SHORTAGE

User Guidance

Contents

1. Shortage Registration.
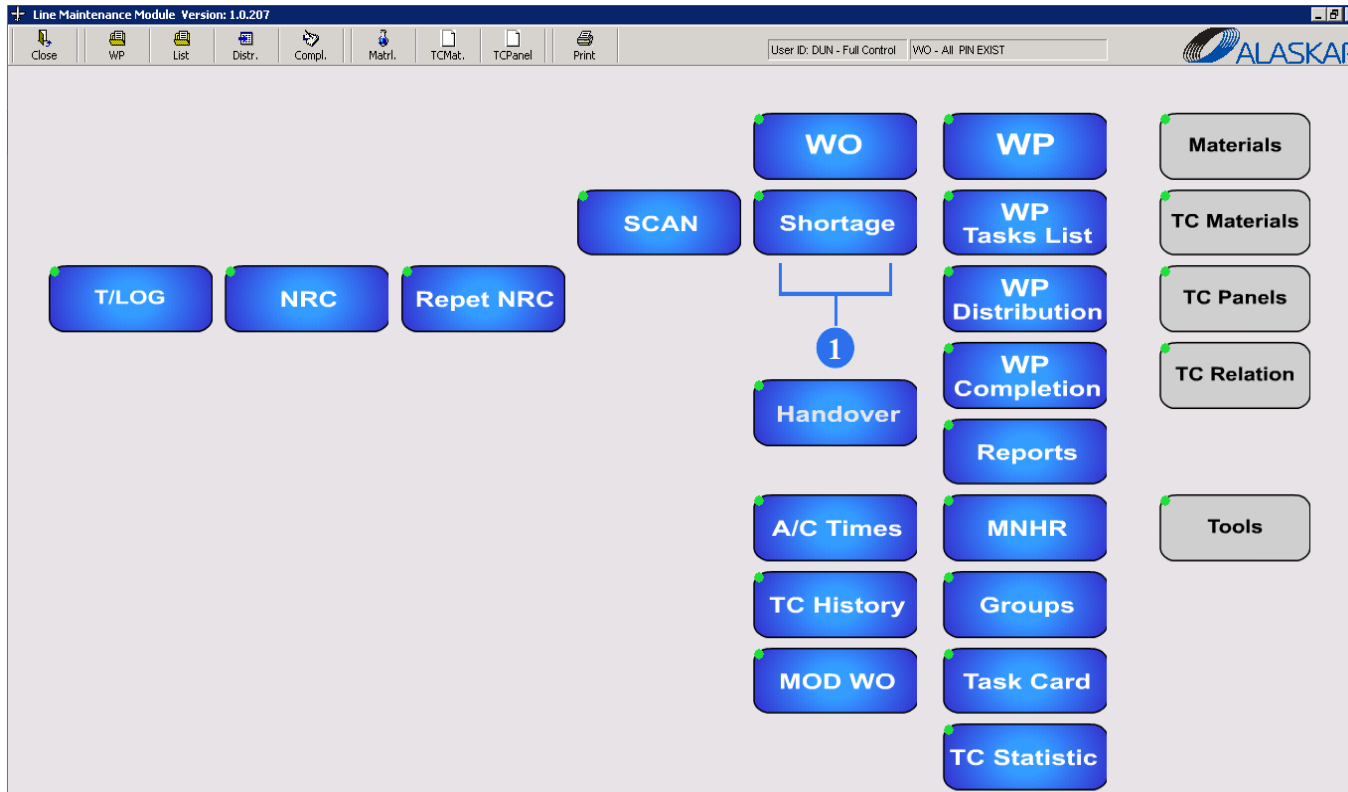
If there are no required materials for the task completion, a shortage must be registered. After the registration, this shortage will be displayed in the Stock Module (Shortage sub-module).

1. Click on the SHORTAGE button to enter the screen.

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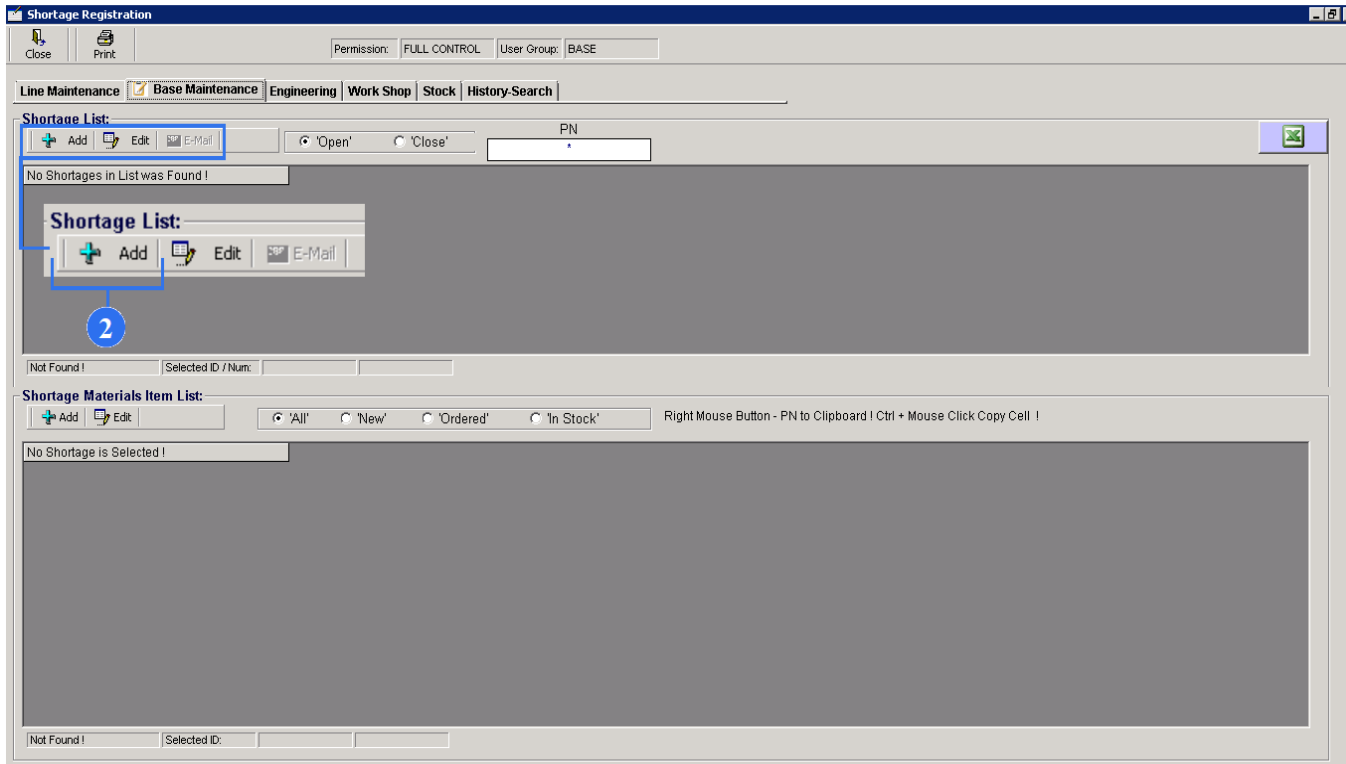
2. Click on the ADD button and a Shortage Editor will be opened.

3. A Shortage number, a user group and a registration date will be generated automatically.

4. Enter an aircraft type, registration and why a shortage is registered (Use For, Use Number), write a description and select Customer Name.

5. Select a priority date (when a particular component should be delivered). Select "Issued By" and "Ship to". Tick the AOG field (Aircraft On the Ground), if urgent materials are required. All shortages, marked with AOG, are in red colour in a Shortage List.

6. To add a new shortage, click on the Add button.
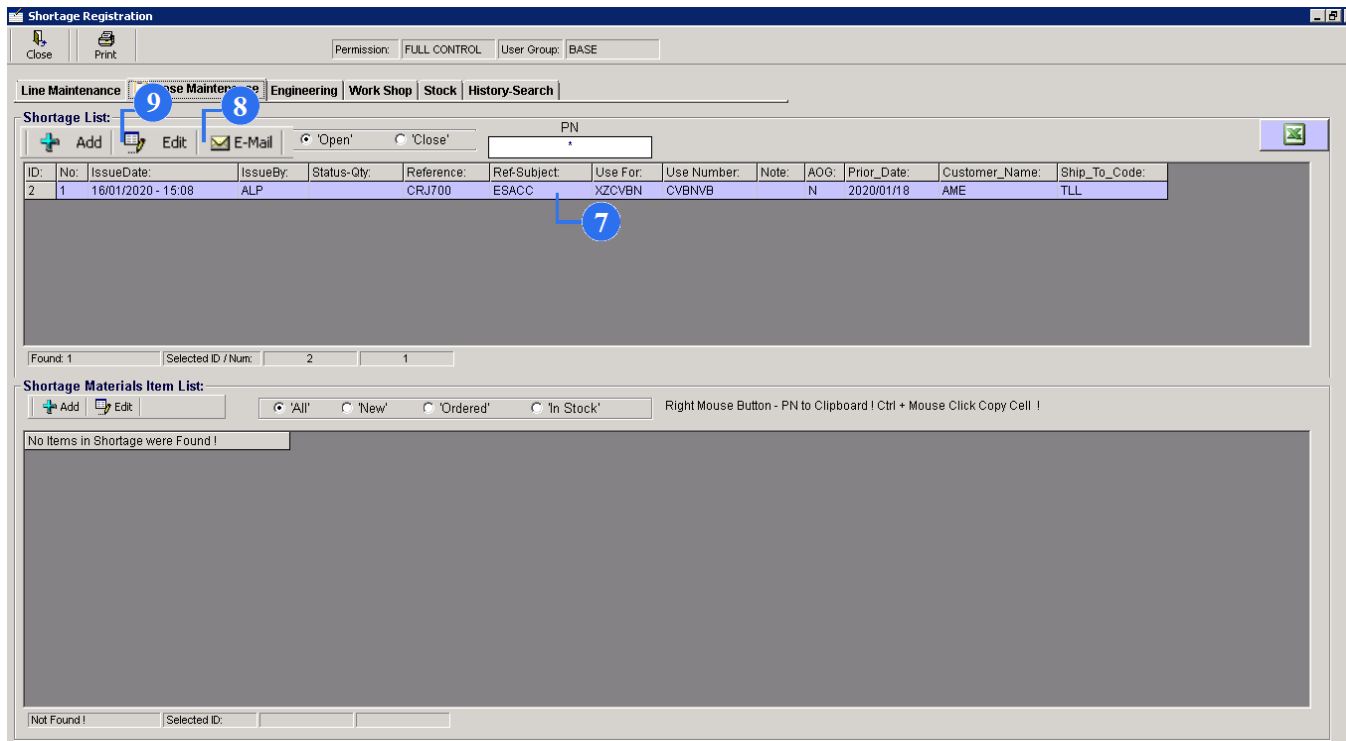
7. You can see the save data in the Shortage List. Highlight the line.

8. To supply the data to e-mail, click on the "E-Mail".

9. To update an existing shortage click on the "Edit" button.

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Shortage Editor:

⑬ Close | Add | ⑪ Update | ⑫ Delete

Shortage No:	User Group:	Reg. Date :
2	BASE	16/01/2020 - 15:43

Use for: *
XZCVBN

Use Number: *
CVBNVB

A/C Type : *
CRJ700

A/C Reg : *
ESACC

Customer Name: *
AEGEAN AIRLINES S.A.

Note / Description:
SDFGHJ

Priority Date : *
2020/01/18

Issued By : *
ALP

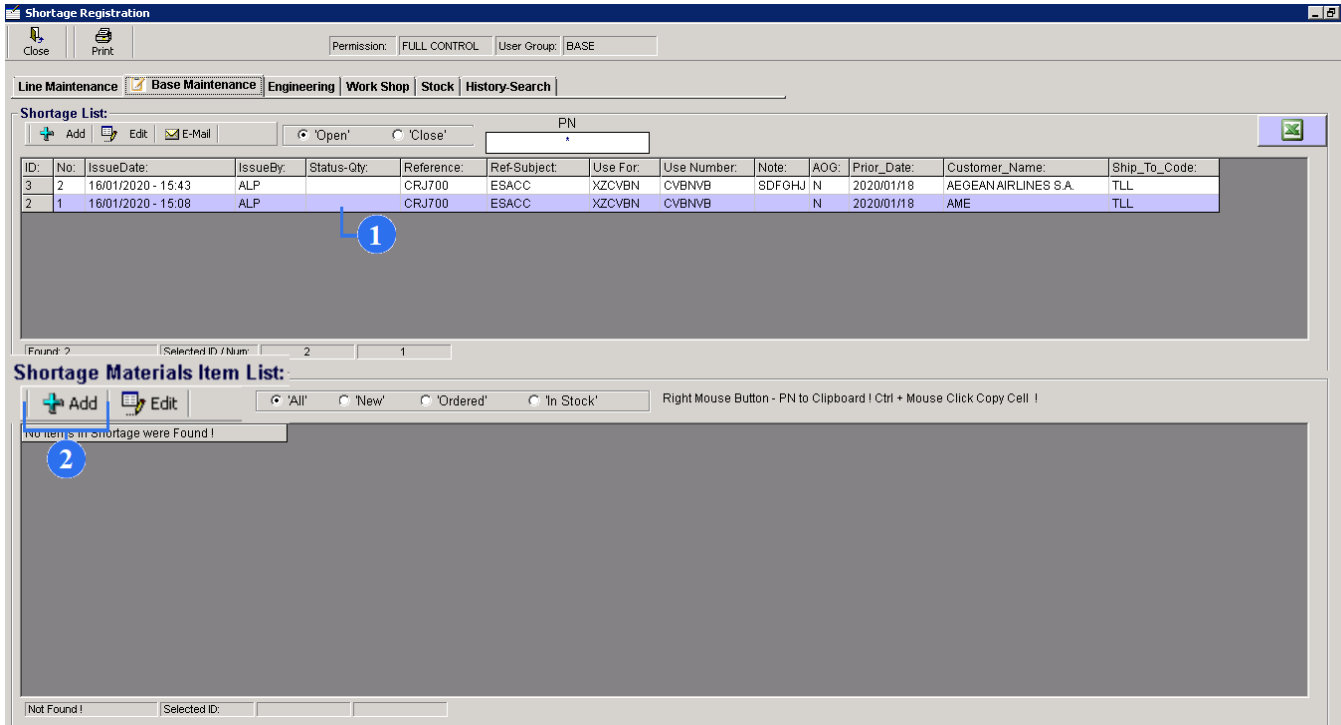Ship to : *
TLL

☐ AOG

MEL:
A

User Name:

⑩

10. In the Shortage Editor make changes.

11. Click on the update button.

12. To delete an existing shortage, highlight it in a shortage list and click on the EDIT button. In the Shortage Editor click on the DELETE button.

13. To reset the editor, click on the CLOSE button.

2. Shortage Items Addition.

1. In the Shortage List highlight necessary line.

2. In the Shortage Materials Item List click on the "Add" button.

Shortage Item Editor: ⑥

| Close | Add | Update | Delete |

Shortage No: Item ID: Reg. Date :

1   **1**   **16/01/2020 - 16:17**

Found Materials:

Filter: [*] [*] ③

List1

P/N: *   ☑ **P/N Known**   Unit: *   Qty: *

[ ]   **Each** ▼   [ ] ④

P/N Description: *

[ ]

Note / IPC Reference:

[Note, IPC Reference]

P/N Substitute _ 1:   P/N Substitute _ 2:

[ ]   [ ] ⑤

Min. Stock Qty: Category: *   Part Condition Req.:

[ ]   ⊙ MATERIAL   ○ TOOL   ☑ NEW
                                      ☐ OVERHAULED
Type: *   ☐ REPAIRED
                                      ☐ INSPECTED
⊙ CONS   ○ ROT   ○ REP   ○ EXP   ☐ TESTED

3. After the selection, a part number and a description will be denigrated automatically.

4. Choose a unit and quantity.

5. Make references if needed. Enter Substitutes, if any. Check the box of the Category and Type.

6. To add a new item, click on the ADD button.

7. You can see the save data in the Shortage Materials Item List. Highlight the line.

8. To update an existing shortage click on the "Edit" button.

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Shortage Item Editor:

10
11

Close   Add   Update   Delete

12
Shortage No: Item ID: Reg. Date :

1   1   16/01/2020 - 16:17

Found 2 Part Numbers:

Filter: 4551   *

4551   LAMP
45515011P0543   LOWER ESC ASSY

P/N: *   ☑ **P/N Known**   Unit: *   Qty: *

4551   EACH ▼   1

P/N Description: *   T_2: Descri

LAMP

Note / IPC Reference:

P/N Substitute _ 1:   P/N Substitute _ 2:

Min. Stock Qty: Category: *   Part Condition Req.:
        ⦿ MATERIAL   ○ TOOL   ☑ NEW
                    ☐ OVERHAULED
Type: *   ☐ REPAIRED
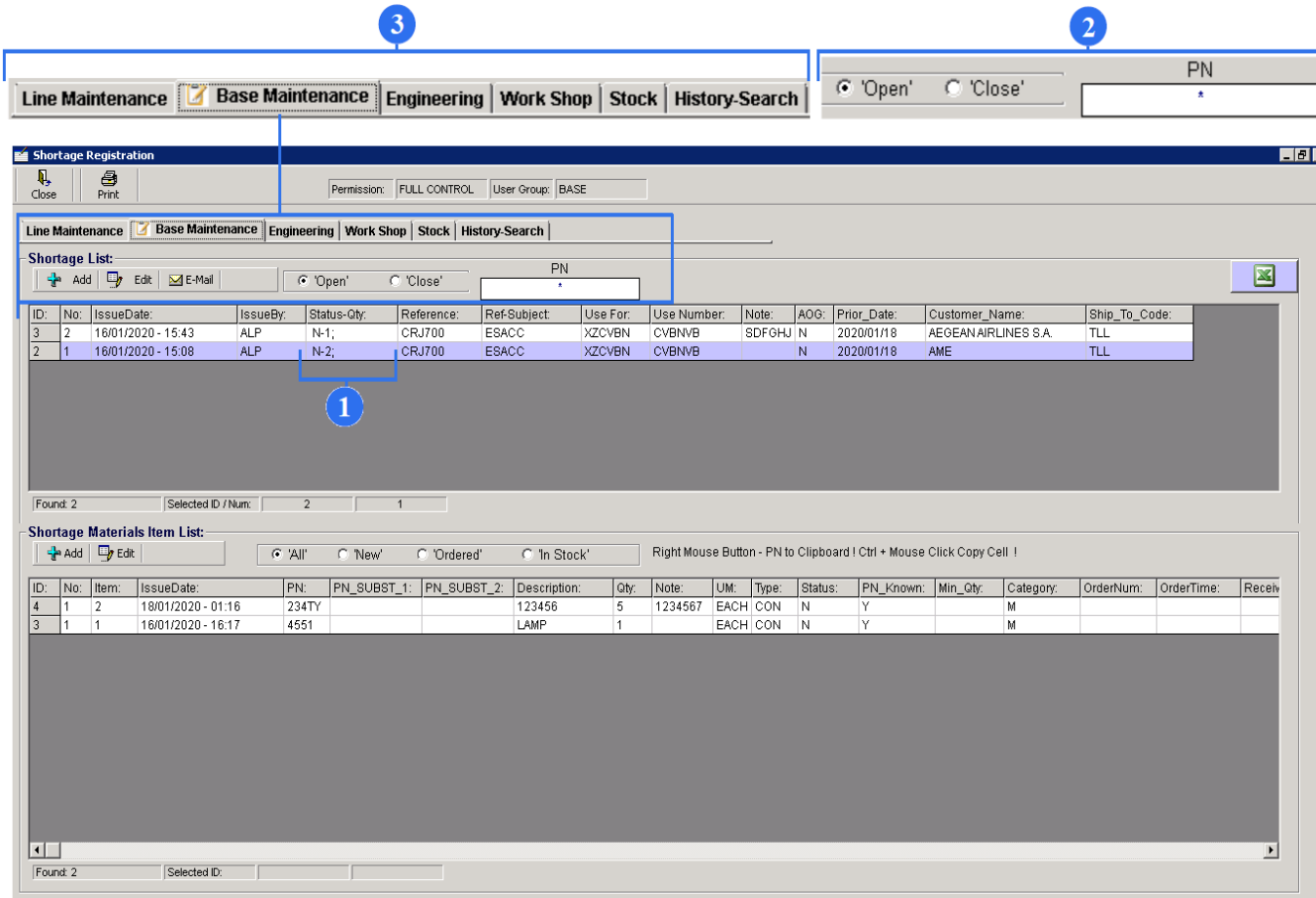⦿ CONS   ○ ROT   ○ REP   ○ EXP   ☐ INSPECTED
                    ☐ TESTED

9. In the Shortage Editor make changes.

10. Click on the update button.

11. To delete an existing item, highlight it in a shortage material item list and click on the EDIT button. In the Shortage Item Editor click on the DELETE button.

12. To reset the editor, click on the CLOSE button.

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3. Shortage Status.

1. To view the items status of a particular shortage, view a Status-Quantity column:

- 'N' means a new item, just registered (in white color in the shortage materials item list);

- 'O' means an ordered item, but it's not in stock yet (in yellow color in the shortage materials item list);

- 'S' means an item in stock (in green color in the shortage materials item list).

2. You may also view a history of closed shortages by using a filter.

3. To view what shortages different department ordered, use a line maintenance/base maintenance/engineering/ work shop/stock/history-search tab.