

**RAMCO AVIATION SOLUTION  
VERSION 5.9**

# **USER GUIDE**

## **AIRCRAFT EXECUTION HUB**

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## ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

## WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

## HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

## HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 4 chapters and index. Given below is a brief run-through of what each chapter consists of.


Chapter 1 provides an overview of **Aircraft Execution Hub** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Work Reporting Hub** sub process.

Chapter 3 focuses on the **Parts Hub** sub process.

The Index offers a quick reference to selected words used in the manual.

## DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the “Create” business activity. Specific references (if any) to any other business activity such as “Modify” and “View” are given as “Note” at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.  
Example: Enter **Company Code** and click the **Get Details** pushbutton.
- Italics used for references.  
Example: *See Figure 1.1.*
- The  icon is used for Notes, to convey additional information.

## REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems’ Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

## WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from [www.ramco.com](http://www.ramco.com) for assistance.

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# 1. INTRODUCTION

When it comes to maintenance in the Aviation industry, it refers to complete maintenance, repair, and overhaul of aircraft accessories and components. The reporting of such work done on aircraft, plays an important role, not only in compliance with formalities, but also for easy tracking and downtime reduction. The **Aircraft Execution Hub** is designed to report work performed on an aircraft from a single window. This interface enables easy navigation while performing maintenance activities. Critical actions can be performed in a single screen without the need for navigating between different screens which enables the Mechanic and Inspector to save more time amidst their busy schedule.

The Aircraft Execution Hub consists of two activities which enables you to perform all execution-level operations. You can record observations and discrepancies that are found during execution of tasks. You can raise material requests for the tasks and discrepancies. Also, any additional information of the tasks can be recorded along with the associated discrepancies.

## **Work Reporting Hub**

The Work Reporting Hub is a one-stop screen where all these functionalities can be performed. In addition to this, bulk actions can also be performed.

## **Parts Hub**

The Parts Hub enables you to save part requirements, as well as request parts for maintenance in bulk. Also component replacement in bulk is enabled.

# 2. AIRCRAFT WORK REPORTING HUB

The **Work Reporting Hub** is a single interface designed for Mechanics, Inspectors, Aircraft Maintenance Engineers and Technical Records Personnel to efficiently report work performed on an Aircraft. In a single screen you can select a Task/Discrepancy and report work on it, create new Package, record one or more Discrepancies, Defer Discrepancies, Signoff against the work performed, Add Execution Comments for Tasks, Add Corrective Actions for Discrepancies, Record Component Removal, Request Parts and so on. In addition to this you also have the provision to perform bulk actions.

In just a few clicks this screen enables you to perform a number of actions whether it is to see a Package Info quickly, perform repair Tasks under a Discrepancy or raise a Material Request or just track pending work items.

## 2.1 WORKING WITH THE WORK REPORTING HUB

The Work Reporting Hub is a one-stop where all these functionalities can be performed. In addition to this, bulk actions can also be performed.

### 2.1.1 HOW TO LAUNCH WORK REPORTING HUB

1. Select **Aircraft Work Reporting Hub** from the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Work Reporting Hub** page appears. See *Figure 2.1*.

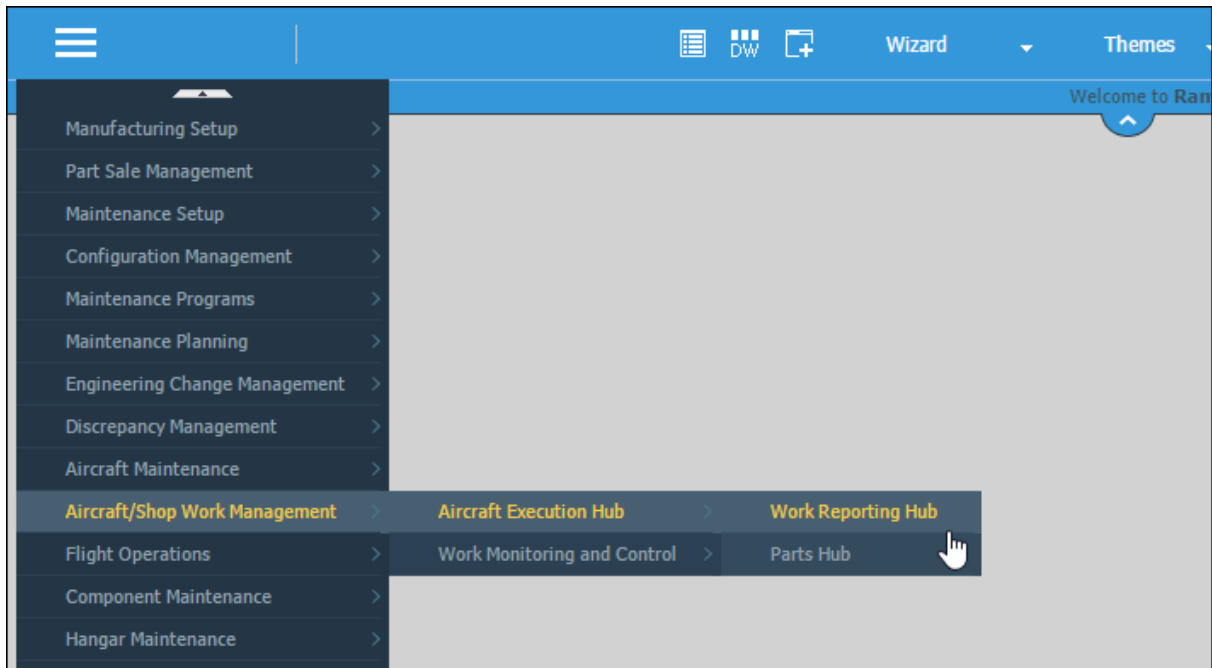


Figure 2. 1 : How to launch Aircraft Work Reporting Hub

2. Select the **Create** radio button if you wish to create a new Package #.
- Or
3. Select the **Work** radio button if you wish to work on an already existing package. See *Figure 2.2*.

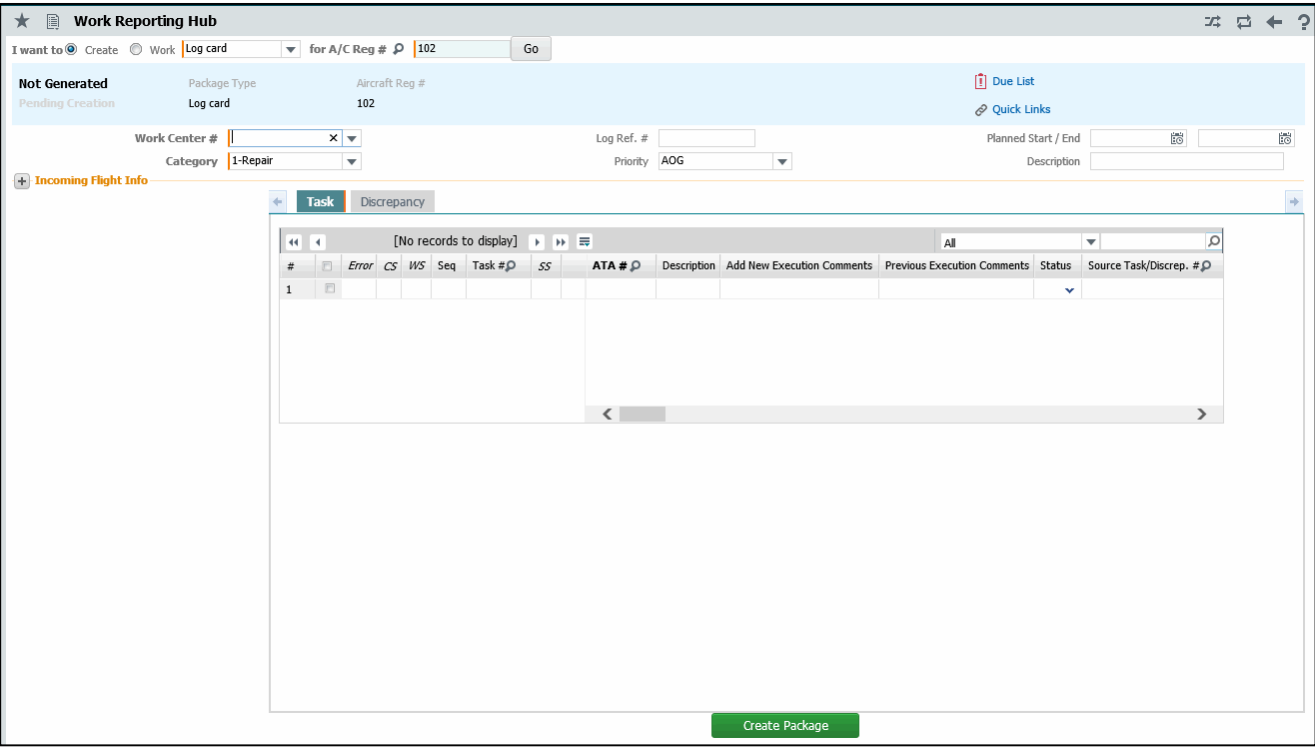


Figure 2. 2 : The Aircraft Work Reporting Hub screen

2.1.2 KNOWING THE WORK REPORTING HUB

- 1. Launch the **Work Reporting Hub** in the **Work** mode. The **Work Reporting Hub** page appears. See Figure 2.3.



The screenshot shows the Work Reporting Hub interface. The top bar includes navigation options like 'I want to Create', 'Work on', and 'Aircraft Maint. Ex. #'. The main header displays package details: 'VP-013848-2018', 'Package Type: Visit Package', 'Aircraft Reg #: 1133', and 'Work Center #: 185-20'. A 'Context section' callout points to this header area. Below the header is the 'Document Info' section, which includes 'Package Dates', 'Work Progress', 'Object Info', 'Parameter Info', and 'Reference Info'. A 'Document Info section' callout points to this area. The main body is divided into a 'Tree section' on the left showing a hierarchy of tasks and discrepancies, and a 'Task / Discrepancy section' on the right showing a table of tasks with columns for #, Error, CS, WS, Seq, Task #, SS, Att, ATA #, Description, and comments. A 'Task / Discrepancy section' callout points to this table. At the bottom is the 'Indirect Time Booking section' with fields for 'In-Direct Category', 'Attendance Type', 'Start Date & Time', and 'End Date & Time'. A 'Tree section' callout points to the left sidebar.

Figure 2. 3 : The Work Reporting Hub screen structure

## CONTEXT SECTION

The Context Section displays the context information for the current package. See Figure 2.4.

The screenshot shows the Context Section of the Work Reporting Hub. It displays the package details: 'VP-013848-2018', 'Package Type: Visit Package', 'Aircraft Reg #: 1133', and 'Work Center #: 185-20'. The status is 'In-Progress'. There are buttons for 'Complete', 'Due List', 'Maint. Events', 'Quick Links', and 'Print'.



Figure 2. 4 : The Context Section

- A. Indicates the next possible package status and displays any of the following options based on the current package status. :
  - Cancel – Indicates that the package is in Planned status and can be cancelled.
  - Complete – Indicates that the package is in In-Progress status and can be completed.
  - Close – Indicates that the package is in Completed status and can be closed.
- B. Due Items is a color coded link indicating due list items. Click here to launch the Due Items popup. The color codes are as follows:
  - Red – Indicates that at least one item is overdue in the Due List.
  - Orange – Indicates no overdue items but at least one alert item.
  - Grey – Indicates no overdue or alert items.
- C. Quick Links is a call out which lists all the possible links that can be launched from this Hub at the package



level.

- D. Maint. Events are a color coded link indicating items included in the Maintenance Events. Click here to launch the Manage Maintenance Events popup. The color codes are as follows:
  - Green – Indicates that at least one item in Maintenance Events that is already added to the Package.
  - Grey – Indicates that no item in Maintenance Events is included in the Package.
- E. The Print button will enable you to perform package print.

## Links window

1. Select the  icon in the **Manage Aircraft / Component Records** page. The **Links** window appears. The window displays the following related links which you can access to perform additional actions.
  - ▶ Create Aircraft Record
  - ▶ Re-Initialize / Update Parameter Values
  - ▶ Initialize Maint. Prog, & Update Compliance
  - ▶ Maintain Engineering Document
  - ▶ Maintain Discrepancy
  - ▶ Review Record Update
2. Select the  icon at the top right to close the window

## Tree Filter

3. Click the  icon under the **Document Info** section in the Work Reporting Hub page. The **Tree Filter** window appears.
4. Use the **Group By** drop-down list box to select a package attribute on the basis of which you want to show packages in the tree.
5. Leave the **Show only open items** check box unselected to consider all tasks and discrepancies regardless of the status for tree display.
6. Select the **Apply Filter** pushbutton.
7. Expand the tree in the Work Reporting Hub page to see the tasks / discrepancies grouped under specific parameter options.
8. To close the window without any selection, click the  icon.

## DOCUMENT INFORMATION SECTION

The **Document Information Section** is the Card Carousel section. It displays all the package level information as a set of scrollable cards. *See Figure 2.5.*

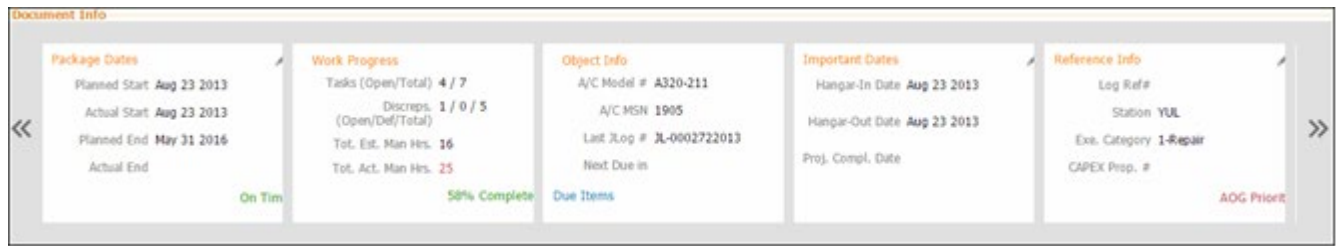






Figure 2. 5 : The Document Information Section

- **Package Dates:** This card displays Planned Start Date, Actual Start Date, Planned End Date and Actual End Date at the Package level. The bottom right of the card displays any discrepancy between the Planned and Actual Dates.
  - Click on the  icon to open the “Edit Package Additional Information” page and modify details of the package in context.
- **Work Progress:** In this card you can view the Open/Total counts of all the Tasks and Discrepancies in the current Package. The bottom right of the card shows a percentage count which is the sum of Tasks/Discrepancies completed to the Total Tasks/Discrepancies. The card also displays the Total Estimated Man Hours and Actual Man Hours
- **Customer Info:** The system displays this card only if the current aircraft is a Customer Aircraft. You can view details like Customer #, Customer Order #, Contract # and Promised Delivery Date. The bottom right of the card displays the countdown to the Promised Delivery Date if available.
- **Object Info:** In this card you can view details like Aircraft Model #, Aircraft MSN #, Last Journey Log #, Next Due Item. The bottom right of the card indicates a warning in t case there is any Overdue or Alert Item.
  - Click **Due Items** to know about the forthcoming tasks on the aircraft.
  - Click **Overdue Item(s)** to know about the tasks that have not been executed on the scheduled date and hence have become overdue. The counter on the left shows the count of overdue tasks for which scheduled date.
- **Important Dates:** You can view details like Hangar-Out Date and Proj. Completion Date in this card. The bottom right of the card indicates a countdown to the Proj. Completion Date.
- **Reference Info:** You can view Log Ref. #, Station, Exe. Category and CAPEX Proposal # in this card. The bottom right of the card indicates the priority of the Package. Note that the system displays the priority for the execution of the package on the aircraft at the bottom right of the card.
- **Material Info (Pending/Total):** You can view the Pending/Total counts of Material Requests, Issued, Component Replacements and Returns. The bottom right of the card shows a warning if requested parts are not available.
  - Click the **Parts Hub** link to open the Parts Hub page to manage part requests.
- **Flight Info:** The system displays this card only if Journey Log # exists against the Package. You can view Journey Log #, Flight #, Leg #, Starting Station and Arrival Date in this card. The bottom right of the card shows delay information if the Actual Arrival Date is later than Scheduled Arrival Date. This tile card throws light on the purpose of the package, such as A-Check, General Inspection or Heavy Check.
  - Click on the  icon to open the “Edit Package Additional Information” page and modify details of the package in context.
- **Cost Info (Est/Act) in CAD:** This card displays the Estimated/Actual Costs of Labour, Material, Facility and Additional. The bottom right of the card shows the total Estimated/Actual Costs.
  - Click on the  icon to open the “Edit Package Additional Information” page and modify details of the package in context.
- **Parameter Info:** This card displays the last four updated parameters of the aircraft. The bottom right of the card shows the last updated date and time.

- **Description:** The purpose of the package, such as A-Check, General Inspection or Heavy Check. A hyperlink text 'Attachment(s) Available' in the Description tile will indicate whether attachments are indeed available against the package, as a whole. On click of the link, the users will be placed in the Deleted / View Associated Doc. Attachments screen.
- Click on the  icon to open the Edit Package Additional Information page and modify details of the package in context.

## TREE SECTION

This section available on the left of the screen is displayed always and is an anchor point for the entire hub displaying. The tree lists all the Tasks and Discrepancies in the current package. See Figure 2.6.

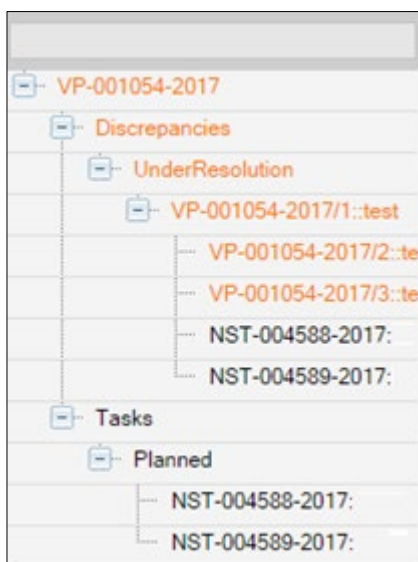


Figure 2. 6 : The Tree section

1. Click on the **Task** or **Discrepancies** in the tree structure to filter details for that task or discrepancy in the adjacent multiline. The system displays all the tasks / discrepancies of the current package.


2. **The tree displays information in four folders as below:**

**Tasks:** All the Tasks in the current Package that do not fall under an Engineering Order or a Maintenance Event.

**Discrepancies:** All the Discrepancies that are in the current Package.

**Engineering Orders:** All the Tasks in the current Package that are from an Engineering Order will be displayed with Maintenance Event # as the parent folder

**Maintenance Events:** All the Tasks in the current Package that are from a Maintenance Event.

 *Note: Click on Toggle View button to maximize the tree. Click again to restore the tree to its original size.*

3. **Tree Structure Task Items Color Code**

- Red – On Hold

Black – Planned

Orange – In-Progress

Green – Completed / Closed / Incomplete / Pre-closed


4. **Tree Structure Discrepancy Items Color Code**

Red – On Hold

Black - Under resolution with no work recorded.

Green – Closed / Deferred / Transferred

Grey – Cancelled

- **Flight Info:** This tile card throws light on the purpose of the package, such as A-Check, General Inspection or Heavy Check.
  - Click on the  icon to open the **Edit Package Additional Information** page and modify details of the package in context.

## Data Views

1. Select any of the following radio buttons based on your data requirement.

<b>Simple</b>	Select this radio button to view important columns only. In this view, the display-only columns are hidden from the users.
<b>Detail</b>	Select this radio button to view entire details of the tasks/discrepancies.

## TASK AND DISCREPANCY SECTION

The **Task and Discrepancy Section** displays all the relevant task / discrepancy details. See Figure 2.7.

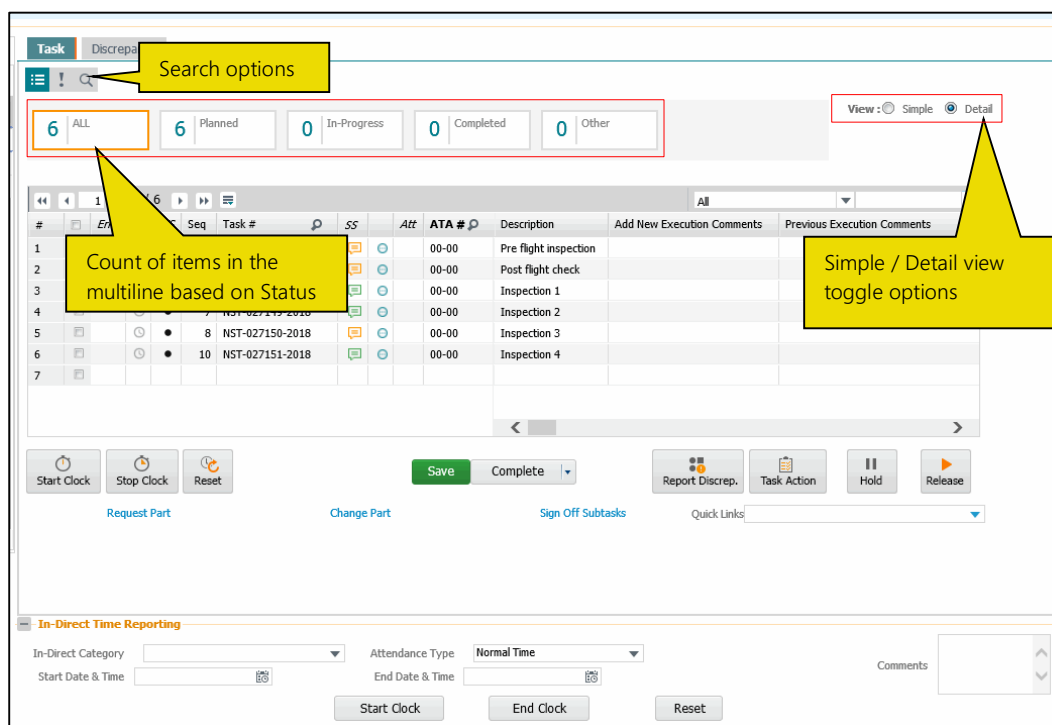


Figure 2.7 : The Task and discrepancy sections

1. **Search Options:** The following search options are available:
  - Status – Indicates the count of items in the multiline with various statuses.
  - Exception – Displays the count of items in the multiline in various exceptions.
  - Search – Search filter including Advance Search.

*Note: Status/Exception/Search are all exclusive of each other. You cannot combine the filters. Toggling between them will reset the search filter applied by the previous filter.*
2. The **Simple/Detail** toggle is available above the multiline. The simple view hides a couple of display only columns so the important columns are easily accessible.

3. **Search** has both traditional Search Criteria and Advanced Search Criteria.
4. The **Error** column in the multiline indicates the records that are in error. This information can be used to identify the error records to clear them by using the **Message Center** column.
5. The WS column in the multiline displays color coded circle to identify the Work Status of the record. Color coding is as follows:

**For Tasks:**

- ▶ Red asks:um in
- ▶ Black sks:um in Orange ksInprogress.
- ▶ Green ress. leted / Closed / Incomplete / Preclosed.
- ▶ Grey sed. celled / Duplicate.

**For Discrepancies:**

- ▶ Red – On Hold.
- ▶ Black – Under Resolution with no work recorded.
- ▶ Orange – Under Resolution with work already recorded.
- ▶ Green – Closed / Deferred / Transferred.
- ▶ Grey – Cancelled.

### 2.1.3 CREATING A NEW PACKAGE

1. Select **Work Reporting Hub** from the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Work Reporting Hub** page appears. *See Figure 2.8.*



*Figure 2.8 : Create radio button*

2. Select **Create** radio button and from the drop-down list box select the item for which you wish to create the package. *See Figure 2.8.*
3. In the **for A/C Reg #** field, enter the Aircraft Registration number for which the package is to be created.
4. Click the **Go** pushbutton or press <Enter>. The system displays the Task and Discrepancy tab pages. *See Figure 2.9.*

**Work Reporting Hub**

I want to ☒ Create ☐ Work on **Line Package** for A/C Reg # **101**

**Not Generated** Package Type: Line Package Aircraft Reg #: 101 Customer Name: GO AIR [Due List](#)  
Pending Creation [Quick Links](#)

Work Center # **185-20** Log Ref. #  Planned Start / End **2019/05/06 04:00** **2019/05/10 04:00**  
Category **1-Repair** Priority **AOG** Description   
Contract # **00MAB00001** Customer Order #

**Incoming Flight Info**

**Task** **Discrepancy**

#	Error	CS	WS	Seq	Task #	SS	Att	ATA #	Description	Add New Execution Comments	Previous Execution Comments
1					0000-0000007			00-00			
2					0005			00-00			
3					001			00-00			
4					001-CFM56-3 QEC			00-00			
5					002			00-00			
6											

Figure 2.9 : Creating new package

- Enter the primary work center of the execution reference number in the **Work Center #** field and provide all the other details.
- Select the **Task or Discrepancy / Findings** tab if you wish to add tasks or discrepancies in the multiline.
  - Note: While creating a package, click the Due Item to pick tasks or discrepancies.*
- Click the **Create Package** pushbutton. The system creates a new package, generates a new package number in 'Planned' Status. See Figure 2.10.

**Work Reporting Hub**

I want to ☒ Create ☐ Work on **Aircraft Maint. Exe. #** **VP-001844-2016**  Reporting Date Time **7:51** **14**

**VP-001844-2016** Package Type: Visit Package Aircraft Reg #: 1101 Work Center #: 185-20

**Planned** [Document](#)

**Package Dates** Planned Start: Nov 4 2016 Actual Start:  Planned End: Nov 4 2016 Actual End:  On Time

**Work Progress** Tasks (Open/Total): 0 / 0 Discreps: 0 / 0 Open/Def/Total:  Tot. Est. Man Hrs: 0 Tot. Act. Man Hrs: 0 0% Completed

**Object Info** A/C Model #: A310 A/C MSN: MSN1101 Last JLog #: JL-0003062013 Next Due in: 1008 Days Due Items 9 Overdue Item(s)

**Important Dates** Hangar-In Date: Nov 4 2016 Hangar-Out Date: Nov 4 2016 Prog. Compl. Date:

**Reference Info** Log Ref #:  Station: AIR Exe. Category: 1-Repair CAPEX Prop. #:

**Toggle Views** ☒ Task ☐ Discrepancy/Findings


**Summary** 0 ALL 0 Planned 0 In-Progress 0 Completed View: ☒ Simple ☐ Detail

**VP-001844-2016** No Records found.

Figure 2.10 : Package created

## 2.1.4 WORKING ON AN EXISTING PACKAGE

- Select **Work Reporting Hub** from the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Work Reporting Hub** page appears.
- Select the **Work** radio button. See Figure 2.11.

3. Select **Aircraft Maint. Exe. #** from the drop-down list box.
4. In the editable box, enter the package or use the  search icon to select a package.

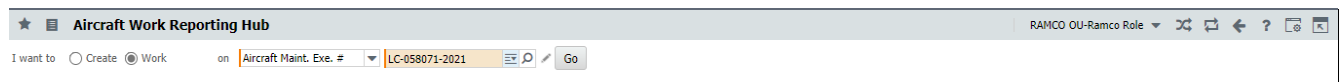


Figure 2. 11 : Work radio button

5. Select the **Go** pushbutton or press <Enter>. The system opens the package that you wish to work on. See Figure 2.12.

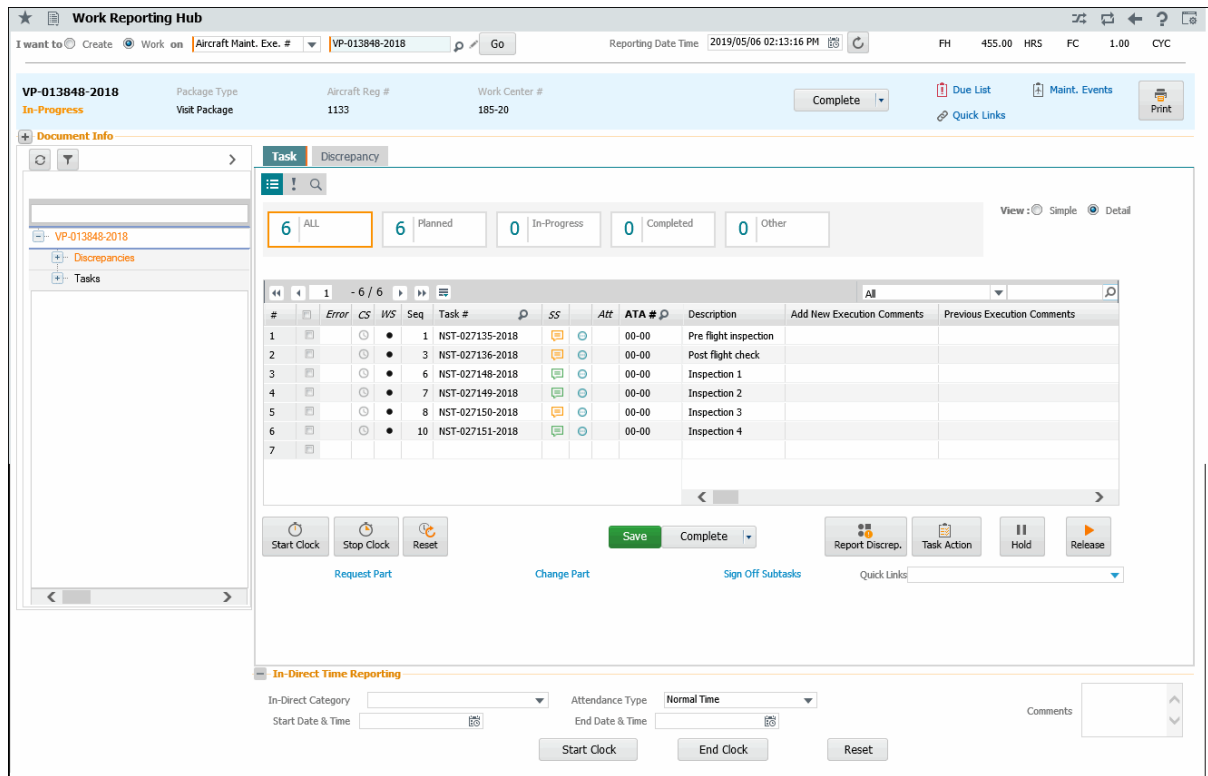








Figure 2. 12 : Working on existing package

6. Select the **Task** tab to report work on task.
7. Select the **Discrepancy** tab to report work on discrepancy.
8. Select the record(s) in the multiline for which action needs to be performed
9. Click the **Save** pushbutton to save the details recorded.
10. Click the dynamic status pushbutton, (**Complete** pushbutton as in Figure 2.12) indicating the status of item to save details recorded and update the status for the task/discrepancy.
11. Click the  icon to **Start the Clock** for the selected items in the multiline.
12. Click the  icon to **Stop the Clock** for the selected items in the multiline.
13. Click the  icon to **Reset the Clock** for the selected items in the multiline.
14. Click the  icon to **Report a Discrepancy** against an item.
15. Click the  icon to **Report work on a Task**.



16. Click the  icon to Report work on a Discrepancy.

*The above pushbutton is available only if the selected record is a discrepancy.*

17. Click the  icon to apply **Hold** on an item.

18. Click the  icon to **Release** hold on an item.

*Note: The status of the clock is displayed in the CS column in the multiline.*

*Note: You can also click the Clock icon displayed in the CS column in the multiline to toggle the clock for the specific record.*

19. Select the **Request Part** link to go to the Part Requirements / Request tab of Parts Hub.

The “Part Requirements / Request” tab appears on click of the “Request Part” link. The multiline in the “Parts Requirements/Request” tab displays the material requests available for the tasks / discrepancies selected in the Tasks / Discrepancies tab of Work Reporting Hub. However, retrieval of part requests is based on the process parameter definition as set in the Define Process Parameters activity of Common Master.

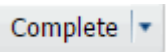
20. Select the **Change Part** link to go to the “Record Aircraft Maintenance Execution Details” page.

21. Select the Sign Off Subtasks link to go to the Subtask Sign Off page.

22. Use the **Quick Links** drop-down list box to select the link to perform the next course of action on the task selected in the multiline.

#### To change status for multiple records in the multiline

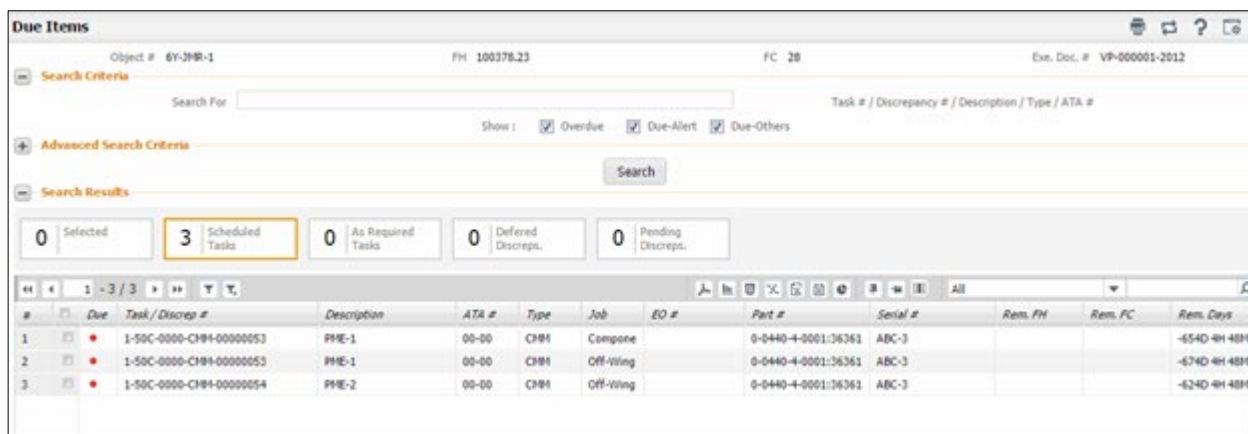
1. Select the required records in the multiline.

2. Click the **Quick Status Change** combo that is the  drop down list box adjacent to the Save pushbutton which lists the possible statuses. From the multiple status options listed, select the required status. The status of all the selected records will be updated with the selected status.

### 2.1.5 ADDING DUE ITEMS TO THE PACKAGE

The **Due Items** popup retrieves and displays the deferred discrepancies from the Planned, In Progress, Completed and Closed packages in the **Deferred Discreps.** tile card in the **Due Items** popup of the **Work Reporting Hub** screen

- Select **Work Reporting Hub** from the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Work Reporting Hub** page appears.
- Select the **Due List** link available in the in the top right corner of the **Context Section** (Refer Figure 2.3 above). The **Due Items** popup appears. See Figure 2.13.



**Due Items**

Object # 6YJPR-1      PH 100378.23      FC 28      Evt. Doc. # VP-000001-2012

Search For:       Task # / Discrepancy # / Description / Type / ATA #

Show: ☒ Overdue ☒ Due-Alert ☒ Due-Others

Advanced Search Criteria:       Search

Search Results:

0 Selected    3 Scheduled Tasks    0 As Required Tasks    0 Deferred Discreps.    0 Pending Discreps.

#	Due	Task / Discrep #	Description	ATA #	Type	Job	EO #	Part #	Serial #	Rem. PH	Rem. PC	Rem. Days
1	<input checked="" type="checkbox"/>	1-50C-0000-CH91-00000053	PH1-1	00-00	CH91	Compane		0-0440-4-0001:36361	ABC-3			-654D 4H 48H
2	<input checked="" type="checkbox"/>	1-50C-0000-CH91-00000053	PH1-1	00-00	CH91	Off-Wing		0-0440-4-0001:36361	ABC-3			-674D 4H 48H
3	<input checked="" type="checkbox"/>	1-50C-0000-CH91-00000054	PH1-2	00-00	CH91	Off-Wing		0-0440-4-0001:36361	ABC-3			-624D 4H 48H

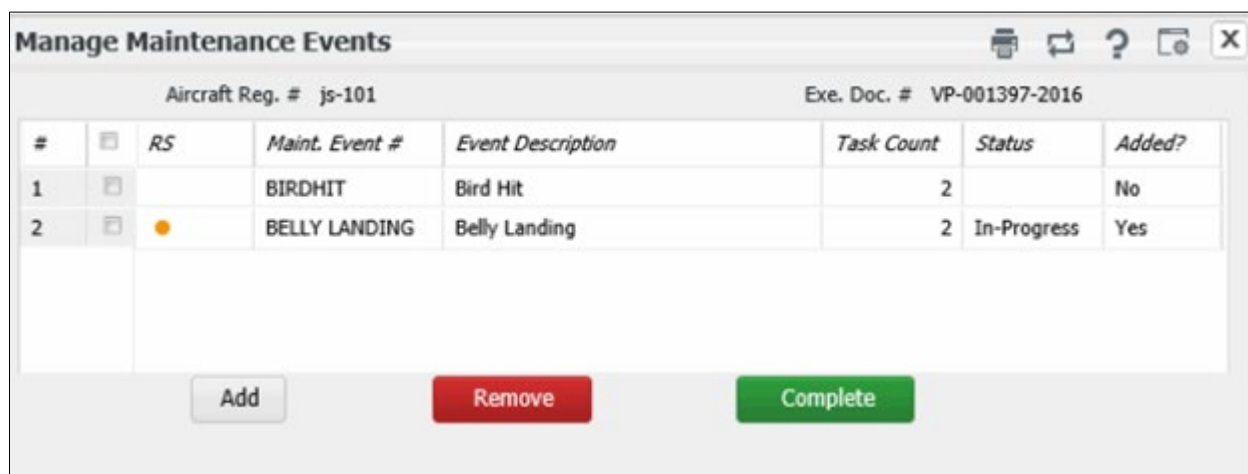
Figure 2. 13 : Due List popup

3. You can also use the **Search For** field to filter your search based on **Task #/Discrepancy #/ Description/ Type** or **ATA #**.
4. Select one or multiple deferred discrepancies in the multiline.
5. Click **Ok** pushbutton.

*Note: If you select one more item(s) under one group and switch over to another group, you can go to the first 'Selected' group to see all the items you have picked. Remember to select the items before clicking Ok.*

## 2.1.6 MANAGE MAINTENANCE EVENTS

1. Select the **Maint. Events** link available in the top right corner of the Context Section (Refer Figure 2.3 earlier in the document). The Maintenance Events popup appears. See Figure 2.14.



#	RS	Maint. Event #	Event Description	Task Count	Status	Added?
1	<input type="checkbox"/>	BIRDHIT	Bird Hit	2		No
2	<input checked="" type="checkbox"/>	BELLY LANDING	Belly Landing	2	In-Progress	Yes

Buttons: Add, Remove, Complete

Figure 2. 14 : Manage Maintenance Events

- Note: The system lists all the maintenance events that are applicable for the current Aircraft Reg. #.*
2. Select a record(s).
  3. Click the **Add** pushbutton to add a set of tasks to the current package.
  4. Click the **Complete** pushbutton if you wish to add the tasks as well as complete them in cases where sign off is no required.
  5. Click the **Remove** pushbutton to revert any Maintenance Events already added but not yet started.

### 2.1.7 USING QUICK LINKS

1. Select the **Quick Links** available in the top right corner of the **Context Section** (Refer Figure 2.3 earlier in the document). The **Quick Link** callout appears. See Figure 2.15.

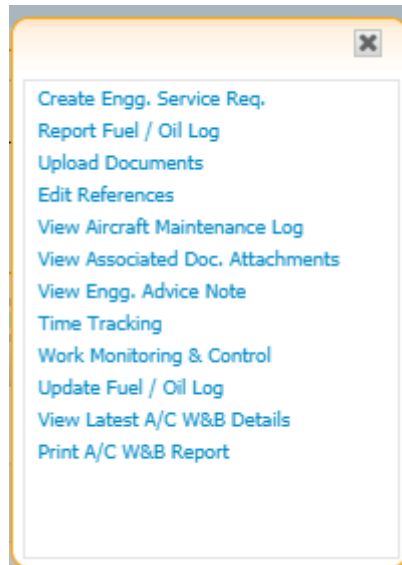





Figure 2. 15 : Quick Links

2. Click any of the links listed for further action.

 *Note: The system lists all the possible links that can be launched from the Work Reporting Hub at a Package Level.*

### 2.1.8 PRINT PACKAGE

1. Select the  **Print** button available in the top right corner of the **Context Section** (Refer Figure 2.3 earlier in the document) to print the entire package.

 *Note: You can select one item in the multiline and directly click the Print pushbutton to print that particular item. You can also perform selective printing by selecting more than one item directly clicking the Print pushbutton.*

### 2.1.9 REPORT DISCREPANCY QUICKLY

1. Select the record in the Task or Discrepancy multiline against which you wish to report discrepancy.

2. Select  icon. The **Manage Discrepancy** popup appears. See Figure 2.16.

Figure 2. 16 : Report a discrepancy

3. Enter details of the discrepancy including **Description** of the discrepancy.
4. Enter the **ATA #** and other details.
5. Enter the details of the discrepancy / corrective action conveyed by the mechanic through radio communication in the **Radio Communication** field.
6. Enter fields in the **More Info** group box.
7. Enter fields in the **Corrective Action** group box.
8. Select **Sign Off Requirement**.
9. Select **Action, Mechanic** and **Inspector** fields.
10. Enter details in the **Component Details** and **Actual Date & Time** group boxes.
11. Click the **Report Discrepancy** pushbutton to create a discrepancy without navigating to the 'Discrepancy' tab.

Note: Alternatively, you can also visit the Discrepancy tab and manually mention the Source Task # / Discrepancy # and then report the discrepancy.

Note: You can also report discrepancy (including in bulk) using the multiline if you wish.

## 2.1.10 REPORT WORK ON A TASK


1. Select the **Task** tab page, Enter details in the multiline and click the **Save** pushbutton to report work on a task.  
Or
2. Select the record in the Task multiline against which you wish to report work
3. Select the  icon. The **Task Actions** popup appears. See Figure 2.17.

Figure 2. 17 : Tasks Actions popup

4. You can perform the following actions against a task using this popup:

#### Change Task Status

- Use the **Status** drop-down list box and select the status that you wish to modify.
- Click **Ok**.

#### Update Actual Start Date & Time

- Expand the **Actual Date & Time** section
- Enter the **Start Date** and time
- Click **Ok**.

#### Update Actual End Date & Time

- Expand the **Actual Date & Time** section.
- Enter the **End Date** and time.
- Click **Ok**.

#### Add New Execution Comments

- Enter any remarks pertaining to the task in the **New Comments** field in the **Execution Comments** section.
- Select the **Add** pushbutton. The system lists the comment entered in the multiline below.

#### Modify Signoff Requirement

- Select or deselect the **Sign off Requirement** check boxes from the **Sign Off Details** section to indicate the sign off requirements.
- Enter the employee code or use the help icon to select the against the selected personnel for sign off
- Click **Ok**.

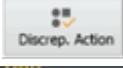
You can also do any of the above combination in one go for example, you can change the status of the task, enter actual start date and end date, enter sign off details and select **Ok** pushbutton. The system completes the task with the specific end date and sign offs specified.

### 2.1.11 REPORT WORK ON A DISCREPANCY

1. Select the **Discrepancy** tab page, Enter details in the multiline and click the **Save** pushbutton to report work on a task.

Or

2. Select the record in the Discrepancy multiline against which you wish to report work

3. Select the  icon. The Task Actions popup appears. See Figure 2.18.

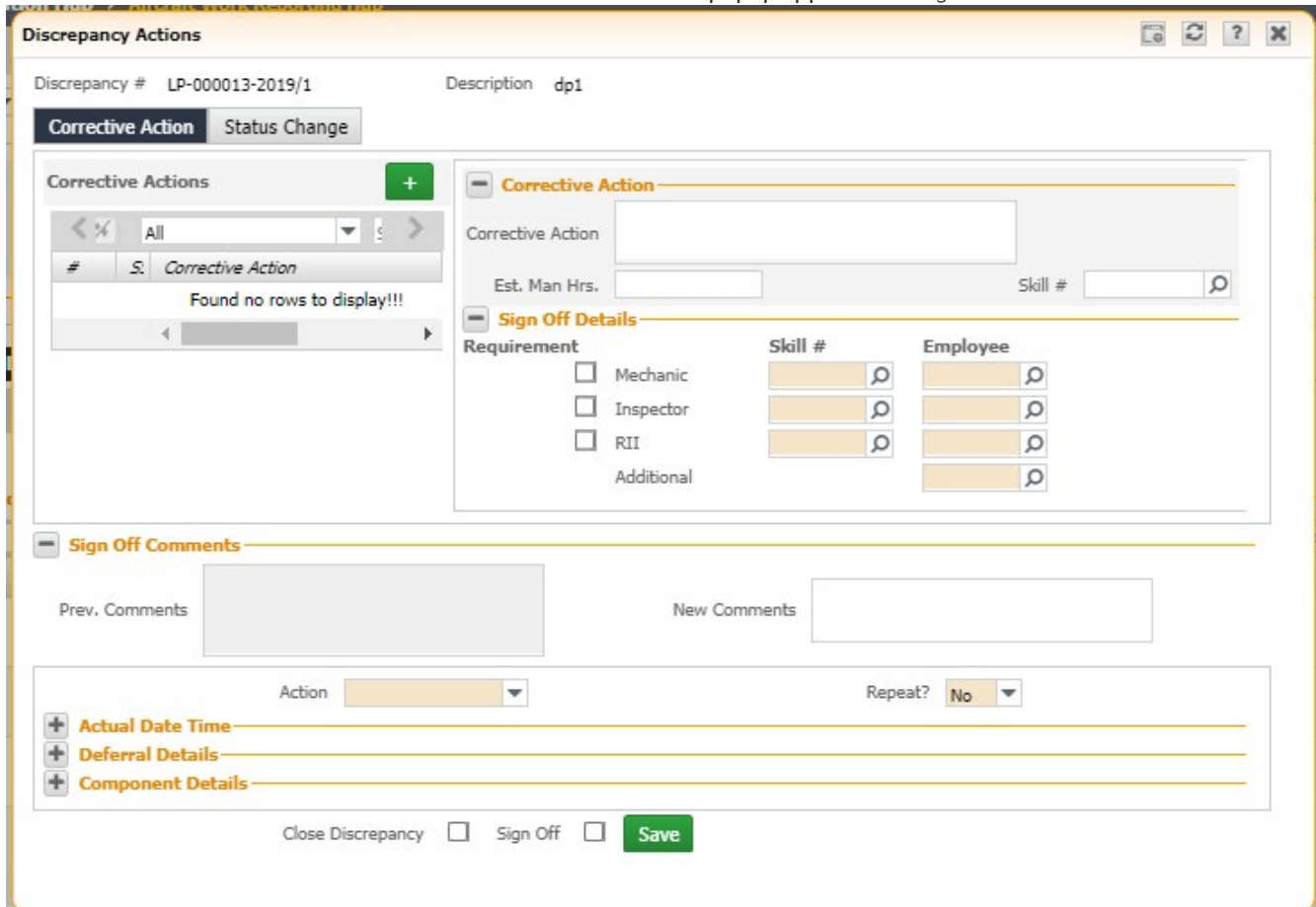



Figure 2. 18 : Report work on discrepancy

4. Select the **Corrective** action section in the left pane to view the Corrective Action, Signoff Requirement and Signoff details in the right pane, which can be modified.
5. You can perform the following actions against a discrepancy using this popup:
  - Change Discrepancy Status
  - Update Actual Start Date & Time
  - Update Actual End Date & Time
  - Add New Corrective Action.
  - Edit/View/Delete Existing Corrective Action
  - Modify Signoff Requirement.
  - Update estimated man hours against corrective action
  - Add Skill details against corrective action
  - Specify details of employee who performed Mechanic /Inspector Sign Off

- Sign off against a Corrective Action
- Do the above in any combination.

*Note: You can report work on a discrepancy (including in bulk) using the multiline if you wish.*

### 2.1.12 APPLY HOLD

1. Select the record(s) in the multiline which you wish to put on hold.
2. Select the  icon. The Task Actions popup appears. See Figure 2.19.

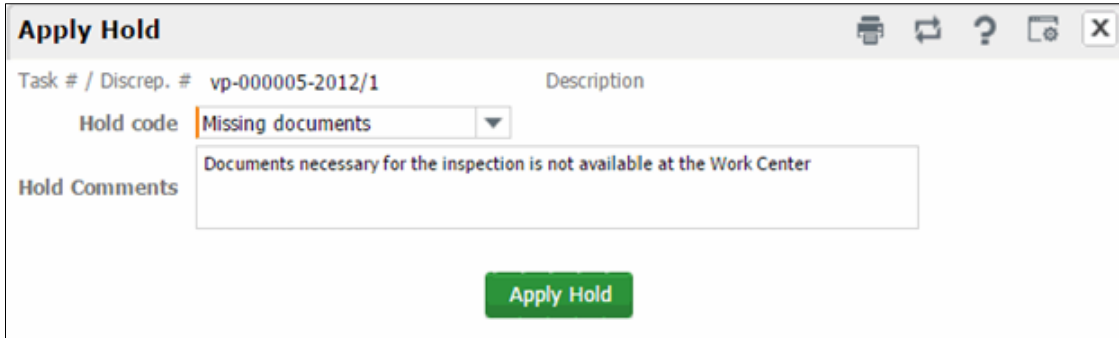



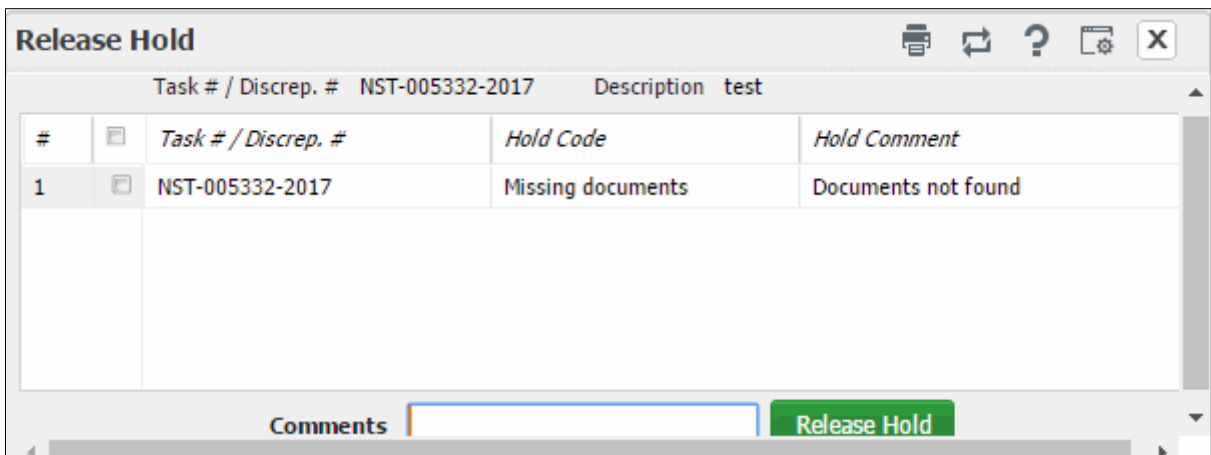
Figure 2.19 : Apply Hold on task

3. Use the **Hold Code** drop down list box to select a hold code.
4. Provide **Hold Comments**.
5. Click **Apply Hold**.

*Note: You can also apply Hold (including bulk actions) using the multiline if you wish.*

### 2.1.13 RELEASE HOLD

1. Select the record(s) in the multiline which is on hold,
2. Select the  icon. The Task Actions popup appears. See Figure 2.20.



#	Task # / Discrep. #	Hold Code	Hold Comment
1	NST-005332-2017	Missing documents	Documents not found

Figure 2.20 : Release Hold

3. Select a record.
4. Provide release **Comments**.
5. Click **Release Hold**.

To proceed further,

- Select the **Request Part** link to request parts for a Task / Discrepancy. The system launches the Parts Hub.
- Select the **Sub Tasks Sign Off** link to go to the Subtask sign off page.
- Select the **Report Resource** link to go to the Report Resource Estimates/Actuals.
- Select the **Report and Return Consumption** link to go to the **Record Part Consumption and Return** page
- Select the **Change Part** link to perform component replacement to launch the “Record Aircraft Maintenance Execution Details” page with the package #.

*Note: Bulk Component Replacement feature will be available in the Parts Hub as part of a future software update*

6. Select the **Sign Off Subtasks** link to go to the **Subtask Sign Off** page.
7. Use the **Quick Links** drop-down list box to select the link based on which you wish to perform the next course of action

*Note: You can also release Hold (including bulk actions) using the multiline if you wish.*

## Working on task



This tab enables you to report work on a task. You can also perform bulk actions.

1. Select **Task** tab in the **Work Reporting Hub** page. The system displays this tab by default on launch of the Hub. See Figure 2.21.

The screenshot shows the 'Task' tab selected in the 'Work Reporting Hub'. The interface includes a top navigation bar with 'Task' and 'Discrepancy' tabs. Below this is a filter section with buttons for '6 ALL', '6 Planned', '0 In-Progress', '0 Completed', and '0 Other'. A 'View' toggle is set to 'Simple'. A table with 7 rows and 12 columns displays task data. The columns are: #, Error, CS, WS, Seq, Task #, SS, Att, ATA #, Description, Add New Execution Comments, and Previous Execution Comments. The tasks listed are: 1 NST-027135-2018 (Pre flight inspection), 2 NST-027136-2018 (Post flight check), 3 NST-027148-2018 (Inspection 1), 4 NST-027149-2018 (Inspection 2), 5 NST-027150-2018 (Inspection 3), 6 NST-027151-2018 (Inspection 4), and 7. Below the table are buttons for 'Start Clock', 'Stop Clock', 'Reset', 'Save', 'Complete', 'Report Discrep.', 'Task Action', 'Hold', and 'Release'. A 'Quick Links' dropdown is also present.

#	Error	CS	WS	Seq	Task #	SS	Att	ATA #	Description	Add New Execution Comments	Previous Execution Comments
1				1	NST-027135-2018			00-00	Pre flight inspection		
2				3	NST-027136-2018			00-00	Post flight check		
3				6	NST-027148-2018			00-00	Inspection 1		
4				7	NST-027149-2018			00-00	Inspection 2		
5				8	NST-027150-2018			00-00	Inspection 3		
6				10	NST-027151-2018			00-00	Inspection 4		
7											

Figure 2. 21 : The Task tab page– Status Filter view

2. Select any of the status based **search** buttons to retrieve the relevant records in the multiline.
3. Click the  icon to display records retrieved based on Exception status. See Figure 2. 21.
4. Click the  icon for exception-based retrieval of tasks from the package. See Figure 2.22.



Task

Discrepancy

6

ALL

0

My Clock Running

0

All Clock Running

0

Work on Hold

0

Estimation Required

View : ☒ Simple ☐ Detail

#	Error	CS	WS	Seq	Task #	SS	Att	ATA #	Description	Add New Execution Comments	Previo
1				1	NST-027135-2018			00-00	Pre flight inspection		
2				3	NST-027136-2018			00-00	Post flight check		
3				6	NST-027148-2018			00-00	Inspection 1		
4				7	NST-027149-2018			00-00	Inspection 2		
5				8	NST-027150-2018			00-00	Inspection 3		
6				10	NST-027151-2018			00-00	Inspection 4		
7											

Start Clock

Stop Clock

Reset

Save

Complete

Report Discrep.

Task Action

Hold

Release


Request Part

Change Part

Sign Off Subtasks

Quick Links

Figure 2. 22 : The Task tab page – Exception Filter view

5. Select the  icon to display search criteria.
6. Enter the specific filters and then click on the Go pushbutton. See Figure 2.23.

#	Error	CS	WS	Seq	Task #	SS	Att	ATA #	Description	Add New Execution Comments	Previous Execution Comments
1				1	NST-027135-2018			00-00	Pre flight inspection		
2				3	NST-027136-2018			00-00	Post flight check		
3				6	NST-027148-2018			00-00	Inspection 1		
4				7	NST-027149-2018			00-00	Inspection 2		
5				8	NST-027150-2018			00-00	Inspection 3		
6				10	NST-027151-2018			00-00	Inspection 4		
7											

Start Clock Stop Clock Reset

Save Complete

Report Discrep. Task Action Hold Release

Request Part Change Part Sign Off Subtasks Quick Links

Figure 2. 23: The Task tab page – Search Filter view

## Working on discrepancy

The Discrepancy tab enables you to report work on discrepancies. You can also perform bulk actions here. Status based search buttons as in the Task tab is available in the **Discrepancy** tab also for retrieving discrepancies. Select **Discrepancy** tab in the **Work Reporting Hub** page. The system displays this tab by default on launch of the Hub. See *Figure 2.24*.

**Work Reporting Hub**

I want to ☐ Create ☒ Work on **Aircraft Maint. Exe. #** **VP-013848-2018**  Reporting Date Time  FH 455.00 HRS FC 1.00 CYC

**VP-013848-2018** Package Type Visit Package Aircraft Reg # 1133 Work Center # 185-20

**Document Info**

**Package Dates**  
Planned Start Dec 19 2018  
Actual Start Dec 20 2018  
Planned End Dec 20 2018  
Actual End  
Delayed Start by 1 Day (s)

**Work Progress**  
Tasks (Open/Total) 6 / 6  
Discreps. (Open/Def/Total) 4 / 0 / 5  
Tot. Est. Man Hrs. 11  
Tot. Act. Man Hrs. 0  
9% Completed

**Object Info**  
A/C Model # B767-200  
A/C MSN 1133  
Last JLog # JL-0001122013  
Next Due in -1554 Days  
Due Items 1 Overdue Item(s)

**Parameter Info**  
ENGCT 0 CC  
EC 0 CY  
LNDG 0 CYC  
PCYC 0 CYC

**Reference Info**  
Log Ref#  
Station 101  
Exe. Category 1-Repair  
CAPEX Prop. #  
AOG Priority

**Task Discrepancy**



5 ALL 4 Under Resolution 1 Completed 0 Closed 0 Other View: Simple Detail

#	Error	CS	WS	Att	Type	Log Item	SS	ATA #	Description	Corrective Action	Discrepancy #	ED	Action
1					MIREP	VP-013848-2018/1		00-00	Crack in the left winglet	Corrected 1	CDP-012340-2018		
2					MIREP	VP-013848-2018/2		00-00	Crack in the right winglet	Corrected 2	CDP-012341-2018		Close
3					MIREP	VP-013848-2018/3		00-00	Crack in the wing tip	Corrected 3	CDP-012342-2018		
4					MIREP	VP-013848-2018/4		00-00	Defect 1	Corrected 4	CDP-012344-2018		

[Request Part](#) [Change Part](#) [Sign Off Subtasks](#) Quick Links

**In-Direct Time Reporting**

Figure 2. 24 : The Discrepancy tab

1. Click the  icon to display records retrieved based on Exception status. See Figure 2.24.
2. Click the  icon for exception-based retrieval of discrepancies from the package. See Figure 2.25.


**Task Discrepancy**

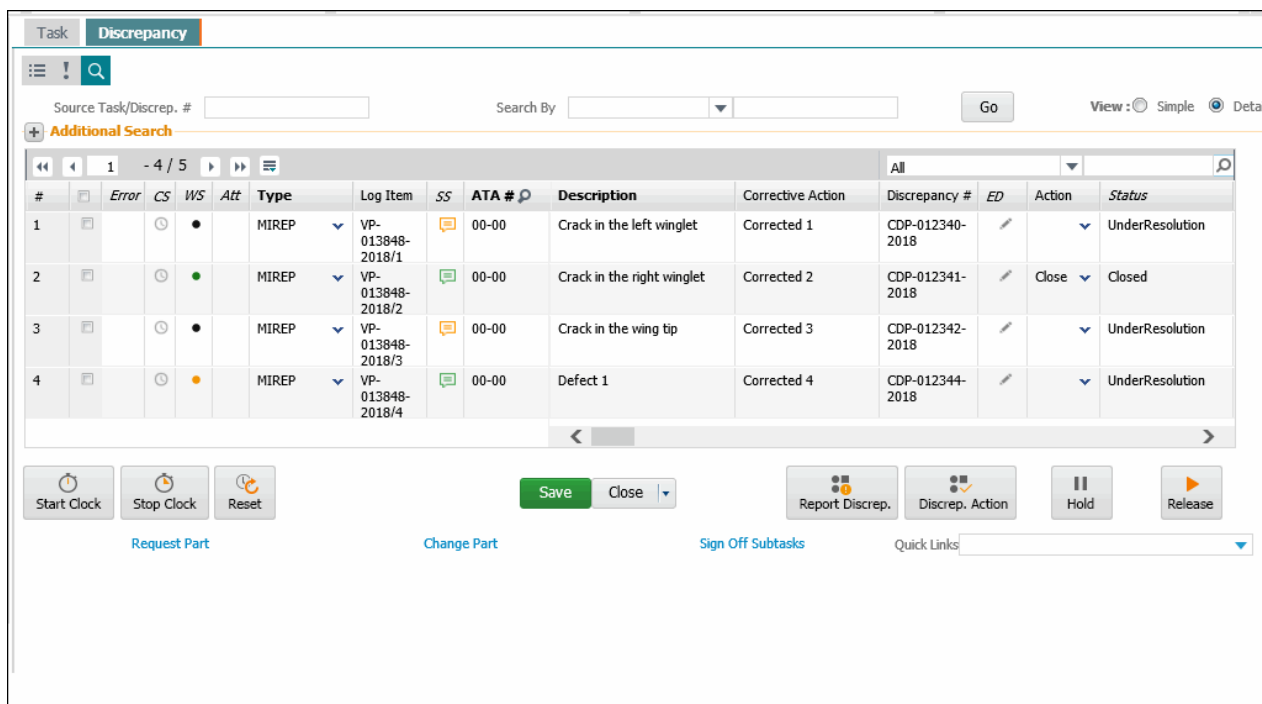
5 ALL 0 My Clock Running 0 All Clock Running 0 Work on Hold 0 Estimation Required View: Simple Detail

#	Error	CS	WS	Att	Type	Log Item	SS	ATA #	Description	Corrective Action	Discrepancy #	ED	Action	Status
1					MIREP	VP-013848-2018/1		00-00	Crack in the left winglet	Corrected 1	CDP-012340-2018			UnderResolution
2					MIREP	VP-013848-2018/2		00-00	Crack in the right winglet	Corrected 2	CDP-012341-2018		Close	Closed
3					MIREP	VP-013848-2018/3		00-00	Crack in the wing tip	Corrected 3	CDP-012342-2018			UnderResolution
4					MIREP	VP-013848-2018/4		00-00	Defect 1	Corrected 4	CDP-012344-2018			UnderResolution

[Request Part](#) [Change Part](#) [Sign Off Subtasks](#) Quick Links

Figure 2. 25 : The Discrepancy tab – Exception Filter view

3. Select the  icon to display search criteria.
4. Enter the specific filters and then click on the Go pushbutton. *See Figure 2.26.*



Task: **Discrepancy**

Source Task/Discrep. #  Search By  Go View: ☐ Simple ☒ Detail

+ Additional Search

#	Error	CS	WS	Att	Type	Log Item	SS	ATA #	Description	Corrective Action	Discrepancy #	ED	Action	Status
1					MIREP	VP-013848-2018/1		00-00	Crack in the left winglet	Corrected 1	CDP-012340-2018			UnderResolution
2					MIREP	VP-013848-2018/2		00-00	Crack in the right winglet	Corrected 2	CDP-012341-2018		Close	Closed
3					MIREP	VP-013848-2018/3		00-00	Crack in the wing tip	Corrected 3	CDP-012342-2018			UnderResolution
4					MIREP	VP-013848-2018/4		00-00	Defect 1	Corrected 4	CDP-012344-2018			UnderResolution

Start Clock Stop Clock Reset Save Close Report Discrep. Discrep. Action Hold Release

Request Part Change Part Sign Off Subtasks Quick Links

Figure 2. 26: The Discrepancy tab – Search Filter view

## Perform Subtask sign off for a task or discrepancy

To perform Subtask Sign Off for a Task/Discrepancy,

1. Select the record from the multiline.
2. Click the **Subtasks Sign Off** link below the multiline. This opens the **Bulk Sign Off** page with the relevant Package # and Task #.
3. The system lists all the Subtasks of the tasks in the multiline.
4. Enter the employee code of the Mechanic / Inspector against the Subtasks.
5. Perform **Sign Off**.
6. For discrepancy sign off, you can specify the skill # against corrective action or discrepancy level.
7. Click the **Back** button to go back to the **Work Reporting Hub**.

## Report Resource Estimates / Actuals for a task / discrepancy

1. Select the record from the multiline.
2. Click the **Report Resource** link below the multiline. The system launches the **Report Resource Estimates / Actuals** page with the relevant Package # and Task #.
3. The system lists all the Subtasks of the tasks in the multiline.
4. Enter the employee code of the Mechanic / Inspector against the Subtasks.
5. Perform Sign Off.
6. Click the **Back** button to go back to the **Work Reporting Hub**.

## Record Return and Report Consumption for a task or discrepancy

1. Select the record from the multiline.
2. Click on the **Return and Report Consumption** link below the multiline. The system launches the **Record Part Consumption & Return** screen with the relevant Package # and Task #.
3. In the **Record Part Consumption & Return** page, return unconsumed parts in the **Return Unconsumed Parts** tab, return cores in the **Return Cores** tab and report direct part consumption in the **Record Direct Part Consumption** tab.
4. Click the **Back** button to go back to the **Work Reporting Hub**.

## In-Direct Time booking against work done other than tasks

Employees can book time spent on activities, such as meetings, training sessions, team outing or technical records evaluation through indirect booking. See Figure 2.27.

Figure 2. 27: Indirect Report Booking

1. In the **In-Direct Time Booking** group box, use the **In-Direct Category** drop-down list box to select the category under which you want to report time. The drop-down list box displays the Active and valid quick codes defined under the quick code type Indirect Categories in the Manage Quick Codes activity under the business component Time Management Master.
2. Use the **Attendance Type** drop-down list box to select the attendance type for time booking. The drop-down list box displays the Active and valid quick codes defined under the quick code type Attendance Type in the Manage Quick Codes activity under the business component Time Management Master.
3. For manual time booking, enter the **Start Date & Time** and **End Date & Time** to indicate the beginning and conclusion dates and times of the non-task activities.
4. Enter **Comments** to provide additional information on the activity.
5. Click the **Start** pushbutton to begin time booking for the non-task activity.
6. Click the **Stop** pushbutton to halt time booking for the non-task activity.
7. Click the **Reset** pushbutton to start time booking for the activity again.

## Other features

The hub also has the following additional features:

- Clicking the “+” icon next to a Task / Discrepancy in the tree opens the folder and displays the Child items under that Task/Discrepancy.
- A Tree Refresh button is available to refresh the entire tree structure and display the latest information.
- Based on option settings the Document Info section can be collapsed by default.
- Based on option settings the Cards in the Document Info section can be re-sorted or hidden.
- Search Tasks and Discrepancies with Skill # / Zone # / Work Area #.
- Create Discrepancies while mentioning Skill # / Zone # / Work Area #.
- Tree Filter popup to change Group By option and shows only open items.
- Tree Search is available above the tree structure.

To proceed further,

- Use the **Quick Links** drop-down list box to select the relevant link based on which you wish to perform the next course of action.

### 2.1.14 Dual Authentication during Sign Off of Task / Discrepancy

To facilitate dual authentication of employees during sign off of tasks and discrepancies, the following entity in the **Smart Card Interface** business component (the **Configure Dual Authentication** screen) must be available:

- **Application Group:** Desktop
- **Entity:** Aircraft Maintenance Execution
- **Action:** Sign-Off
- **Authentication Type:** Not Required, Login Password, Login Password & PIN or PIN

For successful sign off of a task/discrepancy, you as the mechanic / inspector are required to provide PIN or Login Password or both based on the authentication type set for the entity **Aircraft Maintenance Execution** in the **Configure Dual Authentication** activity of the **Smart Card Interface** business component.

Not Required	The employee can sign off tasks/discrepancies without Dual Authentication. The <b>User Authentication</b> popup will not appear on sign off
PIN	The employee must provide PIN for successful sign off as set in the <b>Set / Change PIN</b> activity in Smart Card Interface
Login Password	The employee must provide Login Password for successful sign off
PIN & Password	The employee must provide both PIN and Login Password for successful sign off (PIN, as set in the <b>Set / Change PIN</b> activity in Smart Card Interface

During save of tasks / discrepancies after the users have provided sign off details of tasks / discrepancies, the User Authentication popup appears as shown next. *See Figure 2.28.*

#	Error	CS	HRS	Type	Log Item	ATA #	Description	Corrective Action	Discrepancy #	ED	Action	Status	Source
1				MIREP	W717100 001/DPLO G-1	00-00	Discrepancy-direct-1		W717100001/ DPLOG-1		Defer	Deferred	
2				MIREP	W717100 001/DPLO G-2	72-00	Discrepancy-direct-2		W717100001/ DPLOG-2		Defer	Deferred	
3				MIREP	001	00-00	dy45	close	001		Close	Closed	
4				MIREP	W717100 001/test	00-00	test		W717100001/ test			UnderResolution	

Figure 2. 28: User Authentication for Sign Off

However, if Password or PIN has not been for the employee involved in the task sign off, the following page appears to enable the setting of PIN / Password. See Figure 2.29.

**Set/Change PIN**

Employee # 00001413 Employee Name RICHARD RAM

Login Password  OR Old PIN

New PIN

Confirm New PIN

Figure 2. 29: Configure PIN / Password

Another variant of the User Authentication popup appears as shown in the next image, if the License / Certificate # of employees involved in sign off has been made mandatory for dual authentication based on a process parameter "Display & Capture License/Certificate information during Task/Discrepancy Sign Off using Dual Authentication?". See Figure 2.30.

Figure 2. 30: License / Certificate # capture for Sign Off


## Perform Subtask sign off for a task or discrepancy



You can perform individual sub task sign off or bulk sign off in the **Work Reporting Hub** screen.


The **SS** column in the **Task** and **Discrepancy** tab multilines indicates the sign off status of sub tasks as well as the existence of sub tasks for the task. On click of these icons, the **Record Sign-Off & Work Completion** popup showing the associated sub tasks appears. The below tables illustrates the symbolic representation by the icons in the new column **SS**.

Icons	Meaning
	The task / discrepancy task does has sub tasks and the sign off status is 'Not Required' or 'Signed Off (Voided)'
	The task / discrepancy task has sub tasks and is pending for sign off
	The task / discrepancy task has sub tasks and is signed off
	The task /discrepancy task does not have sub tasks and has sign off status as 'Not Required' or 'Signed Off (Voided)'
	The task / discrepancy task does not have sub tasks and is pending for Sign off (could be Pending Mechanic /



	Pending Inspector / Pending Mech & Insp)
	Task / discrepancy task does not have sub tasks and is signed off

The users can click the  and  icons for pending tasks and sub tasks to open the **Record Sign-Off & Work Completion** popup. The users can record necessary details for sub tasks in the **Record Sign-Off & Work Completion** popup. However, the users can click the **Sign Off Sub Tasks** link to sign off sub tasks of multiple tasks in one go. The below tables illustrates the symbolic representation by the icons in the new column SS.

Icons	Meaning
	The task / discrepancy task does has sub tasks and the sign off status is 'Not Required' or 'Signed Off (Voided)
	<i>The task / discrepancy task has sub tasks and is pending for sign off</i>
	The task / discrepancy task has sub tasks and is signed off
	The task /discrepancy task does not have sub tasks and has sign off status as 'Not Required' or 'Signed Off (Voided)'
	The task / discrepancy task does not have sub tasks and is pending for Sign off (could be Pending Mechanic / Pending Inspector / Pending Mech & Insp)
	Task / discrepancy task does not have sub tasks and is signed off

#### To perform sub task sign off:

1. Click the icon in the **SS** column for the required record in the Task / Discrepancy multiline. The **Record Sign-Off & Work Completion** popup showing the associated sub tasks appears. *See Figure 2.31.*

Figure 2. 31:: Record Sign-Off & Work Completion

2. Click the and icons for pending tasks and sub tasks to open the **Record Sign-Off & Work Completion** popup.
3. Record necessary details for sub tasks in the **Record Sign-Off & Work Completion** popup.
4. Click the **Record Sign Off & Completion** button.

#### To perform bulk sign off

1. Click the **Subtasks Sign Off** link below the multiline. This opens the **Record Sign-Off & Work Completion** page with the relevant Package # and Task #. The system lists all the Subtasks of the tasks in the multiline.
2. Enter the employee code of the Mechanic / Inspector against the Subtasks.
3. Click the **Record Sign Off & Completion** button to perform Sign Off.
4. Click the **Back** button to go back to the **Work Reporting Hub**.


### Report Resource Estimates / Actuals for a task / discrepancy

1. Select the record from the multiline.
2. Click the **Report Resource** link from the **Quick Links** drop-down list box below the multiline. The system launches the **Report Resource Estimates / Actuals** page with the relevant Package # and Task #.
3. The system lists all the Subtasks of the tasks in the multiline.
4. Enter the employee code of the Mechanic / Inspector against the Subtasks.
5. Perform Sign Off.
6. Click the **Back** button to go back to the **Work Reporting Hub**.

### Record Return and Report Consumption for a task or discrepancy

1. Select the record from the multiline.
2. Click on the **Return and Report Consumption** link **Quick Links** drop-down list box below the multiline. The system launches the **Record Part Consumption & Return** screen with the relevant Package # and Task #.
3. In the **Record Part Consumption & Return** page, return unconsumed parts in the **Return Unconsumed Parts** tab, return cores in the **Return Cores** tab and report direct part consumption in the **Record Direct Part Consumption** tab.
4. Click the **Back** button to go back to the **Work Reporting Hub**.

## Assign work center to package popup

1. Click the  icon to open the **Assign Work Centre and Release Package** popup for the selected package in the Fresh or Draft status. The "Assign Work Centre and Release Package" popup appears.
2. From the **Work Center #** drop-down list box, select the work center in which the package must be executed. The drop-down list box displays the work centers for which the login user has access privileges.
3. Select the **Yes** pushbutton to release the package for execution.
4. Alternately, select **No** pushbutton to close the popup without assigning a work center for the package.

## Other features

The hub also has the following additional features:

- ▶ Clicking the icon also has the follow / Discrepancy in the tree opens the folder and displays the Child items under that Task/Discrepancy.
- ▶ A Tree Refresh button is available to refresh the entire tree structure and display the latest information.
- ▶ Based on option settings the Document Info section can be collapsed by default.
- ▶ Based on option settings the Cards in the Document Info section can be re-sorted or hidden.
- ▶ Search Tasks and Discrepancies with Skill # / Zone # / Work Area #.
- ▶ Create Discrepancies while mentioning Skill # / Zone # / Work Area #.
- ▶ Tree Filter popup to change Group By option and shows only open items.
- ▶ Tree Search is available above the tree structure.

To proceed further,

- Use the **Quick Links** drop-down list box to select the relevant link based on which you wish to perform the next course of action

# 3. PARTS HUB

This hub enables you to save part requirements and request parts for maintenance in bulk.

The Parts Hub can be launched either from the left pane at Aircraft/Shop Work Management business process or as a link from the Work Reporting Hub. To launch from the Work Reporting Hub, click on the Request Part link provided under the Task or Discrepancy multiline. If no Tasks or Discrepancies are selected in the multiline prior to the link click, the Parts Hub will open with the Package # as context and shows Parts Estimates and Requests available for all the Tasks and Discrepancies in the current Package.

## 3.1 WORKING WITH THE PARTS HUB

The Parts Hub enables you to request parts for maintenance in bulk and also perform component replacements in bulk. You can also view Material Request Tracking Status for each material request at part level.

### 3.1.1 HOW TO LAUNCH THE PARTS HUB

Select the **Request Part** link provided under the Task or Discrepancy multiline in the **Work Reporting Hub**. See Figure 3. 1.

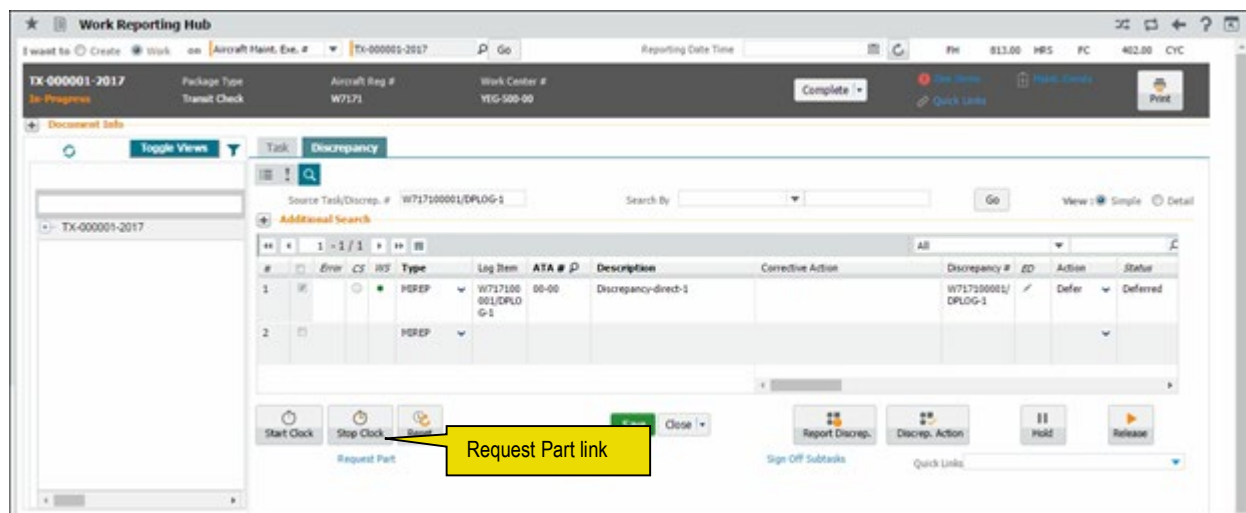


Figure 3. 1 How to launch the Parts Hub – Work Reporting Hub

Alternatively, you can also launch the Parts Hub from the left pane of the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Parts Hub** page appears. See Figure 3. 2.

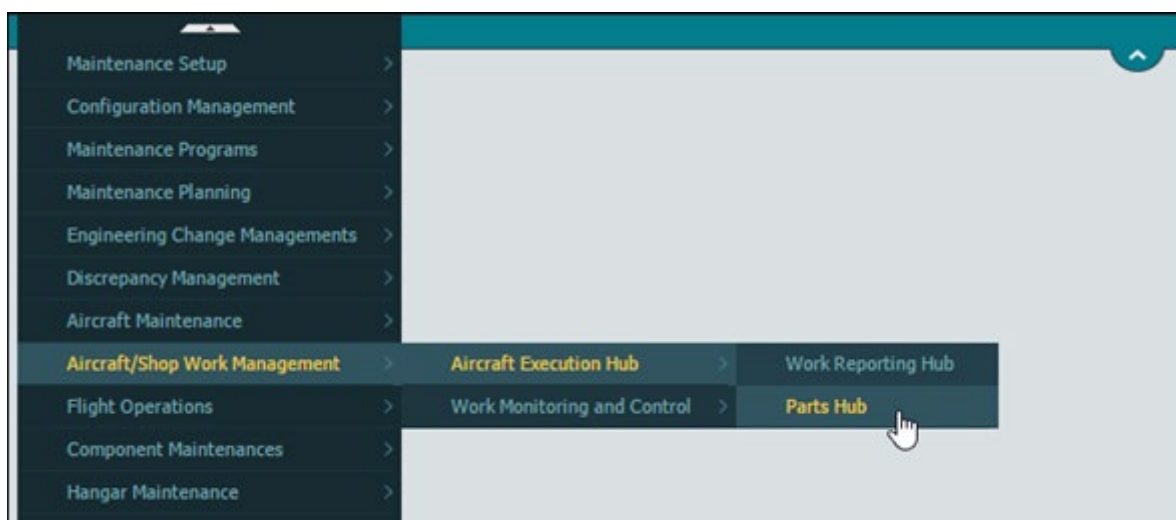


Figure 3. 2 How to launch the Parts Hub – left pane

**Note:** While launching the Parts Hub from the left pane the user is required to manually enter the Package # and click the Search button as no data will be retrieved by default. Select **Work Execution Hub** from the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Works Reporting Hub** page appears.

1. From the **Task** or **Discrepancy** multiline, select one or more task(s) or discrepancy(s) in the multiline. See Figure 3. 3.

**Work Reporting Hub**

I want to ☐ Create ☒ Work on **Aircraft Maint. Exe. #** **VP-000001-2012**  Reporting Date Time  101607.3 41

**VP-000001-2012** Package Type Aircraft Reg # Customer Name Work Center #  
 Hold Visit Package 6Y-JMR Customer 8 YUL-104-02

**Document Info**

<b>Package Dates</b> Planned Start Aug 23 2013 Actual Start Aug 23 2013 Planned End May 31 2016 Actual End On Tim	<b>Work Progress</b> Tasks (Open/Total) 4 / 7 Discreps. 1 / 0 / 5 (Open/Def/Total) Tot. Est. Man Hrs. 16 Tot. Act. Man Hrs. 25 58% Complete	<b>Object Info</b> A/C Model # A320-211 A/C MSN 1905 Last JLog # JL-0002722013 Next Due in Due Items	<b>Important Dates</b> Hangar-In Date Aug 23 2013 Hangar-Out Date Aug 23 2013 Proj. Compl. Date	<b>Reference Info</b> Log Ref# Station YUL Exe. Category 1-Repair CAPEX Prop. # AOG Priorit
----------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

**Task** Discrepancy/Findings

**7** ALL **0** Planned **4** In-Progress **3** Completed View: ☐ Simple ☒ Detail

#	Error	CS	WS	Seq	Task #	ATA #	Description	Execution Comments
1				1	NST-000585-2013	00-00	Inspection	
2				2	NST-000587-2013	00-00	Repair - 01	
3				3	NST-000589-2013	00-00	Repair - 03	
4				4	NST-000591-2013	00-00	Inspection - 01	
5				5	NST-000645-2014	00-00	Testing - 01	
6				6	NST-000654-2014	00-00	Testing	
7				7	3-50C-00-MPD-15363	00-00	Aircraft Task 1	
8								

Figure 3. 3 Request Part link in the Work Reporting Hub page

- Enter **Reporting Date & Time** of the part request.
- Select the **Request Part** link at the bottom of the **Task** or **Discrepancy / Findings** tab pages. The **Parts Hub** page appears with Parts Estimates and Requests available for the selected task(s) or discrepancy(s).

*Note: If you select the **Request Part** link with no selection of any task(s) or discrepancy(s) in the multiline, the **Parts Hub** page appears with the Package # as context and displays the Parts Estimates and Requests available for all the Tasks and Discrepancies in the current Package*

### 3.1.2 REQUESTING A PART

- Select **Parts Hub** from the **Aircraft Execution Hub** in the **Aircraft / Shop Work Management** business process. The **Parts Hub** page appears. Alternatively, you can also launch this screen from the **Request Parts** link under the **Task / Discrepancy** multiline. See Figure 3.3.
  - Enter the **Exe. Doc. #** pertaining to the doc execution. The system lists all the Part Estimates and Requests against the given Package.
- Or
- Enter details like **Task #/ Discrep. #**, **Type**, **Description** and / or **ATA** number in the global search provided. The system lists all the tasks and discrepancies that are similar to the search criteria entered. See Figure 3. 4.

Parts Hub

Search

LC-000604-2019 Task / Discrep. # Type Status Description Rep. Time

In-Progress

Part Requirements / Request Part Attach / Remove

6 ALL 2 Material Not Available 4 Need Date Crossed 0 Pending New Part Creation

View : Simple Detail

#	Err	MS	AVL	Source Task/Discrep. #	Seq #	Tracking #	Part #	Required Qty	Qty. Availab	UOM	Priority	Stock Status	Warehouse #	Part Description	Need Date
6			✓	NST-041507-2019	1	1	:10973-PDC1	1.00	4,000.00	EA	Normal	Accepted	0123	:10973-PDC1	13-12-2019 1...
7			✗	NST-041507-2019	1	1	:10973-PDC1	1.00		EA	Normal	Accepted		:10973-PDC1	21-01-2020 1...
			✗	NST-041507-2019	1	1	n 1	50.00		EA	Normal	Accepted		N 1	05-03-2020 1...
			✗	NST-044519-2020	8	8	:35895	2.00		EA	Normal	Accepted		EXPRESS U.S.RATE SH...	30-04-2020 1...
			✗	NST-044519-2020	8	8	R-01	2.00	0.00	EA	Normal	Accepted	0123	R-01	14-05-2020 1...
			✓	NST-044519-2020	8	8	P-1	2.00	1.00	EA	Normal	Accepted	0123	Part-1	14-05-2020 1...

Save Part Requirement Request Part Print MMD Quick Links

Figure 3. 4 Requesting a part

- Enter **Reporting Date & Time** to indicate the date and time of the part request.
- Provide the **Part #**, **Required Quantity** and other details and click on **Request Part** pushbutton in the bottom of the multiline to request the Part.

## Status Based Search

*Note: The below-mentioned Status/Exception and Search sections are all exclusive of each other. You cannot combine the filters. Toggling between them will reset the search filter applied by the previous filter.*

- Click the  icon to perform status based search in the Parts Requirement / Request tab page. See Figure 3.4.

The system displays the count of items in the multiline in all the statuses as follows:

- ▶ **All:** Displays all part requirements / requests in the multiline.
- ▶ **As Required:** Displays all part requirements with "Need Frequency" set as "As Required"
- ▶ **Pending:** Displays all part requirements with "Need Frequency" set as "Always".
- ▶ **Requested:** Displays all the part requests that are pending to be issued (Authorized Status).
- ▶ **Others:** Displays all the part requests that are already issued (Closed status) or short closed.

## Exception based Search

This section shows the count of items in the multiline with various exceptions.

- Click the Icon  to perform exception based search. See Figure 3. 5.

Figure 3. 5 Parts Hub page – Exception Filter view

- ▶ **All** - Displays all part requirements / requests in the multiline.
- ▶ **Material Not Available** - Displays all part requirements / requests for which requested material is not available in the requested warehouse.
- ▶ **Need Date Crossed** - Displays all part requirements / requests for which need date is crossed.
- ▶ **Pending New Part Creation** - Displays all part requirements / requests that are raised for new part.

2. Select the **Simple** or **Detail** radio button to view the necessary columns in the multiline.

*Note: The simple view hides a fixed number of Display Only columns so that the important columns are easily accessible.*

*Note: The Error column in the multiline highlights the records that are in error.*

## Specific Search

1. Click the icon to search part requirement details based on the search criteria specified. See Figure 3. 6.

Figure 3. 6: Part Requirements / Request tab – Search Filter view

2. The **Search** facility has the traditional Search Criteria and Advanced Search Criteria. On clicking this icon, the following fields appear:
3. Use the **Search By** drop-down list box based on which you wish to retrieve details in the multiline.
4. Check the **Show Requested** check box to retrieve all the part requests. Uncheck to retrieve only the part requirements.

The **WS** column in the multiline displays color codes indicating the work status of a record. The color code details are as follows:

### For Material Requests:

- ▶ Orange - Pending Requests, i.e., Material Request # is not yet generated.
- ▶ Green- Requested but not yet Issued.



- Grey - Issued/Short Closed.


Enter **Source Task/Discrep. #, Part #, Required Qty. , UOM and Priority** of the required part.

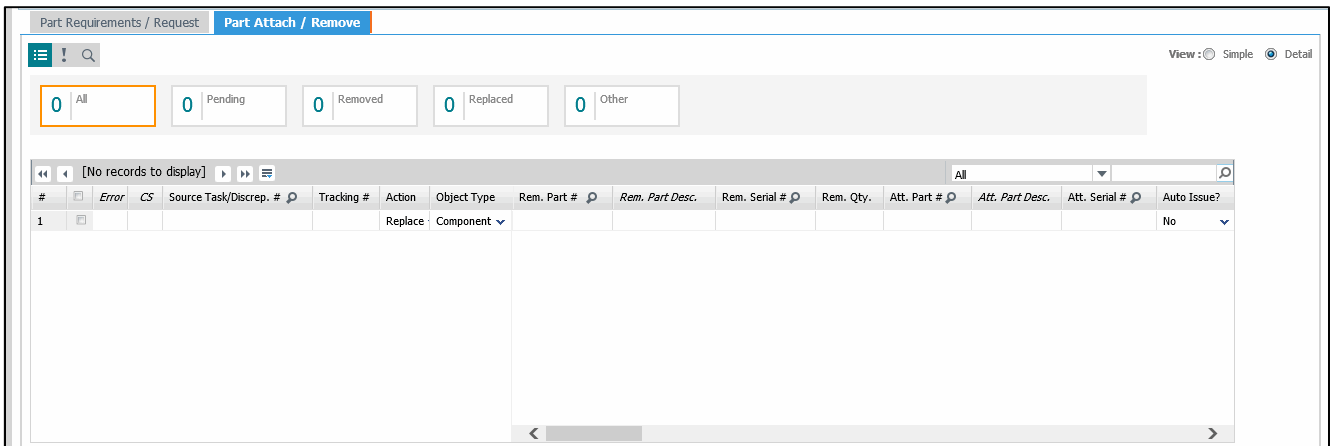
- Enter Stock Status, Warehouse #, Need Date, Request Mode and Need Freq. for the part.
- Indicate whether the requested part is New Parts?
- Specify MR Category and Source Document details.
- Select a record(s) in the multiline.
- Select the **Print MMD** button from the dynamic drop-down list box (Print MMD in the Figure 3.6) to generate MMD for the part in the selected record.
- Click the **Save Part Requirement** pushbutton to save the details entered against the given package.
- Click the **Request Part** pushbutton to request the part.
- Select record(s) in the multiline and click the pushbutton **Check Part Availability** from the **Print MMD** drop-down list box (as in Fig 3.6) to display free part quantities in the **Qty. Available** column.

 *Note: A record level part availability check is also provided in the multiline in the*

- Select the records from the multiline and click the Print MMD drop-down list box below the multiline to Cancel a pending request record or short close a Material Request,


### 3.1.3 CHANGING A PART

- Select  icon in the Parts Hub activity to perform a status based search and retrieve Component Replacement transactions. *See Figure 3. 7.*



The screenshot displays the 'Part Attach / Remove' tab in the 'Status Filter' view. At the top, there are search and filter controls. Below these are five status filter buttons: 'All' (highlighted), 'Pending', 'Removed', 'Replaced', and 'Other'. The main area contains a table with the following columns: #, Error, CS, Source Task/Discrep. #, Tracking #, Action, Object Type, Rem. Part #, Rem. Part Desc., Rem. Serial #, Rem. Qty., Att. Part #, Att. Part Desc., Att. Serial #, and Auto Issue?. The table currently shows one record with the following data: #1, Error, CS, Source Task/Discrep. #, Tracking #, Action: Replace, Object Type: Component, Rem. Part #, Rem. Part Desc., Rem. Serial #, Rem. Qty., Att. Part #, Att. Part Desc., Att. Serial #, and Auto Issue? set to No.

Figure 3. 7: Part Attach / Remove tab – Status Filter view

- Select the  icon in the **Parts** Hub activity to perform an exception based search and retrieve Component Replacement transactions. *See Figure 3. 8.*

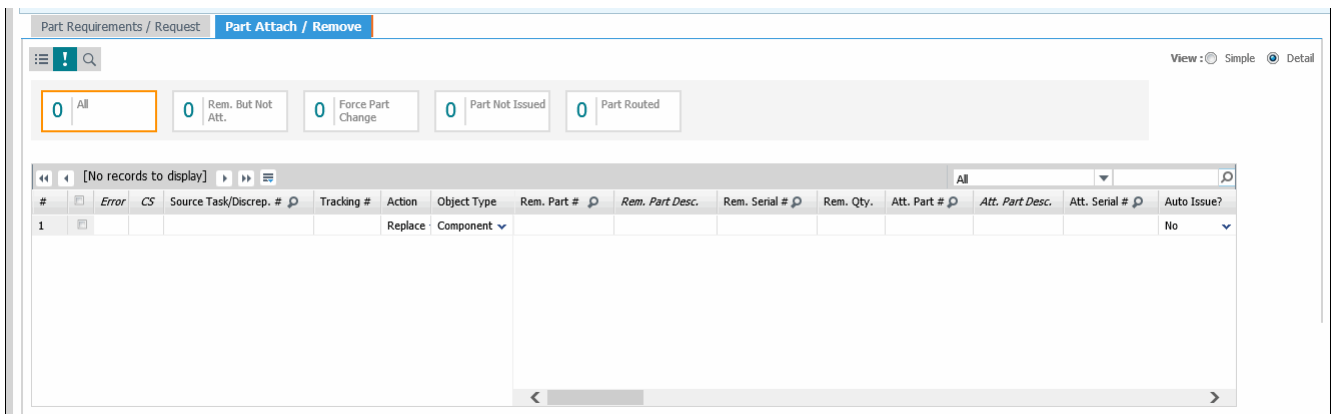



Figure 3. 8 : Part Attach / Remove tab –Exception Filter view

1. Select the  icon in the **Parts Hub** screen to perform a user-specific search and retrieve the Component Replacement transactions. See Figure 3. 9.

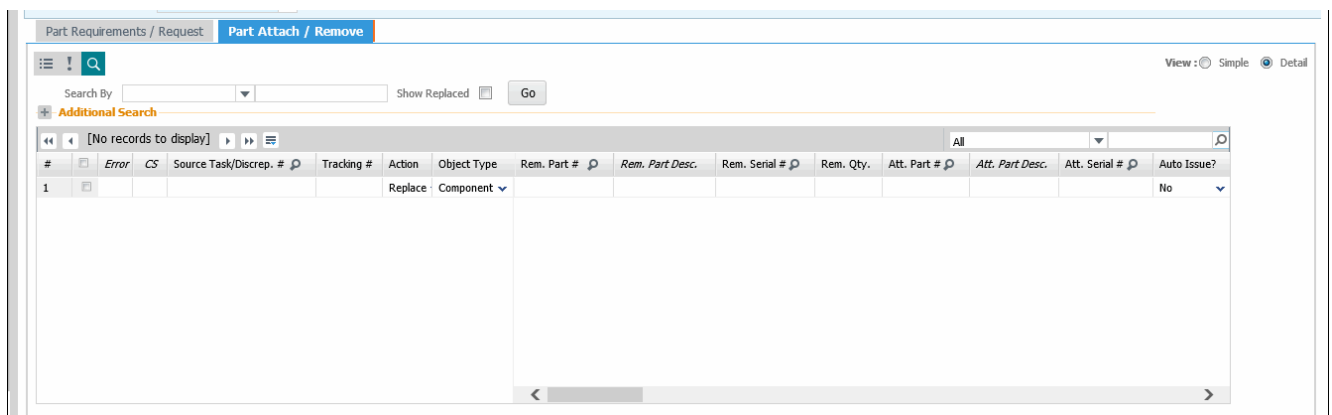


Figure 3. 9: Part Attach / Remove tab – Search Filter view

## How to perform a removal

1. Set the Action as **Remove**.
2. Select the record in the multiline.
3. Take Help on the “Rem. Serial”.
4. In the Help popup, search and find the component you want to remove.
5. Select that component and click **Ok**.
6. Enter “Reason for Removal” and “Removal Remarks”.
7. Select a “Removal Disposition”.
8. Select the record and click **Change Part**.


## How to perform an attachment


1. Set the Action as “Attach”.
2. Select the record in the multiline.
3. Take Help on the “Att. Serial”.
4. In the Help popup, all Issued Parts are shown.
5. Search and find the component you want to attach.
6. Select that component and click **Ok**.

7. Select the record again.
8. Take Help on “Position #” or “Level #”.
9. In the Help popup, find the Position on the aircraft where you want to attach the component.
10. Select that position and click **Ok**.
11. Select the record and click **Change Part**.

### How to perform a replacement

1. Set the Action as **Replace**.
2. Select the record in the multiline.
3. Take Help on the “Rem. Serial”.
4. In the help popup, search and find the component you want to remove.
5. Select that component and click **Ok**.
6. Enter “Reason for Removal” and “Removal Remarks”.
7. Select a “Removal Disposition”.
8. Select the record in the multiline.
9. Take Help on the “Att. Serial”.
10. In the Help popup, all Issued Parts are shown.
11. Search and find the component you want to attach.
12. Select that component and click **Ok**.
13. Select the record and click **Change Part**.

 *Note: You can also click the **Save as Draft** pushbutton instead of the **Change Part** button, if you wish to save the record for now but do not want to perform the component replacement at this point in time.*

 *To perform Non Component Replacements, select the **Object Type** as ‘Others’ and proceed as usual but do not enter Position and Level Code information.*

### How to route removed parts for External or Internal repair

1. Select the execution facility for a maintenance object in the **Part Attach / Remove** tab **Parts Hub**, The drop-down list box will display these values:
  - Blank
  - In-house
  - Outsource
2. The users can select the **In-House** to generate a shop work order or **Outsource** to generate a repair order for the part on click of the **Change Part** pushbutton in the **Part Attach / Remove** tab

### How to group multiple material requests against shop work orders / repair orders

In order to facilitate the generation of a single work order or repair order against multiple component removals in the **Parts Attach / Remove** tab of the **Parts Hub** screen, you can specify an identifier that will group multiple removals. A single shop work order / repair order will be created for all component removals with the same group ID. The shop work orders generated based on Group ID will have **Job Type** set as **Piece Part** and **Status** set as **Draft** for removed parts

with **Exe. Facility** set as **In-House** in **Part Administration / Parts Hub**. The repair orders generated based on Group ID will have **Shop Job Type** set as **Piece Part** and **Status** set as **Draft** for removed parts with **Exe. Facility** set as **Outsource** in **Part Administration / Parts Hub**

1. Specify **Group ID** for multiple removals in the multiline.
2. Click of the **Change Part** pushbutton.

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