

Version 25



Trapeze

Enterprise Asset Management

Illustrated Parts Catalog

Administrator Guide

Trade Secret | May 2025

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Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: cc@trapezegroup.com

FTP Site: <https://ftps.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

Illustrated Parts Catalog - Administrator Guide

Version 25.x

May 2025

Contents

1. Overview.....	1
Requirements.....	1
Assumptions	2
Access.....	2
2. Configuring Illustrated Parts Catalog Portal.....	5
Documoto: Rocket - Set Default Values.....	5
Signifikant - Set Default Values	7
3. Setting-up Shop Activity Modules.....	8
4. Setting-up the Parts Catalog	9
Web Modules Setup	9
Documoto - Parts Catalog Setup	9
Signifikant - Parts Catalog Setup	10
Cross-referencing Part IDs.....	10
5. Using the Illustrated Parts Catalog	12
Launching the Illustrated Parts Catalog	12
Documoto: Rocket – Using Illustrated Parts Catalog	13
Signifikant - Using Illustrated Parts Catalog	14
Search for Parts Using the Asset Management System	18

1. Overview

Illustrated Parts Catalog (IPC) Module provides capabilities to view part drawings linked to part numbers and to add selections to a shopping list that interfaces with the Shop Activity modules.

The Illustrated Parts Catalog assists technicians in accomplishing their daily repair activities. When performing repairs, technicians need to request/order parts. When the repairs are routine, typically the technician knows the part numbers or they have pre-created standard parts lists. However, when technicians perform non-standard repairs or are working in areas with which they are not familiar, it is likely that the part number is unknown. With the Illustrated Parts Catalog, the technician can refer to an illustrated guide related to the asset being worked on, locate the page related to the system, drill-down to the specific area, and use the diagram to build a list of parts required. The shopping list created in the Illustrated Parts Catalog is transferred to Web Modules as part numbers.

Requirements

25.x EAM Application – Installed with Web Modules running

Internet Information Services (IIS)

Microsoft SQL Server Management Studio (MSSQL) – Installed and configured with your local machine's environment.

The Illustrated Parts Catalog uses either Documoto: Rocket or Signifikant as the parts catalog platform and must be configured to support whichever solution you will be using.

Documoto

- Tenant Key and User Name provided by Digabit for Documoto required.
- Documoto Rocket Deployment - Documoto Rocket's SaaS service makes web service calls into EAM Web Modules across the internet. Most installations of EAM run on intranet servers, meaning they are not exposed to the internet. For this integration to work, at least 1 Web Modules application and 1 Data Services application need to be installed on a public-facing server so that Documoto can communicate with it over the internet. This is typically done by installing Web Modules and Data Services on a DMZ server. This server is not consumed by any users and purely serves as a communication relay for this integration. Once public-facing Web Modules and Data Services have been installed, their URLs will need to be sent to the Documoto team to be configured in your tenant.

Signifikant

- License and installation package from Signifikant required.



Note: Signifikant does not work with Single Sign On (SSO).

Assumptions

This guide assumes familiarity with workflows and configurations of the application.

- ❗ Special characters are not supported in all web module fields and unanticipated results may occur.
- ❗ User defined required fields that do not appear in web module forms will return validation messages.
- ❗ Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
- ❗ Do not open or use the same instance of the Web Modules in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

Access

To make the functions of this module available to Web Modules users, you must add a tab to your Web Modules installation.

1. Open Web Modules and login as an administrator.
2. Go to the Admin Center which is accessed by clicking **Admin Center** in the top left corner of the main page.
3. Click **Add New Tab** which can be found in the Manage Tabs section.

Administration Tasks

Installation Manager User Management

[View Logs | Confirm Version | Database Model | Health Check]
[Apps | Performance | Options | Metrics]

Manage Shortcuts

Messages
Screens
Reports
Help

Manage Tabs

Add New Tab Export Tabs

Tabs: Home 2.0
Work Management
Technician
Supervisor
Asset Configuration Management
Service Request
Network Restrictions
Storekeeper
Storeroom
Reporting

User Groups: AX-LOC RIGHTS
AX-LOC2 RIGHTS
LM-SYSADMIN
LOADER
NOTADMIN
SYSADMIN
TEST
TEST1234
USERSETUP

Default Tab: [Home 2.0] Apply

4. Create, Configure and Save the new tab using the following steps:

Tab Configuration and Access Rights

Tab Name: Name Your Parts Catalog Tab

☐ All Logged in Users ☒ All Users
☐ AX-LOC RIGHTS ☐ AX-LOC2 RIGHTS
☐ LM-SYSADMIN ☐ LOADER

Authorized Roles:

Show to mobile users? ☐

Mobile Tab Name:

Add Module: Module Type: Parts Catalog Portal
Module Name: Parts Catalog Portal

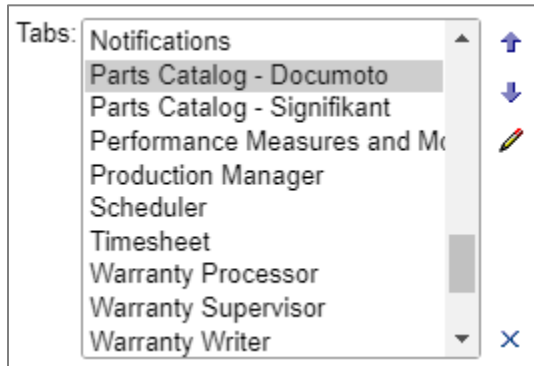
Add to "Organize Modules" Below

Organize Modules:

Left Mini Pane
Content Pane: Parts Catalog Portal
Right Mini Pane

- i. Name your Parts Catalog tab and enter it into the **Tab Name**.
- ii. Check **All Users**.
- iii. Select **Parts Catalog Portal** from the **Module Type** drop-down list and click the **Add to Organize Modules Below** button.
- iv. Verify the **Parts Catalog Portal** is displayed in the **Content Pane** window.
- v. Click **Save**.

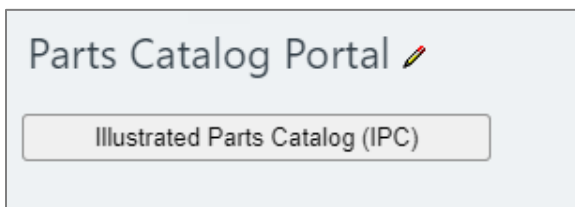
5. Verify your tab name is displayed in the **Manage Tabs** section on the **Tabs** list. The position of the tab can be changed using the purple up arrow.



The newly created tab gives you access to the Parts Catalog Portal which establishes contact between Signifikant or Documoto and other modules in the application. The portal must now be configured.

2. Configuring Illustrated Parts Catalog Portal

1. Once the Illustrated Parts Catalog tab has been added to Web Modules, log in as Administrator and click the Illustrated Parts Catalog tab. This module provides access to the Illustrated Parts Catalog (IPC).



2. To configure the IPC, click the pencil icon  next to the Parts Catalog title bar.

The Parts Catalog Portal – Set Default Values page displays.

3. Select either **Documoto: Rocket** or **Signifikant** from the Parts Catalog dropdown and continue to set the default values as indicated in the following section.

Documoto: Rocket - Set Default Values

1. On the Parts Catalog Module – Set Default Values page, enter the values as follows:
 - Parts Catalog: Documoto: Rocket
 - User Name: From Rocket

Rocket requires a username encrypted key in the URL for the username value. Administrators have access to this value in Documoto. To find it, go to Admin > Tenant Admin > Users. Double-click on the user that you will use for accessing Documoto. The value can be found under the username.

- Tenant Encrypted Key: From Digabit
- Parts Catalog URL

Test - <http://integration.digabit.com>

Production - <http://Documoto.digabit.com>

Rocket communicates with our system using webservice. The URL endpoint that Documoto calls is configured in their system. It may be accessed and changed by a system administrator account by doing the following:

- Log into Documoto as an administrator.
- Click Admin -> Organization Admin
- Click "ERP System" under the Commerce section on the left.
- Click the "Organization ERP" toggle.
- Set your specific URL endpoint in the Service URI field.

2. Click **Save**.
3. Click the **Illustrated Parts Catalog** (IPC) button to launch the application.

Signifikant - Set Default Values

1. On the Parts Catalog Module – Set Default Values page, enter the values as follows:
 - Parts Catalog: Signifikant
 - Parts Catalog URL – The URL to the external Signifikant's website which should be populated by default.

URL: http:// or https://<IP address>/<website name within IIS>/<language of choice (optional)>/<your site name within Signifikant>

2. Click **Save**.
3. Click the **Illustrated Parts Catalog** (IPC) button to launch the application.

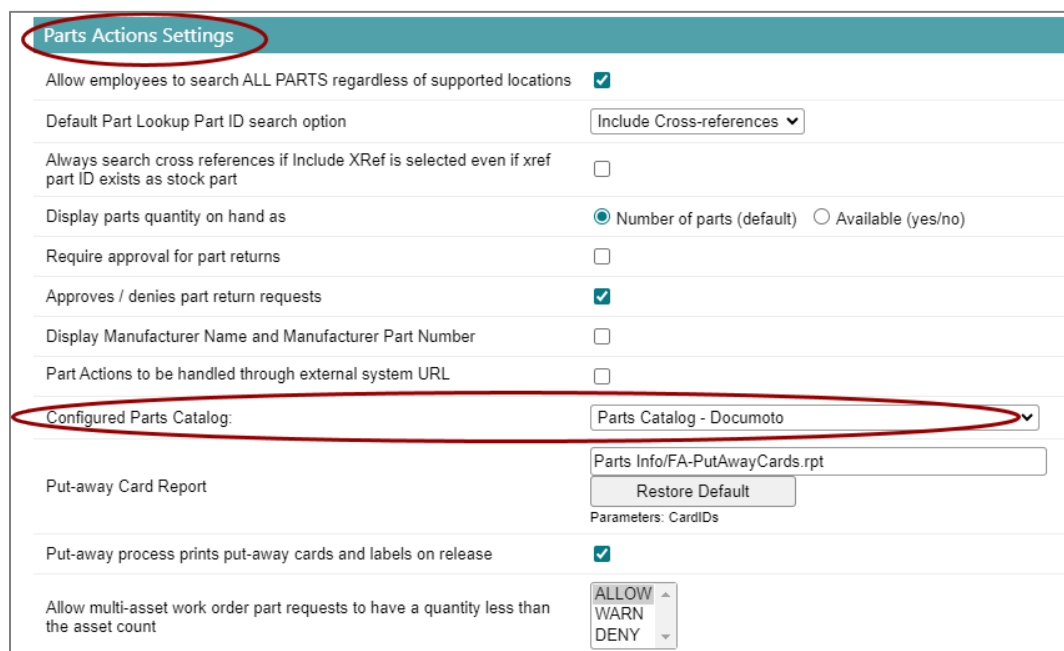
3. Setting-up Shop Activity Modules

Once the tab has been created and the IPC portal configured, the Shop Activity portals must be set-up to access the Illustrated Parts Catalog. To set-up the Technician or Work Management Portals, follow the steps below.

1. Log in as an administrator to the desired Shop Activity Portal.
2. Click the pencil icon  next to the title bar on the main page.

You are taken to the Portal Settings page.

3. Go to the **Configured Parts Catalog** setting in the **Parts Action Settings** section and select the Parts Catalog module that you added and configured.



Parts Actions Settings	
Allow employees to search ALL PARTS regardless of supported locations	☒
Default Part Lookup Part ID search option	Include Cross-references ▼
Always search cross references if Include XRef is selected even if xref part ID exists as stock part	☐
Display parts quantity on hand as	☒ Number of parts (default) ☐ Available (yes/no)
Require approval for part returns	☐
Approves / denies part return requests	☒
Display Manufacturer Name and Manufacturer Part Number	☐
Part Actions to be handled through external system URL	☐
Configured Parts Catalog:	Parts Catalog - Documoto ▼
Put-away Card Report	Parts Info/FA-PutAwayCards.rpt Restore Default Parameters: CardIDs
Put-away process prints put-away cards and labels on release	☒
Allow multi-asset work order part requests to have a quantity less than the asset count	ALLOW WARN DENY ▼

4. Click **Save**.

4. Setting-up the Parts Catalog

Web Modules Setup

The Parts Catalog is driven by the **Document ID** on the **Equipment Type** screen.

The screenshot shows the 'Equipment Types' interface. At the top, there's a header with 'ADMIN MODE', 'CHANGE REQUEST', 'HELP', and 'PRE'. Below this is a toolbar with icons for Search, Reload, Sort, and buttons for New, Copy, Delete, Edit, Save, and Cancel. The main area is divided into a sidebar on the left with tabs: Basic Info (selected), More Info, Attributes, Parts Used On, and Yard Management. The 'Basic Info' tab is active, showing a form with fields for Description, Year, Manufacturer ID, Model ID, Department ID, Location ID, Equipment class ID, Comments, Document ID (highlighted with a red circle), and Map symbology ID. There is also an 'Active' checkbox.

When using the Illustrated Parts Catalog via Shop Activity Portals, after clicking the **IPC** button, the system submits the Document ID specified on the Equipment Types screen for the equipment unit on the Work Order when locating the correct equipment in Documoto or Signifikant. If you want a specific asset to go to a specific item in a catalog, the items must be mapped to the Document ID. If Document ID is left blank, the user will be taken to the default catalog.

Documoto - Parts Catalog Setup

1. Match Documoto Document IDs with Equipment Types.
2. Enter the Document ID into the Equipment Type screen for each equipment type.
3. For EAM Part IDs to display in Documoto, you will need to enter the parts into the Parts Cross-references screen.
 - i. Create a list of the OEM Part IDs / Suppliers (Vendors) from Documoto and determine which EAM Part IDs should be mapped to them.

- ii. On the Parts Cross-references screen, link the EAM Part ID to the Documoto Part ID and Supplier.
- iii. Reach out to Documoto and work with them to configure their part mapping automation for your tenant.
 - a. This will require their software to be able to contact EAM's Data Services API.
- iv. On some interval (nightly, weekly, monthly, etc), Documoto will contact EAM's API and update their stored part mappings with the latest from EAM's Parts Cross-references screen.
4. The Administrator will need to match BookIdentifier/PartNumber with the Part IDs from Enterprise Portal / Web Modules screens.
5. Then the Administrator will create a list similar to above, with the PropertyName of FA_PartID, and PropertyValue of PARTID^SUFFIX.



There must be a caret between FA Part ID and Suffix.

Signifikant - Parts Catalog Setup

Cross-referencing Part IDs

In order to cross-reference equipment manufacturer part IDs to system part IDs, go to the Parts – Cross-references screen in Enterprise Portal.

To enter a cross-reference:

1. Click **Search** to find a system Part ID.
2. On the Basic Info tab, enter the corresponding equipment manufacturer ID into the **Cross-reference part ID** field and any additional details.

Parts - Cross-references ADMIN MODE

Search Reload Sort Select Filter Select Sort New Copy Delete Edit

Basic Info

Part ID Part suffix

Basic Info

Vendor for reference part ID

Manufacturer for reference part ID

Cross-reference part ID Cross-reference part suffix

Cross-reference vendor ID

3. Click **Save**.

The system will now automatically associate the system part ID with the equipment manufacturer part ID and display it where required.

5. Using the Illustrated Parts Catalog

Launching the Illustrated Parts Catalog

In the Technician or Work Management Portal, the **IPC** button can be accessed through the Work Order Main pages. The following is an example of a typical workflow.

Work Order Main							
Asset ID	LOC 4 NL: 2012 QA-01 QA-01-01 QA-FLEET-001 DESCRIPTION				Tech ID	Tech Name	Task
Station Location	QA-FULL-01 - QA FULL SRV LOCATION	Repair Location	QA-FULL-01 - QA FULL SRV LOCATION		No employees currently working		
Numeric 1	6						
Work Order ID	QA-FULL-01-2024-15	Job Status	OPEN				
Job Type	REPAIR	WO Meter 1	0 MILES				
Projected Completion Date	03/10/2024 14:55	Priority	02 - MED.PRIORITY - 3 DAYS				
Tasks: 1				Actions			
	Task ID	WAC	Remaining Hours	Main Page	View/Edit Detail		
	QA - QA REPAIR GROUP		-1.00	Finish Work Order	Part Actions	Related Files	
				Equipment History	Test Results	Component Warranty	
				Messages	Print Work Order		
				Commercial Work	Postings	Relationships	

1. Click the **Parts Actions** button.

The Post Work Order Parts pop-in displays.

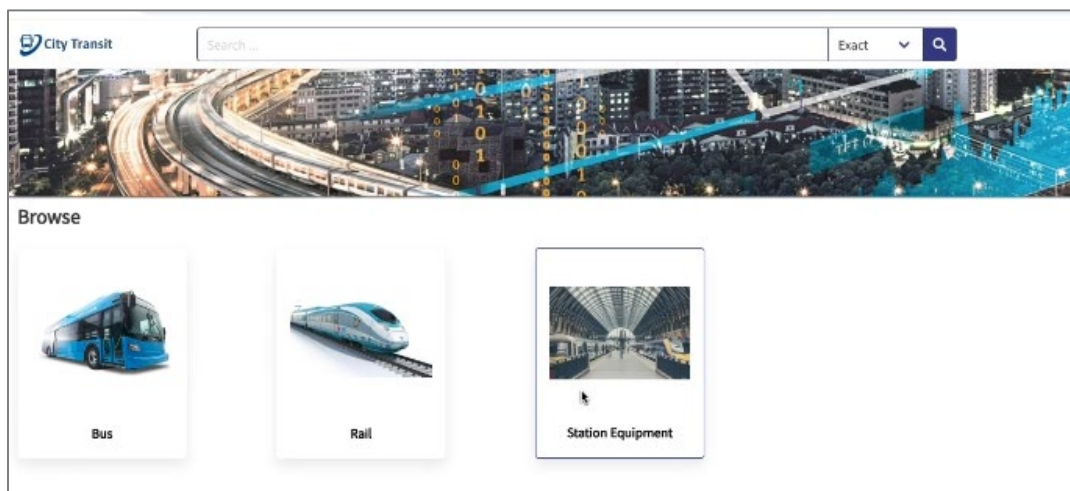
If part details are known, you would fill-in the request with the requirements and then click **Add**. Or the Illustrated Parts Catalog can be used by clicking the **IPC** button.

2. Click the **IPC** button.
 - Documoto - The IPC button will not display if **Configured Parts Catalog** in the Shop Activity portal settings has not been selected. See [Setting-up Shop Activity Modules](#) for more information.

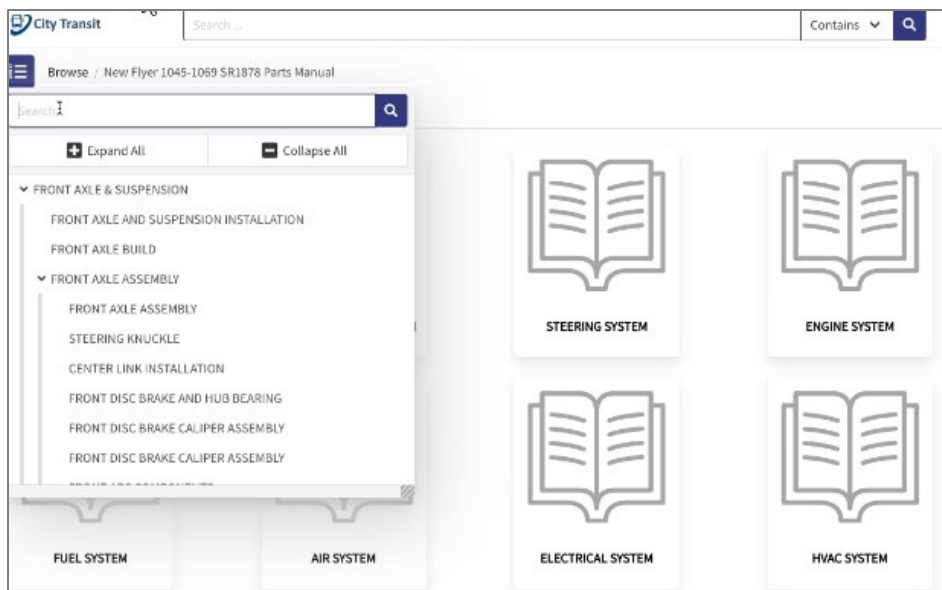
The Documoto or Significant Illustrated Parts Catalog will automatically launch.

Documoto: Rocket – Using Illustrated Parts Catalog

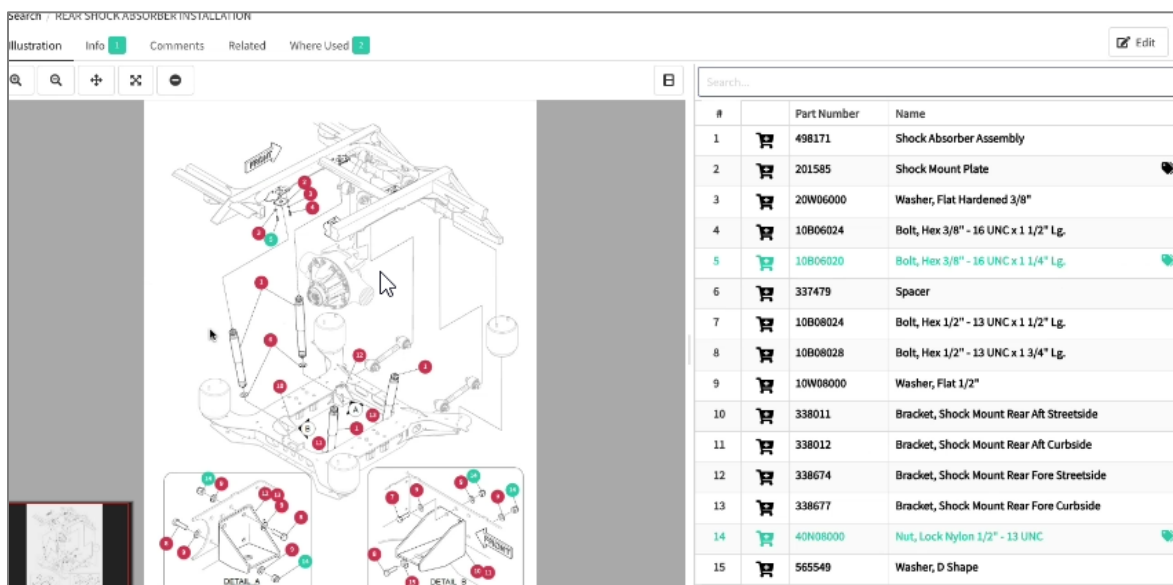
1. Once in Documoto, you can navigate by using the general search, browse feature, or the Go to Search feature.



2. Navigate to a Parts Book.



Parts Book will display EAM ID.



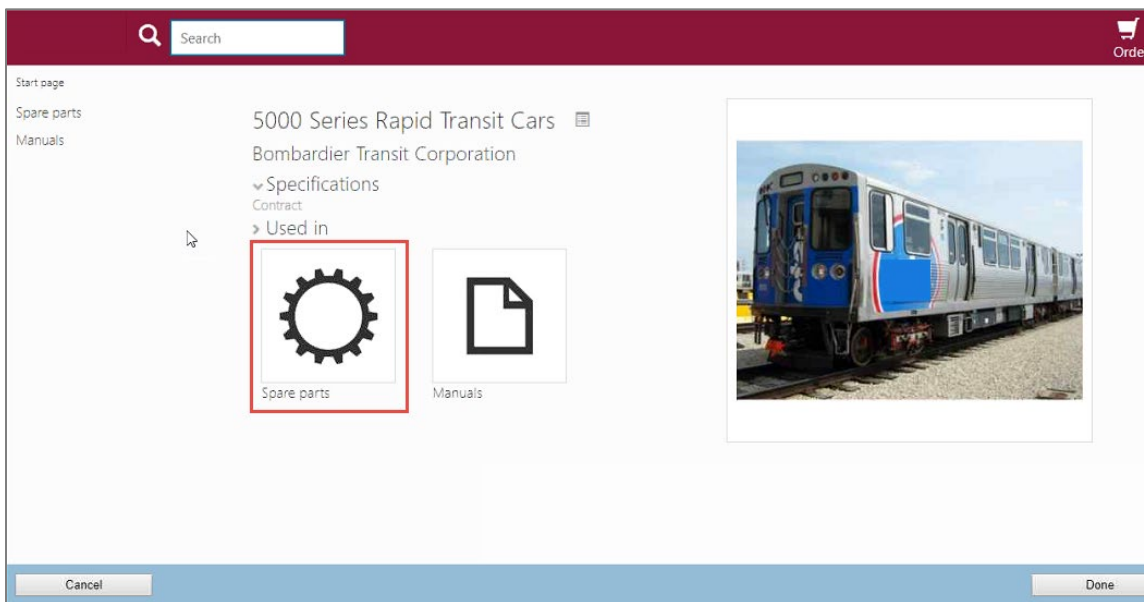
3. Select assemblies or parts and enter quantities to add them to the shopping list.
4. Click **Done**.

The parts will automatically be added to your part request in the system.

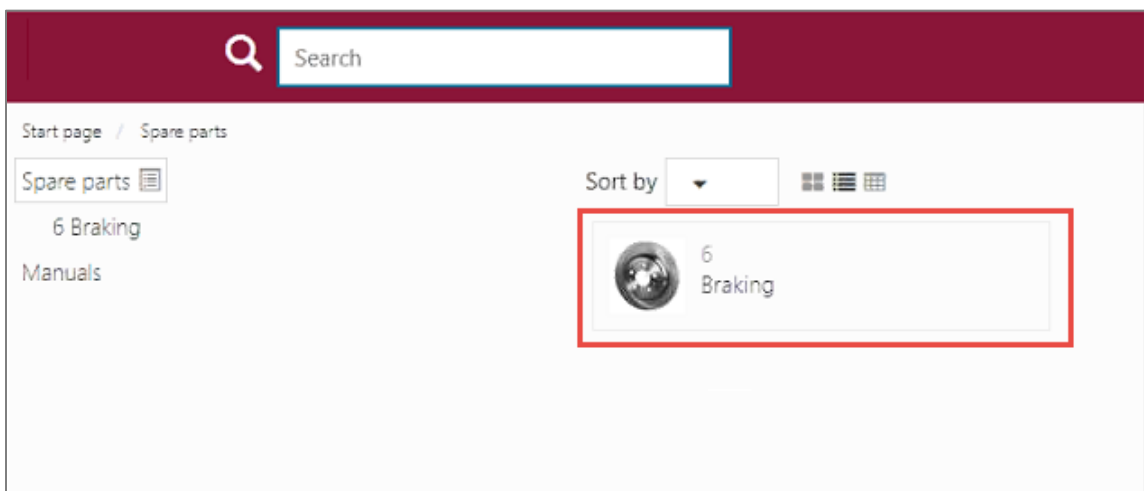
Signifikant - Using Illustrated Parts Catalog

The following is an example workflow from the Significant Illustrated Parts Catalog that demonstrates the steps for requesting a part.

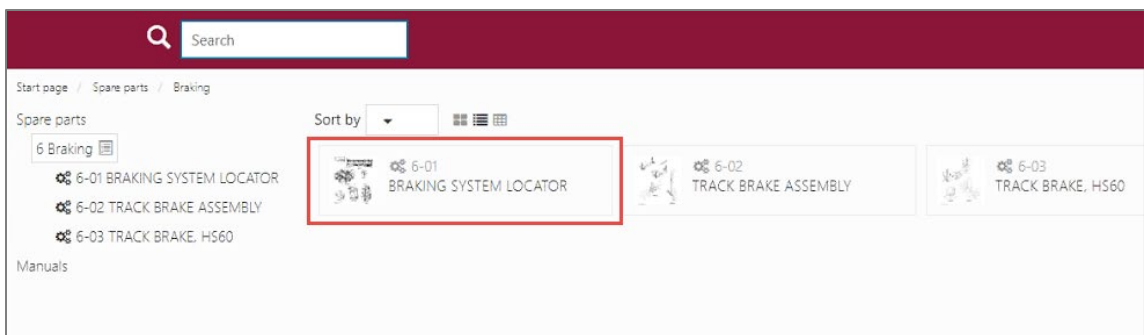
1. Select the Spare Parts icon.



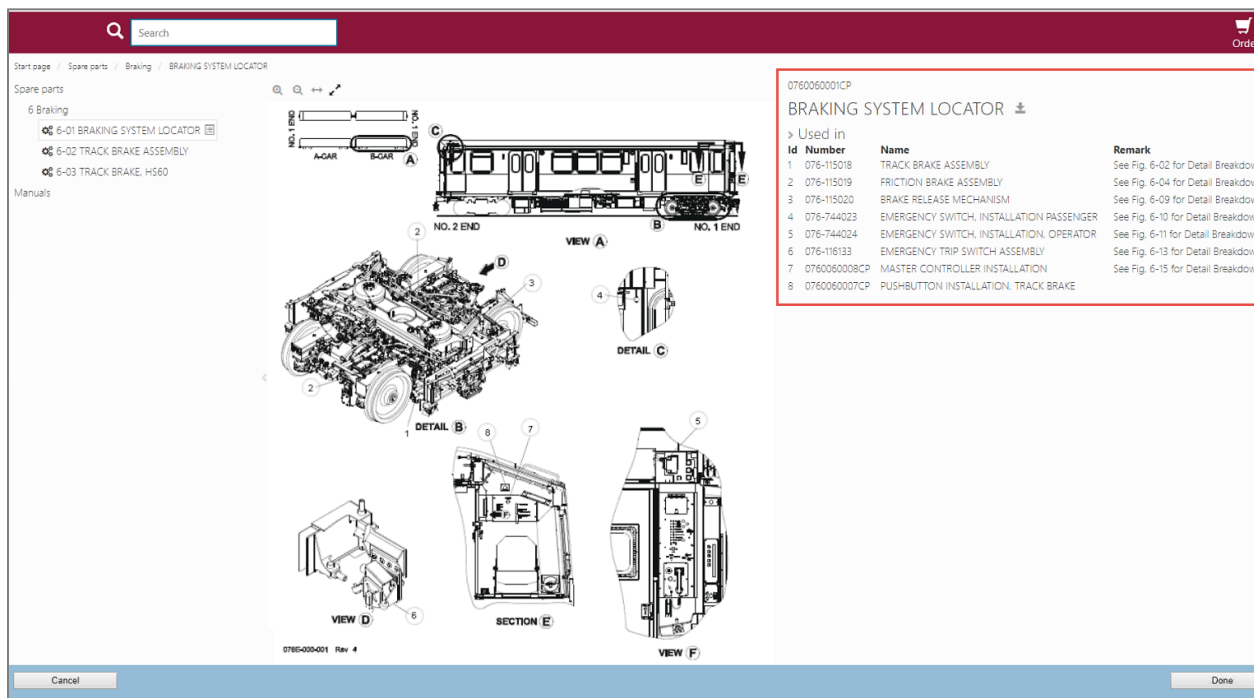
2. Select the **Parts Category**.



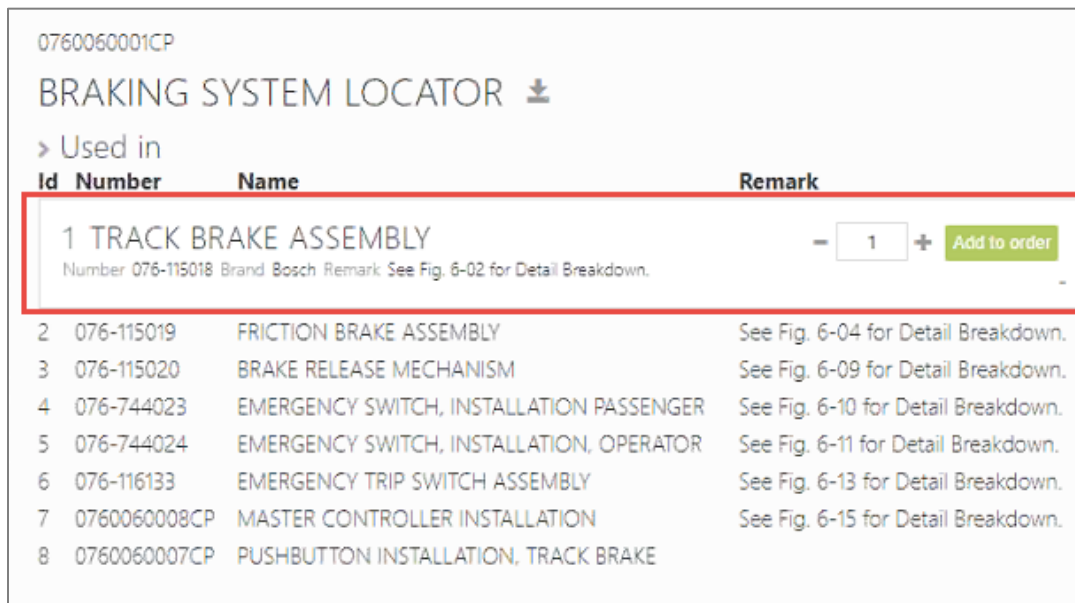
3. Select the **Parts Sub-Category**.



- Select the image of any part from the sub-category parts menu. The part details and quantities will display.



- Select a part from the list or by clicking on a photo. The quantity in stock will be displayed (Signifikant makes web calls to the system for accurate information). Click **Add to Order**.

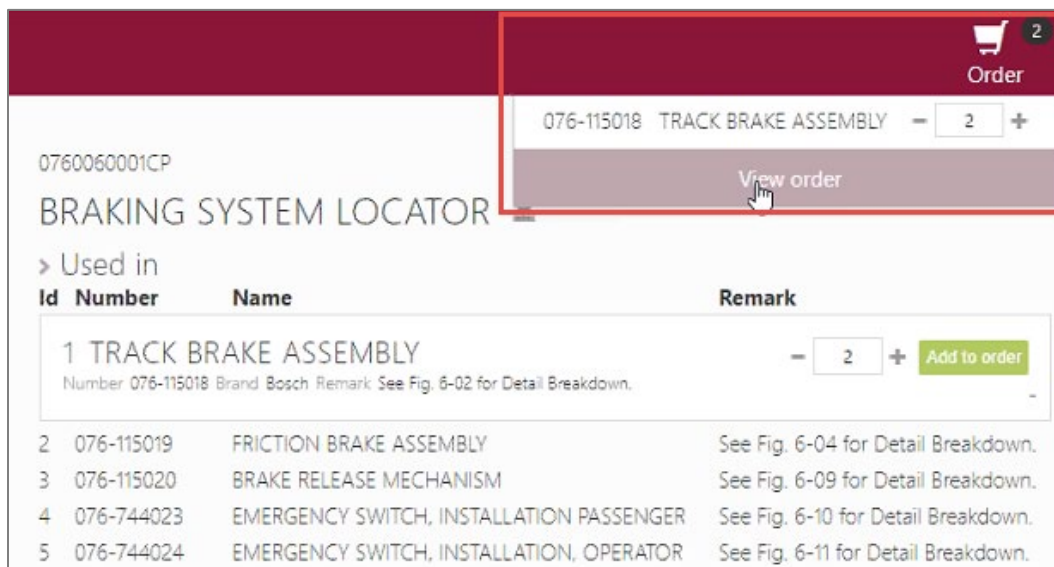


- ✓ Multiple parts can be added to the order cart before checking out. Select additional parts and click **Add to Cart**.

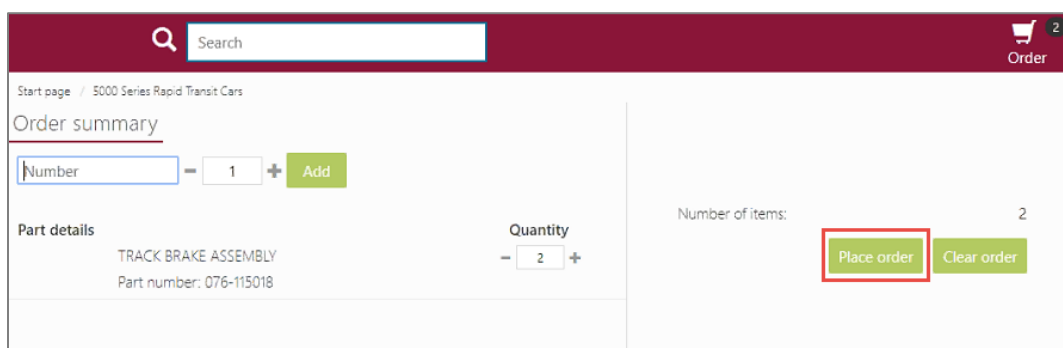
6. Click the **Order** Shopping Cart icon to place the order.



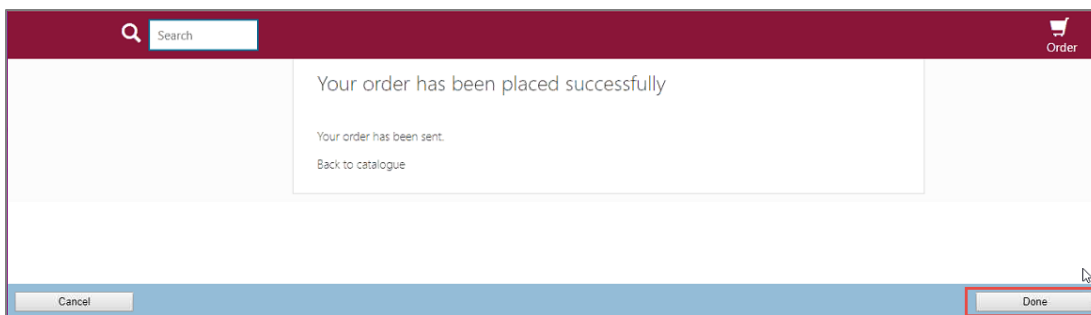
7. Click the **View order** button to go to the Order Summary page.



8. The Order Summary page will display all of the selected parts and their quantity to be ordered. It will also show the quantity in stock. Select the **Place order** button to place the order and display the Order Confirmation page.



9. The Order Confirmation page will be displayed. Select the **Done** button in the bottom, right corner to close Signifikant and be taken back to the Parts Catalog Default Data page in the system.



10. On the **Parts Catalog Default Data** pop-in, you will be asked if you would like to assign the part request to a task or service request. Identify the appropriate information and click **OK**.
11. On the Post Work Order Parts page, verify that the data from Signifikant was successfully imported in the **Pending Parts Postings** section.
 - ✓ The Part ID column will display the system part number if the equipment manufacturer part IDs have been mapped to a corresponding system Part ID. This is done using the Parts – Cross Reference screen in Enterprise Portal as described in the [Cross-referencing Part IDs](#) section. If no system Part ID has been mapped, the equipment manufacturer part ID will display in the description.
12. Click **Save** to submit your request.
13. Proceed with parts issues and requests as directed in the appropriate *Shop Activity User Guide*.

Search for Parts Using the Asset Management System

1. Use the search functions within the web module. Verify that you have found the correct part by clicking the new icon to view the part image in Documoto.
2. From within the Web Post Work Order Parts page in the system, click the part ID **Lookup** button.

A parts list that matches your search criteria will display.
3. Click the magnifying glass on the left side to view the part schematic. This allows the user to view an image of the part from within the web module to confirm they have the correct part prior to requesting it.

Part ID Lookup

Stock Location: INV005 - STOREROOM #5 (BUS)

Search by Text

Part ID: contains [] ☒ Include XRef

Description: contains FAN CONTROL

Reset Search

Search by Defined Lists

Where Used

Task ID: BUS - QR1

Class / Task

Please choose a Part ID - Parts found: 2 of 9

Part ID	Suf	Description	On Hand	On Order	Manufacturer Part Number	Manufacturer Name
05-53970-000	0	VALVE- SOLENOID; VALVE, SOLENOID, NF L-10, FAN CONTROL, 12 VOLT, CUMMINS SOUT	5.00	0.00		
2583	0	VALVE- SOLENOID; VALVE, SOLENOID, NF L-10, FAN CONTROL, 12 VOLT, CUMMINS SOUT	2.00	0.00		

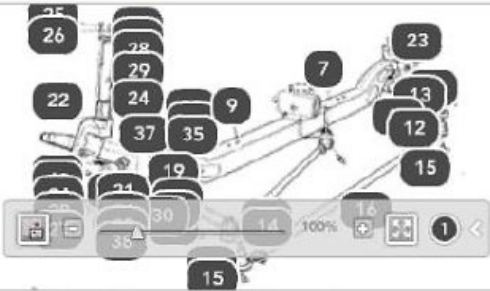
Click to view part schematic.

A view-only mode of Documoto will launch displaying an image of the part.

If the part ID only exists in one assembly in Documoto, then it will display the part image and highlight it in the picture. If the part ID exists on multiple assemblies, Documoto will display a list of assemblies from which the user can select.

Search Results 2001-2303 Orion V

Prev Page Next Page 2001-2303 Orion V / 01_Front Axle / AXLE ASSEMBLY, FRONT (17101 SERIES)



Item	Actions	Part Number	Name	QTY	UOM	FA_PartID
1		050102541	AXLE ASSEMBLY, FRONT		EA	1000^0
2		NPN	HUB & DRUM ASSEMBLY	2	EA	
3		A0102507MA	SHOE BRAKE ASSEMBLY	2	EA	AK08.00.001.139^0
4			LINING, BRAKE 14-1/2" Z		EA	
5		A0102507MY	ADJUSTER, SLACK (10 2		EA	1010712^0
6		A0102506DD	CHAMBER ASSEMBLY, 2		EA	25-0450-00248^0
7		E0102501BB	BEAM ASSEMBLY, AXLE	1	EA	

- If you click the **Get Part Info** button () in Documoto, the related system part number, as well as the current on-hand quantity, will display. The quantity displayed is the latest information as Documoto makes a call to the system to get the current quantity on hand.

Part Properties

Property Name	Value
Internal Part ID	1010712^0
Location	AKT
Quantity On Hand	31

5. Close the Documoto window.
6. Select the parts, add them to the cart, and proceed as described in the web module.
7. Proceed with parts issues and requests.