V5
User Guide

Version 3 – Last Updated 6/30/2021

INTRODUCTION

Welcome! This training guide will explain how to use Net-Inspect's Version 5 software.

General Content

FAI Content

Quality Management Content

APQP/PPAP Content

eSource Content

1.0 How to start using Net-Inspect, general navigation

1.1 Accessing Net-Inspect

Using the browser on your PC, you can access Net-Inspect at this address: www.net-inspect.com. All network transmissions are automatically secured with HTTPS: encryption.

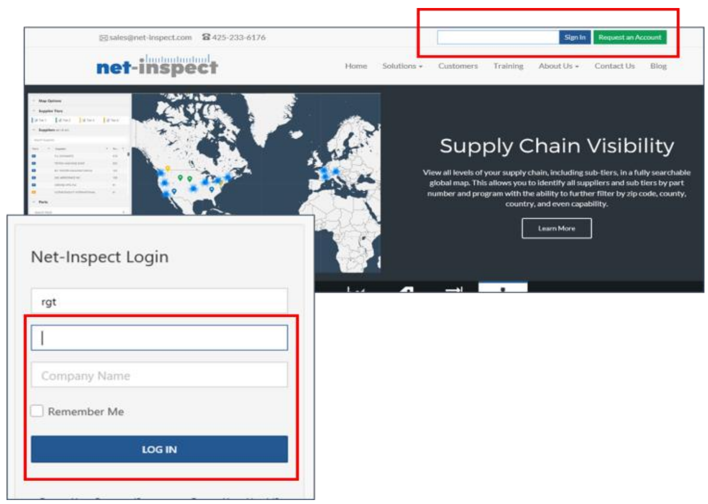
1.2 Logging on to Net-Inspect

Enter your user ID and select enter

Enter your password

Enter your Net-Inspect Company Name

By selecting Remember Me you can save your user id and company name on your private computer

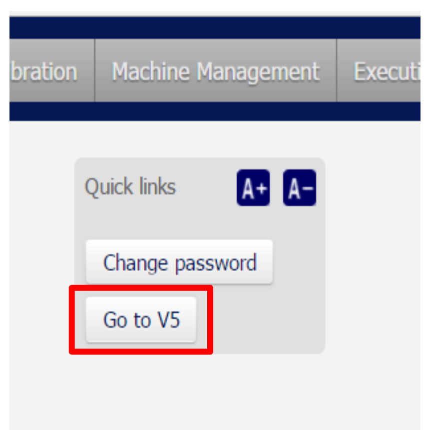


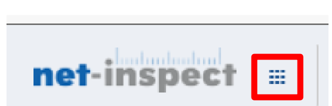
1.3 Version 4 and Version 5

During the transition period in 2018, both Version 4 and Version 5 will be active for users. Both versions share common data, so a user can work in either version.

If a user logs on to Version 4, you can select the option to go to V5

And, if a user is on Version 5, you select the Application Selection Icon and select Version 4 from the menu

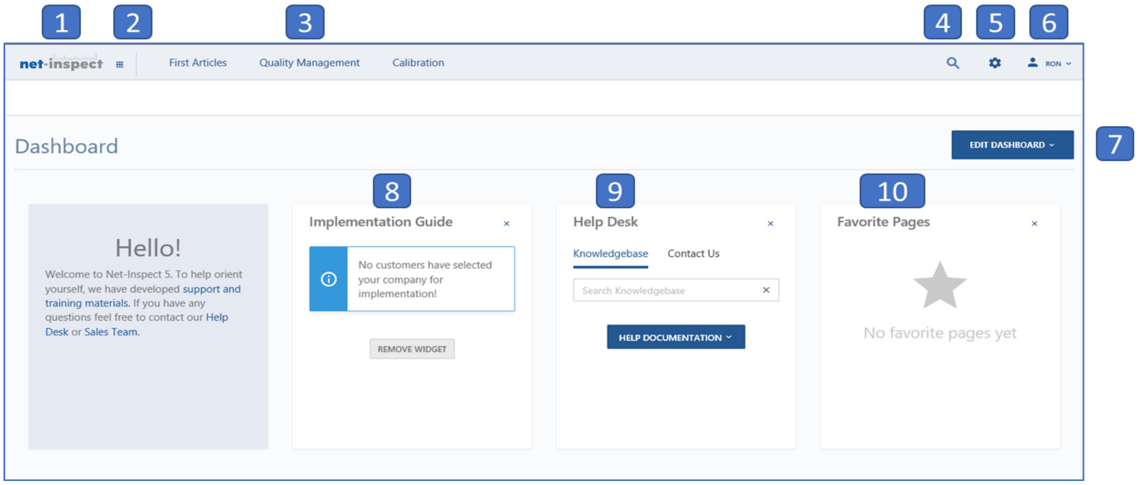




During the transition period, users can change their logon preference to V5 for future usage within the Application Selection menu.

1.4 <u>Dashboard</u>

After logon, users will enter the Net-Inspect Dashboard



The following are descriptions on the standard Dashboard features. Widgets are used to provide additional features and more widgets are available by adding them to your Dashboard (#7 below).

1. Net-Inspect Logo:
   - By selecting the logo on any page, you will be returned to the Dashboard

2. Application Selection Icon:
   - When selecting this symbol, you will be able to select additional menus, such as returning to Version 4, the KPC menu, etc.

3. Net-Inspect Modules:
   - When selecting the module name, a sub-menu will display for further selection

4. Search:
   - You can search throughout net-inspect for any information related to your search parameter.
   - For instance, by entering a part number, you would be able to select an FAI directly, or an Inspection Plan, etc.

5. Tools:
   - By selecting the tool symbol, the user has access to the Setup and Administration functions, such as Company Setup and User Management.
6. Your user id:

- By selecting your user id, the user can personalize their account, change passwords, choose language, set the user interface font size, and log out of Net-Inspect.

7. Edit Dashboard:
    - By selecting this feature, you can add or remove widgets on your Dashboard.

8. Implementation Guide:
    - Check this Widget for information from your customers.
    - Customers can add information and other documents that is pertinent for their supply chain.

9. Help Desk:
    - This Widget allows the user to search the Knowledgebase for information on how to use the system.
    - In addition, requests can be submitted to the Net-Inspect helpdesk.

10. Favorite Pages
    - In the Net-Inspect menu pages, you can filter a report to your specific needs and save it as a Favorite. Your Favorites will be displayed here.

1.5 Help is available

On selected pages and fields, Question Marks will be displayed:

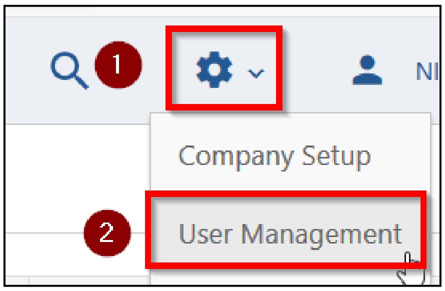
? This symbol will display a Tool Tip providing information on that specific field

? This symbol will display Knowledge Base information on the right of your page providing information on how to use the function

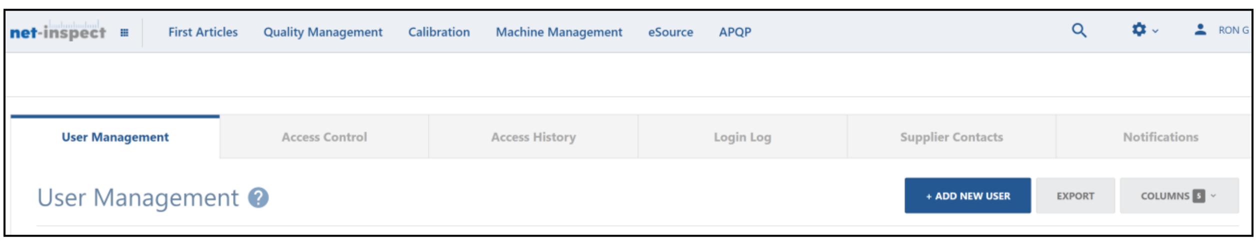
User ID Management

To create or update a user account, the company administrator should access the User Management Administrative panel:

1. Click the gear-shaped Setup button located in the top-right of each page
2. Select “User Management”



After entering the User Management administrative panel, the following tabs are available:



<u>User Management: This tab is a list page of active user id’s and the primary tab for administrator actions.</u>

Access Control: Setup-Administrator only. This tab is for advanced functions to modify the controls within modules, please contact the Net-Inspect helpdesk if you need assistance.

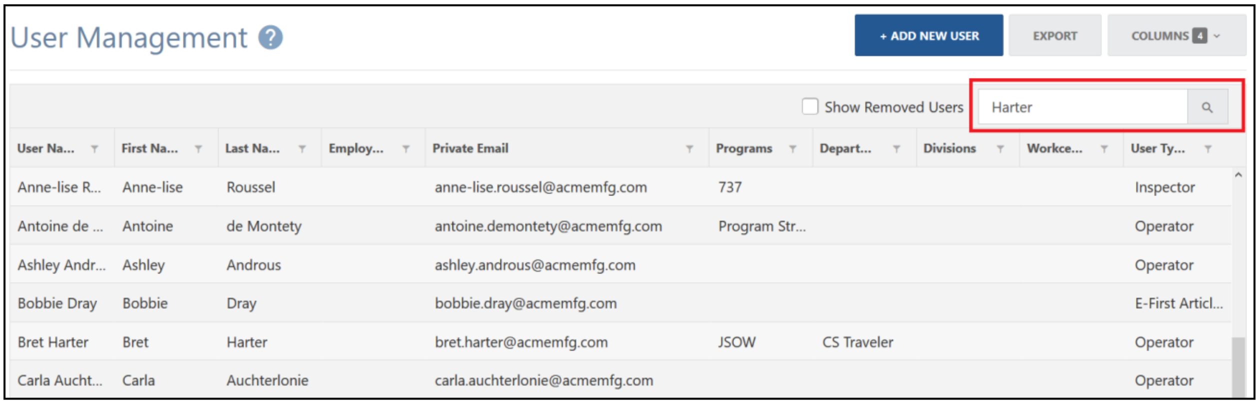
Access History: This tab will show all successful and unsuccessful access by a user to Net-Inspect pages that contain Net-Inspect pages that contain Technical Data. It is useful for export control logging.

Login Log: This page displays the history of all user’s logons

Supplier Contacts: This page is for future update

Notifications: Setup-Administrator role only. This page establishes the company parameters for notifications.

The list of users in your company are displayed. By default, users are sorted by Username. Click a column header (e.g., First Name) to sort by that column.



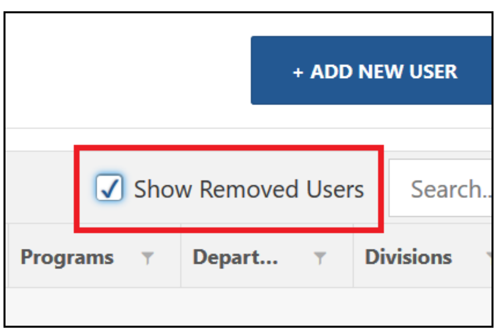
User Na...	First Na...	Last Na...	Employ...	Private Email	Programs	Depart...	Divisions	Workce...	User Ty...
Anne-lise R...	Anne-lise	Roussel		anne-lise.roussel@acmemfg.com	737				Inspector
Antoine de ...	Antoine	de Montety		antoine.demontety@acmemfg.com	Program Str...				Operator
Ashley Andr...	Ashley	Androus		ashley.androus@acmemfg.com					Operator
Bobbie Dray	Bobbie	Dray		bobbie.dray@acmemfg.com					E-First Articl...
Bret Harter	Bret	Harter		bret.harter@acmemfg.com	JSOW	CS Traveler			Operator
Carla Aucht...	Carla	Auchterlonie		carla.auchterlonie@acmemfg.com					Operator

You can also search for a user by any of the page's columns. To do this, click the icon next to the column name, enter text into the search field, and select a search filter. These functions include:

- **Contains** – Returns all entries containing the provided text.
  Ex. "and" → Am<u>and</u>a
- **Starts With** – Returns entries beginning with the provided text.
  Ex. "Don" → <u>Don</u>ald

To clear a filter, click the column's filter icon and then click its "Clear" button. You can also click the yellow "Clear all filters" icon in the top-right of the table to show all users again.

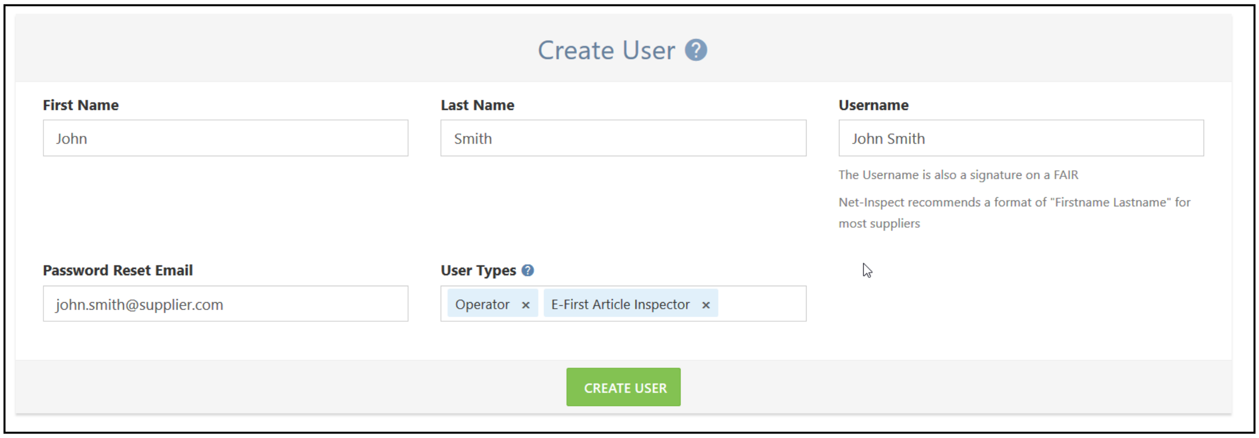
Users that have been inactivated can be found by marking the "Show Removed Users" checkbox at the top of the User Management table.



Adding a new User ID

A super administrator can add new users to your Net-Inspect Company.

Click the “Add New User” button
Populate the required fields and click the Create User button at the bottom of the page.



<u>Available User Types:</u>

Operator	Enables the user to submit measurements for parts. Operators have limited access to other areas in the system.
Auditor	Allows user to log in, but provides no specific access by default.
Supply Chain User	Grants intermediate access to Net-Inspect, including viewing Internal and Supplier FAIs (but not creating, editing, or buying off FAIs)
Calibrator	Enables the user to create and edit Tool records, and to calibrate Tools.
E-Rejection Tag Inspector	Enables the user to complete Rejection Tags. Grants full Supply Chain User privileges.

E-First Article Inspector	Enables the user to sign, complete, and buy off FAIs. Grants full Supply Chain User privileges.
Administrator	Observation role; allows user to view (but not modify) company account information.
Super Administrator	Enables the user to create new users and modify user details. Grants full Supply Chain User privileges.
Setup Administrator	Enables the user to assign new customers and suppliers to company's account, create new programs and divisions, and modify company information and preferences. Grants full Super Administrator privileges.

eSource Roles

Administrator	Allows user to access the eSource Setup page and manage eSource preferences, as well as reset approved Inspection Records.
Inspector	Allows user to approve or disapprove Inspection Records that are Pending Buyoff.
Quality Engineer	Allows user to create and submit Inspection Reports.
Customer Supplier Representative	Allows user to create and submit Inspection Reports on behalf of a supplier.
Material Control Lab User	Allows user to access the Material Control Lab page. (Deprecated)

APQP Roles

User	Enables the user to view, create, and complete APQP elements.
Reviewer	Allows the user to view, as well as approve or disapprove APQP and PSW records.
Administrator	Allows the user to manage APQP company setup information.

Manage / Update User ID

After setting up a user, you will be redirected to their “Alignments” page where you can assign users to appropriate Net-Inspect attributes for data access and notifications.

Programs: Net-Inspect programs are logical grouping of parts and assigned to users to define who has access to the data.

Divisions: Net-Inspect identifiers for factory locations assigned to part and users

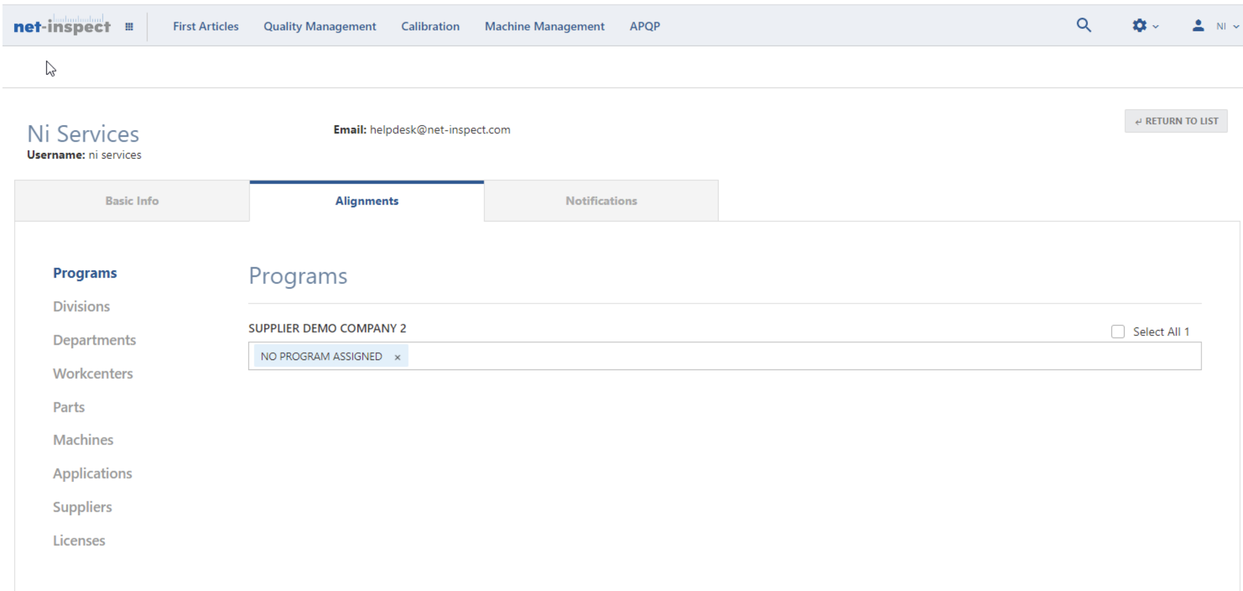
Departments: Lists of users who are members of work flow steps

Note: You can also access this page by following these steps.

1. Click the gear-shaped Setup button located in the top-right of each page
2. Select “User Management”
3. Select a user
4. Select the “Alignments” menu

Programs

Select the Programs item at the left of the Alignments page:



Select the appropriate Program Name for the user id under each customer name. Programs allow users to access data (FAIRs and Part data) aligned to that program name.

Note: Super Administrators can only apply a program to a user they also have assigned to themselves. (Setup Administrators can assign a program to Super Administrators)

First Article Inspection (FAI)

Training Guide

2.0 How to create an FAIRs

Select the First Articles Module tab and the sub-menu will appear:

Net-Inspect presents the user with three flexible methods to create an FAI, each is described in more detail below.

2.1 <u>Create New FAI</u>

To start a new FAI, a page is presented to the user to enter a few core fields for the FAIR. When complete, Net-Inspect will display the formatted Forms 1, 2 & 3 of the FAI for update.

See the knowledgebase article by selecting the ? symbol for more detailed information.

2.2 <u>Copy from Existing</u>

A new, powerful, intelligent-copy function is now in place with Version 5. It allows the user to make a new FAI from an existing FAI and choose which sections of the FAI to copy.

The user can choose to copy:

- Form 1 information
- Form 2 Materials, Process, and/or Inspections
- Form 3 Characteristics and/or Results
- Documents
- Identity the copy as a Delta
    - Delta functionality allows the parent-child FAI relationship to be tracked in Net-Inspect.

Also, if a user has an account in more than one Net-Inspect company, it allows the user to copy from one company to another.

See the knowledgebase article by selecting the ? symbol for more detailed information.

2.3 <u>Import from External</u>

This feature supports the import of FAI data from external sources such as:

- DISCUS, InspectionXpert, or IPI ballooning tools
- Excel file upload

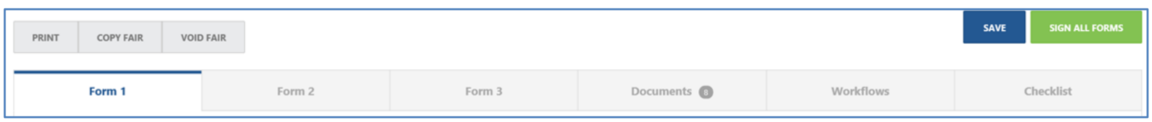
- As new partners are integrated with Net-Inspect the list of sources will be updated.

Select the drop down on the page, select your desired external source, and follow the prompts.

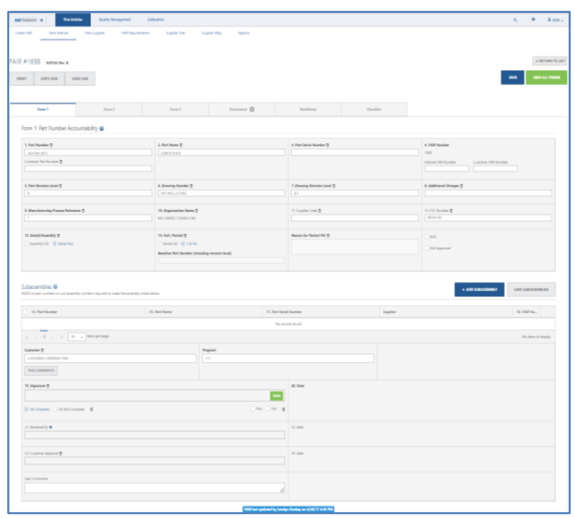
3.0 How to update the FAI (Forms 1, 2, & 3)

Net-Inspect conforms with the 9102 Rev B standard. The header on the FAI page allows the user to select which portion of the FAI to view and update:

1. Form 1, per 9102 standard
2. Form 2, per 9102 standard
3. Form 3, per 9102 standard
4. Documents, attaches additional information (e.g., ballooned drawing, certs)
5. Workflow, if required by your company
6. Checklist, if required by your customer



3.1 Form 1: Part Number Accountability,

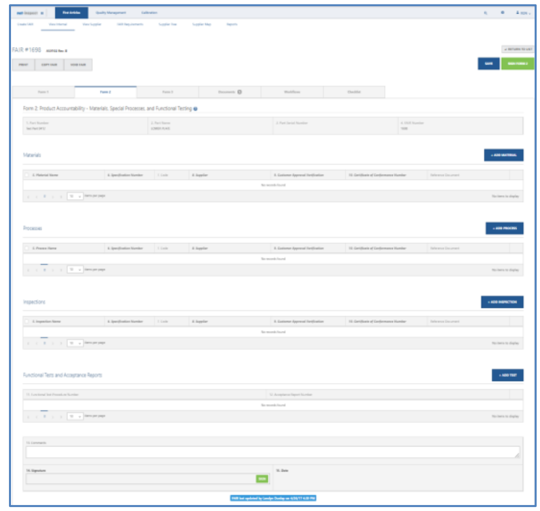


When creating an FAI, the Customer and Program fields are required by Net-Inspect. These are selected based on the dropdown information unique to your user id. If the needed dropdown is not present, contact your local administrator.

In some cases, you will be presented with a Division option. These are selected based on the dropdown information for the field.

See the knowledgebase article by selecting the ? symbol for more detailed information on how to populate Form 1.

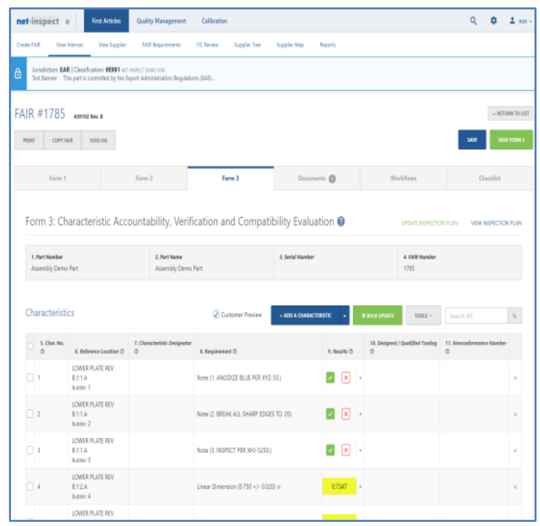
3.2 Form 2: Product Accountability – Materials, Special Processes, and Functional Testing



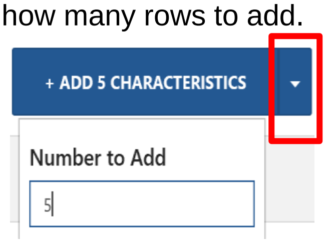
These are 9102 Rev B standard forms, select the blue ADD Material/Process/Testing button to enter information.

See the knowledgebase article by selecting the symbol for more detailed information on how to populate Form 2.

3.3 Form 3: Characteristic Accountability, Verification and Compatibility Evaluation



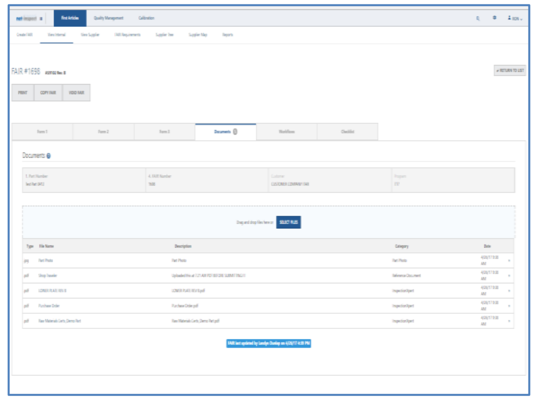
To add one or more characteristics, select the ADD x CHARACTERISTICS button. By selecting the drop down, you can configure how many rows to add.



The Form 3 page has two formats, Customer Preview and Detailed View. When Customer Preview is selected, a summary of the Form 3 information is available. Fields 9, 10, 11, and 14 are available for update in this view. When Customer Preview is not selected, the Detail View of the page is presented. This allows for detailed updates to the characteristic data, such as Bubble #, GD&T builder, Tolerance Type, etc.)

See the knowledgebase article by selecting the symbol for more detailed information.

3.4 Attached Documents:



Net-Inspect allows the user to upload supporting information for the FAI, including the Technical Data Package and additional information. It is highly recommended to attach documentation to the FAI for long term data retention and visibility.

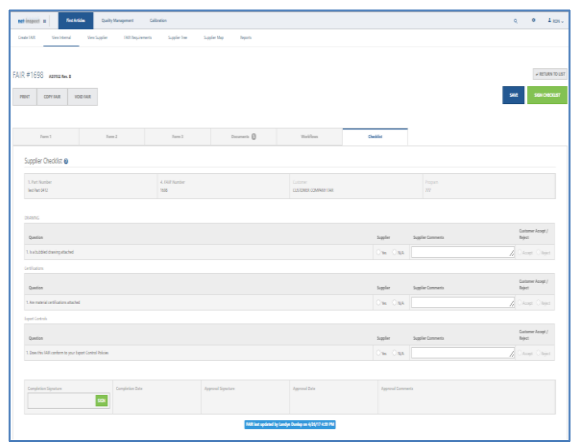
See the knowledgebase article by selecting the symbol for more detailed information.

3.5 Workflows:

A company can enable and configure internal work flows for managing the creation, execution, and approvals of the FAI.

See the knowledgebase article by selecting the symbol for more detailed information.

3.6 Checklist:



A customer can configure and require a user to answer check list questions before the FAI is submitted. This tab will not be visible/selectable if no checklist is in place.

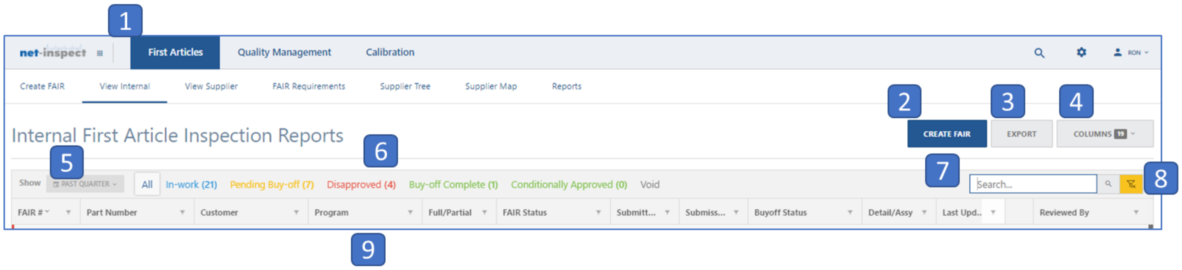
See the knowledgebase article by selecting the symbol for more detailed information.

4.0 How to find and view your internal FAIs

In Net-Inspect, users can find, filter, and search for already created FAIs using the View Internal page. The View pages are powerful tools to aid users in finding their specific FAIs, or for information on a group of FAIs determined by one of more filters.

To select and open an FAI, the user would select at any location on the desired row. Net-Inspect will perform access control to validate the user has access to that FAI.

The View Internal pages has these features:



1. First Article Tab, View Internal sub-menu item:
    - These two user selections would display the View Internal page

2. Create FAIR:
    - The user can create a new FAI from the View Internal page

3. Export:
    - The user can export to Excel the meta-data that is displayed on the View page. This allows the user to use Excel for managing the data.
    - Please note, no export-controlled, technical data is exported.

4. Columns:
    - By selecting this feature, the user can select what columns they want to see now and in the future when they use this page

5. Show <Date>:
    - By selecting the drop down, the user can filter the date range for the FAI list

6. Pre-Selected FAI Status:
    - The user can select one of the pre-determined filters for FAI status, such as All, In-Work, Pending Buy-off, etc.
    - The number in parenthesis behind each status is the count of FAIs in the date range determined by number 5 above
    - The statuses are assigned a color code, such as red for Disapproved status. The same color is also displayed on the very left of each FAI row

7. Search;
    - The user can enter any value in the search field and Net-Inspect will filter the FAIs listed with any instance of the value in all columns

8. Clear all filters:
    - By selecting this feature, all filters on all columns will be removed

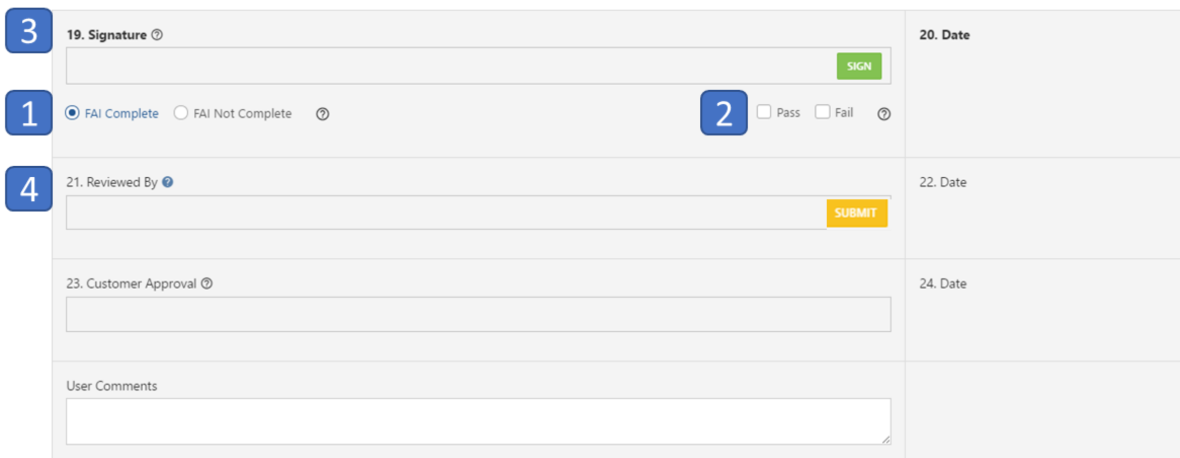
9. Columns
    - The user can select and move the columns into their preferred view. The next time the user enters this page, the columns will be in the same order
    - Each column can be sorted, select the title and it will sort by the data in the column, select a second time to reverse the sort order
    - Each column can be filtered, select the down-select icon next to each column title and populate the value for the filter. Different columns will have different filter abilities such as a column with a date will only offer date range filters.
    - If a filter has been selected, the down-select icon will be highlighted so the user knows a filter is in place

5.0 Completing, signing, and submitting the FAI

When the FAI planning is finished, the Form 3 characteristic results have been added, and the data package documents have been added to the FAI, the FAI-creator is ready to complete, sign and submit the FAI to the customer.

If the FAI-customer has identified a Checklist requirement, then the Checklist must be completed.

The following must be performed to submit the FAI to the customer.



1. The FAI must be marked as FAI Complete or FAI Not Complete per the 9102 standards. FAI Not Complete must be marked if any Form 3 characteristics are nonconforming.

2. The Pass and Fail flags can be marked if required by your customer

3. The Form 1, Field 19 signature is required by selecting SIGN, the user enters their password and the FAI is now locked for edit. The user can UNLOCK the FAI and reopen for edit until Form 1, Field 21 is completed. The Form 1, Field 20 DATE is automatically populated by Net-Inspect.

   Note: If any error conditions exist on the FAI, the user will be presented with error descriptions requiring attention.

4. The Form 1, Field 21 signature is required to submit the FAI to the customer. The user would select SUBMIT, enter their password and any appropriate comments. The Form 1, Field 22 DATE is automatically populated by Net-Inspect.

The FAI is now submitted to the customer.

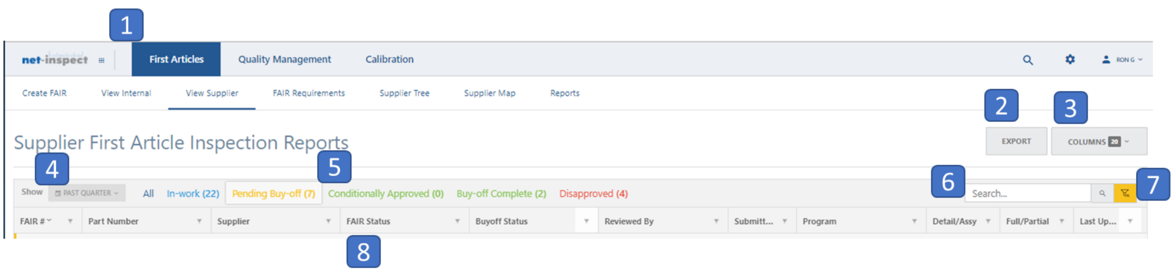
- The FAIR status is Complete or Not Complete
- The Submitted status is Submitted
- The Buyoff status is Pending Buyoff

6.0 Customer view: How to find and view a supplier FAI

In Net-Inspect, users can find, filter, and search for supplier submitted FAIs using the View Supplier page. The View pages are powerful tools to aid users in finding specific FAIs, or for information on a 'group' of FAIs determined by one or more filters.

To select and open an FAI, the user would select at any location on the desired row. Net-Inspect will perform access control to validate the user has access to that FAI.

The View Supplier page has these features:



1. First Article Tab, View Supplier sub-menu item:
   - These two user selections would display the View Supplier page

2. Export:
   - The user can export to Excel the meta-data that is displayed on the View page. This allows the user to use Excel for managing the data.
   - Please note, no export-controlled, technical data is exported.

3. Columns:
   - By selecting this feature, the user can select what columns they want to view on the report now and in the future when they use this page

4. Show <Date>:
   - By selecting the drop down, the user can filter the date range for the FAI list

5. Pre-Selected FAI Status:
   - The user can select one of the pre-determined filters for FAI status, such as All, In-Work, Pending Buy-off, etc.
   - The number in parenthesis behind each status is the count of FAIs in the date range determined by number 4 above

- The statuses are assigned a color code, such as red for Disapproved status. The same color is also displayed on the very left of each FAI row

6. Search;
   - The user can enter any value in the search field and Net-Inspect will filter the FAIs listed with any instance of the value in all columns

7. Clear all filters:
   - By selecting this feature, all filters on all columns will be removed

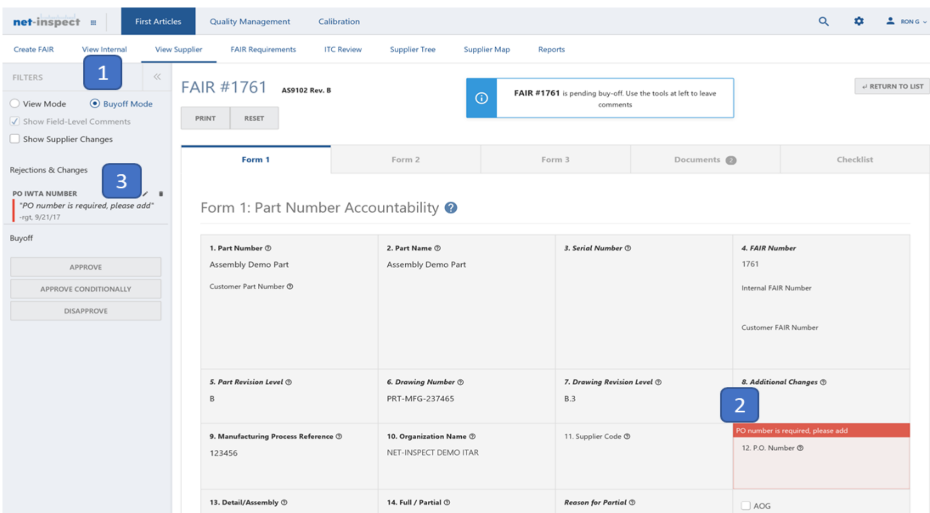
8. Columns
   - The user can select and move the columns into their preferred view. The next time the user enters this page, the columns will be in the same order
   - Each column can be sorted, select the title and it will sort by the data in the column, select a second time to reverse the sort order
   - Each column can be filtered, select the down-select icon next to each column title and populate the value for the filter. Different columns will have different filter abilities such as a column with a date will only offer date range filters.
   - If a filter has been selected, the down-select icon will be highlighted so the user knows a filter is in place

7.0 How to review and disposition your supply chain FAIRs

After the supplier has finished the FAI and submitted it to the customer by signing Form 1, Field 21, the customer user can review and disposition the FAI.

7.1 Reviewing the FAI

As the customer reviews the FAI for completeness and correctness, Net-Inspect V5 has the new ability for the customer user to enter and track field-level FAI rejection comments. This feature allows the customer to identify one or more fields that have issues, and to enter a comment field for each field to explain the issue.



1. Select Buyoff Mode: Allows the customer-reviewer to disposition the submitted FAI with Approve, Approve Conditionally, or Disapprove. In addition, the customer can add field level rejection comments.

2. Field Level Rejection Comments: Allows the customer-reviewer to add comments to identify the field with an issue and provide direction on correcting the issue.
   a. Select the FAI field with an issue
   b. A Net-Inspect window appears requesting the reviewer to add a comment. Select OK or CANCEL.
   c. When completed, the field will turn red with the comment across the top of the field.

3. List of Rejected Fields: Provides a list of all the rejected fields and the comments entered by the reviewer.

7.2 Approve the Checklist

If a FAIR Checklist has been configured in your account and completed by your supplier, then you will be required to approve it before buying off the FAIR

7.3 Approve/Disapprove the FAI

The customer user can electronically approve, approve-conditionally, or disapprove a FAI. If approved or conditionally approved, the FAIR can no longer be edited by either the supplier or the customer. If disapproved, the FAIR is reopened and must be resubmitted by the supplier after all necessary corrections have been made.

7.4 Resubmitted FAIs change tracking

If a customer disapproves the FAI, the supplier will update the FAI and resubmit it to the customer. When the customer reviews the resubmitted FAI, all changes made by the supplier to the FAI are now tracked with both the original value and changed value.

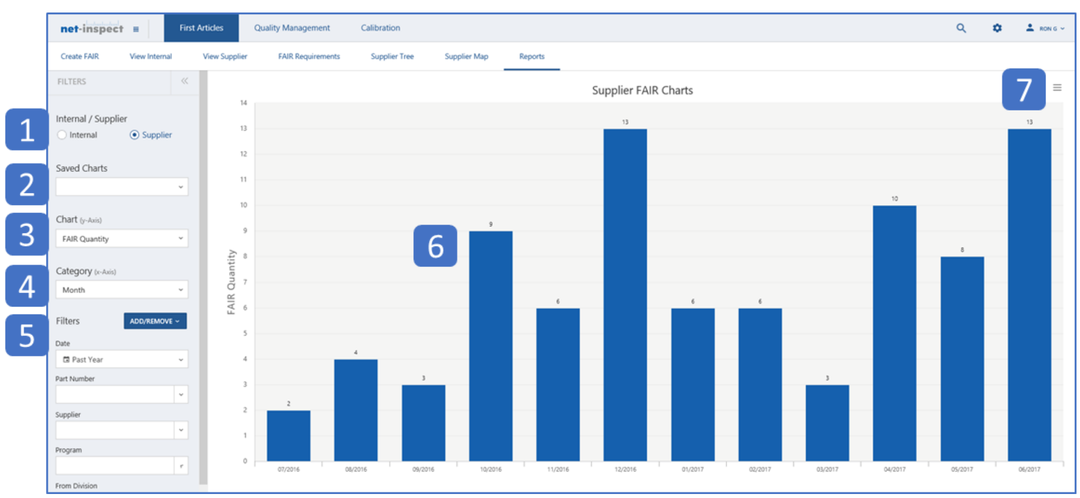
See the knowledgebase article by selecting the ? symbol for more detailed information.

8.0 Analytics: FAI Metrics

Net-Inspect provides the following FAI reporting / metrics.

- FAI Quantity by time frame
- FAI Quantity by Program by time frame
- FAI Cycle Time
- FAI Disapprovals
- FAI Requirements
- FAI Rejection Comments

In general, each of the FAI metrics pages have these common features:



1. Internal/Supplier:
   - The report can be filtered to include internal data for FAIs created within your company and sent to a customer

2. Saved Charts
   - This is a list of the predefined metrics reports available

3. Chart (y-axis)
   - The user can select the options for the scale on the left of the metrics

4. Category (x-axis)
   - The user can select the options for the scale along the bottom of the metrics

5. Filters
   - The user can add/remove filters appropriate to their desired metrics
   - Each filter can be applied by selecting the options available

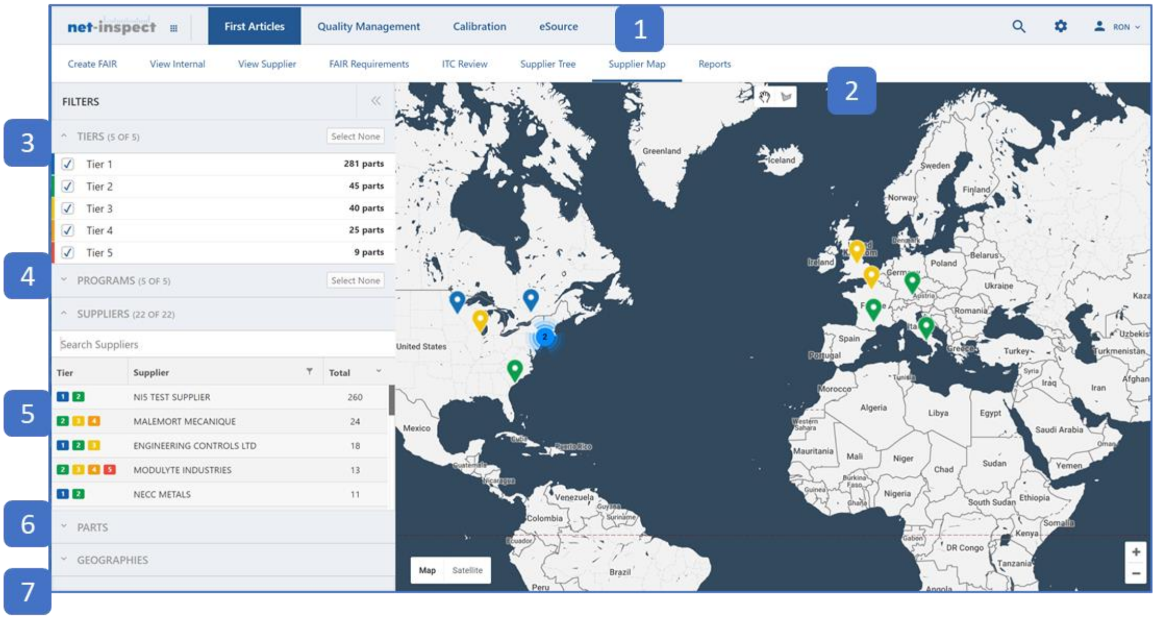
6. Detailed Information
   - The user can select a bar on the metrics pages and the detailed list of FAIs within that metric/bar will be displayed.
   - If a stacked-bar chart is displayed, the selection will only display that color's detail information.

7. Download options
   - By selecting this ☰ the user can print, copy, or export the data to Excel. Note, no export-sensitive Technical Data is exported to Excel.

9.0 Analytics: Supplier Map

Net-Inspect provides visibility into your supply chain through the Supplier Map feature. This is primarily a feature to show your supplier's FAIs.

This feature replaces the Version 4 FAI Portal.



1. Supplier Map
   - Select the Supplier Map feature from the FAI menu

2. Map
   - The map displays the location of suppliers in the supply chain. Color determines whether the supplier is first tier, second tier, or other. If the map shows a circle with a number, this identifies multiple suppliers at that location. To display each supplier user would zoom in.

3. Tiers (1 of x)
   - This filter displays the part count at each level in your supply chain. Color coding on the left is used consistently in this feature.
   - By selecting the box on the left, you can adjust the map view by tier(s).
   - By selecting a specific Tier, the page will limit all the data to that filter.

4. Programs (x of x)
   - This filter displays the part count for each Program defined.
   - By selecting the box on the left, you can adjust the map view by tier(s).
   - By selecting a specific Program, the page will limit all the data to that filter.

5. Suppliers (x of x)
   - This filter displays a list of all the suppliers to your company. The list is modified by the filters above (Tiers and Programs).
   - On the left of the supplier name, the system identifies one or more of the supply chain tiers.
   - On the right of the supplier name is the FAI count.

- By selecting the supplier, the map adjusts to that supplier and new information displays for that supplier.

6. Parts
   - This filter allows the user to search for additional information for a specific part at any tier.
   - A list will display showing the part path from that part to your company.
   - The map will adjust to show the part path.

7. Geographies
   - This feature allows the user to identify regions on the map for reporting capabilities.

10.0 Analytics: Supplier Tree

The Supplier Tree provides the ability to view an Assembly FAIR and all their linked FAI's down thru multiple tiers of the supply chain.

By selecting the part number across the bottom of the page the FAIR is displayed.

Quality Management Training Guide

11.0 Configure Net-Inspect for production measurements

11.1 Setup Machines, Cause and Corrective Actions and Tools

Machines:
As measurements are recorded in Net-Inspect, the system requires the name of the Machine used to build a part or a set of features. These machine identifiers are selected from a drop down and must be setup in advance.

Note: If the features being measured did not require machining, then an action can be substituted in the Machine Name field (e.g., Final Assembly, Manual Lathe, etc.).

Cause and Corrective Actions:
Causes and Corrective Actions are an optional Net-Inspect functionality allowing you to record the Cause of an Out-of-Tolerance or Out-of-Control measurement and the corrective actions taken in response. This data appears on automatically generated rejection tags, appears in automatic email alerts, and is charted and reported in Net-Inspect.

Tools:
Tools is an optional feature that can require a specific Tool to be used for measurement. This allows for tool tracking and reporting in the Calibration module. If selected, it requires the setup of the Tool Type and the Tool Serial Numbers.

See Addendum A for detailed instructions on these required and optional features.

12.0 Find, Create or Modify Inspection Plans

An Inspection Plan (IP) is unique to a Part Number and includes the Features that are to be measured during the manufacturing process. The IP also includes the sampling plan, the measurement criteria, and the allowable results.

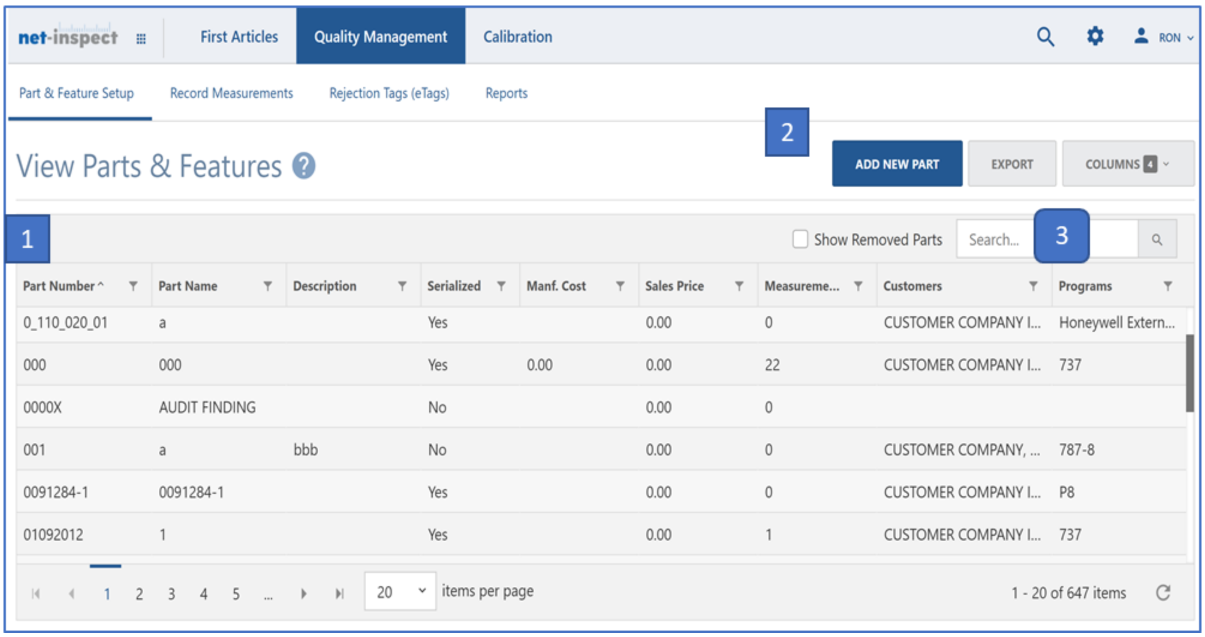
Inspection Plans can be created using any of the following three methods

- Generated from Form 3 of the First Article
- Created Manually
- Uploaded from Net-Inspect Excel data import template
- Uploaded from a CMM interface

To find, create, or edit an Inspection Plan, select the Quality Management Module tab and the sub-menu will appear:

Select the Part & Feature Setup option.

The View Parts & Features page is now available.

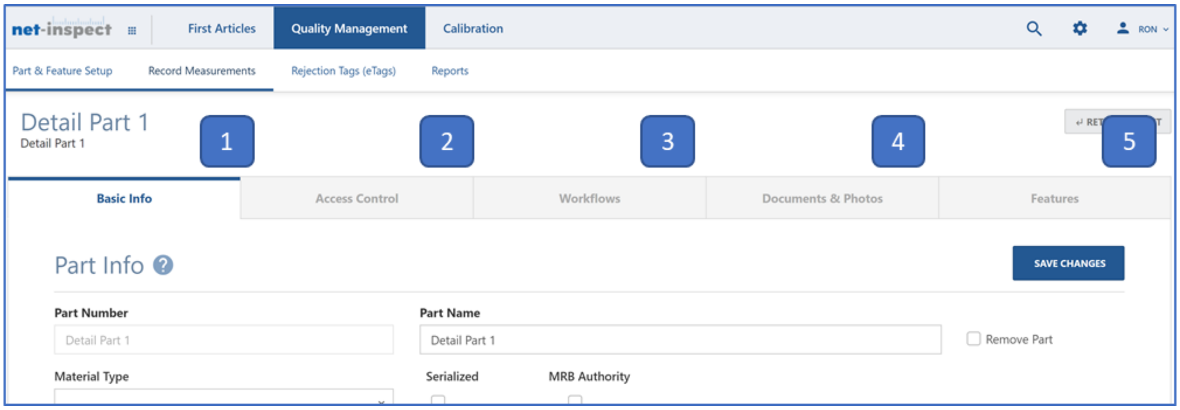


1. A list of part numbers set up by your company is displayed. Each column has a sort and filter capability. Select any row to display the details.

2. Select ADD NEW PART to create new part records.

3. To search across the columns, enter text into the Search field.

After selecting a part record, the following page appears



1. Basic Info: This tab contains the definition of the part, such as part number and part name.

2. Access Control: This tab contains the information that controls who can view the part. This includes the part customer, programs, divisions, and jurisdiction/classification.

3. Workflow: This tab identifies the workflows, if applicable, for the rejection tag process and the FAIR process.

4. Documents & Photos: This tab contains pertinent document attachments for the part, such as drawings, certifications or photographs.

5. Features: This tab lists all the features/characteristics for the part number. The features are the details that are to be inspected, the sample plan to use, and the results of the inspection.

See the knowledgebase article by selecting the  bol for more detailed information for each tab.

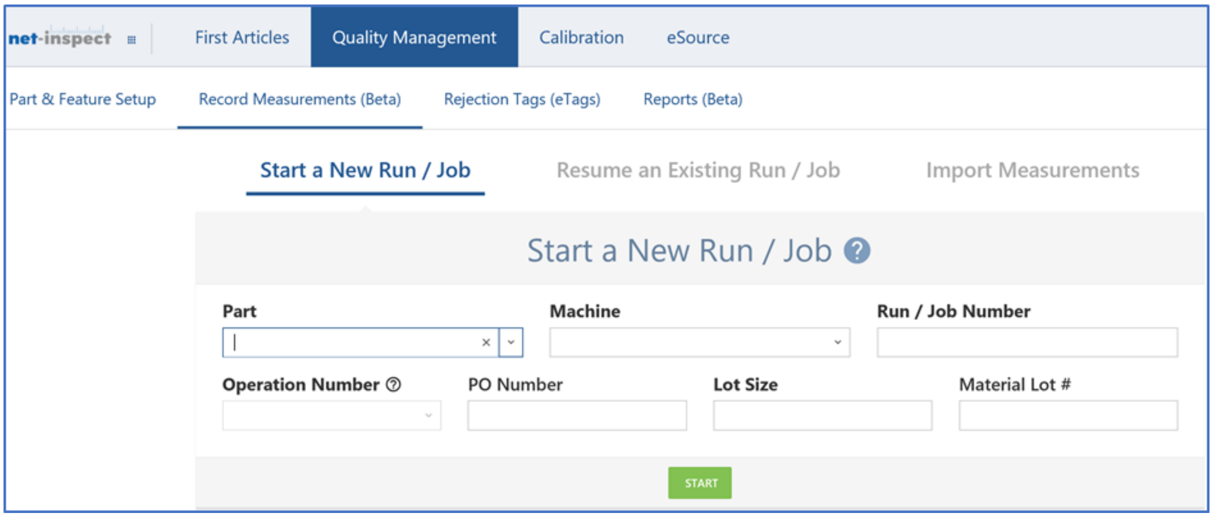
13.0 Entering Measurement Results

Measurement results for a part are entered for each feature on an Inspection Plan based on the feature's sample plan frequency.

Measurement results can be entered through various methods, including:

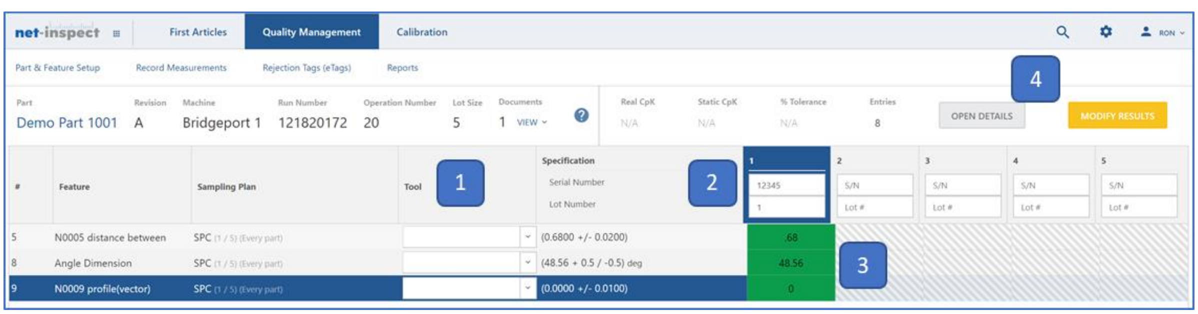
- Manually via the user interface
- Using wireless measurement tools
- Excel file upload
- CMM import
- Interface from measuring device

<u>Manually entered via the user interface:</u>
To enter measurement results on an Inspection Plan, select the Quality Management Module tab and the Record Measurements menu. The Start a New Run / Job page will be displayed.



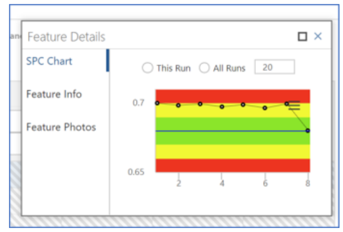
From this page, you can start a new run, resume an existing run, or select import measurements to import measurements from a CMM file.

To start a new run, enter data into the required and optional fields and select START. The measurement entry page is displayed.



1. Tool: The tool that was used for the inspection can be entered here, if desired, this tool value can be required
2. Material Lot: The material lot number can be entered for the part being measured
3. Measurement: The measurement results are entered for each feature

4. Open Details: When selected, the SPC chart is displayed for this feature.



<u>Using wireless measurement tools</u>

If the user has a receiver for capturing data from a compatible measurement tool (such as a wireless caliper), you can enter measurements using this method by following the instructions above. When entering each measurement result, the user should place their cursor in the result field and press the Record Measurement button on measurement tool to capture the results in Net-Inspect.

<u>Excel file upload</u>

Measurements can be entered in the Net-Inspect data import template and uploaded into Net-Inspect. The template can be exported from within Net-Inspect for edit.

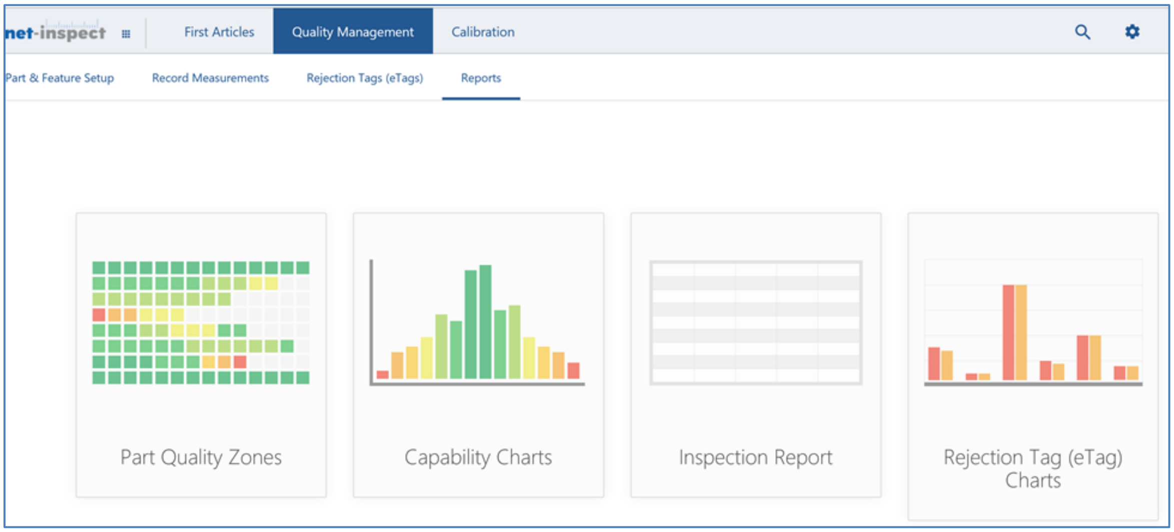
<u>CMM import</u>

The Net-Inspect Measurement Collection Service is an add-on module that accepts CMM results from a broad range of measurement devices (e.g., DMIS, Calypso, etc.). Contact the helpdesk@net-inspect.com for more information on this module.

See the knowledgebase article by selecting the  symbol for more detailed information for each tab.

14.0 Reports

Select the Reports tab in the Quality Management module.



Part Quality Zones: This report shows the measurement results for all features on a part. It provides real-time visibility to measurement results to quickly view the status of a part or view a list of parts recommended for review. For each part, the last 20 measurement results displayed as a percentage of tolerance. Taguchi method helps manage variation and drive results to the nominal.

Capability Charts: This report rolls up all the measurement results for a company to demonstrate the capabilities of the supplier. It assigns a capability score at multiple levels with opportunity to drill in for details. User can change display to rank capability by part, by feature, by operator, by process and by machine. Identify frequently identified cause and corrective actions for out-of-tolerance analysis and more.

Inspection Report: Provides the recorded measurements for a part number with filters and searches by date range, runs, serial number, and more.

Rejection Tab (eTag) Charts: Net-Inspect provides the ability to track supplier, customer, and internal non-conformances. The information collected on the non-conformance records (eTags) can be aggregated and analyzed with Pareto charts by tag cause, defect type, program, and more.

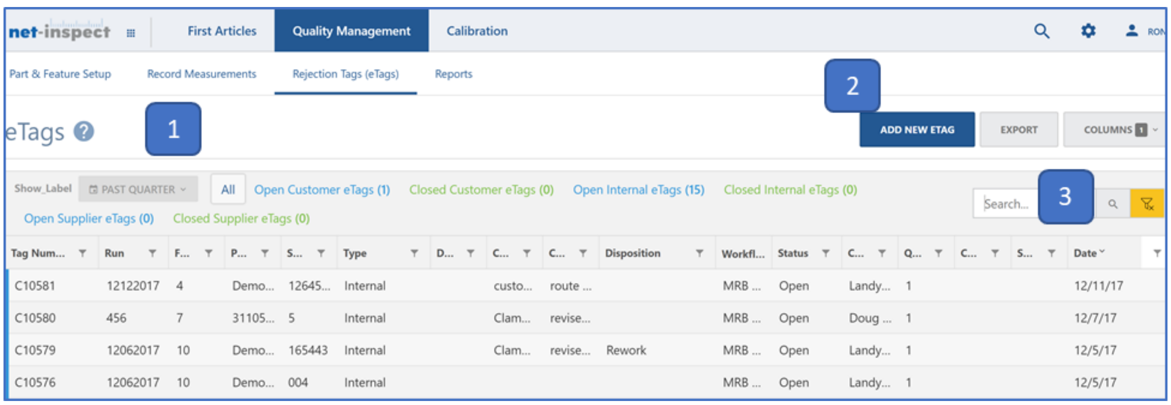
See the knowledgebase articles for each report by selecting the ? symbol for more detailed information on the reports.

15.0 Finding and Generating a rejection tag (eTag)

A rejection tag (eTag) is the method to record and track a nonconformance identified in the Quality Management module. eTags can be created manually, or they are automatically created by the QM module when an out-of-tolerance or out-of-control measurement is entered.

To find, create, or edit an eTag, select the Quality Module tab and the sub-menu will appear:

Select the eTag menu and the eTag list will appear.



1. eTag List page: This page will display the available eTags with search, filter and sort capability. Select any line to open the eTag for the details.

2. ADD NEW ETAG: Select this option to create a new eTag.

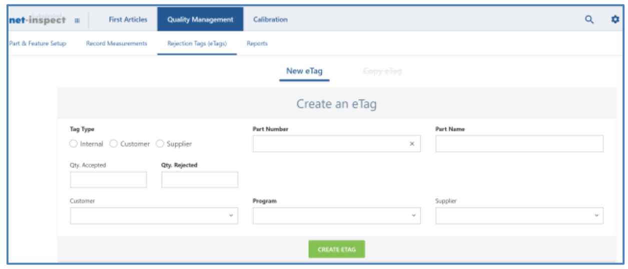
3. Search: Enter text in this field to search across the columns for eTags.

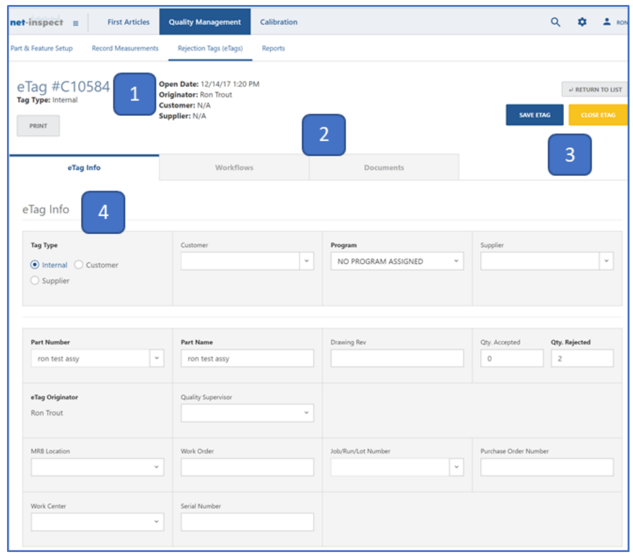
<u>Creating an eTag</u>

Select the ADD NEW ETAG button on the eTags list page.

The following page will appear:

Enter the required fields to create the eTag form. Required fields are in bold font. Select the CREATE ETAG button.



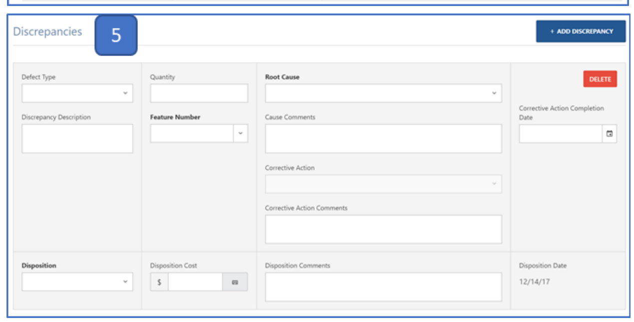


1. eTag Number: the number assigned by Net-Inspect for this unique eTag

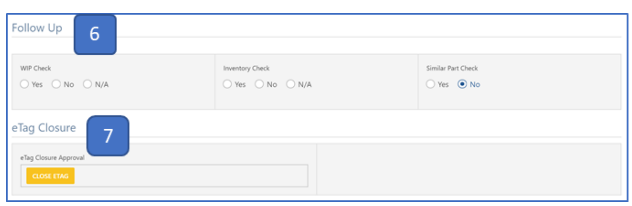
2. eTag forms: three eTag forms are available, eTag info, Workflow and Documents

3. Save or Close eTags: select one to save or close the eTag

4. eTag Info: populate the required and desired fields on the eTag



5. Discrepancies: populate the discrepancies section of the eTag. Select the ADD DISCREPANCY button to record additional discrepancies on this eTag.



6. Follow Up: identify and record any follow up items related to this eTag

7. eTag Closure: sign and close the eTag when ready

See the knowledgebase articles for each report by selecting the symbol for more detailed information on the eTag create and edit form.

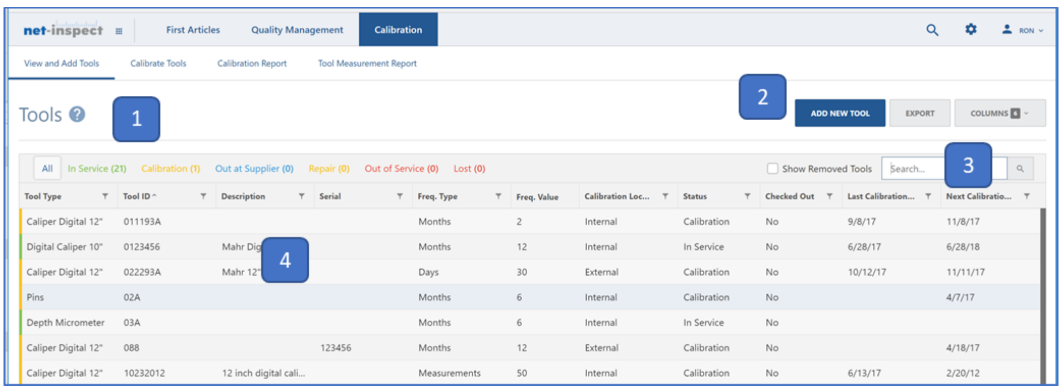
Tool Calibration Training Guide

16.0 Calibrating Tools

With the tool calibration module, a user can track tool types and tool information such as serial number, usage, and calibration.

To find, create, or edit tools, select the Calibration module and the submenu will appear.

Select the View and Add Tools menu to see a list of tools



1. List and View Tools: This page lists the available tools with search, sort, and filter functions

2. ADD NEW TOOL: To create or add a new tool, select this option and start the create tool function

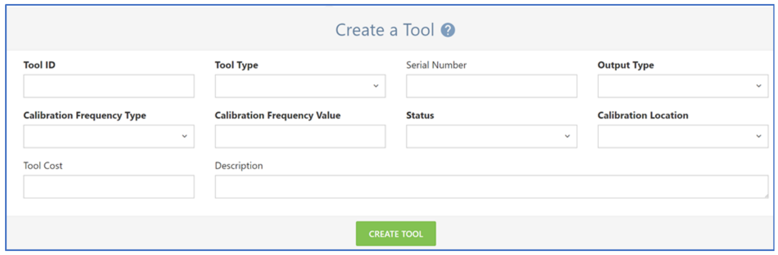
3. Search: Text entered in this field will search the list page across columns

4. List of Tools: Select any line to view the detail tool information.

Creating a Tool

Select the ADD NEW TOOL button on the View Tool list page and the Create a Tool page appears.

Populate the information and select Create Tool.



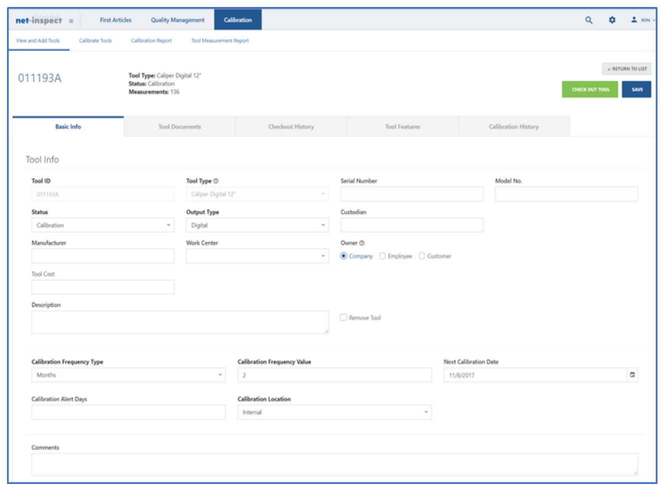
The detail Tool page appears.

Populate the Basic Information tab with required and options fields.

Documents can be attached related to the tool, such as a maintenance manual.

The tool checkout history tab will display the tool activity

The tool feature tab allows you to enter the specific features on the tool for measurement during calibration

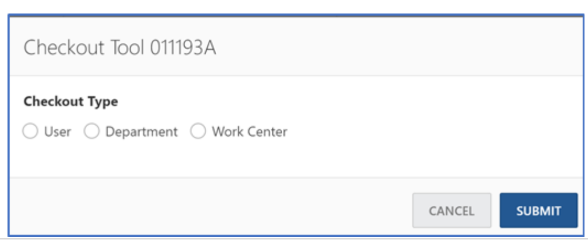


The calibration history tab provides a history of the tool calibrations.

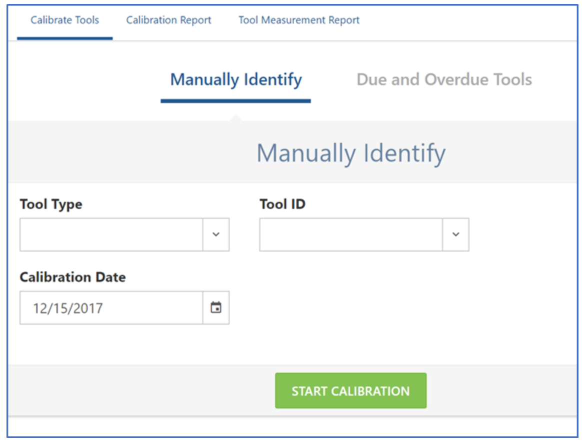
Tool Check Out / Check In

On the tool detail page, the Check Out Tool button is displayed.

If a tool is already checked out, the Check In Tool button is displayed

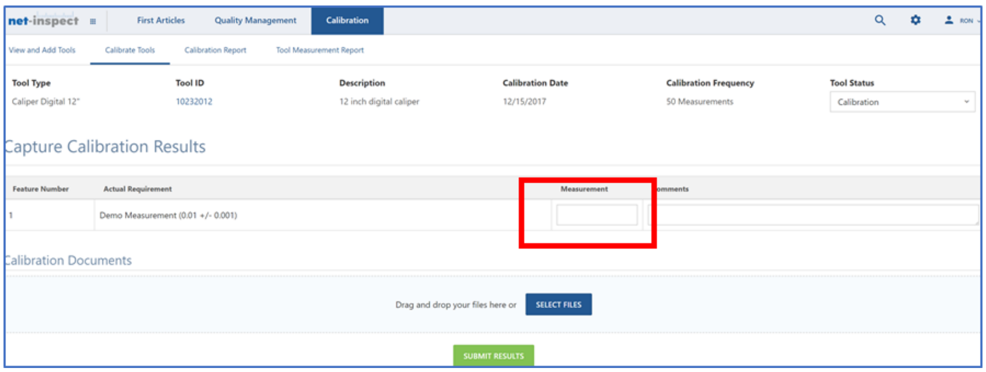


Calibrate Tools



In order to calibrate a tool, select the calibrate tool tab and either manually identify the tool or select a tool from the Due and Overdue tool list.

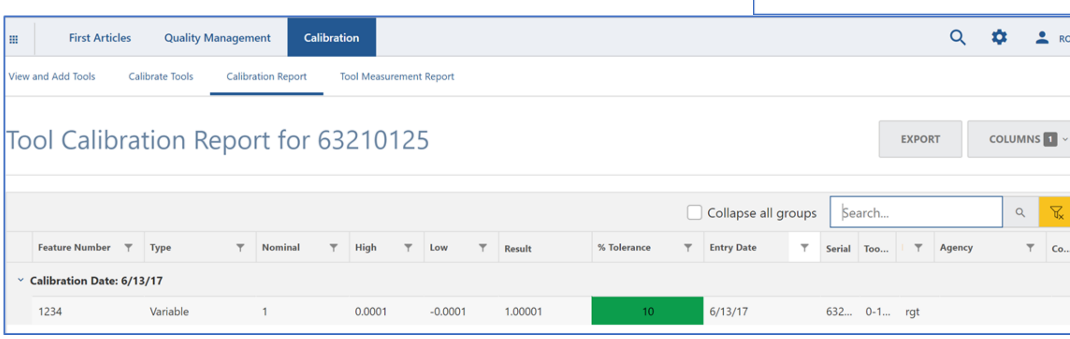
The calibration features will be displayed and the measurement results are entered.



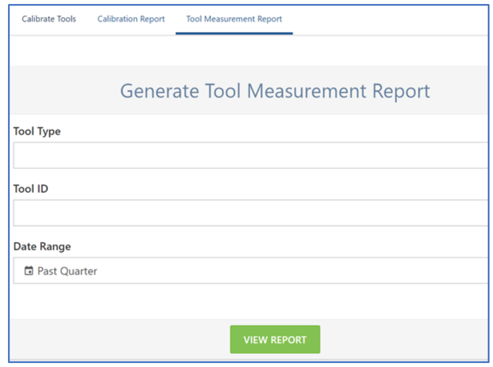
Calibration Report

Select the calibration report tab, enter the required information and select View Report

The tool calibration report is displayed.

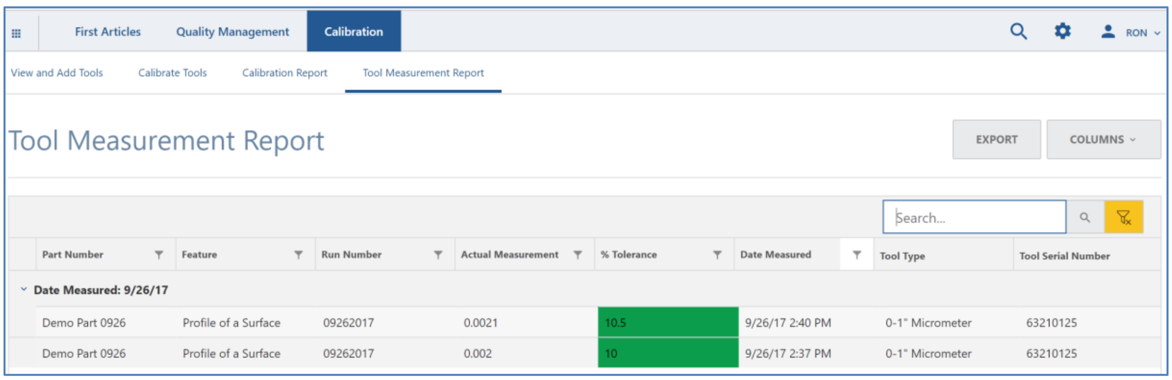


<u>Tool Measurement Report</u>



Select the Tool Measurement report tab, enter required information and select View Report.

The measurement tool report is displayed

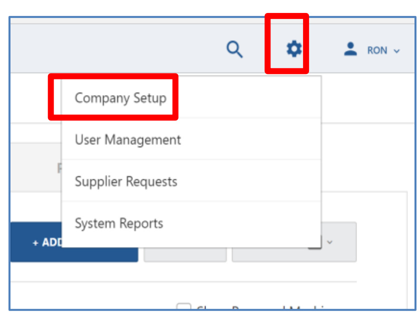


Addendum A: Setup Quality Management

Net-Inspect offers a set of optional and required features to setup and configure your Net-Inspect account. The following features are described in this addendum:

1. Machine setup
2. Cause, Sub-Cause and Corrective Actions
3. Tool setup

The setup actions are available to your company administrator and are found by selecting the Setup symbol on the top right corner of your page.

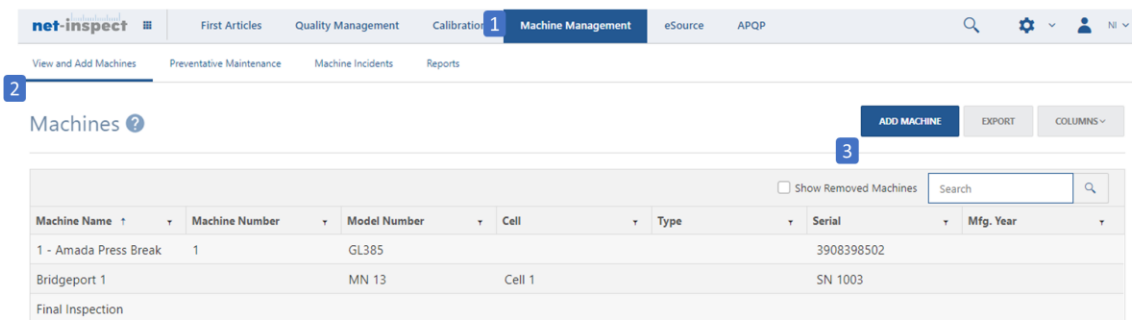


<u>Machines</u>:
As measurements are recorded in Net-Inspect, the system requires the name of the Machine used to build a part or a set of features.   These machine identifiers are selected from a drop down so must be setup by an administrator in advance.

Note: If the features being measured did not require machining, then an action can be substituted in the Machine Name field (e.g., Final Assembly, Manual Lathe, etc.).

To add a machine, select Machine Management and View and Add Machines. A list of the machines already set up will display. If no machines have been set up the list will be blank.

Select ADD Machine, enter the Machine Name and Machine Type and select CREATE MACHINE.

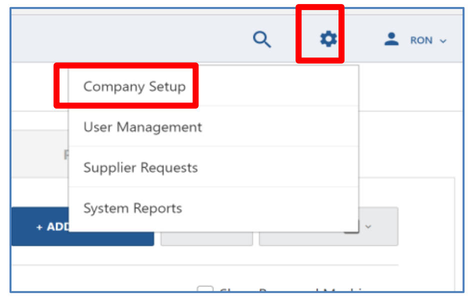


See the knowledgebase article by selecting the  bol for more detailed information.

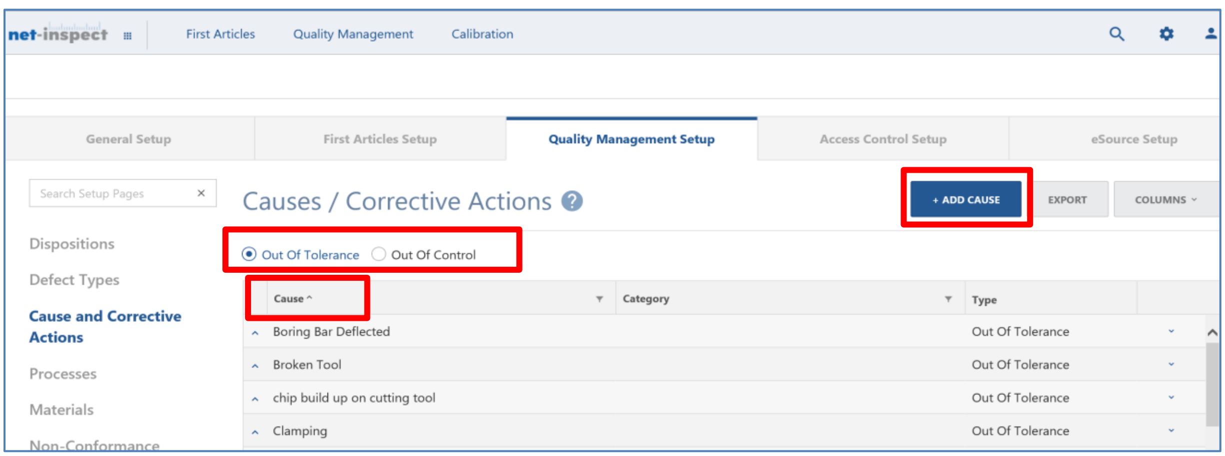
Cause, Sub-Cause and Corrective Actions (C & CA):

Cause and Corrective Actions are an optional Net-Inspect functionality allowing you to record the Cause of an Out-of-Tolerance or Out-of-Control measurement and the corrective actions taken in response. This data appears on automatically generated rejection tags, appears in automatic email alerts, and is charted and reported in Net-Inspect.

After selecting the Setup menu, the C & CA setup function is found on the Quality Management Setup Tab → Cause and Corrective Actions.

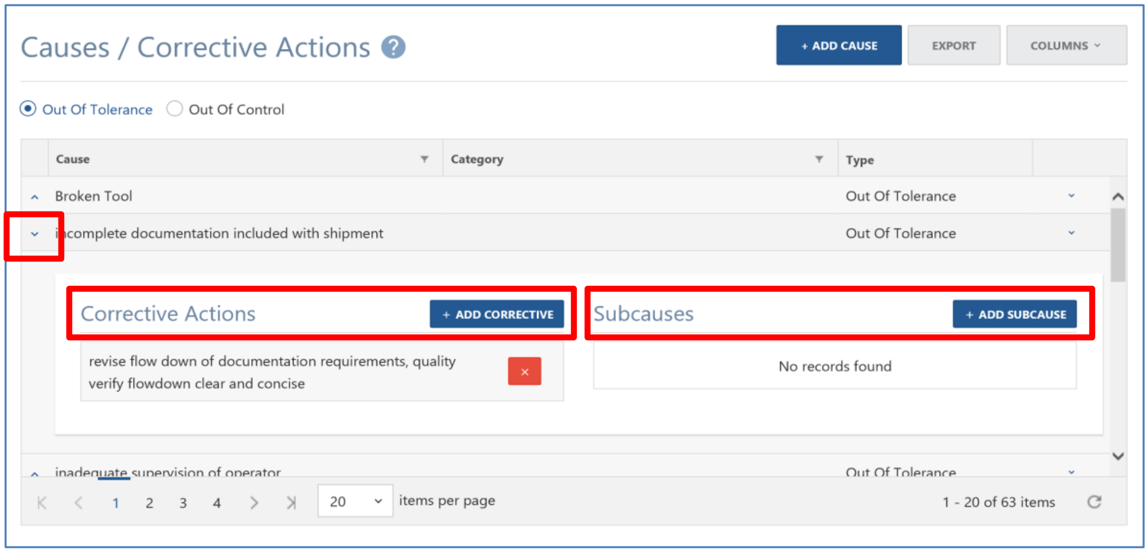


The C & CA page will be displayed



The page results can be toggled between Out of Tolerance and Out of Control information.

The list of existing Cause will be displayed. Select ADD CAUSE to create more rows for input.



To add sub-causes and corrective actions, select the icon to the left of the Cause-name. This will open the Window to add Corrective Actions or Subcauses.

Select Add Corrective to enter the corrective action name or Subcause name.

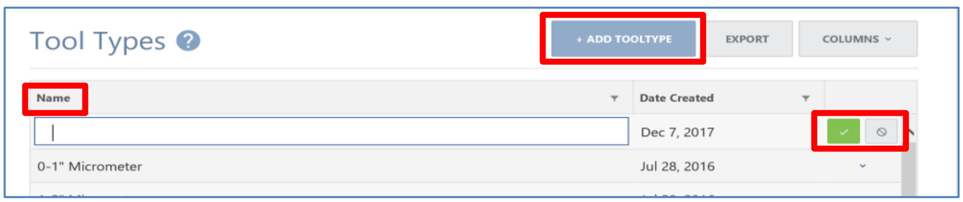
Select the  o save and the  cancel the update.

<u>Tool Types:</u>

Tools is an optional feature that can require a specific Tool to be used for measurement. If selected, it requires the setup of the Tool Type and the Tool Serial Numbers.

If the type of tool is not already set up in your company, your administrator can add it to the default list (e.g., Caliper, Bore Gage).

The Tool Type setup function is found on the General Setup Tab → Tool Type.



The only required field is the Tool Type name.
Select the  to save and the  to cancel the update.

See the knowledgebase article by selecting the  symbol for more detailed information.

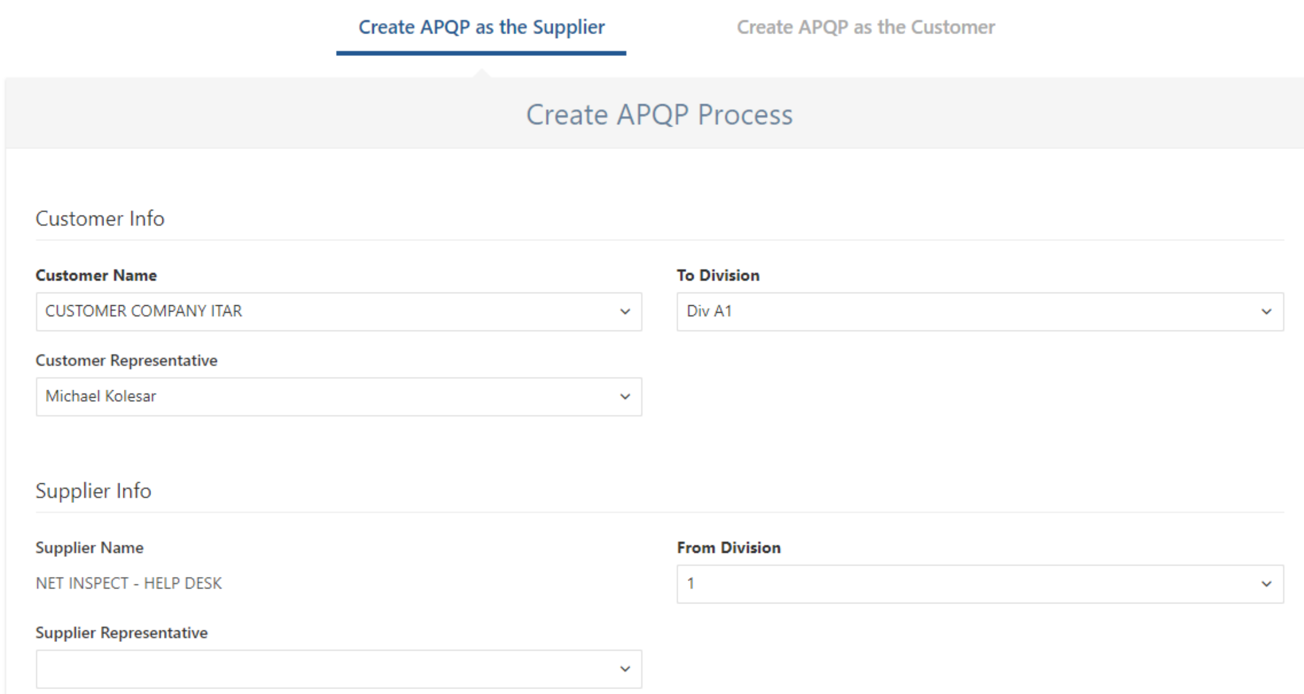
Add and Edit Tools:

To add the specific Tool names and serial numbers, see the Calibration section within this training document.

APQP/PPAP Training Guide

17.0 Create APQP Records

New APQP records can be created either by selecting the **Create APQP** option on the main menu, or by clicking the "Add APQP" button located in the top-right of the **View Internal/Supplier APQP** pages.



APQP records are shared between a supplier and customer, and may be created by either party.

Customer Info

Customer Name
Account name of the APQP record's customer. When using the page's "Create APQP as the Customer" option, this field is completed automatically.

Customer Representative
Optional. Net-Inspect user at the customer who will be responsible for the APQP record. The selected user will receive an email notification each time the record's status changes, or its elements or signatures are updated.

To Division
Division within the Customer, usually corresponding with a facility or location. This field will only appear if the customer has configured divisions in their Net-Inspect account. When using the

"Create APQP as the Customer" option, it may be necessary to enter a Part Number **before** selecting a To Division.

The selected division may need to match the customer's part record for the customer to open the APQP checklist. A supplier user can select any To Division, while the customer user may only be able to select divisions that are aligned with their User ID and with the part record.

Supplier Info

Supplier Name
Account name of the APQP record's supplier. When using the page's "Create APQP as the Supplier" option, this field is completed automatically.

Supplier Representative
Optional. Net-Inspect user at the supplier who will be responsible for the APQP record. The selected user will receive an email notification each time the record's status changes, or its elements or signatures are updated.

From Division
Division within the Supplier, usually corresponding with a facility or location. This field will only appear if the supplier has configured divisions in their Net-Inspect account. When using the "Create APQP as the Supplier" option, it may be necessary to enter a Part Number **before** selecting a From Division.

A customer user can select any From Division, while the supplier user may only be able to select divisions that are aligned with their User ID and with the part record.

Part Info

Part Number
Number corresponding with the part, often designated by the customer or OEM.

If your selected customer has enabled the “Part-Level Security” preference, then the Part Number that you enter must match a part record already set up by that customer. If no such record exists, then the Customer must create it before you can proceed.

Part Name
Name of the part as shown on the drawing or in the model.

Part Revision
Optional. Latest revision corresponding with the part.

Program
Product group to which the APQP part belongs. May be optional, depending on your company's

security settings.

Drawing Number
Optional. Number corresponding with the part as shown on the drawing/model applicable to the APQP record.

Drawing Revision Level
Optional. Revision level corresponding with the drawing/model applicable to the APQP record.

Checklist Info

APQP Submission Level
Customer-defined value that determines the contents and requirements of the "Elements" section of the APQP record.

The customer may configure the options available in this field to both supplier users and customer users.

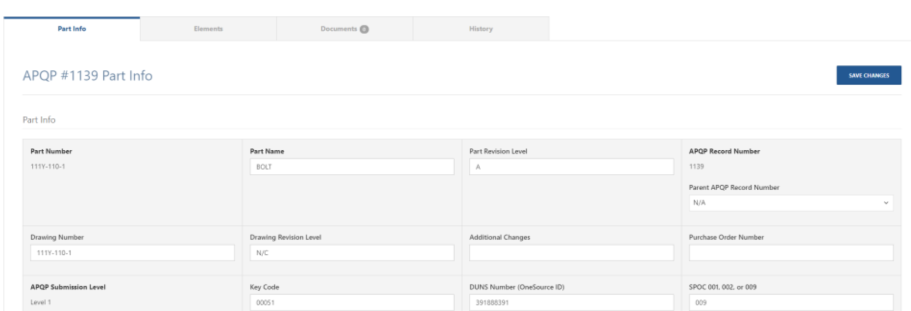
Parent APQP Record Number
A related APQP record with the same part number, supplier, and customer as the record being created. A link to the Parent record will be placed in the Basic Info section of the APQP

Global Planned Date
Optional. This value will be set as every element's "Planned Date" of completion by the supplier.

Global Due Date
Optional. This value will be set as every element's "Due Date" of completion for the supplier.

18.0 Complete APQP/PPAP Record

Once created, an APQP record can be saved and signed by both its Supplier and its Customer. "Print" and "Void" buttons are also available in the top-left of each page. (The **Void** option will permanently cancel the APQP record, so it should only be used when a record is no longer required, or needs to be replaced.)



Any supplier or customer APQP User can update the **Part Info** section of an APQP record until either party provides a signature at the bottom of the **Elements** section.

Part Info

Part Number
Number corresponding with the part, often designated by the customer or OEM.

Part Name
Name of the part as shown on the drawing or in the model.

Part Revision Level
Optional. Latest revision corresponding with the part.

Parent APQP Record Number
A related APQP record with the same part number, supplier, and customer as the record being created. A link to the Parent record will be placed in the Basic Info section of the APQP

Drawing Number
Optional. Number corresponding with the part as shown on the drawing/model applicable to the APQP record.

Drawing Revision Level
Optional. Revision level corresponding with the drawing/model applicable to the APQP record.

Additional Changes
Optional. Used to provide reference numbers for any changes incorporated in the product that are not reflected in the part/drawing revision level (e.g., change in design, engineering changes, manufacturing
changes, deviation or exclusion from certain drawing or DPD requirements).

Purchase Order Number
Optional. Customer purchase order number applicable to the APQP record.

APQP Submission Level
Customer-defined value that determines the contents and requirements of the "Elements" section of the APQP record.

Additional fields
Custom fields may be configured by the customer to appear at the bottom of the Part Info section. Contact your customer representative if you have questions about how to complete these fields.

Supplier Info

Supplier Name
Account name of the APQP record's supplier.

Supplier Code
Optional. A unique number given by the customer to the supplier organization; sometimes referred to as Vendor Code, Vendor Identification Number, or Supplier Number.

Supplier Address
Derived from the supplier's **Company Setup** page.

Supplier Country
Derived from the supplier's **Company Setup** page.

Supplier Representative
Optional. Net-Inspect user at the supplier who will be responsible for the APQP record. The selected user will receive an email notification each time the record's status changes, or its elements or signatures are updated.

Supplier Representative Email
Optional. Employee at the supplier who will be responsible for the APQP record. The selected user will receive an email notification each time the record's status changes, or its elements or signatures are updated.

Program
Product group to which the APQP part belongs. May be optional, depending on your company's security settings.

If your program list is empty or is missing the program you need, then your account's administrator may need to align your User ID with programs. The Customer may need to create the program before it can be assigned to customer or supplier users.

Customers creating an APQP record should take care to select a program to which supplier users will have access. Otherwise, the supplier may be unable to open the record.

Customer Info

Customer Name
Account name of the APQP record's customer. When using the page's "Create APQP as the Customer" option, this field is completed automatically.

Customer Representative
Optional. Net-Inspect user at the customer who will be responsible for the APQP record. The selected user will receive an email notification each time the record's status changes, or its elements or signatures are updated.

Customer Representative Email
Optional. Employee at the customer who will be responsible for the APQP record. The selected user will receive an email notification each time the record's status changes, or its elements or signatures are updated.

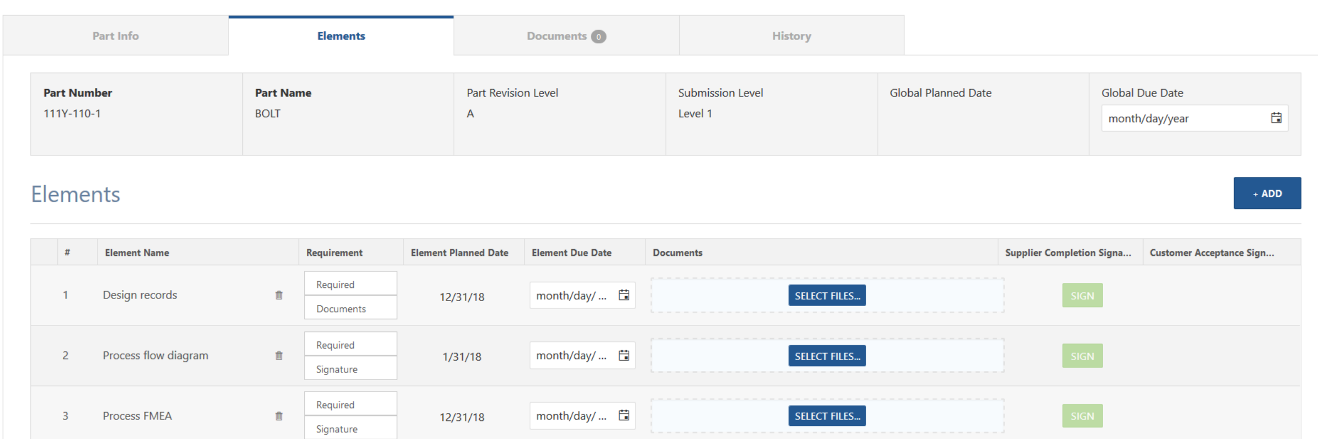
Customer Address
Derived from the customer's **Company Setup** page.

Customer Country
Derived from the customer's **Company Setup** page.

To Division
Division within the Customer, usually corresponding with a facility or location. This field will only appear if the customer has configured divisions in their Net-Inspect account. When using the "Create APQP as the Customer" option, it may be necessary to enter a Part Number **before** selecting a To Division.

The selected division may need to match the customer's part record in order for the customer to open the APQP checklist. A supplier user can select any To Division, while the customer user may only be able to select divisions that are aligned with their User ID and with the part record.

Elements



The **Elements** section is used to record and track the progress of each category involved in a part's APQP process.

Customers can use the trashcan icon next to each Element Name to remove it from the checklist, if needed. They can also use the page's Add button to add any element that is not included on the checklist by default, or which was previously removed. These options become unavailable once the checklist has been signed by either party.

Element Name
Name of the element, as configured by the customer. Reference documents or templates, if provided by the customer for an element, can be downloaded through this section.

Requirement
Consists of two sets of drop-down options, both of which are locked in once the checklist has been signed by either party. These options' default settings are configured by the customer, and may vary depending on the record's APQP Submission Level.

Required/Optional - If "Required" is selected, then the supplier must sign for the element before creating the APQP record's Final PSW and finishing the checklist. If "Optional" is selected, then the element does not need to be signed. (As a configuration option, the customer may choose to block suppliers from accessing this drop-down menu.)

Signature/Documents - If "Signature" is selected, then the supplier may sign for the element without providing supporting documentation. If "Documents" is selected, then the supplier must upload a Final document (i.e., a Production document) for the element before they are permitted to sign.

This drop-down menu becomes unavailable for an element after the supplier provides their signature.

Element Planned Date
Optional, supplier-only. Date by which the supplier intends to signify completion of an element.

Element Due Date
Optional, customer-only. Date by which the customer needs an element to be completed.

Documents
May be optional, depending on element settings. Either the supplier or customer may use this section to upload documents representative of the element, or to provide feedback. Each uploaded document must be assigned to a Category; documents belonging particular categories may be required by the customer if "Documents" is selected in the element's Requirement section.

The supplier cannot upload documents for an element after they have provided a completion signature for that element.

The customer cannot upload documents for an element after they have provided an acceptance signature for that element.

Two particular elements do not provide an option for uploading Documents: "First article inspection report (FAIR)" and "Part Submission Warrant (PSW)". In the former case, a FAIR submitted to the customer through Net-Inspect's First Articles module must instead be selected; in the latter, the user must complete a provided PSW form.

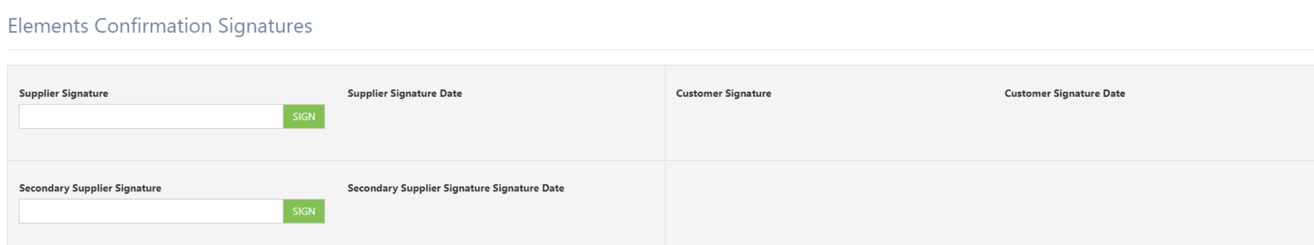
Supplier Completion Signature
Section used by the supplier to Sign for an element. The supplier may also Delete a signature after signing; however, this option becomes unavailable after the customer provides an Acceptance signature for the element.

All "Required" elements must have a supplier signature in order for the supplier to initiate a Final PSW for the APQP record.

Customer Acceptance Signature
Section used by the customer to provide an Acceptance or Rejection signature for an element. The customer may also Delete a signature after signing; however, this option becomes unavailable after the Final PSW is initiated.

If the "Rejection" option is selected for an element, then that element is considered incomplete. The supplier can sign for the element again; if they do so, then the customer will be able to choose between Acceptance or Rejection again.

Elements Confirmation Signatures



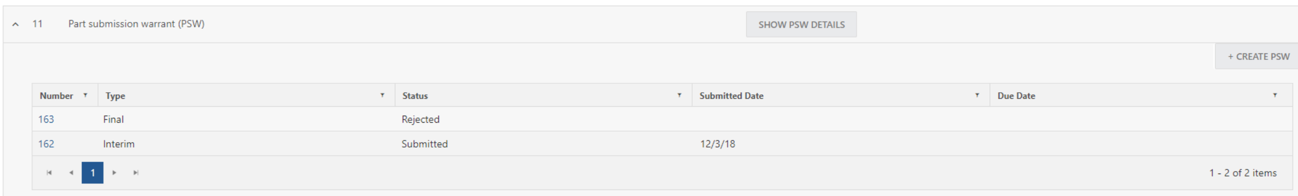
Click the **Sign** button to provide a signature in this section; click **Unsign** to remove a signature. The Supplier may not provide Customer signatures, and vice versa. Neither party can sign until all mandatory fields in the **Part Info** section of the APQP record have been completed.

When a signature is provided, it serves as an indication that the signing party agrees with the contents of the APQP checklist. This includes 1) the contents of fields in the **Part Info** section, 2) the Elements included on the checklist, and 3) the selections made in the Requirement section for each element. All of these items are locked once either party provides their signature.

The customer may set up multiple supplier signature fields, and may choose which of these signatures are mandatory prior creating the APQP record's Final PSW.

The customer must provide their signature before approving the Final PSW.

Part Submission Warrant



Each APQP checklist contains a Part Submission Warrant (PSW) section through which the supplier or customer may initiate an Interim or Final PSW. Clicking the "Show PSW Details" button will display a list of initiated PSWs as well as the "Create PSW" button, which can be used to start an Interim or Final PSW.

A PSW cannot be created for a checklist if it already has a Final PSW in progress or approved. An existing PSW may be cancelled by clicking the "Void" button in the top-left of the PSW form.

Interim PSW
An Interim PSW may be created at any time during the life cycle of an active APQP record; the option is only unavailable if the APQP record is Void, or if the record already has a Final PSW in progress or approved.

Interim PSWs are intended to establish only temporary conditions for shipment of product: while approving an Interim PSW, the customer specifies a limiting "Qty Shipped" or "Interim PSW Expiration Date."

Final PSW
A Final PSW may be created for an APQP record only if all of the following conditions are met:

- The supplier has provided their required signature(s) at the bottom of the **Elements** section of the APQP record
- All mandatory fields in the Basic Info section of the checklist are completed
- The supplier has signed for all ***Required*** elements
- The checklist has no other non-Voided Final PSWs

Once the Final PSW is initiated, the APQP record may no longer be edited by either the supplier or the customer. The supplier may **Submit** the Final PSW at any time after it has been created.

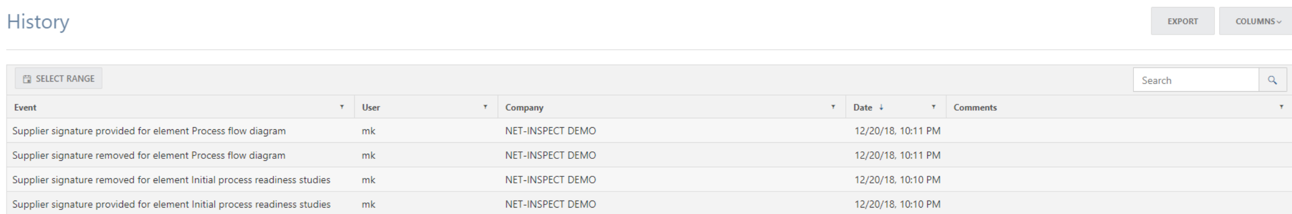
An APQP record is considered **Completed** once the Final PSW has been **Approved** by the customer. The customer may only approve the Final PSW after the customer has accepted all of the Elements that the supplier has signed for.

Documents

Either the supplier or customer can use the **Documents** section to upload files, particularly those related to the APQP record as a whole, rather than a particular element. It can also be used to upload documentation related to an element that has already been approved (provided that it is not possible to Delete the customer's and supplier's signatures.)

Files can no longer be uploaded to the Documents section of an APQP record after its Final PSW has been initiated.

History


History

EXPORT COLUMNS

SELECT RANGE

Search

Event	User	Company	Date	Comments
Supplier signature provided for element Process flow diagram	mk	NET-INSPECT DEMO	12/20/18, 10:11 PM	
Supplier signature removed for element Process flow diagram	mk	NET-INSPECT DEMO	12/20/18, 10:11 PM	
Supplier signature removed for element Initial process readiness studies	mk	NET-INSPECT DEMO	12/20/18, 10:10 PM	
Supplier signature provided for element Initial process readiness studies	mk	NET-INSPECT DEMO	12/20/18, 10:10 PM	

The **History** section of an APQP record provides detailed accounting of updates made to its checklist. This information includes the nature of the update, the user responsible, the time the update occurred, and the comments provided by the user (if applicable).

Records on this page relate primarily to updates made to an APQP record's requirements or signatures, as well as updates to a PSW's signatures and overall status.

eSource
Training Guide

19.0 Introduction to eSource

eSource is a software application designed to help companies:

- capture all shipment related information prior to shipment for easy review and retrieval
- quarantine issues in place/prevent supplier quality-related issues from contaminating inventory
- gain significant time savings at receiving inspection

eSource is typically configured by the customer and then used by a trained, delegated quality representative at the supplier or a source inspector at the supplier. Some customers allow for automatic eSource approval if all documentation is provided and all questions are answered appropriately. Other customers may require a review before the authorization to ship is provided.

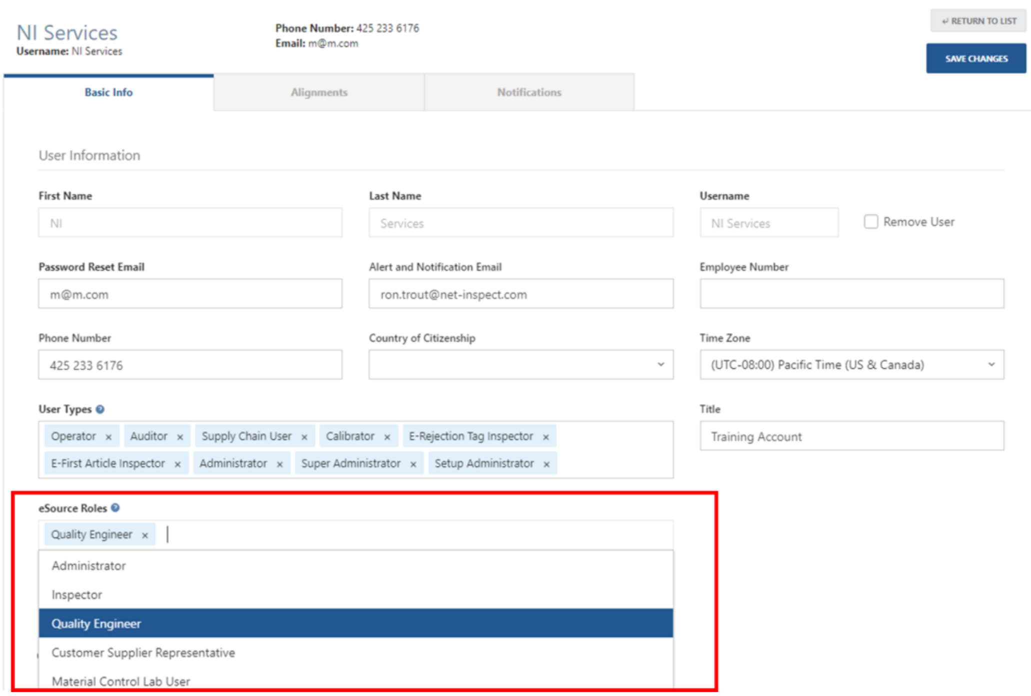
20.0 eSource Configuration

20.1 Provide Users with eSource User Type Permissions

There are multiple eSource user types available. If your customer has asked you to use eSource, you will want to ensure any delegated users are assigned the **Quality Engineer** user type. If you are the customer, you will want to make sure you give at least one user the **Administrator** user type to setup and configure eSource for your supply base and the **Inspector** user type to review and approve suppliers' Inspection Reports.

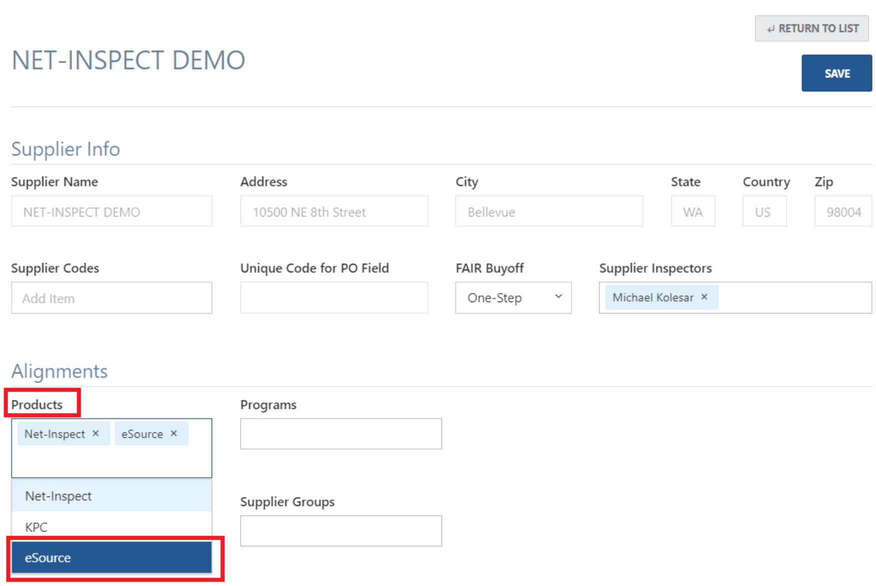
Administrator	Somebody with access to the eSource Preferences page and can manage eSource company preferences for all suppliers.
Inspector	Somebody who can approve or disapprove Inspection Reports with the Inspection Exception status.
Quality Engineer	Somebody who can create and submit Inspection Reports.
Customer Supplier Representative	Somebody who can create and submit Inspection Reports on behalf of a supplier.
Material Control Lab User	Somebody with access to the Material Control Lab List page and can download all documents from Material Control Lab List page.

To assign these user types to existing users, select the settings gear in the upper right-hand corner, User Management, and the User. Then, add the relevant roles per screenshot below.



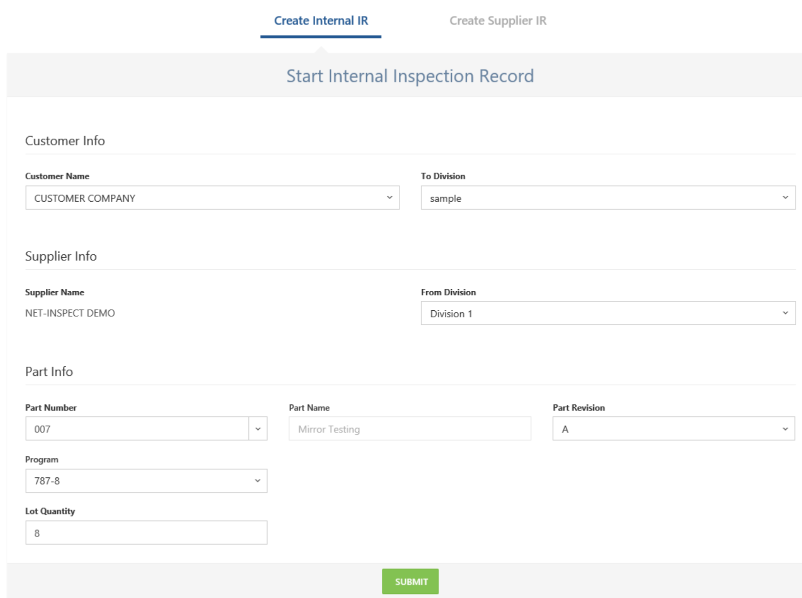
20.2 Provide suppliers with eSource Product

Navigate to Company Setup → General Setup → Suppliers to view your supplier list. On an individual supplier page, like the one shown below, you will need to align "eSource" under the products for the supplier:



21.0 Create Inspection Record

To create an Inspection Record in preparation for shipment of a quantity of parts, the Quality Engineer will select eSource and Create IR. If you are a source inspector and create IR on behalf of suppliers, you would select Create Supplier IR instead.



Customer Info

<u>Customer Name</u>
Recipient of the parts represented in the IR. The selected company will be able to view the IR and, once it has been submitted, approve or disapprove it.

<u>To Division</u>
If applicable, the specific facility at the Customer which will receive the supplier's shipment.

Supplier Info

<u>Supplier Name</u>
Company responsible for shipping and/or inspecting the parts represented in the IR.

<u>From Division</u>
If applicable, the specific facility at the Supplier from which the parts will be shipped.

Part Info

<u>Part Number</u>
Number of the IR part.

An IR's Customer may choose to limit the part numbers that a supplier may create IRs for. In order to create an IR for such customers, it necessary for the part to first exist in the customer's part record. If the entered part number doesn't match an existing part record, then a request can be submitted to the customer to create one.

The Customer can also choose to instead require a "Qualified Part Number", in which case the part number and revision must exist on the customer's Qualified Parts List before an IR can be created for it. An open PO record may also be mandatory in this case, at the customer's discretion.

If the part number selected from the customer's Qualified Parts List includes a Revision, but the customer's part record does not have the Revision set up, then you may be unable to create your IR. In such an event, please contact the customer and request appropriate changes to their part record or Qualified Parts List.

Part Name
Name of the IR part. Entered automatically, if part record already exists.

Part Revision
If applicable, the revision level of the part number.

Program
Program applicable to the part number, typically a broad classification encompassing a wide array of parts (such as an airplane program like "BOEING COMMERCIAL 737).

Commodity
Group or classification applicable to the part number (e.g., "Electronics"). Checklist questions can be assigned to a commodity, at the customer's choice.

Lot Quantity
Number of parts being shipped. If the IR's customer has enabled **Over-Inspect** on their suppliers' IRs, then the number of parts that must be measured in that section of the IR may be influenced by the entered lot quantity.

Tool Die Set Number
Unique designation of the tool or die set(s) used in manufacturing the part.

Multiple tool die sets may be selected. Your customer may require that some or all tool die set numbers be approved on their qualified part list prior to creating the inspection.

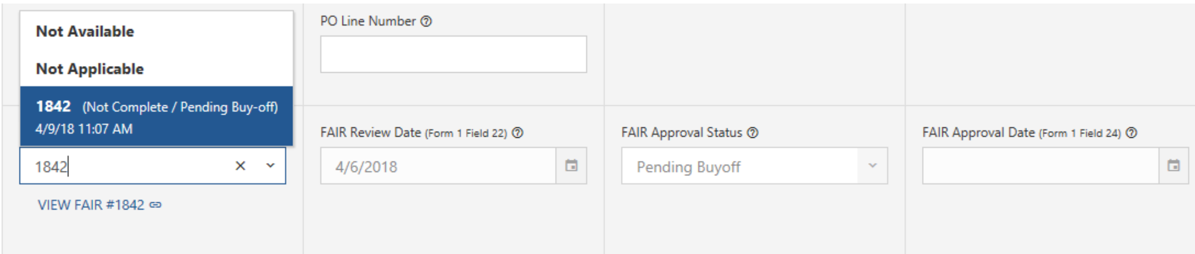
22.0 Complete the Inspection Record

22.1 Complete the Part Info Section

Depending on your customer’s settings the following fields may or may not be required:

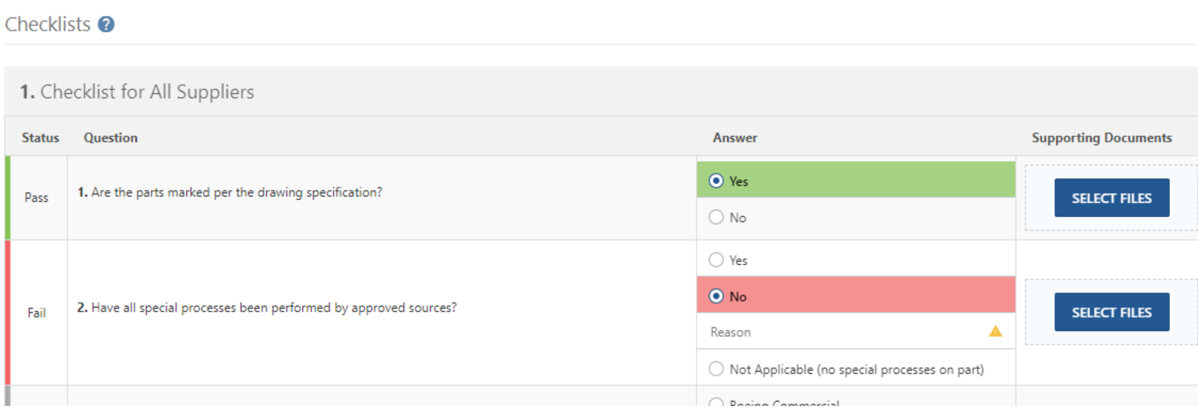
- PO Number
- PO Line Number
- FAIR Number

If an approved FAIR is within Net-Inspect, you can hyperlink the FAIR using the FAIR number drop down.



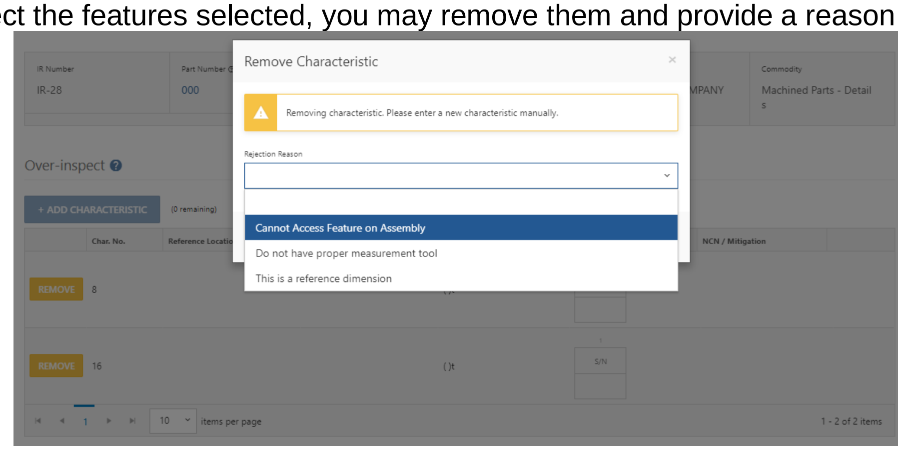
22.2 Complete the Checklist

Your customer may have specific questions for you to answer on the checklist. These questions may be free-form or multiple choice. If they are multiple choice, you will see your answer highlighted in green or red. Red indicates the response is failing, and depending on your customer's settings, may require the reason field to be populated.



22.3 Complete Over-inspect

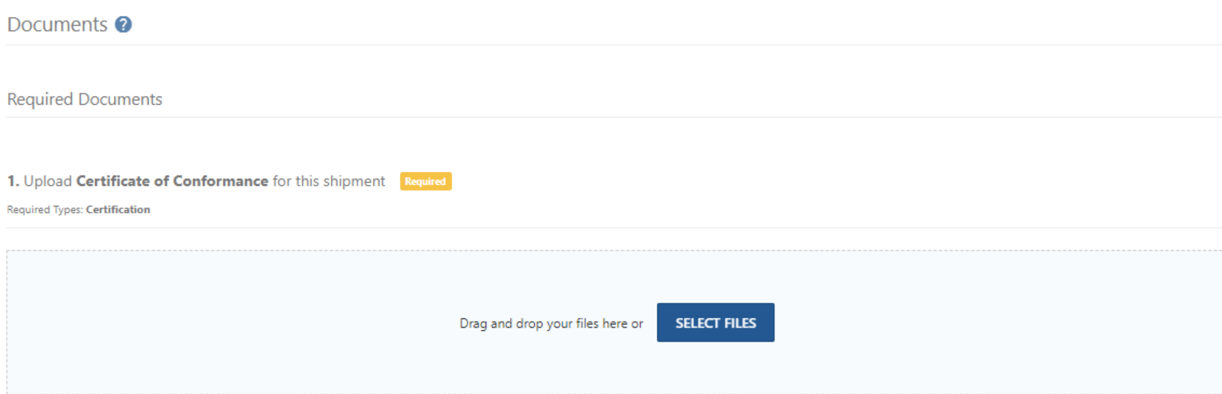
Your customer may request that you over-inspect a specific number of features and pieces depending on your lot size. Net-Inspect will display features from the hyperlinked FAI. If you cannot inspect the features selected, you may remove them and provide a reason why.



22.4 Complete Documents

Your customer may require you upload certain documents. Each required document must have at least one document attached in order to submit the IR.

To attached a document, choose SELECT FILES or drag and drop the files to the blue box.



22.5 Complete and Review

Complete all bold, required fields and sign and submit the IR to the customer for review.

An inspection record's shipping and nonconformance data, supplier submission details, and authorization info are recorded in the Complete and Review section of the inspection record (IR).

Shipment Number
Tracking number associated with the shipment.

Shipping Date
Projected date of part shipment.

Accepted Quantity
Number of conforming parts in the shipment. Mandatory.

Nonconformance Record Number
Reference number corresponding with nonconformances in shipped parts.

Nonconformance Quantity
Number of parts in the shipment not conforming with customer specifications.

Submitted By
User that submitted the IR.

Submitted Date
Date that the IR was submitted to the Customer.

Submission Note
Comment provided by user that submitted the IR. Comments field be enabled/disabled by

customer preference.

Authorization Number
Automatically generated barcode number associated with shipment approval.

Authorization Date
Date the IR was automatically authorized, or date that it was reviewed and approved by the Customer.

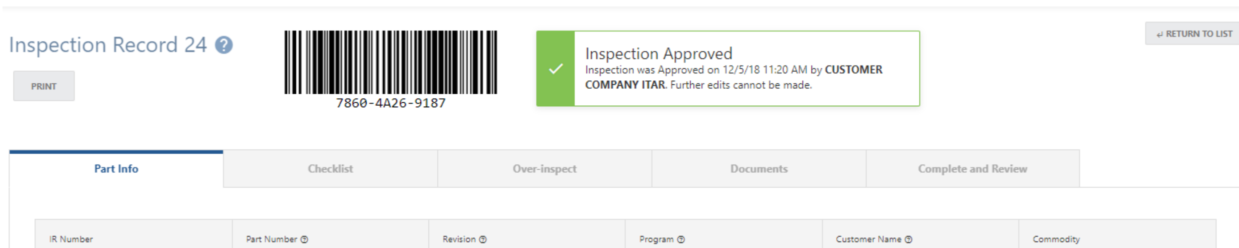
Approval History
Tracks the users and dates associated with submission, disapproval, and approval of the IR.

Authorization Barcode
If present, signifies go-ahead for part shipment. Each unique barcode is linked to a specific Net-Inspect IR.

23.0 View Existing Inspection Records

23.1 View Approved Inspection Records

All approved Inspection Records will have a barcode at the top of the IR, per screenshot below. This can be printed and placed in or on the box with the parts being shipped.



23.2 View Disapproved Inspection Records

Customers have the option to Disapprove and close and Inspection Record or Disapprove and Reopen an Inspection Record. If the record has been disapproved and closed, no further changes can be made. If the record has been disapproved and reopened corrections can be made and the IR can be resubmitted.