



SKED 3.2

USER GUIDE

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Chapter 1: Welcome to SKED 3.2

Overview

SKED 3.2 is the new and improved version of the Navy's maintenance scheduling software. Managing your Planned Maintenance System (PMS) schedules is now faster and easier. SKED 3.2 has several unique features:

Equipment-based schedules. This feature provides unique equipment procedures for each piece of equipment; forecasts man hours, tools, parts, and test equipment; and displays serial number, location, and nomenclature. Equipment-based schedules replace the former component-row system.

Schedule, review, and forecasting displays. These displays offer flexibility and functionality, particularly to workcenter supervisors, such as required maintenance based on periodicity, equipment details, status indicators, maintenance history, estimated man hours, and much more. This feature replaces the weekly, quarterly, and cycle schedules.

True interval scheduling. This feature maintains periodicity (span of days between when the maintenance was actually completed and the next scheduled completion date). SKED 3.2 automates the building of events and scheduling of required situational checks for events like underways.

Automated workflow. SKED 3.2 provides a personalized list of tasks. You know instantly which feedback reports need signatures or approvals need attention, and which maintenance tasks you have been assigned over the next two weeks.

Electronic procedure lineouts. You will no longer need to manually line-out procedures on Maintenance Index Pages (MIPs) and Maintenance Requirement cards (MRCs) or keep track of paper. Now you can line-out procedures electronically and SKED 3.2 saves your changes. You can also create custom notes for the tools, parts, and materials block on the MRC.

Embedded computer-based training. Training is conveniently located within the software program. Workcenter supervisors and above can assign training and track which training circuits crew members complete.

Other Key New Features

- > Improved situational processing (R-Checks)
- > Improved feedback reporting
- > Spot check scheduling
- > Master Job Catalog
- > Standard PMS Material Identification Guide (SPMIG) viewer
- > Dynamic reporting
- > More transaction logs for better accountability
- > List of Effective Pages (LOEP) Manager
- > Enhanced Ship Maintenance Action Form (2K) generation
- > Support for reduced manning programs, such as Littoral Combat Ship (LCS)

Using this Document

This document is for common SKED 3.2 users, especially workcenter supervisors, and contains the following information:



- > Descriptions of new concepts
- > Step-by-step procedures on how to manage your PMS schedules
- > Functional descriptions of each area of the application
- > User roles and responsibilities

Throughout this document, you will see phrases and symbols. These indicate a specific type of content and include:

How do I...?

This aid provides a step-by-step procedure on how to accomplish a task in SKED 3.2.

What can I do here?

This aid summarizes the features of a view tab.

Note

Notes highlight key points for a preceding topic. These often include boundaries or limits on what the previous topic may actually do.



SKED 3.1 Translator

These items provide a comparison between 3.1 and 3.2 or a translation of what a topic, function, or item was called in SKED 3.1. The translator helps ease the transition from SKED 3.1 to SKED

3.2.

Equipment –Based Schedules

SKED 3.2 has an equipment-based maintenance schedule. Each Maintenance Item has unique MRC relationships, which show how many MRC procedures are tied to each Maintenance Item. Maintenance Items refer to any piece of equipment, sub-equipment, system, or subsystem which requires maintenance. When you look at the equipment-based schedule, all the information you need is displayed: serial number, location, nomenclature, and unique maintenance procedures.

Equipment-based scheduling also enables accurate forecasting for man hours, tools, parts, and test equipment because there are no hidden multiples like those found in the previous component-row based system. SKED 3.2's new interface layout shows you exactly how many maintenance items are tied to each procedure, and enables you to create maintenance groups to better organize your maintenance items.

The transfer of ownership of equipment from workcenter to workcenter within the same Command is easy – you can now transfer data with a few mouse clicks. With SKED 3.2, the planned maintenance history on the equipment can be exported, put on a disk, and easily uploaded into the new Command.

In addition, SKED 3.2 can communicate with third party applications like Organizational Maintenance Management System – Next Generation (OMMS-NG), MicroSNAP and Mission Readiness Assessment System (MRAS), which are all equipment-based applications. SKED 3.2 now retrieves Record Identification Number (RIN), Allowance Parts List (APL), Hierarchical Structure Code (HSC), Functional Identification Number (FIN), International Unique Identifier (IUID) and nomenclature from third parties.



SKED 3.1 Translator

SKED was previously based on a component-row system. Sometimes, information was inconsistent, and serial numbers and locations were not included with the component rows. The previous version of SKED allowed multiple pieces of equipment to be rolled up into one component row. This meant there was no easy way to determine the amount of equipment previously requiring maintenance. In the past, if equipment was moved between commands or to new workcenters within the same command, you had to delete the equipment and then recreate it in the new command or workcenter.

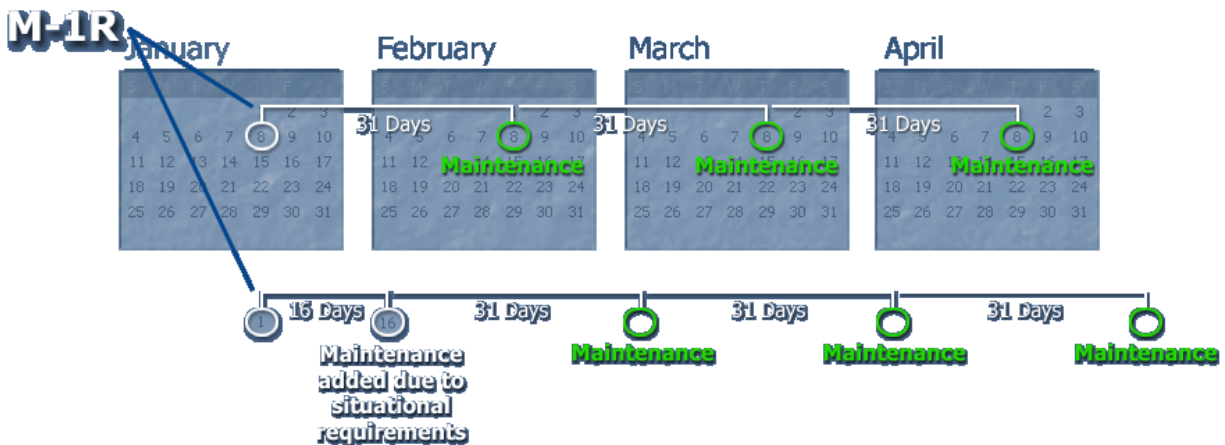
True Interval Scheduling

Scheduling rules now revolve around a specific number of days. Weekly checks are performed every 7 days; monthly checks every 31 days; quarterly checks every 91 days; and so on. SKED 3.2 maintains these same time intervals, but automatically shifts future maintenance when a check is not performed the week it is scheduled. This new concept is called “True Interval Scheduling.”

For example, if an M-1 isn’t accomplished until January 20, the next monthly check in February will automatically be moved 31 days later to February 19, and the monthly check for March will occur 31 days after February 19. See the figure below.

SKED 3.2 does not allow supervisors to manually reschedule checks out of periodicity, ensuring accountability and documentation. If maintenance is not performed, SKED 3.2 moves the check to the next week, and sends an alert to the workcenter supervisor and above once the check has been moved out of periodicity.

In addition, if an unscheduled check such as an M-1R occurs a week before an M-1R that is already on the schedule, SKED 3.2 automatically moves the next M-1R to 31 days after the M-1R is performed. True interval scheduling keeps you from repeating maintenance that was just performed, and always maintains the proper number of days between checks.



True Interval Scheduling maintains the proper number of days between checks



SKED 3.1 Translator

In previous versions of SKED, a monthly check was scheduled for the first of each month. If a check scheduled for January 1 did not occur until January 20, the next monthly check happened



only 12 days later on February 1. The checks in February and March were not rescheduled to accommodate the schedule change; therefore, you performed maintenance much sooner than necessary.

Schedule, Review, and Forecasting Displays

SKED 3.2 replaces weekly, quarterly, and cycle schedules with three new displays: schedule display, review display, and forecasting display. These new displays encompass all the capabilities of the old schedules, but add greater flexibility and function to users, especially workcenter supervisors, division officers, and department heads.

The **schedule display** in SKED 3.2 replaces the weekly and quarterly schedules of SKED 3.1. The schedule display lists all of the maintenance actions that should be performed for a given week and shows you all the equipment details, man hour requirements, crew assignments, and the maintenance requirement descriptions. There are even status indicators that let you know which checks require parts, tag-outs, or customized MRCs.

SKED 3.2 uses equipment-based schedules instead of component rows, which means the schedule display can organize information by week, by crew member, or by maintenance group. You can view a quarter's worth of maintenance requirements for a given week, for the assigned crew member, or for a specific maintenance group.



SKED 3.1 Translator

The previous weekly schedule lacked readily available information. You could not look at a check and know exactly which piece of equipment it referenced or what the procedure actually accomplished. You only saw a block with a check in it, but you did not get the serial number, location, or other equipment information. The schedules were also static in nature. If you needed to make a change, you had to "mark up the board" to move the check.

The **review display** in SKED 3.2 replaces the old cycle schedule of SKED 3.1. Its main purpose is to provide a quick way for workcenter supervisors to see if maintenance is being performed on time. MRCs that are out of periodicity or have been out of periodicity are easily identified by the color-coded icons in this display.

The review display provides MRC history. This includes the last time the MRC was accomplished and when it is scheduled to be performed again, even if it's not in the current year's worth of data. The display provides scheduling predictions and alert reasons.

The review display also shows equipment details for the maintenance items that are on your schedule. Details include serial numbers, location, and other equipment information. You can also see a list of all the equipment that you're responsible for, even though it's not on the schedule display.



SKED 3.1 Translator

In previous versions of SKED, you couldn't determine the exact day a 120-M check would be performed. You only had a basic timeframe. In SKED 3.2, you can know the exact date when a 120-M check was last performed and when it will be scheduled again.

The **forecasting display** in SKED 3.2 gives you the information you need to properly assess the amount of maintenance required over a given period of time. The forecasting display shows you the exact number of checks, the number of man hours required to complete the maintenance, and the estimated time to complete the maintenance. You can also view the schedule by crew member with the forecasting display.



SKED 3.1 Translator

The quarterly schedules in the previous version did not indicate if a check would take 10 minutes or four hours. You had no true metrics to gauge if there was enough time in the day to complete the maintenance.

Situational Maintenance

Naval Sea Systems Command Logistics Centers (NAVSEALOGCENS or NSLC) have written standardized Situational Requirements (SR), creating statements that are clear and consistent. Embedded in the MRCs are SR Codes that enable SKED 3.2 to automatically build situational events and perform other time-saving actions. To better understand situational events, it's helpful to understand the three different types of events that exist: states, triggers, and metered events.

A **state** is a persistent event that can be tracked over duration of time (in days). A state event is a toggle that is either on or off and corresponds to the current state of the ship, equipment, or status. Examples of standard states include "at sea" and "in port." Except for these examples, all states can occur simultaneously such as "operating aircraft" (special state) and "at sea" (standard).

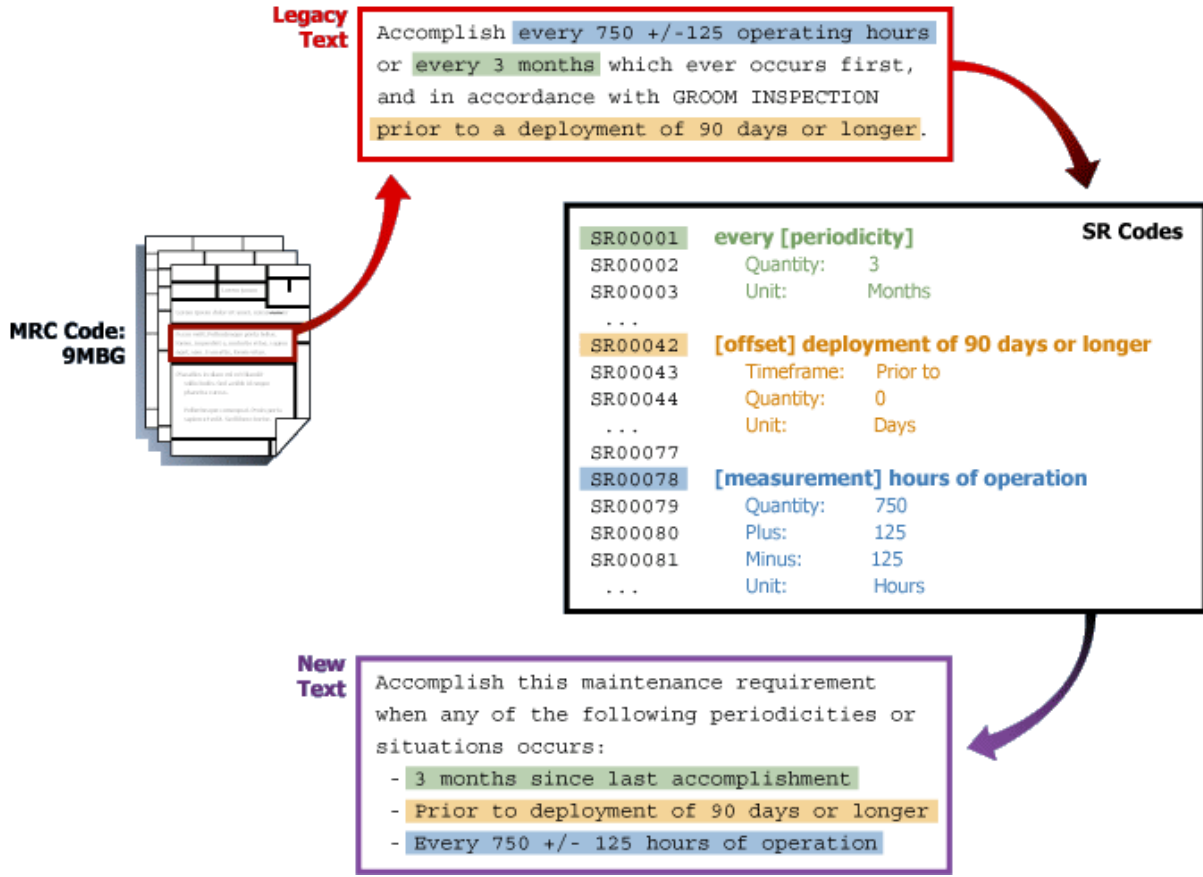
A **trigger** is a single occurrence or action that may have a maintenance action tied to it, like "getting underway." A trigger can happen more than once in a single day, or may not occur for weeks or months. Examples of triggers: "fleet exercise" and "coming to port." Triggers also require an offset such as "prior to" and a specified timeframe such as "24 hours" or "immediately." Triggers are also bookends for states. For example, if the state is "at sea," on one side of that event is a "getting underway" trigger and on the other side an "entering port" trigger.

A **metered event** is based on the current value of a measurement in relation to the value at the time of the last accomplishment. The measurement parameters are defined at the MRC level. Examples of metered events include "every 20 arrestments" and "every 500 engine run hours."

Global and Local

States, triggers, and metered events are divided into two categories: global and local. Global events affect the whole ship, while local events affect a given piece of equipment. Metered events are always local because there are no linear counters for the whole ship. When states, triggers, and metered events are combined, they create clear situational maintenance actions.

SKED 3.2 uses this information to streamline the scheduling of situational requirements. SKED 3.2 reads the SR Codes directly from the MRC, and automatically builds the global and local events based on the MRCs that are tied to the workcenter schedules. Refer to the following figure for an example of a standardized situational maintenance requirement.



Situational checks (R-Checks) are clear and consistent

SKED 3.2 dynamically moves the situational checks as events change. For example: You are scheduled to be at sea on November 12. A maintenance action must occur 48 hours prior to getting underway, so it is scheduled for November 10. However, the schedule changes and you will now get underway on November 16. Since the check must occur 48 hours prior to getting underway, SKED automatically moves the check to November 14.

In addition, SKED 3.2 provides a “dashboard view” of situational requirements that uses simple color-coded icons to indicate a check’s status. At a glance, you can see what is coming up, due, and past due. SKED 3.2 automates the R-check report so that only situational requirements for MRCs that are on the schedules appear.

SKED 3.2 also provides standard reports that quickly allow Maintenance and Materiel Management Coordinators (3MCs) to see how many situational checks exist, and for which equipment the situations apply on a ship level. For example, the 3MC can see at a glance that the trigger “getting underway” causes 60 maintenance tasks to be performed. As a result, the 3MC can better plan evolutions based on the amount of maintenance that situational event will require.



SKED 3.1 Translator

In the past, workcenter supervisors manually created all situational events when the Force



Revision disk was loaded into SKED. Workcenter supervisors reviewed all the situational requirements on the MRCs for his/her workcenter and then manually added each situational event to the schedule. This could take hours. Furthermore, the R-check report was built for all MRCs on MIPs included in the LOEP. The workcenter supervisor had to sort through them all to find the few that were on his/her schedules, which was a time-intensive, tedious task.

PMS Accomplishment Metrics

SKED 3.2 has new PMS metrics that accurately show how much maintenance is being performed as scheduled based on periodicities and events. The metrics give leaders confidence that maintenance was performed correctly.

The first metric is the **Periodic Accomplishment Rating (PAR)**. The PAR measures the percentage of checks performed within periodicity. PMS Alerts and lost checks will affect a workcenter's PAR. For example, if 10 checks are scheduled during one week and two checks were not performed within periodicity, the PAR will be 80 percent. With the PAR, each MRC is calculated individually and the scores are rolled up into periodicity types. This means you can get customized metrics based on the type of check you want to review – weekly, monthly, quarterly, etc.

The second metric is the **Situational Accomplishment Rating (SAR)**. This metric identifies global situations, and tracks and calculates the accomplishment of maintenance. SKED 3.2 uses the SAR to track the number of situational checks that have been added to the schedule, versus the number of situational checks that were completed.

The third metric is the **Administrative Accomplishment Rating (AAR)**. This metric answers the question, How well are we using SKED? AAR keeps track of administrative duties such as checking weekly close-out status, signing Feedback Reports (FBRs), acknowledging PMS alerts, and approving MRC lineouts. New business rules dictate the timeframe in which these actions should occur. For instance, an FBR should be exported off the ship or Command within four days of its creation. SKED 3.2 knows the day it was created and the day it was exported and can then determine if it was completed on time.

The fourth metric is the **Spot Check Accomplishment Rating (SCAR)**. This metric measures the number of satisfactory checks divided by the total number of spot checks. SCAR provides administrators and inspectors a confidence rating that reflects how well the Command is performing maintenance. This rating is the percentage of spot checks that contain a passing score over a given period of time.

Each workcenter will receive all four ratings each week, resulting in a weekly score per workcenter. Each workcenter will also receive quarterly totals of these weekly scores. In addition, the whole Command will receive a weekly total and a quarterly grand total. All of these metrics help you quickly determine if maintenance is getting done and done on time, how well the Command is using SKED and performing administrative tasks, and if the maintenance is being done properly.



SKED 3.1 Translator

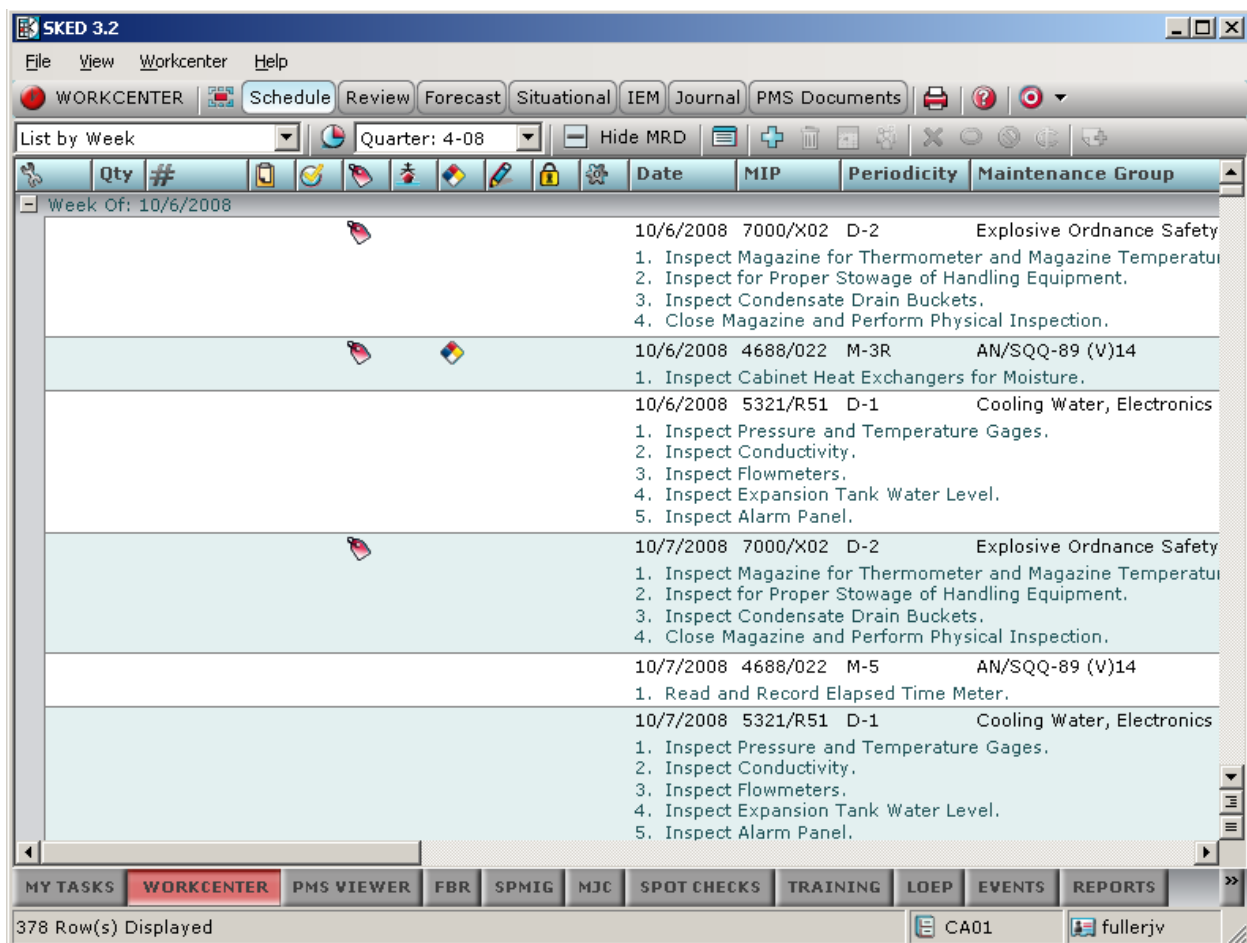
In the past, performance was measured through RAR, Accomplishment Confidence Factor (ACF), and PMS Performance Rating (PPR). These were not as accurate as the PAR, SAR, AAR, and SCAR. For example, AAR did not identify if the check was done on time, or if the correct number of checks were on the schedule. Situational checks couldn't be counted multiple times if they occurred on the same day, and an important check in the formula, like one that only needs to happen every 10 years, was given the same weight as a monthly.



Chapter 2: SKED 3.2 Layout


The layout of SKED 3.2 is modular in nature. Each of the functional areas is divided into a “view” or “tab,” allowing a custom display for each specific function. In some views, grids or tables display information (see the following figure); in other views, a mixture of outlines and grids are used for easier navigation.

Select a view using the view tab bar at the bottom of the screen. Each view automatically displays a menu, one or more toolbars, and a status bar. With the exception of the MY TASKS view, each of the views is an independent entity that does not influence the other views in SKED 3.2. For example, you can complete a report from the REPORTS view without having to open the WORKCENTER view.



The SKED 3.2 layout display is a mixture of grids, tables, menus, tabs, and toolbars

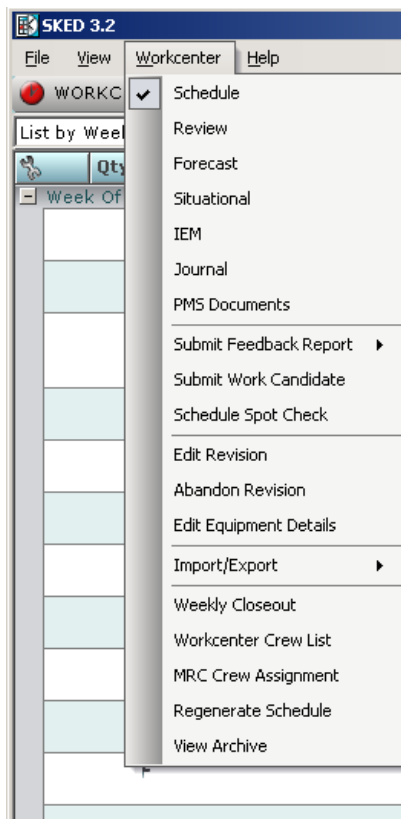
View Tab Bar

The view tab bar is located at the bottom of the screen and lists the functional areas of the program to which you have access. If you do not have permission to access a specific view, or the view is not relevant to your role, the view tab will not display. Your current view is highlighted in red on the view tab bar, as shown in the following figure. If the application window is not wide enough to display all of the tabs, a button  displays at the end of the bar. Click this button to view the hidden tabs. In some roles, an Administrative (ADMIN) tab also displays. In addition, LCS personnel have a different view tab bar.



SKED 3.2 view tab bar

Custom Menu



Each view on the view tab bar has its own custom menu. If you do not have permission to perform one of the menu functions, that item is either disabled or not visible.

Access the view's custom menu by selecting the third drop down menu located at the upper left part of the screen. This third menu has a different title in each view to reflect the view currently displayed. For example, in the WORKCENTER view, your custom menu is called Workcenter as shown in the two figures.



In the Feedback Reports (FBR) view, the custom menu is called Feedback Reports; in the TRAINING view the custom menu is called Training; and so on.

If your current view contains secondary views, the menu will list the same functions that are on the current view's toolbar. A check identifies the secondary view that is currently displayed. To change secondary views, click a different menu item.

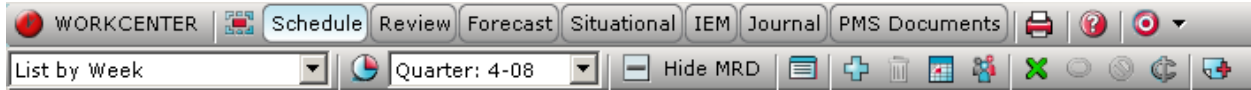
Each view has a custom menu that includes view-specific features, such as the WORKCENTER View

Toolbars

Each view will have one or more toolbars. These toolbars enable you to display, modify, and manipulate the information being displayed in the current view. In the upper left corner of the toolbar, the title of the active view displays. This allows you to easily associate the actions on the toolbar with the view.



Many of the views are broken down into secondary views that further define the functionality. In the following figure, the WORKCENTER view consists of these secondary views: Schedule, Review, Forecast, Situational, IEM, Journal, and PMS Documents. The current secondary view, Schedule, is highlighted in light blue.



Some SKED 3.2 views have two toolbars

In some secondary views, two toolbars are used to separate the various functions. This second toolbar changes when you use the view selector on the first toolbar.

Icon Legends

The help menu of each view and functional display has an icon legend. The legend relates to the view you are currently using. You can also access icon legends by pressing F12 on your keyboard. Use the F12 function in any view.

Status Bar

The Status Bar located at the bottom of the screen contains statistics and perspective information about the current view (see the following figure). The far left panel of the status bar may contain the number of items displayed, the last report run, the current search criteria, or similar information. The middle panels display perspective information, such as workcenter name or Navy PMS CD title. The far right panel always displays the logon name of the current user.



SKED 3.2 Status Bar

Log On

SKED 3.2 is a user account-driven system. Your role, permissions, and place in the chain of command directly influence what you may see or do inside the SKED application. When you acknowledge, sign, or generate information in SKED, your user account's identification is stamped on that information. This allows SKED to provide high-level workflow capabilities. In addition, many of your actions are tracked and used for accountability.

Be sure to protect your username and password. Sharing your information with others will allow them to sign your name!

How do I log on to SKED 3.2?

1. Open the SKED 3.2 software.
2. In the blank spaces, type your user name and password (refer to the following figure).



3. Click **Enter**.



SKED 3.2 Logon box

If your session of SKED contains more than one Unit Identification Code (UIC), a command selector is provided. Each username is unique within a UIC; however, the same name may be used by multiple UICs.

Note: If your user name was converted from SKED 3.1 to SKED 3.2, your password was reset to “password.” You will be prompted to change this password.

Log Off

Because of the user-based transactions, log off when you are finished. Your identity is important, so protect it!

How do I log off?

- > On the File menu, from any view, click **Log Off**.

Print

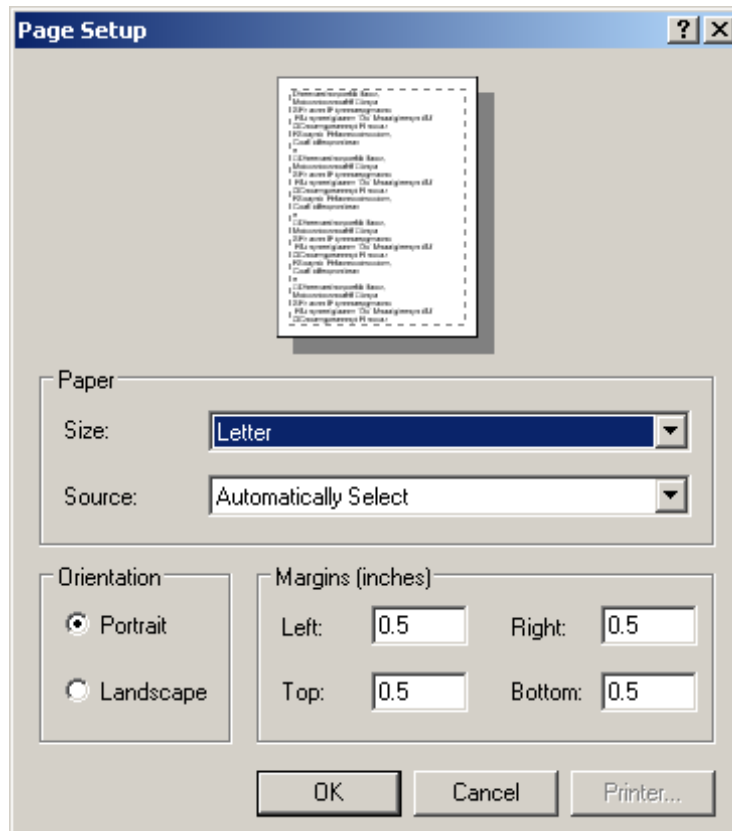
Printing in SKED 3.2 works somewhat differently than most programs. Whether you click the Print icon on the toolbar or select Print from the File menu, a Print Preview box opens for you to choose the output. This is done primarily to avoid wasting paper. In many cases, hundreds or thousands of data rows are on a given view, which could result in a large page count. Carefully review the content before sending it to the printer.

How do I print the current view?

1. On the File menu, click **Print**.
2. Verify the output.
3. Click **Print**.

Page Setup

Customize the page settings before printing by selecting the paper size, source, orientation, and margins. Once you have changed these settings, they remain that way for the current SKED session. If you change views and want to use different page settings, reset the Page Setup. See the following figure.



Customize your page settings in SKED 3.2

How do I change the page setup or layout?

1. On the File menu, click **Page Setup**.
2. Make your selections.
3. Click **OK**.

Tip: For views with large tabular data, a landscape orientation may result in better printing.

Quick Search

Some views in SKED 3.2 have a quick search capability, which allows you to scan through data quickly and easily by entering a keyword or phrase. To use the quick search, type your keyword or phrase in the space provided on the toolbar, as shown in the following figure. Then click GO. If you have previously



performed a quick search, you may find it available in the pull-down box provided. However, these values are not saved between SKED sessions.

In most cases, the quick search will actually look across many fields in the data. So, if you perform a quick search on “valve,” the search tool accesses the nomenclature, functional description, and location description fields for a match. Quick searches always perform a partial match search. For example, if you conduct a quick search for “bin,” records containing “bin,” “binary,” and “combine” are returned.



SKED 3.2 features a quick search capability

Grid Control

One of the most common data presentation methods in SKED 3.2 is the use of a table or grid. Rows and rows of content are displayed and separated by blue column headers. Click on a column header to sort data in a different order, such as from ascending to descending order.

In the following figure, the grid uses a “group by” technique. This means that similar data rows are grouped together and expanded or collapsed by clicking on the + or – buttons on the left side of the screen. For a faster process, click expand all/collapse all buttons on the lower right portion of the screen (below scroll bar as shown in the following figure).

Date	Due Date	Workcenter	Subject
[-] Feedback Reports			
4/27/2007	5/4/2007	CF02	Legacy Sked 3.1 Feedback Request that MIP 4111/024 reflect all X-Terminal Displays vice just IP-1533/B displays.
6/25/2008	7/2/2008	EA04	Changes for MRC B6 9SJR N [A-3] MRC: B6 9SJR N [A-3] Changes for the MRC Procedure: Recommend switching steps
7/11/2008	7/18/2008	CA01	Change to PMS Based on Alteration Alteration Type: SA SHIP ALTERATION, Alteration Number: 123456. Equipment Informa
7/18/2008	7/25/2008	CE03	Changes for MRC 18 MA38 N [S-10] MRC: 18 MA38 N [S-10] Changes for Periodicity: test1 Changes for Maintenance R
7/23/2008	7/30/2008	EA04	Changes for MRC 18 9KCS N [A-1] MRC: 18 9KCS N [A-1] Changes for the MRC Procedure: Safety concern.
7/28/2008	8/4/2008	CE03	Changes for MRC 18 MA38 N [S-10] MRC: 18 MA38 N [S-10] Changes for Rates/Manhours: Add .3 hours to mm3 Chan
9/18/2008	9/25/2008	CE03	Change to PMS Based on Alteration Alteration Type: SA SHIP ALTERATION, Alteration Number: njuh. Equipment Information
+ Lineout Approvals			
[-] Training Assignments			
12/18/2008			SKED 3.2 Overview CDR Fuller has assigned you this training assignment.
12/2/2008			SPMIG Viewer

Grids in SKED 3.2 organize multiple rows of data



Chapter 3: Your Role in SKED 3.2

Several default roles exist in SKED 3.2 and include: 3M Coordinator (3MC), Department Head, Division Officer, Leading Chief Petty Officer (LCPO), workcenter supervisor, crew member, administrator, and read-only. (The Type Commander may customize these roles.) Each role has a user account, which consists of three parts:

- > The role itself
- > A set of permissions
- > Viewable content

Each role has default permissions; the viewable elements of your user display are tailored to your role. The 3MC assigns the default permissions and your viewable content (display), which depends on your position in the chain of command.

Permissions can change from one person to another. For example: if you go on leave, someone may be delegated to complete your work in SKED 3.2. You can have only one role; however, you can perform actions for any role that is below you in the chain of command.

How do I determine my user role and permissions?

1. Log on to SKED 3.2.
2. On the view tab bar, click **MY TASKS**. Your role is located in the blue welcome pane.
3. On the toolbar, click to open the My Tasks menu.
4. Click **Update User Information**. Your role's permissions (maintenance actions you are allowed to perform) are identified with a check.
5. Change personal information as needed.

Note: You can also view your user role and permissions from the ADMIN view, but not all users have this tab on the view tab bar.

1. On the view tab bar, click **ADMIN**.
2. On the toolbar, click the User Management tab. A list of user names and some personal data displays.
3. Locate and highlight the row that lists your name.
4. Look in the Category column of your row to determine your role.
5. Double click your row.
6. Review your administrative data and your role's permissions (maintenance actions you are allowed to perform).
7. Change personal information as needed.

3MC

One 3MC is typically assigned to each Unit Identification Code (UIC) level. The 3MC is responsible for the entire chain of command and all PMS of the unit (ship, submarine, or onshore facility). The 3MC also:

- > Provides general oversight
- > Approves FBRs that leave the ship
- > Builds and maintains the chain of command



- > Conducts spot checks

Department Head

The Department Head is next in the chain of command and is responsible for all workcenters within his/her department. The Department Head also:

- > Approves workcenter PMS schedules
- > Approves lineouts (review and omit)
- > Signs FBRs
- > Conducts spot checks

Division Officer

The Division Officer has some approval authority and:

- > Shares the same view as the LCPO
- > Conducts spot checks
- > Signs FBRs

LCPO

The LCPO works alongside the Division Officer. This role also:

- > Reviews schedules
- > Conducts spot checks
- > Signs FBRs

Workcenter Supervisor

Workcenter supervisors are the primary SKED 3.2 users and are responsible for much of the maintenance planning and accomplishment. A supervisor:

- > Builds and maintains the PMS schedules
- > Assigns crew members to the workcenter
- > Assigns crew members to accomplish maintenance
- > Customizes the PMS documents (review and omit)
- > Generates original FBRs
- > Monitors situational events (R-Checks)
- > Conducts quarterly Force Revisions (FRs)
- > Performs weekly closeouts
- > Records the accomplishment and re-scheduling of maintenance tasks
- > Indicates Inactive Equipment Maintenance (IEM)
- > Explains reasons maintenance is out of periodicity as a result of PMS Alerts
- > Posts the 13-week report for crew members to use

Crew Member

Crew members are assigned to a workcenter and report to the workcenter supervisor. A crew member:

- > Reviews the 13-week report
- > Determines what maintenance tasks he/she is assigned
- > Determines when the maintenance tasks are due



- > Determines what tools, equipment, and/or supplies are needed
- > Performs the maintenance on schedule
- > Signs a report when maintenance is completed

Administrator

This user has several administrative functions. Only one administrator is assigned per UIC and his/her password changes daily. The administrator:

- > Installs account information
- > Builds the 3MC account (UIC level), but can also build other accounts in the chain of command
- > Modifies the chain of command

Read-Only

The read-only role is designed for inspectors and observers.



Chapter 4: My Tasks View

MY TASKS is the first display you see after logging on to SKED 3.2. MY TASKS is normally the best view for all of your user information. It serves as your personal dashboard for the maintenance tasks awaiting action within a given timeframe; by default, it includes maintenance tasks due within the next two weeks.

This display is customized to your user role and place in the chain of command. The display organizes the maintenance tasks that require your attention, including Feedback Reports, Lineout Approvals, PMS Checks, PMS Alerts, Revision Approvals, Spot Checks, Training Assignments, and Workcenter Weekly Closeouts.

How do I access MY TASKS?

1. Log on to SKED 3.2.
2. On the view tab bar, click **MY TASKS**.

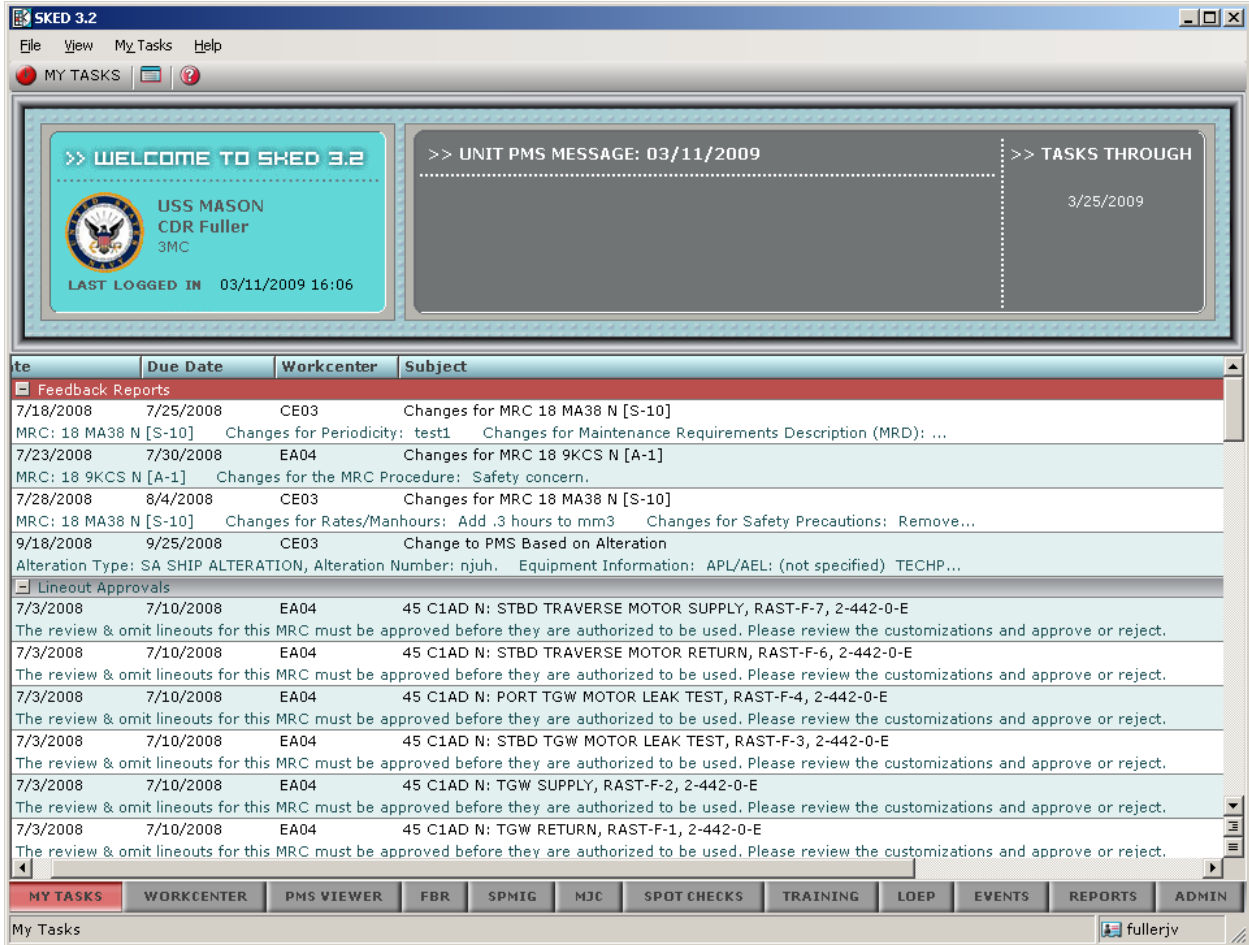
The welcome pane (section) of MY TASKS displays your signature, your role, and the last time you logged on. See the following figure. In the message pane, the Unit PMS Message displays and is normally set by the 3M Coordinator to make unit-wide announcements. In fact, any user with permission can post a message.

Depending on your role and permissions, you can double click a row in the maintenance task pane to generate another display that details the action and provides a space for a supervisor signature. For example, double-click an FBR and a new page displays for review and signature.

MY TASKS also notifies you with the following:

- > Workcenters that have sub-standard performance metrics
- > Triggered global events that relate to MRCs in your workcenter
- > Workcenters that have FRs past due

Note: When using MY TASKS, you must click Refresh to view new data that was added since opening your session.



MY TASKS is the best view for all of your user information

My Tasks Menu

On the MY TASKS menu, you can update your personal user information, such as user identification, rate, and group. You can also reset your password here.

How do I change my password?


1. On the toolbar, click to open the My Tasks menu.
2. Click **Reset Password**.
3. Type your old password.
4. Type your new password.
5. Confirm your new password, by re-typing it in the space indicated.
6. Click **OK**.



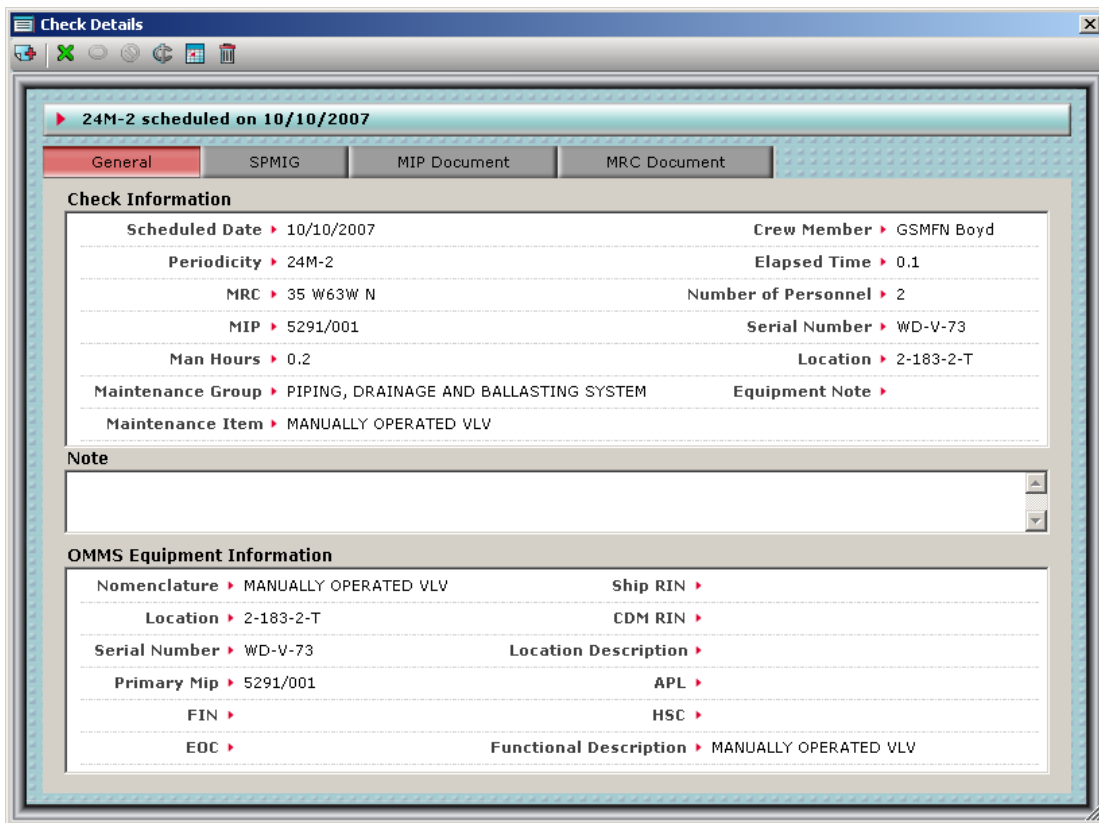
PMS Checks

This section displays the PMS checks that you are scheduled to perform and the date the maintenance is due. Since multiple users may be assigned to a given PMS task, only one of the users needs to mark the check to remove it from everyone's list.

How do I view my scheduled PMS checks from MY TASKS?

1. Expand the PMS Checks list.
2. Highlight the desired row.
3. On the toolbar, click **View Details** . A box opens, as shown in the following figure.

Note: You can also view your scheduled PMS checks by double-clicking the item.



The Check Details display helps you plan and schedule maintenance tasks


PMS Alerts

This section of MY TASKS displays the PMS Alerts for a workcenter in your role in the chain of command for MRCs that are currently out of periodicity. PMS Alerts require the workcenter supervisor to provide a reason for the delay. The reason should be specific and include well-defined details. The chain of command, from the 3MC to the LCPO, sees the alerts displayed in their user views. Since multiple users



may belong to the same role in the chain of command, only one of the users needs to acknowledge the alert to remove it from everyone's list.

How do I acknowledge PMS Alerts from MY TASKS?



1. Expand the PMS Alerts list.
2. Highlight the desired row.
3. On the toolbar, click **View Details** .
4. Click **OK**.

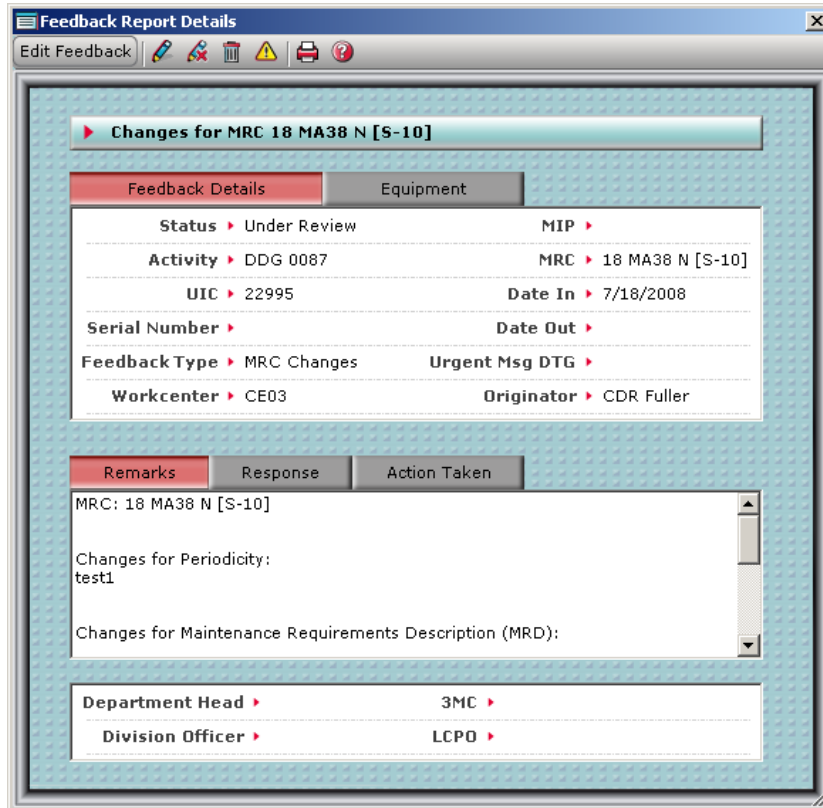
Note: If you click Cancel, the PMS Alert is not acknowledged and, therefore, not removed from the task list.

Feedback Reports

This section displays Feedback Reports (FBRs), which require a signature. Feedback Reports display in your task list if there is an open signature block for your role in the chain of command, based on the origination workcenter for the FBR. Since multiple users may belong to the same role in the chain of command, only one of the users needs to sign the FBR to remove it from everyone's list. Depending on your user role and permissions, you can clear signatures, delete FBRs, and make FBRs urgent, among other functions. Once the 3MC signs an FBR, a serial number is attached and it is eligible to send off the unit (ship, sub, or shore facility).

How do I sign Feedback Reports from MY TASKS?

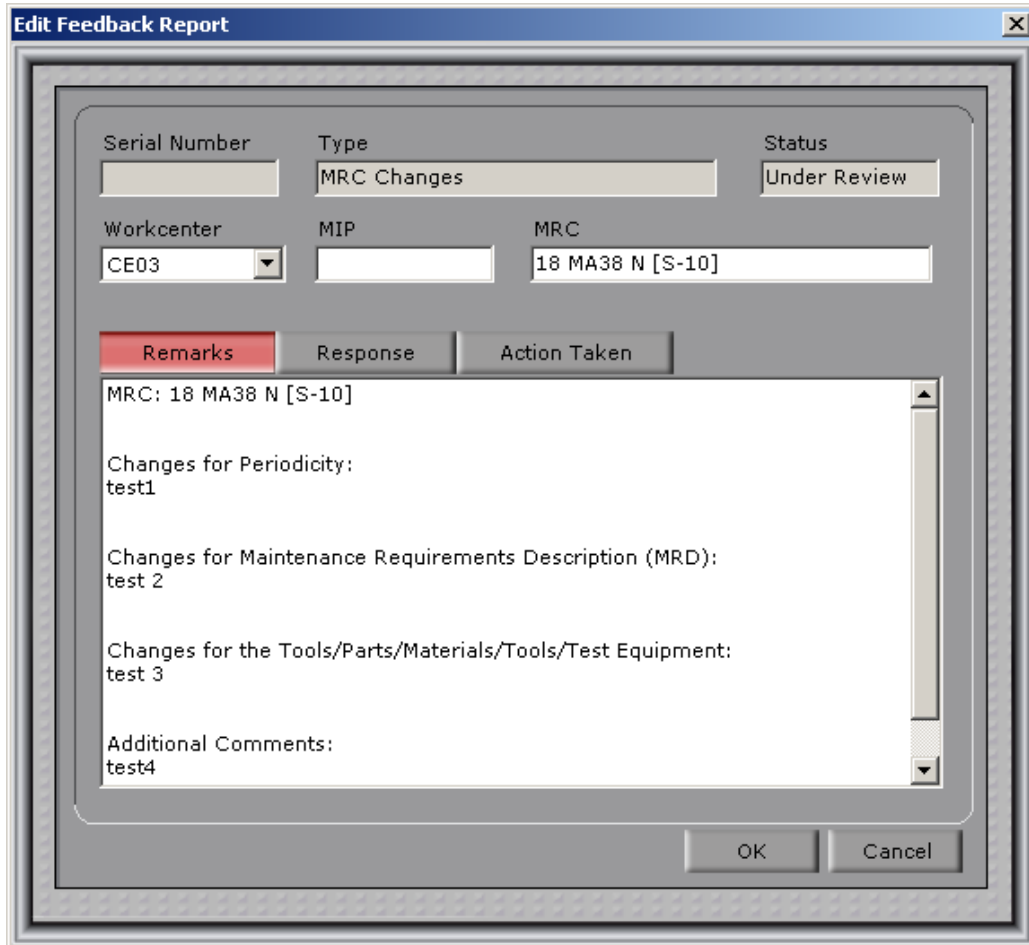
1. Expand the Feedback Reports list.
2. Highlight the desired row.
3. On the toolbar, click **View Details** . Refer to the figures below.
4. On the details toolbar, click **Sign** .
5. Close the box. The task is removed from your MY TASKS list.



Click View Details to reach the FBR Details box



FBR Details toolbar





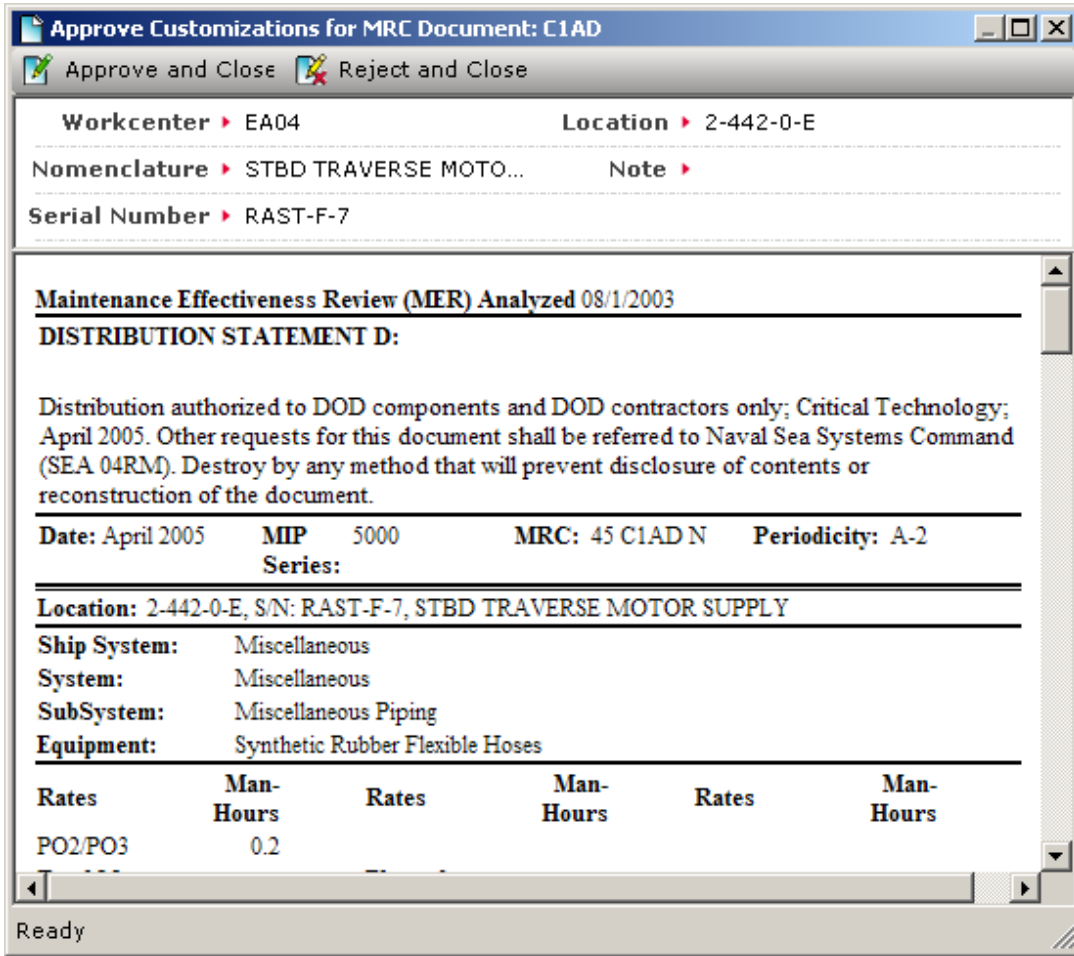
Edit the FBR from this box

Lineout Approvals

This section of MY TASKS displays MRCs that have custom review-and-omit lineouts which require approval. Lineout Approvals display in your task list if there is an unapproved MRC lineout for a workcenter in your role in the chain of command. Since multiple users may belong to the same role in the chain of command, only one of the users needs to approve the lineout to remove it from everyone's list. Lineouts appear in red, indicating they are not yet approved. When approving or disapproving -, you must approve All or None of the lineouts. Partial lineouts are not allowed.

How do I approve lineouts from MY TASKS?

1. Expand the Lineout Approvals list.
2. Highlight the desired row.
3. On the toolbar, click **View Details** . The Approve Customizations details screen displays for the selected item.
4. On the details toolbar, click **Approve and Close** . The task is removed from your MY TASKS list.



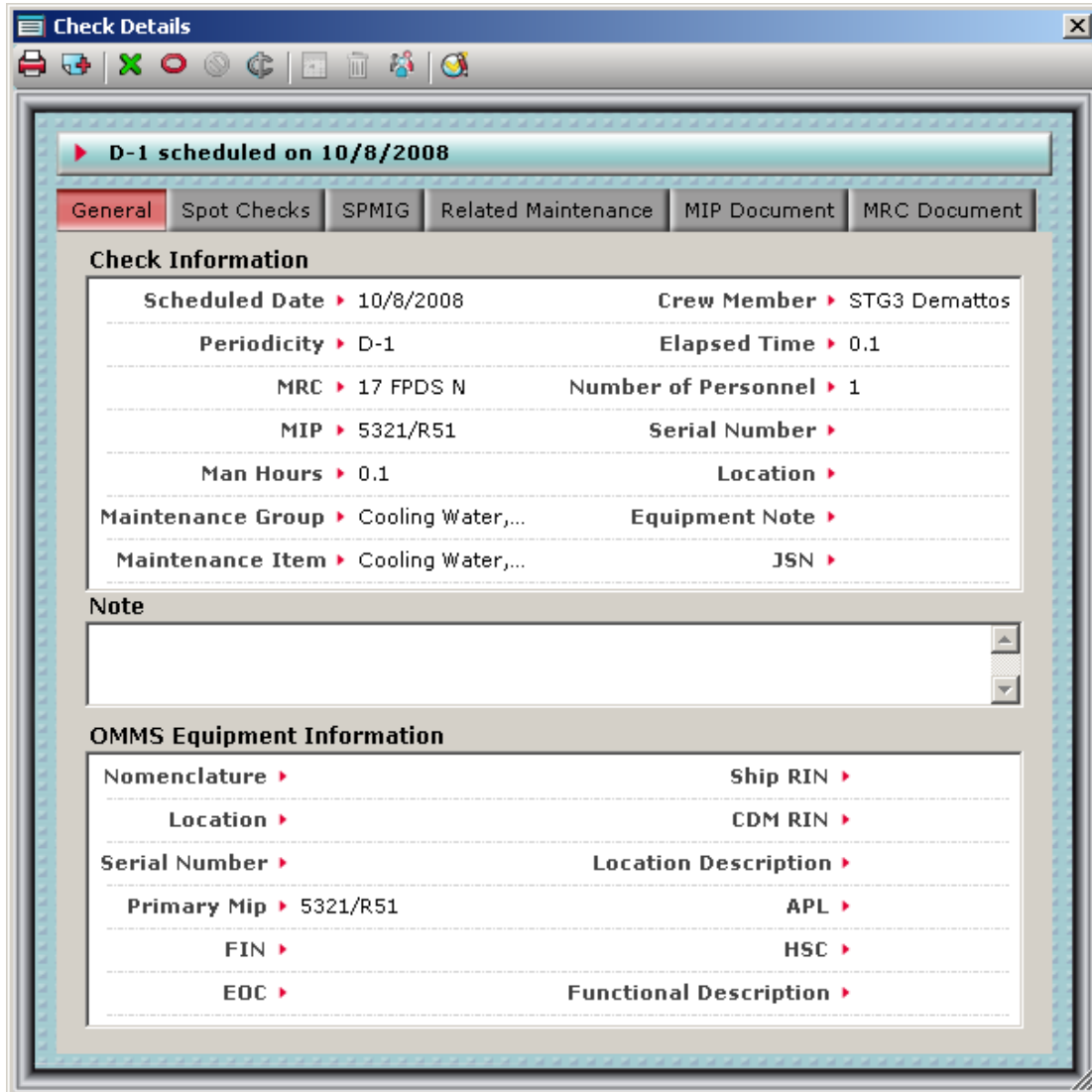
Approve MRC Lineouts from a toolbar button

Spot Checks

This section displays the spot checks that you are scheduled to perform. These checks assess if maintenance is being performed correctly. The chain of command – 3MC, Department Head, Division Officer, and LCPO – may perform spot checks.

This section features two types of spot checks. (1) The routine spot check assesses maintenance that was previously performed and earns a recorded score. This check must be performed after the maintenance is scheduled. (2) The self evaluation, or self-monitored spot check, is a real-time assessment, but does not earn a recorded score. In this second type of spot check, the supervisor observes and assists the crew member who is performing actual maintenance. This check must occur on the date it is scheduled.

Depending on your role and permissions, you can view details related to spot checks, edit details, reschedule spot checks, assign crew members, and more. Refer to the following figure for an example of a Check Details screen.



Check Details

D-1 scheduled on 10/8/2008

General | Spot Checks | SPMIG | Related Maintenance | MIP Document | MRC Document

Check Information

Scheduled Date ▶	10/8/2008	Crew Member ▶	STG3 Demattos
Periodicity ▶	D-1	Elapsed Time ▶	0.1
MRC ▶	17 FPDS N	Number of Personnel ▶	1
MIP ▶	5321/R51	Serial Number ▶	
Man Hours ▶	0.1	Location ▶	
Maintenance Group ▶	Cooling Water,...	Equipment Note ▶	
Maintenance Item ▶	Cooling Water,...	JSN ▶	



Note

OMMS Equipment Information

Nomenclature ▶	Ship RIN ▶	
Location ▶	CDM RIN ▶	
Serial Number ▶	Location Description ▶	
Primary Mip ▶	5321/R51	APL ▶
FIN ▶		HSC ▶
EOC ▶		Functional Description ▶

The Check Details box keeps track of which spot checks you are scheduled to perform

How do I view and edit Spot Check Details from MY TASKS?

1. Expand the **Spot Checks** list.
2. Highlight the desired row.
3. On the toolbar, click **View Details** .
4. On the details toolbar, click **Edit Spot Checks** . A box opens. Refer to the following two figures.
5. Enter the Spot Check scores in the score column of the form (whole numbers or n/a if item does not apply).
6. Add notes in the notes column of the form, as appropriate.
7. Click **Save**.



Spot Check Details toolbar

Edit Spot Check

Workcenter ▶ CA01 Equipment Title ▶ Cooling Water, Electronics DW/...

Assigned By ▶ CDR Fuller Equipment Location ▶

MRC ▶ 17 FPDS N [D-1] Serial Number ▶

Check Date ▶ 10/8/2008 Type ▶ Self Monitored Assessment

Assigned Crew ▶ STG3 Demattos Total Score ▶ 0

Spot Check Date: 3/11/2009 Assigned To: CDR Fuller

	Assessment Attribute	Max Score	Score	Notes
- 1.	Contact the maintenance person assigned responsibility for the accomplishment of the MRC, have the indi...			
a.	Is the maintenance person PQS qualified to perform the...	3		
b.	Presented the correct tools, Personal Protective Equipme...	4		
c.	Properly identified the equipment (location, equipment valid...	4		
d.	Are there any unauthorized changes or corrections to th...	3		
- 2.	Demonstrated all steps of MR including all notes, warnings and cautions according to the MRC.			
a.	Followed all steps of the MRC.	3		
b.	Can the procedure be followed exactly as written?	2		
c.	Correctly demonstarted use and disposal of Hazardous...	4		
d.	Correctly performed equipment tagout.	3		
e.	Followed all safety precautions.	4		
f.	Was the MRC within the capability of the assigned indivi...	2		
g.	If an EGL is used, was the MRC performed on all equipme...	5		

OK Cancel


View and edit Spot Check Details in this display

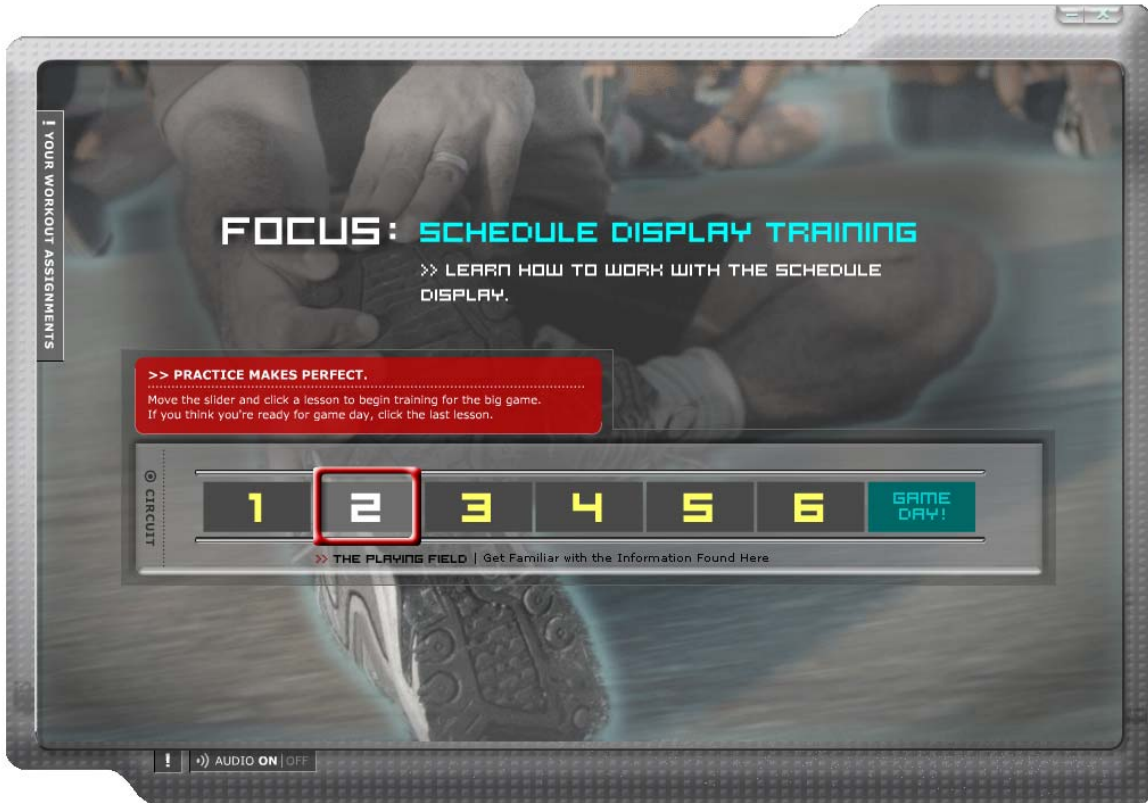
Note: Only manually-added checks may be deleted. Checks with a periodicity of less than weekly may be marked Lost because they can't be rescheduled. Checks scheduled to meet situational requirements may be marked as Lost or Not Applicable.

Training Assignments

This section displays the SKED training that you have been assigned to complete and the date by which you should complete the training. From the ADMIN view, another view in SKED 3.2, any supervisor can assign training to personnel below him/her in the chain of command. A training assignment results in a new data element within MY TASKS of SKED 3.2.

How do I launch scheduled training from MY TASKS?

1. Expand the **Training Assignments** list.
2. Highlight the desired row.
3. On the toolbar, click **View Details** . The SKED Training screen displays for the selected item, as shown in the figure below.
4. Go through the training circuit and pass the Game Day challenges (learning checks).



You can complete scheduled training through your **MY TASKS View**

Workcenter Weekly Closeouts


After the weekly maintenance tasks are completed, the workcenter supervisor performs a closeout. By closing out the weekly schedule, the PMS data becomes part of the ship's record. Closeouts are date/time stamped and signatures are recorded.

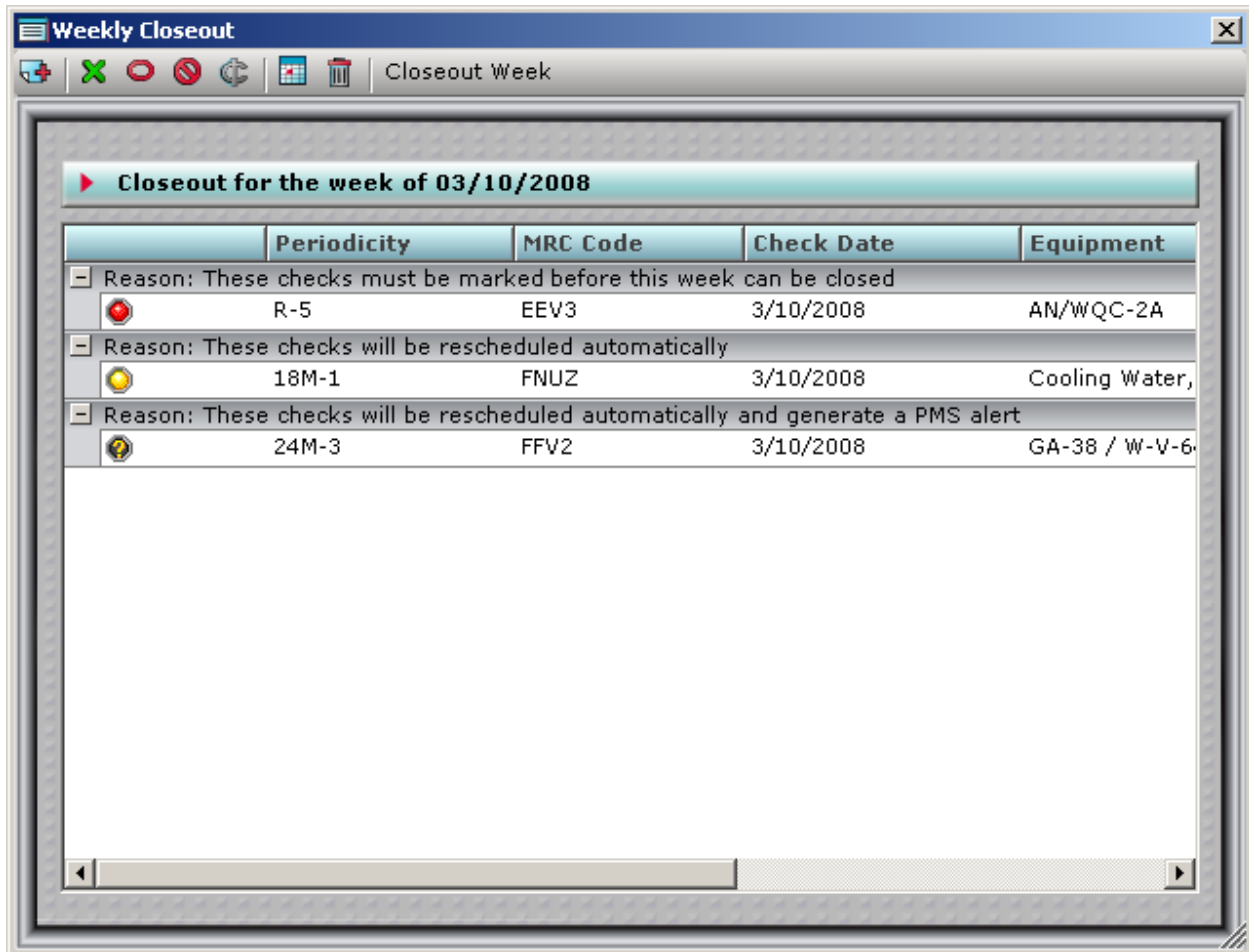
Unmarked checks are automatically rescheduled for the following week. If the unmarked check is out of periodicity, you must enter a reason. As a result of rescheduling, a PMS Alert is generated. If a workcenter is not closed out on schedule, the SKED 3.2 Administrative Rating is affected and supervisors are notified.

How do I perform a weekly closeout?

1. Expand the Workcenter Weekly Closeouts list.

2. Double-click the desired workcenter. A box opens, as shown in the figure below.
3. On the toolbar, click **Closeout Week**.
4. Enter the required data. If maintenance was not completed according to schedule, enter the reason.

Note: You can also perform weekly closeouts from the File menu or View Details  on the toolbar.



Close out your weekly maintenance schedule in the MY TASKS view




Weekly Closeout toolbar

Revision Approvals

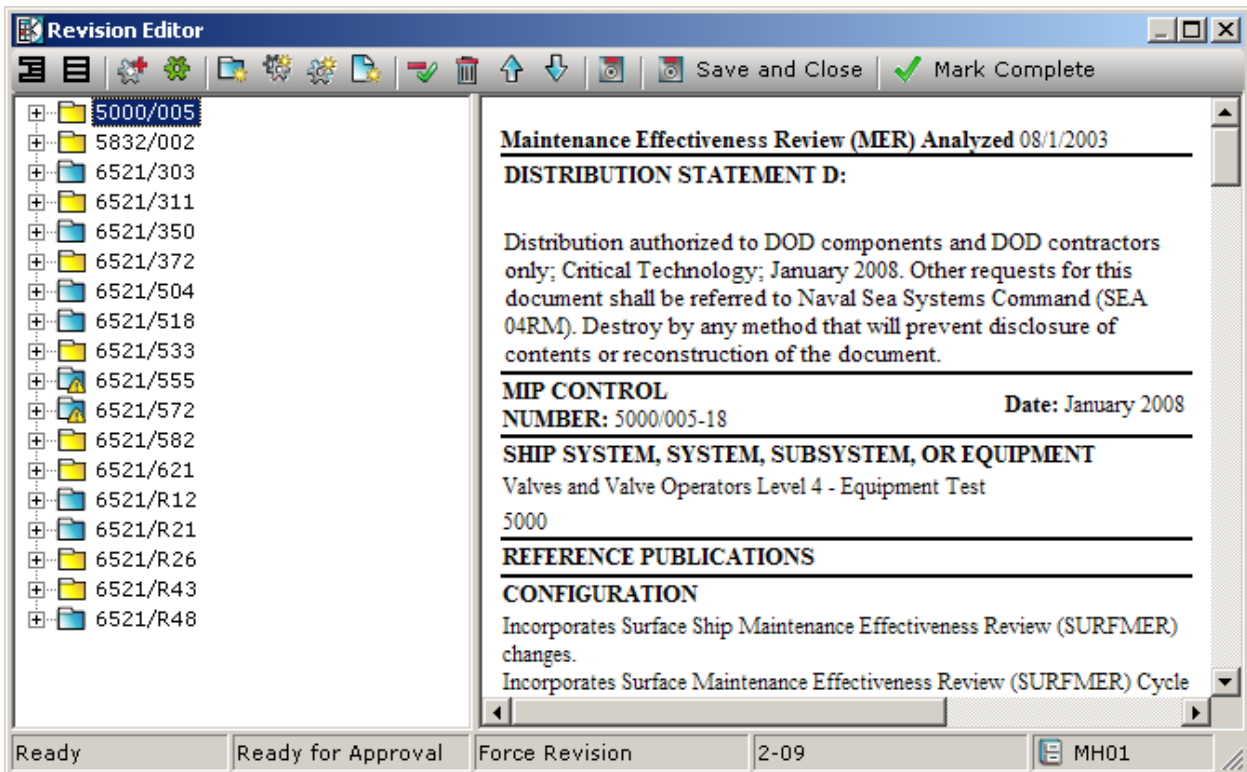
This section displays the workcenters that have revisions ready to be finalized and approved. A revision is an alteration of a workcenter or an alteration in a workcenter PMS schedule. The workcenter supervisor conducts the revision actions, which include reviews, approvals, and lineouts.

Revision Approvals display in your task list if there is an unapproved revision for a workcenter in your role in the chain of command. Since multiple users may belong to the same role in the chain of command, only one of the users needs to approve the revision to remove it from everyone's list. For information about actions you can perform in the Revision Editor, see Chapter 6.

How do I approve Revisions from MY TASKS?

1. Expand the Revision Approvals list.
2. Double-click the desired row. The Revision Editor opens. Expand the path to the revision.
3. On the toolbar, click **Approve** .
4. The Revision Editor screen closes and is removed from your MY TASKS list. The data then transfers to the Department Head's MY TASKS list.

Note: You can also approve revisions from the File menu or View Details  on the toolbar.



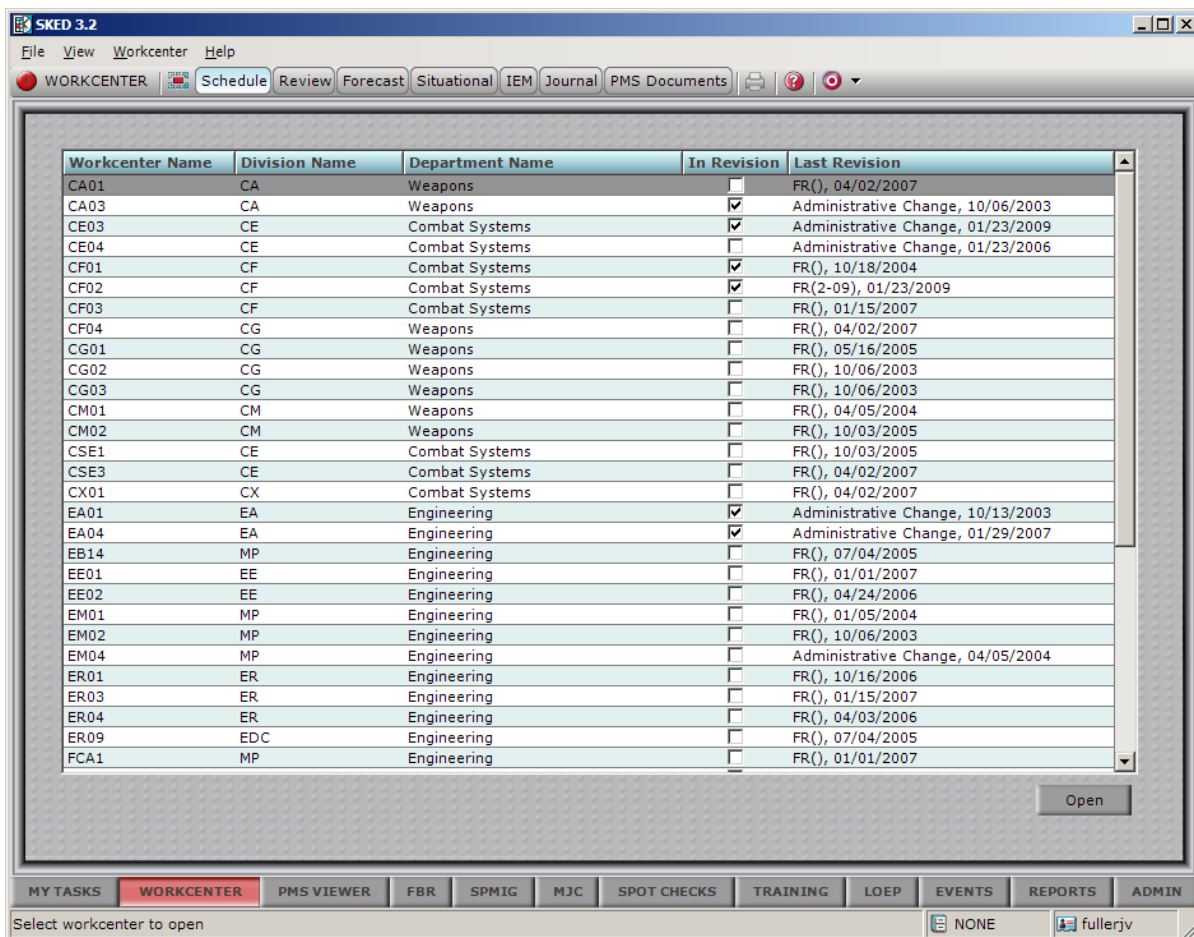
The Revision Editor is accessible from MY TASKS

Chapter 5: Workcenter View

Overview

The purpose of the WORKCENTER view is to create, maintain, and document the workcenter's maintenance. Most of the actions here are completed by a workcenter supervisor.

When you first click the WORKCENTER tab, you will see a table with several rows of data; each row contains information about one workcenter. The table also has columns that list the workcenter name and the corresponding division and department names. The following figure is an example of the initial WORKCENTER display with rows and columns. No workcenters are open at this point; only one workcenter can be open at a time.



The initial WORKCENTER display lists all of the command's workcenters

For most users, the WORKCENTER view is divided into seven functional displays, each with its own secondary view: Schedule, Review, Forecast, Situational Events, Inactive Equipment Maintenance (IEM), Journal, and PMS Documents. Access each functional display by first opening a workcenter.



Open a Workcenter

How do I open a workcenter?

1. Log on to SKED 3.2
2. On the view tab bar, click **WORKCENTER**. A box opens.
3. Click to highlight the workcenter you want to open.
4. Click **Open**.

Note: You can also open a workcenter by double-clicking the highlighted workcenter or by using the File menu of any view. If your user role allows, you can also open other workcenters from the File menu of any view.

Close a Workcenter

How do I close a workcenter?

- > On the **File** menu, click **Close Workcenter**.

Note: You can also close a workcenter from the File menu of any view.

Workcenter Menu

Depending on your role and permissions, you can perform the following functions from the menu list in the WORKCENTER view:

- > Submit Feedback Report
- > Submit Work Candidate
- > Schedule Spot check
- > Start Revision
- > Edit Revision
- > Abandon Revision
- > Import/Export Equipment
- > Conduct Weekly Closeout
- > View Workcenter Crew List
- > Assign MRC crew Members

Workcenter Toolbars

After opening a workcenter, the secondary views on the workcenter toolbar become functional. Access any of the seven functional displays (secondary views) by clicking the appropriate functional display tab on this toolbar.

The functional display tabs are gray, but become blue when a tab is selected. When you click another secondary view tab, that tab becomes blue, while the previous tab becomes gray. Some functional displays have one toolbar, while others have two. Work within each functional display by using the functions on the toolbar(s).



Import Equipment

After opening a workcenter, you can import equipment from a SKED equipment file with the Wizard tool. You can use this function to import an equipment record that has been transferred from another unit or instance of SKED 3.2, so that you can maintain the equipment's maintenance history.

How do I import equipment?

1. Click to open the functional display tab that you want to work in, such as Schedule, Review, or Forecast.
2. On the toolbar, click to open the **Workcenter** menu. Point to **Import/Export**. A smaller menu opens.
3. Click **Import Equipment**. The Import Equipment Wizard box opens.
4. Click **Next**.
5. Click **Browse** to access the file that contains the equipment data that you want to import.
6. Locate and then click the **equipment**. The data downloads and the name of the equipment data displays in the text box.
7. Click **Next**.
8. Click **Finish**.

Export Equipment Data

In the WORKCENTER view you can also export equipment data from your current SKED workcenter to another SKED workcenter on the unit (ship, submarine, or shore facility) or to an external file which can be imported to another unit from one database to another database.

How do I export equipment to a workcenter?

1. Click the functional display tab that you want to work in.
2. Click to open the **Workcenter** menu. Point to **Import/Export**. A smaller menu opens.
3. Click **Export Equipment**. The Export Equipment Wizard box opens.
4. Click **Next**.
5. Select the workcenter destination by clicking the circle to the left of Workcenter. A button appears in the circle.
6. Click the down arrow; then click the workcenter you want to export. A list of equipment data displays in a dialog box. Use the scroll bars in this box to see the entire equipment list and available data.
7. Click the box(es) next to the equipment data that you want to export. A check displays in the boxes you selected.
8. Select all the equipment data by clicking **Select All**.
9. Remove all the checks by clicking **Clear All**.
10. Click **Next**.
11. Click **Finish**.

How do I export equipment to a database?

1. Click the functional display tab that you want to work in.
2. Click to open the **Workcenter** menu. Point to **Import/Export**. A smaller menu opens.
3. Click **Export Equipment**. The Export Equipment Wizard box opens.
4. Click **Next**.
5. Select the Microsoft® Access Database destinations by clicking the circle to the left of your destination. A button appears in the circle.



6. Click **Browse**; then select the database where you want to save the data or enter a filename to create a new database.
7. Click **Save**.
8. Click the box(es) next to the equipment data that you want to export. A check displays in the boxes you selected.
9. Select all the equipment data by clicking **Select All**.
10. Remove all the checks by clicking **Clear All**.
11. Click **Next**.
12. Click **Finish**.

Add and Remove Crew Members

Crew members are assigned to workcenters to produce a talent pool from which the supervisor will assign PMS tasks. Depending on your role, you can add crew members to planned maintenance tasks in your workcenter or remove crew members from an assigned maintenance task in your workcenter. Add and remove crew members from any of the functional displays: Schedule, Review, Forecast, Situational Events, IEM, Journal, and PMS Documents.

How do I add a crew member?

1. Click the functional tab that you want to work in.
2. Click to open the Workcenter menu. Click **Workcenter Crew List**. A dialog box opens.
3. Click the **crew member** you want to add from the list of crew members located to the left of the dialog box.
4. Click **Add**. The crew member name then displays in the list of assigned crew members located to the right of the dialog box. Continue this process to add more crew members.
5. Click **OK**.

How do I remove a crew member?

1. Click the functional tab that you want to work in.
2. Click to open the Workcenter menu. Click **Workcenter Crew List**. A dialog box opens.
3. Click the crew member(s) you want to remove from the list of assigned crew members located to the right of the dialog box.
4. Click **Remove** (single arrow). The crew member name then displays in the list of all crew members located to the left of the dialog box. Continue this process to remove other crew members.
5. Click **OK**.

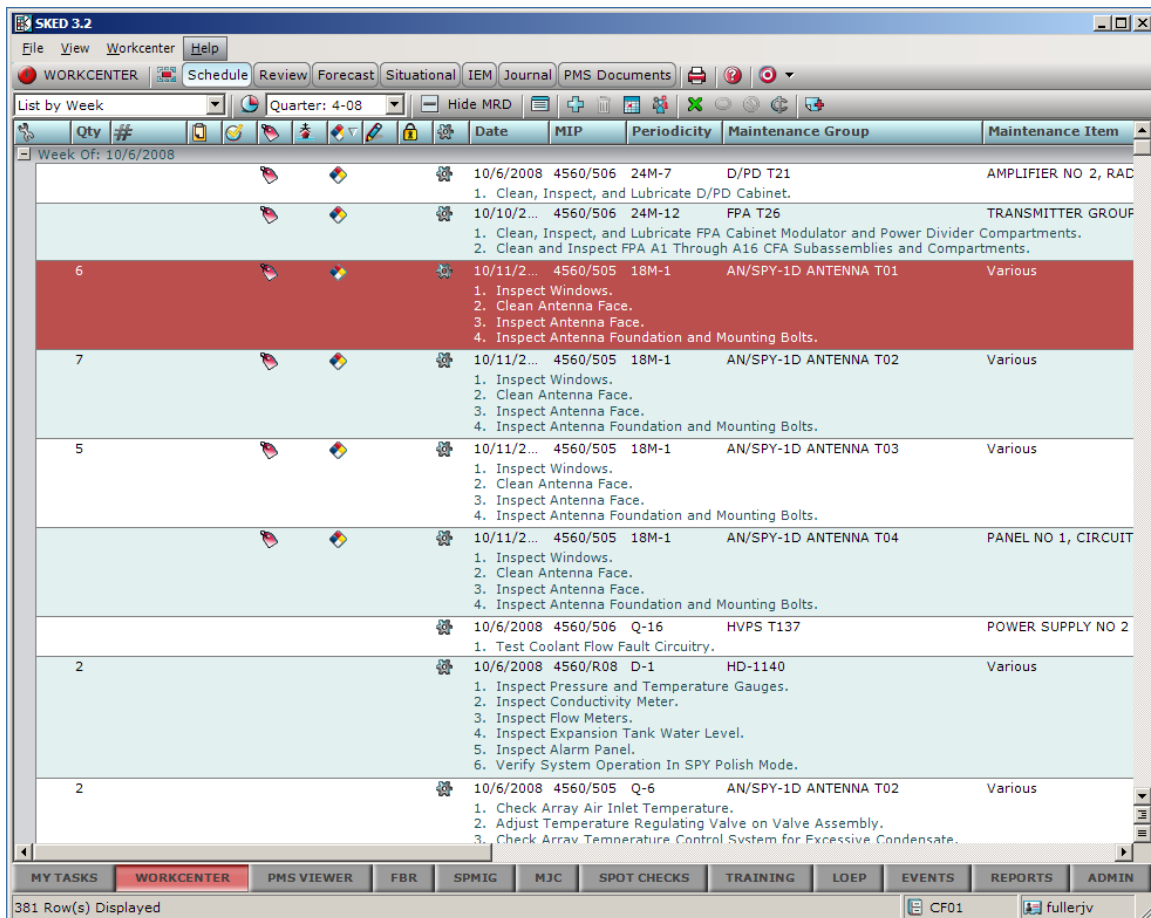
Note: Remove all crew members from the task by clicking **Remove** (double arrow).

Workcenter - Schedule Display

The Schedule display lists the maintenance tasks and due dates for the opened workcenter. When you open a workcenter, the Schedule Display always displays first among the various functional displays. Therefore, the Schedule button on the secondary view tab bar is blue. If the current week does not have scheduled maintenance, you will not have maintenance data displayed. The following figure is an example of a Schedule Display.

How do I access the Schedule Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **Schedule**.




Qty	#	Date	MIP	Periodicity	Maintenance Group	Maintenance Item
		10/6/2008	4560/506	24M-7	D/PD T21	AMPLIFIER NO 2, RAC 1. Clean, Inspect, and Lubricate D/PD Cabinet.
		10/10/2...	4560/506	24M-12	FPA T26	TRANSMITTER GROUP 1. Clean, Inspect, and Lubricate FPA Cabinet Modulator and Power Divider Compartments. 2. Clean and Inspect FPA A1 Through A16 CFA Subassemblies and Compartments.
6		10/11/2...	4560/505	18M-1	AN/SPY-1D ANTENNA T01	Various 1. Inspect Windows. 2. Clean Antenna Face. 3. Inspect Antenna Face. 4. Inspect Antenna Foundation and Mounting Bolts.
7		10/11/2...	4560/505	18M-1	AN/SPY-1D ANTENNA T02	Various 1. Inspect Windows. 2. Clean Antenna Face. 3. Inspect Antenna Face. 4. Inspect Antenna Foundation and Mounting Bolts.
5		10/11/2...	4560/505	18M-1	AN/SPY-1D ANTENNA T03	Various 1. Inspect Windows. 2. Clean Antenna Face. 3. Inspect Antenna Face. 4. Inspect Antenna Foundation and Mounting Bolts.
		10/11/2...	4560/505	18M-1	AN/SPY-1D ANTENNA T04	PANEL NO 1, CIRCUIT 1. Inspect Windows. 2. Clean Antenna Face. 3. Inspect Antenna Face. 4. Inspect Antenna Foundation and Mounting Bolts.
		10/6/2008	4560/506	Q-16	HVPS T137	POWER SUPPLY NO 2 1. Test Coolant Flow Fault Circuitry.
2		10/6/2008	4560/R08	D-1	HD-1140	Various 1. Inspect Pressure and Temperature Gauges. 2. Inspect Conductivity Meter. 3. Inspect Flow Meters. 4. Inspect Expansion Tank Water Level. 5. Inspect Alarm Panel. 6. Verify System Operation In SPY Polish Mode.
2		10/6/2008	4560/505	Q-6	AN/SPY-1D ANTENNA T02	Various 1. Check Array Air Inlet Temperature. 2. Adjust Temperature Regulating Valve on Valve Assembly. 3. Check Array Temperature Control System for Excessive Condensate.

The Schedule display is a comprehensive maintenance scheduling tool

The Schedule display has a second toolbar. The first item on this toolbar is a **drop down menu**. Here you can choose how you want your schedule listed, or organized. You can list by week, by maintenance group, or by crew. Select your choice of organization and the desired list displays.



The next tool consists of two parts: a **quarterly**  icon with a **drop down menu**. Here you can choose which quarter you want to display. SKED 3.2 automatically displays the current quarter of the maintenance period, but you can also view three other quarters.

SKED 3.2 divides the year-long maintenance period into four quarters. The quarters result in a timeline of a year's worth of maintenance. The recommended quarter distribution is past quarter, current quarter, and two future quarters. For example:

Past	Current	Future	Future
2-09	3-09	4-09	1-10

The first number indicates the quarter of the year, while the two numbers after the hyphen indicate the year. Notice that the quarters are labeled in the same way that FR quarters are labeled. The quarters include these months:



- > 1st quarter – January to March
- > 2nd quarter – April to June
- > 3rd quarter – July to September
- > 4th quarter – October to December

Every ship and workcenter has the same quarterly identifier. The maintenance quarter starts on the first Monday of the quarter (first Monday of January, first Monday of April, first Monday of July, and first Monday of December). Globally, the 3MC archives previous quarters and creates new quarters as the year progresses.













SKED 3.1 Translator

In SKED 3.1, the quarters were numbered sequentially and were implied to be the “quarter after overhaul.” For example, quarter 4 was the 4th quarter after overhaul. Instead, SKED 3.2 uses “past quarter, current quarter, or future quarter.”











The next tool on the toolbar enables you to show  or hide  the Maintenance Requirement Description (**MRD**).

This toolbar has several other functions that will help you manage your maintenance tasks. These include:

- > View Details 
- > Add a Check 
- > Delete a Check  (manually-added only)
- > Reschedule 
- > Assign Crew members 
- > Complete 
- > Lost  (manually-added only)
- > Not Applicable  (manually-added only)
- > System 
- > Check Note 



The Schedule Display also has blue column headings, which include both icon and text headings. Use the scroll bar in the lower portion of the screen to view the following headings:

- > Check Status 
- > Quantity (Qty) of equipment requiring maintenance
- > Mandatory Related 
- > Spot Check Status 
- > Safety Tagouts  (may be required by MRC)
- > Repair Parts 
- > Safety of Ship 
- > Hazardous Materials 
- > Lineouts 
- > Classified Documents 
- > RIN Associated 
- > Due date
- > Periodicity
- > Maintenance Item
- > Names of crew members assigned to complete the tasks
- > MRC needed to complete the maintenance
- > Estimated number of man hours required to complete the maintenance
- > Elapsed time
- > Number of crew members required to complete the maintenance
- > Serial number of equipment
- > Location of equipment
- > APL
- > MRC Code



SKED 3.1 Translator

Equipment Guide Lists (EGLs) are no longer used. Maintenance Groups and Maintenance Items now organize your equipment.

View Check Details

The WORKCENTER view provides extensive maintenance data through the View Details function on the toolbar. Here you can view up to six sections, which are only shown when data is available. Each section has a designated button.

The **General Button** provides Check Information such as date, periodicity, MRC, MIP, man hours, etc.; a Note section; and Equipment Information. The General section is not visible when viewing a rolled up check; instead, a Checks tab appears with a grid listing each check included in the roll up.

Spot Checks show spot check details if one is attached to the check.

SPMIG information includes Standard PMS Item Number (SPIN), Nomenclature, and Modifier.


Related Maintenance shows MRCs that are related to the MRC the check is scheduled for.

MIP Documents include all your MIP information, with lineouts if applicable.

MRC Documents include all your MRC information, with lineouts if applicable.




How do I view check details?



1. On the toolbar, click **View Details** . A dialog box opens.
2. Click to open the desired button, such as General, SPMIG, and MIP Document.
3. Close when you are done.

Add a Check


How do I add a check?

1. On the toolbar, click **Add Check** . The Add Check Wizard box opens.
2. Click Next.
3. Click + beside the MIP  in which the check will be scheduled.
4. Click + until you reach the MRCs .
5. Click the **Maintenance Item** for which the check will be scheduled.
6. Click **Next**. A calendar opens.
7. Click the date for which you want the check to occur.
8. Click **Next**.
9. Click **Finish**. The check is now on your schedule.

Delete Check

You can delete checks that were manually added.


How do I delete a check?

1. In the grid, click to highlight the desired check.
2. On the toolbar, click **Delete**  or right click and select from the context menu. A dialog box opens.
3. Click **Yes**.

Reschedule a Check

You can reschedule checks that were manually added. You can also reschedule checks when the periodicity is weekly or greater.

How do I reschedule a check?

1. In the grid, click to highlight the desired check.
2. On the toolbar, click **View Details** . Another dialog box opens.
3. Click **Reschedule**. A calendar opens with the originally scheduled date.
4. Click the date for which you want the check to occur.
5. Click **Next**.
6. Click **Finish**.

Mark a Check as Complete

How do I mark a check on the schedule?




1. In the grid, click to highlight the desired check.
2. On the toolbar, click **Complete**. The icon will display in the grid.
3. To unmark the check, click the same marking toolbar button.
4. Enter a Note if prompted (Lost, Not Applicable, and System).

Note: You can also mark a check on the schedule by right clicking the grid item and selecting the markings from a context menu.

Edit Check Note

This note identifies why a check is marked Lost, Not Applicable, or System.

How do I edit a note?

1. In the grid, click to highlight the desired check.
2. On the toolbar, click **Check Note** .
3. Enter a Note if prompted (Lost, Not Applicable, and System).

Submit Feedback Reports

You can submit Feedback Reports for both MIP and MRC changes in the WORKCENTER Schedule display. Each report has check boxes to quickly define the scope and parameters of your change, and a text box to describe your recommendation and justification for the changes.

How do I submit a Feedback Report for MIP changes?

1. Click to open the Workcenter menu. Point to Submit Feedback Report. A smaller menu opens.
2. Click **Technical MIP Changes**. A wizard opens.
3. Follow the path to select your desired MIP.
4. Click **Next**. Select applicable changes. A checkmark will display.
5. Click **Next**. In the notation field, type requested data.
6. Click **Next**. Type any additional comments.
7. Click **Next**.
8. Click **Finish**.

How do I submit a Feedback Report for MRC changes?

1. On the toolbar, click to open the Workcenter menu. Point to Submit Feedback Report. A smaller menu opens.
2. Click **Technical MRC Changes**. A wizard opens.
3. Follow the path to select your desired MRC.
4. Click **Next**. Select applicable changes. A checkmark will display.
5. Click **Next**. In the notation field, type requested data.
6. Click **Next**. Type any additional comments.
7. Click **Next**.
8. Click **Finish**.

Submit Work Candidates

In addition to Feedback Reports, you can also submit work candidates in the WORKCENTER – Schedule display. You might want to submit a work candidate if the PMS requires repair parts, as this function will



pre-position parts/materials information in the work candidate for you. This function has check boxes to quickly define the scope and parameters of your work candidate, and text boxes to describe the problem and recommend a solution.

How do I submit a work candidate?

1. Click to open the Workcenter menu. Click **Submit Work Candidate**. A dialog box displays.
2. Enter General information, which is the default display; use the drop down arrows to view your options.
3. Click **Problem**, which is the default button. In the notation field, type a description of the problem.
4. Click **Recommended Solution**. In the notation field, type your recommendation.
5. Click **Parts**. Select from the list, or click **Select All**. A checkmark(s) will display. Enter number required.
6. Click **Clear All** if you want to change your selections.
7. Click **Equipment**. Review the data listed.
8. Click **OK**.

Schedule Spot Check

Although SKED 3.2 has a SPOT CHECKS view, you can also schedule a spot check from the WORKCENTER – Schedule Display.

How do I schedule a spot check?

1. Click to open the Workcenter menu. Click **Schedule Spot Check**. A Wizard box opens.
2. Click **Next**.
3. Click to select the individual who will perform the check.
4. Click **Next**.
5. Click **Finish**.



Assign Crew Members to a Check

How do I assign crew members?

1. Click to highlight the check.
2. On the toolbar, click **Assign Crew**.
3. Use the dropdowns to select crew members by name.
4. Click **OK**.

Assign Crew Members to an MRC

How do I assign crew members to an MRC?

1. Click to open the Workcenter menu. Click **MRC Crew Assignment**. A dialog box appears which is divided into two panes: MIP outline and crew member section.
2. In the left pane, click + beside the desired MIP .
3. Click through the levels until you reach the desired MRCs .
4. Under the column heading for Crew Member, click the drop down arrow to view available crew members.



5. Click the **crew member's name**.
6. Click **OK**.

How do I assign crew members to an MRC from the toolbar?
























1. In the grid, click to highlight the desired check.
2. On the toolbar, click **Assign Crew**. A dialog box opens.
3. Under the column heading for Crew Member, click the drop down arrow to view available crew members.
4. Click the **crew member's name**.
5. Click the small box to apply changes. A checkmark will appear in this box.
6. Click **OK**.

Note: When assigning crew members to an MRC when you have rolled up Maintenance Items, consider the number of man hours required to perform the maintenance. Don't assign more than one day's work to one Maintenance Group of rolled up Maintenance Items.

Determine whether the procedure refers to performing maintenance on one item, and repeated in its entirety on multiple, identical items, such as "Inspect the Battle Lantern," or whether the MRC procedure refers to performing maintenance on a system, subsystem, equipment, or sub-equipment, such as "Isolate the fire main to the compartment."

Look at the number of man hours required and see if you have an associated RIN. If the MRC is for an individual item, it usually has a very short period of total man hours, such as "0.5 Total Man-Hours." If the MRC is for a system and has an associated RIN, it usually requires more time to perform the maintenance, such as "5.0 Total Man-Hours."

Icon Legend

Icon	Description
	Check complete
	Check is lost
	Check is not applicable (situational checks only)
	Check is marked as system (completed by a higher authority)
	Check requires parts
	Check requires tagouts
	Check has a Spot Check scheduled
	Check has a passed spot check
	Check has a failed spot check
	Check requires hazardous materials
	Check's MRC has customized lineouts
	Check's MRC has unapproved customized lineouts
	Check is a safety of ship MRC
	Check is for a classified MRC
	Check belongs to equipment tied to configuration
	Check is a mandatory related parent
	Check is a mandatory related child
	Reschedule Check
	Check Status
	Delete Check
	Add a note to the check
	Assign crew to a check
	Add check

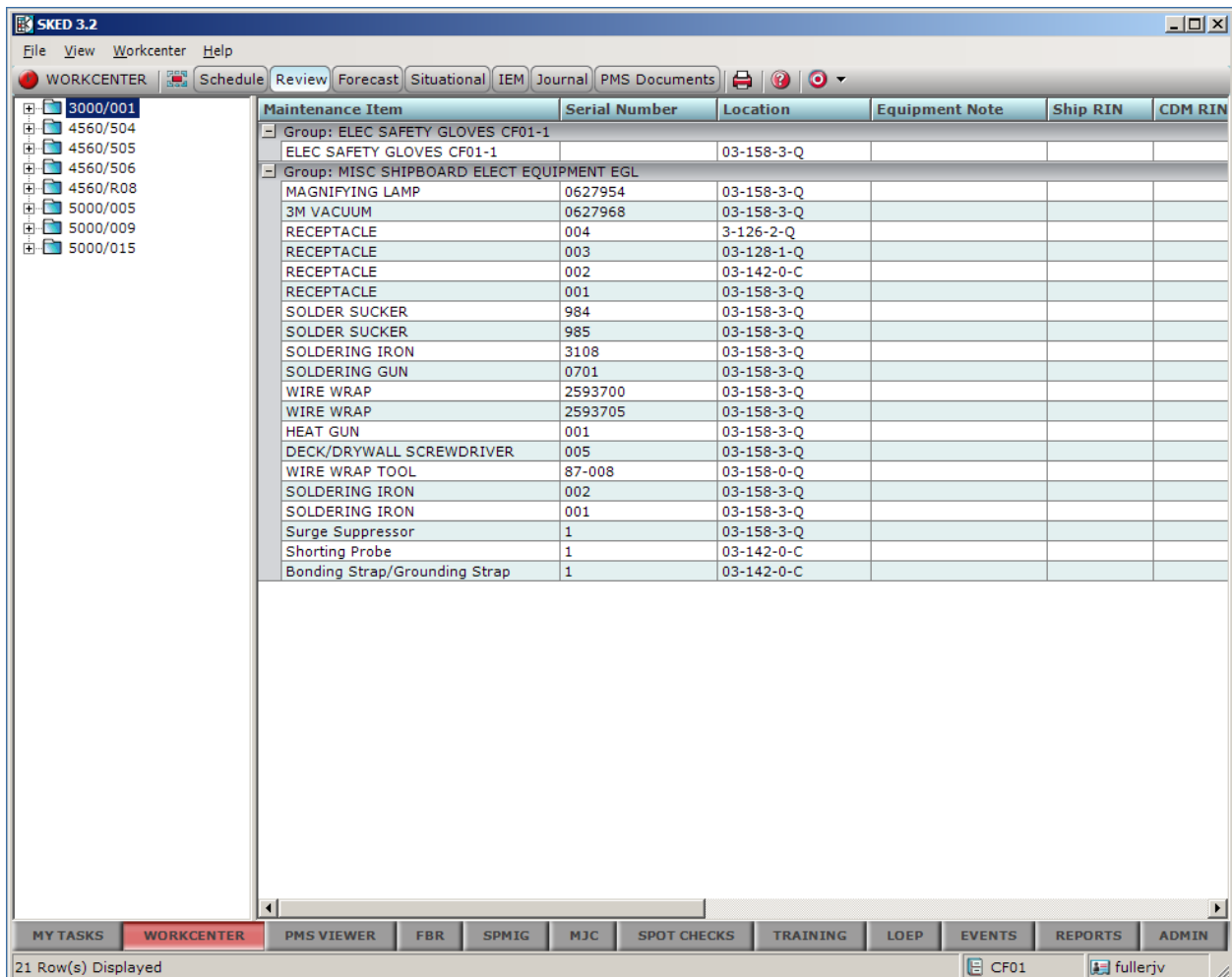
Workcenter – Schedule Display Icon Legend

Workcenter - Review Display

The Review display of the WORKCENTER view indicates PMS history that was performed properly and the next due date. This display is divided into two panes (sections). The left pane has the MIP outline, which lists each piece of equipment in a group that requires maintenance. The right pane displays the data for equipment that is highlighted in the outline. The right side is dynamic, changing as you highlight different MIPs, Maintenance Groups, Maintenance Items, and MRCs. The following figure is an example of a MIP outline in the review display.

How do I access the Review Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **Review**.







Maintenance Item	Serial Number	Location	Equipment Note	Ship RIN	CDM RIN
- Group: ELEC SAFETY GLOVES CF01-1					
ELEC SAFETY GLOVES CF01-1		03-158-3-Q			
- Group: MISC SHIPBOARD ELECT EQUIPMENT EGL					
MAGNIFYING LAMP	0627954	03-158-3-Q			
3M VACUUM	0627968	03-158-3-Q			
RECEPTACLE	004	3-126-2-Q			
RECEPTACLE	003	03-128-1-Q			
RECEPTACLE	002	03-142-0-C			
RECEPTACLE	001	03-158-3-Q			
SOLDER SUCKER	984	03-158-3-Q			
SOLDER SUCKER	985	03-158-3-Q			
SOLDERING IRON	3108	03-158-3-Q			
SOLDERING GUN	0701	03-158-3-Q			
WIRE WRAP	2593700	03-158-3-Q			
WIRE WRAP	2593705	03-158-3-Q			
HEAT GUN	001	03-158-3-Q			
DECK/DRYWALL SCREWDRIVER	005	03-158-3-Q			
WIRE WRAP TOOL	87-008	03-158-0-Q			
SOLDERING IRON	002	03-158-3-Q			
SOLDERING IRON	001	03-158-3-Q			
Surge Suppressor	1	03-158-3-Q			
Shorting Probe	1	03-142-0-C			
Bonding Strap/Grounding Strap	1	03-142-0-C			







The Review display features two panes: MIP outline and data box



View Equipment Information

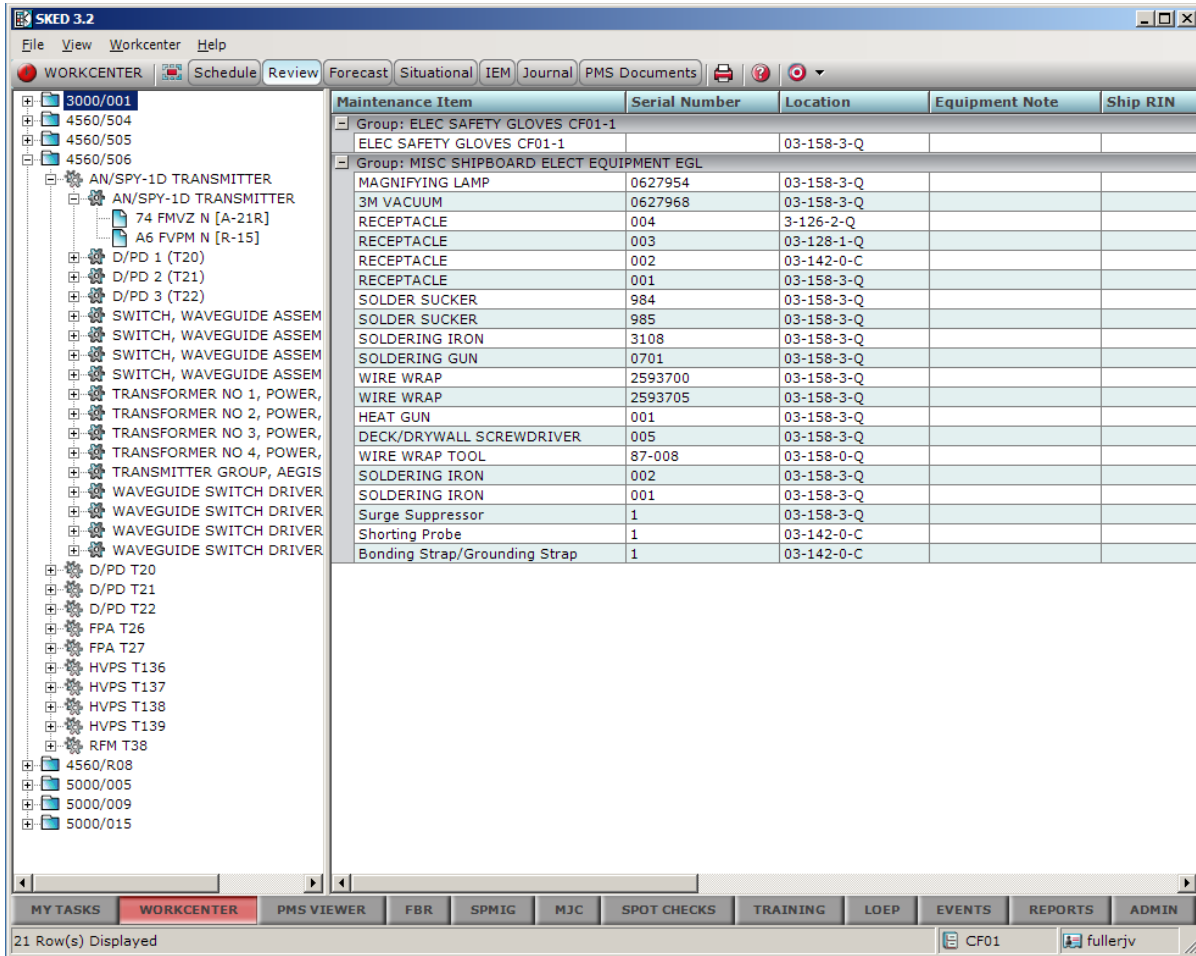
Use the MIP outline to view equipment information. When you highlight a MIP folder , all equipment associated to that MIP is shown. When you highlight a maintenance group , all equipment associated to that group is shown.

When you highlight a maintenance item , the associated MRCs  are shown. At this level, you can view the history of your maintenance items in the right display. Use the scroll bar to view all available data and determine if your equipment has the following characteristics:

- > Safety Tagouts 
- > Repair Parts 
- > Safety of Ship issues 
- > Hazardous Material 
- > Lineouts 
- > Classified information 

From the maintenance item level, you can also learn the following data related to your equipment:

- > MRC Code
- > Periodicity
- > Last date that maintenance was completed
- > Interval between maintenance
- > Range allowed for performing maintenance
- > Current range (dates that maintenance was last completed or currently being completed)
- > Assigned personnel
- > Number of personnel needed
- > Man hours required
- > Elapsed time (time it takes to complete maintenance)



View your maintenance history in the WORKCENTER – Review display

View MRC History

View the history of your MRC by following the MIP outline to the MRC  level. The right pane will display:

- > The date maintenance is due
- > The allowable range (dates) for completing the maintenance
- > Weekly columns
- > PMS alert date
- > Originator of the PMS alert
- > The person who acknowledged the PMS alert













Acknowledge PMS Alerts

If your role and permissions allow, you may acknowledge PMS alerts in the review display of the WORKCENTER view. If an MRC goes out of periodicity, a PMS Alert is created when you perform a weekly closeout. In addition, a new PMS alert is created for every week that the MRC stays out of periodicity.

How do I acknowledge alerts?

1. From the organizational outline (left pane on screen) find the MRC with the alert.
2. Highlight the MRC and the reason. A dialog box opens.
3. Click **OK** if you agree/acknowledge.

Icon Legend

Icon	Description
	MIP - no PMS Alerts for its MRCs
	Maintenance Group - no PMS Alerts for its MRCs
	Maintenance Item (Equipment) - no PMS Alerts for its MRCs
	MRC - no PMS Alert for this MRC
	MIP - Has an acknowledged PMS Alert on one of its MRCs
	Maintenance Group - Has an acknowledged PMS Alert on one of its MRCs
	Maintenance Item (Equipment) - Has an acknowledged PMS Alert on one of its MRCs
	MRC - Has an acknowledged PMS Alert
	MIP - Has an open PMS Alert on one of its MRCs
	Maintenance Group - Has an open PMS Alert on one of its MRCs
	Maintenance Item (Equipment) - Has an open PMS Alert on one of its MRCs
	MRC - Has an open PMS Alert

WORKCENTER – Review Display Icon Legend




Workcenter - Forecast Display

The Forecast Display of the WORKCENTER view helps you plan maintenance. On the Forecast toolbar, you can list how you want maintenance displayed: by equipment or crew member, and by quarter.

How do I access the Forecast Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **Forecast**.

How do I display Forecast data?

1. On the toolbar, click the drop down arrow.
2. On this drop down menu, click **List by Equipment** or **List by Crew Member**.
3. On the toolbar, click the **quarterly**  drop down arrow.
4. Click one of the four available quarters (one past quarter, one current quarter, and two future quarters).

Forecasting Checks, Man Hours, and Elapsed Time

When listing data by equipment, you can also view the number of checks, man hours required to perform maintenance, and the time required to perform maintenance. This data will help you forecast your maintenance schedule. By default, checks are first displayed when you begin your SKED session.

How do I forecast checks?

- > On the Forecast toolbar, click the **Checks** button (default). The Checks button and the Totals column display in yellow. The Totals column lists the number of checks required for each row of equipment.

How do I forecast man hours?

- > On the Forecast toolbar, click the **Man Hours** button. The Man Hours button and the Totals column change from blue to yellow. The Totals column changes to the number of man hours required for each row of equipment. Refer to the following figure.

How do I forecast elapsed time?

- > On the Forecast toolbar, click the Elapsed Time button. The Elapsed Time button and the Totals column change from blue to yellow. The Totals column changes to the number of time needed to perform maintenance on the equipment.



MIP	Maintenance Item	Serial Number	Location	Total	Every Week	10/06/2008	10/13/2008	10/20/2008	16
			Total	535	6	45	18	20	16
5000/005	(T04) RETURN AUT...	R-V-500	03-158-3-Q	1					
5000/005	(T03) CHILLED WA...	R-V-406	03-171-2	1					
5000/005	(T03) CHILLED WA...	S-V-406	03-170-2	1					
5000/005	(T04) CHILLED WA...	R-V-290	03-169-2	1					
5000/005	(T03) CHILLED WA...	S-V-411	03-158-2-Q	1					
5000/005	(T03) CHILLED WA...	S-V-410	03-158-2-Q	1					
5000/005	(T03) FLOW SIGHT...	R-V-407	03-158-2-Q	1					
5000/005	(T03) FLOW SIGHT...	R-V-408	03-158-2-Q	1					
5000/005	(T03) FLOW SIGHT...	R-V-409	03-158-2-Q	1					
5000/005	(T03) SUPPLY AUT...	R-V-527	03-158-2-Q	2					
5000/005	HVPS #4	2S-V-42	3-126-0-Q	1					
5000/005	HVPS #2	2S-V-40	3-126-2-Q	1					
5000/005	HVPS #2	2R-V-40	3-126-2-Q	1					
5000/005	HVPS #1	2S-V-39	3-126-2-Q	2					
5000/005	HVPS #1	2R-V-39	3-126-2-Q	1					
5000/005	RFM	2S-V-45	03-142-0-C	1					
5000/005	RFM	2R-V-45	03-142-0-C	1					
5000/005	D/PD #1	2S-V-46	03-142-0-C	1					
5000/005	D/PD #1	2R-V-46	03-142-0-C	1					
5000/005	D/PD #2	2S-V-47	03-142-0-C	1					
5000/005	D/PD #2	2R-V-47	03-142-0-C	1					
5000/005	D/PD #3	2S-V-48	03-142-0-C	1					
5000/005	D/PD #3	2R-V-48	03-142-0-C	1					
5000/005	WAVEGUIDE SWITC...	2S-V-49	03-142-0-C	1					
5000/005	WAVEGUIDE SWITC...	2R-V-49	03-142-0-C	2					
5000/005	WAVEGUIDE SWUT...	2S-V-50	03-142-0-C	1					
5000/005	WAVEGUIDE SWITC...	2R-V-50	03-142-0-C	1					
5000/005	FPA #1	2S-V-51	03-142-0-C	1					
5000/005	FPA #1	2R-V-51	03-142-0-C	1					
5000/005	FPA #2	2S-V-52	03-142-0-C	1					
5000/005	FPA #2	2R-V-52	03-142-0-C	1					
4560/R08	AUXILIARY EQUIPM...	UNKNOWN	SHIP-WI...	117	D-1, W-1, W-2R				
4560/R08	AN/SPY-1D AND FC...	0043	4-126-0-E	116	D-1, W-1, W-2R				
4560/R08	AIR REMOVAL ASS.	T111	01-274-1-C	3				M-2	
4560/R08	AFT AIR REMOVAL...	T 111	01-274-1-C	3			M-2		
4560/R08	FWD AIR REMOVAL...	T 113	04-154-1-L	3			M-2		

Determine the number of man hours needed to perform maintenance in the forecast display



Workcenter - Situational Display

The WORKCENTER – Situational display provides you with additional data that affects your workcenter, including reports, events (states and triggers), and metered events. Situational maintenance is predictable and can be placed on a calendar. In addition, U-Cards, which are like MRC's for unscheduled maintenance, can help you perform situational maintenance. Examples of NAVSEA's standardized situational checks include:

- > Custody Transfer
- > Deployed
- > Fleet Exercise
- > Getting Underway
- > Flight Operations
- > Shock Trials

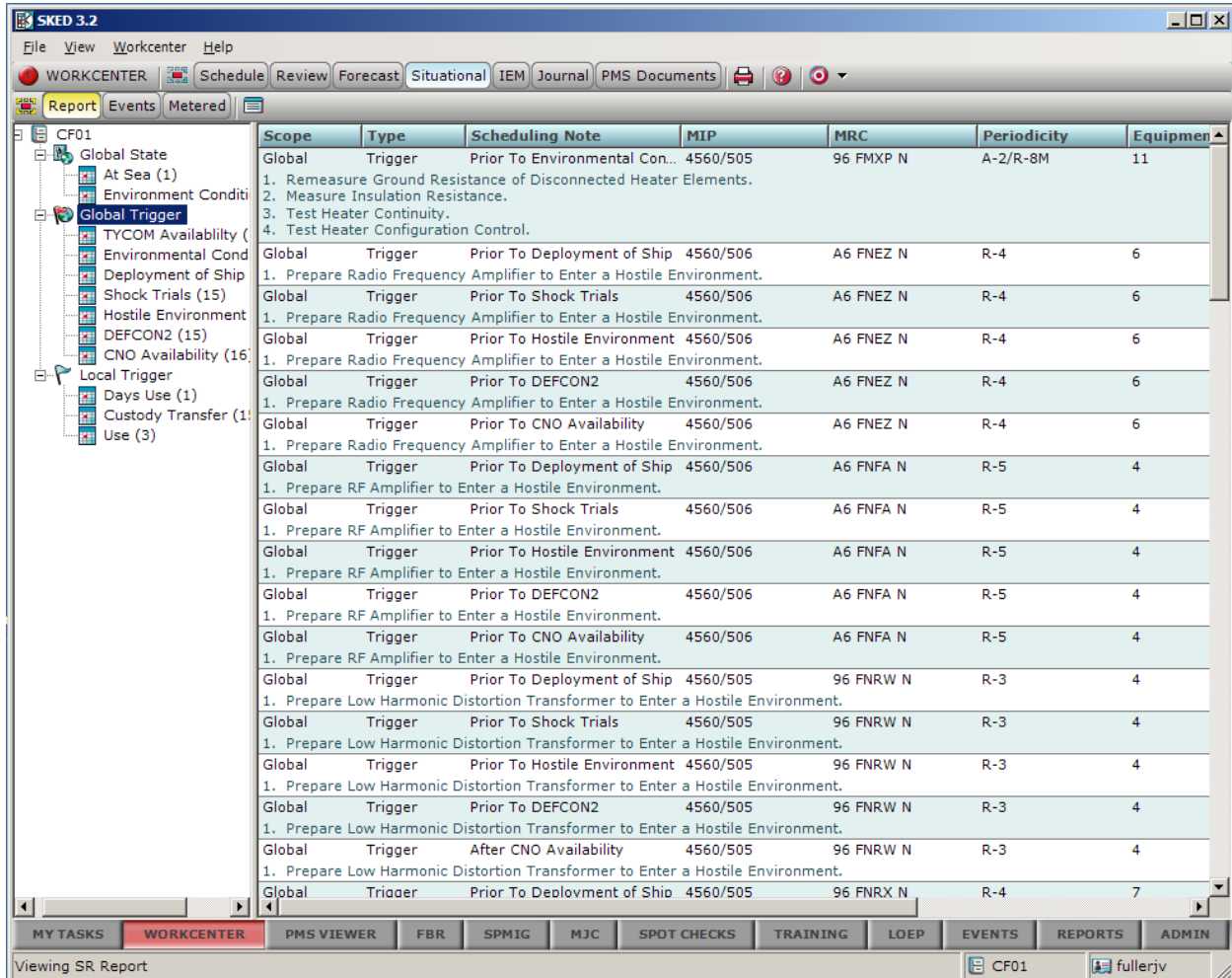
How do I access the Situational Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **Situational**.

Reports (R-Checks)

The first button on the secondary toolbar of the Situational Display is the Reports button, which provides your Situational Reports. Situational Reports are like R-Checks, but more focused as they are customized to your workcenter. The Reports display has two panes (sections). The left pane has an organizational outline of the workcenter's equipment that is affected by states and triggers. The right pane displays what you've highlighted in the outline, as shown in the following figure.

Note: Unlike the R-Check Report in the PMS Viewer, the MRCs displayed in SKED 3.2 are based on only the MRCs that are active on the schedule and not every MRC that appears in the workcenter LOEP.



Situational events affect how you plan maintenance tasks

How do I view details?

The Reports feature includes details of each item listed in the display pane. Just double click the item, or do the following:

1. From the display, highlight the item you want to display.
2. On the toolbar, click **View Details** .



Events

The second button on the secondary toolbar of the Situational Display is Events. To perform maintenance correctly, you'll have to consider events (states and triggers).


Note: From the Workcenter view, you can view and modify only local events. Use the Events view for global events.

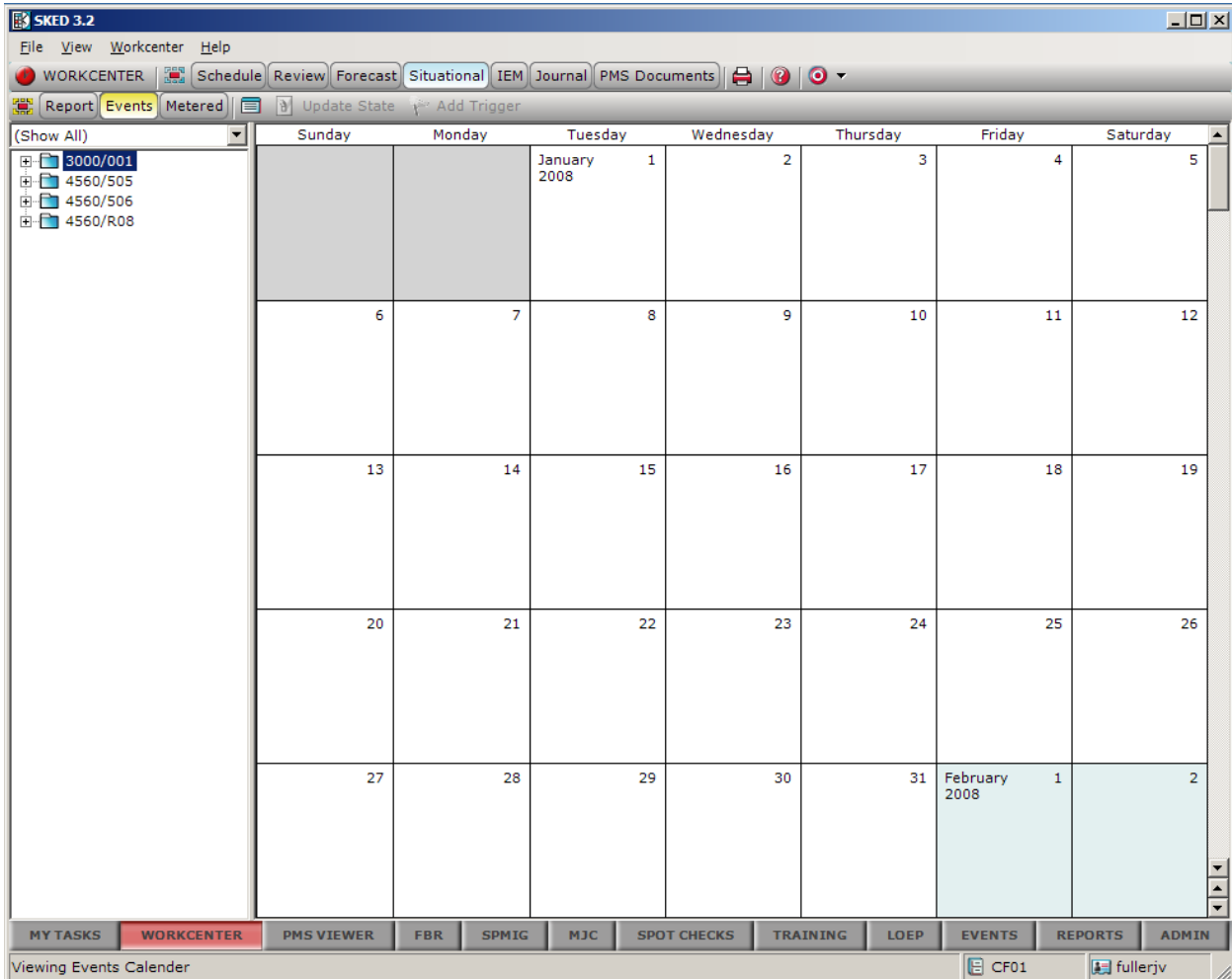


States have two categories:

1. A **global state**  affects the whole ship, such as “At Sea,” and “In Port.” A state is a toggle that is either on or off.
2. A **local state**  affects a given piece of equipment and is a persistent event that can be tracked over time. Local states include “In Use” and “Not In Use.” In the Situational display, you can only update local states.



How do I update a local state?

1. On the secondary toolbar, click **Events**.
2. In the left pane, open the desired MIP outline.
3. Click to highlight the Maintenance Item.
4. On the toolbar, click **Update State** . A dialog box opens.
5. Select the state you want to update.
6. Click **Next**. A calendar opens.
7. Click the dates for this event. (Right-click to de-select a date.)
8. Click **Next**.
9. Click **Finish**.




Update local states and add triggers in the Situational display





Triggers have two categories:

1. A **local trigger**  affects a given piece of equipment and is a single occurrence or action, such as “test/operate sonar communication set.” A local trigger can happen more than once in a single day, or may not occur for weeks or months. Local triggers require an offset, such as “after use” or “prior to installation.” Additional examples of local triggers include: “inspect and lubricate sonar test boom,” “inspect cabinet heat exchangers for moisture,” and “verify presence of safety grounding connection.” Sometimes, local triggers have a specified timeframe such as “24 hours” or “immediately.”
2. A **global trigger**  affects the entire ship, such as “inspect and clean AN/UYS-2A(V) EMSP.” Like the local trigger, a global trigger is a single occurrence or action and can happen more than once a day or may not occur for several weeks. Global triggers also require an offset, such as “prior to deployment of ship” or “after CNO availability.” Sometimes, global triggers have a specified timeframe such as “90 days” or “immediately.” In the Situational display, you can only add local triggers.



How do I add a trigger?

1. On the secondary toolbar, click **Events**.
2. In the left pane, open the desired MIP outline.
3. Click to highlight the Maintenance Item.
4. Click **Add Trigger** . A dialog box opens.
5. From the list, highlight a trigger. Then select the date for the trigger to occur.
6. Click **OK**.

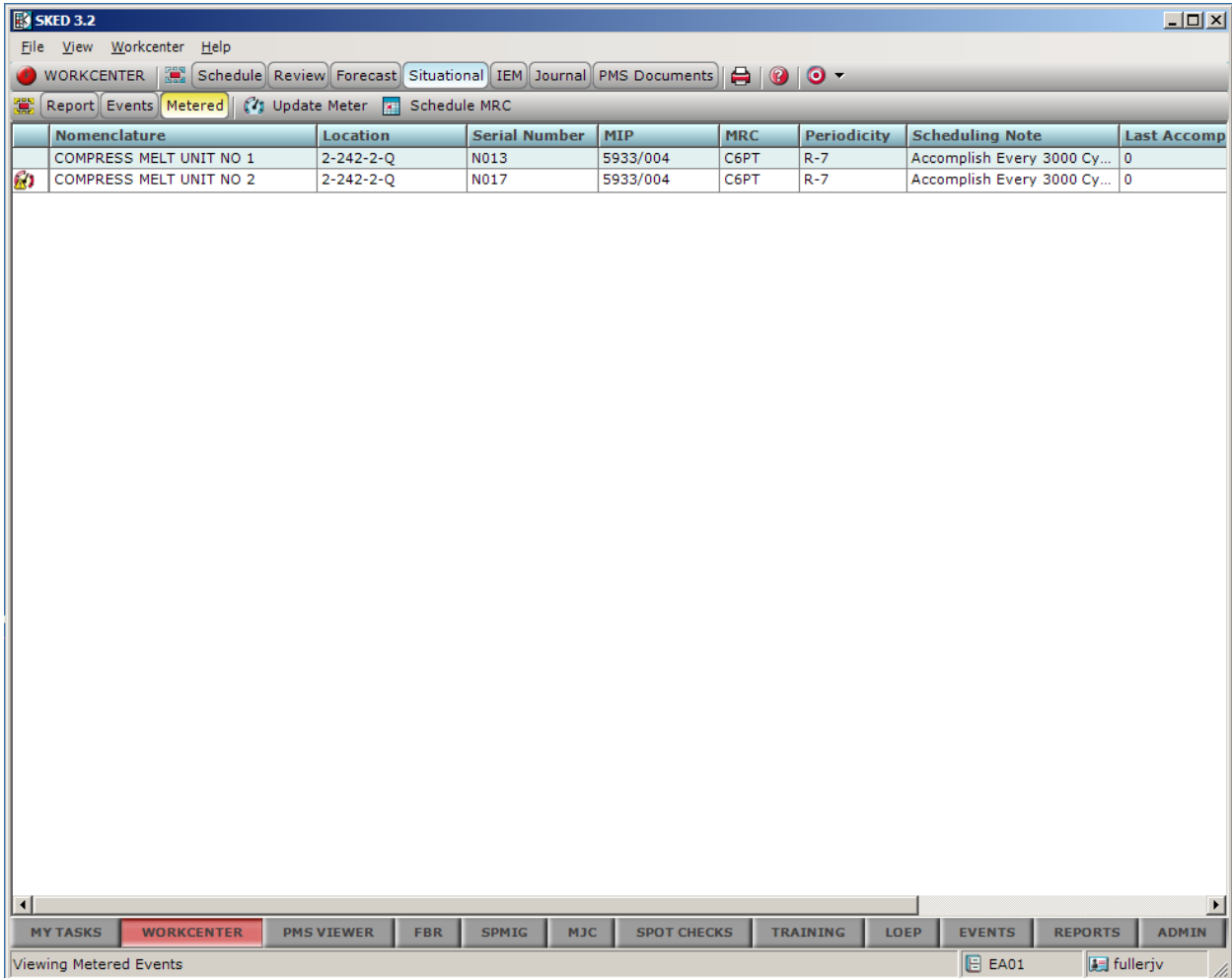
Note: The organizational outline on the left side of your screen uses these icons:  (global trigger) and  (local trigger). However, only red flags are used when placing a trigger on the calendar. These icons are:  (Add Trigger button) and  (appears on the actual calendar).

Metered Events

The third button on the secondary toolbar of the Situational Display is Metered Events, which enables you to update a meter and schedule MRCs. This is where you look for meters that have reached a certain value, which would initiate a scheduled check for the associated MRCs. In everyday life you should change the oil in your vehicle every 3,000 miles; this too is a metered event.

After clicking the Metered Events button on the secondary toolbar, you will find nomenclature, location, serial number, MIP, MRC, periodicity, scheduling notes, date last accomplished, current value, and current range. Refer to the figure below.

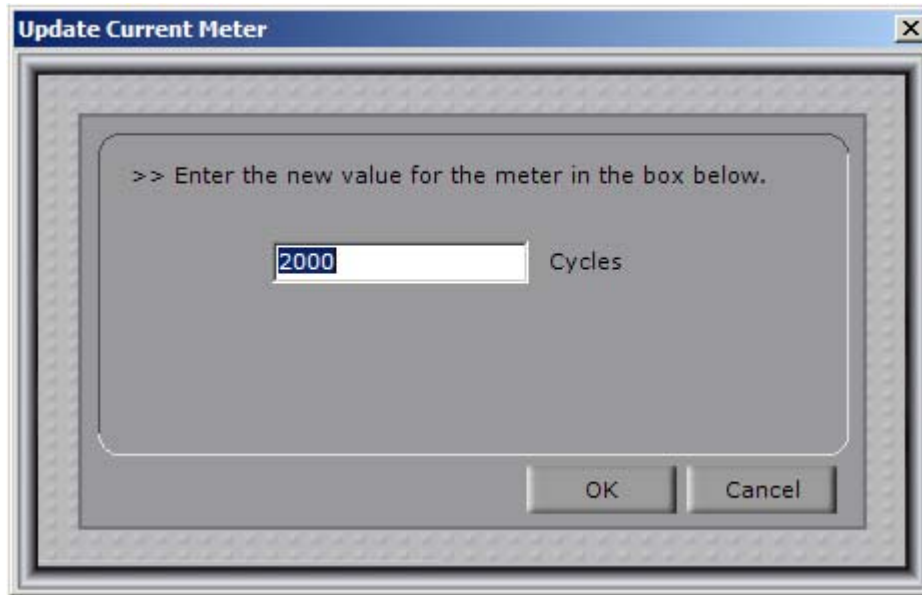
NOTE: You must have data available to view metered events and perform functions.



Update your values from the watch log

How do I update a metered value?

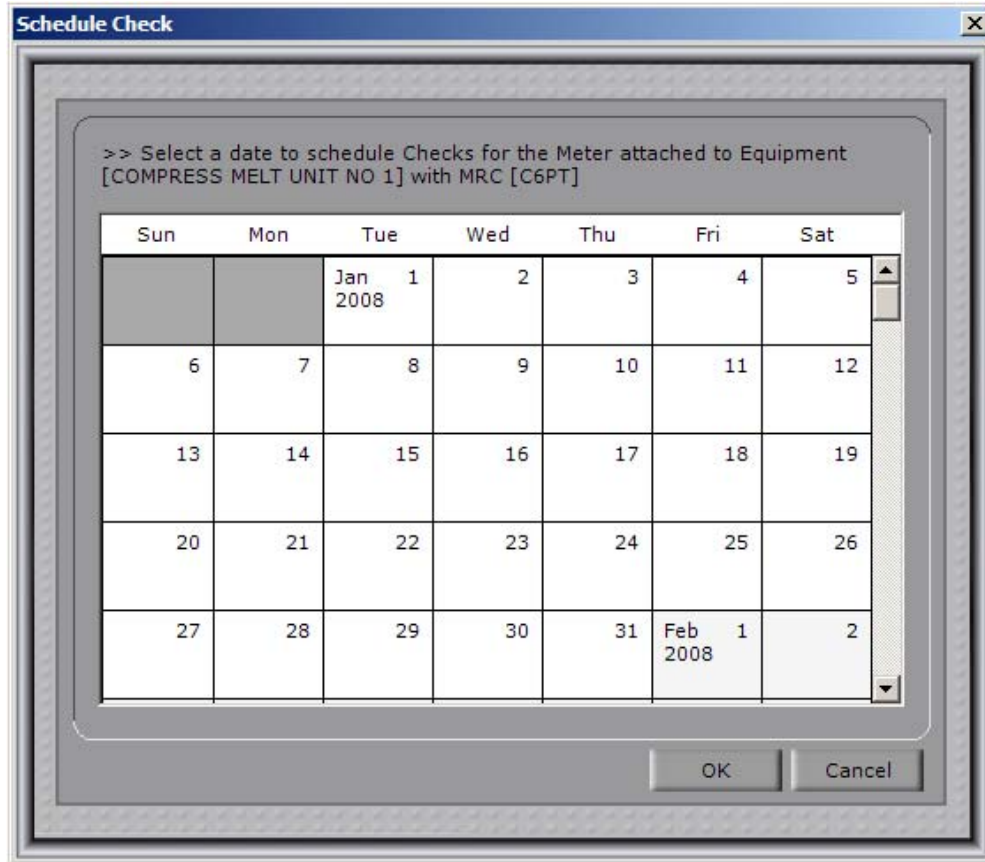
1. On the secondary toolbar, click **Metered**. Then click **Update Meter** .
2. Enter the new value, as shown in the figure below.
3. Click **OK**.



Update meters if values change

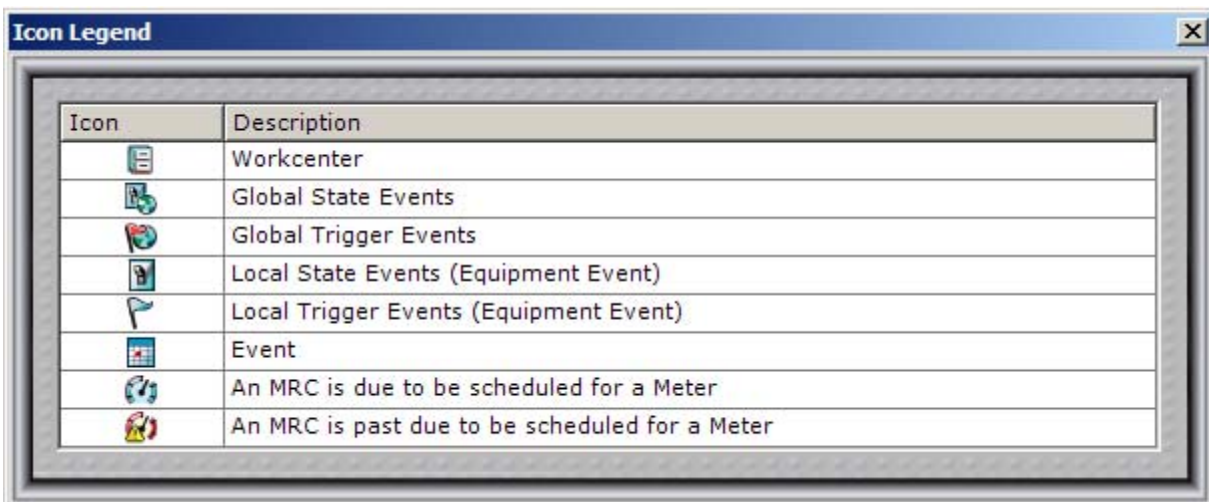
How do I schedule an MRC based on a metered event?









1. On the secondary toolbar, click **Metered**. Then click **Schedule MRC** .
2. On the calendar, select a date for the check. Refer to the figure below.
3. Click **OK**.



Use the Situational calendar to schedule checks

Icon Legend



Icon	Description
	Workcenter
	Global State Events
	Global Trigger Events
	Local State Events (Equipment Event)
	Local Trigger Events (Equipment Event)
	Event
	An MRC is due to be scheduled for a Meter
	An MRC is past due to be scheduled for a Meter

Workcenter – Situational Display Icon Legend



Workcenter – IEM Display

Each workcenter in the WORKCENTER view has its own Inactive Equipment Maintenance (IEM) display. This display lists equipment that is inactive within the current year. The IEM display provides a means for supervisors to control maintenance. If planned maintenance is not performed, the display also provides an inspector, or a person high in the chain of command, the reason planned maintenance is out of periodicity.





IEM has two categories:

1. Category 1 (lay up) refers to unserviceable equipment that is repaired onboard the unit (ship, submarine, or onshore facility). Category 1 is inactive for 30 days or longer, but is not scheduled for corrective maintenance or overhaul.
2. Category 2 (removed equipment) refers to equipment that is repaired off the unit. Category 2 is inactive for 30 days or longer and is scheduled for corrective maintenance, overhaul, or removal for safe storage/placement.

How do I access the IEM Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **IEM**.







The IEM display has one toolbar with four task buttons:

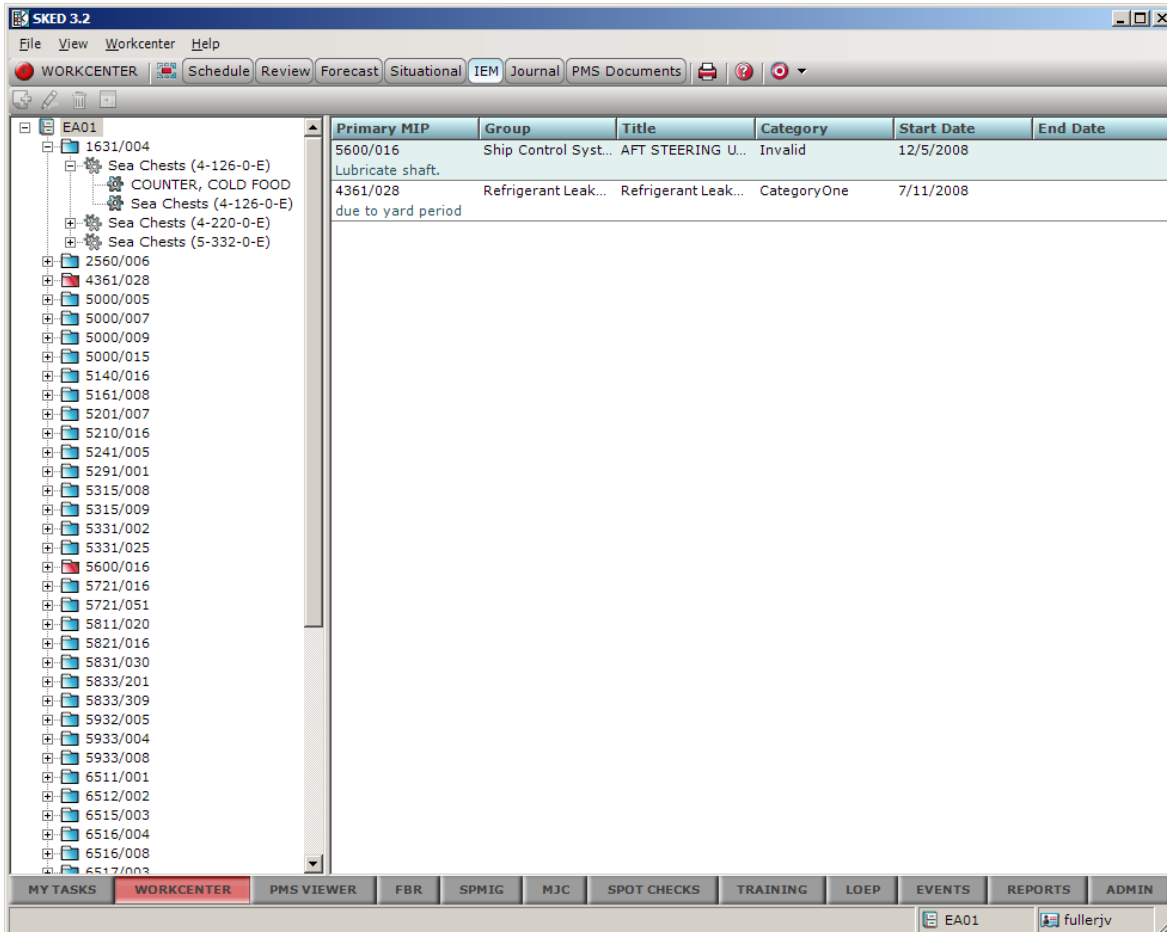
- > Add IEM 
- > Edit IEM 
- > Delete IEM 
- > End IEM 

Add IEM

If you have a piece of equipment that becomes unavailable, lay up or removed, you must add the equipment to the IEM list.

How do I add an IEM?

1. In the outline, expand the workcenter  by using the + button.
2. Expand the appropriate MIP folder  and follow the path to the equipment that is unavailable.
3. Highlight the equipment.
4. On the toolbar, click **Add IEM** . The Add IEM box opens.
5. Click the **Category** drop down arrow. Select Category One or Category Two.
6. Click the **Start Date** drop down arrow. A calendar opens.
7. Click the date on which you want the equipment added.
8. Type your comments in the Notation field. Describe the status of equipment being added, such as: hose is leaking air; gasket is cracked; or motor is overheating.
9. Click **OK**. The MIP , Maintenance Group , and Maintenance Item  in the outline become red and the added IEM is listed on the right side of the screen as shown in the following figure.






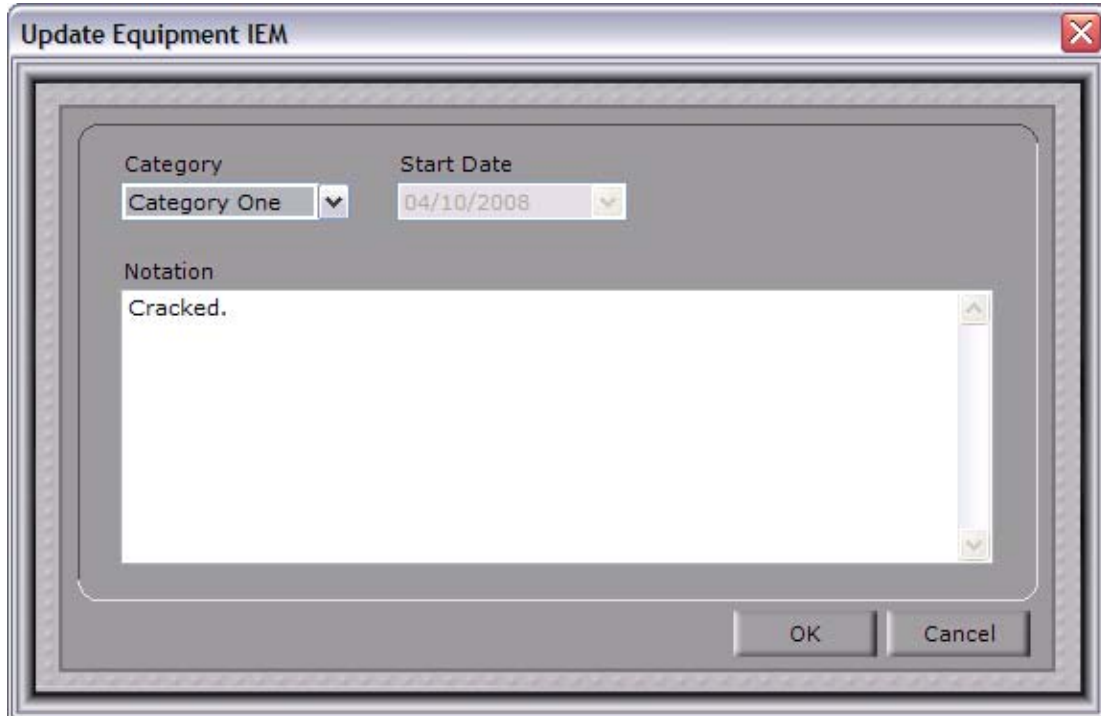
When you place unavailable equipment in the IEM display, buttons change from blue to red

Update/Edit IEM

For a number of reasons, sometimes you must update an IEM. For instance: during the equipment's inactive status, you find an additional problem; your re-evaluation of the equipment results in a change in category; or while repairing the equipment, you find that the initial diagnosis was wrong.

How do I edit/update an IEM?

1. In the outline, expand the workcenter  by using the + button.
2. Expand the MIP folder  that contains the IEM. Follow the path to the list of equipment.
3. In the right portion of the screen, highlight the IEM that you want to edit.
4. On the toolbar, click **Edit IEM** . The Update IEM dialog box opens, as shown in the figure below.
5. To change the category, click the Category drop down arrow and select a different category; or
6. To add or change notes, type your comments in the Notation field.
7. Click **OK**.






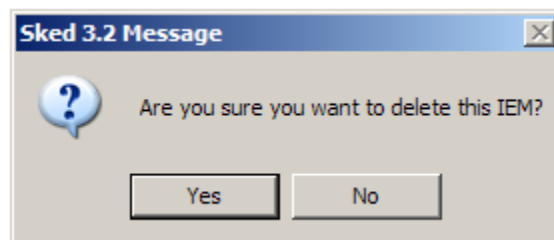
Update your comments using the Edit IEM tool

Delete IEM

Sometimes equipment is mistakenly placed in IEM. Delete the IEM to remove the equipment from the IEM display. The Delete IEM tool also removes the IEM from the Journal (next section of this chapter) and from all user views.

How do I delete an IEM?

1. In the outline, expand the workcenter  by using the + button.
2. Expand the MIP folder  that contains the IEM. Follow the path to the list of equipment.
3. In the right portion of the screen, highlight the IEM that you want to delete.
4. Click **Delete**  on the IEM toolbar. The following message box opens.
5. Click **Yes**.









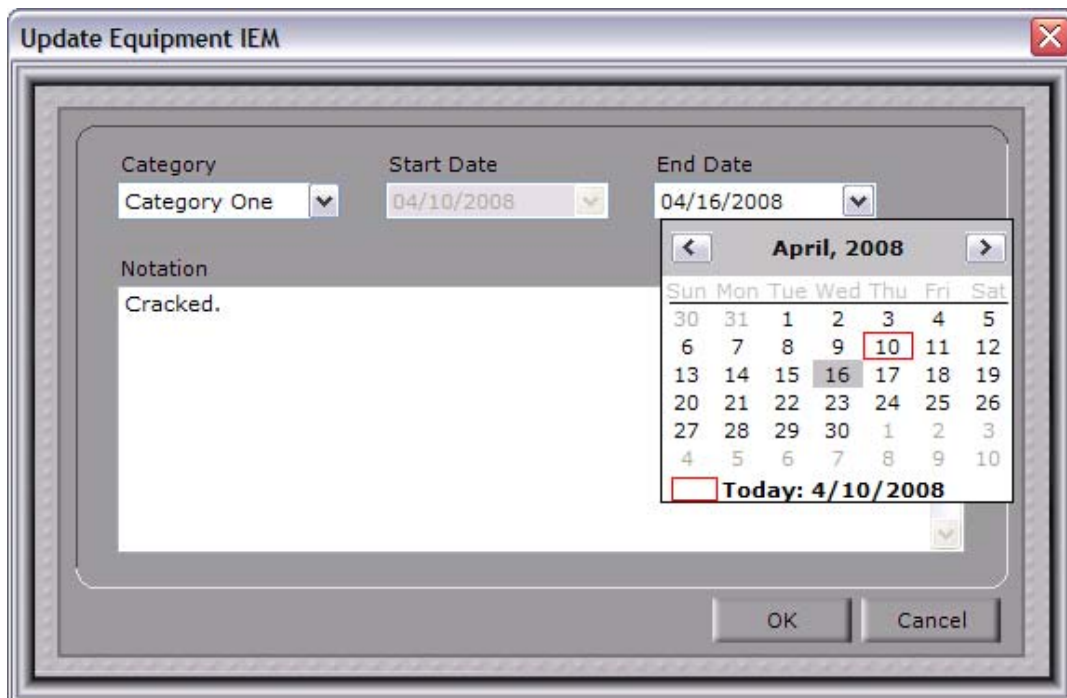
Be sure to highlight the correct IEM before clicking Yes

End IEM

After the inactive equipment is repaired, you must perform Start-Up Maintenance (SU) and, in some cases, an Operational Test (OT). After the start-up and test, remove the inactive status by using the End IEM tool. Any start-up or test assigned to that equipment will be automatically added to your schedule.











How do I end an IEM?

1. In the outline, expand the workcenter  by using the + button.
2. Click the MIP folder  that contains the IEM. Follow the path to the list of equipment.
3. In the right portion of the screen, highlight the IEM that you want to end.
4. On the toolbar, click **End IEM** . The Update IEM box opens.
5. Click the End Date drop down arrow. A calendar opens.
6. Click the date on which you want the IEM to end, as shown in the following figure.
7. Click **OK**. The MIP , Maintenance Group , and Maintenance Item  in the outline become yellow and the equipment listed in the grid now has an end date.



The End Date becomes shaded when you select a date from the calendar

Icon Legend

Icon	Description
	Workcenter
	MIP - does not have any IEMs
	Maintenance Group - does not have any IEMs
	Maintenance Item (Equipment) - does not have any IEMs
	MIP - has an inactive IEM for one of its maintenance items
	Maintenance Group - has an inactive IEM for one of its maintenance items
	Maintenance Item (Equipment) - has an inactive IEM for one of its maintenance items
	MIP - has a current IEM for one of its maintenance items
	Maintenance Group - has a current IEM for one of its maintenance items
	Maintenance Item (Equipment) - has a current IEM for one of its maintenance items

Workcenter – IEM Display Icon Legend



Workcenter - Journal

Another feature of the WORKCENTER view is the Journal display, which provides a running history of maintenance activity performed in your workcenter. The Journal is also an auditing and accountability tool. Use this display to view the following categories of events, although categories vary according to workcenter activity.

- > Date/time stamps created
- > Equipment transferred
- > Feedback Reports generated
- > Force Revisions created
- > Force Revisions finalized
- > Lineouts approved
- > Notes added
- > Revision approved
- > Revision started
- > SKED 3.1 conversion
- > Weekly closeouts conducted
- > Workcenter backed up
- > Workcenter created
- > Workcenter restored from backup

How do I access the Journal Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **Journal**.

The Journal Display has one toolbar with three functions:

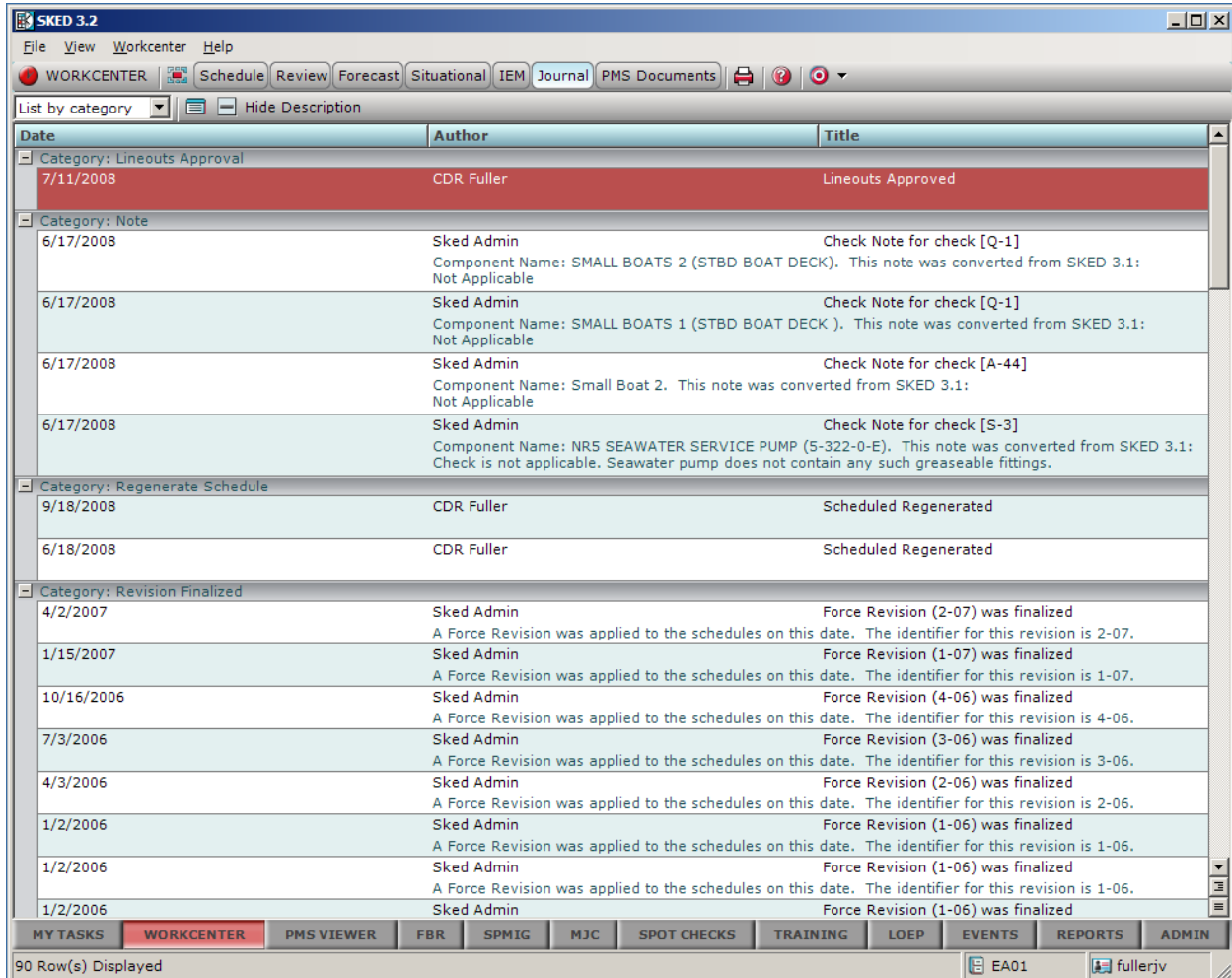
- > Category drop down arrow
- > View Details  button
- > Show /Hide  Description button

Note: Follow these steps to view another workcenter for which you have permission.

1. On the File menu, click **Open Workcenter**.
2. Highlight a different workcenter.
3. Click **OK**.
4. On the WORKCENTER view toolbar, click the Journal tab.

You can also double click the workcenter in Step 2.

The following figure represents a typical Journal display.



Date	Author	Title
Category: Lineouts Approval		
7/11/2008	CDR Fuller	Lineouts Approved
Category: Note		
6/17/2008	Sked Admin	Check Note for check [Q-1] Component Name: SMALL BOATS 2 (STBD BOAT DECK). This note was converted from SKED 3.1: Not Applicable
6/17/2008	Sked Admin	Check Note for check [Q-1] Component Name: SMALL BOATS 1 (STBD BOAT DECK). This note was converted from SKED 3.1: Not Applicable
6/17/2008	Sked Admin	Check Note for check [A-44] Component Name: Small Boat 2. This note was converted from SKED 3.1: Not Applicable
6/17/2008	Sked Admin	Check Note for check [S-3] Component Name: NR5 SEAWATER SERVICE PUMP (5-322-0-E). This note was converted from SKED 3.1: Check is not applicable. Seawater pump does not contain any such greaseable fittings.
Category: Regenerate Schedule		
9/18/2008	CDR Fuller	Scheduled Regenerated
6/18/2008	CDR Fuller	Scheduled Regenerated
Category: Revision Finalized		
4/2/2007	Sked Admin	Force Revision (2-07) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 2-07.
1/15/2007	Sked Admin	Force Revision (1-07) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 1-07.
10/16/2006	Sked Admin	Force Revision (4-06) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 4-06.
7/3/2006	Sked Admin	Force Revision (3-06) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 3-06.
4/3/2006	Sked Admin	Force Revision (2-06) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 2-06.
1/2/2006	Sked Admin	Force Revision (1-06) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 1-06.
1/2/2006	Sked Admin	Force Revision (1-06) was finalized A Force Revision was applied to the schedules on this date. The identifier for this revision is 1-06.
1/2/2006	Sked Admin	Force Revision (1-06) was finalized
1/2/2006	Sked Admin	Force Revision (1-06) was finalized

Use the Journal to find the maintenance history of your equipment



Organize Journal

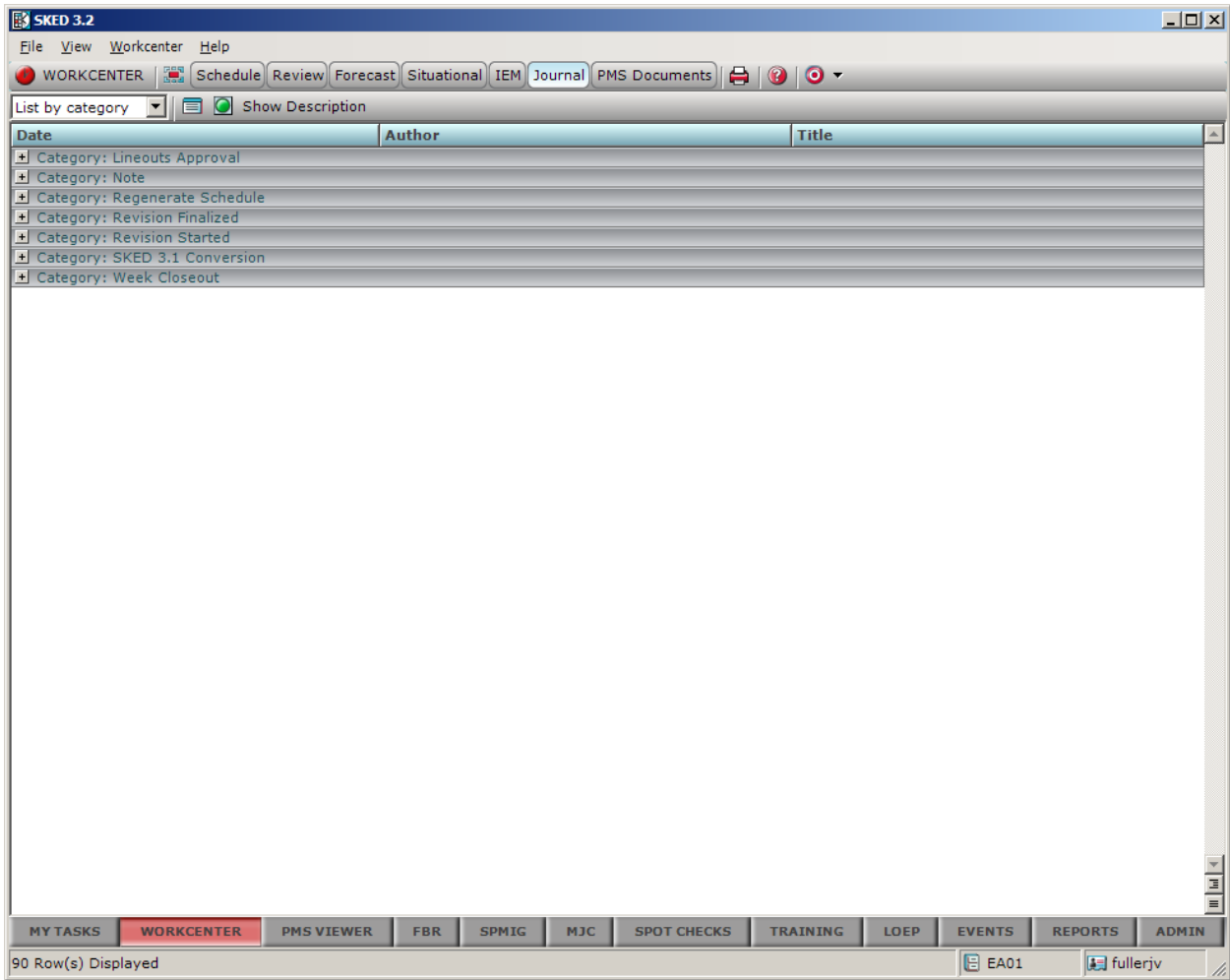
You can organize the Journal in two different ways:

- > List by category, as described above. Categories display alphabetically, which is the default setting.
- > List by date, which begins with the oldest event and ends with the most current event.

How do I organize the Journal?


1. Click the drop down arrow on the toolbar.
2. Click **List by Category** or **List by Date**.
3. Use the scroll bar on the right side of the screen to view all Journal entries.

You can also collapse or expand Journal entries using Expand All  or Collapse All  located on the lower right portion of the screen (below the scroll bar). The following figure shows a collapsed view.




The collapse tool gives you a simplified look at your maintenance history

View Journal Details

For more information about a maintenance action, use the View Details  button. Each Journal detail includes the type of actions performed, the date/time of action, category, user name and rate, user's signature, name of computer where action occurred, and notes. Restoring from backup and administrative revisions require a reason in the note field of the Journal.

How do I view details?

1. On the secondary toolbar, click **View Details** . The Workcenter Journal Details box opens.
2. Close when you are finished.

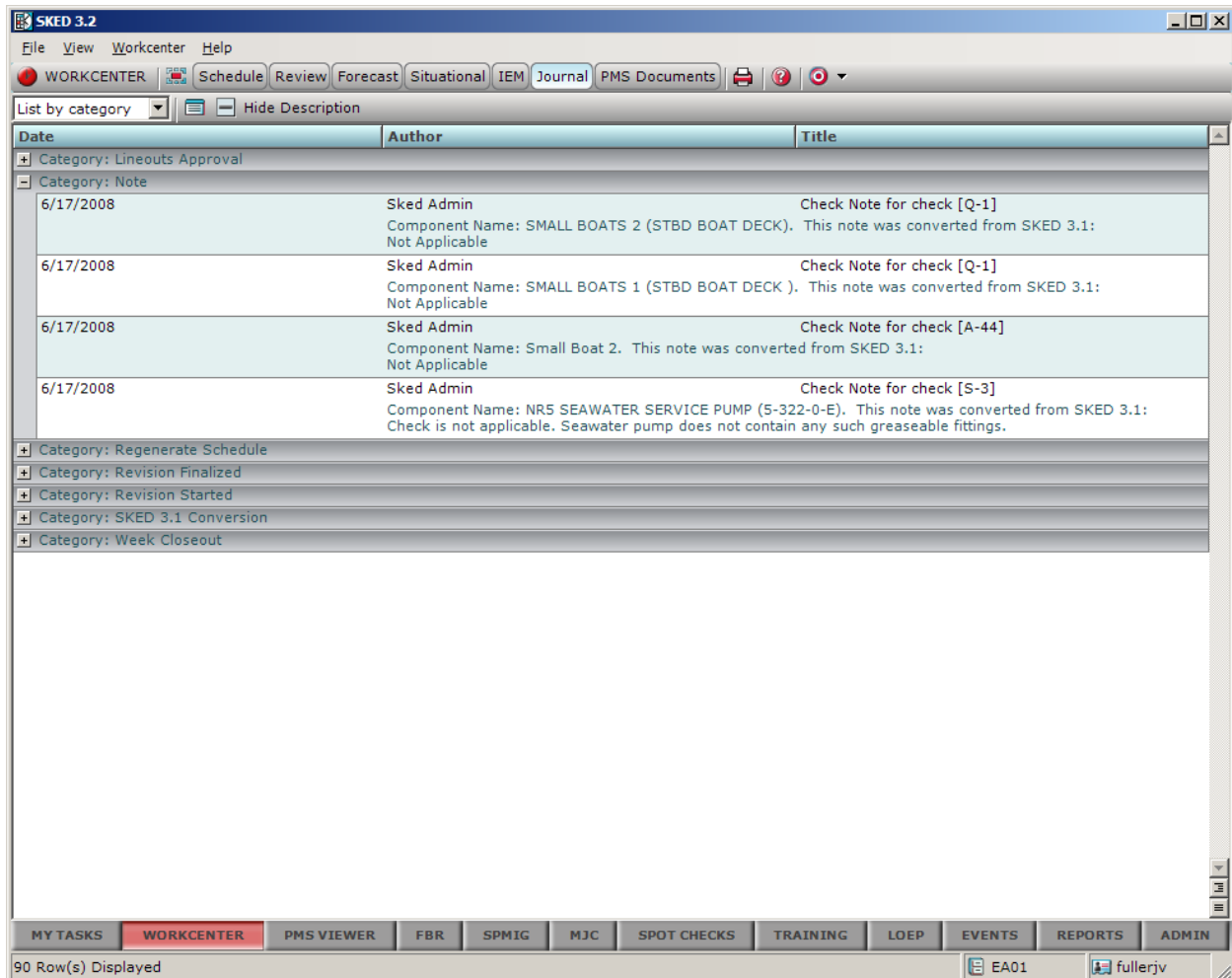
Note: You can also view Journal details by double clicking the Journal entry.



Show/Hide Description

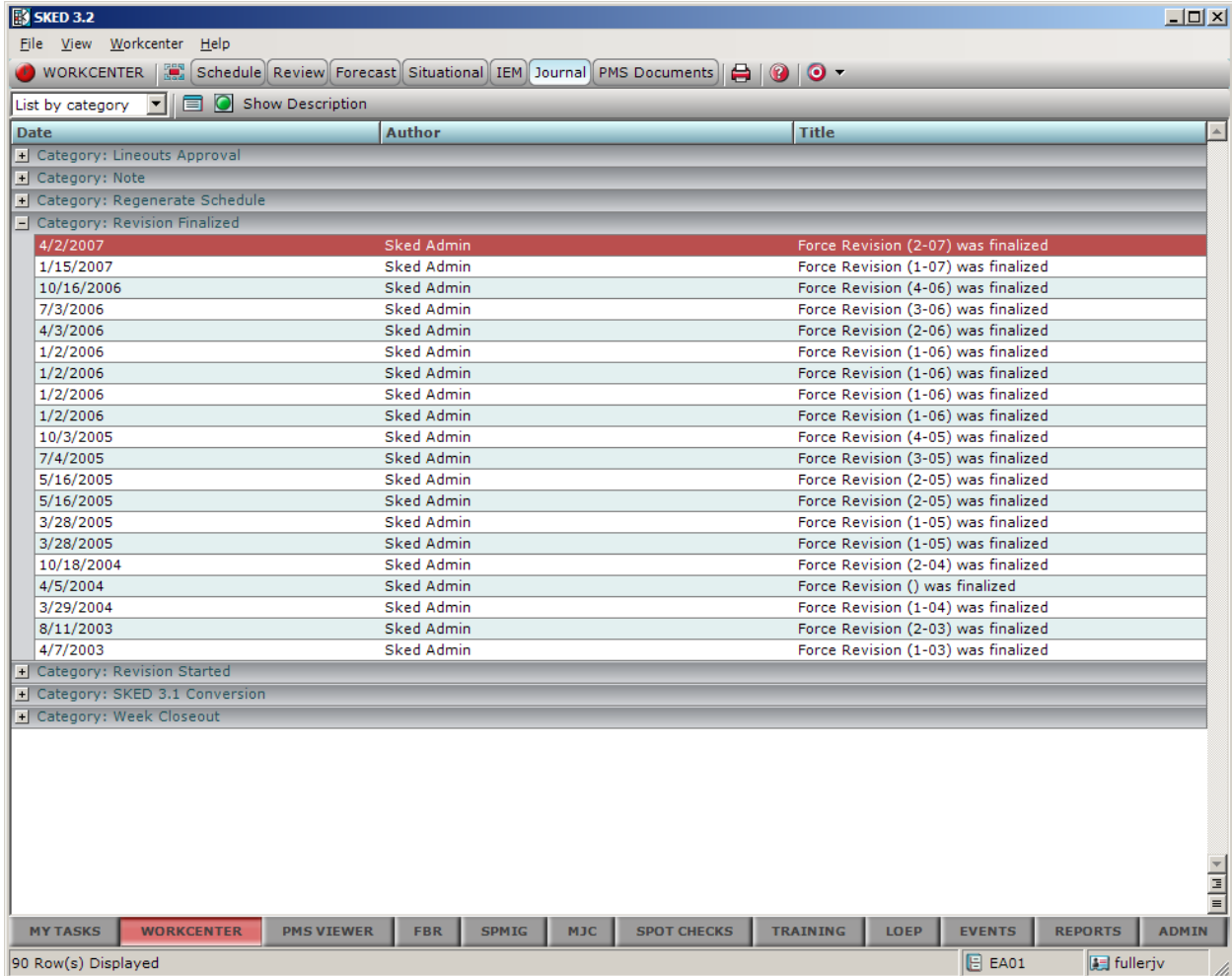
The toolbar also has a Show/Hide Description button. You can choose to view detailed Journal entries or basic Journal entries. Both descriptions include blue column headings. When you List by Category, the blue column headings are: Date, Author, and Title. When you List by Date, the blue column headings are: Category, Author, and Title.

In either list organization, the Show tool includes specific category details, as shown in the following figure.







Show Description includes specific category information

In either list organization, the Hide tool includes basic Journal entries, as shown in the following figure.



Hide Description provides basic Journal entries

How do I show or hide the description?

1. On the toolbar, click Show  or Hide  Description.
2. Expand All  or Collapse All  for a different view.
3. When you are done, click **Close**.

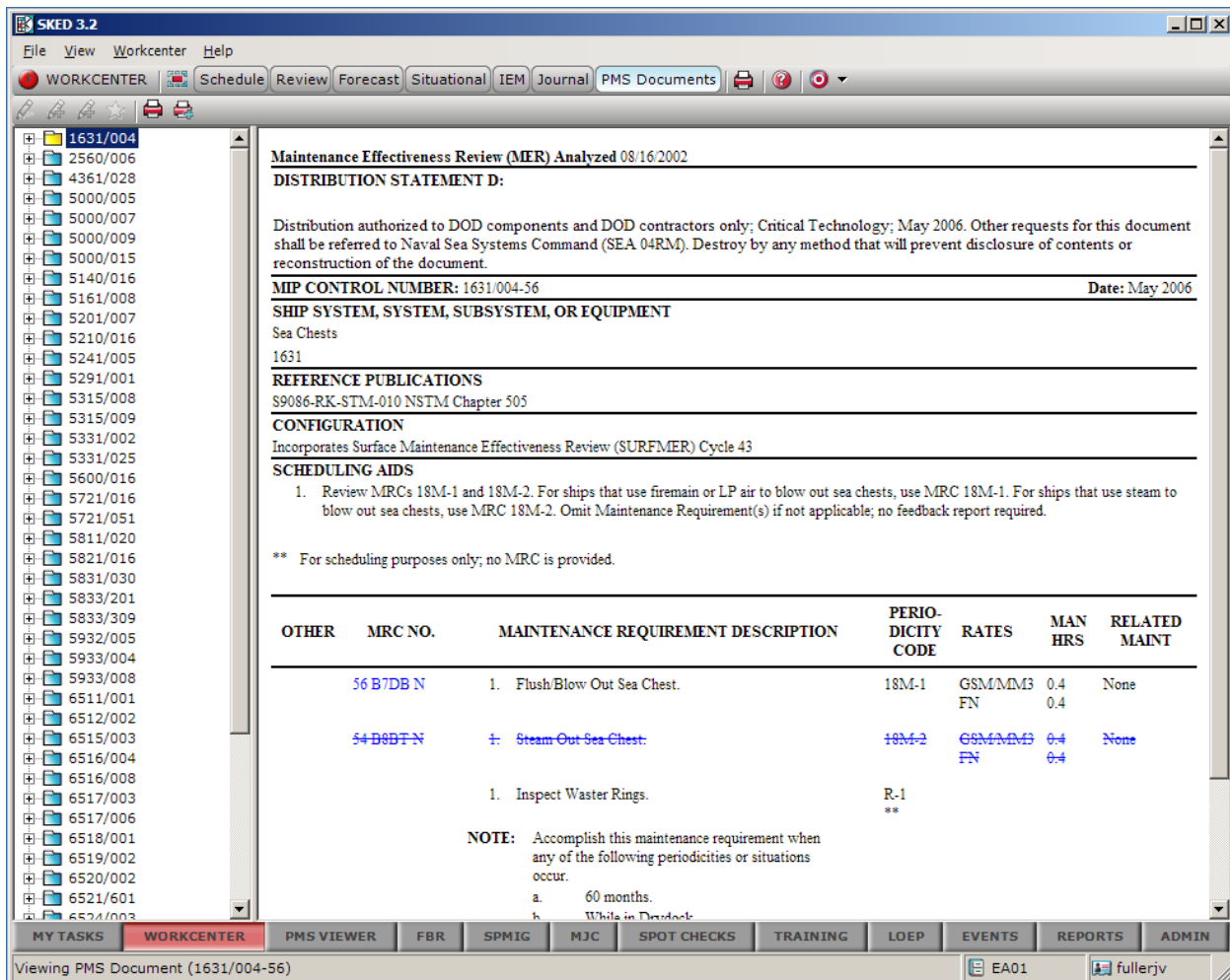
Workcenter - PMS Documents

The PMS Documents display of the WORKCENTER view is similar to the PMS Viewer, which is another display in SKED 3.2. However, the PMS Documents display is specific to a workcenter and its equipment, unlike the PMS Viewer which is ship-wide. In a workcenter's PMS Documents, supervisors can customize workcenters, perform review and omit actions, and find location information.

How do I access the PMS Documents Display?

1. On the view tab bar, open the **WORKCENTER** tab.
2. On the toolbar, click **PMS Documents**.

The PMS Documents Display is divided into two distinct panes (sections): MIP Outline and Document Display, as shown in the next figure. **The MIP Outline**, located on the left side of the screen, has the organizational structure of the PMS documents, from MIP to MRC. The **Document Display**, located on the right side of the screen, shows the MIP or MRC that you selected from the MIP Outline.



Maintenance Effectiveness Review (MER) Analyzed 08/16/2002

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MIP CONTROL NUMBER: 1631/004-56 **Date:** May 2006

SHIP SYSTEM, SYSTEM, SUBSYSTEM, OR EQUIPMENT

Sea Chests

1631

REFERENCE PUBLICATIONS

S9086-RK-STM-010 NSTM Chapter 505

CONFIGURATION

Incorporates Surface Maintenance Effectiveness Review (SURFMER) Cycle 43

SCHEDULING AIDS

1. Review MRCs 18M-1 and 18M-2. For ships that use firemain or LP air to blow out sea chests, use MRC 18M-1. For ships that use steam to blow out sea chests, use MRC 18M-2. Omit Maintenance Requirement(s) if not applicable; no feedback report required.

** For scheduling purposes only; no MRC is provided.

OTHER	MRC NO.	MAINTENANCE REQUIREMENT DESCRIPTION	PERIODICITY CODE	RATES	MAN HRS	RELATED MAINT
	56 B7DB N	1. Flush/Blow Out Sea Chest.	18M-1	GSM/MM3 FN	0.4 0.4	None
	54 B8BT-N	1. Steam Out Sea Chest.	18M-2	GSM/MM3 FN	0.4 0.4	None
		1. Inspect Waster Rings.	R-1			

NOTE: Accomplish this maintenance requirement when any of the following periodicities or situations occur.

a. 60 months.

b. While in Drydock.

The PMS Documents display of the Workcenter view is similar to the PMS Viewer






The PMS Documents display has one toolbar with six functions: Customize MRC, Copy Changes, Copy Archived Lineouts, Approve Lineouts, Print PMS Documents, and Print PMS Deck.

Customize MRC

Review and omit (lineouts) your MRCs for a piece of equipment by lining out parts of a procedure. However, your Department Head or Division Officer must approve lineouts before you print them.





How do I customize MRCs?

1. In the MIP outline, expand the workcenter  by using the + button.
2. Expand the appropriate MIP folder  and follow the path to the MRC.
3. On the secondary toolbar, click **Customize MRC** . The Customize MRC Document dialog box opens.
4. Scroll through the MRC and click the procedure lines that you want to omit. To remove a lineout, click the procedure line again.
5. Type the notes you want to appear on the MRC in the Tools/Parts/Materials Custom Note field.
6. Click **OK**. Your custom note is now part of the MRC and all of the icons in the organizational outline become red.

Copy Changes

The copy changes function enables you to create identical changes for the same MRCs. Use this function if your maintenance group has several items with the same MRC.



How do I copy changes?

1. In the MIP outline, follow the MIP  path to the MRC with the lineout .
2. Highlight the MRC .
3. On the toolbar, click **Copy Changes** . A dialog box opens.
4. Select all the MRCs for which you want the lineouts to apply.
5. Click **OK**.

Copy Archived Lineouts


This function restores lineouts. After a Force Revision, the UIC will have new MIPs and MRCs. If the previous MRCs had lineouts, the lineouts are archived because the maintenance procedures may have changed with the new MRCs. This function allows users to view both the old and new copies of the MRCs at the same time, along with the archived lineouts. If maintenance procedures remain the same, the old lineouts can be copied to the new card.

How do I copy lineouts?

1. Follow the MIP  path to the MRC with the archived lineout.
2. Highlight the MRC.
3. On the toolbar, click **Copy Archived Lineouts** . A dialog box opens.
4. Select the MRCs that you want to archive.
5. Click **OK**.



Approve Lineouts

This function enables a designated user to load the next set of MRCs as a result of a quarterly Force Revision (FR). If you have this role, use the Approve Lineouts  button on the toolbar. Refer to your NAVSEAINST 4790.8B and TYCOM instructions to determine if you have this role.



Before accepting lineouts, the user will normally compare changes from one FR to another to know exactly what has changed in the maintenance process. This function helps validate lineouts that crew members have applied. Once approved, the lineouts remain until the next Force Revision when they are reevaluated (see Copy Archived Lineouts above).

Print PMS Documents

How do I print MIP Documents?

1. From the MIP outline, select the MIP you want to print.
2. On the toolbar, select the pages you want to print.
3. Click **Print**. The Print dialog box opens.
4. Select the printer, preference, page range, and number of copies.
5. Click **Print**.



How do I print MRC Documents?

1. From the MIP outline, expand the appropriate MIP folder  using the + button and follow the path to the MRC.
2. On the secondary toolbar, click **Print PMS Document** . The Print Preview box opens.
3. On the toolbar, select the pages you want to print.
4. Click **Print**. The Print dialog box opens.
5. Select the printer, preference, page range, and number of copies.
6. Click **Print**.

Print PMS Deck













A deck is the workcenter's collection of active, unique MRC procedures. The Print PMS feature of the workcenter display enables you to print procedures and then organize them into helpful and portable binders.

Print multiple PMS Documents at a time by using the Print PMS Deck tool. Each document prints sequentially in the print queue. You can print one with lineouts and another without lineouts. These printouts list all MIPs and MRCs.

1. From the MIP outline, expand the appropriate MIP folder  using the + button and follow the path to the MRC.
2. On the secondary toolbar, click **Print PMS Deck** . The Print PMS box opens.
3. Click the small box beside the MIP or MRC that you want to print. A check appears.
4. Click **Print**.

Note: Click Select All if you want to print all MIPs and MRCs in the workcenter. Click Clear All if you want to make a new print selection.

Icon Legend

Icon	Description
	MIP - no lineouts for any of its MRCs
	Maintenance Group - no lineouts for any of its MRCs
	Maintenance Item (equipment) - no lineouts for any of its MRCs
	MRC - no custom lineouts
	MRC - one or more unapproved lineouts for this MRC
	MRC - approved lineout for this MRC
	MIP - one or more approved lineouts for its MRCs
	Maintenance Group - one or more approved lineouts for its MRCs
	Maintenance Item (equipment) - one or more approved lineouts for its MRCs
	MIP - one or more unapproved lineouts for its MRCs
	Maintenance Group - one or more unapproved lineouts for its MRCs
	Maintenance Item (equipment) - one or more unapproved lineouts for its MRCs

Workcenter – PMS Documents Icon Legend

Chapter 6: Revision Editor

From a maintenance planning perspective, the Revision Editor is the core of SKED 3.2 and the framework for a good schedule. The Revision Editor is used to make changes to the PMS requirements for a given workcenter, such as inconsistencies between maintenance requirements and the quantity of Maintenance Items needed for each task. You can also make changes to a workcenter's structure including MIP, Maintenance Group, Maintenance Item, or MRC relationships.

What can I do here?

- > Change inconsistencies between maintenance requirement birth date codes as driven by a feedback response or receipt of a DIT
- > Add, move, or remove Maintenance Items listed in a Maintenance Group
- > Add and remove MRCs associated to a Maintenance Item

The five different types of revisions include:

Advance Change Notice (ACN). ACNs permit rapid response to technical difficulties encountered in the fleet's use of a MIP or MRC. ACNs will change the PMS schedule and are processed by a workcenter revision.

Administrative (Admin). Administrative, or Admin revisions, correct administrative inconsistencies with the workcenter PMS schedule that are not covered by the other four types of revisions.

Document/Information Transmittal (DIT). DITs forward new or superseded PMS documentation between Force Revisions. DITs also provide PMS information and narrative replies to non-technical PMS reports. They are addressed to 3M Systems Coordinators to ensure accountability and disposition of PMS information.

Feedback Report (FBR). Feedback Report revisions result when the UIC receives a response to an FBR that requires workcenter changes.

Force Revision (FR). A maintenance revision based on a revised LOEP and then distributed on the Navy PMS CD. Force Revisions are applied to SKED to keep data current.

The Concept of Building Maintenance Schedules

Maintenance Index Pages, or MIPs, are the broadest unit of organization of PMS documents, and is placed first in most organizational outlines in SKED. Workcenter MIPs come from the List of Effective Pages, or LOEP, which is another view in SKED 3.2.



SKED 3.1 Translator

Maintenance planning is no longer document-centered. The schedule is built from Maintenance items, not from MIP documents.

A maintenance schedule is built from a collection of Maintenance Items; be sure to identify these when you first start building your workcenter. If your Maintenance Items are built properly, all other SKED functions will happen automatically. If Maintenance Items are not identified or poorly defined, then your Maintenance Groups and schedule will not be accurate.



Build Maintenance Items

Although it seems a little backwards, you must clearly define and organize Maintenance Items before defining and organizing Maintenance Groups. You do this first because Maintenance Items affect the schedule. Before adding Maintenance Items, you'll need to organize them carefully into like items. You can identify the Maintenance Items related to a MIP from the OMMS Ship's equipment configuration list. If the Maintenance Item is not listed on that configuration list you can make your own Maintenance Item based on title, serial number, and location.

Review MRCs

When adding Maintenance Items, determine whether the MRC procedure refers to performing maintenance on one item, and repeated in its entirety on multiple, identical items, such as "Inspect the Battle Lantern," or whether the MRC procedure refers to performing maintenance on a system, subsystem, equipment, or sub-equipment, such as "Isolate the fire main to the compartment." Carefully review MRCs, so you'll know exactly how the MRC is used as it relates to the development of Maintenance Items and Maintenance Groups under the MIP.

Also look at the number of man hours required and see if you have an associated RIN. If the MRC is for an individual item, it usually has a very short period of total man hours, such as "0.5 Total Man-Hours." If the MRC is for a system and has an associated RIN, it usually requires more time to perform the maintenance, such as "5.0 Total Man-Hours."

Build Maintenance Groups

After identifying your Maintenance Items and reviewing your MRCs, organize items into like Maintenance Groups. The groups will serve as an organizational management tool. Create a single Maintenance Group at a time. Even though they are at a higher level in the organizational outline than Maintenance Items, Maintenance Groups do not affect the schedule.

Workflow

When you start a revision in SKED 3.2, the application makes a copy of your workcenter structure for editing. This allows the revision to be abandoned and restarted if large-scale mistakes are made. The revision naming convention will vary based on the revision type and your command. SKED 3.2 does not enforce a serial number structure.

This revision structure is not applied to your schedule until it is approved by the Department Head (or the person with permission to approve your revision). Once the revision is approved, your schedule is updated and the revision structure is cleared. Revisions take effect immediately after approval; you can't determine a future date for the revision to take effect. This ensures that you always use the most current maintenance requirement.

Basic workflow of a revision:

- > Revision is started with a wizard
- > Revision is performed
- > Revision is marked as complete
- > Revision is approved
- > Revision is effective immediately



Start a New Revision

When starting a revision, SKED 3.2 uses the following sequence for generating your revision data:

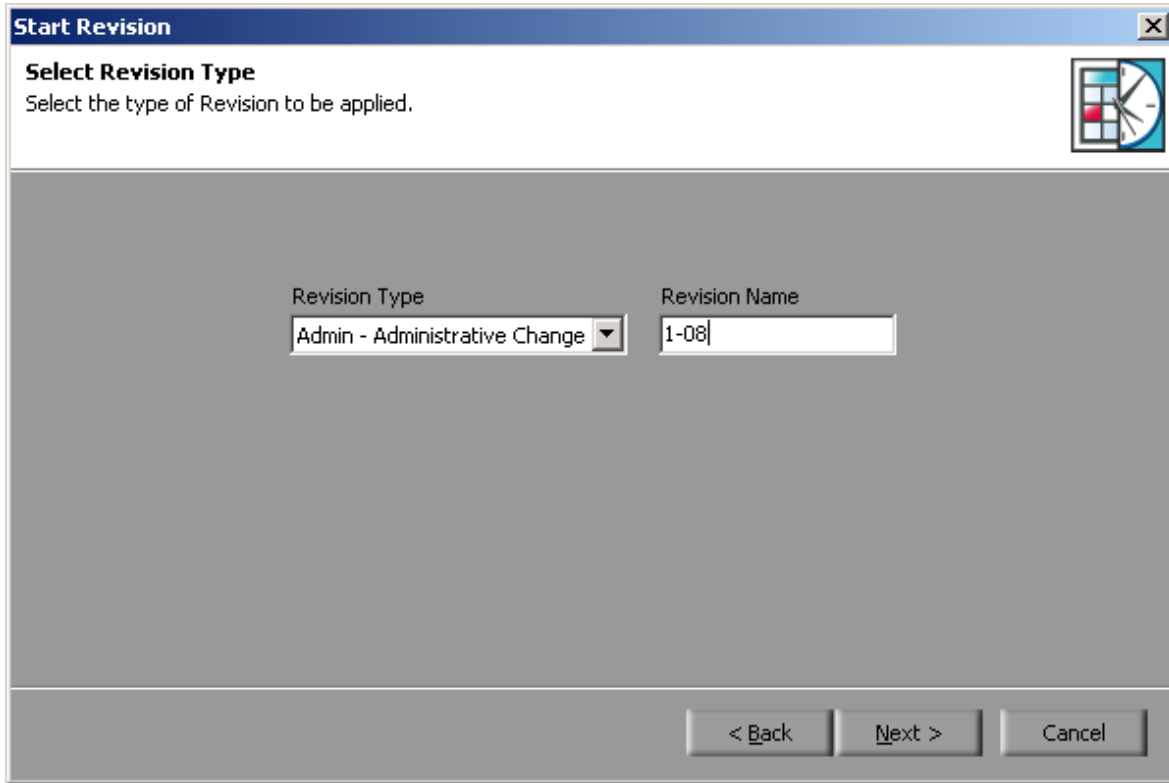
1. SKED 3.2 copies your existing, active PMS schedule information to the revision data.
2. The previously rejected MRC data is then added back into the revision data in a rejected state.
3. For FRs, SKED compares the current reference data (from the Navy PMS CD) against your schedule.
4. New MIPs or MRCs are added to your data.
5. MRC birthday codes, man hours, and periodicities are updated.
6. Deleted MIPs or MRCs are highlighted.

The Revision Editor lists the old value and the new value for selected items. The values compare what is currently on your schedule and what you have changed during the revision, which includes changes that were made automatically when applying a Force Revision. Items changed during a revision are also highlighted in yellow to assist in identifying changes to your maintenance.

Note: The MRC System Command (SYSCOM) control numbers (MRC Code) may not be edited. If you receive a new document, you must use the “Add MRC” function.

How do I start a revision?

1. Open your workcenter.
2. On the toolbar, click to open the Workcenter menu.
3. Click **Start Revision**. The Start Revision wizard opens.
4. Click **Next**. The Start Revision dialog box opens as shown in the following figure.
5. Select the Revision Type.
6. Enter a valid Revision Name.
7. Click **Next**.
8. Click **Finish**.



A drop down arrow allows you to select from five types of revisions

Note: You may have only one revision in progress at a time.

After starting a revision, you can:

- > Immediately start the revision and perform various actions (discussed further in chapter).
- > Save and close and resume the revision at a later time.
- > Abandon the revision if you no longer want to complete it.
- > Mark Complete, which makes the revision ready for approval.

How do I resume a revision?

1. On the toolbar, click to open the Workcenter menu.
2. Click **Edit Revision**. The revision Editor Box opens.


How do I abandon a revision?


1. Click to open the workcenter menu.
2. Click **Abandon Revision**. A box will open.
3. Click **Yes**.





Toolbar and Display


The toolbar has several buttons, most of which are signified by icons. Only buttons that are applicable to the function you are performing will be enabled. Normally, several buttons will be disabled, or grayed out. The functions include:

Expand All Nodes  Used to display the complete MIP organizational outline so that MIPs, Maintenance Groups, Maintenance Items, and MRCs are visible.


Collapse All Nodes  Used to close the MIP organizational outline so that only MIPs are visible.


Copy Maintenance Item  Allows you to copy a Maintenance Item and its associated MRCs multiple times, automatically building identical Maintenance Items. The new Maintenance Item will get its own MRCs that are consistent with the MRCs in the original Maintenance Item.


Add Multiple Maintenance Items  Enables you to add multiple Maintenance Items to a MIP and Maintenance Group. This function requires you to select multiple Ship's equipment that has been assigned a Record Identification Number (RIN) in OMMS.


New MIP  Allows you to add a MIP that is not part of the workcenter. When adding a new MIP, you will also create a placeholder for adding a new Maintenance Item and Maintenance Group.

New Group  Used to add Maintenance Groups to a MIP.

New Maintenance Item  Adds individual Maintenance Items to an existing Maintenance Group. You may select Ship's equipment from OMMS or the component list, and you may enter the Maintenance Item nomenclature on your own (manually add).

New MRC  Used to assign an MRC as it relates to a Maintenance Item. Used to add MRCs to the schedule that were provided by a TBFR response, DIT, ACN, or for adding cross-MIP-related MRCs for convenience- or mandatory-related maintenance reasons, which are MRCs that a MIP does not cover. Enter details of the new MRC through this function.

Make Active/Inactive  Workcenter Supervisors are responsible for determining which MRCs apply to the Maintenance Item by turning them from Active and back to Inactive as needed. Inactive MRCs remain in the outline but the icon becomes gray. Once the quarter is archived, the icon is removed.

Delete Item  Used to delete Maintenance Items and MRCs added to the revision before it is finalized. A green icon is eligible.

Move Maintenance Item Up – Used to re-organize Maintenance Items. To move a Maintenance Item to a different Maintenance Group that is higher in the organizational outline, click to highlight an item and then click this icon.

Move Maintenance Item Down – Used to re-organize Maintenance Items. To move a Maintenance Item to a different Maintenance Group that is lower in the organizational outline, click to highlight a Maintenance Item and then click this icon.

Save – Used to save a revision while in progress. If you close the Revision Editor box before saving, a message will prompt you to save your revisions.



Save and Close – Used to save the revision, close the Revision Editor, and return to the Workcenter display.

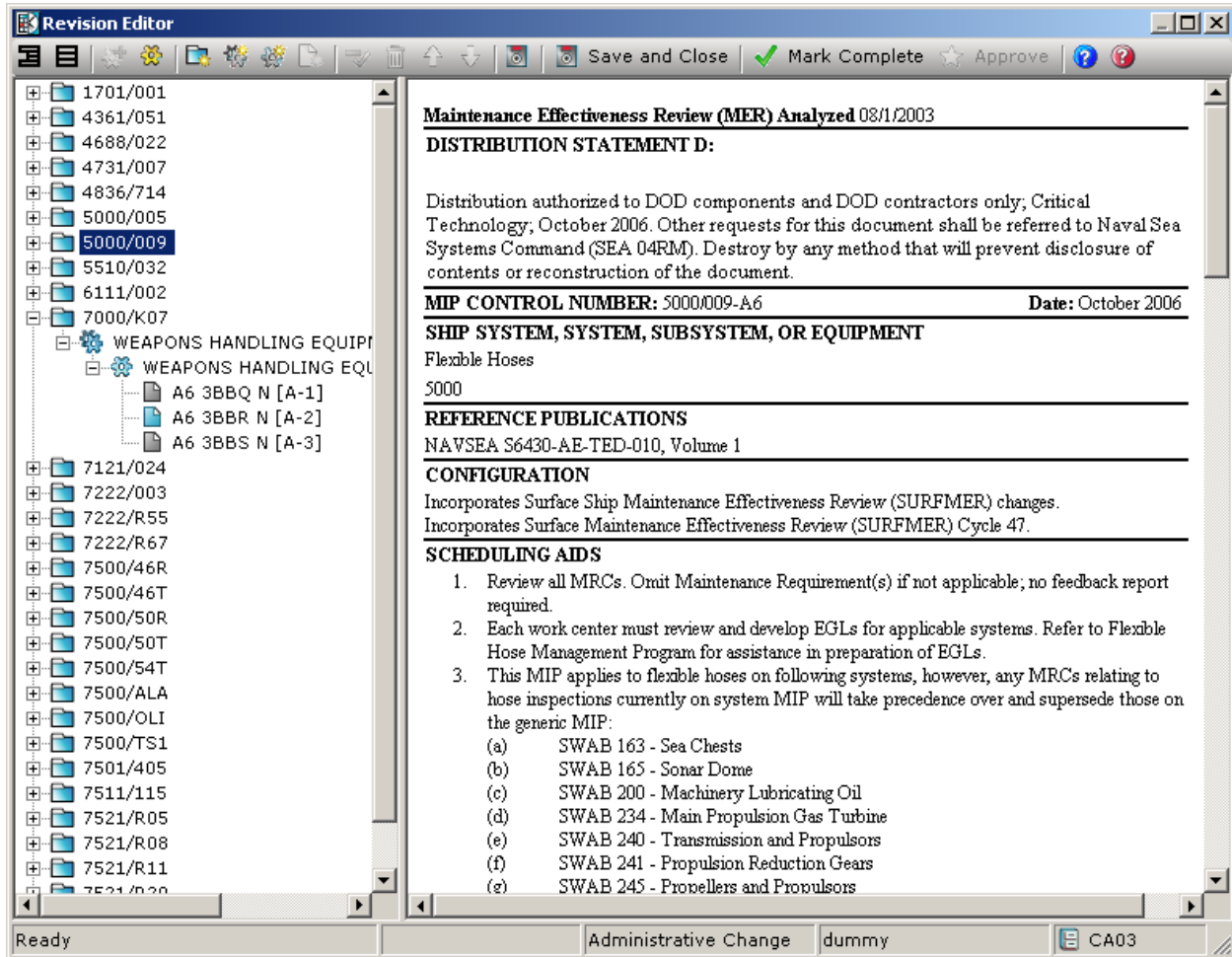
Mark Complete ✓ Used when a workcenter supervisor has completed a revision. This action places the revision in the Ready for Approval status, which in turn informs the LCPO, Division Officer, Department Head, and 3MC that the revision is ready for their review and approval.

Approve ✨ Used to approve revisions that are in the Ready for Approval status. User role and permissions dictate this action; the icon is enabled for those who have been given approval authority by OPNAV, NAVSEA, and TYCOM 3M instructions. After approval the revision is applied to the schedule.

Icon Legend – Used to view a legend of the icons in the Revision Editor. The legend is also accessible from F12 on the keyboard.

Help ? This provides general information related to the Revision Editor and is used in place of a Help Menu.

The Revision Editor provides an organizational outline in the left pane (section) of the display with buttons indicating the current status of each MIP, Maintenance Group, Maintenance Item and MRC. Refer to the following figure. When you highlight an element in the outline, the details for that item appear in the right pane of the editor for you to review and change. In some cases, the data elements are not available for editing.




Make PMS document changes using the Revision Editor

Note: The following procedures assume a revision was previously started. On the menu bar, click to open the Workcenter menu; then click **Edit Revision**. If a revision has not been started, click **Start Revision** instead, go through the wizard, and then begin your revisions.

Add a Maintenance Item


How do I add a Maintenance Item?

1. Follow the MIP outline to the desired Maintenance Group.
2. On the toolbar, click **New Maintenance Item** . A wizard opens.
3. Click **Next**.
4. Click the box to select an OMMS Equipment. A check appears.
5. Click **Search**.
6. Use the drop down menus to locate criteria or enter search text.
7. Click **GO**.
8. Highlight the maintenance item you want. Click **OK**.
9. Search again if needed.



Add Multiple Maintenance Items




How do I add multiple Maintenance Items?

1. Follow the MIP outline to the desired Maintenance Group.
2. On the toolbar, click **Add Multiple Maintenance Items** . A wizard opens.
3. Click **Next**.
4. Verify the Primary MIP and use the drop down arrow to select the Maintenance Group.
5. Click **Next**.
6. Use the drop down menus to locate maintenance items.
7. Click **GO**.
8. Click the box(es) to select items or click **Select All**.
9. Click **Next**.
10. Click the box(es) to make MRCs active for the new Maintenance Items or click **All Active**.
11. Click **Next**.
12. Click **Finish**.

Make MRCs Active/Inactive

This function is another key feature of the Revision Editor. It is used to determine MRC applicability for each Maintenance Item.

How do I make MRCs active or inactive?

1. Follow the MIP outline to the desired Maintenance Item.
2. On the toolbar, click **Make Active/Inactive** . The Maintenance Item icon in the outline will become blue  for active MRCs or gray  for inactive MRCs.



SKED 3.1 Translator


SKED 3.1 used the revision terms “add” and “delete.” Instead, SKED 3.2 makes your Maintenance Items and MRC procedures “active” and “inactive.” Now you can determine if the item is active on your schedule. If a Maintenance Item is inactive, all of the MRCs for that item are also inactive.

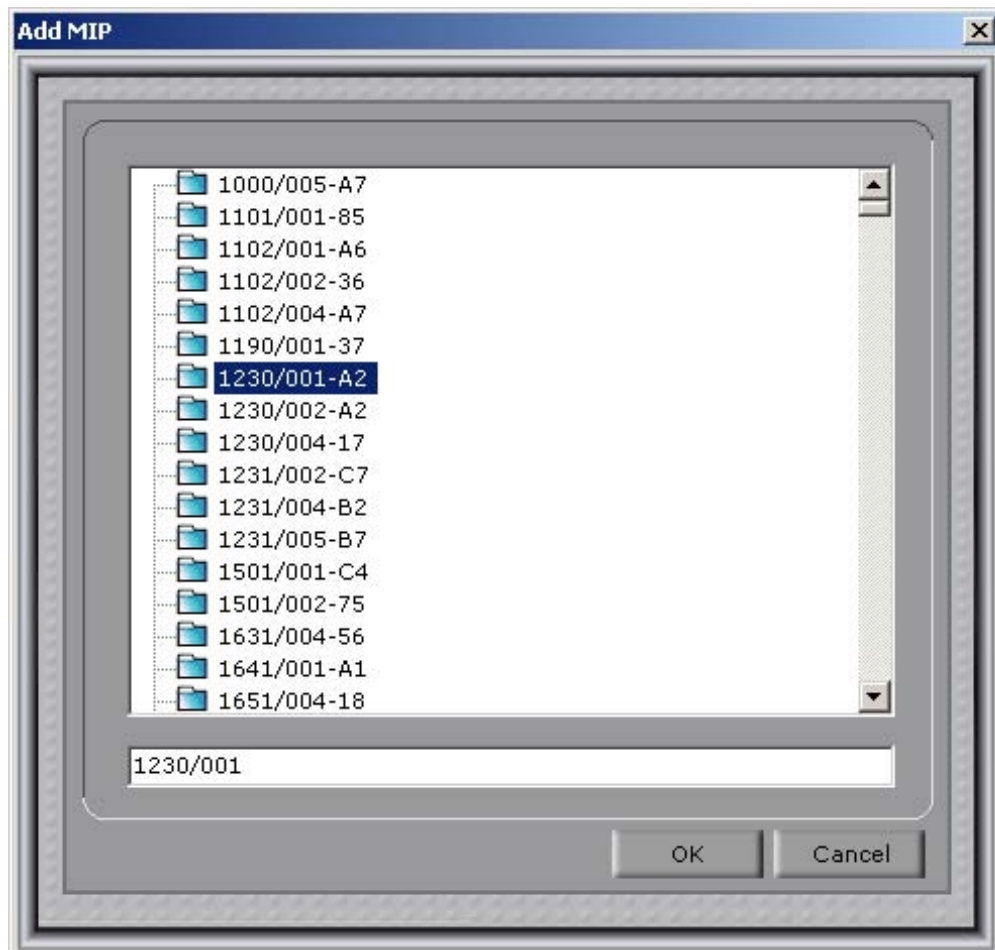
Add Unlisted MIPs

SKED 3.2 automatically compares your PMS schedule data against the current reference data and displays all MIPs listed on your List of Effective Pages (LOEP). However, sometimes you will perform maintenance that is not on your current LOEP. To complete maintenance that is not on your LOEP, add an unlisted MIP. The MIP list includes every MIP that is available on the loaded Navy PMS CD, but if your MIP is not listed, type the MIP code manually. (When entering MIPs manually, you can view only PMS documents that are provided on the CD.)

NOTE: Be sure to submit a Feedback Report to have the MIP added to your LOEP.

How do I add an unlisted MIP?

1. On the Revision Editor toolbar, click **New MIP** . The Add MIP dialog box opens.
2. Select the MIP that you want to add to your workcenter. If your MIP is not listed, enter the MIP number in the blank provided in the lower portion of the screen. Refer to the following figure.
3. Click **OK**.



You can select the MIP you want to revise or type unlisted MIPs

Add a New Maintenance Group

This function is used to add Maintenance Groups to a workcenter. A workcenter supervisor normally performs this function.


How do I add a new Maintenance Group?

1. In the MIP outline, click to highlight the MIP to which you want to add a Maintenance Group.
2. Click inside the text box; then enter the name of the new group.

How do I delete a Maintenance Group?


1. Follow the MIP outline to the Maintenance Group that you want to delete.



2. Click to highlight the group.
3. On the toolbar, click **Delete** .

Modify Maintenance Item

How do I modify a Maintenance Item?

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. Modify or change data in the white grids only. The Maintenance Item icon  in the MIP outline and the grid that you changed becomes yellow.

Copy a Maintenance Item

This function is used when adding multiple like maintenance items.

How do I copy a Maintenance Item?

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. On the toolbar, click **Copy**. A box opens.
3. Enter the number of copies you want to make.
4. Click **OK**. The copy of the item will get it's own MRCs that are consistent with the original Maintenance Item.

Assign a Configuration RIN to a Maintenance Item

Assigning a Record Identification Number (RIN) is an important part of maintenance management. RINs link SKED equipment to OMMS equipment. This information, which leaves the ship, helps in the management of budgets and supplies.


How do I assign a RIN?

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. Click the ellipses button in the SHIP RIN or CMD RIN row, which is found in the white grids. A dialog box opens.
3. Use the drop down menus to locate criteria or enter search text.
4. Click **GO**.
5. Highlight the row of data needed. Click **OK**.

Add Cross-MIP-related MRCs

Related maintenance is determined by reading the MIP. Next to the MRC listing there is a column that shows the related maintenance requirements. Mandatory-related maintenance is automatically scheduled by SKED 3.2, while convenience-related maintenance is manually scheduled by a workcenter supervisor.

How do I add cross-MIP-related MRCs?

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. On the toolbar, click **Add MRC** . The wizard opens.



3. Click **Next**.
4. Click the box to select an MRC. A check displays.
5. Click **Next**.
6. In the white grids, enter your MRC details.
7. Click **Next**.
8. Click **Finish**.

Set First Schedule Offset

This feature provides an opportunity to plan and organize the schedule. The First Schedule Offset is based on days. Set this by entering the number of days from the date of the revision that you want maintenance to start for a new MRC or a newly activated MRC. This feature can be used for most checks, except for dailies, R-checks and U-checks. If the First Schedule Offset is not entered on a new MRC, by default, maintenance will start on the date the revision is finalized. The First Schedule Offset is normally set during a Force Revision, but you can set this in the other four types of revisions as well.

How do I set the First Schedule Offset?

1. Follow the MIP outline to the desired MRC and highlight the MRC.
2. Click to highlight the zero in the First Schedule Offset grid. The grid becomes blue.
3. Type the desired number of days.
4. Click **Save** or **Save and Close**.

Associate Related Maintenance to an MRC

In the Revision Editor, you can also associate mandatory related maintenance and convenience related maintenance to any MRC.




How do I associate related maintenance?

1. Follow the MIP outline to the desired MRC and highlight the MRC.
2. Click the ellipsis button in either related maintenance row (Mandatory Related Maintenance or Convenience Related Maintenance), which is found in the white grids. A dialog box displays.
3. Click the box for the applicable related maintenance. A check displays.
4. Click **OK**.

Disable a Maintenance Item

The disable function is used when a Maintenance Item is removed from your workcenter or moved to another workcenter and you no longer need to maintain the item. However, to preserve the Maintenance Item history, be sure to Export the item to the new workcenter so the workcenter supervisor can create a new record.

How do I disable a Maintenance Item?

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. On the toolbar, click **Make Active/Inactive** . The Maintenance Item  and MRC  icons in the outline will become gray.



Move Up/Down




This function is good for re-organizing levels of Maintenance Items.

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. Click the Maintenance Item icon. The item moves up/down in the organizational outline.

Delete Maintenance Item

This function is used to delete an item that was manually added during the same revision and for revisions that have not been finalized. Any icon that's green in the outline is eligible.

How do I delete a Maintenance Item?

1. Follow the MIP outline to the desired Maintenance Item and highlight the item.
2. On the toolbar, click **Make Active/Inactive** . The Maintenance Item  and MRC  icons in the outline will become gray.

Save

To periodically save the revision you are currently working on:

- > On the toolbar, click **Save**.

Save and Close


When you are finished making your revisions at the current time and want to return to the Workcenter view:

- > On the toolbar, click **Save and Close**.

Mark Complete

Normally the workcenter supervisor marks a revision as complete.

How do I Mark Complete?


1. On the toolbar, click **Mark Complete** .
2. Check the status bar; it should read "Ready for Approval."

As a result, the revision will show up in the MY TASKS of the person in your chain of command responsible for approving revisions. All toolbar buttons will then become disabled.

Approve a Revision

User roles dictate who can approve revisions, and will often be performed by a Department Head. Once approved, the revision is applied to the schedule and affects the entire Workcenter view.























How do I approve a revision?

1. Ensure the status bar reads "Ready for Approval."
2. Review the revision.
3. On the toolbar, click **Approve** .



SKED 3.1 Translator

SKED 3.1 used the term “finalizing a revision.” The new term in SKED 3.2 is “approving a revision.”

Icon	Description
	MIP - no changes
	MIP - no changes - sub items have changes
	MIP - changes
	MIP - new to the Workcenter
	MIP - deleted from the LOEP
	Maintenance Group - no changes
	Maintenance Group - sub items have changes
	Maintenance Item (Equipment) - no changes
	Maintenance Item (Equipment) - no changes - sub items have changes
	Maintenance Item (Equipment) - no Changes and inactive
	Maintenance Item (Equipment) - contains changes to the equipment data
	Maintenance Item (Equipment) - contains changes to the equipment data and inactive
	Maintenance Item (Equipment) - new
	Maintenance Item (Equipment) - new and inactive
	MRC - no changes
	MRC - no changes and not on the schedule
	MRC - changes and is on the schedule
	MRC - changes but not on the schedule
	MRC - new to the MIP and will be added to the schedule
	MRC - new to the MIP but is not going to be added to the schedule
	MRC - deleted from the MIP but is still on the schedule
	MRC - deleted from the MIP and will be removed from the schedule
(bold text)	Indicates the active/inactive status has changed

Workcenter – Revision Editor Icon Legend



Chapter 7: PMS Viewer

The Planned Maintenance System (PMS) Viewer (PMS VIEWER on the view tab bar) allows you to view and print Maintenance Index Pages (MIPs) and Maintenance Requirement Cards (MRCs) that are distributed on the Navy PMS CD. The PMS Viewer in SKED is meant to replicate the same functionality as the PMS Viewer application.

What can I do here?

- > Display various MIP and MRC documents
- > Search for PMS documents by SYSCOM control number or nomenclature
- > Print PMS documents individually
- > Batch print multiple PMS documents
- > View by current Command or all UICs

Note: The documents displayed in the PMS Viewer are reference documents and therefore not customized for a workcenter or a specific piece of equipment. To view customized PMS documents, use the PMS Documents section of the WORKCENTER view.

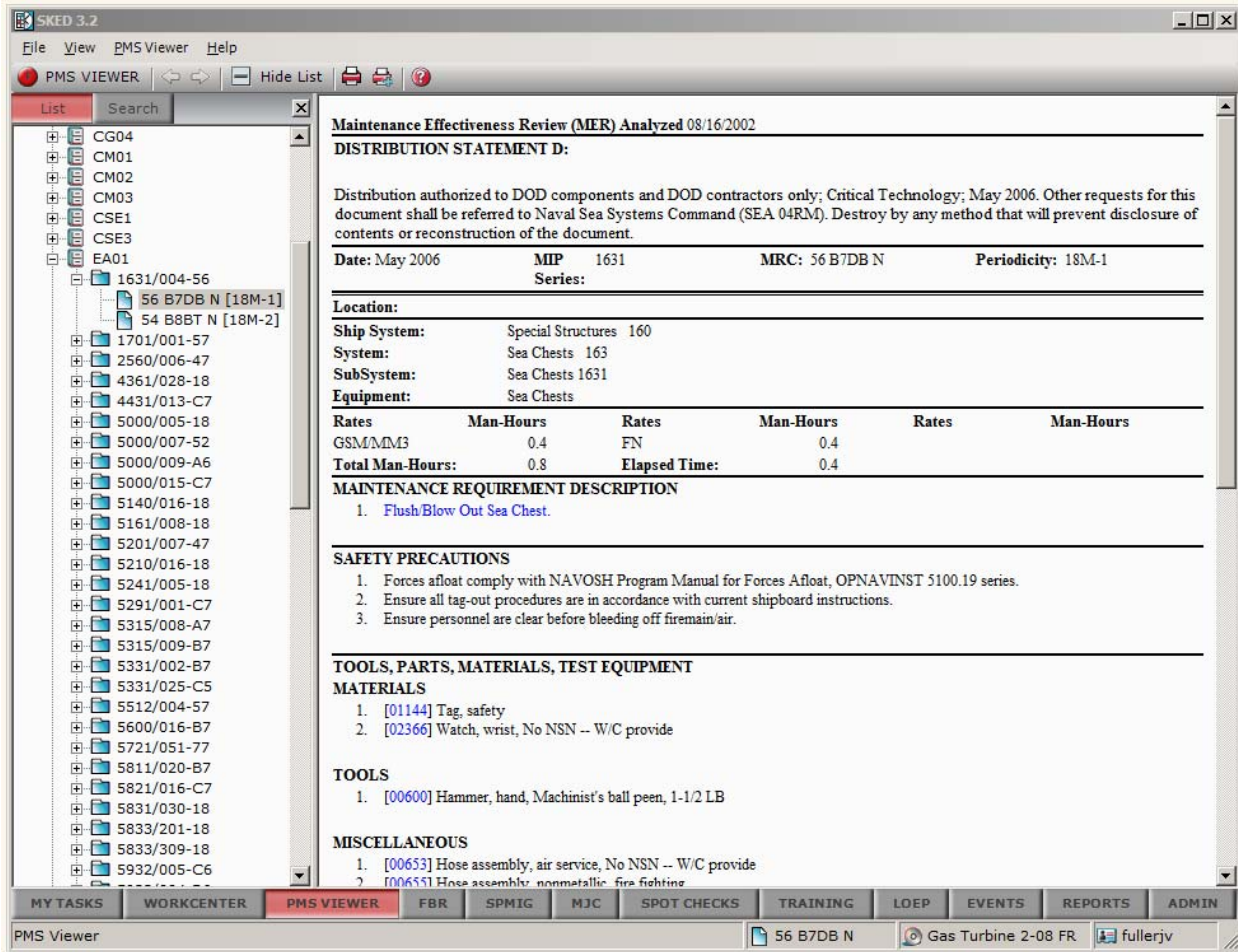
How do I access the PMS Viewer?

1. Open your workcenter.
2. On the view tab bar, click **PMS VIEWER**.

The PMS Viewer is divided into two panes (sections), as shown in the next figure.

Command Outline. The left pane has the organizational structure for the command, as it appears on the ship's LOEP. Select a PMS document in the command outline to display the document in the Document Display. By default, only the command you are logged on appears; however, all of the commands that are on the Navy PMS CD are available for viewing via the PMS Viewer menu.

Document Display. The right pane shows the PMS document that you selected from the Command Outline.



The PMS Viewer has two panes: command outline and document display

Show/Hide All UICs

The PMS Viewer contains all PMS documents, which are distributed on the Navy PMS CD and loaded on SKED 3.2. In some cases, you may want to view PMS documents from another command; use the Show All UICs option to do this.

How do I show/hide all UICs?


1. On the view tab bar, click **PMS VIEWER**.
2. On the menu bar, open the PMS Viewer menu. Select **Show All UICs**. The task toggles between displaying all UICs and just the UIC on which you are logged.

Note: Switching between Show/Hide modes resets the Command Outline.

Print MIP and MRC Documents




How do I print MIP or MRC documents?

1. On the view tab bar, click **PMS VIEWER**.
2. From the command outline, select the MIP or MRC document you want to print.
3. On the toolbar, click **Print** .

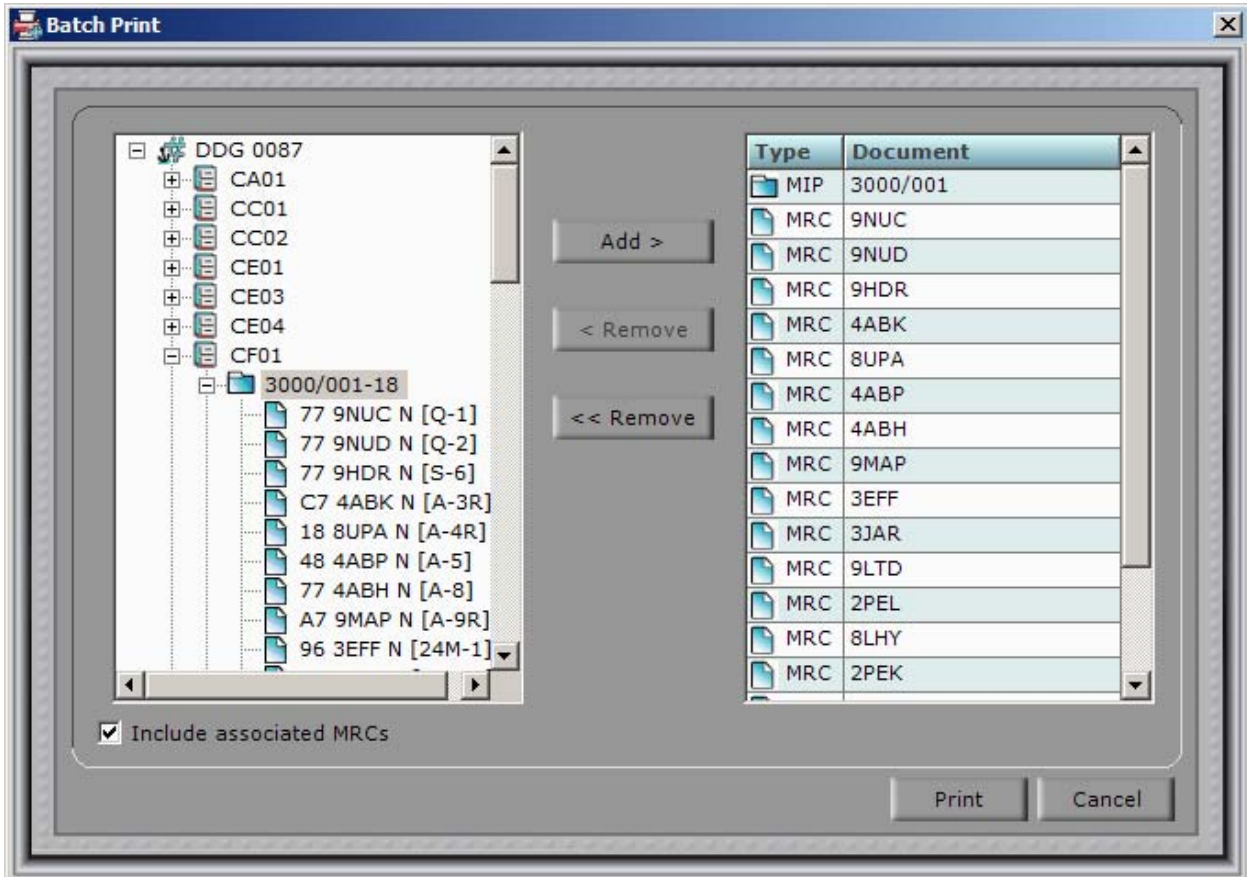
Batch Print MIP and MRC Documents

Print multiple PMS documents at one time using the Batch Print feature of the PMS Viewer. Each document prints sequentially in the print queue. See the next figure.

How do I batch print MIP and MRC documents?

1. On the view tab bar, click **PMS VIEWER**.
2. On the toolbar, click **Batch Print** . The Batch Print dialog box displays.
3. Select the MIP and MRC documents that you want to print.
4. Click **Add**.
5. Click **Print**.

Note: If selected, the "Include Associated MRCs" option moves the MRCs when a MIP is added to the print list.



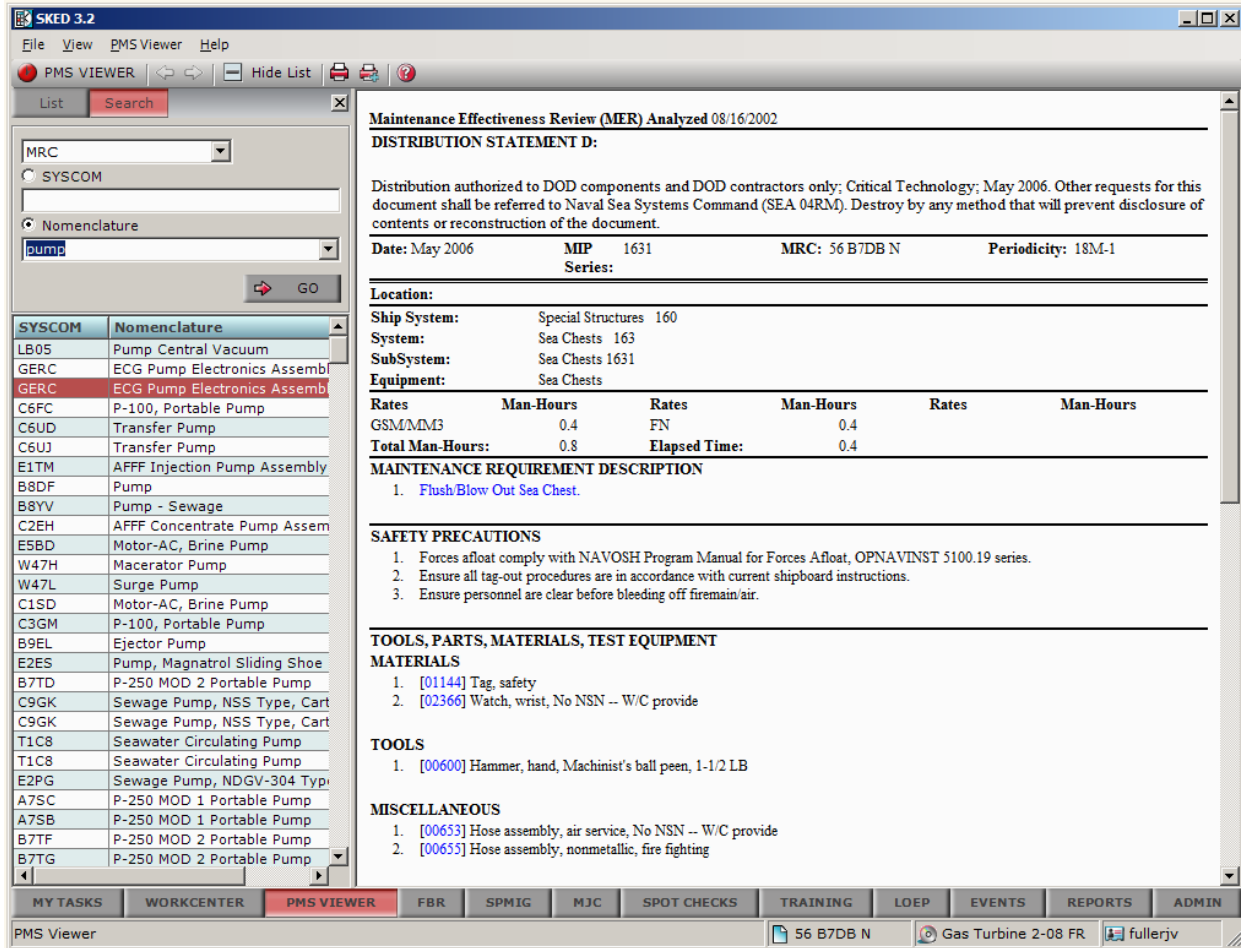
The Batch Print feature allows you to print multiple PMS documents

Search by MRC

Search for MRC documents by SYSCOM Control Number (MRC Code) or by the Nomenclature tied to the document. The search is a partial word search, meaning documents are returned if the field contains the search text in any form. See the following figure.

How do I search for an MRC?

1. On the view tab bar, click **PMS VIEWER**.
2. Click the **Search** button.
3. In the first text box, click the drop down arrow. Click MRC.
4. Select **SYSCOM** or **Nomenclature** to specify the search field.
5. Enter the search text in the relevant text box.
6. Click **GO**.
7. Highlight the item in the returned list to display the MRC.



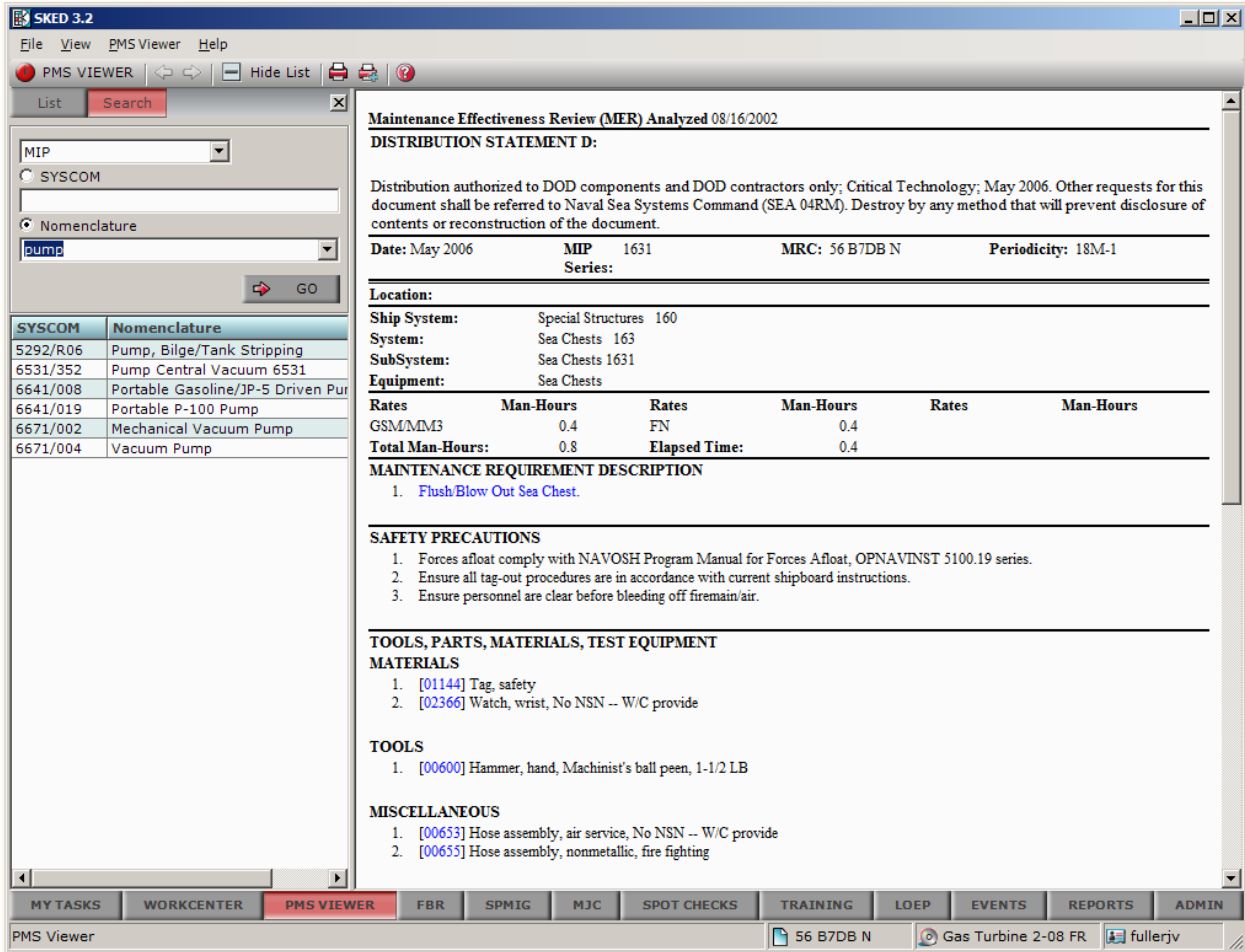
SKED 3.2 allows you to search for MRCs by SYSCOM or Nomenclature

Search by MIP

Search for MIP documents by SYSCOM Control Number (MIP Code) or by the Nomenclature tied to the document. The search is a partial word search, meaning documents are returned if the field contains the search text in any form. Refer to the next figure.

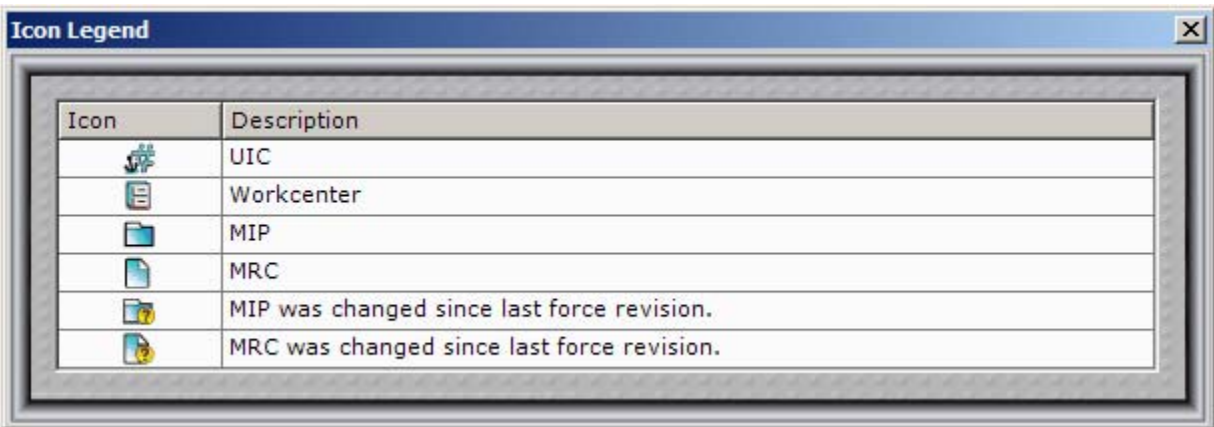
How do I search for a MIP?

1. On the view tab bar, click **PMS VIEWER**.
2. Click the **Search** button.
3. In the first text box, click the drop down arrow. Click **MIP**.
4. Select **SYSCOM** or **Nomenclature** to specify the search field.
5. Enter the search text in the relevant text box.
6. Click **GO**.
7. Highlight the item in the returned list to display the MIP.



SKED 3.2 allows you to search for MIPs by SYSCOM or Nomenclature

Icon Legend





PMS Viewer Icon Legend

Chapter 8: Feedback Report Manager

The Feedback Report Manager (FBR on the view tab bar) provides an organized way to view PMS Feedback Reports – both technical and non-technical. You can view reports in four different ways:

1. List by Quarter.
2. List by Workcenter.
3. List by Originator.
4. List by Status.

Each list contains the same information, but the lists are organized differently to suit your need or preference. Depending on your role and permissions, you can perform several tasks.

What can I do here?

- > View FBR details
- > Create new FBRs
- > Delete old FBRs
- > Print FBRs and details
- > Perform quick and advanced searches
- > Export approved FBRs
- > Change feedback preferences



SKED 3.1 Translator

The Feedback Report Manager replaces the legacy Feedback Report Log.









Note: Periodically refresh the FBR View using Refresh on the toolbar. Data entered by other users does not display automatically while your session is open.

How do I access the FBR View?

1. Open your workcenter.
2. On the view tab bar, click **FBR**.

Toolbar

The toolbar in the FBR view has the following functions:

- > Feedback Report Details 
- > New Feedback Report 
- > Delete Feedback Report 
- > Print Feedback Report 
- > Refresh
- > List menu
- > Calendar menu
- > Advanced Feedback Search 
- > Hide/Show Description 
- > Help 
- > Training 



Blue column headings located just below the toolbar organize your display. Depending on your user role, the column headings generally organize workcenter data by Status, Urgency, Workcenter, Date In, Serial Number, and Title of Equipment. The headings change slightly with each type of list view. Use the scroll bars to view complete data.

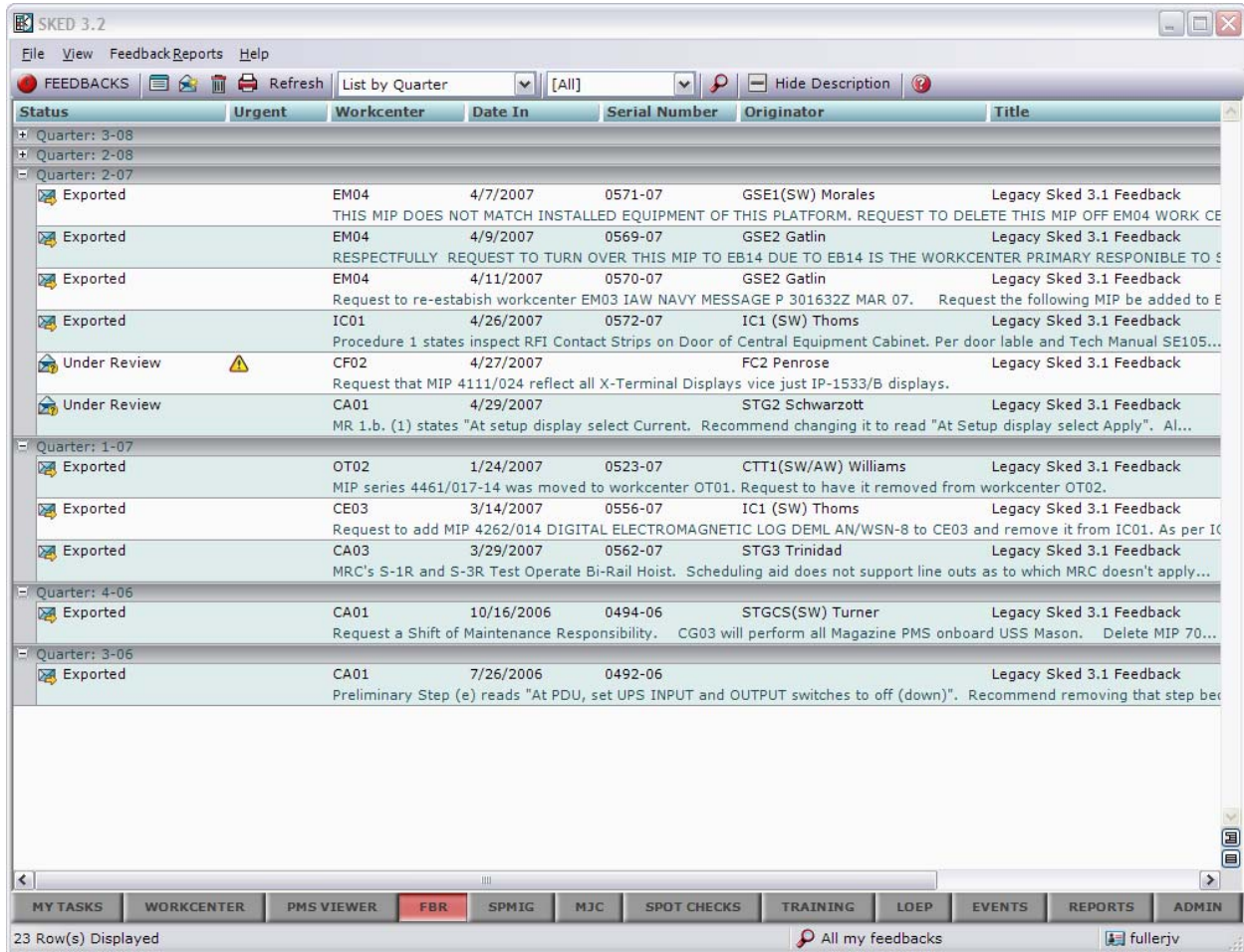
View Feedback Report Lists

The FBR toolbar includes a drop down menu of the four different Feedback Report lists. By default, the current quarterly list displays when you open the FBR view.

List by Quarter. The quarterly list organizes Feedback Reports by quarter in the year-long maintenance cycle. The title of each quarter is shown above the corresponding grid of data, as shown in the following figure. This list is also organized by Date In, with the oldest available report listed first.

The list then displays the current quarter, followed by the next quarter, and so on. Expand or collapse the data using the + or – buttons located on the left side of each quarter, or the Expand All / Collapse All buttons. Use the scroll bars to locate all quarterly lists.

By using the other drop down menu, located on the same toolbar, you can list all Feedback Reports, or reports from the past week, past month, and past year. By default, all reports [All] display when you open the FBR view.



Status	Urgent	Workcenter	Date In	Serial Number	Originator	Title
Quarter: 3-08						
Quarter: 2-08						
Quarter: 2-07						
Exported		EM04	4/7/2007	0571-07	GSE1(SW) Morales	Legacy Sked 3.1 Feedback THIS MIP DOES NOT MATCH INSTALLED EQUIPMENT OF THIS PLATFORM. REQUEST TO DELETE THIS MIP OFF EM04 WORK CE
Exported		EM04	4/9/2007	0569-07	GSE2 Gatlin	Legacy Sked 3.1 Feedback RESPECTFULLY REQUEST TO TURN OVER THIS MIP TO EB14 DUE TO EB14 IS THE WORKCENTER PRIMARY RESPONSIBLE TO S
Exported		EM04	4/11/2007	0570-07	GSE2 Gatlin	Legacy Sked 3.1 Feedback Request to re-establish workcenter EM03 IAW NAVY MESSAGE P 301632Z MAR 07. Request the following MIP be added to E
Exported		IC01	4/26/2007	0572-07	IC1 (SW) Thoms	Legacy Sked 3.1 Feedback Procedure 1 states inspect RFI Contact Strips on Door of Central Equipment Cabinet. Per door lable and Tech Manual SE105...
Under Review	⚠	CF02	4/27/2007		FC2 Penrose	Legacy Sked 3.1 Feedback Request that MIP 4111/024 reflect all X-Terminal Displays vice just IP-1533/B displays.
Under Review		CA01	4/29/2007		STG2 Schwarzott	Legacy Sked 3.1 Feedback MR 1.b. (1) states "At setup display select Current. Recommend changing it to read "At Setup display select Apply". Al...
Quarter: 1-07						
Exported		OT02	1/24/2007	0523-07	CTT1(SW/AW) Williams	Legacy Sked 3.1 Feedback MIP series 4461/017-14 was moved to workcenter OT01. Request to have it removed from workcenter OT02.
Exported		CE03	3/14/2007	0556-07	IC1 (SW) Thoms	Legacy Sked 3.1 Feedback Request to add MIP 4262/014 DIGITAL ELECTROMAGNETIC LOG DEML AN/WSN-8 to CE03 and remove it from IC01. As per IC
Exported		CA03	3/29/2007	0562-07	STG3 Trinidad	Legacy Sked 3.1 Feedback MRC's S-1R and S-3R Test Operate Bi-Rail Hoist. Scheduling aid does not support line outs as to which MRC doesn't apply...
Quarter: 4-06						
Exported		CA01	10/16/2006	0494-06	STGCS(SW) Turner	Legacy Sked 3.1 Feedback Request a Shift of Maintenance Responsibility. CG03 will perform all Magazine PMS onboard USS Mason. Delete MIP 70...
Quarter: 3-06						
Exported		CA01	7/26/2006	0492-06		Legacy Sked 3.1 Feedback Preliminary Step (e) reads "At PDU, set UPS INPUT and OUTPUT switches to off (down)". Recommend removing that step bec

The Feedback Report Manager lists your reports starting with the current quarter

List by Workcenter. Use the drop down menu located on the toolbar to switch from the quarterly, originator, or status list to the workcenter list. The workcenter list organizes your Feedback Reports by workcenter, beginning with the first alphanumeric designation of the systems you have. For example: CA01, CA02, CC02, CE01, CEO3, and so on.

This list is also organized by Date In, with the oldest available report listed first. Expand or collapse the data using the + or – buttons located on the left side of each workcenter, or the Collapse All / Expand All buttons in the lower right portion of the screen.. Use the scroll bars to locate all workcenter lists.

List by Originator. Use the drop down menu located on the toolbar to switch from the quarterly, workcenter, or status list to the originator list. The originator list is organized by the rank and name of the crew member that initially generated the report.

The originator display is also organized by Date In, with the most recent (reverse chronology) report listed first. Expand or collapse the data using the + or – button located on the left side of each originator, or the Collapse All / Expand All buttons in the lower right portion of the screen. Use the scroll bar on the right side of your view to locate more originator lists.




List by Status. Use the drop down menu located on the toolbar to switch from the quarterly, workcenter, or originator list to the status list. The status display organizes your Feedback Reports into five categories: approved, exported, action taken, response received, and under review.

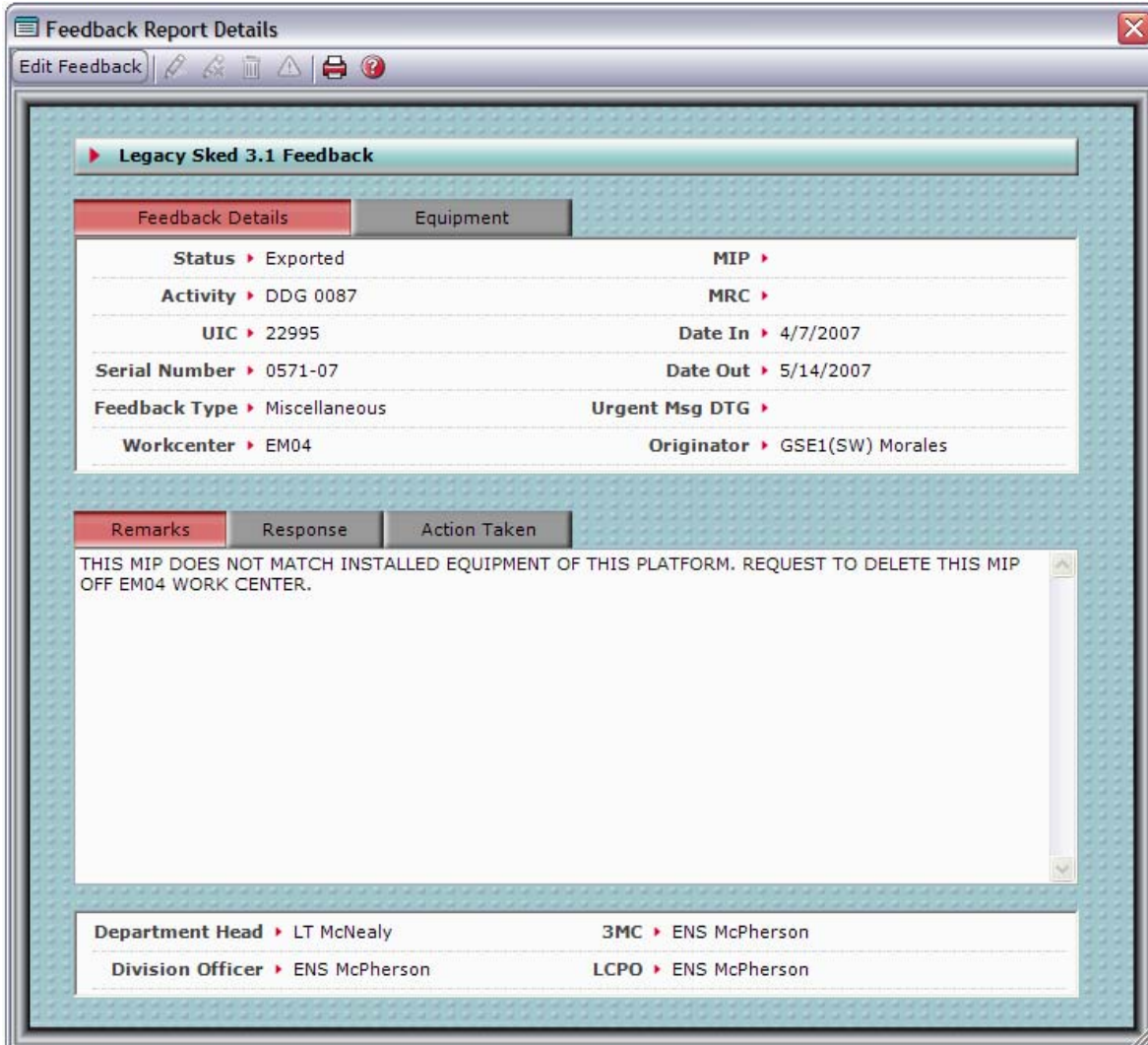
Expand or collapse the data using the + or – buttons located on the left side of each status entry, or the Collapse All / Expand All buttons in the lower right portion of the screen.. Use the scroll bars to locate all status lists.

View Feedback Report Details

Feedback Report Details provide specific data related to equipment in your workcenter, if a Feedback Report is associated with the equipment. Technical Feedback Reports do not have data to display. View Details is an easy-to-use and accessible feature that helps you manage your reports.

How do I view Feedback Report Details?

1. From the list of Feedback Reports, click to highlight a report.
2. On the toolbar, click **View Details** . The Details dialog box opens. This box includes the following (see figure below):
 - > FBR and equipment data such as serial number, nomenclature, RIN, workcenter number, and APL, among other information.
 - > Toolbar functions to sign, clear signatures, delete, make urgent, and print.
 - > Text box to view remarks, responses, and actions taken. (You can not edit here.)
 - > Edit button to change remarks, responses, and/or actions taken.
 - > Signature blocks for the 3MC, Department Head, Division Officer, and LCPO. The report is approved after the 3MC signs it, regardless of whether the other signature blocks are filled. Once the 3MC signs an FBR, a serial number is attached and it is eligible to send off the unit (ship, sub, or shore facility).




The Details box is a comprehensive source for Feedback Report data.

Note: You can also view details by opening the Feedback Reports menu and clicking **View Current** or you can double-click the highlighted report itself.

Create New Feedback Reports

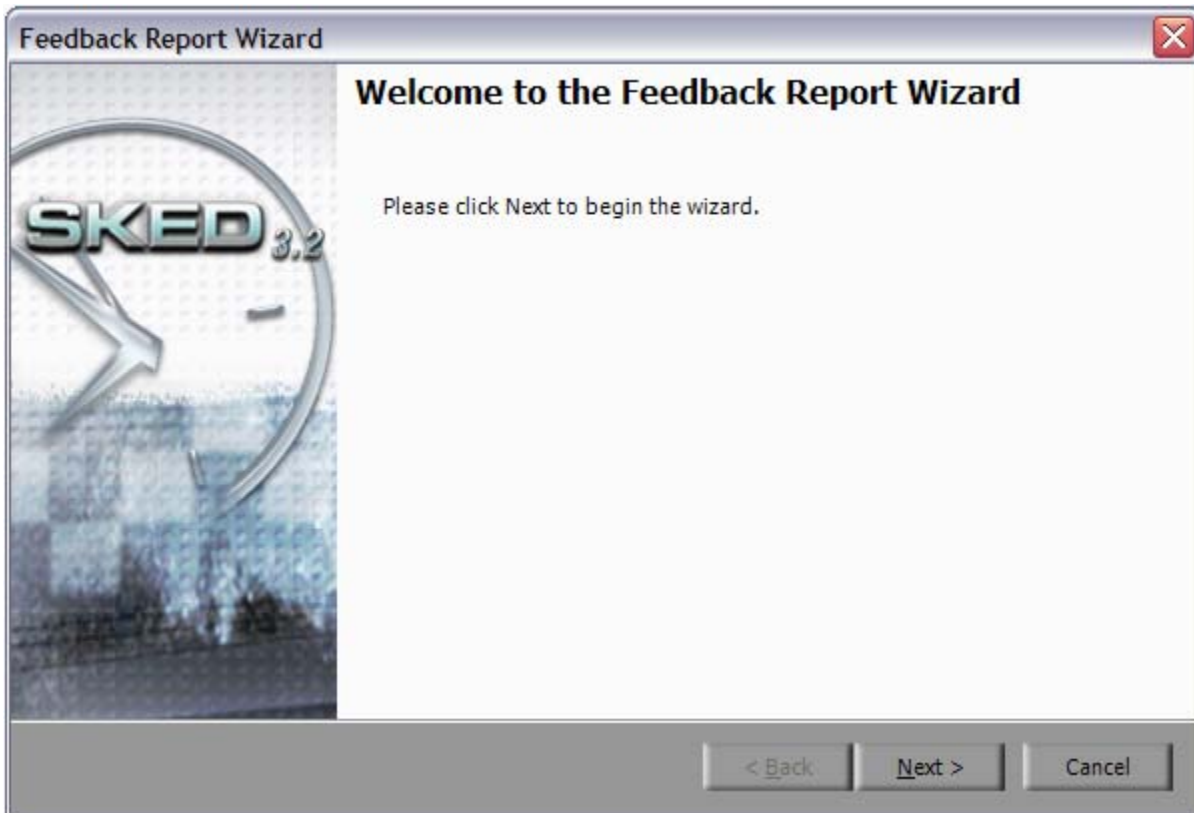
Creating new reports is easy with SKED's Wizard program.

How do I create a new Feedback Report?

1. On the toolbar, click **New** . The Feedback Report Wizard opens. (See the following figure.)
2. Click **Next**.
3. Select a type of Feedback Report, which are categorized as either Non-Technical or Technical.
4. Click **Next**.

5. Enter the information requested, clicking Next to move forward in the procedure.
6. When prompted, type any additional comments about the Feedback Report you are creating. The comments are added to the end of the remarks block and should be general.
7. Click **Next**.
8. Review your selections and comments.
9. Click **Finish**. The Feedback Report Details dialog box opens.

Note: You can also create a new report by opening the Feedback Reports menu and clicking New.




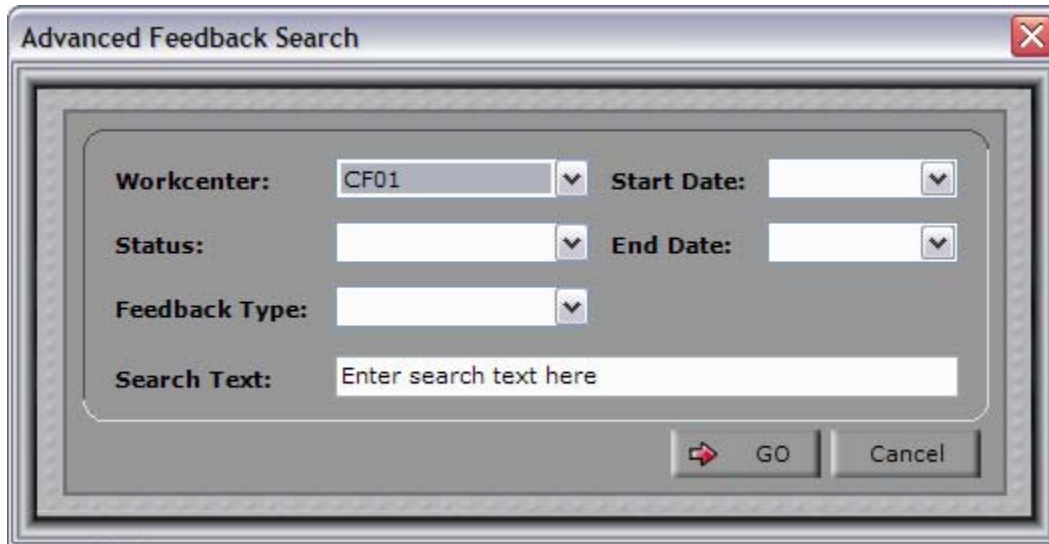
The Feedback Report Manager includes a fast step-by-step process for creating new reports

Perform Advanced Feedback Report Searches


The advanced search function enables you to perform searches in several ways: by Workcenter, Status, Feedback Type, Start Date, or End Date. You can search using multiple criteria, too. If no keywords are entered in the text box, SKED 3.2 performs a wild card search which provides the Feedback Report's title, remarks, response, and action taken.

How do I perform an advanced FBR search?

1. On the toolbar, click **Advanced Search** . A box opens.
2. From the menus, select how you want to conduct the search.
3. In the Search Text box, enter additional key words.
4. Click **GO**.



The advanced search function helps you quickly locate the data you need

Note: You can also conduct advanced searches by opening the Feedback Reports menu and clicking Advanced Search .

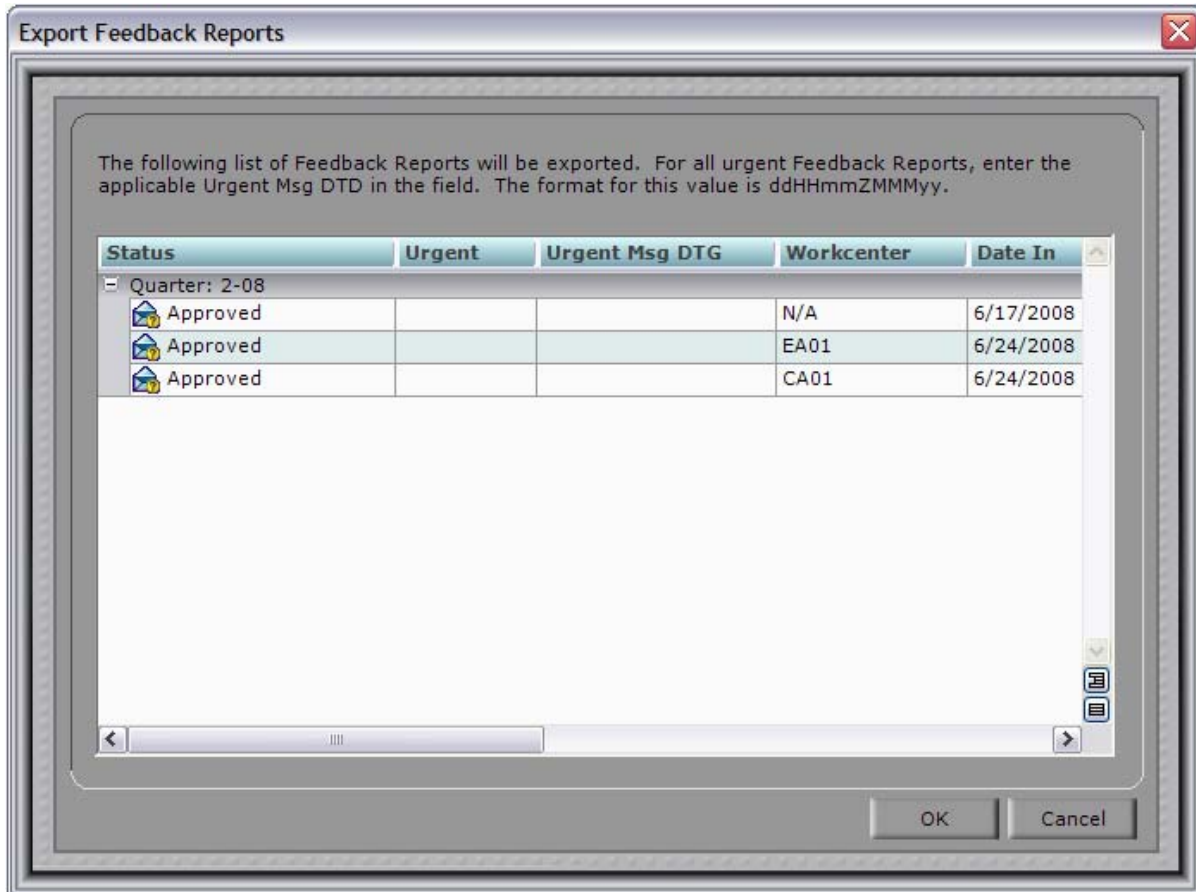
Export Approved Feedback Reports

How do I export approved Feedback Reports?

1. On the toolbar, click to open the Feedback Reports menu.
2. Select **Export Approved Feedback Reports**, as shown in the following figure.
3. Enter **Urgent Message Date Time Group** (DTG) for any urgent feedbacks. The format must be "ddhhmmZMMyy." These letters stand for the following words:

d = day
h = hour
m = minute
Z = Zulu
M = month
y = year

4. Click **OK**.
5. Update the Current Serial Number and Current File Index, if appropriate.
6. Click **OK**. All reports export to a subfolder named Feedback Reports.



Once your reports are approved, you can quickly export them off the unit (ship, sub, facility)

Edit a Feedback Report

You can edit only the Response and Action Taken. All other content is read-only.


How do I edit Feedback Reports?

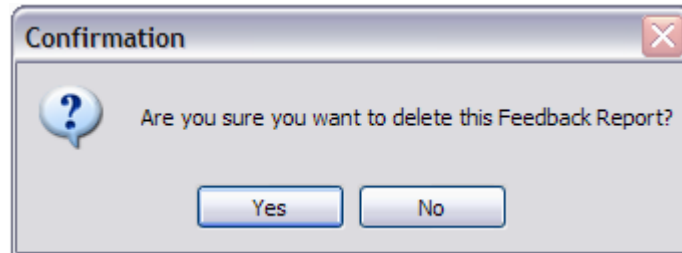
1. Click to highlight the report you want to edit.
2. On the toolbar, click **View Details**. A box opens.
3. Click **Edit Feedback Report**.
 - Remarks Button: dialog is read-only.
 - Response Button: click Import Response button; choose a text file to import into this dialog.
 - Action Taken Button: type your changes or updates.

Delete Old Feedback Reports

How do I delete old Feedback Reports?

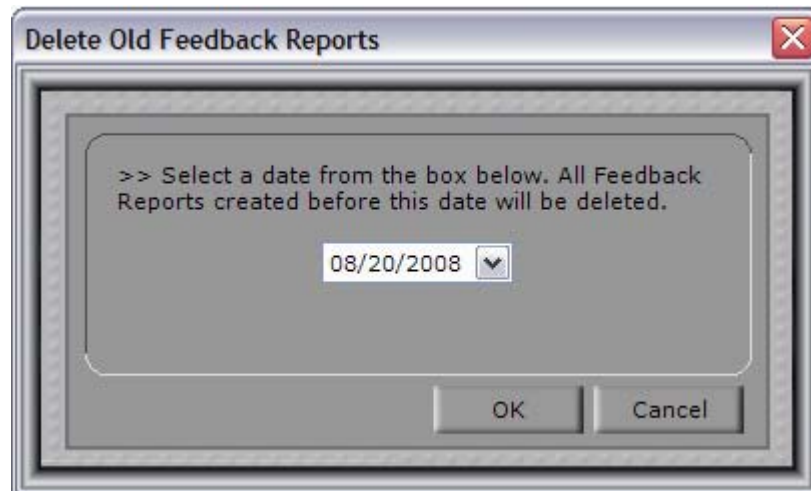
1. Click to highlight the report you want to delete.

2. On the toolbar, click **Delete** . A Confirmation dialog box opens, as shown in the following figure.
3. Click **Yes**.



Be sure to highlight the correct report before clicking Yes

Note: You can also delete reports by opening the Feedback Reports menu on the toolbar and clicking Delete Old Feedback Reports. A dialog box opens. Select a date and then click OK. Refer to the following figure.



Be sure to select the correct date before deleting FBRs

Changing Feedback Report Preferences






How do I change Feedback Preferences?

1. On the toolbar, click to open the Feedback Reports menu.
2. Click **Preferences**. The Feedback Preferences dialog box opens.
3. Type the Current Serial Number and Current File Index.
4. Click **OK**. All reports export to a subfolder named Feedback Reports.

Icon Legend



The screenshot shows a dialog box titled "Icon Legend" with a close button in the top right corner. Inside the dialog is a table with two columns: "Icon" and "Description".

Icon	Description
	Feedback Report is under review.
	Feedback Report is ready for export.
	Feedback Report has been exported.
	Feedback Report has received a response.
	Action has been taken on the Feedback Report.
	Urgent Feedback

FBR Icon Legend

Chapter 9: SPMIG Viewer

The Standard PMS Material Identification Guide Viewer (SPMIG on the view tab bar) enables you to access and search the tools, parts, and materials databases used with MRC documents. This information may be useful for ordering repair parts, gathering test equipment information, or checking if an item is out of stock on the ship.

What can I do here?







- > Perform a quick search of the SPMIG database
- > Perform an advanced search of the SPMIG database
- > View/print SPMIG record details
- > Print search result lists

How do I access the SPMIG View?

1. Open your workcenter.
2. On the view tab bar, click **SPMIG**.

Toolbar

The toolbar in the SPMIG view has the following functions:

- > SPMIG Viewer Details 
- > Print SPMIG Viewer 
- > Quick Search text box with Go 
- > Advanced SPMIG Search 
- > Help 
- > Training 

The SPMIG Viewer also has blue column headings, located just below the toolbar, as shown in the following figure. The column headings organize your workcenter data by SPIN, Suffix, Nomenclature, Modifier, Category, APL, Part Number, Sub-Category Code (SCAT), National Item Identification Number (NIIN), Cage, Remarks, and Unit of Issue (UI). Use the scroll bars to view complete data.




SPIN	Suffix	Nomenclature	Modifier	Category	APL	Part No.	SCAT Code	SCAT	NIIN	Cage	Remarks
00073		Grease, Termalene...	CID A-A...	Materials		A-A-504...			0130...	58536	15 to 350
00103		Barrier material, gre...	Grease/...	Materials		MIL-B-1...			0029...	81349	Acid-free a
00334		Coupling, grease gun	Flush-ty...	Tools		MIL-L-4...			0072...	81349	1/8-27 dry
00335		Coupling, grease gun	Alemite...	Tools		MIL-L-4...			0020...	81349	1/8-27 dry
00336		Coupling, grease gun	Shafer-t...	Tools		MIL-L-4...			0020...	81349	1/8-27 dry
00344		Cup, grease	No NSN...	Miscellaneous							
00540		Grease	Lubripla...	Materials		108805			0039...	57712	Melting poi
00542		Grease, aircraft	For surf...	Materials							See suffixs
00542	A	Grease, aircraft	For surf...	Materials		MIL-G-8...			0018...	81349	General se
00542	B	Grease, aircraft	For surf...	Materials		MIL-G-8...			0014...	81349	General se
00542	C	Grease, aircraft	For surf...	Materials		MIL-G-8...			0093...	81349	General se
00542	D	Grease, arresting ge...	For surf...	Materials		MOBILE...			0123...	77988	This NSN o
00542	E	Grease, aircraft	For surf...	Materials		MIL-G-8...			0126...	81349	14 Oz cart
00546		Grease, aircraft		Materials		MIL-G-4...			0026...	81349	Rubber/me
00549		Grease, aircraft and...		Materials		MIL-PRF...				81349	See suffixs
00549	A	Grease, aircraft and...		Materials					0098...		-100 to 25i
00549	B	Grease, aircraft and...		Materials					0098...		-100 to 25i
00549	C	Grease, aircraft and...		Materials					0098...		-100 to 25i
00549	D	Grease, aircraft and...		Materials					0093...		-100 to 25i
00549	E	Grease, aircraft and...		Materials					0098...		-100 to 25i
00549	F	Grease, aircraft and...		Materials		MIL-PRF...			0098...	81349	35 lb. cn
00550		Grease, aircraft and...	Shelf lif...	Materials		A-A-591...			0014...	58536	Polymethyl
00553		Grease, aircraft ord...		Materials		MIL-L-1...			0055...	81349	Semi-fluid
00555		Grease, automotive...		Materials							See suffixs
00555	A	Grease, automotive...		Materials		MIL-PRF...			0119...	81349	Lubrication
00555	B	Grease, automotive...		Materials		MIL-PRF...			0119...	81349	Lubrication
00555	C	Grease, automotive...		Materials		MIL-PRF...			0119...	81349	Lubrication
00556		Grease, ball and roll...		Materials							See suffixs
00556	A	Grease, ball and roll...		Materials		MIL-G-2...			0014...	81349	Extreme te
00556	B	Grease, ball and roll...		Materials		MIL-G-2...			0082...	81349	Extreme te
00558		Grease, ball and roll...	Deleted...	Materials							
00563		Grease, general pur...		Materials		MIL-G-2...				81349	See suffixs
00563	A	Grease, general pur...		Materials					0018		MIL-HDRK...

Use the SPMIG Viewer to locate tools, parts, and materials



View SPMIG Details


How do I view SPMIG details?

1. Click to highlight the row for which you want details.
2. On the toolbar, click **View Details** . The SPMIG Viewer Details box opens.
3. Close the box when you are finished.

Note: You can also view details by clicking View Details on the SPMIG Viewer menu, or by double-clicking the row for which you want details.


Print SPMIG Details

How do I print SPMIG details?

1. Click to highlight the row that you want to print.
2. On the toolbar, click Print . The Print Preview dialog box opens.
3. On the dialog box toolbar, click Print. The Print dialog box opens.
4. Select a printer, your preferences, and the print range.
5. Click OK.

SPMIG Quick Search


How do I perform a quick search in SPMIG?

1. On the toolbar, type a key word in the search text box, such as hydraulic, pump, kit, adhesive, motor, and so on.
2. On the toolbar, click **GO**. The SPMIG rows rearrange to display all results of your keyword search in numerical SPIN order.
3. Click to highlight the row for which you want details.
4. On the toolbar, click **View Details** . The SPMIG Details dialog box opens.
5. Close the box when you are finished.

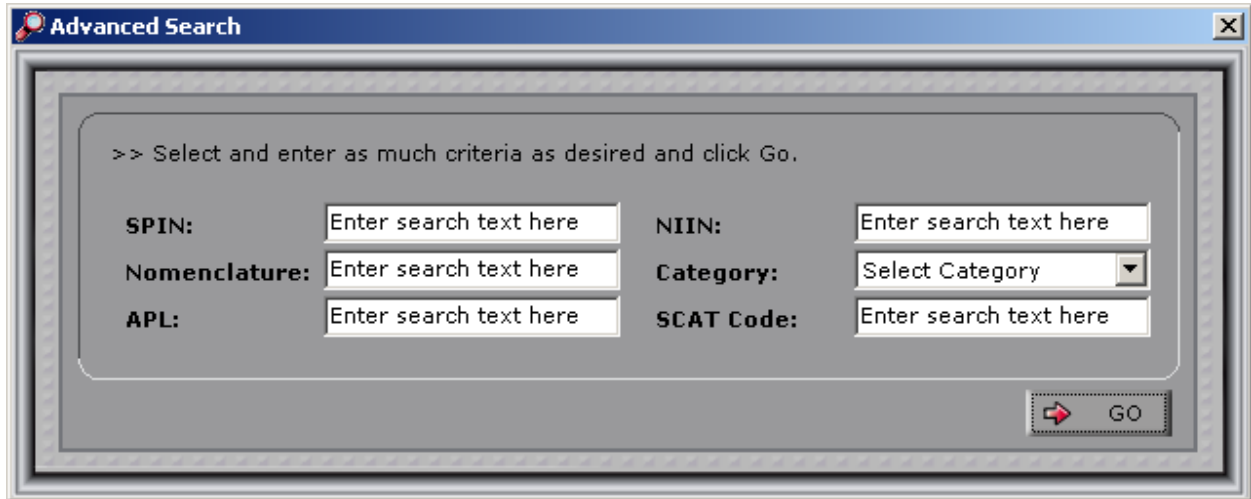
Note: You can also view details by clicking View Details on the SPMIG Viewer menu, or by double-clicking the row for which you want details.

SPMIG Advanced Search

How do I perform an advanced search in SPMIG?

1. On the toolbar, click **Advanced Search** . The Advanced Search dialog box opens, as shown in the following figure.
2. Enter the SPIN, Nomenclature, APL, NIIN, Category, or SCAT code. Enter as much criteria as you want.

3. Click **GO**.



Advanced Search

>> Select and enter as much criteria as desired and click Go.

SPIN:	<input type="text" value="Enter search text here"/>	NIIN:	<input type="text" value="Enter search text here"/>
Nomenclature:	<input type="text" value="Enter search text here"/>	Category:	<input type="text" value="Select Category"/>
APL:	<input type="text" value="Enter search text here"/>	SCAT Code:	<input type="text" value="Enter search text here"/>

Conduct an Advanced Search from the SPMIG Viewer

Chapter 10: Master Job Catalog

The Master Job Catalog (MJC on the view tab bar) brings the Intermediate Class Maintenance Plan (ICMP) tasks to the ship. By using the pre-canned ICMP tasks as a template, you can create a Work Candidate (2K) in the Current Ship Maintenance Project (CSMP) when corrective maintenance is needed.

The MJC view has secondary displays which allow you to view the MJC in two different ways.

1. By Equipment
2. By Tasks

If you know your equipment requires a corrective action, the Equipment Display allows you to find the equipment and see the ICMP task templates available for that equipment. If you know the tasks that need to be performed but cannot find the equipment record, the Tasks Display provides the list of available ICMP tasks. See the following figure.

Note: ICMP tasks are uniquely identified by the combination of Expanded Ship Work Breakdown Structure (ESWBS) and Task Number. Equipment records are uniquely identified by the Unit Identification Code (UIC), Ship Record Identification Number (RIN), and Configuration Data Manager (CDM) RIN.

What can I do here?





- > View the Equipment Details, including any ICMP tasks for that equipment
- > Using the Equipment Display, search and view the equipment records for which there is an ICMP task
- > View the Task Details, including any equipment for that task
- > Using the Tasks Display, search and view ICMP tasks for the command
- > View/Print the Equipment Lists or Tasks
- > Insert a Work Candidate (2K) into the ship's CSMP using the ICMP template
- > Add additional equipment records to an ICMP task

How do I access the Master Job Catalog?

1. Open your workcenter.
2. On the view tab bar, click **MJC**.

Toolbar

The toolbar in the MJC view has the following functions:

- > Equipment button
- > Tasks button
- > MJC Viewer Details 
- > Quick Search text box
- > Advanced MJC Search 
- > Help 
- > Training 



MJC Equipment Display

The MJC Equipment Display provides a list of all equipment records that are tied to one or more ICMP tasks for the command. Use the quick keyword search or advanced search if you need to locate equipment. If you know the exact piece of equipment requiring corrective action, this display provides the best way to generate the work candidate in the CSMP.

The MJC Equipment Display has column headings that organize your workcenter data by UIC, Ship RIN, CDM RIN, Workcenter, Nomenclature, Serial Number, Location, Functional Description, APL, HSC, and Location Description. Use the scroll bars to view complete data. The following figure shows an example of a typical MJC Equipment Display.

UIC	Ship R...	CDM RIN	Work...	Nomenclature	Serial Number	Location	Functional Description	APL	HSC	Locati
22995	000017	0000S	CF01	AS-3851/SPY-1D DDG51T...	0228	03-128-1...	ANTENNA NO 1	ME403296CL	4560111	
22995	000019	0001C	CF01	AS-3851/SPY-1D DDG51T...	NONE	03-128-2...	ANTENNA NO 2	ME403296CL	4560112	
22995	000021	0001M	CF01	AS-3851/SPY-1D DDG51T...	NONE	03-158-2...	ANTENNA NO 3	ME403296CL	4560113	
22995	000023	0001W	CF01	AS-3851/SPY-1D DDG51T...	NONE	03-158-3...	ANTENNA NO 4	ME403296CL	4560114	
22995	000585	0016M	CF03	AS-3444/SPG-62 DDG51T...	0259	06-150-0...	ANTENNA	ME403295	482991...	
22995	000627	0019A	CF03	AS-3444/SPG-62 DDG51T...	0261	05-272-0...	ANTENNA, GUN & GUIDED...	ME403295	482991...	
22995	000668	001BN	CF03	AS-3444/SPG-62 DDG51T...	0262	04-297-0...	ANTENNA	ME403295	482991...	
22995	000765	001IE	IC01	SA-2481A/SPS-67(V)3 P/...	D007	03-142-0...	CONTROLLER, ANTENNA,...	00029079FD	4516714	
22995	000769	001IO	IC01	AB-1337/SPS-67(V) P/O...	R122	08-168-0...	PEDESTAL, ANTENNA	00029079FH	451671...	
22995	000772	001KJ	CE03	OE-120A/UPX, ANTENNA...	I2	03-128-0...	ANTENNA GROUP	00036804	4551111	
22995	000776	001KQ	CE03	AS-177B/UPX, ANTENNA	198	08-168-2...	ANTENNA 5-4, INTERROGA...	59153506	4551112	
22995	000821	001RH	CE01	AS-177B/UPX, ANTENNA	423	09-172-1...	ANTENNA 5-5, TRANSPON...	59153506	4551124	
22995	000824	001RN	CE01	AS-177B/UPX, ANTENNA	R27	09-172-1...	ANTENNA 5-6, TEST	59153506	455114	
22995	001126	002XZ	CSE1	AS-1735/SRC, ANTENNA	J181	010-174-...	ANTENNA 3-18, UHF	10000906	441119...	
22995	001127	002YA	CSE1	AS-1735/SRC, ANTENNA	L398	08-168-2...	ANTENNA 3-4, UHF	10000906	441119...	
22995	001133	002YM	CSE1	AS-2809/SRC, ANTENNA	1206	08-168-2...	ANTENNA, VERTICAL DIPO...	59309947	44111D...	
22995	001134	002YR	CSE1	AS-2809/SRC, ANTENNA	1207	09-172-1...	ANTENNA, VERTICAL DIPO...	59309947	44111D...	
22995	001135	002YW	CSE1	AS-2809/SRC, ANTENNA	1208	08-168-1...	ANTENNA, VERTICAL DIPO...	59309947	44111D...	
22995	001136	002ZE	CSE1	AS-3226A/URC, ANTENNA	1057	08-168-2...	ANTENNA 3-11, UHF	00018180	44111B...	
22995	001138	002ZG	CSE1	OE-82D/WSC, ANTENNA...	A771	2-157-1-C	UHF SATELLITE ANTENNA...	00031194CL	441712	
22995	001145	0030X	CSE1	OA-9243A(V)3/SR, ANTE...	A111	SHIP---	ANTENNA, AUTO, TILTING...	00033963	441113	
22995	001160	0031Q	CSE1	OA-9243A(V)3/SR, ANTE...	A114	01-387-2...	ANTENNA TILTING GROUP	00033963	441117	
22995	001170	0032A	CSE1	AS-4163/URC, ANTENNA	1028	09-172-1...	ANTENNA 3-5, UHF	00025537	441119...	
22995	001172	0032E	CSE1	OE-409/SRC, ANTENNA G...	K80	05-160-0...	ANTENNA NO 2-1 EQUIPM...	00029016CL	4411161	
22995	001466	0032S	CSE1	AS-4127A/URC-107(V)7...	A058	010-174-...	ANTENNA, RECEIVER TRA...	ME000691	441511...	
22995	001467	0032T	CSE1	AS-4400/URC-107(V)7, A...	A110	07-164-0...	ANTENNA, RECEIVER TRA...	ME000692	441511...	
22995	005798	00RQP	CSE1	OA-9277/SRC, ANTENNA...	A105	2-157-1-C	ANTENNA COUPLER GROUP	00019309	441211...	
22995	005799	00RQQ	CSE1	OA-9277/SRC, ANTENNA...	A109	2-157-1-C	ANTENNA COUPLER GROU...	00019309	441211...	
22995	005800	00RQR	CSE1	OA-9277/SRC, ANTENNA...	A771	2-157-1-C	ANTENNA COUPLER GROU...	00019309	441211...	
22995	005801	00RQS	CSE1	OA-9277/SRC, ANTENNA...	A602	2-157-1-C	ANTENNA COUPLER GROU...	00019309	441211...	
22995	006978	30CXR	CSE1	FOR REPORTING MAINTEN...	NONE	NOT ---	COMMUNICATION ANTENNA...	XSYSTEMITEM	44111	


A typical MJC Equipment Display in SKED 3.2

View MJC Equipment Details

How do I view MJC Equipment Details?

1. On the toolbar, click **Equipment** (default setting).



2. Perform the appropriate search (quick or advanced) to find the record you need.
3. Highlight the desired row in the results.
4. On the toolbar, click View **Details** . The MJC Equipment Details box opens.
5. Close the box when you are done.

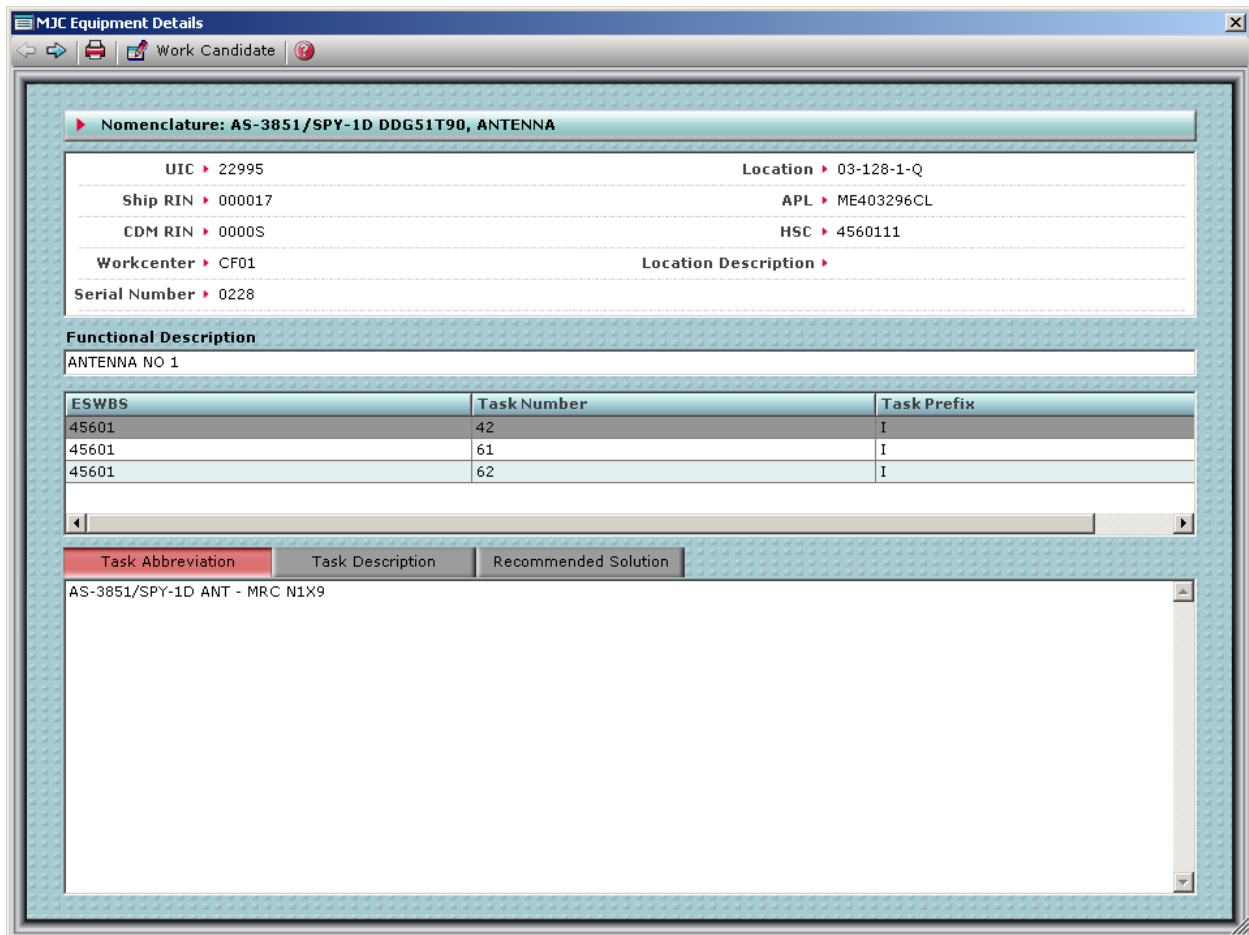
Note: You can also select View Details from the MJC menu, or double-click the row for which you would like to view the details.

The MJC Equipment Details box, as shown in the following figure, has three panes (sections).

Nomenclature lists the configuration record information for the selected Maintenance Item. This information is static in the MJC view.

Functional Description lists the functional description available for the selected Maintenance Item, including ESWBS, Task Number, and Task Prefix.

Task Details includes Task Abbreviation, Task Description, and Recommended Solution.



MJC Equipment Details Box



MJC Tasks Display

The MJC Tasks Display provides a list of all ICMP tasks that are tied to one or more pieces of equipment for the command. Use the quick keyword search function if you need to locate a task. When you know the type of corrective action that needs to occur, but don't know the exact equipment details, this display provides the best way to generate the work candidate in the CSMP.

The MJC Tasks Display in the MJC View has blue column headings just below the toolbar. The column headings organize your workcenter data by Abbreviation, Description, Recommended Solution, ESWBS, Task Number, and Prefix. To view complete data, use the scroll bars. See the next figure for an example of the MJC Tasks Display.

Abbreviation	Description	Recommended Solution	ESWBS	Task Number	Prefix
(M)UW HULL (DD) - INSP	INSPECT UNDERWATER BOD...	IAW NSTM CH-997, PARA. 997-4.1, ACCOMPLISH...	11011	1	I
UW HULL (IN WTR) - INSP	INSPECT THE UNDERWATER...	ACCOMPLISH A WATERBORNE UNDERWATER HU...	11011	2	I
UW HULL (IN WTR) - CLN	CLEAN THE UNDERWATER H...	ACCOMPLISH A WATERBORNE UNDERWATER HU...	11011	3	Q
UW HULL (DD) - RPR	REPAIR THE UNDERWATER B...	ACCOMPLISH THE FOLLOWING AUTHORIZED REP...	11011	4	Q
PROP STRUT (DD) - NDT INSP	ACCOMPLISH NONDESTRUC...	ACCOMPLISH NONDESTRUCTIVE TESTING OF TH...	11011	8	I
UW HULL PRECLN - INSP (SPAM)	ACCOMPLISH PRECLEANING...	ACCOMPLISH WATERBORNE PRE-CLEANING INSP...	11011	12	I
UW PAINT - MEAS (SPAM)	MEASURE UNDERWATER HU...	MEASURE DRY FILM THICKNESS OF UNDERWATE...	11011	13	I
UW PAINT - TECH (SPAM)	REQUEST ON SITE TECHNIC...	REQUEST ON SITE TECHNICAL REPRESENTATIVE...	11011	14	I
UW PAINT - EVAL (SPAM)	EVALUATE UNDERWATER H...	EVALUATE UNDERWATER HULL PAINT INSPECTI...	11011	15	C
STERN TB/SKEG - INSP (SPAM)	INSPECTION OF STERN TUB...	ACCOMPLISH A WATERBORNE LEVEL 2 ASSESSM...	11011	16	I
BILGE KEEL - INSP (SPAM)	INSPECTION OF BILGE KEEL...	ACCOMPLISH A WATERBORNE LEVEL 2 ASSESSM...	11011	17	I
UW HULL - INSP (SPAM)	CONDUCT A LEVEL 1 UNDER...	ACCOMPLISH WATERBORNE LEVEL 1 UNDERWAT...	11011	18	I
PROP STRUTS (DD) - RPR	ACCOMPLISH REPAIRS OF T...	ACCOMPLISH THE FOLLOWING REPAIRS TO THE...	11011	37	Q
SHELL/SPRT STRUCT - MRC G1N7	ACCOMPLISH THE SHELL AN...	ACCOMPLISH THE SHELL AND SUPPORTING STR...	11021	11	I
STRL BHD/DK - MRC G1N6	ACCOMPLISH THE STRUCTU...	ACCOMPLISH STRUCTURE BULKHEAD AND DECK...	12011	5	I
FO COMPSG/EXP TK - INSP	INSPECT THE COMPENSATIN...	ACCOMPLISH A VISUAL INSPECTION OF THE CO...	12311	6	I
FO COMPSG/EXP TK - RPR	REPAIR THE COMPENSATING...	ACCOMPLISH THE FOLLOWING REPAIRS TO THE...	12311	7	Q
FO SVCE TK - INSP	INSPECT THE FUEL OIL SER...	INSPECT THE FUEL OIL SERVICE TANK TO INCLU...	12311	14	I
FO SVCE TK - RPR	REPAIR THE FUEL OIL SERVI...	ACCOMPLISH THE FOLLOWING REPAIRS TO THE...	12311	15	Q
FO GRAV FEED TK - INSP	INSPECT THE FUEL OIL GRA...	ACCOMPLISH A VISUAL INSPECTION OF THE CO...	12311	45	I
FO GRAV FEED TK - RPR	REPAIR THE FUEL OIL GRAVI...	ACCOMPLISH THE FOLLOWING REPAIRS TO THE...	12311	46	Q
FO COMPSG/EXP TK (ENTIRE)- P...	CLEAN AND PRESERVE THE...	CLEAN AND PRESERVE COMPENSATING/EXPANSI...	12311	51	Q
FO COMPSG/EXP TK (PIPING)- P...	CLEAN AND PRESERVE THE...	CLEAN AND PRESERVE THE PIPING OF THE COM...	12311	52	Q
FO COMPSG/EXP TK (STRL) - RPR	STRUCTURALLY REPAIR THE...	STRUCTURALLY REPAIR THE COMPENSATING/EX...	12311	53	Q
FO COMPSG/EXP TK STRL-MISC-...	STRUCTURALLY REPAIR THE...	STRUCTURALLY REPAIR THE COMPENSATING/EX...	12311	54	Q
FO COMPSG/EXP TK TOUCH UP -...	CLEAN AND PRESERVE (TOU...	CLEAN AND PRESERVE (TOUCH UP) COMPENSATI...	12311	55	Q
FO GRAV FD TK - PSV	CLEAN AND PRESERVE THE...	CLEAN AND PRESERVE THE FUEL OIL GRAVITY F...	12311	56	Q
FO GRAV FD TK (STRL) - RPR	STRUCTURALLY REPAIR THE...	STRUCTURALLY REPAIR THE FUEL OIL GRAVITY F...	12311	57	Q
FO GRAV FD TK (STRL-MISC)-RPR	STRUCTURALLY REPAIR THE...	STRUCTURALLY REPAIR THE FUEL OIL GRAVITY F...	12311	58	Q
FO SVCE TK - PSV	CLEAN AND PRESERVE THE...	CLEAN AND PRESERVE THE FUEL OIL SERVICE T...	12311	71	Q
FO SVCE TK (STRL) - RPR	STRUCTURALLY REPAIR THE...	STRUCTURALLY REPAIR THE FUEL OIL SERVICE T...	12311	72	Q
FO SVCE TK (STRL-MISC) - RPR	STRUCTURALLY REPAIR THE...	STRUCTURALLY REPAIR THE FUEL OIL SERVICE T...	12311	73	Q
FO COMPSG/EXP TK - MRC G1N5	ACCOMPLISH THE COMPENS...	ACCOMPLISH THE COMPENSATING/EXPANSION F...	12311	75	I
FO SVCE TK - MRC G1N5	ACCOMPLISH THE FUEL OIL...	ACCOMPLISH THE FUEL OIL SERVICE TANK ASSE...	12311	76	I
FO GRAV TK - MRC G1N5	ACCOMPLISH THE FUEL OIL...	ACCOMPLISH THE FUEL OIL GRAVITY TANK ASSE...	12311	77	I


The MJC Tasks display lists the equipment's ICMP tasks

View MJC Task Details

How do I view MJC Task Details?

1. On the toolbar, click **Tasks**.
2. Perform the appropriate search (quick or advanced) to find the record you need.



3. Highlight the desired row in the results.
4. On the toolbar, click **View Details** . The MJC Task Details box opens.
5. Close the box when you are done.

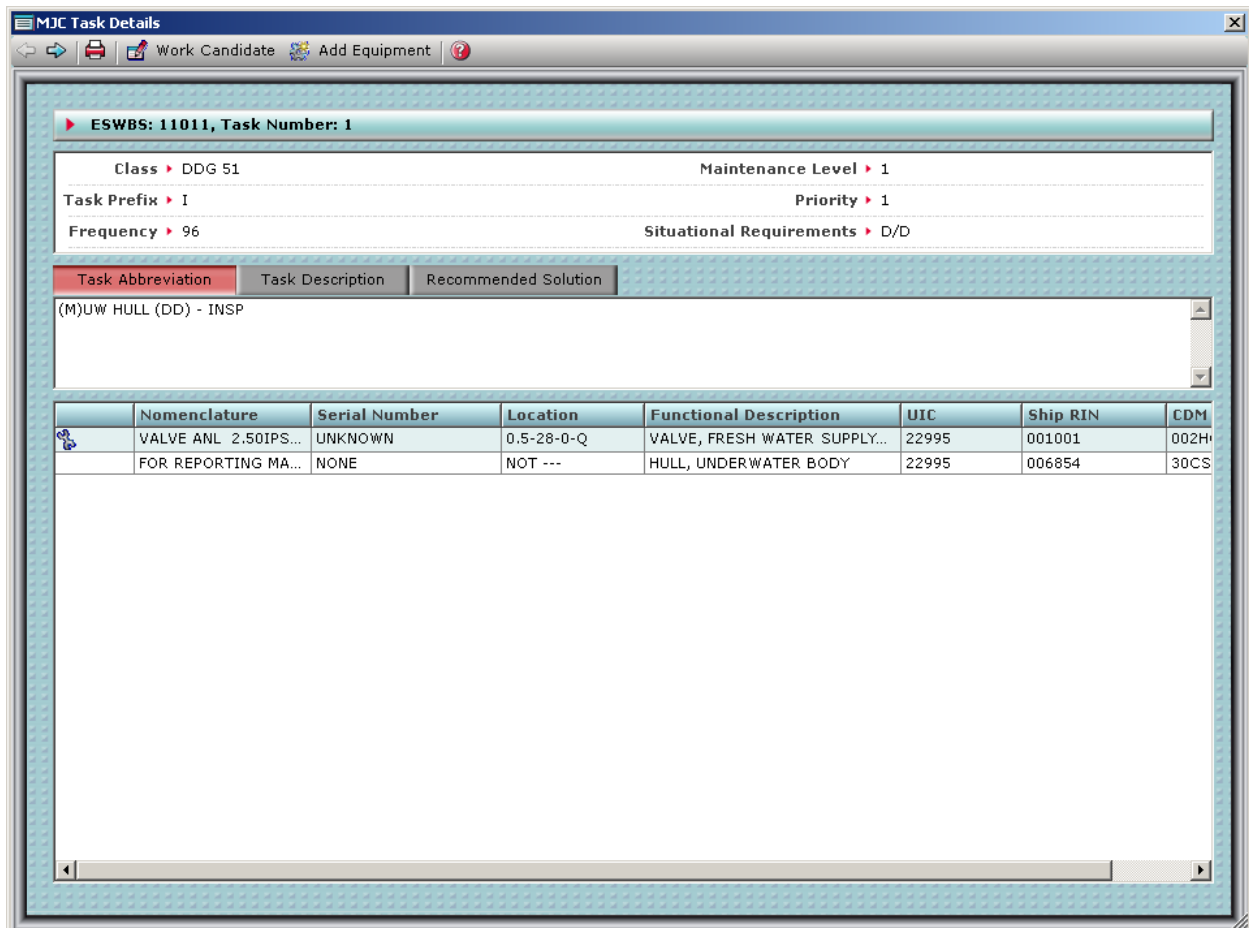
Note: You can also select View Details from the MJC menu, or double-click the row for which you would like to view the details.

The MJC Tasks Details box, as shown in the following figure, also has three panes (sections).

ESWBS. Lists Class, Maintenance Level, Task Prefix, Priority (for work), Frequency, and Situational Requirements.

Task Details. Includes Task Abbreviation, Task Description, and Recommended Solution.



Grid. Organizes Nomenclature, Serial Number, Location, Functional Description, UIC, SHIP RIN, and CDM RIN.



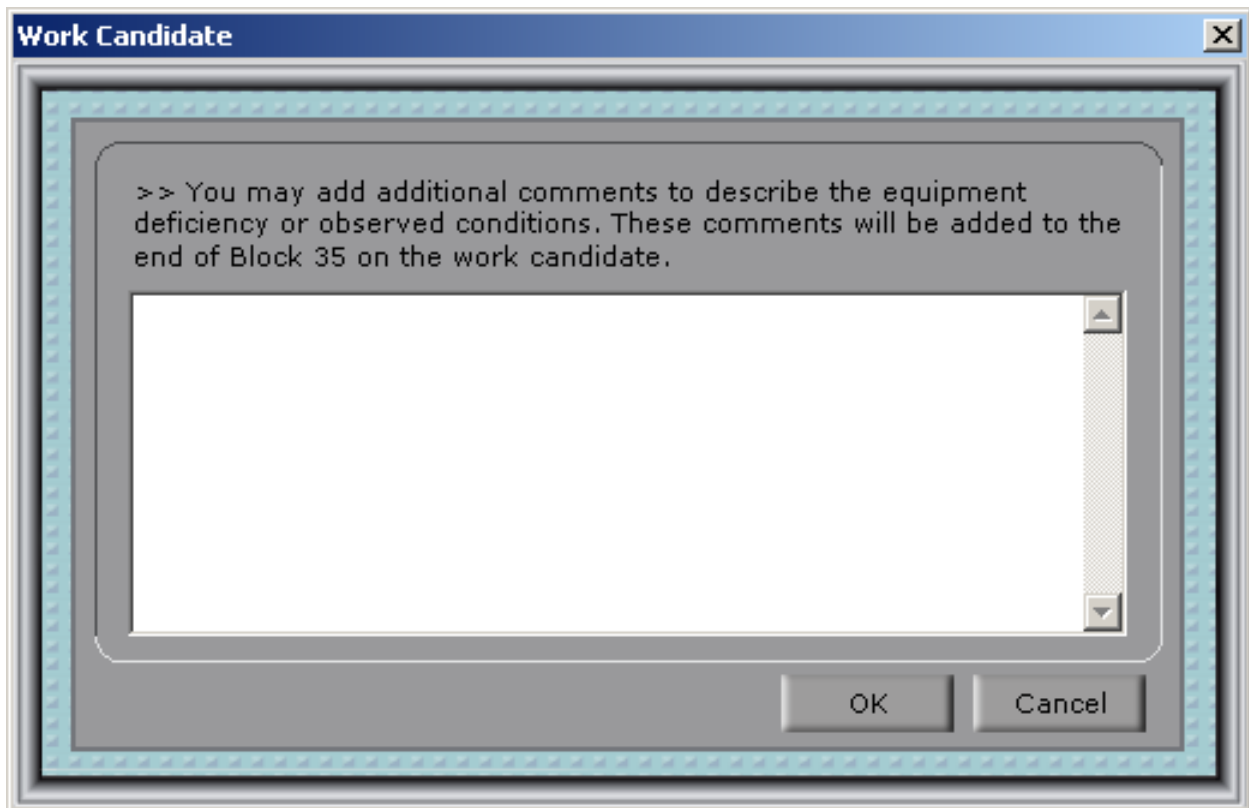
MJC Task Details provide ESWBS information

Create a Work Candidate from the MJC

How do I create a Work Candidate from the MJC?

1. On the toolbar, click **Tasks**.
2. Perform the appropriate search (quick or advanced) to find the record you need.
3. Highlight the desired row to which you want to add equipment.
4. On the toolbar, click **View Details** . The MJC Task Details dialog box opens.
5. On the toolbar, click **Work Candidate** .
6. Enter additional comments that you want included at the end of Block 35 of the Work Candidate. Comments are in addition to the problem description that is added automatically from the ICMP task. See the following figure.
7. Click **OK**.

Note: You can also select the Equipment tab on the MJC screen and follow the same steps.






SKED 3.2 allows you to enter additional comments for Block 35 of the Work Candidate

Add Equipment to a Task



How do I add equipment to an MJC Task?

1. On the toolbar, click **Tasks**.
2. Perform the appropriate search (quick or advanced) to find the record you need.
3. Highlight the desired row to which you want to add equipment.
4. On the toolbar, click **View Details** . The MJC Task Details box opens.
5. On the toolbar, click **Add Equipment** .
6. Using the Equipment Finder dialog box, highlight the equipment record to add to the MJC task.
7. Click **OK**. The equipment record appears in the MJC Task Details screen with an icon  indicating that it is a manually-added record.

Note: Adding equipment to a task creates an FBR requesting that the equipment be added to the ICMP database for the selected task. This is a separate process from the PMS FBRs.

Chapter 11: Spot Checks View

SKED 3.2 features a separate SPOT CHECKS view. Spots checks assess performance of planned maintenance procedures. Leaders in your chain of command may spot check various pieces of equipment in your workcenter, which gives them a completion confidence factor. The two types of spot checks are:







1. **Spot Check.** This type of check assesses maintenance that was previously performed. A spot check earns a recorded score. This check must be performed after the maintenance is scheduled, and is routinely conducted based on Type Commander (TYCOM) instructions.
2. **Self-Monitored Assessment (also known as Self-Evaluation).** This type of check is a real-time assessment, but does not earn a recorded score. During the self-monitored assessment, the supervisor observes and assists the crew member who is performing actual maintenance. This check must occur on the date it is scheduled, and is routinely conducted based on TYCOM instructions.


How do I access the Spot Checks View?

1. Open your workcenter.
2. On the view tab bar, click **SPOT CHECKS**.

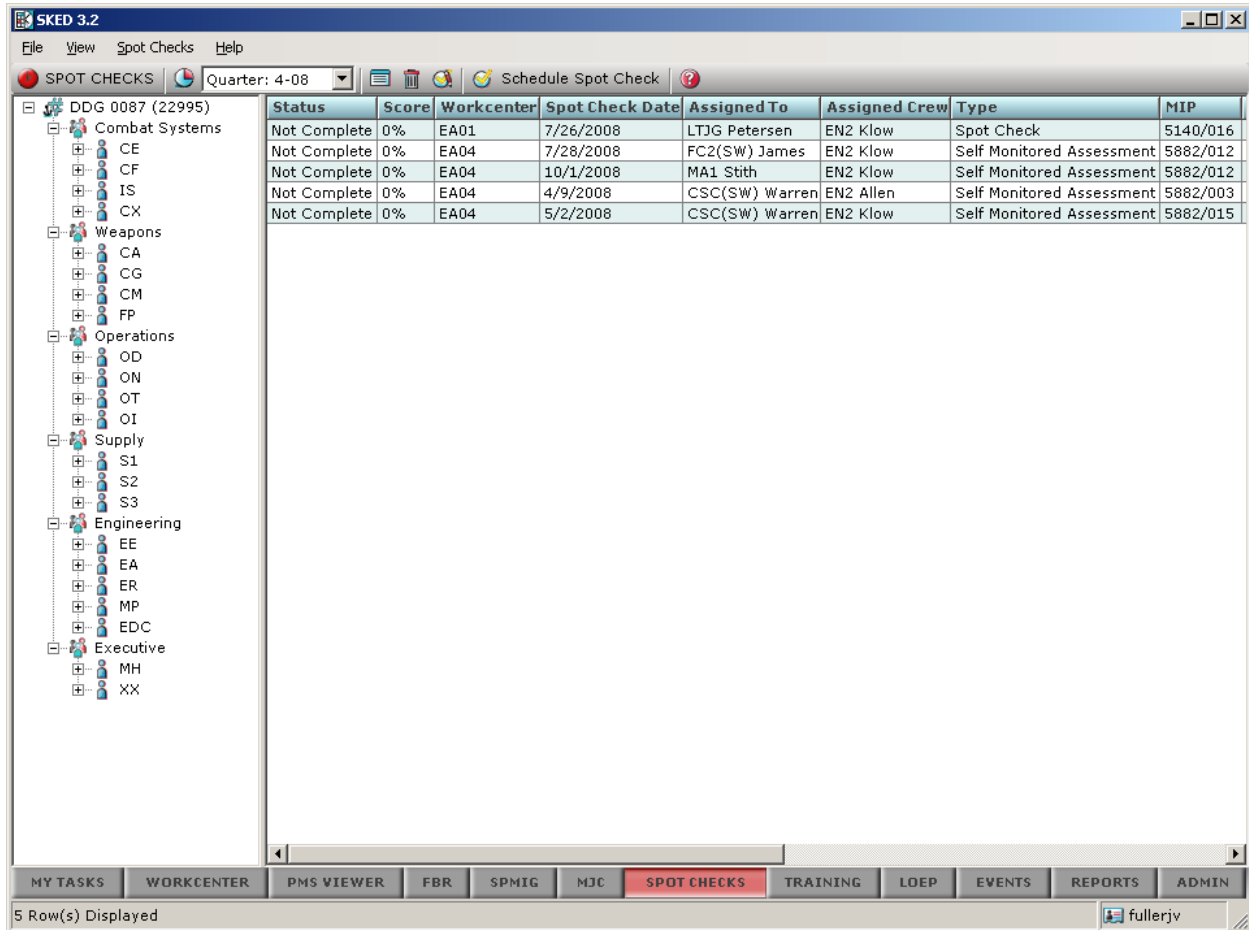
Toolbar

The toolbar in the SPOT CHECKS view has the following functions.

- > Quarter menu
- > View Details 
- > Delete Spot Check 
- > Edit Spot Check 
- > Schedule Spot Check 
- > Help 
- > Training 

The quarter menu has two parts: a **quarterly**  button and a **drop down menu**, as show in the following figure. Here you can choose which quarter you want to display. SKED 3.2 automatically displays the current quarter of the maintenance cycle, but you can also view three other quarters.


SKED 3.2 divides the year-long maintenance cycle into four quarters. The quarters result in a timeline of a year's worth of maintenance. The quarters include: past quarter, current quarter, and two future quarters. Refer to WORKCENTER – Schedule Display for more information on maintenance quarters and cycles.



Your chain of command conducts spot checks to ensure maintenance is performed correctly

How do I schedule a Spot Check?

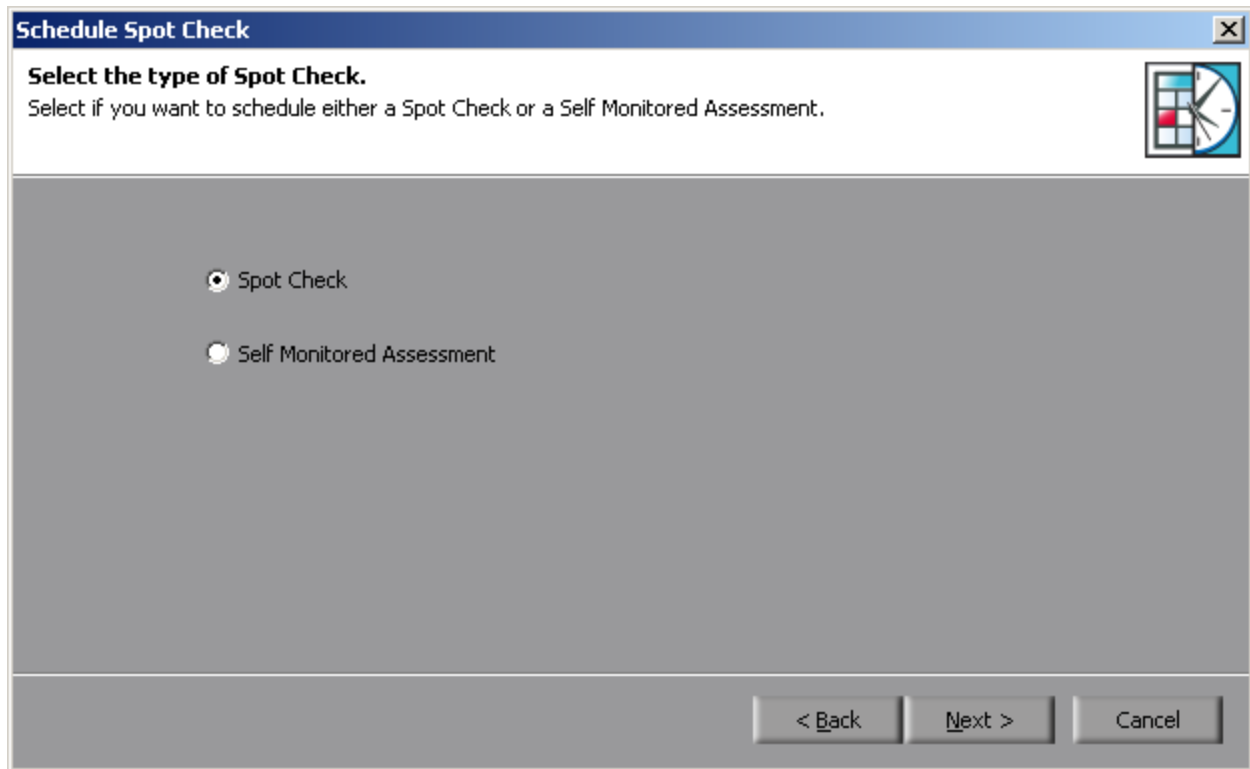
Only certain roles in the chain of command can schedule a spot check. To determine if you can schedule a spot check, review your permissions in the MY TASKS view or the ADMIN view.

1. On the toolbar, click **Schedule Spot Check** . The Schedule Spot Check Wizard opens.
2. Select **Spot Check** (as shown in the following figure).
3. Click **Next**.
4. Click the name of the person who will perform the check. (When selecting the check to evaluate, the person who performs the check is listed on the checks grid.)
5. Click **Next**.
6. Click the drop down arrow of the Schedule Date box. A calendar opens.
7. Click the date on which you want the spot check performed, which must be after the date the check was completed.
8. Click the drop down arrow of the Workcenter box. A list displays.
9. Click the workcenter that you want to check.
10. Click **Next**. Another dialog box opens.
11. Select a check from the list that displays.



12. Click **Next**. Review your entry.
13. Click **Finish**.


Note: You can also schedule a spot check from the Spot Checks menu.



The Spot Check Wizard lets you select a spot check or self evaluation (self monitored assessment)

How do I schedule a Self Evaluation (Self Monitored Assessment)?

Only certain roles in the chain of command can schedule a spot check. To determine if you can schedule a spot check, review your permissions in the MY TASKS view or the ADMIN view.

1. On the toolbar, click **Schedule Spot Check** . The Schedule Spot Check Wizard opens.
2. Select **Self Monitored Assessment**.
3. Click **Next**.
4. Click the name of the person who will perform the check.
5. Click **Next**.
6. Click the drop down arrows to select the range of dates on which you will perform the check. Two calendars open.
7. Click the drop down arrow of the Workcenter box. A list displays.
8. Click the workcenter that you want to check.
9. Click **Next**. Another dialog box opens.
10. Select a check from the list that displays.
11. Click **Next**. Review your entry.




12. Click **Finish**.

Note: You can also schedule a Self-Monitored Assessment from the Spot Checks menu.


How do I edit a Spot Check?


Sometimes you will need to edit a spot check. Use this tool to change the date of a spot check, or change the type of spot check you want to schedule or perform.

1. From the rows listed, click the spot check you want to edit.
2. On the toolbar, double-click **Edit Spot Check** . The Edit Spot Check dialog box opens.
3. In the Score column of the form, enter or edit scores (whole numbers only).
4. In the Notes column of the form, add notes as appropriate.
5. Click **OK**.
6. Click **Yes** to save changes.

Note: You can also edit both types of spot checks from the menu bar.

How do I view Spot Check details?


You can view various details of your spot check from this display. You can also view General details and details for SPMIG, MIP Documents, and MRC Documents, which is the same information found in Check Details  of the Schedule Display in the WORKCENTER View.

1. From the rows listed, click the spot check for which you want details.
2. On the toolbar, click **View Details** . The Check Details dialog box opens.
3. Click the **Spot Details** tab.
4. Review the details. Use the scroll bar to see complete data.
5. Close when you are done.

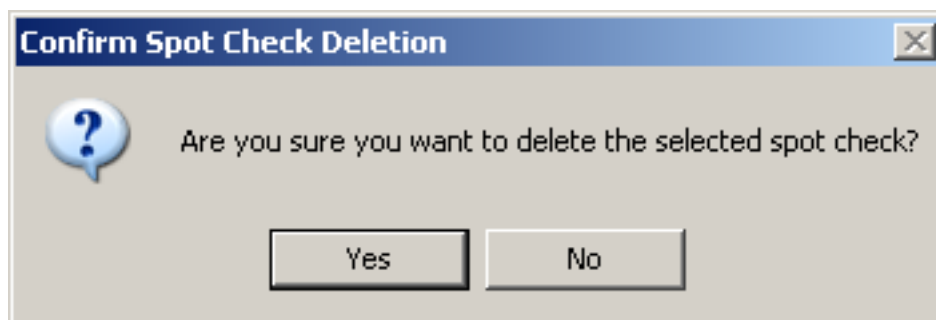
Note: You can also view details from the menu bar.

How do I delete a Spot Check?

Use the delete tool to drop a spot check from the workcenter schedule.

1. From the rows listed, click the spot check for which you want details.
2. Click **Delete Spot Check** . The Confirm Spot Check Deletion dialog box opens, as shown in the following figure.
3. Click **Yes**.

Note: You can also delete checks from the menu bar.







Be sure to select the right spot check before clicking yes

Spot Checks in MY TASKS View

In addition to managing Spot Checks from the SPOT CHECKS view, you can also locate some of the same Spot Check data from the MY TASKS view. This function is also based on your user role and permissions.

How do I view and edit Spot Check Details from MY TASKS?

1. On the view tab bar, click **MY TASKS**.
2. Expand the Spot Checks row.
3. Highlight the desired row from the list of spot checks.
4. On the toolbar, click **View Details** . A box opens.
5. On the View Details toolbar, click **Edit Spot Check** . A box opens as shown in the next figure.
6. In the Score column of the form, enter scores (whole numbers only).
7. In the Notes column of the form, add notes as appropriate.
8. Click **Save**.

Edit Spot Check

Workcenter ▶ EA01	Equipment Title ▶ AIR CONDITIONING PLANT NO 3
Assigned By ▶ CDR Fuller	Equipment Location ▶ 4-220-0-E
MRC ▶ 96 C2DL N [M-4]	Serial Number ▶ GICCGI86784
Check Date ▶ 7/7/2008	Type ▶ Spot Check
Assigned Crew ▶ EN2 Klow	Total Score ▶ 0

Spot Check Date: 3/ 2/2009 **Assigned To:** LTJG Petersen

	Assessment Attribute	Max Score	Score	Notes
- 1.	Contact the maintenance person assigned responsibility for the accomplishment of the MRC, have the i...			
a.	Is the maintenance person PQS qualified to perform the MR?	3		
b.	Presented the correct tools, Personal Protective Equipment (PPE) parts (NSN), material (Military specification (MILSPEC)) and test equipment (Calibrated).	4		
c.	Properly identified the equipment (location, equipment validation)	4		
d.	Are there any unauthorized changes or corrections to the MRC?	3		
- 2.	Demonstrated all steps of MR including all notes, warnings and cautions according to the MRC.			
a.	Followed all steps of the MRC.	3		
b.	Can the procedure be followed exactly as written?	2		
c.	Correctly demonstrated use and disposal of Hazardous Material.	4		
d.	Correctly performed equipment tagout.	3		
e.	Followed all safety precautions.	4		
f.	Was the MRC within the capability of the assigned individual to perform as written?	2		


OK Cancel

View and edit Spot Check Details in two views: SPOT CHECKS and MY TASKS

Icon Legend



The screenshot shows a dialog box titled "Icon Legend" with a close button (X) in the top right corner. Inside the dialog is a table with two columns: "Icon" and "Description". The table lists five categories: UIC, Unit, Department, Division, and Workcenter, each with a corresponding icon.

Icon	Description
	UIC
	Unit
	Department
	Division
	Workcenter

Spot Checks Icon Legend

Chapter 12: Training View

SKED 3.2 features embedded, interactive and narrated training. From the TRAINING view, you can access several training courses, which are called circuits. Each circuit is comprised of a series of sports-themed lessons that lead to Game Day, where you demonstrate knowledge through performance-based testing. You'll complete a series of challenges in Game Day that proves you understand how to properly use the software. The following figure is an example of a training circuit.

Workcenter Supervisors assign training circuits to crew members and then track progress through a master training view available from the ADMIN tab. However, this permission is by default and may be different on some ships, submarines, and shore facilities.

3MCs can quickly see what training has been completed by the whole crew. Icons make it easy to tell which lessons have been assigned and completed, and which lessons are in progress. As new training is developed, it will become available on Force Revision (FR) disks although you may have to download the training to view it.



Take the game day challenge after completing the circuit training

How do I access the Training View?



1. Open your workcenter.
2. On the view tab bar, click **TRAINING**.

Training Display

The training display is divided into three panes (sections): header, outline, and circuit. The header pane is located at the top of the screen. It has a red box for SKED 3.2 Training Tips. Read these before beginning the circuits so you'll have an optimal training experience. The first pane also has a blue box that shows the recommended circuits, which your supervisor has assigned. Familiarize yourself with the way training is set up by clicking TAKE A QUICK TOUR OF SKED 3.2.

The outline pane is on the left side of the screen. This pane has the organizational outline of available training circuits for your user role. Use the + and – buttons to follow the path to available training. Use the scrollbar to view the entire outline.

The circuit pane is on the right side of the screen. This pane contains rows of details related to the available training circuits. The rows are organized by the following blue column headings: New (new training 🌟), Training Circuit, Category, Duration, Accessed Date, and Completed Date. Use the scrollbar to view all details. The following figure is an example of a display from the TRAINING view.

New	Training Circuit	Category	Duration	Accessed	Completed
	SKED 3.2 Overview	General	20 minutes	2/26/2009	
	This circuit explains the new concepts of SKED 3.2 such as automated workflows, electronic line-outs, custom notes, embedded interval scheduling, equipment-based schedules, and accomplishment metrics.				
🌟	SPMIG Viewer	SPMIG Viewer	15 minutes	2/17/2009	
	This circuit explains how to view and print SPMIG information, how to locate tools and parts, and how to perform both quick				
🌟	Review Display	Workcenter	20 minutes	2/17/2009	
	This circuit explains how to use the functions in the Review display of the Workcenter view, including how to view equipment alerts.				
🌟	Forecast Display	Workcenter	15 minutes	2/17/2009	
	This circuit explains how to use the functions in the Forecast display of the Workcenter view in order to plan upcoming mainte time.				
🌟	Situational Display	Workcenter	25 minutes	2/17/2009	
	This module explains how to use the functions in the Situational display of the Workcenter view. This module defines states a to update local states, add local triggers, update metered values, and schedule MRCs.				
🌟	Revision Concepts	Workcenter	15 minutes	2/18/2009	
	Description Here				
🌟	Revision Functions	Workcenter	25 minutes	2/25/2009	
	Description Here				

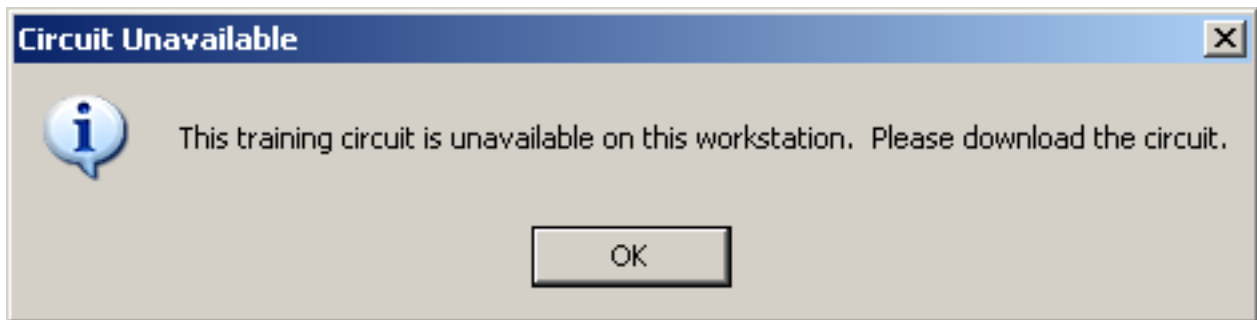
Embedded computer-based training makes learning accessible and time-saving

Launch Training

How do I launch assigned training?

1. Read the SKED 3.2 Training Tips.
 - > For optimal viewing, set your screen to 1024 X 768.
 - > Turn on your speakers or use headphones.
2. Read the list of recommended training circuits or find out what your supervisor has assigned.
3. Double-click the training circuit that you want to complete. The circuit may take a few moments to load.
4. Follow the instructions given in the training circuit.

Note: If a training circuit is not available, a dialog box opens after you double-click a row (as shown in the following figure). Download the circuit from the provided web address.



Download the circuit if you get this message











Conduct a Quick Keyword Search

Use the search tool to determine if training circuits are available.

How do I conduct a quick keyword search?

1. On the view tab bar, click **TRAINING**.
2. In the "Enter search text here" field, type your keyword(s).
3. Click  **GO**.

Icon Legend

Icon	Description
	Training Circuit
	Training Assigned
	New Training
	Category Open
	Category Closed
	Training Not Started
	Training Started / Training Not Complete
	Training Assigned
	Training Assigned / Overdue
	Training Complete

Training Icon Legend

Chapter 13: LOEP View

The List of Effected Pages (LOEP) Manager (LOEP on the view tab bar) indicates the current workcenters, MIPs, and MRCs (items) being implemented in SKED 3.2. For MIP and MRC documents, the LOEP Manager also provides the number of Maintenance Items that use the specified MIP or MRC.

The LOEP Manager has two displays: the Workcenter List View and the MIP List View. Both lists have two panes (sections). The left pane has the outline view of the Command. The right pane lists your data once you've selected an item from the outline view. The data is organized by blue column headings. Use the scroll bars to view complete data.

What can I do here?






- > Using the Workcenter List of the LOEP Manager, examine the LOEP status
- > Using the MIP List of the LOEP Manager, determine which MIPs on any LOEP for the command are being used and which are not
- > View/Print the LOEP details that highlight the maintenance items using the PMS document
- > Print the LOEP implementation list
- > View/Print the PMS card for an item on the LOEP or in SKED

How do I access the LOEP Manager?

1. Open your workcenter.
2. On the view tab bar, click **LOEP**.




Toolbar




The toolbar in the LOEP Manager has the following functions:




- > List buttons (Workcenter and MIP)
- > View Details 
- > View PMS Card 
- > Print 
- > Help 
- > Training 

Status Indicators

The LOEP Manager has three status indicators:

Normal. This means that the item is on the LOEP and implemented in SKED. This is the expected condition. The icons in the normal status are , , and .

On Workcenter, Not in LOEP. This means that the item is on the PMS schedule in SKED, but not referenced in the LOEP in this context. Look for these icons: , , and .

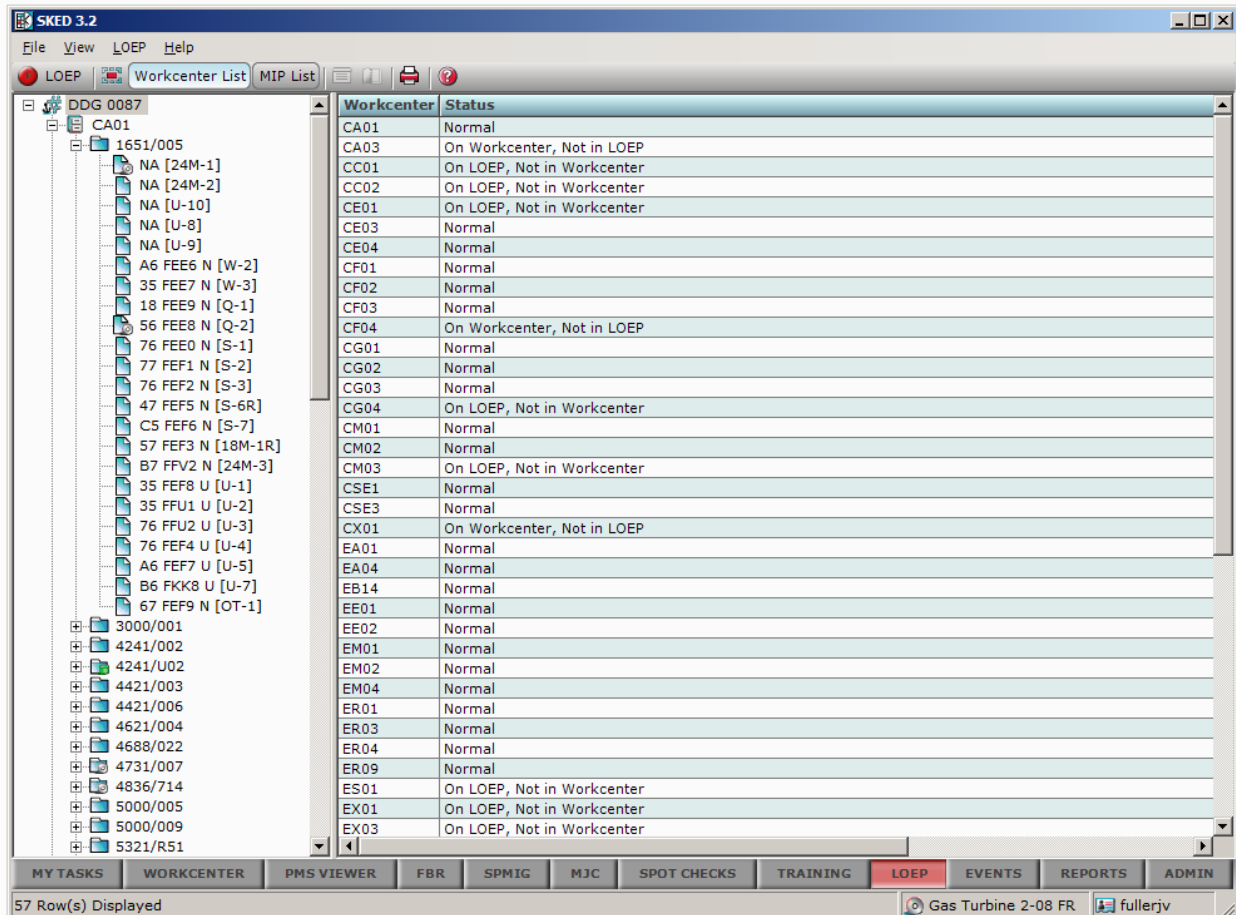
On LOEP, Not in Workcenter. This means that the item is on the LOEP, but not being implemented on the PMS schedule in SKED. Look for these icons: , , and .

Workcenter List

The Workcenter List, as shown in the following figure, allows you to review the traditional LOEP organization of Command, Workcenter, and MIP implementation (left pane). This display also indicates which workcenters have been changed, added, or removed during a Force Revision. The Workcenter List view allows the chain of command to see the status of your workcenter (Normal, On Workcenter, Not in LOEP, or On LOEP, Not in Workcenter).

From the organizational outline on the left side of the screen, follow the path to the MIP level by using the + button. The MIP level displays which of the MRCs are not being used in the workcenter. While not an indication of a problem, the MIP level provides valuable information when looking for PMS coverage.

The right pane is organized by workcenter and status when the UIC is selected. This pane changes as you select different types of items in the outline. When a workcenter is selected, MIPS are listed; when a MIP is selected, MRCs are listed; and when an MRC is selected, the right pane is blank.

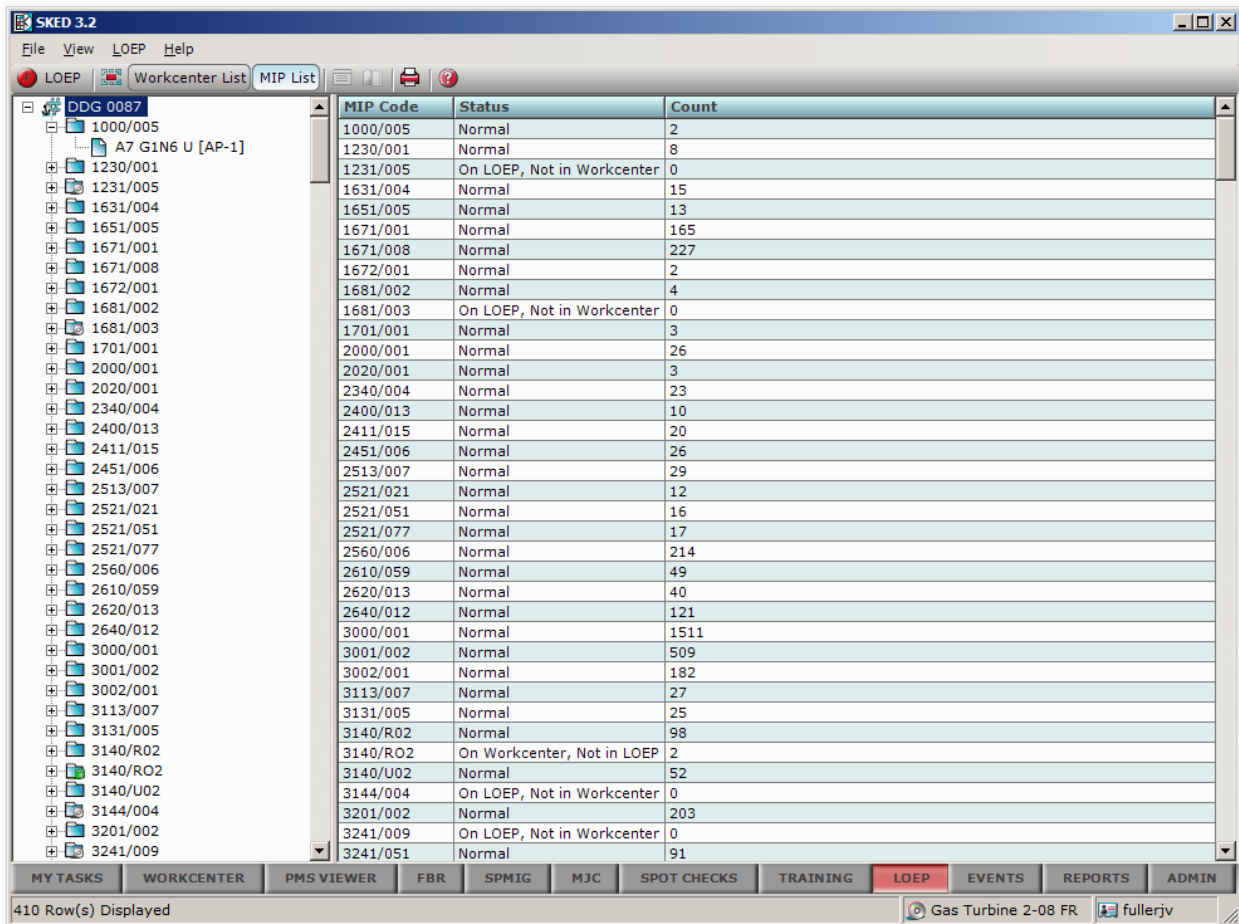


Workcenter	Status
CA01	Normal
CA03	On Workcenter, Not in LOEP
CC01	On LOEP, Not in Workcenter
CC02	On LOEP, Not in Workcenter
CE01	On LOEP, Not in Workcenter
CE03	Normal
CE04	Normal
CF01	Normal
CF02	Normal
CF03	Normal
CF04	On Workcenter, Not in LOEP
CG01	Normal
CG02	Normal
CG03	Normal
CG04	On LOEP, Not in Workcenter
CM01	Normal
CM02	Normal
CM03	On LOEP, Not in Workcenter
CSE1	Normal
CSE3	Normal
CX01	On Workcenter, Not in LOEP
EA01	Normal
EA04	Normal
EB14	Normal
EE01	Normal
EE02	Normal
EM01	Normal
EM02	Normal
EM04	Normal
ER01	Normal
ER03	Normal
ER04	Normal
ER09	Normal
ES01	On LOEP, Not in Workcenter
EX01	On LOEP, Not in Workcenter
EX03	On LOEP, Not in Workcenter

Workcenter List Display of the LOEP Manager

MIP List

The MIP List provides a detailed list of all MIPs that are on at least one LOEP for the command (refer to the following figure). This list indicates which MIPs are not being covered, and which unlisted MIPs are being used. Both instances require investigation that may result in a Feedback Report. In addition, the MIP List enables you to see which MRCs are being used on a PMS schedule.




MIP Code	Status	Count
1000/005	Normal	2
1230/001	Normal	8
1231/005	On LOEP, Not in Workcenter	0
1631/004	Normal	15
1651/005	Normal	13
1671/001	Normal	165
1671/008	Normal	227
1672/001	Normal	2
1681/002	Normal	4
1681/003	On LOEP, Not in Workcenter	0
1701/001	Normal	3
2000/001	Normal	26
2020/001	Normal	3
2340/004	Normal	23
2400/013	Normal	10
2411/015	Normal	20
2451/006	Normal	26
2513/007	Normal	29
2521/021	Normal	12
2521/051	Normal	16
2521/077	Normal	17
2560/006	Normal	214
2610/059	Normal	49
2620/013	Normal	40
2640/012	Normal	121
3000/001	Normal	1511
3001/002	Normal	509
3002/001	Normal	182
3113/007	Normal	27
3131/005	Normal	25
3140/R02	Normal	98
3140/R02	On Workcenter, Not in LOEP	2
3140/U02	Normal	52
3144/004	On LOEP, Not in Workcenter	0
3201/002	Normal	203
3241/009	On LOEP, Not in Workcenter	0
3241/051	Normal	91

MIP List View of the LOEP Manager

Viewing PMS Cards

How do I view PMS Cards in the LOEP Manager?


1. Using the Workcenter List or the MIP List, find the item you want in the outline view (left pane).
2. Highlight the item.
3. On the toolbar, click **View PMS Card** . The PMS card dialog box opens.



Note: You can also view PMS Cards by clicking View PMS Card on the LOEP menu.











Viewing Details

How do I view the Count Details in the LOEP Manager?

1. Using the Workcenter List or the MIP List, find the group you want in the outline view (left pane).
2. Highlight the desired row in the results (right pane).
3. On the toolbar, click **View Details** . The View Details dialog box opens.

Note: You can also view details by clicking View Details on the LOEP menu.

Icon Legend

Icon	Description
	UIC
	Workcenter - On LOEP and used in SKED (normal)
	MIP - On LOEP and used in SKED (normal)
	MRC - On MIP and used in SKED (normal)
	Workcenter - On LOEP but not used in SKED
	Workcenter - In SKED but not on LOEP
	MIP - On LOEP but not used in SKED
	MIP - In SKED but not on LOEP
	MRC - On MIP but not used in SKED
	MRC - In SKED but not on the MIP

LOEP Manager Icon Legend

Chapter 14: Events

The Global Events Manager (EVENTS on the view tab bar), enables you to update states, add triggers, and view details of situational events. The EVENTS view is similar to the WORKCENTER – Situational display, but events in this view affect the whole ship. Since situational maintenance is predictable and can be scheduled, the EVENTS view is comprised of a full-screen calendar.

What can I do here?

Depending on your user role and permissions, you can:

- > Update global states
- > Remove global states
- > Add global triggers
- > Delete global triggers

How do I access the Events tab?

1. Open your workcenter.
2. On the view tab bar, click **EVENTS**.

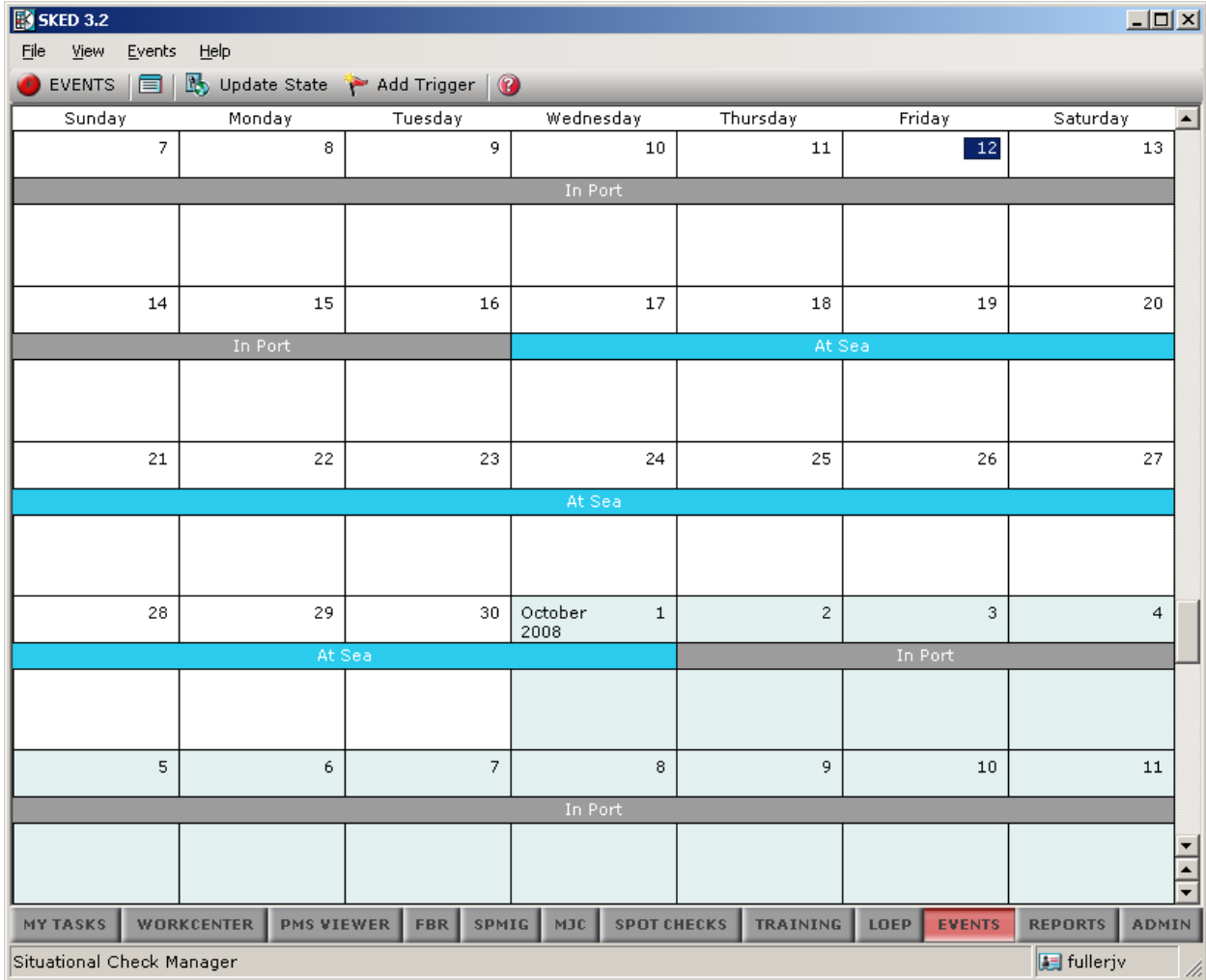
Updating States

A state is a persistent event that can be tracked over duration of time (in days). A state event is a toggle that is either on or off and corresponds to the current state of the ship, equipment, or status.

A global state affects the entire ship and includes “at sea” and “in port,” while a local state affects a piece of equipment or the status of a workcenter.

The Update State function gives you the ability to update and remove both categories of global states – standard states and special states. Standard states are “at sea” and “in port.” Special states include CNO Availability, Operating with Aircraft, and Environment Condition, to name a few. Although you can’t have standard states occurring simultaneously, standard and special states can occur at the same time. For example, your ship can be At Sea and Operating with Aircraft on the same day.


All states are color coded, as shown in the following figure. “At Sea” is signified by a blue line and “In Port” is signified by a gray line. (All special states will have a yellow line.)



Update global states in the EVENTS view


In the EVENTS view, users with 3MC permissions can update global states. Local states are managed in the Workcenter View's Situational Display; see Chapter 5.

How do I update a global state?

1. On the toolbar, click **Update State** . A dialog box opens.
2. Select the desired global state.
3. Click **Next**.
4. On the calendar, select the dates on which the global state will occur.
5. Click **Next**. Read the warning message.
6. Click **Finish**. A message box opens.
7. Click **OK**. The state is now on the calendar.

How do I remove a global state?





1. On the toolbar, click **Update State** . A dialog box opens.
2. Click the global state that you want to remove from the calendar.
3. Click **Next**.
4. Use the scroll bar to find the desired date; then right-click the date.
5. Click **Next**.
6. Click **Finish**.
7. Click **OK**.

Adding Global Triggers

Your scheduled maintenance will sometimes be affected by triggers. A trigger is a single occurrence or action that may have a maintenance action tied to it, such as “Getting Underway.” A trigger can happen more than once in a single day, or may not occur for weeks or months. Like states, triggers can be global or local. The EVENTS view involves global triggers, while the WORKCENTER – Situational display involves local triggers (Maintenance Item level). Some trigger examples include:

- > Canister offload
- > Countermeasures wash down
- > Deployment of ship
- > Entering port
- > Fleet exercise
- > Hostile environment
- > Leaving drydock
- > Sea trials
- > Towing



How do I add a global trigger?

1. On the toolbar, click **Add Trigger** . A dialog box opens.
2. From the menu, select a trigger. Use the scroll bar to view all selections.
3. On the calendar, click the date on which you want the trigger to occur. The trigger icon  now displays on the EVENTS calendar.

Removing Global Triggers

If your situational event changes, you can remove a global trigger from the EVENTS view.

How do I remove a global trigger?

1. On the calendar, double click the date of the trigger you want to remove. You can also click the date and then click **View Details**  on the toolbar.
2. From the dialog box, select the trigger. The Remove Trigger button enables.
3. On the toolbar, click **Remove Trigger** .

Note: Removing a trigger may take a few moments because all the unmarked checks associated with that trigger are also removed.

Chapter 15: Reports View

The REPORTS view allows you to run reports in SKED 3.2, such as Assigned PMS, Customized MRCs, Feedback Reports, Forecasting, Situational Events, Training, and much more. In this view, you can also add custom reports, edit custom reports, import, export, save to Excel, copy, delete, and print reports.

How do I access my Reports?

1. Open your workcenter.
2. On the view tab bar, click **REPORTS**.

This view has three categories of reports: Standard Reports, Local Reports, and My Reports.

Standard Reports. These are reports already written in SKED 3.2 and are most commonly used.

Local Reports. These are reports that users have created and made available to the whole ship.

My Reports. These are reports created by you and only available to you.







Menu

Although the most common action you'll likely perform is running standard reports, your user role and permissions may allow you to use several commands from the **Reports** menu. If a command is unavailable to you, it will appear dimmed. The **Reports** menu features the following:

- > Add Custom Report
- > Edit Custom Report
- > Import Report
- > Export Report
- > Save to Excel
- > Copy Report
- > Delete Report

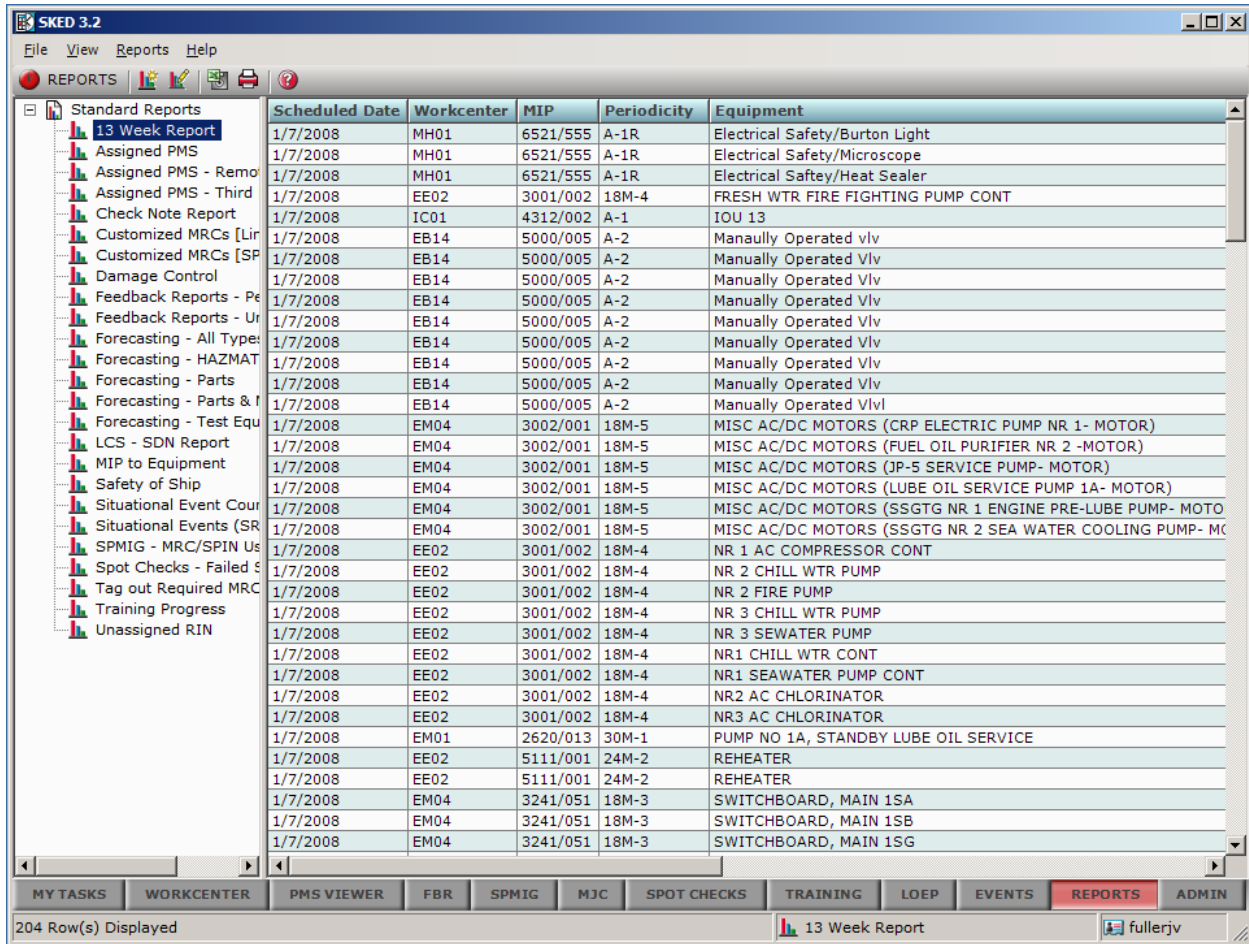
Toolbar

You can also perform some of these same commands as well as other actions from the toolbar. These include:

- > Add Custom Report 
- > Edit Custom Report 
- > Save to Excel 
- > Print 
- > Help 
- > Training 

Display

The REPORTS view is divided into two panes (sections). The left pane is an organizational outline of the three types of reports. Use the scroll bar or drag the split bar between the two panes to view the complete list of reports. Follow the path by using the + button to reach your desired report. The right pane is the Reports viewing window. This side displays the report you are running. See figure below.



The screenshot shows the SKED 3.2 interface. On the left, a tree view under 'Standard Reports' lists various report types. The '13 Week Report' is selected. On the right, a table displays the data for this report. The table has columns for Scheduled Date, Workcenter, MIP, Periodicity, and Equipment. The data shows multiple rows for the date 1/7/2008, with different workcenters and equipment items.

Scheduled Date	Workcenter	MIP	Periodicity	Equipment
1/7/2008	MH01	6521/555	A-1R	Electrical Safety/Burton Light
1/7/2008	MH01	6521/555	A-1R	Electrical Safety/Microscope
1/7/2008	MH01	6521/555	A-1R	Electrical Safety/Heat Sealer
1/7/2008	EE02	3001/002	18M-4	FRESH WTR FIRE FIGHTING PUMP CONT
1/7/2008	IC01	4312/002	A-1	IOU 13
1/7/2008	EB14	5000/005	A-2	Manually Operated vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EB14	5000/005	A-2	Manually Operated Vlv
1/7/2008	EM04	3002/001	18M-5	MISC AC/DC MOTORS (CRP ELECTRIC PUMP NR 1- MOTOR)
1/7/2008	EM04	3002/001	18M-5	MISC AC/DC MOTORS (FUEL OIL PURIFIER NR 2 -MOTOR)
1/7/2008	EM04	3002/001	18M-5	MISC AC/DC MOTORS (JP-5 SERVICE PUMP- MOTOR)
1/7/2008	EM04	3002/001	18M-5	MISC AC/DC MOTORS (LUBE OIL SERVICE PUMP 1A- MOTOR)
1/7/2008	EM04	3002/001	18M-5	MISC AC/DC MOTORS (SSGTG NR 1 ENGINE PRE-LUBE PUMP- MOTO
1/7/2008	EM04	3002/001	18M-5	MISC AC/DC MOTORS (SSGTG NR 2 SEA WATER COOLING PUMP- MC
1/7/2008	EE02	3001/002	18M-4	NR 1 AC COMPRESSOR CONT
1/7/2008	EE02	3001/002	18M-4	NR 2 CHILL WTR PUMP
1/7/2008	EE02	3001/002	18M-4	NR 2 FIRE PUMP
1/7/2008	EE02	3001/002	18M-4	NR 3 CHILL WTR PUMP
1/7/2008	EE02	3001/002	18M-4	NR 3 SEWATER PUMP
1/7/2008	EE02	3001/002	18M-4	NR1 CHILL WTR CONT
1/7/2008	EE02	3001/002	18M-4	NR1 SEAWATER PUMP CONT
1/7/2008	EE02	3001/002	18M-4	NR2 AC CHLORINATOR
1/7/2008	EE02	3001/002	18M-4	NR3 AC CHLORINATOR
1/7/2008	EM01	2620/013	30M-1	PUMP NO 1A, STANDBY LUBE OIL SERVICE
1/7/2008	EE02	5111/001	24M-2	REHEATER
1/7/2008	EE02	5111/001	24M-2	REHEATER
1/7/2008	EM04	3241/051	18M-3	SWITCHBOARD, MAIN 1SA
1/7/2008	EM04	3241/051	18M-3	SWITCHBOARD, MAIN 1SB
1/7/2008	EM04	3241/051	18M-3	SWITCHBOARD, MAIN 1SG


When you run a report listed in the left pane, your data will display on the right

How do I run a Standard Report?

1. In the left pane, double-click the report you want to run. A Wizard opens.
2. Click **Next**. Select the parameters for building your report.
3. Click **Finish**. The report shows in a table format in the right pane of the display.


After you run a report, you can print or save the report to an Excel file. You do not have to run a report to perform the following: add a custom report, import, export, copy, or delete.

How do I print a report?


1. In the left pane, double-click the report you want to run (you must run a report to print it). A Wizard opens.
2. Click **Next**. Select the parameters for building your report.
3. Click **Finish**. The report shows in a table format in the right pane of the display.
4. On the toolbar, click **Print** .

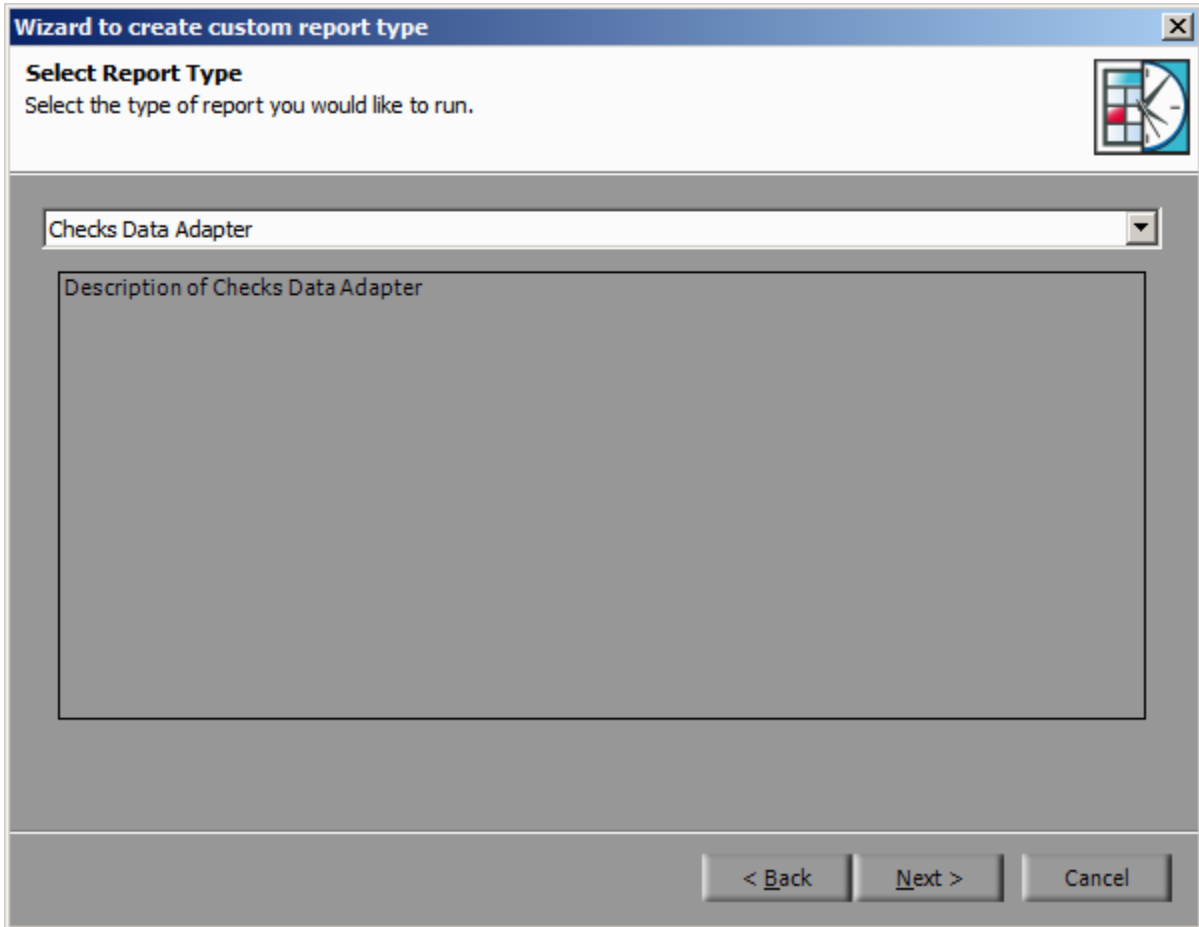


How do I add a custom report?

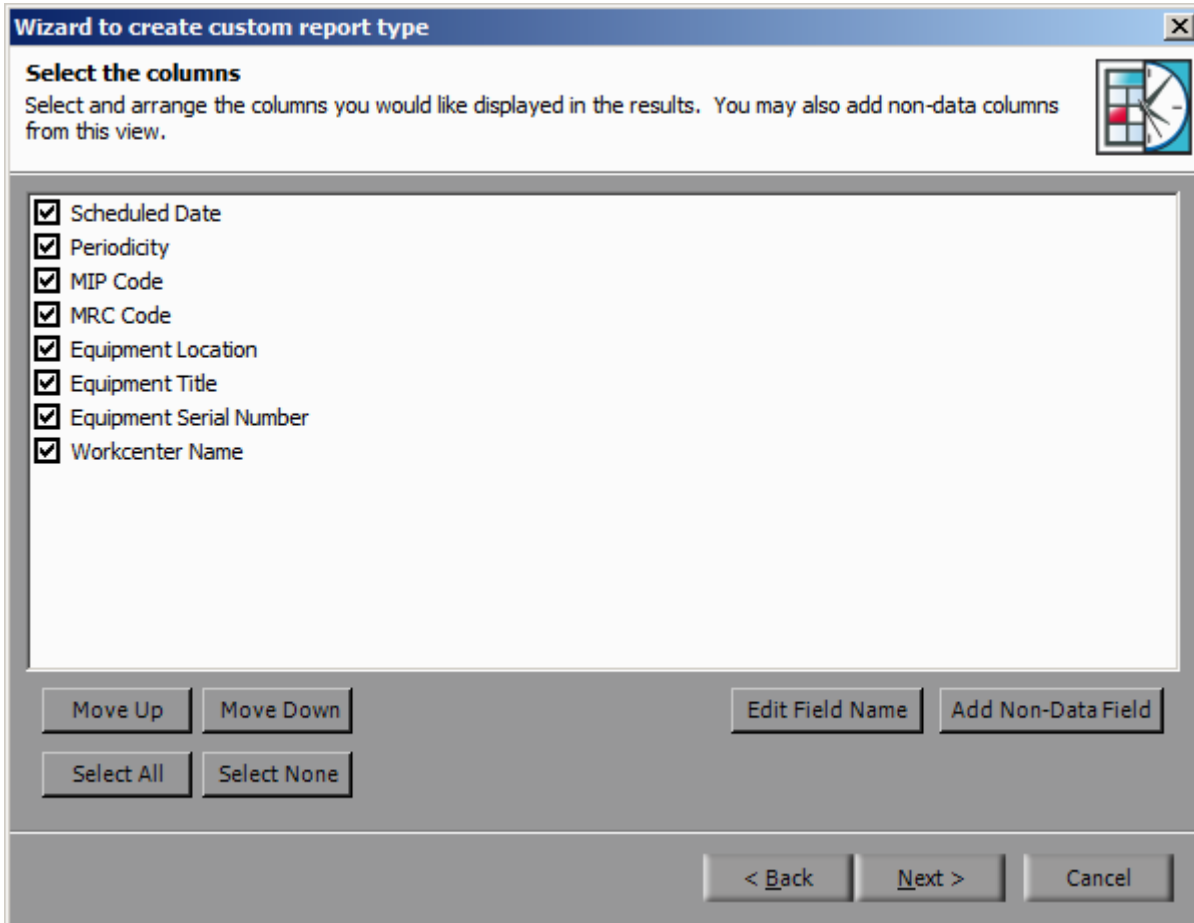
1. On the **Reports** menu, click **Add Custom Report** . A wizard opens.
2. Click **Next**. Select the parameters for building your report. On the drop-down menu, select the type of report you want. Refer to Step 2 figure below.
3. Click **Next**. Select the columns you want to see in the report by placing a check in the box to the left of the column name. Refer to Step 3 figure.
4. Perform two additional functions if desired:
 - > Select a field in the list and click **Edit Field Name** to update the names of the fields.
 - > Select **Add Non-Data Field** to add a blank column to your report. These columns remain blank.
5. Click **Next**. Select the criteria on which you want to base the report. Refer to Step 5 figure below.
6. Click **Next**. Name the report and select the type (My Report or Local Report). Refer to Step 6 figure.
7. Click **Next**.
8. Click **Finish**.
9. Click **OK**.

These steps will save the report under the report type you selected. You may now double-click the report to run it.

Note: You can also add a custom report from the toolbar. Click **Add Custom Report**  and complete the steps in the Wizard.

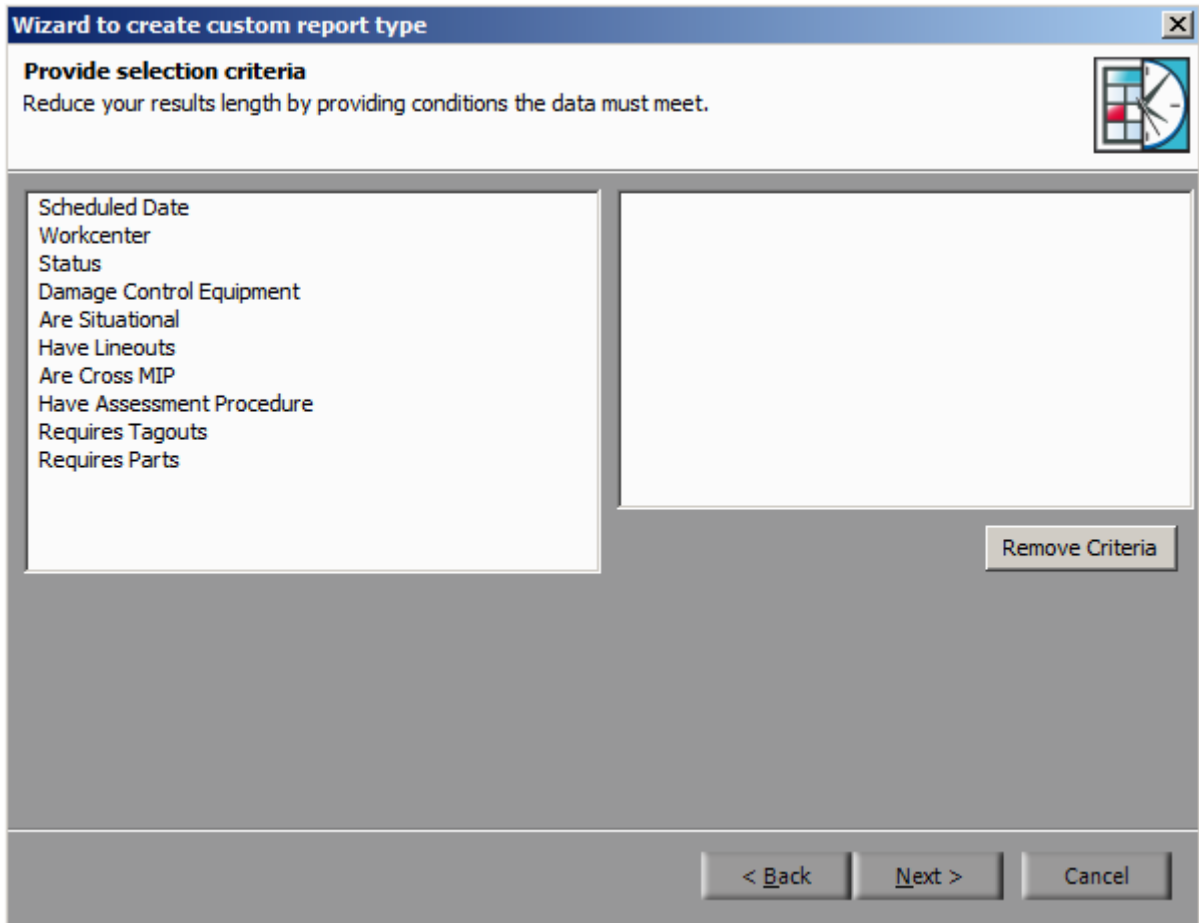


In Step 2 of Add a Custom Report, choose the report parameters

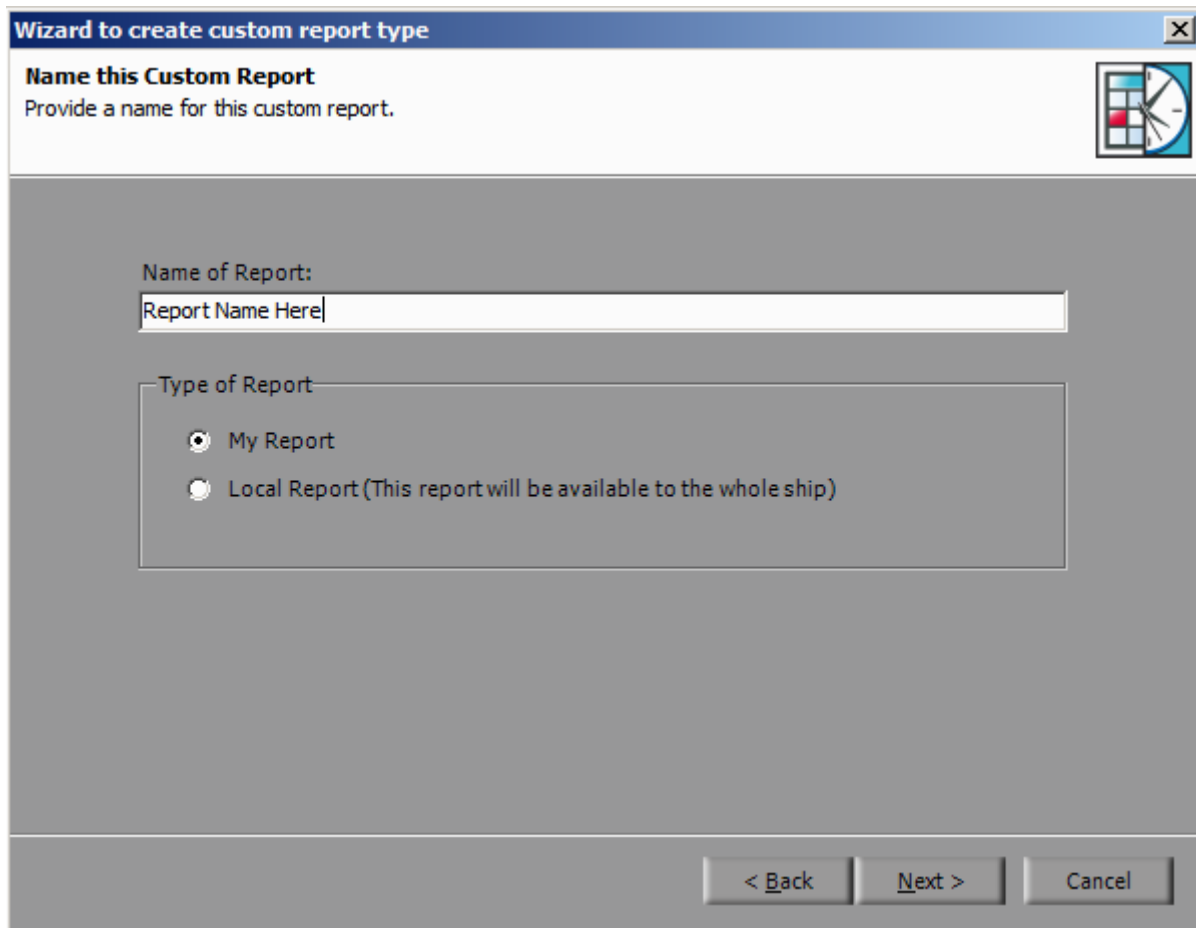


In Step 3 of Add a Custom Report, choose the report columns

Note: You can also use the Edit Field Names button and the Non Data Fields button in Step 3 of Add a Custom Report.



In Step 5 of Add a Custom Report, select criteria on which to base the report



In Step 6 of Add a Custom Report, name the report and choose the type

How do I edit a custom report?

1. In the left pane, click to highlight the report you want to edit.
2. On the **Reports** menu, click **Edit Custom Report**. A wizard opens.
3. Complete the steps in the wizard to make your changes.
4. Click **Finish**.
5. Click **OK**.

Note: You can also edit a custom report from the toolbar. After highlighting the report you want to edit, click **Edit Custom Report** and complete the steps above.

How do I import a report?


1. On the **Reports** menu, click **Import Report**. The Import box opens.
2. Select the file containing the report you want to import.
3. Click **Open**. The Confirmation box opens.
4. Name the report and select the type (My Report or Local Report).
5. Click **OK**. The report will appear under the type of report you selected.




How do I export a report?

1. In the left pane, click to highlight the report you want to export.
2. On the **Reports** menu, click **Export Report**. The Export box opens.
3. Select where you want to save the report.
4. Click **Save**. The report will be saved to that location for importing into SKED at a later time.

How do I save a report to Excel?

1. In the left pane, double-click the Report you want to run. A Wizard opens.
2. Click **Next** to select the parameters for building your report.
3. Click **Finish**. The report shows in a table format in the right pane of the display.
4. On the **Reports** menu, click **Save to Excel** . The Export to Excel box opens.
5. Select the location and name the report you want to save.
6. Click **Save**. The Export Successful box displays.

Note: You can also save a report to Excel from the toolbar. Click **Save to Excel**  and complete the steps in the Wizard.

How do I copy a report?

1. In the left pane, click to highlight the report you want to copy.
2. On the **Reports** menu, click **Copy Report**. The Copy Report box opens.
3. In the space provided, name the report.
4. Select the type of report you want to save (Local Report or User Report).
5. Click **OK**.

How do I delete a report?

1. In the left pane, click to highlight the report you want to delete.
2. On the **Reports** menu, click **Delete Report**.
3. Click **Yes**.

NOTE: Most users can delete only My Reports. Some users also have permission to create, delete, and edit local reports. However, Standard Reports can never be deleted.

Icon Legend



Icon	Description
	Standard Reports
	Local Reports
	My Reports
	Reports



REPORTS Icon Legend

Chapter 16: Admin View

SKED Administration (ADMIN on the view tab bar) is a management tool. Not all users have a visible ADMIN tab on their screen; user roles dictate this permission. The ADMIN view features the following secondary displays:

- > User Management
- > Chain of Command
- > Accomplishment Ratings
- > Weekly Closeout Status
- > Training Manager
- > Transaction Log

In addition to these secondary displays, you can access the SKED Preferences tool from the Admin menu.

How do I access the ADMIN View?

1. Open your workcenter.
2. On the view tab bar, click **ADMIN**. From here you can access the secondary displays.

Admin – User Management

In the User Management display of the Admin Tab, you can view a list of all users in the workcenter. This display provides the following information: User Name (Last Name, First Name), Signature, Rate, Email, Phone, Role, Group, Status, Type, Last Login, and Last Logout.

How do I access the User Management display?

- > On the toolbar, click **User Management**.

The User Management display has three tools: Show/Hide Disabled Users, User Details, and Add User. Refer to the following figure.



User Name	Last Name	First Name	Signature	Rate	Email	Phone	Role	Group	Status	T
thomsbr	Thoms	Brian	IC1 (SW) Thoms	IC1	thomsbr@mason.navy.mil		Department Head		Enabled	N
warrenpe	Warren	Paul	CSC(SW) Warren	CSC	warrenpe@mason.navy.mil		Department Head		Enabled	N
petersjn	Petersen	Jeremiah	LTJG Petersen	LTJG	petersjn@mason.navy.mil		Division Officer		Enabled	N
farvedj	Farve	Derrian	IC2 (SW) Farve	IC2	farvedj@mason.navy.mil		Workcenter Supervisor		Enabled	N
kendrigd	Kendrick	Glenn	ET2(SW) Kendrick	ET2			Workcenter Supervisor		Enabled	N
tillerde	Tillery	Delmar	ET2 Tillery	ET2	tillerde@mason.navy.mil		Workcenter Supervisor		Enabled	N
hinsonsu	Hinson	Stanford	FC2 Hinson	FC2	hinsonsu@mason.navy.mil		Crew Member		Enabled	N
perrascm	Perras	Christopher	FC1(SW) Perras	FC1(SW)	perrascm@ddg87.navy.mil		Workcenter Supervisor		Enabled	N
flowera	Flowers	Reginald	FC3 Flowers	FC3	flowera@ddg87.navy.mil		Crew Member		Enabled	N
webberml	Webber	Michael	GM2(SW) Webber	GM2	webberml@mason.navy.mil		Workcenter Supervisor		Enabled	N
jameswl	James	Wesley	FC2(SW) James	FC2	jameswl@mason.navy.mil		Workcenter Supervisor		Enabled	N
grahamsv	Graham	Steve	GSM2(SW) Graham	GSM2	grahamsv@mason.navy.mil		Workcenter Supervisor		Enabled	N
Klowje	Klow	Jason	EN2 Klow	EN2	klowje@mason.navy.mil		Workcenter Supervisor		Enabled	N
hooperte	Hooper	Thomas	FN Hooper	FN	hooperte@mason.navy.mil		Crew Member		Enabled	N
elliottth	Elliott	Thomas	GSM3 Elliott	GSM3	elliottth@mason.navy.mil		Crew Member		Enabled	N
mckenzi	Mckenzie	Laureese	STG3 Mckenzie	STG3			Crew Member		Enabled	N
boatmon	Boatmon	Chase	BM2 Boatmon	BM2	boatmccg@mason.navy.mil		Crew Member		Enabled	N
hernandez	Hernandez	Lucia	BM2 Hernandez	BM2	hernanlc@mason.mil		Crew Member		Enabled	N
millerc	Miller	Calvin	HMC(SW/AW) Miller	HMC	millerc@mason.navy.mil		Department Head		Enabled	N
SEE LOQM	LOQM	SEE	SEE LOQM	SEE			Crew Member		Enabled	N
greenema	Greene	Michael	SN Greene	SN	greenema@mason.navy.mil		Crew Member		Enabled	N
kralblm	Krall	Bradley	BMSN Krall	BMSN	kralblm@ddg87.navy.mil		Crew Member		Enabled	N
eberleal	Eberle	Amanda	SN Eberle	SN	eberleal@mason.navy.mil		Crew Member		Enabled	N
deldace	Delda	Carlos	SN Delda	SN	deldace@mason.navy.mil		Crew Member		Enabled	N
primmcc	Primm	Christopher	CTR2(SW) Primm	CTR2	primmcc@ddg87.navy.mil		Workcenter Supervisor		Enabled	N
perkincc	Perkins	Countney	OS2 Perkins	OS2	perkincc@mason.navy.mil		Workcenter Supervisor		Enabled	N
BRAXTONN	Braxton	Nathan	GSE3(SW) Braxton	GSE3(SW)			Workcenter Supervisor		Enabled	N
weltemp	Welter	Michel	FCCM Welter	FCCM			Workcenter Supervisor		Enabled	N
sebrinncc	Sebring	Nicholas	HMC(FMF/SW) Sebring	HMC	sebrinncc@mason.navy.mil		Administrator		Enabled	N
nathanbd	Nathan	Brian	CTT2(SW) Nathan	CTT2(SW)			Workcenter Supervisor		Enabled	N
williasd	Williams	Sarah	CTT1(SW/AW) Williams	CTT1	williasd@mason.navy.mil		Department Head		Enabled	N
turnerbv	Turner	Brian	STGCS(SW) Turner	STGCS	turnerbv@ddg87.navy.mil		Department Head		Enabled	N
jacksona	Jackson	Robert	GM2 Jackson	GM2	jacksona@mason.navy.mil		Workcenter Supervisor		Enabled	N
serranm	SerranoWilliams	Marlene	CTM2 SerranoWilliams	CTM2	serranm@mason.navy.mil		Workcenter Supervisor		Enabled	N
Singlede	Singleton	Deandray	GSM2 Singleton	GSM2	SINGLEDE@MASON.NAVY.MIL		Workcenter Supervisor		Enabled	N
saintpp	Saintpierre	Pierre	SK1 Saintpierre	SK1	saintpp@mason.navy.mil		Workcenter Supervisor		Enabled	N

Admin – User Management Display

Show/Hide Disabled Users

How do I show/hide disabled users?

- On the toolbar, click the Show Disabled Users button.

User Details

You can also view each user’s details. The User Details dialog box identifies: User ID, First Name, Status, Last Name, Rate, Signature, Group, and Email.

How do I view user details?

1. In the display pane, click to highlight the details you want to view.
2. On the toolbar, click **View Details**. A box opens.

The User Details box has three tabs: General, Feedback Reports, and Workcenter. Click the tabs to see a list of permissions for each category. If you have permission to perform a task, the box beside the task will be checked. Use the scroll bar on the right side of the display to see the complete listing.



General. This tab identifies permissions for the general management-related tasks.

- > Add Equipment to an MJC Task
- > Add or Modify User Accounts
- > Create User Report
- > Create, Delete, and Modify Local Report
- > Disable User Account
- > Import/Export Equipment
- > Load Navy PMS CD
- > Modify Chain of Command
- > Print MIP/MRC Documents
- > Record Spot Check Results
- > Schedule Spot Checks
- > Schedule Training Assignments
- > Set Global Preferences
- > Set UIC Preferences
- > Trigger MJC Work Candidate
- > Update Global Events
- > Admin Tab Visible

Feedback Reports (FBR). This tab identifies permissions for FBR-related tasks.

- > Create Feedback Report
- > Delete Feedback Report
- > Delete Feedbacks
- > Export Approved Feedbacks
- > Set Feedback Preferences
- > Sign Feedback Report

Workcenter. This tab identifies permissions for workcenter-related tasks.

- > Acknowledge Weekly Closeout
- > Approve MRC Lineout Customizations
- > Assign Check/MRC Crew Assignments
- > Create Workcenter
- > Delete Workcenter
- > Edit Check Note
- > Enable/Disable IEM
- > Open 2K (Work Candidate)
- > Perform MRC Lineout Customizations
- > Perform Workcenter Revisions
- > PMS Alert Confirmation
- > Print PMS Deck
- > Reschedule Checks
- > Update Check Status
- > Update Local Events
- > Update Situational Measurements
- > Update Workcenter Crew List
- > Weekly Closeout
- > Add Check
- > Delete Check

Click the User Details screen toolbar buttons to view, modify, or manipulate the following:

- > Previous User
- > Next User



- > Change Password
- > Edit User
- > Export Training History
- > Import Training

Add User

How do I add a new user?

1. On the toolbar, click **Add User**. A dialog box opens.
2. Enter pertinent information for the new user.
3. Click the General, Feedback Reports, and Workcenter tabs to check allowed permissions.
4. Click **OK**.

Update User

When a user's personal information or role changes, use the Add User tool to update his/her records.

How do I update user information?

1. In the display pane, click to highlight the user.
2. On the toolbar, click **View Details**. A dialog box opens.
3. On this toolbar, click **Edit User**.
4. Update user information in the appropriate fields.
5. Click the General, Feedback Reports, and Workcenter tabs to check or un-check allowed permissions.
6. To reset permissions, click the **Reset Permissions** button.
7. Click **Yes**.
8. Click **OK**.

Disable a User

How do I disable a user?

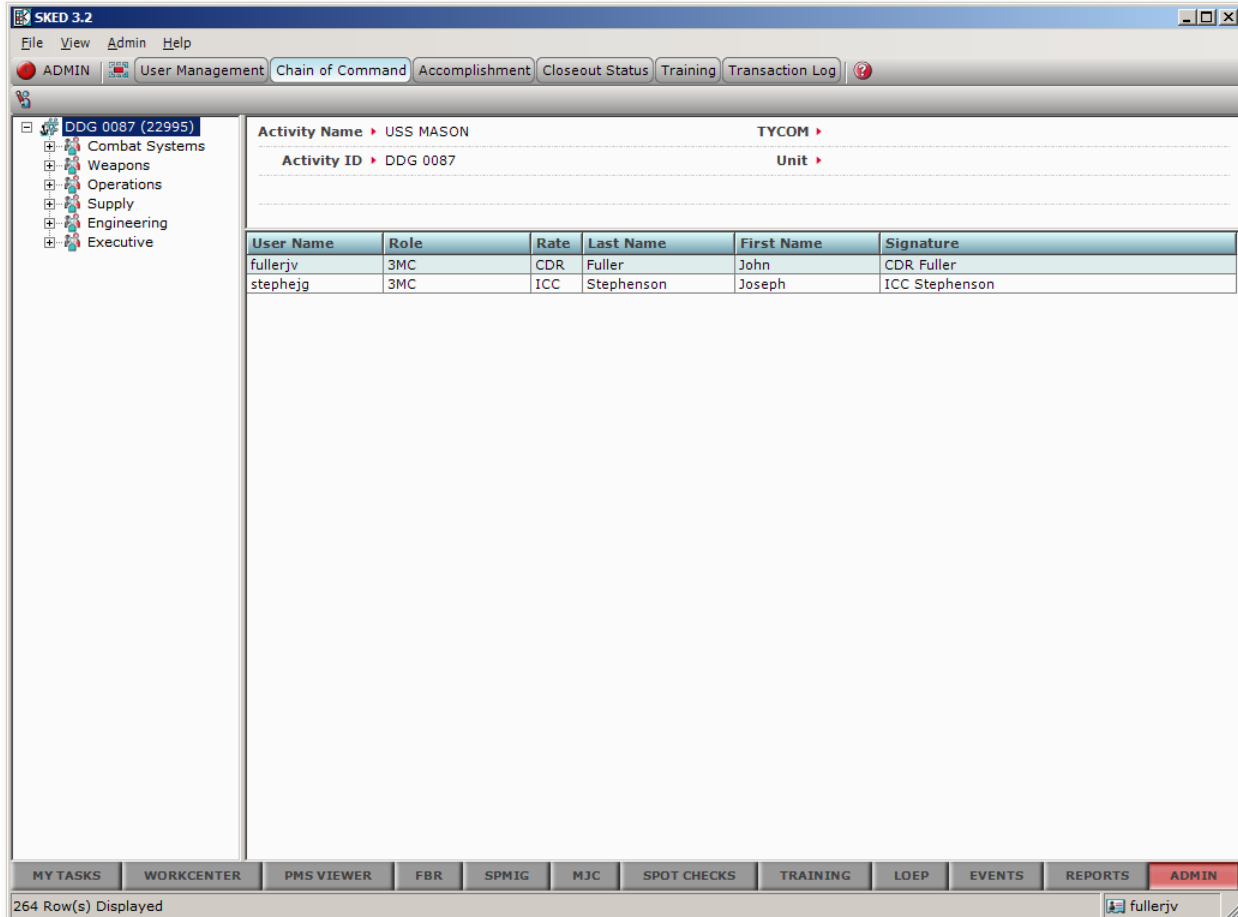
1. In the display pane, click to highlight the user.
2. On the toolbar, click **View Details**. A dialog box opens. (You may also double-click the user row to open details box.)
3. On this toolbar, click **Edit User**.
4. Click arrow to open Status menu.
5. Select **Disabled**.
6. Click **OK**.

Admin – Chain of Command

The Chain of Command display of the ADMIN view lists each user in your chain and some user information, such role, rate, and signature. Refer to the following figure.

How do I access the Chain of Command display?

- > On the toolbar, click **Chain of Command**.



Admin – Chain of Command Display

View Chain of Command

How do I view the Chain of Command?

1. In the organizational outline, click the Chain of Command level. The display pane will provide Activity Name, Activity ID, User Name, Role, Rate, Last Name, First Name, and Signature.
2. Expand the organization outline to view by department, division, and workcenter.

Edit Chain of Command Structure

The Chain of Command display has a secondary toolbar with one button titled, **Edit Chain of Command**. Click this button to display the Edit Chain of Command dialog box. From here, you can edit the structure at three levels: UIC, Department, and Division.

What can I edit at the UIC level?

To add a department:

1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.



2. In the outline, click the UIC icon.
3. On the toolbar, click **Add Department**. A new department will appear in the outline.
4. Click **Save** and **Close**.

To edit 3MCs assigned:

1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.
2. In the outline, click the UIC icon.
3. On the toolbar, click **Edit 3MC Assigned**.
4. Select **Add** or **Remove**.
5. Click **OK**.
6. Click **Save** and **Close**.

What can I edit at the Department level?

To add a division:

1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.
2. In the outline, click a department icon.
3. On the toolbar, click **Add Division**. A new department will appear in the outline.
4. Click **Save** and **Close**.

To delete a department:

1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.
2. In the outline, click the department icon that you want to delete.
3. On the toolbar, click **Delete Department**.
4. Click **Save** and **Close**.

To edit department heads assigned:

1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.
2. In the outline, click a department icon.
3. On the toolbar, click **Edit Department Head Assigned**.
4. Select **Add** or **Remove**.
5. Click **OK**.
6. Click **Save** and **Close**.

What can I edit at the Division level?

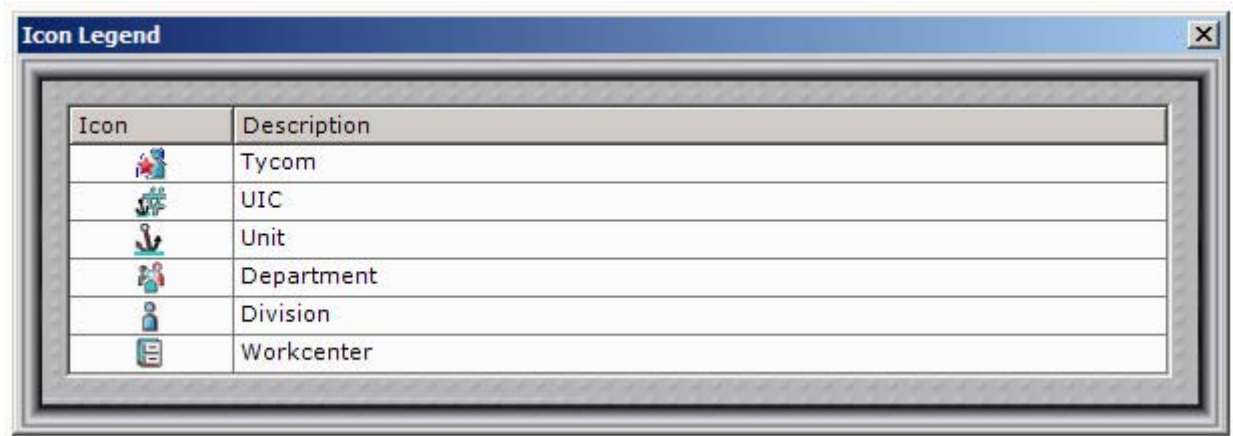
To delete a division:







1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.
2. In the outline, click the division that you want to delete.
3. On the toolbar, click **Delete Division**.
4. Click **Save** and **Close**.

To edit Division Officers or LCPOs assigned:

1. On the secondary toolbar, click **Edit Chain of Command**. A dialog box opens.
2. In the outline, click a division icon.
3. On the toolbar, click **Edit Division Officers/LCPOs Assigned**.
4. Select **Add** or **Remove**.
5. Click **OK**.
6. Click **Save** and **Close**.

Icon Legend



Icon	Description
	Tycom
	UIC
	Unit
	Department
	Division
	Workcenter

Admin – Chain of Command Icon Legend

Admin – Accomplishment Ratings

The Accomplishment Ratings display in the ADMIN View provides details of four metrics, as shown in the following figure. These metrics include: Periodic Accomplishment Ratings (PAR), Situational Accomplishment Ratings (SAR), Administration Accomplishment Ratings (AAR), and Spot Check Accomplishment Ratings (SCAR).

1. **PAR** measures the percentage of checks performed within periodicity. PAR factors PMS Alerts and lost checks.
2. **SAR** identifies global situations, and tracks and calculates the accomplishment of maintenance.
3. **AAR** keeps track of administration duties such as checking weekly close-out status, signing Technical Feedback Reports (TFBR), acknowledging PMS alerts, and approving MRC lineouts.
4. **SCAR** measures the number of satisfactory checks divided by the total number of spot checks. SCAR provides administrators and inspectors a confidence rating that reflects how well the Command is performing maintenance.

For more information on each of these metrics, please see [Welcome to SKED 3.2](#).

How do I access the Accomplishment display?

- > On the toolbar, click **Accomplishment**.



Department	Division	Workcenter	Totals	04/07/2008	04/14/2008	04/21/2008	04/28/2008	05/05/2008
Totals								
Combat Systems	CE	CSE1						
Combat Systems	CE	CSE3	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Combat Systems	CE	IC01						
Combat Systems	CE	CE03						
Combat Systems	CE	CE04	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Combat Systems	CF	CF01						
Combat Systems	CF	CF03						
Combat Systems	CF	CF02						
Combat Systems	IS	IS02	100.00%	100.00%				
Combat Systems	IS	IS01						
Combat Systems	CX	CX01	100.00%	100.00%	100.00%			
Weapons	CA	CA03						
Weapons	CA	CA01						
Weapons	CG	CG01						
Weapons	CG	CG02						
Weapons	CG	CG03						
Weapons	CG	CF04						
Weapons	CG	FP01	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Weapons	CM	CM01						
Weapons	CM	CM02						
Operations	OD	OD01						
Operations	OD	HZ01	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Operations	ON	OI02	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Operations	OT	OT02	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Operations	OT	OT01						
Operations	OI	OI01						
Supply	S1	SS01						
Supply	S2	SS02						
Supply	S3	SS03	100.00%	100.00%				
Engineering	EE	EE02						
Engineering	EE	EE01						
Engineering	EA	EA01	100.00%	100.00%	100.00%			
Engineering	EA	EA04						
Engineering	ER	ER01						
Engineering	ER	ER04						
Engineering	ER	ER03						

Admin – Accomplishment Ratings Display

How do I view the PAR?

1. On the toolbar, click the **Accomplishment** tab.
2. On the secondary toolbar, click **Periodic**.
3. On the **Quarter** menu select the desired quarter.
4. Double-click the top line **Totals** field to display Periodic Accomplishment Details screen for whole Command totals. There must be data in the Totals field for a workcenter to display Periodic Accomplishment Details.
5. In the **Workcenter** column, click to select a workcenter.
6. Double-click the Totals field to display details.
7. Close when you are done.

How do I view the SAR?

1. On the toolbar, click the **Accomplishment** tab.
2. On the secondary toolbar, click **Situational**.
3. On the **Quarter** menu select the desired quarter.



4. Double-click the top line Totals field to display Situational Accomplishment Details screen for whole Command totals. There must be data in the Totals field for a workcenter to display Situational Accomplishment Details.
5. Select **workcenter**.
6. Double-click the **Totals** field to display details.
7. Close when you are done.

How do I view the AAR?

1. On the toolbar, click the **Accomplishment** tab.
2. On the secondary toolbar, click **Administration**.
3. On the **Quarter** menu select the desired quarter.
4. Double-click the top line **Totals** field to display Administrative Accomplishment Details screen for whole Command totals. There must be data in the Totals field for a workcenter to display Administrative Accomplishment Details.
5. Select **workcenter**.
6. Double-click on the **Totals** field to display details.
7. Close when you are done.

How do I view the SCAR?

1. On the toolbar, click the **Spot Checks** tab.
2. On the secondary toolbar, click **Spot Checks**.
3. On the **Quarter** menu select the desired quarter.
4. Double-click the top line **Totals** field to display Spot Check Accomplishment Details screen for whole Command totals. There must be data in the Totals field for a workcenter to display Spot Check Accomplishment Details screen.
5. Select **workcenter**.
6. Double-click the **Totals** field to display details.
7. Close when you are done.

Admin –Closeout Status

The ADMIN view also features the status of Workcenter Weekly Closeouts. If the week has been closed, the dates are highlighted blue.

How do I access the Closeout Status display?

- > On the toolbar, click **Closeout Status**.

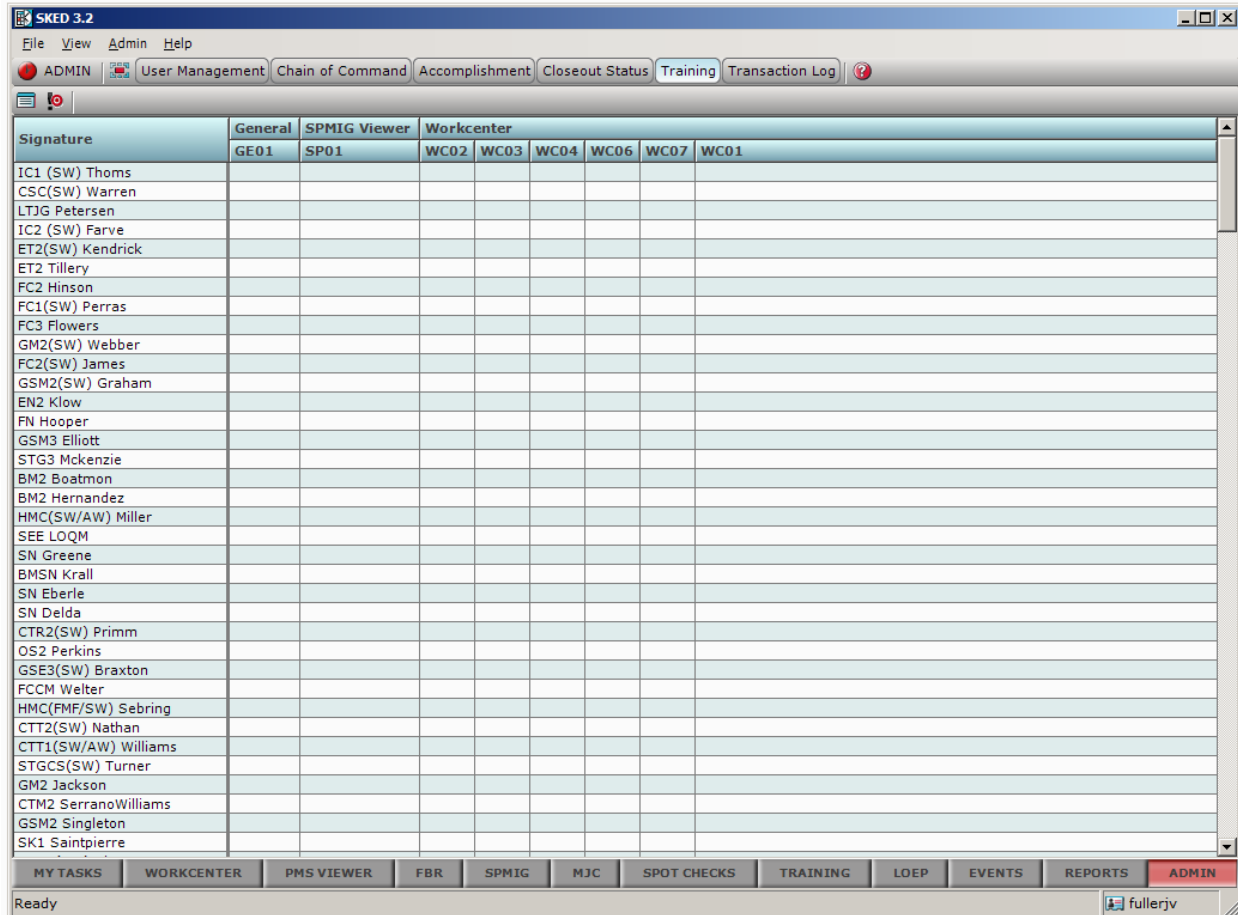


Department	Division	Workcenter	04/07/2008	04/14/2008	04/21/2008	04/28/2008	05/05/2008	05/12/2008
Combat Systems	CE	CSE1						
Combat Systems	CE	CSE3						
Combat Systems	CE	IC01						
Combat Systems	CE	CE03						
Combat Systems	CE	CE04						
Combat Systems	CF	CF01						
Combat Systems	CF	CF03						
Combat Systems	CF	CF02						
Combat Systems	IS	IS02						
Combat Systems	IS	IS01						
Combat Systems	CX	CX01						
Weapons	CA	CA03						
Weapons	CA	CA01						
Weapons	CG	CG01						
Weapons	CG	CG02						
Weapons	CG	CG03						
Weapons	CG	CF04						
Weapons	CG	FP01						
Weapons	CM	CM01						
Weapons	CM	CM02						
Operations	OD	OD01						
Operations	OD	HZ01						
Operations	ON	OI02						
Operations	OT	OT02						
Operations	OT	OT01						
Operations	OI	OI01						
Supply	S1	SS01						
Supply	S2	SS02						
Supply	S3	SS03						
Engineering	EE	EE02						
Engineering	EE	EE01						
Engineering	EA	EA01						
Engineering	EA	EA04						
Engineering	ER	ER01						
Engineering	ER	ER04						
Engineering	ER	ER03						
Engineering	ER	ER04						

Admin – Closeout Status Display

Admin – Training

Another feature of the ADMIN view is the Training Manager, as shown in the following figure. This display enables you to see the list of available training lessons, who has been assigned training, and who has completed training.




Admin – Training Manager Display

How do I access the Training display?

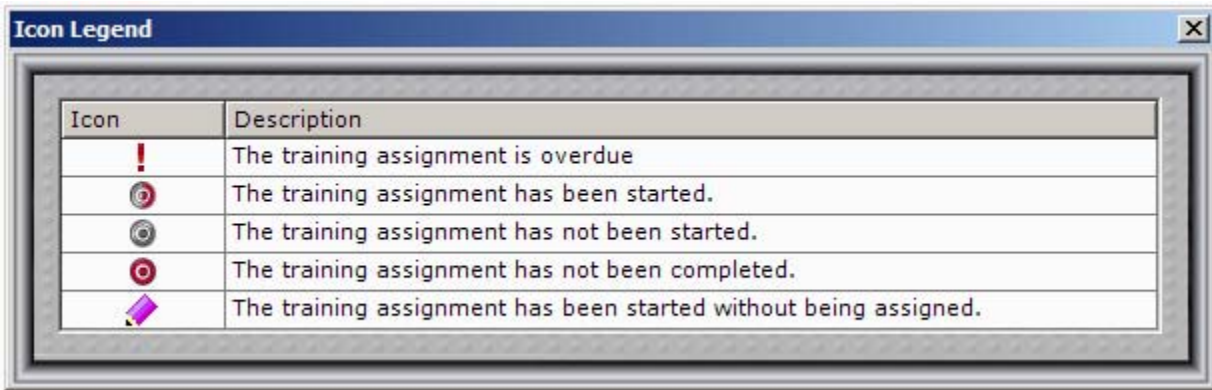
1. On the toolbar, click **Training**. The display is by Signature for All Training Circuits.
2. Double-click each lesson column to display the lesson name. Under the lesson columns, a training bull's-eye icon appears when training is "Assigned, Not Completed," "Assigned, Not Started," and "Completed."
3. Double-click a name listed under the Signature column or click Training Details on the toolbar. The Training Details box displays for each name with the Circuit ID, Circuit Title, Assigned Date, Due Date, Accessed Date, and Completion Date.
4. Close when you are done.

Assign Training

How do I assign training?

1. On the toolbar, click **Assignment Wizard** .
2. Click **Next** to begin assigning training.
3. Follow the instructions in the Wizard.
4. Click **Finish**.

Icon Legend



Icon	Description
!	The training assignment is overdue
⦿	The training assignment has been started.
⦿	The training assignment has not been started.
⦿	The training assignment has not been completed.
⦿	The training assignment has been started without being assigned.

Admin – Training Icon Legend

Admin – Transaction Log

How do I access the Transaction Log?

- > On the toolbar, click **Transaction Log**.

The Transaction Log in the ADMIN view allows you to display data in two ways:

1. Admin Log (default)
2. SKED Agent Log.

The **Admin Log** displays by Date/Time, User ID, User Name, NT Login, Computer Name, Action Performed, Affected ID, and Action Text. You can choose the preference in which you want to list transactions in the Admin Log: List All, List by Action, or List by Month. By Default, the List All displays and includes all actions. The List by Action display lists the action performed in date time-stamped sequence. The List by Month lists the action performed per month, beginning with the first month of the current quarter.

The **SKED Agent Log** displays by ID, Source, Description, Start Date, End Date and Status. You can't choose a preference for viewing SKED Agent transactions.

How do I view the Admin Log?

1. On the secondary toolbar, click **Admin Log**, as shown in the following figure.
2. From the toolbar drop down arrow, select view preference.
3. Double-click any row to view Admin Log Details.



Date/Time	User ID	User Name	NT Login	Computer Name	Action Performed	Affected ID	Action Text
9/4/2008 11:10:12 AM	-101	techsupport	vmartinez	VINCEM	Change Client Mode	-101	Client mode was set to 0
2/10/2009 11:31:21 AM	-101	techsupport	mingram	MIKEI	Load FR CD	-101	User successfully imported a PMS CD (Force Revisio
6/17/2008 2:02:46 PM	574	fullerjv	laguon	LAURIEA	Reset User Password	574	User (fullerjv)'s password has been reset.
6/17/2008 2:44:31 PM	574	fullerjv	laguon	LAURIEA	Load FR CD	574	User successfully imported a PMS CD (Force Revisio
6/24/2008 8:44:26 AM	574	fullerjv	mmanlove	MIKEM	Add Equipment To MJC Task	574	Equipment was added to a MJC Task.
6/24/2008 1:20:30 PM	574	fullerjv	mmanlove	MIKEM	Generate 2K From MJC Task	574	A work candidate was submitted.
6/24/2008 1:21:14 PM	574	fullerjv	mmanlove	MIKEM	Add Equipment To MJC Task	574	Equipment was added to a MJC Task.
7/15/2008 2:56:04 PM	574	fullerjv	laguon	LAURIEA	Reset User Password	574	User (fullerjv)'s password has been reset.
7/15/2008 3:04:47 PM	574	fullerjv	laguon	LAURIEA	Reset User Password	574	User (fullerjv)'s password has been reset.
9/5/2008 11:07:14 AM	574	fullerjv	kgriffin	KEVING	Change Client Mode	574	Client mode was set to 2
12/29/2008 10:05:06 AM	574	fullerjv	mmanlove	MIKEM	Import CDM Equipment	574	CDM Equipment has been imported from a file.
1/29/2009 2:58:22 PM	574	fullerjv	mpitchford	MIKEP	Archive Quarter	574	Quarter 1-08 was archived.
1/29/2009 3:01:47 PM	574	fullerjv	mpitchford	MIKEP	Archive Quarter	574	Quarter 1-08 was archived.

Admin – Transaction Log (Admin Log) Display

How do I view the SKED Agent Log?

1. On the toolbar, click **Transaction Log**.
2. On the secondary toolbar, click **SKED Agent Log**.

SKED Preferences

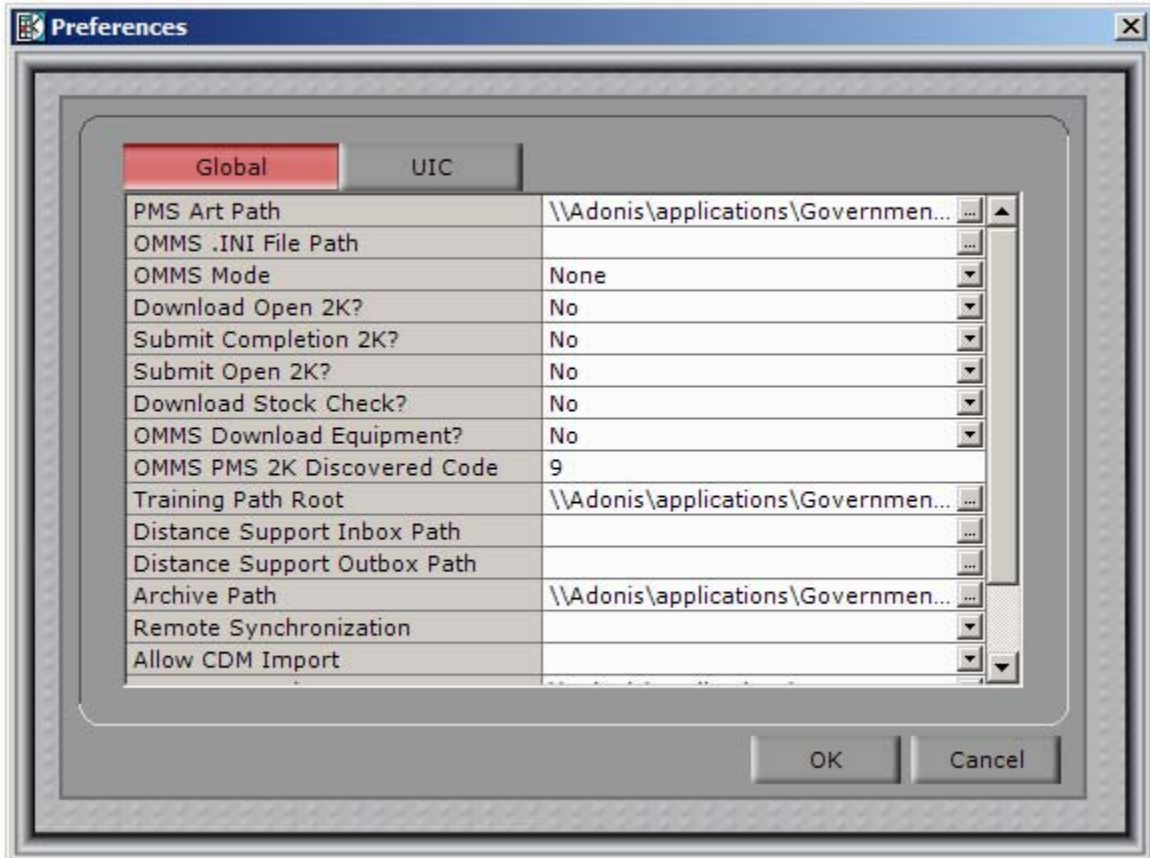
This module is a tool for the 3MCs. Access is controlled by role and permissions. Only users with ADMIN permissions have a Preferences module. The 3MCs can view both Global or UIC preferences, as shown in the following figure. By default, the screen displays Global settings; however, the 3MC can reset the default to the UIC Preference. The global preference identifies paths, PMS CD info, OMMS info, Training Path Root, Distance Support Paths, etc. The UIC Preference drives “Alerts” and identifies limits for Default Training Due Date (Days), Weekly Closeout Limit (Days), FBR Approval Limit (Days), PAR Admin Pass/Fail Threshold, Serial Number Index, MY TASKS Forecast Days, etc.

How do I view Preferences?

1. On the menu bar, click to open the **Admin** menu.

2. Click **Preferences**.
3. View **Global Preferences** or click **UIC** to view UIC Preferences.
4. Click the item you want. Use the drop down arrows to view complete data.
5. Click **OK** or **Cancel**.

Note: The UIC Preferences also has a Reset Default UIC Preferences button.



Locate global and UIC preferences in the ADMIN view



Appendix A: Frequently Asked Questions (FAQs)

General Questions

1. Why did NAVSEA develop SKED 3.2? SKED 3.2 was developed to implement the PMS policy changes made to the 3M portion of the OPNAV 4790 instruction, as well as to add frequently requested features and provide greater flexibility to interface with 3rd party applications like ERP and MFOM.
2. Is SKED 3.2 complete? The development of SKED 3.2 is complete and is being certified by the various Navy agencies. However, a list of enhancements has already begun to be compiled for future releases of SKED.
3. When will we get SKED 3.2? SKED 3.2 will be available for ship implementation after the ship receives NIAPS 2.0, which is scheduled to begin installations in January 2007. Due to the training and data migration implications, the SKED 3.2 installs will stagger behind the NIAPS 2.0 installs.
4. SPAWAR Preferred Products List (PPL - shipboard use)? SKED 3.2 has completed the testing phase of PPL certification, and is awaiting certification board approval. (Step 7 of 9)
5. NIAPS? SKED 3.2 has been approved for NIAPS 2.0 use.
6. SubLAN? Yes, that testing is complete and SKED is certified.

SKED 3.2 Feature Questions

1. What is new in SKED 3.2? New PMS schedules, Spot Check scheduler, True Interval Scheduling, Improved Situational Maintenance Capabilities, New PMS Performance Metrics, LOEP Manager, and Automated Workflow are the biggest items for SKED 3.2. But there are many, many more new features...
2. How have the PMS Schedules changed? The paper-based Cycle, Quarterly, and Weekly schedules have been replaced with electronic equivalents that focus on Schedule, Review, and Forecasting. The entire look-and-feel has changed.
3. What is True Interval Scheduling? True Interval Scheduling is a fancy name for a dynamic scheduling system based on last accomplishment. The old scheduling policy involved statically placing maintenance items into a block on the paper schedule. The new system dynamically moves maintenance to ensure that it is accomplished at the optimal time, based on the periodicity interval (e.g. – 30 days for a Monthly).

Training/Support Questions

1. If I need SKED training, who will provide it? NAVSEA and Fleet Forces Command have joined forces to provide training for SKED 3.2. A trainer from our group will come on-site to perform training with a portable classroom, using a train-the-trainer philosophy. Imbedded computer training, documentation, and training aides will be left with the ship for their use.
2. If I have a problem with SKED 3.2, who do I call for help? The Navy Anchor Desk is the first line of defense for technical problems. If they cannot resolve your issue, they will route your call to one of our technical support specialists.



3. Will we get training on other non-SKED systems? While our trainers may be familiar with other Navy applications, we currently provide support only for SKED.

LCS Questions

1. What is LMAIS? The Logistics Maintenance Automated Information System (LMAIS) is the supply and maintenance solution for LCS. This system is based on the CONOPS that there is a separation of business processes between the ship (LCS) and the shore (MSD), with the MSD handling all of the planning and approvals.
2. What is different in SKED 3.2 for LCS?
3. SKED 3.2 for LCS has the ability to keep two instances of SKED in synch, one on the LCS and other at the Maintenance Support Detachment (MSD).
4. SKED also displays the ship's CSMP and allow CSMP items to be "scheduled" for ship's accomplishment
5. Provides a means for the LCS afloat to send an abbreviated deficiency report, to reduce the burden on the afloat sailor.
6. Streamlines the SKED displays on the LCS to focus only on maintenance assigned to the afloat unit.
7. What is the "NIAPS Lite" server that I've heard about? Since NIAPS has always been a server for afloat units only, the NIAPS Lite is a scaled-down version of the server for use ashore. This means that it must be certified for NMCI. It will contain the maintenance applications that would normally be available on a ship.
8. When will the "NIAPS Lite" server be installed? That date is still TBD. As far as we understand, the hang-up appears to be in the paperwork and funding areas between SPAWAR and PMS ###.
9. What software will be installed on the NIAPS Lite server? A complete list will have to be provided by the NIAPS/Distance support team, however it will definitely include SQL Server, SKED 3.2, ATIS (tech manuals), and eSOMS (tag-outs).
10. What is BCS? Bar Code Scanner is the supply portion of the LMAIS solution. It does not have a direct interface with SKED.
11. Is there a relationship between SKED and BCS? Not directly. However, SKED and BCS together comprise the "LMAIS" solution, even though they do not directly communicate with each other.

Technical Support Questions

1. What does this error message mean? "ShPMSVw: Object not initialized, unable to set lineout colors." The StyleSheet table in sked32xl has an out-of-date COMBINED.XSL record, so you must update.
2. What does this error message mean? "The PMS Control did not load successfully. Be sure the correct version is registered." An incorrect version of the PMS Viewer control (ShPMSw2.dll) is registered. Be sure the version included with SKED 3.2 is registered.
3. What does this error message mean? "Application has generated an exception that could not be handled. / Process id=0x\$\$\$ (\$\$\$), Thread id=0x\$\$\$ (\$\$\$). / Click OK to terminate the application. / Click CANCEL to debug the application." SKED 3.2, like other .Net applications cannot run from a network share. This is also the case when a UNC path is used to browse local files. Make sure SKED 3.2 is installed locally and run t there.
4. What causes the First Run Wizard to appear when starting SKED 3.2? You could have one of three causes: (a) Any of these paths are invalid: Archive, Art, Documents, Training, or Feedback



Reports Export; (b) No UICs are implemented in the database; or (c) Workcenters are created, but no checks are scheduled for any of them.

5. After restoring a database, the First Run Wizard did not appear when starting SKED 3.2. What should I do? The backup includes paths in Global Preferences (Admin View) that are visible to the new database location. The paths are either set to local paths or the original locations are visible on the network.

SKED Agent Issues

1. What does this error message mean? "Archive folder in Global Preferences is blank and invalid." The SKED Agent typically uses a Local System account to start up, which may not have access to network resources or remote paths. Change the account to a domain account and restart the Agent.
2. What does this error message mean? "Error 1053: The service did not respond to the start or control request in a timely fashion." Ensure the registry key is valid:
HKEY_LOCAL_MACHINE\SOFTWARE\NAVSEA\SKED 3.2\Sked Agent\DBServerName

Appendix B: Glossary

A

Activity – An organizational ship or unit for dividing PMS in SKED. This is associated to a Unit Identification Code (UIC).

Administrative Accomplishment Rating (AAR) – This rating provides a metric for how well SKED is being used by the activity. This is measured by the time taken to approve feedback reports, acknowledge out of periodicity alerts, etc.

Administrative Revision – A type of PMS revision to correct issues with the PMS schedule without other documentation.

Advance Change Notice (ACN) – This notice permits rapid response to technical difficulties encountered in the fleet's use of a MIP or MRC. An ACN will change the PMS schedule and is processed by a workcenter revision.

Allowance Parts List (APL) – The list of parts that are eligible to be used/ordered for a given configuration/equipment item.

B

Bar Code Scanner (BCS) – The supply portion of the LMAIS solution. It does not have a direct interface with SKED 3.2.

Batch Print – The function in SKED that allows the PMS deck or other multi-document sets to be printed.

C

CAGE Code – Five-character code used to identify the manufacturer of a SPMIG item. Supports a variety of mechanized systems throughout the government and provides a standard for identifying a given facility and location.

Category (SPMIG) – The category type of a SPMIG record. Categories consist of tools, parts, materials, test equipment, or miscellaneous.

Category (user) – The category type of a SKED user, which will have implied permission levels. Categories consist of 3MC, Department Head, Division Officer, LCPO, Workcenter Supervisor, or Crew Member.

CDM RIN – A randomly generated five-digit number assigned by the Ship Class CDM that identifies a record within the WSF/SCLSI/SNAP/NTCSS databases that contains configuration status accounting and logistics support data.

Check – A scheduled instance of an MRC. For example, the "M-1" that is scheduled for "9/1/2008" for the "Fire Pump #1" is a check. The actual procedure document for the "M-1" is the MRC.

Check Note – A free-form note that may be added to provide more information on a PMS Check. This is similar to the previous "flip page" functionality of previous versions of SKED.

Circuit (training) – A group of training lessons about a similar topic. At the end of each circuit, a challenge is available to ensure information retention.

Class Squadron (CLASSRON) –

Complete (check) – A check status that indicates that the PMS check has been completed successfully.

Convenience Related Maintenance – A PMS requirement that is loosely related to another PMS requirement. This means that it would be "recommended" to perform the convenient related maintenance at the same time, it is not required however.

Crew Member – A user account category that typically applies to crew members who will be performing the maintenance.

Current Range – Actual range of dates that a maintenance check is scheduled to be performed.

Current Ship's Maintenance Plan (CSMP) – The list of open corrective actions (2Ks) for a given unit. CSMP is typically stored in OMMS-NG, MicroSnap, or AWN.



D

Date Time Group (DTG) – The exact date and time in which a message is prepared for transmission. DTG includes: two-digit date, two-digit hour, two-digit minute, time zone suffix, two-character monthly abbreviation, and two-digit year (ddhhmmZMMyy).

Distance Support – Support provided for computer systems from a remote location.

Document Information Transmittal (DIT) (revision) – Forwards new or superseded PMS documentation between Force Revisions. DITs provide PMS information and narrative replies to non-technical PMS reports. They are addressed to 3M Systems Coordinators to ensure accountability and disposition of PMS information.

E

Elapsed Time – The estimated number of hours it takes to perform maintenance, regardless of the number of crew members required.

Equipment – A maintenance item such as a system, subsystem, component, or sub-component.

Event – A situation that affects the maintenance of an entire ship or a piece of equipment; includes local states, global states, local triggers, global triggers, and local metered events

F

Feedback Report (FBR) – Used to communicate technical and non-technical issues to NAVSEA Logistics Centers.

Feedback Report (FBR) (revision) – Results when the UIC receives a response to an FBR that requires workcenter changes.

Flip Page

Force Revision (FR) – Changes in maintenance procedures are updated and distributed quarterly on the NAVY PMS CD.

Force Revision (FR) (revision) – Maintenance revisions that are based on a revised LOEP and then distributed on the Navy PMS CD. Force Revisions are applied to SKED to keep data current.

Functional Description – Describes, in end-user terms the function performed by a particular equipment or shipboard location of software.

Functional Identification Number (FIN) – A number used to identify the functional area, system, or equipment.

G

Global Event – Refers to an event (state or trigger) that affects the entire ship

Global State – Affects the entire ship, such as “At Sea,” and “In Port.” A state is a toggle that is either on or off.

Global Trigger – A single occurrence or action that has maintenance tied to it. Global triggers affect the entire ship, such as “deployment of ship” or “fleet exercise.” Sometimes, global triggers have a specified timeframe such as “90 days” or “immediately.”

H

Hazardous Materials (HAZMAT) – Materials that can, if not handled properly, cause serious injury, long-term health effects, an unsafe environment, and/or equipment damage.

Hierarchical Structure Code (HSC) – Identifies the function/hierarchical relationship of the ship, ship system, and equipment configuration records, to include software and firmware.

I



Inactive Equipment Maintenance (IEM) – Equipment that is inactive within the current year. Category 1 IEM (lay up) refers to unserviceable equipment that is repaired onboard the unit (ship, submarine, or onshore facility). Category 1 is inactive for 30 days or longer, but is not scheduled for corrective maintenance or overhaul. Category 2 IEM (removed equipment) refers to equipment that is repaired off the unit. Category 2 is inactive for 30 days or longer and is scheduled for corrective maintenance, overhaul, or removal for safe storage/placement.

International Unique Identifier (IUID) – An asset identification system instituted by the Department of Defense to uniquely identify a discrete tangible item or asset and distinguish it from other like or unlike tangible items.

J

Journal – This Workcenter display provides a running history of maintenance activity performed in your workcenter. The Journal is also an auditing and accountability tool.

K

L

LCS Maintenance Automated Information System (LMAIS) – The umbrella system for the Navy's maintenance scheduling software. SKED 3.2 is part of the LMAIS solution.

Lineout – Custom review-and-omit MRC lineouts indicate something has been changed on the MRC.

List of Effected Pages (LOEP) – This list indicates the current workcenters, MIPs, and MRCs (items) being implemented in SKED 3.2.

Littoral Combat Ship (LCS) – Part of the Navy's modern warfighting plan. These ships are smaller, more specialized versions of the DD(X) family; they are fast, stealthy, and maneuverable.

Local Event – An event (state or trigger) that refers to a given piece of equipment.

Local Metered – An event that is tied to a metered. From the Situational Display you can update meters.

Local State – A local state is a persistent event that can be tracked over duration of time (in days). A state is a toggle that is either on or off and corresponds to the current state of the equipment, such as "in operation" and "not in use."

Local Trigger – A local trigger is a single occurrence or action that has maintenance tied to it. A local trigger affects one workcenter's single piece of equipment or multiple pieces of equipment, such as "custody transfer" and "turn on/initialization."

Location Description – Identifies the location of a Maintenance Item; identifies the host equipment or shipboard location of software.

Lost (check) – Checks with a periodicity of less than weekly may be marked Lost because they can't be rescheduled. Checks scheduled to meet situational requirements may also be marked as Lost (or Not Applicable).

M

Maintenance Group – An organizational unit used for building workcenters; includes a collection of Maintenance Items.

Maintenance Index Page (MIP) – A table of contents for MRCs.

Maintenance Item – An organizational unit used for building workcenters; includes a collection of associated MRCs.

Maintenance Requirement Card (MRC) – Provide detailed procedures for performing maintenance requirements and describe who, what, how, and with what resources a specific requirement will be accomplished.

Maintenance Requirement Description – Procedures required for performing maintenance correctly. Found on every MRC.

Mandatory Related Maintenance -



Maintenance Support Detachment (MSD) – A shore-based activity that supports afloat units perform maintenance.

Man Hours – The estimated number of man hours it will take to perform the maintenance. Factors the number of crew members required.

Master Job Catalog (MJC)

Metered Event – based on the current value of a measurement in relation to the value at the time of the last accomplishment. Parameters are defined at the MRC level.

Micro-SNAP

MicroSNAP – A shipboard IT system that manages corrective maintenance; interfaces with supply and administration applications.

Modifier (SPMIG) – Provides additional information about the SPMIG item, such as size of issue.

Maintenance Requirement Card (MRC)

MRC Lineout – Custom review-and-omit MRC lineouts indicate something has been changed on the MRC.

N

National Item Identification Number (NIIN) – A nine-digit stock number assigned by the Defense Logistics Service Center (DLSC) to identify an item of material in the federal distribution system.

Navy Information Application Product Suite (NIAPS) – shipboard application server in which SKED resides.

Navy Tactical Command Support System (NTCSS) – Suite of information technology systems used afloat to manage shipboard logistics record; consists of OMMS-NG, R-Supply, and R-Admin.

Nomenclature – Identifies the principle system or subsystem into which a group of individual components are combined to perform some function.

Not Applicable (check) – A check that is not required to be completed; may be due to a schedule change or to MRCs that are not applicable to the equipment.

O

Organizational Maintenance Management System-Next Generation (OMMS-NG) – A shipboard IT system that manages corrective maintenance; interfaces with supply and administration applications. Serves as the keeper of the ship's configuration file.

Originator – Refers to the initiator of a PMS Alert.

P

Periodic Accomplishment Rating (PAR) – The PAR measures the percentage of checks performed within periodicity.

Periodicity – Refers to how often a check is required for a piece of equipment, such as monthly, quarterly, and annually.

PMS Deck – The MIP and MRC documents for a given UIC/workcenter as defined by the LOEP.

PRID – Identification often associated with valves; fills the place of a serial number.

Q

R

Range – The allowed dates that you are required to perform scheduled maintenance. For example, if the interval is 182 days, the range is 121 to 243 days after the previously performed maintenance.

R-Check – Familiar term for Situational Report.

Review & Omit – The process of customizing an MRC by putting a line through procedural steps that do not apply to the equipment in which the MRC is applied.



Revision – A change in PMS requirements for a given workcenter, such as inconsistencies between maintenance requirements and the quantity of Maintenance Items needed for each task. Also refers to changes in a workcenter's structure including MIP, Maintenance Group, Maintenance Item, or MRC relationships.

Record Identification Number (RIN) – Identifies a record within the WSF/SCLSI/SNAP/NTCSS databases that contains configuration status accounting and logistics support data; an address used by a database for automated retrieval and maintenance of records and data.

S

Safety of Ship – Signifies that a check concerns the safety of the ship.

Ship RIN – A randomly generated six-digit number assigned by OMMS-NG that identifies a record within the WSF/SCLSI/SNAP/NTCSS databases that contains configuration status accounting and logistics support data.

Situational Accomplishment Rating (SAR) – This metric identifies global situations, and tracks and calculates the accomplishment of maintenance.

Shipboard Deficiency Notification (SDN) – A logistics document that contains the minimum amount of information required to create a 2K. Currently used by afloat LCS only.

Secondary View – Views in SKED 3.2 are further divided into more specialized secondary displays.

Serial Number – Uniquely identifies a specific unit of production within a group of like equipment, components, or software media.

Situational Maintenance – Maintenance that is driven by an event (state or trigger).

Standard PMS Item Number (SPIN)

Situational Report – A report that is customized to a workcenter; reflects all checks associated with states and triggers that affect the workcenter.

Standard PMS Material Identification Guide (SPMIG) – A view in SKED 3.2 that enables you to access and search the tools, parts, and materials databases used with the MRC documents.

Spot Check – Assess performance of planned maintenance procedures; conducted by leaders in the chain of command.

Spot Check Accomplishment Rating (SCAR) - This metric measures the number of satisfactory checks divided by the total number of spot checks. SCAR provides administrators and inspectors a confidence rating that reflects how well the Command is performing maintenance.

Standard PMS Item Name (SPIN) – Generic identification number for a group of related, interchangeable tools, parts, and materials.

State – A persistent event that can be tracked over duration of time (in days). A state event is a toggle that is either on or off and corresponds to the current state of the ship, equipment, or status. Examples of states: “at sea” and “in port.” Except for these examples, all states can occur simultaneously such as “operating aircraft (local) at sea (global).”

Sub-category Code (SCAT) – A code used for test equipment.

System (check) – Signifies that a check was completed because some other maintenance action covered the check.

T

Tagout – Safety issue dictated by an MRC; tagouts are required to accomplish maintenance.

Task – Refers to a maintenance action/procedure.

Trigger – a single occurrence or action that may have a maintenance action tied to it, like “getting underway.” A trigger can happen more than once in a single day, or may not occur for weeks or months.

U

Unit Identification Code (UIC) – Designates a unit, which may be a ship, shore facility, or submarine. A ship typically has one UIC, while carriers and shore facilities have multiple.



Urgent Message Date Time Group (Urgent Msg DTG) – The exact date and time in which an urgent feedback message is prepared for transmission. DTG includes: two-digit date, two-digit hour, two-digit minute, time zone suffix, two-character monthly abbreviation, and two-digit year (ddhhmmZMMyy).

V

Value – Provides a reading as it relates to the associated Maintenance Item.

View – The functional areas in SKED 3.2 are divided into a “views” or “tabs,” allowing a custom display for each specific function.

W

Weekly Closeout – After the weekly maintenance tasks are completed, the workcenter supervisor performs a closeout. By closing out the weekly schedule, the PMS data becomes part of the ship’s record. Closeouts are date/time stamped and signatures are recorded.

Appendix C: Acronyms

#

2K	Work Candidate
3M	Maintenance and Material Management System
3MC	3M Coordinator

A

AAR	Administrative Accomplishment Rating
ACF	Accomplishment Confidence Factor (obsolete)
ACN	Advance Change Notice
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AER	Alteration Equivalent to Repair
APL	Allowance Parts List
ATIS	Advanced Technical Information Support

B

C

CBT	Computer-Based Training
CD-ROM	Compact Disk - Read Only Memory
CDM	Configuration Data Manager
CLIN	Contract Line Item Number
CMD RIN	Command Record Identification Number
CNO	Chief of Naval Operations
CONOPS	Concept of Operations
CSMP	Current Ship's Maintenance Plan (or Consolidated Ship's Maintenance Plan)

D

DIT	Document/Information Transmission
DTG	Date Time Group

E

EGL	Equipment Guide List (obsolete)
ERP	Enterprise Resource Planning
eSOMS	Electronic Shift Operations Management System
ESWBS	Expanded Ship Work Breakdown Structure

F

FBR	Feedback Report
FIN	Functional Identification Number
FR	Force Revision

G



H

HAZMAT	Hazardous Material
HSC	Hierarchical Structure Code

I

ICMP	Integrated Class Maintenance Plan
ID	Identification
IEM	Inactive Equipment Maintenance
IUID	International Unique Identifier

J

JCN	Job Control Number
JSN	Job Sequence Number

L

LCPO	Leading Chief Petty Officer
LCS	Littoral Combat Ship
LMAIS	Logistics Maintenance Automated Information System
LOEP	List of Effective Pages
LU	Lay-Up Maintenance

M

MFOM	Maintenance Figure of Merit
MIP	Maintenance Index Page
MJC	Master Job Catalog
MRC	Maintenance Requirement Card
MRD	Maintenance Requirement Description
MSD	Maintenance Support Detachment (shore-side of LCS setup)

N

NA	Not Applicable
NAVSEA	Naval Sea Systems Command
NAVSEAINST	NAVSEA Instruction
NAVSEALOGCEN	Naval Sea Systems Command Logistics Center
NIAPS	Navy Information Application Product Suite
NIIN	National Item Identification Number
NMCI	Navy Marine Corps Intranet
NSLC	NAVSEA Logistics Center
NT	Network
NTCSS	Navy Tactical Command Support System

O

OMMS	Organizational Maintenance Management System
OMMS-NG	Organizational Maintenance Management System-Next Generation
OPNAV	Operational Navy (Office of the CNO)
OT	Operational Test



P

PAR	Periodic Accomplishment Rating
PMS	Planned Maintenance System
PPL	Preferred Parts List
PPR	PMS Performance Rate (obsolete)
PRID	

Q

R

RAR	Recorded Accomplishment Rate (obsolete)
RIN	Record Identification Number

S

SAR	Situational Accomplishment Rating
SCAR	Spot Check Accomplishment Rating
SCAT	Sub-Category Code
SNAP	Shipboard Non-Tactical ADP Program
SPAWAR	Space and Naval Warfare
SPIN	Standard PMS Item Name
SPMIG	Standard PMS Material Identification Guide
SR	Situational Requirements
SU	Start-Up Maintenance
SubLAN	Submarine Local Area Network
SYSCOM	Systems Command

T

TBD	To Be Determined
TFBR	Technical Feedback Report
TYCOM	Type Commander

U

UI	Unit of Issue
UIC	Unit Identification Code

V

W

WBS	Work Breakdown Structure
WC	Workcenter