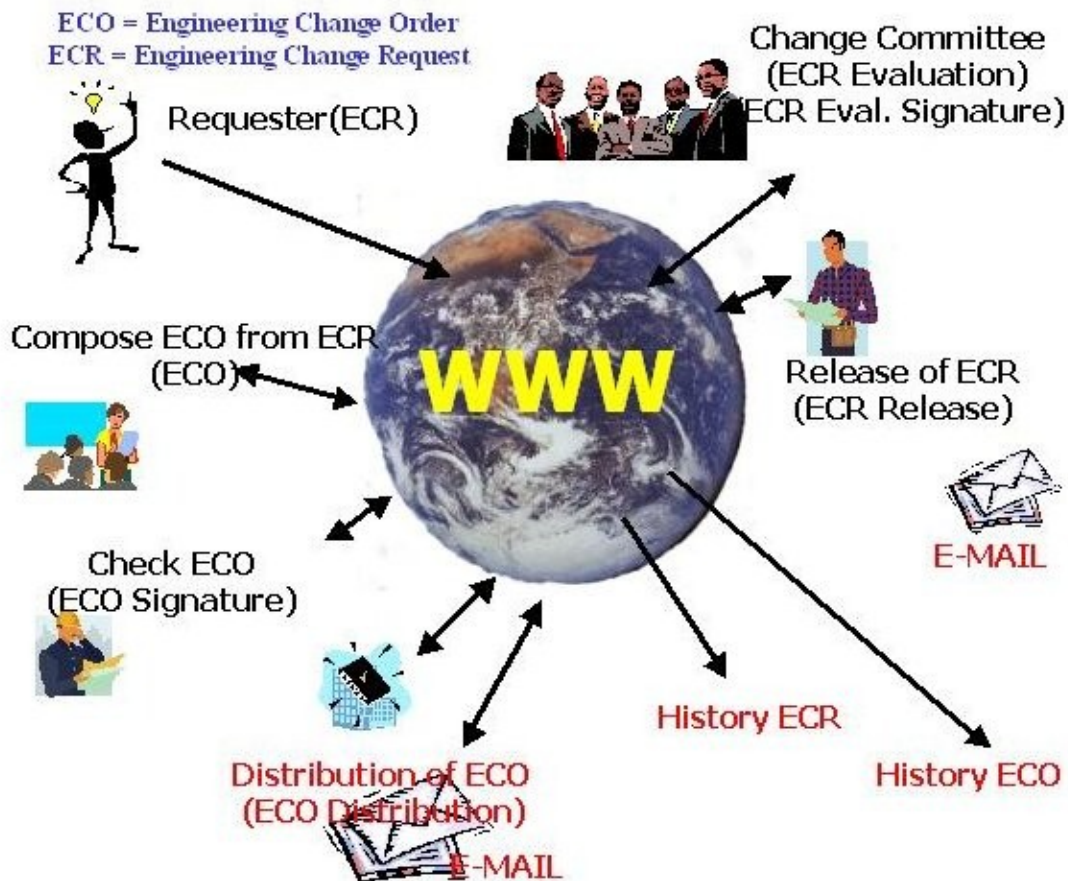


Short Introduction to ECM

Engineering Change Management

Version 1 , May 28, 2008

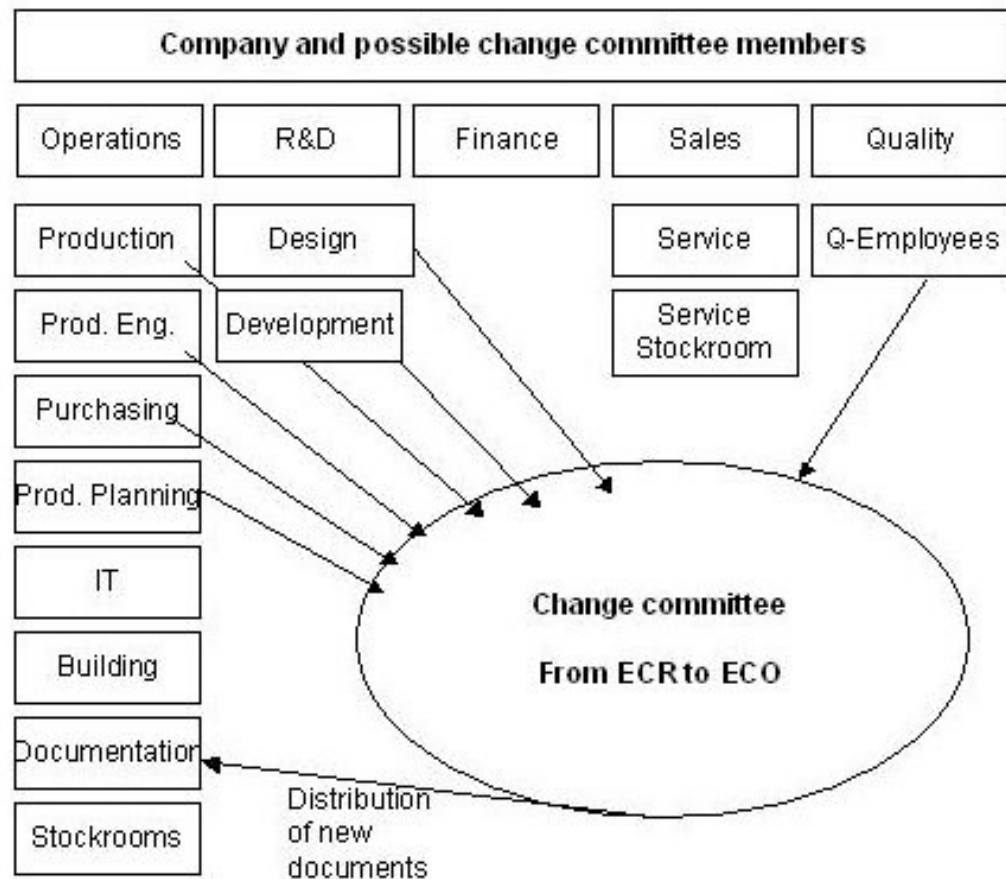


ECM is a web based database application to handle the process of engineering changes for products in a controlled way. Everywhere registered users can access the database with an internet browser, no special software or programs are required.

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1. Change Committee and the Process of Change

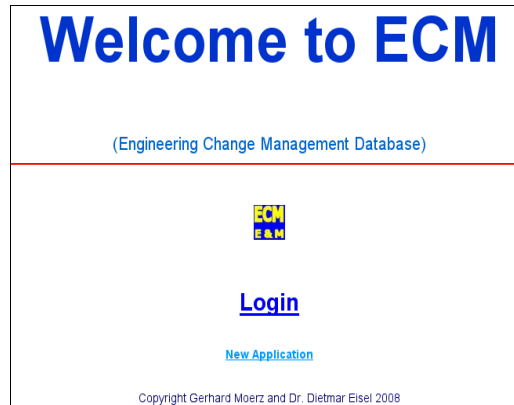


Only registered users can take part in the process. The administrator decides about access and rights to use the database.

Anyone can apply for an ECR. After submission the ECR appears in "ECR List" marked red for new. By clicking on the ECR number the evaluation form appears for the change committee to process the application. If the application is rejected the ECR will be filed under "ECR History".

Approved ECRs will be filed under "ECO Build" where one or more ECRs can be compiled to an ECO. After compilation of an ECO it will be transferred to "ECO List" from where it can be processed. After release of an ECO it appears under "ECO Distribution". After distribution by e-mail the ECO will be filed under "ECO History". There every ECO can be viewed but not changed. Also the ECRs leading to the ECO can be viewed from "ECO History"

2. Application as a Member



The welcome form allows the user to log in or to apply as a registered member.

The application form:

Application Form (All fields must be filled)

Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Job Title	<input type="text"/>
Company	<input type="text"/>
Street	<input type="text"/>
Zip Code	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
Repeat E-Mail	<input type="text"/>
Username	<input type="text"/>
Password	<input type="text"/>
Password	<input type="text"/>

After clicking on "Submit" an e-mail will be send to the administrator and to the applicant. The administrator then assigns rights to the applicant who then can log into the system using his username and his password.

CHANGE MANGEMENT VIA WWW

The administrator can assign the following rights:

Function	Title of right	Description
Requester	ECR	Only request for a change.
View ECR area	ECR List	Only view, no changes
Member change committee	ECR Evaluation	Process an ECR, no changes regarding treatment of ECR like reject, validate etc.
Suggest how to process the ECR	ECR Evaluation Signature	Suggestion regarding reject, approve, validate, verify.
Release ECR	ECR Release	Decision about reject or approval.
View ECO area	ECO List	Only view, no changes.
Compilation of ECO from released ECR	ECO	Build an ECO to be processed.
Check ECO	ECO Signature	Checks an ECO, no right to approve.
Release ECO for Distribution	ECO Release	Usually the Q-Manger.
Distribution of ECO	ECO Distribution	Usually the documentation department distributes changed documents within the organisation.
Superuser	Superuser	Superuser can do everything.
Administrator	Administrator	Administrator can almost do everything.

3. Selection Menu

An employee who has the right ECR receives the form:



The screenshot shows the top of the ECM web application. On the left is the logo 'ECM E&M Engineering Change Management'. On the right is a user icon. Below the logo are three menu items: 'ECR', 'HELP', and 'LOGOUT', each with a horizontal line underneath. In the center, a red notification reads '2 ECO ready for distribution!'. Below this, the user's login details are displayed: 'Logged in: otto otto', 'Wed, 21 May 2008 19:41:02 +0200', 'Company: FORTUNA', and 'Department: Labor China'.

An employee who has the rights "ECR List" and "ECO List" receives a form which allows only viewing:



The screenshot shows the top of the ECM web application. On the left is the logo 'ECM E&M Engineering Change Management'. On the right is a user icon. Below the logo are six menu items: 'ECR', 'ECR List', 'ECR History', 'ECO Build', 'ECO List', and 'ECO History', each with a horizontal line underneath. In the center, a red notification reads '2 ECO ready for distribution!'. Below this, the user's login details are displayed: 'Logged in: Felix Eisel', 'Wed, 21 May 2008 19:42:18 +0200', 'Company: HSB', and 'Department: Basketball'.

The superuser or administrator can see everything and can do everything:



Engineering Change Management



-
- [ECR](#)

 - [ECR List](#)

 - [ECR History](#)

 - [ECO Build](#)

 - [ECO List](#)

 - [ECO for Distribution](#)

 - [ECO History](#)

2 ECO ready for distribution!

Logged in:
Dietmar Eisel
Wed, 21 May 2008 19:26:51 +0200
Company: Winswim
Department: winswim

-
- [ADMIN](#)

 - [CUSTOM. RIGHTS](#)

 - [HELP](#)

 - [LOGOUT](#)

In addition to other users the superuser and administrator can see the "ADMIN" area and the "CUSTM.RIGHTS" area.

4. Engineering Change Request

Engineering Change Request (ECR-Application)



Send Reset

Name of Requester ID

Department

Date

Item #

Item # 2

Item Description

Product Name

Description of Change

After Submission a message appears which allows attaching a document to the application.

5. Explanation of Symbols



Back to previous form



Go to top of current form



Call help



Shows all users with e-mail, phone and rights



The smaller symbol shows a list of members of a change committee or ECO distribution list.



Download of a document



Delete entire ECR

6. Processing an ECR

A request will be processed in a special form. Required documents can be attached or deleted. To save changes click "Update". To assign members to the change committee select a name and click "Add" to add or "Del" to delete. Once finished and updated click "EMAIL" to inform the member about the changes to the document.

Engineering Change Request (Evaluation) ✖ 👤 ? ↻

Update | E-Mail | Change Committee: Chau-Huu, Florian | Add | Del | 👤

Attachments | Type of Change | Effects on Mat. | Affected Parties | Check | Release

Item # 9000114 | ID 18

ECR Number

Resp. Department

Name of Requester Dietmar Eisel

Department winswim

Date 2008-05-21 16:06:16

Item # 9000114

Item # 2 B180

Item Description Achse, vorn

Product Name Rasenmäher

Classification (SAP)

Product Manager

Description of Change Die Achse muss gehärtet werden mit dem Verfahren A17.

Durchsuchen... Add Attachment

File Name	Doc Type	OPEN	DELETE
ecreevaluation_view_eco.php	application/x-php		10

The checking area of the form:

Everyone can check but there will be no reaction after update. Only personnel with the right permission can check or approve. After update department, name, date and time will be filled into the corresponding fields near the checkboxes. "Accepted" moves the ECR into "ECO Build" system, "Rejected" moves the ECR into the "ECR History" system.

CHANGE MANGEMENT VIA WWW

Check ECR:

ECR Rejected [] [] [0000-00-00 00:00:00]

Validation [] [] [0000-00-00 00:00:00]

Verification [] [] [0000-00-00 00:00:00]

Acceptable [] [] [0000-00-00 00:00:00]

↑

Immediately Best Method

Release ECR:

Accepted [] [] [0000-00-00 00:00:00]

ECR Rejected [] [] [0000-00-00 00:00:00]

Reason why Rejected:

Comments:

↑

7. ECR List

Engineering Change Management - ECR (open)



Requester	ECR #	New	In Process	Date Rec.	Latest Change	Item #	Description(Product)	Select ECR-ID
Herbert Dumke		X		2008-05-21 17:36:04		9000196	Schraube Nr 16 (Rasenmäher)	20
Herbert Dumke		X		2008-05-21 17:27:56		9000124	Achse, hinten (Rasenmäher)	19
Dietmar Eisel		X		2008-05-21 16:06:16		9000114	Achse, vorn (Rasenmäher)	18
Christiane Decker-Eisel	ECR-14		X	2008-05-16 13:52:53	2008-05-20 17:57:56	9006053	Fahrklemme (Rasenmäher)	14
Dietmar Eisel		X		2008-05-16 13:48:05		60090321	Außenspiegel, links (Porsche GT12)	13
Christiane Decker-Ei			X	2008-05-16 10:13:12	2008-05-19 16:50:26	WI 102	WI Abdichtung Ansaugseite (Hochdruckventil)	12
Christiane Decker-Ei		X		2008-05-16 10:06:35		6005012	Steuerplatine (Fahrdienstanzeige)	10
Christiane Decker-Ei		X		2008-05-16 10:03:37		60021512	Hauptplatine LED Anzeige (Fahrdienstanzeige)	9
Christiane Decker-Ei			X	2008-05-16 09:59:37	2008-05-16 17:48:10	WI 514	WI-Zusammenbau der Hochdruckventils (Hochdruckventil)	8
Dietmar Eisel		X		2008-05-16 09:51:50		9001238	Räder vorne (Rasenmäher)	4
otto otto		X		2008-05-16 09:49:55		9001422	Rotorenblatt (Rasenmäher)	3

New requests will be marked with a red X. After an ECR has been processed it will be marked green and date and time of the changes will be shown.

8. ECO Build

If an ECR has been released it can be viewed under "ECO Build". From there ECOs can be composed. ECOs can contain data from a single or from several ECRs. After having clicked the button "Build ECO" an ECO will be build and the ECOs can be viewed and processed under "ECO List".

Engineering Change Order - Compose from ECRs Released ? ↩

Build ECO

Immediate change: Effectivity Date: Serial/Lot:

Department	Name	Date
Responsible Build: <input type="text" value="winswim"/>	<input type="text" value="Eisel, Dietmar"/>	<input type="text" value="2008-05-21 19:32:38"/>

ECR ID	Item #	Part Descr.	Release Date	Select	Action
11	20070123	Lampenhalterung	2008-05-19 15:17:40	<input checked="" type="checkbox"/>	<input type="text" value="11"/>

9. ECO List

Engineering Change Management - ECO for Distribution ? ↩

ECO-ID	ECO #	Name	Department	Date	Select ID
3	ECO-3	Eisel, Dietmar	winswim	2008-05-19 16:55:02	<input type="text" value="3"/>
4	ECO-4	Decker-Eisel, Christiane	MPG	2008-05-20 16:04:06	<input type="text" value="4"/>

By clicking on the buttons under "Select ID" ECOs can be opened.

10. ECO in Process

Engineering Change Management - ECO



Update 9001218 Griff Handzug Add ECR Del ECR Distribution: Chau-Huu, Florian Add Del

Immediately: Eff. Date: 2008-12-26 Serial # / Lot: 30 ECO # ECO-1 ECO-ID 1

Department: winswim Name: Eisel, Dietmar Date: 2008-05-19 15:20:19

Checked: 0000-00-00 00:00:00 Click when checked

Released: 0000-00-00 00:00:00 Click to release


Item #	Doc. Classification	Doc. Type	Vers./ Rev.	Format	Comp. Level	Comp. Char.	Effect on Mat.	Affected Parties	Changes		Show/Delete
									old (Coordinates)	new(Coordinates)	ECR-Date
80050418890		WI	2	A4	2	S	BCD	134R		Maße für den Dichtbrg entsprechend Zeichnung ändern	15
F180											0000-00-00 00:00:00
Dichtbrg Nr. 2											Labor
Distribution KO,P,S,V,Werkstatt											


Item #	Doc. Classification	Doc. Type	Vers./ Rev.	Format	Comp. Level	Comp. Char.	Effect on Mat.	Affected Parties	Changes		Show/Delete
									old (Coordinates)	new(Coordinates)	ECR-Date
8009012		FUM	4	A4	2	S	BCDE	134567U		Maße für den Dichtbrg entsprechend Zeichnung ändern	7
F130											0000-00-00 00:00:00
Dichtung Ansaugung 1											MFG
Distribution KO,P,S,V,Werkstatt											

Update saves the changes. ECRs can be added or deleted. Recipients of the ECO can be added or deleted with "Add" or "Del" after having selected the correct name.

Note, only personnel with permission can e-mail the documents for distribution:

CHANGE MANGEMENT VIA WWW

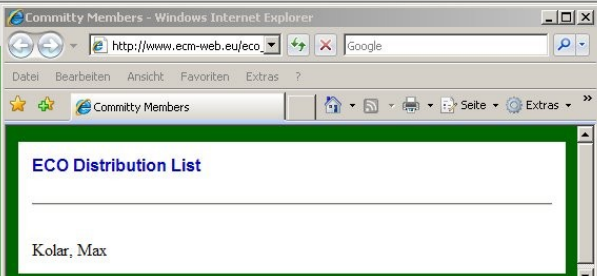

Engineering Change Order
↶

Email 

Immediately: Eff. Date: Serial # / Lot: ECO #: ECO-ID:

	Department	Name	Date
Builder:	<input type="text" value="winswim"/>	<input type="text" value="Eisel, Dietmar"/>	<input type="text" value="2008-05-19 16:55:02"/>
Checked:	<input type="text" value="winswim"/>	<input type="text" value="Eisel, Dietmar"/>	<input type="text" value="2008-05-19 16:59:01"/>
Released:	<input type="text" value="SMT-BI"/>	<input type="text" value="Mörz, Gerhard"/>	<input type="text" value="2008-05-19 16:59:31"/>

Item #	Doc. Type	Vers./ Rev.	Format	Comp. Level	Comp. Char.	Effect Mat.	Aff. Parties	Changes		Show/Delete
Description								old (Coordinates)	new(Coordinates)	ECR-Date
<input type="text" value="9000102"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="AB"/>	<input type="text" value="1"/>	<input type="text" value="Briggs & Stratton Motor"/>	<input type="text" value="Honda"/>	<input type="text" value="5"/> <input type="checkbox"/>
<input type="text" value="F4711"/>										<input type="text" value="9000-00-00 00:01"/>
<input type="text" value="Motor A 100"/>										<input type="text" value="winswim"/>
Distribution: <input type="text" value="KO/SCG,MO/fsj"/>										



Once the ECO is send it is transferred to „ECO History“:

Engineering Change Management - ECR (History)
? ↶

Requester	ECR #	Date Rec.	Latest Change	Item #	Description	Select ECR-ID
Dietmar Eisel		2008-05-16 09:56:03	2008-05-16 16:13:31	9001218	Griff Handzug	<input type="text" value="6"/>

The ECO as well as the corresponding ECRs can be viewed in "ECO History". From now on the documents can no longer be changed.

11. Administration

Functions:

- Add new user, change user data
- Company address and logo
- Deletion of ECO
- View list of users
- View Logfile – Documentation activities

12. Customize Rights

Change of description of rights for users.

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