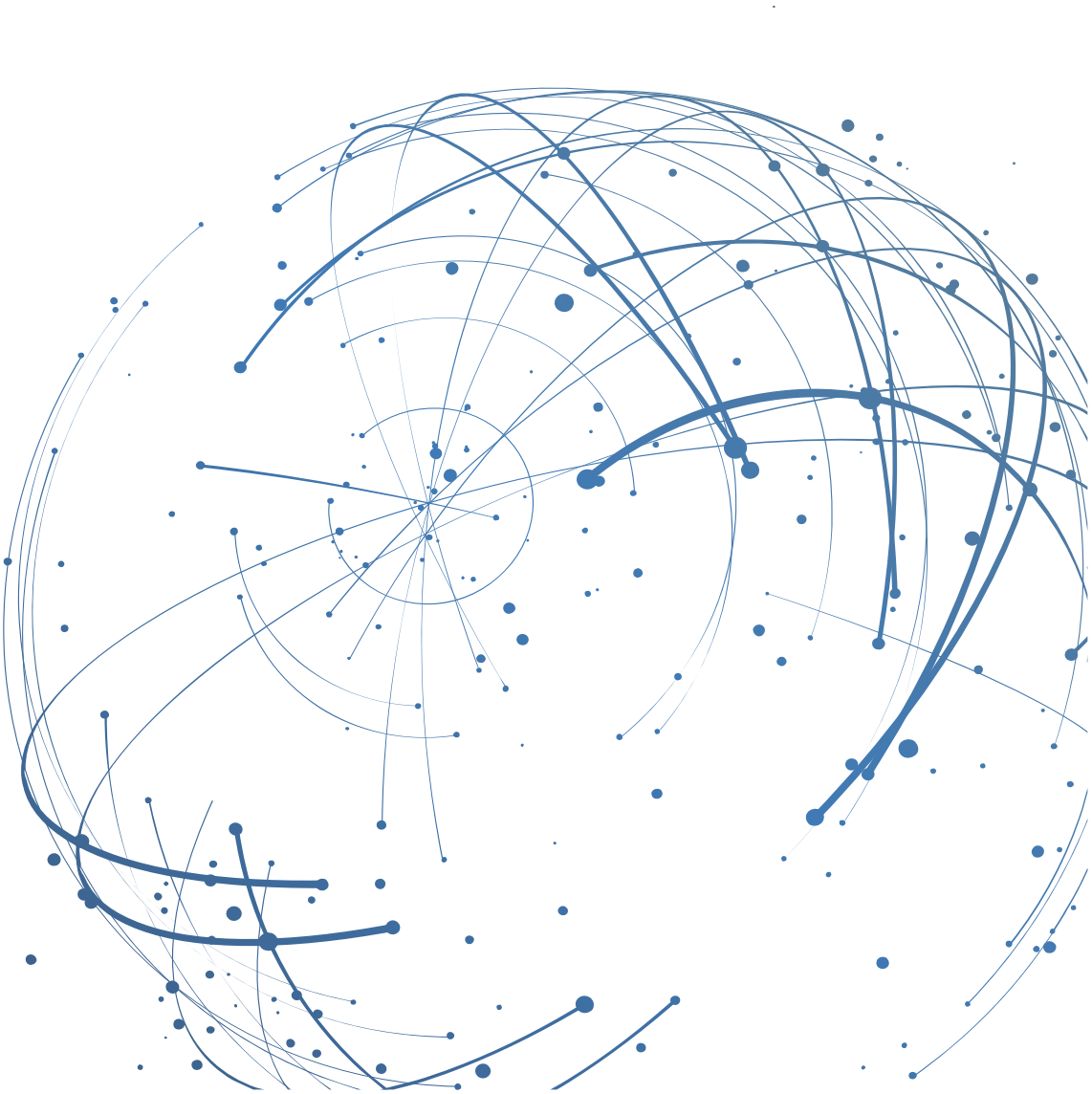
Project Management (APQP)



Contact

Email: AirSupply-Support@SupplyOn.com

Germany: 0800. 78 77 59 66
International: +800. 78 77 59 66
USA / Canada: 1.866. 787.7596
China: 10800. 7490127 or 10800. 4900114
Mexico: 01.800. 123.3231
Training: www.supplyon.com/training_en.html

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1 About this Manual

APQP (Advanced Product Quality Planning) is a standardized framework of procedures and techniques used to develop products. It is a defined process for a product development system for customers and their suppliers.

In this manual it is described, how supplier and customer can collaborate on the APQP process with AirSupply.

1.1 Intended Audience

This manual is intended for supplier who have a working knowledge of AirSupply.

1.2 Typographical and Graphical Conventions

The following typographical conventions are used throughout the manual:

Example	Meaning
`command`	Text, which are you required to type at a command line, is identified by `Courier` font.
Screen text	Text, which is visible in the user interface, is **bold**.
Reference	Reference material is in *italics*.
`Parameter`	A command parameter or a method name is identified by `Courier` font.

The graphical convention is used throughout the manual:

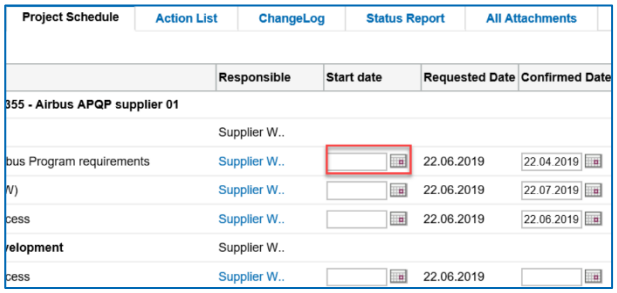


Figure: Red borders are used to indicate special areas.

Red borders indicate areas of interest on the screenshot. They are *not* part of the user interface.

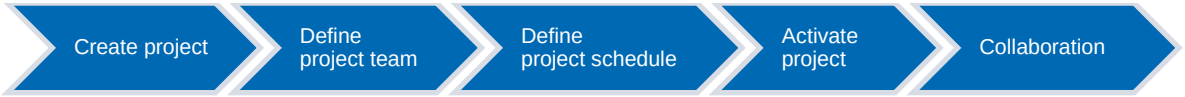
1.3 Abbreviations

Abbreviation	Meaning
APQP	Advanced Product Quality Planning
CSV	Comma-separated values
PDF	Portable Document Format
PPAP	Production Part Approval Process
OTD	**O**n **ti**me **d**elivery
RAG	Traffic light status (**R**ed – **A**mber – **G**reen)
RAG Maturity	RAG status from the Airbus internal APQP system.
RAG OTD	Airbus term for the standard traffic light status in AirSupply Project Management.

2 Overview

APQP (Advanced Product Quality Planning) is a standardized framework of procedures and techniques used to develop products. It is a defined process for a product development system for customers and their suppliers.

Process description



Creating and activating projects

1. The customer, for example a project manager, creates an APQP project on the basis of a company-wide standardized template type. For each template, based on a template type, predefined project schedules are available.

An APQP project is called *Work Package* at Airbus.

An APQP project consists of the following components:

- project information
- project team
- project schedule
- action list

A project schedule consists of:

- phases
- elements (called *deliverables* at Airbus)

2. The customer defines the project team and assigns responsibilities.

3. The customer defines the project schedule, i.e. he defines the requested dates for phases and elements.

4. The customer activates the project and the supplier receives an email notification to participate in the project.

→ See Managing APQP Projects on page *18.*

Collaboration

The customer sets due dates for elements (*deliverables*) and creates tasks for the supplier. The supplier is responsible for the realization of the assigned elements. He needs to confirm the requested date and keep track of the times. Customer and supplier can enter comments or upload attachments, for example as a work result. The supplier finally enters the date on which the element was completed.

→ See Collaborating on APQP Projects on page *8.*

Tracking and reporting

The project participants can track the course of the project at any time by using status reports. Status indicators immediately signal occurring problems or exceeded schedules. Automatically sent email notifications inform the customer and the supplier about the incidents. Additionally, corrective actions can be assigned and tracked.

→ See Managing APQP Projects on page *18.*

3 Collaborating on APQP Projects

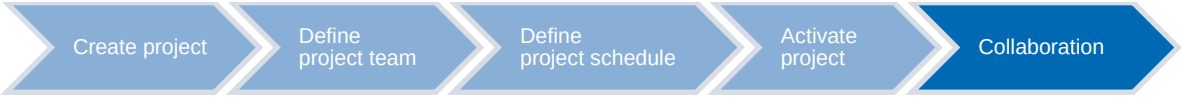
For using AirSupply APQP, you need an APQP role and the appropriate rights. → See Roles and Rights on page *38*.

In addition, you must define a Key Account Manager for each project created by a customer. The Key Account Manager will be informed about new APQP projects and can assign them to other colleagues. → See Assigning a Key Account Manager on page *37*.

When the customer creates an APQP project, he defines the project lead of the supplier. You can change the project lead. → See Project Team on page *22*.

After a customer creates and activates an APQP project, customer and supplier can collaborate on the APQP project.

The course of an APQP project is as follows, whereby the supplier only takes part in the collaboration.



The collaboration on APQP projects takes place on several levels or by reacting on **RAG OTD** alerts:

- Confirming due dates for phases and elements → see Confirming Due Dates on page *10.*
- Assigning and working on tasks via actions, → see Creating and Working on Actions on page *13.*
- Commenting on project phases and elements, → see Creating Comments on page *15.*
- Adding attachments, for example for documenting the results, → see Adding Attachments on page *16.*

After the customer has activated a project, the supplier receives an email with a link to the project.

Dear Mr.

your project "A320-1313" is now activated. You can start working on your project immediately.

Project: A320-1313
Supplier Part Nr.:
Current project status: Undefined

Link to the project:
https://platform.application.qas.supplyon.com/logon/logonServlet?redirectURL=https%3A%2F%2Fplatform.application.qas.supplyon.com%2Fproma%2Fsecurity%2Flogin%3FfollowURL%3Da4f505586aae044ab7dac57eb9177a23

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:

Support by phone: https://www.supplyon.com/en/contact/
E-mail: customer-support@SupplyOn.com
http://www.SupplyOn.com
SupplyOn AG
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer Registration Court: Munich, Commercial Register Number: HRB 13828

Figure: Email with a link to a project, created by a customer.

To collaborate on APPQ projects:

1. Click the link in the email, which directly leads you to the project.

   — or —

1. Log on to → **SupplyOn** and on the main menu, point to **SupplyOn Services,** and then click **Project Management**.

   — or —

1. On the main menu, point to **SupplyOn Services,** click **AirSupply** and then click **APQP**.
2. The **Project List** page is displayed.

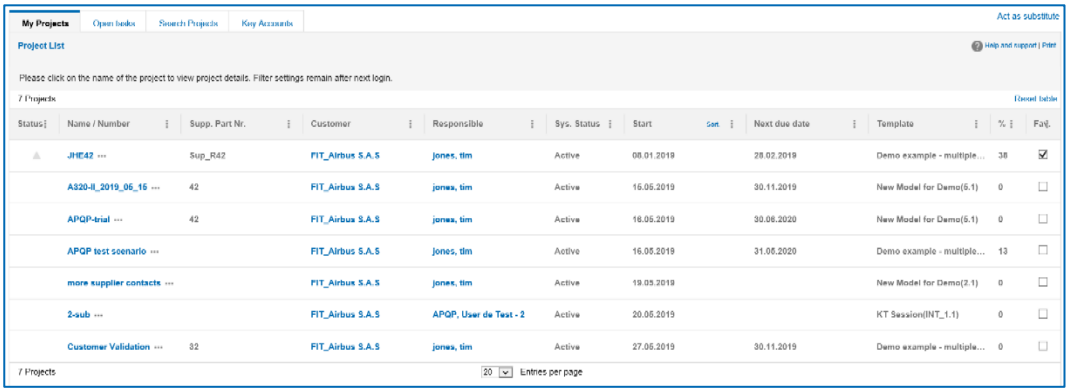


Figure: **Project List** page.

3. In the **Name / Number** column, click a project you want to collaborate on.
4. The **Project Schedule** tab is displayed, which is the starting point for the collaboration on an APQP project.

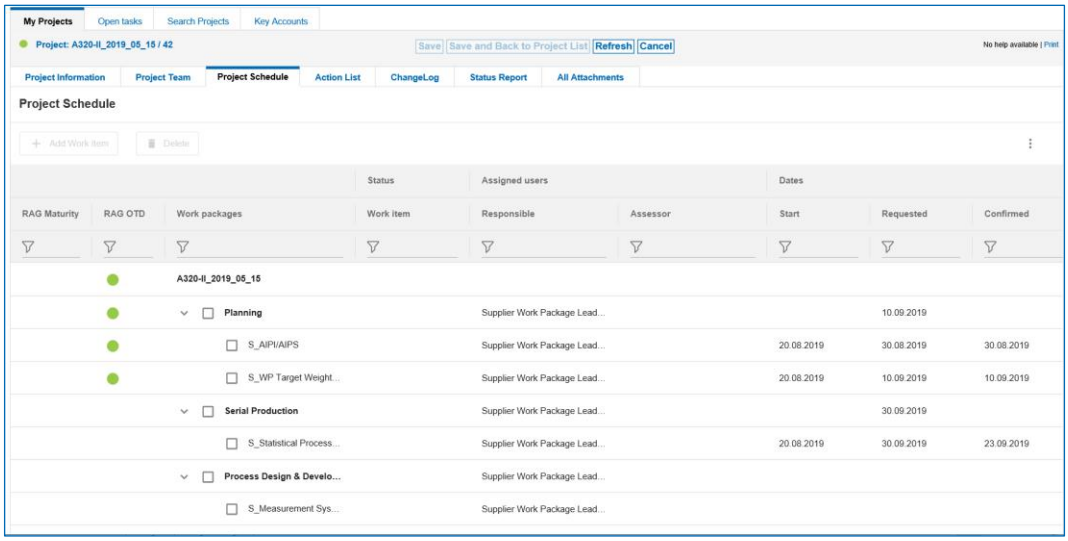


Figure: **Project Schedule** tab.

An overview of all assigned tasks for which the logged-in user is equal to the responsible user provides the **Open tasks** tab.

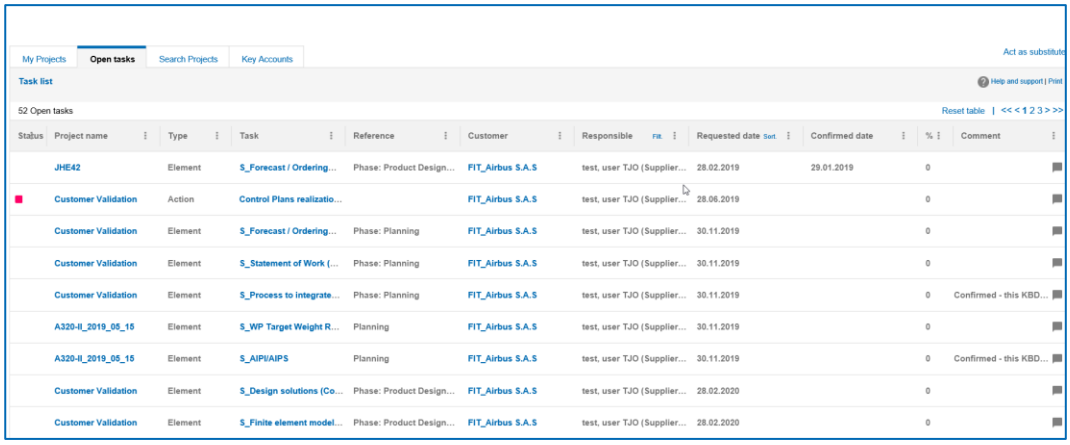


Figure: **Open tasks** tab.

3.1 Confirming Due Dates

If a customer sets a **Requested** date for a phase or element, the supplier is required to work on it.

The supplier has to confirm the **Requested** date with a **Confirmed** date.

The set **Requested** date and **Confirmed** date control the status of the project, phase or element.

When the supplier starts to work on a phase or element, he sets the **Start** date. This allows the customer to see if and when work on the APQP project has started.

When a phase or element is completed, the supplier has to set a **Closing** date.
Only if all elements of a phase are completed, the whole phase is completed.
The **Closing** date must be defined so that the status of an APQP project can be specified correctly.

Prerequisites:

- ✓ A project is active.
- ✓ The customer set a **Requested** date for a phase or element.
- ✓ The **Project Schedule** tab for the project is displayed.

To set a Confirmed date or a Closing date:

1. In the **Start** date column, click for the phase for that you start working.

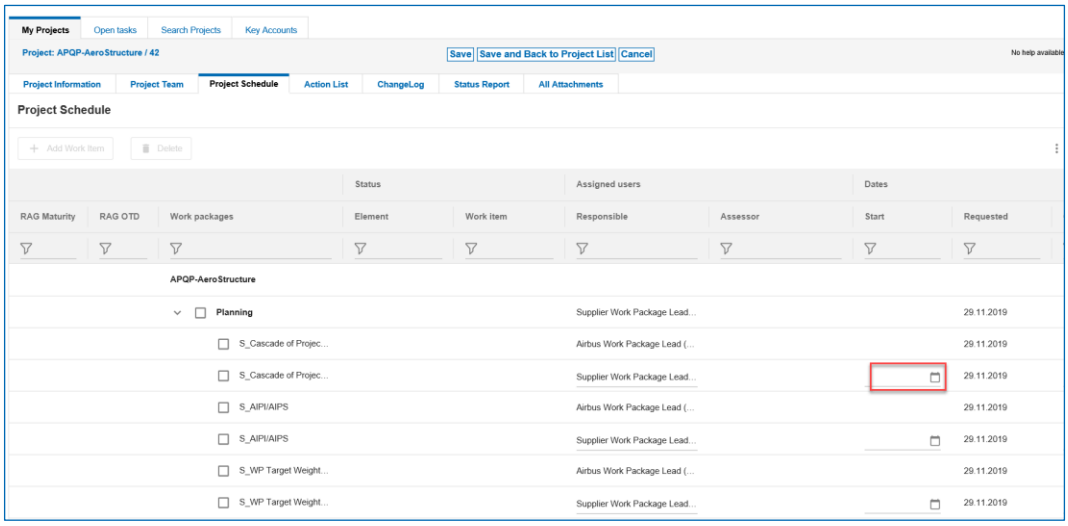


Figure: Defining a **Start** date.

The calendar is displayed.

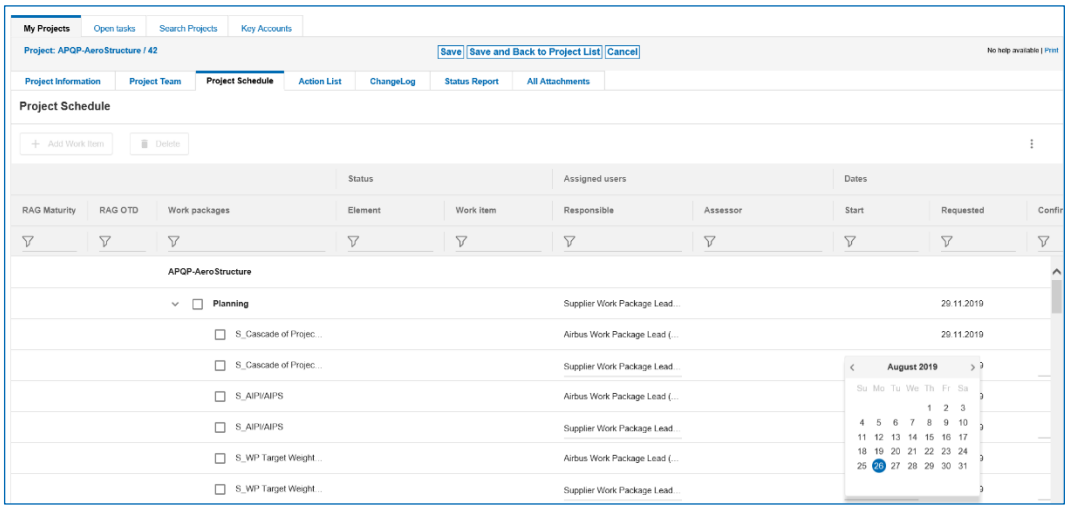


Figure: Calendar for selecting a **Start** date.

2. Select a date.

   The date is set for the phase and all its all subordinate elements.
   If you do not want the same date for a subordinate element, select a different date for the appropriate element.

   If you can meet the **Requested** date, confirm the **Confirmed** date.

3. In the **Confirmed** date column, click ☐ for the phase you want to set the date.

   The calendar is displayed.

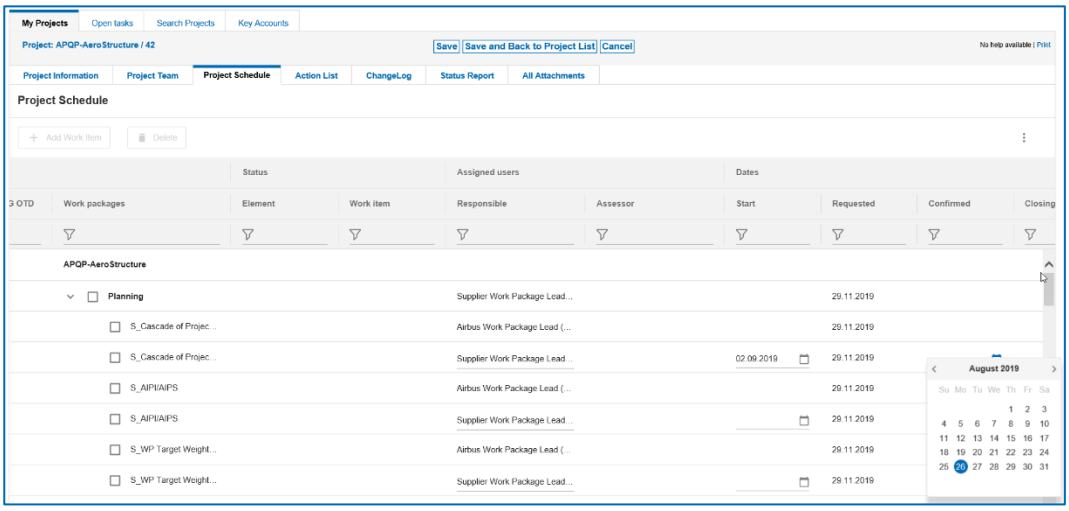


Figure: Calendar for selecting a **Confirmed** date.

4. Select a date.

   When a phase has been completely finished, confirm it with the **Closing** date.
   The **Closing** date is necessary for calculating the status of the APQP project.

5. In the **Closing** date column, click ☐ for the phase you want to set the date.

   The calendar is displayed.

6. Select a date.
7. Click **Save**.

   A dialog box is displayed.

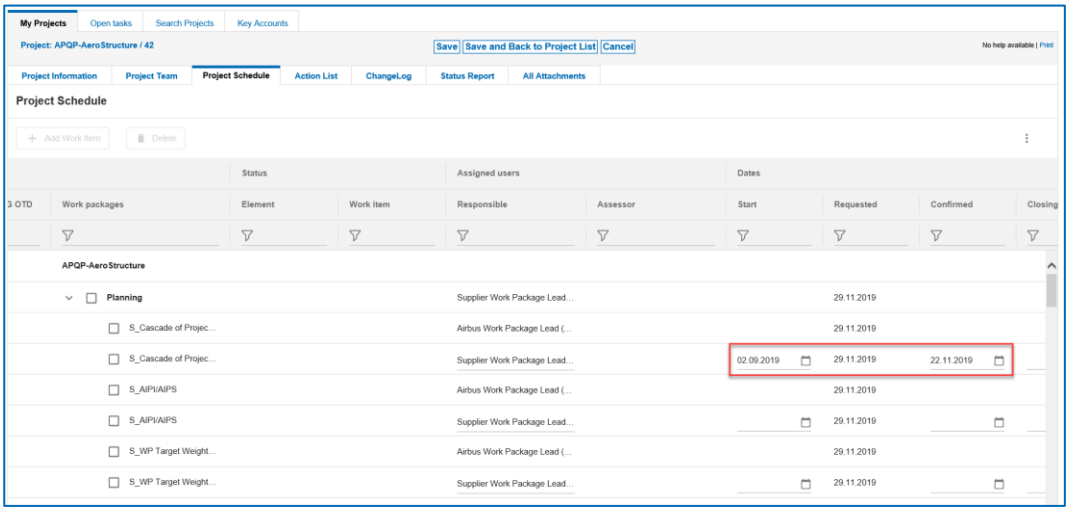


Figure: **Project Schedule** tab with a **Start** date, a **Requested** date and a **Confirmed** date.

3.2 Creating and Working on Actions

All active participants on the customer and supplier side can create, process, and delete actions.

If a customer has created an action, the task is listed on the **Open tasks** tab. If the supplier has completed the task, he has to set the **Closing** date. → See Confirming Due Dates on page *10*.

A supplier can create an action for a colleague.

You can create and work on actions on the **Project Schedule** tab or on the **Action List** tab.
On the **Project Schedule** tab you can directly add an action to a phase or an element.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To create an action on the Project Schedule tab:

1. In the **Open Actions** column, click **0 actions** for the phase or element for which you want to create an action.

   The **Action List** tab is displayed.

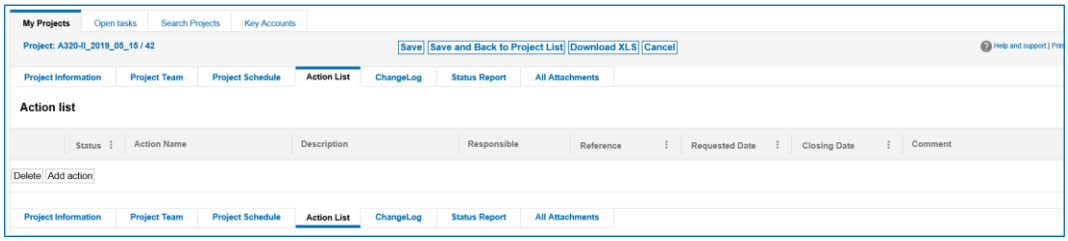


Figure: **Action List** tab.

2. Click **Add action**.

   On the **Action List** tab, a row for defining an action is displayed.

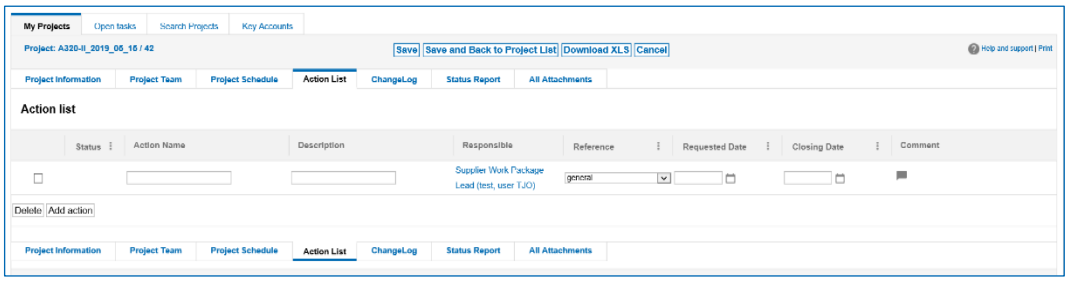


Figure: Row with fields for defining an action.

3. Fill in the mandatory **Action Name** field.
4. Fill in the **Description** field.

Note

In the **Responsible** column, the responsible of the task is listed. Clicking on the name displays the **Assign responsible** dialog window. Here you can change the responsible for the task.

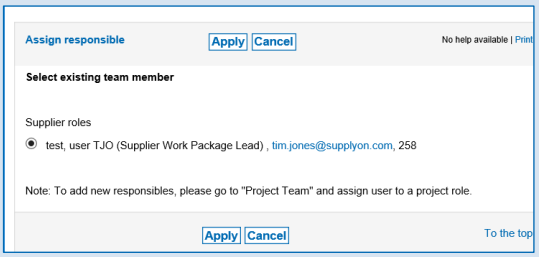


Figure: **Assign responsible** dialog window.

5. In the **Requested Date** column, click for the action you want to set a due date for the customer.

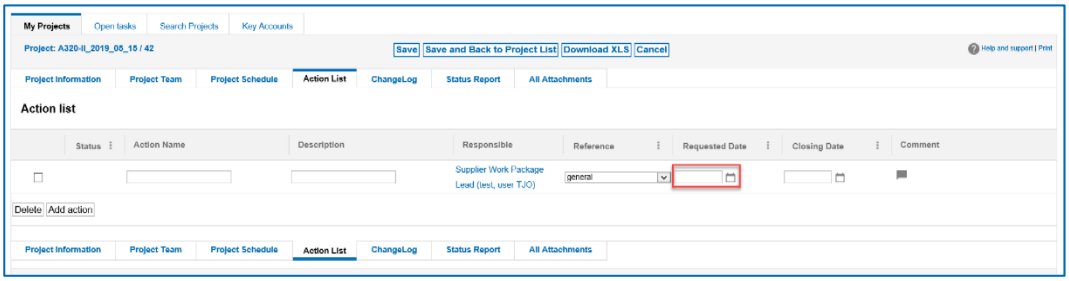


Figure: Defining a **Requested Date**.

The calendar is displayed.

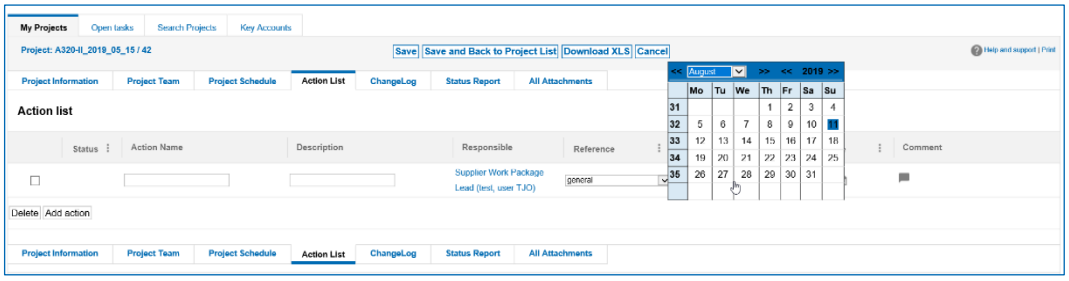


Figure: Calendar for selecting a date.

6. Select a date.

   The date is displayed in the **Requested Date** field.

   The **Requested Date** controls the status of the action.

7. Select a **Reference**.

   The **Reference** is already defined according to the selected phase or element. If needed, you can change it.

8. Click to add a comment to the action.
9. Click **Save**.

   The action is listed on the **Action list** tab and on the **Open tasks** tab, if the responsible user is the logged-in user.

3.3 Creating Comments

For all phases and elements a comment function for the customer and the supplier is available.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To add a comment:

1. In the **Comment** column, click
   The **Comment** dialog window is displayed.

Figure: **Comment** dialog window.

2. Type in your comment.
3. Click **Add comment**.
   The comment is displayed on the **Project Schedule** tab in the **Comment** column.

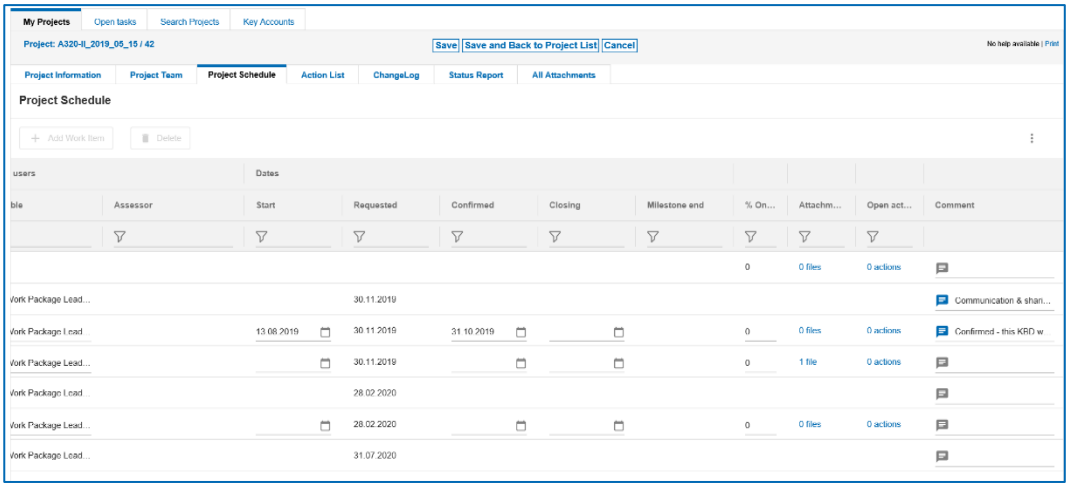


Figure: The comment is displayed in the **Comment** column.

You can add a comment to the current comment by clicking again.

4. Click **Save**.

3.4 Adding Attachments

You can add documents to a project and elements.
In addition, you can overwrite an existing document by creating a new version of the document.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To add an attachment:

1. In the **Attachment** column, click **0 files** for the element for which you want to add a document.

   The **Attachments** page is displayed.

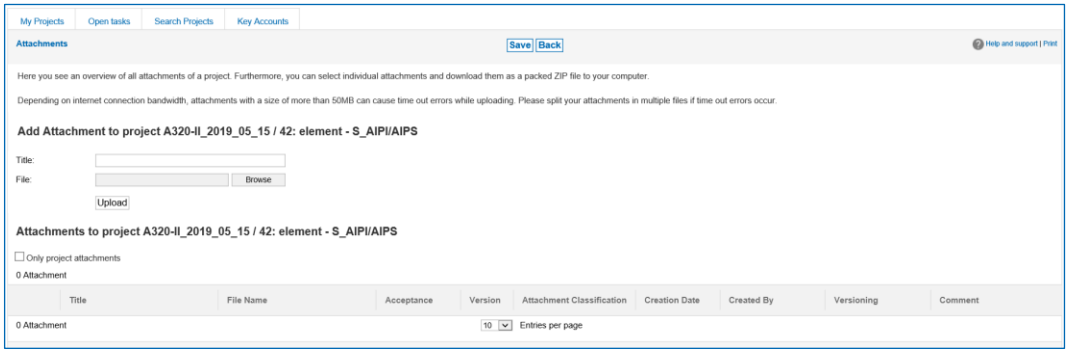


   Figure: **Attachments** page.

2. Fill in the **Title** field with a name for the attachment.
3. Click **Browse** for the **File** field to select a file from the dialog window.
4. Click **Upload**.

   The file is uploaded and listed on the **Attachments** page.

   The customer gets an email with the subject "**New attachment uploaded for element……"**

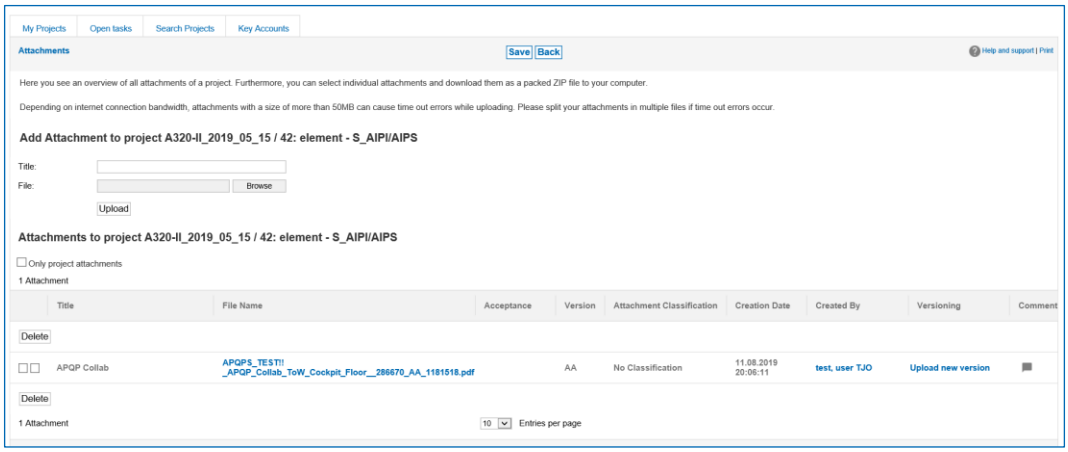


   Figure: Uploaded attachment on the **Attachments** page.

On the **Attachments** page you can:

- Download the attachment by clicking the file name in the **File Name** column.
- Select an **Acceptance** level.
- Mark attachments as **PAPP**.
- Replace the current version with a newer version in the **Versioning** column:

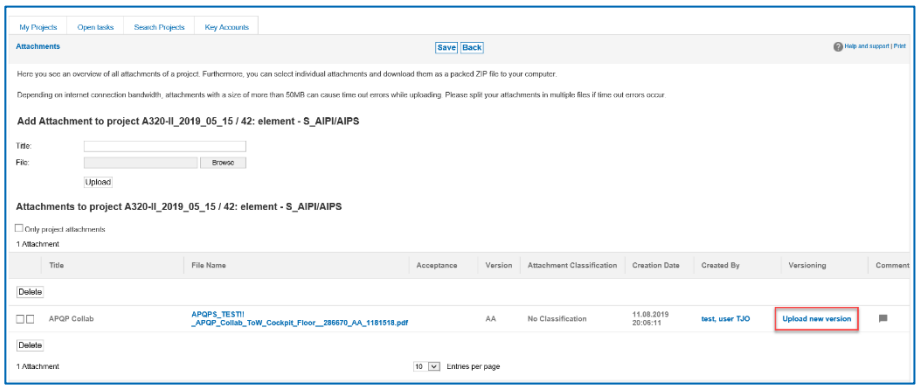


Figure: **Upload new version** on the **Attachments** page.

Click **Upload new version**.

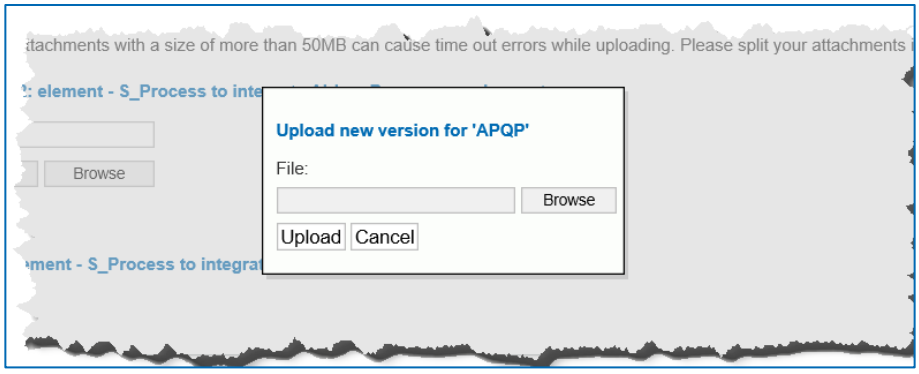


Figure: **Upload new version** for … dialog box.

Select a file and click **Upload**.

- Add a comment.
- Delete an attachment by selecting it and clicking **Delete**.

All attachments of the APQP project are listed on the **Attachments** page.
→ See Attachments on page *30.*

4 Managing APQP Projects

The customer, for example a project manager, creates an APQP project, which consists of the following components:

- Project information, → see Project Information on page *21.*
- Project team, → see Project Team on page *22.*
- Project schedule, → see Project Schedule on page *24.*
- Action list, → see Action List on page *26.*

In addition, the following information for tracking and reporting is available for a project:

- Change Log, → see Change Log on page *27.*
- Status Report, → see Creating Status Reports on page *28.*

To manage projects:

1. Log on to → **SupplyOn**
2. On the main menu, point to **SupplyOn Services,** and then click **Project Management**.

   The **Project List** page is displayed.

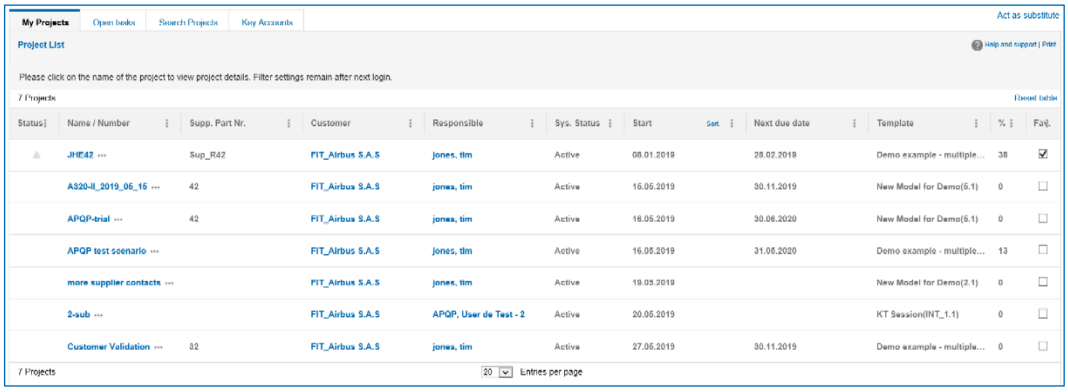


Figure: **Project List** page.

Following projects are listed on the **Project List** page:

- Projects with the **Sys. Status** of the type **Active, Archived, Cancelled** or **Closed**.
- Projects where the supplier is involved as a member of the project team.

Projects with **Sys. Status Cancelled** and **Archived** are not listed on the **Project List** page, but they can be found via the search function. → See Searching Projects on page *31*.

Overview of Project System Statuses

A supplier user can only participate in a project, if the user is the responsible project lead or is defined as a responsible or active user in a running project. → See Roles and Rights on page *38*.

A project can have different statuses (**Sys. Status**), of which the following are possible:

Active: All allocated users can work on the project and document the project progress. The status management controls the escalation events, users are informed, if responsibilities change. Changes in the project schedule are logged. Actions and status reports can be created. An active project can be cancelled or closed.

Closed: A project is finished. A project can only be set to system status **Closed**, if all project elements and phases are closed. Closed projects cannot be edited any more, but access to all tabs (**Project Schedule**, **Actions List**, **Status Reports** and **Attachments**) is possible. It is not possible to upload additional attachments if a project is in the system status **Closed**. A project can be reactivated or archived.

Archived: A project is finished and all necessary information has been archived. It is still possible to access all necessary project information, but no changes are possible. This status is final. An archived project cannot be reactivated. As in all other system status the project can be copied as new project.

The status **Archived** is independent from provision of data for archiving as described in Service Specification of SupplyOn Services for Buying Companies.

Cancelled: A project has been cancelled. A project can be cancelled due to multiple reasons. It is still possible to access the project (read-only), but it is not possible to reactivate the project. If a user cancels a project, a cancellation reason has to be entered.

The **Status** column displays the current traffic light status of the project:

●	Green	The project is on schedule.
▲	Amber	The project is no longer on schedule, but the deviation is not yet critical.
■	Red	The project is not on schedule. If the project status changes to red, the project managers of customer and supplier will receive email alerts.

The displayed status in the **Status** column corresponds to the Airbus RAG OTD.

! indicates that data within the project have been changed since the last login.

The projects are listed by date. Clicking ⋮ in the **Start** column, allows you to change the sort order of the projects.

Clicking a name in the **Customer** column displays a dialog window with information on the customer.

Clicking a name in the **Responsible** column displays a dialog window with information on the customer contact person.

By selecting the checkbox in the **Fav.** column, you can define a project as a favorite.

You can define a substitute by clicking **Act as substitute**. → See Managing Substitutes on page *33*.

Click the name of a project in the **Name / Number** column to open the project and the project schedule. → Project Schedule on page *24*.

Note

You can define which columns should be displayed on the **Project Schedule** tab.

Click ⋮, and then click **Columns.**

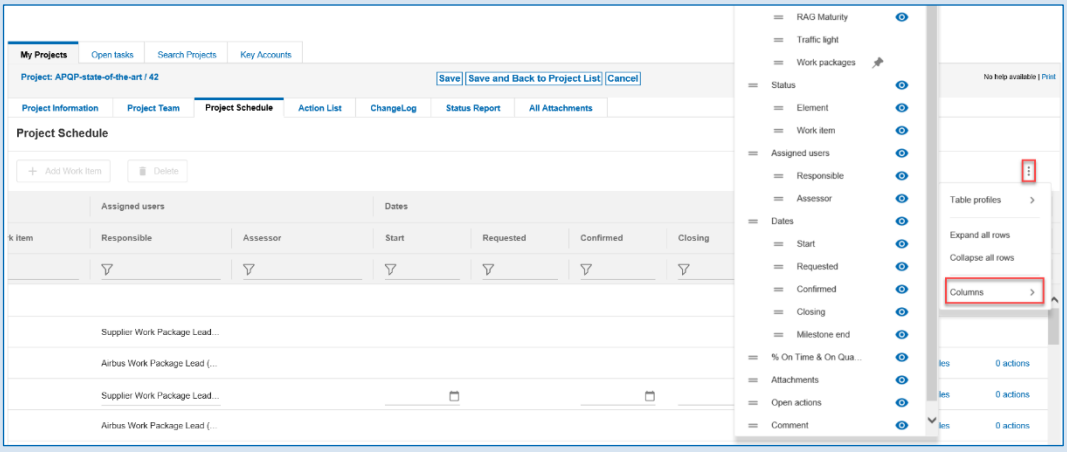


Figure: Context menu for selecting and deselecting table columns.

Click 👁 to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

Click ⋮, and then click **Table profiles.**

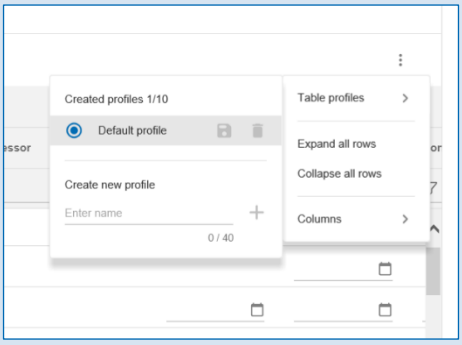


Figure: Defining a table profile.

Enter a name in the **Create new profile** field, and then click ＋
Click 💾 to the name of the newly created table profile.

Email Notifications

If the **Sys. Status** changes, the project responsible of the customer and the supplier receive an email notification. In addition, all users that are assigned as responsible to one or more elements in the project plan receive an email notification.

The following **Sys. Status** changes trigger an email notification:

Created	→	**Active**
Active	→	**Cancelled**
Active	→	**Closed**
Closed	→	**Active**
Closed	→	**Archived**

4.1 Project Information

The **Project Information** tab displays all project information entered by the customer.

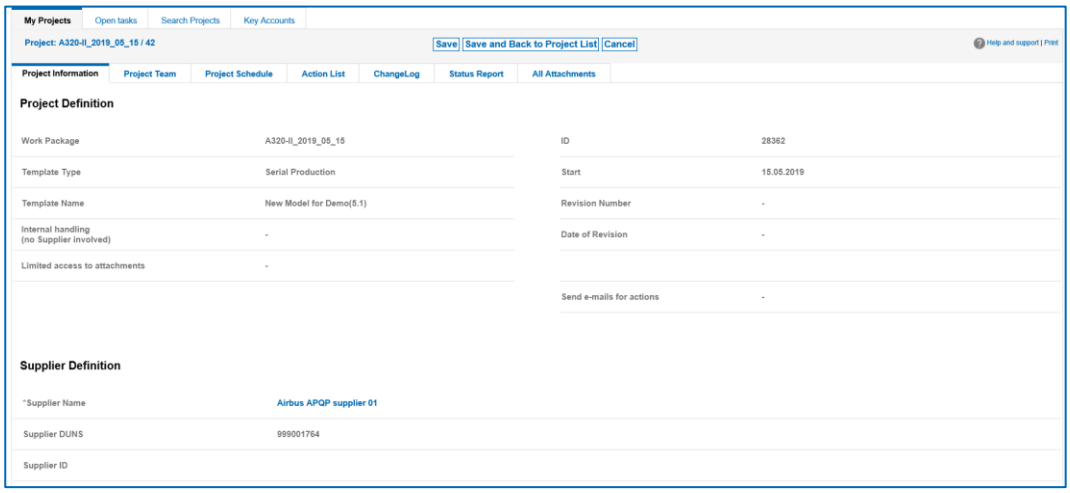


Figure: **Project Information** tab.

In the **Additional Information** section, you can change the mandatory **Supplier Part Number**.

4.2 Project Team

On the **Project Team** tab, the project team from the customer side and the supplier side is displayed.

If a customer creates a project, he defines a **Supplier Work Package Lead**, i.e. the responsible for the project on supplier side. You can change the responsible of the project.

To change the Supplier Work Package Lead:

1. Click the **Project Team** tab.

   The **Project Team** tab is displayed.

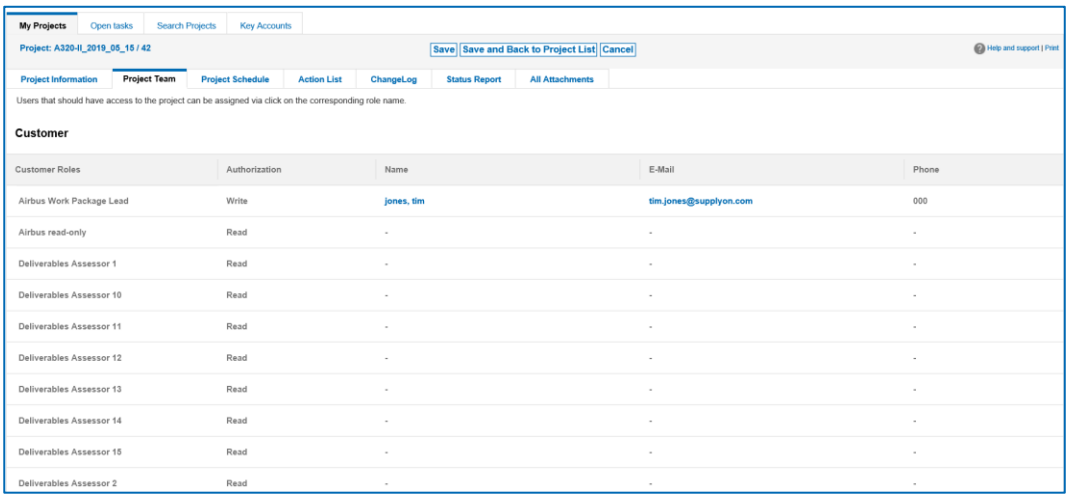


Figure: **Project Team** tab.

> **Note**
>
> Clicking a name in the **Name** column displays a dialog window with information on the user.
>
> Clicking an email address in the **E-Mail** column starts the email application.

2. Click **Supplier Work Package Lead**.

   The **User Search** page is displayed.

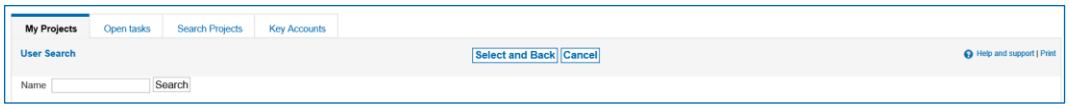


Figure: **User Search** page.

3. Enter a name or a search phrase in the **Name** field and click **Search**.

> **Note**
>
> If you click **Search** without entering a search phrase, all names are listed.

The search result is displayed on the **Search Results** section.

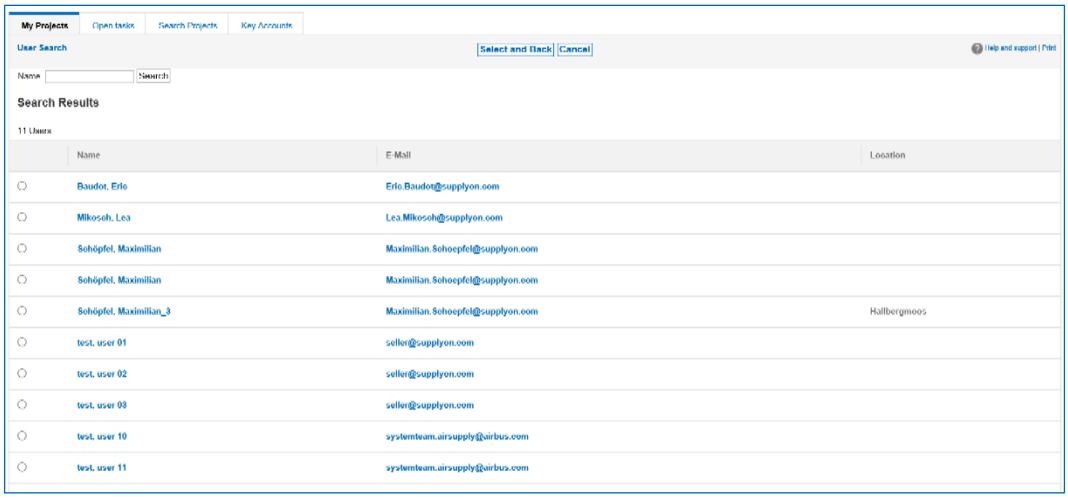


Figure: Search result(s) in the **Search Results** section.

4. Select the name you want to add as **Supplier Work Packages Lead** and click **Select and Back.**

   A dialog box is displayed, stating that the project lead was changed.

5. Click **OK**.

   The **Project Team** page is displayed with the selected **Supplier Work Packages Lead** in the **Supplier** section.

Figure: Selected supplier in the **Supplier** section on the **Project Team** page.

The selected user receives the emails, sent by the system, for example the confirmation email, when a project is activated.

4.3 Project Schedule

The **Project Schedule** tab is the starting point for the collaboration on the project.
→ See Collaborating on APQP Projects page *8.*

A project schedule consists of:

- phases
- elements (called *deliverables* at Airbus)

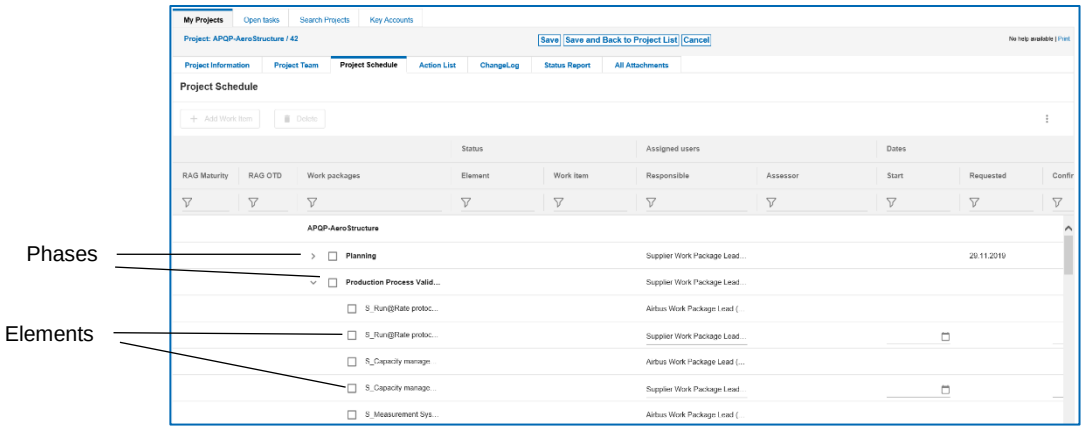


Figure: **Project Schedule** tab with phases and elements.

The **RAG Maturity** column displays the traffic light status from the Airbus internal APQP system for the current phase or element.

The **RAG OTD** column displays the traffic light status from Project Management in AirSupply for the current phase or element.

The **Assessor** column displays which users are responsible for the approval of the element.

The **Milestone end** date column displays the milestone and schedule defined in the internal Airbus APQP system.

The **Customer validation** column displays the validation of an element. Possible values are *Accepted*, *Commented*, and *Rejected*.

Note

You can define which columns should be displayed on the **Project Schedule** tab.

Click ⋮, and then click **Columns.**

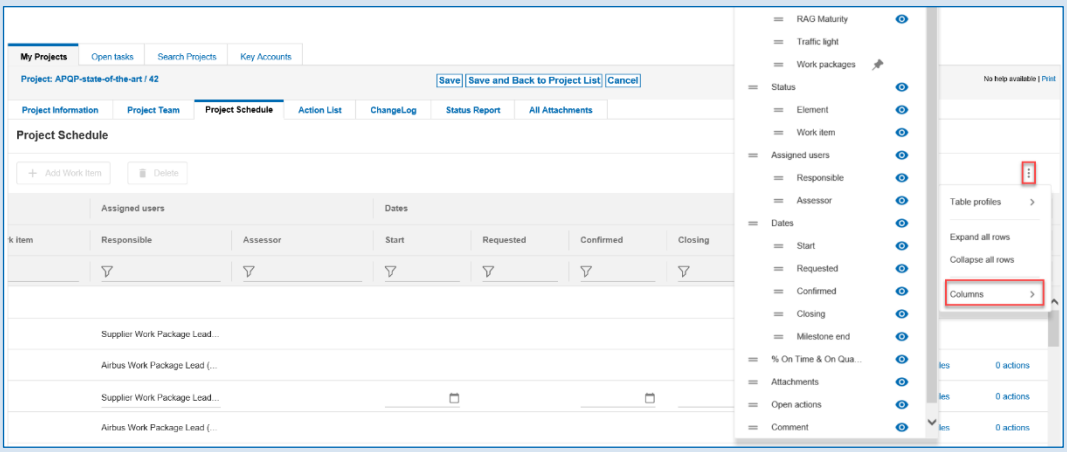


Figure: Context menu for selecting and deselecting table columns.

Click 👁 to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

Click ⋮, and then click **Table profiles.**

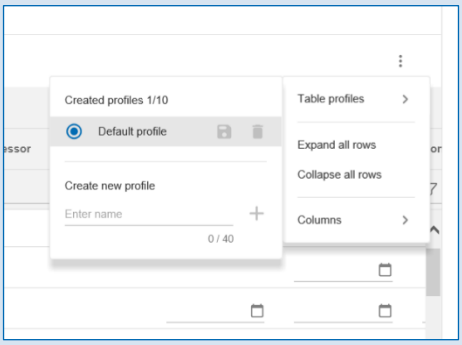


Figure: Defining a table profile.

Enter a name in the **Create new profile** field, and then click +
Click 💾 to the name of the newly created table profile.

On the **Project Schedule** tab you can:

- Confirm a **Requested** date with a **Confirmed** date and set a **Closing** date, → see Confirming Due Dates on page *10.*
- Assign and work on tasks via actions, → see Creating and Working on Actions on page *13.*
- Add comments to phases and elements, → see Creating Comments on page *15.*
- Add attachments to phases and elements, → see Adding Attachments on page *16.*

4.4 Action List

On the **Action List** tab, all actions are listed for the logged-in user for the current project.

Here you can create an internal action (also called task) for a colleague. → See Creating and Working on Actions on page *13.*

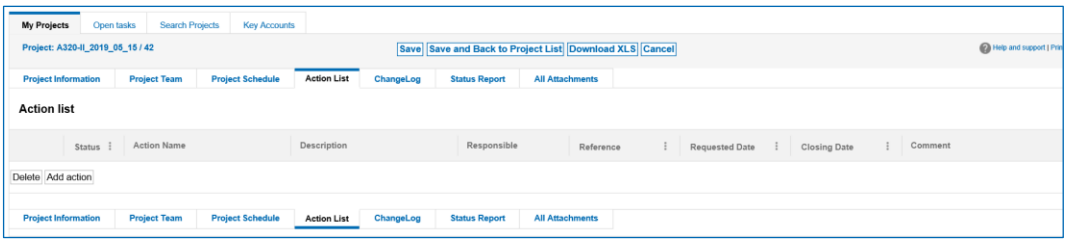


Figure: **Action list** tab.

You can download the list of actions as an Excel-file by clicking **Download XLS**.

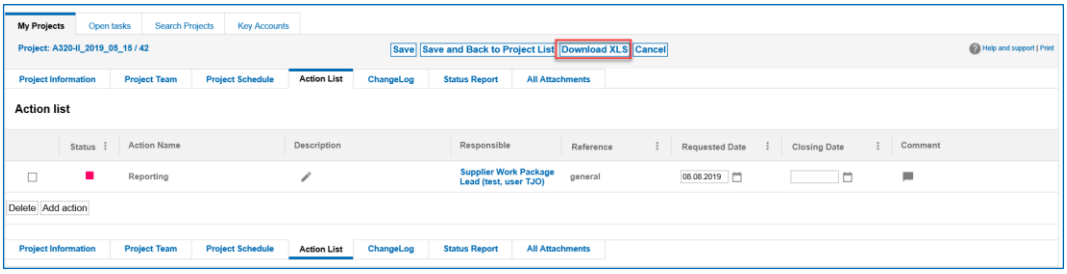


Figure: Download all actions as an Excel-file by clicking **Download XLS**.

Note

The **Open tasks** tab lists the actions of *all* projects for which the logged-in user is equal to the responsible user.

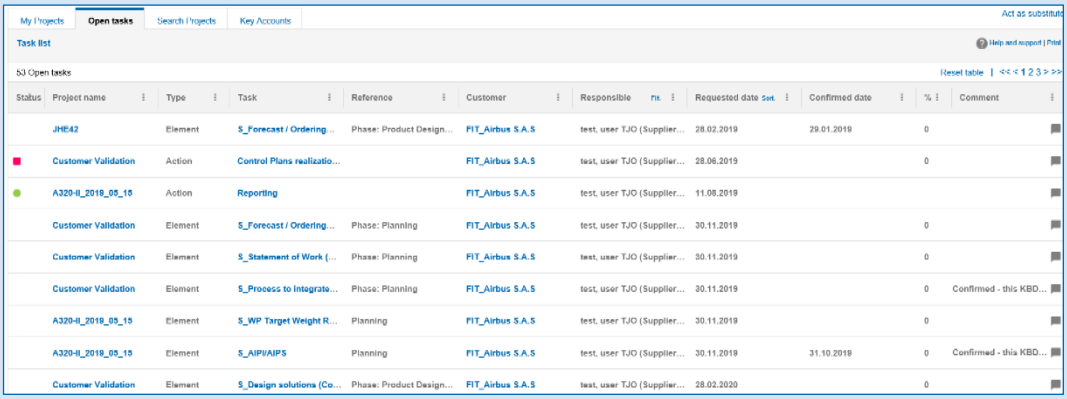


Figure: **Open tasks** tab.

4.5 Change Log

On the **ChangeLog** tab, *all* activities concerning the current project are listed, sorted by date.

With selecting dates for **Modified from** to **Modified to,** you can search for activities within a time interval.

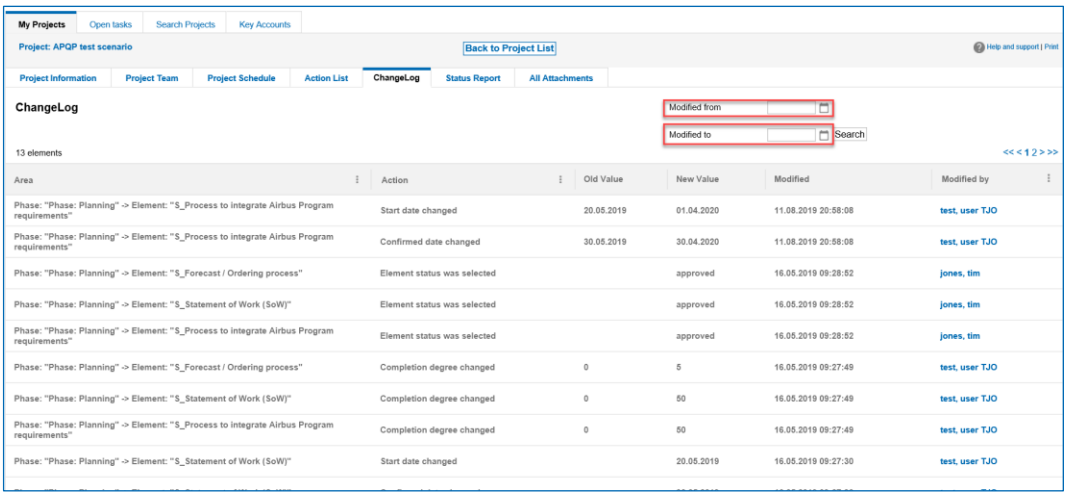


Figure: **ChangeLog** tab.

You can sort the columns by clicking ⋮ and selecting a sort criterion.

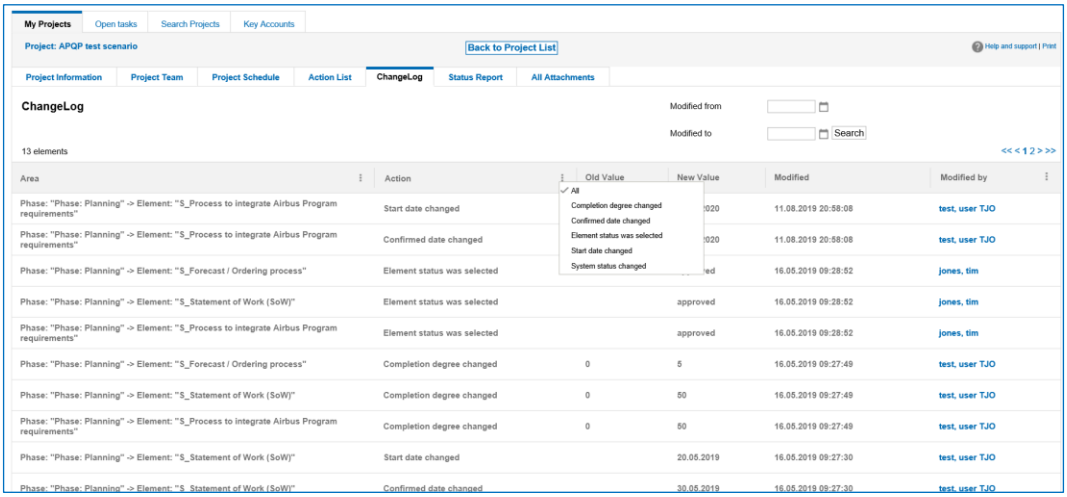


Figure: Context menu for the **Action** column for sorting the values of the column.

4.6 Creating Status Reports

On the **Status Report** tab, you can create and download a status report of the current project as PDF-file or Excel-file.

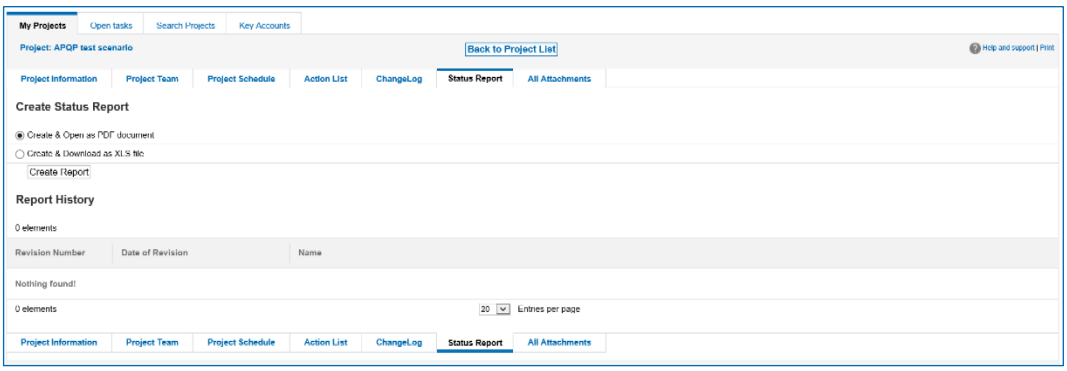


Figure: **Status Report** tab.

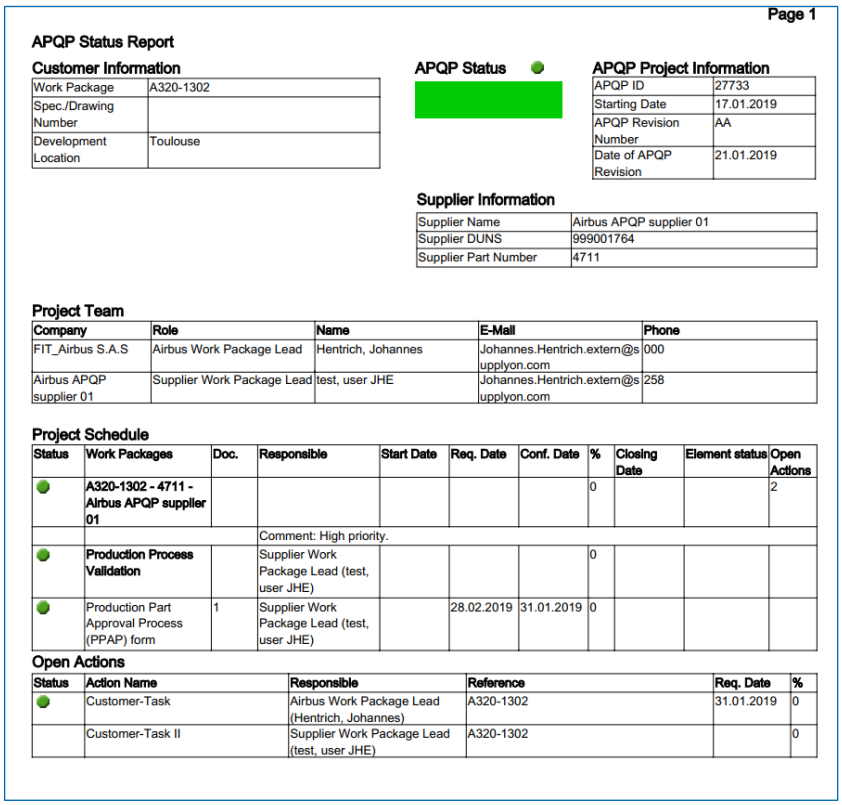
To create a status report:

1. Select **Create & Open a PDF document**, to create a status report as PDF-file.

   — or —

2. Select **Create & Download as XLS file**, to create a status report as Excel-file.
3. Click **Create Report**.

   A status report as PDF-file is created and opened,



Page 1

APQP Status Report

Customer Information

Work Package	A320-1302
Spec./Drawing Number	
Development Location	Toulouse

APQP Status

APQP Project Information

APQP ID	27733
Starting Date	17.01.2019
APQP Revision Number	AA
Date of APQP Revision	21.01.2019

Supplier Information

Supplier Name	Airbus APQP supplier 01
Supplier DUNS	999001764
Supplier Part Number	4711

Project Team

Company	Role	Name	E-Mail	Phone
FIT_Airbus S.A.S	Airbus Work Package Lead	Hentrich, Johannes	Johannes.Hentrich.extern@supplyon.com	000
Airbus APQP supplier 01	Supplier Work Package Lead	test, user JHE	Johannes.Hentrich.extern@supplyon.com	258

Project Schedule

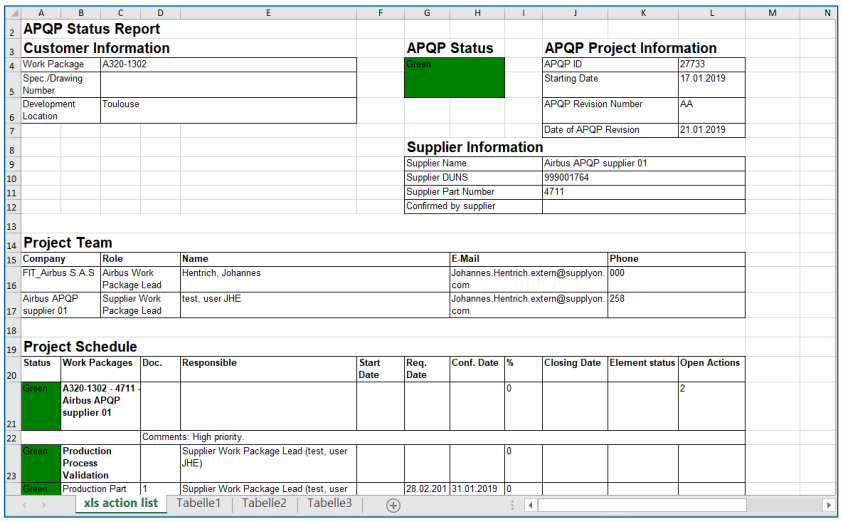
Status	Work Packages	Doc.	Responsible	Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions
	A320-1302 - 4711 - Airbus APQP supplier 01						0			2
			Comment: High priority.							
	Production Process Validation		Supplier Work Package Lead (test, user JHE)				0			
	Production Part Approval Process (PPAP) form	1	Supplier Work Package Lead (test, user JHE)		28.02.2019	31.01.2019	0			

Open Actions

Status	Action Name	Responsible	Reference	Req. Date	%
	Customer-Task	Airbus Work Package Lead (Hentrich, Johannes)	A320-1302	31.01.2019	0
	Customer-Task II	Supplier Work Package Lead (test, user JHE)	A320-1302		0

Figure: Status report as PDF-file.

or a status report as Excel-file is created and opened.



APQP Status Report

Customer Information

Work Package	A320-1302
Spec./Drawing Number	
Development Location	Toulouse

APQP Status

Green

APQP Project Information

APQP ID	27733
Starting Date	17.01.2019
APQP Revision Number	AA
Date of APQP Revision	21.01.2019

Supplier Information

Supplier Name	Airbus APQP supplier 01
Supplier DUNS	999001764
Supplier Part Number	4711
Confirmed by supplier	

Project Team

Company	Role	Name	E-Mail	Phone
FIT_Airbus S.A.S	Airbus Work Package Lead	Hentrich, Johannes	Johannes.Hentrich.extern@supplyon.com	000
Airbus APQP supplier 01	Supplier Work Package Lead	test, user JHE	Johannes.Hentrich.extern@supplyon.com	258

Project Schedule

Status	Work Packages	Doc.	Responsible	Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions
Green	**A320-1302 - 4711 - Airbus APQP supplier 01**						0			2
		Comments: High priority.								
Green	**Production Process Validation**		Supplier Work Package Lead (test, user JHE)				0			
Green	Production Part	1	Supplier Work Package Lead (test, user		28.02.201	31.01.2019	0			

xls action list | Tabelle1 | Tabelle2 | Tabelle3

Figure: Status report as Excel-file.

4.7 Attachments

On the **All Attachments** tabs of a project, all documents uploaded for the current project are listed.

You can add documents to a project and elements. → See Adding Attachments on page *16.*

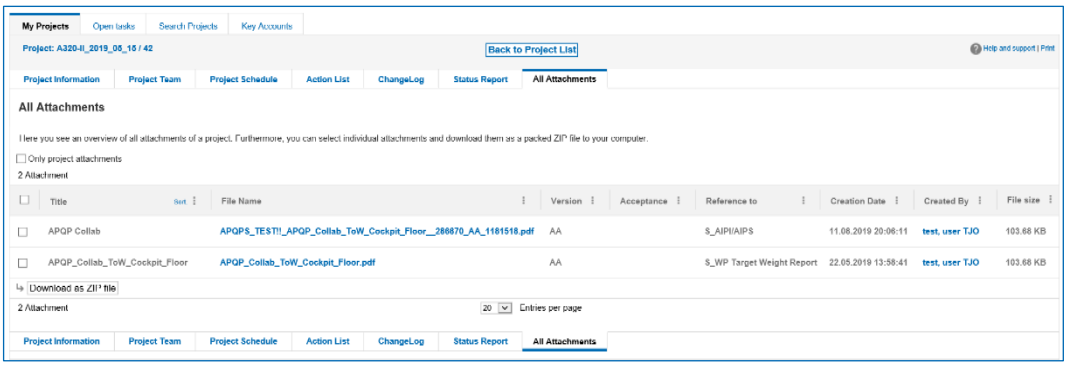


Figure: **All Attachments** tab.

Clicking ⋮ in the head of a column, allows you to change the sort order of the column items.

Clicking in the **File Name** column the document name, downloads the original document.

You can select the documents and **Download as ZIP file**.

4.8 Searching Projects

On the **Search Projects** tab, you can perform a simple search and an advanced search.
In addition, you can save your search criteria in a search profile.

> **Note**
>
> On the **Project List** page, only projects of the logged-in **Supplier Work Packages Lead** are listed. If you change the **Supplier Work Packages Lead** defined by the customer, the **Supplier Work Packages Lead** can only find his originally assigned project by using the search function.

Simple Search

To use the simple search:

1. Click the **Search Projects** tab.

   The **Search Projects** page is displayed.

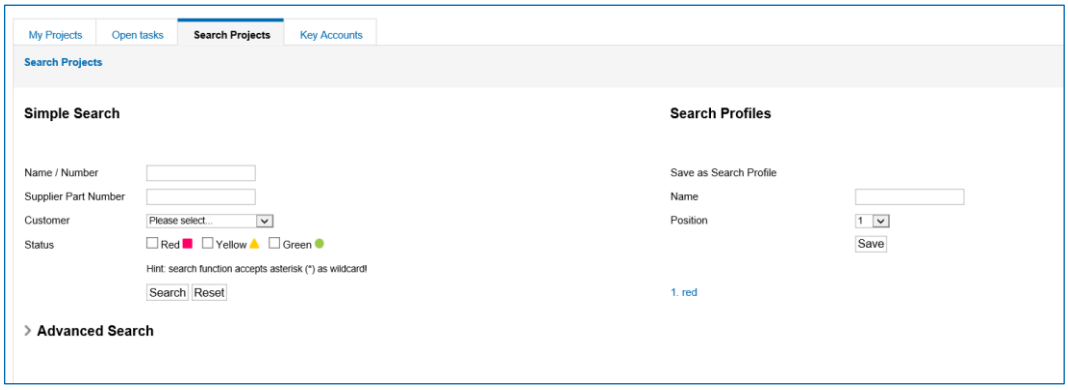


   Figure: **Search Projects** page

2. In the **Simple Search** section, enter and select your search criteria.
3. Click **Search**.

   The search result is displayed on the **Search Results** page. Here you can export the search result to a CSV-file.

Search Profile

You can save the used search criteria in a search profile in the **Search Profiles** section.

To create a search profile:

1. Fill in the **Name** field
2. Click **Save**.

   The name of search profile is listed in the **Search Profiles** section.

Advanced Search

In the **Advanced Search** section, you can perform a detailed search.

To use the advanced search:

1. In the **Advanced Search** section, click ›

   The **Advanced Search** is displayed.

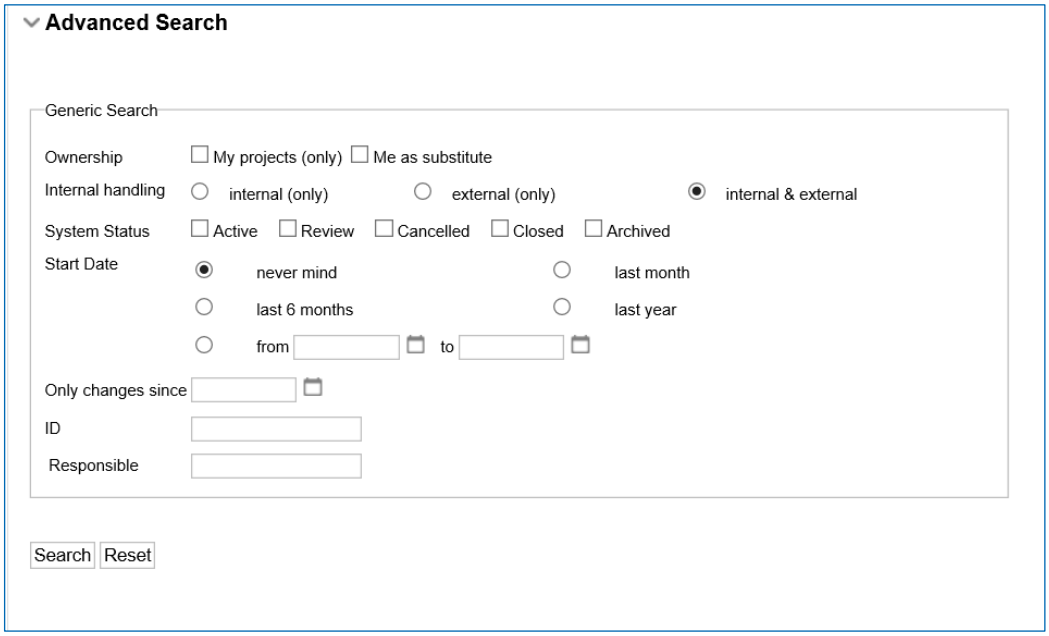


Figure: **Advanced Search**.

2. In the **Advanced Search** section, enter and select your search criteria.
3. Click **Search**.

   The search result is displayed on the **Search Results** page. Here you can export the search result to a CSV-file.

4.9 Managing Substitutes

Defining a substitute allows you to pass on your authorizations to a project to other users.

If you were defined as a substitute by a colleague, you can act as substitute. Then, all changes on the projects are stored with your name.

If a substitute is no longer needed, you can remove it again.

4.9.1 Defining a Substitute

You can create the substitutions for a period or permanently.

To define a substitute:

You define a substitute via a link on the **Project List** page.

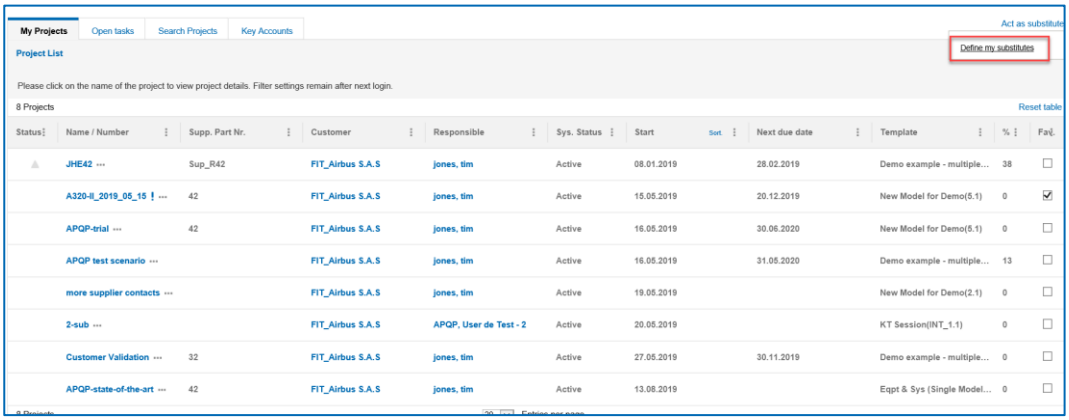


Figure: **Project List** page with the link **Act as Substitute** on the right side.

1. On the **Project List** page, click **Act as Substitute** and then click **Define my substitutes**.

   The **My substitutes** tab is displayed.

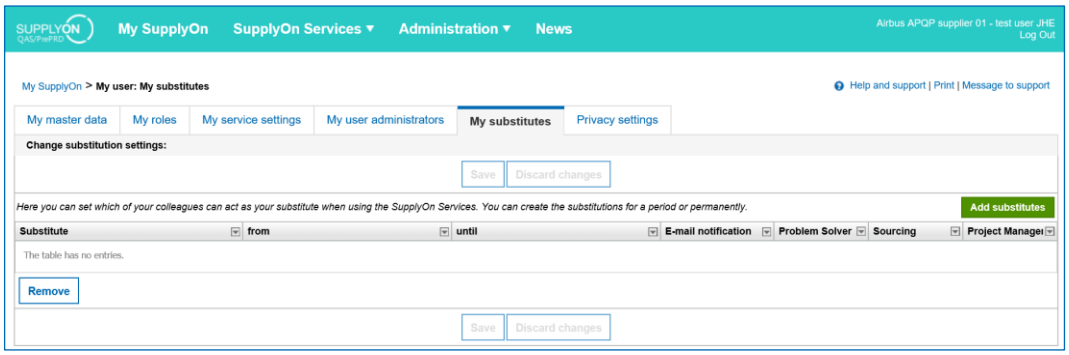


Figure: **My substitutes** tab.

2. Click **Add substitutes**.

   The **User search** dialog window is displayed.

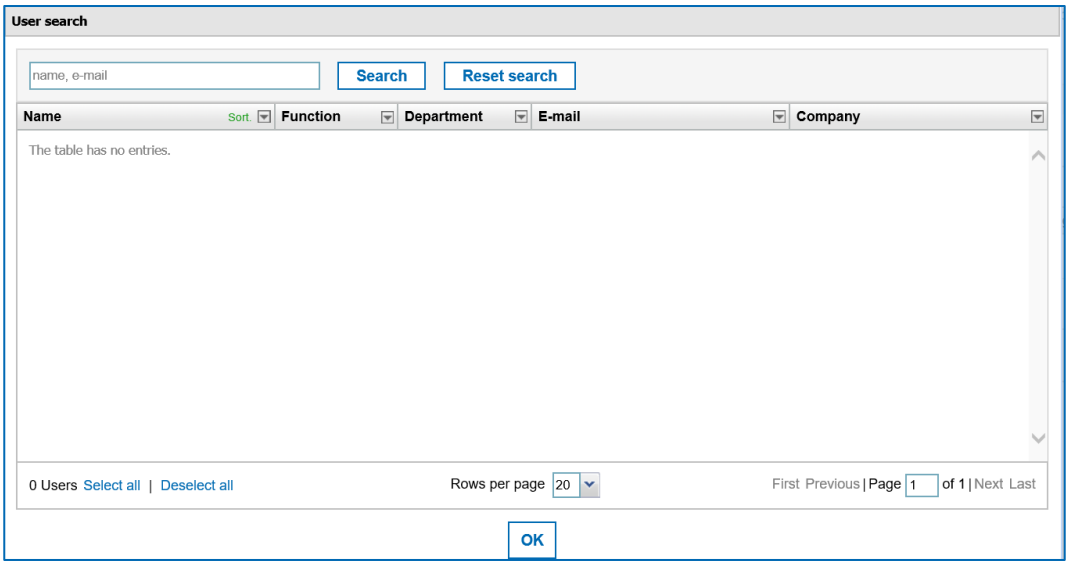


Figure: **User search** dialog window.

3. Enter a name or an email address in the search field and click **Search**.

Note

If you click **Search** without entering a search phrase, all users with the relevant role are listed.

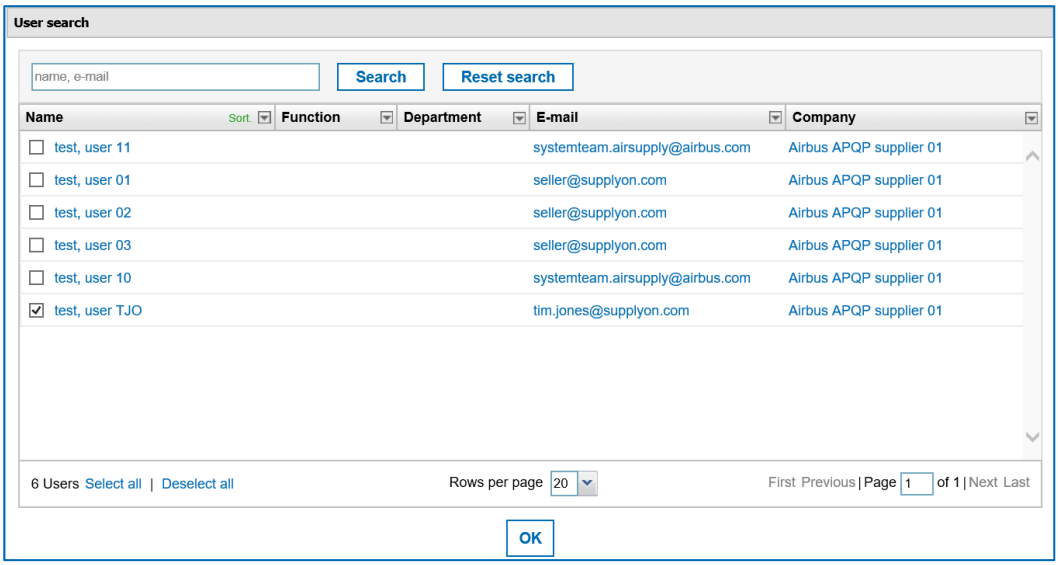


Figure: **User search** dialog window with search result and selected user.

4. Select one or more user and click **OK**.

   The selected user(s) is listed on the **My substitutes** tab.

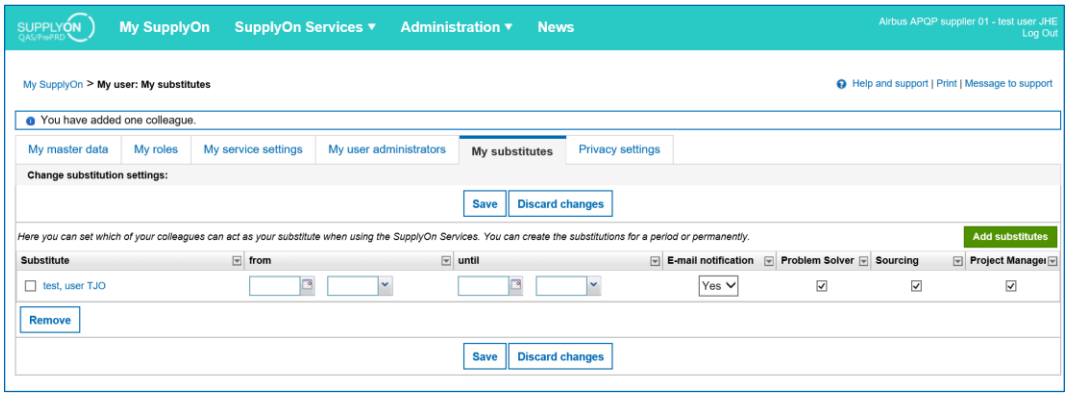


Figure: **My substitutes** tab with the added user.

With **from** and **until** you can specify the period in which the selected user is your substitute.

Activating **E-mail notification** sends an email to the substitute when your replacement starts.

In addition, you can select for which SupplyOn Services (**Problem Solver**, **Sourcing**, **Project Manager**) the substitute has access to.

5. Click **Save**.

   The **My Project** tab is displayed.

4.9.2 Removing Substitutes

You can remove your substitute(s) from the list of substitutes on the **My substitutes** tab.

To remove a substitute:

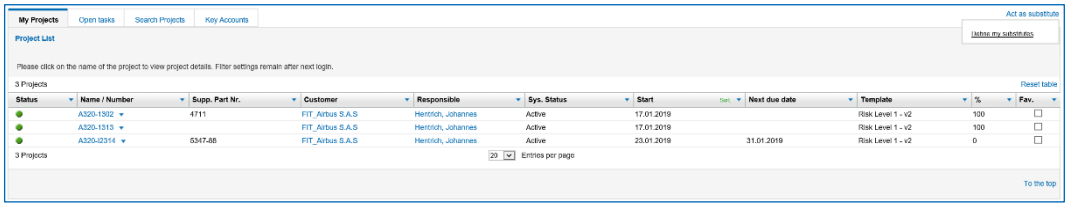


Figure: **Project List** page with the link **Act as Substitute** on the right side.

1. On the **Project List** page click **Act as Substitute**, and then click **Define my substitutes**.

   The **My substitutes** tab is displayed, where the substitutes are listed.

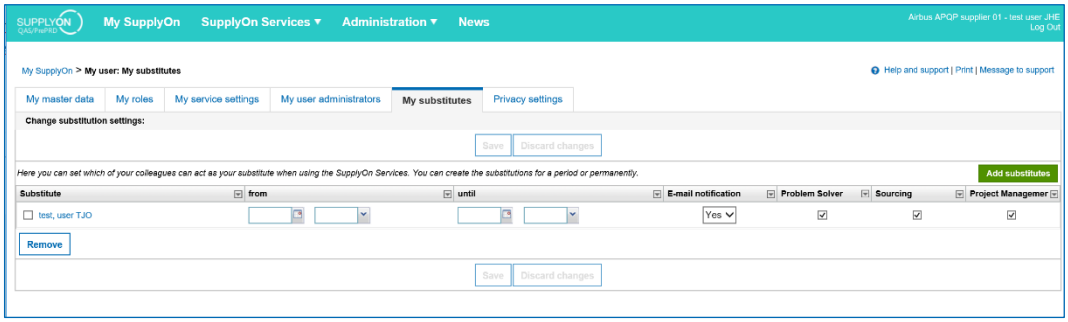


Figure: **My substitutes** tab with listed substitutes.

2. In the **Substitute** column, select the user you want to remove as substitute.
3. Click **Remove**.

   The **Confirm Removing** dialog box is displayed.

4. Click **Yes**.

   The **My substitutes** tab is displayed.

5. Click **Save**.

   The **My Project** tab is displayed.

4.9.3 Acting as a Substitute

Prerequisites:

✓ You are defined as a substitute for a colleague.

To act as substitute:

1. On the **Project List** page click **Act as Substitute**, and then click the name of your colleague.

   A dialog box is displayed: **You are acting as substitute for user …**

2. Click **OK**.

   The **Project List** with the project of your colleague is displayed. Here you can work on the projects of your colleagues.

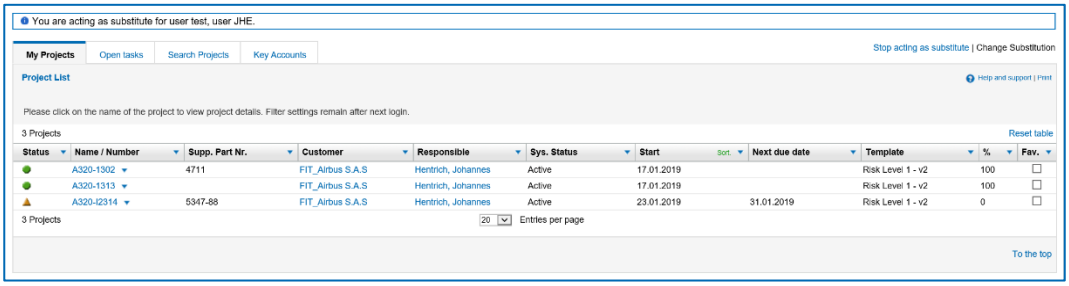


Figure: On the **My Projects** page acting as substitute**.**

4.10 Assigning a Key Account Manager

For each customer at least one Key Account Manager has to be assigned. The Key Account Manager will be informed about new APQP projects and can assign them to other colleagues. The **Main Key Account** Manager will be displayed to the buying company when selecting a supplier.

Assigning a Key Account Manager:

1. Log on to → **SupplyOn.**
2. On the main menu, point to **SupplyOn Services,** and then click **Project Management**.

   The **Project List** page is displayed.

3. Click the **Key Accounts** tab.

   The **Key Accounts** page is displayed.

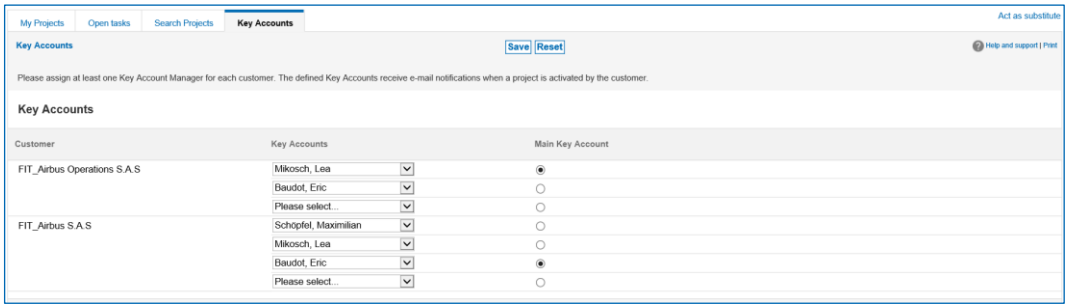


Figure: **Key Accounts** page for defining a **Key Account**.

Every user who has the appropriate roles assigned for participating on projects, is listed in the **Key Accounts** column. → See Roles and Rights on page *38*.

4. Select for each customer a **Key Account**.

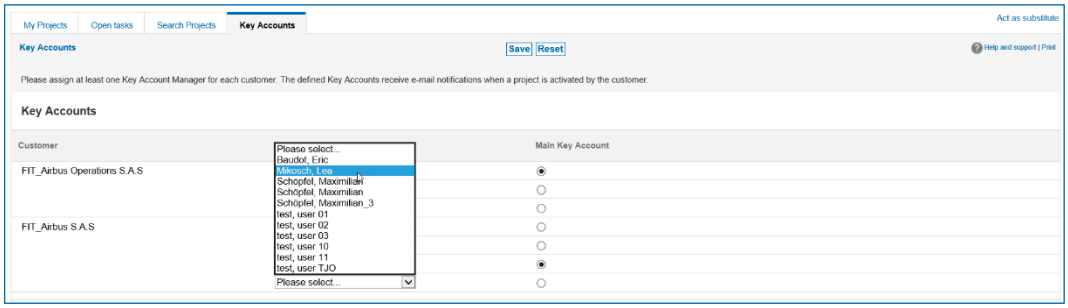


Figure: Selecting a **Key Accounts** page for defining a **Key Account**.

5. Click **Save**.

4.11 Roles and Rights

For using AirSupply APQP two types of APQP roles are available in the user management:

ProjectMgmtSellerAdmin:

- ✓ Can participate in projects.
- ✓ Can define users of the own company as Key Account Managers for corresponding customers.
- ✓ Key Account Managers can assign users of the own company to projects.

ProjectMgmtSellerUser

- ✓ Can be allocated to projects or to specific phases of a project.

Roles in SupplyOn

1. Log on to → **SupplyOn**.
2. On the main menu, point to **Administration**, and then click **User Management**.
3. Click the **User Accounts** tab.
4. Click a user**.**
5. Click the **Roles** tab.

The roles are defined in the **Quality Management** section.

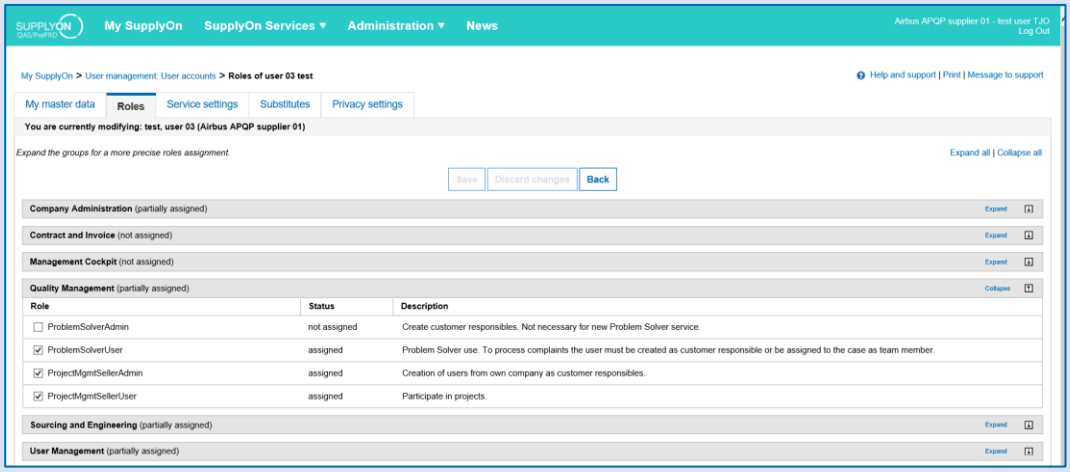


Figure: The APQP roles for the **Quality Management** in the **User Management**.

A user has to be assigned to at least one of the APQP roles.

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

Users assigned to APQP roles can be allocated to project specific roles, which are usually related to the respective function the role has within the project (for example design, development, quality roles).