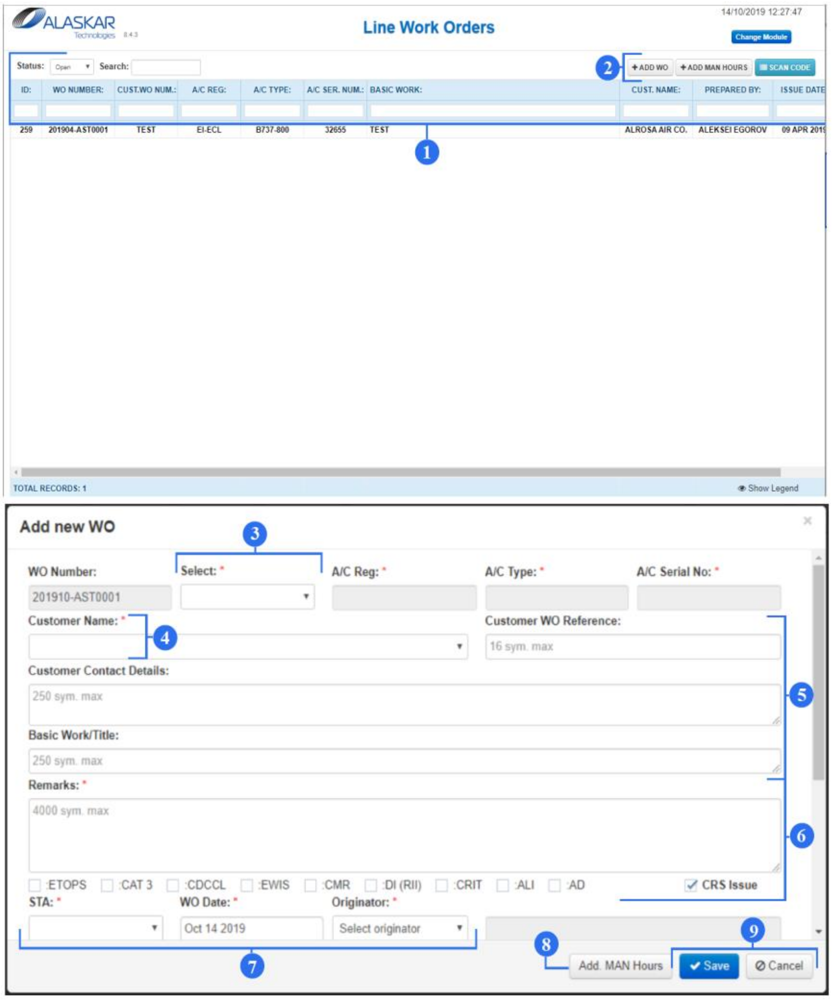
Line Work Orders

User guidance

User Guidance

1. Customer Work Order Overview.



1. To monitor line work orders, do these steps:

- Select all filters and "Search" window to find WOs on all planes.

- Choose WO status such as Open, Close or Deleted WO and corresponding screens with WOs data will be opened.

2. To create new line work orders click on the "ADD WO". Editor will be opened.

3. From the whole list select the aircraft registration. "WO number", "A/C Reg", "A/C Type" and "A/C Serial No" fields will be automatically filled.

4. Choose customer name.

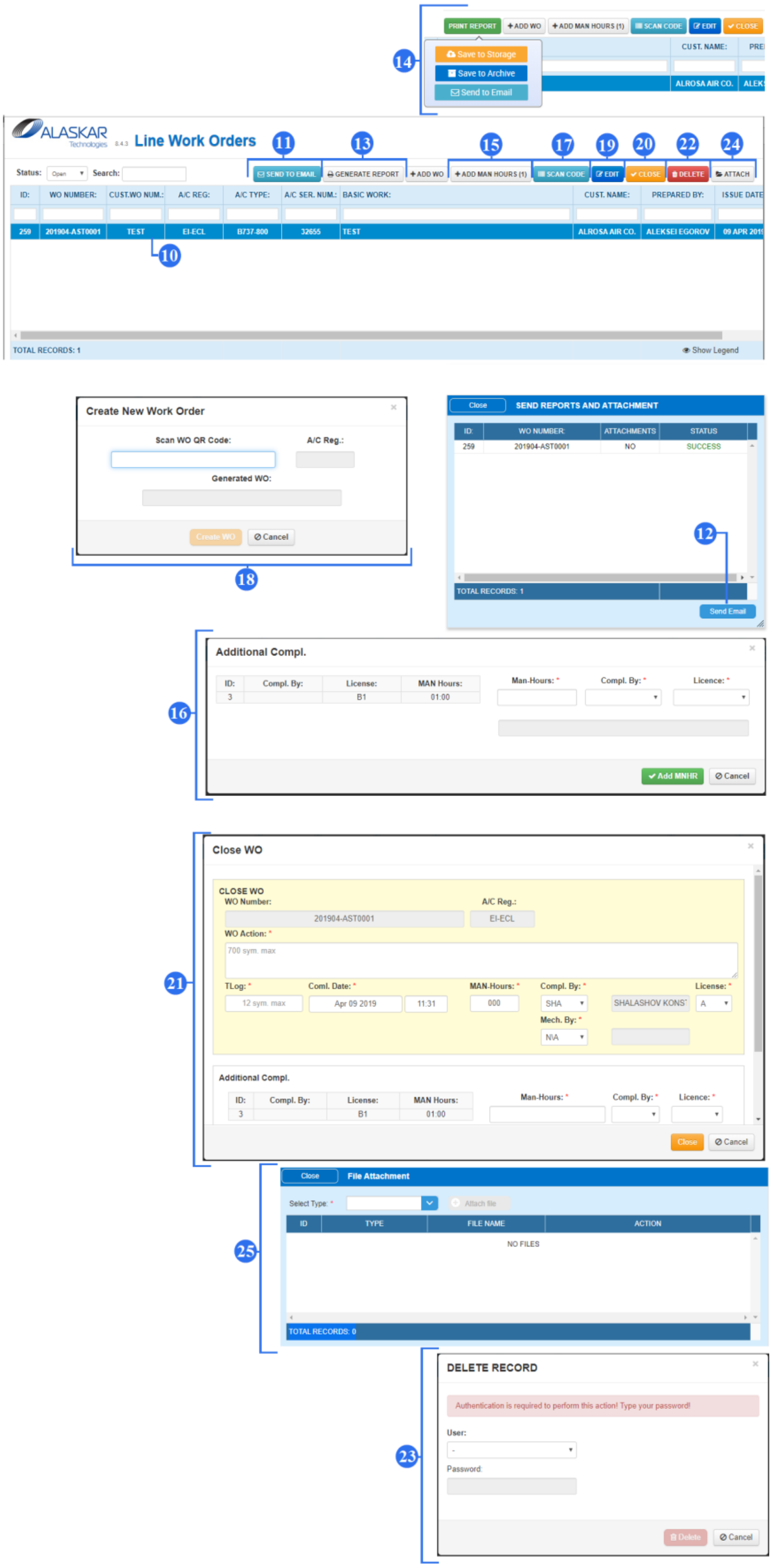
5. If it is necessary, enter customer WO reference, customer contact details and Basic work/title.

6. Enter remarks of task (for example: Cockpit voice recorder operational test). And check the boxes if it is necessary to note maintenance features.

7. A WO Editor will automatically generate a today's date. If the edit date is not today, use the calendar to select the correct date of proper aircraft. Select Originator, who creates the line work order and choose a station.

8. If you want to note man hours increase, click on the "Add MAN Hours". To save the task, click on the blue "SAVE TASK".

9. To save created line work order, push on the "Save". "Cancel" button is needed to close the editor.



10. After saving you can see the created work order on the initial screen of the module. Highlight the line. (line WO).

11. Click on the “SEND TO EMAIL” to open editor.

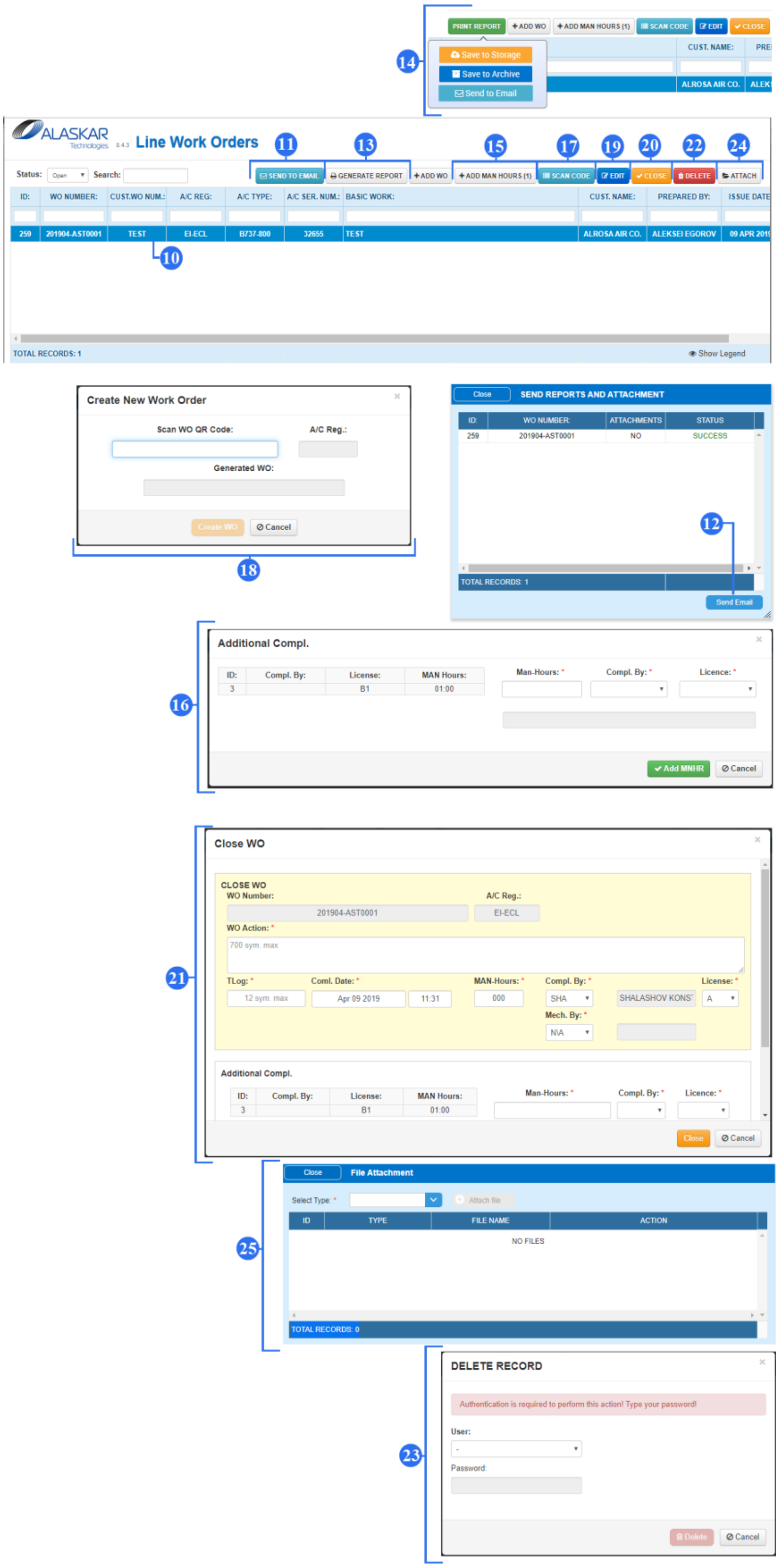
12. Press “Send Email” to supply reports or attachment.

13. Press button “Generate Report”. After generation is finished the “Generate Report” button goes to the green “Print Report” one.

14. Press this button to Open print out form. Move Cursor over button “Print Report”. Options “Save to Storage”, “Save to Archive” and “Send to Email” will appear. Press one of the options to perform the action.

15. Push on the “ADD MAN HOURS” and “Additional Compl” screen will be opened.

16. Enter quantity of man hours, select id number and type of licence. Press “Add MNHR”.



17. To create new work order click on the “SCAN CODE”. Editor will be appeared.
18. Scan WO QR code and push on the “Create WO”.
19. Click on the blue “EDIT” button. Editor will appear, you can make a change. Save the change.
20. If you want to close customer WO, press yellow “CLOSE” button.
21. Enter WO action, technical LOG book number, date of the work order complete, man hours and person id number. Press “Close”.
22. To remove created customer WO, push on the red “DELETE” button.
23. Enter User name and your own password. Click on the “DELELTE”.
24. To attach any document to the component, click on the “ATTACH”. File attachment window will open.
25. Select type of the document, choose the and click on the “Attach”. “Cancel” button closes the window.