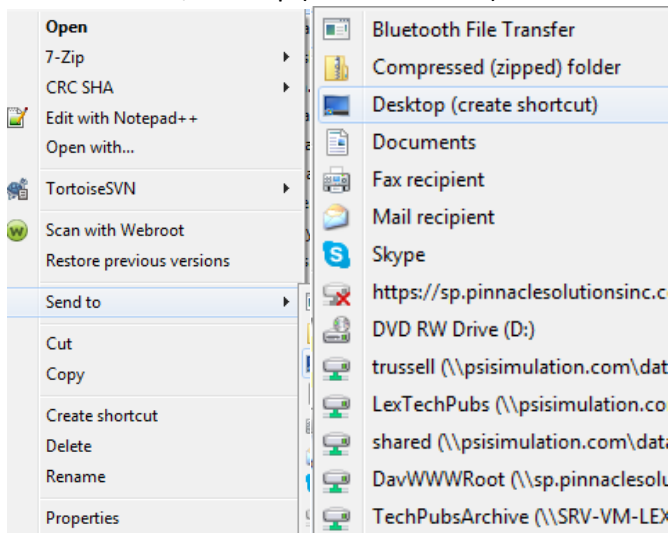


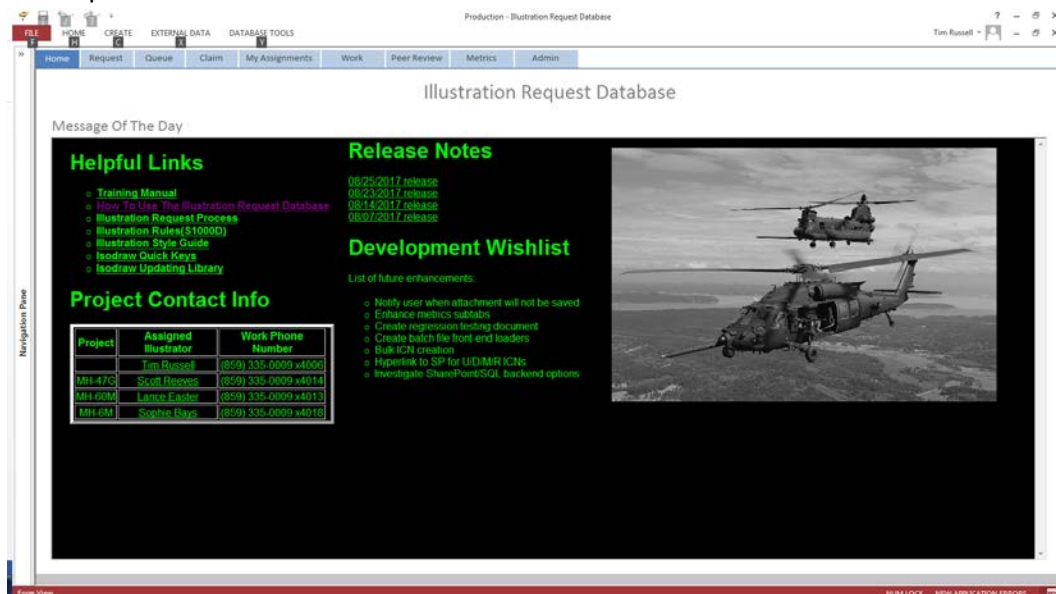
# Illustration Request Database – IRDB

## Getting Started

1. Initially you will go to <L:\Programs\Illustrators\Illustration Request Database>
2. Find the file with your name
3. Right click on the file
4. Go to “Send to/Desktop (create shortcut)”



5. Then launch from the shortcut on your desktop
6. Click Open



The Splash Screen will display initially. May contain Active Projects, Project deadlines, Reminders, etc.

## Creating an Illustration Request

### 1. Click the Request tab

Production - Illustration Request Dat

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Home Request Queue Claim My Assignments Work Peer Review Metrics Admin

\*Project

\*Request Type

\*Manual Type

\*Data Module Code   
Example: DMC-WPNS-A-94-52-0063-00A-520A-B\_000-01\_EN-US

Title

Conversion Source

Number of ICNs  Note: A request must have at least one ICN

Attachments

Attachment

### 2. Select your Project

ct MH-47G Change 1

ie EFP Armor

ie MH-47G Change 1

ie MH-47G Rebaseline

ie MH60 Q24

ie MH-60M Change 1

ie MH-6M Rebaseline

ie DMC-AH0-A-11-B1-0001-00A-541A-A

### 3. Select you Request Type

- 3.1. Please ensure that you select the correct Request type. These determine which charge code under the project that will be used.
- 3.2. PCR, Convert are typically for development charges
- 3.3. Verification falls under the Ver charge codes
- 3.4. Validation falls under the Val charge codes
- 3.5. Correction, Peer comment, QA comments fall under the charge of the original request

Correction

Correction

Convert

PCR


Peer Comment


QA Comment


Validation Comment


Verification Comment


4. Select the Manual Type

**\*Manual Type** 

**\*Data Module Code** 

**Title** 

**Conversion Source** 

**Number of ICNs**  *Note: A request must have at least one ICN*

Maintenance Manual

Descriptive Manual

RPSTL/Parts Manual


Operator/Flight Manual

Training Manual


5. Enter your DMC/Chapter/WP


6. Title (Figure Title)


7. Conversion Source (Source Illustration filename, PCR, Engineering drawing, etc) Not required

**\*Data Module Code** 

*Example: DMC-WPNS-A-94-52-0063-00A-520A-B\_000-01\_EN-US*


**Title** 

**Conversion Source** 

**Number of ICNs**  *Note: A request must have at least one ICN*

8. Choose the number of Illustrations that are being changed. You can submit up to 35 illustrations at once per DMC (This should be used for Multi-sheet figures only). For single sheet figures the number of ICNs should be one.

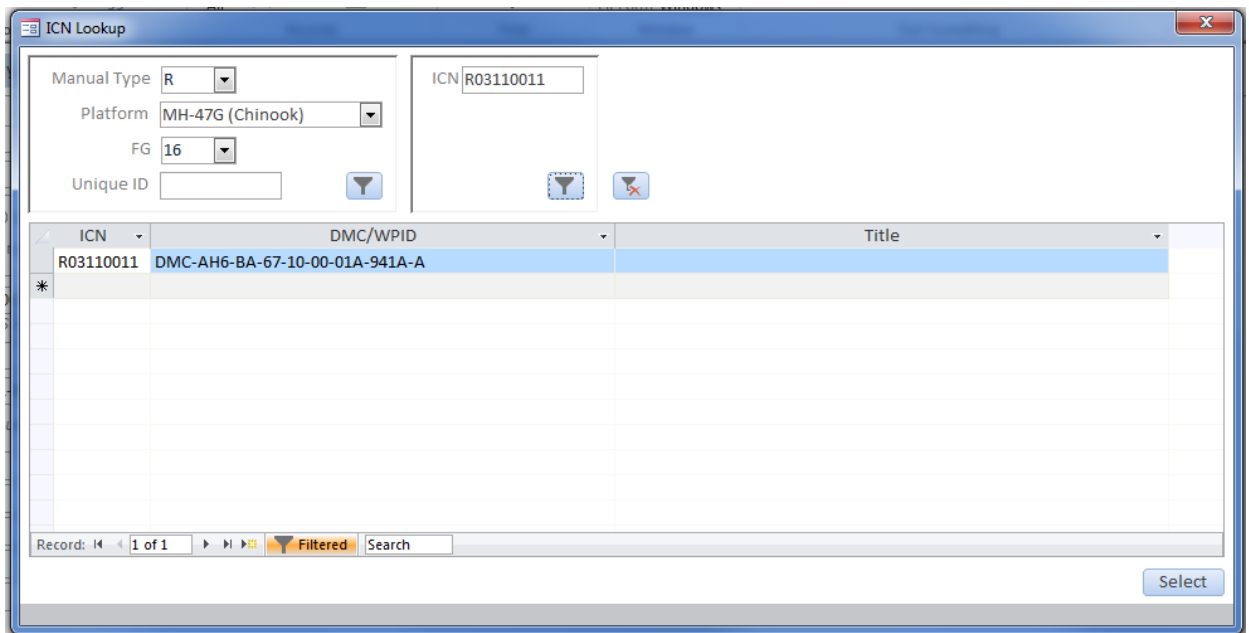
**Number of ICNs**  *Note: A request must have at least one ICN*

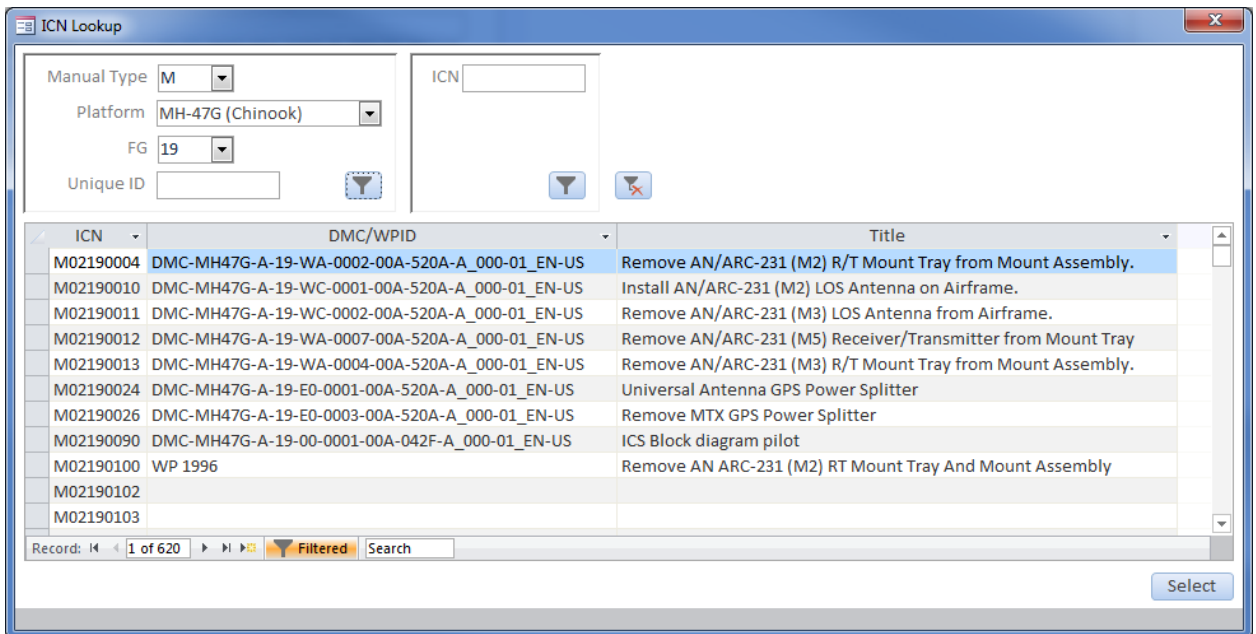
8.1. If a graphic filename is not in the Pinnacle format you will not be able to search for that graphic. A new number will have to be created.

8.2. If you are revising an existing graphic click the magnifying icon. This will launch an ICN lookup/search window.

8.2.1.If the filename is know you can paste the filename in the ICN block then search



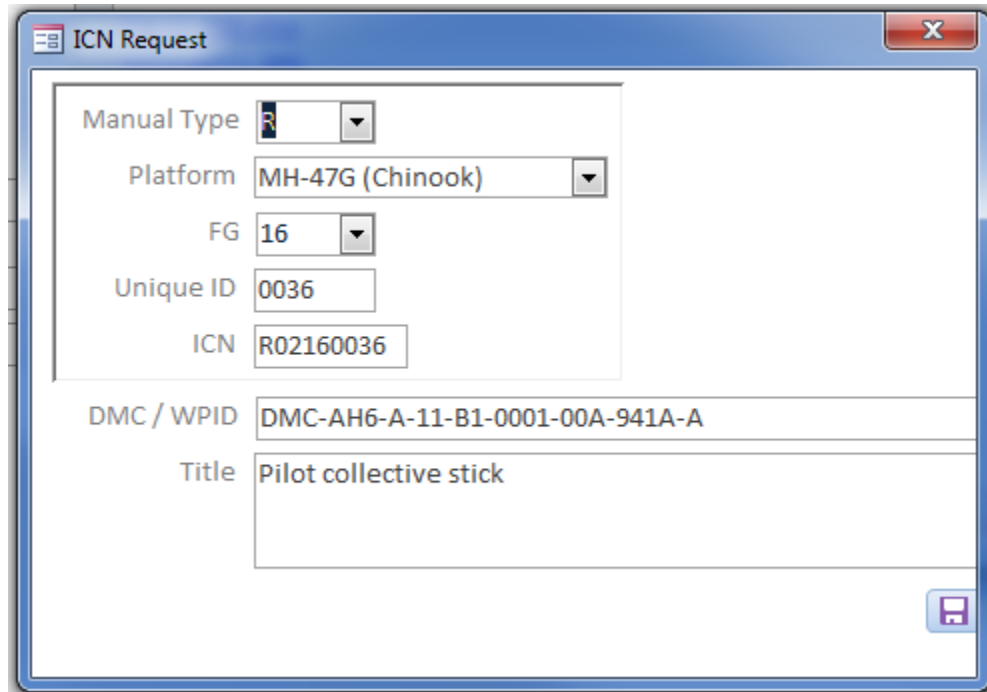
8.2.2.If you are looking for a graphic you use the pull downs in the top left and search. This will give you multiple graphics to select from.



8.3. If you need to create a new illustration click the folder icon to the left of the magnifying glass. This will launch the ICN creation window.

8.3.1.Fill out the pull downs and it will generate your ICN and tag the DMC and title to the ICN in the database.

8.3.2.Then click the save icon.



The screenshot shows a web form titled "ICN Request". It contains several input fields: "Manual Type" with a dropdown menu showing "R", "Platform" with a dropdown menu showing "MH-47G (Chinook)", "FG" with a dropdown menu showing "16", "Unique ID" with a text box containing "0036", and "ICN" with a text box containing "R02160036". Below these is a section for "DMC / WPID" with a text box containing "DMC-AH6-A-11-B1-0001-00A-941A-A" and a "Title" section with a text box containing "Pilot collective stick". A save icon is visible in the bottom right corner of the form.

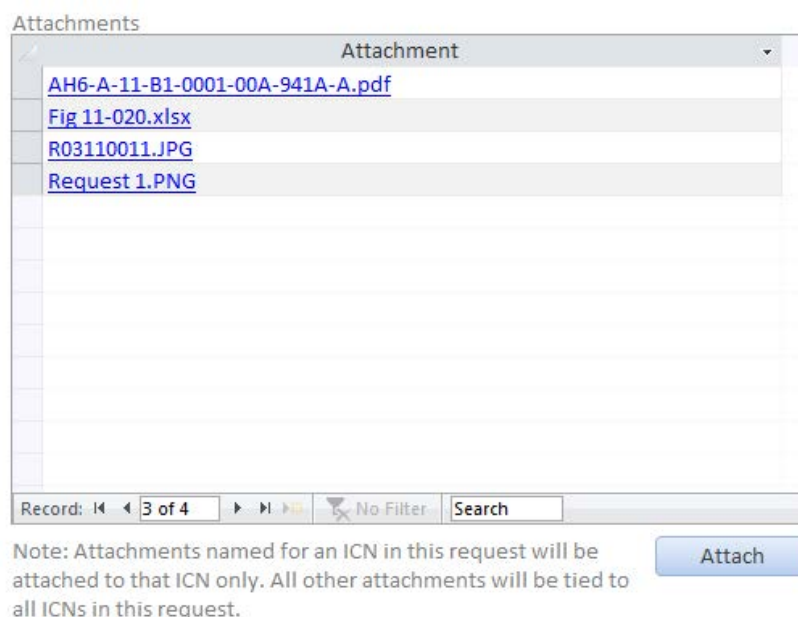
9. Once you have added all of the illustrations to the list you can add your attachments.

10. Click the Attach button and browse to where your markups are.

10.1. Markups can be any file type (PDF, JPEG, TIFF, PNG, EXCEL, etc.)

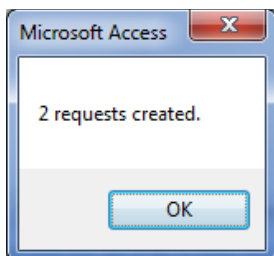
10.2. If you have one file that is marked up for all graphics name it by the DMC. This will attach it to all requests that will be created once saved/submitted.

10.3. If you have individual markups name it as the 9 digit illustration number that would be in the bottom right of the graphic. This will attach it only to that ICN once saved/submitted..



The screenshot shows a table titled "Attachments" with a single column "Attachment". The table contains four rows of attachment names: "AH6-A-11-B1-0001-00A-941A-A.pdf", "Fig 11-020.xlsx", "R03110011.JPG", and "Request 1.PNG". Below the table is a footer area with a "Record:" label, a "3 of 4" indicator, a "No Filter" button, and a "Search" input field. A note at the bottom states: "Note: Attachments named for an ICN in this request will be attached to that ICN only. All other attachments will be tied to all ICNs in this request." An "Attach" button is located to the right of the note.

11. Once all attachments have been uploaded verify that the request is 100% accurate and all data is filled out and attached. If not the markup will be marked as not needed and have to be resubmitted.
12. One verified click save in the bottom right. This will submit your requests and tell you how many were created.



## Illustration Request Queue

- To view a list of requests and their status click the Queue tab.

The screenshot shows the 'Queue' tab of the 'Production - Illustration Request Database'. The table lists several requests with columns for Request ID, Request Date, ICN, Requested By, Illustrator, Status, Modified Date, Data Module Code, and Project Name.

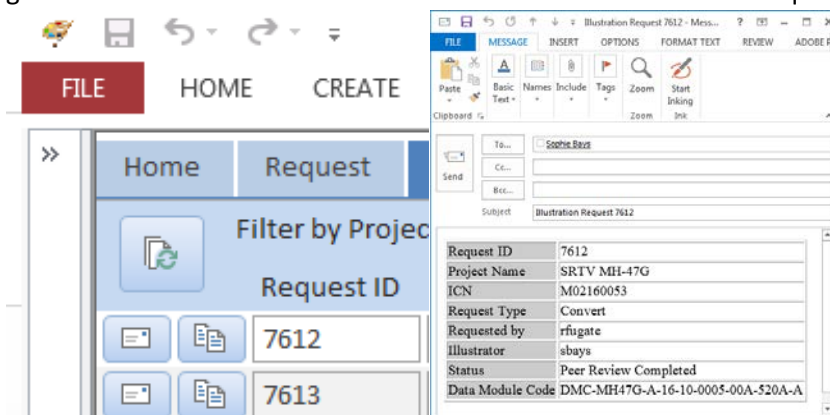
Request ID	Request Date	ICN	Requested By	Illustrator	Status	Modified Date	Data Module Code	Project Name
7612	8/14/2017 9:34:19 AM	M02160053	rfugate	sbays	Peer Review Complete	8/23/2017 1:19:06 PM	DMC-MH47G-A-16-10-0005-00A-520A-A	SRTV MH-47G
7613	8/14/2017 10:15:44 AM	M02160053	rfugate	sbays	Peer Review Complete	8/23/2017 1:19:25 PM	DMC-MH47G-A-16-10-0005-00A-520A-A	SRTV MH-47G
7657	8/14/2017 1:19:49 PM	M03160110	rfugate	sbays	Not Needed	8/24/2017 7:01:24 AM	DMC-MH47G-A-16-10-0005-00A-520A-A	SRTV MH-47G
7735	8/15/2017 11:41:13 AM	M02760061	bgrigsby	sbays	Peer Review Complete	8/23/2017 1:24:06 PM	DMC-MH47G-A-16-10-0027-00A-520A-A_001-01_EN-US	SRTV MH-47G
7755	8/15/2017 12:51:24 PM	M02160059	sdoyle	sbays	Peer Review Complete	8/23/2017 1:24:28 PM	DMC-MH47G-A-16-10-0001-00A-520A-A_001-01_EN-US	SRTV MH-47G

- To view only your requests check the show mine checkbox

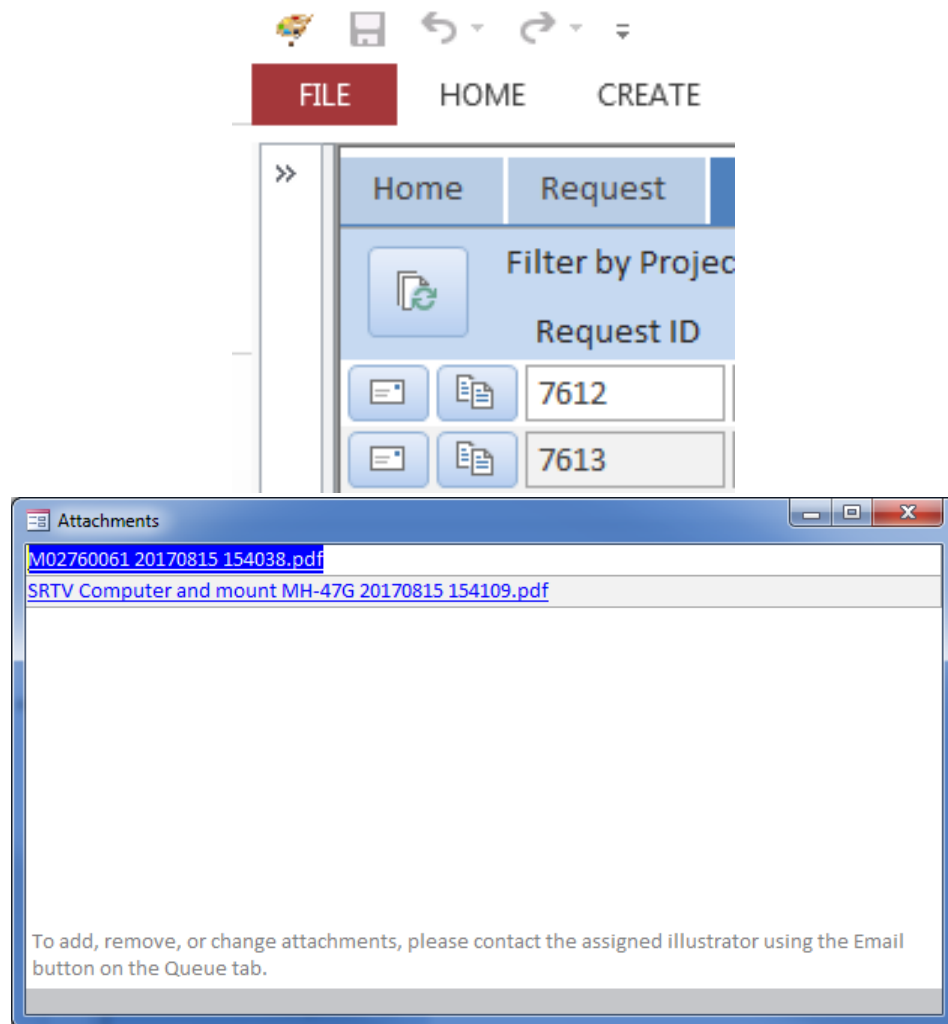
The screenshot shows the 'Queue' tab with the 'Show mine' checkbox checked. The table now displays only one request.

Request ID	Request Date	ICN	Requested By	Illustrator	Status	Mo
25	1/23/2017	D03000050	trussell		Not Needed	7/1

- Once an illustration is assigned to an illustrator the status will update
- If you need to update your markup or clarify an item you can click the email button. This will generate an email with all of the reference information for the request.



- If you need to view your markup or someone else's click the document icon to the right of the mail icon. This is also a way to verify that a markup was attached.



- Once an illustration is completed you will receive an email from the illustrator and the status will state completed and you will see any notes the illustrator added.
- Once the completed email is sent and received the request will no longer show up in your queue unless the show completed checkbox is checked.

