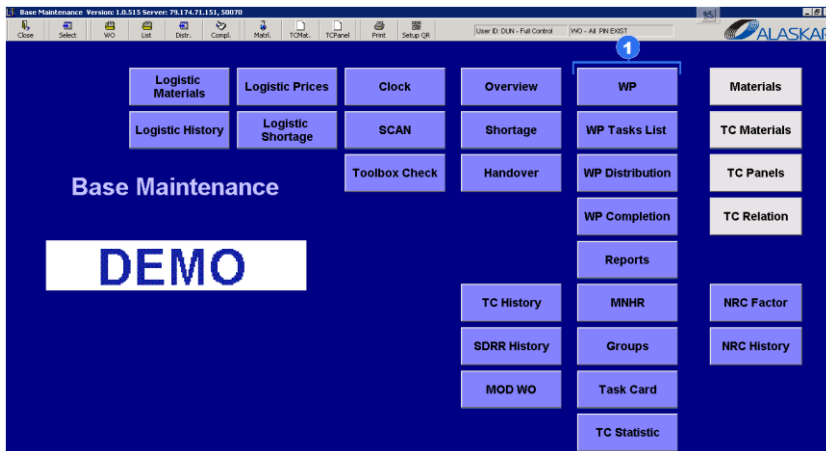


# BASE MAINTENANCE

**CONTENT**

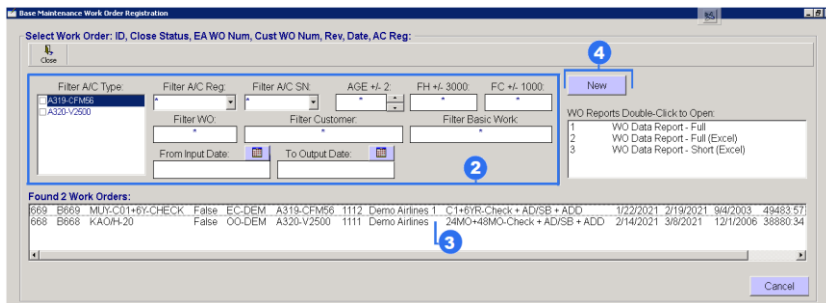
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# 1. Work Package (WP)



Work Package (WP) submodule is required to create work order header. Here, you can enter data such as customer work order, customer and representative information, aircraft and engine information. After all tasks completion you can close the work order.

1. To start “Work Package” submodule click on the “WP”.

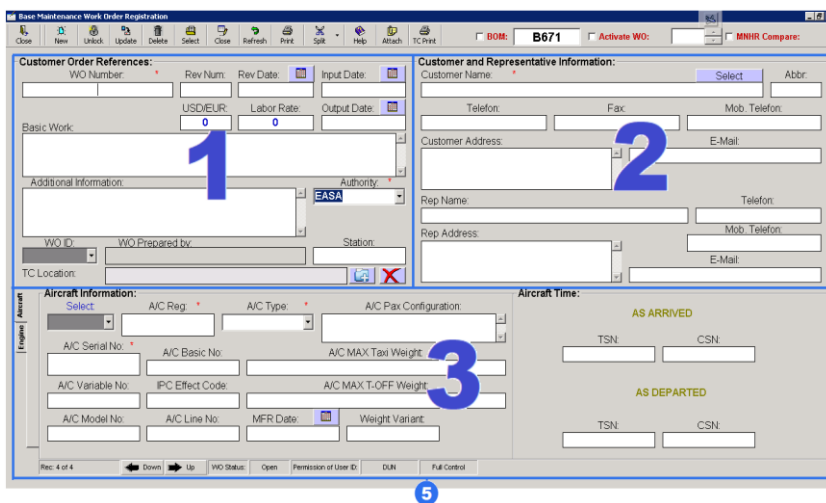


2. You may also use different filters to find necessary WO.

3. Double click a line to open editor if you need to make a change.

4. To create a new work order press “New” button.

5. Work Order Registration Screen combines three blocks of information:

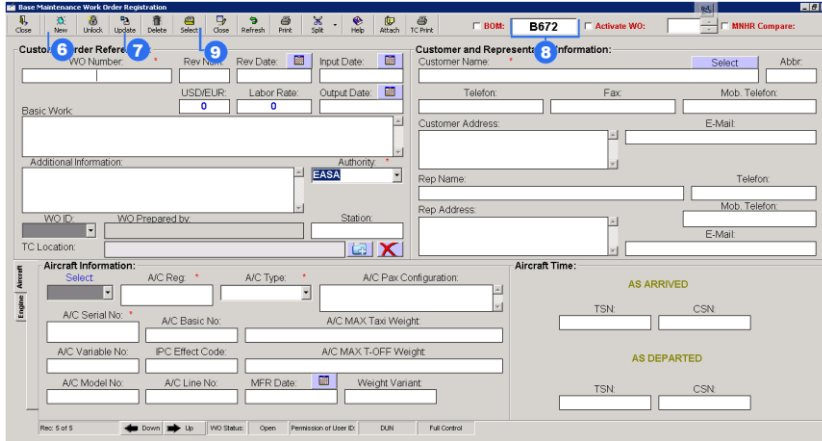


➤ 1 - Customer Order References Block provides a WO number, revision and input date, work notes, etc.

➤ 2 - Customer and Representative Information Block provides all necessary contacts of a customer's representative.

➤ 3 - Aircraft and Engine References Data provides Aircraft's and Engine's engineering issues, including an aircraft/engine registration number, a serial number, IPC, an effective code, a model number, manufacture date, aircraft finish time, etc.

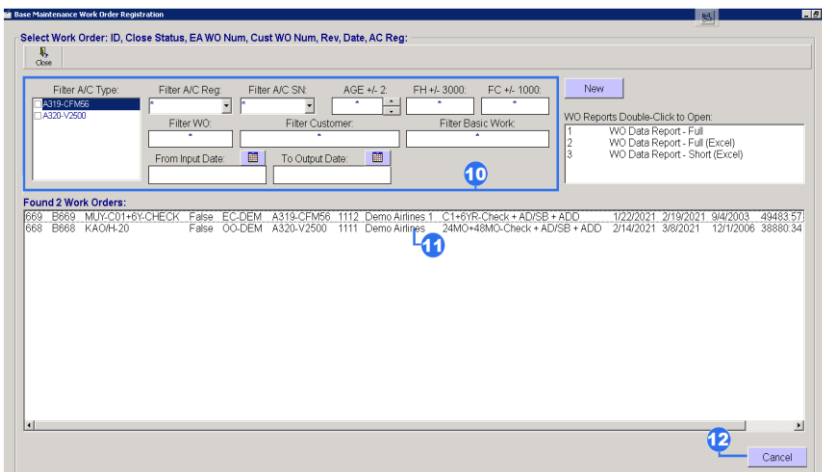
User Guidance



6. If you need to add a new Work Order, click the NEW button on the Toolbar. On the appeared Work Order Window confirm an addition of a new Work Order. After that you will see a Work Order Blank. Fill required text boxes.

7. To save a Work Order, click the UPDATE toolbar button and confirm it.

8. Work Order subsequent number will appear automatically.



9. Click the SELECT button on the toolbar and a Select Work Order Screen appears.

10. You may also use different filters to find necessary WO.

11. Highlight a selected Work Order and double click it.

12. To exit this window without opening a Work Order, click the CANCEL button.

13. For making any changes press the UNLOCK toolbar button (this button is used for accidentally data changes prevention) and then change the information. To save changes click the UPDATE toolbar button and confirm it.

14. To remove work order click on the “Delete”

15. After clicking the CLOSE toolbar button and its confirmation the system freezes and a user cannot be able to make any Work Order data changes. When a Work Package is completed, it should be closed.

Refresh button allows to clean all fields.

16. To print WO press “Print”.

17. Push on the “Split”. “Manual Splitter” will open.

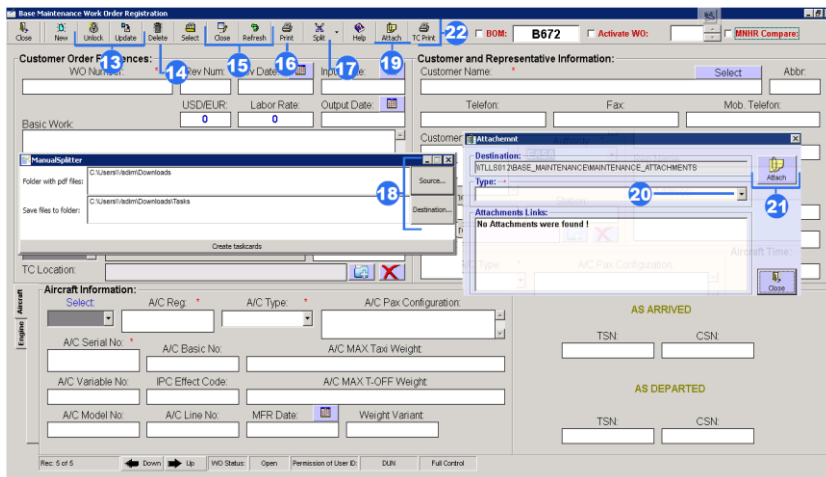
18. Press “Source” button to add folder with pdf.

19. Click on the “Attach” to attach any documents.

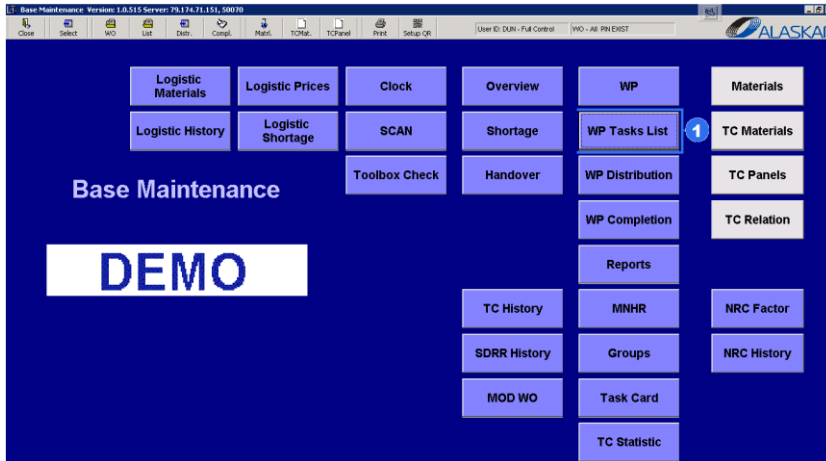
20. Select from combo box type of document.

21. Press “Attach” and select corresponding file.

22. To print task cards press “TC Print”.

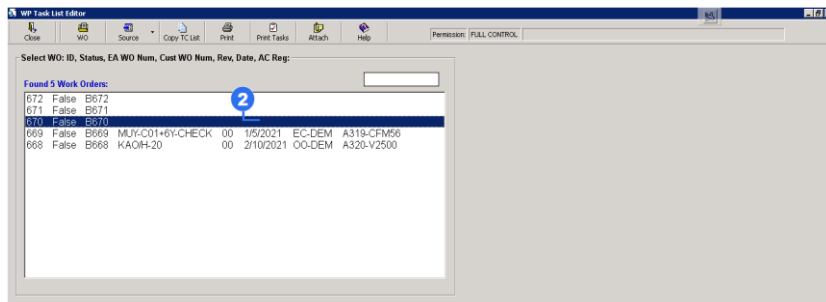


## 2. Work Package Tasks List

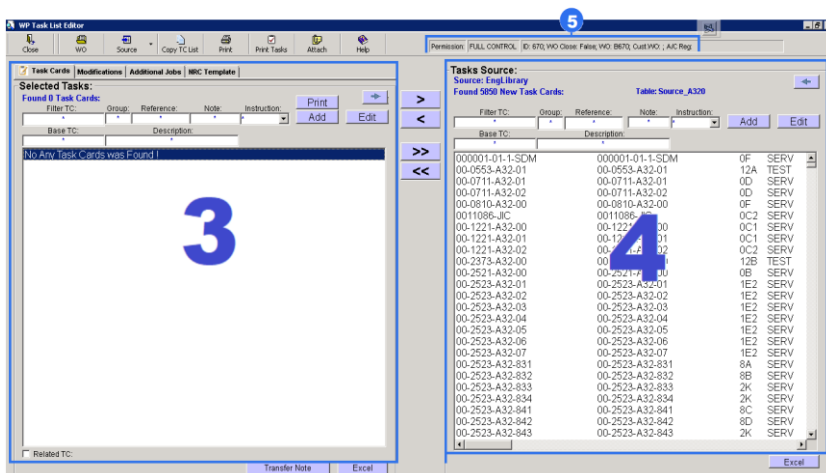


WP Task List is required to fill the corresponding work order by any tasks, modifications, additional jobs, and NRC. Here you can create tasks one time or use source table.

1. To start “Work Package Tasks List” submodule click on the “WP Tasks List”.



2. In the WO List select necessary work order and highlight it.



3. Emerged screen provides a particular set of tasks. These tasks are listed in Task Cards, Modifications, Additional Jobs and NRC Template.

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

5. There is Status bar.

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

7. Then click on the left checkmark button to transfer one task to Task Cards (the task will be transferred, not copied).

8. To transfer all the tasks from a Task Source to Task Cards, click on double left checkmark button.

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

10. Then click on the right checkmark button to transfer one task to a Task Source (the task will be transferred, not copied).

11. To transfer all the tasks from Task Cards to a Task Source click on the double right checkmark button.

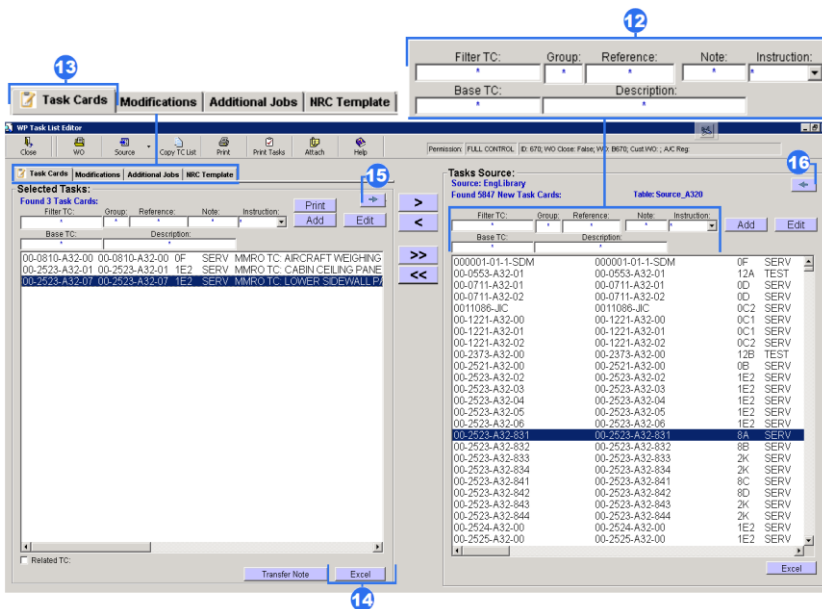
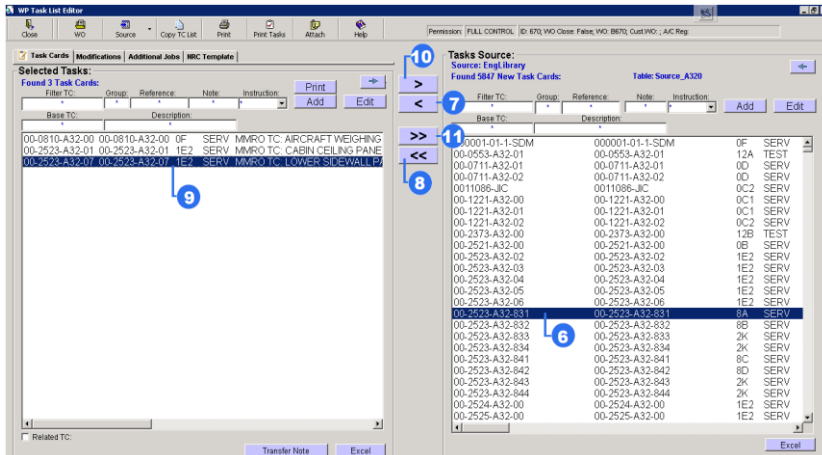
12. You may use a FILTER to find a certain task. Type a task number in the Id field and then press ENTER.

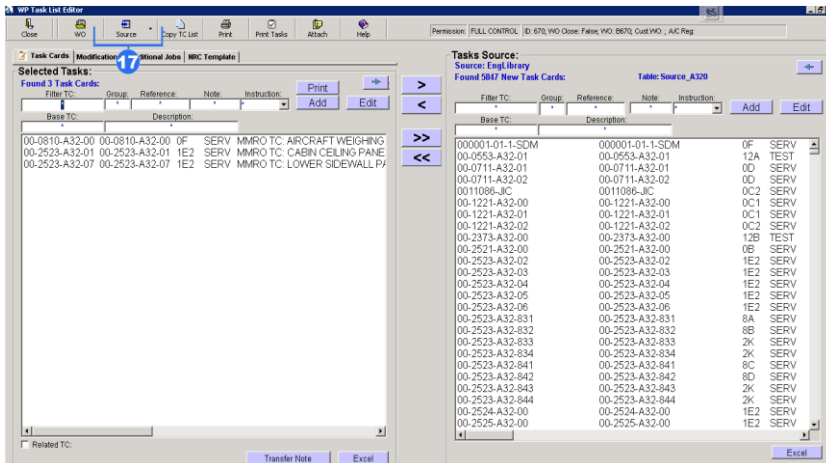
13. If you want to return to the whole tasks list, click on Task Cards.

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 left arrow button.

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

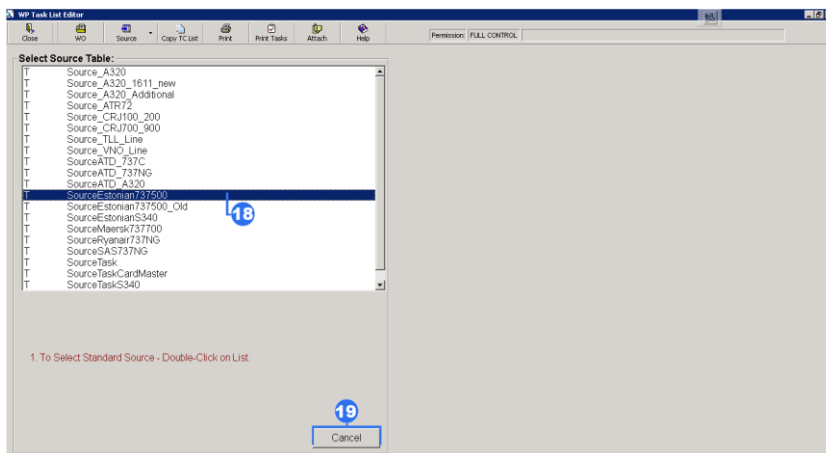




17. You may select a source of Task Cards or create your own for easy operating process.

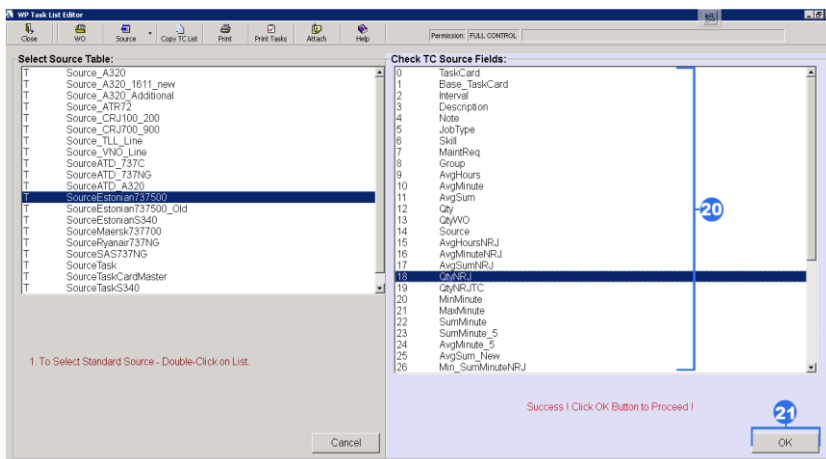
For these actions click on the Source button menu and choose further action (Create Source Table or Select Source Table).

Confirm a selection or a creation.



18. Choose a Tasks Source in a Select Source Table, highlight it and double click it.

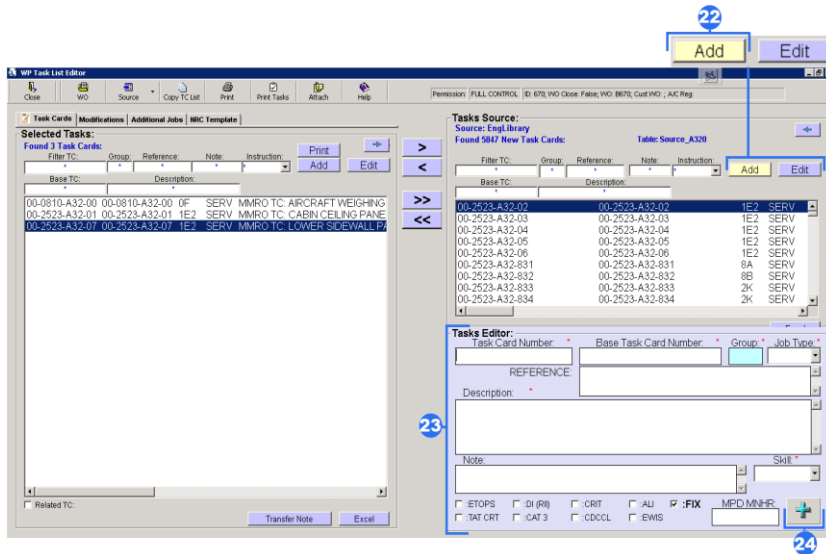
19. Press the "Cancel" button to exit a Select Source Table.



20. After clicking on a selected Task Source, a Select TC Source Field screen appears on the right side of the pilot generation screen. Click on TC Source fields one by one to select appropriate fields.

21. Press OK to cancel.

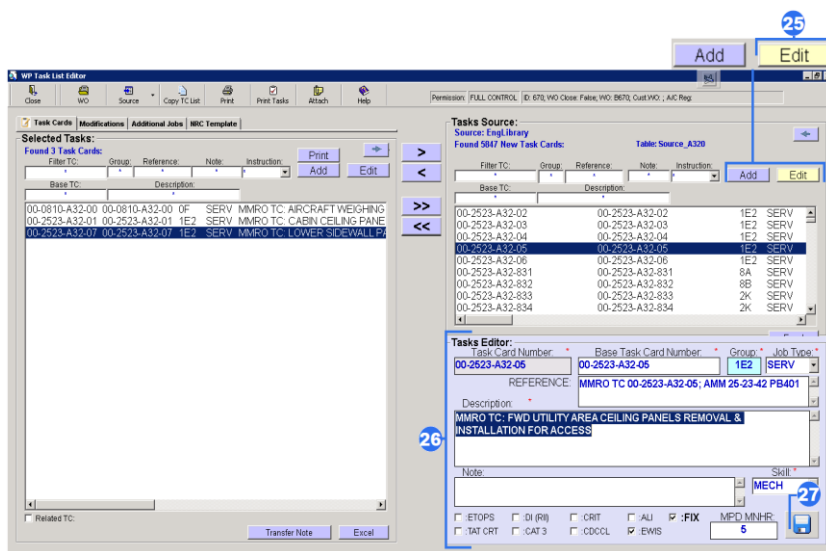




22. To add a new task card in a “Tasks Source” click on the “ADD” button.

23. Fill the text boxes in a Tasks Editor.

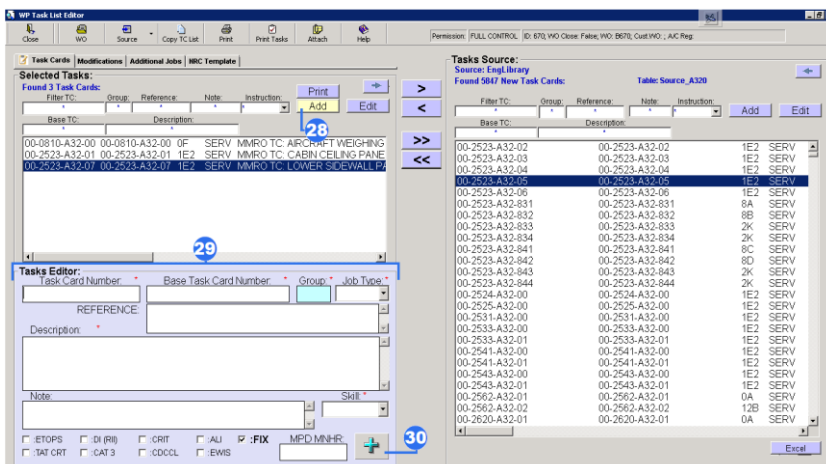
24. Click on button with plus to confirm an addition. Or press again the ADD button to reset the Editor.



25. To update a task card in a Tasks Source select necessary line and click on “EDIT”.

26. Make changes in any field.

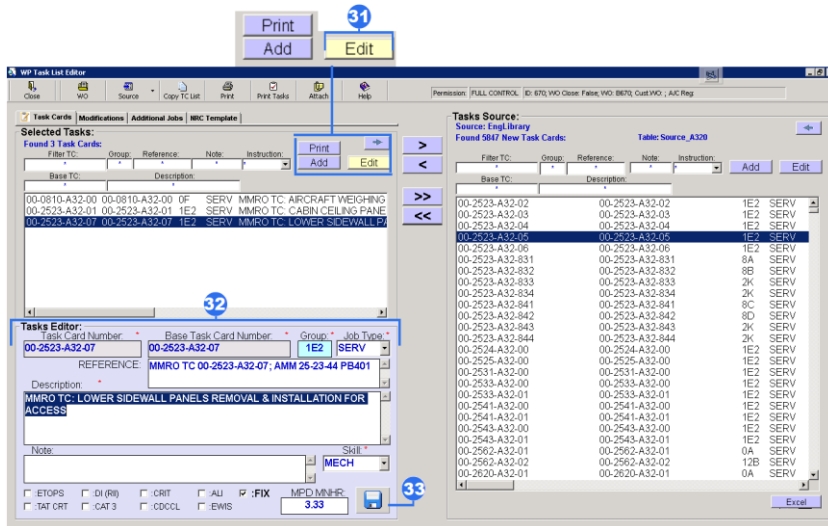
27. Update current record by pressing or click on the EDIT button again to reset the Editor.



28. To add a new task card in a “Tasks Cards” click on the “ADD” button.

29. Fill the text boxes in a Tasks Editor.

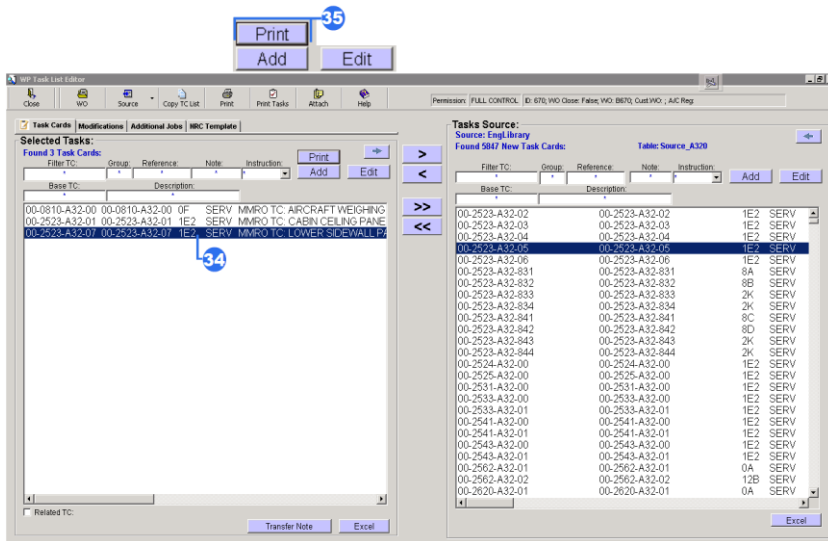
30. Click on button with plus to confirm an addition.



31. To update a task card in “Tasks Cards” select necessary line and click on “EDIT”.

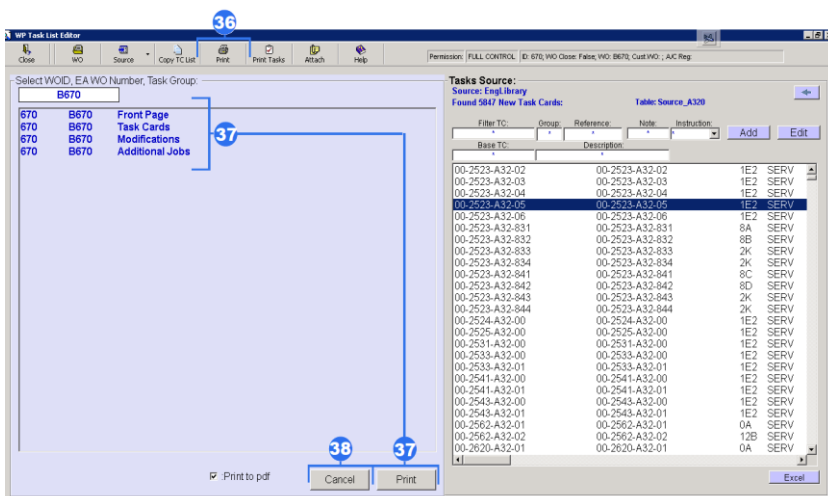
32. Make changes in any field.

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



34. To print out a task card from Task Cards, highlight this task card.

35. Then click the PRINT button.

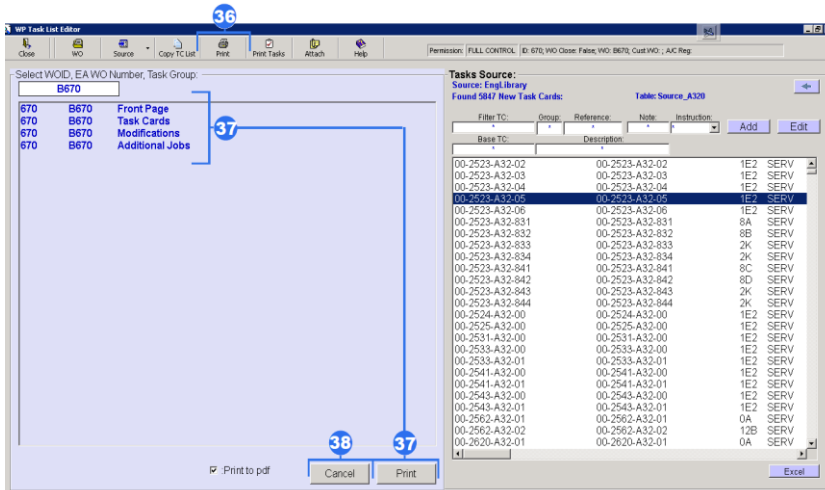


If you need to print out a maintenance visit tally sheet, a task card visit list, a list of alterations or a list of additional jobs, complete the following actions:

36. Click the PRINT tool button.

37. To print out a maintenance visit tally sheet, highlight a necessary work order’s Front Page and click on the PRINT button (to view a maintenance visit tally sheet, see the picture no A).

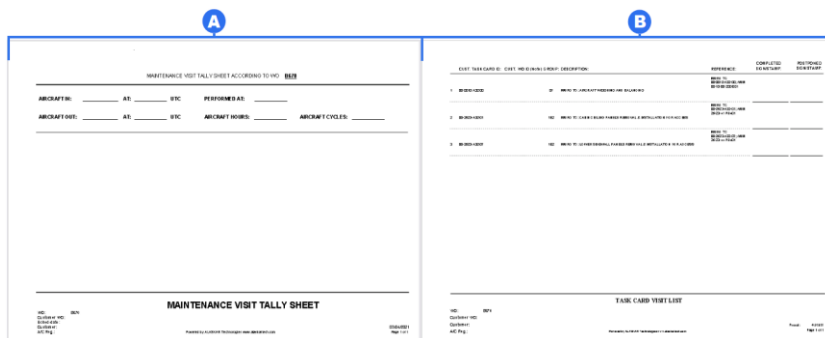
User Guidance



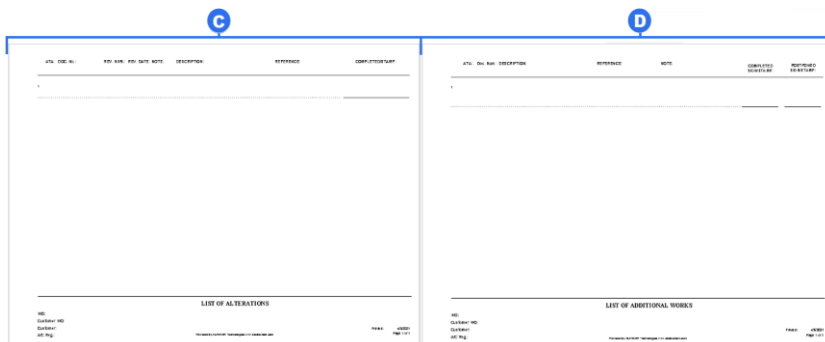
To print out a task cards visit list, highlight a necessary work order's Task Cards and click on the PRINT button (to view a task card visit list see the picture no B).

To print out a list of alterations, highlight a necessary work order's Modifications and click on the PRINT button (to view a list of alterations, see the picture no.C).

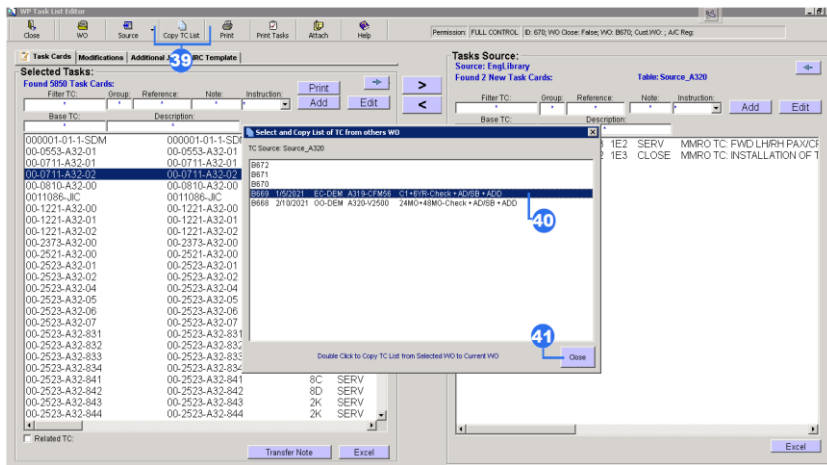
To print out a list of additional jobs, highlight a necessary work order's Additional Jobs and click on the PRINT button (to view a list of additional jobs see the picture no D)



38. To exit the screen, click on the "CANCEL" button.

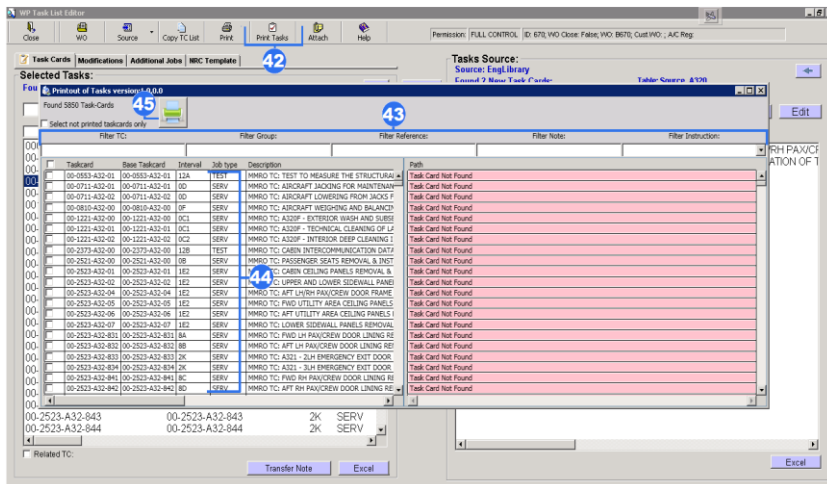


39. Also, you can copy task card list from selected work order to current work order. Click on the “Copy TC List” on the upper toolbar.



40. Select and double click task card source.

41. Close the window if needed.

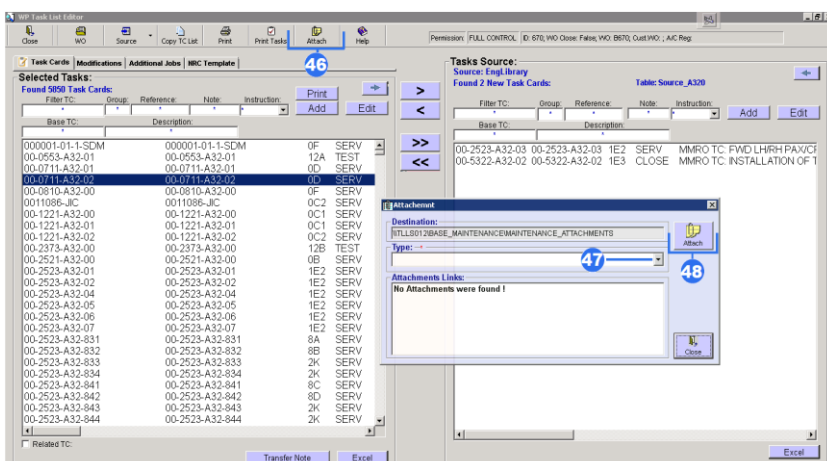


42. To print any task press “Print Tasks” button on the upper toolbar.

43. Use filters to find task quickly.

44. Select and check box a task or tasks from the whole list.

45. Push on the “Print” button.

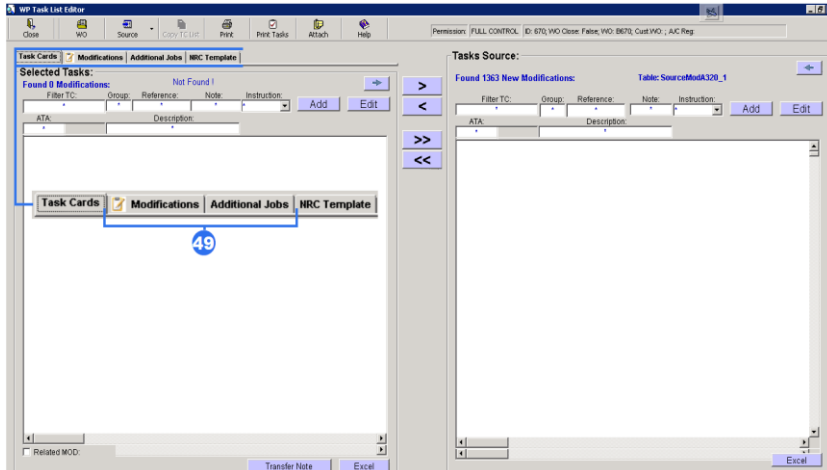


46. To attach any document press “Attach” button.

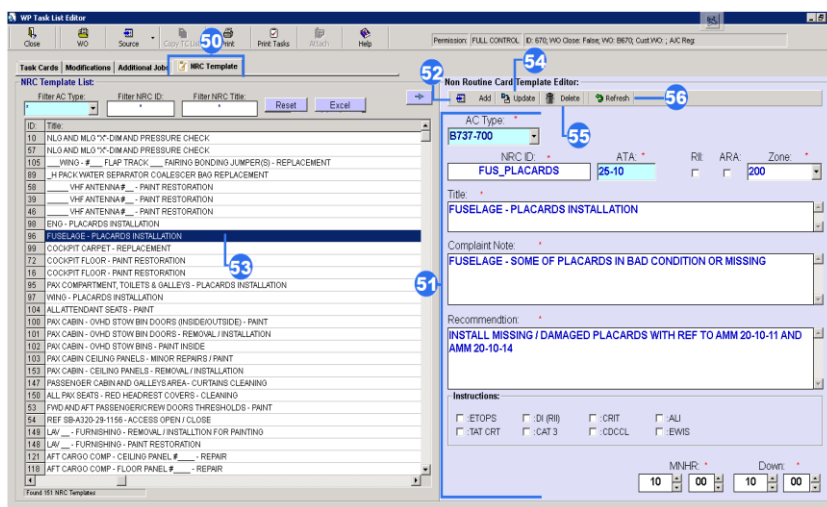
47. Select from combo box type of document.

48. Click on the “Attach”. Find the document in your computer and attach it.

User Guidance



49. The above actions can be done with modifications and additional jobs.



50. Press on the “NRC Template” tab. Use editor to create a NRC template.

51. In the “Non Routine Card Template Editor” fill out “AC Type” field. Enter “NRC ID”, “ATA”, select “Zone”. Also, enter data in the fields such as “Title”, “Complaint Note” and “Recommendation”. Check box Instructions if needed and set man hours.

52. To save data click on the “Add” button.

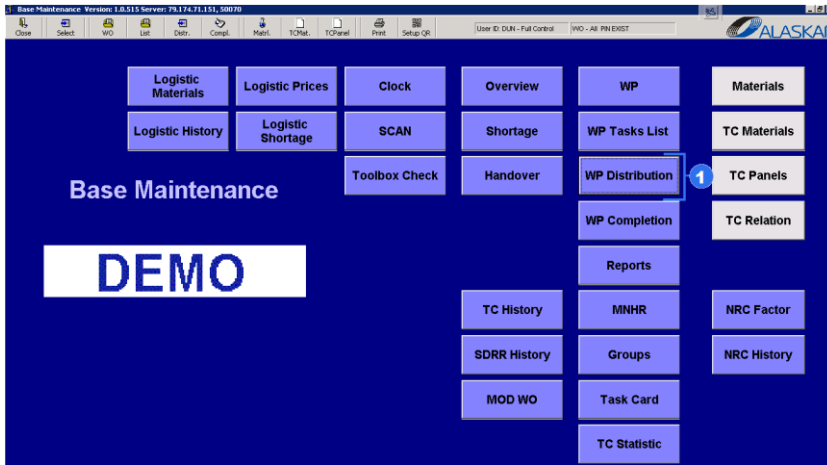
53. Select necessary line from the whole list.

54. Make a change in any fields and click on the “Update”.

55. To remove template, press “Delete”

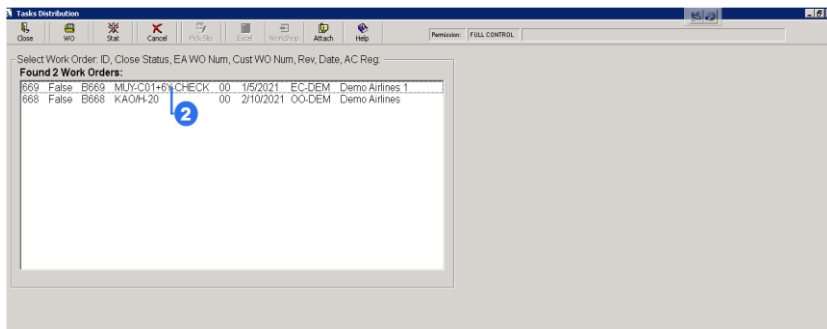
56. To clean all fields “Refresh” button.

### 3. Work Package Distribution

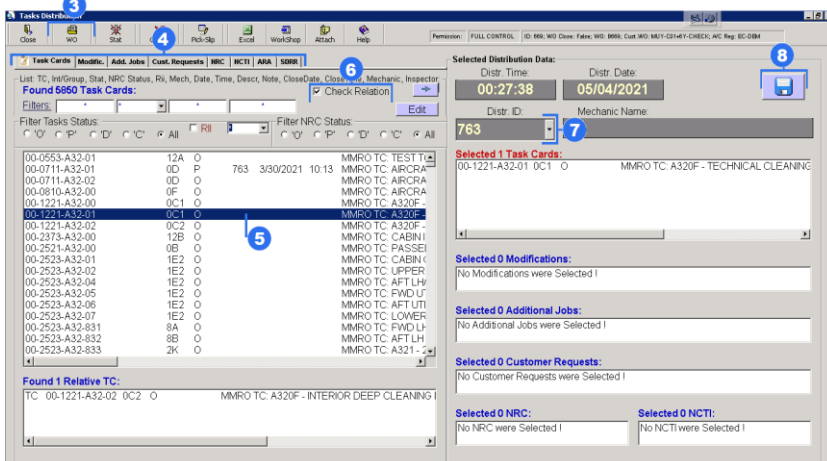


WP Distribution submodule allows to distribute tasks, modifications, NRC, additional jobs to maintenance staff. Also, here you can monitor any jobs status.

1. To start “Work Package Distribution” submodule click on the “WP Distribution”.



2. Select a necessary work order by highlighting it and then double click it.



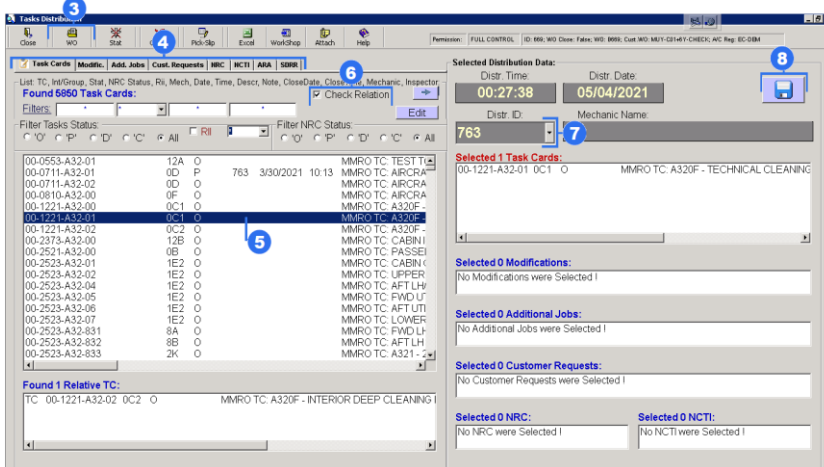
3. To return to the whole work orders list, click on the “WO” (work order) tool button.

To distribute Task Cards/ Modifications/Additional Jobs/ Customer Requests/Non-Routine Cards/ Non-Completed Task Items, do these steps:

4. Select corresponding tab

5. Highlight a task and double click it, then this task will be displayed on Selected Distribution Data screen. Pay attention to a task status because you can distribute only an opened task.

All tasks to be distributed will be displayed in a particular field in the Select Distribution Data Window (the selected tasks field, the selected modifications field, the selected additional jobs field, the selected customer requests field, the selected non-routine task items field).



6. When the 'Check Relation' box is selected, all related tasks to the highlighted task will be displayed on the bottom.

7. To appoint a particular mechanic on a selected task, choose mechanic's id.

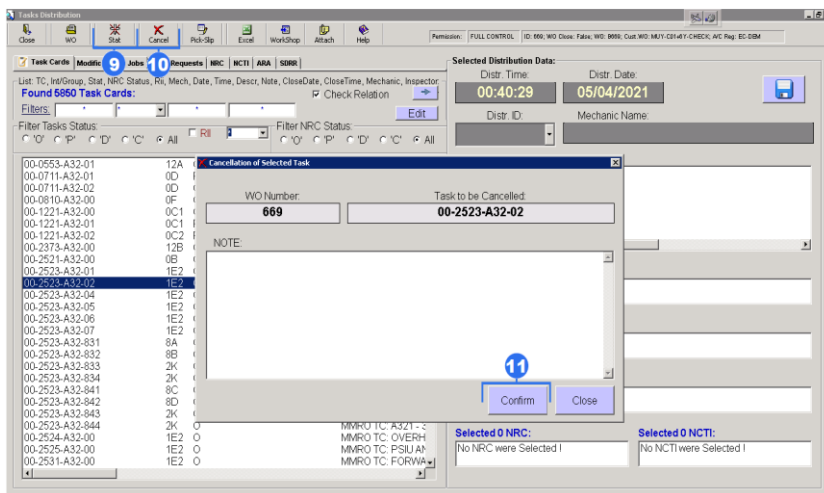
8. Save it by clicking this button. After the confirmation, a task status will be changed from 'O' (open) to 'P' (in progress).

9. To open a task in progress, click on the "STATUS" tool button and confirm it.

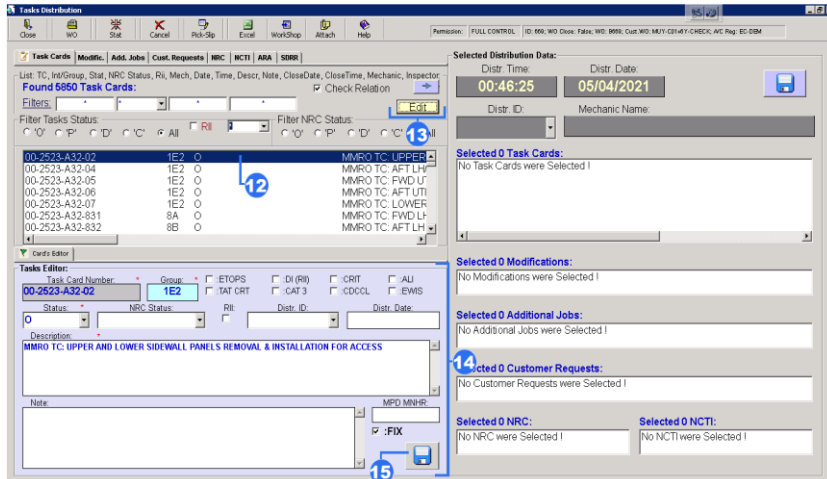
Or if you wrongly closed a task, click on the "STATUS" tool button and the task will be in process.

10. You may cancel an opened task if it is reasonably needed.

For doing this, highlight an opened task, then click on the CANCEL tool button.



11. In the Cancelation Window enter a WO number and cancelation reasons. Click on this button to save it.



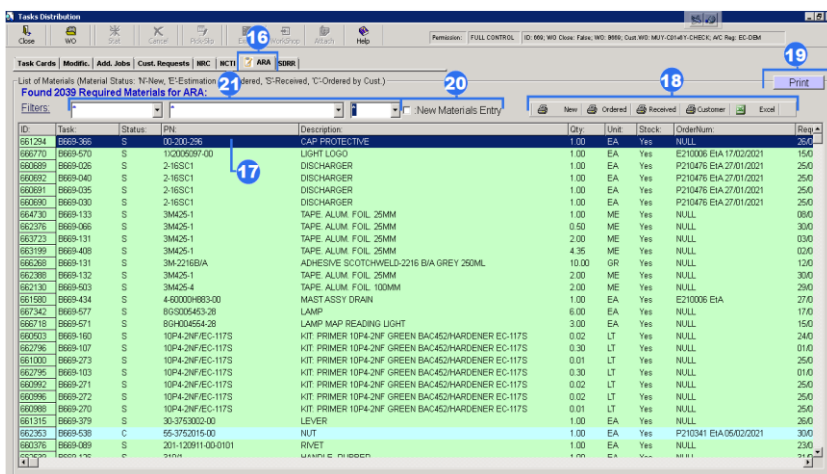
12. You may add descriptions to a particular task. For this action highlight a task.

13. Click on the “Edit” button.

14. In the Tasks Editor make necessary descriptions and notes.

15. To save, click on this button.

16. Select “ARA” tab.



17. 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.

18. When you have a complete materials list, you may print out new materials/ordered materials/reserve materials/customer materials or transfer to excel by clicking these tabs.

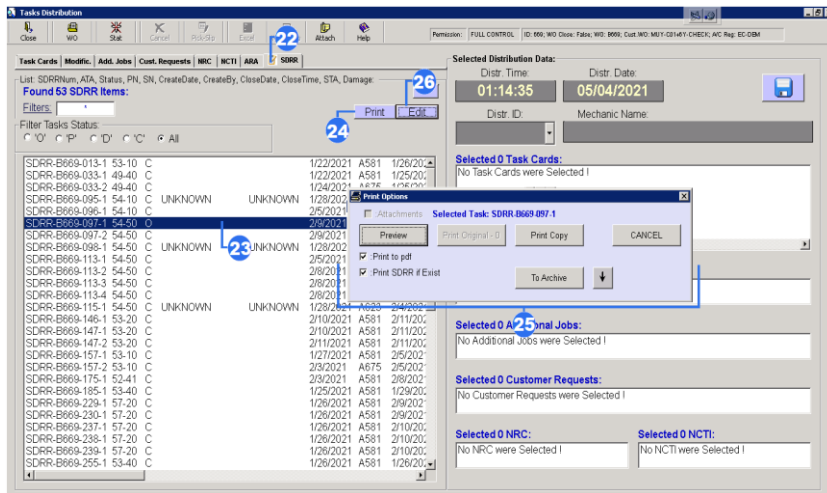
19. Click on the “PRINT” button to print out a logistic report.

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

21. You may also use filter to find a certain material. In the filter id field type a material’s number.



User Guidance



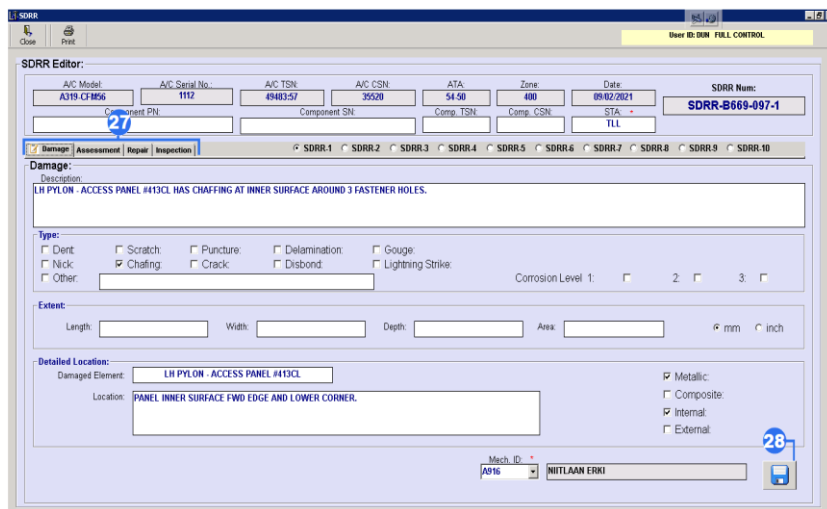
22. Select "SDRR" tab.

23. From the whole list select necessary damage.

24. Press "Print" button.

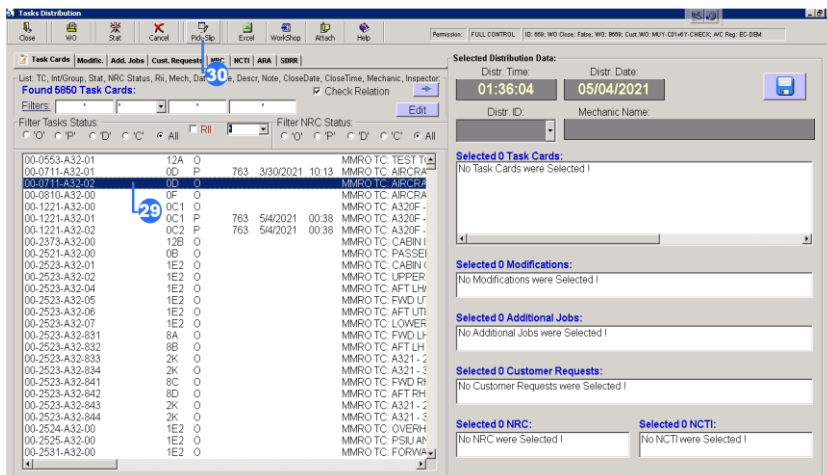
25. Select corresponding button (Preview, Print Copy, To archive or Cancel)

26. Press "Edit" button to make a change.



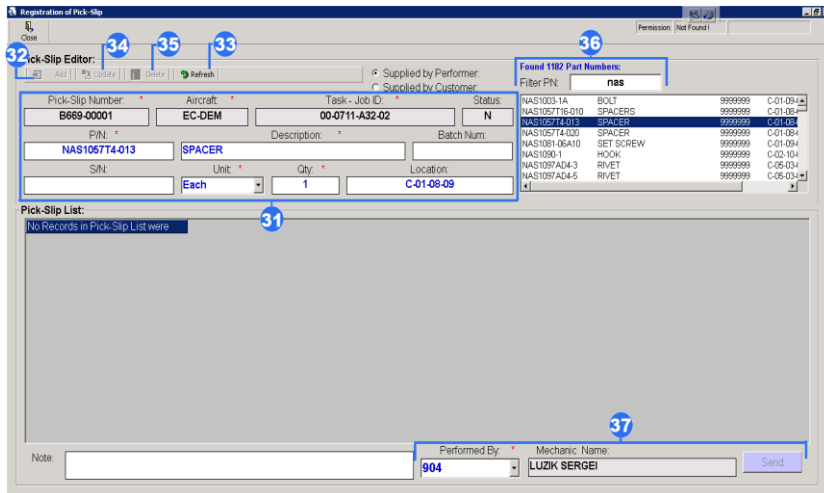
27. Use tabs such as "Damage" for description, "Assessments" for dimensions, "Repair" for registration of repair and "Inspection" for interval.

28. Press "SAVE" button.



29. Select necessary task.

30. Press "Pick-Slip" on the upper toolbar.



31. Fill required text boxes (a part number, a description, a batch number, a unit, a quantity, a location, by whom supplied and who performed a pick-slip list)

A pick-slip number, an aircraft, a task-job id and status will be appointed automatically.

32. After filling out text boxes, click on the “ADD” button and a just registered material will be displayed in a Pick-Slip list.

33. To reset a Pick-Slip Editor, click on the “REFRESH” button.

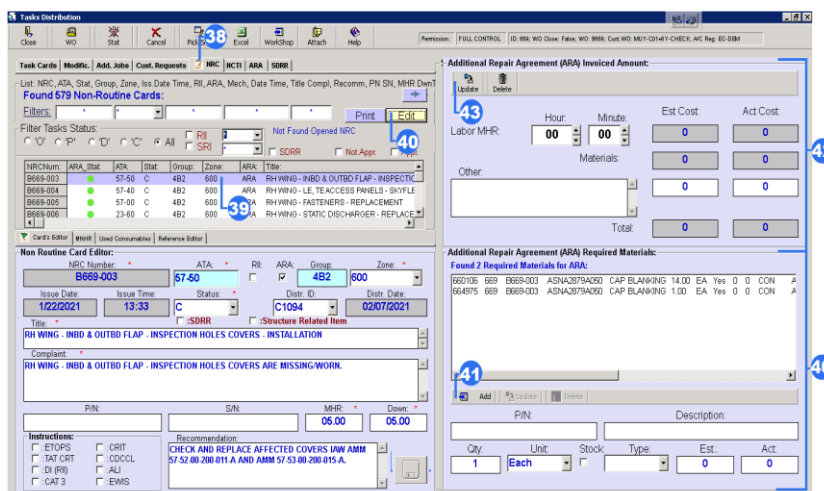
34. To make changes in an already existed Pick-Slip List, click on the UPDATE button and confirm it.

35. To delete a selected item from the Pick-Slip List, click on the DELETE button.

36. Use a filter if you need.

37. Select Mechanic Name and click on the “Send” button.

Here, in the WP Distribution sub-module, all NRC, registered in the WP Completion sub-module, are displayed.

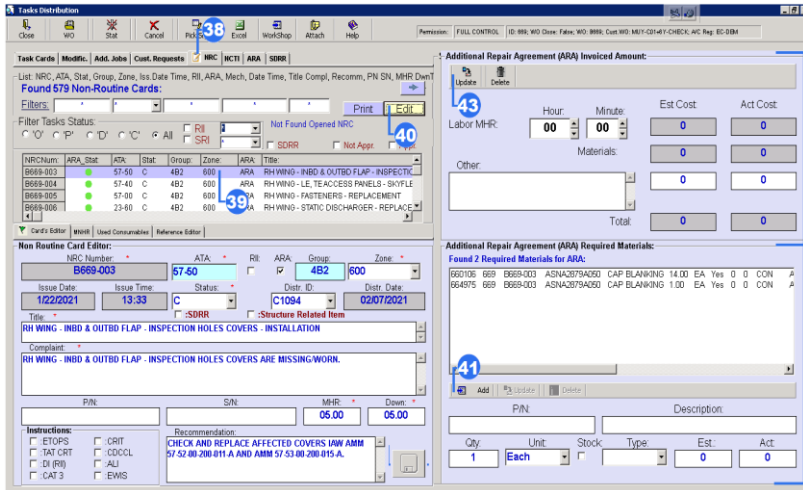


38. Select NRC tab.

39. Highlight the line

40. Click on the EDIT button. In the ARA Required Materials Screen enter P/N, Description, Qty, Unit, Type of materials and Est and Act.

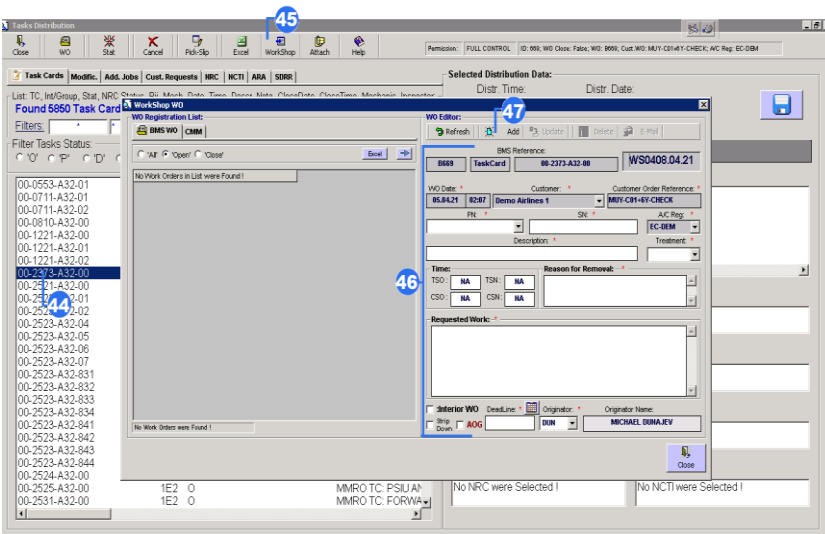
User Guidance



41. To save this data click on the Add button.

42. In the ARA Invoiced Amount enter Est Cost and Act Cost.

43. Push on the Update button.

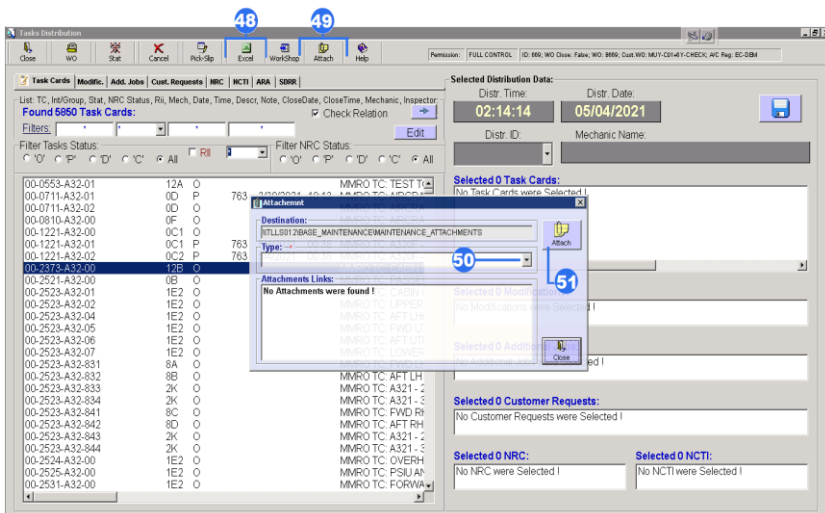


44. Select and highlight necessary task.

45. Press "WorkShop" on the upper toolbar.

46. In the "WO Editor" fill out all fields.

47. Press "Add" button to save data. "Refresh" button allows to clean all fields. "Update" button saves all changes. "Delete" button removes the data. "E-mail" allows to send this data by email.



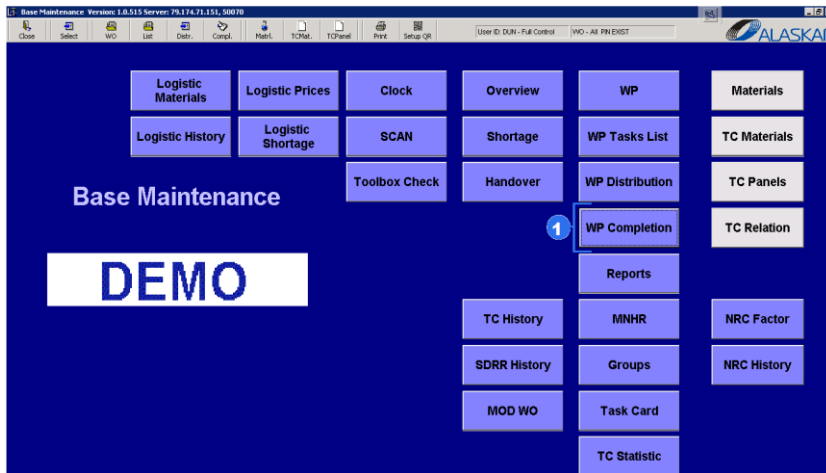
48. To send data to excel press "Excel" button.

49. To attach any documents click on the "Attach".

50. Choose from combo box a type of the document.

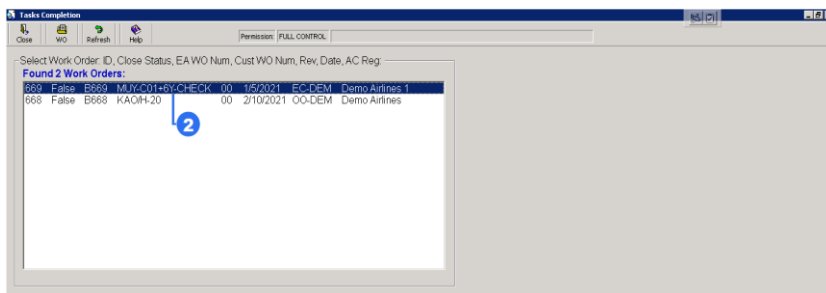
51. Push on the "Attach" button. Find the document in your computer.

## 4. Work Package Completion

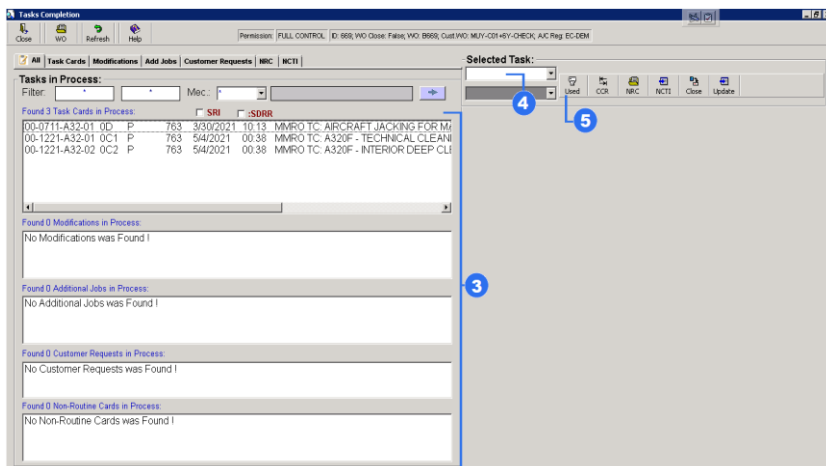


The Completion screen combines all tasks/additional jobs/modifications/customer requests/non-routine cards/non-completed task items in process, gives an opportunity to overlook all necessary materials for these tasks and close already completed tasks.

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



2. To open a work order, highlight a selected work order and double click it.

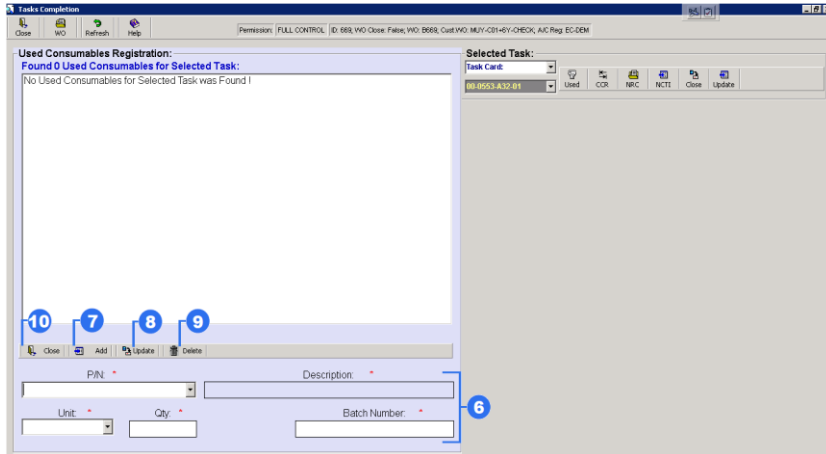


3. All tasks in process will be displayed on the left side of the screen (task cards, modifications, additional jobs, customer requests, non-routine cards).

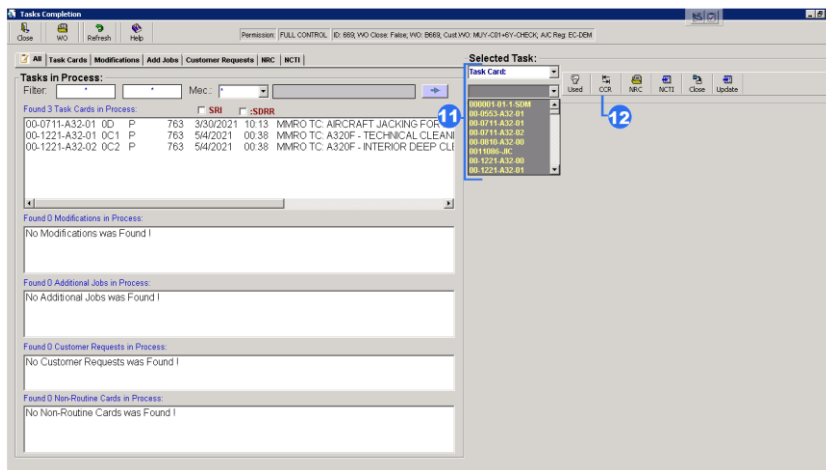
4. To enter the Used Consumable Registration Screen, highlight a task or choose a task in the Selected Task field.

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

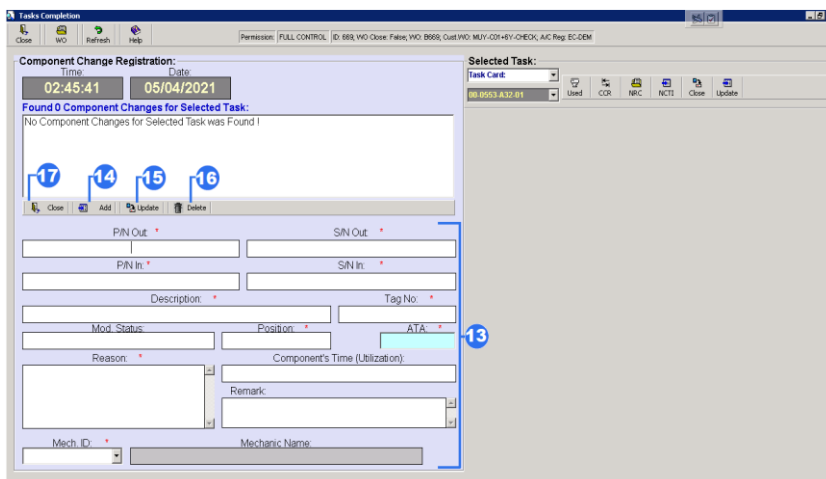
User Guidance



- 6. Enter P/N, Unit, Qty and Batch Number.
- 7. Click on the Add to save data.
- 8. You can make a change and click on the Update.
- 9. To remove data, highlight it and click on the Delete.
- 10. Push Close to close the screen.

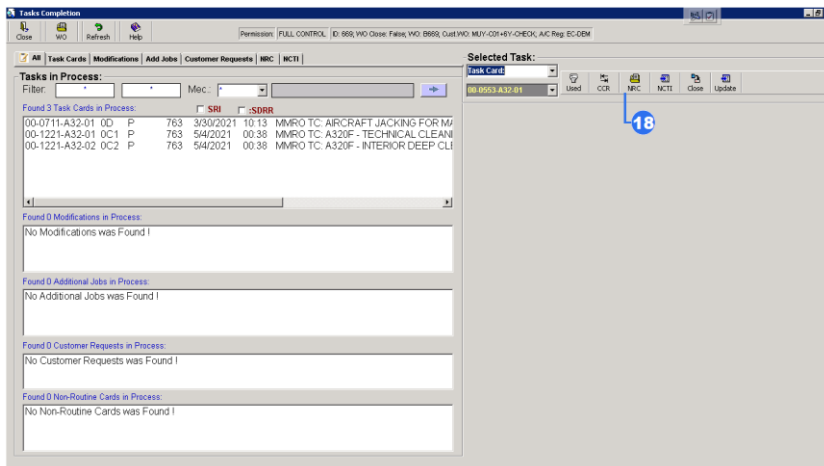


- 11. To enter the Component Change Registration Screen, highlight a task or choose a task in the Selected Task field
- 12. Then click on the "CCR" and the screen will be opened.



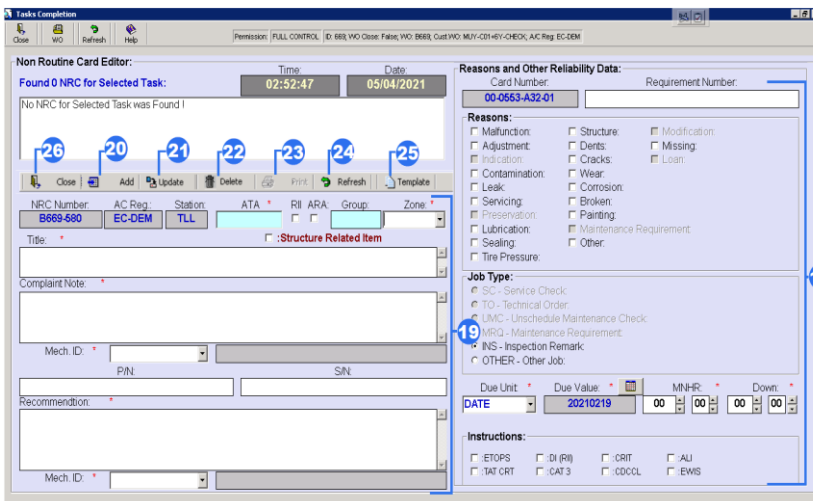
- 13. Enter all necessary data (P/N ON/OFF, S/N ON/OFF, Description of component, Nag number, Reason, ATA). Enter Mech ID.
- 14. Click on the Add to save data.
- 15. You can make a change and click on the Update.
- 16. To remove data, highlight it and click on the Delete.
- 17. Push Close to close the screen.

User Guidance



18. 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.



19. 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).

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

21. To make changes in a registered NRC, highlight it and then click on the Update tool button.

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

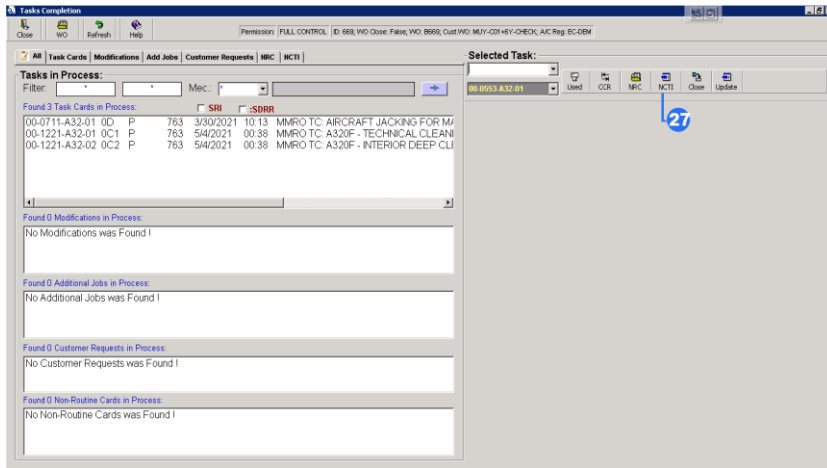
23. To print NRC, click on the "Print".

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

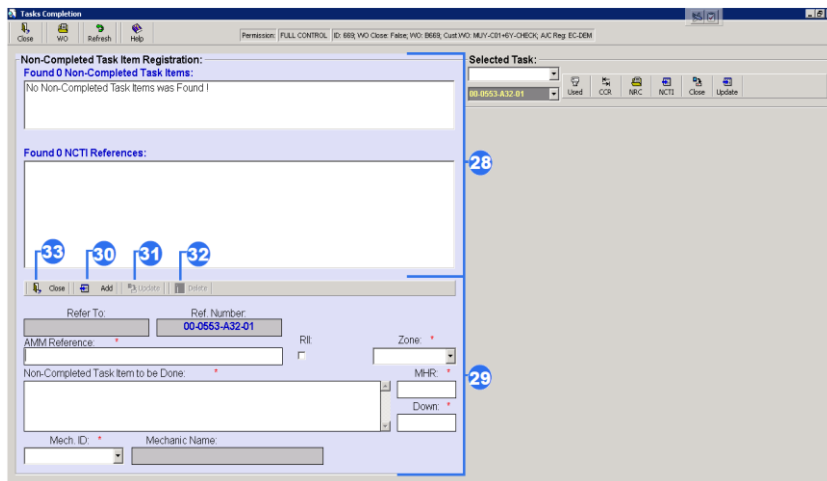
25. To copy NRC Template click on the Template.

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

User Guidance



27. A non-completed task item (NCTI) is registered, when post-repair aircraft checks are needed (for example, a run engine check, leakage test). To register a NCTI reference for a selected task, highlight a task and click on.



28. 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.

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

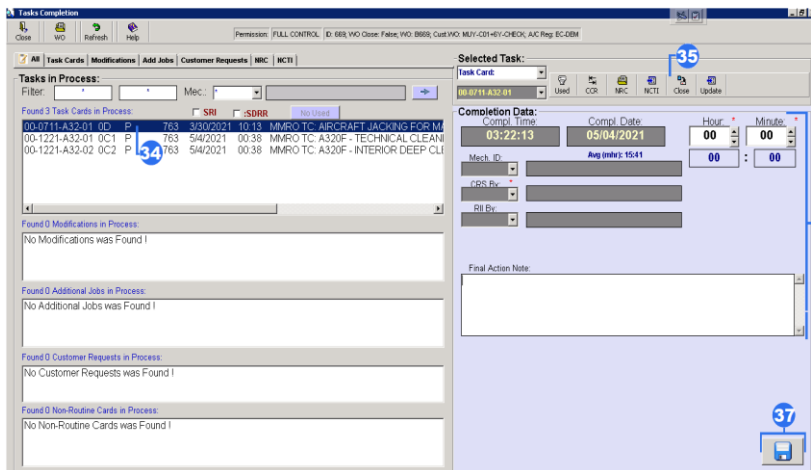
30. Click on the Add toll button and the reference will be automatically transferred to the NCRI References Window.

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

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

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

User Guidance

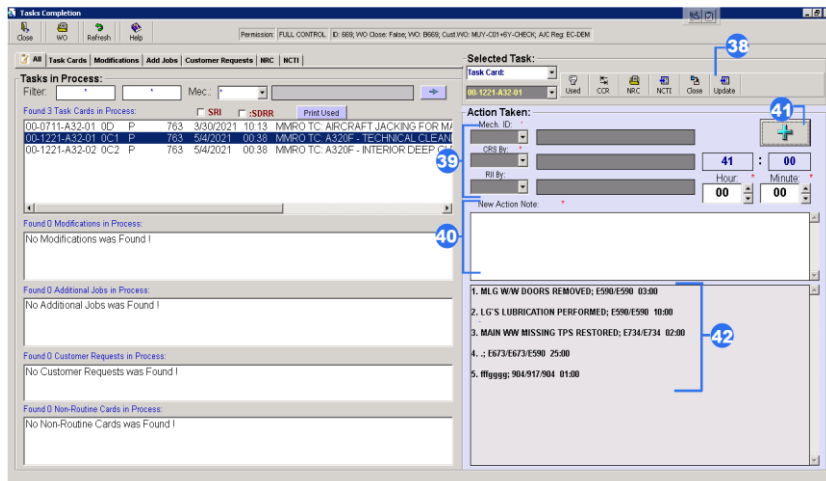


34. To close a completed task card, highlight a task.

35. Click on the Close button.

36. Enter required information

37. Click on "Save" button. The task will be closed.



38. Also, you can update an action. Press "Update" button.

39. Select ID of mechanic, CRS by and Inspector if needed. Set Hours and Minutes.

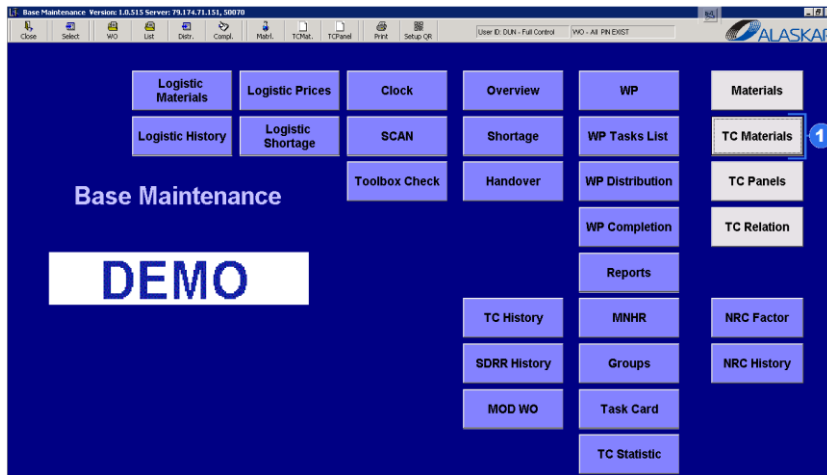
40. Enter a text.

41. Press button with plus.

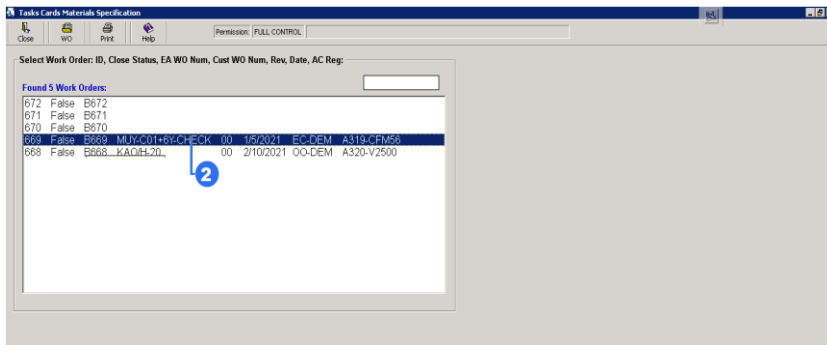
42. And you see your changes in the lower field.



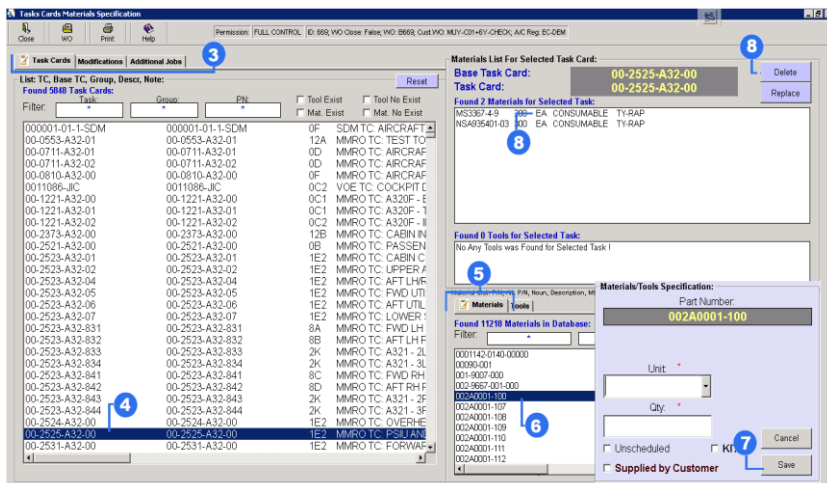
## 5. Task Card Materials



1. The Task Card Materials sub-module registers all materials that are necessary for a work order completion.



2. Select a Work Order. You may also select a Work order by clicking on the WO toolbar button. All open Work Orders will be displayed by default. To view closed ones, tick the 'Close' field.

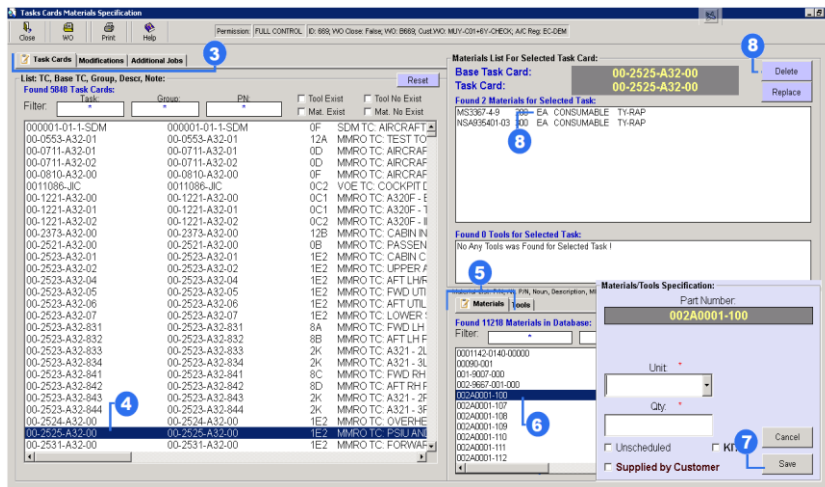


3. After the Work Order selection, all task cards, modifications, and additional jobs that constitute it, will be displayed. To switch between them use all these tabs.

4. To register all required materials for a Task Card/ Modification/ Additional Job, highlight it from the list.

5. Then, select "Materials" tab.

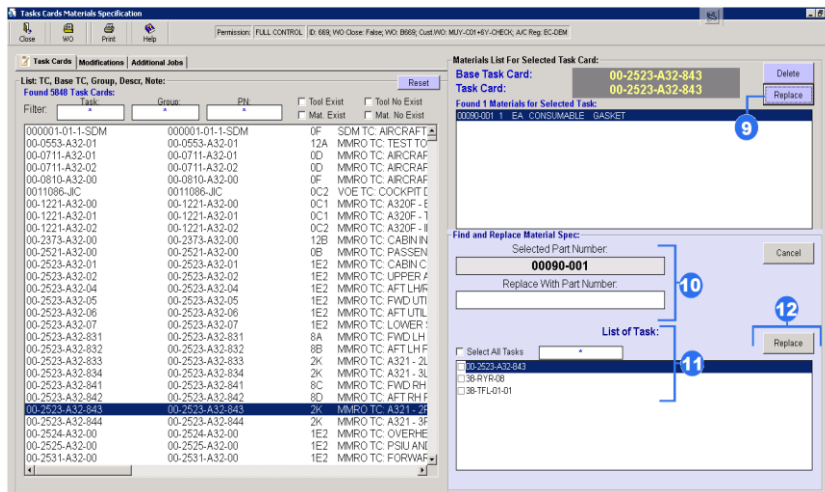
6. Double click necessary material from the Material list.



7. In the Material Specification Editor enter a unit and quantity. The list of materials is taken from the Parts Catalog (Store Module, Components sub-module).

If you need to register tools, select a 'Tools' tab, then click on and fill out tool data in the emerged editor. Click on the 'Save' button

8. To delete a wrongly registered material, highlight it and click on Delete



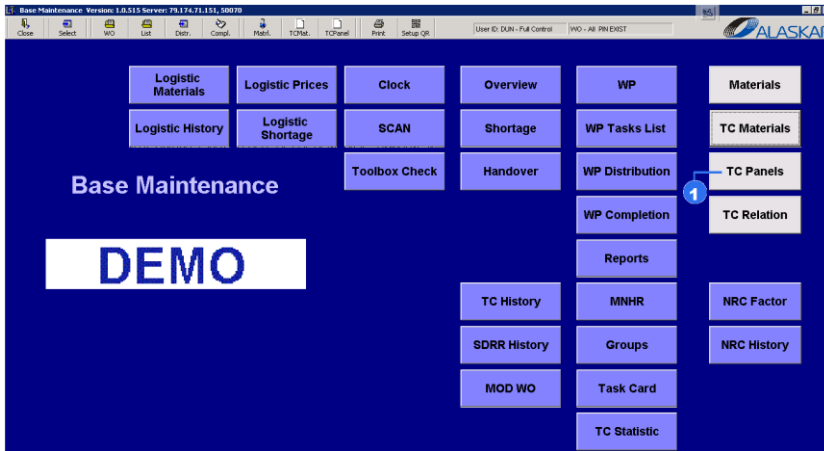
9. Press "Replace" button to replace a material.

10. Enter new part number.

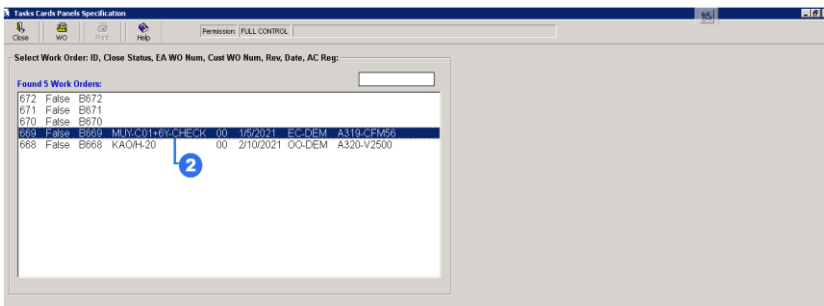
11. Select a task.

12. Press "Replace".

## 6. Task Card Panels



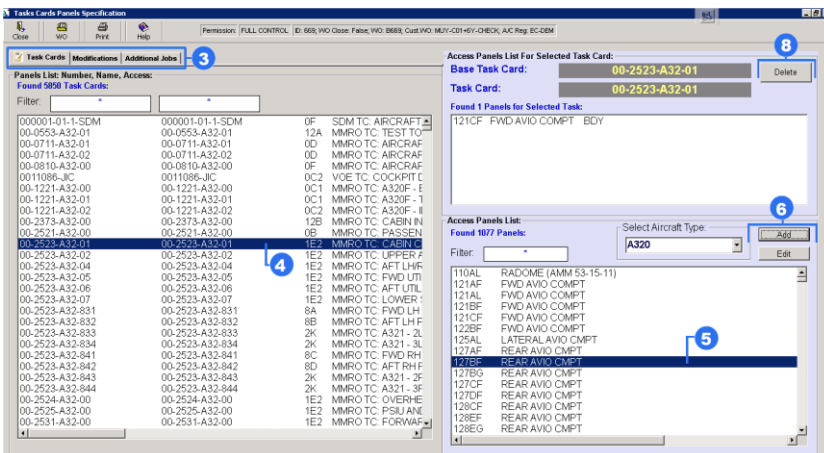
1. The Task Card Panels sub-module registers all panels that must be physically in open access before work order completion.



2. Select a Work Order.

You may also select a Work order by clicking on the WO toolbar button.

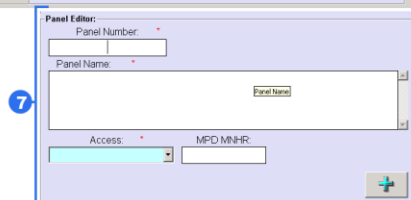
All open Work Orders will be displayed by default. To view closed ones, tick the 'Close' field.



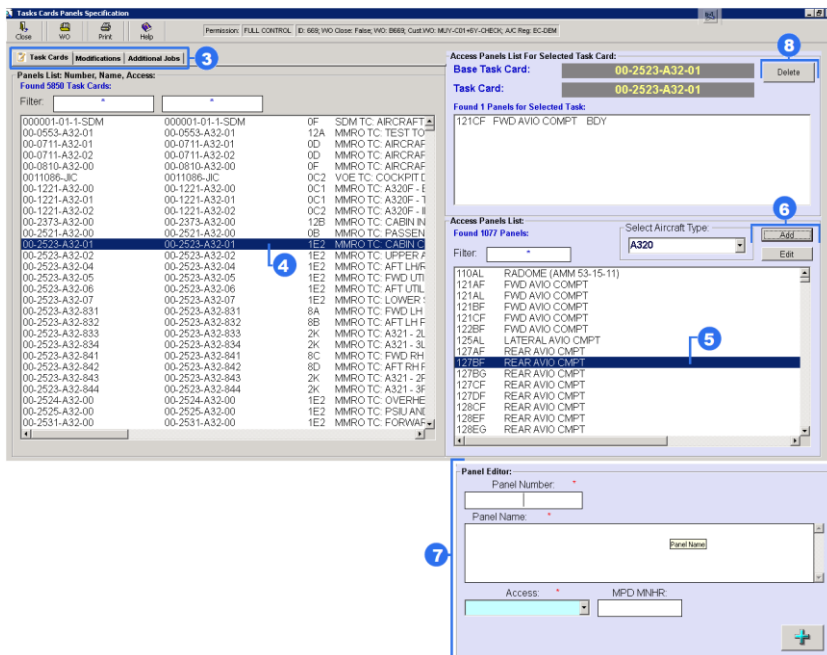
3. After the Work Order selection, all task cards, modifications and additional jobs that constitute it, will be displayed. To switch between them use these tabs.

4. To register an access to a panel for the completion of a Task Card/ Modification/ Additional Job, highlight it from the list.

5. Then, double click a necessary panel from the Access Panels List (view 4.1).



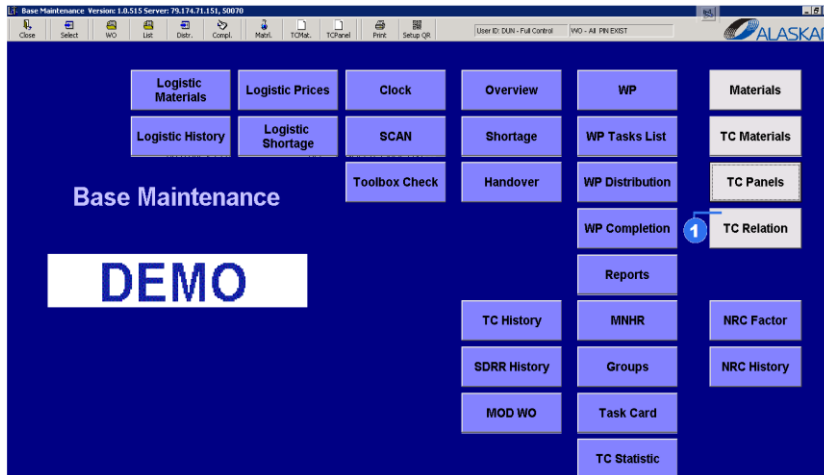
The Access Panels List contains only already registered panels, added by using a Panel Editor To open the editor, click on Add.



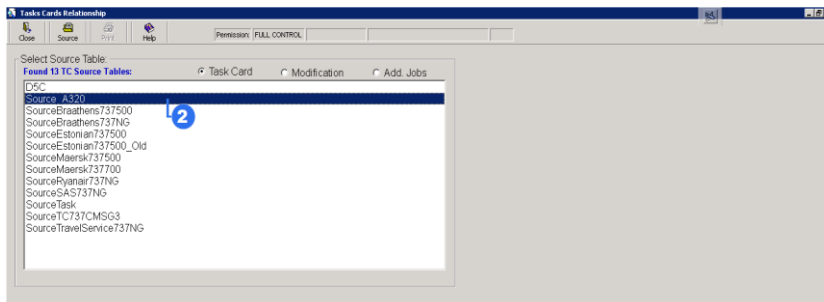
7. Fill out required information and click on the button with plus to save the new panel. To update panel data, click on Editor.

8. To delete a wrongly registered access to a panel, highlight it and click on Delete.

## 7. Task Card Relation

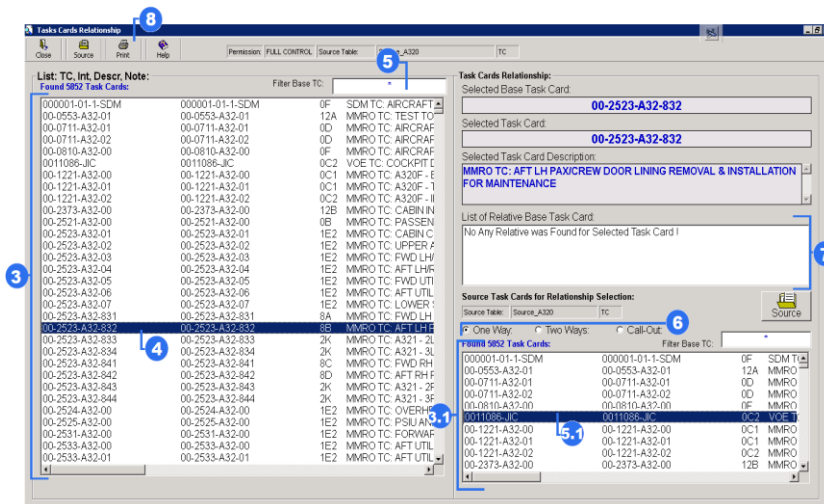


1. The Task Card Relation sub-module registers tasks, which completion can be carried out together with another task card.



2. Select a Source of Task Cards/ Modifications/ Additional Jobs (tick the necessary field). Double click the line.

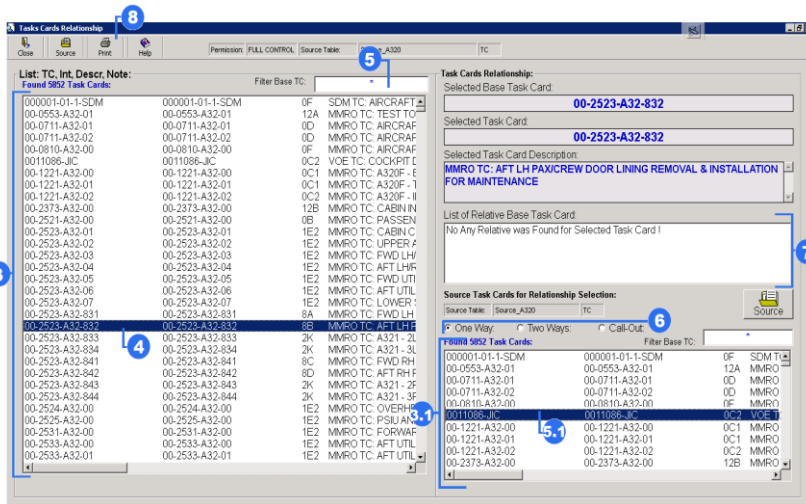
You may also select a Work order by clicking on the Source toolbar button.



3. After the source selection, a list of task cards/ modifications/ additional jobs will be displayed. This list is displayed twice (view 3.1). If the list is not displayed automatically, click on Source.

4. Use filter to find a task card/modification/ additional job.

5. To register relation of one task card to another task card (modification/ additional job), highlight it from the list. Then, double click a necessary task card from the 'Found Tasks List' (to change the source, click on Source), which completion can be carried out together with the highlighted task card (view 5.1).



6. Set a relation type:

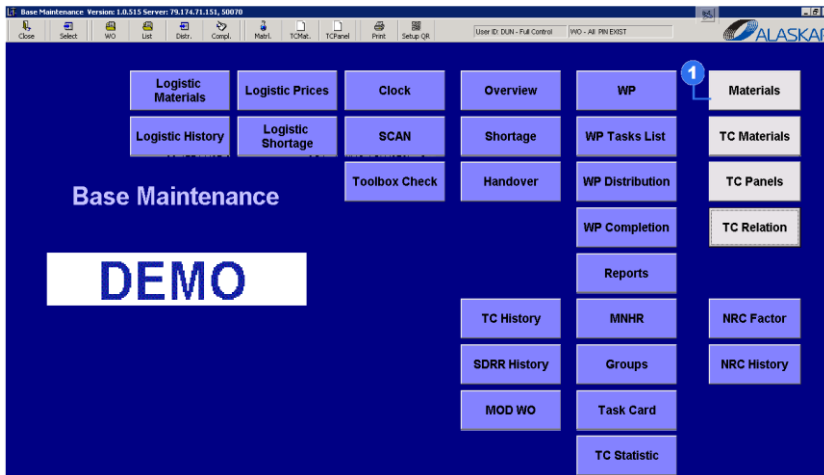
- 'One Way Relation' means that when Task A is completed, Task B must be also completed.

- 'Two Ways Relation' means that when Task A is completed, Task B must be also completed. And vice versa: when Task B is completed, task A must be also completed.

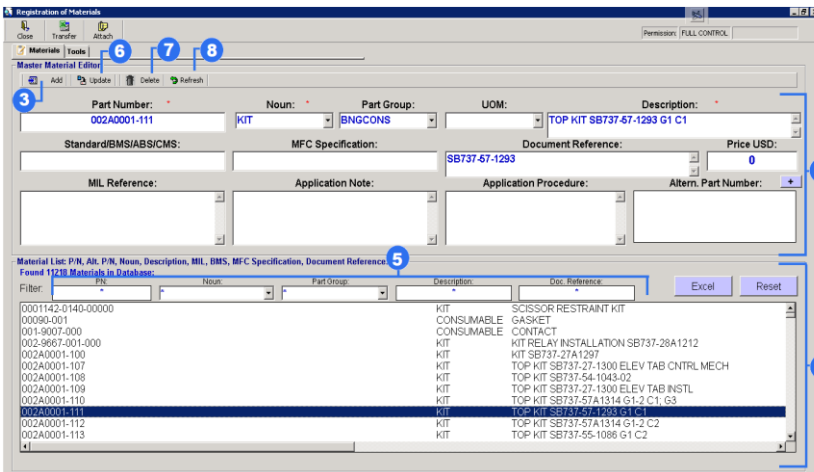
7. The relation will be displayed in the List of Relative Base Task Card.

8. When access to all necessary panels are registered, click on Print.

## 8. Materials



1. The Materials sub-module registers materials, also you can see tools. Click on the Materials button.



2. Enter required information.

3. Push on the Add to save materials.

4. You can monitor created material in the database.

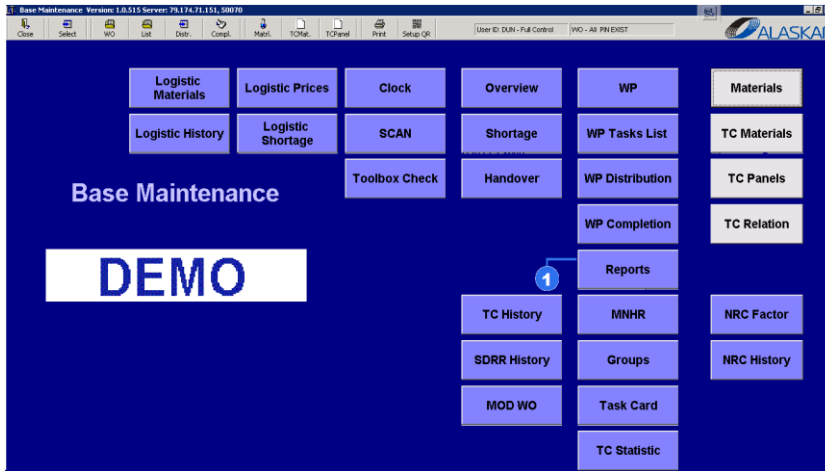
5. Use filters to find necessary material.

6. Highlight the line. Make a change and click Update.

7. To remove the material, click Delete.

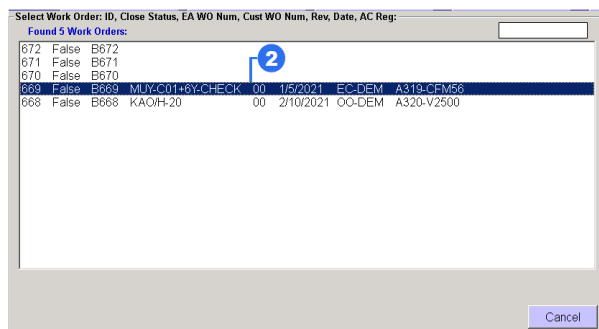
8. To reset the data, push on the Refresh.

## 9. Reports



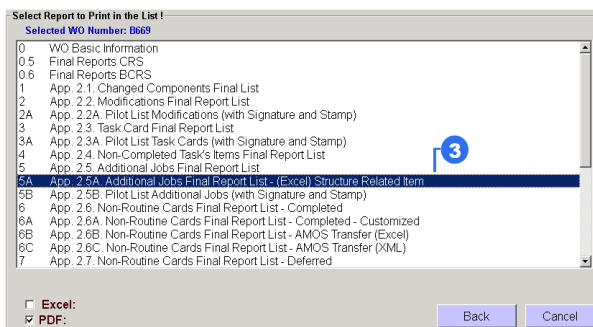
1. The Reports sub-module is used for printing out the final report, including the full data of line maintenance:

- basic information
- changed components list
- modifications list
- task cards list
- non-completed task's items list
- additional jobs list
- completed NRC list
- customer request list
- non-completed task's items details
- additional repair agreement
- used consumables list
- NRC current status list
- man hours statistic



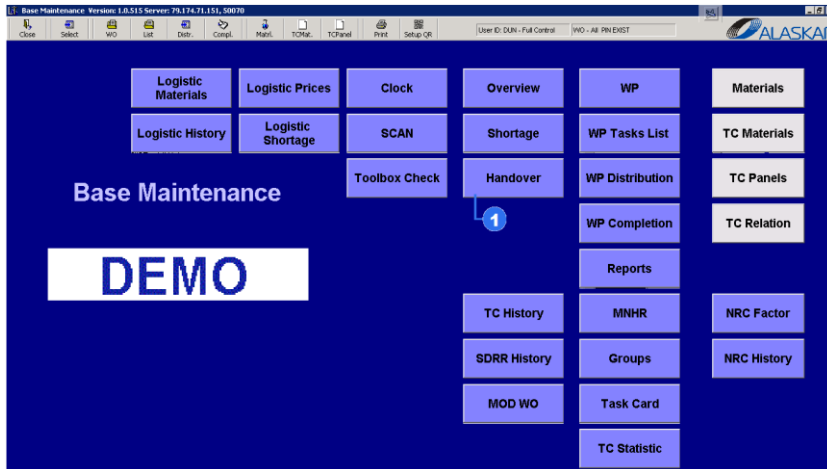
2. Select a Work Order and double click the line.

3. Choose a final report to be printed out, Select excel or pdf format and double click the line. Then the system automatically generates it.



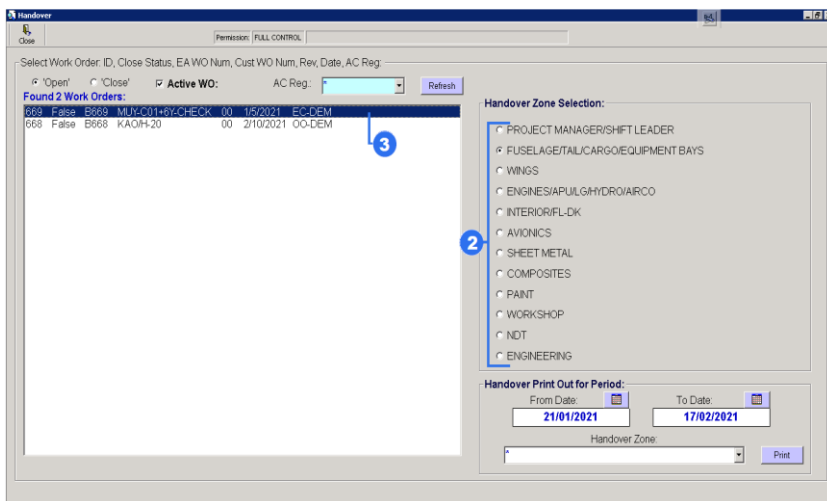


# 10. Handover



To carry out transfer of the non-completion jobs to other shift, use “Handover” submodule.

1. Push on the “Handover” to start sub module.

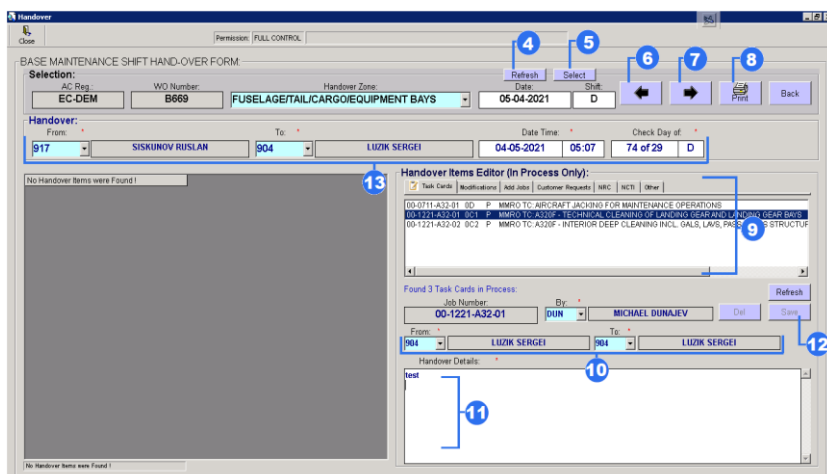


2. Check box Handover Zone.

3. Select from the whole list necessary work order and double click it.

Handover Controls:

- Surfing by the Date (6 and 7);
- Refresh - restore the original Handover screen (4);
- Select – quick search (5);
- Print – print report (8);



9. Select any task or other type of works (you can select a tab) and double click the line.

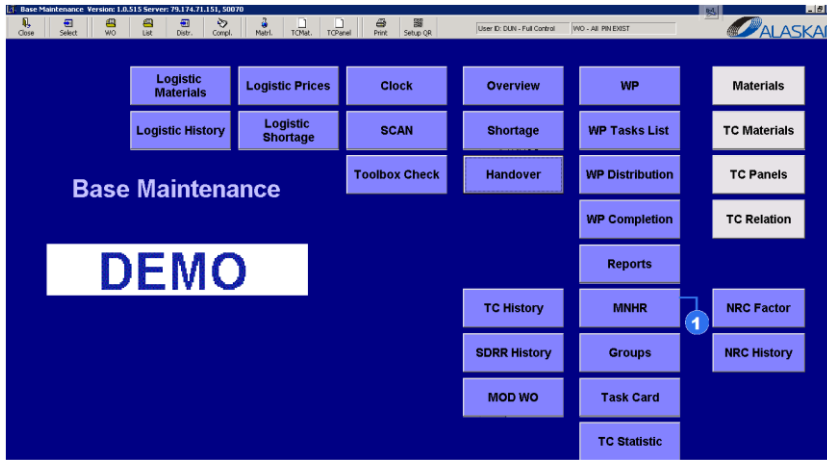
10. Set “From” and “To”.

11. Enter handover details.

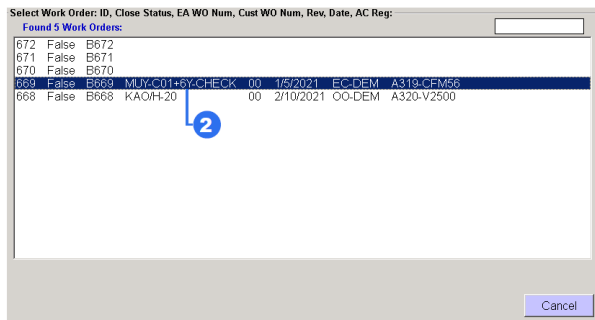
12. Press “Save” button.

13. Use filter to find a handover quickly.

# 11. Man Hours

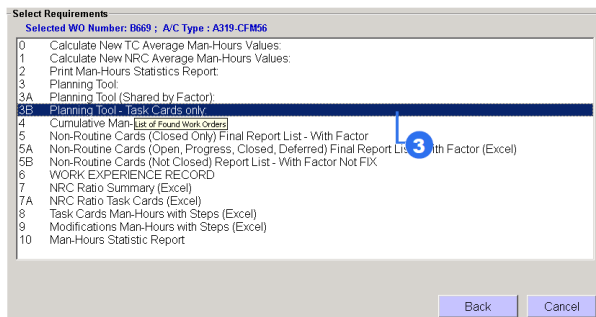


1. The Man Hours sub-module generates reports on man hours statistics; calculate average man hours value and provides planning tool. Click on the MNHR button.

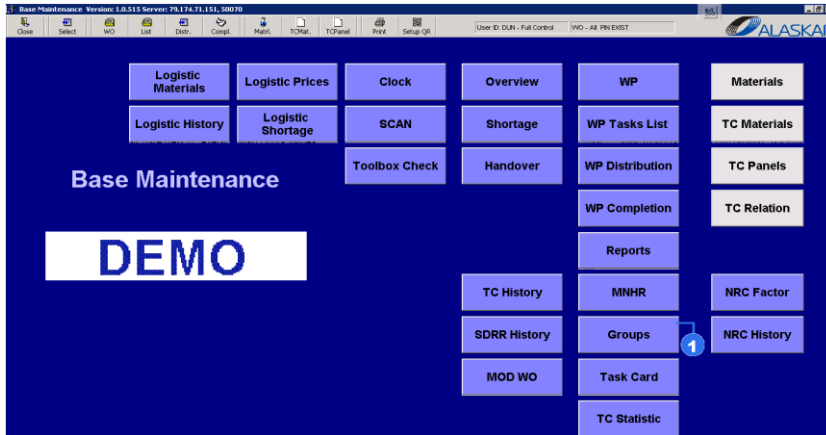


2. Select and double click necessary work order.

3. After the WO/ WP selection, select and double click any reports.



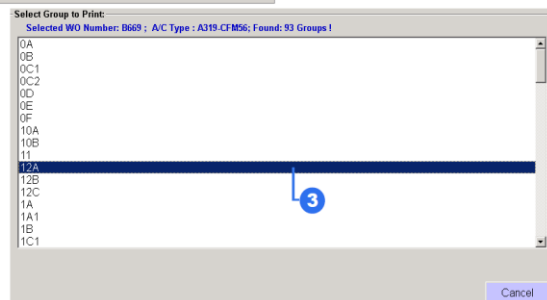
## 12. Groups



1. The Group sub-module generates printouts of task cards, which should be completed, for each engineering group. Click on the Groups button.

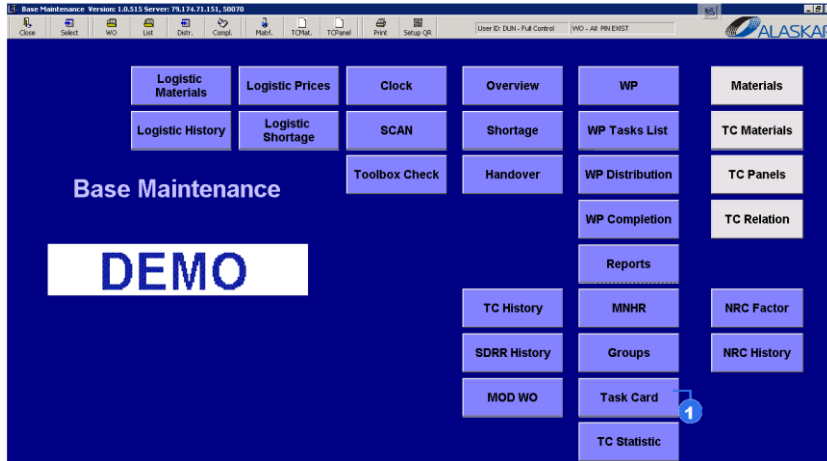


2. Select and double click necessary work order.

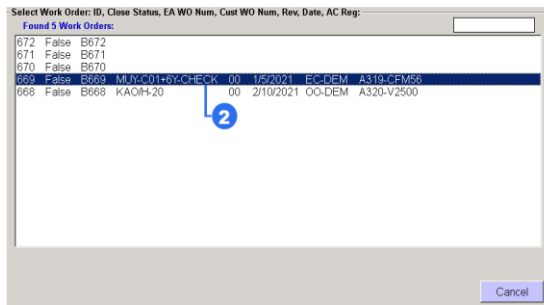


3. Select a Group and report will be generated.

# 13. Task Card

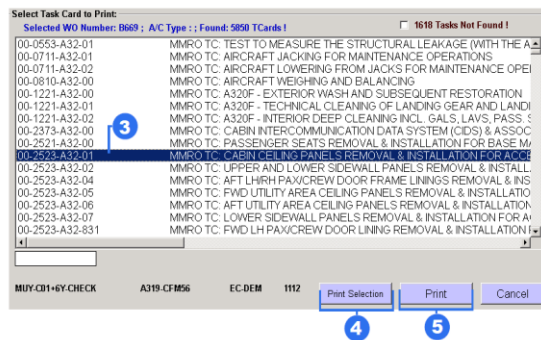


1. The Task Card sub-module is created for registering the procedure of specific tasks, which were created not by manufacturer (ex. Boeing), but your own company. Click on the Task Card button.



2. Select necessary line and double click.

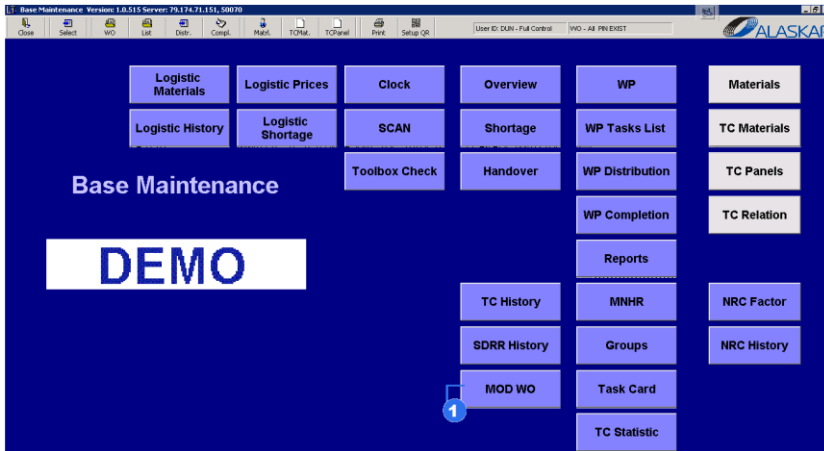
3. After the WO/ WP selection, double click a necessary task card for which a procedure should be created.



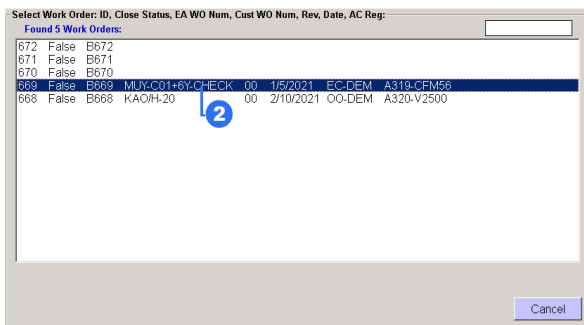
4. To print out the procedure of a particular task card, highlight it in the list of tasks and click on.

5. To print out several tasks at once, highlight them by pressing and holding the left mouse button, then click on Print Selection.

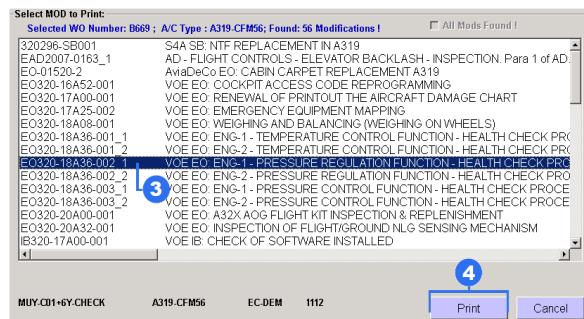
# 14. Modification Work Order



1. The Mod WO sub-module is created for registering the procedure of specific modifications, which were created not by manufacturer (ex. Boeing), but your own company. Click on the MOD WO button

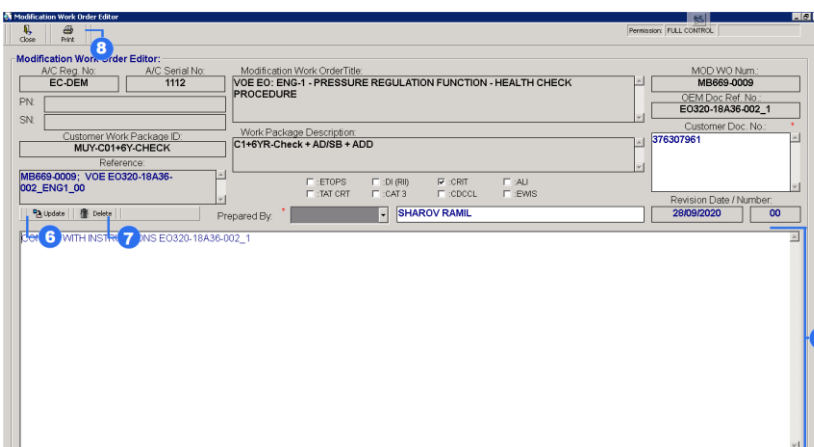


2. Select a Work Package ('WO Package') or a Work Order ('Line WO') and double click.



5. After the WO/ WP selection, double click a necessary modification for which a procedure should be created.

6. To print out the procedure of a particular modification, highlight it in the list of modifications and click on the Print button.



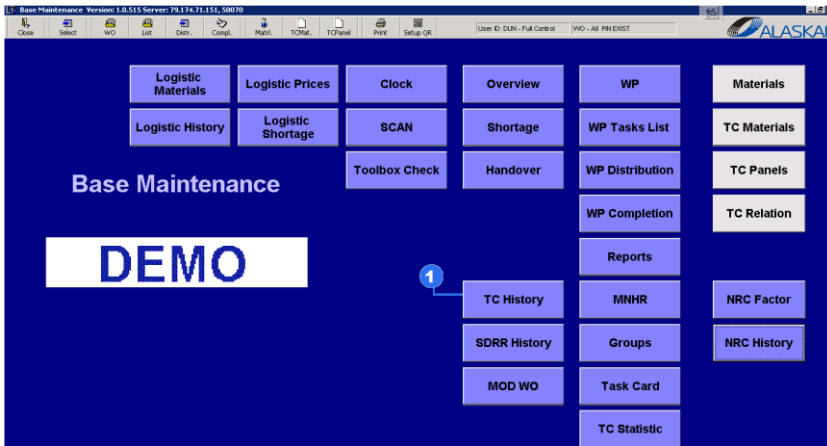
5. When you double click a modification, the Modification Editor opens. Write down the whole procedure (you may just refer to another instruction) and enter a person, who prepares it ('Prepared By' field).

6. To save entered data, click on the Update.

7. To remove the procedure, use Delete.

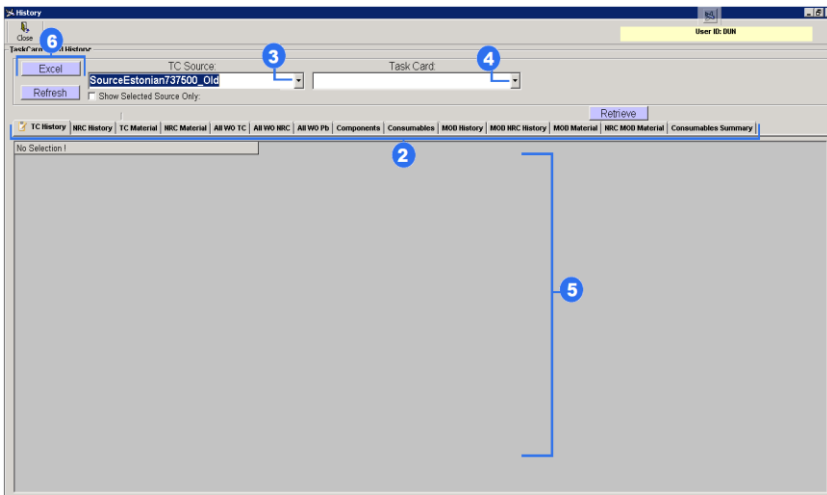
8. Push "Print" button to print the MOD WO.

# 15. Task Card History



1. TC History submodule is necessary to see history of task cards, NRCs, also materials and consumables used in NRC and TC. Click on the TC History button.

2. Choose corresponding tab



3. Use the filter such as TC Source. Use corresponding source.

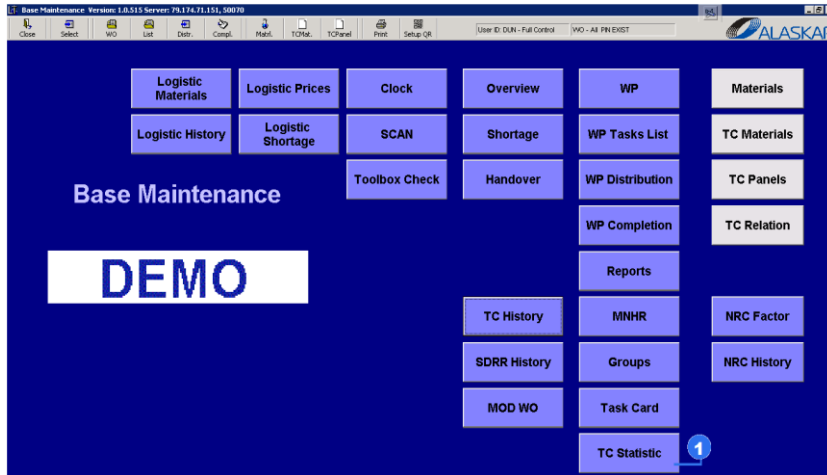
4. Select Task Card.

5. You can see history of these task cards. Highlight any line or all lines.

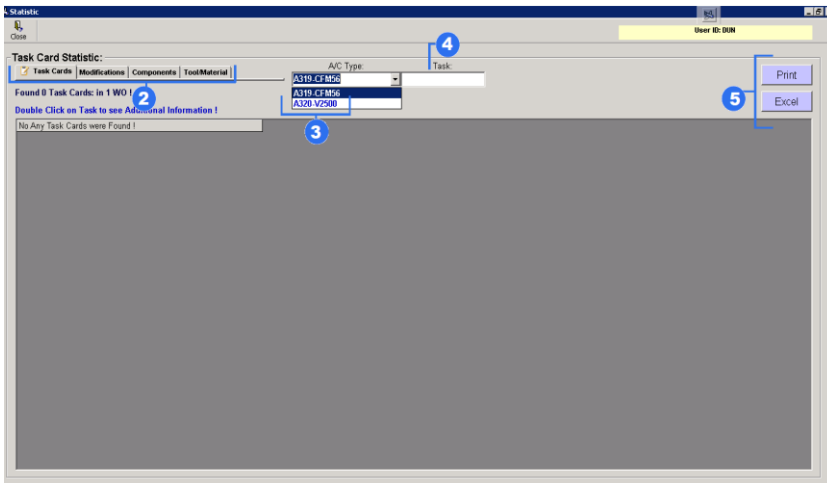
6. Click on the Excel button to transfer these highlight lines to excel.

Also, you can monitor history in other tabs in the same way.

## 16. Task Card Statistic



1. TC Statistic sub-module is necessary to monitor data of task cards, modifications, components, tools and materials. Click on the TC Statistic.



2. Choose corresponding tab.

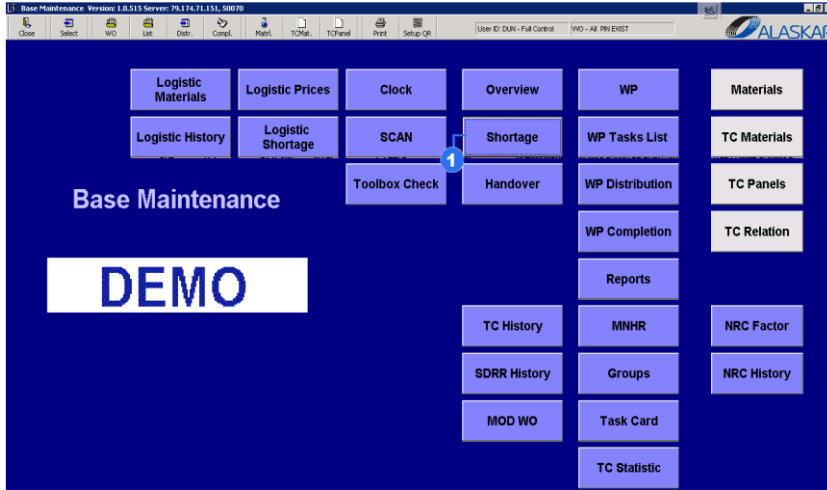
3. Use the filter such as A/C/ Type.

4. Select task.

5. Click on the Print button to print out the data. Push on the Excel button to transfer data to excel.

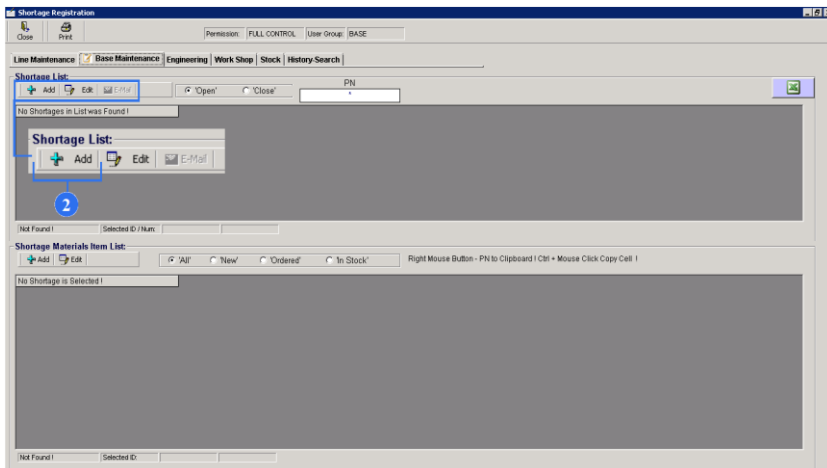
Also, you can monitor statistic in other tabs in the same way.

# 17. Shortage



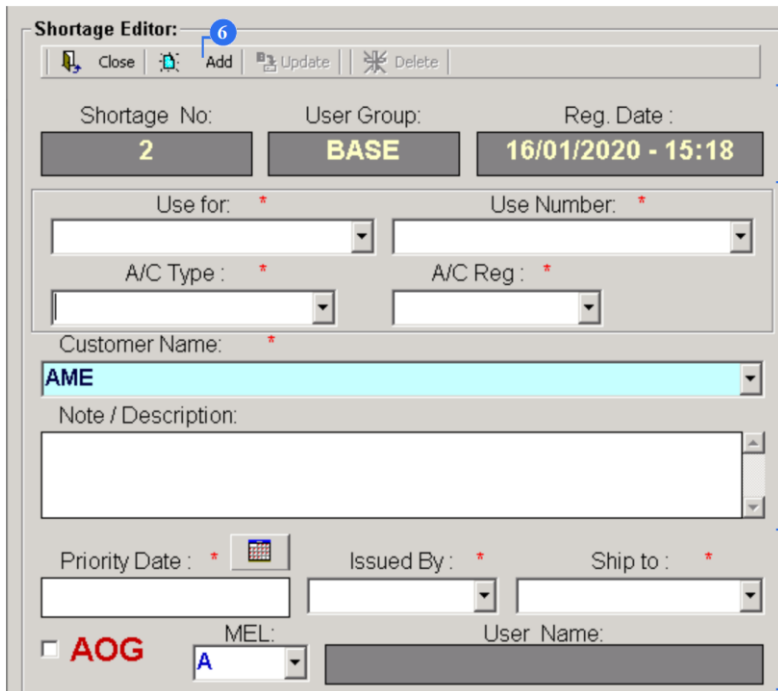
If there are no required materials for the task completion, a shortage must be registered. After the registration, this shortage will be displayed in the Stock Module (Shortage sub-module).

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:**

Close Add Update Delete

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

Use for: \* Use Number: \*

A/C Type: \* A/C Reg: \*

Customer Name: **AME**

Note / Description:

Priority Date: \* Issued By: \* Ship to: \*

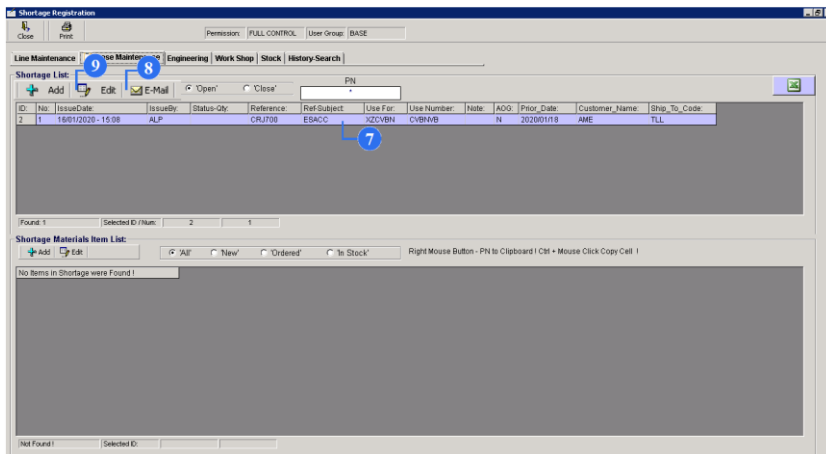
**AOG** MEL: **A** User Name:

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.



Shortage Registration

Permission: FULL CONTROL User Group: BASE

Line Maintenance Engineering Work Shop Stock History Search

Shortage List:

| ID | No. | IssueDate          | IssueBy | Status-Qty | Reference | Ref-Subject | Use For | Use Number | Date | AOG      | Prior Date | Customer Name | Ship To Code |
|----|-----|--------------------|---------|------------|-----------|-------------|---------|------------|------|----------|------------|---------------|--------------|
| 2  | 1   | 16/01/2020 - 15:08 | ALP     |            | CRJ700    | ESACC       | XZCVBN  | CVBHVB     | N    | 30/00/18 |            | AME           | TLL          |

Found 1 Selected ID / Num: 2 / 1

Shortage Materials Item List:

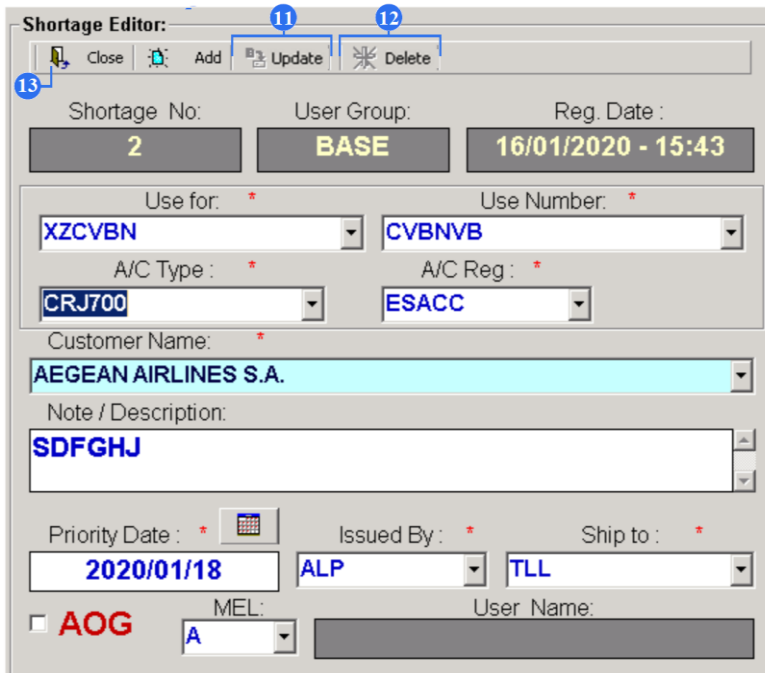
No Items in Shortage were Found!

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.

User Guidance



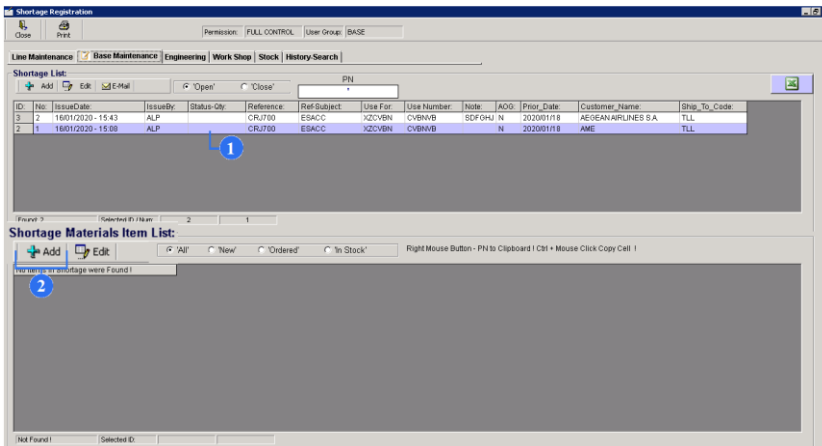
10. In the Shortage Editor make changes.

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.

### Shortage Items Addition

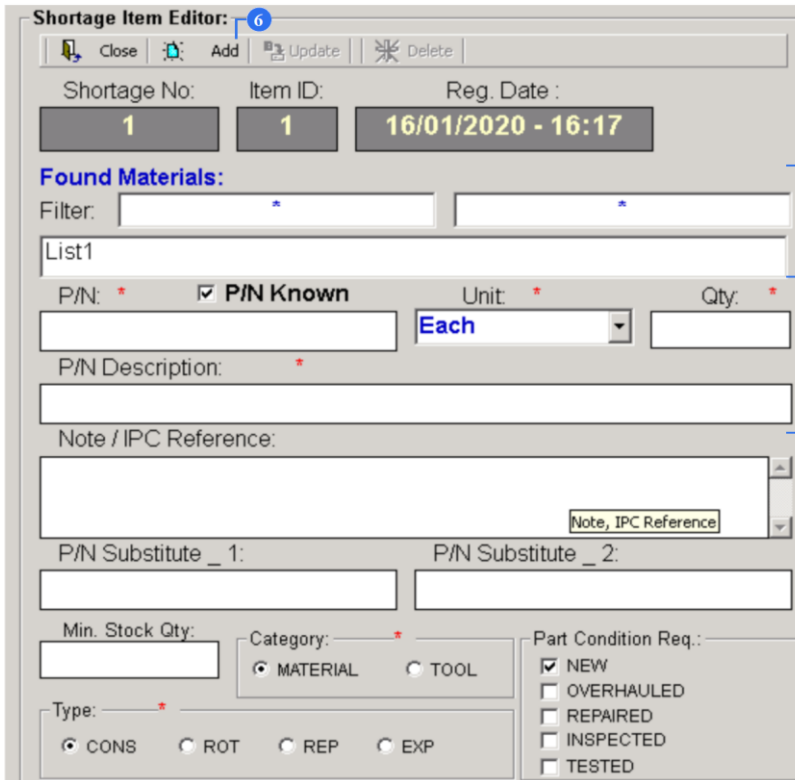


| ID | No | Issue Date         | Issued By | Status-City | Reference | Ref Subject | Use For | Use Number | Note   | AOG | Priority Date | Customer Name      | Ship To Code |
|----|----|--------------------|-----------|-------------|-----------|-------------|---------|------------|--------|-----|---------------|--------------------|--------------|
| 3  | 2  | 16/01/2020 - 15:43 | ALP       |             | CRJ700    | ESACC       | XZCVBN  | CVBNVB     | SDFGHJ | N   | 2020/01/18    | AEGEAN AIRLINES SA | TLL          |
| 2  | 1  | 16/01/2020 - 15:08 | ALP       |             | CRJ700    | ESACC       | XZCVBN  | CVBNVB     |        |     |               | AME                | TLL          |

1. In the Shortage List highlight necessary line.

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

User Guidance



**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:

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

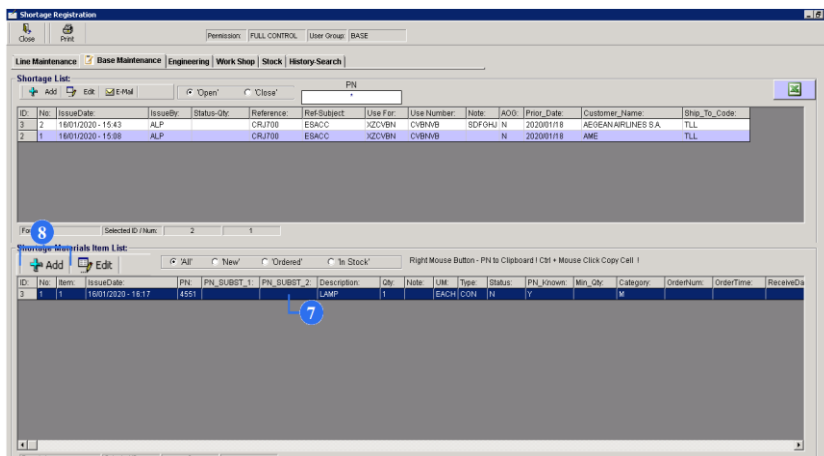
3 4 5

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

Line Maintenance Base Maintenance Engineering Work Shop Stock History Search

Shortage List:

| ID | No | IssueDate          | IssueBy | Status | Qty | Reference | RefSubject | Use For | Use Number | Note   | AOO | Prior Date | Customer Name       | Ship To Code |
|----|----|--------------------|---------|--------|-----|-----------|------------|---------|------------|--------|-----|------------|---------------------|--------------|
| 3  | 2  | 16/01/2020 - 15:43 | ALP     |        |     | CRJ700    | ESACC      | XZCVBN  | CVBNMB     | SDFGHJ | N   | 2020/1/18  | AEGEAN AIRLINES S.A | TLL          |
| 2  | 1  | 16/01/2020 - 15:08 | ALP     |        |     | CRJ700    | ESACC      | XZCVBN  | CVBNMB     |        |     |            | AME                 | TLL          |

For: Selected ID: Num: 2 1

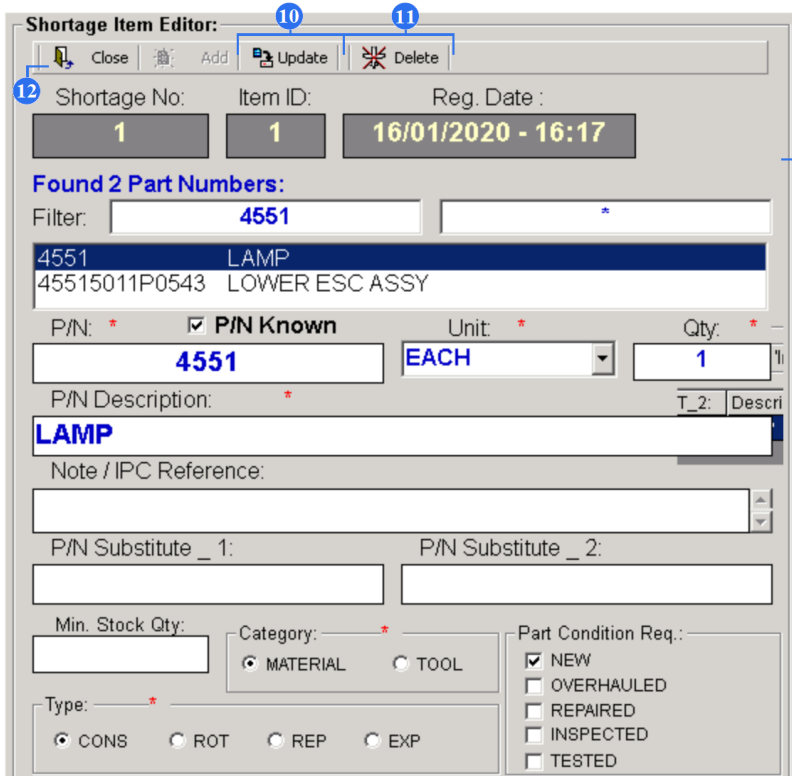
Shortage Materials Item List:

| 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  |      | 16/01/2020 - 16:17 | 4251 |            |            | SMP         | 1   |      | EACH | CON  | N      | Y        | M       |          |          |           |           |

7 8

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.



9. In the Shortage Editor make changes.

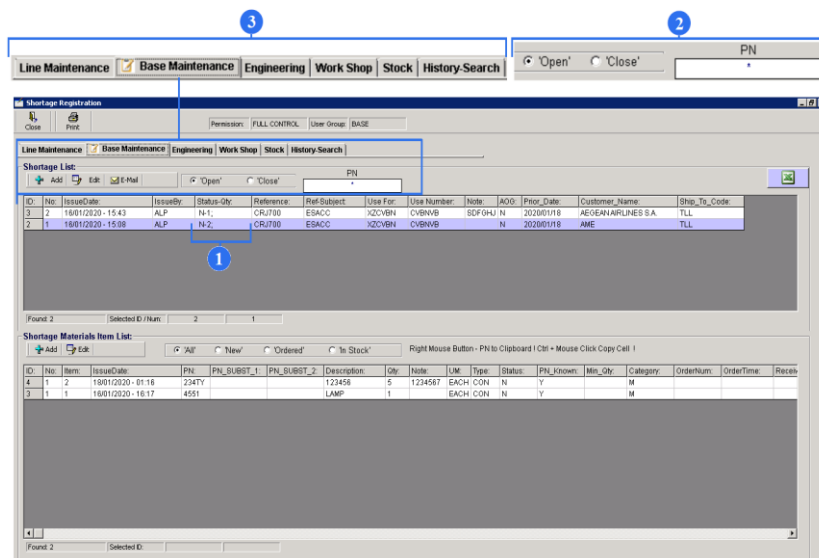
10. Click on the update button.

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.

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

## Shortage Status



| ID | No. | Issue Date         | Issue By | Status | Qty | Reference | Ref-Subject | Use For | Use Number | Note   | AOO | Price Date | Customer Name       | Ship To Code |
|----|-----|--------------------|----------|--------|-----|-----------|-------------|---------|------------|--------|-----|------------|---------------------|--------------|
| 3  | 2   | 16/01/2020 - 15:43 | ALP      | N-1    |     | CRJ730    | ESACC       | XZCVBN  | CVBNVB     | SDFGHJ | N   | 20200118   | AE-GEAN AIRLINES SA | TLL          |
| 2  | 1   | 16/01/2020 - 15:08 | ALP      | N-2    |     | CRJ730    | ESACC       | XZCVBN  | CVBNVB     |        | N   | 20200118   | AME                 | TLL          |

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

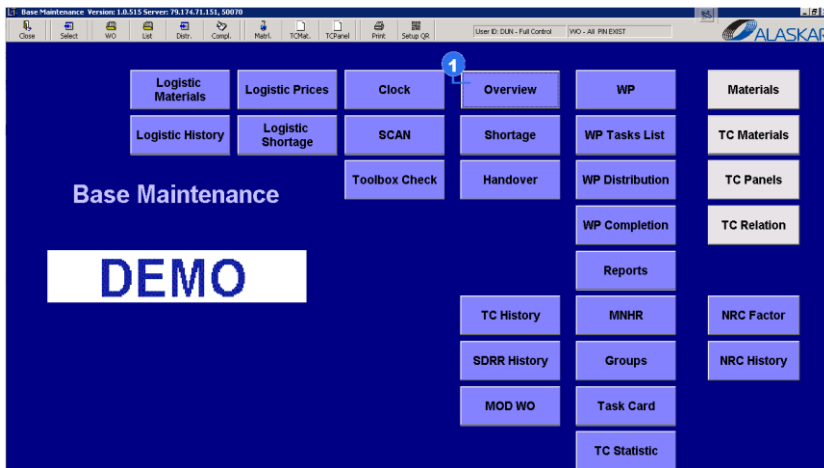
- 'O' means an ordered item, but it's not in stock yet (in yellow color in the shortage materials item list);

- '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.

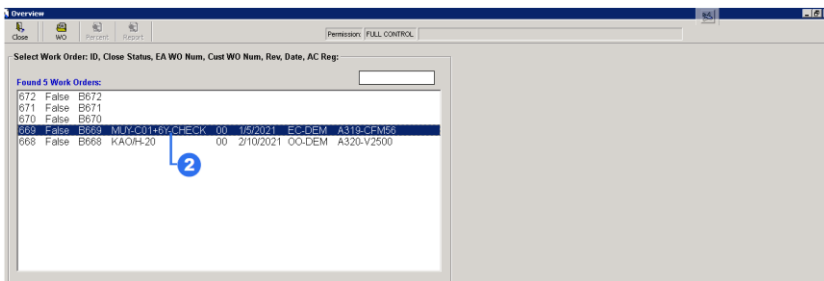
3. To view what shortages different department ordered, use a line maintenance/base maintenance/engineering/workshop/stock/history-search tab.

## 18. Overview



“Overview” sub-module is necessary to monitor C-check process by overview graph.

1. Press “Overview” button to start the submodule.

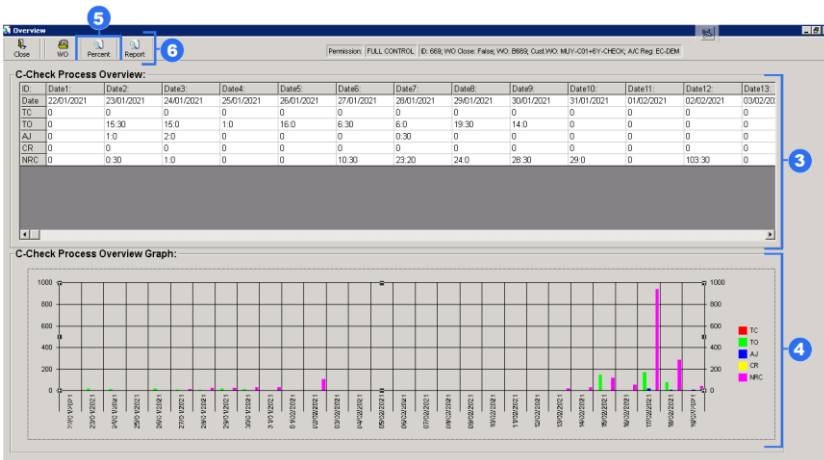


2. Select and double click necessary work order.

The screen is divided in two part.

3. Upper part is C-Check Process Overview

4. Lower part is C- Check Process Overview Graph.



5. To create percentage of Task Completion press “Percent” button.

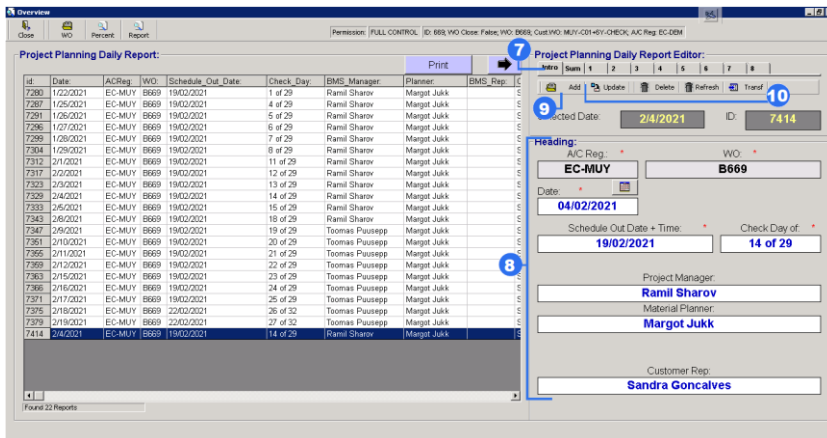
6. Press “Report” button.

7. In the “Project Planning Daily Report Editor” select a tab (Info, Sum, 1-8)

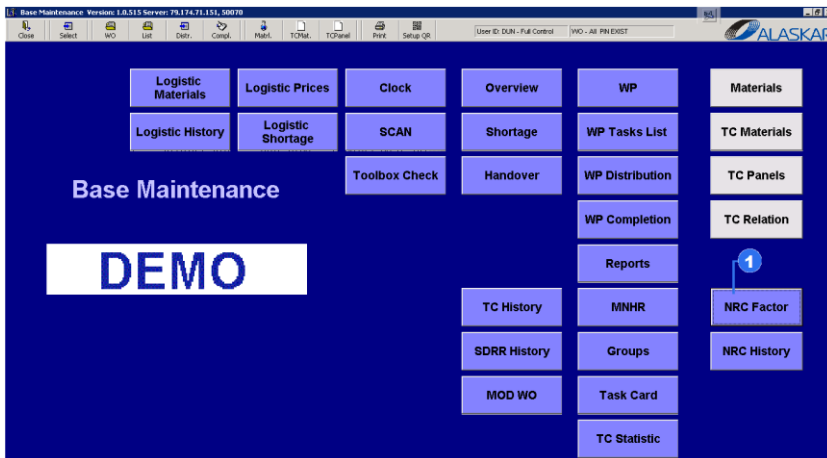
8. Fill out all necessary fields

9. Press “Add” button to save data.

10. “Update” button is needed to save a change in the editor. “Delete” button removes data. “Refresh” button allows to clean all fields. And “Transf” button transfers last record to a new one.

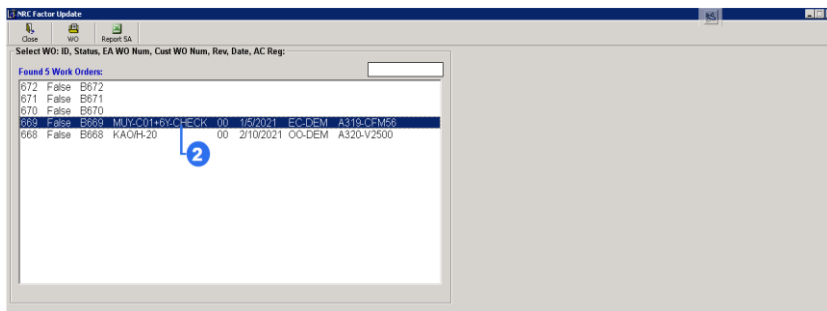


# 19. NRC Factor

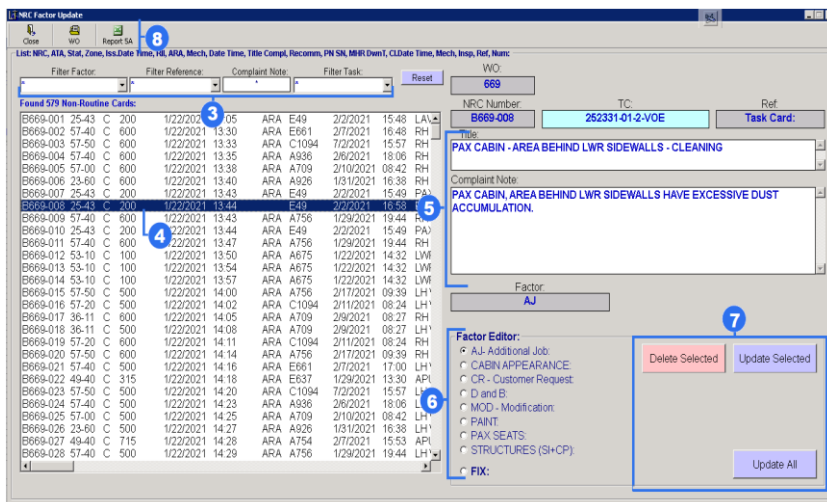


Use NRC Factor to highlight the feature of NRC

1. Push on the “NRC Factor” to start the submodule.



2. Select and double click corresponding work order.



3. Use filters to find NRC quickly

4. Select and highlight a line.

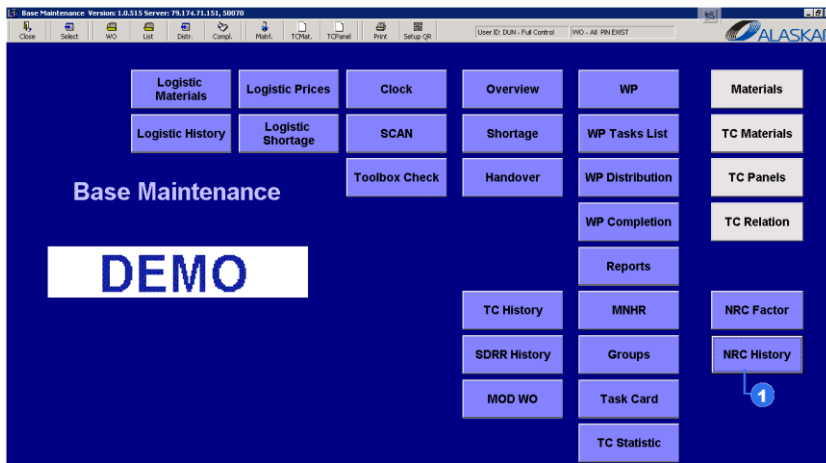
5. Make a change in the “Title” and “Complaint Note” fields if needed.

6. Check box any field of “Factor Editor”

7. Press “Update Selected” or “Update all” to save data. “Delete Selected” remove NRC.

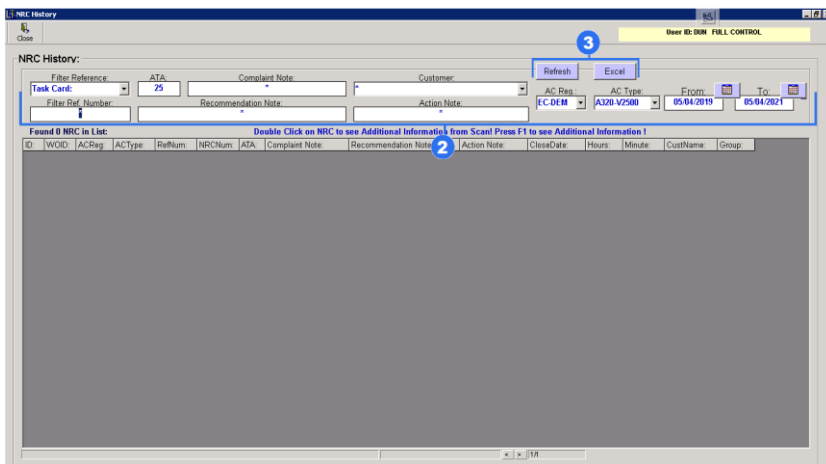
8. Push on the “Report 5A” to transfer data to excel.

## 20. NRC History



NRC History submodule allows you to see history of NRC using.

1. Press “NRC History” to start the submodule.



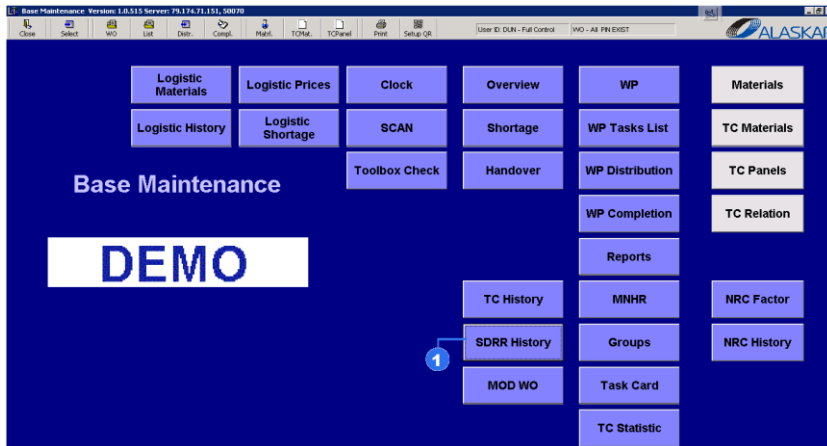
2. Use filters to monitor NRC history. Double click on NRC to see Additional information from SCAN. Press F1 to see additional information.

3. To clean “Filters” press Refresh.

4. To transfer history to excel push on the “Excel”.

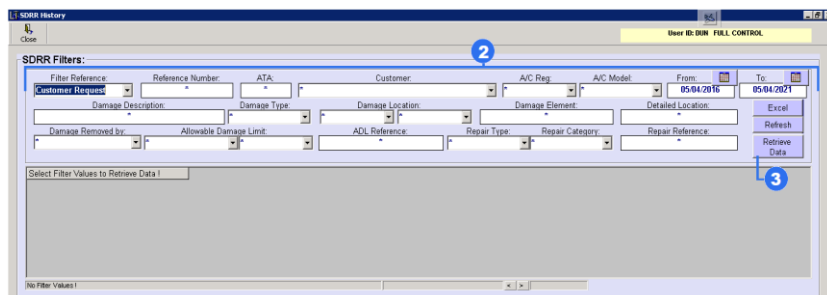


## 21. SDRR History



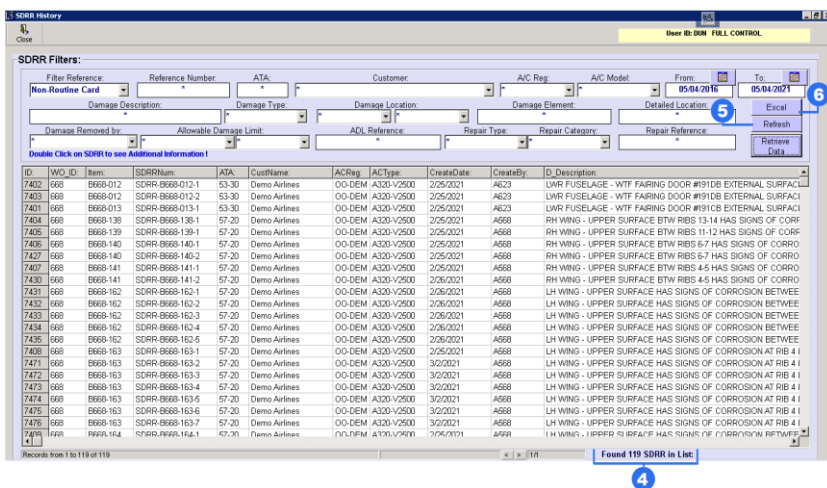
To see history of structure damages us SDRR History sub module.

1. Press “SDRR History” button to start the submodule.



2. Use any filters to find corresponding SDRRs.

3. Press “Retrieve Data” to see list of SDRR.

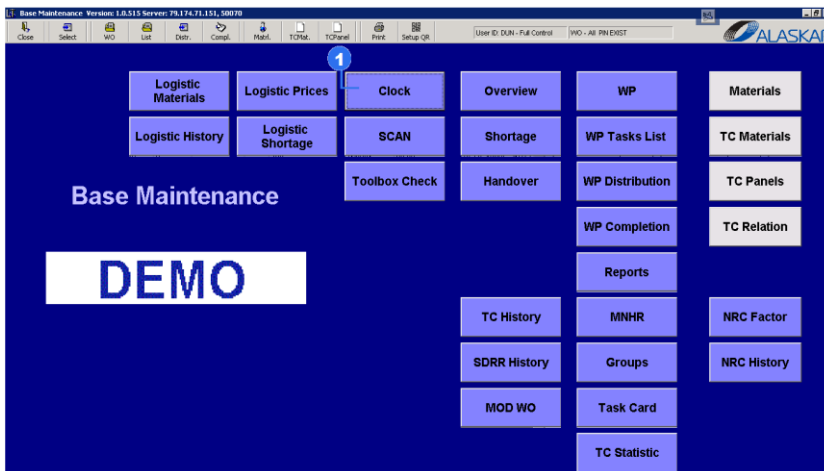


4. Here you can see number of records.

5. “Refresh” button is needed to clean all filters.

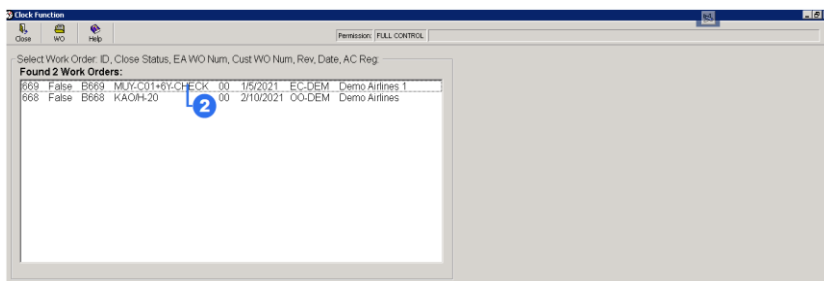
6. Press “Excel” button to transfer data to excel.

## 22. Clock

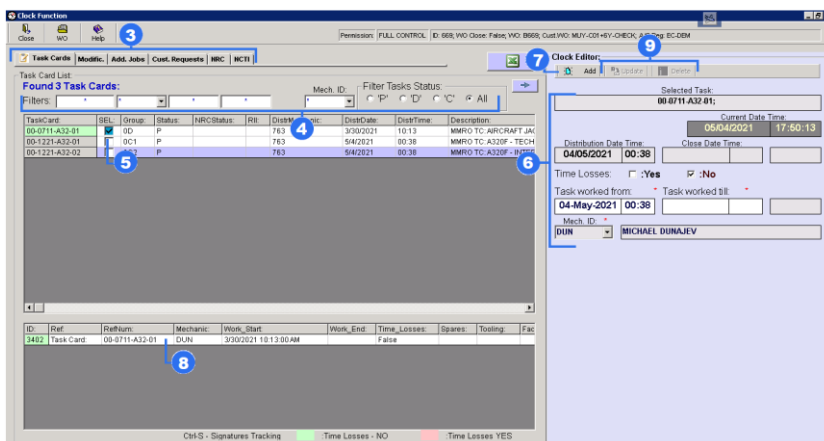


To set time of maintenance of each job use Clock submodule.

1. Press “Clock” to start the module.



2. Select and double click work order.



3. Choose a tab.

4. Use filters to find a task quickly.

5. Select and check box the line.

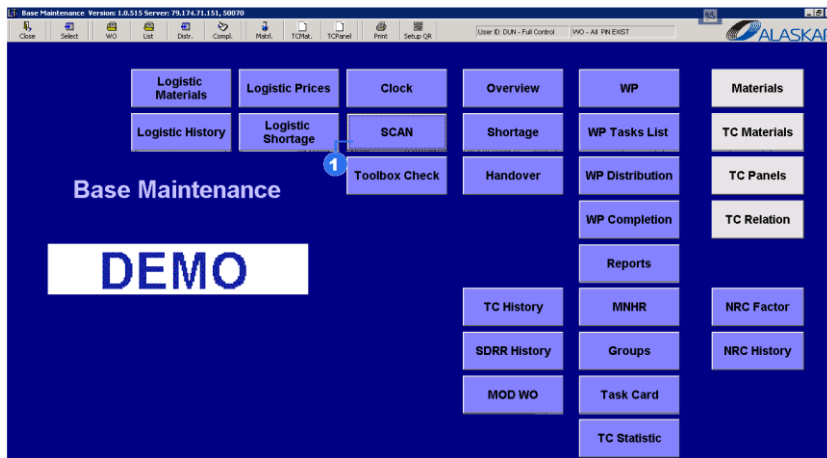
6. In the “Clock” editor set distribution date in the “Distribution Date Time” field and in the “Close Date Time” field. Select check boxes of Tome Losses if needed. Set “Task Worked From” and “Task Worked Tilt” and select mechanic ID.

7. Press “Add” button to save data.

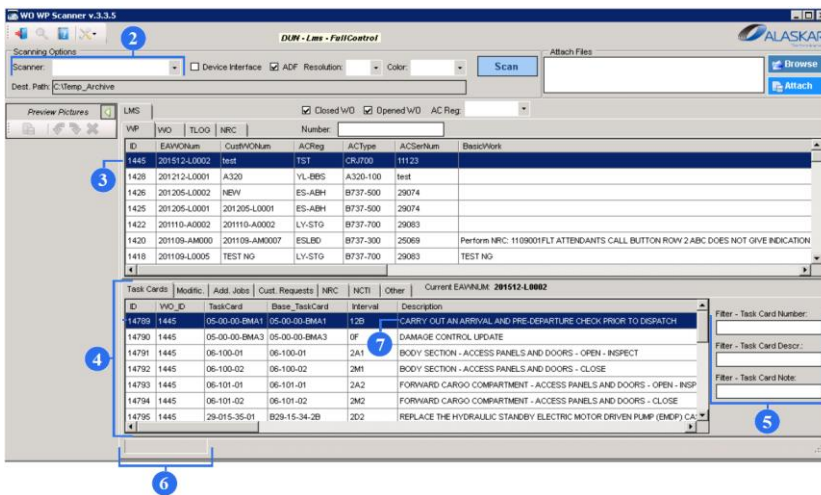
8. You can see data in the lower part of the Task Card List.

9. “Update” button allows to save a change. “Delete” button removes “Clock”.

## 23. Scan



1. SCAN sub-module is necessary to collect scanned documents. Click on the SCAN button.



2. Select available scanner from the list.

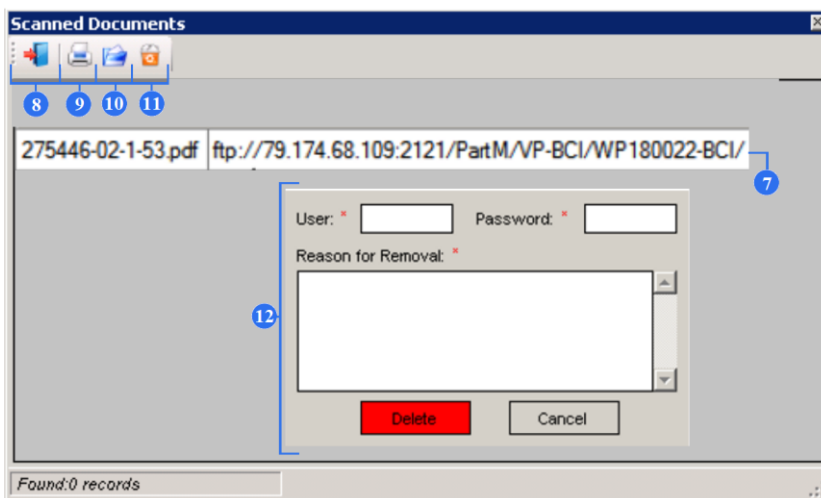
3. Select WP/WO/TLOG/NRC.

4. WOs will appear.

5. Use filters to find WO you need. Input text then press <Enter>.

6. Number of scanned documents for Selected WO

7. Double – click on WO to view records list.

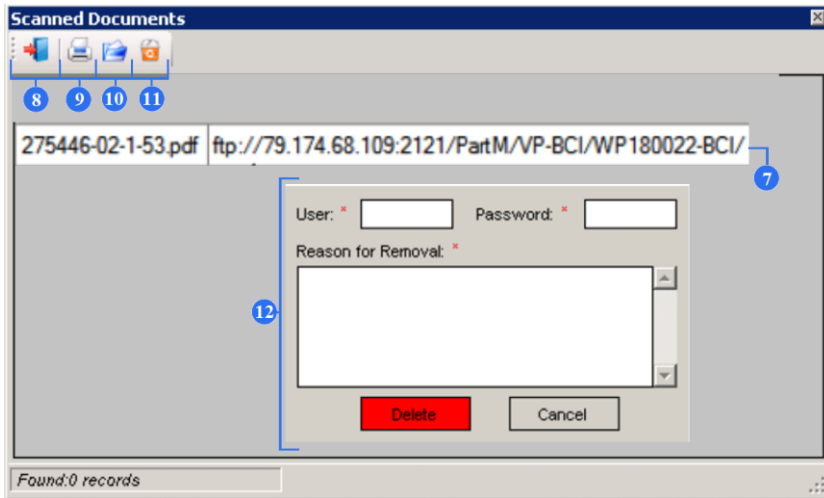


7. List of available records for selected WO.

8. Push this button to close the window.

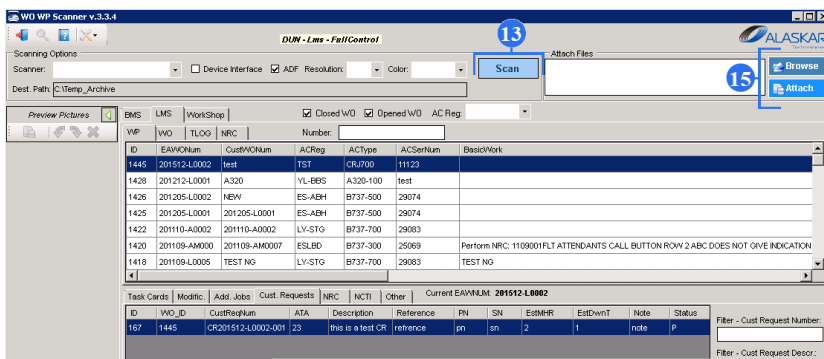
9. Print button. Print selected document. If you have problems during printing, open document and print it through third-party application.

10. Open document button. Use it or double - click on record



11. Delete document button. Press it to delete document from file server. Confirmation dialog will appear

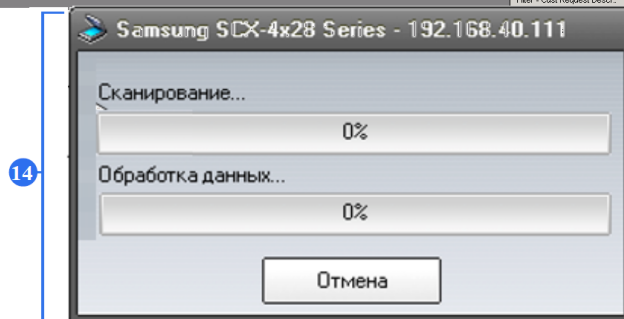
12. Confirmation dialog. Fill all required fields to delete document. Reason must be at least 5 characters.



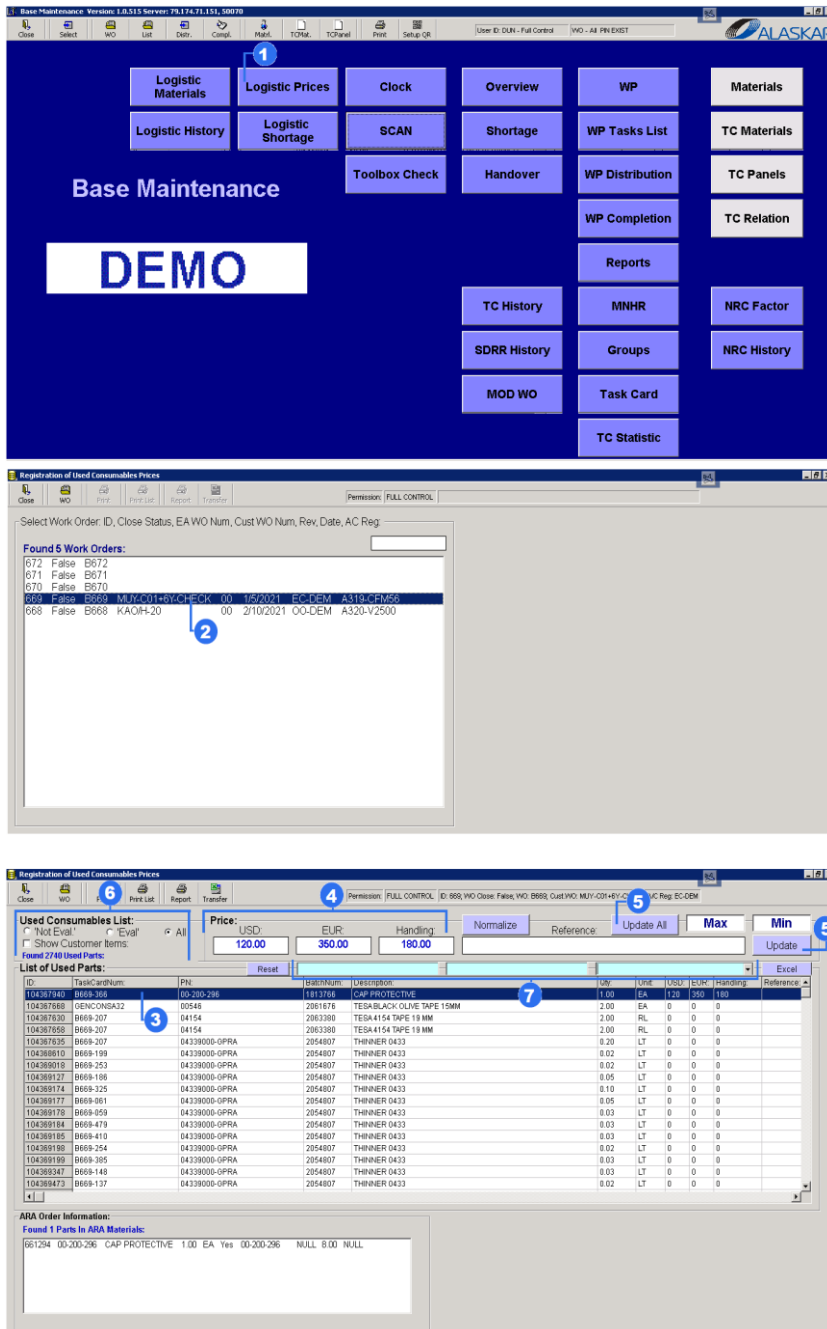
13. Insert document into scanner then Press button “Scan” to scan document to Selected WO. Scanning dialog will appear.

14. Scanning dialog shows scanning process. “Use device interface” option on main view switches between standard interface and device interface (depends on device manufacture and installed drivers).

15. Use “Browse” or “Attach” buttons to attach already scanned documents to Selected WO.



## 24. Logistic Prices



“Logistic Prices” is necessary to set price for each task.

1. Press “Logistic Prices” to start the module.

2. Select work order and double click it.

3. In the List of Used Parts select and highlight the line.

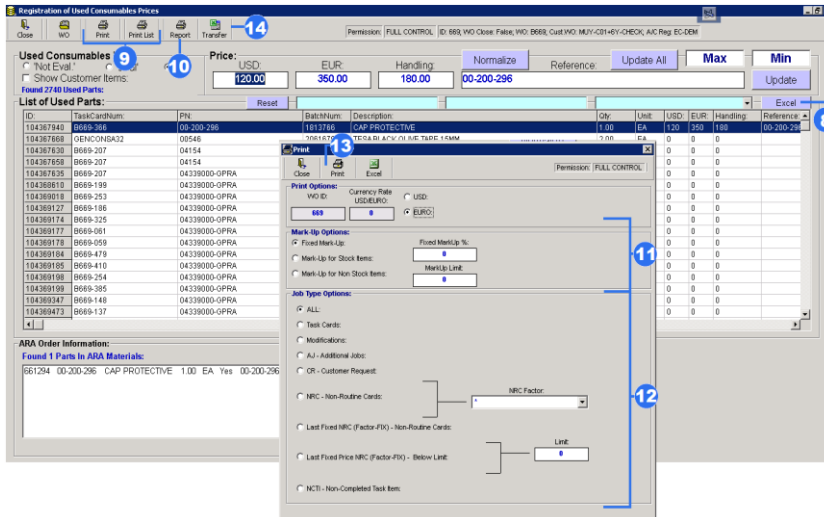
4. Set a price (USD, EUR, Handling). Enter reference number.

5. To update all items Base on WO Margin press “Update All”. To update one item click on the “Update”.

6. Use check boxes for search of used parts.

7. Also, use text filters for search.

User Guidance



9. Buttons such as “Print” and “Print List” allow to print report and print list of used consumables.

10. Press “Report” button.

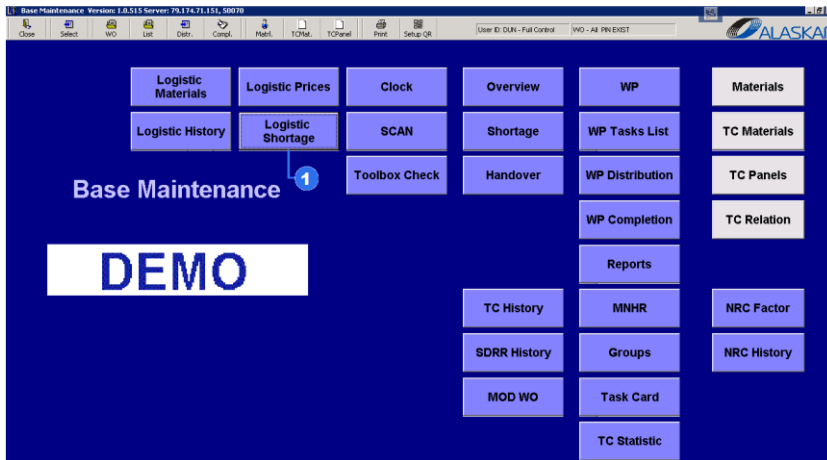
11. Set Mark-Up options

12. Check box “Job Type Options”.

13. Push on the “Print”.

14. “Transfer” button transfers prices from excel.

## 25. Logistic Shortage



“Logistic Shortage” allows you to monitor all part order requests and make a change in Part Number Information Editor.

1. Press “Logistic Shortage” to start the submodule.

All Part Order Requests are transferred from “Shortage” submodule.

2. Use any filters to find necessary materials.

3. Select and highlight the line.

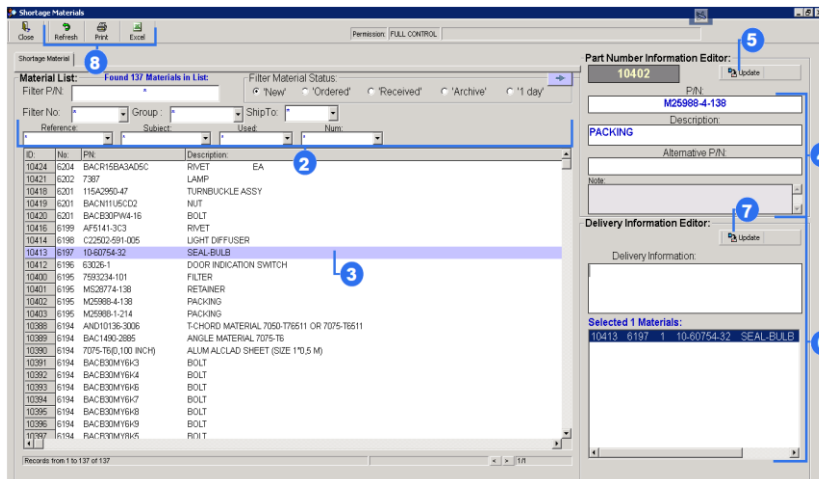
4. In “Part Number Information Editor” make a change if needed. (For example alternative part number)

5. Press “Update”

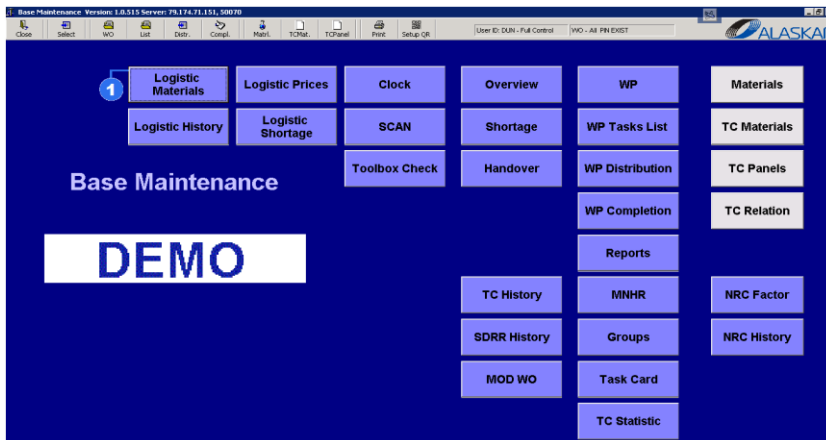
6. In “Delivery Information Editor” fill out “Delivery Information” field.

7. Press “Update” to save change.

8. “Refresh” button cleans all filter fields. Click on the “Print” to print out information. “Excel” button transfers Materials List to excel.

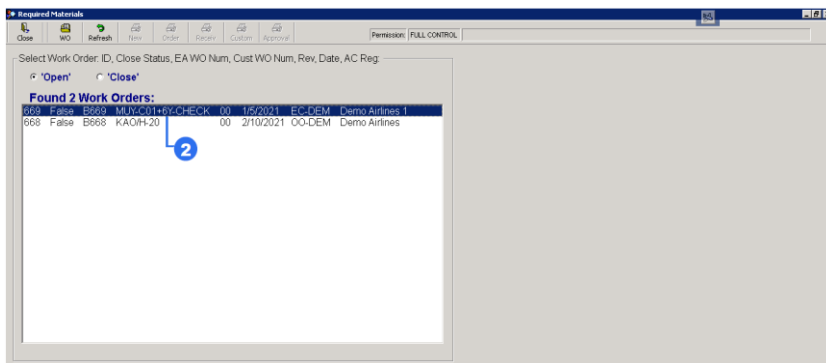


## 26. Logistic Materials



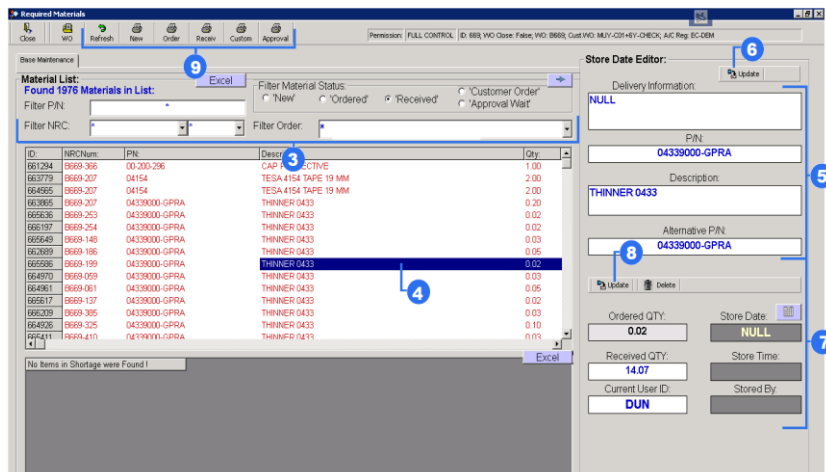
“Logistic Materials” is necessary to monitor material status and make a change in the editor (Delivery information, part number or alternative part number)

1. Press “Logistic Materials” to start the submodule.



2. Select work order and double click it.

3. Use any filters to find necessary materials.



4. Select and highlight the line.

5. In “Store Date Editor” make a change if needed. (For example, alternative part number)

6. Press “Update”

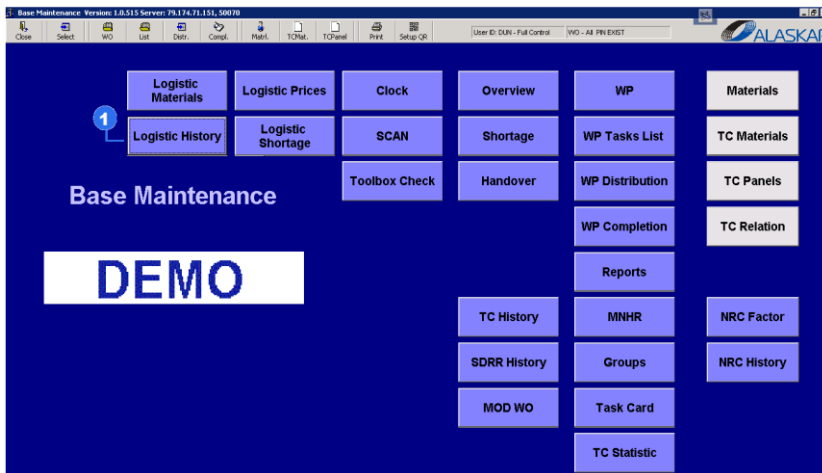
7. In “Lower Editor” check or change data.

8. Press “Update” to save change.

9. “Refresh” button cleans all filter fields. “New” button prints out newly required materials. “Order” prints out ordered materials. “Receiv” prints out received materials. “Custom” prints out custom order. “Approval” means approval waiting.

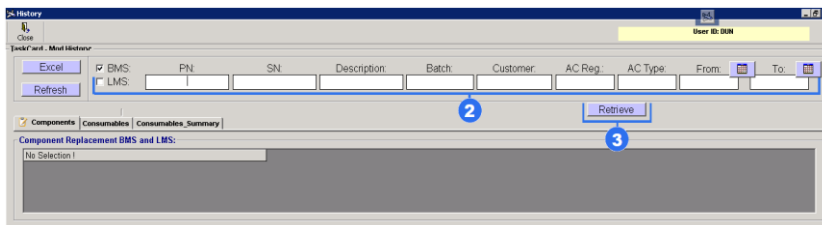


## 27. Logistic History



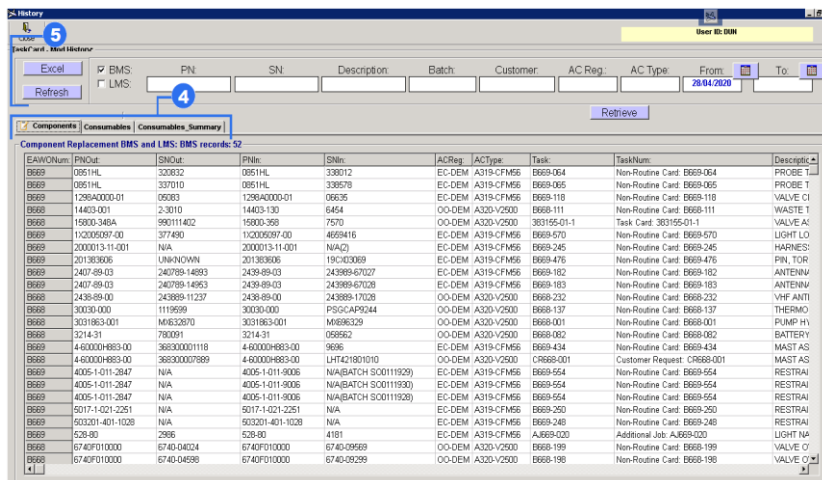
“Logistic History” is required to see history of using consumables materials and components.

1. Press “Logistic History” to start the submodule.



2. Use any filters to enter a criterion of search.

3. Press “Retrieve”.



4. You can select tab: Components, Consumables and Consumables Summary.

5. Press “Refresh” to clean all filter fields. Click on the “Excel” to transfer this list to excel.