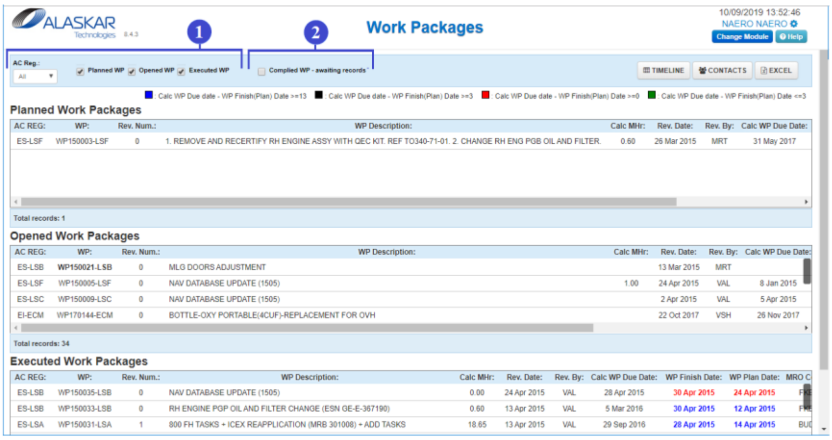
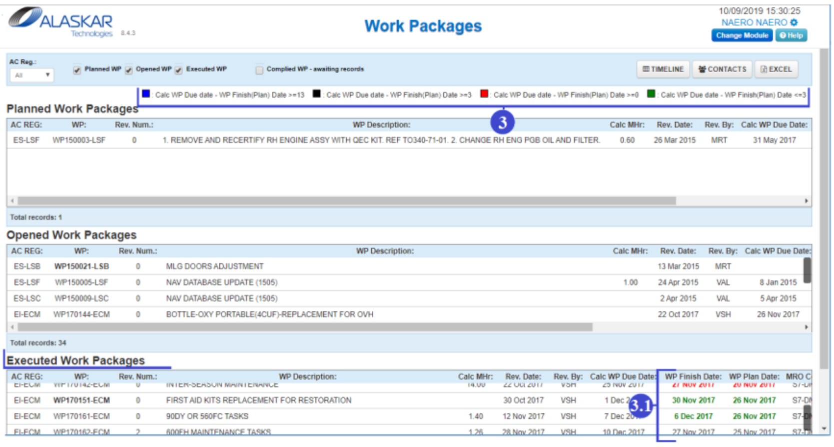
# WP – Work Packages

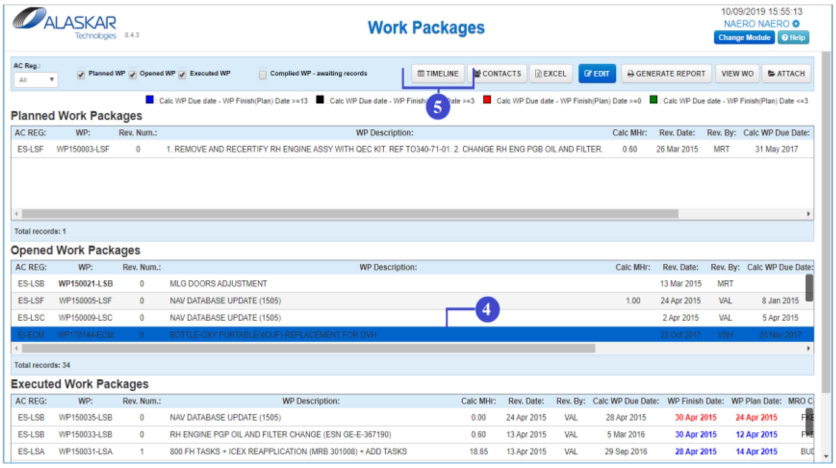
User guidance

User Guidance

## 1. Work Package Overview.




To monitor work packages, do these steps:

1. Select definite aircraft registration or stay “ALL” to see all WPs on all planes. Choose WP status such as Planned WP, Opened WP or Executed WP and corresponding screens with WP data will open.

2. If you want to see work packages that are physically carry out but are not closed, check tick “Complied WP – waiting records” field.

3. All Work Packages in Executed status (3.1 picture) is divided by colour, where:

- If the difference between “Calc WP Due date” and “WP Finish (Plan) Date” is greater or equal to 13, then backlight is blue.
- If the difference between “Calc WP Due date” and “WP Finish (Plan) Date” is greater or equal to 13, then backlight is black.
- If the difference between “Calc WP Due date” and “WP Finish (Plan) Date” is greater or equal to 0, then backlight is red.
- If the difference between “Calc WP Due date” and “WP Finish (Plan) Date” is less or equal to 3, then backlight is green.

4. Highlight any line from the whole list of the Opened Work Packages to increase number of Toolbar options.

5. Click on the TIMELINE button, and WP TIMELINE screen will open. It helps to see work package carry out schedule.

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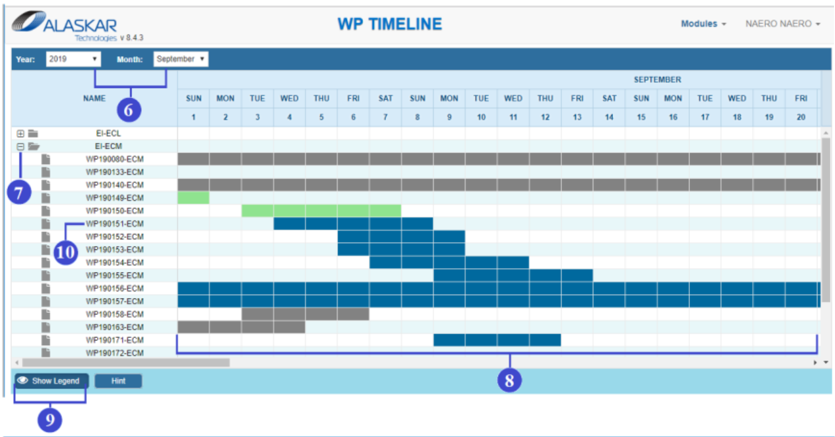


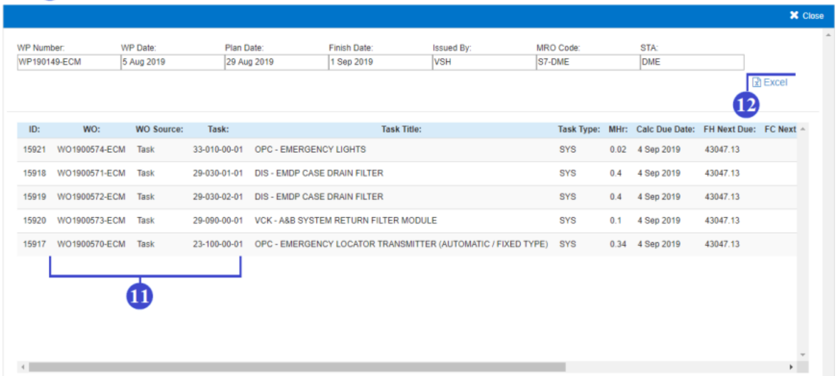


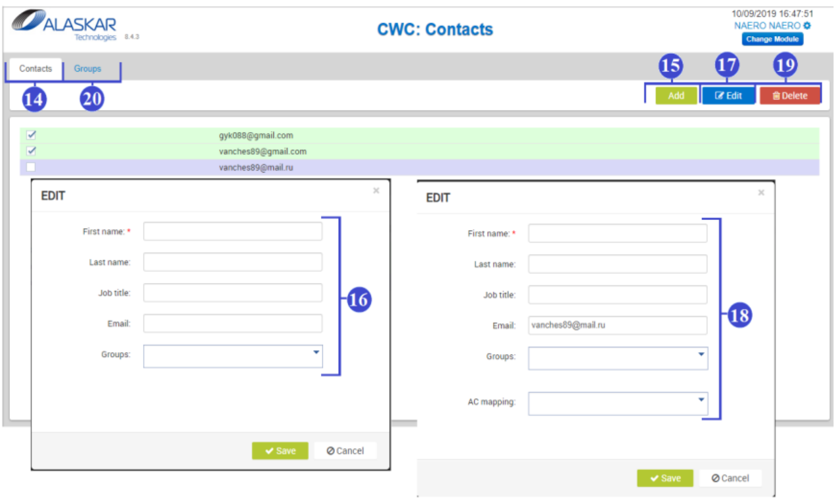


6. Select Year and month.

7. Choose the definite aircraft registration and click on the plus to open all WPs on this plane.

8. Monitor schedule of WP carry out through coloured rectangles.

9. To know what does mean every rectangles colure, push on the Show Legend.

10. Select any Work Package and double click.

11. Here you can see composition of this Work Package. (work orders numbers, tasks numbers).

12. If you want to transfer data to Excel, click on the Excel.

13. Click on the CONTACTS and CWC: Contacts editor will open.

14. Select “Contacts” tab.

15. If you want to create a new contact push on the green ADD button. Editor will open.

16. Fill all necessary fields and click on the Save. To close the editor, click on the Cancel.

17. To change some data in the create contact select from the whole list corresponding contact and click on the blue EDITOR.

18. Fill all necessary fields and click on the Save. To close the editor, click on the Cancel.

19. To remove a contact, select from the whole list corresponding contact and push on the red DELETE button.

20. To create groups of the contact click on the “Groups” tab.

21. On the Work Packages screen push on the EXCEL button to transfer data to excel.

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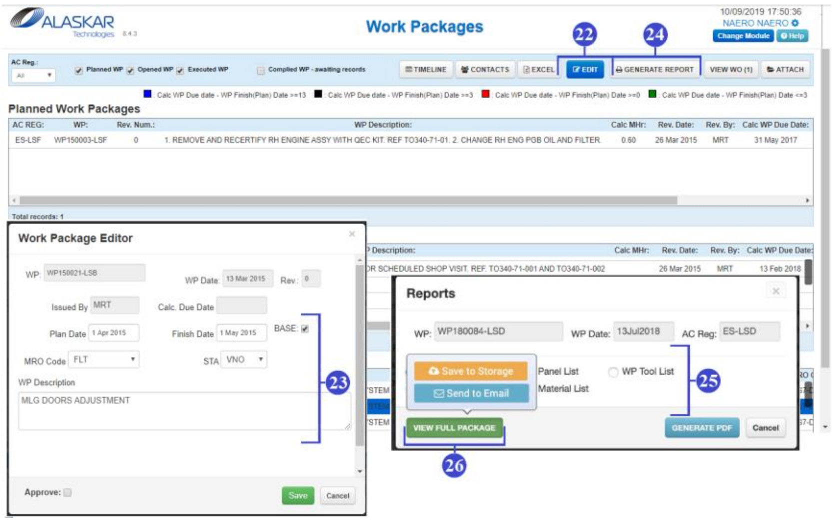


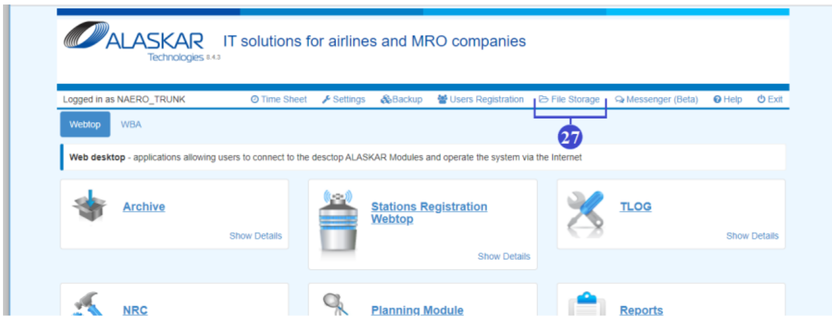


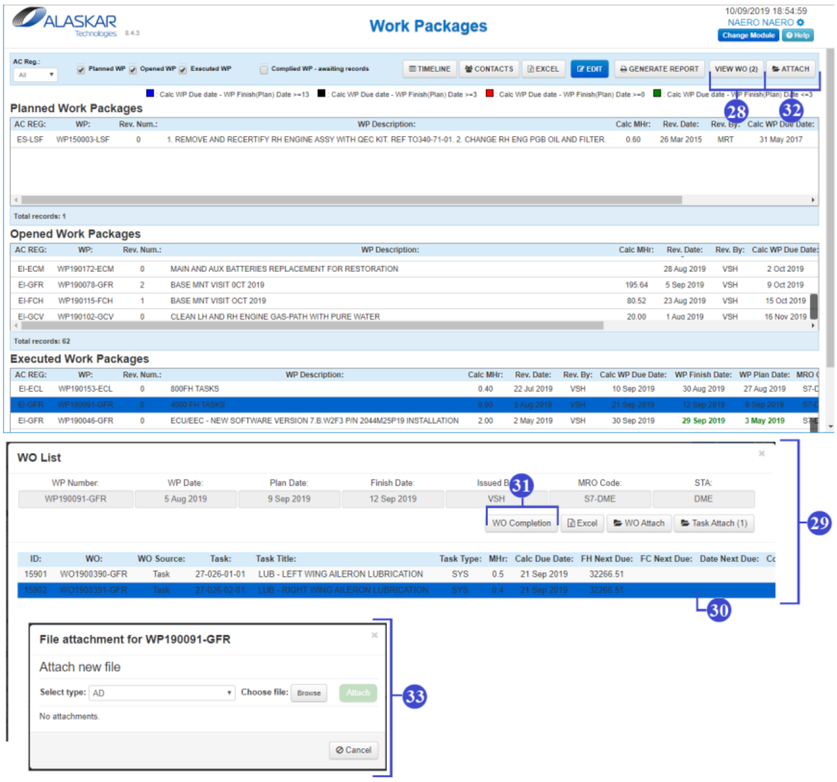


22. To edit Work Package highlight the work package and press button "EDIT" in Tool Bar then Editor screen will appear.
23. Change corresponding data and press green button "Save" to save changes.

24. To create report click on the GENERATE REPORT in Tool Bar and Report screen will appear.
25. Tick these fields to select type of report.
26. Push on the "VIEW FULL PACKAGE" to get report. If you hover the "VIEW FULL PACKAGE" button without clicking on it, the screen with two functions will appear. (Save to Storage and Send to Email).

Click on the "Send to Email" to transfer report to email. All addresses are created in the "CONTACTS" tab.

Click on the "Send to Storage" to transfer the report to the File Storage.

27. On the WEB Desktop initial page click on the "File Storage" to see all work packages which are sent to storage from "GENERATE REPORTS" tab.

28. To View Work Package contents select WP record and press button "View WO" in Tool Bar then WO List screen will appear.

29. WO List screen has: List of WOs (Tasks), Tool Bar, Selected WP info.

Tool Bar consists of next options:

- "Excel" – transfer Data to Excel;
- "WO Completion" – close selected WO;
- "WO Attach" – view attached files to WO or attach new file to WO;
- "Task Attach" – view attached files to Task or attach new file to Task.

30. Select WO record.

31. Press button "WO Completion" in Tool Bar then WO Completion Editor screen will appear. Type required Data and press Button "Compl" to save then WO Status will change to Closed.

32. On the Work Packages screen push on the ATTACH button and File attachment screen will appear.

33. Select type of the file. Choose file from the computer desktop. Click on the Attach