INTRODUCTION
Welcome to Net-Inspect! This training guide explains how to create, edit, and manage your First Article Inspections (FAIs) in the updated Version 5 software.

This training guide will describe these core features:
- How to access Net-Inspect, including general navigation
- How the FAI-producer can create, manage and complete an FAI
- How the customer can review, comment and disposition the FAI
- How to use the reporting and other analytics functions

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1.0 How to start using Net-Inspect, general navigation

1.1 Accessing Net-Inspect
Using the browser on your PC, you can access Net-Inspect at this address: www.net-inspect.com. All network transmissions are automatically secured with HTTPS: encryption.

1.2 Logging on to Net-Inspect

Enter your userid and select enter

Enter your password

Enter your Net-Inspect Company Name

By selecting Remember Me you can save your user id and company name on your private computer

1.3 Version 4 and Version 5
During the transition period in 2018, both Version 4 and Version 5 will be active for users. Both versions share common data, so a user can work in either version.

If a user logs on to Version 4, you can select the option to go to V5

And, if a user is on Version 5, you select the Application Selection Icon and select Version 4 from the menu

During the transition period, users can change their logon preference to V5 for future usage within the Application Selection menu.

1.4 Dashboard
After logon, users will enter the Net-Inspect Dashboard

1. Net-Inspect Logo:
   - By selecting the logo on any page, you will be returned to the Dashboard

2. Application Selection Icon:
   - When selecting this symbol, you will be able to select additional menus, such as returning to Version 4, the KPC menu, etc.

3. Net-Inspect Modules:
   - When selecting the module name, a sub-menu will display for further selection

4. Search:
   - You can search throughout net-inspect for any information related to your search parameter.
   - For instance, by entering a part number, you would be able to select an FAI directly, or an Inspection Plan, etc.

5. Tools:
   - By selecting the tool symbol, the user has access to the Setup and Administration functions, such as Company Setup and User Management.
6. Your user id:
   - By selecting your user id, the user can personalize their account, change passwords, choose language, set the user interface font size, and log out of Net-Inspect.

7. Edit Dashboard:
   - By selecting this feature, you can add or remove widgets on your Dashboard.

8. Implementation Guide:
   - Check this Widget for information from your customers.
   - Customers can add information and other documents that is pertinent for their supply chain.

9. Help Desk:
   - This Widget allows the user to search the Knowledgebase for information on how to use the system.
   - In addition, requests can be submitted to the Net-Inspect helpdesk.

10. Favorite Pages
   - In the Net-Inspect menu pages, you can filter a report to your specific needs and save it as a Favorite. Your Favorites will be displayed here.

1.5 Help is available

On selected pages and fields, Question Marks will be displayed:

- This symbol will display a Tool Tip providing information on that specific field

- This symbol will display Knowledge Base information on the right of your page providing information on how to use the function
2.0 How to create an FAI

Select the First Articles Module tab and the sub-menu will appear:

Net-Inspect presents the user with three flexible methods to create an FAI, each is described in more detail below.

2.1 Create New FAI

To start a new FAI, a page is presented to the user to enter a few core fields for the FAIR. When complete, Net-Inspect will display the formatted Forms 1, 2 & 3 of the FAI for update.

See the knowledgebase article by selecting the symbol for more detailed information.

2.2 Copy from Existing

A new, powerful, intelligent-copy function is now in place with Version 5. It allows the user to make a new FAI from an existing FAI and choose which sections of the FAI to copy.

The user can choose to copy:

- Form 1 information
- Form 2 Materials, Process, and/or Inspections
First Article Inspection (FAI) Version 5 Training

- Form 3 Characteristics and/or Results
- Documents
- Identify the copy as a Delta
  - Delta functionality allows the parent-child FAI relationship to be tracked in Net-Inspect.

Also, if a user has an account in more than one Net-Inspect company, it allows the user to copy from one company to another.

See the knowledgebase article by selecting the symbol for more detailed information.

2.3 Import from External

This feature supports the import of FAI data from external sources such as:
- DISCUS, InspectionXpert, or IPI ballooning tools
- Excel file upload
- As new partners are integrated with Net-Inspect the list of sources will be updated.

Select the drop down on the page, select your desired external source, and follow the prompts.
3.0 How to update the FAI (Forms 1, 2, & 3)

Net-Inspect conforms with the 9102 Rev B standard. The header on the FAI page allows the user to select which portion of the FAI to view and update:
1. Form 1, per 9102 standard
2. Form 2, per 9102 standard
3. Form 3, per 9102 standard
4. Documents, attaches additional information (e.g., ballooned drawing, certs)
5. Workflow, if required by your company
6. Checklist, if required by your customer

3.1 Form 1: Part Number Accountability

When creating an FAI, the Customer and Program fields are required by Net-Inspect. These are selected based on the dropdown information unique to your user id. If the needed dropdown is not present, contact your local administrator.

In some cases, you will be presented with a Division option. These are selected based on the dropdown information for the field.

See the knowledgebase article by selecting the symbol for more detailed information on how to populate Form 1.
3.2 Form 2: Product Accountability – Materials, Special Processes, and Functional Testing

These are 9102 Rev B standard forms, select the blue ADD Material/Process/Testing button to enter information.

See the knowledgebase article by selecting the symbol for more detailed information on how to populate Form 2.

3.3 Form 3: Characteristic Accountability, Verification and Compatibility Evaluation

To add one or more characteristics, select the ADD CHARACTERISTICS button. By selecting the drop down, you can configure how many rows to add.

The Form 3 page has two formats, Customer Preview and Detailed View. When Customer Preview is selected, a summary of the Form 3 information is available. Fields 9, 10, 11, and 14 are available for update in this view. When Customer Preview is not selected, the Detail View of the page is presented. This allows for detailed updates to the characteristic data, such as Bubble #, GD&T builder, Tolerance Type, etc.)
3.4 Attached Documents:

Net-Inspect allows the user to upload supporting information for the FAI, including the Technical Data Package and additional information. It is highly recommended to attach documentation to the FAI for long term data retention and visibility.

See the knowledgebase article by selecting the symbol for more detailed information.

3.5 Workflows:

A company can enable and configure internal work flows for managing the creation, execution, and approvals of the FAI.

See the knowledgebase article by selecting the symbol for more detailed information.
3.6 Checklist:

A customer can configure and require a user to answer check list questions before the FAI is submitted. This tab will not be visible/selectable if no checklist is in place.

See the knowledgebase article by selecting the symbol for more detailed information.
4.0 How to find and view your internal FAIs

In Net-Inspect, users can find, filter, and search for already created FAIs using the View Internal page. The View pages are powerful tools to aid users in finding their specific FAIs, or for information on a group of FAIs determined by one of more filters.

To select and open an FAI, the user would select at any location on the desired row. Net-Inspect will perform access control to validate the user has access to that FAI.

The View Internal pages has these features:

1. First Article Tab, View Internal sub-menu item:
   - These two user selections would display the View Internal page

2. Create FAIR:
   - The user can create a new FAI from the View Internal page

3. Export:
   - The user can export to Excel the meta-data that is displayed on the View page. This allows the user to use Excel for managing the data.
   - Please note, no export-controlled, technical data is exported.

4. Columns:
   - By selecting this feature, the user can select what columns they want to see now and in the future when they use this page

5. Show <Date>:
   - By selecting the drop down, the user can filter the date range for the FAI list

6. Pre-Selected FAI Status:
• The user can select one of the pre-determined filters for FAI status, such as All, In-Work, Pending Buy-off, etc.
• The number in parenthesis behind each status is the count of FAIs in the date range determined by number 5 above
• The statuses are assigned a color code, such as red for Disapproved status. The same color is also displayed on the very left of each FAI row

7. Search;
• The user can enter any value in the search field and Net-Inspect will filter the FAIs listed with any instance of the value in all columns

8. Clear all filters:
• By selecting this feature, all filters on all columns will be removed

9. Columns
• The user can select and move the columns into their preferred view. The next time the user enters this page, the columns will be in the same order
• Each column can be sorted, select the title and it will sort by the data in the column, select a second time to reverse the sort order
• Each column can be filtered, select the down-select icon next to each column title and populate the value for the filter. Different columns will have different filter abilities such as a column with a date will only offer date range filters.
• If a filter has been selected, the down-select icon will be highlighted so the user knows a filter is in place
Completing, signing, and submitting the FAI

When the FAI planning is finished, the Form 3 characteristic results have been added, and the data package documents have been added to the FAI, the FAI-creator is ready to complete, sign and submit the FAI to the customer.

If the FAI-customer has identified a Checklist requirement, then the Checklist must be completed.

The following must be performed to submit the FAI to the customer.

1. The FAI must be marked as FAI Complete or FAI Not Complete per the 9102 standards. FAI Not Complete must be marked if any Form 3 characteristics are nonconforming.

2. The Pass and Fail flags can be marked if required by your customer.

3. The Form 1, Field 19 signature is required by selecting SIGN, the user enters their password and the FAI is now locked for edit. The user can UNLOCK the FAI and reopen for edit until Form 1, Field 21 is completed. The Form 1, Field 20 DATE is automatically populated by Net-Inspect.

   Note: If any error conditions exist on the FAI, the user will be presented with error descriptions requiring attention.

4. The Form 1, Field 21 signature is required to submit the FAI to the customer. The user would select SUBMIT, enter their password and any appropriate
comments. The Form 1, Field 22 DATE is automatically populated by Net-Inspect.

The FAI is now submitted to the customer.

- The FAIR status is Complete or Not Complete
- The Submitted status is Submitted
- The Buyoff status is Pending Buyoff
6.0 Customer view: How to find and view a supplier FAI

In Net-Inspect, users can find, filter, and search for supplier submitted FAIs using the View Supplier page. The View pages are powerful tools to aid users in finding specific FAIs, or for information on a ‘group’ of FAIs determined by one or more filters.

To select and open an FAI, the user would select at any location on the desired row. Net-Inspect will perform access control to validate the user has access to that FAI.

The View Supplier page has these features:

1. First Article Tab, View Supplier sub-menu item:
   - These two user selections would display the View Supplier page

2. Export:
   - The user can export to Excel the meta-data that is displayed on the View page. This allows the user to use Excel for managing the data.
   - Please note, no export-controlled, technical data is exported.

3. Columns:
   - By selecting this feature, the user can select what columns they want to view on the report now and in the future when they use this page

4. Show <Date>:
   - By selecting the drop down, the user can filter the date range for the FAI list

5. Pre-Selected FAI Status:
   - The user can select one of the pre-determined filters for FAI status, such as All, In-Work, Pending Buy-off, etc.
   - The number in parenthesis behind each status is the count of FAIs in the date range determined by number 4 above
• The statuses are assigned a color code, such as red for Disapproved status. The same color is also displayed on the very left of each FAI row.

6. Search;
• The user can enter any value in the search field and Net-Inspect will filter the FAIs listed with any instance of the value in all columns.

7. Clear all filters:
• By selecting this feature, all filters on all columns will be removed.

8. Columns
• The user can select and move the columns into their preferred view. The next time the user enters this page, the columns will be in the same order.
• Each column can be sorted, select the title and it will sort by the data in the column, select a second time to reverse the sort order.
• Each column can be filtered, select the down-select icon next to each column title and populate the value for the filter. Different columns will have different filter abilities such as a column with a date will only offer date range filters.
• If a filter has been selected, the down-select icon will be highlighted so the user knows a filter is in place.
7.0 How to review and disposition your supply chain FAIRs
After the supplier has finished the FAI and submitted it to the customer by signing Form 1, Field 21, the customer user can review and disposition the FAI.

7.1 Reviewing the FAI
As the customer reviews the FAI for completeness and correctness, Net-Inspect V5 has the new ability for the customer user to enter and track field-level FAI rejection comments. This feature allows the customer to identify one or more fields that have issues, and to enter a comment field for each field to explain the issue.

1. Select Buyoff Mode: Allows the customer-reviewer to disposition the submitted FAI with Approve, Approve Conditionally, or Disapprove. In addition, the customer can add field level rejection comments.

2. Field Level Rejection Comments: Allows the customer-reviewer to add comments to identify the field with an issue and provide direction on correcting the issue.
   a. Select the FAI field with an issue
   b. A Net-Inspect window appears requesting the reviewer to add a comment. Select OK or CANCEL.
   c. When completed, the field will turn red with the comment across the top of the field.

3. List of Rejected Fields: Provides a list of all the rejected fields and the comments entered by the reviewer.
7.2 Approve the Checklist
If a FAIR Checklist has been configured in your account and completed by your supplier, then you will be required to approve it before buying off the FAIR.

7.3 Approve/Disapprove the FAI
The customer user can electronically approve, approve-conditionally, or disapprove a FAI. If approved or conditionally approved, the FAIR can no longer be edited by either the supplier or the customer. If disapproved, the FAIR is reopened and must be resubmitted by the supplier after all necessary corrections have been made.

7.4 Resubmitted FAIs change tracking
If a customer disapproves the FAI, the supplier will update the FAI and resubmit it to the customer. When the customer reviews the resubmitted FAI, all changes made by the supplier to the FAI are now tracked with both the original value and changed value.

See the knowledgebase article by selecting the symbol for more detailed information.
8.0 Analytics: FAI Metrics

Net-Inspect provides the following FAI reporting / metrics.

- FAI Quantity by time frame
- FAI Quantity by Program by time frame
- FAI Cycle Time
- FAI Disapprovals
- FAI Requirements
- FAI Rejection Comments

In general, each of the FAI metrics pages have these common features:

1. Internal/Supplier:
   - The report can be filtered to include internal data for FAIs created within your company and sent to a customer

2. Saved Charts
   - This is a list of the predefined metrics reports available

3. Chart (y-axis)
   - The user can select the options for the scale on the left of the metrics

4. Category (x-axis)
   - The user can select the options for the scale along the bottom of the metrics
5. Filters
   • The user can add/remove filters appropriate to their desired metrics
   • Each filter can be applied by selecting the options available

6. Detailed Information
   • The user can select a bar on the metrics pages and the detailed list of FAIs within that metric/bar will be displayed.
   • If a stacked-bar chart is displayed, the selection will only display that color’s detail information.

7. Download options
   • By selecting this button the user can print, copy, or export the data to Excel. Note, no export-sensitive Technical Data is exported to Excel.
9.0 Analytics: Supplier Map

Net-Inspect provides visibility into your supply chain through the Supplier Map feature. This is primarily a feature to show your supplier’s FAIs.

This feature replaces the Version 4 FAI Portal.

1. Supplier Map
   - Select the Supplier Map feature from the FAI menu

2. Map
   - The map displays the location of suppliers in the supply chain. Color determines whether the supplier is first tier, second tier, or other. If the map shows a circle with a number, this identifies multiple suppliers at that location. To display each supplier user would zoom in.

3. Tiers (1 of x)
   - This filter displays the part count at each level in your supply chain. Color coding on the left is used consistently in this feature.
   - By selecting the box on the left, you can adjust the map view by tier(s).
   - By selecting a specific Tier, the page will limit all the data to that filter.

4. Programs (x of x)
   - This filter displays the part count for each Program defined.
• By selecting the box on the left, you can adjust the map view by tier(s).
• By selecting a specific Program, the page will limit all the data to that filter.

5. Suppliers (x of x)
• This filter displays a list of all the suppliers to your company. The list is modified by the filters above (Tiers and Programs).
• On the left of the supplier name, the system identifies one or more of the supply chain tiers.
• On the right of the supplier name is the FAI count.
• By selecting the supplier, the map adjusts to that supplier and new information displays for that supplier.

6. Parts
• This filter allows the user to search for additional information for a specific part at any tier.
• A list will display showing the part path from that part to your company.
• The map will adjust to show the part path.

7. Geographies
• This feature allows the user to identify regions on the map for reporting capabilities.
10.0 Analytics: Supplier Tree

The Supplier Tree provides the ability to view an Assembly FAIR and all their linked FAI’s down thru multiple tiers of the supply chain.

By selecting the part number across the bottom of the page the FAIR is displayed.