

Guideline - Followup

Followup location:

\\Fraswefil502.prod.altengroup.dir\RUP17-0071-AIRBUS_SEME_SEMSS\SEME\SEMEC\DC\PROD\OP Prod\Follow up\Follow-Up Alten\ Followup App\ Followup.zip

One time setup:

1. Copy and extract "Followup.zip" to your PC (in the root path of the drive(D:), make sure you don't have nested folder Followup > Followup, preferably)
2. Ask your IT team to add "Followup.exe" to antivirus exclusion list (the app doesn't have a "publisher certificate" and may be found as false-positive virus)
3. Don't change the path of the followup once Followup.exe is added to the exclusion list(the antivirus remembers that path, for new versions delete the Followup folder and put the new one in the same place)
4. You can choose to send the outlook password to the admins or you can write it your self in config.json file inside the Followup folder (open it with notepad and look for MAIL_PASSWORD keyword and inside "" put your outlook password)
5. Open Followup.exe and wait for a cmd file to appear
6. Paste this address in your browser <http://127.0.0.1:5000/> (If for some reason port :5000 is occupied you can change it from config.json file look for "port" keyword)
7. The config.json file doesn't accept backslashes '\' neither single '. Each backslash from paths needs to be doubled by another one (for each \ + \)
8. If you have no FOLLOWUP.db you will be redirected to Manage users page to insert a user, else
9. Enter the credentials provided by the admin (if you send them the outlook password you don't have to do step 4)
10. Depending on your user rights you may have restricted some options (you can't click them)

Followup pages:

Login page:

Enter your credentials

Insert your username
Ex: alin.climente or francois.carre

Insert your password
Email admins if you don't remember

LOGIN

Main page (left- user, right –proofreader and admin):

DATA COLLECTION FOLLOW-UP

VIEW AND UPDATE BATCHES

View files added

GENERATE BATCH FROM NEW FOLDER

MANAGE USERS APP SETTINGS IMPORT/EXPORT

DATA COLLECTION FOLLOW-UP

VIEW AND UPDATE BATCHES

View files added

GENERATE BATCH FROM NEW FOLDER

MANAGE USERS APP SETTINGS IMPORT/EXPORT

Click GENERATE BATCH FROM NEW FOLDER to add new batches to the database (only one folder is accepted at a time and it must contain only files)

Manage users page:

🏠 Manage users

Type the user name
ex: alin.climente, aclimente or aclimente-admin

Type the user email
ex: alin.climente@atexis.eu

Type the user password

Operation:
Choose: Add, Remove user

Status:
Choose: User, ProofReader or Admin

ProofReader:
Choose default ProofReader

APPLY CHANGES

SHOW USERS

Insert the user email and mail password if you have it.

Insert user names as bellow:

- User: (full name for user type) francois.carre
- Proofreader: (short name for proof) fcarre
- Admin (shortName – admin) fcarre-admin
- **To login as user and work on bathces: francois.carre**

- To login as proofreader and correct users: fcarre
- To login as admin and do more: fcarre-admin

SHOW USERS

User	Email	Password	Rights	Proofreader
francois.carre	francois.carre@alten.com		user	ikone
fcarre	francois.carre@alten.com		proofreader	None
fcarre-admin	francois.carre@alten.com		admin	None
alin.climente	alin.climente@atexis.eu		user	fcarre
aclimente-admin	alin.climente@atexis.eu		admin	None
ibrahim.kone	ibrahim.kone@alten.com		user	fcarre
ikone	ibrahim.kone@alten.com		proofreader	None
maxime.cailmail	maxime.cailmail@alten.com		user	ikone
ionela.bordiniuc	ionela.bordiniuc@atexis.eu		user	aclimente

App settings page:

App settings

Contact admins if you need to change bellow settings.

path_to_dcs_info : FUDb/
path_to_batches_timported : DC BATCHES IN WORK/5 TO BE IMPORTED/
MAIL_SERVER : smtp-mail.outlook.com
path_to_batches_tobchecked : DC BATCHES IN WORK/4 TO BE CHECKED/
batch_status_options_proofreader : OP FILE OK, SPLIT FILE OK, FRONT END OK, **TO BE IMPORTED, **FINISHED, **REWORK, **STANDBY, **UNRECORDABLE
path_to_new_opfiles : DC BATCHES IN WORK/0 NEW/
port : 5000

Import/export page:

Import/export tables

EXTRACT FOLLOWUP.XLSX

You will find in "excels exported" folder, file "followup.xlsx" with all the columns.

EXTRACT FILESHISTORY.XLSX

You will find in "excels exported" folder, file "fileshistory.xlsx" with all the columns.

EXTRACT USERS.XLSX

You will find in "excels exported" folder, file "users.xlsx" with all the columns.

IMPORT FOLLOWUP.XLSX

Make sure you have in "excels to be imported" folder, file "followup.xlsx" with all the columns.

IMPORT FILESHISTORY.XLSX

Make sure you have in "excels to be imported" folder, file "fileshistory.xlsx" with all the columns.


IMPORT USERS.XLSX

Make sure you have in "excels to be imported" folder, file "users.xlsx" with all the columns.

Be aware! For the "IMPORT" functions, table from database will be replaced by the table from the excel file you imported.

You can extract tables from database make changes on the excel extracted then you can import it back in the database. Useful for big changes for the files or batch table.

View files added page:


 View Files

Search...

EXTRACT FILESHISTORY

FileName	AddedInBatch	FileSize	ModificationDate
EIS-SM2K-SM180630.XML	4foFT5	179131	2018-07-19
ME-0308s - Airbus - 2017-0602 - 545 - 1S.xlsx	4foFT5	19005	2018-01-30
EIS-SM2K-SM180731.XML	4foFT5	189209	2018-08-13
A320F-MajorRepairSearchResults_Oct2017thruDec2017.xlsx	4foFT5	235852	2018-02-19
EIS-SM2K-SM180430.XML	4foFT5	145451	2018-05-15
LUS_A320F_StructuralDefectAlerts_Jan1-Mar31-2018.xlsx	4foFT5	162533	2018-05-25
Closed SDAs.xlsx	4foFT5	34769	2018-01-30
ME-0308s - Airbus - 2017-0602 - 717 - 3S.xlsx	4foFT5	50921	2018-01-30
EIS-SM2K-SM180531.XML	4foFT5	154543	2018-06-18
EIS-SM2K-SM180831.XML	4foFT5	226988	2018-09-25

View and update batches page:


 View Batches

Search...

EXTRACT FOLLOW-UP

BID	Op	AC	Responsible	RespStatus	Proofreader	ProofStatus	RespComm	ProofComm	OverallStatus
4foFT5	AAL	320	ionela.bordiniuc	SPLIT FILE TO CHECK	aclimente		None	sdasd	SPLIT FILE TO CHECK

Update batch page (the page behind each BID link)

 Update Batches

BID	Op	AC	AddedDate	StartDate	ImportedDate	OverallStatus
4foFT5	AAL	320	2018-10-18	2018-10-18	None	SPLIT FILE TO CHECK

Responsible Status

Proofreader Status

Overall Status

Change Proofreader

Assign Batch to

Estimated Tasks number

Estimated Findings number

Comments

MAKE UPDATE

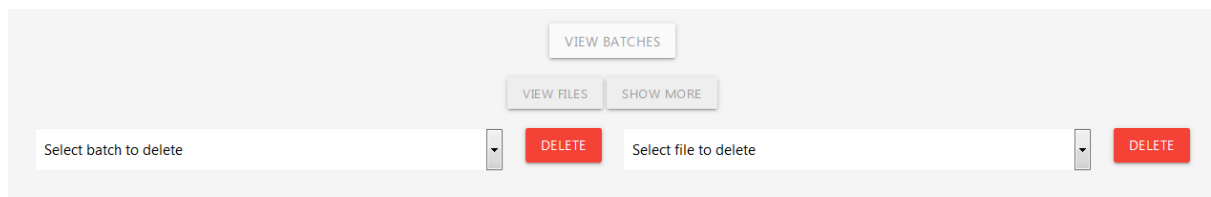
VIEW BATCHES

VIEW FILES

SHOW MORE

On each batch change emails will automatically be sent between proofreader and user responsible.

You can delete batches or individual files by clicking SHOW MORE



The screenshot shows a light gray interface with a 'VIEW BATCHES' button at the top. Below it are 'VIEW FILES' and 'SHOW MORE' buttons. At the bottom, there are two identical sections: one for batches and one for files. Each section has a dropdown menu labeled 'Select batch to delete' or 'Select file to delete' and a red 'DELETE' button.

You can go back to batch table or files table by clicking the buttons next to SHOW MORE

Update status process/workflow:

Details for **DC BATCHES IN WORK** folder names:

NEW – new files from the operator ready to be added in the workflow

UNASSIGNED – files from NEW folder added in the workflow (have a BatchID and each file has a FileID prefix)

PREPARED FILES – files from UNASSIGNED that are to be prepared for initial processing (extracting initial information – estimated task numbers, estimated findings number...)

ASSIGNED – files **moved** from PREPARED FILES that are now processed by a user using Front End macro

TO BE CHECKED – files **moved** from ASSIGNED that are processed by the user and need **“**TO BE CHECKED”** by proofreader. (** - this sign on the Update Batches page means that when selecting this status files will be **moved** from one folder to another folder, in this case from ASSIGNED to TO BE CHECKED folder)

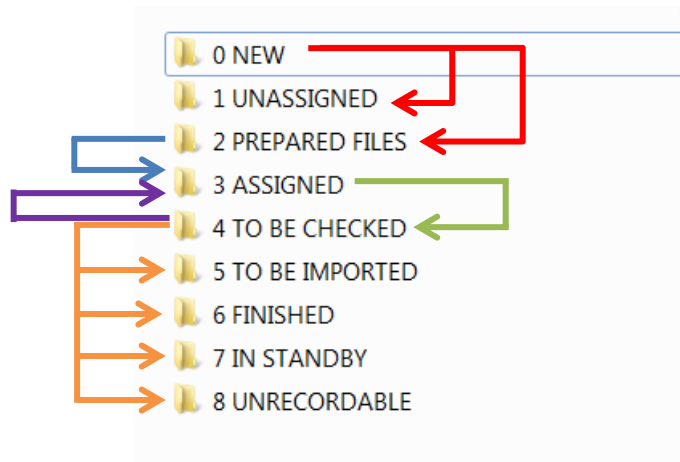
TO BE IMPORTED – files that are checked by the proofreader and needs to be imported in ISAIM. When the proofreader selects status **“**TO BE IMPORTED”** files from **“TO BE CHECKED”** will be moved to **“TO BE IMPORTED”** folder

FINISHED – files that are imported in ISAIM (moved from TO BE IMPORTED folder to FINISHED folder)

IN STANDBY – files that come from TO BE CHECKED folder and cannot be worked because there is insufficient information or needs some clarification from the operator.

UNRECORDABLE - files that come from TO BE CHECKED folder and cannot be processed.

Below it's a representation on how files are moved automatically by the Followup app when you to certain operations(change status).



RED – when you click on “GENERATE BATCHES” button

BLUE – when you click on “ASSIGNED A BATCH TO ME” button

GREEN – when you change batch status to “**TO BE CHECKED”

ORANGE – when you change batch status to “**TO BE IMPORTED, **FINISHED, **STANDBY, **UNRECORDABLE”

PURPLE - when you change batch status to “**REWORK” the files will be moved from TO BE CHECKED folder to ASSIGNED folder.

NOTE: if you do an operation that is contrary to the flow of the arrows you will get an error.

Ex: Let's say that you have a batch “IN STANDBY” and you want to change its status to “REWORK” – you will get an error because when you change its status to REWORK the app will look in TO BE CHECKED folder for that batch not in IN STANDBY folder. **To solve this you can move manually the batch from IN STANDBY folder to folder TO BE CHECKED and change the status to REWORK**

Warning!

For the Batch Statuses with “**” sign make sure you don't have any file open!

****TO BE CHECKED, **TO BE IMPORTED, **FINISHED, **REWORK, **STANDBY, **UNRECORDABLE**

If you want to merge, split add new files to a batch, copy the files needed in a new folder in 0 NEW set the names for that folder Ex: FIN 330, delete the batches from which you created this new one and click GENERATE NEW BATCHES FROM NEW button to create the batch you wanted.

RECOMANDATION: Make only one change at a time!

TIP: Click on home button to go to main page. Click on the page title to refresh the page and get data changes in the database

 [Update Batches](#)

TIP: You can change the lentgh of the id generated by changing IDlentgh

If thing go wrong send to the admins:

- Screenshot with the error
- ERRORS.txt file which is found next to the Followup.exe
- The files you used and wanted to change