

ISSUING WP

User guidance

User Guidance

1. Work Package Overview.

“Issuing WP” module is used to create a work package, to populate a work package by tasks, NRCs or open items. Also, you can track WP status (New, Open, Execution and Closed).

ID	OVERDUE	CALC DUE DATE	CALENDAR FINISH	+- D	REMAININGS	WP	TYPE	ID-NUMBER
16449	N						MEL	1701002
87499	N						NRC	2001001
87550	N						NRC	2005001
16263	Y	2019-03-05		-756	-6657.85 FH		TASK	23-060-00-01
41959	Y	2019-09-07		-578	-19 DY		TASK	YA-05-2510Y
87387	Y	2019-09-08		-568	-9 DY		MEL	1908992
86524	Y	2019-09-12		-565	-5 DY	WP210013-BBB	MEL	1909993
87410	N	2019-09-25		-552	8 DY		MEL	1909069
81980	N	2019-09-25		-551	9 DY	WP200050-BBB	MEL	1904326
86740	N	2019-09-25		-551	9 DY	WP210013-BBB	TASK	YA-20-001
85051	N	2019-09-28		-549	144.05 FH		TASK	YA-25-003A
80184	N	2019-09-30		-547	13 DY	WP210013-BBB	MEL	1905589
84821	N	2019-09-30		-547	174.20 FH	WP210013-BBB	TASK	72-329-01-01
84822	N	2019-09-30		-547	174.20 FH	WP200046-BBB	TASK	72-329-02-01
84824	N	2019-09-30		-547	174.20 FH	WP200046-BBB	TASK	26-319-00-01
85582	N	2019-10-05		-542	18 DY	WP210013-BBB	TASK	FMC DATABASE
83881	N	2019-10-06		-541	19 DY	WP210013-BBB	MEL	1907810
83882	N	2019-10-06		-541	19 DY	WP200041-BBB	MEL	1907812
87378	N	2019-10-07		-540	254.27 FH	WP210013-BBB	TASK	23-048-00-01
81210	N	2019-10-08	DY	-539	21 DY	WP210012-BBB	MEL	1908713
86645	N	2019-10-08		-539	21 DY	WP210003-BBB	EC	AD2019-01-03_0_H
87565	Y	2019-10-11		-538	-329 DY		TASK	YA-20-001
86525	N	2019-10-12		-535	319.05 FH; 4959 FC		MEL	1905519
87587	N	2019-10-15		-532	28 DY		TASK	YA-38-002W
82892	N	2019-10-15		-532	28 DY		NRC	1907863
83182	N	2019-10-15		-532	28 DY		MEL	1906726
84471	N	2019-10-15	DY	-532	28 DY		MEL	1908993

1. On the initial page of “Issuing WP” use filters such as “AC Reg”, “Task ID”, “Task Title”. “AC Reg” filter is mandatory. Enter an aircraft registration.

2. All type of works (MEL, Task, EC, NRC) have these colours:

- Yellow – work due date is low than 1 month
- Red – work is overdue

3. To create a new work package press green “WP” button.

4. WP number is generated automatically. WP date in the “WP Date” is today, but you can change it if needed. Enter revision number in the “Rev” field. Set plan date and finish date. Select from combo box MRO code and station in the “STA” field. If it the WP will run during base maintenance, tick “Base”.

5. Use “WP Description” field to enter a text.

6. To add any type of work to the “Work Package Editor”, select and check box necessary works on the start page of the “Issuing WP” module. To remove a task from the editor, uncheck the box.

7. Press “SAVE” button.

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8. To see already save work package click on the “Open” tab in the “Work Package Editor”.

9. Look for and highlight corresponding line. Your tasks will appear below.

10. Highlight any task.

11. Press purple “GENERATE WP” button. After few seconds, this button will turn green. The name of the button changes to “PRINT WP”.

12. Press on the “PRINT WP” open the work package form in pdf format and print it.

13. Click on the orange “SAVE TO STORAGE” and you can see the data in the “File Storage” module.

14. Push on the “SAVE TO ARCHIVE” and an editor will open.

15. Select aircraft registration, customer name and date.

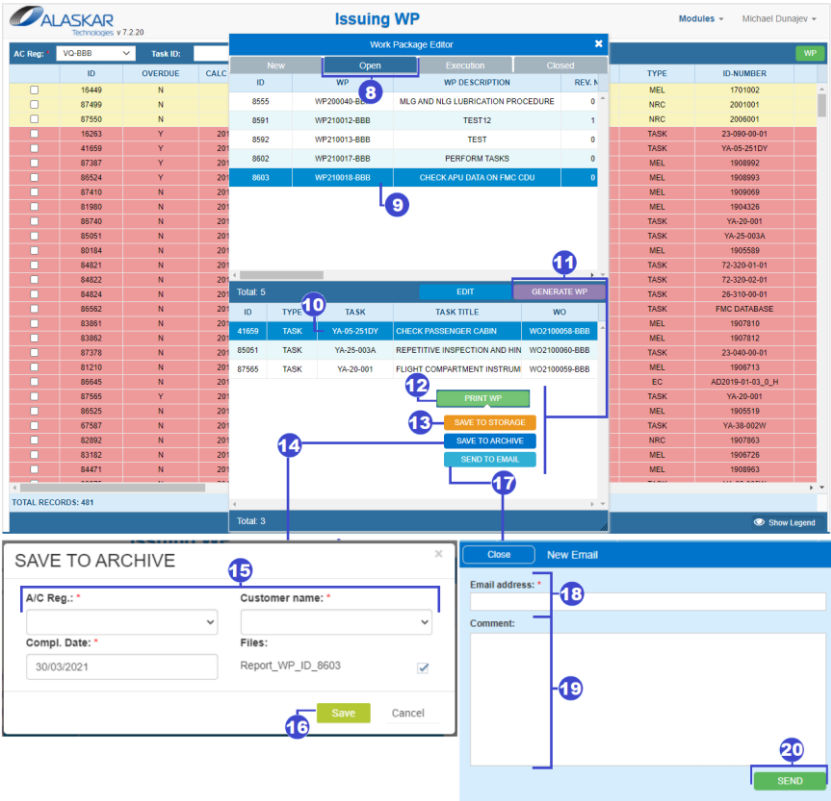
16. Press “Save” button. Then you can see the WP in the “Archive” module.

17. Click on the “SEND TO EMAIL” and an editor will open.

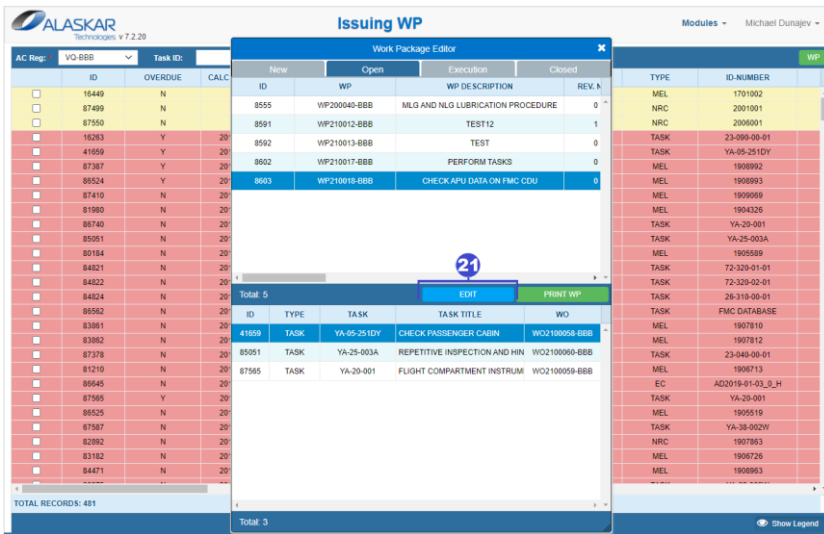
18. Enter e-mail address.

19. Fill out “Comment” and

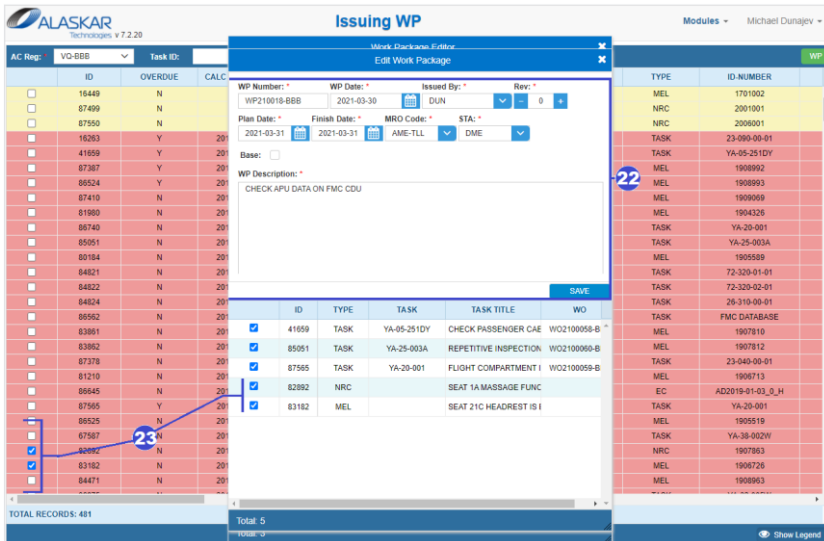
20. Press green “SEND” button. Now you letter will be sent to this address.



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21. "EDIT" button allows to open "WORK PACKAGE EDITOR" and make any changes. Please, press "EDIT" button.



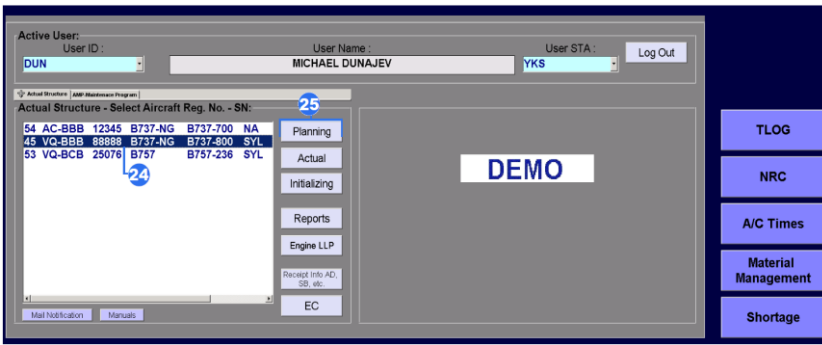
22. In "EDIT WORK PACKAGE" make any changes in fields and click on the "SAVE" button.

23. Also, you can add new task from the whole list of different type of works if needed.

Do not forget to press "SAVE" button.

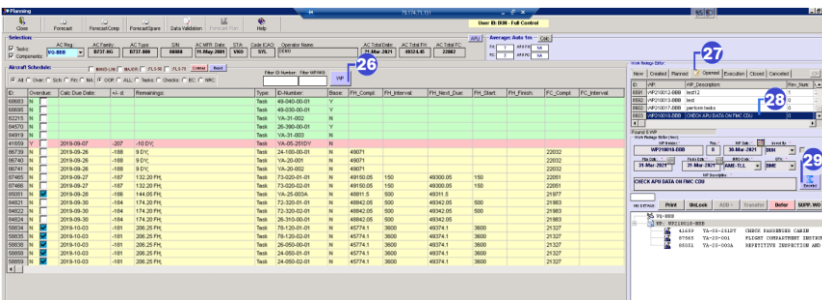
NOTE: In the WEB version it is impossible to transfer the status of work package from "Open" to "Execution". Also, it is not possible to change status from "Execution" to "Closed". You can perform all these actions in the Desktop version in the "PART-M" module.

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24. In the initial screen “Part-M” module select corresponding aircraft registration.

25. Press “Planning” button.

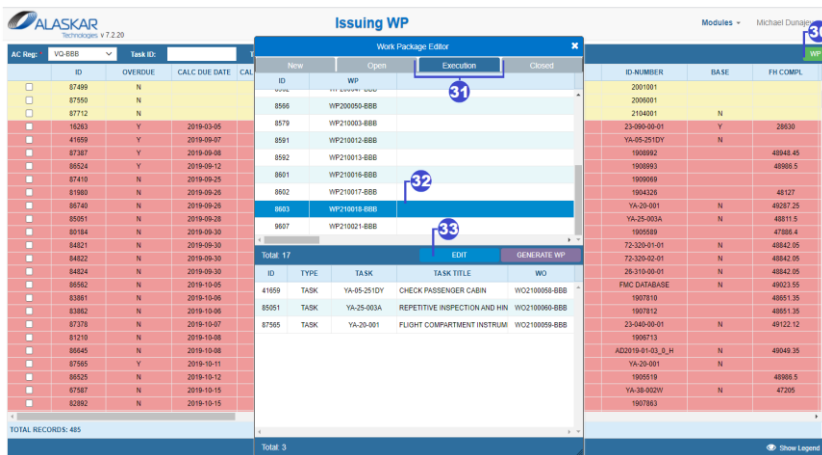


26. Look for “WP” button and push on it.

27. In “WP Editor” select “Opened” tab.

28. Here you can see the work package. Highlight it.

29. Push on the “Executed” button.

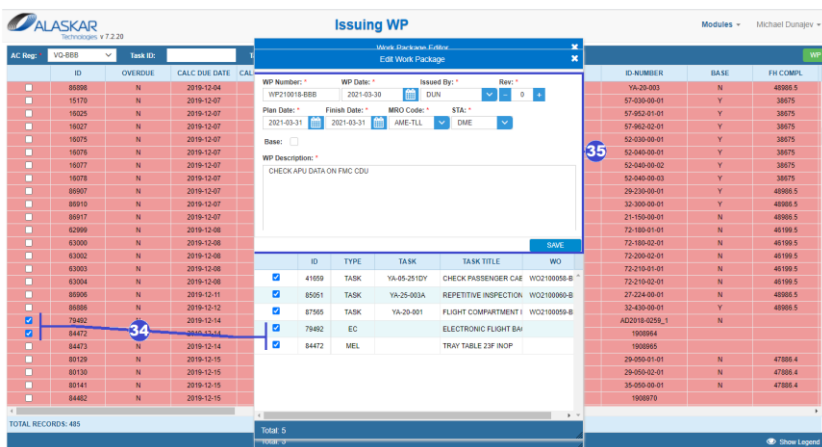


30. In the “WEB” version of the “Issuing WP” module select the same aircraft registration and push “WP” button.

31. Select “Execution” tab.

32. Then you can find your WP number. Select and highlight it.

33. Press “EDIT” if it necessary to make a change.

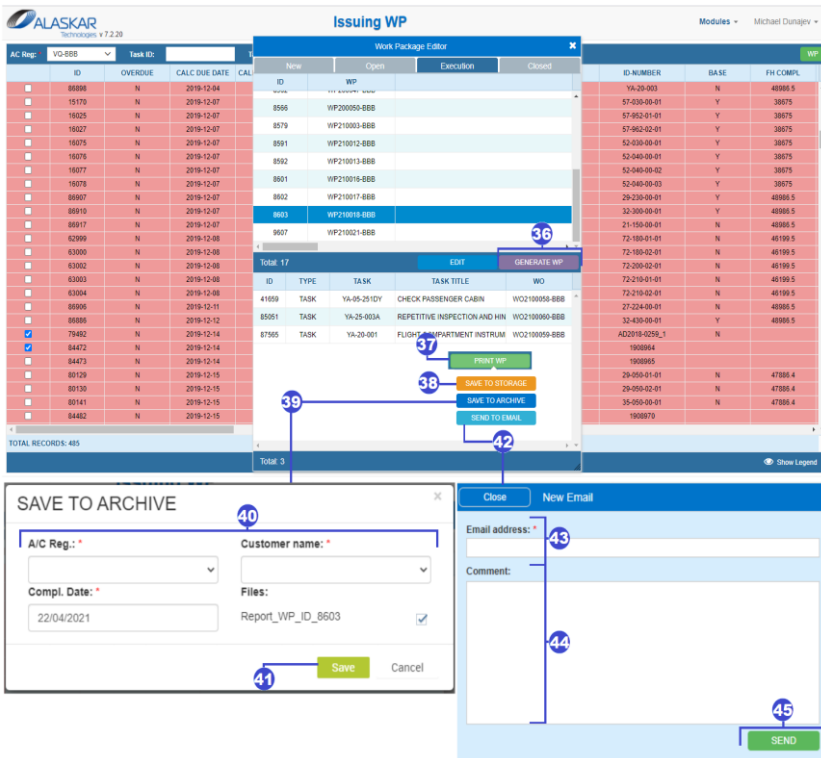


34. You can add new task from the whole list of different type of works if needed. Do not forget to press “SAVE” button.

35. Also, in “EDIT WORK PACKAGE” make any changes in fields and click on the “SAVE” button.

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36. Press purple “GENERATE WP” button. After few seconds, this button will turn green. The name of the button changes to “PRINT WP”.



37. Press on the “PRINT WP” open the work package form in pdf format and print it.

38. Click on the orange “SAVE TO STORAGE” and you can see the data in the “File Storage” module.

39. Push on the “SAVE TO ARCHIVE” and an editor will open.

40. Select aircraft registration, customer name and date.

41. Press “Save” button. Then you can see the WP in the “Archive” module.

42. Click on the “SEND TO EMAIL” and an editor will open.

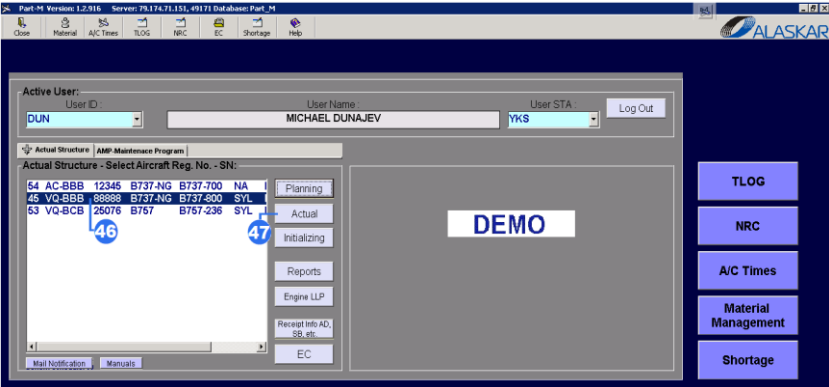
43. Enter e-mail address.

44. Fill out “Comment” and

45. Press green “SEND” button. Now you letter will be sent to this address.

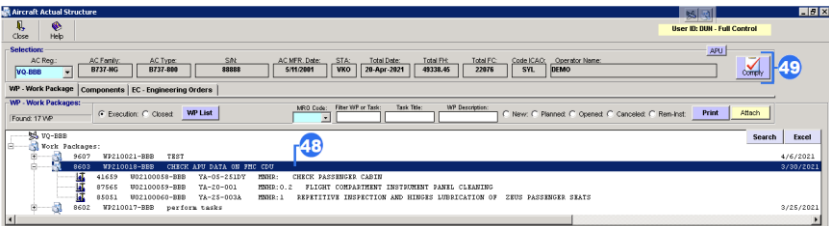
NOTE: In the WEB version it is impossible to transfer the status of work package from “Execution” to “Close”. You can perform this action in the Desktop version in the “PART-M” module.

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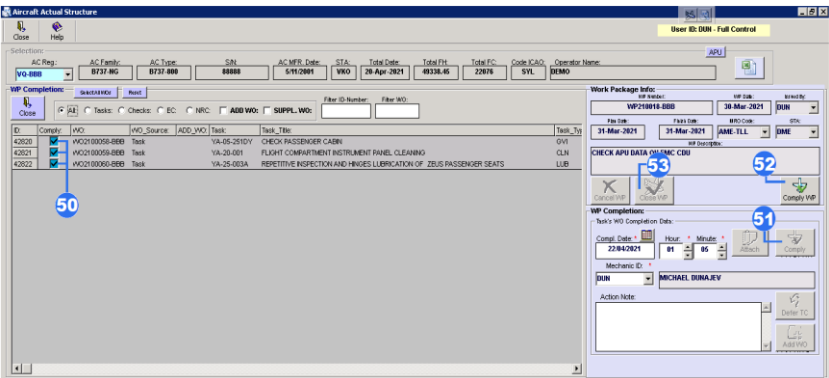
46. In the initial screen “Part-M” module select corresponding aircraft registration.

47. Press “Actual” button.



48. In the “WP List” select and highlight necessary work package number.

49. Press “Comply” button.



50. Check box all work orders.

51. Press “Comply” button.

52. Click on the “Comply WP”. Fill out all necessary fields and press “Confirm”.

53. Push “Close WP” button. After pushing this button, the corresponding work package will close.

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54. In the “WEB” version of the “Issuing WP” module select the same aircraft registration and push “WP” button. Select “Closed” tab.

55. Then you can find your WP number. Select and highlight it.

56. Press purple “GENERATE WP” button. After few seconds, this button will turn green. The name of the button changes to “PRINT WP”.

57. Press on the “PRINT WP” open the work package form in pdf format and print it.

58. Click on the orange “SAVE TO STORAGE” and you can see the data in the “File Storage” module.

59. Push on the “SAVE TO ARCHIVE” and an editor will open.

60. Select aircraft registration, customer name and date.

61. Press “Save” button. Then you can see the WP in the “Archive” module.

62. Click on the “SEND TO EMAIL” and an editor will open.

63. Enter e-mail address.

64. Fill out “Comment” and

65. Press green “SEND” button. Now you letter will be sent to this address.

