



Schedule Management Module (SMM)

Last Reviewed 5/24/2022

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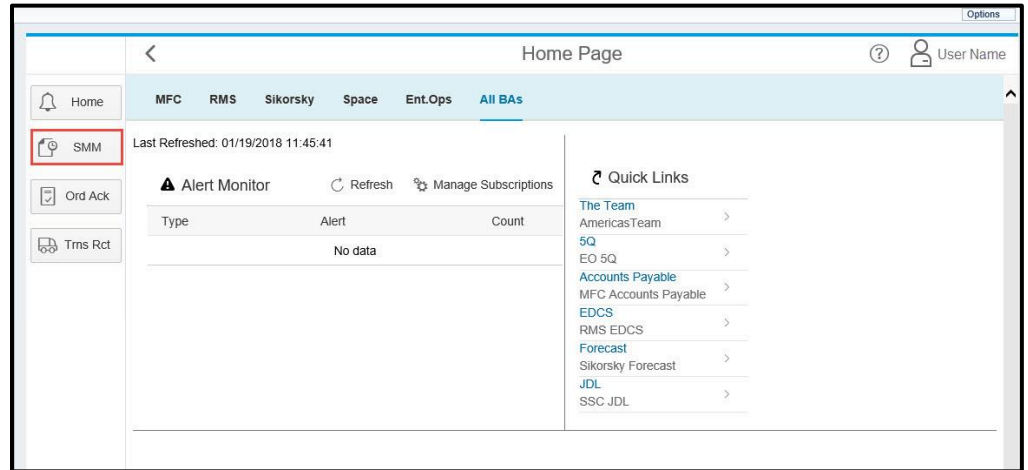
Schedule Management Module (SMM)

Navigating the Schedule Management Module (SMM), Introduction

The Schedule Management Module (SMM) is a secure, easy-to-use, web-based application enabling suppliers to provide periodic deliverable updates. Including the management of open purchase order (PO) lines and schedule agreement release lines with participating Lockheed Martin businesses:

SMM enables suppliers to provide open purchase order schedule updates via the Schedule Management Module

- To access the Schedule Management Module, Click the **SMM** button from the left panel of the Supply Chain Hub homepage



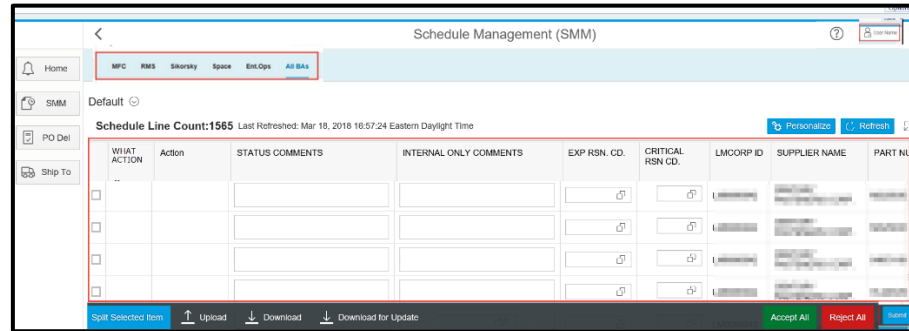


Schedule Management Module (SMM)

Navigating the Schedule Management Module (SMM), Continued

The Profile Name section contains your profile name and drives the content and data immediately viewable within the SMM.

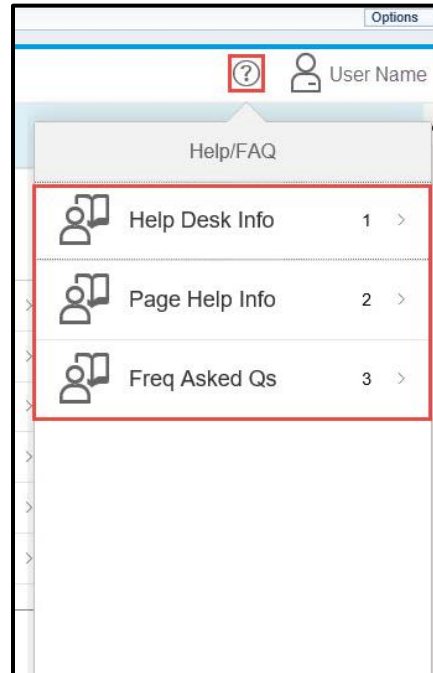
Note: Depending on the permissions you have associated with your profile, the data and information within the SMM will default to show the most relevant PO data that pertains to the business areas you are supporting



Navigating the Schedule Management Module (SMM), Help/FAQ

You can use the Help icon at the top right corner of the screen to access additional help resources

- Click the **Help icon** in the top right corner of the screen to access help links



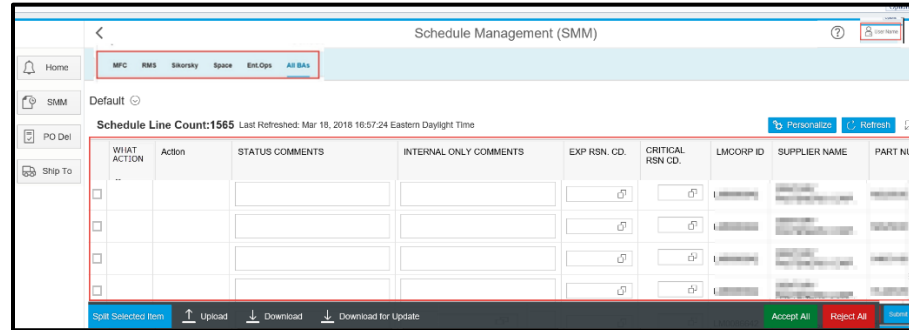


Schedule Management Module (SMM)

Navigating the Schedule Management Module (SMM), Business Area Tabs

The tabs at the top of the SMM page allow you to filter data by participating Business Area. This is a useful feature if you would like to filter PO information only pertaining to a business area you are supporting.

Note: The Business Area tab selection will default to *ALL BAs*





Schedule Management Module (SMM)

Navigating the Schedule Management Module (SMM), Viewing and Working with Data

The middle section of the SMM page provides you with direct PO data pertaining to the participating business area selected

Note: The data appearing in this section of the page will depend on the business area tab selected. In this example, all PO data for all business areas will appear because the user has remained in the default ALL BAs tab

The screenshot shows the Schedule Management (SMM) interface. At the top, there are navigation tabs: MFC, RMS, Sikorsky, Space, Ent.Ops, and All BAs. The 'All BAs' tab is selected. Below the tabs, the interface displays 'Schedule Line Count: 1555' and 'Last Refreshed: Mar 18, 2018 16:57:24 Eastern Daylight Time'. A table of PO data is shown with the following columns: WHAT ACTION, Action, STATUS COMMENTS, INTERNAL ONLY COMMENTS, EXP RSN. CD., CRITICAL RSN CD., LMCORP ID, SUPPLIER NAME, and PART NA. The table contains several rows of data, each with a checkbox in the 'WHAT ACTION' column. At the bottom of the table, there are buttons for 'Spot Selected Item', 'Upload', 'Download', and 'Download for Update'. At the bottom right, there are buttons for 'Accept All', 'Reject All', and 'Cancel'.

WHAT ACTION	Action	STATUS COMMENTS	INTERNAL ONLY COMMENTS	EXP RSN. CD.	CRITICAL RSN CD.	LMCORP ID	SUPPLIER NAME	PART NA
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								



Navigating the Schedule Management Module (SMM), Viewing and Working with Data continued

You can use the features at the bottom of the screen to download / upload PO data, split transactions, or accept / reject proposed changes to in the PO. Use the options at the bottom of the screen to:

Split data: Split a transaction by adjusting the open Schedule Quantity Promise date(s) for a line item. You can do this either on-line or by using the Download for update and uploading the file.

Upload: Upload a .CSV file

- o File Type must be in correct .CSV format.

Download: Download the PO data in .CVS format

- o This is used for information only and cannot be uploaded. If you wish to upload any new information, use the *Download for Update* feature

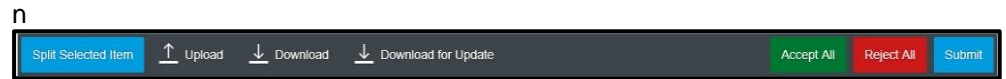
Download for Update: Download a .CVS file with a subset of data fields with column headings; this option can later be used to *Upload* changes

Accept All: Lockheed Martin internal feature

Reject All: Lockheed Martin internal feature

Submit: Submit PO change/update

See the [Working with SMM Data Guide](#) for more guidance on working with data in the Schedule Management Module



Navigating the Schedule Management Module (SMM), Personalizing Data Views

Personalizing views is another option you have when viewing PO data

- Click the **Personalize** button at the top of the data window to personalize how the PO data appears on your screen

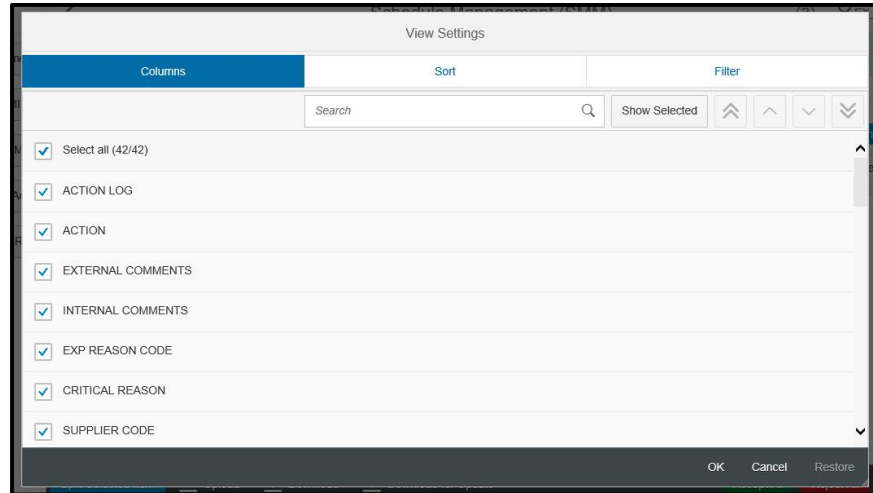


- From the *View Settings* screen, you can make changes to your view by selecting and changing from:

Columns: Select or deselect columns to view

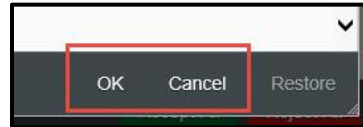
Sort: Sort selected columns in ascending or descending order

Filter: Filter selected columns by selected parameters



Navigating the Schedule Management Module (SMM), Personalizing Data Views continued

- Click **OK** or **Cancel**, to save or cancel your temporary view preferences and return to the SMM page



Note: Click **Restore** to revert any changes to default



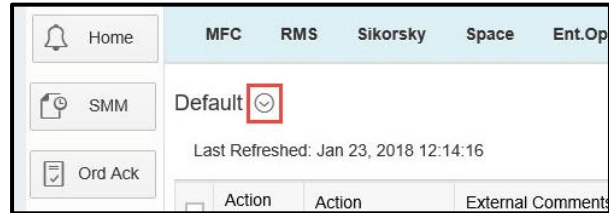
Schedule Management Module (SMM)

Navigating the Schedule Management Module (SMM), Managing and Viewing Favorites

You can save and manage your personalized views for later use

- Click the **Favorites/Default** drop-down arrow to open saved views

Note: By default, it is recommended that you display / view all fields, therefore, your default display is initially set up to show all available fields. Unless previously changed, “*Default*” is the name of the default view in the system



Navigating the Schedule Management Module (SMM), Managing and Viewing Favorites continued

- From the *Variants* drop-down screen, you can
 - **Manage:** Select or manage previously saved favorites
 - **Save As:** Save a current view as a favorite

See the [Personalizing Views in SMM Guide](#) for more guidance on personalizing views and managing favorites

