

METAL PARTS FINDER

WEBSITE USER

GUIDE

15 March 2019
Version 1

Website User Guide

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SITE MAP

This site map is a list of pages on the metal parts finder website.

HOME PAGE

Locate Parts

User Management

Process Management

User Guides

REGISTRATION

User are required to enroll for an account through administrator. Please contact your local IT support for access to use the website. To enroll, we will need employee id, email address and will be asked to create a password.

Login

The portal allows both types of users, administrator and normal users to access the sheet metal information and to check status of metals in one location behind a password protected portal.



LOGIN

Employee Number

Password



HOME PAGE

The homepage allows users to view and perform transaction on the website at one click where all the functions are available

A screenshot of the sembcorp marine homepage. At the top right, there is a "Sign Out" button and a message indicating the employee number is 8881822 and the user is User 1. On the left, the sembcorp marine logo is displayed. Below the logo, there are four navigation links: "Locate Parts", "Administration", and "User Guide". The main content area is divided into four green boxes arranged in a 2x2 grid. The top-left box contains the text "Locate Parts", the top-right box contains "User Management", the bottom-left box contains "Process Management", and the bottom-right box contains "User Guide".

Employee Number: 8881822 User: User 1

Locate Parts Administration User Guide

Locate Parts

User Management

Process Management

User Guide



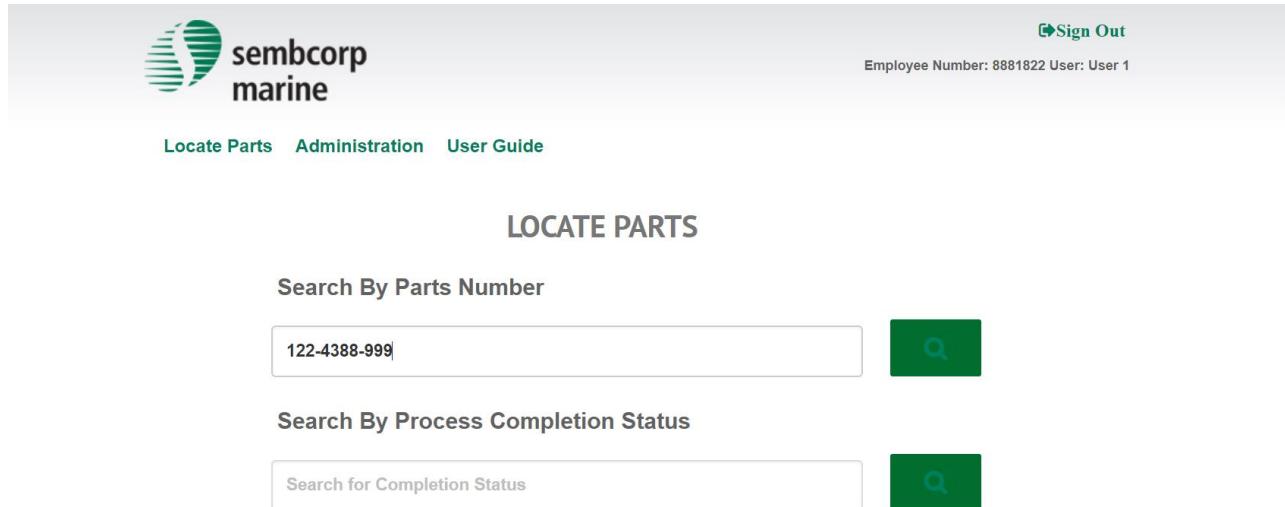
LOCATE PAGE

The locate page allows users to search parts number and search process completion status.

A screenshot of the sembcorp marine Locate Parts page. At the top left is the company logo. To its right are links for "Sign Out", "Employee Number: 8881822 User: User 1", and navigation links "Locate Parts", "Administration", and "User Guide". The main title "LOCATE PARTS" is centered above two search sections. The first section, "Search By Parts Number", contains a search input field with placeholder text "Search for Parts ID ..." and a green search button with a white magnifying glass icon. The second section, "Search By Process Completion Status", contains a similar search input field with placeholder text "Search for Completion Status" and a green search button with a white magnifying glass icon.

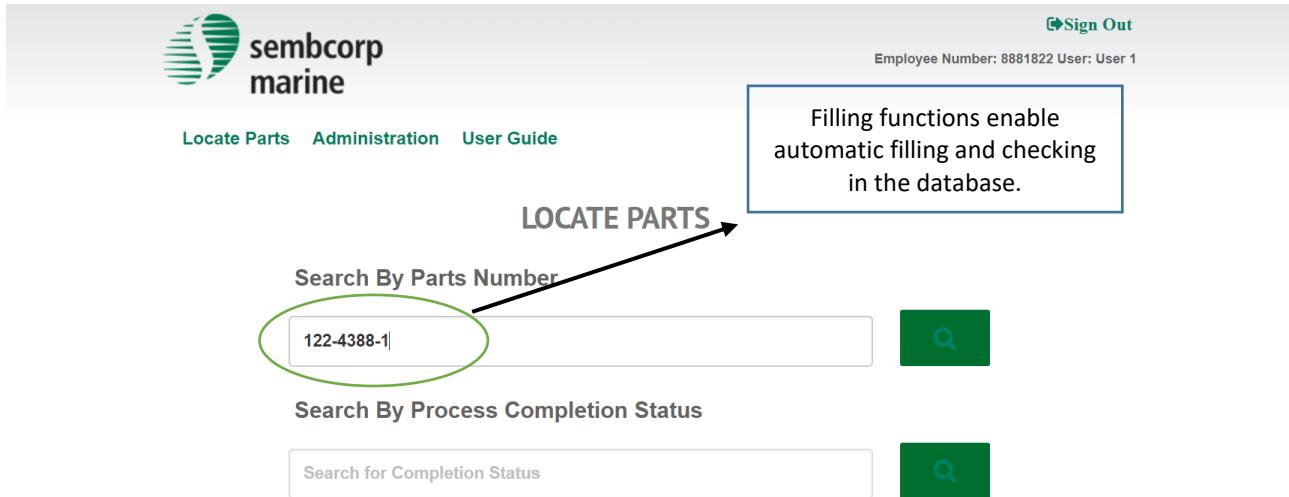
SEARCH FUNCTION

The search function allows to search by parts number and by substring of tag parts number



The screenshot shows the sembcorp marine 'Locate Parts' page. At the top right, there is a 'Sign Out' button and a message indicating the employee number is 8881822 and the user is User 1. The main heading is 'LOCATE PARTS'. Below it, there are two search input fields. The first field is labeled 'Search By Parts Number' and contains the value '122-4388-999'. To its right is a green search icon. The second field is labeled 'Search By Process Completion Status' and contains the placeholder text 'Search for Completion Status'. To its right is another green search icon.

- Search by substring, for e.g (122-43888-1**), the functions will fill the rest of the parts number.



The screenshot shows the sembcorp marine Locate Parts interface. At the top right, there is a sign-out link and user information (Employee Number: 8881822 User: User 1). Below the header, there are three navigation links: Locate Parts, Administration, and User Guide. The main area is titled "LOCATE PARTS". It contains two search sections. The first section, "Search By Parts Number", has an input field containing "122-43888-1" which is circled in green. An arrow points from the text "LOCATE PARTS" to this input field. To the right of the input field is a green search button with a white magnifying glass icon. The second section, "Search By Process Completion Status", has an input field containing "Search for Completion Status" and a green search button. A callout box in the upper right corner states: "Filling functions enable automatic filling and checking in the database."



- Results of the parts number table displayed will include Part ID, Process Name, Location, Location Reference, Employee Name, Employee Number, Date/Time.

A screenshot of a web-based application interface. At the top right, there is a "Sign Out" button and a status message "Employee Number: 8881822 User: User 1". On the left, the sembcorp marine logo is visible. Below the header, the URL "Locate Parts » Parts ID » All Parts ID with 121-11" is shown. The main content is a table with the following data:

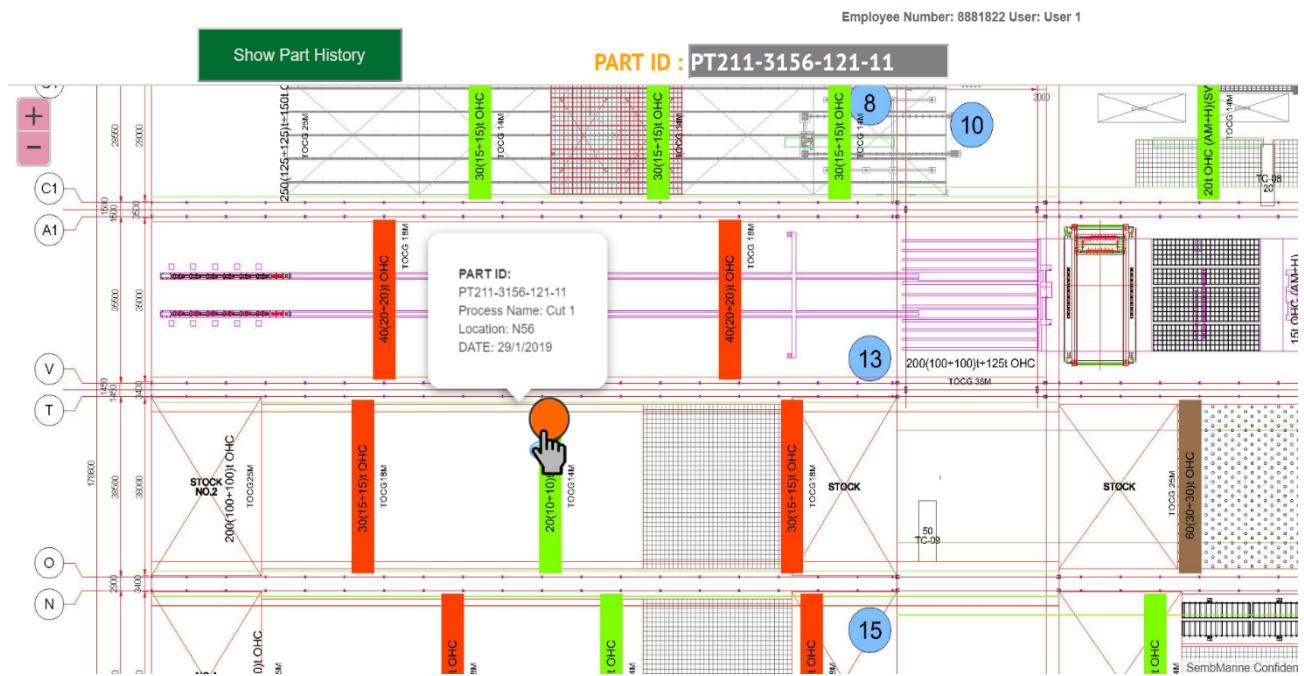
Part ID	Process Name	Location	Location Reference	Employee Name	Employee Number	Date/Time
PT43-3456-121-11-12	Cut 1	X:50;Y:200	N52	User 1	87678982	02/02/2019 09:03:00
PT243-3456-121-11	Cut 2	X:350;Y:200	N53	User 2	87128982	01/02/2019 15:03:00
PT211-3156-121-11	Cut 1	X:310;Y:20	N54	User 3	83218982	31/01/2019 12:03:00
PT261-3156-121-11	Cut 2	X:3500;Y:200	N55	User 4	81128982	30/01/2019 06:03:00
PC261-3156-121-11	Cut 1	X:500;Y:6200	N56	User 5	86128982	29/01/2019 05:03:00
PC261-3156-121-11	Cut 3	X:10;Y:6200	N57	User 6	82128982	28/01/2019 02:03:00
PC261-315-121-11	Cut 1	X:110;Y:6200	N58	User 7	80128982	27/01/2019 09:03:00



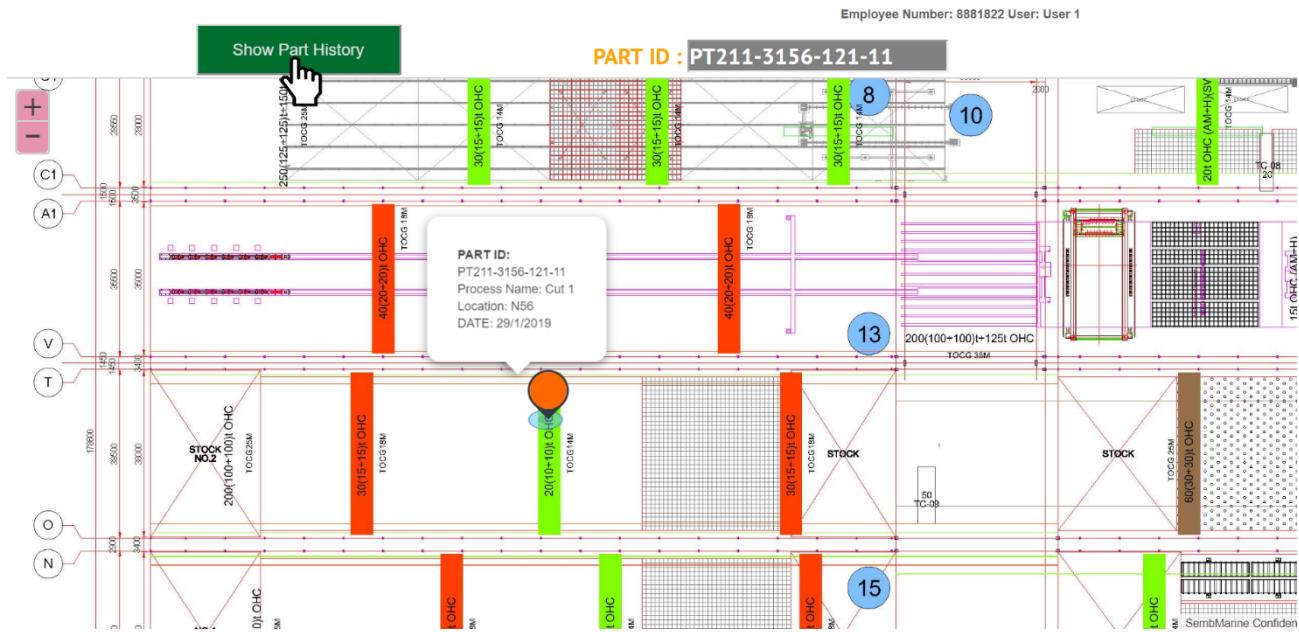
- Clicking on the specific rows on the return results to display locations on map.

Part ID	Process Name	Location	Location Reference	Employee Name	Employee Number	Date/Time
PT43-3456-121-11-12	Cut 1	X:50;Y:200	N52	User 1	87678982	02/02/2019 09:03:00
PT243-3456-121-11	Cut 2	X:350;Y:200	N53	User 2	87128982	01/02/2019 15:03:00
PT211-3156-121-11	Cut 1	X:310;Y:20	N54	User 3	83218982	31/01/2019 12:03:00
PT261-3156-121-11	Cut 2	X:3500;Y:200	N55	User 4	81128982	30/01/2019 06:03:00
PC261-3156-121-11	Cut 1	X:500;Y:6200	N56	User 5	86128982	29/01/2019 05:03:00
PC261-3156-121-11	Cut 3	X:10;Y:6200	N57	User 6	82128982	28/01/2019 02:03:00
PC261-315-121-11	Cut 1	X:110;Y:6200	N58	User 7	80128982	27/01/2019 09:03:00

- Results of the parts id, process name, location and date will be displayed on the map as the mouse hover on top of it.



- Result of part history will be obtained once user click the part history buttons



Employee Number: 8881822 User: User 1

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[Locate Parts](#) » [Map](#) » Part ID PT211-3156-121-11

Location	Location Reference	Date/Time	Process Name	Employee Name	Employee Number
X:350;Y:200	N52	22/01/2019 09:03:00	Ship	User 1	87678982
X:50;Y:6000	N53	21/01/2019 10:03:00	Cut 2	User 2	88878982
X:1000;Y:9	N54	20/01/2019 11:03:00	Cut 1	User 3	81112233
X:0;Y:0	N55	19/01/2019 12:03:00	Paint	User 4	89878982
X:0;Y:900	N56	18/01/2019 13:03:00	Mill	User 5	87229855
X:500;Y:900	N57	17/01/2019 13:03:00	UnPack	User 6	71678982
X:500;Y:1500	N58	16/01/2019 13:03:00	Order	User 7	87612182

Showing 7 out of 100 entries

- Search By Process Completion Status for e.g (Cut 1), remaining of text will fill with autocomplete function.

LOCATE PARTS

Search By Parts Number

Search for Parts ID ... 

Search By Process Completion Status



Autofill functions enable filling and checking of accuracy of process in the database.

- Results of parts completion status table will include Part ID, Process Name, Location, Location Reference, Employee Name, Employee Number, Date/Time.

Locate Parts » Parts Completion Status

Employee Number: 8881822 User: User 1

Part ID	Process Name	Location	Location Reference	Employee Name	Employee Number	Date/Time
PR243-3456-121-111	Cut 1	X:50;Y:200	H52	User 1	87678982	23/01/2019 09:03:00
PT243-3456-121-11	Cut 1	X:350;Y:200	H53	User 2	88878982	23/01/2019 05:03:00
PT211-3156-121-11	Cut 1	X:310;Y:20	H55	User 3	88876982	23/01/2019 03:03:00
PT261-3156-121-11	Cut 1	X:3500;Y:200	H56	User 4	88878980	22/01/2019 17:03:00
PC261-3156-121-11	Cut 1	X:500;Y:6200	H57	User 5	00878982	22/01/2019 16:03:00
PC261-3156-121-13	Cut 1	X:10;Y:6200	H58	User 6	99878982	22/01/2019 13:03:00
PC261-315-121-13	Cut 1	X:110;Y:6200	H59	User 7	88878999	22/01/2019 10:03:00

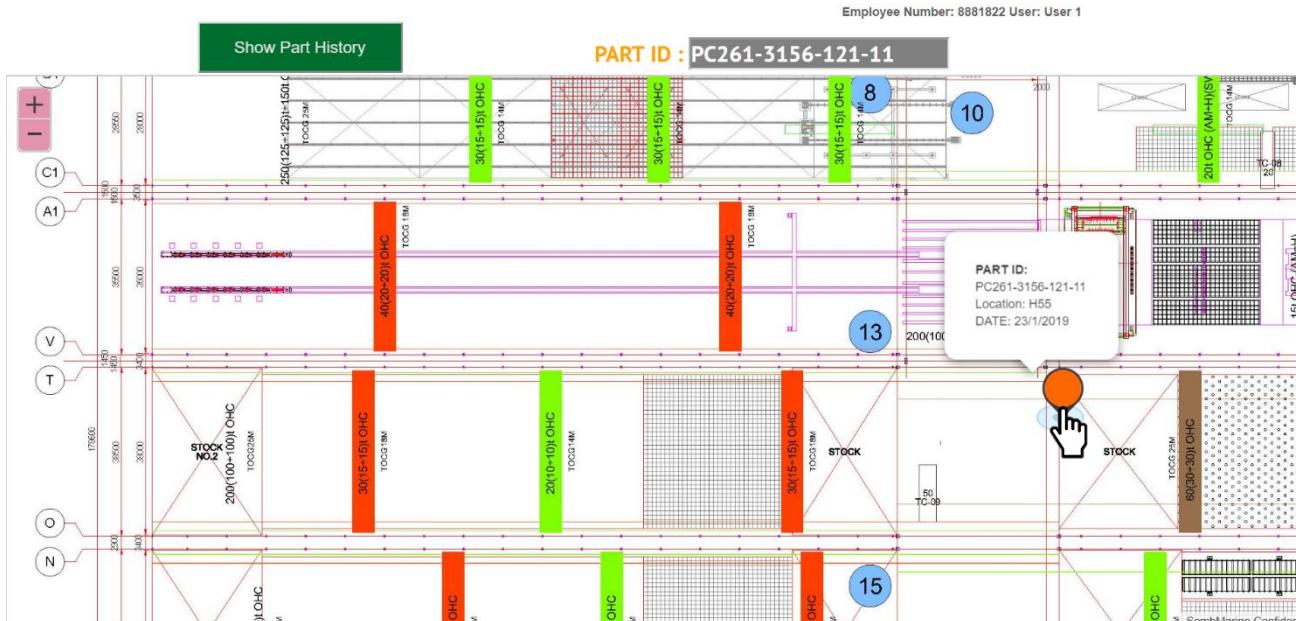
Showing 7 out of 100 entries

- Clicking on the specific rows on the return results to display locations on map.

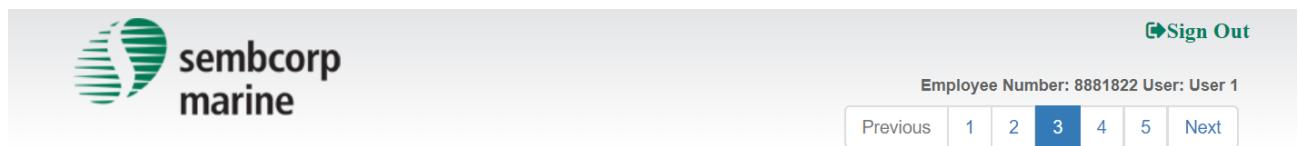
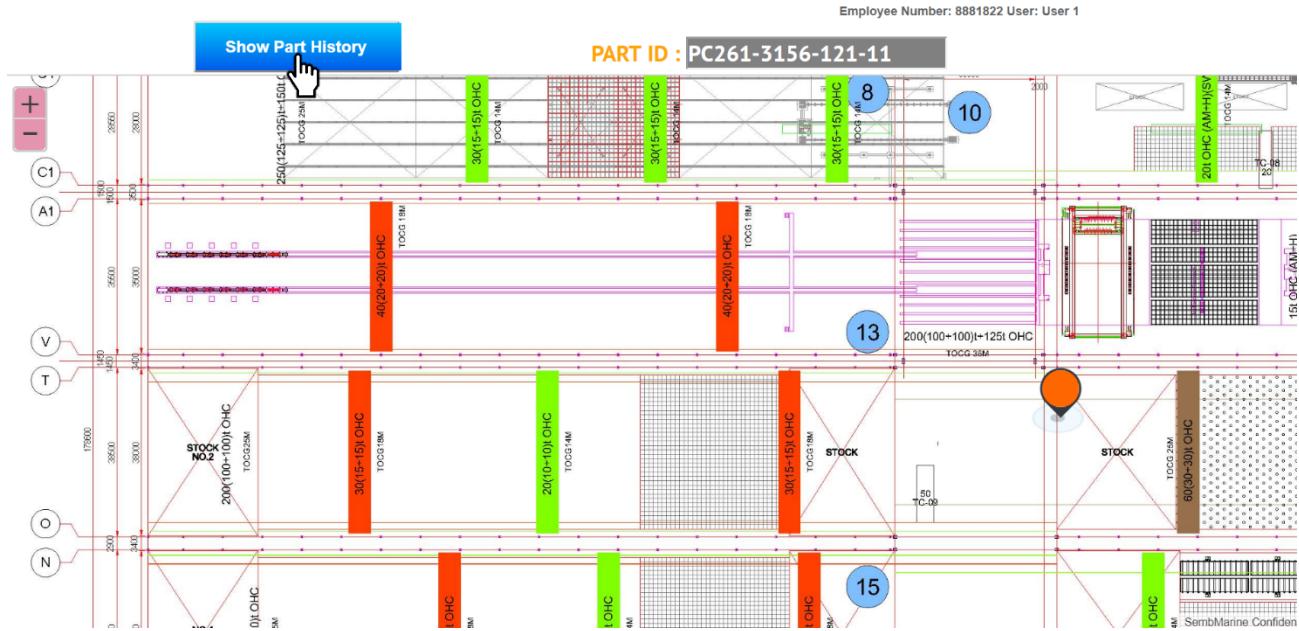
Parts Completion Status						
Part ID	Process Name	Location	Location Reference	Employee Name	Employee Number	Date/Time
PR243-3456-121-111	Cut 1	X:50;Y:200	H52	User 1	87678982	23/01/2019 09:03:00
PT243-3456-121-11	Cut 1	X:350;Y:200	H53	User 2	88878982	23/01/2019 05:03:00
PT211-3156-121-11	Cut 1	X:310;Y:20	H55	User 3	88876982	23/01/2019 03:03:00
PT261-3156-121-11	Cut 1	X:3500;Y:200	H56	User 4	88878980	22/01/2019 17:03:00
PC261-3156-121-11	Cut 1	X:500;Y:6200	H57	User 5	00878982	22/01/2019 16:03:00
PC261-3156-121-13	Cut 1	X:10;Y:6200	H58	User 6	99878982	22/01/2019 13:03:00
PC261-315-121-13	Cut 1	X:110;Y:6200	H59	User 7	88878999	22/01/2019 10:03:00

Showing 7 out of 100 entries

- Results of the parts id, location and date will be displayed on the map as the mouse hover on top of it.



- Result of part history will be obtained once user click the part history buttons



Location	Location Reference	Date/Time	Process Name	Employee Name	Employee Number
X:350;Y:200	N52	23/01/2019 09:03:00	Ship	User 1	87678982
X:50;Y:6000	N53	22/01/2019 10:03:00	Cut 2	User 2	88878982
X:1000;Y:9	N54	21/01/2019 11:03:00	Cut 1	User 3	81112233
X:0;Y:0	N55	19/01/2019 12:03:00	Paint	User 4	89878982
X:0;Y:900	N56	18/01/2019 13:03:00	Mill	User 5	87229855
X:500;Y:900	N57	17/01/2019 13:03:00	UnPack	User 6	71678982
X:500;Y:1500	N58	16/01/2019 13:03:00	Order	User 7	87612182

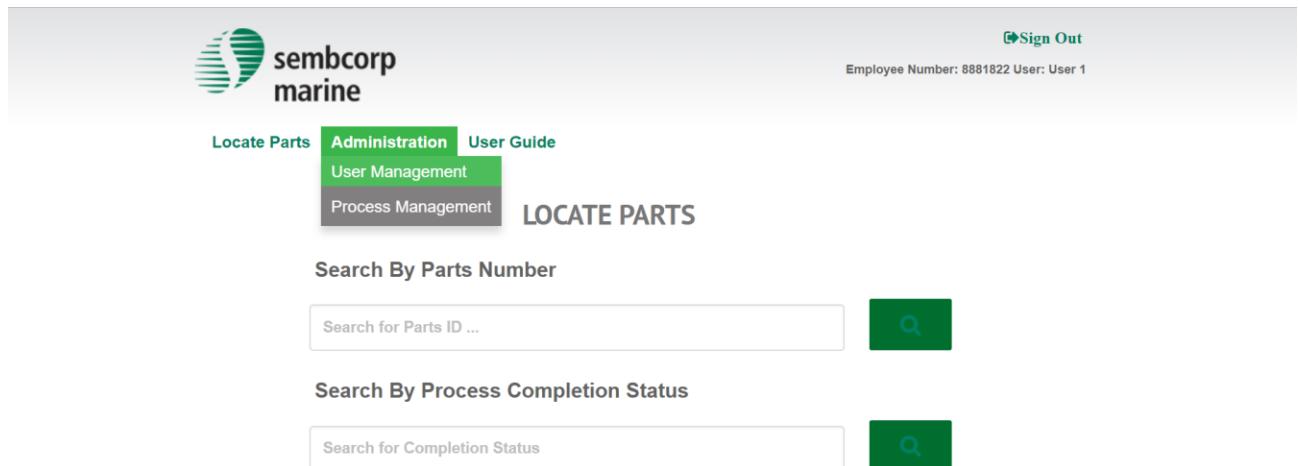
Showing 7 out of 100 entries

ADMINISTRATION FUNCTION

The administration function allows to administer by user management and process management.

USER MANAGEMENT:

- To administer by user management, hover to the navigation bar and green bar automatically highlight user management.



- Click on the user management highlighted, the user management page will be displayed. The user management will list current user sorted by the latest addition.


[Locate Parts](#) [Administration](#) [User Guide](#)

USER MANAGEMENT

Employee Name	Employee Number	User Type	User Status	Action
User 1	88818222	User	Unlocked	
User 2	86527381	Administrator	Unlocked	
User 3	80891222	Administrator	Unlocked	
User 4	81362883	Administrator	Locked	
User 5	82323225	User	Unlocked	

 [Add New User](#)

Showing 5 out of 25 entries

ADD USER

- To add new user, click on add new user button.

sembcorp marine
[Sign Out](#)

Employee Number: 8881822 User: User 1

[Previous](#) [1](#) [2](#) **3** [4](#) [5](#) [Next](#)

[Locate Parts](#) [Administration](#) [User Guide](#)

USER MANAGEMENT

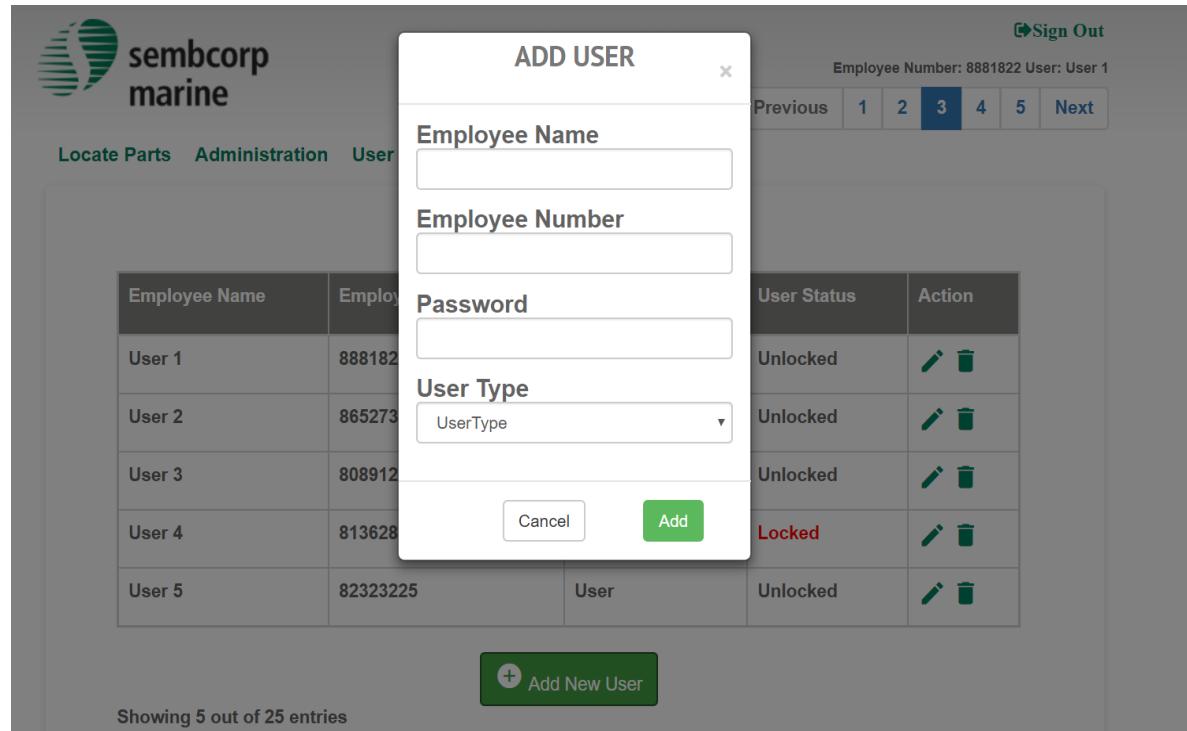
Employee Name	Employee Number	User Type	User Status	Action
User 1	88818222	User	Unlocked	
User 2	86527381	Administrator	Unlocked	
User 3	80891222	Administrator	Unlocked	
User 4	81362883	Administrator	Locked	
User 5	82323225	User	Unlocked	

[Add New User](#)

Showing 5 out of 25 entries

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- Pop-up windows will be displayed and enable Employee Name, Employee Number, Password, User Type entry.



The screenshot shows a software application window for 'sembcorp marine'. At the top right is a 'Sign Out' button and a status message 'Employee Number: 8881822 User: User 1'. Below the header are navigation links: 'Locate Parts', 'Administration', and 'User'. A table lists five users with columns for Employee Name, Employee Number, User Status, and Action (edit and delete icons). A modal dialog box titled 'ADD USER' is overlaid on the page. It contains fields for 'Employee Name', 'Employee Number', 'Password', and a dropdown 'User Type' set to 'UserType'. At the bottom of the modal are 'Cancel' and 'Add' buttons. At the bottom of the main page is a green button labeled '+ Add New User'.

Employee Name	Employee Number	User Status	Action
User 1	8881822	Unlocked	
User 2	865273	Unlocked	
User 3	808912	Unlocked	
User 4	813628	Locked	
User 5	82323225	Unlocked	

Showing 5 out of 25 entries

- Enter the Employee Name, Employee Number and strong password with at least 8 characters long, two lowercase letters, two uppercase letters, two numbers and two special characters e.g., ! @ # ?. Do not use < or > in the password. User Type selected to be either administrator or normal user, depend on the role assigned.

ADD USER

Employee Name	User 1
Employee Number	82341777
Password	AbgH2!3#
User Type	UserType
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

User Status	Action	
Unlocked		
Unlocked		
Unlocked		
Locked		
Unlocked		

[Add New User](#)

Showing 5 out of 25 entries

- Click on the Add button to save the records

ADD USER

Employee Name	User 1
Employee Number	82341777
Password	AbgH2!3#
User Type	UserType
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

User Status	Action	
Unlocked		
Unlocked		
Unlocked		
Locked		
Unlocked		

[Add New User](#)

Showing 5 out of 25 entries

EDIT USER

- Click on the edit button to edit the specific rows that listed the employee that need to be edited.

[Sign Out](#)

Employee Number: 8881822 User: User 1

[Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)
[Locate Parts](#) [Administration](#) [User Guide](#)

USER MANAGEMENT

Employee Name	Employee Number	User Type	User Status	Action
User 1	88818222	User	Unlocked	
User 2	86527381	Administrator	Unlocked	
User 3	80891222	Administrator	Unlocked	
User 4	81362883	Administrator	Locked	
User 5	82323225	User	Unlocked	

 [Add New User](#)

Showing 5 out of 25 entries

- The edit screen pop-up will display the field Employee Name, Employee Number, User Type, User Status to be edited.



[Locate Parts](#) [Administration](#) [User](#)

Employee Name	Employee Number
User 1	88818222
User 2	86527381
User 3	80891222
User 4	81362883
User 5	82323225

+ Add New User

Edit Employee

Employee Name

Employee Number

Password

User Type

User Status

Cancel
Save

- Click on save button to save the records after editing.

Employee Name	Employee Number	User Status	Action
User 1	8881822	Unlocked	
User 2	86527381	Unlocked	
User 3	80891222	Unlocked	
User 4	81362883	Locked	
User 5	82323225	Unlocked	

Showing 5 out of 25 entries

Edit Employee

Employee Name: User 1

Employee Number: 8881822

Password: Wagthe12!

User Type: UserType

User Status: Unlocked

[+ Add New User](#)

DELETE USER

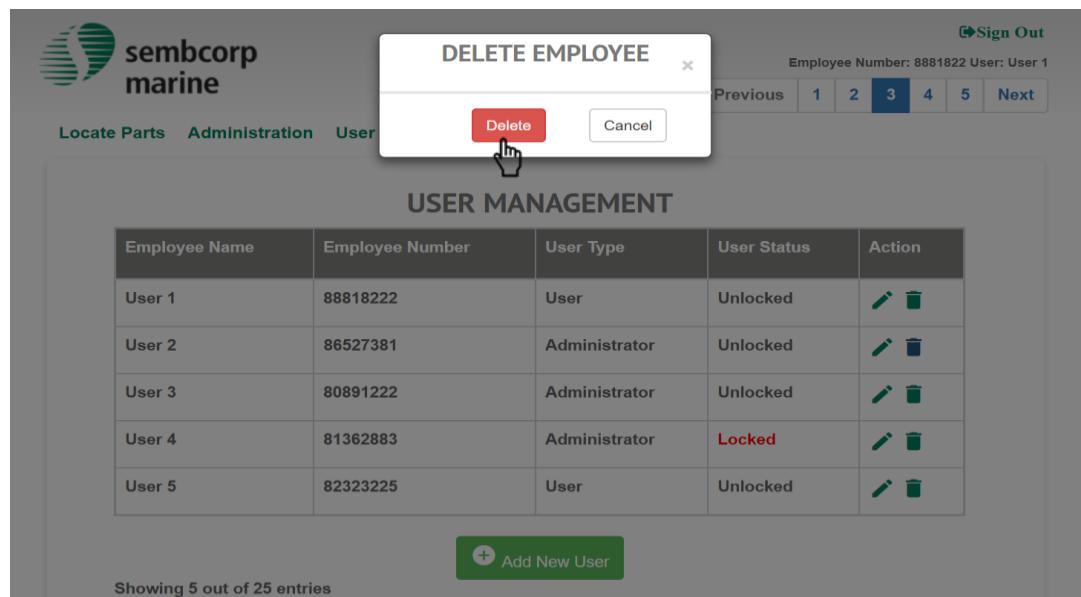
- Click on delete button to delete the records

USER MANAGEMENT				
Employee Name	Employee Number	User Type	User Status	Action
User 1	88818222	User	Unlocked	
User 2	86527381	Administrator	Unlocked	
User 3	80891222	Administrator	Unlocked	
User 4	81362883	Administrator	Locked	
User 5	82323225	User	Unlocked	

Showing 5 out of 25 entries

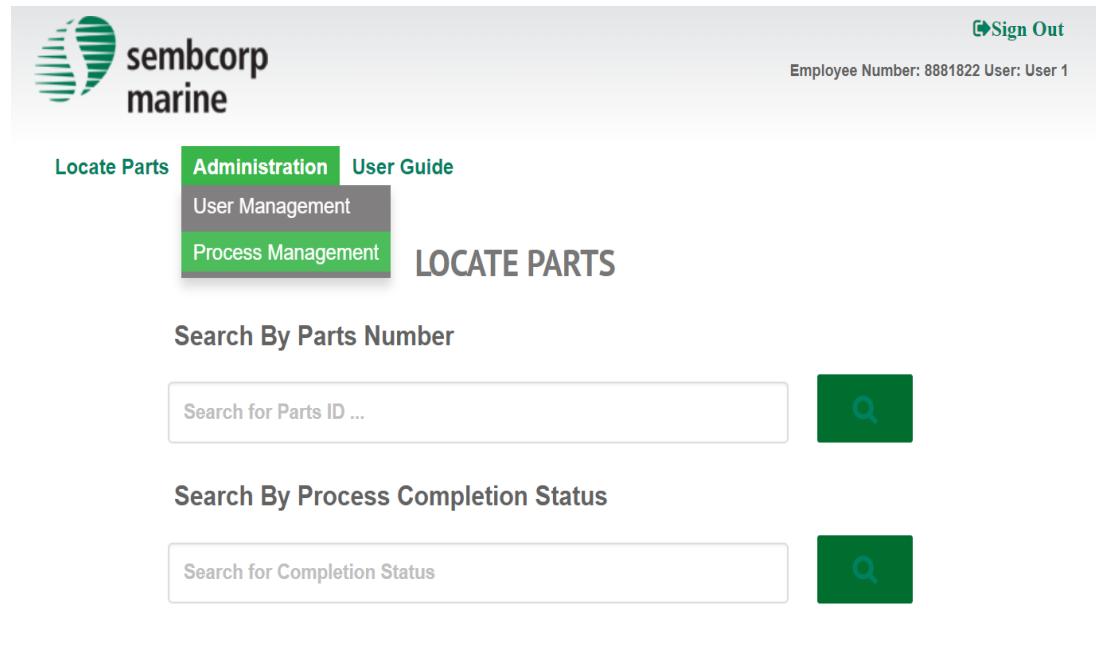
[+ Add New User](#)

- Pop-up windows requested to confirm deletion of user will be displayed. Once confirmed, click the delete button and user records will be deleted for the specific rows.



PROCESS MANAGEMENT

To administer by process management, hover to the navigation bar and green bar automatically highlight process management.



The screenshot shows a navigation bar with tabs: 'Locate Parts', 'Administration', and 'User Guide'. The 'Administration' tab is further divided into 'User Management' and 'Process Management', with 'Process Management' highlighted in green. Below the navigation bar, there are two search sections: 'Search By Parts Number' and 'Search By Process Completion Status', each with a search input field and a green search button.

- Click on the process management highlighted, the user management page will be displayed. The process



management will list current process sorted by the latest addition

sembcorp marine

Employee Number: 8881822 User: User 1

Sign Out

Previous 1 2 3 4 5 Next

Locate Parts Administration User Guide

PROCESS MANAGEMENT

Process Name	Process Descriptions	Options
Cut 1	This is the Process to Cut the Metal Sheet in 550cm x 700 cm	
Cut 2	This is the Process to cut the plastic sheet to 100m x 100m	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

Add New Process

Showing 5 out of 25 entries

ADD NEW PROCESS

- To add new process, click on add new process button.

sembcorp marine

Employee Number: 8881822 User: User 1

Sign Out

Previous 1 2 3 4 5 Next

Locate Parts Administration User Guide

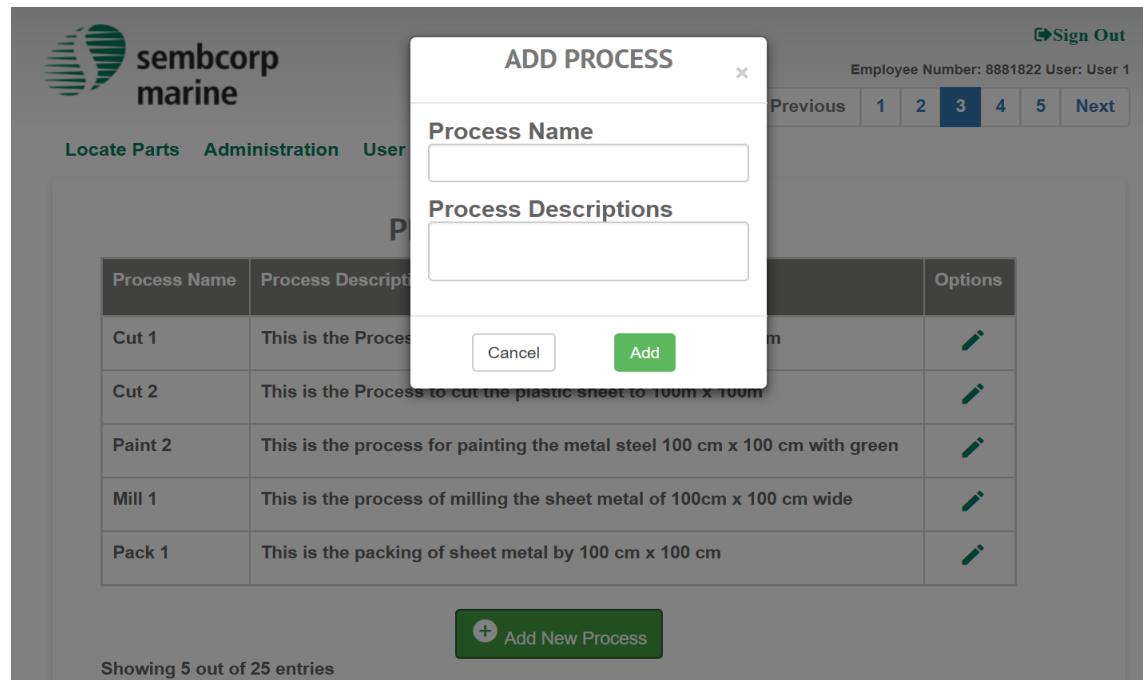
PROCESS MANAGEMENT

Process Name	Process Descriptions	Options
Cut 1	This is the Process to Cut the Metal Sheet in 550cm x 700 cm	
Cut 2	This is the Process to cut the plastic sheet to 100m x 100m	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

Add New Process

Showing 5 out of 25 entries

- Pop-up windows will be displayed and enable Process Name and Process Descriptions entry.



ADD PROCESS

Process Name

Process Descriptions

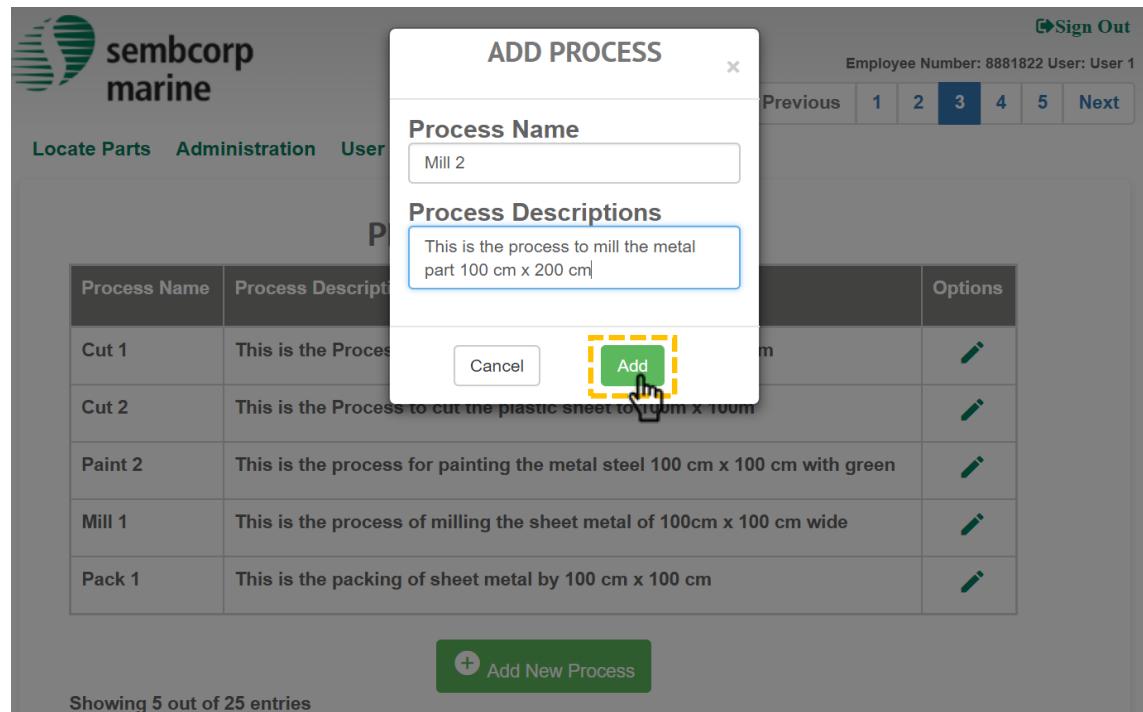
Cancel Add

Process Name	Process Description	Options
Cut 1	This is the Process to cut the plastic sheet to 100cm x 100cm	
Cut 2	This is the Process to cut the plastic sheet to 100cm x 100cm	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

+ Add New Process

Showing 5 out of 25 entries

- Click Add button to save the records



ADD PROCESS

Process Name

Mill 2

Process Descriptions

This is the process to mill the metal part 100 cm x 200 cm

Cancel Add

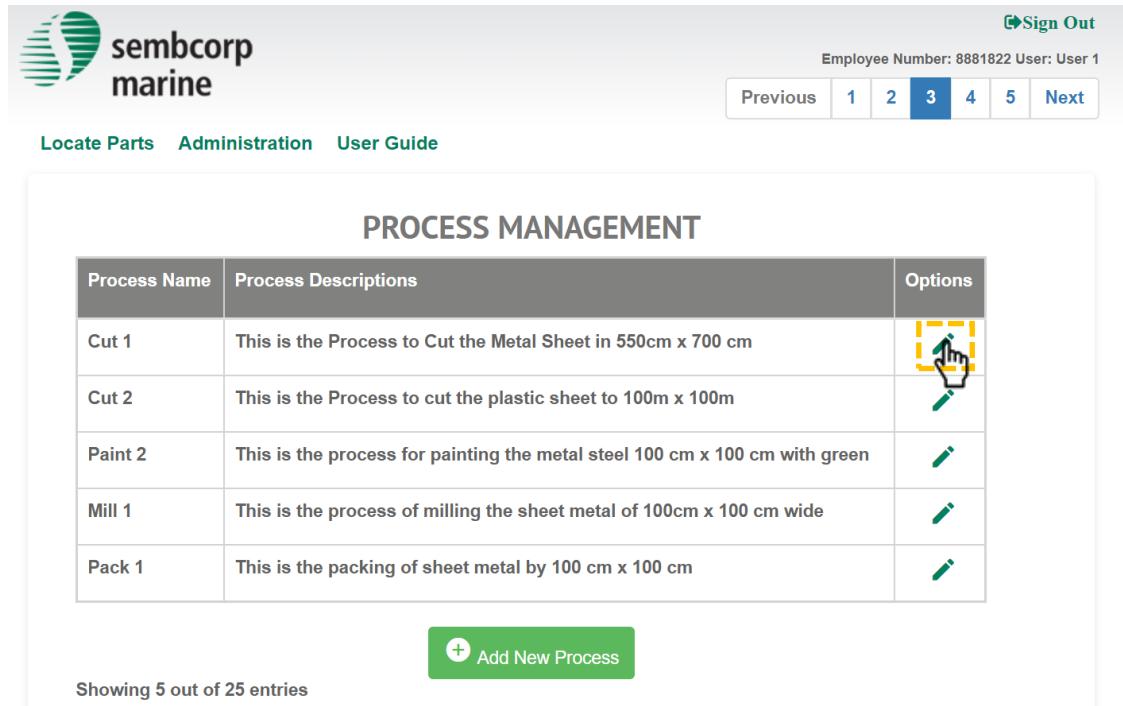
Process Name	Process Description	Options
Cut 1	This is the Process to cut the plastic sheet to 100cm x 100cm	
Cut 2	This is the Process to cut the plastic sheet to 100cm x 100cm	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

+ Add New Process

Showing 5 out of 25 entries

EDIT PROCESS

- Click on edit button to edit the specific rows that listed the process that need to be edited.

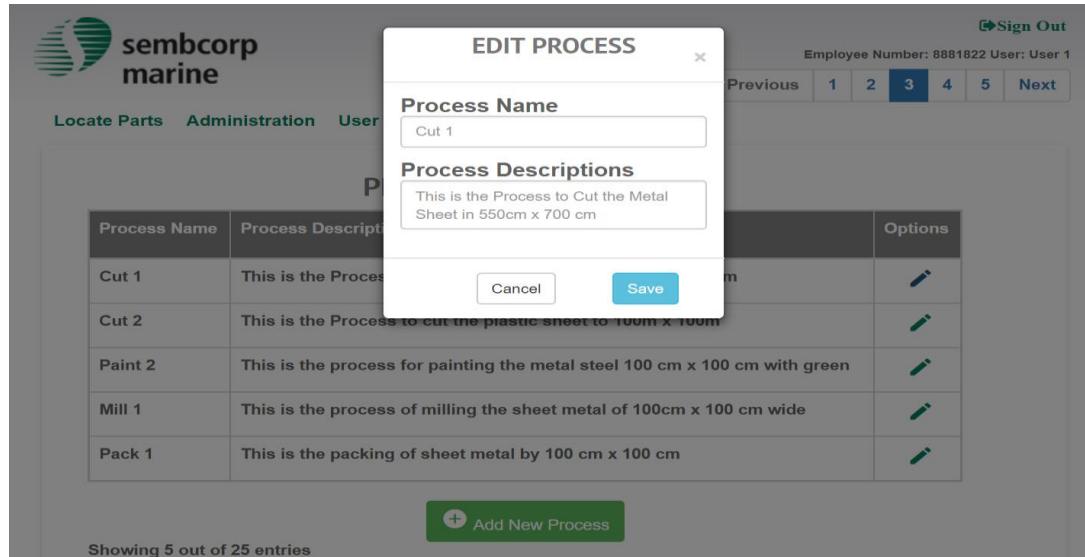


The screenshot shows the 'PROCESS MANAGEMENT' section of the sembcorp marine application. At the top right, there are links for 'Sign Out', 'Employee Number: 8881822 User: User 1', and a navigation bar with buttons for 'Previous', '1', '2', '3' (which is highlighted in blue), '4', '5', and 'Next'. Below the navigation is a row of links: 'Locate Parts', 'Administration', and 'User Guide'. The main area is titled 'PROCESS MANAGEMENT' and contains a table with the following data:

Process Name	Process Descriptions	Options
Cut 1	This is the Process to Cut the Metal Sheet in 550cm x 700 cm	
Cut 2	This is the Process to cut the plastic sheet to 100m x 100m	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

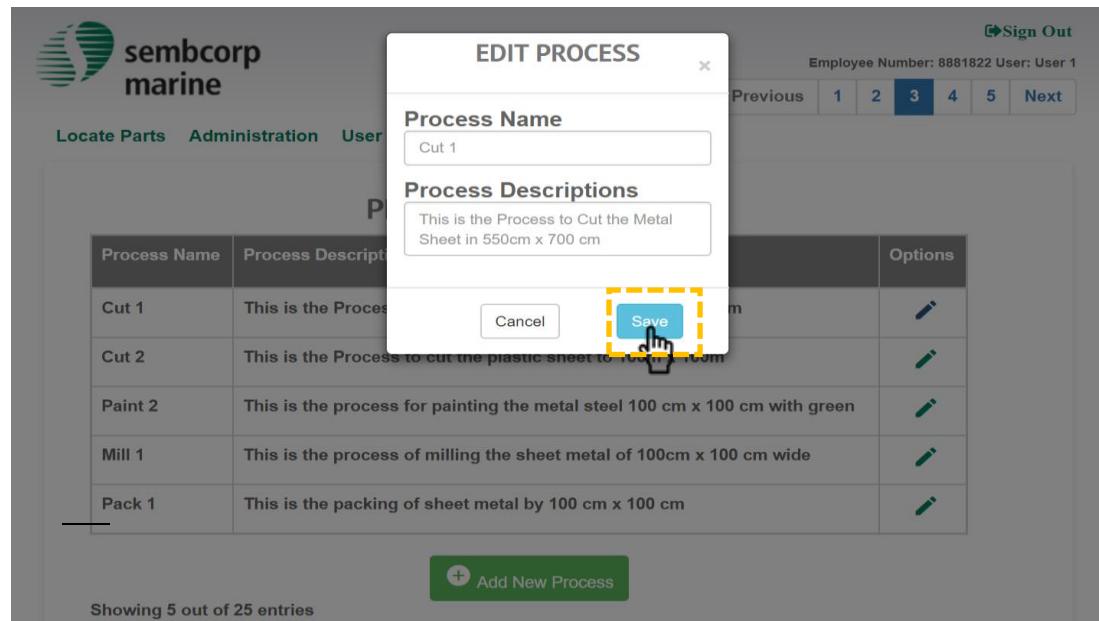
At the bottom left of the table area, it says 'Showing 5 out of 25 entries'. To the right of the table is a green button with a plus sign and the text 'Add New Process'.

- The edit process pop-up will display the field process name and process descriptions that need to be edited.



The screenshot shows the 'EDIT PROCESS' dialog box overlaid on the main 'PROCESS MANAGEMENT' page. The dialog has two input fields: 'Process Name' (containing 'Cut 1') and 'Process Descriptions' (containing 'This is the Process to Cut the Metal Sheet in 550cm x 700 cm'). At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background of the main page is dimmed, and the 'Edit' icon for the 'Cut 1' row is highlighted with a yellow box and a cursor, indicating it is being edited. The rest of the table and interface elements are visible in the background.

- Click the save button to save the records after editing



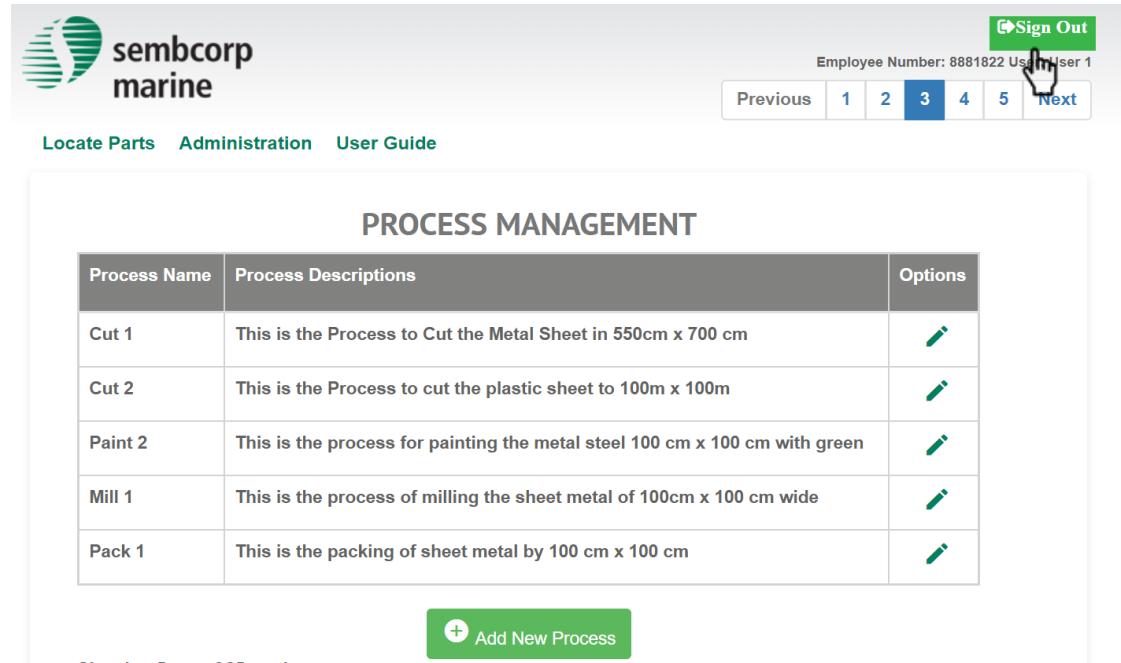
The screenshot shows a software application window for 'sembcorp marine'. At the top right, there is a sign-out link and a status bar indicating 'Employee Number: 8881822 User: User 1'. Below the header, there are navigation links: 'Locate Parts', 'Administration', and 'User'. A table below lists five processes: 'Cut 1', 'Cut 2', 'Paint 2', 'Mill 1', and 'Pack 1', each with a description and an 'Options' column containing edit icons. In the center, a modal dialog box titled 'EDIT PROCESS' is open. It contains two fields: 'Process Name' with the value 'Cut 1' and 'Process Descriptions' with the text 'This is the Process to Cut the Metal Sheet in 550cm x 700 cm'. At the bottom of the dialog are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a yellow dashed box and a cursor icon pointing to it. At the bottom of the main window, there is a green button labeled '+ Add New Process'.

Process Name	Process Description	Options
Cut 1	This is the Process to Cut the Metal Sheet in 550cm x 700 cm	
Cut 2	This is the Process to cut the plastic sheet to 100cm x 100cm	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

+ Add New Process

SIGN_OUT

- Click on the sign out button to log out of the system.



The screenshot shows the sembcorp marine Process Management interface. At the top right, there is a green 'Sign Out' button with a cursor pointing at it. Below the button, the text 'Employee Number: 8881822 User: User 1' is displayed. A navigation bar at the bottom includes 'Previous', page numbers '1' through '5' (with '3' highlighted in blue), and 'Next'. Below the navigation bar, there are three links: 'Locate Parts', 'Administration', and 'User Guide'. The main content area is titled 'PROCESS MANAGEMENT' and contains a table with five rows of process data. Each row has a 'Process Name' column, a 'Process Descriptions' column, and an 'Options' column with a pencil icon. The processes listed are: Cut 1, Cut 2, Paint 2, Mill 1, and Pack 1. At the bottom of the table is a green 'Add New Process' button with a plus sign icon.

Process Name	Process Descriptions	Options
Cut 1	This is the Process to Cut the Metal Sheet in 550cm x 700 cm	
Cut 2	This is the Process to cut the plastic sheet to 100m x 100m	
Paint 2	This is the process for painting the metal steel 100 cm x 100 cm with green	
Mill 1	This is the process of milling the sheet metal of 100cm x 100 cm wide	
Pack 1	This is the packing of sheet metal by 100 cm x 100 cm	

Add New Process