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RAMCO AVIATION SOLUTION
VERSION 5.9

USER GUIDE

SHOP QUICK ACTIONS HUB

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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 Aviation Solution.

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 **Shop Quick Actions Hub** business process. The sub processes are explained in the next chapter.
- Chapter 2 focuses on the **Shop Quick Actions Hub** actions.
- 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.

contents

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1 INTRODUCTION 5

2 SHOP QUICK ACTIONS HUB 6

2.1 MANAGING SHOP WORK ORDERS 8

2.1.1 Setting Process Parameters 8

2.1.2 Working with shop work orders 9

2.1.3 Holding tasks 20

2.1.4 Releasing tasks 21

2.1.5 Recording Task Actions 21

2.1.6 Recording Discrepancy Actions 22

2.1.7 Record Sign Off & Work Completion 23

2.1.8 Record observations 24

2.1.9 Recording Part Disposition details 25

2.1.10 Recording movement details 26

2.1.11 Resequencing tasks/discrepancies 26

2.2 Process Parameters impacting shop quick actions 28

INDEX 29

1 INTRODUCTION

Shop Quick Actions Hub is a new light weight hub which saves time by having all actions available in one page, all relevant information in one screen and act as one Hub for Shop that can launch all Shop related pages.

Shop Quick Actions Hub serves as a single screen where the supervisors can review the progress of a Shop Work Order or Mechanics can perform all the shop execution activities quickly. The idea is to reduce the strain on the Mechanic for Shop Execution and help them to quickly complete their work without searching for screens/data.

This new hub facilitates the mechanic to see all the tasks and discrepancies in a SWO in a tree view, Card view to have a full information on the SWO and an execution section from where users will be able to perform various actions associated to a task/discrepancy including raising **MR** and **CR, recording Observation**, **recording Parts Return, routing parts** and **recording Resource Consumption** as well.

2 SHOP QUICK ACTIONS HUB

Shop Quick Actions Hub provides a central platform to quickly process and complete the execution of specific work orders, one at a time.

At the onset, the hub highlights critical information on the chosen work order including completion percentage, work progress and closure readiness. From this information, the users can also gauge the factors that are preventing the progress / completion of the work orders.

The planners and aircraft maintenance engineers can perform all possible key actions on shop work orders from this hub including:

- Update planning details
- Update shop execution details
- Update quotation details
- Update estimates
- Update removal details
- Hold / Release tasks
- Record time against tasks
- Sign off tasks
- Complete, Pre-Close or Cancel tasks
- Print reports

- Access links to traverse to related activities to view or update information
- View work order and their root and parent work orders

The above-listed screens would otherwise require multiple clicks to access them. Further, the relevant data is passed to the link screens thereby saving time and manual effort for the users

2.1 MANAGING SHOP WORK ORDERS

The hub provides three modes for retrieving / viewing specific wok orders.

- The first tab – More Info comprises of cards that provide brief information on various aspects of the work order, such as Customer, Removals, Dates, Estimates and TAT information.
- The second tab – Counts displays counts of open tasks, discrepancies, material requests, component removals, observations and returns.
- The third tab – Search offers user-specific search facility to retrieve precise tasks from the work order.

The Hub screen renders information on the retrieved tasks in a tree grid. Within tree grid, a tree representation of tasks from the chosen work order helps to understand the task hierarchy and view details of the required task.

The task details including Timesheet Status, Hold Status, Clock Status, Estimation Status, Sign off Status and Main Core Return Status are also presented to the users. By means of a single click, you can access the required screens to accomplish vital actions on the tasks in a work order including:

- Record observations
- Create material reqeusts
- Update component removal details
- Record part consumption
- Process material requests

In addition, this page offers links that help you to swiftly access screens from other components / business processes including:

- Route Parts
- Record Part # / Serial # Change
- Upload Documents
- View Associated Doc. Attachments
- Inquire Stock Availability
- Issue CoM
- Maintain Employee Information

2.1.1 SETTING PROCESS PARAMETERS

The functionality of the **Shop Quick Actions Hub** process can be leveraged by presetting the relevant process parameters. Process parameters are entities that can be preconfigured at the organization level in accordance with the SOPs followed by the organization. You can specify a value from among the permitted list of values for the process parameters to customize the look, data retrieval and display, and gain enhanced processing benefits from the Hub.

1. Select the **Define Process Entities** link under **Common Master** business component of **Maintenance Setup**. The **Define Process Entities** page appears. See Figure
2. In the **Entity Details** group box, use the **Entity Type** drop-down list box to select **Eng. Doc. Type**.
3. Use the **Entity** drop-down list box to select the entity for which you want to record parameter values.
4. Select the **Set Process Parameters** link. The **Set Process Parameters** page appears.
5. In the **Process Parameter List** multiline, enter **Value** for the process parameter.
6. Select **Status** of the process parameter.

7. Click **Edit Process Parameters** pushbutton to update the attributes defined for the document type.

   *Note: For more details, see **Process Parameters impacting Shop Quick Actions Hub** topic ahead in the document.*

2.1.2 WORKING WITH SHOP WORK ORDERS

1. Select the **Shop Quick Actions Hub** link under the **Shop Work Order** business component. The **Shop Quick Actions Hub** page appears. *See Figure 2.1.*

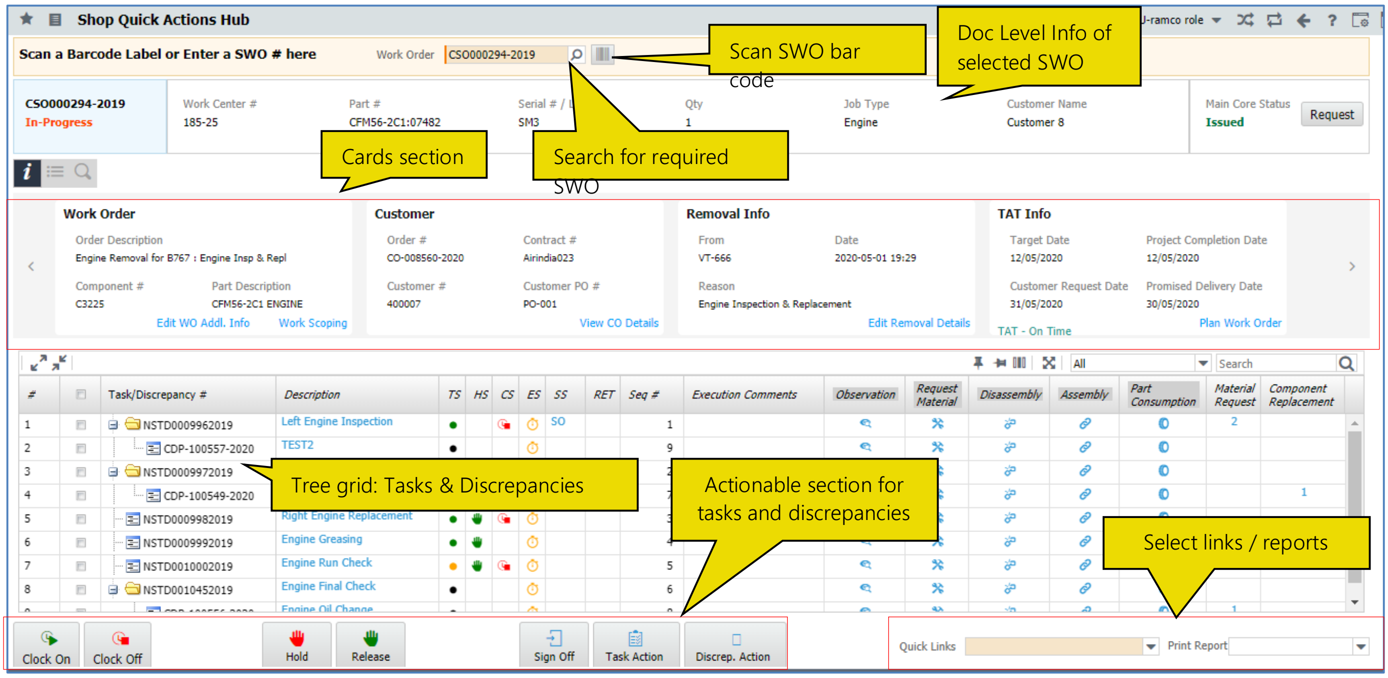


Figure 2.1 Design of Shop Quick Actions Hub screen

4. To retrieve the shop work order you want to work with, enter work order # in the **Work Order** input box.

5. Alternately, click the icon to scan the barcode of the work order. The **Manage Your Smart Actions** page appears.

High Level Data view of SWO

The supervisors can view critical data including completion % of a SWO, progress health and the closure readiness for the SWO #. T in this screen. This will aid in the evaluation the execution of the SWO #.

Work Completion	The progress bar depicts the work completion % for the SWO # based on the process parameter “Basis of Work Completion % depiction in Shop Quick Actions Hub?” defined under the entity type Shop Work Order Type and the entity All User Defined Work Order Types in the Define Process Entities activity of Common Master. If “Basis of Work Completion % depiction in Shop Quick Actions Hub?” is set as 0 for “Status only”, the Work Completion % is derived based on the formula below: $\text{Work Completion \%} = \left\{ 1 - \left[\frac{\text{Number of tasks/discrepancies in Planned/In-Progress status in the Shop Work Order}}{\text{Total number of all tasks/discrepancies in that Shop Work Order order in all status}} \right] \right\} \times 100$ If “Basis of Work Completion % depiction in Shop Quick Actions Hub?” is set as 1 for “Status & Est. Man Hrs.”, the Work Completion % is derived based on the formula illustrated below:

	$\text{Work Completion \%} = \left\{ 1 - \left[\frac{\text{Sum of Est. Man Hrs. of all tasks/discrepancies in Planned/In-Progress status in the Shop Work Order}}{\text{Sum of Est. Man Hrs. of all tasks/discrepancies in that Shop Work Order in all status}} \right] \right\} \text{X 100}$
Progress Health	The icon appears in Green, if the following conditions are true for the SWO #: SWO # is not 'On-Hold' Estimation Status is either 'Confirmed Estimates' or 'Released Estimates' or not available/required Quotation Status is 'Approved' or not available/required Customer order associated with SWO # is not 'On-Hold' or not available However, if the above conditions are not true for the SWO #, the icon appears in Orange. Click to open the Progress Health popup.
Closure Readiness	The icon appears in Green, if the following conditions are true for the SWO #: All the tasks are in the Completed/Closed/Cancelled/Pre-Closed status All the discrepancies are in the Under Resolution status There are no pending returns No pending sign-off against any task/discrepancy CoM has been issued, if Required No running clocks against any tasks or discrepancies However, if the above conditions are not true for the SWO #, the icon appears in Orange. Click to open the Closure Readiness popup.

Document Info section

The Shop Quick Actions Hub page displays details of the retrieved shop work order identified as Doc Level Info in the *See Figure 2.1.*

Note: The work order details that are displayed may differ based on the job type as illustrated in the table below:

Work Order Job Type

Work Order Job Type	Fields on display
Other Facility and Make	SWO #
	SWO status
	Work Center #
	Part #
	Serial #/Lot #
	Quantity
	Job Type
	Customer Name
Facility	SWO #
	SWO status
	Work Center #

	Facility Object #
	Facility #
	Quantity
	Job Type
	Customer Name
Make	SWO #
	SWO status
	Work Center #
	Part #
	Mfr. Serial # / Mfr. Lot
	Quantity
	Job Type
	Customer Name

Current SWO Status

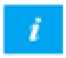
Color Code	Main Core Request / Return status
Black	Planned
Orange	In-Progress
Green	Completed

Main Core Request / Return status

Color Code	Main Core Request / Return status
Black	Not Applicable / Not Required
Orange	Pending Request / Pending issue
Green	Issued / Returned
Grey	Ext. Routed / Ext. Routed - BER / Ext. Routed-Exchange / Scrapped at Work Center / Scrapped at Warehouse

6. Click on the **Request** button to request for the main core part against the shop work order, if not yet issued.

More Info section

1. Click the  icon to open the **More Info** tab to view comprehensive information on the work order. The More Info appears. *See Figure 2.2.*

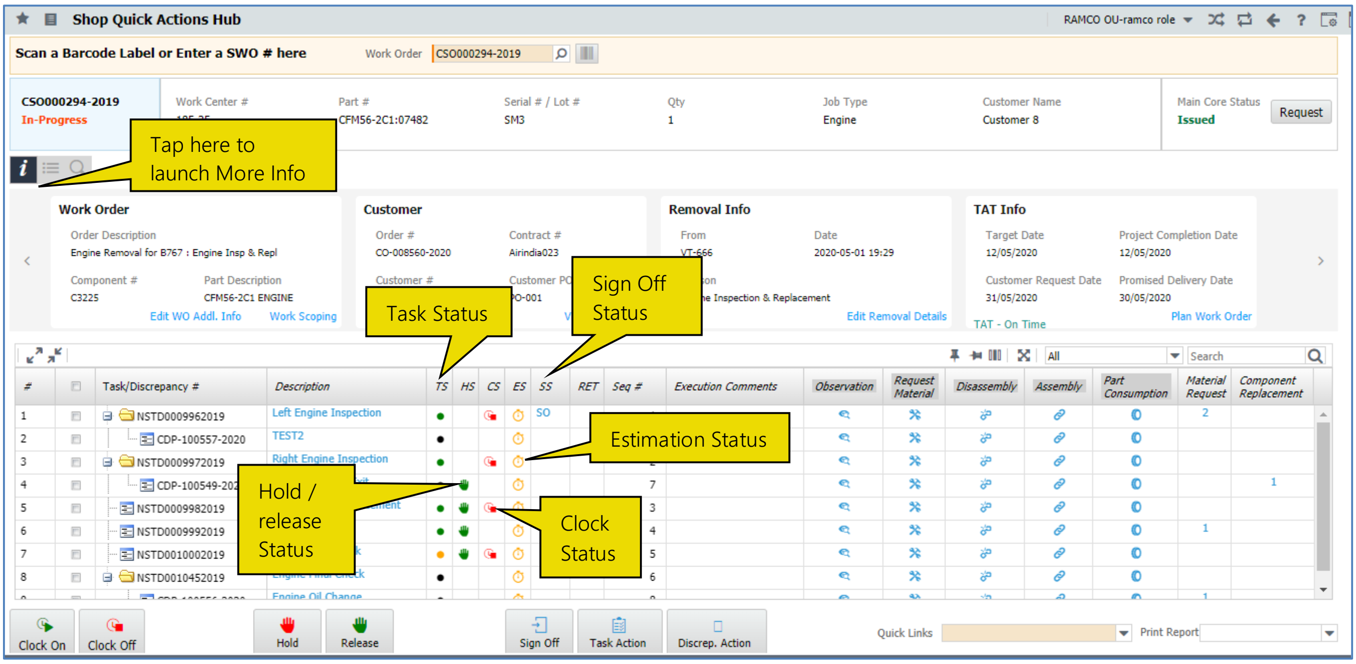


Figure 2.2 The More Info tab

The **More Info** tab displays the following cards that provide key details of the shop work order in context. The display order of the cards can be organized as preferred by means of the process parameter.

Card1: **Work Order**

Information on display

- Order Description
- Component # of Main Core
- Part Description

To proceed

2. Click the **Edit WO Addl. Info** link to open the **Edit Work Order Information** page
3. Click the **Work Scoping** link to open the **Record Shop Execution Details** page. The **Initial Workscoping** tab appears by default on launch of the page.

Card2: **Customer**

Information on display

- Customer Name
- Order #
- Contract #
- Customer # | Type
- Customer PO #

To proceed

1. Click the **View CO Details** link to open the **Manage Customer Order** page

Card3: **Removal Info**

Information on display

- Removed from A/C Reg # / MSN #
- Removal Date & Time
- Removal Reason

To proceed

1. Click the "Edit Removal Details" link to open the **Plan Work Order** page. The "Removal & Warranty Details" tab appears by default on launch of the page

Card4: **TAT Info**

Information on display

- Target Date
- Project Completion Date
- Customer Request Date
- Promised Delivery Date

To proceed

1. Click the **Plan** Work **Order** link to open the **Plan Work Order** page.

Card5: **Dates Info**

Information on display

- Planned Date & Time
- Planned Date & Time
- Actual Start Date & Time
- Actual End Date & Time
- Actual Time v/s Delay Status

SWO Status	Status	Condition
Planned	On Time	Planned Start Date is later than or equal to the Current Date
	Delayed Start By <No. of days delayed> Day(s) No. of days delayed = Current Date - Planned Start Date	Current Date is later than the Planned Start Date
In-Progress	On Time	Planned End Date is later than or equal to the Current Date AND Planned Start Date is later than or equal to the Actual Start Date

	Delayed Start < No. of days delayed> Day(s)	Planned End Date is later than or equal to the Current Date AND Actual Start Date is later than the Planned Start Date
	Delayed End By < No. of days delayed> Day(s)	Current Date is later than the Planned End Date
Completed	Completed on Time	Planned End Date is later than or equal to the Actual End Date
	Delayed End By <No. of days delayed> Day(s)	Actual End Date is later than the Planned End Date

To proceed

1. Click the **Plan Work Order** link to open the **Plan work Order** page.

Card6: **Estimation Info**

Information on display

- Estimation Status
- Estimate Required For
- Quotation Status

To proceed

1. Click the **Record Estimates** link to open the **Edit Work Estimates** page.
2. Click the **Record Quotation** link to open the **Manage Quotation Sale** page.

Card7: MOD Info

Information on display

- MOD In
- MOD Out
- Applied MODs
- Approved MODs

To proceed

1. Click the **Record MOD Details** link to open the **Record Part Serial MOD Details** page to update modification details for the main core part in the SWO.
2. Click the **View MOD Details** link to open the **View Part Serial MOD Details** page to view details of MODs against the main core part # in the SWO.

Card8: **Parent/Root Info**

Information on display

- Parent WO #
- Root WO #
- Root / Source MC Part #

- Root MC Serial #
- Level : Hierarchy level of SWO # considering Parent SWO and Root SWO

To proceed

3. Click the **View Root WO** to open the **View WO Details** page with details of the root work order of the work order in context.
4. Click the **View Parent WO** link to open the **View WO Details** page with details of the parent work order of the work order in context.

Card9: **Repair Info**

Information on display

- Repair Process Code
- Repair Classification
- Work Required

1. Click the **Plan Work Order** link to open the **Plan Work Order** page with details of the work order in context.

Card10: **Exchange Info**

Information on display

- Exchange Order #
- Exchange Order Status
- Exchange Type

1. Click the Manage Exchange Order link to update the exchange order associated with the shop work order.

Card11: **Repair Order Info**

Information on display

- Repair Order #
- Repair Order Status
- Repair Shop #
- RO Date

1. Click the Repair Order(S) link to open the Select Repair Order page of the View Repair Order activity. The count in the prefix /displays the total count of the open repair orders against the shop work order.
2. Click the “View Repair Order” link to view the details of the latest open repair order.

Card12: **Part Disposition**

Information on display

- Initial Repair Disposition of the Main Core part associated with the SWO #
- Final Repair Disposition of Main Core Part associated with the SWO #
- Disposition Remarks related to the disposition remarks on the Main Core part

1. Click the **Edit Disposition Details** link to open the **Part Disposition Details** popup to update disposition details of the Main Core part.

Card13: **Movement Details**

Information on display

- Initial Repair Disposition of the Main Core part associated with the SWO #
- Final Repair Disposition of Main Core Part associated with the SWO #
- Disposition Remarks related to the disposition remarks on the Main Core part

1. Click the **Edit Disposition Details** link to open the **Part Disposition Details** popup to update disposition details of the Main Core part.

Counts section

1. Click the icon to open the **Counts** section. The Counts tab appears. *See Figure 2.3.*

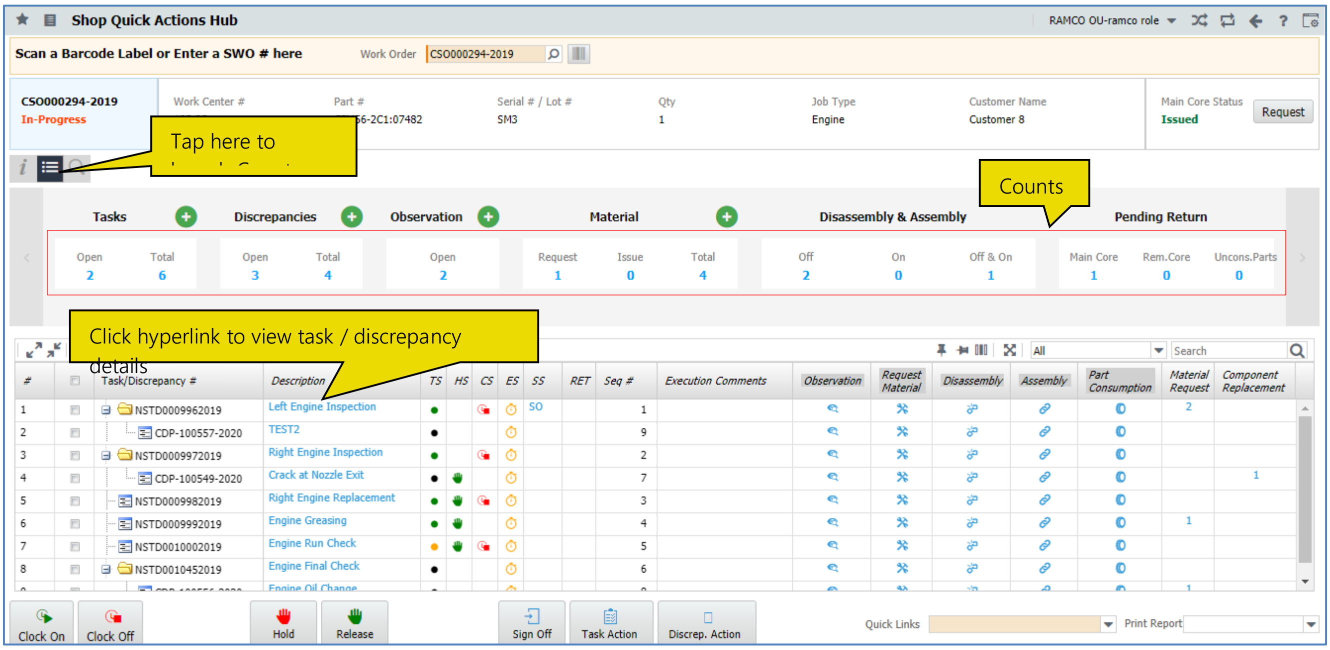


Figure 2.3 The Counts tab

The **Counts** section displays the following cards with related count details:

Card1: Tasks

Information on display

- Breakup of tasks in the work order under two heads – Open and Total
- **Open**: Count of all tasks in the Planned and In-Progress status
- **Total:** Count of all tasks in the work order regardless of the status

To ***proceed***

1. **Click** on the **Open count** to open the **Record Shop Execution Details** page. The **Work Actual** tab appears with all the tasks in the 'Planned' and 'In-progress' status from the work order in the **Task Details** multiline. The **Task** tree in the multiline expands to display Planned and In-Progress nodes.
2. Click the icon to view details of the tasks.

Card2: Discrepancies

Information on display

- Breakup of discrepancies in the work order under two heads – **Open and Total**
- Open: Count of all discrepancies in the 'Under Resolution' status
- Total: Count of all tasks in the work order regardless of the status

To ***proceed***

1. Click on the **Open** count to open the **Record Shop Execution Details** page. The **Report Findings** tab appears with all the discrepancies in the 'Under Resolution' status from the work order. The **Discrepancy** tree in the multiline expands to display all the nodes underneath the **Under Resolution** node.
2. Click the ⊕ icon to view details of the discrepancies.

Card3: Observation

Information on display

- Count of all observations against the work order
- **Open**: **Count** of all observations against the work order

To ***proceed***

1. Click on **Open count** to open the **Record Shop Execution Details** page. The **Report Findings** tab appears with all the discrepancies in the 'Under Resolution' status from the work order. The Observation tree in the multiline expands to display all the nodes underneath.
2. Click the ⊕ icon to open the **Record Observation** popup.

Card4: Material

Information on display

- **Breakup** of material requests available against the work order under three heads – Request, Issue and Total
- **Request:** Count of material requests in the Authorized status
- **Issue:** Count of material requests in the Partially Issued and Confirmed status
- **Total:** Count of all material requests in all statuses from the work order

To ***proceed***

1. Click the ⊕ icon to view details of the tasks.

Card5: Material

Information on display

- Breakup of component replacements against the work order under three heads - Off, On and Off/On
- Off: Count of component removals
- On: Count of component attachments
- Of/On: Count of all component replacements

To ***proceed***

1. Click on Off count to open the **Record Shop Execution Details** page. The **Disassemble & Assemble** tab appears with

all the CR transactions with only removals in 'Removed' status from the work order.

2. Click on On count to open the **Record Shop Execution Details** page. The **Disassemble & Assemble** tab appears with all the CR transactions with only attachments in 'Replaced' status from the work order.
3. Click on Off / On count to open the **Record Shop Execution Details** page. The **Disassemble & Assemble** tab appears with all the CR transactions with only attachments in 'Replaced' status from the work order.
4. Click the icon to view details of the tasks.

Card6: Disassembly & Assembly

Information on display

- Off: Count of component removals
- On: Count of component attachments
- Of/On: Count of all component replacements

To ***proceed***

1. Click on Off count to open the **Record Shop Execution Details** page. The **Disassemble & Assemble** tab appears with all the CR transactions with only removals in 'Removed' status from the work order.
2. Click on On count to open the **Record Shop Execution Details** page. The **Disassemble & Assemble** tab appears with all the CR transactions with only attachments in 'Replaced' status from the work order.
3. Click on Off / On count to open the **Record Shop Execution Details** page. The **Disassemble & Assemble** tab appears with all the CR transactions with only attachments in 'Replaced' status from the work order.

Card7: Pending Return

Information on display

- Main Core: Count of main core and associated core pending for return
- Rem. Core: Count of removed core pending for return
- Uncons. Part: Count of unconsumed parts pending for return

To proceed

1. Click the icon to view details of the tasks.

Card8: Returned

Information on display

- Main Core: Count of main core returned against shop work order
- Rem. Core: Count of removed parts that were returned against shop work order
- Uncons. Part: Count of unconsumed parts returned against shop work order

To proceed

1. Click the **Main Core** count to open the **Return Main Core** tab in the **Record Part Consumption & Return** activity. The main core record will be displayed in the multiline of the tab.
2. Click the **Rem. Core** count to open the **Return Removed Cores** tab in the **Record Part Consumption & Return** activity. The removed core records will be displayed in the multiline of the tab.
3. Click the **Uncons. Parts** count to open the **Return Unconsumed Parts** tab in the **Record Part Consumption & Return**

activity. The unconsumed parts will be displayed in the multiline of the tab.

4. Click the icon to view details of the tasks.

Search section

1. Click the icon to open the **Search** section.
2. Enter Task #, Description, Status, Type, Repair Classification, and /or Exec. Comments in the Search Criteria input box to retrieve Open and In-Progress tasks. However, to retrieve completed tasks in addition to Open tasks, select the **Show Completed Task** check box also.
3. Click the **Get** pushbutton to retrieve tasks with attribute values similar to the text you have entered in the Search input box.

Data Display in TREE GRID

The Tree grid displays comprehensive details of the tasks from the selected shop work order. You can also proceed to record related information for the tasks in the tree grid as listed below.

1. Click the icon to report discrepancy against the task / discrepancy in the record.
2. Click the icon to record observation on the task / discrepancy. More Details…
3. Click the icon to open the **Material Request** tab in the **Record Shop Execution Details** page to create material requests for the task/discrepancy.
4. Click the icon to open the **Disassemble & Assemble Core** tab with Disassemble radio button defaulted in the "Record Shop Execution Details" page to record removals against task / discrepancy.
5. Click the icon to open the **Disassemble & Assemble Core** tab in the **Record Shop Execution Details** page to record removals and attachments against task / discrepancy.
6. Click the icon to record part consumption against task / discrepancy.

Processing work orders

1. Select one or more tasks / discrepancies from Tree grid that you wish to work with and then;
2. Click the **Clock on** button to start the clock for the task.

The icon appears in the **CS** column for the tasks in tree grid. The clock start time for the tasks is set to the current station date & time.

3. Click the **Clock off** button to stop the running clock for the task.

The icon appears in the "CS" column for the tasks in tree grid. The clock end time for the tasks is set to the current station date & time.

4. Click the **Hold** button to suspend the execution of the task.

The **Apply Hold** popup appears. More details…

5. Click the **Release** button to continue the execution of the task.

The **Apply Release** popup appears. More details…

6. Click the **Sign Off** button to sign off the execution of the task.

The **Record Sign Off & Record Completion** popup appears**.** More details…

7. Click the **Task Action** button to further process tasks. More details**…**

8. Click the **Discrepancy Action** to further process discrepancies. More details**…**

9. Click the **Resequence** pushbutton to execute task. More details**…**

10. Select the link you wish to traverse to for further processing of the task / shop work order from the **Link** drop-down list box. The drop-down list box provides the following links:
    - Route Parts
    - Record Part # / Serial # Change
    - Upload Documents
    - View Associated Doc. Attachments
    - Inquire Stock Availability
    - Issue CoM
    - Record Word Hold
    - Maintain Employee Information

11. Select the report that you wish to generate from the **Print Report** drop-down list box. The drop-down list box displays the following reports:
    - Shop Work Order label
    - Generate Repair Report/Delivery Order
    - Generate Shop Work Order Report
    - Generate LRU Repair History Report.

2.1.3 HOLDING TASKS

1. Select one or more tasks / discrepancies in the tree grid of the **Shop Quick Action Hub** page.

2. Click on the **Hold** button. The **Apply Hold** popup appears with the tasks. *See Figure 2.4.*

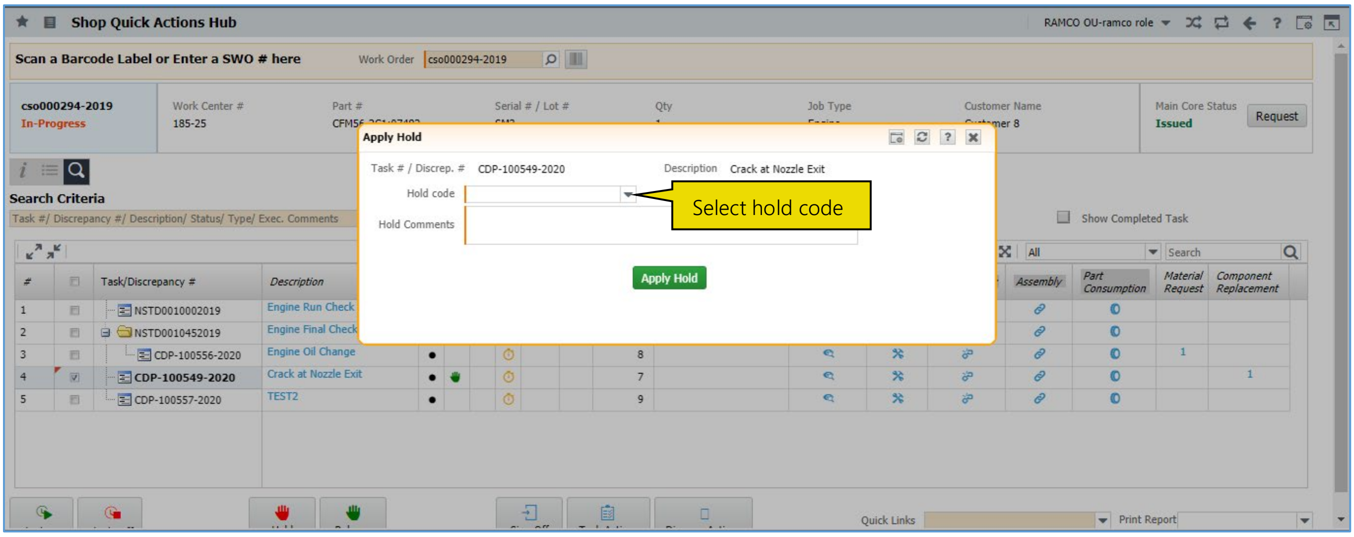


Figure 2.4 Applying hold on task

3. Use the **Hold Code** drop-down list to select the hold code that you want to associate to the hold action.

4. Enter additional details on the reasons for halting the execution of the tasks in the **Hold Comments** field.

5. Click the **Apply Hold** button. The icon in the HS column in the tree grid turns Red.

2.1.4 RELEASING TASKS

1. Select one or more tasks / discrepancies in the tree grid of the **Shop Quick Action Hub** page.

2. Click on the **Release** button. The **Release Hold** popup appears. *See Figure 2.5.*

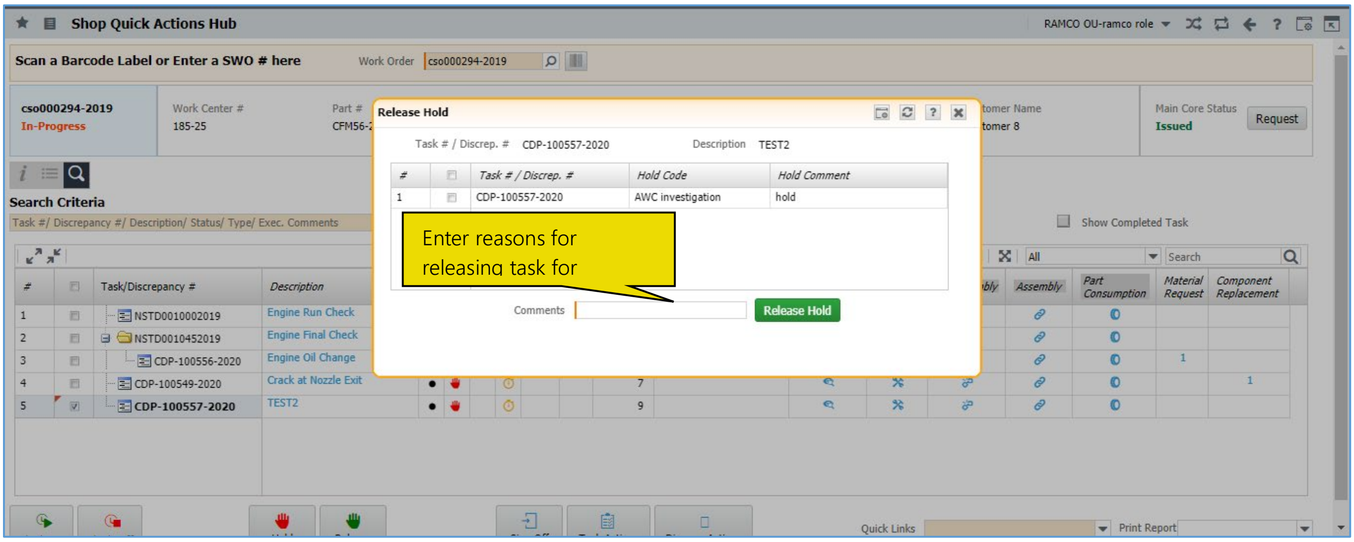


Figure 2.5 Releasing task

The multiline appears the details of tasks from the work order put on hold.

3. Click the **Release Hold** button. The icon in the HS column in the TREE GRID / multiline turns Green.

2.1.5 RECORDING TASK ACTIONS

1. Select the task from the tree grid in the **Shop Quick Action Hub** page. Click the **Task Action** button. The **Task Actions** window appears. *See Figure 2.6.*

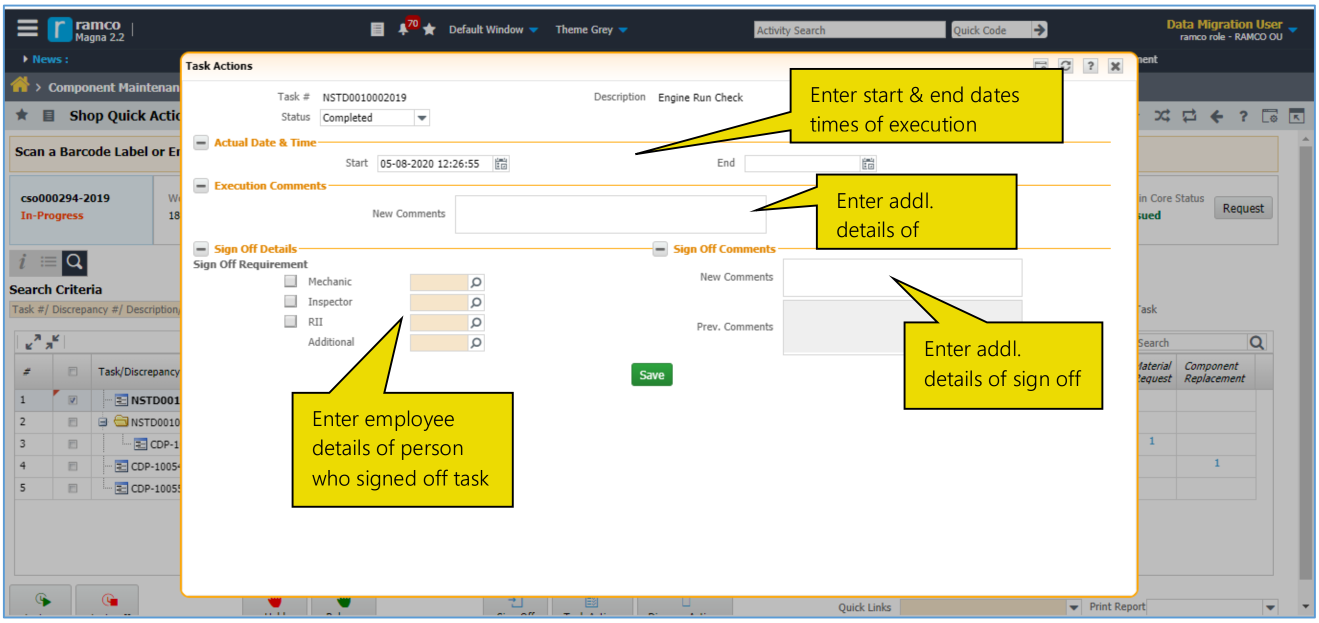


Figure 2.6 Performing actions on task

2. Use the **Status** drop-down list box to select the status based on the action you wish to carry out on the task

3. In the **Actual Date & Time** group box, enter the date on and time at which the execution of the task commences in the **Start** field.
4. Enter the date on and time at which the execution of the task concludes in the **End** field.
5. In the **Execution Comments** group box, enter additional information on the execution of the task from the inspector or mechanic in the **Execution Comments** field
6. In the **Sign Off Details** group box, under **Sign Off Requirement**, do the following:
7. Select the **Mechanic check box** and enter the name of the mechanic who did the sign off for the task in the adjacent input box.
8. Select the **Inspector check box** and enter the name of the mechanic who did the sign off for the task in the adjacent input box.
9. Select the **RII check box** and enter the name of the mechanic who did the sign off for the task in the adjacent input box.
10. Enter the employee code of another employee who also participated in the task sign off in the **Additional** input box.
11. In the **Sign Off Comments** group box, under Sign Off Comments, enter more details od task sign off in the **New Comments** field.
12. Click the **Save** pushbutton.

2.1.6 RECORDING DISCREPANCY ACTIONS

1. Select the discrepancy from the TREE GRID / multiline in the **Shop Quick Action Hub** page. Click the **Discrep. Actions** pushbutton. The **Discrepancy Actions** window appears with the following details for the selected discrepancy. *See Figure 2.7.*

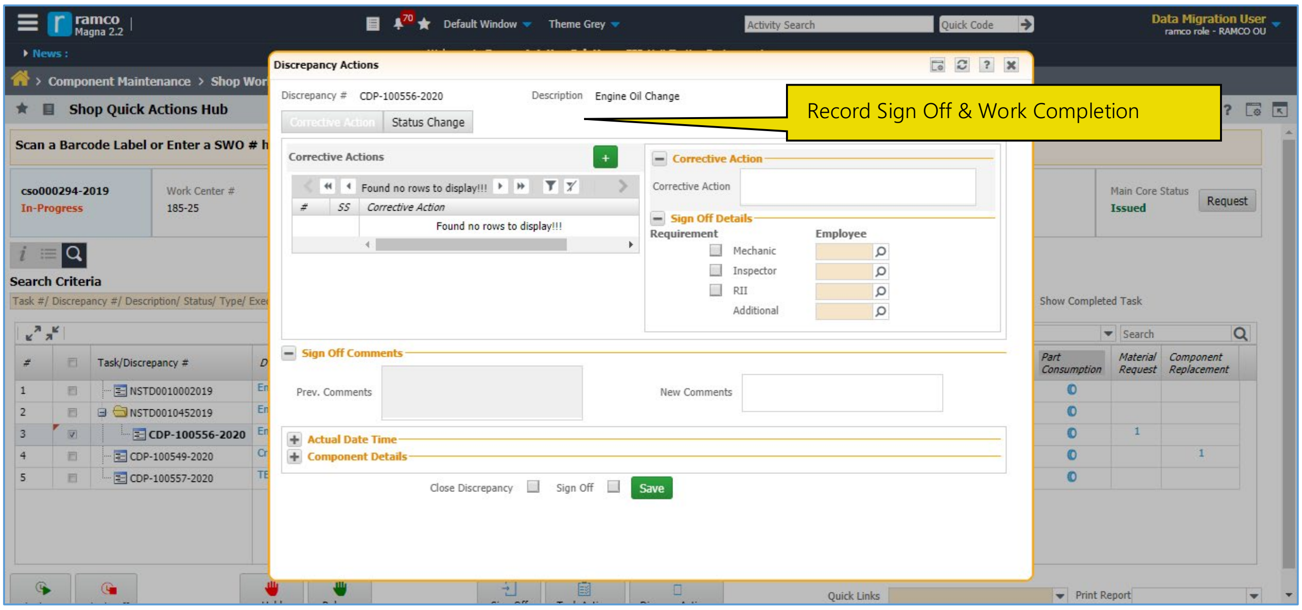


Figure 2.7 performing actions on discrepancy

Recording corrective action for discrepancy

2. Click the **Corrective Action** tab. *See Figure*
3. The **Corrective Actions** multiline displays the details of the corrective actions undertaken of the discrepancy till date:
4. In the **Corrective Action group** box, enter **Corrective Correction.**

5. In the **Sign Off Details** group box, select the **Mechanic** check box and then enter the employee code of the mechanic, if Mechanic Sign Off for the corrective action is mandatory for the discrepancy.
6. Select the **Inspector** check box and then enter the employee code of the inspector, if Inspector Sign Off for the corrective action is mandatory for the discrepancy.
7. Select the **RII** check box and then enter the employee code of the inspector / mechanic, if Mechanic Sign Off / Inspector Sign Off for the corrective action is mandatory for the discrepancy.
8. Enter the code of any other employee who has signed off the corrective action in the **Additional** field.

Changing discrepancy status

1. Select the **Status Change** tab. *See Figure 2.7.*
2. Use the **Action** drop-down list box to indicate the action to be taken on the discrepancy. The drop-down list box displays the following: Crossed, Part Change Closed, No Fault Found and Cancelled.
3. Use the **Repeat?** drop-down list box to indicate whether the discrepancy has occurred earlier The drop-down list box displays the following: Yes and No.
4. In the **Sign Off Comments** group box, enter additional details regarding the sign off of the discrepancy to be recorded now in the **New Comments** field.

Processing discrepancy

1. In the **Actual Date & Time** group box, enter the date on and time at which the execution of the discrepancy commences in the **Start** field.
2. Enter the date on and time at which the execution of the discrepancy concludes in the **End** field.
3. In the **Component Details** group box, enter **Part #** and **Serial #** of the component in which the discrepancy has been found.
4. Enter the position in which the part – serial associated with the discrepancy is attached in the NHA or aircraft in the **Position Code** field.
5. Select the **Close Discrepancy** check box to close the discrepancy.
6. Select the **Sign Off** check box to sign off the discrepancy.
7. Click the **Save** pushbutton to record details.

2.1.7 RECORD SIGN OFF & WORK COMPLETION

1. Click the hyperlink in the **SS** column of the tree grid in the **Shop Quick Actions Hub** screen. The **Record Sign Off & Work Completion** popup appears. Alternatively, select the task in the tree grid and then click the **Sign Off** button. *See Figure 2.8.*

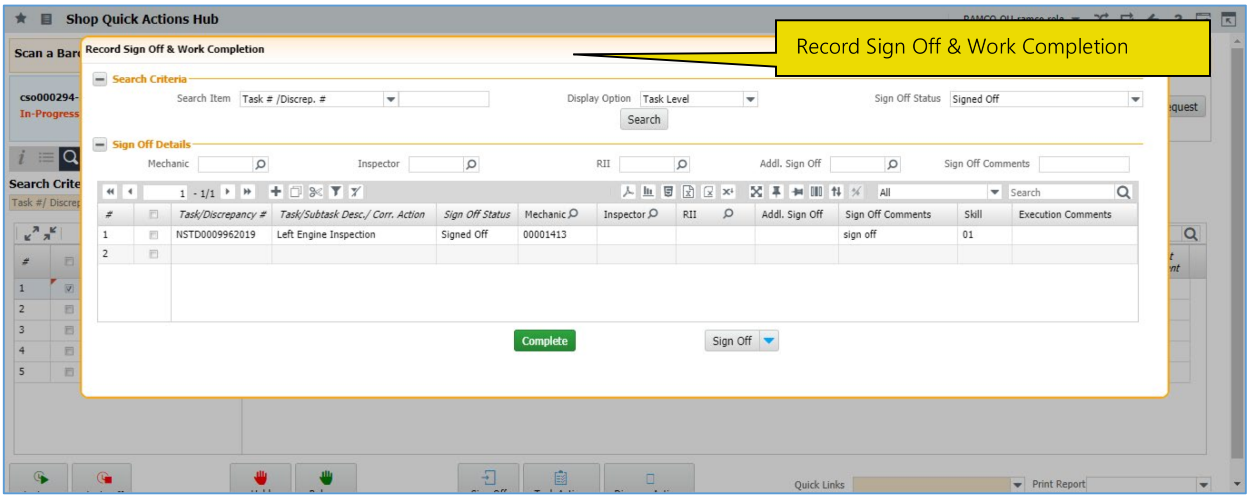


Figure 2.8 Signing off tasks

For bulk task sign off

2. In the **Sign Off Details** section, enter the code of the employee who performs mechanic sign-off in the **Mechanic** field.
3. The code of the employee who performs inspector sign-off in the **Inspector** field.
4. The code of the employee who performs RII sign-off in the **RII** field.
5. The code of the employee who performs additional sign-off in the **Addl. Sign Off** field.
6. Enter details of sign off action on the task in the **Sign Off Comments** field**.**

Note: The values you have entered in the above fields will be defaulted for all the tasks in the multiline.

For individual task sign off

1. In the multiline, specify **Mechanic, Inspector**, **RII**, **Addl. Sign Off** , **Sign Off Comments**, **Skill** and **Execution Comments** for the task.

For task completion

1. To complete tasks, select the tasks you want to complete in the multiline and then click the **Complete** button.

For task sign off / Rejection

1. To sign off tasks, select the tasks, you want to sign off in the multiline and then click the **Sign Off** button from the button drop-down.
2. To reject sign off, select the tasks in the multiline for which you want to annul sign off and then click the **Reject** button from the button drop-down.

2.1.8 RECORD OBSERVATIONS

You can record observations against task /discrepancy that you have selected in the tree grid of the **Shop Quick Actions Hub** screen.

1. Click the  icon to record observation on the task / discrepancy selected in the tree grid of the **Shop Quick Actions Hub** screen. The **Record Observation** popup appears. *See Figure 2.9.*

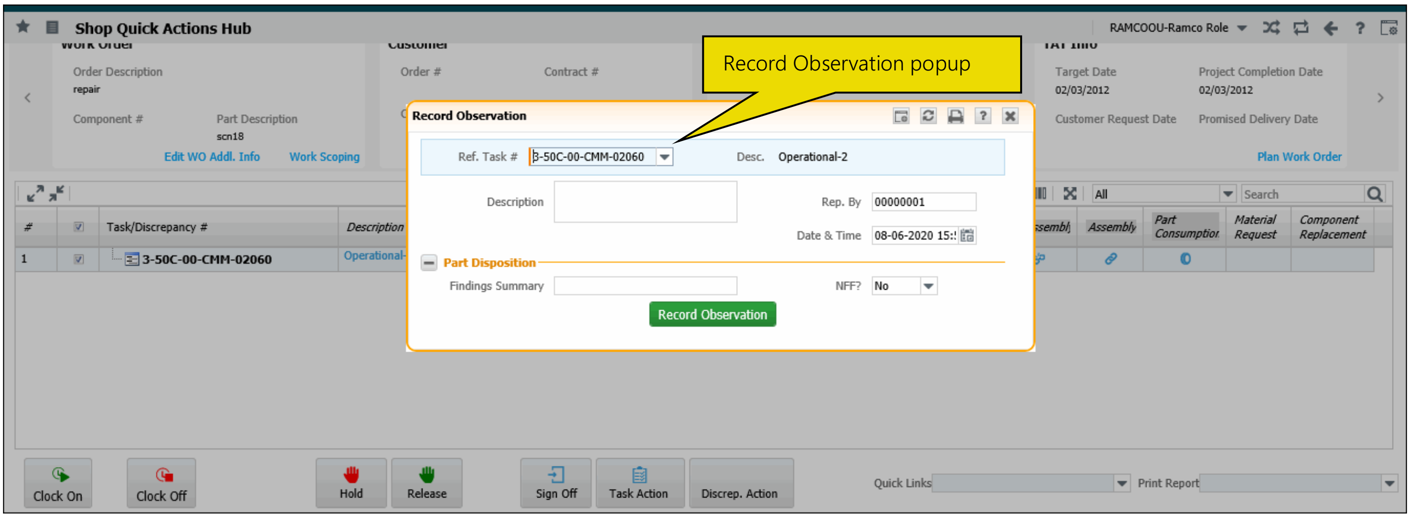


Figure 2.9: Recording observations

2. Enter details of observation in the **Description** field. Alternatively, you can select the task for which you want to record observations from the **Ref. Task #** drop-down list box and then specify **Description** and the following fields.
3. Enter code / name of the employee who reported the observation details in the **Rep. By** field.
4. Enter **Date & Time** at which the observations were reported by the employee.
5. In the **Part Disposition** section, enter results of the observations on the task / discrepancy in the **Findings Summary** field.
6. Use the **NFF?** drop-down list box to specify whether any fault is found during inspection of the part.
7. Click the **Record Observation** button.

2.1.9 RECORDING PART DISPOSITION DETAILS

1. Click the **Edit Disposition Details** link in the **Part Disposition** tile of the **Shop Quick Actions Hub** page. The **Part Disposition Details** pop-up appears. *See Figure 2.10.*

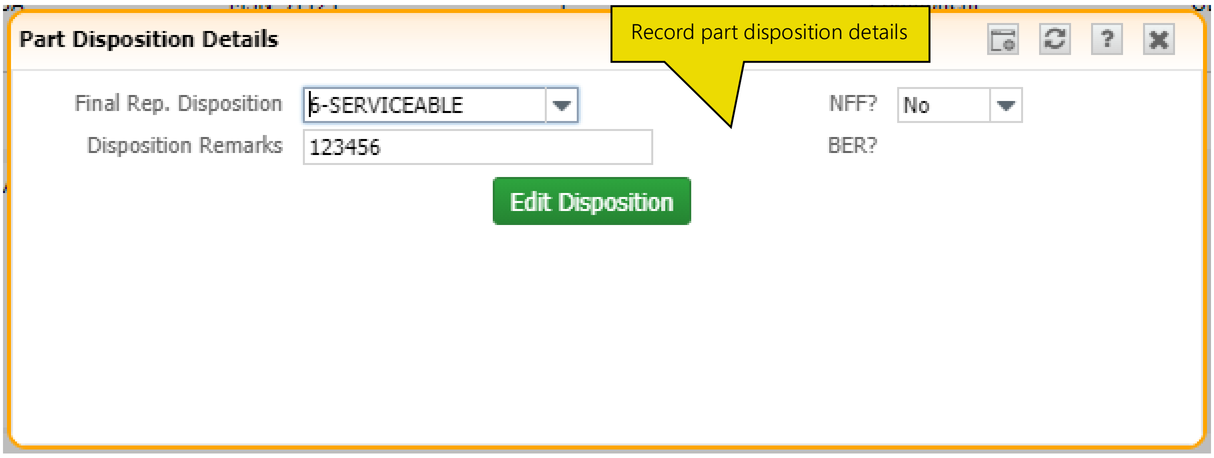


Figure 2.10: Recording disposition details for part

2. Use **the Final Rep. Disposition** drop-down list box to select the repair destination for the main core part.
3. Indicate whether no fault was found in the main core part in the **NFF?** field.
4. Click the **Edit Disposition** button to save entered details.

2.1.10 RECORDING MOVEMENT DETAILS

1. Click the **Movement Details** link in the **Part Disposition** tile of the **Shop Quick Actions Hub** page. The **Movement Details** pop-up appears. *See Figure 2.11.*

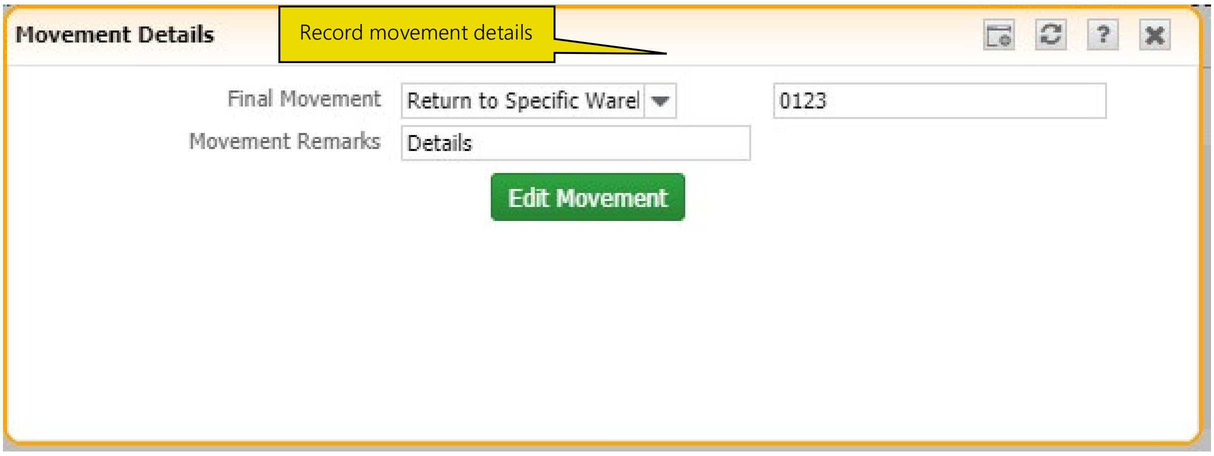


Figure 2.11: Recording movement details for part

2. Use the **Final Movement** drop-down list box to select the final destination for the main core part.

3. Click the **Edit Movement** button to save entered details.

2.1.11 RESEQUENCING TASKS/DISCREPANCIES

1. Click the **Resequence** pushbutton in the **Shop Quick Actions** Hub page. The **Resequence Task/Discrepancy** pop-up appears with all the tasks and discrepancies in the SWO. *See Figure 2.12.*

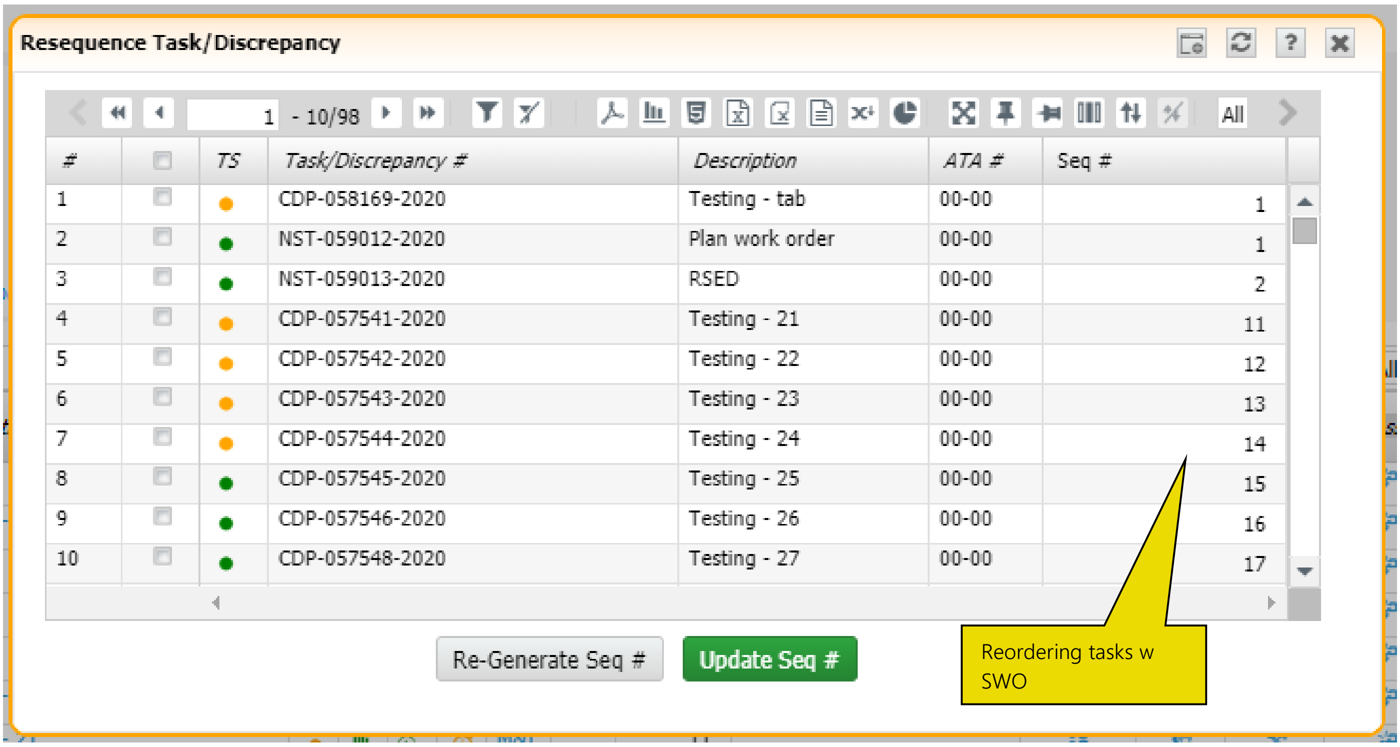


Figure 2.12: Reordering seq # for tasks

2. Enter the order / sequence of execution of the task/discrepancy within the SWO in the **Seq #** field.

3. Click the **Re-Generate Seq #** pushbutton to re-number the **Seq #** column for all records in the multiples of value defined in 'Repair Scheme / Sub-Task Re-Sequence Multiplication Factor' in Set Options activity of Maintenance Task business component.

4. Click the **Update Seq # p**ushbutton to update the modified sequence # for tasks/discrepancies in the SWO.

2.2 PROCESS PARAMETERS IMPACTING SHOP QUICK ACTIONS

Entity Type: Shop Work Order Type

Entity: All User Defined Work Order Types

Process Parameter	Permitted Values
Default view for loading Shop Quick Actions Hub	Enter • "0" for 'More Info' • "1" for 'Counts' • "2" for 'Search'
Collapse Document Info cards section by default in the Shop Execution page?	Enter • 0 for No • 1 for Yes
Document Info cards display order in the Shop Quick Actions Hub?	Enter any combination of numbers from 2 to 9 separated by comma without duplication Only the cards associated with the numbers included in the sequence are displayed. The cards of numbers omitted from the sequence will be not be displayed in the Card section Card Numbers: 2-Customer, 3-Removal Info, 4-TAT Info, 5-Dates Info, 6-Estimation Info, 7-MOD Info, 8-Parent/Root Info, 9-Repair Info, 10- Exchange Info, 11-Repair Order Info, 12-Part Disposition, 13-Movement Details Default Order: 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

INDEX

A

Apply Hold popup, 20

C

Changing discrepancy status, 23
Clock off, 19
Clock on, 19
Counts section, 16

D

Data Display in TREE GRID, 19
Discrepancy Action, 20
Document Info section, 10

E

Edit Disposition Details link, 25

F

For bulk task sign off, 24
For individual task sign off, 24
For task sign off / Rejection, 24

H

Hold, 19

M

MANAGING SHOP WORK ORDERS, 8
More Info section, 12
Movement Details, 26

P

Part Disposition Details pop-up, 25
Process Parameters impacting shop quick actions hub, 28
Processing discrepancy, 23
Processing work orders, 19

R

Record Sign Off & Record Completion, 20
Record Sign Off & Work Completion, 23
Recording corrective action for discrepancy, 22
Recording Discrepancy Actions popup, 22
Recording movement details, 26
Recording Part Disposition details, 25
Recording Task Actions popup, 21
Release, 19
Release Hold popup, 21
Resequence, 20
Resequence Task/Discrepancy, 26
Resequencing tasks/discrepancies, 26

S

Search section, 19
Setting Process Parameters, 8
Sign Off, 20

T

Task Action, 20

W

Working with shop work orders, 9

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