

# HANDOVER

## User Guidance

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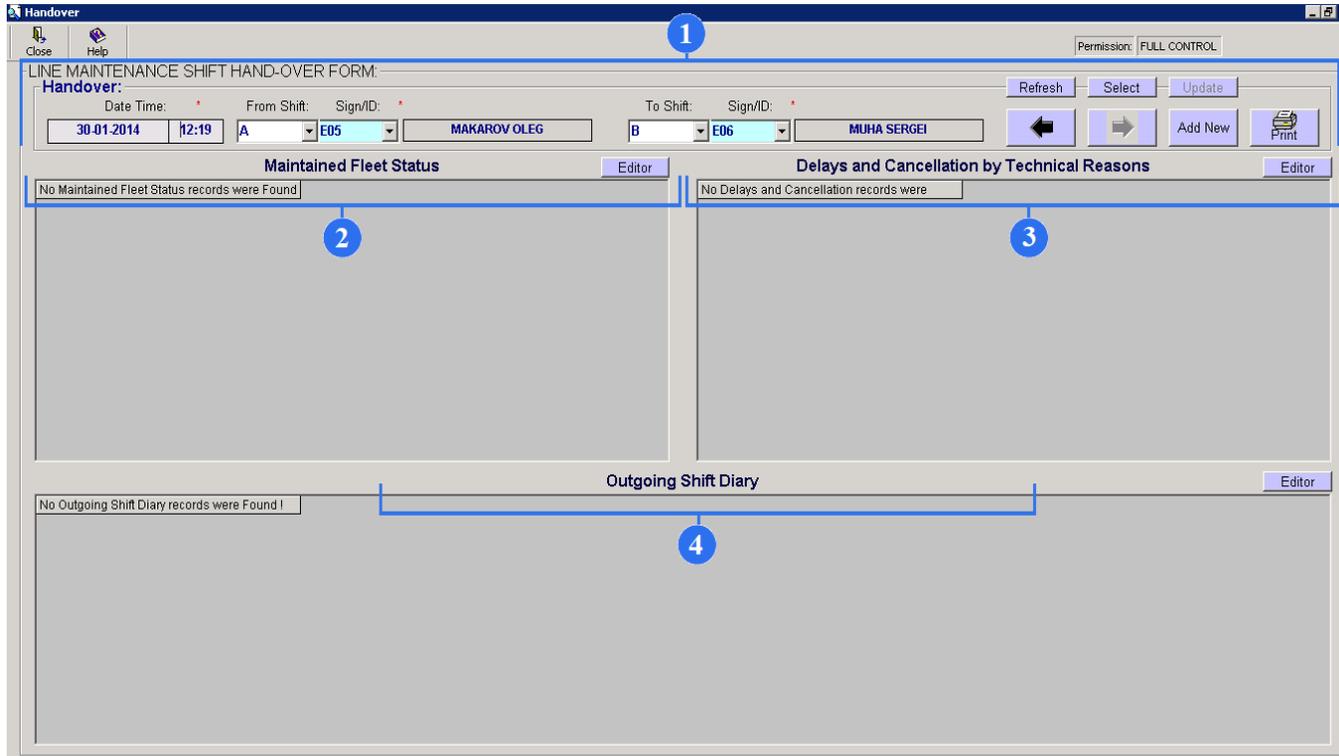
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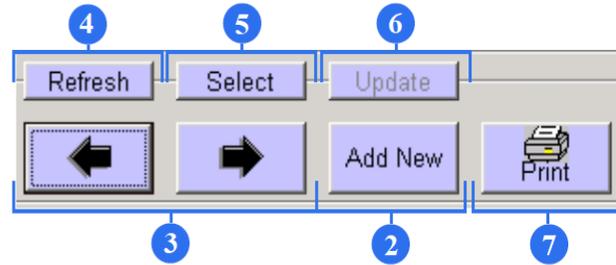
# 1. Handover Screen.



Handover screen consist of four frames:

- Handover Title (1);
- Maintained Fleet Status (2);
- Delays and Cancellations (3);
- Shift Diary (4).

## 2. Handover Screen.

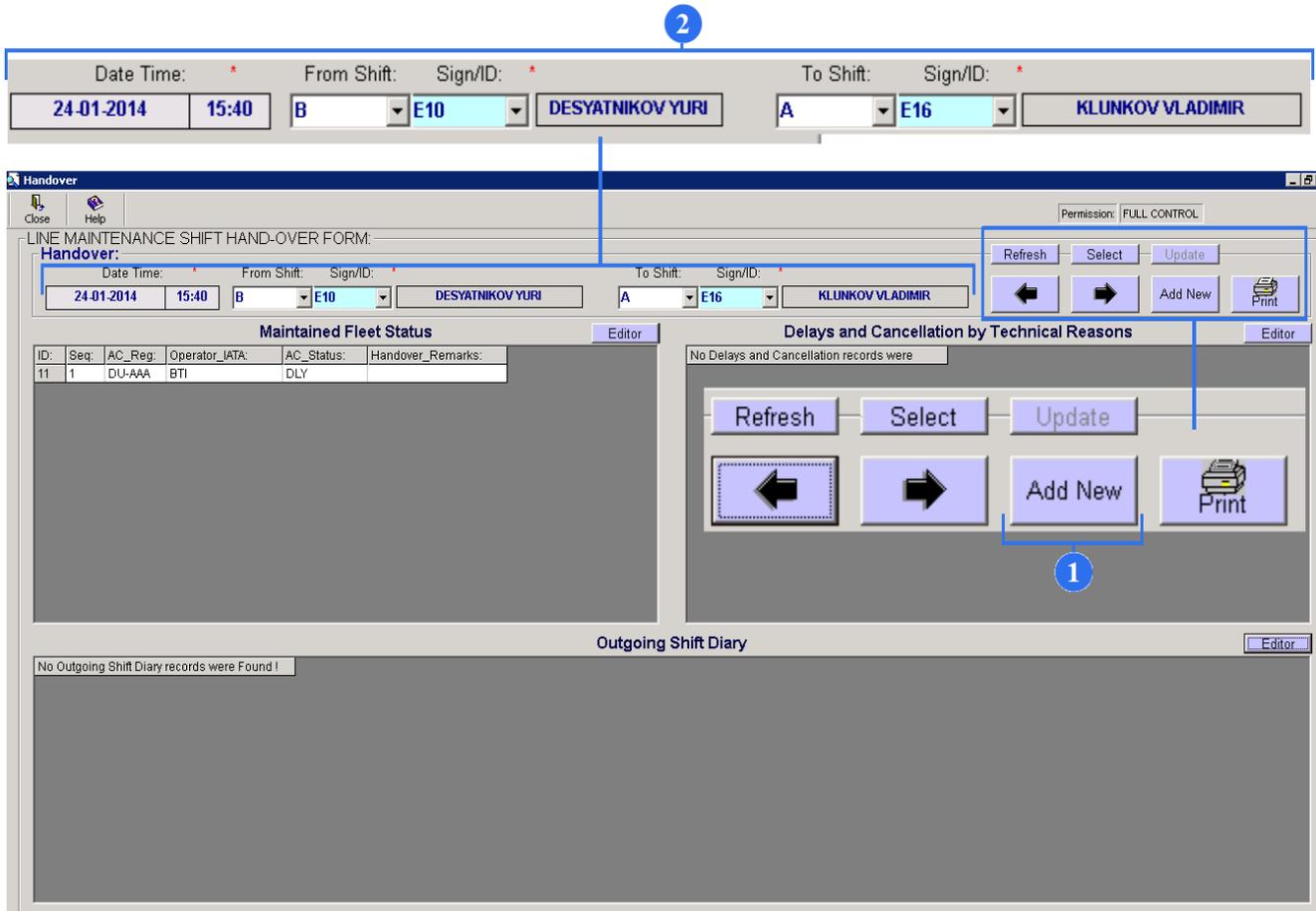


Handover Controls:

- Add New Handover Button (2);
- Surfing by the Date (3);
- Refresh - restore the original Handover screen (4);
- Select – quick search (4);
- Update – change Handover Title (limitation two last days) (5);
- Print – print report (6);
- Editor – run editor (7).

The screenshot shows the 'Handover' application window. At the top, there are fields for 'Date Time', 'From Shift', 'Sign/ID', 'To Shift', and 'Sign/ID'. Below these are two tables: 'Maintained Fleet Status' and 'Delays and Cancellation by Technical Reasons'. The 'Maintained Fleet Status' table has columns for ID, Seq, AC\_Reg, Operator\_IATA, AC\_Status, and Handover\_Remarks. The 'Delays and Cancellation by Technical Reasons' table has columns for ID, Seq, AC\_Reg, Operator\_IATA, Flight\_No, Delay, and Comments. At the bottom, there is an 'Outgoing Shift Diary' table with columns for ID, Seq, AC\_Reg, Operator\_IATA, Complaint\_Defect, and Actions. Numbered callouts are placed on the interface: 2 points to the 'Add New' button, 3 points to the date/time fields, 4 points to the 'Refresh' button, 5 points to the 'Update' button, 6 points to the 'Print' icon, 7 points to the 'Editor' button, and 8 points to the 'Editor' button in the 'Maintained Fleet Status' table.

### 3. New Handover Registration.



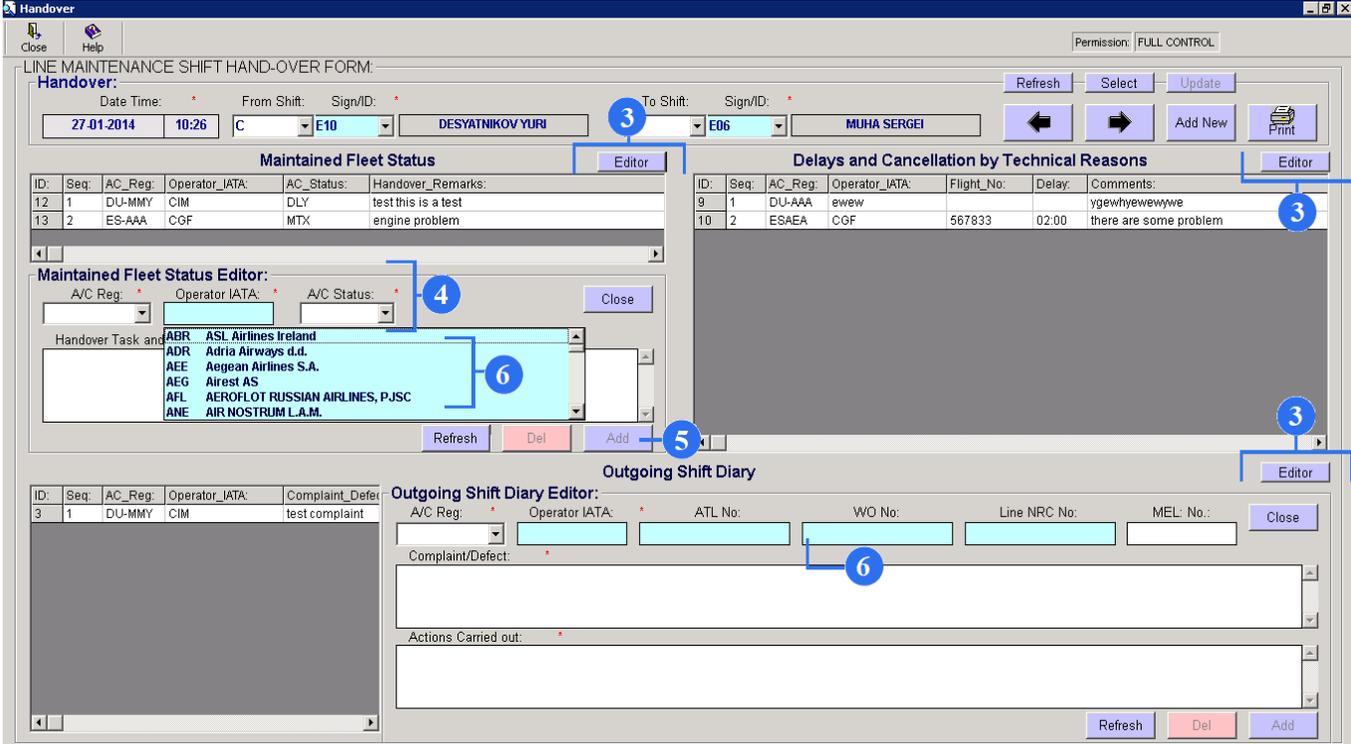
The screenshot shows the 'Handover' application window. At the top, there is a header area with the following fields: Date Time (24-01-2014 15:40), From Shift (B, E10, DESYATNIKOV YURI), and To Shift (A, E16, KLUNKOV VLADIMIR). Below this is a 'Handover' section with a 'Permission: FULL CONTROL' indicator. The main area is divided into three sections: 'Maintained Fleet Status' (with a table), 'Delays and Cancellation by Technical Reasons' (with a message 'No Delays and Cancellation records were'), and 'Outgoing Shift Diary' (with a message 'No Outgoing Shift Diary records were Found'). The 'Delays and Cancellation by Technical Reasons' section contains buttons for Refresh, Select, Update, Add New, and Print. A blue box labeled '1' highlights the 'Add New' button. Another blue box labeled '2' highlights the header area.

ID:	Seq:	AC_Reg:	Operator_IATA:	AC_Status:	Handover_Remarks:
11	1	DU-AAA	BTI	DLY	

1. To add new Handover push “Add New” button.

2. Select From-To Shift Data (Date and Time will appear automatically from system).

When new Handover Title was added user can work with Handover sections.



The screenshot shows the 'Handover' application window with the following sections and callouts:

- Callout 3:** Points to the 'To Shift' dropdown menu in the 'Handover' section.
- Callout 4:** Points to the 'A/C Status' dropdown menu in the 'Maintained Fleet Status Editor'.
- Callout 5:** Points to the 'Add' button in the 'Maintained Fleet Status Editor'.
- Callout 6:** Points to the 'Complaint/Defect' text area in the 'Outgoing Shift Diary Editor'.

**Maintained Fleet Status Table:**

ID	Seq	AC_Reg	Operator_IATA	AC_Status	Handover_Remarks
12	1	DU-MMY	CIM	DLY	test this is a test
13	2	ES-AAA	CGF	MTX	engine problem

**Delays and Cancellation by Technical Reasons Table:**

ID	Seq	AC_Reg	Operator_IATA	Flight_No	Delay	Comments
9	1	DU-AAA	ewew			ygywhewewewywe
10	2	ESAEA	CGF	567833	02:00	there are some problem

**Maintained Fleet Status Editor Fields:**

- A/C Reg: [Dropdown]
- Operator IATA: [Dropdown]
- A/C Status: [Dropdown]
- Handover Task and: [List box containing ASL Airlines Ireland, Adria Airways d.d., Aegean Airlines S.A., Alrest AS, AEROFLOT RUSSIAN AIRLINES, PJSC, AIR NOSTRUM L.A.M.]

**Outgoing Shift Diary Editor Fields:**

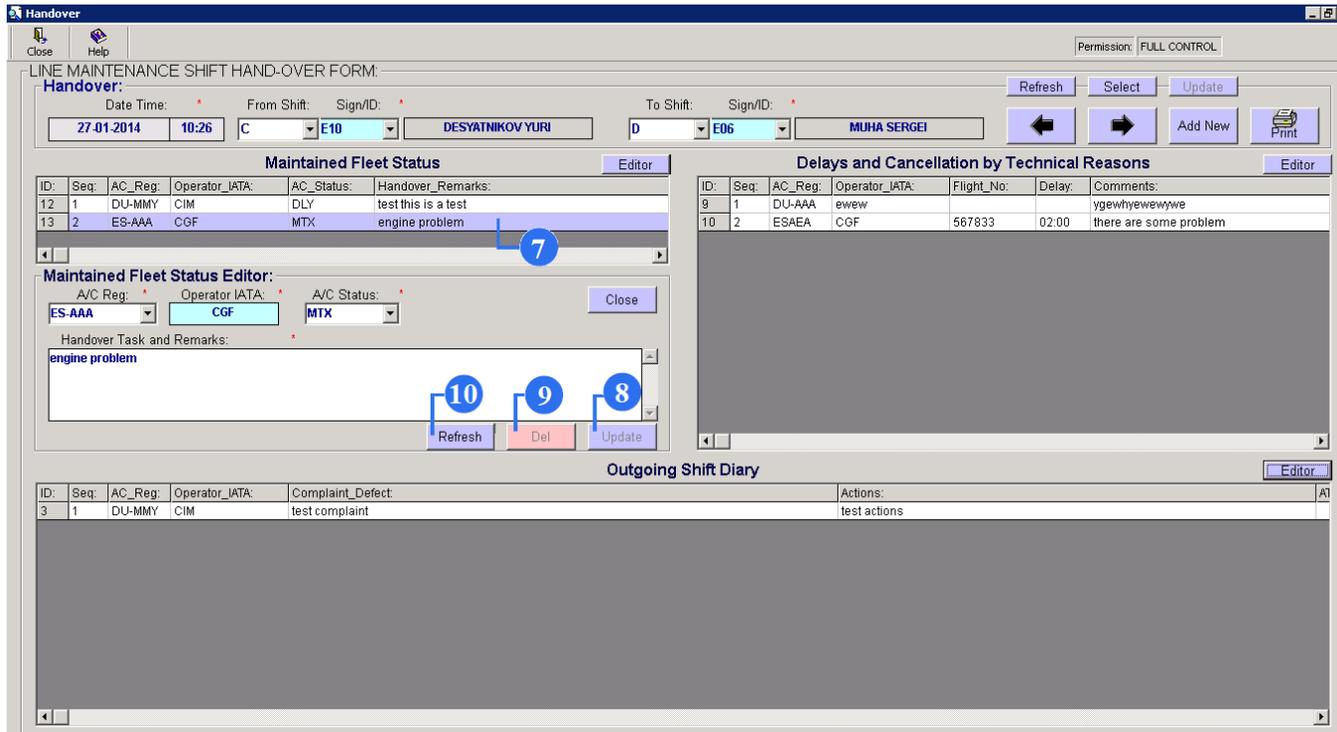
- A/C Reg: [Dropdown]
- Operator IATA: [Dropdown]
- ATL No: [Text field]
- WO No: [Text field]
- Line NRC No: [Text field]
- MEL: No.: [Text field]
- Complaint/Defect: [Text area]
- Actions Carried out: [Text area]

3. To add new record to any Handover section push appropriate “Editor” button then editor will appear.

4. Fill required fields.

5. Push “Add” button to save record.

6. Some fields (blue) to facilitate filling take data from other tables and also allowed free entry. When cursor move into that field will appear blue list for data selection but if you need put data manually click one more time in that field and again click one more time to see the list.



Handover

LINE MAINTENANCE SHIFT HAND-OVER FORM:

Handover: Date Time: 27-01-2014 10:26 From Shift: C To Shift: D Sign/ID: E10 DESYATNIKOV YURI Sign/ID: ED6 MUHA SERGEI

Refresh Select Update Add New Print

Maintained Fleet Status					
ID:	Seq:	AC_Reg:	Operator_IATA:	AC_Status:	Handover_Remarks:
12	1	DU-MMY	CIM	DLY	test this is a test
13	2	ES-AAA	CGF	MTX	engine problem

Delays and Cancellation by Technical Reasons

ID:	Seq:	AC_Reg:	Operator_IATA:	Flight_No:	Delay:	Comments:
9	1	DU-AAA	ewew			ygewhyewewywe
10	2	ESAEA	CGF	567833	02:00	there are some problem

Maintained Fleet Status Editor:

A/C Reg: ES-AAA Operator IATA: CGF A/C Status: MTX

Handover Task and Remarks: engine problem

Refresh Del Update

Outgoing Shift Diary

ID:	Seq:	AC_Reg:	Operator_IATA:	Complaint_Defect:	Actions:
3	1	DU-MMY	CIM	test complaint	test actions

7. After saving you can see created handover. Highlight it.

8. Make a change in the necessary fields and click on the Update.

9. To remove the handover click on the Del.

10. To reset all entered data click on the Refresh.

Handover

Permission: FULL CONTROL

LINE MAINTENANCE SHIFT HAND-OVER FORM:

Handover:

Date Time: 23.01.2014 15:10 From Shift: B Sign/ID: E05 MAKAROV OLEG To Shift: C Sign/ID: E06 MUHA SERGEI

Refresh Select Update

Save Handover Print

ID	Seq	AC_Reg	Operator_IATA	AC_Status	Handover_Remarks
10	1	DU-MMY	CIM	AOG	

Maintained Fleet Status Editor

ID	Seq	AC_Reg	Operator_IATA	Flight_No	Delay	Comments
2	1	DU-MMY	BTI	ry7ewyyew		gdsdshdsdshds
3	2	ES-CRJ	BBD			nhhsdsh
6	5	LYSTG	BTI	gnmjfdjdf		nhhsdsh
7	6	DU-MMY	BBD	gdgs	02:45	ryeyurur

Delays and Cancellation by Technical Reasons Editor

Refresh Select Update

Save Handover Print

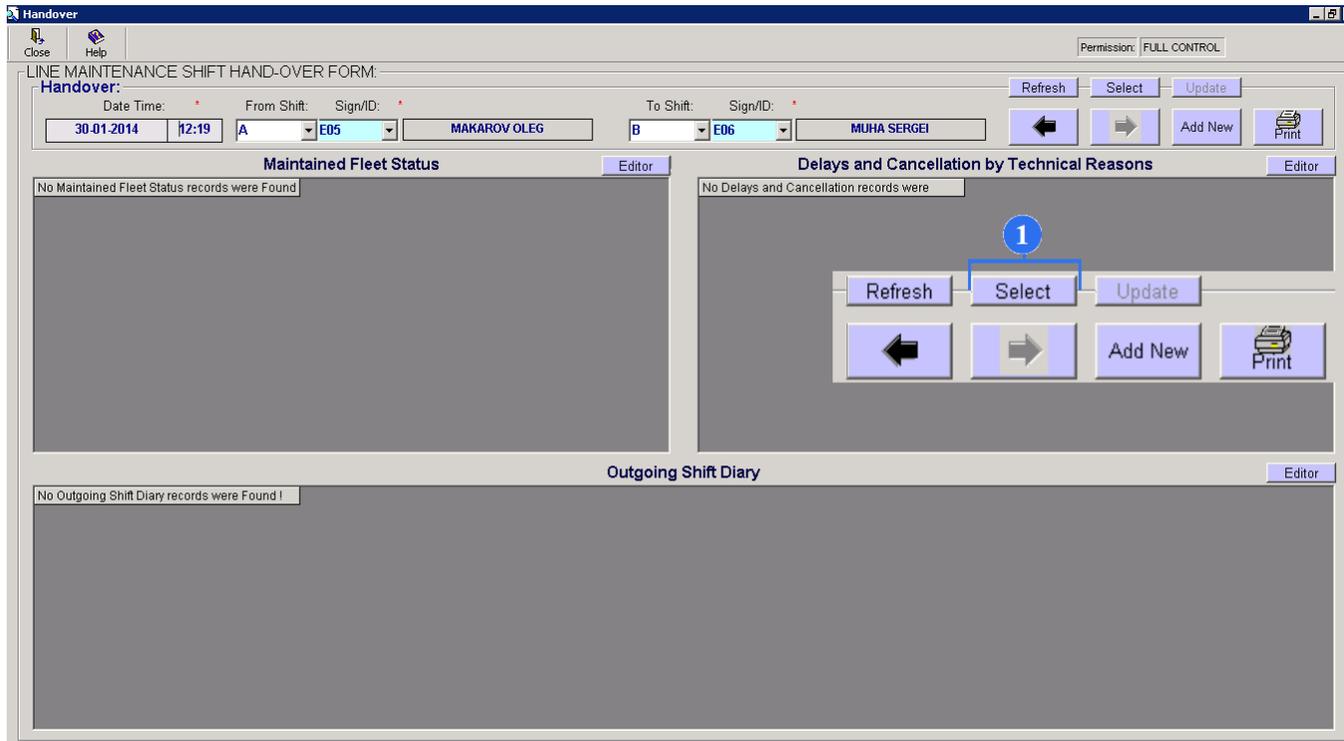
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Outgoing Shift Diary Editor

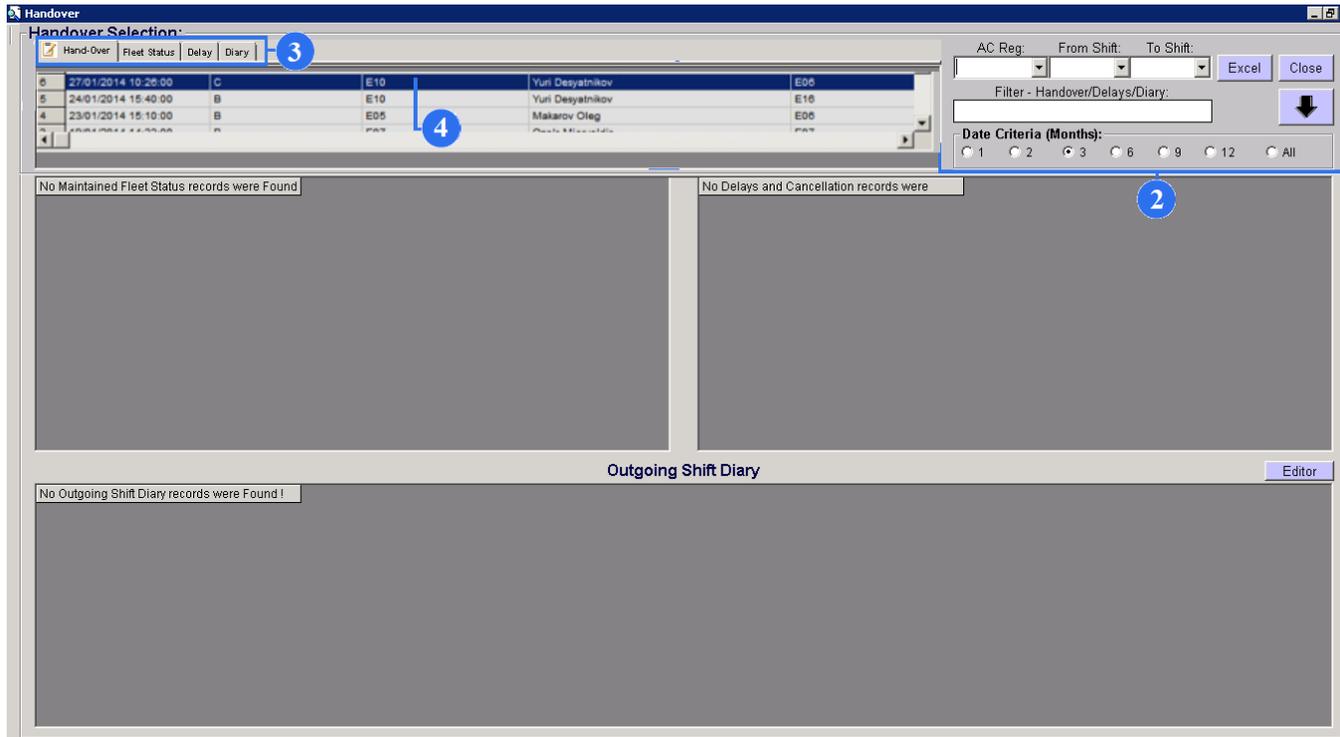
ID	Seq	AC_Reg	Operator_IATA	Complaint_Defect	Actions	ATL_Number	WO_Number	NRC_Number	MEL_Number
2	2	DU-AAA	BTI	stwtwtwt	ttwtwtwtwt			1104001	

10. To save newly added Handover push "Save Handover" button.

## 4. Quick Search.



1. To quick search push “Select” button then search frame will appear.



2. Selection criteria for the search are performed on the right side.
3. View search results records provided by zones tabs.
4. Select record to see all records for that Handover.