

Data Input Guideline

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This document specifies how the data for the ZeeBORN planned maintenance system need to be delivered by selected suppliers.

In general there are two options for delivering the required data:

- a. Manual input into available online version of the planned maintenance system as used by ZeeBORN customers
- b. Delivery of all maintenance related data in a defined database format

DATA TO BE DELIVERED

The following data shall be delivered by the supplier:

1. All component data including the structure of related sub-components: component name, type, description (optional), serial number, related document files.
2. List of maintenance job descriptions.
3. List of components maintenance jobs including job intervals and link to the general job description. Maintenance jobs with an interval below 1 week shall **not** be added to the system (other customer policies may apply).
4. All spare parts necessary for maintenance jobs including ordering information and initial quantity. Spare parts that will never be used by the crew or a service company shall **not** be added to the system.

OPTION A: MANUAL INPUT

If a supplier decides to perform a manual input of the data into the system, ZeeBORN will provide online access (Remote Desktop/Terminal Server) to a dedicated server that provides direct access to the ZeeBORN maintenance system. The supplier will get a user account for accessing all parts of the system that are necessary for the suppliers data input.

Access details (user name, password etc.) can be requested from the customers dedicated project manager. The customer will confirm and forward all requests to ZeeBORN and ZeeBORN will handle the creation of the user account and will also get in contact with the supplier for a short introduction into the operation of the data input functions. For training and testing purposes each supplier will also get access to a separate system that allows the familiarization with the ZeeBORN maintenance system without affecting the live data.

OPTION B: DELIVERY OF DATA IN SPECIFIED DATABASE FORMAT

ZeeBORN provides a database template file in Access 2000 format that can be used for providing the requested data. It's up to the supplier to organize a conversion of already existing data or to manually enter the data into the database template.

The structure of the tables in the template and the meaning of the single database fields in each table can be found in the table and field description properties.

The supplier may also convert the basic database template into a newer Microsoft Access format. ZeeBORN supports all file formats up to Microsoft Access 2007 (2010) for importing the data into the maintenance system.

DATA INPUT PROCESS

Independent of the selected data delivery method the complete data input process is divided into the following steps:

1. Input of initial data (directly or via data import).
2. The supplier checks and confirms in the system if all entered information is correct.
3. Countercheck by customer and final confirmation of the delivered data.

The status of all data (new, checked by supplier, confirmed by customer) can be seen for each record in the database.

ONLINE RESOURCES

At <http://zeeborn.net/datainput> suppliers can find the database template download and additional information for the data input.