WORK PACKAGE COMPLETION

Contents

1. Registration of Used Consumables.
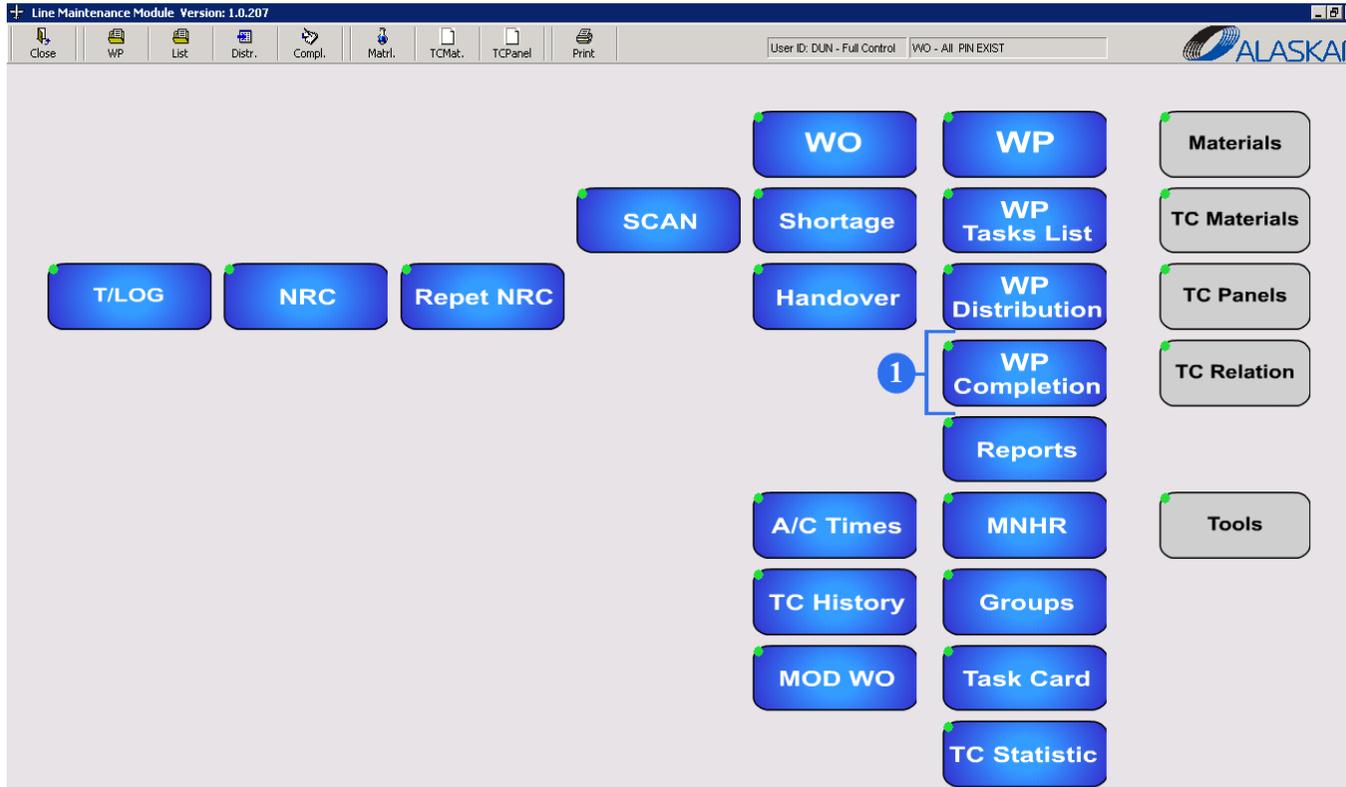
The Completion screen combines all tasks/additional jobs/modifications/customer requests/non-routine cards/non-completed task items in process, gives an opportunity to overlook all necessary materials for these tasks and close already completed tasks.

1. Click on the COMPLETION button to enter the screen.
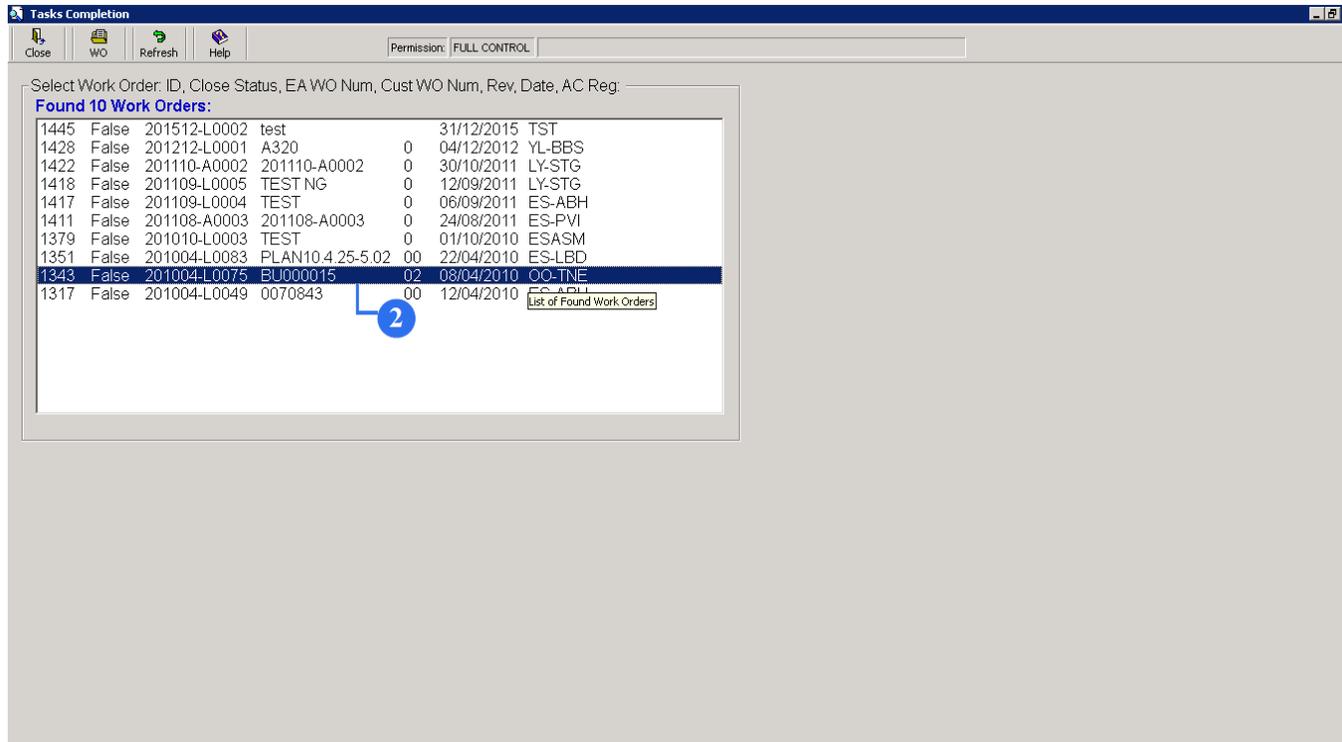
4. To open a work order, highlight a selected work order and double click it.
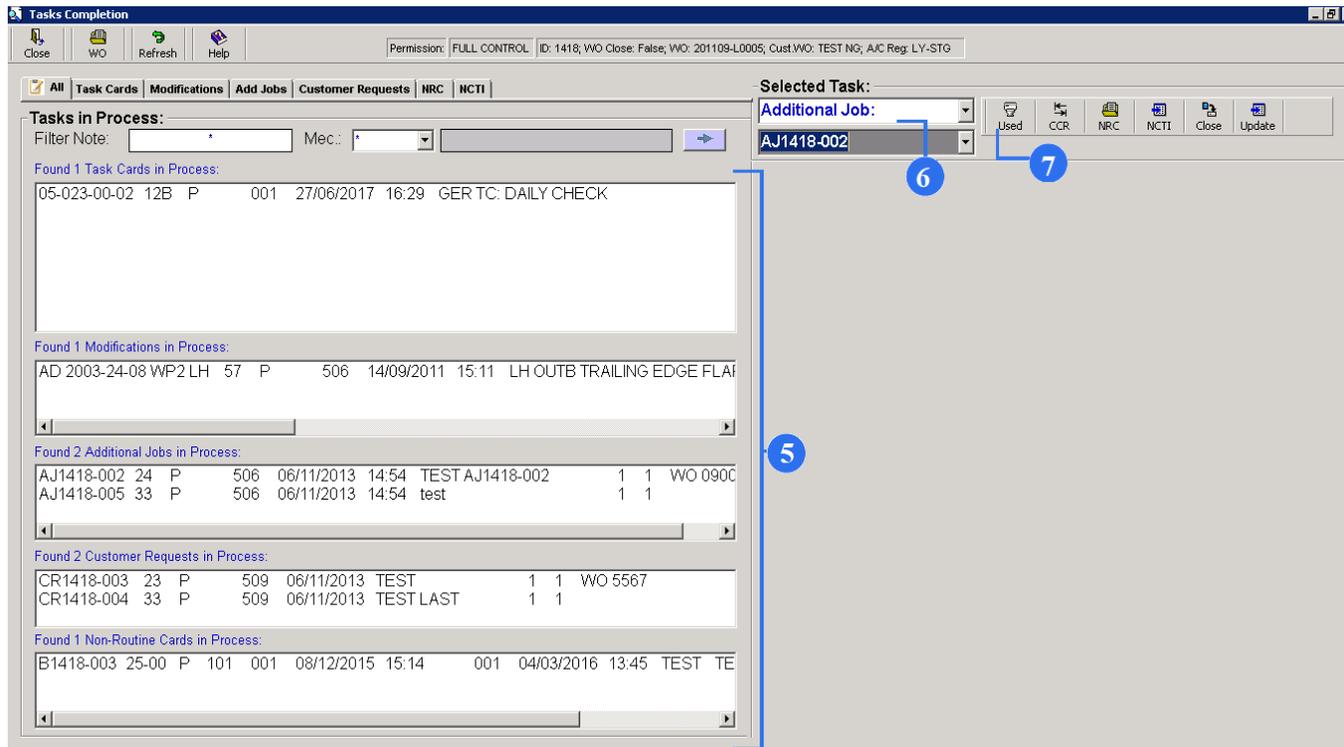
5. All tasks in process will be displayed on the left side of the screen (task cards, modifications, additional jobs, customer requests, non-routine cards.

6. To enter the Used Consumable Registration Screen, highlight a task or choose a task in the Selected Task field

7. Then click on the "Used" and the screen will be opened.

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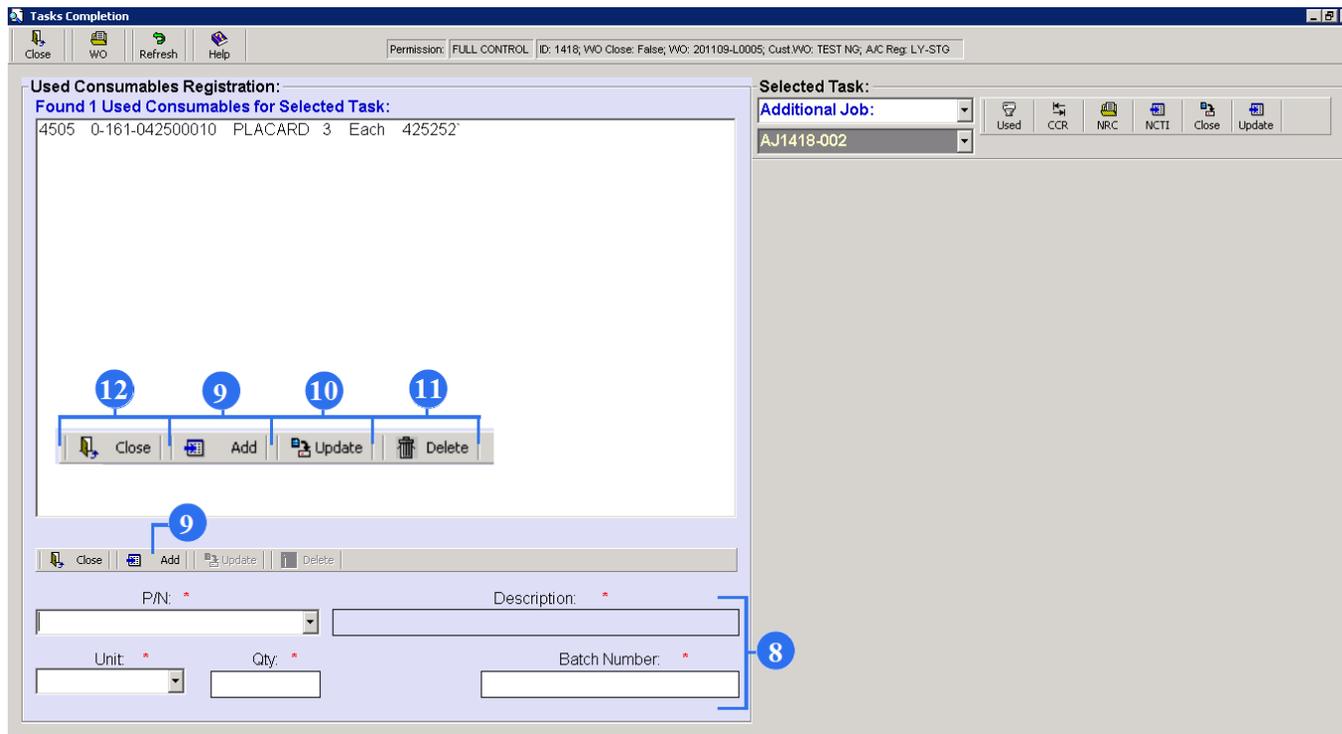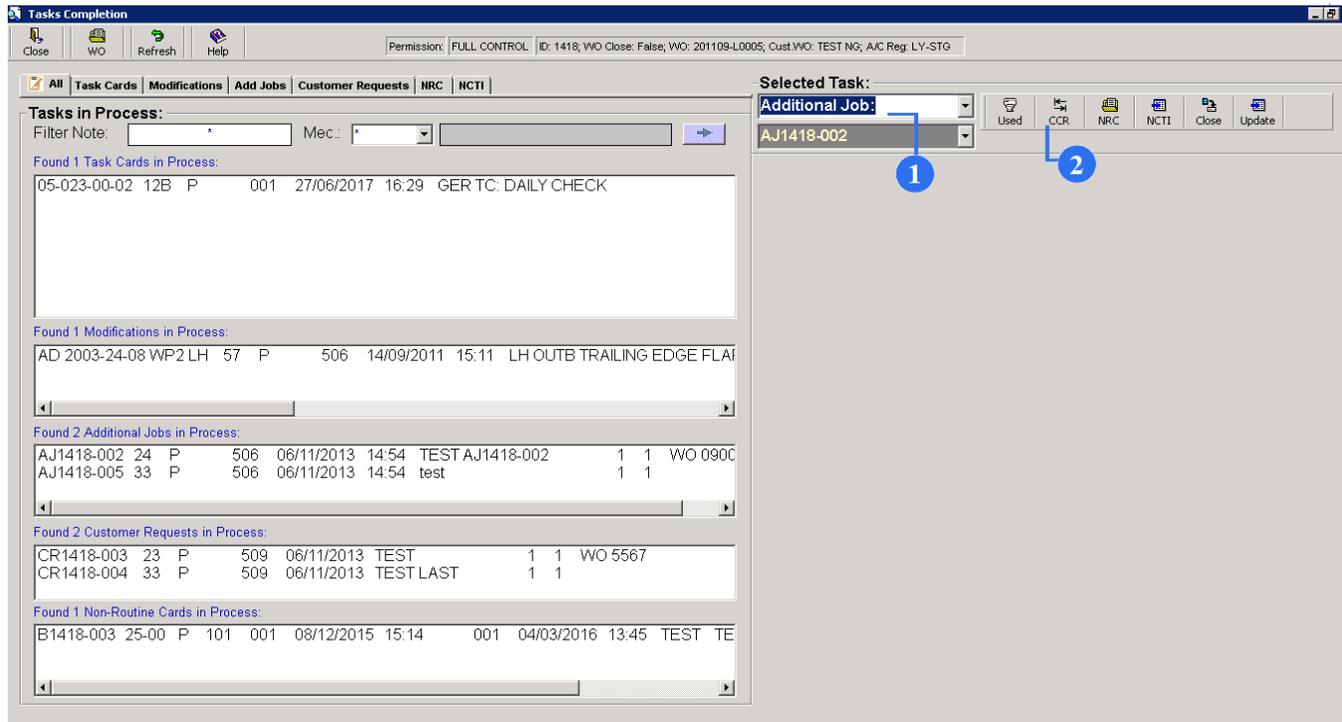

8. Enter P/N, Unit, Qty and Batch Number.

9. Click on the Add to save data.

10. You can make a change and click on the Update.

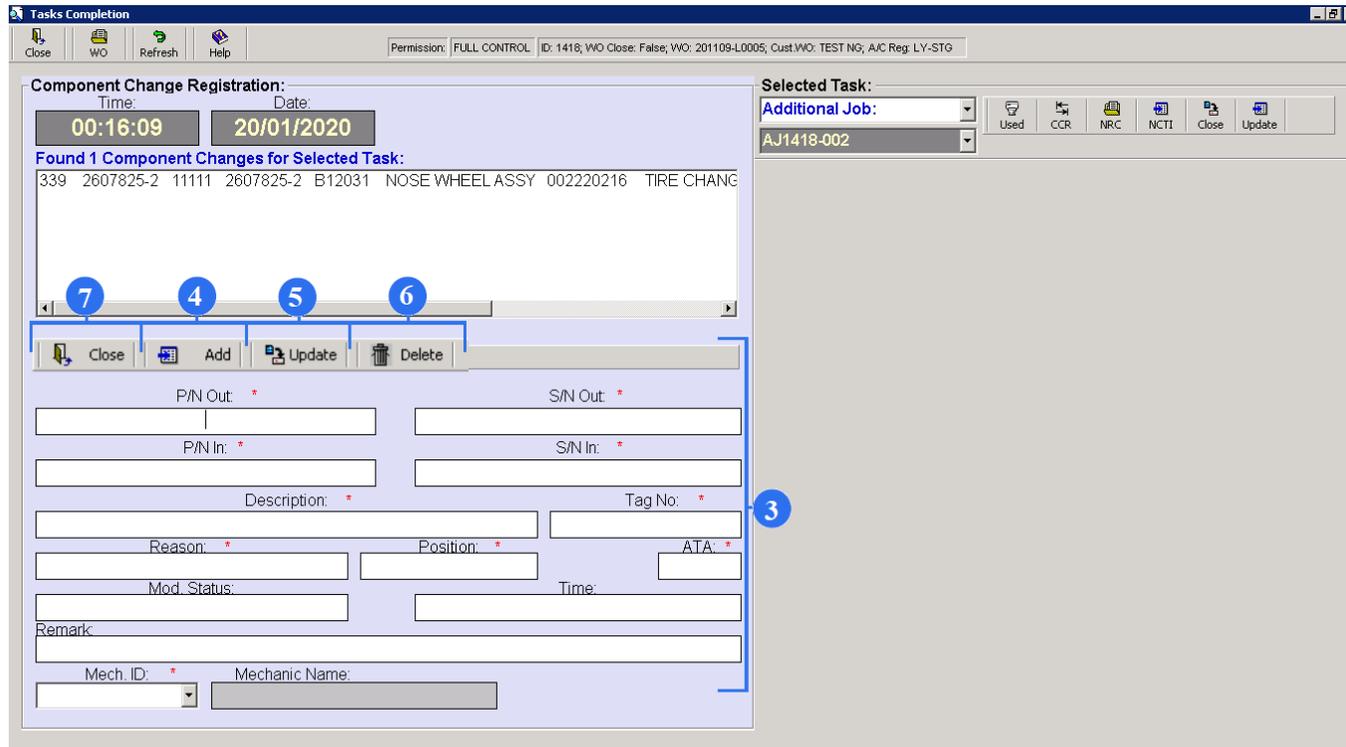11. To remove data, highlight it and click on the Delete.

12. Push Close to close the screen.

2. Component Change Registration.

1. To enter the Component Change Registration Screen, highlight a task or choose a task in the Selected Task field

2. Then click on the "CCR" and the screen will be opened.

3. Enter all necessary data (P/N ON/OFF, S/N ON/OFF, Description of component, Nag number, Reason, ATA). Enter Mech ID.
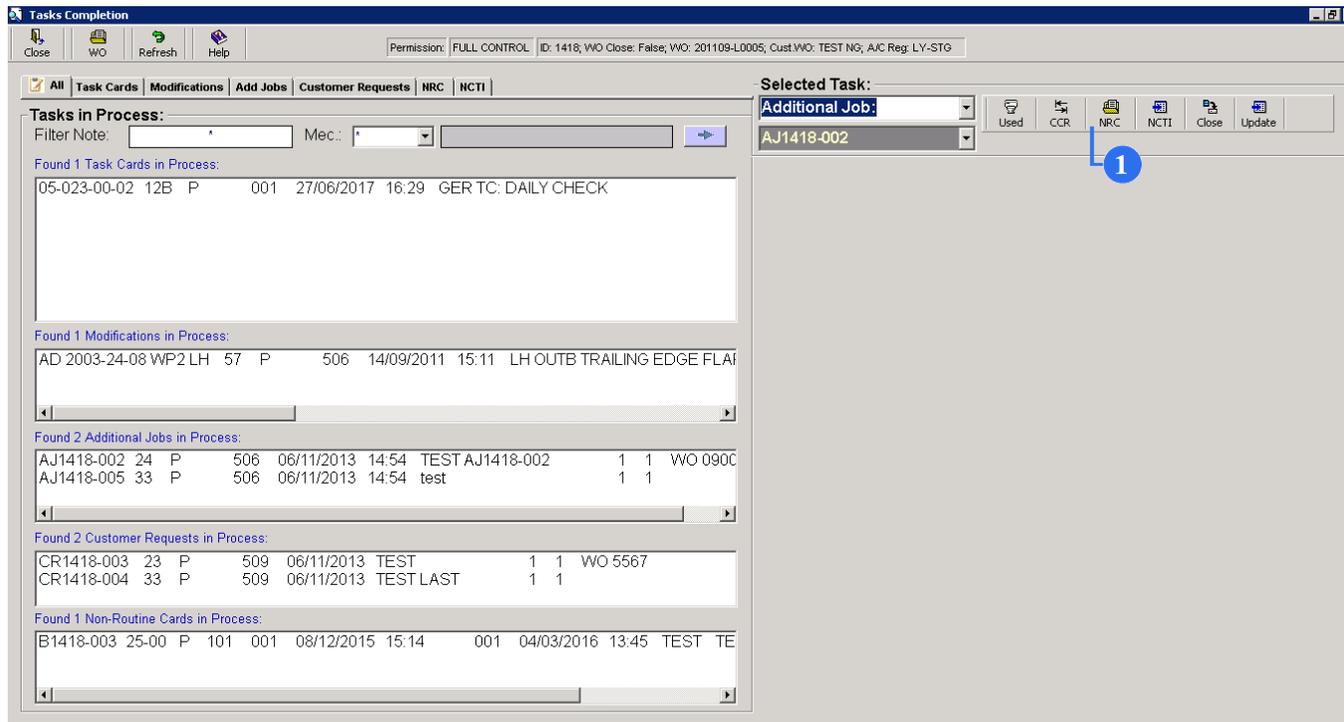
4. Click on the Add to save data.

5. You can make a change and click on the Update.

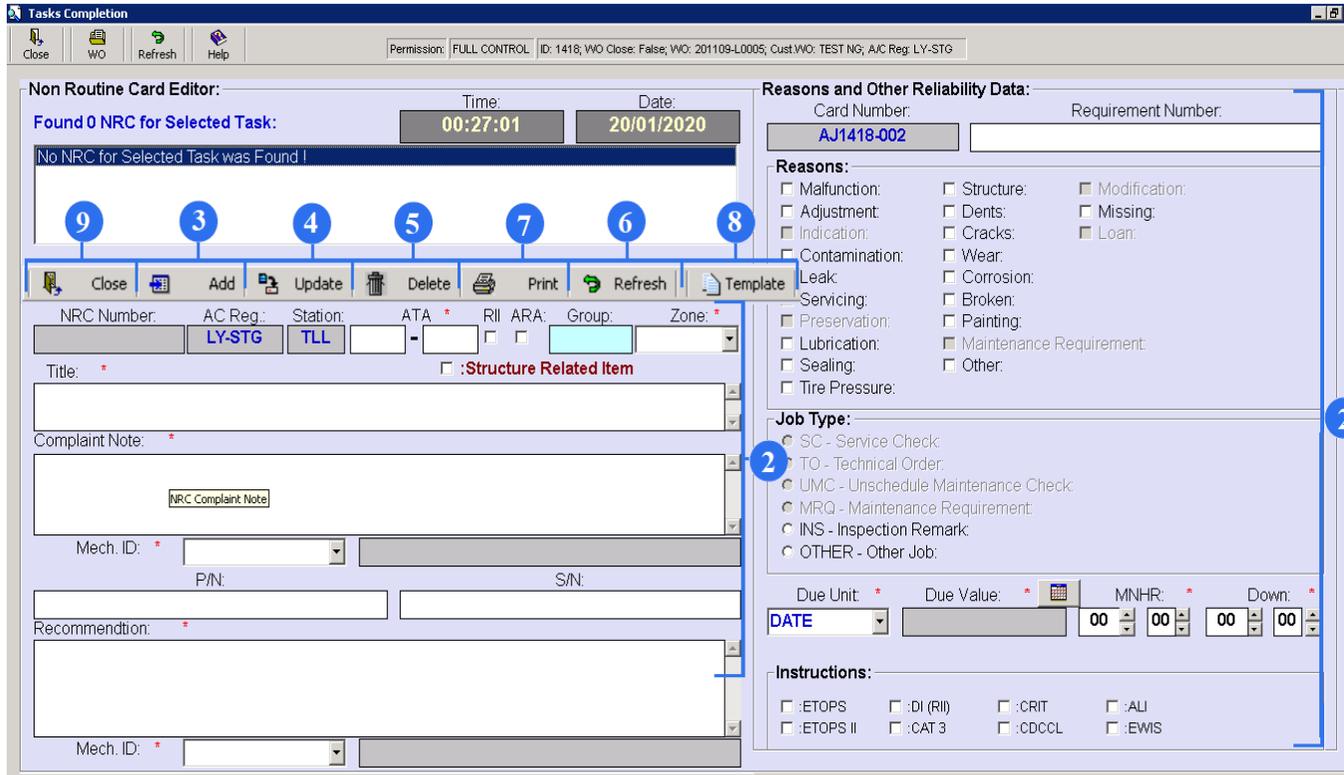6. To remove data, highlight it and click on the Delete.

7. Push Close to close the screen.

3. Non-Routine Card (NRC) Registration.

1. To register a non-routine card for a selected task, highlight the task and click on NRC button.

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

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).

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

4. To make changes in a registered NRC, highlight it 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.
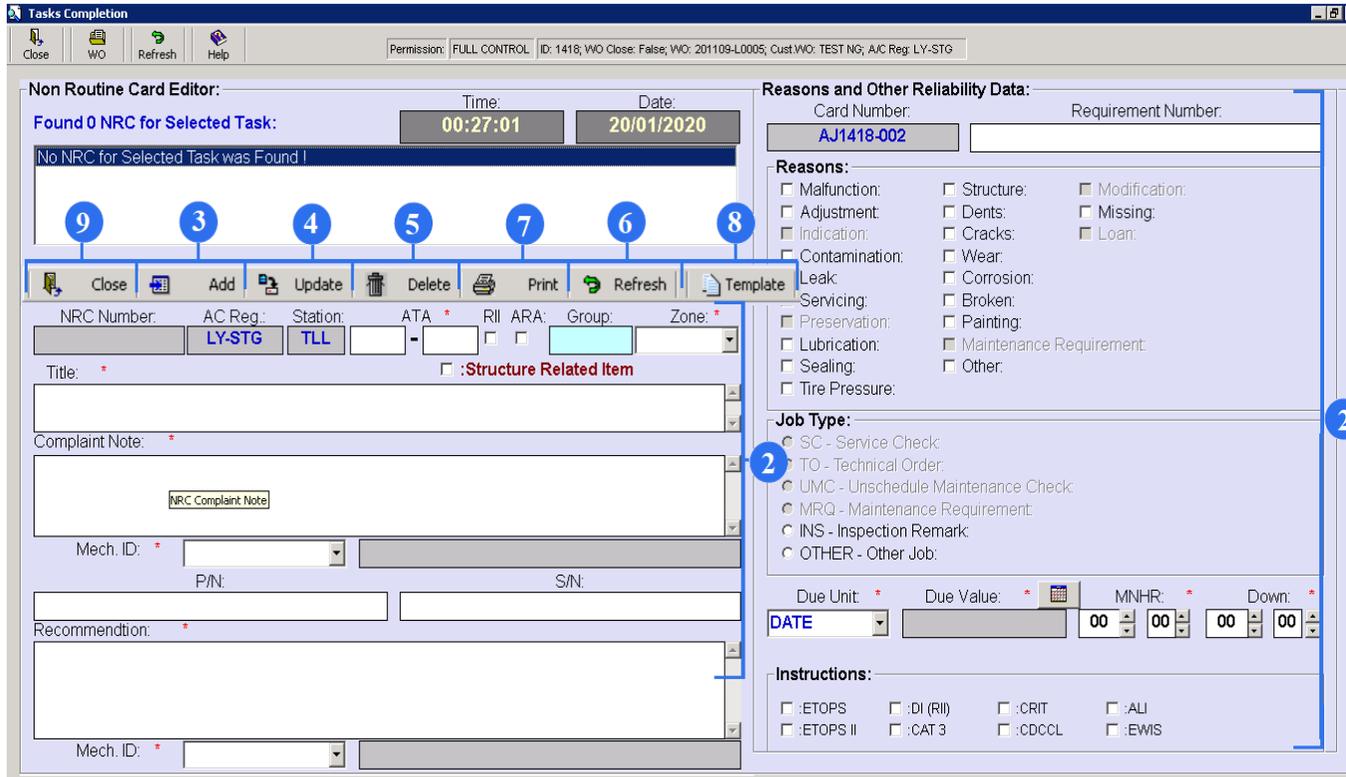
7. To print out a NRC, click on the Print tool button.

8. To copy NRC Template click on the Template.

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

4. Non-Completed Task Items (NCTI) References.

A non-completed task item (NCTI) is registered, when post-repair aircraft checks are needed (for example, a run engine check, leakage test)

1. To register a NCTI reference for a selected task, highlight a task and click on.
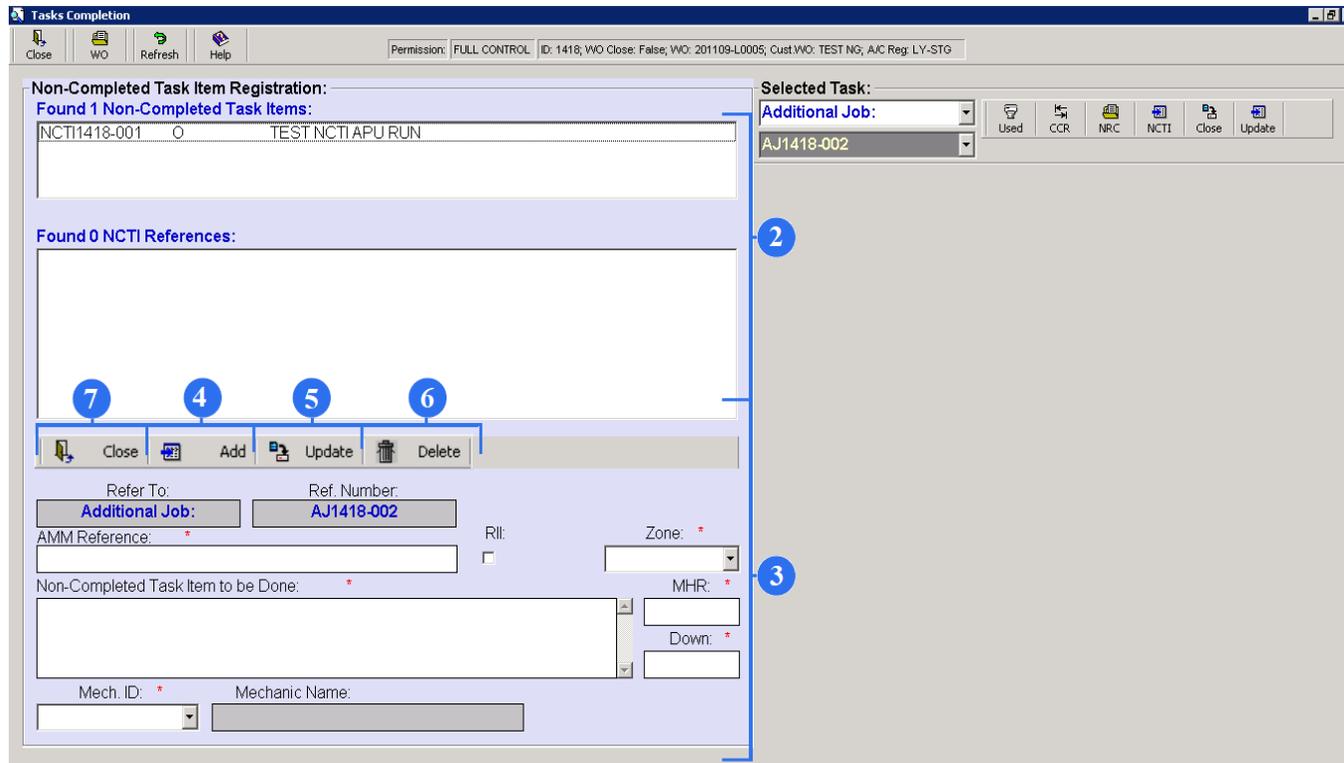
2. Using the NCTI Registration editor, you may register references to other task cards in one NCTI. But this NCTI must be already registered in the WP Distribution sub-module.

3. To add a new reference, fill the text boxes.

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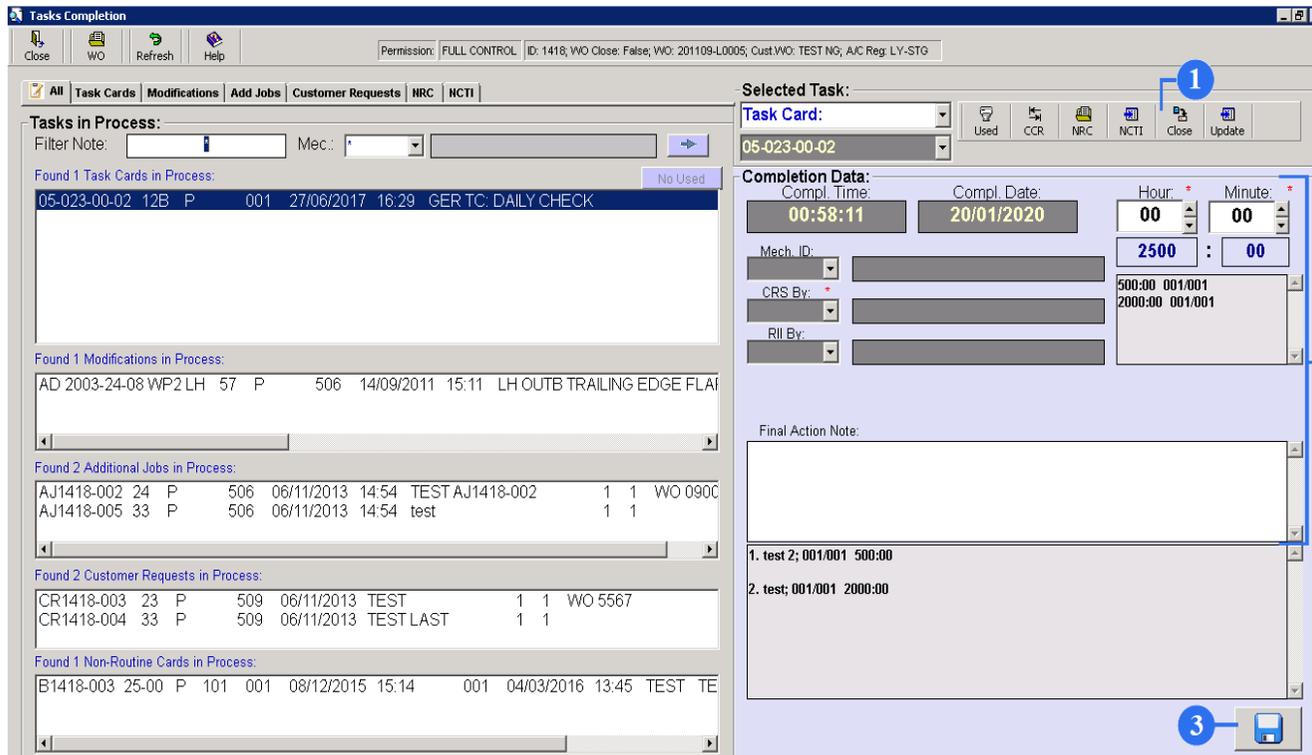
1. To close a completed task card, click on the Close button.

2. Enter required information

3. Click on this button. The task will be closed.