WO – WORK ORDER

User Guidance

Contents

1. General.

A WO – Work Order submodule is necessary to create other work orders and fill them by difference tasks. It is used basically to carry out procedures within a line maintenance. To begin to work with this submodule, you need click "WO" button on the initial list of the Line Maintenance Module List.

2. Line Work Order Registration.

1. To create a new WO, push "Line WO" tab on the WO Registration List screen and look at the WO Editor.

2. The WO number will be appeared automatically. It is unique number which is created by WO sub - module. The first four digits are year, the second two digits are number of month and then it is serial number.

3. Check the box "Activate WO".

4. Select WO Department Effect onto. This list contains LINE, BASE and PAINTING. For Line WO creation it is necessary to choose LINE. Yellow field is used for additional information.

5. Select aircraft registration ("Select" field) and "A/C Reg", "A/C Type", "A/C Serial No", "Authority", "Customer Name", "Customer WO Reference" and "Customer Contact

Details" fields will be automatically filled. But if aircraft registration data is missing in the data base, you will manual inflate all these fields.

6. Write actions you need to carry out in this WO.

7. Select "STA", "WO Date", and "Originator". WO Editor will automatically generate a today's date. If the edit date is not today, use the calendar to select the correct date of WO creation.

8. Fill "Remarks" field if it is necessary.

9. To save new WO click on the "Add" button on the upper toolbar of editor.

10. If you want to make a change in the created WO, change enter data and click on the "Update".

11. To remove the WO push "Delete" button.

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12. If all the WO tasks are completed, click on the "Close" to complete WO (to close WO).

13. To make any changes, you need to open a WO by clicking the OPEN button. Confirm the opening. An authentication window will be displayed. Enter your ID and password, and then click on OK. Having done this, the WO will be opened and available for any changes.

14. To 'reset all entered data push on the "Refresh" button.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.

15. To extend Work Orders Registration List, click on the button with arrow. Having chosen a particular WO, you will be able to see its Tasks List/Distribution/Completion, if they were already registered. To view them, click a necessary option on the tab.

16. Use all these filters to find necessary created work order.

17. Select any line.

18. To reset all bright liners, click on the "Reset" button.

19. To close Line Work Orders Registration screen push "Close" button on the upper toolbar.

20. To print bright liner (created work order) push "Print" button on the upper toolbar.

21. To transfer created work order to excel click on the "Excel".

22. Push this button to attach the files such as pictures, screens of different documentations.

3. Pilot list.
3.1. Tasks List/Task Cards Addition.

1. Select a Tasks List on the Line WO/Tasks List/Distribution/Completion tab.

2. Highlight a necessary WO and double click it. To return to a WO list, click on WO.

3. Emerged screen provides a particular set of tasks, which are listed in Task Cards.

4. The screen shows a Tasks Source which is used for easy tasks selection.

5. Status Bar.

6. To transfer a task from Task Cards to a Tasks Source, highlight the task at first.

7. Then click on the button with one check mark to transfer one task to a Task Source (the task will be transferred, not copied).

8. To transfer all the tasks from Task Cards to a Task Source, click on the button with two check marks.

9. To transfer a task from a Task Source to Task Cards, highlight the task at first.

10. Then click on the button with one check mark to transfer one task to Task Cards (the task will be transferred, not copied).

11. To transfer all the tasks from a Task Source to Task Cards, click on the button with two check marks.

12. You may use FILTER to find a certain task. Type a task number in the Id field and then click the ENTER button.

13. If you want to return to the whole tasks list, click on a Task Cards tab.

14. You may open Task Cards in MS Excel format by pressing the EXCEL button.

15. If you want to extend a Task Cards screen, click on the button with the right direction arrow.

16. If you want to extend a Tasks Source screen, click on the button with the left direction arrow.

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3.2. Task Cards Source Selection/Creation.

1. Click on Source button menu and choose action «Select Source Table".
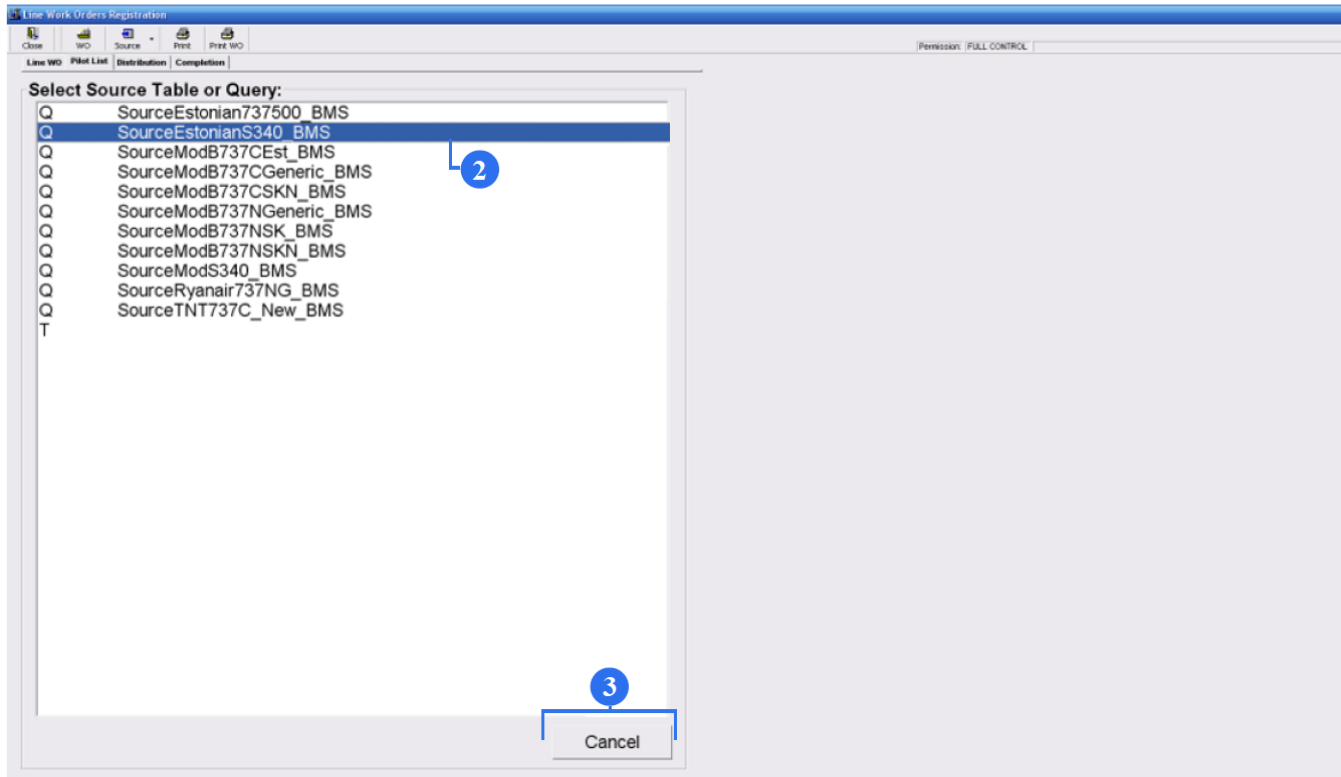
2. Choose a Tasks Source in a Select Source Table, highlight it and double click it.

3. Press the cancel button to exit a Select Source Table.
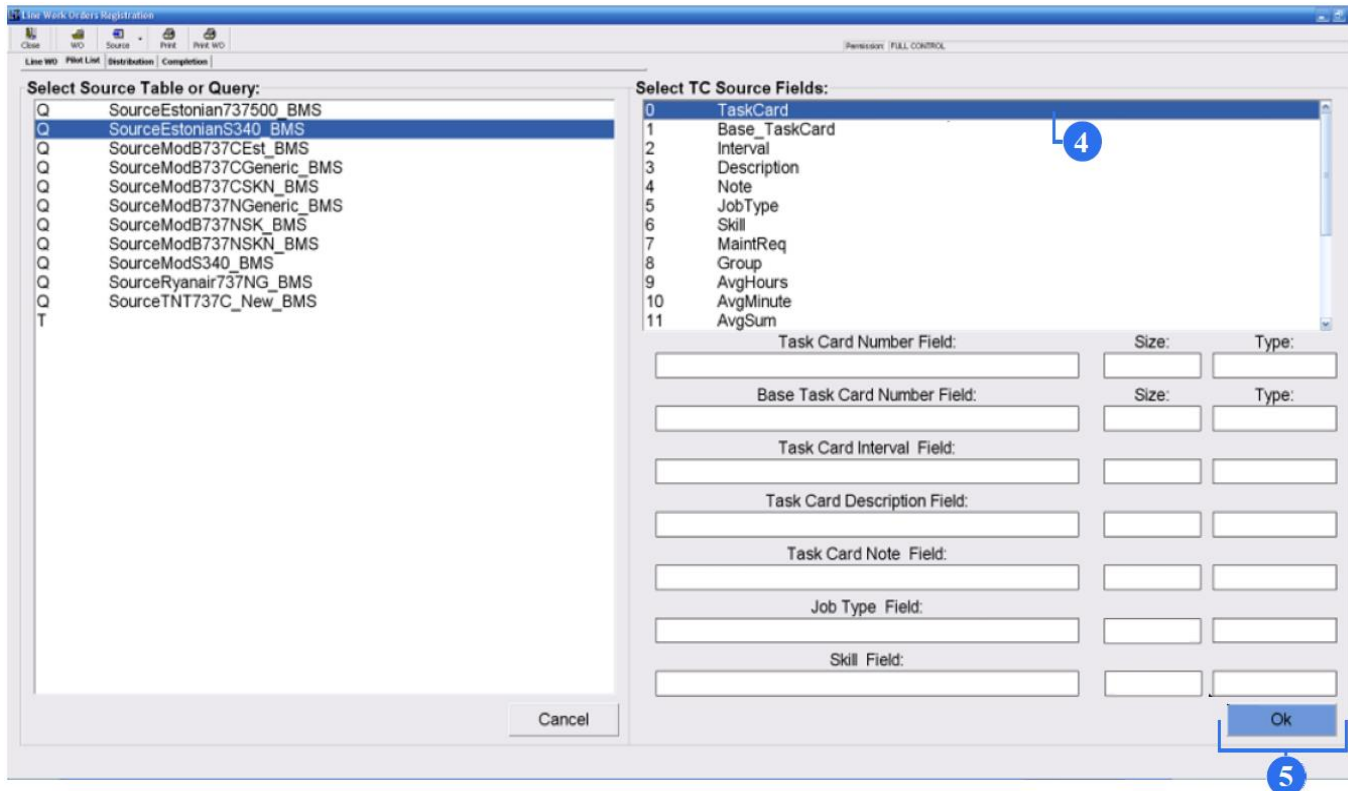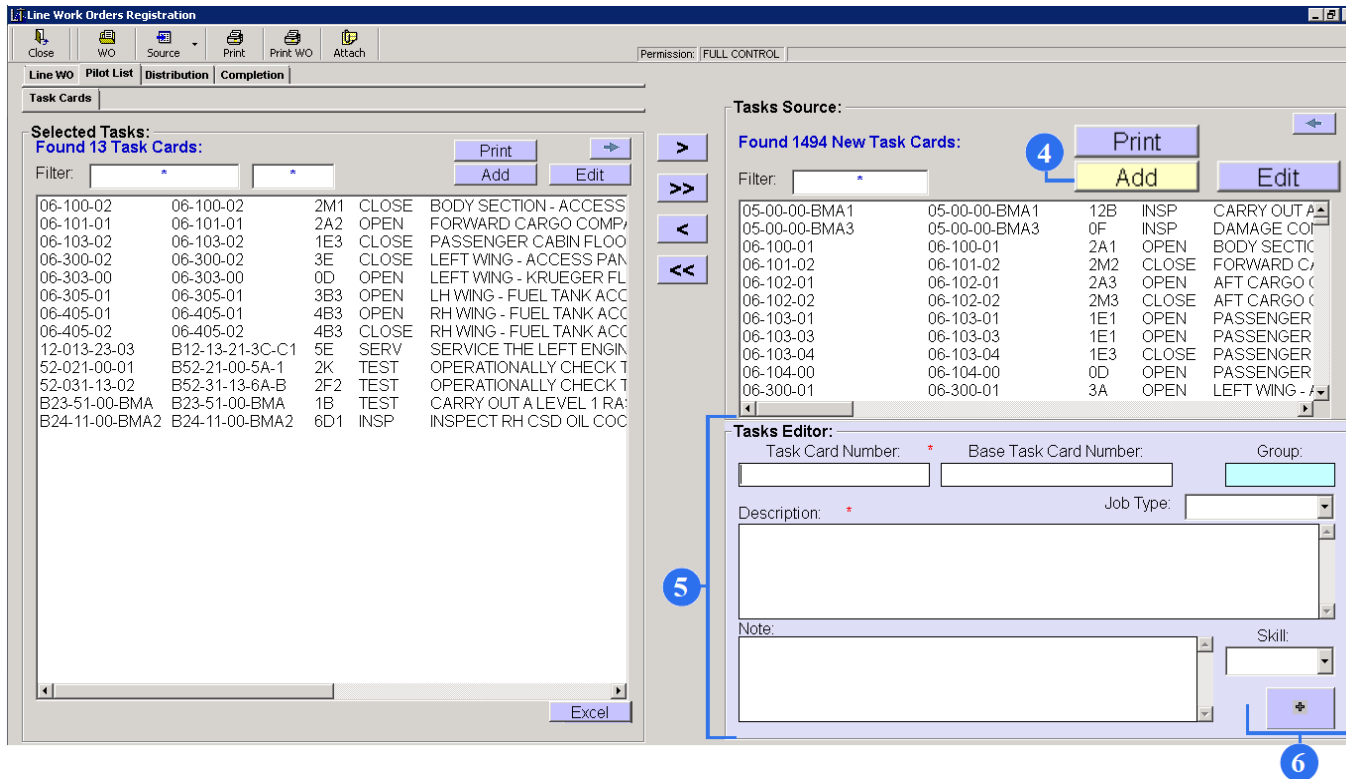
4. After clicking on a selected Task Source, a Select TC Source Field screen appears on the right side of the Line Work Order Registration Screen. Click on TC Source fields one by one to select appropriate fields.

5. Press OK to cancel.

3.3. Task Cards Addition and Update

1. To add a new task card into Task Cards, click on the ADD button.

2. Fill the text boxes in a Tasks Editor.

3. Click on the button with plus sign (the Add Record button) to confirm an addition. Or press again the ADD button to reset the Editor.

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4. To add a new task card in a Tasks Source, click on the ADD button.

5. Fill the work boxes in a Tasks Editor.

6. Click on the button with plus sign (the Add Record button) to confirm an addition. Or press the ADD button again to reset the Editor.

7. To update a task card in Task Cards, click on the EDIT button.

8. Fill the text boxes.

9. Update current record by pressing button with discette or click on the EDIT button again to reset the Editor.

10. To update a task card in a Tasks Source, click on the EDIT button.

11. Fill the text boxes and make changes.
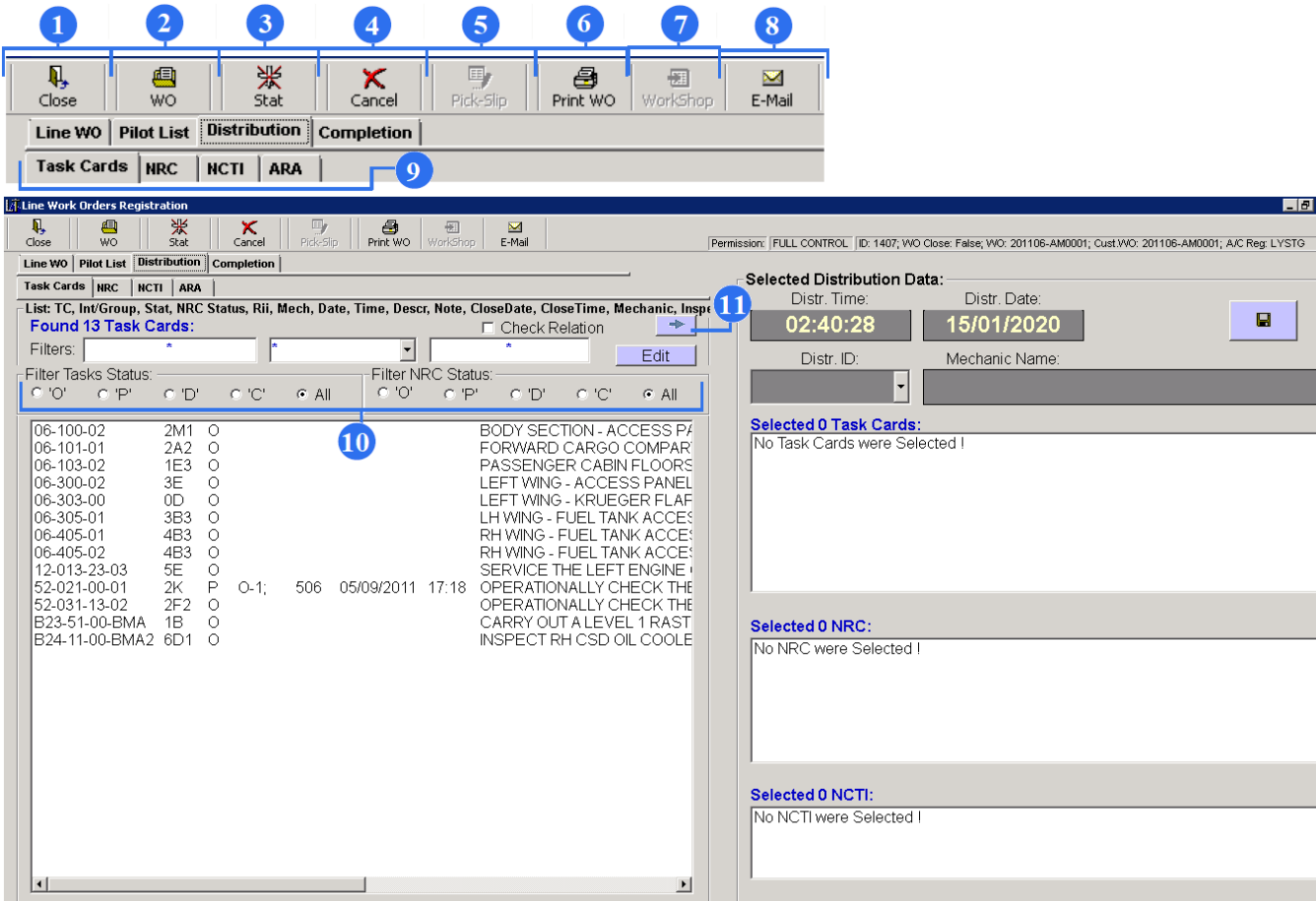
12. Update current record by pressing button with a discette or click on the EDIT button again to reset the Editor.

3.4. Task Cards Printout.

1 To print out a task card from Task Cards, highlight this task card at first.

2. Then click the PRINT button.

3. To print out a task card cover sheet from a Tasks Source, highlight this task card.

4. Then click the PRINT button.

4. Distribution Overview

Toolbar:
1. Close (the screen)
2. WO (Work Order selection)
3. Status change (open/close/ in process)
4. Task cancelation
5. Pick-slip (print out tasks)
6. Print WO
7. WorkShop
8. E-Mail

9. Task Cards/Non-Routine Cards/ Non-Completed Tasks Items/ARA tab. Use this tab to choose a necessary item.
10. Filter:
- Id number filter
- Tasks Status Filter:
  ✓ O (open)
  ✓ P (in process)
  ✓ D (deferred)
  ✓ C (canceled)
  ✓ All

11. To extend a Task Cards/Non-Routine Cards/ Non-Completed Tasks Items/ARA window, click on the button with right arrow.

12. To distribute TC/ NRC/NCTI to a mechanic, double click a task, and then this task will be displayed on Selected Distribution Data screen.

13. To appoint a particular mechanic on this task, choose mechanic's id.

14. Save it by clicking button with discette. After the confirmation a task status will be changed from 'O' (open) to 'P' (in progress).

15. To open a task in progress, click on the STATUS button and confirm it.
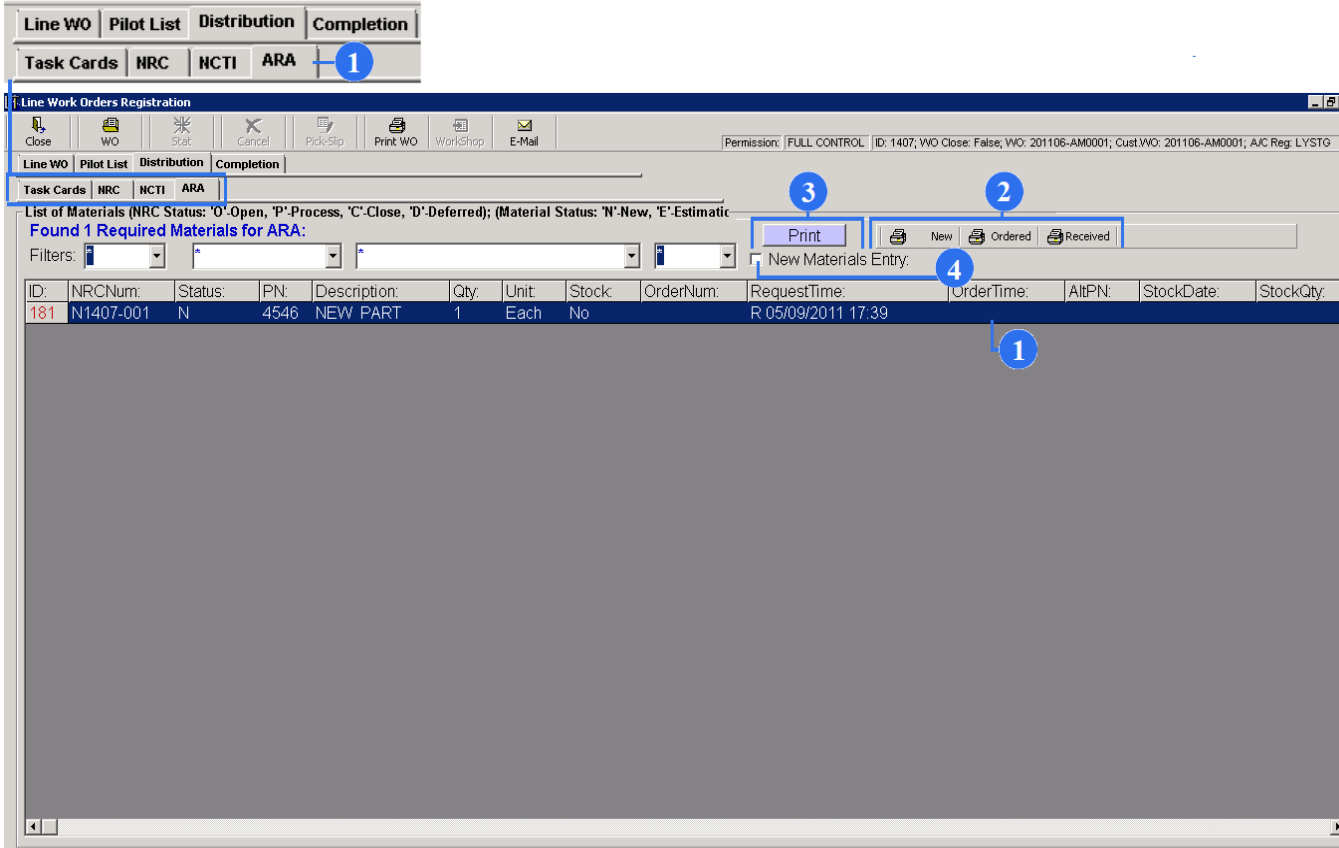
Or, if you wrongly closed a task, click on the STATUS button and the task will be in process.
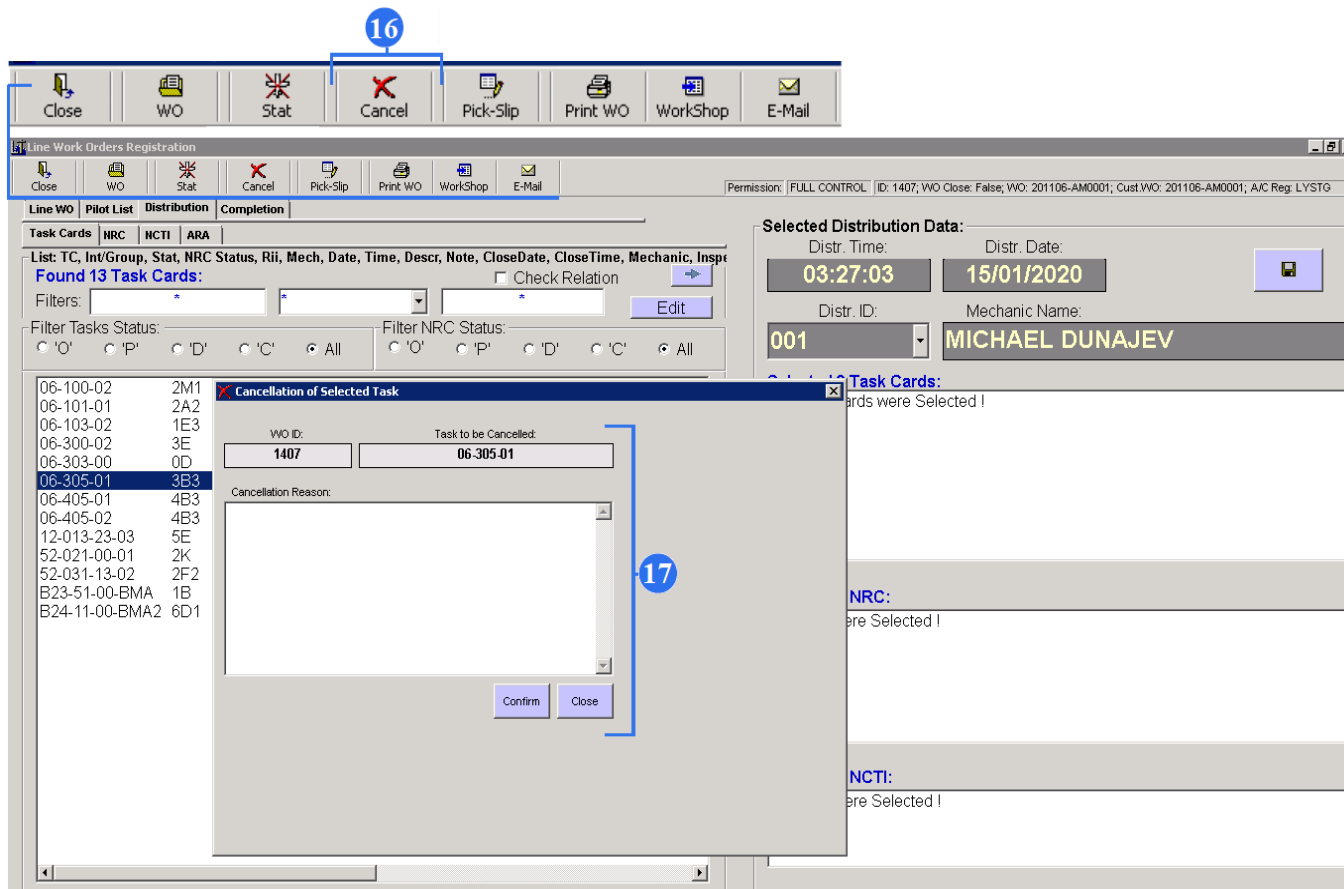
16. You may cancel an opened task, if it is reasonably needed. For doing this, highlight an opened task, then click on the CANCEL button.

17. In the Cancelation Window enter a WO number and cancelation reasons. Click on "Confirm" to save it.

4.1. ARA (Additional Repair Agreement) Materials List

1. ARA (materials which are needed for NRC completion) will be displayed only in case when a non-routine card is registered, where a mechanic makes a materials request (for details, view the 'NRC Registration' part).

Materials are at stock are green; Materials are not at stock are red.

2. When you have a complete materials list, you may print out new materials/ordered materials/reserved materials.

3. Click on the PRINT button to print out a logistic report.

4. To display newly required materials, tick the New Materials Entry field.

4.2 Non – Routine Card (NRC) Update and ARA Registration.

1. Here, in the Distribution tab, all NRC, registered in the Completion tab, are displayed.

2. To update the NRC, click on the Edit button. Make changes and click on the button with discette to save it.
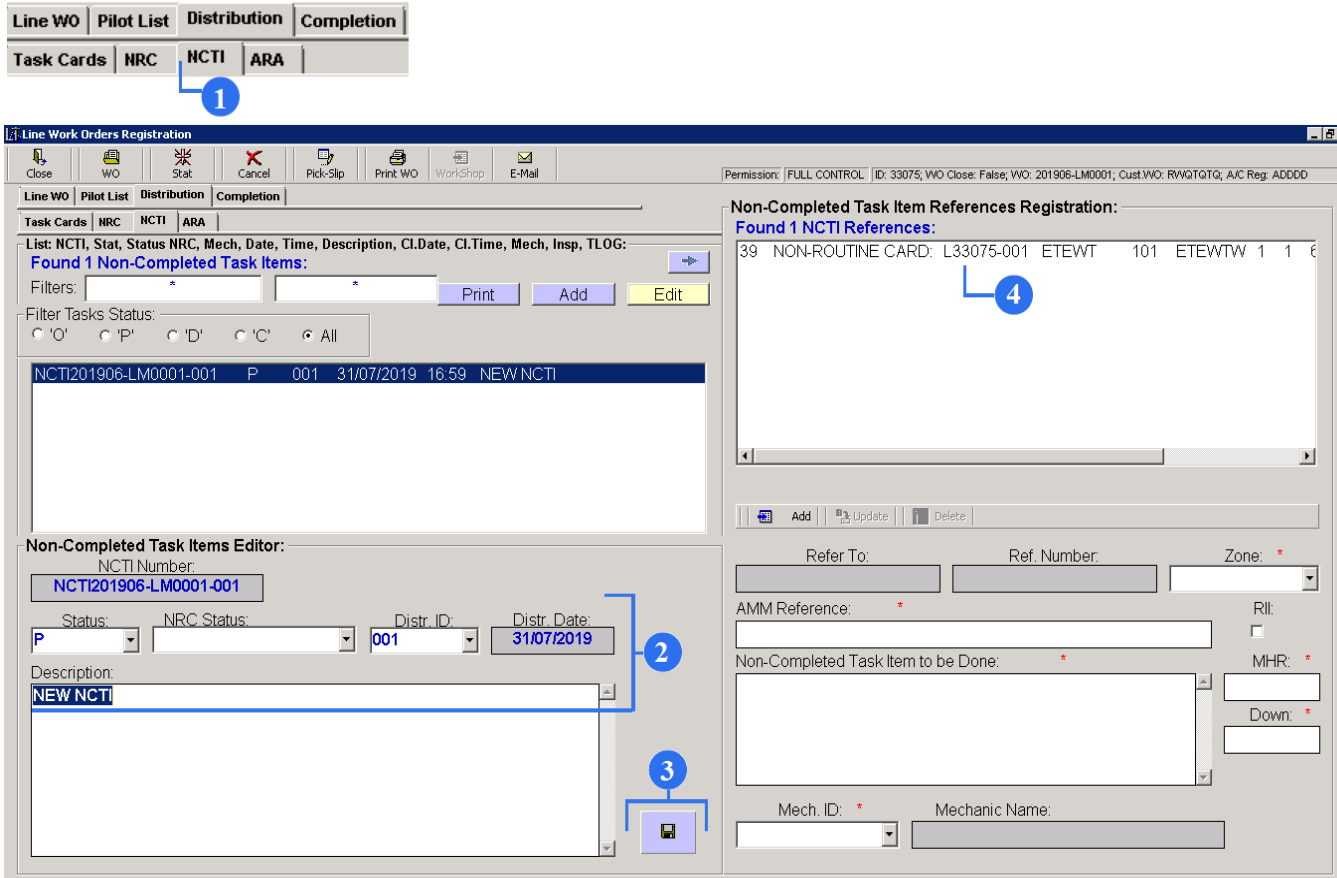
3. If for materials order, an ARA is needed, select the 'ARA'; check box.

4. Write down the material PN, QTY, Type, etc. If the materials are at stick, select the 'Stock'; check box. Click on the ADD button to save. Then, materials will be displayed in the ARA tab.

5. Set up the Labor Man-Hours cost in the ARA Invoiced Amount, if needed. Click on the Update button to save.

4.3 Non – Completed Task Items (NCTI) Registration.

The Task Card can be closed only when all tasks, which constitute it, are completed; and all post-repair checks (for example, run engine test, leakage test) are carried out.

These checks must be registered into the system in the 'NCTI' tab (Non-Completed Task Item). When NCTI is registered, task card can be closed.

After the registration, a NCTI should be distributed for its further completion.

1. Here your can create a NCTI, which will be filled with checks/ tests of task cards (in other words, you should make references to task cards).

2. Click on the ADD button and type a description of a NCTI.
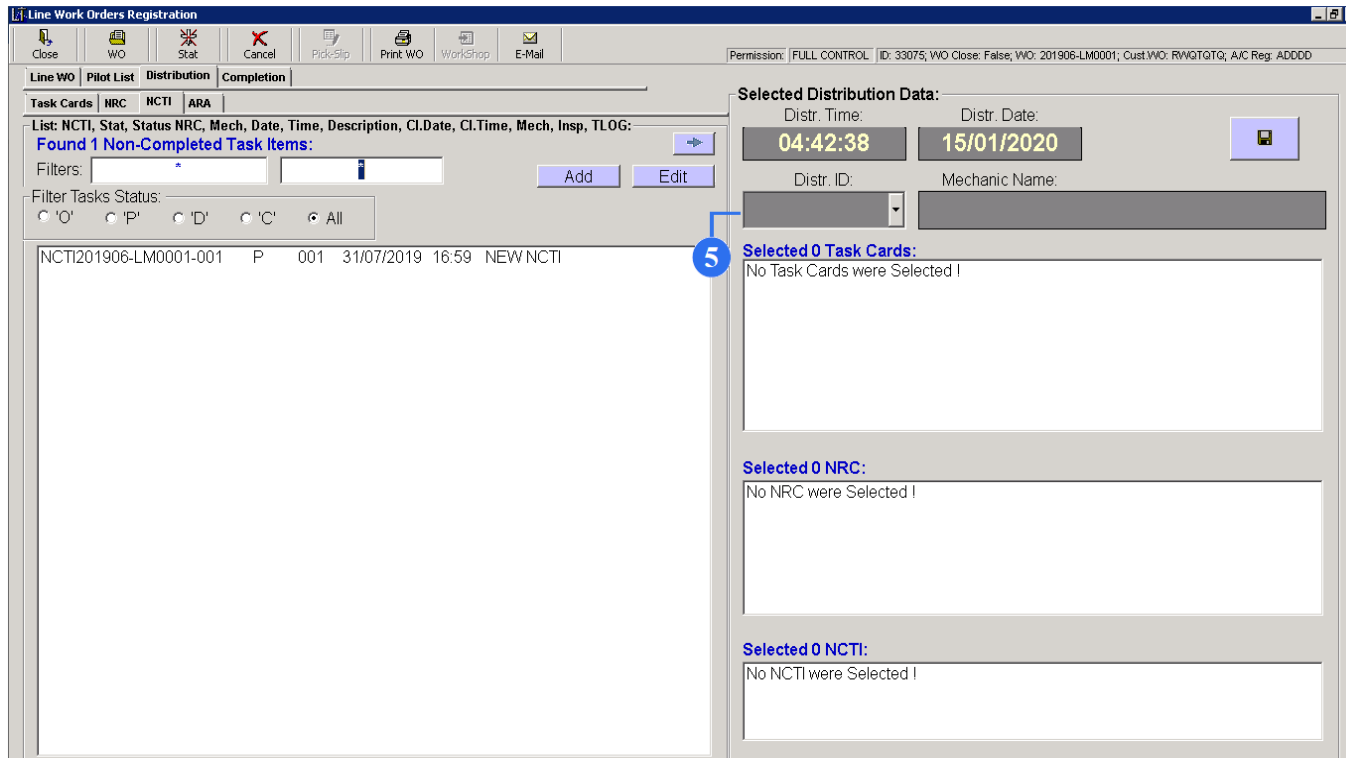
3. Click on this button to save.

4. Here you can only update references to task card, created in the 'Completion' tab.

5. To distribute a NCTI, choose a mechanic's id and click on the button with discette. This NCTI will be in progress and displayed in the 'Completion-NCTI' tab.

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5. Completion Overview
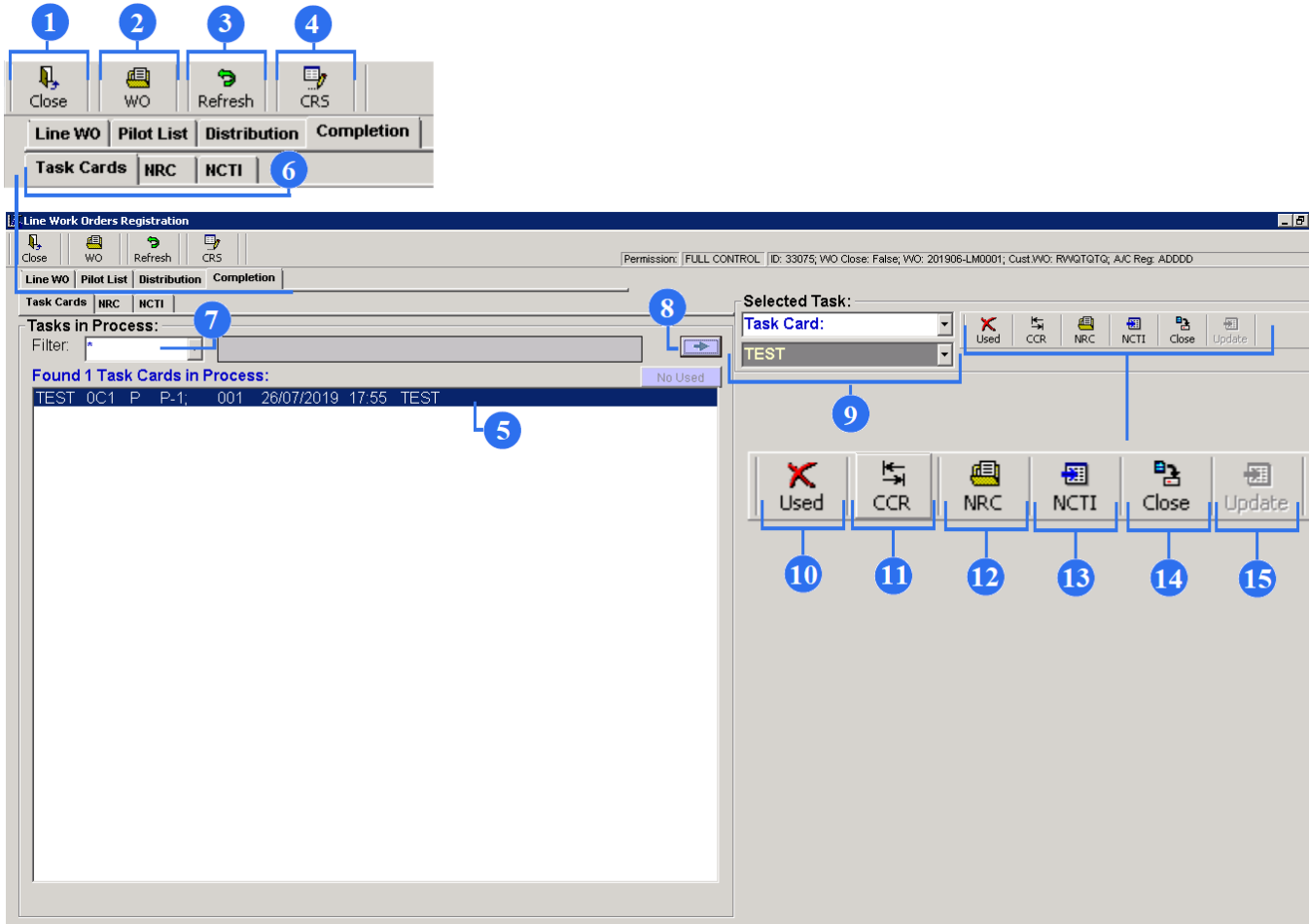
Toolbar:

1. Close (the screen)

2. WO (to select a work order from a list of work orders)

3. Refresh (to reset an opened editor or step back)

4. CRS (Certificate of release to Service; fill in required text boxes and print the certificate out).

5. To select a task card from a work order, double click a work order, and then highlight a task.

6. To switch on a particular tasks list, use the tab.

7. To find a task, which a certain mechanic completes, use the ID filter. In the id field

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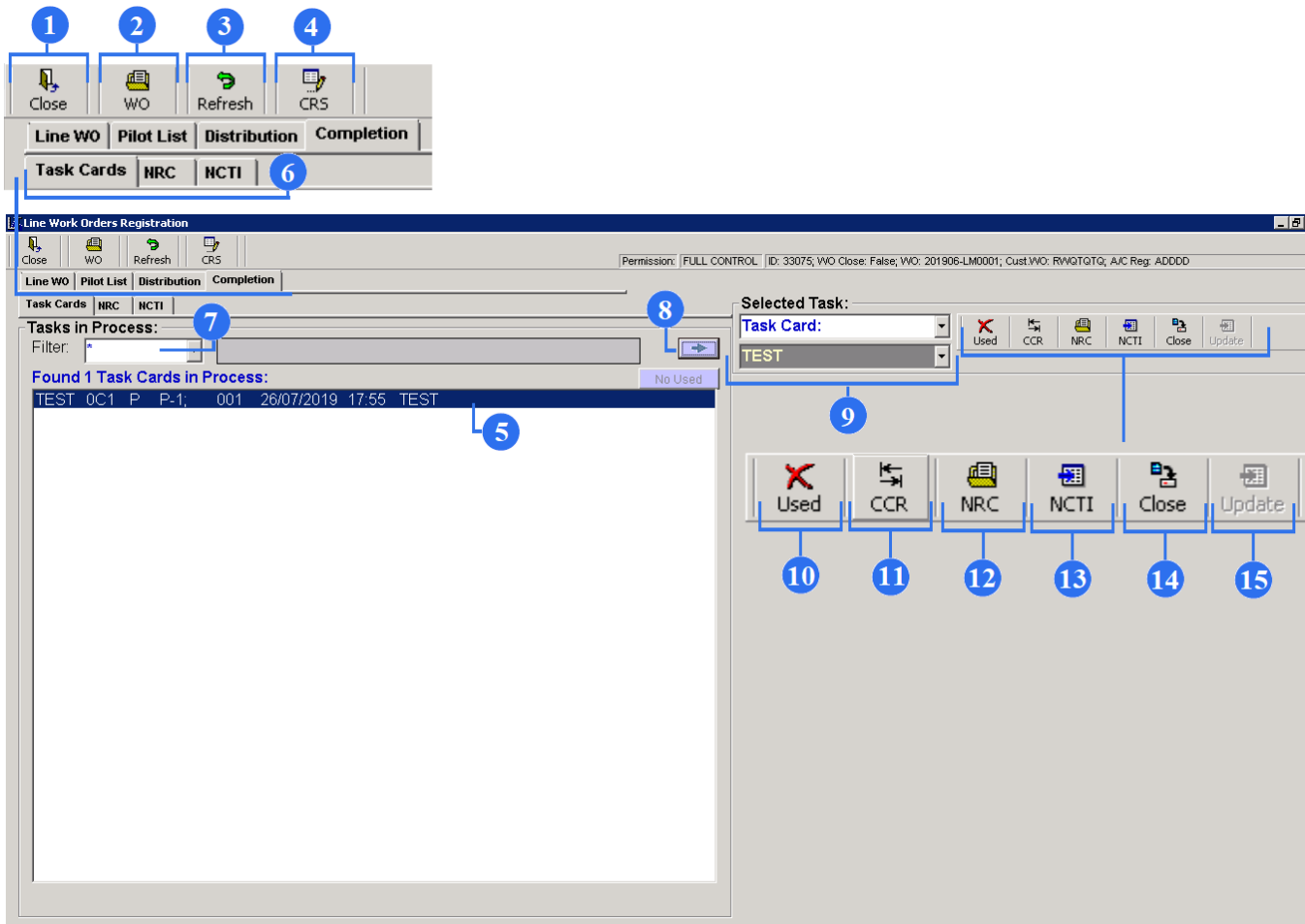
select a mechanic's id and his name will be also displayed in the gray field.

8. To extend the Tasks in Process Screen, click on this button.

9. You may also select a task, choosing it in the Selected Task field. But if you highlight a task from the right side of the Completion screen (in the Tasks in Process screen), this task will be automatically displayed in the Selected Task field.

10. To register used materials for the task completion.
11. To register component change
12. To register a NRC (a non-routine card).
13. To register a non-completed task item.
14. To close a completed task card.
15. To update a non-routine card. This option is available only for non-routine cards (select a NRC tab). To remember all steps a mechanic completes, make an 'Action Note' in the editor.
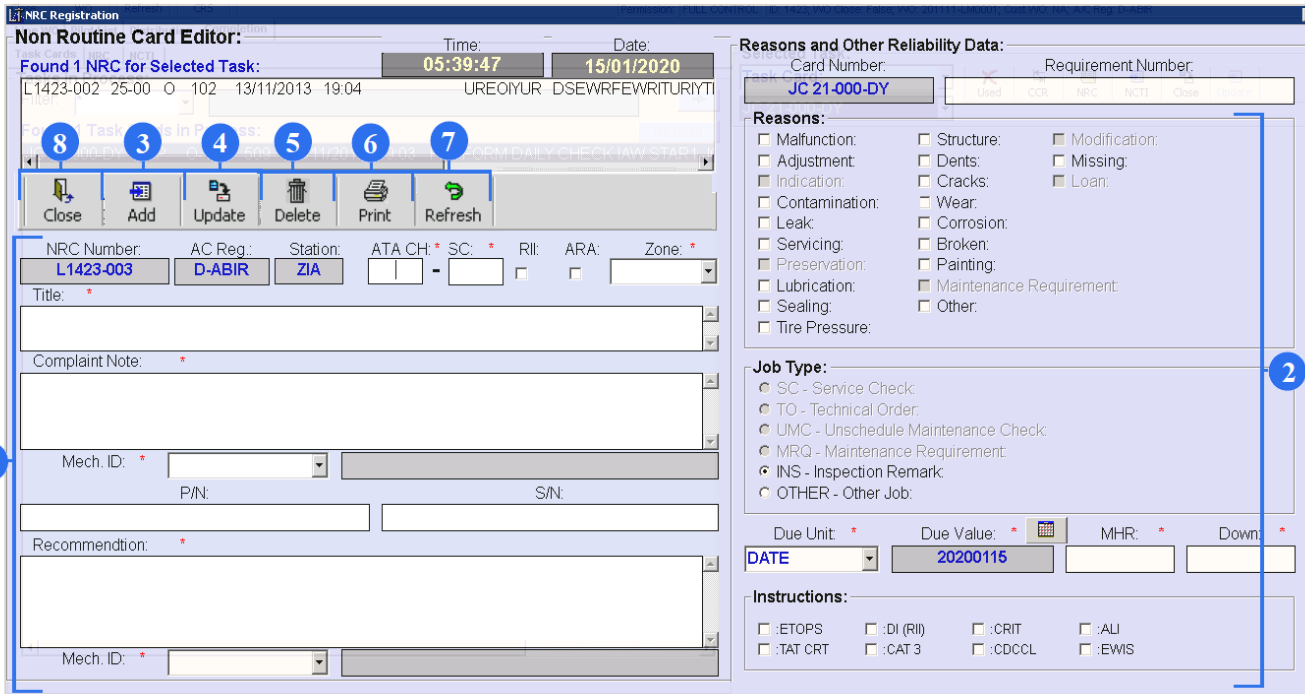
5.1 Non-Routine Card (NRC) Registration
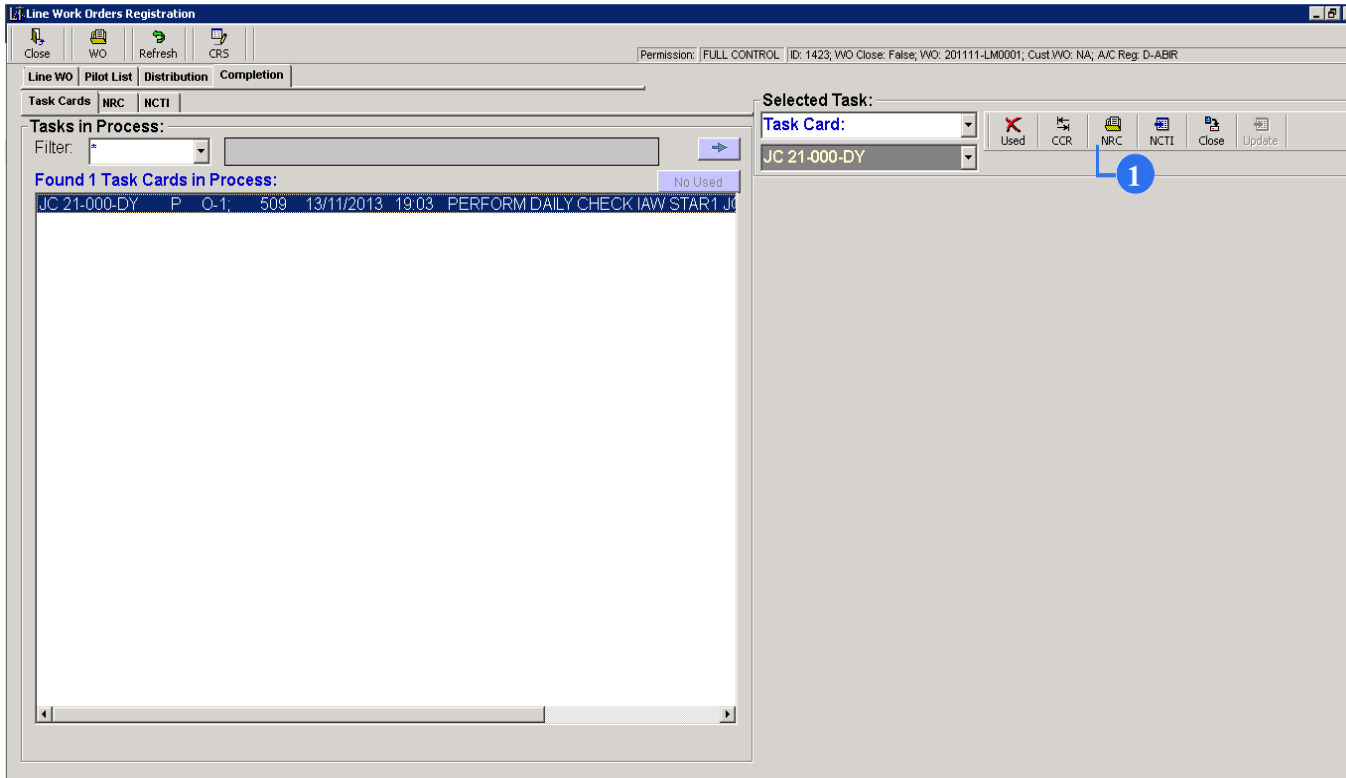
5. A Non-Routine Card for a selected task is registered only when some new defects emerge during the task completion.

All newly registered non-routine cards will be transferred with opened status to the DISTRUBION tab.

To open the editor, highlight the task and click on the button.

2. Fill out the required text boxes (a title, a compliant note, recommendations, mechanic's id, due unit, due value, estimated man hours-MHR, estimated down time, choose reasons and a job type). All fields with an *asterisk* (*) are *obligatory.*

3. Click on the Add toll button to save and add a NRC.

4. To make changes in a registered NRC, highlight it in the 'Found NRC' window, change and then click on the Update tool button.

5. To delete a NRC, click on the Delete tool button.

6. To reset text boxes, click on the Refresh tool button.

7. To print out a NRC, click on the Print tool button.

8. To close the Non-Routine Card Editor, click on the Close tool button.

5.2 Non-Completed Task Items (NCTI) References

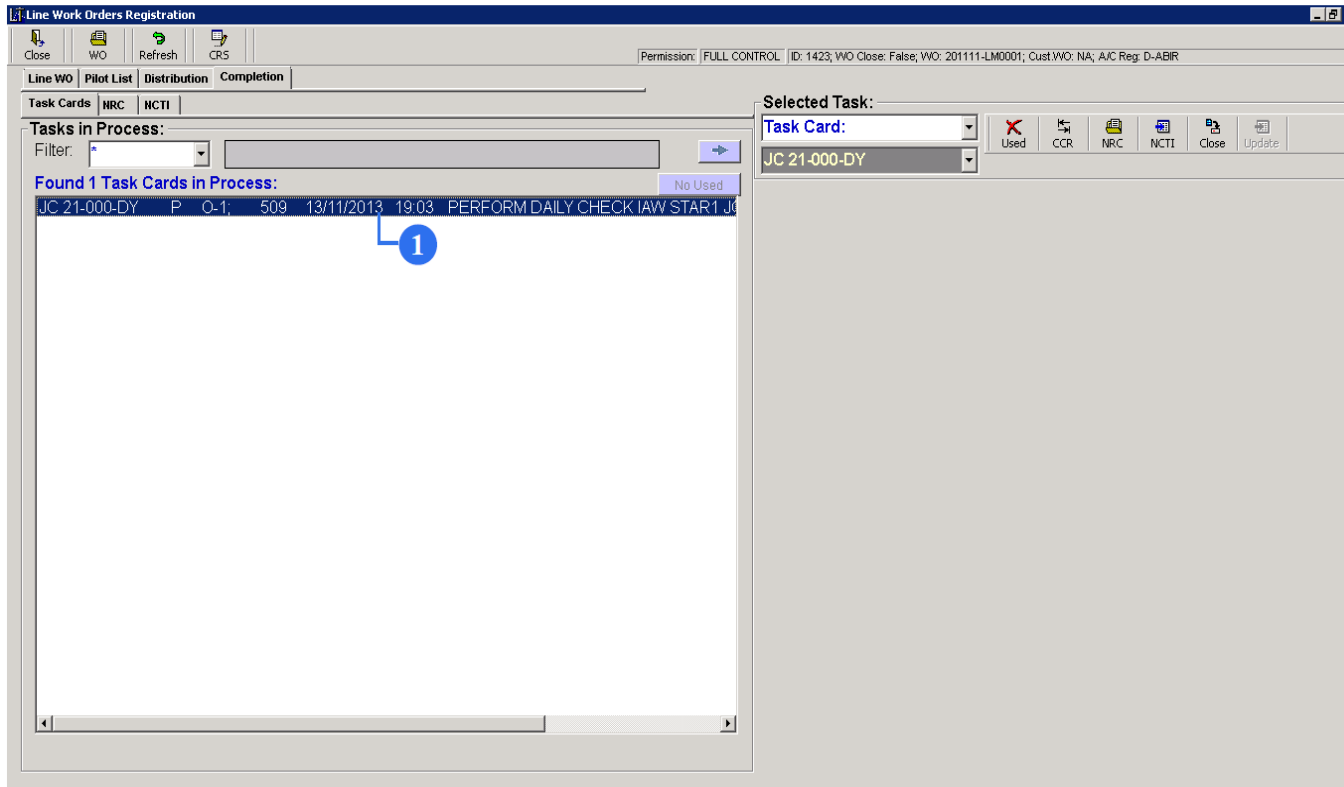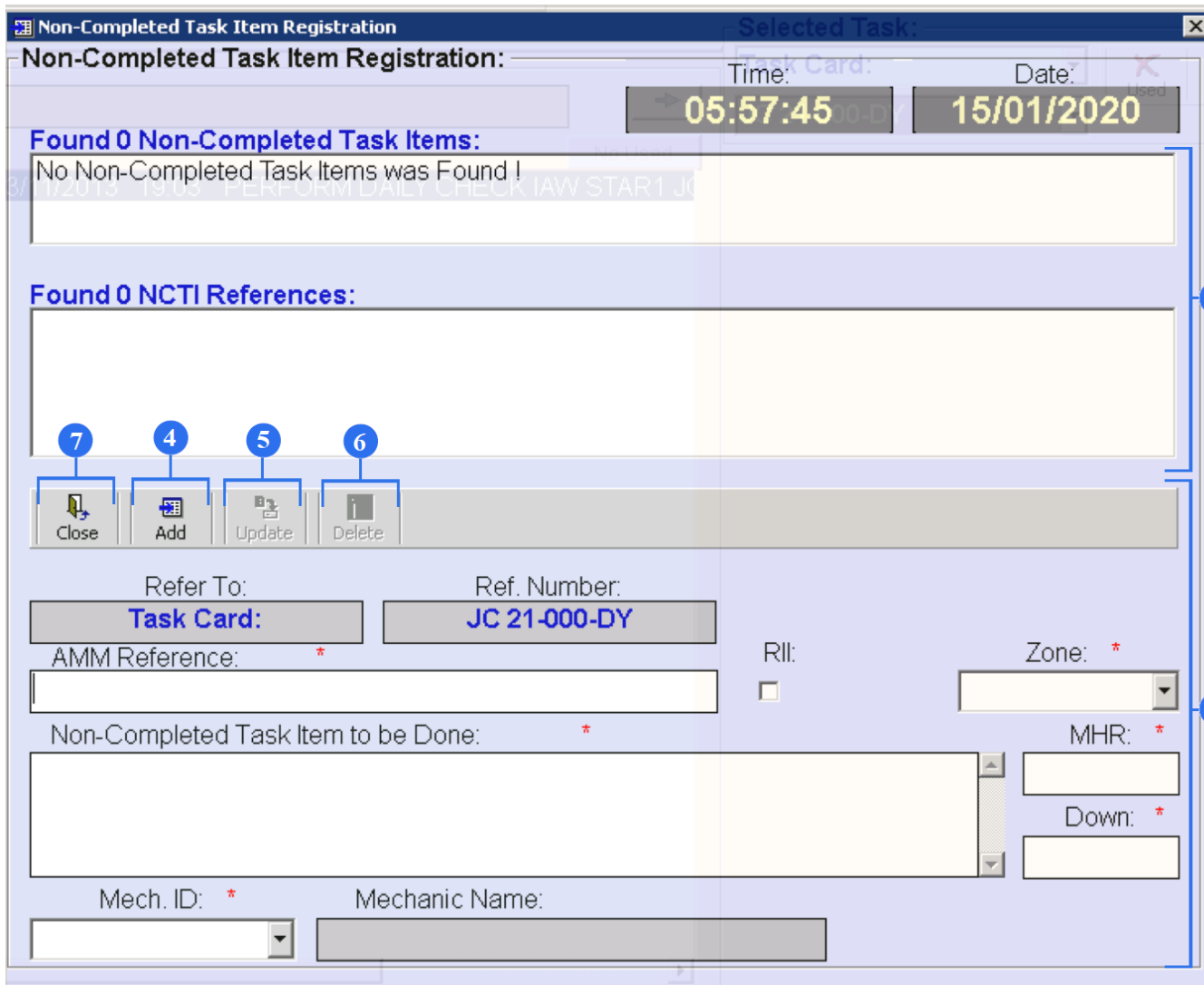1.To register a NCTI reference for a selected task, click on the NCTI button.

2. Using the NCTI Registration editor, you may register references to other task cards in one NCTI. But this NCTI must be already registered in the DISTRUBITION tab.

3. To add a new reference, fill the text boxes. All fields with an *asterisk* (*) are required *obligatory.*

4. Click on the Add toll button and the reference will be automatically transferred to the NCRI References Window.
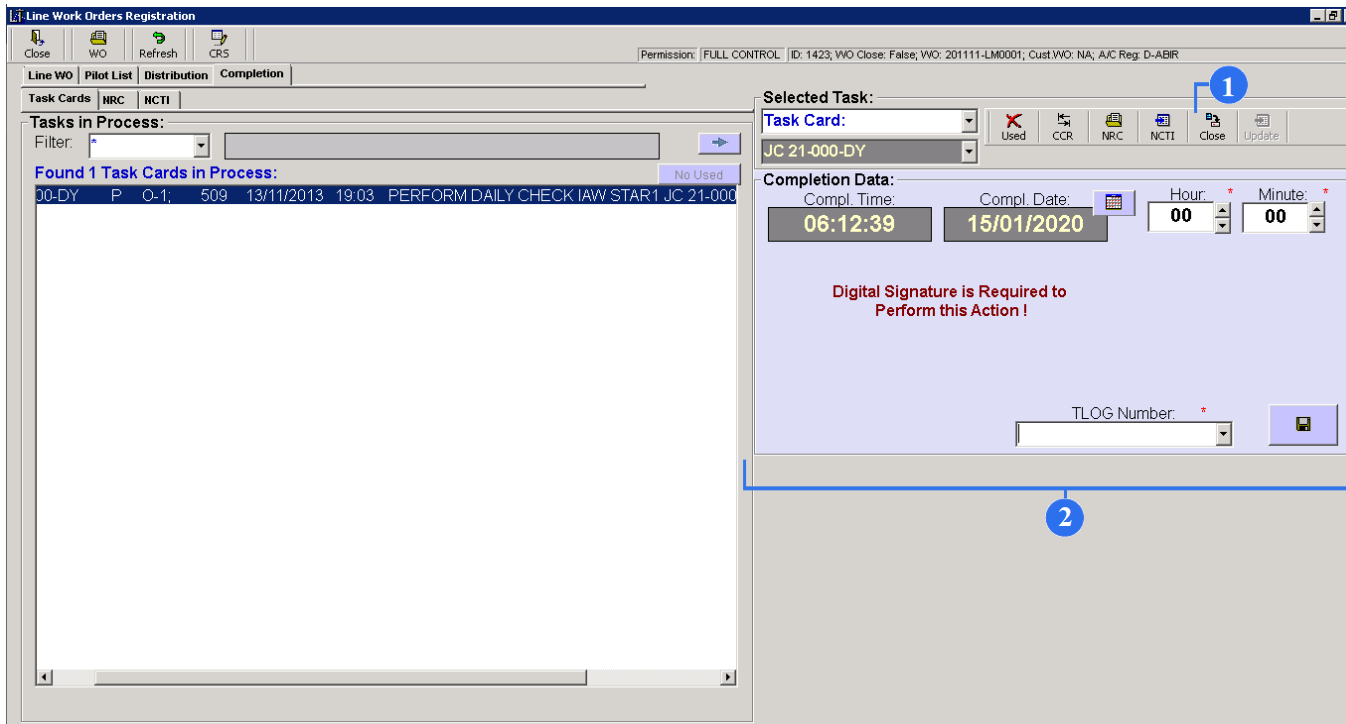
5. To make changes in an existing reference, highlight it and click on the Update tool button.

6. To Delete a NCTI reference, click on the Delete button.

7. To exit the Non-Completed Task Item Registration screen, click on the Close tool button.

5.3. Task Close

1. To close a completed task card, click on the Close button.

2. Enter required information and click on the button with duscette. The task will be closed.