



# Tool Management User Guide

---

**Copyright© 2018 ALASKAR Technologies**

**Confidential Information:**

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

# Contents

1. General Information .....	4
1.1. System Overview .....	4
1.2. Organization of the Manual .....	4
2. System Summary .....	6
2.1. System Configuration. ....	6
2.2. User Access Levels .....	6
2.3. Contingencies .....	6
3. Getting Started .....	8
3.1. Installing .....	8
3.2. Tool Management.....	8
3.2.1. Overview .....	9
3.2.2. Tool Editor.....	10
3.2.3. Attachment.....	11
3.2.4. Tool Image .....	12
3.2.5. Additional Info. ....	13
3.2.6. Tool's Elements Editor .....	14
3.2.7. Calibration Editor.....	14
3.2.8. Accomplishment.....	15
3.2.9. Receiving .....	15
3.2.10. Kit Editor .....	16
3.2.11. Work Package Tool List .....	17
3.2.12. Substitution Editor .....	18
3.3. Repair Order .....	19
3.3.1. Overview .....	19
3.3.2. Repair Order Editor .....	20
3.3.3. Repair Order Item Editor .....	21
3.3.4. Attachment Editor.....	22
3.4. Packing List .....	23
3.4.1. Overview .....	23
3.4.2. Packing List Editor .....	24
3.4.3. Packing List Items Editor .....	25
3.4.4. Packing State Modifier Dialog .....	25
3.4.5. AWB Editor.....	26
3.4.6. Dimensions Editor .....	26
4. How To's.....	28
4.1. Tool Management.....	28
4.1.1. How to create tools and kits? .....	28

---

4.1.2.	How to create tool's elements? .....	28
4.1.3.	How to create a calibration? .....	28
4.1.4.	How to move a tool from STA to another STA? .....	28
4.1.5.	How to change Store Address?.....	28
4.1.6.	How to register a substitution? .....	29
4.2.	Repair Order .....	29
4.2.1.	How to create a repair order?.....	29
4.2.2.	How to create repair order items? .....	29
4.2.3.	How to close a repair order? .....	29
4.3.	Packing List .....	29
4.3.1.	How to create a packing list? .....	29
4.3.2.	How to create a packing list from a repair order? .....	29
4.3.3.	How to create packing list items? .....	30
4.3.4.	How to move a packing list with items from STA to another STA? .....	30
4.3.5.	How to change a packing list status? .....	30

# 1. General Information

---

## 1. General Information

General Information section explains Tool Manual System in general terms and the purpose for which it is intended.

### 1.1. System Overview

Tool Management System is a digital platform, created for storing information about tools and equipment. Using the system it is possible to track the current status of tools and keep detailed information: a part number, a supplier, a technical documentation, usage instructions etc. Convenient system of filters allows you to quickly search necessary equipment and get the correct information about the availability of tools. Reporting system allows you to print out any necessary reports.

Main features:

- Data recording about tools and equipment
- Monitoring of the calibration and maintenance
- Tool availability monitoring
- Registration of usage instructions
- Adding scanned tool images
- Convenient reporting system
- Creation of digital archive of tools

Advantages:

- Improving the effectiveness of employees
- Acceleration of routine operations
- Simplify the control over the timely servicing of tools

### 1.2. Organization of the Manual

The user's manual consists of four sections: General Information, System Summary, Getting Started and How To's.

General Information section explains Tool Manual System in general terms and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the users of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

Getting Started section explains how to install Tool Manual System on your computer. The section describes in detail the interface and basic functions of the system.

How To's section contains step-by-step instructions for using the system.

## 2. System Summary

---

## 2. System Summary

System Summary section provides a general overview of the system. The summary outlines the users of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

### 2.1. System Configuration.

Tool Management System operates on computers with Windows operating system. It is compatible with Windows 7 and higher versions. The application requires connection to Internet to save data to database.

You need a graphics card supporting DirectX 9 for hardware graphics acceleration.

### 2.2. User Access Levels

Full Access. The user has access to all system functions.

Modify Only. The user has access to updating and changing functions.

Read Only. The user can read previously created data.

### 2.3. Contingencies

In case of power outage, the data are not saved in the internal memory of the operating device.

## 3. Getting Started



### 3. Getting Started

Getting Started section explains how to install Tool Manual System on your computer. The section describes in detail the interface and basic functions of the system.

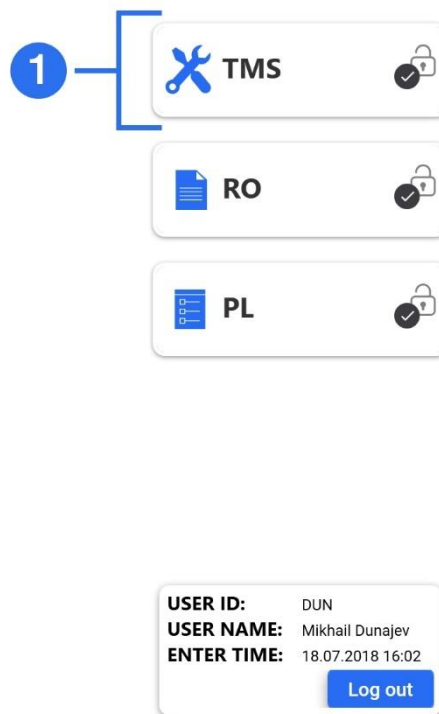
#### 3.1. Installing

Run .exe file, which should be installed on the device. Follow the instructions of Tool Management System Setup Wizard.

You need to install .NET Framework 4.5 for application operation.

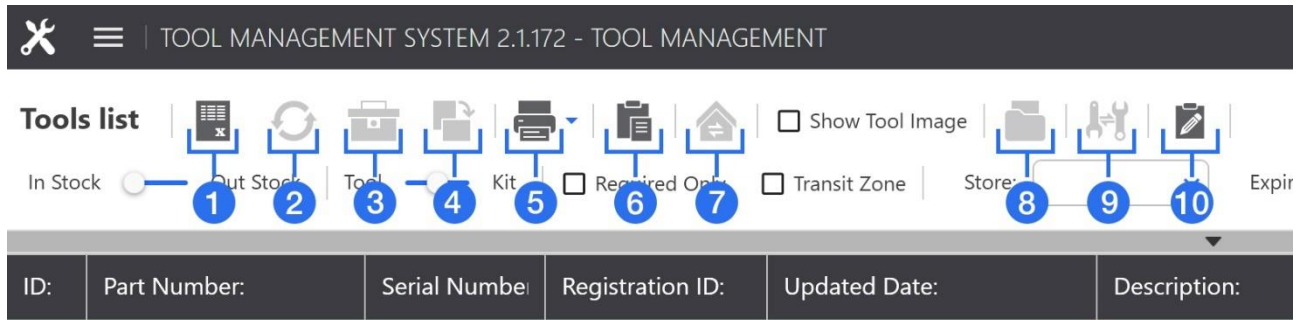
#### 3.2. Tool Management

The TMS Screen allows you to view and select tools or elements of the kit (add, update, delete, attach a picture, etc.). You can manage current statuses of tools and keep detailed information such as: a part number, suppliers, technical documentation and instructions of use, etc. Reporting system allows users to print out any necessary reports.

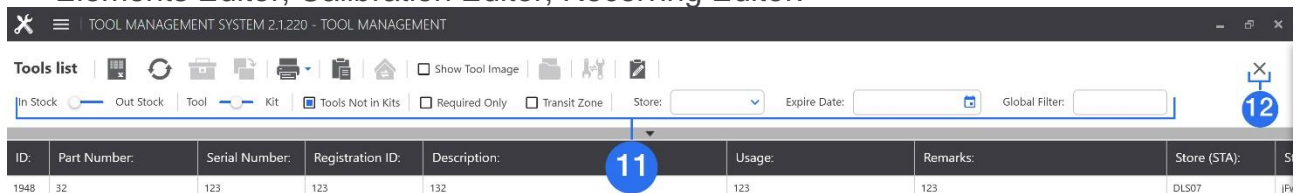


1. TMS (Tool Management). To open a Tool Management screen, click on the TMS button.

### 3.2.1. Overview



1. Export to Excel. This button allows you to present the current tools' information in .xls format.
2. Reset Filters. This button allows you to clear all filters. The filter In/Out Stock is set to In Stock by default.
3. Toolkit Editor. This button allows you to open Kit Editor.
4. Change Store Address. This button allows you to change Store Address of one or several tools.
5. Choose File to Print. This button allows you to get different reports:
  1. QR Code.
  2. Part Number.
  3. Expiry (in .pdf)
  4. Expiry (in .xls)
  5. Inventory.
  6. Tool Manual.
  7. Kits.
  8. Tag.
6. Show Work Package Tool List. This button allows you to open Work Package Tool List.
7. Move to Station. This button allows you to change a tool's Store (STA)
8. Attached Documents. This button allows you to open Attachment Editor.
9. Substitution Editor. This button allows you to open Tools Substitution Registration.
10. Show Editor. This button allows you to open different editors: Tool Editor, Tool's Elements Editor, Calibration Editor, Receiving Editor.

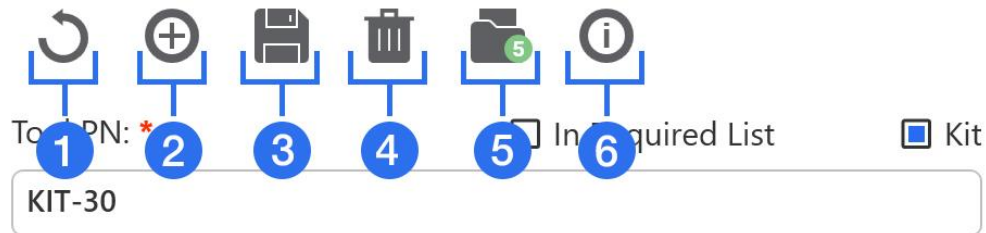


11. Filters. To open more filters press the button under toolbar.
12. Close. If you want to go to Home Page and close TMS Module, press this button.

### 3.2.2. Tool Editor

This editor allows you to create new tools and kits. Also, you can attach different files to the tool (certificates, exchange orders, images, invoices etc.) or provide additional information. In the editor you can change tool's information or delete the tool. To open this editor, you must press "Show Editor" button in toolbar.

#### **Tool** Tool's Elements Calibration Receiving



1. Reset. This button allows you to clear all input fields.
2. Add. To add a new tool, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the tool press this button.
5. Attached documents. If you press this button, Attachment Editor will open.
6. Add Info. If you press this button, Additional Info will open.


### 3.2.3. Attachment.


In the editor you can attach tool's image and other types of attachments. All attachments are saved on server, so their size shouldn't exceed 35 MB. To open this editor, press button "Attached documents" in Tool's Editor.


Also, you can open Attachment Editor if you press the same button in toolbar. Or you can select the tool, press "Show tool image" in toolbar and press the same button in the appeared window "Tool Image".


📁 ATTACHMENT
✕

#### Attachment Editor

  
1

  
2

  
3

  
4

Type: \*

Image ▼

Path: \*

MLG WHEEL NUT ADAPTOR A320.jpg 📁

Destination:

C:\ToolAttachments\

Attachment Links:

ID:	Type:	Path:
111	Image	MLG WHEEL NUT ADAPTOR A320.jpg

Records: 1

1. Reset. This button allows you to clear all input fields.
2. Add. To add a new attachment, fill in required fields and press this button.
3. Delete. If you want to delete the attachment press this button.
4. Export to Excel. This button allows you to present the attachments' information in .xls format.

### 3.2.4. Tool Image

To open this window, press the button “Show Tool Image” in toolbar.

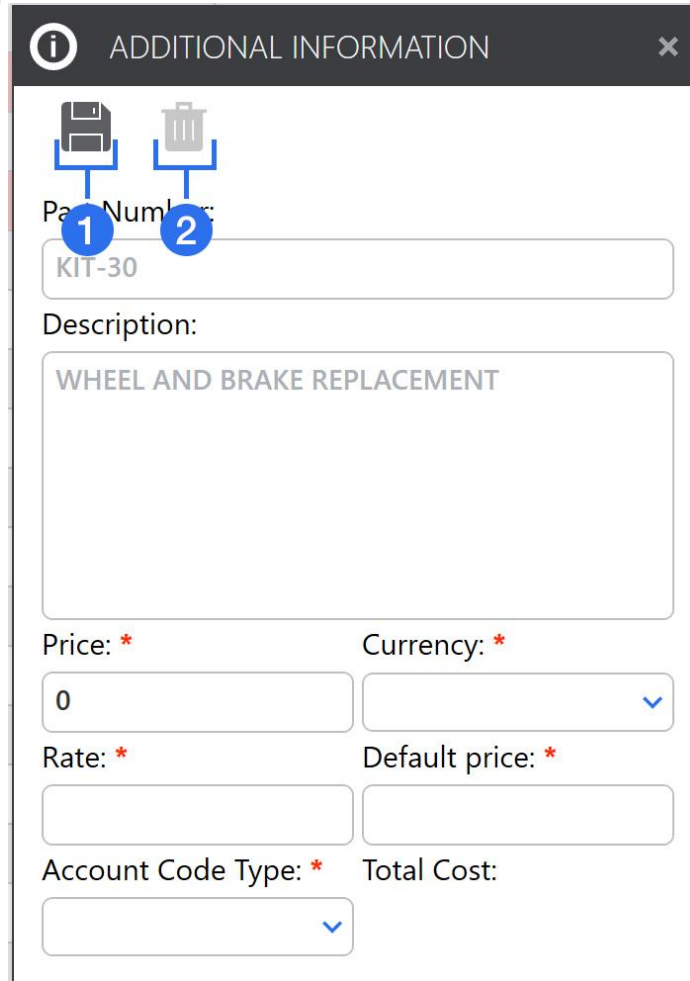


1. Go Home. Press this button to scale the image to actual size.
2. Fit Content within Bounds.
3. Attached Document. If you press this button, Attachment Editor will open.



### 3.2.5. Additional Info.

In this editor you can register information about tool's price, currency, rate and account code type. Default price and total cost are automatically counted.

To open this editor, press the button "Additional Info" in Tool's Editor.



**i** ADDITIONAL INFORMATION **x**

Part Number:

Description:

Price: \*  Currency: \*

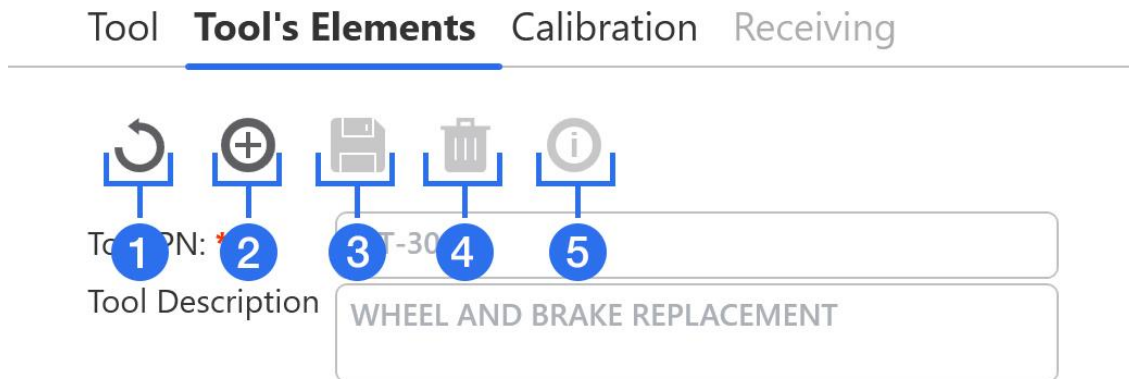
Rate: \*  Default price: \*

Account Code Type: \*  Total Cost:

1. Update. If you want to add an additional information or update current additional information press this button.
2. Delete. If you want to delete the additional info press this button.

### 3.2.6. Tool's Elements Editor

In the editor you can add elements to kits. To make the editor available, select the tool. Once you add an element to the tool, the selected tool becomes a kit.

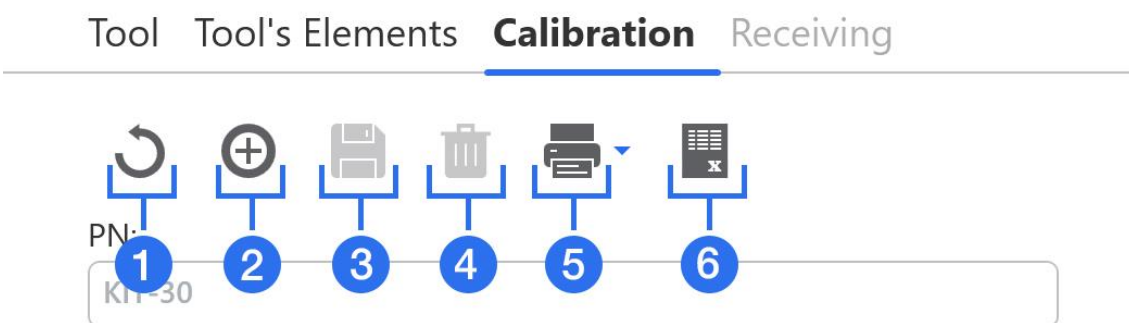


1. Reset. This button allows you to clear all input fields.
2. Add. To add a new tool's element, fill in required fields and press this button.
3. Update. If you want save changes press this button.
4. Delete. If you want to delete the tool's element press this button.
5. Add Info. If you press this button, Additional Info will open.

To view all tool's elements, click Tool Assy.

### 3.2.7. Calibration Editor

This editor using to specify calibration, testing, inspection, servicing or maintenance interval for selected tool, last date of perform and next Due Date.



1. Reset. This button allows you to clear all input fields.
2. Add. To add a new calibration, fill in required fields and press this button.
3. Update. If you want save changes press this button.
4. Delete. If you want to delete the calibration press this button.
5. Choose Report to Print. This button allows you to get different reports:
  1. Print TAG (TAG, Calibration TAG, Small Calibration TAG)
  2. History.

3. Data Sheet.
4. Export to Excel. This button allows you to present calibrations' information in .xls format.

### 3.2.8. Accomplishment

In this editor you can perform the calibration.

PERFORM CALIBRATION
✕

Check Date: \*

1

📅

Interval (month): \*

▼

Due Date: \*

2

📅

Shop: \*

▼

Findings:

1. Perform Calibration.
2. Export to Excel. This button allows you to present calibrations' information in .xls format.

### 3.2.9. Receiving

When you move tool PN from one STA to another, you must confirm its receiving.

If the inscription "Receiving" is orange color, it is expected to receive a tool.

## Tool   Tool's Elements   Calibration   Receiving

Store: \*

1

▼

Date: \*

📅

Time: \*

±

±

Store Address: \*

▼

Received By: \*

▼

Id:	From:	To:	Moved By	M
389	DLS06	INV	DUN	09.0

1. Reset. This button allows you to clear all input fields.
2. Receive.



3. Export to Excel. This button allows you to present displacements of the selected tool information in .xls format.

### 3.2.10. Kit Editor

In this editor you can move tools from one kit to another, if they are in the same Store (STA), and remove tools from kits.

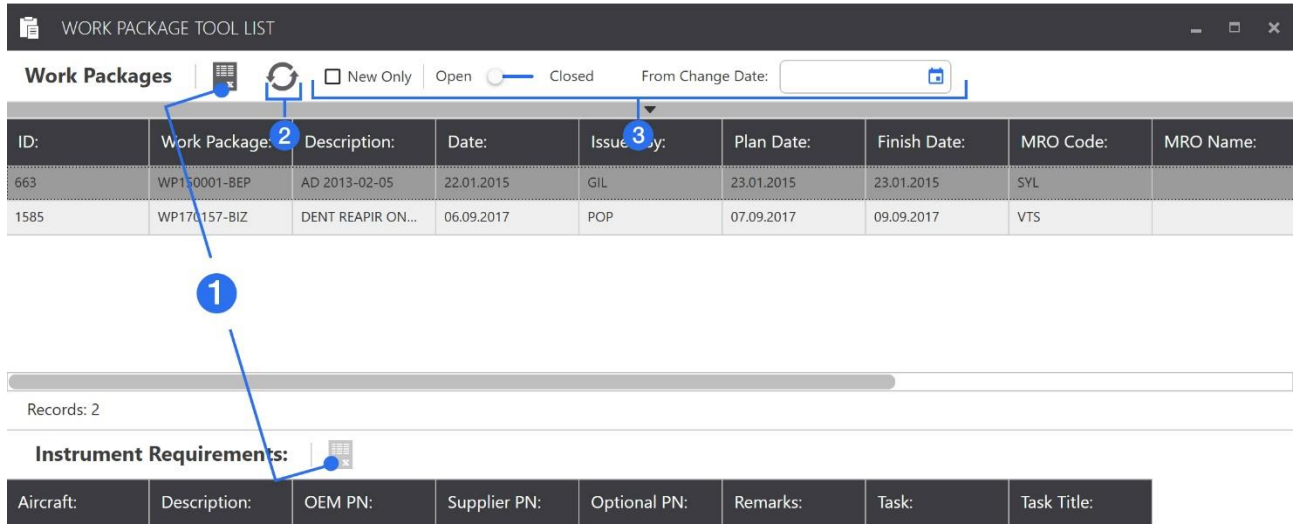
The screenshot shows the 'KIT EDITOR' interface. On the left, under 'Tool Kit', there is a table with columns 'Id', 'Part Number', and 'Description'. The table contains three rows of tool data. To the right of this table are three numbered callouts (1, 2, 3) pointing to yellow, green, and orange buttons respectively, which represent 'Move to another kit', 'Move within kit', and 'Remove from kit' actions. On the right side of the interface, under 'Existing Tools', there are radio buttons for 'Is in Kit', 'Kit', and 'Tool' (which is selected), and a 'Store (STA):' dropdown menu set to 'DLS06'. Below this is another table with columns 'Id', 'Part Number', 'Store Address', and 'Description', which is currently empty and displays 'No Items'. At the bottom of the interface, there is a 'Records: 6' indicator for the left table and a 'Records: 0' indicator for the right table, along with a 'Select Item from Kit' button.

Id	Part Number	Description
1826	NAT-154	ADAPTOR BRAKE UNIT NUT A320
1828	NAT-51	NLG WHEEL NUT ADAPTOR A320
1829	NAT-52	MLG WHEEL NUT ADAPTOR A320

Id	Part Number	Store Address	Description
No Items			

1. Move Tool from Kit to another Kit.
2. Move Tool in selected Kit.
3. Remove Tool from Kit.

### 3.2.11. Work Package Tool List



ID:	Work Package:	Description:	Date:	Issue:	Plan Date:	Finish Date:	MRO Code:	MRO Name:
663	WP150001-BEP	AD 2013-02-05	22.01.2015	GIL	23.01.2015	23.01.2015	SYL	
1585	WP1701157-BIZ	DENT REAPIR ON...	06.09.2017	POP	07.09.2017	09.09.2017	VTS	

Aircraft:	Description:	OEM PN:	Supplier PN:	Optional PN:	Remarks:	Task:	Task Title:
No Items							

Records: 0

Legend 

A work package is a group of related tasks within a project. The list of necessary tools for engineering works is indicated in work packages.

1. Export to Excel. This button allows you to present work packages' information in .xls format. Also you can get instrument requirements in .xls format.
2. Reset Filters
3. Filters.

### 3.2.12. Substitution Editor

**Selected Tool**

Part Number: NAT-154

Description: ADAPTOR BRAKE UNIT NUT A320

**Selected Tool Substitutions**

ID:	Part Number:	Part Number...	Interchangea...
182	NAT-154	NAT-51	Full

Records: 1

**Substitution Substitutions**

ID:	Part Number:	Part Number...	Interchangea...

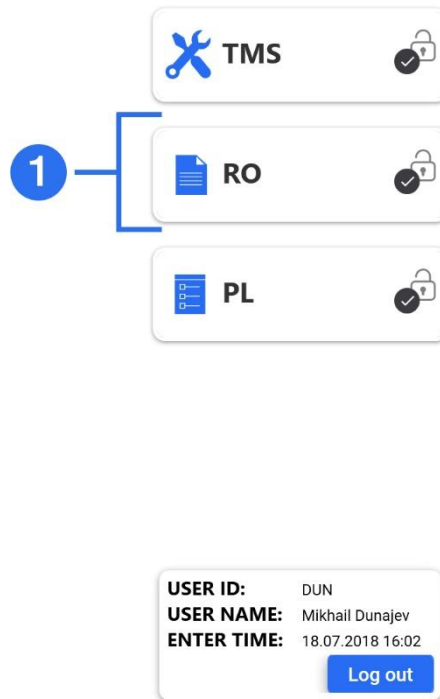
1. Reset. 2. Add. 3. Delete. 4. Export to Excel.

This editor is used to register tool substitutes with full or one-sided interchangeability.

1. Reset. This button allows you to clear all input fields.
2. Add. To register a new substitution, fill in required fields and press this button.
3. Delete. If you want to delete the substitution press this button.
4. Export to Excel. This button allows you to present substitutions' information in .xls format.

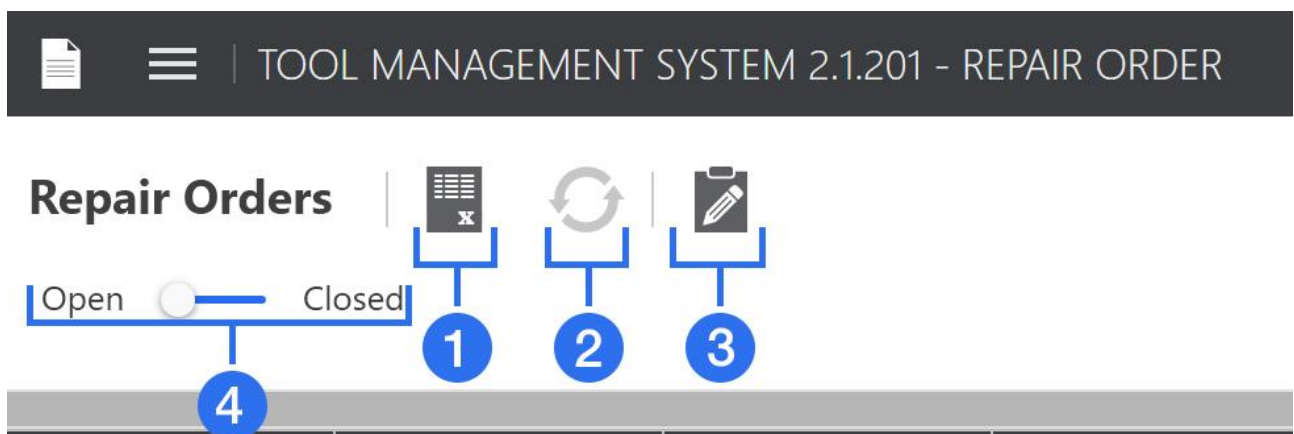
### 3.3. Repair Order

The RO Screen allows you to view repair orders and select a repair order and repair order item (add, update, delete, close repair order, attach appropriate picture etc.)



1. To open a Repair Order screen, click on the RO button.

#### 3.3.1. Overview



1. Export to Excel. This button allows you to present the current repair orders' information in .xls format.
2. Reset Filters. This button allows you to clear all filters. The filter Open/Closed is set to Open by default.
3. Show Editor. This button allows you open different editors: Repair Order Editor, Repair Order Items Editor.

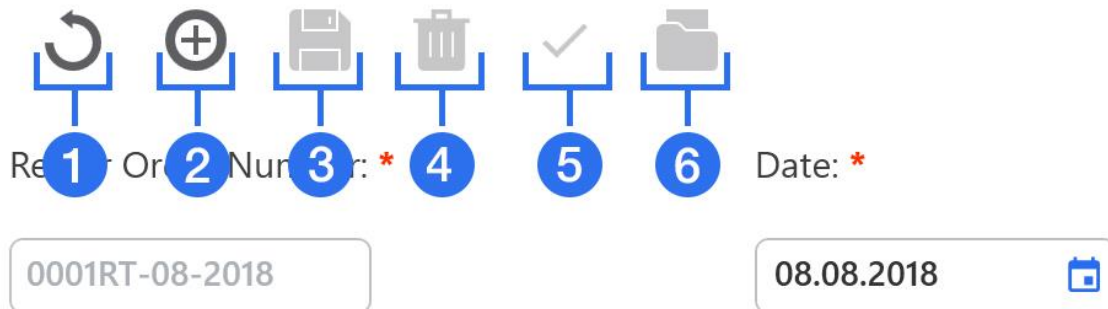
4. Open/close filter.

To open more filters, press the button under toolbar.

### 3.3.2. Repair Order Editor

This editor allows you to create new repair orders. Also, you can attach different files to the tool (certificates, exchange orders, images, invoices etc.). In the editor you can change order's information or delete the order. To open this editor, you must press "Show Editor" button in toolbar.

## Repair Order Editor Repair Order Items Editor



Repair Order Number: \*      Date: \*

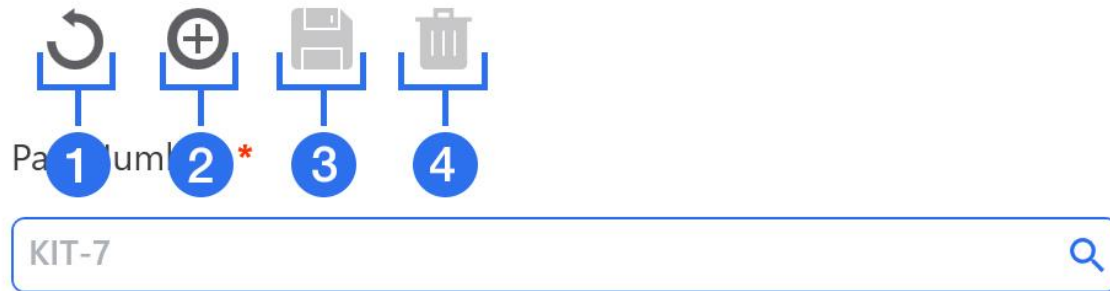
0001RT-08-2018      08.08.2018

1. Reset. This button allows you to clear all input fields.
2. Add. To add a new repair order, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the repair order press this button.
5. Close Repair Order.
6. Attach Documents. This button allows you to open Attachment Editor.

### 3.3.3. Repair Order Item Editor

In the editor you can add information about tools to the order. To make the editor available, select the order.

## Repair Order Editor **Repair Order Items Editor**



1. Reset. This button allows you to clear all input fields.
2. Add. To add a new repair order item, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the repair order item press this button.

### 3.3.4. Attachment Editor

In the editor you can attach repair order's image and other types of attachments. All attachments are saved on server, so their size shouldn't exceed 35 MB. To open this editor, press button "Attached documents" in Repair Order Editor.

ATTACHMENT×

#### Attachment Editor

1

2

3

4

Type:

Certificate▼

Path:

3.jpg

Destination:

C:\RoAttachments\

#### Attachment Links:

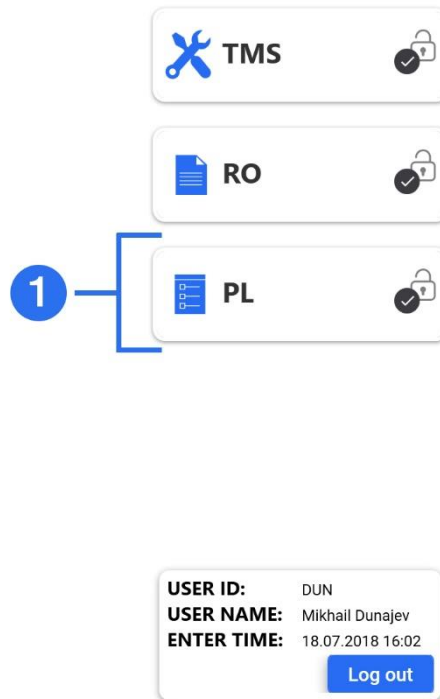
ID:	Type:	Path:
183	Certificate	3.jpg

Records: 1

1. Reset. This button allows you to clear all input fields.
2. Add. To add a new attachment, fill in required fields and press this button.
3. Delete. If you want to delete the attachment press this button.
4. Export to Excel. This button allows you to present attachments' information in .xls format.
5. Close. To close the module Repair Order, press this button.

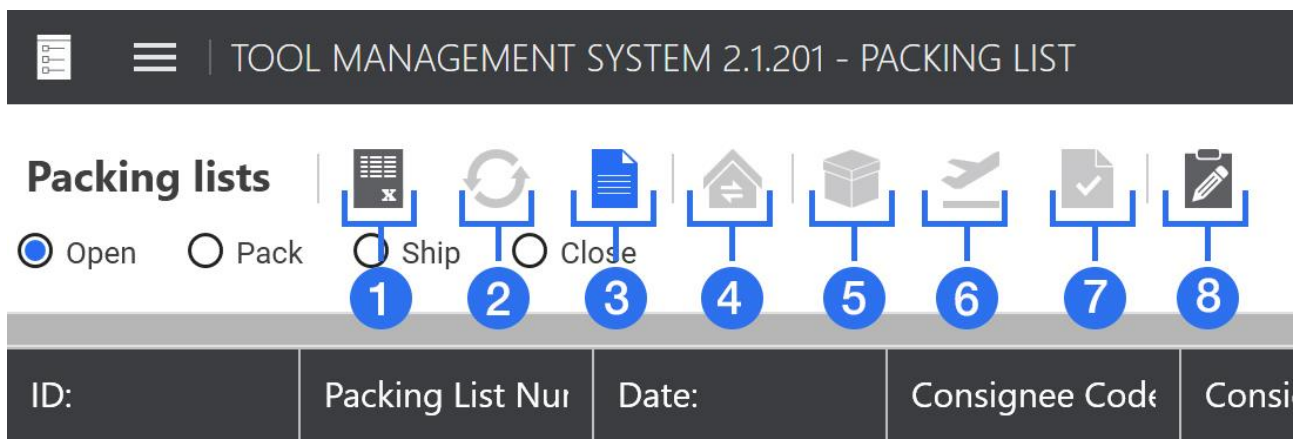
### 3.4. Packing List

The PL Screen allows you to view and select packing lists or elements of the list (add, update, delete, change the status, etc.)



1. To open a Packing List screen, click on the PL button.

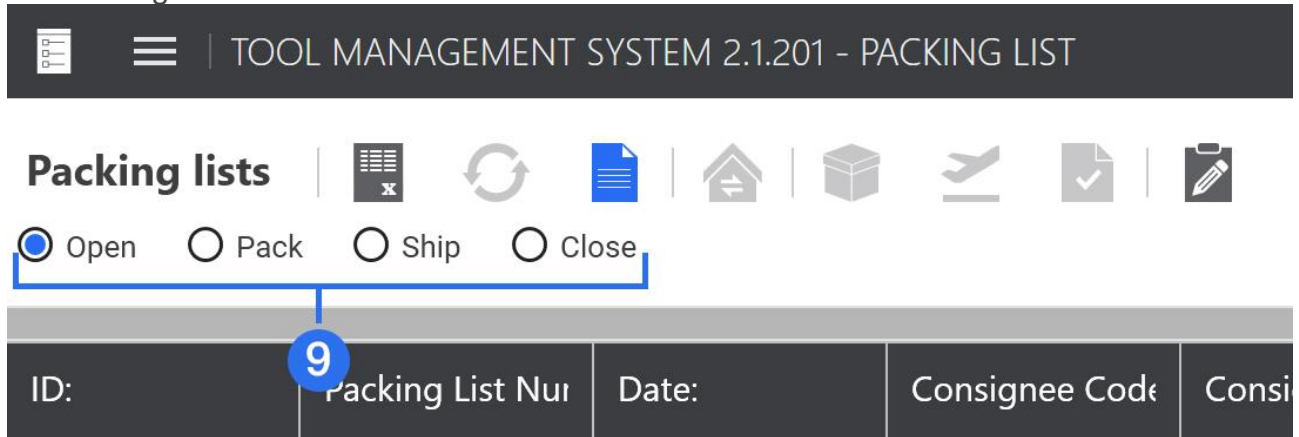
#### 3.4.1. Overview



1. Export to Excel. This button allows you to present the current packing lists' information in .xls format.
2. Reset Filters. This button allows you clear all filters. The status filter is set to Open by default.
3. Show RO. This button allows you to create new Packing List through Repair Order. Select the repair order and press the button "Select" for this.



4. Move to Station. This button allows you to change a tool's Store (STA).
5. Pack.
6. Ship.
7. Close.
8. Show Editor. This button allows you to open different editors: Packing List Editor, Packing List Items Editor.

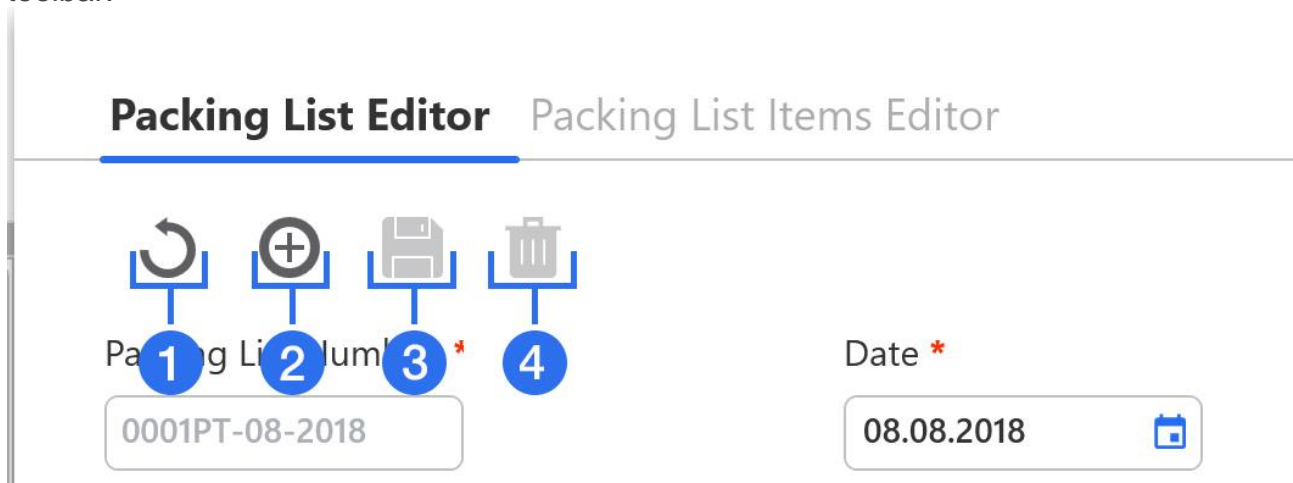


9. Status filter.

To open more filters, press the button under toolbar.

### 3.4.2. Packing List Editor

This editor allows you to create new packing lists. In the editor you can change list's information or delete the list. To open this editor, you must press "Show Editor" button in toolbar.

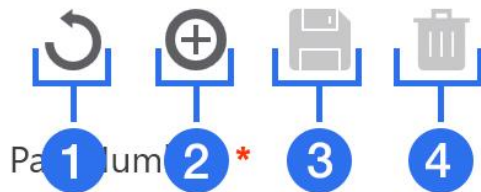


1. Reset. This button allows you to clear all input fields.
2. Add. To add a new packing list, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the packing list press this button.

### 3.4.3. Packing List Items Editor

In the editor you can add information about tools to the packing list. To make the editor available, select the list.

## Packing List Editor **Packing List Items Editor**

1. Reset. This button allows you to clear all input fields.
2. Add. To add a new packing list item, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the packing list item press this button.



### 3.4.4. Packing State Modifier Dialog

This Dialog allows you to pack, ship or close a packing list.

PACKING STATE MODIFIER DIALOG×

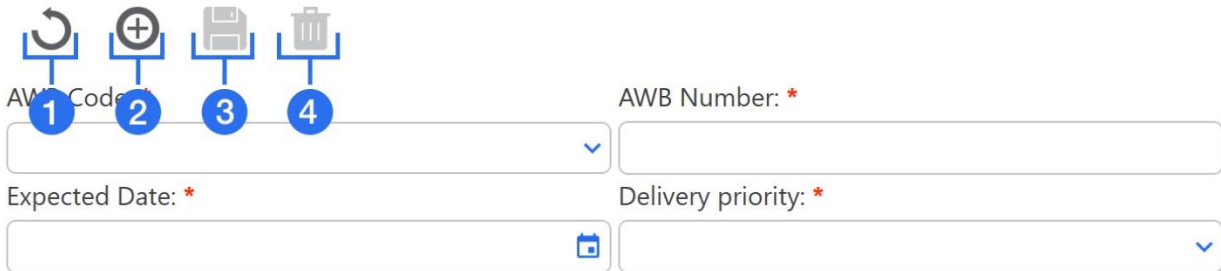
**Packing List:**

Packing List Number: *	AWB Code:	AWB Number:
<input type="text" value="0002PT-07-2018"/>	<input type="text"/>	<input type="text"/>
Date: *	Signature: *	
<input type="text" value="18.07.2018"/> 	<input type="text" value=""/> 	<input type="button" value="Pack"/>

### 3.4.5. AWB Editor

In this editor you can register a new airway bill(AWB).

**AWB Editor** Dimensions Editor



1. Reset. This button allows you to clear all input fields.
2. Add. To add a new AWB, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the AWB press this button.

### 3.4.6. Dimensions Editor

In this editor you can add information about dimensions of tool.

AWB Editor **Dimensions Editor**



ID:	Weight:	Length:	Width:	Height:
-----	---------	---------	--------	---------

1. Reset. This button allows you to clear all input fields.
2. Add. To add a new dimension, fill in required fields and press this button.
3. Update. If you want to save changes press this button.
4. Delete. If you want to delete the dimension press this button.

## 4. How To's

---

## 4. How To's

How To's section contains step-by-step instructions for using the system.

### 4.1. Tool Management

#### 4.1.1. How to create tools and kits?

1. Press the button "Show Editor" in the toolbar.
2. Fill in all requirement fields. They are marked with a red asterisk.
3. If you want to create a kit, specify it in the editor by clicking on this button.
4. Press "Add".

Also, after creating the tool you can provide additional information or attach different documents.

#### 4.1.2. How to create tool's elements?

1. Select the necessary tool.
2. Press the button "Show Editor" in the toolbar.
3. Open "Tool's Elements".
4. Fill in all requirement fields. They are marked with a red asterisk.
5. Press "Add".

Also, after creating the tool you can provide additional information.

#### 4.1.3. How to create a calibration?

1. Select the necessary tool.
2. Press the button "Show Editor" in the toolbar.
3. Open "Calibration".
4. Fill in all requirement fields. They are marked with a red asterisk.
5. Press "Add".

After creating the calibration, you can't change the interval and the work shop. But you can press "accomplishment" and perform the calibration.

#### 4.1.4. How to move a tool from STA to another STA?

1. Select the necessary tool.
2. Press the button "Move to Station" in the toolbar.
3. Fill in all requirement fields. They are marked with a red asterisk.
4. Press the button "Move".
5. After this the tool is in the transit zone. You can find it by specifying this filter in the toolbar.
6. Select the tool again and open the Editor. The editor of receiving is now available.
7. Select the editor "Receiving"
8. Select the Store Address.
9. Press "Receive".

#### 4.1.5. How to change Store Address?

1. Select the necessary tool (or tools).

2. Press the button “Change Store Address” in the toolbar.
3. Press change selected if you want to change only selected tools’ address or press change all if you want to change all tools’ address with same address.

#### 4.1.6. How to register a substitution?

1. Select the necessary tool.
2. Press the button “Substitution Editor” in the toolbar.
3. Fill in all requirement fields. They are marked with a red asterisk (also you can select several substitution PN)
4. Press “Add”

## 4.2. Repair Order

#### 4.2.1. How to create a repair order?

1. Press the button “Show Editor” in the toolbar.
2. Fill in all requirement fields. They are marked with a red asterisk.
3. Press “Add”.

The field “Repair Order Number” is filled in automatically.

#### 4.2.2. How to create repair order items?

1. Select the necessary repair order.
2. Press the button “Show Editor” in the toolbar.
3. Open “Repair Order Items Editor”.
4. Fill in all requirement fields. They are marked with a red asterisk.
5. Press “Add”

#### 4.2.3. How to close a repair order?

1. Select the order that you want to close.
2. Press the button “Show Editor” in the toolbar.
3. Press the button “Close Repair Order”

## 4.3. Packing List

#### 4.3.1. How to create a packing list?

1. Press the button “Show Editor” in the toolbar.
2. Fill in all requirement fields. They are marked with a red asterisk.
3. Press “Add”.

The field “Packing List Number” is filled in automatically.

#### 4.3.2. How to create a packing list from a repair order?

1. Press the button “Show RO” in the toolbar.
2. Select the necessary repair order.
3. Press the button “Select”.

---

#### 4.3.3. How to create packing list items?

1. Select the necessary packing list.
2. Press the button “Show Editor” in the toolbar.
3. Open “Packing List Items Editor”
4. Fill in all requirement fields. They are marked with a red asterisk.
5. Press “Add”.

#### 4.3.4. How to move a packing list with items from STA to another STA?

1. Select the necessary packing list.
2. Press the button “Move to Station”.
3. Fill in all requirement fields. They are marked with a red asterisk.
4. Press the button “Move”.
5. Open the TMS(Tool Management) module.
6. After this the tool is in the transit zone. You can find it by specifying this filter in the toolbar.
7. Select the tool again and open the Editor. The editor of receiving is now available.
8. Select the editor “Receiving”
9. Select the Store Address.
10. Press “Receive”.

#### 4.3.5. How to change a packing list status?

1. Select the necessary packing list.
2. If you select an open packing list press the button “Pack”. If you select a packed packing list press the button “Ship”. If you select a shipped packing list press the button “Close”.