STORE
User guidance

Contents

1. General

"STORE" sub-module keeps components in the different stores, which you have generated in the "Base Setup" sub-module. Here you can reserve components for movement between stores or release components for aircraft maintenance.

1. To begin to operate this sub – module click on the "STORE" button.

2. Main Store

1. Click on the "Main Store" tab.

2. Main Store screen consists of many filters:

- Part Number
- Description
- Batch/Tag Number
- Store and Store Address
- Owner
- Type of aircraft
- ORB ID

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

3. Also, you can increase quantity of filters. Press "Orders" button and additional filters will be appeared.

4. The system doesn't show items that are zero stock, stick a Zero Stock box to see it. (this check box shows you components previously discharged from other shipments)

5. There are different colours:

- Items by default is blue
- PMA items are pink
- Expired items are red
- Items close to expired are orange

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6. Select and highlight a line with component data.

6.1. If any substitutes are available Substitution screen will appear at the bottom.

7. Check box "Show Ordered".

7.1. If you stick a Show Ordered box, a Part Number Ordering Information screen will appear at the bottom and you can see whether there are any outstanding orders on this part number and when they are expected to come to Stores.

8. To attach any document, click on the "Attach" button.
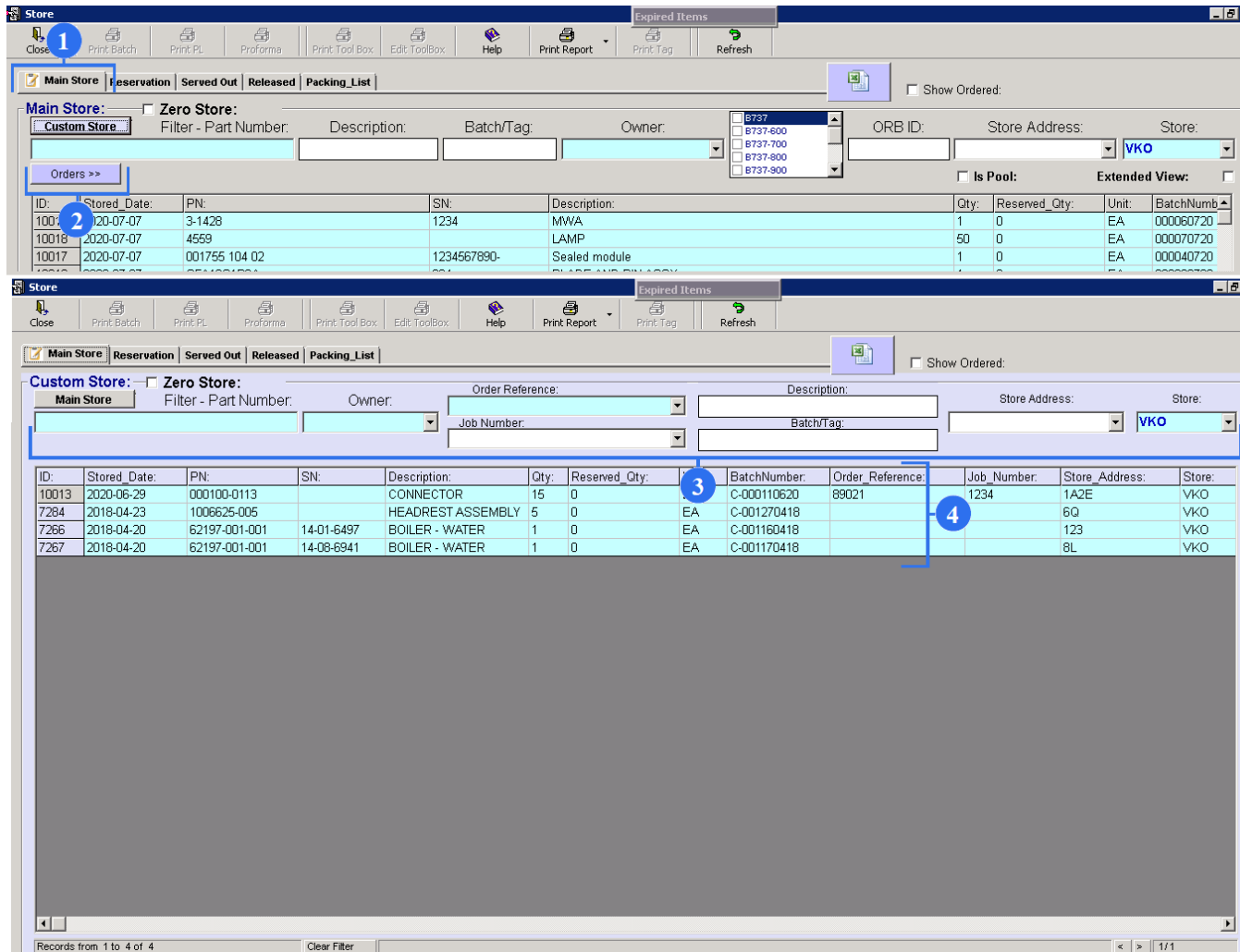
8.1. Choose type of document.

8.2. Push "Attach" button.

9. To transfer data to excel click on the "Excel".

10. To print a report or component tag, push on the "Print Report" or "Print Tag".

3. Custom Store

Custom Store is created to check customer supplied materials availability, location, items' reservations and releasing information.

1. Click on the "Main Store"

2. To view a Custom Store Screen, click on "Custom Store" button.

3. Custom Store screen consists of many filters:

- Part Number
- Owner
- Description
- Order Reference/Job Number
- Batch/Tag number
- Store/Store Address

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

The system does not show items that are zero stock. Stick a Zero Stock box to see it.

4. There are different colours:

- Items by default are blue
- PMA components are pink
- Expired items are red.

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4. Reservation of components for aircraft

1. Click on the "Main Store" tab.

2. Select and highlight a line. There is a red button on the left side of the line.

3. Push the red "R" button. "Reservation from Store" screen will be opened.

4. Click on the "Select" button and choose aircraft registration.

5. Yellow "Account Number" field, "Customer" field and "A/C Reg" field will be filled out automatically.

6. If it is necessary enter WO number or Task number.

7. Enter quantity and select unit.

8. Choose signature (store man code, which is generated in "Base Setup" sub-module).

9. Push "Reservation" button.

10. The line will be generated in the List of Reserved Parts. Highlight it.

11. Red "B" button allows to return the component to store.

12. If you want to immediately hand out a component, select signature and push "Release" button.

13. To see all reserved components click on the "Reservation" tab.

14. In "Reservation Store" screen you can see only account number, customer, aircraft registration and WO number.

15. To monitor components, select and highlight necessary line. "Reservation Items" screen will be opened.

16. Highlight the line with component data and you will see two red buttons: "R-S" and "B".

17. To return component to store click on the "B" button.

18. If you want to immediately hand out a component push "R-S" button.

19. Select signature (Store Man Code)

20. Push "Release" button.

21. To see all released components click on the "Released" tab.

22. "Released Items" screen consists of many filters. Use them to find a component quickly.

23. It is also possible to set the time interval by dates.

24. If a component has not been used on the aircraft during maintenance and has been delivered to the store, it can be returned back to the store. To do this, select the line you need.

25. Click on the red "B" button.

26. Choose quantity and push "Confirm" button.

27. Also, you can attach any documents ("Attach" button), print AWB ("Store Out" button) and transfer data to excel ("Excel" button).

5. Reservation of components for movement between stores.

1. Click on the "Main Store" tab.

2. Select and highlight a line. There is a red button on the left side of the line.

3. Push the red "R" button. "Reservation from Store" screen will be opened.

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4. Click on the "Move" button and choose the store where you want to send the component.

5. Yellow "Account Number" field and "Customer" field will be automatically filled.

6. If it is necessary enter WO number or Task number.

7. Enter quantity and select unit.

8. Choose signature (store man code, which is generated in "Base Setup" sub-module).

9. Push "Reservation" button.

10. The line will be generated in the List of Reserved Parts. Highlight it.

11. Red "B" button allows to return the component to store if it is necessary.

Close the screen.

12. To see all reserved components click on the "Reservation" tab.

13. In "Reservation Store" screen you can see only account number, customer, aircraft registration and WO number.

14. To monitor components, select and highlight necessary line. "Reservation Items" screen will be opened.

15. Highlight the line with component data and you will see red "B" button.

16. To return component to store click on the "B" button.

Close the "Store" sub – module.
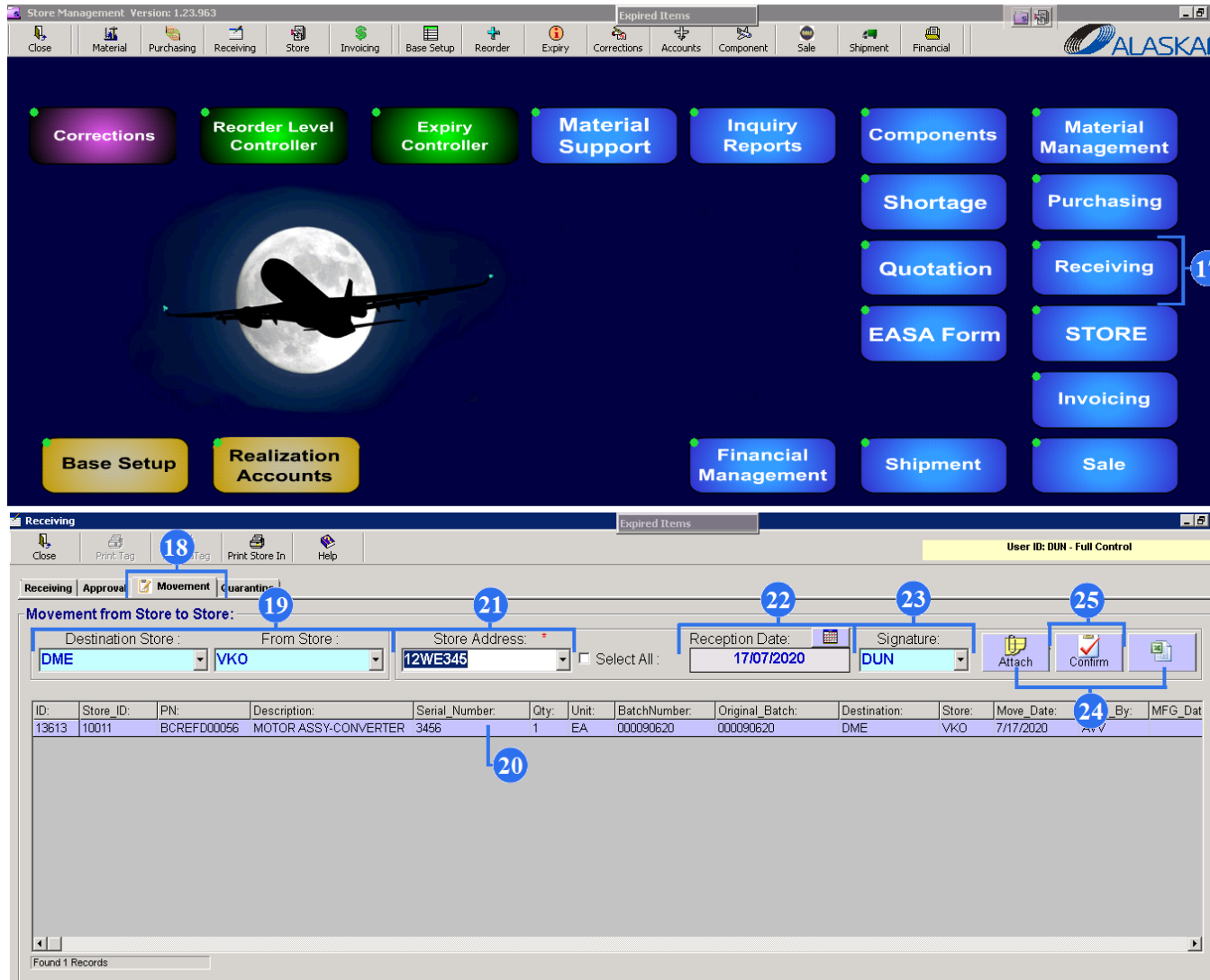
17. Click on the "Receiving" sub – module in the initial screen of "STOCK" module.

18. Select "Movement" tab.

19. Select destination store and from store.

20. Choose and highlight a line.

21. Enter store address.

22. Reception date will be appeared automatically.

23. Select signature (Storeman Code).

24. If it is necessary attach document or transfer data to excel.

25. Click on the "Confirm" to carry out movement of component between stores.

6. Reservation of components for serving out

Serving out is created to define the responsibility for the stores and maintenance sides. All reserved part numbers after they have physically left the stores are changed in the system to status „served out". That means that mechanics have received the spares and are now responsible for their installation or returning back to stores unused.

1. Click on the "Main Store" tab.

2. Select and highlight a line. There is a red button on the left side of the line.

3. Push the red "R" button. "Reservation from Store" screen will be opened.

4. Click on the "Select" button and choose aircraft registration.

5. Yellow "Account Number" field, "Customer" field and "A/C Reg" field will be filled out automatically.

6. If it is necessary enter WO number or Task number.

7. Enter quantity and select unit.

8. Choose signature (store man code, which is generated in "Base Setup" sub-module).

9. Push "Reservation" button.

10. The line will be generated in the List of Reserved Parts. Highlight it.

11. Red "B" button allows to return the component to store.

12. To see all reserved components click on the "Reservation" tab.

13. In "Reservation Store" screen you can see only account number, customer, aircraft registration and WO number.

14. To monitor components, select and highlight necessary line. "Reservation Items" screen will be opened.

15. Highlight the line with component data and you will see two red buttons: "R-S" and "B".

16. To transfer component to "Served out" status push "R-S" button.

17. Select signature and click on the "Serving out"
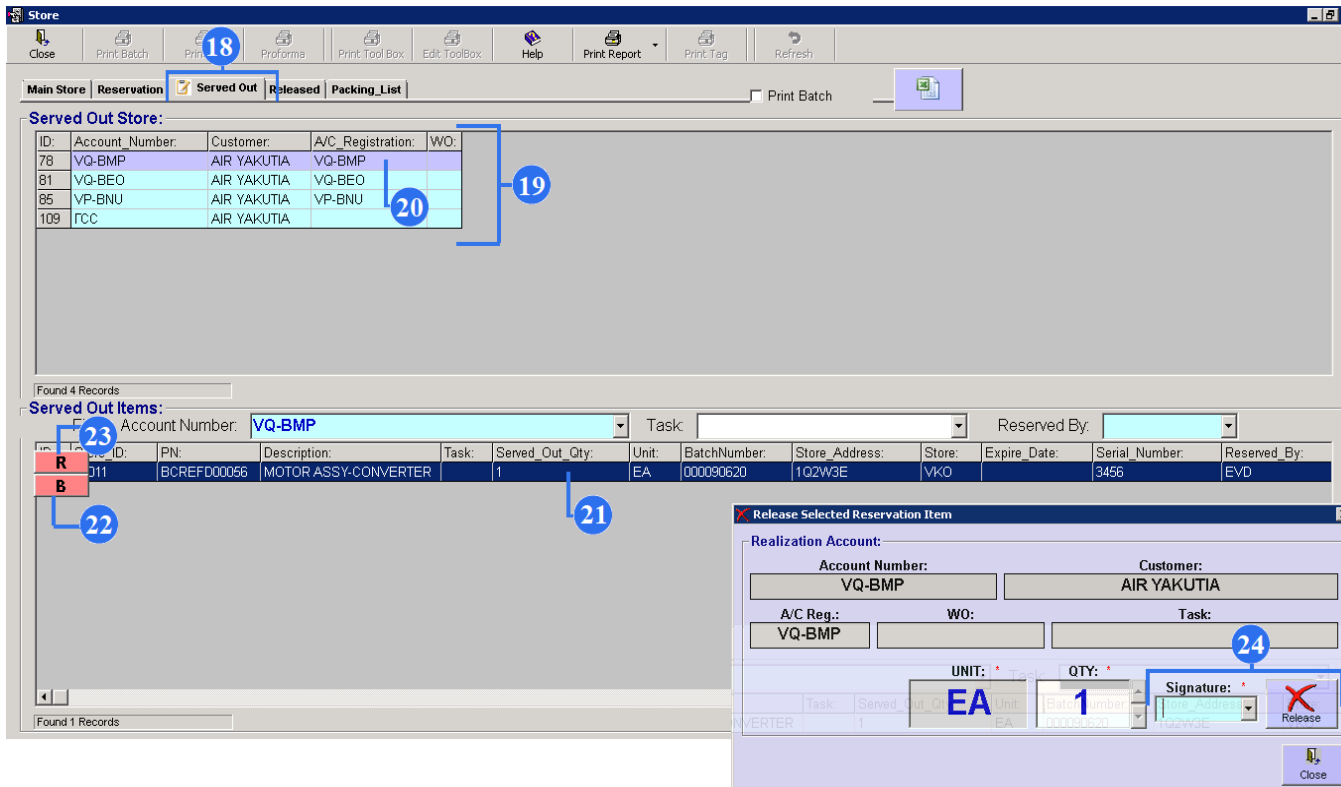
18. To see all served out components click on the "Served out" tab.

19. In "Served out Store" screen you can see only account number, customer, aircraft registration and WO number.

20. To monitor components, select and highlight necessary line. "Served Out Items" screen will be opened.

21. Highlight the line with component data and you will see two red buttons: "R" and "B".

22. To return component to store click on the "B" button.

23. If you want to immediately hand out a component push "R" button.

24. Select signature (Store Man Code) and push "Release" button.

7. Packing List
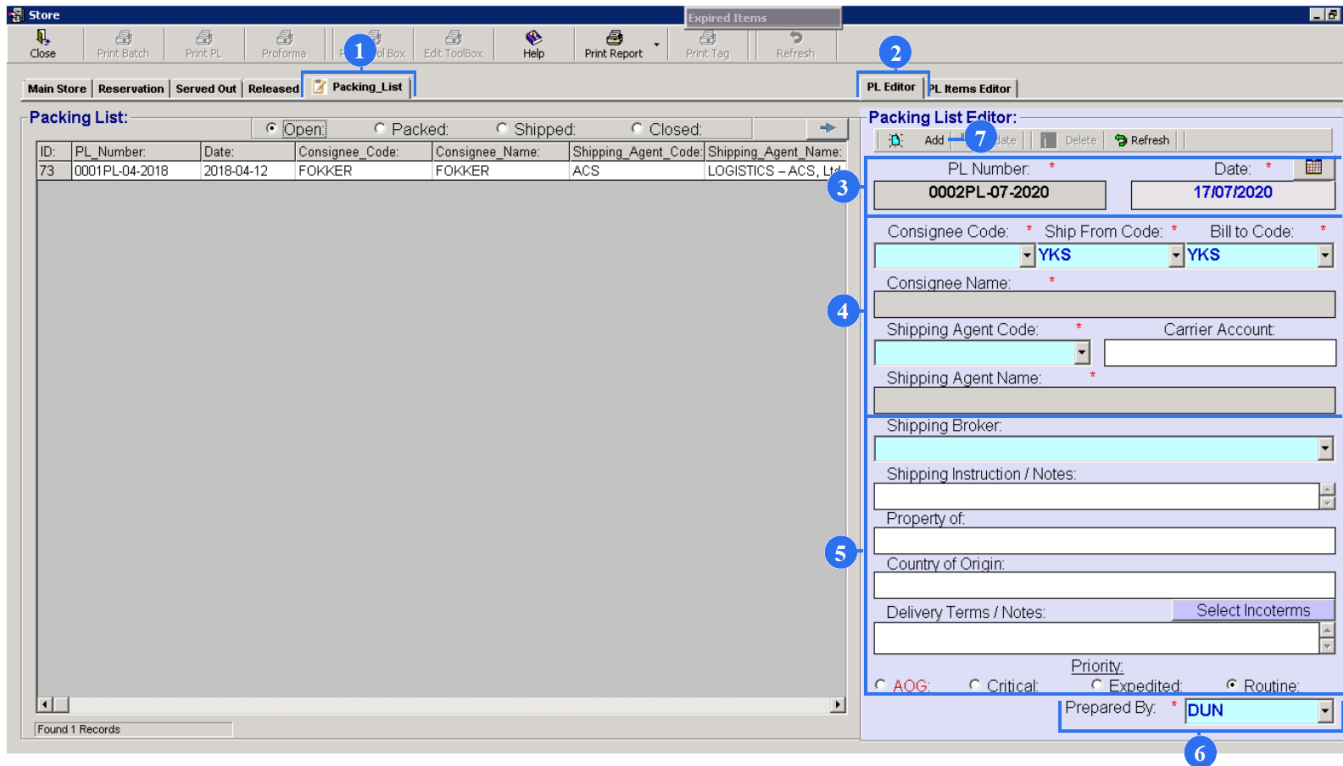
Packing List is created for all outgoing items appearing in the following cases: sales, return of customer supplied items, core units sent to close exchange, components sent for repair. New Packing List and its items are created automatically in all cases except return of customer supplied items.

1. To registrate packing list, select "Packing list" tab.

2. Push on the "PL Editor"

3. To manually create a Packing List, press the Refresh button from a Packing List Editor to get a new Packing List Number. Date field will be automatically appeared.
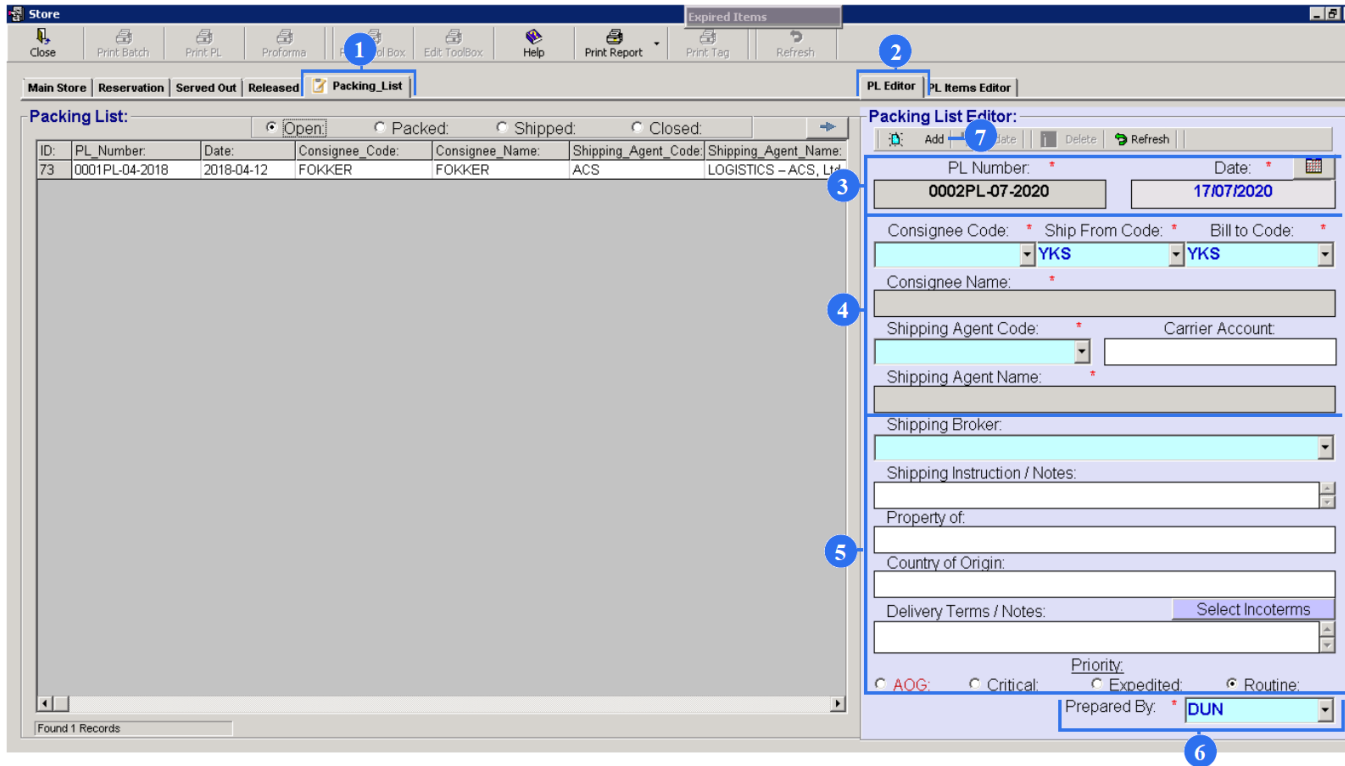
4. Select Consignee Code, Ship From Code and Bill to Code. Choose Shipping Agent Code.

5. All this fields are not mandatory. Enter all this data if it is necessary.

6. Select the person responsible for creating the pack list.

7. Push "Add" button to save the data.

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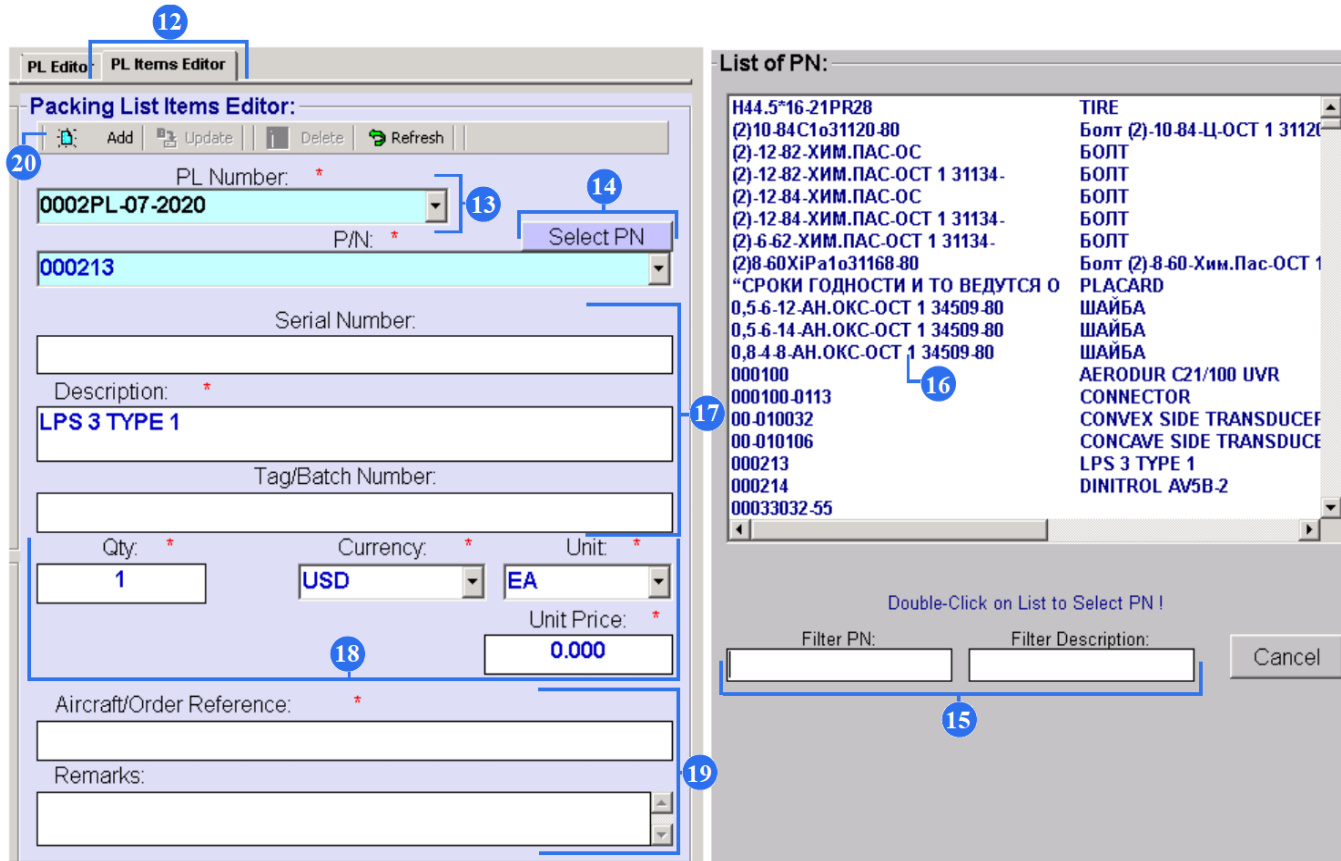

8. After pressing the "Add" button you can see the save data in the "Packing List" screen. Highlight it.

9. If you make a change in the editor press "Update" button.

10. To remove packing list click on the "Delete".

11. To clear all fields of the editor push "Refresh" button.

12. To create packing list item, click on the "PL Items Editor" tab.

13. PL Number will be automatically appeared.

14. To choose necessary part number push on the "Select PN" button. "List of PN" screen will be opened.

15. Use filters such as "PN" or "Description" to find a component quickly.

16. Double click on the List to select PN.

17. If you have a number, enter it in the "Serial Number" field. Enter name of a component in the "Description" field. If it is necessary enter tag number or batch number.

18. Choose quantity of the component, select currency, unit and unit price.

19. Enter number in the "Aircraft/Order Reference" field. Additional information you can add "Remarks" field.
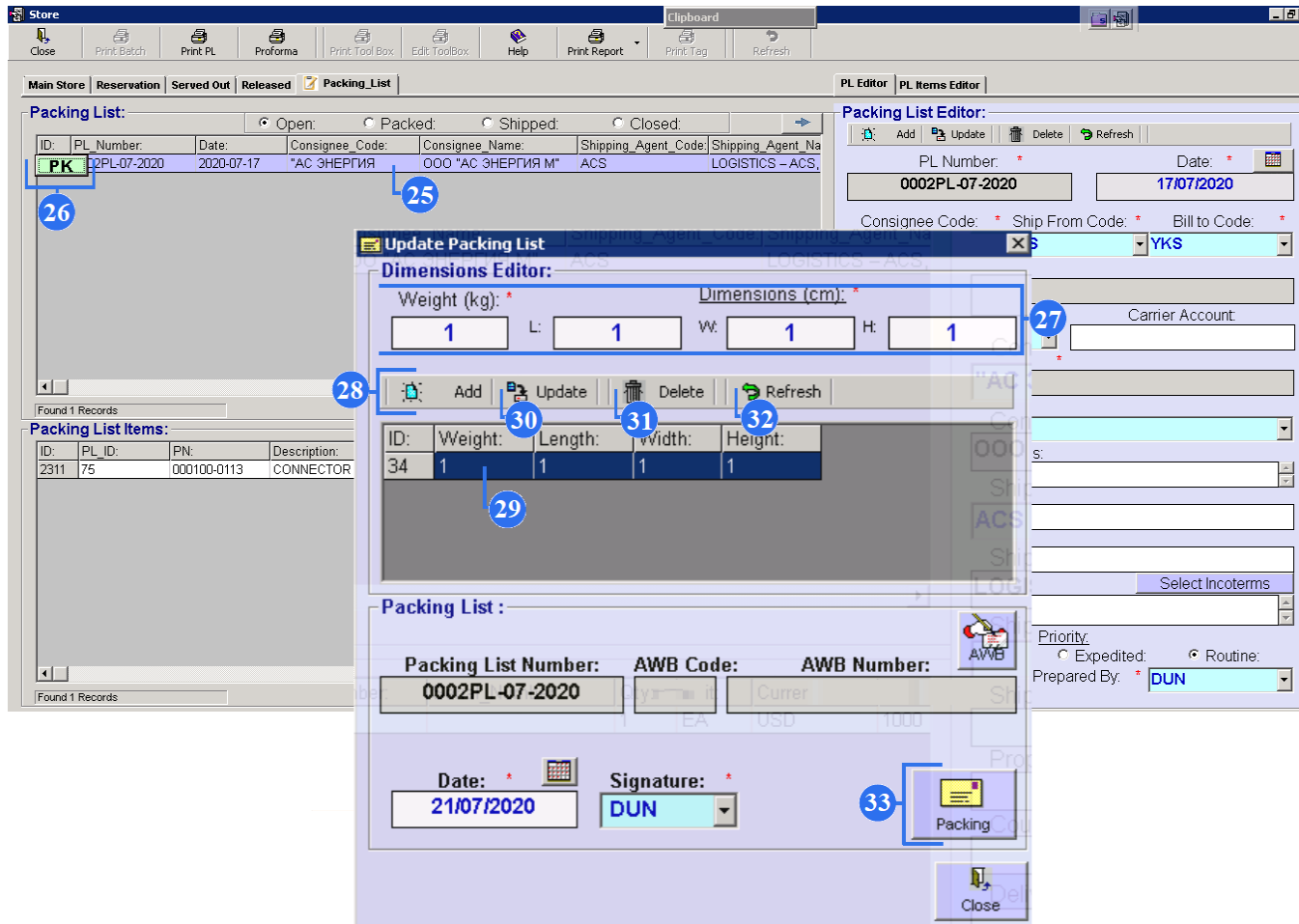
20. To save data push on the "Add" button.

21. After using the "Add" button, you can see created item in the "Packing List Items" screen. Highlight it.

22. If you make a change in the editor press "Update" button.

23. To remove packing list item click on the "Delete".

24. To clear all fields of the editor push "Refresh" button.

When a Packing List is created, the weight and dimensions must be registered.

25. Highlight the line in the "Packing List" screen. On the right you will see a green "PK" button.

26. Push "PK" button.

27. Enter weight and dimensions of component packing.

28. Push on the "Add" button.

29. Highlight the line. (Buttons such as "Update, Delete and Refresh" will be available.

30. Make a change and click on the Update.

31. To remove the line click on the Delete.

32. To clear fields click on the Refresh.

33. As soon as everything is registered, press "Packing" button and confirm to change the Packing List status to Packed.

34. A Packing List and a Proforma Invoice can be printed. To Print choose a Print PL or a Print Proforma from the main upper Panel.

35. Check box the "Packed" to see the packing list in Packed Status.

36. When the Packages left the Stores, the Packing List status must be changed from Packed to Shipped. To do that, just highlight a line.

37. Press "SH" button.

NOTE.   Normally an AWB Number field should be filled in at the moment when the package is being shipped. However, it is possible to leave it empty and register an AWB later when it becomes a Shipped status. AWBs for Outgoing Shipments are normally registered in the Shipment Sub-Module.

38. F or better and quicker access to AWB Registration press "AWB" button and a new small screen will come up where you can add a new AWB to the database or select an existing one to link the Packing List and its tracking number.

39. To Add a new AWB, choose an AWB Code from a Combo box, then insert an AWB Number, an Expected Date, Delivery Priority. Stick a Customs Status check box, if the customs clearance required. If estimated freight costs were agreed before the shipment, you can register it here.

40. If an AWB already exists in the database, choose one from an AWB combo box and press the Select button.

41. Click on the "Shipping".
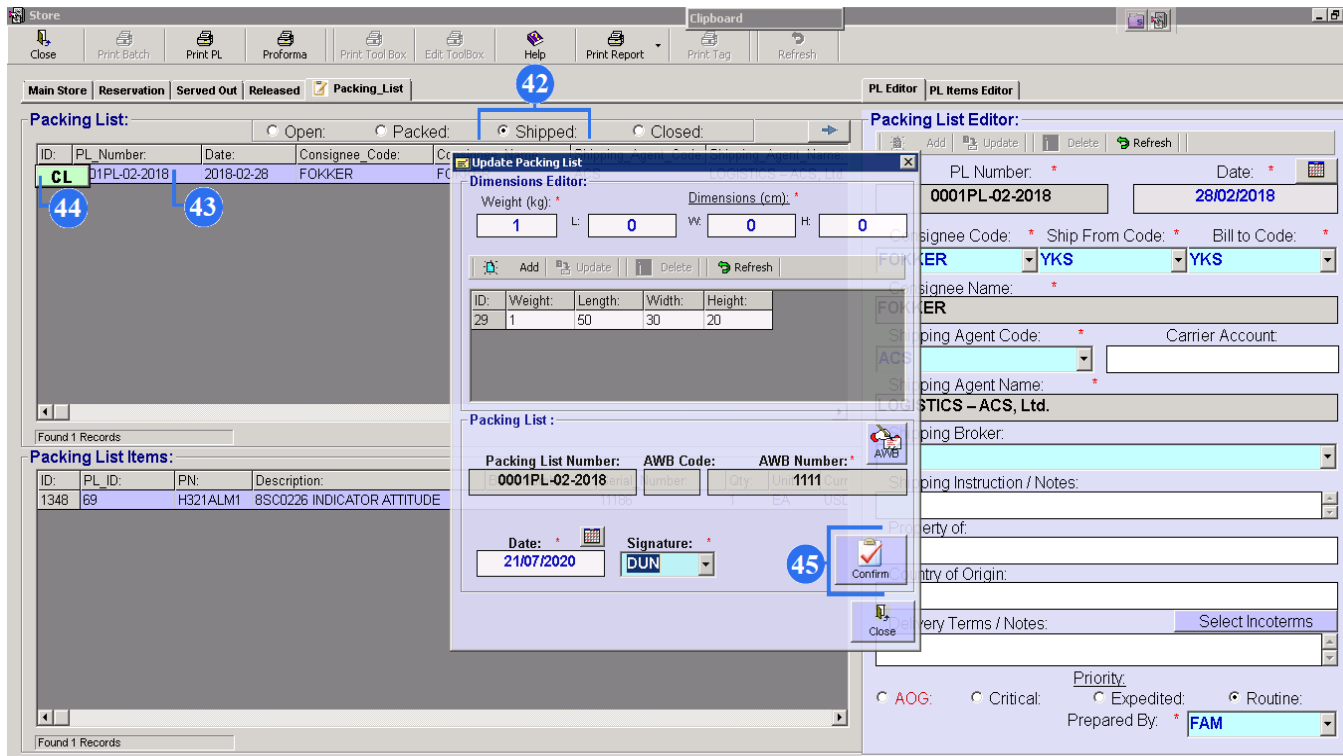
Packing List remains unclosed in the system until an AWB is linked to the Packing List. When an AWB is registered before the Shipping was done, the Packing List automatically changes status to Closed avoiding status Shipped.

As soon as Component Packing is delivered, you can transfer it the Close status.

42. Otherwise go to a Shipped Tab.

43. Select and highlight the line.

44. Press "CL" button.

45. Push on the "Confirm" button.

46. Closed Packing Lists become grey coloured. All shipped items could be easily traced using different filters.