Work Instruction The basics			Project:	
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Doc Class:	**Created By:**	**Created Date:**	**Changed By:**	**Changed Date:**
	Erica Cacciuolo	28-03-2023		

Content

Revision History

Revision	Date	By	Remarks
a	28-03-2023	EC	

1 GENERAL

1.1 INTRODUCTION

The Relatics Software is based on System-engineering methodology.
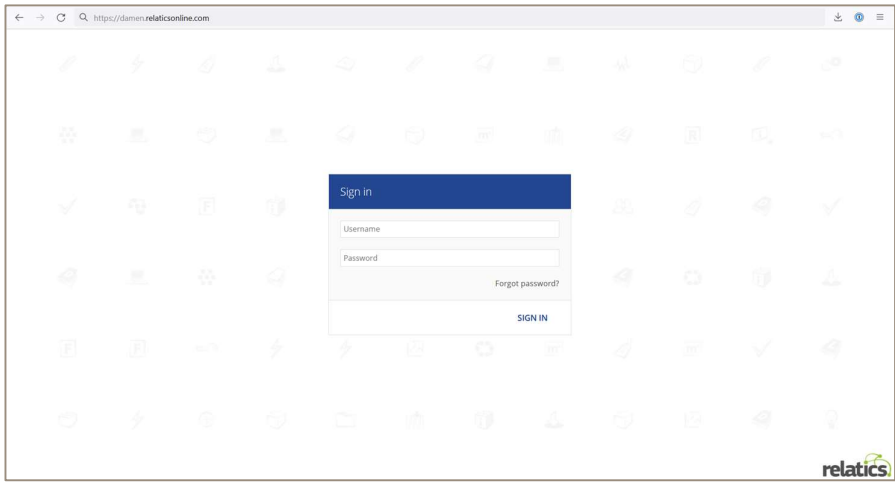
1.2 OBJECTIVE

Relatics allows you to have complete traceability on your project. Every aspect, in every phase of your project can be fed into the system. This will allow the data to interact and provide control and traceability on the project.

1.3 THE BASICS

Relatics can be a bit daunting when you look at it the first time. But go through the basics a few times and it will feel much more familiar when you start working with it.

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2 ACCESS TO RELATICS

Log in with the user details that have been provided to you.

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3 WORKSPACE OVERVIEW

After logging in, users are presented with an overview of all "Workspaces" which they can access.

This can be different for everyone as not everyone works on the same projects.
If you work on just 1 project, you will see just one line (project) in your overview.

On the top of the page you will find some menu items. These are not interesting for now, just make sure you select ALL.

From there you can
Select the project you
Want to work on

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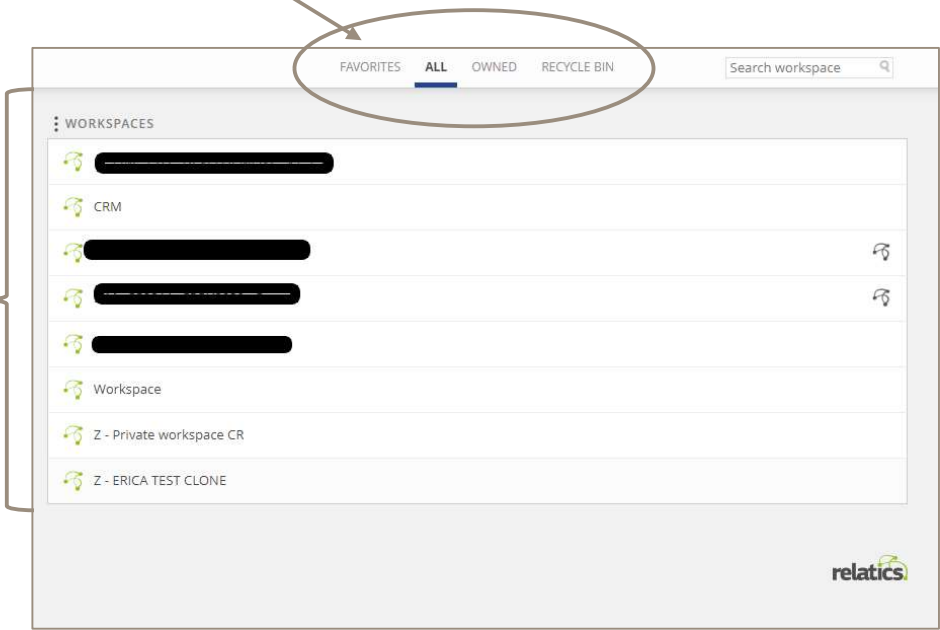
4 PROJECT OVERVIEW

Once you have selected the project you want to work on you will land on your Home Page.
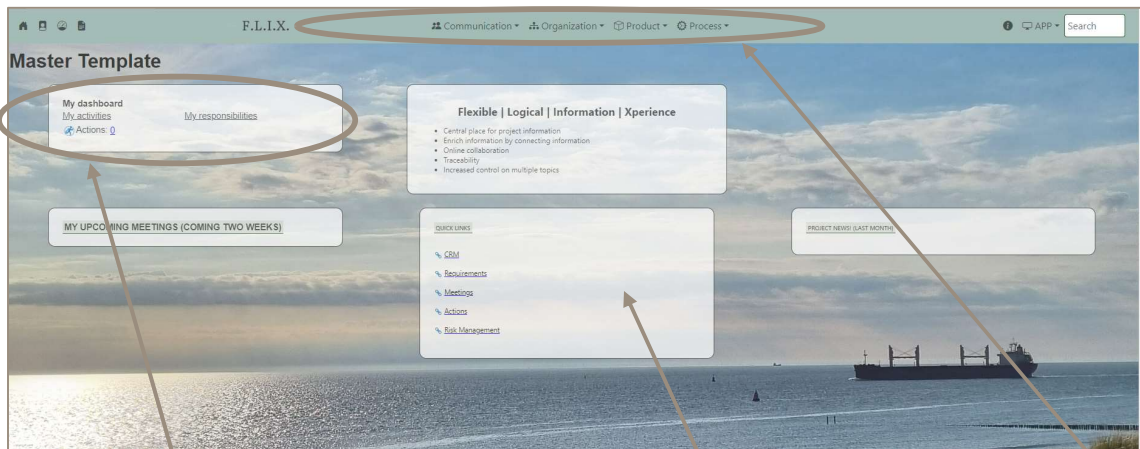
Personal navigation

Quick links
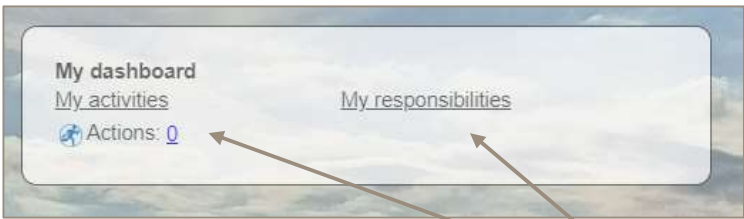
Project related navigation

Here you will find your own personal page, but also the navigation to your project data.

On your Home Page there is a section where you can find your own personal information (My personal Dashboard)
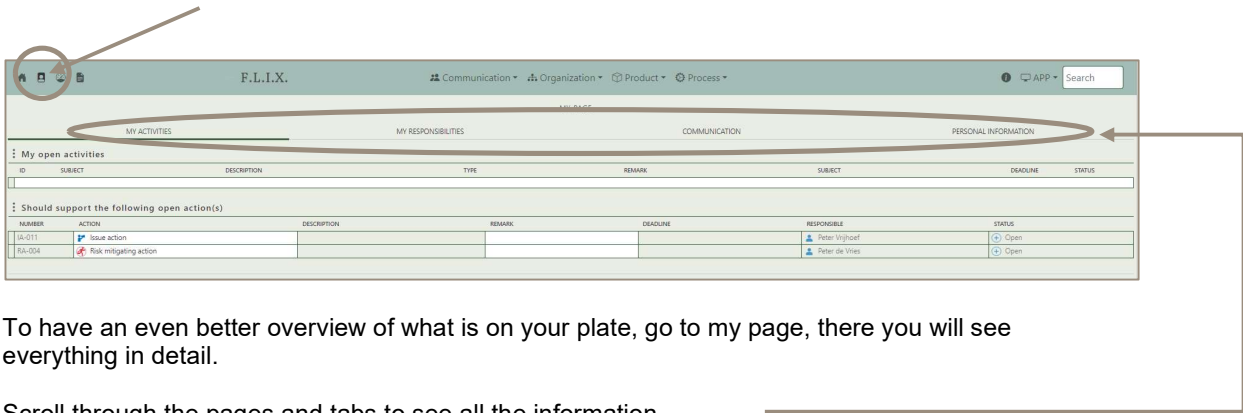
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5 PERSONAL NAVIGATION

5.1 HOME PAGE

This is your personal dashboard. You might call it your TO DO List.

5.2 MY PAGE

To have an even better overview of what is on your plate, go to my page, there you will see everything in detail.

Scroll through the pages and tabs to see all the information.

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6 BASIC FUNCTIONALITIES

6.1 LAYOUT

The layout can be divided in three parts:
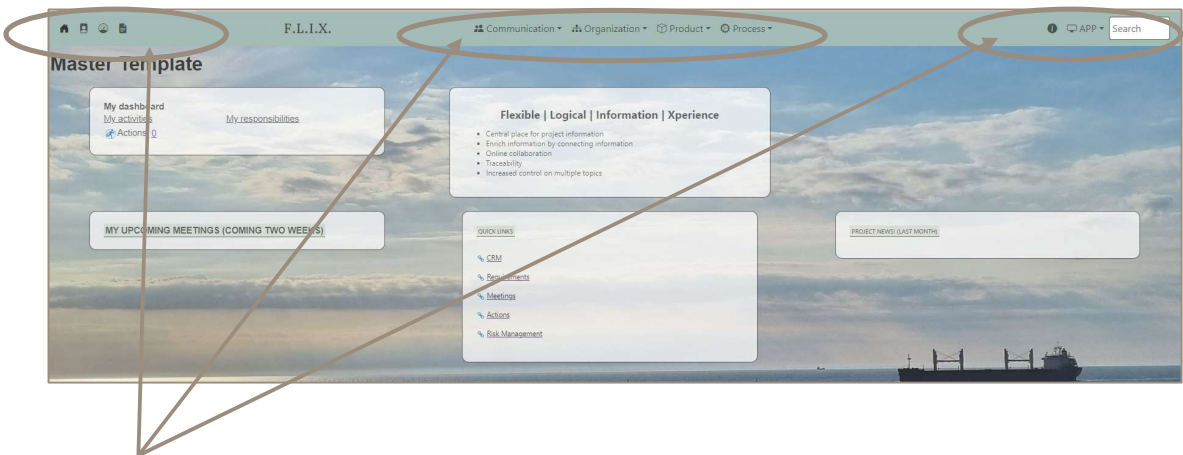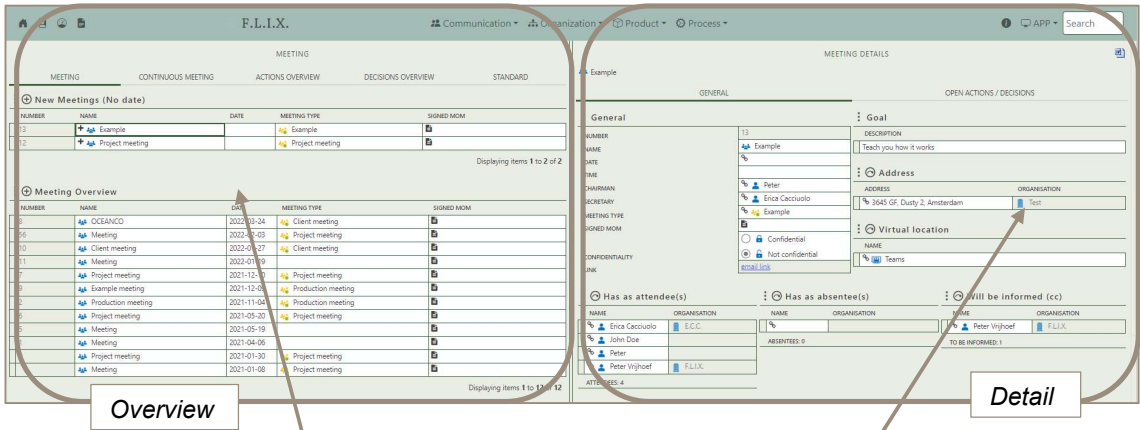
- Menu (navigation) bar
- Left Zone
- Right Zone

6.2 MENU BAR

The menu bars at the top allows users to navigate through different pages and modules of PIM

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6.3 HOW IT WORKS

Overview

Detail

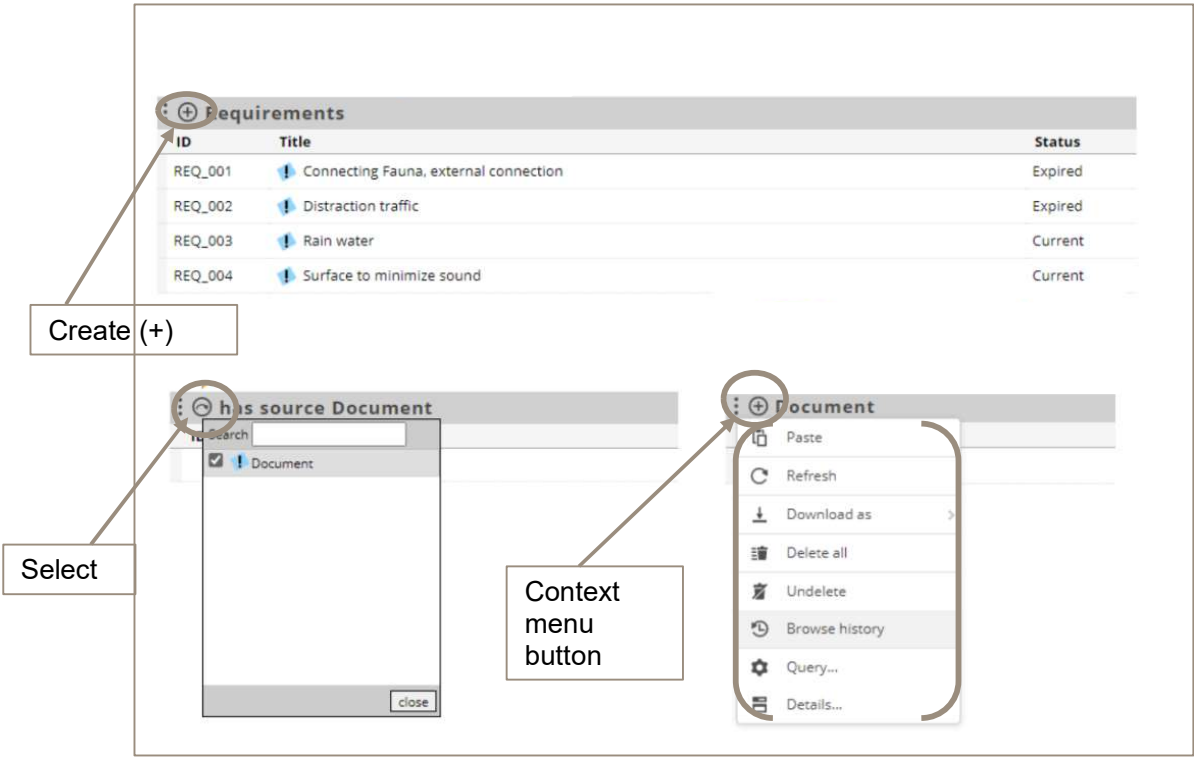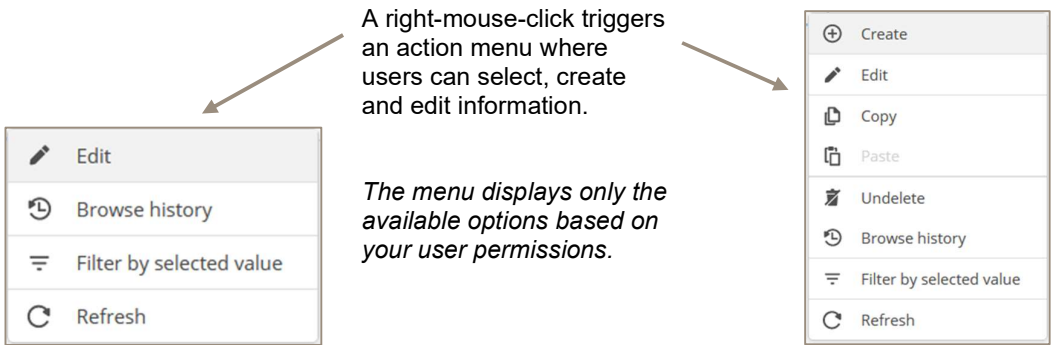The left zone includes an overview on the content of a specific module
(*on this example you see screenshot of the meeting module*)

The right zone is the detail page of a specific content.

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6.4 BASIC FUNCTIONS

Click on the button in a table header to trigger specific actions, or to open the context menu with additional actions.

A right-mouse-click triggers an action menu where users can select, create and edit information.

The menu displays only the available options based on your user permissions.

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	Create	>
	Paste	
	Refresh	
	Download as	>
	Delete all	
	Undelete	
	Browse history	
	Query...	
	Details...	

Download as submenu:
- Excel workbook (.xlsx)
- Excel 97-2003 workbook (.xls)
- Excel web page (.xls)
- Word web page (.doc)

A right-mouse-click on a table allows users to download the content as Word or Excel-file

Display the change history of information by clicking on browse history. All changes made and by whom are registered and traceable.

⋮ ⊕ Organization

ABBR.	ORGANISATION	TYPE	
ECC	E.C.C.		
TG	F.L.I.X.	Project Management	
F	Feadship		
H	Heerema	Offshore contractor	

Sort

Filter

Hoover over menu-items and column titles to find additional options.

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Double click on tables or trees to refresh their contents.

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7 MODULES

7.1 COMMUNICATION
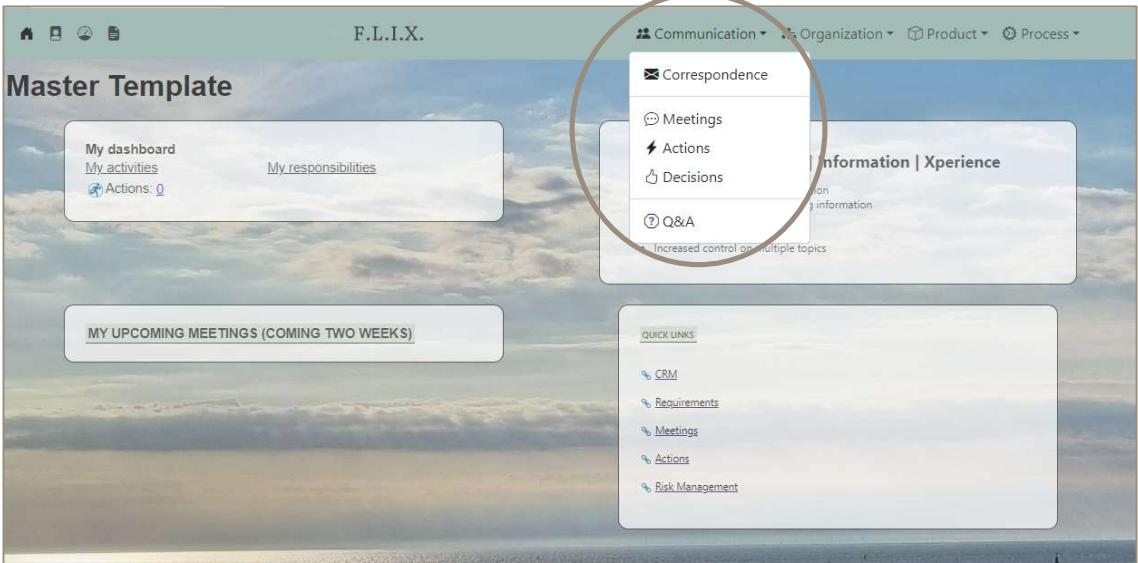
Communication module consists of:

- Correspondence
- Meetings
- Actions
- Decisions
- Q&A

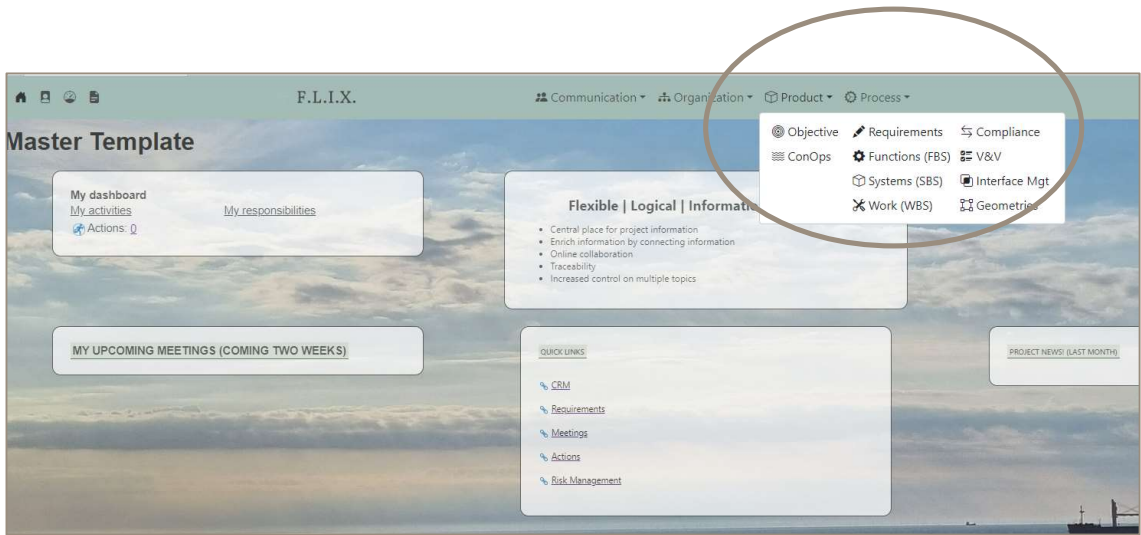| Doc.no:		Sheet:	1	Rev:	O	Created date:	28-03-2023	Page: 12 (15)
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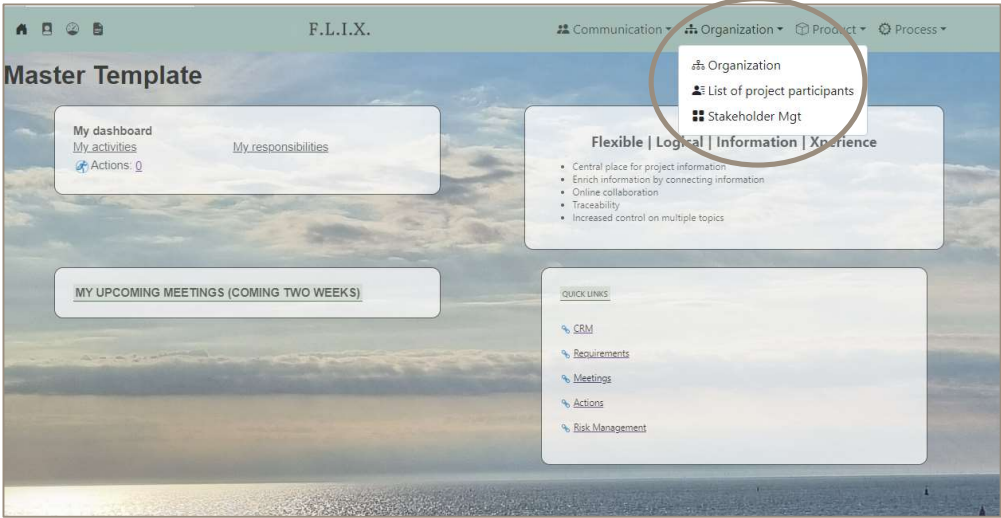
7.2 ORGANIZATION

Organization module consists of:

- Organization
- List of Participants
- Stakeholder Management

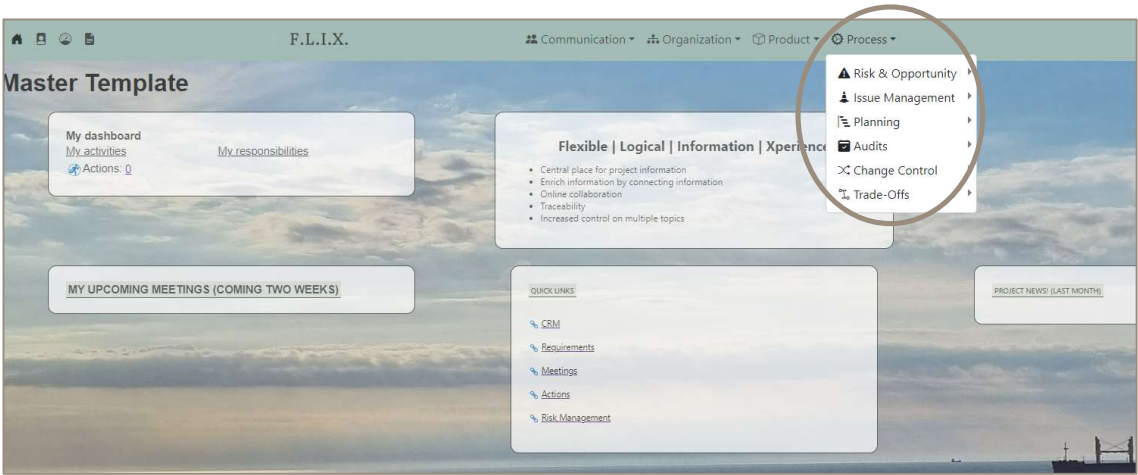| Doc.no:		Sheet:	1	Rev:	O	Created date:	28-03-2023	Page: 13 (15)
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F.L.I.X. CONSULTANCY

7.3 PRODUCT

Product module consists of:

- Objectives
- ConOps
- Requirement breakdown (RBS)
- Functions (FBS)
- System (SBS)
- Work (WBS)
- Compliance
- V&V
- Interface Management
- Geometries

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7.4 PROCESS

Process module consists of:

- Risk & Opportunities
- Issue Management
- Planning
- Audits
- Change Control
- Trade offs

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