

ramco

**RAMCO AVIATION SOLUTION  
VERSION 5.8**

# **USER GUIDE**

## **OFFLINE FIELD SYSTEM**

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## ABOUT THIS MANUAL

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

## WHO SHOULD READ THIS MANUAL

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

## HOW TO USE THIS MANUAL

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

## HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 2 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Offline Field System** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on **Offline Field Management** sub process.

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

## DOCUMENT CONVENTIONS

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

## REFERENCE DOCUMENTATION

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

The documentation is generally provided in two forms:

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

## WHOM TO CONTACT FOR QUERIES

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

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# INTRODUCTION

Aircraft may be essentially used for hauling logs and firefighting applications in remote locations like forest area. These remote locations are generally referred to as offline areas where connectivity is intermittent or connectivity does not exist. Offline Area is a virtual area, which can accommodate work centers and aircraft. An Offline Area can be a Geographical Area or Aircraft number as per business requirements. Generally, operating and controlling aircraft in these offline areas becomes troublesome. This is facilitated by the **Offline Field System** business process which enables users in remote locations to perform required transactions without any necessity to connect with the main system. User can perform transactions in asynchronous mode in Offline Field base or Main base without affecting data integrity. The transactional data can be transported between the offline system and the main system through any data transfer media such as email, flash drive, CD or DVD.

The **Offline Field Management** sub process comprises the Configurator business component which facilitates creating / modifying offline area, evaluating offline operations, initializing field operations, terminating field operations, releasing / returning aircraft and work centers and transferring data between main base and field base.

# OFFLINE FIELD MANAGEMENT

The **Offline Field Management** sub process comprises the Configurator business component which enables users in remote locations to perform required transactions without any necessity to connect with the main system. The business component facilitates the following to address offline requirements.

## **Configure offline parameters:**

Definition of controllable attributes for handling specific offline functions in main base and offline base is necessary in the offline filed system. These attributes or parameters categorized under different sections, can be set to appropriate values according to user preferences except the parameters 'Usage Mode' and 'Offline Area #'. These are system-defined parameters defined under the category "Offline Configurator Options".

## **Manage offline area:**

Assignment Type must be defined depending on the offline operation performed. If aircraft moves in various geographical areas, Assignment Type can be defined as "Aircraft" and Offline Area will be Aircraft number. Heli logging is a typical case for such A/C assignments. If different aircraft are used to perform offline operation in same geographical area, then Assignment type can be defined as "Work Center" and Offline Area will be geographical area. For example, in case of mining operations aircraft are assigned to the same geographical area.

You can create offline area and associate work centers to the offline area to operate the aircraft. You can modify the offline area and activate / inactivate the offline area from the main base. You can also view the warehouses associated to the offline area / offline work center.

**Manage offline operations:**

The offline operations can be classified as follows:

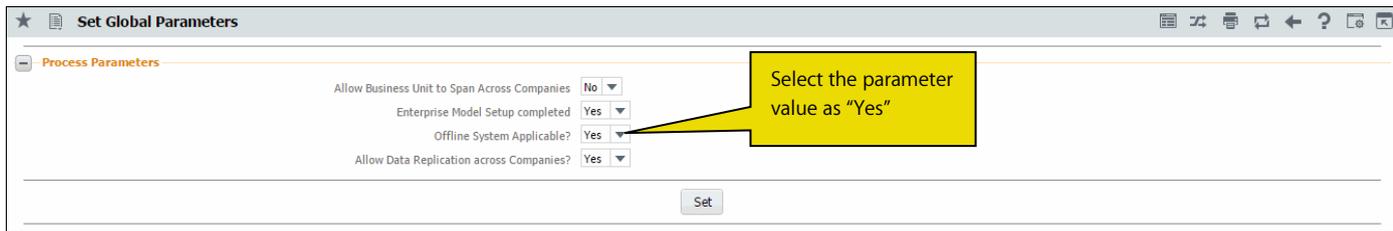
- i. **Evaluation:** Evaluation is done for verifying Open transactions and completion of master data setup before performing release and return of aircraft and work centers. On successful evaluation, you can view the list of pending transactions available in “Open” status for the aircraft or the work center.
- ii. **Initialization of offline area:** Offline Area needs to be initialized for each field operation from the Main base, only after addressing the impacted transactions. Once all the “Action Required” validations available in “Impacted Transaction List” page are cleared, the user can invoke the “Initiate Field Ops” button. This will create “Initialization Request #” and the system will start processing the request.
- iii. **Release of additional Aircraft and Work Centers to Offline Area:** Once Offline Area is operational, based up on the business requirement, the user can release additional aircraft and work centers to the field base from main base.
- iv. **Return of Aircraft and Work Centers:** In an offline Field base, once field operations are complete, the user can return the aircraft and work center to the Main base. Return can only be done from a field base.
- v. **Termination of Offline Area:** In the main base, once all aircraft and work center(s) released to Field have been received back, user can terminate the Field Operation. The termination of field operation can only be done from the Main base. If the aircraft is visiting the Main base for heavy check, the offline area may not be terminated.
- vi. **Force Termination of Offline Area:** In case of scenario like damaged laptop, the user can Force Terminate the Offline Field Operation. Force Termination of field operation can only be done from the Main base.

**Transfer Data:**

This process allows transfer of transaction data from main base to offline base and from offline base to Main Base. If the Usage Mode is “Online”, individual data packages are created for each Offline Area # from the main base and transferred to the offline base for loading. If the Usage Mode is “Offline”, individual data packages are created from the offline area and transferred to the main base for loading. You can view latest extraction details and the data transfer history.

## 2.1 SETTING PARAMETER FOR OFFLINE CONFIGURATION

1. Select the **Set Global Parameters** activity under the **Installation Parameter Setup** business component. The **Set Global Parameters** page appears. See *Figure 2.1*.



The screenshot shows a web application window titled "Set Global Parameters". Inside, there is a "Process Parameters" section with four dropdown menus:

- Allow Business Unit to Span Across Companies: No
- Enterprise Model Setup completed: Yes
- Offline System Applicable?: Yes
- Allow Data Replication across Companies?: Yes

A yellow callout box points to the "Offline System Applicable?" dropdown with the text "Select the parameter value as 'Yes'". A "Set" button is located at the bottom center of the form.

**Figure 2.1** Setting global parameters

2. In the **Process Parameters** group box, set the parameter **Offline System Applicable?** as "Yes".
3. Click the **Set** pushbutton to set the parameter for offline configuration.

## 2.2 CONFIGURING OFFLINE PARAMETERS

This activity facilitates definition of controllable attributes for handling specific offline functions in main base and offline base. These attributes or parameters categorized under different sections, can be set to appropriate values according to user preferences except the parameters ‘Usage Mode’ and ‘Offline Area #’. These two system-defined parameters are defined under the category “Offline Configurator Options”.

On initialization of the data package, all the process parameter values set in the main base are copied to the Offline system’s page except the two system-defined process parameters. You cannot modify any of the process parameters when ‘Usage Mode’ is “Offline”.

1. Select the **Configure Offline Parameters** activity under the **Configurator** business component. The **Configure Offline Parameters** page appears. See Figure 2.2.

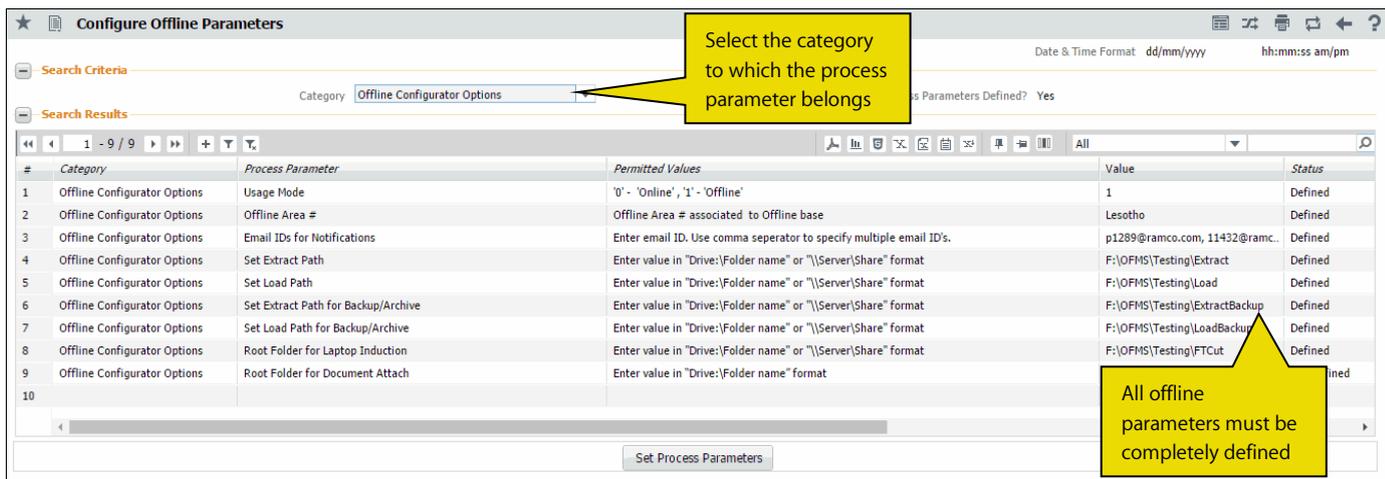


Figure 2.2 Configuring offline parameters

2. In the **Search Criteria** group box, select the select the **Category** to which the process parameter belongs. You can select from ‘Offline Configurator Options’, Aircraft Maintenance Options” or ‘Permitted Transaction List’.

*Note: The value ‘Permitted Transaction List’ is listed only if the system-defined process parameter ‘Usage Mode’ under the Category ‘Offline Configurator Options’ is “Offline”.*

*All the Offline parameters except system defined parameters must be completely defined in the “Configure Offline Parameters” activity, under the category “Offline Configurator Options” and “Aircraft Maintenance Options”.*

3. In the **Search Results** multiline, enter the value to be defined for the process parameter. You cannot modify the value, if the ‘Usage Mode’ is “Offline”. Value must not be entered for Offline Area #, if ‘Usage Mode’ is “Online”.

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

- ▶ Category - The category to which the process parameter belongs.
- ▶ Process Parameter - The process parameters defined for the category.
- ▶ Permitted Values - The permitted value for the process parameter.
- ▶ Status - Indicates whether Value is defined or not defined against each process parameter. The system displays “Defined” or “Not Defined”.

4. Select the **Set Process Parameters** pushbutton to update the process parameters.

Refer to ‘Appendix A’ for more details on the process parameters and their permitted values for the selected Category.

## 2.3 MANAGING OFFLINE AREA

You can create an offline area and associate work centers to the offline area to operate aircraft located in remote places. Offline area generally refers to a remote location representing an area where connectivity is intermittent or connectivity does not exist.

You can create or modify the offline area and activate / inactivate the offline area from the main base. Multiple work centers can be mapped to a single offline area, but the same work center cannot be mapped to different offline areas. You can also view the warehouses associated to the offline area / offline work center. You can perform the following in this activity.

- ▶ Create offline area
- ▶ Edit offline area
- ▶ Associate work center to offline area
- ▶ View warehouse associated to offline area
- ▶ Activate / inactivate offline area

### 2.3.1 CREATING / MODIFYING OFFLINE AREA

1. Select the **Manage Offline Area** activity under the **Configurator** business component. The **Manage Offline Area** page appears. See Figure 2.3.

#	Offline Area #	Area Description	Machine #	Assignment Type	Status	Work Center Mapped	Map Work Center	View Warehouse	Remarks
1	Haiti	South African District	Haiti Lap	Aircraft	Active	YVR-500-01	Map WC	View WH	Testing for OFMS!!
2	Juba	Capital of South Sudan	01	Work Center	Active	YUL-100-00,YUL-100-05	Map WC	View WH	New Offline Area
3	Lesotho	South African remote village	Lesotho Lap	Aircraft	Active	YEG-500-00	Map WC	View WH	Testing Purpose!!
4	Mali	Country of West Africa	SZ Laptop	Aircraft	Active	YUL-111-11	Map WC	View WH	Testing OFMS
5	PNG			Aircraft	Active	2468-01	Map WC	View WH	

Figure 2.3 Managing offline area

#### Creating new offline area

2. In the **Add Offline Area** group box enter the **Offline Area #** you wish to create and the **Area Description**.
3. Select the **Assignment Type** as 'Aircraft' or 'Work Center' for associating to the offline area.
4. Click the **Add** pushbutton to create a new offline area.
5. Click the icon  which is displayed on successful creation of the offline area, to map the work center to the offline area.

#### Modifying offline area

In the **Edit Offline Area** group box,

6. Select 'Offline Area #', 'Work Center #', 'Warehouse #' or 'Machine #' in the **Search On** drop-down list box and select the **Status** of the offline area as 'Active', 'Fresh' or 'Inactive'.
7. Click the **Search** pushbutton to retrieve the offline area details matching the search results.

8. Specify the **Offline Area #** you wish to modify and enter the **Area Description**.
9. Select the **Assignment Type** as 'Aircraft' or 'Work Center' for associating to the offline area.
10. Click the hyperlinked 'Map WC' field in the multiline to invoke the “Associate Work Centre to Offline Area” page which allows you to map work centers to the offline area.
11. Click the hyperlinked 'View WH' field in the multiline to invoke the “View Associated Offline Warehouse” page in which you can view the associated offline warehouse.
12. Click the **Update** pushbutton to update the modified offline area details.

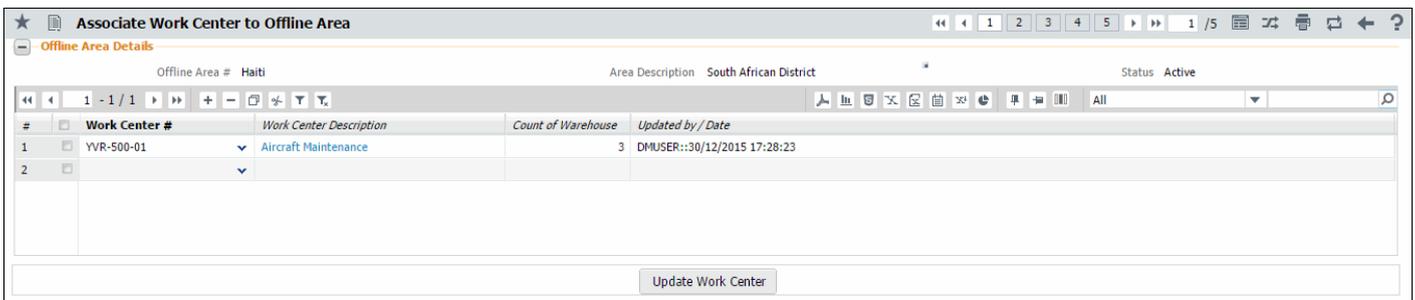
**To proceed further,**

- ▶ Select the [Manage Offline Operations](#) link to manage the offline operations.

### 2.3.2 ASSOCIATING WORK CENTER TO OFFLINE AREA

You can associate a work center to an offline area in 'Active' or 'Inactive' status, but the same work center cannot be mapped to different offline areas. The status of the offline area is changed from “Fresh” to “Active”, if at least one work center is mapped to the offline area.

1. Select the icon 'Map Work Center' in the “Add Offline Area” group box or select the hyperlinked “Map WC” field in the multiline of **Manage Offline Area** page. The **Associate Work Center to Offline Area** page appears. See Figure 2.4.



**Figure 2.4 Associating work center to offline area**

2. Select the **Work Center #** in the multiline, to be associated to the offline area.
  - ✎ Note: The **Count of Warehouse** associated to the work center is displayed in the multiline.
3. Click the **Update Work Center** pushbutton to associate the work center to the offline area.
  - ✎ Note: Ensure that at least one work center mapping exists if the status of Offline Area is 'Active'.

### 2.3.3 VIEWING ASSOCIATED OFFLINE WAREHOUSE

You can view all the warehouses of the work center associated to the Offline Area. All the warehouses pertaining to a single work center are grouped together and displayed.

1. Select the hyperlinked 'View WH' field in the multiline of the **Manage Offline Area** page. The **View associated offline warehouse** page appears. See Figure 2.5.



**Figure 2.5 View associated offline warehouse**

- ✎ Note: You can invoke this page only if work center mapping exists for an Offline Area and if warehouse association exists for the respective work center #.

## 2.4 MANAGING OFFLINE OPERATIONS

This activity allows you to initiate offline field operations in the selected offline area and terminate the field operations, based on whether the assignment type of the offline area is “Aircraft” or “Work Center”. You need to evaluate the offline area for predefined option settings and data conditions in order to initiate the offline field operations. On successful evaluation, you can view the list of pending transactions available in “Open” status for the aircraft or the work center. Field operations can be initiated only after addressing the impacted transactions.

You can also terminate the field operations if required. The Operational status is changed as “Terminated” indicating that the offline area is non-functional with its facilities without aircraft. On successful initiation / termination of Offline operations, data package is created and is stored in the predefined path. You can also view the operational history of the offline area.

You can perform the following:

- ▶ Evaluate Offline Area or Aircraft(s) or Workcenter(s) for offline operations
- ▶ Initiate Field Operations
- ▶ Release aircraft(s) / work center(s) to offline base
- ▶ Return aircraft(s) / work center(s) to main base
- ▶ Terminate / Force Terminate Field Operations
- ▶ View impacted transaction list
- ▶ View modification statistics
- ▶ View operation history

### 2.4.1 EVALUATING OFFLINE OPERATIONS

Evaluation is done for verifying Open transactions and completion of master data setup before performing release and return of aircraft and work centers.

1. Select the **Manage Offline Operations** activity under the **Configurator** business component. The **Manage Offline Operations** page appears. See *Figure 2.6*.

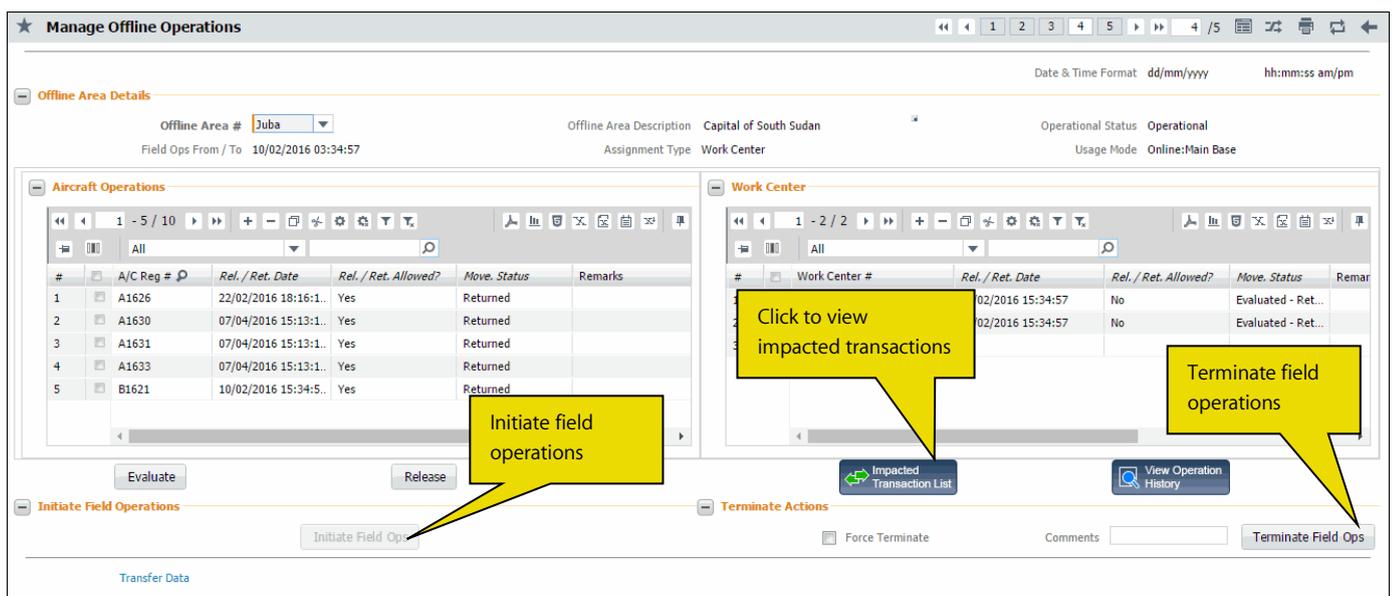


Figure 2.6 Managing offline operations

In the Offline Area Details section,

2. Select the **Offline Area #** for which you wish to initiate offline field operations.
3. Enter the **A/C Reg #** assigned to the offline area.

4. Enter any additional **Remarks** related to the association of aircraft to the offline area.
5. Enter the **Work Center #** assigned to the offline area.
6. Enter any additional **Remarks** related to the association of work center to the offline area.
7. On entering aircraft and work center details, click the **Evaluate** pushbutton to evaluate the offline area.

*Note: For the Offline Area # selected, this pushbutton is disabled in the main base, if the Operational Status of the Offline Area is "Initiated" / "Initiated-Pending".*

### 2.4.2 INITIATING FIELD OPERATIONS

Offline Area needs to be initialized for each field operation from the main base. As Part of Initialization, the system will validate for Open transactions and Master Data Setup completion.

Once all the "Action Required" validations available in **Impacted Transaction List** screen are cleared, the user can invoke the "Initiate Field Ops" button in the **Initiate Field Operations** section. This will create "Initialization Request #" and the system will start processing the request based on the value of the radio button in the "Initiate Field Operations" cluster.

8. Select one of the following radio buttons in the **Initiate Field Operations** section, to specify the option for initiating offline field operations.
  - ▶ Immediate - Select this radio button to initiate offline field operations immediately. The Ramco's CDT (Change Data Transfer) tool will start processing the Initialization Request # immediately The 'Data / Time' saved against the Offline Area # is displayed alongside.
  - ▶ As Per Schedule – If this button is selected, the Ramco's CDT (Change Data Transfer) tool will start processing the Initialization Request # up on the time which is defined for parameter "Lead time to Initiate Production database back up" in **Configure Offline Parameter** screen.
9. Click the **Initiate Field Ops** pushbutton to initiate offline operations. This pushbutton is disabled if the Operational Status of the Offline Area is "Operational". See Figure 2.7 explaining the process of initializing field operations in main base.

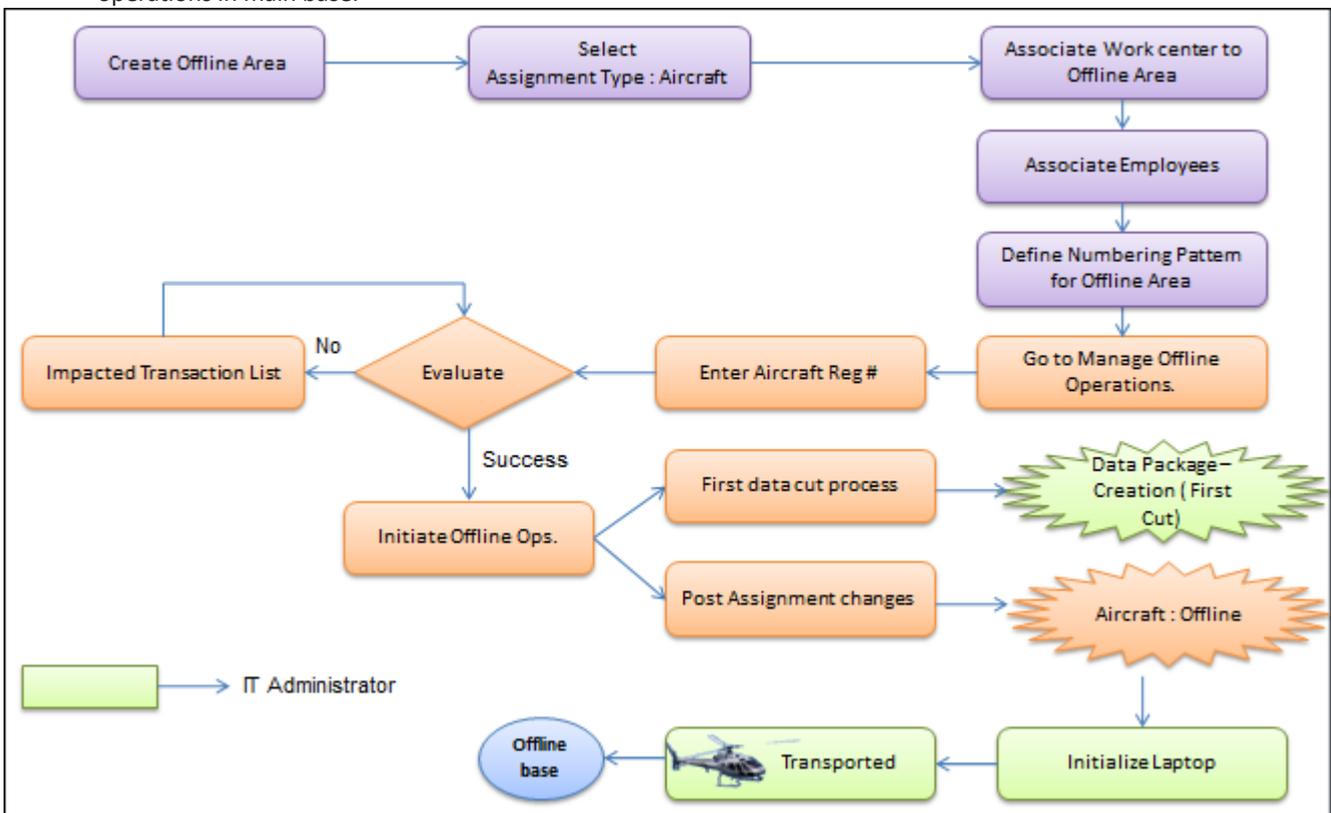


Figure 2.7 Initializing field operations in main base

- ✎ *Note: On successful evaluation of the offline area, you can view the list of pending transactions available in “Open” status for the aircraft or the work center. Field operations can be initiated only after addressing the impacted transactions.*
- ✎ *On successful completion of initiation process, intimation mail is sent to all users whose email ID is provided in the “Configure Offline Parameters” activity under the “Offline Configurator Options” category, in the Main base.*

### 2.4.3 RELEASING ADDITIONAL AIRCRAFT AND WORK CENTERS TO OFFLINE AREA

Once Offline Area is operational, based on the business requirement, the user can release additional aircraft and work centers to the Field base from Main base.

Before releasing additional aircraft and work center(s), the system will validate for Open Transactions and completion of master data set up.

10. Click the **Release** pushbutton in the **Manage Offline Operations** page to release aircraft or work center to the offline area.
  - ✎ *Note: For the Offline Area # selected, this pushbutton is disabled in the main base if the Operational Status of the Offline Area is blank / “Terminated” / “Force Terminated” / “Initiated-Pending”. However this button is disabled always in the offline base (i.e. Usage Mode: Offline).*
  - ✎ *Once aircraft and work center(s) are released, “Move. Status” will be changed to “Released” and “Operational status” will be kept as “Operational”*

### 2.4.4 RETURNING AIRCRAFT AND WORK CENTERS

In an offline Field base, once field operations are complete, the user can return the aircraft and work center to the Main base. Return can only be done from a Field base.

Before returning aircraft and work centers from the Field base, the system will validate for Open transactions and ask user to close the same, if any.

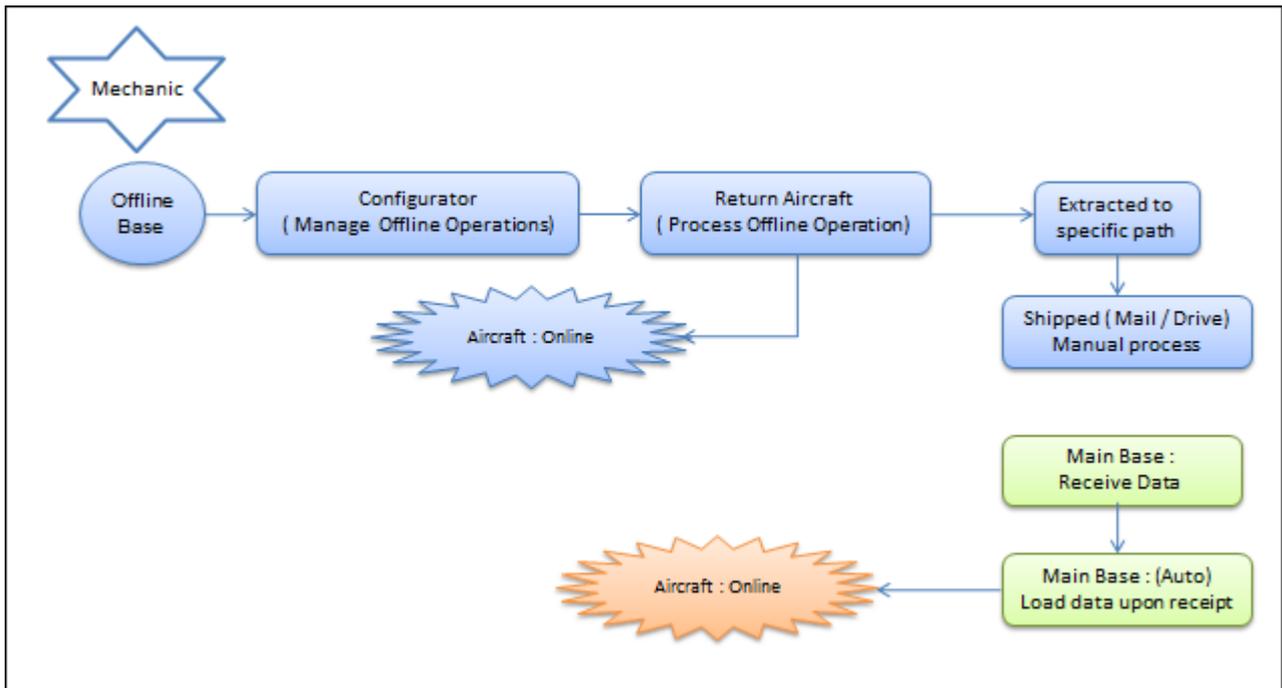
11. Click the **Return** pushbutton in the **Manage Offline Operations** page to return the aircraft / work center.
  - ✎ *Note: This button is displayed only in the offline base and always disabled in the main base.*
12. On return of aircraft and work centers, the “Move Status” will be changed to “Returned” and “Operational status” will be kept as “Operational”.
  - ✎ *Note: Once aircraft and work center(s) are returned, usage mode for it will be changed from “Offline” to “Online”. After return, transactions cannot be created on returned aircraft and work center(s).*

### 2.4.5 TERMINATE / FORCE TERMINATE FIELD OPERATIONS

In the Main base, once all aircraft and work center(s) released to field have been received back, user can terminate the field operation. The termination of field operation can only be done from the main base. If the aircraft is visiting the main base for heavy check, the offline area may not be terminated. Once offline area is terminated, “Operational status” is set as “Terminated” and “Move. Status” will be retained as “Returned”. See Figure 2.8 explaining the process flow for terminating field operations in main base.

In scenarios like damaged laptop, user can force terminate the offline field operation. Force termination of field operation can only be done from the main base.

1. Click the **Terminate Field Ops** pushbutton to terminate the field operations.
2. Check the **Force Terminate** box in the **Terminate Actions** section, if you wish to forcibly terminate the operations of the offline area or aircraft / work center.



**Figure 2.8 Terminating field operations in main base**

3. Enter any **Comments** related to force termination and click the **Terminate Field Ops** pushbutton to force-terminate the field operations.

*Note: Force Termination will result in loss of data; hence the same Offline Area cannot be used for receiving any data.*

*The “Initiate Field Operations” and the “Terminate Actions” sections are disabled in the offline base.*

### To proceed further,

- ▶ Click the button  to view the **impacted transaction list**, if impacted transactions or validations exist for the Offline Area.
- ▶ Click the button  to view the [operational history](#).
- ▶ Select the **Transfer Data** link at the bottom of the page to transfer transaction data between main base and offline base.

## 2.4.6 VIEWING IMPACTED TRANSACTION LIST

In this page, you can view the list of pending transactions available in “Open” status for the aircraft or the work center. These transactions are listed as a result of evaluation of offline area carried out the “Manage Offline Operations” activity. Field operations can be initiated only after addressing the impacted transactions displayed against the respective Document Types.

1. Select the  icon in the **Manage Offline Operations** page. The **Impacted Transaction List** page appears. See *Figure 2.9*.

★ **Impacted Transaction List**

Offline Area # Juba  
Field Ops From / To 10/02/2016 03:34:57 I

Offline Area Description Capital of South Sudan  
Assignment Type Work Center

Operational Status Operational  
Usage Mode Online:Main Base

#	Document Type	Document #	Document Status	Message Type	Message Center	Aircraft Reg #
1	Maintenance Setup			Informational	"Auto Return of Parts" is enabled for Offline Usage	
2	Maintenance Setup			Informational	"Certificate of Maintenance" will not be mandated for Offline Usage.	
3				Informational	Financial Calendar for the finance book id "AVEOS1" is not defined for next three periods.	
4				Informational	Financial Calendar for the finance book id "AVEOS1" is not defined for next three periods.	

**Informational validation**

**Figure 2.9 View impacted transaction list**

The **Impacted Transaction List** page lists the “Informational” and “Action Required” validations upon evaluation for:

- ▶ Initialization
- ▶ Release
- ▶ Return

User need to clear all the “Action Required” validations displayed in this page, to proceed further.

### 2.4.7 VIEWING OPERATION HISTORY

This page is used to view the offline operational history. You can view the operation history of respective offline area and its associated aircraft and work centers. You can perform search based on aircraft registration number, work center number, offline area number and view details such the date of release of the aircraft, the date from which the aircraft is operational, status of the aircraft or work center, operational status of the offline area, etc.

1. Select the icon in the **Manage Offline Operations** page. The **View Operation History** page appears. See Figure 2.10.

★ **View Operation History**

Search Criteria

Search on Offline Area # Juba  
From / To Date 01/03/2010 12:30:51 PM 25/05/2016 12:30:51 PM  
Usage Mode Online:Main Base

Search Results

#	Offline Area #	Aircraft Reg #	Work Center #	From Date	To Date	Date Identifier	Operational Status	Move. Status	Remarks	Term
1	Juba			10/02/2016 03:34:57 PM		Operational Date	Operational			
2		B1621		10/02/2016 03:34:57 PM	19/02/2016 06:41:07 PM	Release / Return Date		Returned		
3		B1622		10/02/2016 03:34:57 PM	25/02/2016 05:45:42 PM	Release / Return Date		Returned		
4		B1626		22/02/2016 06:16:15 PM	23/02/2016 07:21:09 PM	Release / Return Date		Returned		
5		A1626		22/02/2016 06:16:15 PM	23/02/2016 07:21:09 PM	Release / Return Date		Returned		

**Figure 2.10 View operation history**

## 2.5 TRANSFERRING DATA

You can transfer transaction data from main base to offline base and from offline base to main base. If the Usage Mode is “Online”, individual data packages are created for each Offline Area from the main base and transferred to the offline base for loading. If the Usage Mode is “Offline”, individual data packages are created from the offline area and transferred to the main base for loading. You can view latest extraction details and the data transfer history. Refer to Figure 2.11 explaining data transfer process.

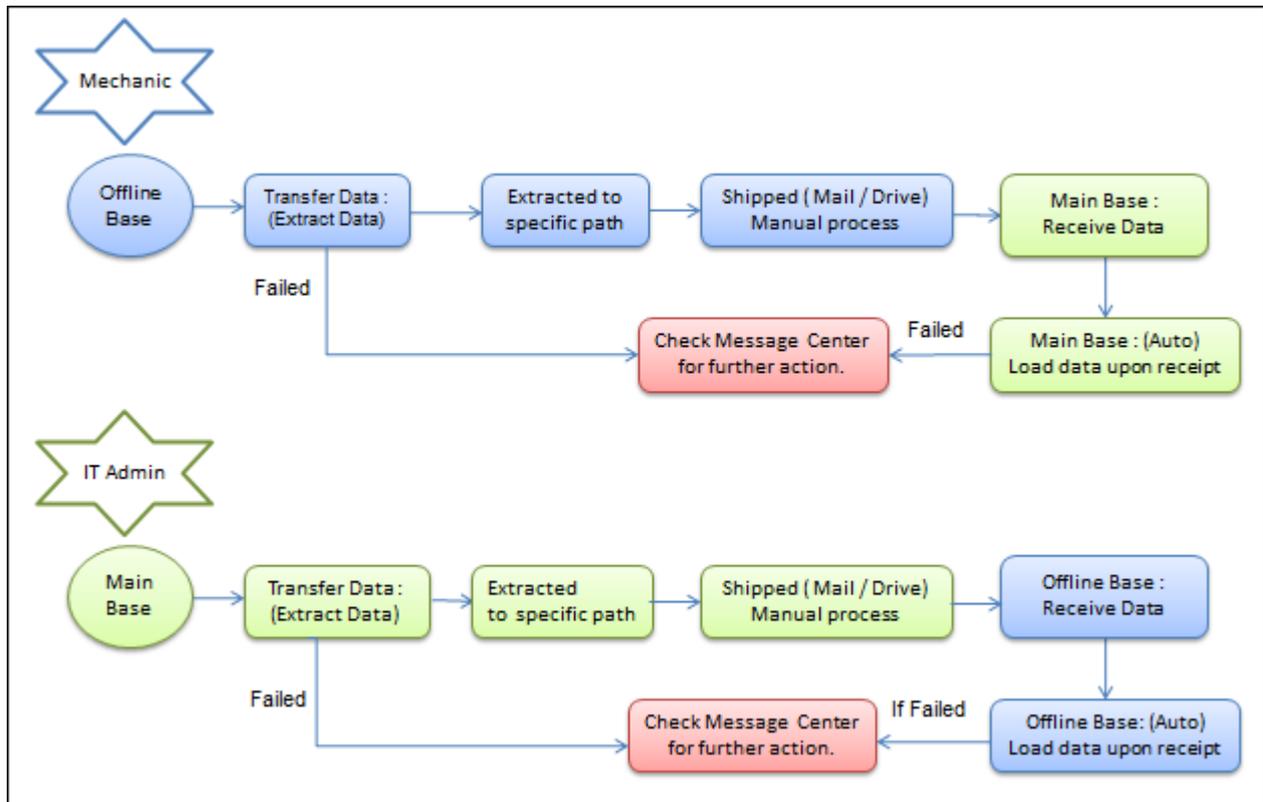


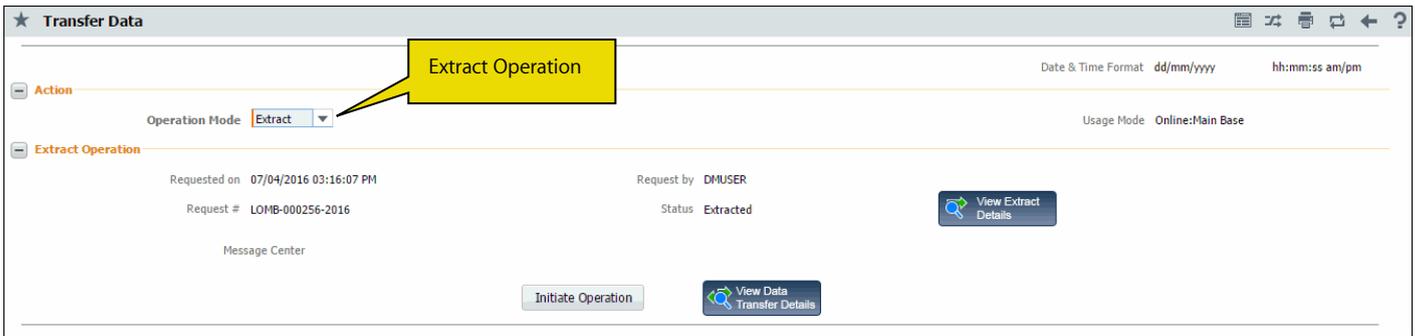
Figure 2.11 Data transfer process

### 2.5.1 TRANSFERRING DATA

1. Select the **Transfer Data** activity under the **Configurator** business component. The **Transfer Data** page appears.
2. In the **Action** group box, select the **Operation Mode** as “Extract” or “Load” to extract or load data package from main base or offline base depending on the Usage Mode displayed.
3. The system displays ‘Extract Operation’ or ‘Load Operation’ group box depending on the **Operation Mode** selected.

#### Extract Operation

If the user selects Operation Mode as “Extract” and invokes the “Initiate Operation” button, the system identifies the latest change details from last Extract and extracts it to the Extract Path mentioned in **Configure Offline Parameter** screen. See Figure 2.12.



**Figure 2.12 Transferring data - Extract operation**

4. The system displays data extraction details like **Requested on**, **Request by**, **Request #** and **Status** of data extraction.
5. Click the button to view the extracted data.
6. Click the **Initiate Operation** pushbutton to initiate the data extraction process.

*Note: The system does not allow you to extract data on following conditions:*

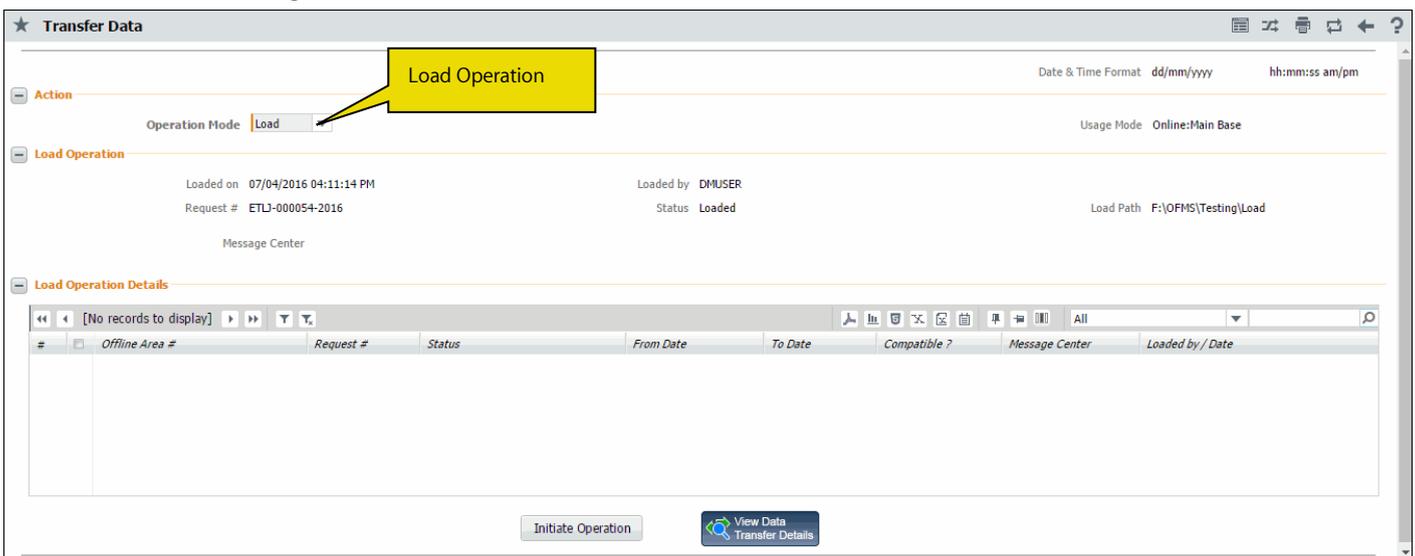
- a. If there exists a request in “Extract-Initiated” status.
- b. If there is no Offline Area in Operational status.
- c. If the Offline Area is “Operational” and if all the entities (i.e. aircraft, work center) are returned.

### Load Operation

On copy and paste of Extracted files from Source to Destination “Load Path”,

- ▶ The system will pick up the request and Status will be changed to “Load-Requested”.
- ▶ The system can load the data packages itself, if Load scheduler is configured for “Auto Loading”.
- ▶ If Auto-Load is not configured or Load is failed, the user can manually initiate Load operation by invoking “Initiate Operation”.

The system displays data loading details like **Loaded on**, **Loaded by**, **Usage Mode**, **Request #**, **Status** of data loading and **Load Path**. See Figure 2.13.



**Figure 2.13 Transferring data – Load operation**

7. Click the button to view the **extracted data**.
8. Click the **Initiate Operation** pushbutton to initiate the data loading process.

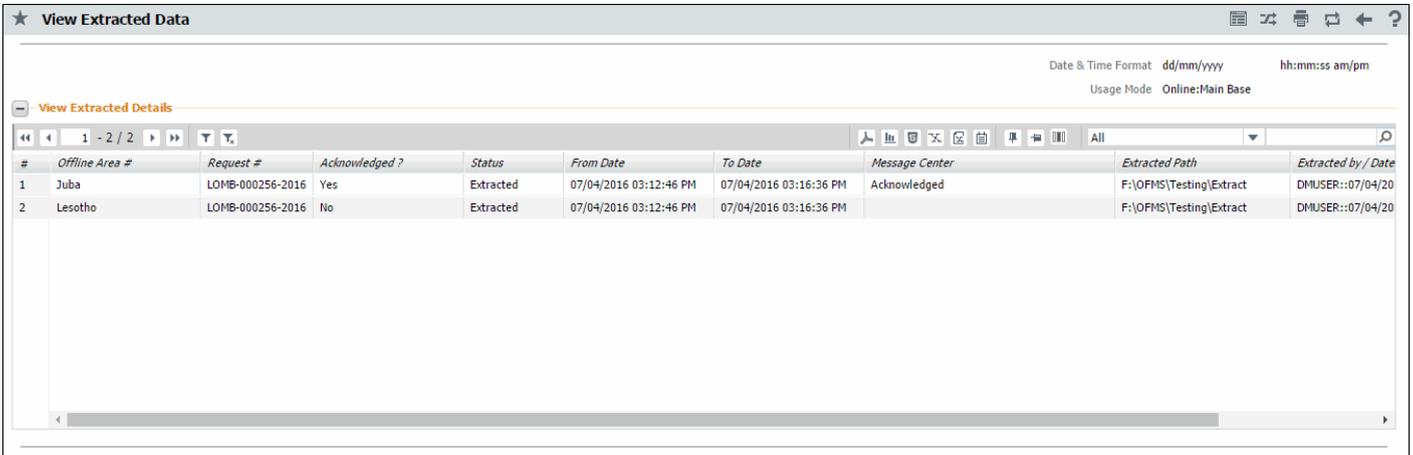
### To proceed,

- ▶ Click the button to view the **data transfer history**.

### 2.5.2 VIEWING EXTRACTED DATA

You can view the data package details extracted from the main base or offline base, using the “Transfer Data” page. For a given offline area and Usage Mode, only the latest extracted data are transferred and displayed.

1. Select the button in the **Transfer Data** page, when ‘Operation Mode’ is selected as “Extract”. The **View Extracted Data** page appears. See Figure 2.14.



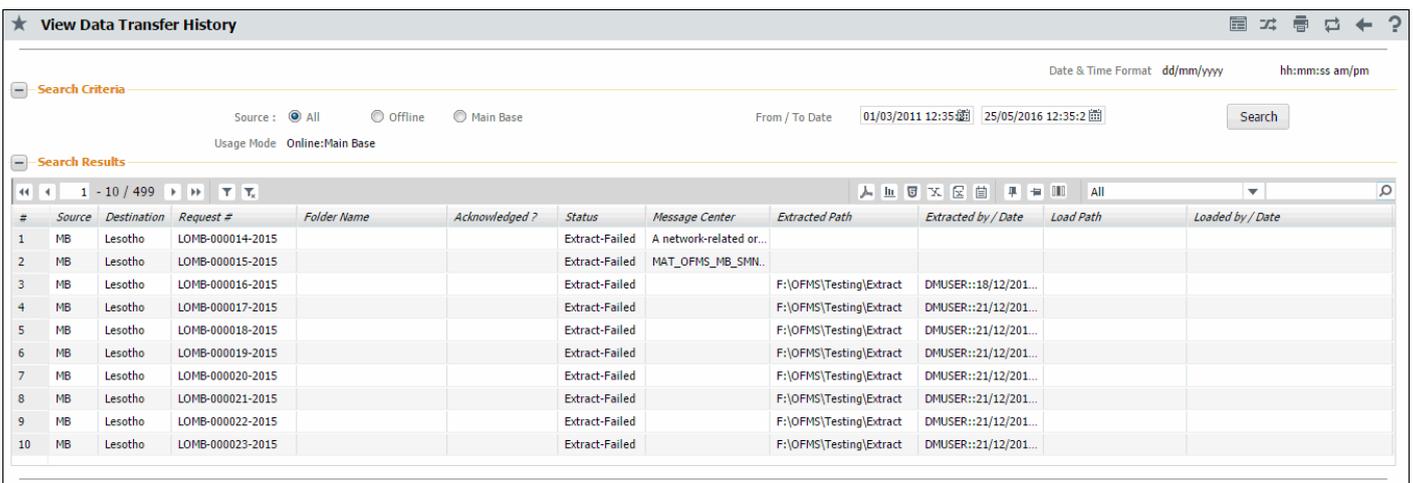
**Figure 2.14 Transferring data - Extract**

2. For the **Usage Mode** displayed in the header, the system displays details data extraction details like ‘Offline Area #’, ‘Request #’, ‘Acknowledged?’, ‘Status’, ‘From Date’, ‘To Date’, ‘Message Center’, ‘Extracted Path’ and ‘Extracted by / Date’.

### 2.5.3 VIEWING DATA TRANSFER HISTORY

In this page, you can view the data package transactions from main base to offline base and from to offline base to main base. You can specify the source of the data package and the date range you wish to view the transaction details. Based on the Usage Mode and the selected source, details such as source, destination, file name of the data package, extracted path, load path, etc. are displayed in the multiline.

1. Select the button in the **Transfer Data** page, when ‘Operation Mode’ is selected as “Extract”. The **View Data Transfer History** page appears. See Figure 2.15.



**Figure 2.15 Viewing data transfer history**

2. For the **Source** of data package (whether data package is extracted from offline base and / or main base), **Usage Mode** and date range, the system displays data transfer details like ‘Source’, ‘Destination’, ‘Request #’, ‘Folder Name’, ‘Status’, ‘Message Center’, ‘Extracted Path’, ‘Extracted by / Date’, ‘Load Path’, ‘Loaded by / Date’.

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