon ( ) next to the Bookmark to delete.



Personal Book

- You can create your Personal Book from a part, chapter or section of a publication by clicking on the Personal Book button.
- Add to Personal Book drawer will display:



1. A list of all available Personal Books.
2. A button to create a new Personal Book.
3. A section to select one or more topics to add to the Personal Book.

- To create a new Personal Book, select the “New Personal Book” button in the add to Personal Book drawer.
- The drawer will open and display:
    1. A field to enter a title for the Personal Book (required).
    2. A field to enter a description of the Personal Book (optional).
- Rule Manager stores Personal Books along with all other user assets in the My Library interface.
- To access your Personal Book, select My Library in the portal's header and choose the Personal Books to display the Personal Books pane.
- Selecting a Personal Book in the Personal Books pane opens it in a dedicated reader page.
- You can edit your Personal Book using the “Edit Personal Book” tab in the sidebar of the dedicated reader page.

You can perform the following functions:

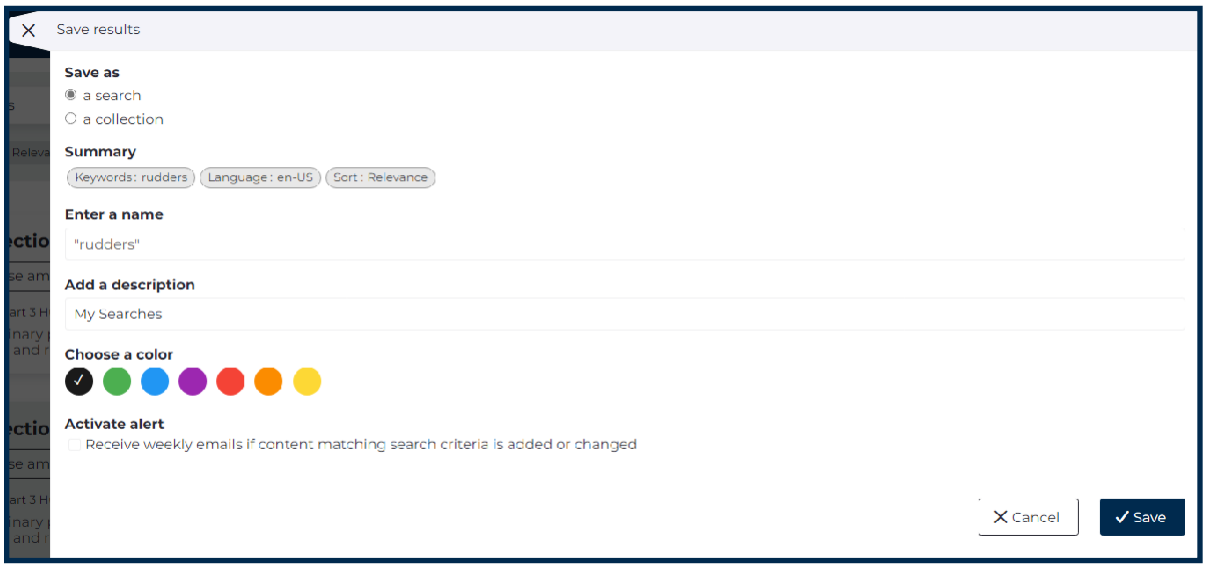
1. Write a topic.
2. Edit properties.
3. Edit Table of Contents.
4. Delete the Personal Book.

Save Searches

- Search results can be saved for future consultation, by selecting the Save button on the search result page.
- A dialog box will open with options to save your search.
- Select the Save button to add the saved search to your assets.
- Rule Manager will store saved searches along with all other user assets in the My Library interface.
- You can access saved searches by selecting My Library in the portal's header and selecting the Searches menu item in the Searches pane.
- By activating an alert, you can opt to receive an e-mail notification when content matching the search criteria is added or changed.
- To activate an alert, select the check box in the Activate alert section of the Save search dialog.

> **Note:** Alerts are automatically triggered every Sunday at 11 p.m. CST.

- It is possible to modify the properties of a saved search in the My Library > Searches interface by selecting the pencil icon.
- You can delete a saved search in the My Library > Searches interface by selecting the trash can icon.



Offline Access

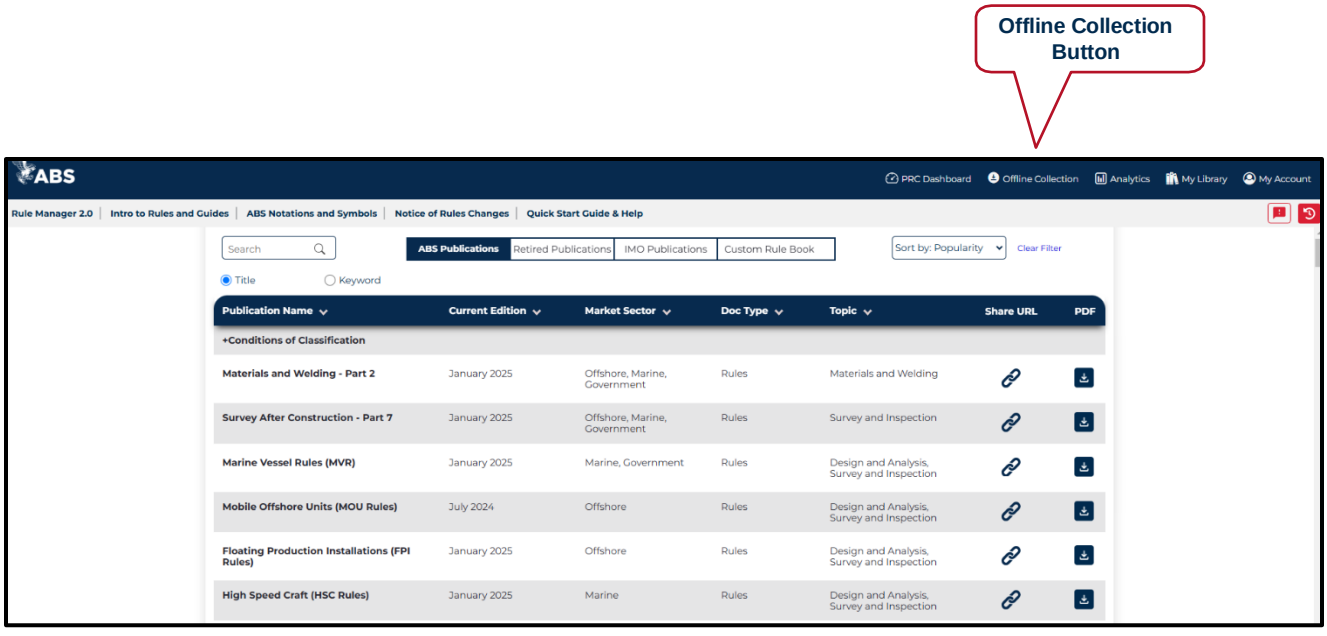
To make publications available in offline mode, follow these steps:

Setting Up Offline Mode:

1. Open the "My Account" menu in the portal's header and select the "Offline Settings" option.
2. Select "Install".
    - The system will install the Rule Manager 2.0 offline extension to your computer.
    - **Note:** Selecting "Uninstall" will remove all content previously stored on your device for offline access.
3. Click the “Add to Home screen” button to add the Rule Manager 2.0 Web App directly to your desktop home screen. This button appears after installing the offline extension.

Accessing Top Publications Offline:

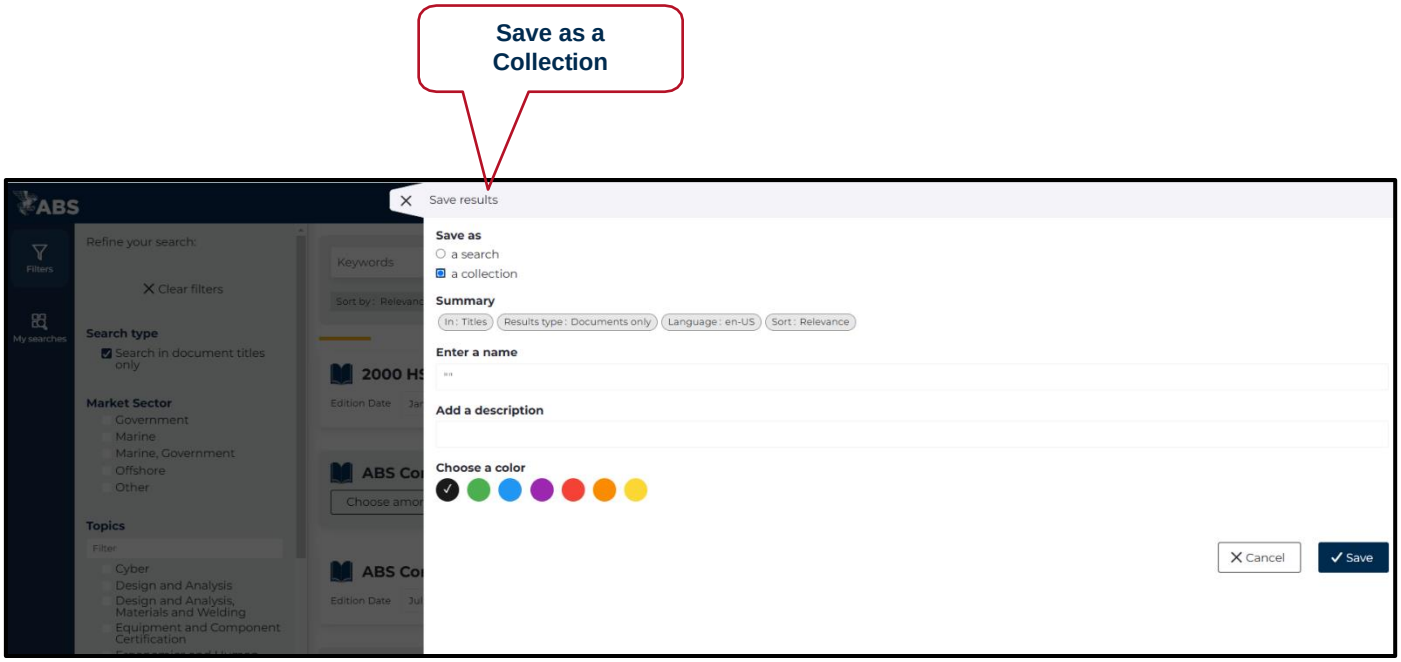
1. Click on the “Offline Collection” button in the header. A pop-up will be displayed. Click "Agree" to initiate the download process.
2. Click on "My Library" in the header and select "Collections" to see the sync process percentage indicator.
3. The sync process might take a while, depending on your internet speed. You can continue with other tasks while the sync process is ongoing.
4. Once the sync process is completed, your publications will be available offline.
5. You can access your offline publications via the Rule Manager 2.0 web app installed on your computer.



Accessing All Latest Publications Offline:

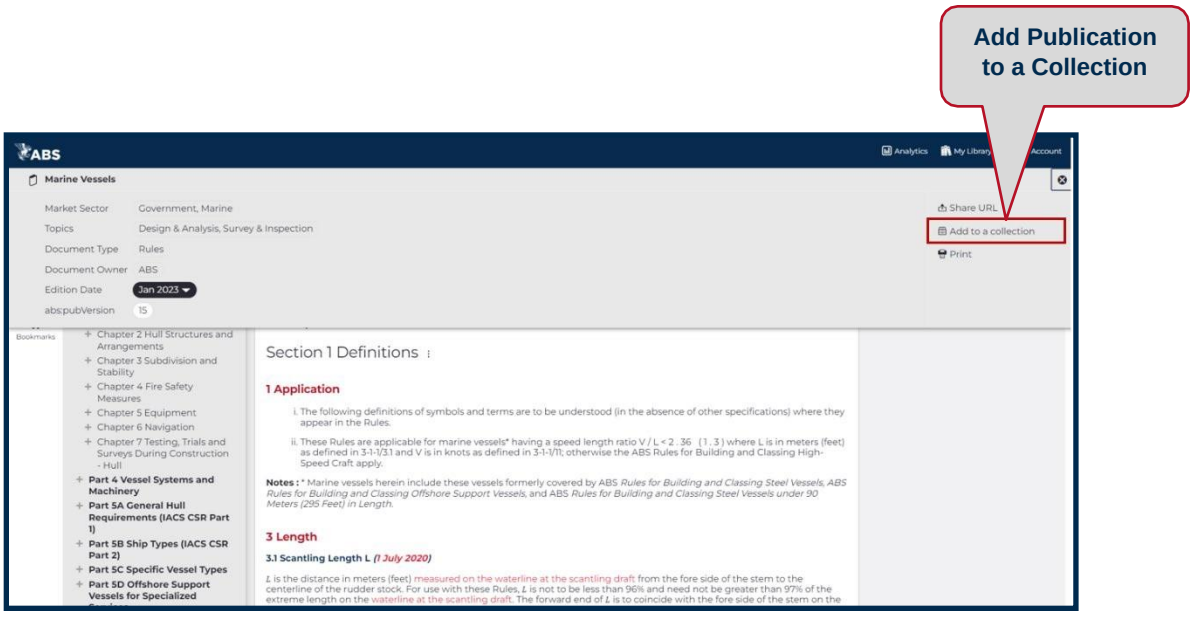
1. On the Homepage, select the keyword search radio button and perform an empty search by pressing the enter key on your keyboard or clicking on the search icon in the search bar.
2. On the search results page, select the "Search in document titles only" search type on the top left pane to display only the publication titles.
3. Click "Save"; a drawer will appear where you can save your search as a collection.
4. Enter a name, description, and choose a color to give your collection a theme, then click "Save".
5. Click on "My Library" in the header and select "Collections".
6. On the Collections page, enable the "Available Offline" toggle. The system will begin to sync your publications offline.
7. The sync process might take a while, depending on the number of publications and your internet speed.
8. Once the sync process is completed, your publications will be available offline.
9. You can access your offline publications via the Rule Manager 2.0 web app installed on your computer.

Warning: When clearing your browser cache, please ensure that the “Cookies and other site data” option is unselected. Selecting this option will delete your offline collections and may affect your usage of Rule Manager 2.0.



Manually Customize Your Offline Collection:

1. Click on the Collections tab of the My Library interface.
2. Select the Create button to display the Create a collection window.
3. Enter a title (mandatory).
4. Add a description (optional).
5. Select a color (optional).
6. Select OK.
7. Open the publications
8. Click on the three-dot located in top right corner of the reader page.
9. Select the “Add to a collection” button as follows.
10. The Collections drawer opens. Select the title of a Collection to add the content to it.
11. Enable the “Available Offline” toggle.



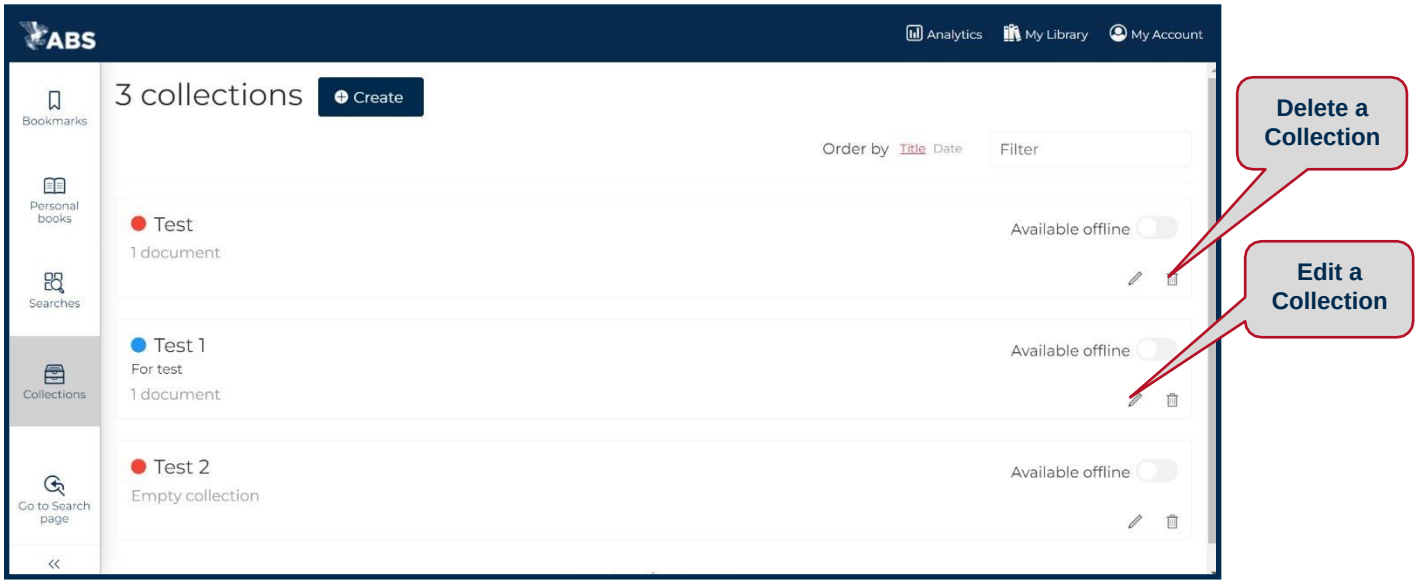
- **Edit a collection**

  At any time, it is possible to edit the title, description or color of a collection by selecting the Edit button.

- **Delete a collection**

  To delete a collection:

  1. Access the Collections tab of the My Library interface.
  2. Select the Delete button ( ) in the section of the collection to remove. A confirmation pop-up appears.
  3. Select Delete to confirm. The selected Collection is permanently deleted.

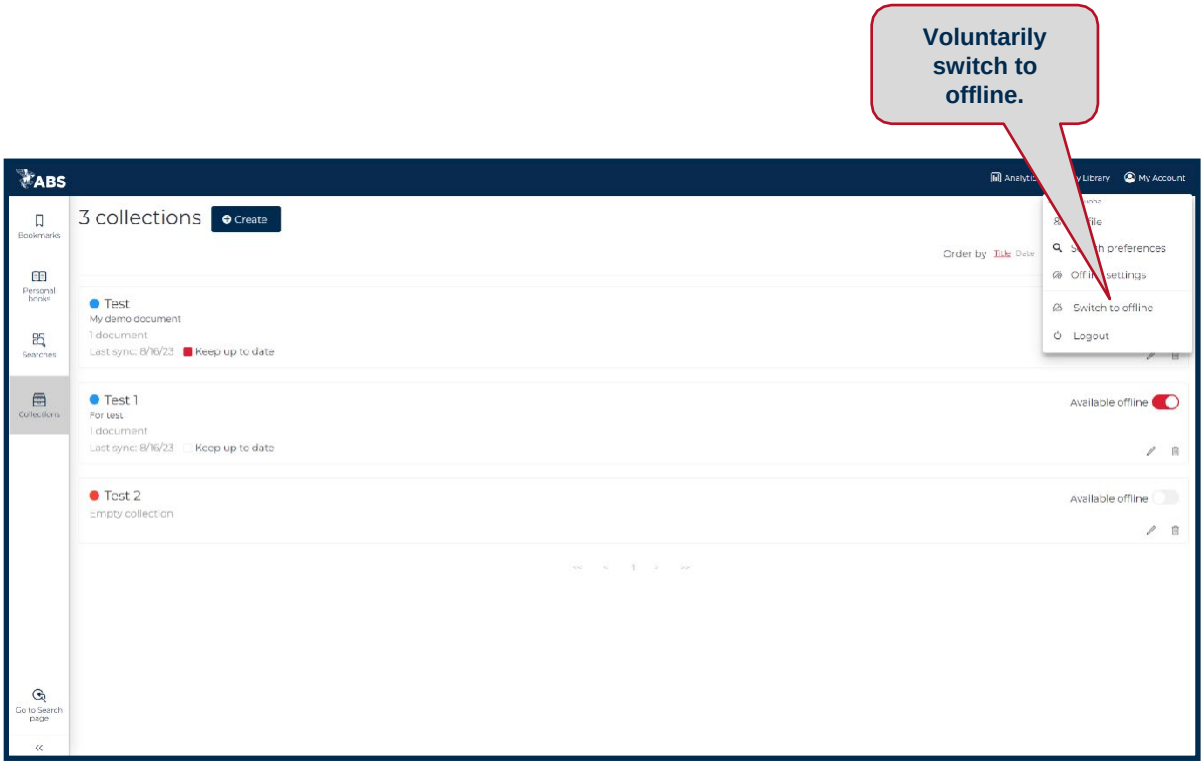


Note: The time required to complete the process depends on internet speed and the size of the document. While waiting for the process to finish, you can continue navigating within the page.

Force Offline Mode

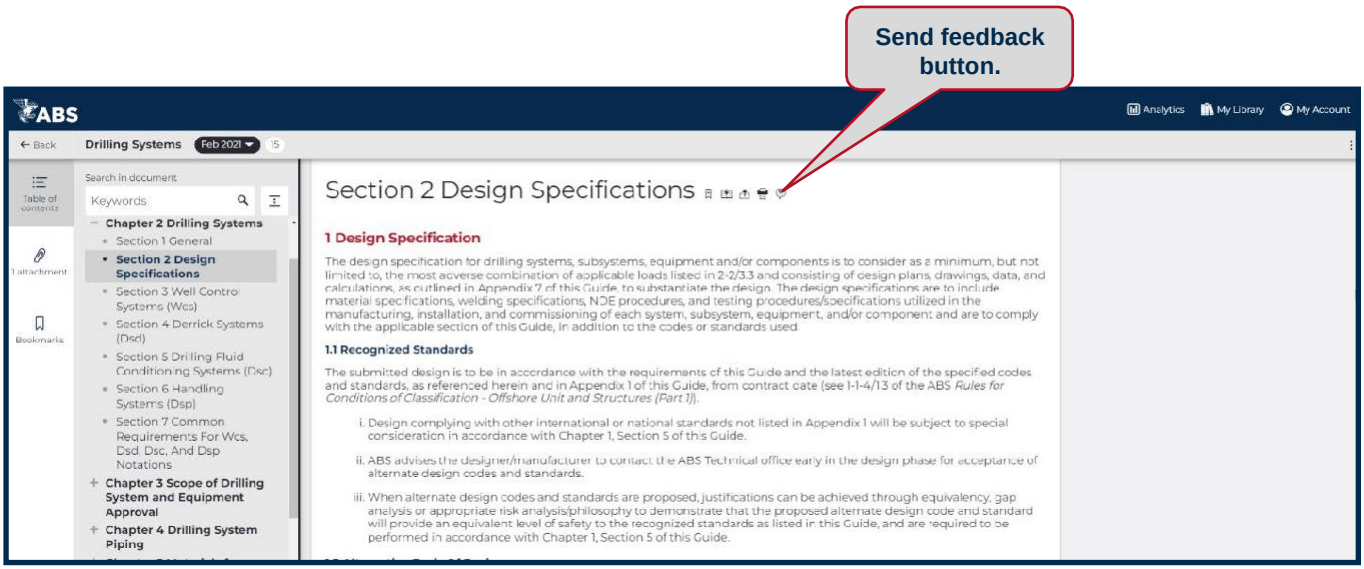
You can decide to voluntarily switch offline. This is particularly useful if the connection is unstable.

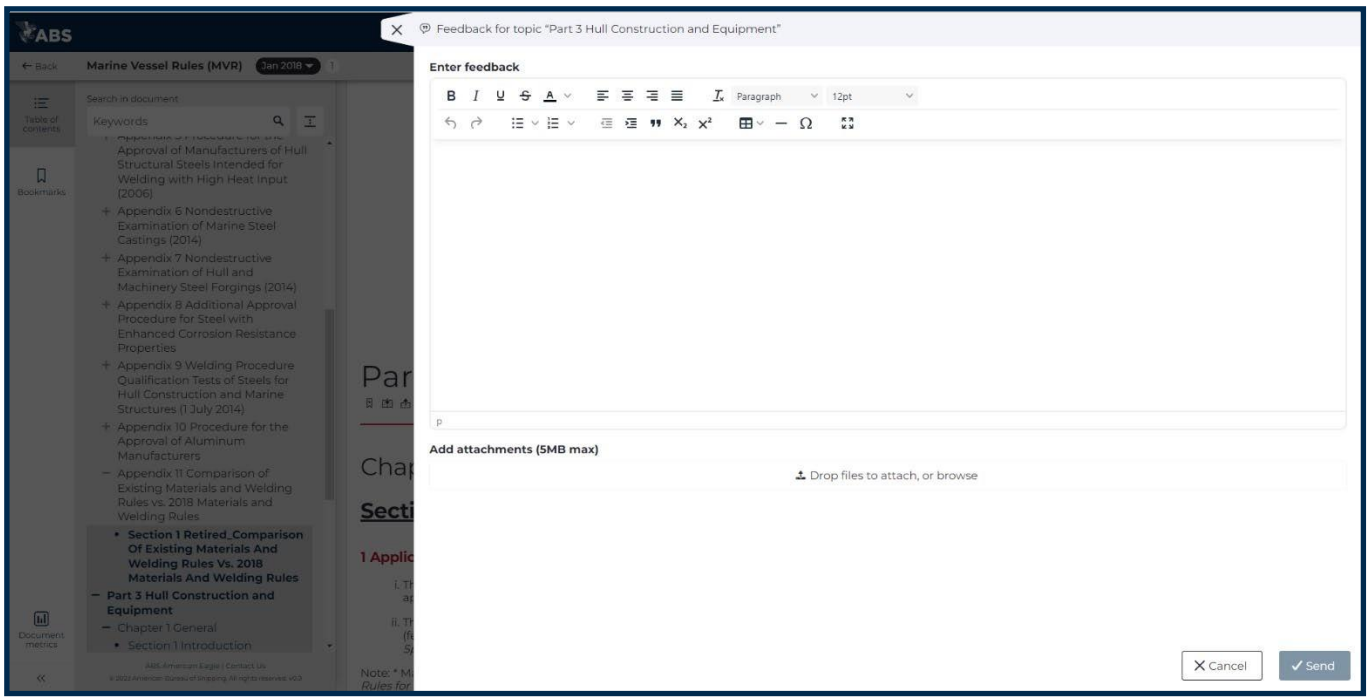
- You can voluntarily go offline at any moment by opening the My Account menu and selecting Switch to offline.
- Going offline voluntarily prevents the Rule Manager from automatically switching back online when a network becomes available. If a connection is detected, the user can select Switch back online in the My Account menu.



Send Feedback

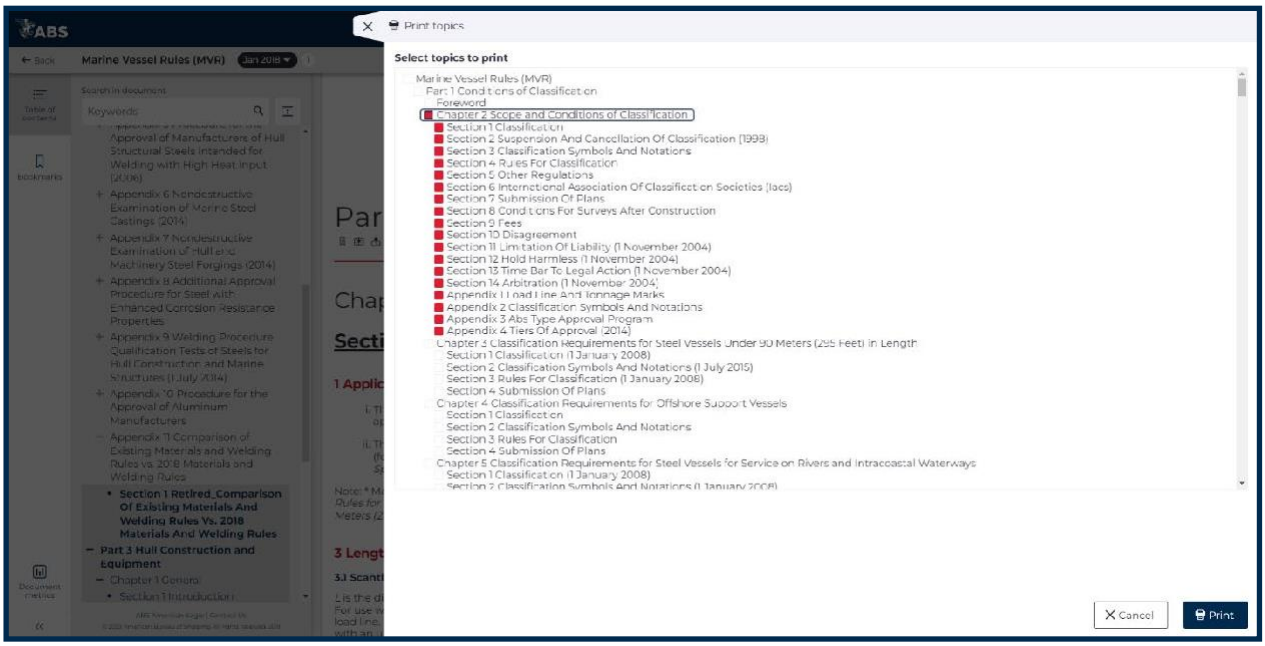
- You can submit feedback about a part, chapter or section of a publication.
- Selecting the Send Feedback button opens the Send Feedback drawer with the following sections:
  1. A field to enter text.
  2. Section to attach up to 5 MB of files.





Print Topics

- You can print specific sections, chapters or parts in Rule Manager by simply clicking on the Print Topics button on the reader page.



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