Packing Sheets

User manual

Software presentation

PackingSheets is an internal software tool designed for the edition and the database management of Packing Sheets shipping documents. This application is intended to be used by Sabena Aerospace Engineering Logistics departments and related users.

The new application's version hereby detailed was released in January 2017 and represents a whole new Web solution to replace the Packing Sheet program previously in production. No data importation was planned between these two programs while major updates in key functionalities were brought to rethink the possibilities offered to its users.

Packing Sheets development ended on January the 20th 2017. Any potential extension to the current version of the application must now constitute an official request addressed to IT Support department to be evaluated and eventually implemented.

For any further information, please contact IT Support Department.

Prerequisites

Packing Sheets is a Web application hosted on Sabena Aerospace Engineering's internal servers. Any connection to this server *requires a functional internal network access*. The application is accessible from any type of connected terminal (PC, Wise, Portable devices).

Software features

Connection

Packing Sheets is accessible from the intranet of the company or at the address:

http://packingsheets.company.corp

The application is also referenced as an available application in Citrix environment.

Login

Sabena Aerospace Engineering, 2016.

Packing Sheets access is now restricted to specific groups of users.
Access rights are attributed by IT department only.

Once the application is launched, the user must *first* connect by using its session credentials.
This connection is mandatory to access the software functionalities.

In case of disconnection the user will automatically be redirected to the login page.

The login and password to use are the same as the ones used to open Windows or other sessions.

Sabena Aerospace Engineering, 2016.

Various error codes can be send by the server while the user is trying to connect.
See the Frequently Asked Questions section to find the corresponding solution.

In accordance to its access rights level in the application, defined by IT department, the user will see a group of various accessible functionalities in the navigation toolbar and access different Packing Sheets series.

Navigation Toolbar

1. **Home**

Includes information and communications about the application by the IT Support Department.
Includes a link to the Packing Sheets User manual.

2. **Sheets**

Packing Sheet list page, management options and research tool.

3. **Contacts**

Link to the Contacts list page, management options and research tool.

4. **Parts**
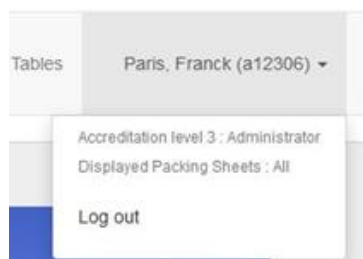
Parts list page, management options and research tool.

5. **Tables**

Table entries list page and the associated management options.

6. **Archives**

Archived Packing Sheets list page, consultation option.

7. **Session options**

Displays the accreditation level of the connected user.

Displays the Packing Sheet series accessible to the user.

Includes logout button allowing the user to disconnect.

Access rights

	Home	Sheets	Parts	Contacts	Tables	Archives
User	✓	✓	✓	✓		
SuperUser	✓	✓	✓	✓		
Administrator	✓	✓	✓	✓	✓	✓

SuperUsers and Administrators can access every Packing Sheets series.
Users can only access their attributed series.

Sheets – List of Packing Sheets

Packing Sheets
Edition/Consultation

⑧

Sheets   Search

➕ Create new sheet ⑦

Ref	AWB	Shipper	Consigned	Service	Autority	List	Packings	Sheet	Print	Delete
20170119/11	N/A	DB SCHENKER	SABENA AEROSPACE ENGINEERING BRUSSELS AEROSPACE ENGINEERING BUILDING 31, GATE A 1930 ZAVENTEM	LOGISTICS	Van Cauwenbergh Eric	📋 ②	🔲 ③	☰ ④	🖨 ⑤	❌ ⑥
20170116/21	N/A	QUICK MOVING	GOODRICH AEROSPACE UK - WHEELS & BRAKES BOUNDARY POINT - BOUNDARY WAY HP2 7SU HEMEL HEMPSTEAD HERTFORDSHIRE UNITED KINGDOM	LOGISTICS	Ooms Myriam	📋	🔲	☰	🖨	❌

①

1. Quick information

Basic information about the Packing Sheet.

2. Packing List

Packing List page associated to the Packing Sheet and its management options.

3. Packings

Packings page associated to the Packing Sheet and its management options.

4. Sheet

Packing Sheet page: details (read only) and edition modes.

5. Print

Print menu page for the Packing List and the Packing Sheet.

6. Delete

Definitive suppression of a Packing Sheet, confirmation required.

7. Packing Sheet creation

Packing Sheet creation page.

8. Navigation tabs

Allow to switch between the sheets list page and the Packing Sheet search tool.

Sheets – Search Tool

Packing Sheets
Edition/Consultation

+ Create new sheet

Sheets   Search

Search

Sheet

Reference	Reference
AWB	AWB
Date	Date
Imputation	▼
Service	▼

①

Part

Part Number	Part Number
Serial Number	Part Serial
Description	Part Description
HSCode	Part HSCode

②

Consigned

③ Company [   ]   Address [   ]   Contact [   ]

Signed ☐ ④

Printed ☐ ⑤

Group 1 2   ⑥

Q Search

1. **Search by Packing Sheet information**

Input fields to search a Packing Sheet by sheet information.

2. **Search by Part information**

Input fields to search a Packing Sheet by contained part information.

3. **Search by "Consigned" information**

Input fields to search a Packing Sheet by consigned company, address or contact information.

4. **Signed filter**

Add the "signed" criteria to the search, only signed Packing Sheets will be found if ticked.

5. **Printed filter**

Adds the "printed" criteria to the search, only printed Packing Sheets will be found if ticked.

6. **Group selection**

Allows the user to select the groups, or "series", of Packing Sheets among which the search must be performed. Multiple groups can be selected by pressing "Ctrl + Click on group" in the accessible list.

Multiple criteria can be simultaneously selected and filled but will lead to a more precise and restrictive search.

Sheets - Packing Sheet Creation

Sheet Informations

Packing Sheet

⑥ ← Cancel

Creation

① Informations | Contacts | Physical Specs

Packing Sheet / Order   *Group*

② **Sheet**

Reference *	Automatically Generated		Autority *	Paris Franck
AWB			Group *	1
Date *	2017-01-20		Signed	Printed

③ **Order - Specifications**

Content *
Priority *
Shipper *
Custom Status *

Order - Financial

Order Number		Service *	
Incoterms Type		Imputation	
Incoterms Location		Collect	
Currency *			

Fields followed by * are required in order to complete this Packing Sheet

④ **Memo**

Usual Memos

⑤ Save

1. Navigation tabs

Allows to switch between the Packing Sheet information, its contacts information and its physical specifications (null at creation)

2. Sheet information - Elementary

- Reference and Authority fields are automatically generated and can't be edited

- AWB, Date fields can be selected. Default date is set to current date

- Group field can be selected among the series attributed to the connected user

- Printed status is automatically set after the first printing operation on the sheet, not editable

- Signed status disables the edition of the Packing Sheet

3. Sheet information – Order Specifications and Financial

- Order Number is a free type field

- Every other field is based on Table entries list, manageable from the Tables menu

- The collect checkbox disables the imputation field if ticked

4. Memo

- Memo is a free typing field

- Select a Usual Memo in the list will add its text to the existent text in the current memo field

5. Save button

- A Packing Sheet can be saved at any time, even if it's not completed. Every present information will be saved in the Database but printing will not be available though.

6. Cancel button

- The Packing Sheet is not saved until the user clicked the Save button, the Cancel button use will dismiss every unsaved information.

Every field followed by * is required to complete and print the Packing Sheet.

Sheet Contacts

1. Consigned Company - Required

Selection among the memorized companies list. Manageable through Table menu. A selection will filter the consigned address list

2. Consigned Address - Required

Selection among the filtered Address list, associated to the selected Company. Manageable through Table menu. A selection will filter the consigned contact list

3. Consigned Contact – Optional

Selection among the filtered Contact list, associated to the selected Address. Manageable through Contacts menu

4. Delivery Company - Optional

Selection among the memorized companies list. Manageable through Table menu. A selection will filter the delivery address list

5. Delivery Address - Optional

Selection among the filtered Address list if a delivery Company is selected. Free selection in complete Address list otherwise. Manageable through Table menu. A selection will filter the delivery contact list

6. Delivery Contact - Optional

Selection among the filtered Contact list if a delivery Address is selected. Free selection in complete Contact list otherwise. Manageable through Contacts menu.

Sheets - Packing Sheet Details

Packing Sheet
PS 20170119/11

② List ③ Packings

④ ✏ Edit ✖ Delete ⑤

Details

① Informations Contacts Physical Specs Packings

Packing Sheet / Order   *Group 1*

Sheet

Reference *	20170119/11	Autority *	Van Cauwenbergh Eric
AWB		Group *	1
Date *	2017-01-19	Signed	Printed

Order - Specifications

Content * | AIRCRAFT PARTS
Priority * | ROUTINE
Shipper * | DB SCHENKER
Custom Status * | C

Order - Financial

Order Number		Service *	LOGISTICS
Incoterms Type		Imputation	300011562922	SAE GEILENKIRCH

1. Navigation tabs

Allow to switch between the Packing Sheet information, its contacts information, its physical specifications and the Packing it contains

- Informations and Contacts: Same page as for creation, every fields are disabled

- **Physical specifications**: displays technical information on the Packing Sheet, automatically updated
  Every fields are disabled

- **Packings**: displays all the Packings included in the Packing Sheet and their content
  Every fields are disabled

2. List button

Associated Packing List page and its management tools.

3. Packings button

Associated Packings page and its management tools.

4. Packing Sheet edition

Switches to edition mode of the current Packing Sheet.

5. Delete Packing Sheet button

Permanently deletes the current Packing Sheet, confirmation required.

Print Packing Sheet button available if the current sheet is not signed.

Sheets - Packing Sheet Edition

- Fields can be edited as long as the signed checkbox is not ticked.
- Details Button allows to switch to the Details(read only) mode.

Packing Sheet – Print Options

1. Header selection - Required

Selection of the Header on top of the Packing Sheet among the memorized list in the Database. Manageable from the Table entries menu/Header.

2. Footer selection - Required

Selection of the Footer on bottom of the Packing Sheet among the memorized list in the Database. Manageable from the Table entries menu/Footer.

3. HSCode option

Displays the HSCodes of each Part in the rendered Packing Sheet if ticked.

4. Back to Sheet button

Goes back to the current Packing Sheet details page.

5. Print button

Launches the PDF generation of the current Packing Sheet. The archive option window is displayed.

6. Archive Option

Archives the generated Packing Sheet PDF in the Database. Confirmation required.

This option makes the current Packing Sheet unavailable in edition.

This one is then only accessible as a static PDF document from the Archive menu.

Any edition or deletion in the Archived files will require IT Support department intervention!

7. Cancel button

Back to previous options.

8. Archive Option

Generates Packing Sheet PDF.

Internal Document – Sabena Aerospace Engineering

Packing Sheets - Archives

1. Navigation tabs

Allow to switch between the list of archived Packing Sheets and the research tool.

2. Archived Sheet information

Information about the archived Packing Sheet: reference, username and date of the archive.

These fields correspond to the research tool criteria.

3. Download button

Open the selected Packing Sheet PDF file, can then be printed or downloaded.

Multiple fields can be simultaneously completed for more precision during search, bringing more restrictions though.

Packings – List

1. Packings information

Basic information about each Packing of the Packing Sheet.

2. Image button

Image gallery of the selected Packing and its management tools.

3. Packing edition

Edition page of the selected Packing. Part management tools.

4. Delete Packing button

Permanently deletes the selected Packing, confirmation required.

5. Packing Assignation button

Allows to assign a Part from the Packing List to a Packing of the current Packing Sheet.

6. List button

Packing List associated to the current Packing Sheet and its management tools.

7. Packing creation

Creation of a new Packing for the current Packing Sheet.

Packings – Creation/Edition (same page)

1. Packings information

Information about the selected Packing.

2. Parts list

List of all Parts included in the selected Packing

- Part selection field: auto complete on memorized Part list

- Other information field related to the Packing Sheet Part use: Quantity, Origin, Part Serial and Price

3. Part deletion button

Deletes the selected Part from the Packing. The Part will still be present in the Database.

4. Add Part button

Adds a new Part to the Packing.

5. Save button

Saves the current Packing.

6. Back to Packings button

Goes back to the list of Packings for the current Packing Sheet.

7. Part creation button

Shortcut to the creation page of a new Part in the Database.

Packings – Part assignation

1. List Parts

Selection among the Parts in the Packing List associated to the current Packing Sheet. Dynamic auto-complete on type.

2. Packings

Selection among the Packings included in the current Packing Sheet. Dynamic auto-complete on type.

3. Other information

Fields related to the Packing Sheet Part use: Quantity, Origin, Part Serial and Price

4. Save button

Assign the selected Part from the Packing List to the selected Packing. The Part will be removed from the Packing List.

5. Back to Packings button

Goes back to the list of Packings for the current Packing Sheet.

Packing List

Creation of a Packing Sheet involves automatically the generation of an associated Packing List.

1. Part

Selection among the Parts in the Database, manageable from Parts menu. Auto-complete on type.

2. Quantity

Number of entities of the selected Part to add in the Packing List.

3. Part deletion button

Deletes the selected Part from the Packing List. The Part will still be present in the Database.

4. Add Part button

Adds a new Part to the Packing List, with the associated Quantity field.

5. Save button

Saves the Packing List.

6. Part creation button

Shortcut to the creation page of a new Part in the Database.

7. Packings

Packings page associated to the current Packing Sheet and its management tools.

8. Back to Sheet button

Goes back to the current Packing Sheet details mode page

9. Print Packing List

Generates the Packing List PDF document, can then be saved or printed from browser.

Contacts – List

1. Navigation tabs

Allow to switch between contacts list page and contacts search tool.

2. Information

Basic information about the Contact.

3. Address

Displays the Contact's address information.

4. Company

Displays the Contact's company name.

5. Edit button

Opens the edition page for the selected Contact.

6. Delete button

Delete the selected Contact.
A Contact cannot be deleted if used in an active Packing Sheet.

7. Company filter

Selection among the company list to filter corresponding contacts.
Click Filter Company button to apply filter.

8. Add new Contact button

Opens the Contact creation page.

Multiple fields can be simultaneously completed for more precision during search, bringing more restrictions though.

Contacts – Creation/Edition

Contacts - Edition

Code	ASL SPAIN ▾
Address id	TECHNICAL RECORDS MANAGER EDIFICIO TNT - 2e PLANTA AVDA. CEN ▾
Name	CRISTINA ARRANZ BORRO
Mail	
Phone nr	+34 91 3937765
Fax nr	+34 91 3937770

Save   Cancel

1. Company (Code) selection

Selection of the Company of the created Contact.
A selection will filer the Address list selection, manageable from Table/Company-Address.

2. Address selection

Selection of the Address of the created Contact.

3. Contact information

Information about the created Contact: name, mail, phone and fax number.
Only name is required.

4. Save button

Saves the created Contact.

5. Cancel button

Dismiss every unsaved information, cancels the Contact creation.

Parts – List

1. Navigation tabs

Allow to switch between Parts list page and Parts search tool.

2. Information

Information about the Part.

3. Edit button

Opens the edition page for the selected Part.

4. Delete button

Delete the selected Part.
A Part cannot be deleted if used in an active Packing Sheet.

5. Create Part button

Opens the Part creation page.

Parts
Edition/Consultation

+ Create new part

Parts Search

Search

Part Number	
HSCode	
Description	

Q Search

Multiple fields can be simultaneously completed for more precision during search, bringing more restrictions though.

Parts – Creation/Edition

Parts - Creation

①
Pn

Desc

Hscode

② Save   ③ Cancel

Parts - Edition

Pn 8055515-4506

Desc ACARS DATA PRINTER

Hscode 880330100000T

Save   Cancel

1. Part information

Information about the created Part: Part number, description and HSCode.
Only Part number and description are required.

2. Save button

Saves the created Part.

3. Cancel button

Dismiss every unsaved information, cancels the Part creation.

Tables – List

The presented example represents the Company-Address Table.

1. Table entries information

Information about the selected Table entries. Can contain multiple fields.

2. Sub Table button (Optional)

The selected Table can contain a Sub Table: each Company contains multiple Addresses.
Opens the Table entries for the Sub Table and associated management tools.

3. Entry Edition button

Open the edition page of the selected entry of the Table.

4. Entry Deletion button

Deletes the selected entry in the Table. Confirmation required.
A Table entry cannot be deleted if used in an active Packing Sheet.

5. Table selection button

Selection of the Table to visualize, dropdown button.

6. Entry Creation button

Opens the current Table entry creation page.

Frequently Asked Questions

Login

- I can't log into the application
  "Error Code: Invalid Credentials "

  Please retype your credentials, these are the same as the ones used to open your primary session (username: a*****)

- I can't connect to the application with my correct credentials:
  "Error Code: Cannot bind to server "

  Please contact IT Support department, a network issue is temporarily preventing users from connecting to the application

- I'm not authorized to access the application!
  "Error Code: Unauthorized user "

  I don't see some features I need in the navigation toolbar!
  I don't have high enough access rights in the application!
  I can't see some Packing Sheets series!

  Please contact IT Support department, your access rights can be edited to grant you access to the concerned features, accordingly to your needs.

Sheets

- I can't see a specific Packing Sheet anymore!

  The concerned Packing Sheet has probably been deleted or archived.
  Look under the Archives menu or ask an administrator to do so.
  If the edition of an archived Packing Sheet is required, ask IT support department.

- I can't print a Packing Sheet!

  Check out the popup message sent by the application when you try to print, you might be redirected to:
  - o Packing Sheet details page: you need to complete all required fields of the Packing Sheet
  - o Packing List page: you need to assign every part of the Packing List to a Packing of the Packing Sheet.

- Can I save a Packing Sheet at any moment? Even if it's incomplete?

  You can save a Packing Sheet at any moment to conserve your progression.
  Printing might be unavailable until you complete it though.

- Can I create a blank Packing Sheet to be completed afterwards?

You can create a basic blank Packing Sheet by simply use the Packing Sheet creation button and then save it without any completion. Some fields will automatically be filled.

- I need a specific choice in a field list (for example a specific Shipper) to complete a Packing Sheet but it doesn't exist!

You can add an entry in the concerned Table through the Tables menu.

Packing List

- How do I create a Packing List?

A packing List is created with every Packing Sheet. Just create a blank Packing Sheet then click on its "List" button to access and manage the created Packing List.

Table entries

- Example: I must change the Address of a Contact.

In case of Address changes for a specific Contact, a new Address entry must be created through Tables/Company-Address and associated to the Contact in the concerned Contact edition page.

Please do not modify the previous Address, modifications would be applied on older Packing Sheets as well, unless you archived those Packing Sheets.

It's the same thing for any other Table entry!

In case of major changes, please create a new table entry and associate it to the concerned Packing Sheet, Contact or any other entity in the associated edition page.

The edition page of a table entry must only be used to correct typing errors or apply minor changes.