ISSUING WP

User guidance

ALASKAR Technologies

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).

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.

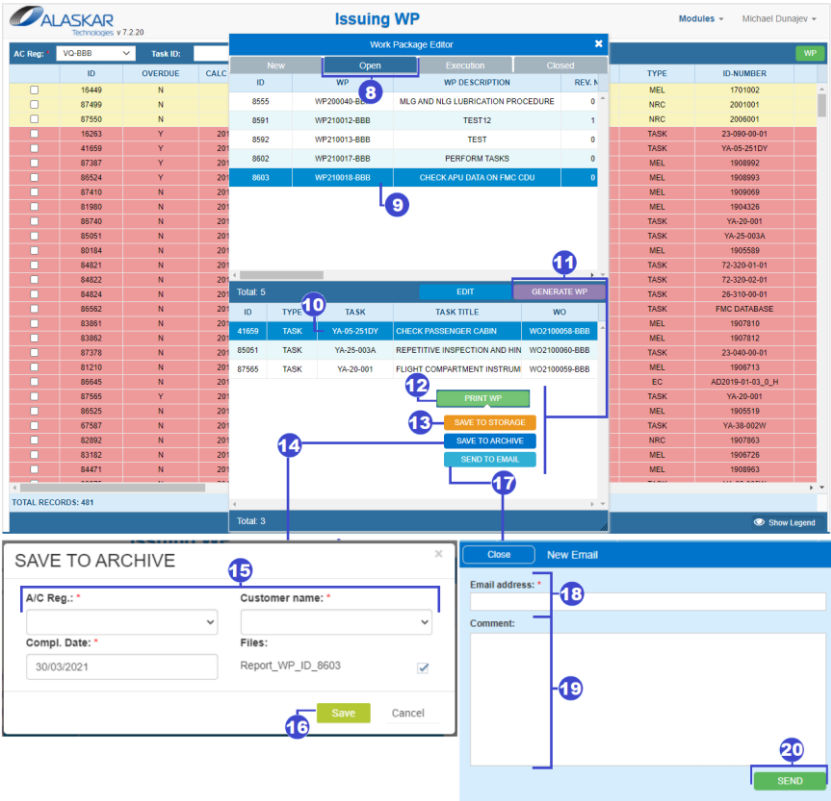15. Select aircraft registration, customer name and date.

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

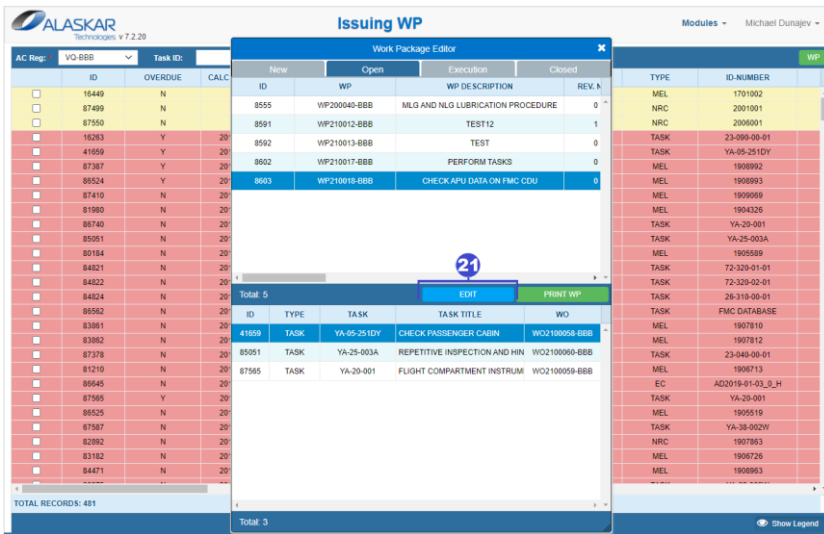17. Click on the "SEND TO EMAIL" and an editor will open.

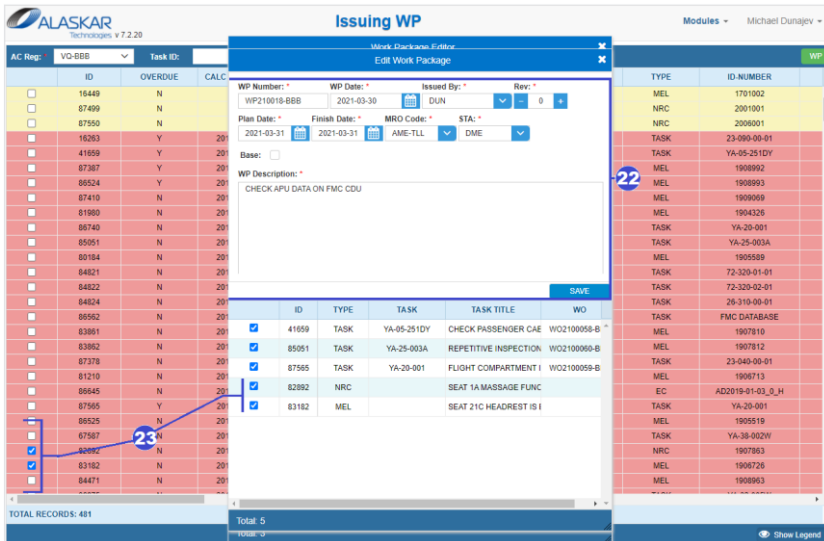18. Enter e-mail address.

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.
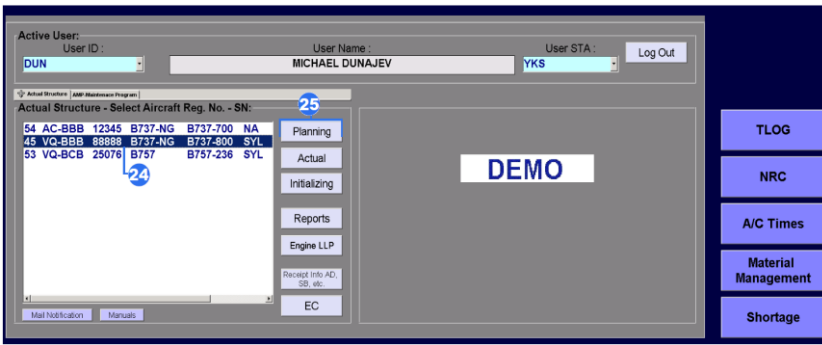

22. In "EDIT WORK PACKAGE" make any changes in fields and click on the "SAVE" button.

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.
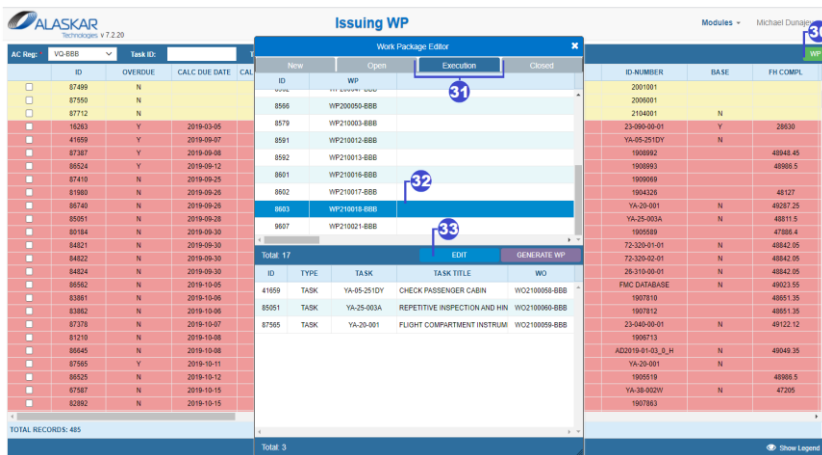
25. Press "Planning" button.
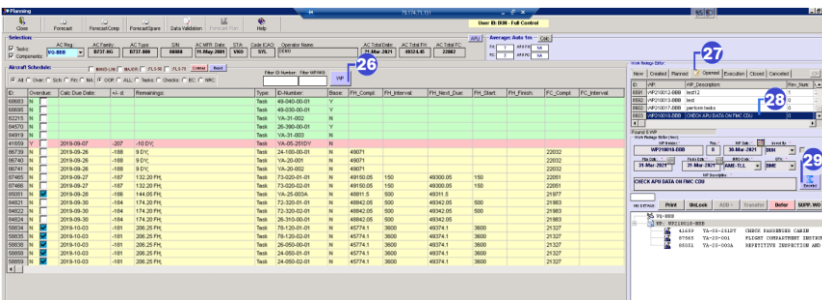
26. Look for "WP" button and push on it.

27. In "WP Editor" select "Opened" tab.

28. Here you can see find the work package. Highlight it.
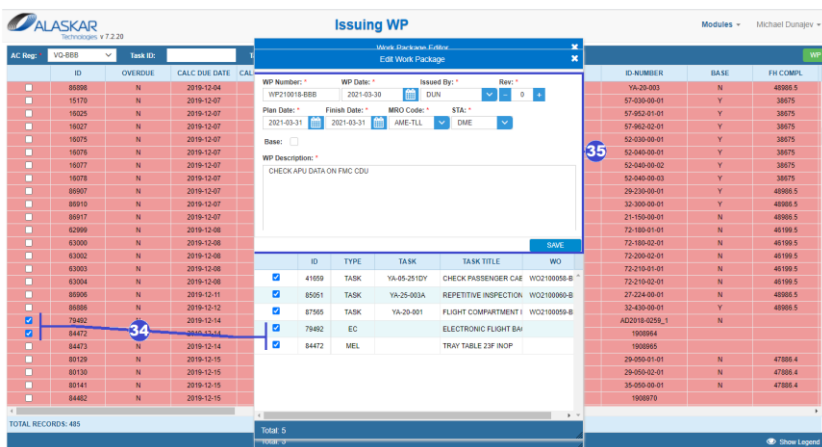
29. Push on the "Executed" button.

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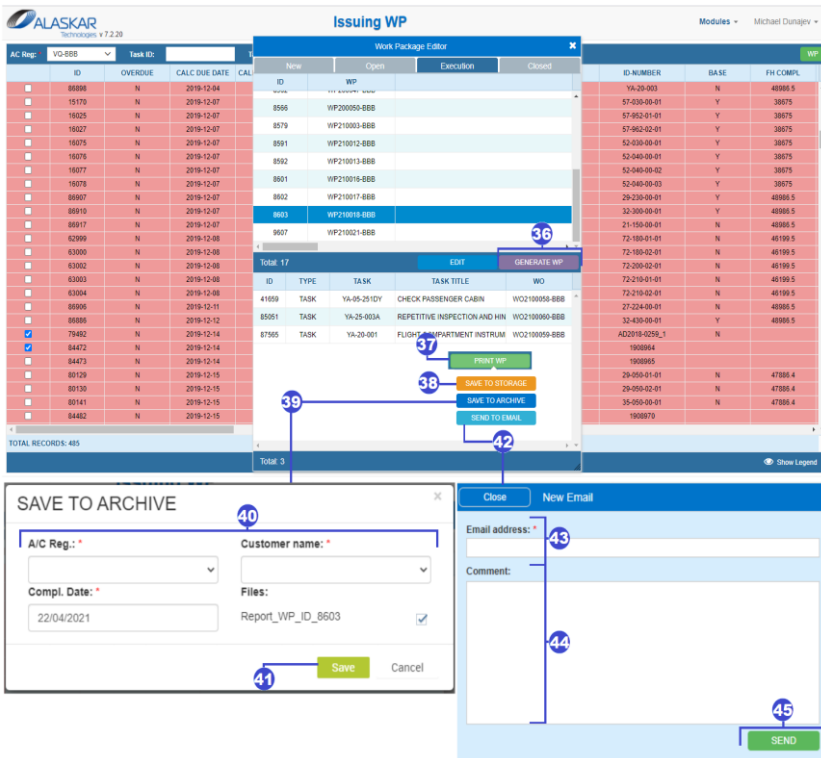
37. Press on the "PRINT WP" open the work package form in pdf format and print it.

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.
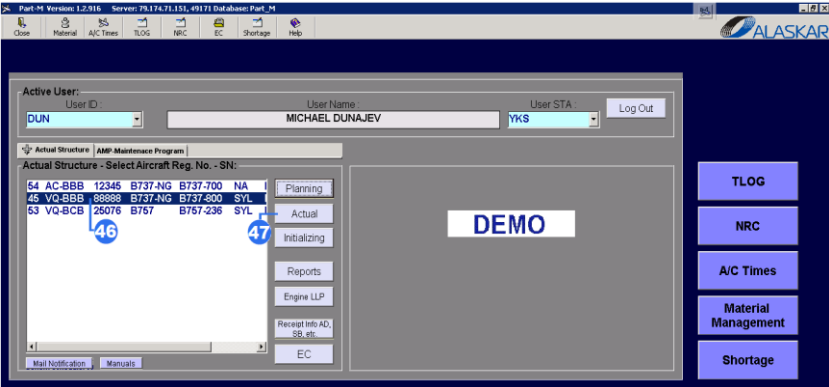
43. Enter e-mail address.

44. Fill out "Comment" and

45. Press green "SEND" button. Now you letter will be sent to this address.
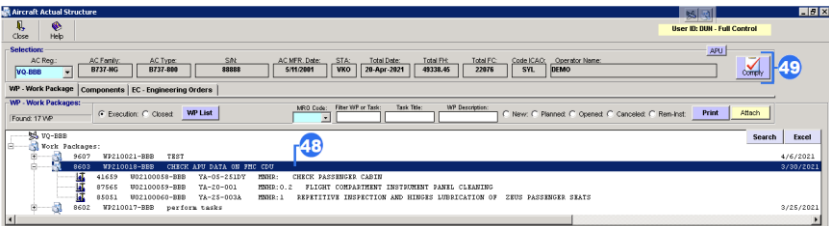
NOTE: In the WEB version it is impossible to transfer the status of work package from "Execution" to "Close". You can perform this action in the Desktop version in the "PART-M" module.
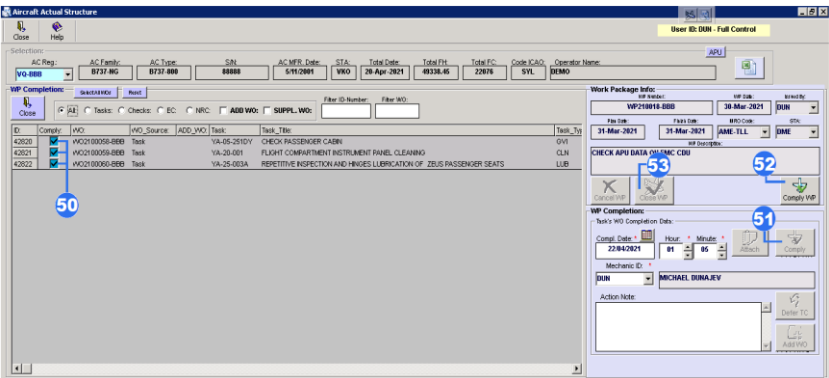
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46. In the initial screen "Part-M" module select corresponding aircraft registration.

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.