

SHORTAGE

User Guidance

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Confidential Information:

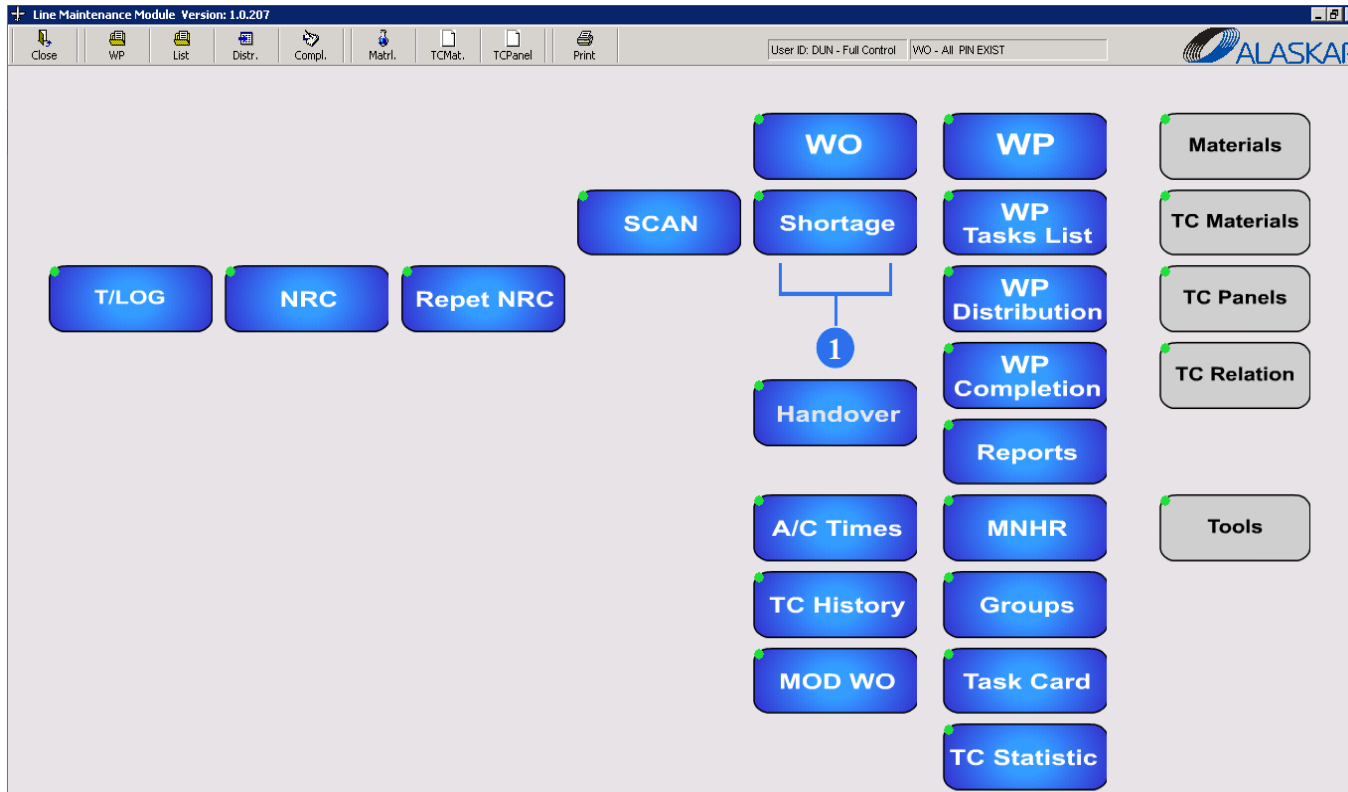
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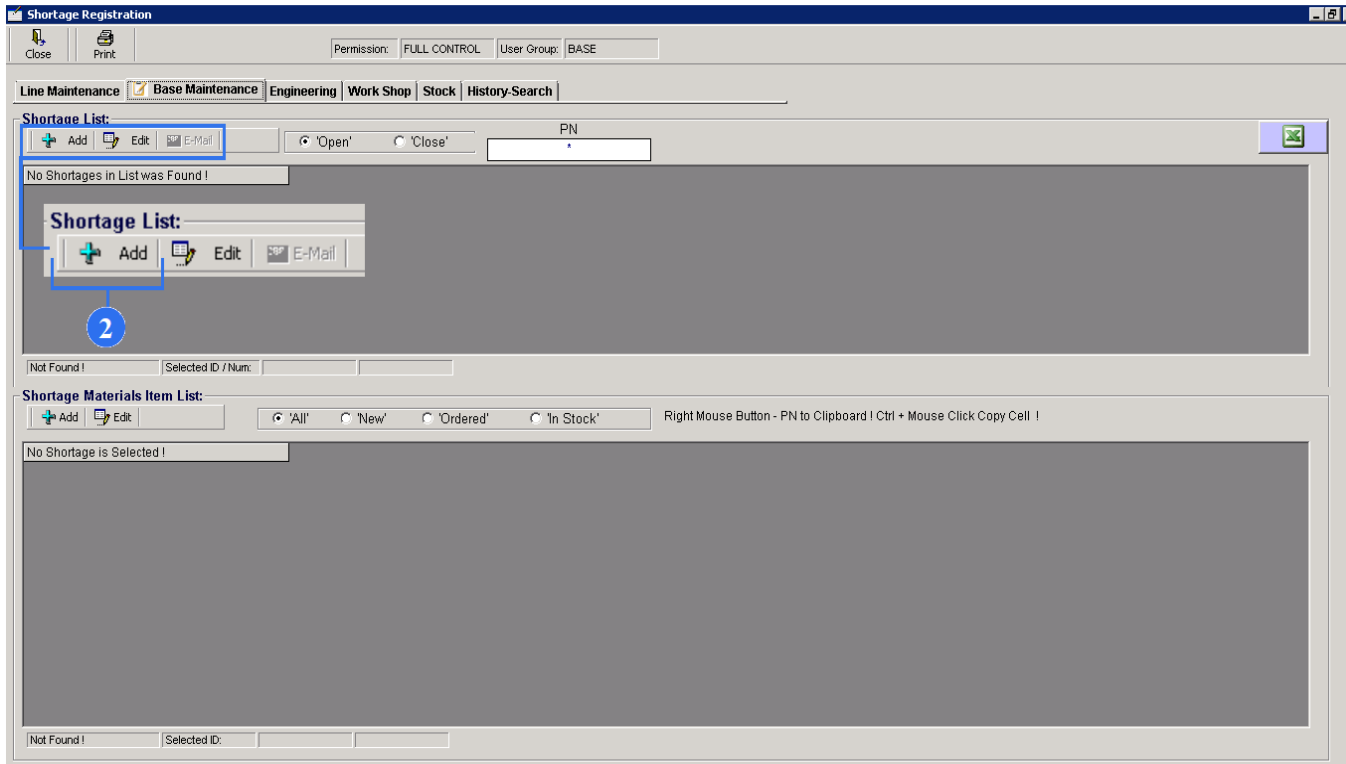
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1. Shortage Registration.



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.



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

Shortage Editor: 6

Close Add Update Delete

Shortage No: **2** User Group: **BASE** Reg. Date: **16/01/2020 - 15:18** 3

Use for: * Use Number: *
A/C Type: * A/C Reg: *

Customer Name: *
AME 4

Note / Description:

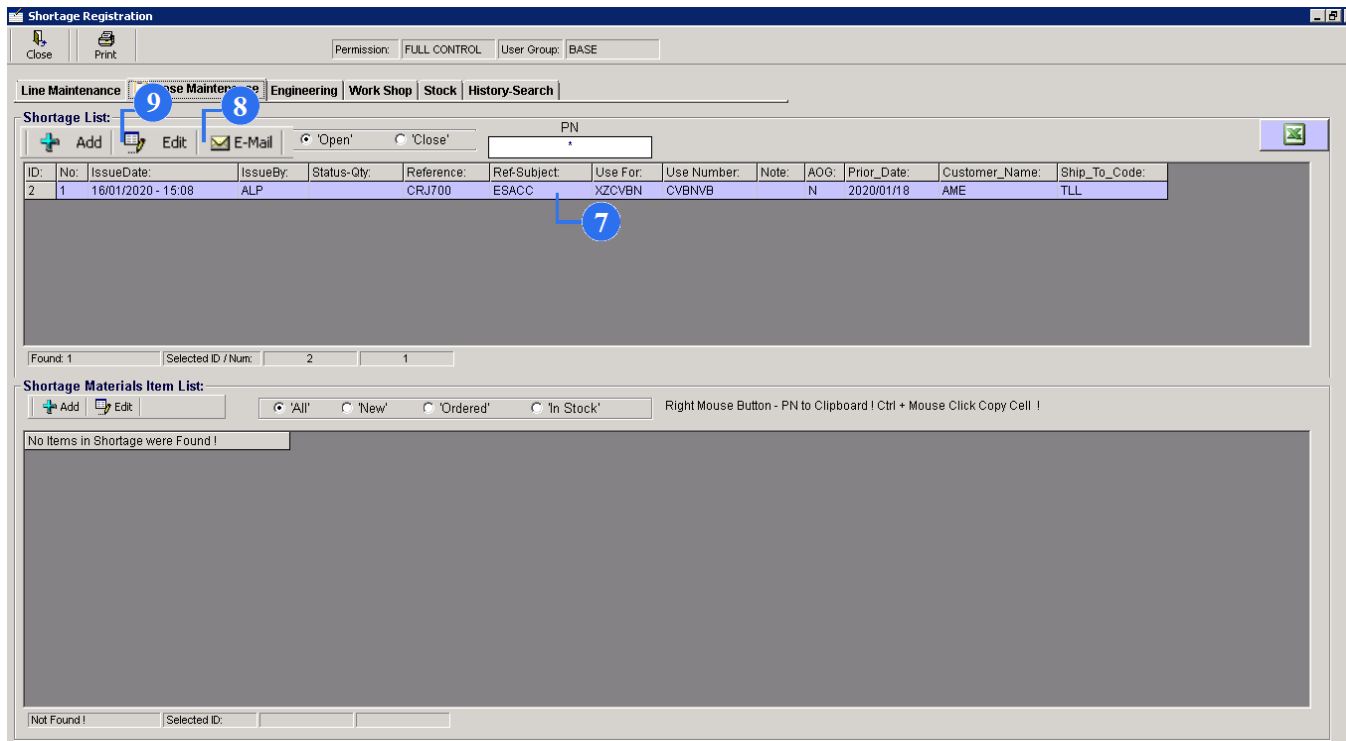
Priority Date: * Issued By: * Ship to: *
 AOG MEL: **A** User Name:

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.

Shortage Editor:

Close Add Update Delete

Shortage No: **2** User Group: **BASE** Reg. Date: **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:

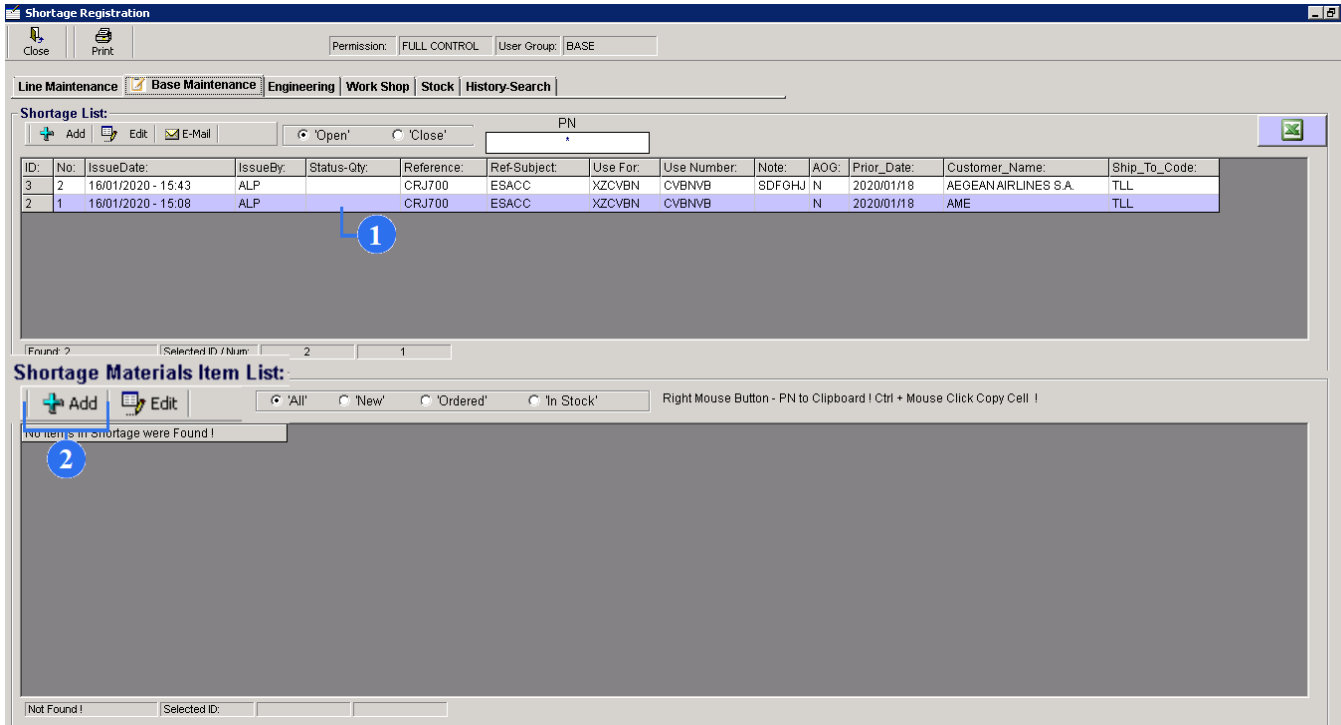
10. In the Shortage Editor make changes.

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.



Shortage Registration

Close Print Permission: FULL CONTROL User Group: BASE

Line Maintenance Base Maintenance Engineering Work Shop Stock History-Search

Shortage List:

Add Edit E-Mail Open Close PN

ID:	No:	IssueDate:	IssueBy:	Status-Qty:	Reference:	Ref-Subject:	Use For:	Use Number:	Note:	AOG:	Prior_Date:	Customer_Name:	Ship_To_Code:
3	2	16/01/2020 - 15:43	ALP		CRJ700	ESACC	XZCVBN	CVBNVB	SDFGHJ	N	2020/01/18	AEGEAN AIRLINES S.A.	TLL
2	1	16/01/2020 - 15:08	ALP		CRJ700	ESACC	XZCVBN	CVBNVB		N	2020/01/18	AME	TLL

Found: 2 Selected ID / Num: 2 1

Shortage Materials Item List:

Add Edit All New Ordered In Stock Right Mouse Button - PN to Clipboard | Ctrl + Mouse Click Copy Cell |

No items in shortage were Found!

Not Found! Selected ID:

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: 1 Item ID: 1 Reg. Date: 16/01/2020 - 16:17

Found Materials:

Filter:

List1

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

P/N Description: *

Note / IPC Reference:

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

Min. Stock Qty:

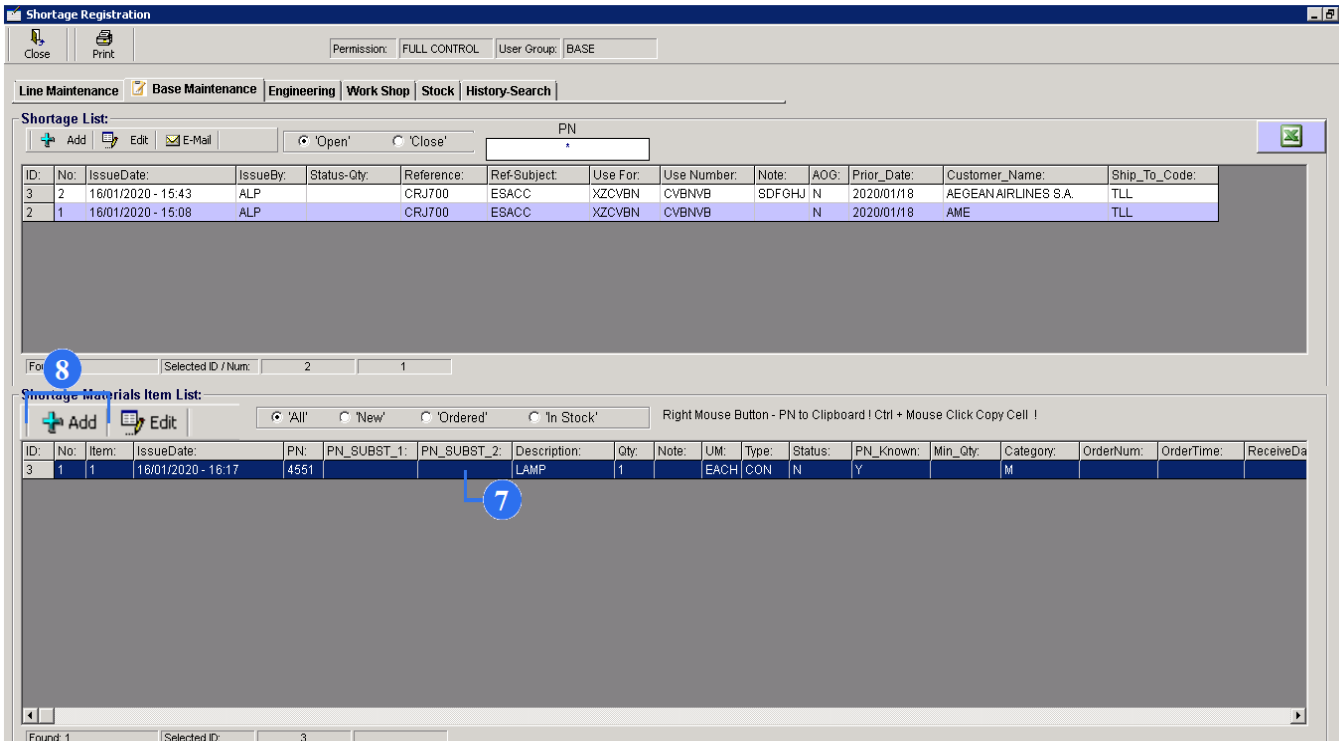
Category: * MATERIAL TOOL

Part Condition Req.:

NEW
 OVERHAULED
 REPAIRED
 INSPECTED
 TESTED

Type: * CONS ROT REP EXP

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.



Shortage Registration

Close Print Permission: FULL CONTROL User Group: BASE

Line Maintenance Base Maintenance Engineering Work Shop Stock History-Search

Shortage List:

ID:	No:	IssueDate:	IssueBy:	Status-Qty:	Reference:	Ref-Subject:	Use For:	Use Number:	Note:	AOG:	Prior_Date:	Customer_Name:	Ship_To_Code:
3	2	16/01/2020 - 15:43	ALP		CRJ700	ESACC	XZCVBN	CVBNVB	SDFGHJ	N	2020/01/18	AEGEAN AIRLINES S.A	TLL
2	1	16/01/2020 - 15:08	ALP		CRJ700	ESACC	XZCVBN	CVBNVB		N	2020/01/18	AME	TLL

For: Selected ID / Num: 2 1

Shortage Materials Item List:

ID:	No:	Item:	IssueDate:	PN:	PN_SUBST_1:	PN_SUBST_2:	Description:	Qty:	Note:	UM:	Type:	Status:	PN_Known:	Min_Qty:	Category:	OrderNum:	OrderTime:	ReceiveDa
3	1	1	16/01/2020 - 16:17	4551			LAMP	1		EACH	CON	N	Y		M			

Found: 1 Selected ID: 3

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.

Shortage Item Editor:

Close Add Update Delete

Shortage No: 1 Item ID: 1 Reg. Date: 16/01/2020 - 16:17

Found 2 Part Numbers:

Filter: 4551 *

4551	LAMP
45515011P0543	LOWER ESC ASSY

P/N: * P/N Known Unit: * EACH Qty: * 1

P/N Description: * LAMP T_2: Descri

Note / IPC Reference:

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

Min. Stock Qty: Category: * MATERIAL TOOL Part Condition Req.: NEW OVERHAULED REPAIRED INSPECTED TESTED

Type: * CONS ROT REP EXP

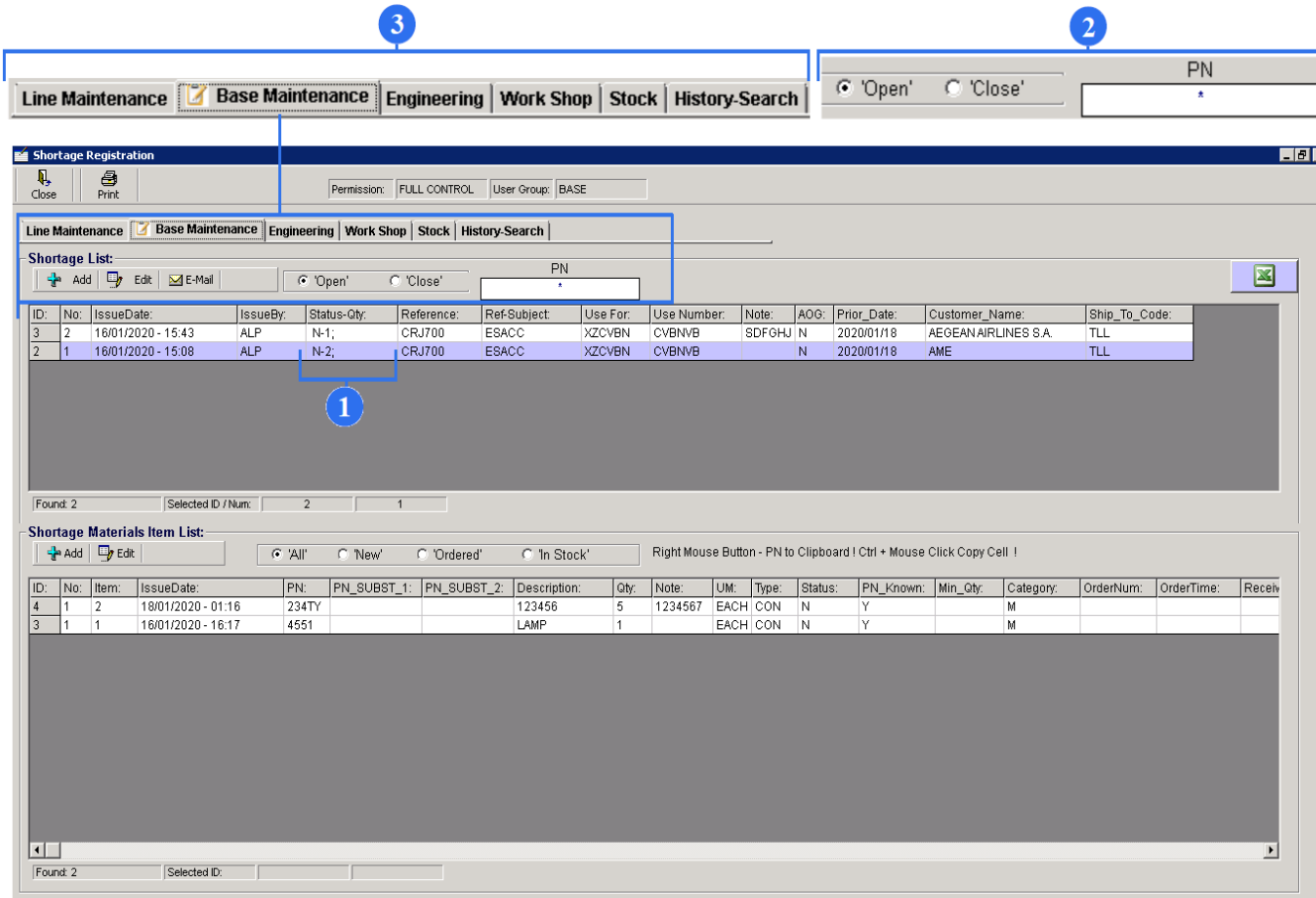
9. In the Shortage Editor make changes.

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.

3. Shortage Status.



The screenshot displays two windows from the software. The top window, 'Shortage Registration', has a navigation bar with tabs: Line Maintenance, Base Maintenance (selected), Engineering, Work Shop, Stock, and History-Search. It includes radio buttons for 'Open' and 'Close', and a 'PN' search field. The bottom window, 'Shortage Materials Item List', also has a similar navigation bar. It features a 'Shortage List' table with columns: ID, No, IssueDate, IssueBy, Status-Qty, Reference, Ref-Subject, Use For, Use Number, Note, AOG, Prior_Date, Customer_Name, and Ship_To_Code. Below this is a 'Shortage Materials Item List' table with columns: ID, No, Item, IssueDate, PN, PN_SUBST_1, PN_SUBST_2, Description, Qty, Note, UM, Type, Status, PN_Known, Min_Qty, Category, OrderNum, OrderTime, and Receiv. Numbered callouts are present: '3' points to the 'Base Maintenance' tab; '2' points to the 'Open'/'Close' buttons and the 'PN' field; '1' points to the 'Status-Qty' column in the 'Shortage List' table.

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.