

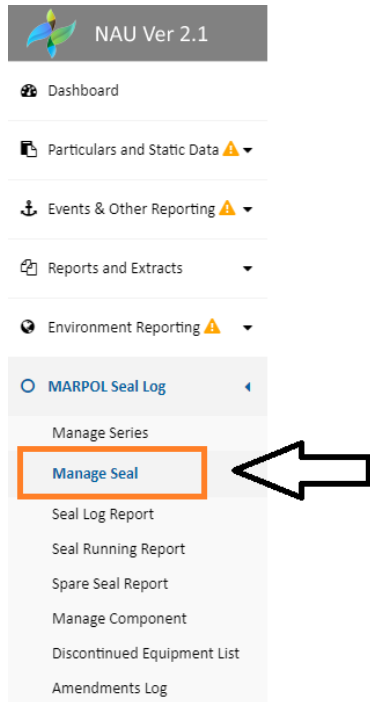


**Quick Startup Guidance:
Seal Log Amendment Request
For Marking Seal As Spare**

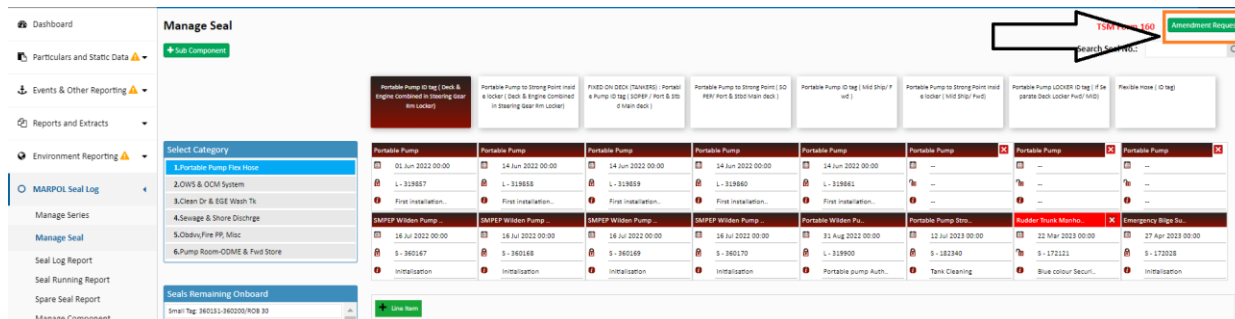
NAU Seal Amendment Request

Step 1 – Login to NAU Lite

Step 2 – OPS. & TECH REPORT: Go to Manage Seal page



Step 3 – Click on Amendment Request button.

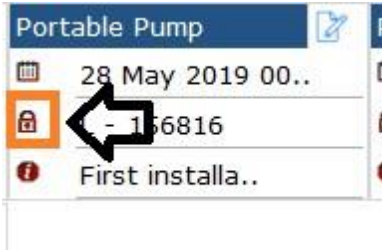


NAU Seal Amendment Request

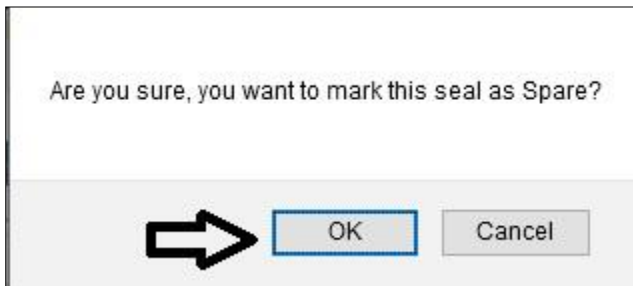
Step 4 – Please proceed to make amendments for below listed features (as applicable)

For Marking the Seal as “SPARE”

- Click on the “Lock icon” (as shown below)

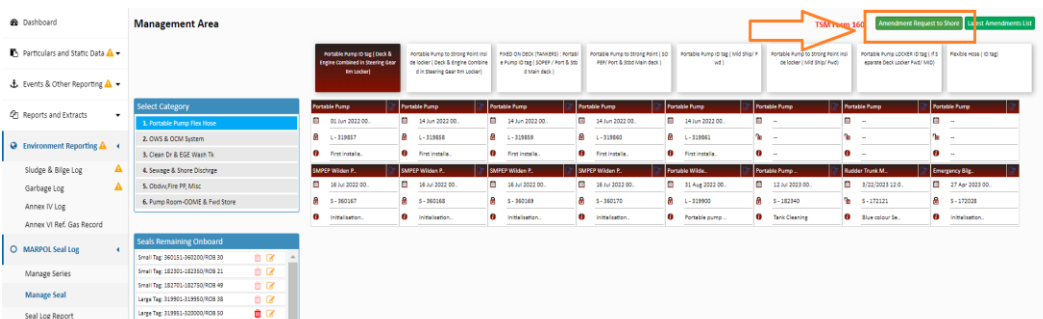


- Click on “OK” button



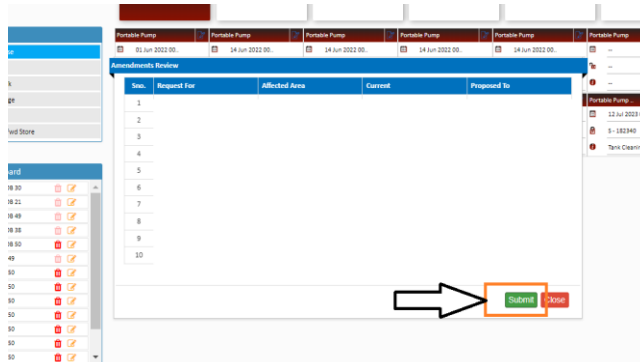
Step 5 – After the changes are made;

- Proceed to click on “Amendment Request to Shore” button

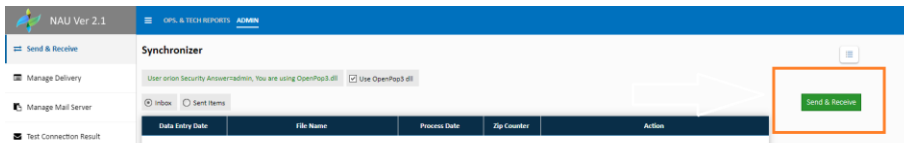


NAU Seal Amendment Request

Step 6 – Click Submit Button (post reviewing the log)



Step 7 – Click on **Send and Receive Button under ADMIN tab** to export the request ashore.



=====END DOCUMENT=====