**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 | | | |
| 1. **Definition of a Engineering Change Request (ECR)**  * An ECR is generally a response to a Problem Report or a result of proactive thinking used to identify a problem * An ECR is filed to request a change to technical data * ECR is a tool used to record the business decisions around requested changes * Final decision usually made during Change Review Board, and usually involves Contracts, Technical Office, and Program Management * Generally for each ECR(s), corresponding CCPs exists | | | |
| 1. **ECR Workflow & Lifecycle**       **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. **Creating a ECR**  * Navigate to the Change Management > **ECRs** in the TOC * Click the **Create New** button,   OR   * Right click on ECR directly and select **New ECR…** | |  | |
| 1. **Filling in a New ECR – CREATOR**  |  |  |  | | --- | --- | --- | | Property Name | Description | Populated by Whom & When | | ECR # | Assigned automatically by the server, next number, unique | System Generated | | Status | Lifecycle State of the ECR , controlled by Aras ECR workflow | System Generated | | Title | Descriptive title of the ECR (assists in searching) | Creator of the ECR | | Security Settings | Please refer to [security slides](http://portal/ffr/aras%20training/Forms/AllItems.aspx?RootFolder=%2Fffr%2Faras%20training%2FAras%20Security&FolderCTID=0x012000B4B438B08C2C4F498DA189E5BB9E065A&View=%7b0641321C-3E6F-4813-8705-9EC26CBA9A58%7d) for more information | Mandatory for all Aras items | | Corrective Action or Product Improvement | Specifies whether the ECR is a result of an already occurring problem that needs corrective action, or whether this ECR is taking a proactive approach in order to prevent a possible problem, thereby improving g the product | Creator of the ECR | | Source & Project | VSY specific attributes indicating who was the source of the change request, and which project it is associated with | Creator of the ECR | | Requested By | Enter the name of the person who reported the problem. The text field allows you to indicate the name of a person who does not have an Aras login. | Creator of the ECR | | Owner/SME | The person or identity who will be responsible for verifying the PR during the PR workflow | VSY *CM Team* at Review ECR | | | | |
| 1. **Filling in a New ECR - OWNER**  |  |  |  | | --- | --- | --- | | Property Name | Description | Populated by Whom & When | | Priority for Tech Review | An assessment of what the level of priority needs to be given to the ECR | Creator of the ECR or | | Fast Track | Check the box if the ECR will follow the Fast Track workflow process | VSY *CM Team* at Review ECR | | Technical Review & Recommendation | Information is provided here during the Technical Review. Properties can also be assigned for the Problem Status (if the ECR was initiated after a problem was reported), and a pull down value for Solution | Owner/SME during Technical Review | | Priority | Rating as to the priority of the ECR | Owner/SME during Technical Review | | Key Implementation Timing Factors | Information regarding considerations that need to be made for implementation of the change or other factors | Owner/SME during Technical Review | | Cost Analysis Required & Assigned to | VSY Property – self-explanatory – or refer to VSY SOP | Owner/SME during Technical Review or output from CRB | | Comment Resolution | Can be used to document resolution comments | Owner/SME during Technical Review or output from CRB | | Impact | VSY Properties – indicating impact on Engineering Schedule, construction schedule or delivery schedule | Owner/SME during Technical Review or output from CRB | | | | |
| 1. **Search Button**   **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**  7.7 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**  8.1 Select Affected Items in the Relationship Tabs  8.2 Click on New Relationships button to create a blank row  8.3 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 |  | | |
| 1. **Relationships Tab:**   **Linking PRs**  9.1 Select “**PRs**” in the relationship tabs  9.2 Click on **New Relationship** button to add a blank row  9.3 Search for the Problem Report  9.4 Select the PR to attach  9.5 Confirm using the Green Checkmark |  | | |
| 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 PRs 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** | | |