ramco

RAMCO AVIATION SOLUTION
VERSION 5.9

USER GUIDE

MechanicAnywhere MOBILE APPLICATION

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ABOUT THIS MANUAL

This document is the Software User Manual (SUM) for the MechanicAnywhere, a mobile application that has been developed by Ramco Systems, to equip the mechanics to record work execution in just a few taps.

This manual will support:

- System/Project Administrator in understanding the steps to download and Install the MechanicAnywhere application
- Mechanic in understanding the way work execution can be recorded in the MechanicAnywhere application
- Inspector in understanding the way signoff and work tracking can be managed in the MechanicAnywhere application.

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1 APPLICATION OVERVIEW

MechanicAnywhere is an application which has been developed for the mechanic to perform tasks on the go. The mechanic can identify tasks, record discrepancies, perform several actions on tasks and discrepancies, raise material requests and record component replacements. Subsequently, the mechanics can sign off and close the tasks an discrepancies.

2 DEVICE REQUIREMENTS

The **MechanicAnywhere** application requires the following recommended requirements for optimal user experience:

- iPad Air / iPad Mini 2 or later with Apple A7 or later chipset.
- iOS 9 or later.
- Constant network connectivity via Wi-Fi or 3G/4G
- 100 MB or more free space.

Note: Your carrier might charge you extra for data roaming, if 4G mobile data is used. When available, always prefer Wi-Fi connectivity over Mobile Data.

3 SECURITY

Access to individual UIs

Control access to individual UIs by providing role rights mapping in the Admin page.

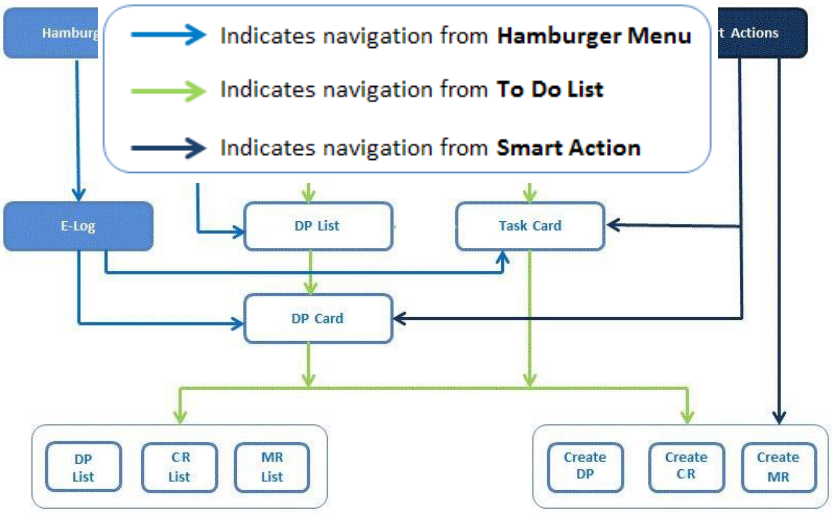
- Deployment Process
- Implementation Process
- Map Enterprise Roles

Control access to perform an action by providing role rights mapping in the Admin page at:

- Deployment Process
- Implementation Process
- Maintain Task Privileges

Note: Contact your IT team to get the activity mapped for a particular role.

4 NAVIGATION



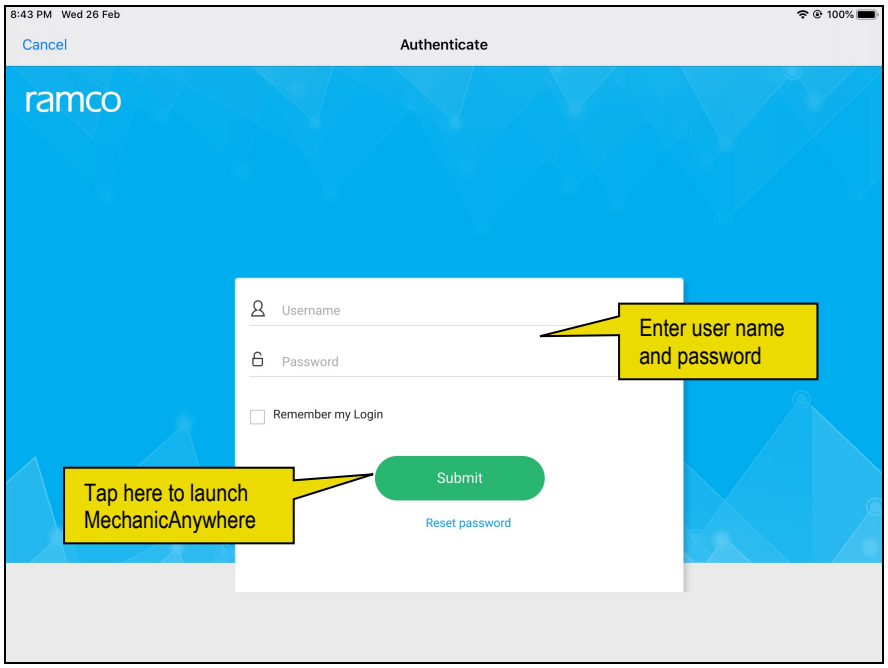
5 TROUBLE SHOOTING

Symptoms	Troubleshoot
App is not installing	1. Check the internet connectivity. 2. Check if there is at least 100MB of free space. 3. Check if you iOS version is the latest. 4. Check all the pages for the app icon.
App is not opening	1. Check the internet connectivity. 2. Trust the developer 'Ramco Systems' in Settings à General à Profile. 3. Reinstall the app.
Cannot Login	1. Check the internet connectivity. 2. Check correct configuration in the settings under MechanicAnywhere. 3. Check the validity of the username and password entered. 4. Close the app and try again.
App is frozen	1. Check the internet connectivity. 2. Close the app and try again. 3. Restart the iPad and try again.
Server not available error	1. Check the internet connectivity. 2. Contact your system administrator.

6 FEATURES

6.1 LOGIN

1. Click the **MechanicAnywhere** icon to launch the Authenticate page to log into the **MechanicAnywhere** mobile app.



You must provide **Username** and **Password** and then tap the **Submit** button to start working in **MechanicAnywhere.**

6.2 TO DO LIST

This screen is a summary page where you can view tasks assigned along with the pending/ current/ follow up items.

Pick My Job: Tap to launch the list all the tasks assigned to the user or all the in-progress tasks in that work center

- **Assigned Jobs** – Count of jobs assigned to the login user
- **Current Jobs** – Count of jobs in progress for the given work center

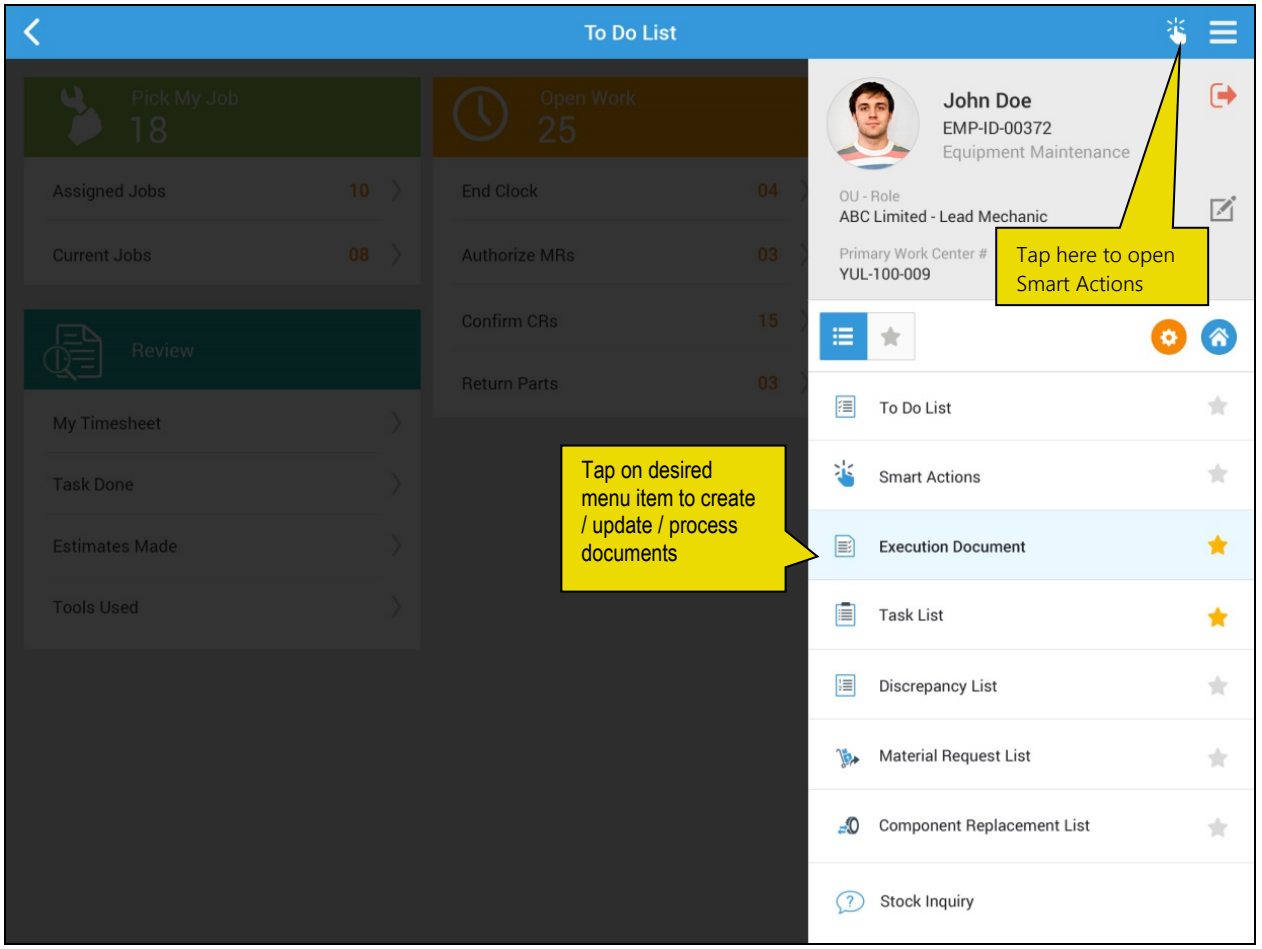
Open Work: Tap here to view the pending MRs and CRs along with a list of running clocks started by the login user

- **Authorize MRs** - Count of pending MRs
- **Confirm CRs** – Count pending CRs for confirmation
- **End clock** – Count of tasks for which clocks are running

Follow Up: Tap here to view the list actions pending from the login user

- **Parts not Returned** – Count of parts not yet returned to the warehouse associated with the work center

6.3 TO DO LIST – HAMBURGER MENU

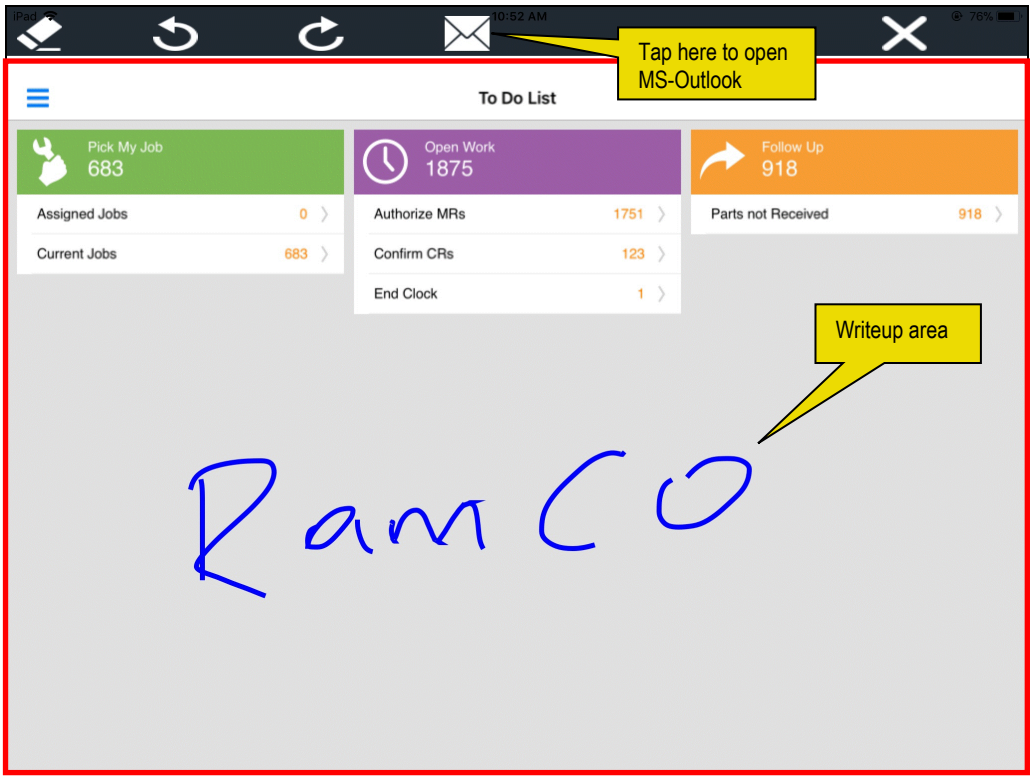


The **Hamburger** menu in the **To Do List** screen displays the assignments (Assign / Review Employee Work, Calendar, Execution Document, Task, Discrepancy, Component Replacement, Material Request, Record Time Sheet,) to be processed by the login user.

Tap the icon to open the **Writeup** screen

Tap the icon to view the work centers for which the login user has access privileges. However, the users must also be mapped to the work centers they wish to work with in the MechanicAnywhere application in addition to being granted access in the desktop application. The users can retrieve / process tasks/packages/component replacements/material requests associated with the work centers for which they have access to and have also been mapped to as the login user.

6.4 TO DO LIST - WRITEUP & MAIL



Write with your fingers on this screen.

You can write the required text and then tap on top of the screen to open Microsoft Outlook.

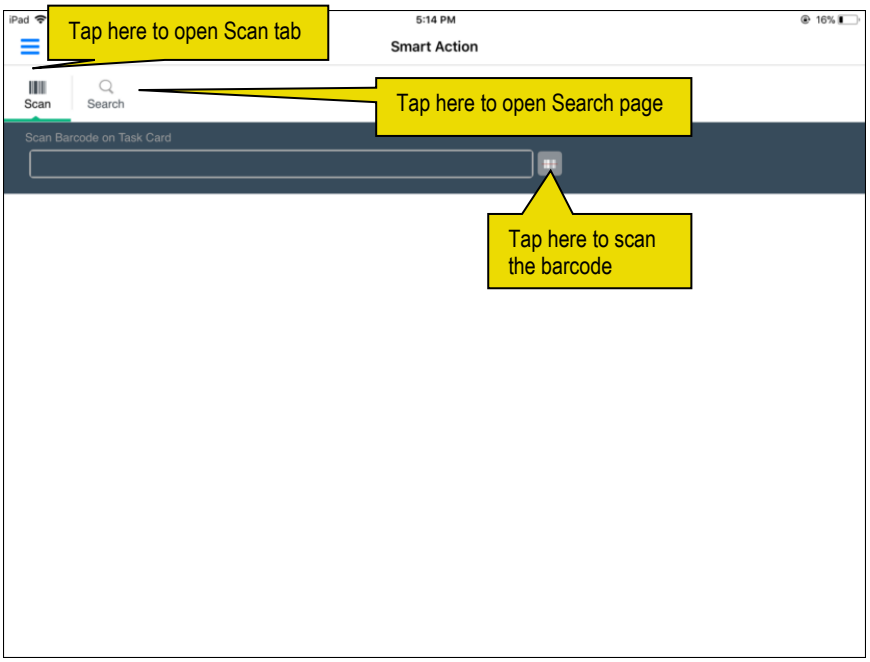
The written text becomes part of new message.

You can further add to the text or attach files to the message.

`

6.5 SMART ACTION – SCAN

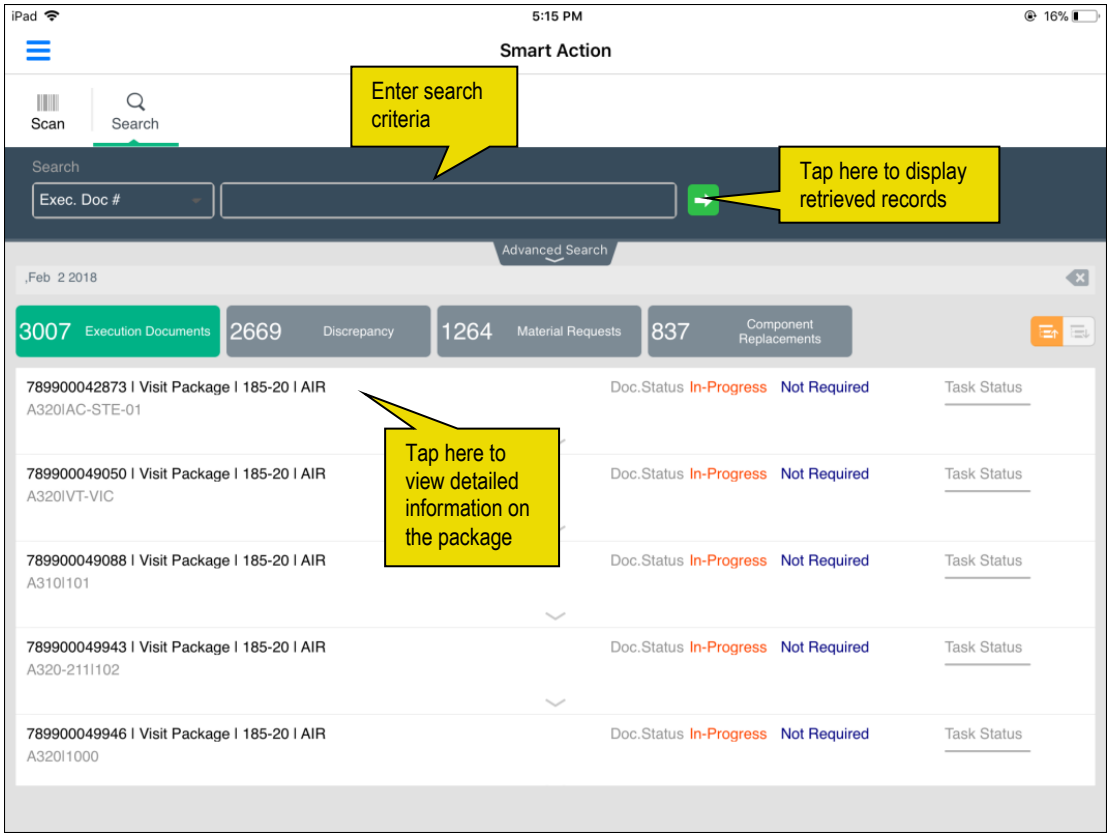
1. Tap **Smart Action** in the **Hamburger** menu to open the **Smart Action** screen



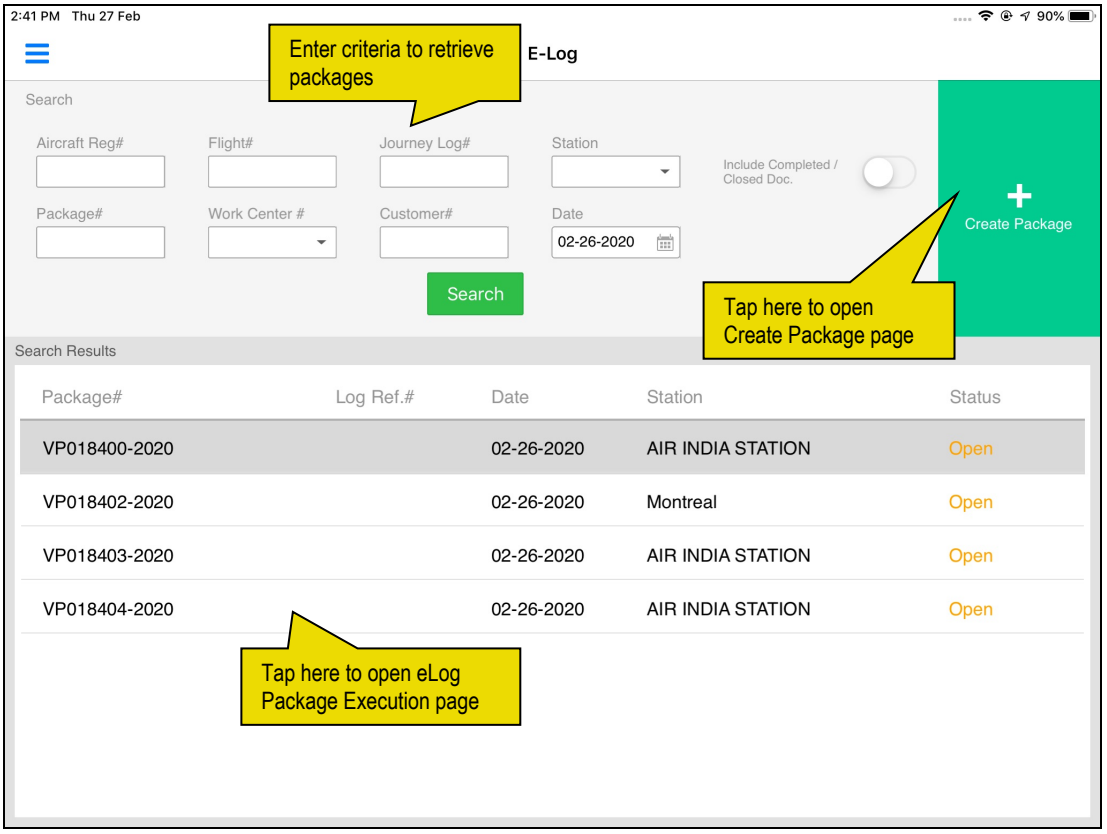
In this screen you can perform a global search to retrieve packages.

> *Note that the search is applicable only for the selected Work Centers from Hamburger menu for which the user has access. You can scan a barcode using the inbuilt iPad camera to perform an action. Further, you can also use any third party scanning solution*

6.6 SMART ACTION – SEARCH



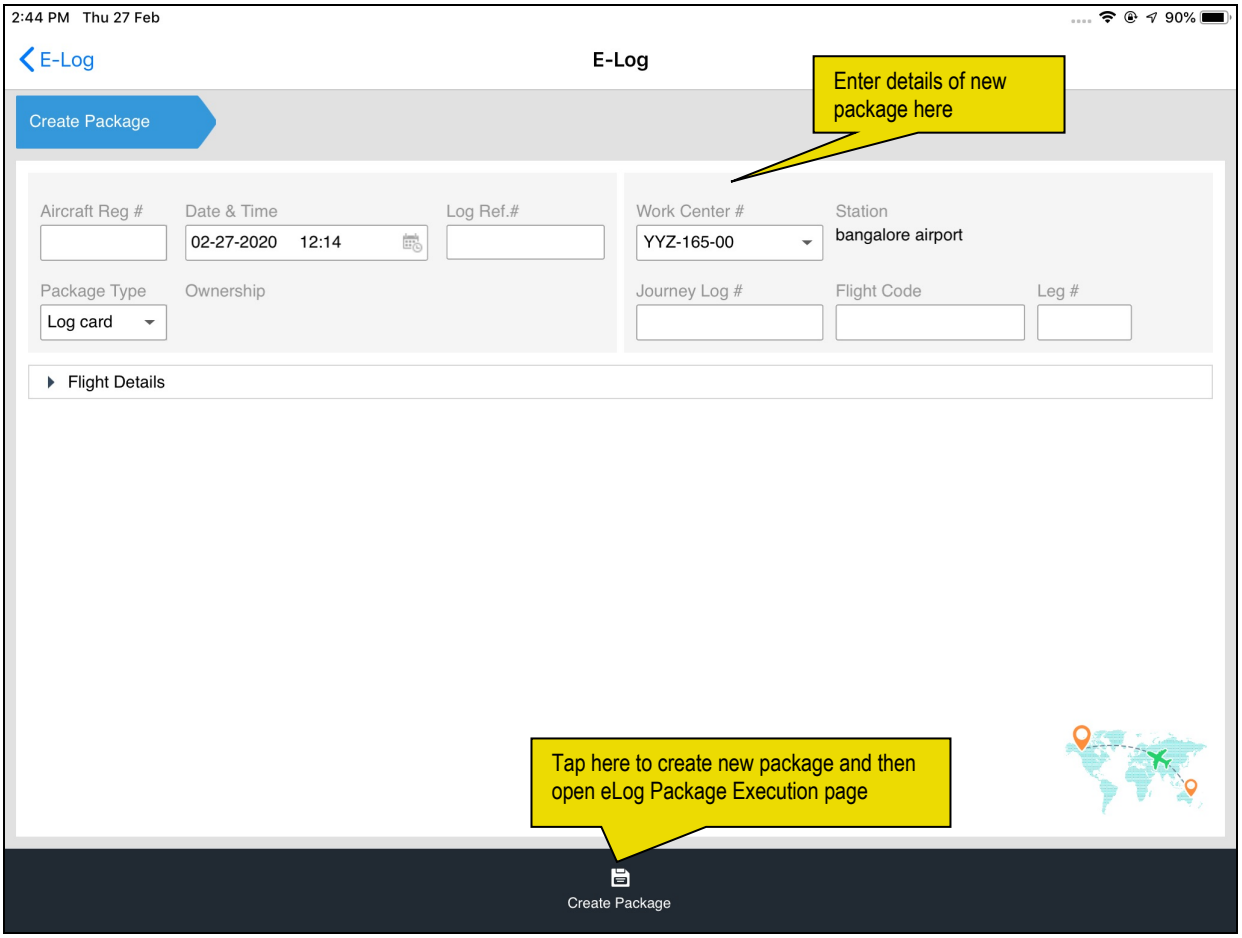
6.7 E-LOG – THE INITIAL E-LOG SCREEN



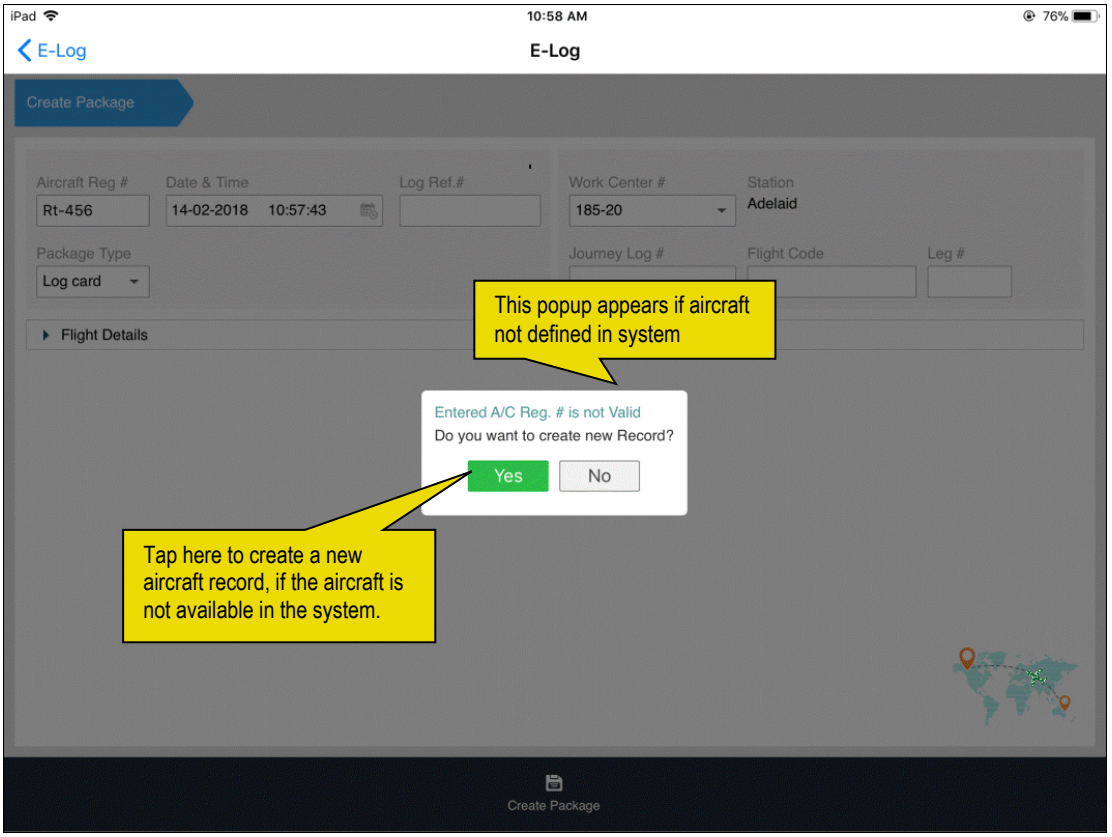
Note: The Search filter Flight # will be available based on the value of the process parameter "Display option for aircraft details?' defined under the entity type Shop Work Order Type and the entity All user defined work order types in the Define Process Entities activities of Common Master. The table below illustrates the availability of the search filter.

Process Parameter: Display option for aircraft details?	
Process Parameter Value	**Filter available under Search on launch of the page**
0	Flight #
1	Nose #
2	MSN #

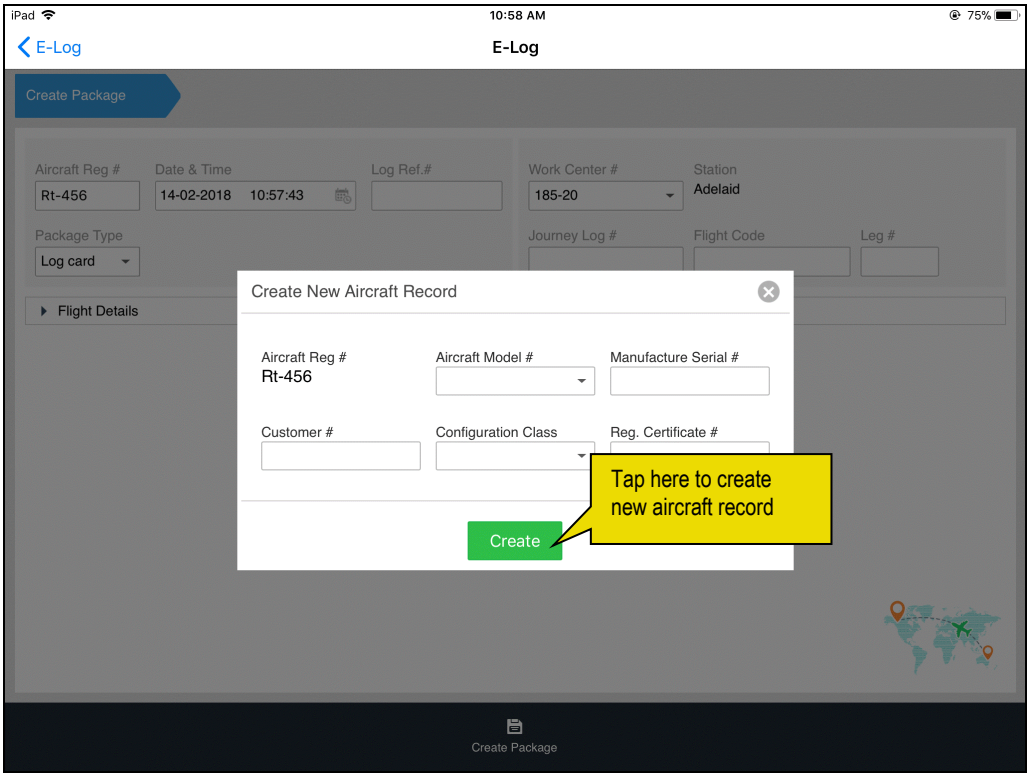
6.8 E-LOG – CREATE PACKAGE



6.9 E-LOG - NEW PACKAGE – CREATE AIRCRAFT RECORD

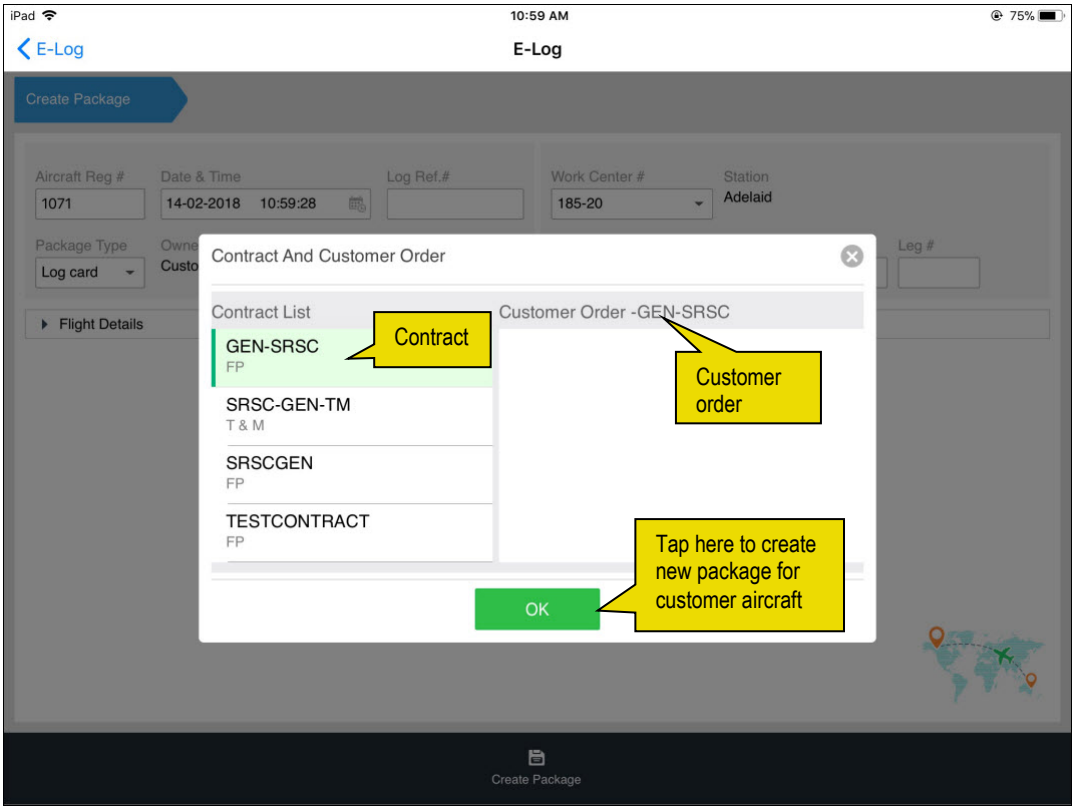


6.9.1 CREATE NEW AIRCRAFT RECORD POPUP



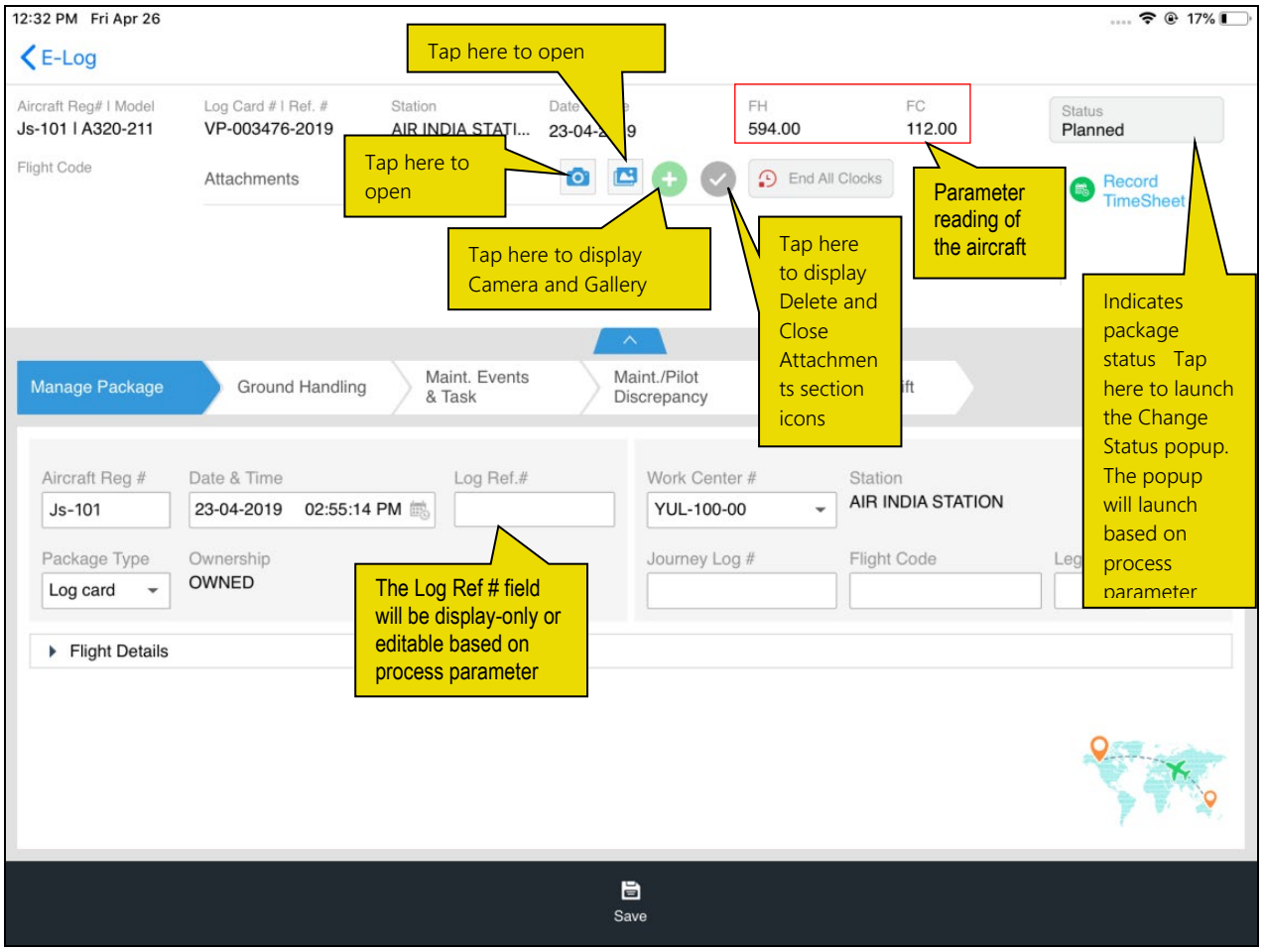
This screen intimates you to create a new aircraft record in case you have entered an invalid Aircraft Reg. #, like for example a number which is not available in the system

6.9.2 E-LOG – CONTRACT – CUSTOMER ORDER



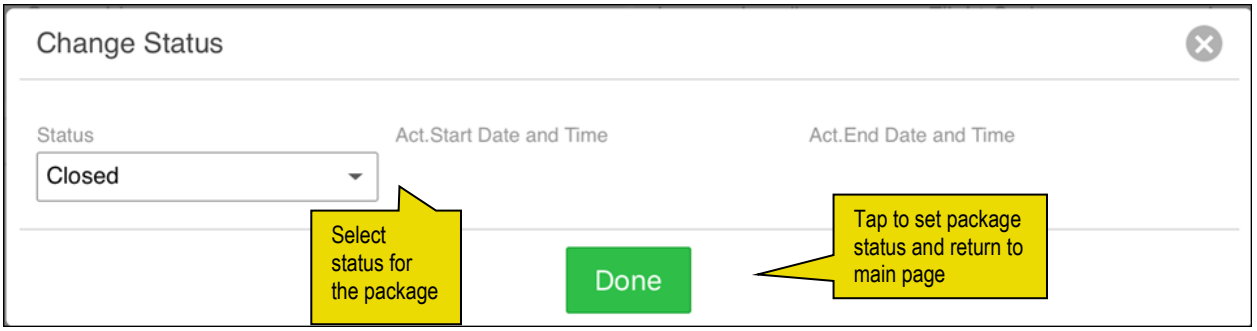
Note that the system prompts you to enter Contract # only if the aircraft is customer owned.

6.10 E-LOG SCREEN



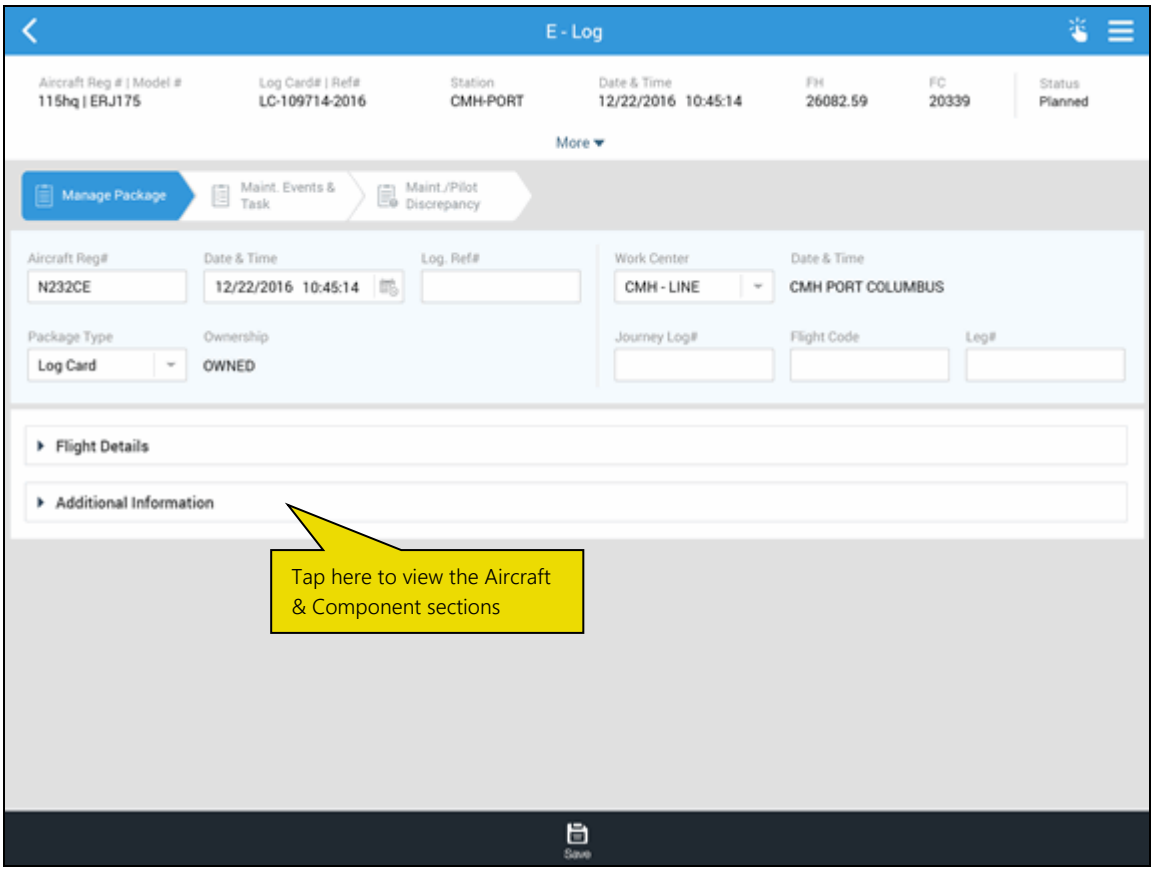
Note: The availability / display of the Fuel / Oil Uplift and Preview and Acceptance tabs will depend on the process parameter setting in Common Master

6.10.1 CHANGE STATUS POPUP

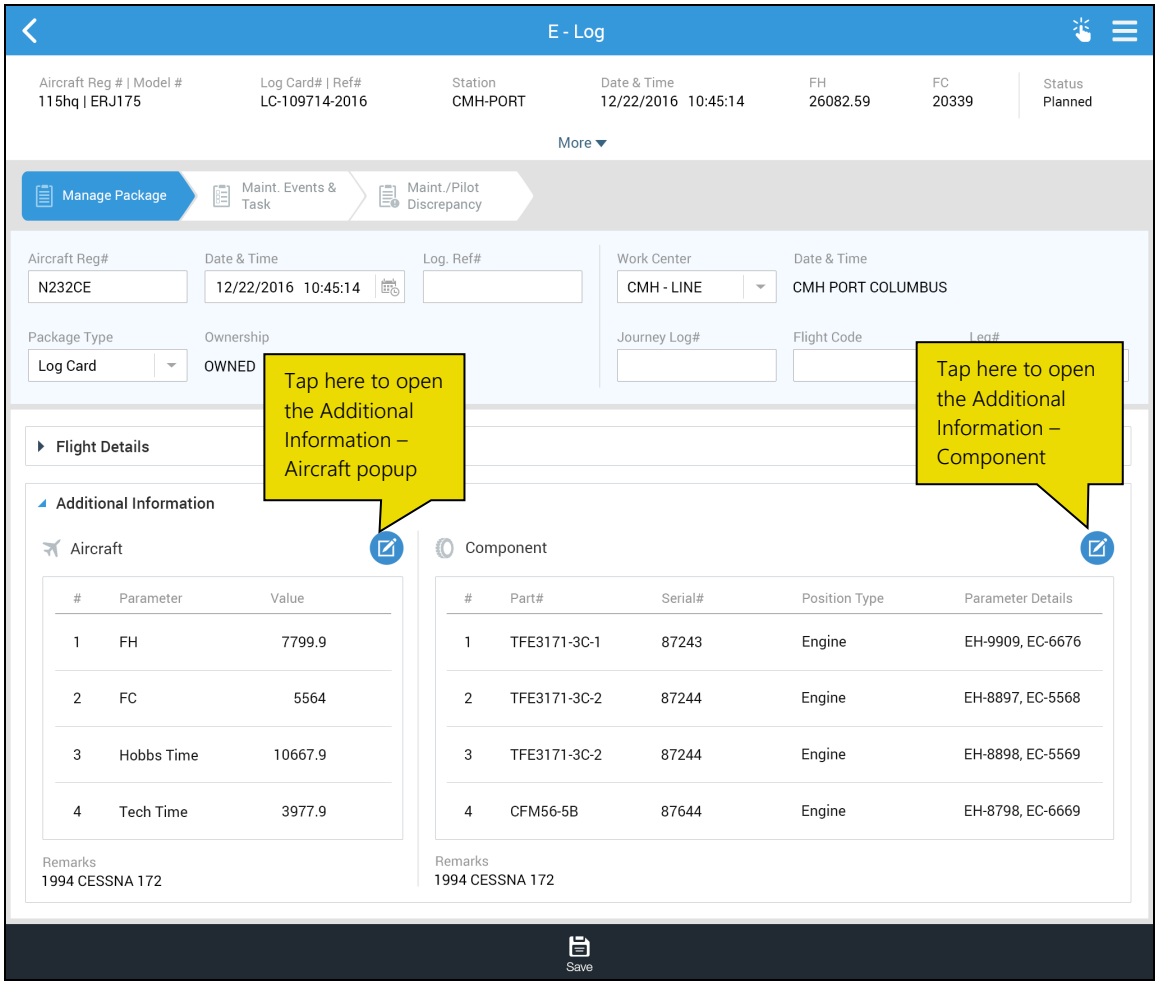


6.11 RECORDING PARAMETERS

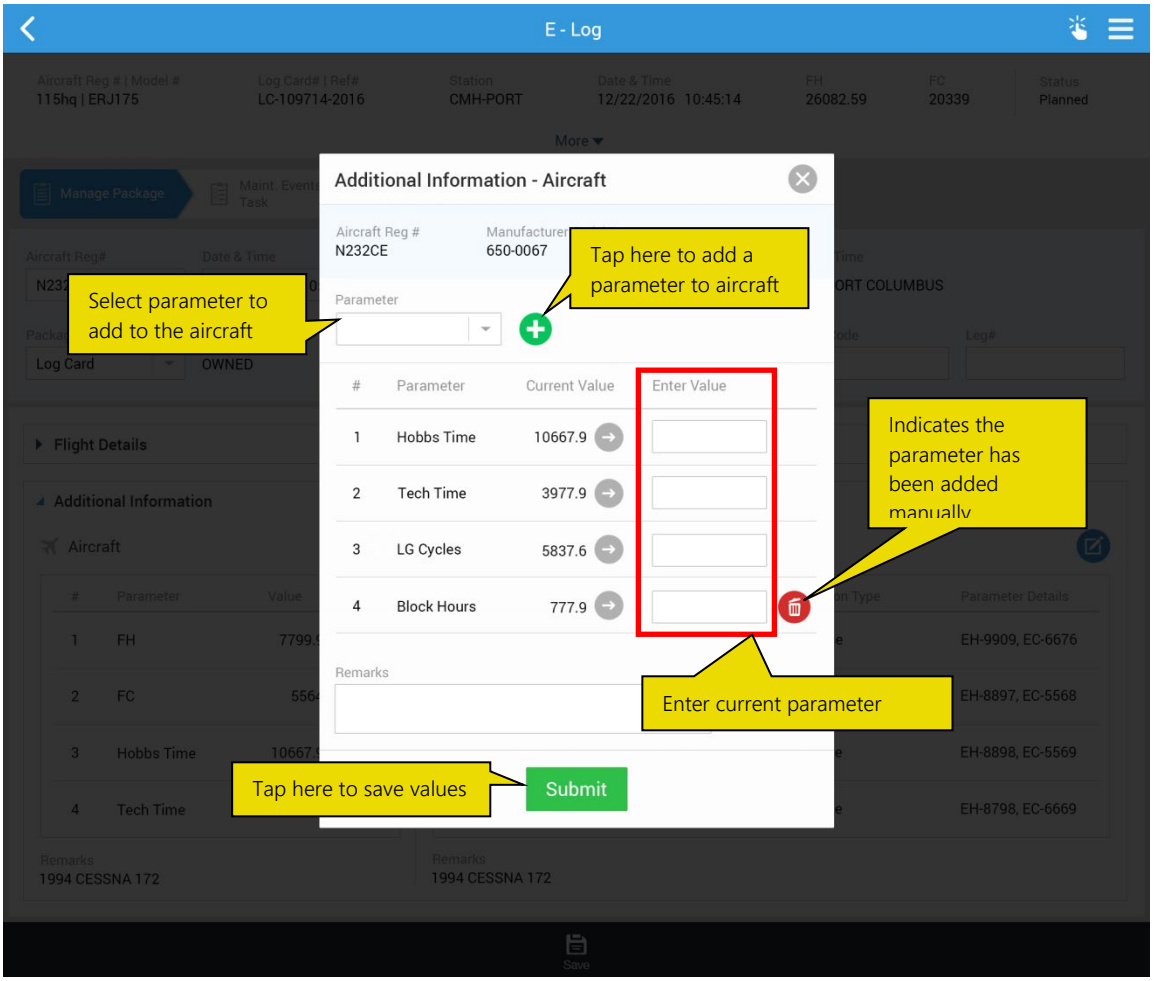
To record parameter values and additional information for aircraft / components, you can traverse to the Additional Information section.



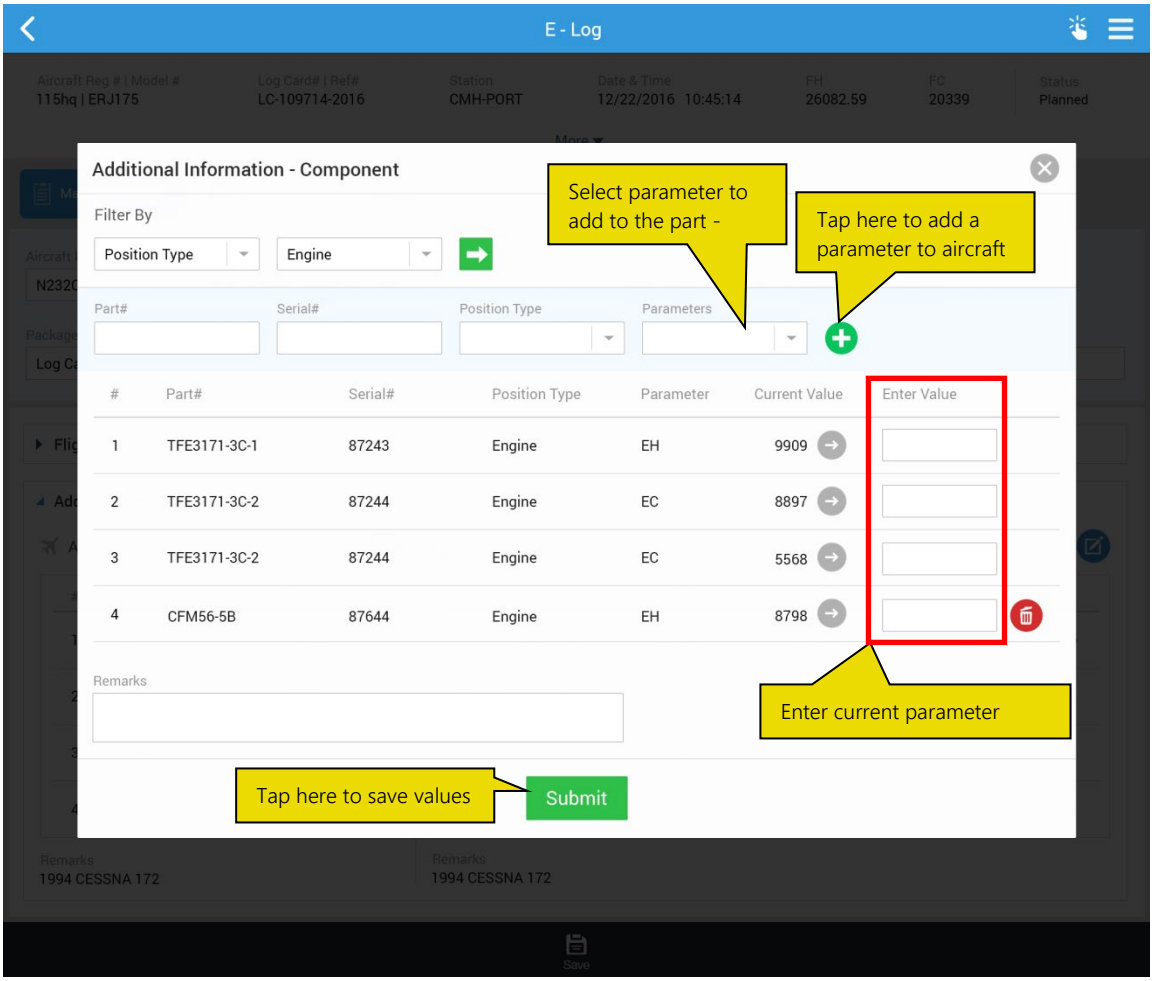
6.11.1 RECORDING PARAMETERS FOR AIRCRAFT AND COMPONENT



6.11.2 RCEORDING ADDITIONAL INFORMATION FOR AIRCRAFT



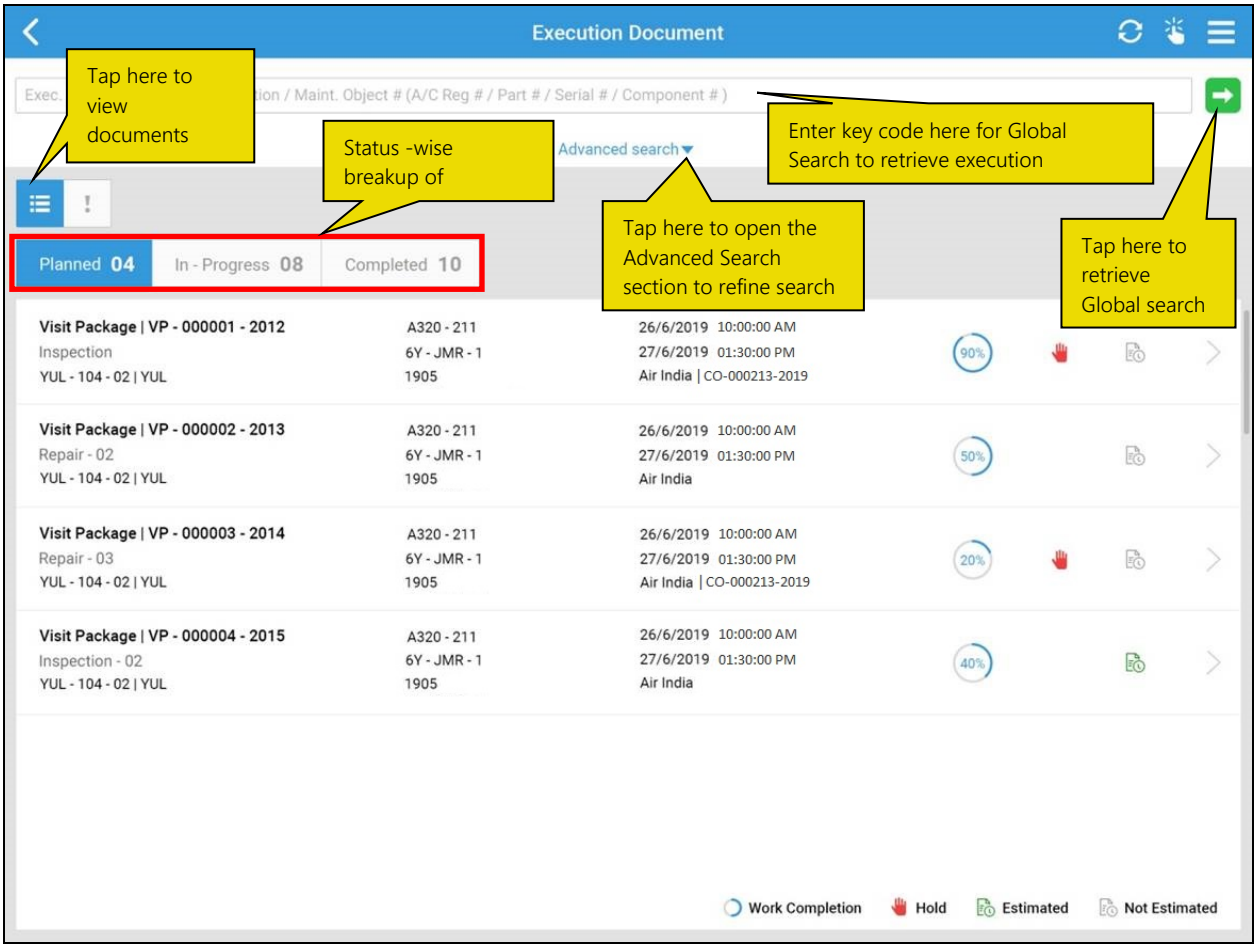
6.11.3 RECORDING ADDITIONAL INFORMATION FOR COMPONENT



6.12 WORKING WITH EXECUTION DOCUMENT

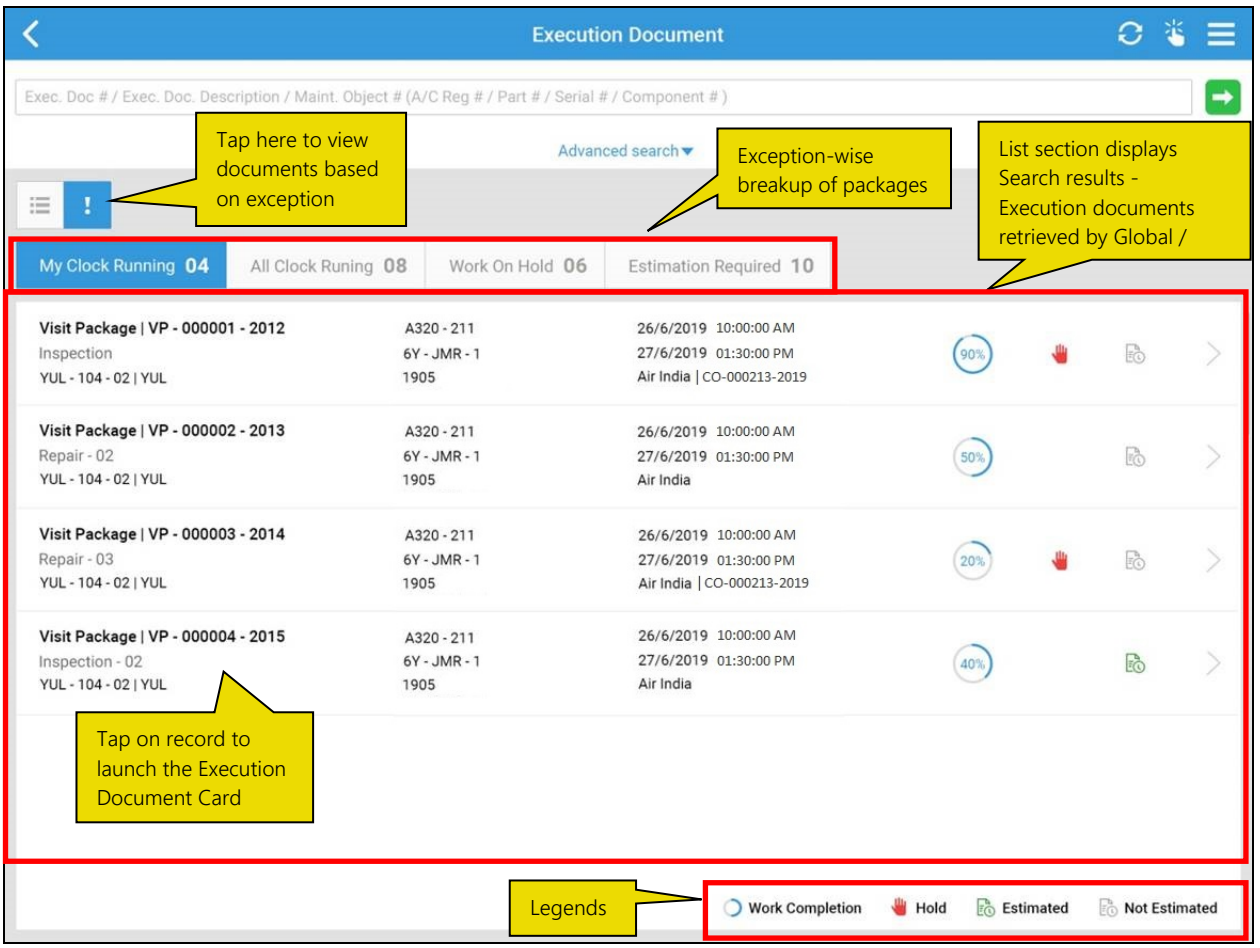
The b page enables you to search and retrieve the execution documents you want to work with or process. You can search for both AME packages and shop work orders in this page. After retrieving documents in this page, you can select specific document and view the entire details in the Execution Document Card page.

1. Tap **Execution Document** in the Hamburger menu. The Execution Document page appears as represented in the below image.



6.12.1 THE EXECUTION DOCUMENT PAGE

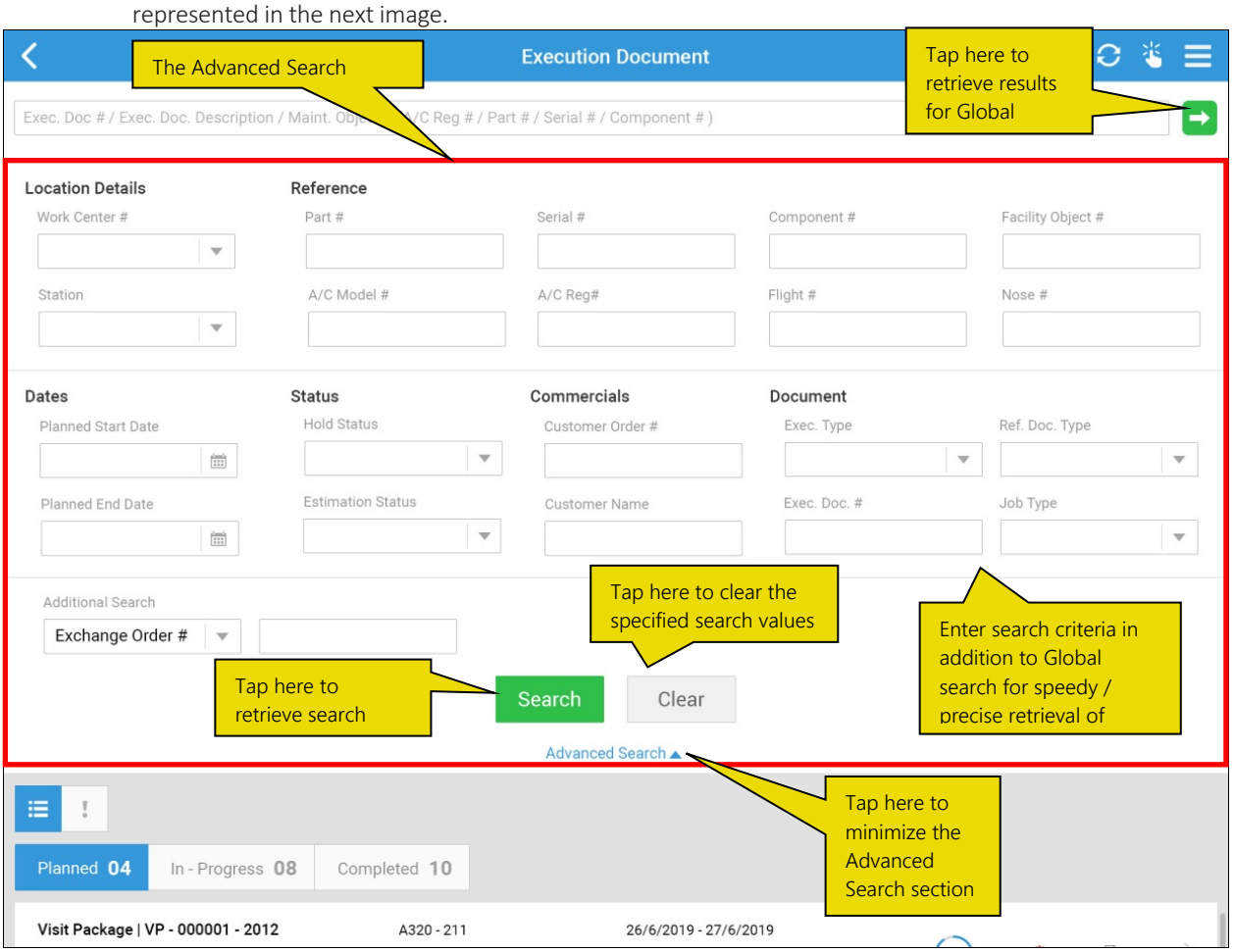
The **Execution Document** page retrieves execution documents (both AAME packages and shop work orders) based on the filters that you have specified in the global and / or addition search as shown in the image below.



6.12.2 ADVANCED SEARCH FOR RETRIEVING EXECUTION DOCUMENTS

You can specify additional filters to enhance your search and retrieve precise execution documents in addition to the simple key code search.

1. Tap **Additional Search** in the **Execution Document** page. The **Additional Search** section appears as represented in the next image.



6.13 THE EXECUTION DOCUMENT CARD PAGE

1. Tap the required AME package/ shop work order from the search results list in the **Execution Document** screen. The **Execution Document Card** screen appears as represented in the next image.

The header will display execution document details specific to work packages or shop work orders as illustrated in the table below:

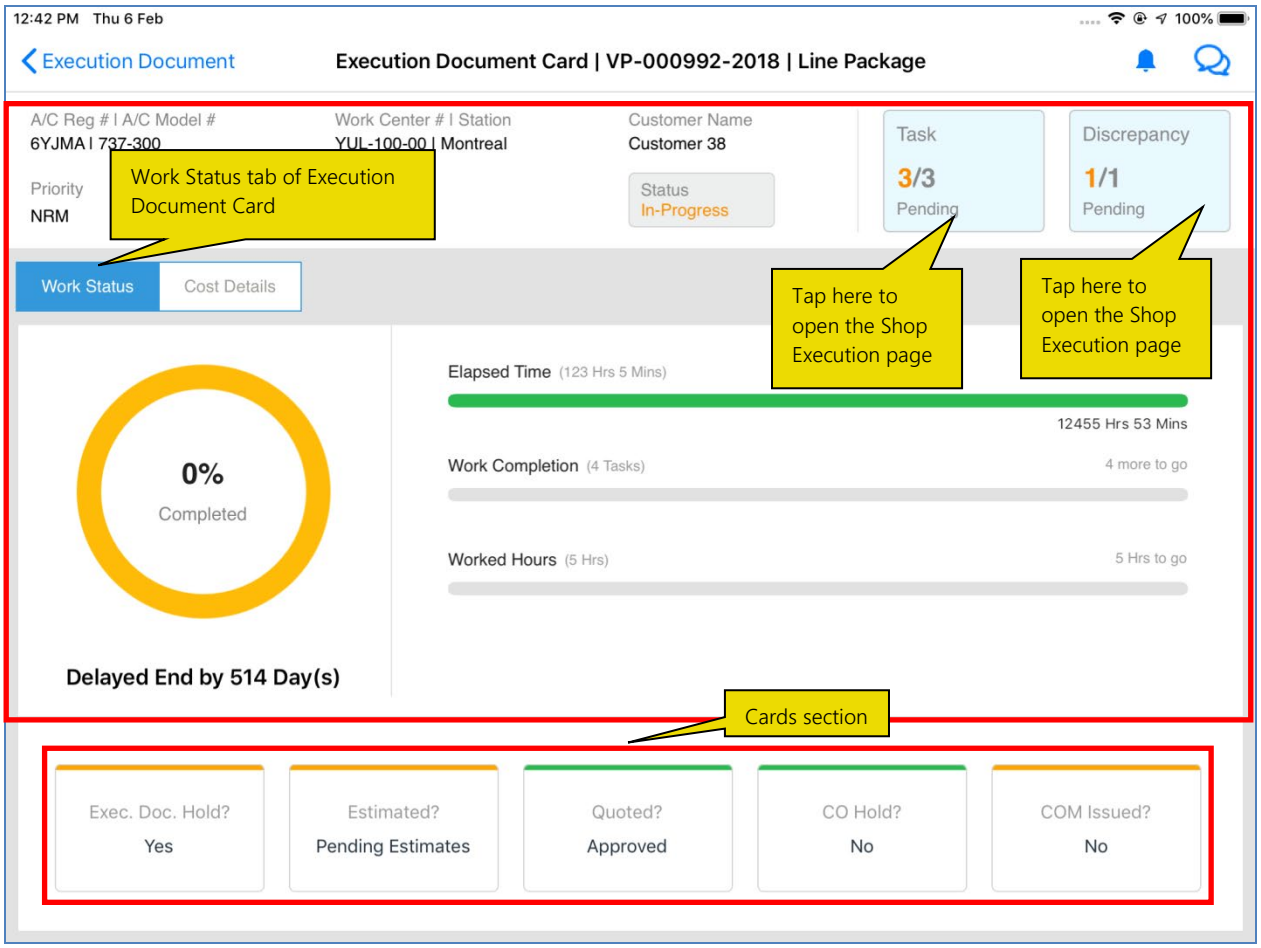
Execution Document = Aircraft Package	Execution Document = Shop Work Order		
Job Type = NA	Job Type = Other than Make or Facility	Job Type = Make	Job Type = Facility
• A/C Reg # • A/C Model # • Work Center # • Station • Customer Name • Package Priority • FH of aircraft • FC of • Status • Count of pending tasks upon total count of tasks in the package Count of pending discrepancies upon total count of discrepancies in the package	• Part # • Serial # / Lot # • Component # • Qty. • Work Center # • Work Station • Customer Name • Event # • Priority • Main Core Status • Work Order Status • Count of pending tasks upon total count of tasks in the work order • Count of pending discrepancies upon total count of discrepancies in the work order	• Part # • Mfr. Serial # / Mfr. Lot # • Component # • Qty. • Work Center # • Station • Customer Name • Event # • Priority • Main Core Status • Status button • Count of pending tasks upon total count of tasks in the work order • Count of pending discrepancies upon total count of discrepancies in the work order	• Facility Object # • Facility # • Facility Type • Work Center # • Work Station • Customer Name • Event # • Priority • Main Core Status • Count of pending tasks upon total count of tasks in the work order • Count of pending discrepancies upon total count of discrepancies in the work order

- On tap of the **Task** button in the header of the **Execution Document Card** page for AME Packages, the **E-Log** page screen appears with the **Maint. Events & Task** tab defaulted with all the tasks from the package details.
- On tap of the **Discrepancy** button in the header of the **Execution Document Card** page for AME Packages, the **E-Log** page screen appears with the **Maint./Pilot Discrepancy** tab defaulted with all the discrepancies from the package details.

- On tap of the icon in the **Status** button to open the **Status Change** popup and update the status of the package / work order. However, the Status button will be available only for packages in the 'Completed' status.
- The **Execution Document Card** page will comprise of two tabs: Work Status, Important Dates and Cost Details.

6.13.1 WORK STATUS TAB

The **Work Status** tab will display the following details represented by graphs. The **Work Status** tab being the default tab will display the following details on launch of the **Execution Document Card** page.



- Displays **Overall Work Completion %** of the AME Package / Shop Work Order in a Donut representation. The work completed '%' displayed in the **Work Completion** list bar will be based on the process parameter **Basis of Work Completion icon depiction for Exec. Doc. List?** defined under the entity type Mobility and entity MechanicAnywhere in the Define Process Entities activity of Common Master as illustrated below.

Process Parameter Value	Work Completion % displayed in list bar
0 / Status Only	$\left\{1 - \left[\frac{\text{Number of tasks/discrepancies in Planned/In-Progress status in a package}}{\text{Total number of all tasks/discrepancies in that package in all status}}\right]\right\} \times 100$
1 / Status & Est. Man Hrs.	$\left\{1 - \left[\frac{\text{Sum of Est. Man Hrs. of all tasks/discrepancies in Planned/In-Progress status in a package}}{\text{Sum of Est. Man Hrs. of all tasks/discrepancies in that package in all status}}\right]\right\} \times 100$

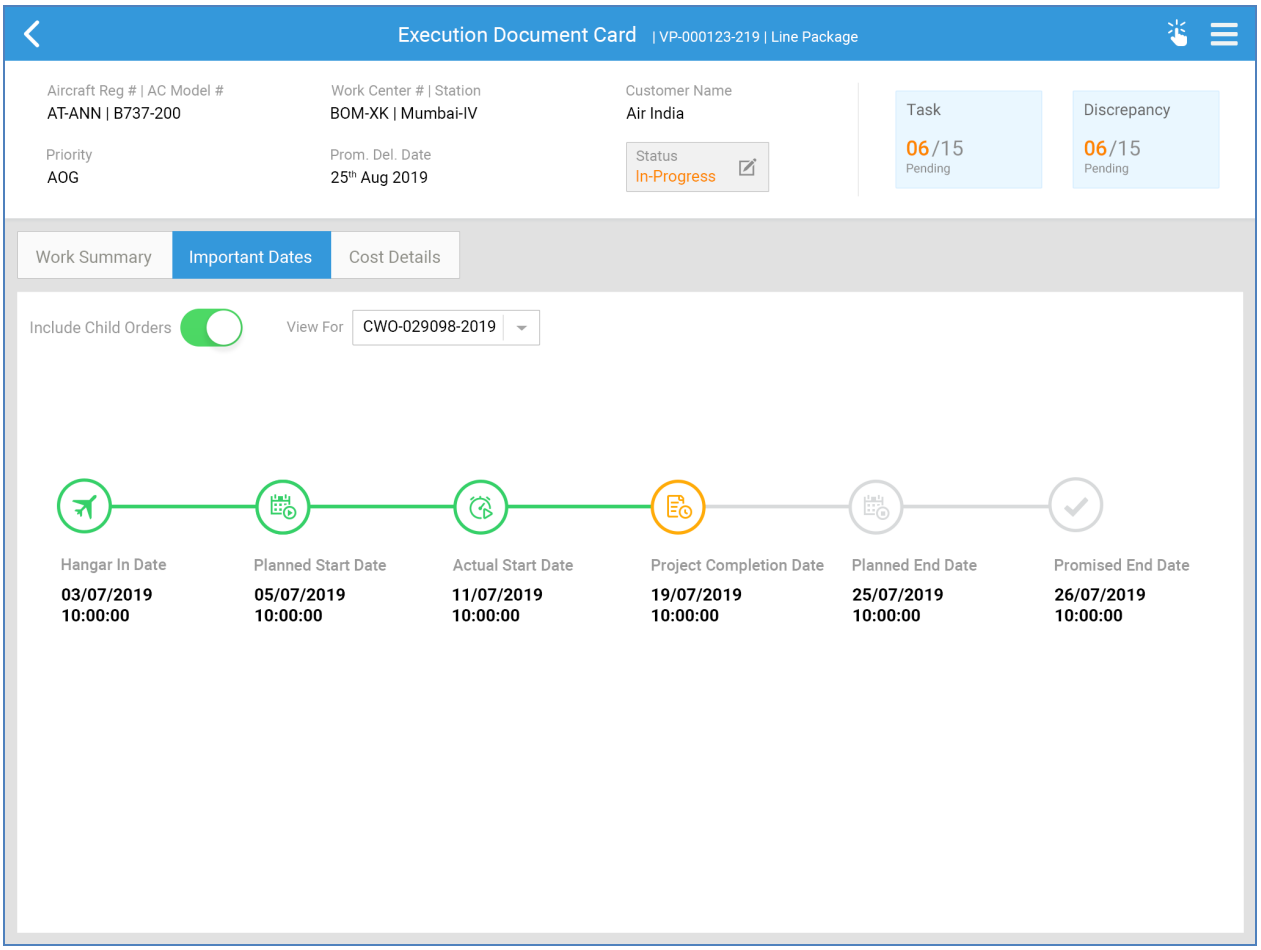
- Work Competion depiction using color

Green	Orange
Work Completed	Pending Work

- **On Time / Delayed** representation of the AME Package / Shop Work Order that shows if the execution of the package or work order is as per schedule towards completion and if there's a delay in start or end based on pre-defined calculations.
- **Day(s) to Complete** based on the Planned End Date and Current date.
- Progress Bars representing **Elapsed Time**, **Work Completion** and **Worked Hours**. These bars also display the remaining hours / tasks to be completed at the end.
- **Elapsed Time** : This progress bar shows the total time available for the respective package/ work order for completing the work based on Planned dates. The bar is incremented gradually to show the completed time and how much is remaining for work completion. This bar is represented in hours.
- **Work Completion** : This progress bar shows the total task/discrepancy available in the respective package/ work order. The bar is incremented as and when tasks/discrepancies are completed and the remaining bar shows the task/discrepancy pending for completion. This bar is represented in counts.
- **Worked Hours** : This progress bar shows the total estimated hours for all the tasks/discrepancies in the package/work order. The bar is incremented as when time is booked or actual man hours is recorded and the remaining bar shows the hours pending for time booking. This bar is represented in hours.
- **Card** section: This section consists of color-coded cards showing specific information/warning for the package / work order as illustrated in the table below. The Green colour shows that the package/ work order is good for closure and orange colour indicates a warning for which appropriate action has to be taken before closure. The different cards available are : **Exec. Doc Hold?**, **Estimated?**, **Quoted?**, **CO Hold?** and **COM Issued?**. The card will also show the comprehensive status of the package / work order.

6.13.2 IMPORTANT DATES TAB

This tab show milestone dates in a timeline format for AME Package # / Shop Work Order # / Child Work Order # / Child Repair Order # in the chronological order.



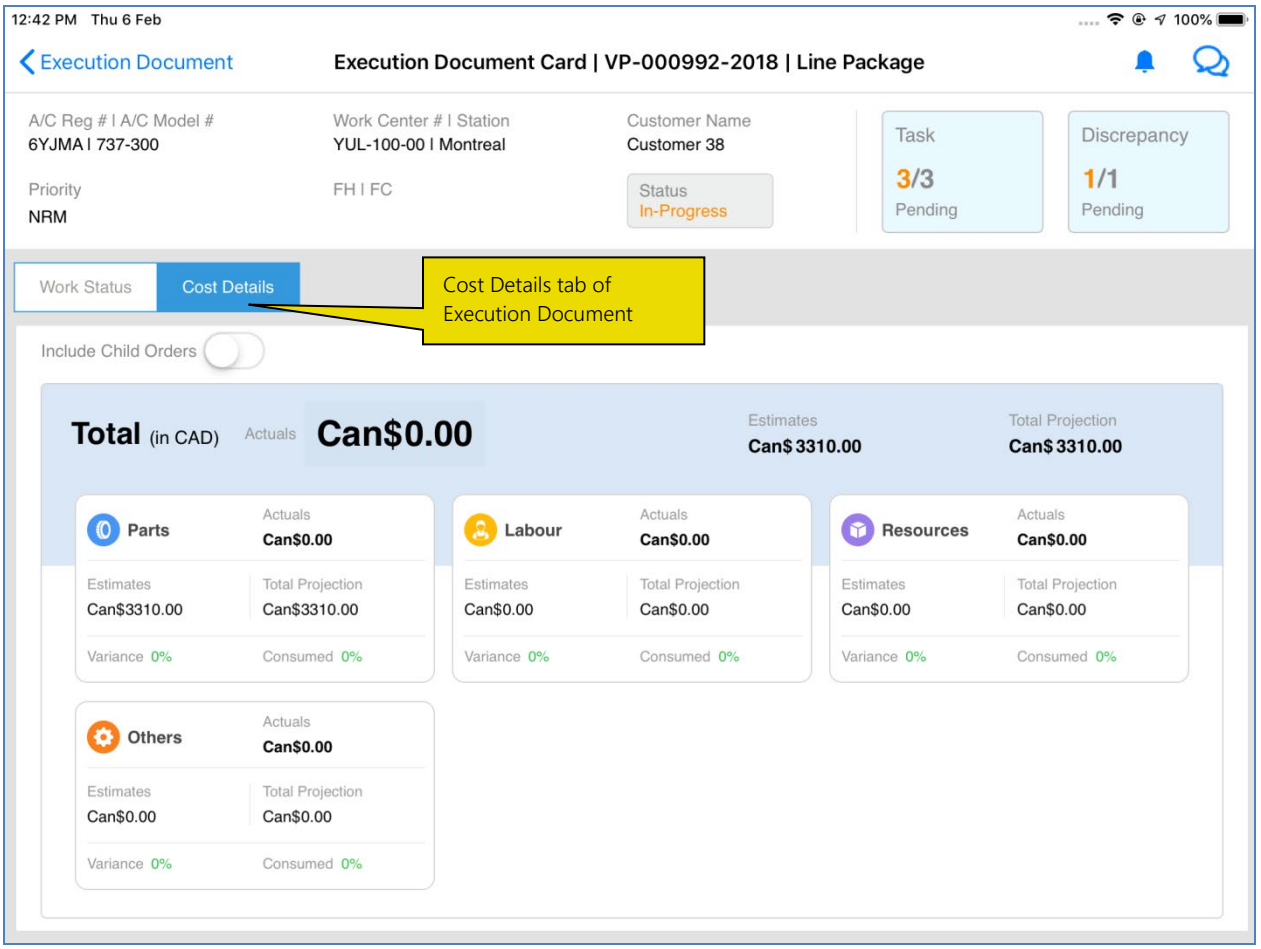
- The timeline shows applicable dates depending on the execution document in the current context

AME Package	Shop Work Order	Repair Order
▪ Planned Start Date & Time ▪ Planned End Date & Time ▪ Actual Start Date & Time ▪ Actual End Date & Time ▪ Prom. Del. Date ▪ Proj. Completion Date ▪ Hangar-In Date ▪ Hangar-Out Date	▪ Planned Start Date & Time ▪ Planned End Date & Time ▪ Actual Start Date & Time ▪ Actual End Date & Time ▪ Prom. Del. Date ▪ Proj. Completion Date ▪ Cust. Requested Date ▪ Target Date	▪ RO Date ▪ Repair Shop Shipping Date ▪ Promised Delivery Date ▪ Authorized Date

- You can use the toggle **Include Child Orders** to include / exclude dates from child work orders in the timelines as well
- Simialrly, you can select the excution document for which you want to view the timeline.

6.13.3 COST DETAILS TAB

This tab reveals comprehensive information on the overall costs incurred on the execution / completion of package/ work order.



In the header, the tab will reveal the sum total of all overhead costs for the package as illustrated below

- Total Estimates : Total estimated cost of Parts, Labour, Resource and Other Cost.
- Total Actuals : Total actual cost of all Parts, Labour, Resource and Other Cost.
- Total Projection : Total projected cost of all Parts, Labour, Resource and Other Cost.

This tab comprises the cost details of the following overheads for the package:

- Parts
- Labour
- Resources
- Others

Each of the sections will display the following as applicable:

- Estimates : Total estimated cost of the Part/Labour/Resources/Others
- Actuals : Total actual cost of the Part/Labour/Resources/Others
- Projection : Total projected cost shows the total cost at the end of execution of all the jobs in the package based on pre-defined calculations
- Variance % : Shows the variance based on the estimated cost and total projection for Part/Labour/Resources/Others
- % Consumed : This shows the % of consumption of Part/Labour/Resources/Others based on actual and estimated cost.

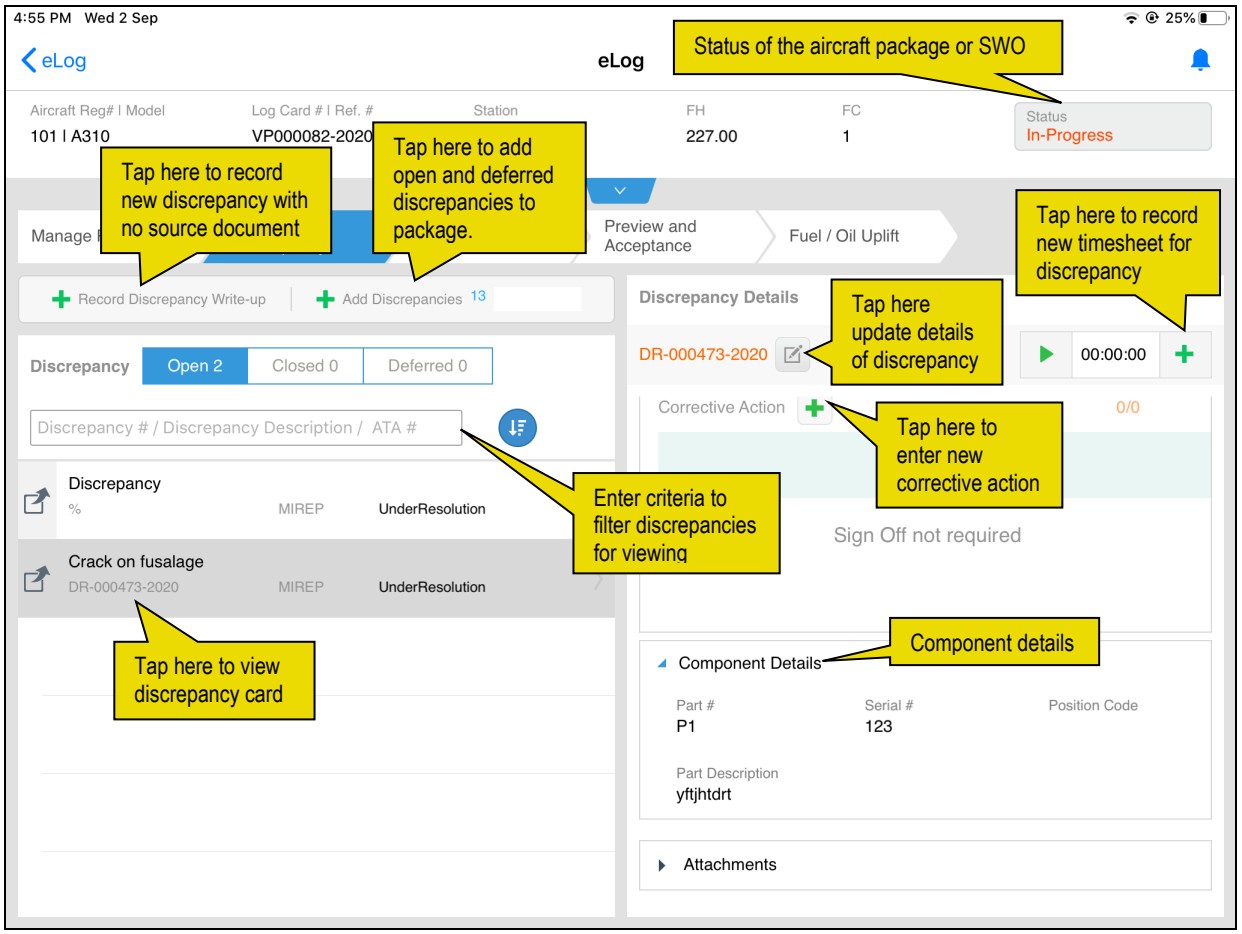
Note: All amounts in the tab are shown in the Base currency of the organization.

- Color-coded depiction for variance and consumption:-

Depiction	Depiction - Green Color	Depiction – Red Color
% Variance	If Variance % is a 'Positive (+)' value or is '0'	If Variance % goes to a 'Negative (-)' value
% Consumed	If Consumed % is lesser than 100 %	If Consumed % is greater than 100 %

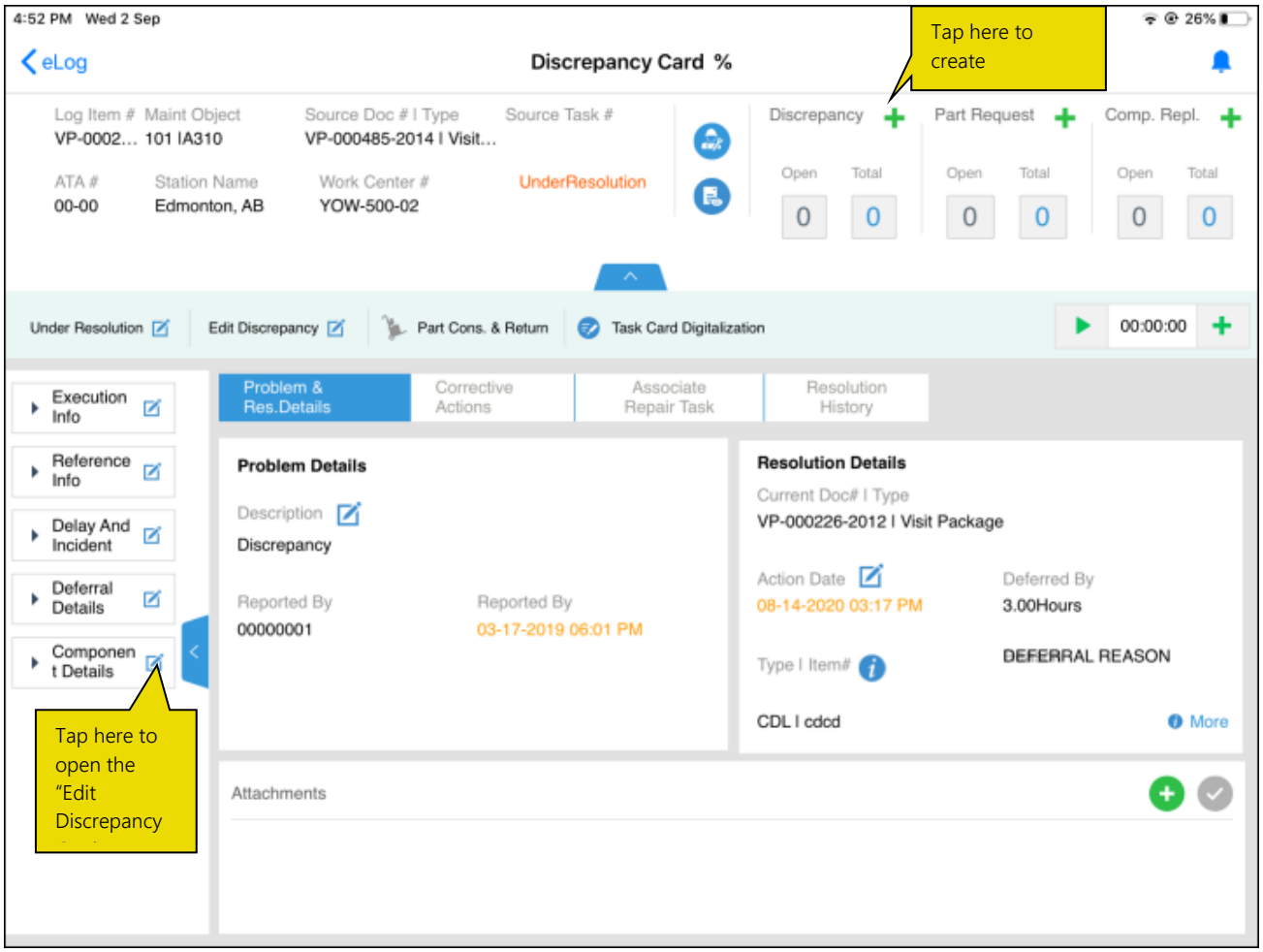
6.14 E-LOG – MAINT./PILOT DISCREPANCY

1. Tap on Maint./Pilot Discrepancy in the E-Log screen to create/add/defer discrepancies.

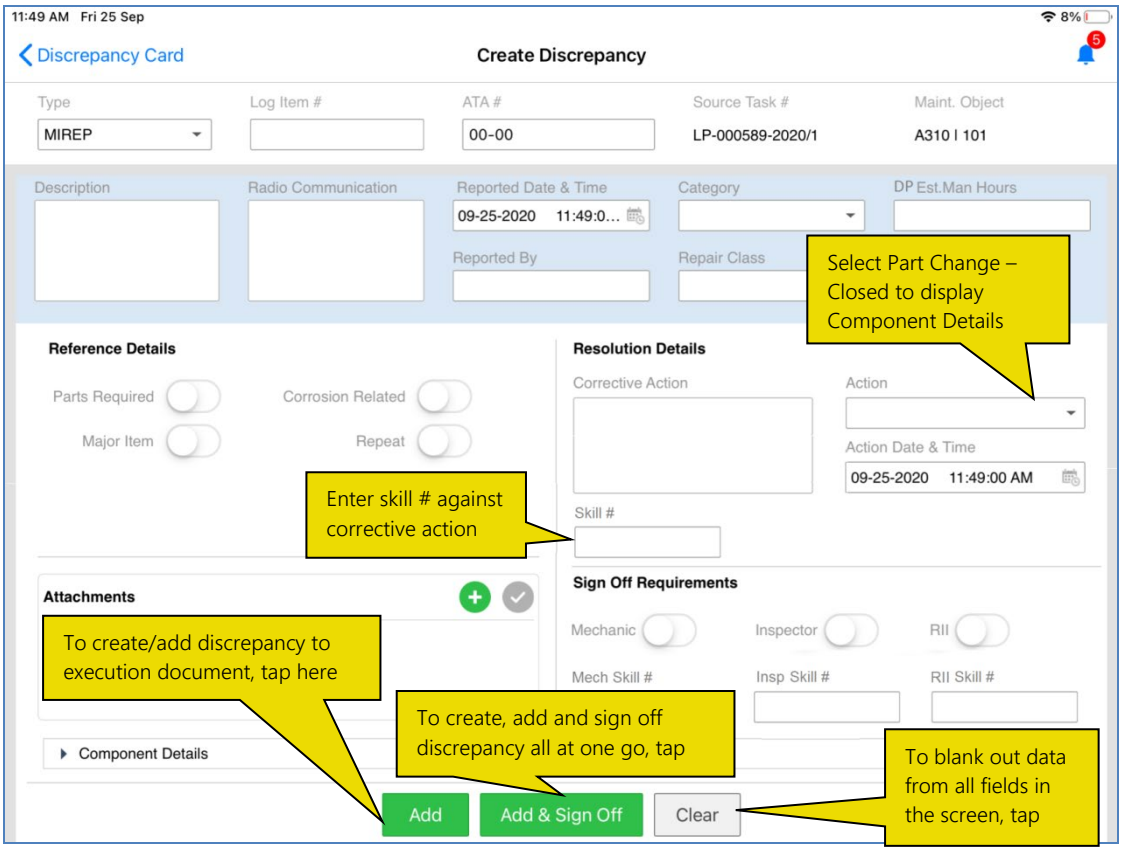


6.14.1 E-LOG - CREATING DISCREPANCIES

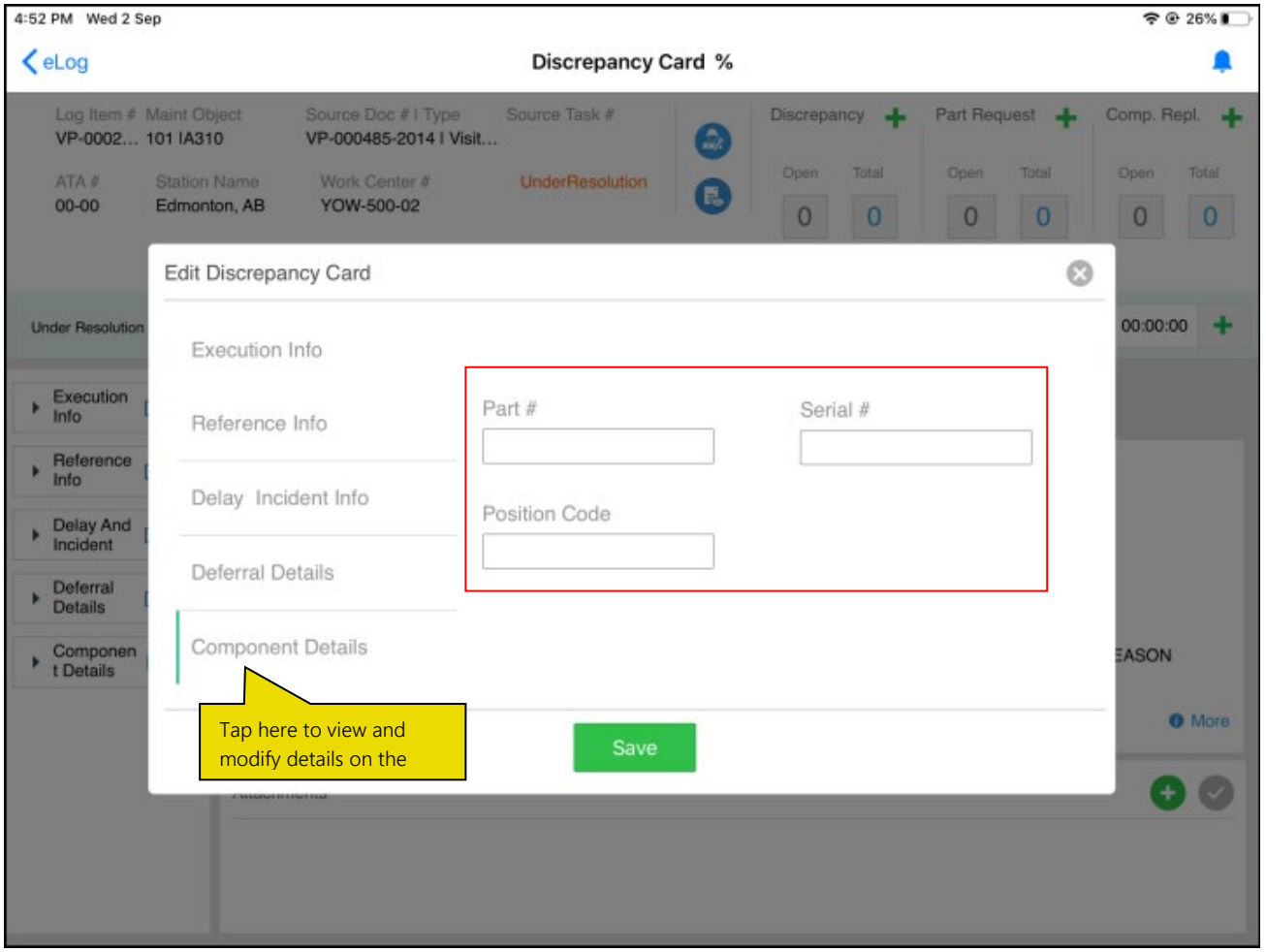
1. Tap on the required discrepancy in the left pane of the Maint./Pilot Discrepancy tab. The Discrepancy Card appears.



2. Tap on Discrepancy + to open the Create Discrepancy screen.

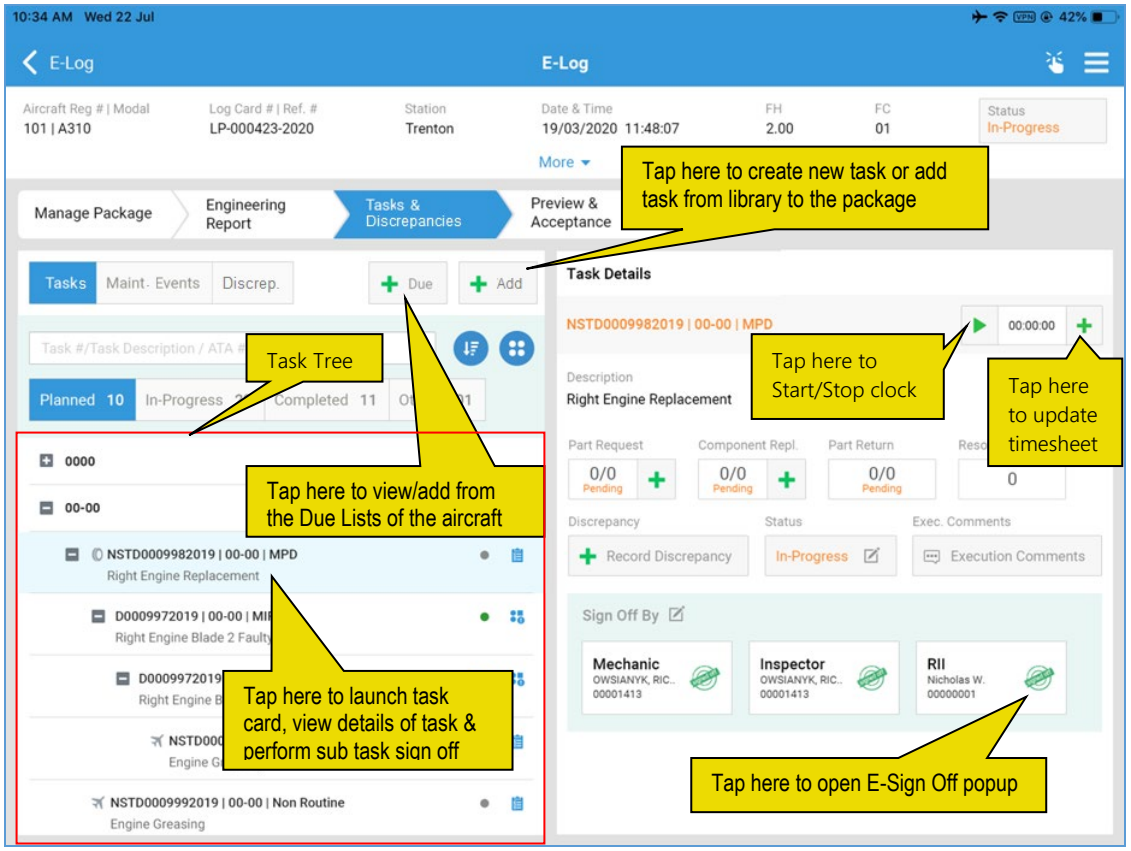

11:49 AM Fri 25 Sep
8%
Discrepancy Card
Create Discrepancy
Type
MIREP
Log Item #
ATA #
00-00
Source Task #
LP-000589-2020/1
Maint. Object
A310 I 101
Description
Radio Communication
Reported Date & Time
09-25-2020 11:49:0...
Category
DP Est.Man Hours
Reported By
Repair Class
Select Part Change – Closed to display Component Details
Reference Details
Parts Required
Corrosion Related
Major Item
Repeat
Resolution Details
Corrective Action
Action
Action Date & Time
09-25-2020 11:49:00 AM
Enter skill # against corrective action
Skill #
Attachments
To create/add discrepancy to execution document, tap here
Sign Off Requirements
Mechanic
Inspector
RII
Mech Skill #
Insp Skill #
RII Skill #
To create, add and sign off discrepancy all at one go, tap
Component Details
Add
Add & Sign Off
Clear
To blank out data from all fields in the screen, tap

3. Tap on the **Edit** icon in any of the tiles in the left pane of the **Discrepancy Card** screen. The **Edit Discrepancy Card** popup appears.



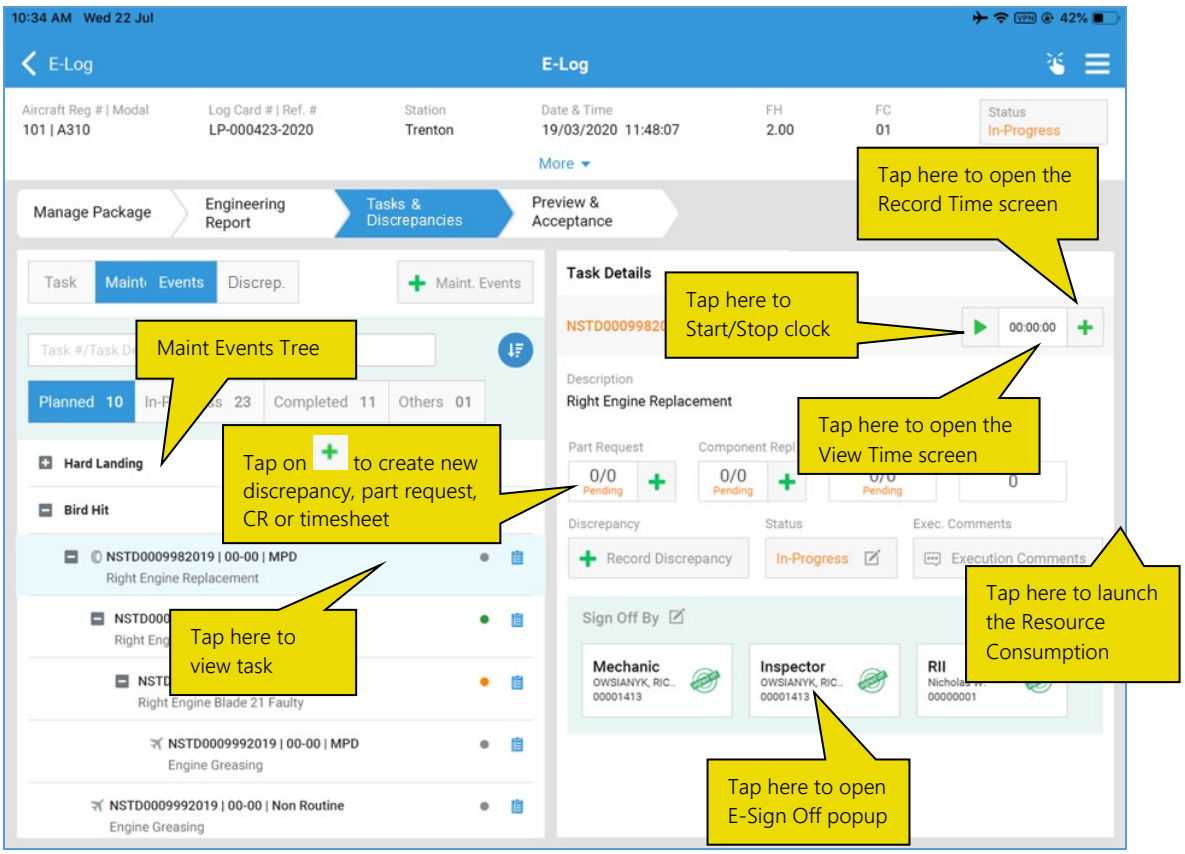
6.14.2 E-LOG MAINTAIN EVENTS AND TASKS

1. Tap on **Tasks** in the **Tasks & Discrepancies** tab in the **E-Log** page to add tasks to the chosen package.



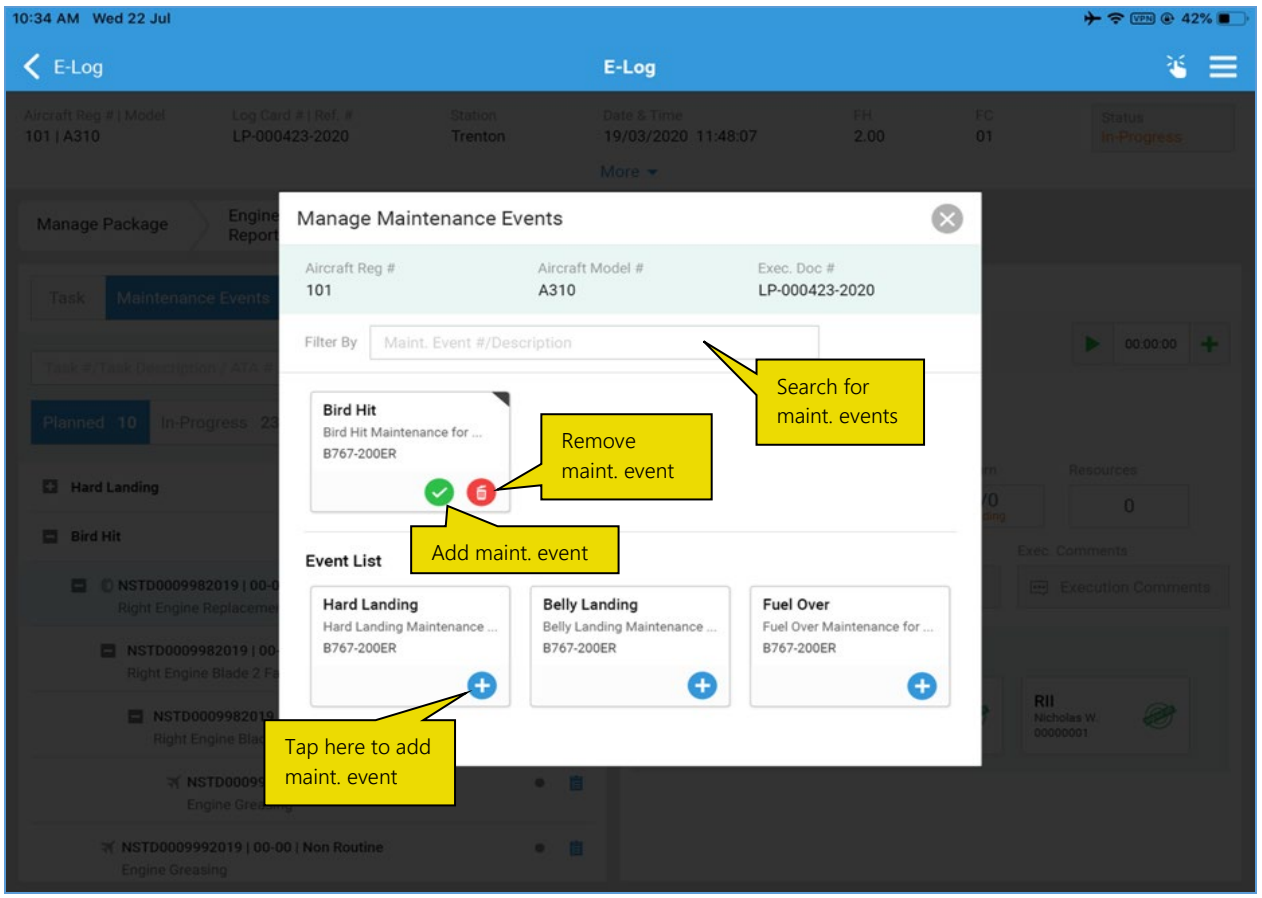
6.14.3 THE MAINT. EVENTS & TASKS SCREEN IN E-LOG POST VOID SIGN OFF

1. Tap on **Maintenance Events** in the **Tasks & Discrepancies** tab in the **E-Log** page to add / remove maintenance events from the chosen package. .



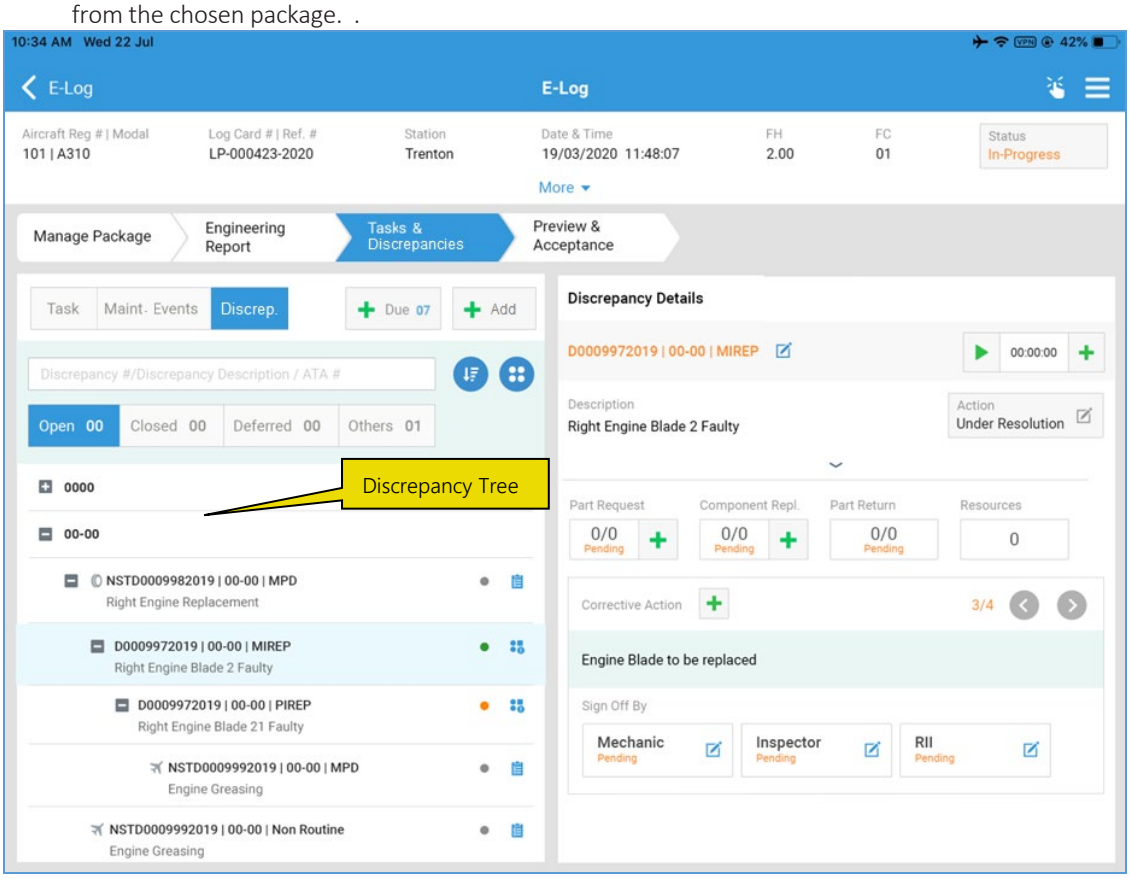
6.14.4 MANAGING MAINTENNACE EVENTS

1. Tap on + **Maintenance Events**. The **Manage Maintenance Events** popup appears.as the next image shows.



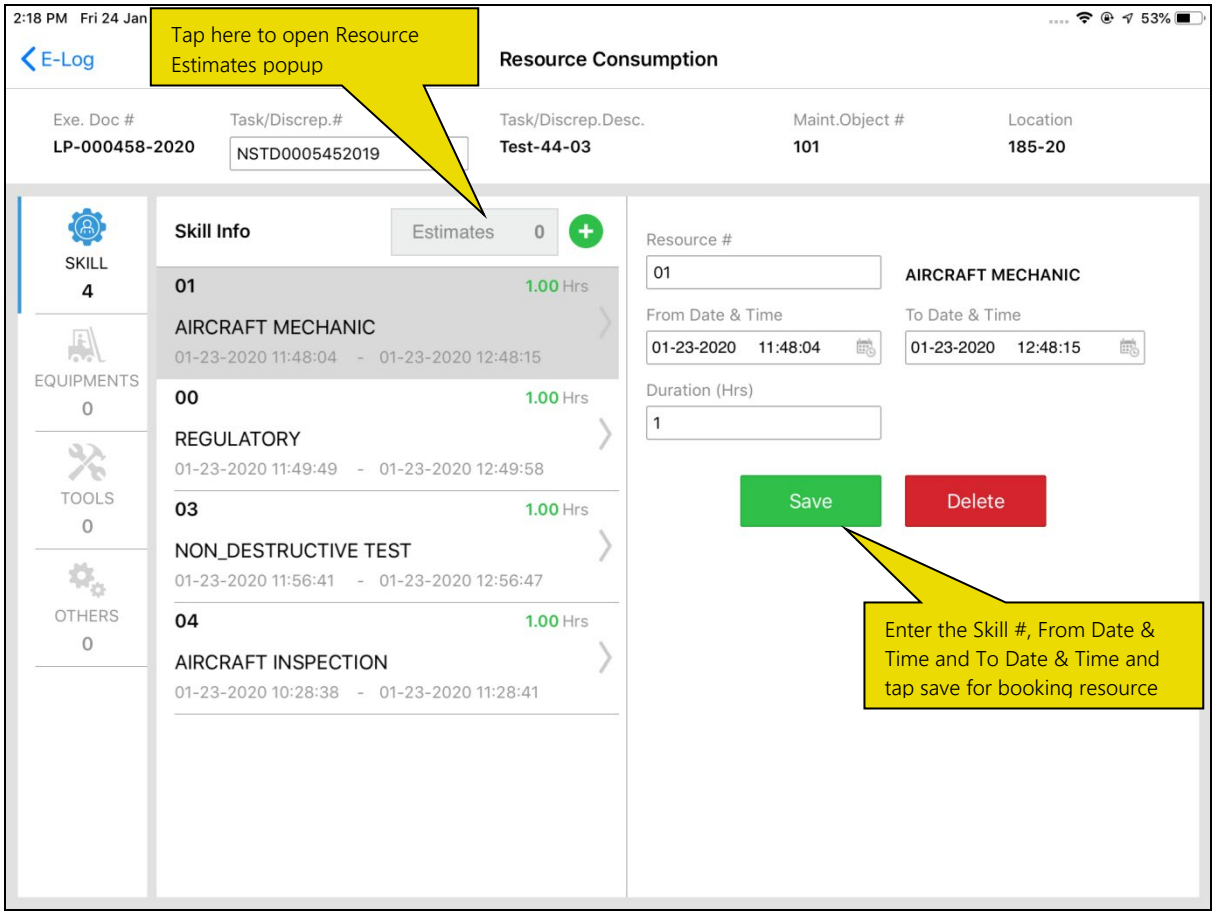
6.15 RESOLVING DISCREPANCIES

1. Tap **Discrp**. In the **Tasks & Discrepancies** tab in the **E-Log** page to add / remove maintenance events from the chosen package. .

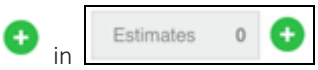


6.16 RECORDING RESOURCE CONSUMPTION AGAINST TASKS

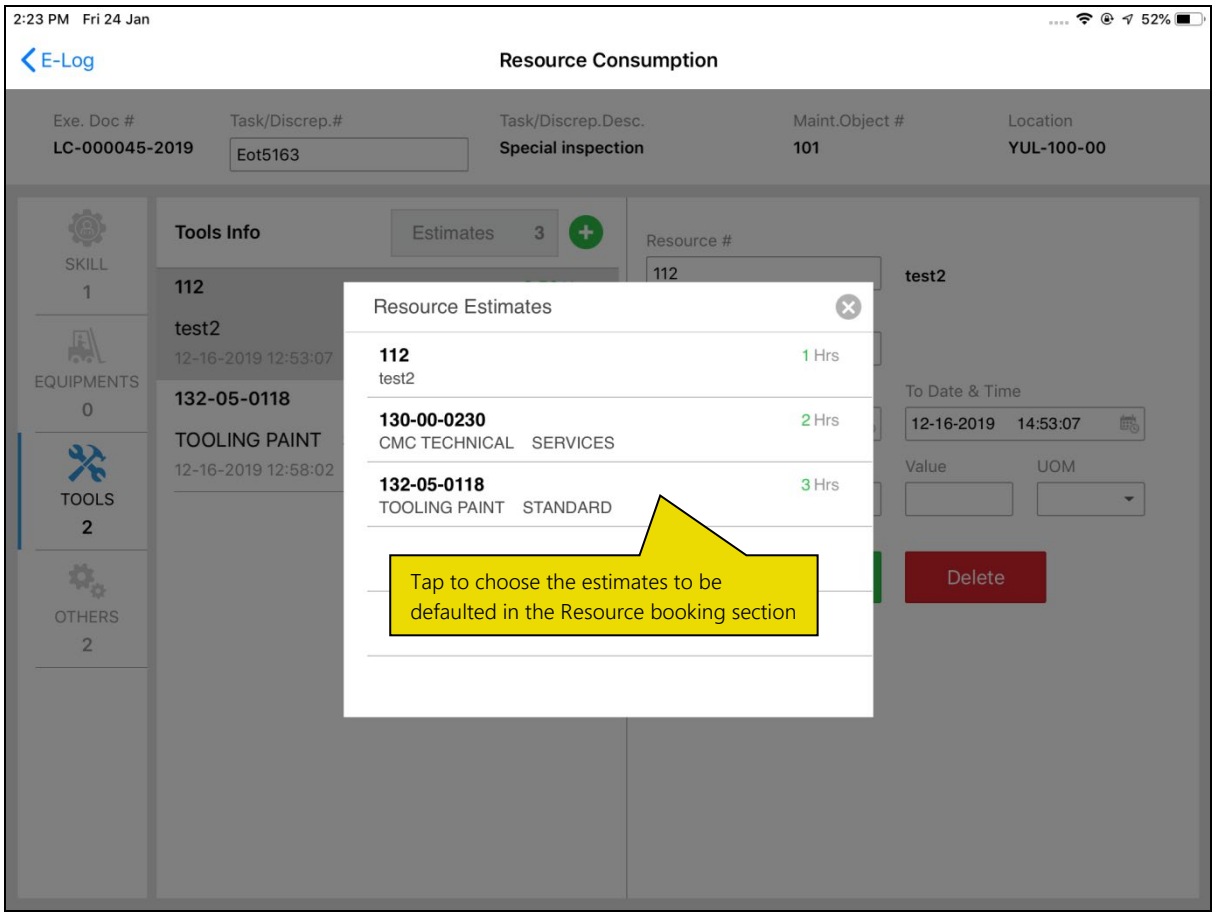
1. Tap the count under **Resources** in the **Task Details** pane with reference to the previous image. The **Resource Consumption** page appears as shown in the next image.



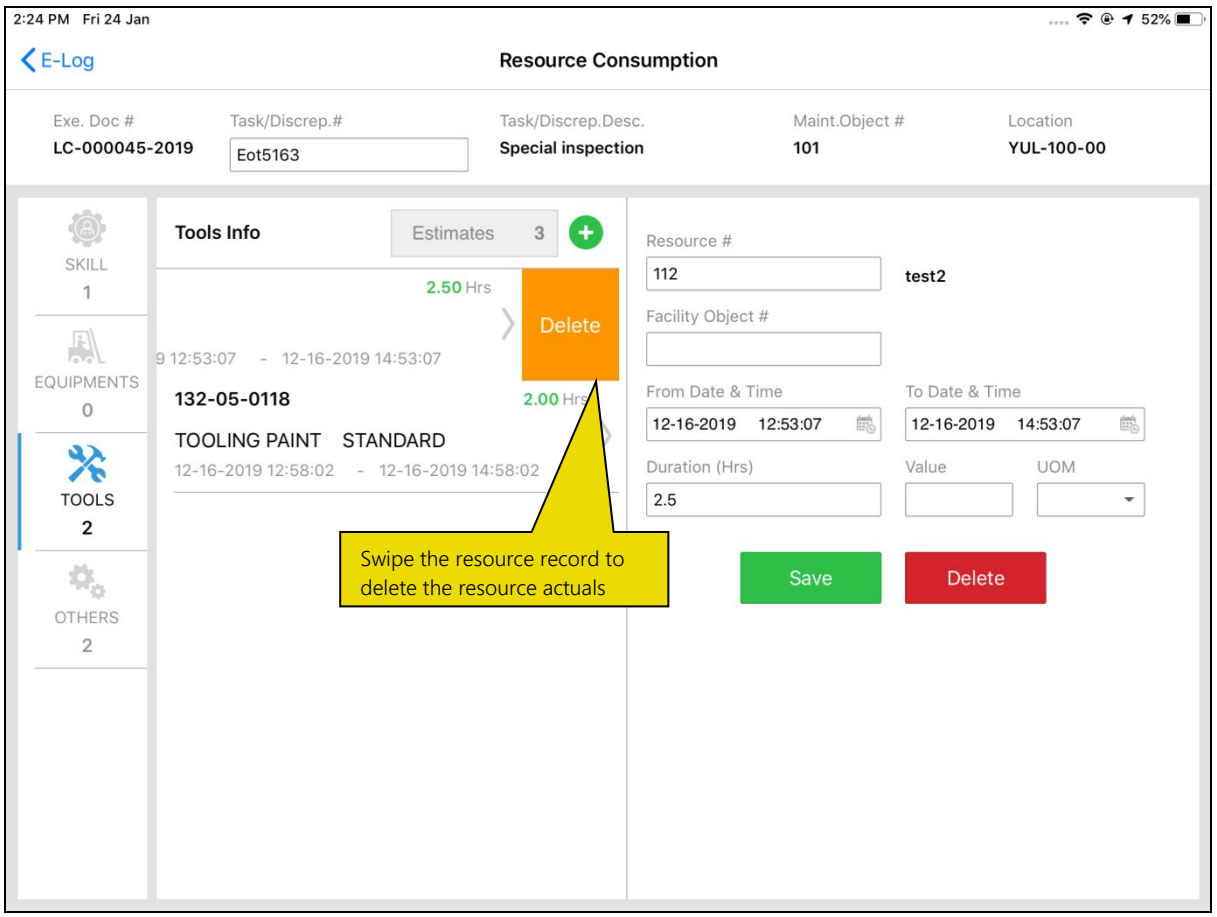
6.16.1 ESTIMATING RESOURCES AGAINST TASKS

1. Tap 

in the **Resource Consumption** page to record details of consumed resources against the task from the package / shop work order.

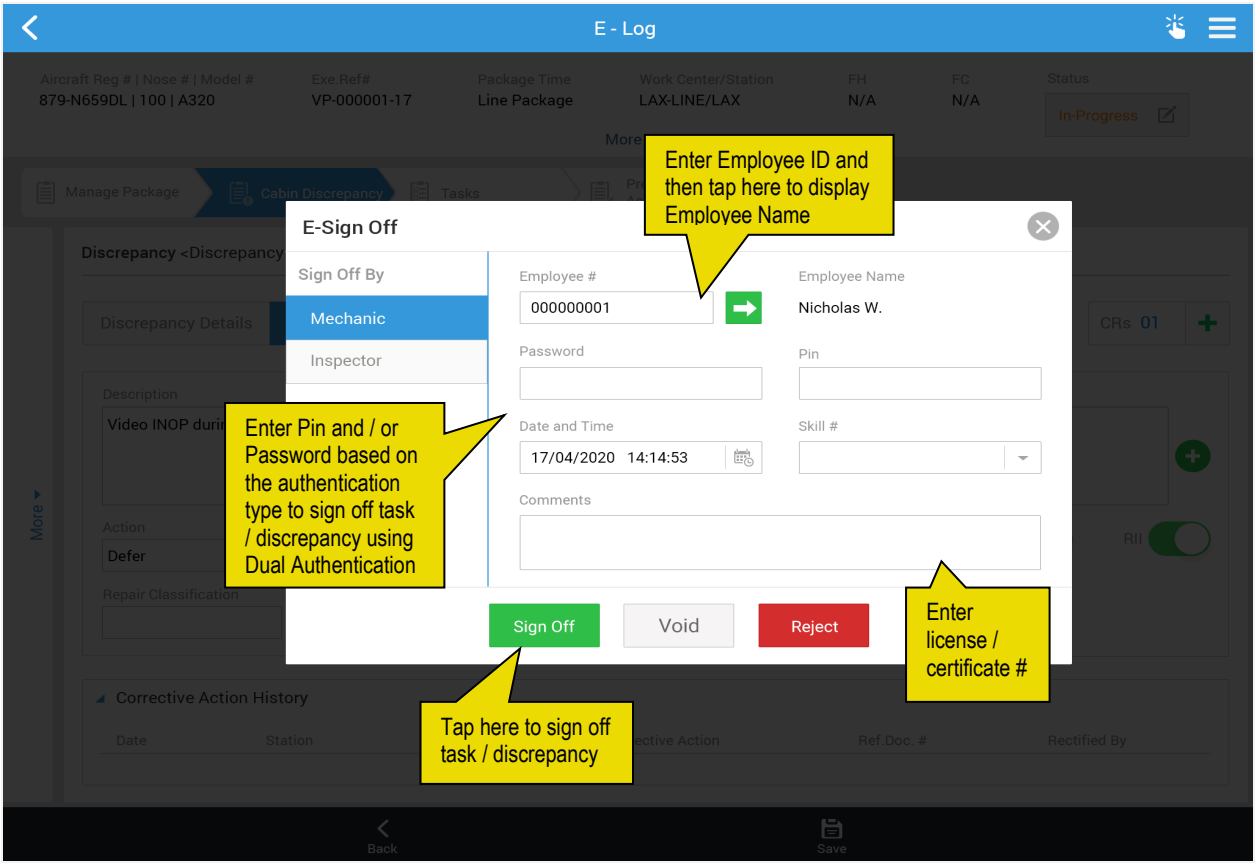


6.16.2 DELETING RESOURCE ACTUALS FOR TASK



6.17 DUAL AUTHENTICATION FOR TASK / DISCREPANCY SIGN OFF

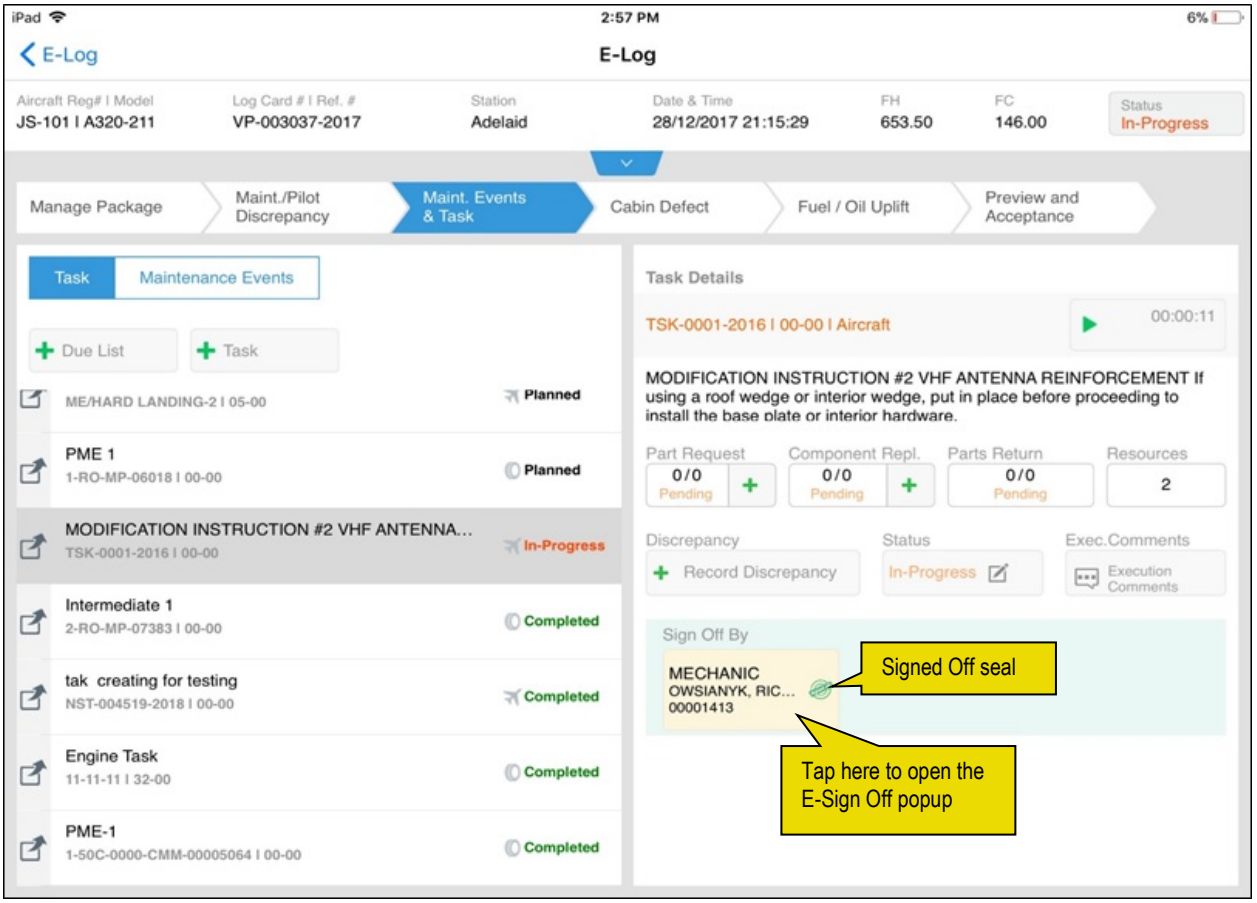
1. Tap **Sign Off** seal in E-Log/Shop Execution/Task Card Details/Discrepancy Card Details page. The E-Sign Off popup appears as shown in the next page.
2. If the process parameter Display & Capture License/Certificate information during Task/Discrepancy Sign Off using Dual Authentication? under the entity type Package Type and the entity All Packages in the Define Process Entities activity of Common Master is set as 1 for License #, the License # and Category fields will appear in the E-Sign Off pop up during sign off.



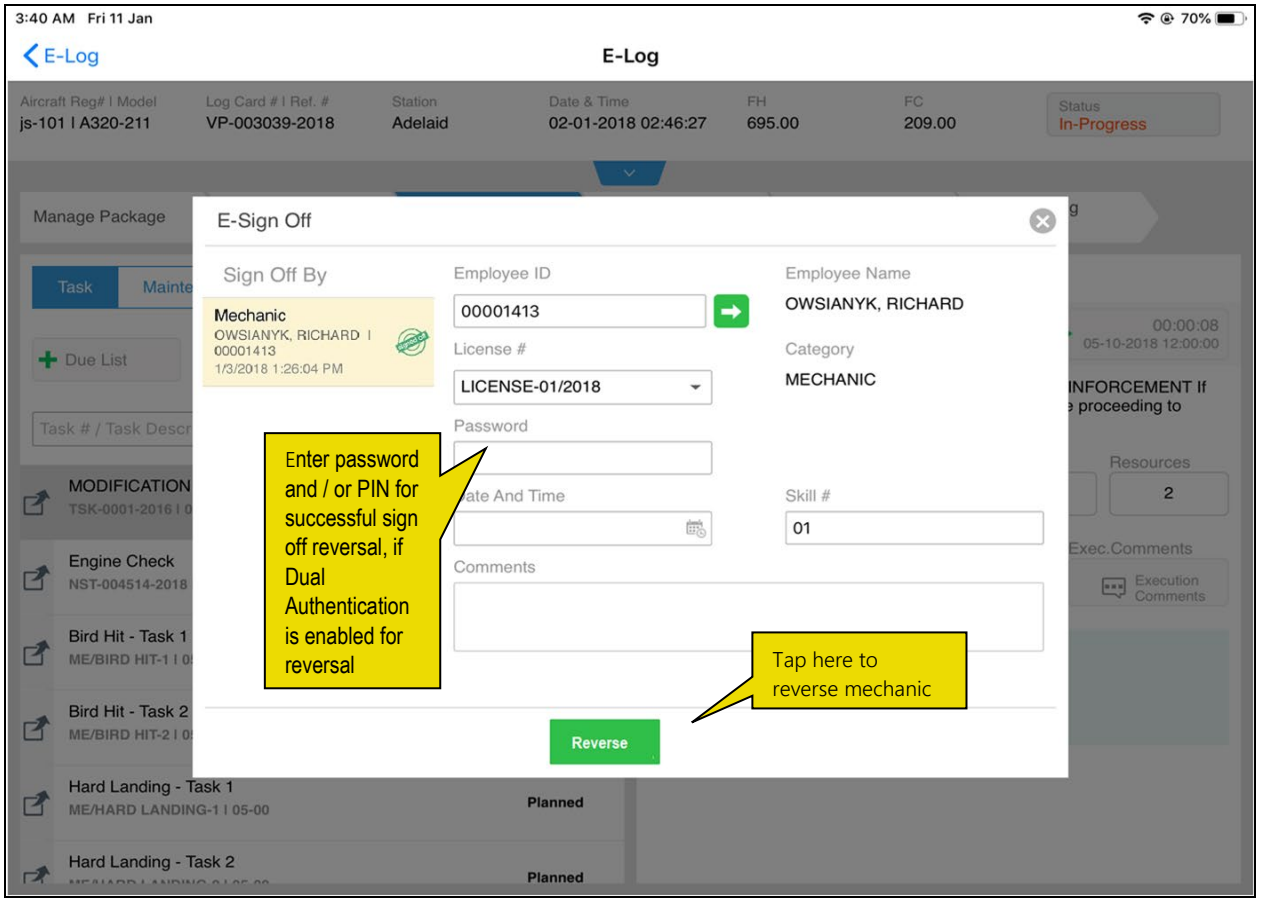
Note:

- *The Void button will appear. only if the "Restrict Voiding of Sign Off in MechanicAnywhere?" is set as "1" for "Yes" under the entity type Mobility and the entity MechanicAnywhere in the Define Process Entities activity of Common Master*
- *The Reverse button will appear, if the "Restrict Reversal of Sign Off in MechanicAnywhere?" is set as "1" for "Yes" under the entity type Mobility and the entity MechanicAnywhere in the Define Process Entities activity of Common Master*
- *The Reject button will appear only if the "Restrict Rejecting of Sign Off for Shop Work Order in MechanicAnywhere?" process parameter is set as 1 for Yes under the entity type Mobility and the entity MechanicAnywhere in the Define Process Entities activity of Common Master.*

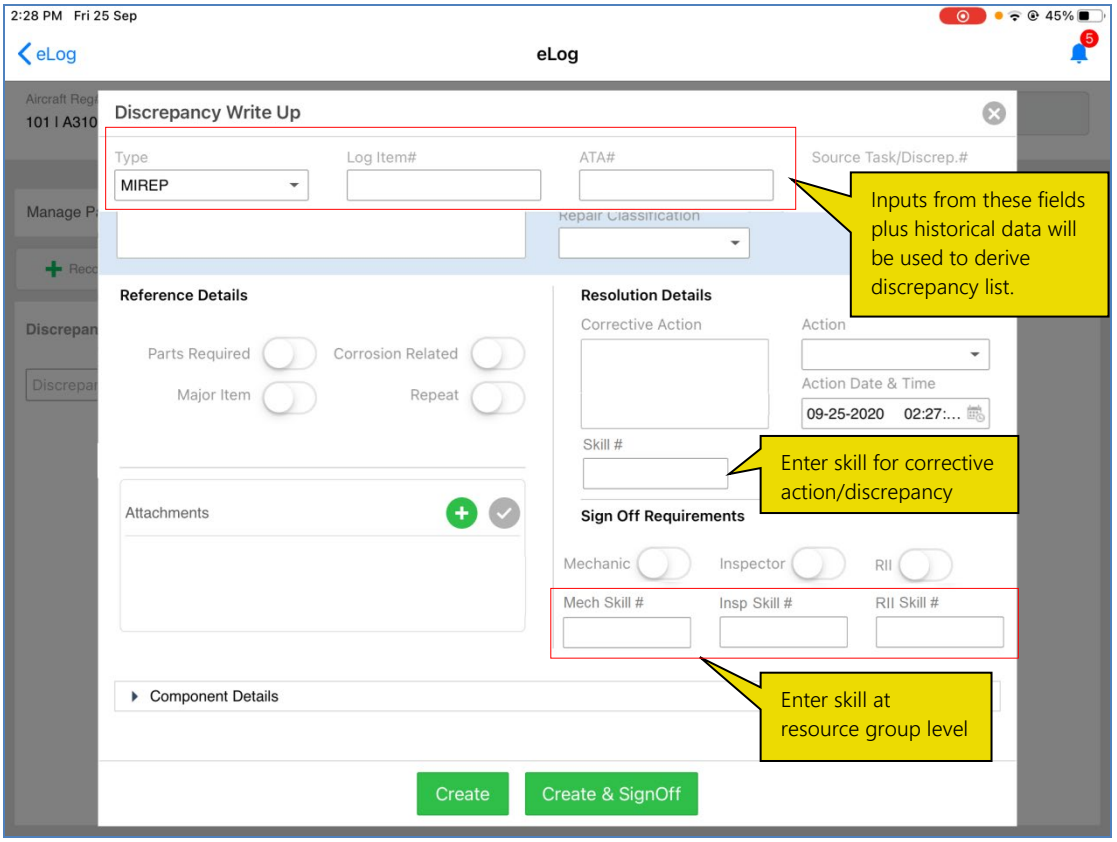
6.17.1 REVERSING SIGN OFF



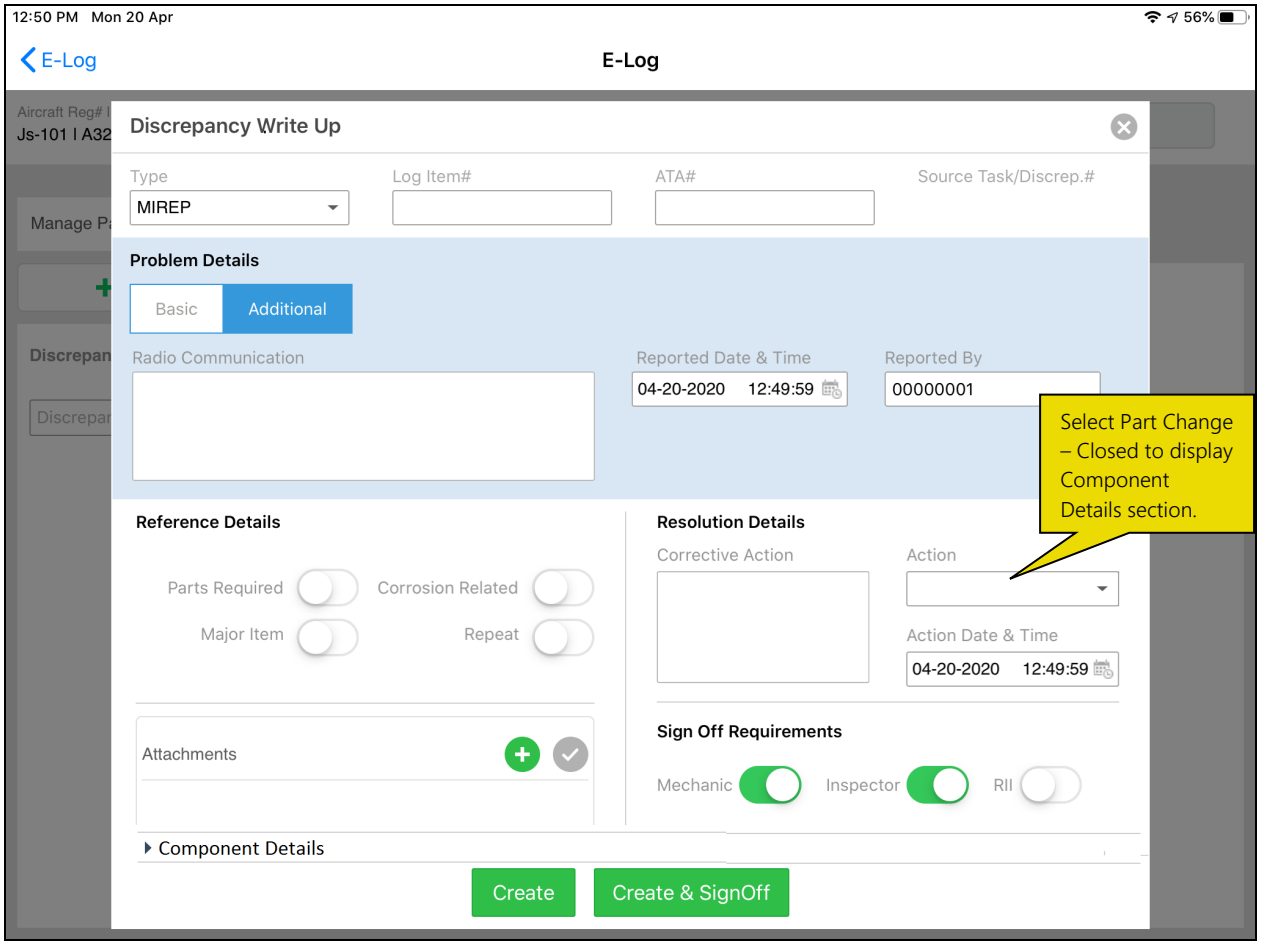
6.17.2 THE E-SIGN OFF POPUP IN THE MAINT. EVENTS & TASKS SCREEN



6.17.3 DISCREPANCY WRITEUP – BASIC TAB

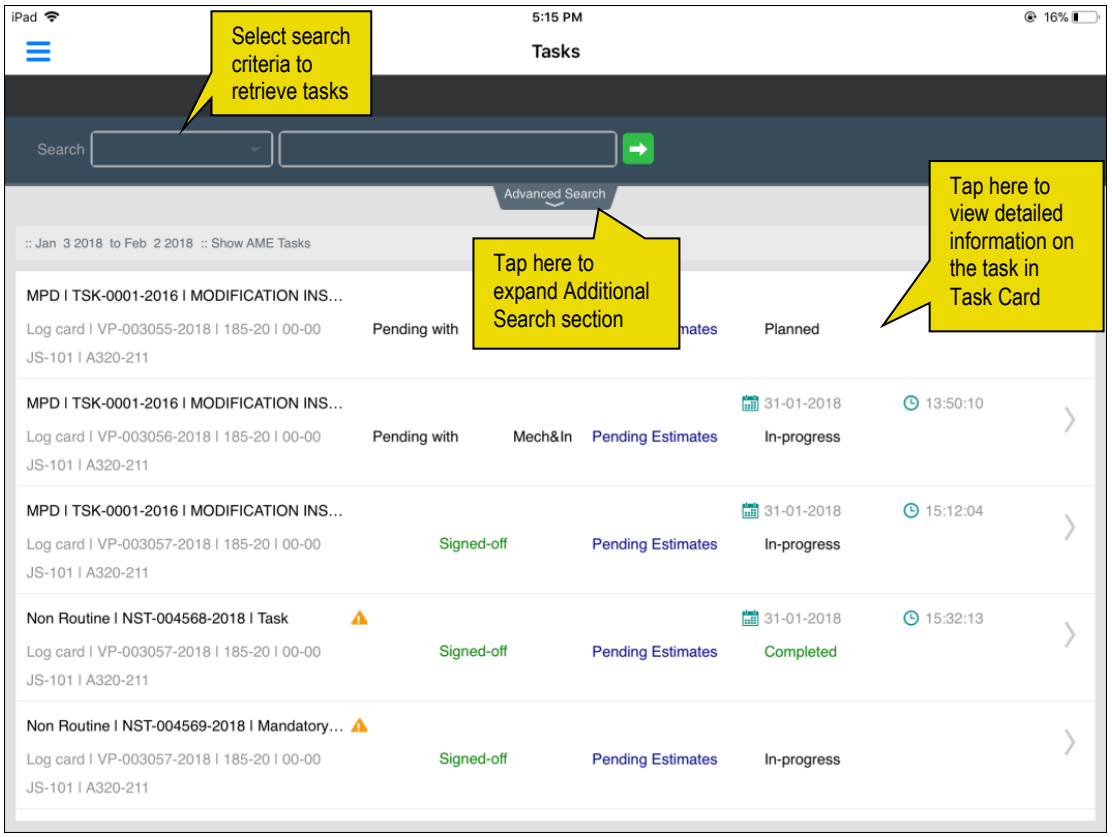


6.17.4 DISCREPANCY WRITEUP – ADDITIONAL TAB

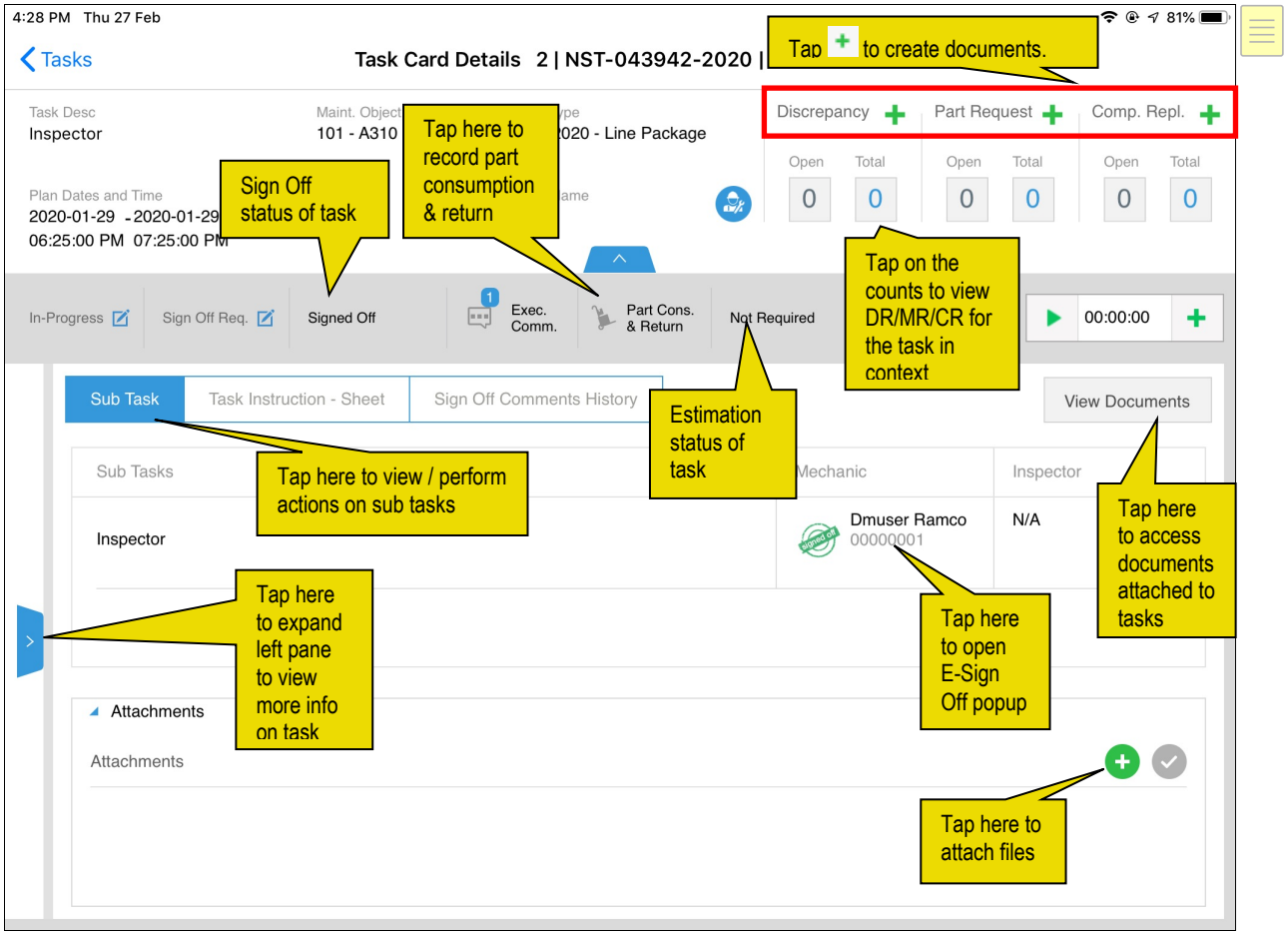


6.18 THE TASK LIST PAGE

You can search and retrieve tasks from across the system globally by means of the Simple or Additional search. The **Task List** page provides a brief view of the tasks.

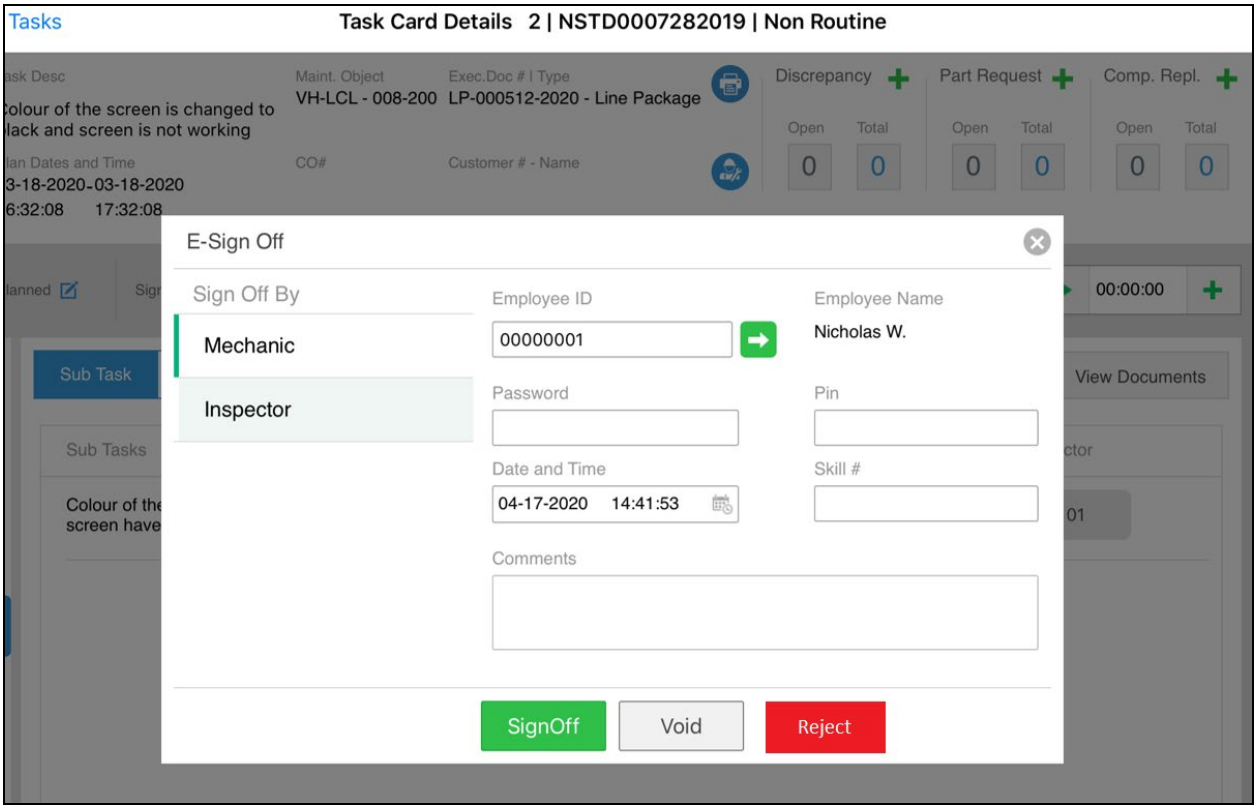


6.19 THE TASK CARD DETAILS PAGE

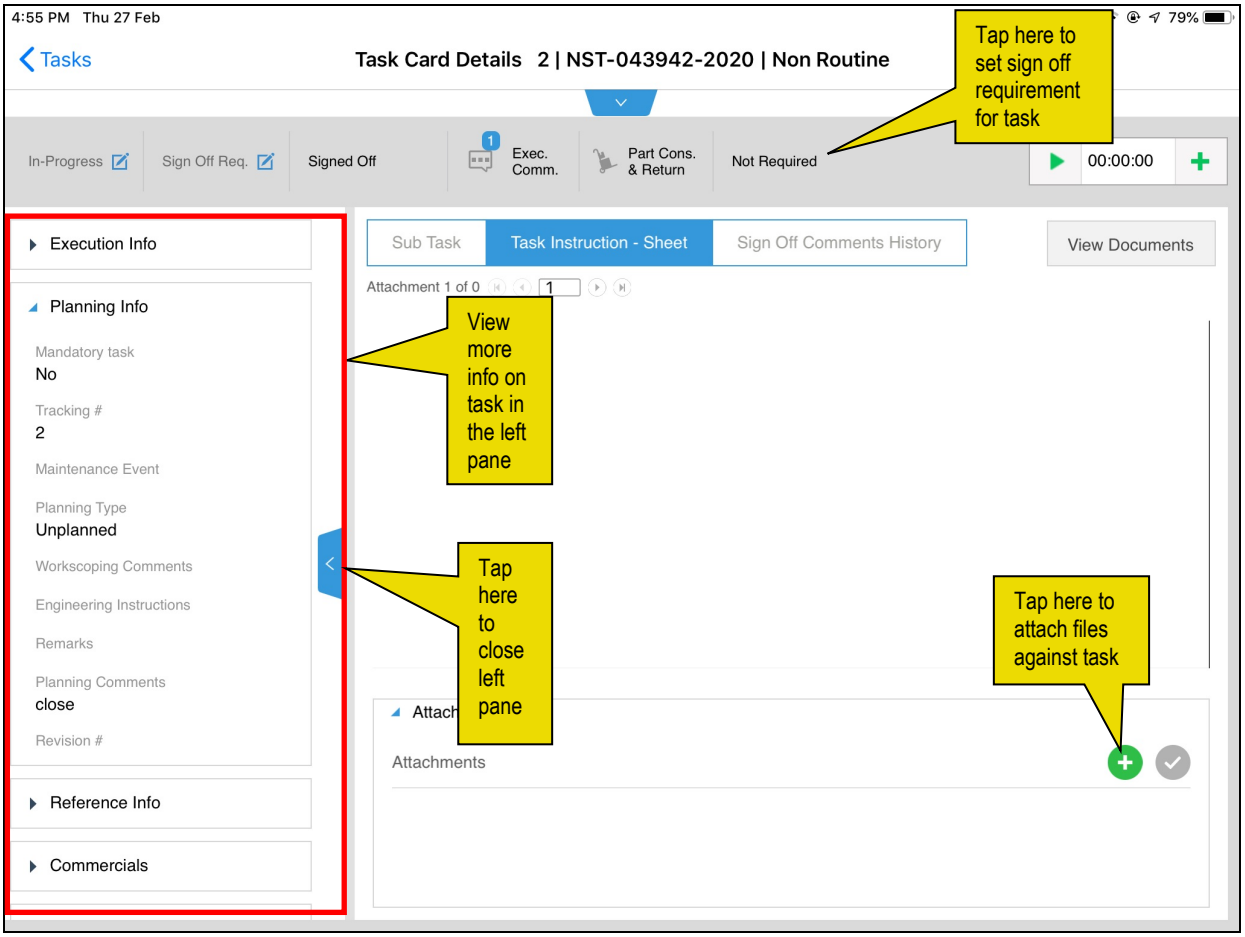


*Note: The **Task Instructions** and **Sign Off Comments History** tabs will appear only based on external options settings in ePubs application.*

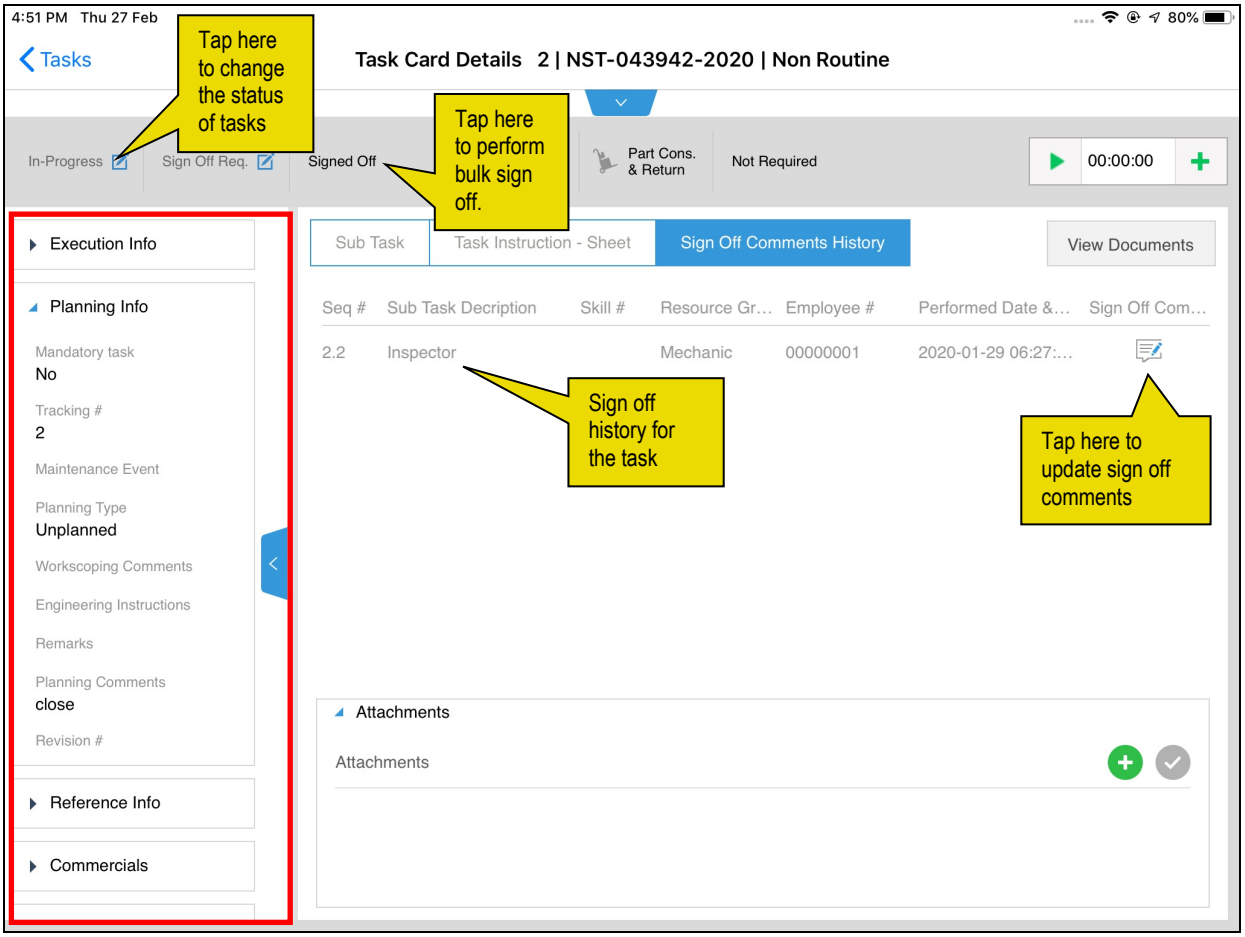
6.19.1 SIGNING OFF TASKS



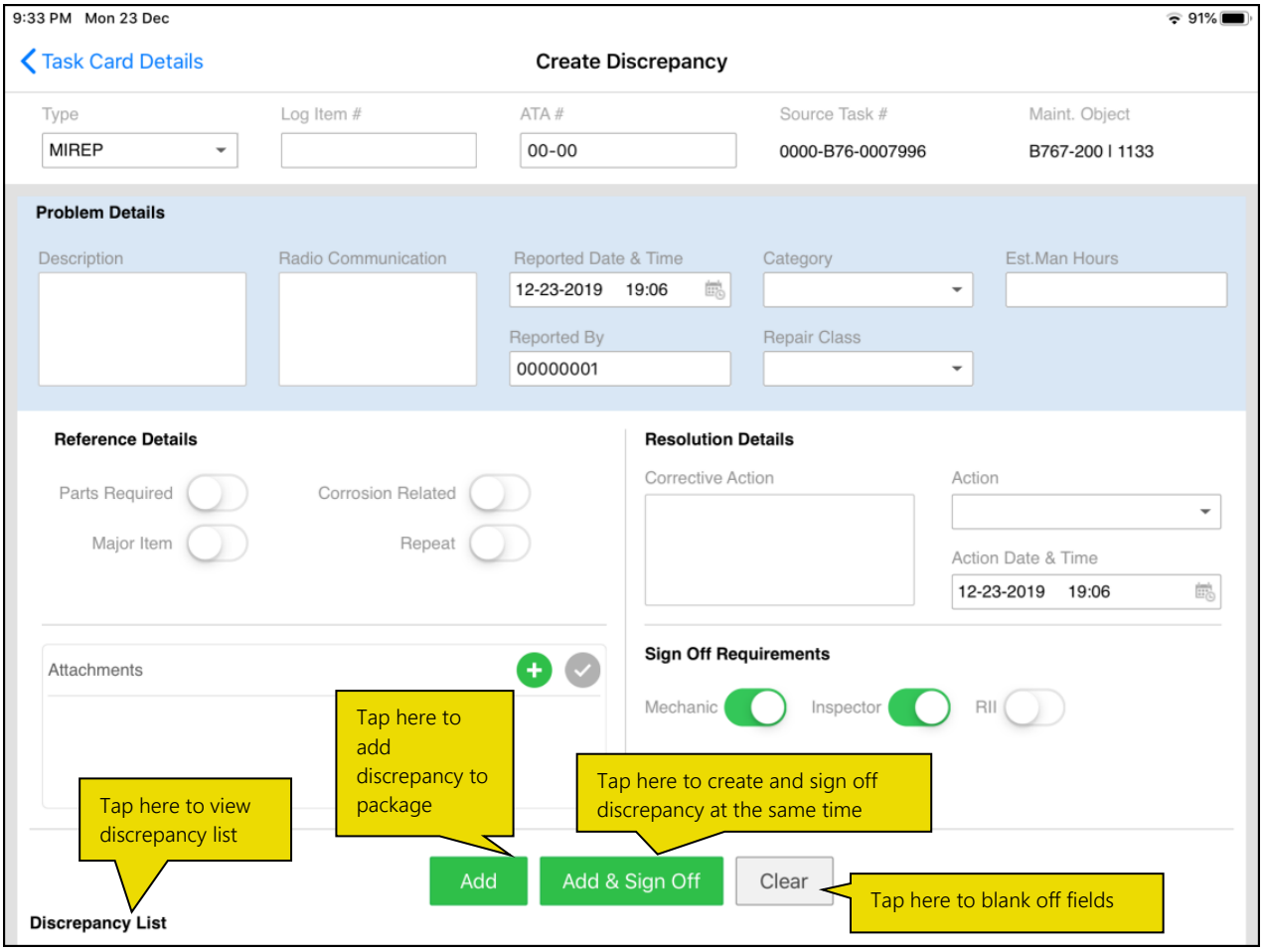
6.19.2 TASK CARD DETAILS PAGE - TASK INSTRUCTION SHEET



6.19.3 TASK CARD DETAILS PAGE – SIGN OFF COMMENTS HISTORY

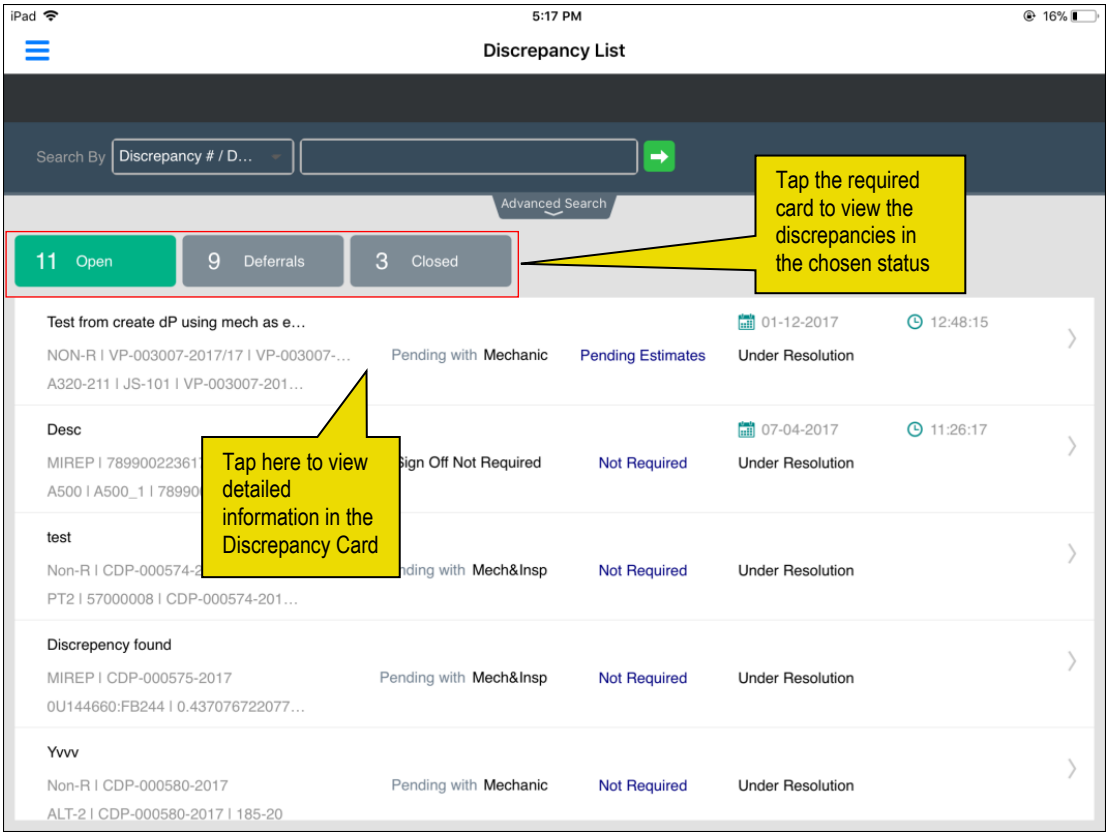


6.19.4 CREATE DISCREPANCY



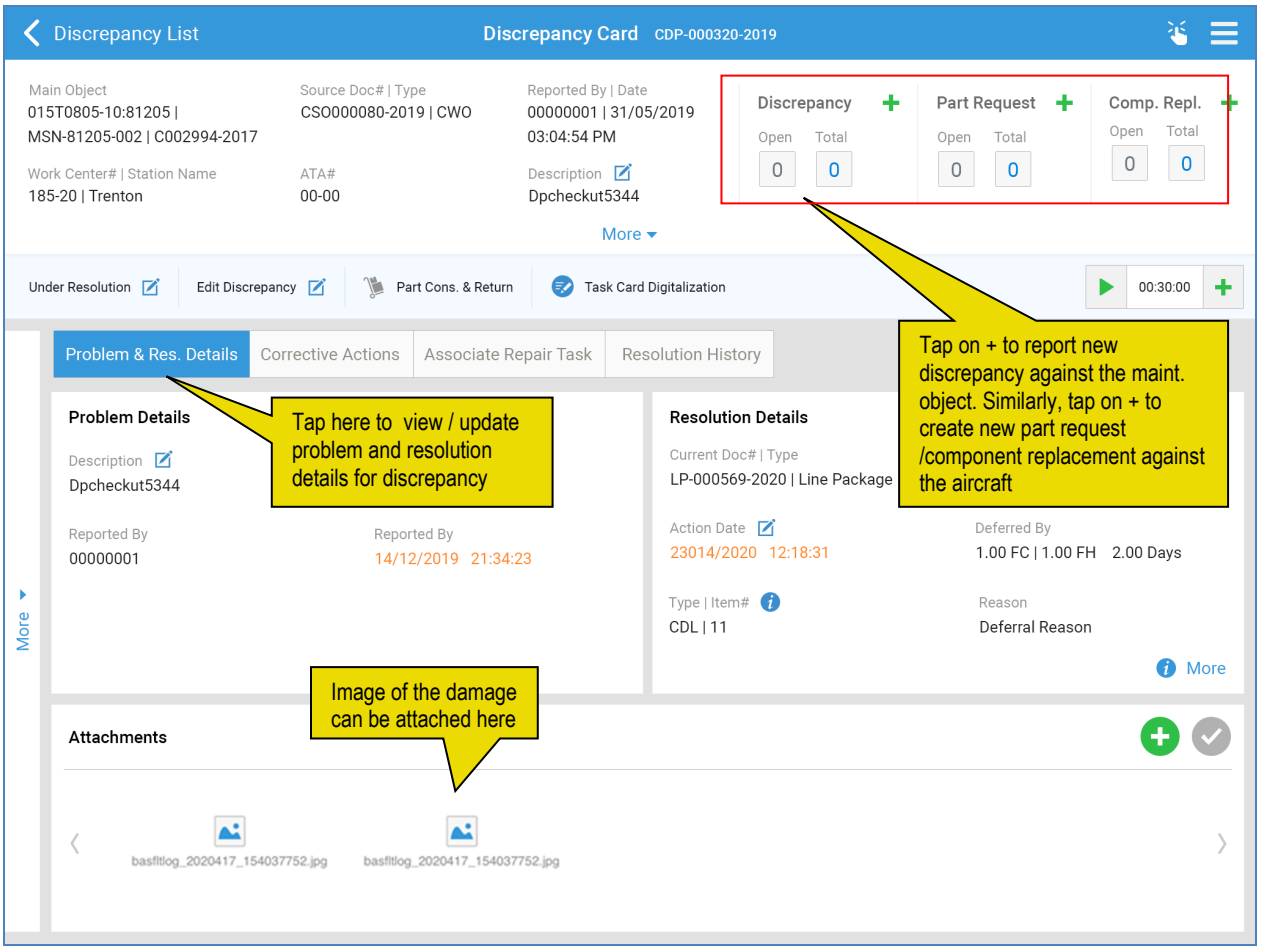
6.20 DISCREPANCY LIST

1. Tap on **Discrepancy List** in the **Hamburger** menu. The **Discrepancy List** page appears as the next image shows.

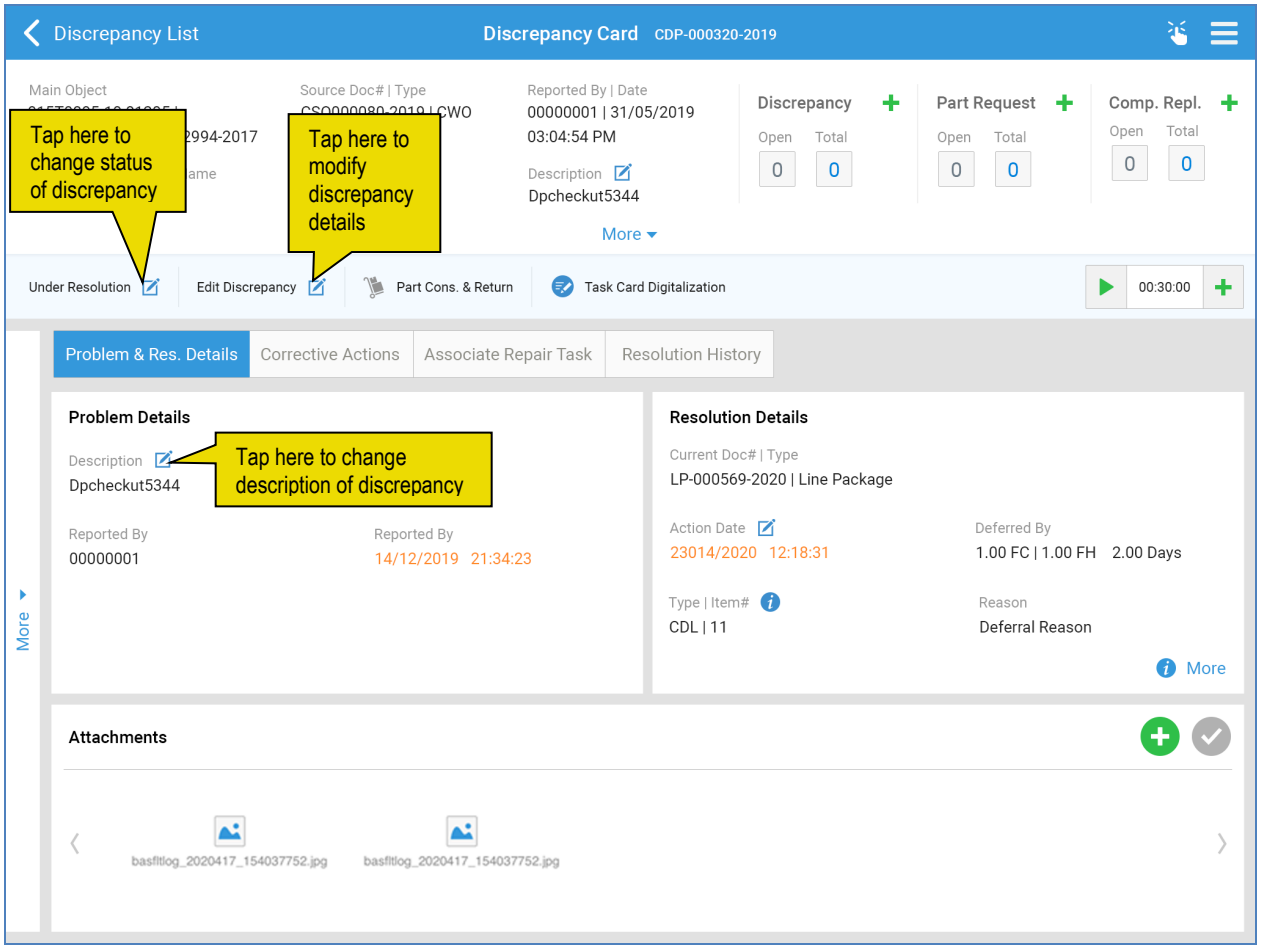


6.21 DISCREPANCY CARD

1. Tap on the required discrepancy record in the **Discrepancy List** page. The **Discrepancy Card** page appears as the next image shows.

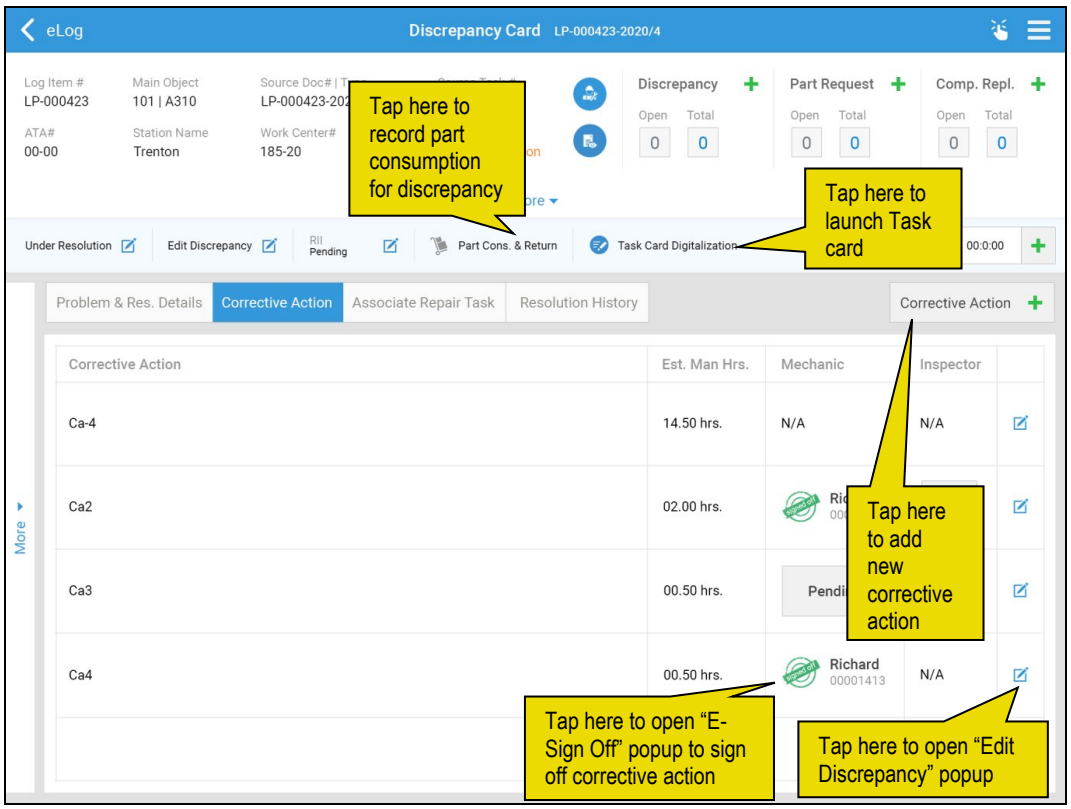


6.21.1 DISCREPANCY CARD - PROBLEM AND RESOLUTION DETAILS

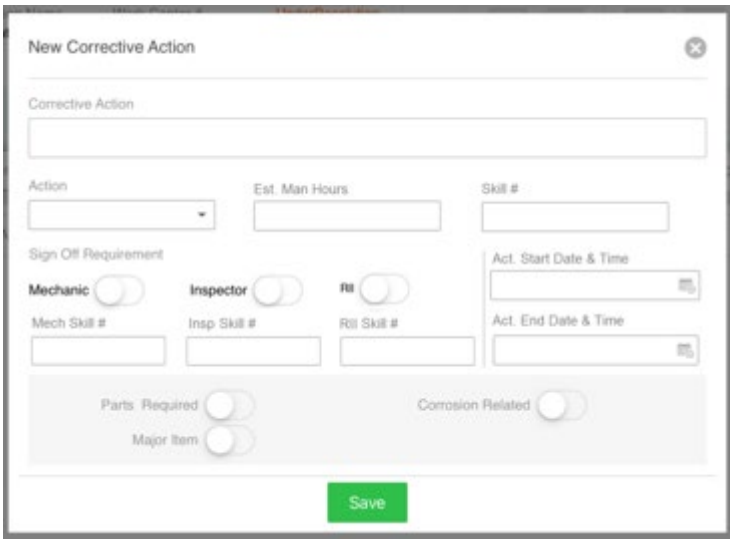


6.21.2 DISCREPANCY CARD – CORRECTIVE ACTION

1. Tap **Corrective Action** in the **Discrepancy Card** page to view / add / modify / sign off corrective action against the selected discrepancy.

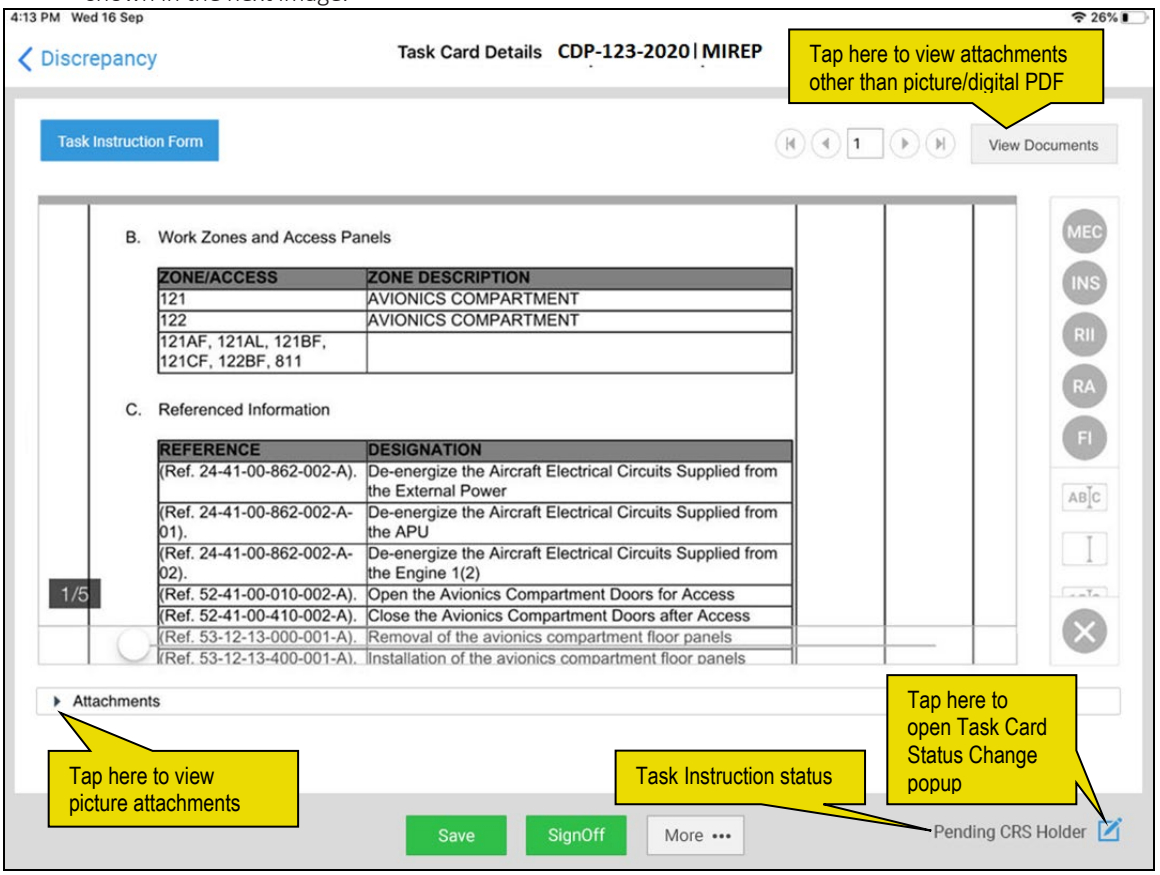


2. Tap in the **Corrective Action** tab of the **Discrepancy Card** page. The New Corrective Action popup appears as the next image shows.



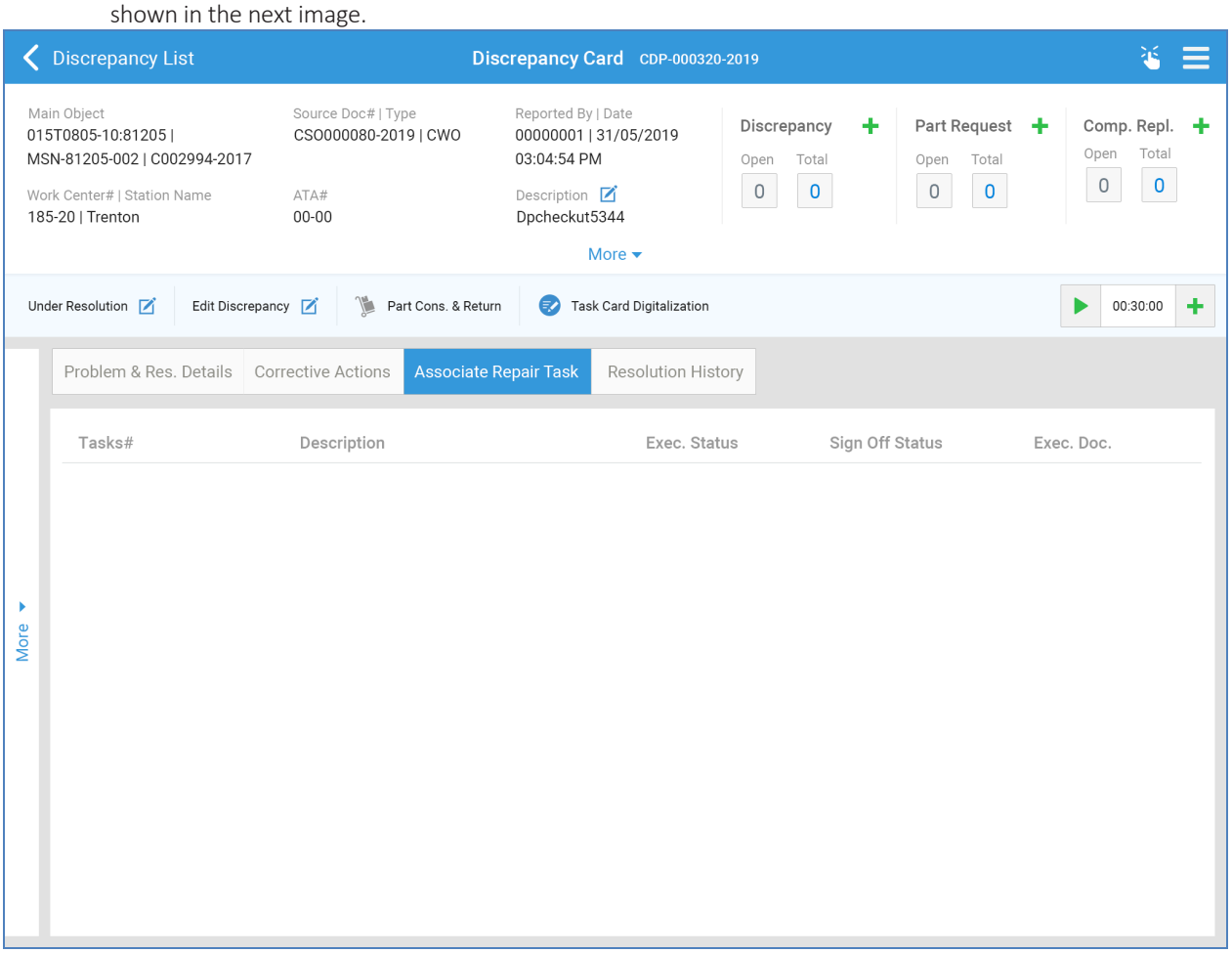
6.22 TASK & DISCREPANCY DIGITIZED TASK CARD AND USER STATUS FROM EPUBS

1. Tap on Task card Digitation in the Discrepancy card page. The Task Instruction Form appears as shown in the next image.



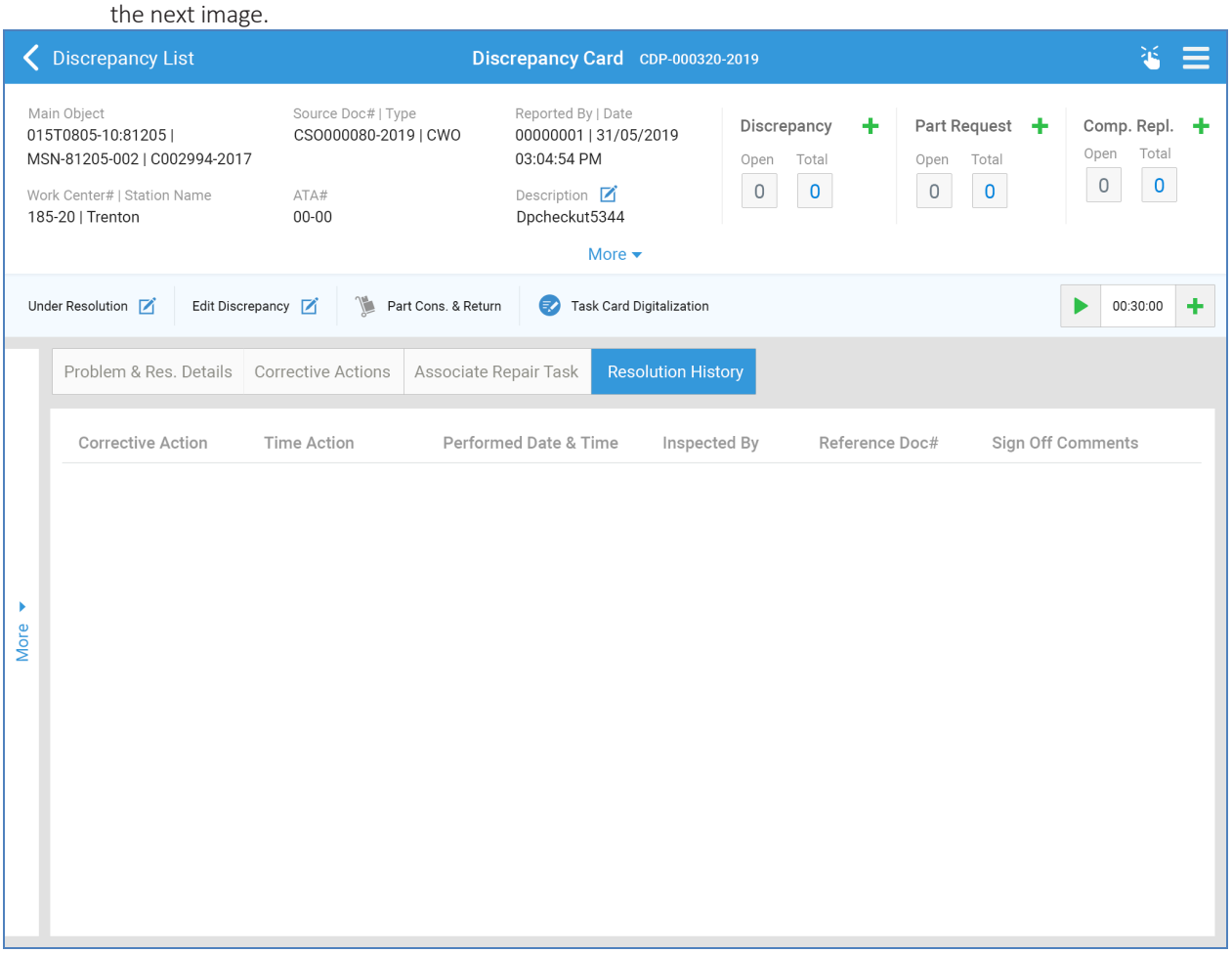
6.22.1 DISCREPANCY CARD – ASSOCIATE REPAIR TASK

1. Tap **Associate Repair Task** in the **Discrepancy Card** page. The **Associate Repair Task** page appears as shown in the next image.



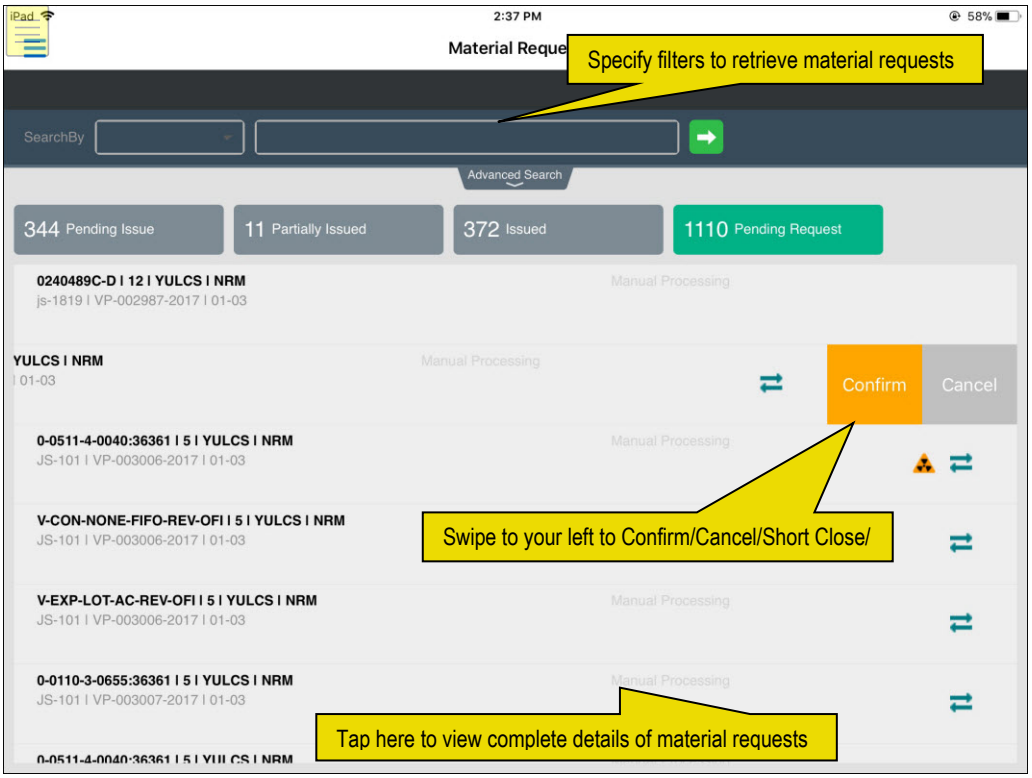
6.22.2 DISCREPANCY CARD – RESOLUTION HISTORY

1. Tap **Resolution History** in the **Discrepancy Card** page. The **Resolution History** page appears as shown in the next image.



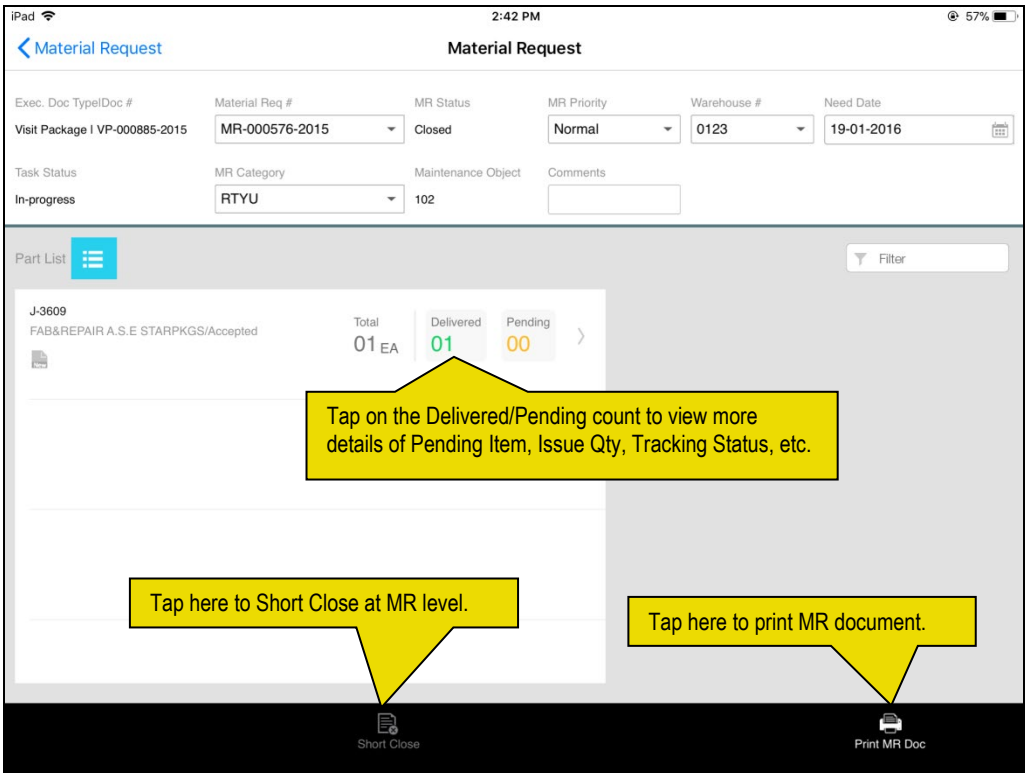
6.22.3 THE MATERIAL REQUEST LIST PAGE

1. Select **Material Request** from the **Hamburger** menu. The **Material Request** page appears as represented in the below image.



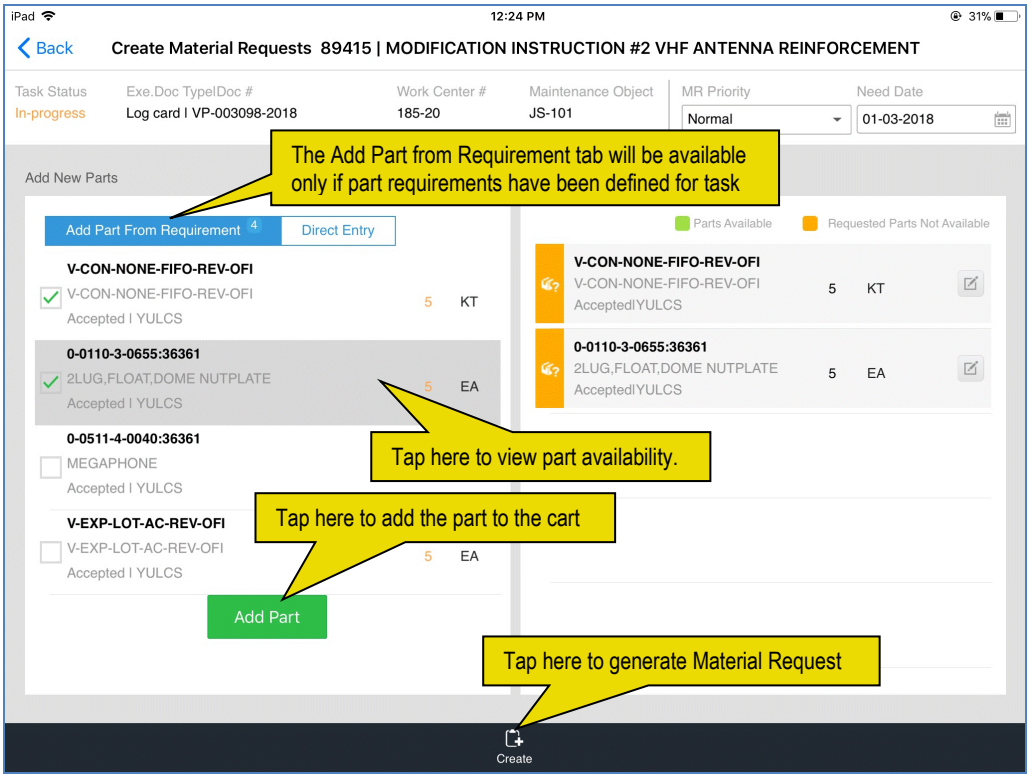
6.23 VIEW MATERIAL REQUEST

1. Tap on the material request record in the **Material Request** page. The **View Material Request** page appears as shown in the next image.



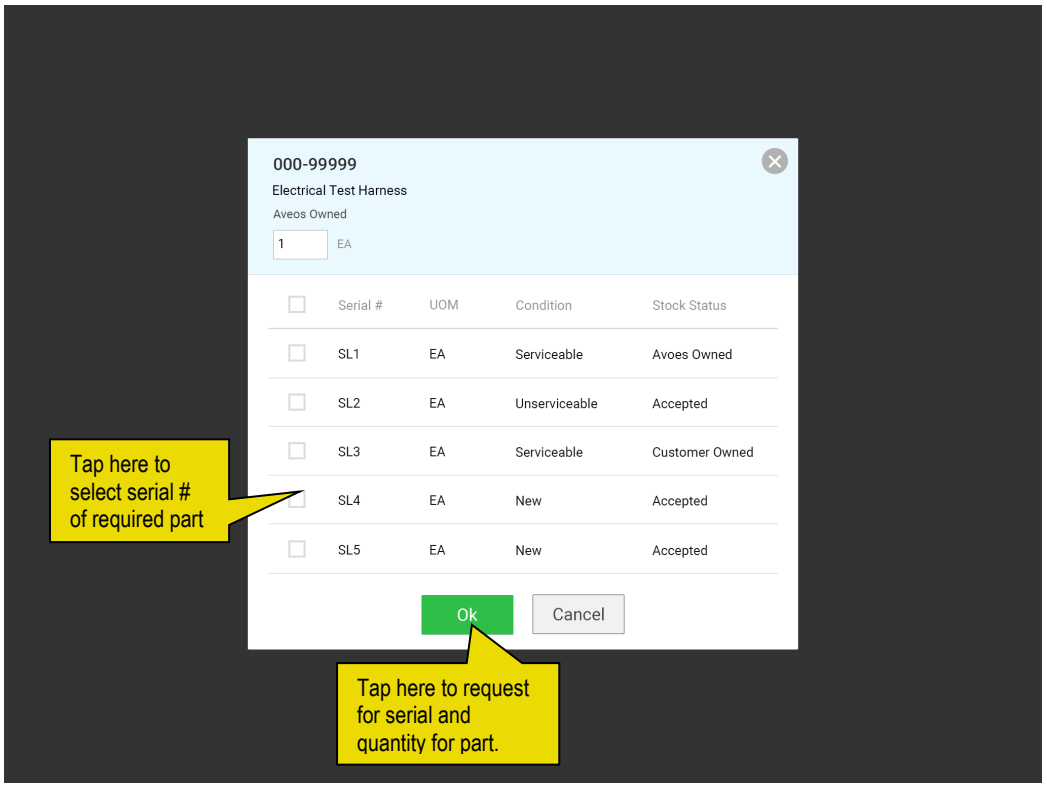
6.24 CREATE MATERIAL REQUEST FOR TASKS

1. Tap on the **Part Request** icon in the E-Log/ Task Card Details/Discrepancy Card Details page. The **Create Material Requests** page appears as shown in the next image.



6.24.1 REQUESTING FOR SPECIFIC SERIAL# FOR TASKS/DISCREPANCIES

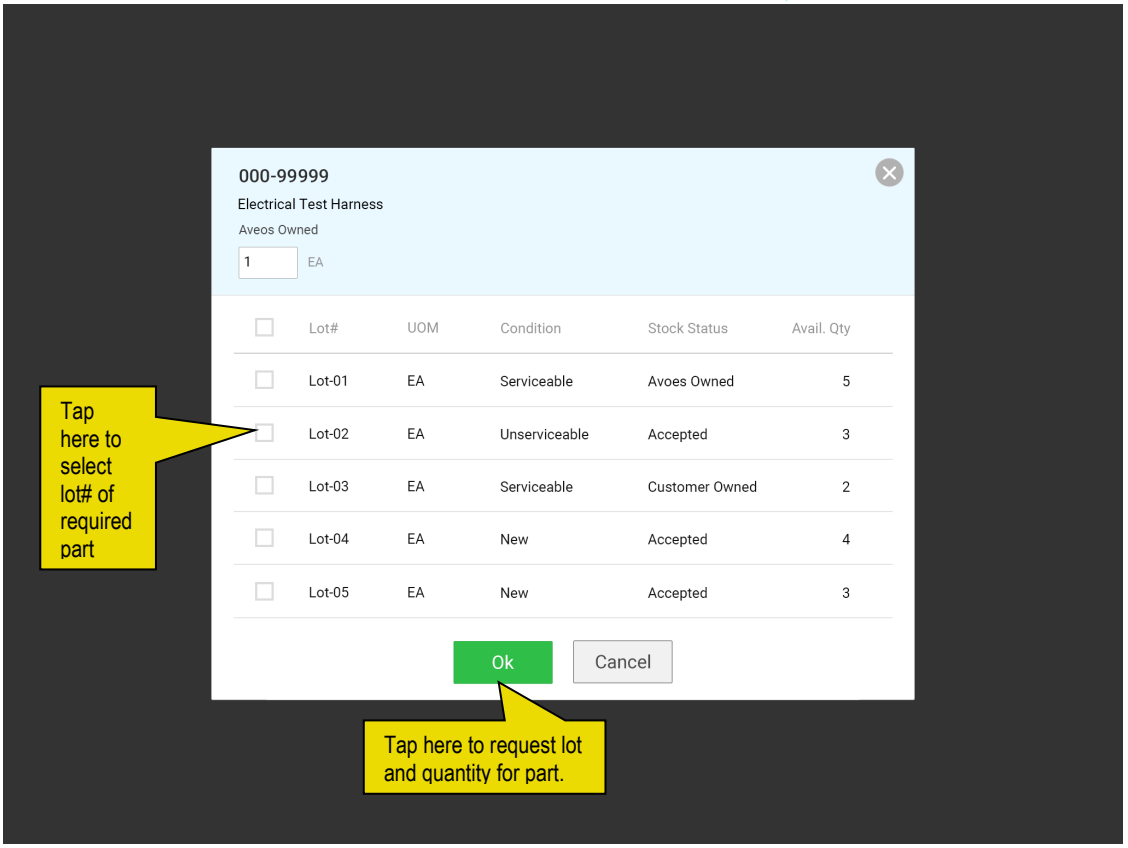
1. Tap on the part record in the **Create Material Requests** page appears. A popup displaying all the available serial# for the requested part in the requested warehouse appears as shown in the next image, if the part is a Serial-Controlled part.



Note: The quantities of the selected serial# must add up to the requested quantity of the requested part.

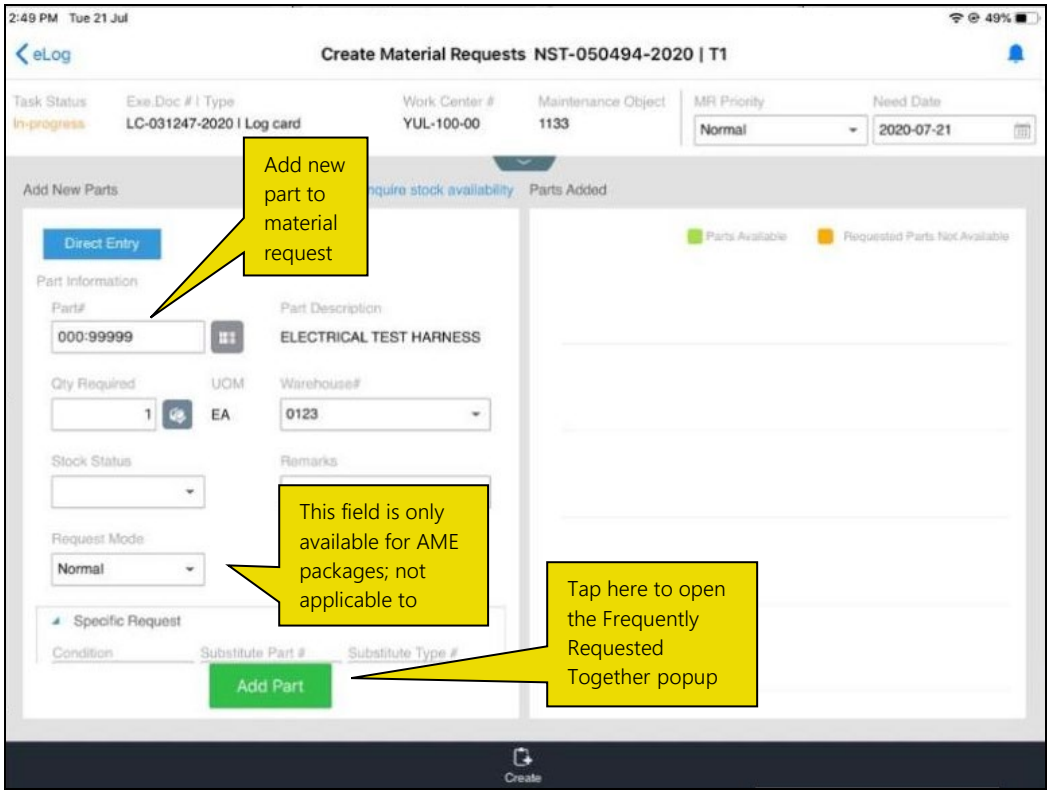
2. Tap on the part record in the **Create Material Requests** page appears. A popup displaying all the available lot# for the requested part in the requested warehouse appears as shown in the next image, if the part is a Lot-Controlled part.

6.24.2 REQUESTING FOR SPECIFIC LOT# FOR TASKS/DISCREPANCIES

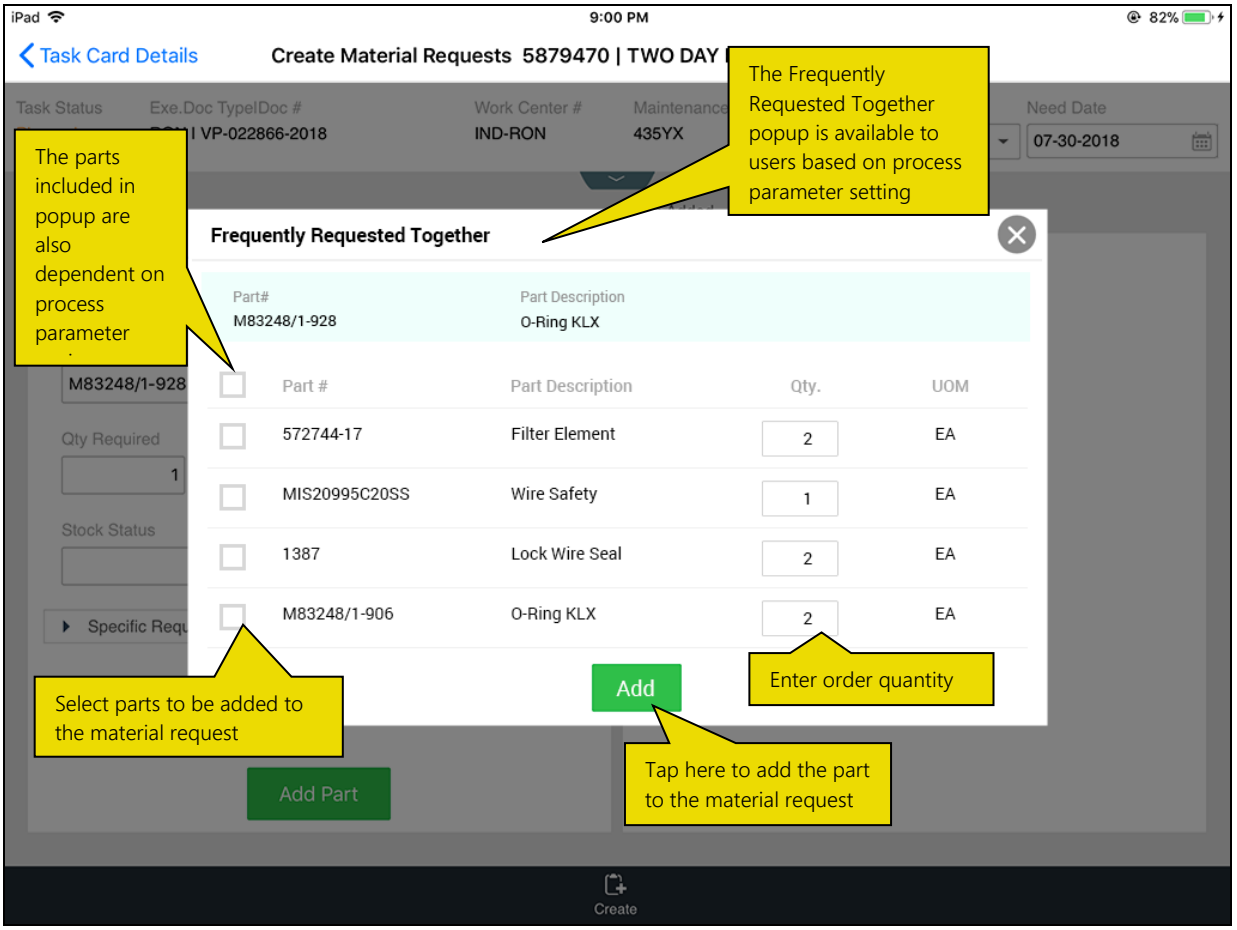


Note: The quantities of the selected lot# must add up to the requested quantity of the requested part

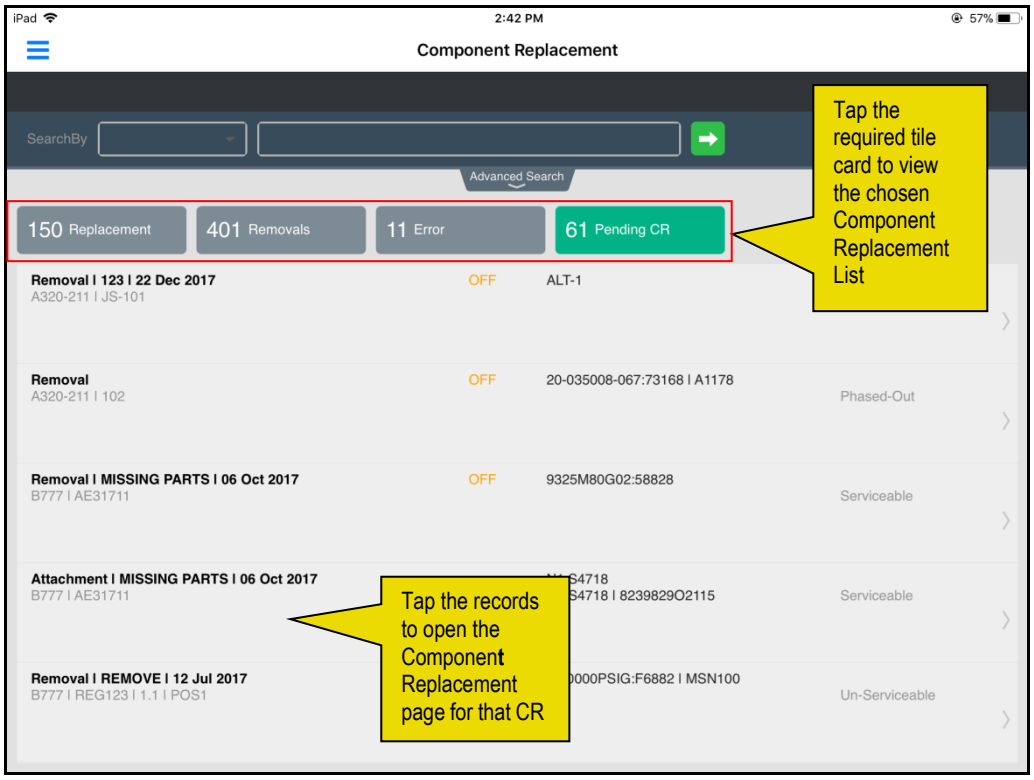
6.24.3 ADDING FREQUENTLY REQUESTED TOGETHER PARTS



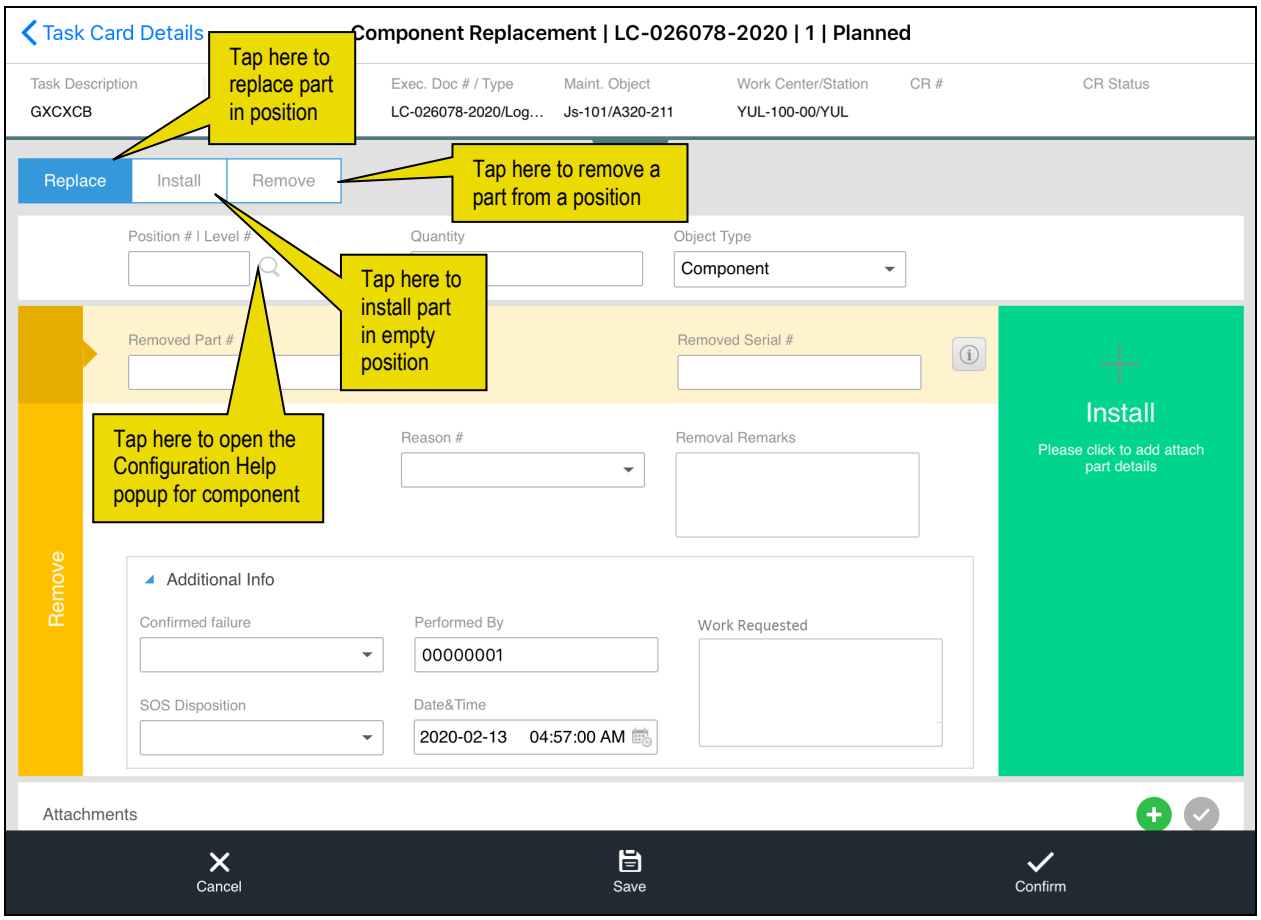
6.24.4 FREQUENTLY REQUESTED TOGETHER POPUP



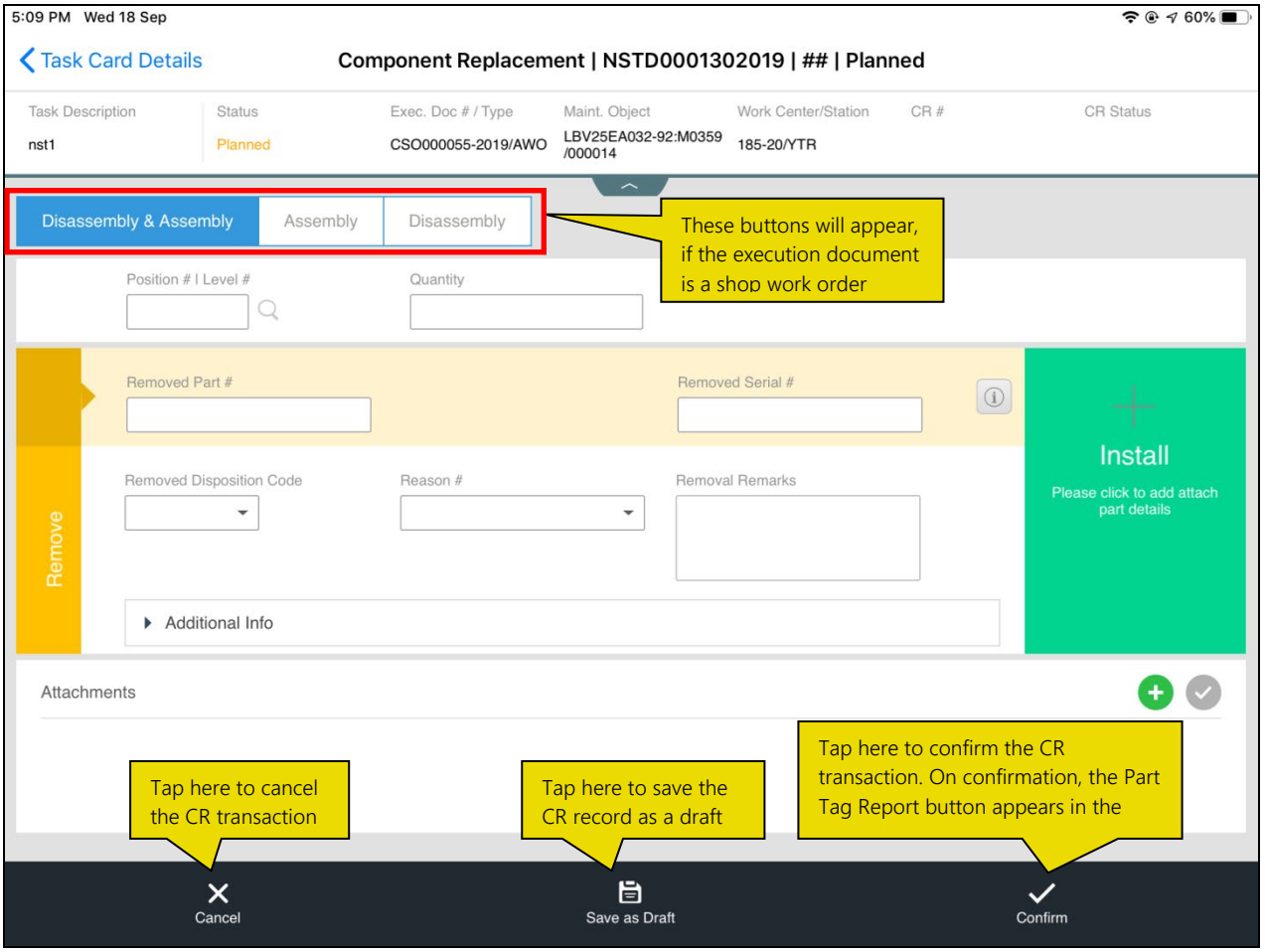
6.24.5 COMPONENT REPLACEMENT LIST



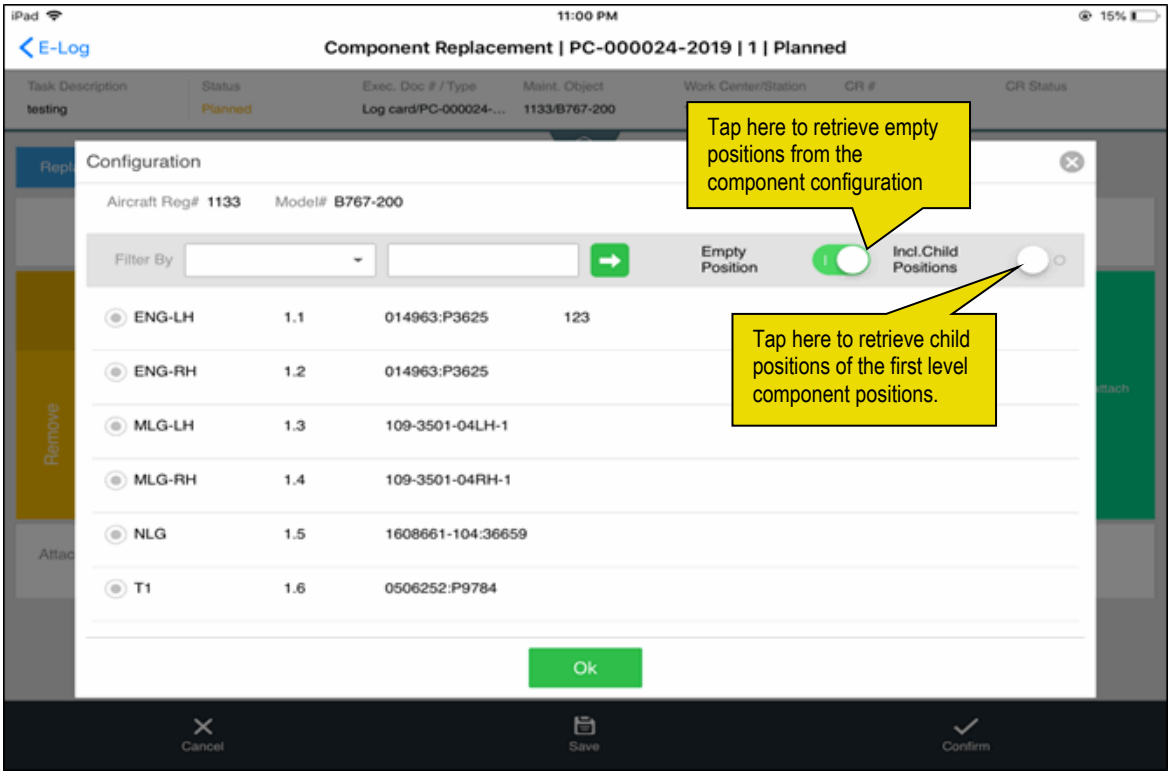
6.24.6 CREATE COMPONENT REPLACEMENT FOR AIRCRAFT PACKAGES



6.24.7 CREATING COMPONENT REPLACEMENT FOR SHOP WORK ORDERS

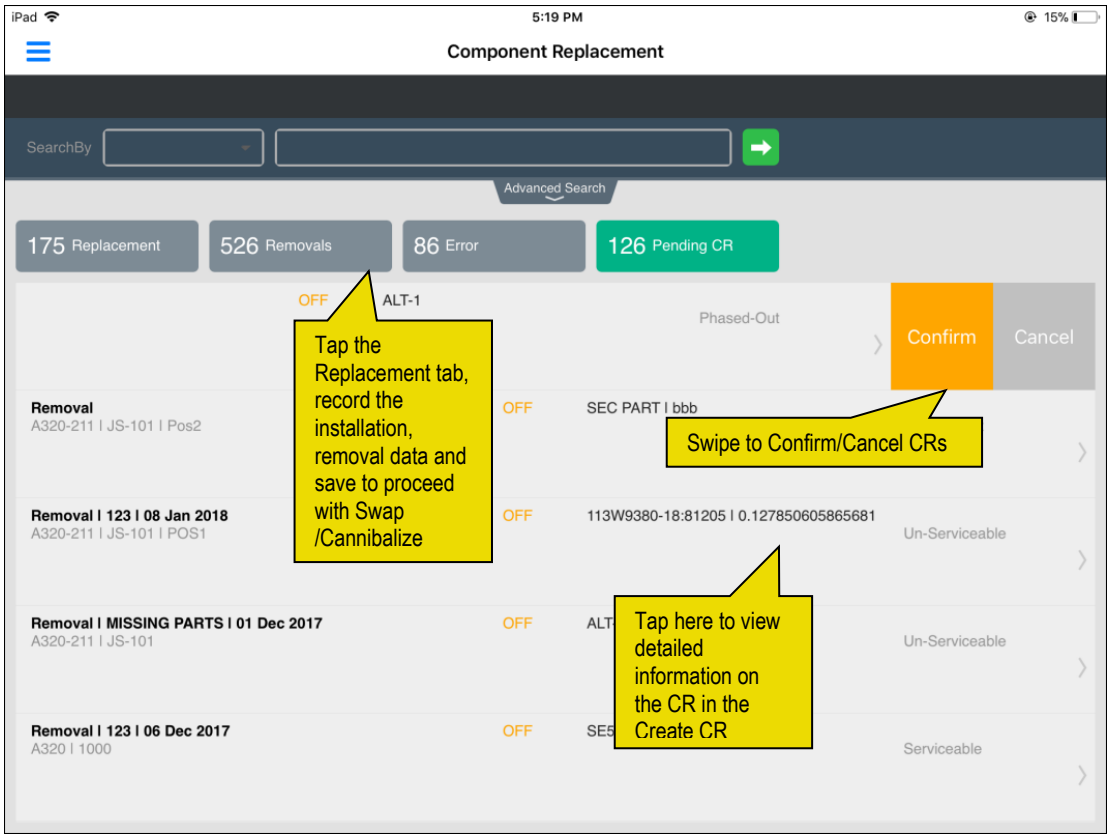


6.24.8 VIEWING COMPONENT CONFIGURATION

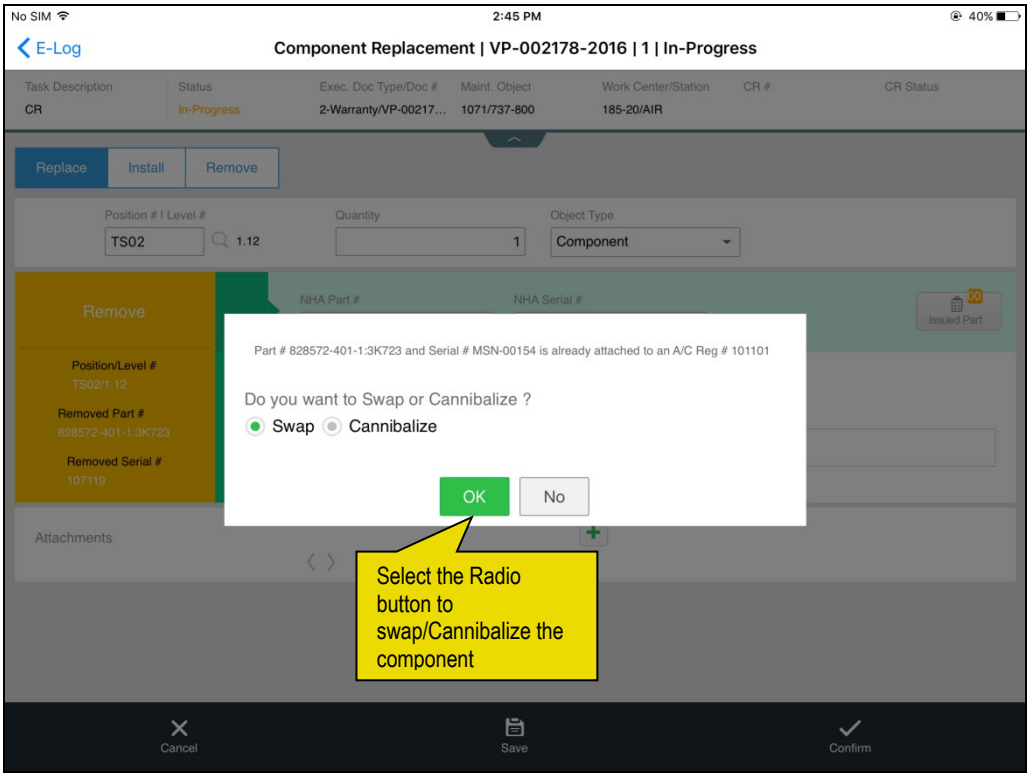


6.24.9 COMPONENT REPLACEMENT – CONFIRM / CANCEL

1. Tap **Component Replacement** in the Hamburger menu. You can also reach this page from the E-Log/Task Card Details / Discrepancy Card Details page.



6.24.10 COMPONENT REPLACEMENT – SWAP / CANNIBALIZE

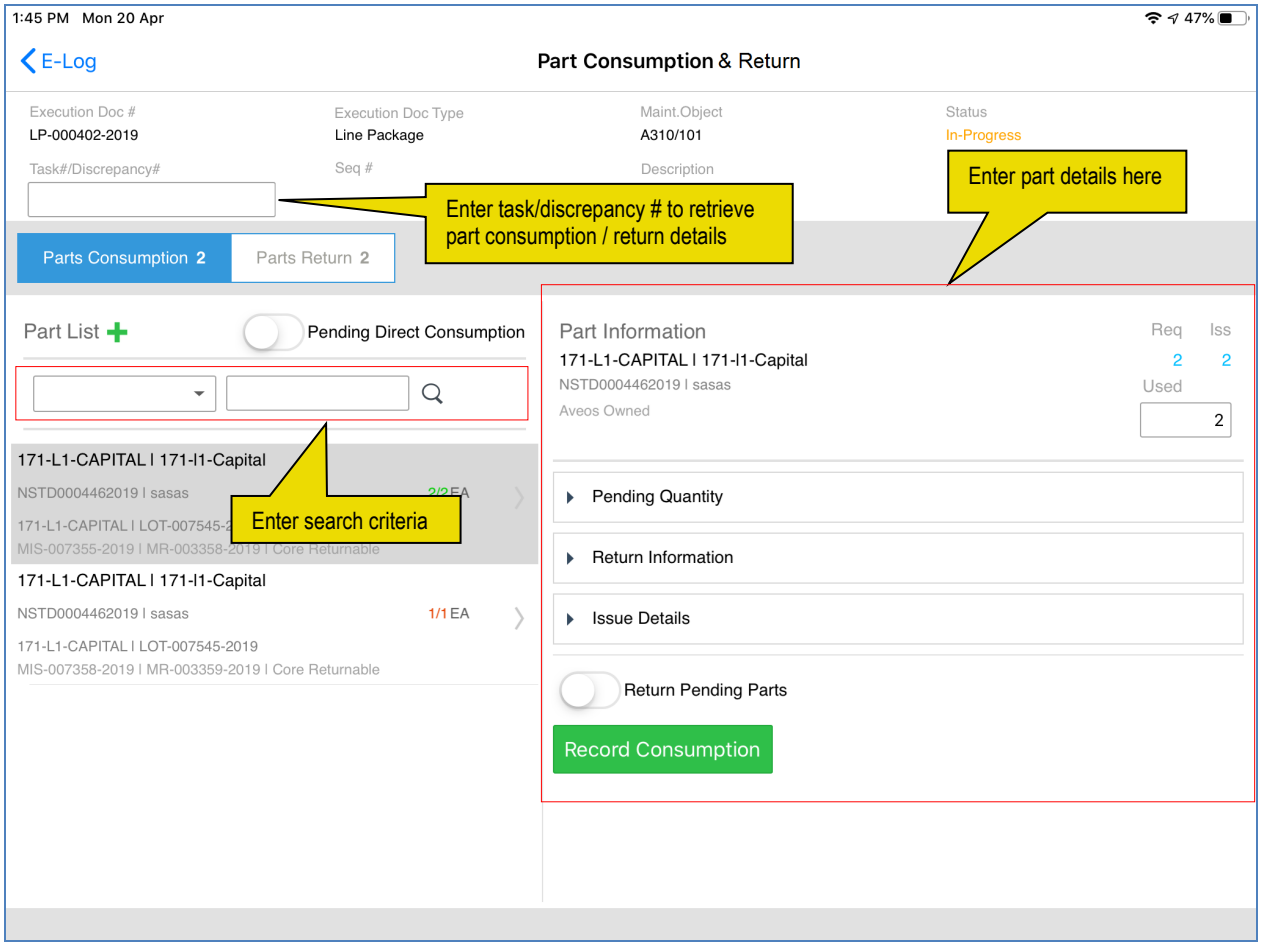


6.24.11 PART CONSUMPTION & RETURN

You can record the following consumption and return against a task/discrepancy in the package in this screen:

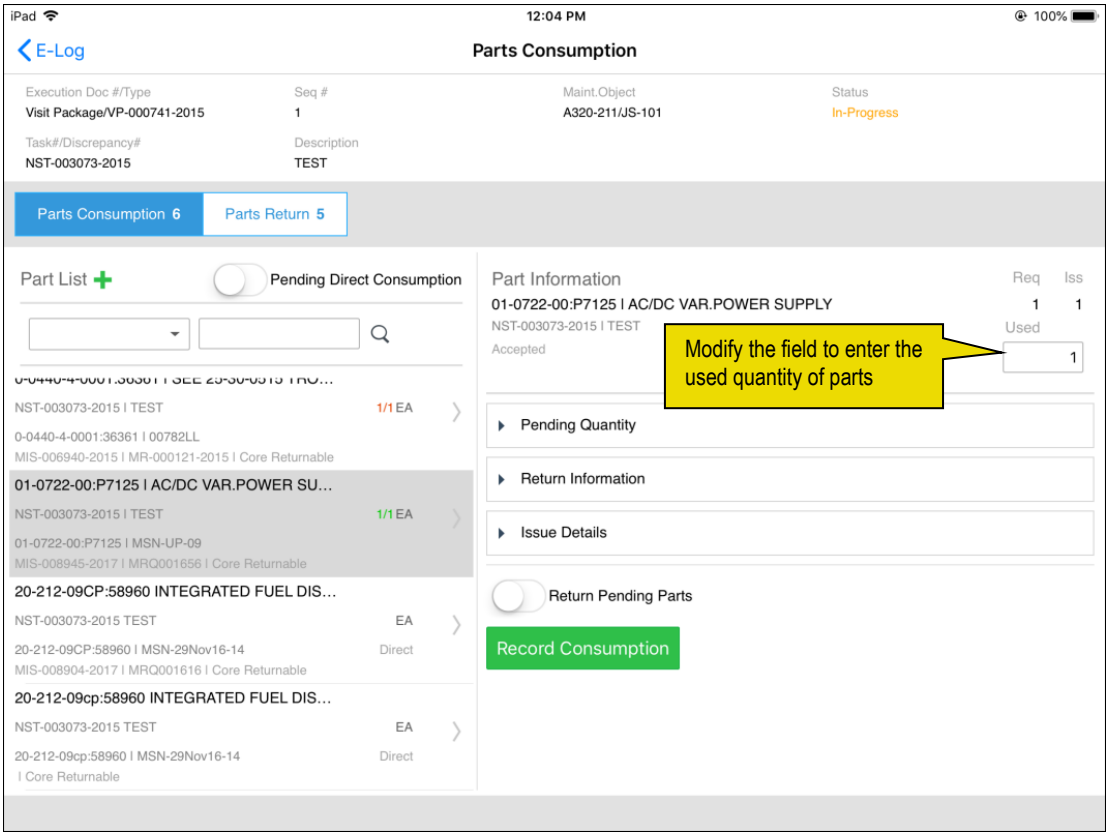
- Direct Part Consumption
- Excess returns
- Removed Core returns
- Different serial # /lot #against issued cores
- Additional core return

6.24.12 PART CONSUMPTION & RETURN

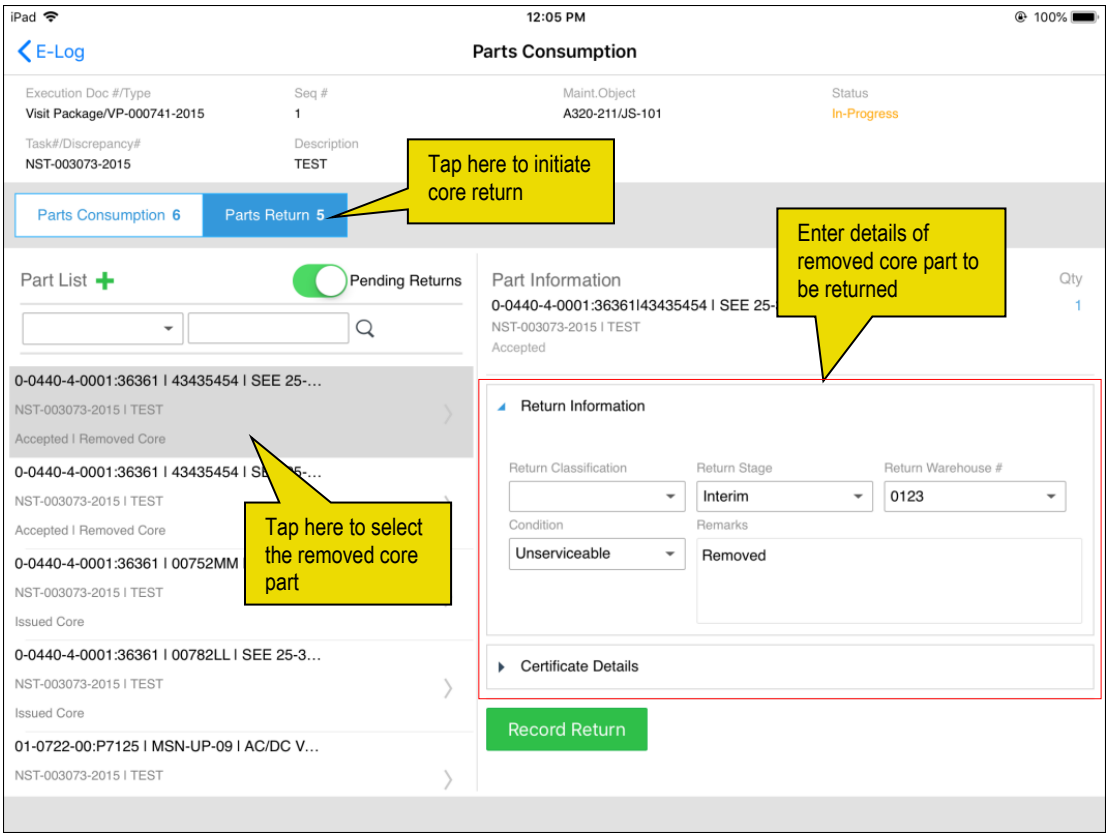


Note: From the execution document (AME or SWO), the tasks in the 'Planned', 'In-Progress' or 'Completed' status and the discrepancies in the 'Under Resolution', 'Pending Deferral', 'Deferred' or 'Closed' status are retrieved by in Smart Search in the Task #/Discrepancy # field.

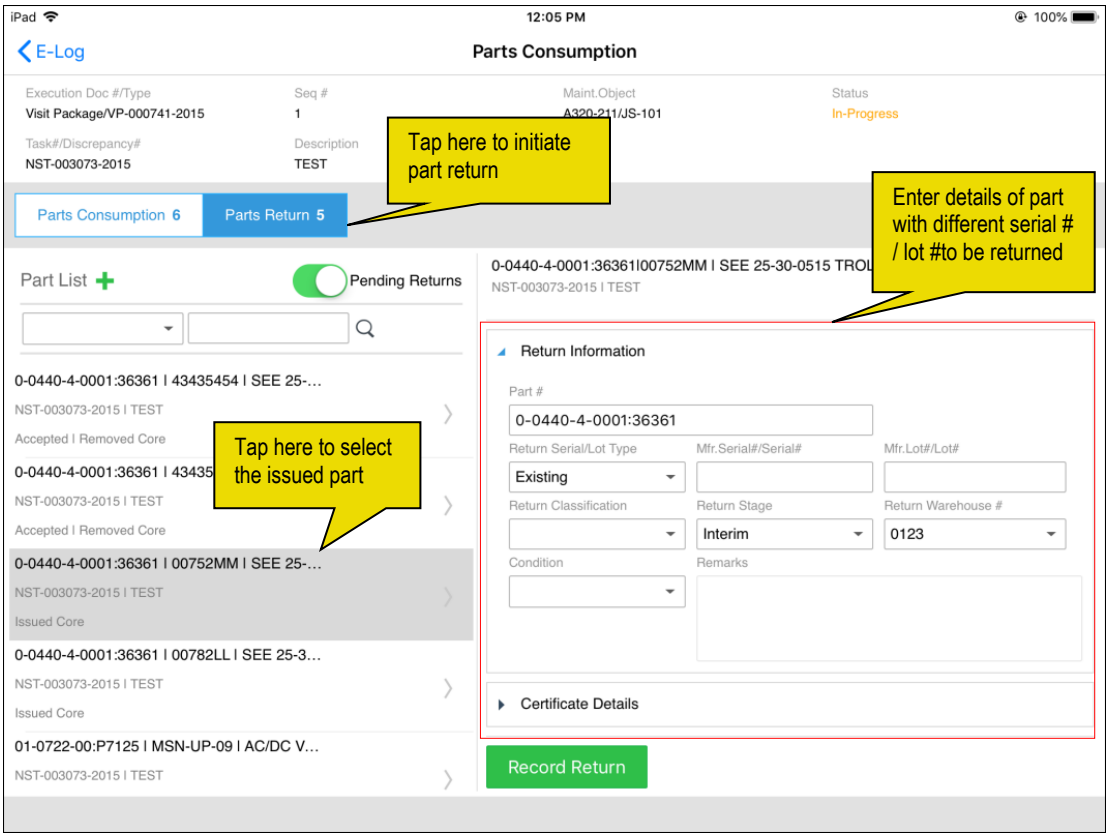
6.24.13 EXCESS RETURN



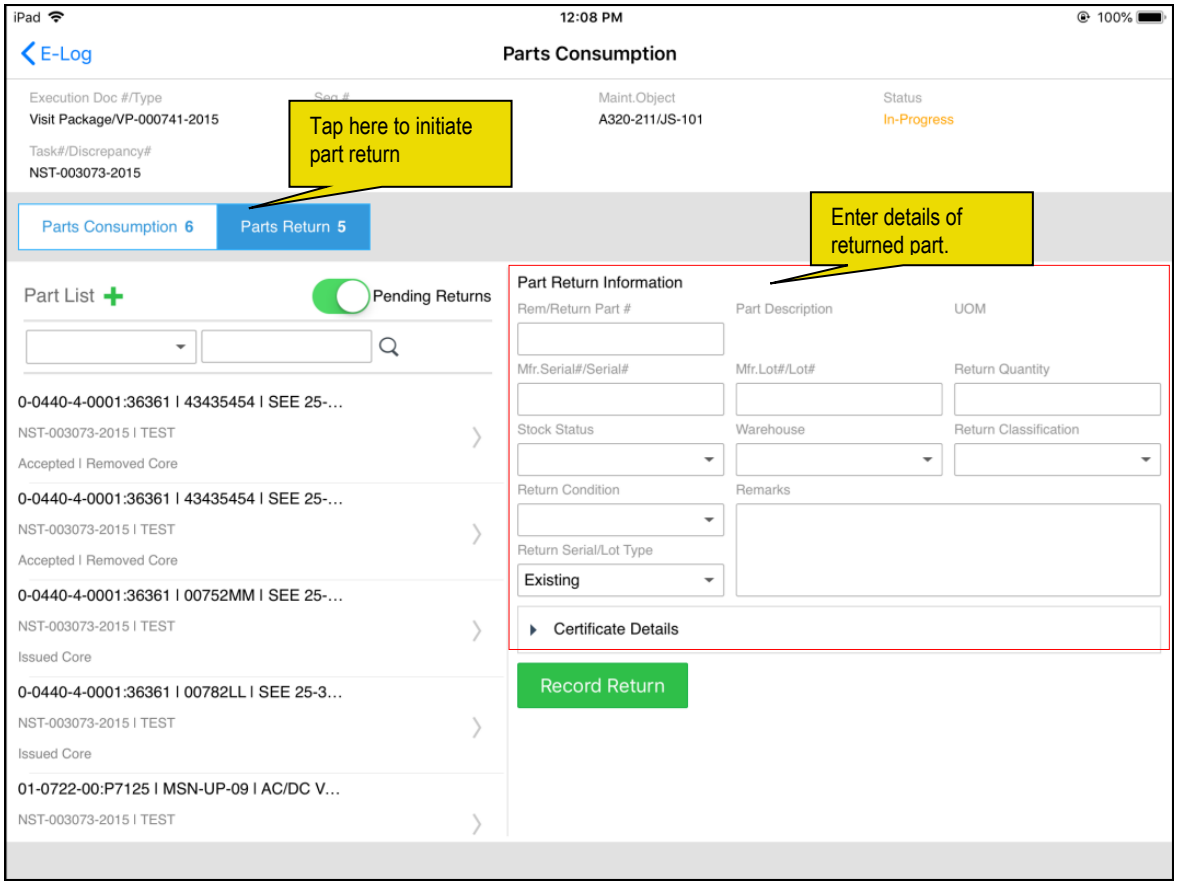
6.24.14 REMOVED CORE RETURN



6.24.15 DIFFERENT SERIAL # /LOT #AGAINST ISSUED CORES

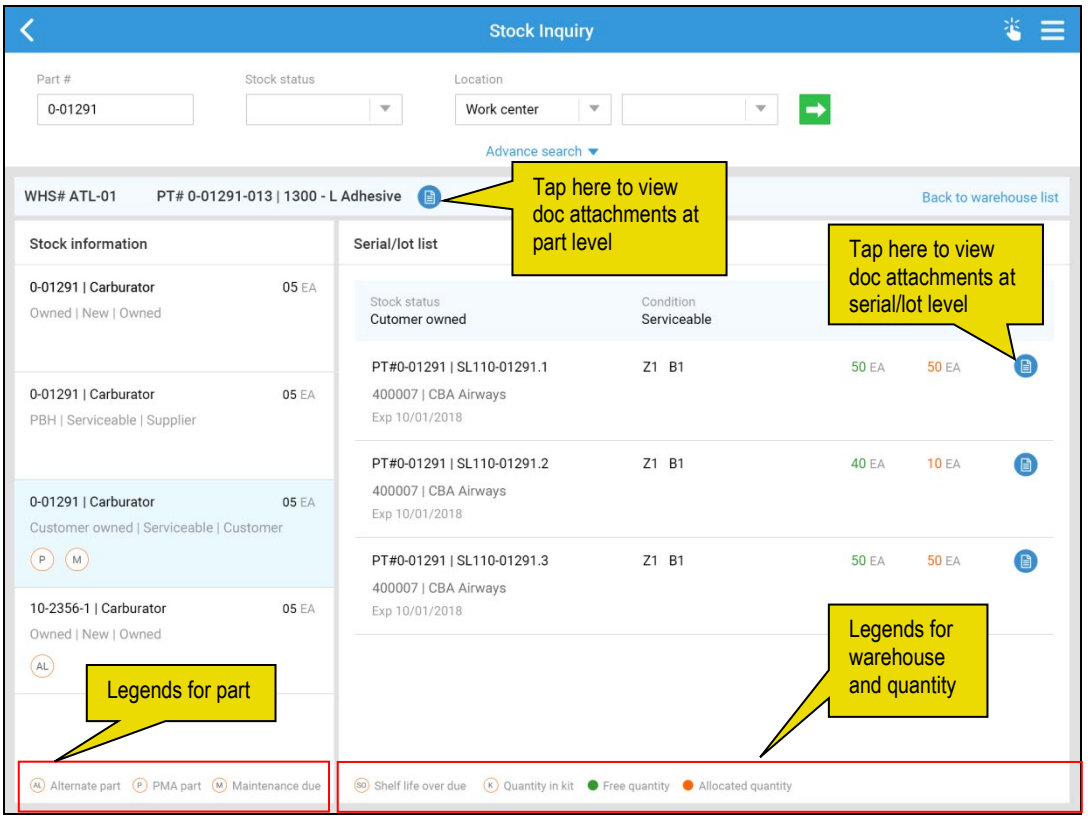


6.24.16 ADDITIONAL CORE RETURN



6.25 STOCK INQUIRY

1. Tap on Stock Inquiry in the Hamburger menu. The Stock Inquiry page appears. See Figure

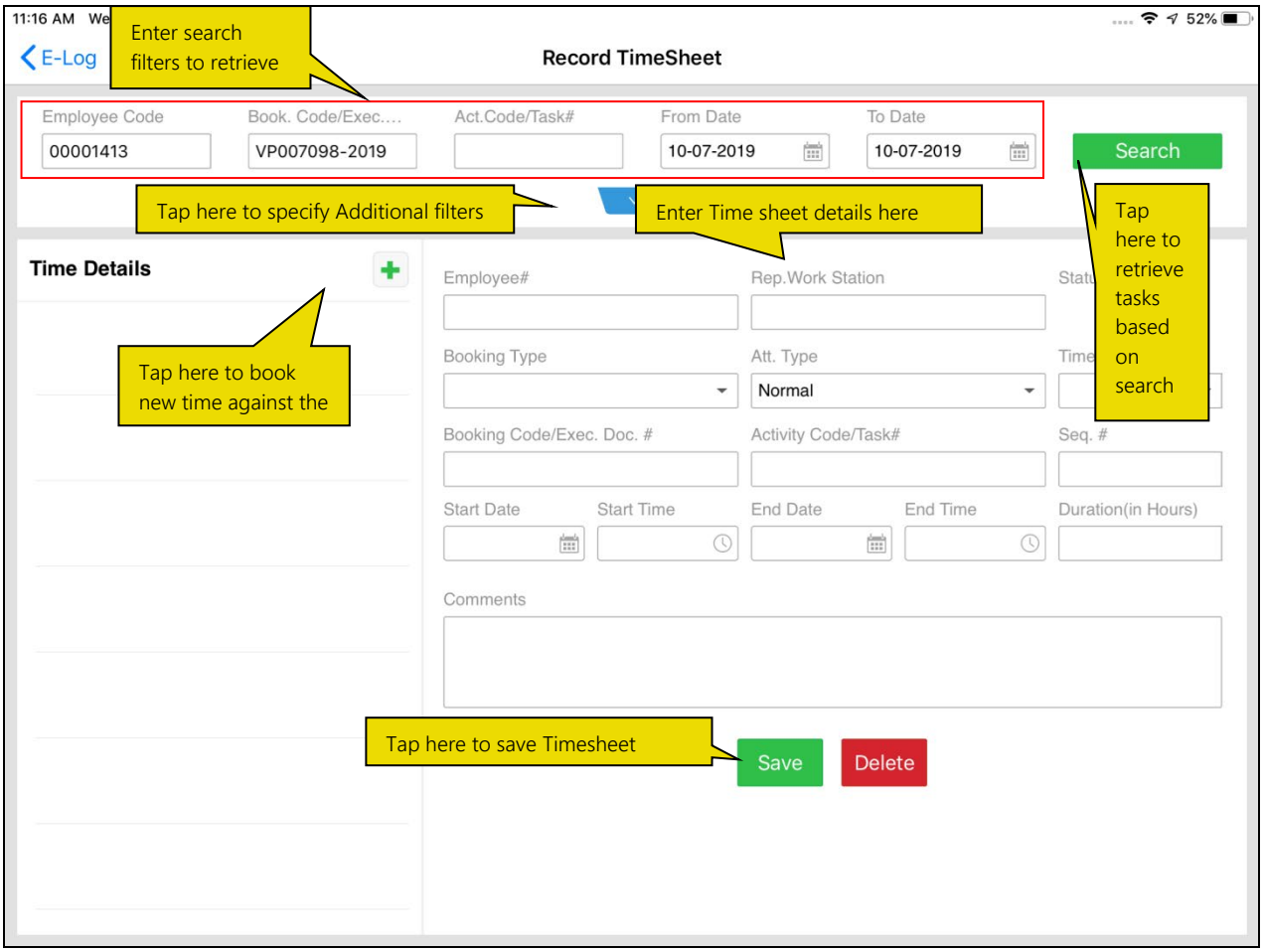


Note: The process parameter "'Default Alt. Part toggle in Stock Inquiry of Mech Anywhere" under the entity type Mobility and the entity MechanicAnywhere is set as 1 for Allowed in the Define Process Entities activity of Common Master, the "Incl. alternates" toggle will be enabled on launch of the page.

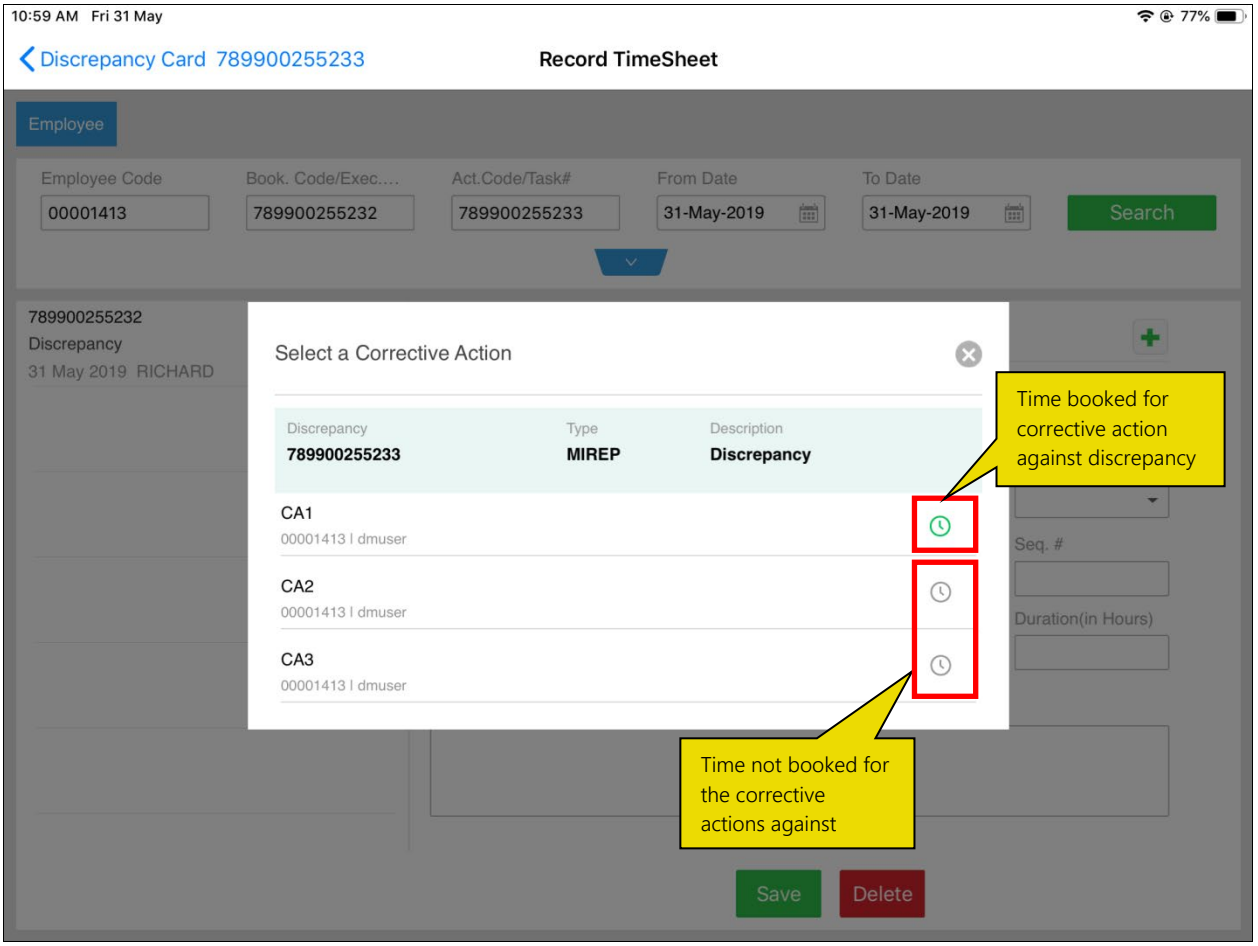
6.26 RECORD TIMESHEET

You can record time sheet for tasks / discrepancies from **E-Log**, **Task Card Details** and **Discrepancy Card Details** pages.

1. Tap + in 00:00:00 + in the above mentioned pages. The **Record Timesheet** page appears as represented in the next page.

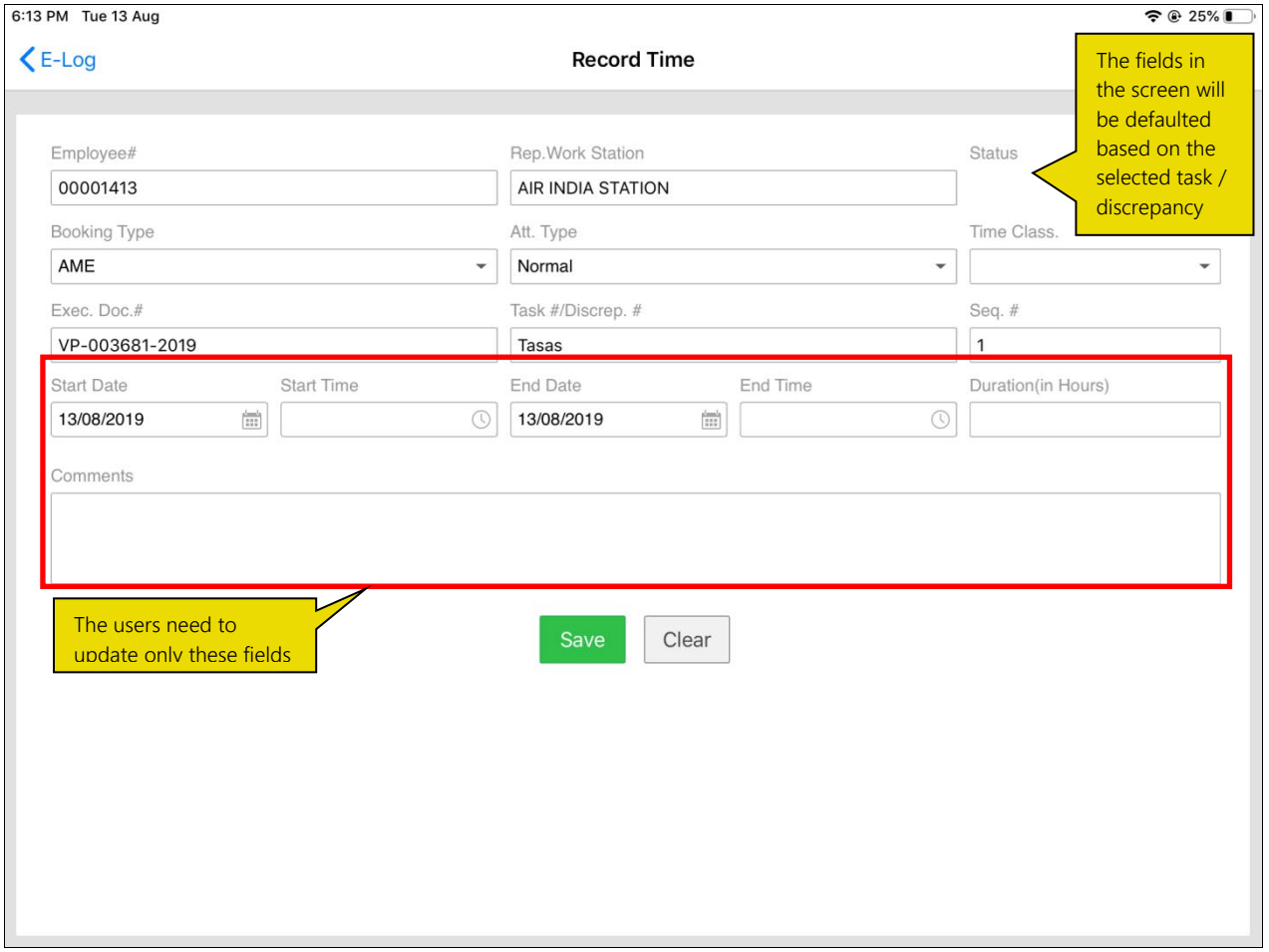


6.26.1 SELECT / MODIFY / VIEW CORRECTIVE ACTION

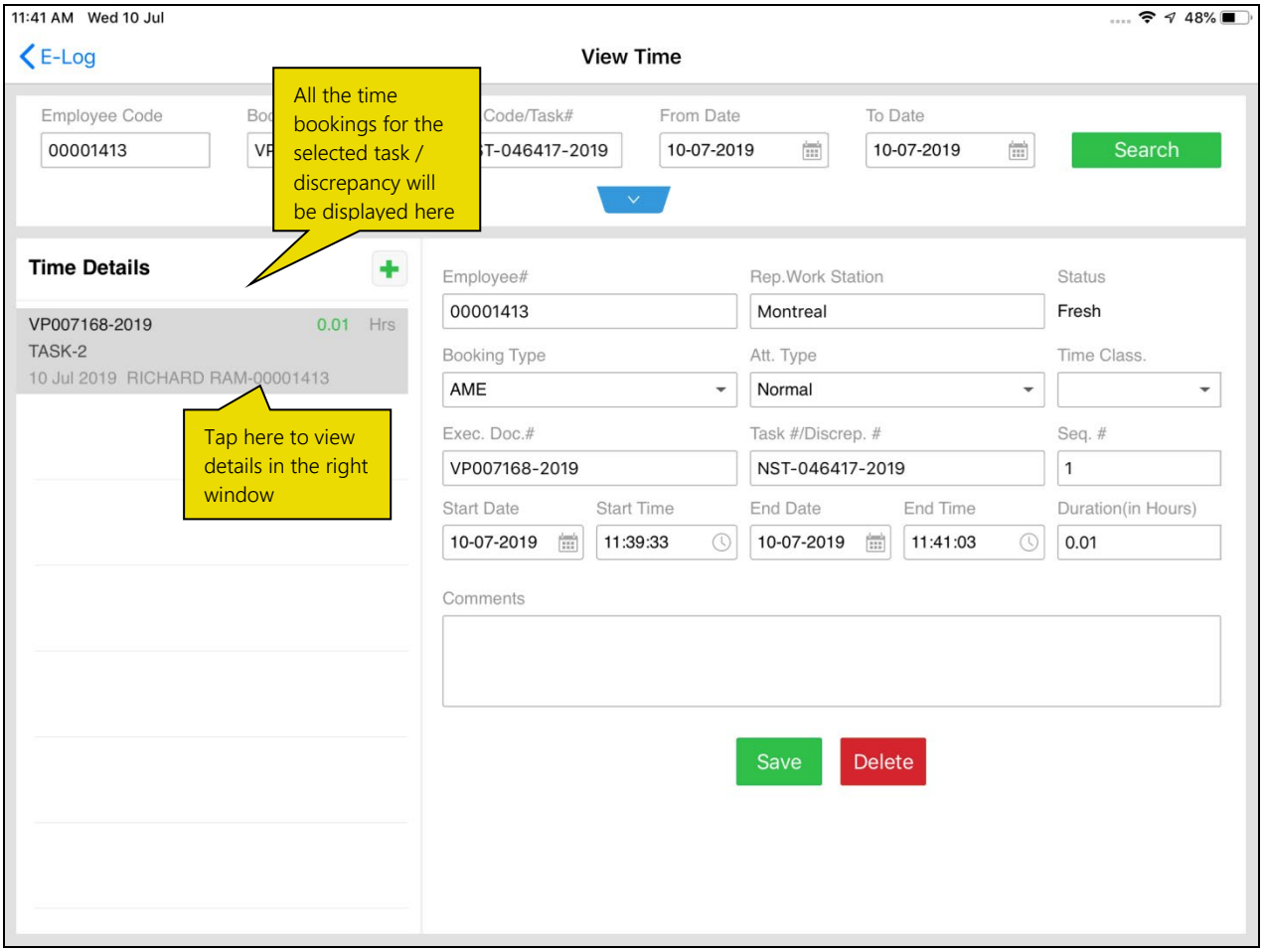


6.27 RECORD INDIVIDUAL TIME RECORDS AGAINST TASK / DISCREPANCY

1. Tap on the required time record under **Time Details** in the **Record Timesheet** page. The **Record Time** page appears as shown in the next image.



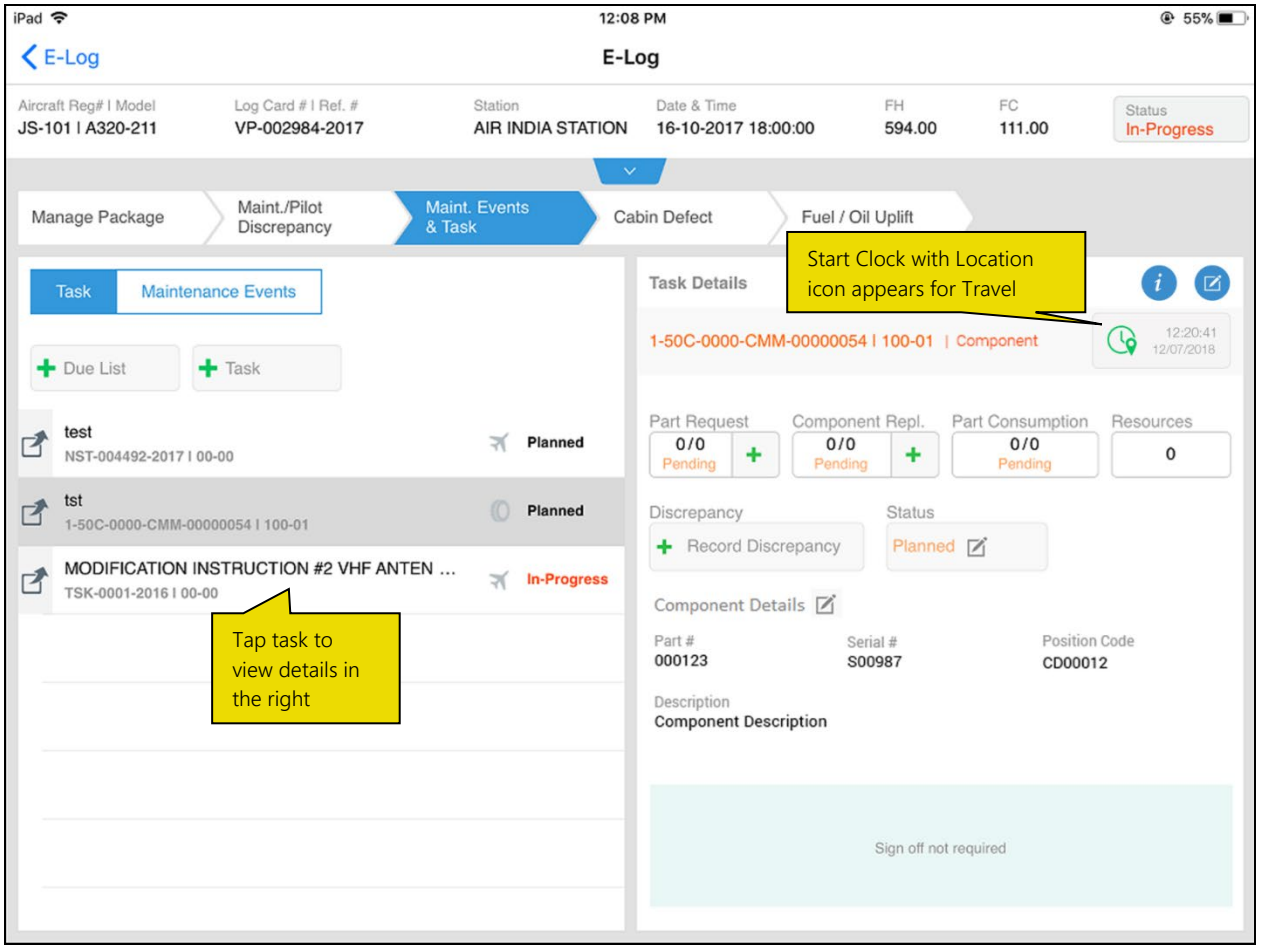
6.27.1 MODIFY/VIEW INDIVIDUAL TIME RECORDS AGAINST A TASK / DISCREPANCY



6.28 BOOK TIME FOR TRAVEL TASKS USING CLOCK

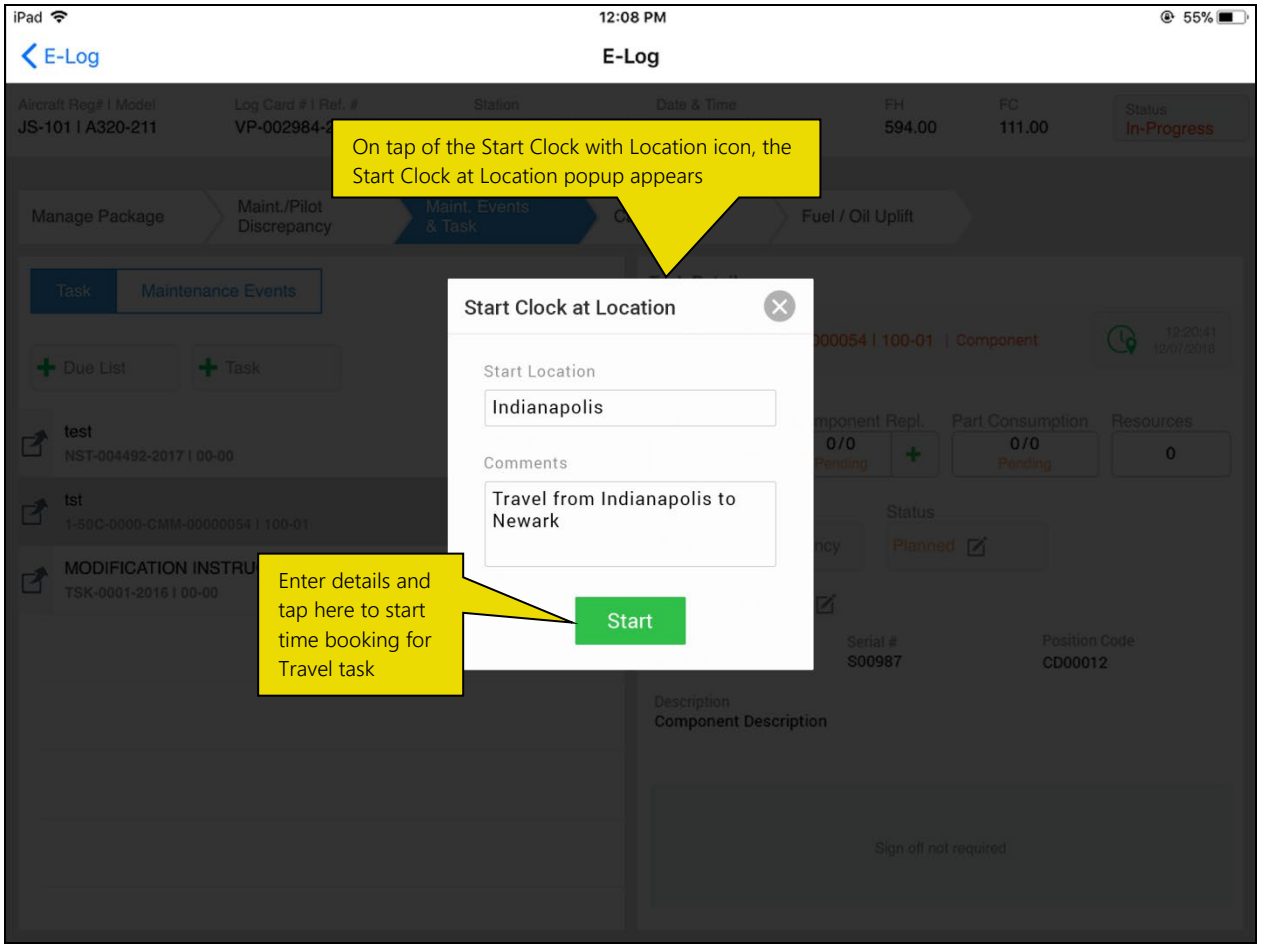
You can record time sheet for the Travel tasks from **E-Log, Task Card Details and Discrepancy Card Details** pages.

1. Tap to start time for the Travel task in the **Task** tab of the **Maint. Events** page. The **Start Clock at Location** popup appears as shown in the image in the next page.



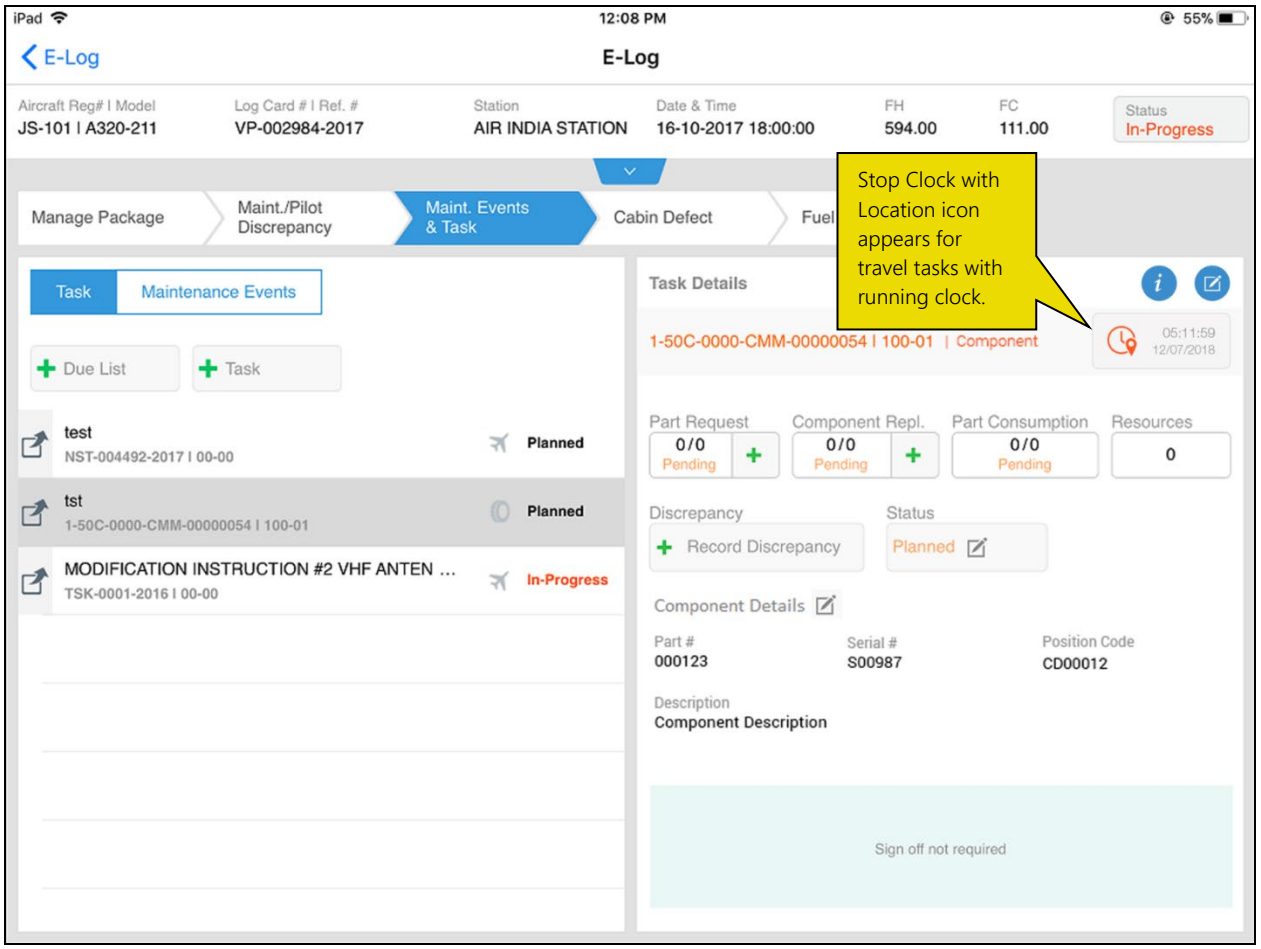
6.28.1 START CLOCK FOR TRAVEL TASKS

1. Tap to start time for the Travel task in the **Task** tab of the **Maint. Events** page. The **Start Clock at Location** popup appears as shown in the image in the next page.

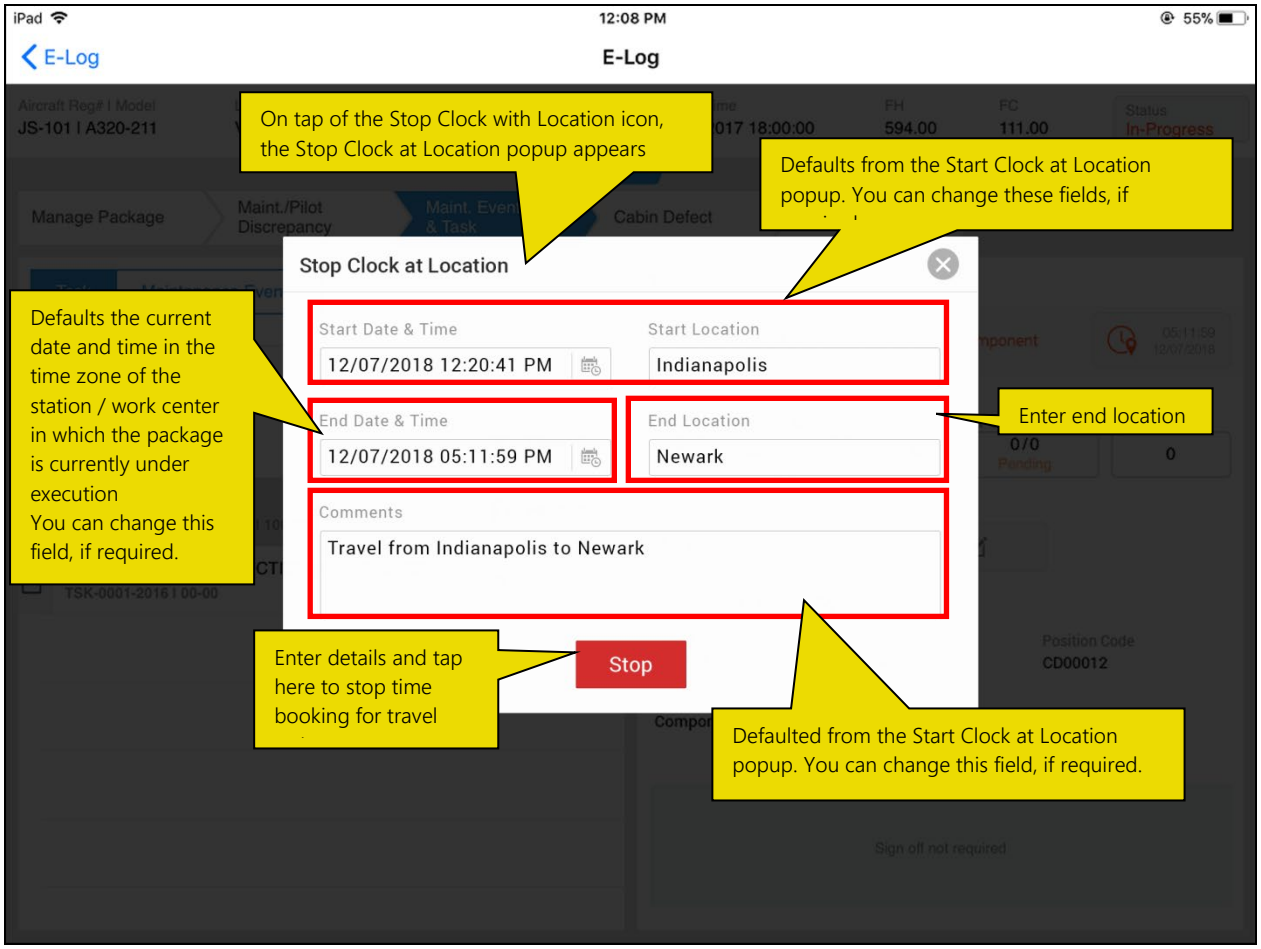


6.28.2 STOP CLOCK FOR TRAVEL TASKS

2. Tap to stop time for the Travel task in the **Task** tab of the **Maint. Events** page. The **Stop Clock at Location** popup appears as shown in the image in the next page.



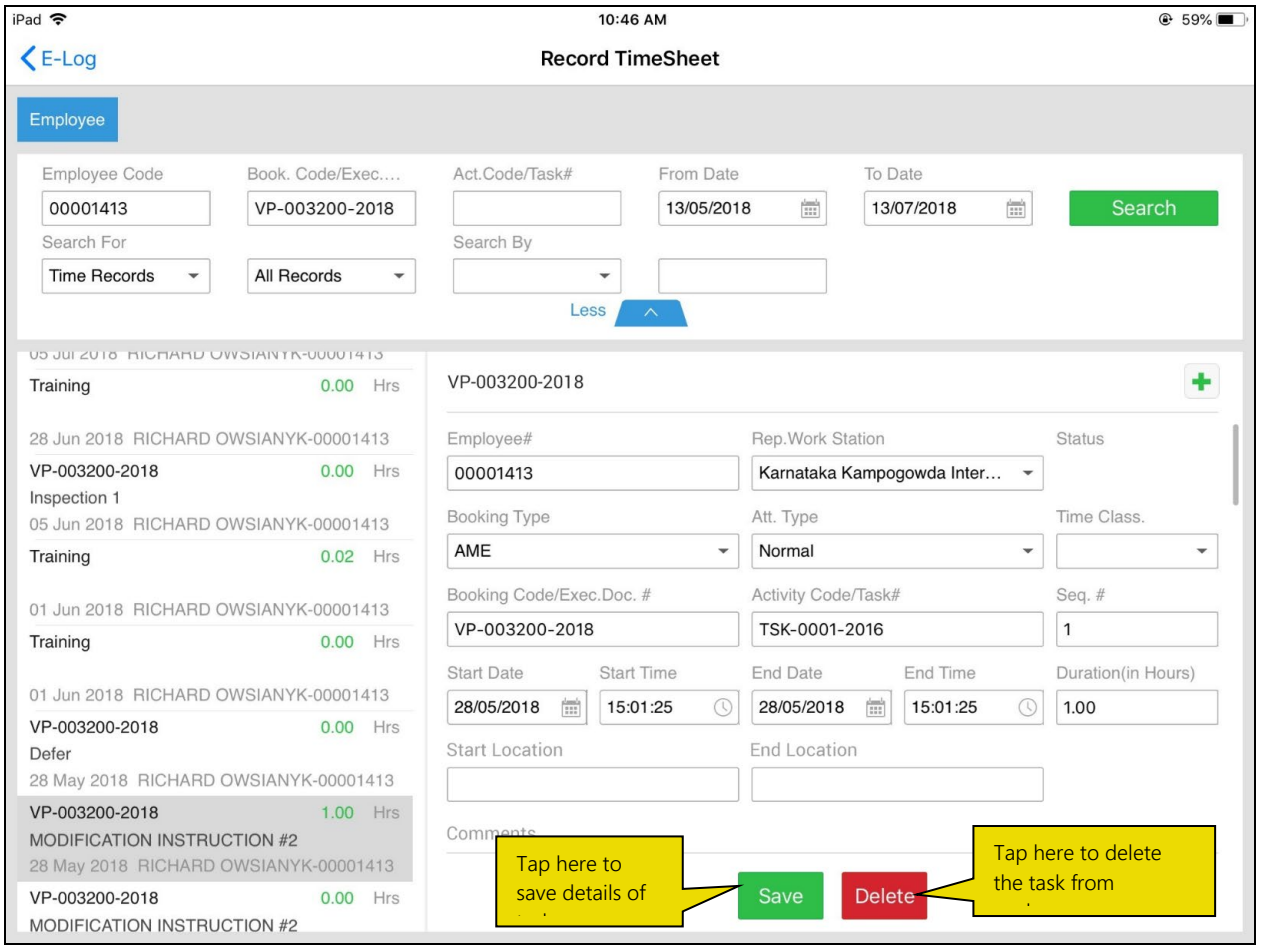
6.28.3 THE STOP CLOCK AT LOCATION POPUP



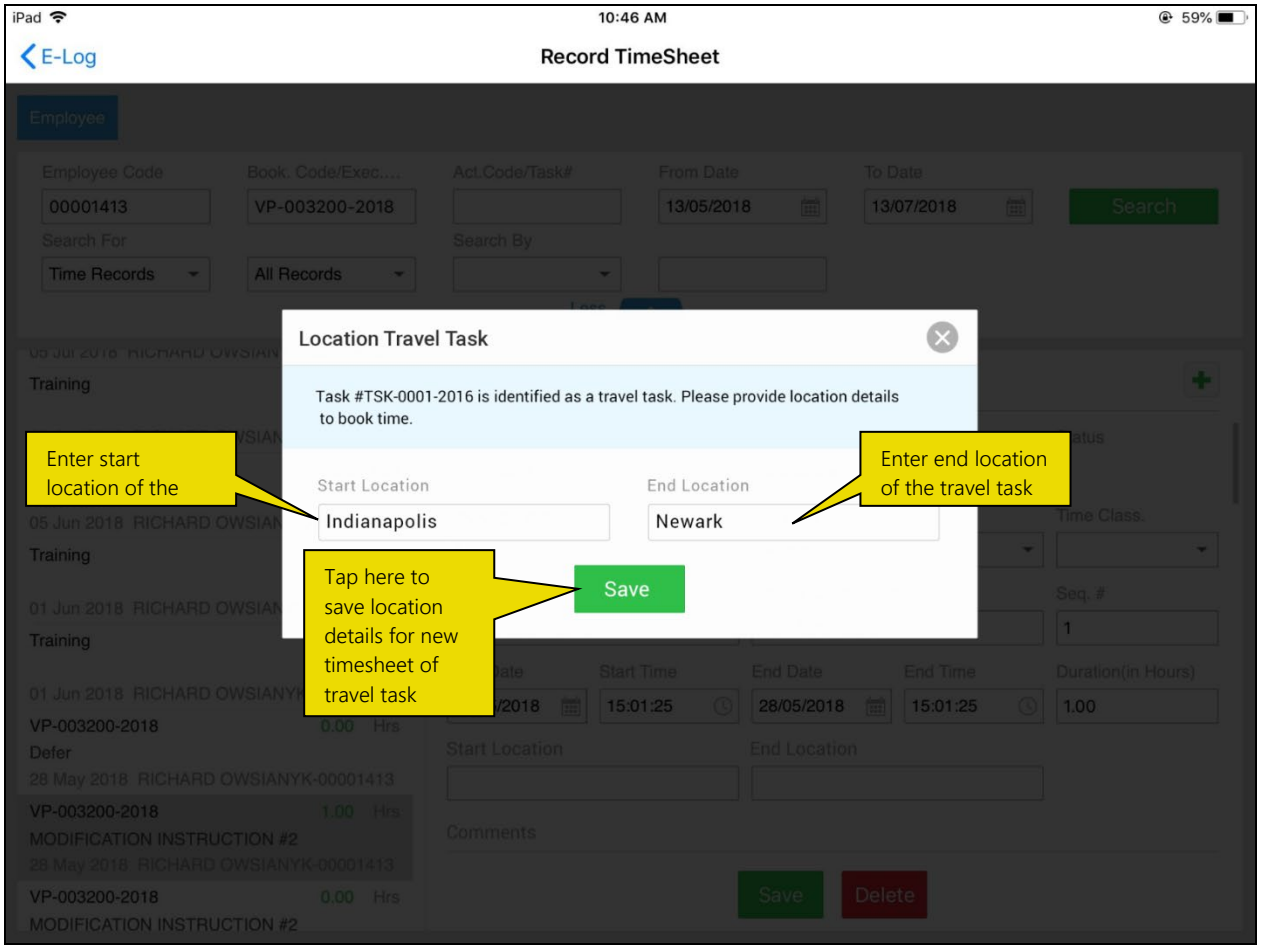
6.28.4 RECORD TIMESHEET FOR TASKS

You can record timesheet for tasks / discrepancies manually in the **Record Timesheet** page. This implies you are required to specify the start and end dates/times of execution of the task. However, for Travel tasks, two additional fields - **Start Location** and **End Location** appear in the page.

1. Tap **Record Timesheet** in the **Hamburger** menu. The **Record Timesheet** page appears as represented in the next figure.

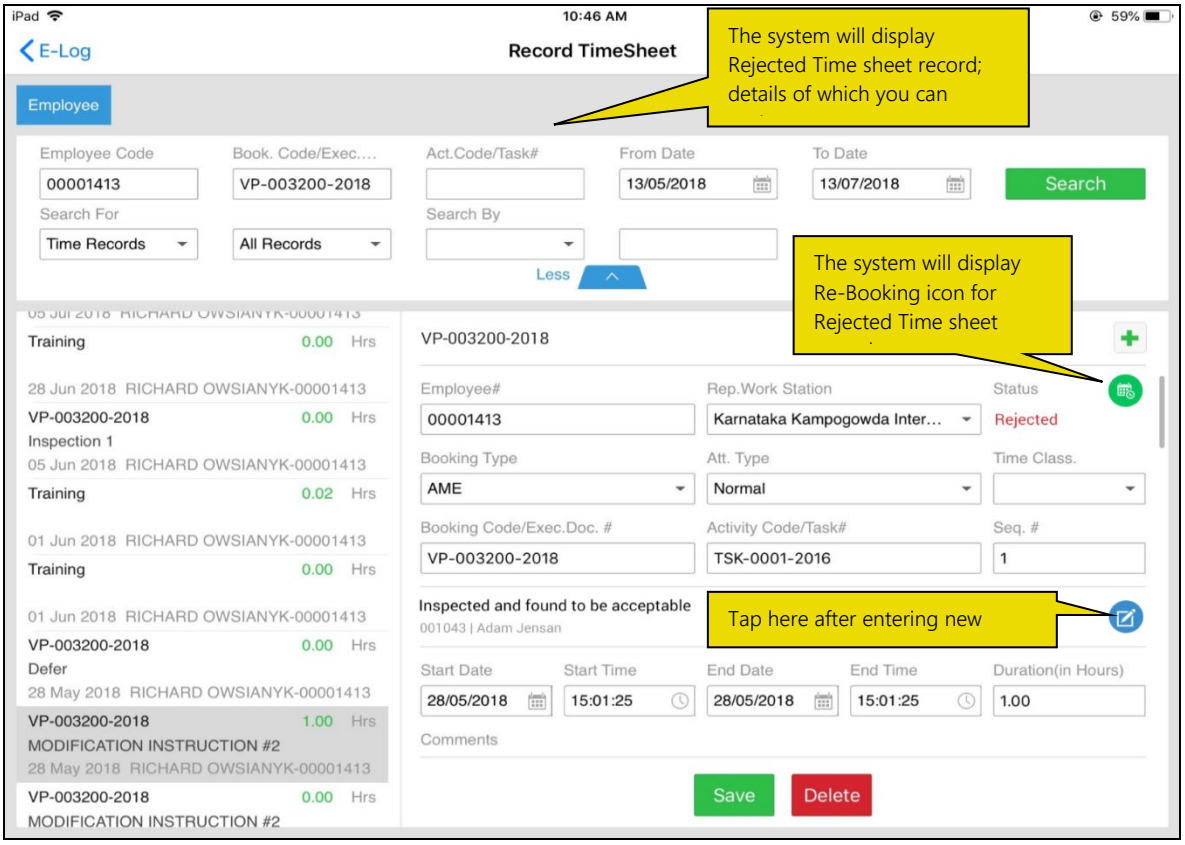


6.28.5 THE LOCATION TRAVEL TASK POPUP FOR MANUAL TRAVEL TASK BOOKING



6.29 REBOOKING REJECTED TIMEBOOKING

On tap of **Rejected Time booking Notification on the iPad**', **MechanicAnywhere** will launch the **Record Time Sheet** screen with the time sheet record with the Re-booking option.



6.30 VIEWING WORK ASSIGNMENTS AND WORK ACTUALS IN CALENDAR

The My Calendar drop-down list box displays the calendars associated with the login user and also his/her direct reports in an alphabetical order. The users can select the calendar of their choice and view the information in the calendar format.

The ToDo tab displays the following data:

- The tasks/discrepancies assigned/associated to the login user that are in the 'Planned' or 'In-Progress' status in the selected date range.
- The material requests with Need Date falling in the selected date range for All Day view on top.
- The notifications based on the 'Remind me Later' date falling in the selected date range for All Day view on top.

This section will display the information in the Calendar format based on chronological order in the period between the selected date ranges. The Calendar section for the To Do tab will display the Assigned and My jobs available against the login user in the Planned or In-Progress status.

The Actuals tab displays the tasks / discrepancies assigned/associated to the login user in all the statuses except the following statuses: Planned, Cancelled, Deferred and Duplicate assigned to the login user in the period encompassing the selected date range.

Similarly, the Calendar section for the Actuals tab will display the Assigned and My jobs in all the statuses other than Planned, Cancelled, Deferred and Duplicate for the login user.

The table below illustrates the basis for data retrieval and display in both To Do and Actual tabs in detail:-

Tabs	Retrieved Data shows	Basis for display of retrieved data in Calendar
To Do	All assigned jobs for the login user that are in 'Planned' or 'In-Progress' status	'Assigned Start Date & Time' and 'Assigned End Date & Time' of the task/discrepancy
	All My jobs of the login user that are in 'Planned' or 'In-Progress' status	'Planned Start Date & Time' and 'Planned End Date & Time' of the task/discrepancy
	MR and Notification under 'All Day' view in Calendar	1.For MR, 'Need Date'
		2.For Notification, 'Remind me later' date
Actuals	All my jobs for the login user that are in 'In-Progress' status	'Actual Start Date & Time' and summation of 'Actual Start Date & Time and Est. Elapsed Time' as the end time of the task/discrepancy
	All My jobs for the login user in all statuses except Planned/ In-Progress/ Cancelled	'Actual Start Date & Time' and 'Actual End Date & Time' of the task/discrepancy

	All assigned jobs for the login user in all statuses except Planned/ Cancelled/ Duplicate	'Assigned Start Date & Time' and 'Assigned End Date & Time' of the task/discrepancy

My Jobs in the calendar for **ToDo** and **Actuals** include the following:

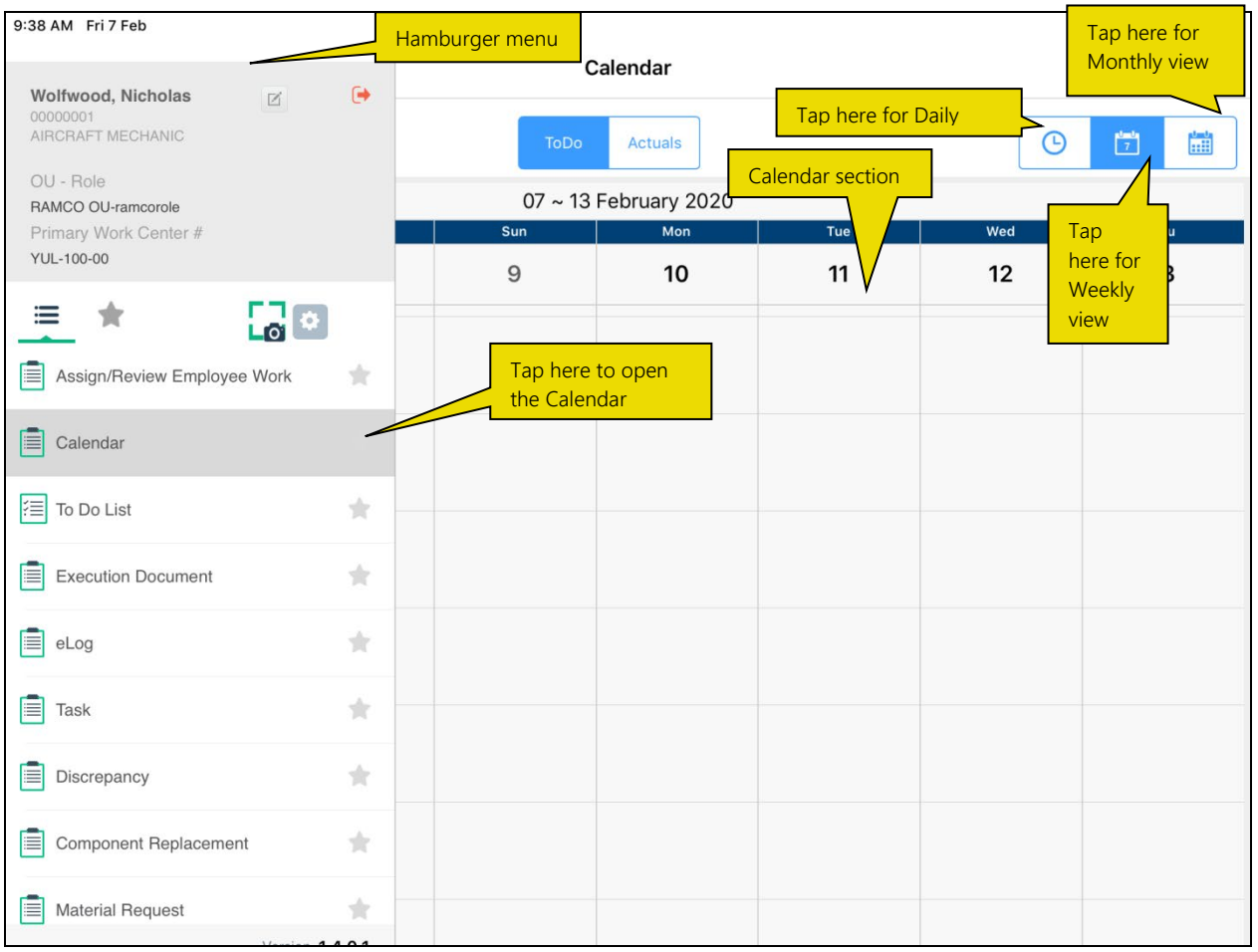
- Tasks/discrepancies for which the login user started the clock or booked timesheet
- Tasks/discrepancies the login user added to the package
- Tasks/discrepancies signed off by the login user (includes tasks / discrepancies even with one subtask / corrective action has been signed off)
- Tasks for which the login user has recorded execution comments
- Discrepancies for which the login user has recorded corrective action
- Tasks/discrepancies for which the login user has changed status
- Tasks / discrepancies for which the login user has raised a Material Request
- Tasks / discrepancies for which the login user has executed Component Replacements
- Tasks / discrepancies for which the login user has recorded parts consumption and return
- Tasks /discrepancies the login user has modified including Work Center / description/ sign off requirements change etc…

You can use the **My Calendar d**rop-down list box to view the **Direct** reports that they have created previously.

Viewing Previous / Next Jobs

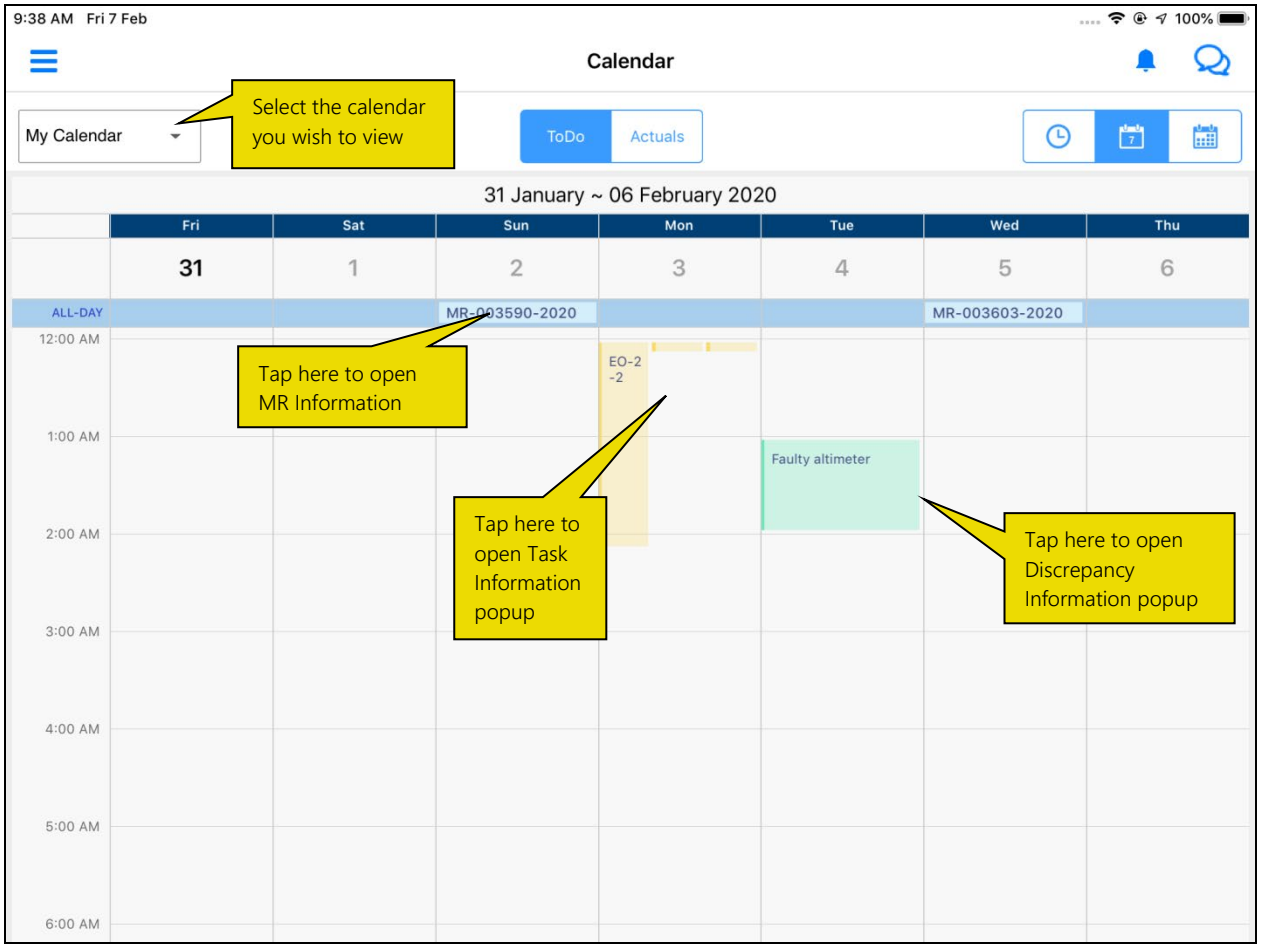
You can swipe left/right across the calendar to view the next/ previous corresponding day/week/month as per the view selected by taking into reference the date provided in the 'Date range' section along with all task/discrepancies for that day/week/month in the **Calendar** section.

6.30.1 THE CALENDAR PAGE



6.30.2 TODO TAB IN CALENDAR

The **ToDo** tab displays the tasks / discrepancies in the Planned, Deferred or Duplicate status assigned to the login user in the period encompassing the selected date range.

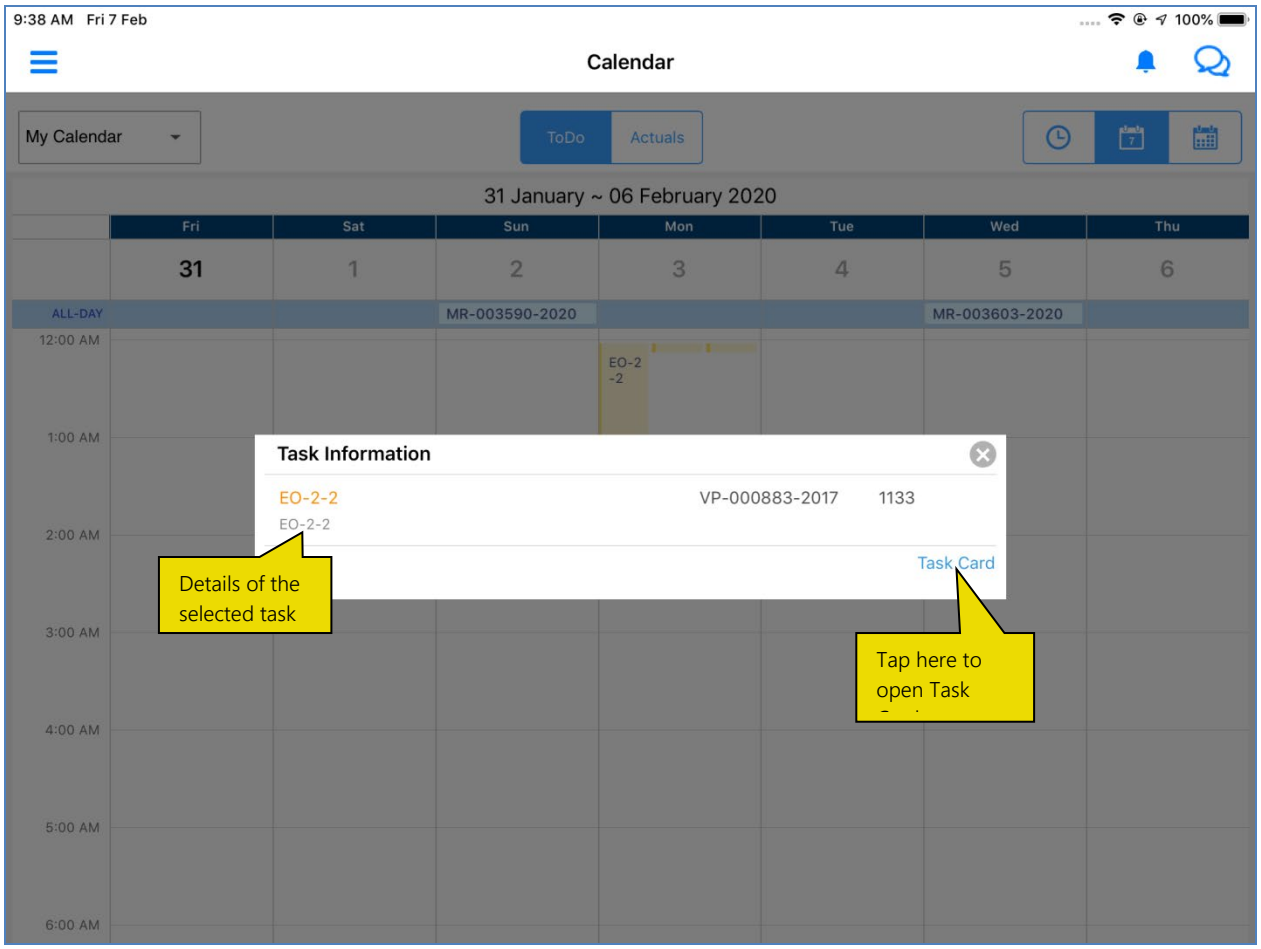


6.30.3 ACTUALS TAB IN CALENDAR

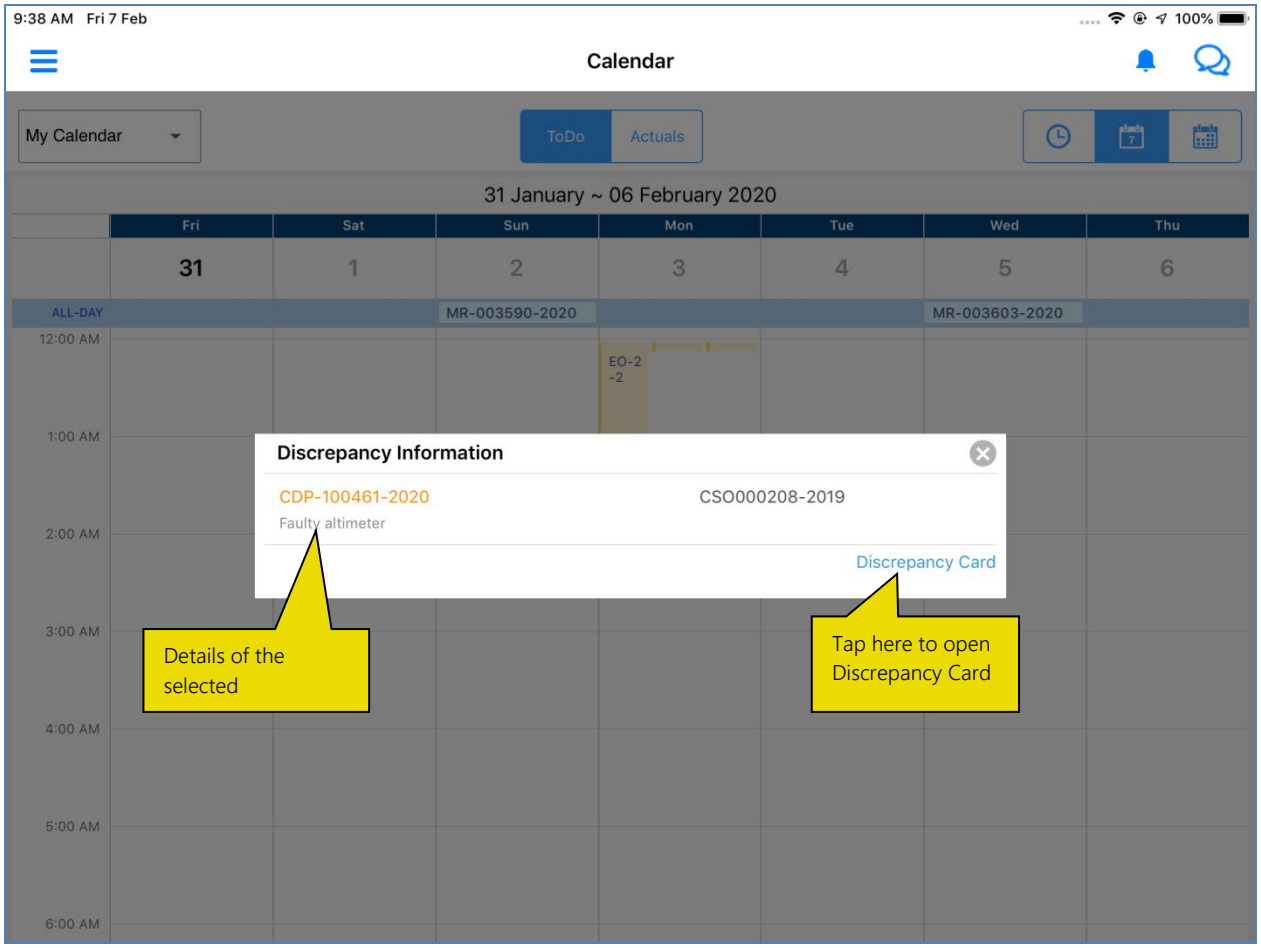
The **Actuals** tab displays the tasks / discrepancies assigned/associated to the login user in all the statuses except the following statuses: Planned, Cancelled, Deferred or Duplicate assigned to the login user in the period encompassing the selected date range in the calendar format.

6.30.4 CONTEXTUAL INFORMATION POPUPS –TASK INFORMATION

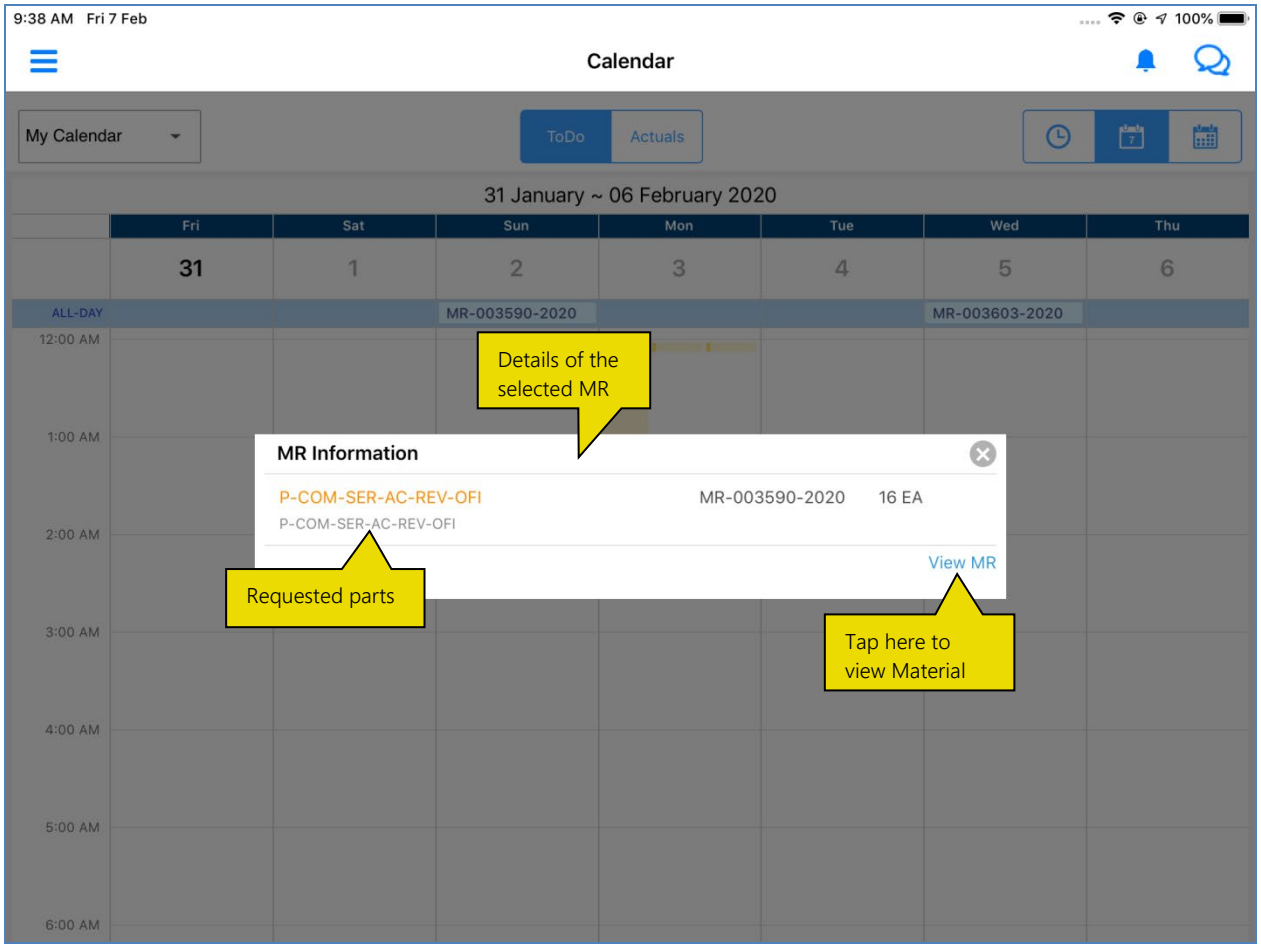
You can tap the task / discrepancy / material requests / component replacement / notification in the calendar under both the tabs to know more on the specific item. The relevant popup appears displaying more info on the selected item. For instance, on tap of a task, The Task Information popup appears. The popup displays brief information on the selected task. Likewise, popups for discrepancies, material requests, component replacements and notifications also open up showing key information on the selected item.



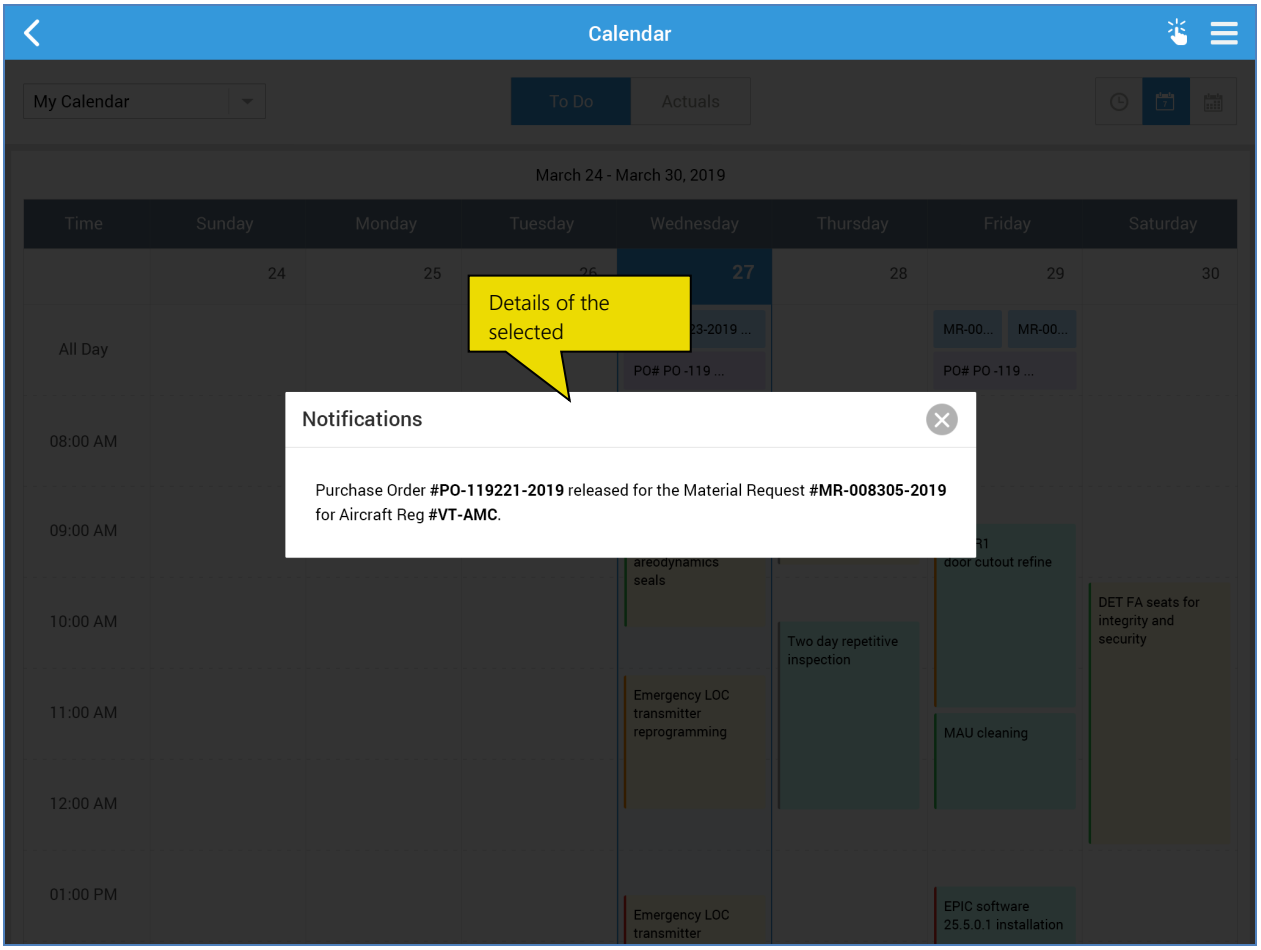
6.30.5 CONTEXTUAL INFORMATION POPUPS –DISCREPANCY INFORMATION



6.30.6 CONTEXTUAL INFORMATION POPUPS –MR INFORMATION

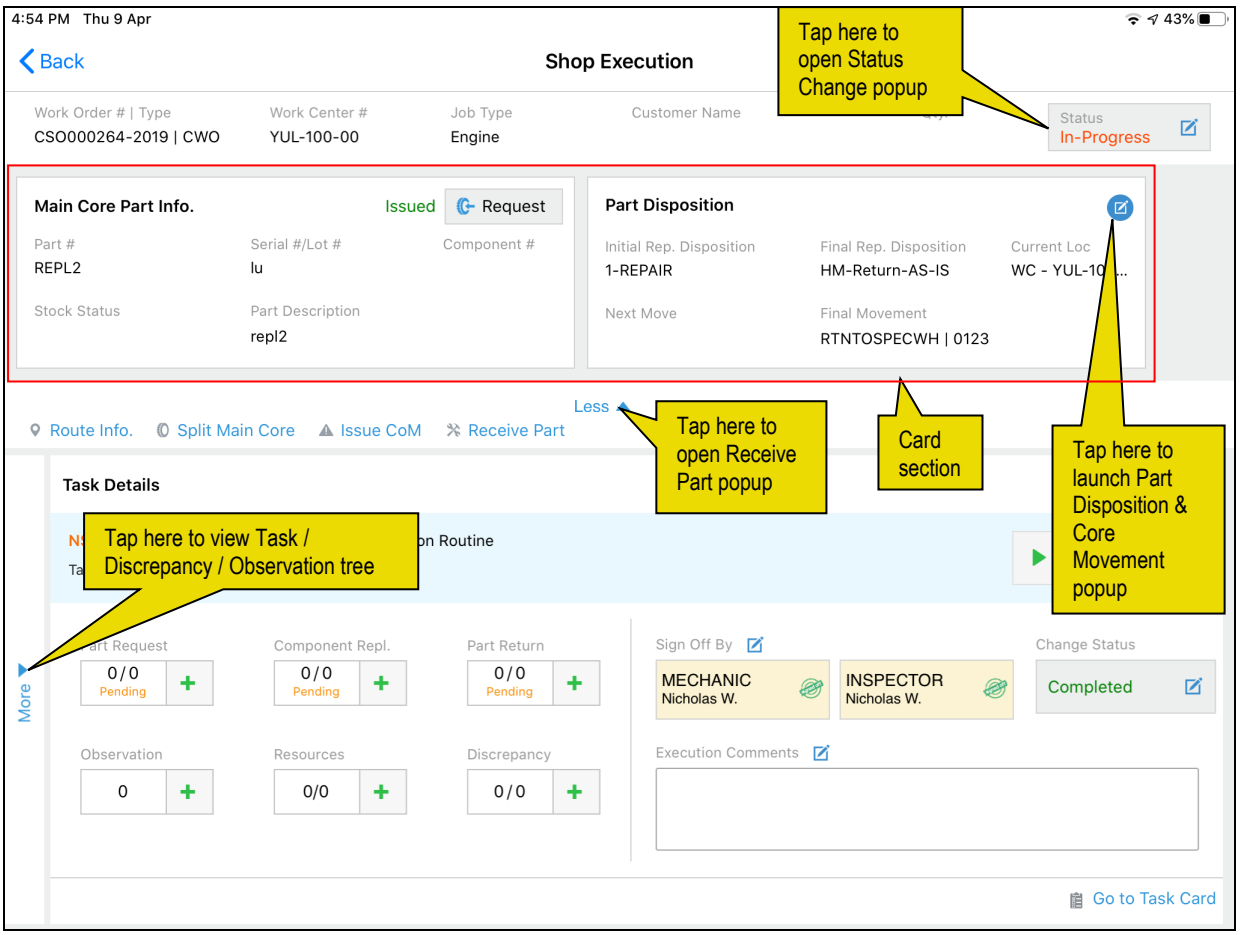


6.30.7 CONTEXTUAL INFORMATION POPUPS –NOTIFICATION INFORMATION



6.30.8 SHOP EXECUTION PAGE

1. Tap on the **Task** count **/ Discrepancy** count in the **Execution Document Card** page. The **Shop Execution** page appears as represented in the next image.



Note: 1) The Card section be collapsed or expanded based on the value set for the process parameter "Collapse Document Info cards section by default in the Shop Execution page?" under the entity type Mobility and the entity MechanicAnywhere in the Define Process Entities activity of Common Master is set as 1 for Yes.

2) The cards in this section will be displayed based on the sequence of the numbers associated with the cards defined for the process parameter "Document Info cards display order in the Shop Execution page?" under the entity type Mobility and the entity MechanicAnywhere in the Define Process Entities activity of Common Master. Further,only those cards represented by numbers in the sequence will be displayed in the Card section. The cards of which the numbers are missing from the defined sequence will not be available for the users in the Card section.

3) Tap on the icon to open the relevant popup to create new documents / discrepancy against the task in context as illustrated below

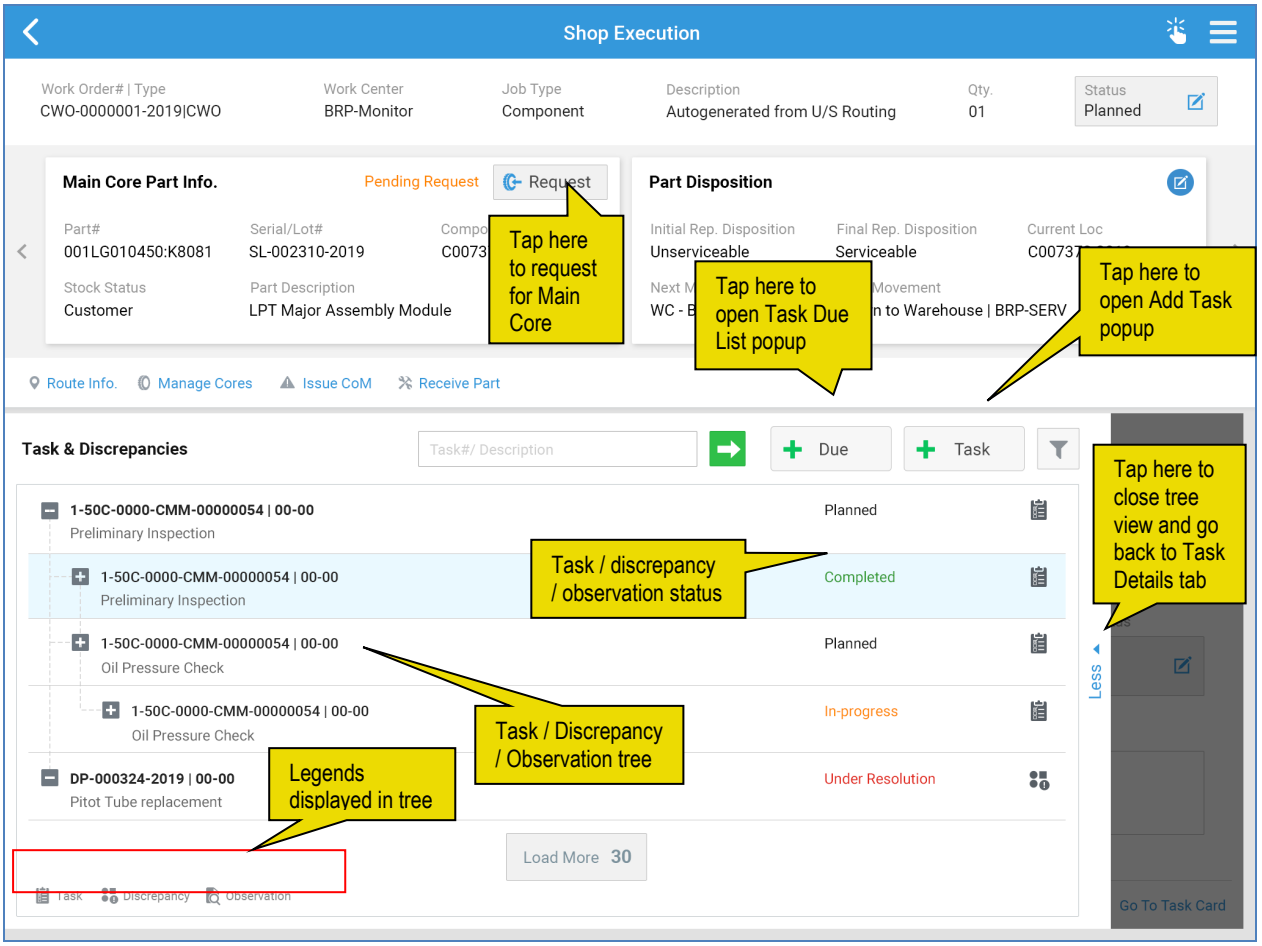
Part Request 0/0 Pending +	Tap + to record **Observation**	Observation 0 +	Tap + to record **Observation** against discrepancy
Component Repl. 0/0 Pending +	Tap + to record **Component Replacement**	Resources 0/0 +	Tap + to record **Resources consumed**

Part Return 0/0 Pending +	Tap ⊕ to record **Part Return**	Discrepancy 0/0 +	Tap ⊕ to report **Discrepancy**

6.30.9 TREE VIEW OF SHOP WORK ORDERS

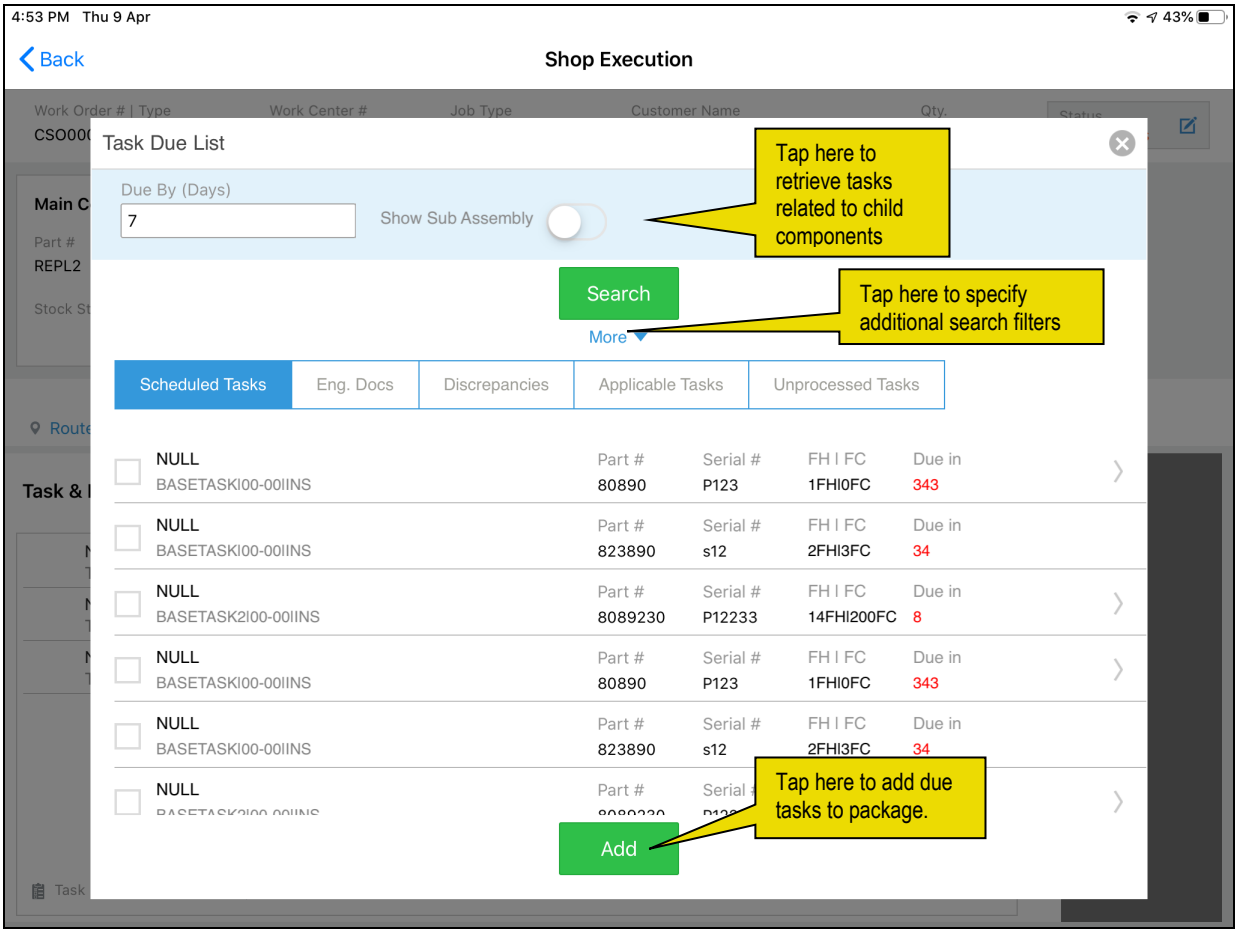
The left pane of the **Shop Execution** page displays the Tree view of the chosen shop work order. The nodes in the tree represent Tasks, Discrepancies and observations in a hierarchical manner. For example, under a task, the related sub tasks and discrepancies are depicted in the tree. The observations pertaining to a discrepancy are shown under the associated discrepancy node. The tasks and discrepancies created against a discrepancy are shown in the tree under that specific discrepancy node.

1. Tap **More** on the left of the **Shop Execution** page. The left pane appears as represented in the next image.



6.30.10 ADDING DUE TASKS TO PACKAGE

1. Tap the + Due button in the **Shop Execution** page. The **Task Due List** popup appears as represented in the next image.
2. To retrieve due tasks against the Main Core part, specify the Due By (Days) and then tap Search.
3. Tap **More** to specify additional search criteria to refine the search. The search retrieves tasks due against the Main Core part in the specified Due By (Days).
4. Tap **Add** to assign due tasks to the shop work order.

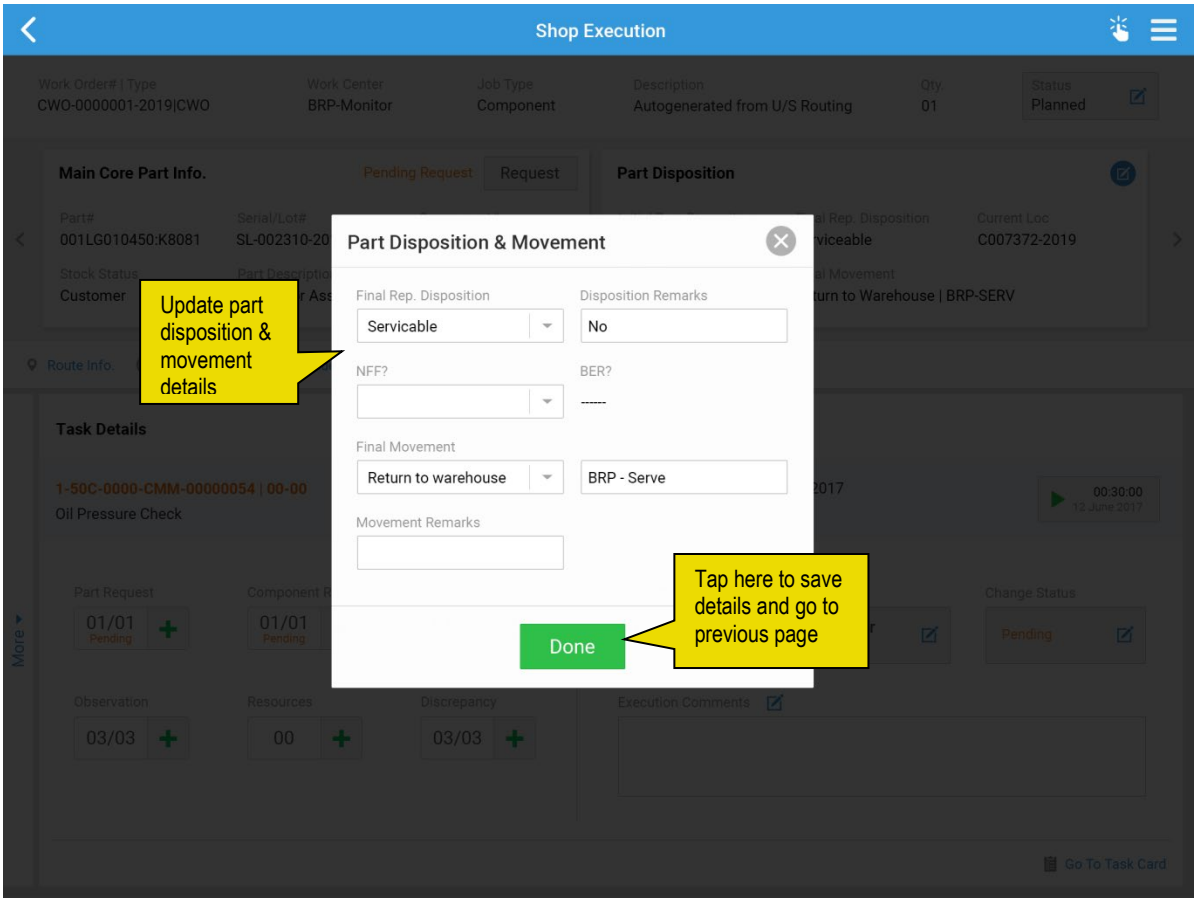


- Tap on **Scheduled Tasks** to view / add due tasks from the maintenance program.
- Tap on **Eng. Docs**. to view / add due tasks from the engineering orders.
- Tap on **Discrepancy** to view / add discrepancies against the task
- Tap on **Applicable Tasks** to view / add tasks effective for the Main Core part.
- Tap on **Unprocessed Tasks** to view / add tasks that have not been complied even once on the Main Core part from the maintenance program

Note: The tasks / discrepancies added from the Task Due List popup appear under relevant nodes in the tree in the left pane of the Shop Execution page.

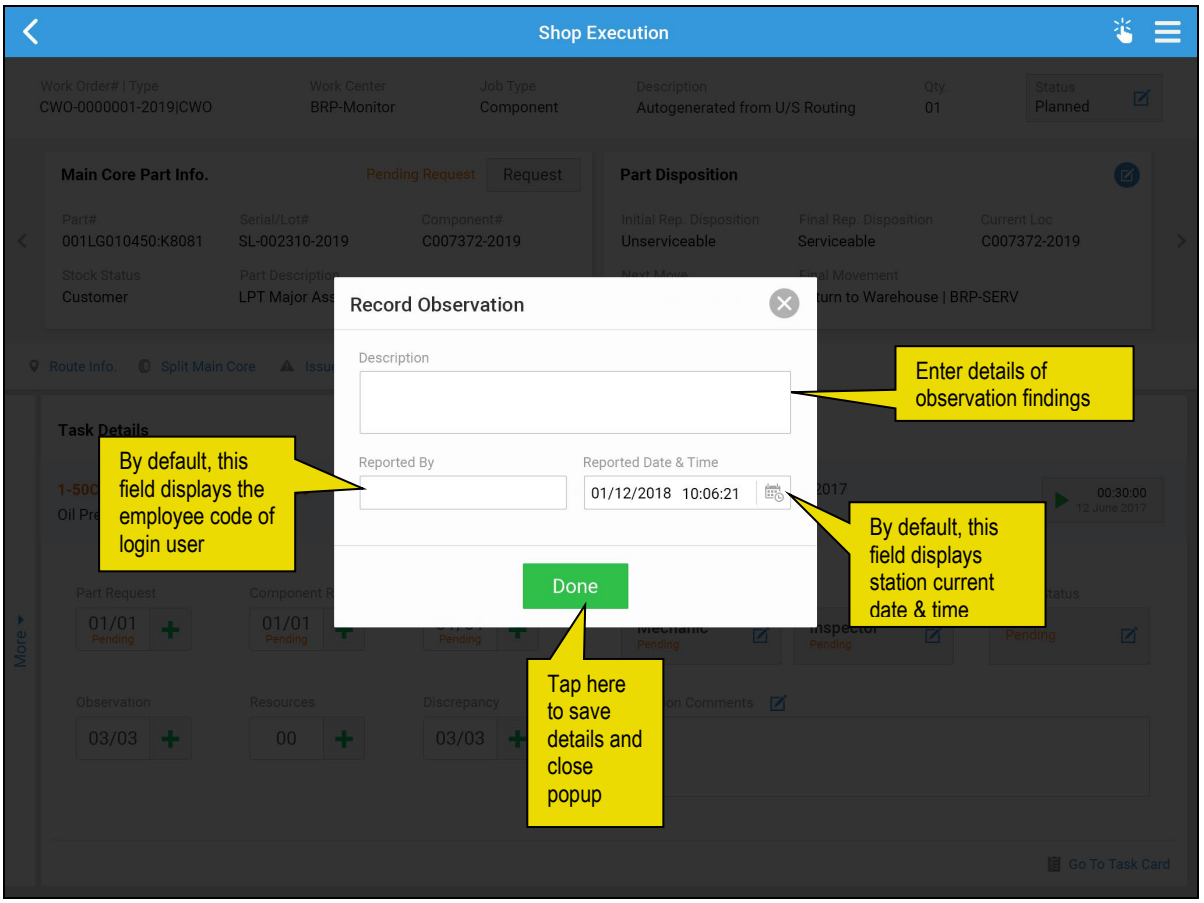
6.30.11 DISPOSITIONING AND MOVING MAIN CORE PART IN SHOP WORK ORDER

1. Tap in the **Part Disposition** card of the **Shop Execution** page. The **Part Disposition & Movement** popup appears. See Figure.
2. Update the final disposition and movement details for the Main Core part.
3. Update NFF and BER flags for the Main Core part.
4. Tap **Done** to save the input and return to the **Shop Execution** page.



6.30.12 RECORD OBSERVATION FOR DISCREPANCY

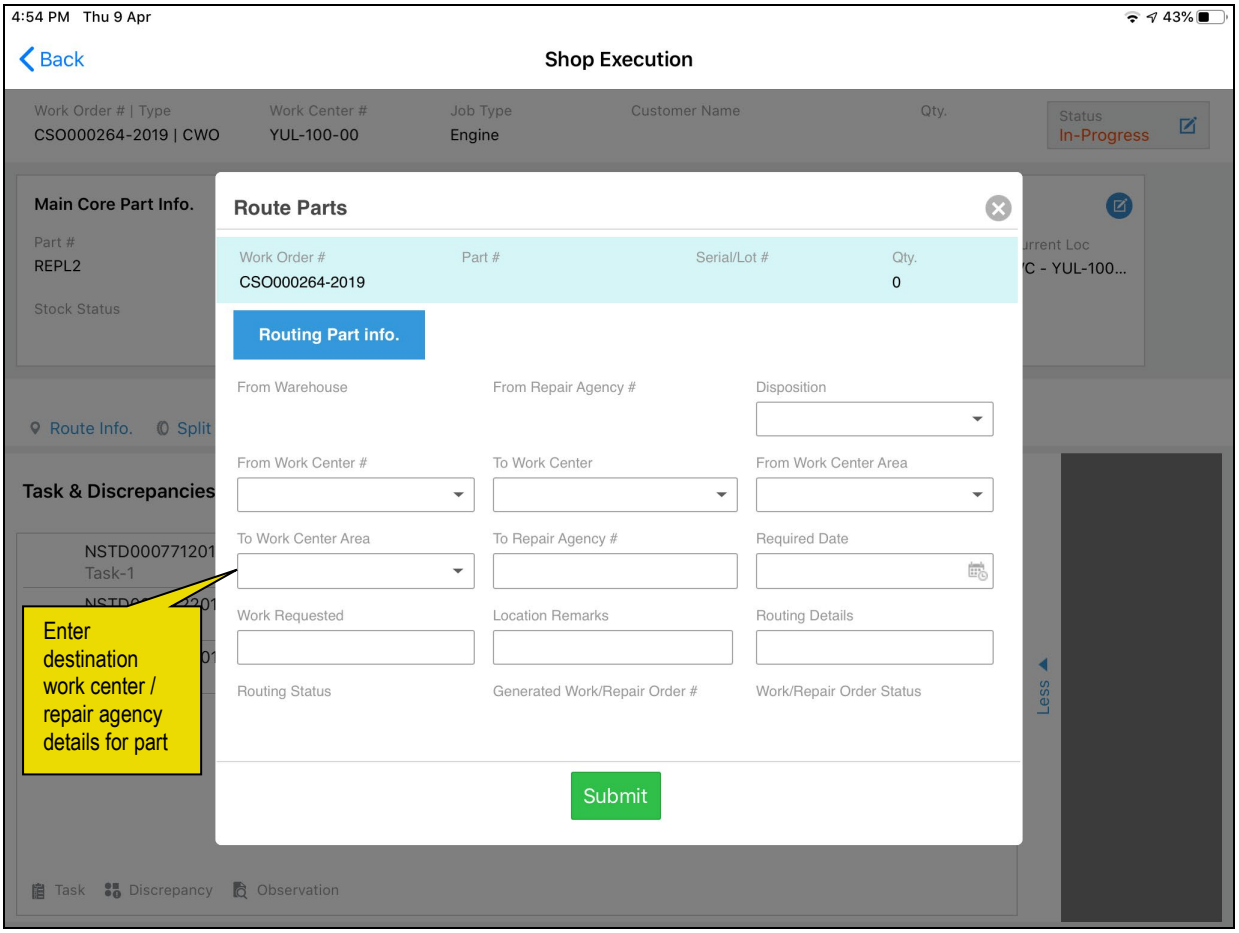
1. Tap + found alongside the **Observation field** for the discrepancy (selected in Tree) in the **Shop Execution** page. The **Record Observation** page appears as represented in the next image.
2. Enter Description of observation and details of the reported employee,
3. Tap **Done** to save input and go back to Shop Execution page.



Note: The newly recorded observation is listed under the Observation node in the Work Order tree.

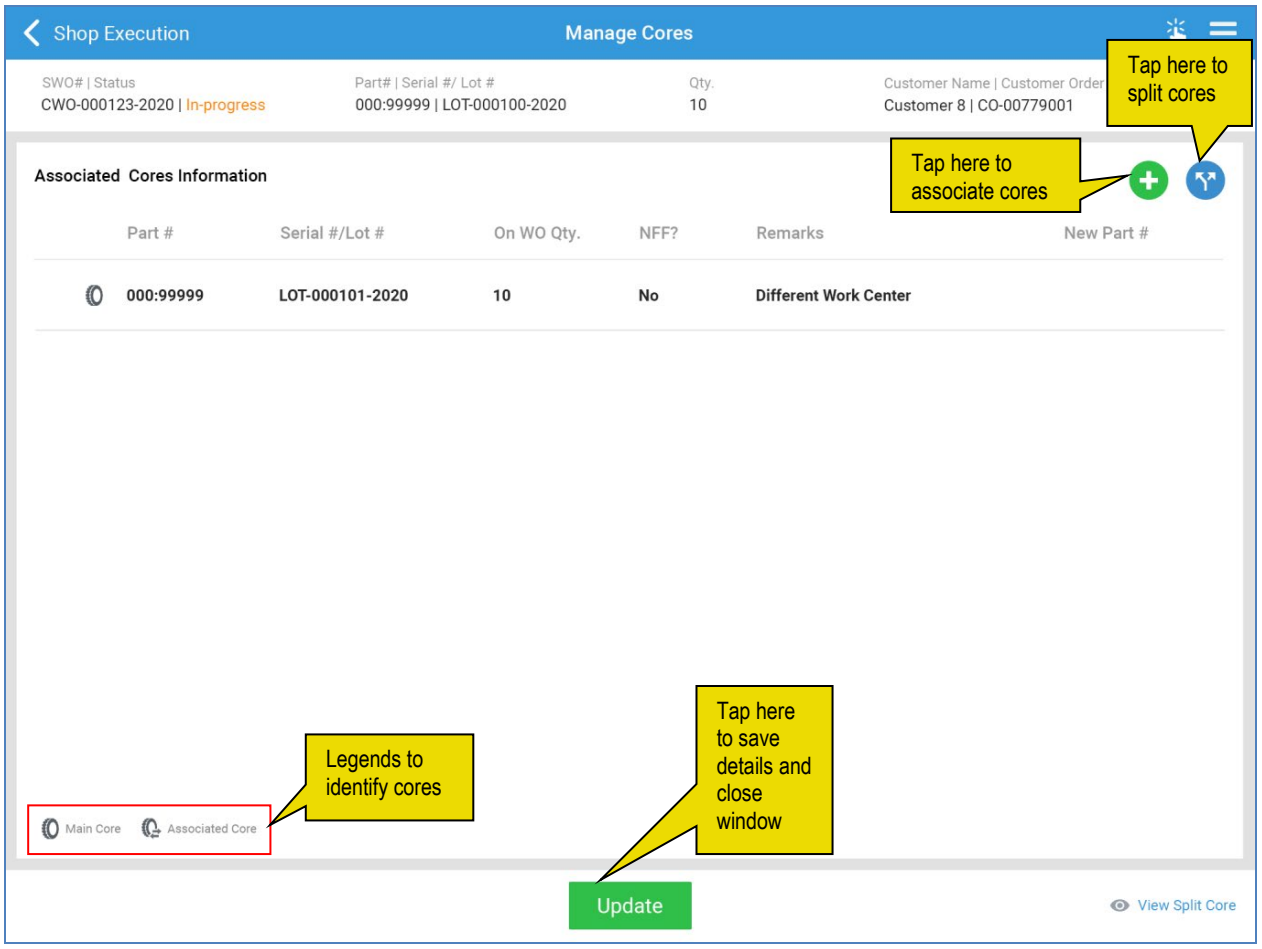
6.31 ROUTING UNSERVICEABLE PARTS / COMPONENTS

1. Tap **Route Info.** in the **Shop Execution** page. The **Route Parts** popup appears as represented in the next image.
2. Enter details of source and destination locations, routing and work requested details for the unserviceable Main Core part.
3. Tap **Submit** to save input and, return to the **Shop Execution** page.



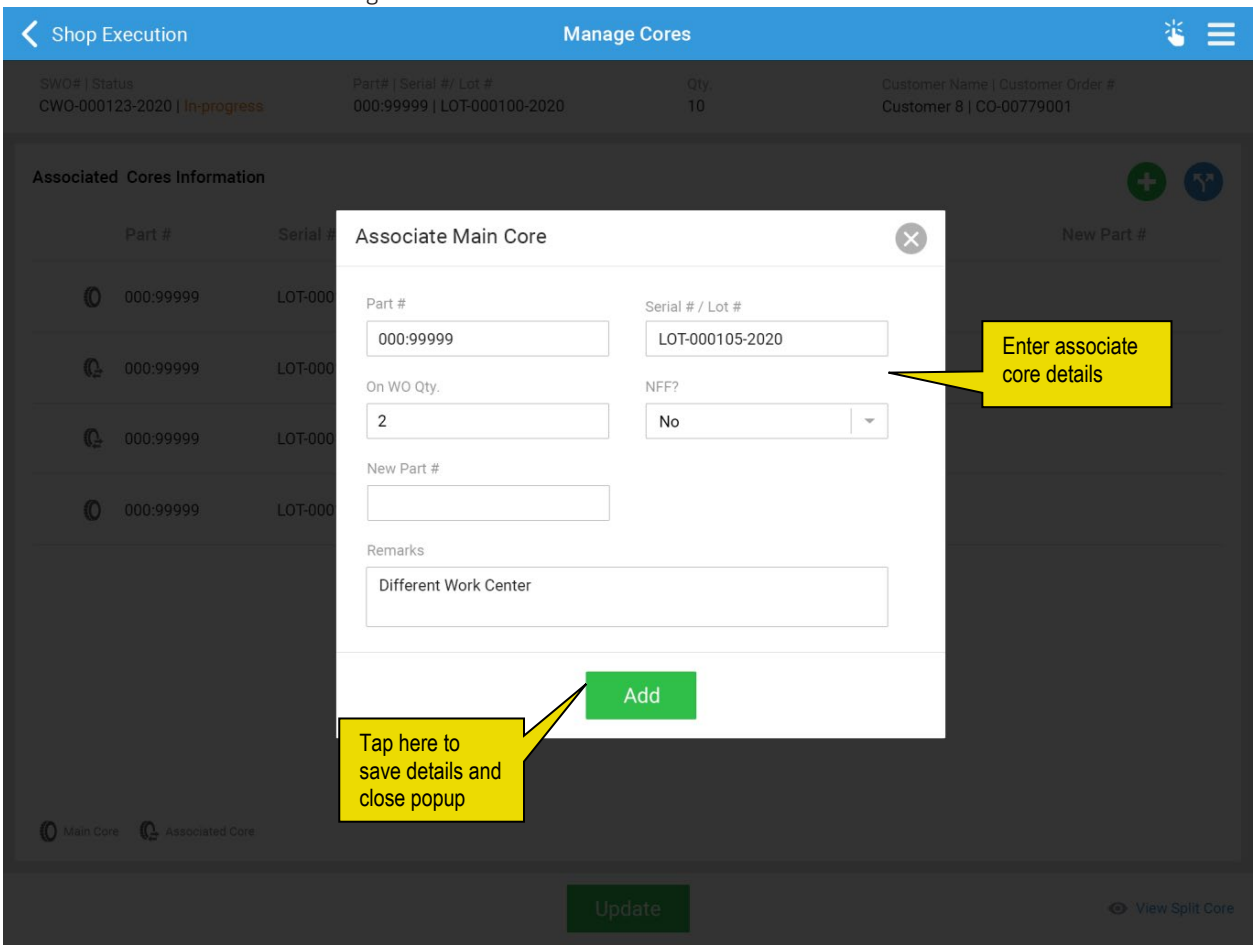
6.32 ASSOCIATE & SPLIT MAIN CORES

1. Tap **Mange Cores** in the **Shop Execution** page. The **Mange Cores** page appears as shown in the next image.

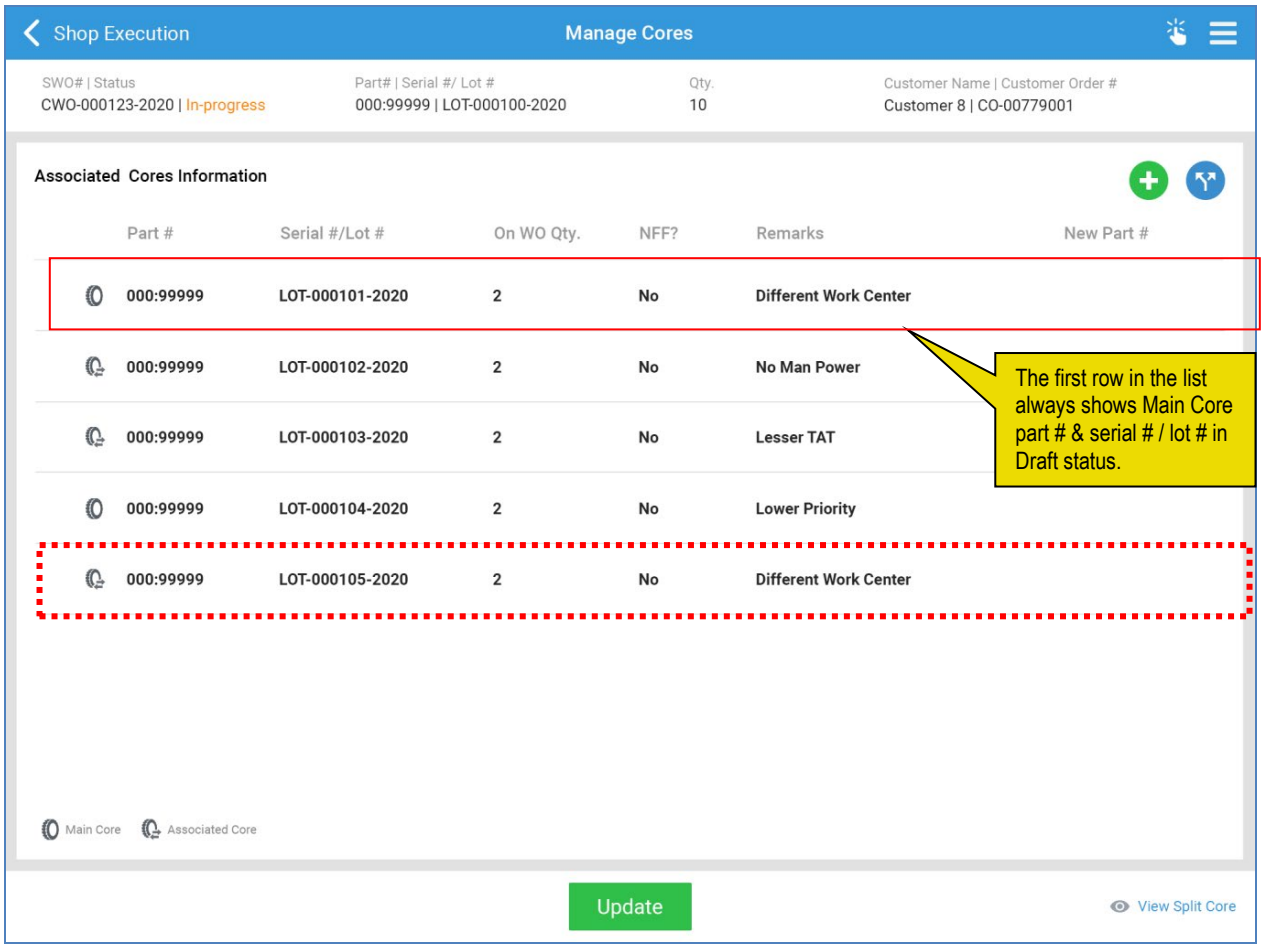


6.32.1 ASSOCIATE MAIN CORE

1. Tap to open the **Associate Main Core** popup. The **Associated Main Core** popup appears as shown in the next image.

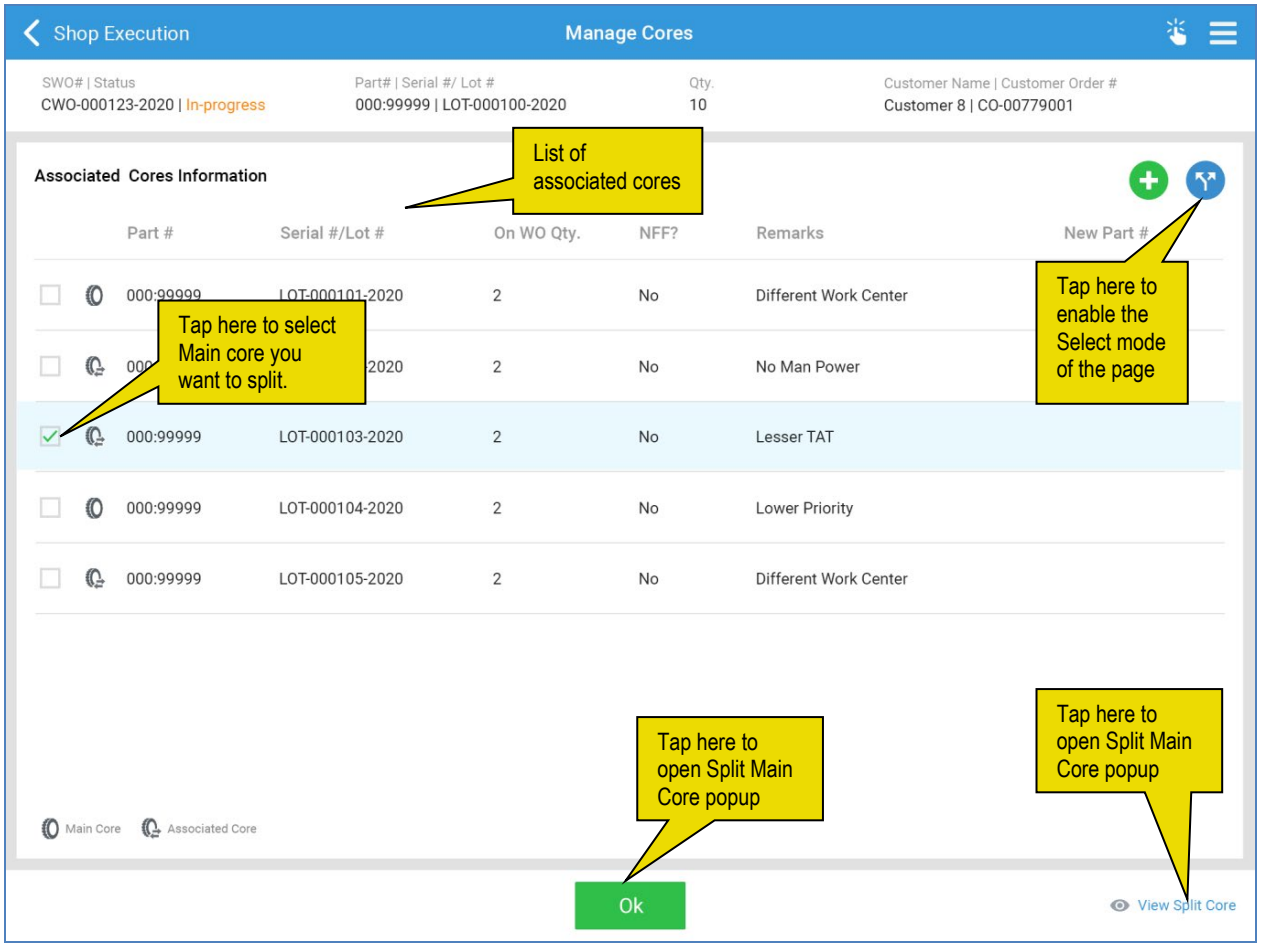


2. Tap on **Add** in the **Associate Main Core** popup. On addition of associated core, the record (highlighted) will appear as shown in the next image.

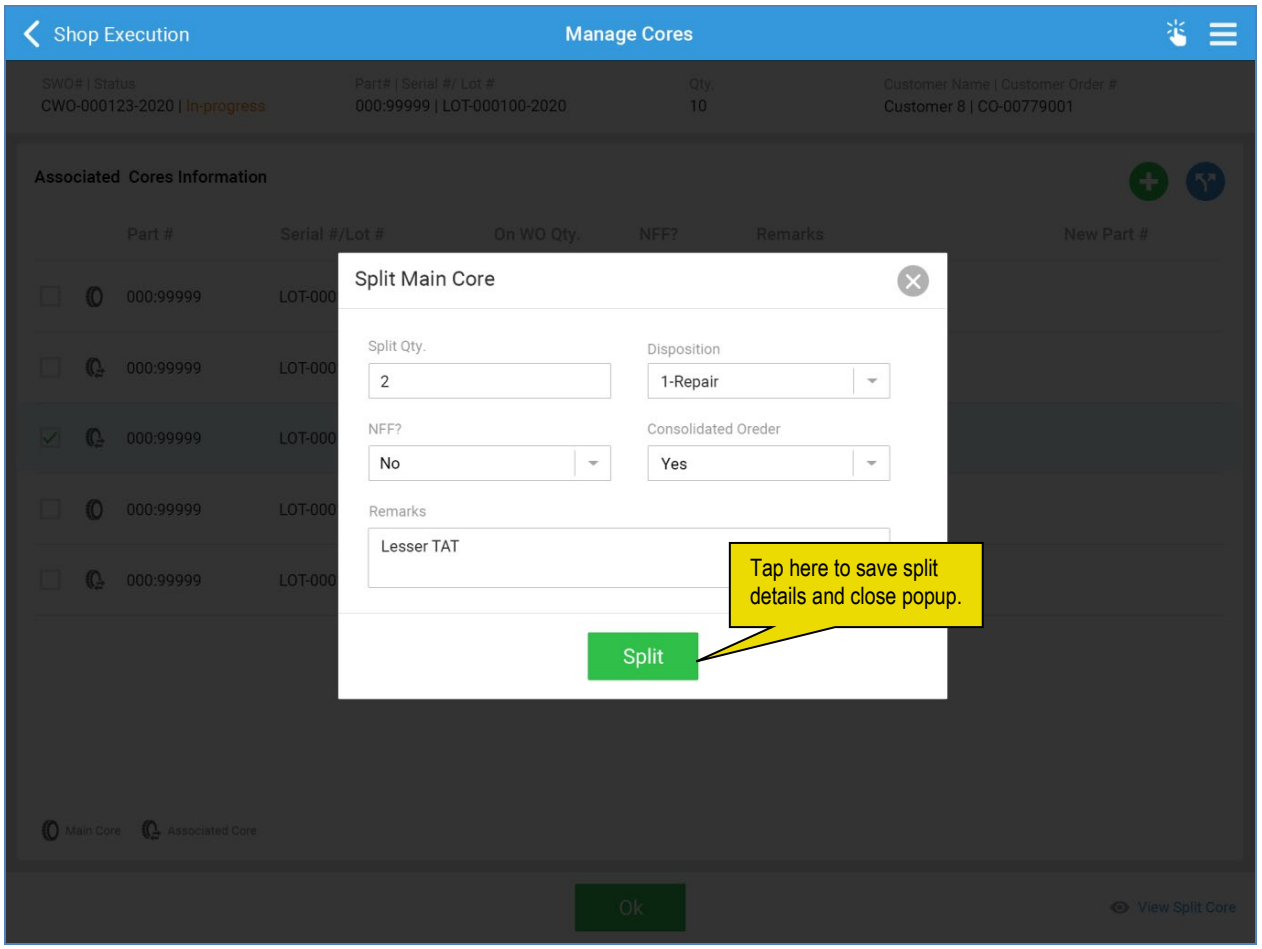

Shop Execution
Manage Cores
SWO# | Status
CWO-000123-2020 | In-progress
Part# | Serial #/ Lot #
000:99999 | LOT-000100-2020
Qty.
10
Customer Name | Customer Order #
Customer 8 | CO-00779001
Associated Cores Information
Part #
Serial #/Lot #
On WO Qty.
NFF?
Remarks
New Part #
000:99999 LOT-000101-2020 2 No Different Work Center
000:99999 LOT-000102-2020 2 No No Man Power
000:99999 LOT-000103-2020 2 No Lesser TAT
000:99999 LOT-000104-2020 2 No Lower Priority
000:99999 LOT-000105-2020 2 No Different Work Center
The first row in the list always shows Main Core part # & serial # / lot # in Draft status.
Main Core
Associated Core
Update
View Split Core

6.32.2 SPLIT MAIN CORE

1. Tap check box for the main core that you wish to split under **Associated Core Information** in the **Manage Cores** page as shown in the next image.



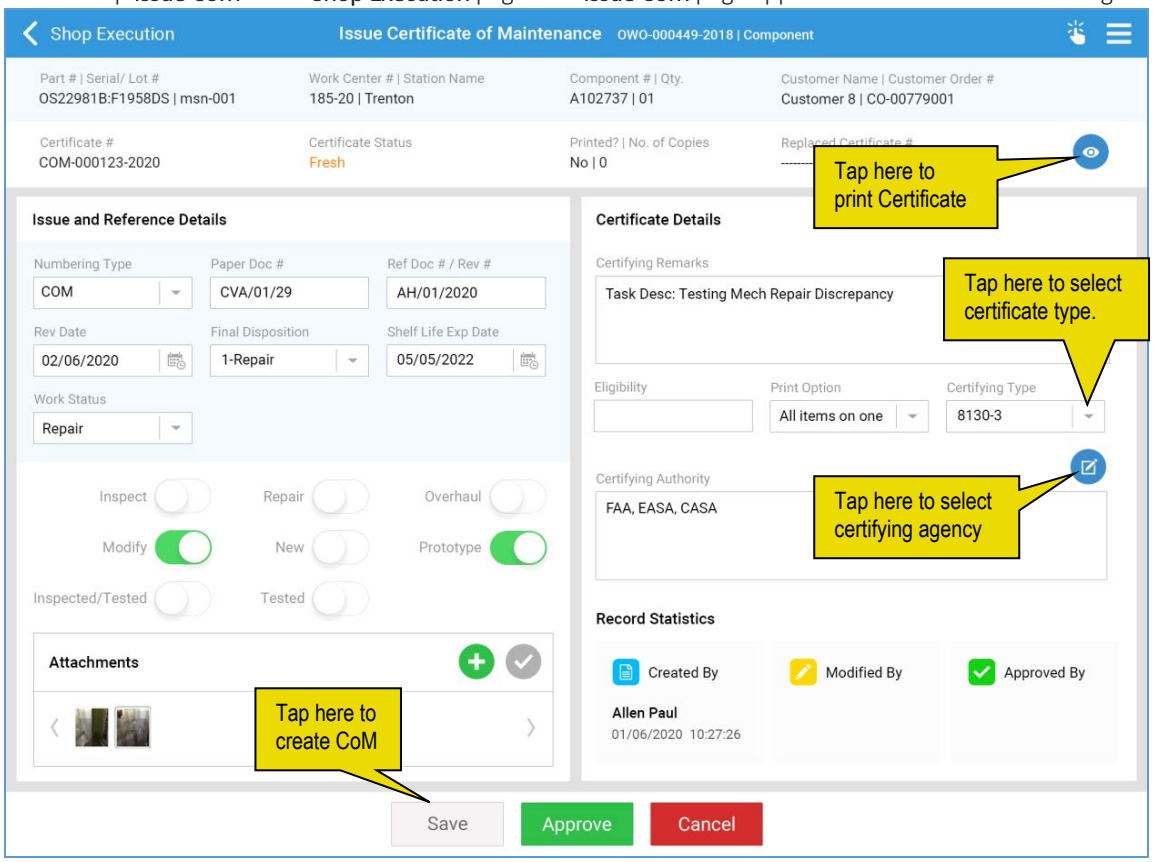
2. Tap to enable the **Select** mode in the **Manage Cores** page.
3. Tap the check box to select the main core that you want to split.
4. Tap **OK** after you have selected the **Manage Cores** page. The **Split Main Core** popup appears as the next image shows.



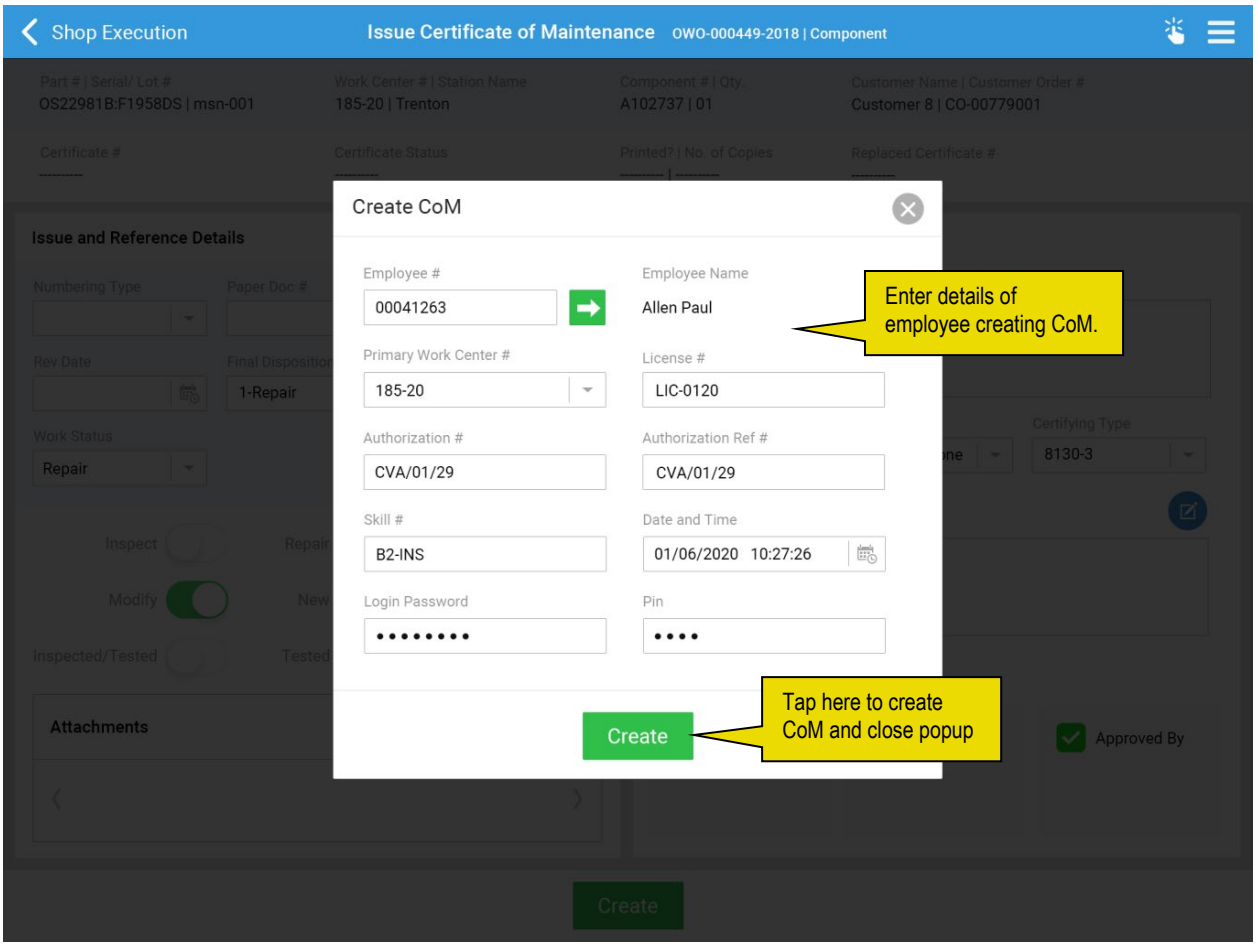
5. Provide split details.
6. Tap **Split** to split main core and return to the **Manage Cores** page. The quantity of main core also descreases to the extent of the split core qty. The main core record disappears from the **Manage Cores** page.

6.32.3 ISSUING COM FORCOMPLETED TASKS

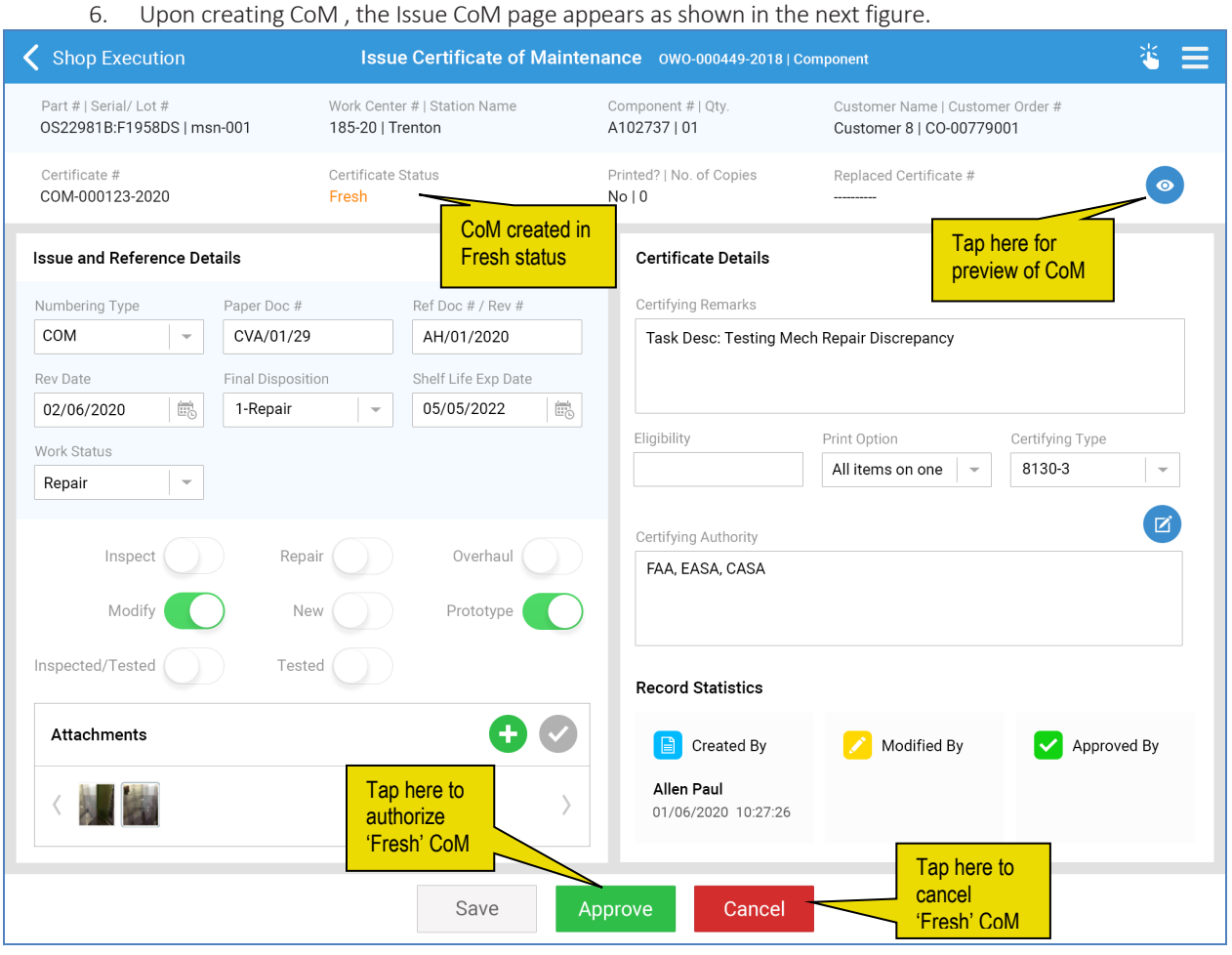
1. Tap **Issue CoM** in the **Shop Execution** page. The **Issue CoM** page appears as shown in the next image.



2. Tap **Create** button to open the **Create CoM** popup. The **Create CoM** popup appears as shown in the next figure.
3. **The** Preview icon appears, if the CoM # is in the **Fresh** status. On tapping of **Preview**, the CoM report *(which is a Draft* version*)* is rendered in PDF Viewer.
4. **The Print** icon appears, if the CoM # is in the **Approved** status and 'Printed? | No. of Copies' is 'No | 0'. On tapping of the **Print** icon, the CoM report is rendered in PDF Viewer.
5. **The Reprint** icon appears, if the CoM # is in the **Approved** status and 'Printed?' is 'Yes '.On tapping on the **Reprint** icon, the CoM report is rendered in PDF Viewer. The value for 'No. of Copies' is incremented each time the user reprints the report.

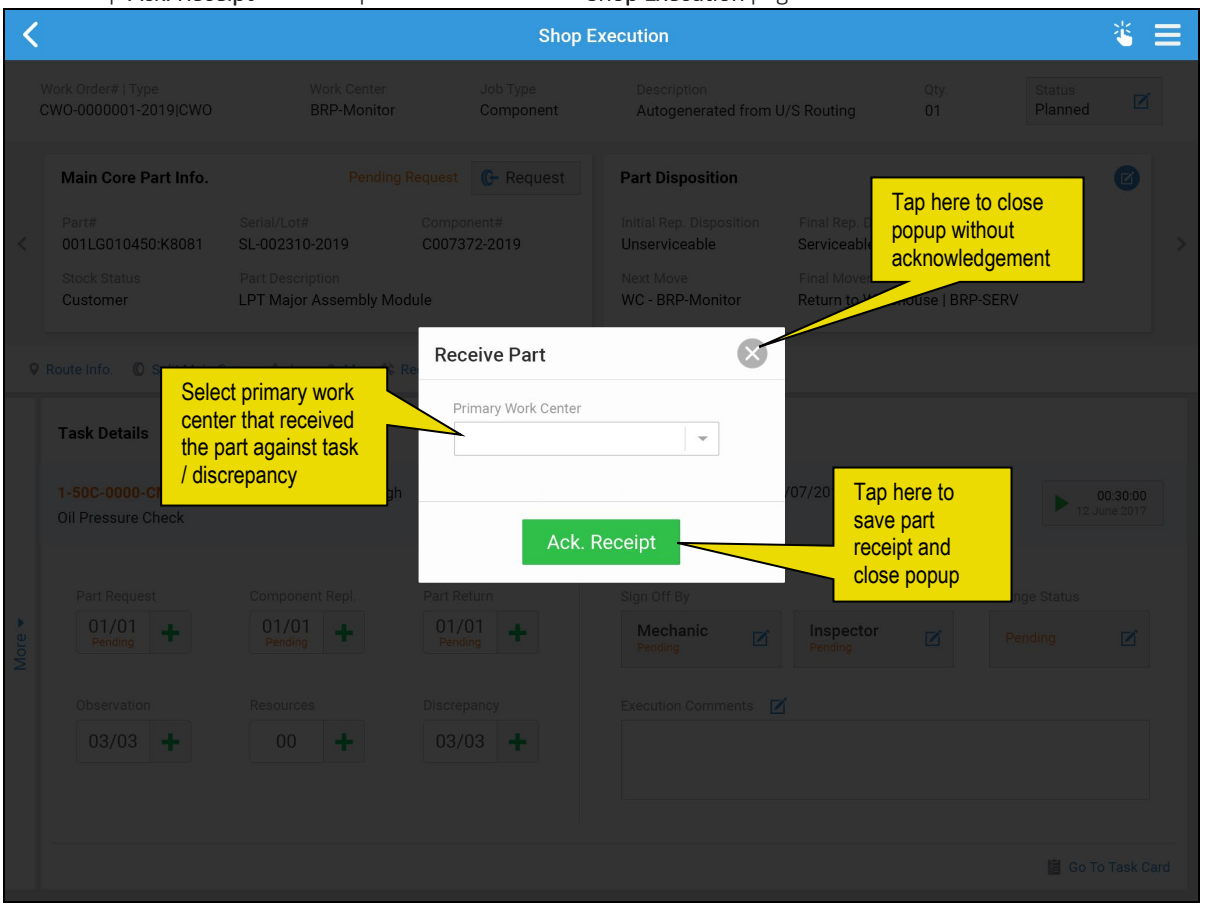


6. Upon creating CoM , the Issue CoM page appears as shown in the next figure.



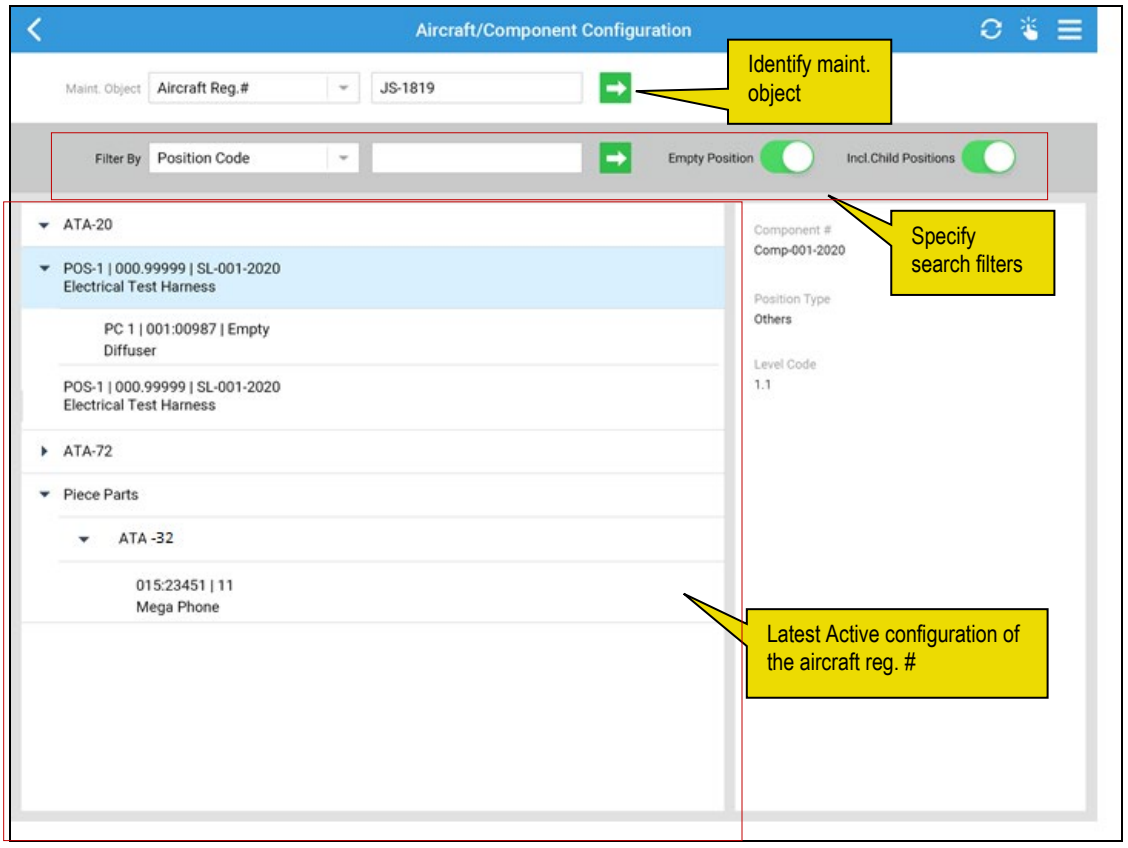
6.32.4 ACKNOWLEDGEMENT OF PART RECEIPT

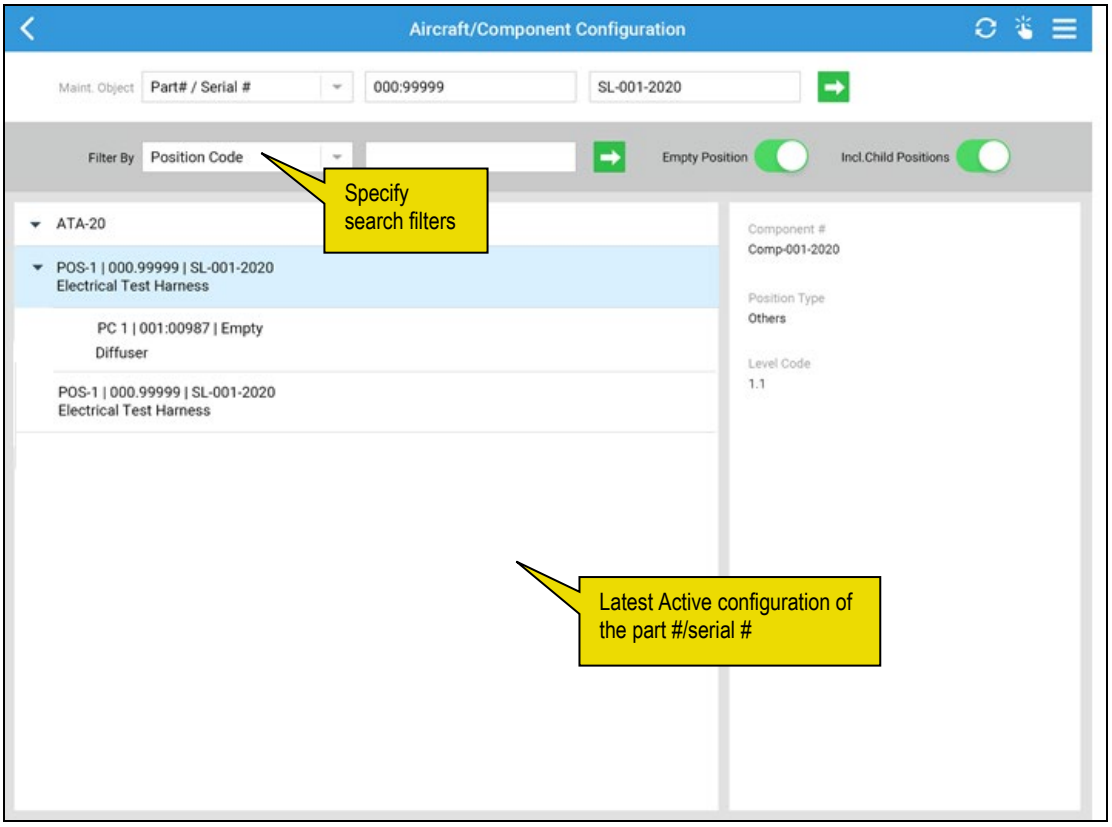
1. Tap **Receive Part** in the **Shop Execution** page. The **Receive Part** popup appears as shown in the next image.
2. Select **Primary Work Center** that received the Main Core part in the shop work order.
3. Tap **Ack. Receipt** to save input and return to the **Shop Execution** page.



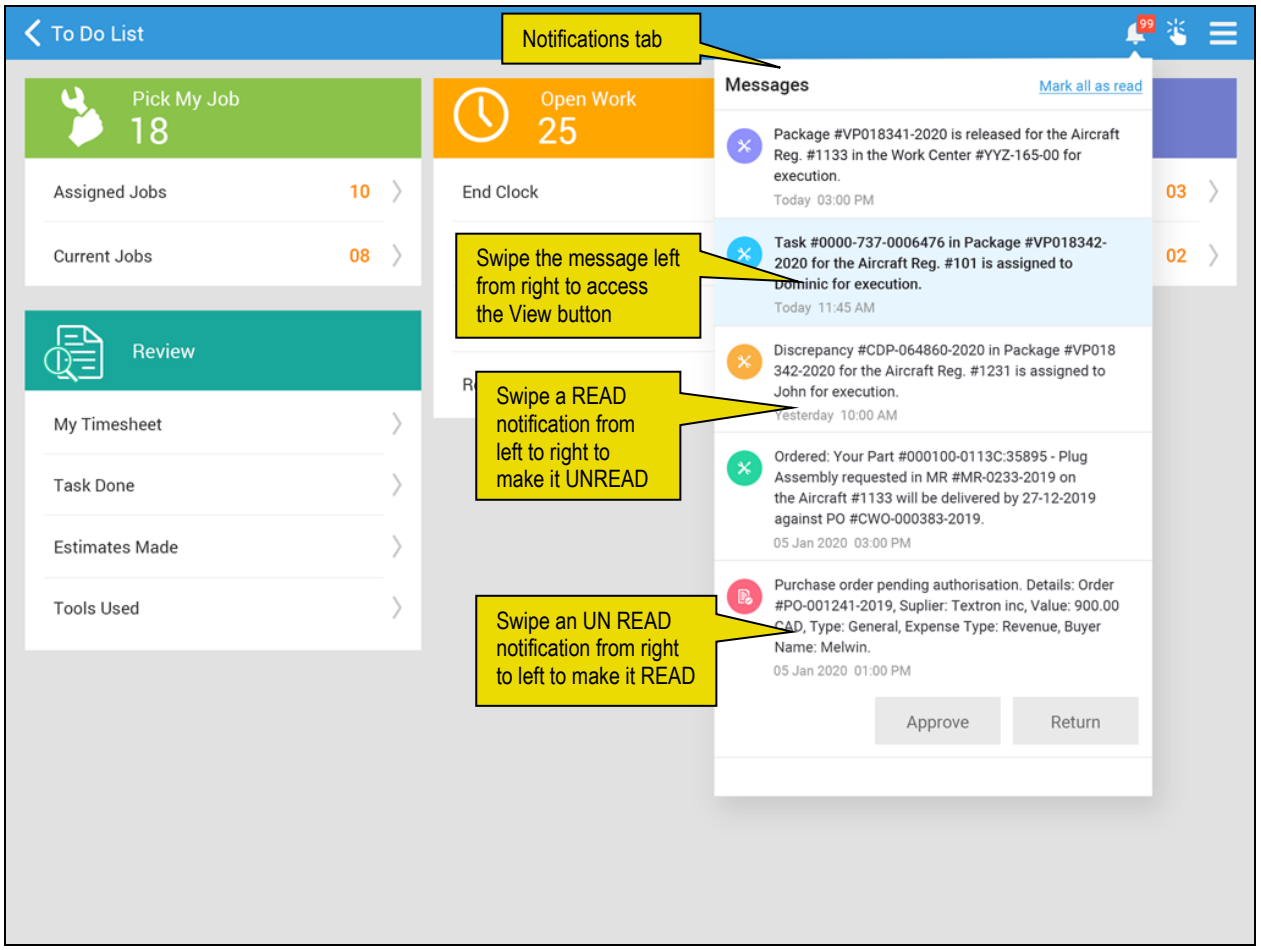
6.33 VIEWING AIRCRAFT /COMPONENT CONFIGURATION

1. Tap on **Aircraft/Component Configuration** in the Hamburger menu. The Aircraft/Component Configuration page appears as the next image shows.

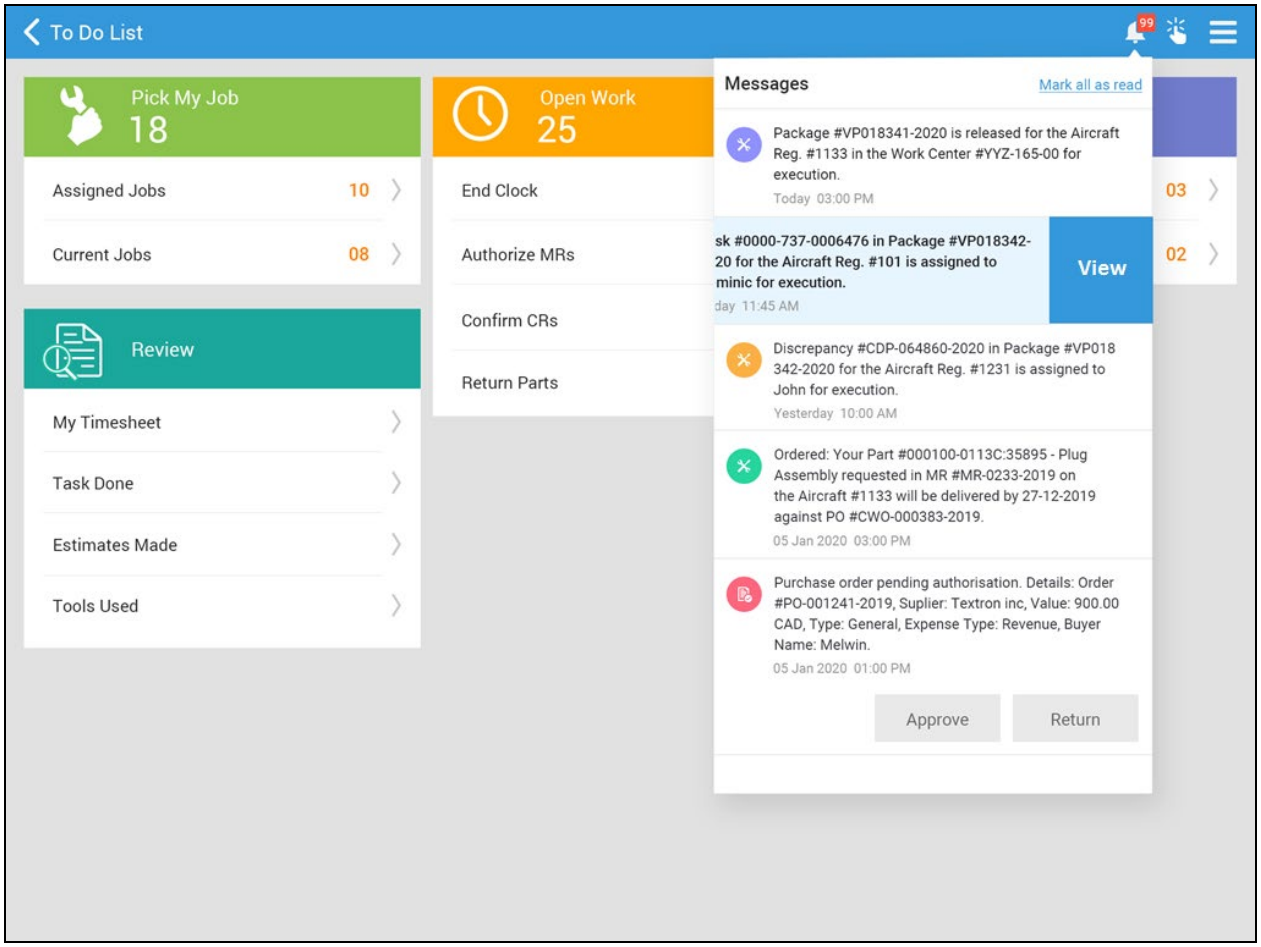




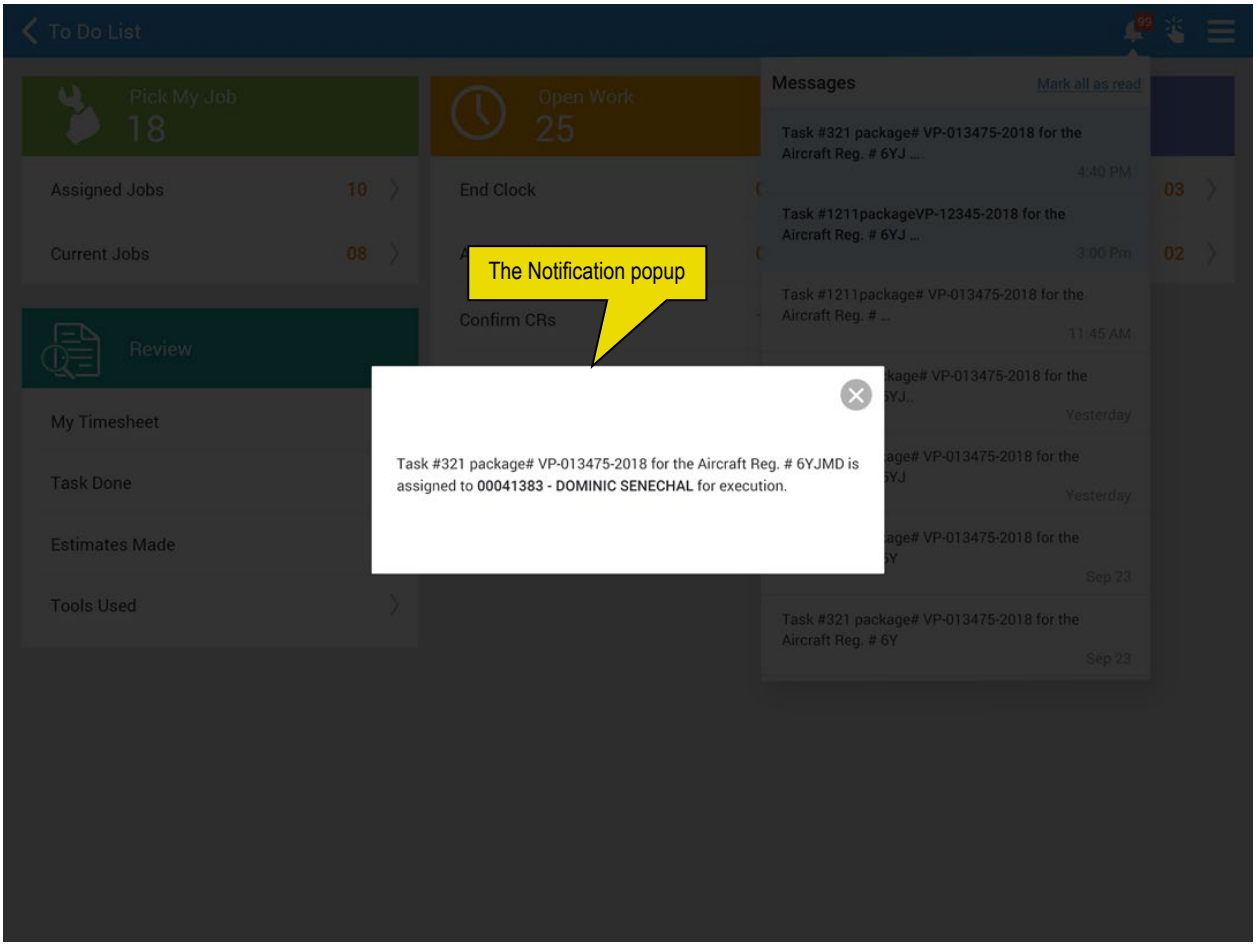
6.34 NOTIFICATIONS



6.34.1 WORKING WITH NOTIFICATIONS



6.34.2 NOTIFYING MESSAGES

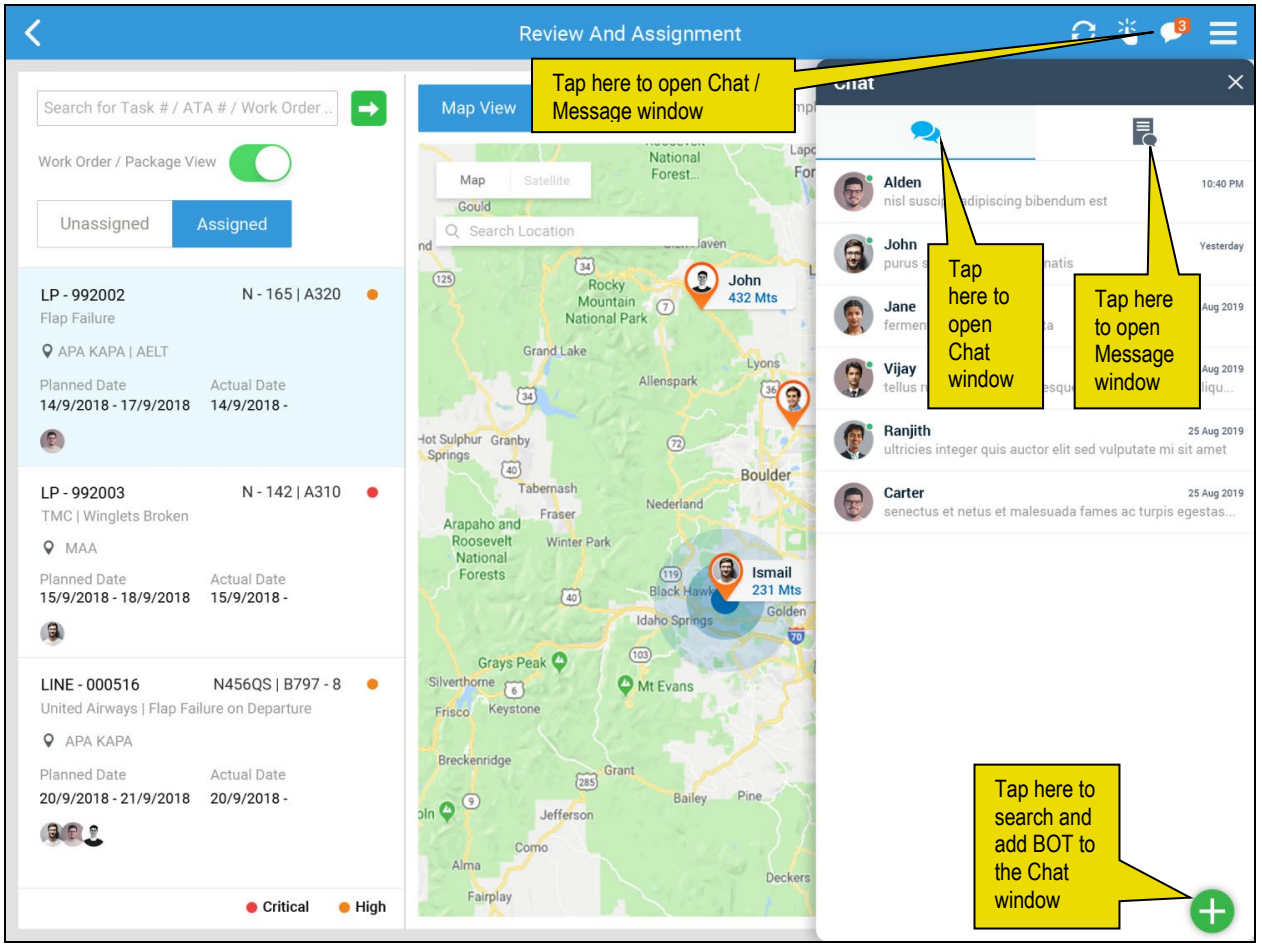


6.35 CHAT / MESSAGE

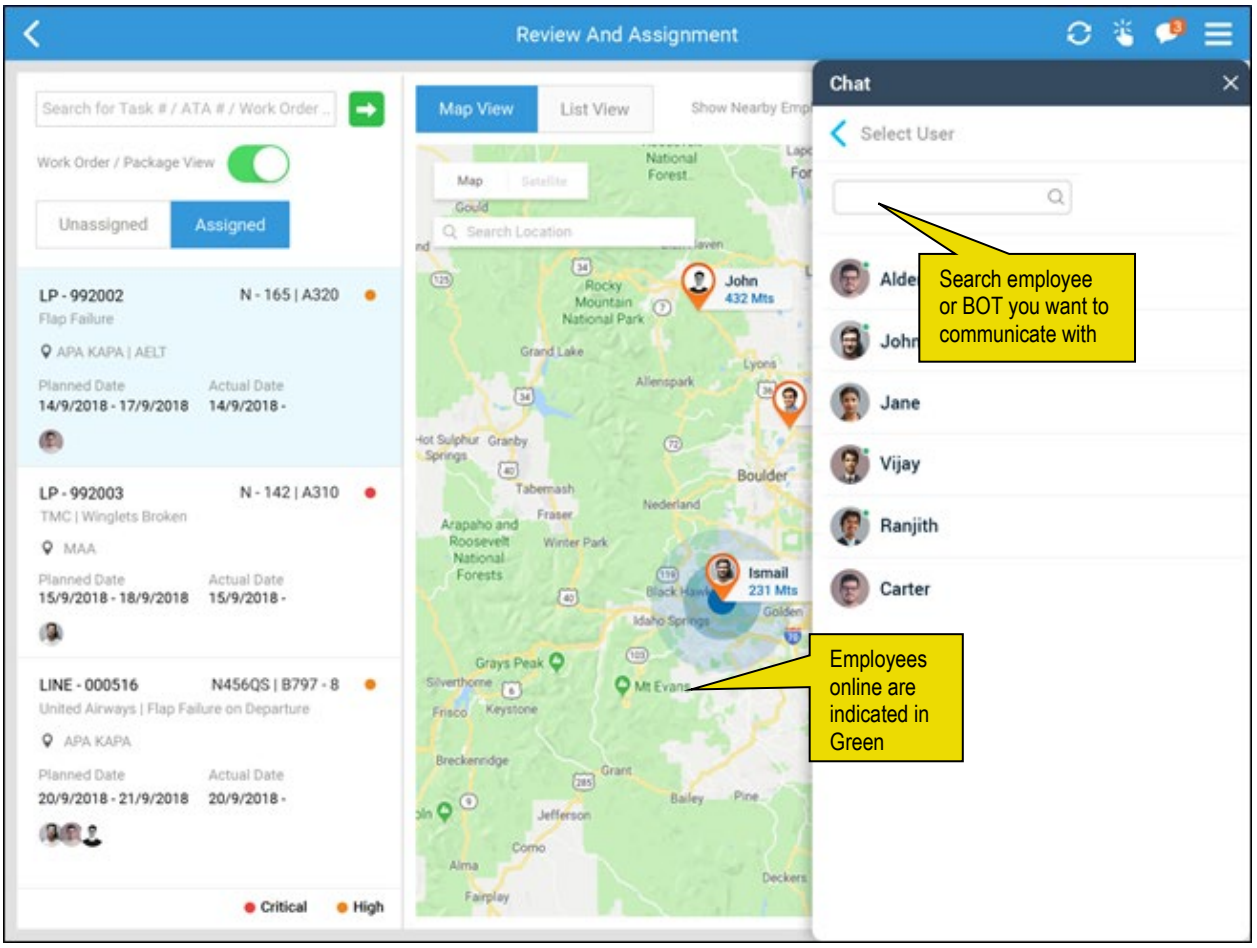
You can communicate by means of text with your co-workers in the organization using the Chat / Message facility available in MechanicAnywhere.

You can indulge in one-way communication using Message or discuss in a two-way communication using Chat feature.

1. Tap at the top right of the screen. The Chat / message window appears as the next image shows.



2. Tap to search for employees / BOT to proceed with you tasks. The Chat tab appears as the next image shows.


Review And Assignment
Search for Task # / ATA # / Work Order ...
Work Order / Package View
Unassigned
Assigned
LP - 992002
N - 165 | A320
Flap Failure
APA KAPA | AELT
Planned Date
14/9/2018 - 17/9/2018
Actual Date
14/9/2018 -
LP - 992003
N - 142 | A310
TMC | Winglets Broken
MAA
Planned Date
15/9/2018 - 18/9/2018
Actual Date
15/9/2018 -
LINE - 000516
N456QS | B797 - 8
United Airways | Flap Failure on Departure
APA KAPA
Planned Date
20/9/2018 - 21/9/2018
Actual Date
20/9/2018 -
Critical
High
Map View
List View
Show Nearby Emp
Map
Search Location
John
432 Mts
Ismail
231 Mts
Chat
Select User
Alde
John
Jane
Vijay
Ranjith
Carter
Search employee or BOT you want to communicate with
Employees online are indicated in Green

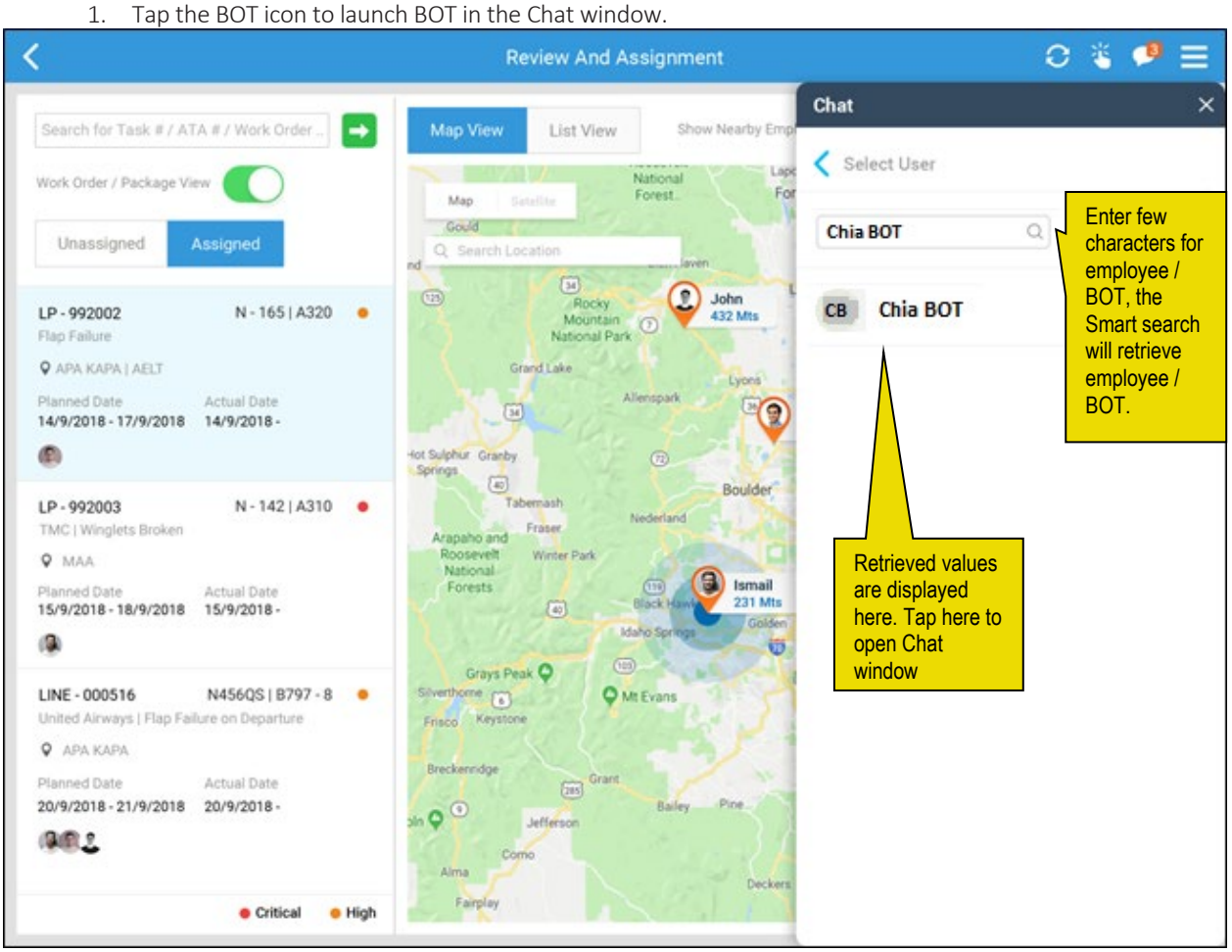
6.36 CHAT BOTS

The Messaging / Chat facility has been enhanced to offer BOT facility as well in the MechanicAnywhere mobile application.

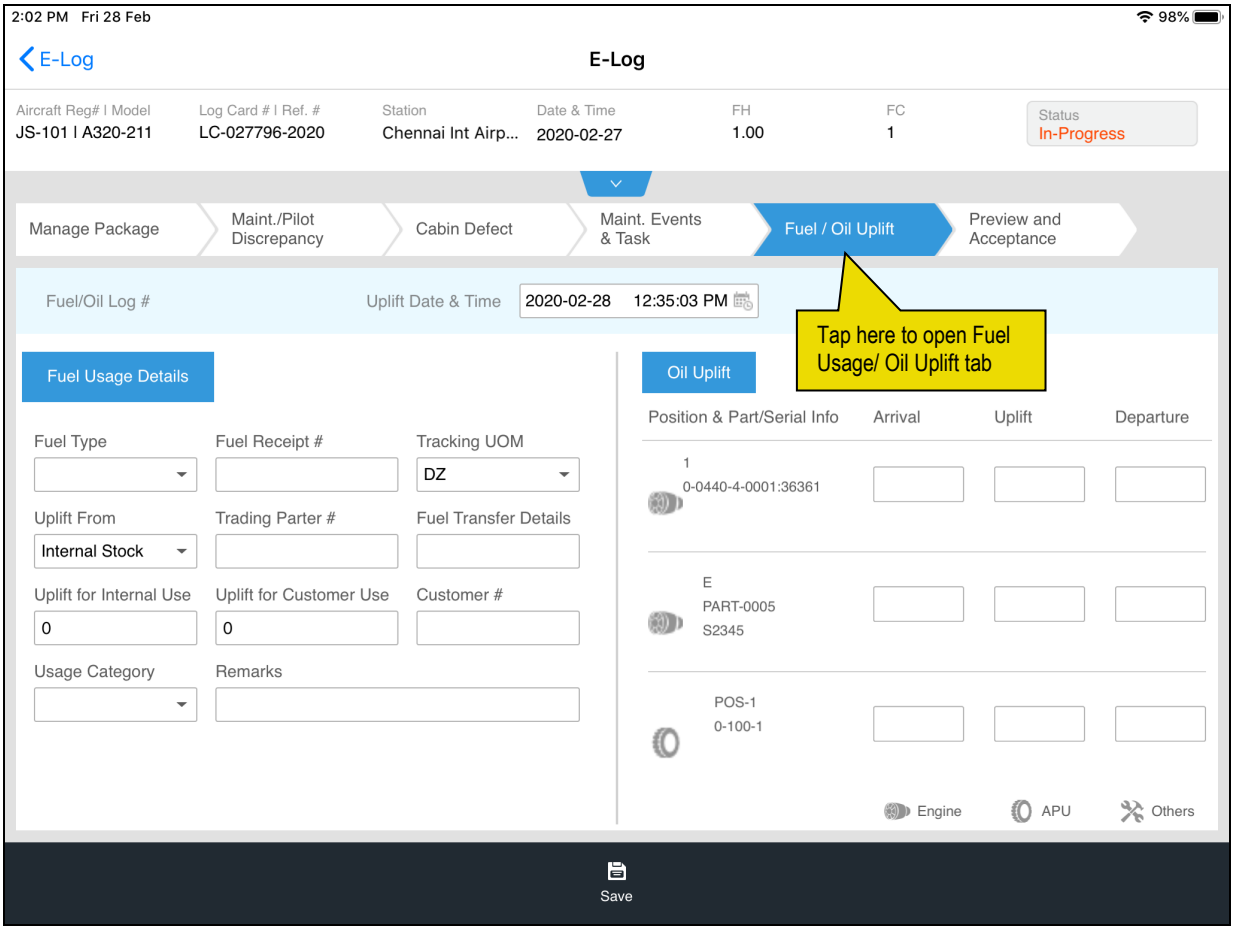
BOTs in MechanicAnywhere are capable of assisting you the user in fulfilling the following tasks in the friendliest way:

- Book timesheet
- Enquire part availability
- Request part
- Request AOG priority part
- View supplier details
- Inquire invoice details

1. Tap the BOT icon to launch BOT in the Chat window.



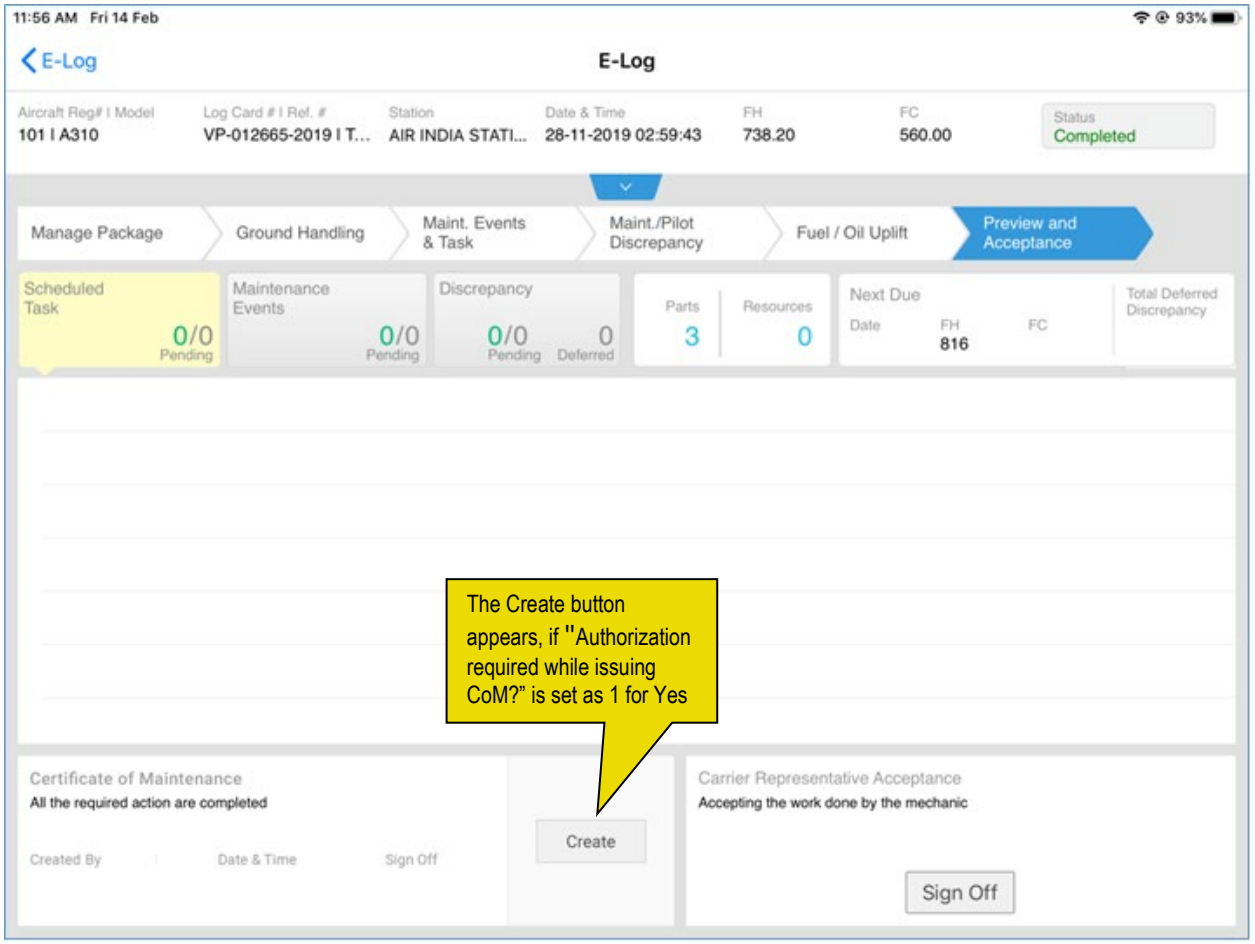
6.37 E-LOG – FUEL / OIL UPLIFT



This screen allows to the fuel and oil consumption details for aircraft. System will retrieve the position codes of type “Engine” or “APU” in the “Oil Uplift Details” tab page and enter the amount of oil on arrival, oil at the time of departure and the uplifted oil. The system calculates the amount of oil in the aircraft after refuel.

6.38 E-LOG - PREVIEW AND ACCEPTANCE

1. Tap **Preview and Acceptance** in the **E-Log** page. The **Preview and Acceptance** screen appears as represented in the next image.



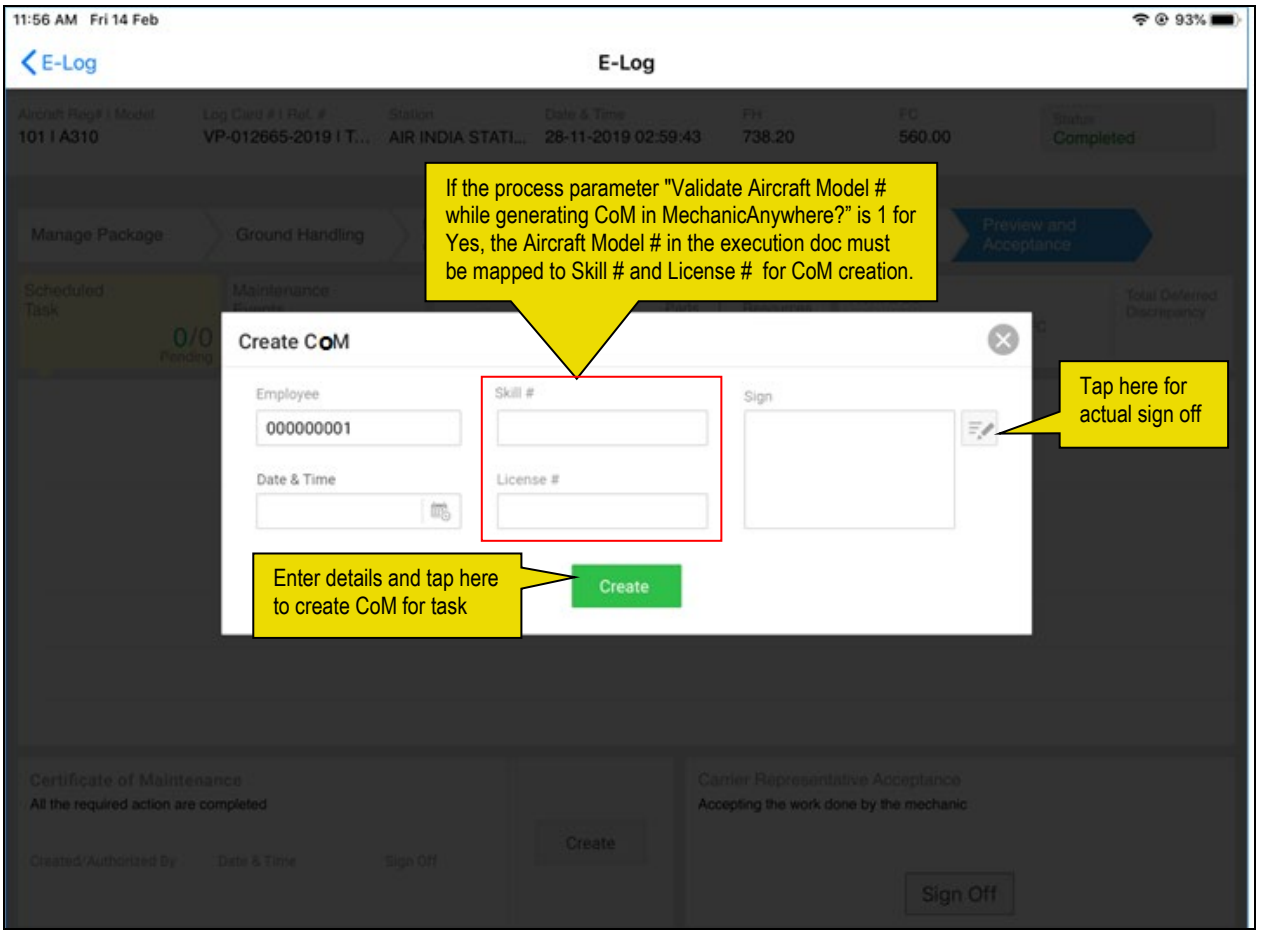
This screen provides an overview of the tasks and discrepancies in the package. The key actionable and aspects of this screen include:

- The mechanics/inspectors can sign off to generate **Certificate of Maintenance** against an sircraft package or shop work order for the aircraft.
- The pilot/ aircraft owner can also sign off to generate **Carrier Representative Acceptance** for the aircraft.
- The issue/authorization of the CoM happens based on the process parameter "Authorization required while issuing CoM?" defined under the entity type Package Type and the entity "All user defined package types including Logcard" in the **Define Process Entities** activity of **Common Master**.

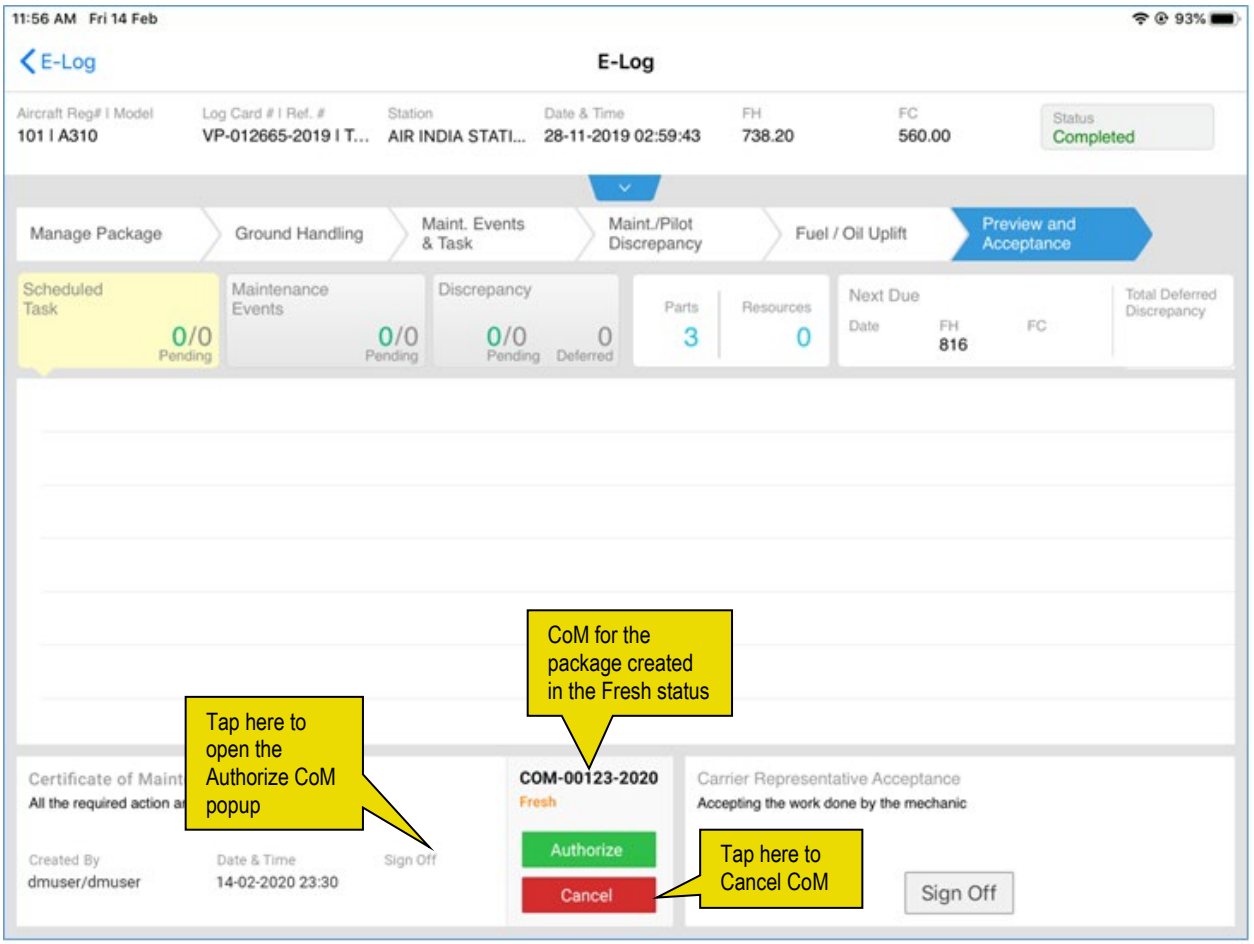
Process Parameter Value	Available Popup
1 for Yes	The Create button appears under the Certificate of Maintenance CoM section.
0 for No	The Issue button appears under the Certificate of Maintenance CoM section.

Process Parameter "Authorization required while issuing CoM?" process parameter is set as 1 for Yes

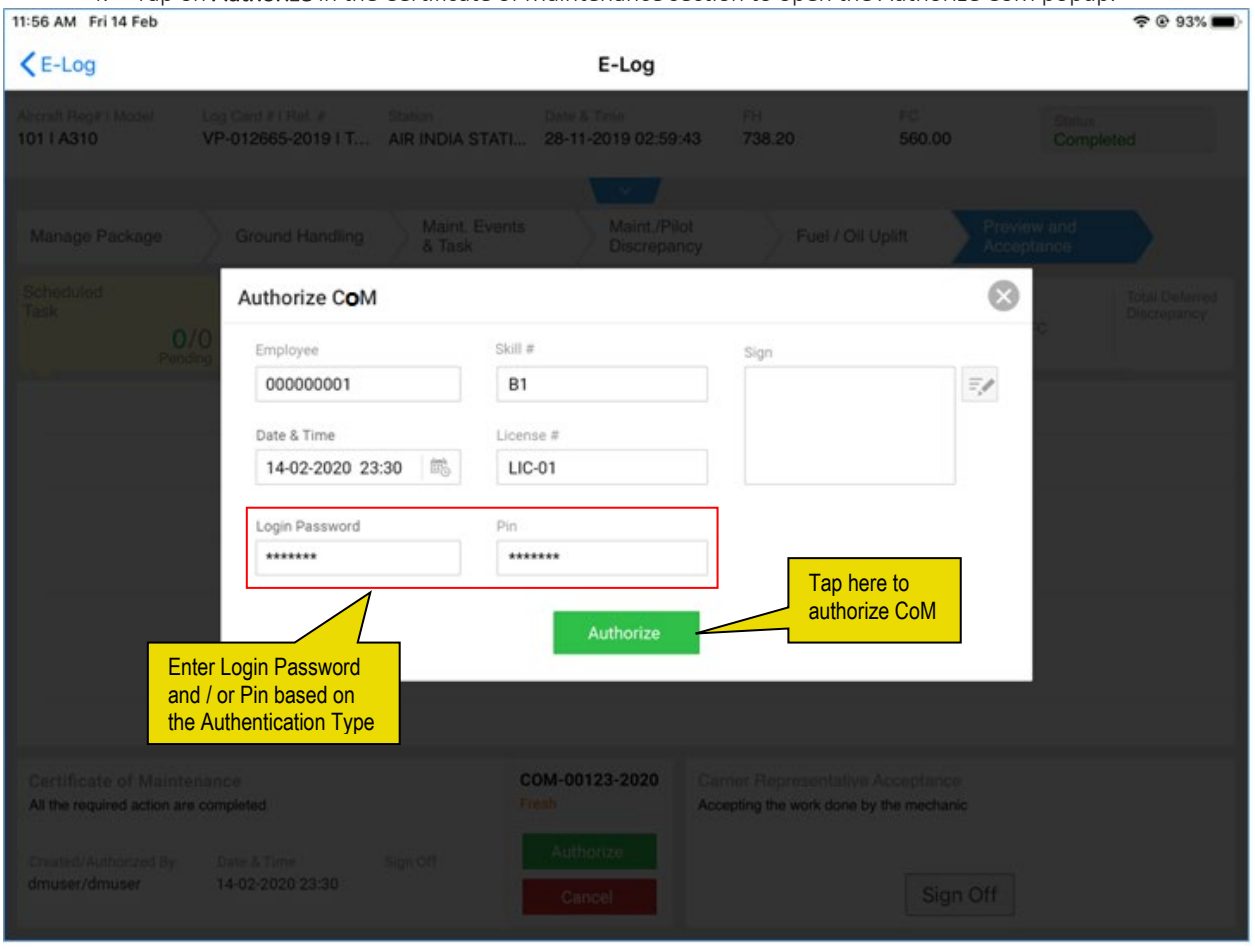
2. Tap **Create** to open the **Create CoM** popup. The **Create CoM** popup appears as next image shows.



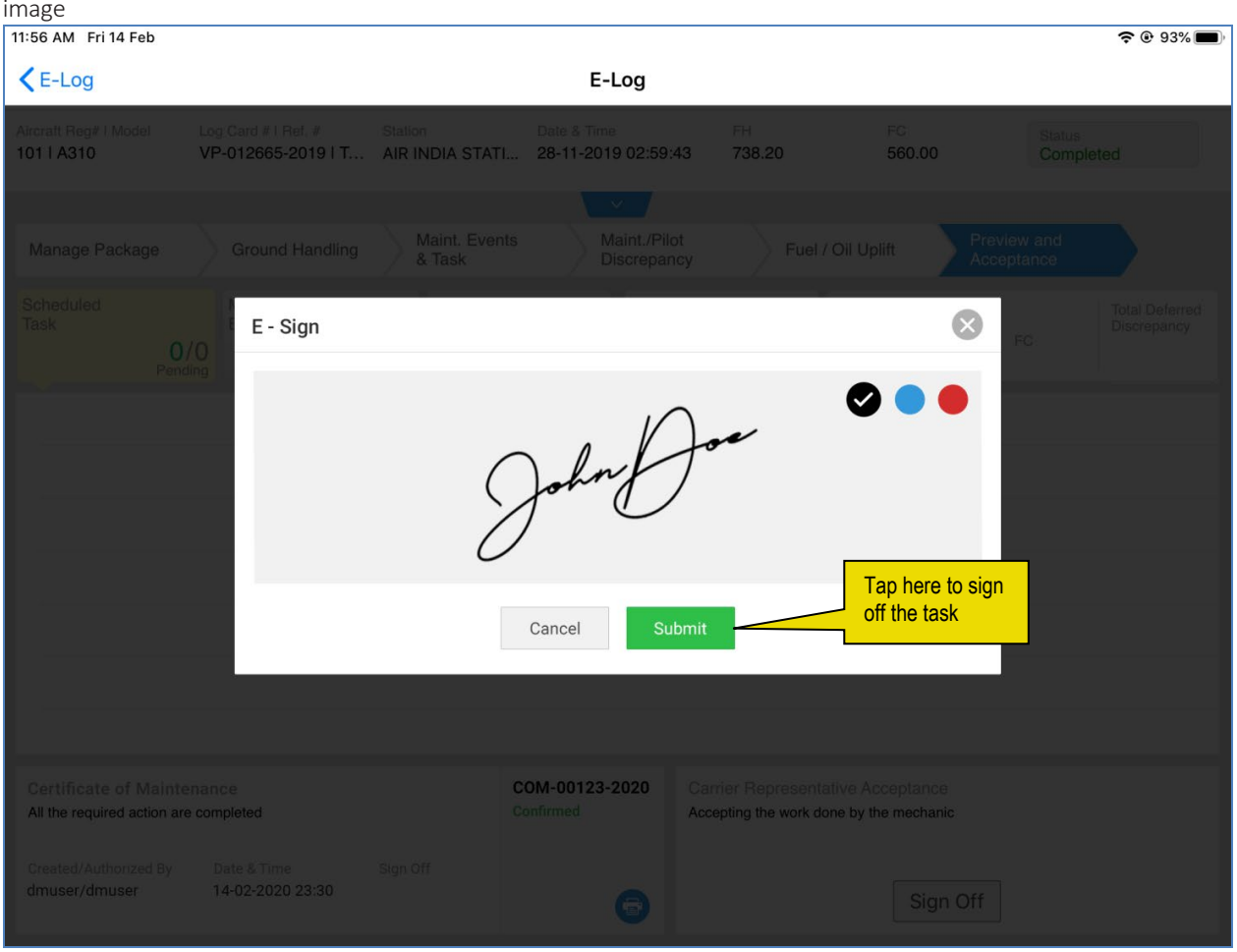
3. Tap the details in the Create CoM popup and tap Create button to generate COM for the task and then go back to the main screen. The Certificate of Maintenance screen will appear as shown in the next image.



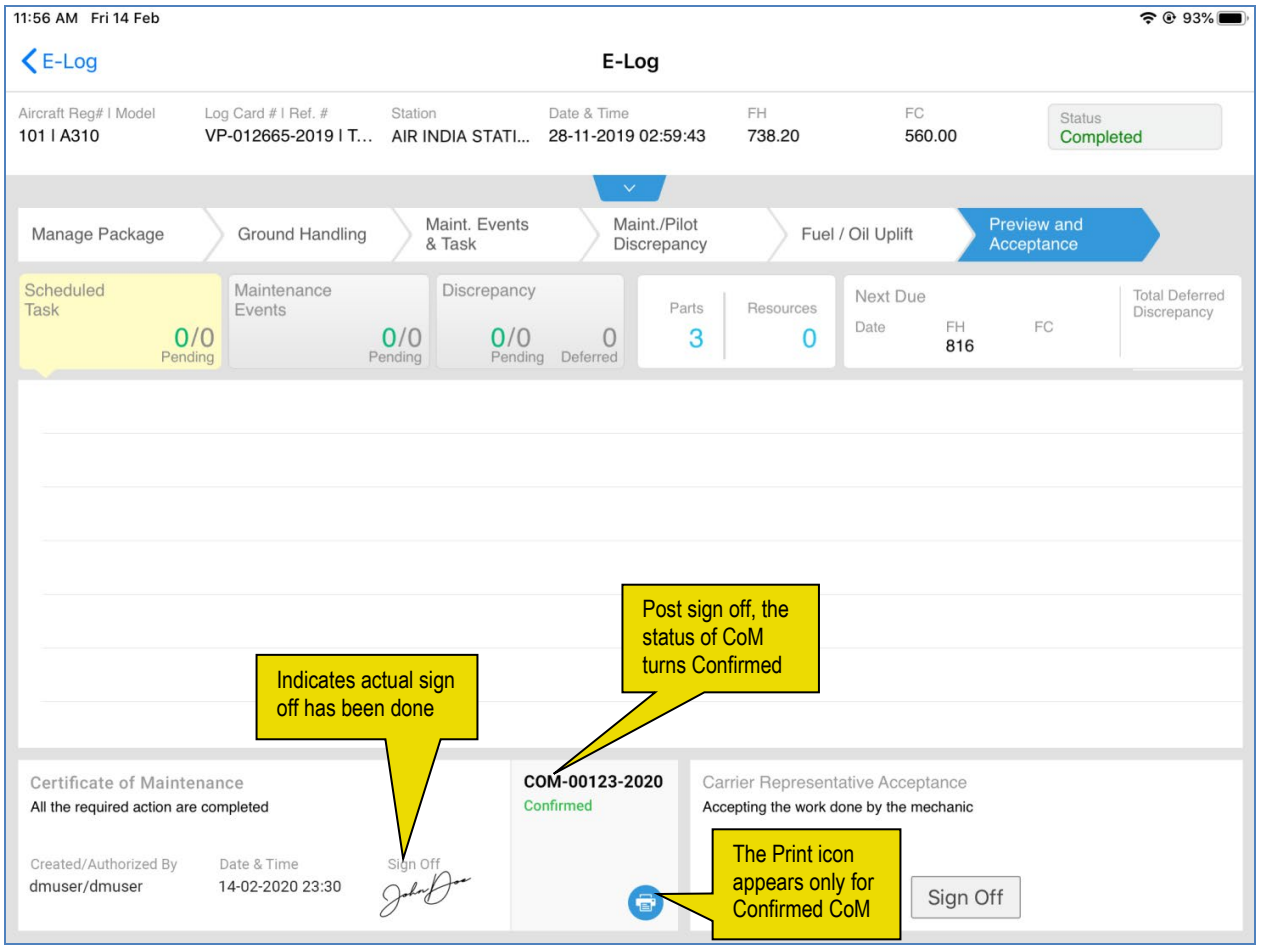
4. Tap on **Authorize** in the Certificate of Maintenance section to open the Authorize CoM popup.



5. To perform actual / manual sign off, tap the Sign Off icon. The E-Sign popup appears as represented in the next image

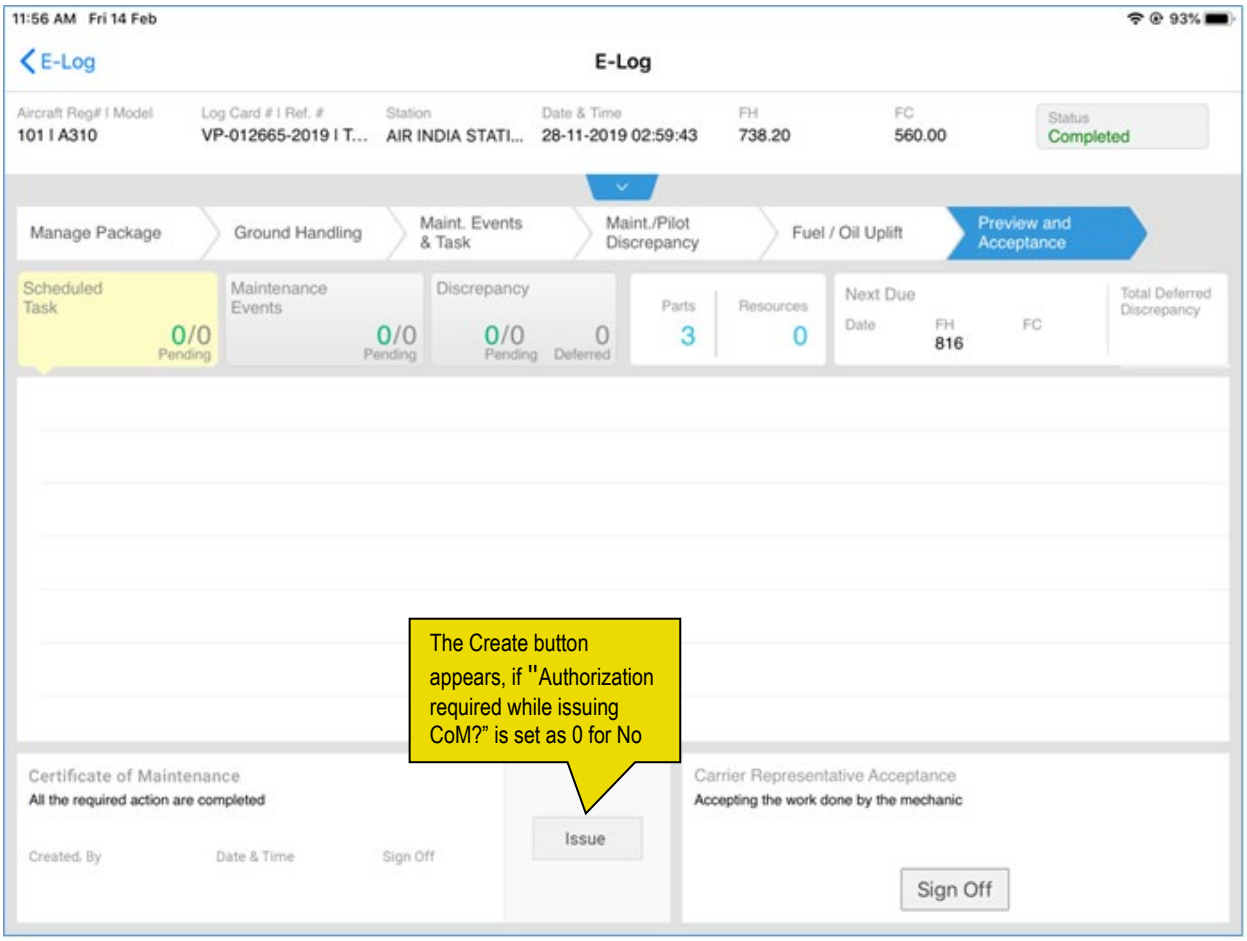


6. Tap submit to sign off and return to previous page. The sign off signature appears in the Certificate of Maintenance section as displayed in the next image.

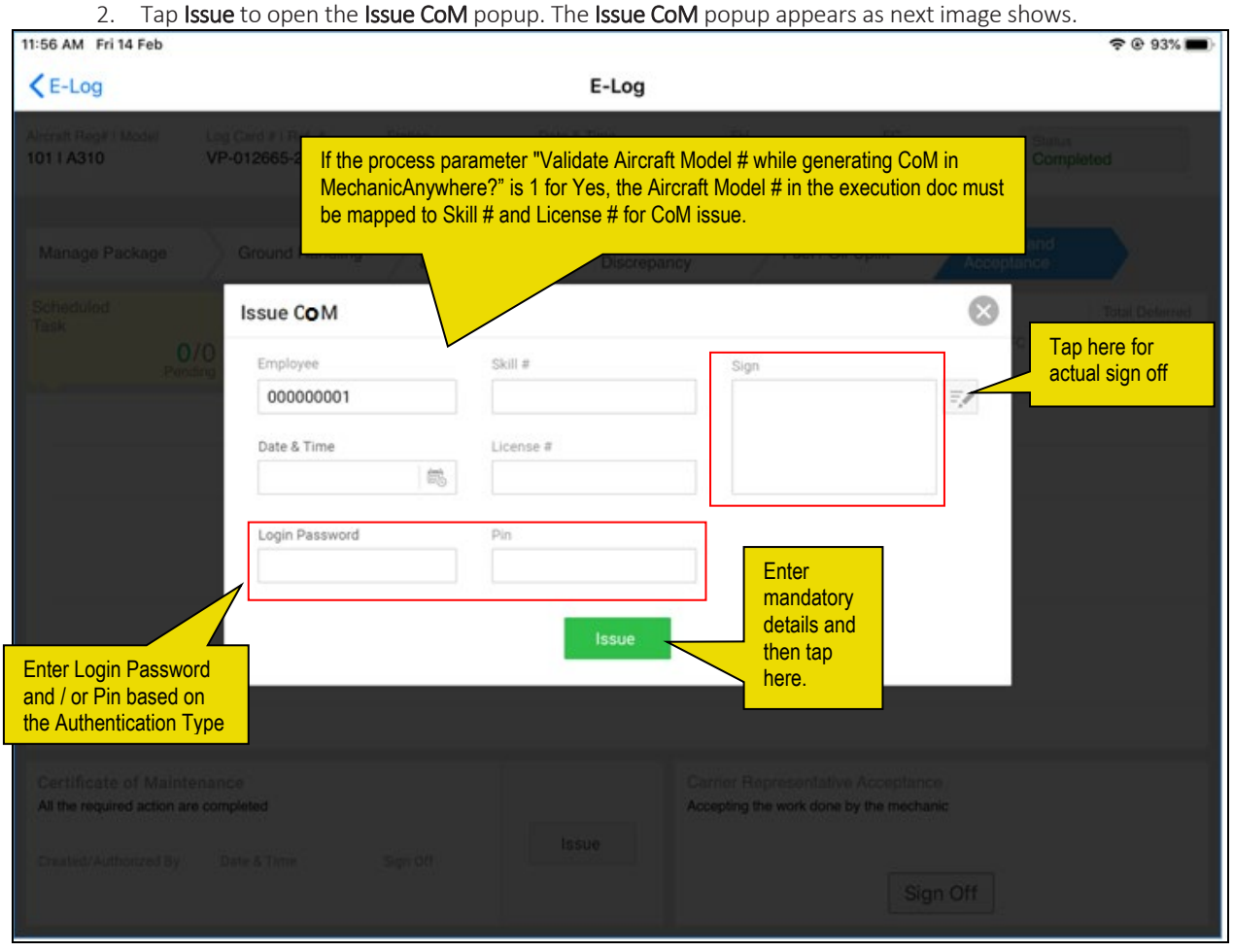


Process Parameter "Authorization required while issuing CoM?" process parameter is set as 0 for No

1. Alternately, if the "Authorization required while issuing CoM?" process parameter is set as 0 for No, the Certificate of Maintenance section in the Preview and Acceptance screen would appear as shown in the next image.

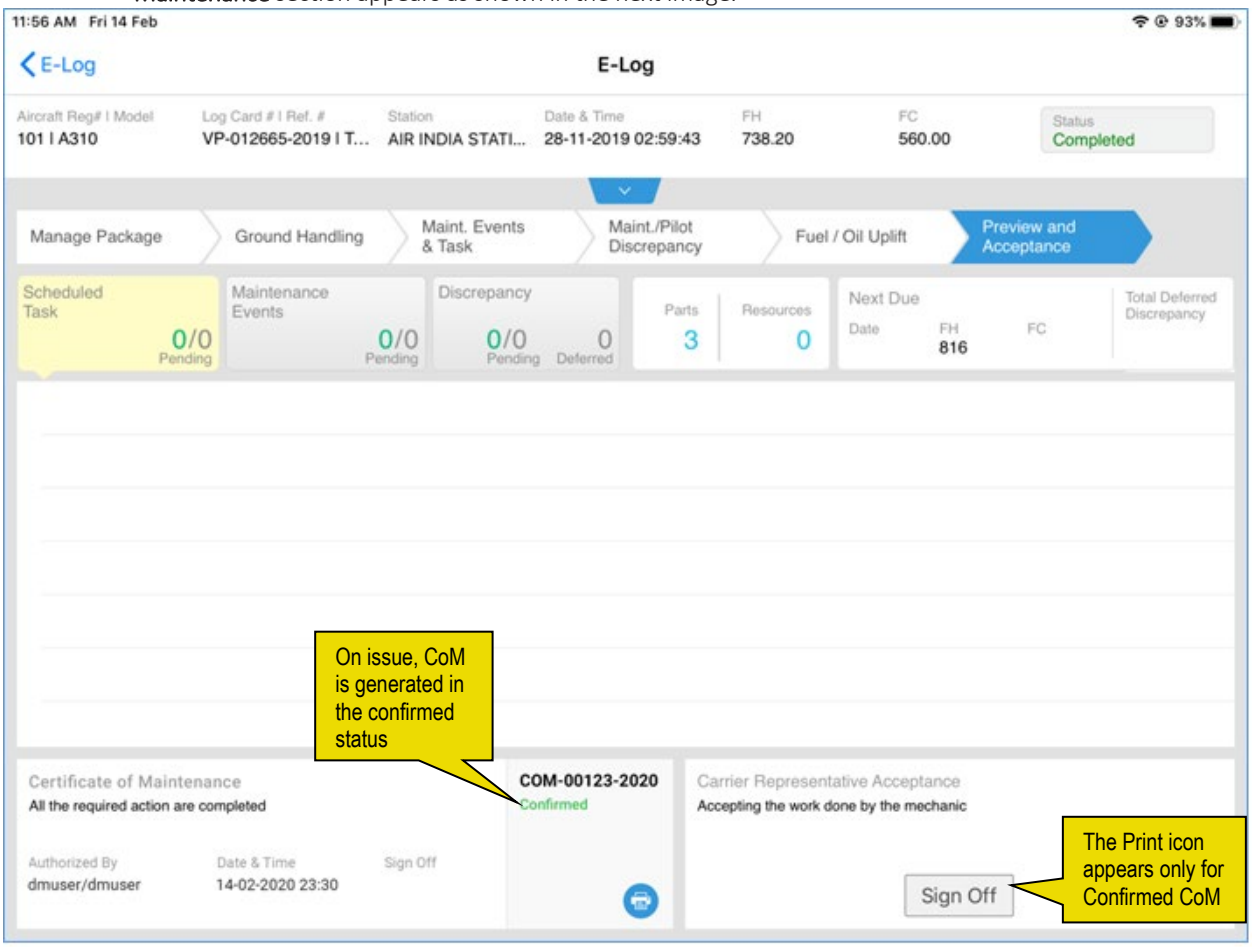


2. Tap **Issue** to open the **Issue CoM** popup. The **Issue CoM** popup appears as next image shows.



> *Note: If the process parameter "**Authorization required while issuing CoM?**" under the entity type Package Type and the entity "User Defined Package Types" is set as 1 for Yes in the Define Process Entities activity of Common Master, it implies Dual Authentication is enabled for the Issue COM action. The Login Password and /or Pin fields will appear in the Issue CoM and Authorize CoM popups only if Dual Authentication has been enable for CoM.*

3. Tap **Issue** button to generate the CoM for the package in the **Confirmed** status. The **Certificate of Maintenance** section appears as shown in the next image.



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