PENTAGON 2000SQL
SOFTWARE EMPOWERING THE ENTERPRISE

Version

8.5

Publications (Core System)

AEROSPACE • DEFENSE • ELECTRONICS • POWER SYSTEMS • METALS

TITLE:	Publications (Core System)		
PART:	General System		
MODULE:	Core System	**BUILD**	8.5.54.113.21
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	**REVISION:**	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	**EFFECTIVE DATE:**	09/27/2013

Purpose

Tracking publications in the core system allows tracing all information related to the publication primarily for informational purposes, but also for quick and easy access from within the module in which the publication was added.

Overview

This procedure outlines the steps for creating and managing publications within the following core areas and modules (if licensed):

- Parts Master
- Inventory Stock
- Customer
- Vendor
- Aircraft Fleet
- Engine/Assembly
- Engine/Assembly Component
- Unit
- MEL
- Scope
- Card
- Component WO
- Maintenance WO

This procedure only applies to systems where the Publications Management Module is enabled.

Required Modules/Features

- Pentagon 2000 Core

Table of Contents

Procedure

1. Applications

Applicability lists end items on which the item can be used. If bills of materials and aircraft eligibilities are identified, it is recommended that applicability be ignored. The applicability is for reference and custom reporting only.

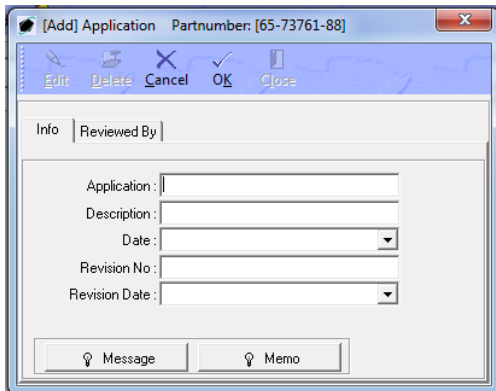a. From any module, left-click the **Applications** button.

♀ Applications

b. The **Application List** window will appear.
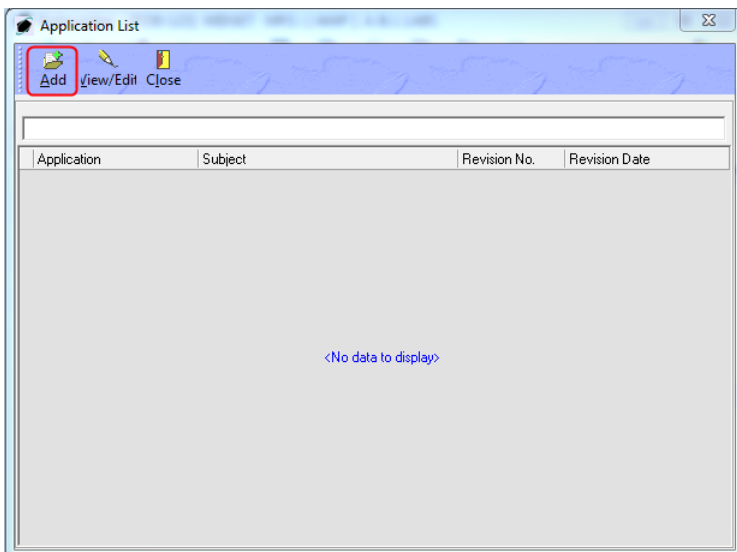
i. Left-click the **Add** button from the **Applications List** window toolbar.

CONTINUE TO NEXT PAGE
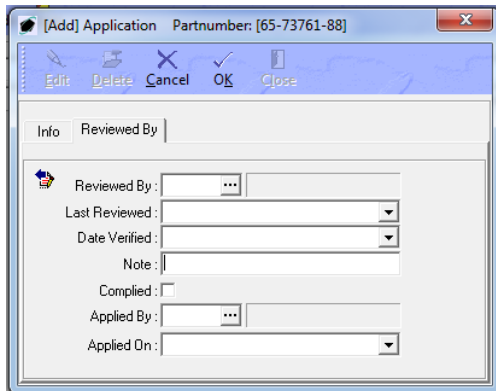
ii. The **Application** window will appear.

1. **Info** tab

   a. **Application** field – Enter a code for the end item on which the item may be installed (i.e. "JT8"). [25-character limit]

   b. **Description** field – Enter a description of the end item on which the item may be installed.

   c. **Date** field – Select the date that the applicability was entered.

   d. **Revision No** field – Enter the revision number of the most recent publication identifying the applicability of the item to the end item.

   e. **Revision Date** field – Select the date of the most recent publication identifying the applicability of the item to the end item.

   f. **Message** button – Enter information that may be shared both internally and externally to the organization.

   g. **Memo** button – Enter information that should be shared only internally to the organization.

CONTINUE TO NEXT PAGE

2. **Reviewed By** tab

a. **Reviewed By** field – Enter the individual that last reviewed the applicability information.

b. **Last Reviewed** field – Enter the date that the applicability information was last reviewed.

c. **Date Verified** field – Select the date that the applicability information was verified as accurate.

> *NOTE: For some organizations, the **Date Verified** and **Last Reviewed** may refer to the same date. If so, it is suggested that only one field be used in order to eliminate duplicate entry. However, proper planning should be made so that reporting is accurate.*

d. **Note** field – Enter any information regarding the last review of the applicability. [255-character limit]

e. **Complied** check box – Ensure the check box is marked as "checked" once the applicability has been fully reviewed and verified.

> *NOTE: The **Complied** checkbox must be marked as "checked" manually. For some organizations, it may be acceptable to ignore the **Complied** checkbox in order to eliminate duplicate entry. For example, custom reporting could assume that if there is a date in the **Last Reviewed** or **Date Verified**, then the quality assurance related to the applicability is complied with.*

f. **Applied By** field – Identify the individual who is responsible for determining the application.

g. **Applied On** field – Select the date on which the application was established.

3. Left-click the **OK** button on the **Application** window toolbar to save the record.

iii. Left-click the **Close** button on the **Application** window toolbar to close the window.

c. Left-click the **Close** button on the **Application List** window toolbar to close the window.

d. When at least one applicability is identified, the light bulb 💡 on the **Applications** button will be highlighted in yellow.
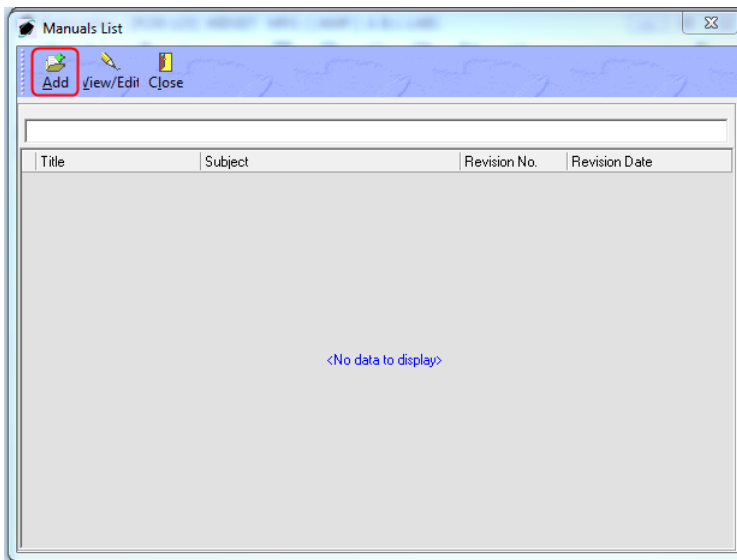
END OF SECTION

2. Manuals

A manual is defined as a publication that contains information and instructions about the operation of an item or how to maintain, repair, or overhaul an item.
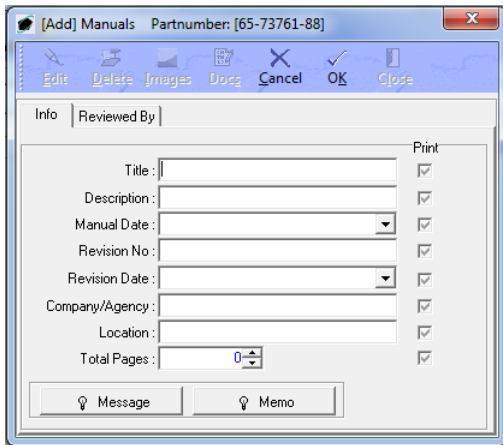
a. From any module, left-click the **Manuals** button.

b. The **Manuals List** window will appear.

i. Left-click the **Add** button from the **Manuals List** window toolbar.

CONTINUE TO NEXT PAGE

ii. The **Manuals** window will appear

1. **Info** tab

   a. **Title** field – Enter the manual number. [25-character limit]

   > **NOTE:** *If the manual does not have a manual number, the title of the manual may be used in this field*

   b. **Description** field – Enter a description of the manual.

   c. **Manual Date** field – Select the date that the manual was originally published.

   d. **Revision No** field – Enter the most recent revision number of the manual being used.

   e. **Revision Date** field – Select the date of the most recent revision of the manual being used.

   f. **Company/Agency** field – Enter the name of the entity responsible for the information found within the manual.

   g. **Location** field – Enter the address of the entity responsible for the information found within the manual.
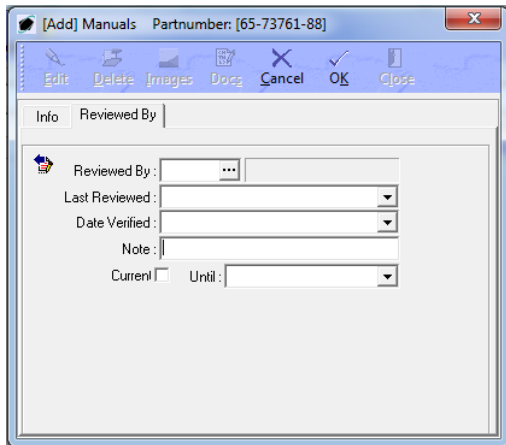
   h. **Total Pages** field – Enter the number of pages in the manual.

   i. **Message** button – Enter information that may be shared both internally and externally to the organization.

   j. **Memo** button – Enter information that should be shared only internally to the organization.

   k. **Print** check boxes – Mark the check boxes as "checked" next to the fields that should be printed on forms and reports.

2. **Reviewed By** tab

a. **Reviewed By** field – Select the individual that last reviewed the manual information.

b. **Last Reviewed** field – Select the date that the manual information was last reviewed.

c. **Date Verified** field - the date that the manual information was verified as accurate.

> **NOTE:** *For some organizations, the **Date Verified** and **Last Reviewed** may refer to the same date. If so, it is suggested that only one field be used in order to eliminate duplicate entry. However, proper planning should be made so that reporting is accurate.*

d. **Note** field – Enter any information regarding the last review of the manual. [255-character limit]

e. **Current** checkbox - Ensure the check box is marked as "checked" if the manual is not obsolete or out of review.

> **NOTE:** *The **Current** checkbox must be marked as "checked" manually.*
>
> **NOTE:** *If a manual is linked to a part master record, the system will not allow work orders to be created for the part number if the **Current** checkbox is unchecked.*

CONTINUE TO NEXT PAGE

f.   **Until** field – Select the date on which the manual is considered to be out of date.

> *NOTE: Many organizations use the **Until** date to prompt a quality assurance review of the manual.*
>
> *NOTE: If a manual is linked to a part master record, the system will not allow work orders to be created for the part number if the date in the **Until** field refers to a date in the past.*
>
> *When creating a work order for an item linked to a manual, the system will not allow the work order to be created if the date in the **Until** field refers to a date in the past.*

3.   Left-click the **OK** button on the **Manuals** window toolbar to save the record.

iii.   Left-click the **Close** button on the **Manuals** window toolbar to close the window.

c.   Left-click the **Close** button on the **Manuals List** window toolbar to close the window.

d.   When at least one manual is identified, the light bulb 💡 on the **Manuals** button will be highlighted in yellow.

*END OF SECTION*

3. Drawings

A drawing is defined as a publication that uses illustrations, diagrams, or photographs to visually reference the way an assembly has been constructed or the precise dimensions of an item.

A technical order is defined as a publication that provides the minimum performance standard for an item.
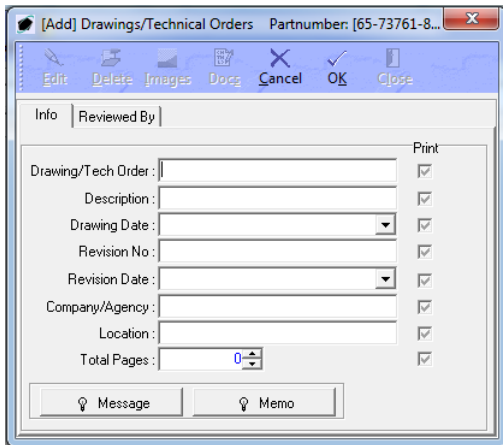
a. From any module, left-click the **Drawings** button.
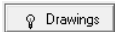
b. The **Drawings/Technical Orders List** window will appear.
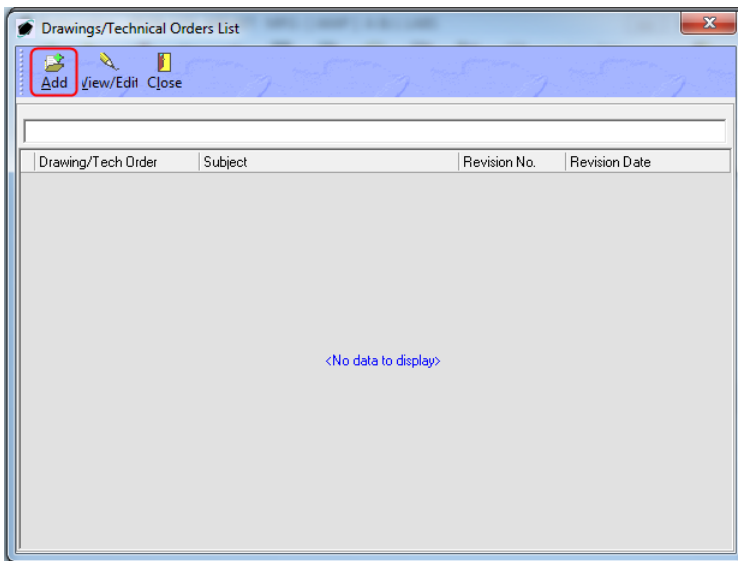
i. Left-click the **Add** button from the **Drawing/Technical Orders List** window toolbar.

CONTINUE TO NEXT PAGE

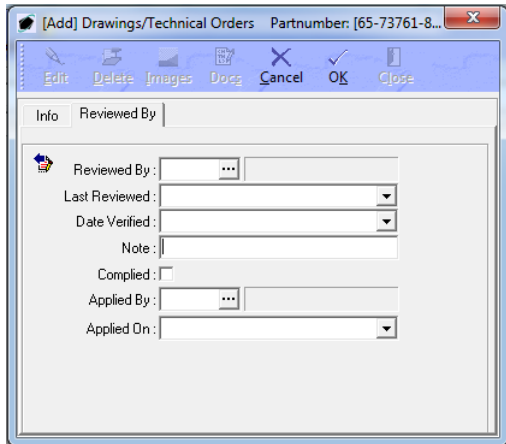ii. The **Drawings/Technical Orders** window will appear.

1. **Info** tab

    a. **Drawing/Tech Order** field – Enter the drawing or technical order number. [25-character limit]

    > *NOTE: If a drawing/technical order does not have a drawing/technical order number, the title of the drawing/technical order may be used in this field.*

    b. **Description** field – Enter a description of the drawing/technical order.

    c. **Drawing Date** field – Select the date that the drawing/technical order was originally published.

    d. **Revision No** field – Enter the most recent revision number of the drawing/technical order being used.

    e. **Revision Date** field – Select the date of the most recent revision of the drawing/technical order being used.

    f. **Company/Agency** field – Enter the name of the entity responsible for the information found within the drawing/technical order.

    g. **Location** field – Enter the address of the entity responsible for the information found within the drawing/technical order.

    h. **Total Pages** field –Enter the number of pages in the drawing/technical order.

    i. **Message** button – Enter information that may be shared both internally and externally to the organization.

    j. **Memo** button – Enter information that should be shared only internally to the organization.

k. **Print** check boxes – Mark the check boxes as "checked" next to the fields that should be printed on forms and reports.

2. **Reviewed By** tab

a. **Reviewed By** field – Enter the individual that last reviewed the drawing/technical order information.

b. **Last Reviewed** field – Enter the date that the drawing/technical order information was last reviewed.

c. **Date Verified** field – Select the date that the drawing/technical order information was verified as accurate.

> *NOTE: For some organizations, the **Date Verified** and **Last Reviewed** may refer to the same date. If so, it is suggested that only one field be used in order to eliminate duplicate entry. However, proper planning should be made so that reporting is accurate.*

d. **Note** field – Enter any information regarding the last review of the drawing/technical order. [255-character limit]

e. **Complied** check box – Ensure the check box is marked as "checked" once the drawing/technical order has been fully reviewed and verified.

> *NOTE: The **Complied** checkbox must be marked as "checked" manually. For some organizations, it may be acceptable to ignore the **Complied** checkbox in order to eliminate duplicate entry. For example, custom reporting could assume that if there is a date in the **Last Reviewed** or **Date Verified**, then the quality assurance related to the drawing/technical order is complied with.*

---

  f. **Applied By** field – Identify the individual who is responsible for approving the drawing/technical order.

  g. **Applied On** field – Select the date on which the drawing/technical order was approved.

 3. Left-click the **OK** button on the **Drawings/Technical Orders** window toolbar to save the record.

 iii. Left-click the **Close** button on the **Drawings/Technical Orders** window toolbar to close the window.

c. Left-click the **Close** button on the **Drawing/Technical Orders List** window toolbar to close the window.

d. When at least one drawing/technical order is identified, the light bulb 💡 on the **Drawings** button will be highlighted in yellow.

END OF SECTION

4. Bulletins

A service bulletin is defined as a publication issued by the aircraft manufacturer that recommends a certain type of inspection, replacing certain components, performing maintenance in a specific manner or limiting operations under specified conditions
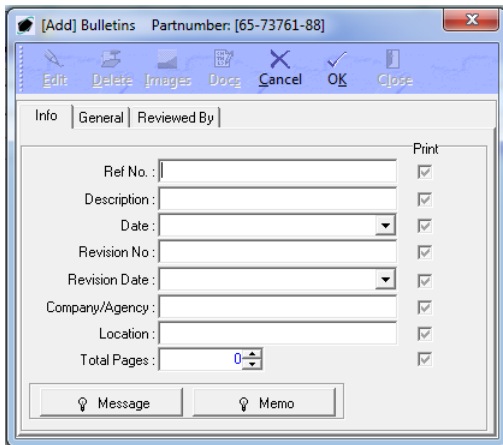
a. From any module, left-click the **Bulletins** button.

b. The **Bulletins List** window will appear.
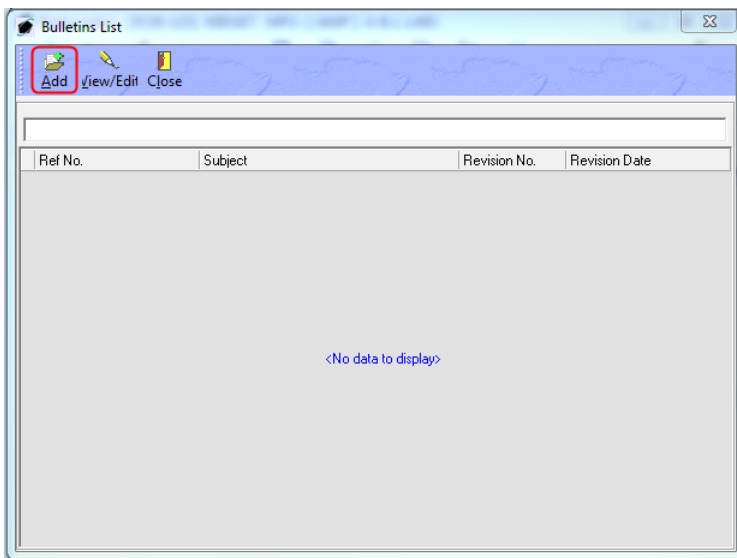
   i.   Left-click the **Add** button on the **Bulletins List** window toolbar.

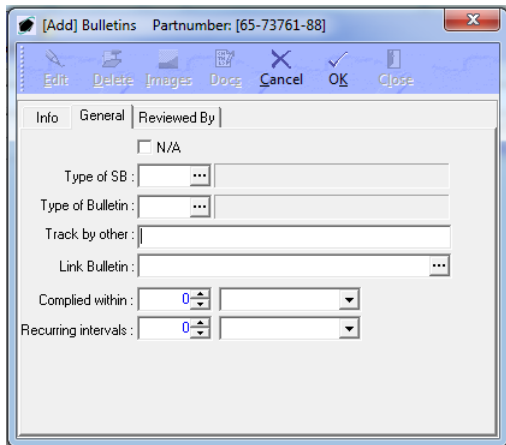*CONTINUE TO NEXT PAGE*

ii. The **Bulletins** window will appear.

1. **Info** tab

   a. **Ref No** field – Enter the service bulletin number. [25-character limit]

   > **NOTE:** *If a service bulletin does not have a service bulletin number, the title of the service bulletin may be used in this field.*

   b. **Description** field – Enter a description of the service bulletin.

   c. **Date** field – Select the date that the service bulletin was originally published.

   d. **Revision No** field – Enter the most recent revision number of the service bulletin being used.

   e. **Revision Date** field – Select the date of the most recent revision of the service bulletin being used.

   f. **Company/Agency** field – Enter the name of the entity responsible for the information found within the service bulletin.

   g. **Location** field – Enter the address of the entity responsible for the information found within the service bulletin.

   h. **Total Pages** field – Enter the number of pages in the service bulletin.

   i. **Message** button – Enter information that may be shared both internally and externally to the organization.

   j. **Memo** button – Enter information that should be shared only internally to the organization.

   k. **Print** check boxes – Mark the check boxes as "checked" next to the fields that should be printed on forms and reports.

2. **General** tab

a. **N/A** checkbox – Ensure this field is marked as "checked" if the service bulletin is not applicable to the item.

b. **Type of SB** field – Select the classification of the service bulletin (optional).

   *NOTE: To complete the **Type of SB** field, the appropriate classification must be listed in the **Type of SB List**. To access this table, left-click **Administration** from the tool bar, go to **Stock Tables List by Code**, and left-click **Type of SB**.*

c. **Type of Bulletin** field – Select the classification of the bulletin (optional).

   *NOTE: To complete the **Type of Bulletin** field, the appropriate classification must be listed in the **Type of Bulletin List**. To access this table, left-click **Administration** from the tool bar, go to **Stock Tables List by Code**, and left-click **Type of Bulletin**.*
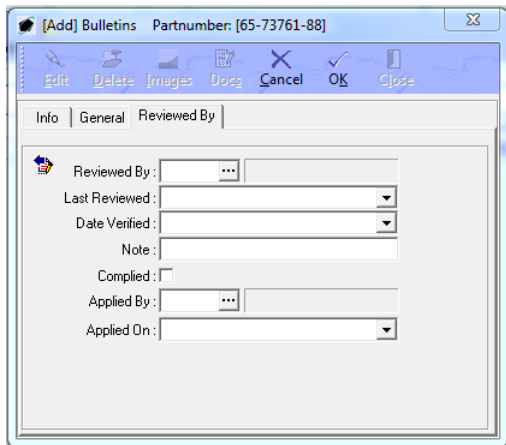
d. **Track by other** field - TBD

e. **Link Bulletin** field - Select a related service bulletin (if applicable).

   NOTE: It is recommended that a service bulletin be linked to the service bulletin that supersedes it.

f. **Complied within** field – Enter the interval in which the service bulletin indicates the initial action initiated by the service bulletin is to occur (optional).

g. **Recurring intervals** field – Enter the interval in which the service bulletin indicates a recurring action must be performed after the initial action is completed (optional)

CONTINUE TO NEXT PAGE

3. **Reviewed By** tab

a. **Reviewed By** field – Enter the individual that last reviewed the service bulletin information.

b. **Last Reviewed** field – Enter the date that the service bulletin information was last reviewed.

c. **Date Verified** field – Select the date that the service bulletin information was verified as accurate.

> *NOTE: For some organizations, the **Date Verified** and **Last Reviewed** may refer to the same date. If so, it is suggested that only one field be used in order to eliminate duplicate entry. However, proper planning should be made so that reporting is accurate.*

d. **Note** field – Enter any information regarding the last review of the service bulletin. [255-character limit]

e. **Complied** check box – Ensure the check box is marked as "checked" once the service bulletin has been fully reviewed and verified.

> *NOTE: The **Complied** checkbox must be marked as "checked" manually. For some organizations, it may be acceptable to ignore the **Complied** checkbox in order to eliminate duplicate entry. For example, custom reporting could assume that if there is a date in the **Last Reviewed** or **Date Verified**, then the quality assurance related to the service bulletin is complied with.*

f. **Applied By** field – Identify the individual who is responsible for approving the service bulletin.

g. **Applied On** field – Select the date on which the service bulletin order was approved.

4. Left-click the **OK** button on the **Bulletins** window toolbar to save the record.

iii. Left-click the **Close** button on the **Bulletins** window toolbar to close the window.

c. Left-click the **Close** button on the **Bulletins List** window toolbar to close the window.

d. When at least one bulletin is identified, the light bulb 💡 on the **Bulletins** button will be highlighted in yellow.

END OF SECTION

5. Directives

A directive is defined as a publication issued by a civil aviation regulatory agency (i.e. FAA, EASA) that mandates a certain type of inspection, replacing certain components, performing maintenance in a specific manner or limiting operations under specified conditions.

A directive could also be defined as an organizational response to a service bulletin(s) that mandates a certain type of inspection, replacing certain components, performing maintenance in a specific manner or limiting operations under specified conditions.
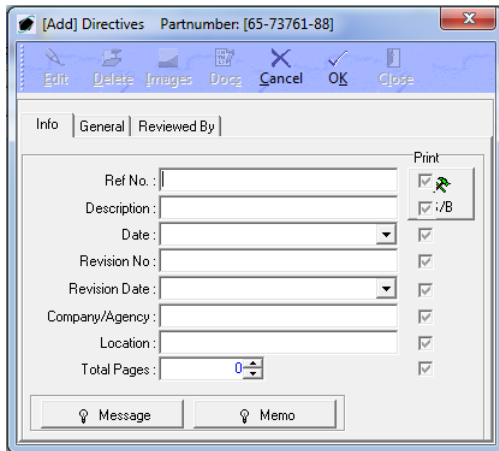
a. From any module, left-click the **Directives** button.

b. The **Directives List** window will appear.
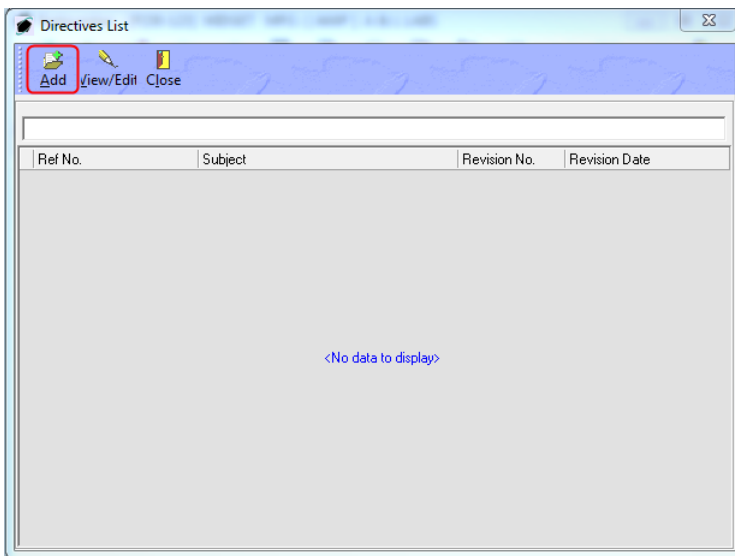
i. Left-click the **Add** button on the **Directives List** window toolbar.

CONTINUE TO NEXT PAGE

ii.   The **Directives** window will appear.

1.   **Info** tab

a.   **Ref No** field – Enter the directive number. [25-character limit]

> **NOTE:** *If a directive does not have a directive number, the title of the directive may be used in this field.*

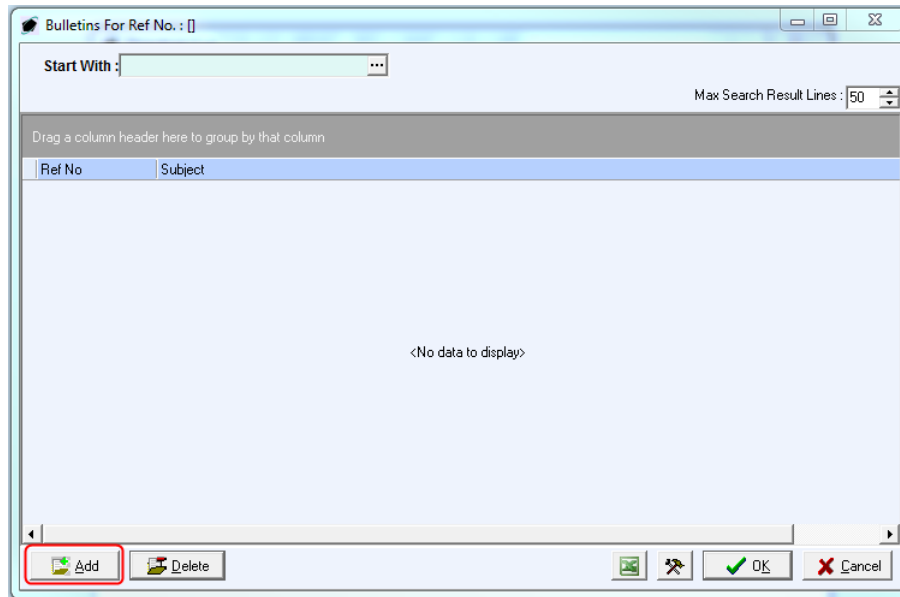b.   **Description** field – Enter a description of the directive.

c.   **S/B** button – Enables the ability to link the directive to service bulletins (optional).

> **NOTE:** *It is recommended that all service bulletins related to the directive be linked to the directive.*
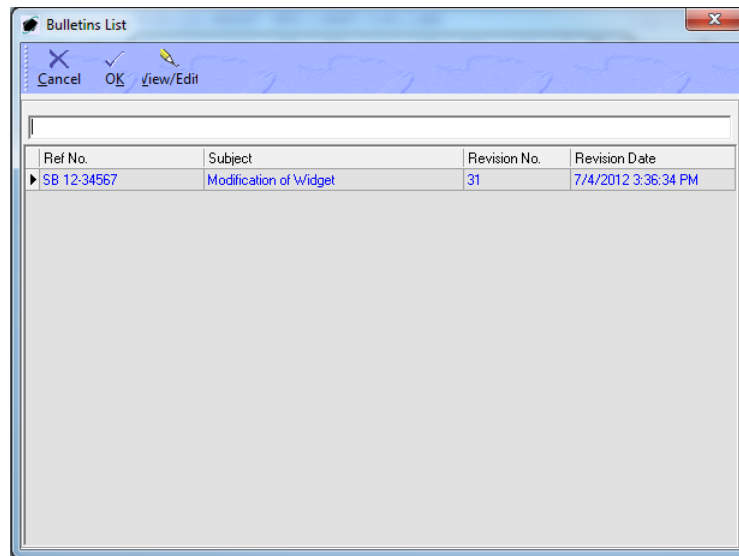
i.   Left-click the **S/B** button.

CONTINUE TO NEXT PAGE

ii. The **Bulletins For Ref No** window will appear.

1. Left-click the **Add** button

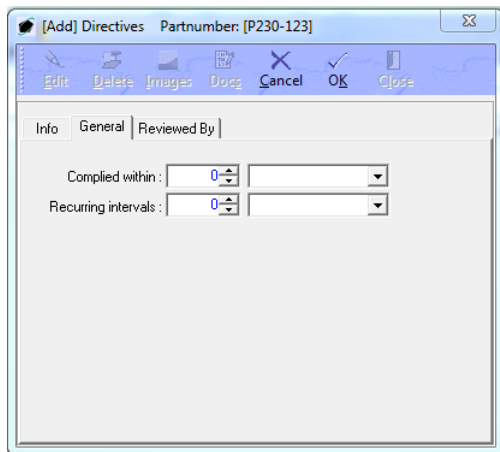2. The **Bulletins List** window will appear.

3. Select the appropriate service bulletin (left-click the line within the search screen and left-click **OK**).

   *NOTE: Only one service bulletin may be linked at a time (multi-select is not enabled). To link additional service bulletins, left-click the **Add** button in the **Bulletins For Ref No** window.*

d. **Date** field – Select the date that the directive was originally published.

e. **Revision No** field – Enter the most recent revision number of the directive being used.

f. **Revision Date** field – Select the date of the most recent revision of the directive being used.

g. **Company/Agency** field – Enter the name of the entity responsible for the information found within the directive.

h. **Location** field – Enter the address of the entity responsible for the information found within the directive.

i. **Total Pages** field – Enter the number of pages in the directive.

j. **Message** button – Enter information that may be shared both internally and externally to the organization.

k. **Memo** button – Enter information that should be shared only internally to the organization.

l. **Print** check boxes – Mark the check boxes as "checked" next to the fields that should be printed on forms and reports.
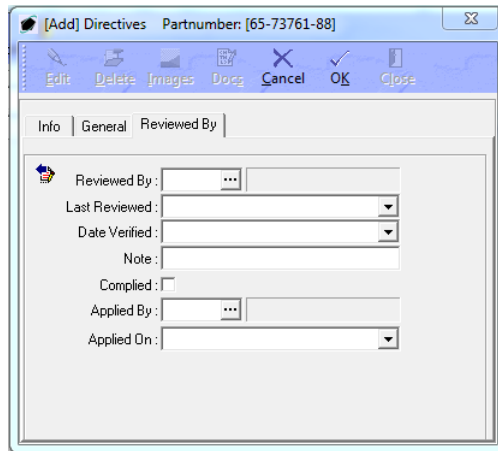
2. **General** tab

a. **Complied within** field – Enter the interval in which the directive indicates the initial action initiated by the directive is to occur (optional).

b. **Recurring intervals** field – Enter the interval in which the directive indicates a recurring action must be performed after the initial action is completed (optional).

CONTINUE TO NEXT PAGE

3. **Reviewed By** tab

a. **Reviewed By** field – Enter the individual that last reviewed the directive information.

b. **Last Reviewed** field – Enter the date that the directive information was last reviewed.

c. **Date Verified** field – Select the date that the directive information was verified as accurate.

> *NOTE: For some organizations, the **Date Verified** and **Last Reviewed** may refer to the same date. If so, it is suggested that only one field be used in order to eliminate duplicate entry. However, proper planning should be made so that reporting is accurate.*

d. **Note** field – Enter any information regarding the last review of the directive. [255-character limit]

e. **Complied** check box – Ensure the check box is marked as "checked" once the directive has been fully reviewed and verified.

> *NOTE: The **Complied** checkbox must be marked as "checked" manually. For some organizations, it may be acceptable to ignore the **Complied** checkbox in order to eliminate duplicate entry. For example, custom reporting could assume that if there is a date in the **Last Reviewed** or **Date Verified**, then the quality assurance related to the directive is complied with.*

f. **Applied By** field – Identify the individual who is responsible for approving the directive.

g. **Applied On** field – Select the date on which the directive order was approved.

4. Left-click the **OK** button on the **Directives** window toolbar to save the record.

iii. Left-click the **Close** button on the **Directives** window toolbar to close the window.

c. Left-click the **Close** button on the **Directives List** window toolbar to close the window.

d. When at least one directive is identified, the light bulb 💡 on the **Directives** button will be highlighted in yellow.

END OF SECTION

6. Link Documents to Publications

Linking applicable documents will allow ease of access. This procedure will describe how to link a document to a manual, but the procedure is similar for all publications.

a. Left-click the **Docs** button on the **Manuals** window toolbar.

b. The **Manuals [Document List]** window will appear.
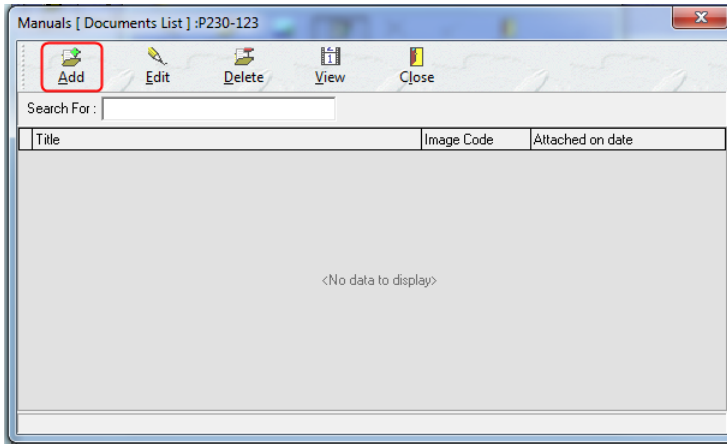
i. Left-click the **Add** button

ii. The **Record View** window will appear.
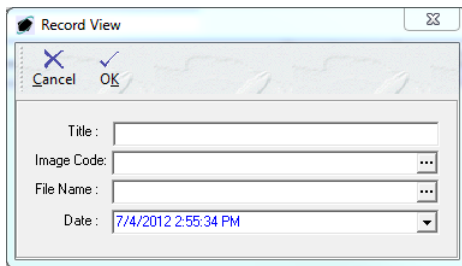
1. **Title** field – Enter the title of the document being linked to the manual.

2. **Image Code** field – Select the classification of the image being linked to the manual.

> *NOTE: To complete the **Image Code** field, it is recommended that the appropriate code be listed in the **Image Type List**. To access this table, left-click **Administration** from the tool bar, go to **Stock Tables List by Code**, and left-click **Image Types**.*

3. **File Name** field – Select the path to the document being linked to the manual.

4. **Date** field – Select the date and time that the document was linked to the manual.

      iii.   Left-click the **OK** button on the **Record View** window toolbar to save the record and close the window.

   c.   Left-click the **Close** button on the **Manuals [Document List]** window toolbar to close the window.

END OF SECTION

7. Link Images to Publications

Linking applicable images will allow ease of access. This procedure will describe how to link an image to a manual, but the procedure is similar for all publications.

> **NOTE:** *Adobe Acrobat (.pdf), Microsoft Office (Word, Excel, PowerPoint), and video files may all be attached as images. However, the practice of attaching those types of files as images is burdensome and will result in a noticeable slowing of the system. The best practice is to attach all files that are not images as documents.*

a. Left-click the **Images** button on the **Manuals** window toolbar.

b. The **Pentagon 2000 IMAGEination** will appear.

  i. Left-click **File** from the tool bar and left-click **Attach New Image (Single).**

  ii. The **Load Dialog** window will appear.
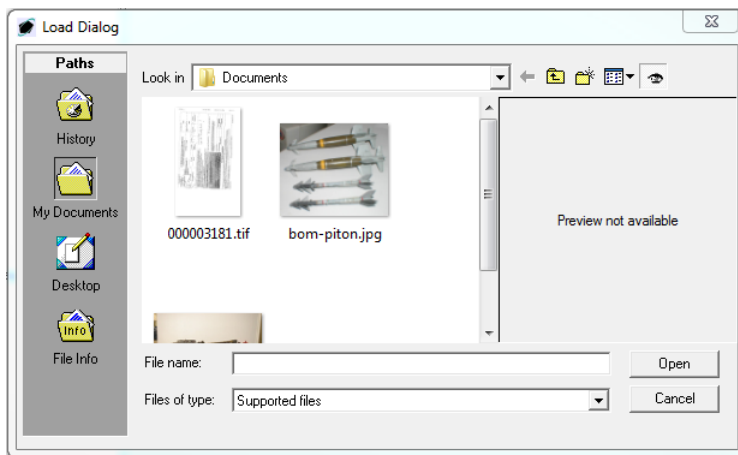
  iii. Navigate to the document being linked to the manual. Select the appropriate file (left-click the file within the explorer screen and left-click the **Open** button; or double-click the file within the explorer screen).

  > **NOTE:** *The instructions above describe a single function of Pentagon 2000 IMAGEination. Complete instructions for Pentagon 2000 IMAGEination may be found in the procedure "Pentagon 2000 IMAGEination" within the General System section of this manual.*

c. Left-click the **Close** button 🚪 from the toolbar to close the **Pentagon 2000 IMAGEination** window

END OF SECTION