

# WO – WORK ORDER

User Guidance

---

Copyright© 2019 ALASKAR Technologies

**Confidential Information:**

This document contains the confidential and proprietary information of ALASKAR Technologies.

Disclosure is restricted.

## Contents

1. General.....	3
2. Line Work Order Registration. ....	4
3. Pilot list.....	9
3.1. Tasks List/Task Cards Addition. ....	9
3.2. Task Cards Source Selection/Creation.....	12
3.3. Task Cards Addition and Update.....	15
3.4. Task Cards Printout.....	19
4. Distribution Overview.....	20
4.1. ARA (Additional Repair Agreement) Materials List .....	23
4.2 Non – Routine Card (NRC) Update and ARA Registration. ....	24
4.3 Non – Completed Task Items (NCTI) Registration.....	25
5. Completion Overview .....	27
5.1 Non-Routine Card (NRC) Registration.....	29
5.2 Non-Completed Task Items (NCTI) References .....	31
5.3 Task Close.....	33

## 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.



The screenshot shows the 'Line Work Orders Registration' window with a 'WO Editor' sub-window open. The 'WO Editor' is for work order '201912-LM0001'. The interface includes a toolbar with buttons for Refresh, Add, Update, Delete, Close, and Open. The 'WO Editor' form has fields for 'LINE', 'A/C Reg.', 'A/C Type', 'A/C Serial No.', 'Authority' (set to EASA), 'Customer Name', 'Customer Contact Details', 'Action to be Done' (Basic Work / Title), 'STA' (set to ZIA), 'WO Date' (set to 25/12/2019), and 'Originator'. A 'Remarks' field is also present. The background shows a table of work orders with columns for ID, EAWONum, CustWONum, ACRag, ACType, and AC.

ID	EAWONum	CustWONum	ACRag	ACType	AC
33075	201906-LM0001	RWGTGTQ	ADDD	NG900	sfr
33074	201807-LM0001	TEST	D-ABIR	B737-500	NA
1449	201709-LM0001	TEST	D-TEST00	B737-500	NA
1433	201302-LM0004	FTWGTWGT	D-ABIT	B737-500	UN
1432	201302-LM0003	FYRE	D-ABIU	735	NA
1429	201301-LM0001	536523	D-ABIR	B737-500	NA
1423	201111-LM0001	NA	D-ABIR	B737-500	NA
1419	201109-LM0006	TEST	D-ABIR	B737-500	NA
1415	201109-LM0002	NA	LY-STG	B737-700	29C
1414	201109-LM0001	NA	LY-STG	B737-700	29C
1420	201109-AM000	201109-AM0007	ESLBD	B737-300	25C
1412	201108-LM0004	201108-LM0004	ESLBD	B737-300	25C
1408	201108-LM0001	201108-LM0001	LYSTG	B737-700	29C
1407	201106-AM0001	201106-AM0001	LYSTG	B737-700	29C
1406	201104-LM0001	55555	ES-ABH	B737-500	29C
1405	201103-AM0001	201103-AM0001	LYSTG	B737-700	29C
1404	201101-LM0007	201101-LM0007	ESLBD	B737-300	25C
1403	201101-LM0006	201101-LM0006	ESLBD	B737-300	25C
1402	201101-LM0005	201101-LM0005	LYSTG	B737-700	29C
1401	201101-LM0004	201101-LM0004	ES-PVI	LJ-60	111
1400	201101-LM0003	NA	ES-PVI	LJ-60	111
1399	201101-LM0002	201101-LM0002	ES-PVI	LJ-60	111
1398	201101-LM0001	NA	ES-PVI	LJ-60	111
1381	201011-LM0002	NA	ES-ABH	B737-500	29C
1380	201011-LM0001	NA	ES-ABH	B737-500	29C
1378	201010-LM0002	NA	ES-LBC	B737-300	24F
1376	201010-LM0001	NA	ES-LBC	B737-300	24F

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.

The screenshot shows the 'Line Work Orders Registration' application. On the left is a table with columns: ID, EAWONum, CustWONum, ACReg, ACType, and AC. The table contains 31 rows of work order data. On the right is the 'WO Editor' form. The form has a 'WO Editor:' title bar with buttons for Refresh, Add, Update, Delete, Close, and Open. Below the title bar is a 'WO Registration List:' section with a 'Reset' button and a 'WO Editor:' section with a 'Refresh' button and buttons for Add, Update, Delete, Close, and Open. The 'WO Editor' section contains several fields: 'Activate WO' (checkbox), 'LINE' (dropdown), 'A/C Reg', 'A/C Type', 'A/C Serial No', 'Authority' (dropdown), 'Customer Name' (text field), 'Customer WO Reference' (text field), 'Customer Contact Details' (text area), 'Action to be Done' (text area), 'Basic Work / Title' (text area), 'STA' (dropdown), 'WO Date' (calendar), 'Originator' (dropdown), and 'Remarks' (text area). Fields with an asterisk (\*) are mandatory.

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.**

Line Work Orders Registration

Close Print Excel Attach

Permission: FULL CONTROL

15

WO Registration List: [Reset] [A/C Reg: ▼]

ID:	EAWONum:	CustWONum:	ACReg:	ACType:	AC
33076	201912-LM0001	123453	D-ABIR	B737-500	NA
33075	201906-LM0001	RWQTGTQ	ADDD	NG900	sfr
33074	201807-LM0001	TEST	D-ABIR	B737-500	NA
1449	201709-LM0001	TEST	D-TEST00	B737-500	NA
1433	201302-LM0004	FTWQTWGT	D-ABIT	B737-500	UN
1432	201302-LM0003	FYRE	D-ABIU	735	NA
1429	201301-LM0001	536523	D-ABIR	B737-500	NA
1423	201111-LM0001	NA	D-ABIR	B737-500	NA
1419	201109-LM0006	TEST	D-ABIR	B737-500	NA
1415	201109-LM0002	NA	LY-STG	B737-700	29C
1414	201109-LM0001	NA	LY-STG	B737-700	29C
1420	201109-AM000	201109-AM0007	ESLBD	B737-300	25C
1412	201108-LM0004	201108-LM0004	ESLBD	B737-300	25C
1408	201108-LM0001	201108-LM0001	LYSTG	B737-700	29C
1407	201106-AM0001	201106-AM0001	LYSTG	B737-700	29C
1406	201104-LM0001	55555	ES-ABH	B737-500	29C
1405	201103-AM0001	201103-AM0001	LYSTG	B737-700	29C
1404	201101-LM0007	201101-LM0007	ESLBD	B737-300	25C
1403	201101-LM0006	201101-LM0006	ESLBD	B737-300	25C
1402	201101-LM0005	201101-LM0005	LYSTG	B737-700	29C
1401	201101-LM0004	201101-LM0004	ES-PVI	LJ-60	111
1400	201101-LM0003	NA	ES-PVI	LJ-60	111
1399	201101-LM0002	201101-LM0002	ES-PVI	LJ-60	111
1388	201101-LM0001	NA	ES-PVI	LJ-60	111
1381	201011-LM0002	NA	ES-ABH	B737-500	29C
1380	201011-LM0001	NA	ES-ABH	B737-500	29C
1376	201010-LM0001	NA	ES-LBC	B737-300	24C

Found 32 Work Orders

WO Editor: 202001-LM0001

Refresh Add Update Delete Close Open

Activate WO [LINE] [A/C Reg: \*] [A/C Type: \*] [A/C Serial No: \*] Authority: \* [EASA]

Customer: [Select] Customer WO Reference: \*

Customer Name: \* [Select] Customer Contact Details: [Text Area]

Action to be Done: Basic Work / Title: \* [Text Area]

STA: \* [ZIA] WO Date: \* [10/01/2020] Originator: \* [Text Box]

Remarks: [Text Area] [REmarks]

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.

The screenshot shows the 'Line Work Orders Registration' application window. At the top, there is a toolbar with four buttons: 'Close' (19), 'Print' (20), 'Excel' (21), and a file icon (22). Below the toolbar is a 'WO Registration List' table with columns: ID, EAWONum, CustWONum, ACReg, ACType, ACSerNum, and BasicWork. A 'Reset' button (18) is located above the table. The table contains multiple rows of work order data. A blue circle (16) highlights the 'BasicWork' column header. A blue circle (17) highlights a row in the table. The status bar at the bottom indicates 'Found 32 Work Orders'.

ID	EAWONum	CustWONum	ACReg	ACType	ACSerNum	BasicWork
33076	201912-LM0001	123453	D-ABIR	B737-500	NA	E3RTYUIOP
33075	201906-LM0001	RWQTGTQ	ADDD	NG900	sfrwrt	DGREWTEWYE
33074	201807-LM0001	TEST	D-ABIR	B737-500	NA	THIS IS A TEST
1449	201709-LM0001	TEST	D-TEST00	B737-500	NA	TEST WO AC REG TITLE
1433	201302-LM0004	FTWQTWQT	D-ABIT	B737-500	UNKNOWN	TWTQGT
1432	201302-LM0003	FYRE	D-ABIU	735	NA	RYT
1429	201301-LM0001	536523	D-ABIR	B737-500	NA	326362
1423	201111-LM0001	NA	D-ABIR	B737-500	NA	NEW TEST WO
1419	201109-LM0006	TEST	D-ABIR	B737-500	NA	TEST
1415	201109-LM0002	NA	LY-STG	B737-700	29083	PELESOS G. 1 / DARIAUS IR GIRENO G. 2, LT-01161 VILNIUS, LITHUANIA
1414	201109-LM0001	NA	LY-STG	B737-700	29083	TEST WO 1
1420	201109-AM000	201109-AM0007	ESLBD	B737-300	25069	Perform NRC: 1109001
1412	201108-LM0004	201108-LM0004	ESLBD	B737-300	25069	FIRST AID KIT IS OPEN.
1408	201108-LM0001	201108-LM0001	LYSTG	B737-700	29083	PERFORM TC # SIB 2010-17 (AVC INSPECTION AFTER FLIGHTS IN AIRSPACE WITH A LOW CONTAMINATION OF VOLCA
1407	201106-AM0001	201106-AM0001	LYSTG	B737-700	29083	INSP. REMARK: LH LOGO LIGHT DOES NOT WORK.
1406	201104-LM0001	55555	ES-ABH	B737-500	29074	TETS
1405	201103-AM0001	201103-AM0001	LYSTG	B737-700	29083	TEST WO
1404	201101-LM0007	201101-LM0007	ESLBD	B737-300	25069	Perform NRC: 6173
1403	201101-LM0006	201101-LM0006	ESLBD	B737-300	25069	APU DOES NOT WORK.
1402	201101-LM0005	201101-LM0005	LYSTG	B737-700	29083	PERFORM EWO # STG 0059 (AVC INSPECTION AFTER FLIGHTS IN AIRSPACE WITH A LOW CONTAMINATION OF VOLCA
1401	201101-LM0004	201101-LM0004	ES-PVI	LJ-60	11111	Perform NRC: 1101001
1400	201101-LM0003	NA	ES-PVI	LJ-60	11111	PERFORM PREFLIGHT CHECK
1399	201101-LM0002	201101-LM0002	ES-PVI	LJ-60	11111	Perform NRC: 1101002
1388	201101-LM0001	NA	ES-PVI	LJ-60	11111	PERFORM SERVICE CHECK
1381	201011-LM0002	NA	ES-ABH	B737-500	29074	CLOSE NRC 3456
1380	201011-LM0001	NA	ES-ABH	B737-500	29074	PERFORM SERVICE CHECK AND ADDITIONAL JOBS
1379	201010-LM0001	NA	ES-ABH	B737-500	29074	TEST

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.

Line WO Pilot List Distribution Completion

Line Work Orders Registration

Close WO Source Print Print WO Attach

Permission: FULL CONTROL

Select Work Order: ID, Close Status, EA WO Num, Cust WO Num, Rev, Date, AC Reg.

'Open'  'Close' AC Reg.: [ ] WO: 201101-LM0004

Found 32 Line Work Orders:

33076	False	201912-LM0001	123453	D-ABIR	B737-500	ES		
33075	False	201906-LM0001	RWQTQTQ	ADDD	NG900	DI		
33074	False	201807-LM0001	TEST	D-ABIR	B737-500	TF		
1449	False	201709-LM0001	TEST	D-TEST00	B737-500	TE		
1433	False	201302-LM0004	FTWQTWQT	D-ABIT	B737-500	TV		
1432	False	201302-LM0003	FYRE	D-ABIU	735	RY		
1429	False	201301-LM0001	536523	D-ABIR	B737-500	32		
1423	False	201111-LM0001	NA	D-ABIR	B737-500	NE		
1420	False	201109-AM0000	201109-AM0007	0	01/12/2011	ESLBD	B737-300	Pe
1419	False	201109-LM0006	TEST	D-ABIR	B737-500	TE		
1415	False	201109-LM0002	NA	LY-STG	B737-700	PE		
1414	False	201109-LM0001	NA	LY-STG	B737-700	TE		
1412	False	201108-LM0004	201108-LM0004	ESLBD	B737-300	FIF		
1408	False	201108-LM0001	201108-LM0001	LYSTG	B737-700	PE		
1407	False	201106-AM0001	201106-AM0001	LYSTG	B737-700	IN:		
1406	False	201104-LM0001	55555	ES-ABH	B737-500	TE		
1405	False	201103-AM0001	201103-AM0001	LYSTG	B737-700	TE		
1404	False	201101-LM0007	201101-LM0007	ESLBD	B737-300	Pe		
1403	False	201101-LM0006	201101-LM0006	ESLBD	B737-300	AF		
1402	False	201101-LM0005	201101-LM0005	LYSTG	B737-700	PE		
1401	False	201101-LM0004	201101-LM0004	ES-PVI	LJ-60	Pe		
1400	False	201101-LM0003	NA	ES-PVI	LJ-60	PE		
1399	False	201101-LM0002	201101-LM0002	ES-PVI	LJ-60	Pe		
1388	False	201101-LM0001	NA	ES-PVI	LJ-60	PE		
1381	False	201011-LM0002	NA	ES-ABH	B737-500	CL		
1380	False	201011-LM0001	NA	ES-ABH	B737-500	PE		
1378	False	201010-LM0002	NA	ES-LBC	B737-300	TE		
1376	False	201010-LM0001	52856893	ES-LBC	B737-300	PE		

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

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

The screenshot shows the 'Line Work Orders Registration' application window. At the top, a status bar displays 'Permission: FULL CONTROL | ID: 1407; WO Close: False; WO: 201106-AM0001; Cust.WO: 201106-AM0001; A/C Reg: LYSTG'. Below this is a menu bar with 'Close', 'WO', 'Source', 'Print', 'Print WO', and 'Attach'. The main interface is divided into two panes. The left pane, titled 'Task Cards', shows a list of tasks with columns for ID, description, and status. A 'Selected Tasks' section at the top of this pane indicates 'Found 14 Task Cards'. The right pane, titled 'Tasks Source', shows a list of tasks with columns for ID, description, and status. A 'Tasks Source' section at the top of this pane indicates 'Source: LineLibrary\_AME' and 'Found 1493 New Task Cards'. Numbered callouts (3-11) point to various UI elements: 3 points to the 'Task Cards' pane, 4 to the 'Tasks Source' pane, 5 to the status bar, 6 to the 'Excel' button, 7 to the 'Print' button, 8 to the 'Add' button, 9 to the 'Print' button, 10 to the 'Add' button, and 11 to the 'Add' button.

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.

Line WO Pilot List Distribution Completion

Task Cards **13**

Line Work Orders Registration

Close WO Source Print Print WO Attach

Permission: FULL CONTROL ID: 1407; WO Close: False; WO: 201106-AM0001; Cust.WO: 201106-AM0001; A/C Reg: LYSTG

Line WO Pilot List Distribution Completion

Task Cards

Selected Tasks:  
Found 13 Task Cards:

Filter: \* \*

Print Add Edit

06-100-02	06-100-02	2M1	CLOSE	BODY SECTION - ACCESS
06-101-01	06-101-01	2A2	OPEN	FORWARD CARGO COMP
06-103-02	06-103-02	1E3	CLOSE	PASSENGER CABIN FLOO
06-300-02	06-300-02	3E	CLOSE	LEFT WING - ACCESS PAN
06-303-00	06-303-00	0D	OPEN	LEFT WING - KRUEGER FL
06-305-01	06-305-01	3B3	OPEN	LH WING - FUEL TANK ACC
06-405-01	06-405-01	4B3	OPEN	RH WING - FUEL TANK ACC
06-405-02	06-405-02	4B3	CLOSE	RH WING - FUEL TANK ACC
12-013-23-03	B12-13-21-3C-C1	5E	SERV	SERVICE THE LEFT ENGIN
52-021-00-01	B52-21-00-5A-1	2K	TEST	OPERATIONALLY CHECK T
52-031-13-02	B52-31-13-6A-B	2F2	TEST	OPERATIONALLY CHECK T
B23-51-00-BMA	B23-51-00-BMA	1B	TEST	CARRY OUT A LEVEL 1 RA
B24-11-00-BMA2	B24-11-00-BMA2	6D1	INSP	INSPECT RH CSD OIL COC

Print Add Edit

Tasks Source:  
Source: LineLibrary\_AME  
Found 1494 New Task Cards:

Table: SourceEstonian737500

Filter: \* \* \*

Print Add Edit

05-00-00-BMA1	05-00-00-BMA1	12B	INSP	CARRY OUT A
05-00-00-BMA3	05-00-00-BMA3	0F	INSP	DAMAGE COI
06-100-01	06-100-01	2A1	OPEN	BODY SECTIC
06-101-02	06-101-02	2M2	CLOSE	FORWARD C
06-102-01	06-102-01	2A3	OPEN	AFT CARGO C
06-102-02	06-102-02	2M3	CLOSE	AFT CARGO C
06-103-01	06-103-01	1E1	OPEN	PASSENGER
06-103-03	06-103-03	1E1	OPEN	PASSENGER
06-103-04	06-103-04	1E3	CLOSE	PASSENGER
06-104-00	06-104-00	0D	OPEN	PASSENGER
06-300-01	06-300-01	3A	OPEN	LEFT WING - /
06-305-02	06-305-02	3B3	CLOSE	LH WING - FUI
06-400-01	06-400-01	4A	OPEN	RIGHT WING -
06-400-02	06-400-02	4E	CLOSE	RIGHT WING -
06-403-00	06-403-00	0D	OPEN	RIGHT WING -
06-500-01	06-500-01	5A	OPEN	LEFT POWER
06-500-02	06-500-02	5G	CLOSE	LEFT POWER
06-600-01	06-600-01	6A	OPEN	RIGHT POWER
06-600-02	06-600-02	6G	CLOSE	RIGHT POWER
06-700-01	06-700-01	7A	OPEN	EMPENNAGE
06-700-02	06-700-02	7G	OPEN	EMPENNAGE
07-000-01	07-000-01	0F	SERV	LIFT THE AIRF
07-000-02	07-000-02	0F	SERV	LOWER THE /
12-013-21-03	B12-13-21-3A-1	5E	SERV	SERVICE THE
12-013-21-04	B12-13-21-3A-2	6E	SERV	SERVICE THE
12-013-22-03	B12-13-21-3B-1	5E	SERV	REPLACE TH
12-013-22-03	B12-13-21-3B-C1	5E	SERV	REPLACE TH

Excel **14**

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.

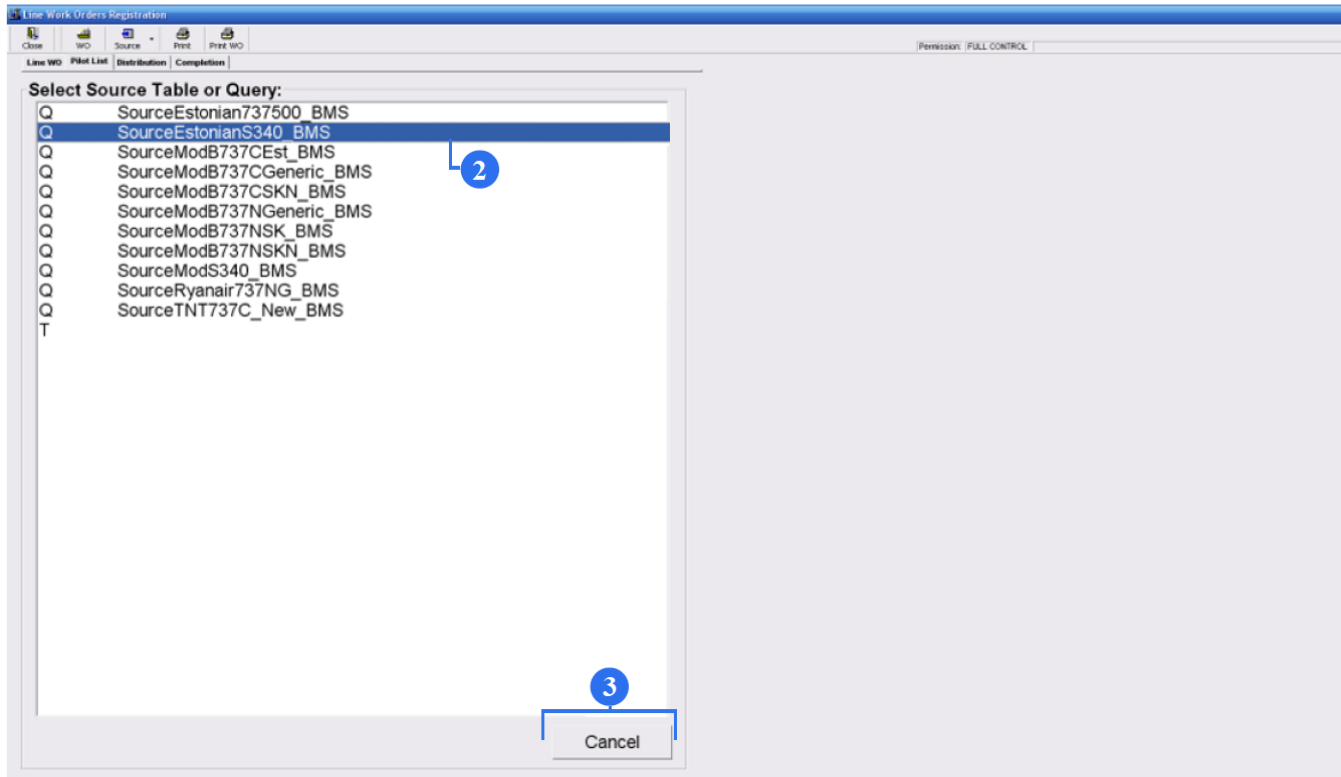
15. If you want to extend a Task Cards screen, click on the button with the right direction arrow.

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

### 3.2. Task Cards Source Selection/Creation.

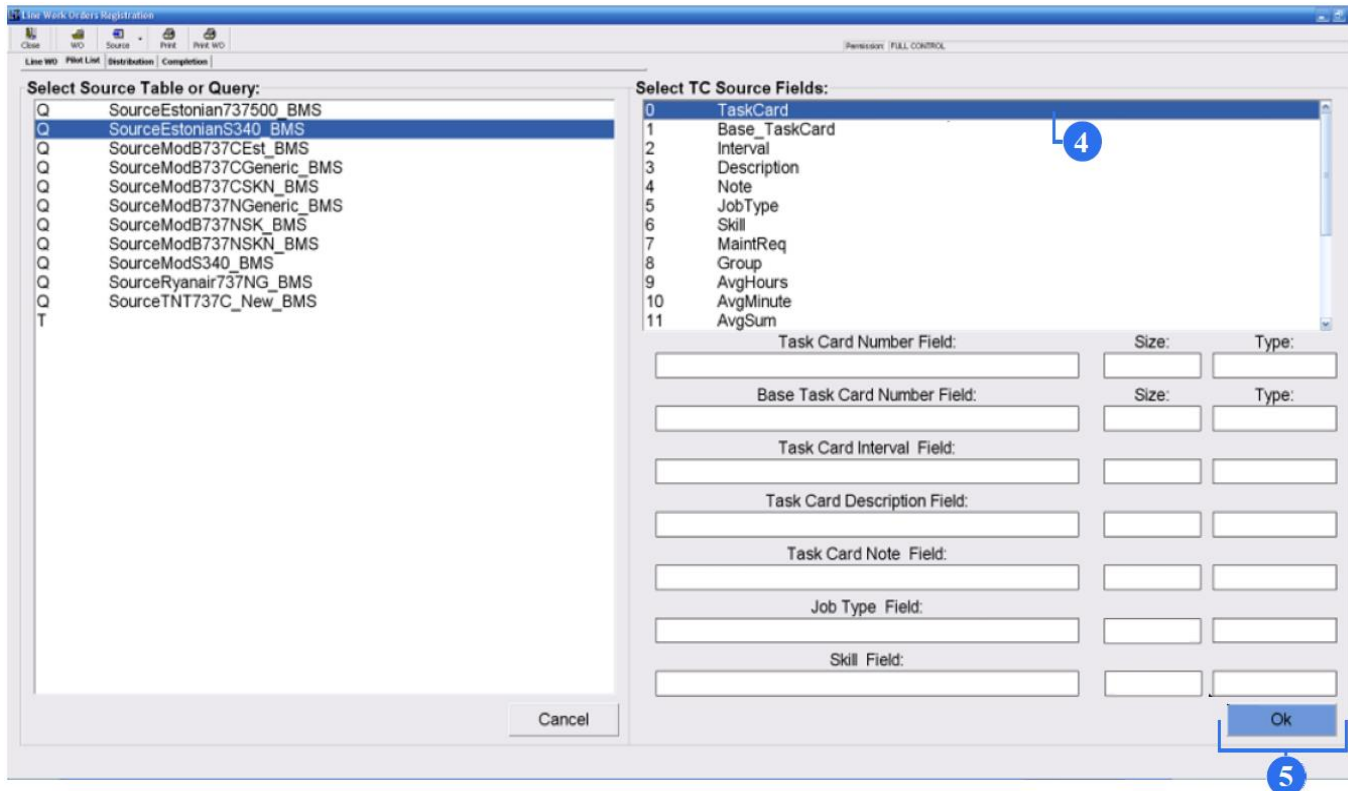
The screenshot shows the 'Line Work Orders Registration' application window. At the top, there is a menu bar with options: Close, WO, Source, Print, Print WO, and Attach. Below this is a sub-menu with 'Line WO', 'Pilot List', and 'Select Source Table'. A blue circle with the number '1' highlights the 'Select Source Table' option. The main area is divided into two panes. The left pane, titled 'Task Cards', shows 'Selected Tasks: Found 13 Task Cards' and a list of tasks with columns for ID, status, and description. The right pane, titled 'Tasks Source', shows 'Source: LineLibrary\_AME' and 'Table: SourceEstonian737500', with 'Found 1494 New Task Cards'. It also has a list of tasks with columns for ID, status, and description. Navigation buttons like 'Print', 'Add', 'Edit', and 'Excel' are visible.

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.



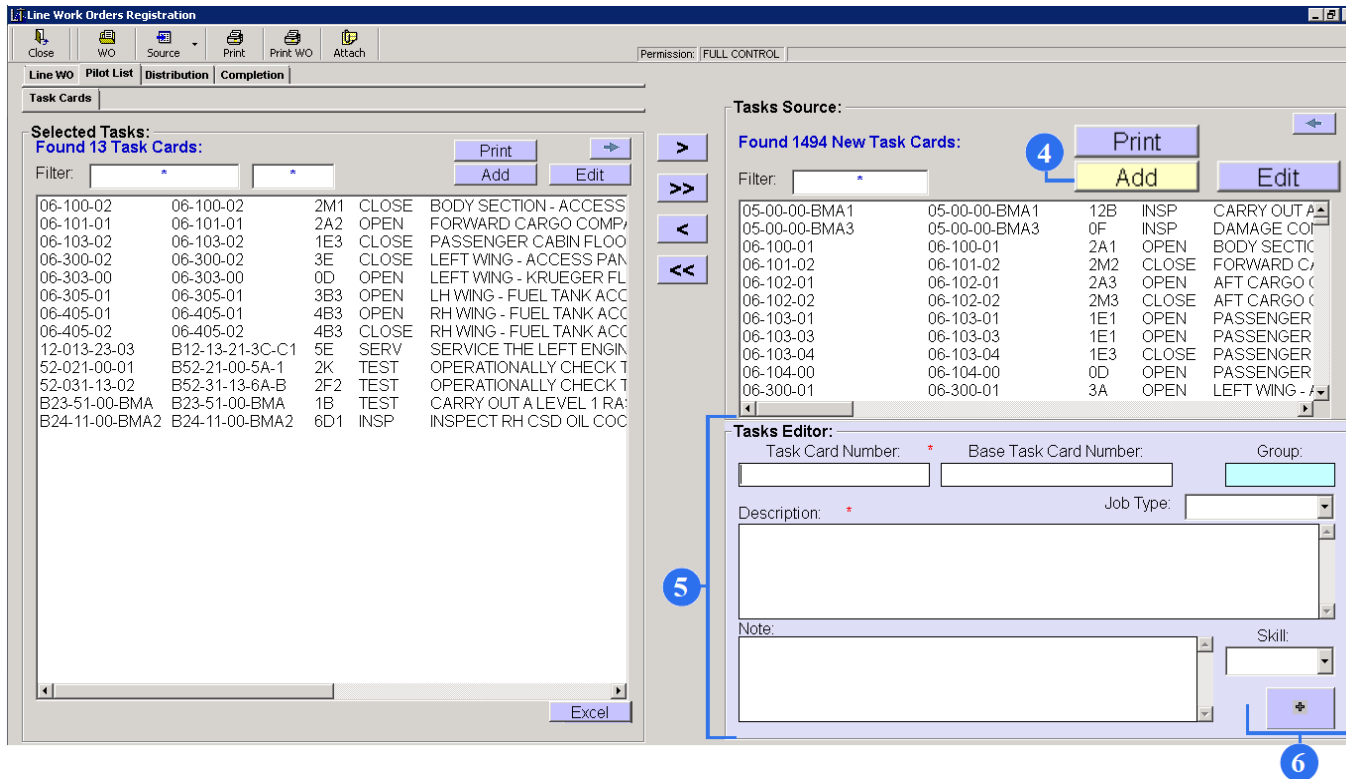
4. After clicking on a selected Task Source, a Select TC Source Field screen appears on the right side of the Line Work Order Registration Screen. Click on TC Source fields one by one to select appropriate fields.

5. Press OK to cancel.

### 3.3. Task Cards Addition and Update

The screenshot displays the 'Line Work Orders Registration' application window. It features a menu bar with options like 'Close', 'WO', 'Source', 'Print', 'Print WO', and 'Attach'. Below the menu is a 'Task Cards' section with a 'Selected Tasks' list and an 'Add' button. A 'Tasks Editor' window is open, showing fields for 'Task Card Number', 'Base Task Card Number', 'Group', 'Description', and 'Note'. A 'Tasks Source' table is also visible, listing various task cards with their IDs and descriptions. Red circles and arrows highlight the 'Add' button (1), the editor fields (2), and the plus sign button (3).

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.



The screenshot shows the 'Line Work Orders Registration' application. It features a 'Selected Tasks' panel on the left with a table of tasks and an 'Excel' button. The 'Tasks Source' panel on the right shows a list of tasks and buttons for 'Print', 'Add', and 'Edit'. A 'Tasks Editor' dialog is open in the foreground, containing fields for 'Task Card Number', 'Base Task Card Number', 'Group', 'Description', 'Job Type', 'Note', and 'Skill'. A plus sign button is located at the bottom right of the dialog.

Task ID	Description	Status	Category
06-100-02	06-100-02	2M1	CLOSE
06-101-01	06-101-01	2A2	OPEN
06-103-02	06-103-02	1E3	CLOSE
06-300-02	06-300-02	3E	CLOSE
06-303-00	06-303-00	0D	OPEN
06-305-01	06-305-01	3B3	OPEN
06-405-01	06-405-01	4B3	OPEN
06-405-02	06-405-02	4B3	CLOSE
12-013-23-03	B12-13-21-3C-C1	5E	SERV
52-021-00-01	B52-21-00-5A-1	2K	TEST
52-031-13-02	B52-31-13-6A-B	2F2	TEST
B23-51-00-BMA	B23-51-00-BMA	1B	TEST
B24-11-00-BMA2	B24-11-00-BMA2	6D1	INSP

Task ID	Description	Status	Category
05-00-00-BMA1	05-00-00-BMA1	12B	INSP
05-00-00-BMA3	05-00-00-BMA3	0F	INSP
06-100-01	06-100-01	2A1	OPEN
06-101-02	06-101-02	2M2	CLOSE
06-102-01	06-102-01	2A3	OPEN
06-102-02	06-102-02	2M3	CLOSE
06-103-01	06-103-01	1E1	OPEN
06-103-03	06-103-03	1E1	OPEN
06-103-04	06-103-04	1E3	CLOSE
06-104-00	06-104-00	0D	OPEN
06-300-01	06-300-01	3A	OPEN

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.



Line Work Orders Registration

Close WO Source Print Print WO Attach Permission: FULL CONTROL

Line WO Pilot List Distribution Completion

Task Cards

Selected Tasks:  
Found 13 Task Cards:

Filter: \* \*

Print Add Edit

06-100-02	06-100-02	2M1	CLOSE	BODY SECTION - ACCESS
06-101-01	06-101-01	2A2	OPEN	FORWARD CARGO COM
06-103-02	06-103-02	1E3	CLOSE	PASSENGER CABIN FLO
06-300-02	06-300-02	3E	CLOSE	LEFT WING - ACCESS P
06-303-00	06-303-00	0D	OPEN	LEFT WING - KRUEGER F
06-305-01	06-305-01	3B3	OPEN	LH WING - FUEL TANK A
06-405-01	06-405-01	4B3	OPEN	RH WING - FUEL TANK A
06-405-02	06-405-02	4B3	CLOSE	RH WING - FUEL TANK A
12-013-23-03	B12-13-21-3C-C1	5E	SERV	SERVICE THE LEFT ENG
52-021-00-01	B52-21-00-5A-1	2K	TEST	OPERATIONALLY CHECK
52-031-13-02	B52-31-13-6A-B	2F2	TEST	OPERATIONALLY CHECK

Tasks Source:  
Found 1494 New Task Cards: Table: SourceEstonian737500

Filter: \*

Print Add Edit

05-00-00-BMA1	05-00-00-BMA1	12B	INSP	CARRY OUT A
05-00-00-BMA3	05-00-00-BMA3	0F	INSP	DAMAGE COI
06-100-01	06-100-01	2A1	OPEN	BODY SECTIC
06-101-02	06-101-02	2M2	CLOSE	FORWARD C
06-102-01	06-102-01	2A3	OPEN	AFT CARGO C
06-102-02	06-102-02	2M3	CLOSE	AFT CARGO C
06-103-01	06-103-01	1E1	OPEN	PASSENGER
06-103-03	06-103-03	1E1	OPEN	PASSENGER
06-103-04	06-103-04	1E3	CLOSE	PASSENGER
06-104-00	06-104-00	0D	OPEN	PASSENGER
06-300-01	06-300-01	3A	OPEN	LEFT WING - /
06-305-02	06-305-02	3B3	CLOSE	LH WING - FUI
06-400-01	06-400-01	4A	OPEN	RIGHT WING -
06-400-02	06-400-02	4E	CLOSE	RIGHT WING -
06-403-00	06-403-00	0D	OPEN	RIGHT WING -
06-500-01	06-500-01	5A	OPEN	LEFT POWER
06-500-02	06-500-02	5G	CLOSE	LEFT POWER
06-600-01	06-600-01	6A	OPEN	RIGHT POWEI
06-600-02	06-600-02	6G	CLOSE	RIGHT POWEI
06-700-01	06-700-01	7A	OPEN	EMPENNAGE
06-700-02	06-700-02	7G	OPEN	EMPENNAGE
07-000-01	07-000-01	0F	SERV	LIFT THE AIRF
07-000-02	07-000-02	0F	SERV	LOWER THE /
12-013-21-03	B12-13-21-3A-1	5E	SERV	SERVICE THE
12-013-21-04	B12-13-21-3A-2	6E	SERV	SERVICE THE
12-013-22-03	B12-13-21-3B-1	5E	SERV	REPLACE TH
12-013-22-03	B12-13-21-3B-C1	5E	SERV	REPLACE TH

Tasks Editor:

Task Card Number: \* Base Task Card Number: Group:

06-103-02 06-103-02 1E3

Description: \* Job Type: CLOSE

PASSENGER CABIN FLOORS - BS663 TO BS727 - CLOSE

Note:

8

9

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.

The screenshot displays the 'Line Work Orders Registration' application window. It features a menu bar with options like 'Close', 'WO', 'Source', 'Print', 'Print WO', and 'Attach'. Below the menu is a 'Task Cards' section with a table of task entries. A 'Tasks Source' window is open, showing a list of 1494 new task cards. A 'Tasks Editor' window is also open, allowing for the modification of a selected task card. Red callout boxes with numbers 10, 11, and 12 highlight specific UI elements: the 'Edit' button in the 'Tasks Source' window, the 'Description' text box in the 'Tasks Editor', and the 'Skill' dropdown menu in the 'Tasks Editor'.

**Task Cards Table:**

06-100-02	06-100-02	2M1	CLOSE	BODY SECTION - ACCESS
06-101-01	06-101-01	2A2	OPEN	FORWARD CARGO COMP
06-103-02	06-103-02	1E3	CLOSE	PASSENGER CABIN FLOO
06-300-02	06-300-02	3E	CLOSE	LEFT WING - ACCESS PAN
06-303-00	06-303-00	0D	OPEN	LEFT WING - KRUEGER FL
06-305-01	06-305-01	3B3	OPEN	LH WING - FUEL TANK ACC
06-405-01	06-405-01	4B3	OPEN	RH WING - FUEL TANK ACC
06-405-02	06-405-02	4B3	CLOSE	RH WING - FUEL TANK ACC
12-013-23-03	B12-13-21-3C-C1	5E	SERV	SERVICE THE LEFT ENGIN
52-021-00-01	B52-21-00-5A-1	2K	TEST	OPERATIONALLY CHECK T
52-031-13-02	B52-31-13-6A-B	2F2	TEST	OPERATIONALLY CHECK T
B23-51-00-BMA	B23-51-00-BMA	1B	TEST	CARRY OUT A LEVEL 1 RA
B24-11-00-BMA2	B24-11-00-BMA2	6D1	INSP	INSPECT RH CSD OIL COC

**Tasks Source Table:**

05-00-00-BMA1	05-00-00-BMA1	12B	INSP	CARRY OUT A
05-00-00-BMA3	05-00-00-BMA3	0F	INSP	DAMAGE COI
06-100-01	06-100-01	2A1	OPEN	BODY SECTIC
06-101-02	06-101-02	2M2	CLOSE	FORWARD C
06-102-01	06-102-01	2A3	OPEN	AFT CARGO C
06-102-02	06-102-02	2M3	CLOSE	AFT CARGO C
06-103-01	06-103-01	1E1	OPEN	PASSENGER
06-103-03	06-103-03	1E1	OPEN	PASSENGER
06-103-04	06-103-04	1E3	CLOSE	PASSENGER
06-104-00	06-104-00	0D	OPEN	PASSENGER
06-300-01	06-300-01	3A	OPEN	LEFT WING -

**Tasks Editor Fields:**

- Task Card Number: 06-101-02
- Base Task Card Number: 06-101-02
- Group: 2M2
- Description: FORWARD CARGO COMPARTMENT - ACCESS PANELS AND DOORS - CLOSE
- Job Type: CLOSE
- Skill: MECH

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

11. Fill the text boxes and make changes.

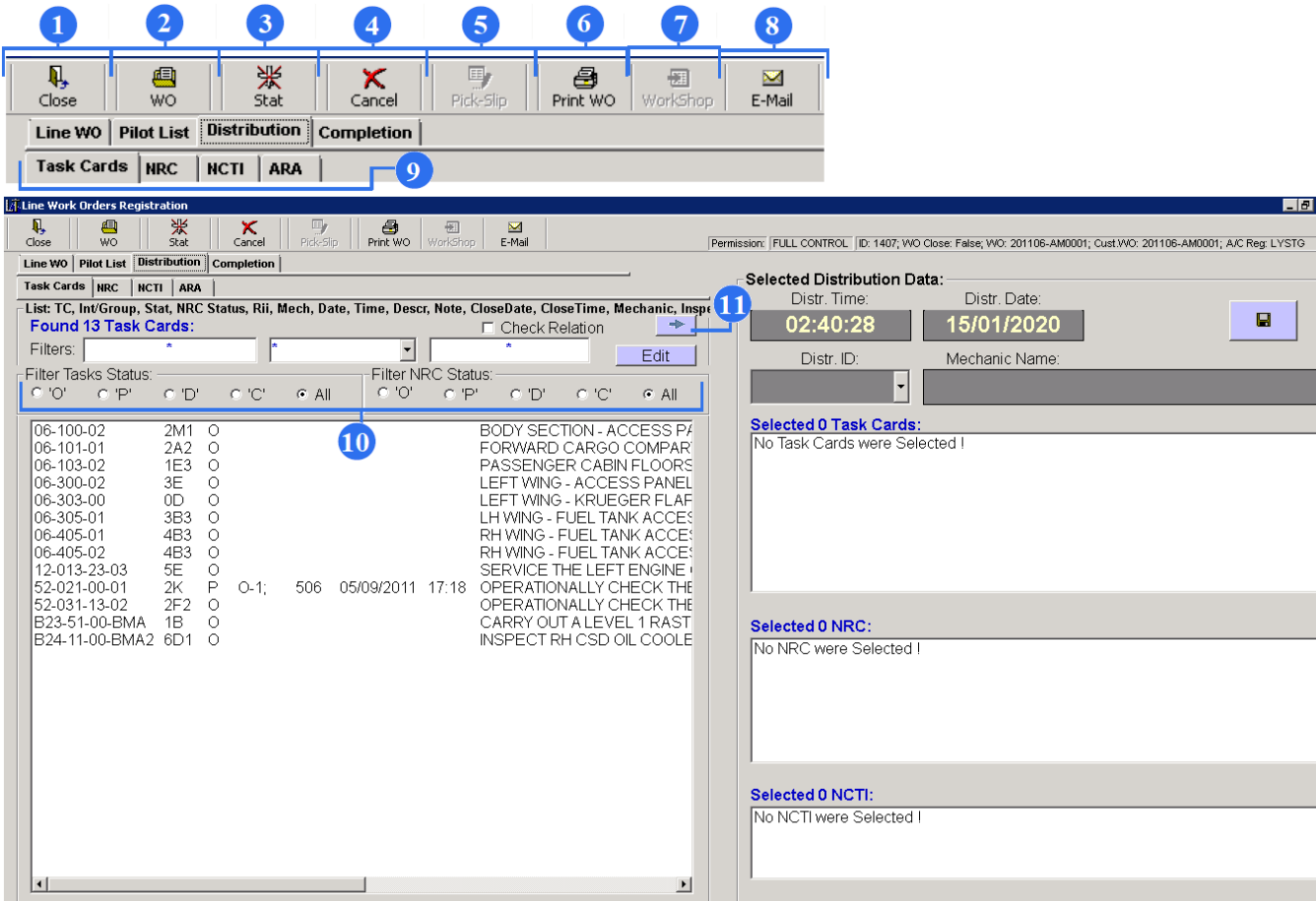
12. Update current record by pressing button with a discette or click on the EDIT button again to reset the Editor.

### 3.4. Task Cards Printout.

The screenshot shows the 'Line Work Orders Registration' application interface. It features a menu bar with options like 'Close', 'WO', 'Source', 'Print', 'Print WO', and 'Attach'. Below the menu is a 'Task Cards' panel on the left and a 'Tasks Source' panel on the right. Both panels display a list of task cards with columns for ID, status, and description. In the 'Task Cards' panel, the first row is highlighted, and a blue circle '1' points to it. A 'Print' button is located above the list, with a blue circle '2' pointing to it. In the 'Tasks Source' panel, the first row is also highlighted, with a blue circle '3' pointing to it. A 'Print' button is located above this list, with a blue circle '4' pointing to it. Navigation arrows are visible between the two panels. An 'Excel' button is at the bottom right of the 'Task Cards' panel.

- 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



TC	Int/Group	Stat	NRC Status	Rii	Mech	Date	Time	Descr	Note	CloseDate	CloseTime	Mechanic	Insp
06-100-02	2M1	O						BODY SECTION - ACCESS PA					
06-101-01	2A2	O						FORWARD CARGO COMPAR					
06-103-02	1E3	O						PASSENGER CABIN FLOORS					
06-300-02	3E	O						LEFT WING - ACCESS PANEL					
06-303-00	0D	O						LEFT WING - KRUEGER FLAP					
06-305-01	3B3	O						LH WING - FUEL TANK ACCE					
06-405-01	4B3	O						RH WING - FUEL TANK ACCE					
06-405-02	4B3	O						RH WING - FUEL TANK ACCE					
12-013-23-03	5E	O						SERVICE THE LEFT ENGINE I					
52-021-00-01	2K	P	O-1;	506	05/09/2011	17:18		OPERATIONALLY CHECK THE					
52-031-13-02	2F2	O						OPERATIONALLY CHECK THE					
B23-51-00-BMA	1B	O						CARRY OUT A LEVEL 1 RAST					
B24-11-00-BMA2	6D1	O						INSPECT RH CSD OIL COOLE					

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.

The screenshot shows the 'Line Work Orders Registration' application window. At the top, a toolbar contains buttons for 'Close', 'WO', 'Stat', 'Cancel', 'Pick-Slip', 'Print WO', 'WorkShop', and 'E-Mail'. The 'Stat' button is highlighted with a blue circle and the number 15. Below the toolbar, the application window has a title bar and a menu bar. The main area is divided into several sections:

- Task Cards:** A list of task cards with columns for 'NRC', 'NCTI', and 'ARA'. A task card '06-305-01' with status '3B3 O' is selected and highlighted with a blue circle and the number 12.
- Filters:** Two filter sections for 'Filter Tasks Status' and 'Filter NRC Status', both with radio buttons for 'O', 'P', 'D', 'C', and 'All'.
- Selected Distribution Data:** A section on the right with fields for 'Distr. Time' (03:15:53), 'Distr. Date' (15/01/2020), 'Distr. ID' (001), and 'Mechanic Name' (MICHAEL DUNAJEV). A blue circle with the number 14 is next to a save button (discette icon).
- Selected 0 Task Cards:** A section showing 'No Task Cards were Selected !' with a blue circle and the number 13.
- Selected 0 NRC:** A section showing 'No NRC were Selected !'.
- Selected 0 NCTI:** A section showing 'No NCTI were Selected !'.

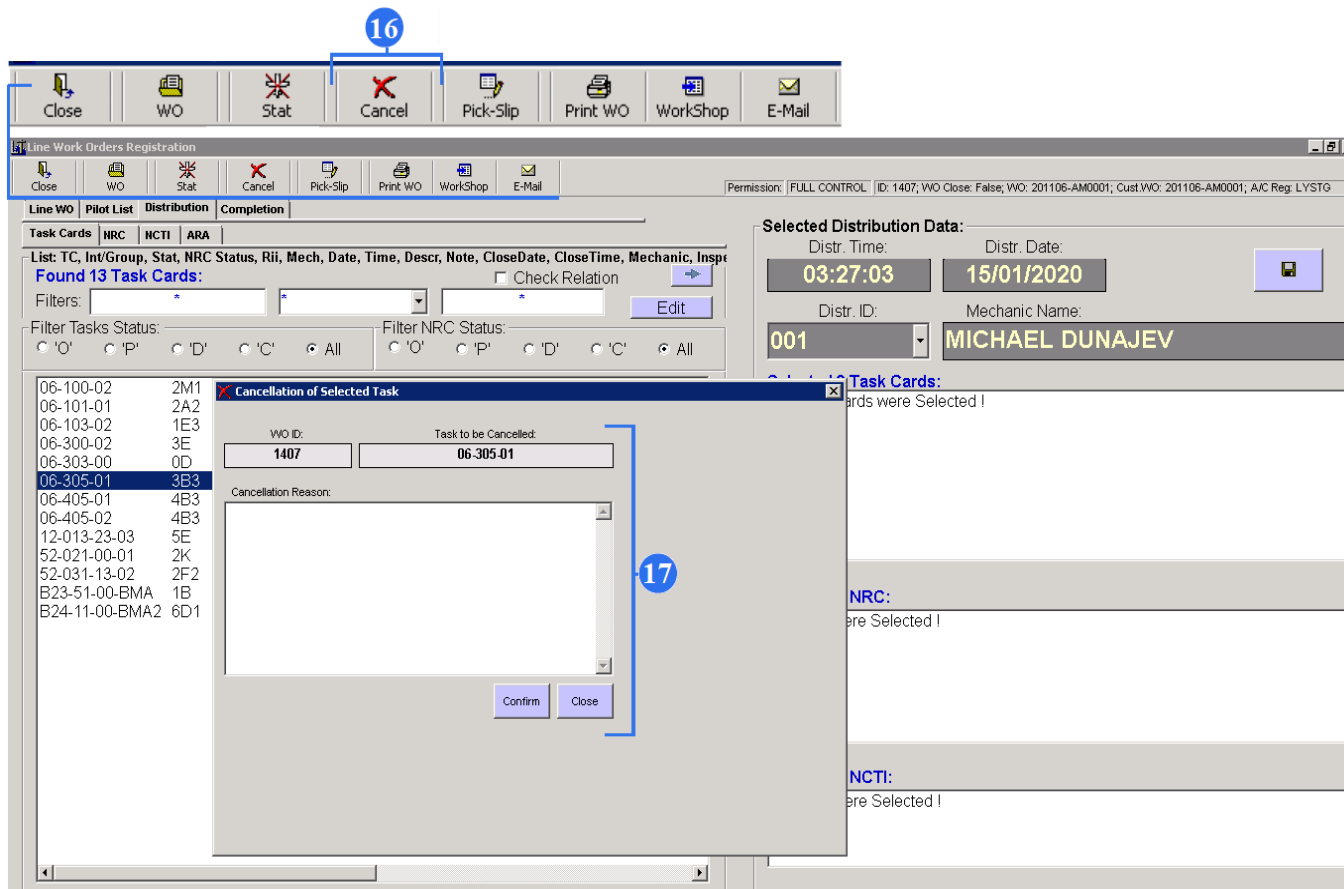
12. To distribute TC/ NRC/NCTI to a mechanic, double click a task, and then this task will be displayed on Selected Distribution Data screen.

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.

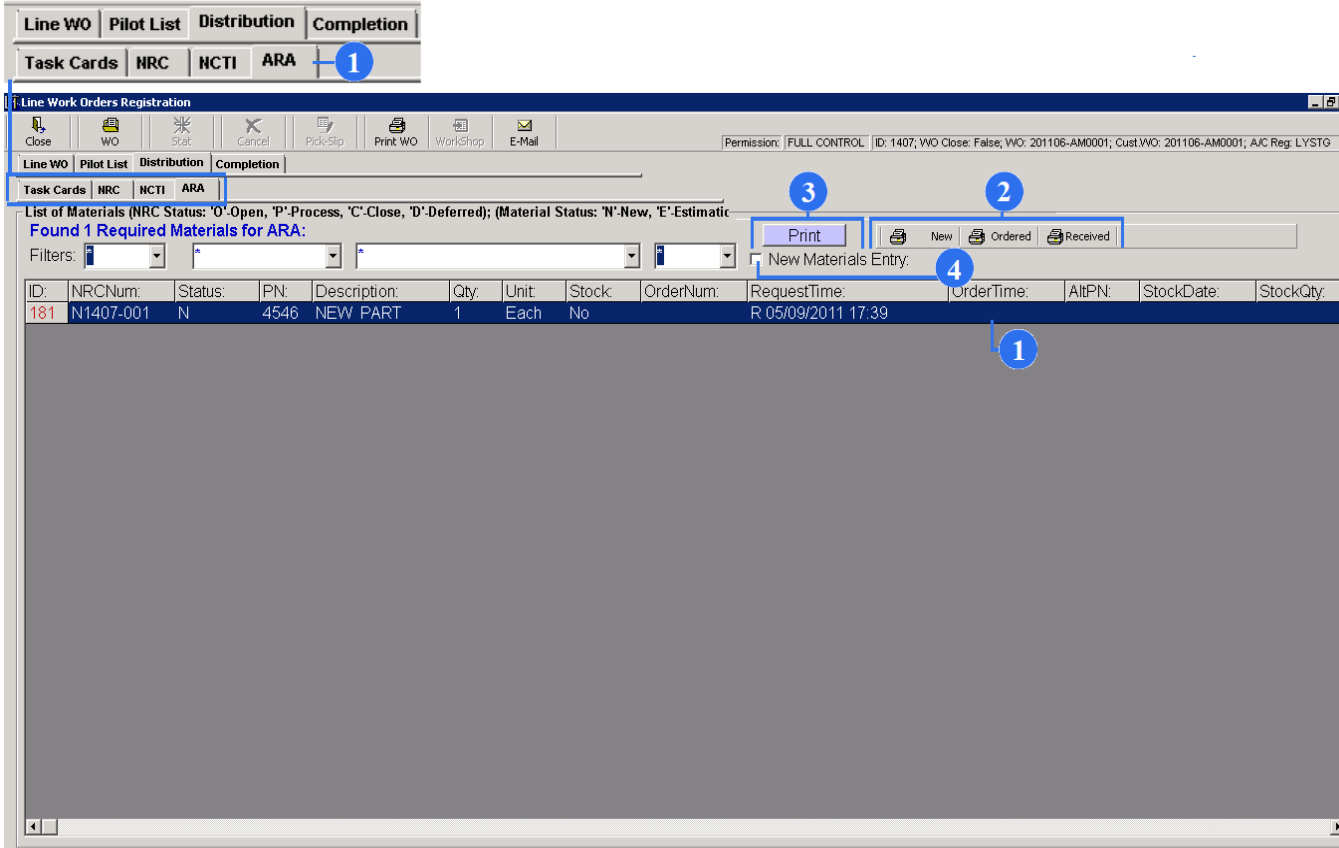
Or, if you wrongly closed a task, click on the STATUS button and the task will be in process.



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 Cancellation Window enter a WO number and cancellation reasons. Click on "Confirm" to save it.

## 4.1. ARA (Additional Repair Agreement) Materials List



ID	NRCNum	Status	PN	Description	Qty	Unit	Stock	OrderNum	RequestTime	OrderTime	AltPN	StockDate	StockQty
181	N1407-001	N	4546	NEW PART	1	Each	No		R 05/09/2011 17:39				

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.

The screenshot displays the 'Line Work Orders Registration' application. The 'Distribution' tab is selected, showing a list of NRCs. A callout '1' points to the 'NRC' column header. Below the list, the 'Edit' button is highlighted with callout '2'. The 'Non Routine Card Editor' is open, with callout '3' pointing to the 'ARA' checkbox. The 'Additional Repair Agreement (ARA) Invoiced Amount' section has callout '5' pointing to the 'Update' button. The 'Additional Repair Agreement (ARA) Required Materials' section has callout '4' pointing to the 'Add' button.

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.

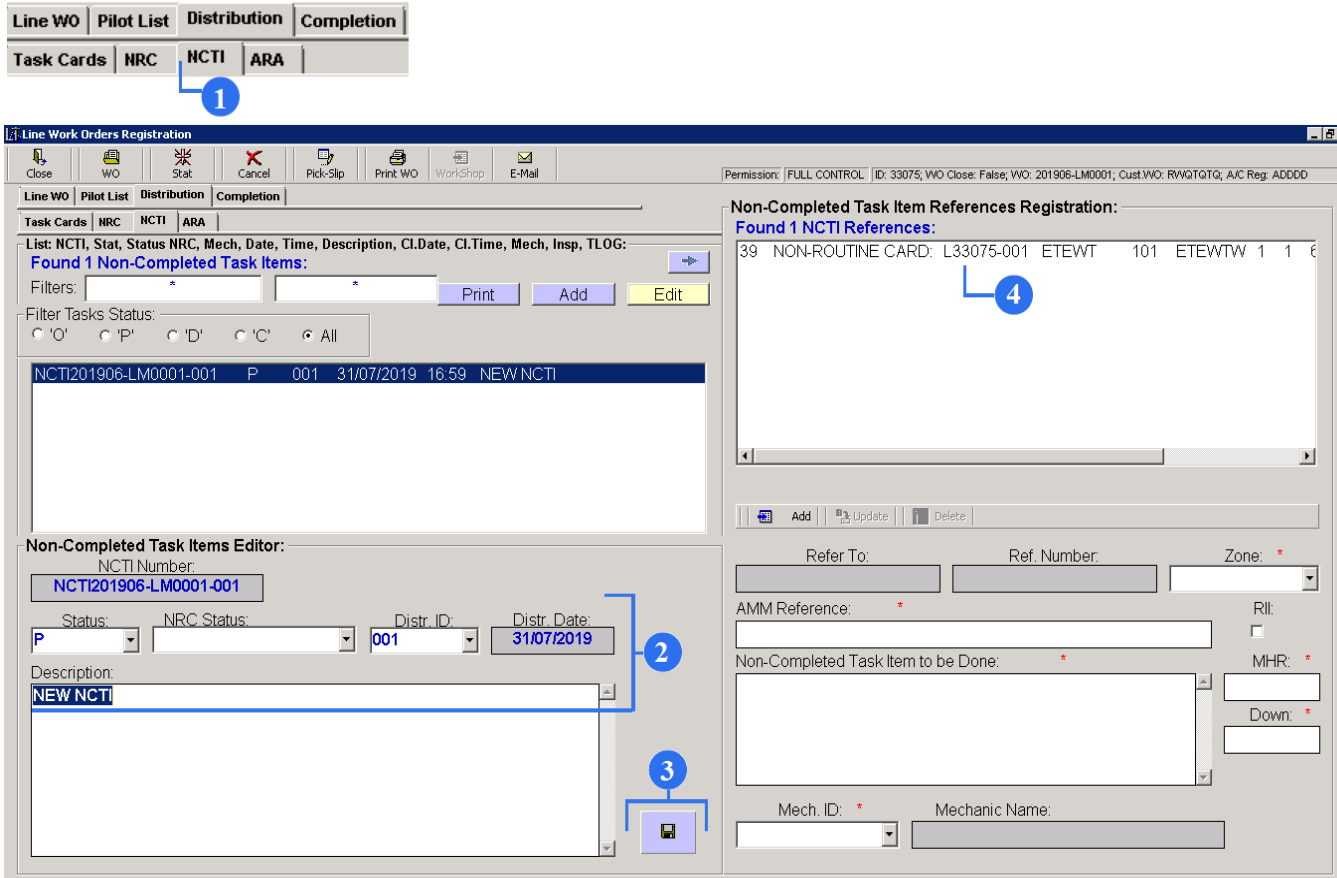
3. If for materials order, an ARA is needed, select the 'ARA'; check box.

4. Write down the material PN, QTY, Type, etc. If the materials are at stock, 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 screenshot shows the 'Line Work Orders Registration' application. At the top, there are tabs for 'Line WO', 'Pilot List', 'Distribution', and 'Completion'. Under 'Distribution', there are sub-tabs for 'Task Cards', 'NRC', 'NCTI', and 'ARA'. A blue circle with the number '1' points to the 'NCTI' tab.

The main window displays a list of 'Non-Completed Task Items' with columns for NCTI, Status, NRC, Mech, Date, Time, Description, CI.Date, CI.Time, Mech, Insp, and TLOG. A blue circle with the number '2' points to the 'ADD' button in the 'Non-Completed Task Items Editor' section.

The 'Non-Completed Task Items Editor' contains fields for NCTI Number (NCTI201906-LM0001-001), Status (P), NRC Status, Distr. ID (001), and Distr. Date (31/07/2019). A description field contains 'NEW NCTI'. A blue circle with the number '3' points to the 'ADD' button at the bottom right of the editor.

The 'Non-Completed Task Item References Registration' section shows a list of references, including '39 NON-ROUTINE CARD: L33075-001 ETEWT 101 ETEWTW 1 1 6'. A blue circle with the number '4' points to the 'ADD' button in this section.

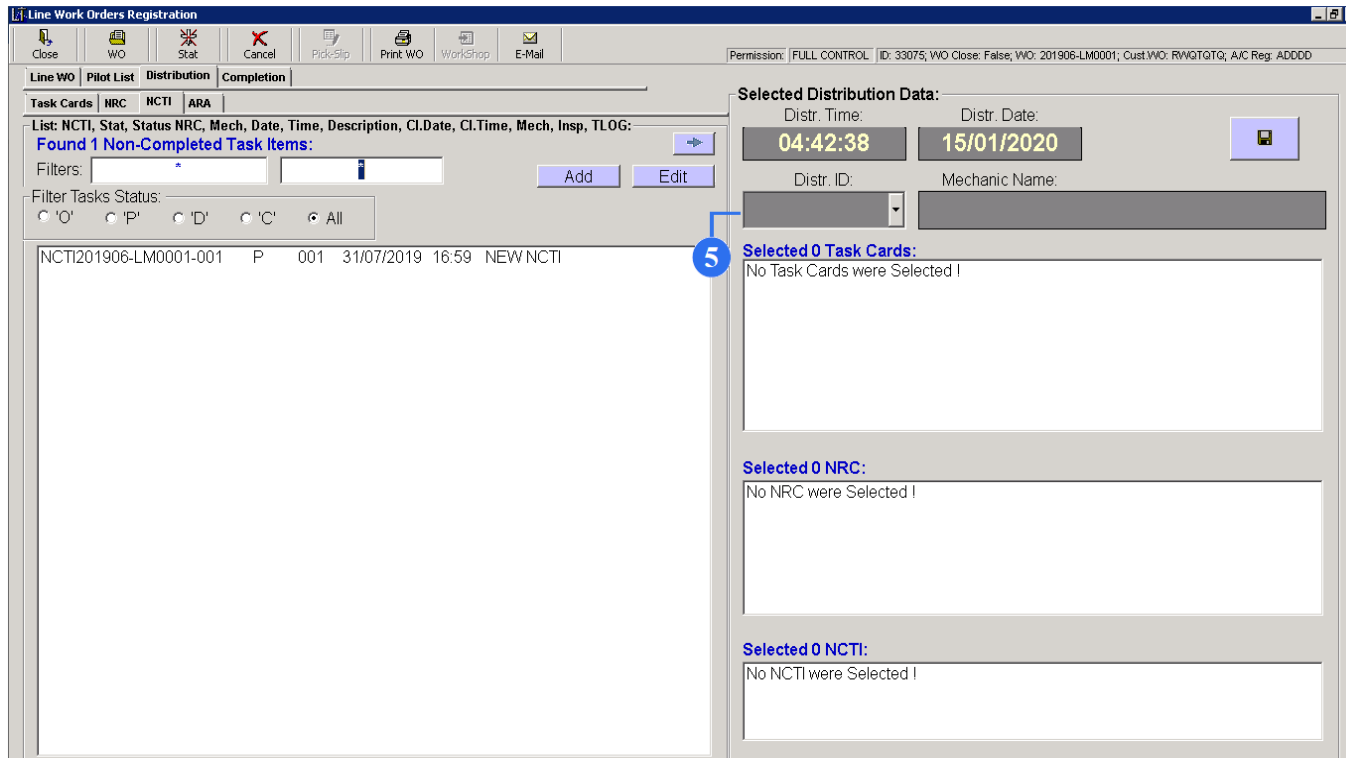
The Task Card can be closed only when all tasks, which constitute it, are completed; and all post-repair checks (for example, run engine test, leakage test) are carried out.

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 you 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.

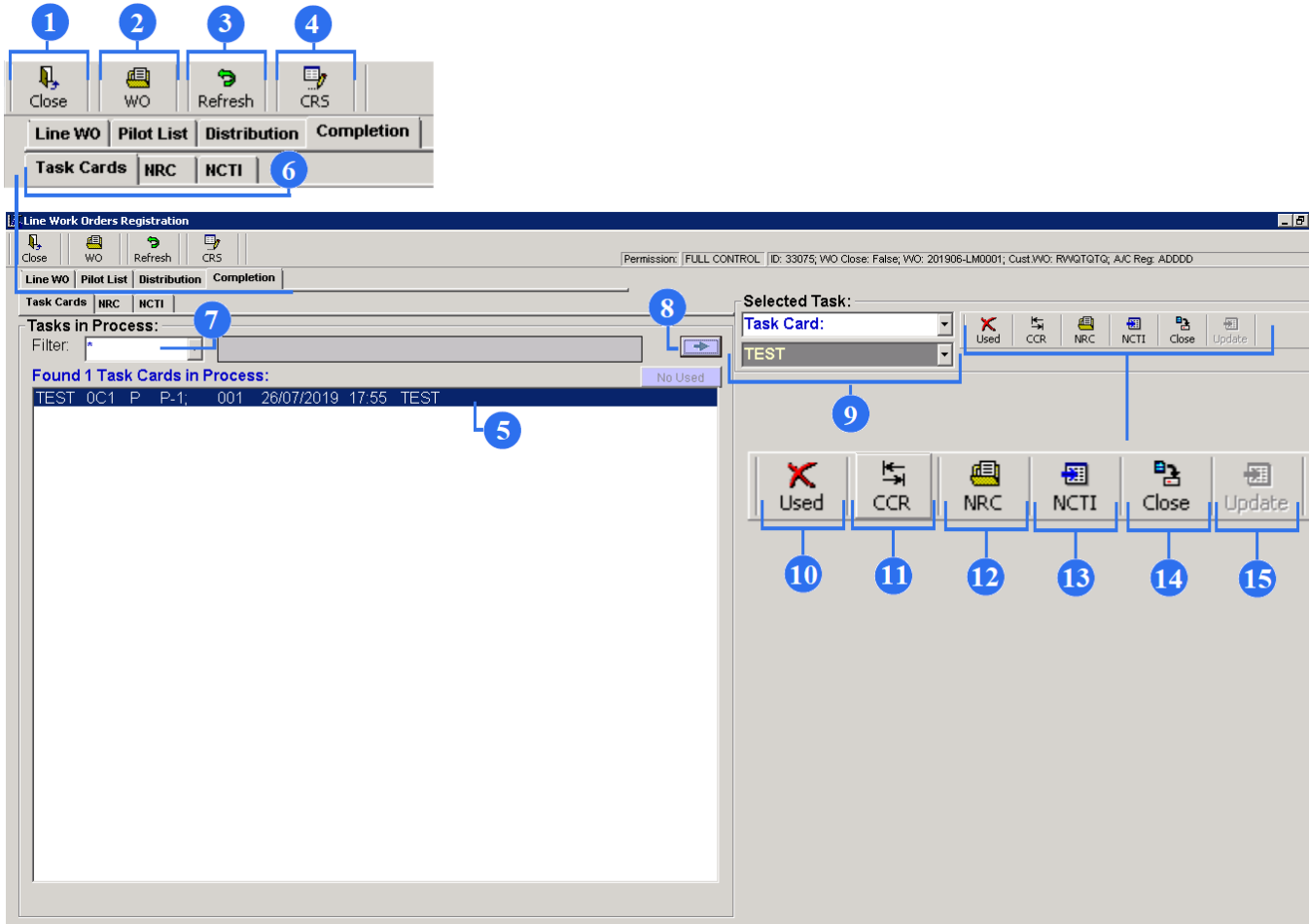


3. Click on this button to save.

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

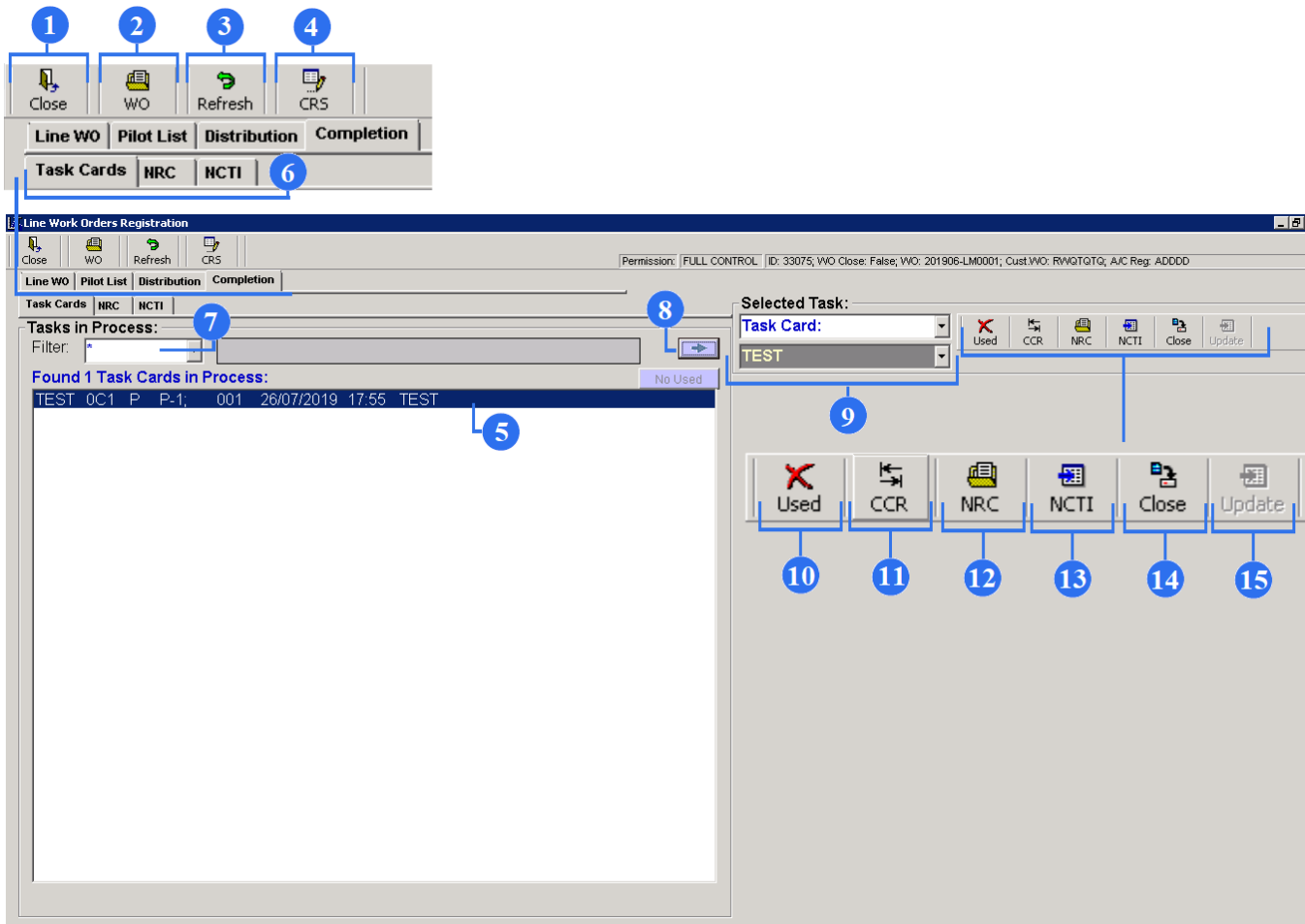
5. To distribute a NCTI, choose a mechanic's id and click on the button with discette. This NCTI will be in progress and displayed in the 'Completion-NCTI' tab.

## 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



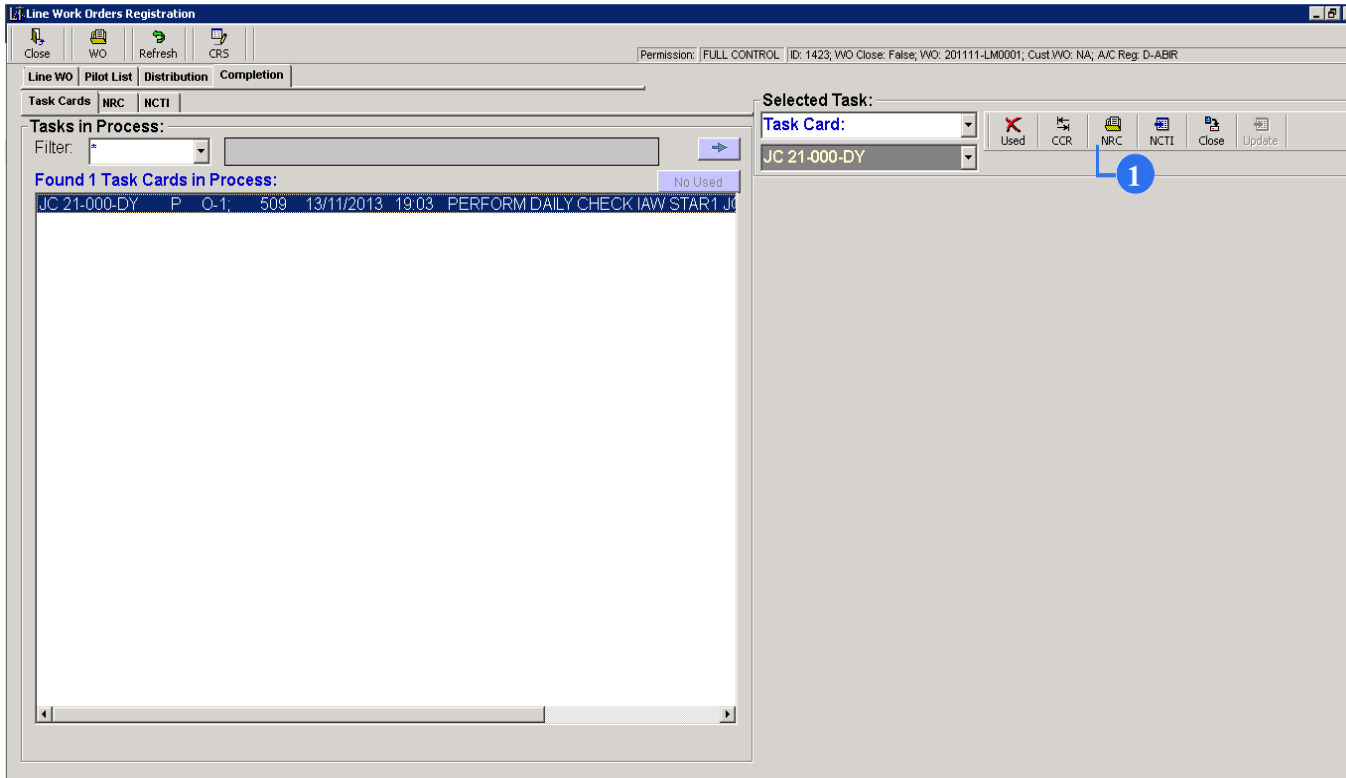
select a mechanic's id and his name will be also displayed in the gray field.

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.

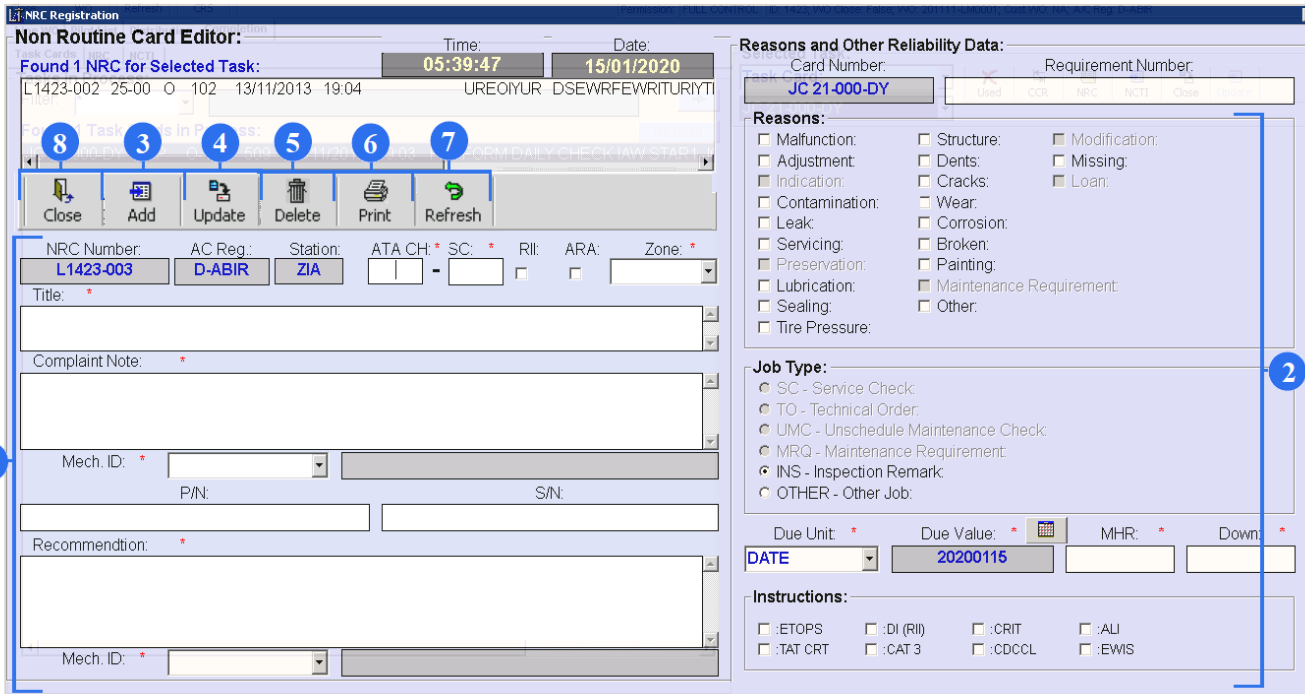
## 5.1 Non-Routine Card (NRC) Registration



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 tool 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.

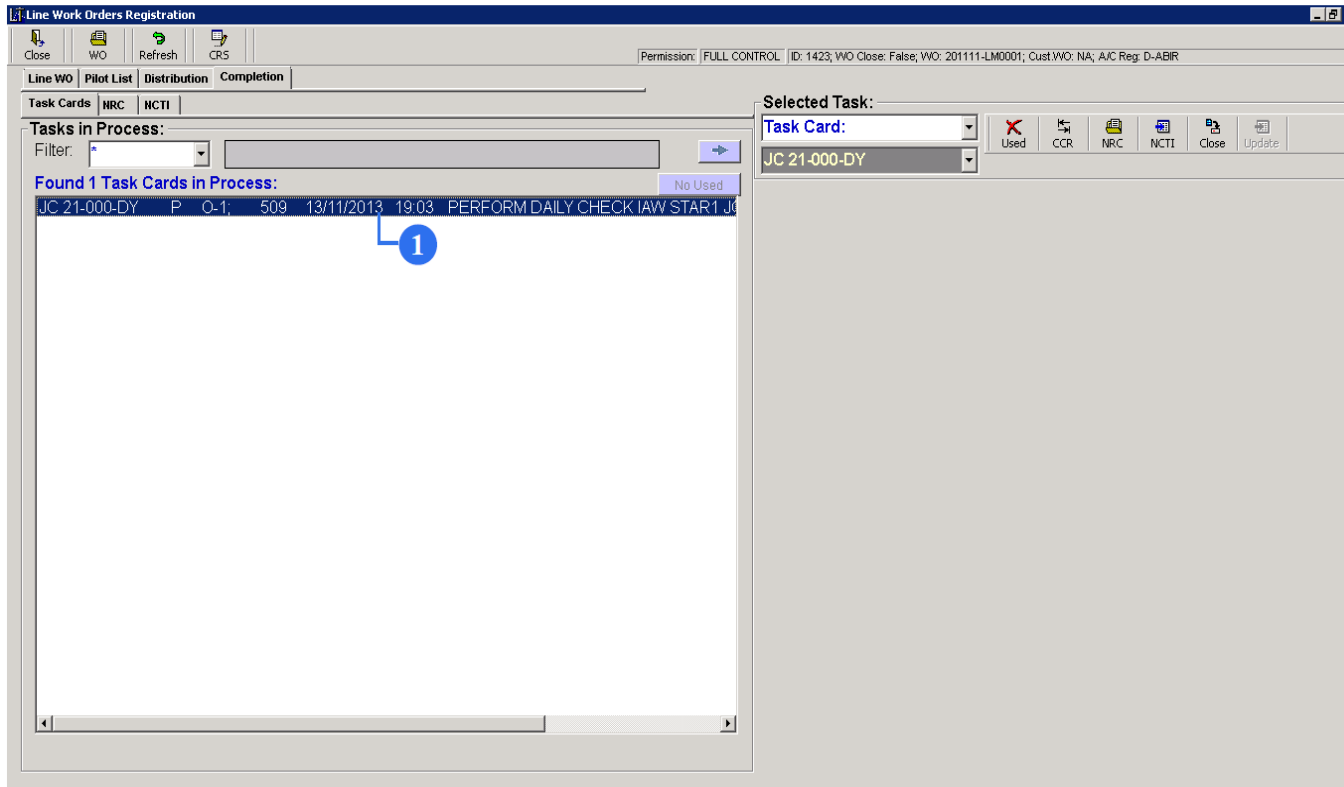
5. To delete a NRC, click on the Delete tool button.

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

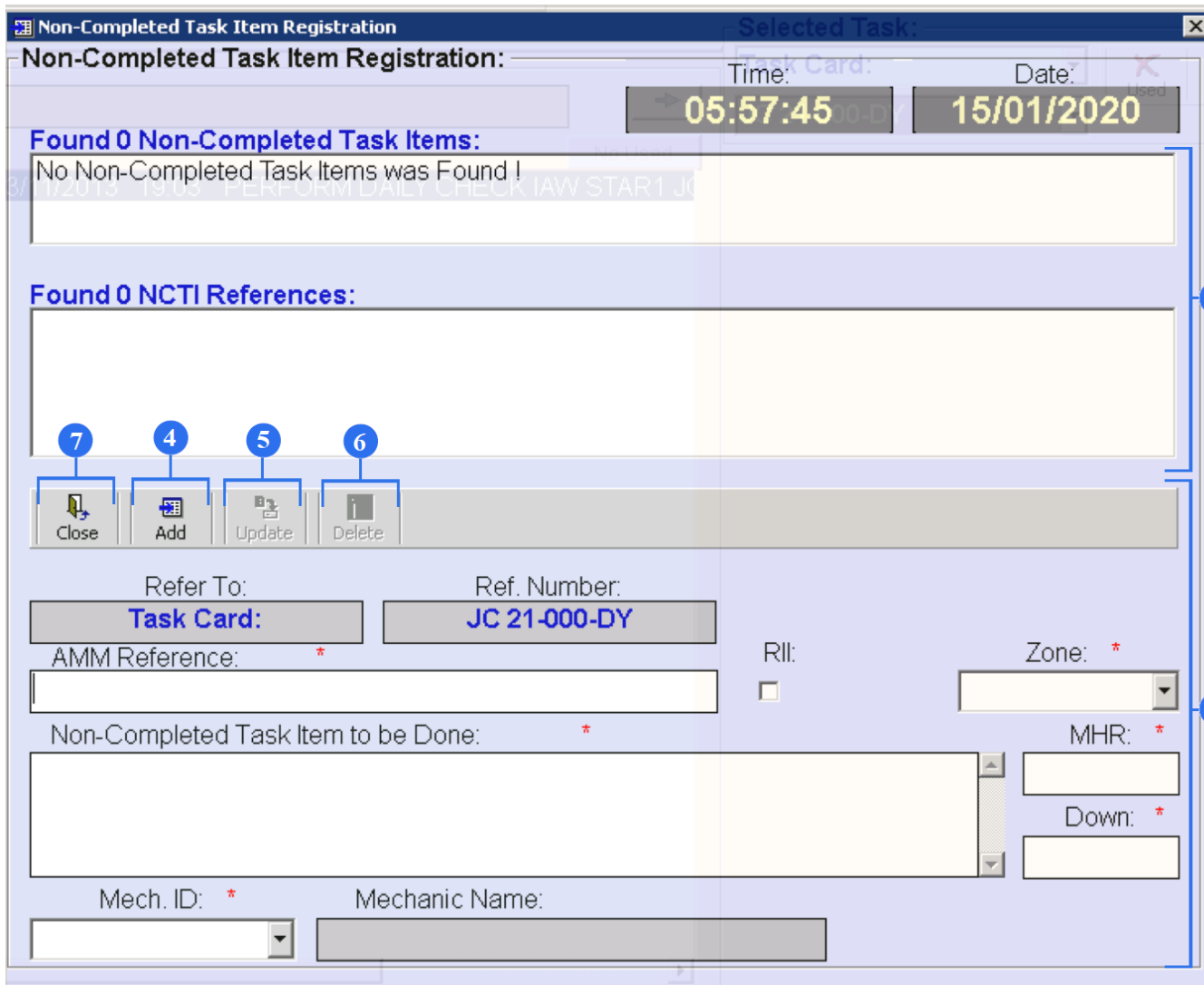
7. To print out a NRC, click on the Print tool button.

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.

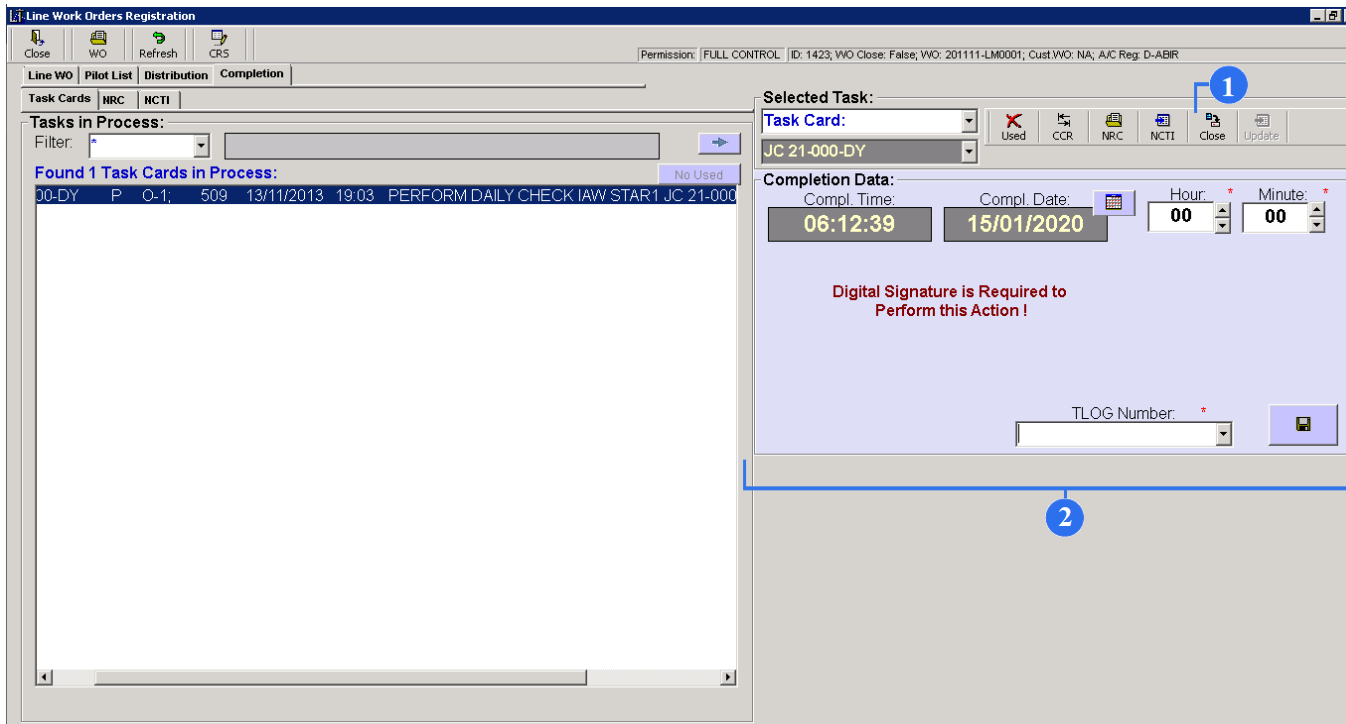
5. To make changes in an existing reference, highlight it and click on the Update tool button.

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.