

# **Helpful Net-Inspect Q&A's**

- - Questions
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## **General Questions:**

### **Q. How to set up a Net-Inspect account?**

A. On the main Net-Inspect site is a menu selection to create an account. The supplier would input a few details, and that gets submitted to the helpdesk. The helpdesk then goes through a bit of analysis and works with the supplier to capture a little more information, including the requesting customer. The account is created along with the account Administrator's User ID and we align new accounts to their first customer for them. This usually takes a day or two, but depending on weekends or holidays can sometimes a little longer.

### **Q. ITAR setting?**

A. When having the ITAR setting on, this prevents non-ITAR companies sending FAI's to ITAR companies. With this, the supplier must go and request to NET-inspect for the ITAR option to be turned on for their account.

### **Q. I've forgotten my Password?**

A. You will need to contact your company's Net-Inspect Administrator. They will be able to send you an E-Mail which will allow you to re-set your password.

## **Reviewing, Approving or Disapproving FAIRs in Net-Inspect:**

### **Q. How to get to the Net-Inspect internal and supplier FAI portals?**

A. Once logged into Net-Inspect, select the 'First Articles' button along the top. From the options listed below, select the First Article Portal option. This will initially bring up the External Portal. The option to switch to the Internal Portal is in the top left corner.

### **Q. How do I view a Supplier FAIR in Net-Inspect?**

A. This can be done from the First Article Portal, where you select the Supplier you require and this will open the portal for that supplier. To view the FAIR select the Hyperlinked FAI number. Or if you select the 'Supplier First Article Management' option from the First Article drop down list and then select 'Approval Pending E-FAIR', you will have the option to View

all pending FAIRs or View by report number. To view by report number you will need to select the required supplier from the drop down list and enter the Net-Inspect FAIR number.

**Q. We have noticed that we have Duplicate FAIR numbers for different Part Numbers and different companies.**

A. This is to be expected. While FAI report numbers are unique within each supplier's account, they are not unique across suppliers.

**Q. How to clear or send back FAI's to the supplier for more information or clearance?**

A. In the bottom-right of form 1 of each supplier FAI, you will find a 'Buyoff/Disapprove FAI' checkbox. Clicking this link will open a new window where you can approve or disapprove the FAI. Disapproval returns the FAI to the supplier. There is also a comments box to add additional information for reason of disapproval.

**Q. How do I approve a FAIR in Net-Inspect?**

A. Before you can approve a FAIR in Net-Inspect, you are required to sign off the Supplier FAI Check Sheet. This is found via a Hyperlink in the bottom right hand corner of Form 1. Once the check sheet is opened, there is a blank box at the bottom called 'Approved By:' Type your name in here and click save. This page can now be closed. Back on Form 1 select the 'Buyoff/Disapprove FAI' checkbox. Here you can approve the FAIR. If necessary you can add a comment, ex. If a Delta FAI is required.

**Q. I need to reopen a FAIR that is signed off/closed?**

A. You will need to contact your company's Net-Inspect Administrator. They will be able to reset the FAIR back to the supplier.

## **Generating a FAIR in Net-Inspect:**

**Q. How do I create a FAIR in Net-Inspect?**

A. Once logged into Net-Inspect, select the 'First Articles' button along the top. From the options listed below, select the 'Generate/View First Articles' option. At the bottom of this list is the option to 'Generate E-First Article Report'. Upon selecting this option, it will bring up a blank Form 1. First you will need to select the customer. Continue to populate Form 1 with all the required information before selecting to save it at the bottom. It will not let you save the FAIR until all the relevant boxes have been populated. You also can attach any documents to the FAIR until the FAIR has been saved. Once saved the FAIR will be given a Net-Inspect number and will be added to the Internal Portal.

**Q. How do I attach Documents to the FAIR in Net-Inspect?**

A. In the bottom left corner of Form 1 there is an option to attach documents. Select this hyperlink and it will open the 'Upload FAI Documents' page. You can upload 2 files at the same time (NOTE: Maximum file size is 50mb). Selecting File 1 'Browse.....' will allow you to search through your files. When you've selected the file you wish to upload, click open (BEWARE: Some characters cannot be used in a file name). You will now be back on the 'Upload FAI Documents' page. File 1 should now have the file path in. Add a description for the document (ex. Material CofC, Job Card, Ballooned drawing, etc.) Repeat with file 2, if required. Selecting the 'Upload the files>>' button will then attach the documents to the FAIR. You should get a messages saying 'File(s) posted successfully to server!' Repeat as many times as necessary, then close the window. Back on Form 1 the documents will not have appeared yet. Select 'SAVE' and the uploaded files will appear at the bottom of the FAIR.

**Q. How do I create hyperlinks to FAIR in Net-Inspect for Sub-Assembly parts (Boxes 15, 16, 17 & 18)?**

A. On Form 1 of the FAIR you are generating, type the part number of the Sub-Assembly/Detail part into box 15 and press the 'TAB' button. You will now need to select the Supplier name from the drop down list for the box in-between boxes 17 & 18. Once supplier name has been selected, save the FAIR via the save icon at the bottom of Form 1. This should automatically populate box 16 & 18 with the part name and Net-Inspect FAIR number, the latter being hyperlinked to the last received FAIR for that part, from that supplier. If this is the incorrect FAIR number you required, select the box next to the FAIR number . This will bring up a box showing a list (if available) of other FAIRs to link to.

**Q. How do I generate a 'Delta' FAIR so it is linked to its parent FAIR?**

A. From the First Article options list, select 'Generate/View First Articles'. Then select 'View E-First Article Report'. From the two options below you can either 'View All' or 'View by Report Number'. 'View All' will show all Internal FAIRs, this is filtered by the options at the top of the page to find the parent FAIR that the delta is to be generated from. If you know the FAIR number you require, then select the other option 'View by Report Number'. Enter the FAIR number and submit and the FAIR will open. Once the FAIR you wish to generate the delta for is opened, you will see in the top right hand corner of Form 1 is a hyperlink option to 'Generate Delta / Follow-up E-FAI Report' by selecting this it will create a the Delta FAIR with a hyperlink at the top of Form 1 to the Parent FAIR.

**Alternate way to generate a Net-Inspect Delta:** There is an alternate means of creating a Delta FAIR available through the FAI Forward page. By default, this page is only available to your account's Setup Administrators.

(First Articles menu, Data Import/Export -> Export -> FAI Forward)

This tool is normally used to send a copy (or Delta) of a FAIR from one account to another. But it can do the same within a single account as well if you enter your own login information in both the "Source Company" and "Destination Company" sections. After that, just enter the report number in the "FAI" field, mark the "Generate Delta?" option and any other desired items, and click Submit.

**NOTE:** - Net-Inspect do not normally allow a user to roll a Delta's Part Number. While this is likely to change in upcoming versions of the software, the only way to update the Part Number for now is to contact Net-Inspect for assistance in making the change.

- Delta FAIRs cannot be generated via the 'First Article Portal'.
- You can only generate a Delta FAIR from a Signed off/Closed FAIR.

**Additional help please refer to the Net-Inspect user guide 2012. This can be found via the internet.**