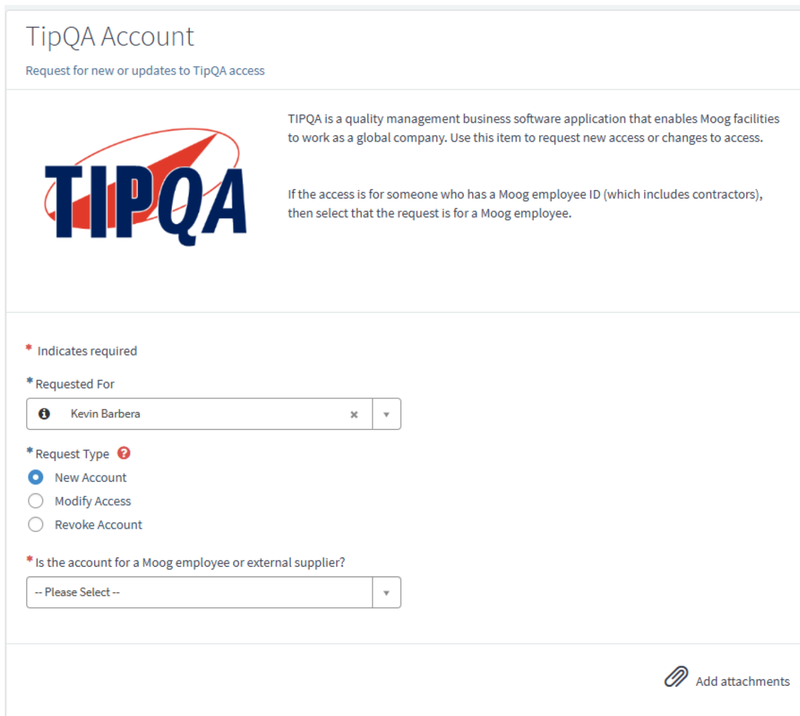
TIPQA Basic Navigation and Query SWI

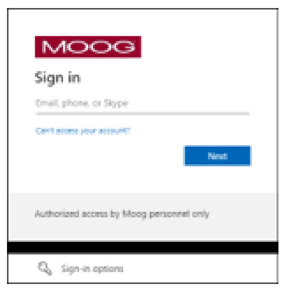
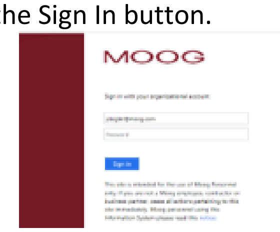
MOOG

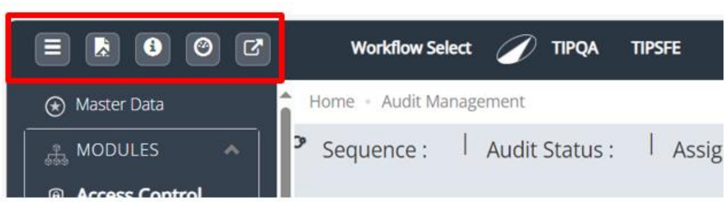
STANDARD WORK – PROCESS INSTRUCTION SHEET			
TITLE	**TIPQA Basic Navigation and Query**	**DEPARTMENT**	**All TIPQA Users**
PROCESS	General Information Regarding Navigation of TIPQA	**TEAM COMPOSITION**	
DATE	20250226	Barbera, Kevin / Benedict, Dudley / Buchwald, Wade / Daigler, John / Feder, Darren / Howell, Mathew / Lobaugh, Timothy	
REV	Original		
AUTHOR	Kevin Barbera		
BASIC PROCESS DESCRIPTION	This document details a basic overview of the basic navigation and functionality for TIP*QA*™. This document will not go into depth on how to perform functions in modules. Please refer to applicable Standard Work Instructions located on the TIPQA SharePoint Site (Moog Employees) or Moog Partner Portal Site (Suppliers).		

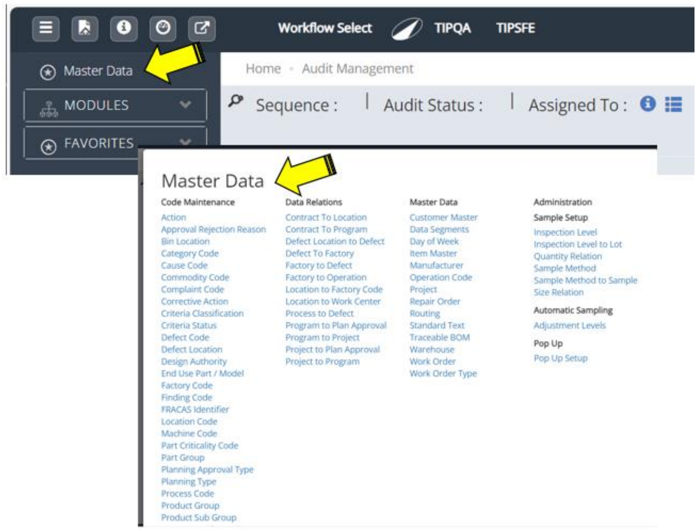
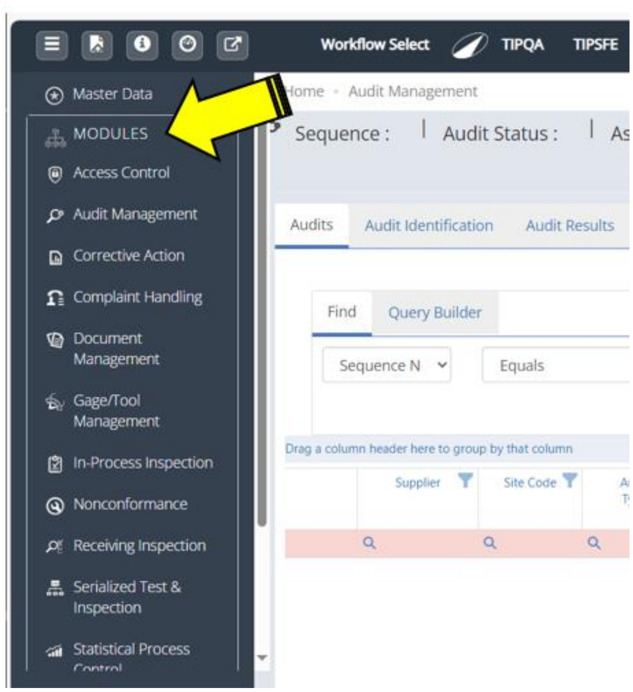
INDEX

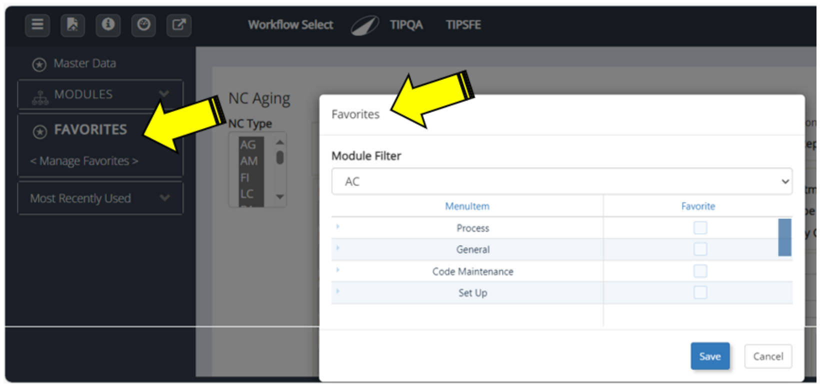
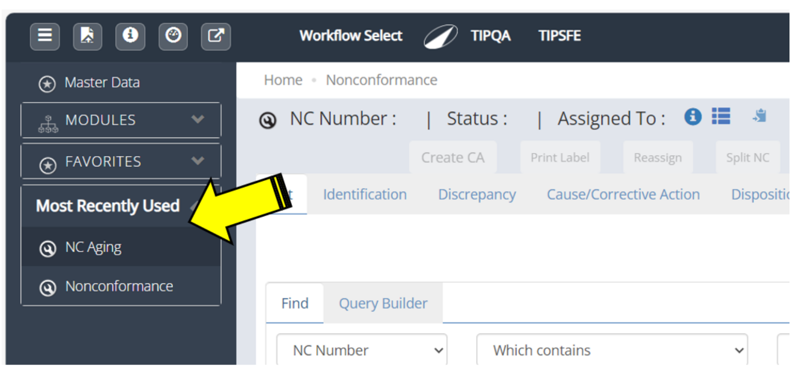
STEP #	STEP DESCRIPTION	IMAGE / INSTRUCTIONS	FUNCTION
TIPQA Web			
How to Get Access			
1	Requesting TIPQA via Service Now	Requests for new Moog employee and Moog supplier TIPQA Access, access changes, and access removal should be submitted to the Service Desk by the employee's supervisor (employee) or SQE/Buyer (Supplier) at the following URL: TIPQA Service Now Request	New User's Supervisor (Moog Employee)

		Requests for Access and Security Rights will be defined on the electronic request form. Requests for MRB Approval rights require Supervisor and Quality Manager approval. An email request will be forwarded to each as part of the accesses request submission. The Service Desk will contact the employee when the request has been provisioned.  TipQA Account Request for new or updates to TipQA access TIPQA is a quality management business software application that enables Moog facilities to work as a global company. Use this item to request new access or changes to access. If the access is for someone who has a Moog employee ID (which includes contractors), then select that the request is for a Moog employee. * Indicates required * Requested For Kevin Barbera * Request Type New Account Modify Access Revoke Account * Is the account for a Moog employee or external supplier? -- Please Select -- Add attachments	SQE/Buyer (Suppliers)
Security Rights			
2	Moog Employees Security Rights Definition	Each Moog employee having access to TIPQA has a unique profile and security rights. • Users are limited to certain Activities within each module (NC, CA, RI, etc.) based on These security rights. • Security rights are business unit (BAG, ENG, IND, IRE, MNA, MOG) specific. • Non-citizens are subject to export restriction requirements.	Info Only
3	Moog Suppliers Security Rights Definition	Moog Suppliers have unique security rights as well. • Suppliers are only able to view records that have their company's Supplier number documented on the record.	Info Only

Logging Into TIPQA			
4	Logging into TIPQA for Suppliers	You will Log-in to your TIPQA account using the LOGIN ID and Password provided by Moog. A link to TIPQA Web is located on the Moog Partner Portal Site (Suppliers). ***<u>Note (Suppliers):</u>*** ***In the event that you are unable to access TIPQA, contact the applicable Moog Buyer for assistance.***	User
5	Logging into TIPQA for Employees	***<u>*Note (Suppliers):</u>*** ***This step is for Moog employees only. Suppliers shall use the link on the Moog Partner Portal Site.*** Open the TIPQA Software using the following URL: http://tipweb.moog.com The link to TIPQA Web is also located on the TIPQA SharePoint Site Enter your Moog email address at the prompt and press the **Next** button  A message will appear stating you are being routed to Moog's sign-in page  Enter your Moog supplied network login password (not your TIPQA password) and press the Sign In button.  Your network password is Moog Supplied. If you have forgotten this password, contact the Moog Service Desk for Assistance	User

Homepage Features			
Action Buttons			
6	Action Button Functionality Overview	***Main Menu*** - This button will hide Master Data, Modules & Favorites navigation options so you have a larger view of the individual module screens. **Document Viewer** - This button would allow searches of documents in the Document Management module. Moog does not use this function. **Business Unit Information** - This button doesn't work. Please ignore. **Dashboard** - This button will display assignments you may have in various modules and what approval rights in your default business unit. When you open the TIPQA software, this dashboard does not automatically appear as the old version of TIPQA did. To turn the functionality on for auto display, go to the **SETTINGS** icon, **User Preference** section to set activate. See more info on Steps 11 & 12. **Open TIPQA in new tab** - This button will allow you to have an additional tab open in your browser to look at multiple documents at the same time. 	Info Only
Master Data			
7	Master Data Section Functionality Overview	The **Master Data** Section of the homepage consolidates all the codes and code relationships that are common across all the modules thus making it easier for the administrator to maintain and update information.	Info Only

			
Modules			
8	Modules Section Functionality Overview	The various modules used in the TIPQA software are selected from the **MODULES** Navigation bar. Moog uses TIPQA for 5 main activities: 1. Nonconforming Material control 2. Corrective Action 3. Receiving Inspection 4. Suppler Rating & Control 5. Audit Management Click on the module name to open the module. 	Info Only

Favorites			
9	Favorites Section Functionality Overview	Favorites are sites within TIP*QA* that you frequently work in. They are short-cuts you create to save you time and effort in getting to areas you frequently use. When a Favorite is selected, if the associated Module is not open, the Smart Menu will open the Module and route you to the item you identified. It is not mandatory that you use this functionality. 	Info Only
Frequently Used			
10	Most Recently Used Section Functionality Overview	Most Frequently Used items are sites within TIP*QA* that you currently have open and are working in. You can move between these sites by going back to this section and clicking on the item name. Open Items appear and disappear from the list as you close them from the Modules selection screens. 	Info Only
User Password/Setup Options			
11	Settings Gear Functionality Overview	User preferences, password changes, and business unit changes are managed from the Settings Gear section of the navigation bar. Click on the Gear to open the section. Change options include: • Application Help instructions.	Info Only

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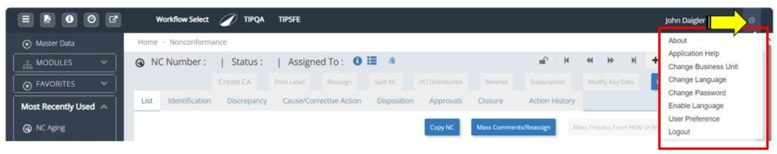
- The ability to change between TIPQA Business units (BAG, ENG, IND, IRE, MNA and MOG).
  - You are defaulted to the Business Unit you work most frequently in.
  - Business Unit access is limited by need. Contact the Service Desk if access is needed to another Business Unit.
  - When you receive an email record assignment from another Business Unit, you will need to change Business Units to see the assigned record.
- The ability to change languages.
- Password Changes.
- User Preferences.
- Logout



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<tr>
<td colspan="4">Dashboard Assignments</td>
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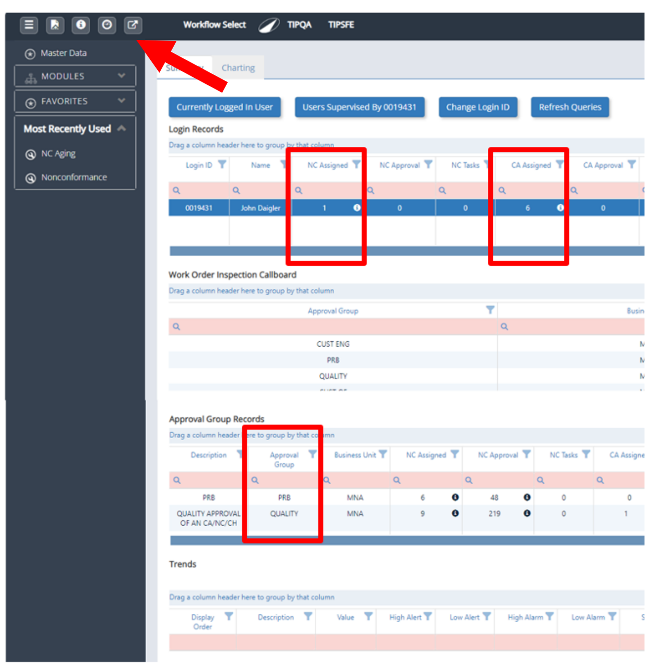
<tr>
<td>12</td>
<td>Dashboard</td>
<td>

The Dashboard identifies work that may be assigned to you across all Modules and TIP*QA* Business Units that you have access to.
You will see work assigned by both your Employee number and Approval Groups you have security rights to.

Additional options exist including supervisory review of employee workload (*Users supervised by*…) and specific employee review (*Change Login ID*) for instanced when an employee is out of the office and assignment workload monitoring is required.



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<table>
<tr><th colspan="4">Common Features</th></tr>
<tr><th colspan="4">Header</th></tr>
<tr>
<td>13</td>
<td>Header: Document Information Overview</td>
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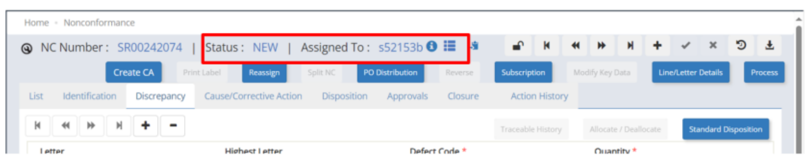
Status - Indicates the point (status) in the process flow of the type where data can be collected. The possible statuses are:

<u>NEW</u>
<u>WCA</u> (Waiting Corrective Action)
<u>WD</u> (Waiting Disposition)
<u>WA</u> (Waiting Approval)
<u>WFL</u> (Waiting Follow-up)
<u>WCL</u> (Waiting Closure)
<u>CLS</u> (Closure)
<u>VD</u> (Void)

Assigned To - The Login ID or the Group ID to which the record is assigned for action.
Information - Displays additional information related to the Assigned To person.
REVISION - Displays additional document information including the document revision that is incremented each time a record is reversed and edited.



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<tr>
<td>14</td>
<td>Header: Document Action Buttons Overview</td>
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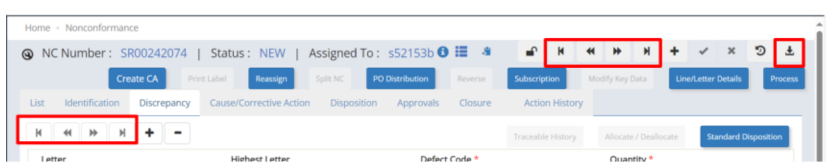
Print - Print a currently selected record(s) using a user selected report type and options. Prints to any printer and exports to email.
Move Buttons - Used to move forward and back between records or letter items .
Ellipse ⁝ - Clicking on the button brings up an associated table. A Query may be performed to filter for specific information, if desired. Once the user chooses a record, and hits OK, that data will populate back to the screen from where the Lookup/Ellipses button was selected.



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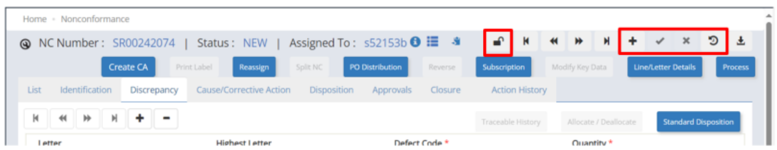
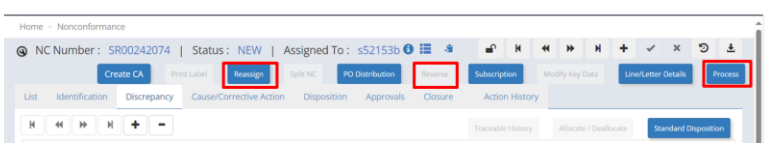
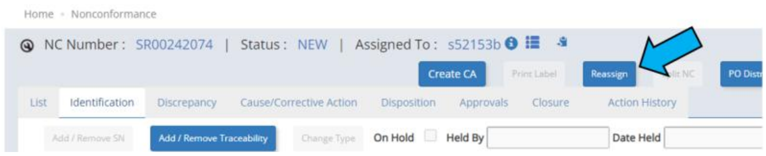
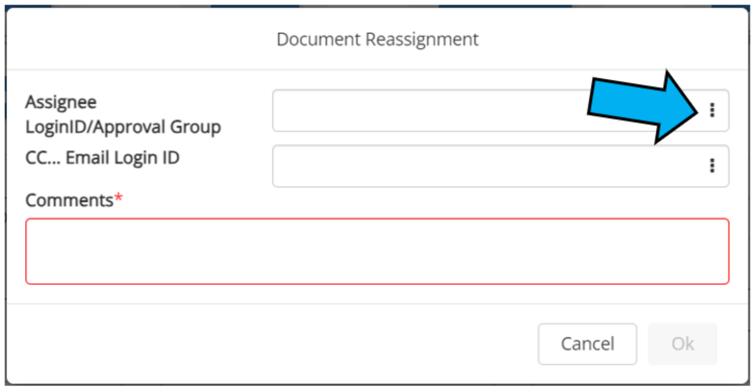
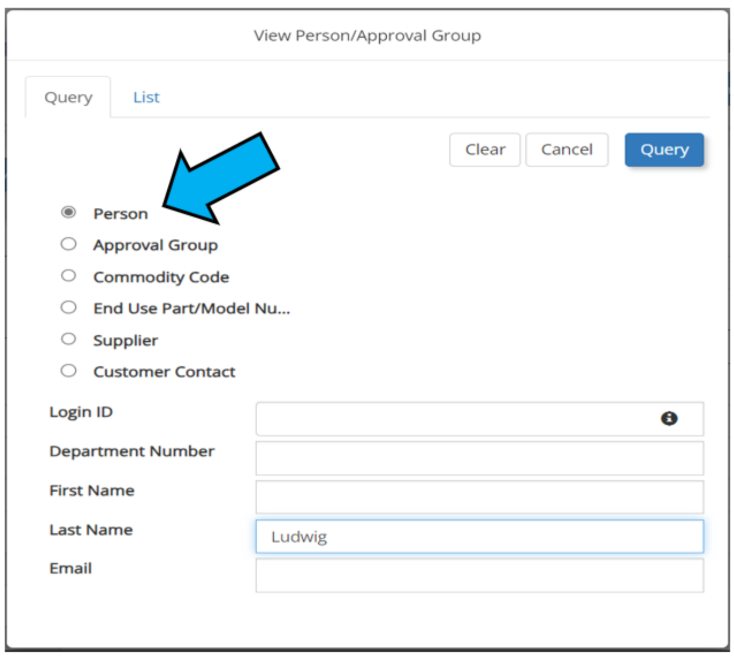
15	Header: Document Action Buttons Overview Continued	• **New** - The button is used to insert text and information within a record. • **Save** - The button used to save a record entry to system. • **Cancel** - The button is used to cancel a record entry without modification. • **Locked/Unlocked** - Used to indicate when the record in the **Edit** mode so data can be entered and/or the record processed further. When a record is in **Edit** mode, the icon will show as, "Locked" and the record will not be able to be changed by any others until the user closes the process screen or clicks on the **Save** button. 	Info Only
16	Header: Document Status and Queue Buttons Overview	**Reassign** Reassign - Reassign the record to another Login ID, Approval Group, or End Use Model assignee. See further detail in Steps 17 & 18 **Reverse** Reverse - Reversal of a record, back to a prior status, for corrections and/or additions. When reversing a record with Serial Numbers, and selecting the clear screen option, you must delete the serial numbers from all screens where the serial numbers are entered to prevent corrupting the record. Note: Some fields are programmed to be editable without reversal and do not require reversing. These fields vary by module and document type. **Process** Process - Processes, or moves, the record forward to next status. 	Info Only
Reassign			
17	Reassign by Employee Number	When creating a record, you may be required to reassign a record to a specific individual. 1. Press the Reassign button Reassign 2. Click the ellipsis button on the Pop-up 3. Ensure "Person" is checked and enter the person's name	User

		4. Select the individual and click "Ok" 5. Enter a reassignment comment and click "Ok"   	

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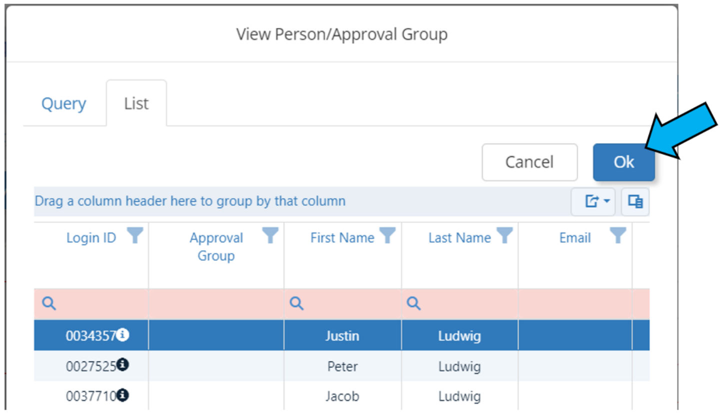
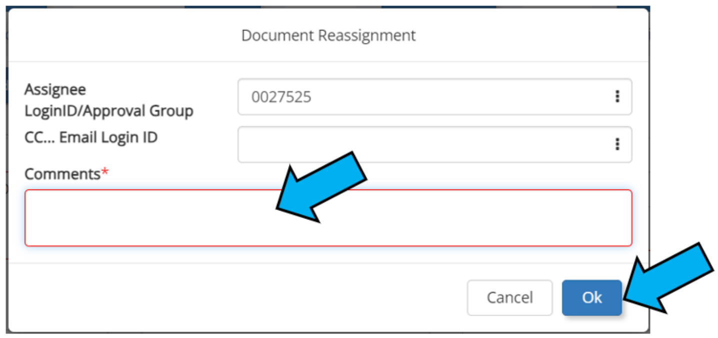
<tr><td></td><td></td><td>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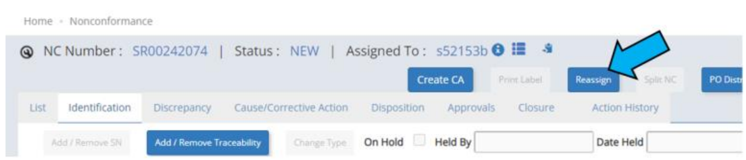
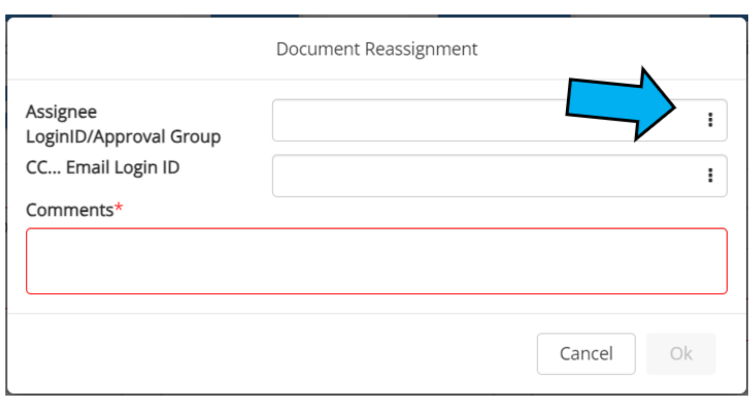
<tr><td>18</td><td>Reassign by End Use Model Number</td><td>When used by the division creating the record, you will have the option to reassign the NC record based on the highest use model number.
1. Press the REASSIGN button Reassign
2. Click the ellipses button on the Pop-up
3. Select the End Use Part/ Model Number search criteria
4. Select the Product or Quality Engineer (PE/QE)
5. Enter a reassignment comment and click “Ok”
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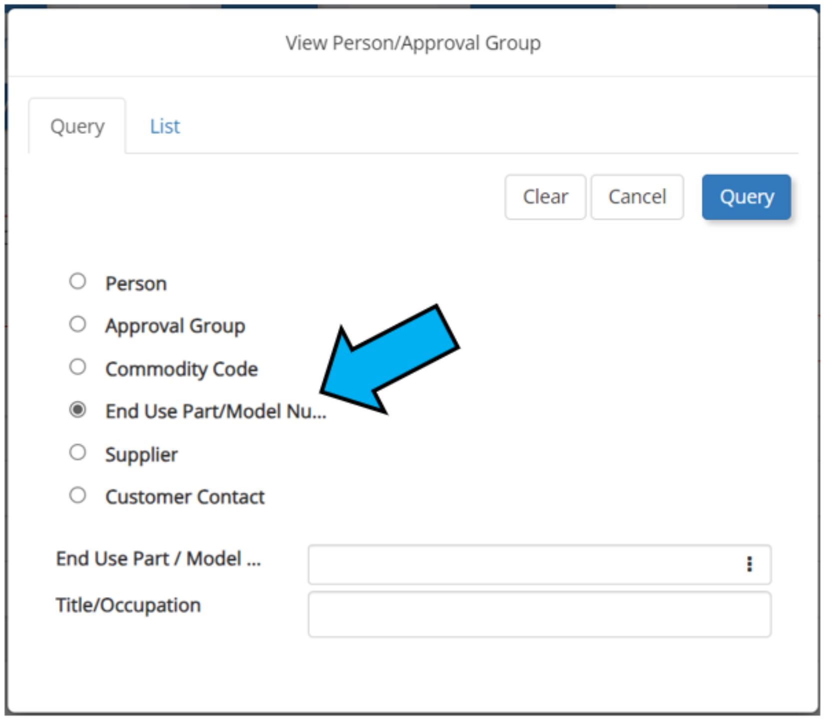
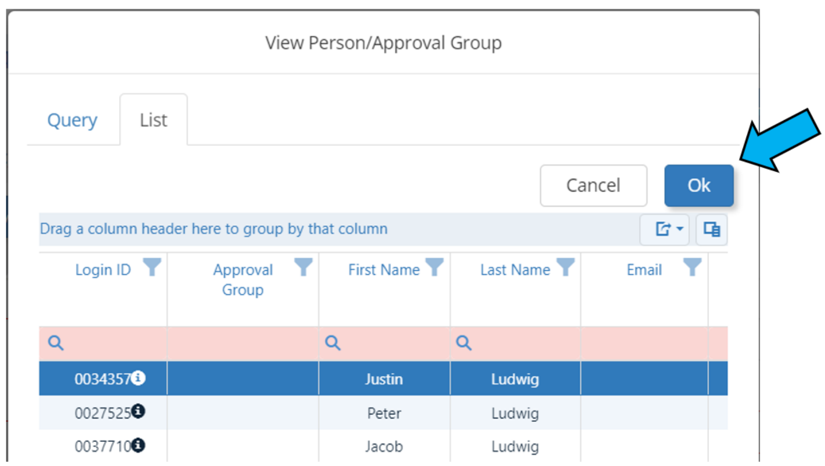
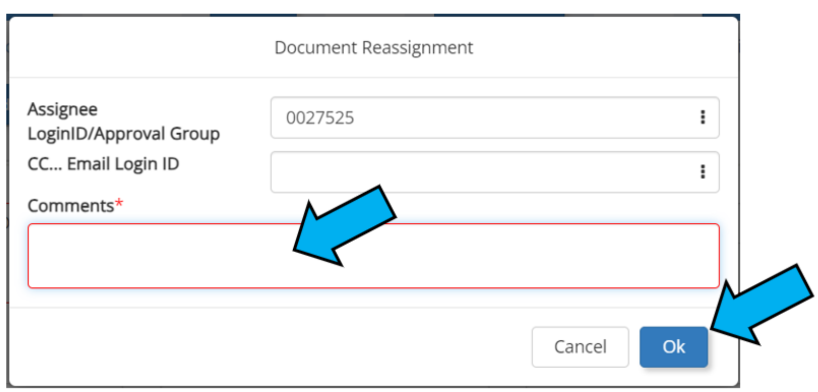

View Person/Approval Group
Query
List
Clear
Cancel
Query
Person
Approval Group
Commodity Code
End Use Part/Model Nu...
Supplier
Customer Contact
End Use Part / Model ...
Title/Occupation


View Person/Approval Group
Query
List
Cancel
Ok
Drag a column header here to group by that column
Login ID
Approval Group
First Name
Last Name
Email
0034357
Justin
Ludwig
0027525
Peter
Ludwig
0037710
Jacob
Ludwig


Document Reassignment
Assignee LoginID/Approval Group
0027525
CC... Email Login ID
Comments*
Cancel
Ok

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<tr><td colspan="4">Email Notifications</td></tr>
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<td>19</td>
<td>Email Notifications Information</td>
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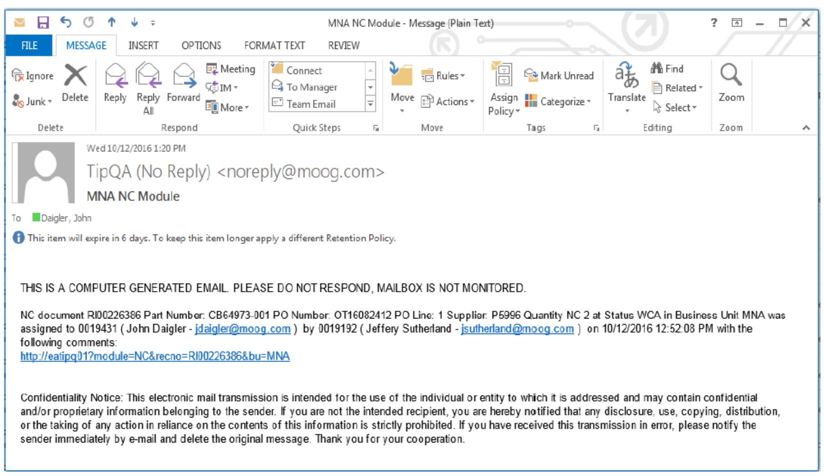
- Each time a record is “Reassigned”, an email is sent to the new “Assigned To” person.
- If the record is not processed within a predefined amount of time, an “Overdue” email is automatically sent from the database to the “Assigned To” person.
- If the record is still not processed within a predefined amount of time, an escalation email will be sent to the “Assigned To” persons supervisor.
- Information included in the email includes: Record number, Part number, Business unit, reassigning comments, etc.

<u>Note:</u>
For suppliers, the “Supervisor” is the Suppliers Login ID. It will escalate back to the supplier one time.


MNA NC Module - Message (Plain Text)
FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW
Wed 10/12/2016 1:20 PM
TipQA (No Reply) <noreply@moog.com>
MNA NC Module
To Daigler, John
This item will expire in 6 days. To keep this item longer apply a different Retention Policy.

THIS IS A COMPUTER GENERATED EMAIL. PLEASE DO NOT RESPOND, MAILBOX IS NOT MONITORED.

NC document RI00226386 Part Number: CB64973-001 PO Number: OT16082412 PO Line: 1 Supplier: P5996 Quantity NC 2 at Status WCA in Business Unit MNA was assigned to 0019431 (John Daigler - jdaigler@moog.com) by 0019192 (Jeffery Sutherland - jsutherland@moog.com) on 10/12/2016 12:52:08 PM with the following comments:
http://eatipq01?module=NC&recno=RI00226386&bu=MNA

Confidentiality Notice: This electronic mail transmission is intended for the use of the individual or entity to which it is addressed and may contain confidential and/or proprietary information belonging to the sender. If you are not the intended recipient, you are hereby notified that any disclosure, use, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by e-mail and delete the original message. Thank you for your cooperation.

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<tr><td colspan="4">Line Letter Details</td></tr>
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<td>20</td>
<td>Line Letter Details Overview</td>
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- **LINE/LETTER DETAILS** Line/Letter Details - (Formally *Audit Trail*) This button provides a history of the key data elements on the screen, one or more of which have been edited, along with the Login ID of the person doing the edit and the date and time the edit was completed.
- **LETTER** - The letter assigned to defect line being viewed within the document.
- **HIGHEST LETTER** - Defines the number of letter items (or issues) documented within the record. For example, if you have four letter items, the first letter would be A1, the second letter would be B1, the third C1, and the fourth D1. Each letter item will require individual processing as the record progresses.

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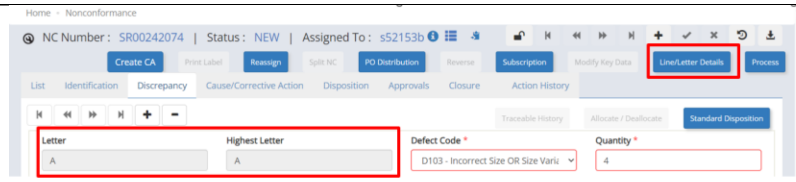
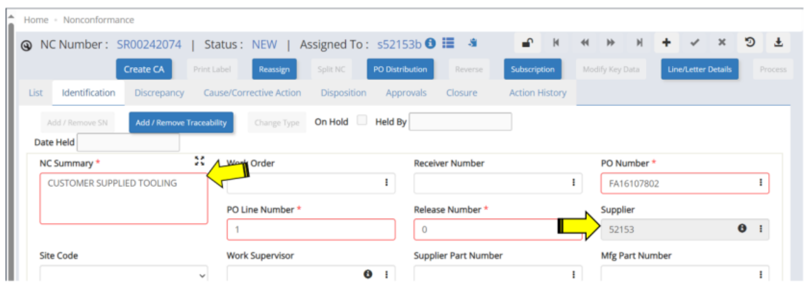
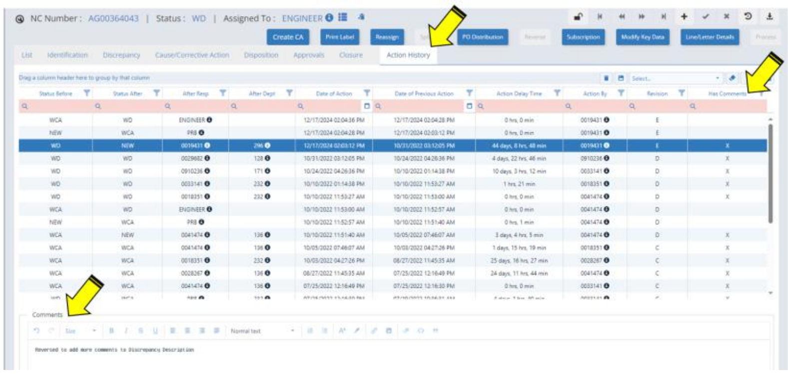
			
Required/Optional Fields			
21	Required/ Optional Fields Overview	• Required fields must have an entry or you will be unable to process the record forward to the next tab. Required fields also include a "*" after the field title. • Non-editable fields pull information primarily from MBS based on the Work Order, P.O. Receiver, or Purchase Order number entered. Required fields – Red border Optional fields – White field Non-editable fields – Grey field 	Info Only
Querying Records			
22	How to Query SWI	To Query Records, Reference SWI-1834: Querying Records To Export Results, Reference SWI-1814: Exporting Data to Excel ***Note:*** ***Links only work for Moog Employees. Suppliers must navigate to Moog Partner Portal Site to search for SWIs***	Info Only
Action History			
23	Action History Details Overview	The **Action History** tab tracks each time a record is either "Processed" forward to a new status or "Reversed" to a previous status. Reassignment comments are recorded and the amount of time in the "Assigned To" person queue is tracked. Each time a record is "reversed", the document revision increases.	Info Only

			
		Attachments	
24	Adding Attachments Overview	Reference [SWI-1810](), Adding Attachments ***Note:*** ***Links only work for Moog Employees. Suppliers must navigate to Moog Partner Portal Site to search for SWIs***	User
	COMPLETE		

Revision History

Revision Number	Date of Change	Description of Change
Original	20250226	Initial Release