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1. To open a Claim

After you have read and accepted the privacy statement by flagging the case indicated by the red arrow, go to "Warranty" drop down menu and click on "New Claim".

WELCOME TO GEVEN SPARE PARTS WEB PORTAL



USERID: POWER USER

ENABLED USER

INFORMATION

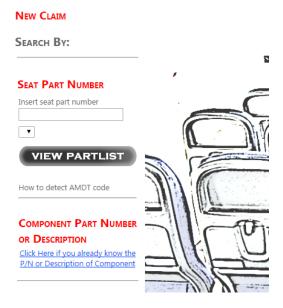
The information contained in this portal is strictly confidential and is intended for the addressee only. The unauthorized use, disclosure, copying, alteration or distribution of this information is strictly prohibited



In this section you can search either by seat part number or component part number as well as description.

1.1 Research by seat part number

If you search by seat part number, you will automatically view all the AMDT's associated to it. After selecting the seat part number, click on "View Part List".

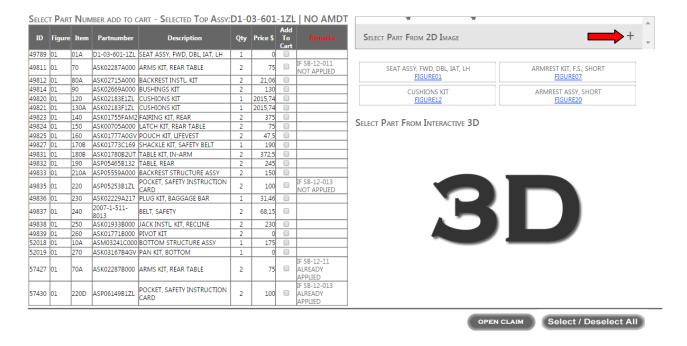


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You will view FIGURE 01 part list on your left.

Other available FIGURES part lists are listed on your right.

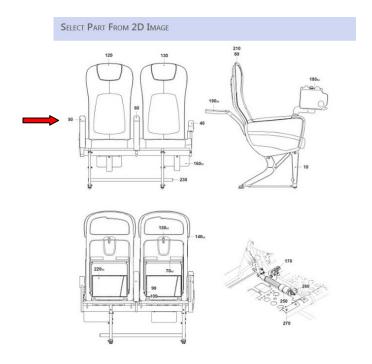
To view the 2D illustration, click on the "+" symbol indicated by the red arrow.



By selecting any 2D part, the corresponding 3D illustration appears.

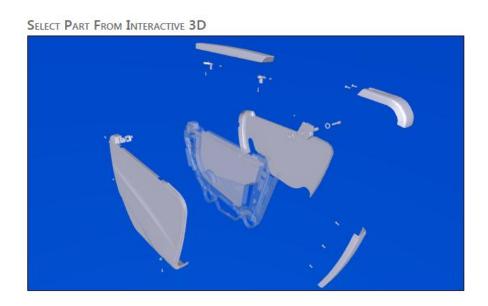
The 3D illustration can be:

- rotated by pressing on the mouse left button;
- zoomed by means of the mouse scroll;
- translated by pressing on the mouse scroll button;
- selected by clicking on the mouse left button.

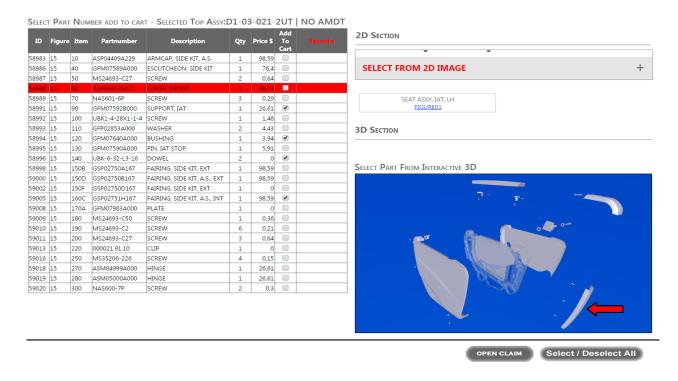




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Any selected 3D part will be also highlighted in the part list, as shown below.



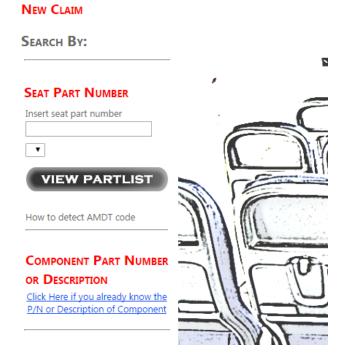
You have to flag the item/items you want to claim for and click on the "OPEN CLAIM" button. You can also select/deselect all items by clicking "Select/Deselect All" and then click on the "OPEN CLAIM" button.



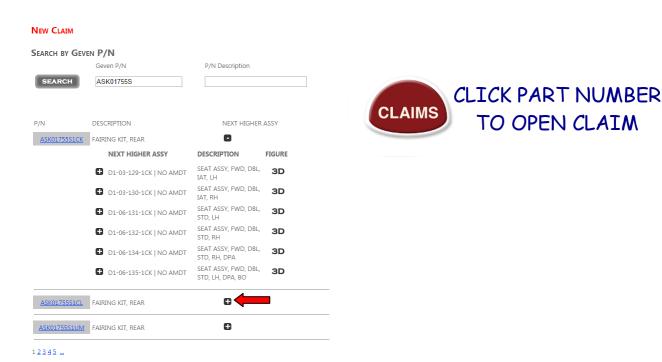
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1.2 Research by component part number/description

If you search by component part number and/or description, click on the relevant link.



After inserting the component part number or the description, a list of part numbers appears. To view any part number's next higher assy, click on the "+" sign, indicated by the red arrow.



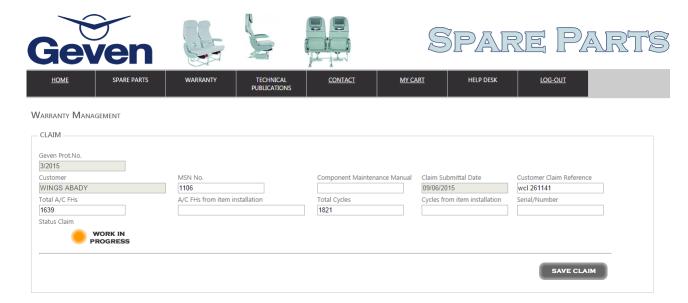
Select the part number you want to claim for by clicking on it.



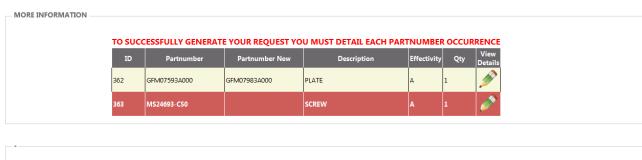
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2. To save a Claim

Once you have opened your claim as per Chapter 1 procedure, a form to be filled in appears.



By clicking on the "VIEW DETAILS" button, you can detail your claim. In fact, for every previously selected item you can provide one or more occurrence descriptions (i.e. *cracked fairing, broken armcap* and such) and/or attachments.





To end, click on the "SAVE CLAIM" button.



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3. My Claim Status

In this section you can check the status of your claims.

The research criteria are: prot. number, part number, occurence description, MSN number and customer claim reference.

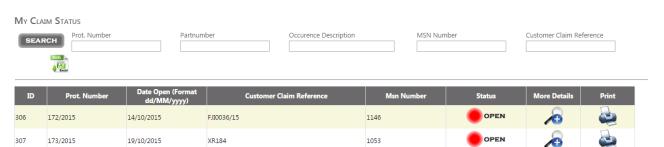
EXCEL

When you have filled in the relevant cases, click on the "SEARCH" button.

A claim list appears.

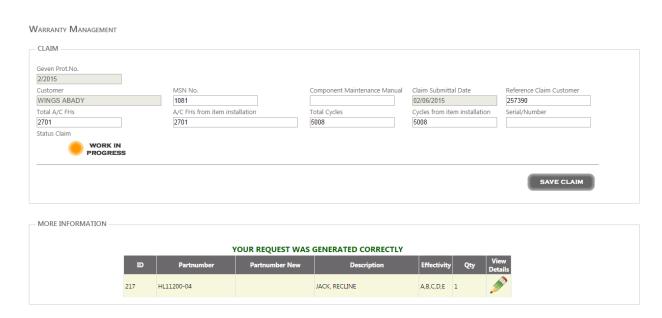


If you want to export a single claim report as a PDF file, click on



If you want to review and/or update your claim, click on

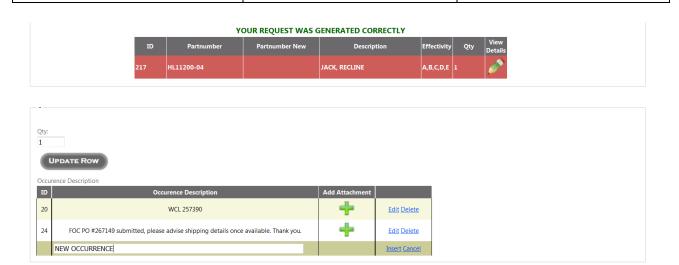




By clicking on the "View details" button you will not only view your own claim details but also add one or more occurrence descriptions and/or attachments.



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Any attachment can be enclosed only when the insertion of a new occurrence description has been completed by clicking on the "Insert" button.



At this stage, you can click on the A new screen appears below.





Look for the file you want to attach by clicking on the button indicated by the red arrow then click on the "Insert" button.

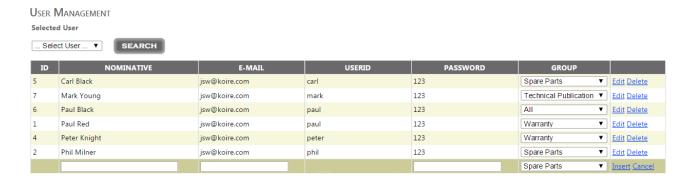
Scroll up and finally click on the "SAVE CLAIM" button.



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4. User Profiles

In this section you can manage the users's access to the portal.



To view the enrolled users' access information, click on "Select User" drop down menu, then on "Search".

A list appears including the user's name, e-mail address, id, password and the group one belongs to. In fact, groups are divided into four categories:

- Spare Parts: user is enabled to access the portal Spare Parts section only.
- Warranty: user is enabled to access the portal Warranty section only.
- Technical Publications: user is enabled to access the portal Technical Publications section only.
- All: user is enabled to accesss all the sections of the portal.

You can:

- modify any user's piece of information by clicking on "Edit";
- nullify one's access to the portal by clicking on "Delete".

If you want to add new users, fill in the last row cases, then click on "Insert". The user will be eventually enabled by Geven by means of an official by e-mail.