

DATABASES APPLICATION SHORT MANUAL

1. WHAT IS THIS?

Databases application is an MS Access application that allows JCE to use only one template when reviewing, updating and checking Master data base.

2. HOW TO USE IT?

In order to access the application, you need to open this folder:

And open file

Later use the corresponding buttons to open the application for Airbus and/or Boeing

2.1. WELCOME SCREEN

You should now see the Welcome screen.

Your login details are

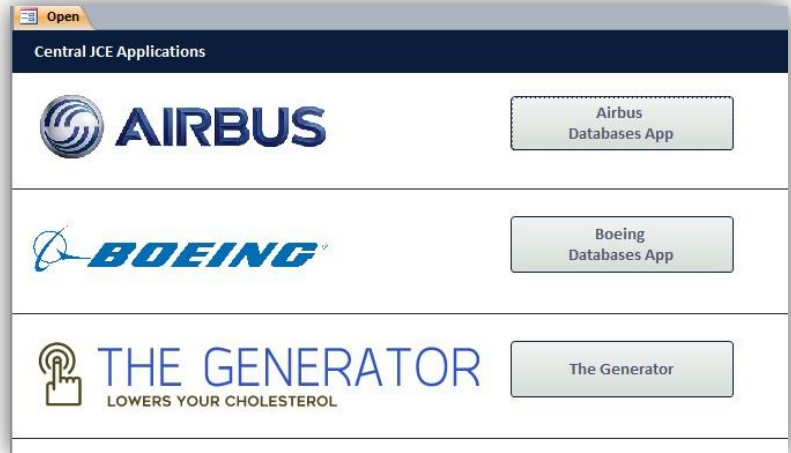
Username: [Your U Number]

Password: welcome

Please fill them out and then click on the login button.

In case you do not have an account, please contact the administrator to provide you with one.

The button Change Password on the Welcome screen, allows you to change your password. A window pops-up, requesting the following information:

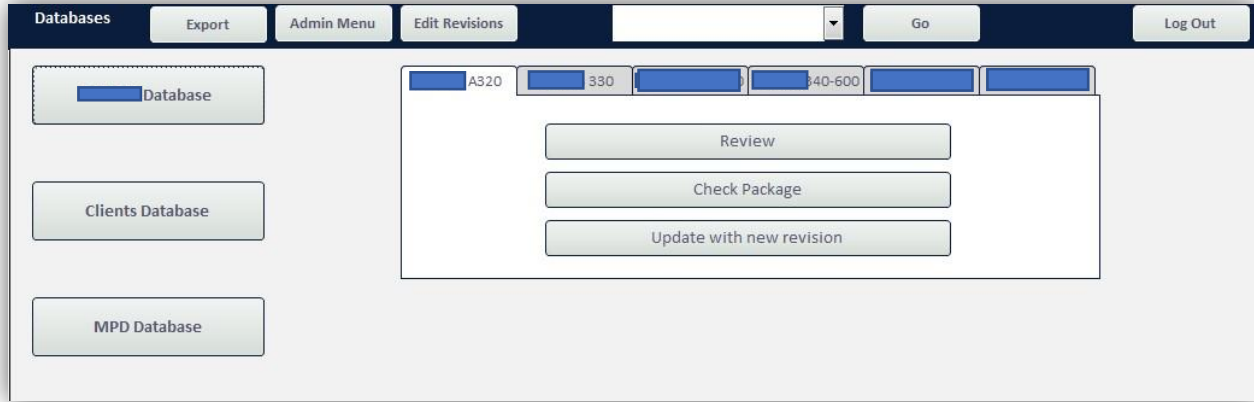
A screenshot of a login window titled "Welcome to the Databases Application". It contains a "Login" section with two input fields: "U Number" and "Password". Below these fields are two buttons: "Change Password" and "Login".A screenshot of a "Change Password" window. It contains four input fields: "U number", "Current Password", "New Password", and "Confirm New Password". At the bottom is a "Change Password" button.

In case you forget your password, please contact the administrator to provide you with one.

Currently, administrator's role is assigned to:

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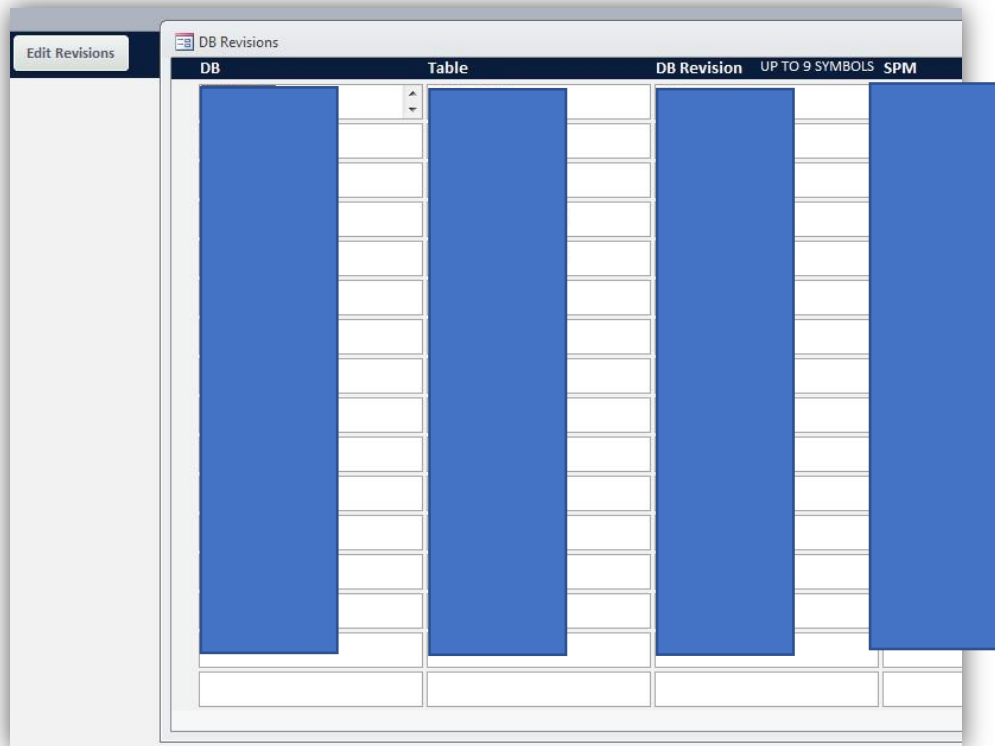
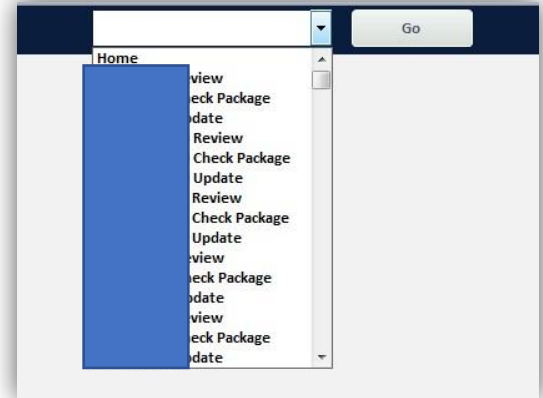
2.2. DATABASE SELECTION



After successfully logging in, you should select the type of database you need to work with and after that the exact database.

You can also use a short cut to each of the databases using the Navigation option in the upper right part of the Home screen. Choose the page you wish to open and then click on Go.

If you wish to close the application, click on the “Log Out” button in the header section.



Next to the navigation panel you can see the Edit Revisions button. When clicked, a table pops-up. This is where you can see or edit the revisions of the documents each database is based on.

The column DB stays for the name of the database. DB Revision and SPM stays for the revisions the DB was last updated IAW.

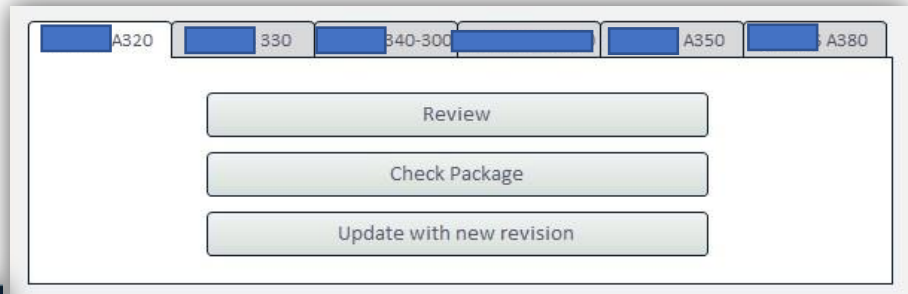
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2.3. OPTIONS FOR EACH DATABASE

2.3.1. REVIEW

If you wish to review the whole table for a particular database, click on the “Review” button.

Or select the corresponding option in the navigation menu and then click Go



You can now review what is the overall status of the database. The tables contain the following columns:

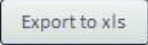
Task Number	The CRI number
Rev №	The last revision of the document which updated the task
SOC Status	R = revised, N = new, D = deleted, coming from the last revision of the source document
SOC Description	What was the change in the last revision of the source document
Comment	A note from a JCE, that have to be taken into consideration when the task is uploaded in a project
SB Reference	Shows which SBs are referred in the JC
JCE	The name of the JCE who has last set the status to OK in the Databases application
Coversheet JC Created	Whether or not the Coversheet text is set in SAP
Coversheet JC Status	Whether the coversheet text in SAP is IAW the last revision
Agency JC Created	Whether or not the JC is created from someone from the central JC team
Agency JC Status	Whether the task is written in SAP is IAW the last revision
Last Updated	The date a current task has been updated in the Databases application. It could be totally different from the data the task was updated in SAP or m/Job
Has History	


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On the left corner you will see which is the last reflected revision in the database.

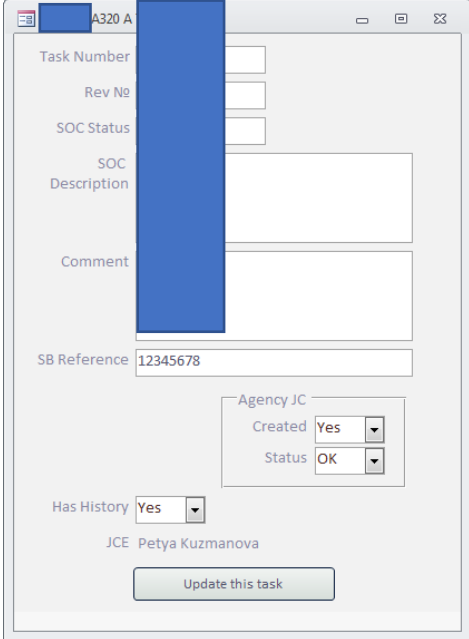
Tasks with status OK are IAW R23 TR06.
SPM REV 22.
CHECK WHICH IS THE CURRENT REVISION!


In case you are not comfortable reviewing the table in the application,


via the  button, the content is exported to your C:\TEMP folder.


If you click on the  button, a form pops-up that allows you to change each cell, despite the Task Number and your name.

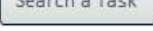
After writing down the change, click on the “Update this task” for the change to be saved.






In case you need to add one task, click on . A pop-up form appears where you can write down the new data. Click on the “Add this task” button, for the change to be saved.

If you wish to go back from the screen, click on the  button in the header section.


In case you need to search for a task, click on the  button, write down the task number in the corresponding field and click on the



button. Please be aware that this is only for searching. You will not be able to update or add anything.

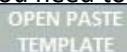
2.3.2. CHECK WORK PACKAGE

If you wish to check the status of your work package, with the content of the Database, click on the Check Package button:



NB!!! IN ORDER TO BE ABLE TO PASTE, YOUR TABLE HAS TO HAVE AN EXACT HEADER LEVEL.

You need to click on the



button, that will create a new excel that shows you what have to be the header level of your table in order to be pasted.

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Before proceeding, please check if the revision of the database is the applicable for your workpackage. In case you need to use an older version, click on the **OPEN PREVIOUS REVISION OF THE DATABASE IN EXCEL** button to open the old versions in excel. The sheet name is composed of the Revision Number and the time and the export was created **25Mar2018_92207AM_181113**.

Compare your Package with the Database of A320 Go Home Log Out

Tasks with status OK are IAW R23 TR06.
SPM REV 22.
CHECK WHICH IS THE CURRENT REVISION!

☐ Comments
 ☐ SB Reference
 ☐ Has History

Agency JC

☐ Created
☐ Status

Task Number	Rev No	Comment	SB Reference	Has History	Agency JC
					Created Status

In case there are items in the table, select them all with Ctrl+A and Delete them. After that copy the tasks from the excel template together with the header level. **NB!!! CHECK TWICE IF THE TASKS ARE PASTED!!!**

Compare your Package with the Database of A320 Go Home Log Out

Tasks with status OK are IAW R45.
CHECK WHICH IS THE CURRENT REVISION!

☒ Comments
 ☐ SB Reference
 ☐ Has History

Coversheet JC

Agency JC

☐ Created
☐ Status

☐ Created
☐ Status

Task Number	Rev No	Comment	SB Reference	Has History	Coversheet JC	Agency JC
					Created Status	Created Status
MPD-		Double click to READ ME A very important comment		<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> OK <input type="checkbox"/>
MPD-		Double click to READ ME Not in the database!		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MPD-		Double click to READ ME		<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> OK <input type="checkbox"/>
MPD-	R45	Double click to READ ME		<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
MPD-	R45	Double click to READ ME		<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
MPD-	R45	Double click to READ ME		<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>

Click on the Check Package button and the rest of the table will populate automatically.

In case there is a comment for the task, the note Double click to READ ME will turn red and you can double click it to read it all.

This screen allows you to perform a mass update of one or more of the columns:

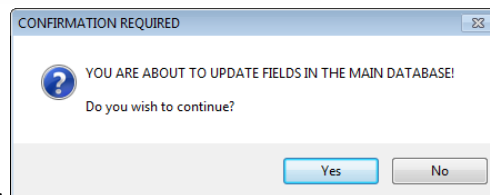
Comment,
SB Reference

Task Number	Rev No	Comment	SB Reference
MPD-		Double click to READ ME A very important comment	
MPD-		Double click to READ ME Not in the database!	
		Double click to READ ME	

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Has History
Coversheet JC Created,
Coversheet JC Status
Agency JC Created,
Agency JC Status,

In order to update any of the columns for comment, status, coversheet, created or/ and has history, please tick the corresponding box/ boxes and then click on the update button:



A pop-up screen is going to request additional confirmation:

Your name and the current date will be automatically added in the main database for these tasks.

In case you are not comfortable reviewing the table in the application, via the  button the content is exported to your C:\TEMP folder.

NB!!! WHEN YOU USE THIS OPTION, DO NOT FORGET TO REFLECT THE CHANGES YOU HAVE MADE LATER!!!

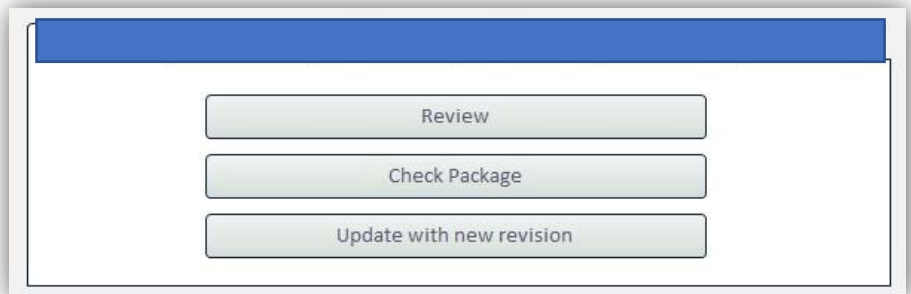
2.3.3. UPDATE DATABASE WITH NEW REVISION

When a new revision of the document, the database is based on, is issued, and you wish to update the content of the database, click on the corresponding button:

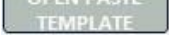
Before proceeding with the update, export the current data for the database via the



button.



NB!!! IN ORDER TO BE ABLE TO PASTE, THE SOC TABLE HAS TO HAVE AN EXACT HEADER LEVEL.

You need to click on the  button, that will create a new excel that shows you what have to be the header level of your table in order to be pasted.

In case there are items in the table, select them all with Ctrl+A and Delete them. After that copy the tasks from the excel template together with the header level.

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NB!!! CHECK TWICE IF THE TASKS ARE PASTED!!!

Update the MPD Database of A320 with new revision

Go

Home

Log Out

Tasks with status OK are IAW R45.
CHECK WHICH IS THE CURRENT REVISION!

EXPORT THE DATABASE
IN THE BACKUP FOLDER

Update the Database
with New Revision

OPEN PASTE
TEMPLATE

Task Number	Rev №	SOC Status	SOC Description	SB Reference	Coversheet JC STATUS	Agency JC STATUS
MPD-						
MPD-						
MPD-						

After everything is pasted and prepared correctly, click on

Update the Database
with New Revision

 button. This will trigger a the query that will update the existing records and append the new ones.

NB!!! BE AWARE THAT IF A NEW TASK NUMBER DOES NOT COTAIN “N” IN THE SOC STATUS COLUMN IT WILL NOT BE APPENDED!!!