Hako

Application instructions for offline spare part catalogue

As of: 85-00-1993-830

General:

- The present instructions do <u>not</u> replace the „Help" menu of the program. Here, only parts of all functions, and the Hako-specific ones above all, are treated. The instructions are intended to facilitate application (such as e.g. finding the desired spare parts quickly). Alterations in the menu structure are mentioned.
- The offline-catalogue with version 830 features a new, fresher design. While the structure has remained unchanged, the assembly guidance in the tree window is new.
- The offline-catalogue with version 830 has the state of 2nd of January 2024. You have the opportunity to refresh your catalogue with monthly supplied updates. To operate this please see page 8.

Content

A: <u>Desktop</u>

Button for Catalogue of parts

Column 1

Stucture guiding:

Navigation tree or assembly tree

Drawing window

Parts list with additional information and order button if available

Language change-over

Buttons for Search and Order (cart)

Document links

For some parts or machines documentation is available. A link in this window leads to the document

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B. Button for Catalogue of parts:

Catalogue of parts

The button *Catalogue of parts* shows the catalogue view (like picture above) with navigation or assembly tree, drawing window and parts list.
These are explained in more detail (see below).

C. Column 1:

STRUCTURE

The structure is shown or hidden in the left window.

General:	The print command always opens a print pre-view to allow the user to have the print-out checked. Output devices are freely selectable. We recommend, however, to use a pdf printer (such as e.g. FreePDF, for free Internet download) since pdf-files can be easily forwarded e.g. to your customers.
Current drawing:	Current drawing of the selected assembly is printed (in case of several drawings the visible one).
Current drawing section:	If you zoom into the current drawing the drawing section is printed.
Current parts list:	Parts list of selected assembly is printed.
Curr. drawing and parts list:	Output of both.
Print assembly with sub-assemblies:	According to the currently valid pre-settings, a spare part catalogue is printed in horizontal layout including title page, terms and conditions for ordering, contents, assemblies (drawing and parts list) and back page. The catalogue is provided for double side print-out and eventual blank pages have been also included. Important: This print-out function is recommended only for complete machines.

SETTINGS
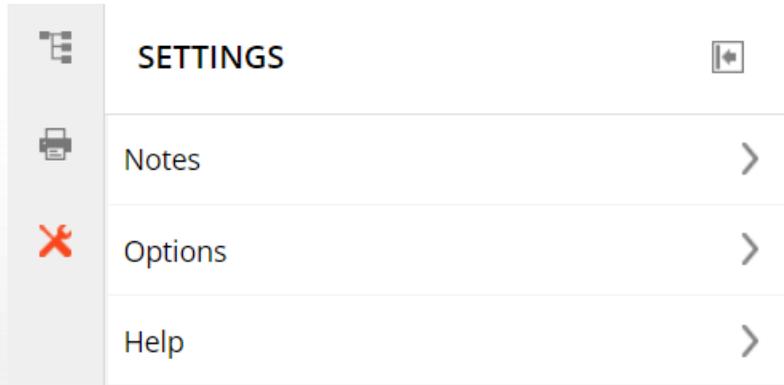
🖶	Notes	❯
✖	Options	❯
	Help	❯

- Overview of notes
- Import and export of notes during version change / new installation

See below

- Topics — Detailed descriptions of the functions of the catalog; Therefore, they are only mentioned briefly and hako-specifically in these instructions
- Info concerning — Display of program version and update status

❮ Options
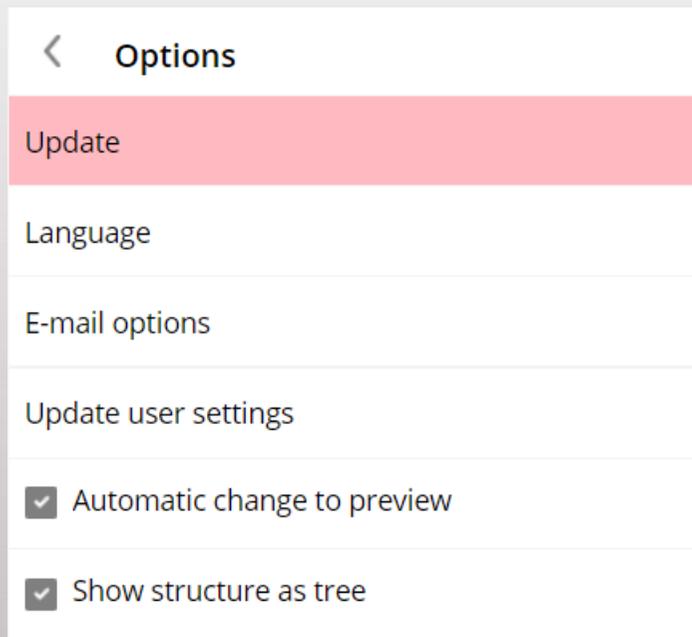
Update	See page 11
Language	Language change - also possible via the flag icon in the bottom right corner
E-mail options	If required see „Help"
Update user settings	Reset of all user settings - see „Help"
☑ Automatic change to preview	Preview of multiple drawings for one assembly - see „Help"
☑ Show structure as tree	Navigation tree can be changed to assembly tree

Go to

D. Structure guiding:

The left window shows the structure of the catalogue. You can choose between Navigation tree or Assembly tree.

Navigation tree

The individual lines correspond to the assemblies. Entries with an arrow at the end have sub-assemblies. The arrow takes you to the next lower assembly. If you are already further down in the structure, you can use a preceding arrow to jump to the next higher assembly. A click on the entry of an assembly allows access to the drawing and parts list windows in the corresponding assembly.

Assembly tree

This structure works as the Windows operating system (Explorer). The assemblies are listed by lines. Each assembly preceded by a "+" symbol contains sub-assemblies which appear in the menu-tree after click on the "+". A click on the entry of an assembly allows access to the drawing and parts list windows in the corresponding assembly.
Should it contain additional sub-assemblies but no drawing or material, the drawing window lists the sub-assemblies and a double click on the entry (as described above for the menu-tree) opens the corresponding assembly.

E. Drawing window:

This window shows the corresponding drawings or, if no drawings saved, the sub-assemblies of the corresponding assembly (refer to item D).

The position numbers in the drawings are generally highlighted yellow. Click on the yellow case to access the corresponding entry in the parts list

A position number case highlighted in green covers a sub-assembly. Double-click the green case to access the corresponding assembly (as described above for the menu-tree).

In some drawings there are advices at the positions.
Double-click the green case to access the
corresponding assembly.
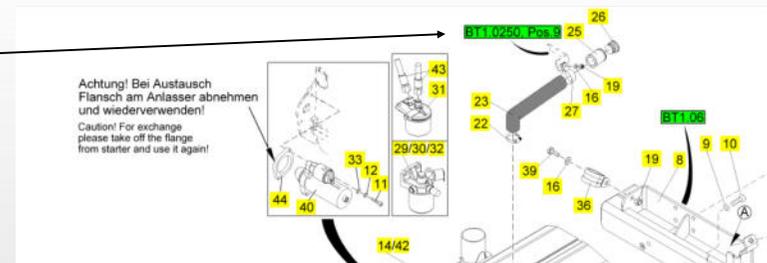
Position numbers without highlighting do not appear in the parts list.

The navigation tools for the drawing window show up when you move the mouse pointer into the window.

Pos.	Part No.	Item number	Description	Measuremen		
1	97145908		Hopper - Hydraulic			
2	97176515-2-2		tank (Part 2-2)			
3	97176515-2-3		tank (Part 2-3)			
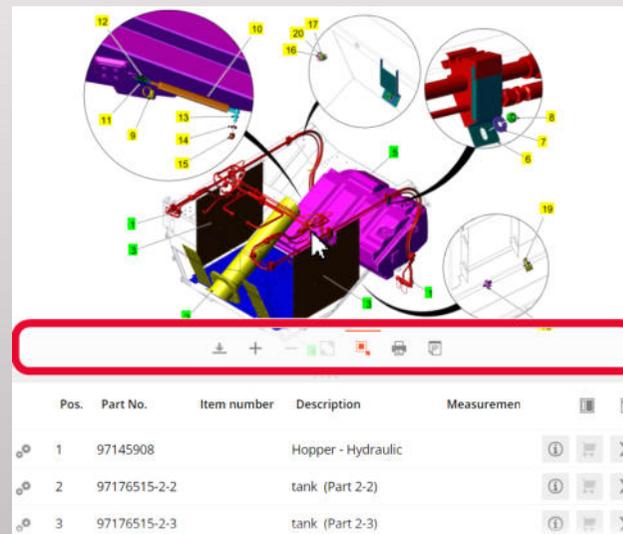
F. Bill of material:

In the parts list, the single parts and any sub-assemblies that can or cannot be ordered are listed one below the other, sorted by item number. Behind them appear the symbols for
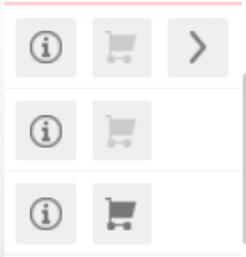
- additional information
- possibility to order (grayed out means: not available for order!)
- if an arrow appears: then sub-assemblies exist for this BOM entry - clicking on the arrow leads to the corresponding assembly

A click on order symbol adds the selected part to the shopping basket after confirmation.

Attention: Partially there are available parts with parts number 99... (options for example) as assemblies In catalogue structure. To order these parts, please turn into next superior assembly. In that bill of material you can find the order symbol after the relevant parts entry.

If, after single click on a green position case (see item *E*) you access the corresponding parts list entry, you may even there change to the sub-assembly by double clicking the entry.

A position marked by "---" has not yet been assigned a spare part number or is only available on request. Either find the corresponding Hako material number for identification of the part inside the "remarks" case or contact the Bad Oldesloe After Sales Service for additional information for eventual ordering of the part.

A position marked by "--" is no longer available! In some cases there is additional or displacement information inside the "remarks" case.

If you order identical items in other assemblies, they will be added together in the shopping basket.

But be careful! The summation takes currently already place in the enquiry pop-up during the order process with the quantity entered in the parts list. If you manually enter a different quantity here, this will be transferred in full to the shopping basket, regardless of the quantities previously entered. This problem has already been reported to the software provider and may be rectified later.

Initial order…   confirmation…   Ordering the identical article from another assembly...

Firstly, please check which quantity is listed in the parts list so that you can estimate the order quantity specified in the pop-up. Finally, check the quantities again in the shopping basket and adjust them if necessary.
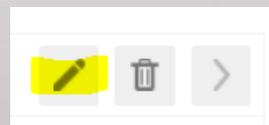
_G._ <u>Buttons for search and order cart:</u>

The search function is intended to make research of a specific part quick and easy.
Search criteria (as known): spare part number, description and/or Hako material number. "Remarks" can help to search for Hako material numbers, if there isn't any spare part number til yet. Under "Measurement" you can, for example, search for specific sizes in connection with a designation (e.g. pipe - L18).

When a part is ordered in the parts list, you are asked for the first time whether a new order list should be created. If this has already been done, the number of entries in the shopping basket appears on the button.   A click on the button leads to the shopping basket.

You will be guided through cart with 4 steps:

Here you can edit or delete the entries later (see also page 8). You can also add articles manually when kowing their art.no.
Button at the bottom right: --> Next to order details
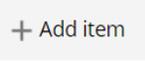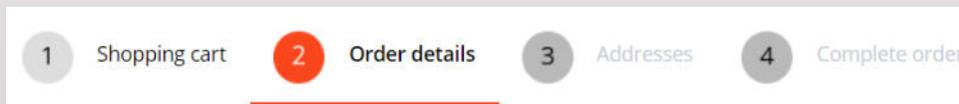
Details such as order type or data can be entered here.
Button at the bottom right: --> Next to addresses
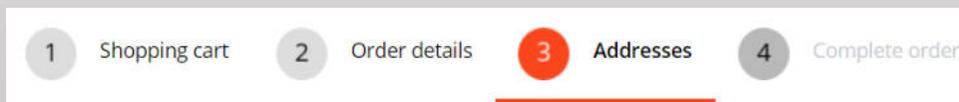
Addresses can be entered.
Button at the bottom right: --> Complete order

Here you will find a summary of the shopping basket.

The order can be

- sended as email (see Item **C**)
- exported as txt-file (Mobile-Service)
- printed

H. Document links

The existing accompanying documentation is not included in the offline catalogue for capacity reasons. If required, please use the corresponding function in the online catalogue at https://webx.hako.com (access data can be requested via merichsen@hako.com).

There you can also download operating instructions for the units.

In the offline catalogue, however, documents can be found that are directly attached to BOM entries. These can be selected in the „Document links" - window.by marking the BOM entry.

1. very quick in window „Document links"
2. BOM entry: Icon Documentaton
3. BOM entry: Icon Additional
   Documentaton / tab Document links
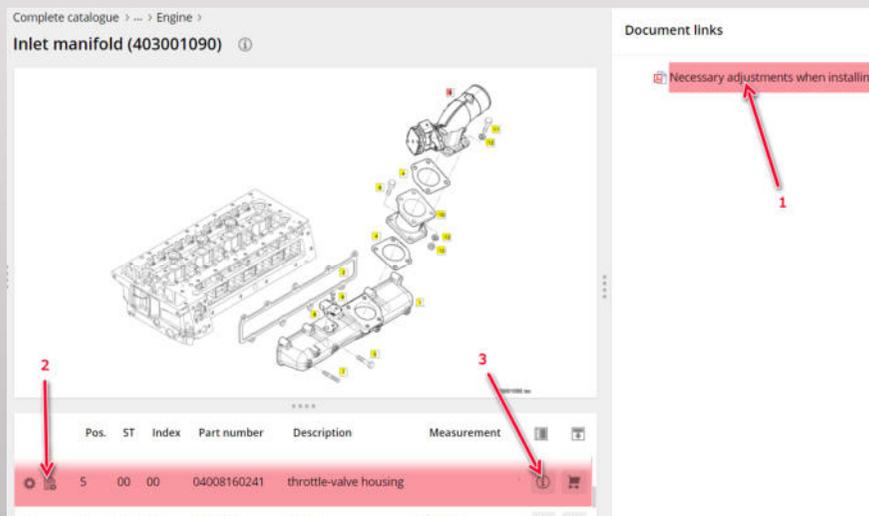
I. Import of updates in installed Offline-catalogue

From version 85-00-1993-730 there is the opportunity to import updates into the installed offline-catalogue

Find the updates as zip. and txt.-file
- in Documentation in online catalogue on https://webx.hako.com
  beyond this item.

- Inside this folder in „Download"-application on https://webx.hako.com.
  If you don't even got access data please send email
  to Mr Erichsen (merichsen@hako.com). Indicate your
  company, first and last name, your email address
  and the enquiry to get access to "download"- application.

Download them in your local data system.

Important! With downloading of all further update files you have to download the txt-file, too and exchange it in data system.

- If you as an engineer receive regular automatic updates for the
  Hako diagnosis, you will find the update files on your computer
  under c:\Hako_Download\ET_Catalogue.
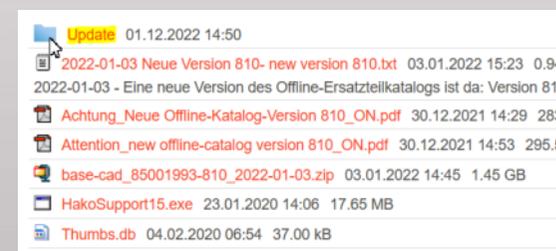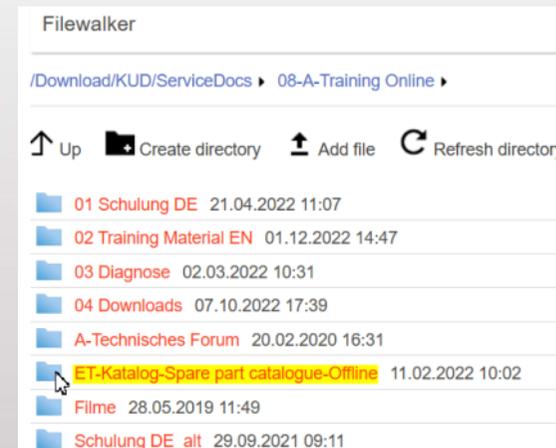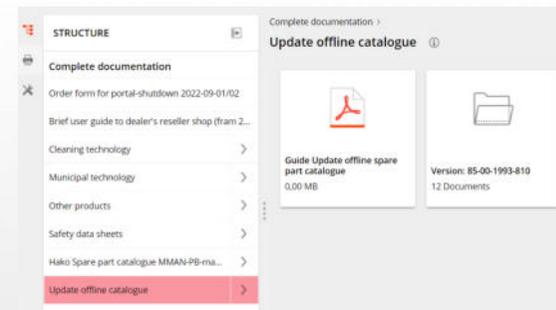
In installed catalogue go on „Updates" in menu „Options".

Set place of downloaded data in local data system in „Configuration download".
Go on „Check for updates". After the system has found the updates go on „Start".

After actualisation is succeed there is a –symbol in front of any item changed item in menu-tree.
You can switch off the symbol when delete the tick in update-window.