COMPONENTS

User guidance

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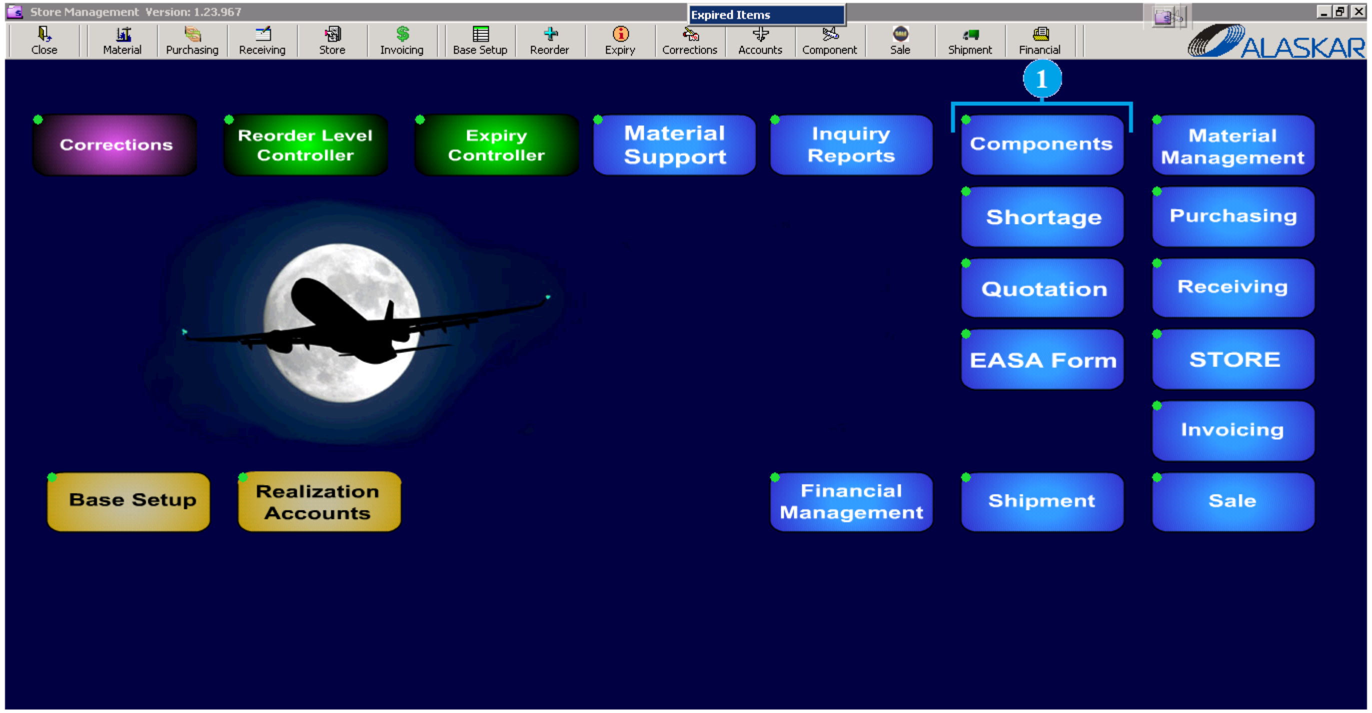
Contents

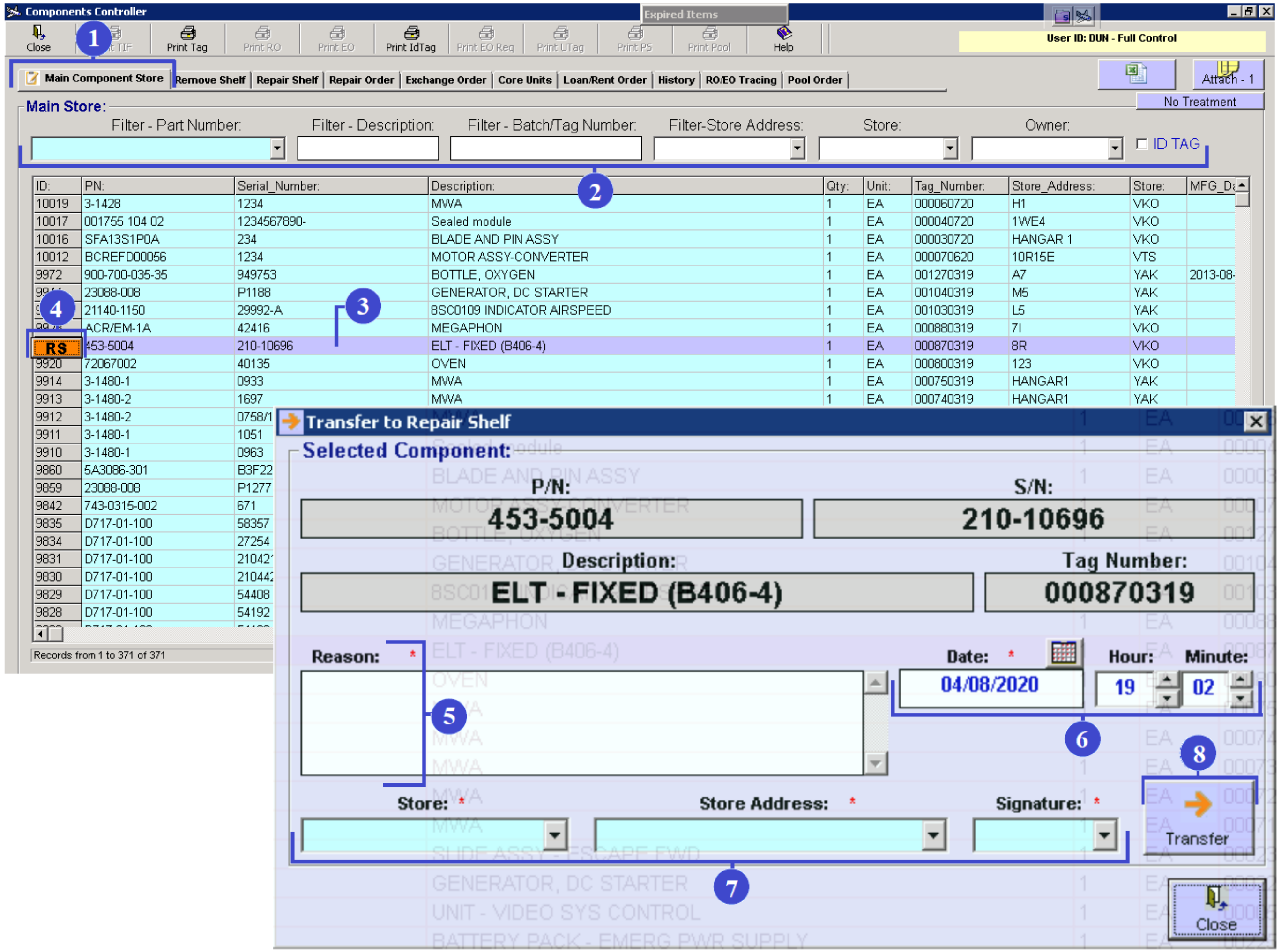
1. General



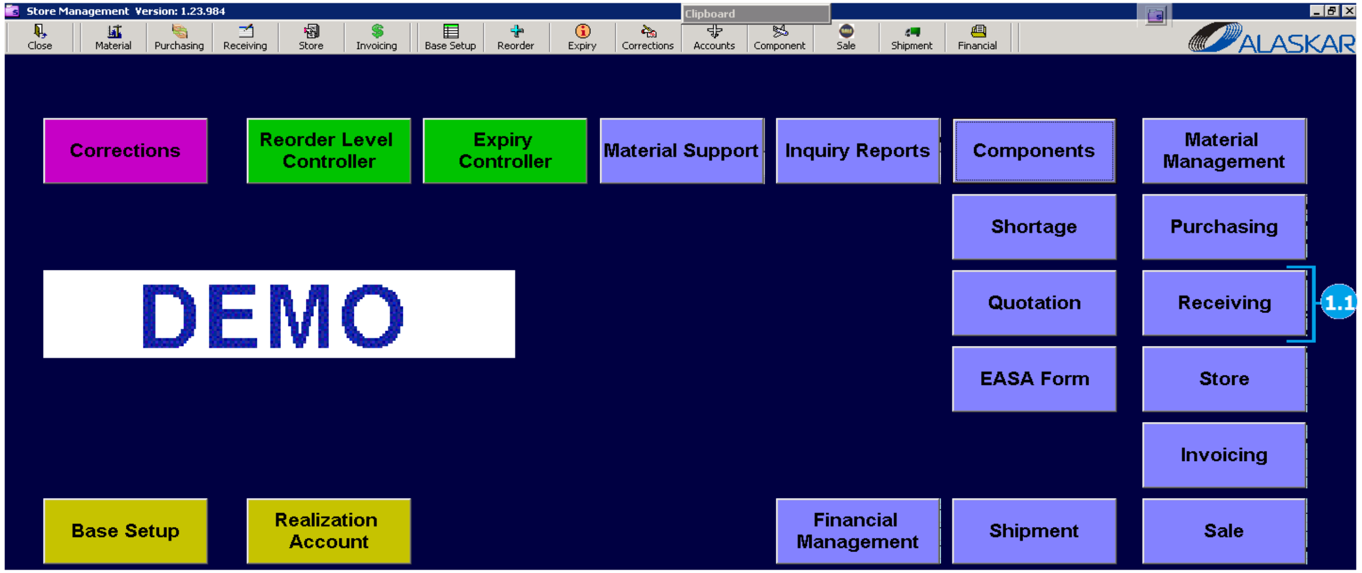
1. A Components Sub-Module maintains all processes connected with components in the company. It allows registering repair and exchange orders, keeping unserviceable items at repair shelf, tracing repair / exchange orders and checking any component's history.

To begin to work with this sub – module, click on the "Components".

2. Main Components



1. Click on the “Main Component Store” tab. A “Main Components Store” Tab shows all stored components (if the “Individual” checkbox is checked in the “Material Management” sub - module) at company stores.



1.1. For the component to be redirected to the "Main Component Store" tab, in the "STOCK" module select "Receiving" submodule.

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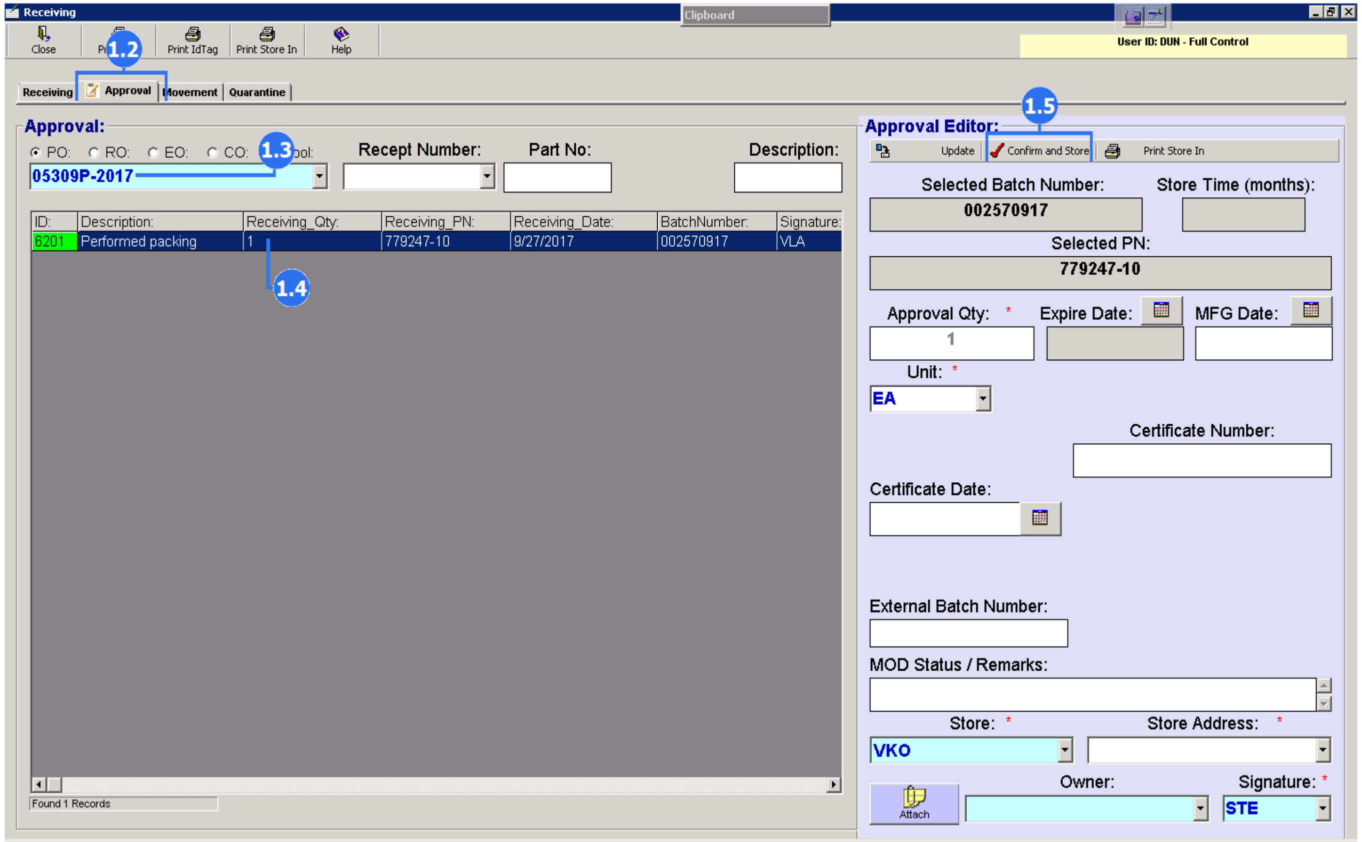


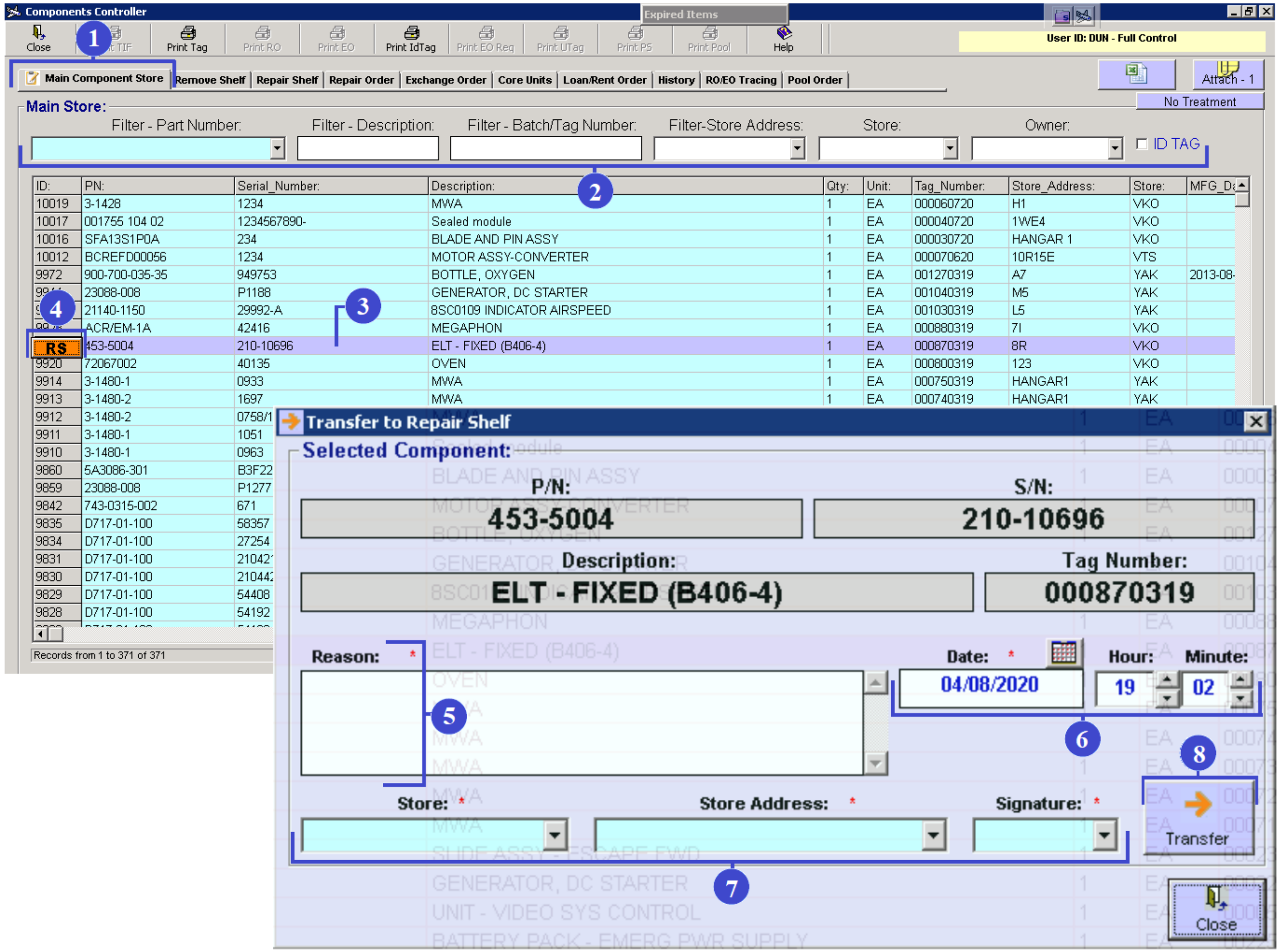
1.2. Push on the “Approval” tab.

1.3. Select necessary PO number.

1.4. Highlight the line.

1.5. In “Approval Editor” fill out all necessary fields and push “Confirm and Store” button.

After it component will be appeared in the “Components” submodule.



2. There are several filters:

- Part Number filter
- Description filter
- Batch / Tag Number filter
- Store & Store Address filter
- Owner & ID TAG check box

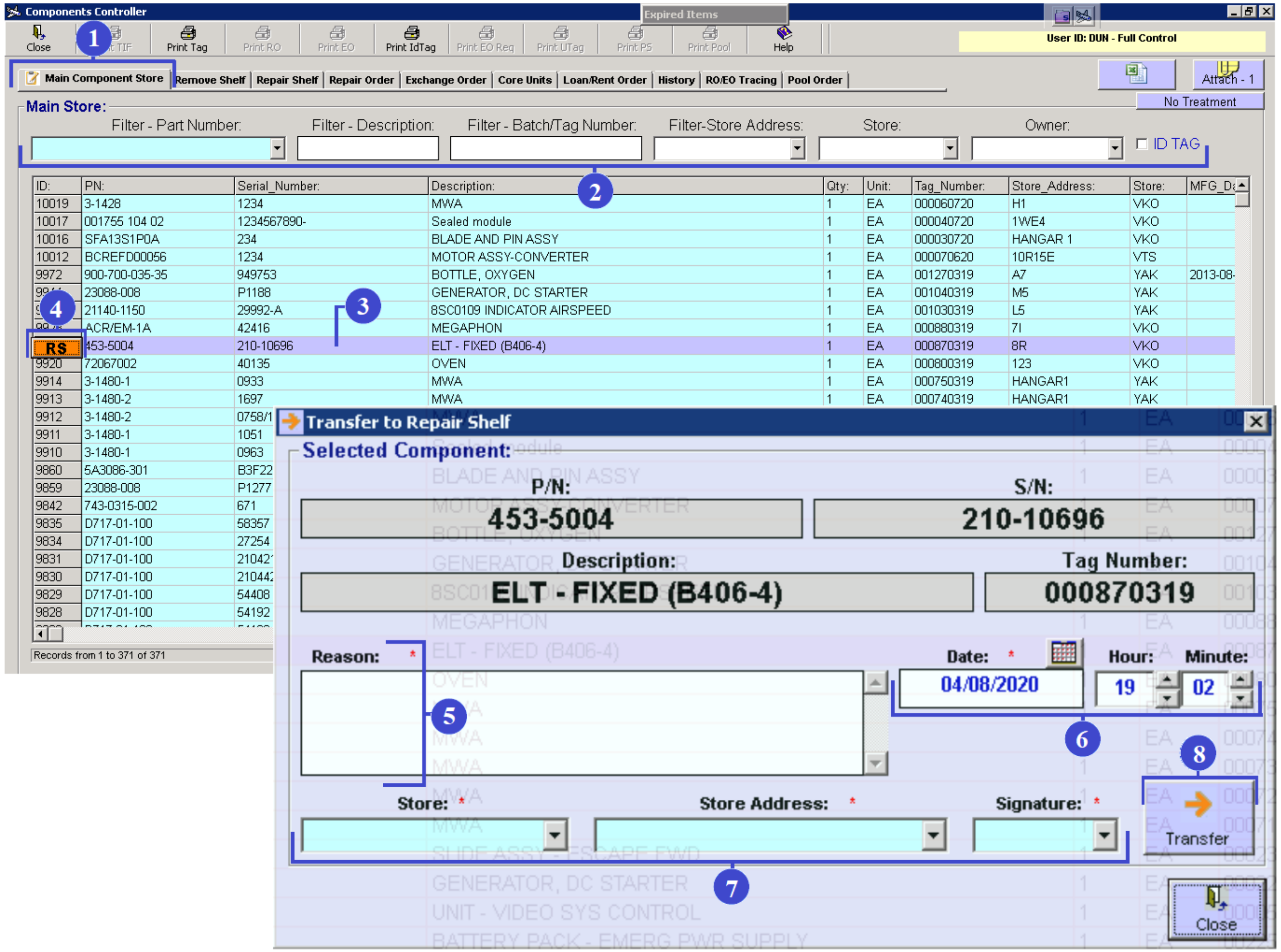
It is possible to use two or more criteria at once.

3. All items are differently coloured:

- Items by default are blue
- PMA (Parts Manufacturer Approval) items are rose
- Expired items are red.

Select any component and highlight it. Then on the left side of the line you will see a “RS” button.

4. If the component is unserviceable, you can transfer it to “Repair Shelf”. Push “RS” button.



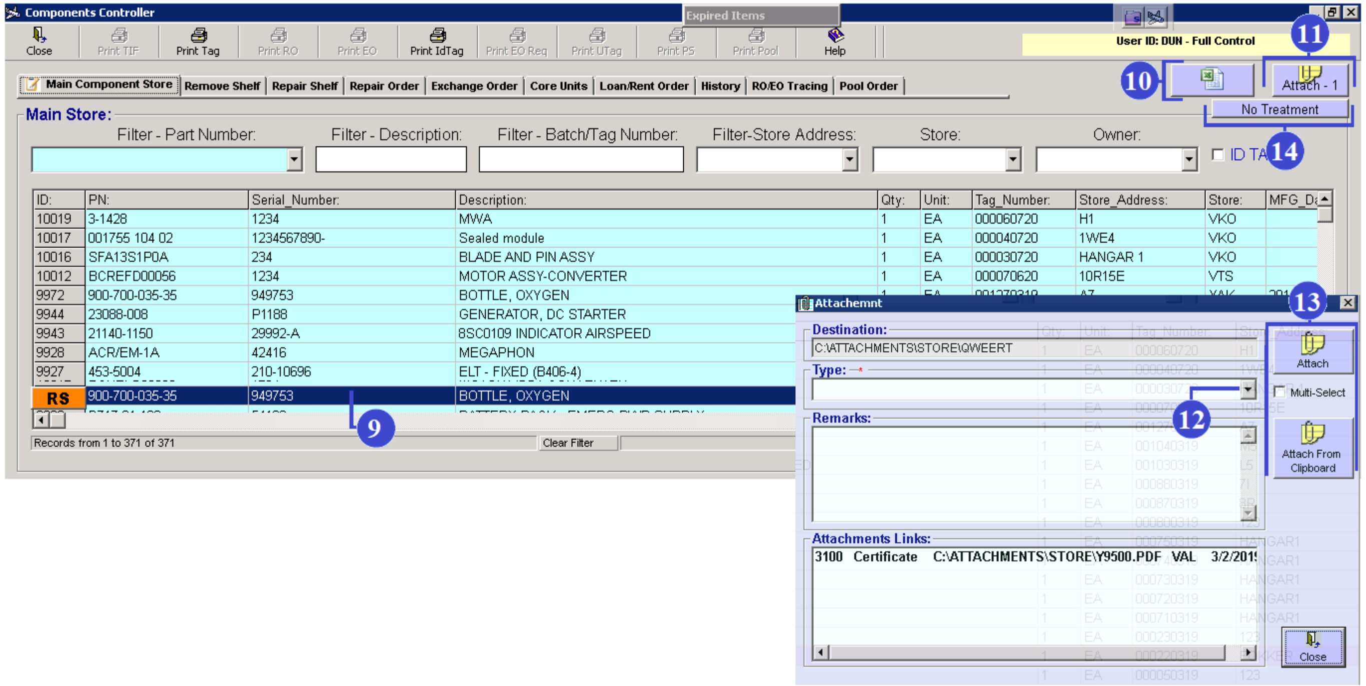
5. Enter a reason of breakdown.

6. Enter date and time (hours and minutes).

7. Indicate Store, Store Address and Signature.

8. Push on the “Transfer” button.

Then you can see this component in the “Repair Shelf” tab in the Repair Shelf List.



9. Select and highlight a line with component data.

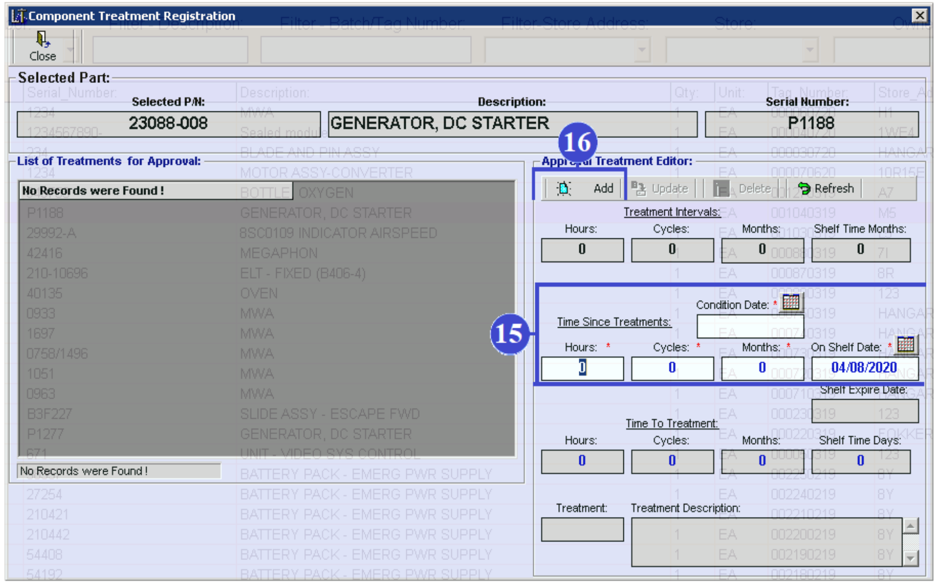
10. You can transfer component data to excel. Push on the "Excel" button.

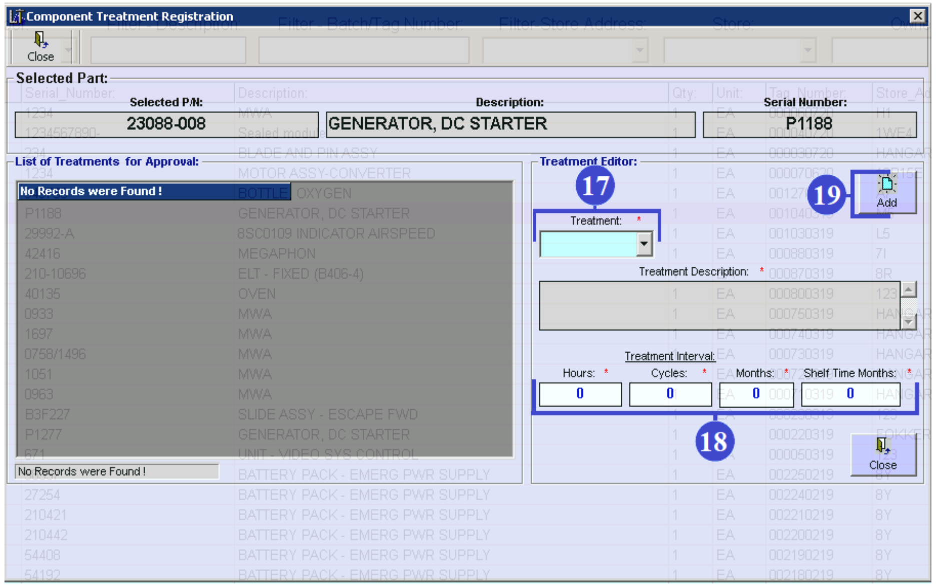
11. If you want to attach any document, click on the "Attach" button. "Attachments" screen will be open.

12. Select from combo box type of document.

13. Push on the "Attach" button. Check box "Multi-Select" to attach some documents. If you save a document to clipboard, push on the "Attach From Clipboard".

14. For all hard-time components, treatments must be registered. Click on the "No Treatment"





15. Enter time since treatments and condition date.

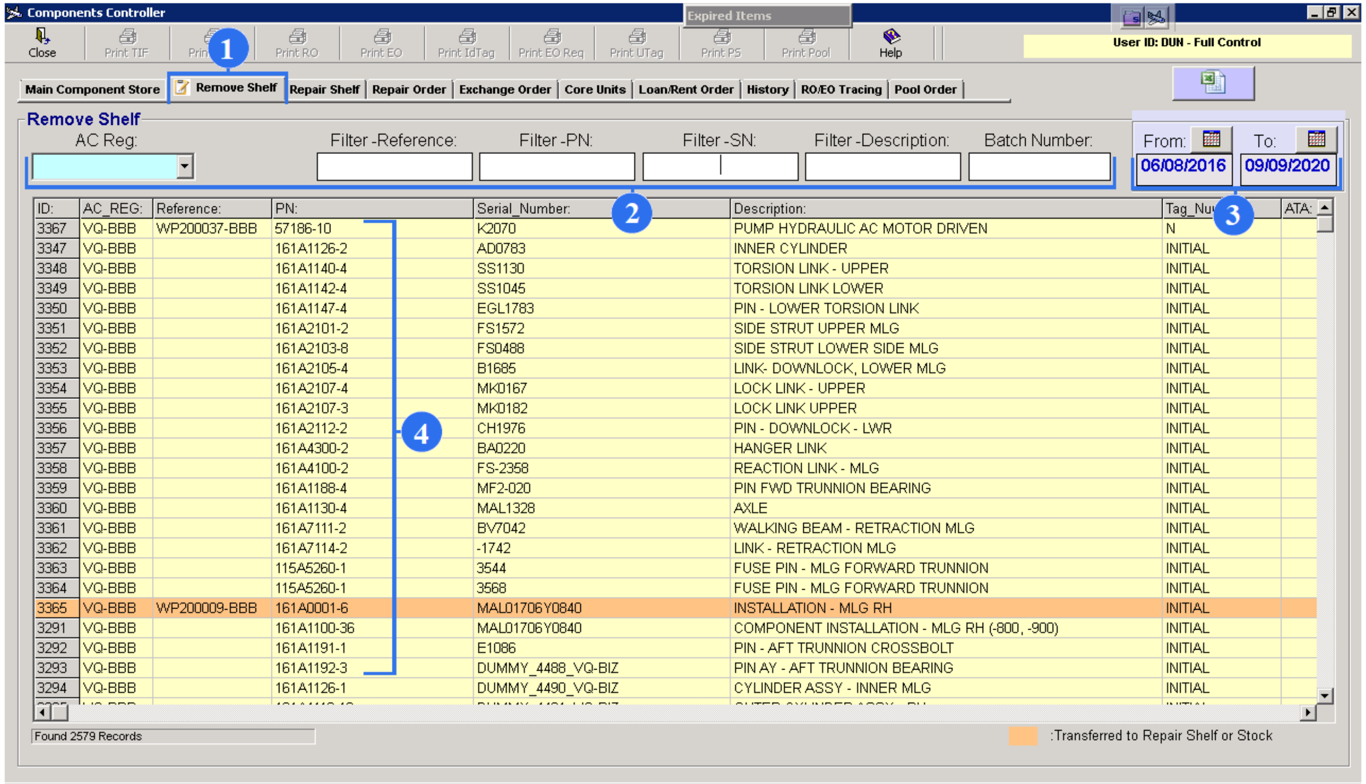
16. Click on the “Add” button.

17. Select from combo box treatment.

18. Enter treatment interval.

19. Push “Add” button.

3. Remove Shelf



"Remove Shelf" is intermediate stock place after removing the components in the Part-M module. If the "Remove Shelf" tab is missing, removing component will be transferred to "Repair Shelf".

1. Click on the "Remove Shelf" tab.

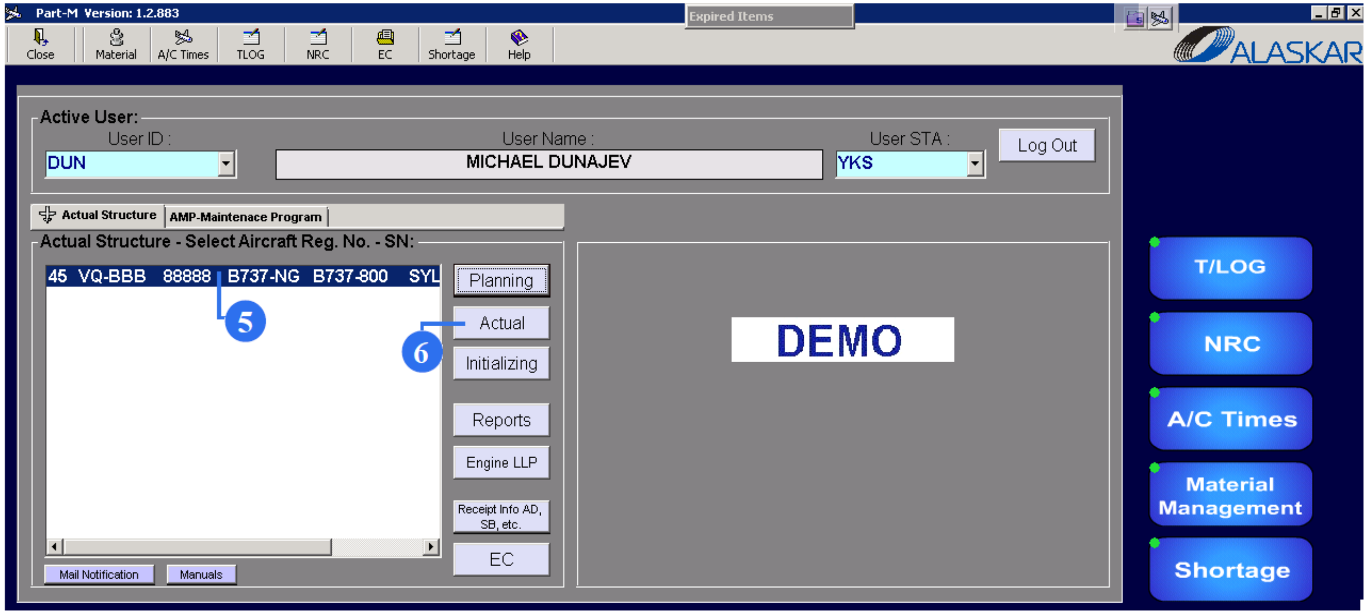
2. To see necessary removing components from other aircrafts use filters:

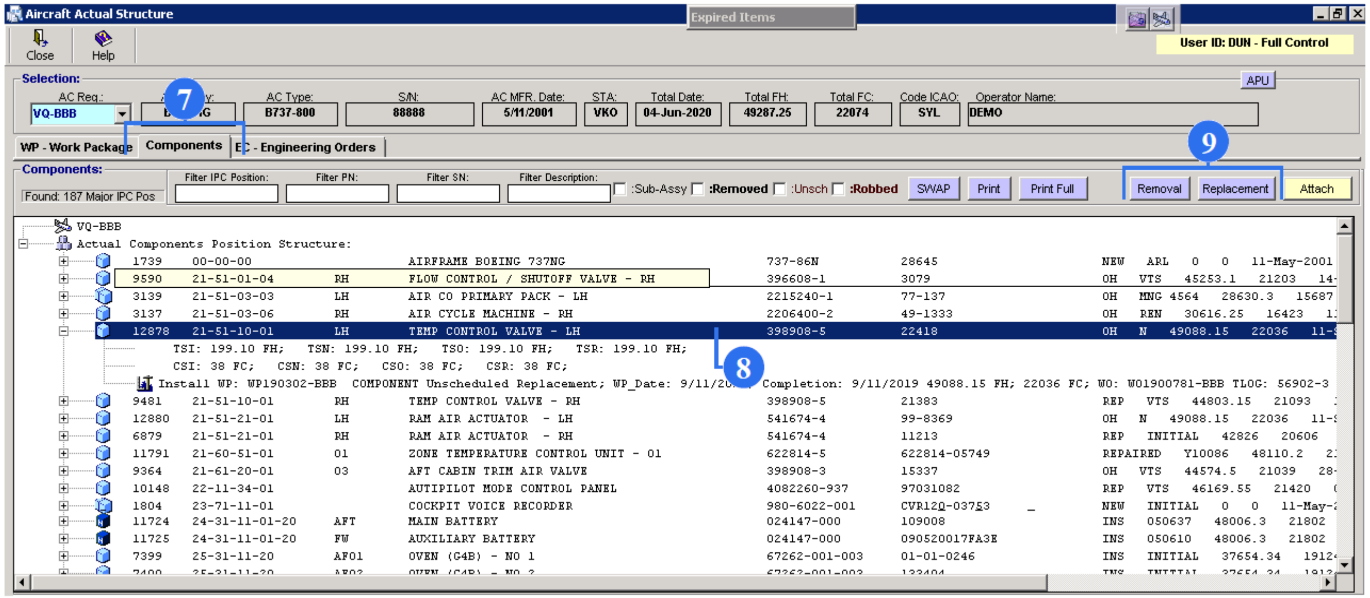
- AC Reg (Aircraft registration)
- Reference
- PN (Part Number)
- SN (Serial Number)
- Description
- Batch Number

3. For sure set "From" date and "To" date.

4. All lines are divided in two colours:

- Yellow – no actions after removing of component.
- Orange – Transfer to Repair Shelf or Stock





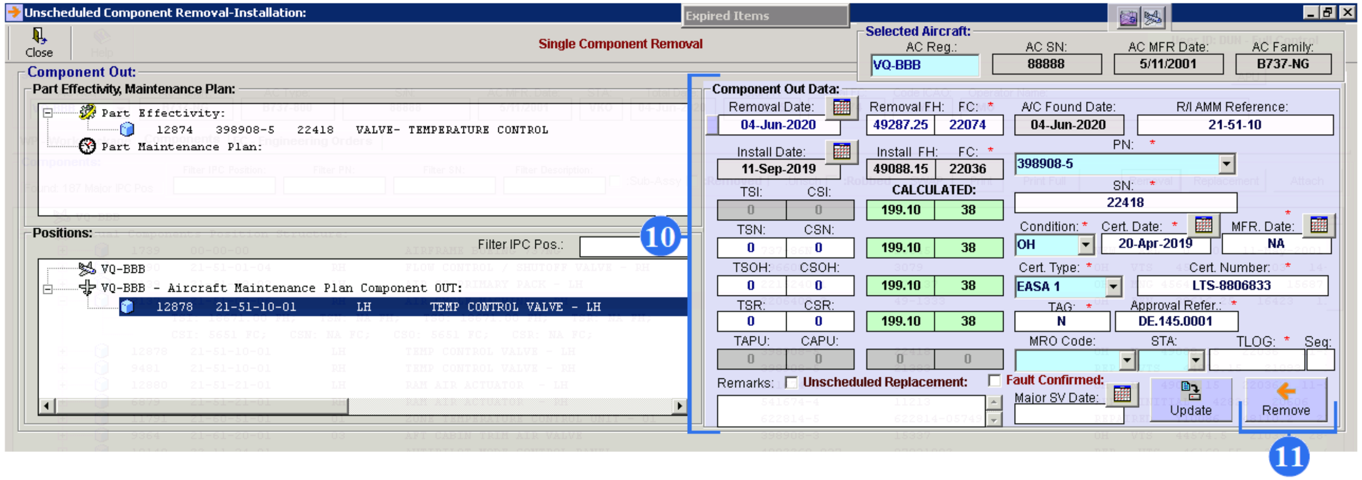
5. For the component to be redirected to the Repair Shelf or to the Remove Shelf, in the PART – M module select aircraft registration.

6. Press “Actual” button.

7. Push on the “Component” tab.

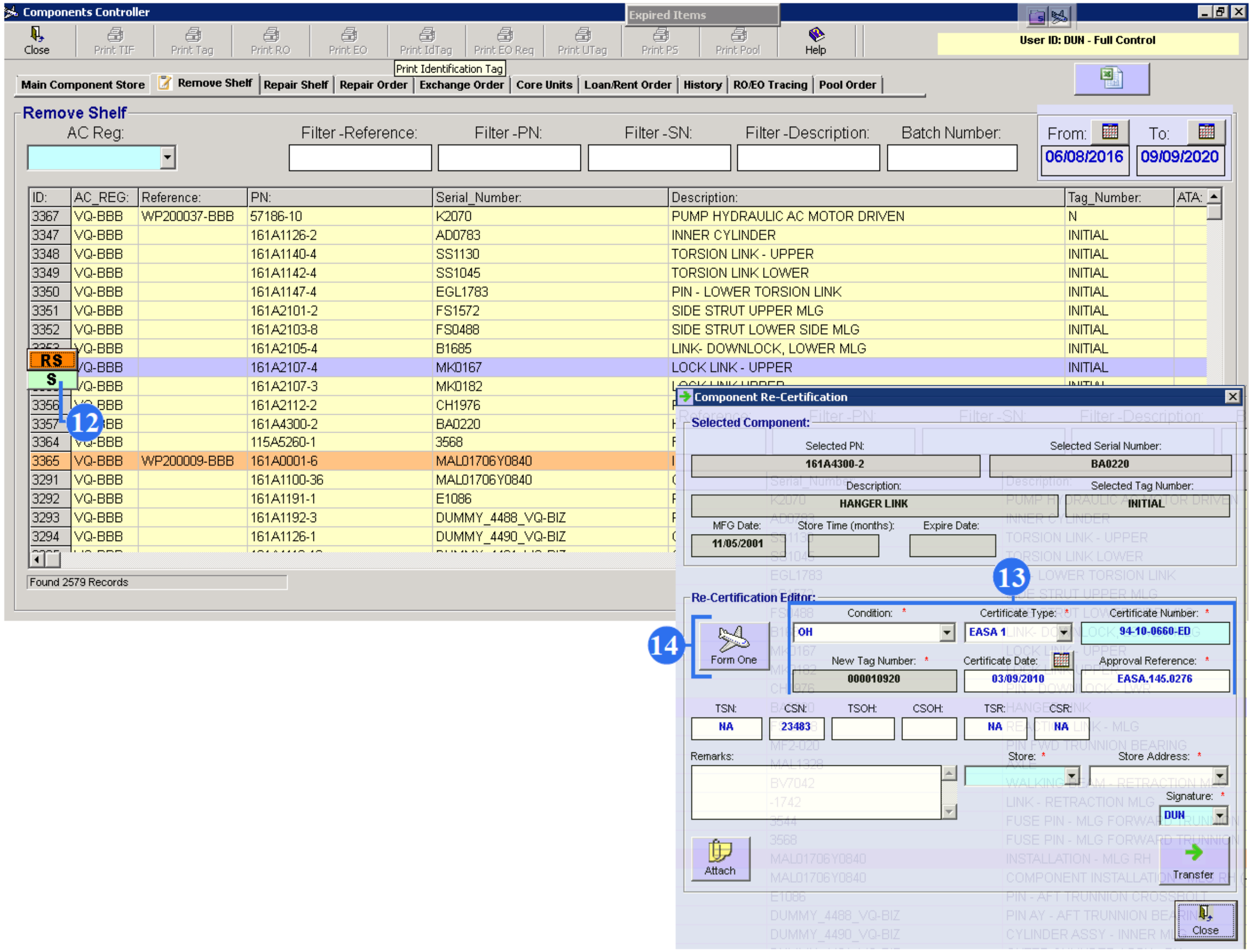
8. From the whole list select corresponding component and highlight it.

9. Press “Removal” button or “Replacement” button.



10. In the “Component Out Data” screen fill out all necessary fields.

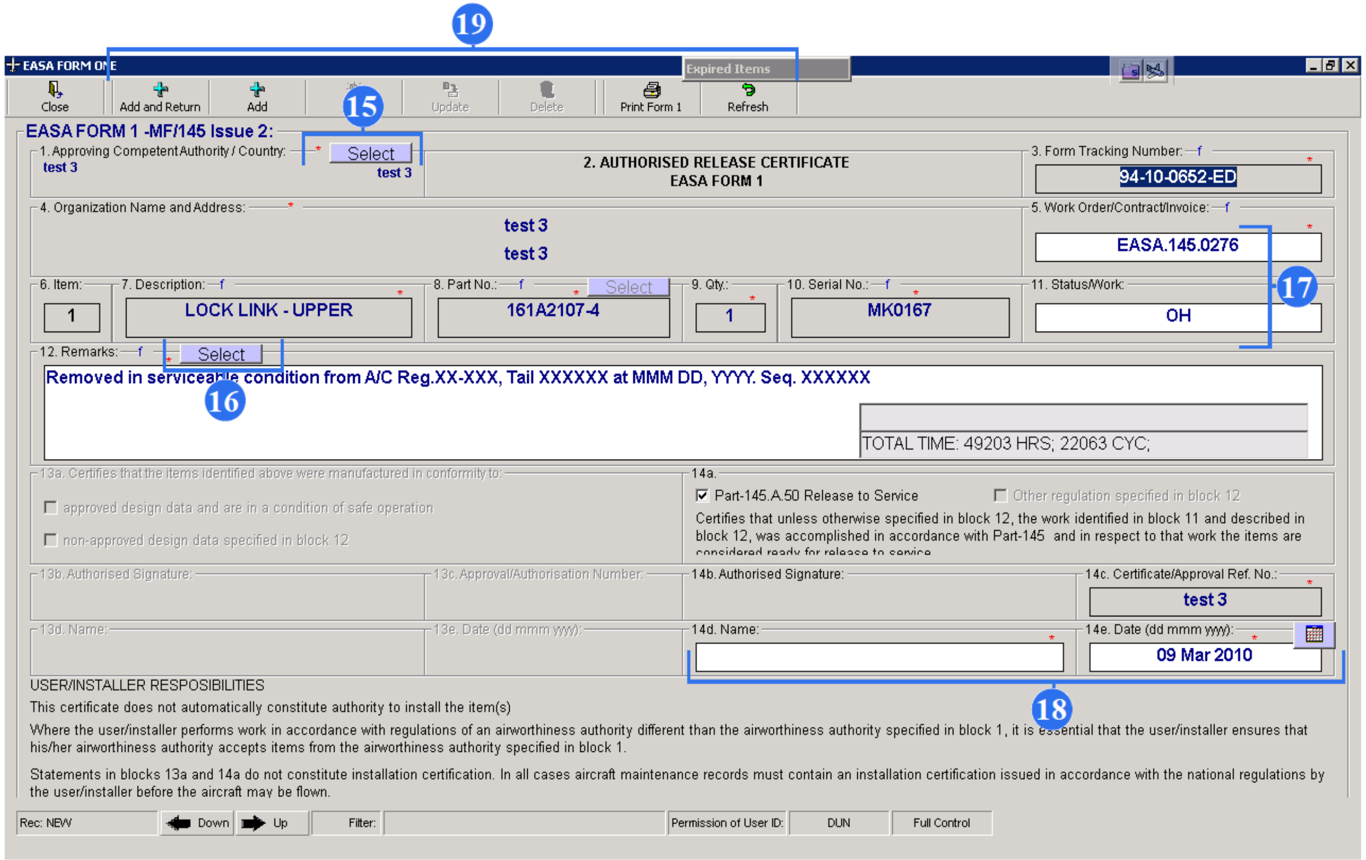
11. Push on the “Remove” button. After this action the component will appear in the “Remove Shelf” or “Repair Shelf” of the “STOCK” module.



12. From the whole list select and highlight a line. Two buttons appeared on the left side of the line. Push on the green “S” button to re-certificate a component.

13. Choose condition of component, certificate type and its number. Also set Certificate Date and fill out “Approval Reference”.

14. If it is necessary, you can create EASA FORM ONE. Press “Form One” button.



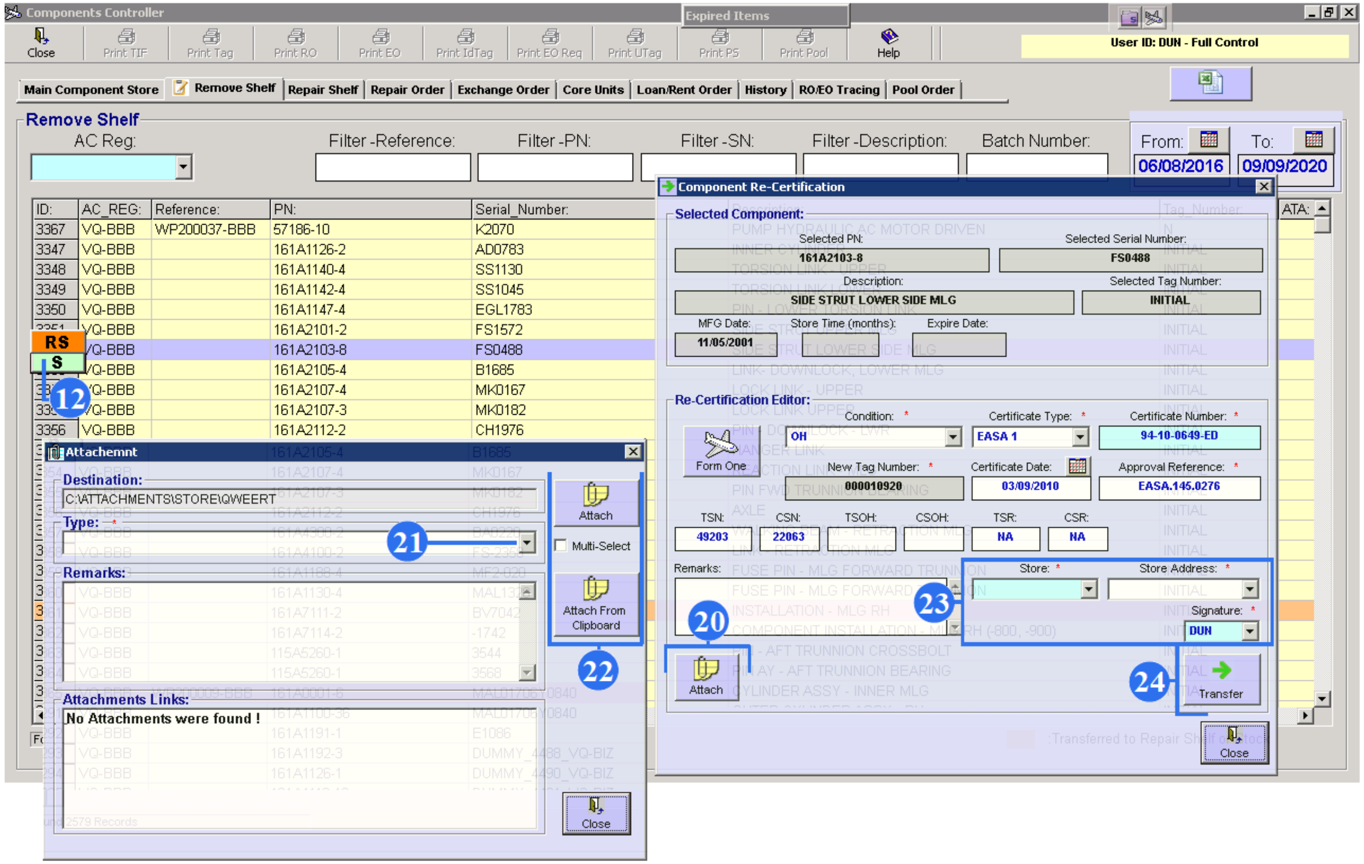
15. To enter data in the item #1 “Approving Competent Authority/Country” and in the item # 4 “Organization Name and Address”, push “Select” button. From the whole list select necessary data. All this data is generated in the “Base Setup” sub – module in the “Release Certificate” tab.

16. To enter data in the item #12 “Remarks”, push “Select” button. From the whole list select necessary data. All this data is generated in the “Base Setup” sub – module in the “Certificate Remarks” tab.

17. Also, you must fill out the fields such as “Work Order/Contract/Invoice” and “Status/Work”.

18. Enter Name (this is a person responsible for the release of the EASA FORM 1) and date.

19. Push “Add and Return” button on the upper toolbar to save data and return to “Components” sub-module. “Add” button only saves the data. Press “Print Form 1” to print document. “Refresh” allows to clear all fields.



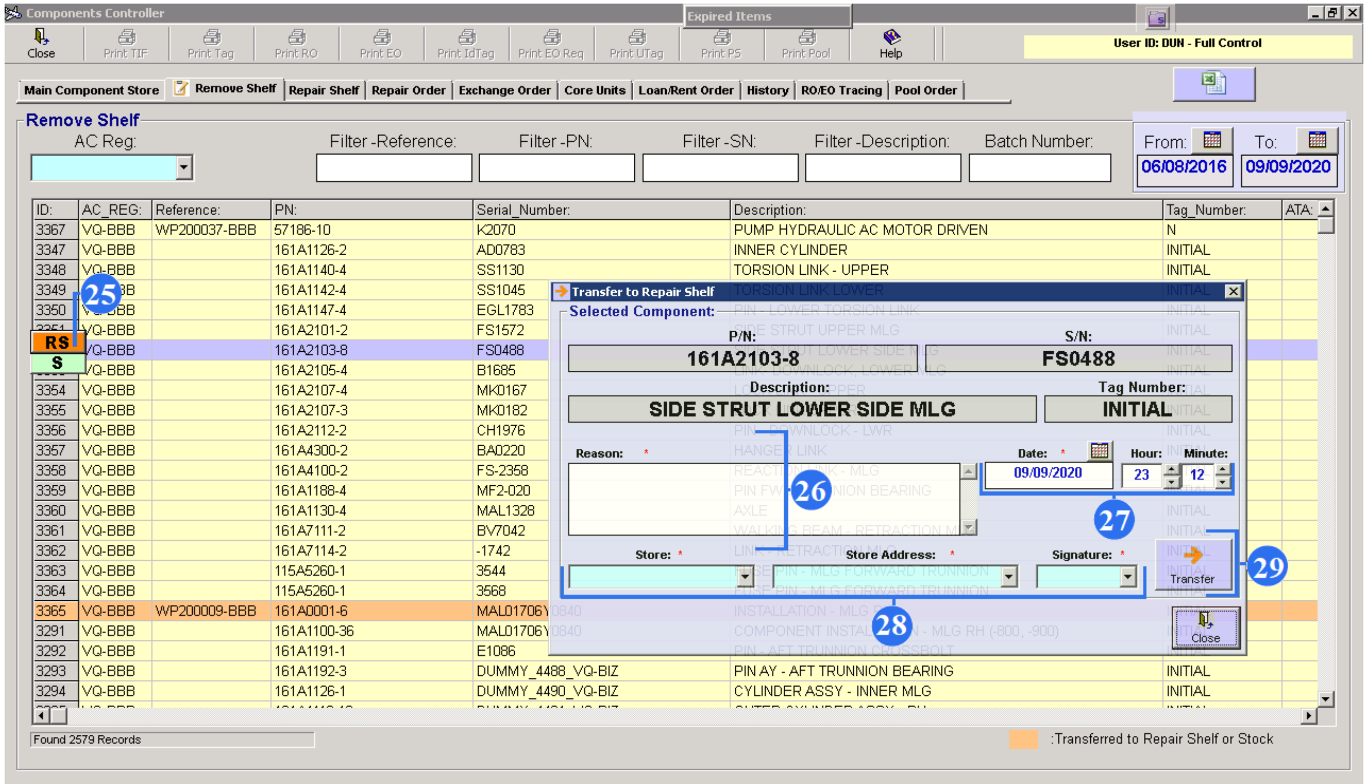
20. Press “Attach” to attach any documents.

21. Select type of document.

22. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

23. Select “Store”, “Store Address” and “Signature”.

24. Push on the “Transfer” button for re-certification.



25. Please, push on the red “RS” button.

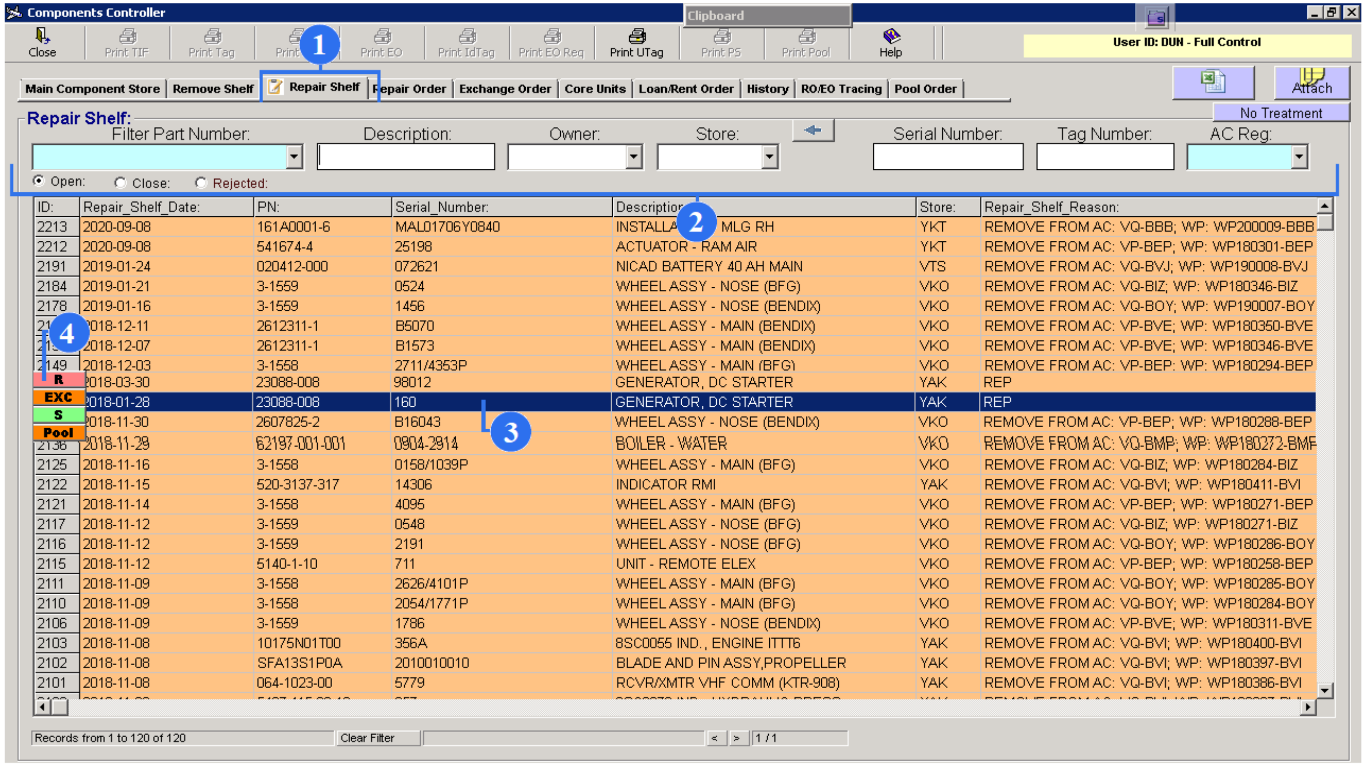
26. It is very important to enter reason of fault.

27. Set date and time.

28. Select “Store”, “Store Address” and “Signature”.

29. Push on the “Transfer” to transfer the component to “Repair Shelf”.

4. Repair Shelf



"Repair Shelf" tab registered all components, that was transferred from "Remove Shelf" tab or "Main Component Store"

1. Press "Repair Shelf" tab.

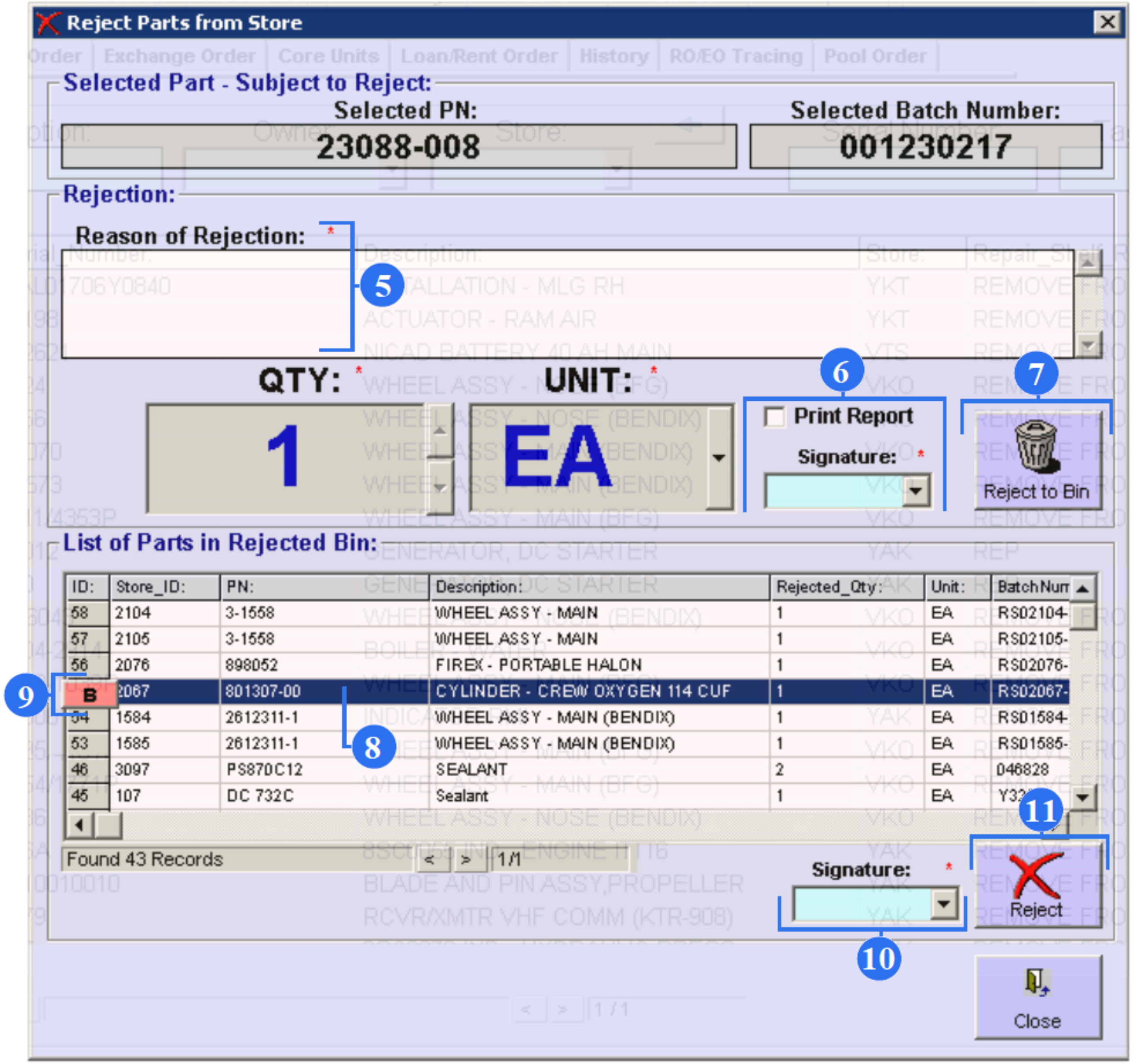
2. Use all filters for search:

- Part Number;
- Description;
- Owner;
- Store;
- Serial Number;
- Tag Number;
- AC Reg (Aircraft registration).

Also, use check box in the fields: Open, Close and Rejected.

3. From the whole list select and highlight a line. Four buttons will appear on the left side of the line.

4. Push on the red "R" button to reject a part.



5. Enter reason of rejection.

6. To get a report check box “Print Report”. Select a signature.

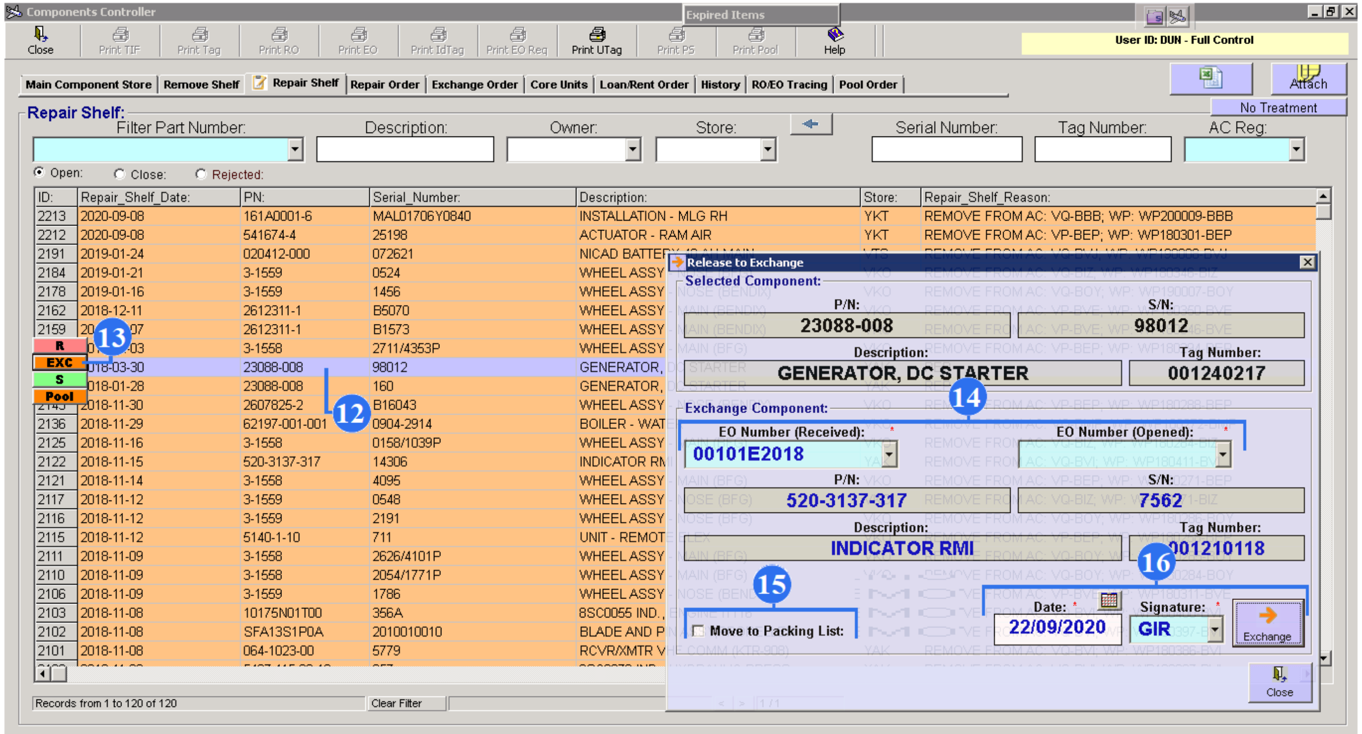
7. Press “Reject to Bin” button. After it, this component will be transferred to the “List of Parts in Rejected Bin”.

8. Select and highlight rejected part. “B” button will appear on the left side of the line.

9. Push on the red “B” button to return to store of selected part.

10. To reject the part, choose a signature.

11. Click on the “Reject” button.



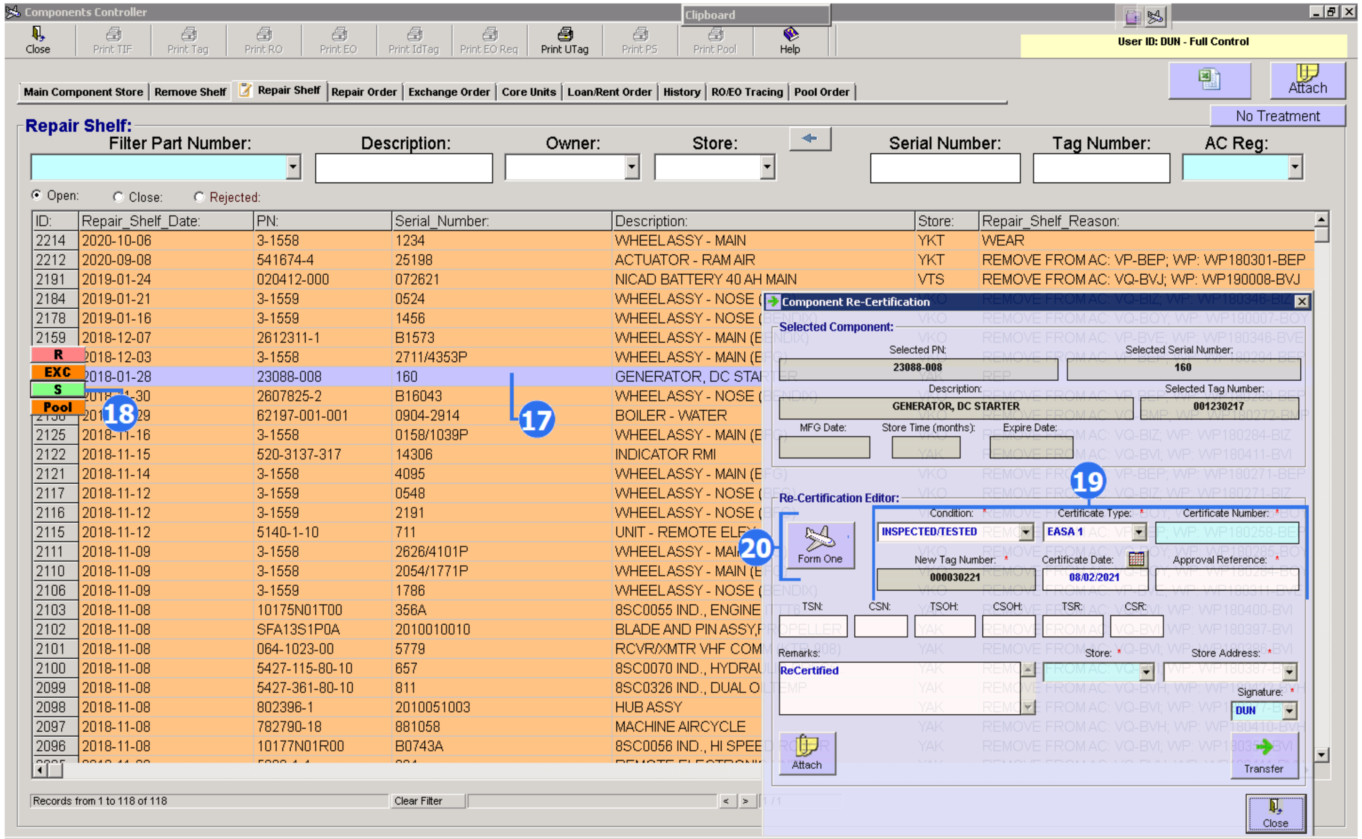
12. From the whole list select and highlight a line. Four buttons will appear on the left side of the line.

13. Press orange “EXC” button. “Release to Exchange” button will appear.

14. Select only “EO Number (Received)” or only “EO Number (Opened)”. (one of two)

15. Check box “Move to Packing List” if it is necessary to transfer part to Packing List.

16. Set date, select a signature and press “Exchange” button. After it you can see corresponding EO number with p/n of component in the “Exchanger Order” tab.

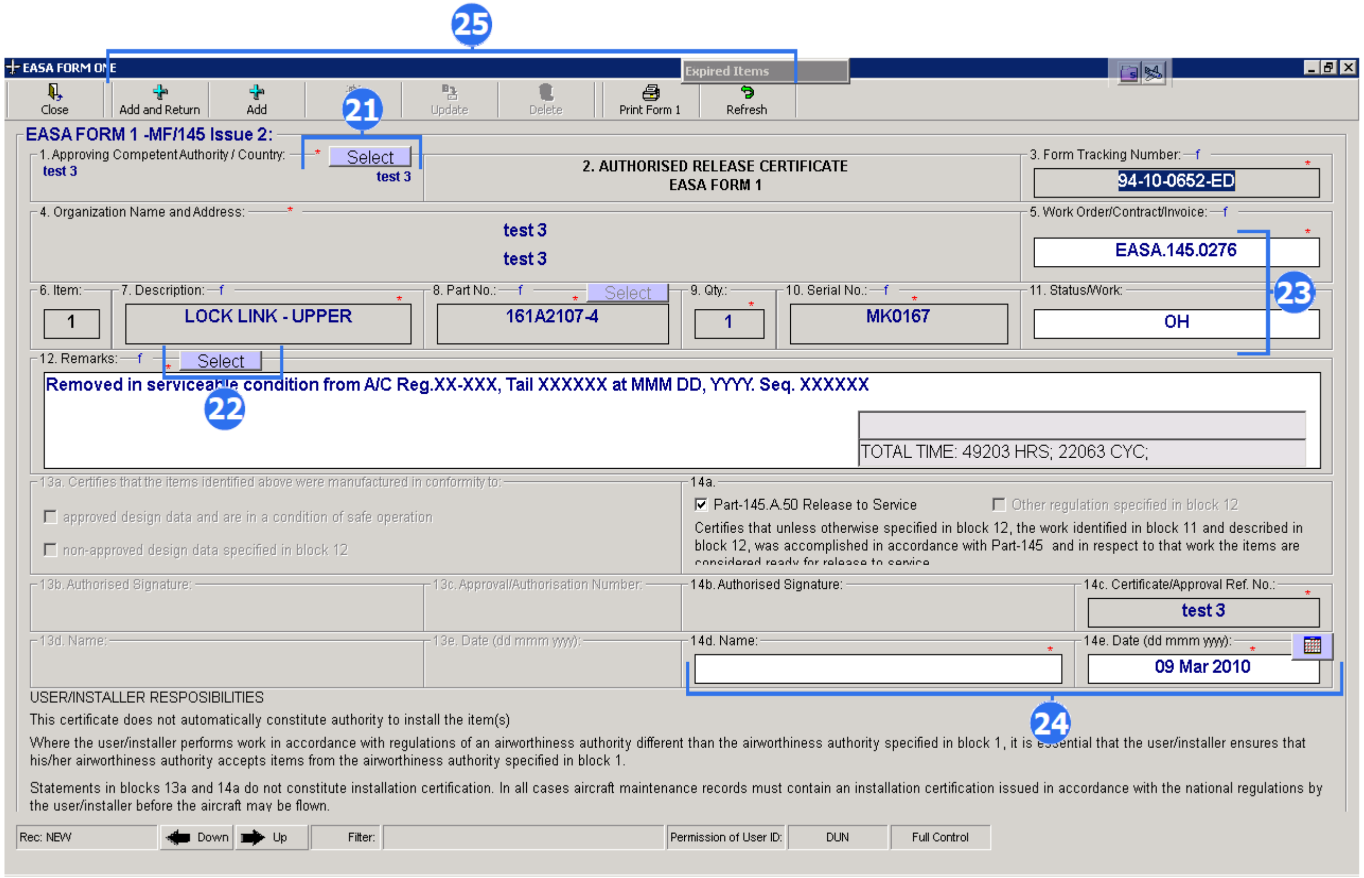


17. From the whole list select and highlight a line.

18. Push on the green "S" button to re-certificate a component.

19. Choose condition of component, certificate type and its number. Also set Certificate Date and fill out "Approval Reference".

20. If it is necessary, you can create EASA FORM ONE. Press "Form One" button.



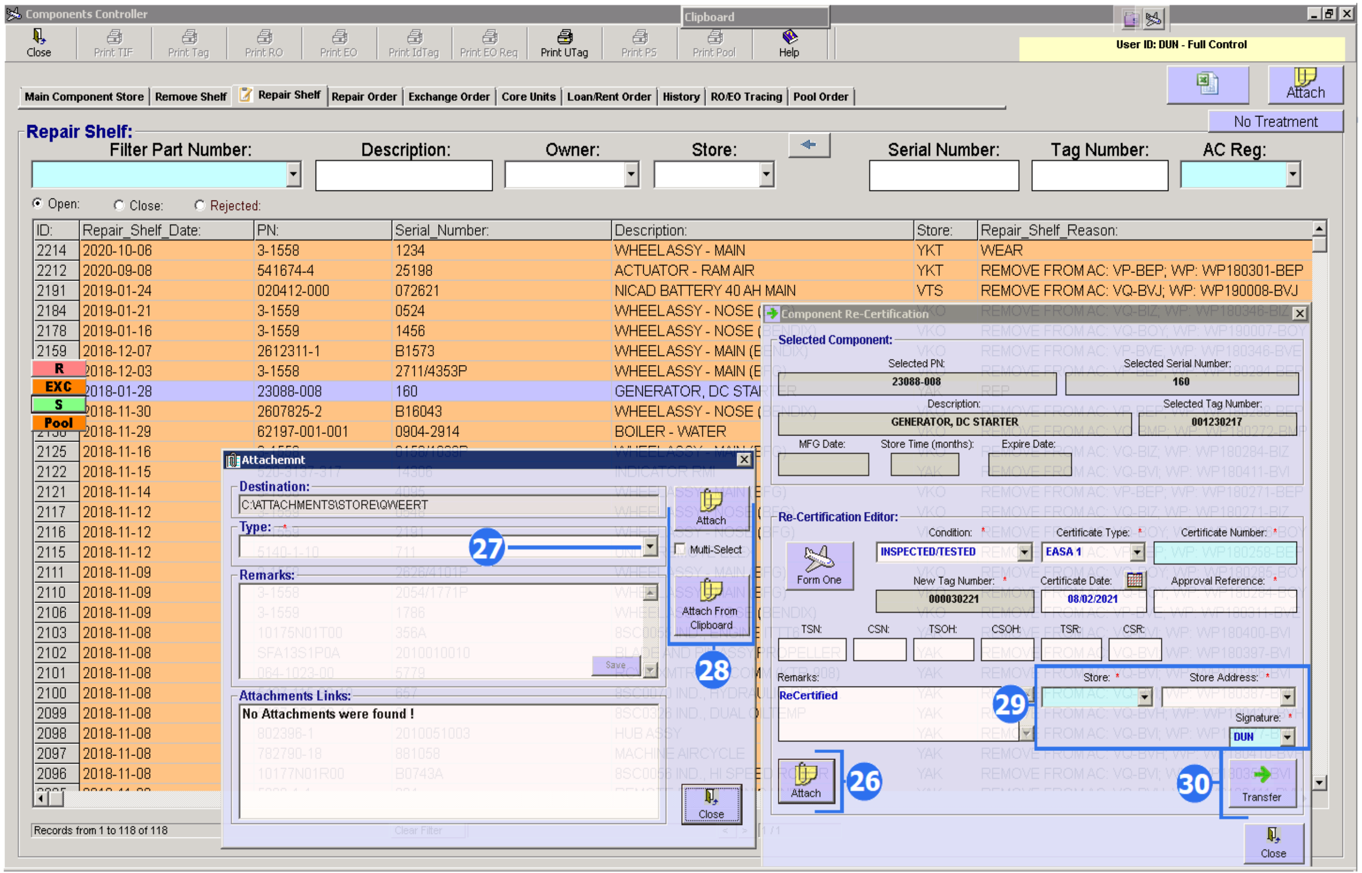
21. To enter data in the item #1 "Approving Competent Authority/Country" and in the item # 4 "Organization Name and Address", push "Select" button. From the whole list select necessary data. All this data is generated in the "Base Setup" sub – module in the "Release Certificate" tab.

22. To enter data in the item #12 "Remarks", push "Select" button. From the whole list select necessary data. All this data is generated in the "Base Setup" sub – module in the "Certificate Remarks" tab.

23. Also, you must fill out the fields such as "Work Order/Contract/Invoice" and "Status/Work".

24. Enter Name (this is a person responsible for the release of the EASA FORM 1) and date.

25. Push "Add and Return" button on the upper toolbar to save data and return to "Components" sub-module. "Add" button only saves the data. Press "Print Form 1" to print document. "Refresh" allows to clear all fields.



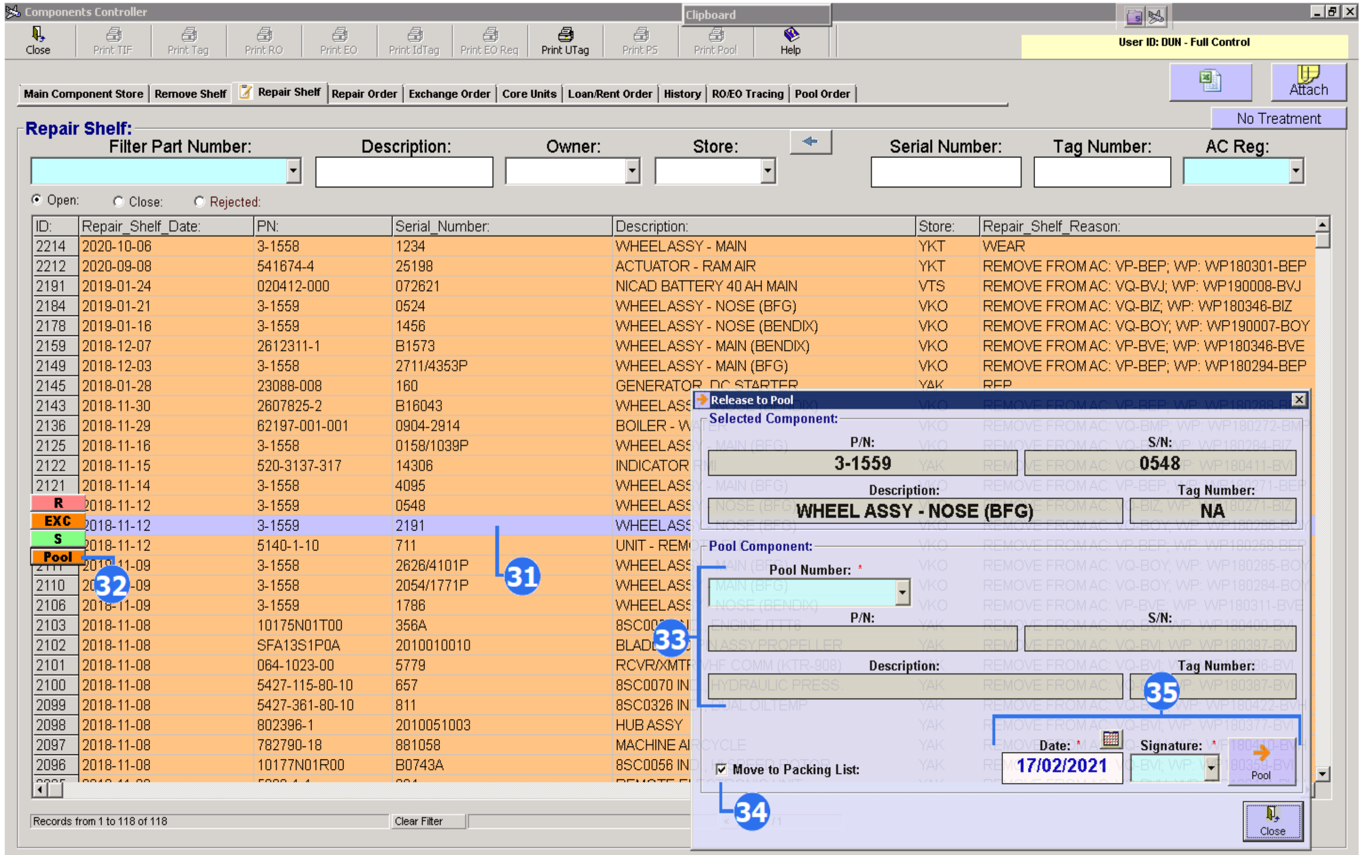
26. Press “Attach” to attach any documents.

27. Select type of document.

28. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

29. Select “Store”, “Store Address” and “Signature”.

30. Push on the “Transfer” button for re-certification.



31. From the whole list select and highlight a line. If the part number of the component you have highlighted is included in the list of the “Pool Component”, then orange “Pool” button will appear.

32. Pls, press “Pool” button.

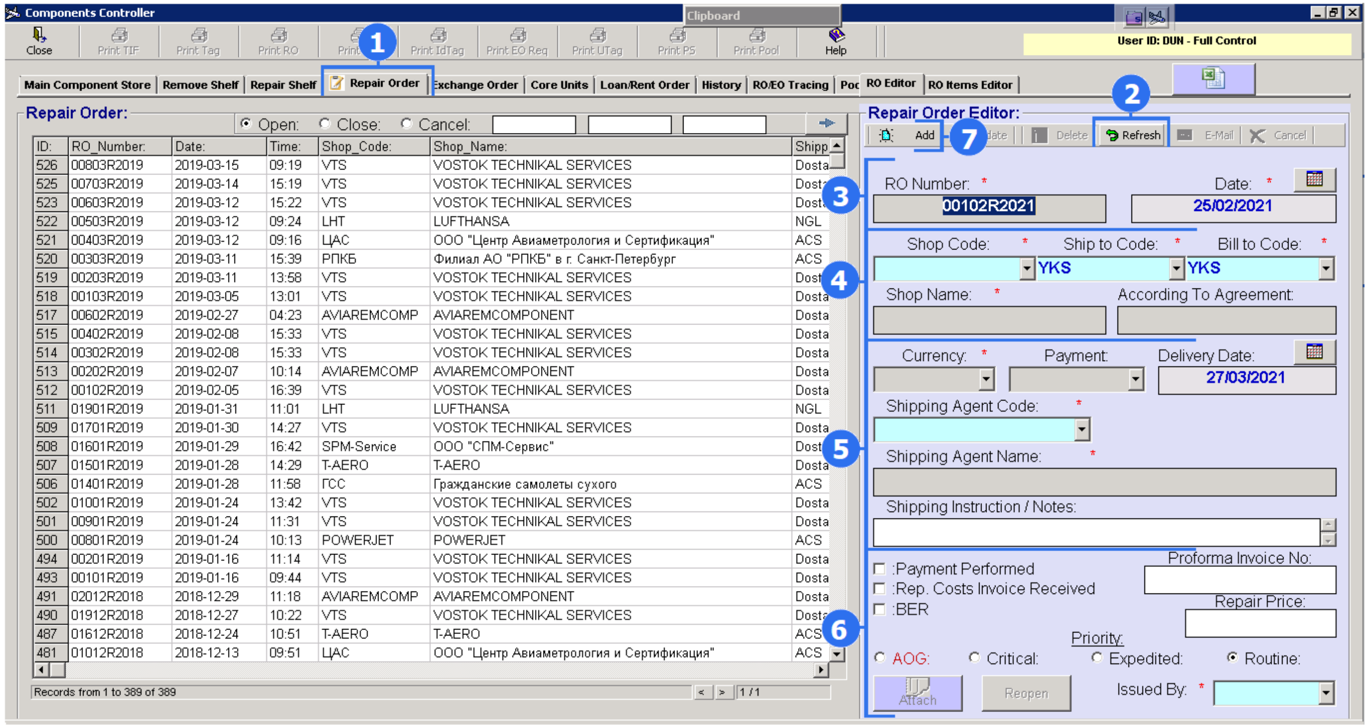
33. Choose Pool Number. Fields such as “P/N”, “S/N”, “Description” and “Tag Number” will be automatically filled out.

34. To transfer this component to “Store” sub module, “Packing” tab, check box “Move to Packing List” field.

35. Set Date, Signature and press “Pool” button.

In this case, this component is sent to the supplier in exchange for the one you used from the Pool component list.

5. Repair Order



A Repair Order Tab manages the repairs for components.

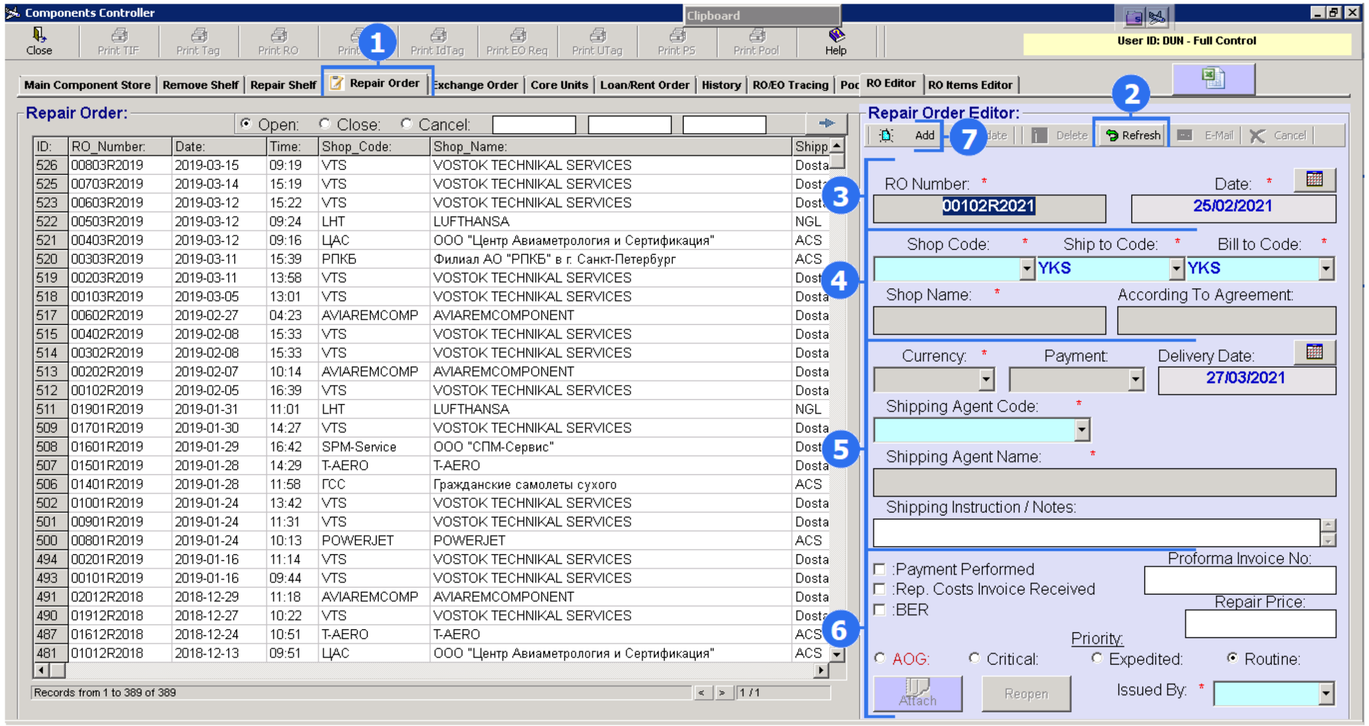
1. Press “Repair Order” tab.

2. Click on the “Refresh” button.

3. A new Repair Order Number and a current date will come out automatically.

4. Select a Shop Code, a Ship to Code and a Bill to Code from combo box. “Shop Name” field and “According to Agreement” will come out automatically.

5. Select Currency and Payment. Set Delivery Date. You can select Shipping Agent Code from combo box. Make notes in the “Shipping Instruction/Notes” field if it is necessary.



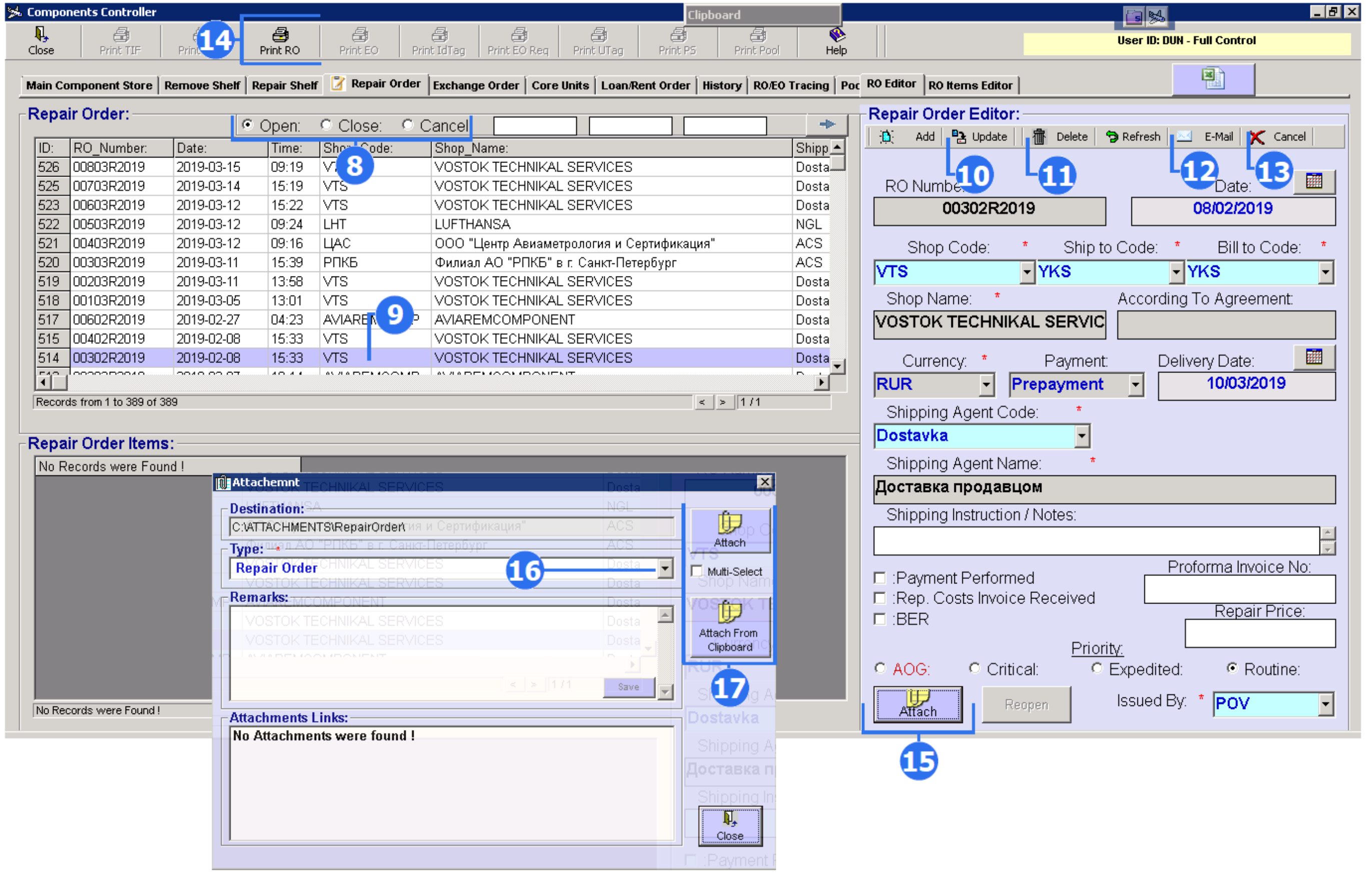
6. There are several tick fields:

- Payment Performed
- Repair Costs Invoice Received
- BER

All these tick fields are optional.

Set Repair Price data and Proforma Invoice No. Select Priority (AOG-aircraft on the ground). Choose “Issued By” from combo box.

7. After completing all required fields, press the Add button.



8. After pressing "Add" button all orders transfer to Repair Order List. To find necessary order use filter statuses:

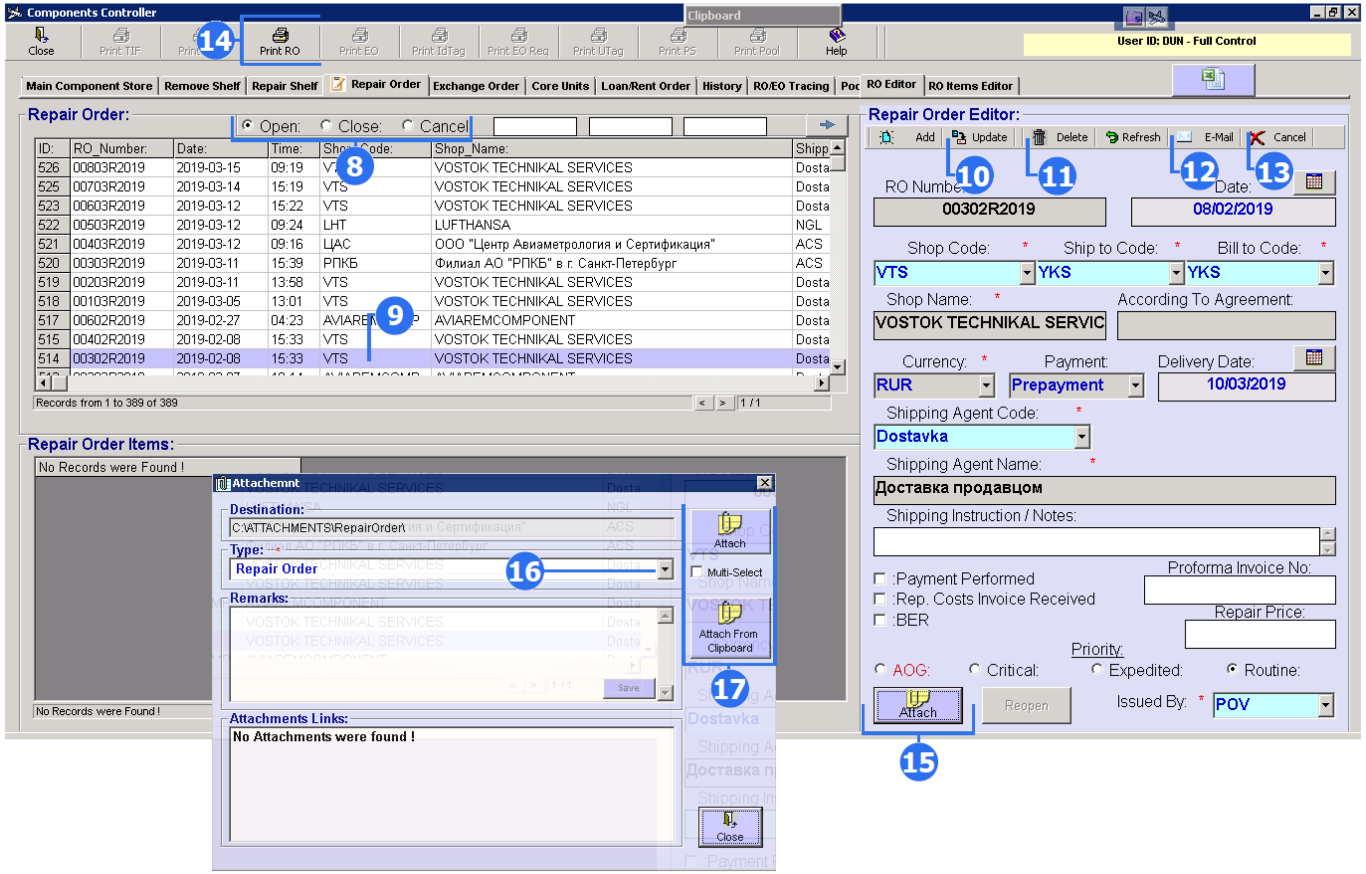
- Open – just created orders, not received.
- Close – Repair Order is shipped to a supplier yet;
- Cancel – RO was cancelled in the editor.

NOTE: "REOPEN" BUTTON IN THE "REPAIR ORDER EDITOR" WILL OPERATE IF YOU SELECT "CLOSE" STATUS. BUTTON ALLOWS TO RETURN A ORDER TO "OPEN" STATUS.

9. Select and highlight the line.

10. In the RO Editor make changes and push on the "Update" button.

11. To remove the RO. Press "Delete" button.



12. Use “E-Mail” button to send RO report.

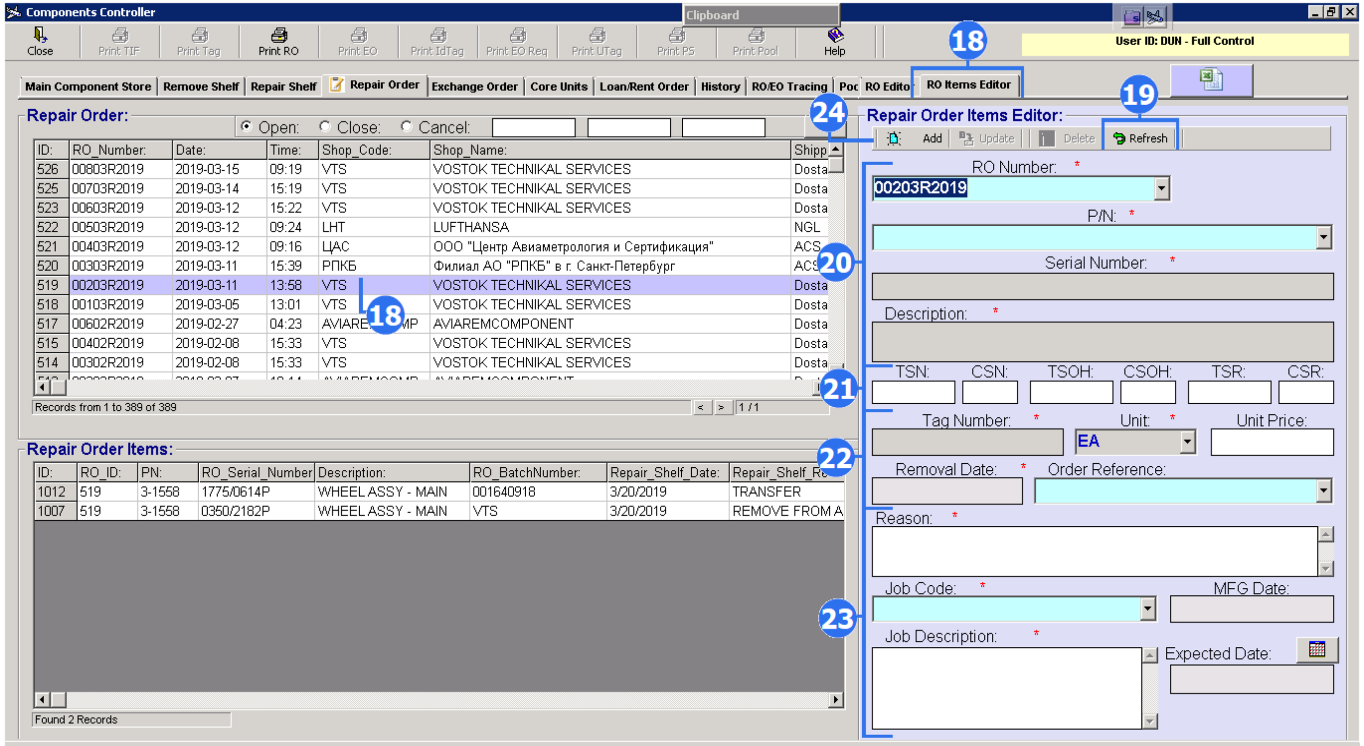
13. To cancel created RO, push on the “Cancel”.

14. To print repair order, click on the “Print PO” button.

15. You can attach any documents and pictures. Click on the “Attach”. Select type of document.

16. Select type of document.

17. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

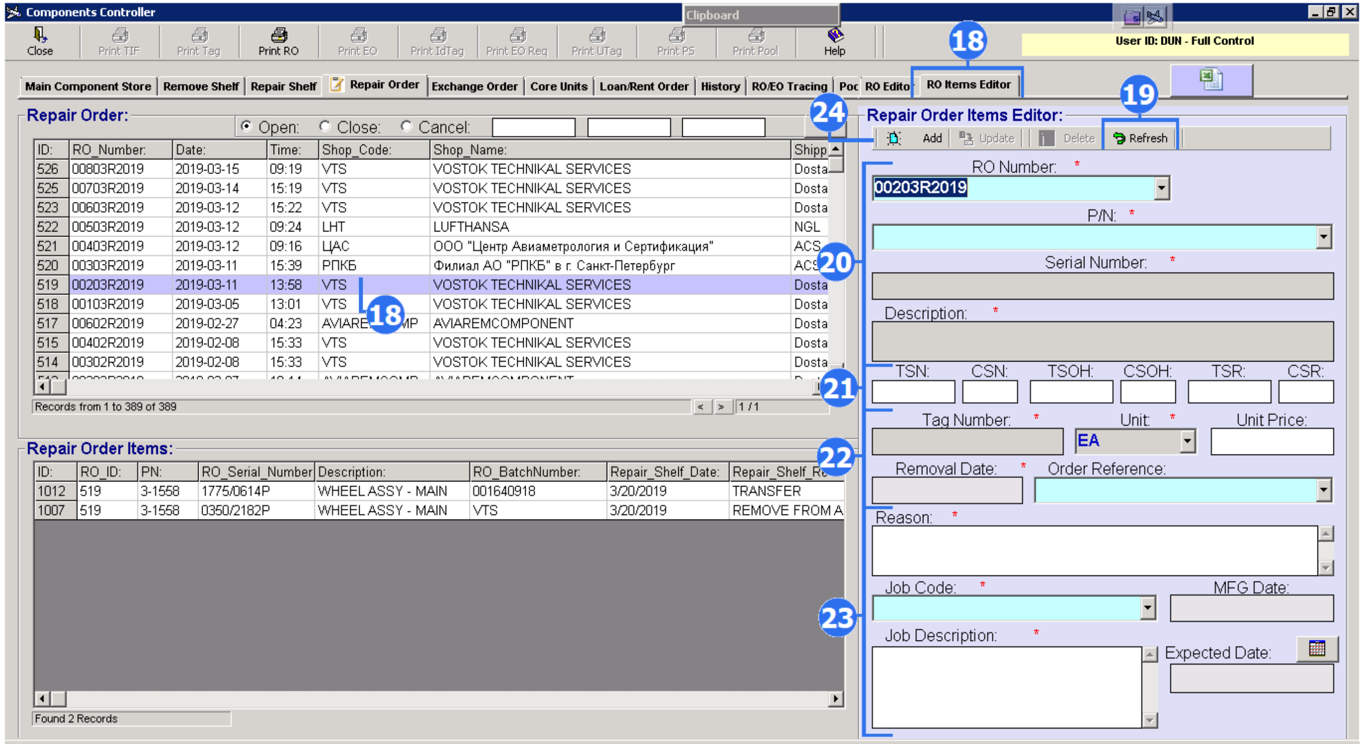


18. To register Exchange Order Items, use "RO Items Editor" tab. You can either select a repair order from the list or open an RO Items Editor and choose an RO number from a Combo box.

19. Press "Refresh" button to add new item.

20. Choose a Repair Order number if you want to replace RO number. Select a Part number from combo boxes. Choose a Serial Number. A Description will come up automatically.

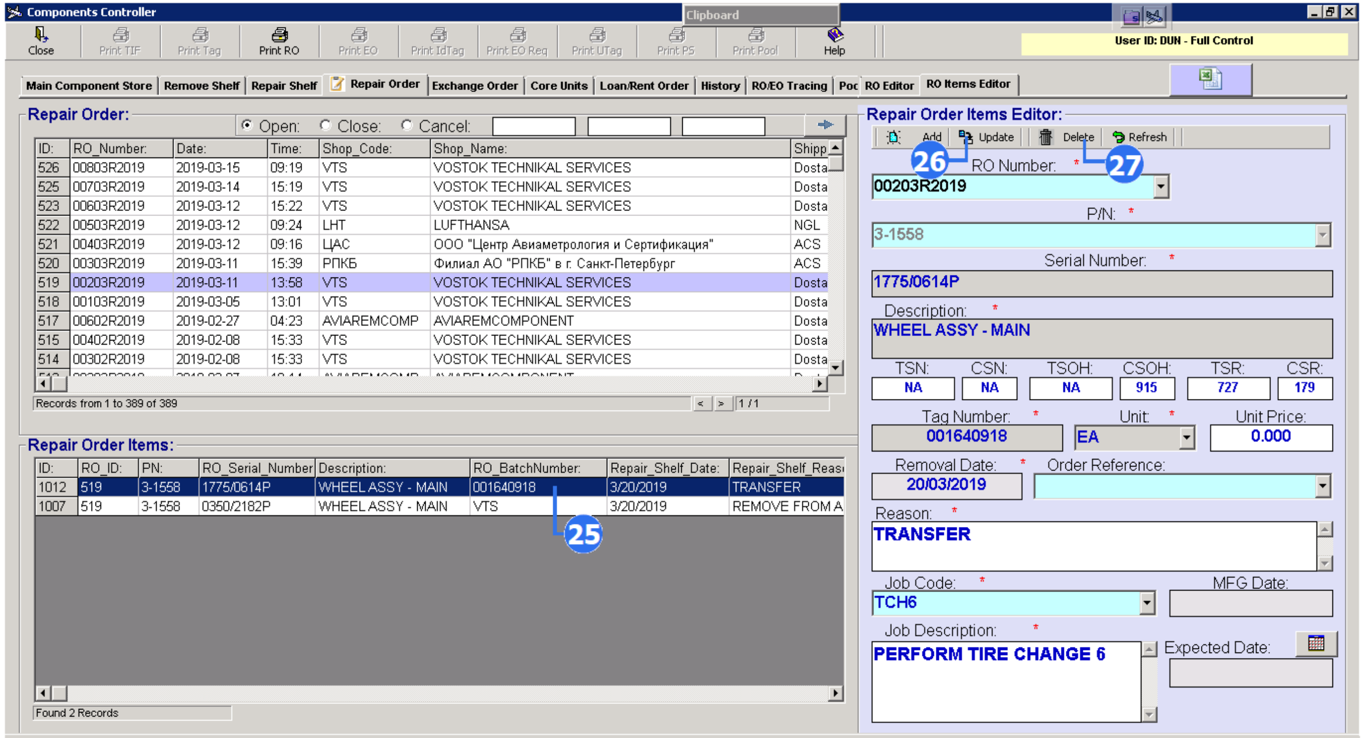
21. Times and Cycles, or since New and Overhaul and Repair fields will be filled out by the system according to the Serial Number.



22. Fill in the Unit price field. Currency is already set up in the Repair Order tab. Last unit price comes up automatically.

23. Enter Reason, select from combo box job code and set job description.

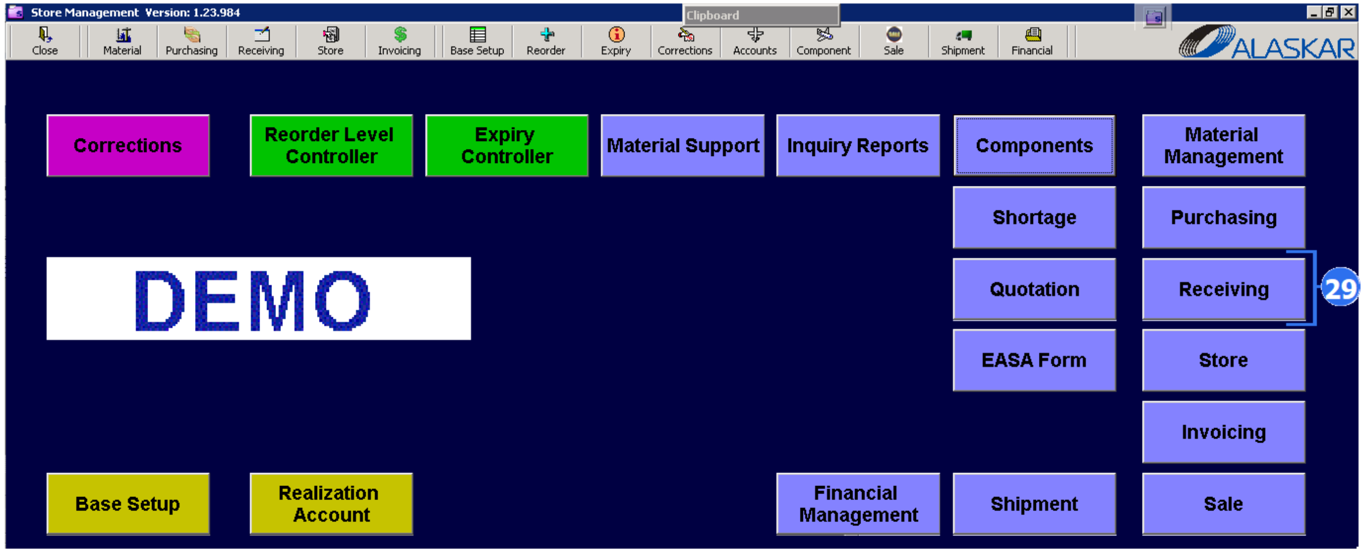
24. Press “Add” button.

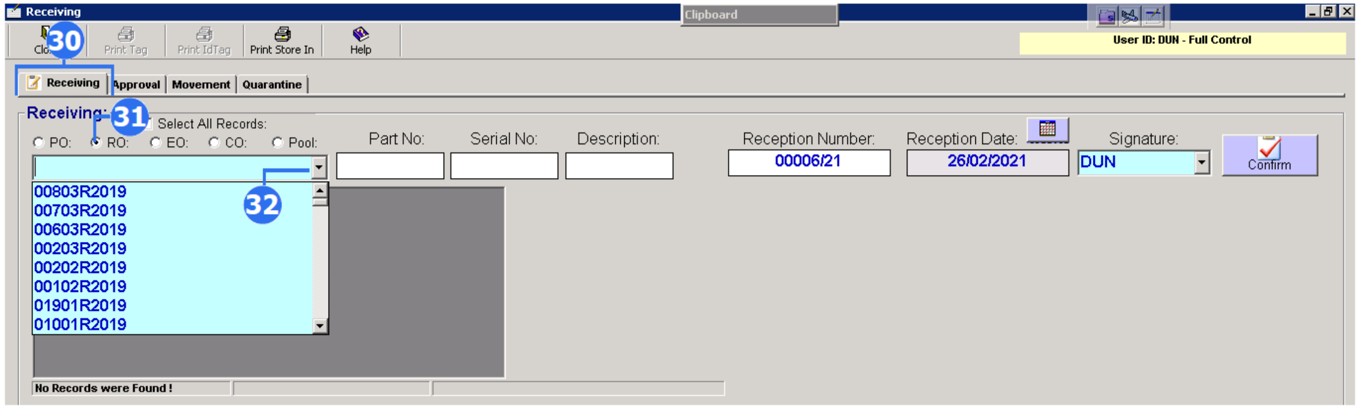


25. Repair Order Items are appeared in the “Repair Order Items” list. Select and highlight the line.

26. If you make a change in the editor, press “Update” button to save data.

28. To remove the Item, click on the “Delete.





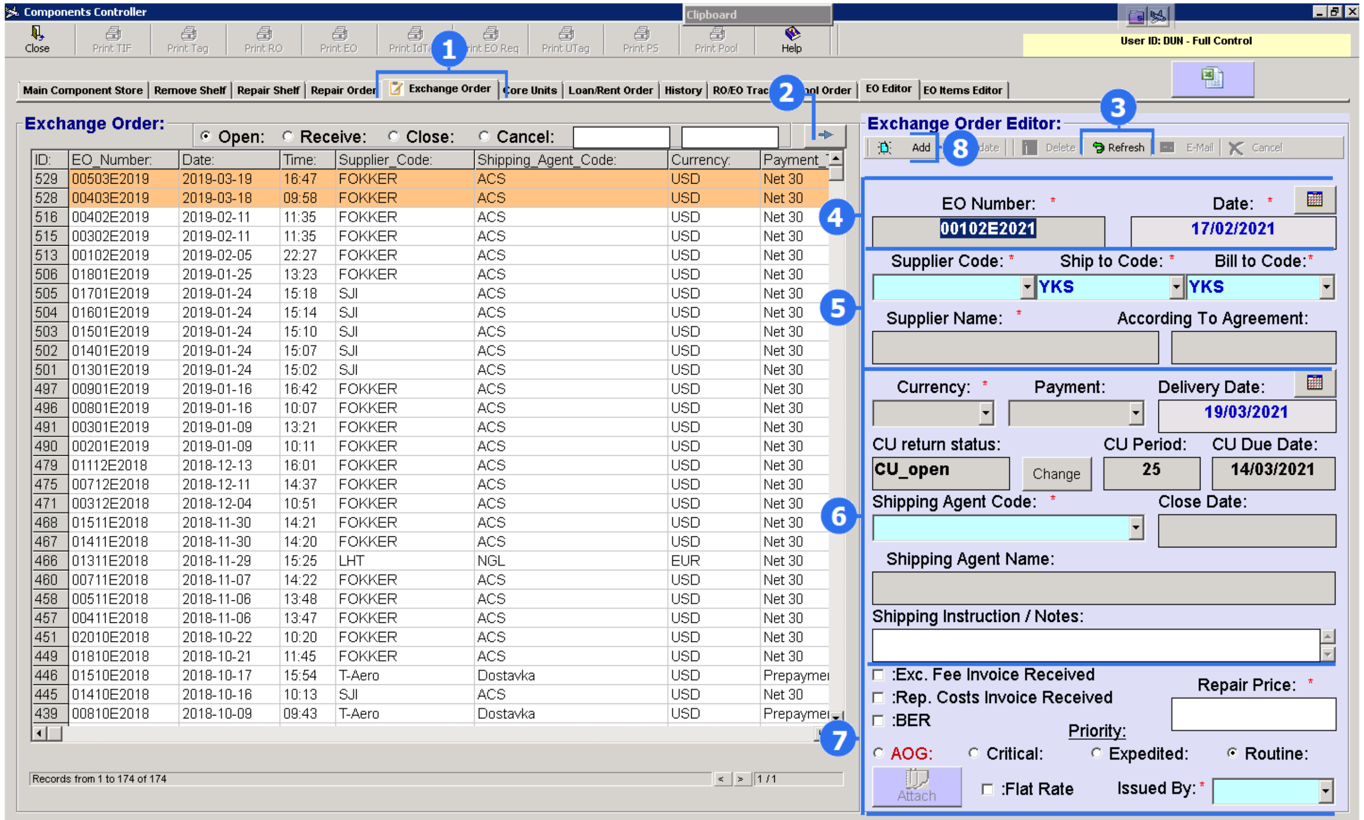
29. Created Repair Order will be appeared in the “Receiving” submodule. Pls, press the “Receiving” button.

30. Select “Receiving” tab.

31. Check box “RO” field.

32. Choose from combo box corresponding RO.

6. Exchange Order



Exchange Order Tab manages the repairs for components.

1. Push on the “Exchange Order” tab.

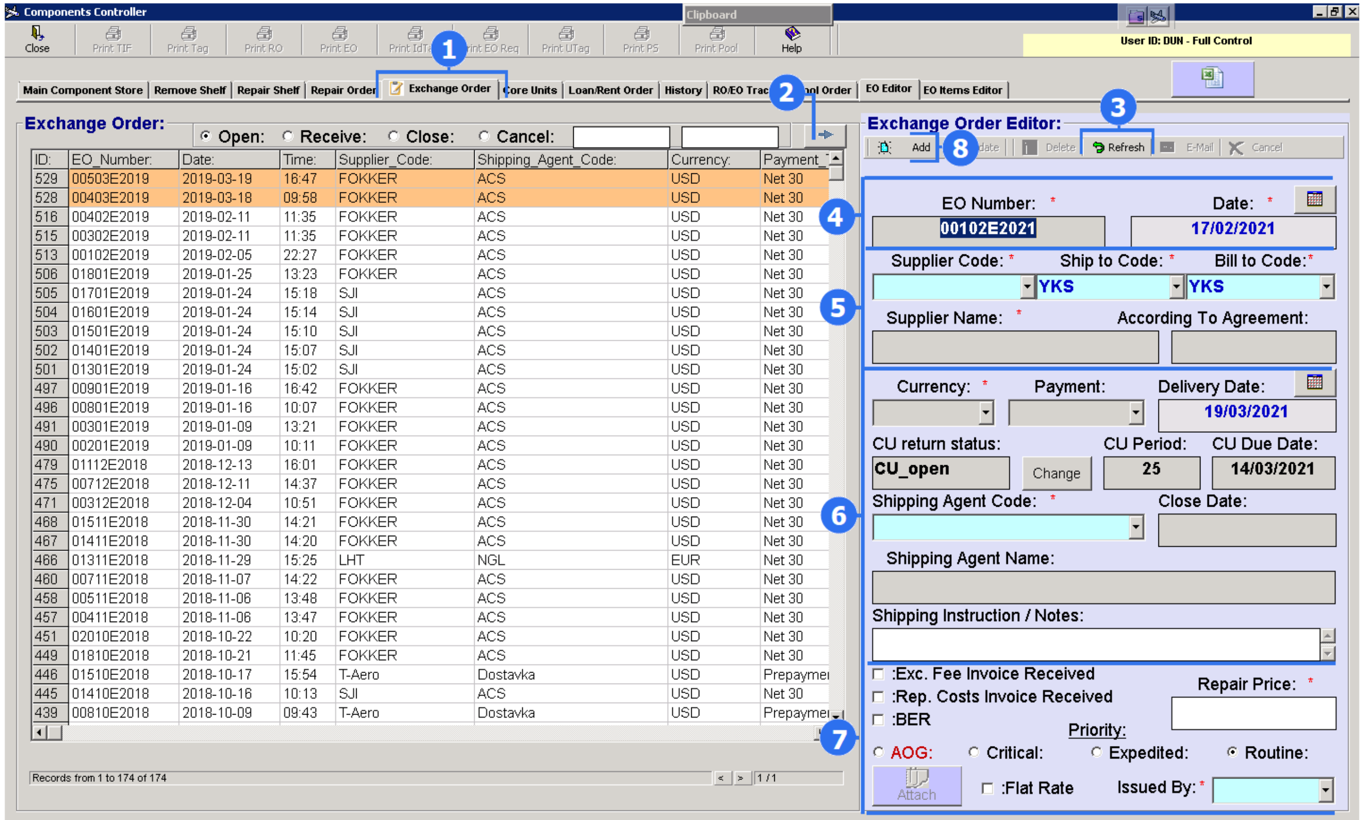
2. To add a new exchange order, open an Exchange Order Editor by clicking on the button with arrow.

3. Click on the “Refresh” button.

4. A new Exchange Order Number and a current date will come out automatically.

5. Select a Supplier Code, a Ship to Code and a Bill to Code from combo box. “Supplier” field and “According to Agreement” will come out automatically.

6. Select Currency and Payment. Set Delivery Date. Core Units (CU) return status data, CU Period data and CU Due Date are taken from the “Core Unit” tab. It is near “Exchange Order” data.



6.You can select Shipping Agent Code from combo box. Make notes in the "Shipping Instruction/Notes" field if it is necessary. **(THE MEANING OF THE "CHANGE" BUTTON IS DESCRIBED IN CHAPTER 6 "CORE UNITS")**

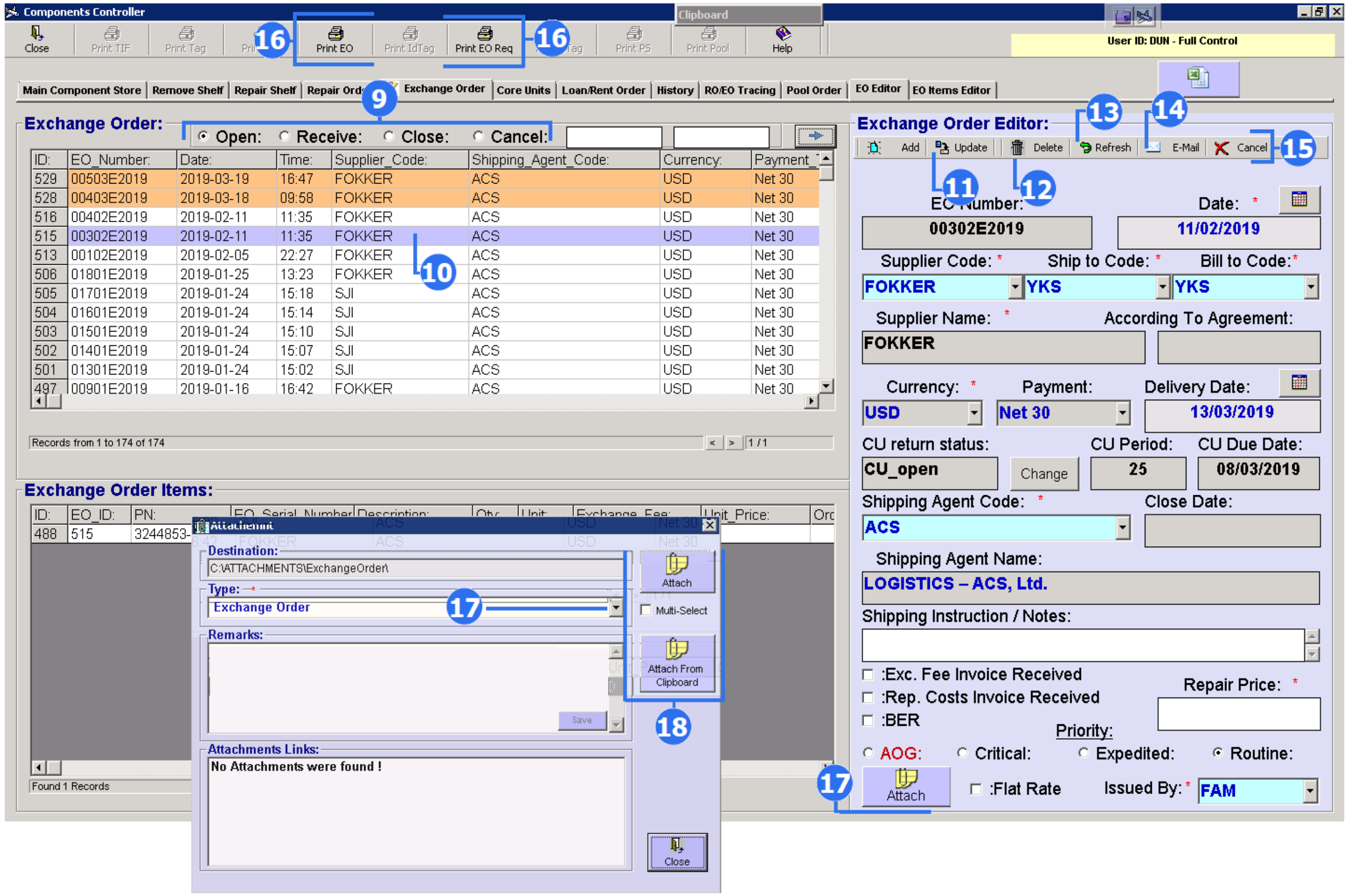
7. There are several tick fields:

- Exchange Fee Invoice Received
- Repair Costs Invoice Received
- BER
- Flat Rate

All these tick fields are optional.

Set Repair Price data. Select Priority (AOG-aircraft on the ground). Choose "Issued By" from combo box.

8. After completing all required fields, press the Add button.



9. After pressing “Add” button all orders transfer to Exchanger Order List. To find necessary order use filter statuses:

- Open – just created orders, not received.
- Receive – Ordered unit is received, but core unit is not shipped to a supplier;
- Close – core unit is shipped to a supplier yet;
- Cancel – EO was cancelled in the editor.

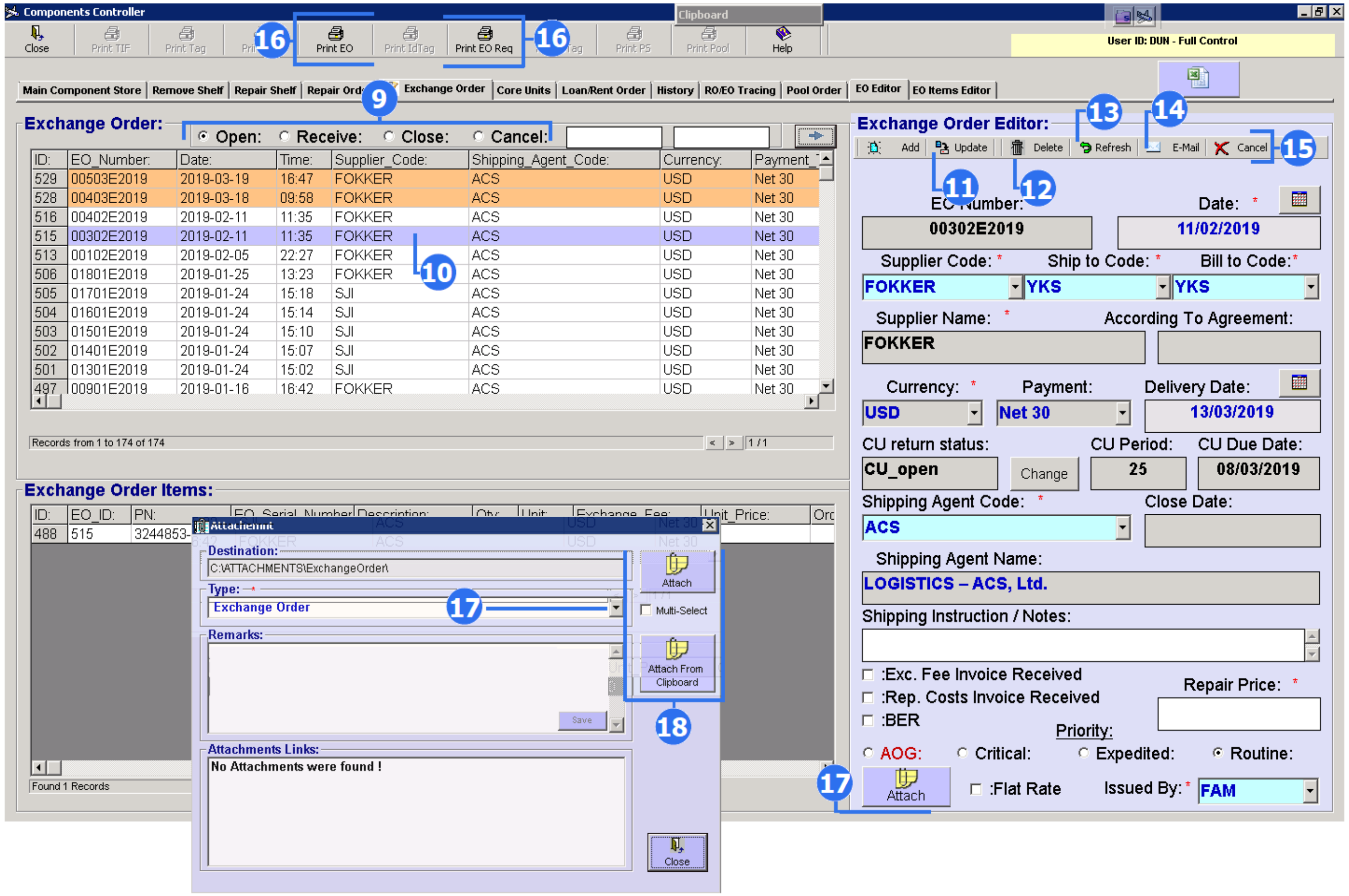
10. Select and highlight the line.

11. In the EO Editor make changes and push on the “Update” button.

12. To remove the EO. Press “Delete” button.

13. To clean all fields, press “Refresh”

14. Use “E-Mail” button to send EO report.

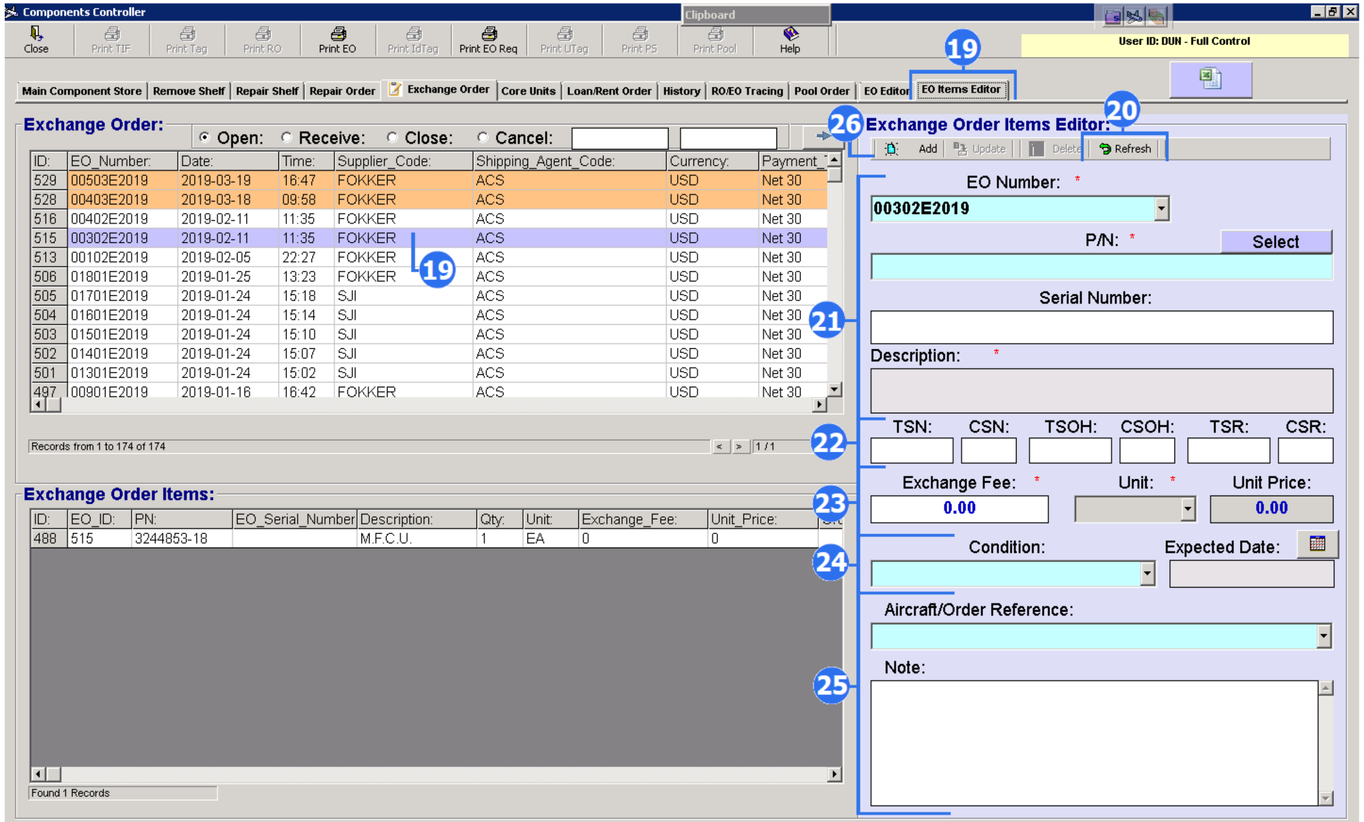


15. To cancel created EO, push on the “Cancel”.

16. To print exchange order, click on the “Print EO” button. To print additional statement press “Print EO Req”.

17. You can attach any documents and pictures. Click on the “Attach”. Select type of document.

18. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

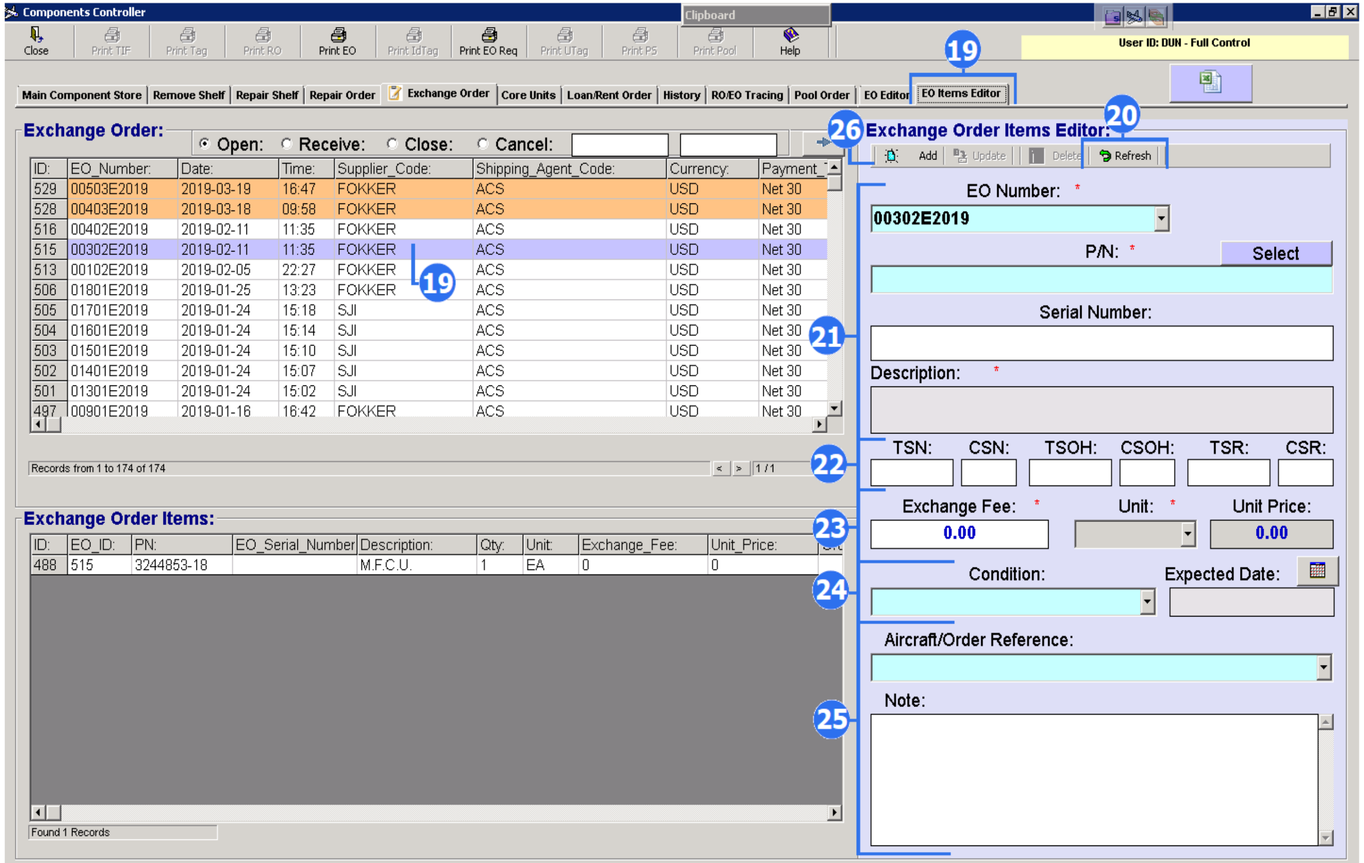


19. To register Exchange Order Items, use “EO Items Editor” tab. You can either select an exchange order from the list or open an EO Items Editor and choose an EO number from a Combo box.

20. Press “Refresh” button to add new item.

21. Choose an Exchange Order number if you want to replace EO number. Select a Part number from combo boxes. Use the “Select” button to choose a Serial Number. A Description will come up automatically.

22. Times and Cycles, or since New and Overhaul and Repair fields will be filled out by the system according to the Serial Number.

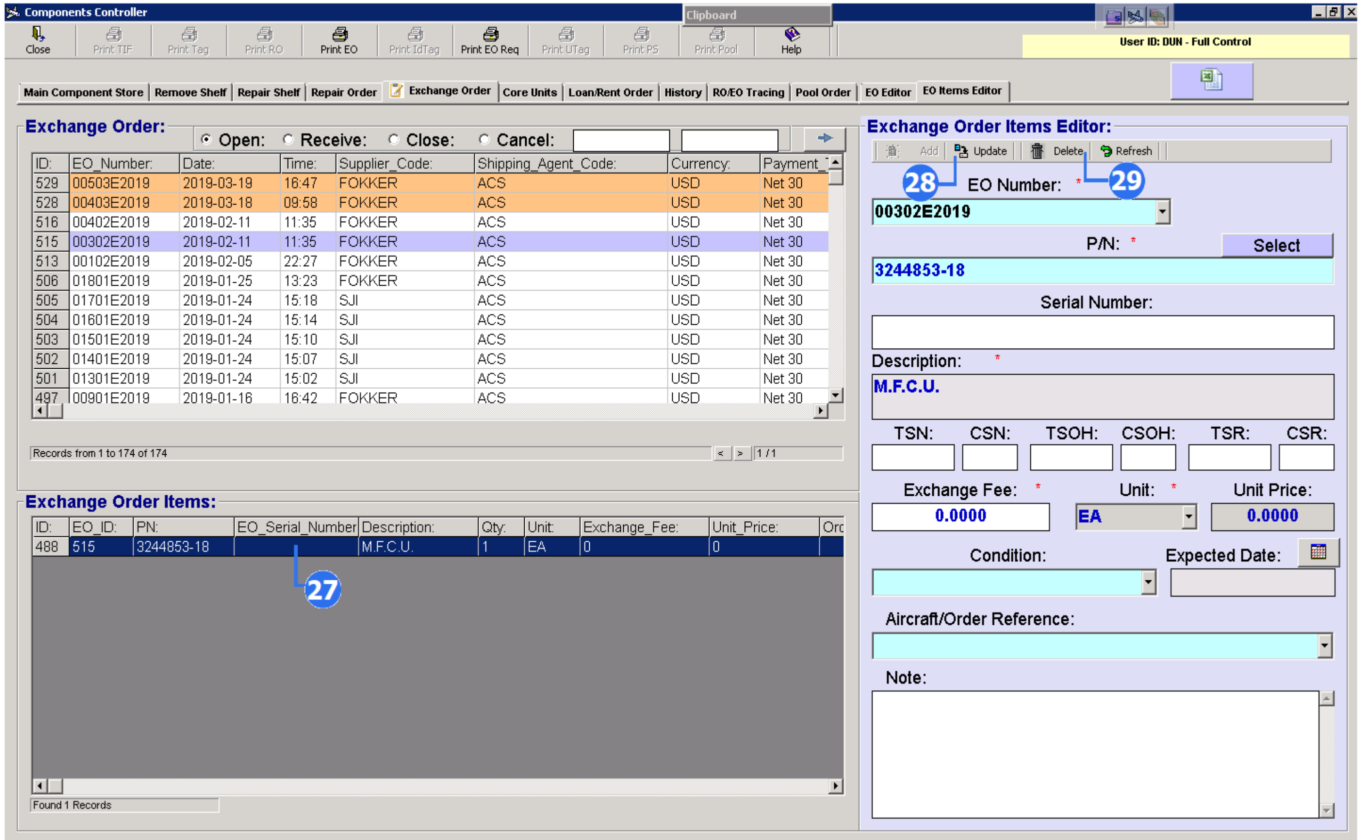


23. Fill in the Unit price field. Currency is already set up in the Exchange Order tab. Last unit price comes up automatically.

24. Select "Condition" and set Expected Date.

25. If it is necessary add information to "Aircraft/Order Reference" field and "Note" field.

26. Press "Add" button.



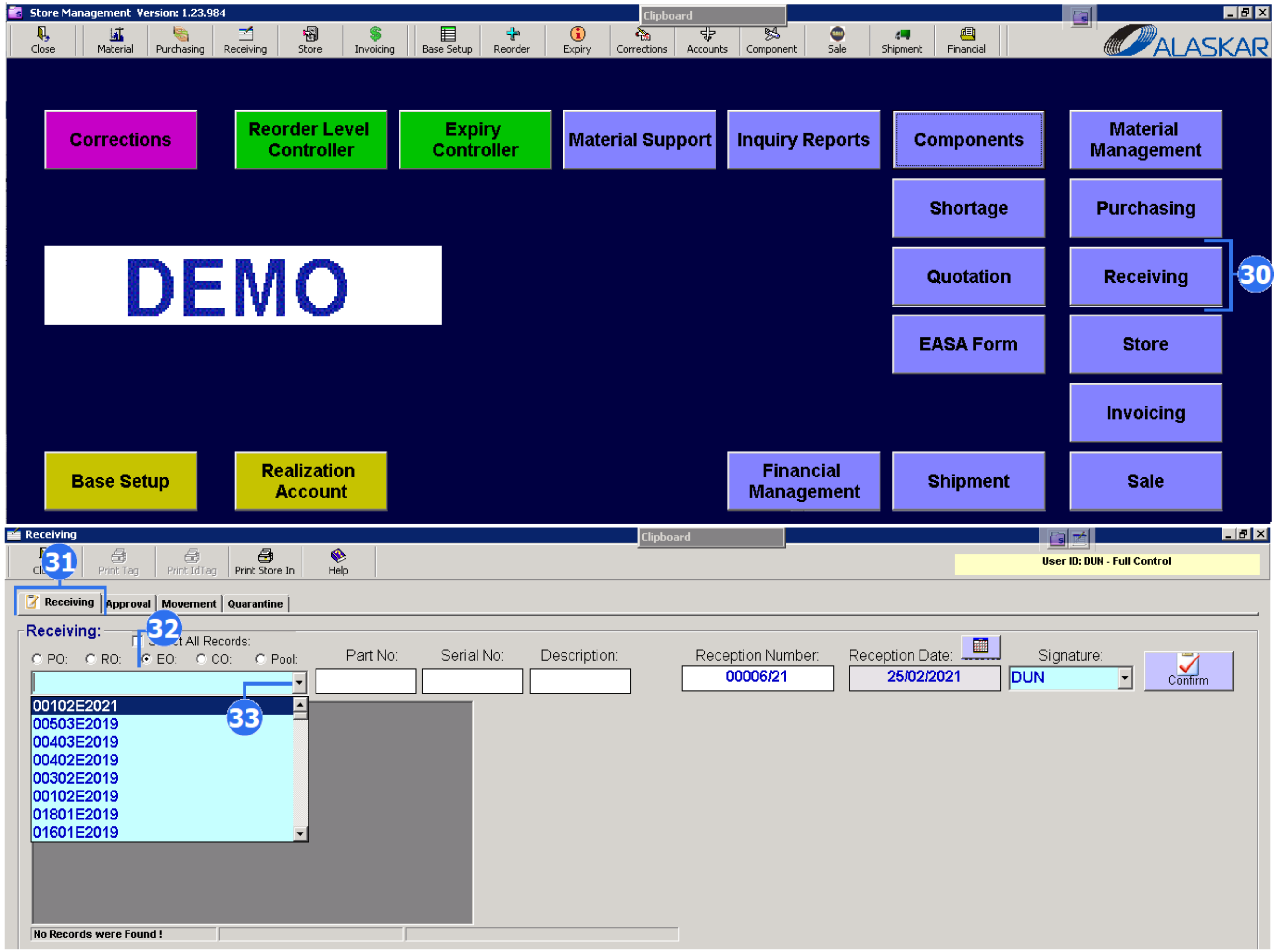
27. Repair order Items are:

- White - items (outstanding) are not received yet;
- Yellow – received but are not approved yet;
- Green –approved and are at stock.

Select and highlight the line.

28. If you make a change in the editor, press “Update” button to save data.

29. To remove the Item, click on the “Delete“.



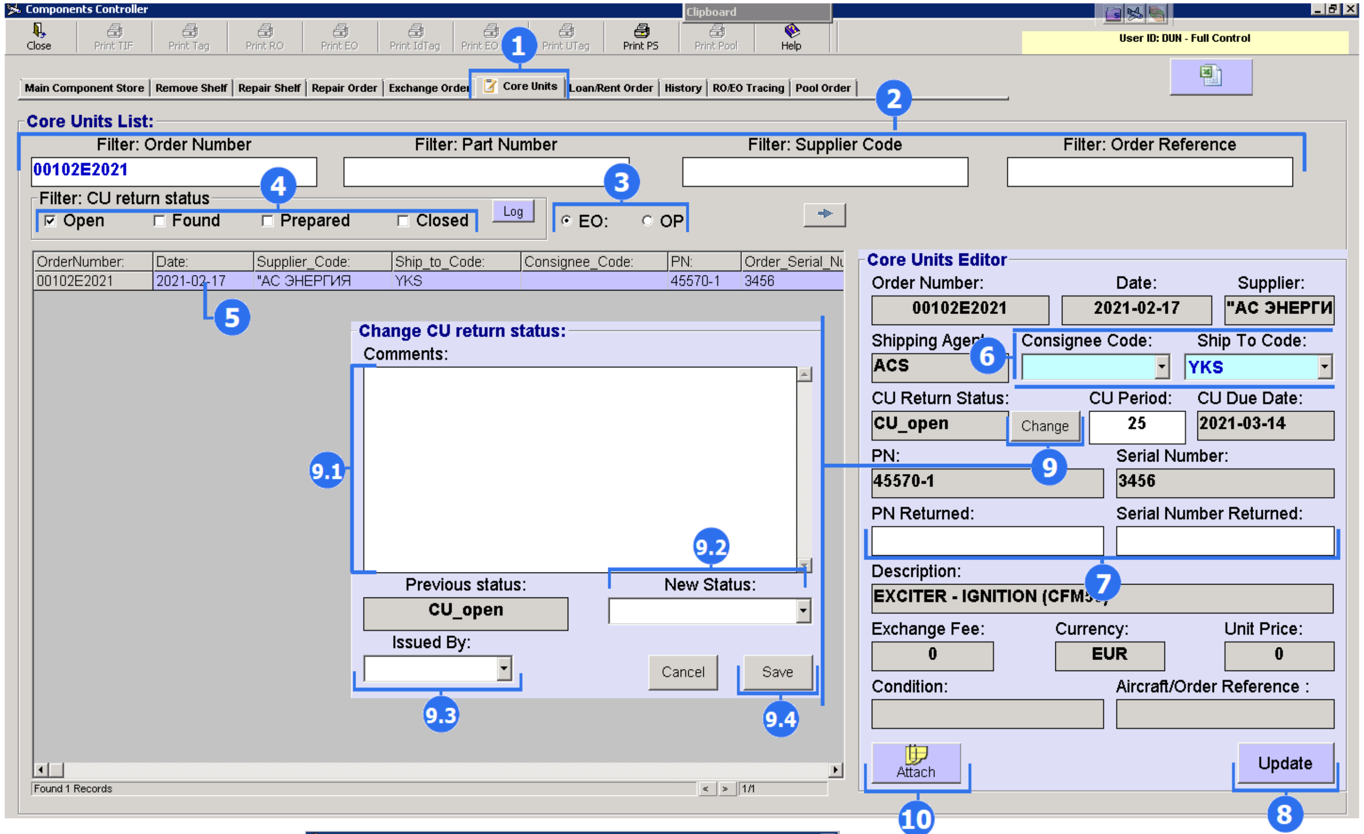
30. Created Exchange Order will be appeared in the “Receiving” submodule. Pls, press the “Receiving” button.

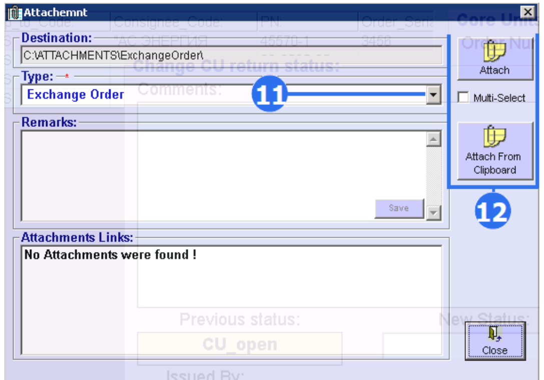
31. Select “Receiving” tab.

32. Check box “EO” field.

33. Choose from combo box corresponding EO.

7. Core Unit





“Core Unit” tab is accessory tab for Exchange Order and Pool Order. Here you can add p/n and s/n returned component and you can change and monitor Core Unit Status.

1. Press “Core Units” tab.

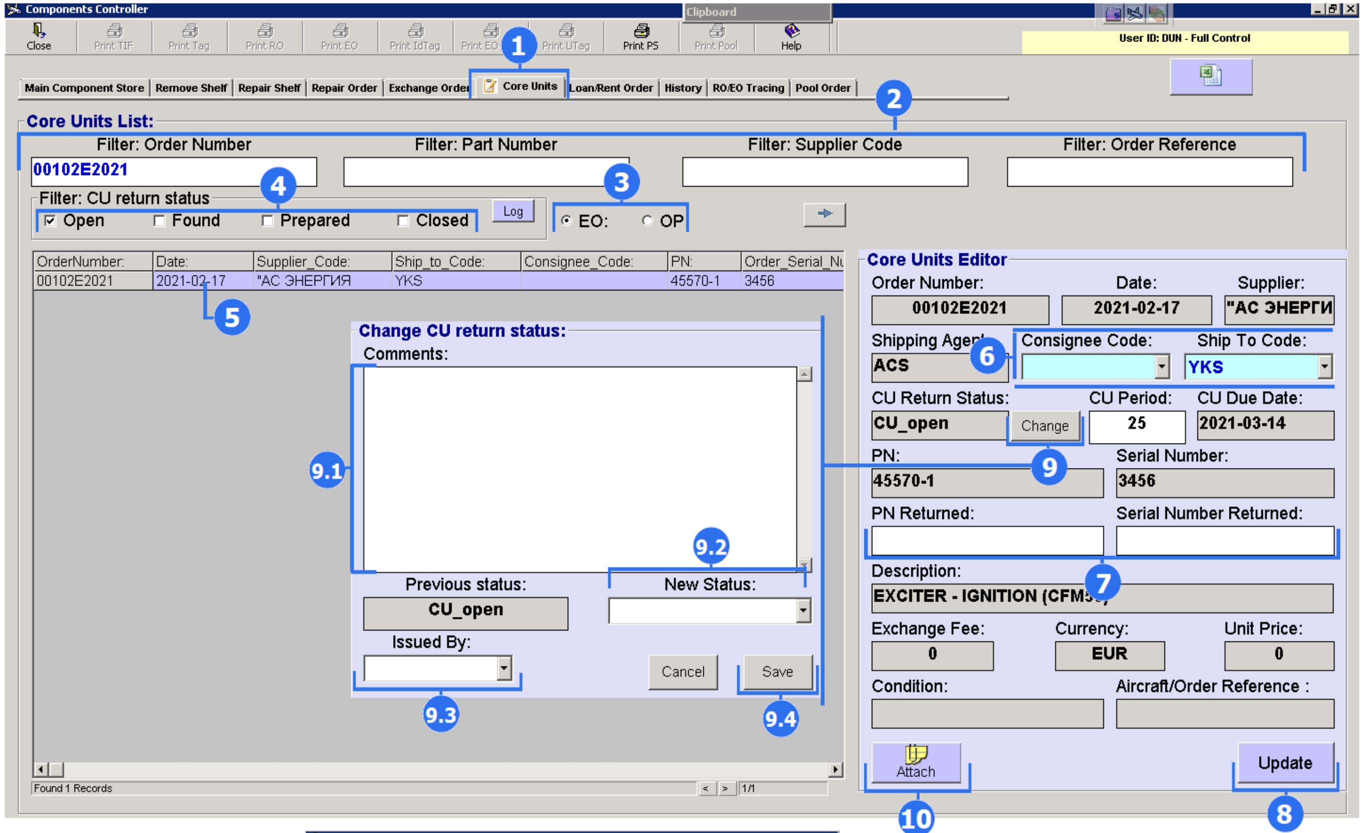
2. Use filters such as Order Number, Part Number, Supplier Code, Order Reference to find corresponding order quickly.

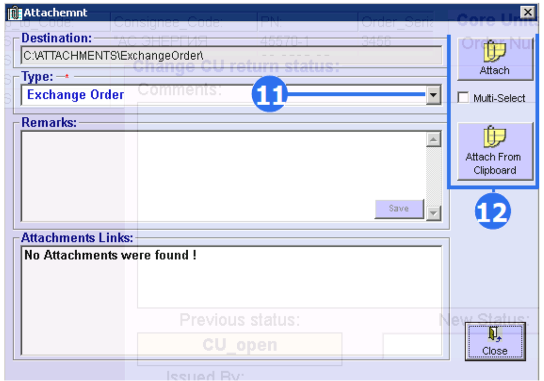
3. Choose between EO (Exchange Order Core Unit) or OP (Pool Order Core Unit)

4. There 4 statuses:

- Open
- Found
- Prepared
- Closed

5. Select and highlight the line.





6. Select “Consignee Code” and “Ship To Code”.

7. Enter data such as part number of returned component and its serial number.

8. Press “Update” button to save data.

9. Also, you can change status. Push on the “Change” button.

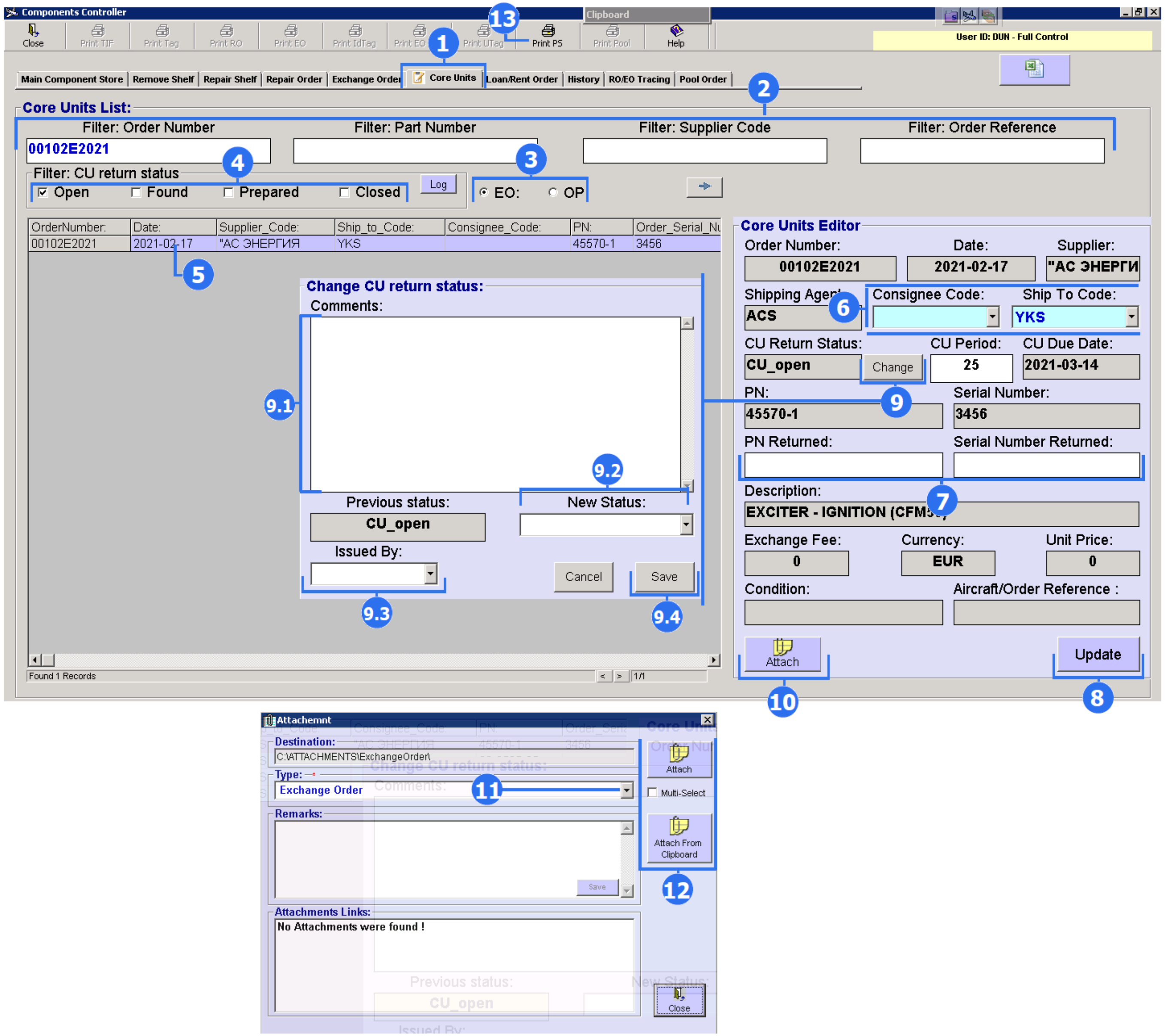
9.1. In the “CHANGE CU RETURN STATUS WINDOW” enter necessary comments.

9.2. Select a new status from combo box.

9.3. Select “Issued By”.

9.4. Click on the “Save”. Do not forget to press “Update” button (8 item).

NOTE: THE SAME OPERATION CAN BE PERFOREMED IN THE EXCHANGE ORDER EDITOR (SEE IN PREVIOUS TAB)



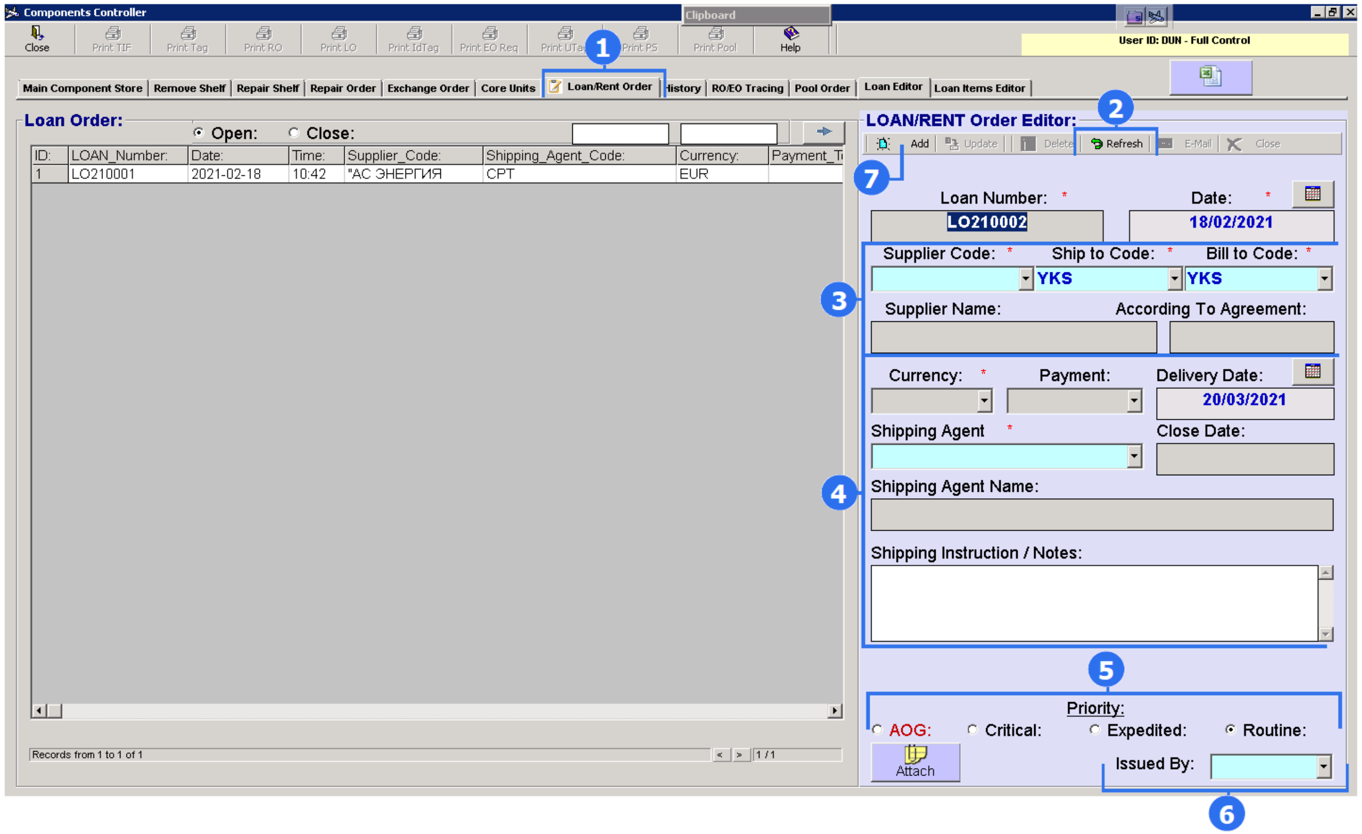
10. Also, you can attach any documents. Press “Attach” button.

11. You can attach any documents and pictures. Click on the “Attach”. Select type of document.

12. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

13. Press “Print PS” button on the upper toolbar to print packing slip.

7. Loan/Rent Order



1. “Loan/Rent Order” tab allows you to create an order for temporary component use.

2. Click on the “Refresh” button. A new Loan Number and a current date will come out automatically.

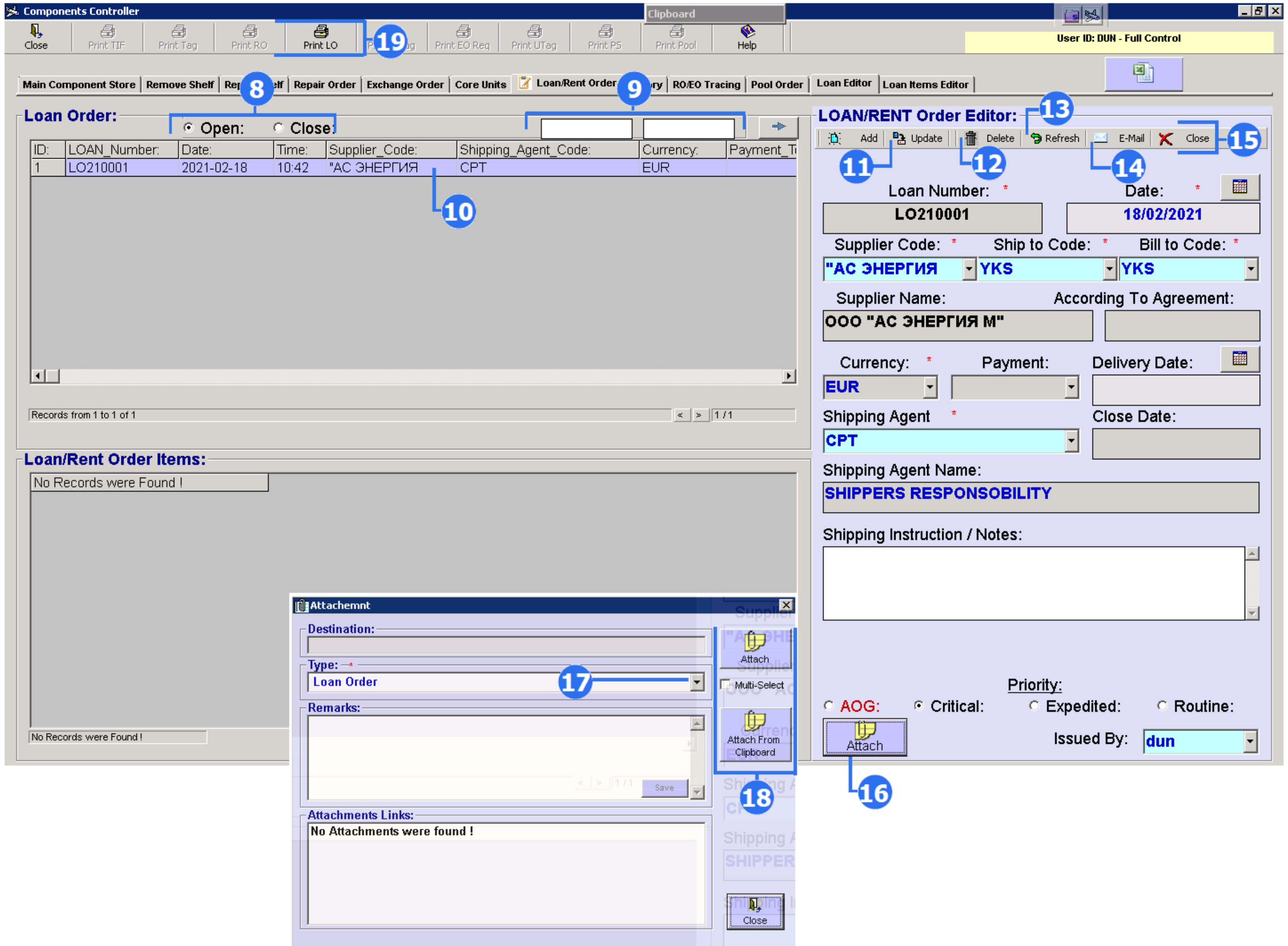
3. Select a Supplier Code, a Ship to Code and a Bill to Code from combo box. “Supplier Code” field and “According to Agreement” will come out automatically.

4. Select Currency and Payment. Set Delivery Date. Select Shipping Agent and enter additional information in the “Shipping Instruction/Notes” fields if it is necessary.

5. Select Priority (AOG-aircraft on the ground).

6. Choose “Issued By” from combo box.

7. Press “Add” button to add new order.



8. After pressing "Add" button all orders transfer to Loan Order List. To find necessary order use filter statuses: Open and Close.

9. Also, you can enter a loan order number in the empty field to find an order quickly.

10. Select and highlight the line.

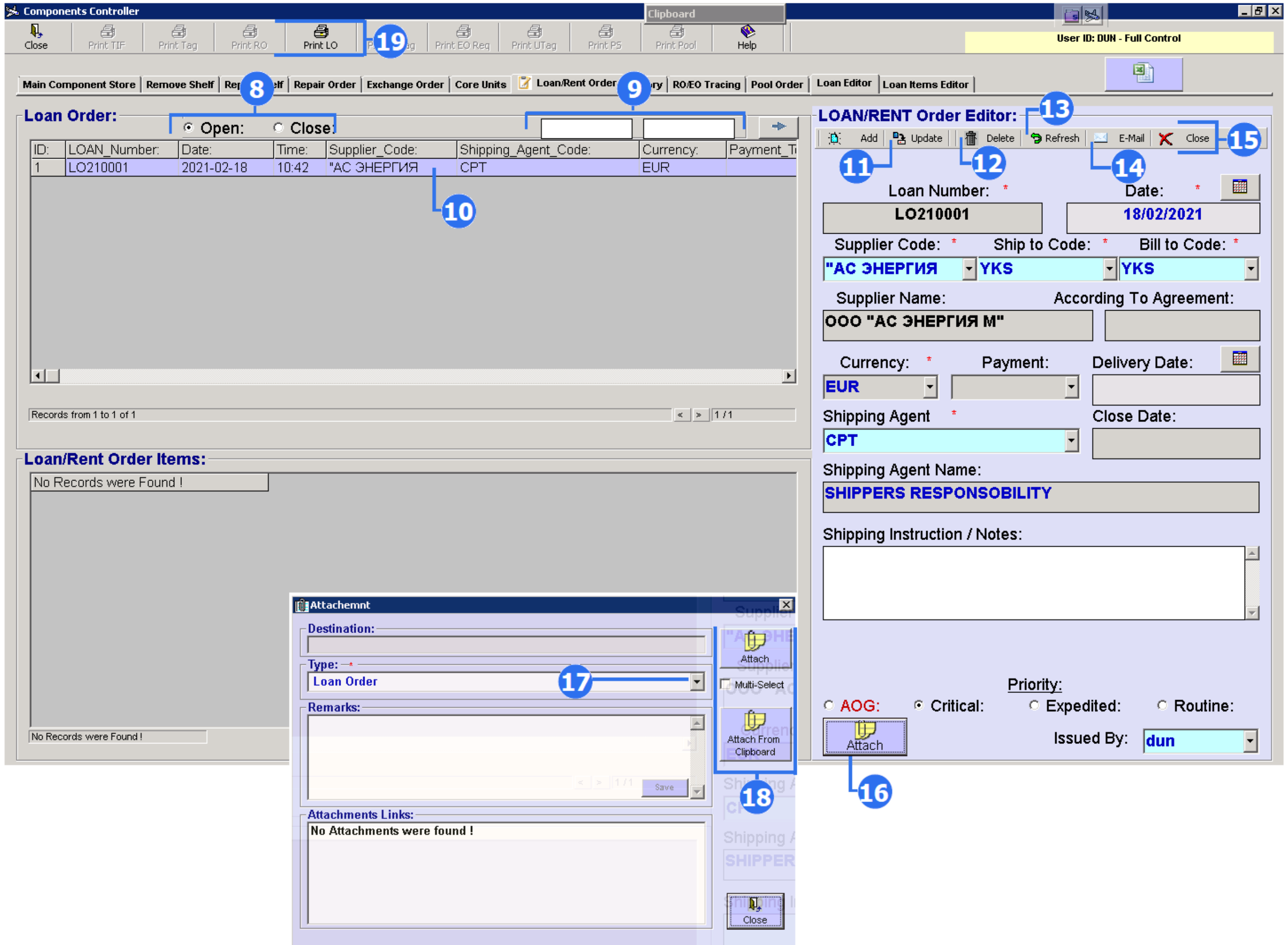
11. In the LOAN/RENT Order Editor make changes and push on the "Update" button.

12. To remove the loan/rent order press "Delete" button.

13. To clean all fields, press "Refresh"

14. Use "E-Mail" button to send LOAN/RENT Order

15. To close a LOAN/RENT Order, push on the "Close".

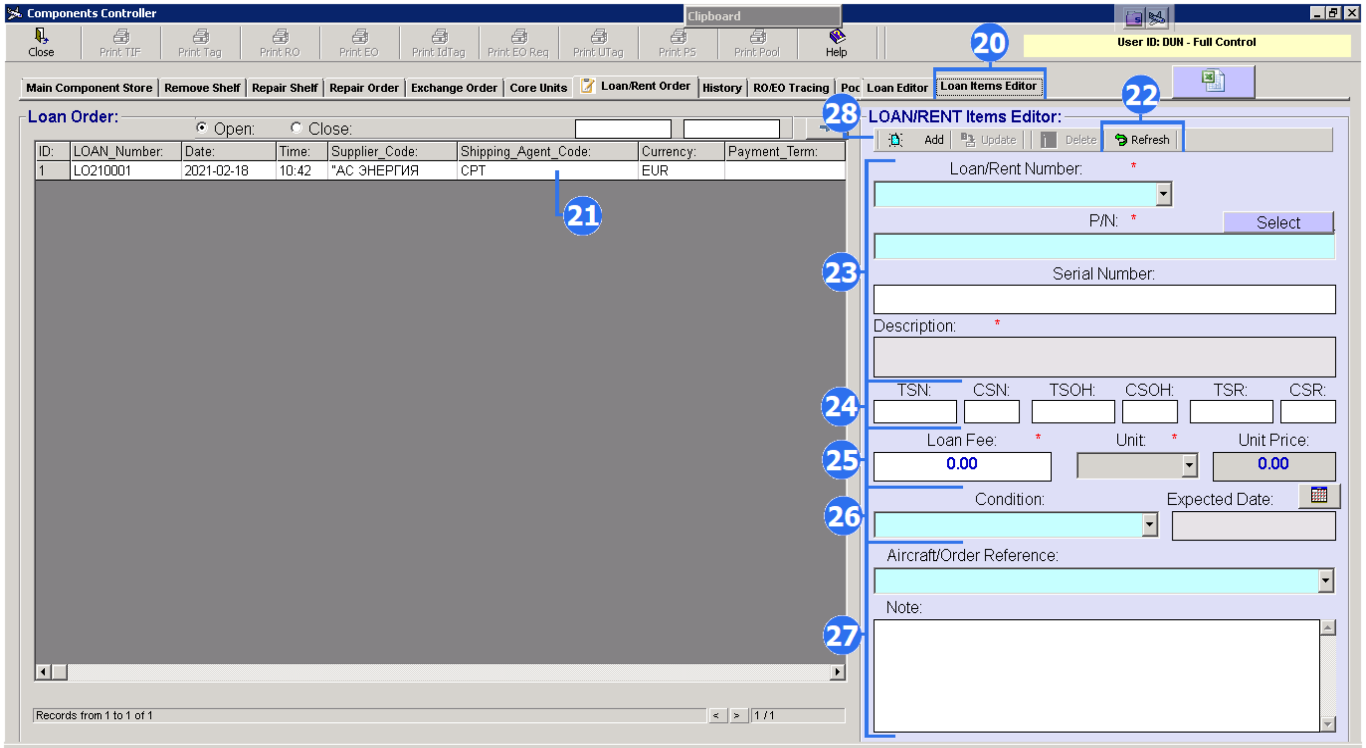


16. Also, you can attach any documents. Press “Attach” button.

17. Select a type of document.

18. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

19. To print LOAN/RENT Order, click on the “Print LO”.



20. To register Loan Items, use “Loan Items Editor” tab.

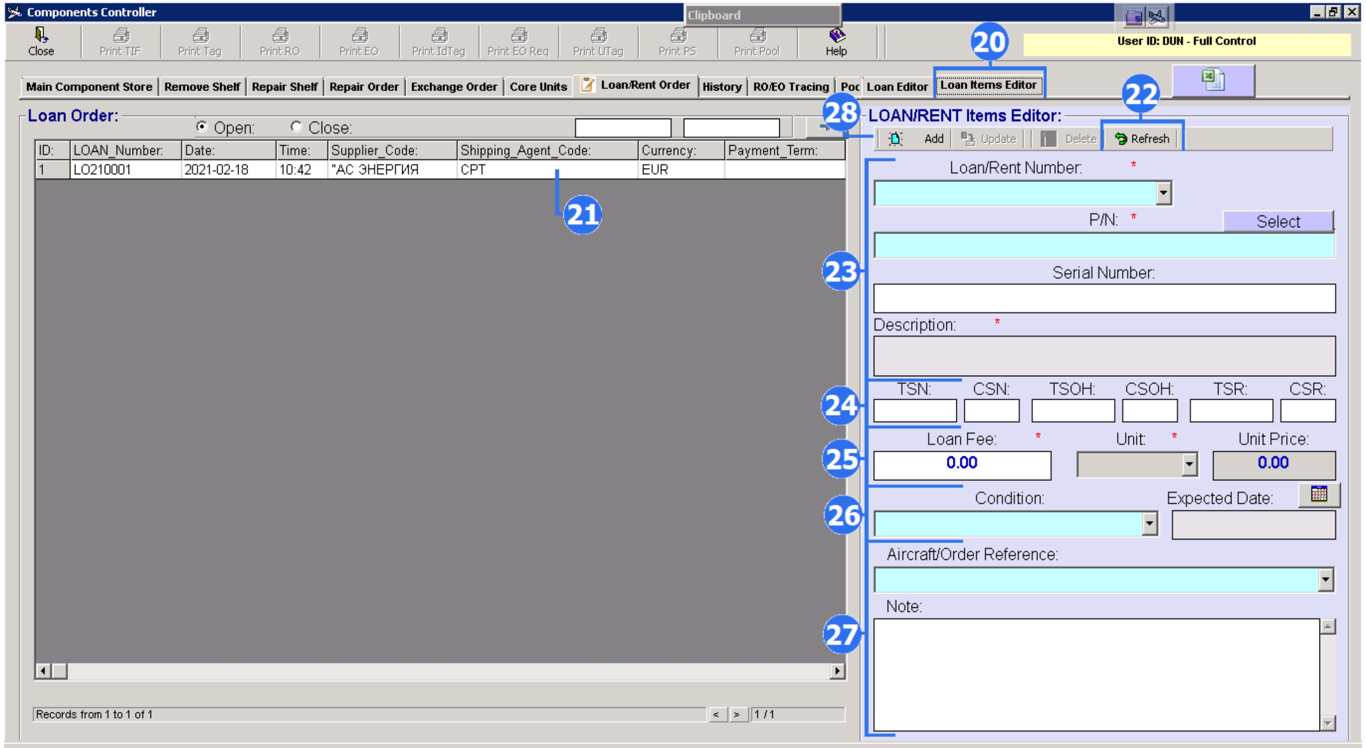
21. You can either select a loan order from the list or open an Loan Items Editor and choose an Loan Number from a Combo box.

22. Press “Refresh” button to add new item.

23. Choose a Loan/Rent Number if you want to replace Loan Order number. Select a Part number from combo boxes. Use the “Select” button to choose a Serial Number. A Description will come up automatically.

24. Times and Cycles, since New and Overhaul and Repair fields will be filled out by the system according to the Serial Number.

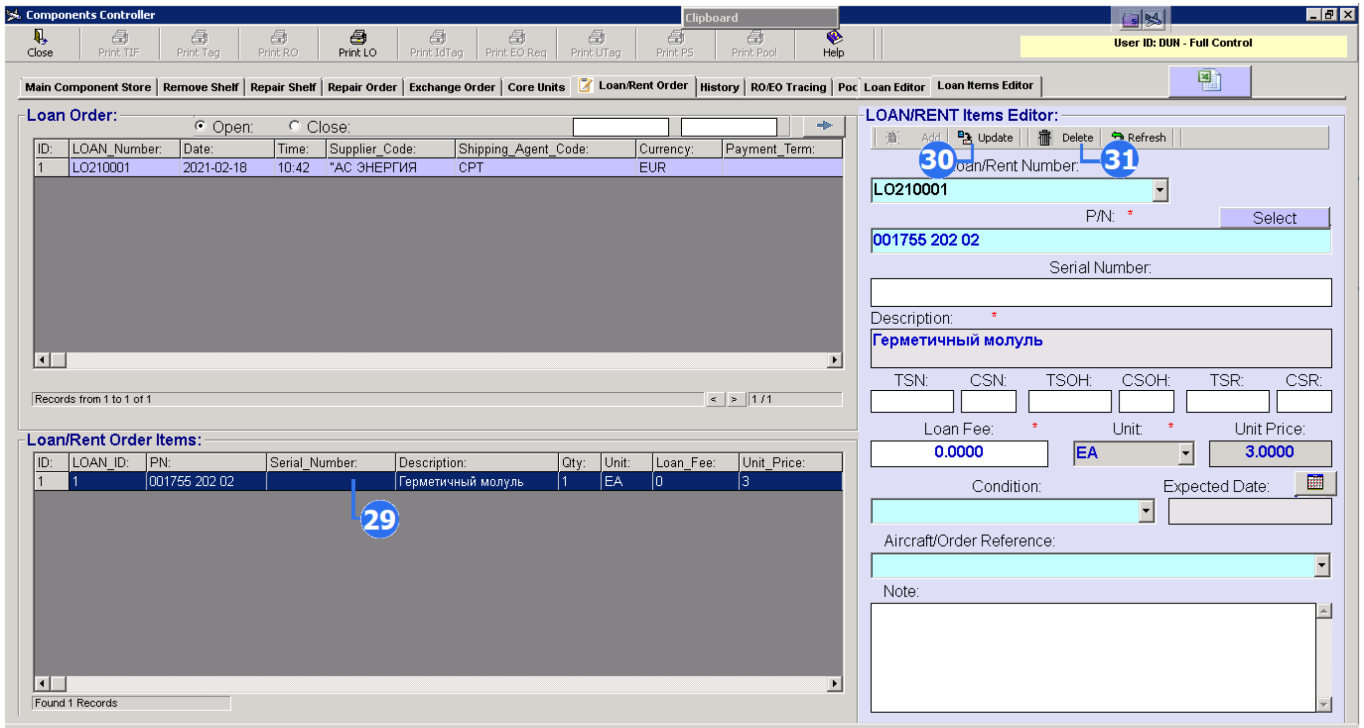
25. Fill in the Unit price field. Currency is already set up in the Loan Order tab. Last unit price comes up automatically.



26. Select “Condition” and set Expected Date.

27. If it is necessary add information to “Aircraft/Order Reference” field and “Note” field.

28. Press “Add” button.

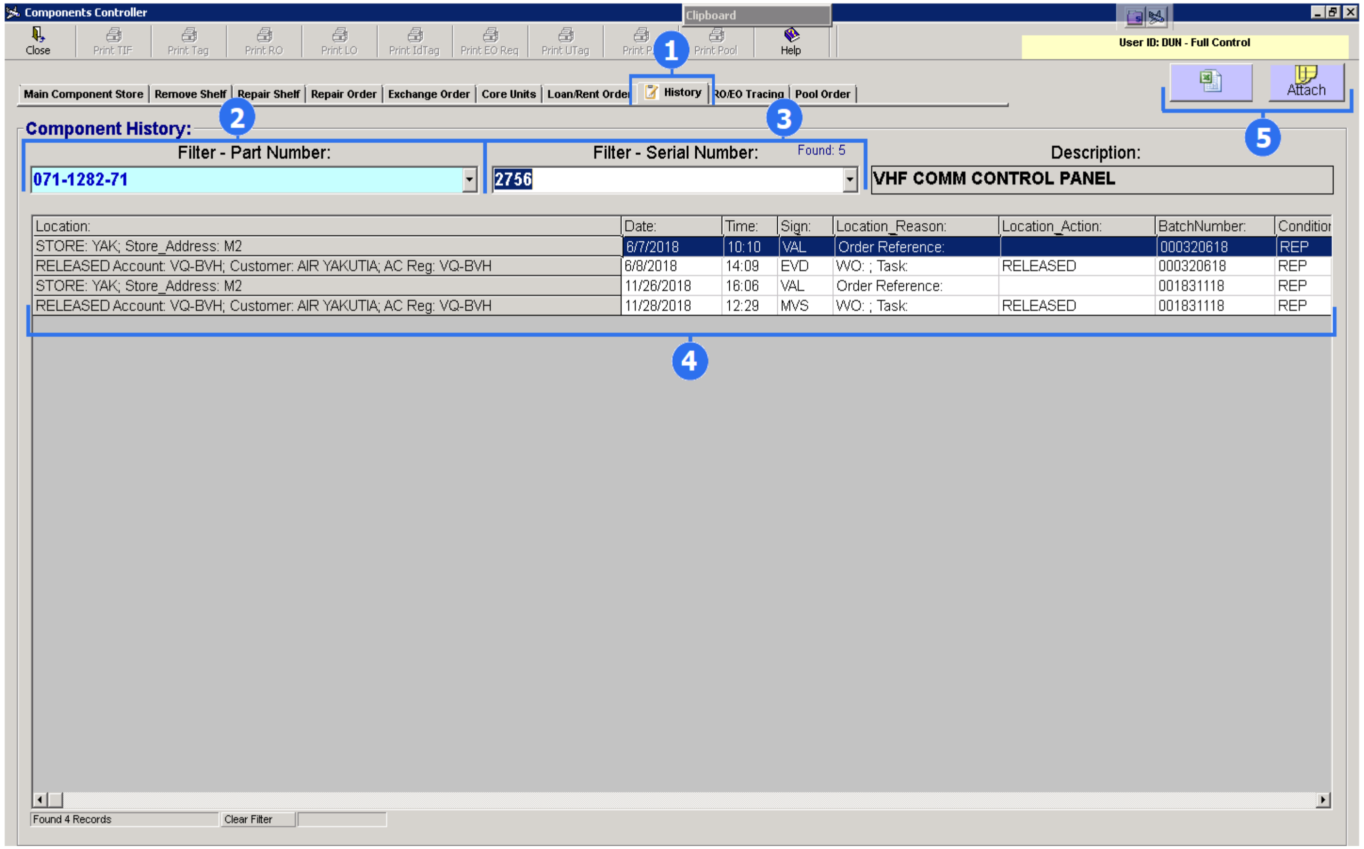


29. Loan/Rent Order Items are appeared in the “Loan/Rent Order Items” list. Select and highlight the line.

30. If you make a change in the editor, press “Update” button to save data.

31. To remove the Item, click on the “Delete”

8. History



1. All history data about received to stock components is kept by the system.

2. Select a necessary part number.

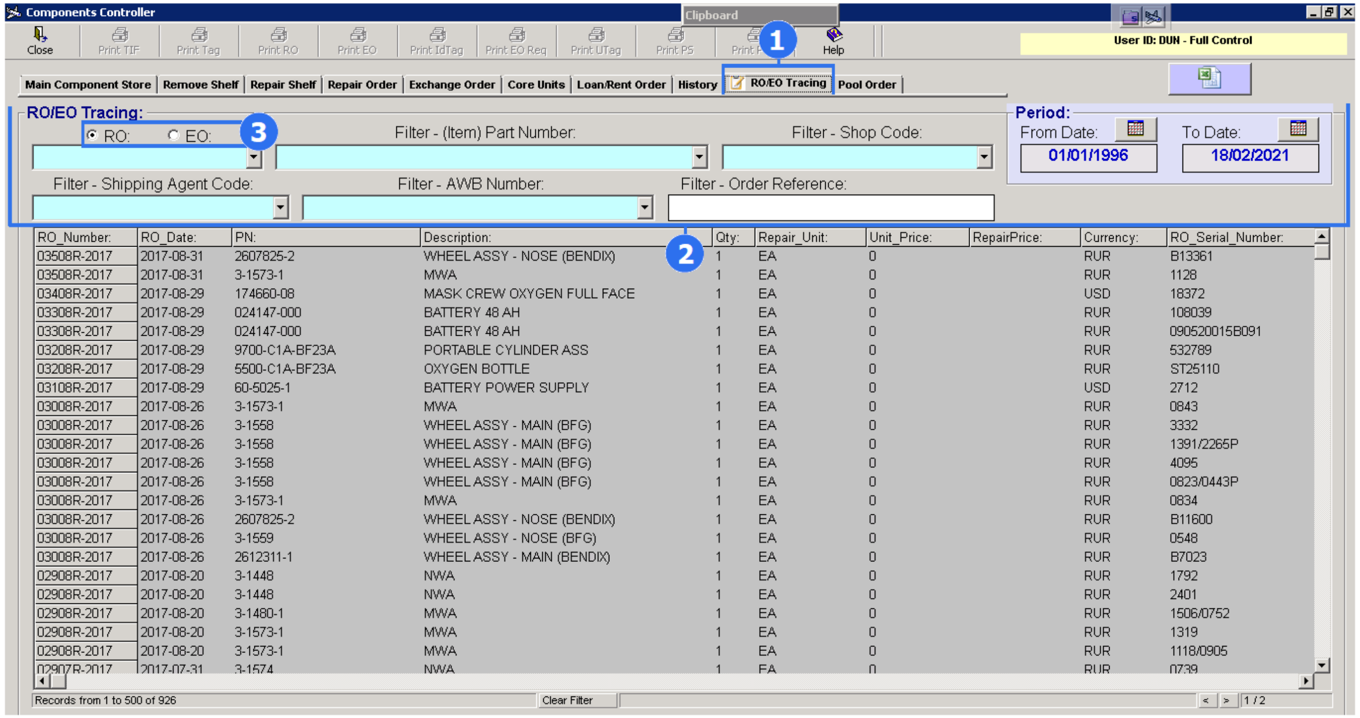
3. Choose a Serial number.

Description will appear automatically.

4. You can see history of component in the "Component History" list. Select any line.

5. "Excel" button is necessary to transfer data to excel. Press "Attach" button to attach any documents.

9. Repair Order/Exchanger Orders Tracing



1. All orders and order items can be traced by using a RO /EO Tracing Tab.

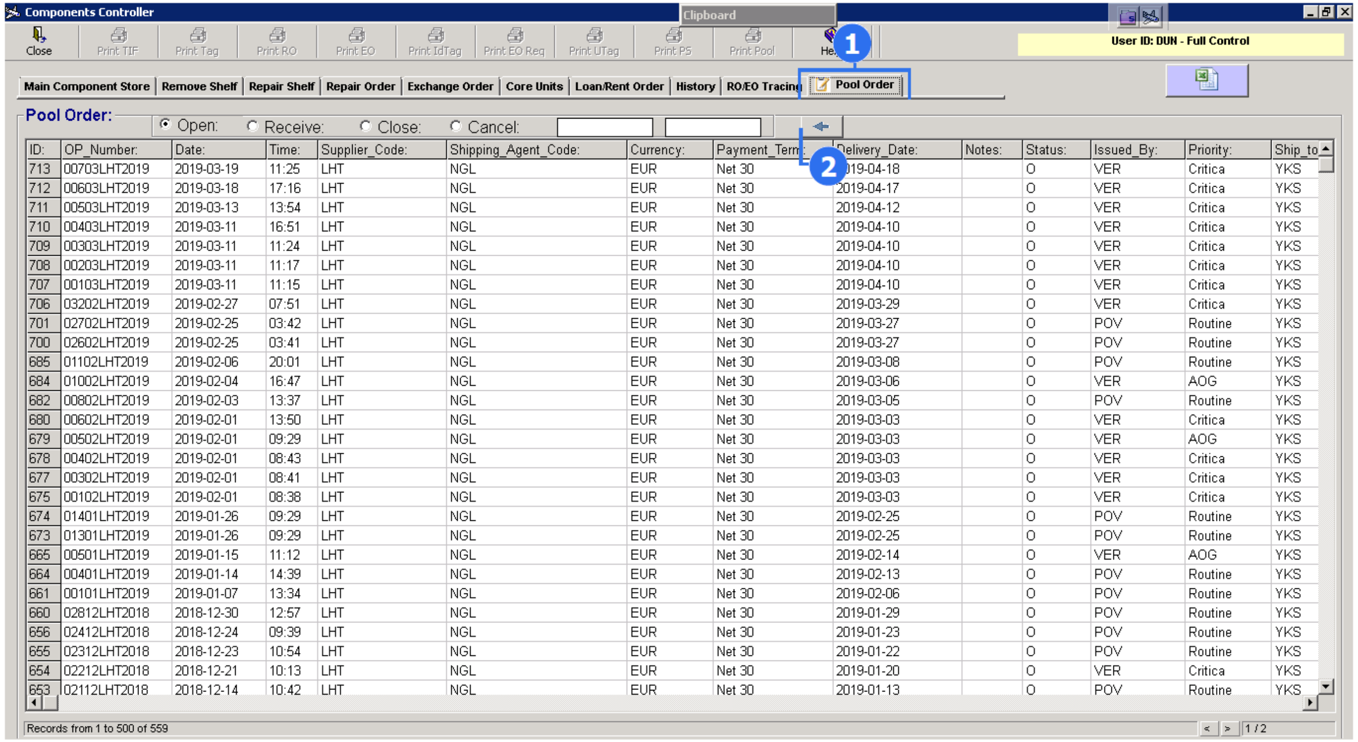
2. There are several filters to search necessary information:

- Repair / Exchange order number filter
- Repair / Exchange Order Item (Part Number) filter
- Supplier / Shop Code filter
- Shipping Agent filter
- AWB (airway bill) Number filter
- Order Reference filter
- Period filter

It is possible to use two or more criteria at once.

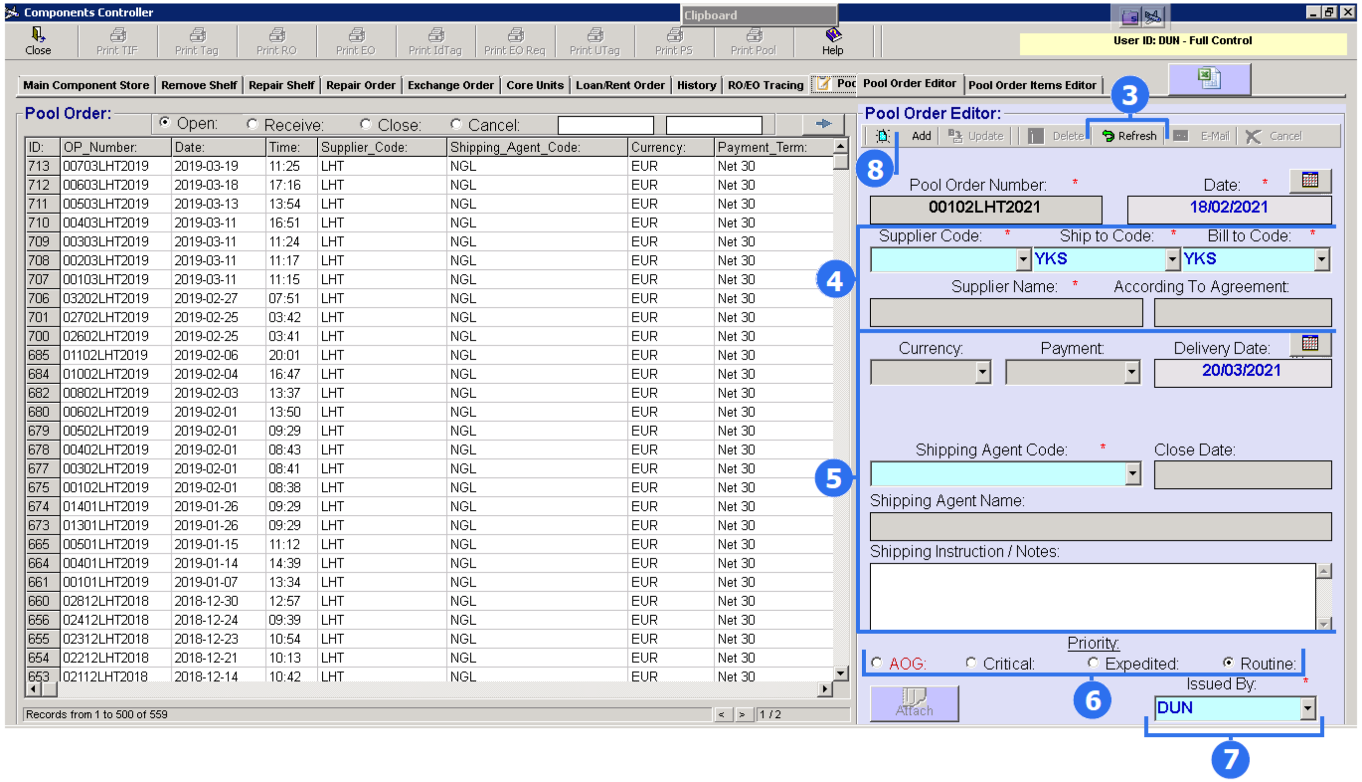
3. To switch between Repair and Exchange Orders tick a necessary field

10. Pool Order



1. “Pool Order” tab is necessary to create an order for pool components order.

2. To open Pool Order Editor, click on the button with arrow.



3. Click on the “Refresh” button. A new Pool Order Number and a current date will come out automatically.

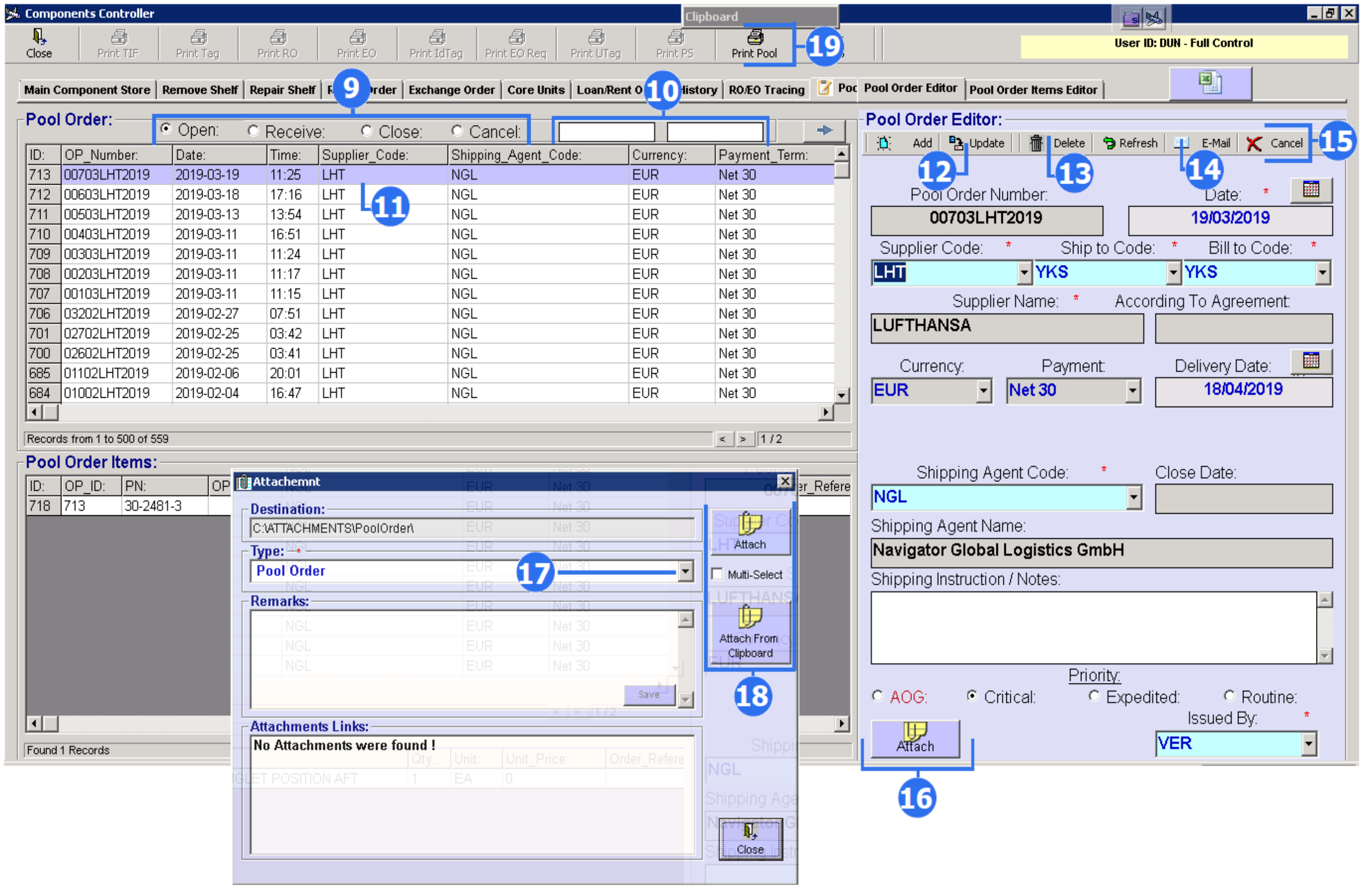
4. Select a Supplier Code, a Ship to Code and a Bill to Code from combo box. “Supplier Code” field and “According to Agreement” will come out automatically.

5. Select Currency and Payment. Set Delivery Date. Select Shipping Agent and enter additional information in the “Shipping Instruction/Notes” fields if it is necessary.

6. Select Priority (AOG-aircraft on the ground).

7. Choose “Issued By” from combo box.

8. Press “Add” button to add new order.



9. After pressing “Add” button all orders transfer to Pool Order List. To find necessary order use filter statuses: Open, Receive, Close, Cancel.

10. Also, you can enter a pool order number in the empty field to find an order quickly.

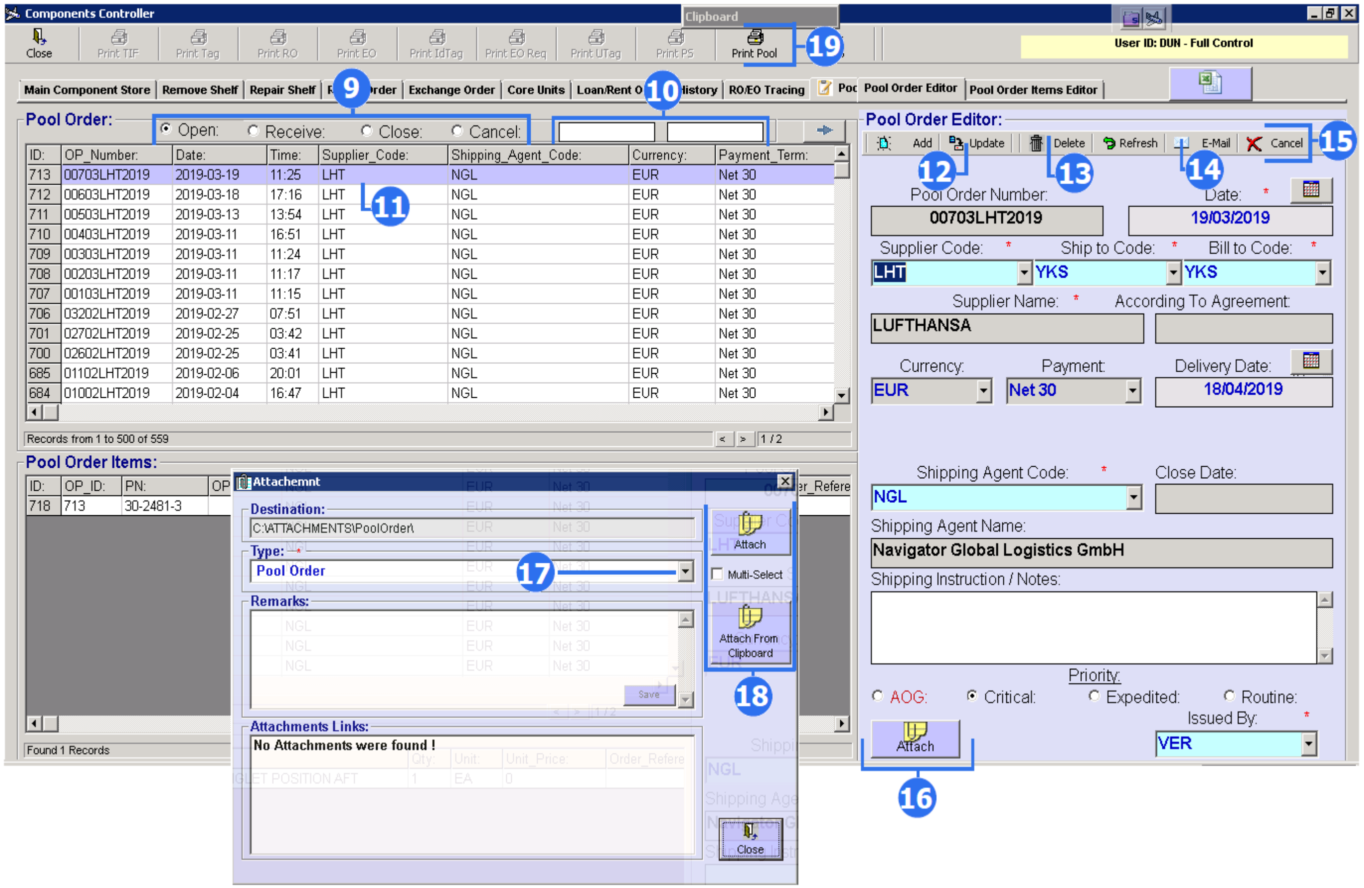
11. Select and highlight the line.

12. In the Pool Order Editor make changes and push on the “Update” button.

13. To remove the pool order press “Delete” button.

14. Use “E-Mail” button to send Pool Order

15. To transfer a Pool Order to Cancel status, click on the “Cancel”.

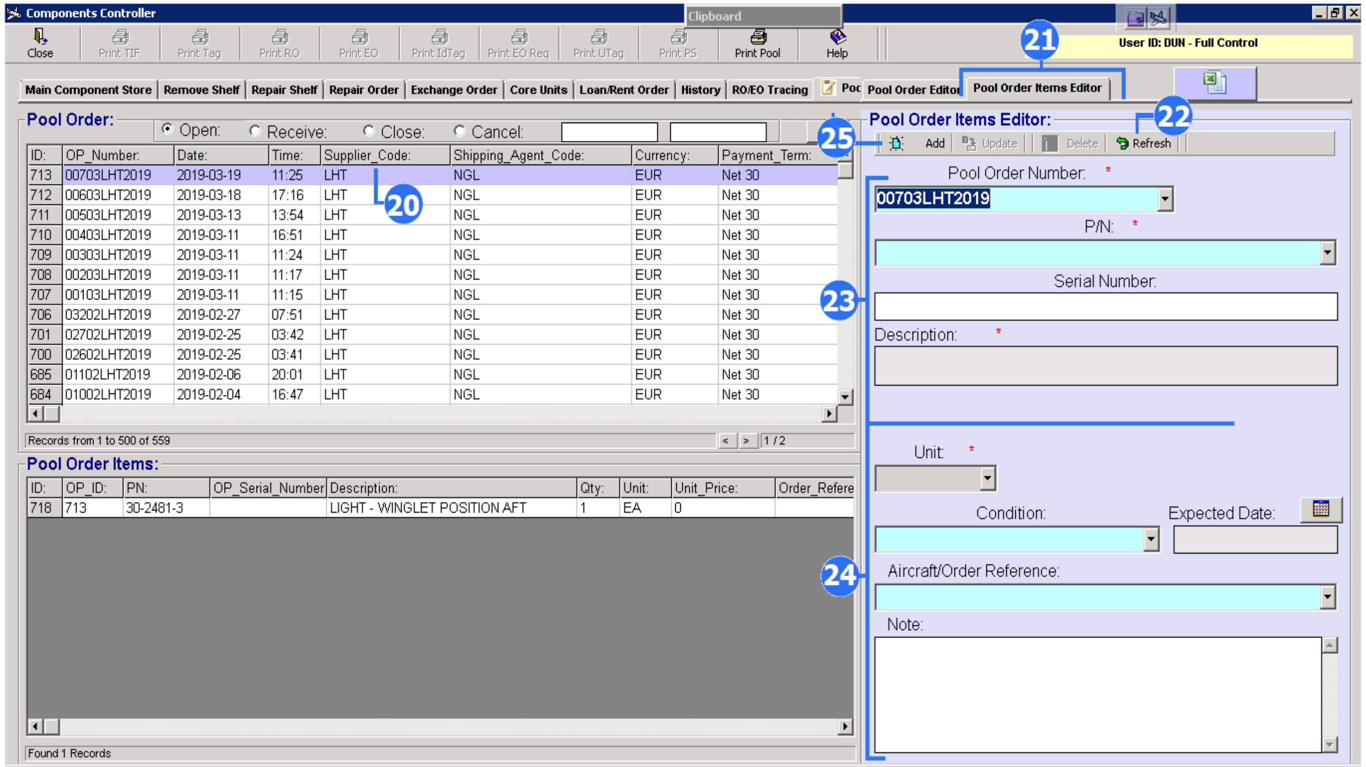


16. Also, you can attach any documents. Press “Attach” button.

17. Select a type of document.

18. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

19. To print Pool Order, click on the “Print Pool”.



20. To register Pool Order Items, select and highlight a line in the Pool Order List.

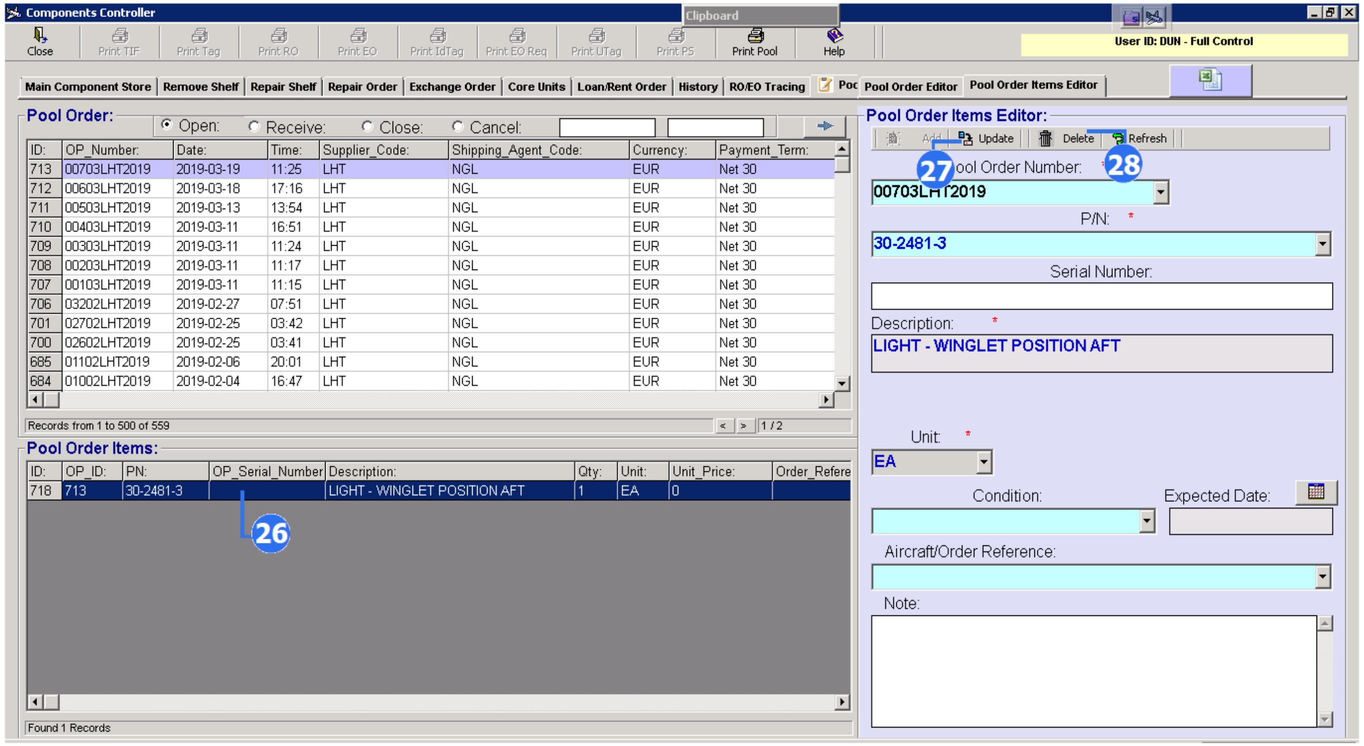
21. Use “Pool Order Items Editor” tab. You can either select an pool order from the list or open an PO Items Editor and choose an EO number from a Combo box.

22. Press “Refresh” button to add new item.

23. Choose a Pool Order number if you want to replace PO number. Select a Part number from combo boxes. Enter a Serial Number. A Description will come up automatically.

24. Fill in the “Unit” field. Select “Condition” and set Expected Date. If it is necessary, add information to “Aircraft/Order Reference” field and “Note” field.

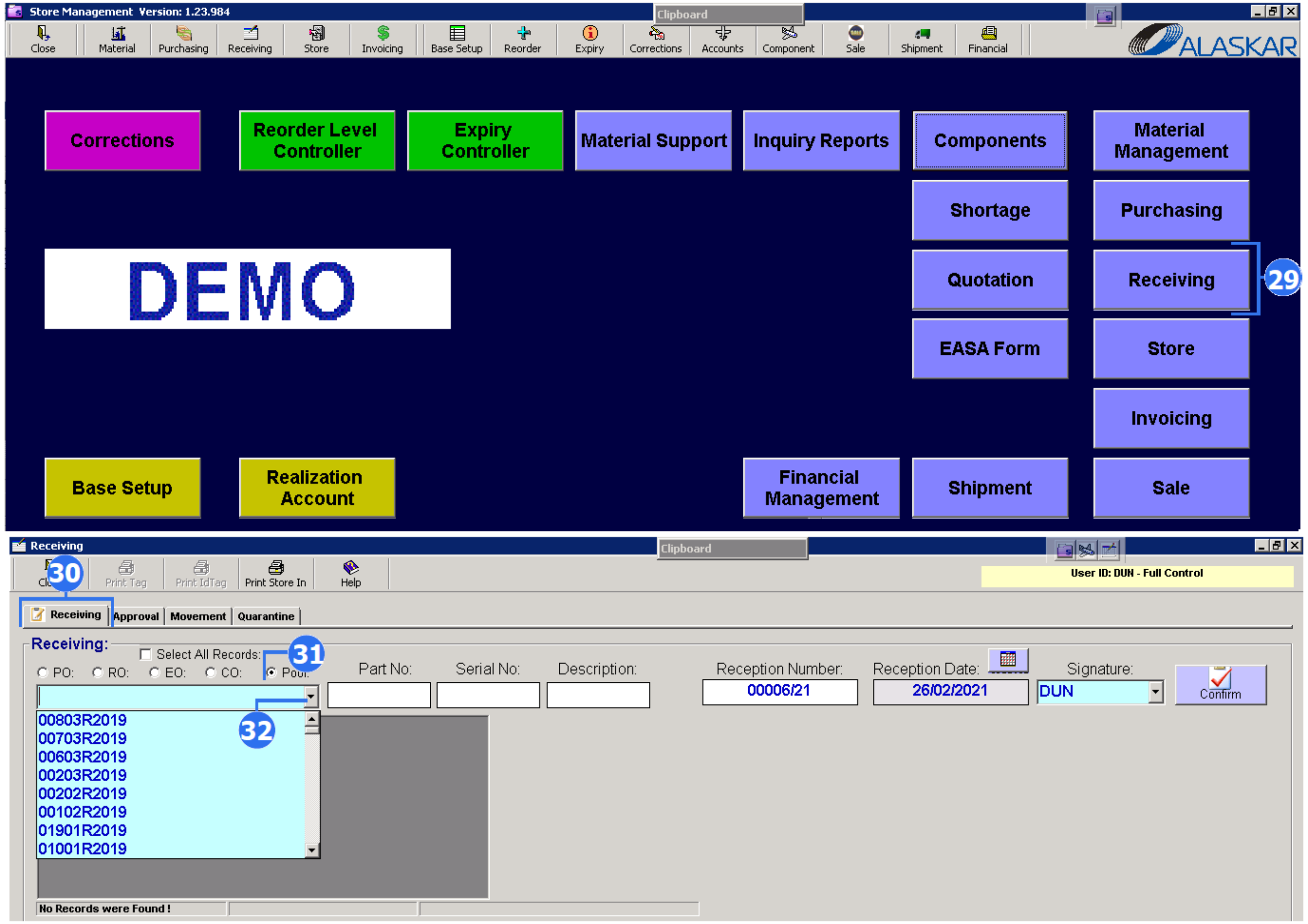
25. Press “Add” button.



26. Pool order Items are appeared in the "Pool Order Items" list. Select and highlight the line.

27. If you make a change in the editor, press "Update" button to save data.

28. To remove the Item, click on the "Delete".



29. Created Pool Order will be appeared in the “Receiving” submodule. Pls, press the “Receiving” button.

30. Select “Receiving” tab.

31. Check box “Pool” field.

32. Choose from combo box corresponding Pool order.