**Quick References for Using Aras**

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| 1. **Launch Internet Explorer**   Go to the Aras training url:  <http://arastest.seaspan.com/innovatortest>  For Aras production server, go to:  http://aras.seaspan.com/innovatorprod | | |  |
| When accessing Aras from external sources, connect to VPN or secure website (Production Server only):  <https://innovator.seaspan.com>/innovatorprod  **Questions or issues? Contact** [ArasSupport@Seaspan.com](mailto:ArasSupport@Seaspan.com) | | | |
| 1. **Definition of a Engineering Change Notice (ECN)**  * Engineering change notice (ECN) is a document that authorizes a change to a designated design * ECNs are used to update technical items within Aras * An ECN must contain the following information:   + Reason(s) for change   + Details regarding what needs to be changed   + List of documents affected by the change   + Approval of the change | | | |
| 1. **ECN Workflow**     **NOTE: The assignees within the workflow nodes/activities is how Aras determines the population of InBaskets. When an activity is active, the activity will be displayed in the InBaskets of those who are identified for the node/activity.** | | | |
| 1. **Document Lifecycle** | | | |
| 1. **Document Lifecycle and ECNs** | | | |
| 1. **Creating a ECN**  * Navigate to the Change Management > **ECNs** in the TOC * Click the **Create New** button,   OR   * Right click on ECN directly and select **New ECN…** | |  | |
| 1. **Filling in a New ECN** | | | |
| 1. **Filling in a New Document** | | | |
| 1. **Filling out the Form**   **Selecting Identities**   * 1. Select the blue ellipsis   2. Enter search criteria   3. **Run Search** & select by double clicking   **Adding Affected Items**   * 1. Click on the blue ellipsis in **Affected Items** form property   2. Enter search criteria   3. **Run Search** & select by double clicking   **Multi-Select**  9.7 Hold **CTRL** key on your keyboard to select multiple items |  | | |
| 1. **Relationships tab:**   **Attaching Affected Documents**  **Links the ECR to document(s) that are affected**  **DO NOT** add/remove affected documents beyond the “**ECN Planning**” activity!  10.1 Select Affected Items in the Relationship Tabs  10.2 Click on New Relationships button to create a blank row  10.3 Select cell under Action column and choose the action type  **ACTION: Add Document**  Documents that are Preliminary, never been released   * 1. Select **ADD** under Action column   2. Click on blank cell under N**ew Number […]**, select blue ellipsis to search for & link to a **PELIMINARY** item. Save progress.   **ACTION: Change (Interchangeable)**  Changing an existing, released drawing WITHOUT replacing it with a different drawing. Creates a new revision   * 1. Select **CHANGE** under Action column   2. Click on blank cell under **Old Number […]**, select blue ellipsis to search for & link to a **RELEASED** document   3. **Check** the **interchangeable** box. Save progress.   **ACTION: Change (NON-Interchangeable)**  Changing an existing drawing by replacing it with a different drawing – Supersedes Old document with New document   * 1. Select **CHANGE** under Action column   2. Click on blank cell under **Old Number […]**, select blue ellipsis to search for & link to a **PREVIOUSLY RELEASED** item   3. Click on blank cell under **New Number […]** column, select blue ellipsis to search for & link to a new **PRELIMINARY**, never been released document   4. Make sure **interchangeable** box is **unchecked.**  Save progress.   **ACTION: Delete**  Removing document from use   * 1. Select **DELETE** under Action column   2. Click on blank cell under **Old Number […]**, select blue ellipsis to search for & link to a **PREVIOUSLY RELEASED** item. Save progress.   **ALTERNATIVE WAY TO LINK DOCUMENTS**   * 1. Right click on a **Preliminary** or **Released** document   2. Select “**Add Item(s) To Change…**”   3. Find & select **ECR** to add the document to   4. Aras will automatically choose “Action” depending on Document status. * **Add** for Preliminary document * **Change** for Released document   1. Finish filling in the rest of the information as necessary   **CHECKING OUT INTERCHANGEABLE FILE FOR UPDATING**   * 1. Click on the new Document link under New Number […]   2. In the Files tab of the Document Item, find the attached file needing update   3. Right click & select Check Out for “File”   **CHECKING IN AN INTERCHANGEABLE FILE AFTER EDITING**   * 1. Find Checked-Out file in your Working Directory   2. Right-click on the locked/checked-out item   3. Select Check In for “File”   4. SAVE UNLOCK & CLOSE |  | | |
| 1. **Relationships Tab:**   **Linking ECRs**  11.1 Select “**ECRs**” in the relationship tabs  11.2 Click on **New Relationship** button to add a blank row  11.3 Search for the ECR  11.4 Select the ECR to attach  11.5 Confirm using the Green Checkmark |  | | |
| 1. **Affected Items – Running “Check For Completeness”**   12.1 Go to **Actions** Menu  12.2 Click on “**Check for Completeness**”  12.3 Follow the **Completeness Check Results** instructions dialog to correct any errors, if found |  | | |
| 1. **Relationships Tab:**   **Attaching Files**   * 1. Go to **Files** tab   2. Select the **New Relationship** button   3. Select the file to be attached from your computer * For the training exercise, use the files in the “**PR Training**” folder on your desktop   **Saving Attached File**   * 1. Save your progress by selecting the disk icon in the toolbar | **NOTE**: Workflows kick off only after you SAVE, UNLOCK and CLOSE the PR Form. Always SAVE, UNLOCK, and CLOSE after completing your EDITs, before VOTING on the workflow activity! | | |
| 1. **Workflow History Report**    1. Select the **Views** menu in the PR tear off window and click on **Workflow**    2. Click on **View Signoffs** to open Workflow History Report |  | | |
| 1. **ECR Log Report**   **Shows table of ALL ECRS in the system, their current state, priority**  Click the **Reports** menu in the ECR tear off window and select **ECR Log Report** | Note: The same report can be generated for PR & ECN using the same method | | |
| 1. **Printing ECR Form**    1. Readjust to see all property fields by dragging relationships tab down and hiding it completely    2. Right click on body of form, select “**Print Preview…**”   **Adjust zoom/margins in print preview to fit on one page by:**   * 1. Selecting **Shrink to Fit**, set to 90%   2. Select the **margin arrows** and move to expand page margins to where fit | **9.3**  **9.4** | | |