Material Exception Report (MER) SYSTEM

Administration User Manual

Revision History

Rev.	Date	Page	Description	Prepared	Checked	Approved
00	09-NOV-2010	All	Initial Version	K.Nonaka	T.Yamaguchi	S.Hamamoto
01		All	Improvement in language and clarity. Fixed errors	V.Karatkul	K.Nonaka	K.Nonaka
02	17-Feb-2020	All	For new version release	T.Yamagchi		T.Handa

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1. Introduction

1.1. About MER

The Material Exception Report (**MER**) System is a Web Application System that is used to manage and create reports of irregular issues and incidents of quality and quantity of purchased items and materials.   The steps and process of the **MER System** are as follows:

1. Testing Irregularity occurs at the construction site.
2. At the site, the person who can utilize the **MER** inputs necessary information into the system.
3. The checker and two approvers either approve or deny the **MER**.
4. The **MER** is then issued to the Yokohama Head Office.
5. Yokohama Head Office receives and views the **MER**.
6. If the incident has been solved, the Site Remedy Work Closing Approval Flow for the **MER** starts.
7. The checker and two approvers approve or deny the **MER**.
8. If the cost information is fixed, the Site Cost Information Closing Approval Flow for the **MER** starts.
9. The checker and two approvers approve or deny the **MER**.
10. If the compensation amount is agreed, the YOC Closing Approval Flow for the **MER** starts.
11. The checker and two approvers approve or deny the **MER**.
12. The **MER** is closed.

Note: Concerning **PJQC Remarks**, normally these fields are fulfilled by Quality Control department after the **MER** is closed.

1.2. Usage Requirement

MER is compatible with the following:

■ Microsoft Internet Explorer 7.0 or 8.0

◇ Additional Notes:
➢ The latest version of Microsoft Internet Explorer 7.0 is recommended.
➢ Microsoft Internet Explorer's other limitation does not support operating the system on multiple window tabs.

Note: Please make sure that to use a user ID with access right and project configured.

■ **PMS, J-COTSi and MER**

◇ Additional Notes:

➢ Contact JGC New ID Management System Group (IDM) for a user account or access right configuration applications. A user ID is not registered in the project, contact the respective Project Administrator.

1.3. Approval Flow

The MER System has one type of approval flow pattern. In this flow pattern, a MER is prepared. The approvers and checkers determine the approval status of the MER as it reaches them in the approval flow pattern (Figure 1.3.0).

■ Sequential Approval Flow

➢ A checker or an approver can approve or deny the **MER**.
➢ The **MER** is officially issued once it has received the approval status of the final approver.
➢ It is not mandatory to have a checker in the Approval Flow; however, an Approver is required in the **Issue Approval flow** and **Closing Approval flow**.

There are two types of Approvers in the **Closing Approval flow**. One is the **SOC Approver** and the other is the **YOC Approver**. The **SOC Approver**, located at the construction site, is the first approver once the **MER** has been prepared by the **Preparer**. The **YOC Approver** is the final approver, stationed at the Yokohama Head Office.

1.4.

| Preparer | → | Checker1 | → | SOC Approver | → | Checker2 | → | YOC Approver |

Screen Layout

■ *First Login Page*

No	Item	Description
1	**User ID**	**PMS** system user ID field
2	**Password**	Password field
3	**Login**	Login to the **MER** system

■ *Second Login Page*

No	Item	Description
1	**Project Code**	Select Project ID

■ *Find MER (MER List)* Page

No	Item	Description
1	**Help Document**	Open the **Help Document** (User Manual, FAQ, Tips) page
2	**Logout**	Logout of the **MER System**
3	**MER List**	Open the **MER List** page
4	**Status List**	Open the **Status List** page
5	**New MER**	Open the **New MER** page in another window
6	**Admin**	Open the **Administrator** page (Project Admin Only)
7	**Search More**	Open a specific search dialogue (See Chapter 9.2.1)

■ **Status List** Page

No	Item	Description
1	**Help Document**	Open the **Help Document** (User Manual, FAQ, and Tips) page.
2	**Logout**	Logout of the **MER System**
3	**MER List**	Open the **MER List** page
4	**New MER**	Open the **New MER** page in another window
5	**Admin**	Open the **Administrator** page (Project Admin Only)

■ Initial **New MER** Page

No	Item	Description
1	**Help Document**	Open the **Help Document** (User Manual, FAQ, Tips) page
2	**Logout**	Logout of the **MER System**
3	**Close**	Close the **New MER** window
4	**Edit**	Being the registration of the **New MER** (See Chapter 3.2.1)

■ **New MER Section A**

Section A: MER General Information	Hide Details	Check Section															

MER Information

MER Title						Sequential No.	
MER No.	Take No.	Issued on				Closed on	
P.O. No.	P-2130-TEST Reset	P.O. Title				Vendor Name	TEST Corporation
P.O. No. for J-PLUSP	P-2130-TEST Edit	Vendor Abbr.		T01		Manufacture Name	TEST Corporation

Back Charge

Back Charge	○ Required ○ Not Required ○ To be discussed

OME Range

Range(USD)	○ 0 ○ 1 - 1,000 ○ 1,000 - 5,000 ○ 5,000 - 10,000 ○ 10,000 - 50,000 ○ 50,000 - 100,000 ○ 100,000 -

Mechanical Completion Information

MC No.	System Code	Description	MC Date
Edit			

Shipping Information

JGC Shipment No.	Edit		Date Arrived		...
Container Number			Free Space1	Edit	
Free Space2	Edit		Free Space3	Edit	

Description

Add

No.	P.O. Line Item No.	Partial	Description			Unit	Quantity Information									Reference Number	Description Item Space 1	Description Item Space 2	
			1	2	3		P/L Qty.	PO Qty.	Good Qty.	Damage Qty.	Off-Spec Qty.	Short Qty.	Over Qty.	Excpt Qty.	Rcevd Qty.				

Attachments		参照...	Cancel attached file Add another file
Section Remarks	Edit		

Estimated and Actual Date/ Site Instruction No.

YOC ETD		...	YOC ATD		...
YOC ETA		...	Site ATA		...
Site Instruction No.		⊙ Open ○ Close ○ Hold ○ Cancel			
Date and SI. Remarks					

Item	Required	Description
View Selection	-	Set a default view (Maximum of five selection views)
Status	-	Input the status of the **MER** into this field
Hide Detail(Show Detail)	-	Hide or Display this section
Check Section	-	Check validity of input information
Take No.	-	Retrieve a **MER** No.
P.O. No	-	Search according to a P.O. No.
Reset	-	Reset the P.O. No.
MC No.	-	Get Mechanical Completion information
JGC Shipment No.	-	Get the JGC shipment number or input shipment information manually
Date Arrived	-	Site arrival date input field
Container Number	-	Container Number input field

Add	-	Add a line (including empty fields of item information)
Delete	-	Delete an added line
Itemized Status	-	Change the status of the **MER** (See Chapter 13.2.1)
P.O. Line Item No.	-	Get the **P.O. Line Item No.** from a search result or manual input
Partial	-	Get the Partial No.
Description1	-	Item Description input field #1
Description2	-	Item Description input field #2
Description3	-	Item Description input field #3
Unit	-	Input Unit (ex. Pcs, boxes, etc.)
P/L Qty	-	Input field for Quantity of Delivered Packages
Recvd Qty	-	Quantity Received input field
Diffin Qty	-	Shortage (difference between P/L Qty and Recvd Qty) input field
Excpt Qty	-	Quantity of Defected of Off-Spec units input field
Reference Number	-	Reference Number input (relative to delivered goods)
Attachments	-	Attach files for reference *1 Maximum size of the sum of the attached files is 10MB *2 Maximum size of a single file is 5MB
Cancel attached file	-	Cancel an attached file
Add another file	-	Attach another file *1 Can attach maximum of 5 files
Section Remarks	-	Input remark for this section

■ **New MER Section B**

Item	Required	Description
Hide Detail/Show Detail	-	Hide or Display this section
Check Section	-	Check the validity of entered information
Reason	-	Select a reason from a drop-down list (**Apply to All**) or a list box (each item)
Remarks(Reason of Exception)	-	Input Remarks field
Action	-	Select an action from a drop-down list (**Apply to All**) or a list box (each item)
by	-	Select a name from a drop-down list (**Apply to All**) or a list box (each item)
Remarks(Counter measure)	-	Input remarks field
Inspection	-	Select the kind of the inspection from the drop-down list (**Apply to All**) or the list box (each item)
Mode of Redelivery	-	Select a delivery method from a drop-down list (**Apply to All**) or the list box(each item)
CRD	-	Input the construction required date from a calendar
Action by	-	Select name of party taking action from a drop-down list (**Apply to All**) or list box (each item)
Remarks(Action by	-	Input remarks field
Apply	-	Apply selected or inputted information for the rest of selections or fields on the same column
Attachments	-	Attach files for reference

		*1 Maximum size of the entire attached files is 10MB
		*2 Maximum size of one file is 5MB
Cancel attached file	-	Cancel the attached file
Add another file	-	Attach another file
		*1 Maximum number of attached files is 5 files
Section Remarks	-	Input remark(s) for this section

■ **New MER Section C**

Item	Required	Description
Hide Detail/Show Detail	-	Hide or display this section
Check Section	-	Check the validity of entered information
Claimed to	-	Select which party should be claimed from a drop-down list
Remarks	-	Input remarks field
Marine Claim Insurance	-	Input the marine insurance No. for a claim
Attachments	-	Attach files for reference
		*1 Maximum size of the entire attached files is 10MB
		*2 Maximum size of one file is 5MB
Cancel attached file	-	Cancel the attached file
Add another file	-	Attach another file
		*1 Maximum number of attached files is 5 files
Section Remarks	-	Input remark field for this section

■ **New MER Section D**

Item	Required	Description
Hide Detail/Show Detail	-	Hide or display this section
Check Section	-	Check the validity of entered information
Template	-	Select a template prepared by project manager from a drop-down list
Apply Template (Approved Status)	-	Apply the selected template
Clear	-	Clear an applied role, group and name on the **MER**
Group	Yes	Select a group name from a drop-down list
Name	Yes	Select a person name relevant to the selected group
Add	-	Add a line, including empty fields of **Group** and **Name**
Delete	-	Delete an added line
Template (Distribution)	-	Select distribution template (registered by project manager)
Apply Template (Dist.)	-	Apply adds selected templates to the drop-down list
From	-	Select a group from a drop-down list
Add (To(Group))	-	Add a group and receiver as ATTN
Delete all	-	Delete an added group and receiver on the

(To(Group))		ATTN list
Edit (To(Group))	-	Edit an added group and receiver as ATTN
Delete (To(Group))	-	Delete an added group and receiver as ATTN on the same line
Add (Cc(Group))	-	Add a group and receiver as Cc
Delete all(Cc(Group))	-	Delete an added group and receiver on the Cc list
Edit(Cc(Group))	-	Edit an added group and receiver as Cc
Delete(Cc(Group))	-	Delete an added group and receiver as Cc on the same line

■ **New MER Section E**

Item	Required	Description
Hide Detail(Show Detail)	-	Hide or display this section
Check Section	-	Check the validity of entered information
Template	-	Select a template prepared by project manager from a drop-down list
Apply Template (Closing Status)	-	Apply a selected template to a drop-down list
Clear	-	Clear an applied role, group and name on

		the **MER**
Group	Yes	Select an group name from a drop-down list
Name	Yes	Select a person name relevant to selected group from the drop-down list
Add	-	Add a line including empty fields of **Group** and **Name**
Delete	-	Delete an added line

■ **New MER Section F**

Item	Required	Description
Hide Detail(Show Detail)	-	Hide or display this section
Check Section	-	Check validity of entered information
Updated On	-	Input updated date
Back Charged to	-	Specify vendor, subcontractor or others JGC imposes expenses of back charge upon

Amount	-	Input the amount of back charge for each category
Remarks	-	Input remarks field
Final Settled Amount	-	Input the final settled amount
Attachments	-	Attach files for reference *1 Maximum size of the entire attached files is10MB *2 Maximum size of one file is 5MB
Cancel attached file	-	Cancel the attached file
Add another file	-	Attach another file *1 maximum number of attached files is 5 files
Section Remarks	-	To input remarks for this section

■ **New MER Section G**

Section G: Spent MH Information		Hide Details	Check Section	
Each MHs				
Dept.	MH	Updated by		Remarks
Field Engineer		FEM	Edit	
Discipline		Lead Engineer	Edit	
QC		QC Manager	Edit	
MCS		MCS Manager	Edit	
Procurement		PPM	Edit	
Construction		Construction Manager	Edit	
Others		YOC & SOC	Edit	
Total				

Item	Required	Description
Hide Detail(Show Detail)	-	Hide or display this section
Check Section	-	Check validity of entered information
MH	-	Man hours consumed per incident in each department
Remarks	-	Remarks input field

■ **New MER Section H**

Item	Required	Description
Hide Detail(Show Detail)	-	Hide or display this section
Check Section	-	Check validity of entered information
QC Close Check	-	Checkbox Signaling QC Close Check
Required QC Action	-	Checkbox to show necessary action by a part and manual input for actions that should be undertaken.
Confirmation of MER Close by QC	-	Checkbox or necessary manual input to signify the Confirmation of **MER** being closed by QC
NCR for	-	Checkbox or input necessary data for non-confirmation report
Attachments	-	To attach files for reference *1 Maximum size of total attached files is 10MB *2 Maximum size of one file is 5MB
Cancel attached file	-	Cancel the attached file
Add another file	-	Attach another file *1 maximum number of attached files is 5 files
Section Remarks	-	To input remarks for this section

■ **Find MER (MER List)**

Item	Required	Description
All	-	Show All **MER** files
All Draft	-	Show all of draft versions of **MER** Files
My Draft	-	Show all of the users **MER** Drafts
MER for Issue Approval	-	All **MERs** that are waiting to be approved and issued
Issued	-	Displays all Issued **MERs**
MER for Closing Approval	-	Shows **MERs** that are on the way for Closing Approval
Unread(New)	-	Displays all unread **MERs**
Read	-	Displays all **MERs** that have been read
Attention to me	-	Shows **MERs** that have been assigned as Attention to the user account
CC to me	-	Shows **MER** that have been sent to the user as CC
Check/Approve for Issue	-	Shows the **MERs** waiting to be issued to the user to review and decide upon as a Checker or Approver
Check/Approve for Close	-	Display of the **MERs** requested to the user for approval for closing as Checker or Approver

Check/Approve for Both	-	Shows the **MERs** requested to the user for approval and closing for Issuing or Closing as Checker or Approver
Show MER List	-	Change the page to **Find MER (MER List)**
Show Status List	-	Change the page to **Find MER (Status List)**
Print MER List	-	Print the **MER** list
Download MER List	-	Download the **MER** List
Download MER Item List	-	Download the **MER** Item List
Refresh	-	Refresh page
Initial Condition	-	Return to initial conditions (Clear search fields)
List Item Selection	-	Select which columns are to be displayed on the list
Read(Read Status)	-	Changes the **MER** status from unread to read. Selecting MERs is done by checking the checkbox on the leftmost column
Unread(Read Status)	-	Changes the **MER** status from read to unread. Done by checking the checkbox in the leftmost column
Download(MER PDF)	-	Download the **MER** as PDF file
Search More	-	Searching MERs with other notable search conditions
Advanced Search	-	Search for an **MER** with more detailed condition

■ **Find MER (Status List)**

Item	Required	Description
All	-	Show All **MER** files
All Draft	-	Show all of draft versions of **MER** Files
My Draft	-	Show all of the user's **MER** Drafts
MER for Issue Approval	-	All **MERs** that are waiting to be approved and issued
Issued	-	Displays all Issued **MERs**
MER for Closing Approval	-	Shows **MERs** that are on the way for Closing Approval
Attention to me	-	Shows **MERs** that have been assigned as Attention to the current user
CC to me	-	Shows **MERs** that have been sent to the user as CC
Check/Approve for Issue	-	Shows the **MERs** waiting to be issued to the user to review and decide upon as a Checker or Approver
Check/Approve for Close	-	Display of the **MERs** requested to the user for approval for closing as Checker or Approver
Check/Approve for Both	-	Shows the **MERs** requested to the user for approval and closing for Issuing or Closing as Checker or Approver

Show MER List	-	Change page to **Find MER (MER List)**
Show Status List	-	Change page to **Find MER (Status List)**
Refresh	-	Refresh Page
Initial Condition	-	Return to initial conditions (clear search fields)
Download(MER PDF)	-	Download the **MER** as PDF file
Advanced Search	-	Search the **MER** with more detailed condition

■ **Advanced Search**

Item	Required	Description
Simple Search	-	Search the **MER System** with simple condition
Advanced Search	-	Search the **MER** with more detailed condition
Overall Status	-	Select the status of the desired **MER**
QC Close	-	Find an MER that has already been closed by Project QC
Vendor Name	-	Search condition using the Vendor Name
P.O. No.	-	Search condition using the P.O. No.
Item Description	-	Search condition using the Item Description
MER No.	-	Search condition using the MER No.
MER Title	-	Search condition using the MER Title

P.O Title	-	Search condition using the P.O. Title
Ship. No.	-	Search condition using the Ship. No.
MC No.	-	Search by the Mechanical Completion information No.
Approval Status	-	Search from the actual approval status of the **MER**
Reason of Exception	-	Search condition according to the reason for an irregularities of purchased materials
Countermeasure	-	Search condition using the countermeasure field
Claim to	-	Search condition matching the status of claimed vendor, subcontractor and etc.
Issue Date (From/To)	-	Search according to the issued date of the **MER**
Close Date (From/To)	-	Search according to the closed date of the **MER**
Distribution (User)	-	Search using the parameters of a user who either sent, received and carbon copy (cc) of the **MER**
Distribution (Group)	-	Search using the parameters of a group who either sent, received and carbon copy (cc) of the **MER**
Preparer	-	Searches **MERs** according to the user that prepared it
Search	-	Implement the search
Clear Condition	-	Clear search conditions

■ **Admin**
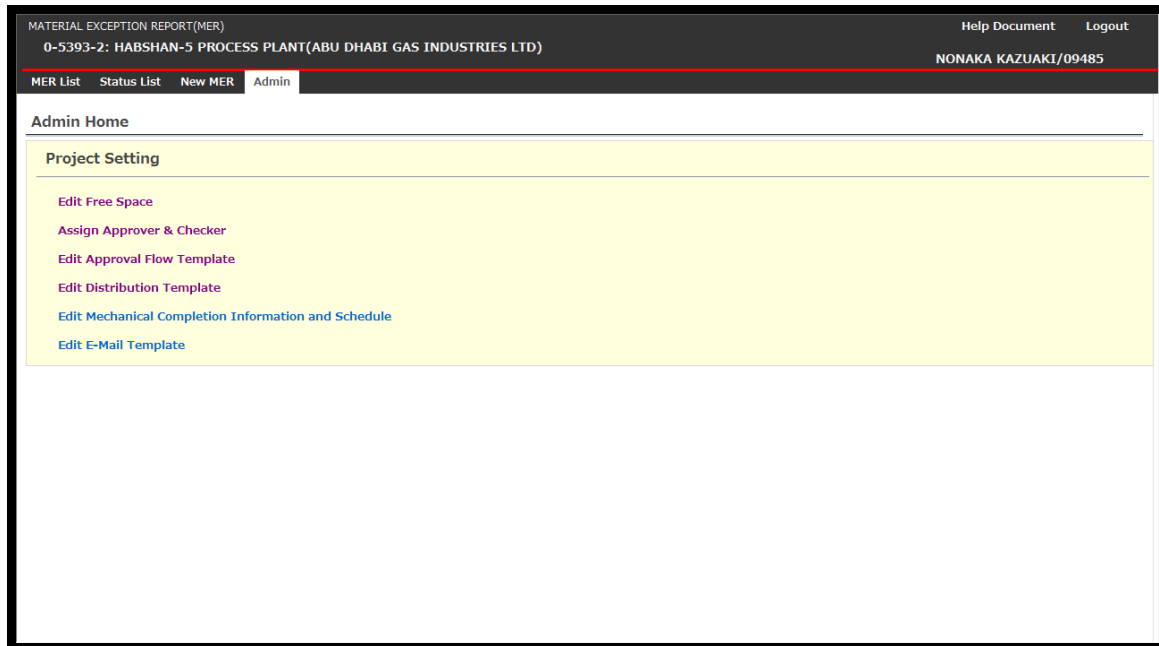
Item	Required	Description
Edit Free Space	-	Edit/Assign free space in the MER field
Assign Approver & Checker	-	Assign a user the status of **Approver** or **Checker**
Edit Approval Flow Template	-	Prepare the Template of the **Approver** & **Checker** according to **FWBS Level 3**
Edit Distribution Template	-	Prepare the Template of the Distribution for the correspondence (assign **Attention** & **CC** recipients to a template**)**
Edit Mechanical Completion Information and Schedule	-	Search for and add Mechanical Completion Information and schedule as individual objects along with entering system code and .descriptions
Edit E-Mail Template	-	Create E-Mail Templates for users to select and use for notifying other parties

1.5. System Access Control

System access level can be configured with regards to the users in each respective project as follows.

■ Data access control in case of the status of the document is **Open**/**Closed.**

Role	Approval Flow Status	MER Inquiry	MER Update	Appr. Fl. Update (I)	Appr. Fl. Update (C)	CANCEL	DELETE
Preparer	Draft	○	○	○	○	×	○
	MER for Issue	○	○	○	○	×	×
	Issued	○	○	×	○	○	×
	MER for Close	○	○	×	○	×	×
	MER for YOC Close	○	○	×	○	×	×
	Closed	○	○	×	×	○	×
Checker for Issue Approval	Draft	○	○	○	○	×	×
	MER for Issue	○	○	○	○	×	×
	Issued	○	○	×	○	○	×
	MER for Close	○	○	×	×	×	×
	MER for YOC Close	○	○	×	×	×	×
	Closed	○	○	×	×	○	×
Approver for Issue Approval	Draft	○	○	○	○	×	×
	MER for Issue	○	○	○	○	×	×
	Issued	○	○	×	○	○	×
	MER for Close	○	○	×	×	×	×
	MER for YOC Close	○	○	×	×	×	×
	Closed	○	○	×	×	○	×
Checker for Closing Approval	Draft	○	○	○	○	×	×
	MER for Issue	○	○	×	○	×	×
	Issued	○	○	×	○	○	×
	MER for Close	○	○	×	○	○	×
	MER for YOC Close	○	○	×	○	○	×
	Closed	○	○	×	×	○	×
Approver for Closing Approval	Draft	○	○	○	○	×	×
	MER for Issue	○	○	×	○	×	×
	Issued	○	○	×	○	○	×
	MER for Close	○	○	×	○	○	×
	MER for YOC Close	○	○	×	○	○	×
	Closed	○	○	×	×	○	×
Other	Draft	○	○	○	○	×	×
	MER for Issue	○	○	×	×	×	×
	Issued	○	○	×	○	×	×
	MER for Close	○	○	×	×	×	×
	MER for YOC Close	○	○	×	×	×	×
	Closed	○	○	×	×	×	×
Project Admin System Admin	Draft	○	○	○	○	×	○
	MER for Issue	○	○	○	○	×	○
	Issued	○	○	×	○	○	○
	MER for Close	○	○	×	○	○	○
	MER for YOC Close	○	○	×	○	○	○
	Closed	○	○	×	×	○	○

Table Data access control in case of the status of the MER is OPEN

【Additional Notes】

a. It is possible to cancel the MER after it is received Issue Approval.
b.   If Checker or Approver expect the deletion of any such MER, they shall deny the MER with typing the comment as "To be deleted" in the Comment. After that the status of the MER is changed to the draft version. Preparer refers to the remaining Comment and Preparer operates the deletion of the MER.   Project Admin and System Admin can delete any of the MER as a special administrator's privilege.

1. It means that its Closing Approval Flow is completely closed and is equal to YOC CLOSE in OVERALL STATUS.

2. System admin and Project Admin have a different utilization privilege partially in terms of the operation of the master maintenance. But the authority for the data access shall be fully the same.

Role	Approval Flow Status	MER Inquiry	MER Update	Appr. Fl. Update (I)	Appr. Fl. Update (C)	CANCEL	DELETE
Preparer	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	×	×	×	×	×
	MER for Close	○	×	×	×	×	×
	MER for YOC Close	○	×	×	×	×	×
	Closed	○	×	×	×	×	×
Checker for Issue Approval	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	×	×	×	×	×
	MER for Close	○	×	×	×	×	×
	MER for YOC Close	○	×	×	×	×	×
	Closed	○	×	×	×	×	×
Approver for Issue Approval	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	×	×	×	×	×
	MER for Close	○	×	×	×	×	×
	MER for YOC Close	○	×	×	×	×	×
	Closed	○	×	×	×	×	×
Checker for Closing Approval	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	×	×	×	×	×
	MER for Close	○	×	×	×	×	×
	MER for YOC Close	○	×	×	×	×	×
	Closed	○	×	×	×	×	×
Approver for Closing Approval	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	×	×	×	×	×
	MER for Close	○	×	×	×	×	×
	MER for YOC Close	○	×	×	×	×	×
	Closed	○	×	×	×	×	×
Other	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	×	×	×	×	×
	MER for Close	○	×	×	×	×	×
	MER for YOC Close	○	×	×	×	×	×
	Closed	○	×	×	×	×	×
Project Admin System Admin	Draft	–	–	–	–	–	–
	MER for Issue	–	–	–	–	–	–
	Issued	○	○	×	○	×	○
	MER for Close	○	○	×	○	×	○
	MER for YOC Close	○	○	×	○	×	○
	Closed	○	○	×	×	×	○

Table Data access control in case of the status of the MER is CANCEL

【Additional Notes】

a.	The cancelation of the MER is possible when the status of the MER is issued or later and this is not the privilege issue. So the reason why there is some "-" on the column of "Draft" or "MER for Issue" is for the purpose of the expression of the meaningless
b.	Any of User in spite of the Role cannot operate the MER which status is deleted

<u>Note</u>: When compared to the user settings of **J-COTSi,** the user setting, of the **MER** System does not allow a deputy user to approve the **MER**. The genuine assigned user must approve the results his or herself

2. Login to the MER

2.1. Outline
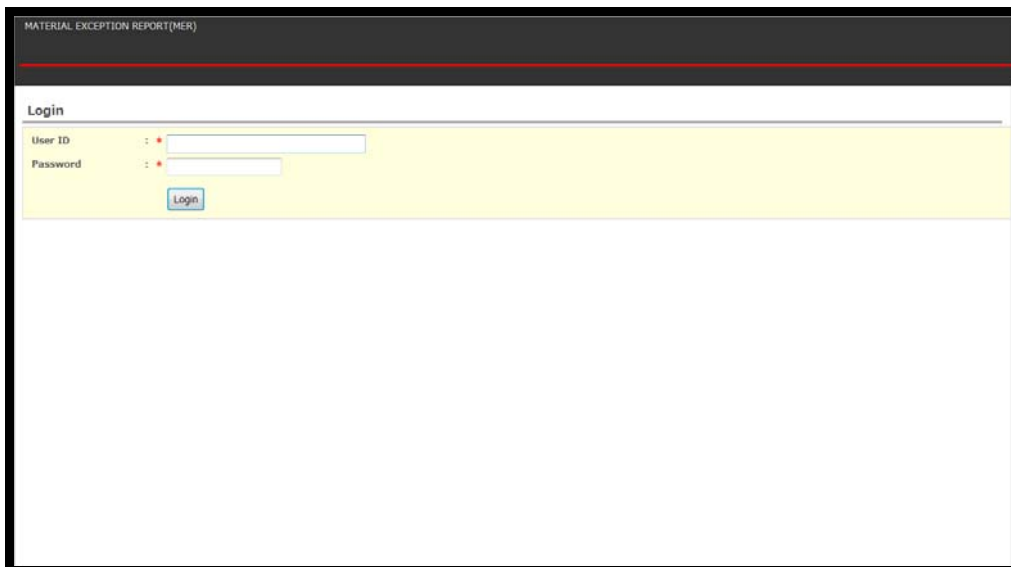
■ Administrator can login to the **MER** system.

2.2. How to login to the MER

Administrator can login to the **MER** system by following the steps below:

1) Open the Internet Explorer web browser, and input the **MER** System's URL address. The **Login** screen will be displayed (shown below).

⇒URL of the **MER** is as follows: **http://MER.jgc.co.jp**

2) Input the User ID and password and then click the **Login** button.

⇒If the login is successful, and then the second **Login** screen is displayed.

3) Select the assigned project from drop down list and then click on the **Login** button again**.**

⇒If the login is successful; the **MER List** screen will be shown.
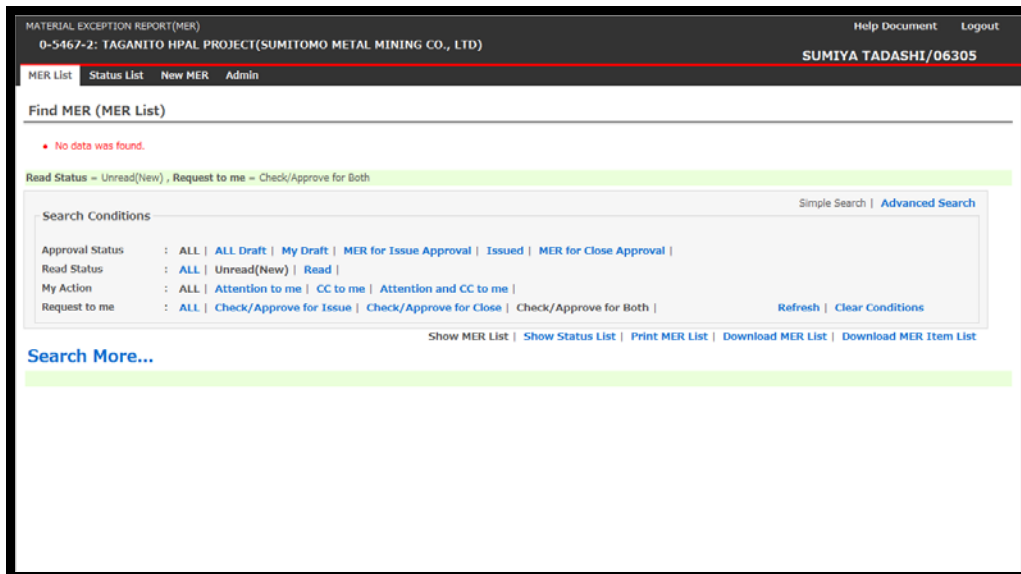
4) Click the **Admin** link on the tab at the top of the screen to be navigated to the Admin Page**.**

⇒The following **Admin Home** screen is shown.
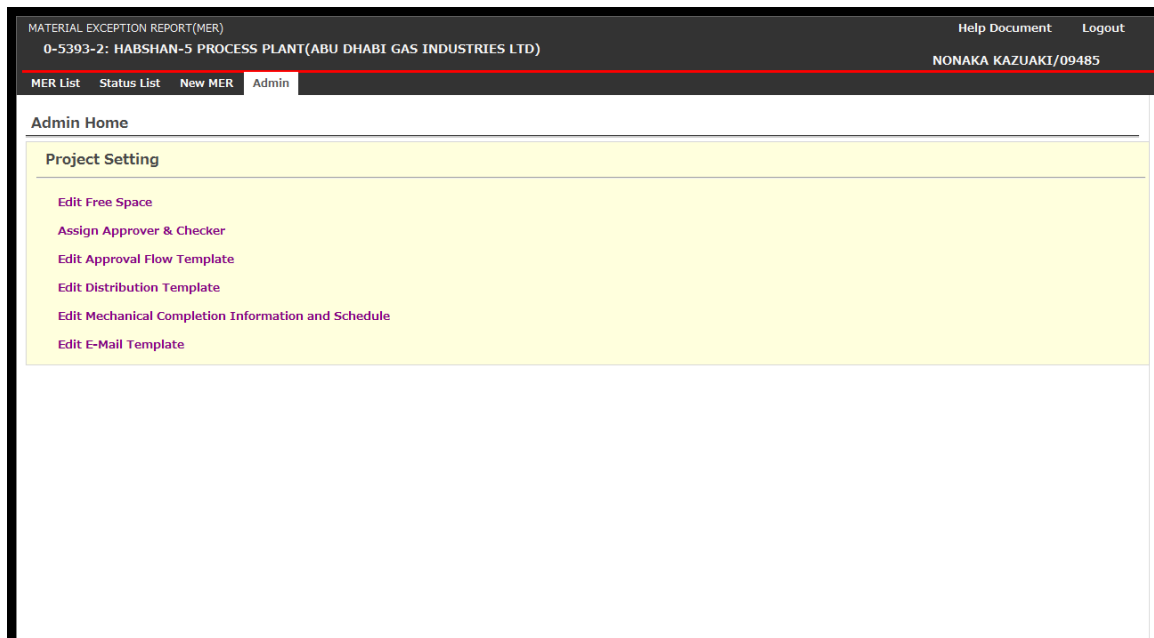
3. Setup MER & Configuring MER user

3.1. Outline

■ Administrator has the power to setup the **MER** and to configure users on the **MER System**.

3.2. How to setup the MER & configure the MER user

The **MER System** takes its data from the **J-COTSi** database.   From there, user disciplines and user access rights are configured to the **MER** System. Firstly, it is necessary to configure the user and user access rights on the external system. The procedure is as follows:

1) Before a project can be registered to the **MER** system, it needs two things. The first one is that it must be registered to the **PMS**. The second thing is that the project must have the access rights to the **MER** system.

2) The project administrator needs to configure the user setting and the user rights for each user from **J-COTSi** & **MER** in the **PMS** after getting the approval.

3) Configure the user setting on the **J-COTSi**.

If procedures 1 to 3 have been completed, the user can use the **MER** normally. The next step is to configure the user access rights.   This will determine whether a user has the right to be an approver for an MER. The procedure is shown on the next page:

4) Click the **Admin** link.

⇒The Admin page is shown.

5) Click the link of the **Assign Approver & Checker**.

⇒The following page is shown.

6) To assign a user as an approver or checker, find on the specific **Group** that the user belongs to and then click on that **Group's** corresponding **Assign Approver & Checker** link.

⇒The following page appears.

7) Select the user on the left list box and click the link marked "**>>**" to give them approver rights.

⇒The user is added to the right box can be selected as an **Approver** or **Checker**.
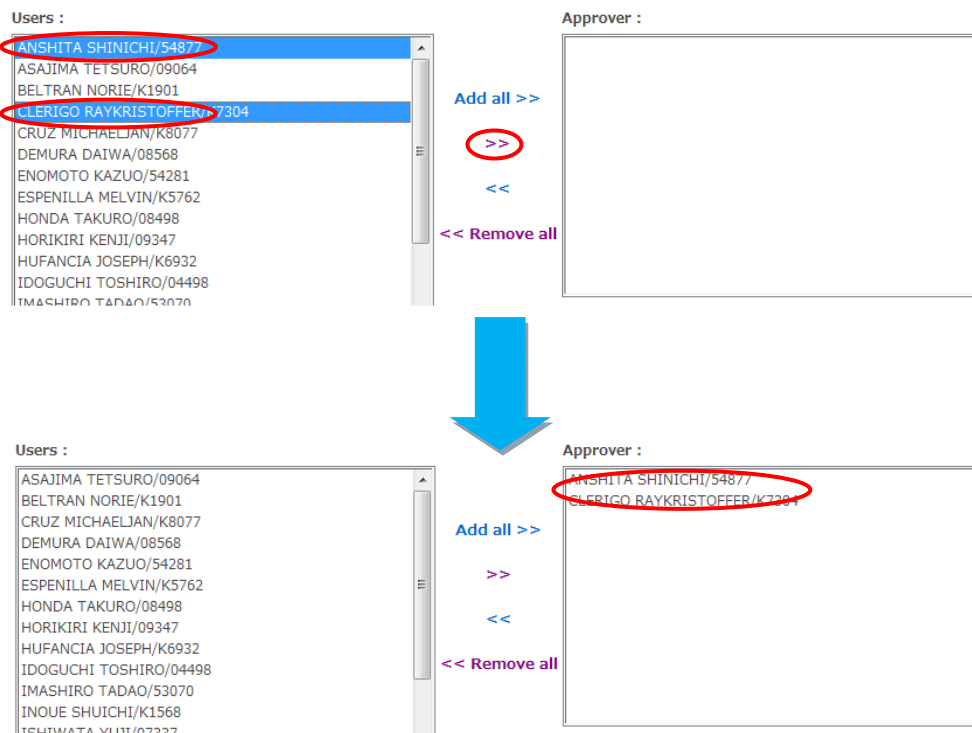
Note: Hold the **Ctrl** button to select or deselect multiple users. To select all users, click the **Add all** link to move all users from the left list box to the right box. Select a user and click the "<<" to remove that particular User from the right box. Or click the **Remove all** to clear all the users in the right side of the box.

8) When finished, click the **Save** link at the bottom of the page**.**

⇒The user settings will be saved.

4. Setup Approval Flow Template

4.1. Outline

■ Administrator can setup the **Approval Flow Template**.

4.2. How to setup Approval Flow Template
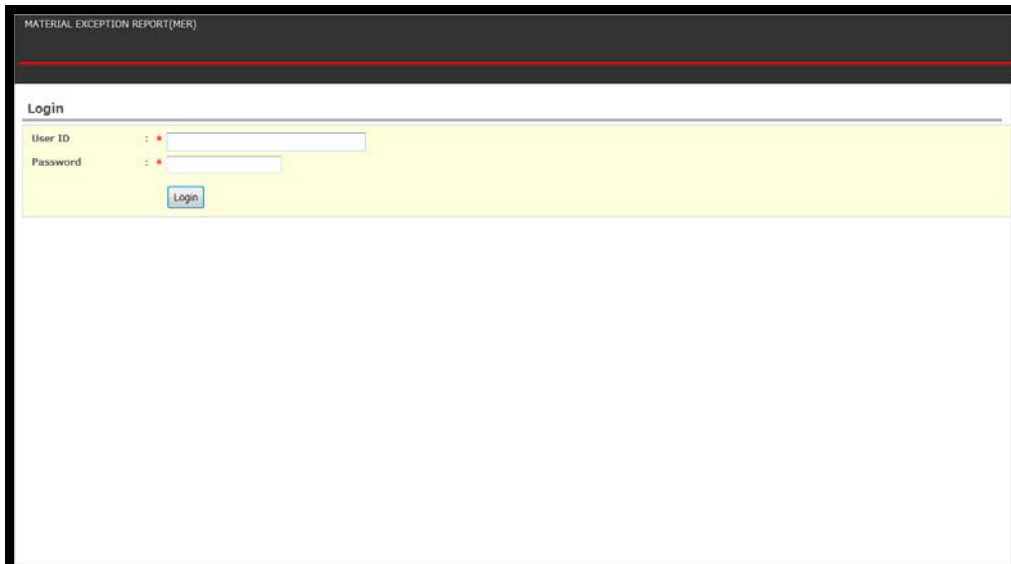
It is possible prepare the **Approval Flow Template** in advance to specify the order and specific users whether they are Approvers or Checkers. The procedure is as follows:

4.2.1. Add the Approval Flow

1) Open the Internet Explorer web browser, and input the **MER** System's URL address. The **Login** screen will be displayed (shown below).
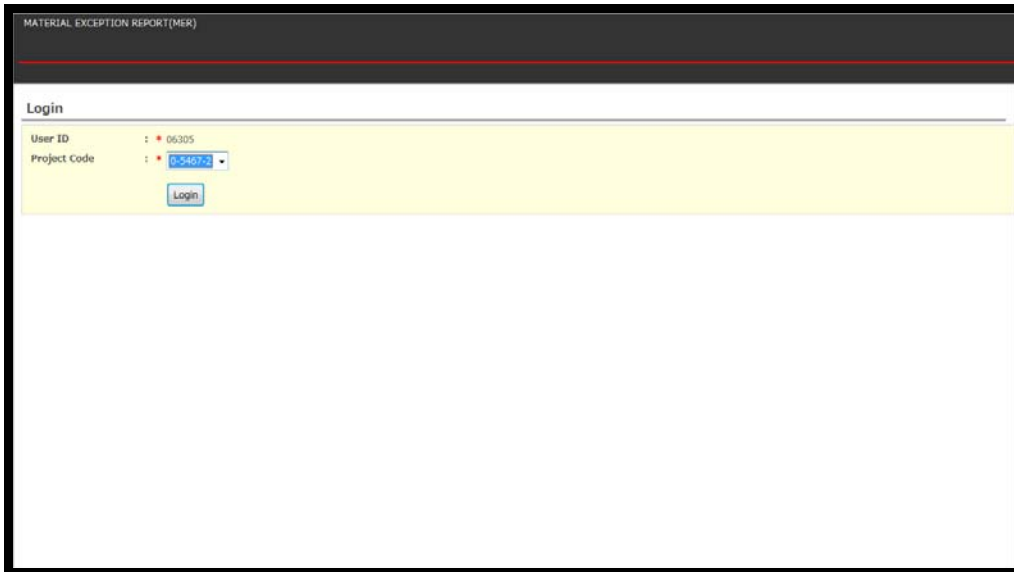
⇒URL of the **MER** is as follows:

URL: **http://MER.jgc.co.jp**

2) Input the User ID and password and then click the **Login** button.

⇒If the login is successful, and then the second **Login** screen is displayed.

3) Select the assigned project from drop down list and then click on the **Login** button again. And then click on the **Admin** tab at the top of the screen

4) ⇒If the login is successful; the **MER List** screen will be shown.

5) Click the link of the **Edit Approver Flow Template** on the **Admin** page.

⇒The following page is shown.

6) Click the link of the **Add Template.**

⇒The following page is shown.

7) Input the **FWBS Level 3** in the textbox. Select the FWBS Level 3 Type, and then enter the **Name** of the Template.

Note: Please be aware that it is possible to type just one digit in the **FWBS Level 3**.

8) Select the **Group** and the **User** from the drop-down list

Note: Click the **Add** or **Delete** link to add or delete a line respectively. And please keep in mind that **Approver1** is absolutely necessary to issue a template and both **Approver1** and **Approver2** are necessary to close a template. It is not necessary to add Checkers.

9) Click the **Save** link on the bottom of the page**.**

⇒The Template is saved.

4.2.2. Edit the Approval Flow

1) Click the **Edit Approver Flow Template** link on the **Admin** page.

⇒The following page is shown.

2) Next, click the **Edit** link on the right side of the page.
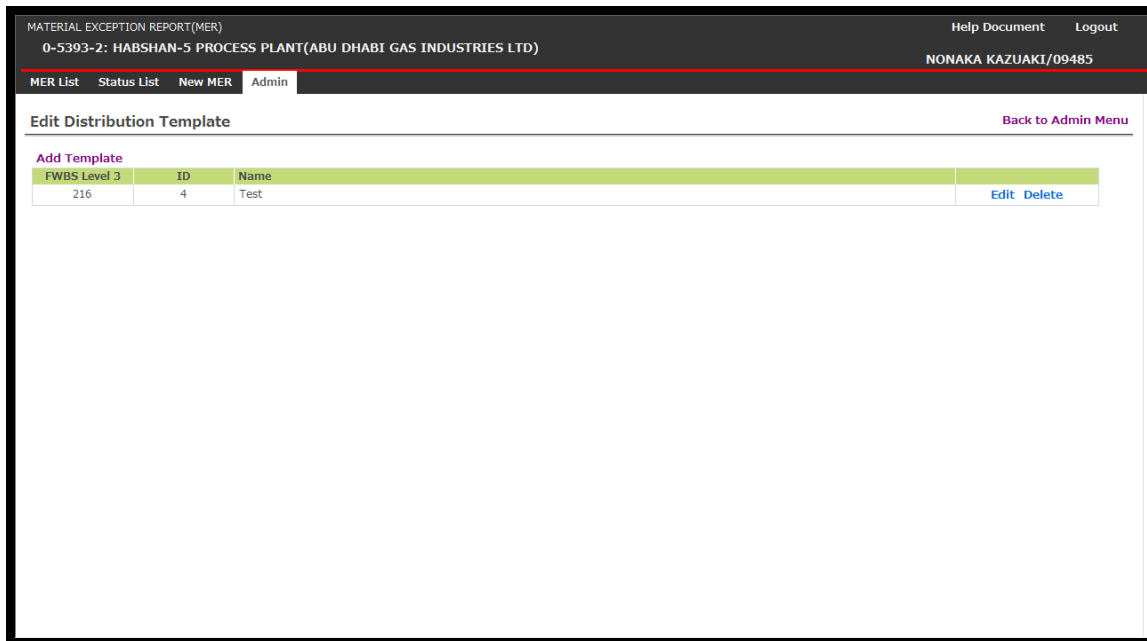
⇒The following page is shown.

3) Modify the inputted or selected information and click the **Save** link.

⇒The Template is saved.

4.2.3. Delete the Approval Flow

1) Click **Edit Approver Flow Template link** on the **Admin** page.

⇒The following page is shown.

2) Click the **Delete** link on the right side of the page.

⇒The following dialogue is shown.

3) Click the **OK** button on the dialogue.

⇒The Template has been deleted.

5. Setup Distribution Template

5.1. Outline

■ Administrator can setup **Distribution Templates**.

5.2. How to setup a Distribution Template

It is convenient to prepare a **Distribution Template** when adding a specific group of users often for the **Attention** or **CC** on in an **MER**. The procedure is as follows:

5.2.1. Add the Distribution Flow

1) Click the link of the **Edit Distribution Template** on the **Admin** page.

⇒The following page is shown.

FWBS Level 3	ID	Name		
216	4	Test		Edit Delete

2) Click **Add Template** link on the page.

⇒The following page is shown.

3) Input the **FWBS Level 3** and the **Name**.

4) Click the **Add** link near **To (group)**.

⇒The following dialogue is shown.

5) Select the desired user on the left list box and click the link of "**>>**".

⇒The selected user is moved to the right list box.

Note: To select multiple users at once, click the user in the left box and hold the **CTRL** key. Then it is possible to select other users. To add all the users, simply click on the **Add all** link. To remove some user from the right box, select the user and click the "**<<**".Or click the Remove all to remove the entire user on the right list box.

6) Once finished selecting the users, click the **OK** link on the dialogue.

⇒The user is listed on the **Attention**.

Distribution :

To (Group)	: *	Add Delete all		
		Group	Attention	
		YOC:IT	KIKUTA HIROYUKI/05463 NASUNO HIROKI/KB196 NONAKA KAZUAKI/09485 RUIZ ERICSON/KB524 SADAMATSU KOJI/55446 SUMIYA TADASHI/06305	Edit Delete
Cc (Group)	:	Add Delete all		
		Group	Cc	

7) Click the **Add** link near **Cc (group).** Selecting the user list is the same as **To (Group)**. Refer for step **5).**

⇒The selected users are listed in **Cc**.

Cc (Group)	:	Add Delete all		
		Group	Cc	
		YOC:IT	NONAKA KAZUAKI/09485 RUIZ ERICSON/KB524 SADAMATSU KOJI/55446 SUMIYA TADASHI/06305 SUZUKI TAKAYUKI/55767 TAKADA ATSUSHI/KD590	Edit Delete

8) Click the **Save** link at the bottom of the page.

⇒The **Distribution Template** is saved.

5.2.2. Edit the Distribution Template

1) Click the link of the **Edit Distribution Template** on the **Admin** page.

⇒The following page is shown.

2) Click the **Edit** link on the right side of the page.

⇒The following page is shown.

3) Modify the inputted or selected information and click the **Save** link.

⇒The Template is saved.

5.2.3. Delete the Distribution Template

1) Click **Edit Distribution Template** link on the **Admin** page.

⇒The following page is shown.

2) Click the **Delete** link on the right side of the page for the specific template that is to be deleted.

⇒The following dialogue is shown.
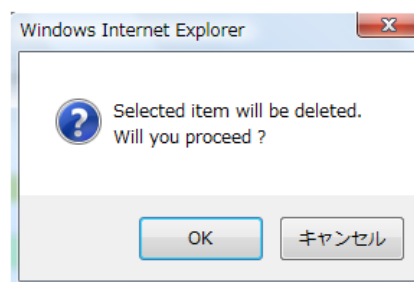
3) Click the **OK** button on the dialogue.

⇒The Template has been deleted.

6. Setup Mechanical Completion Information and Schedule

6.1. Outline

■ Administrator can setup the **Mechanical Completion Information and Schedule**.

6.2. How to setup the Mechanical Completion Information and Schedule

6.2.1. Add the Mechanical Completion Information and Schedule

1) Firstly, select the of **Mechanical Completion Information and Schedule** link on the **Admin** page.

⇒The following page is shown.
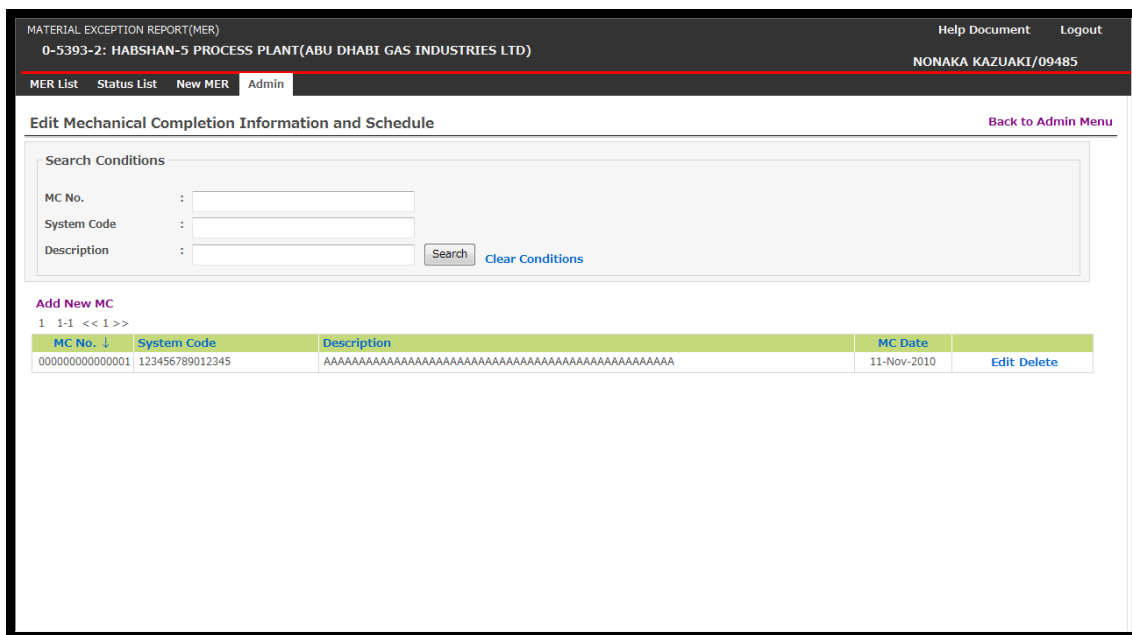
2) Then click the **Add New MC** link.

⇒The following page is shown.

3) Input the **MC No.**, the **System Code** (15 digits), the **Description** (No length limit) and the **MC Date**.

4) Then, press the **Save** button on the bottom of the page.

⇒The **Mechanical Completion Information and Schedule** is saved.

MATERIAL EXCEPTION REPORT(MER)	Help Document Logout
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/09485

MER List   Status List   New MER   **Admin**

- The mechanical completion information and schedule has been saved.

Edit Mechanical Completion Information and Schedule   **Back to Admin Menu**

MC No.	: 000000000000001
System Code	: 123456789012345
Description	: AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
MC Date	: 11-Nov-2010

Edit   Back to Index

6.2.2. Edit the Mechanical Completion Information and Schedule

1) Click the **Mechanical Completion Information and Schedule** link on the **Admin** page.

⇒The following page is shown.

2) Click the **Edit** link on the right side of the page.

⇒The following page is shown.

3) It is possible to now modify the Mechanical Completion Information and Schedule input values. Once done editing, click the **Save** link.

⇒The **Mechanical Completion Information and Schedule** has been saved.

6.2.3. Delete the Mechanical Completion Information and Schedule

1) Select the **Mechanical Completion Information and Schedule** link on the **Admin** page.

⇒The following page is shown.

2) Click the **Delete** link on the right side of the page of the particular MC No. that is to be deleted.

⇒The following dialogue is shown.
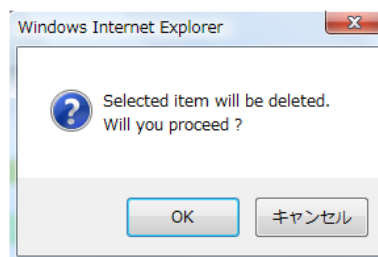
3) Click the **OK** button on the dialogue.

⇒The **Mechanical Completion Information and Schedule** that was selected has been deleted.

7. Setup E-Mail Template

7.1. Outline

■ Administrator can setup the **E-Mail template**.
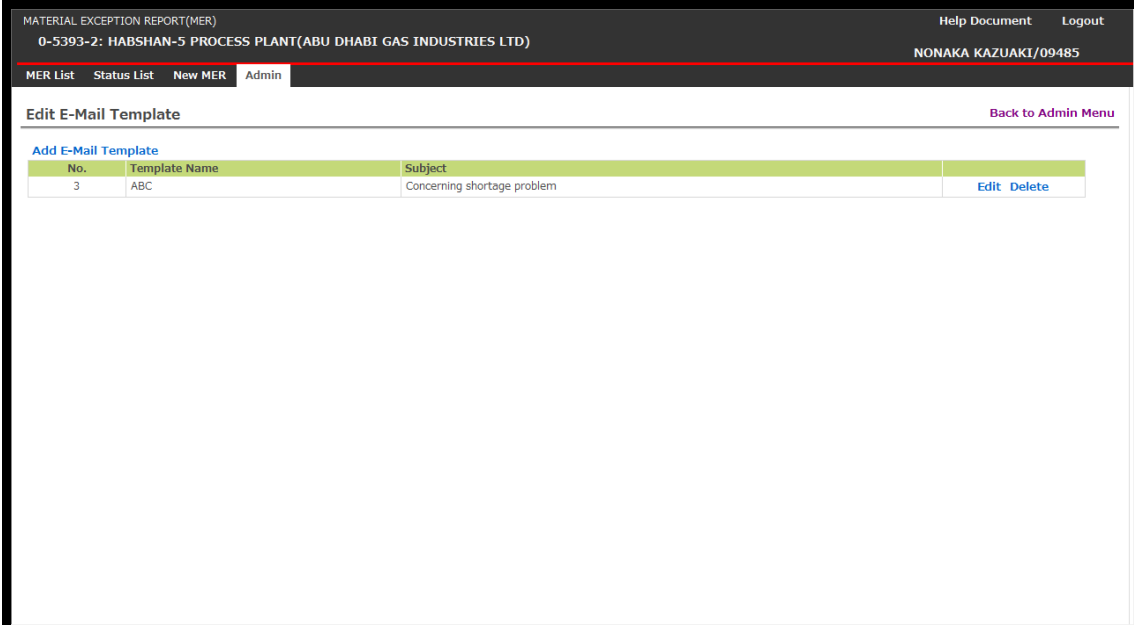
7.2. How to setup the E-Mail Template

Read the following procedure to learn how to create an **E-Mail Template**.

7.2.1. Add the E-Mail Template

1) Enter the **Admin** Page and then click the **Edit E-Mail template** link.

⇒The following page is shown.

2) Click the link of the **Add E-Mail template**.

⇒The following page is shown.

3) Type in the **Template Name**, the **Subject** and the **Body**.

⇒The following page is shown.

Note: The following textbox shown below displays the syntax to call on information and data from the MER File.   This can be used in the body of the E-Mail.

4) Press the **Next** button.

⇒The following page is shown.

5) Press the **Save** button.

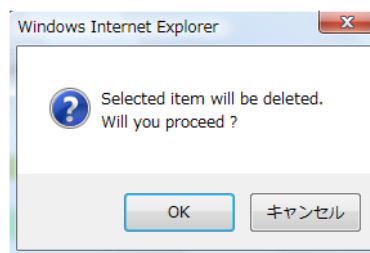⇒The Template is saved.

7.2.2. Edit the E-Mail Template

1) Click **Edit E-Mail template** link from the **Admin** Page.

⇒The following page is shown.

2) Click the **Edit** link on the right side of the page.

⇒The following page is shown.

3) Perform changes to the information and click the **Save** link.

⇒The **E-Mail Template** is saved.

7.2.3. Delete the E-Mail Template

1) Click the link of the **Edit E-Mail template** on the **Admin** Page.
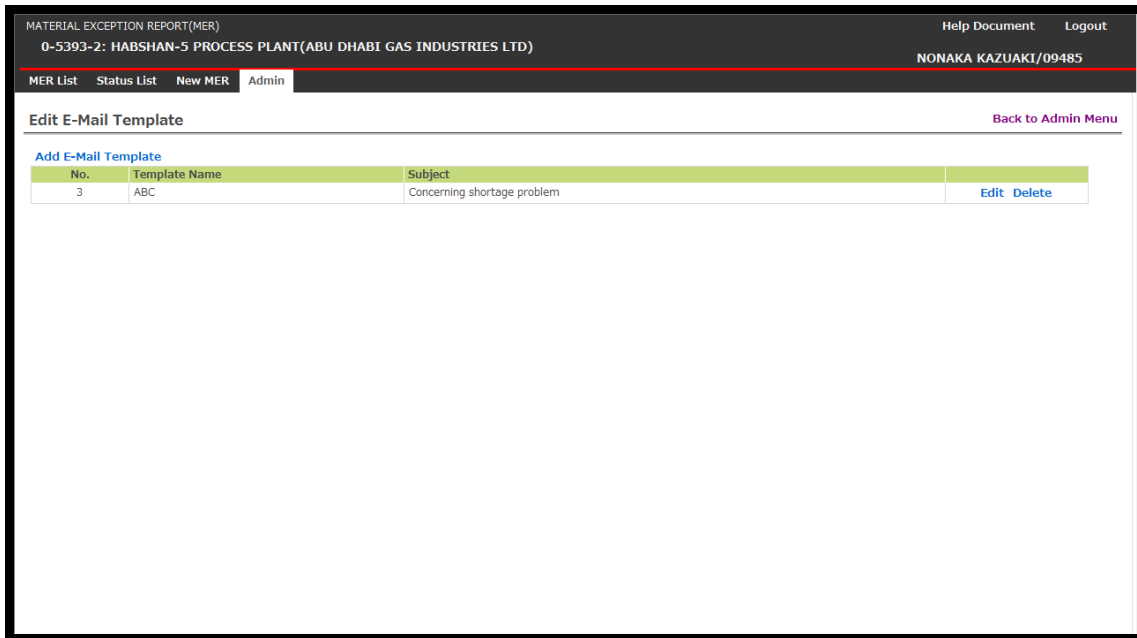
⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER)			Help Document Logout

0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)

NONAKA KAZUAKI/09485

MER List   Status List   New MER   Admin

Edit E-Mail Template   **Back to Admin Menu**

Add E-Mail Template

No.	Template Name	Subject	
3	ABC	Concerning shortage problem	Edit Delete

2) Click the **Delete** link on the right side of the page.

⇒The following dialogue is shown.

Windows Internet Explorer

Selected item will be deleted.
Will you proceed ?

OK   キャンセル

3) Click the **OK** button on the dialogue.

⇒The **E-Mail Template** is deleted.

8. Setup/Edit Free Space

8.1. Outline

■ Administrator can setup the **Edit Free Space**.

8.2. How to setup the Edit Free Space

It is Free Space as a user field and be able to select three types of the fields, **Textbox (Single Line)**, **Textbox (Multi Line)** and **Select List**. The procedure is as follows:

1) Click the link of the **Edit Free Space** on the **Admin** Page.

⇒The following page is shown.

Section	Free Space	Label	Input Type	
A	Shipping Information Space1	Not in use		Edit
A	Shipping Information Space2	Not in use		Edit
A	Shipping Information Space3	Not in use		Edit
A	Description Item Space 1	Not in use		Edit
A	Description Item Space 2	Not in use		Edit
C	Claim Information Space 1	Not in use		Edit
C	Claim Information Space 2	Not in use		Edit

2) Click the link of the **Add E-Mail template**.

⇒The following page is shown.

3) Check the box of the **In_use** and type the **Label**.

4) Select the **Input Type**, **Textbox (Single Line)**, **Textbox (Multi Line)** or **Select Line** in the list box.

5) Type the value for the list after selecting the **Select List**

6) Press the button at the bottom of the page.

⇒The following dialogue appears.
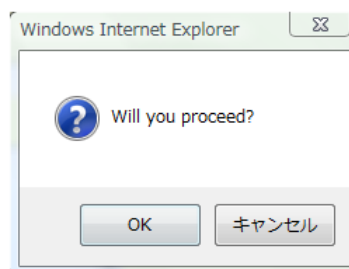
7) Press the **OK** button on the dialogue.

⇒The Free Space is saved.

Note: The Free Space is shown in the Section A and C as follows.

The Following image is the part of the Section A and C.