



m/jobcard

documentation

Lufthansa Technik AG
Internet based MRO – manage/m[®]
HAM T/JO
Weg beim Jäger 193
22335 Hamburg
manage-m@lht.dlh.de
www.manage-m.com

manage/m[®]

Technical Operations WebSuite



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1 What is m/jobcard?

m/jobcard is the manage/m[®] software application of Lufthansa Technik that can be used to generate customized maintenance Job Cards that are specific to an individual aircraft and its configuration.

The application replaces the former system GATE.

The application also the user to create Job Cards for routine and non-routine maintenance work such as defects and modifications based on AD notes and service bulletins.

The Job Cards can be sent via eMail or downloaded as a PDF or XML file.

The database that m/jobcard draws its data from is m/program, the manage/m[®] maintenance schedule application.

2 Access to m/jobcard

2.1 System requirements

m/jobcard is fully functional with the following browsers:

- Microsoft Internet Explorer 6.x
- Browsers based on the Gecko-Engine such as Firefox 1.x, Mozilla 1.7x (or above), Netscape 7.x
- Adobe Acrobat Reader 4.0 and above

The GUI of m/jobcard is optimized for a display resolution of at least 1024x768.

Java Script has to be enabled in the browser. The application is using https protocol for secure data transfer

2.2 Internet Login

2.2.1 Via manage/m[®] WebSuite

m/jobcard is invoked by the Lufthansa Technik manage/m[®] WebSuite. Open the WebSuite by using the following link :

www.manage-m.com

For details please look at: [How to use the WebSuite](#)

2.2.2 Via direct link

For direct access to m/jobcard, please use the following link:

www.manage-m.com/m/jobcard

2.3 Intranet Login

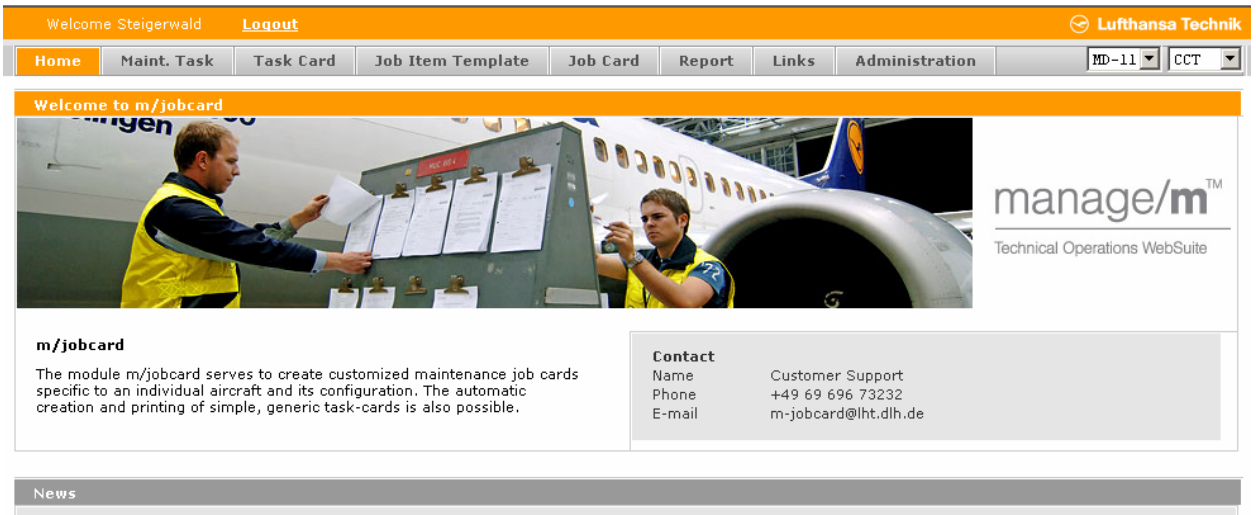
To access m/jobcard via Intranet, please use the following address :

<http://lww.manage-m.lht.ham.dlh.de>

For details please look at: [How to use the WebSuite](#)

2.4 Start screen

The m/jobcard start screen is divided into two sections: the menu bar with all available functions, including the fields for A/C type and customer selection, and the information area.



Welcome Steigerwald [Logout](#) Lufthansa Technik

Home Maint. Task Task Card Job Item Template Job Card Report Links Administration MD-11 CCT

Welcome to m/jobcard

m/jobcard

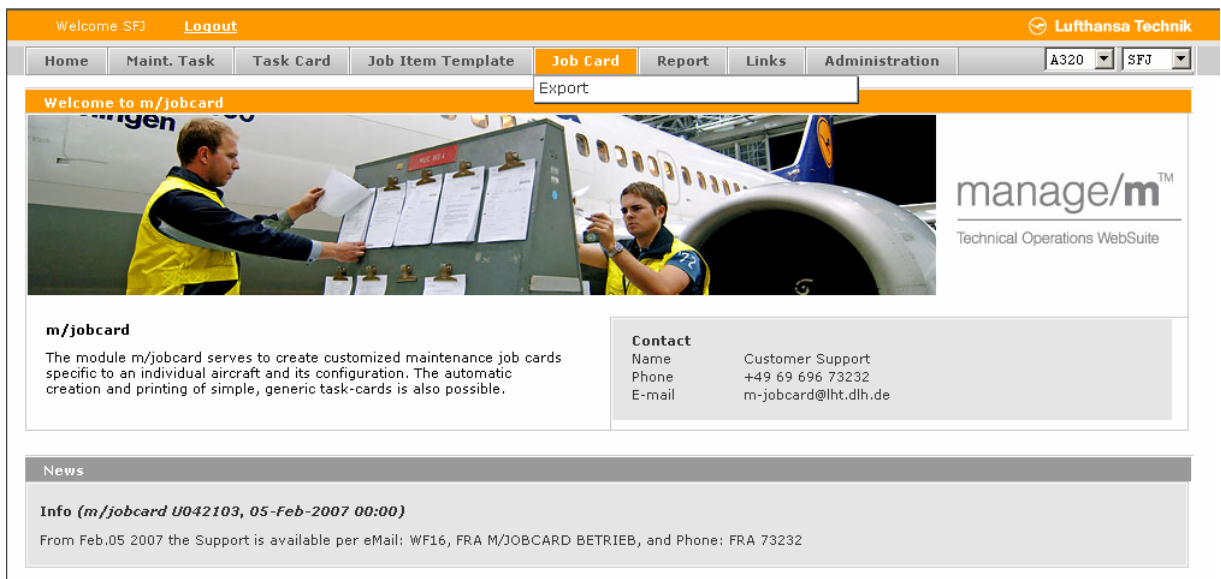
The module m/jobcard serves to create customized maintenance job cards specific to an individual aircraft and its configuration. The automatic creation and printing of simple, generic task-cards is also possible.

Contact

Name	Customer Support
Phone	+49 69 696 73232
E-mail	m-jobcard@lht.dlh.de

News

All available m/jobcard functions can be seen on the menu bar. A mouse-over activates the respective drop-down menu.



Welcome SFJ [Logout](#) Lufthansa Technik

Home Maint. Task Task Card Job Item Template **Job Card** Report Links Administration A320 SFJ

Welcome to m/jobcard

m/jobcard

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News

Info (m/jobcard U042103, 05-Feb-2007 00:00)

From Feb.05 2007 the Support is available per eMail: WF16, FRA M/JOB CARD BETRIEB, and Phone: FRA 73232

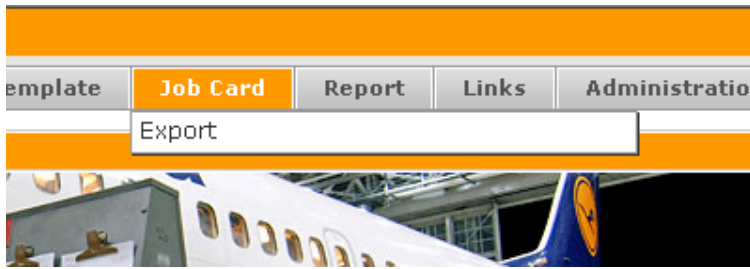
After the selection of an item in the drop-down menu with a mouse click, the chosen function is called up.

3 Selected Functions

3.1 Export Job Cards

In m/jobcard, Job Cards can be exported to several formats. The following describes the function for Job Cards.

The item **Export** in the menu **Job Card**




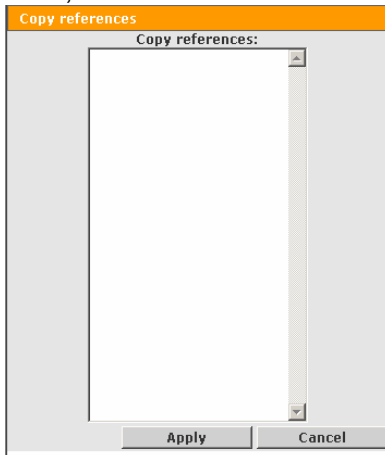
gets the user to the following screen:

To extend the number of criteria for the search, the button **Ext. search** can be used.

In all text fields and areas of the search mask, the “%”-symbol can be used as a wildcard. There are no mandatory fields to be filled.

If the Ref. Type / No is entered then the reference number has to be filled in.

To enter more than one Reference number the button  opens a popup window with a text area, into which the numbers can be copied.

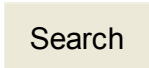


Subsequently, the list is transferred to the field when the Apply button is used. The different numbers are displayed in the field separated by a comma.

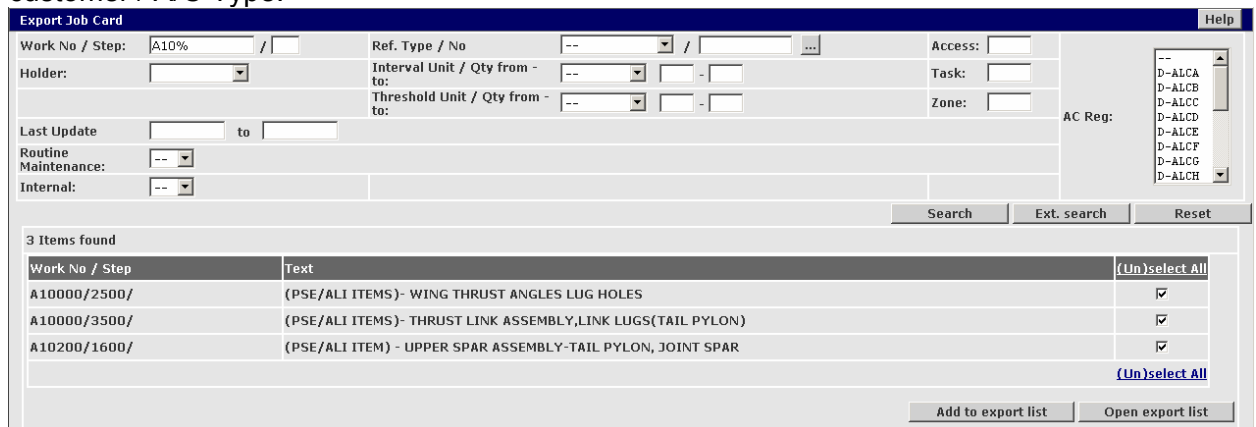
The system checks the plausibility of all input automatically when the corresponding field is left, so that an invalid format will result in a popup message informing the user about the error.

The “%”symbol can be used as a wildcard.



If no criteria are entered, the application of the  button underneath the search criteria results in the display of a list of all Job Cards for the selected customer and A/C type in the system.

Otherwise, the application lists all Job Cards that match the entered criteria for the selected customer / A/C Type.




In the upper part of the window, the search mask is displayed

The lower part shows the list of matching Job Cards. A headline informs about the number of items found with matching criteria.

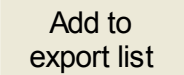
The list is divided in three columns, for

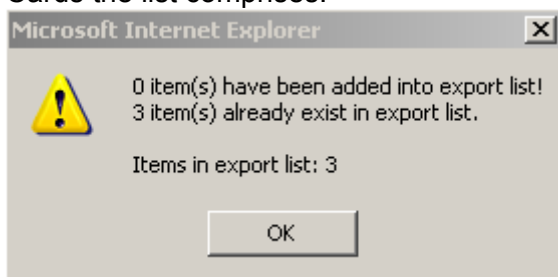
- the **Work No / Step**
- the **Text**, and
- the checkbox for the **Print** function.

If several Job Cards exist having the same **Work No / Step**, the button  next to the number opens a pop-up that shows the effectivity of the Job Card for the different A/C. Effectivity is always complementary.

In the **Text** column, a short description of the Job Card is given.

The **Print** column contains checkboxes to select the corresponding Job Cards for printing. With the link **(Un)select all** it is possible to choose to print all Job Cards for the selected customer and A/C type.

With the button , the selected Job Cards are included in the export list. A pop-up informs the user about how many items have been added to the overall list, and how many Job Cards the list comprises.



The button  displays the **Export list** in the foreground of the screen.

The header informs about the selected customer / A/C type.

In the upper part, the displayed list can be sorted in alphabetical order, or the order can be altered by marking an item and moving it up or down the list with the arrow buttons pointing up or down.

By marking an item and clicking on the  button, the corresponding Job Card is removed from the export list.

The process of searching and adding Job Cards to the export list can be performed several times (i.e. the export list is not cleared until changing AC Type or customer or logging out) The user can add a primary and a secondary account number, which will overwrite any default numbers.

Moreover, the user has to select exactly one station as well as exactly one A/C Reg.

If more than one A/C Reg is selected, the Job Card is printed multiple times, once for each of the selected A/C Reg.

In the mid-section of the window, the user can choose from several export options.

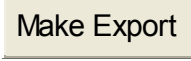
The Job Card can be exported

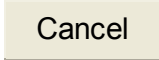
- with all or no AMM or as defined before (drop-list), and
- with or without a barcode or as defined before (drop-list)

Under **Export Format** the user can select

- E-mail (with a select box of predefined addresses),
- PDF,
- one of the internal network printers from a drop-list (if the user is authorized for this function), or
- XML.

Note: Users who are not authorized to print Job Cards have the possibility to download them in the formats above.

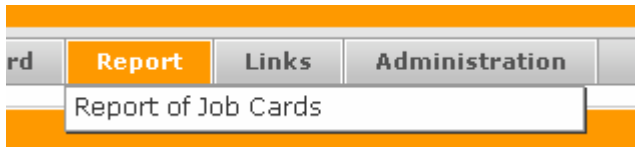
The button  results in the export of all Job Cards included in the list with the selected features.

The button  returns the user to the **Export Job Card** screen.

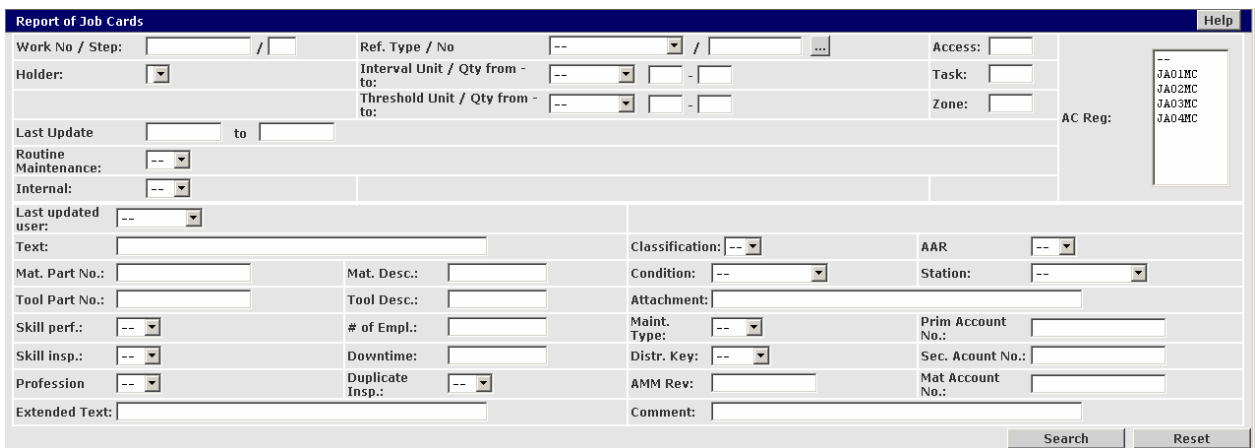
3.2 Report of Job Cards

In m/jobcard it is possible to retrieve reports of Job Cards. The following describes the retrieval of a **Report of Job Cards**.

After a click on the corresponding item on the drop-down menu **Report**,



m/jobcard displays a search mask identical – apart from the title and the buttons at the bottom – with the **Export Job Card** screen.



Report of Job Cards Help

Work No / Step: / Ref. Type / No: / ... Access:

Holder: Interval Unit / Qty from - to: - Task:

Threshold Unit / Qty from - to: - Zone: AC Reg:

Last Update: to

Routine Maintenance:

Internal:

Last updated user:

Text: Classification: AAR:

Mat. Part No.: Mat. Desc.: Condition: Station:

Tool Part No.: Tool Desc.: Attachment:

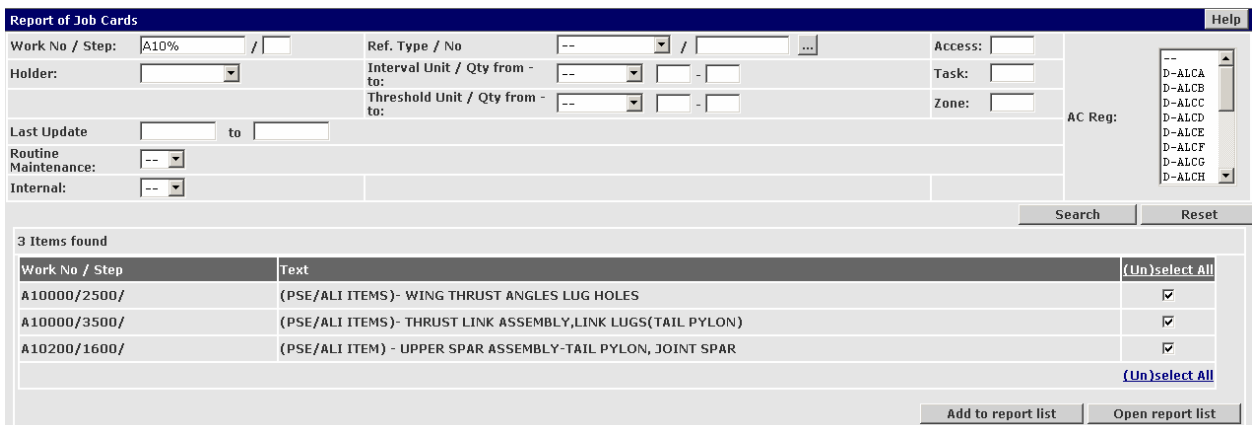
Skill perf.: # of Empl.: Maint. Type: Prim Account No.:

Skill insp.: Downtime: Distr. Key: Sec. Account No.:

Profession: Duplicate Insp.: AMM Rev: Mat Account No.:

Extended Text: Comment:

After the input of attributes and the application of the button, the **Report of Job Card** screen is displayed.



Report of Job Cards Help

Work No / Step: A10% / Ref. Type / No: / ... Access:

Holder: Interval Unit / Qty from - to: - Task:

Threshold Unit / Qty from - to: - Zone: AC Reg:

Last Update: to

Routine Maintenance:

Internal:

3 Items found

Work No / Step	Text	(Un)select All
A10000/2500/	(PSE/ALI ITEMS)- WING THRUST ANGLES LUG HOLES	<input checked="" type="checkbox"/>
A10000/3500/	(PSE/ALI ITEMS)- THRUST LINK ASSEMBLY, LINK LUGS(TAIL PYLON)	<input checked="" type="checkbox"/>
A10200/1600/	(PSE/ALI ITEM) - UPPER SPAR ASSEMBLY-TAIL PYLON, JOINT SPAR	<input checked="" type="checkbox"/>

[\(Un\)select All](#)

A list with three columns is displayed to select from: one for the **Work No / Step**, one for the **Text**, and one for the checkbox of the **Print** function.

Eff

There may be a button **Eff** next to the Work No / Step.

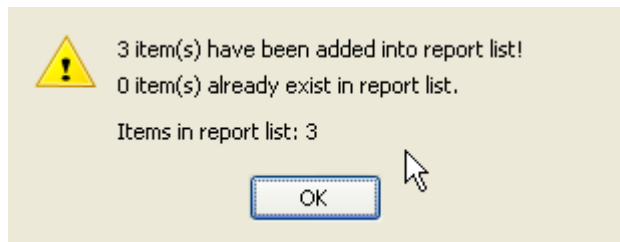
If there is more than one Job Card with the same Work No / Step, a click on the button displays the different complementary effectivities.

In the column **Print**, the user can select the Job Cards to be reported by checking the box. There is a link to **(Un)select all** items on the list.

Add to report list

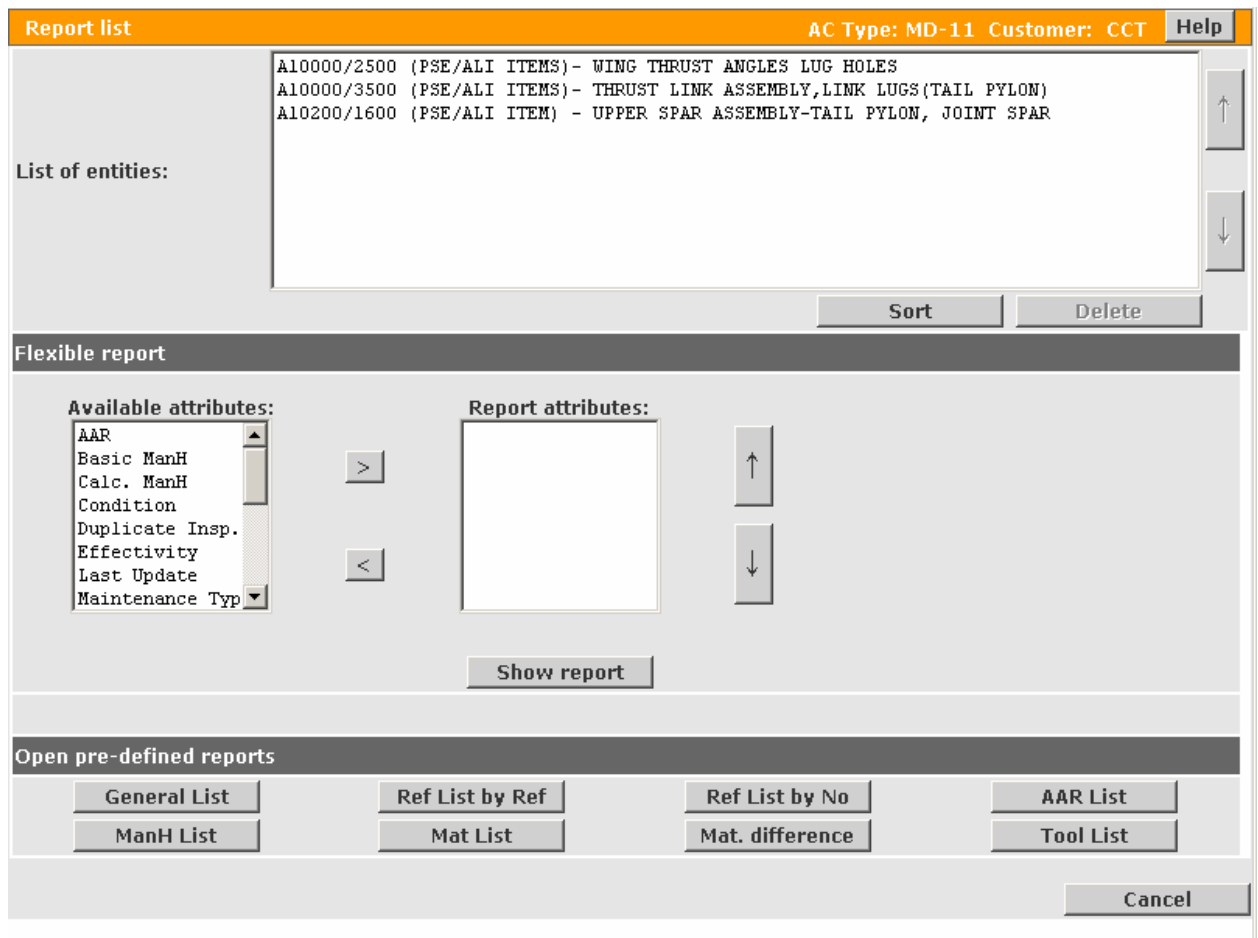
The button **Add to report list** adds the Job Cards that were selected to the report list.

A pop-up informs about the number of Job Cards that have been added, the number of Job Cards already in the report list, and the overall number of items in the report list..



Open report list

The **Open report list** results in the display of the **Job Card report list** window.



In the upper section, the selected Job Cards are listed. They can be sorted alphabetically with

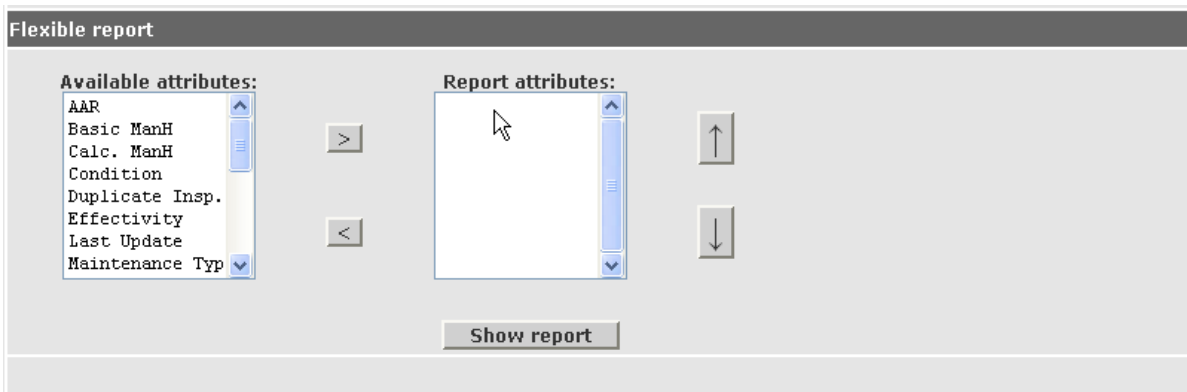
the button **Sort**; elements can also be moved up or down the list by marking them and clicking on the arrow buttons.

To delete an item, the user can mark one or more items and subsequently use the button

Delete

The data of the Job Cards in the report list serve as a basis for all reports.

In the mid-section, the user can open **Flexible reports**.



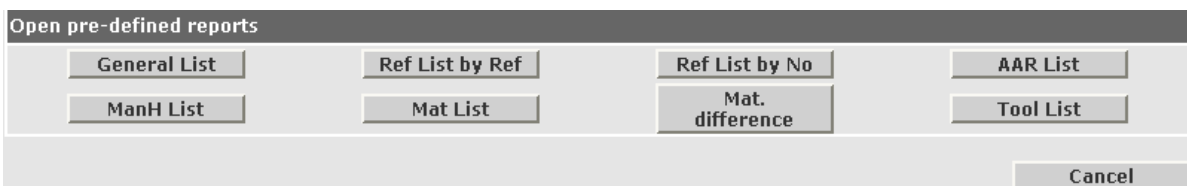
All available criteria of Job Cards can be selected as **Available attributes** to be included in the report.

The button **Show report** results in the display of the report in PDF format.

Underneath the report, the **Export format** can be selected.

The report can be either exported to PDF, XML, E-mail, or CSV, or printed. The transaction can be canceled as well.

At the bottom of the **Report list** window, there are several buttons to open pre-defined reports:



The use of the **General List** button results in the display of the general list in PDF format. The general list is a list of all attributes of the Job Cards in the report list. It can be printed and exported to PDF, XML, E-mail, or CSV.

Ref List by Ref displays a list of all references of the Job Cards in the report list ordered by Reference Type in PDF format. It can be printed and exported to PDF, XML, E-mail, or CSV.

Ref List by No

The use of the **Ref List by No** button results in the display of a list of all references of the Job Cards in the report list ordered by Work No / Step in PDF format. It can be printed and exported to PDF, XML, E-mail, or CSV.

AAR List

AAR List displays a list of all AAR related references of the Job Cards in the report list in PDF format. It can be printed and exported to PDF, XML, E-mail, or CSV.

ManH List

The use of the **ManH List** button results in the display of the man-hour list of the Job Cards in the report list in PDF format. It can be printed and exported to PDF, XML, E-mail, or CSV.

Mat List

Mat List displays the material list of the Job Cards in the report list in PDF format. It can be printed and exported to PDF, XML, E-mail, or CSV.

Mat difference

The application of the **Mat difference** button results in the display of the material difference list of the Job Cards in the report list in PDF format. This list gives an overview of all material entered into the application m/jobcard that has not been entered in the material master data. The list can be printed and exported to PDF, XML, E-mail, or CSV.

Tool List

Tool List displays the tool list of the Job Cards in the report list in PDF format. It can be printed and exported to PDF, XML, E-mail, or CSV.
The cancel button returns the user to the previous screen.