

Maintenance (Mx) and Quality Control (QC) LOSA

Administrator Reference Manual



Mx and QC LOSA Reference Manual

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Logon

Double-click on the MX-LOSA desk top icon:



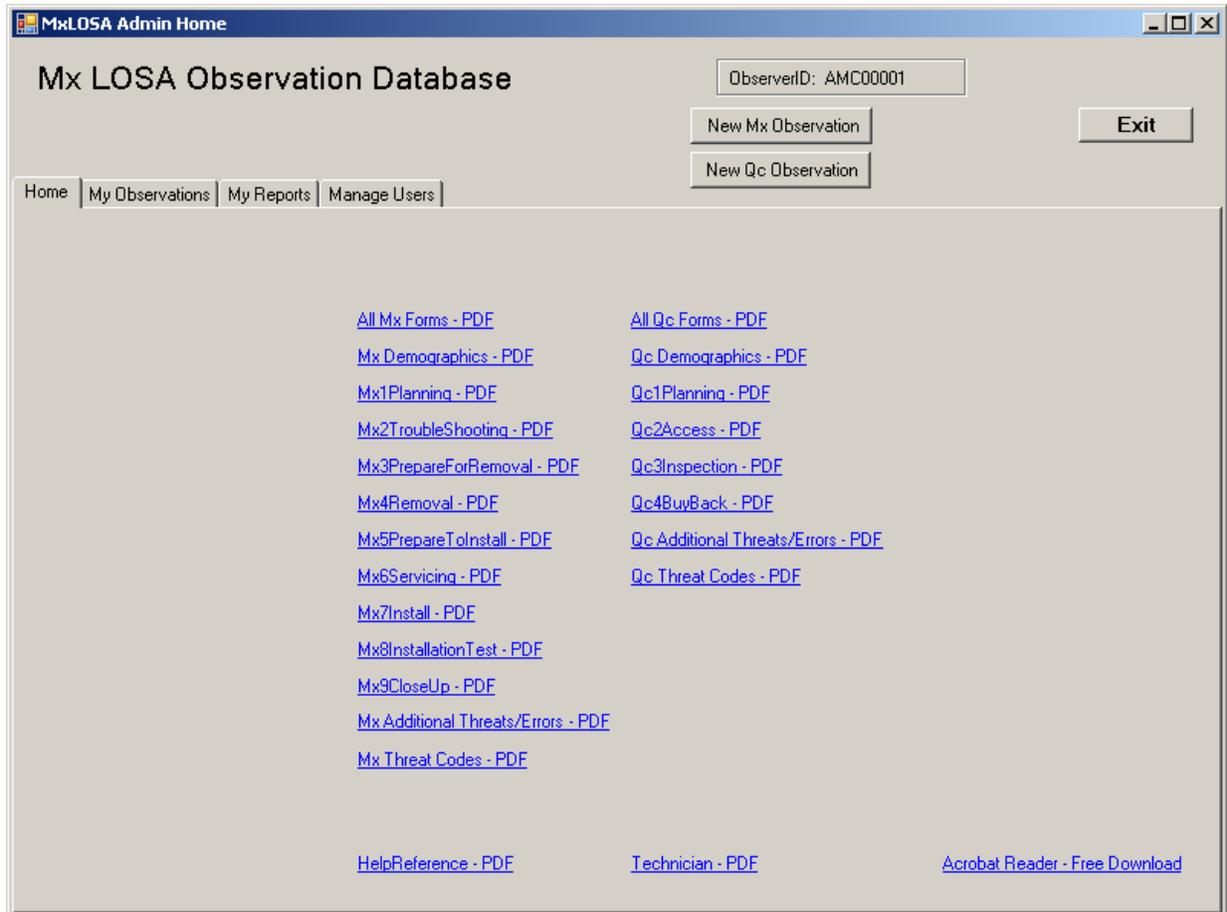
Enter your assigned 'Observer ID' and Password and click the Log In button to enter the Mx-LOSA application, or click Exit to close the application.

- If you do not enter an Observer ID or enter an incorrect ID, an error message will be displayed.
- If you do not enter a password, an error message will be displayed.
- If you enter an incorrect password, an error message will be displayed. *Please note that the Password is **case sensitive** and must be entered exactly, using capital and lower-case letters as provided.*



Administrator Home Tab

The Admin Home tab is displayed when an administrator-level ID is used to access the Mx-LOSA application. The current ID is displayed in a box at the top of the form. The function, or command, buttons (New Mx Observation, New QC Observation, and Exit) also located at the top of the screen are available for all tabs.



The Admin Home tab displays the following functions and tabs:

- 1) 'New Mx Observation' button: creates a new Mx observation (see New Observation section).
- 2) 'New QC Observation' button creates a new QC observation (see New Observation section).
- 3) 'Exit' button: logs out the current Observer and returns to the log in screen.
- 4) 'Home' tab: displays a list of all the forms included within the application. The forms are provided in Adobe Acrobat Reader® formats. Click on any form to display or print. If your computer does not have Adobe Acrobat Reader® software, click the link at the bottom of the Home tab to access Adobe's website (requires internet connection) and install the Reader. (Installing software requires administrators' rights on the computer being used).

New Observation

Create New Observation

New observations can be initiated from any tab using the New Observations command button; however, only the My Observations tab allows you to view or edit existing observations.

- 1) Select either the 'New Mx Observation' or 'New QC Observation' button at the top of the screen: opens the Demographics form to input data.

Demographics tab (detail)

The Demographics form for new observations has several required fields as indicated on the form by **red asterisks (*)**. These fields must be completed to save the new observation. Required fields include:

- 1) Observation Number*
- 2) Date and Start Time of Observation:* defaults to the date and time the observation was created.
- 3) Date and End Time of Observation:* defaults to date and time the observation was created. To save the form, the end time cannot be equal to or earlier than the start time.
- 4) Observation Type*
 - a. Mx Observation (e.g., Planning, TroubleShooting, etc.)
 - b. QC Observation (e.g., Planning, Access, Inspection, BuyBack)

Observation Number:* This number is usually assigned by the team leader and can be any combination of valid characters (numbers, letters, national).

Observer/Team ID: Observation Number:

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Date and Start/End Times of Observation:* Both the start and end date and time fields default to the creation time of the observation. Note that all the time fields are on a 24-hour, or military, clock, and can be changed by:

- typing directly in the date/time box
- selecting mm, dd, yyyy, hh, or mm and using the up/down scroll arrows

Mx Observation Type:* Lists ten types of Mx observations (e.g., Planning, Troubleshooting). All applicable types can be selected and are subsequently displayed at the top of the form after the form has been saved.

Observation Type: * Planning TroubleShooting PrepareForRemoval Removal PrepareToInstall
 Servicing Install InstallationTest Close-Up/CompleteRestore AdditionalThreatErrors

QC Observation Type:* Lists five types of QC observations (e.g., Planning, Access). All applicable types can be selected and are subsequently displayed at the top of the form after the form has been saved.

Observation Type: * Planning Access Inspection BuyBack Additional Threat Errors

All required fields must be completed prior to saving. Once saved, a combination of the required fields will appear at the top of the form. For example, the current Observer ID and Observation Number will be shown in the 'Current Observation' box at the top of the screen, and Aircraft Type and Aircraft Series (although not required), are combined and shown in the 'Fleet' box. Saving the form will also activate all data collection tabs within the Demographics screen. For example, prior to saving an Mx observation, all tabs (e.g., Planning, Troubleshooting) are disabled (grey text); after saving, all tabs within the screen are active (black text).

The next panel asks for information about the Airline Country, Airline, Station Country, Station, Location, Aircraft Type and Series, as well as Registration/Gear Door.

Airline Country: Station Country: Location:
Airline: Station: Registration/Gear Door:
Aircraft Type: Aircraft Series:

- 1) Airline Country: defaults to USA and can be changed by selecting another country from the dropdown list. Only airlines for the selected country will be provided in the 'Airline' dropdown list.
- 2) Airline
- 3) Station Country: defaults to USA, can be changed by selecting another country from the dropdown list. Only the Four Letter Identifiers and airport names for the selected country will be provided in the 'Station' dropdown list.
- 4) Station
- 5) Location
- 6) Registration/Gear Door
- 7) Aircraft Type: Aircraft manufacturer. Only aircraft series for the selected Aircraft Type will be provided in the 'Aircraft Series' dropdown list.
- 8) Aircraft Series

Maintenance Type: Select all applicable Maintenance types.

Maintenance Type: Base/MRO - In House Line - In House Component - In House Engine - In House
 Base/MRO - Contract Line - Contract Component - Contract Engine - Contract

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Type of Operation/Work Environment: Select type of operation (scheduled, unscheduled) and all applicable work environment areas. Use the 'Other' text box to add additional information on work environment.

Type of Operation:	<input type="text"/>
Work Environment:	<input type="checkbox"/> Hangar <input type="checkbox"/> Line <input type="checkbox"/> Shop <input type="checkbox"/> Test Cell <input type="checkbox"/> Warehouse
Other:	<input type="text"/>

Process/Task Being Observed: Select all applicable processes and tasks being observed. Use the 'Other' text box to enter additional information on the process/task being observed.

Process/Task Being Observed:
<input type="checkbox"/> AC Movement Taxi <input type="checkbox"/> AC Movement Tow <input type="checkbox"/> Inspection <input type="checkbox"/> Ops Check <input type="checkbox"/> Servicing <input type="checkbox"/> Repair <input type="checkbox"/> Cleaning
<input type="checkbox"/> Troubleshooting <input type="checkbox"/> Support Equipment Mx <input type="checkbox"/> Rigging <input type="checkbox"/> Jacking <input type="checkbox"/> Painting <input type="checkbox"/> Remove/Replace
Other: <input type="text"/>

Scheduled Manhours: Enter the scheduled number of manhours and the actual manhours reported, respectively.

Scheduled Manhours:	<input type="text"/>	Reported Actual Manhours:	<input type="text"/>
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Aircraft Zone (Major Zones): Select all aircraft zones repaired or scheduled for maintenance or repair.

Aircraft Zone (Major Zones):
<input type="checkbox"/> Lower Half Fuselage <input type="checkbox"/> PowerPlant/nacelle/strut <input type="checkbox"/> Landing Gear and Doors
<input type="checkbox"/> Upper Half Fuselage <input type="checkbox"/> Left Wing <input type="checkbox"/> Doors
<input type="checkbox"/> Empennage <input type="checkbox"/> Right Wing

ATA (Airline Transport Association) Coding (chapter/sub chapter): Enter the applicable chapter/sub-chapter of the ATA Coding book.

ATA Coding (chapter/sub chapter):	<input type="text"/>	(refer to Taskcard or N/R)
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Mx Record Information: Select all applicable responses. If AMM (Aircraft Maintenance Manual) Task Card(s)/EO-EA is selected, enter the AMM number.

Mx Record Information
<input type="checkbox"/> Log Page <input type="checkbox"/> AMM Task Card(s)/EO-EA <input type="checkbox"/> MEL/CDL <input type="checkbox"/> N/R <input type="checkbox"/> None
AMM Number: <input type="text"/>

Lighting Conditions: Select all applicable lighting conditions.

Lighting Conditions:	<input type="checkbox"/> Daylight <input type="checkbox"/> Night <input type="checkbox"/> Dawn/Dusk <input type="checkbox"/> Sun Glare <input type="checkbox"/> Overcast <input type="checkbox"/> Artificial Light
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Environmental Conditions: Select all applicable environmental conditions. Use the 'Other' textbox to add environmental conditions not listed.

Environmental Conditions:	<input type="checkbox"/> Clear <input type="checkbox"/> Fog <input type="checkbox"/> Windy <input type="checkbox"/> Snow/Sleet/Ice <input type="checkbox"/> High Humidity <input type="checkbox"/> Rainy <input type="checkbox"/> Dust Storm
<input type="checkbox"/> Extreme Heat <input type="checkbox"/> Extreme Cold <input type="checkbox"/> Lightning/Electrical Storm <input type="checkbox"/> Sand Storm	Other: <input type="text"/>

Ramp/Floor Conditions: Select all applicable ramp/floor conditions.

Ramp/Floor Conditions:	<input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Snow/Ice <input type="checkbox"/> Contaminated <input type="checkbox"/> N/A
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Technician Data Grid

This data grid shows each technician for the current observation, and can be used to add new technicians, or edit or delete existing technician records. Technicians cannot be added to a new observation until all required items have been completed and the observation has been saved.

Columns of the data grid can be sorted and expanded. To sort, click anywhere in the column-name row. To expand, place the cursor on the vertical bar separating two columns on the column-names row, and double-click to automatically set the width to the longest record length, or click and drag to set the width manually.

Technician Number	Years as Craft Technician	Years as Craft Lead Technician	Years of Skill - Sheet Metal	Years of Skill - Inspection	Years of Skill - Interior	Years of Skill - Shop	Years of Skill - Avionics	Years of Skill - Repairman	Years of Skill - Other
1	10	5	10	0	0	0	10	10	othr

The navigation bar can be used to move forward or backward one record using the right or left arrow, respectively. The outside arrows with vertical lines can be used to navigate to the first or last records.

Add New Technicians using the data grid: click the plus sign in the navigation bar to open the New Technician form and add a new technician record. Technicians cannot be added to a new observation until all required items have been completed and the observation has been saved. Technician number is assigned automatically based on the order added. The information collected includes:

- 1) Years of Experience:
 - a. Craft – enter years of experience as a technician (non lead) and years experience as a lead technician.
 - b. Skill – enter years of experience with each of the listed skills (sheet metal, interior, shop, etc.).

New Technician

Collect this information after observations

Technician Number:

Mx

Years of Experience:

Craft: Technician: (yr) Lead Technician: (yr)

Skill: Sheet Metal: (yr) Interior: (yr) Avionics: (yr) Repairman: (yr)
Inspection: (yr) Shop: (yr) Other:

Buttons: Save, Help, Exit

- 2) Certificates: select all applicable certificates held by technician.

Certificate(s):

A/P Airframe Powerplant Avionics DQC

FCC Inspector Repairman Other Certificate:

- 3) Technician Comfortable and Qualified: use the dropdown list to indicate 'Yes' or 'No'.

The technician felt "comfortable" with the task

The technician believed that s/he was "qualified" for the task (e.g., certification, training).

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4) Regular Workshift

Regular Workshift:
 Days Evening Nightshift Relief Rotating Other:

5) Time in Current Work/Bid Position: enter the number of months the technician has worked his/her current position.

Time in Current Work/Bid Position: months

6) Consecutive Days/Hours Worked:

- Days Worked: enter the number of days worked consecutively.
- Days Worked including other jobs (optional field): enter the number of days worked consecutively including all other jobs.
- Hours Worked: enter the total number of hours worked during current shift.

Consecutive Days Worked: [xx.xx]
Consecutive Days Worked including Other Jobs (optional): [xx.xx]
Consecutive Hours Worked: [xx.xx]

7) Consecutive Wake Hours: enter the number of hours since the last period of sleep.

8) Hours of Sleep in the Past 24 Hrs: enter the number of hours slept in the previous 24-hour period.

Consecutive Wake Hours: [xx.xx]
Hours of Sleep in the Past 24 Hrs: [xx.xx]

9) Experience with Aircraft Type and Task: use the dropdown list to select the length of experience with aircraft type and task (None, 1-6 Months, 7-12 Months, 1 to <3 years, 3 to <5 years, 5 years or more).

10) Frequency Performed: use the dropdown list to select the frequency with which the task was performed (1st time, Daily, Monthly, Quarterly, Semi-Annually, Annually).

Experience with Aircraft Type:
Experience with Task: **Remarks:**
Frequency Performed:

Delete Individual Technician records using the data grid: single-click the box to the left of the first column to highlight the record (do not double-click), and click the delete  button in the navigation bar to delete the selected record. You will be prompted to confirm the record deletion.

Data Collection tabs (detail)

Mx: Planning, Troubleshooting, Prepare for Removal, Removal, Prepare to Install, Servicing, Install, Installation Test, Close-up

QC: Planning, Access, Inspection, BuyBack

All data-collection tabs look similar and function in the same manner with the exception of the last two tabs, 'Additional Threats' and 'Threat Summary'. Each tab is a form with a series of associated tasks or behaviors (observable items) presented in a numbered list in the first column. The number of observable items varies across tabs.

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- 1) Each observable item line presents a 'Safety/Risk' dropdown list, which defaults to blank and can be changed by selecting an option from the dropdown list:
 - a. No selection (default)
 - b. N/A: not applicable
 - c. Safe: action was observed and determined to be safe.
 - d. At Risk: action was observed and determined not-safe. This option will enable the 'Edit Threats' button for that item.
 - e. Did not Observe: action may have been performed, but was not observed.

The screenshot shows the main interface of the Mx and QC LOSA software. At the top, there are buttons for 'Save', 'Exit', and 'Help'. Below these are input fields for 'Current Observation' (AMC00001-abc), 'Observation Type' (TroubleShooting Planning), 'Airport' (KBOI), and 'Fleet' (Antonov-An-225). The main area is a table with columns for 'Mx Planning', 'Safety Risk', '#Threats', and 'General Remarks'. The table contains five rows of data, each with a dropdown menu for 'Safety Risk' and an 'Edit Threats' button. A dropdown menu is open for the first row, showing options: N/A, Safe, At Risk, and Did not Observe. The 'At Risk' option is highlighted.

Mx Planning	Safety Risk	#Threats	General Remarks (Double Click to edit in separate window)
Safety			
1. Notes, cautions, and warnings reviewed	Did not Observe	0	mx1-planning 1. remarks
Personnel			
2. Manpower allocated	Safe	0	
3. Company procedures followed to assign manpower	At Risk	0	
4. Mechanics have been trained and have skills to do job	N/A	0	
Tools and Equipment			
5. Tools identified	Did not Observe	0	

- 2) #Threats: message box indicating the number of Threats associated with each observable item.
- 3) Edit Threats: button is enabled when 'Safety/Risk' has been set to 'At Risk.'
 - a. If no Threats exist for the item, clicking the 'Edit Threats' button will open an input form to Threat Records.
 - b. If Threat records exist for the item, clicking the 'Edit Threats' button will open the 'Threat data grid' to view all existing Threat records. Edit an existing record by double-clicking the box to the left of the first column of the record (a row indicator arrow will appear in this box when you click anywhere on the row).
- 4) General Remarks: textbox to enter comments about the observable item. A comment may be entered regardless of Safety Risk status (i.e., N/A, Safe, At Risk, Did not Observe). Remarks can be entered by:
 - a. typing directly into the textbox
 - b. double-clicking in the textbox to open a separate text input form.

The screenshot shows a dialog box titled 'Edit Remarks'. The dialog box has a title bar with standard window controls. Below the title bar, it displays 'Mx1Planning' and '1. Notes, cautions, and warnings reviewed'. The main area of the dialog box is a large text input field containing the text 'mx1-planning 1. remarks'. At the bottom of the dialog box, there are three buttons: 'Save and Exit', 'Cancel Edit and Exit', and 'Refresh Original Text'.

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- 5) Description and Comment textboxes: textboxes to enter descriptions of threats and technician errors, and general comments. Comments may be entered regardless of Safety Risk status (i.e., N/A, Safe, At Risk, Did not Observe) or identified threats.



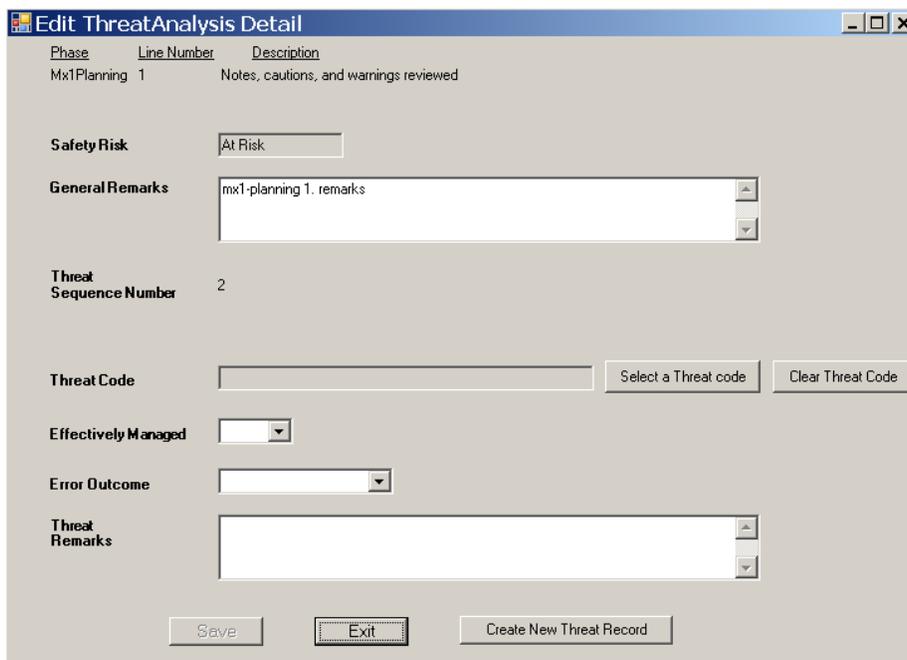
The screenshot shows a form with three textboxes. The first is labeled "Describe the threat(s). How did the technician(s) manage or mismanage the threat(s)?". The second is labeled "Describe the technician error(s) and associated undesired aircraft states". The third is labeled "Comments - Good or bad (Please provide examples)".

Threat Records

The number of threat records will appear in the '# Threats' message to the right of the 'Safety/Risk' column. The message will display '0' if no threats exist. Note: the Safety Risk must be set to 'At Risk' to add a threat.

- 1) Add records using 'Edit Threat Analysis Detail' form: if no current threat records exist for an item, clicking on the 'Edit Threats' button will open the 'Edit Threat Analysis Detail' form to add a new record.
- 2) Edit records using the 'Edit Threat' data grid: if an item has a current, or existing threat record, clicking the 'Edit Threats' button will open will open the 'Threat data grid' to view all existing Threat records. From the 'Edit Threats' window, you can edit an existing record by double-clicking the box to the left of the first column of the record (a row indicator arrow will appear in this box when you click anywhere on the row).
- 3) Add records using the 'Edit Threat' data grid: you can add a new threat record by clicking the plus sign in the toolbar of the 'Edit Threats' data grid form to open the 'Edit ThreatAnalysis Detail' form.

Threat Analysis Detail form: accessed by clicking the 'Edit Threats' button to add a new threat record when no records currently exist, or through the data grid using the plus sign button on the data grid tool bar when threat records exist.



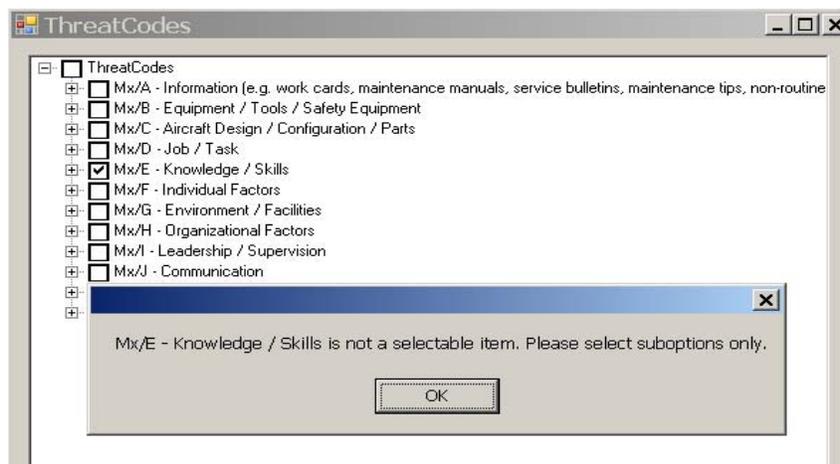
The screenshot shows the 'Edit ThreatAnalysis Detail' form. It has a title bar with the text 'Edit ThreatAnalysis Detail'. Below the title bar is a table with columns 'Phase', 'Line Number', and 'Description'. The first row contains 'Mx1Planning', '1', and 'Notes, cautions, and warnings reviewed'. Below the table are several fields: 'Safety Risk' with a dropdown menu set to 'At Risk'; 'General Remarks' with a text area containing 'mx1-planning 1. remarks'; 'Threat Sequence Number' with the value '2'; 'Threat Code' with a text box and two buttons: 'Select a Threat code' and 'Clear Threat Code'; 'Effectively Managed' with a dropdown menu; 'Error Outcome' with a dropdown menu; and 'Threat Remarks' with a text area. At the bottom are three buttons: 'Save', 'Exit', and 'Create New Threat Record'.

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The top of the Edit Threat Analysis Detail form shows information for the item to which the threat is being added, specifically, the Phase (data-collection form); Line Number (observable item on the form), and Description (description for the observable item). Other information displayed and information collected includes:

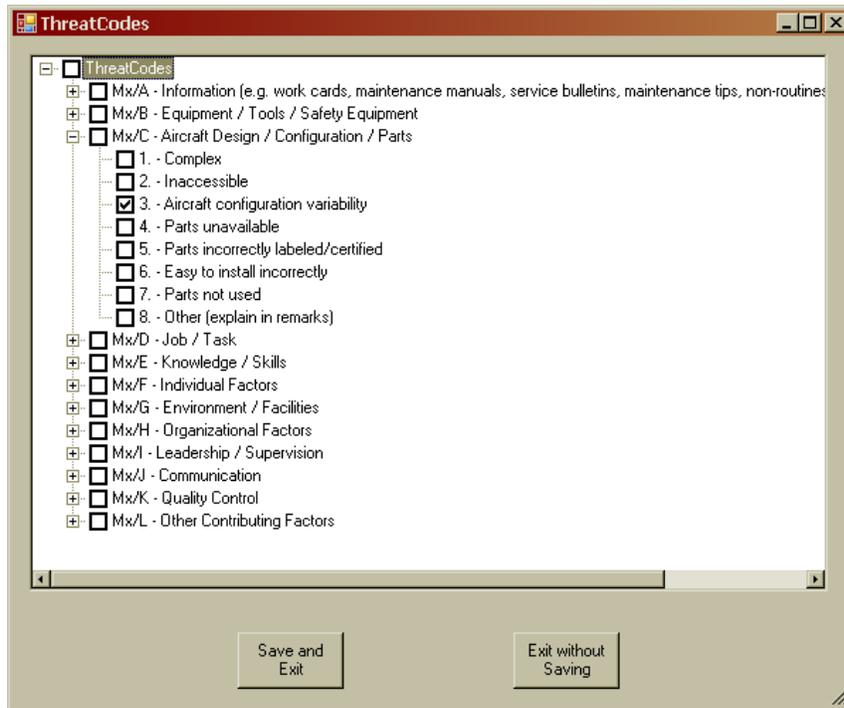
- 1) Safety/Risk: this field is read only and cannot be changed from this detail form.
- 2) General Remarks: remarks about the observable item. Entered from the data-collection form, but can be changed in the Threat Analysis Detail form.
- 3) Threat Sequence Number: this field an internal counter of the number of threat combinations for the current item, and cannot be changed.
- 4) Threat Code: displays the threat code that was selected using the 'Select a Threat Code' button.
- 5) 'Select a Threat Code' button: clicking this button will display the Threat Codes form to select threat codes.
- 6) 'Clear Threat Code' button: clicking this button clears the selected threat code.
- 7) Effectively Managed: defaults to blank (no selection) and can be changed using the dropdown list. Note that if either 'Yes' or 'No' is selected, a threat or error code must be identified.
 - a. No selection (default)
 - b. Yes
 - c. No
- 8) Error Outcome: defaults to blank (no selection) and can be changed using the dropdown list. Note that if either 'Inconsequential', 'Undesired State', or 'Additional Error' is selected, a threat or error code must be identified.
 - a. No selection (default)
 - b. Inconsequential
 - c. Undesired State
 - d. Additional Error
- 9) Threat Remarks: use to add remarks about the threat codes added. Note that if this field is not blank, a threat or error code must be identified.
- 10) 'Save' button: saves any changes made on the form.
- 11) 'Create New Threat Record' button: resets the detail form and adds a new Threat.
- 12) 'Exit' button: closes the Edit Threat Analysis Detail.

Threat Codes forms: Clicking the 'Select a Threat Code' button opens the Threat Codes form. The categories presented are NOT selectable and must be expanded to view the selectable codes. ONLY one threat code can be selected; selecting a category or selecting more than one code will result in an error.



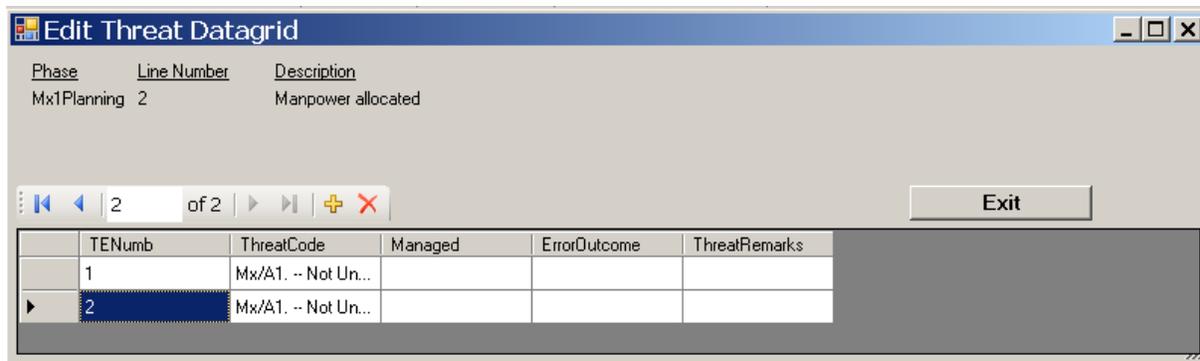
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Click the plus (+) sign to the left of each category to expand each branch of code options. Only numbered codes are selectable.



Threat data grid: This form opens automatically after a threat has been added. This data grid shows each threat for the current observable item and can be used to add new codes, or edit or delete existing codes. The current observable item is displayed at the top of the form under Phase, Line Number, and Description.

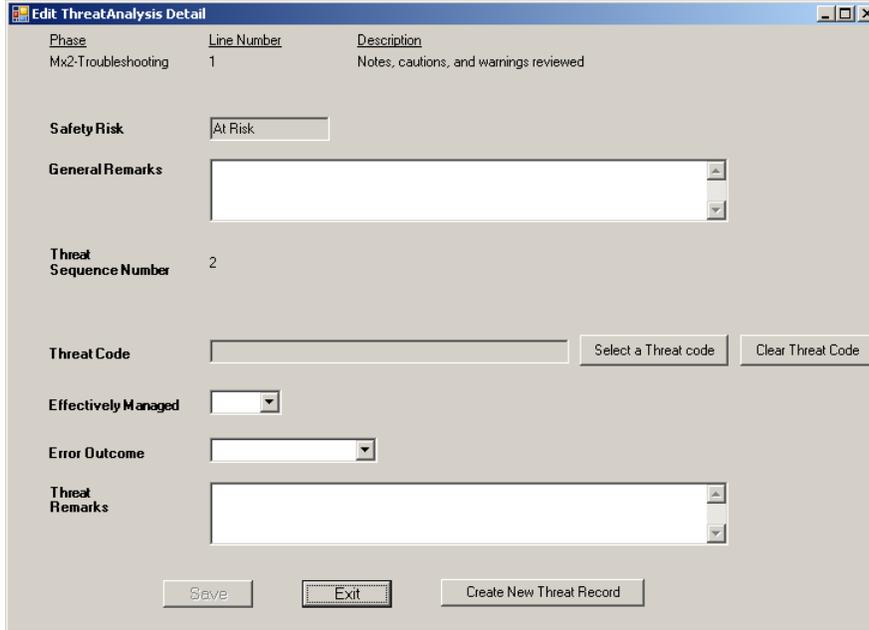
Columns of the data grid can be sorted and expanded. To sort, click anywhere in the column-name row. To expand, place the cursor on the vertical bar separating two columns on the column-names row, and double-click to automatically set the width to the longest record length, or click and drag to set the width manually.



The navigation bar  can be used to move forward or backward one record using the right or left arrow, respectively. The outside arrows with vertical lines can be used to navigate to the first or last records.

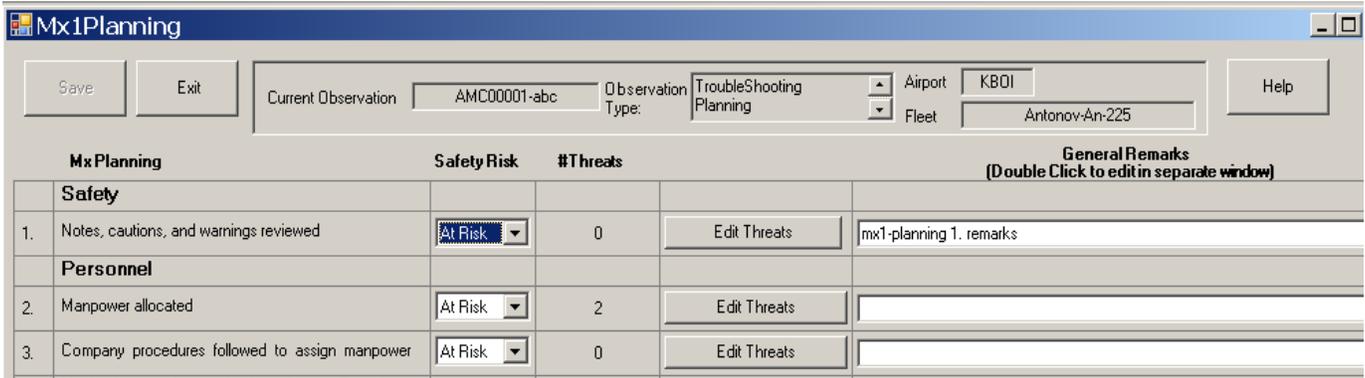
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Add New Threat Codes using the data grid: click the plus sign  in the navigation bar to open the Threat Analysis Detail form and add a new threat code.



Delete Individual Threat Codes using the data grid: single-click the box to the left of the first column to highlight the record (do not double-click), and click the delete  button in the navigation bar to delete the selected record. You will be prompted to confirm the record deletion.

Delete ALL Threat records associated with an individual observable item: use the Safety Risk dropdown list to change the safety risk to an option other than 'At Risk' to delete ALL threats associated with a particular item.



Changing the 'Safety Risk' to any option other than 'At Risk' displays a delete confirmation message. Selecting 'Yes' will delete ALL associated threat/error records for that item.



Additional Threats tab (detail)

This tab displays an input form to collect information regarding threats observed that were not directly related to your task. The Additional Threats form displays the current observation at the top of the form (Current Observation, Observation Type, Airport, Fleet). The form collects the following types of information:

- 1) Technician management of threat(s)
- 2) Describe observed technician errors
- 3) Comments

Threat Summary tab (detail)

The Threat Summary tab displays a data grid summary list of all 'At Risk' items observed in the data collection forms for the current observation. Only items containing data are shown in the summary table. The current observation is displayed at the top of the form (Current Observation, Observation Type, Airport, Fleet).

Phase	Line#	Description	Rating	Remarks	TENumb	ThreatCode	Managed	ErrorOutcome	TERemarks
Mx1-Planning	1	Notes, cautions, ...	At Risk	mx1-planning 1. r...	1	Mx/A5. -- Uncont...			
Mx2-Troubleshoot...	1	Notes, cautions, ...	At Risk		1	Mx/A2. -- Unavail...			

- 1) 'Refresh Sort Order' button: Columns of the data grid can be sorted by clicking anywhere in the column-name row. To reset the order, click the Refresh Sort Order button.

The navigation bar  can be used to move forward or backward one record using the right or left arrow, respectively. The outside arrows with vertical lines can be used to navigate to the first or last records.

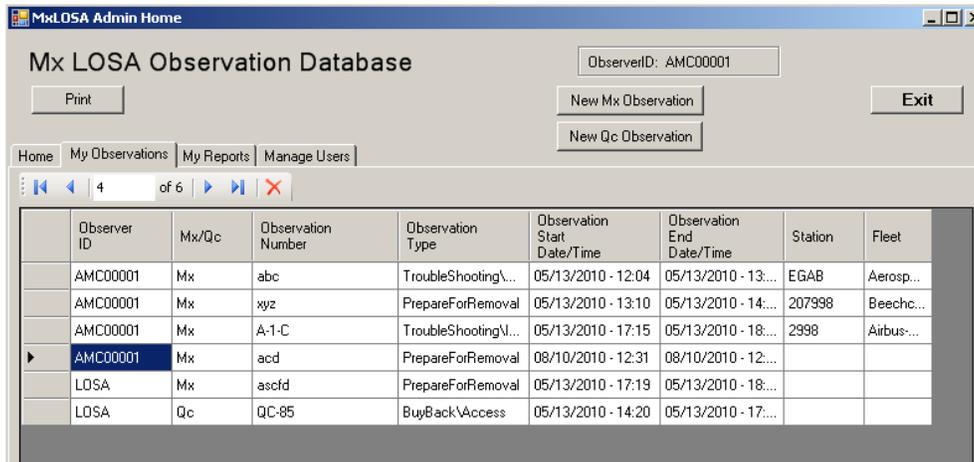
Columns may be automatically expanded by placing the cursor on the vertical bar separating two columns on the column-name row and double-clicking, or manually by clicking and dragging the column separator to set the width.

Delete a threat record using the Threat Summary data grid

Single-click the box to the left of the first column to highlight the record (do not double-click), and click the delete  button in the navigation bar to delete the selected record. You will be prompted to confirm the record deletion.

My Observations Tab

This tab displays a list of existing observations for *all observers*. Viewing all observers is an administrator-level function. Non-administrative observers can view only observations created using their specific Observer ID.



	Observer ID	Mx/Qc	Observation Number	Observation Type	Observation Start Date/Time	Observation End Date/Time	Station	Fleet
	AMC00001	Mx	abc	TroubleShooting\...	05/13/2010 - 12:04	05/13/2010 - 13:...	EGAB	Aerosp...
	AMC00001	Mx	xyz	PrepareForRemoval	05/13/2010 - 13:10	05/13/2010 - 14:...	207998	Beechc...
	AMC00001	Mx	A-1-C	TroubleShooting\...	05/13/2010 - 17:15	05/13/2010 - 18:...	2998	Airbus...
▶	AMC00001	Mx	acd	PrepareForRemoval	08/10/2010 - 12:31	08/10/2010 - 12:...		
	LOSA	Mx	ascfd	PrepareForRemoval	05/13/2010 - 17:19	05/13/2010 - 18:...		
	LOSA	Qc	QC-85	BuyBack\Access	05/13/2010 - 14:20	05/13/2010 - 17:...		

Existing Observations

Columns of the data grid can be sorted and expanded. To sort, click anywhere in the column-name row. To expand, place the cursor on the vertical bar separating two columns on the column-names row, and double-click to automatically set the width to the longest record length, or click and drag to set the width manually.

The navigation bar  can be used to move forward or backward one record using the right or left arrow, respectively. The outside arrows with vertical lines can be used to navigate to the first or last records.

View or edit an existing observation

To view or edit an observation, double-click the box to the left of the first column of the desired observation (a row indicator arrow will appear in this box when you click anywhere on the row). The observation will open in the Demographics data-collection form and all subsequent forms will be accessible.

Delete an existing observation (administrator only option)

To delete an observation, single-click the box to the left of the first column of the desired observation (a row indicator arrow will appear in this box when you click anywhere on the row), and click the delete  button in the navigation bar to delete the selected record. You will be prompted to confirm the record deletion.

My Reports Tab

This tab displays a list of links to access Excel spreadsheet reports of data in this application. Excel macros must be enabled for reports to properly update and must be enabled each time the report is accessed.



- 1) All Cross-Reference Reports
- 2) Threat Codes – Totals Matrix
- 3) Threat Codes by Effectively-Managed
- 4) Error Outcomes
- 5) Error Outcome by Observation Type
- 6) Threat Codes by Error Outcomes

Manage Users Tab

This tab allows administrators to add, modify, and delete LOSA users, both observer-level and administrator-level users.

Mx LOSA Admin Home

Mx LOSA Observation Database

ObserverID: AMC00001

Print New Mx Observation Exit New Qc Observation

Home My Observations My Reports Manage Users

Select an observer to edit by selecting the line with a single click, and then double-clicking the black arrow to the left of the line.

Add a new observer by clicking on the 'plus' sign on the navigation bar.

Delete an observer by selecting the line with a single-click, and then clicking the red 'X' on the navigation bar.

Observer ID	First Name	Middle Initial	Last Name	Password	Phone	Cell Phone	Email ID	Organization ID	Date Added	Date Updated	Observer Type
AMC00001	Richard	D	Cloud	Xx123#	{ } -	{ } -		AMC	7/15/2009 1...	8/26/2009 3:3...	A
AMC00002	George	S	Patton	Redball3&				AMC	7/15/2009 1...	8/18/2009 1:1...	U
AMC00003	Dwight	D	Eisenhower	5Stargen#	{ } -	{ } -		AMC	7/16/2009 1...	8/26/2009 5:1...	U
AMC00004	Jonathan	A	Smith	X0\$				AMC	7/16/2009 1...	8/25/2009 5:0...	U
AMC00005	Alfred	E	Newman	Zz10#	(405) 343...	{ } -		AMC	7/17/2009 1...	8/26/2009 5:1...	U
AMC00006	Buffalo	B	Cody	XrayC123			rcloud2@...	AMC	8/17/2009 1:...	8/17/2009 2:0...	U
AMC00007	John	Q	Citizen	Bill#456				AMC	8/18/2009 1...	8/18/2009 4:0...	U
AMC00008	Fred		Flintstone	rock456				AMC	8/25/2009 1...	8/25/2009 12:...	U
LOSA	Losa		User	X1234				AMC	6/21/2010 5:...	6/21/2010 5:3...	U

Columns of the data grid can be sorted and expanded. To sort, click anywhere in the column-name row. To expand, place the cursor on the vertical bar separating two columns on the column-names row, and double-click to automatically set the width to the longest record length, or click and drag to set the width manually.

The navigation bar can be used to move forward or backward one record using the right or left arrow, respectively. The outside arrows with vertical lines can be used to navigate to the first or last records.

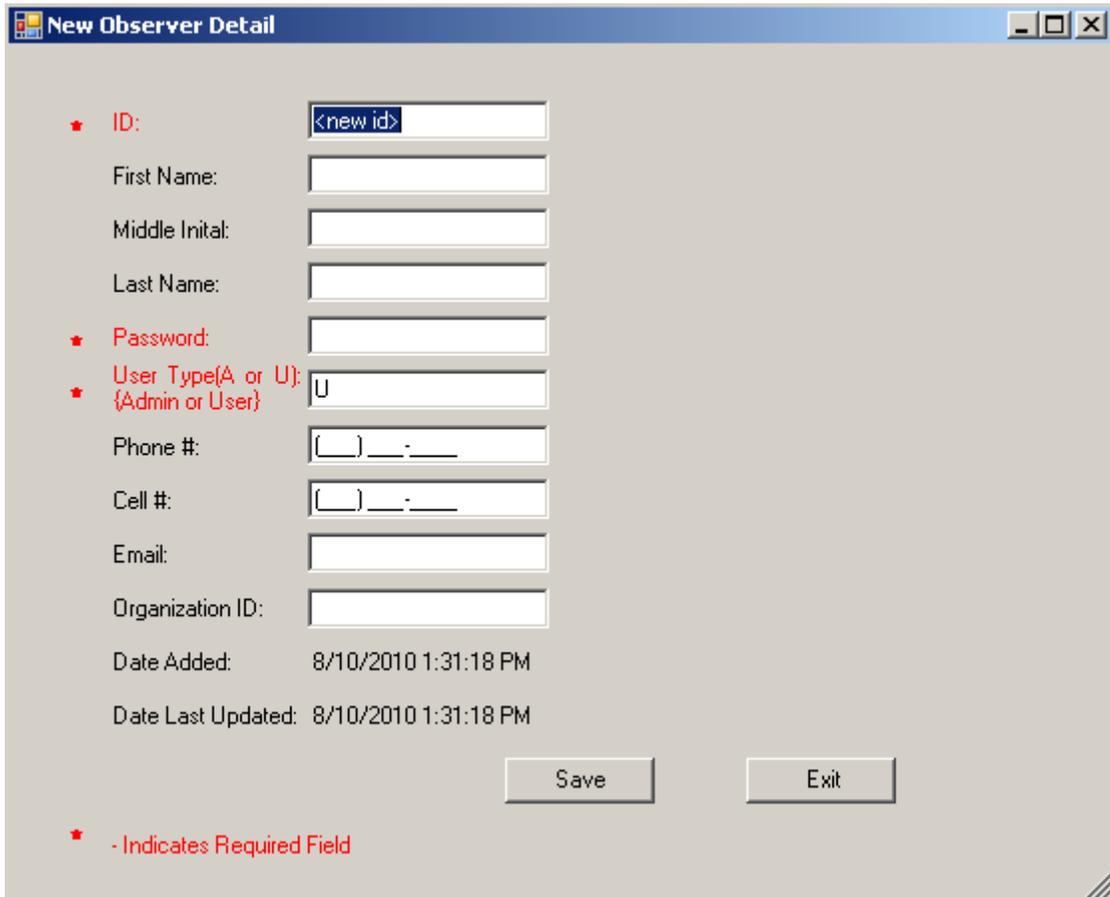
View or Edit Existing Observers

Double-click the box to the left of the first column of the desired observer (a row indicator arrow will appear in this box when you click anywhere on the row). The observer's information will open in the Edit Observer Detail form.

Add Observers

Click the plus button  on the navigation bar to open the New Observer Detail form. The detail form for new observers has several required fields as indicated on the form by red text and asterisks (*). These fields must be completed to save the new observer. **Required fields** include:

- 1) ID*
- 2) Password*
- 3) User Type:* defaults to 'U' (User/Observer) and can be changed to 'A' (Administrator) by typing directly into the textbox.



New Observer Detail

* ID:

First Name:

Middle Initial:

Last Name:

* Password:

* User Type(A or U):
{Admin or User}

Phone #:

Cell #:

Email:

Organization ID:

Date Added: 8/10/2010 1:31:18 PM

Date Last Updated: 8/10/2010 1:31:18 PM

* - Indicates Required Field

Delete Observers

Click anywhere in the row of the desired observation and click the delete  button in the navigation bar to delete the selected record. You will be prompted to confirm the record deletion.