

**RAMCO AVIATION SOLUTION  
VERSION 5.9**

# **USER GUIDE**

**FACILITY**

**MANAGEMENT**

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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 AviationSolution. 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 2 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the **Facility Management** business process. The sub processes are explained in the following chapter.

Chapter 2 guides you through the **Facility/Tools Management** 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

Facility objects are the essential means of maintenance of aircraft and aircraft-related components. At the same time, they also require regular maintenance to ensure that they remain in an efficient and productive condition.

The Facility/Tools Management business process facilitates seamless control, maintenance and utilization of the facility objects by

- ▶ Defining the maintenance of facility objects
- ▶ Defining the utilization of the facility objects
- ▶ Tracking the issue and return of facility objects
- ▶ Monitoring and forecasting the maintenance of facility objects

The following sub processes carry out the above-listed tasks:

The **Set Options** sub process facilitates the setting of processing parameters for carrying out the Facility Management function.

The Maintain Facility Maintenance Info for Parts sub process enables the creation of Maintenance Information template for facility objects.

The **Maintain Facility Objects** sub process allows you to create, modify and view the facility objects.

The **Plan Facility Maintenance sub** process allows you to plan and facilitate maintenance of facility objects.

The **Issue and Return of Tools** process allows you to record the issue of tools for maintenance as well as for the execution work orders. You also record the return of the issued tools in this sub process.

# 2 FACILITY/TOOLS MANAGEMENT

Facility objects are the essential means of maintenance of aircraft and aircraft-related components.

The **Facility/Tools Management** business component facilitates seamless control, maintenance and utilization of the facility objects by defining the maintenance and utilization of facility objects, tracking the issue and return of facility objects, and by Monitoring and forecasting the maintenance of facility objects.

## 2.1 SET OPTIONS

The Set Options chapter enables you to set / reset processing parameters for the Facility /Tools Management function.

### 2.1.1 SETTING PARAMETERS

This sub process enables you to define the following processing parameters:

- ▶ The standard tool issue period in days
- ▶ The planning horizon for facility maintenance in days
- ▶ The shop work order status on internal facility maintenance: Fresh or Draft
- ▶ The default numbering type for permanent tool issues
- ▶ The default numbering type for tool returns
- ▶ Authentication for tools issue
- ▶ The basis to update the last performed date
- ▶ The facility object # for part type "Component".

1. Select the **Set Options** link under the **Facility Management** business component. The **Set Options** page appears. See Figure 2.1.

Figure 2.1 Setting parameters for facility management

Record / change the following in the **Set Options** group box.

2. The normal period, after which an employee must return the issued tool, in days, in the **Standard Tool Issue Period (days)** field.
3. The normal period for the maintenance of a facility object, in days, in the **Planning Horizon for Facility Maint. (days)** field.
4. Use the **SWO Status on Internal Facility Maint.** drop-down list box, to specify the component work order status for internal facility maintenance.
5. Use the **Default Numbering Type for Permanent Tool Issues** drop-down list box, to specify the default numbering type for permanent tool issues.
6. Use the **Default Numbering Type for Permanent Tool Returns** drop-down list box, to specify the default numbering type for permanent tool returns.
7. Use the **Authentication for Tools Issue** drop-down list box, to specify the authentication requirement status for the issue of tools.
8. Use **Basis to Update Last Performed Date on Repair Receipt** drop-down list box to specify whether to update



based on the inspected date or certificate date.

9. Use the **Facility Object # generation for Part Type “Component”** to specify whether the facility object # generated is based on facility type component ID.

Enter the following in the **Numbering Type Details** multiline.

10. Use the **Fac. Obj. Code Generation Mode** drop-down list box, to specify the method for generating facility object numbers.
11. Use the **Numbering Type For Fac. Obj. # Generation** drop-down list box, to specify the numbering type for facility objects.
12. Use the **Numbering Type For SWO (Internal)** drop-down list box, to specify the numbering type for work orders for internal maintenance.
13. Use the **Numbering Type For RO (External)** drop-down list box, to specify the numbering type for repair orders for external maintenance
14. Select the **Set Options** pushbutton.

## 2.2 MAINTAIN FACILITY MAINTENANCE INFO FOR PARTS

The Maintain Facility Maintenance Info for Parts chapter guides you to create a Maintenance Information template for facility objects that have part reference.

### 2.2.1 MAINTAINING FACILITY MAINTENANCE INFO FOR PARTS

- ▶ This is an optional sub process since it is used for defining maintenance information for only those facility objects that have part reference. You can specify the following details:
- ▶ The execution facility that indicates whether maintenance of the facility object is carried out inside the organization or outside.
- ▶ The execution work center, if maintenance is carried out inside the organization.
- ▶ The preferred repair agency, if maintenance is carried out outside the organization
- ▶ The work unit type and work unit #
- ▶ The organization unit that authorizes the use / maintenance of the facility object referring the part
- ▶ Whether Certificate of Maintenance (COM) is required
- ▶ The time interval for maintenance

1. Select the Maintain Facility Maintenance Info for Parts link under the Facility Management business component. The **Maintain Facility Maintenance Info for Parts** page appears. *See Figure 2.2.*

Enter any / all the fields in the **Facility Details** group box to find the part / parts for which you want to record/update maintenance information.

2. The number that identifies the part, in the **Part #** field.
3. The name or description of the part, in the **Part Description** field.
4. The type of the part, in the **Part Type** field, such as Raw Material, Component, Expendable, Tool, Miscellaneous, Consumables and Kit.
5. Use the **Exe. Work Center #** drop-down list box to specify the execution work center for the part.
6. Use the **Prog. Defined?** drop-down list box to specify if a default maintenance program is defined for the facility object. Select "Yes" to indicate a maintenance program has been set for the facility object and "No" to indicate the contrary.
7. The identification number of the facility, in the **Facility #** field.
8. Select the **Search** pushbutton.

**Facility Details**

Date Format: yyyy-dd-mm

Part #

Part Type

Prog. Defined?

Part Description

Exe. Work Center #

Facility #

**Facility Maintenance Details**

#	Part #	Part Description	Execution Facility	Exe. Work Center #	Preferred Repair Agency #	Facility #	Work Unit Type	Work Unit #	Authoring OU	COM Req'd?
1	110714A-LCPART	110714A-LCPART							RAMCOOU	NO
2	FO-01	FO-01			00194				RAMCOOU	NO
3	J-3608-1	FAB&REPAIR A.S.E	EXTERNAL		00198				RAMCOOU	NO
4	J-3609	FAB&REPAIR A.S.E	EXTERNAL		00198				RAMCOOU	NO
5	PART - TEST-STORE	test	INTERNAL	YUL-500-04					RAMCOOU	NO
6	V-TOOL-LOT-AC-REV-OFI	PICT-V-TOOL-LOT-AC-	EXTERNAL	YUL-500-04	00198				RAMCOOU	NO
7									RAMCOOU	

Maintain Facility Maint. Info.

[View Task](#) [View Work Center](#) [View Repair Agency](#)

Figure 2.2 Maintaining facility maintenance info. for parts

Enter the following details in the **Facility Maintenance Details** multiline.

9. Use the **Execution Facility** drop-down list box to specify the execution facility for the part.
10. Use the **Exe. Work Center #** drop-down list box to select the execution work center for the facility object.
11. The most favored repair agency for the facility object in the **Preferred Repair Agency** field.
12. The identification number of the facility, in the **Facility #** field.
13. Use the **Work Unit Type** drop-down list box to select the work unit type for maintenance.
14. Specify whether the Certificate of Maintenance (COM) is required for the facility object in the **COM Req'd?** drop-down list box.
15. Click the **Maintain Facility Maint. Info** pushbutton to create a maintenance information template for facility objects that have part reference.

## 2.3 MAINTAIN FACILITY OBJECTS

This chapter provides you instructions for the initiation and maintenance of facility objects. It also helps you to view In-depth information on a specified faculty object by using the effective search facility.

### 2.3.1 CREATING FACILITY OBJECT

You can create / modify a facility object by recording the following information,


- ▶ Ownership, administration and location details.
- ▶ Work unit, schedule, and execution details.
- ▶ Last verification, kit, warranty, Insurance and other details.

1. Select the **Create Facility Object** link under the **Facility Management** business component. The **Create Facility Object Record** page appears. See *Figure 2.3*.

**Figure 2.3 Creating facility object for facility management**

Enter the following in the **Facility Details** group box.


2. Use the **Facility Type** drop-down list box to specify the type of the facility object you want to create. Enter the following in the multiline.
3. The identification number for the facility object, in the **Facility Object #** field.
  - ✎ *Note: The Facility Object # is generated either based on the facility type or the component ID. The Component ID is used as the Facility Object # for parts of part type "Component" as defined in the "Set Options" activity.*
4. The part reference for the facility object, in the **Part #** field.
5. The serial number of the part, in the **Serial #** field.
  - ✎ *Note: This field is mandatory if you have specified the Part # field.*
6. The lot number of the part, in the **Lot #** field.
7. The serial number for the part as maintained by the manufacturer, in the **Manufacturer Serial #** field.
8. The lot number for the part as maintained by the manufacturer, in the **Manufacturer Lot #** field.
9. Use the **Condition** drop-down list box to specify the condition of the facility object.
10. Use the **Ownership** drop-down list box to specify the type of ownership of the facility object.
11. The identification number of the customer, who owns the facility object, in the **Customer #** field.

 *Note: This field is mandatory, if you have selected “Customer” in the **Ownership** field.*


12. The identification number of the supplier, who owns the facility object, in the **Supplier #** field.

 *Note: This field is mandatory, if you have selected “Supplier” in the **Ownership** field.*

13. The identification number of the employee, who owns the facility object, in the **Employee #** field.

 *Note: This field is mandatory, if you have selected “Personal” in the **Ownership** field.*

14. Use the drop-down list box to select the entity that administers the maintenance of the facility object, in the **Administered By** field. The planner group that manages the maintenance of the facility object, in the **Planner Group** field.

 *Note: This field is mandatory if you have selected “Facility Maint. Coordinator” in the **Administered By** field.*

15. **The tool crib** that administers the maintenance of the facility object, in the Admin. Tool Crib # field.

 *Note: This field is mandatory if you have selected “Admn. Tool Crib” in the **Administered By** field.*

16. The custodian of the facility object, in the **Held By** field.

17. Use the **Holding Work Center #** drop-down list box to specify the work center that manages the maintenance of the facility object.

18. The identification number of the employee who is the custodian of the facility object, in the **Held By Employee #** field.

 *Note: This field is mandatory if “Employee” is selected in the **Held By** field.*

19. The **Cost Center #** of the employee or the tool crib that holds the facility object. You must specify an Active cost center defined in the Cost Setup component. Data selection in this field is mandatory, if

- ▶ The facility object is held by an employee or a tool crib. Conversely, do not select any cost center, if the facility object is held by a cost center.
- ▶ The parameter “Cost Center Basis for Resource Adjustment” in the Set Options activity of the Account Group component is set as ‘2’.

20. Any additional information on the facility object, in the **Other Details** field.

21. The periodicity of maintenance for the facility object, in the **Interval (Days)** field.

22. The date of the most recent maintenance executed on the facility object, in the **Last Performed Date** field.

23. The date when the next maintenance must be executed on the facility object, in the **Next Due Date** field.

24. The date when the Facility Object administrator gets alert message for maintenance of the facility object, in the **Alert Date** field.

25. The date when the facility object must be phased out of operations, in the **Terminating Date** field.

26. The area where the facility can be used for maintenance jobs, in the **Service Area** field.

 *This field is mandatory if a holding work center is specified.*

27. The amount charged for using the facility object for an hour, in the **Rate / Hr** field. The field beside displays the currency.

28. The identification number of the facility, in the **Facility #** field

29. Use the **Facility Category** drop-down list box to select the category of the facility for which you wish to create a facility object. The drop-down list box displays all Active quick codes defined under the quick code type Facility Category in the Work Center component.

30. Click the **Create Facility Object** pushbutton to save the details.

## 2.3.2 MODIFYING FACILITY OBJECT

This process allows you to record the details of a facility object at the time of creation as well as modify the previously

typed details.

When you create a facility object with reference to a part #, it automatically inherits the maintenance attributes of the part. The maintenance details of parts are defined using the **Maintain Facility Maintenance Info for Parts** activity. However, you can change the same using the **Edit Facility Object** activity.

## Selecting facility object

1. Select the **Edit Facility Object Details** link in the **Facility Management** business component. The **Select Facility Object** page appears. See Figure 2.4.

The screenshot shows the 'Select Facility Object' page. At the top, there's a breadcrumb trail: 'Facility / Tool Management > Facility Management > Select Facility Object'. Below this is a star icon and the title 'Select Facility Object'. On the right, there's a user role indicator: 'RAMCO OU-Ramco Role'. The main section is divided into 'Search Criteria' and 'Search Results'. The 'Search Criteria' section has two tabs: 'Primary Search Criteria' (selected) and 'Additional Search Criteria'. Under 'Primary Search Criteria', there are several input fields: 'Facility Object #', 'Facility #', 'Ownership' (a dropdown), 'Held By' (a dropdown), 'Holding Tool Crib #' (a dropdown), 'Holding Work Center #' (a dropdown), 'Current Location' (a dropdown), 'Facility Type' (a dropdown), 'Part #' (a dropdown), 'Part Description', 'Administered by' (a dropdown), 'Planner Group', and 'Holding Employee #'. A 'Search' button is located below these fields. The 'Search Results' section shows a table with 10 rows of data. The table has columns: '#', 'Facility Object #', 'Status', 'Facility Type', 'Facility #', 'Part #', and 'Serial #'. The data rows show various facility objects with their respective details.

#	Facility Object #	Status	Facility Type	Facility #	Part #	Serial #
1	SD1595	Active	EQUIPMENT	138-50-0157	TEC250FU:09698	4955
2	95E902	Active	EQUIPMENT	138-50-0157	TEC352FUA:09698	3342
3	A1	Active	EQUIPMENT	138-50-0157	TEC352:09698	AUAV-44201
4	A4097	Active	EQUIPMENT	137-00-0840	BD7010SHM020:M4165	SN 0120150000
5	A4614	Active	OTHERS		0-1:09058	10:30:5
6	A5349	Active	OTHERS	HANGER	011-0060-02:P5357	SER-90-87-6712
7	A56	Active	EQUIPMENT	137-00-0840	BD7010SHM020:M4165	AUAV-4398
8	C000009-2013	Active	EQUIPMENT		9324M40G01:58828	FAC-C37AA
9	C10034	Active	EQUIPMENT		9324M40G01:58828	FAC-93F23
10	C10092	Active	EQUIPMENT		9324M40G01:58828	FAC-4E6B3

Figure 2.4 Selecting facility object for facility management

## Specifying primary search criteria

1. Click the **Primary Search Criteria** tab and enter any or all of the following fields to find the facility object you want to modify. See Figure 2.4.
2. The number that identifies the facility object, in the **Facility Object #** field. You can enter the part number in full or specify it partially using the "\*" character.
3. Use the **Facility Type** drop-down list box to select the type of the facility for the facility object. The system lists one of the following values: Tool, Equipment or Other, depending on the rights of the login user. If the login user has rights to Tool type of facility object, "Tool" is displayed; "Equipment" is displayed, if the user has rights to Equipment type of facility object and "Other" is displayed, if the login user has rights to Other type of facility object.
4. The facility # that identifies the part of type "Tool", in the **Facility #** field.
5. The part reference for the facility object, in the **Part #** field.
6. Use the drop-down list box to select the kind of ownership for the facility object, in the **Ownership** field.
7. An explanation of the part referred to the facility object, in the **Part Description** field.
8. Use the **Held By** drop-down list box to select the custodian of the facility object.
9. Use the **Administered By** drop-down list box to select the warehouse that keeps the part / facility object.
10. Use the **Holding Tool Crib #** drop-down list box to select the warehouse that keeps the part / facility object and select the current location of the facility object.
11. You can enter the planner group in full or specify it partially using the "\*" character, in the **Planner Group** field.

## Specifying additional search criteria

1. Click the **Additional Search Criteria** tab and enter any or all of the following fields. *See Figure 2.5.*

**Figure 2.5: Specifying additional search criteria for selecting facility object for modification**

2. The lot number of the part/facility object, in the **Lot #** field. You can enter the lot number in full or specify it partially using the "\*" character.
3. The serial number for the part / facility object, in the **Serial #** field. You can enter the lot number in full or specify it partially using the "\*" character.
4. Use the **Facility Object User Status** drop-down list box to select the facility object user status of the facility object.
5. Use the **Facility Object Class** drop-down list box to select the facility object class of the facility object.
6. Use the **Condition** drop-down list box to select the condition of the facility object.
7. Use the **Status** drop-down list box to select the status of the facility object.
8. Use the **Holding Work Center #** drop-down list box to select the holding work center of the facility object.
9. Use the **Exe. Work Center #** drop-down list box to select the execution work center of the facility object.
10. Select the **Search** pushbutton.

## Modifying facility object

1. Select the hyperlink in the **Facility Object #** for the facility object record you want to modify. The **Edit Facility Object Record** page appears. *See Figure 2.6.*
2. In the **Facility Object Details group box**, enter the current status of the facility object in the **Status** field
3. Enter the present condition of the facility object in the **Condition** field
4. Enter the type of the facility object in the **Facility Type** field.
5. Enter the number that identifies the facility, in the **Facility #** field
6. Enter the classification of the facility, in the **Facility Category** field.
7. Enter the part reference for the facility object, in the **Part #** field.
8. Enter the model of the facility object as defined in Work Center business component, in the **Model** field
9. Enter the lot number of the part, in the **Lot #** field.
10. Enter the serial number of the part, in the **Serial #** field.
11. Enter the lot number of the facility object as maintained by the manufacturer, in the **Manufacturer Lot #** field.
12. Enter the serial number of the facility object as maintained by the manufacturer, in the **Manufacturer Serial #** field.

Facility / Tool Management > Facility Management > Edit Facility Object Record

★ Edit Facility Object Record

RAMCO OU-Ramco Role

Date Format: yyyy/mm/dd

**Facility Object Details**

Facility Object # 5D1595 Status Active

Condition Serviceable Facility Type EQUIPMENT

Facility # 138-50-0157 Facility Category TEQ2

Part # TEC250FU:09698 Model

Part Description 0 TO 250 TORQUE WRENCH

Lot # Serial # 4955

Manufacturer Lot # Manufacturer Serial # 4955

**Ownership and Administration Details** | Facility Maintenance Details | Additional Details

**Ownership Details**

Ownership Owned Cost Center 054646

Customer # Supplier #

Employee #

Owning Agency Name

**Administration Details**

Held By Tool Crib Administered by Tool Crib

Held by Employee # Employee Name

Planner Group Holding Work Center #

Admin. Tool Crib # TYUL23005S

Admin. Tool Crib Description Tools Location

Holding Tool Crib #

Holding Tool Crib Description

**Location Details**

Location Info.

Addl. Identification Info.

Current Location Unknown

Service Area All Work Centers Rate / Hr 30.000000 CAD

Other Details

**Document Attachment Details**

File Name View File

Edit Facility Object

Upload Documents Maint Asset Identifier for Fac. Obj. #

View Associated Doc. Attachments View Tool Issue/Return Log

Figure 2.6 Editing Facility Object Record

13. Modify [ownership and administrative details](#) of the facility object.
14. Modify [maintenance details](#) of the facility object.
15. Modify [additional details](#) of the facility object.
16. In the **Document Attachment Details** group box, enter **File Name** of document associated with the facility object.
17. Select the **Edit Facility Object** pushbutton to save modified information.

## Modifying ownership and administrative details of facility object

1. Select the **Ownership and Administrative Details** tab in the **Edit Facility Object** page. *See Figure 2.7.*

**Ownership and Administration Details** | Facility Maintenance Details | Additional Details

**Ownership Details**

Ownership Owned Cost Center 054646

Customer # Supplier #

Employee #

Owning Agency Name

**Administration Details**

Held By Tool Crib Administered by Tool Crib

Held by Employee # Employee Name

Planner Group Holding Work Center #

Admin. Tool Crib # TYUL23005S

Admin. Tool Crib Description Tools Location

Holding Tool Crib #

Holding Tool Crib Description

**Location Details**

Location Info.

Addl. Identification Info.

Current Location Unknown

Service Area All Work Centers Rate / Hr 30.000000 CAD

Other Details

Figure 2.7 Modifying ownership and administrative details of facility object



2. In the Ownership Details group box, select Ownership and Cost Center.
3. Enter Customer #, Supplier # and Employee #.
4. In the **Administrative Details** group box, use the **Held By** drop-down list box to select the entity that is the custodian of the facility object.
5. Use the **Administered By** drop-down list box to select the entity that manages facility object.
6. Enter Held By Employee # and Planner Group #.
7. Select Holding Work Center # and Admn. Tool Crib #.
8. In the Location Details group box, enter Location Info. and Additional Identification Info.
9. Select **Service Area** and **Rate / Hr** for the usage of the facility object.
10. Enter additional location-related information, in the **Other Details** field.

## Modifying maintenance details of facility object

1. Select the **Facility Maintenance Details** tab. See Figure 2.8.

**Figure 2.8 Modifying maintenance details of facility object**

2. In the **Work Unit and Schedule Details** group box, use the **Work Unit #** drop-down list box to select Task and, enter the task # in the adjacent input box
3. Select **Authoring OU** and enter **Work Unit Description** for the task.
4. Enter **Interval (Days)** to indicate the periodicity of maintenance for the facility object in days.
5. Enter **Terminating Date**, **Last Performed Date**, **Next Due Date** and **Alert Date**.
6. Enter **Alert Days** to indicate the number of days before the next due date, when the facility maintenance administrator gets an alert message.
7. Select the **Expense Type** incurred on the facility object on account of maintenance.
8. Use the **Mandatory** drop-down list box to indicate whether maintenance of the facility object is necessary.
9. Use the **Default Component ID** drop-down list box to set default component ID for the facility object for maintenance usage,
10. In the **Execution Details** group box, use the **COM Req'd?** drop-down list box to indicate whether Certificate of Maintenance (COM) is required for the facility object.
11. Use the **Execution Facility** drop-down list box to indicate the location for maintenance of the facility object.
12. Use the **Exe. Work Center #** drop-down list box to specify the execution work center for the facility object.
13. Enter the **Preferred Repair Agency** for the maintenance of the facility object.
14. In the **Main. Exe. Instructions** field, enter guidelines for carrying out the maintenance job on the facility object.

15. Use the **Work Status** drop-down list box to specify the status of the current maintenance job for the facility object.

## Modifying additional details of facility object

1. Select the **Facility Maintenance Details** tab in the **Edit Facility Object** page. See *Figure 2.9*.

**Figure 2.9 Modifying additional details of facility object**

2. In the **Last Verification Details** group box, enter **Last Physical Verification Date** and **Last Verification Comments**.
3. In the **Kit Details** group box, Use the **Tool Kit?** drop-down list box to indicate whether the facility object is a tool kit.
4. Select the **Edit Tool Kit Details** link to modify the details of the selected tool kit.
5. In the **Warranty and Insurance Details** group box, enter **Warranty No.**, **Warranty Expiry Date**, **Insurance No.** and **Insurance Expiry Date**.
6. In the **Other Details** group box, select **Facility Object User Status** and **Facility Object Class**.
7. Enter **Calibration Reference #** of the calibration job executed on the facility object.

## To proceed

- ▶ Select the **Upload Documents** link to upload files associated with the facility objet into the central repository.
- ▶ Select the **Maint Asset Identifier forFac. Obj. #** link to update the details.

## Modifying tool kit information

This page allows you to record / modify the tool kit details of a facility object. This page is not applicable for facility objects that are not tool kits.

1. Select the **Edit Tool Kit Information** link in the **Additional Details** tab of the **Edit Facility Object Record** page. The **Edit Tool Kit Information** page appears. See *Figure 2.10*.

**Edit Tool Kit Information**

RAMCO OU-Ramco Role

**Facility Object Details**

Facility Object # SD1595  
 Part # TEC250FU:09698  
 Part Description 0 TO 250 TORQUE WRENCH  
 Lot #

Facility # 138-50-0157  
 Kit Status Not Defined  
 Serial # 4955

**Verification Details**

Verification Date  
 Comments  
 Kit Composition Details

**Tool Kit Composition Details**

#	Constituent Type	Part #	Part Description	Lot #	Serial #
1	Standard	TEC250FU:09698			
2	Standard				

Edit Kit Info.

Figure 2.10 Editing Tool Kit Information

- In the **Verification Details** group box, enter **Verification Date** and **Verification Comments**.
- In the **Kit Composition Details** field, describe the structure/makeup of the facility object.
- In the **Tool Kit Composition Details** multiline, use the **Constituent Type** drop-down list box, to specify the type of the constituent of the tool kit / facility object. Select:
  - Standard, to indicate the constituent part is maintained by the Stock Maintenance function.
  - Non-standard, to indicate the constituent is not maintained by the Stock Maintenance function.
- Enter **Part #** and **Part Description** of the constituent part.
- Enter **Lot #** and **Serial #** of the constituent part.
- Enter the **Reqd. Quantity** and **Available Quantity** of the constituent part in the tool kit/facility object.
- Use the **Constituent Status** drop-down list box, to specify the status of the constituent part.
- Enter **Remarks** on the constituent part

## 2.4 PLAN FACILITY MAINTENANCE

The Plan Facility Maintenance sub process enables you to plan / forecast the maintenance essential for a facility object as well as update the maintenance information.

### 2.4.1 PLANNING / UPDATING MAINTENANCE OF FACILITY OBJECT

Maintenance planning includes,

- ▶ Creation of a component work order, if the maintenance of the facility object is to be carried out by a work center
- ▶ Creation of a repair order, if the maintenance of the facility object is to be carried out by an outside agency

You may use the search facility to find the facility object for which you wish to record maintenance planning and schedule.

1. Select the Plan Facility Maintenance link under the Facility Management business component. The Plan/Update **Facility Maintenance Execution** page appears. *See Figure 2.11*

#### Specifying primary search criteria to find facility object

2. Click the **Primary Search Criteria** tab and enter any/all of the following fields to find the facility object you want. *See Figure 2.11*
3. The number that identifies the facility object. You can enter the description in full or specify it partially using the “\*” character, in the **Facility Object #** field.
4. Use the **Facility Type** drop-down list box to specify the facility type. The system lists one of the following values: Tool, Equipment or Other, depending on the rights of the login user. If the login user has rights to Tool Type of facility object, “Tool” is displayed; “Equipment” is displayed, if the user has rights to Equipment type of facility object and “Other” is displayed, if the login user has rights to Other type of facility object.
5. The identification number of the facility, in the **Facility #** field. You can enter the facility number in full or specify it partially using the “\*” character.
6. Use the **Holding Work Center #** drop-down list box to specify the holding work center for the facility object. The system displays the warehouses defined in the Storage Administration component with an “Active” status.
7. The type of the part, in the **Part Type** field, such as Raw Material, Component, Expendable, Tool, Miscellaneous, Consumables and Kit.
8. The number of days remaining for the next maintenance of the facility object, in the **Remaining Days <=** field.
9. Use the **Sch. From Date / To Date** drop-down list box to select the Alert Date or Next Due Date for maintenance. Enter the start-date and the end-date of a specified period that spans the alert date or next due date as specified of facility object, in the first and second input boxes.
10. Use the **Admin. Tool Crib #** drop-down list box to specify the administration tool crib for the facility object.
11. Use the **Work Status** drop-down list box to specify the status of the maintenance job performed on the facility object. The system displays the following values: “Pending”, “Initiated”, “Terminated” and “As Required”

**Plan / Update Facility Maintenance Execution**

Date Format: yyyy-dd-mm

**Primary Search Criteria** | **Additional Search Criteria**

Facility Object #:   
 Facility #:   
 Remaining Days <=   
 Admin. Tool Crib #:

Facility Type:   
 Holding Work Center #:   
 Sch. From Date / To Date: **NEXT DUE DATE** 2016-31-03 2016-15-04  
 Work Status:

**Search Results**

#	Facility Object #	Exe. Doc. #	Expense Type	Expected Return Date	Execution Facility	Exe. Work Center #	Preferred Repair Agency #	Work Unit Type	Work Unit #
1	SD 1595		REVENUE						
2	95E902		REVENUE						
3	A1		REVENUE		INTERNAL	185-20		TASK	3-00170144
4	A4097		REVENUE					TASK	1-50C-0000-CMM-00001283
5	A4614		REVENUE						
6	A5349		REVENUE						
7	A56		REVENUE						
8	C000009-2013		REVENUE						
9	C10034		REVENUE						
10	C10092		REVENUE						

**Exe. Doc. Generation Details**

WO / RO Generation Mode: **DISTINCT**  
 Work Order Category:   
 Work Order Priority:   
☐ Update Condition as Unserviceable

Default Expense Type: **REVENUE**  
 Repair Order Category:   
 Repair Order Priority:

**Create Work Order** **Create Repair Order**

[Route Tools for Internal / External Repair](#) [Edit Repair Order](#) [Plan Work Order](#)

[Inquire Stock Availability](#)

Figure 2.11 Planning / Updating maintenance of facility object

### Specifying additional search criteria to find facility object

1. Click the Additional Search Criteria tab and enter any/all of the following fields. See Figure 2.12

**Plan / Update Facility Maintenance Execution**

Date Format: yyyy-dd-mm

**Primary Search Criteria** | **Additional Search Criteria**

Part #:   
 Facility Object User Status:   
 Execution Facility:   
 Holding Tool Crib #:   
 Holding Employee #:

Condition:   
 Facility Object Class:   
 Exe. Work Center #:   
 Alert Date <=

**Search**

Figure 2.12 Additional search Criteria tab in the Plan / Update Facility Maintenance Execution

2. The facility for the facility object, in the **Part #** field. You can enter the facility number in full or specify it partially using the "\*" character.
3. Use the **Condition** drop-down list to specify the present state of the facility object. The system displays the following values: "Serviceable" and "Unserviceable".
4. Use the **Facility Object User Status** drop-down list to specify the user-defined status of the facility object you want to return. The system displays one of the values defined under the quick code type "Facility Object User Status" in Work Center business component.
5. Use the **Facility Object Class** drop-down list to specify the user-defined class of the facility object you want to return. The system displays one of the values defined under the quick code type "Facility Object Class" in Work Center business component.
6. Use the **Holding Tool Crib #** drop-down list box to specify the holding tool crib for the facility object. The system displays the warehouses defined in Storage Administration business component.

7. The date on or before which the alert message is to be sent to concerned users, in the **Alert Date <=** field.
8. Select the **Search** pushbutton.


### Updating maintenance details of facility object


To change / update the maintenance details, enter the following details in the **Search Results** multiline.

1. The identification number of the execution document for the maintenance of the facility object, in the **Exe. Doc #** field. This field is mandatory if you select "External" and "Internal and External" in the Execution Facility field; exe doc # is not applicable if you select "Internal" in the Execution Facility.
2. Use the **Expense Type** drop-down list box to specify the type of expenditure incurred on maintenance of the facility object.
3. The return date of the facility object after the completion of maintenance, in the **Expected Return Date** field.
4. Use the **Execution Facility** drop-down list box to specify the location where the maintenance job on the facility object is executed.
5. Use the **Exe. Work Center #** drop-down list box to specify the execution work center for facility object.
6. The most favored repair agency for the facility object, in the **Preferred Repair Agency** field. This field is mandatory if you have selected "External" in the Execution Facility field.
7. The work unit type for the maintenance of the facility object, in the **Work Unit Type** field.
8. The identification number of the task or stored procedure in the **Work Unit #** field.
9. Use the **Condition** drop-down list box to specify the present state of the facility object.
10. Any guidelines / directions for the maintenance of the facility object, in the **Work Instructions / Exe. Comments** field.
11. The date of the most recent physical verification of the facility object, in the **Last Physical Verification Date** field.
12. Any remarks on the physical verification of the facility object, in the **Verification Comments** field.
13. Use the **Facility Object User Status** drop-down list box to specify the user-defined status of the facility object.
14. The date when the alert message is to be sent to concerned users, in the **Alert Date** field.
15. The date of the most recent maintenance job, in the **Last Performed Date** field.
16. In the multiline, check the box for the records you want to update.
17. Select the **Update Exe. Info** pushbutton.

### Planning maintenance of facility object

18. To select a facility object for maintenance, check the box for the facility object record in the multiline. Select the following in the **Exe. Doc. Generation Details** group box.
19. Use the **WO / RO Generation Mode** drop-down list box to specify the method of generation of WO / RO for the selected facility objects.
 

 *Note: When multiple facility objects are selected and "WO / RO Generation Mode" is set as "Combined" then the fields "Work Unit Type", "Work Unit #", "Exe. Work Center #", "Expense Type", "Holding Work Center #", "Ownership", and "Default Component #" must have the same value for all the selected rows for work orders to be generated. This field should not be set as "Combined" for shop work order.*
20. Use the **Default Expense Type** drop-down list box to specify the default expense type for the maintenance expenditure of the selected facility objects.
21. Use the **Work Order Category** drop-down list box to specify the work order category for the maintenance for the selected facility objects.
 

 *Note: The category of the work order is mandatory to create a shop work order.*
22. Use the **Repair Order Category** drop-down list box to specify the repair order category for the maintenance of the selected facility objects.

23. Use the **Work Order Priority** drop-down list box to specify the priority of the work order for the maintenance for the selected facility objects.
24. Use the **Repair Order Priority** drop-down list box to specify the priority of the repair order for the maintenance of the selected facility objects.
25. Check the **Update Condition as Unserviceable** box to set the condition of the selected facility objects in the multiline to “Unserviceable”.
26. Select **Create Work Order** pushbutton to generate the component work order based on the values specified in the **Exe. Doc. Generation Details** group box.
27. Select **Create Repair Order** pushbutton to generate the repair order based on the values specified in the **Exe. Doc. Generation Details** group box.

 *Note: Shop work order cannot be generated when the Ownership is “Customer”.*

### To proceed

- ▶ Select **Route Tools for Internal / External Repair** link to generate a repair order.
- ▶ Select **Edit Repair Order** link to update repair order after you have created the repair order for the facility object.
- ▶ Select **Plan Work Order** link to update/process work order after you have created the work order for the facility object.
- ▶ Select the **Inquire Stock Availability** link to view stock details of the part #-serial #/lot # mapped to the facility object in warehouses

## 2.5 ISSUE AND RETURN OF TOOLS

You can record the issue, return or transfer of facility objects.

The Help facility to search / find the facility object that is to be issued or returned is also explained to simplify the tasks of issue and return of tools.

### 2.5.1 ISSUING TOOLS

Facility objects are issued for maintenance jobs or for their own maintenance. However, facility objects are issued only if they are serial controlled parts.

1. Select the **Issue Tools** link under the **Facility Management** business component. The **Issue Tools** page appears. See Figure 2.13.

Select the following in the **Issue Details** group box.

2. Use the **Holding Tool Crib #** drop-down list box to specify the holding tool crib for the facility object you want to issue.
3. Use the **Issue Purpose** drop-down list box to specify the usage of the facility object to be issued.
4. Use the **Issue Basis** drop-down list box to specify the basis for issuing the facility object.

Enter the any / all the following in the **Search Criteria** group box to find the tool you want to issue for maintenance.

5. Use the **Facility Type** drop-down list box to specify the type of the type of the facility object. The system lists one of the following values: Tool, Equipment or Other, depending on the rights of the login user. If the login user has rights to Tool type of facility object, "Tool" is displayed; "Equipment" is displayed, if the user has rights to Equipment type of facility object and "Other" is displayed, if the login user has rights to Other type of facility object.
6. The identification number of the facility, in the **Facility #** field. You can enter the facility number in full or specify it partially using the "\*" character.
7. The number that identifies the part number reference for the facility object, in the **Part #** field. You can enter the part number in full or specify it partially using the "\*" character.
8. The serial number associated with the part, in the **Serial #** field. You can enter the serial number in full or specify it partially using the "\*" character.
9. The identification number of the facility object, in the **Facility Object #** field. You can enter the facility object number in full or specify it partially using the "\*" character.
10. The name or description of the part, in the **Part Description** field. You can enter the description in full or specify it partially using the "\*" character.
11. Use the **Facility Object User Status** drop-down list to specify the user-defined status of the facility object.
12. Use the **Facility Object Class** drop-down list to specify the user-defined class of the facility object.
13. Select the **Search** pushbutton.

The **Search Results** multiline displays details of facility objects that satisfy the search criteria. Alternatively, if you know details of parts that you wish to issue, you can directly enter them in the **Search Results** multiline after specifying the **Issue Details** and **Account Details** group boxes.

Select the following in the **Accounting Details** group box.

14. Use the **Account Usage** drop-down list box to specify the account head for the part / facility object.
15. Use the **Costing Usage** drop-down list box to specify the costing head for the part / facility object you want to issue

Enter the following in the **Search Results** multiline.

16. The identification number of the facility object, in the **Facility Object #** field.



17. The identification number of the part reference for the facility object, in the **Part #** field.
18. The serial number of the part, in the **Serial #** field.
19. The user-specified status of the facility object, in the **Facility Object User Status** field.
20. The tentative date of return of the facility object after maintenance work, in the **Expected Return Date** field.
21. The tentative time by when the facility object will be returned after maintenance work, in the **Expected Return Time** field.

**Figure 2.13 Issuing Tools for Facility Management**

22. Check the box preceding the record of the facility object you want to issue. Enter the following in the **Issued To** group box.
23. The identification number of the employee to whom the facility object is issued, in the **Employee #** field.
24. The identification password of the employee to whom the facility object is issued, in **Authentication Code** field.
25. The date and time when the facility object was issued, in the **Issue Date & Time** field.
26. The identification number of the employee who issued the facility object, in the **Issued By** field.
27. The tentative date and time when the facility object will be returned, in the **Expected Return Date & Time** field.
28. Use the **Work Center #** drop-down list box to specify the work center where the facility object is to be used for maintenance.
29. Use the **Ref. Doc. Type** drop-down list box to specify type of the document used for reference.
30. The identification number of the reference document, in the **Ref. Doc. #** field.
31. Any comments on the issue transaction, in the **Issue Remarks** field
32. 32. Select the **Issue Tools / Fac. Objects** pushbutton.

*Note: If the Issue Basis is specified as "Permanent", the Issue Status for the Facility Object # is set to "Issued - Permanent"; for Issue Basis- "Returnable", Issue Status becomes "Issued - Regular".*

For help

- ▶ Select the **Help on Component Work Order** link to see the CWO associated with the issued facility object.

- ▶ Select **Help on A/C Maint. Exe. Ref #** link to see the aircraft maintenance execution reference details associated with the issued facility object.

## 2.5.2 RETURNING TOOLS

A facility object is returned / transferred after a specified period. In case of transfer of a facility object, it is deemed that the facility object is returned to the holding tool crib and then issued again to the receiving employee.

1. Select the **Return Tools** link under the **Facility Management** business component. The **Return Tools** page appears. See Figure 2.14.

The screenshot displays the 'Return Tools' application window. It features a 'Tool Crib Details' section at the top with a 'Holding Tool Crib #' dropdown set to '0123'. Below this are two tabs: 'Primary Search Criteria' and 'Additional Search Criteria'. The 'Primary Search Criteria' tab is active, showing fields for 'Facility Object #', 'Part #', 'Issued To: Employee # and Name', 'Issue Basis', 'Facility Type', 'Issue Status', 'Exp. Return Date: From / To', and 'Issue Purpose'. A 'Search' button is located below these fields. The 'Accounting Details' section includes 'Account Usage' and 'Costing Usage' dropdowns. The 'Search Results' section shows a table with two columns: '#', 'Facility Object #', 'Facility #', 'Part #', 'Serial #', and 'Part Description'. The table contains one row with the following data: 1, TFAB-000016-2015, 122-05-0010, PART - TEST-STORE, SL-000199-2015, test. Below the table is a 'Returned By / Transferred to Details' section with an 'Action' dropdown set to 'Regular Return', a 'Return / Transfer Date & Time' field set to '2016-31-03 12:52:54', a 'Returned by: Employee #' field, a 'Received By / Transferred to Employee #' field, a 'Return / Transfer Remarks' field, and a 'Recorded by' field set to 'DMUSER'. A 'Record Return / Transfer Info' button is at the bottom. At the very bottom, there are three links: 'Edit Tool Kit Details', 'Edit Facility Object', and 'Inquire Stock Availability'.

Figure 2.14 Returning tools for facility management

2. In the **Tool Crib Details** group box, use the **Holding Tool Crib #** drop-down list box to specify the holding tool crib for the facility object that is being returned.

### Specifying primary search criteria

1. Click the **Primary Search Criteria** tab and enter any/all of the following fields to find the issued facility object. See Figure 2.14.
2. The number that identifies the facility object, in the **Facility Object #** field.
3. Use the **Facility Type** drop-down list box to specify the type of the facility object.
4. The number that identifies the part reference for the facility object, in the **Part #** field.
5. Use the **Issue Status** drop-down to specify the issue status of the facility object.
6. The identification number and name of the employee to whom the facility object was issued, in the **Issued To: Employee # and Name** field.
7. The start-date and end-date of a specified period to identify the set of facility objects issued during the period, in the **Exp. Return Date: From / To** field.
8. Use the **Issue Basis** drop-down to specify the issue basis of the facility object.
9. Use the **Issue Purpose** drop-down to specify the issue purpose of the facility object.

### Specifying additional search criteria

1. Click the **Additional Search Criteria** tab and enter any/all of the following fields to find the issued facility object. See Figure 2.14.

**Figure 2.15 Additional search criteria for retrieving tools**

2. The identification number of the facility associated with the facility object, in the **Facility #** field. You can enter the facility number in full or specify it partially using the “\*” character.
3. The serial number associated with the facility object, in the **Serial #** field. You can enter the serial number in full or specify it partially using the “\*” character.
4. Use the **Work Center #** drop-down list box to specify the work center where the tool to be returned was used.
5. The name or description of the part reference of the facility object, in the **Part Description** field. You can enter the description in full or specify it partially using the “\*” character.
6. Use the **Facility Object User Status** drop-down list to specify the user-defined status of the facility object you want to return.
7. Use the **Facility Object Class** drop-down list to specify the user-defined class of the facility object you want to return.
8. Use the **Ref. Doc Type** drop-down list box to specify the type of the document referred while issuing the facility object.
9. The identification number of the reference document for the facility object, in the **Ref. Doc #** field. You can enter the serial number in full or specify it partially using the “\*” character.
10. Select the **Search** pushbutton.

The **Search Results** multiline displays details of facility objects that satisfy the search criteria. Alternatively, if you know details of parts that you wish to issue, you can directly enter them in the **Search Results** multiline after specifying the **Tool Crib Details** and **Account Details** group boxes.

## Returning facility objects


Select the following in the **Accounting Details** group box.


1. Use the **Account Usage** drop-down list box to specify the account head.
2. Use the **Costing Usage** drop-down list box to specify the costing head.


Enter the following in the **Search Results** multiline.


3. The identification number of the facility object, in the **Facility Object #** field.
4. The identification number of the part reference for the facility object, in the **Part #** field.
5. The serial number of the facility object, in the **Serial #** field.
6. The state of the facility object, which indicates whether the facility object can be used or not, in the **Return Condition** field.
7. The ownership status of the facility object to be returned, in the **Stock Status** field.
8. The user-specified status of the facility object, in the **Facility Object User Status** field.
9. Check the box preceding the record of the facility object you want to issue.
10. Enter the following details in the **Returned by / Transferred to Details** group box.


11. Use the **Action** drop-down list box to specify if the facility object is returned or transferred to another employee.
  - ▶ Select **Regular Return**, if the employee returns the facility object after the normal issue period.
  - ▶ Select **Permanent Return**, if the employee returns the facility object after an exceptionally long period.
  - ▶ Select **Transfer**, if the facility object is transferred to another employee.

 *Note: You cannot select "Transfer", if the Condition is specified as "Unserviceable" and the Issue Purpose is specified as "Maint.-Internal".*

 *Note: If the Action is set as "Permanent Return", the system validates if the Part Classification is allowed in the Holding Tool Crib, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.*

 *Note: If the Part Classification is set as "None" or not defined in the "Part Administration" business component, then the part is classified as Non-Repairable.*
12. The date and time when the facility object is returned / transferred to another employee, in the **Return / Transfer Date & Time** field.
13. The name of the employee, who returned the facility object, in the **Returned by: Employee #** field.
14. The employee who receives the returned object, in the **Received By / Transferred To Employee #** field.

 *Note: This field is mandatory if you have selected "Transfer" in the Action field.*
15. Any comments on the return / transfer of the facility object, in the **Return / Transfer Remarks** field.
16. Select the Record return / Transfer Info pushbutton.

 *Note: The system automatically prints the material movement document (MMD), when the tools are returned on a "Permanent" basis and the return document attains the "Fresh" status.*

### To proceed

- ▶ Select **Edit Tool Kit Details** link to modify the tool kit details of the facility object.
- ▶ Select **Edit Facility Object** link to modify the details of the facility object.

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Corporate Office and R&D Center

**RAMCO SYSTEMS LIMITED**

64, Sardar Patel Road, Taramani,

Chennai – 600 113, India

Office : + 91 44 2235 4510 / 6653 4000

Fax : +91 44 2235 2884

Website : [www.ramco.com](http://www.ramco.com)