Quick Start Guide: Section 514 Waiver Tracking System

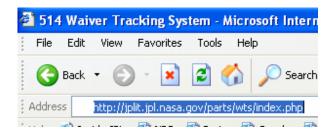
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(1) Login

Enter this URL into your web browser:

http://parts.jpl.nasa.gov/wts/



Enter your JPL username/password:

Please Login		
Username:		
Password:		
	Submit	

(2) Screen #1: Project Overview

The first screen that shows after logging in is the Project Overview page.

There are three available **Overviews**:

- 1. Project
- 2. Specialist
- 3. PIE

Links to these are in the sidebar under "Overviews."

Project	Open	Out of 514	Potential	Lockheed	Cancelled	Total	Open & >90	Open & >30	Open 5 <3
AMT		10	10		2	22			
Aquarius		1				1			
Dawn	6	8				14	5	1	
Diviner			1			1			
Kepler	4	11				15	3		
MSL Electra			26			26			
Phoenix Payload		2			2	4			
Phoenix \$/C	4	2	5	6	2	19		4	
ST7	1	3				4	1		
ST8			1			1			
WISE		1	31			32			
Total:	15	38	74	6	6	139	9	5	

Status (Open, Out of 514, Potential, Cancelled, etc.)

The Project Overview shows a breakdown of all waivers by Status (Open, Closed, Potential, etc.)

"Out of 514" corresponds to waivers with 514-released IOM's and have thus been passed on to the MAM.

Age

Furthermore, the "Open" waivers are broken down by length of time since Date Issued to PIE (>90 days, >30 days, <30 days old).

Totals

Totals for Open, Potential, Cancelled, etc., are tallied at the bottom of each column. Also, Project totals are given at the end of the row before the black line. The **Grand Total** for all waivers is given where the Project Totals and Status Totals intersect.

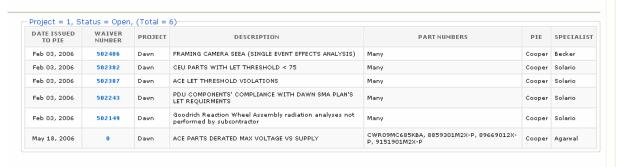
Blue Numbers

The blue numbers inside the Overview window are active hyperlinks. These take you to the **Summary** page.

Examples:

- 1. To see all Open waivers, click on the Total at the bottom of the Open column.
- 2. To see all Dawn waivers, click on the Total at the end of the Dawn row.
- 3. To see all Open-Dawn waivers, click on the link in the Dawn row under the Open column.

(3) Screen #2: Waiver Summary



The Summary page is a list of waivers selected on the Overview page.

A summary of each waiver is also given. Information included:

- 1. Date Issued to PIE
- 2. Waiver Number
- 3. Description
- 4. Part Numbers
- 5. PIE
- 6. Specialist

Print-Outs

Printing the Summary page provides a quick way to obtain a hard-copy of any group of waivers.

Waiver Number Links

The Waiver Numbers are hyperlinked. Clicking on them takes you to the third screen, the Waiver Details page.

(4) Screen #3: Waiver Details

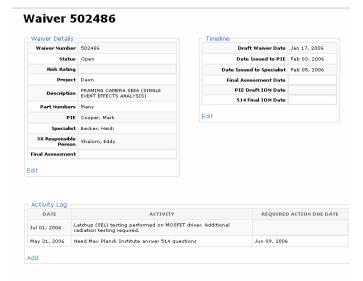
The third screen gives detailed information about the waiver including specialists, engineers, Final Assessment, related dates, and any progress that

Who has access to make changes?

Only the **Specialist** and **PIE** that have been assigned to the waiver have access to make changes to that waiver.

Important: Activity Log

At the bottom of the Waiver Details page is an Activity Log. It is the



responsibility of the PIE and Specialist to update the Log so that it is apparent exactly where the waiver stands in terms of reaching completion. Is there data needed from the manuf.? Is the Specialist currently performing calculations/analysis? Is 514 currently waiting for further information from the Project?