

Calibration Program Management Solution

Job Aid

CPMSJA012 – Process Calibration

Purpose

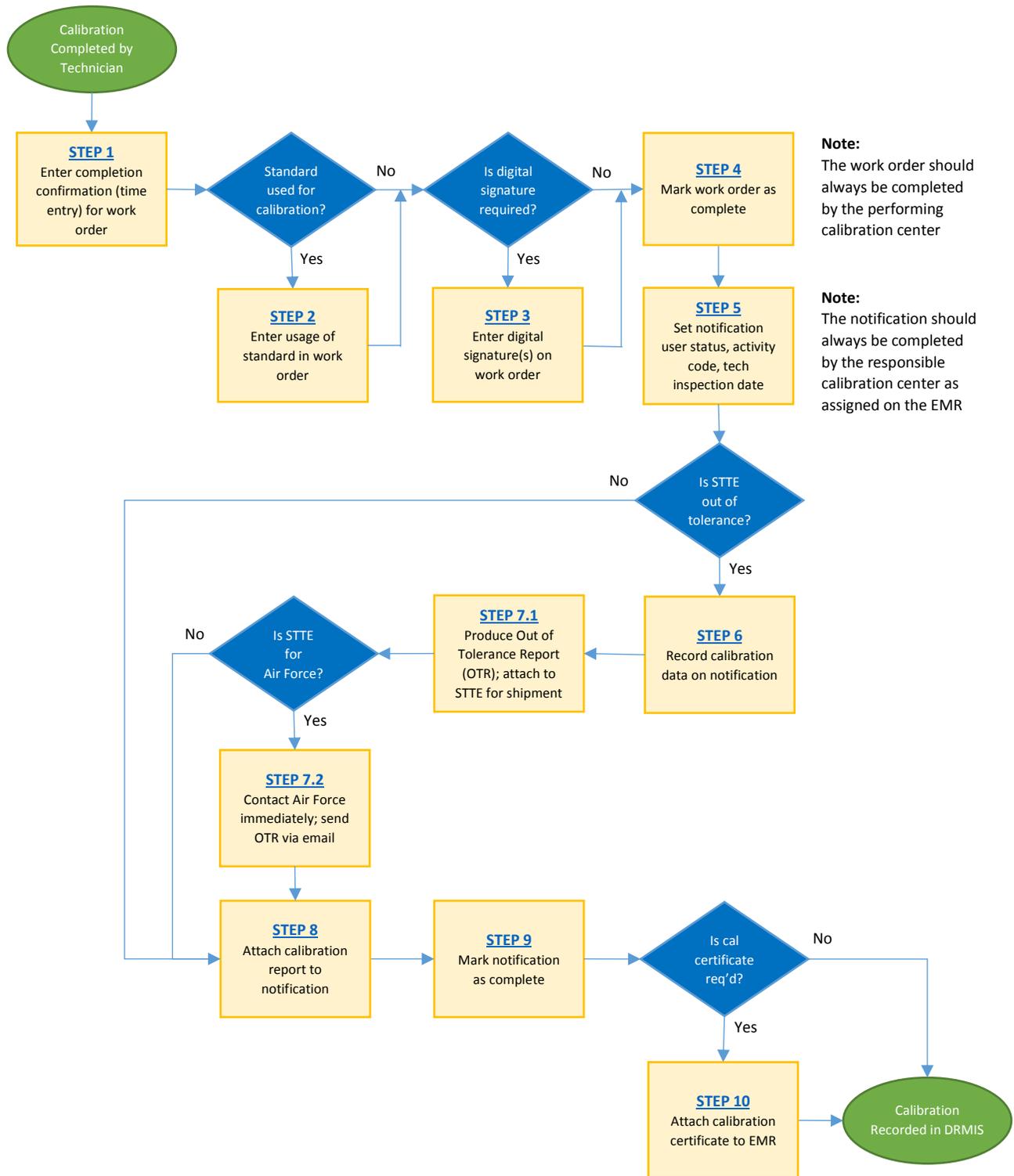
When the technician has completed a calibration and filled out the CPMS shop paper, it will be handed in and the Calibration Coordinator will perform the following actions:

- Post time against the work order;
- Enter digital signature on the work order (if required);
- Flag the work order as complete;
- Enter the calibration data on the notification;
- Generate the Out-of-Tolerance report (OTR), if applicable;
- Flag the notification as complete;
- Attach a calibration certificate to the EMR, if required.

Transaction Codes

IW41, IW32, IW22, CV04N, CV02N, CV01N, IE03, IP10

Process Flow



Contents

This job aid contains the following process steps, each of which can be accessed directly by clicking on the appropriate heading below. Please refer to the Process Flow diagram (above) to see each step in context.

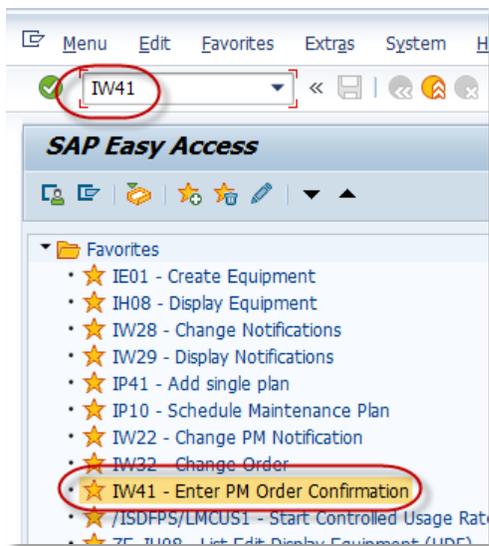
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Procedure

Once the STTE has been calibrated by the technician, the corresponding notification and work order generated in DRMS must be processed to indicate that the calibration has taken place.

1. Enter completion confirmation (time entry) for work order

To process a time confirmation for the order, execute transaction **IW41** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Enter PM Order Confirmation: Initial Screen* is shown.

Enter PM Order Confirmation: Initial Screen

Parameters

Confirmation No. of Operation
Confirmation

Order
Order
Oper./Act.
Suboperation

Long-term order for
Functional loc.
Equipment

Individual Capacity
Capacity cat.
Split number

Enter the order number and press .

The *Operation Overview* screen is shown.

Note: If the work order only has a single operation, you will be taken directly to the *Actual Data* screen and will not see the *Operation Overview*.

Enter PM Order Confirmation: Operation Overview

Parameters

Order 20972125 PIN = 170609549 CP5

Operations and sub-operations

Co	Op.	Su...	Sp	Work Ctr	Plnt	Work	Unit	Operation short text
	0010		<input type="checkbox"/>	CPMSPYO..1000		0.0 HR		CALIBRATION
	0030		<input type="checkbox"/>	CPMSPYO..1000		0.0 HR		REPAIR
	0040		<input type="checkbox"/>	CPMSPYO..1000		0.0 HR		SUBCONTRACTING

Proceed as follows:

- Select the operation to confirm by clicking in the left column.
- Click .

The *Actual Data* screen is displayed.

Enter PM Order Confirmation: Actual Data

Order 7000008 EMR 20972125 PIN = 170609549 CP5
 Oper./Act. 0010 CALIBRATION
 System Status REL

Confirmation Data

Confirmation 12742300 **a**
 Work Center CEMS 1000 OT **b** A WFK1 CALIBRATION SERVICES
 Personnel no. 6514 EMPL006514 EMPL00651 Wage Type
 Actual Work 5 HR Activity Type CALIBR Posting date 2018.08.30
 Final Confirmtn No Remain. Work Acctg Indicator
 Clear Open Res. Remaining Work HR
 Work Start 2018.08.28 16:00:00 Actual Duration HR
 Work Finish 2018.08.30 11:54:06 Forecast End 24:00:00
 Reason
 Confirm. text Long text exists

- a) If the work was performed by an internal calibration technician, enter the personnel number of the technician.
- If the personnel number cannot be entered for any reason, please use the **Confirm. text** field to enter the name and/or number of the technician, as shown below:

Confirm. text 8776 J. Smith

- b) Enter the actual hours spent for the work.
- If this was done by a calibration centre employee, it will be the time spent on the work (e.g. 5).
 - If the work was done by a sub-contractor, you will enter the total cost of the work in dollars (e.g. 5,622).
 - In either case, the unit of measure will remain as “HR”.
- c) If this entry will complete the operation, check off the **Final Confirmtn** flag to indicate that the work has been completed.
- Note:* only do this if you are sure the operation has been completed. If there is any work outstanding for the operation, leave this unchecked.

At this point, it is possible to open the attached notification to record any comments/remarks/notes entered by the technician during the calibration. This can also be done during the notification completion process (see [step 5](#)).

To enter text now, click on the **Notification** button in the top toolbar:

Enter PM Order Confirmation: Actual Data

Navigation: + next **Notification**

Order: 7000191 CALIBRATION FOR EMR 10050491
Activity: 0010 CALIBRATION
System Status: REL

Confirmation Data

Confirmation: 260227
Work Center: CPMSPYHX 1000 PYLON HALIFAX YBW1 CALIBRATION SERVICES

The notification will now open in Change mode:

Change PM Notification: Calibration Program

Navigation: Partner

Notification: 20001123 C1 CALIBRATION FOR EMR 10050491

Notific. Status: NOPR ORAS OPEN

Order: 7000191

General Info | Contact info | Location Data | Date Information | Maintenance Plan / Task List | Item | Activities

Reference object

Functional loc.:
Equipment: 10050491 WRENCH, TORQUE - PM TEST DATA
Assembly:
UII:

Start/End Dates

Required Start: 2018.07.14 00:00:00 Priority:
Required End: 2018.07.14 00:00:00 Breakdown
Revision: 1000

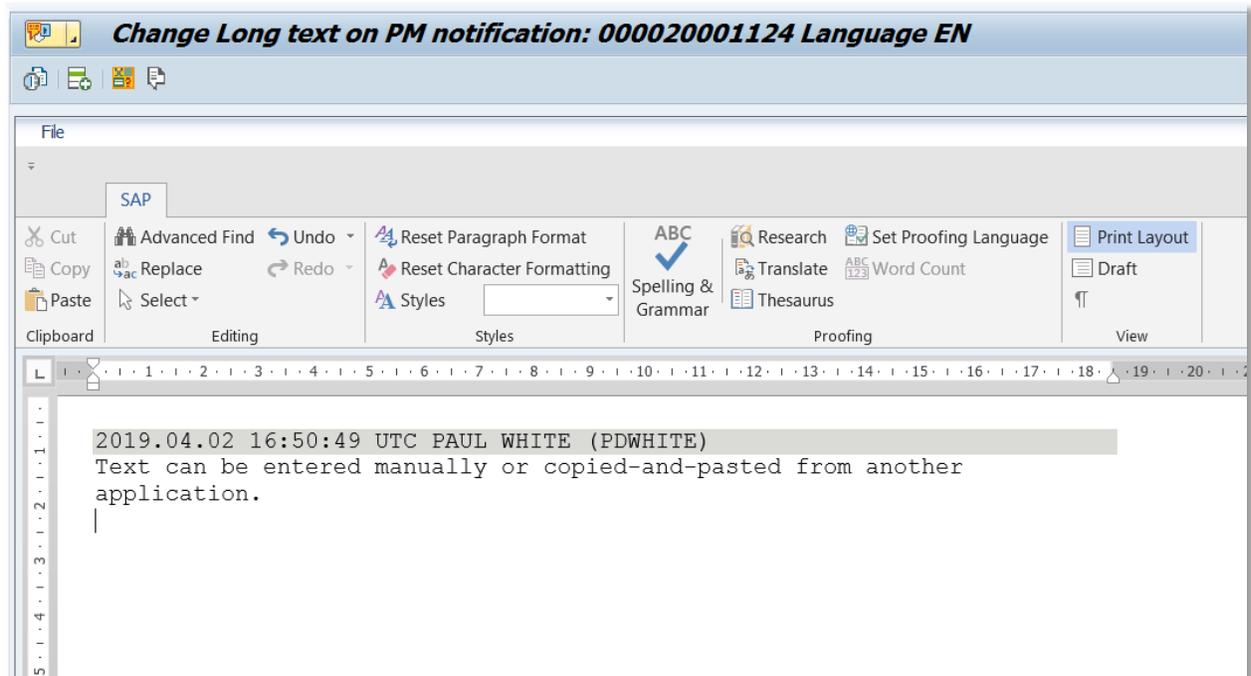
Subject

Coding:

Description: CALIBRATION FOR EMR 10050491

Text can be entered in the area shown above.

To access the text entry in full-screen mode, click .



When finished, use  to return to the confirmation.

Save the confirmation by clicking .

The system will report the number of confirmations created:

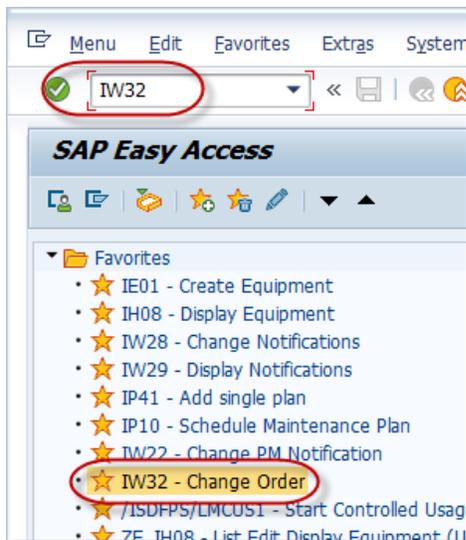
Number of confirmations saved for order 7000008: 1

2. Record usage of a standard for the work order operation (if applicable)

In order to process the work order, it must be opened in Change mode. The order can be changed in one of two ways:

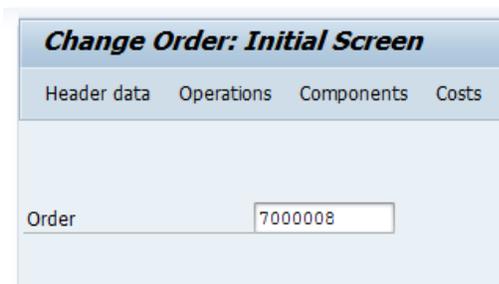
1. Individually, if the work order number is known, or
2. From a list of work orders (see job aid [CPMSJA011 - List and Find CPMS Work Orders](#)).

To change an individual order, execute transaction **IW32** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.

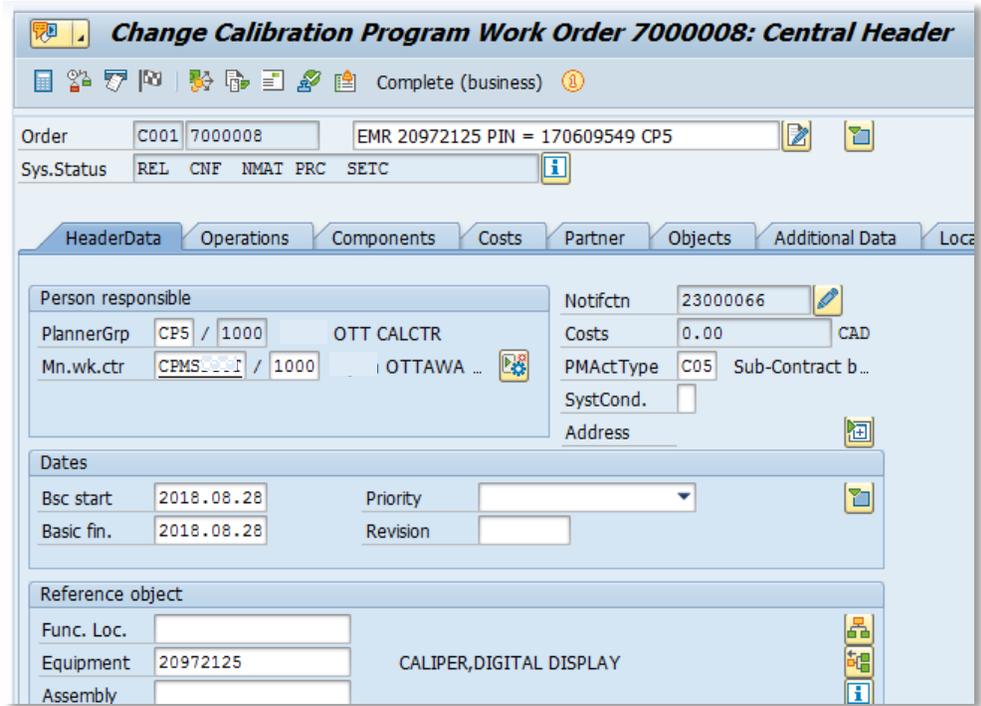


The *Change Order: Initial Screen* is shown.

Enter the work order number and press .

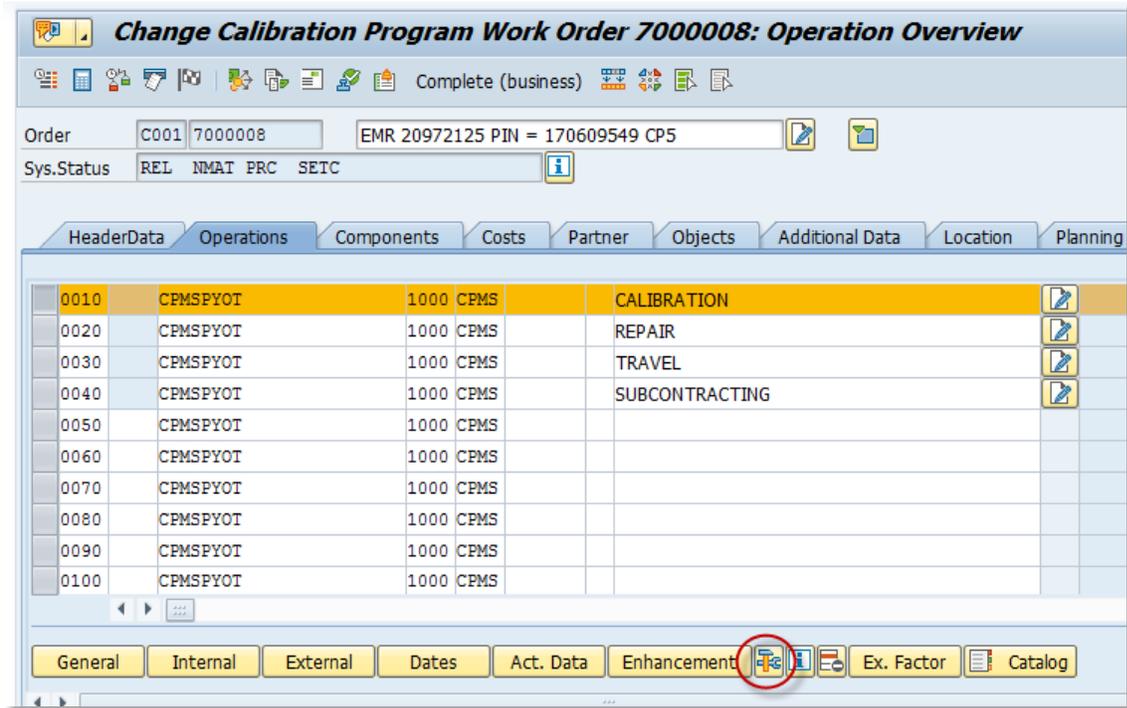


The *Change Calibration Program Work Order: Central Header* screen is shown.



To specify which standard was used for the calibration, a Production Resource/Tool (PRT) is assigned to an operation. If this is not required, you can skip this step.

To assign a PRT, click on the *Operations* tab and then select the operation that requires the PRT. Press the PRT icon (🔧) on the bottom toolbar.



The *PRT New Entries* screen is opened

Change Maintenance Order: PRT New Entries

Item: 0010

Material:

Plant: 1000 ADM (Mat)

Basic Data

Quantity: 1.000

Control Key:

Std Text Key:

Long Text

General Equipment Miscellaneous Document Measuring Point

Click on **Equipment**.

Enter the EMR number for the PRT.

Press  to transfer the PRT to the order.

Change Maintenance Order: PRT New Entries

Item: 0010

Equipment: 20971934

Basic data

Usage value:

Control Key:

Std Text Key:

Long Text

 General Material Miscellaneous Document Measuring Point

At this point, you may receive the following message:



Press  to continue. This is only a warning and can be skipped.

You may also receive the following message:



This message is triggered when an STTE is overdue for calibration. In this case, click **New entry** and enter an alternate number for the standard.

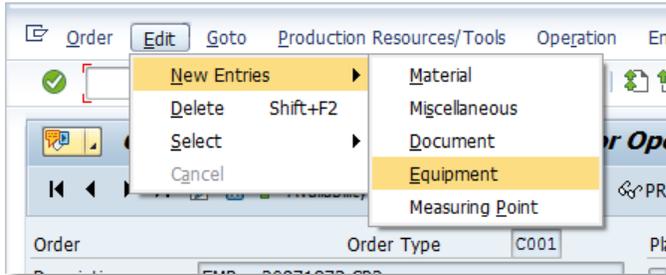
When the standard has been added, the **PRT List** will be shown, which gives an overview of standards assigned to the operation.

Order	77000125	Order Type	C001	Planning plant	1002
Description	EMR 20325981 PIN = 100003466 CP4			<input type="checkbox"/> Long text	
Activity	0010	CALIBRATION			
PRT Assignments to Operation					
Item	Cat	Production resources/tools	Description	Text for PRT	
0010	E	20325208	.223/5.56 "GO" HEADSPACE GAUGE 1.4636"		

Note: To personalize the column order on this screen, please see the [Tips & Tricks](#) section of this document.

Order	77000125	Order Type	C001	Planning plant	1002
Description	EMR 20325981 PIN = 100003466 CP4			<input type="checkbox"/> Long text	
Activity	0010	CALIBRATION			
PRT Assignments to Operation					
Item	Cat	Production resources/tools	Description	Text for PRT	
0010	E	20325208	.223/5.56 "GO" HEADSPACE GAUGE 1.4636"		

Additional standards can be added by following menu path **Edit → New Entries → Equipment**.



When finished, use  to return to the *Operation Overview* tab.

3. Enter digital signature for work order operation (mandatory for aircraft components)

If the work order is for an aircraft component, the operation must be signed off with at least one digital signature. Operations for submarines can also be signed off; all other calibrations do not require a digital signature.

If digital signatures are not required, you can skip this step.

To enter a digital signature, you just be editing the work order in Change mode. Refer to the beginning of [step 2](#) for instructions on how to change a work order.

From within the work order, select the *Operations* tab.

Change Calibration Program Work Order 7000008: Operation Overview

Order: C001 7000008 EMR 20972125 PIN = 170609549 CP5

Sys.Status: REL NMAI PRC SEIC

Complete (business)

Operations

Operation	Description	Quantity	Unit	Location
0010	CALIBRATION	1000	CPMS	HR
0020	REPAIR	1000	CPMS	HR
0030	TRAVEL	1000	CPMS	HR
0040	SUBCONTRACTING	1000	CPMS	HR
0050		1000	CPMS	HR
0060		1000	CPMS	HR
0070		1000	CPMS	HR
0080		1000	CPMS	HR
0090		1000	CPMS	HR
0100		1000	CPMS	HR
0110		1000	CPMS	HR
0120		1000	CPMS	HR

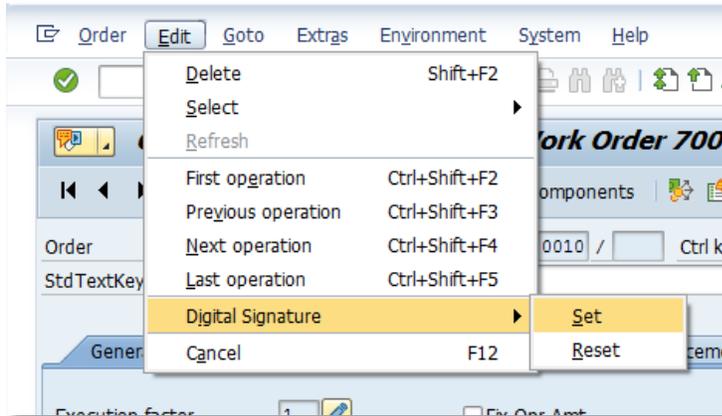
General Internal External Dates Act. Data Enhancement Ex. Factor Catalog

- Select the operation that needs a signature by clicking to the left of the operation number.
- Click **General**.

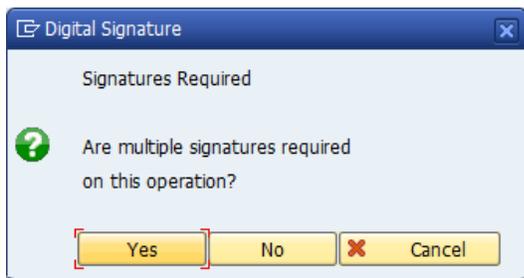


Short cut! You can also double-click on the operation number to reach the General screen.

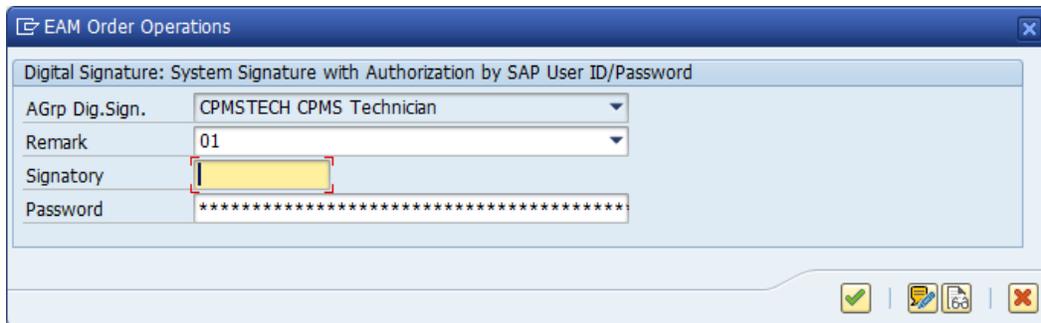
Follow menu path **Edit → Digital Signature → Set.**



The *Digital Signature* pop-up is triggered.

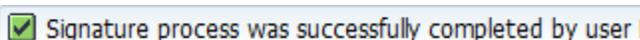


If two signatures are required for the operation, select , otherwise select . In this example, only a single signature is needed.



The pop-up for signature entry is shown. Enter your DRMIS login and password to process the signature. Press when finished.

The system will issue a message if the signature was accepted:

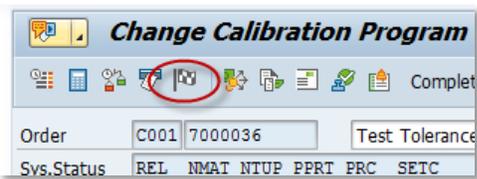


4. Mark work order as complete

Note: The work order should always be completed by the calibration center that performed the actual calibration. This is regardless of the calibration center assigned to the EMR as the planner group. See job aid [CPMSJA030](#) for more details.

To mark the order as complete, you must be editing the work order in Change mode. Refer to the beginning of [step 2](#) for instructions on how to change a work order.

Once inside the work order, press  in the top toolbar.



The *Complete* pop-up window is shown.

The 'Complete' window contains the following fields and controls:

- Reference Date: 2018.08.27 (labeled 'a')
- Reference time: 17:56:38
- Complete notifictns
- Notification section:
 - Malfctn data tab selected
 - Malf.start: 2018.08.27 19:15:07
 - MalfEnd: [] 00:00:00
 - Breakdown
 - Breakdown dur.: [] H
- Buttons: (labeled 'b') and Cancel

- a) Always accept the default date (the current system date) as the **Reference Date**.

Note that regardless of the date entered here, the system will always use the completion date of the *notification* (entered as part of [step 9](#)) as the actual calibration date; it is this date that is used by the maintenance plan to schedule the next calibration.

- b) Press to continue.

The order will be saved with a message:

Order 7000207 saved with notification 20001103

The system status of the order will now include **TECO** (Technically completed).

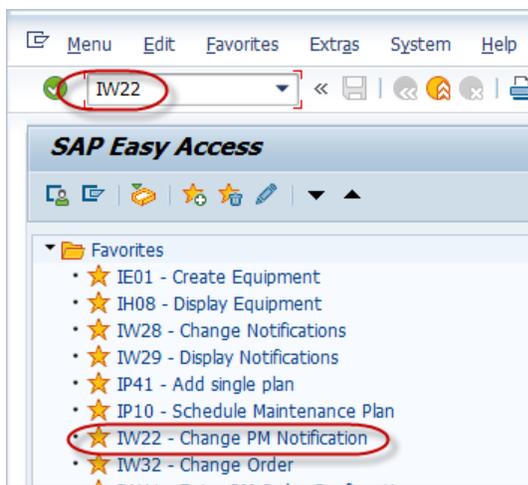
5. Set notification user status, activity code, tech inspection date

Note: The notification should always be completed by the calibration center assigned to the EMR as the planner group, regardless of who did the actual calibration. See job aid [CPMSJA030](#) for more details.

To add the calibration data to the notification, it must be changed. The notification can be changed in one of two ways:

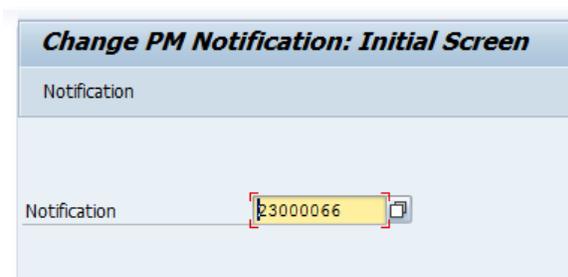
1. Individually, if the notification number is known, or;
2. From a list of notifications (see job aid [CPMSJA010 - List and Find CPMS Notifications](#)).

To process an individual notification, execute transaction **IW22** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Change PM Notification: Initial Screen* is shown.

Enter the notification number and press .



The *Change PM Notification: Calibration Program* screen is shown.

Change PM Notification: Calibration Program

Notification: 23000066 C1 EMR 20972125 PIN = 170609549 CP5

Notific. Status: NOPR ORAS OPEN

Order: 7000008

General Info | Contact info | Location Data | **Date Information** | Maintenance Plan / Task List

Reference object

Functional loc. []

Equipment: 20972125 CALIPER,DIGITAL DISPLAY

Assembly []

Start/End Dates

Required Start: 2018.08.28 00:00:00 Priority []

Required End: 2018.08.28 00:00:00 Breakdown

Revision: [] 1000

Select the *Date Information* tab.

General Info | Contact info | Location Data | **Date Information** | Maintenance Plan / Task List | Item | Activities

Reported by

Reported by: PDWHITE Notif.date: 2018.08.28 15:41:33

Start/End Dates

Malfunct. start: 2018.08.28 16:52:41 Required Start: 2018.08.28 00:00:00

Malfunction end: [] 00:00:00 Required End: 2018.08.28 00:00:00

Completion Dates

Completn date: [] 00:00:00 TechInspectn by: []

Reference date: 2018.08.28 17:44:44 TechInspec on: []

Enter the date that the calibration was done in the **TechInspect on** field.

Completion Dates

Completn date: [] 00:00:00 TechInspectn by: []

Reference date: 2018.08.28 17:44:44 TechInspec on: 2018.08.29

Select the *Activities* tab.

General Info											
No.	Code gr...	Ac...	Activity code text	Activity text	A...	Q...	Start date	Time	End date	Time	Created by
								00:0...		00:0...	
								00:0...		00:0...	
								00:0...		00:0...	
								00:0...		00:0...	
								00:0...		00:0...	

Use the dropdown on the **Activity code** field to select the correct code

General Info Contact info Location Data

No.	Code gr...	Ac...	Activity code text

Catalog Selection

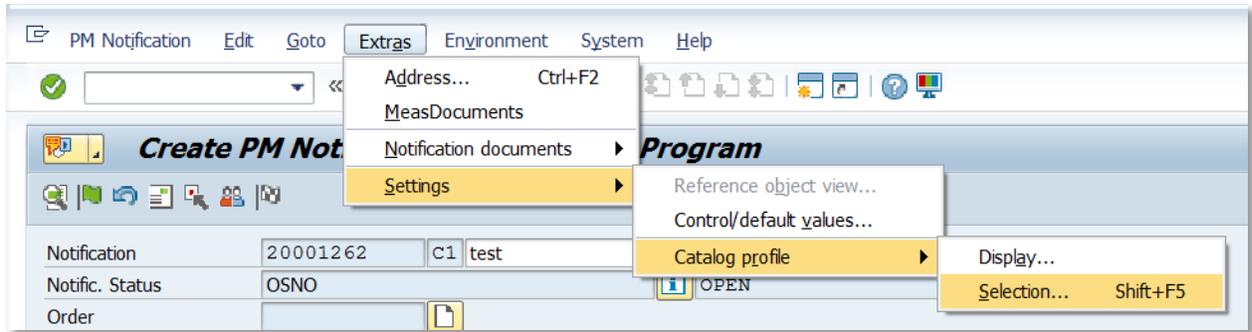
- ▼ Activity PM Activities (PM)
 - ▼ CPMSACT1 CODES for ACTIVITIES of CALIBRATION PROG
 - ▶ CAL IN CALIBRATION
 - ▶ NWT ADJUSTMENT WAS NECESSARY
 - ▶ PAR PARTIAL CALIBRATION
 - ▶ REP REPAIRED AND CALIBRATED
 - ▶ RTU NOT CALIBRATED, RETURNED TO USER
 - ▶ SUB ITEM SENT TO OEM FOR CAL/REPAIR
 - ▶ UNC NOT CALIBRATED
 - ▶ WIT WITHIN TOLERANCE

Additional text can be added in the **Activity text** field.

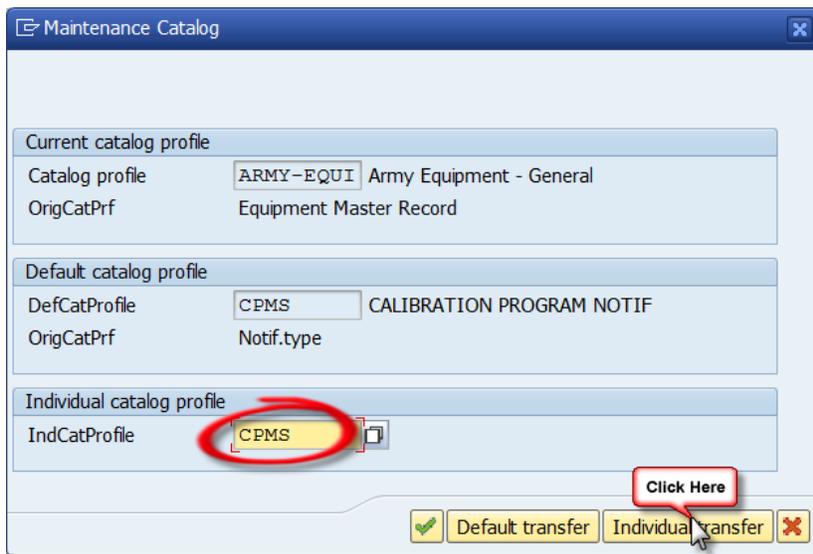
General Info					
No.	Code gr...	Ac...	Activity code text	Activity text	A...
	CPMSACT1	CAL	IN CALIBRATION	22C, 95 MV	

Note: If the **Activity code** dropdown does not include the correct options, the notification’s catalog profile will need to be reset to “CPMS”. To do this, follow this menu path:

Settings → **Catalog profile** → **Selection...**



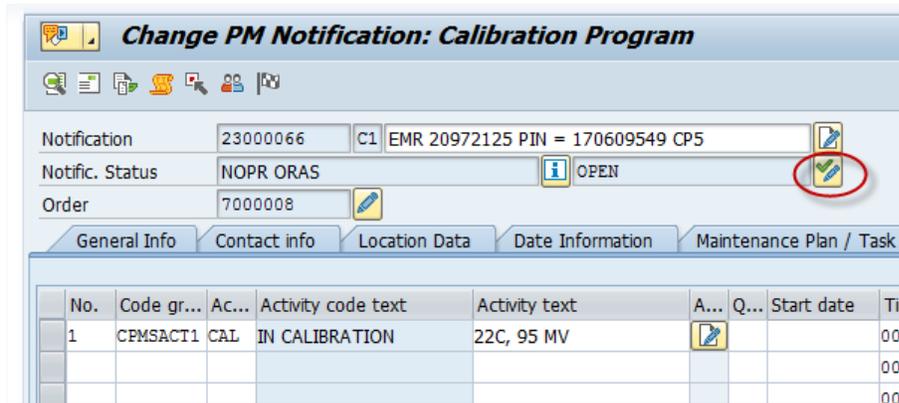
Enter “CPMS” as the **Individual Catalog Profile** and click **Individual transfer**.



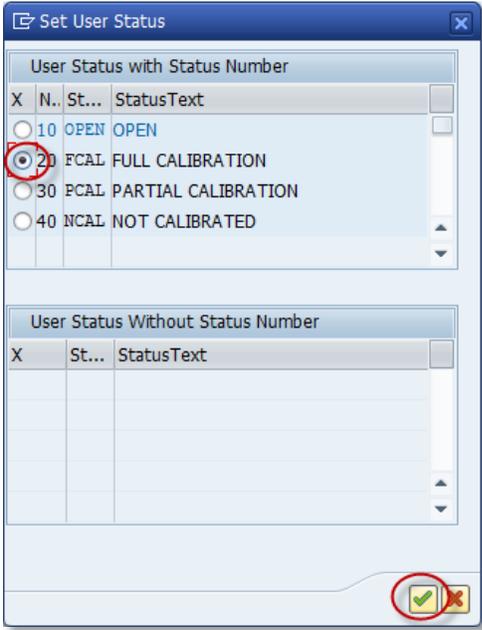
Click  to confirm the change.

You will now be able to use the dropdown and select the correct activity code.

Indicate the status of the calibration by click the **Set Status** icon: .



Select the correct status and click .



X	N.	St...	StatusText
<input type="radio"/>	10	OPEN	OPEN
<input checked="" type="radio"/>	20	FCAL	FULL CALIBRATION
<input type="radio"/>	30	PCAL	PARTIAL CALIBRATION
<input type="radio"/>	40	NCAL	NOT CALIBRATED

X	St...	StatusText

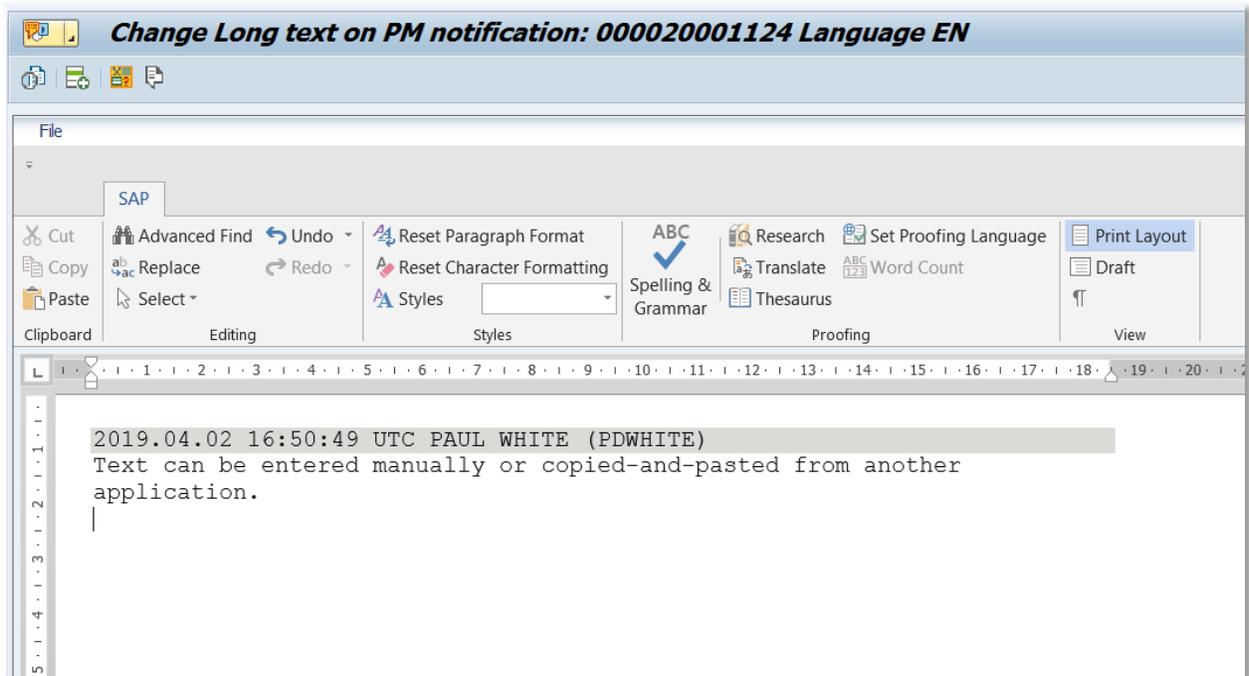
Any findings/comments/remarks recorded by the calibration technician on the work order shop paper can be entered in the notification long text area, which is found on the

General Info tab:

Text entered in this area is locked and cannot be changed once the notification is saved. However, new text can always be added. Each entry is date-and-time stamped for reference.

To access the text entry in full-screen mode, click .





When all text has been entered, use  to return to the notification.

Note: Any text entered here is included in the Out-of-Tolerance Report (see [step 7](#)). It may be desirable to enter the EMR’s TEMMIS Part Identification Number so this is included in the report. This can be added using the following format:

Subject	
Coding	<input type="text"/> <input type="text"/>
Description	CALIBRATION FOR EMR 10050159
TEMMIS PIN = 870001955	

At this point, the notification can be completed (see [step 9](#)), unless out-of-tolerance data is required (in which case, continue to [step 7](#)).

6. Create notification item with calibration data (if STTE is out-of-tolerance)

If the calibration was out-of-tolerance, a notification item is required, which contains the specific codes from the calibration. This is added by editing the notification. To review how to change the notification, refer to the beginning of [step 5](#).

If the calibration was within tolerance, you can skip this step.

To create a notification item, select the *General Info* tab. At the bottom of the screen, in the *Item* area...

- a) Enter the calibration step in the **Text** field.
- b) Click the **Item Details...** button: .

The *Item Details* window will open.

Click on **Class: CPMS_OUT_**.

The *Classification* screen will open.

Change PM Notification: Classification

Object

Notification Item number Step 4.1

Class Type Message item

Values for Class CPMS_OUT_OF_TOLER - Object 23000066 0001

General

Characteristic Description	Value
Function Tested	
Initial Reading	
Minimum Tolerance	
Maximum Tolerance	
Final Reading	
CAL Procedure Used	
Cal Procedure Date prod...	
Cal procedure change nu...	

Inconsistent

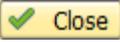
Populate the characteristic values based on the entries from the shop paper.

Values for Class CPMS_OUT_OF_TOLER - Object 23000066 0001

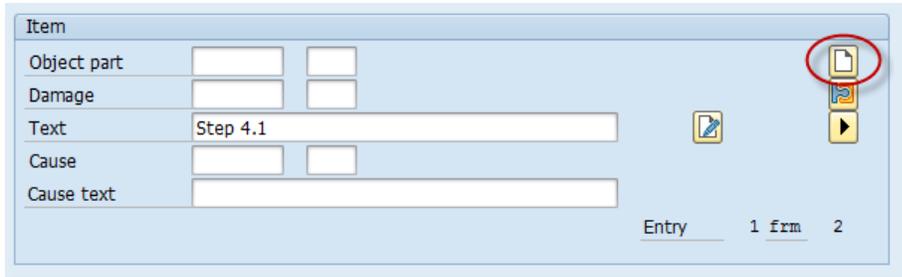
General

Characteristic Description	Value
Function Tested	A90
Initial Reading	24
Minimum Tolerance	15
Maximum Tolerance	22
Final Reading	23
CAL Procedure Used	33K6-4-2193-1
Cal Procedure Date prod...	2017.07.23
Cal procedure change nu...	2

When finished, click  to back out of the screen.

Press  on the *Item Details* window.

To record the details for another step, click  to create a new item.

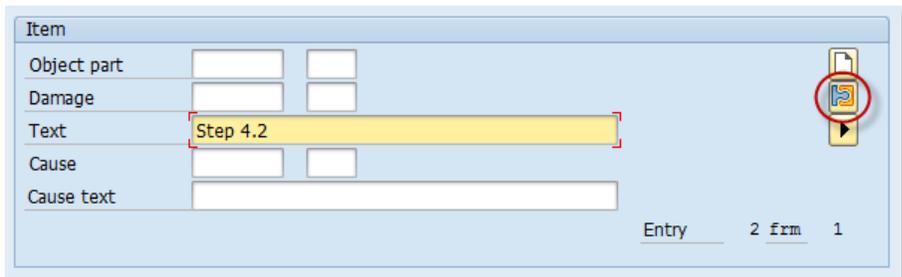


Item

Object part	<input type="text"/>	<input type="text"/>	
Damage	<input type="text"/>	<input type="text"/>	
Text	Step 4.1		
Cause	<input type="text"/>	<input type="text"/>	
Cause text	<input type="text"/>		

Entry 1 frm 2

Enter the step text and click  to access the item details.



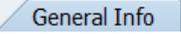
Item

Object part	<input type="text"/>	<input type="text"/>	
Damage	<input type="text"/>	<input type="text"/>	
Text	Step 4.2		
Cause	<input type="text"/>	<input type="text"/>	
Cause text	<input type="text"/>		

Entry 2 frm 1

Proceed as detailed above to enter the classification data for the new item.

When all required items have been created, save the notification using .

Note: The TEMMIS Part Identification Number for the EMR is **not** included on the Out-of-Tolerance Report. If this is required, the PIN can be included in the notification's long text, which is accessible from the  tab, as shown below:

General Info | Contact info | Location Data | Date Information | Maintenance Plan / Task List

Reference object

Functional loc.

Equipment MULTIMETER

Assembly

UII

Start/End Dates

Required Start Priority

Required End Breakdown

Revision

Subject

Coding

Description

Any text added in this area is included in the report.

Note: the notification **must** be saved/closed before the Out-of-Tolerance report can be generated (see [step 7](#)).

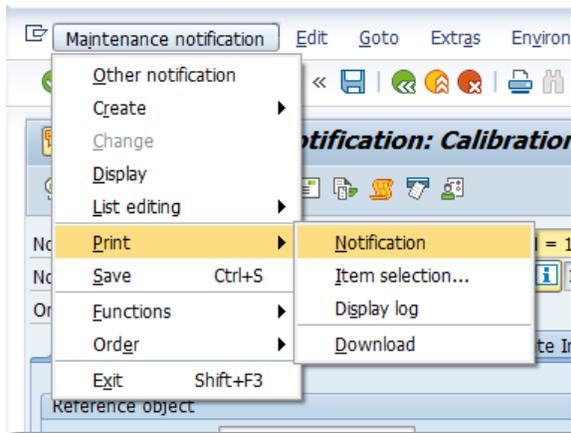
7. Produce Out-of-Tolerance report (if STTE is out of tolerance)

If the STTE has been deemed as “out of tolerance,” you must generate an Out-of-Tolerance report from the notification. The report can be printed so a hard copy can be attached to the STTE for shipment, or saved as a PDF that can then be emailed.

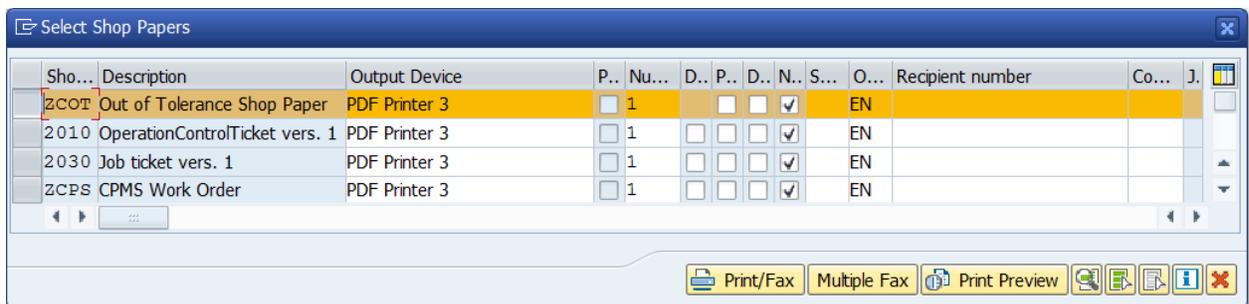
7.1 Generate hard copy of Out-of-Tolerance Report

To produce an Out-of-Tolerance report, the notification must be open in Change mode. To review how to change the notification, refer to the beginning of [step 5](#).

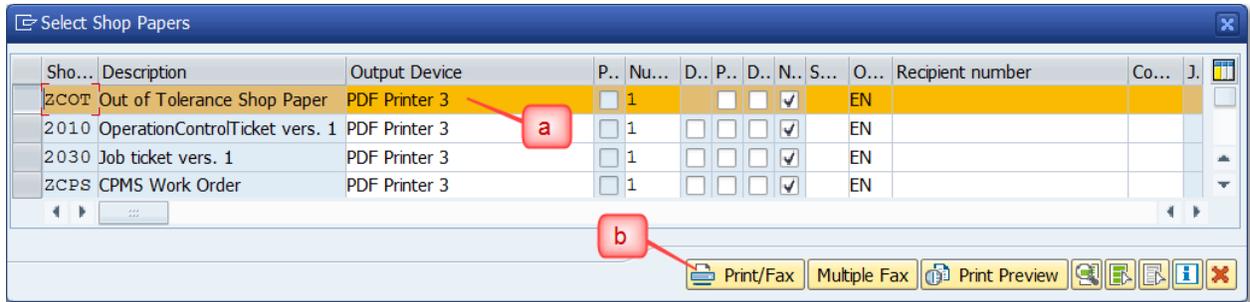
Once inside the notification, follow menu path **Maintenance notification** → **Print** → **Notification**.



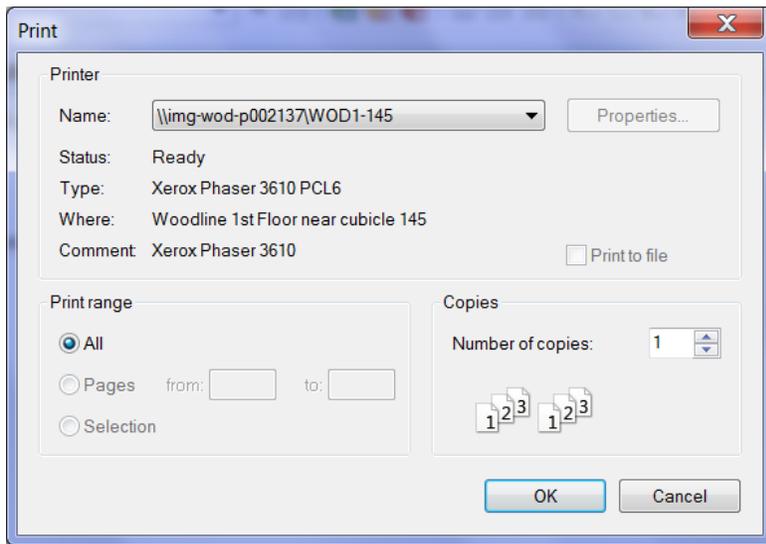
The *Select Shop Papers* window will open. Select shop paper **ZCOT** by clicking in the box to the left of the line.



- Ensure the **OutputDevice** is set to “PDF Printer 3”.
- Press  **Print/Fax** to produce the print-out.



The system will save the notification and show the standard Windows *Print* window.



To produce a hard copy of the report, ensure the correct printer is selected in the **Name** field and press  to print. The report will be printed.

National Défense Defence nationale			
OUT OF TOLERANCE REPORT			
Date : 2018-08-30			
To :		From :	
2ND BATTALION ROYAL CANADIAN REGIMENT		OETE /CETO CALCTR	
1	1848	10050156	
User No.	Section	DRMIS Equipment Number	Work Order
10004028		MULTIMTER	
Utilizer Force Element	Location	Name	Model No.
OETE /CETO CALCTR		101103041	CPMSDEMO2
Supporting Base		Material Number	Man. Serial Number

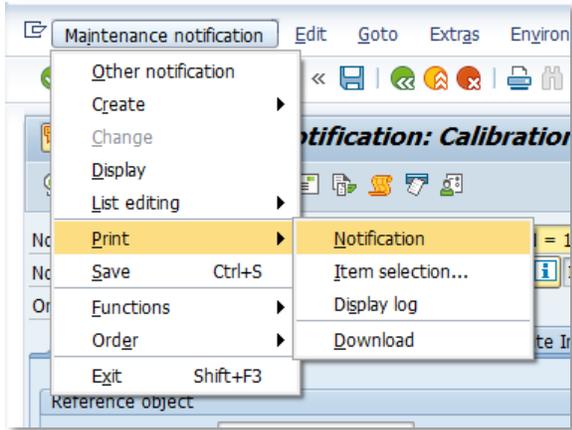
If you need to save the report as a PDF that can be sent via email (e.g., to the Air Force), proceed to [step 7.2](#), otherwise continue to [step 8](#).

7.2 Generate PDF of Out-of-Tolerance Report

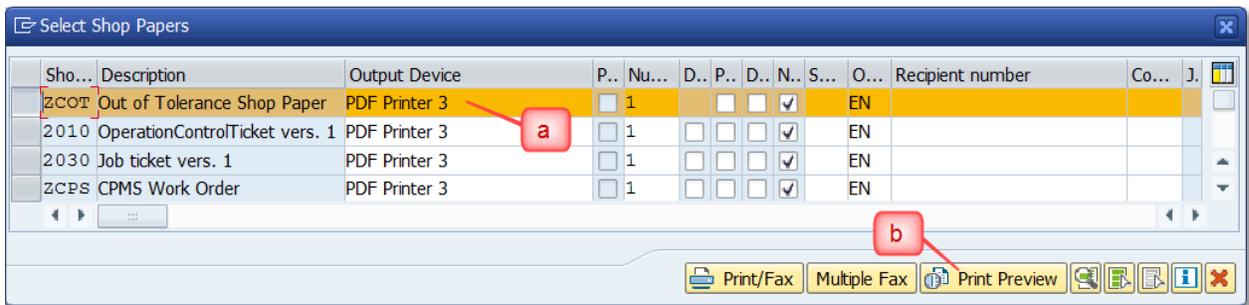
If the STTE belongs to the Air Force, they should be contacted immediately to let them know that the tool is out of tolerance. They should also be sent a copy of the Out-of-Tolerance report as a PDF file.

To produce a PDF version of the Out-of-Tolerance report, the notification must be open in Change mode. To review how to change the notification, refer to the beginning of [step 5](#).

Once inside the notification, follow menu path **Maintenance notification** → **Print** → **Notification**.



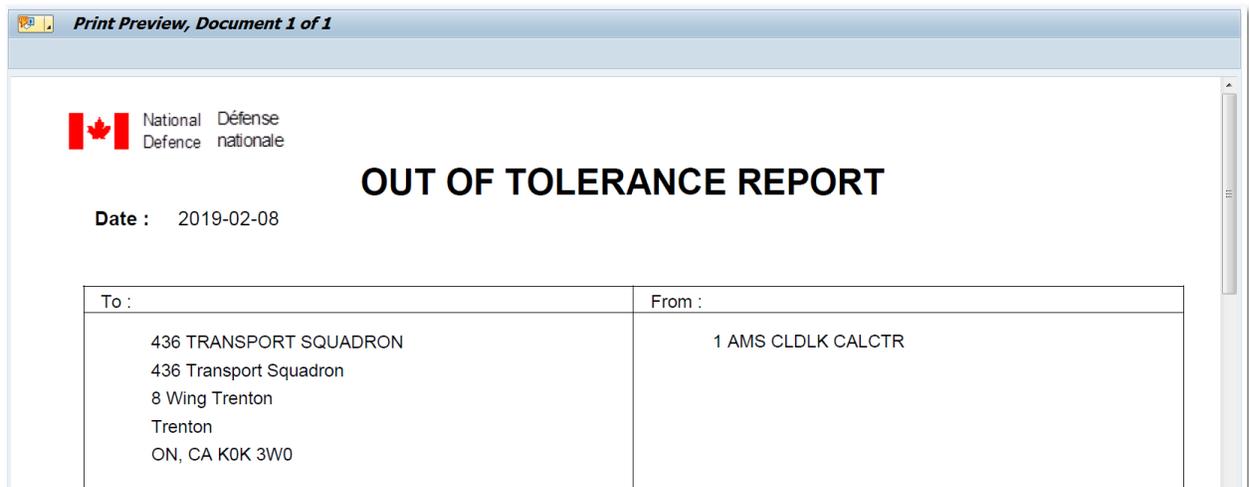
The *Select Shop Papers* window will open. Select shop paper **ZCOT** by clicking in the box to the left of the line.



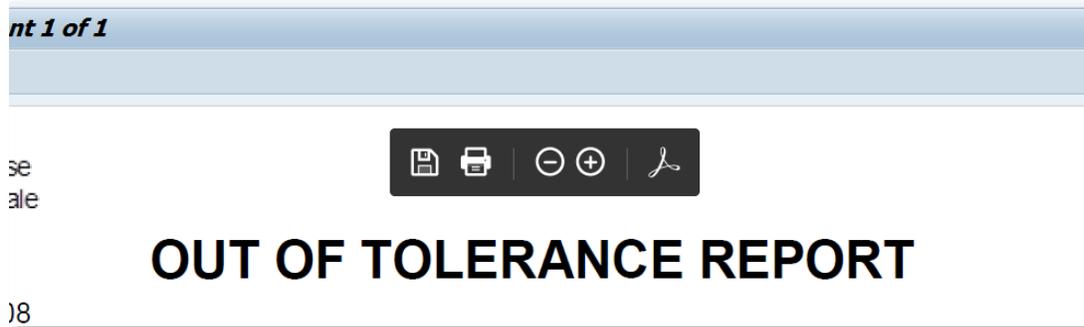
a) Ensure the **OutputDevice** is set to “PDF Printer 3”.

b) Press Print Preview.

The system will open the report in Print Preview mode.



To save the report as a PDF file, hover your cursor near the top of the report until the toolbar is displayed:



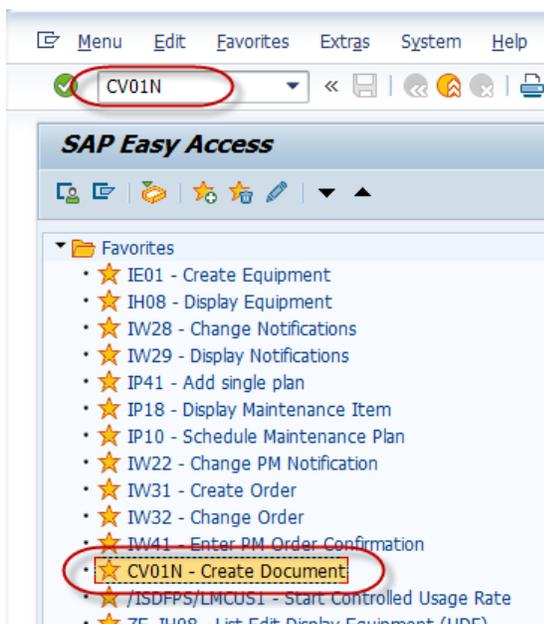
Click  to save the report as a PDF file to your local computer or network drive. It can then be sent via Outlook.

8. Attach calibration report or datasheet to notification

External applications such as MET/CAL can produce calibration reports or datasheets as PDF files which can be attached to the C1 notification by:

1. Creating a Document Info Record (DIR) in DRMIS, which contains the original PDF file; and
2. Attaching the DIR to the notification.

To create the DIR, execute transaction **CV01N** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Create Document: Initial Screen* is shown.

Create Document: Initial Screen

Select Document via ...

Document

Document Type **GEN**

Document Part

Document version

Template

Document

Document Part

Document version

If the **Document** field already contains a value, please clear it before continuing.

Enter or select **Document Type** “GEN” and press .

The *Create Document: Basic Data General Documents (GEN)* screen is shown.

Create Document: Basic Data General Documents (GEN)

Classification

Document

Document * Part 000 Version A.0

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Object Links Originals

Document Data

Description **Calibration Report**

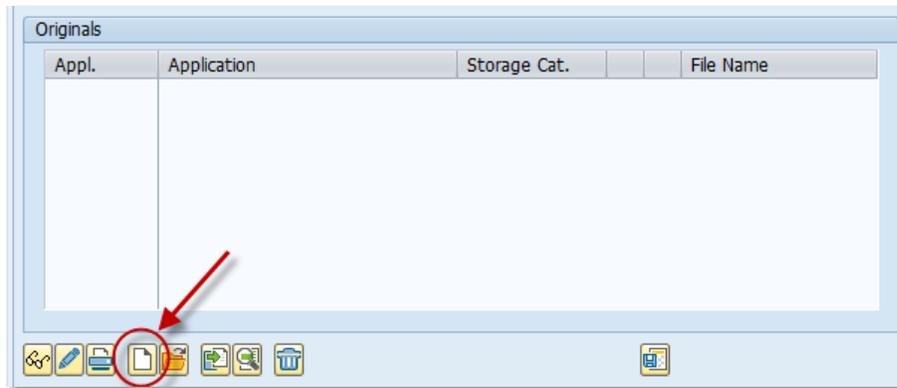
Document Status AC Active Not Released

User PDWHITE PAUL WHITE

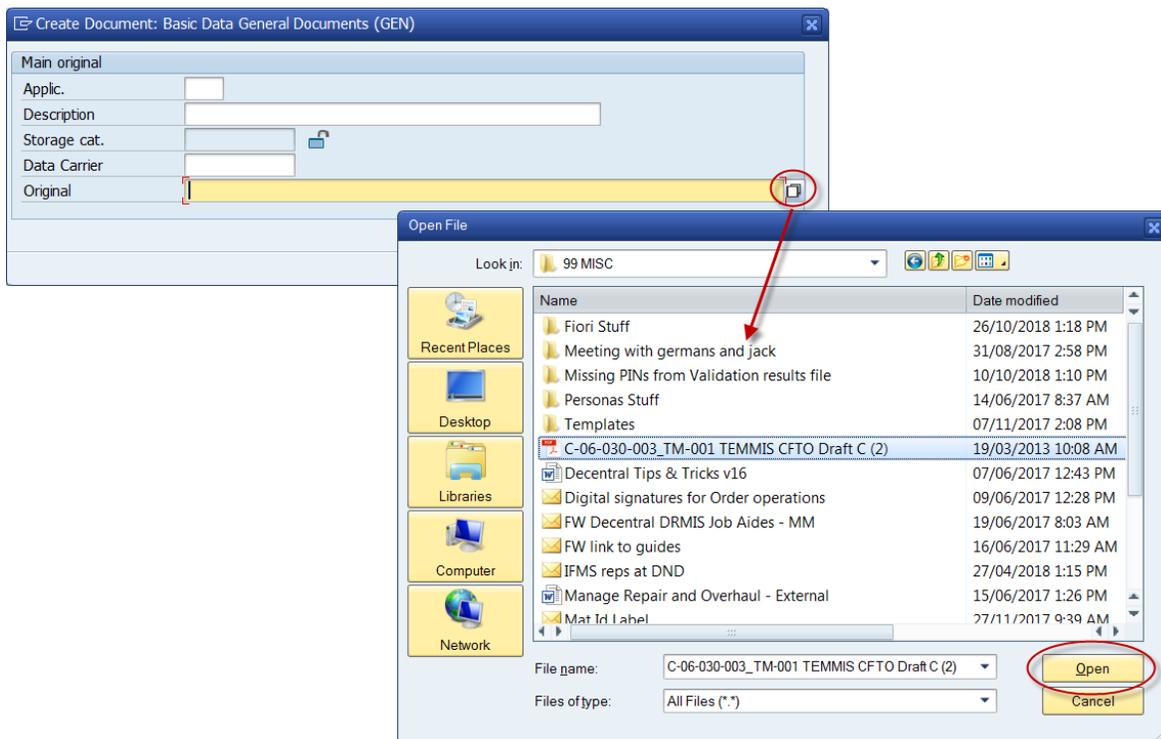
Authorization Group

Enter either “Calibration Report” or “Datasheet” as the **Description**.

Click **Create Original**  at the bottom of the screen.



A pop-up window will be generated. Use the dropdown on the field **Original** to navigate to the actual PDF file. Select the file and click **Open** to attach the original file to the DIR.



The **Application** file type will be set to “PDF” and the **Original** field will now be populated with the full path name to your document.

Create Document: Basic Data General Documents (GEN)

Main original

Applic. PDF PDF

Description

Storage cat.

Data Carrier

Original N:\0_DGEAS_DGSAE\0_DDRMIS\IM - IT Support_9172\Initiatives\ID4000090371 - TEMM

A more specific description for the original document can be entered here:

Create Document: Basic Data General Documents (GEN)

Main original

Applic. PDF PDF

Description Calibration Report

Storage cat.

Data Carrier

Original N:\0_DGEAS_DGSAE\0_DDRMIS\IM - IT Support_9172\Initiatives\ID4000090371 - TE...

Note: This is the description that is displayed for the document when the DIR is displayed in the notification.

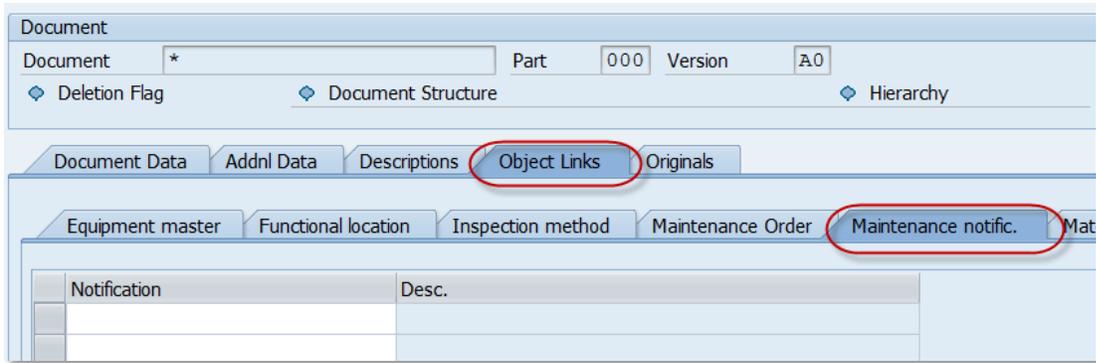
Press to continue.

A new entry will be shown in the *Originals* area of the Document Info Record.

Originals					
Appl.	Application	Storage Cat.	S...	V...	File Name
PDF	Calibration Report				C-06-030-003_TM-001 TEMMI

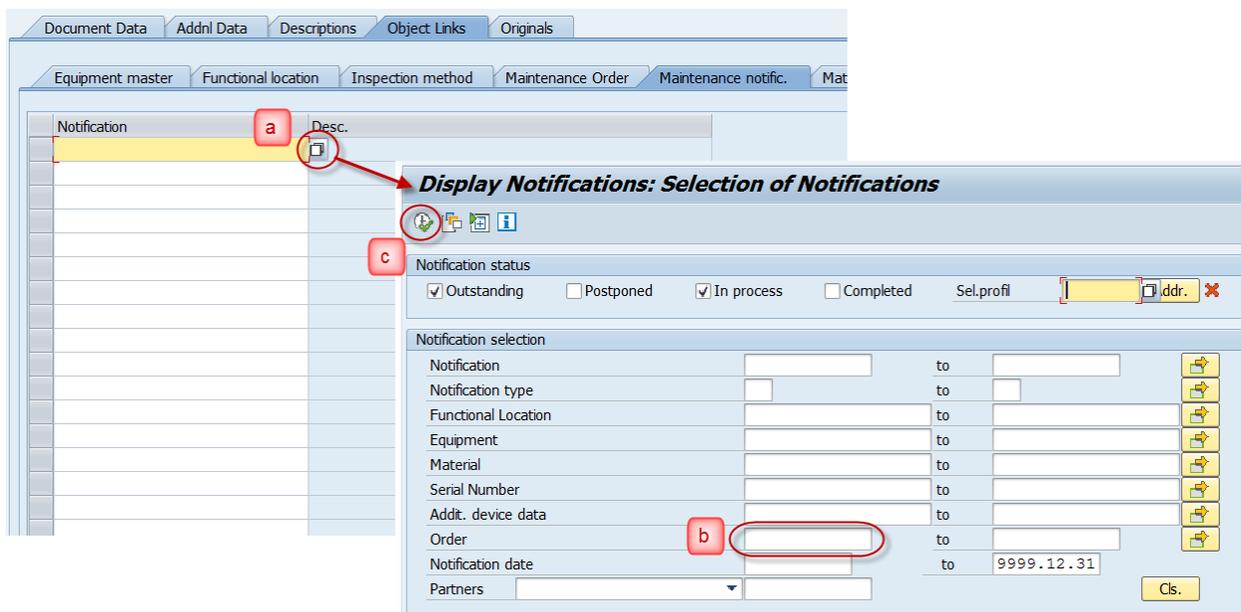
Your calibration report PDF is now uploaded to the DIR. To assign this to a notification, proceed as follows:

Select the **Object Links** tab and then click on the **Maintenance notific.** tab.



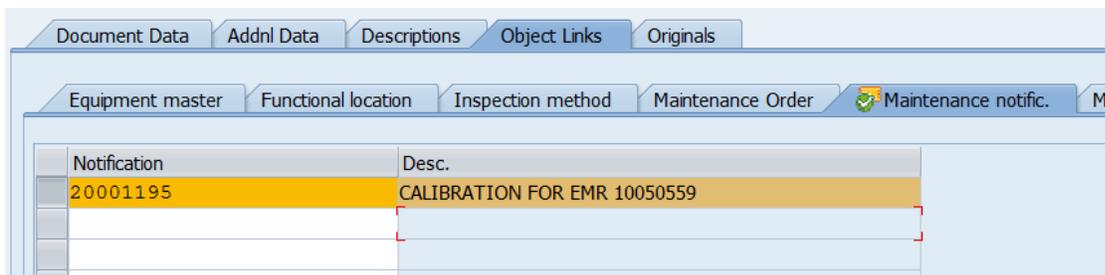
If you know the notification number to attach the DIR to, it can be entered directly on the first available line.

If you only know the work order number, proceed as follows to find the notification:



- Use the dropdown on the **Notification** field to bring up the selection screen.
- Enter the order number in the **Order** field on the selection screen.
- Click the **Execute** button.

If the notification is found, it will be entered into the field:



Save the DIR using .

The system will report that the document has been created successfully:

 Document GEN 10000012052 000 A1 created

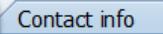
To verify that the document has been attached correctly, use transaction **IW23** to display the notification.

Display PM Notification: Initial Screen

Notification

Notification

Enter the notification number and press .

Select the  tab.

General Info **Contact info** Location Data Date Information Maintenance Plan / Task List

Responsibilities

Planner group / FMFCB CAL CTR

Main WorkCtr / CFB Esquimat Logistic Work Center

UIC - STTE UTIL

Utilizer Sub FE

Reported by Notif.date

Linked Documents

Ty.	Document	DPt	Vs	Description
GEN	10000012052	000	A0	Calibration Report



Select the line with the DIR and click  to view the original document.

9. Mark notification as complete

To mark the notification as complete, ensure the notification is open in Change mode. To review how to change the notification, refer to the beginning of [step 5](#).

Once inside the notification, press  in the top toolbar.



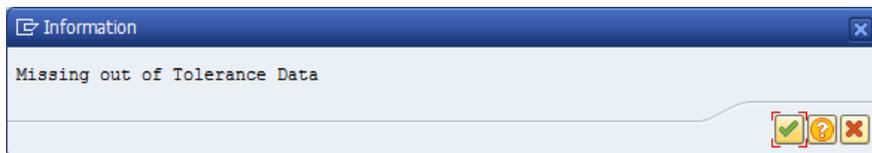
The *Complete* pop-up window is shown.

Enter the date of the calibration as the **Reference Date** and press  to continue.

Note that it is important to enter the *actual calibration date* since this is used by the maintenance plan to schedule the next calibration.



At this point, the following message may be displayed:



This indicates that an activity code has been entered on the notification that requires out-of-tolerance data to be entered before it can be completed. Please refer to [step 6](#) for details on entering this data.

When the notification is saved successfully, the system will issue a message:

 Notification 23000066 completed

The system status of the notification will now include **NOCO** (Notification completed).

If the STTE is being shipped out immediately (i.e. not after an overnight wait), it will be necessary to update the maintenance plan to ensure that the last/next calibration dates are correct so the delivery slip will contain accurate information.

If the shipment is done the next day, there is no need to update the plan manually since the nightly batch job will take care of this.

To determine the number of the maintenance plan for the STTE, use transaction **IE03** to display the EMR.

Display Equipment : Initial Screen

Equipment: 10048796

Enter the equipment number and press . The *Display Equipment: General Data* screen will be shown.

Display Equipment : General Data

Equipment: 10048796 Category: Test/measurement equipment

Description: MULTIMETER

Status: AVLB NPRT OPER CALA FCAL CPNS

Valid From: 2018.04.16 Valid To: 9999.12.31

General data

Class: CPMS Calibration Program Management Solution

Object type: EQ0001 Test/Measure Default

Follow menu path **Environment** → **Maintenance items**. The *Display Maintenance Item: Selection Criteria* screen will be shown. The Equipment field will be auto-populated.

Display Maintenance Item: Selection Criteria

Maintenance item selection

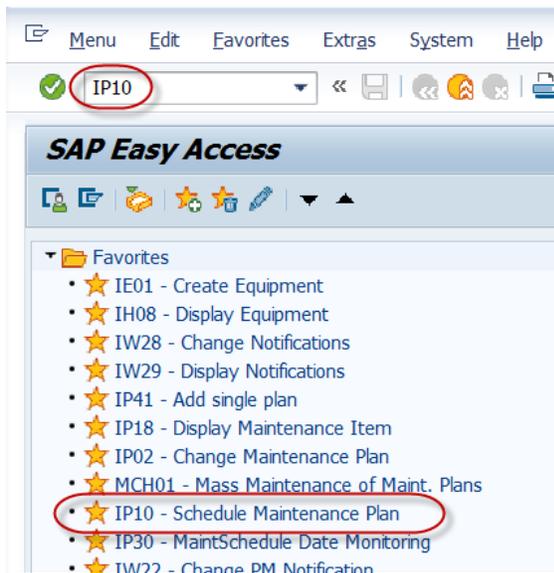
Maint. plan cat.		to		
Maintenance Plan		to		
Maintenance item		to		
Maintenance strategy		to		
Maint. item text		to		
Functional Location		to		
Equipment	10048796	to		
Assembly		to		

Press  to execute the report. A list of maintenance items for the EMR will be generated.

Display Maintenance Item: Maintenance Item List								
MPlan cat.	MntPlan	MaintItem	Maintenance item description	Equipment	Mn.wk.ctr	Plnt	PG	MntPla
C1	10000348	14470	Calibration MP for EMR 10048796	10048796	133	1001		1001

The maintenance plan number is highlighted in the screen shot above. Take note of this number and click on  until you return to the main menu.

To update the plan schedule, execute transaction **IP10** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.

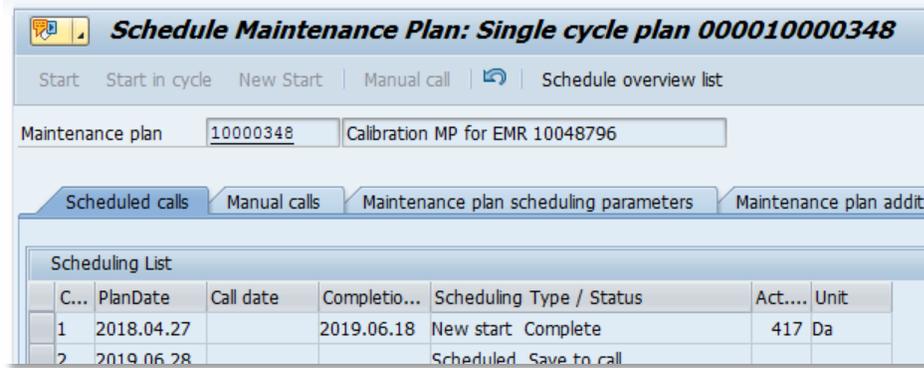


The *Schedule Maintenance Plan: Initial* screen is shown.

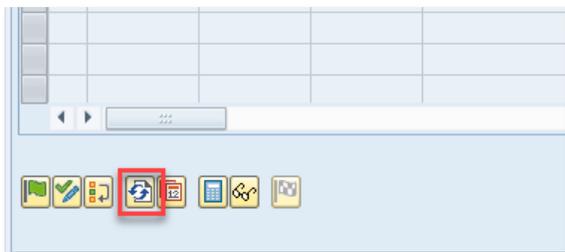
Enter the maintenance plan number and press .

Schedule Maintenance Plan: Initial	
MaintenancePlan	10000348

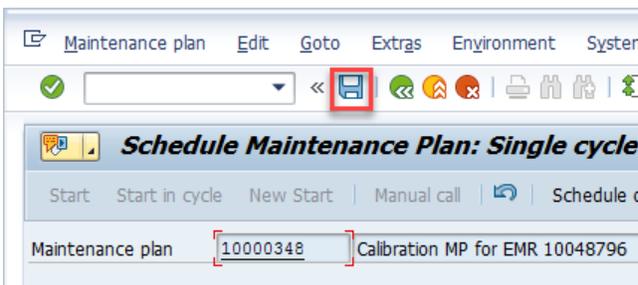
The *Schedule Maintenance Plan: Single cycle plan* screen is shown.



At the bottom of this screen, click on the **Update scheduling** button: 



The system will refresh the scheduling for the plan. The plan can now be saved using .



The plan is now updated.

10. Attach calibration certificate to EMR

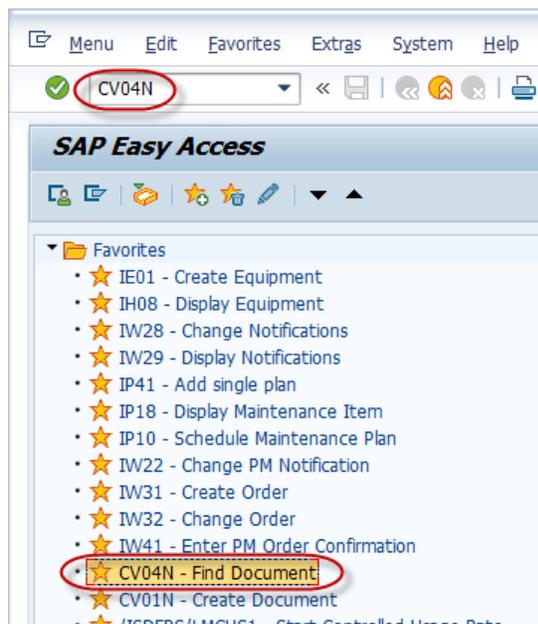
If a calibration certificate has been received and needs to be attached to the STTE's equipment master record (EMR), this is done by loading the certificate in PDF format to a Document Info Record (DIR), which is assigned to the EMR.

When internal calibration centers generate a calibration certificate, they use a secure DWAN computer to do so thus insuring that the file has not been contaminated from an outside source.

For external service providers, if they use a non-DWAN computer to generate the calibration certificate, they will use non-DND email from that computer to their DND (DWAN) email address to send the certificate. When a file is received via email into a DWAN computer, the file is checked for security (email server scrubs the files for malware etc.).

10.1 Find existing document for an EMR

To begin, determine if the EMR already has an existing DIR assigned. To do this, execute transaction **CV04N** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Find Document: Selection Criteria* screen is shown.

Enter or select **Document Type** “GEN” and leave the remaining fields as they are:

Find Document: Selection Criteria

Execute Choose Save Reset Display Document As ...

Document Data Classification **Object Links** Texts

Key Fields

Document	<input type="text"/>	
Document Type	GEN	
Document Part	<input type="text"/>	
Document version	<input type="text"/>	
Maximum Number of Hits	100	

Other Selection Criteria

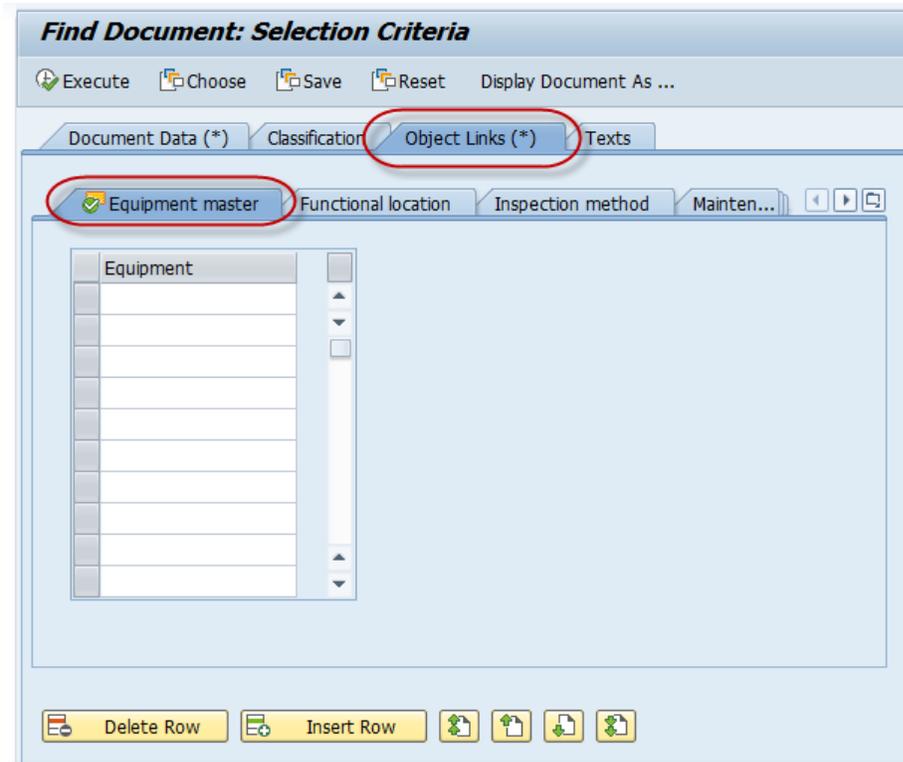
Language	EN	
Description	<input type="text"/>	
User	<input type="text"/>	
Lab/Office	<input type="text"/>	
Change Number	<input type="text"/>	
Authorization Group	<input type="text"/>	
Deletion indicator	= *	
CAD Indicator	= *	
Data Carrier	<input type="text"/>	
All Documents with Application	<input type="text"/>	
Document Status	<input type="checkbox"/>	
Date From:	<input type="text"/>	Date To: <input type="text"/>

Text Search Within Original

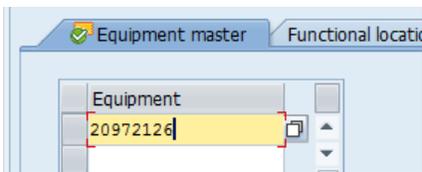
Srch Txt

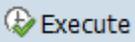
Srch Method Or And Search Type L linguistic search

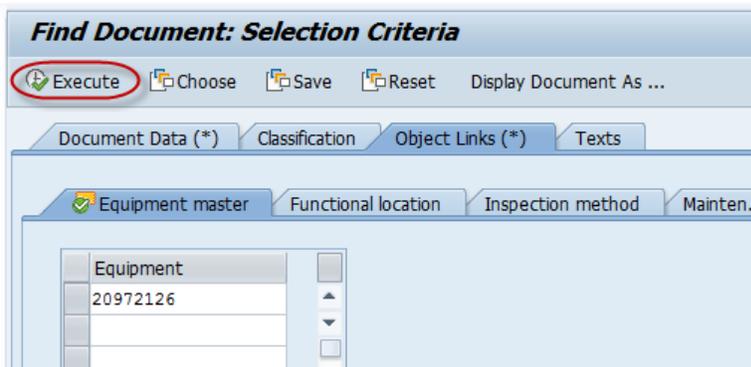
Select the **Object Links** tab and then select the **Equipment master** tab.



Enter the equipment number on the first available line.



Click  Execute at the top of the screen.



If the system finds a document, it will be displayed in a report format. Take note of the document number in the report.

Document List After Selection		1 Hits	
ERB	ERN for Technical Publication	TA-code Document	NDID_CODE of Tech Publication
		10000676667	
		Description	DocStatus
		Calibration Certificate	AC
		Status text	Active

This existing Document Info Record can now be updated to include the new calibration certificate. Exit the transaction by clicking .

Proceed with [step 10.2](#) to change the document.

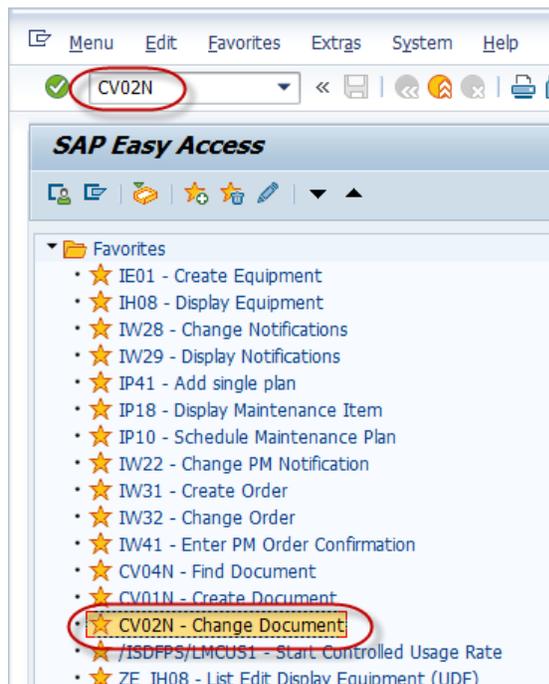
If the system returns this message...

No document found with these selection parameters

...it means that the EMR does not currently have a document attached. Exit the transaction by clicking . Skip to [step 10.3](#) to create a document.

10.2 Change a document info record for an EMR

Execute transaction **CV02N** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Change Document: Initial Screen* is shown.

Enter the document number noted in [step 10.1](#) and **Document Type** “GEN”. Press



Change Document: Initial Screen

Select Document via ...

Document 10000676667

Document Type GEN

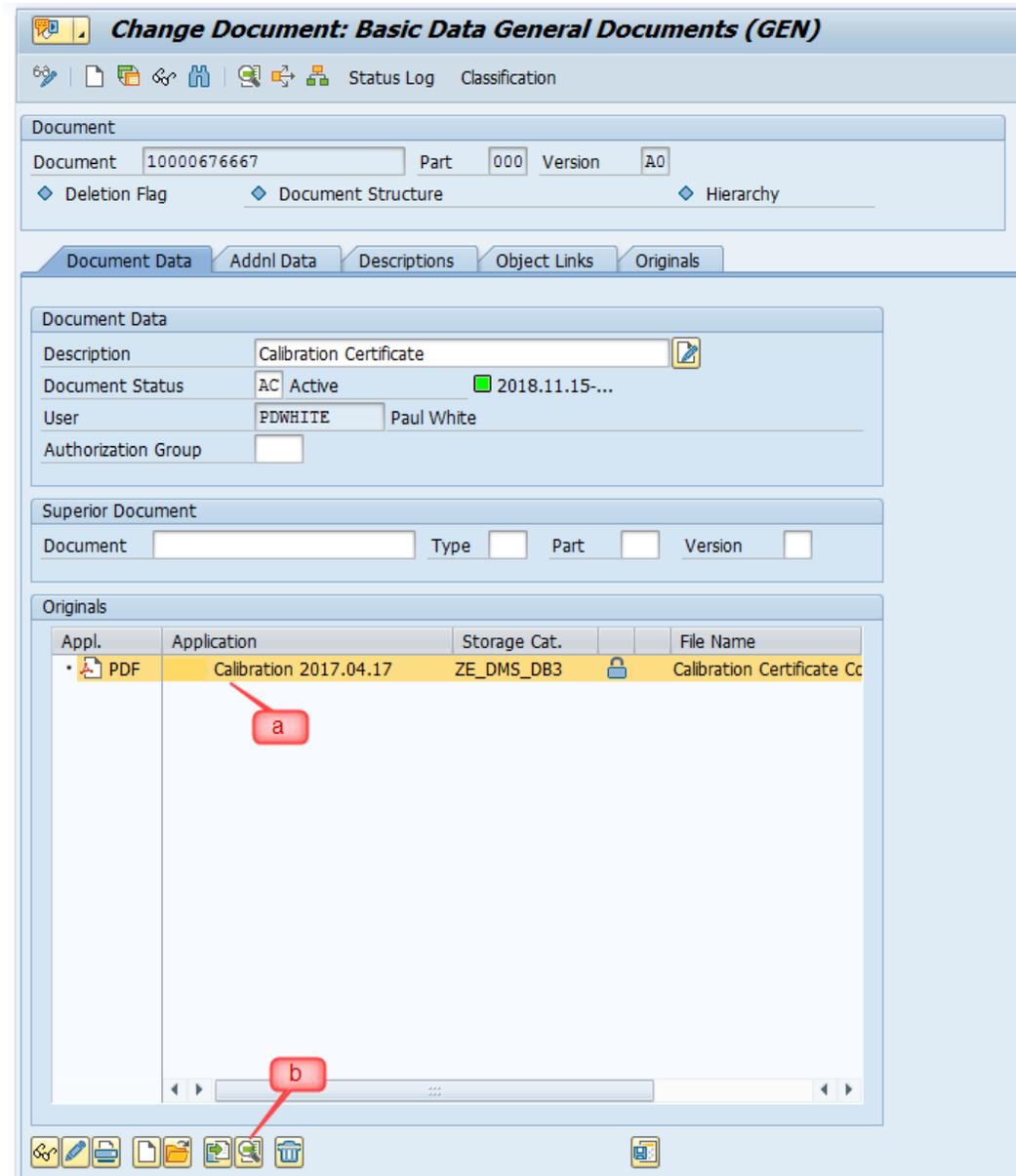
Document Part

Document version

The screenshot shows a software interface titled "Change Document: Initial Screen". At the top, there are icons for a list, a folder, and a search function, followed by the text "Select Document via ...". Below this, there are four input fields: "Document" with the value "10000676667", "Document Type" with the value "GEN", "Document Part", and "Document version". Red circles highlight the "10000676667" and "GEN" values.

The *Change Document: Basic Data General Documents (GEN)* screen is shown.

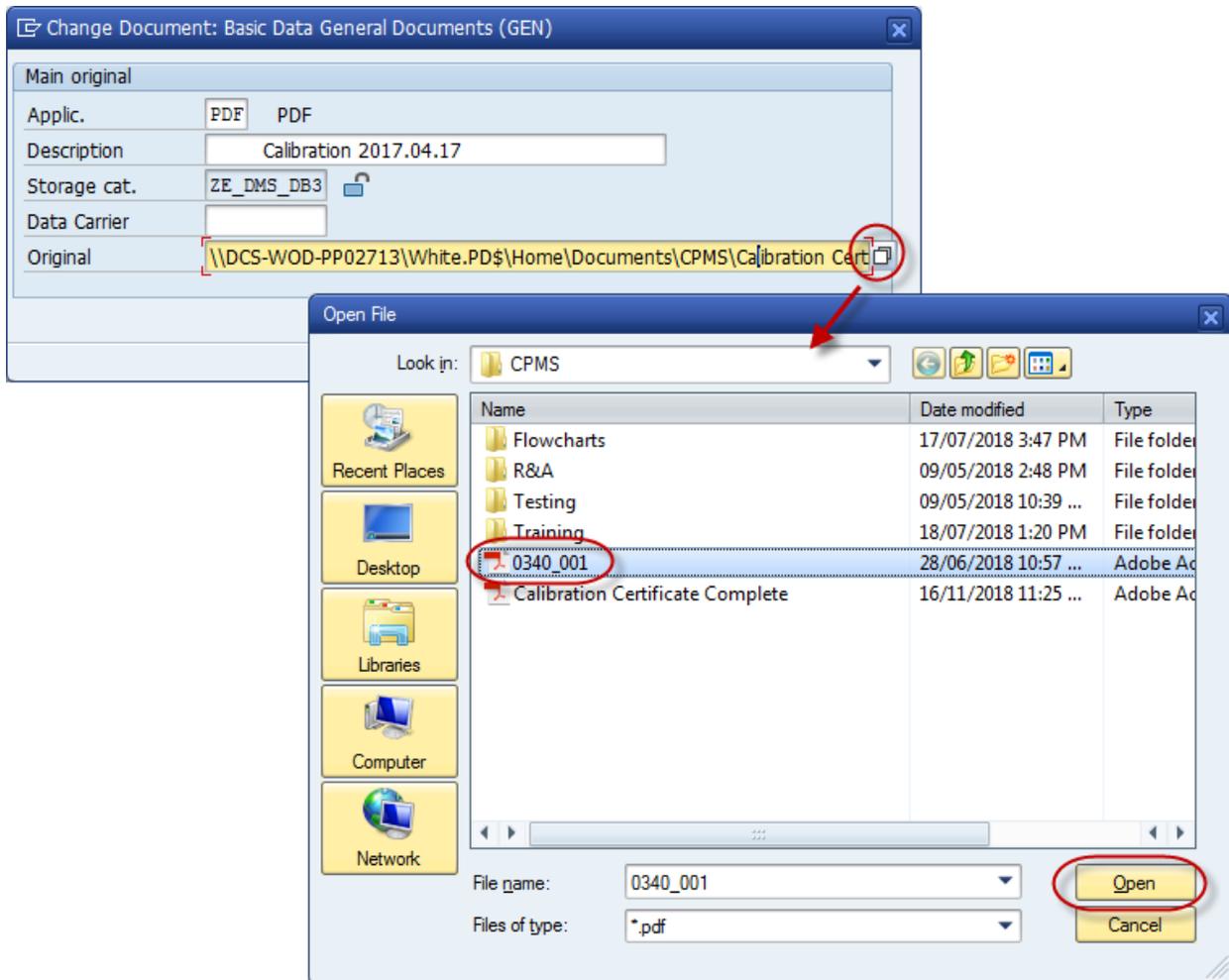
Proceed as follows:

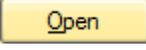


a) In the *Originals* area of the screen, select the current original document by clicking on it once.

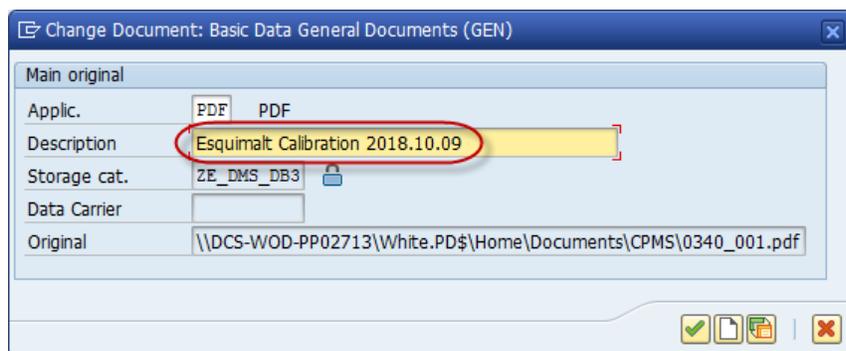
b) Click **Original Attrib.** () at the bottom of the screen.

A pop-up window will be generated.



Use the dropdown on the field **Original** to navigate to the new PDF file for the calibration certificate. Select the file and click  to attach the original file to the DIR.

The pop-up window will be updated to reflect the change to the original document. The **Description** of the original document can be changed at this time.



Click  to close the window.

The updated entry will be shown in the *Originals* area of the Document Info Record.

Originals				
Appl.	Application	Storage Cat.		File Name
PDF	Esquimalt Calibration 2018.10.09	ZE_DMS_DB3		0340_001.pdf

Your new calibration certificate PDF is now uploaded to the DIR.

Save the DIR using

The system will report that the document has been changed successfully:

Document info record GEN 10000676667 000 A0 changed

To verify that the new document has been attached to the EMR correctly, use transaction **IE03** to display the equipment.

Display Equipment : Initial Screen

Equipment

Enter the EMR number and press

The *Display Equipment: General Data* screen will be shown.

Click to see the documents assigned to the EMR.

Display Equipment : General Data

Class overview Measuring points/counters

Equipment Category

Description

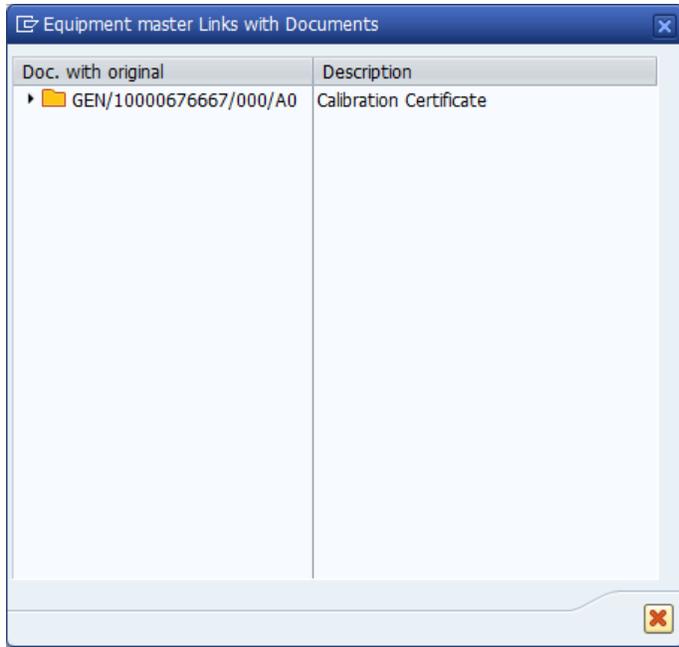
Status

Valid From Valid To

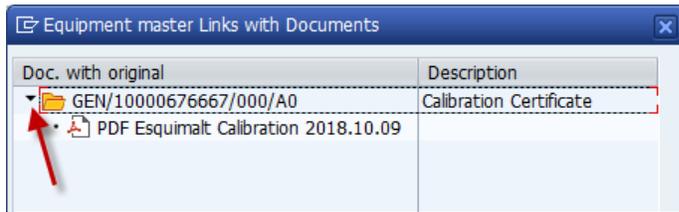
General Location Organization Structure User/Partner Data PRT...

General data

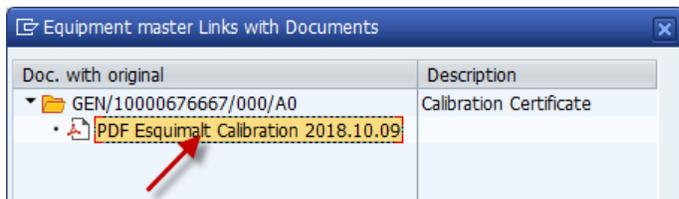
A pop-up window will show the DIRs for the EMR.



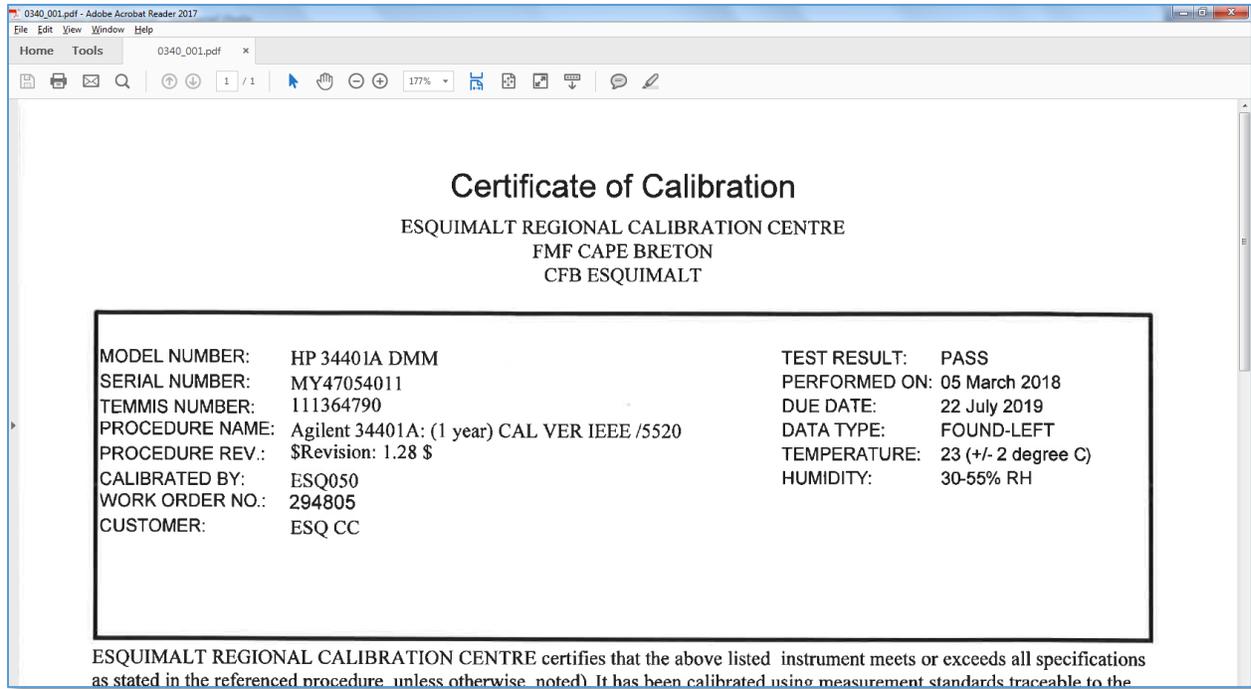
Click on the arrow (▶) beside the folder to see the actual PDF document.



Double-click on the document description to open the original PDF.

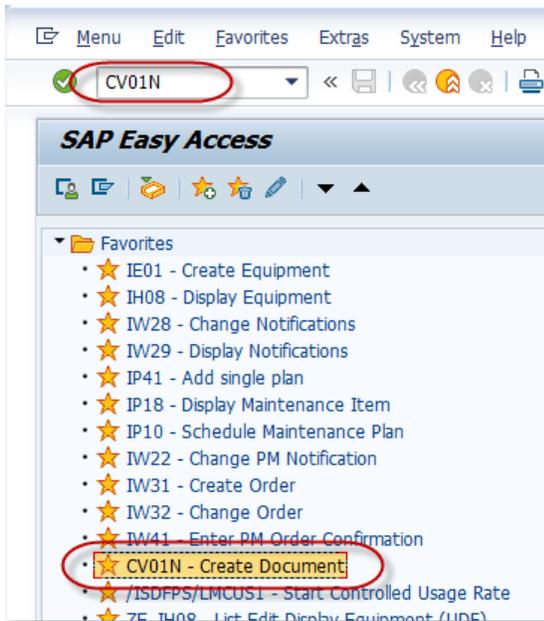


The PDF will open in a separate window.



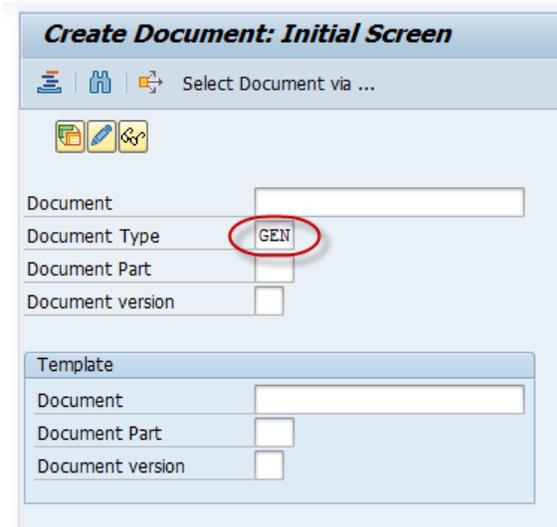
10.3 Create a document info record for an EMR

Execute transaction **CV01N** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Create Document: Initial Screen* is shown.

Enter or select **Document Type** “GEN” and press .



The *Create Document: Basic Data General Documents (GEN)* screen is shown.

Enter a description for the calibration certificate. This description can be a generic entry.

Create Document: Basic Data General Documents (GEN)

Classification

Document

Document * Part 000 Version A0

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Object Links Originals

Document Data

Description **Calibration Certificate**

Document Status AC Active Not Released

User PDWHITE Paul White

Authorization Group

Superior Document

Document Type Part Version

Originals

Appl.	Application	Storage Cat.	File Name

Icons: [Navigation] [Edit] [Print] [New] [Save] [Refresh] [Help] [Close]

Click **Create Original** (📄) at the bottom of the screen.

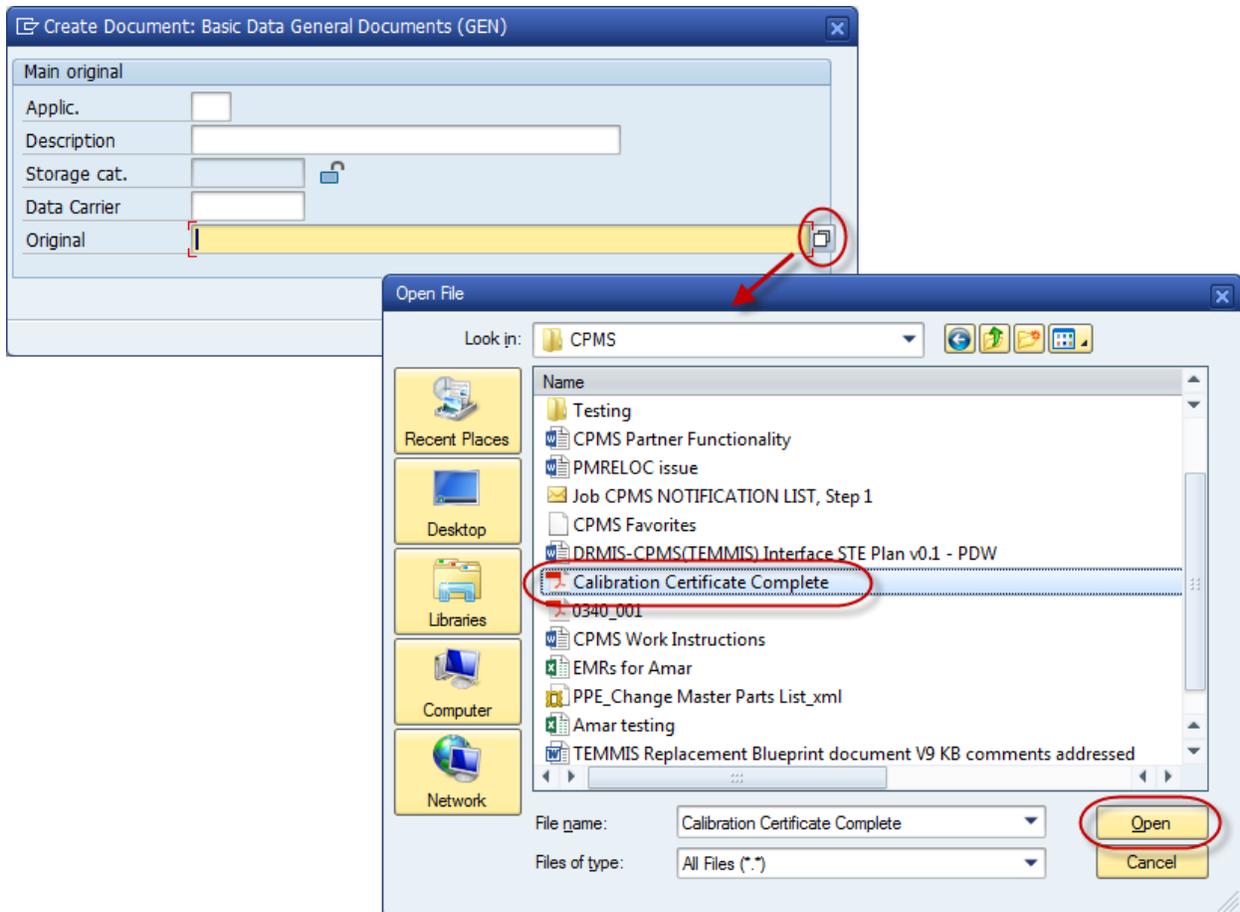
Originals

Appl.	Application	Storage Cat.	File Name

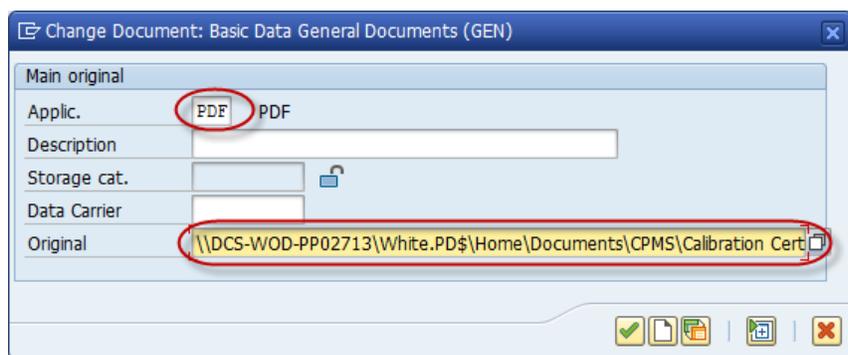
Icons: [Navigation] [Edit] [Print] [New] [Save] [Refresh] [Help] [Close]

📄 (highlighted with a red circle and arrow)

A pop-up window will be generated. Use the dropdown on the field **Original** to navigate to the actual PDF file for the calibration certificate. Select the file and click **Open** to attach the original file to the DIR.



The **Application** file type will be set to “PDF” and the **Original** field will now be populated with the full path name to your document.



Enter a more specific description for the original document.

Press  to continue.

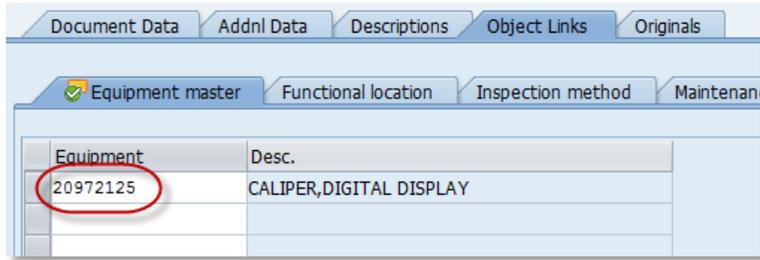
A new entry will be shown in the *Originals* area of the Document Info Record.

Appl.	Application	Storage Cat.	File Name
PDF	Calibration 2017.04.17		Calibration Certificate Cc

Your calibration certificate PDF is now uploaded to the DIR. To assign this to an EMR, proceed as follows:

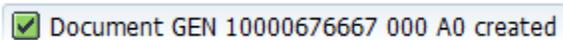
Select the **Object Links** tab and then select the **Equipment master** tab.

Enter the equipment number on the first available line. Press  to confirm the number. The EMR description will be populated.

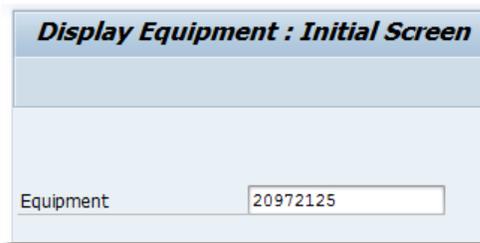


Save the DIR using .

The system will report that the document has been created successfully:



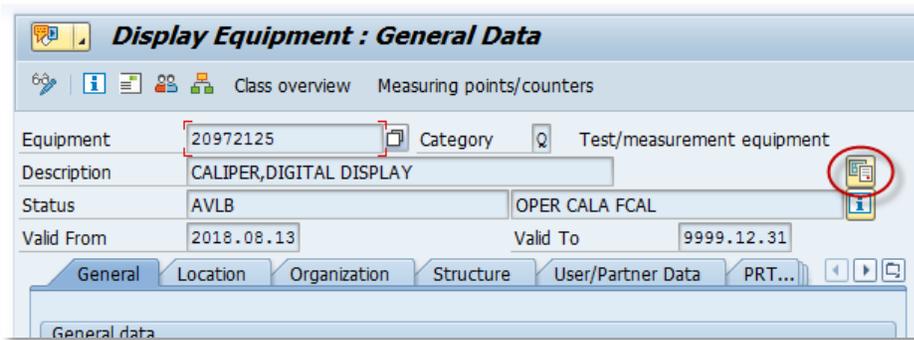
To verify that the document has been attached to the EMR correctly, use transaction **IE03** to display the equipment.



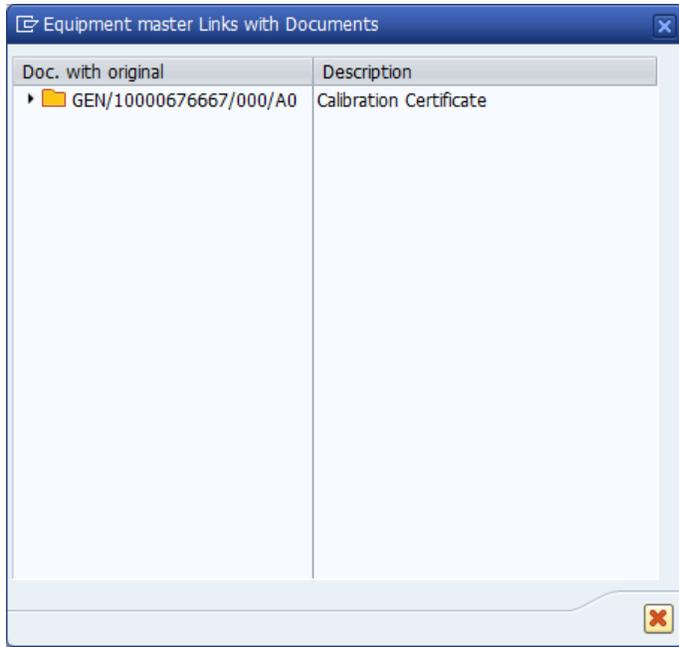
Enter the EMR number and press .

The *Display Equipment: General Data* screen will be shown.

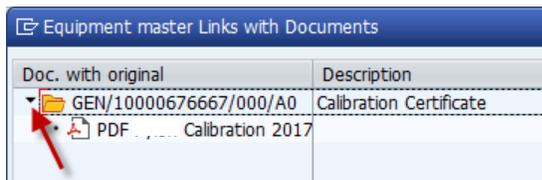
Click  to see the documents assigned to the EMR.



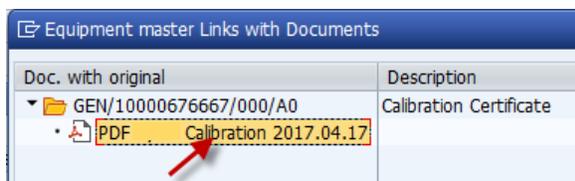
A pop-up window will show the DIRs for the EMR.



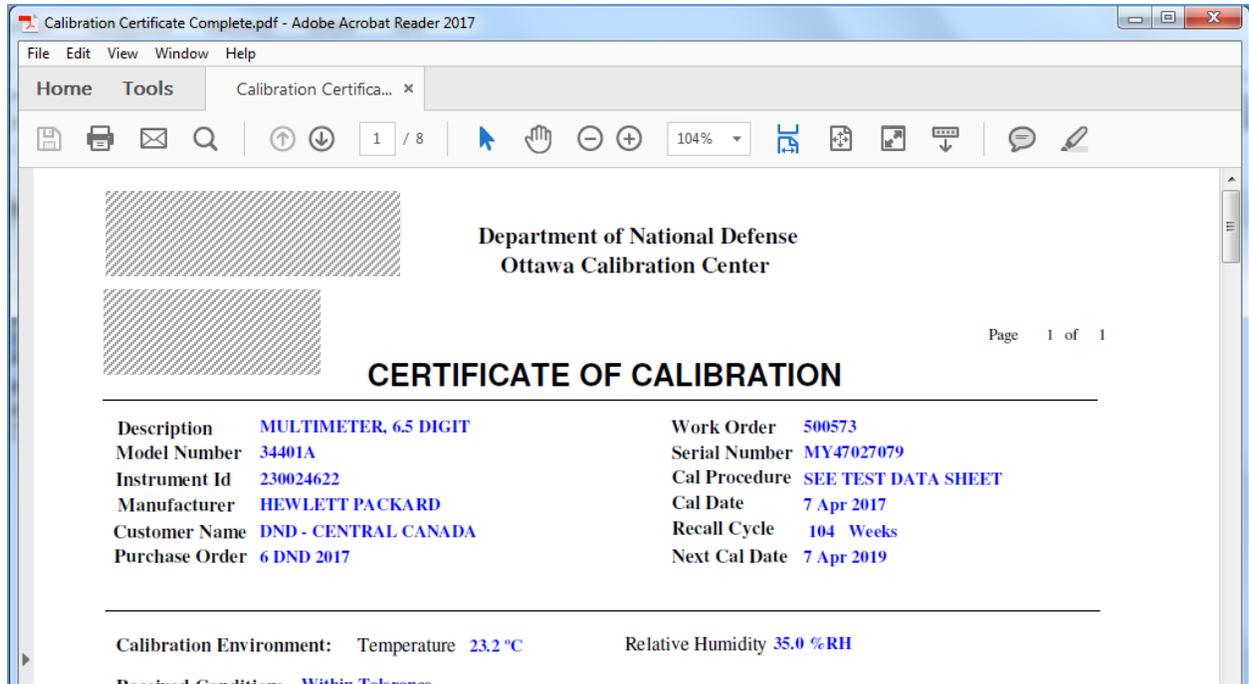
Click on the arrow (▶) beside the folder to see the actual PDF document.



Double-click on the document description to open the original PDF.



The PDF will open in a separate window.



Note: After a calibration certificate has been attached to the EMR for the first time, it will be necessary to change the EMR's characteristic "Is there a Cal Cert Attached" to "Yes". Please refer to job aid [CPMSJA003](#) for instructions.

11. Tips & Tricks

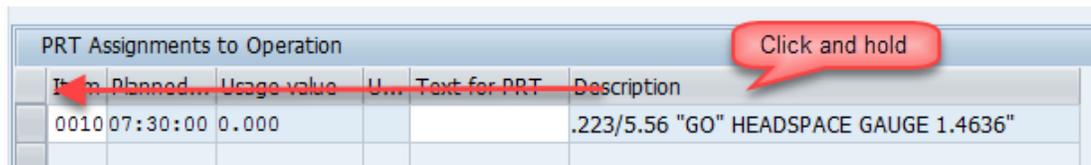
11.1 Adjust column positions in tables

For any table display in DRMIS (e.g. operation list in a work order, activities in a notification), it's possible to change the position of the columns so the most relevant fields are shown first. This will save having to scroll to the right to see all of the required information.

This is demonstrated below using the Production Resource/Tool (PRT) list within a work order, which is used to assign standards to operations (see [step 2](#)). The same steps can be followed for any other table displays in DRMIS.

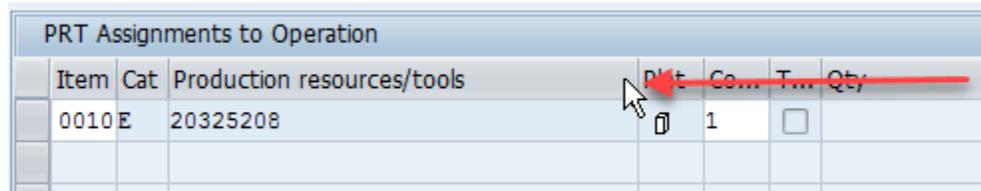
Note: These settings are personalized for the current user only. Each user will have to set up their display options.

- 1) While in the table display, drag each column to the desired position by following these steps:
 - a. Click on the heading of the column to move and hold down the mouse button. In this example, we are moving the "Description" column to the left of the screen.



Item	Planned...	Usage value	U...	Text for PRT	Description
0010	07:30:00	0.000			.223/5.56 "GO" HEADSPACE GAUGE 1.4636"

- b. While holding down the mouse button, drag the cursor until it is on the heading of the column you wish to move next to. Release the mouse button to drop the column in the new position. (This may take a few tries to get right.)



Item	Cat	Production resources/tools	Description	Prt	Co...	T...	Qty
0010	E	20325208			1	<input type="checkbox"/>	

- c. The column will move to its new position.

PRT Assignments to Operation						
Item	Cat	Production resources/tools	Description	Plnt	Co..	
0010	E	20325208	.223/5.56 "GO" HEADSPACE GAUGE 1.4636"		1	

d. Repeat this process for all the columns you wish to move.

Before:

Order	77000125	Order Type	C001	Planning plant	1002
Description	EMR 20325981 PIN = 100003466 CP4			<input type="checkbox"/> Long text	
Activity	0010	CALIBRATION			

PRT Assignments to Operation												
Item	Cat	Production resources/tools	Plnt	Co..	T...	Qty	U...	Earliest Start	Earliest ...	Earliest Fin...	Earliest ...	Planned
0010	E	20325208		1	<input type="checkbox"/>			05.07.2019	07:30:00	05.07.2019	07:30:00	05.07.2

After:

Order	77000125	Order Type	C001	Planning plant	1002
Description	EMR 20325981 PIN = 100003466 CP4			<input type="checkbox"/> Long text	
Activity	0010	CALIBRATION			

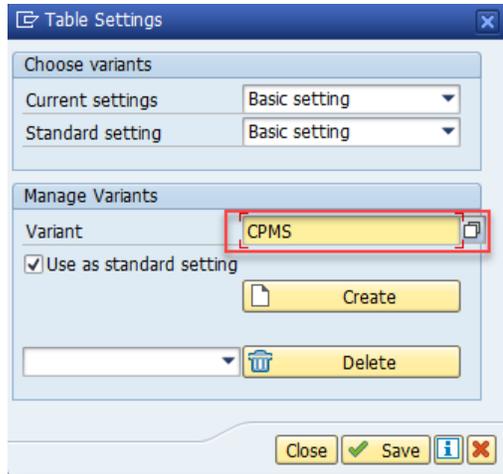
PRT Assignments to Operation						
Item	Cat	Production resources/tools	Description	Text for PRT	Plnt	C
0010	E	20325208	.223/5.56 "GO" HEADSPACE GAUGE 1.4636"			1

2) When the display is the way you want it, click the Configuration icon on the far right of the column headings: 

Order	77000125	Order Type	C001	Planning plant	1002
Description	EMR 20325981 PIN = 100003466 CP4			<input type="checkbox"/> Long text	
Activity	0010	CALIBRATION			

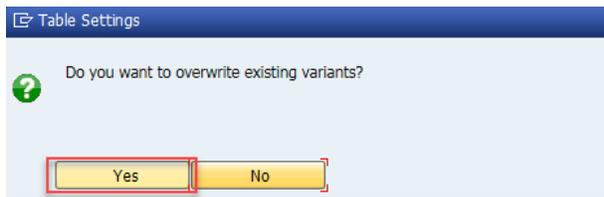
PRT Assignments to Operation						
Item	Cat	Production resources/tools	Description	Text for PRT	Plnt	
0010	E	20325208	.223/5.56 "GO" HEADSPACE GAUGE 1.4636"			1

3) In the **Table Settings** pop-up window, enter a name for your personalized variant. In this example, the variant is named "CPMS":

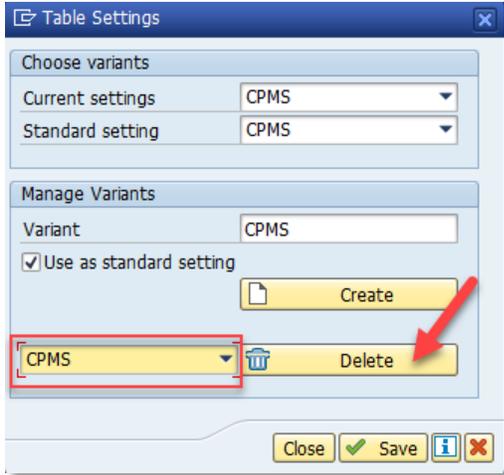


- 4) Click  **Create**.
- 5) Click  **Save**. The pop-up window will close and the column settings will be saved.

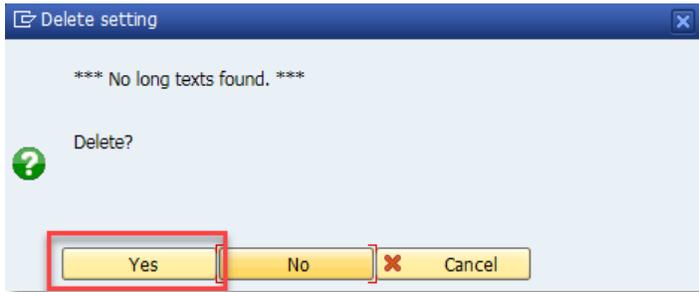
If you wish to change the column settings in future, simply repeat steps 1-2 above and, on the **Table Settings** pop-up window, do not type in a new variant name; instead, select your existing variant. After clicking  **Create**, select  **Yes** from the following pop-up window:



To delete a variant, click the Configuration icon (). In the **Table Settings** pop-up window, select your variant in the bottom field and then click  **Delete**.



Select **Yes** in the Delete setting pop-up window.



For assistance with this or any other CPMS process, please contact your regional calibration center.

Record of Changes

PDF Saved Date	Changes
August 30, 2018	New.
October 15, 2018	Added instructions for adding a new item to a notification.
November 1, 2018	Added instructions for confirming sub-contract operations.
November 1, 2018	Added instructions for adding a PRT to an operation (moved from job aid CPMSJA008).
November 9, 2018	Added flowchart and re-formatted entire document to add clickable steps.
November 16, 2018	Added instructions for attaching a calibration certificate to the EMR.
December 10, 2018	Split step 7 into “a” and “b” sections to cover generation of a hard copy or PDF; updated flowchart.
December 12, 2018	Updated step 8 to include instructions for updating the maintenance plan if STTE is being shipped immediately.
January 9, 2018	Added instructions for assigning the correct catalog profile to the notification for the activity code selection.
January 11, 2019	Corrected the printer identification as “PDF Printer 3”; updated details about file security for calibration certificates.
February 8, 2019	Added chart with hyperlinks; simplified the way the OTR is saved as a PDF file.
March 26, 2019	Changed logic around digital signatures.
March 29, 2019	Added hyperlinks to other job aids.
April 1, 2019	Added option to enter technician name during confirmation in text field.
April 2, 2019	Added instructions for entering text on the notification; other general clean-up.
April 3, 2019	Added note to use CPMSJA003 to adjust EMR characteristic value after attaching calibration certificate for the first time.
April 12, 2019	Added section to add calibration report to the notification; updated flowchart; removed reference to Complete Notification checkbox in step 4; added logic around PRT message (System Status ESTO) in step 2.
June 26, 2019	Included instructions for adding the TEMMIS PIN to the notification long for inclusion in the Out-of-Tolerance Report.
June 27, 2019	Re-formatted table of contents and hyperlinks.
July 18, 2019	Added Tips & Tricks section with instructions on how to save the column positions in a table view.
July 23, 2019	Added information concerning the reference dates entered for the notification and work order.
September 24, 2019	Images scrubbed as required.