



Boeing 787 SCMP General Navigation Guide

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CONTENTS

Document Versions	3
General Navigation Overview	4
Get Started	4
System Requirements	4
Consistent Navigational Features	5
Change Roles	6
Search Aids	7
Calendar	7
Date Range	7
Advance Search	8
Add to Favorites	8
My Workspace Page	11
Set Filters	11
Edit My Workspace Page	12
Add Card	13
Inbox Status	14
Upload Status	15
Update User Preferences	15
Email Alert Notifications	16
Manage Alerts	19



DOCUMENT VERSIONS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	08/01/22	Ashleigh Howell
2	Harmony Upgrade	07/07/23	Ashleigh Howell



GENERAL NAVIGATION OVERVIEW

This guide provides information and instructions on general navigation in the Boeing 787 SCMP application. To include:

- System Requirements
- Consistent Navigational Features
- Role Management
- Search Aids
- Bookmarks/Favorites
- My Workspace Page
- Inbox Status
- User Preferences
- Home and Workspace Pages
- Email Alert Notifications

GET STARTED

To access the Boeing 787 SCMP application, you must receive an invitation from your partner to create an Exostar's Managed Access Gateway (MAG) account and to purchase and set-up a security credential. For more information, including step-by-step instructions on completing the account set-up process, please see the [Boeing 787 SCMP Get Started](#) page on Exostar's self-help portal.

System Requirements

Network Bandwidth: 256Kbps minimum, higher is recommended.

Hardware

- **OS:** Windows 2000 or Windows XP or above
- **CPU:** 450MHz Pentium III minimum, 1GHz or more recommended
- **Ram:** 128MB minimum, 256MB or more is recommended

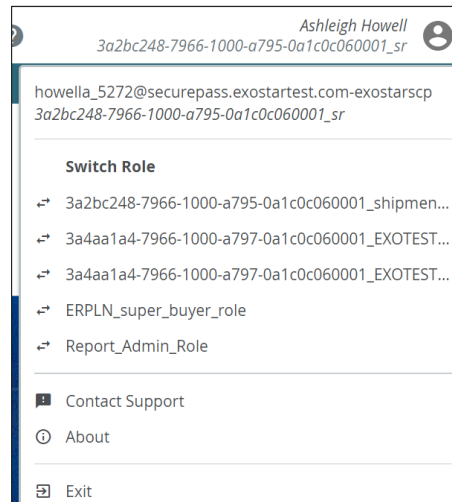
Software

- Mozilla Firefox (V41) or Google Chrome (V45)
 - Error message: default.browserNotSupported
 - Other browser versions may work, but are not tested and actively supported
- Adobe Acrobat Reader 11.0 or higher to view and print POs, Shipments, Shipping labels, & PDF training documents.
- "Pop-up blocker" software may affect certain operations, so on those occasions, press either the Alt key or Ctrl key when clicking a link.

CONSISTENT NAVIGATIONAL FEATURES

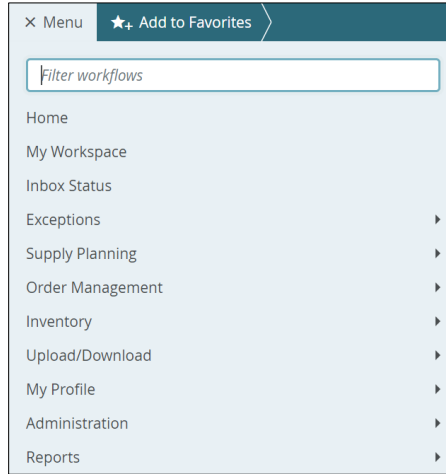
When you first access the 787 SCMP application, the following displays:

- **User Access Menu:** Located in the upper, right-hand corner; includes your username and role, ability to switch roles, Contact Support link, About link, and a logout function.

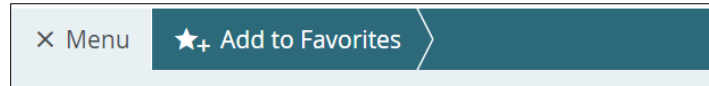


- **Navigation Menu:** Located in the upper, left-hand corner, used to navigate around the various workflows and sections of 787 SCMP.
 - **Home:** Select this to redirect to the main 787 SCMP homepage.
 - **My Workspace:** Provides access to a summary of your alerts, problems, orders, shipments, and receipts.
 - **Inbox Status:** Provides access to the results of uploads and downloads.
 - **Exceptions:** Provides access to a summary of your exception alerts in the system.
 - **Supply Planning:** Provides access to the planning schedule for your collaboration items.
 - **Order Management:** Provides access to purchase orders, shipments, receipts, reverse logistics POs, return shipments and replacement shipments.
 - **Inventory:** Provides access to the inventory status.
 - **Upload/Download:** Provides access to upload or download data.
 - **My Profile:** Provides access to change your first page, role, and user preferences.
 - **Administration:** Depending on your role, this menu option provides administrative functions.

- **Reports:** Provides access to the reporting portal.



- **Add to Favorites:** Allows you to bookmark pages in the 787 SCMP application.



- **Page Display:** The main work area in 787 SCMP.

CHANGE ROLES

Please see the **Solution Overview Guide**, located on the [Boeing 787 SCMP Training Resources](#) page on Exostar's self-help portal, my.exostar.com, to learn more about the available roles in the solution. To change your own role in the application:

1. Select the **User Access Menu** drop-down.
2. Select the desired role from the **Switch Role** section.



NOTE: The role you are signed into when you exit SCMP is preserved for the next session.

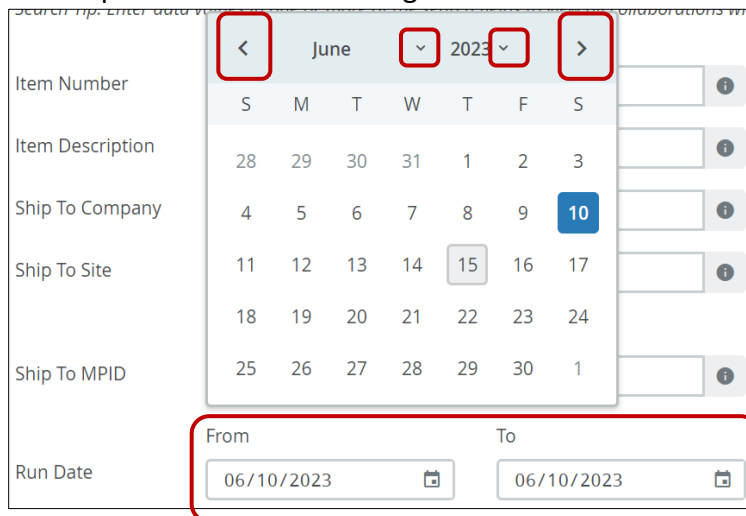
SEARCH AIDS

The calendar, date range, and advance search options aid in locating information in the Boeing 787 SCMP application. This section provides instructions on utilizing these aids.

Calendar

To use the calendar search aid:

1. Navigate to a search page. Click in the **From** or **To** field to open the calendar window for that field.
2. Click the date to choose it:
 - a. [**>**] Moves forward a month, while [**<**] moves back a month.
 - b. Use the drop-down arrows to change to the desired month and year.



Date Range

The Relative Date Range (Days) allows users to search on a specific date range. The criteria for the date range slider can be saved for future use. Using the date range slider will then override a calendar date that was entered. Entering a calendar date will override a range on the slider that was entered. A positive integer on the slider indicates a number of days into the future from the current date. A negative integer means a number of days into the past.

To use the date range search aid:

1. Navigate to a search page. Select the **Relative Date Range** icon.



- Slide the left bar to set the start of the date range. Slide the right bar to set the end of the date range. Select the **Calendar** icon to return to the **To** and **From** fields.

The image shows a date range selection interface for the field 'Shipment Created'. It features a horizontal slider with two blue circular handles. The left handle is positioned at '-7' and the right handle is at '0'. A red box highlights the two blue handles. To the right of the slider is a calendar icon, also highlighted with a red box.

Advance Search

Users can include/exclude criteria in certain fields on a search page. These fields are denoted with an icon. Hover over the icon for instructions on how to include or exclude. To include/exclude:

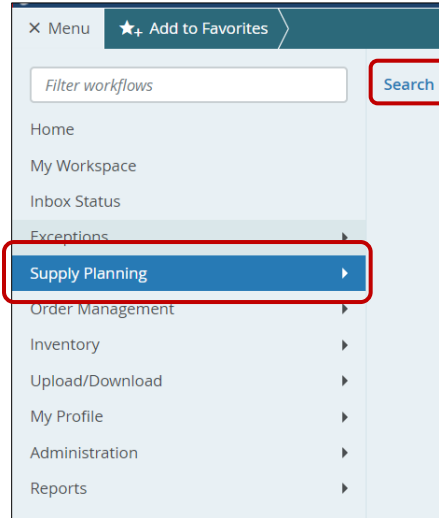
- Separate values with commas.
- Exclude a value by typing - in front of it (e.g. -item1).
- Include NULL values by typing NO_VALUE at the end of your query.

The image shows an advanced search interface with various input fields. A tooltip is displayed over the 'Actual Ship Date' field, providing instructions on how to include or exclude values. The tooltip text is: 'You may define an Include/Exclude in this field', '* Separate values with commas.', '* Exclude a value by typing "-" in front of it (e.g. "-Item1').', and '* Include NULL values by Typing "NO_VALUE" at the end of your query.' The tooltip is highlighted with a blue border. Red boxes highlight the information icons in the 'Supplier Name' and 'Item Description' fields.

ADD TO FAVORITES

Boeing 787 SCMP allows you to create bookmarks directly in the application. To create a bookmark:

1. From the menu, select **Supply Planning** → **Search**.



2. Input desired search criteria. Click **Search**.

A screenshot of the 'Search' interface within the 'Supply Planning' section. The interface includes a search bar, a 'Saved Searches' dropdown (set to 'None'), and a 'Save Search' button. Below the search bar is a tip: 'Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.' The search fields are arranged in two columns:

Item Number	AMA-1	Supplier Name	
Item Description		Supplier Code	
Ship To Company		Supplier MPID	
Ship To Site		Contact Name	
Ship To MPID		Schedule Agreement Number	
Run Date	From: MM/DD/YYYY To: MM/DD/YYYY	Schedule Change	
Response Mismatch		Schedule Status	

At the bottom of the search fields are 'Search' and 'Reset' buttons.

3. Place a checkmark next to the desired **Planning Schedule**. Click **View**.

A screenshot of the 'Collaboration Selector' interface. The table displays one record with the following data:

Ship To Company	Ship To Site	Supplier Name	Supplier Code	Item Number	Schedule Status	Inactive Date	Ship To MPID
787 Supplier Test 2	EXOTEST	787 Supplier Test 1	017963	AMA-1	Processing		3a4aa1a4-7966-1000-a797-0a1c0c060001

The 'View' button is highlighted with a red box. Below the table are buttons for 'Save', 'Reset', 'Rollover Selected Collabs', and 'Download Selected Collabs'. The 'Records Per Page' is set to 25.

4. At the MCV page, click **Add to Favorites** in the Header.



5. Select the desired **Criteria**:

- a. **Collaborations**: Saves the collaborations you selected to view on the page.
- b. **Filter Selections**: Saves the filter criteria you defined.

NOTE: If you get the URL size exceeds bookmark limit error when saving Collaborations, the data you bookmarked is too large. The alternative is to bookmark Filter Selections.

6. Select the desired **Date Range**:

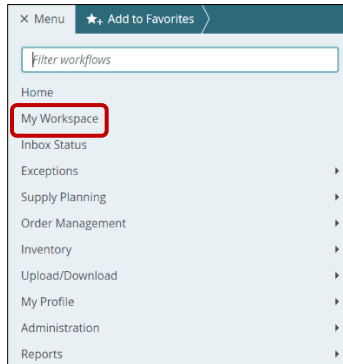
- a. **Absolute**: Retains the date range you selected to view on the page.
- b. **Relative**: Uses your default start date and end date.

7. Name the favorite. Choose save location. Click **Save**.

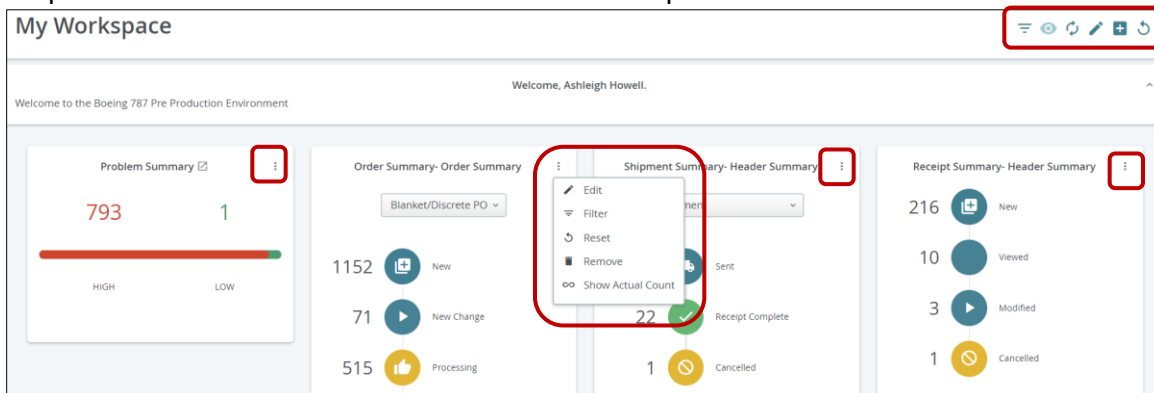
The 'Add to Favorites' dialog box is shown. It has a title bar with 'Add to Favorites' and a close button. The 'Criteria' section has two radio buttons: 'Collaborations' (selected) and 'Filter Selections'. The 'Date Range' section has two radio buttons: 'Relative Date Range' (selected) and 'Absolute Date Range'. The 'Name' field is a text input with the text 'Collaboration View'. The 'Save in' dropdown menu is set to 'Favorites Bar'. At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

MY WORKSPACE PAGE

My Workspace allows you to personalize your dashboard for easy monitoring of activities, such as a summary of your Alerts, Problems, Orders, Shipments, and Receipts. The following section provides customization options. From the menu, select **My Workspace**.



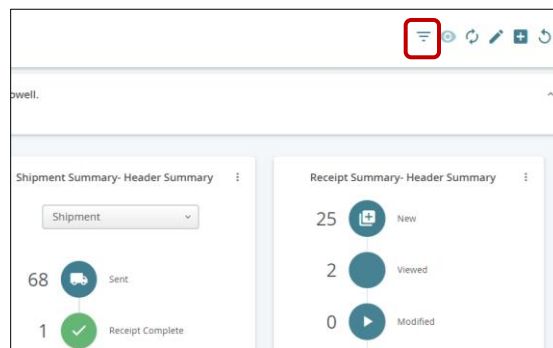
You can select from the customization options located in the right-hand corner or you can select the ellipses for the individual cards to view the same options.



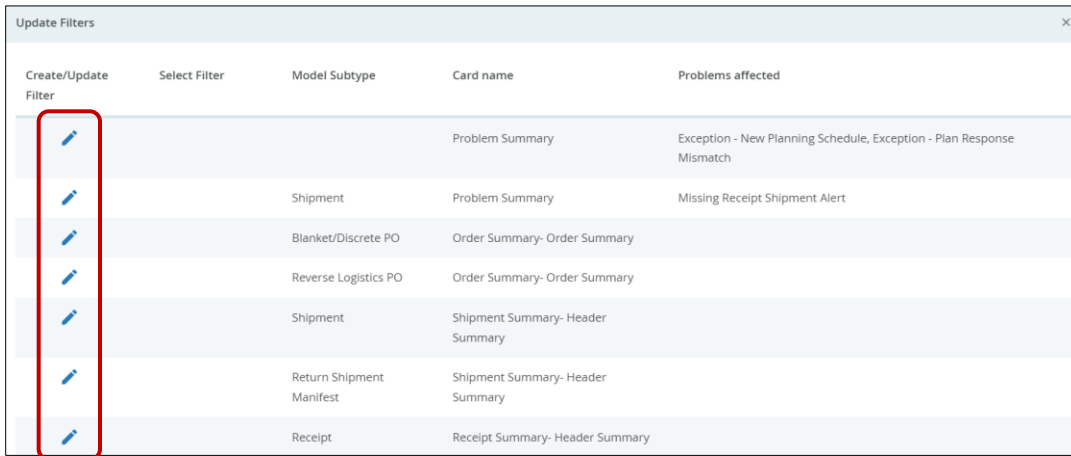
Set Filters

To set filters on the My Workspace page:

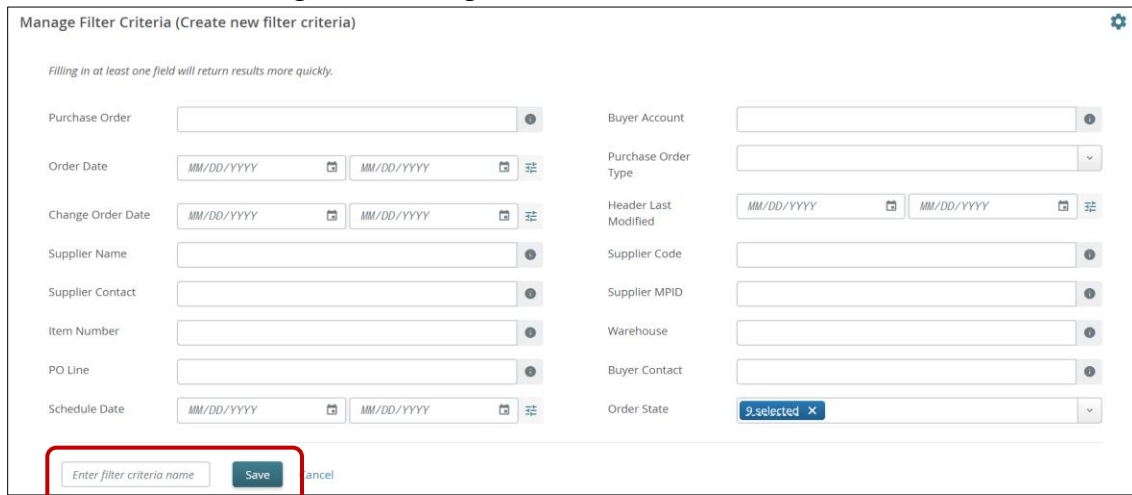
1. Select the **Filter** icon.



2. In the **Update Filters** dialogue box, select the edit icon for the desired filter.



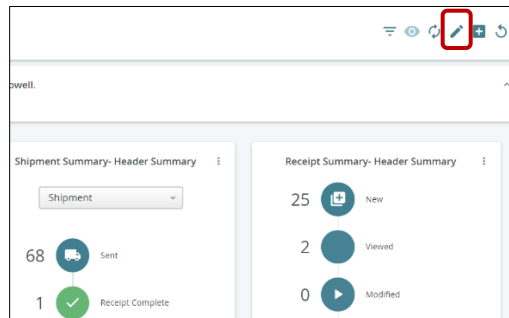
3. Make desired changes to existing filter or select to save as a new filter. Click **Save**.



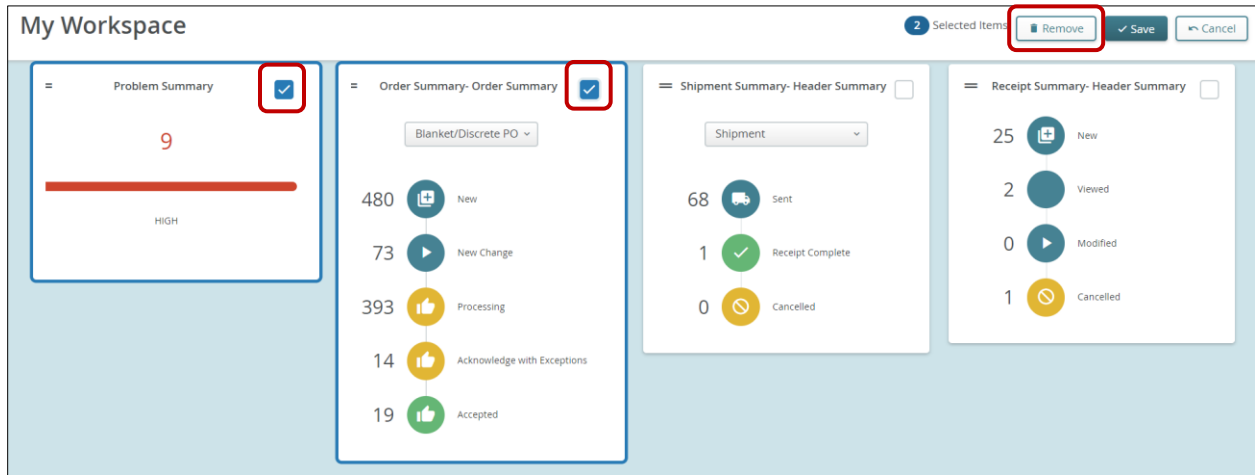
Edit My Workspace Page

To edit the existing cards on the My Workspace page:

1. Select the **Edit** icon.



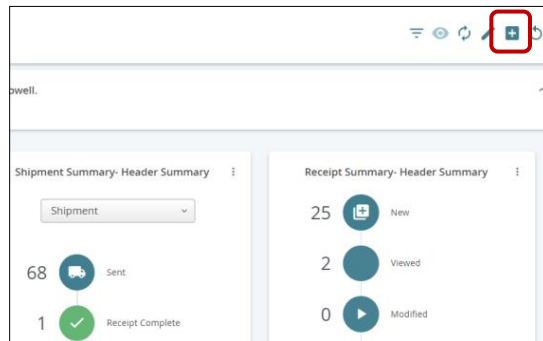
2. Place checkmarks in the desired cards. Click **Remove**.



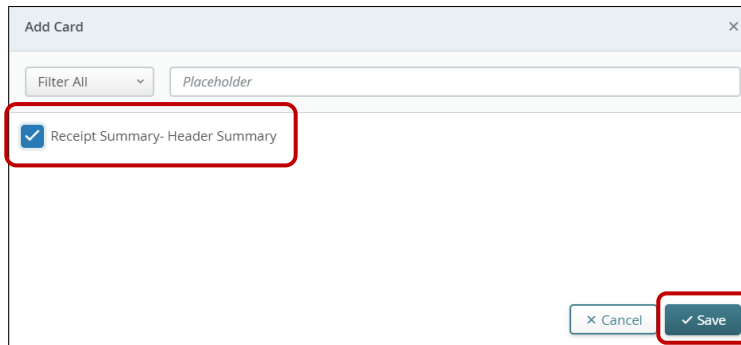
Add Card

Boeing 787 SCMP limits the number of visible cards to four. To add a new card to the My Workspace page:

1. Click the **Add Card** icon.

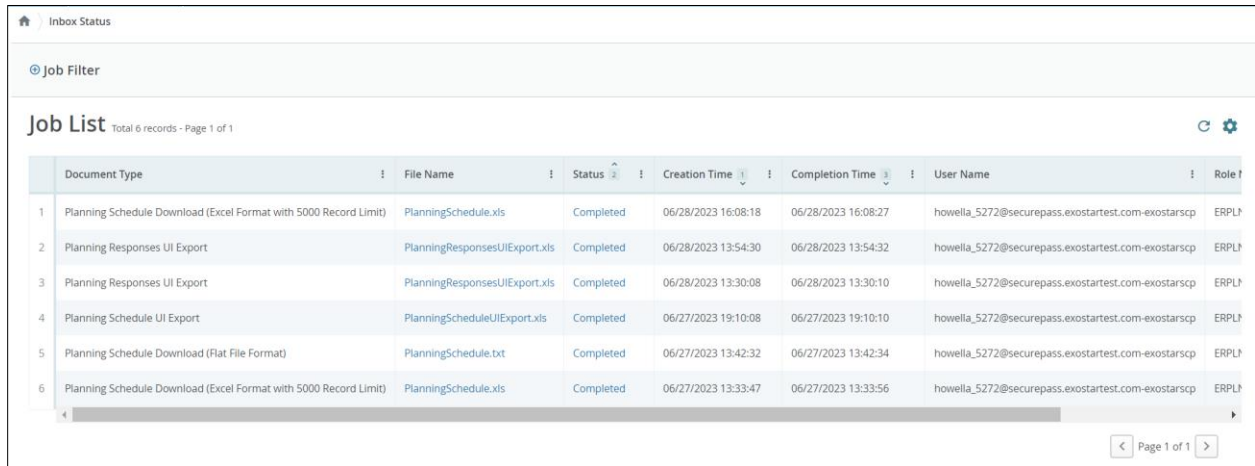


2. Place a checkmark next to the available and desired card. Click **Save**.



INBOX STATUS

The Inbox Status menu option provides a list of all system downloads and uploads:

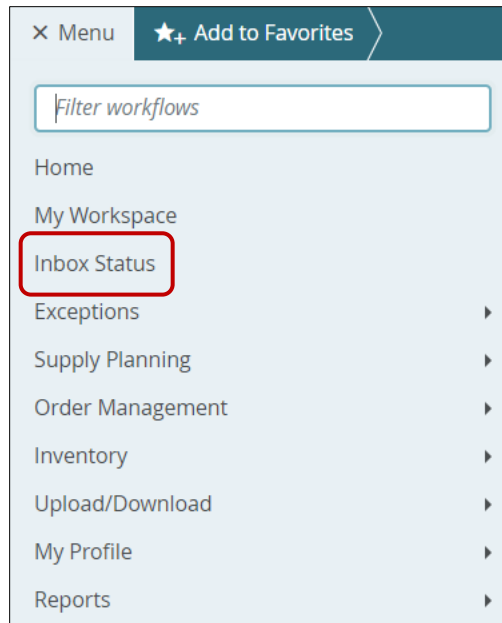


The screenshot shows the 'Inbox Status' page with a 'Job List' table. The table has 6 records, all with a status of 'Completed'. The columns are Document Type, File Name, Status, Creation Time, Completion Time, User Name, and Role. The user name for all records is 'howella_5272@securepass.exostartest.com-exostarscp'.

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role
1 Planning Schedule Download (Excel Format with 5000 Record Limit)	PlanningSchedule.xls	Completed	06/28/2023 16:08:18	06/28/2023 16:08:27	howella_5272@securepass.exostartest.com-exostarscp	ERPL
2 Planning Responses UI Export	PlanningResponsesUIExport.xls	Completed	06/28/2023 13:54:30	06/28/2023 13:54:32	howella_5272@securepass.exostartest.com-exostarscp	ERPL
3 Planning Responses UI Export	PlanningResponsesUIExport.xls	Completed	06/28/2023 13:30:08	06/28/2023 13:30:10	howella_5272@securepass.exostartest.com-exostarscp	ERPL
4 Planning Schedule UI Export	PlanningScheduleUIExport.xls	Completed	06/27/2023 19:10:08	06/27/2023 19:10:10	howella_5272@securepass.exostartest.com-exostarscp	ERPL
5 Planning Schedule Download (Flat File Format)	PlanningSchedule.txt	Completed	06/27/2023 13:42:32	06/27/2023 13:42:34	howella_5272@securepass.exostartest.com-exostarscp	ERPL
6 Planning Schedule Download (Excel Format with 5000 Record Limit)	PlanningSchedule.xls	Completed	06/27/2023 13:33:47	06/27/2023 13:33:56	howella_5272@securepass.exostartest.com-exostarscp	ERPL

To further filter the results listed:

1. Select **Inbox Status** from the menu.



2. Expand the **Job Filter** section. Enter desired criteria. Click **Search**.

The screenshot shows the 'Inbox Status' page. At the top left, there is a 'Job Filter' section highlighted with a red box. Below this, there are several input fields: 'User Name' (howella_5272@securepass.exostartest.com-exostarscp), 'Document Type' (57_selected), 'Role Name', 'Status', 'Creation Time' (From and To), and 'Completion Time' (From and To). At the bottom left, there is a 'Search' button highlighted with a red box and a 'Reset' button next to it.

Upload Status

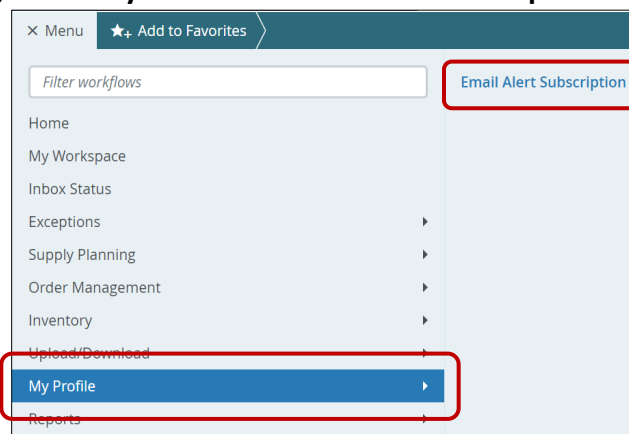
The following statuses are possible for upload files:

- **Queued:** The system is working on other files and will get to your file momentarily.
- **In Process:** The system is still writing the data file. If the Queued or In Process status displays, the system automatically updates the status every ten seconds. You can also click the Refresh icon (R) to manually refresh.
- **Completed:** The system is done writing the data file. If the Completed status displays, the file was successfully written on the server.
- **Completed with Errors:** An error occurred in processing the data file. Click the hyperlinked status to view the errors and provide the option to download a file that explains the problems.

UPDATE USER PREFERENCES

To update your user preferences:

1. From the menu, select **My Profile** → **Email Alert Subscriptions**.



2. Select the **Collaboration Preferences** tab.

3. Set **Relative Start** (negative number) and/or **End Days** (positive number) from the current date, to limit the MCV view of the **Planning Schedule** timeline.
4. Under the **Item Collaboration** section, select **Planning View** or **Inventory Status** from the **Default Variant View** drop-down menu.
5. When finished, click the **Save** button.

The screenshot shows the 'Collaboration Preferences' form within the 'Email Alert Subscription' section of a user's profile. The breadcrumb trail is 'My Profile > Email Alert Subscription'. The form has two tabs: 'Alert Subscription' and 'Collaboration Preferences', with the latter being active. The main heading is 'Collaboration Preferences'. There are two input fields: 'Relative Start Days from Current (example: +10,-10)' and 'Relative End Days from Current (example: +10,-10)'. Below these is the 'Item Collaboration' section, which contains a 'Default Variant View' dropdown menu currently set to 'Planning View'. At the bottom of the form are 'Save' and 'Reset' buttons.

EMAIL ALERT NOTIFICATIONS

SCMP sends email alert notifications when predefined actions occur within the system and all email alert notifications are subscription-based. Email alerts default to OFF.

Email alert notifications are sent to all individual users with the same roles, belonging to the same company, provided they subscribed to receive email notifications. Alerts are role-based, in that all people with the same user role receive the same email, assuming they subscribed to them.

SCMP does not send email alerts based on user IDs. If four new POs are issued to a Supplier, SCMP sends the same alert to all subscribed users with the same role for that Supplier company. A group email alias can be set up. For Exostar only, email alerts show up in the Network Console. The email Subject starts with Boeing 787 or SCMP to distinguish it from a SupplyPass or BSCP email alert.

Condition	User Role	Comments
BPO/Purchase Order		
New PO/POC Alert	<ul style="list-style-type: none"> Boeing Consuming Partner (MPID_br) Providing Partner (MPID_sr) 	<ul style="list-style-type: none"> Sent at the top of the hour Default is one email per change All New POs and POC created in the last hour will be reported Shown in My Workspace
Buyer Stale Order Alert	Boeing	<ul style="list-style-type: none"> Sent every week at 00:01 hours UTC The system generates a report based on a query of the database for orders with a "New", "New Change" or "Processing" status that are > 2 and <= 60 days old, as determined by the PO Issue Date. Users can subscribe to alerts through My Profile.
Supplier Stale Order Alert	Providing Partner (MPID_sr)	<ul style="list-style-type: none"> Sent Wednesday and Saturday at 00:05 hours UTC The system generates a report based on a query of the database for orders with a "New", "New Change" or "Processing" status that are > 5 and <= 60 days old, as determined by the PO Issue Date.
Planning Schedule		
New Planning Schedule	<ul style="list-style-type: none"> Boeing Consuming Partner (MPID_br) Providing Partner (MPID_sr) 	Sent every day at 00:15 hours
Planning Schedule Response Mismatch	<ul style="list-style-type: none"> Boeing Consuming Partner (MPID_br) Providing Partner (MPID_sr) 	<ul style="list-style-type: none"> Triggered by Planning Schedule Response upload or user interface entry All collabs that have a response from current date

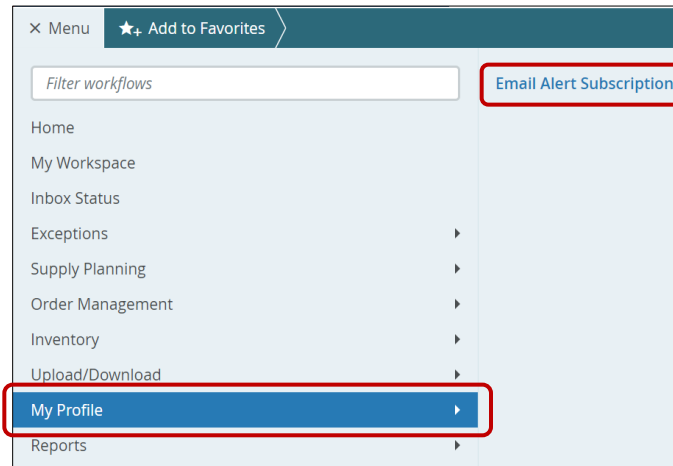
		<p>forward up to 'Response Limit Date' or maximum PS/PSR date in the future are evaluated for mismatch</p> <ul style="list-style-type: none"> • Shown in My Workspace
Receipt		
Missing Receipts for Shipment	<ul style="list-style-type: none"> • Boeing • Consuming Partner (MPID_br) • Providing Partner (MPID_sr) 	<ul style="list-style-type: none"> • Sent daily at 3:00 and 12:00 hours UTC • Identifies Missing Receipt against existing Shipment lines (PMI parts only) in the 'Sent' state • Shipment 'License Plate Number' will be the referential link • System will begin checking 5+ days in the past <ul style="list-style-type: none"> ○ For example: Let us assume today is May 30th. SCMP will get all Shipment lines that were expected to be delivered prior to May 25th that do not yet have a Receipt. ○ No Quantity matching checks are made. • Alert will cease after 7 days • Shown in My Workspace
Inactive Collab		
Pending Inactive Collab Item Email Alert	<ul style="list-style-type: none"> • Boeing • Consuming Partner (MPID_br) • Providing Partner (MPID_sr) 	<ul style="list-style-type: none"> • Sent daily 00:30 UTC • All collabs are flagged where the 'Inactive Date' <ul style="list-style-type: none"> ○ Is NOT NULL, and ○ The 'Inactive Date' was modified in the last 24 hours at the time of evaluation
Inactive Collab Item Email Alert	<ul style="list-style-type: none"> • Boeing • Consuming Partner (MPID_br) • Providing Partner (MPID_sr) 	<ul style="list-style-type: none"> • Sent daily after the nightly script is run to mark collabs "Inactive"

		<ul style="list-style-type: none"> • All collabs are flagged that <ul style="list-style-type: none"> ○ Have an “Inactive” flag set to "Yes", and ○ Have been made inactive in the last 24 hours
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Manage Alerts

To access and manage alert subscriptions:

1. From the menu, select **My Profile** → **Email Alert Subscription**.



2. In the **Subscribed** column, toggle the on/off switch as desired.
3. Select the **Edit** icon to further manage filter options.

The screenshot shows the 'Alert Subscription' page with a table of alert subscriptions. The 'Subscribed?' column contains toggle switches, and the 'Filters' column contains edit icons. Both columns are highlighted with red boxes.

Filters	Subscribed?	Group Name	Alert Name	Alert Description	Last Changed By
	<input checked="" type="checkbox"/>	Blanket_PO	Buyer Stale Order Alert	Buyer Stale Order Alert	DEFAULT_USER
	<input type="checkbox"/>	Blanket_PO	New PO/POC Alert	New PO/POC Alert	
	<input type="checkbox"/>	Forecast	Inactive Collab Part Email Alert	Inactive Collab Part Email Alert	
	<input checked="" type="checkbox"/>	Forecast	New Planning Schedule Alert	New Planning Schedule Alert	DEFAULT_USER
	<input type="checkbox"/>	Forecast	Pending Inactive Collab Part Email Alert	Pending Inactive Collab Part Email Alert	
	<input checked="" type="checkbox"/>	Forecast	Planning Schedule Response Mismatch Alert	Planning Schedule Response Mismatch Alert	DEFAULT_USER