

ramco

**RAMCO AVIATION SOLUTION
VERSION 5.8**

USER GUIDE

CHRYSLIS

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The documentation has been provided for the entire Aviation solution, although only a part of the entire solution may be deployed at the customer site, in accordance with the license agreement between the customer and **Ramco Systems Limited**. Therefore, the documentation made available to the customer may refer to features that are not present in the solution purchased / deployed at the customer site.

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

Chapter 1 provides an overview of the **Chrysalis** features.

Chapter 2 focuses on the Chrysalis feature of Personalization.

Chapter 3 focuses on the Chrysalis features impacting speed and productivity of users.

Chapter 4 focuses on the Chrysalis features impacting navigation, accessibility and workflow.

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

DOCUMENT CONVENTIONS

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

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution. The documentation is generally provided in two forms:

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

WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

1	INTRODUCTION.....	5
2	CHRYSALIS FEATURES I.....	6
2.1	IMPLEMENTER PERSONALIZATION	7
2.1.1	TO PERSONALIZE AT ORGANIZATION-LEVEL	7
2.2	USER PERSONALIZATION	13
2.2.1	TO PERSONALIZE AT USER-LEVEL	13
3	CHRYSALIS FEATURES II	14
3.1	INBOX.....	15
3.1.1	USING INBOX	15
3.2	WIZARD.....	16
3.2.1	USING SYSTEM WIZARD	16
3.2.2	ACCESS RIGHTS TO ROLES FOR SYSTEM WIZARDS	17
3.2.3	PROVIDING ACCESS RIGHTS TO ROLES FOR SYSTEM WIZARDS.....	17
3.2.4	CREATING USER / IMPLEMENTER WIZARDS.....	20
3.2.5	USING USER WIZARDS	23
3.3	WORK AREAS	25
3.3.1	CREATING WORK AREAS.....	25
3.3.2	AFFIXING ACTIVITY TO WORK AREA	25
3.3.3	APPLICATION PREFERENCES.....	26
4	CHRYSALIS FEATURES III.....	27
4.1	MENU MAP	28
4.1.1	USING MENU MAP.....	28
4.2	MENU TAG	30
4.2.1	USING MENU TAG	30
4.3	FAVORITES.....	31
4.3.1	VIEWING FAVORITES ACTIVITIES AND GROUPS	31
4.3.2	CREATING FAVORITE ACTIVITIES	31
4.3.3	CREATE FAVORITE GROUP	32
	Index	33

INTRODUCTION

Chrysalis comprises a set of features designed to speed up navigation, accessibility, and workflow for users of Ramco Aviation solution. Developed on the premise of convenience and corroboration, Chrysalis ensures that the user straightaway commences day's work with no more than a couple of mouse clicks.

Users can circumvent the conventional traversal of BPC-Component-Activity Hierarchy and straightaway launch the precise activity in the application. Users can even work alternately with multiple activities at a single point of time.

Chrysalis features enable users to achieve the following:

- ▶ User Interface **Customization**.
- ▶ View and act on application-generated messages with **Inbox**.
- ▶ Swift master data definition with **Wizards**.
- ▶ Concurrent access to multiple screens with **Work Areas**.
- ▶ Instant access to screens from **Menu Map**.
- ▶ Tag most-frequented activities to **Menu Tag**.
- ▶ Make crucial activities as **Favorites**.
- ▶ Easy access to **WorkSpaces, Wizards**.

CHRYSALIS

FEATURES I

The **Personalization** feature of Chrysalis helps users to alter UI elements in the Ramco Aviation application so as to suit specific organization parlance, processes and practices. For example, an industry standard process in various organizations could be referred to by different nomenclatures. To facilitate such conditions, personalization allows altering attributes of fields, buttons, links, tabs and sections to enhance user and process friendliness of the application.

Personalization can be carried out at two levels:

User Personalization: Individual users belonging to the organization unit can personalize user interfaces to suit and thereby speed up their work. However, this type of personalization is restricted to the user who devised the personalization.

Implementer Personalization: This kind of personalization impacts the working of an entire organization. Hence, Implementer personalization rights are granted to designated employees in the organization and changes are available to all login users spanning the organization unit.

However, both kinds of personalization bear similar look and feel and the procedures remain the same.

2.1 IMPLEMENTER PERSONALIZATION

This kind of personalization impacts the application at the organization unit-level and as result all the users in the organization unit will be able to view/work with the custom-build changes.

The table below illustrates the possibilities of personalization at the organization level.

UI Elements	Visible	Editable	Rename Label	Mandatory (Yes to No)	Change Error	Assign Roles
Input Fields	ü	ü	ü	ü	ü	ü
Links	ü	ü	ü	×	×	×
Pushbuttons	ü	ü	ü	×	×	×
Sections/group boxes	ü	ü	ü	×	×	×
Tabs	ü	ü	ü	×	×	×

2.1.1 TO PERSONALIZE AT ORGANIZATION-LEVEL

1. Click  at the top right of the screen. The **Save**, **Cancel** and **Clear** buttons appear at the top right of the screen. Those UI elements that you can personalize are tagged with . See Figure 2.1.

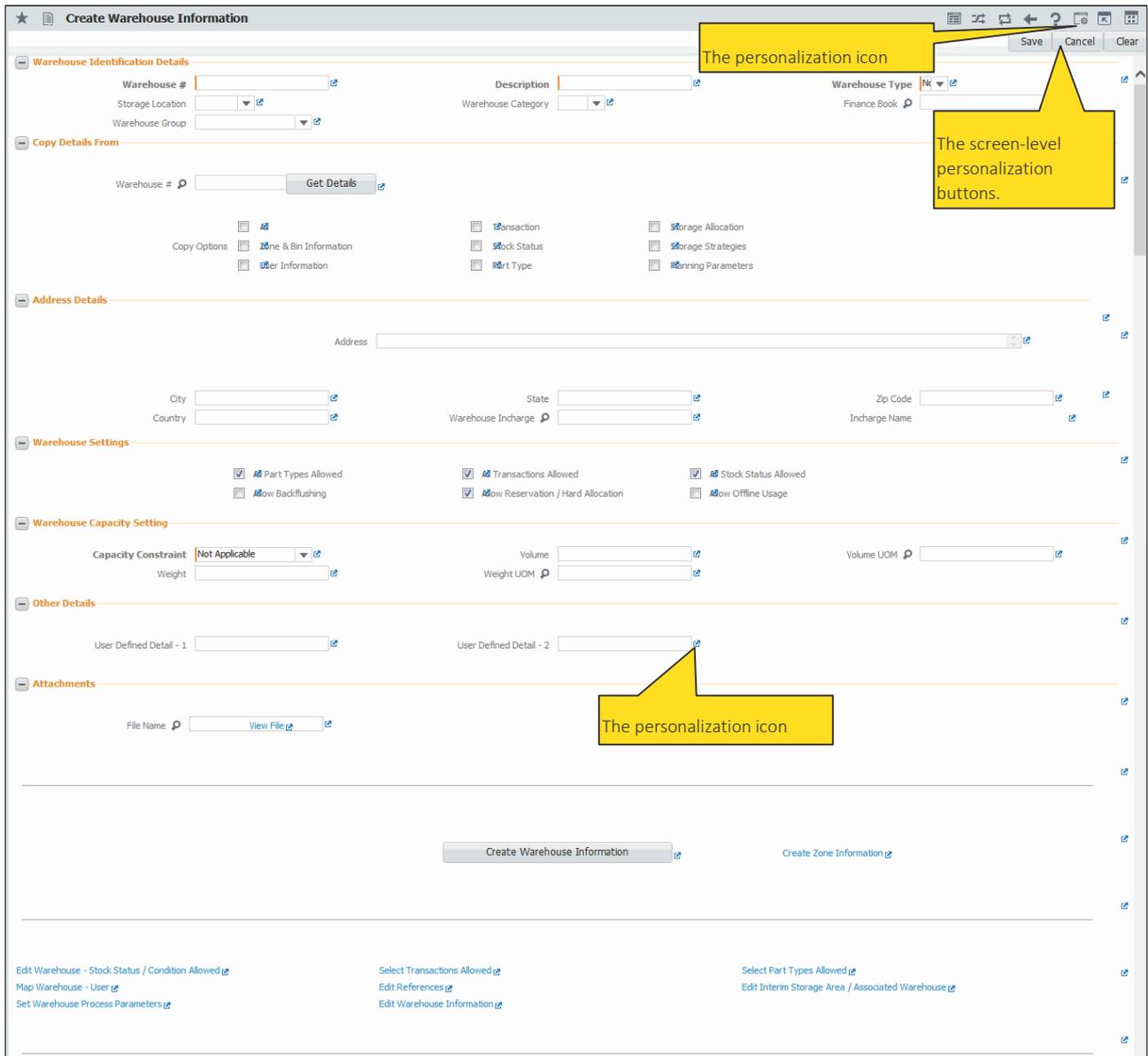


Figure 2.1 Showing Chrysalis features

To personalize drop-down list box/input field/checkbox

- Place the cursor on provided alongside the drop-down list box/input box/checkbox. As you hover the cursor on , you can see a box appearing around the UI item. See Figure 2.2.

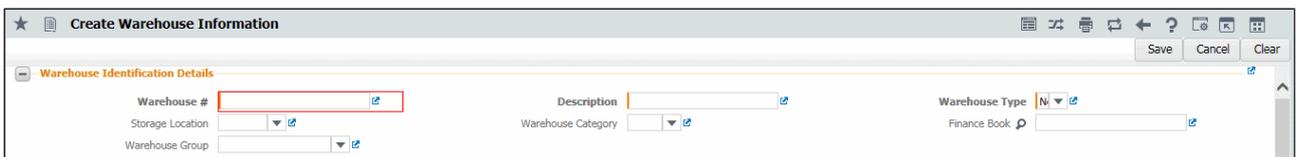


Figure 2.2 The Personalize border for drop-down list box/input box/checkbox

- Click the icon. The **Personalize** window opens up. See Figure 2.3.

Figure 2.3 The Personalize window for drop-down list box/input box/check box

4. To hide the UI item from the screen, select the **No** radio button under **Visible**. Alternately, select **Yes** to display the UI item.
5. To disallow modification of the UI item, select the **No** radio button under **Editable**. Alternately, select **Yes** to allow modification of the UI item.
6. To modify the name of the UI item, enter **Rename Label**.
7. To make the UI item non-mandatory, select the **No** radio button under **Mandatory**. Alternately, select **Yes** to make the UI item mandatory.
8. Use the **Task** drop-down to select the pushbutton task for which the UI item has been made mandatory.
9. Use the **Role** drop-down list box to select the role of employees who can view the customization.
10. Click the **Apply** pushbutton to save the personalization.

To personalize link/pushbutton

1. Place the cursor on  provided alongside the link/pushbutton. As you hover the cursor on , you can see a box appearing around the UI item. *See Figure 2.4.*

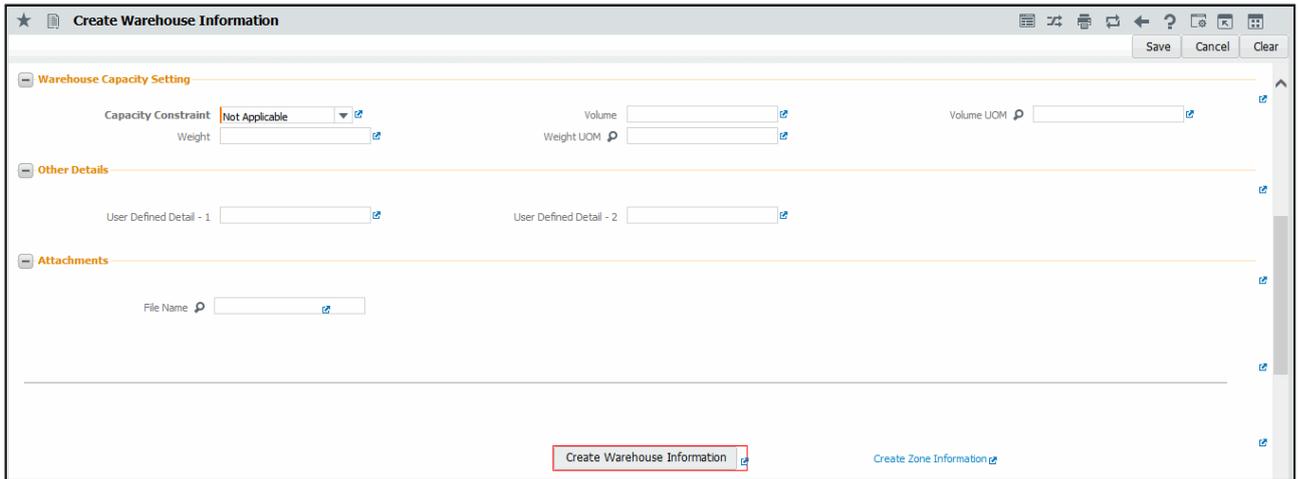


Figure 2.4 The Personalize border for pushbutton/link

2. Click the icon. The **Personalize** window opens up. *See Figure 2.5.*

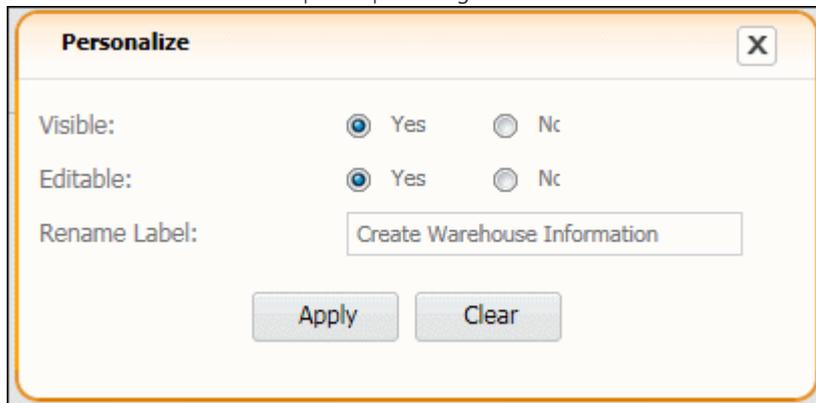


Figure 2.5 The Personalize window for pushbutton/link

3. To hide the link/pushbutton in the screen, select the **No** radio button under **Visible**. Alternately, select **Yes** to display the UI item.
4. To modify the name of the UI item, enter **Rename Label**.
5. Click the **Apply** pushbutton to save the personalization.

To personalize group box

6. Place the cursor on provided alongside the group box/section. As you hover the cursor on , you can see a box appearing around the UI item. *See Figure 2.6.*

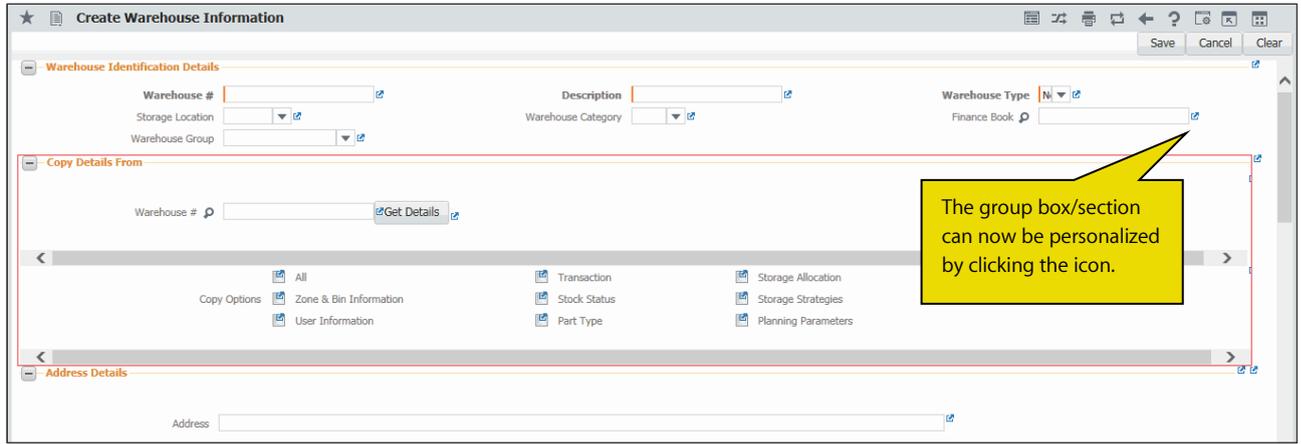


Figure 2.6 The Personalize border for group box/section

7. Click the icon. The **Personalize** window opens up. See Figure 2.7.

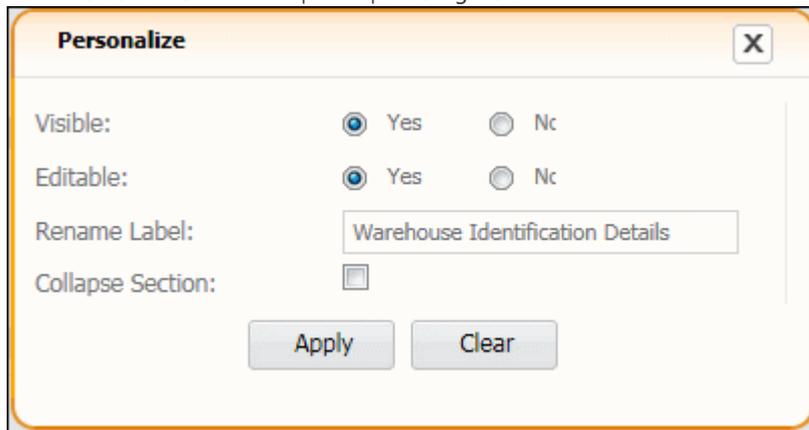


Figure 2.7 The Personalize window for group box/section

8. To hide the link/pushbutton in the screen, select the **No** radio button under **Visible**. Alternately, select **Yes** to display the UI item.
9. To modify the name of the UI item, enter **Rename Label**.
10. To keep the group box in collapsed state upon screen launch, select the Collapse checkbox.
11. Click the **Apply** pushbutton to save the personalization.

To personalize tab

12. Place the cursor on provided for the tab. As you hover the cursor on , you can see a box appearing around the UI item. See Figure 2.8

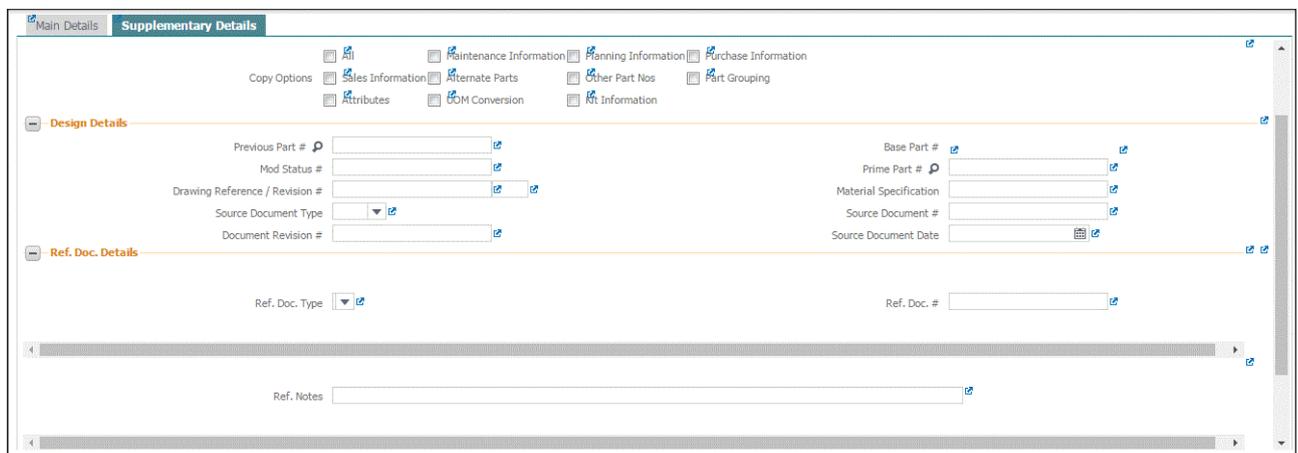


Figure 2.8 The Personalize border for tabs

13. Click the  icon. The **Personalize** window opens up. See *Figure 2.7*.

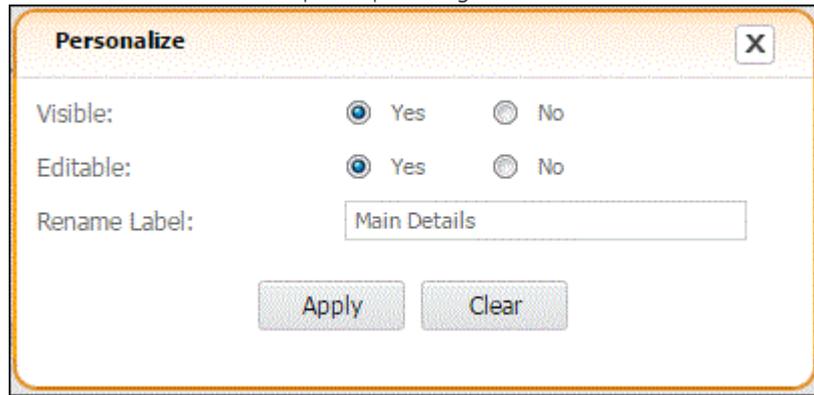


Figure 2.9 The Personalize window for tabs

14. To hide the tab in the screen, select the **No** radio button under **Visible**. Alternately, select **Yes** to display the UI item.
15. To modify the name of the UI item, enter **Rename Label**.
16. Click the **Apply** pushbutton to save the personalization.

To save screen personalization

17. After you complete entire personalization, click the **Save** pushbutton at the top right of the screen.

To remove personalization

18. Click the  icon alongside the UI item for which you wish to remove existing personalization.
19. To hide the Personalize icons in the screen, click  from the top right of the screen.
20. Click the **Clear** pushbutton in the Personalize window to revert the UI item to its original state in the application.

To remove screen personalization

21. To remove personalization in the screen, click the **Cancel** pushbutton from the top right of the screen.
22. To restore the screen to its original state, click **Clear** from the top right of the screen.

To work with UI post personalization

23. Logout of the application and then log into the application again.
24. Launch the activity/UI that you previously personalized or for which you cleared personalization. Now you can see the desired changes.

2.2 USER PERSONALIZATION

Individual/End users can personalize screens in the Ramco Aviation application to suits their functions/roles in the organization using the Chrysalis Personalization feature. This kind of personalization can be viewed / worked with only by the user who had personalized the screen.

However, the granting of personalization rights to end users is the prerogative of an organization. Depending on preferences and work practices, an organization may grant or restrain the user personalization rights.

The table below shows the personalization possibilities that can be utilized by users.

UI	Visible	Editable	Rename Label
Input Fields (Header)	×	×	ü
Multiline Felds	ü	ü	ü
Links	ü	×	ü
Pushbuttons	×	×	ü
Sections/group boxes	×	×	ü
Tabs	×	×	ü

2.2.1 TO PERSONALIZE AT USER-LEVEL

Follow the applicable procedures explained under similar topics in the Implementer Personalization section.

CHRYSALIS FEATURES II

This chapter showcases those Chrysalis features that enhance the speed and productivity of users of Ramco Aviation application. These features include Inbox, Wizards and Work Areas.

Employees can instantly access application-generated messages by means of Inbox. Permanent or temporary, exclusive or personalized user interfaces can be created to suit functions/roles of users in the organization for maximum benefit from the application. For instance, a single tab of the browser can be used to accommodate multiple activities so that users can flip-flop between these activities to enhance their efficiency.

3.1 INBOX

The Ramco Aviation application generates messages at crucial processing points to authorized/relevant employees based on the workflow notification message configuration. **My Inbox** provides instant access to emails generated by the application for users. Users can view emails and act upon them leading to speedy maintenance. Users can even choose to viewing messages based on search criteria.

Messages are categorized as

- ▶ Alert messages
- ▶ Notification/Informational messages
- ▶ Action messages

3.1.1 USING INBOX

To launch **My Inbox**, click . The count displayed in the icon indicates the new/unread messages. See Figure 3.1.

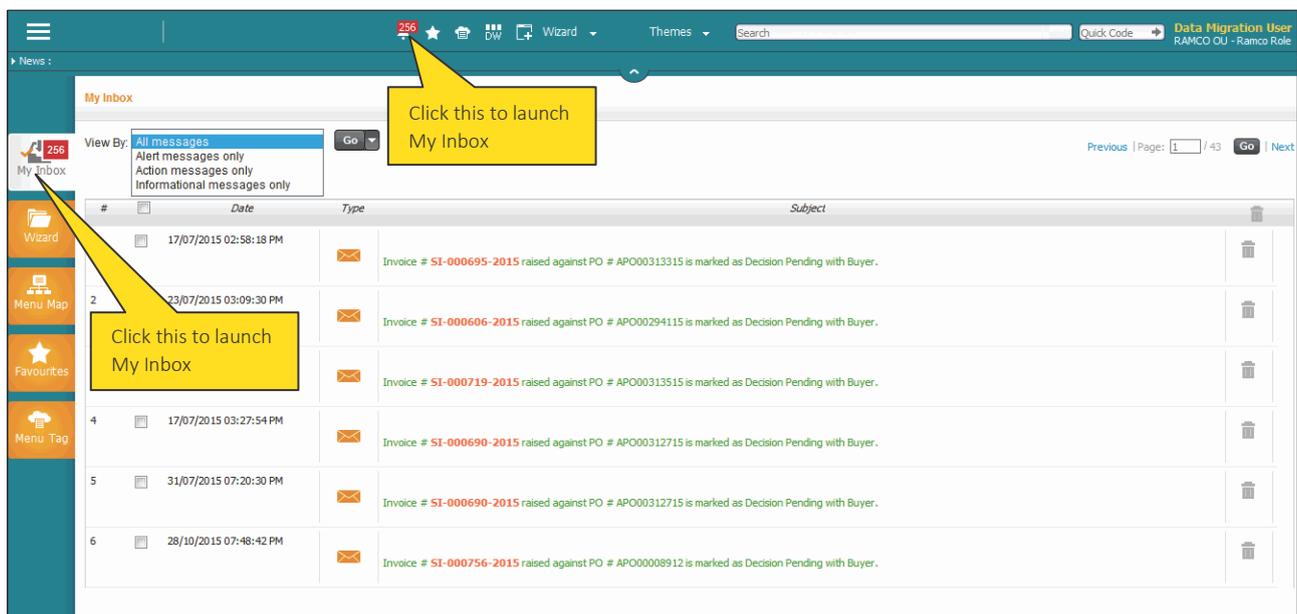


Figure 3.1 Chrysalis Inbox features

1. Use the **View By** drop-down list box to select the criterion for retrieving messages in the mail box. The drop-down list box displays the following options: All Messages, Alert messages only, Action messages only and Informational messages only.
2. Alternatively, use the **Go** drop-down list box for advanced search of messages. See Figure
3. In the **Advanced Search** window, use the **View By** drop-down list box to select the criterion for retrieving messages in the mail box. The drop-down list box displays the following options: All Messages, Alert messages only, Action messages only and Informational messages only.
4. To retrieve messages received during the period between specific dates, enter the **Posting Date** fields.
5. To retrieve messages containing specific content, enter text in **Search Text**.
6. Select the **Subject Only** check box, if you wish to retrieve messages based on subject having specific content. Conversely, do not select the check box, to the display messages containing the search text regardless of the subject.
7. Click **Go** to retrieve messages based on the search criteria in the mail box.
8. In case of Action messages, the **Subject** column indicates the action that you must perform next.
9. Click the **Select** pushbutton alongside to straightaway access the activity and perform the essential action.

3.2 WIZARD

The **Wizard** feature provides a speedy solution for defining master data and execution of jobs in the Ramco Aviation application. Two kinds of wizards are available as part of this feature: System wizards and User wizards.

System wizards are pre-defined and available to those users in the organization unit with access rights.

The **Wizard** feature is designed to help data administrators to set up master data in the intuitive logical sequence. Within a wizard, constituent activities appear in a logical sequence so as to be intuitive and fail proof for users. You can flip-flop between activities in the wizard since all of them open up as you access wizard. They remain active till the time you close the wizard. Data validation/sourcing between activities in the wizard happens seamlessly eliminating unnecessary traversal, data entry or data search/retrieval. For example, the **Create Task and setup Task Relationship** System wizard comprises all activities mandatory for creating new tasks and defining task relationships. In this way, master data can be built in a remarkably short time span.

Administrators grant users access to System wizards based on their roles spanning specific business functions in the organization.

1. These System wizards are in-built in Ramco Aviation:
2. Task and Task Relationship
3. MCR and Eng. Doc
4. Employee and Record Assignment
5. Parts and Alternates
6. Supplier
7. Warehouse and Users
8. Account Codes and Account Rule Definitions
9. Cost Center and Cost Center Rule Definitions
10. Tax and Purchase /Sales TCD
11. Enterprise Setup
12. Price List and Customer Contracts

User wizards as the name suggests are developed by users based on their individual/day-to-day work requirements. However, a user wizard can be viewed and worked with only by the user who has created them.

3.2.1 USING SYSTEM WIZARD

1. Click  from the left panel. The Wizard page appears. The screen appears with the System Wizard list on the left and the activities comprising the first wizard on the right. (Wizards are listed under the group they belong to.). See *Figure 3.2*.

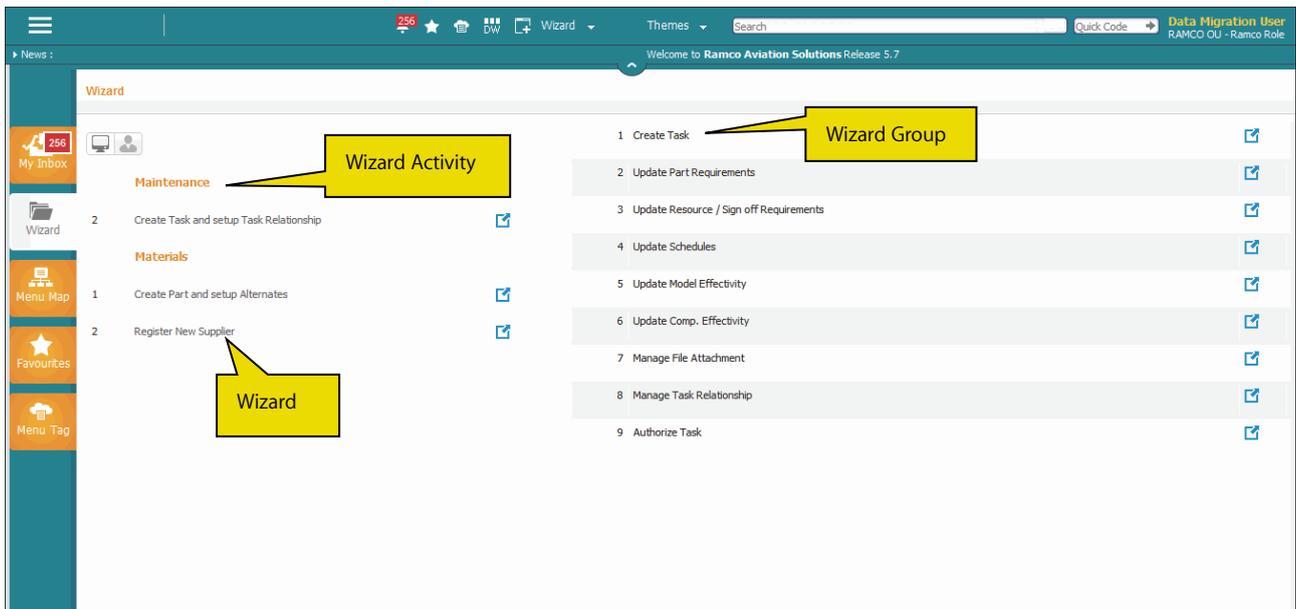


Figure 3.2 The System Wizard page

2. Alternately, you can select  to display System wizards.
3. Select the desired wizard to display the activities on the right.
4. Click the  icon alongside the wizard you wish to work with. The wizard opens up. Activities in the wizard are arranged at the top in the logical/recommended sequence of execution. See Figure
5. To access the precise activity in the wizard, click the  icon alongside the activity. The activity screen in the wizard appears.

3.2.2 ACCESS RIGHTS TO ROLES FOR SYSTEM WIZARDS

Administrators can configure system wizards and grant access rights to roles in organization units so as to enable them to work with wizards.

Configuring System wizards includes:

- ▶ Creating wizard groups and setting the listing order of groups
- ▶ Mapping wizards to a wizard group and setting the listing order of wizards under the group
- ▶ Mapping a role in the organization unit to a wizard.

3.2.3 PROVIDING ACCESS RIGHTS TO ROLES FOR SYSTEM WIZARDS

1. Select **Utilities** from the left pane.
2. Select Configure eZee Wizard under Utilities. See Figure 3.3.

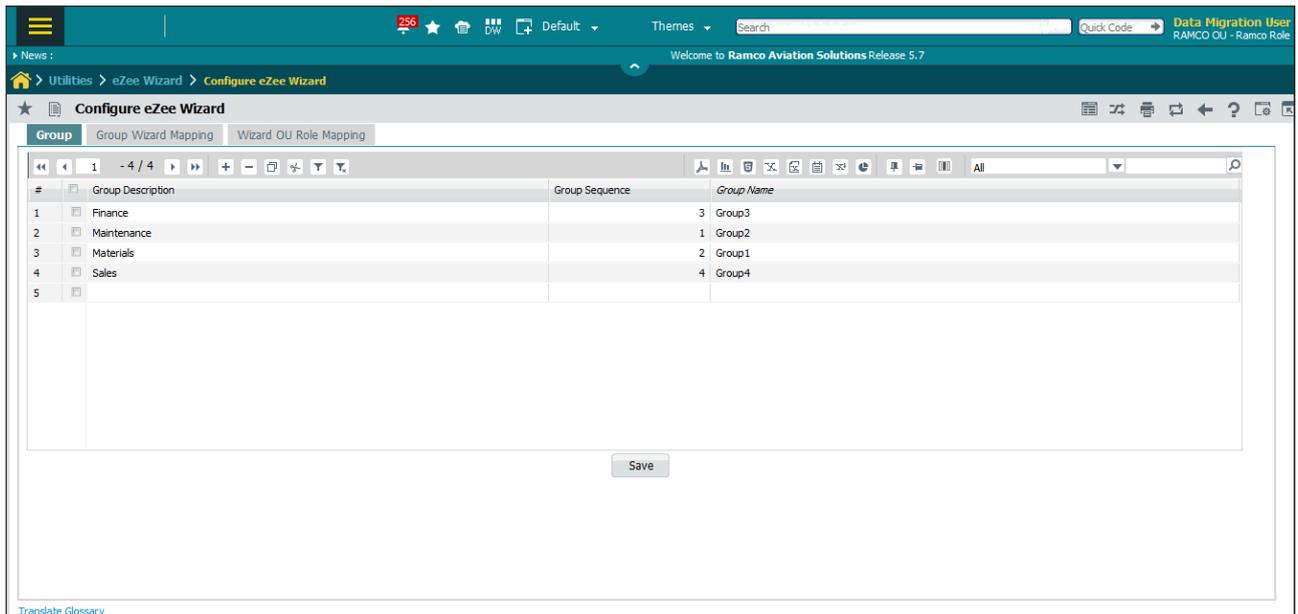


Figure 3.3 Configuring System Wizards

3. Record group details in the [Group](#) tab.
4. Record details of group and wizard mapping in the [Group Wizard Mapping](#) tab.
5. Record details of wizard and OU role mapping in the [Wizard OU Role Mapping](#) tab.

To proceed

- ▶ Click the **Translate Glossary** link to translate description to the group in a language of your choice.

Recording Group details

6. Select the **Group** tab (By default, this tab appears). See Figure 3.3.
7. In the multiline, enter **Group Description**.
8. Enter **Group Sequence** to indicate the listing order of the group.
9. Click the **Save** pushbutton.

Recording the Group Wizard mapping

1. Select the **Group Wizard Mapping** tab. See Figure 3.4.

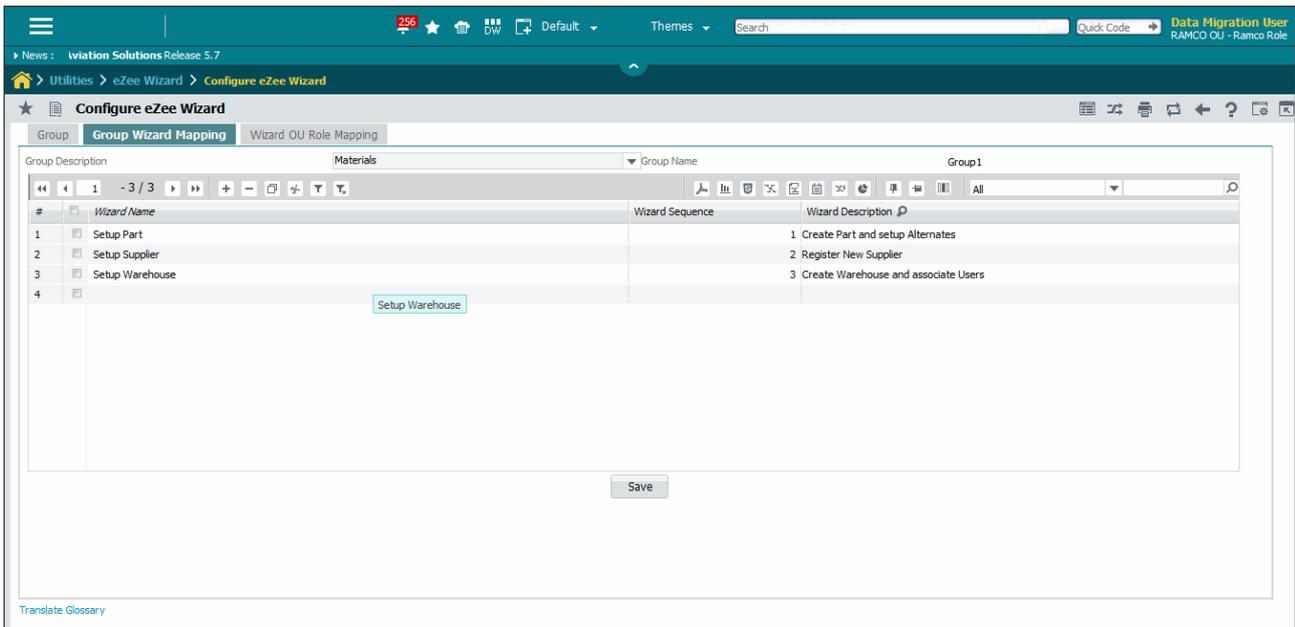


Figure 3.4 Configuring System Group Wizard mapping

2. Use the **Group Description** drop-down list box to select the group to which you want to map wizards.
3. In the multiline, enter **Wizard Sequence** to indicate the listing order of the wizard under the wizard group.
4. Select **Wizard Description** to map the wizard to the group.
5. Click the **Save** pushbutton.

Recording Wizard OU Role mapping

6. Select the **Wizard OU Role Mapping** tab. See Figure 3.5.

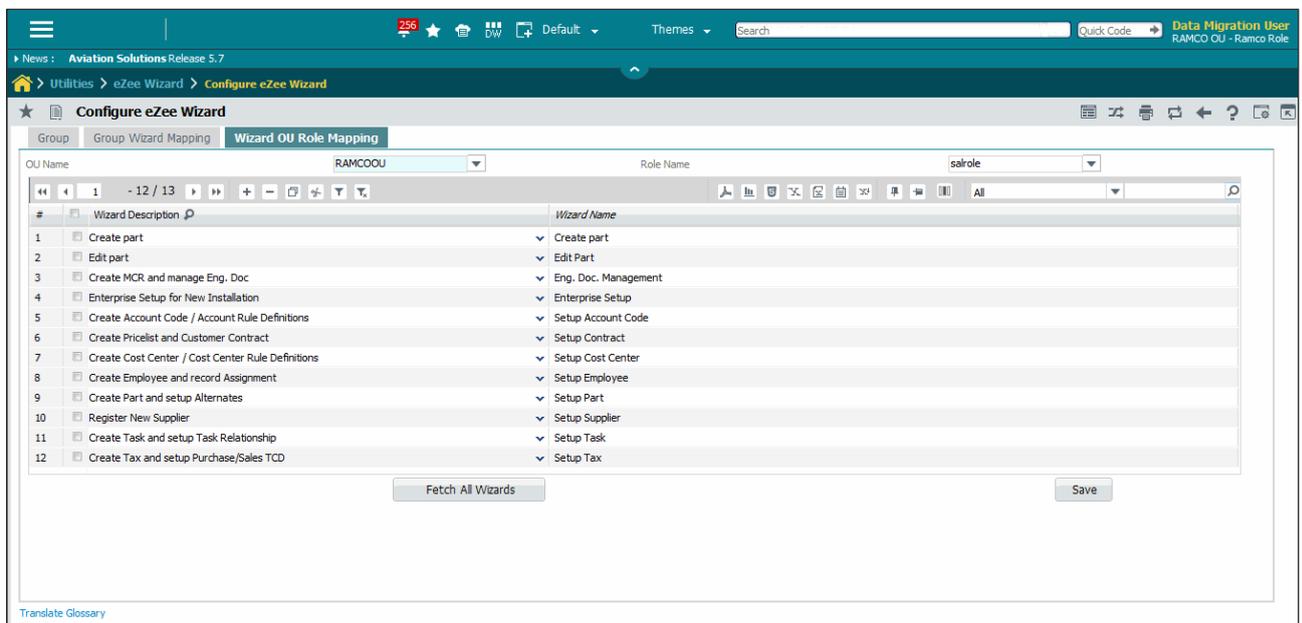


Figure 3.5 Configuring System Wizard OU Role mapping

7. Use the **OU Name** drop-down list box to select the organization unit for the role you wish to map to the wizard.
8. Use the **Role Name** drop-down list box to select the role to that you want to connect to the wizard.
9. In the multiline, Select **Wizard Description**.

10. Alternatively, you can click the **Fetch all Wizards** pushbutton to retrieve in the multiline, all available wizards with the OU and role combination.
11. Click the **Save** pushbutton.

3.2.4 CREATING USER / IMPLEMENTER WIZARDS

1. Click from the left panel. The Wizard page appears. *See Figure 3.6.*

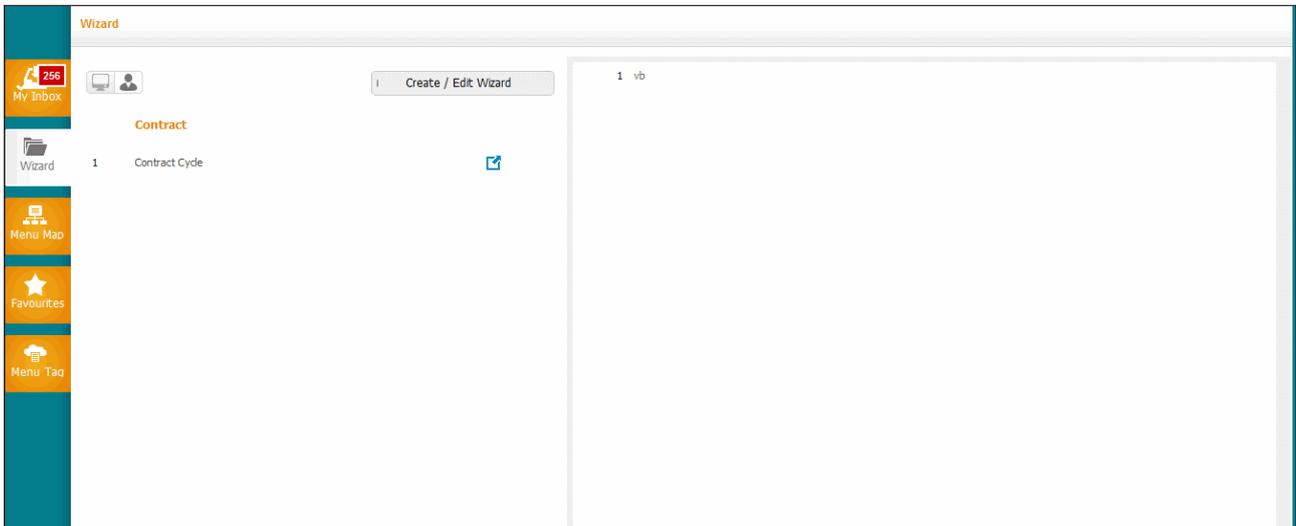


Figure 3.6 The Wizard Launch page

2. Select the icon to display the **User Wizard** page. *See Figure 3.7*

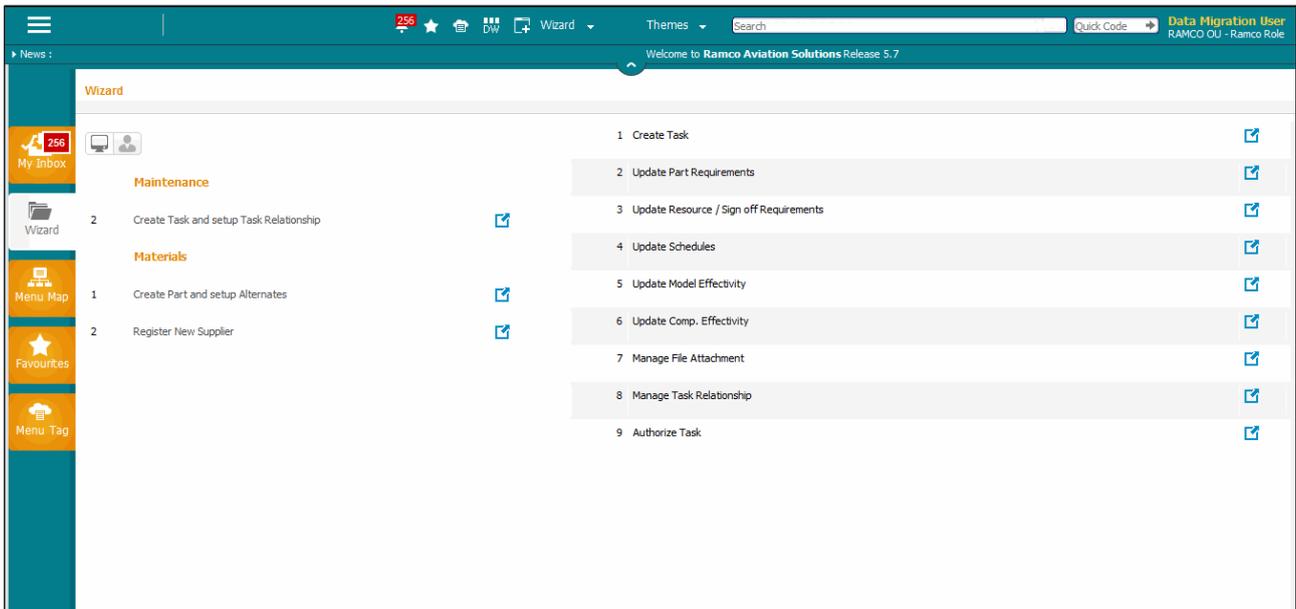


Figure 3.7 The User Wizard page

3. Select the **Create/Edit Wizard** pushbutton. The **Define User/Implementer eZee Wizard** page with the **Group** tab appears. *See Figure 3.8*

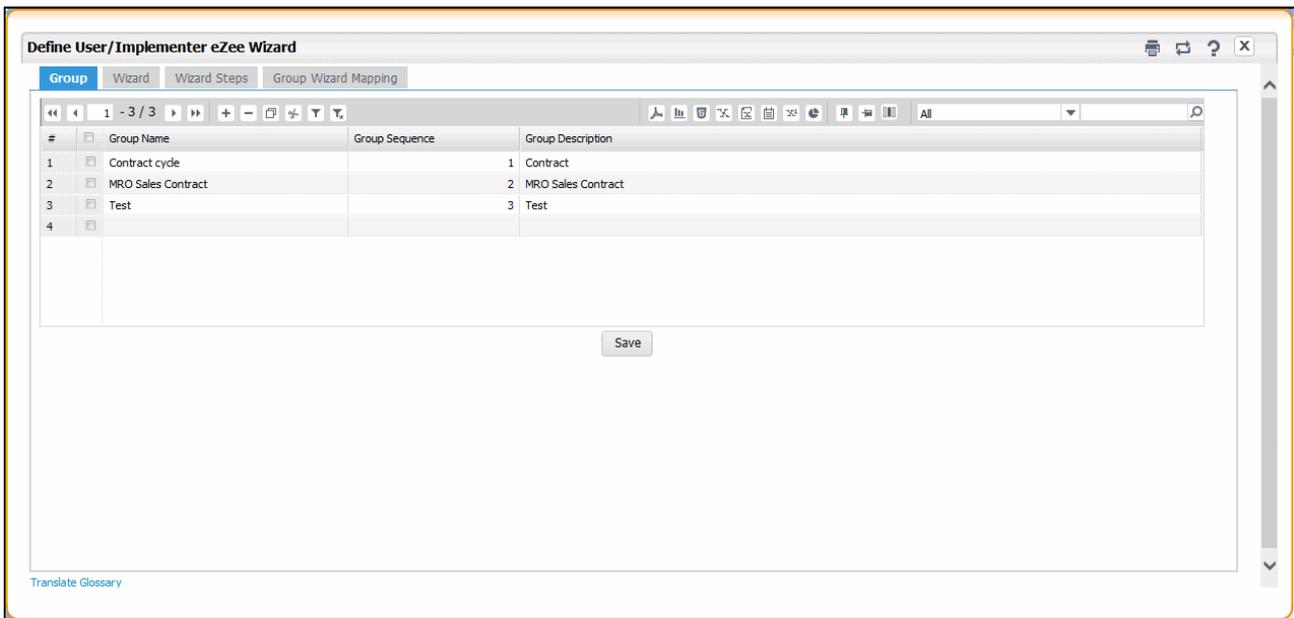


Figure 3.8 The User Wizard page with Wizard group details

4. Select the [Group](#) tab to create/edit wizard groups.
5. Select the [Wizard](#) tab to create/edit wizards.
6. Select the [Wizard Steps](#) tab to map activities to the wizard.
7. Select the [Group Wizard Mapping](#) tab to map wizards to wizard groups.
8. Click the **Save** pushbutton.

To proceed

- ▶ Click the **Translate Glossary** link to translate description to the group in a language of your choice.

Recording Group details

1. Select the **Group** tab in the **Define User/Implementer eZee Wizard** activity. See *Figure 3.8*.
2. In the multiline, enter **Group Name** that will be name of the new wizard group.
3. Enter **Group Sequence** to indicate the order of display of the wizard group in the Wizard page. For example, you want the group to appear at the third place, select 3.
4. Enter Group Description

Recording Wizard details

1. Select the **Wizard** tab in the **Define User/Implementer eZee Wizard** activity. See *Figure 3.9*.

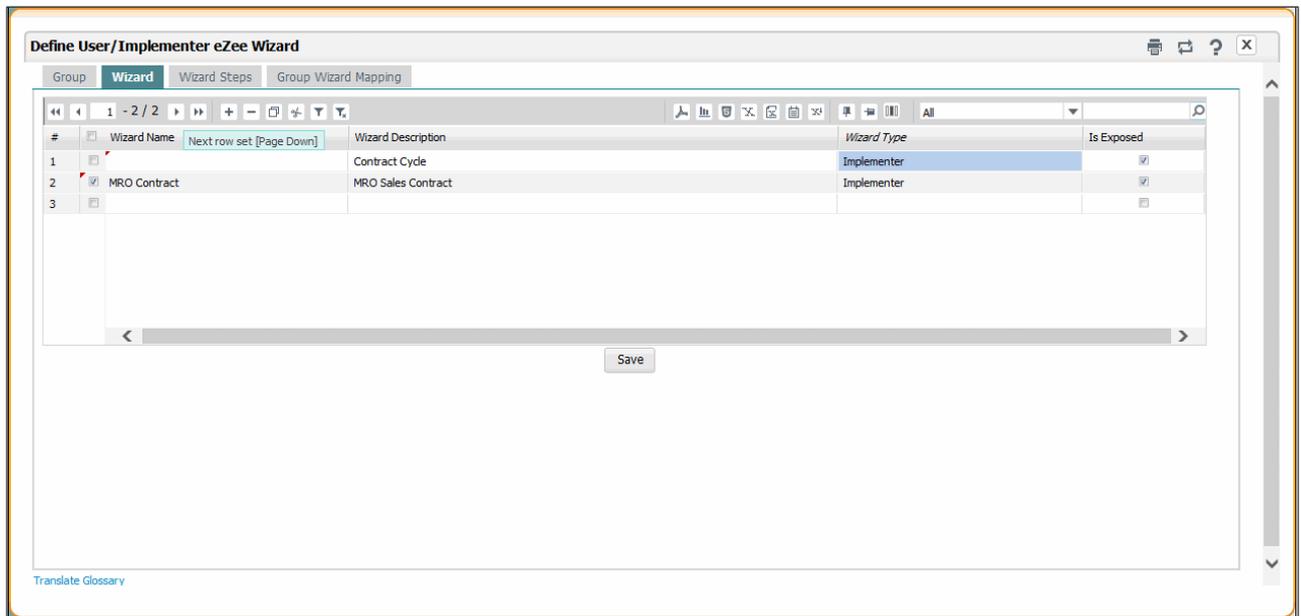


Figure 3.9 Recording User Wizard details

2. In the multiline, enter **Wizard Name** and **Wizard Description** of the new wizard. The system displays **Wizard Type** based on the user access rights. If the user has implementer access, it will be displayed as Implementer else it shows as User.
3. Select the **Is Exposed** check box to restrict the wizard usage to the user. However, to enable other users to use the wizard, do not select the check box.
4. Select the **Save** pushbutton.

Recording Wizard procedure

5. Select the **Wizard Steps** tab in the **Define User/Implementer eZee Wizard** activity. See Figure 3.10.

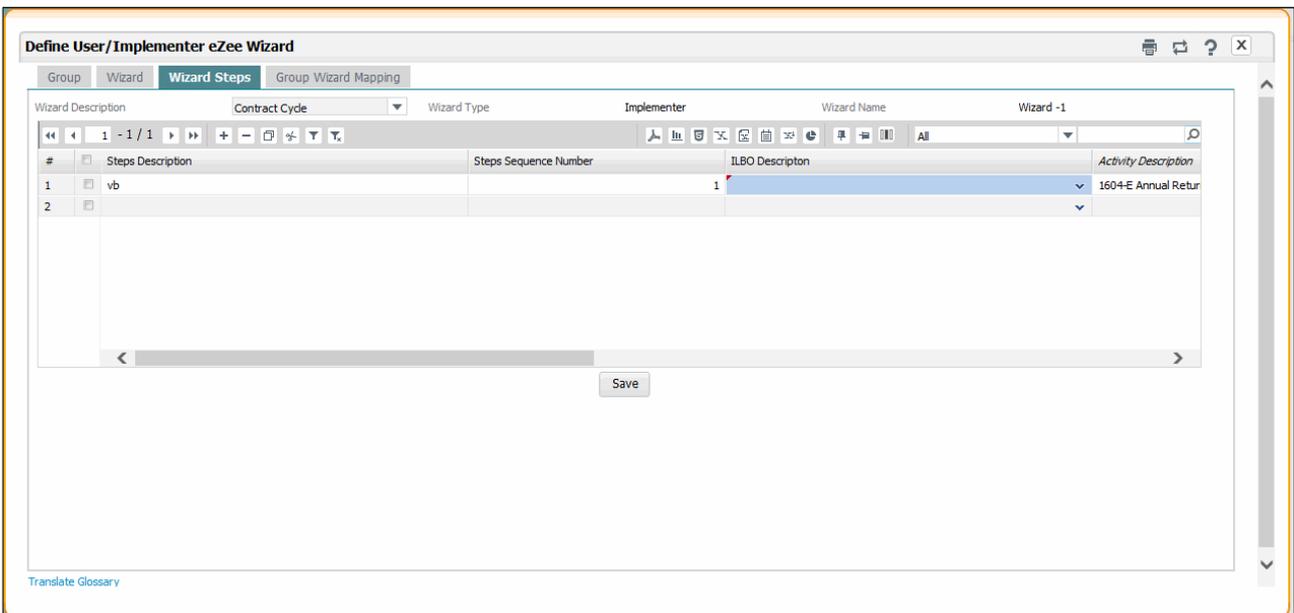


Figure 3.10 Recording activities and their sequence in the wizard

6. From the **Wizard Description** drop-down list box, select the wizard for which you wish to map activity pages. The system displays **Wizard Type** and **Wizard Name** of the selected wizard.
7. In the multiline, enter **Steps Description**.
8. Enter **Steps Sequence Number** to indicate the order of the page in the wizard.

- Enter **ILBO Description** (commonly called ILBO Code) of the page/screen. The multiline displays **Activity Description**, **Component Description**, **ILBO Name**, **Activity Name** and **Component Name** for the ILBO description that you have specified in the multiline.

Defining Group Wizard mapping

- Select the **Group Wizard Mapping** tab in the **Define User/Implementer eZee Wizard** activity. *See Figure 3.11.*

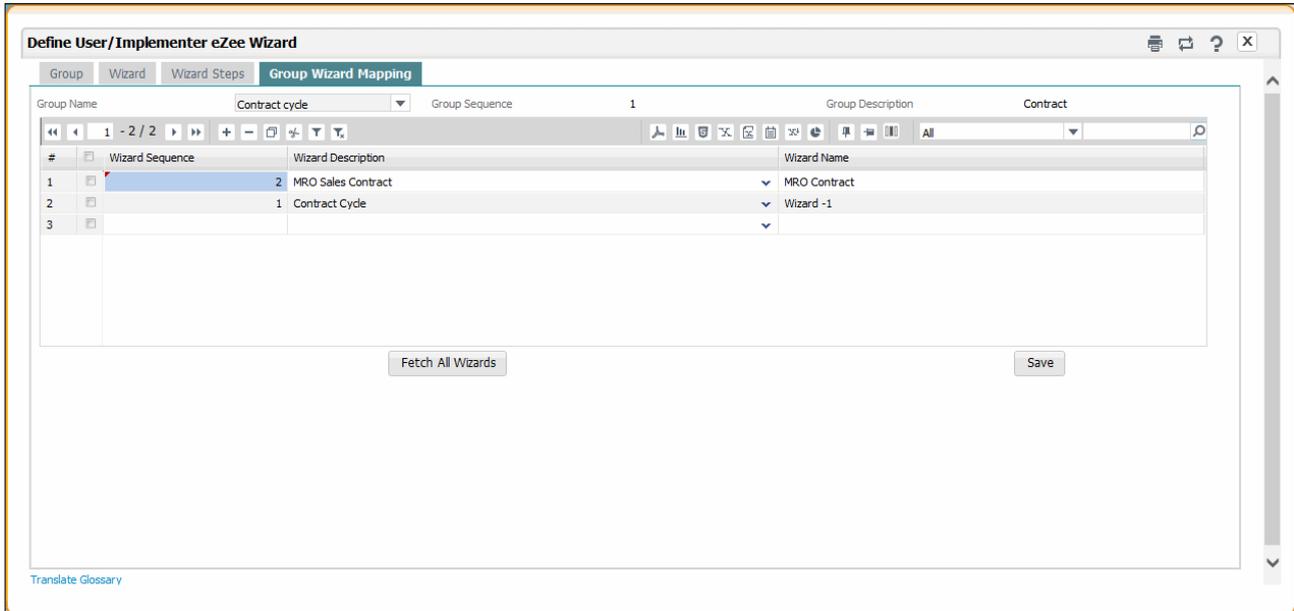


Figure 3.11 Recording User Wizard group mapping details

- Use the **Group Name** drop-down list box to select the wizard group to which you want to add the wizard. The system displays **Group Sequence** and **Group Description**.
- In the multiline, enter **Wizard Sequence** to indicate the order of listing of the wizard under the wizard group.
- Enter **Wizard Name** and **Wizard Description**.
- Alternately, click the **Fetch All Wizards** pushbutton to retrieve wizards in the multiline and then you can enter the wizard sequence for them.
- Click the **Save pushbutton** to save the details.

3.2.5 USING USER WIZARDS

- Click the **Default** drop-down menu on the top icon bar.
- Select **Wizard**. The **Chrysalis** page appears. *See Figure 3.12.*

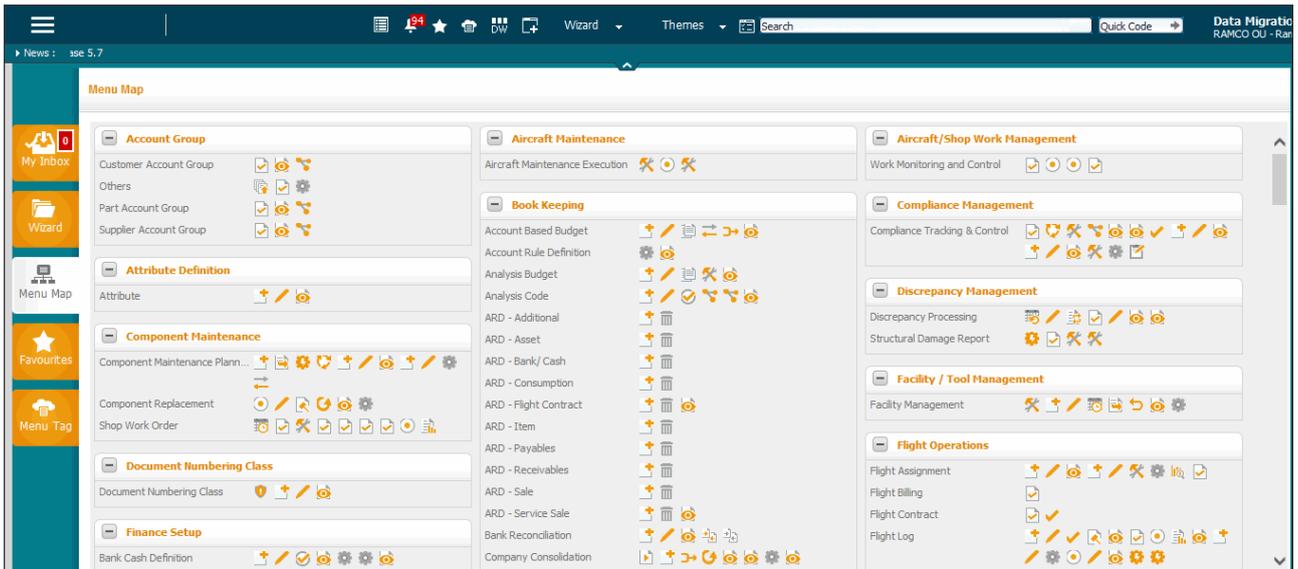


Figure 3.12 The Default Chrysalis page – Menu Map

3. Click the **Wizard** icon from the left pane. The screen appears with the System Wizard list on the left and the activities comprising the first wizard on the right. (Wizards are listed under the group they belong to.)
4. Select the  icon to display the **User Wizard** page. See Figure 3.13.

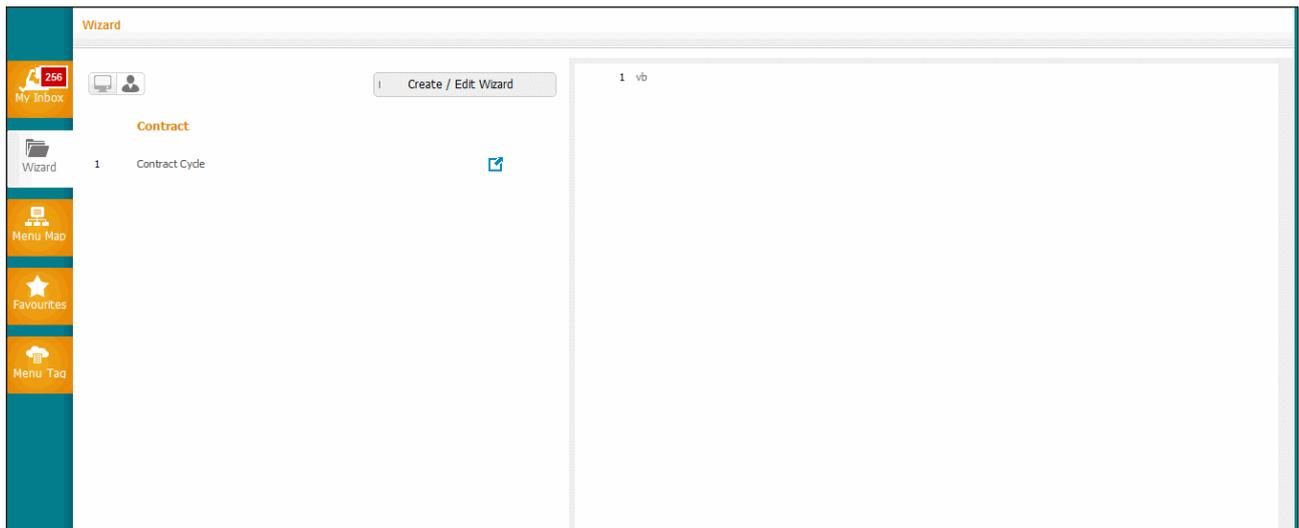


Figure 3.13 The User Wizard page

5. Select the desired wizard to display the activities on the right.
6. Click the  icon alongside the wizard you wish to work with. The wizard opens up. Activities in the wizard are arranged at the top in the logical/recommended sequence of execution.
7. To directly access the precise activity in the wizard, click the  icon alongside the activity. The activity screen in the wizard appears.

3.3 WORK AREAS

Designed on the premise of cutting down navigation and corroboration, Work Areas are temporary user interfaces created by users themselves. Users can create a work area and then affix an activity from the Ramco Aviation solution to it much like pinning a program to the task bar on your screen. In this way, a user can create multiple work areas comprising related/ dependent activities in a single browser session. They can switch between these work areas to corroborate and speed up work. These work areas will last till the browser session is closed by users.

For example, you can create two work areas, of which data from one work area supports the tasks in other work area. For example, A Material Planner can access the WorkSpace during planning part requirements (the Plan Demand activity) to retrieve current stock levels of a given part (the Inquire Stock Availability activity) for more accurate replenishment.

3.3.1 CREATING WORK AREAS

1. Click the **Default** drop-down menu.
2. Click on **Work Area**. The **Create New Work Area** window appears. See *Figure 3.14*

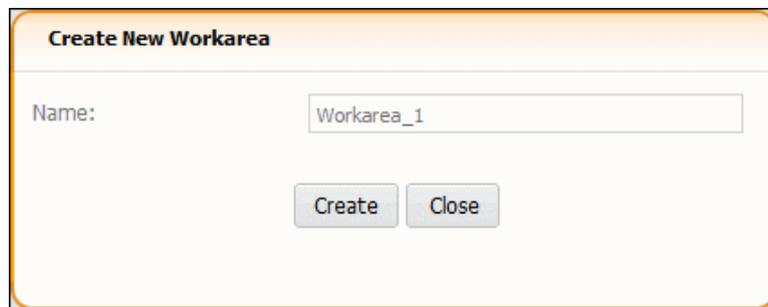


Figure 3.14 Creating Work Areas

3. Enter **Name** for the work area you wish to create.
4. Click the **Create** pushbutton. See *Figure 3.15*
5. Click the **Close** pushbutton to close the **Create New Work Area** window.

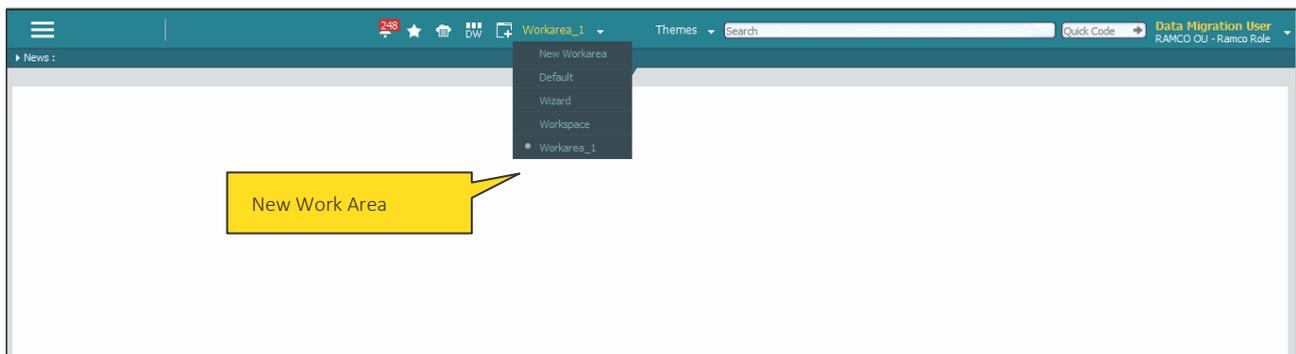


Figure 3.15 Newly created work area

3.3.2 AFFIXING ACTIVITY TO WORK AREA

1. Click the **Default** drop-down menu.
2. Select the Work Area to which you want to affix an activity.
3. Launch the activity/page that you wish to assign to the Work Area.
4. To assign another activity/page to the Work Area, launch the activity/page in the work area.
5. Click the **Default** drop-down menu for the following tasks

- ▶ To access/create Work Areas
- ▶ To access System wizards
- ▶ To access/create User wizards
- ▶ To access Workspace

3.3.3 APPLICATION PREFERENCES

Defining default launch screen

1. Pull down **Data Migration User** at the top right of **Ramco Aviation** launch page. See *Figure 3.16*.

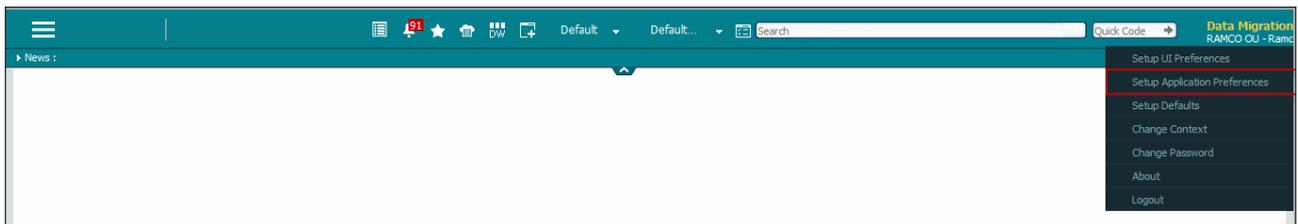


Figure 3.16 Setting preferences for Chrysalis features

2. From the drop-down menu, select **Setup Application Preferences**. The **Ramco Aviation – Preferences** window appears. See *Figure 3.17*.

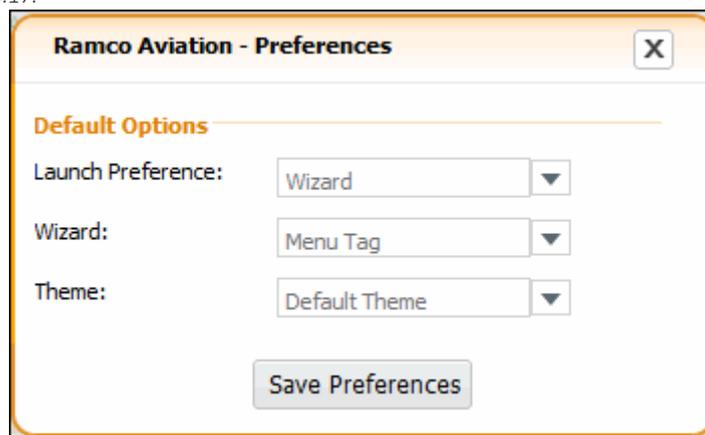


Figure 3.17 Setup Application Preferences window

3. Use the **Launch Preference** drop-down list box to select the default value to be displayed for the drop-down list box in the Menu bar. See *Figure*
4. Use the **Wizard** drop-down list box to select the default **Chrysalis** feature that must appear on drop-down list box selection. The Chrysalis features appear on the left pane of the screen, if Launch preference is selected as Wizard.
5. Use the **Theme** drop-down list box to select the color coordinates for the application user interfaces.
6. Select the **Save Preferences** pushbutton.

CHRYSALIS FEATURES III

This chapter showcases those Chrysalis features that greatly reduce navigation thereby providing direct accessibility to user activity interfaces. These features include Menu Map, Menu Tag and Favorites.

Using these features from the Application Launch screen, you can straightaway access and then execute tasks. *See Figure 4.1.*

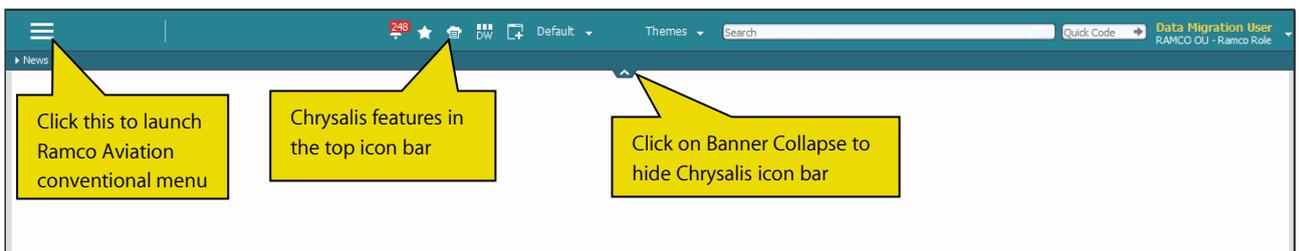


Figure 4.1 Chrysalis features

4.1 MENU MAP

With the Menu Map feature of Chrysalis, users can right away reach the desired activity instead of traversing the BPC-component-activity hierarchy. Menu map displays the conventional application launch page in a graphical format ensuring that a single click is what it takes to access any activity in the application. Menu Map is arranged in the following hierarchy:

- ▶ Menu Category
- ▶ Menu Group
- ▶ Activities mapped to Menu Group

4.1.1 USING MENU MAP

1. Select **Wizard** from the **Default** drop-down list box. *See Figure 4.2.* Menu Map appears. *See Figure 4.3.*

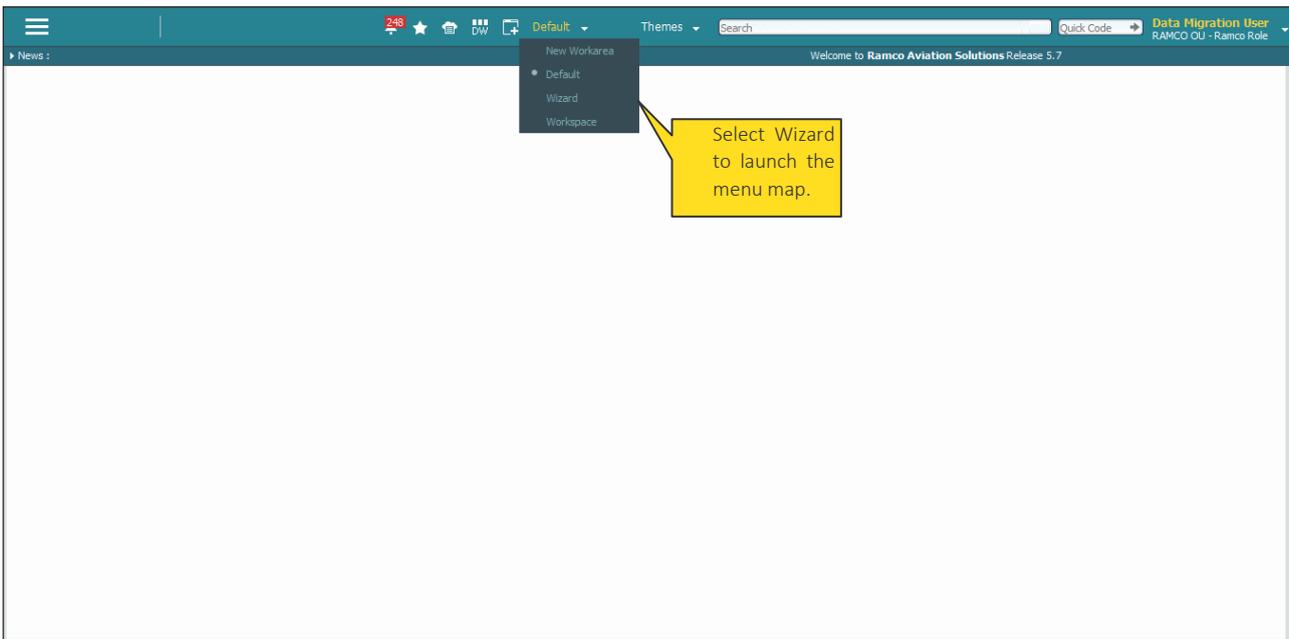


Figure 4.2 Chrysalis features page with top icon bar

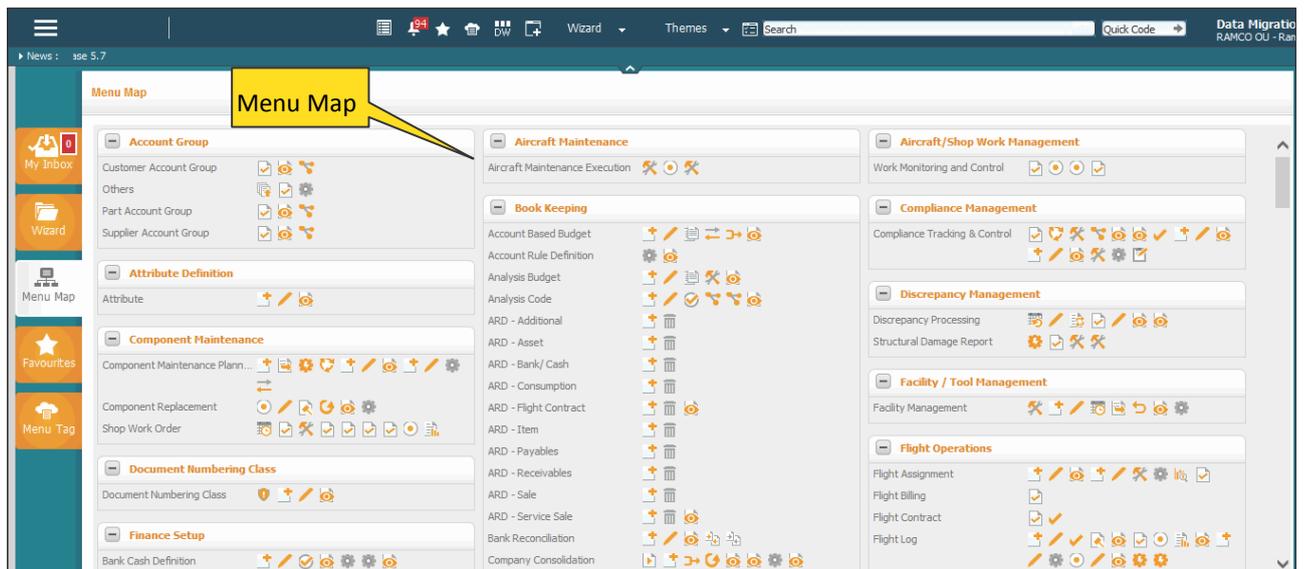


Figure 4.3 Menu map

2. Alternately, you can click  from the left panel.
3. Identify the menu category and the menu group of the activity you wish to work with.
4. Click on the required activity. The activity page appears

4.2 MENU TAG

The Menu Tag feature of Chrysalis provides an opportunity to swiftly reach the exact activity avoiding conventional traversal. Users can directly navigate to those activities that they frequently work with. Users can directly launch an activity from Menu Tag instead of traversing through BPC, Component and Activity hierarchy. The most-frequented activities by the user in the span of 90 days are tagged to Menu Tag. The size of the tag reflects the number of times the user has visited the tag. This means the tag size of the most-visited activity would be the biggest and that of the least-visited activity would be the smallest.

You can also sort the activity tags in three ways:

- ▶ Change Appearance
- ▶ Sort Alphabetically
- ▶ Sort by Strength

4.2.1 USING MENU TAG

1. To launch Menu Tag, click  from the top icon bar.
2. Alternately, click  from the left panel. Menu Tag appears. *See Figure 4.4.*

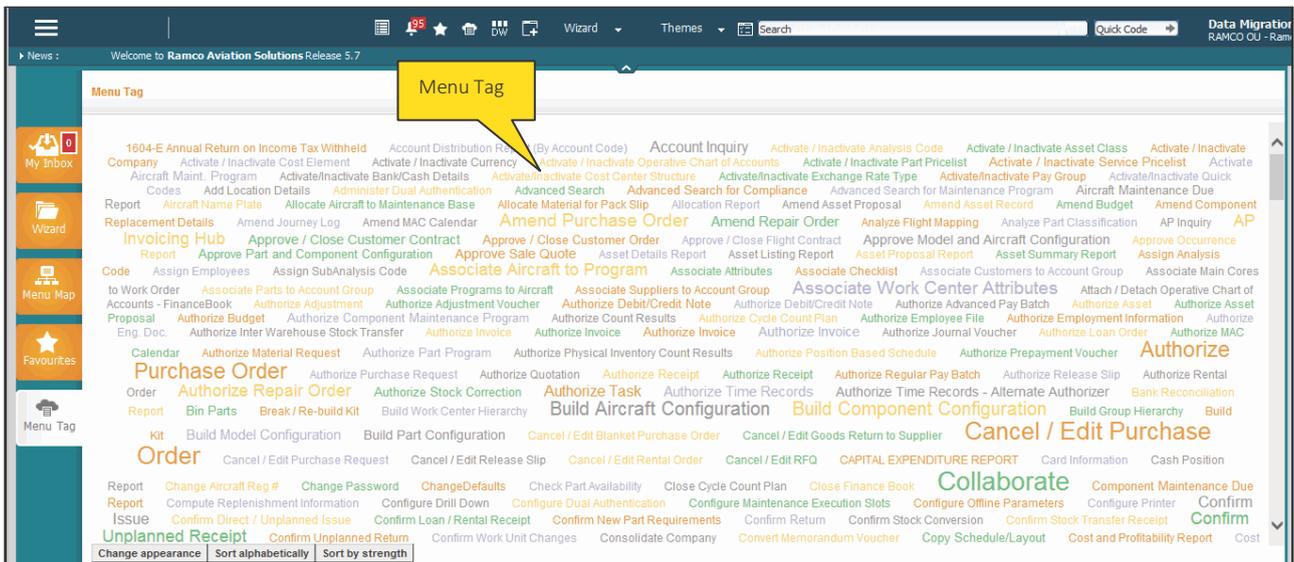


Figure 4.4 The Menu Tag page

3. To list activity tags in a linear manner, click **Change Appearance**. The activity tags appear in the order of usage frequency from least to maximum.
4. To sort activities in alphabetically order A-Z, click **Sort Alphabetically**.
5. To sort activities in the order of usage frequency (size of the tag) from least to maximum, click **Sort by Strength**.
6. Click the activity that you wish to work with. The activity page appears.

4.3 FAVORITES

The Favorites feature of Chrysalis primarily to cut traversal and speedup accessibility enables users to define their favorite activities and categorize them under a group. Prior to this, users can create appropriate groups for favorite activities and then add activities as favorites to the desired group. For example, you can create a group called Favorite groups can be based on business process such as Maintenance or Finance or role-based such as Maintenance Planner or Inventory Planner. For example, you can create Favorite Group called Maintenance Reports and add activities that generate aircraft and component maintenance reports to Maintenance Reports. Based on usage, you can make Favorites of frequently-visited activities and map them under an appropriate Favorite Group.

You can also add an activity under multiple groups.

4.3.1 VIEWING FAVORITES ACTIVITIES AND GROUPS

1. Click on the ★ icon at the top menu bar.
2. Alternately, click  from the left pane. *See Figure 4.5.*

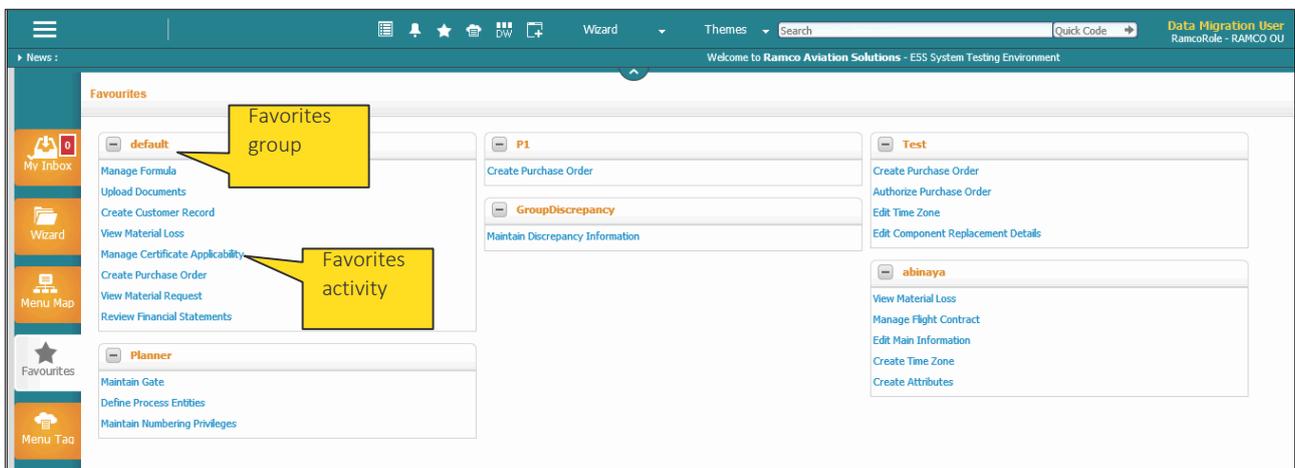


Figure 4.5 The Favorites page

4.3.2 CREATING FAVORITE ACTIVITIES

1. Launch the activity that you wish to make a favorite.
2. Click on the ★ icon at the left of the activity name. *See Figure 4.6.*

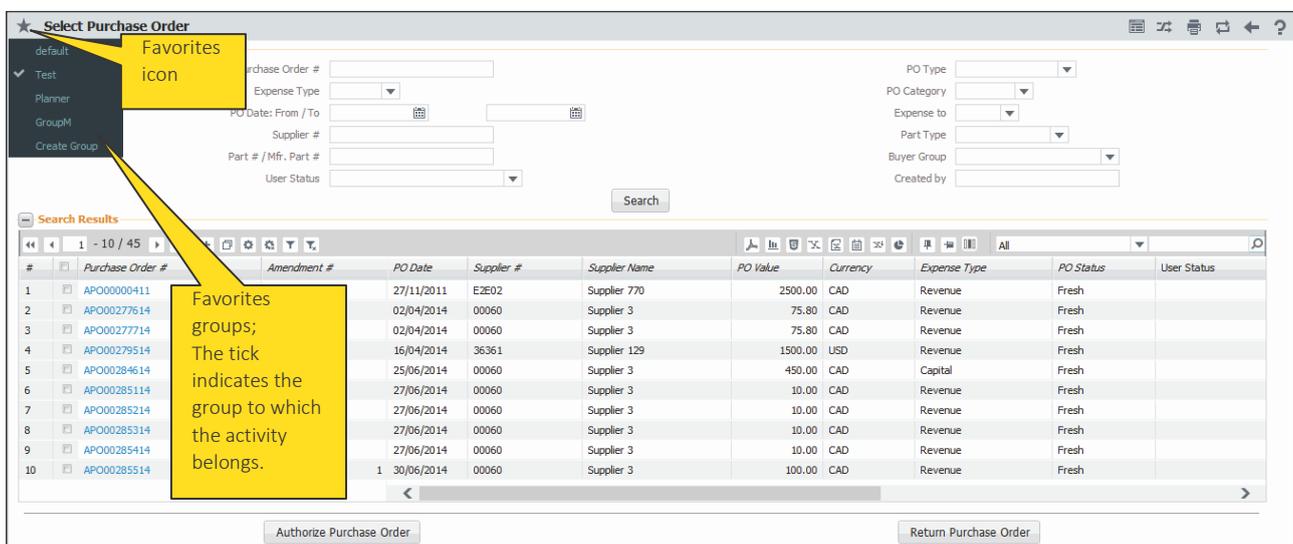


Figure 4.6 Favorite group and activity

3. Select the Favorite group in which you wish to add the activity. Now, you can see the activity under the selected group in the Favorites page.

4.3.3 CREATE FAVORITE GROUP

1. Launch an activity from the application.
2. Click on the  icon at the top left of the page. The drop-down list displays Favorite groups. See Figure
3. Select **Create Group**. The **Create & Map to Group** window appears. See Figure 4.7.

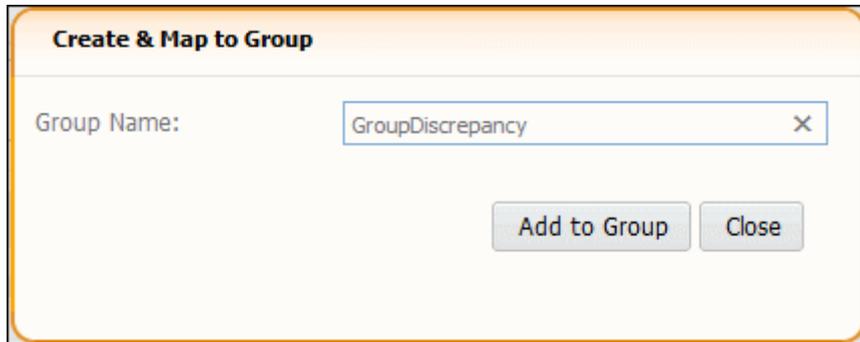


Figure 4.7 Creating Favorite group

4. Select the **Add to Group** pushbutton.
5. Select the **Close** pushbutton to close the window without saving details. Now, you can see the new group in the Favorites drop-down list. See Figure 4.8.

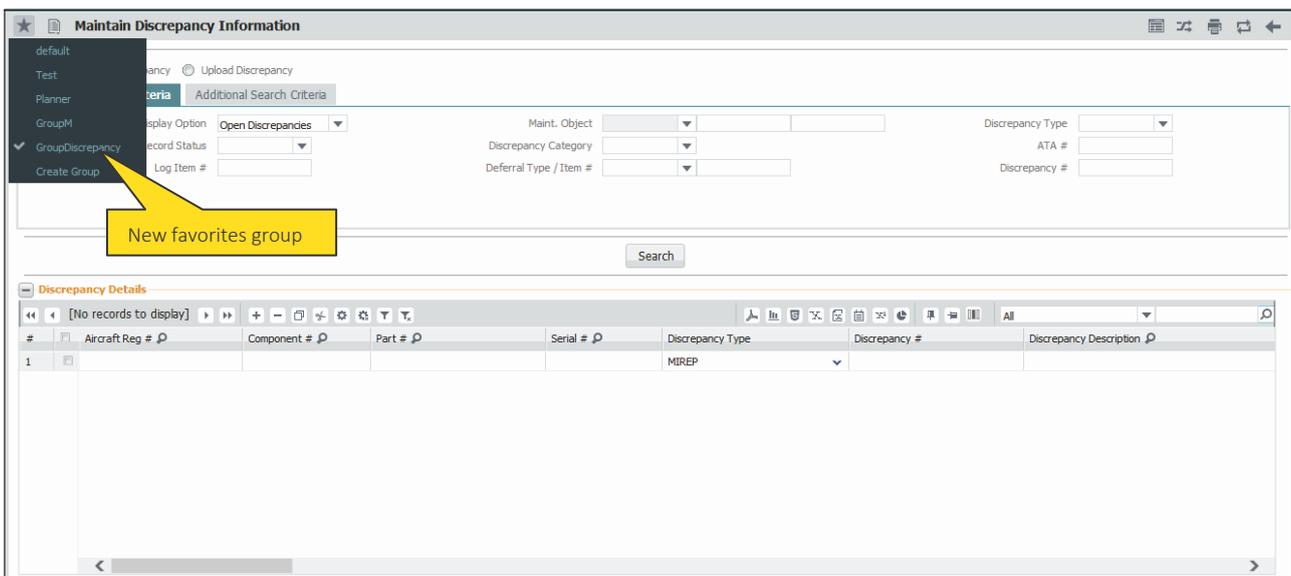


Figure 4.8 Creating and grouping Favorite activity

Index

A

- Access rights
 - roles for system wizards, 17
- Action messages, 15
- Activities mapped to Menu Group, 28
- Add to Group, 32
- Affixing
 - activity to work area, 25
- Alert messages, 15
- Application preferences, 26

C

- Change Appearance, 30
- Configuring System wizards, 17
- Create
 - favorite group, 32
- Create Group, 32
- Creating
 - favorite activities, 31
 - user / implementer wizards, 20
 - work areas, 25

D

- Data Migration User, 26
- Defining
 - default launch screen, 26
 - group Wizard mapping, 23

F

- Favorites, 31
- Fetch all Wizards, 19
- Fetch All Wizards, 23

G

- Group, 18, 21
- Group and wizard mapping, 18
- Group Description, 18, 19
- Group details, 18
- Group Name, 21, 23
- Group Sequence, 18, 21

H

- Hierarchy, 5

I

- ILBO Description, 23
- Implementer Personalization, 6
- Inbox, 15
- Is Exposed, 22

L

- Launch Preference, 26

M

- Menu category, 28,29
- Menu group, 28.29
- Menu map, 28
- Menu tag, 30

N

- Notification/Informational messages, 15

O

- OU Name, 19

P

- Personalize
 - drop-down list box/input field/checkbox, 8
 - group box, 10
 - link/pushbutton, 9
- Personalize, 10, 11
- Personalize
 - at organization-level, 7
 - at user-level, 13
- Posting Date, 15

R

- Recording
 - group details, 21
 - group Wizard mapping, 18
 - wizard details, 21
 - wizard OU Role mapping, 19
 - wizard procedure, 22
- Remove
 - personalization, 12
 - screen personalization, 12
- Rename Label, 9, 10, 11, 12
- Role, 9
- Role Name, 19

S

- Save
 - screen personalization, 12
- Setup Application Preferences, 26
- Sort Alphabetically, 30

Sort by Strength, 30
Steps Description, 22
Steps Sequence Number, 23
Subject, 15
Subject Only, 15
System wizards, 16

T

Task, 9
Theme, 26
Translate Glossary, 18, 21

U

User Personalization, 6,13
User Wizard, 20
User wizards, 16
Using
 inbox, 15
 menu map, 28
 menu tag, 30
 system wizard, 16
 user wizards, 23
Utilities, 17

V

View By, 15
Viewing
 favorites activities and groups, 31

W

Wizard, 24,16
wizard and OU role mapping, 18
Wizard Description, 19, 22
Wizard Name, 22
Wizard Sequence, 19, 23
Wizard Steps, 22
Work areas, 25
Work with
 UI post personalization, 12

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