

SHORTAGE

User guidance

User Guidance

Shortage creation

To work with Shortages, select Tab “Shortage”. Shortage is designer to make an order of required spare parts to Purchasing Department. After the registration, ordered parts will be displayed in the Stock Module (Desktop, Shortage submodule) to inform purchasing staff that parts need to be purchased.

1. To create a new shortage, click “New” button, then Shortage Editor will be appeared.

2. “Shortage number” and “Registration date” will be generated automatically.

3. Enter User Group. User Name will be automatically appeared. Select “Issued By”.

4. Select aircraft type and aircraft registration. Enter Use for and Use number.

5. Choose reason why a shortage is registered (for aircraft or for store or for tool)

6. If it is necessary, write a description or note

7. Select a priority date (when a particular component should be delivered) and enter Ship to code. Tick the AOG field (Aircraft On the Ground), if urgent materials are required. All shortages, marked with AOG, are red in a Shortage List. Tick the MEL if shortage is issued because of open defect.

8. Click on the “Save”.

9. After saving you can monitor new shortage in the Shortage Module screen. Use the filters such as Status, Subject, User for, Note to find any save shortage.

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10. In the “Shortage List” select and highlight a line with shortage data. “Material List” screen will be opened. Here you can create items with part numbers.

11. Click on the “NEW ITEM” button. “Shortage Item Editor” will be open.

12. Fields such as “Shortage No”, “Item ID” and “Reg. Date” will be automatically filled.

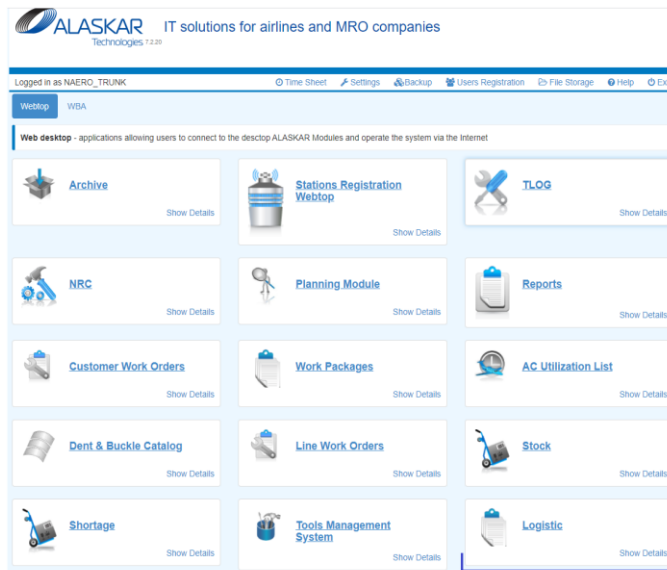
13. “P/N” field and “Description” field are filters. Use them as fast search. Enter part number or description and double click on the part number that appears.

14. If you perform 13 item, “P/N” field and “P/N Description” field will be filled automatically. Also, you can independently fill out these fields. If there is not part number in the memory of system, “TO PARTS CATALOG” button will be open. Press this button to transfer part number of the component to parts catalog. Don’t forget to select “Unit”, enter quantity (“Qty” field). Fill in fields such as “Note/IPC Reference” and “Remarks”, if you wish. “P/N Substitute 1” field and “P/N Substitute 2” field are automatically filled out provided that the interchangeability was set in the “Material Management” submodule in the “Spare Parts” tab.

15. If it is necessary check box “Category”, “Type”, “Part Condition Requirements”. Also, you can indicate minimum stock quantity (“Min Stock Qty” field) and available in store (“Available in Store” field).

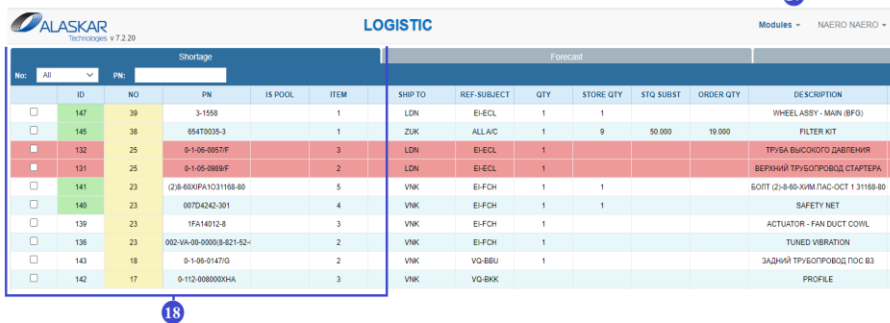
16. Click on the green “Save” button.

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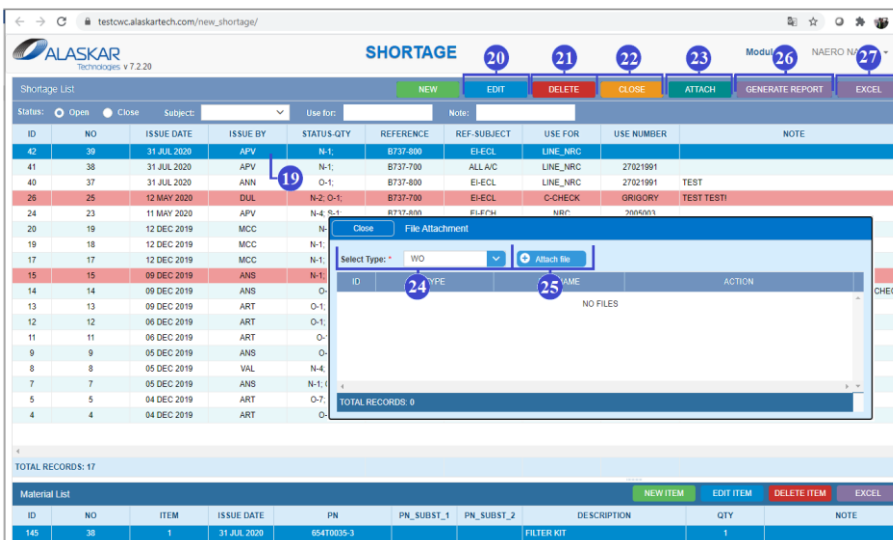
17. You can see created Shortage not only in the “Shortage List” screen, but also in the “Logistic” module. Click on the “Logistic”.

18. All created Shortages are located in the first column “Shortage”.



19. In the “Shortage List” select and highlight a line of the shortage and tool bar will be appeared.

20. If you want to make change in the created shortage, click on the “EDIT” button and editor will open. Make a change and save.



21. To remove the shortage, push “Delete”

22. Push on the “CLOSE” button to close created shortage.

23. Click on the “Attach” button to attach any documents.

24. Select type of document.

25. Click on the “Attach file”.

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26. “GENERATE REPORT” button allows to generate and print report.

27. “Excel” button transfers all data to excel.

28. Use all filters to find a Shortage.

29. In the “Material List” select and highlight a line with component data and tool bar will be appeared.

30. If you want to make change in the created item, click on the “EDIT” button and editor will be open. Make a change and save.

31. To remove data click on the “DELETE”.

32. If component is in the store, click on the “Receive Item”. The line will turn green. In the “Logistic” module component data will disappear from “Shortage” column.

33. To transfer data to excel, click on the “EXCEL”.

34. All Items are divided in colour:

- Green – part in stock
- Yellow – Part Ordered

If colour is missing, no action performs.

