



Version

8.5

PENTAGON 2000 SOFTWARE

Tool and Equipment Calibration Management Module

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TITLE:	Tool and Equipment Calibration Management Module		
PART:	Material Management		
MODULE:	Tool and Equipment Calibration Management Module	BUILD	8.5.54.107
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	02/22/2013

Purpose

The Pentagon 2000 Tool and Equipment Calibration Management Module enables identification and tracking of the periodic calibration requirements for tools and inspection requirements for equipment.

- Prevents tools and equipment for which calibration or inspection intervals have been identified from being allowed to be issued for use on component or maintenance work orders.
- Enables reporting to identify tools and/or equipment where calibration/inspection is coming due/overdue.
- Stores calibration/inspection results history, to include the detailed results of each test required by the calibration/inspection.
- Stores the check out and check in history of each tool.
- Stores the purchase order (calibration, repair, servicing), shipping, and receiving history for each tool or piece of equipment.

Overview

This procedure outlines the steps for identifying tools requiring calibration, equipment requiring inspection, and the intervals associated with each.

Required Modules/Features

- Pentagon 2000 Core
- Tool and Equipment Calibration Management Module
- Barcoding (for advanced functionality)

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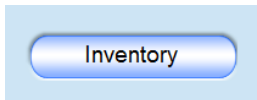
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Procedure

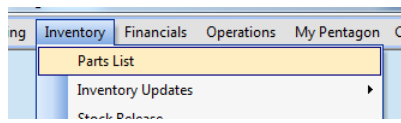
1. Calibrated Tool Setup (in Parts Master File)

Identify that particular part numbers should be considered a tool and requires periodic calibration.

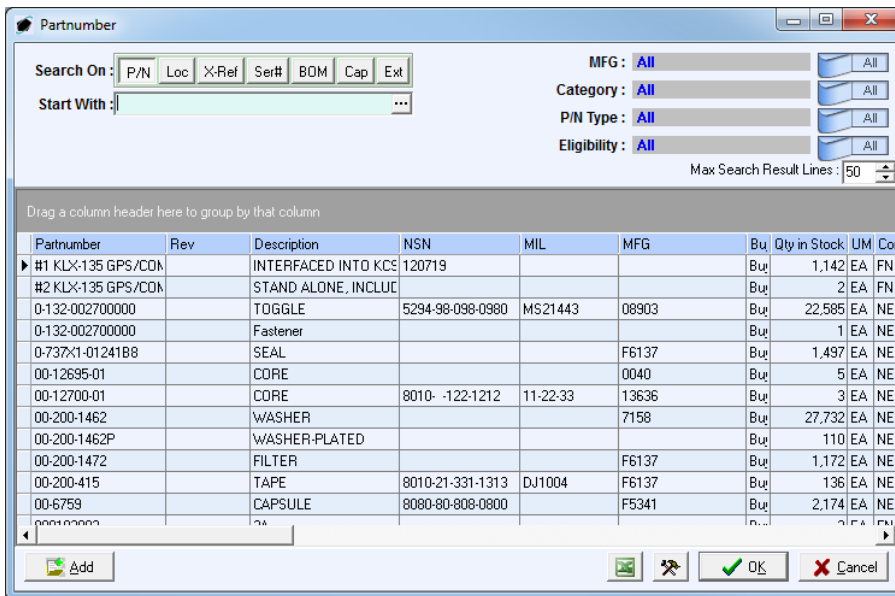
- a. From the **Main Menu** screen, left-click the **Inventory** button.



NOTE: The user may also left-click **Inventory** from the **Main Menu** toolbar, then left-click **Parts List**.

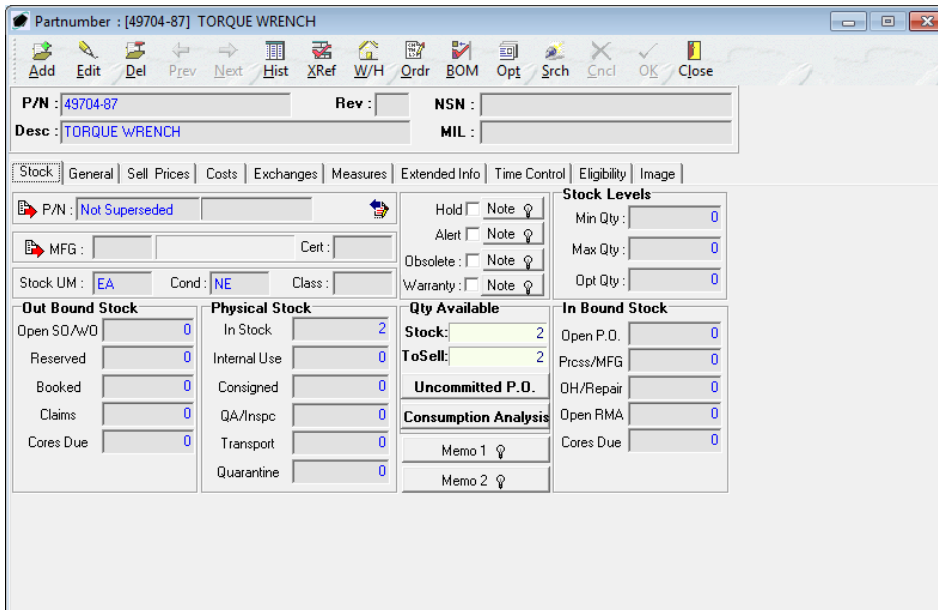


- b. The **Partnumber** search window will appear.



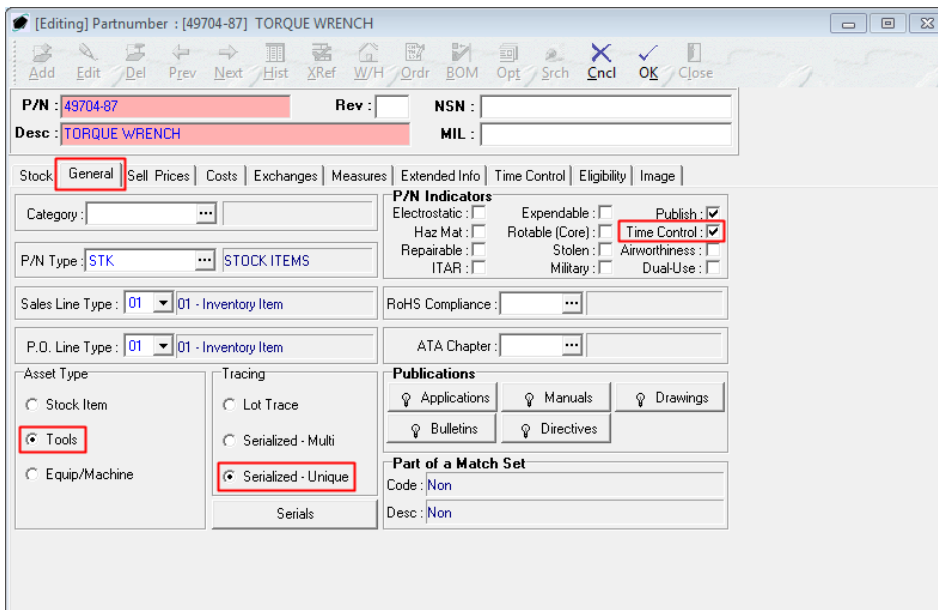
- c. Select the appropriate part number (left-click the line within the search window and left-click OK; or double-click the line within the search window).

d. The **Partnumber** window will appear.



e. Left-click the **Edit** button in the **Partnumber** window toolbar.

f. Left-click the **General** tab.

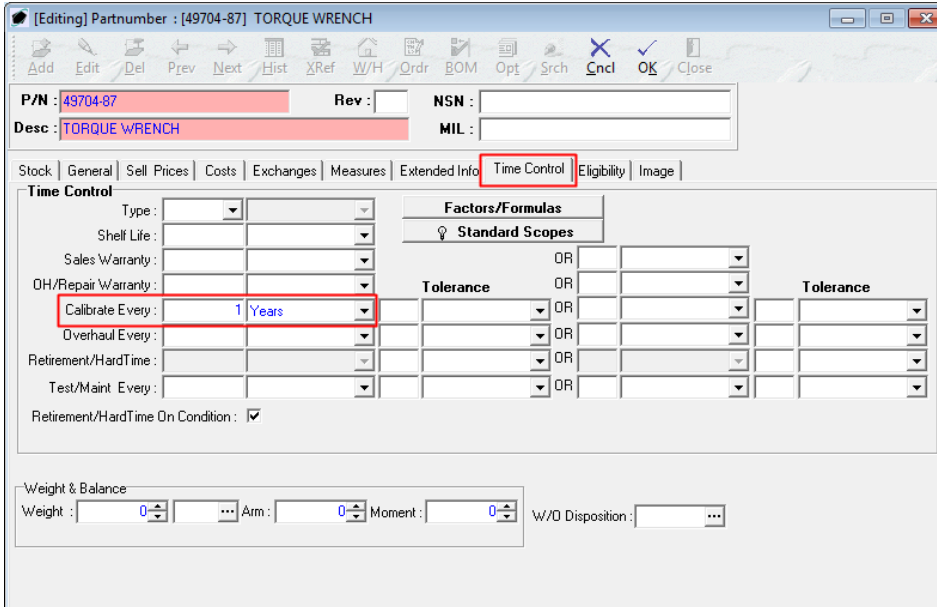


i. **Asset Type** group box – Ensure the radio button to the left of the “Tools” label is selected.


ii. **Tracing** group box – Ensure the radio button to the left of the “Serialized - Unique” label is selected.

iii. **Time Control** check box – Ensure the check box is marked as “checked”.

g. Left-click the **Time Control** tab.



The screenshot shows a software window titled "[Editing] Partnumber : [49704-87] TORQUE WRENCH". The interface includes a menu bar with options like Add, Edit, Del, Prev, Next, Hist, XRef, W/H, Qdr, BOM, Opt, Srch, Cncl, OK, and Close. Below the menu bar, there are input fields for P/N (49704-87), Rev, NSN, Desc (TORQUE WRENCH), and MIL. A series of tabs are visible: Stock, General, Sell Prices, Costs, Exchanges, Measures, Extended Info, **Time Control** (highlighted with a red box), Eligibility, and Image. The "Time Control" tab is active and contains several sections: "Type", "Shelf Life", "Sales Warranty", "OH/Repair Warranty", "Calibrate Every" (set to 1 Years, highlighted with a red box), "Overhaul Every", "Retirement/HardTime", "Test/Maint Every", and "Retirement/HardTime On Condition" (checked). There are also "Factors/Formulas" and "Standard Scopes" sections. At the bottom, there is a "Weight & Balance" section with fields for Weight, Arm, Moment, and W/D Disposition.

- i. **Calibrate Every** interval – enter the number associated with the interval on which the tool is required to be calibrated.
- ii. **Calibrate Every** interval unit of measure – left-click the drop down arrow  in the field to the right of the number field and select the unit of measure associated with the interval on which the tool is required to be calibrated.

NOTE: Only the units of measure “Days”, “Weeks”, “Months”, and “Years” should be used.

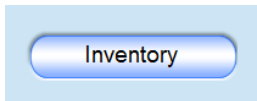
FUTURE CHANGE: The remaining units of measure should be removed.

END OF SECTION

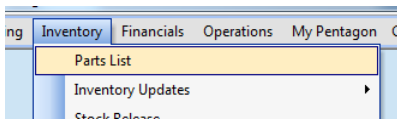
2. Equipment/Machine Requiring Inspection Setup (in Parts Master File)

Identify that particular part numbers should be considered a piece of equipment or a machine and requires periodic inspection or testing.

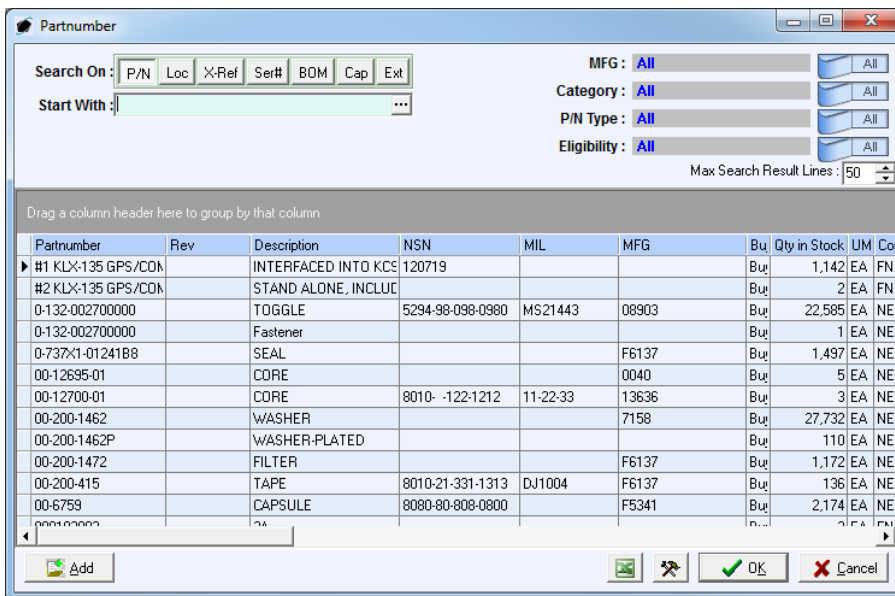
- a. From the **Main Menu** screen, left-click the **Inventory** button.



NOTE: The user may also left-click **Inventory** from the **Main Menu** toolbar, then left-click **Parts List**.

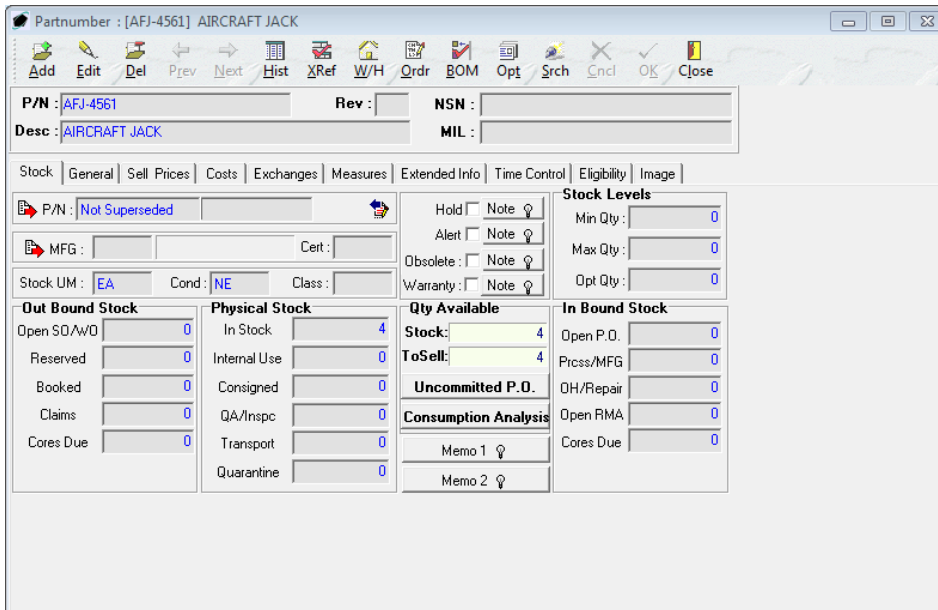


- b. The **Partnumber** search window will appear.



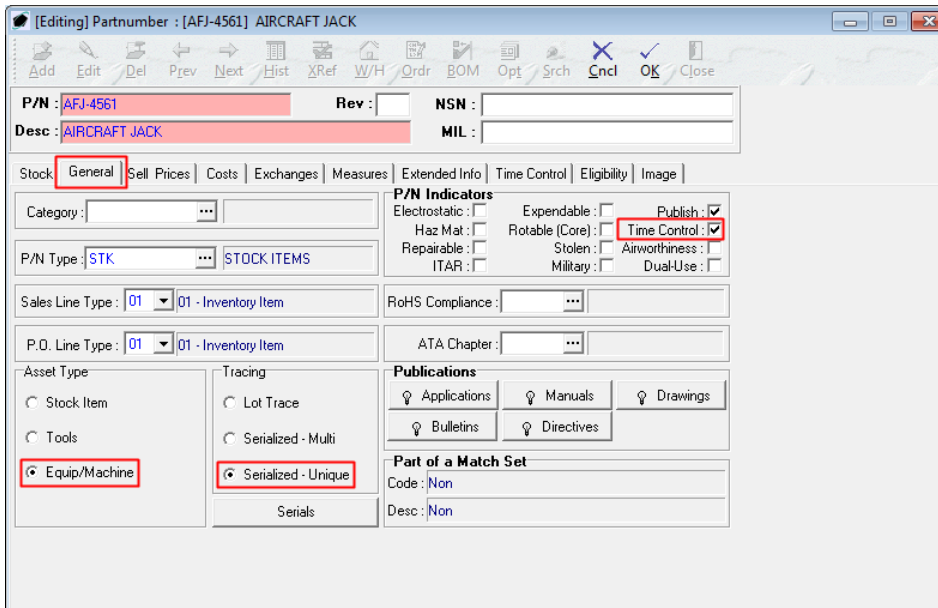
- c. Select the appropriate part number (left-click the line within the search window and left-click OK; or double-click the line within the search window).

d. The **Partnumber** window will appear.



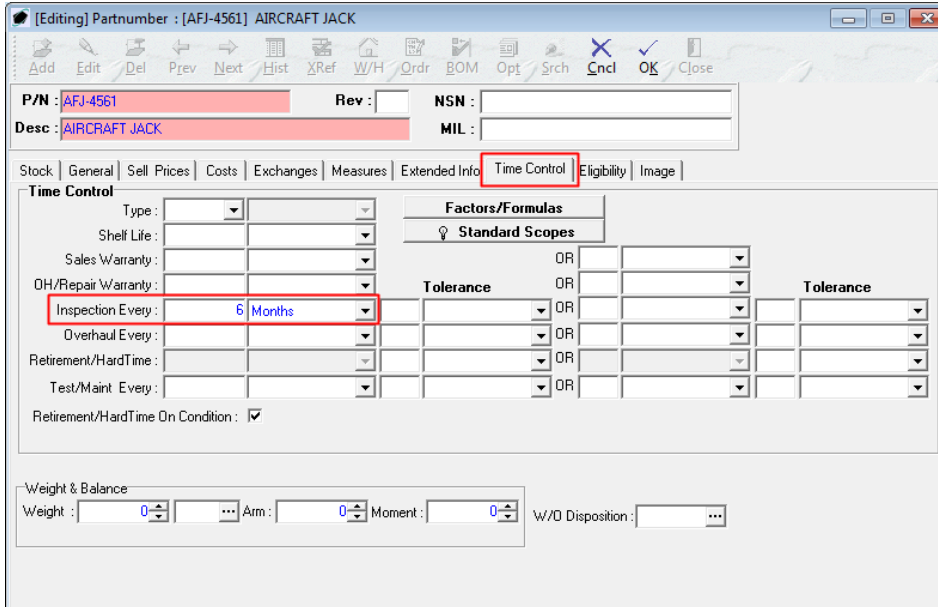
e. Left-click the **Edit** button in the **Partnumber** window toolbar.

f. Left-click the **General** tab.




- i. **Asset Type** group box – Ensure the radio button to the left of the “Equip/Machine” label is selected.
- ii. **Tracing** group box – Ensure the radio button to the left of the “Serialized - Unique” label is selected.
- iii. **Time Control** check box – Ensure the check box is marked as “checked”.

g. Left-click the **Time Control** tab.



The screenshot shows a software window titled "[Editing] Partnumber : [AFJ-4561] AIRCRAFT JACK". The interface includes a menu bar with options like Add, Edit, Del, Prev, Next, Hist, XRef, W/H, Qdr, BOM, Opt, Srch, Cncl, OK, and Close. Below the menu bar, there are input fields for P/N (AFJ-4561), Rev, NSN, Desc (AIRCRAFT JACK), and MIL. A series of tabs are visible: Stock, General, Sell Prices, Costs, Exchanges, Measures, Extended Info, **Time Control** (highlighted with a red box), Eligibility, and Image. The "Time Control" tab is active, showing a "Type:" dropdown, "Shelf Life:", "Sales Warranty:", "OH/Repair Warranty:", "Inspection Every:" (set to 6 Months, highlighted with a red box), "Overhaul Every:", "Retirement/HardTime:", and "Test/Maint Every:". There are also "Factors/Formulas" and "Standard Scopes" sections. At the bottom, there is a "Weight & Balance" section with fields for Weight, Arm, Moment, and W/O Disposition.

- i. **Inspection Every** interval – enter the number associated with the interval on which the piece of equipment or machine is required to be inspected or tested.
- ii. **Inspection Every** interval unit of measure – left-click the drop down arrow  in the field to the right of the number field and select the unit of measure associated with the interval on which the piece of equipment or machine is required to be inspected or tested..

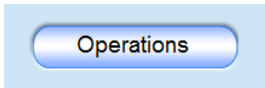
NOTE: Only the units of measure “Days”, “Weeks”, “Months”, and “Years” should be used.

FUTURE CHANGE: The remaining units of measure should be removed.

END OF SECTION

3. Tool Information Window

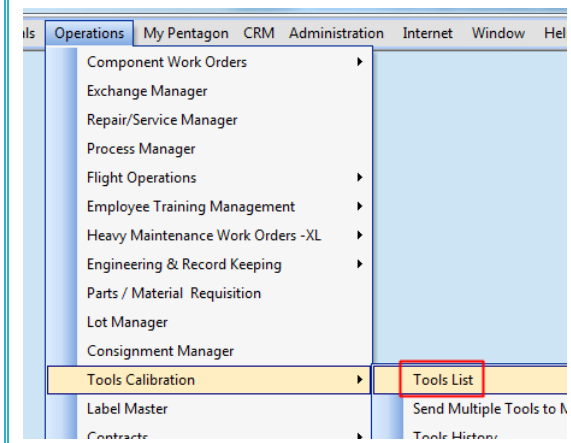
- a. Open the **Tool Information Window** for a particular tool.
 - i. From the **Main Menu** screen, left-click the **Operations** button.



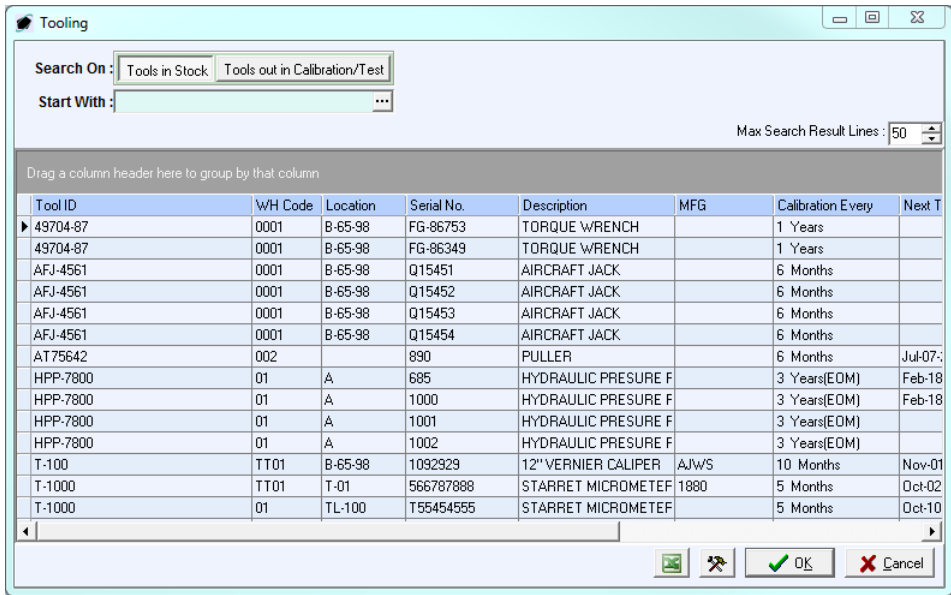
- ii. The **Operations** window will appear; left-click the **Tooling** button.



NOTE: The user may also left-click **Operations** from the **Main Menu** toolbar, go to **Tools Calibration**, then left-click **Tools List**.

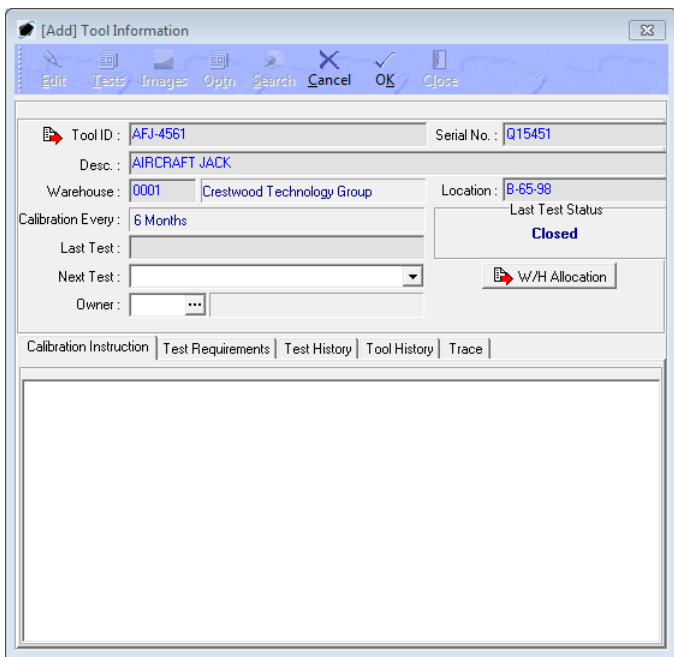


iii. The **Tooling** search window will appear.



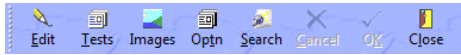
iv. Select the appropriate tool (left-click the line within the search window and left-click OK; or double-click the line within the search window).

v. The **Tool Information** window will appear in "Edit" mode.

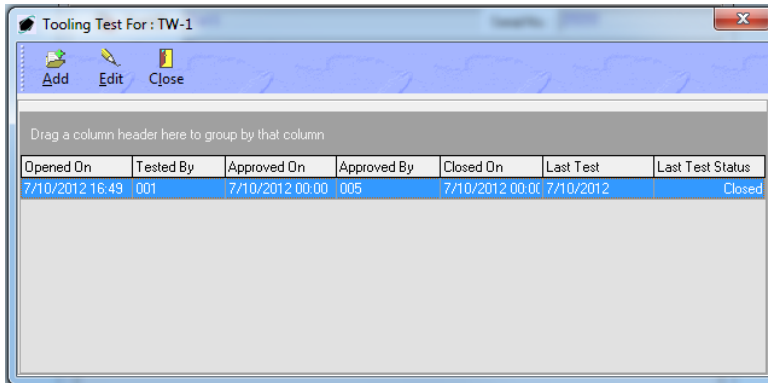


vi. Left-click the **OK** button on the **Tool** information window.

b. Toolbar



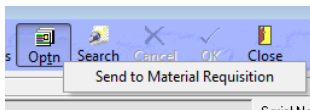
- i. **Edit** button – Left-click to place the **Tool Information** window in “Edit” mode.
- ii. **Tests** button – Left-click to view a list of the calibration and inspection tests that have been performed on the selected tool, piece of equipment or machine.



- iii. **Images** button – Left-click to add, edit, view, or delete images associated with the tool, piece of equipment or machine.

NOTE: Images associated with particular tests may be linked to each of the test records.

- iv. **Optn** (Option) button – Left-click to see the list of available options.



1. **Send to Material Requisition** – left-click to send the selected tool, piece of equipment or machine to a parts/material requisition for calibration.

- v. **Cancel** button – Left-click to cancel all changed made since the record last entered “Edit” mode.

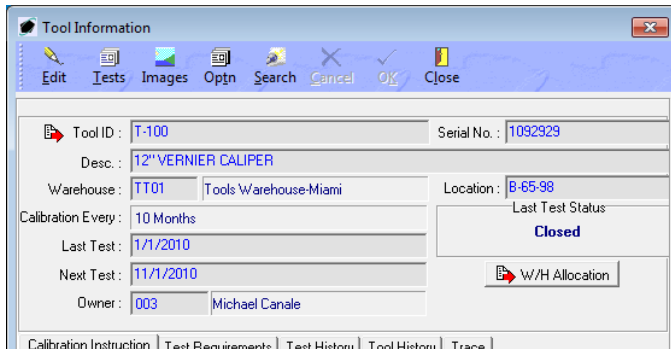
NOTE: The **Cancel** button will appear inactive except while in “Edit” mode.

- vi. **OK** button - Left-click to save all changed made since the record last entered “Edit” mode.

NOTE: The **OK** button will appear inactive except while in “Edit” mode.

- vii. **Close** button – Left-click to close the **Tool Information** window.

c. Header

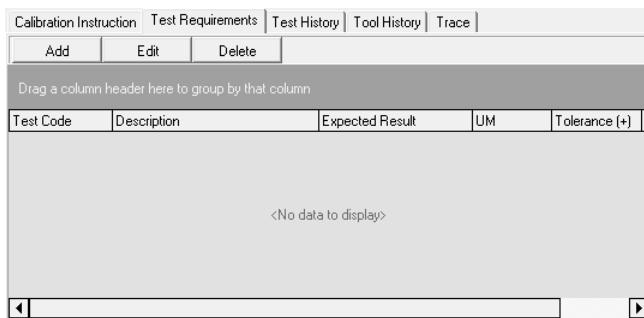


- i. **Tool ID** field – Displays the part number of the selected tool, piece of equipment or machine.
- ii. **Serial No.** field – Displays the serial number of the selected tool, piece of equipment or machine.
- iii. **Warehouse** field – Displays the warehouse to which the selected tool, piece of equipment or machine is assigned.
- iv. **Location** field – Displays the location to which the selected tool, piece of equipment or machine is assigned.
- v. **Calibration Every** field – Displays the interval identified for calibration or inspection in the part master record for the part number of the selected tool, piece of equipment or machine.
- vi. **Last Test** field – Displays the date that the selected tool, piece of equipment or machine was last calibrated or inspected.
- vii. **Last Test Status** group box – Displays the status of the last calibration or inspection test for the selected tool, piece of equipment or machine.
- viii. **Next Test** field – Identifies the next date that the selected tool, piece of equipment or machine must be calibrated or inspected in order to be considered serviceable.
- ix. **W/H Allocation** button – Left-click to view the selected tool, piece of equipment or machine in the warehouse.
- x. **Owner** field (optional) – Identifies the owner of the selected tool, piece of equipment or machine.

- d. **Calibration Instruction** tab (optional) – Enter instructions for calibration or inspection of the selected tool, piece of equipment or machine.



- e. **Test Requirements** tab – Enables the identification of specific testing requirements that must be met in order to pass the calibration or inspection.



NOTE: Buttons will only appear on the **Test Requirements** tab while in “Edit” mode.

- i. **Add** button – Left-click to add a test requirement.
- ii. **Edit** button – Left-click to edit an existing test requirement.
- iii. **Delete** button – Left-click to delete an existing test requirement.

CONTINUE TO NEXT PAGE

- f. **Test History** tab – Enables the recording of the calibration or inspection of the selected tool, piece of equipment or machine.

Calibration Instruction Test Requirements Test History Tool History Trace					
Add Edit Refresh					
Drag a column header here to group by that column					
Opened On	Tested By	Approved On	Approved By	Closed On	Last Test
1/1/2010 3:53:51	006	1/13/2010	005	1/1/2010	1/2/2010

NOTE: Buttons will only appear on the **Test History** tab while in “Edit” mode.

- i. **Add** button – Left-click to add a calibration or inspection.
 - ii. **Edit** button – Left-click to edit an existing calibration or inspection.
 - iii. **Refresh** button – Left-click to refresh the list of existing calibrations or inspections.
- g. **Tool History** tab – Displays the list of component and maintenance work orders to which the selected tool was issued.

Calibration Instruction Test Requirements Test History Tool History Trace					
Open Document					
Drag a column header here to group by that column					
Document Type	Doc.No	Qpr/Card No	Qty	UM	Estimated Usage
<No data to display>					

- i. **Open Document** button – Opens the selected operation or card to which the selected tool was issued.

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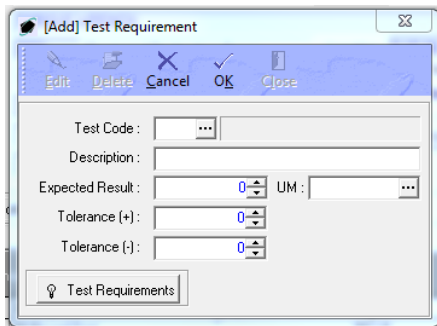
- h. **Trace** tab – Displays the purchase shippers, purchase orders, and purchase receivers associate with the calibration or inspection of the selected tool, piece of equipment or machine.

Calibration Instruction Test Requirements Test History Tool History Trace		
Shipper	P.O.	Receiver
Drag a column header here to group by that column		
Purchase Shipper Number	Purchase Order Number	Purchase Receiver Number
<No data to display>		

- i. **Shipper** button – Opens the selected purchase shipper.
- ii. **P.O.** button – Opens the selected purchase order.
- iii. **Receiver** button – Opens the selected purchase receiver.

4. Identify Test Requirements

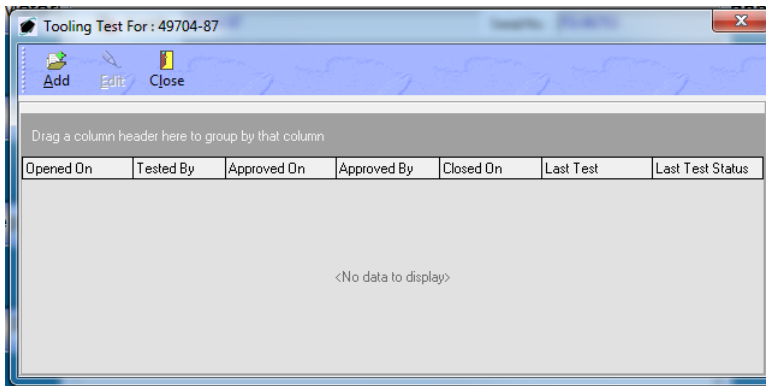
- a. Left-click the **Edit** button on the **Tool Information** window.
- b. Left-click the **Test Requirements** tab.
- c. Left-click the **Add** button.
- d. The **Test Requirement** window will appear.



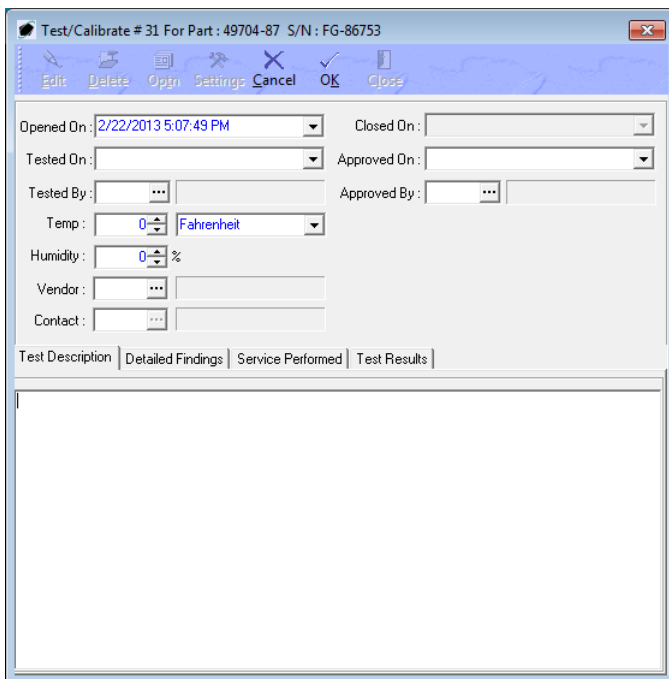
- i. **Test Code** field – Identify the category of the test requirement.
- ii. **Description** field – Enter the description of the test requirement.
- iii. **Expected Result** field – Enter the number associated with the expected measurable result of the test requirement.
- iv. **UM** field – Enter the unit of measure associated with the expected measurable result of the test requirement.
- v. **Tolerance (+)** field – Enter the acceptable positive variance allowed for the result of the test requirement.
- vi. **Tolerance (-)** field – Enter the acceptable negative variance allowed for the result of the test requirement.
- vii. **Test Requirements Tolerance (+)** field – Enter the acceptable positive variance allowed for the result of the test requirement
- viii. **Test Requirements** button – Enter any instructions or comments related to the test requirement.

5. Record Test Results

- a. Left-click the **Tests** button on the **Tool Information** window.
- b. The **Tooling Test** window will appear.



- c. Left-click the Add button in the **Tooling Test** window toolbar.
- d. The **Test/Calibrate** window will appear and will be in “Edit” mode.



- e. Toolbar
 - i. **Edit** button – Left-click to place the **Test/Calibrate** window in “Edit” mode.
 - ii. **Delete** button – Left-click to delete the test/calibration record.

- iii. **Optn** (Option) button – Left-click to see the list of available options.
 - 1. **Images** – Left-click to add images related to the specific test/calibration record.
 - 2. **Print Certificate** – Left-click to print a calibration certificate identifying the results of the specific test/calibration record.
- iv. **Settings** button – Left-click to save or clear the window size and position.
- v. **Cancel** button – Left-click to cancel all changed made since the record last entered “Edit” mode.

NOTE: The **Cancel** button will appear inactive except while in “Edit” mode.

- vi. **OK** button - Left-click to save all changed made since the record last entered “Edit” mode.

NOTE: The **OK** button will appear inactive except while in “Edit” mode.

- vii. **Close** button – Left-click to close the **Test/Calibrate** window.
- f. Header
- i. **Opened On** field – identify when the test/calibration record was opened. This field will automatically be populated with the date and time that the test/calibration record was added.
 - ii. **Tested On** field – Identify when the test/calibration was actually performed.
 - iii. **Tested By** field – If the test/calibration was performed in house, identify the individual who performed the test/calibration.
 - iv. **Temp** field – Identify the temperature at the time of test/calibration (if applicable).
 - v. **Humidity** field – Identify the humidity at the time of test/calibration (if applicable).
 - vi. **Vendor** field – If the test/calibration was performed by a vendor, identify the vendor who performed the test/calibration.
 - vii. **Contact** field – If the test/calibration was performed by a vendor, identify the point of contact for the vendor who performed the test/calibration.
 - viii. **Approved By** field – If the test/calibration requires verification or approval, identify the individual who approved the test/calibration.
 - ix. **Approved On** field – If the test/calibration requires verification or approval, identify the date on which the test/calibration was approved.
 - x. **Closed On** field – Identify the date that the test/calibration was closed.

g. Tabs

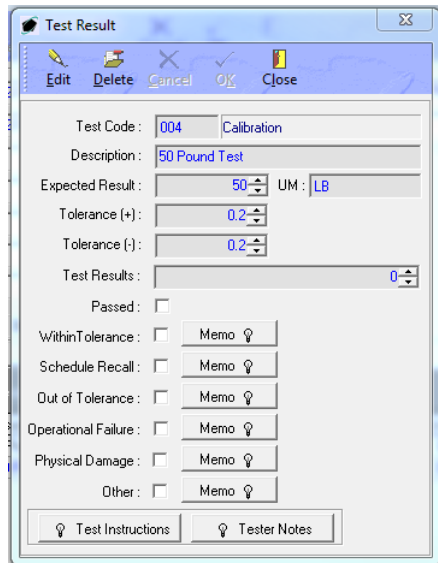
- i. **Test Description** tab – Enter any notes related to the specific test/calibration that was performed.
- ii. **Detailed Findings** tab – Enter any notes related to the results of the specific test/calibration that was performed.
- iii. **Service Performed** tab – Enter any notes related to associated servicing during the specific test/calibration.
- iv. **Test Results** tab – the test requirements created on the **Test Requirements** tab of the **Tool Information** window will be listed.

Test Code	Description	Expected Result	UM	Tolerance (+)	Tolerance (-)
004	50 Pound Test		50 LB	0.2	0.2
004	250 Pound Test		250 LB	0.2	0.2

1. Double-click one of the test requirements to enter the test results.

CONTINUE TO NEXT PAGE

2. The **Test Result** window will appear.



3. The details of the test requirements will be automatically populated in the upper portion of the **Test Result** window.
4. Left-click the **Edit** button from the **Test Result** toolbar.
 - a. **Test Results** field – Identify the number associated with the test/calibration results in terms of the unit of measure identified in the test requirements.
 - b. **Passed** check box – Mark the check box as “checked” if the tool, piece of equipment, or machine passed this test/calibration.
 - c. **Within Tolerance** check box - Mark the check box as “checked” if the tool, piece of equipment, or machine was found to be within tolerance.
 - d. **Schedule Recall** check box – Mark the check box as “checked” if an evaluation of all work performed by the tool, piece of equipment, or machine should be scheduled.
 - e. **Out of Tolerance** check box - Mark the check box as “checked” if the tool, piece of equipment, or machine was found to be out of tolerance.
 - f. **Operational Failure** check box – Mark the check box as “checked” if the test could not be performed because the tool, piece of equipment, or machine failed to function properly.
 - g. **Physical Damage** check box - Mark the check box as “checked” if the test could not be performed because the tool, piece of equipment, or machine is physically damaged.

- h. **Other** check box – Mark the check box as “checked” for whatever your organization chooses to use the check box to indicate.
 - i. **Memo** buttons – Enter any information related to each of the check boxes (if applicable).
 - j. **Test Instruction** button – Enter any instructions related to the specific test result.
 - k. **Tester Notes** button – Enter any notes that the tester provided about the specific test result.
5. Left-click the **OK** button in the **Test Result** window toolbar to save the record.
6. Left-click the **Close** button in the **Test Result** window toolbar to close the record.

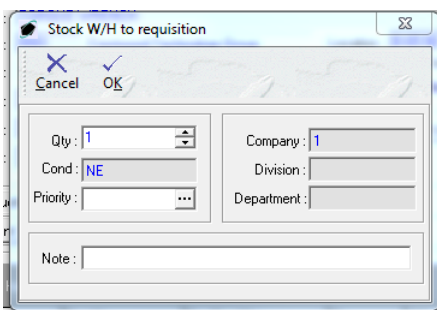
END OF SECTION

6. Send Tool Out for Calibration

- a. Left-click the **Optn** button from the **Tool Information** window toolbar, then left-click **Send to Material Requisition**.



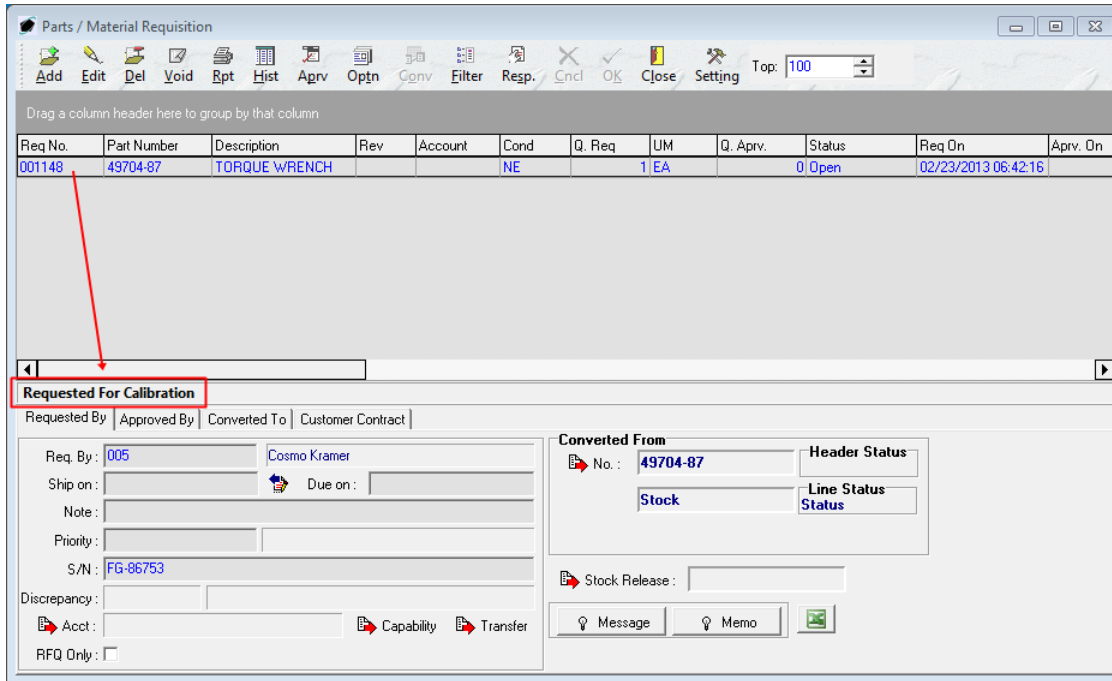
- b. The **Stock W/H to Requisition** window will appear.



- i. **Qty** field – Identify the quantity being sent out for calibration. This number should always be “1”.
 - ii. **Cond** field – Displays the condition of the item in the warehouse.
 - iii. **Priority** field – Identify the priority of this calibration.
 - iv. **Note** field – Enter any short note related to the calibration.
 - v. **Company, Division, and Department** fields – identifies the company, division, and department with which the PMR will be associated.
- c. Left-click the OK button on the **Stock W/H to Requisition** window toolbar.

CONTINUE TO NEXT PAGE

- d. The **Parts/Material Requisition** window will appear. The line will be identified as “Requested for Calibration”.



Parts / Material Requisition

Drag a column header here to group by that column

Req No.	Part Number	Description	Rev	Account	Cond	Q. Req	UM	Q. Aprv.	Status	Req On	Aprv. On
001148	49704-87	TORQUE WRENCH			NE	1	EA	0	Open	02/23/2013 06:42:16	

Requested For Calibration

Requested By | Approved By | Converted To | Customer Contract |

Req. By: 005 Cosmo Kramer
 Ship on: Due on:
 Note:
 Priority:
 S/N: FG-86753
 Discrepancy:
 Acct: Capability Transfer
 RFQ Only:

Converted From
 No.: 49704-87
 Stock
 Header Status
 Line Status
 Status

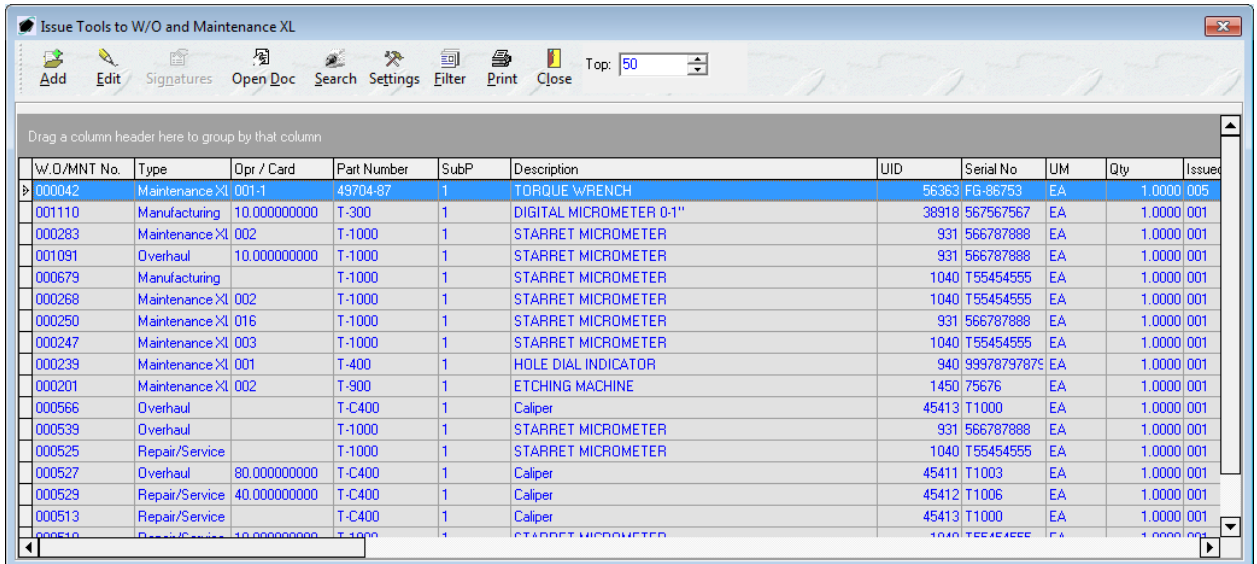
Stock Release:
 Message Memo

END OF SECTION

7. Issue Tools to Operations/Cards

a. Normal Issue

- i. From the **Main Menu** toolbar, left-click the Inventory menu item, then left-click **Issue Tools to W/O and Maintenance XL**.
- ii. The Issue Tools to W/O and Maintenance XL window will appear.

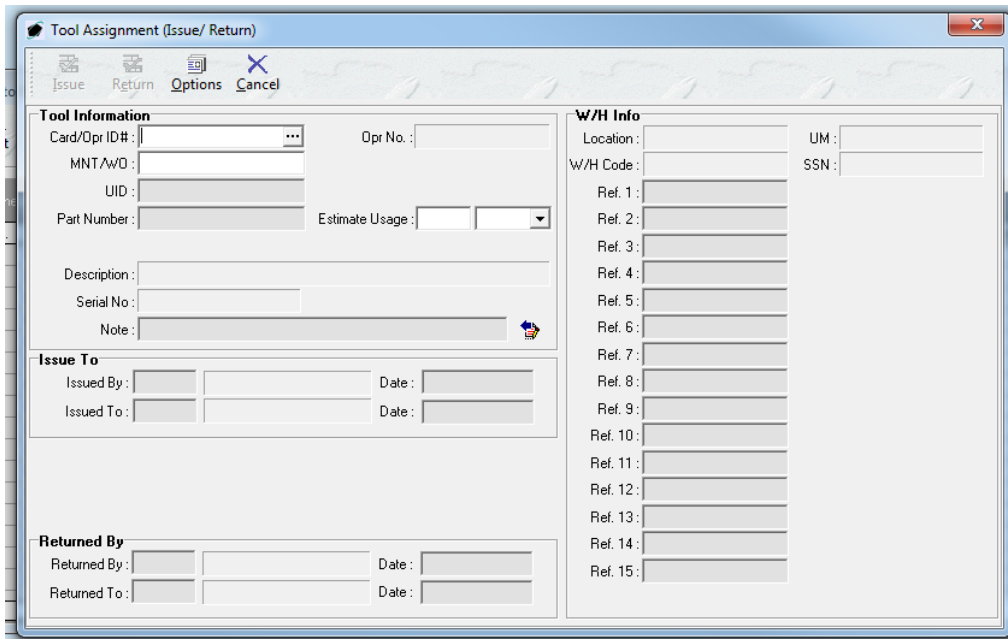


W/O/MNT No.	Type	Opr / Card	Part Number	SubP	Description	UID	Serial No	UM	Qty	Issues
000042	Maintenance XL	001-1	49704-87	1	TORQUE WRENCH	56363	FG-86753	EA	1.0000	005
001110	Manufacturing	10.000000000	T-300	1	DIGITAL MICROMETER 0-1"	38918	567567567	EA	1.0000	001
000283	Maintenance XL	002	T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
001091	Overhaul	10.000000000	T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
000679	Manufacturing		T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000268	Maintenance XL	002	T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000250	Maintenance XL	016	T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
000247	Maintenance XL	003	T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000239	Maintenance XL	001	T-400	1	HOLE DIAL INDICATOR	940	99978797879	EA	1.0000	001
000201	Maintenance XL	002	T-900	1	ETCHING MACHINE	1450	75676	EA	1.0000	001
000566	Overhaul		T-C400	1	Caliper	45413	T1000	EA	1.0000	001
000539	Overhaul		T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
000525	Repair/Service		T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000527	Overhaul	80.000000000	T-C400	1	Caliper	45411	T1003	EA	1.0000	001
000529	Repair/Service	40.000000000	T-C400	1	Caliper	45412	T1006	EA	1.0000	001
000513	Repair/Service		T-C400	1	Caliper	45413	T1000	EA	1.0000	001
000510	Repair/Service	10.000000000	T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001

iii. Toolbar

1. **Add** button – Left-click to create a new tool assignment record.
 2. **Edit** button – Left-click to edit an existing tool assignment record.
 3. **Signatures** button – for future functionality, may be ignored in Build 8.5.54.107 and earlier.
 4. **Open Doc** button – Left-click to open the component or maintenance work order to which an existing tool assignment record is associated.
 5. **Search** button – Left-click to search existing tool assignment records.
 6. **Settings** button – Left-click to save or clear the window size and position.
 7. **Filter** button – Left-click to set filters in the **Issue Tools to W/O and Maintenance XL** window grid.
 8. **Print** button – left-click to print the tool issue for an existing tool assignment record.
 9. **Close** button – left-click to close the **Issue Tools to W/O and Maintenance XL** window.
- iv. Left-click the Add button on the **Issue Tools to W/O and Maintenance XL** window toolbar.

- v. The Tool Assignment (Issue/Return) window will appear.



1. **Card/Opr ID#** field - Identify the maintenance work order card or component work order operation to which the tool will be issued, then press the 'Tab' key.

BARCODING: If you have a printed copy of the maintenance work order card or component work order operation, scan the card or operation number.

The **MNT/WO**, **Issued By** and **Date** fields will be populated automatically.

2. **UID** field – Identify the UID of the tool that is being issued.

BARCODING: If you have tools labeled with UID barcodes, scan the UID barcode.

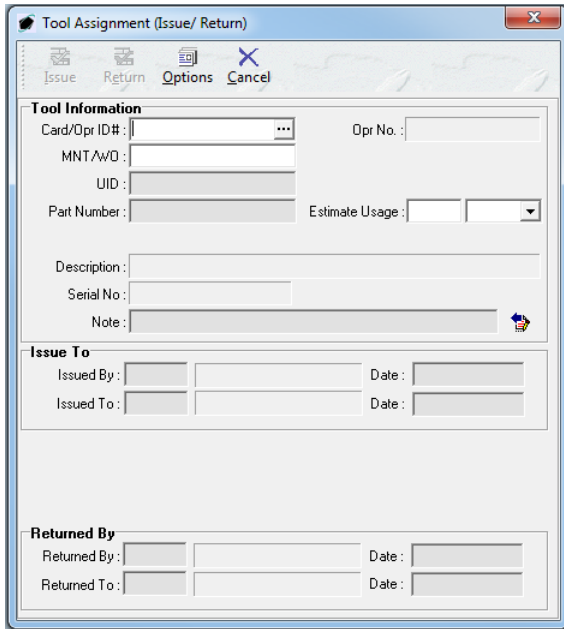
The **Part Number**, **Description**, **Serial Number** fields, as well as the field within the **W/H Info** group box will be populated automatically.

3. **Estimate Usage** field – Identify the length of time to tool is expected to be checked out before it is returned (if desired).
4. **Note** field – Enter a short note related to the issue of this tool (if applicable)
5. **Issued to** field – Identify the individual to whom the tool will be issued.

BARCODING: If the user has a barcoded employee badge, scan the user barcode.

The **Issued to Date** fields will be populated automatically.

6. Left-click the **Issue** button on the **Tool Assignment (Issue/Return)** window toolbar.
 - b. Quick Issue – This option is particularly useful when using barcodes. A tool can be issued in three barcode scans.
 - i. From the **Main Menu** toolbar, left-click the Inventory menu item, then left-click **Quick Tool Issue**.
 - ii. The **Tool Assignment (Issue/Return)** will appear.



1. **Card/Opr ID#** field - Identify the maintenance work order card or component work order operation to which the tool will be issued, then press the 'Tab' key.

BARCODING: If you have a printed copy of the maintenance work order card or component work order operation, scan the card or operation number.

The **MNT/WO**, **Issued By** and **Date** fields will be populated automatically.

2. **UID** field – Identify the UID of the tool that is being issued.

BARCODING: If you have tools labeled with UID barcodes, scan the UID barcode.

The **Part Number**, **Description**, **Serial Number** fields will be populated automatically.

3. **Estimate Usage** field – Identify the length of time to tool is expected to be checked out before it is returned (if desired).
4. **Note** field – Enter a short note related to the issue of this tool (if applicable)

5. **Issued to** field – Identify the individual to whom the tool will be issued.

BARCODING: If the user has a barcoded employee badge, scan the user barcode.

The **Issued to Date** fields will be populated automatically.

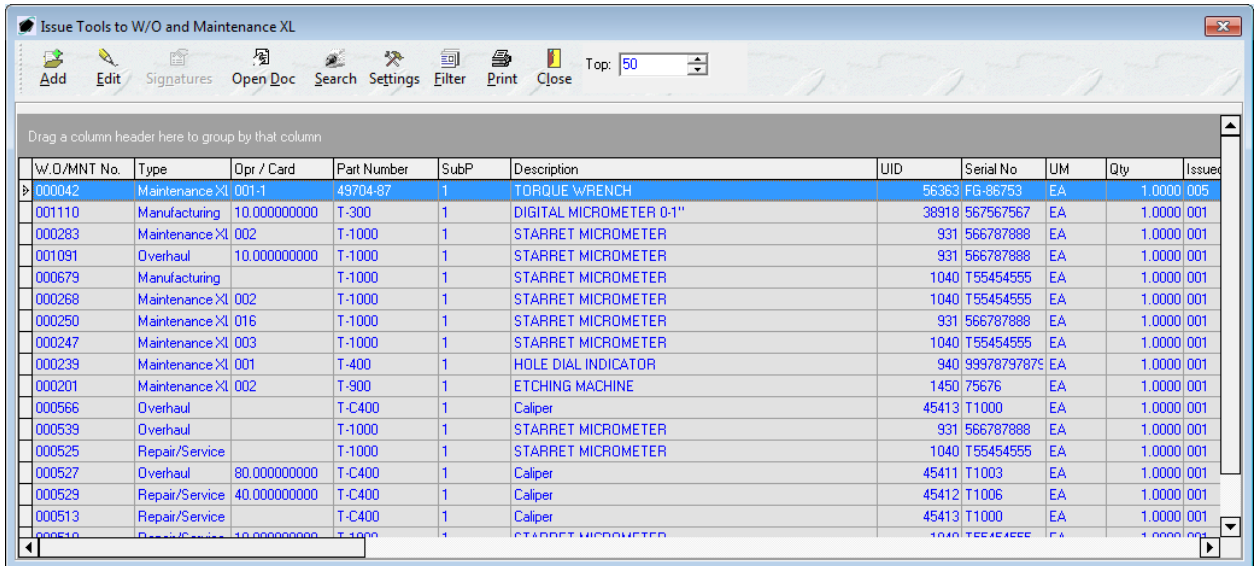
6. Left-click the **Issue** button on the **Tool Assignment (Issue/Return)** window toolbar.

END OF SECTION

8. Return Tools from Operations/Cards

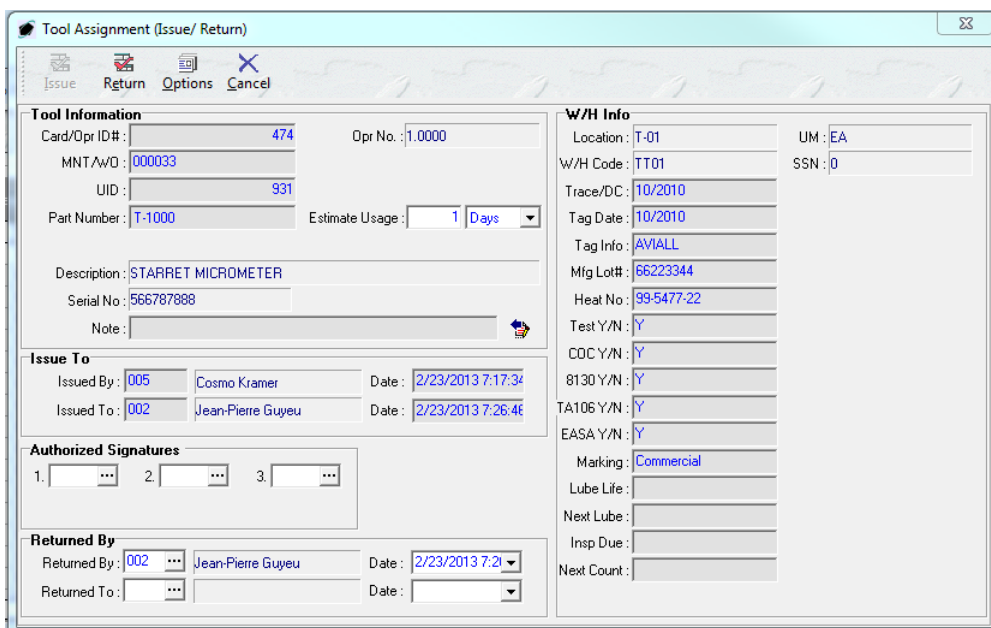
a. Normal Return

- i. From the **Main Menu** toolbar, left-click the Inventory menu item, then left-click **Issue Tools to W/O and Maintenance XL**.
- ii. The Issue Tools to W/O and Maintenance XL window will appear.



W/O/MNT No.	Type	Opr / Card	Part Number	SubP	Description	UID	Serial No	UM	Qty	Issued
000042	Maintenance XL	001-1	49704-87	1	TORQUE WRENCH	56363	FG-86753	EA	1.0000	005
001110	Manufacturing	10.000000000	T-300	1	DIGITAL MICROMETER 0-1"	38918	567567567	EA	1.0000	001
000283	Maintenance XL	002	T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
001091	Overhaul	10.000000000	T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
000679	Manufacturing		T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000268	Maintenance XL	002	T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000250	Maintenance XL	016	T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
000247	Maintenance XL	003	T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000239	Maintenance XL	001	T-400	1	HOLE DIAL INDICATOR	940	99978797879	EA	1.0000	001
000201	Maintenance XL	002	T-900	1	ETCHING MACHINE	1450	75676	EA	1.0000	001
000566	Overhaul		T-C400	1	Caliper	45413	T1000	EA	1.0000	001
000539	Overhaul		T-1000	1	STARRET MICROMETER	931	566787888	EA	1.0000	001
000525	Repair/Service		T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001
000527	Overhaul	80.000000000	T-C400	1	Caliper	45411	T1003	EA	1.0000	001
000529	Repair/Service	40.000000000	T-C400	1	Caliper	45412	T1006	EA	1.0000	001
000513	Repair/Service		T-C400	1	Caliper	45413	T1000	EA	1.0000	001
000510	Repair/Service	10.000000000	T-1000	1	STARRET MICROMETER	1040	T55454555	EA	1.0000	001

- iii. Left-click the line that identifies the tool that is to be returned.
- iv. The **Tool Assignment (Issue/Return)** window will appear.



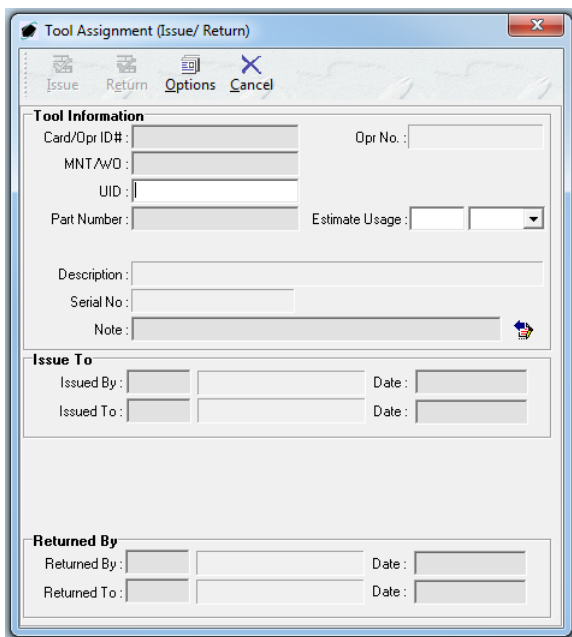
Tool Information		W/H Info	
Card/Opr ID#:	474	Location:	T-01
MNT/W/O:	000033	W/H Code:	TT01
UID:	931	Trace/DC:	10/2010
Part Number:	T-1000	Tag Date:	10/2010
Estimate Usage:	1 Days	Tag Info:	AVIALL
Description:	STARRET MICROMETER	Mfg Lot#:	66223344
Serial No:	566787888	Heat No:	99-5477-22
Note:		Test Y/N:	Y
Issue To		COC Y/N:	Y
Issued By:	005 Cosmo Kramer Date: 2/23/2013 7:17:34	8130 Y/N:	Y
Issued To:	002 Jean-Pierre Guyeu Date: 2/23/2013 7:26:46	TA106 Y/N:	Y
Authorized Signatures		EASA Y/N:	Y
1. [] 2. [] 3. []		Marking:	Commercial
Returned By		Lube Life:	
Returned By:	002 Jean-Pierre Guyeu Date: 2/23/2013 7:21	Next Lube:	
Returned To:		Insp Due:	
		Next Count:	

- v. **Returned By** field – Displays the individual to whom the tool was issued previously. This field may be modified if returned by a different user.
- vi. **Returned To** field – Identify the individual receiving the returned tool.

BARCODING: If the user has a barcoded employee badge, scan the user barcode.

The **Returned To Date** will be populated automatically.

- vii. Left-click the **Return** button from the **Tool Assignment (Issue/Return)** window toolbar.
- b. Quick Return - This option is particularly useful when using barcodes. A tool can be returned in two barcode scans.
 - i. From the **Main Menu** toolbar, left-click the Inventory menu item, then left-click **Quick Tool Return**.
 - ii. The Tool Assignment (Issue/Return) window will appear.



1. **UID** field – Identify the UID of the tool that is being issued.

BARCODING: If you have tools labeled with UID barcodes, scan the UID barcode.

The window will be populated automatically with the information identified during the issue of the tool.

2. **Returned By** field – Displays the individual to whom the tool was issued previously. This field may be modified if returned by a different user.

3. **Returned To** field – Identify the individual receiving the returned tool.

BARCODING: If the user has a barcoded employee badge, scan the user barcode.

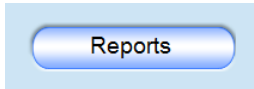
The **Returned To Date** will be populated automatically.

4. Left-click the **Return** button from the **Tool Assignment (Issue/Return)** window toolbar.

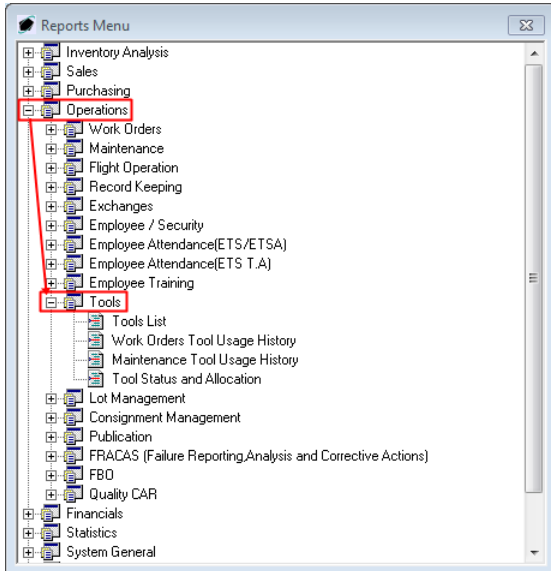
END OF SECTION



9. Reports

- a. From the **Main Menu** screen, left-click the **Reports** button.



- b. The **Reports Menu** window will appear.



- c. Left-click on the  to the left of **Operations** to expand the menu.
- d. Left-click on the  to the left of **Tools** to expand the menu.
 - i. **Tools List** report – This report is a simple list of tools displaying part and calibration information..
 - ii. **Work Orders Tool Usage History** report – This report displays the component work orders and the associated operations to which a tool (or list of tools) was issued.
 - iii. **Maintenance Tool Usage History** report – This report displays the maintenance work orders and the associated cards to which a tool (or list of tools) was issued.
 - iv. **Tool Status and Allocation** report – This report displays the status of all (or selected) parts.

END OF SECTION