# Corrections User guidance

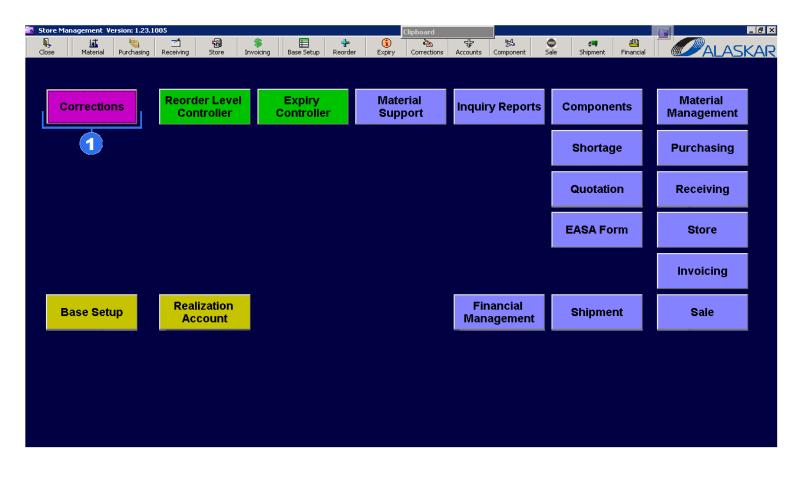


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#### 1. General

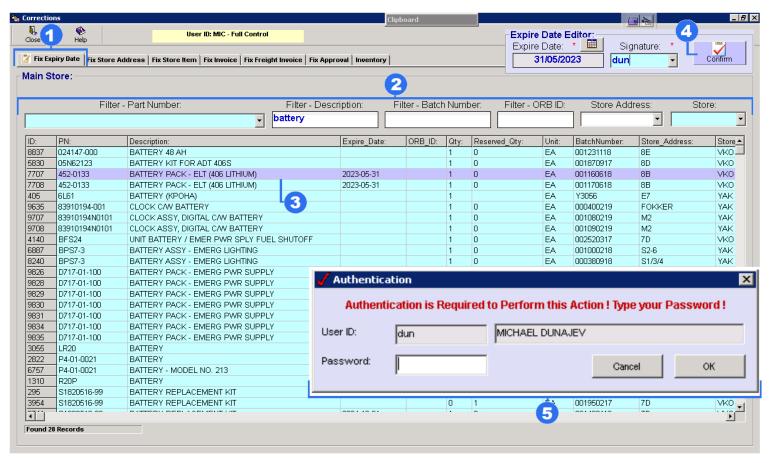


"Corrections" sub-module fixes the registered data.

1. To begin start this sub-module, press "Corrections".



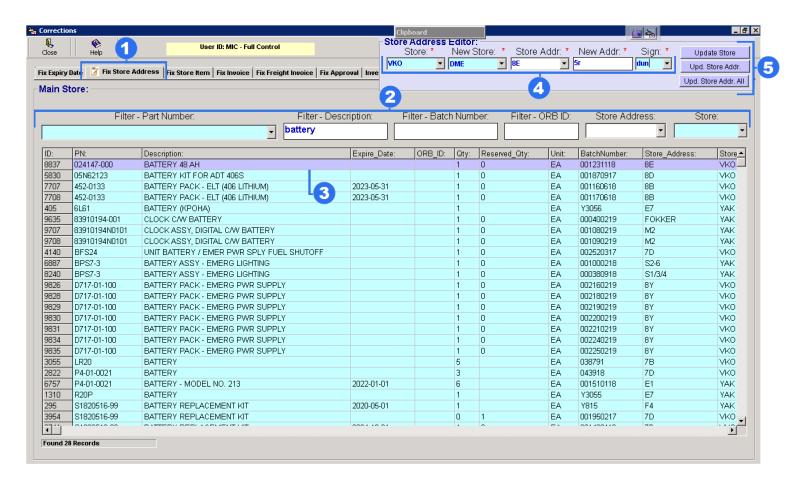
### 2. Fix Expiry Date



- 1. Press "Fix Expire Date" tab.
- 2. To update a necessary part number, use filters:
  - Filter Part Number
  - Filter Description
  - Filter Batch Number
  - Filter ORB ID
  - Store Address
  - Store
- 3. Select and highlight necessary line.
- 4. An expire date of any part number can be changed in an Expire Date Editor. Click on the "Calendar" button and choose a new expire date. To save the new expire date push on the "Confirm".
- 5. Enter the password into an "Authentication" window and press OK to proceed with the update.

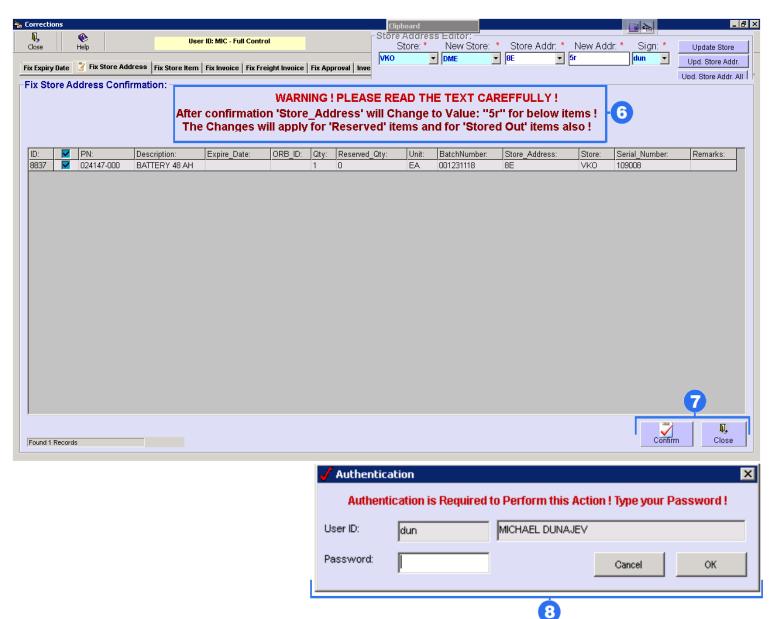


#### 3. Fix Store Address



- To change store or store address, select "Fix Store Address" tab.
- 2. To update store location for a necessary part number, use these filters:
  - Filter Part Number
  - Filter Description
  - Filter Batch Number
  - Filter ORB ID
  - Store Address
  - Store
- 3. Select and highlight necessary line.
- 4. Store Location of any part numbers can be changed in Store Address Editor. Select a new store and a new address.
- 5. There are three buttons. You can update only store. You can update only store address. Also, you can update both store and store address. Pls, press any button.

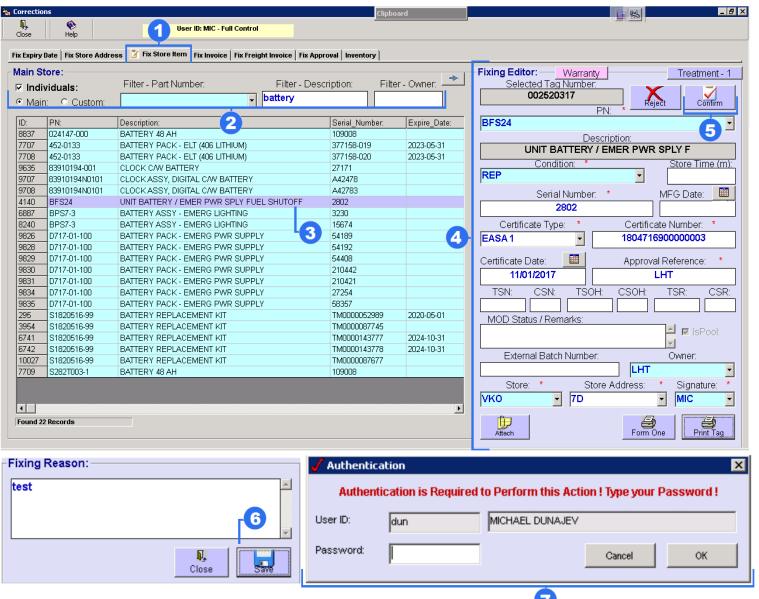




- 6. Read the warning carefully.
- 7. To save the changes, click on "Confirm" button.
- "Close" button allows to close the "Warning" window.
- 8. Enter the password into an "Authentication" window and press OK to proceed with the update.



#### 4. Fix Store Item



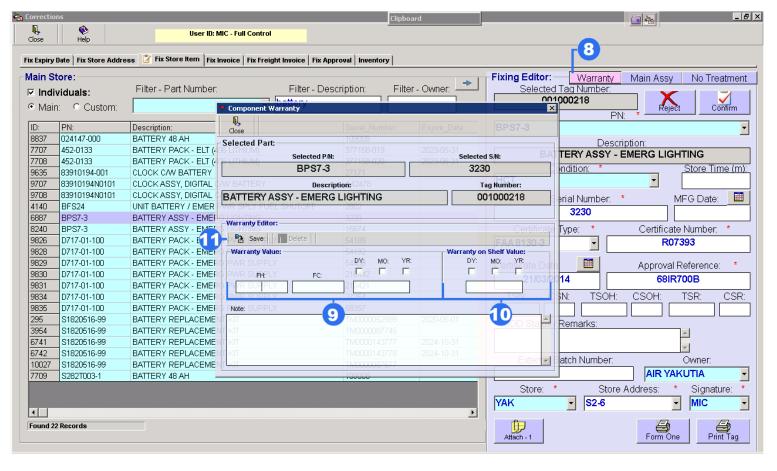
- 1. To make a change in component data, select "Fix Store Item" tab.
- 2. To update component data for a necessary part number, use these filters:
  - Filter Part NUMBER
  - Filter Description
  - Filter Owner

Also, use check boxes to find corresponding item:

- Individuals
- Main
- Custom
- 3. Select and highlight necessary line.
- 4. Component Data of any components can be changed in a Component Fixing Editor. Change the wrong information in the editor.
- 5. To save the changes, click on the "Confirm".
- 6. Fill out fixing reasons and press "Save".
- 7. Enter the password into an "Authentication" window and press OK to proceed with the update.

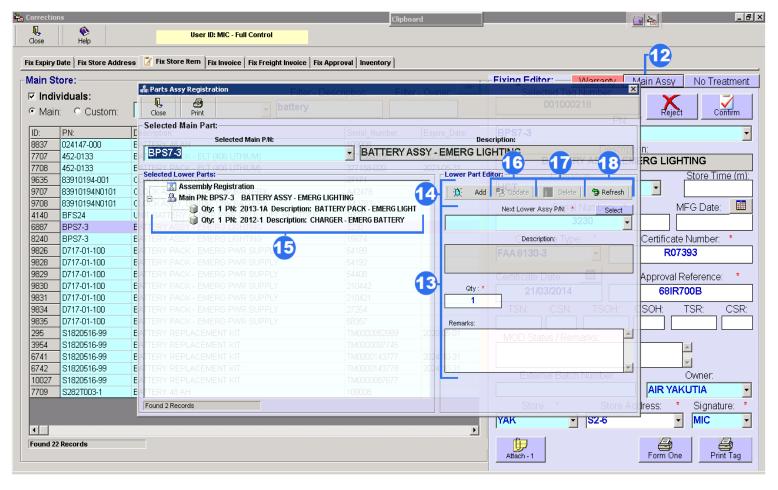






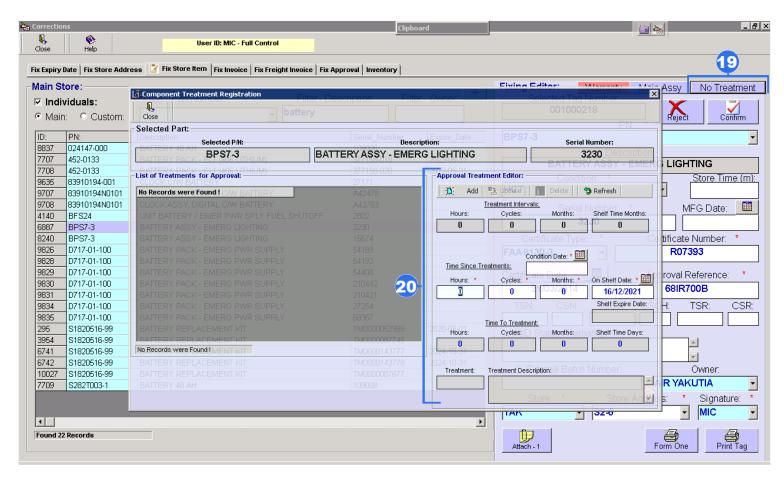
- 8. Here you can create warranty for component. Click on the "Warranty".
- 9. Enter warranty value.
- 10. Or/and enter warranty on shelf value.
- 11. Click on the "Save" button. After that "Warranty" button will turn on red colour. To remove the warranty push on the "Delete".





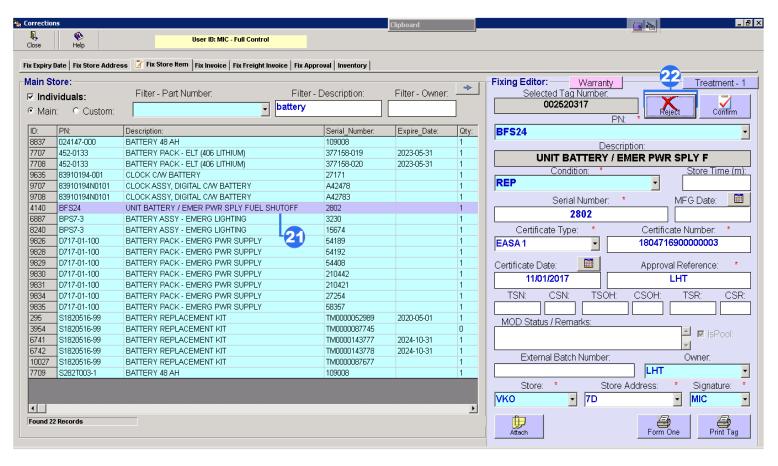
- 12. If you want to show the component has lower part of major assembly (second level of assembly) click on the Assy button. Part Assy Registration screen will be opened.
- 13. Select the next lower assy part number. Description will be appeared automatically. Enter quantity. If it is necessary fill in Remark.
- 14. To save the data click on the Add button.
- 15. In the left window you can see lower assy part number. Highlight it.
- 16. In the Lower Part Editor make a change and click on the Update.
- 17. To remove the save lower part push Delete button.
- 18. To reset all entered data click on the Refresh.





- 19. Press the Treatment button to open an Editor screen if any treatments exist.
- 20. Treatments for certain part numbers are registered in a Material Management Sub-Module. Choose a condition date (today) and an on-shelf date (when a part was placed on a store shelf) and the system will automatically calculate a shelf expire date. Click on the "Update". "Delete" button is needed to remove treatment. "Refresh" button is needed to clean all fields in the editor.

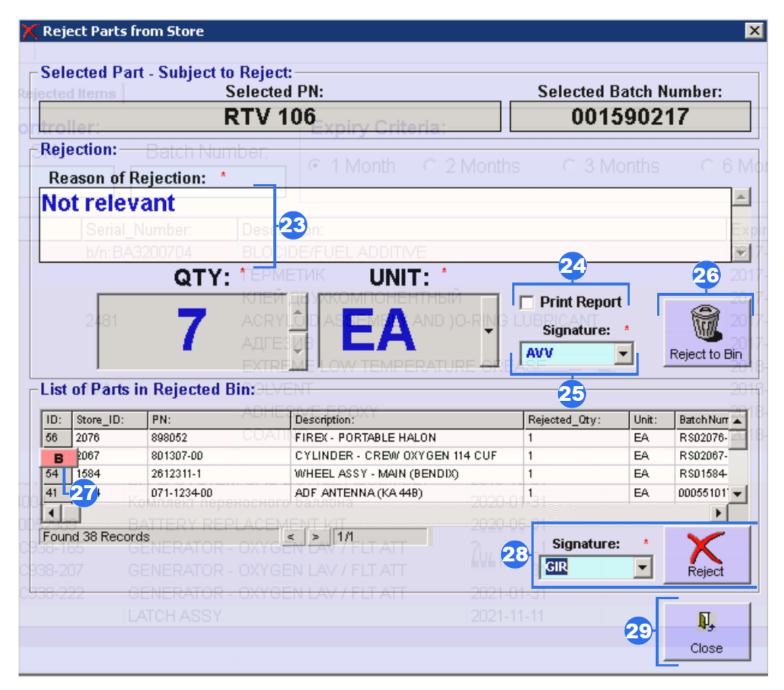




In the "Fix Store Item" you can reject a component. Do these steps:

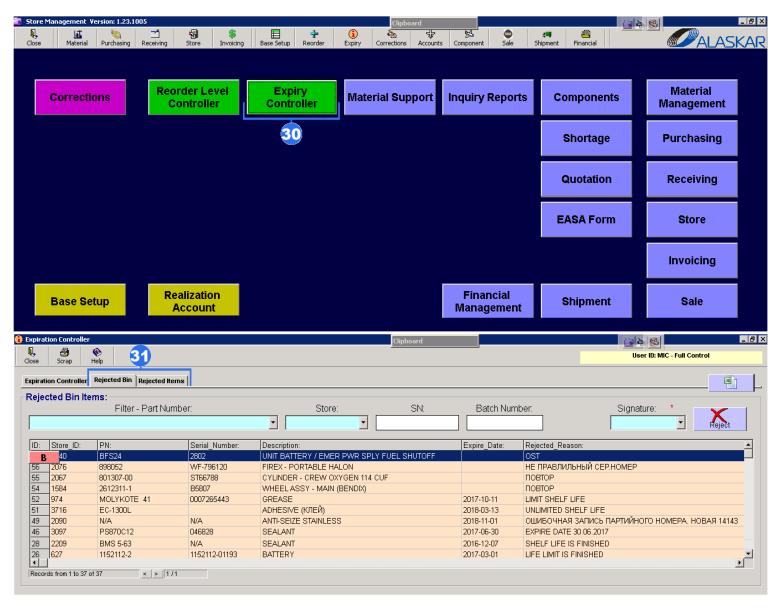
- 21. Select and highlight an item.
- 22. Press "Reject" button in the Fixing Editor.





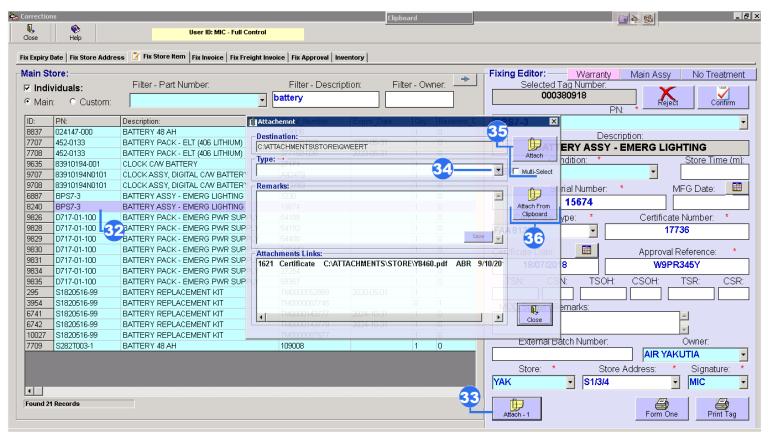
- 23. Enter a reason of rejection.
- 24. If you want to get a report of rejection, check box "Print Report".
- 25. Select a signature.
- 26. Click on the "Reject to Bin" button and a chosen part will be added to a List of Parts in a Rejected Bin tab.
- 27. If you have wrongly added a part in the Rejected Bin, click on red "B" (the back button), and the part will be in the list of whole items again.
- 28. If you want to immediately reject the selected part, choose a Signature and push on the "Reject" button.
- 29. Press "Close" to close the window.





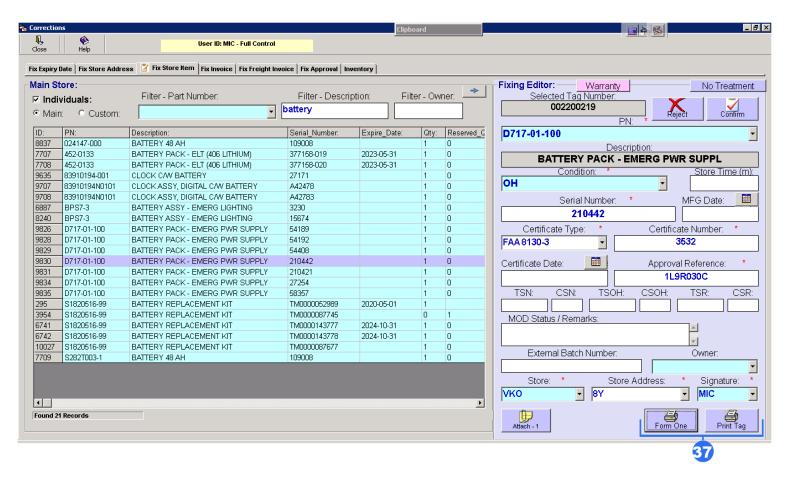
- 30. To see this item, open "Expiry Controller" sub-module.
- 31. Select "Rejected Bin" tab or "Rejected Items" tab. Use filters to find a component.





- 32. To attach any documents, select and highlight necessary item.
- 33. Push on the "Attach" button in the Fixing Editor.
- 34. Select from the whole list a type of document.
- 35. Check box "Multi-Select" to attach some documents. Click on the "Attach". Find a document in your computer.
- 36. If you save a document to clipboard, push on the "Attach From Clipboard".

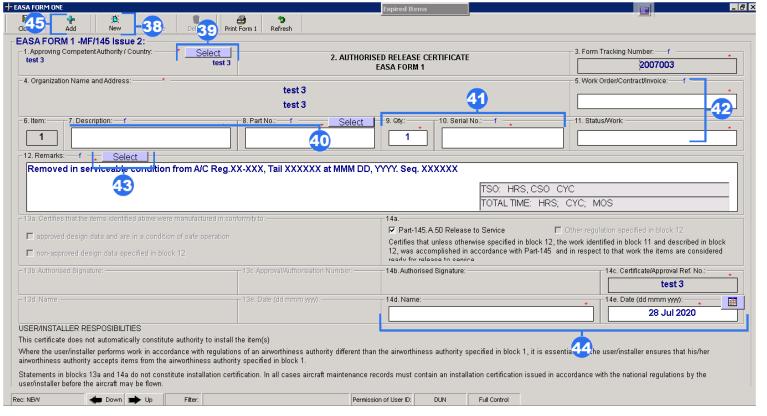




37. Use "Print Tag" button to get and print component tag.

Also, you can get EASA FORM ONE certificate. Push on the "Form One".



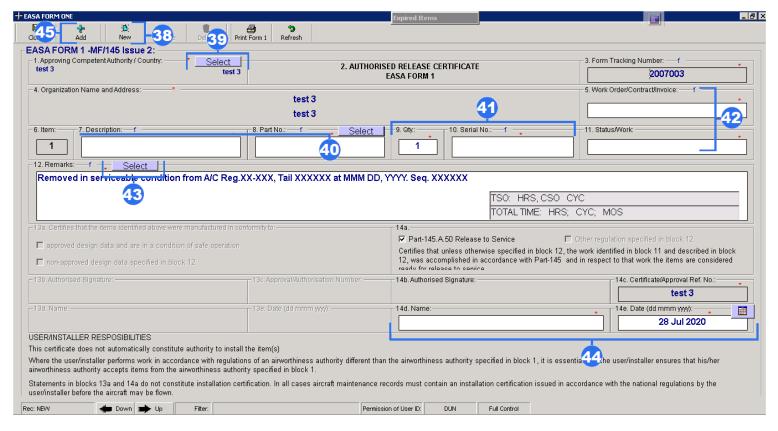


- 38. To create a new EASA Form, push "New".
- 39. To enter data in the item #1

  "Approving Competent
  Authority/Country" and in the item # 4

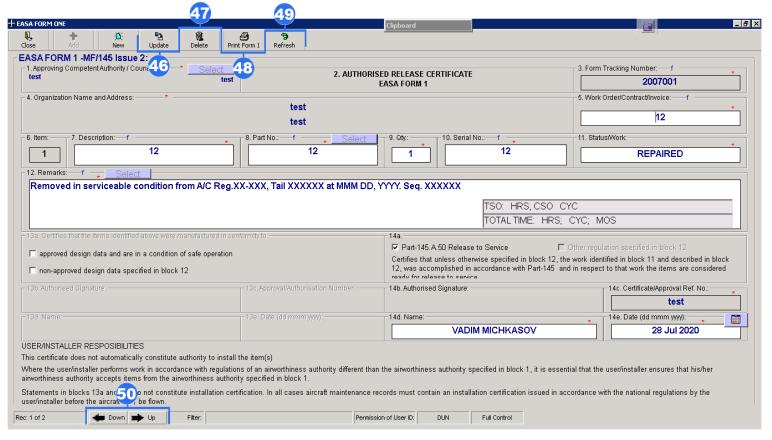
  "Organization Name and Address", push
  "Select" button. From the whole list select
  necessary data. All this data is generated
  in the "Base Setup" sub module in the
  "Release Certificate" tab.
- 40. Enter part number of component and its description.
- 41. Enter quantity and serial number.
- 42. Also, you must fill out the fields such as "Work Order/Contract/Invoice" and "Status/Work".





- 43. 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.
- 44. Enter Name (this is a person responsible for the release of the EASA FORM 1) and date.
- 45. Push "Add" button on the upper toolbar.

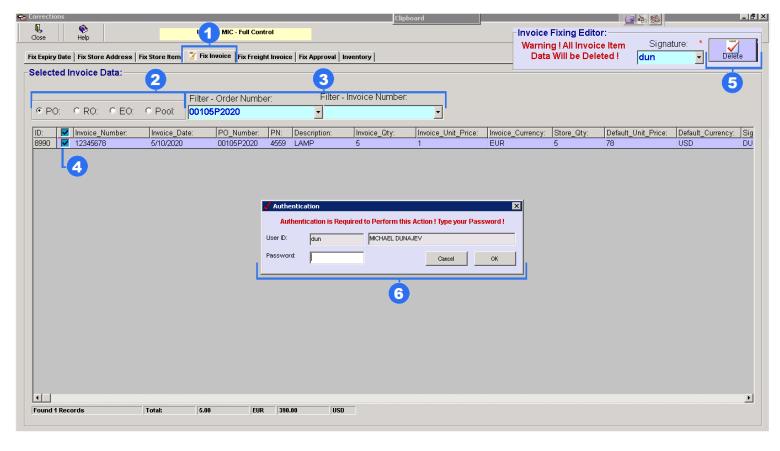




- 46. If you make a change in the EASA, click on the "Update".
- 47. To remove the EASA, push "Delete" button.
- 48. To print EASA, click on the "Print Form1".
- 49. To clear all fields in the EASA, click on the "Refresh".
- 50. Use "Down" or "Up" buttons to find a created EASA FORM 1.



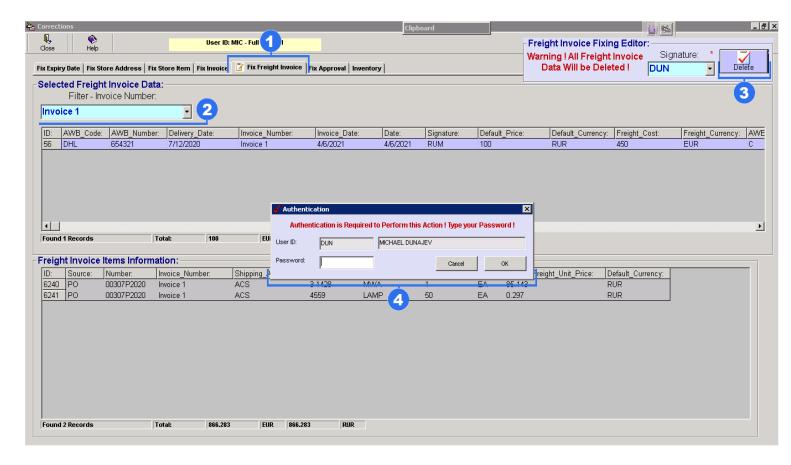
#### 5. Fix Invoice



- 1. "Fix Invoice" tab allows you to delete invoice data.
- 2. Use check boxes, where:
  - PO Purchase Order
  - RO Repair Order
  - EO Exchange Order
  - Pool Pool Order
- 3. Use Order Number filter or Invoice Number filter to find necessary invoice data.
- 4. Check box an invoice
- 5. Press "Delete" button in the Invoice Fixing Editor.
- 6. Enter the password into Authentication window and press OK to proceed with the update.



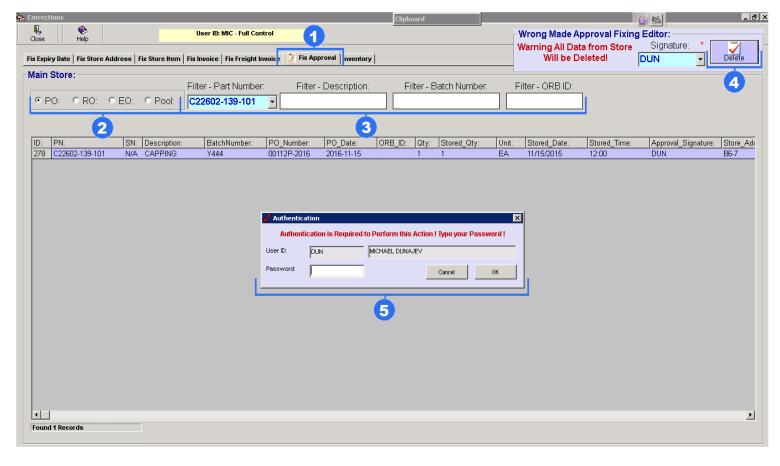
## 6. Fix Freight Invoice



- 1. "Fix Freight Invoice" tab allows you to delete freight invoice data.
- 2. Use an Invoice Number filter. Freight Invoice Items Information will be also displayed.
- 3. Highlight an invoice and sign the deletion in the Freight Invoice Fixing Editor. Click on the Delete button.
- 4. Enter the password into Authentication window and press OK to proceed with the update.



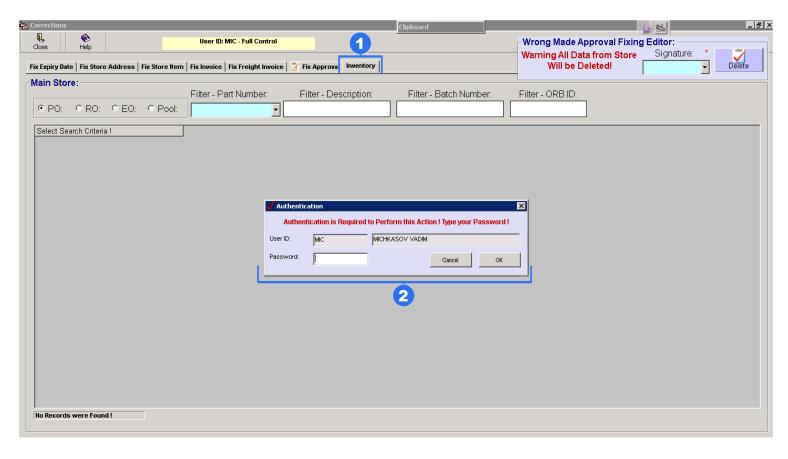
## 7. Fix Approval



- 1. "Fix Approval" tab allows you to delete all wrongly made approval.
- 2. To find necessary data use these check boxes:
  - PO Purchase Order
  - RO Repair Order
  - EO Exchange Order
  - Pool Pool Order
- 3. Use these filters:
  - Filter Part Number
  - Filter Description
  - Filter Batch Number
  - Filter ORB ID
- 4. Highlight an item and sign the deletion in the Wrong Made Approval Fixing Editor. Click on the Delete button
- 5. Enter the password into Authentication window and press OK to proceed with the update.

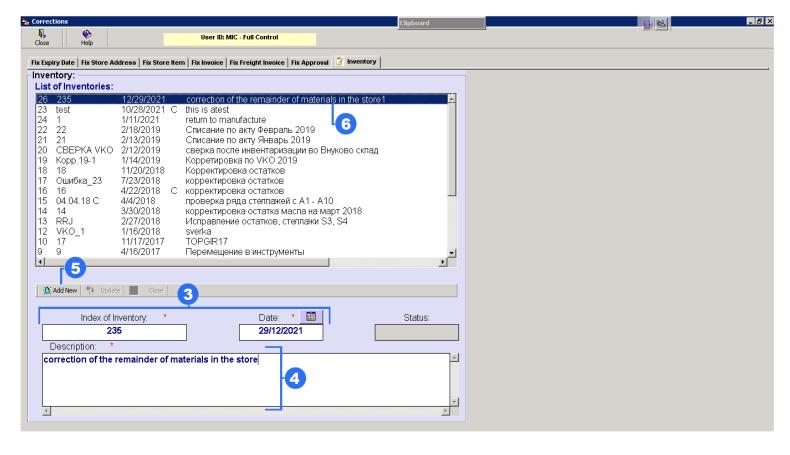


# 8. Inventory



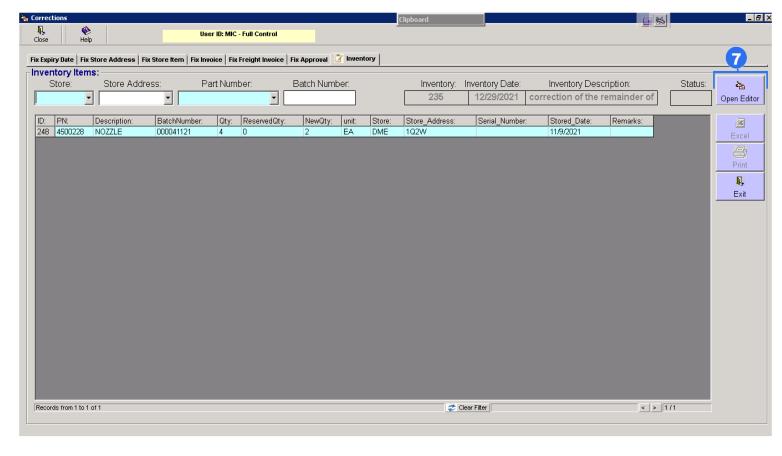
- 1. Press "Inventory" tab is necessary to perform correction of the remainder of materials in the store.
- 2. Enter the password into Authentication window and press OK to proceed with the update.





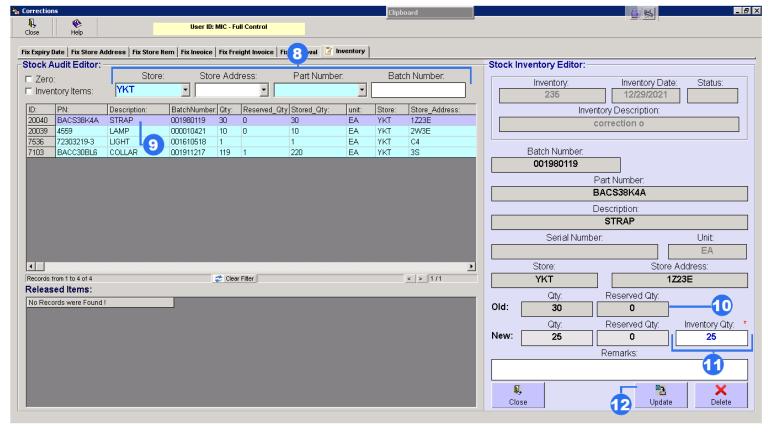
- Enter Index of Inventory, use "Calendar" button to select date.
- 4. Enter description of inventory.
- 5. Click on the "Add New".
- 6. You can see a new item in the List of Inventories. Double click to open.





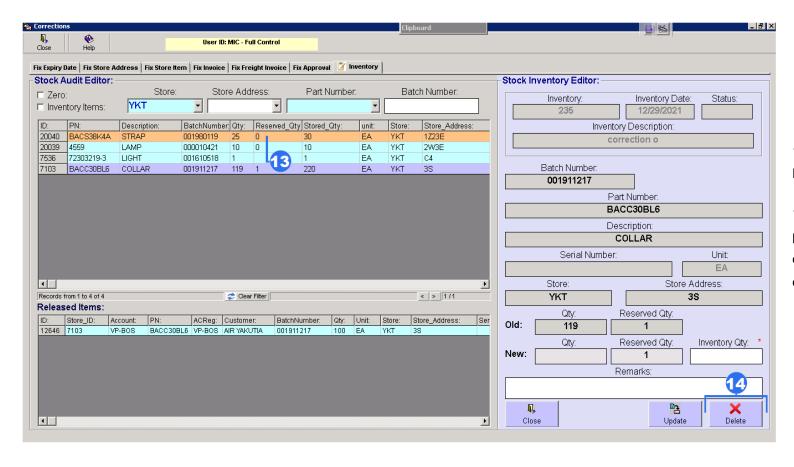
7. Press "Open Editor" to open Stock Inventory Editor.





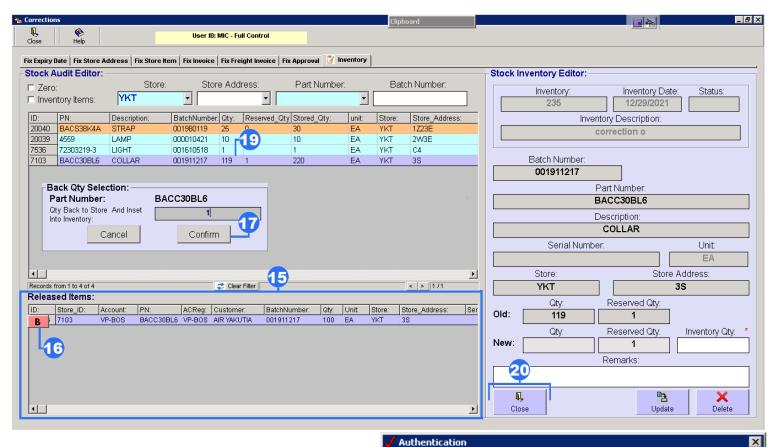
- 8. In "Stock Audit Editor" use corresponding filters to find necessary item:
  - Store
  - Store Address
  - Part Number
  - Batch Number
- 9. Select and highlight an item. In our example, this is Strap with part number BACS38K4A in the amount of 30 E.A.
- 10. In "Stock Inventory Editor" we can seeQty = 30 and Reserved Qty = 0.
- 11. If after inventory counting 25 E.A., then enter the value 25 in the "Inventory Qty" field.
- 12. Press "Update" to save changes.





- 13. Your item turned orange immediately. Highlight it.
- 14. If you want to delete inventory result, press "Delete" button. After deletion, the quantity will return to the original value. In our example, this is 30.





User ID:

Password:

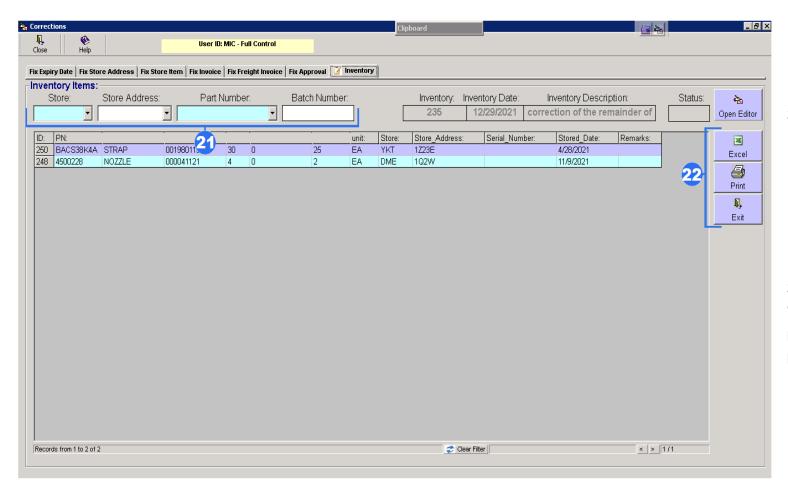
Authentication is Required to Perform this Action! Type your Password!

MICHKASOV VADIM

Cancel

- 15. Once you select an item in the Stock Audit Editor, the Release Item window will appear. Here you can return the component back to the store.
- 16. Select released item and push on the red "B" button.
- 17. Enter quantity and press "Confirm".
- 18. Enter the password into Authentication window and press OK to proceed with the update.
- 19. Please note that the number of components has increased in the "Qty" column.
- 20. To close the editor and return to Inventory Items List, press "Close" button.





- 21. Use these filters to find an inventory item:
  - Store
  - Store Address
  - Part Number
  - Batch Number
- 2. To transfer data to excel, push on the "Excel". To get Inventory Items report and print it, click on the "Print". To exit to previous window, push on the "Exit".