



# Application Introduction Training



# Training Overview

## *Agenda*

### Training Content & Objectives

#### ☐ Context

#### ☐ Accessing the system:

- Login/Logout process
- Role-based user access concept

#### ☐ The Graphical User Interface (GUI)

- General system navigation
- Dialogues and forms
- Data Filters
- Print Batch Record Report

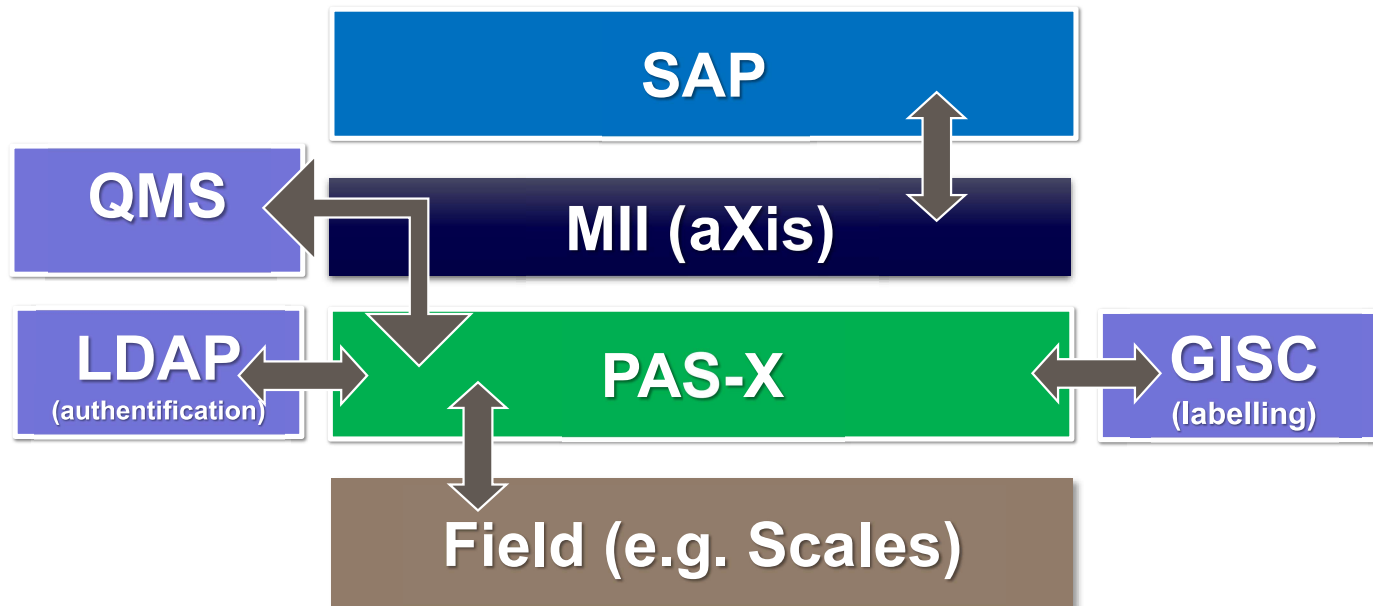
## Training Objectives

After this training session you will:

- ☐ Understand MES Interface Architecture and Modules
- ☐ Know How to Login/Logout the system.
- ☐ Have ability to navigate through the system.
- ☐ Understand Different Dialogs like Error messages, Info messages etc.
- ☐ Know How to use Filters.
- ☐ Know How to Print Batch Record Report.

# GMT Context

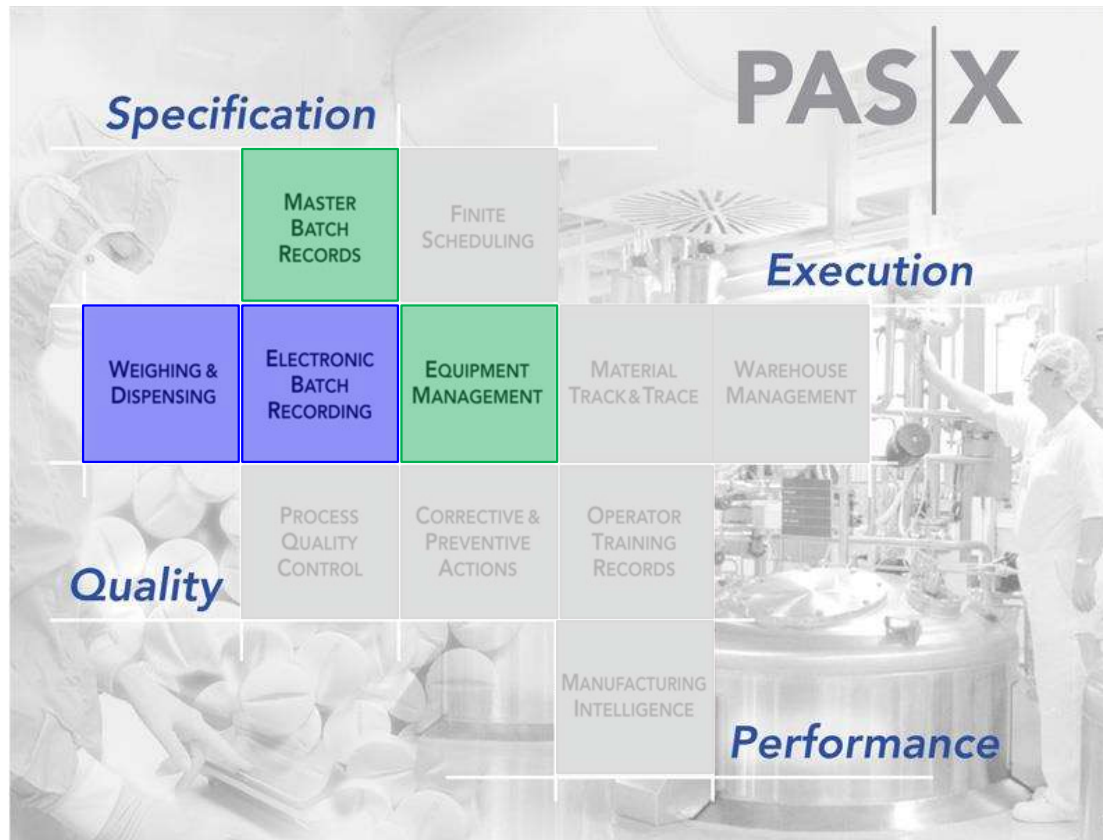
## MES Interface Architecture



- SAP** : System Application and Products
- aXis** : Application for extensible integration of systems
- PAS-X** : Process Automation System
- QMS** : Quality management system
- LDAP** : Lightweight Directory Access Protocol
- GISC** : Global Integrated Supply Chain Labeling System

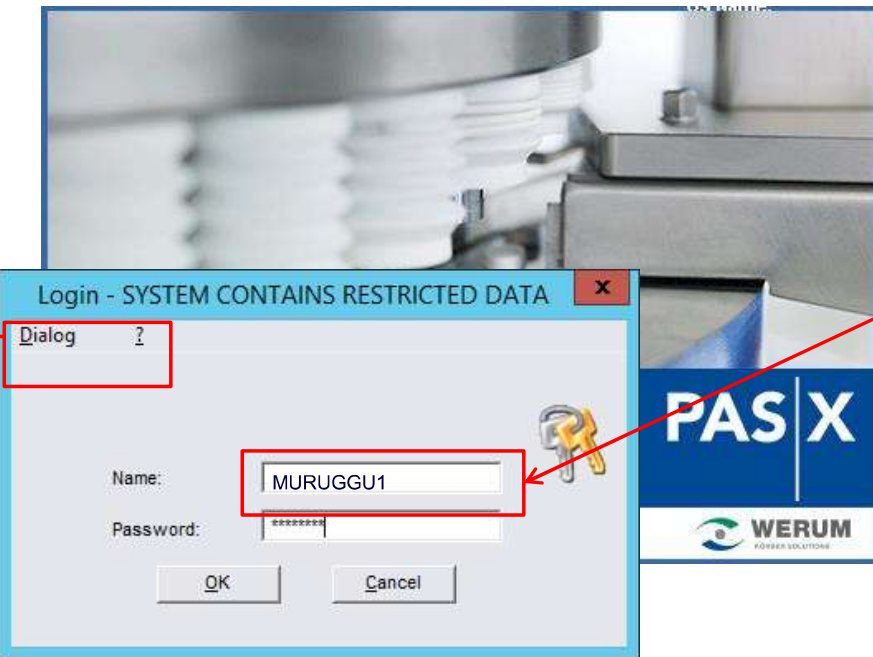
# Werum PAS-X Modules overview

*Modules in scope of the current Global MES PAS-X Template*



# Login – PAS-X Application

## *Accessing the system*



The screenshot shows a Windows-style login dialog box titled "Login - SYSTEM CONTAINS RESTRICTED DATA". The dialog has a "Name:" field containing "MURUGGU1" and a "Password:" field with masked characters. There are "OK" and "Cancel" buttons at the bottom. A red box highlights the "Name:" field, and a red arrow points from a yellow callout box to it. Another red box highlights the "Dialog" label at the top left, with a red arrow pointing from a yellow callout box to it. A third red box highlights the "OK" button, with a red arrow pointing from a yellow callout box to it. The background of the dialog shows a blurred image of a mechanical part and the PAS-X logo with the text "WERUM POWER SOLUTIONS".

Enter your 5+2+1 User ID and password then confirm by clicking on 'OK'

Note the data classification advice

### **Note:**

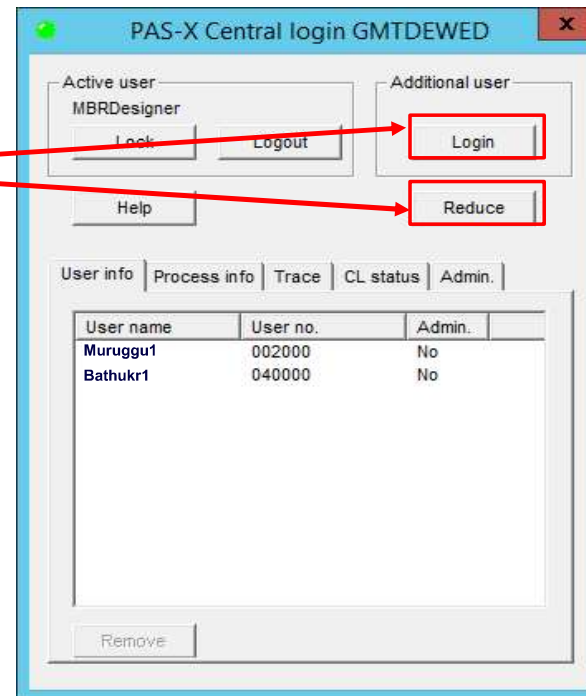
In order to protect you from locking your overall windows account through the PAS-X application, you only have 4 login attempts before the application blocks you.

Contact your PAS-X system administrator in this case.

## Central User Login-available in your windows task bar

*Open the «hidden icons» to access*

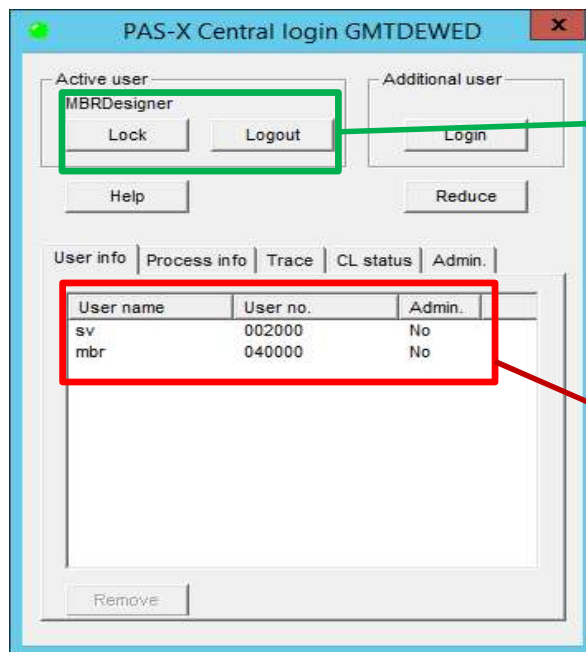
Access to the central  
PAS-X login  
(expand/reduce user infos)



- Additional users can login in through this window.
- The central login will be closed automatically when the last user is logged out.

# Central User Login

*Active vs. logged-in user*



The screenshot shows a window titled "PAS-X Central login GMTDEWED". It has two main sections: "Active user" and "Additional user". The "Active user" section contains a text field with "MBRDesigner", a "Lock" button, and a "Logout" button. The "Additional user" section contains a "Login" button. Below these are "Help" and "Reduce" buttons. At the bottom, there are tabs for "User info", "Process info", "Trace", "CL status", and "Admin.". The "User info" tab is selected, showing a table with three columns: "User name", "User no.", and "Admin.". The table has two rows: "sv" with "002000" and "No", and "mbr" with "040000" and "No". A "Remove" button is at the bottom left.

User name	User no.	Admin.
sv	002000	No
mbr	040000	No

## Active User

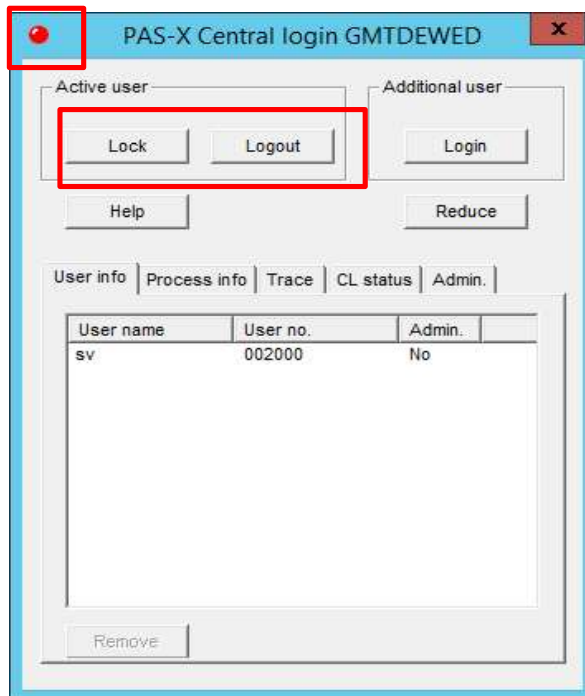
- Only one Active User per PAS-X terminal, the only one who operates the system
- If several users have logged on the system, the last logged in user is the Active User

## Logged-in User



# Central User Login

*How to change a User Status and Logout*



No user is logged in



Active User is logged in



No Active User, but logged-in user in background

- **Logout** : only possible, if all Dialogs are closed.
- **Lock** : changes the status of the user into logged-in user, despite open dialogs.

## GMP requirements to be followed!

*User Must Logout or Lock while leaving the terminal*



**GMP  
relevant !**

PAS-X Central login GMTDEWED

Active user: MBRDesigner  
Buttons: Lock, Logout, Login

Additional user: (empty)  
Buttons: Login

Buttons: Help, Reduce

Tabs: User info | Process info | Trace | CL status | Admin.

User name	User no.	Admin.
sv	002000	No
mbr	040000	No

Buttons: Remove

**While leaving the terminal, the active user must lock himself or log-out!**

Otherwise there is the risk that not authorized persons can access the terminal using the identity of the active user.

**It is forbidden to execute any activities in PAS-X using the identity of another user!**

The system has an automatic user lock.

If the active user didn't execute any activities in the PAS-X dialog over a defined timespan, the user is locked automatically.

# PAS-X User Desktop

*What is available after Logging in?*



# PAS-X Navigator Tree Structure

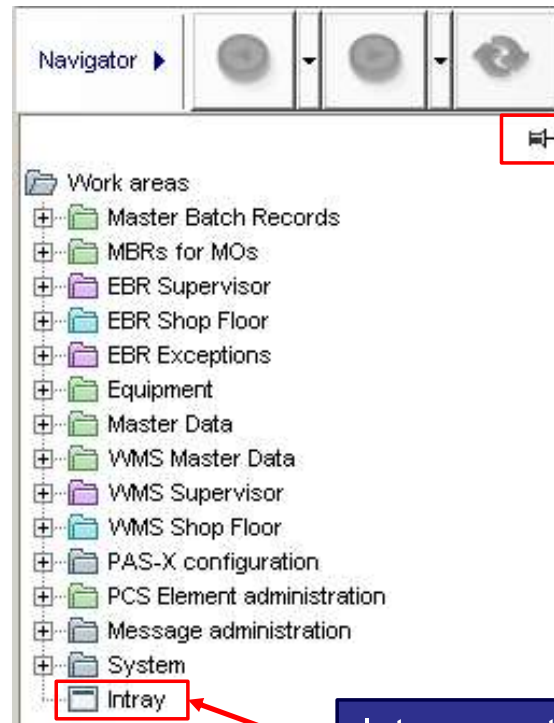
## *Role-based visualization*

### **NOTE:**

The tree structure changes in function of your user role in the system!

You only see the functions you need for your role-based activities.

For some folders read-only access might be given.



Click here to keep the navigator visible

Intranet: contains messages with regard to approval processes

# Dynamic Desktop Views

*Typical elements you may find throughout the functions*

The desktop view changes depending on the module displayed. E.g. MBR Administration

The screenshot shows the 'MBR administration' window. At the top is a menu bar (File, Edit, View, Navigation, Tools, Favorites, Material info, Help) and a toolbar with various icons. A red box labeled 'Functional buttons' points to a set of icons in the top toolbar. Below the menu bar is a 'Navigator' pane. The main area is divided into two panes. The left pane, titled 'Master Batch Records', contains a table with columns: Spec..., Versl..., ID, Description, Material no., Material name, Standard batch size, UOM, Origin, and Curr... The table lists several records, including MBR 00000...C100. A red box labeled 'Table/ Master view' points to this table. The right pane, titled 'Detail view for MBR C100 C100 857614 --- 00000001', shows a form with fields for 'Specification type: Master Batch Record', 'Version number: 00000001', 'ID: C100', 'Description: C100', 'Long description: integration', 'Production type: Productive', 'Production area: WKL405', and 'ERP production version: C100'. Below these fields are sections for 'Integrity check (2)', 'Critical parameter survey (3)', 'Summing material (4)', 'Equipment items (5)', 'Document list (6)', and 'Release signatures (7)'. A red box labeled 'Detail view' points to this right pane. At the bottom of the window is a status bar with icons for 'MBR designer', 'Check integrity', 'Put in circulation', 'Set effective', 'Set blocked', and 'Set inactive'. A red box labeled 'Additional functional buttons' points to these icons. The status bar also displays the text 'The data object MBR C100 C100 857614 --- 00000001 has been selected. Row 1 / 12.' and the user information 'PHCHBS-SIB12 KUNZBE1 11:57 PM'.

Spec...	Versl...	ID	Description	Material no.	Material name	Standard batch size	UOM	Origin	Curr...
MBR	00000...	C100	C100	857614	BAF312 FCT 4MG.0...	10.000 pc		Manual	Draft
MBR	00000...	CVP1	CVP1	30000046	BPS804-NXA, CHO...	1 kg		Manual	Draft
MBR	00000...	CVP1	CVP1	30000046	BPS804-NXA, CHO...	1 kg		Manual	Effect...
MBR	00000...	SAT	IF_ERP_MaterialDa...	30000049	BPS804-NXA, CHO...	5 g		Manual	Draft
MBR	00000...	SAT	UC_BASIC_Printing...	30000046	BPS804-NXA, CHO...	1 kg		Manual	Effect...
MBR	00000...	SAT	UC_BASIC_Signatu...	30000046	BPS804-NXA, CHO...	1 kg		Manual	Draft
MBR	00000...	SAT	UC_BASIC_Signatu...	30000046	BPS804-NXA, CHO...	1 kg		Manual	Effect...
MBR	00000...	SAT	UC_MBR_Approve...	30000046	BPS804-NXA, CHO...	1 kg		Gener...	Effect...
MBR	00000...	SAT	UC_MBR_Approve...	30000046	BPS804-NXA, CHO...	2 kg		Gener...	Effect...
MBR	00000...	SAT2	UC_BASIC_Printing...	30000046	BPS804-NXA, CHO...	1 kg		Manual	Effect...
MBR	00000...	SAT3	UC_BASIC_Printing...	856443	BVB808 FCT 20MG...	500 pc		Manual	Effect...
MBR	00000...	SAT3	UC_BASIC_Printing...	856451	PRT128 FCT 100M...	500 pc		Manual	Inactive

# Functional Buttons

## *Functional Buttons of MBR Administration Module*



Back to the last / forward to the next view



Update data in the active dialog



New dataset



Copy dataset



Save data



Change dataset



Delete dataset



Print



Increase / decrease font size

## Dialogues (1)

### *Confirmations*



Confirmation

## Dialogues (2)

### Forms

Entry mask  
for the dialog  
«form»:

Manual Entry

Mandatory fields  
are flagged with  
stars.

Form: Material data [Write]

Action Record ?

Site 01

Material no. 20000196

Material name PKC412-NXA.003

Status Acknowledged

Last change 02/17/2012 04:59:52

Material type ZDS

EAN

Material class

Batch obligation \* Y

UOM \* kg

Alternative UOM

GHS group

Reusable type \* None

Standard use type \* Active ingredient with potency and compensating n

Standard potency 100.000

UOM of potency %

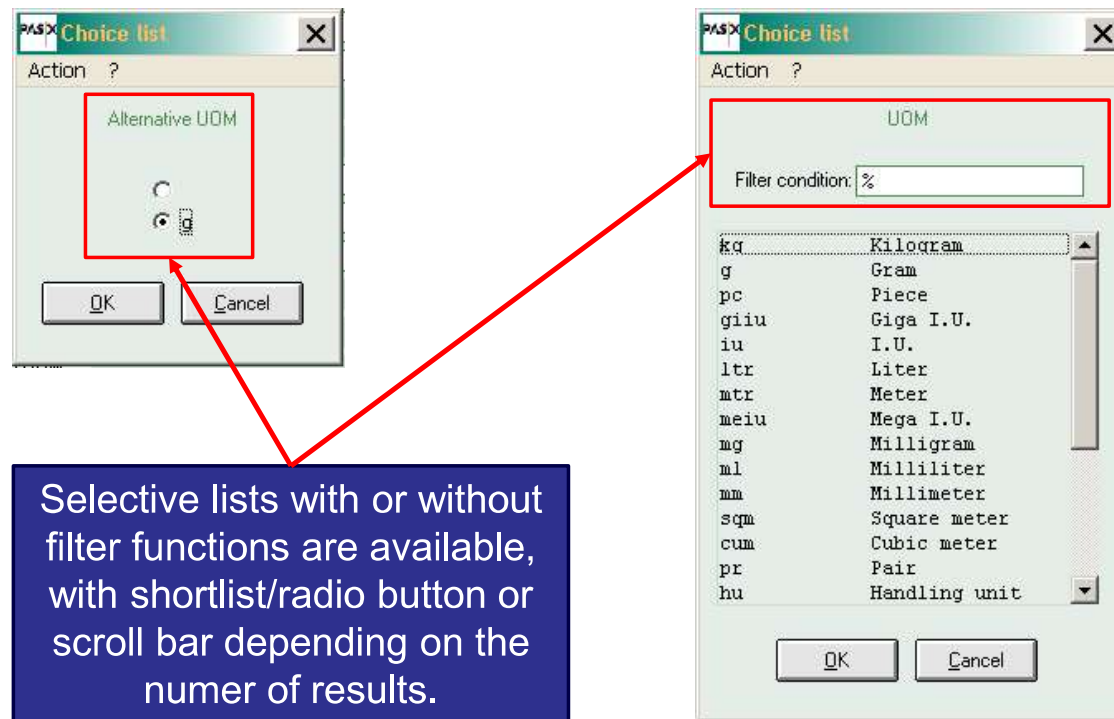
Order picking flag \* N

Selective lists  
available



## Dialogues (3)

### *Selection lists*



## Dialogues (4)

### *Function buttons of forms*



Insert new data record / new row



Change data record / update row



Delete data record



Go to first data record



Go to previous data record



Go to next data record



Go to last data record

# Filter Functionality

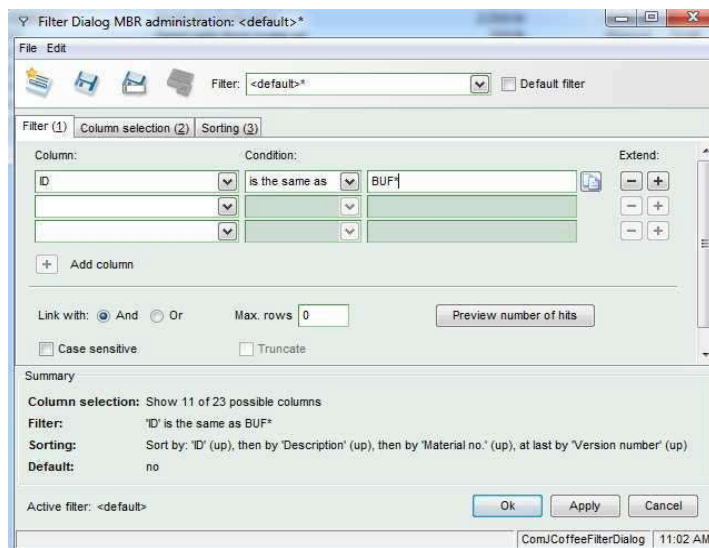
## *Modern Style and Classical Style*

Column selection out of all database columns

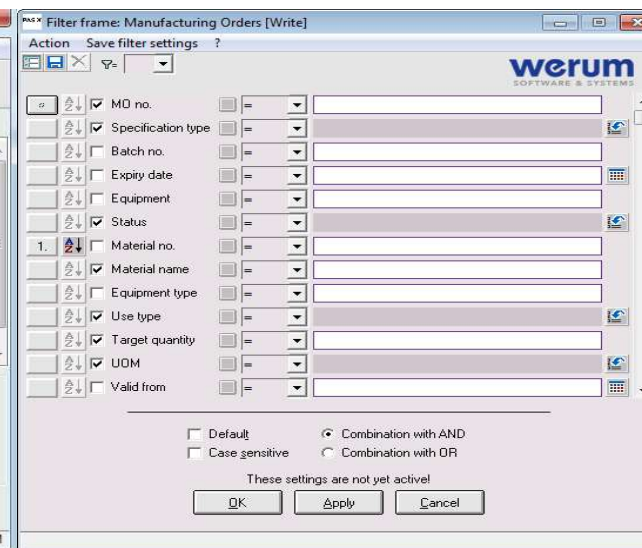
Sorting of the data within columns

Saving the filter(s) (user specific or global)

### Modern Style



### Classical Style





# Quick Filter Function

## Modern style



Open the filter dialog with



Above the title bar a search bar appears, with Drop down lists or entry fields.

Master Batch Records									
<default>*  									
Sp...	Blocked	ID	Ve...	Description	UOM	Materia...	Material...	Sta...	
MBR	Draft	1T...	00...	MBR Design B...	pc	31000119	WST PP...	10,0...	
MBR	Effective	1T...	00...	MBR Design B...	pc	31000119	WST PP...	10,0...	
MBR	In circulation	1T...	00...	MBR Design B...	pc	31000119	WST PP...	10,0...	
MBR	Inactive	30...	00...	SAP testing	pc	30000353	BAF312 ...	20,0...	
MBR	Released	85...	00...	LFA102 LIPA ...	kg	6002778	LFA102 ...	100...	

Type words  
(use\*) or choose  
in the list

Master Batch Records									
<default>*  									
Spe...	Effective	ID	Version n...	Description	UOM	Materi...	Material...	Sta...	
MBR	Effective	1T...	00000002	MBR Design ...	pc	310001...	WST P...	10,0...	
MBR	Effective	C100	00000002	C100	pc	300003...	BAF31...	10,0...	
MBR	Effective	MBR	00000002	TRSJ-LFA10...	pc	700740...	LFA10...	6,0...	
MBR	Effective	TE	00000002	Test EQM St...	pc	HGPTE...	HGP T...	10,0...	

Filter results

# Common Filter Function

*Modern style*

Filter functions are found on the top of the tables:

Master Batch Records							
<div>&lt;default&gt; [Filter Icon] [Search Icon] [List Icon]</div>							
...	S...	Version number	ID	Description	Material no.	Mater...	Stan... UOM
		4. ↑	1. ↑	2. ↑	3. ↑		

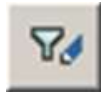
Drop down list

Master Batch Records							
<div>Draft status [Filter Icon] [Search Icon] [List Icon]</div>							
...	Sp...	<default> Draft status ↑	Description	Material no.	Materi...	Sta...	UOM Origin Current status
			↑	3. ↑			
MBR 00... 1T... MBR Desig... 31000119 WST P... 10,0... pc Manual Draft							
MBR 00... 30... SAP testing 30000353 BAF31... 20,0... pc Manual Draft							
MBR 00... 85... LFA102 LIP... 6002778 LFA10... 100 kg Manual Draft							
MBR 00... 85... AAA BUW0... 857218 BUW0... 32,0... pc Manual Draft							

# Filter Dialogue

*Modern style*

Open the filter dialog with



Tab «Filter»

**Wildcard in this dialog:**  
\* any number of characters

The screenshot shows the 'Filter (1)' tab of a dialog box. It contains a table with three rows of filter criteria. Red boxes and arrows highlight specific parts: a red box around the first row's column header, condition, and criteria; a red box around the second row's condition and criteria; and a red box around the third row's condition and criteria. Arrows point from labels at the bottom to these boxes. The dialog also includes an 'Add column' button, 'Link with' radio buttons (And, Or), a 'Max. rows' input field, a 'Preview number of hits' button, and checkboxes for 'Case sensitive' and 'Truncate'.

Filter (1)	Column selection (2)	Sorting (3)
Material name	is the same	AAA*
Version number	is not same	*01
Current status	is not	Draft

+ Add column

Link with: ☒ And ☐ Or Max. rows: 0 Preview number of hits

☐ Case sensitive ☐ Truncate

Column header

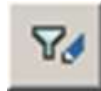
Condition

Search criteria

# Personalization options (1)

## Modern Style - How to create your personal filter

Open the filter dialog with



Set filter as default

Define own filter

Filter Dialog MBR administration: Draft status\*

File Edit

Filter: Draft status\* ☒ Default filter

Filter (1) Column selection (2) Sorting (3)

Column:	Condition:	Extend:
Current status	is	Draft

+ Add column

Link with: ☒ And ☐ Or Max. rows: 0 Preview number of hits

☐ Case sensitive ☐ Truncate

Summary

**Column selection:** Show 11 of 23 possible columns

**Filter:** 'Current status' is Draft

**Sorting:** Sort by: 'ID' (up), then by 'Description' (up), then by 'Material no.' (up), at last by 'Version number' (up)

**Default:** yes

Active filter: Draft status\*

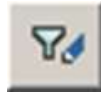
Ok Apply Cancel

ComJCoffeeFilterDialog 10:30 AM

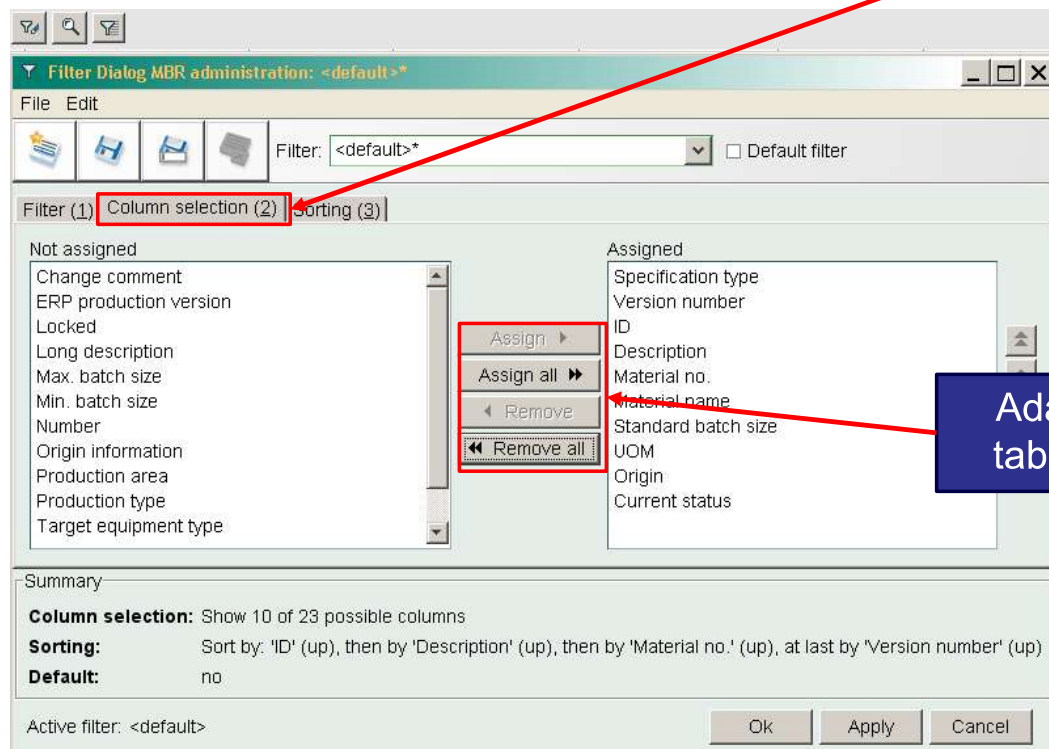
## Personalization options (2)

*Modern Style - How to create your personal column view in the table*

Open the filter dialog with



Tab «Column selection»



Adapt the  
table view



## Personalization options (3)

### *How to sort the data displayed*

Open the filter dialog with



Tab «Sorting»

Filter Dialog MBR administration: <default>\*

File Edit

Filter: <default>\* ☐ Default filter

Filter (1) Column selection (2) **Sorting (3)**

Sort by:

Sort by:	Sort direction	Sort order
1. ID	<input checked="" type="radio"/> up <input type="radio"/> down	Alphabetically from A to Z
2. Description	<input checked="" type="radio"/> up <input type="radio"/> down	Alphabetically from A to Z
3. Material no.	<input checked="" type="radio"/> up <input type="radio"/> down	Alphabetically from A to Z
4. Version number	<input checked="" type="radio"/> up <input type="radio"/> down	Alphabetically from A to Z

+ Add column

Choose sort criteria & adapt the view

Master Batch Records

<default>

Version number	ID	Description	Material no.	Mater...	Stan...	UOM
4. ↑	1. ↑	2. ↑	3. ↑			

no.' (up), at last by 'Version number' (up)

Ok Apply Cancel

## Additional Filter Options

### Modern Style

Open the search dialog with



Search string: AAA\*

Find Cancel

ComJCoffeeSearchDialog 11:13 AM

Type words (use\*)  
and start the search  
with «Find»

The system shows the  
search results in the rows.

Sp...	Ve...	ID	Description	Material no.	Material n...	Standard ...	UOM	O...	C...
	4. ↑	1. ↑	2. ↑	3. ↑					
MBR	00...	30...	SAP testing	30000353	BAF312 F...	20,000	pc	M...	Dr...
MBR	00...	85...	LFA102 LIPA 20...	6002778	LFA102 LI...	100	kg	M...	Dr...
MBR	00...	85...	AAA BUW078 H...	857218	BUW078 H...	32,000	pc	M...	Dr...
MBR	00...	85...	BUW078 HGC 1 ...	857218	BUW078 H...	32,000	pc	M...	Dr...
MBR	00...	85...	BUW078 HGC 1 ...	857218	BUW078 H...	32,000	pc	M...	Dr...

## «Classical» Filter Options (1)

### Classical Master data functions filtering

**Wildcards in this dialog:**  
% any number of characters  
\_ exact one character

**Filter criteria**

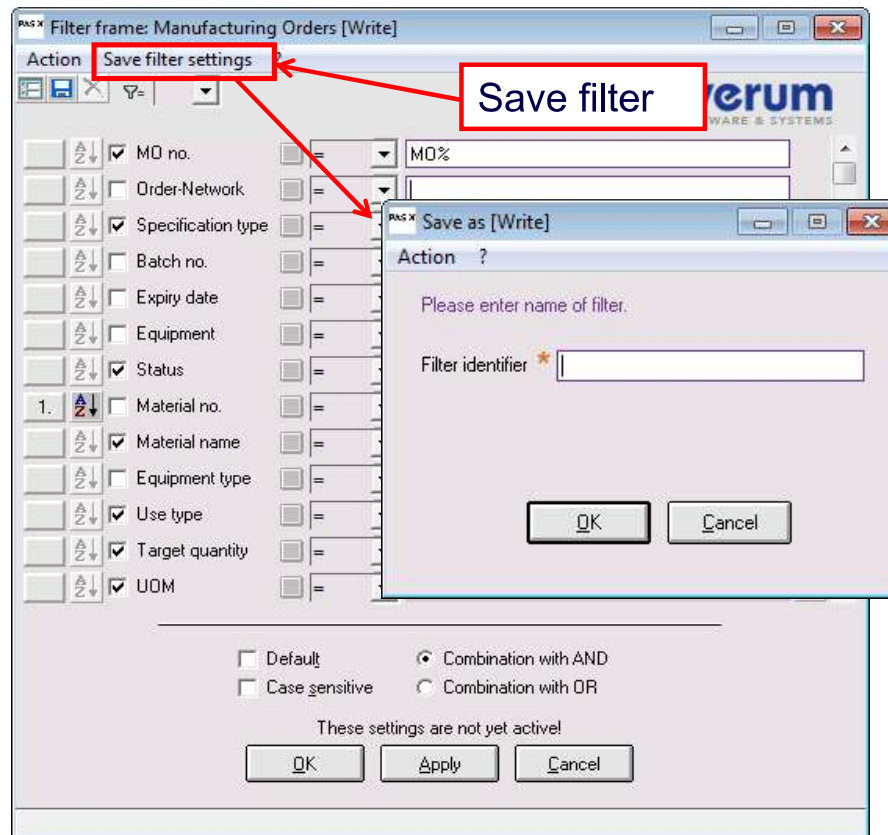
**Select columns to display**

**Sorting the result up or downwards**

MD no.	Specification type	Status	Material name	Use type	Target quantity	UOM	Production type
Na2Ti4O9A	MBR	C	Salicylic acid	Active ingredient with poten	100.000	kg	Experiment
Na2Ti4O9B	MBR	C	Salicylic acid	Active ingredient with poten	100.000	kg	Experiment
VT1002014	MBR	S	Salicylic acid	Raw material	1.000	kg	Experiment
VT1002013	MBR	S	Salicylic acid	Raw material	1.000	kg	Experiment
VT1002043	MBR	S	Salicylic acid	Raw material	1.000	kg	Experiment
VT1002046	MBR	S	Salicylic acid	Raw material	1.000	kg	Experiment
246L07	MBR	PPP	Aluminum foil	Packaging	10.000	ml	Experiment
246L08	MBR	S	Aluminum foil	Packaging	10.000	ml	Experiment

## «Classical» Filter Options (2)

*Personalize and save a classical filter*



## Release work flow

### Master Batch Record Approval

The screenshot displays the PAS X Intranet interface. On the left is a 'Navigator' tree with categories like 'Work areas', 'Master Data', 'Material', 'WMS Master Data', 'WMS Supervisor', 'WMS Shop Floor', 'PAS-X configuration', 'System', and 'Intray'. The main area is divided into 'User tasks' and 'Group tasks' sections, each with a table of tasks. The 'User tasks' table has columns for Priority, Id, Start comment, Name, and Start date. The 'Group tasks' table has similar columns. Annotations with arrows point to specific elements: 'Open Selected task in a dialog' points to a button in the 'User tasks' toolbar; 'Own Intray (List Displayed to one user)' points to the 'User tasks' table; 'Group Intray (List Displayed to one usergroup)' points to the 'Group tasks' table; and 'Move the selected task to own Intray' points to a button in the 'Group tasks' toolbar. On the right, a 'Task (1)' details panel shows fields for Priority, Id, Name, End date, Delayed to, Due date, User id, and Next task. At the bottom, a task history panel shows 'Process (2)', 'History (3)', 'Comments (4)', and 'Signatures (5)'. The task bar at the bottom shows the user 'Isadm' and the date '10:43 AM 1/4/2016'.

Open Selected task in a dialog

Own Intray (List Displayed to one user)

Group Intray (List Displayed to one usergroup)

Move the selected task to own Intray

# Process Shop floor orders

## Shop floor Order View

The screenshot displays the 'Process shop floor orders' window in the PAS X WERUM software. The interface is divided into several sections:

- Navigator:** A tree view on the left showing the system hierarchy. The 'Process shop floor orders' item is highlighted.
- List view:** A table in the center showing a list of orders. The first two rows are highlighted in blue and green.
- Detail view:** A panel on the right showing details for the selected order '17877 (SI000001)'. It includes sections for 'General (1)', 'Manufacturing order', 'Integrity check (2)', and 'Status change signatures (3)'.
- Toolbar:** A row of icons at the bottom for various actions. The 'Execute' icon (a calculator) and the 'Take-out' icon (a scale) are highlighted with blue boxes.

Annotations with arrows point from text boxes to the highlighted buttons:

- A box labeled "Execution of Basic Functions (Activities eg. Line clearance, Operator safety Instructions)" points to the 'Execute' button.
- A box labeled "To Dispense Input materials" points to the 'Take-out' button.

Spe...	MO ID	BO ID	Sho...	Batch	Material no.	Description	PU ID	SFO status	ES	Start...
MBR	SI000001	BO1	17877	SI000001	ProductMat02	Basic Operation	PUDEFA...	S	✓	✓
MBR	SI000001	BO2	17879	SI000001	ProductMat02	Basic Operation	PUDEFA...	S	✓	✓

General (1)  
Client production unit: PUDEFAULT

Manufacturing order  
Specification type: Master Batch Record  
Manufacturing order ID: SI000001  
Order network ID:  
Batch: SI000001  
Material no.: ProductMat02  
Material name: ProductMat02  
Quantity: 100.000 Kilogram

MBR variant: DNMBR01 DNMBR01-1451391581003  
MBR version number: 00000001

Integrity check (2)  
Status change signatures (3)

Start Interrupt Continue Abort End Execute Equipment navigation Check integrity Show input materials Show target materials Take-out Take-out log Handling units Assign documents Change production unit

ComWerumPasXEBShopFloorOrderMDView:general PHDEWE-SS330003 sv 7:24 AM

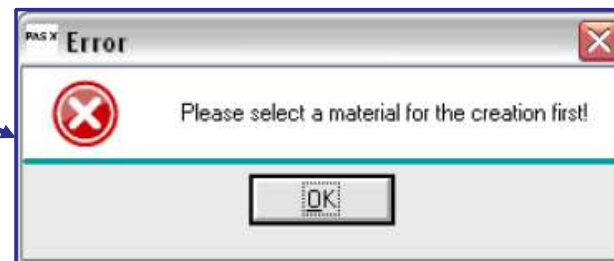
## Dialogues (1)

### *Infos and messages*



Info dialog

Error message



# Batch Record Report

## Batch Record Report View

The screenshot displays the PAS X Batch record reports interface. The left sidebar shows a tree view of work areas, with 'Batch record reports' and 'Batch record review' highlighted. The main window is divided into a 'List view' and a 'Detail view for 'SI000001''.

**List view:** A table with columns: Spec..., MO ID, MO s..., Prod..., Mate..., Actu..., Status, Archi..., Archi..., Archi..., Last release sign... The first row is highlighted: MBR SI000001, S, Exper..., Produ..., 0, kg, Draft, no.

**Detail view for 'SI000001':** A form with sections: General (1), Master Batch Record, MBR for MO, Manufacturing order, Review status (2), Integrity check (3), and Release signatures (4). The 'Master Batch Record' section includes fields for MBR version number (00000001), ID (DNMBR01), and Description (DNMBR01-1451391581003). The 'MBR for MO' section includes EBR version number (00000001). The 'Manufacturing order' section includes MO ID (SI000001), Order network ID, Manufacturing order status (Started), and Production type (Experiment).

**Annotations:**

- A red box highlights the 'Batch record reports' and 'Batch record review' items in the left sidebar.
- A red box highlights the 'Show exceptions' button in the bottom toolbar, with an arrow pointing to it from a blue box containing the text: "Shows all the exceptions generated during execution".
- A red box highlights the 'Print batch record report' button in the bottom toolbar, with an arrow pointing to it from a blue box containing the text: "Click to Print Batch Record Report".

The bottom status bar shows: "The data object 'SI000001' has been selected. Row 1 / 1." and "ComWerumPasXEbrBatchRecordReportAdminMDView:general PHDEWE-SS330003 mbr 10:06 AM".



# Print function

## Printing Batch Record Report

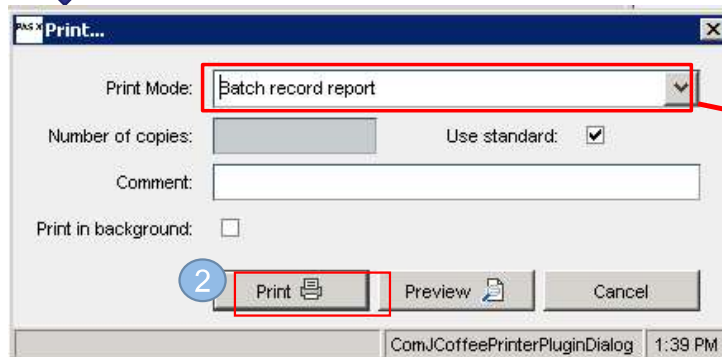


1

Press Print Button"

### Note:

If multiple print function are available in one view, the print buttons are typically marked more explicitly, e.g. BRR print-out



- List printing
- Form printing
- Batch Record Exception Report (V3BREXR)
- Batch Record crit. Parameter Report (BRCriticalParam)
- Weighing report
- Batch Record Report (GMT)