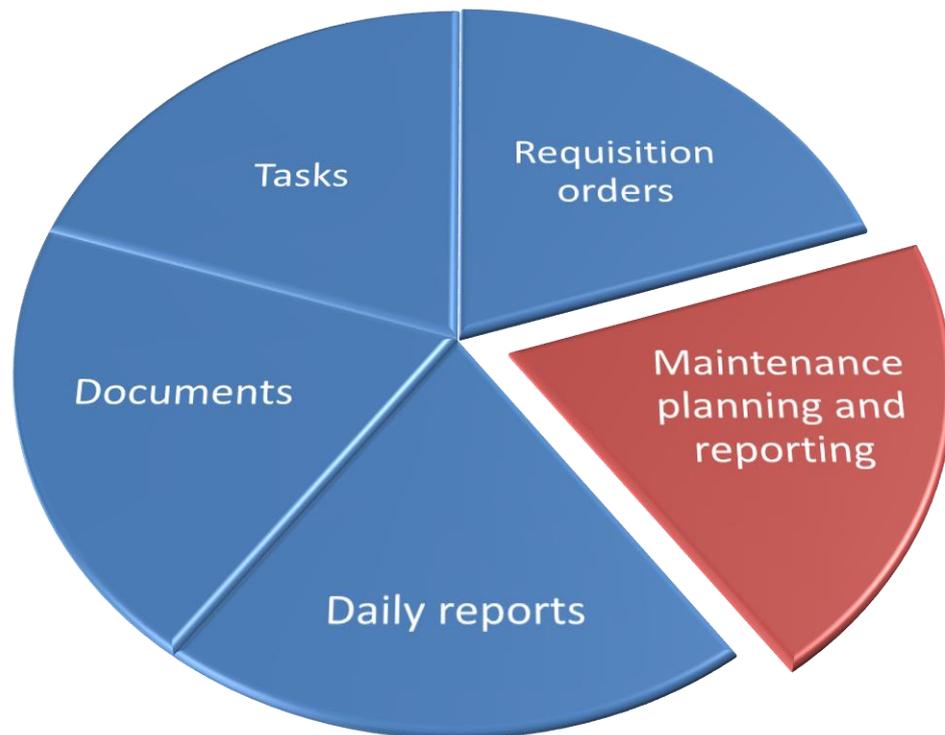


# VOYAGER 9

## Maintenance planning and reporting - manual



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# 1 GENERAL INFORMATION – INTRODUCTION

Each ship has its own individual division into components. The number of components and their division depends on the number of devices and systems onboard. Sister ships usually have the same division. Another important element of the structure are spare parts and inventory items (equipment).

## 1.1 Components

Components are the basic elements of the logical division of the ship.

Main properties of the Components:

- Number (during configuration process)
- Name
- Description
- Manufacturer
- Device (property of a component, and job - which allows the collection of components into one single logical component)
- Critical equipment (special care and supervising is concerned with components marked. They can be found in database using property "critical equipment")
- Component type (property of a component and spare part which has special requirements define that should be referred to in the case of out-of-stock operations)
- Run hours (property that defines how many hours a specified devices were running (working) since it was manufactured)

Each component has its own number e.g., **601.1.1** it consists of:

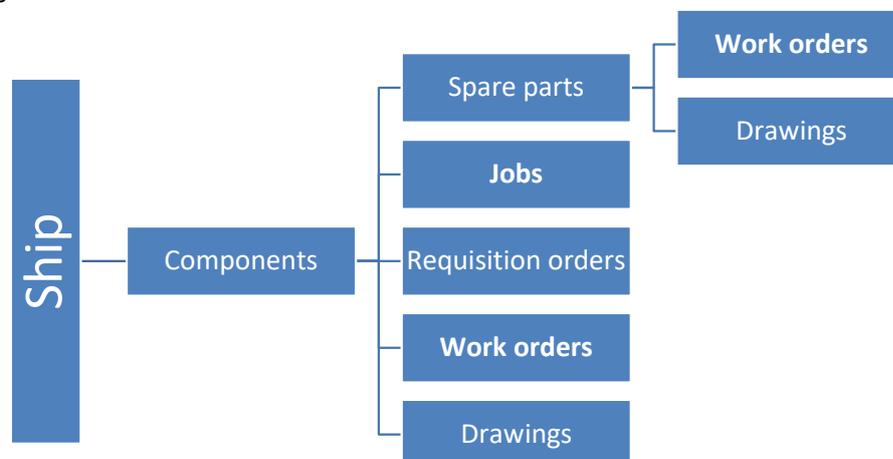
- First three digits is concerned with standard SFI components codification
- Next digits separated with dots locates component in components tree



*Each dot "." Is next level. E.g., 601.1.1 is ME1, cylinder No 1, cylinder cover. Also, names of the components are designed to show tree structure.*

The components are assigned:

- Spare parts
- Jobs
- Requisition orders
- Work orders
- Drawings



Components and spare parts assignments, jobs and work orders

## 1.2 Spare parts

Spare parts are goods which are **inventoried** – present stock quantity can be checked. Spare parts are elements of the components which are subject of supervising, ordering, etc.

Available operations:

- Receiving
- Using
- Returned to stock (Inventory)
- Out of stock (Inventory)

Main properties of the Parts:

- Number, Name default (entered during configuration process), Name English
- Description
- Manufacturer (component manufacturer)
- Spare component
- Quantity in stock, ordered, minimum in stock, maximum in stock quantity

The “*Components manager*” is a window designed to overview and manage components and parts.

The “*Components manager*” has 7 main parts: the components tree, jobs list table for selected component, [list of parts for selected component](#), [list of requisition orders for selected component and subcomponents](#), list of work orders for selected component and subcomponents, component/[part details panel](#), drawings panel.

Each spare part has its own number e.g., **601.1.1-100** it consists of two parts:

- Prefix which is its owner component number e.g., 601.1.1
- Number in component e.g., **100** for that example



*Number 0 is reserved for spare component. E.g., 601.1.1-0 is spare cylinder cover for ME1.*

The spare parts are assigned:

- Work orders
- Drawings

## 1.3 Jobs

Job is the functionality of the system consisting in the ability to assign to the component periodically performed activities.

The period of job may be directly related to the time or date (date dependent) or may be related to the working hours of a given component (run hours dependent) to which it is assigned.

Each job can have due window. For run hours dependent job - due window is set by run hours percent.

For date dependent job - due window is set by time range.



*Due window is a time interval where job status is “In window” – job should be done in that Interval. E.g., Job date dependent with 1 month period and 1 week window should be done in the period from the week preceding the due date to the due date.*

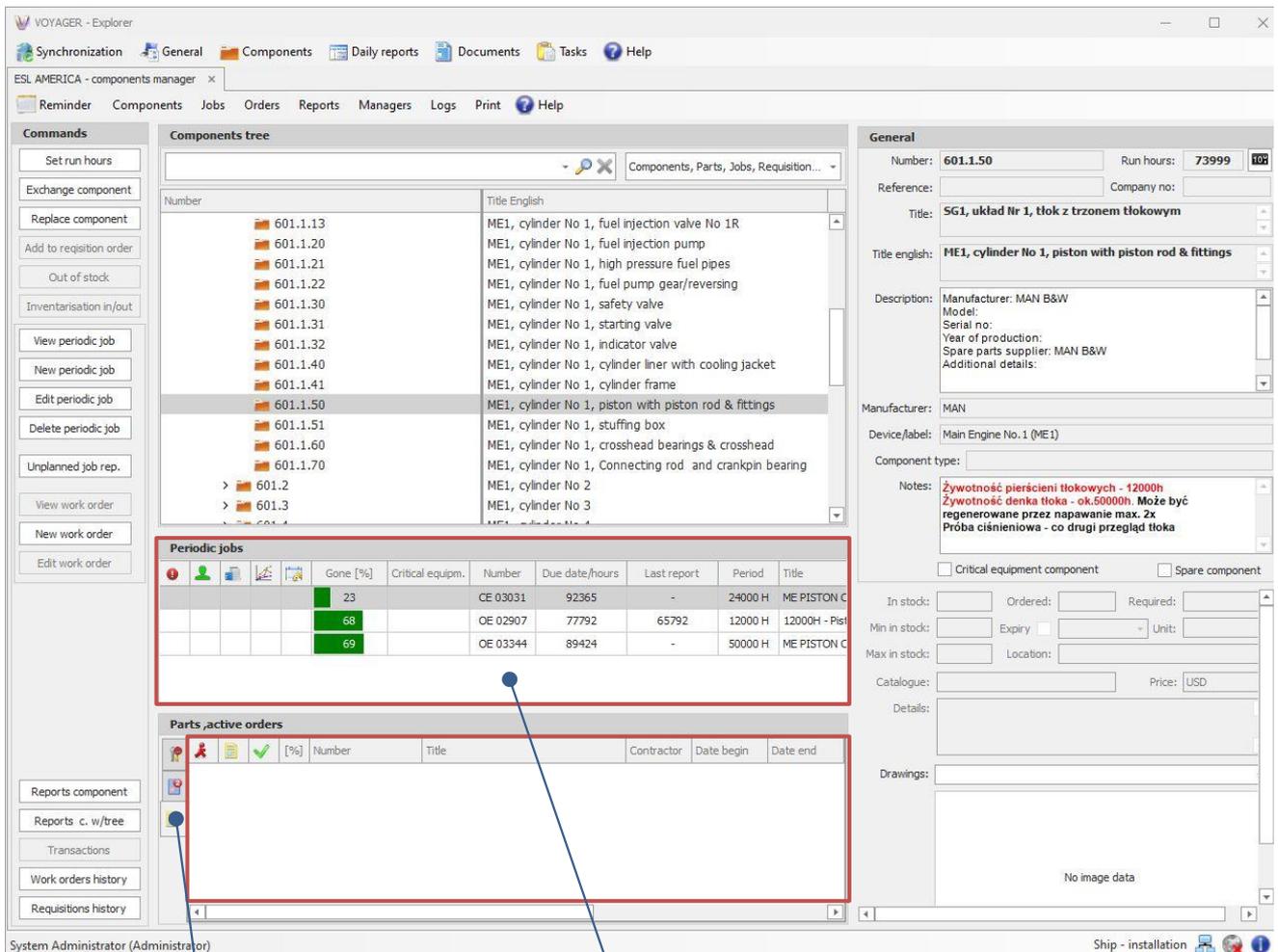
To determine the status of job performance, we have 3 statuses at our disposal:

Job status	Description
Planned	Job is planned to do in designed window, and it is still before due window
In window	Job is in window and can be done and reported
Overdue	Job is overdue, so it out of designed period and out of due window

Jobs defined in the system can be based on job layout or without any layout. **It is recommended to create new job bases on existing or new job layout.**

List of all periodic jobs for vessel can be found in “Components manger” window menu. Select menu “Jobs” then position “Jobs”.

List of all jobs for selected component can be found in “Components manger” window – panel “Periodic jobs”.



List of the work orders for selected component

List of the jobs for selected component

Jobs and work orders data location in “Components manager” window

Job’s due date and due window can be set when new job is created. If the job is saved then due date, due window can not be changed directly in job edit dialog window. User must use “Differ or advance planned job” functionality (dialog window)

**i** To change due date / due window access lever 4 or higher is required (Ch. Officer, Ch. Engineer, 1<sup>st</sup> Electrician, Purser, Master, Local Administrator, or higher).

The screenshot shows the 'Manage job' window for job 'CE 01825'. It is divided into several sections:

- General:** Contains fields for Title/number (4M ME oil sampling for analysis), Component (601 - SG1 - silnik główny Nr 1), Job layout (C 1193), Adv. report, Department (Engine), Job type (Checking), Incharged (2nd Engineer), Device/label (Silnik główny Nr 1 (SG1)), and Automation / megatest details (ISO code, Function, Range high/low, Unit, Location).
- Period:** Contains 'Date dependent' (Months: 1262, Period: 4 months, Due date: 2017-12-12, Last report: 2017-08-14, Week: 33) and 'Hours dependent' (Period: 500, Due hours: 0, Due window [%]: 0, Last report: with date).
- Buttons:** Reporting exclusions, Change schedule, Rep. values trends, Job changes history, Save layout from job, Report job, Adv. reports trends, Work orders history, Reports history, Create Work Order, Print job, Update, Cancel.

Callouts on the right side of the screenshot explain the following fields:

- Job number
- Survey number
- Critical Equipment number (ISO/ISM list)
- Is Critical Equipment job
- Ship department
- Job type
- User incharged
- User confirming reporting
- Automation/Megatest job data
- Job period type
- Job period value for date dependent job
- Job period value for run hours dependent job
- Due window data: period, value

Callouts at the bottom of the screenshot explain the following buttons:

- Reporting exclusions
- Rescheduling dialog
- Reported values trends generator
- Trends selection dialog
- Save layout based on job data
- Create work order based on job data
- Report job
- Print job

### Job based on job layout

Each job has its own number e.g., **CE 03031** it consists of three parts:

- Prefix which is two letters: first letter is a job type, second letter is ship's department
- Individual number (5 digits)

### Job types

Job type	Description	Comment
A	Automation	All jobs referred to automation channels tests, checks according to automation list
C	Check	Check (functionality, presence, state etc.)
I	Inspection	Detailed check (with test, quantity check etc.)
M	Megatest	All jobs referred to insulation resistance check and measure
O	Overhaul	Overhaul, repair, replace
R	Renew	Renew: document, certificate
T	Training	Crew training, drill
S	Survey	All jobs referred to classification society PMS positions

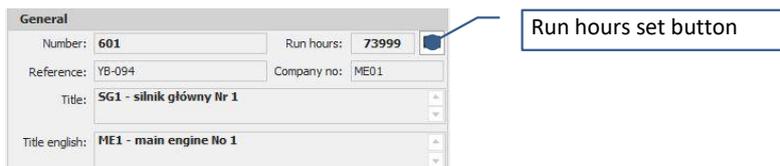
## 2 JOB REPORTING

### 2.1 Run hours update

Before reporting any jobs and work orders or unplanned maintenance **update component's run hours**.

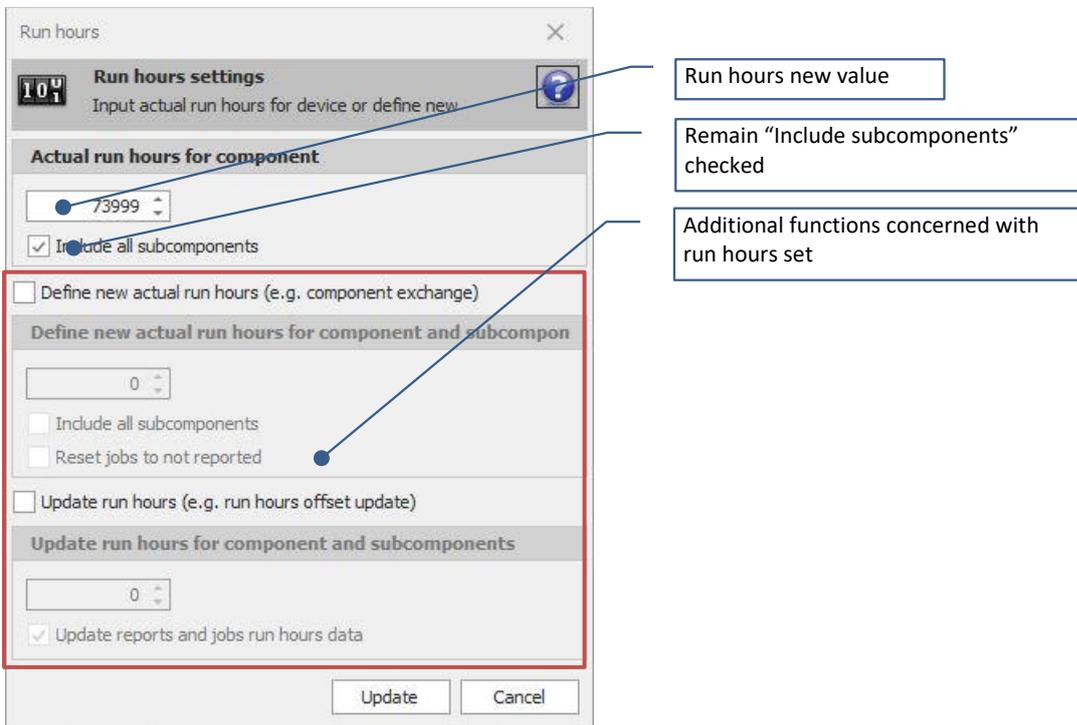
To update run hours for component:

- Select component in "Component manager" window
- In components manager select "Change component/part run hours" set button (a small black button with a white 1 and 0)



**i** Run hours set button is available if component has set property: *Is run hours component/part*. If component has not run hours – set button is inactive.

- Open "Run hours" dialog window as set new value of run hours for component and subcomponents (remain "Include subcomponents" checked)
- Select "Update" button



"Run hours" window elements

**i** If "Include subcomponents" is checked then run hours of spare parts with property: *"Is run hours component/part"* will be updated as well.

## 2.2 Reminder

Reminder is a window where user can collect filtered data about:

- Jobs to do in selected time interval (jobs to report)
- Job's reports to confirm (for jobs with required double reporting)
- Tasks to do in selected time interval (tasks to report)
- Documents to renew (if expiry date is defined)

Jobs displayed in reminder are filtered. To filter required jobs, use predefined filter or jobs can be also filtered by find box at the top of the table.

Elements descriptions in "Reminder" window

Filters:

- date (overdue, in window/today, planned)
  - **overdue job** - due date or run hours of the job already gone
  - **in window** - due date of the job is in window or run hours are between "Run hours alert" and due run hours
  - **planned** - today date is earlier then due date
- users (select all users or selected user)
- job types (select all job types or select jobs)
- critical equipment (select to display only critical equipment jobs)
- devices (select all devices or selected devices and specify devices)



*If date dependent job does not have due window, then "in window" = due date.*

## Example

**Generate reminder data for 3<sup>rd</sup> Engineer (overdue and planned in 1 month ahead)**

1. In "Components manager" window in menu select "Reminder"
2. In "Reminder" window set:
  - A) Status filters select: Overdue, In window, Planned
  - B) Date type: Months
  - C) Date value select: 1
  - D) Users filter settings: Selected only
  - E) Users select 3<sup>rd</sup> Engineer
  - F) Devices filter selection: All devices/labels

The screenshot shows the 'Filter reminder' dialog box with the following settings highlighted by callouts:

- Status filter settings: Overdue, In window, Planned
- Date type filter settings: Months
- Date value filter settings: 1 month
- Users filter settings: selected only
- Users selected: 3<sup>rd</sup> Engineer
- Job types filter settings: All job types
- Devices filter settings: All devices/labels

3. Click "Search all criteria" button. Jobs, tasks, documents will be filtered

**Hint:** selected settings can be set as default. Select "Save as default". Each next window open that selections will be applied for filtering. This option is useful if computer is operated by more than 1 user.

## 2.3 Planned job reporting

Before reporting any jobs and work orders or unplanned maintenance **update components run hours**.

Open selected job dialog window. Jobs can be found in windows "Components manager", "Reminder", "Jobs", "Engine report", "Automation report", "Megatest report".

To create planned job report:

- Open "Job" dialog window
- Click "Report job" button
- Fill in job report dialog window. Required fields are:
  - Date – by default today date is selected
  - Run hours – by default present run hours are taken from job's component
  - Description – description of work done according to job description
  - Test value – for automation and megatest jobs only

- Test result - for automation and megatest jobs only
- Advanced report file – if is defined and required for job then then advanced report dialog must be filled in (see note below)
- Optionally enclose:
  - External report file – limited (see note below)
  - Advanced report file
  - “Replace report scheme for edited” – only for reports with advanced report files (see note below) if it has to be new layout

Reports for periodic jobs always has **100%** percentage of work completion. This property can be set to non 100% only when work order is reported. Work order may have more than one report.



*If advanced report is assigned to the job, then advanced report must be filled in and saved (Wort or Excel file) or internal advanced report (VARI)*



*External report file size is limited. Present limit can be found and changed in “Options” dialog window, tab “Synchronization”, position “Document enclosure max size (kB):”.*



*If advanced report form should be base (layout) for the next advanced report, then select check box: “Replace report scheme for edited”.*

- Click “Update” button

### Example 1

#### Report run hours dependent job no CE 03031 for component no 601.1.50 ME1, cylinder No 1, piston with piston rod & fittings

1. In “Components manager” or “Jobs” or “Reminder” window find job CE 03031

*Hint:* in “Components manager” window job can be found manual expanding components tree looking for the component to which the job is assigned or using search box:

Item type	Number	Title
Job	CE 03031	ME PISTON CROWN PRESSURE TEST (MAN)

2. Select job (click)
3. Job CE 03031 - 12000H - ME PISTON CROWN PRESSURE TEST (MAN) - it will be automatic selected
4. Click “Edit periodic job” button or use context menu to open job dialog window
5. Click “Report job” button
6. Fill in job report dialog window:
  - A) Date – by default today date is selected
  - B) Run hours – by default present run hours are taken from job’s component
  - C) Description – description of work done including pressure value and test result

7. Click "Update" button

**i** Reports history for job can be found in "Job reports for selected job" dialog window. Click "Reports history" button.

Example 2

**Report date dependent, megatest job no ML 01977 for component no 668.1 Generators motor aggregates, generator AE1**

1. In "Components manager" or "Jobs" or "Reminder" or "Megatest report" window find job ML 01977

*Hint:* in "Components manager" window job can be found manual expanding components tree looking for the component to which the order is assigned or using search box:

Item type	Number	Title
Part	921.1-5	Drilling machine
Job	ML 01977	1Y insulation resistance measurement

2. Select job (click)
3. Job ML 01977- 1Y insulation resistance measurement - it will be automatic selected
4. Click button "Edit periodic job" or use context menu to open job dialog window
5. Click "Report job" button
6. Fill in job report dialog window:
  - A) Date – by default today date is selected
  - B) Description – description of work done – information about measure instrument can be enclosed

- C) Test value – value of resistance measured in MOhm
- D) Test result (Passed, Not passed, Not tested)

- Date when job was done
- Description – description of work done according to job description
- Test value of resistance: 350 MOhm
- Test result: Passed

7. Click "Update" button

**i** Reports history for job can be found in "Job reports for selected job" window. Click "Reports history" button.

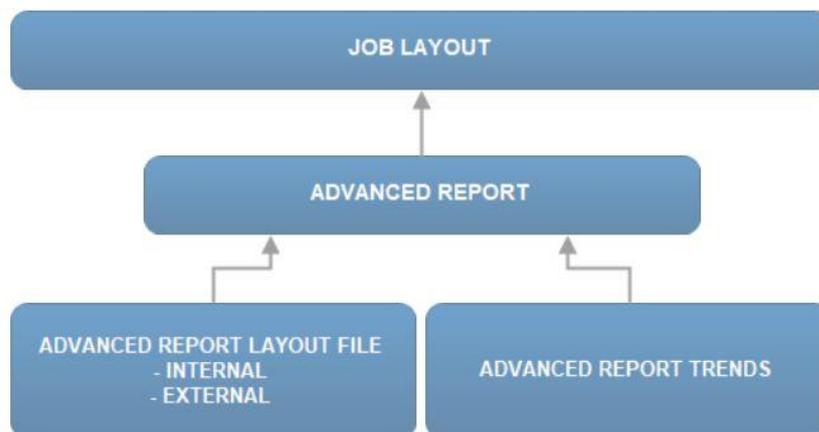
### 2.3.1 Advanced reports

Some jobs can require additional data placed in specific form e.g., ME1, cylinder No 1, fuel injection pump overhaul may require measurement card to fill in.

There are 2 kinds of Advanced reporting in VOYAGER

- External files
- Voyager Advanced Report Internal (**VARI**)

#### Functionality structure diagram



### 2.3.1.1 Advanced reports – external

This kind of report contain external file as layout (usually Word or Excel document) to fill in in external editors like Ms Word or Ms Excel. This reports layout can be prepared by end-users but because of its externality they can be not intentionally damaged or lost during exporting/importing.

It is not recommended to use external files as advanced reports.

If advanced report file is defined for job, then it must be filled in during job reporting, otherwise report will not be accepted.

To create advanced report for job's report:

- Open "Job" dialog window
- Click "Report job" button
- Fill in job report dialog window with required fields
- Click "Enclosed advanced report" button
- In "Enclose advanced report" dialog window selects advanced report and click "Update" button. New advanced report file will be created and opened to edition

Advanced report dialog window contains information about external file, fill in procedure and description.

- Fill in advanced report and save it



External report file when created has its own unique name. Do not change it. This file will be enclosed to synchronization file.



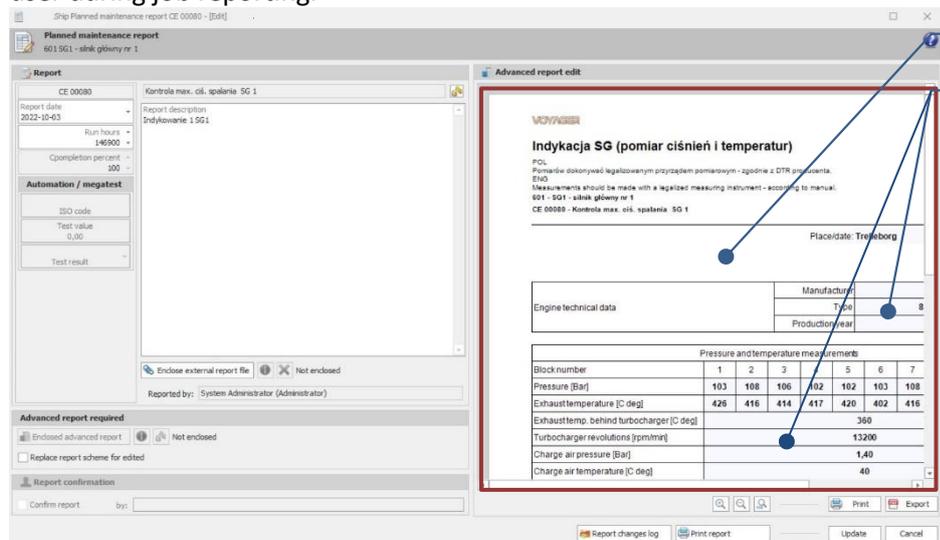
External report file can be replaced during advanced report edition or when reporting job. To exchange external file during reporting use checkbox: "Replace report scheme for edited".

### 2.3.1.2 Advanced reports - internal (VARI)

This kind of report contains database stored data as layout to fill in directly in job report dialog window. This kind of report layouts must be prepared in another software by system administrator as files (REPX - internal format).

VARI are suitable to prepare trends for filled in fields. Advanced report with trends can be part of job layout and can be exported as file to multiple use on another vessels.

Internal advanced reports are displayed directly in job report window, so they do not have to be created by user during job reporting.



Internal advanced reports

Greyed fields to fill in

VARI should be filled in during job reporting.

**Hint:** only greyed fields in internal advanced reports can be filled in

### 2.3.2 Rescheduling

Job's due date and due run hours can be set when job is created. **When edited due date and due run hours can not be changed.** To change due date or due run hours without changing main period "Change job schedule" dialog window must be used.

To create rescheduling for job:

- Open "Job" dialog window
- Click "Change schedule" button
- Fill in "Change job schedule" dialog window
- Click "Update" button

*Hint:* to reset rescheduled due date or run hours use "Reset rescheduling" button.



*For date dependent jobs panel "Run hours dependent" will be disabled, for run hours dependent jobs panel "Date dependent" will be disabled.*

The screenshot shows the 'Change job schedule' dialog window. It has a title bar 'Change job schedule' and a subtitle 'Manage job basic schedule'. Below the subtitle, it says 'Differ (extension period) or Advance (shortage period) planned job'. The main area is divided into two panels: 'Date dependent' and 'Run hours dependent'. The 'Date dependent' panel has radio buttons for 'Days', 'Weeks', 'Months' (selected), 'Years', and 'To date'. A 'Rescheduled due date' field shows '2024-04-25'. The 'Run hours dependent' panel has 'Run hours' and 'Rescheduled due hours' fields, both set to '0'. A 'Reset rescheduling' button is at the bottom. Callout boxes on the right point to: 'Date dependent panel', 'Date type to differ or extend', 'Date value of period type to extend or differ', 'Run hours dependent panel', 'Run hours value to differ or extend', 'New due run hours (can be set directly)', 'New due date', and 'Reset rescheduling button'.

Elements descriptions in "Change job schedule" dialog window

When job rescheduled main period of the job is not changed. Rescheduling refers only present due date or run hours.

Information about rescheduling value is shown in job dialog window. Values are days or run hours.

The screenshot shows the 'Period' dialog window. It has a 'Period' dropdown set to 'Years' and a value of '5'. A 'Differed' field shows '90'. The 'Date dependent' panel has 'Period: 5 years', 'Due date: 2024-04-25', 'Last report: 2019-01-27', and 'Week: 5'. A 'Due window' field shows '1'. Callout boxes on the right point to: 'Date dependent job', 'Rescheduling type (Differ – extended period, Advance – shortage period)', and 'Rescheduled value (days)'.

### 2.3.3 Reporting exclusions (date dependent jobs)

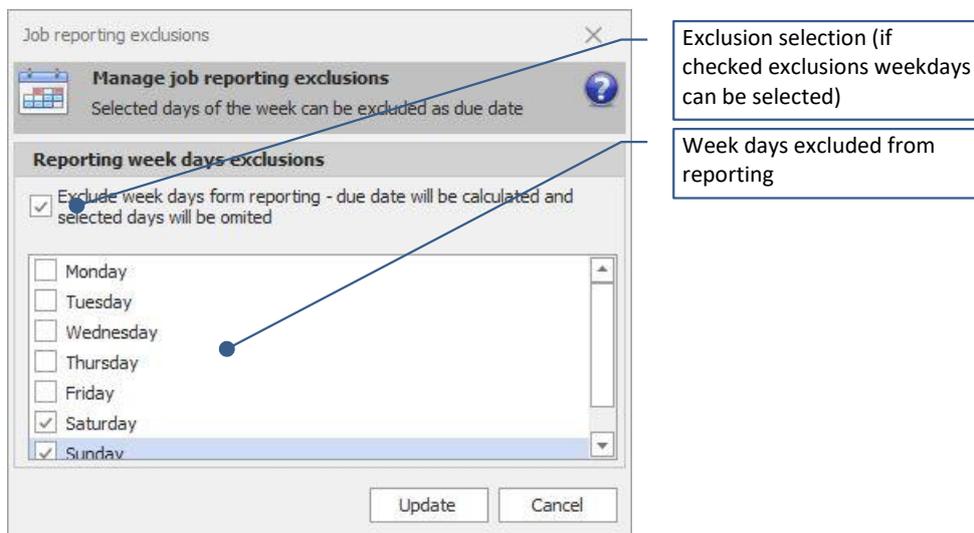
Job's due date is calculated according to due period type and value. Job when edited due date can not be changed. Sometime it is necessary to exclude some week days as a due date from reporting.

For example: weekend days (Saturday, Sunday), crew shift change week day, etc.

To define week days which will be excluded from due date calculations "Job reporting exclusions" dialog must be used.

To create reporting exclusions for job:

- Open "Job" dialog window
- Click "Reporting exclusions" button
- Fill in "Reporting exclusions" dialog window
- Click "Update" button



Exclusion selection (if checked exclusions weekdays can be selected)

Week days excluded from reporting

**Hint:** to reset exclusions set exclusion selection to: unchecked.



When some weekdays excluded from reporting then due date will be set to next allowed reporting day. E.g. if Saturday and Sunday are excluded then due will be Monday.

## 2.4 Unplanned maintenance reporting

Unplanned maintenance reporting is a functionality designed to report jobs done out of periodic maintenance system e.g. extra maintenances, overhauls, tests, measurements.

Unplanned maintenance job has unified number **UM 00000**.

Before reporting any jobs and work orders or unplanned maintenance **update components run hours**.

To create unplanned maintenance report:

- Select component in "Component manager" window
- In components manager select "Unplanned job rep." button or use context menu
- Fill in "Job report" dialog window. Required fields are:
  - Date – by default today date is selected
  - Run hours – by default present run hours are taken from job's component
  - Description – description of work done
- Optionally enclose:
  - External report file – limited (see note below)

- Advanced report file. In “*Enclose advanced report*” dialog window selects advanced report and click “Update” button. New advanced report file will be created and opened to edition
- “Replace report scheme for edited” – only for reports with advanced report files (see note below)



*If advanced report is assigned to the report then advanced report must be filled in and saved (Word or Excel file).*



*External report file size is limited. Present limit can be found and changed in “Options” dialog window, tab “Synchronization”, position “Document enclosure max size (kB):”*



*If advanced report form should be base (layout) for the next advanced report then select check box: “Replace report scheme for edited”.*

- Click “Update” button

### 3 WORK ORDERS

Work orders is a functionality of the system designed to order **service work**. Service work can be preformed by service (external) or ship (crew). A Work order can be generated by in **ship** or by in **office** users.

Each work order has its own number e.g. **SH-87-16-0001-E**. The first two letters is the company department prefix. It depends on where the order is generated: ship or by office. Ship letters: **SH**, office letters: **OF**. The first two digits are the vessel owner number, the next two digits are the year last two digits, the next four digits are part of the sequence number in year and letter at the end of number is prefix letter of general department.

When a work order is created its status is: **project**. This order if created on the ship is visible on the ship but not in the office. It can be printed but the printout will contain a water mark: "PROJECT". This water mark protects order against printing not sent orders (orders not sent are not visible for technical superintendents in the office).

		<b>ESL AMERICA</b> EUROAFRICA Services Limited	
<b>Work Order No. SH-87-21-0222-D</b> Please refer Work Order number on all correspondence		Ship IMO No. 9397172	
Title: <b>Lifeboat Service Inspection No. 1 (LSA1Y-4)</b>			
Order group: Jobs source: CD 00006;			
Department: Deck		Incharged: Administrator	
Created by: System Administrator (Administrator)			
Due date begin: 2021-10-10		Date of issue: 2021-10-10	
Due date end: 2021-10-10		Priority: Normal	
Component: 501 - Łódź ratunkowa/ratownicze z osprzętem 501.1 - Łódź ratunkowa Nr 1 z osprzętem			
<b>Machinery description:</b> [Not enclosed]		<b>Manufacturer:</b> [Not selected]	
<b>Contractor:</b> 03022) A.L. GRIFFIN INC 390 COMMERCIAL STR. UNITED STATES E-mail: info@algriffin.com		<b>Technical manager:</b> 93002) Technical Superintendent Euroafrica Services Limited (sp. z o.o.) Oddział w Polsce ul. Energetyków 2/4, 70-952 Szczecin Poland Contact person: Jacek Budniak Phone: +48 91 81 43 275 Mobile: +48 695 810 011 Fax: +48 91 81 43 229 E-mail: jacek.budniak@euroafrica.com.pl	
<b>Work description:</b> F-FIBOAT EXAM&TEST S(1Y) According to the IMO Resolution MSC.402(96), from 1 January 2020, maintenance, thorough examination, operational testing, overhaul and repair of the following items shall be carried out by authorized service providers: Lifeboats (including free-fall lifeboats), rescue boats and fast rescue boats			
Localisation: [Not selected]		Required spare parts/materials: [not needed]	
Breakdown reason: Remarks:			
Number		Enclosed pictures	
Generated by: System Administrator (Administrator) Generated: 2021-10-10 16:44		SH-87-21-0222-D 1/1	

„PROJECT” watermark printed on work order

### 3.1 Work order for component

To create a Work order for component:

- Select required component in "Component manager" window
- In components manager select "New work order" button or use context menu
- Fill in "Work order" dialog window. Required fields are:
  - Title
  - Incharged (position incharged in supervision over the order execution process and reporting)
  - Technical manager (user to whom the order will be sent)
  - Contractor type: service work receiver: Ship (crew members), Contractor (external service)
  - Contractor: position on board or service incharged in realization
  - Work type (expected realization work type)
  - Description of work
  - Due date begin
  - Due date end
- If the Work order is urgent then select "Priority": URGENT
- Optional fields/data
  - Reason/breakdown reason (reason why work order is issued)
  - Location (location of the work to be performed)
  - Required spare parts/materials (select active requisition orders referred to work order e.g. spare parts for ME overhaul)
  - Component manufacturer (if known)
  - Enclose technical description (by default taken from component)
  - Work order remarks (additional data)
  - Work order notes (notes for work order owner or for contractor)
  - Enclosed drawings (enclose required drawings using "Enclosed pictures" dialog window)
- Click "Update" button
- Click "Send order" button to change order status to: **Sent**



Created work order can be found in "Work orders" window or in "Components manager" window in the active work orders table.



Created work order and not reeded by Technical superintendent is displayed with bold characters. If characters are normal it means that order was reeded.

Parts ,active orders									
	[%]	Number	Title	Contractor	Date begin	Date end	Rescheduling	Incha	
0		SH-87-21-0222-D	Lifeboat Service Inspection No. ...	Service	2021-10-10	2021-10-10	-/-	3rd C	

Component's active work orders tab

Not reeded work order (bold characters)

Component's active work orders list

#### Example

##### Create work order for component: 501.1 - Lifeboat No 1 w/equipment

1. In "Components manager" window find component 501.1 in components tree

*Hint:* component can be found manual in components tree or using search box:



2. Select component (click)
3. component 501.1 - Lifeboat No 1 w/equipment – it will be automatic selected
4. Click “New work order” button or use context menu to create new work order
5. Fill in “Work order” dialog window (Title, Incharged, Technical manager, Contractor type, Contractor, Work type, Description of work, Due dates)
6. Input additional data if necessary

Remarks dialog window

Notes dialog window

Enclosed drawings dialog window

Send work order button

Report work order button

Component's tree order belongs to

Incharged position

Technical superintendent

Contractor data

Work type data

Work to do location

Required spare parts/materials data

Description of work

Component technical description data

Work priority

Due window data

Rescheduling:  
Due date begin / due date end

Reschedule button

Print order button

7. Click “Update” button (work order has status **Project** now and **is not** visible for in office users)
8. Click “Send order” button to change order status to: **Sent** (work order will be visible for in office users)

## 3.2 Work order for spare part

To create a Work order for spare part:

- Select required spare part in "Component manager" window
- In components manager select "New work order" button or use context menu
- Fill in "Work order" dialog window. Required fields are:
  - Title
  - Incharged (position incharged in supervision over the order execution process and reporting)
  - Technical manager (user to whom the order will be sent)
  - Contractor type: service work receiver: Ship (crew members), Contractor (external service)
  - Contractor: position on board or service incharged in realization
  - Work type (expected realization work type)
  - Description of work
  - Due date begin
  - Due date end
- If the Work order is urgent then select "priority": URGENT
- Optional fields/data
  - Reason/breakdown reason (reason why work order is issued)
  - Location (location of the work to be performed)
  - Required spare parts/materials (select requisition active requisition orders referred to work order e.g. spare parts for ME overhaul)
  - Component manufacturer (if known)
  - Enclose technical description (by default taken from component)
  - Work order remarks (additional data)
  - Work order notes (notes for work order owner or for contractor)
  - Enclosed drawings (enclose required drawings using "enclosed pictures" dialog window)
- Click "Update" button
- Click "Send order" button to change order status to: **Sent**



Created work order can be found in "Work orders" window or in "Components manager" window in the active work orders table for component/spare part.

### Example

#### Create work order for spare part: 501.1-10 - HYDROSTTIC RELEASE UNIT

1. In "Components manager" window find component 501.1 in components tree

*Hint:* component or spare part can be found manual in components tree or using search box:

Part number	Ref. number	Unit	In stock	Part title	Part title english
501.1-10	JSQ-III, ST/STEEL, RELE...	pcs	0	HYDROSTTIC RELEASE UNIT	HYDROSTTIC RELEASE UNIT
501.1-20	DIA=20-140-D6X19 135...	pcs	2	2 POINT LIFTING SLING	2 POINT LIFTING SLING

2. Select spare part (click)

3. Select spare part 501.1-10 - HYDROSTTIC RELEASE UNIT in spare parts list table – it will be automatic selected
4. Click “New work order” button or use context menu to create new work order
5. Fill in “Work order” dialog window (Title, Incharged, Technical manager, Contractor type, Contractor, Work type, Description of work, Due dates)
6. Input additional data if necessary
7. Click “Update” button (work order has status **Project** now and is not visible for in office users)
8. Click “Send order” button to change order status to: **Sent** (work order will be visible for in office users)

### 3.3 Work order for component, when work order is created from job

Advanced method of creation work orders with related jobs. This functionality allows you to simultaneously report the work order and periodic job to which it refers.

To create a Work order for component:

- Select required job in “Component manager” window
- Open “Job” dialog window
- In job dialog window click “Create Work Order” button
- In “Select work order” dialog window select:
  - “Create new work order for job” if new work order is required, then job from which order was created will be source job

Source jobs list. If work order refers to many jobs then all of them will be on the list

- “Select existing work order to add source job” if work order was already created and select work order in table below
- Click “Update” button
- Fill in “Work order” dialog window. Required fields are:
  - Title
  - Incharged (position incharged in supervision over the order execution process and reporting)
  - Technical manager (user to whom the order will be sent)
  - Contractor type: service work receiver: Ship (crew members), Contractor (external service)
  - Contractor: position on board or service incharged in realization
  - Work type (expected realization work type)
  - Description of work
  - Due date begin
  - Due date end
- If the Work order is urgent then select "Priority": URGENT
- Optional fields/data
  - Reason/breakdown reason (reason why work order is issued)
  - Location (location of the work to be performed)
  - Required spare parts/materials (select requisition active requisition orders referred to work order e.g. spare parts for ME overhaul)
  - Component manufacturer (if known)
  - Enclose technical description (by default taken from component)
  - Work order remarks (additional data)
  - Work order notes (notes for work order owner or for contractor)
  - Enclosed drawings (enclose required drawings using “enclosed pictures” dialog window)
- Click “Update” button

- Click "Send order" button to change order status to: **Sent**



Created work order can be found in "Work orders" window or in "Components manager" window in the active work orders table for component/spare part.

## Example

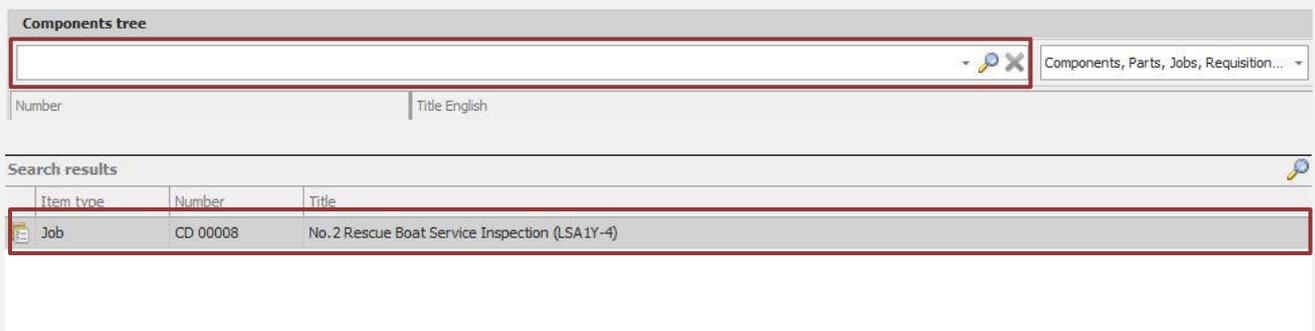
### Create work order for jobs:

**CD 00008 - No.2 Rescue Boat Service Inspection (LSA1Y-4); component: 501.22**

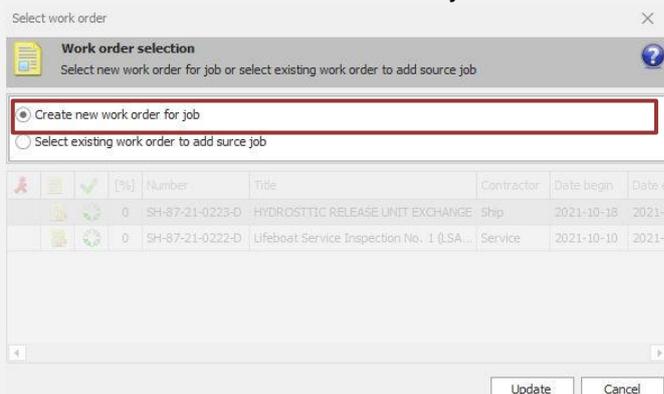
**CD 00009 - No.2 Rescue Boat Davit Service Inspection (LSA1Y-4); component: 501.32**

- In "Components manager" or "Jobs" or "Reminder" window find job CD 00008

*Hint:* in "Components manager" window job can be found manual expanding components tree, looking for the component to which the job is assigned or using search box:



- Select job (click)
- Job CD 00008 - No.2 Rescue Boat Service Inspection (LSA1Y-4) - it will be automatic selected
- Click button "Edit periodic job" or use context menu to open job dialog window
- Click "Create Work Order" button
- Select "Create new work order for job" in "Select work order" dialog window



- Click "Update" button to create new work order with job source CD 00008
- Fill in "Work order" dialog window (Title, Incharged, Technical manager, Contractor type, Contractor, Work type, Description of work, Due dates)
- Input additional data if necessary

10. Click "Update" button (work order has status **Project** now and **is not** visible for in office users) and close the dialog window

**To add another reference job to work order:**

11. In "Components manager" or "Jobs" or "Reminder" window find job CD 00009
12. Select job (click)
13. Job CD 00009 - No.2 Rescue Boat Davit Service Inspection (LSA1Y-4) - it will be automatic selected
14. Click "Edit periodic job" button or use context menu to open job dialog window
15. Click "Create Work Order" button
16. Select "Select existing work order to add source job" in "Select work order" dialog window
17. Select order SH-87-21-0224-D to add source job

	[%]	Number	Title	Contractor	Date begin	Date end
	0	SH-87-21-0224-D	LSA Service Inspection (LSA1Y-4)	Service	2021-11-01	2021-11-01
	0	SH-87-21-0223-D	HYDROSTIC RELEASE UNIT EXCHANGE	Ship	2021-10-18	2021-10-18
	0	SH-87-21-0222-D	Lifeboat Service Inspection No. 1 (LSA...	Service	2021-10-10	2021-10-10

18. Click "Update" button to add job CD 00009 to selected work order job source

19. Close job dialog ("Update" button)

Work order SH-87-21-0224-D has two source jobs: CD 00008 and CD 00009

### 3.4 Work order rescheduling

Work order's due window can be set when work order is created. **When edited due window can not be changed.** To change due window "Change work order schedule" dialog window must be used.

To create rescheduling for work order:

- Open "Work order" dialog window
- Click "Reschedule" button
- Fill in "Change work order schedule" dialog window (select new date begin and/or date end)
- Click "Update" button

**i** Both due date begin, and due date end can be rescheduled.

**i** If work order belongs to some of work order group, then other work orders with the same group can be rescheduled automatically (select option „Apply rescheduling to all work orders of the group“).

Original order due window

Rescheduled due window

New due date begin

New due date end

Number of rescheduled days of due date begin

Number of rescheduled days of due date end

Rescheduling reason

Apply rescheduling to other work orders with the same group panel

Information about rescheduling value is shown in job dialog window. Values are days or run hours.

New rescheduled due window

Number of rescheduled days of due date begin

Number of rescheduled days of due date end

### 3.5 Work order reporting

Before reporting any jobs and work orders or unplanned maintenance **update components run hours**. Open requested work order dialog window. Work orders can be found in windows “*Components manager*”, “*Work orders manager*”.

To create work order report:

- Open “*Work order*” dialog window
- Click button “Report work order”
- Fill in work order report dialog window. Required fields are:
  - Date – by default today date is selected
  - Run hours – by default present run hours are taken from job’s component
  - Description – description of work done according to order’s description
  - Completion percent (by default 100%)



*If the work order is executed in stages, it can also be reported in accordance with the progress of work in several stages by entering in the “Completion percent” field the level of advancement of the order (e.g. 50% - first stage, 100% second stage). Work order may have more than one report. The work order will be closed only when the level of advancement of the order is 100%.*

- Advanced report file – if is defined and required for job then then advanced report dialog must be filled in (see note below)
- Optionally enclose:
  - External report file – limited (see note below)
  - Replace report scheme for edited – only for reports with advanced report files (see note below)



*If advanced report is assigned to the job then advanced report must be filled in and saved (Wort or Excel file).*



*External report file size is limited. Present limit can be found and changed in “Options” dialog window, tab “Synchronization”, position “Document enclosure max size (kB):”.*



*If advanced report form should be base (layout) for the next advanced report then select check box: “replace report scheme for edited”.*

- Click “Update” button
- If the work order report has source jobs (see chapter 3.3) then user will be asked if to report also reference jobs for which work order was created. If answer “Yes” – jobs also will be reported.

#### Example

**Report work order SH-87-21-0224-D - LSA Service Inspection (LSA1Y-4) with 2 reference jobs (source jobs): CD 00008 and CD 00009**

1. In “*Components manager*” or “*Work orders*” window find work order SH-87-21-0224-D

*Hint:* in “*Components manager*” window work order can be found manual expanding components tree looking for the component to which the order is assigned or using search box:



Search results

Item type	Number	Title
Work Order	SH-87-21-0224-D	LSA Service Inspection (LSA1Y-4)

2. Select work order (click)
3. Work order SH-87-21-0224-D - LSA Service Inspection (LSA1Y-4) - it will be automatic selected
4. Click "Edit work order" button or use context menu to open work order dialog window
5. Click "Report work order" button
6. Fill in job report dialog window:
  - A) Date – by default today date is selected
  - B) Run hours – by default present run hours are taken from job’s component
  - C) Description – description of work done
  - D) Completion percent (by default 100%)

- Date when job was done
- Component run hours when job was done
- Description – description of work done according to job description
- Percentage of work completion
- Optionally enclosed Examination service report file

7. Click "Update" button
8. Choose "Yes" to report related jobs with the same data entered to work order report

**i** Reports history for work can be found in "Job reports for selected job" window. Click "Reports history" button.

## 4 NOTES

