

AirSupply

## Training guide for users



**AirSupply Basic functions**

**July 2022**

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## Index of Abbreviations

CTR	Customer to Review
DA	Despatch Advice
EDI	Electronic Data Interchange
ERP	Enterprise Ressource Planning
FC	Forecast
GR	Goods Receipt
MRP	Material Requirements Planning
M2M	Machine to Machine
PO	Purchase Order
Qty	Quantity
Ref.	Referenced Document
SBI	Self-Billing Invoice
STC	Supplier to Commit
UOM	Unit of Measure
VMI	Vendor Managed Inventory

## Preamble

The AirSupply training guide is kept generic, and the supplier must comply with his customer scope and specificities. A document "Customer matrix" is available with the needs to be considered by the supplier.

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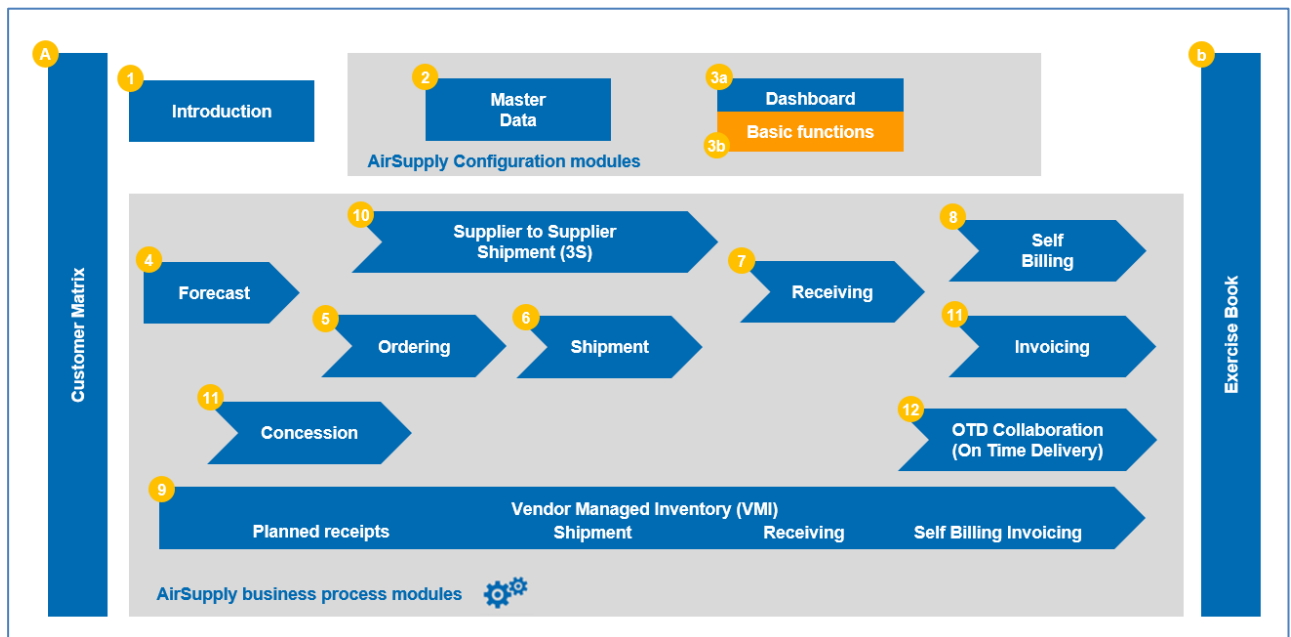
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The AirSupply user training guide is composed of 13 modules, 1 customer matrix and 1 exercise book. This module is dedicated to the Dashboard.

The following figure gives an overview of the AirSupply training modules.



### Objectives of the *Basic functions* module

In the *Basic Functions* module, you will learn about AirSupply functions that can be used in all modules. These include:

- Flexible user interface
- Sorting
- E-Mail notifications
- Download and upload

# 1 Flexible user interface

In AirSupply, all data is accessible and provided within the Dashboard.

The following example shows the 'Purchase orders' page displayed within the Dashboard.

The screenshot displays the 'Purchase orders' page in the AirSupply dashboard. The interface includes a top navigation bar with 'SupplyOn Services', 'Administration', and 'News'. A left sidebar lists various logistics functions. The main content area features a search bar with 'Quick Search' and 'Advanced Search' options, and a table of purchase orders. The table columns include PO Line, PO SL, P2P, PO Type, PO Sub-Type, PO Document, Cust. Group, Cust. Org, ERP Plant, Ord. Off. Name, Ord. Off. Phone, Ord. Off. E-mail, Supplier Planner Co., Cust. Mat. No., and Cust. The table lists multiple entries for different PO lines and types. Below the table are action buttons such as 'Back', 'Details', 'History', 'Download', 'Upload', 'Print', 'Related Documents', 'Actions', 'Stop counting as "New" or "Supplier"', and 'Send E-Mail'. The page footer indicates 'more than 5000 entries' and 'Entries per page 50'.

In this module, only the area outlined in red is shown below. The red area is meant when talking about the flexible user interface or specific pages.

*Note: For more information about the Dashboard, see the 'Dashboard' module.*

## 1.1 Default view

In AirSupply all data is displayed in the SupplyOn standard view ('SupplyOn Def. View') in tables. All these tables can be configured by the user.

Once user specific table views have been configured, the user has the possibility to save his/her work and create as many customized layouts as he wants via the 'Manage' dropdown box (for example, click 'Manage', and then 'Create new'). Every view can also be defined as default: the user selects the view from the list, then clicks 'Manage', and then 'Set as/reset to default'.

Quick Search | Advanced Search

Inactive since [v] equal to [v] [Add line | Delete line]

Search | Reset

PO Alerts (36) | Forecast Alerts (45) | VMI Alerts (6) | SBI Alerts (3) | MD Alerts (30)

**SupplyOn Def. View** [v] Manage... [v]

	PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number	PO...	S...	Cust. Mat. No.
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>	050	<a href="#">1</a>	CMN-013_P05
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>	090	<a href="#">1</a>	CMN-013_P09
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>	100	<a href="#">1</a>	CMN-013_P10
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_3</a>	020	<a href="#">1</a>	CMN-013_P14

## 1.2 Tooltips for column titles

When you move the mouse pointer over a column title, a description of the column (also called a tooltip) is displayed, as shown in the following figure.

Quick Search | Advanced Search

Inactive since [v] equal to [v] [Add line | Delete line]

Search | Reset

PO Alerts (36) | Forecast Alerts (45) | VMI Alerts (6) | SBI Alerts (3) | MD Alerts (30)

**SupplyOn Def. View** [v] Manage... [v]

	PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number	PO...	S...	Cust. Mat. No.	Cust. Mat. Des
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>				TENI
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>	090	<a href="#">1</a>	CMN-013_P09	CABIN ATTEN
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>	100	<a href="#">1</a>	CMN-013_P10	CABIN ATTEN
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_3</a>	020	<a href="#">1</a>	CMN-013_P14	STIFFENER-V
<input type="checkbox"/>	Supplier activity required	Medium	trg-TRAIN...	TR...	1110	<a href="#">PO-013_3</a>	030	<a href="#">1</a>	CMN-013_P15	STIFFENER-L

PO number tooltip: The Purchase Order number the alert refers to.

### 1.3 Column presentation

You can change the width of each column by expanding or shrinking the column title. Move the mouse over the separator line between the columns, hold down the left mouse button and move the mouse to the right or left to increase or decrease the column width.

<span>PO Alerts (160)</span> <span>Forecast Alerts (975)</span> <span>VMI Alerts (49)</span> <span>SBI Alerts (3)</span> <span>MD Alerts (269)</span>									
<span>SupplyOn Def. View</span> <span>Manage...</span>									
	PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number ^	PO...	S...	Cust. Mat. No.
<input type="checkbox"/>	No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	160	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	Medium	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	200	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	Medium	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	190	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	150	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	140	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	Medium	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	180	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	Low	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	210	1	CMN-all-002_FC1...

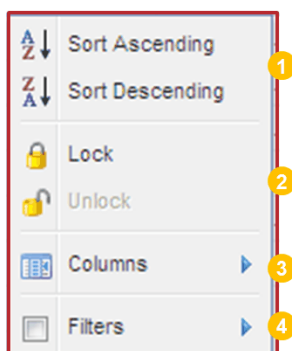
In the lower navigation bar, you can select the number of displayed lines.

Entries per page 

[First](#)
[Previous](#)
|
 Page  of 16 |
 [Next](#)
[Last](#)

You can customize the tables by clicking the drop-down menu to the right of the column title. A menu is displayed.

<span>PO Alerts (160)</span> <span>Forecast Alerts (975)</span> <span>VMI Alerts (49)</span> <span>SBI Alerts (3)</span> <span>MD Alerts (269)</span>									
<span>SupplyOn Def. View</span> <span>Manage...</span>									
	PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number ^	PO...	S...	Cust. Mat. No.
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	160	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	200	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	190	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	150	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	140	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	180	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	210	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt			AS...	1110	<a href="#">PO-all-002 6 01</a>	170	1	CMN-all-002_FC1...
<input type="checkbox"/>	No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002 6 01</a>	130	1	CMN-all-002_FC1...



## 1.4 Sorting in ascending and descending order

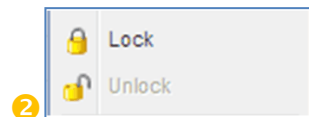


When you click 'Sort Ascending' or 'Sort Descending', the content of the table is sorted in relation to the selected column.

In the figure below, alerts are sorted by priority.

Quick Search		Advanced Search									
Inactive since	▼	equal to	▼							<a href="#">Add line</a>	<a href="#">Delete line</a>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>										
PO Alerts (36)		Forecast Alerts (45)		VMI Alerts (6)		SBI Alerts (3)		MD Alerts (30)			
SupplyOn Def. View		Manage...									
PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number	PO...	S...	Cust. Mat. No.			
<input type="checkbox"/> No goods receipt	High	trg-TRAIN...	TR...	1110	<a href="#">PO-013_5</a>	030	1	CMN-013_FC4			
<input type="checkbox"/> No goods receipt	High	trg-TRAIN...	TR...	1110	<a href="#">PO-013_1</a>	020	1	CMN-013_P02			
<input type="checkbox"/> Late despatch advice	High	trg-TRAIN...	TR...	1110	<a href="#">PO-013_5</a>	010	1	CMN-013_FC1			
<input type="checkbox"/> Spares order to check	High	trg-TRAIN...	TR...	1110	<a href="#">PO-013_2</a>	020	1	CMN-013_P12			
<input type="checkbox"/> Spares order to check	High	trg-TRAIN...	TR...	1110	<a href="#">PO-013_2</a>	010	1	CMN-013_P11			

## 1.5 Locking and unlocking of columns



Locking a column moves it behind a fixed vertical line within the table. Several columns can be locked. The result is that the locked columns are always displayed on the left. If you scroll right, the locked columns remain visible on the left.

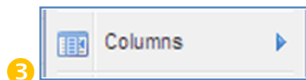
PO Alerts (160)		Forecast Alerts (975)		VMI Alerts (49)		SBI Alerts (3)		MD Alerts (269)			
SupplyOn Def. View		Manage...									
PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number	PO...	S...	Cust. Mat. No.			
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	160	1	CMN-all-002_FC1...			
<input type="checkbox"/> No goods receipt	Medium	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	200	1	CMN-all-002_FC1...			
<input type="checkbox"/> No goods receipt	Medium	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	190	1	CMN-all-002_FC1...			
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	150	1	CMN-all-002_FC1...			
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	140	1	CMN-all-002_FC1...			
<input type="checkbox"/> No goods receipt	Medium	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	180	1	CMN-all-002_FC1...			
<input type="checkbox"/> No goods receipt	Low	AIRBUS ...	AS...	1110	<a href="#">PO-all-002_6_01</a>	210	1	CMN-all-002_FC1...			

In this case the priority column is locked.

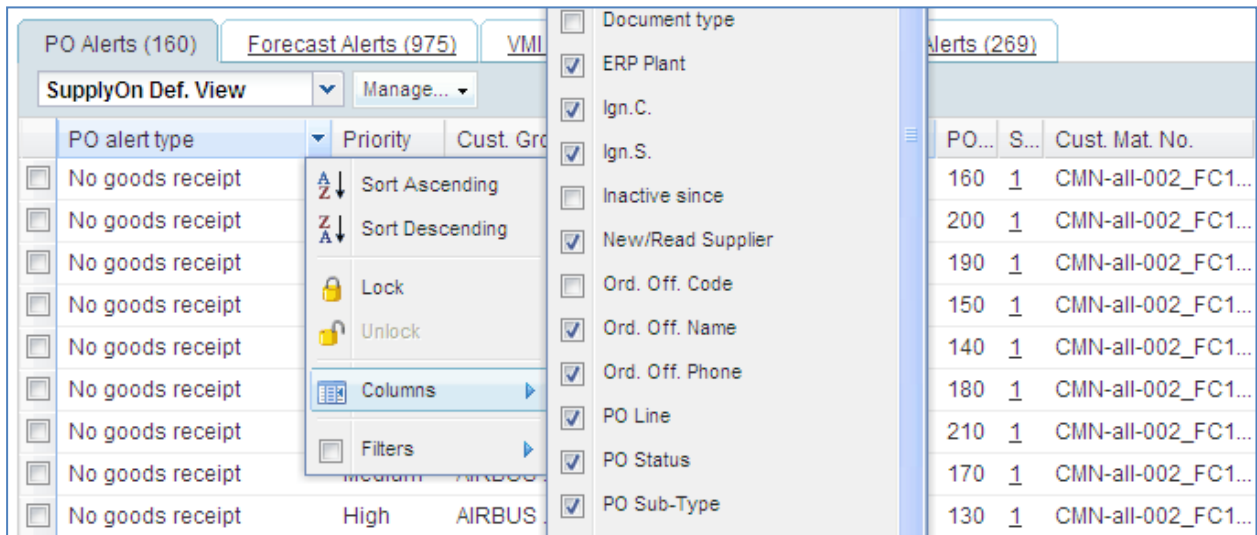
To unlock a column, click 'Unlock'.



## 1.6 Selection of displayed columns



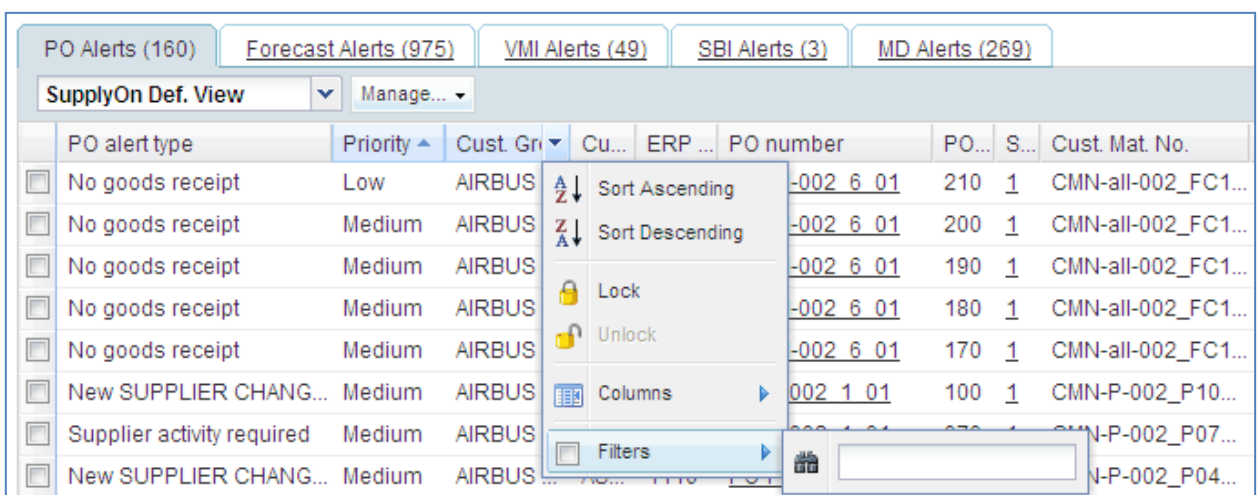
In the columns menu you can choose which columns you want to display. Tick the boxes of the columns you want to display. The following figure shows an example.



## 1.7 Filter on columns



You can apply a filter on any column. Enter a filter criterion in the input field.



For the column in which the filter is applied, the name is displayed in bold.

## 1.8 Column sequence

If you want to change the order of the columns, drag the column header to the desired position by clicking on it, holding down the mouse button and dropping it at the wanted position.

## 2 Sorting

In a view you can set criteria for sorting a column.

Click on "No sorting applied".

The screenshot shows a table of purchase orders. At the top, there are search filters and a 'No sorting applied' button highlighted with a red box. The table has columns for PO Line, PO SL, P2P, PO Type, PO Sub-Type, PO Document, Cust. Group, Cust. Org, ERP Plant, Ord. Off. Name, Ord. Off. Phone, Ord. Off. E-mail, Supplier Planner Co., Cust. Mat. No., and Cust. The table contains multiple rows of data. At the bottom, there are navigation buttons like 'Back', 'Details', 'History', 'Download', 'Upload', 'Print', 'Related Documents', 'Actions', 'Stop counting as "NewForSupplier"', 'Send E-Mail', and 'Split'. The page number is 1 of 100.

A dialog box for selecting columns is displayed.

The dialog box is titled 'Select another column to sort by'. It has a dropdown menu with a downward arrow and an 'Apply' button. The dropdown menu is currently empty.

Click "Select another column to sort by" to select a column.

The screenshot shows the same table as before, but with a dropdown menu open over the 'PO Document' column. The dropdown menu lists various columns: Final Delivery Location, Filling Place, Kit changed, Kit Component, Kit Header, Last GR Date, Last GR No., Line Incoterm, Line Incoterm Description, Ord. Off. E-mail, Ord. Off. Name, Ord. Off. Phone, P2P Active, Pgm. / MSN, PO, PO Document type, PO Header Text Present, PO Line, PO Line Desc., PO SL, and PO SL Creation Date. The 'PO Document type' option is highlighted with a mouse cursor. The 'Apply' button is visible at the bottom right of the dropdown menu.



The view shows that sorting is done by two columns.

Quick Search | Advanced Search

Search | Reset

Add line | Delete line

My search profiles | Manage...

Purchase orders

SupplyOn Def. View | Sorted by 2 columns | Manage...

PO	PO Line	PO SL	P2P...	PO Type	PO Sub-Type	PO Documen...	Cust. Group	Cust. Org	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Ord. Off. E-mail	Supplier Planner Co...	Cust. Mat. No.	Cust
ape_print	0020	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_print	0010	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_print	0030	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_print	0030	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_print	0030	00003	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_print	0020	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_print	0010	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr01	0010	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr01	0020	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr01	0030	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr01	0030	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr1	0010	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr1	0020	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr1	0030	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr1	0030	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr3	0010	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr3	0020	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr3	0030	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr3	0030	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr5	0010	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr5	0020	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr5	0030	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr5	0030	00002	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v
ape_pr8	0010	00001	Yes	OTHER	-	Manual	PD_AIRBUS	ASP	GET	Charlie Dean	+49 40 123456789	OrderingOfficerE-Mail		DPO-Mat-Dx1	v

more than 5000 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page: 50

First | Previous | Page 1 of 100 | Next | Last

You can remove a column for sorting by clicking the x and then on "Apply" again.

Sort by PO from Z-A ▼

then by Cust. Mat. No. from A-Z ▲

▼ Select another column to sort by

Apply

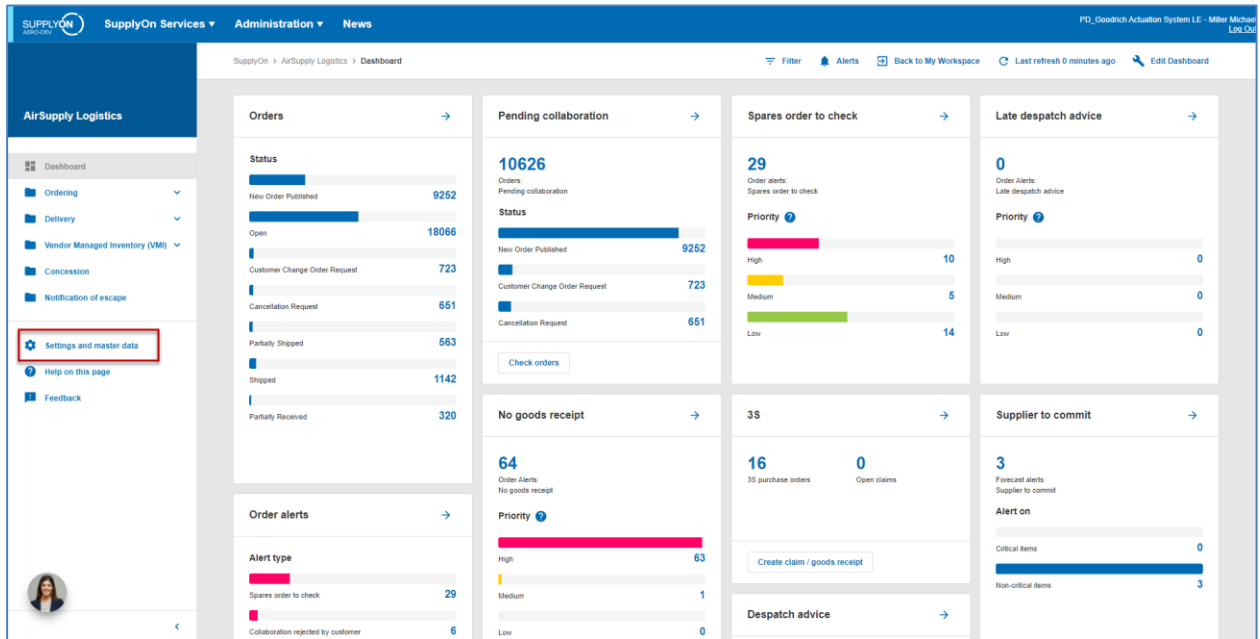
### 3 E-mail notification and sending e-Mails

#### 3.1 Configuring e-mail notifications

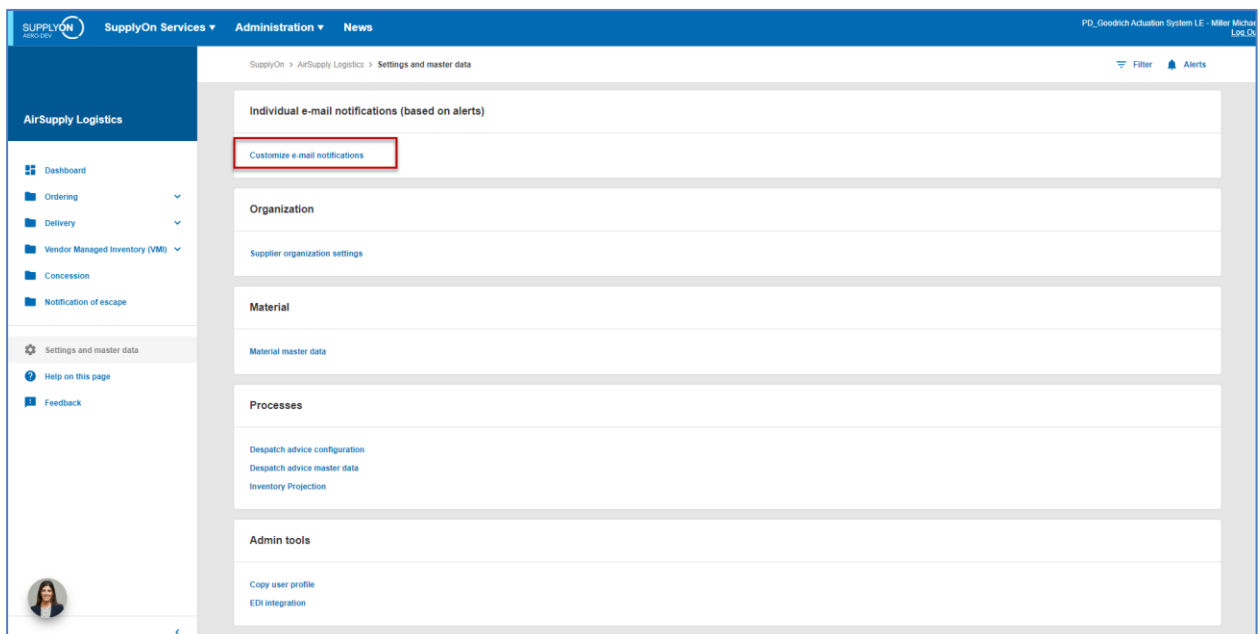
AirSupply offers the possibility to be informed about new alerts via e-mail. E-mail notification allows you to specify when and how often you want to be notified of alerts, based on a search profile.

The e-mail notification is sent to the e-mail address set up for you in the User Management section of the User Profile main page.

To configure an e-mail notification, click 'Settings and master data' in the Dashboard.



Click „Customize for e-mail notification“.



The 'E-mail notification' page is displayed.

**E-Mail notification**

Based on search profile:  [Configure search profile](#)

Global filter applied:

Active

Send 'no alerts issued' E-Mail

Send result as CSV attachment

Here you can select on which days and in which frequency you want to receive the E-Mail notification (according to the selected timezone: (GMT+01:00) Europe/Berlin).

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Selected day(s) at:  :

Hourly from:  to  every  hour(s)

Select a search profile that you have previously defined.

In addition, you can also select a global filter.

**E-Mail notification**

Based on search profile:  [Configure search profile](#)

Global filter applied:  (dropdown menu open showing: No filter, Airbus Bemen, Airbus Toulouse)

Active

Send 'no alerts issued' E-Mail

Send result as CSV attachment

Here you can select on which days and in which frequency you want to receive the E-Mail notification (according to the selected timezone: (GMT+01:00) Europe/Berlin).

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Selected day(s) at:  :

Hourly from:  to  every  hour(s)

**E-Mail notification**

Based on search profile:  [Configure search profile](#)

Global filter applied:

Active **1**

Send 'no alerts issued' E-Mail **2**

Send result as CSV attachment **3**

Here you can select on which days and in which frequency you want to receive the E-Mail notification (according to the selected timezone: (GMT+01:00) Europe/Berlin).

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Selected day(s) at:  :

Hourly from:  to  every  hour(s)

**1** With this checkbox you can enable or disable the e-mail notification.

- 2 If this checkbox is enabled, you will receive an e-mail confirming that there are no warnings that you need to check.
- 3 The result of the search based on the search profile and the global filter is sent as a CSV file in the e-mail.

Select when and how often you want to receive the e-mail notification.

- 4 You can select when you want to receive the email notification.
- 5 You can choose to receive the email notification once a day or at a selected time interval.

After that, click "Save" to save the settings for e-mail notifications.

## Example

A search profile named 'My search profile' has been created. This search profile will only search for orders with high criticality for the global filter 'Airbus Toulouse'. The email notification will inform the user about current alerts from Monday to Friday at 12:00.

E-Mail notification

Based on search profile My search profile [Configure search profile](#)

Global filter applied Airbus Toulouse

Active

Send 'no alerts issued' E-Mail

Send result as CSV attachment

Here you can select on which days and in which frequency you want to receive the E-Mail notification (according to the selected timezone: (GMT+01:00) Europe/Berlin).

Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday
  Sunday

Selected day(s) at 12 : 00

Hourly from 8:00 to 17:00 every 4 hour(s)

Back Save



### 3.2 Sending e-mails

Via 'Send e-mail' you can send a link to the current page by e-mail from your local e-mail client (for example Microsoft Outlook).

*Note: A webmail e-mail client cannot be set as the default email client.*

Via 'Send email' you can inform another person about the current situation of an alert in AirSupply. The recipient must have access to AirSupply to open the URL of the link. This feature allows you to handle only one alert at a time.

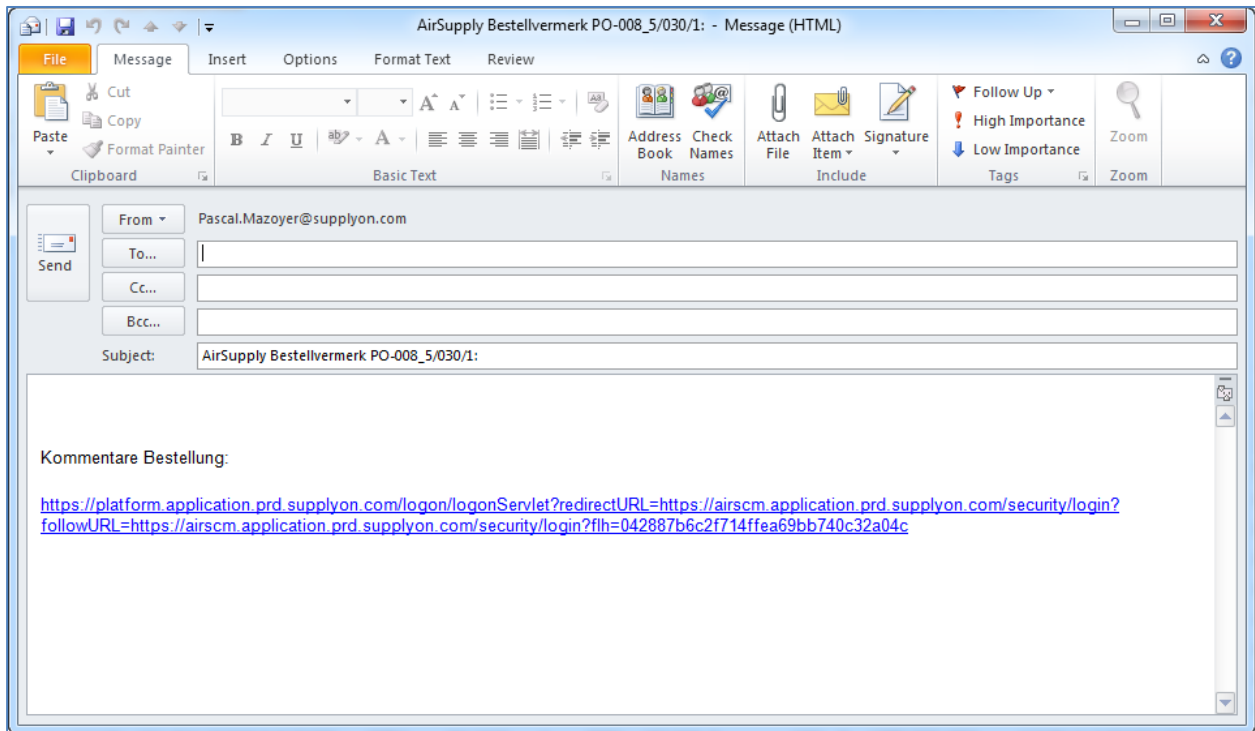
This feature is especially useful for commenting on a collaboration action when a potential problem occurs during a collaboration cycle (for example, rejection of an order change). You can also notify your business partner of a new event (for example, when a new goods receipt is received).

In the example below, you can see how to access the 'Send email' function on the 'Alerts Overview' page. In the bottom navigation bar there is the 'Send e-mail' button.

Select a line and then click on 'Send e-mail'. Now a new message will be opened in your local email client.

The screenshot displays the 'Alerts Overview' page. At the top, there are search options: 'Quick Search' and 'Advanced Search'. Below this, there are filters for 'Inactive since', 'equal to', and 'Add line | Delete line'. A 'Search' button and a 'Reset' button are also present. On the right, there are 'My search profiles' with 'Supplyon Def. Search' and a 'Manage...' button. The main content area shows a table of alerts with the following columns: PO alert type, Priority, Cust. Gro., Cu., ERP, PO number, PO, S., Cust. Mat. No., Cust. Mat. Desc., Supp. Mat. No., Supp. Mat. Desc., PO Type, and PO su... The table contains 85 entries. The third row is selected, and the 'Send E-Mail' button in the bottom navigation bar is highlighted with a red box. The bottom navigation bar also includes buttons for 'Back', 'Set Ignore', 'Set Read', 'Download', 'Purchase Orders', and 'Send E-Mail'. At the bottom, there are options for '85 entries: Select all Matches on Page | Select all Matches | Clear Selection', 'Entries per page 10', and 'Page 1 of 9 | Next Last'.

The following figure shows an example of an automatically created e-mail. At the end of the text there is a URL link to the corresponding object (for example, to the corresponding alert).



You can send this e-mail to the appropriate recipient (for example, an Ordering Officer) with AirSupply access.

## 4 Download and upload

Data can be downloaded (export) and uploaded (import) in AirSupply via a graphical user interface (GUI).

AirSupply allows you to download data to a Comma Separated Values (CSV file) or MS Excel™ (.XLS or .XLSX) spreadsheet document. The export is limited to 5000 records.

*Note: Use the online help for more information on the Download / Upload function.*

The following sections show how to download and upload data using Purchase Orders as an example.

### 4.1 Download

For Purchase Orders, the data can be downloaded from the following pages:

- 'Orders'
- 'Order details'
- 'Order item details'

To download the data of all the displayed order divisions of the displayed orders, perform the following steps:

- Select all schedule lines by clicking on the link [Select all Matches on Page](#)
- Click 'Download' and select one of the download options.

The following download options are displayed:

The screenshot shows the 'Purchase Orders' section of the AirSupply interface. A table lists several purchase order lines with columns for PO Line, PO SL, PO Type, PO Sub-Type, PO Document, Cust. Group, Customer Organization, ERP Plant, Ord. Off. Name, Ord. Off. Phone, and Supplier Planner. A search filter is set to 'Status equal to OPEN'. A magnifying glass icon is visible over the table. A dropdown menu is open, showing download options: PO Schedule Lines full (CSV), PO Schedule Lines full (XLSX), Displayed plus key columns (CSV), Displayed plus key columns (XLS), Displayed Columns Only (CSV), and Displayed Columns Only (XLS). The 'Download' button is highlighted in the menu.

A close-up of the download menu options, which are: PO Schedule Lines full (CSV), PO Schedule Lines full (XLSX), Displayed plus key columns (CSV), Displayed plus key columns (XLS), Displayed Columns Only (CSV), and Displayed Columns Only (XLS). The 'Download' button is highlighted at the bottom of the menu.

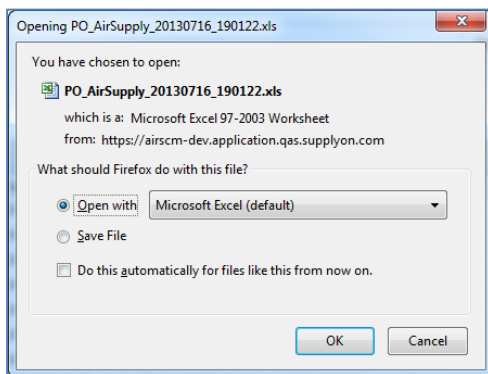
The following options are available for downloading the data:

'PO Schedule Lines full (CSV)'	Export all available fields (including the fields not shown) of the PO in CSV format.
'PO Schedule Lines full (XLSX)'	Export all available fields (including the fields not shown) of the PO in Microsoft Excel™ (.XLSX) format.
'Displayed plus key columns (CSV)'	Export of all displayed columns and key columns of one or several PO Schedule Lines. A key column is a reference ID for the application used to upload (for example, a Customer Material Number). Download in Comma Separated Values (.CSV) format.
'Displayed plus key columns (XLS)'	Export of all displayed columns and key columns of one or several PO Schedule Lines. A key column is a reference ID for the application used to upload (for example, a Customer Material Number). Download in Microsoft Excel™ (.XLSX) format.
'Displayed Columns Only (CSV)'	Export the displayed columns of one or more PO Schedule Lines in CSV format. The export file cannot be used for import.
'Displayed Columns Only (XLS)'	Export the displayed columns of one or more PO Schedule Lines in Microsoft Excel™ (.XLSX) format. The export file cannot be used for import.

If the download was started, the following message is displayed:

**Download started in the background. File will be provided for download once finished.**

As shown below as an example, the browser asks (depending on the configuration) either whether the file should be saved directly or whether the file should be opened with the associated program.



After that you can edit the file on your computer.

## 4.2 Upload

Whether uploading data is possible depends on the assigned roles and permissions.

The 'Upload' button can be used to upload the data to AirSupply.

- After downloading the 'PO Schedule Lines full' and 'Displayed plus key columns' file (see previous section), make sure that only the allowed columns are updated (for example, for purchase orders, "Committed quantity" and "Committed date"). Note that not all columns can be used for updating.

	H	I	J	K	L	M	N	O
1	Materialnummer Lieferant	Materialbeschr. Lief.	Status	Mengeinheit	Liefermenge	Lieferdatum	Zugesagte Menge	Zugesagtes Datum
2	MATERIAL_SUPPLIER_NUMBER	MATERIAL_SUPPLIER_DESC	PO_Status	PO_UnitOfMeasure	PO_CollabReqQty	PO_CollabReqDate	PO_CollabPromQty	PO_CollabPromDate
3	SMN-013_P01	AIRB5S12#CABIN ATTENDANT SEAT	RECEIVED	PCE	44	2013-09-26 23:59:59	44	2013-09-19 23:59:59
4	SMN-013_P02	AIRB7S14#CABIN ATTENDANT SEAT	CUSTOMER CHANGE ORDER REQUEST	PCE	44	2013-08-26 23:59:59	44	2013-08-19 23:59:59

*Note: The first row is the header row. Make sure that you do not change the names of the column headers or the order of the columns. If there was a change you will get an error message during the import.*

- Save the updated file in CSV or XLS format.
- Click 'Upload' in drop-down menu and select an option to upload the file.

Order Details for PO: HLA-ldoc-2021891100

PO: HLA-ldoc-2021891100 PO Type: OTHER Purchasing Organization: SON  
 Cust. Group: FD\_AIRBUS PO Sub-Type: - Purchasing Group: HLH  
 Cust. Org.: ASP PO Document type: Manual  
 Supplier Site\_City: FD\_Goodrich V\_Saint-Marcel Vernon CP

Header Addresses Header Text Header Attachments **Schedule Lines**

SupplyOn Def. View Sorted by PO Line Manage... Reset all Filters

PO Line	PO SL	F2P...	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Ord. Off. E-mail	Supplier Planner...	Cust. Mat. No.	Cust. Mat. Desc.	PO Line Desc.	Supp. Mat. No.	Supplier Material Desc.
00010	0002	Yes	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		Cust.Mat.Number	Landing Airbrakes	PO Line Desc	TST-1001	Airbrakes Heavy Dut
00010	0001	Yes	GET	Michael Law	+49 40 123456789	OrderingOfficerE-Mail		Cust.Mat.Number	Landing Airbrakes	PO Line Desc	TST-1001	Airbrakes Heavy Dut

2 entries: Select all Matches on Page Clear Selection Entries per page 50 First Previous Page 1 of 1 Next Last

Back Details History Download **Upload CSV** Upload Excel Related Documents Actions Send E-Mail Split

The following options are available for uploading the data:

'Upload CSV'	Upload is done based on a Comma Separated Values (.CSV) file format.
'Upload Excel'	Upload is done based on a Microsoft Excel™ (.XLS) file format.

- Locate your file on your computer and click 'Upload' to upload the data.

The screenshot shows the 'Purchase Orders' screen with a table of PO lines. A modal dialog titled 'Purchase Order CSV Upload' is displayed in the foreground. The dialog contains the text: 'Select .csv file for upload: C:\Users\pma154\Desktop\ [Browse...]' and a note: 'Please note, the first line of file (header) will not be imported.' There are 'Upload' and 'Close' buttons at the bottom of the dialog. A magnifying glass icon is visible over the dialog.

This is a close-up of the 'Purchase Order CSV Upload' dialog box. It shows the file path 'C:\Users\pma154\Desktop\ [Browse...]' and the 'Upload' button. A magnifying glass icon is positioned to the left of the dialog.

The following message is displayed after the successful import:

**Upload process successfully finished.**

For POs, you can then check the result of the upload in the 'Purchase Orders' screen.

The screenshot shows the 'Purchase Orders' screen with a table of PO lines. The table has columns for PO Line, PO SL, Description, Status, Unit of, Requested, Requested date, Promised qua..., Promised date, and Spares priorit. The data is as follows:

PO Line	PO SL	Description	Status	Unit of	Requested	Requested date	Promised qua...	Promised date	Spares priorit
PO-002_1	010	ATTENDANT ...	RECEIVED	PCE	44	04.07.2013	44	04.07.2013	
PO-002_1	020	ATTENDANT ...	PARTIALLY SHIPPED	PCE	44	03.06.2013	44	03.06.2013	
PO-002_1	030	ATTENDANT ...	SUPPLIER CHANGE ORDER R...	PCE	38	29.06.2013	38	15.07.2013	
PO-002_1	040	ATTENDANT ...	SUPPLIER CHANGE ORDER R...	PCE	44	27.06.2013	50	29.06.2013	
PO-002_1	050	ATTENDANT ...	SUPPLIER ACCEPTED WITH C...	PCE	26	27.06.2013	24	27.06.2013	

*Note: For more information on "Download / Upload", refer to the online help.*

## 5 Conclusion

Basic functions can be used in all modules of AirSupply.

The following aspects were explained in this module:

- Flexible user interface
- Sorting
- E-mail notifications
- Download and upload

The next module is titled 'Forecast' [Ref. 4].