

RL-Shift report

V1.3

User-manual



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Changes, mistakes and misprints reserve.

www.rl-soft.de

Contents

Foreword	5
Start the program	7
Selecting authors	8
Change your private password	9
Write the shift report	11
Select a machine / machinecard	11
Marks of the entries	13
Time of standstill / calling	13
Enter / Select a cost centre	13
Enter wait time , respectively work time	14
Select an errorcode	14
Mail to other shift reports	15
Taking over the entry	15
Write notes to the shift report	15
List of entries in the write-mode	16
New entry / exit write mode	17
Open work	17
Reading the shift report	19
Read entries	19
Mark data records as „read“	20
Mark data records as „important“	20
Print the list of entries	20
Edit entries	21
Update the list of entries	21
Delete entries	22
Fix entries (open work)	22
Description of the possible symbols	22
Analysis	25
Select the criterion for the search	25
Search a period of time	26
Combined analyse	26
Search the shift report	27
Print analysis	27
Export the analysis	27
Extensions of the program	29
Order-book	29
Add a new order	29
Edit / delete an order	30
Change status of an entry to „ordered“ or „done“	30
Sort the orders	31
Monthly reports	31
Create monthly report	32
Machine report	33
Machinecard / machinepart-card	34
Documentation of the machines / machineparts	36
Open work	37
Index	39

Foreword

This manual is directed to the user of the Programm RL-Shift Report. This users are writing entries and should work with the analyze-function of the program.
Also Foremen or persons who set to this userlevel should read this manual because many functions described here.

However windows amateur's should be able to work with the programm after reading this manual. Please contact our emailsupport if you have problems by working or if you find bugs in the software.

Sorry for the bad English but I translated this manual from German and I tried to make an easy to use manual. If you find mistakes or if you have ideas to correct the manual I will be very glad. Please contact me with email.

Now I wish you a lot of fun and success with this software.

September 2004, Rainer Lang

Start the program

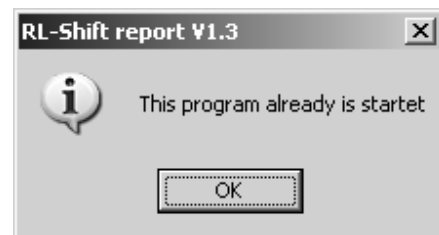
You have to start the program with a click to the symbol of the program on your desktop or in the start menu in your windows environment.



RL-Shift report V1.3

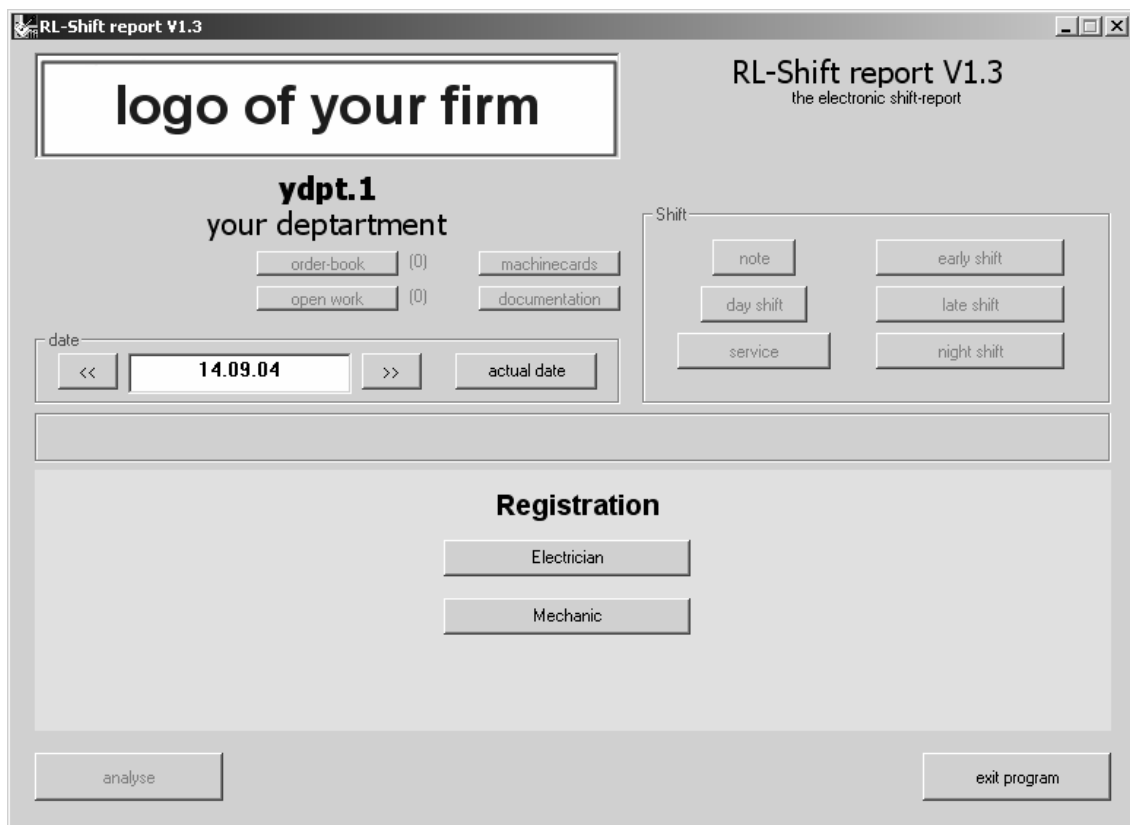
Img. 1

Perhaps the program is already started and the taskbar is hidden so you didn't see it. Then a message will appear.



Img. 2

The complete program is optimized for the user so he can do most actions with a mouse-click. So he have not to write very much on the keyboard.



Img. 3

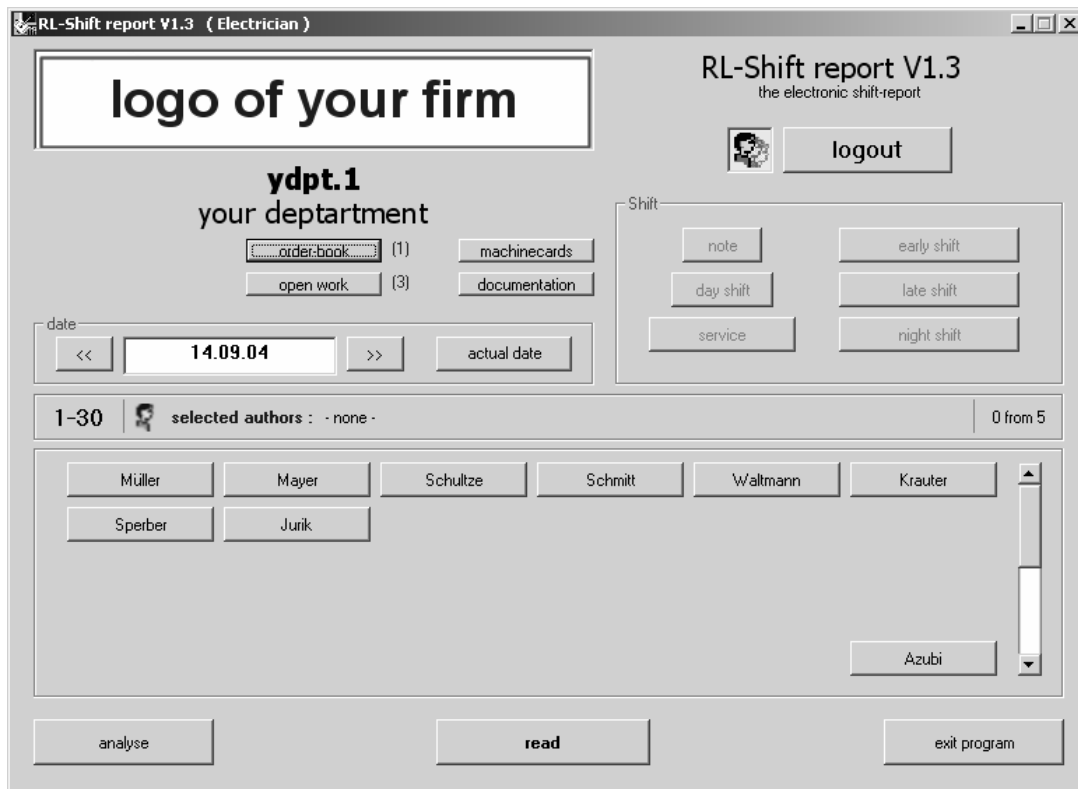
At the starting window of the program he had to select his group he want to login. In this selection are 8 groups possible. All actions are disabled at this time. They will be only enabled after the login to a group.

Start the program

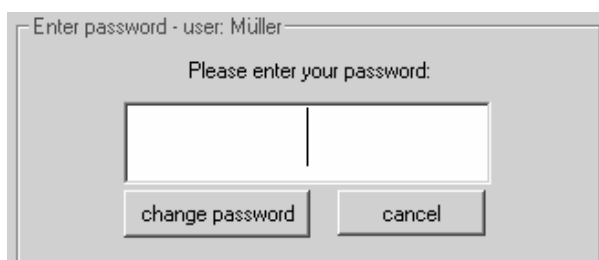
After the login to a group you come to the selection of the authors. If the administrator of the program defined some actions will be enabled at this time.

Selecting authors

In this menu you can select a name. If defined a password is needed to login. Then a message will appear.



Img. 4

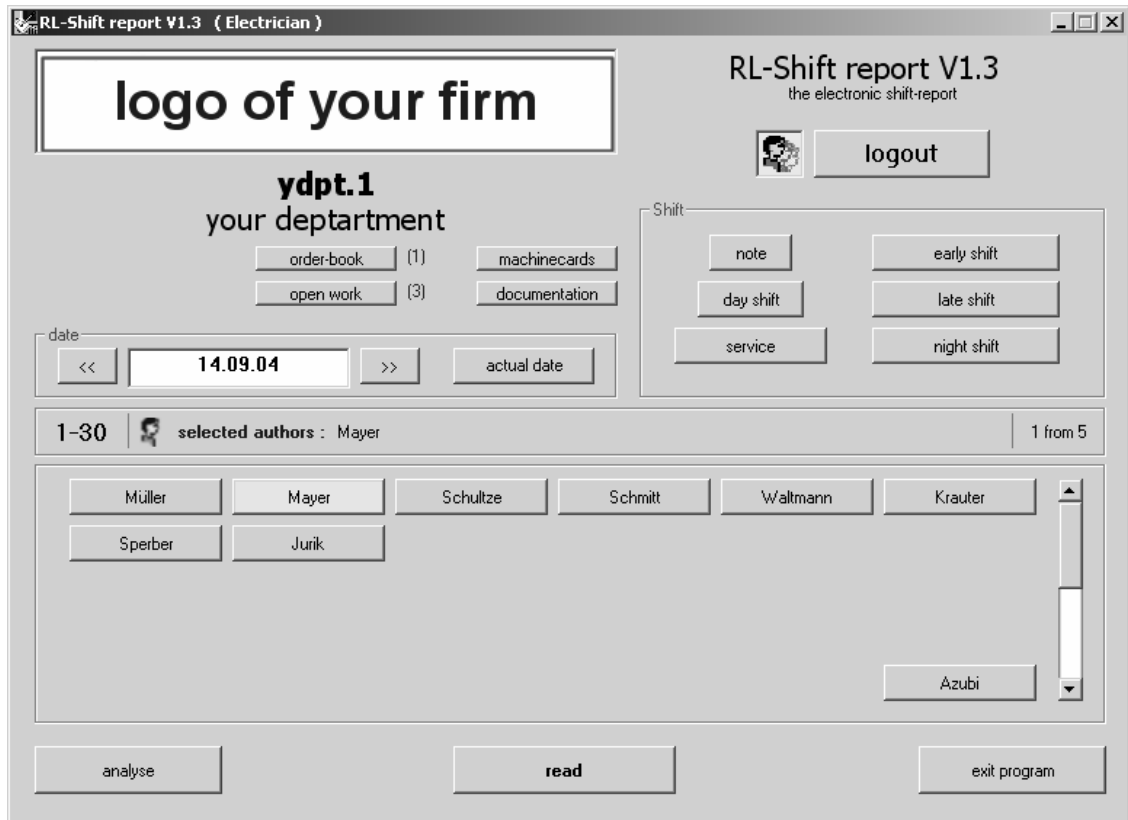


Img. 5

Enter your private password to the textfield. This password is given to you by the administrator of this program in your firm.

You can select maximum five authors at the same time for one entry. If more than one person is doing a work only one author can write the entry for all involved persons. The work time is also added for each person to his monthly report.

If the administrator defined all authors have to enter a password. Maybe the better case is that only the first author has to enter a password and can select the other 4 authors without entering their password.

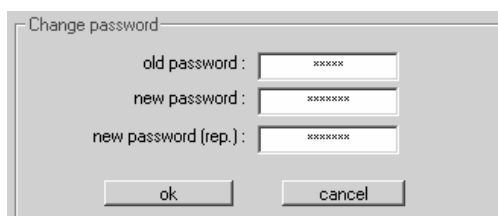


Img. 6

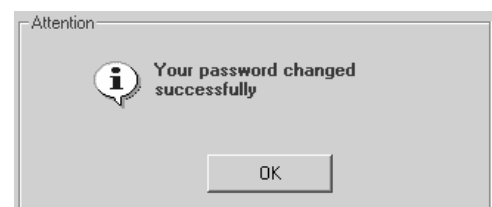
Change your private password

Each author can define his own private password. So he has 2 passwords to use. The one original password from the administrator will work everytime. The second the user has to define by himself. Even the administrator can't see the private password.

Click on the button >>change password<< to change your own private password. (Img.5)



Img. 7

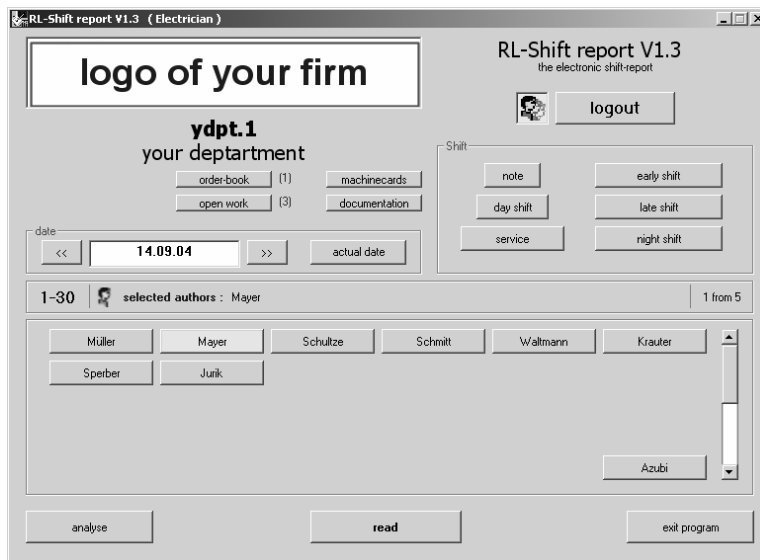


Img. 8

You have to enter your old password first. Then the new password has to be entered twice as the same. If the new password is take over a message will appear after the input.

Write the shift report

To enter an entry to the shift report you have to login first like described in last chapter.



Img. 9

With starting the program the actual date will be setted automatically. You can change this date if needed. Please note that the selected date is used for the entries.

Now you can click on the shift you worked in and you want to write an entry for.

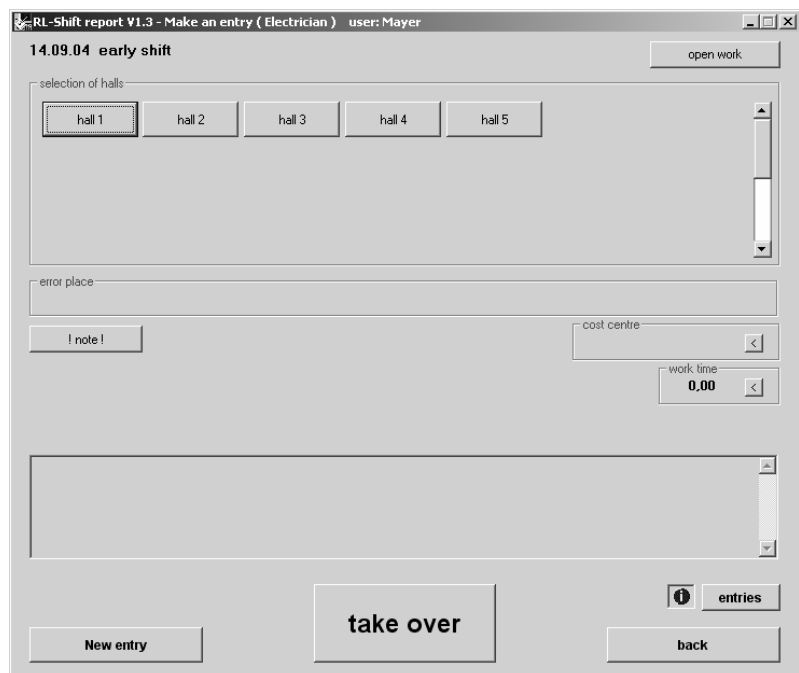
If there are more than one hall available in your definition of halls you come to the selection of the hall now.

Select a machine / machinepart

In this window you can do also other action. Not only the selection of the halls. This will be described in the following chapter.

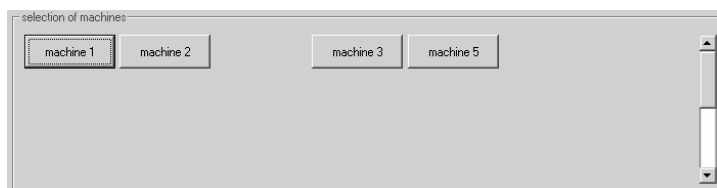
Now you have to select a hall your work has been done.

The view will change to the selection of the machines.



Img. 10

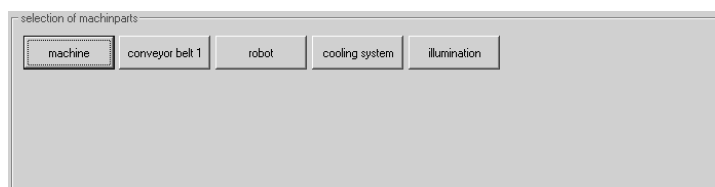
Write the shift report



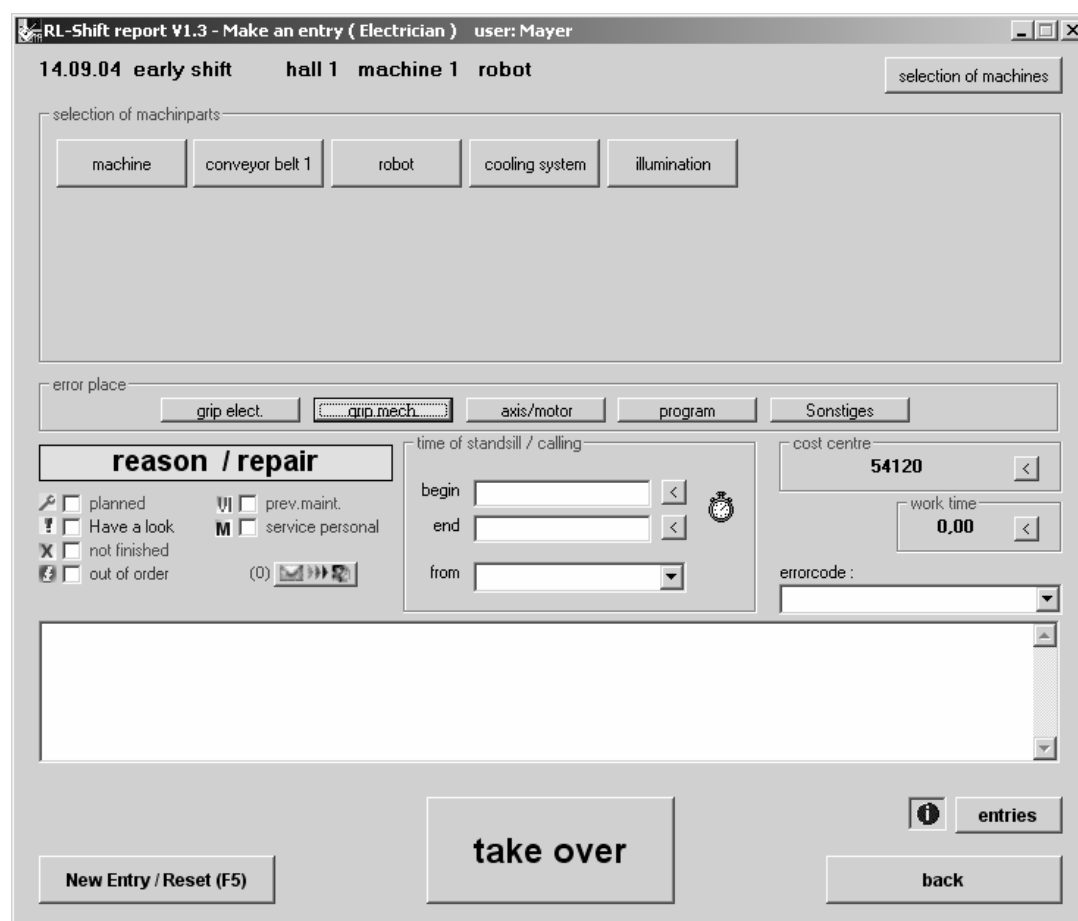
Img. 11

Choose a machine now.
Then the view changes
again and the selection of
the machinepart appears.

After the selection of the
machinepart you can click
on an error place if some
are defined for this
machinepart.



Img. 12



Img. 13

In the second part of the formular you can select more options and textfields to specify the following entry.

There are different symbols you can select to mark an entry. This mark will be shown in the read-mode very obviously. The user who reads the report will see very quickly the important entries.

Marks of the entries



Img. 14

If you worked only for a planned maintenance you can select this mark.



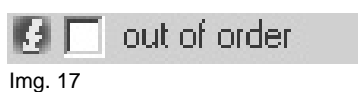
Img. 15

If you repaired a machine but the work isn't done right or the author wants the foreman to control his work he can select this mark.



Img. 16

If you begun a work but you can't finish you can select this mark. The following shift has to finish this work. The machine is still working in this case.



Img. 17

If you repaired a machine but you can't fix the repair you can select this mark. It shows that the machine is still out of order so the following shift has to repair this machine with priority.



Img. 18

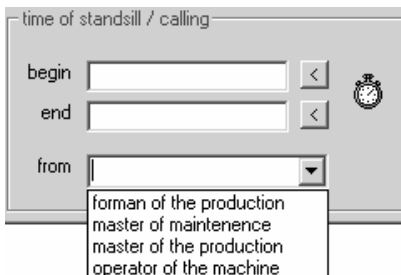
If you worked on a machine because a preventive maintenance has to be done there you can mark this entry by selecting this option.



Img. 19

If you needed service personal of the manufacturer of the machine you can select this mark. This is especially important to see this in later reports.

Time of standstill / calling

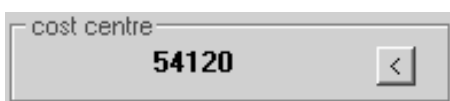


Img. 20

It's possible to specify times for your entry which define the begin and the end of your work.

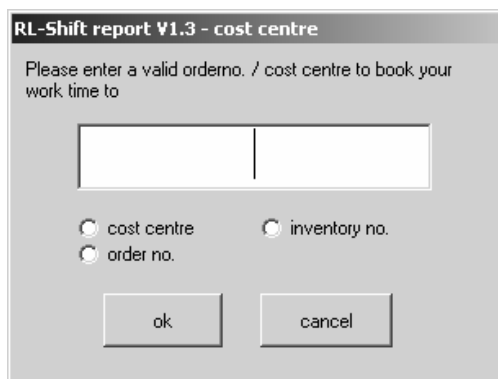
Additional there is a selectionlist defined from the administrator of your program. In this list you can select who called you to the repair of a machine.

Enter / Select a cost centre



Img. 21

The cost centre which is defined to the machine can be changed if you want or if you had to do. Maybe an order number is to be used to book your entry. This order number can be entered here.



Img. 22

In the new opened window you can enter the new number for the cost centre.

Then you have to select what kind of this cost centre is. To fix the entry you have to click on the button >>OK<<.

Enter wait time, respectively work time



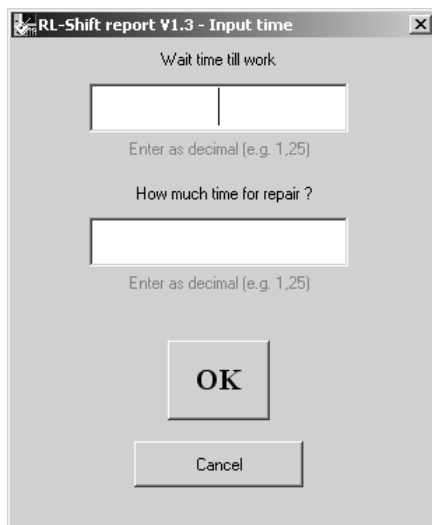
Img. 23

In the formular the work time and perhaps to wait time is shown in the second part of the formular. You have to enter a time for each entry but you don't have to enter it here because you asked later automaticly.

To change the time you can click on the arrow-button to the right of the time.

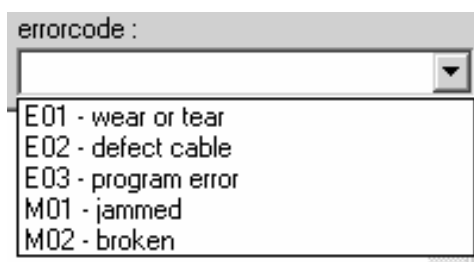
Enter the time to the following window. Please note the format of the number you will enter.

Take over the entries with a click on the button >>OK<<.



Img. 24

Select an errorcode



Img. 25

If errorcodes are defined from your administrator you should select one of these errorcodes. Maybe the authors have to select an errorcode and the entry can't taken over without an errorcode.

Mail to other shift reports

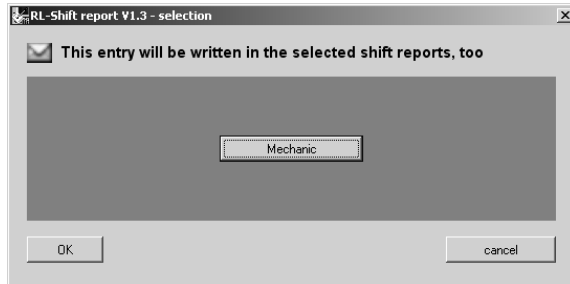


Img. 26

Maybe you want to make the entry in more than one shift report. So you can inform other groups about the repair you have done.

This function you can also use to make notes in other shift reports.

Click to the button with the mailsymbol. In the following window you can select one or more groups you want to enter your message. The summary of selected groups will be shown to the left of the mailbutton.



Img. 27

Taking over the entry

If you entered a reason of the fault you can take over this entry. To do this you must click on the button >>Take over<<. The entries will entered to all selected shift reports.

If the option „SQLexport“ is selected you will get a message about the status of the export.



Img. 28



Img. 29

The success and also an error will be shown in the window.

You can still change the data of this entry and enter the changes to the database, too. For this you have to click on the button >>Change data<<.

Important:

Changes can only be made in your own group. This changing has no effect to other reports or the sqlexport.

Write notes to the shift report

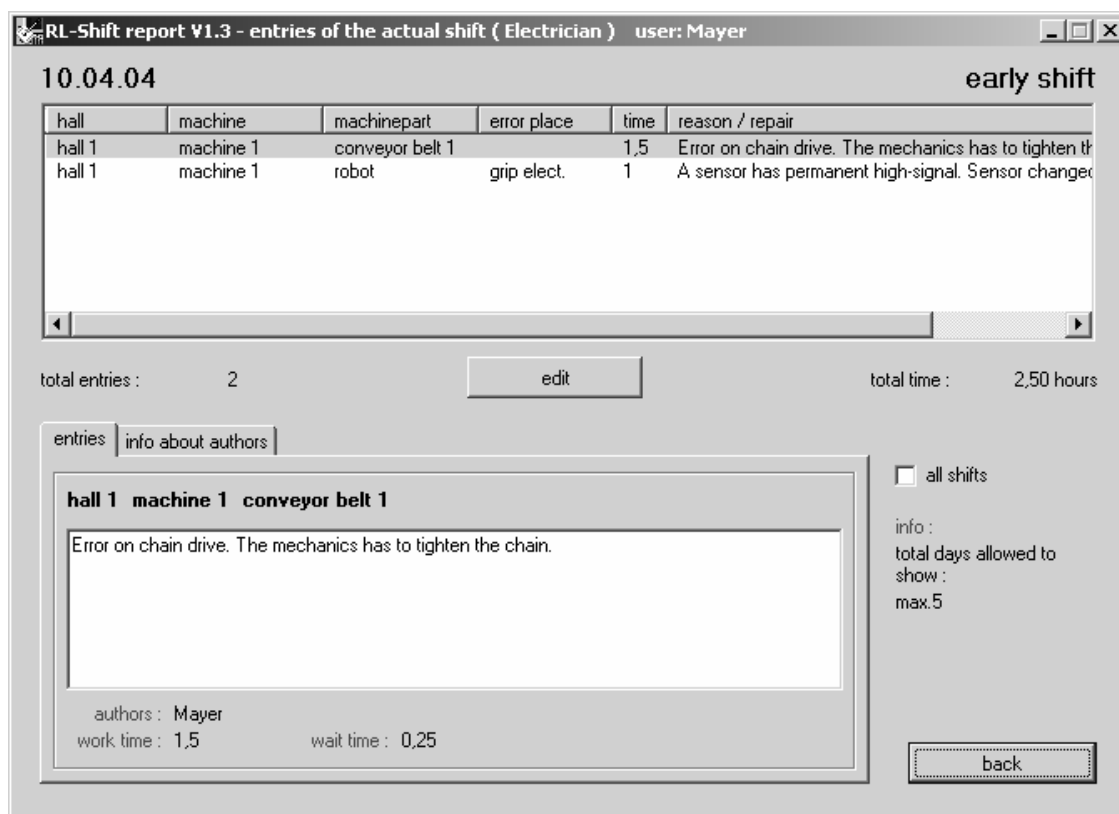
You can write only notes, too. They will only appear in the shift report an will be marked sepatly. The only function is to exchange experience between the colleagues.

Write the shift report

You also can exchange the notes with other groups. You can select a machine and a machinepart to this note. You don't have to make another statement to enter a note. Also you didn't have to enter a time.

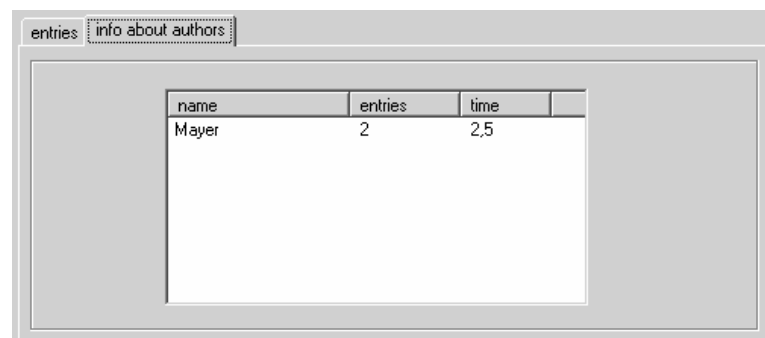
List of entries in the write-mode

You can get an view over all entries you made during the writing. For this you can click on the button >>entries<<. In the following window all entries of the actual selected shift will be shown.



Img. 30

Click on the tabstrip „info about authors“ to get more informations.



In this list you get the summary of time from the authors made entries in the actual shift.

Img. 31

You can edit old entries by selecting in this list. Please not that you only can edit entries in your own group. The editing has no effect to any external database or another shift report.

New entry / exit write-mode

After you finished an entry you can make another entry with the same selection of authors. In this case the formular will be complete deleted and you can begin with the selection of the hall respectively if only one hall is used with the selection of the machine.

You can change to the start menu, too. This you have to do if you want to select an other combination of authors for the entries or if you don't want to make another entry.

Please don't forget to logout in the start menu.

Open work

All entries which are marked with the symbol „Hava a look“, „Out of order“ or „not finished“ can be shown in a separate list. So you can have quick access to all important work. In this window you will have a function to mark this entries as fixed. The entries will extended with your name and the actual date. The original-mark will be replaced with the fixed mark.

RL-Shift report V1.3 - open work (Electrician) user: Mayer

actual entries

Show all entries of the actual database

I.	date	shift	hall	machine	machinepart	error place	reason / repair
!	20.01.2004	early shift	hall 2	machine 3	conveyor belt		The chain of the conveyor belt runs very strong -> Fuse fallen. The chair
!	20.01.2004	day shift	hall 1	machine 2	illumination	heating	Fuse 6F1 (Voltage 24 volt) fallen. Probably the cable to motor of axis 2 is
!	10.04.2004	early shift	hall 1	machine 1	robot	grip elect.	A sensor has permanent high-signal. Sensor changed.

selection all -10 -1 +1 +10 print list Anz Datensätze 3

10.04.2004 reason / repair out of order

early shift

author: Mayer

time : 1

err.code : E01

hall 1 - machine 1 robot (grip elect.)

A sensor has permanent high-signal. Sensor changed.

update

take over with entry

take over without entry

back

Img. 32

If you want to fix an entry with a new comment you also can do it by click on the button “take over with entry”. All selection will be done like the original-entry. The new comment will be assigned to the original-entry by a reference-number.

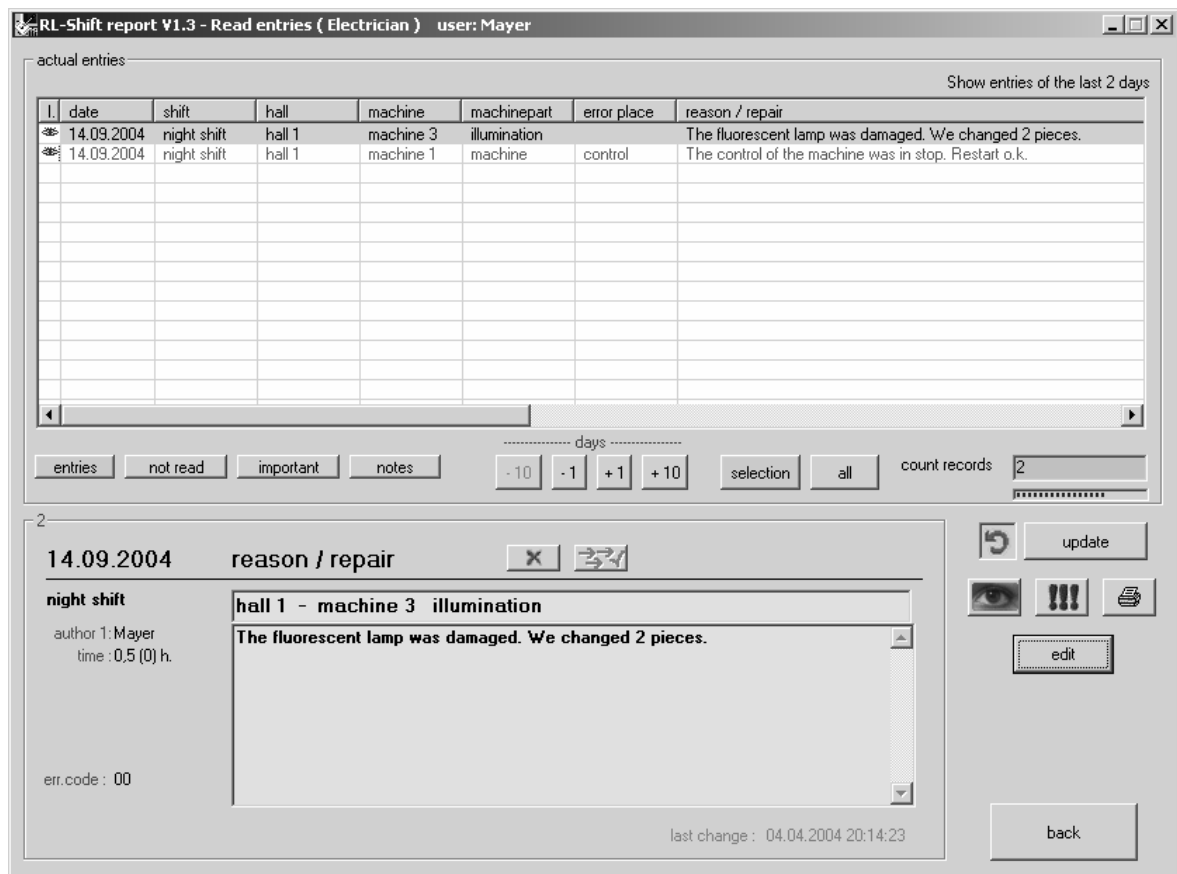
Reading the shift report

In the next chapter I describe the reading function of the shift report. It is one of the most important functions of the program. The advantage of this program is to save information and show the once made experience to the colleagues.

The foreman has another advantage. They see the all work done in realtime. They didn't have to go to the worker and ask about a repair.

Read entries

If you start the read-mode the last 2 days will be searched in the database and the result will be shown in the list. There are some criterions select the entries. At the beginning ever the 2 last days are active.



Img. 33

Every entry has a status. A new entry for example has the status "not read" and is marked with an eye-symbol at the beginning. More information about the symbols you get in a later passage of this chapter.

The summary of days searched are shown in the upper right of the window. You can change this count with the button below the list. You can increase or decrease the value about 1 or 10 days.

In principle you can search the period of time you change in days or you can also search all entries. Please note that these selection can take much time to search the database.

In the lower part of the window the selected entry can be seen in details and you can read the reason of the fault in full length.

If the option „wait time“ is defined by the administrator this wait time will be shown behind the work time in brackets.

The text behind the errorcode will be shown as tooltip as long as the mouse-cursor is placed over the shortcut of the errorcode.

Mark data records as „read“



Img. 34

Authors with the right user-level can mark the entries as „read “ with a click on the button with the eye-symbol on it.

All entries shown in the list will be marked at the same time. The worker so have the information that a foreman read the entries. And the foreman by himself will see what entries are new.

Mark data records as „important“



Img. 35

Authors with the right user-level can mark the entries as „important“ with a click on the button with the exclamation-marks.

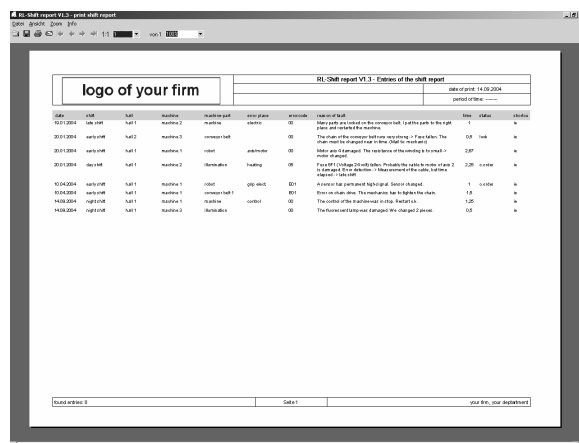
This for example can be important entries which should be not forgotten in future respectively should be quickly found if the information is needed. Perhaps for planning prevent maintenance this information can be important. The entries will be marked in the list with a red exclamation mark.

Print the list of entries



Img. 36

The actual list can be printed with a click on the button with the printer-symbol.



Img. 37

The view of the print can be different to the here shown picture.

If you want to change the view of the print please contact the administrator of this program in your firm.

Edit entries

If you want to edit or complete the entries you can click on the button “edit” in the reading-window. A new window with many selections will open. In the upper part the original-entry will be show. You can’t make any changes to this original-entry.

RL-Shift report V1.3 - edit entry

original entry

14.09.2004
night shift
author1: Mayer
wait time : 0
work time : 0,5
begin : 01:01
end : 01:01
err.code : 00
last change : 25.11.2003 12:45:00

hall 1 machine 3 illumination

The fluorescent lamp was damaged. We changed 2 pieces.

edited entry

date: 14.09.2004

authors: Mayer

status:
☐ planned
☒ prev.maint.
☒ service personal
☒ Have a look
☒ not finished
☒ out of order

selected shift:
☐ early shift ☐ late shift ☒ night shift ☐ day shift ☐ service ☐ note

selected machine:
 hall 1 machine 3 illumination
 cost centre: 4387

work time: 0,5 h. wait time: 0 h.

time of standstill / calling:
 begin: 01.01.1985 01:01:01
 end: 01.01.1985 01:01:01
 from:

reason / repair:
 The fluorescent lamp was damaged. We changed 2 pieces.

errorcode:

take over cancel

Img. 38

The administrator can give different user-levels to each selection so if you aren't able to change some data maybe you didn't have the rights to do that. Please contact the administrator for information.

To save the changes click on the button „take over“.

Update the list of entries

If entries were edited the list won't update automaticly. You have to do the update manually with a click on the button >>update<<. A new search will be started and the new list will appear.

Delete entries



Img. 39

An entry can only be deleted from the author who made the entry (registered with password) or from a author who became the rights from the administrator.

This button only is shown if you have the rights. Otherwise this button is hidden or disabled.

Fix entries (open work)



Img. 40

This button only appears if the author has the rights to fix entries without a comment. You only have to select an "open"-work and click on the button to fix the work.

Description of the possible symbols:



This entry is new and was not read from a foreman.



Mail from another group. This entry original was written in another group and was send to your group.



This entry was marked because the machine still is out of order. The repair was not finished from the author. The following shift has to show after the machine quickly.



The entry was marked from the author to signalize that you respectively a foreman should „have a look“ to this work. Perhaps the author was not sure to make the right during the repair.



This entry was marked as a planned maintenance. Perhaps you have to work with a maintenance schedule to do some work on different machines.



This entry was marked as prevent maintenance to signal the work was done because a fault was detected in the planned maintenance and must be repaired.



This entry was marked because the service personal of the manufacturer has repaired the machine and the author supported.



The work was not finished by the author. But the priority is low because no machine is out of order.



This entry is marked as „important“. This selection can only be done from a foreman.



The entry was original marked as „out of order“ but is meanwhile fixed by another author. Look for the next entry of this machine. There must be the reference.



The entry was original marked as „have a look“ but is meanwhile fixed by another author. Look for the next entry of this machine. There must be the reference.



This entry was original marked as „not finished“ but is meanwhile fixed by another author. Look for the next entry of this machine. There must be the reference.

Img. 41-52

You can enter a keyword to the textfield. The field "reason of fault" is searched for this keyword. All entries will be shown if the keyword is found. Please note that you not have to enter any wildcards.

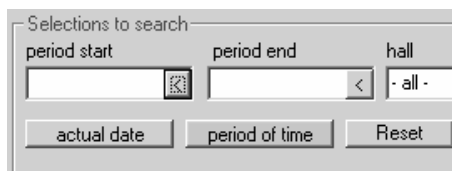
The keyword „an“ will show as well all words as „fan“ or „manufacturer“.

To reset all selections you made click easily on the button >>reset<<.

If you start the analysis your selections will be proofed. If you have forgotten to make a needed selection a message will appear.

Search a period of time

To search entries in a period of time you first must select this kind of search. Therefore you have to click on the button >>period of time<<. New textfields will appear. You have to enter 2 dates to define the period.



Img. 54

A click to the arrow-button to the right of the textfield will open a window with a calendar to select the dates.

If you filled the textfields with two values you can start the analysis.

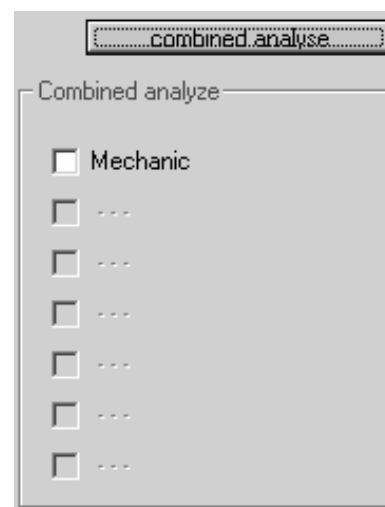


Img. 55

Combined analyse

Sometimes it will be very useful to search the entries of more than one group. Perhaps you want to see all entries of a machine.

Click on the button >>combined analyse<< and select all groups you want to search.



Img. 56

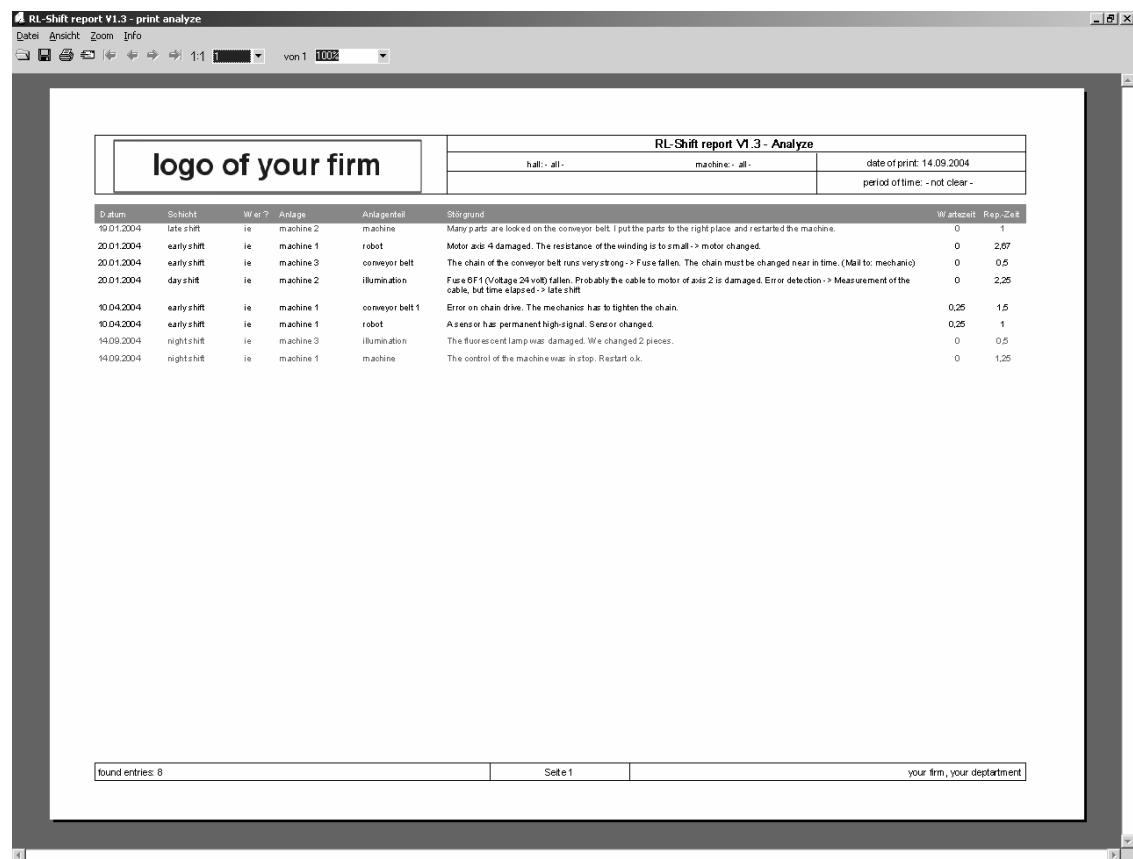
Search the shift report

To start the search only click on the button >>search entries<<. The search will be started with the made selections. The result will be listed below. If you want to see an entry detailed only click on him.

The detailed errorcode will be shown as text as long as the mouse-cursor is placed over the shortcut of the errorcode.

Print analysis

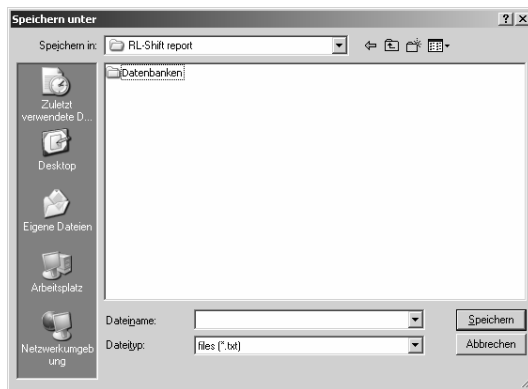
This analysis can be printed on your standard-printer. The view of the print can be setted by the administrator of the program in your firm. So contact him if you want some changes.



Img. 57

Export the analysis

The data can be exported to a textfile. Each column will be separated with a semicolon. So you can import the data in MS-Excel.

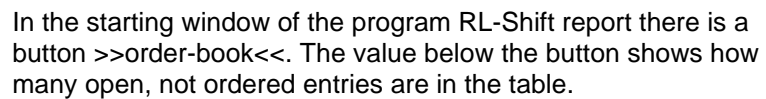


Img. 58

So it's possible to work with the data also in MS-Excel. To import there must be a function named like "text in columns". Use this function to import.

Please select the destination of the exported file on your harddisk.

The order-book was made to collect all orders of a group. Perhaps some spare parts are missed or one member of the group needs new personal protective shoes. This 'book' should replace the old book of paper. The necessary spare parts can be seen on every pc-system the shift-report is installed.



Add a new order

[illegible]

29

Click on the button >>new order<<. Some textfields will be enabled so you can input your data. You registered already at the login so your name will be automatically filled in the textfield with your name.

The screenshot shows the 'new order' form. At the top, there are buttons: 'new order' (highlighted with a dashed border), 'change order', 'delete order', 'status: ordered', and 'status: done'. The form is divided into several sections. The top section has three columns: 'date' (14.09.04), 'name' (Mayer), and 'order / text' (empty). Below this are 'count' and 'item no.' (both empty). To the right of this section are two dropdown menus: '- - all not ordered - -' and 'sort by date', followed by a right-pointing arrow button. The bottom section has three columns: 'order date' (14.09.04), 'orderer' (empty), and 'comment' (empty). Below this are 'supplier' and 'order no.' (both empty). To the right of this section are four checkboxes: 'internal', 'external', 'ordered', and 'done'. At the bottom right are 'cancel' and 'save' buttons.

Img. 61

Please enter you new order and after that you have to click on the button >>save<<. Your data will be written to the database and will appear in the list above.

Edit / delete an order

The author who made an order in the order-book can edit or delete his own entry. The complete data record can be changed from the author. Also the foreman can do this changes.

Change status of an entry to „ordered“ or „done“

The foreman can make extended changes. He is possible to mark an order as “ordered” or as “done”. So the author of the entry can see the status of his order. If the foreman click on the button >>status:ordered<< or the button >>status:done<< the textfields in the lower part of the window will be enabled and the foreman can enter some details of the order.

This screenshot is similar to the previous one, but the 'status: ordered' button at the top is highlighted with a dashed border. The data entered in the form is different: 'date' is 11.04.2004, 'name' is Mayer, 'order / text' is 'screw clamps', 'count' is 10, 'item no.' is 13543, 'order date' is 14.09.04, and 'orderer' is Schultze. The 'ordered' checkbox is now checked, while 'internal', 'external', and 'done' are unchecked. The 'save' button is visible at the bottom right.

Img. 62

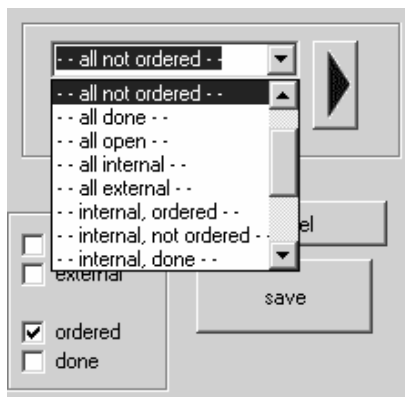
With the option „internal“ respectively the option „external“ you can define in the details of the order where the material was ordered.

Please save directly after you made the changes.

If the material was delivered you easily can change the status to „done“ with a click on the button >>status:done<<. After this you have only to save the data.

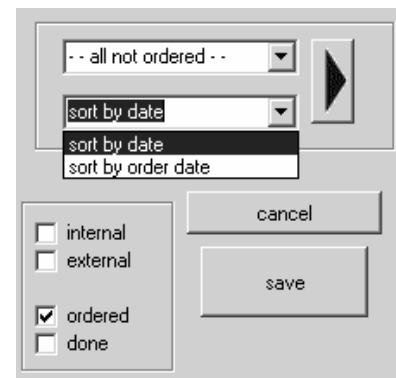
Sort the orders

To have a better overall view of your orders you can hide the ordered entries from the list. You sort the list there is a selection-field to choose. Select an criterion from this list.



Img. 63

You can select what kind of entries will be shown or hidden.



Img. 64

Also you can change the sorting of the shown orders.

With the arrow-button you can start a new search. The result will be written to the list.

Monthly reports

It's possible for each author to make a personal monthly report. In this report he can see all hours he worked in the selected month. This report can be printed, too.



Img. 65

You reach the monthly report from the starting window. If have registered at the login you can do a right-click on your mouse when the cursor is placed over the button.

A new window with the described function is shown.

Create monthly report

In the new window you can change the search-criterion for this report.

No.	cost centre
1	4387
2	54123

No.	cost centre	work time	unit
1	4387	0.50	h.
2	54123	1.25	h.

number of cost centres : 2 booked cost centre : 2
total : 1,75 h.

print report ☐ print incl. wait time back
☐ print incl. name

Img. 66

First you have to select a month you want to examine.

Please select now what kind of report you want. There you have 3 possible Options. You can sort by the cost centre, the assignment or the halls. So the hours will added to the selection you made.

To start the summary you have to click on the button >>new calculation<<.

In the list to the left you can see for example all cost centres found in the selected month.

In the list to the right then the cost centres will be shown the author made entries in the shift report. The times for this cost centre will be added and are shown, too.

Below the two lists you can see the total time of all found entries.

This report surely can be printed. In standard-print no name will be shown. If you explicit want this you can select the special option.

If you are using the option "with wait time" the printing of the wait-time can be selected optionally, too.

No.	cost centre
1	4387
2	54123

No.	cost centre	work time	unit
1	4387	0.50	h.
2	54123	1.25	h.

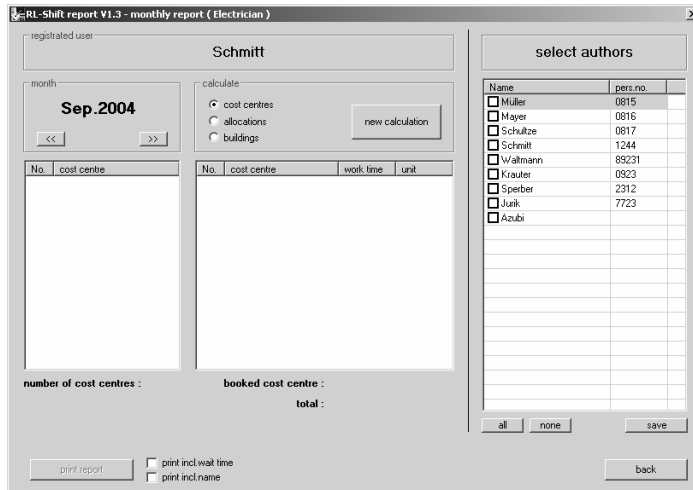
number of cost centres : booked cost centre :
total :

print report ☐ print incl. wait time back
☐ print incl. name

Img. 67

To make a report for the assignments or the halls the process is nearly the same as described above.

As user with the userlevel of a foreman you have enhanced function in the monthly report. The window will be enlarged with a list of all users of the group. You can select more than one person and can start the reporting. The hours of the selected users will be added and printed like the normal monthly report.



You can select or deselect all users with one click on the buttons below the userlist.

If you made a selection you can save this local to your harddisk. On the next start of the monthly report this setting is loaded automatically.

Img. 68

Attention ! The Selection of only one person is not possible. You have to select minimal 2 persons.

You can break the search by pressing the „ESC“-key on your keyboard because the search can take much time.

Machine report

In the selection of machines you can also activate a window with 3 functions by use the right-click on your mouse.



One function in the window is the arrange a machine report.

The machineparts and the most important data from the machinepart-card will be shown in one list. You can see an example of a machine report in the image below.

Img. 69

l...	machinepart	type	manufacturer	comno.	year of...	invno.	end of w...
1	machine	die casting machine	Hieber		2004		
2	conveyor belt 1						
3	robot	IRB6400	ABB		2004		
4	cooling system						
5	illumination						
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							

Img. 70

This list can be printed, too. For every machinepart a card and all data can be defined and so are the important data available here. Therefore you have to click on the list first and then you can click on the button >>machinepart-card<<.

You can browse through the different cards with the two arrow-button.

Machinecard / machinepart-card

How described in the last chapter you can create machinecards or cards for each machinepart. This cards can be reached on 3 ways. One way is the function-menu in the selection of machines you open with the right-click. If you are in the selection of machines you can open the machinecards and if you are in the selection of machineparts you can open the machinepart-cards.

Img. 71

In the machinecard or in the machinpart-card you can see more or less data. It depends on what the administrator entered.

If you have the right user-level you can make changes directly in this window.

Also you can browse through the separate cards by clicking on the two arrow-buttons.

Another way to reach the machinecards is directly from the starting window of the program. After you logged in to group and if needed a user is selected you can open the machinecards.

If the button “show” appears in the lower left side of the window you can open the card.

Img. 72

Documentation of the machines / machineparts

In the function-window of the machine- or machinepart-cards you also have access to maximum 15 links. This links can be defined by persons with the right user-level. There can be assigned all kind of data. The only requirement is that the kind of file has to be linked in the windows environment and a valid program to show this type of file has to be installed local on each system.

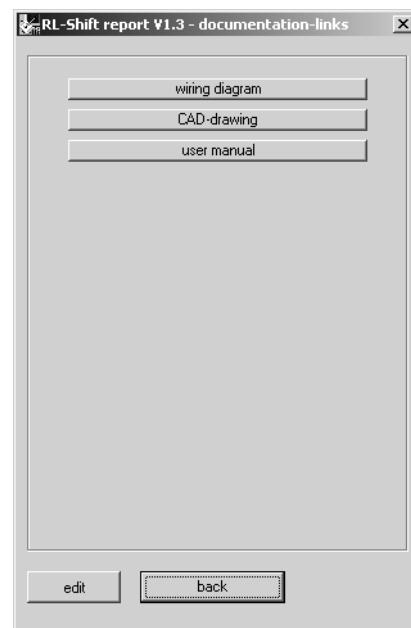


Img. 73

To see a PDF-document you must have the Adobe Acrobat Reader on your system.

To open a document you have easily to click on the button.

If you have the right user-level the links can be changed directly in this selection-window. The button >>edit<< is only shown then.



Img. 74



Img. 75

In the local settings the administrator defined a drive for the documentation. This drive can't be changed here.

Please enter first a name for the link. This name will be shown in the button of the selection.

After this you can choose a file in a directory of the drive. To do this you can browse on the documentation-drive by a click on the button >>search<<.

To save the link permanently in the database you have to click on the button >>save<<.

You can open the documentation also from the starting window. The process is nearly the same as the selection of the machinecards.

Index

A

actual date.....25
 administrator8, 9, 21
 analysis25

C

calculation32
 calling13
 combined analysis.....26
 cost centre.....13, 32
 criterion19, 25

D

delete22, 30
 desktop.....7
 documentation.....36
 done30

E

errorcode.....14, 20, 27
 edit.....21
 export27
 excel27
 extensions29

F

fix.....17, 22
 foremen33
 functions.....25, 33

G

groups16

H

hall.....11, 32
 have a look.....13, 22

I

important22, 25
 internal31

K

keyword.....26

L

links36.

M

machine report.....33
 machinecard34
 machinepart-card.....33, 34
 mail15
 mark.....13
 important.....20
 read20
 monthly report.....8, 31
 ms-excel27

N

new entry17
 not finished13, 23
 notes15

O

open work17, 22, 37
 order-book29
 out of order13, 23

P

password8
 private.....9
 period of time.....26
 planned13
 prevent maintenance13
 print.....20, 27, 34

R

reading.....19
 reference book.....25
 reset.....26
 right-click31, 33

S

semicolon27
 select
 machine / machinepart11
 service personal13
 sort31
 status19, 30
 done.....30
 ordered30
 sql-export.....15
 summary.....19

symbol	
arrow	22, 23
eye	19
exclamation mark, blue	22, 23
exclamation mark, red	22
envelope	22
M	22
VI	22
tool	22
X	22, 23

T

tabstrip	16
taking over	15, 21
taskbar	7
textfile	27
time of standstill	13

U

update	21
user-level	21, 33, 35

W

wait time	14, 20, 32
work time	14, 20
write-mode	16, 17