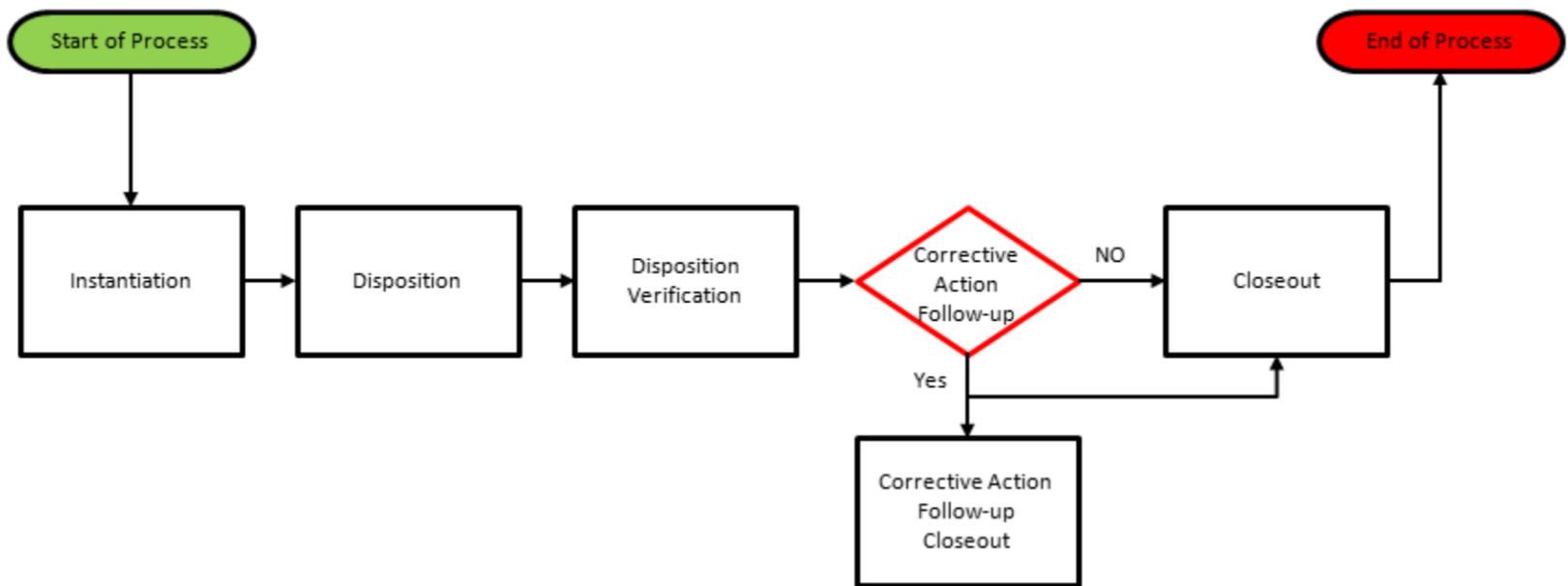


Discrepancy Reports

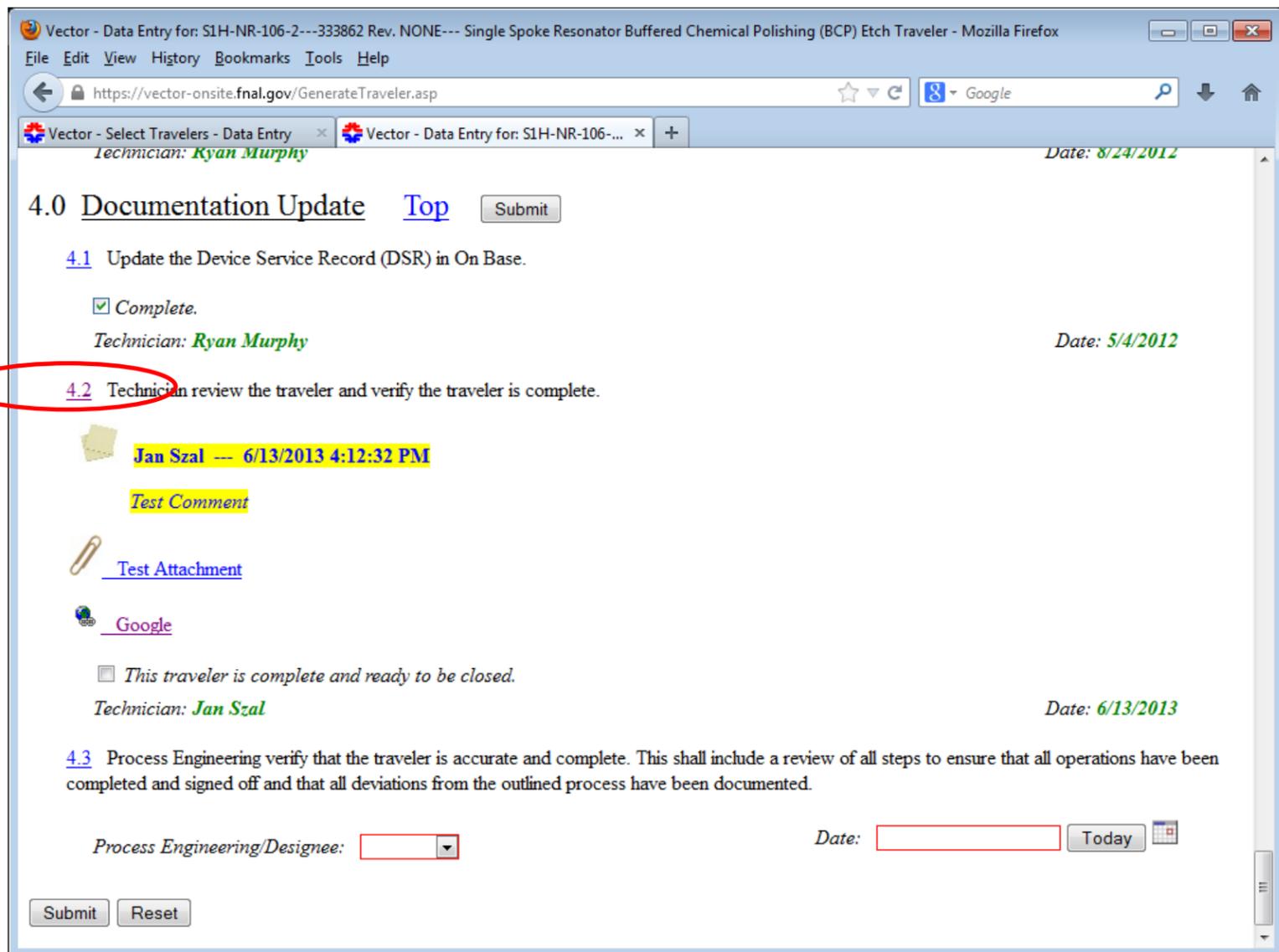
Discrepancy Report (DR) module is a workflow process that consists of four mandatory and one optional step: Instantiation, Disposition, Disposition Verification, Closeout and optional Corrective Action Follow-up.



Discrepancy Reports (DRs) are used to document any nonconformances. There is no limit on how many DRs can be generated per sub step or the traveler. DRs can only be generated from within open traveler and they are always associated with specific sub step.

Instantiation:

To generate a DR click on the sub step number hyperlink (e.g. [4.2](#)) and **Traveler's Step Tools** page will be displayed in new tab or window depending on your browser settings.



Click the [Discrepancy Report](#) link to instantiate new DR.

Traveler Tools - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://vector-onsite.fnal.gov/Tools/Tools.asp?qDocID=14216&qStepNo=17310&qSpecificationID=93&qRe

Vector - Select Travelers - Data Entry | Vector - Data Entry for: S1H-NR-106-... | Traveler Tools

Welcome: Jan Szal

Single Spoke Resonator Buffered Chemical Polishing (BCP) Etch Traveler

333862 Rev. NONE
by Sherry Baketz

Series	Serial No.	Job No.	Task No.	Released By	Released Date	Status
SSR1	S1H-NR-106-2	488	18/18.11.7.2.1.1.1.2	Ryan Murphy	5/4/2012 11:18:25 AM	Open

Traveler's Step Tools:

4.2 Technician review the traveler and verify the traveler is complete.

[Insert Comment](#)

[Insert Attachment](#)

[Insert WebLink](#)

[Modify Data](#)

[Discrepancy Report](#)

[Issue Data Rework](#)

Other Links:

New Discrepancy Report page will display list of additional documents (if available) that can be selected to be covered under the same DR.

New - Discrepancy Report - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DiscrepancyReport.asp?qDocID=14216&qStepNo=17310&

Vector - Select Travelers - Data Entry | Vector - Data Entry for: S1H-NR-106-... | New - Discrepancy Report

New Discrepancy Report

Would you like to include additional documents?

Additional Documents:

- S1H-NR-110-3
- S1H-NR-111-1
- S1H-NR-112-2
- S1H-NR-113-2
- S1H-NR-114-2

--> <--

Selected Documents:

- S1H-NR-106-2

Next >>

Click **Next>>** and **New Discrepancy Report** form will be displayed. All red fields are required while green fields are optional.

New - Discrepancy Report - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DiscrepancyReportNew.asp
 Vector - Select Travelers - Data Entry Vector - Data Entry for: S1H-NR-106-... New - Discrepancy Report

New Discrepancy Report

Traveler Title:
 333862 - NONE - Single Spoke Resonator Buffered Chemical Polishing (BCP) Etch Traveler

Step No: 4.2 - Technician review the traveler and verify the traveler is complete. **Serial Number (s):** S1H-NR-106 - 2

*** Discrepancy Description:**

Cause of Nonconformance:

Attachment(s):

Public (visible to everyone on web)
 Private (visible through onsite computers or VPN only, e.g., Vendor Data)

*** Email to: (Disposition)** *** Date:** 6/18/2013

Email Cc: Adam Bracero
 Alan Kandziorski
 Alexander Dzyuba
 Alexander Romanenko
 Alexander Sukhanov

Email Message:

Fill-out **Discrepancy Description** and select person responsible for Disposition **Email to:**. In addition optional **Cause of Nonconformance**, **Attachment(s):**, additional recipients **Email Cc: (Disposition)** and postscript (P.S.) **Email Message** can be added.

New - Discrepancy Report - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DiscrepancyReportNew.asp
 Vector - Select Travelers - Data Entry Vector - Data Entry for: S1H-NR-106-... New - Discrepancy Report

New Discrepancy Report

Traveler Title:
 333862 - NONE - Single Spoke Resonator Buffered Chemical Polishing (BCP) Etch Traveler

Step No: 4.2 - Technician review the traveler and verify the traveler is complete. **Serial Number (s):** S1H-NR-106 - 2

*** Discrepancy Description:**
 Test DR

Cause of Nonconformance:

Attachment(s): C:\Users\jszal\Desktop\VS.xls
[Attach another File](#)

Public (visible to everyone on web)
 Private (visible through onsite computers or VPN only, e.g., Vendor Data)

*** Email to: (Disposition)** Jan Szal *** Date:** 6/18/2013

Email Cc: James Williams
 Jamie Blowers
 Jan Szal
 Jason Greskoviak
 Jean Wilson
 Jeff Brandt

Email Message:

Click **Submit**. A confirmation page with status will be displayed.



When DR is submitted, the system will send two types of emails with link to the DR. The originator of the DR and people selected in “**Email Cc:**” select box will get email with link to read only form while the person selected in “**Email to: (Disposition)**” will receive link to DR disposition form.

Number of DRs associated with each traveler along with link to DR summary page will be displayed in the top menu of the traveler.



DRs can also be viewed and edited using links from **Vector Home** page.



Travelers:

- [Enter Data](#)
- [View Data](#)
- [Reports](#)
- [Master Documents](#)
- [Non-Vector Master Documents](#)
- [Issue Traveler](#)

Discrepancy Reports:

- [Reports/View](#)
- [Old ProEng DRs](#)
- [Edit](#)

Quick Links:

- [Fermilab](#)
- [Technical Division](#)
- [Quality & Materials](#)
- [Accelerator Support](#)
- [Device Series Descriptions](#)
- [Device Images/Video](#)
- [TD Drawings | AD](#)
- [OnBase Web](#)
- [Job Page](#)
- [Teamcenter Document Lookup](#)
- [TD Inventory \(TDINV\)](#)
- [TD Equipment Operation and LOTO Procedures](#)
- [RF Cavity Listing - Summary Page](#)
- [Device Service Record \(DSR\) Search](#)
- [Magnet Systems e-log](#)
- [Accelerator Division Status of Component Inventory](#)

Disposition:

Fill-out **Cause of Nonconformance**:, **Disposition**:, **Corrective Action to Prevent Recurrence**: (**Important! if Corrective Action to Prevent Recurrence is "none" or "N/A" explanation must be provided**) and select person responsible for disposition verification **Email to: (Verify Disposition)**. In addition optional **Attachment(s)**:, additional recipients **Email Cc:** and postscript (P.S.) **Email Message** can be added.

Disposition - Discrepancy Report Number: 10282 - Mozilla Firefox
https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DiscrepancyReportDisposition.asp?qsDRNo=10282

Reports | Attachments (1) | GetDR | Welcome: Jan Szal

Disposition

Discrepancy Report Number: 10282

Traveler Title:
333862 - NONE - Single Spoke Resonator Buffered Chemical Polishing (BCP) Etch Traveler

Step No.: 4.2 - Technician review the traveler and verify the traveler is complete. **Serial Number(s):** SIH-NR-106 - 2

Discrepancy Description:
Test DR
Jan Szal - 6/18/2013

* **Cause of Nonconformance:**

* **Disposition:**

* **Corrective Action to Prevent Recurrence:**

Attachment(s): Browse...

Public (visible to everyone on web)
 Private (visible through onsite computers or VPN only, e.g., Vendor Data)

* **Email to: (Verify Disposition)** Jan Szal *** Date:** 6/18/2013

Email Cc: Adam Bracero, Alan Kandzioriski, Alexander Dzyuba, Alexander Romanenko, Alexander Sukhanov **Email Message:**

Submit Reset

Click **Submit**. A confirmation page with status will be displayed.

Discrepancy Report Disposition - Submit - Mozilla Firefox
https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DRDispositionSubmit.asp

Disposition - Submit

Status: Discrepancy Report Number: 10282 has been dispositioned. Email notification was sent to all involved parties. [View Report](#)

When DR is submitted, the system will send two types of emails with link to the DR. The originator, person who made disposition and people selected in “**Email Cc:**” select box will get email with link to read only form while the person selected in “**Email to: (Verify Disposition)**” will receive link to DR disposition verification form.

Verify Disposition:

Fill-out **Disposition Verified Notes:**, **Corrective Action Verified Notes:** and select person responsible for Closeout **Email to: (Closeout)**. In addition optional **Attachment(s):**, additional recipients **Email Cc:** and postscript (P.S.) **Email Message** can be added.

Verify Disposition - Discrepancy Report Number: 10282 - Mozilla Firefox
File Edit View History Bookmarks Tools Help
https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DiscrepancyReportVerifyDisposition.asp?q:DRNo=10282
Vector - Select Travelers - Data Entry | Vector - Data Entry for: 51H-NR-106-... | Verify Disposition - Discrepancy Repo... | GetDR | Welcome: Jan Szal

Verify Disposition

Discrepancy Report Number: 10282

Traveler Title:
333862 - NONE - Single Spoke Resonator Buffered Chemical Polishing (BCP) Etch Traveler

Step No.: 4.2 - Technician review the traveler and verify the traveler is complete. **Serial Number(s):** 51H-NR-106 - 2

Discrepancy Description:
Test DR
Jan Szal - 6/18/2013

Cause of Nonconformance:
Test
Jan Szal - 6/18/2013

Disposition:
Test
Jan Szal - 6/18/2013

* **Disposition Verified Notes:**

Corrective Action to Prevent Recurrence:
Test
Jan Szal - 6/18/2013

* **Corrective Action Verified Notes:**

Attachment(s): Browse...

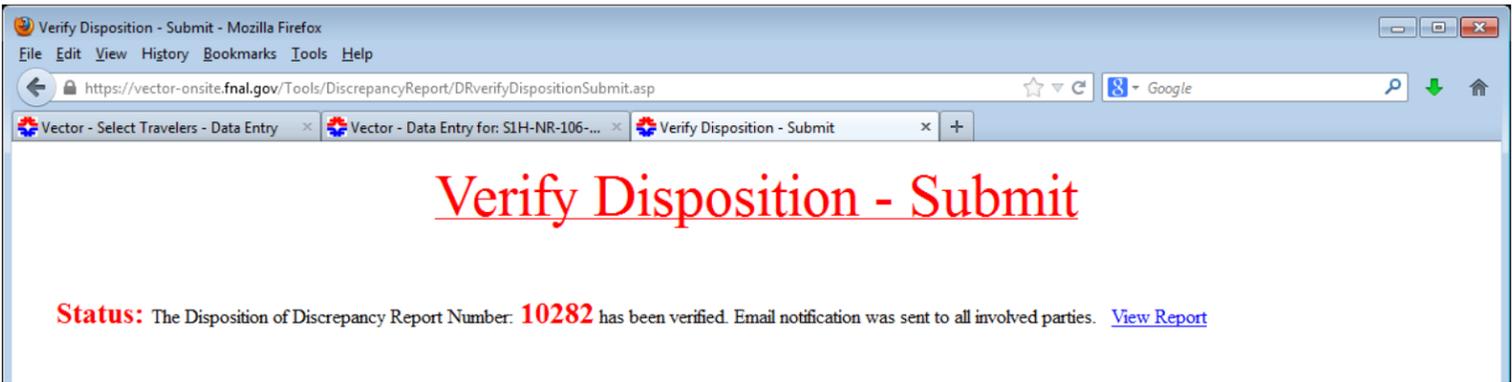
Public (visible to everyone on web)
 Private (visible through onsite computers or VPN only, e.g., Vendor Data)

* **Email to: (Closeout)** [Dropdown] * **Date:** 6/18/2013

Email Cc: [Dropdown: Adam Bracero, Alan Kandzioriski, Alexander Dzyuba, Alexander Romanenko, Alexander Sukhanov] **Email Message:** [Text Area]

Submit Reset

Click **Submit**. A confirmation page with status will be displayed.



When DR is submitted, the system will send two types of emails with link to the DR. The originator, person who made disposition, person who verified disposition and people selected in “**Email Cc:**” select box will get email with link to read only form while the person selected in “**Email to: (Closeout)**” will receive link to DR Closeout form.

Closeout:

Fill-out **Identified problem area:** and **Corrective Action Follow-up:**. In addition optional **Closeout Notes:**, **Attachment(s):**, additional recipients **Email Cc:** and postscript (P.S.) **Email Message** can be added.

Closeout - Discrepancy Report Number: 10282 - Mozilla Firefox
 https://vector-onsite.fnal.gov/Tools/DiscrepancyReport/DiscrepancyReportCloseout.asp?qsDRNo=10282

Reports | Attachments (1) | [] Get DR | Welcome: Jan Szal

Closeout

Discrepancy Report Number: 10282

Traveler Title:
 333862 - NONE - Single Spoke Resonator Buffered Chemical Polishing (BCP) Etch Traveler

Step No.: 4.2 - Technician review the traveler and verify the traveler is complete. **Serial Number(s):** S1H-NR-106 - 2

Discrepancy Description:
 Test DR
 Jan Szal - 6/18/2013

Cause of Nonconformance:
 Test
 Jan Szal - 6/18/2013

Disposition:
 Test
 Jan Szal - 6/18/2013

Disposition Verified Notes:
 Test
 Jan Szal - 6/18/2013

Corrective Action to Prevent Recurrence:
 Test
 Jan Szal - 6/18/2013

Corrective Action Verified Notes:
 Test
 Jan Szal - 6/18/2013

*** Identified problem area:**
 Material Manpower Method Machine Measurement

*** Corrective Action Follow-up:**
 Yes - prompt [] for follow-up by email in []
 No

Closeout Notes:
 []

Attachment(s):
 [] Browse...

Public (visible to everyone on web)
 Private (visible through onsite computers or VPN only, e.g., Vendor Data)

Email Cc: Adam Bracero, Alan Kandziorski, Alexander Dzyuba, Alexander Romanenko, Alexander Sukhanov

Email Message: []

Submit Reset

Click **Submit**. A confirmation page with status will be displayed.



When DR is submitted, the system will send email with link to read only form to all involved parties.