WORK INSTRUCTION: MERGING DOCUMENTS INTO AN APPENDIX

(JCC-Specific Information Included)

1.0 PROCESS

If creating a new appendix:

1. Open the Appendix template, located in the Tech Pubs_PROCESS > JCC_Radio_Process folder, and in the Informational folder

   \\ORL-FILES\Engineering\Tech_Pubs_Info\Work_Instructions\TechPubs_PROCESS\JCC_Radio_Process\SAMPLE_APPENDIX.docx

If adding files to an existing appendix:

1. Open the Appendix, located in the related folder within JCC Radio's CDRL_Supporting Documents folder.
   a. For example, Appendix C (Circuit SOPs) is located in \\ORL-FILES\Projects - Active\2014 - MRTS\07 DO-F0147_JCC_Radio\04 CDRLs\CDRL_Supporting Documents\02 TP Reviewing\01 Circuit SOPs

      \\ORL-FILES\Projects - Active\2014 - MRTS\07 DO-F0147_JCC_Radio\04 CDRLs\CDRL_Supporting Documents\02 TP Reviewing\01 Circuit SOPs\Circuit SOP Appendix.docx
2. Locate the appropriate section where the new file should be (all sections/documents are in the same order as the folder structure), and place your cursor where the section should be inserted

After completing one of the above document processes, proceed through the steps below:

1. Select the "Insert" tab
2. Locate the "Object" aspect to the right of the option bar
3. Select the dropdown arrow and choose "Text from File"

   Reference the process in *Figure 1-1, Insert Object, Text from File* below.

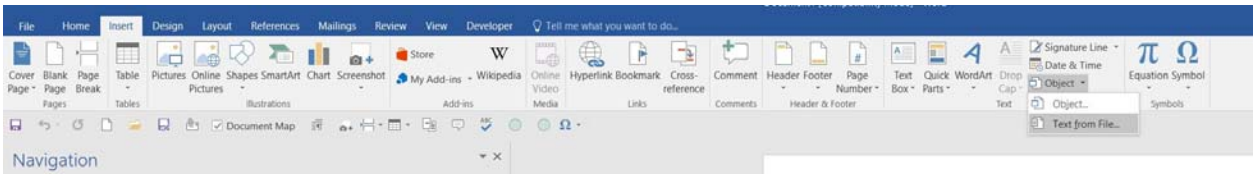

Figure 1-1, Insert Object, Text from File

4. In the folder browser that pops up, navigate to the desired file within the folder tree of JCC and click "Insert"

   Reference *Figure 1-2, Select File* below.

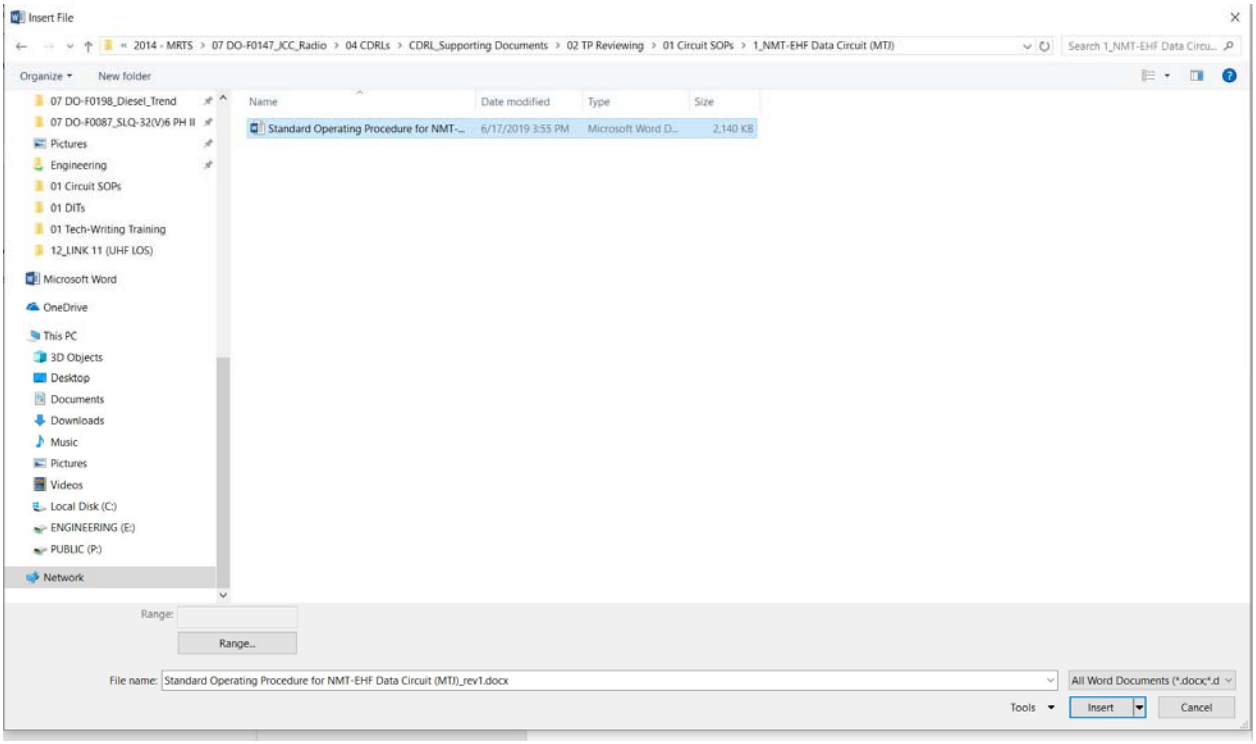

Figure 1-2, Select File

5. Complete file will insert into Appendix
6. On the "Insert" tab, select Page Break
   Reference *Figure 1-3, Quick-Insert Page Break* below.

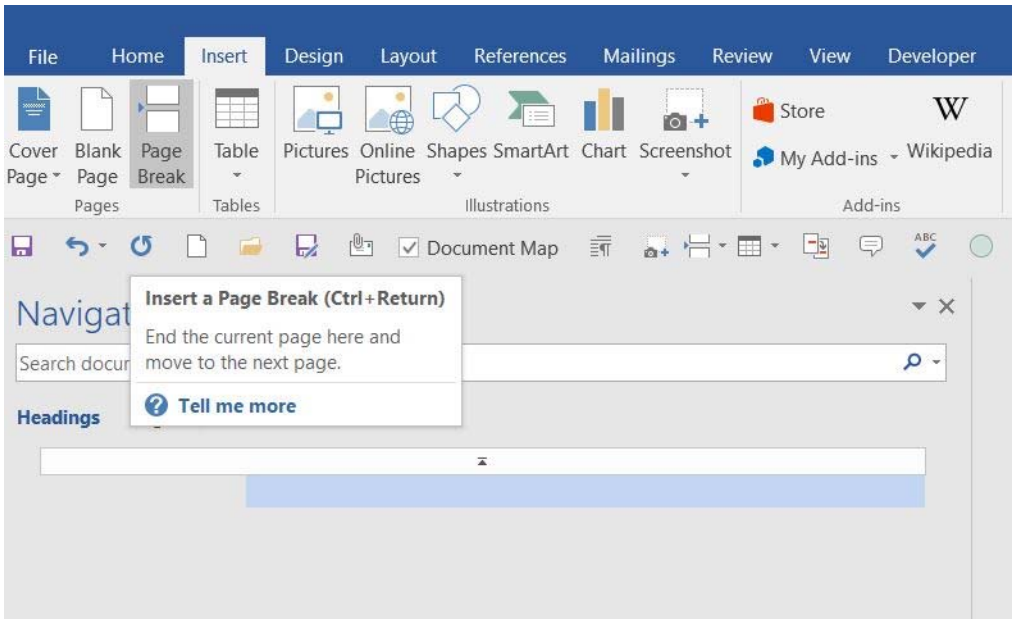

Figure 1-3, Quick-Insert Page Break

7. Repeat the process until all files are inserted
    a. Navigate to other sections if there are multiples files to insert in different places of the document

2.0 NOTES

The following are notes related to editing the appendices. There are seven appendices, shown in *Figure 2-1, JCC Appendices/Folders*. The individual appendix document is located directly in the correlated folder.

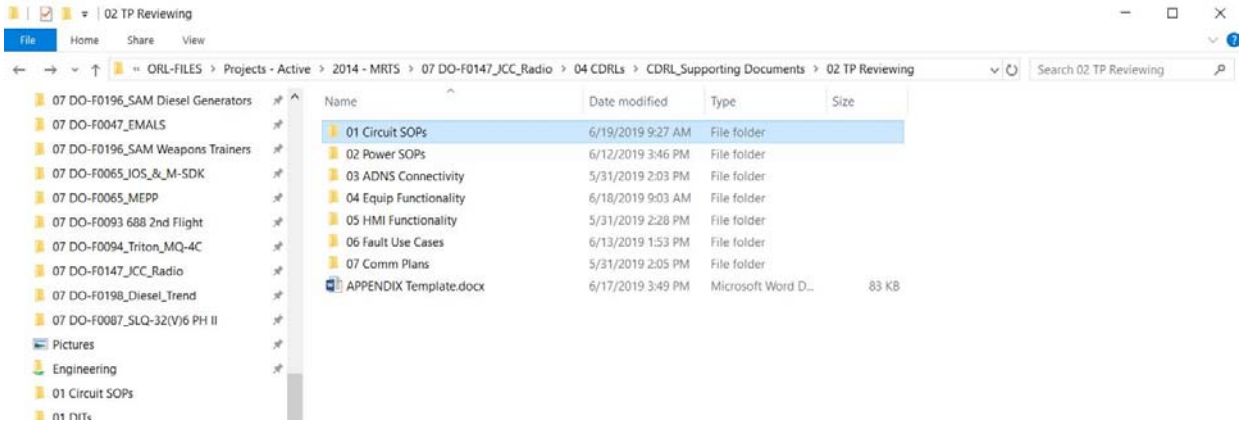

Figure 2-1, JCC Appendices/Folders

Appendix creation status is below in *Table 2-1, Appendix Status*:

Table 2-1, Appendix Status

Folder	Appendix	Status
01 Circuit SOPs	A	Created. Fully formatted except for inserting proper cross-references in Set Up Procedure tables. Table 1-1 is complete, as an example
02 Power SOPs	B	Created. Fully formatted. The customer has requested one Appendix with the SRS, so this will be the one we deliver.
03 ADNS Connectivity	C	Not created
04 Equip Functionality	D	Created. All headings properly put in through doc, content styles edited through 8.1
05 HMI Functionality	E	Created, more to come. Headings structure correct.
06 Fault Use Cases	F	Created and lightly formatted, waiting for engineers to populate more cases. 6/24 received more, copied to folder, have not inserted yet
07 Comm Plans	G	Not created, may not include

As the general guiding principles:

a. Headings correlate to folder structure, which is the exact model the appendix follows. If there are multiple folders before the document, those will each need to be heading 1, 2, etc.
b. There should be a page break after every individual procedure/file, so the customer can print just one out if desired
c. Caption all figures
d. Cross-reference all figures
e. Turn tables into TableList1 if numbered, or TableText if not
   (1) As reviewing, open the original document in "Sent to TP" and compare numbering to ensure it matches
f. Format document to ProActive general standards, at best discretion

Document-Specific Notes

a. In Fault Use Cases (Appendix F), there are 18 circuits. These are written in Heading 1 style. In Heading 2 style are all the individual fault code numbers/components that are associated with that circuit. Some of these were sent to us, but some were not. There is a comprehensive Excel spreadsheet of all the faults, and an intro paragraph has been written beneath each circuit with what faults will be there in the final product. Engineering will send more and these should be inserted into its appropriate place of the appendix
   (1) Excel fault spreadsheet here: Fault Use Case Code - Organization.xlsx
   (2) Example of desired format style: Section 1.2 Fault Use Case #22-1 HSPP #2 (BLK)
b. If coming across figures that look like *Figure 2-2, Block Diagram Example* below, these MUST stay as-is with Pilcrows etc. They are individual components/boxes that have been "grouped" together, but the engineers need them to stay as such. They will not be Figure style, but captions and cross references can be applied as usual. Additional Pilcrows can be entered to move the figure into an appropriate place on the page.

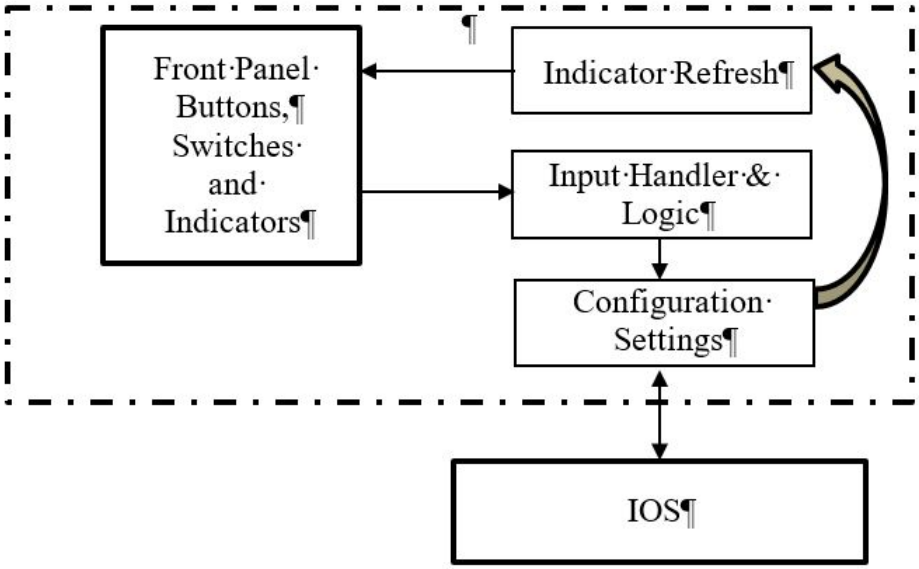

Figure 2-2, ACU Block Diagram

Figure 2-2, Block Diagram Example

c. In the Equipment Functionality Appendix (B), there are figures inserted with no caption and in an incorrect place. Cut and paste it into the equipment section, and caption it with the equipment name. It is always an image of the equipment being described

   Reference *Figure 2-3, Equipment Figure - Original* and *Figure 2-4, Equipment Figure - Correct* below.

PRELIMINARY
Functional Operation for PICT
Voice Telephone

A. Introduction
   a. This job sheet will define the functional operation of the pushbuttons on the PICT. The PICT provides secure voice capabilities for the communications system.
B. Equipment
   a. PICT – Cornet 2200A
C. References
   a. Cornet website
   b. Ship video (GOPRO732) in \\Eng-fdi\mrts\JCC_Technical_Library\JCC_Technical_Library\Circuits\Circuit 15 NMT-EHF Voice\Videos)

D. Actions
Operating Controls and Indicators

Figure 2-3, Equipment Figure - Original

2.2 → Preliminary Functional Operation for PICT Voice Telephone
This job sheet will define the functional operation of the pushbuttons on the PICT. The PICT provides secure voice capabilities for the communications system.

2.2.1 → Equipment
PICT – Cornet 2200A. Reference *Figure 2-3, PICT* below.

Figure 2-3, PICT

2.2.2 → References
a. Cornet website
b. Ship video (GOPRO732) in *\\Eng-fdi\mrts\JCC_Technical_Library\JCC_Technical_Library\Circuits\Circuit* 15 NMT-EHF Voice\Videos)

2.2.3 → Actions

2.2.3.1 → Operating Controls and Indicators
Reference *Table 2-2, PICT Actions* below.

Figure 2-4, Equipment Figure - Correct