Please be aware that this document updates continuously, therefore always check the version number for any updates or changes.
INTRO

The application allows the user to:

1) Check spare parts list, identify the chosen item by code, description, or through exploded views of machines where the part is fitted, etc.;
2) Place a spare part order;
3) Check order situation (i.e. outstanding orders);

The above actions are carried out through a Web Browser (i.e. Internet Explorer) and an Internet Connection; No other software needs to be installed on the Pc.

Requirement

Hardware:
Last generation Pc with Internet connection, broadband recommended.

Software:
Internet browser

Please note:

Popup have to be allowed, or to be configured to accept POPUP from supplier website, if POPUP are not allowed the system will not work properly.

IFRAME have to be allowed too, or as mentioned above the system will not work properly.

On Internet Explorer, from menu; Tools/Internet Options/Security/Custom Level, make sure that the three choices on the Downloads are on “Enable”. Software able to display PDF files, i.e. Adobe Acrobat Reader, any version will do for as long as it enables browser pages to be displayed.
After connection, at the beginning will appear "FORM" see picture.

Fill the fields with the correct information (previously sent from supplier)

Click on [Confirm]
After a few seconds a new page will appear.

### Machines

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010005003</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 5C60X ATLANTIC LF455TX I220V 50HZ</td>
</tr>
<tr>
<td>010005005</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 4C60 ATLANTIC LF654 I 220-230V 50HZ</td>
</tr>
<tr>
<td>010005006</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 4C60 ATLANTIC LF654 T I 220-230V 50HZ</td>
</tr>
<tr>
<td>010005012</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 4C60GX ATLANTIC LF454TX-1I 230V 50HZ</td>
</tr>
<tr>
<td>010005016</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 5C60GX ATLANTIC LF500TX I230V 50HZ</td>
</tr>
<tr>
<td>010005017</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 4C60GX ATLANTIC LF400TX I230V 50HZ</td>
</tr>
<tr>
<td>010005018</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 4C60 ATLANTIC LF400 I 230V 50HZ</td>
</tr>
<tr>
<td>010005019</td>
<td>Front-loading washing machine</td>
<td>LBCF ATLA 4C60 ATLANTIC LF400T I 230V 50HZ</td>
</tr>
</tbody>
</table>

Main menu tool bar

Display grid/Data search
MAIN MENU TOOL BAR

It allows to select different sessions on the system

Example: In order to open the session of complete Spare Parts List click on [Spare Parts]

Please note:

The application is COMPLETELY based on WEB, therefore when you click on the menu’ on the top (I.e. Machines) while filling an order, the system will open the session MACHINES. The same will happen when you click on the Back button of the browser.

Avoid using the Back button unless it is related with current page.
Browsing buttons. From the left: go to first page, previous page, next page, last page.

In order to go to the N.X. page, digit X and Click.

By clicking on the title of a column the list is sorted based on the content of the column, and that column becomes the reference column. The first click carries out a sorting in ascending orders, and the second descending. The panel on the right hand side shows the selected machine.

In order to filter the data choose the compare mode from the pull down menu (contains, start with, etc..), digit the value to compare and click [Filter]. The filter is applied on the left hand side column (code in this case). The column with the filter changes based on the data sorting (see below).
In order to select other machines on the list, click once on the chosen row.

The first button on the right [Spare parts schedule], opens another session with the bill of material of the selected machine.

The second [Exploded Views] opens a session with exploded views.
The grid works as described previously for the machines. On the right hand side the spare part selected. In order to modify the quantity on the order click on the shopping trolley . . . . .
Purchase of the spare parts is carried out with “Parcels”, the number of items that comprise the parcel is shown on the left, to modify the quantity on the current order, (in the appropriate box) digit the number of parcels requested and click [Confirm qnty], in order to leave things as they are they click on [Cancel].

The order will appear on the related session (Main Menu’ [S.P. Order]).
On the left hand side the list of tables related to the selected machine. On the right a preview of the selected table. Select one of the tables in order to check [Select].
On the left the table with references on the parts and descriptions.
At this stage you can select (form pull down menu on the right hand side) the chosen part and place an order for it following the previously explained procedure (Please note that the shopping trolley and the session to order the spares are not shown on the picture).
This list shows ALL spare parts related to machines for a particular customer. On the right hand side the box for selected spare part, from where it can be ordered.
This screen shows the Shopping Trolley. All orders carried out in previously will end up here.
[Delete order line] Remove selected row from order

[Machines] List of all the machines having the part in their part list

[New order line] Add a new row

[Import order] Create a new order reading its lines from a specified file

[Order Status] Show the outstanding orders

[Other addresses] Enter the code for new delivery addresses. Alternative Delivery addresses can then be selected on the header of the order from pull down menu.

[Change Header] Notes and references can be added on the header of the order. Please note: Click this button once a note or reference is added, otherwise the changes will not be saved!

[Confirm/Print order] Print, send order and clear the map in order to insert a new one.

[Print Order] Print the order