



INTERNATIONAL  PAPER

Enterprise Outage

How to Enter/Update Contractor information

October, 2011

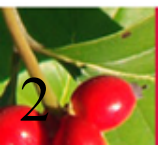
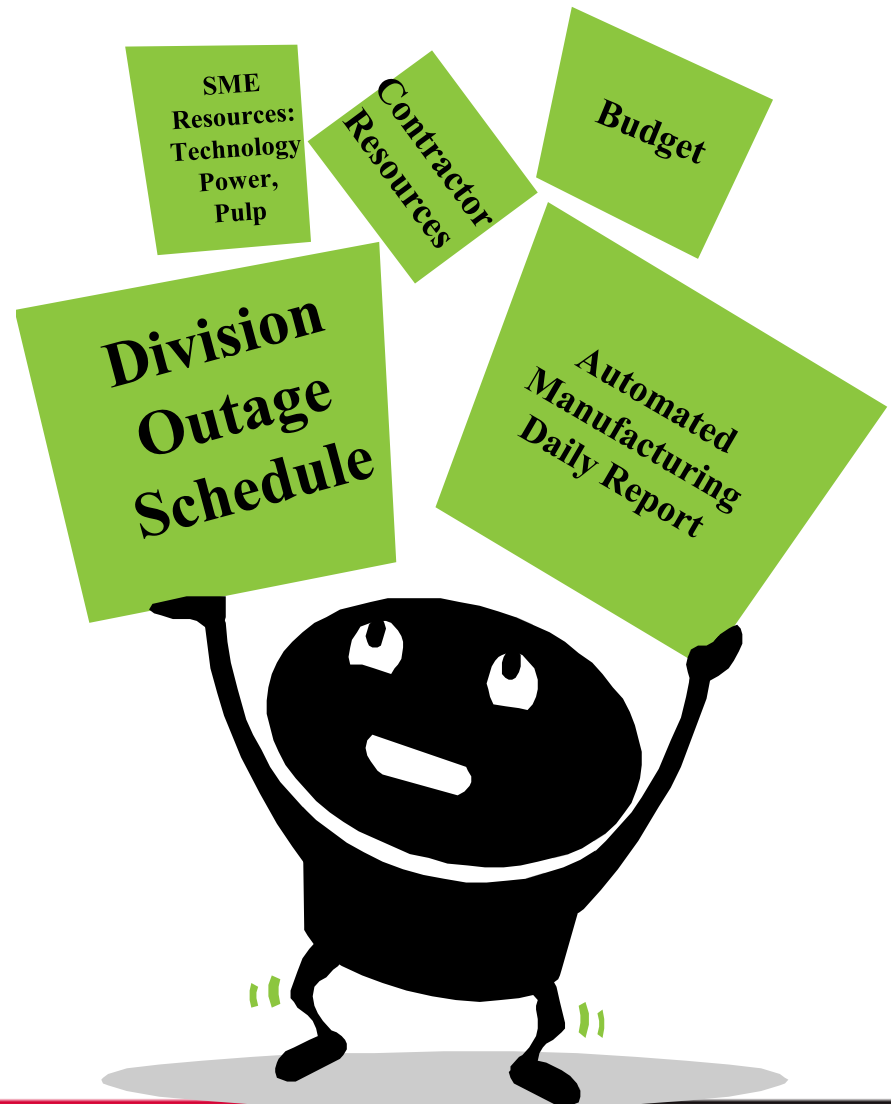
Enterprise Outage Application

Enterprise Outage is the centralized program for entering and managing facility outage dates. This information is needed for multiple purposes.

Web Application functions similarly to RI.

Manufacturing Data is shared by all Reliability application – RI, MOC, Outage, MTT (Manufacturing Task Tracker)

Mfg data includes Site, Employee, Business Unit/Area, Roles



How to Enter Outage

Access Outage by typing “Outage” in Address bar of Internet Explorer

Click on “Enter Outage”

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View Outage Plans

Enter Outage **View Update/Excel**

Shutdown Category

☒ All Outages ☐ Black Mill (No Power/Steam) ☐ Cold Mill (No Steam) ☐ Total Mill (Utilities Available) ☐ Partial Mill ☐ Field Day ☐ Major I

Division Facility Business Unit

Area Line



Enter an Outage Information

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Enter New Outage

Enter Outage | View Update/Excel | Help

***Shutdown Category**
☐ Black Mill (No Power/Steam) ☐ Cold Mill (No Steam) ☐ Total Mill (Utilities Available) ☒ Partial Mill ☐ Field Day ☐ Major Project

***Facility**
Savannah Mill

Business Unit/Area
☐ Finished Products-PM-No. 6 Paper Machine
☐ Finished Products-PM-No. 7 Paper Machine
☒ Finished Products-PM-No. 8 Paper Machine
☐ Finished Products-PM-None
☐ Finished Products-PM-SV 5 Quality
☐ Finished Products-PM-SV 6 Quality

Start 10/10/2011 Time 09:20 End 10/14/2011 Time 09:20 Downtime(hrs) 96.00 **Calculate**

***Title** 8 Paper Machine outage **Coordinator** Kamppi, Kenneth

Description

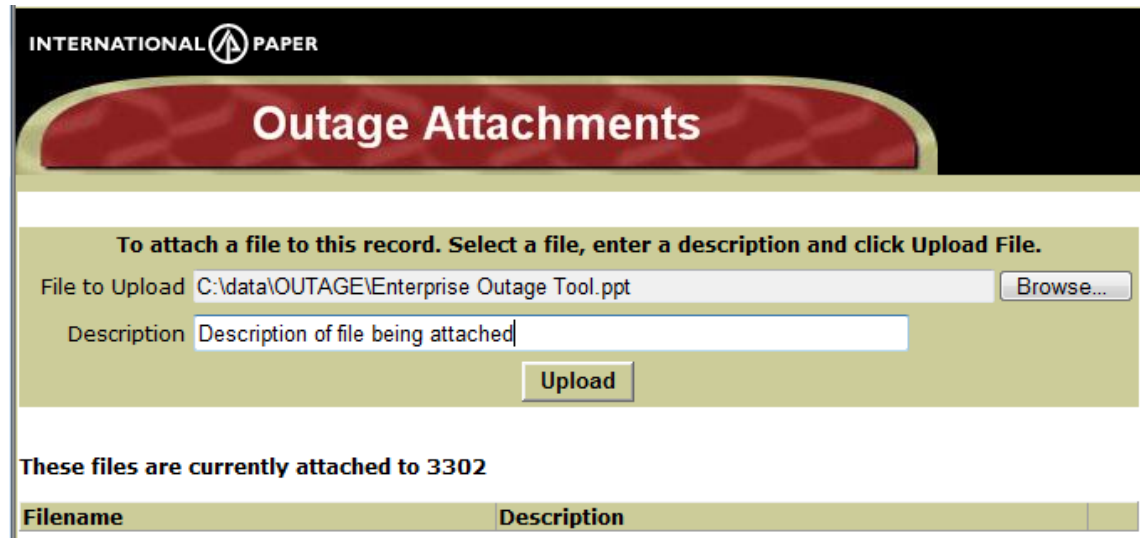
Created By: None Creation Date: None Last Updated By: None Last Update Date: None


Buttons: Spell Check, **Save New Outage Record**, Attachments, Delete

Select Shutdown Category
Choose Business Unit/Area(s)
Choose Start and End date and time of Outage
Type Title (less than 80 characters used on reports and to find for updating)
May enter more information in Description if needed
Select Coordinator

SAVE NEW OUTAGE RECORD

Adding Attachments



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Outage Attachments

To attach a file to this record. Select a file, enter a description and click Upload File.

File to Upload

Description

These files are currently attached to 3302

Filename	Description
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Attachments can be added immediately after the initial Outage information is Saved or at later date
Click on Attachments button on bottom of screen
Browse and select file to upload
Enter Description of File
Click Upload



Adding Contractor Information

Step 1: After the Outage information has been saved (or when updating outage) Click “Contractors” button

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Enter Outage View Update/Excel Help

Shutdown Category
☐ Black Mill (No Power/Steam) ☐ Cold Mill (No Steam) ☐ Total Mill (Utilities Available) ☐ Partial Mill ☐ Field Day ☐ Major Project

Facility
 Valliant Mill

Business Unit/Area
☒ Finished Products-PM-PM1 Number 1 Paper Machine
☐ Finished Products-PM-PM2 Number 2 Paper Machine
☐ Finished Products-PM-PM3
☐ Power-Caustic Plant-PHK Kiln/Recaust
☐ Power-Compressed Air-PHU Air Compressors
☐ Power-Electrical Dist.-PHU Electrical Distribution

Start 10/5/2011 Time 07:00 End 10/5/2011 Time 19:00 Downtime(hrs) 12 Calculate

Title #1 Machine Outage
Description #1 Machine Clothing Change

Contractors Coordinator Merritt, George

Created By: Arthur Fowler Creation Date: 1/4/2011 Last Updated By: Shanda Bittick Last Update Date: 10/12/2011

Spell Check Save Outage Record Delete Attachments

*Required Fields

Step 2: Select Contractor - Type of work) and click “Move Selected”.

You may select multiple or just one at a time

Available Contractors

- Andritz-Boilers
- B&W-Boilers
- BE&K-Boilers
- BE&K-Mech/Piping
- Beatty-Civil
- Brand-Scaffold
- Burkes-Mech/Piping
- Danco-Mech/Piping
- ERCO-CIO2 Generators
- Eka Chemical-CIO2 Generators
- Full Circle-Testing
- GA West-Mech/Piping

Selected Contractors

Move Selected Move All Remove Selected Remove All

Add Contractor Cancel

How to add Contractor Information

Step 3: After all Contractors have been selection (right hand side). Click “Add Contractor” button

Note: This is not a comprehensive list of contractors. If you would like to add additional names, contact Doug Todd.

Available Contractors

- Andritz-Boilers
- BE&K-Boilers
- BE&K-Mech/Piping
- Beatty-Civil
- Brand-Scaffold
- Danco-Mech/Piping
- ERCO-CIO2 Generators
- Eka Chemical-CIO2 Generators
- Full Circle-Testing
- GA West-Mech/Piping
- GE (General Electric)-GL&V-

Selected Contractors

- B&W-Boilers
- Burkes-Mech/Piping

Buttons: Move Selected, Move All, Remove Selected, Remove All, Add Contractor (highlighted), Cancel

Step 4: Contractors will be added to Outage record.

May enter more details (Pre-work or post-work dates), head count, and comments

REMEMBER to SAVE OUTAGE RECORD

Update Outage 3302

Enter Outage | View Update/Excel | Help

Shutdown Category

☐ Black Mill (No Power/Steam) ☐ Cold Mill (No Steam) ☐ Total Mill (Utilities Available) ☐ Partial Mill ☒ Field Day ☐ Major Project

Facility: Valliant Mill

Business Unit/Area

- ☒ Finished Products-PM-PM1 Number 1 Paper Machine
- ☐ Finished Products-PM-PM2 Number 2 Paper Machine
- ☐ Finished Products-PM-PM3
- ☐ Power-Caustic Plant-PHK Kiln/Recaust
- ☐ Power-Compressed Air-PHU Air Compressors
- ☐ Power-Electrical Dist.-PHU Electrical Distribution

Start: 10/5/2011 Time 07:00 End: 10/5/2011 Time 19:00 Downtime(hrs): 12 Calculate

Title: #1 Machine Outage Coordinator: Merritt, George

Description: #1 Machine Clothing Change

Contractors	Delete	Company	Type of Work	Pre-work Start Date	Post-work End Date	Head Count	Comments
Delete	B&W	Boilers	9/26/2011	10/14/2011	2		
Delete	Burkes	Mech/Piping					

Created By: Arthur Fowler Creation Date: 1/4/2011 Last Updated By: Shanda Bittick Last Update Date: 10/12/2011

Buttons: Spell Check, Save Outage Record (highlighted), Attachments, Delete

*Required Fields

