

## AMOS Basics WBT



This e-learning course is designed to give AMOS beginners a basic knowledge of AMOS and provides you with an introduction to AMOS. You will learn how the practical workflows are represented within the software.

### Course Objectives

Upon completion of this course, you will be able to:

- ✓ Understand the connection between the different modules in AMOS
- ✓ Understand the basic features of the modules and main programs
- ✓ Be aware of the main workflows in AMOS
- ✓ Use the general functions in AMOS
- ✓ Use the AMOS mail, AMOS Documentation and web drive
- ✓ Understand the purpose of Part Administration and Aircraft Administration
- ✓ Use Order Tracking, Stock Information and Part Tracking to search information
- ✓ Understand basic functions in workorder
- ✓ Search for any workorders in Workorder Information System
- ✓ Request, answer and close a technical assistance query
- ✓ View personal shift plans and enter holiday and other requests

### Who should attend

Everybody who starts to work with AMOS on a regular, daily basis and who considers attending any further AMOS course.

### Prerequisite

None

### Skill

Beginner

### Type

E-learning

### Certification

To receive the certificate, you must complete the course and pass the test with a minimum score of 80%. AMOS Basics is the mandatory prerequisite for advanced training (included classroom training).

### Duration

8 hours

### Price and Registration

Contact the AMOS Training Department at [AMOS\\_Training@swiss-as.com](mailto:AMOS_Training@swiss-as.com).

| Course Topics  |   |
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| <p><b>Overview</b></p> <ul style="list-style-type: none"> <li>• AMOS Modules</li> <li>• AMOS Programs</li> </ul>   | <p><b>Additional Tools</b></p> <ul style="list-style-type: none"> <li>• AMOS Web Drive</li> <li>• AMOS Mail</li> <li>• AMOS Documentation</li> </ul>  |
| <p><b>AMOS Modules</b></p> <p>A deeper insight into the modules</p> <p><i>Material Management, Engineering, Planning, Production, Maintenance Control, Component Maintenance, Quality Assurance, Human Resources, Financial Management and Reporting.</i></p> <p>where some tasks are accompanied by more detailed information and process flows.</p>  | <p><b>Information Programs</b></p> <p><b>Stock Information</b> provides information about the availability of parts at the home base and outstations.</p> <p><b>Parts Tracking</b> contains extensive information regarding the history and movements of parts.</p> <p>Search orders with their associated data in <b>Order Tracking</b>.</p> <p>In <b>Workorder Information System</b>, all workorders that have been entered in AMOS can be retrieved.</p>  |
| <p><b>Getting Started</b></p> <ul style="list-style-type: none"> <li>• AMOS Log-in and Menu</li> <li>• Interface Customisation</li> <li>• Multiple Window Mode</li> </ul>  | <p><b>Useful Programs</b></p> <p>View or modify information about all aircraft belonging to, operated or maintained by your company in <b>Aircraft Administration</b>.</p> <p>Create a new part with a unique number in <b>Part Administration</b>.</p> <p>Differentiate between scheduled and unscheduled workorders and learn about the different sections of the main screen in the program <b>Workorder</b>.</p> <p>In <b>Technical Assistance</b>, report a problem which has occurred directly to the person or department responsible and learn how to answer and close a technical query.</p> <p>In <b>Staff Time Management</b>, manage the working time of each employee and print a personal data sheet with all your data that is currently stored in AMOS.</p> |
| <p><b>General Features</b></p> <p>Here you will learn about the most common features in AMOS.</p> <ul style="list-style-type: none"> <li>• <i>Tabs and Special Fields</i> - shows the different tab layers and the different types of input fields.</li> <li>• <i>Date Formats and Instant Information</i></li> <li>• <i>Context Menu and History</i></li> <li>• <i>Tables of Data and Reports</i> – used for filtering, results displaying and reporting.</li> <li>• <i>Search for parts</i></li> <li>• <i>Search for aircraft</i></li> <li>• <i>Quick Save</i> – save current filters and retrieve them any time again.</li> <li>• <i>Create and View Links</i></li> <li>• <i>Text Module</i> – to create and use pre-defined text modules.</li> </ul> |   |