

Short User Manual AIMS



Contents

- 1. First Login 3**
- 2. Supported Browsers and System Requirements 3**
- 3. General Information and Handling 3**
 - 3.1. Common Functions..... 3
 - 3.2. Main Menu 4
 - 3.3. Detail Pages 4
- 4. Addresses 4**
- 5. People 4**
- 6. Parts 4**
 - 6.1. Stock Management..... 4
 - 6.2. MSA parts list 4
- 7. Assets (SCBA, Cylinder Facepiece) 5**
 - 7.1. General..... 5
 - 7.2. Status Management..... 5
 - 7.3. Assignment..... 5
 - 7.4. Location and Location History 5
- 8. SCBA..... 5**
 - 8.1. Overhaul Calculator and Date 5
 - 8.2. Type, Components and Serial Number History 5
 - 8.3. Test History 5
- 9. Cylinder 5**
 - 9.1. Fill History and Counter 5
 - 9.2. Test History 5
- 10. Facepieces 5**
- 11. Work Orders 6**
 - 11.1. Overhaul..... 6
- 12. Purchase Orders 6**

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1. First Login

Every customer has an Org-Admin (Organizational Administrator) to manage user accounts.

This Org-Admin will send you a link to the **SUMMON** System to setup a personal password before being able to access the **AIMS** System.

1. Click the link you received from the Org-Admin of your organization.
2. Set a personal password.
3. Navigate to the **AIMS** System and log in.

AIMS-System: <https://aims.msasafety.com>

2. Supported Browsers and System Requirements









Requirements:

- Internet connection
- Email address for the user account
- Compatible internet browser

Level	Browser	Description
Tier 1	Chrome and Firefox	Latest version always tested with every feature
Tier 2	IE / EDE and Safari	Briefly tested and maintained if bugs are reported

3. General Information and Handling

3.1. Common Functions

Icon	Meaning
	Click to open the main menu.
	Click to add a new entry.
	Click to edit an existing entry
	Click to remove an existing entry
	Click to search content specific to the module.
	Click to select a date from a calendar.
	Click so see more options.
	Click to select a sub entry.

3.2. Main Menu

The main menu is accessible through the button in the top left corner. The available items may vary based on the rights of the individual user.

3.3. Detail Pages

The detail pages of individual datasets are accessible through the three dots at the end of a dataset listing.

Detail pages are available in the majority of the modules. Detail pages provide an overview of status info and history of one individual dataset. The main data of a dataset including ID is not changeable through this page.

4. Addresses

The capabilities assignable to an address have an impact on where the addresses could be used within the application. Addresses are used in work orders, purchase orders, cylinder fillings, cylinder tests and for asset location management.

Capability	Usage / Effect
Supplier	Select supplier in purchase orders or work orders as service center.
	Add discount and tax rate information per supplier to calculate the prices.
	Add different labor types and set the hourly rate per labor type.
Fill Institute	Select address during cylinder fillings.
	Add one or more fill stations to document which explicit fill station has been used. This is an optional level of detail.
Test Institute	Select address during cylinder tests.

5. People

The personal information is used for fit testing and documentation of assets given to a person.

Overviews of assigned or previously assigned assets are accessible through the detail view of each individual person in the system.

6. Parts

Spare parts and components for the workshop can be managed with respect to prices and stock management.

6.1. Stock Management

Minimum stock level and an additional pre notification level can be set per part. The threshold levels influence the coloring of the stock levels in the overview list and are used to show stock level information on the dashboard of the system.

- Stock information can be changed manually through the detail page of each part.
- The stock information will automatically be updated whenever a purchase order is completed or a part is added to a work order.

Color	Meaning
red	Stock level of part is lower than minimum threshold
yellow	Stock level of part is lower than pre notification threshold and higher than minimum threshold

6.2. MSA Parts List

On top of the overview list of the parts, the button “Add from MSA list” is displayed. It provides a parts list maintained by MSA including prices etc.

Parts added to the parts inventory will be updated when MSA updates the information of the list. The part number, description and price of imported parts cannot be edited.

7. Assets (SCBA, Cylinder Facepiece)

7.1. General

New assets can be added through the “+” button in the top right corner of every list view.

All ID information and main data like manufacturing date or in service date are accessible and changeable through the edit view.

7.2. Status Management

Each sort of asset can have the status “repair needed” or “in use”.

7.3. Assignment

Each asset can be assigned to a person.

7.4. Location and Location History

Each asset can be assigned to a location. All past location assignments are logged in a location history, which is accessible through the detail page of the asset.

8. SCBA

8.1. Overhaul Calculator and Date

The next overhaul date of an SCBA can be set manually by selecting a date or it can be calculated with the help of the overhaul date calculator.

Based on the usage in hours per week or cylinders per week, it calculates the next overhaul date estimation.

8.2. Type, Components and Serial Number History

Based on the selected SCBA type, the system enables the user to add serial numbers for the individual components of the SCBA. Each change to these serial numbers is documented in a history accessible through the detail view of the individual SCBA.

8.3. Test History

Performed tests can be documented through adding test datasets on the SCBA detail page. On this page, the “test status” shows a “+” button to add a new test dataset.

The test dataset includes an overall result selection and a possibility to upload a test report and to document each test step at full detail.

9. Cylinder

9.1. Fill History and Counter

A complete history includes when the bottle was filled, by whom and by which fill station. In the status overview, you can see the latest filling and a counter how often the bottle was filled.

9.2. Test History

A complete history includes when the bottle was tested and by whom (address and person).

10. Facepieces

There are no specialties besides the general functionality for all assets.

11. Work Orders

Work orders document the performed work and replaced parts per asset. All parts added to a work order automatically influence the stock of these parts.

Work orders can only be created starting from list view or detail pages of the different assets. New work orders cannot be created in the work order module.

Work orders set to status "complete" or "cancelled" cannot be edited anymore.

When creating a new work order, a service center has to be selected from the address dataset first. This allows the system to calculate the prices based on the settings of this service center (Discounts taxes, etc.).

Additionally to these settings, the available labor types and the corresponding rates of these labor types are also based on the selected service center.

11.1. Overhaul

A work order for an SCBA set as an overhaul work order will automatically request a new overhaul date estimation after completing the work order. Three options will be available to set the next estimated overhaul date:

- Manual selection
- Use of the same overhaul calculator used in the SCBA asset edit page (calculation based on hours per week or cylinders per week)
- Calculation based on last overhaul or the in service date

After selecting one of the options and completing the work order, the last overhaul date of this SCBA will be set to the execution date of the work order and the next overhaul date will be set to the calculated date.

12. Purchase Orders

When creating a new purchase order, the first step should be to select a supplier from the address datasets to allow the system to calculate the prices based on the settings for this supplier (discounts taxes etc.).

Purchase orders are used to document purchases of parts used in the workshop. All purchased parts are added to the stock as soon as the purchase order is set to complete.

For local MSA contacts, please visit us at [MSAafety.com](https://www.MSAafety.com)

*Because every life has a **purpose...***