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RAMCO AVIATION SOLUTION

VERSION 5.8

USER GUIDE

LIBRARY MANAGEMENT

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 entire **Library Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Library 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 for assistance.

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INTRODUCTION

A library is where documents or records are maintained for reference or borrowing. A librarian or an in-charge manages all the operations of the library. The documents maintained in the library may include engineering documents, technical documents, contracts, closed job/work order details, maintenance manuals, service bulletins, service advisory, drawings etc. The library in-charge may also need to communicate to various agencies like suppliers, OEMs and publishers for ordering / receiving the documents and their new revisions.

The **Library Management** business process comprises the **Library** and the **Library Operations** business components.

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LIBRARY MANAGEMENT

The library is a place in the organization, where the various documents, journals, reports are received and distributed to various employees/suppliers or concerned individuals. For each library, a primary responsible employee is identified as library-in-charge. Each library maintains various distribution lists, by which the documents can be distributed.

The **Library** sub-process enables the user to perform following functions:

- Allows the user to create a new library in the system.
- For the Library record created, the Library-in-charge and other persons who are going to be involved in day-to-day operations of the library can be identified.
- Specific distribution members' lists can be created and mapped for each of the library. This would ease the task of getting the names of person, to whom a new document has to be distributed, by allowing the librarian to associate any one of the relevant distribution list, with the document to be distributed.
- This component also allows user to define values for the quick code types like Document Category, Document Class, Document Nature, Document Purpose, Source Type, Media, Library Category, Revision Implications etc.

The **Library Operations** sub-process enables the library in-charge to manage the library operations like registering new documents and new revisions of existing documents, maintain document related details and their distribution information along with partner correspondence details. Also, on receipt of the document, it enables the recipients to acknowledge the document distributed to them.

2.1 MAINTAIN QUICK CODES FOR LIBRARY OPERATIONS

Using this activity you can define various quick codes for the library transactions. The basic quick code types such as "Document Category", "Document Class", "Document Nature", "Document Purpose", "Source Type", "Media", "Library Category", "Revision Implications", "Rev. Action Status", "Acknowledged User Status", "Correspondence Category " and "Correspondence Status" are defined in the system. The system creates the quick codes in "Active" status and updates the created date and time to the current server date and time.

You can also modify the quick code details. The system allows you to search for the quick code based on the type of the quick code and the status. The system updates the modified quick code details and sets the modified date and time to the current server date and time.

2.1.1 MAINTAINING QUICK CODES

You can define the quick code values for the quick code type, by providing a unique identifier and a description for it. This activity also allows you to modify the quick code.

1. Select the **Maintain Quick Codes** link under the **Library** business component. The **Maintain Quick Codes** page appears. See Figure 2.1.

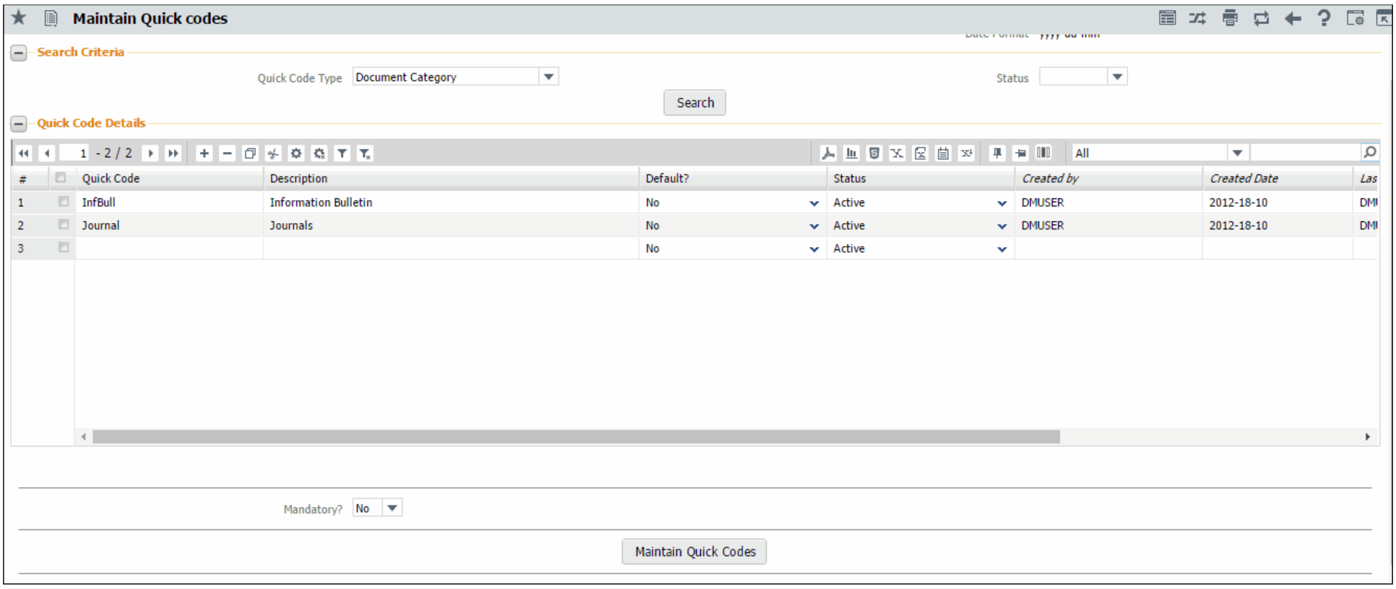

Figure 2.1 Creating quick codes

2. Select the **Quick Code Type** and the **Status** of the quick code in the **Search Criteria** group box.
3. Click the **Search** pushbutton to retrieve the details of the quick code in **Quick Code Details** multiline.
4. Enter the **Quick Code**, **Description** and **Status** of the quick code in the multiline.
5. Use the **Default?** drop-down list box and select "Yes", if a default quick code has to be set. Else set the field to "No".
6. Use the **Mandatory?** drop-down list box and select "Yes", to specify that the selection of a value in the quick code type field is mandatory.
7. Click the **Maintain Quick Codes** pushbutton to record the quick code details.

2.2 MAINTAIN LIBRARY INFORMATION

This activity allows you to define a library. You can specify the details such as the library number, library name, the category to which it belongs and the address details. You can also modify the details of the library.

You can also define responsible employees for the library as library in-charge, and create standard distribution lists consisting of different user types like supplier, customer or employees.

2.2.1 CREATING LIBRARY RECORD

Using this page you can create a library record. This page also allows you to modify the details of the library record.

1. Select the **Maintain Library Information** link under the **Library** business component. The **Maintain Library Information** page appears. *See Figure 2.2*.

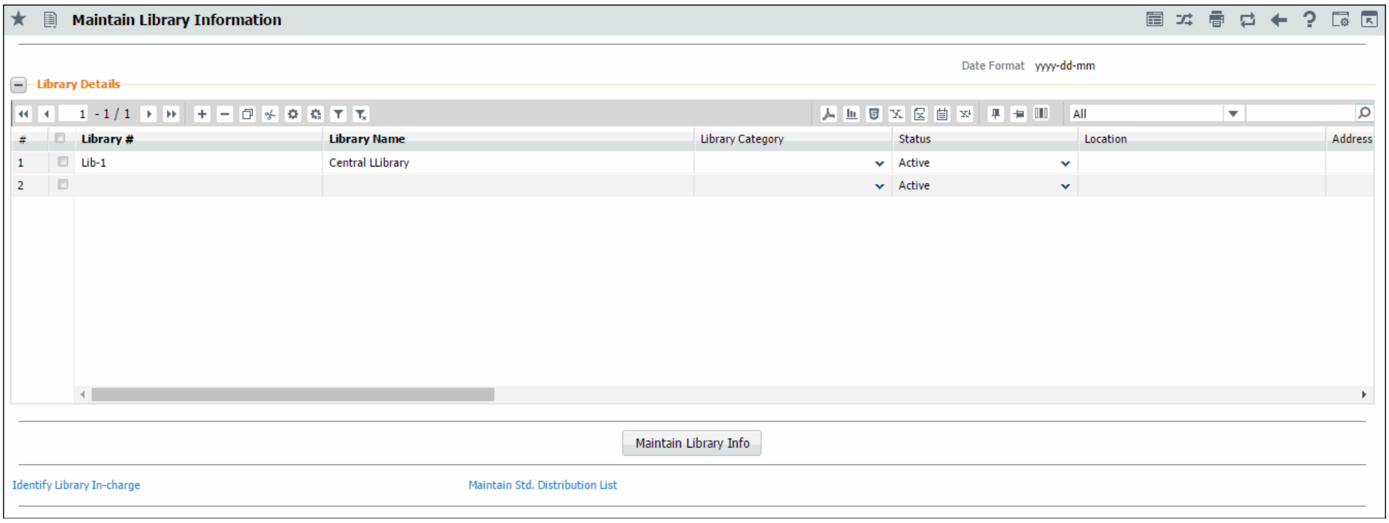

Figure 2.2 Creating library record

2. Enter the **Library #** and the **Library Name** in the **Library Details** multiline.
3. Select the category to which the library belongs in the **Library Category** drop-down list box.

   Note: Data selection in this field is mandatory, if the “Mandatory?” field is set as “Yes” and no default quick code is set in the “Maintain Quick Code” activity of the current business component.

4. Specify the status of the library in the **Status** drop-down list box. The system provides the options “Active” and “Inactive”.
5. Enter the **Primary Contact Person** in the library.

   Note: Ensure that the contact person entered here is mapped to a valid employee in the “Employee Information” business component.

6. Click the **Maintain Library Info** pushbutton to create or modify the library record.

   Note: Ensure that the selected record is in “Active” status.

   The system displays an error message, if any other concurrent user tries to modify the library information.

To provide further details,

- Select the **Identify Library In-charge** link to define employee in-charge for the library.
- Select the **Maintain Std. Distribution List** link to create standard distribution list for the library.

Defining library in-charge

This page allows you to identify library in-charge. You can specify the user name, and set a default user name for the in- charge of the library.

1. Select the **Identify Library In-Charge** link in the **Maintain Library Information** page. The **Identify Library In-Charge** page appears. *See Figure 2.3*.

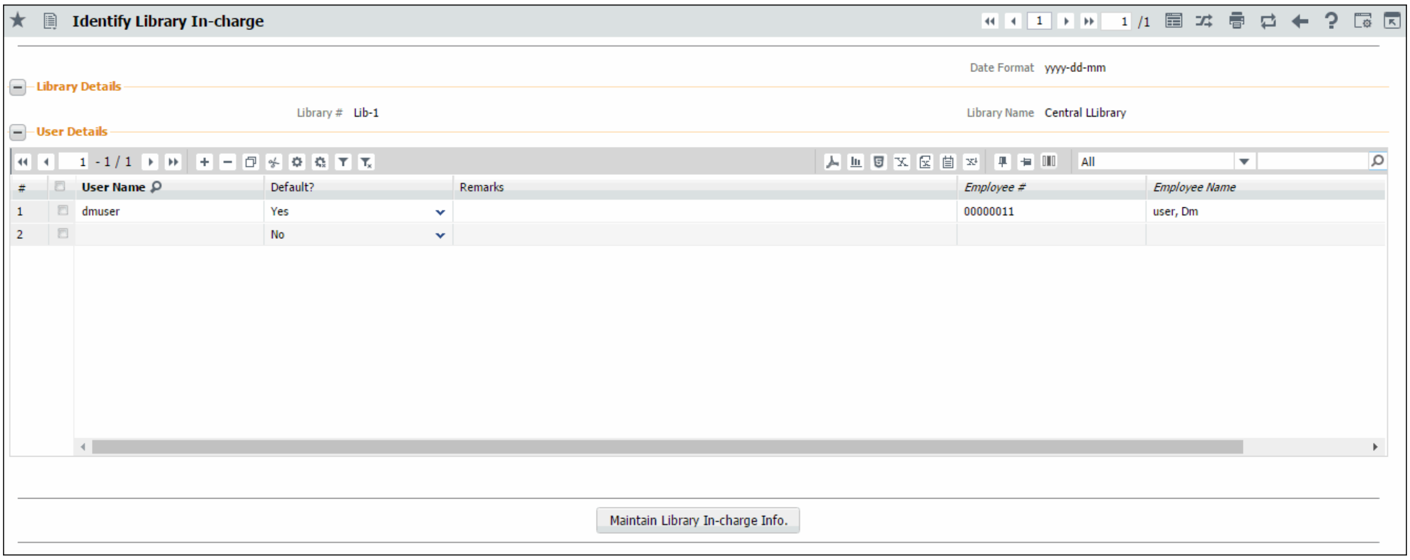

Figure 2.3 Defining library in-charge

2. Enter the name of the library in-charge in the **User Name** field, in the **User Details** multiline.

   Note: Ensure that the user name entered here is unique and is mapped to a valid user in the "Employee Information" business component.

3. Use the **Default?** drop-down list box and select "Yes", to set a default username as library in-charge.
4. Click the **Maintain Library In-Charge Info** pushbutton to define the library in-charge.

   Note: The system displays an error message, if any other concurrent user tries to modify the user details.

Maintaining standard distribution list

This page allows you to create a standard document distribution list for the library.

1. Select the **Maintain Std. Distribution List** link in the **Maintain Library Information** page. The **Maintain Standard Distribution List** page appears.
2. The system displays the **Library #** and the **Library Name** in the **Library Information** group box.
3. Select the **Std. Distribution List** tab to define standard distribution list. Refer to "Defining standard distribution list" for more details.
4. Select the **Member List** tab to associate members to a standard distribution list. Refer to "Defining member list" for more details.
5. Click the **Maintain Distribution List** pushbutton to create the distribution list.

Defining standard distribution list

Using this tab you can create a standard distribution list. You can also modify the details and set the status of the distribution list to "Active" or "Inactive".

1. Select the **Std. Distribution List** tab in the **Maintain Standard Distribution List** page. *See Figure 2.4*.
2. Enter the number identifying the standard distribution list in the **Std. Distribution #** field.
3. Enter the name of the standard distribution list in the **Dist. Name** field.

   Note: Entry in this field is mandatory, if a value is entered in the "Std. Distribution #" field.

4. Use the **List Status** drop-down list box to set the status of the distribution list. The system provides the options "Active" and "Inactive".
5. Enter any additional **Remarks** pertaining to the distribution list.

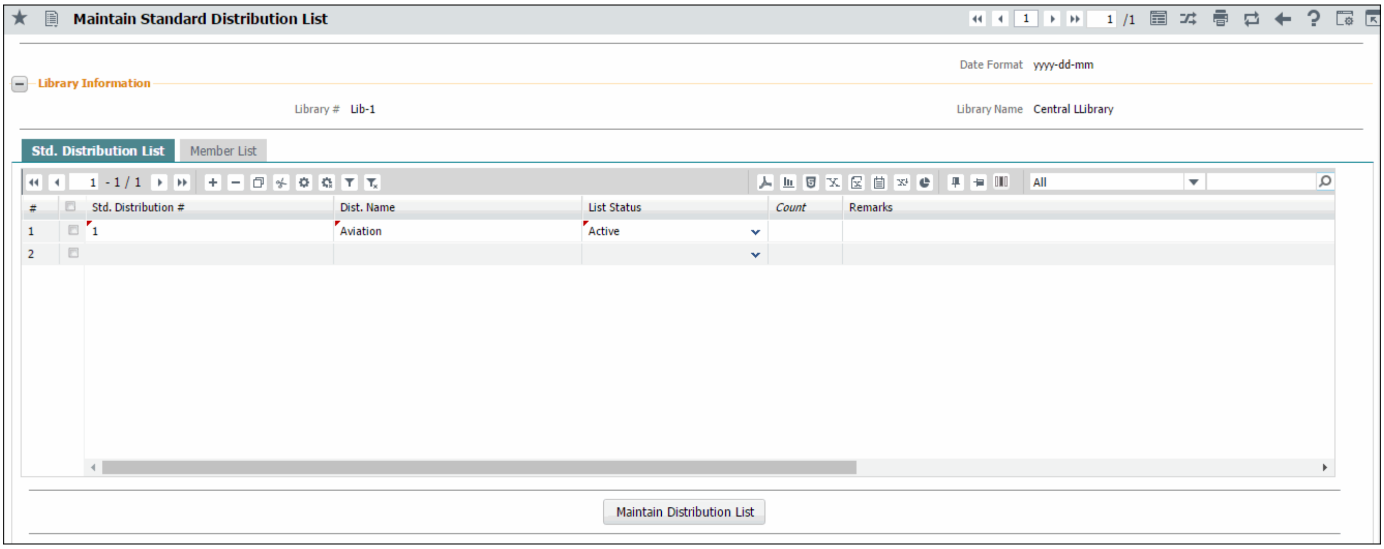

Figure 2.4 Defining standard distribution list

6. Click the **Maintain Distribution List** pushbutton to create the distribution list.

   Note: The system throws an error message, if any other concurrent user tries to modify the details pertaining to the standard distribution list.

Defining member list

This tab allows you to associate members to a standard distribution list. You can also specify whether the distribution type is on permanent basis or returnable basis for each member of the list, and record if any acknowledgement is required from that member or not after distributing the document to him/her.

This page also allows you to define user details for members of type "Library", "Work Center", "Supplier", "Customer" or "Employee", belonging to the standard distribution list.

1. Select the **Member List** tab in the **Maintain Standard Distribution** List page. *See Figure 2.5*.
2. Select the standard distribution list number in the **Std. Distribution #** drop-down list box.
3. Click the **Get Details** pushbutton provided alongside, to retrieve the distribution details and the member list details.

The system displays the "Dist. Name" and "List Status" in the "Distribution Details" group box.

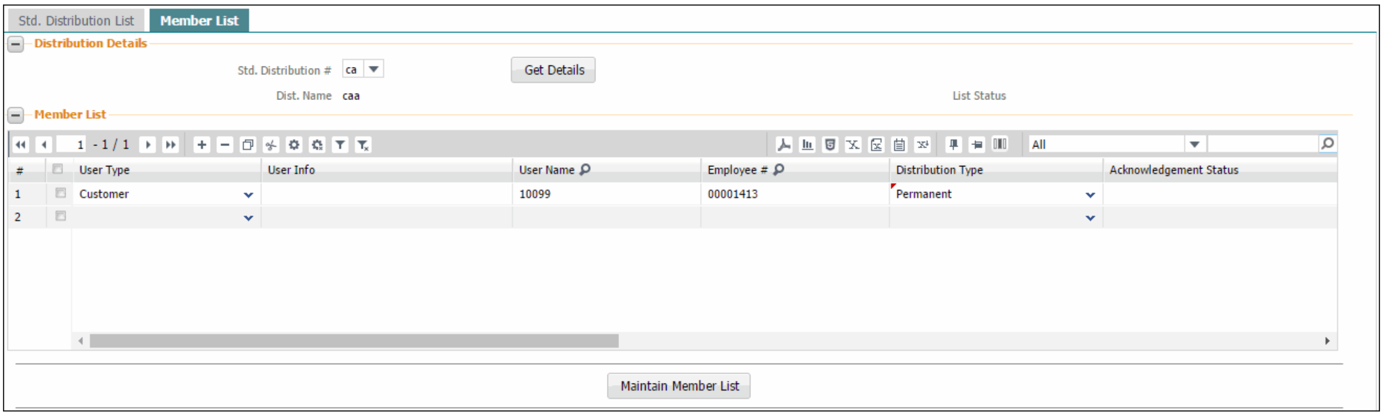

Figure 2.5 Defining member list

4. Modify the **User Type**, **User Info.**, **User Name**, **Employee #**, **Distribution Type**, **Phone #**, **Fax #**, **Email** in the **Member List** multiline, if required.

   Note: Data entry in the "User Name" field is mandatory, if the user type is set as "Library", "Work Center", "Supplier", "Customer" or "Employee".

5. Click the **Maintain Member List** pushbutton to create member list for the library.

2.3 SETTING THE OPTIONS FOR LIBRARY

The Library is a place where the various documents, journals and reports are received and distributed to various employees/ suppliers or concerned individuals. Each library maintains various distribution lists, by which the documents can be distributed.

2.3.1 LIBRARY OPTION SETTING

This activity allows you to set default options for the various fields in the activities of the "Library" business component. You can also modify the options that are already defined. The search criteria for setting the library options are the category of the parameters.

1. Select the **Set Options** link under the **Library** business component. The **Set Options** page appears. *See Figure 2.6.*

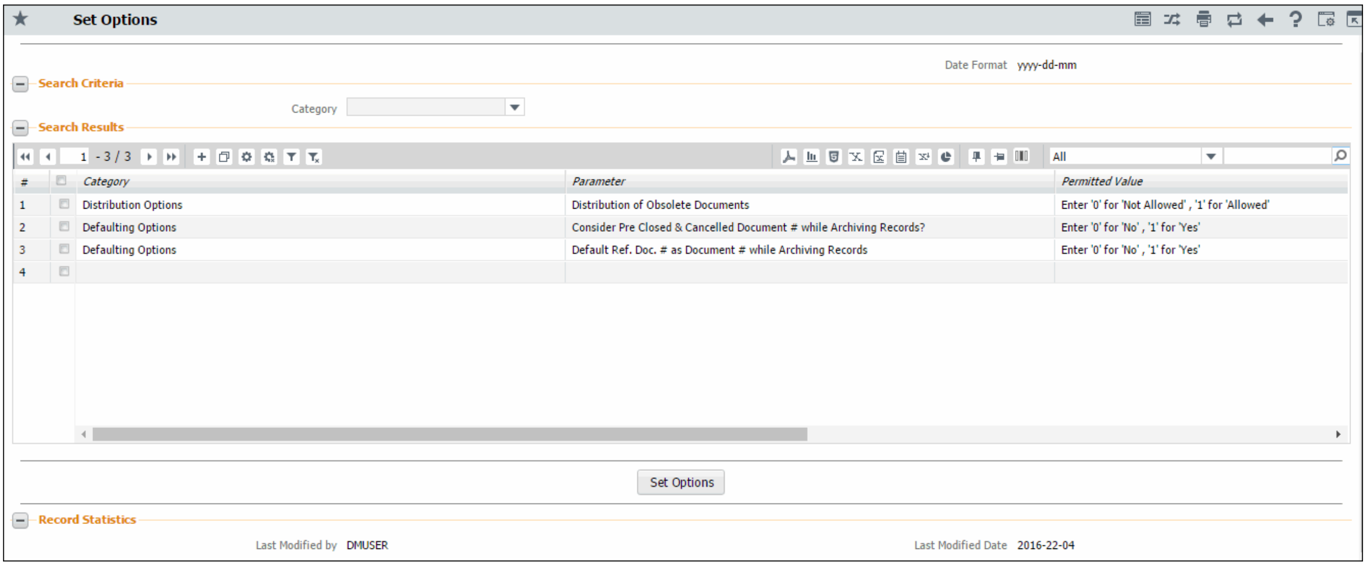

Figure 2.6 Library option setting

2. Use the **Category** drop-down list box in the "**Search Criteria**" group box and select the category of parameters for which the user intends to set the option. The system lists the options "Distribution Options" and "Defaulting Options".

3. Enter the **Value** as "0" or "1" based on the Permitted Value.

The system displays the following in the "Search Results" multiline:

- The **Category** to which the library option parameters belong, which may be "Distribution Options" and "Defaulting Options".
- The **Parameter** of the library transactions, which may be "Distribution of Obsolete Documents" or "Default Ref. Doc # as Document # while Archiving Records".
- The **Permitted value** of the library options.
  - For the Parameter "Distribution of Obsolete Documents"- Enter "0" for "No" (Obsolete documents will not be allowed to be distributed) or "1" for "Yes" (Obsolete documents allowed to be distributed).
  - For the Parameter "Default Ref. Doc. # as Document # while Archiving Records" - Enter "0" for "No" (Default Reference Document Number will not be archived as Document Number) or "1" for "Yes" (Default Reference Document will be archived as Document Number").
- The **Status** of the option set for the parameter, which may be "Defined" or "Not Defined". The status of the specific parameter is "Defined", if you have entered a value for the parameter in the "Value" field.
- A description of the **Error message,** if no Permitted Values and no other values are entered in the "Value" field.

4. Click the **Set Options** pushbutton to set the library options.

2.4 MAINTAINING LIBRARY OPERATIONS

The library in-charge can manage the library operations like registering new documents and new revisions of existing documents, maintain document related details and their distribution information along with partner correspondence details. Also, on receipt of the document, the recipients can acknowledge the document distributed to them.

2.4.1 REGISTERING DOCUMENTS

This page allows you to register the various documents received by the organization, in the library. You can select the library where the documents are to be registered. The document details such as document title, document subject, document status, number of copies of the document, document type, document category, document title, publisher, published date, standard distribution number, revised date, source type, received from, receipt date & time and document reference are recorded, for the document being registered.

1. Select the **Register Documents** link in the **Library Operations** business component. The **Register Document** page appears. *See Figure 2.7*

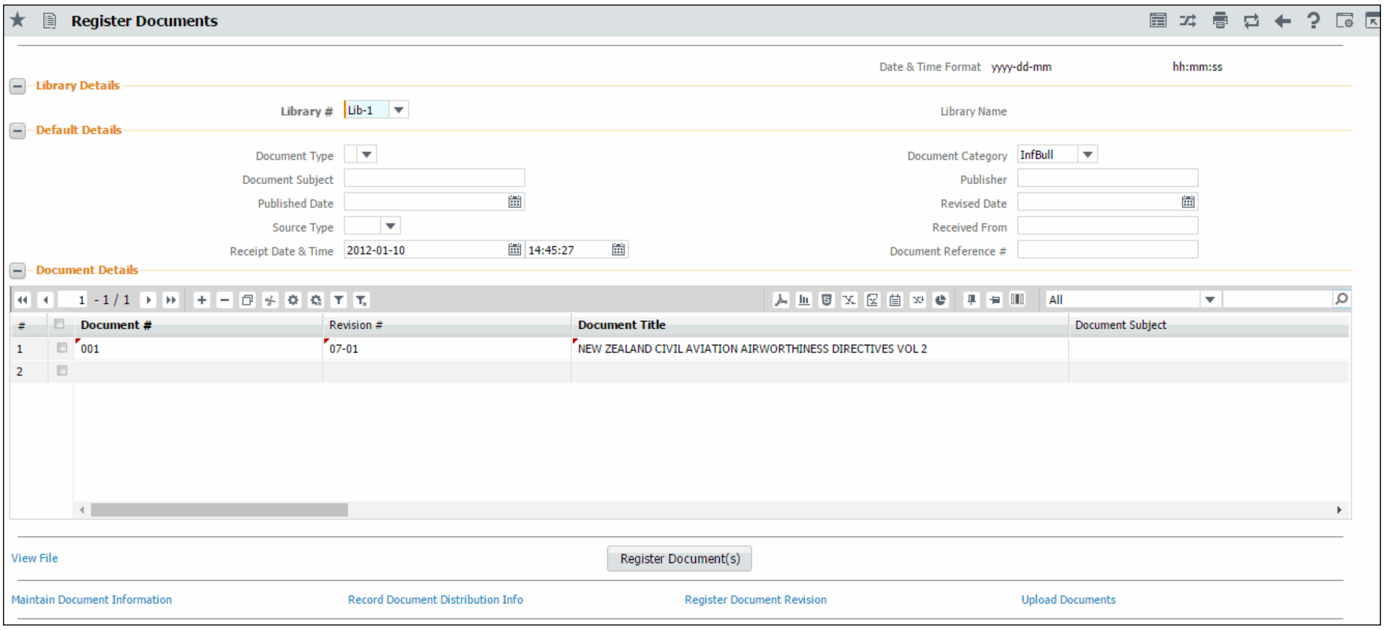

Figure 2.7 Registering document

2. Use the **Library #** drop-down list box and select the library where the documents are to be registered.

In the **Default Details** group box:

3. Specify the type of the document that is to be registered, in the **Document Type** drop-down list box.
4. Specify the category to which the document belongs, in the **Document Category** drop-down list box.
   Note: Data selection in this field is mandatory, if the "Mandatory?" field is set as "Yes" for the "Document Category" quick code type, in the "Maintain Quick Codes" page of the "Library" business component.
5. Specify the **Source Type** for the document that is to be registered.
   Note: Data selection in this field is mandatory, if the "Mandatory?" field is set as "Yes" for the "Source Type" quick code type, in the "Maintain Quick Codes" page of the "Library" business component.
6. Enter the Receipt Date and Time of the document and the Document Reference #.

In the **Document Details** multiline:

7. Enter the name of the document in the **Document Title** field.
8. Use the **Document Status** drop-down list box, to specify the status of the document. The system lists the options "Fresh", "Active" and "Inactive".

9. Specify the category to which the document belongs, in the **Document Category** drop-down list box.

   Note: Data selection in this field is mandatory, if the "Mandatory?" field is set as "Yes" for the "Document Category" quick code type, in the "Maintain Quick Codes" page of the "Library" business component.

10. Enter the total number of copies of the document in the **No. Of Copies** field.

    Note: The value entered here must be positive and greater than zero.

11. Enter the aircraft identification system in the **ATA #** field.

12. Enter the **Published Date** and the **Revised Date** of the document.

    Note: Ensure that the "Revised Date" is earlier than or equal to the current system date, and later than or equal to the published date.

13. Specify the standard distribution list to which the document must be distributed in the **Std. Distribution #** drop-down list box.

14. Specify the **Source Type** for the document that is to be registered.

    Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Source Type" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

15. Enter the **Receipt Date** and **Receipt Time** of the document.

16. Enter the **Document Reference #**, **Web Reference** and **Remarks** pertaining to the document.

17. Click the **Register Document(s)** pushbutton to register the selected documents.

To proceed further,

- Select the **Maintain Document Information** link, to maintain the document details.
- Select the **Record Document Distribution Info** link, to record the document distribution details.
- Select the **Record Document Revision** link, to record the document revision details.

2.4.2 MAINTAINING DOCUMENT DETAILS

This page allows you to maintain the document details and also record the distribution details of the document. You can maintain the document details along with the publisher/source details, revision details and applicability details. Using this activity you can also record the document distribution details such as distribution details, user details, number of copies and reason for distribution.

1. Select the **Distribute/Maintain Document** link under the **Library Operations** business component. The **Select Document** page appears.

2. Enter the search details in the **Primary Search Criteria** and Additional **Search Criteria** tab pages. Based on the search criteria, details are displayed in the **Search Results** multiline.

3. Select a record in the multiline, and click the **Maintain Document Information** link provided at the bottom of the page. The **Maintain Document Information** page appears. *See Figure 2.8*.

4. Enter the **Document Title** and specify the **Document Type** in the **Document Details** group box.
5. Use the **Document Status** drop-down list box to specify the document status. The system provides the options "Fresh", "Active", "Inactive", "Revised" and "Obsolete".

6. Specify the **Library #** where the document is to be maintained.

7. Specify the purpose of the document in the **Document Purpose** drop-down list box.

   Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Document Purpose" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

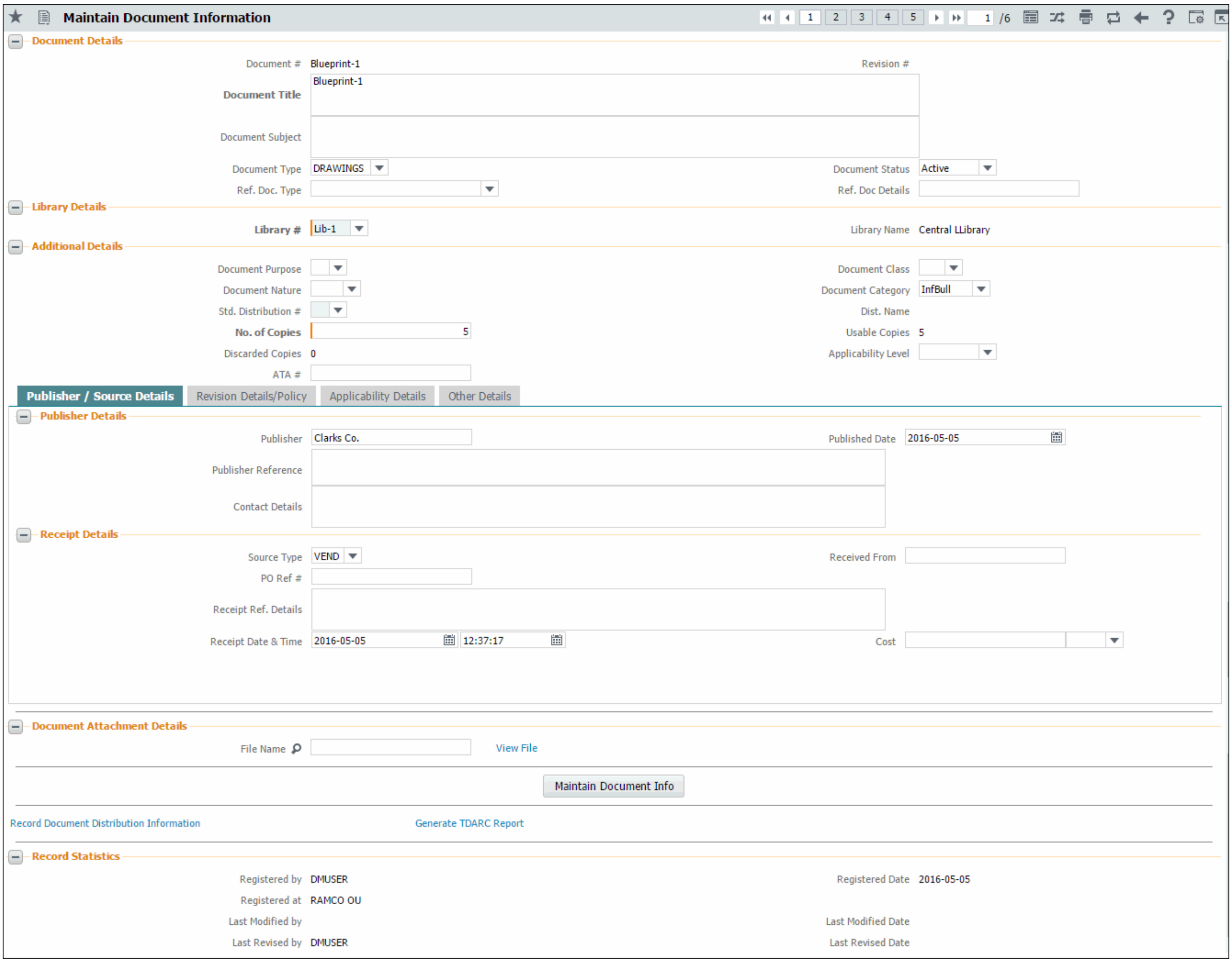

Figure 2.8 Selecting document for recording

8. Use the **Document Class** drop-down list box to specify the document class.

   Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Document Class" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

9. Use the **Document Nature** drop-down list box to specify the nature of the document.

   *Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Document Nature" quick code type in the "Maintain Quick Codes" page of the "**Library**" business component.*

10. Use the **Document Category** drop-down list box to specify the category to which the document belongs.

    Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Document Category" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

11. Enter the total number of copies of the document that are to be maintained in the library, in the **No. of Copies** field.

12. Specify the applicability level of the document in the **Applicability Level** drop-down list box. The system provides the options "Model", "Aircraft", "Parts" and "Others".

13. Modify the **ATA #** to identify the system in the aircraft, if required.

14. Select the **Publisher / Source Details** tab to update the publisher / source details of the document. Refer to the topic "Updating publisher / source details of the document" for more details.

15. Select the **Revision Details / Policy** tab to update the revision details of the document. Refer to the topic "Recording revision details of the document" for more details.

16. Select the **Applicability Details** tab to update the applicability details of the document. Refer to the topic "Updating applicability details of the document" for more details.

17. Select the **Other Details** tab to update any other details pertaining to the document. Refer to the topic "Updating other details of the document" for more details.

18. Click the **Maintain Document Info** pushbutton.

To proceed further,

- Select the **Record Document Distribution Information** link at the bottom of the page to record the document distribution details.

Updating publisher / source details of the document

This tab allows you to update the publisher / source details. The publisher details such as publisher code, publisher date, publisher reference and contact details of the publisher are updated here. You can also update the source details such as source type, purchase order reference number, received from, receipt date & time and the cost of the document.

1. Select the **Publisher / Source Details** tab in the **Maintain Document Information** page. *See Figure 2.8.*

2. Enter the code identifying the publisher of the documents in the Publisher field, in the **Publisher Details** group box.

3. Enter the **Published Date**, **Publisher Reference** and **Contact Details**.

4. Use the **Source Type** drop-down list box to specify the source type of the document, in the **Receipt Details** group box.

   Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Source Type" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

5. Enter the **Received From**, **PO Ref #**, **Receipt Ref. Details**, **Receipt Date & Time** of the document.

6. Enter the **Cost** of the document. Use the drop-down list box provided alongside to select the currency

   Note: Ensure that a positive value is entered in this field.

   Note: Data selection in the drop-down list box is mandatory, if the cost of the document is specified.

7. Click the **Maintain Document Info** pushbutton to update the details of the selected document along with the publisher/source details.

To proceed further,

- Select the **Revision Details/Policy** tab to update the revision details of the document.
- Select the **Applicability** tab to update the applicability details of the document.
- Select the **Other Details** tab to update any other details pertaining to the document.

Recording revision details of the document

This tab allows you to record the revision details of the document. The revision policy of the document is updated here. You can update the revision details such as action on revision, superseding action, revision date, reasons for revision, revision implication, revision action status and revision interval in this tab page.

1. Select the **Revision Details / Policy** tab in the **Maintain Document Information** page. *See Figure 2.9.*

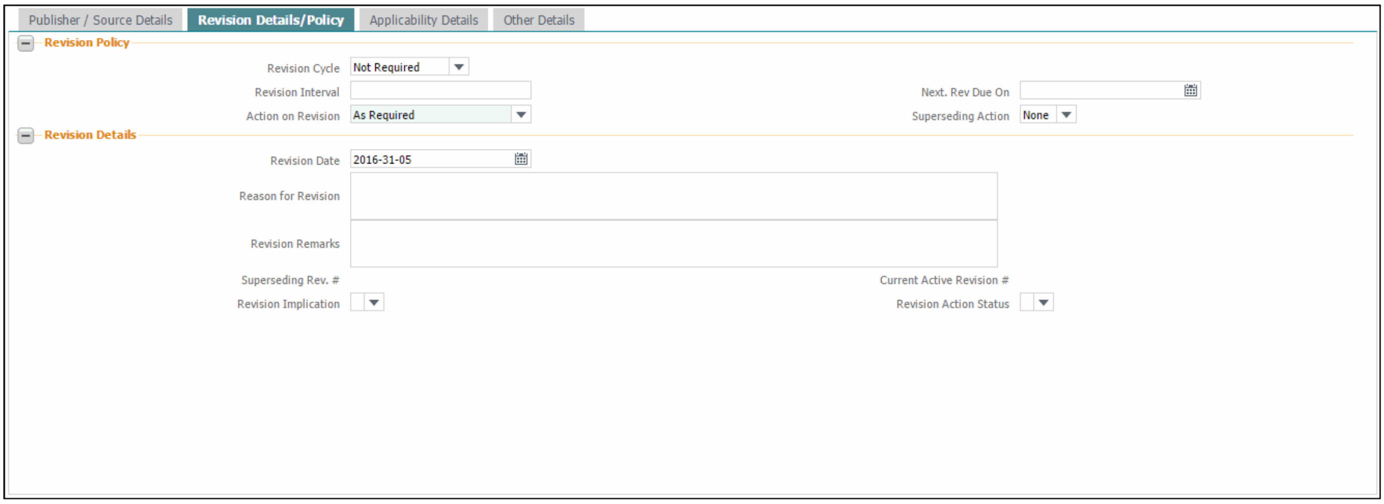

Figure 2.9 Recording revision details of the document

2. Use the **Revision Cycle** drop-down list box to specify the revision cycle of the document. The system provides the options "Not Required", "As Required" and "Periodic".

3. Enter the interval between the previous revision and the current revision in the **Revision Interval** field.

   Note: Data entry in this field is mandatory, if the "Revision Cycle" field is set as "Periodic". Ensure that you enter a positive value.

4. Enter the date on which the next revision is due in the **Next. Rev Due On** field.

   Note: Data entry in this field is mandatory, if a value is entered in the "Revision Interval" field and if the "Published Date" field is left blank.

5. Use the **Action On Revision** drop-down list box to specify action to be taken on the current revision, if subsequent revisions of the same document # are registered later. The system provides the options "None", "Supersede Previous Revision" and "As Required".

6. Use the **Superseding Action** drop-down list box to specify the superseding action to be performed on the current revision, if the subsequent revisions of the same document are registered later.

   Note: The system provides the option "None", if the "Action On Revision" field is set as "None" or "As Required". The system provides the options "None", "Discard Locally", and "Return to Library", if the "Action On Revision" field is set as "Supersede Previous Revision".

   Data selection in this field is mandatory, if the "Action On Revision" field is set as "Supersede Previous Revision".

7. Enter the Revision Date, Reason For Revision and Revision Remarks in the Revision Details group box.

   Note: The revision date must be later than the published date of the revision number specified in the "Document Details" group box.

8. Specify the implication due to the revision of the document in the **Revision Implication** drop-down list box.

   Note: Data selection in this field is mandatory if the "Mandatory?" field is set as "Yes" for the "Revision Implication" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

9. Specify the action to be taken with respect to the implication of the document revision, in the **Revision Action Status** drop-down list box.

10. Click the **Maintain Document Info** pushbutton in the main page to update the details of the selected document along with the revision details/policy.

To proceed,

- Select the **Publisher / Source Details** tab to update the publisher/source details.
- Select the **Applicability Details** tab in to update the applicability details.
- Select the **Other Details** tab to update the other details.

Updating applicability details of the document

This tab allows you to update the applicability details of the document. You can specify the applicability object based on the "Applicability Level" set in the "Maintain Document Information" page.

1. Select the **Applicability Details** tab in the **Maintain Document Information** page. *See Figure 2.10.*

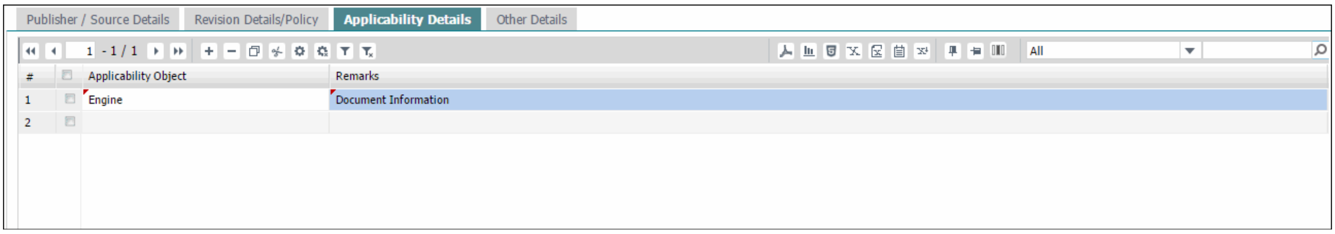

Figure 2.10 Updating applicability details of the document

2. Enter the **Applicability Object** associated to the document.

   Note: Data entry in this field is mandatory, if the "Remarks" is specified.

3. Enter any additional **Remarks** pertaining to the applicability of the document.
4. Click the **Maintain Document Info** pushbutton in the main page to update the details of the selected document along with the applicability details.

To proceed,

- Select the **Publisher / Source Details** tab to update the publisher/source details of the document.
- Select the **Revision Details/Policy** tab to update the revision details of the document.
- Select the **Other Details** tab to update the any other details of the document.

Updating other details of the document

This tab allows you to update the other details. You can specify the keywords for the document and any other additional details in this tab page.

1. Select the **Other Details** tab in the **Maintain Document Information** page. *See Figure 2.11.*
2. Enter the **Key Word 1**, **Key Word 2** and **Key Word 3** pertaining to the document in the **Key Word Details** group box.
3. Enter the **Document Reference** and **File Name** in the **Reference Details** group box.
4. Enter the **Web Reference** and **Remarks** pertaining to the document.

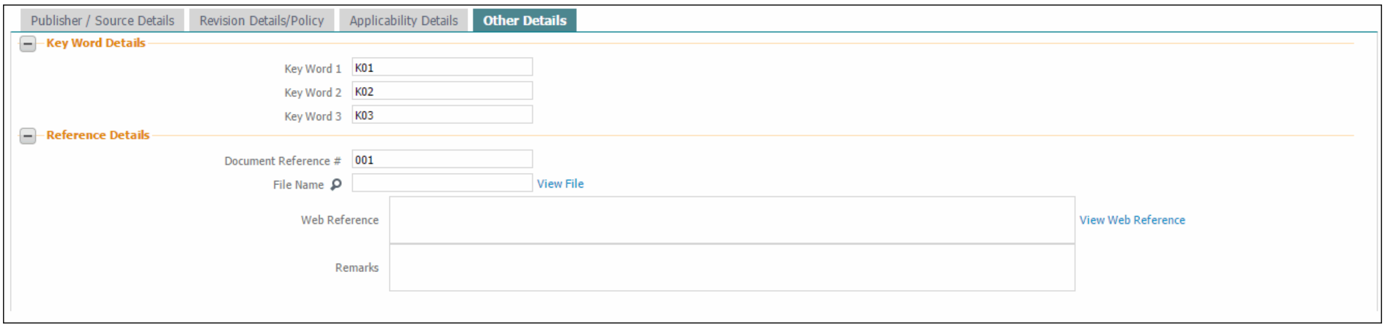

Figure 2.11 Updating other details of the document

5. Click the **Maintain Document Info** pushbutton in the main page to update the details of the selected document along with the other details.

To proceed,

- Select the **Publisher / Source Details** tab to update the publisher/source details of the document.
- Select the **Revision Details/Policy** tab to update the revision details of the document.
- Select the **Applicability Details** tab to update the applicability details of the document.

Recording document distribution details

This page allows you to maintain the document distribution details. The documents that are maintained in the library are distributed to users based on the standard distribution list mapped to the document. The total number of copies of the document that are registered in the library are distributed as single copy to each of the members of the standard distribution list. The copies that remain in excess after distribution to the members are stored against the library in-charge, as the first record in this page. This page also allows you to add or remove the members to whom the documents must be distributed.

The system updates the current server date as the “Updated Date” and the login user name as the “Updated By”.

1. Select the **Record Document Distribution Information** link in the **Select Document** or **Maintain Document Information** page. The **Record Document Distribution Information** page appears. *See Figure 2.12.*

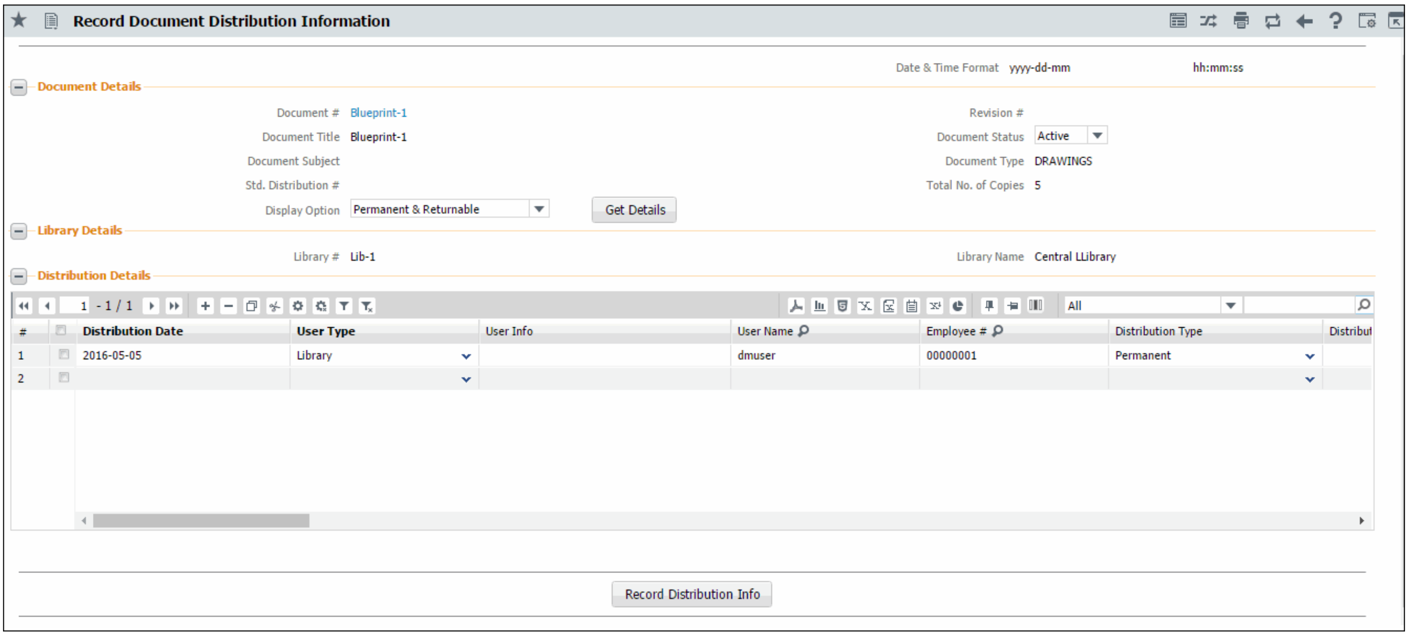

Figure 2.12 Recording document distribution information

Note: This page is launched, if the “Document Status” is “Active/Fresh/Obsolete” in the entry page of the current activity and the value selected for the “Distribution of Obsolete Documents Parameter” in the “Set Options” activity of Library business component is ”1 (Allowed))”.

This page is not launched, if the “Document Status” is “Obsolete” in the entry page of the current activity and the value selected for the “Distribution of Obsolete Documents Parameter” in the “Set Options” activity of Library business component is “0 (Not Allowed)”).

2. Specify the status of the document in the **Document Status** drop-down list box. The system provides the options “Fresh”, “Active” and “Obsolete”.

3. Specify the display option based on which the documents are retrieved, in the **Display Option** drop-down list box. The system lists the following options:
    - “Permanent & Returnable” – Select this option if you wish to retrieve distribution records in which documents have been distributed either on permanent or on returnable basis.
    - “Permanent” – Select this option if you wish to retrieve distribution records in which documents have been distributed on permanent basis.
    - “Returnable” – Select this option if you wish to retrieve distribution records in which documents have been distributed on returnable basis.
    - “Returned” – Select this option if you wish to retrieve distribution records in which documents have been returned to the library.
    - “All” – Select this option if you wish to retrieve all the distribution records created and saved for the selected document #- revision #, until date.

4. Click the **Get Details** pushbutton provided alongside, to retrieve the library details and the distribution details

based on the display option selected.

5. Enter the **Distribution Date** of the document. This date must be earlier than or equal to the current system date.

6. Enter the **User Type**, **User Info**, **User Name** and **Employee #** in the **Distribution Details** multiline.

   Note: Ensure that a value is entered in the "User Info" field, if the "User Type" is other than "Employee" and "User Name" and "Employee #" fields are left blank.

7. Specify the **Distribution Type** of the document. The system provides the options "Permanent", "Returnable" and "Returned".

8. Enter the total **No. Of Copies** that are distributed.

   Note: Ensure that the value entered here is either zero or positive.

9. Use the **Media** drop-down list box to specify the medium through which the document is distributed to the users.

   Note: Data selection in this field is mandatory, if the "Mandatory?" field is set as "Yes" for the "Media" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

10. Specify the **Acknowledgement Status** of the document. The system provides the options "Required", "Not Required", "Pending" and "Acknowledged".

    Note: If the "Acknowledgement Status" is selected as "Acknowledged", a value must be specified in the 'Acknowledged By' and "Acknowledged Date" fields, and vice-versa.

11. Enter the expected / actual date of return of the document to the library, in the **Exp./Act. Return Date** field. Data entry in this field is mandatory when,

    - "Distribution Type" is set as "Returnable" and no value is specified in the "Std. Issue Dur. (Days)" field.
    - "Distribution Type" is set as "Returned".

    Note: If the "Distribution Type" is set as "Returnable", the date entered here must be later than the current system date and the acknowledged date. The date entered in this instance is taken as 'Expected Return Date'.

    Note: If the "Distribution Type" is set as "Returned", the date entered here must be earlier than the current system date and later than the distribution date and the acknowledged date. The date entered in this instance is taken as 'Actual Return Date'.

12. Enter the date on which the document is acknowledged in the **Acknowledged Date** field.

    Note: Data entry in this field is mandatory, if value is specified in the "Acknowledged By" field. The data entered here must be earlier than the current system date and later than the distribution date.

13. Specify the status of the user who acknowledged the document in the **Ack User Status** drop-down list box.

    Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Media" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

14. Enter the name of the user who acknowledged the receipt of the document in the **Acknowledged By** field.

    Note: Data entry in this field is mandatory, if the "Acknowledged Status" is set as "Acknowledged".

15. Click the **Record Distribution Info** pushbutton to record the document distribution details.

2.4.3 ACKNOWLEDGING DOCUMENT DISTRIBUTION

This page allows you to acknowledge the receipt of the documents distributed to you. You can acknowledge only those documents that are in "Active" status with acknowledgement status as "Pending". You can specify the acknowledgement user status, acknowledgement remarks and revision action status during the acknowledgement of the document.

1. Select the **Acknowledge Document Distribution** link under the **Library Operations** business component. The **Acknowledge Document Receipt** page appears. *See Figure 2.13.*

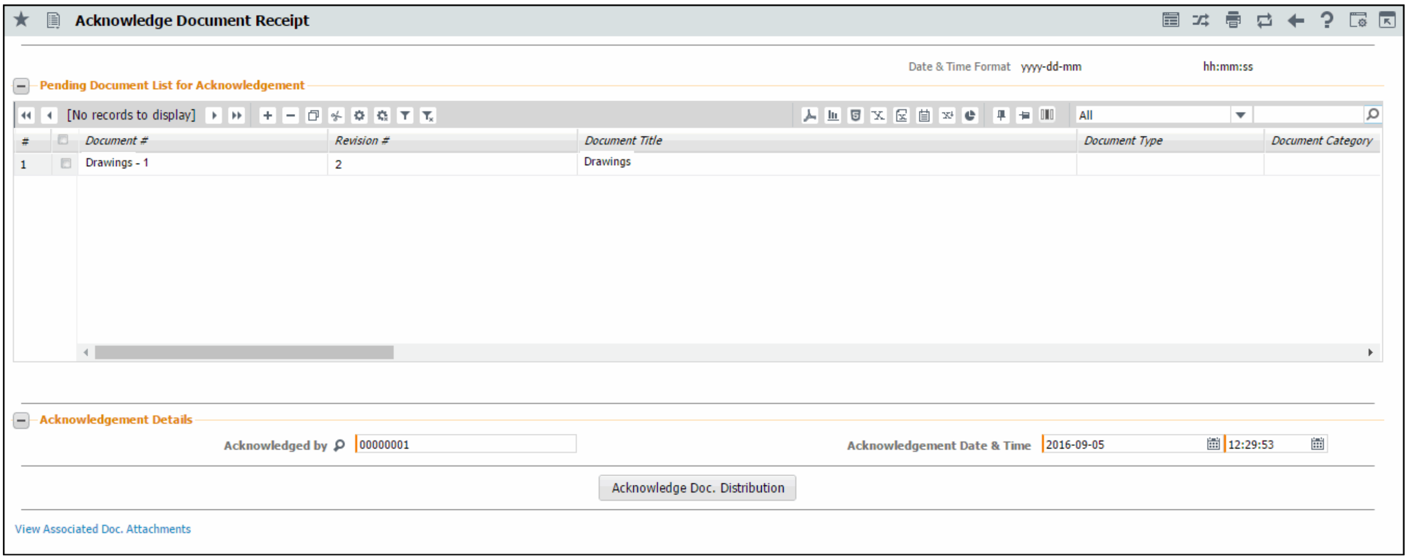

Figure 2.13 Acknowledging document distribution

2. Specify the status of the user acknowledging the document in the **Ack. User Status** drop-down list box.

   Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Ack. User Status" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

3. Enter any additional remarks provided by the user during the acknowledgement of the document, in the **Ack. Remarks** field.

4. Specify the status of the revision action in the **Revision Action Status** drop-down list box.

   Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Rev. Action Status" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

5. Enter the name of the user who acknowledged the receipt of the document in the **Acknowledged By** field.

   Note: Ensure that the value entered here is an active employee, as defined in the "Employee Information" business component.

6. Enter the date and time at which the document is acknowledged by the user in the **Acknowledgement Date & Time** field.

   Note: The date and time specified here must be earlier than the current date and time and later than the distribution date.

7. Click the **Acknowledge Doc. Distribution** pushbutton to acknowledge the document distribution.

   Note: The system throws an error message, if any other concurrent user tries to simultaneously modify the acknowledgement details.

2.4.4 MAINTAINING PARTNER CORRESPONDENCE

The library has a need to maintain correspondence with all its partners such as suppliers, customers, publishers, OEMs, or members and employees of same organization for regular supply and updates on manuals, contracts, closed jobs letters, service bulletins, SLAs, and other documents. This page enables to maintain correspondence details with the partners. You can update the correspondence details only for those documents whose status is other than "Inactive" or "Obsolete". You can specify the correspondence details such as correspondence date, correspondence category, partner details, library in-charge remarks, partner remarks and correspondence status in this page. By tracking the correspondence information in this page, it is easy for the library in-charge to take up decisions with regard to any queries/suggestions/issues raised by the partners.

1. Select the **Maintain Partner Correspondence** link in the **Select Document** page. The **Maintain Partner Correspondence** page appears. *See Figure 2.14.*

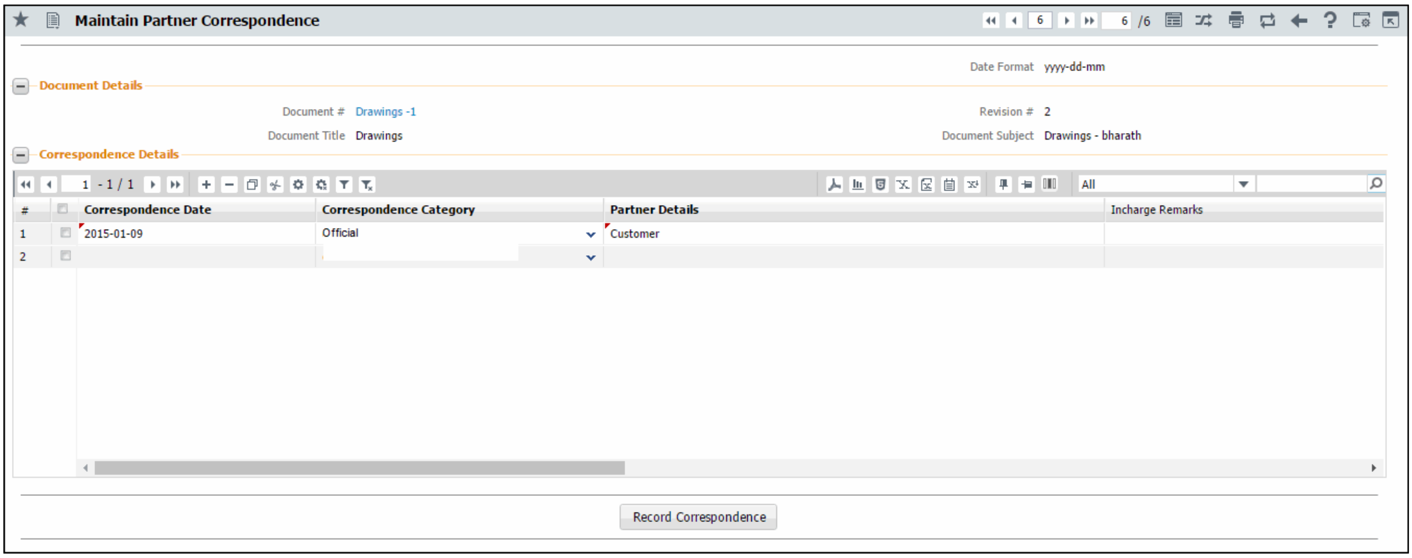

Figure 2.14 Maintaining partner correspondence

2. The system displays the **Document #**, **Revision #**, **Document Title** and the **Document Subject** in the **Document Details** group box.

In the **Correspondence Details** multiline,

3. Enter the date on which the correspondence was received from the partner in the **Correspondence Date** field.

   Note: The date entered here must be earlier than the current system date and later than the receipt date specified in the "Publisher / Source Details" tab of the "Maintain Document Information" page.

4. Specify the **Correspondence Category**.

   Note: Data selection in this field is mandatory, if the "Mandatory?" field is set as "Yes" for the "Correspondence Category" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

5. Enter the details regarding the partner in the **Partner Details** field.

6. Specify the **Correspondence Status** of the document.

   Note: Data selection in this field is mandatory, if the "Mandatory ?" field is set as "Yes" for the "Correspondence Status" quick code type in the "Maintain Quick Codes" page of the "Library" business component.

7. Click the **Record Correspondence** pushbutton, to update the partner correspondence details.

2.4.5 RECORDING DOCUMENT REVISION DETAILS

The documents registered in the library get frequently revised or updated so as to keep up-to-date with the changing trends and requirements. Hence, the documents stored in the library must be updated regularly with their latest versions. In this activity you can record the subsequent revisions as well as their corresponding details, for any of the existing documents registered in the library.

This page facilitates the user to register the new revision of existing documents, the number of copies of the new revision registered and new revision date. You can also record the revision implications, reason for revision, revision remarks and revision action status in this page.

1. Select the **Register Document Revision** link under the **Library Operations** business component. The **Record Document Revision Information** page appears. *See Figure 2.15.*

2. Enter the **Search Criteria** and click the **Search** pushbutton.

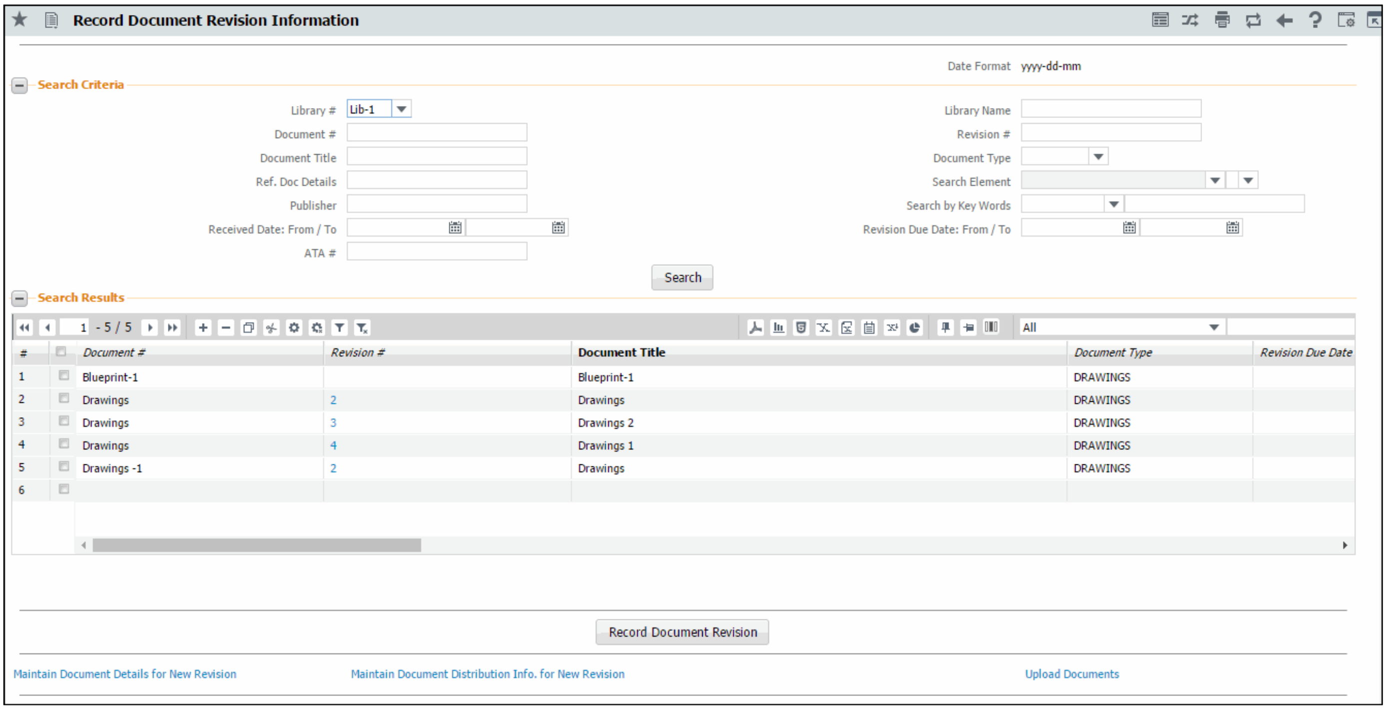

Figure 2.15 Recording document revision information

In the **Search Results** multiline:

3. Modify the **Document Title**.
4. Enter the total number of copies of the registered documents received, in the **No. Of Copies** field.
5. Modify the **ATA #** of the aircraft, if required.
6. Enter the **New Revision #** of the document.
7. Specify the status of the newly revised document in the **New Revision Status** drop-down list box. The system provides the options “Fresh” and “Active”.
8. Enter the date on which the document is currently revised in the **New Revision Date** field.
9. Enter the date on which the newly revised document is received in the **Received Date** field.
10. Use the **Revision Implication** drop-down list box to specify the implication due to the revision of the document.

    Note: Data selection in this field is mandatory, if the “Mandatory?” field is set as “Yes” for the “Revision Implication” quick code type in the “Maintain Quick Codes” page of the “Library” business component.

11. Use the **Action On Previous Revision** drop-down list box to specify the action taken on the previous revision. The system provides the following options:

    - “None” – Select this option if no action needs to be performed on the previous revisions.
    - “Supersede all” – Select this option if all the previous revisions of the document must be superseded by the current revision of the document.
    - “Supersede Prev. Rev.” – Select this option if only the immediate previous revision must be superseded by the current revision.

    Note: You can modify the “Action On Prev. Revision”, if the “Action on Revision” field is set as “As Required” (for the base revision number, against which the new revision is being registered), in the “Revision Details/ Policy tab page of the “Maintain Document Information” page.

12. Use the **Revision Action Status** drop-down list box to specify the revision action status of the document.

    Note: Data selection in this field is mandatory, if the “Mandatory?” field is set as “Yes” for the “Revision Action Status” quick code type in the “Maintain Quick Codes” page of the “Library” business component.

13. Click the **Record Document Revision** pushbutton to record the document revision details.

- *Note: You can change the status of the new revision document to "Active" only if the following conditions are satisfied:*

    a. *The total number of copies of the document must be equal to the sum of the copies distributed on permanent basis and returnable basis. (It is maintained in the 'Record Document Distribution Information' page).*

    b. *All the copies must have been returned to the library, if the "Action On Prev. Revision" field is set as*

- *"Supersede All" and superseding action to be performed on the existing revisions is "Return to Library".*

- *If the new revision number is registered against a previous revision number of the same document, and the "Revision Implication" is set as "Supersede Previous Revision", the system updates the status of the specific previous revision as "Revised".*

- *If the new revision number is registered against the previous revision number and the "Revision Implication" is set as "Supersede All", the system updates the status of all the previous revisions of this specific document # as "Revised".*

- *If the new revision number is registered against the previous revision and the "Revision Implication" is set as "None", the status of all the existing revisions of that document # remains the same.*

To proceed,

- Select the **Maintain Document Details for New Revision** link to maintain the document details for the new revision.

Refer to the topic "**Maintaining document details**" to proceed further.

- Select the **Maintain Document Distribution Info. for New Revision** link to record the document distribution details for the new revision.

Refer to the topic "**Recording document distribution details**" to proceed further.

2.4.6 ARCHIVING THE DOCUMENTS IN THE LIBRARY

Using this activity, you can archive selected execution documents. Archiving implies that the system retrieves only the key details of any execution document you select, and creates a record or register. Archiving, substitutes the time-consuming activity of manually searching for each execution document, and entering all the key details of this execution document in a register. Archiving documents is possible, provided all the details of this execution document already exist in the system.

1. Select the **Archive Documents** link under the "**Library Operations**" business component. The **Archive Documents** page appears**.** *See Figure 2.16.*

2. Enter the search details in the **Search Criteria** group box and click the **Search** pushbutton. The details of all the execution documents that match the search criteria you specified will be displayed.

3. Use the **Library #** drop-down list box in the **Library Details** group box, to select the number of the library to which the execution documents you select will be archived.

4. Enter the default details in the **Default Details** group box to specify a set of default values for the execution documents that will be archived.

In the **Document Details** multiline,

5. Enter the **Document #.**

6. Enter the **Document Title,** to specify the name of the document.

7. Enter the **Document Type** to specify the type of the document that is to be registered.

8. Enter the **No. Of Copies** to specify the total number of copies of the document.

9. Enter the **ATA #** to identify the system in the aircraft.

   Note: ATA number is a numbering system developed by the Air Transport Association of America, to standardize the identification of different aircraft systems across aircraft models.

10. Enter the **Publisher** to specify **t**he code of the publisher of the document.
11. Enter the **Receipt Date,** the date on which the documents are received.
12. Check the box in the **Select** column of the multiline to delete the record.
13. Click **Delete** icon in the toolbar above the multiline to delete the selected document.
14. Click the **Archive Documents** pushbutton to archive the documents in the library.

   Note: After you archive a specific execution document in the multiline using the "Archive Documents" pushbutton, and you select "Search" again, the archived execution document will not be retrieved in the multiline.

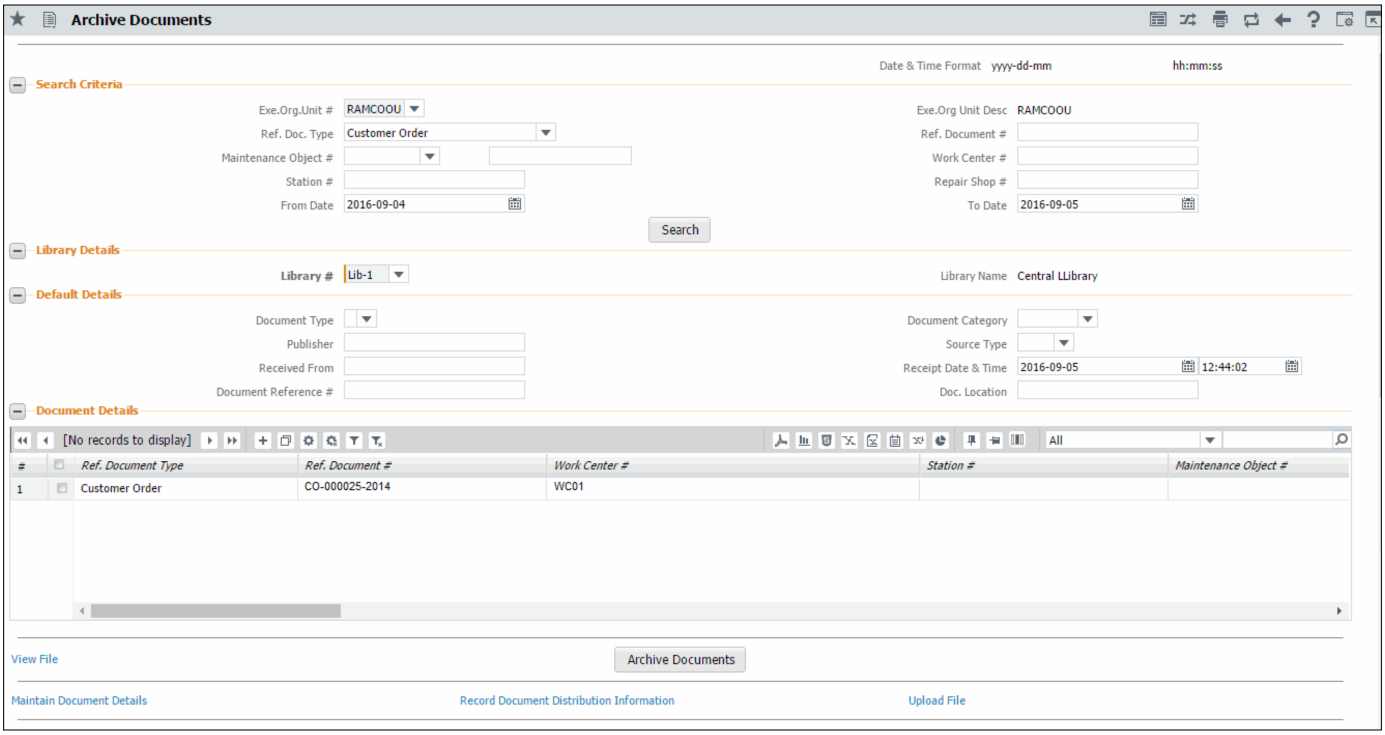

Figure 2.16 Archiving documents

To proceed,

- Select the **View File** link provided at the bottom of the page, to view the library files.
- Select the **Maintain Document Details** link provided at the bottom of the page to view and edit the details of the library document.
- Select the **Record Document Distribution Information** link provided at the bottom of the page, to record information about document distribution.
- Select the **Upload File** link provided at the bottom of the page, to upload the library files

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