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GTUsers.com web and FORUM instructions

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1 REGISTER
If you do not have a user name and password, please register at the Register-page.
As you have received your SSO, you can log in.

Figure 1. Main page and log in tab

2 NAVIGATION
Navigation menu is located on the right upper corner (looking like a hamburger)

Figure 2. Main menu can be opened through "hamburger" on a right upper corner
3 PERSONAL INFORMATION

3.1 MyAccount
You can edit your personal information by selecting **My account** below your user name.
3.1.1 Edit Account

Now you can see the details of your account. By selecting Edit you can edit Account or your Personal information.

You can change your **email**, add signature and **your photo**. When you have made your changes, press **Save** on bottom of the page.

**NOTE!** Public email addresses like gmail, Hotmail, yahoo are NOT allowed. The email address must be your company email address. Other addresses will be automatically BLOCKED.

If you select the tab **Personal contact form**, users can contact you through the GTUsers.com web. It is recommended to select this tab.

Remember to press **Save**
3.1.2 Editing your personal information

Your personal information can be edited by selecting “personal information”.

![Figure 6. Edit Personal information under My Account](image)

Personal information contains your name, company, phone etc. which are important for administrator to contact you.

When you have made your changes, press Save on bottom of the page.

3.1.3 Change password

Password is changed through “password link”.

![Figure 7. Change password under My Account](image)
Password must contain at least 6 characters including numbers. Password must be changed regularly. Our web will indicate as your password will expire.

4 GENERAL PAGE
General page includes Group information:

- Steering committee
- Group Frame Agreement how group operates

5 USERS LISTING PAGE
Select Users from the main menu.

Figure 8. List Users of a Group
Now all users belonging into this GT Group are listed. If you want to view the details of an individual users, select the user name of that person. Now you can also contact the users using the contact form.


6 DISCUSSION FORUM

6.1 Access Forum

You can access the FORUM from the right column.

Figure 9. Access Group Forum

Forum contains different subForums depending on the Gt model. You can see the number of topics and posts each subForum holds.

Figure 10. Review categories

Click any subForum and you can see all topics it holds. You can also see the number of replies and date created.

Note that you if the topic is new there is a red indicator. You can acknowledge all topics by pressing Mark All Read

Select any topic and you will see all messages it holds. If the creator has a picture in his personal information it is shown as well.

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6.2 Create a new message

After you have accessed the FORUM, you can create a new message. Create a new topic or reply to existing topic.

6.2.1 Create a new topic

You can create a new topic by selecting first the category where your topic belongs to.
6.2.2 Making a reply to existing message

After each message there is a comment field.
Now write your comment (message). You can also attach a file into your message. NOTE! all messages will be emailed automatically to all registered Group Users without file attachment.

After you have finished your message press Save.

**Message Confidential**

If your message is confidential, press *lock*.

confidential means that only subject line is sent by email.
6.3 Navigating in the Forum

Note that you can also navigate using the top row in the Forum.

6.4 Receiving an email from FORUM

As you get an email from forum (New message in GTUsers.com forum) to access the right topic it looks like below:
Figure 14. Replying to a message must be made at the web site by selecting the link at the message

- Email message shows the category and topic of the message
- Who has written the message.
- Message itself.
- You can reply to the message by selecting the link which redirects you to the right place in the forum (user name and password is asked in between).

7 PLANT LIST PAGE

All GT Group Plants can be listed in the menu Plants. Only some main features of the Plant data are displayed.

You can view all details of each Plant by selecting the Plant.
Figure 15. Plant “general” listing

Those who are dedicated as Plant Moderators, can edit their Plant details.
8 DOCUMENTS PAGE

Documents page is divided into subfolders which contain group specific documents like:

- Previous years Conference material
- Technical documents

9 QUALITY ISSUES DATABASE

Quality issues database is created for end users to report quality issues in manufacturing, repairs, field services, operation etc.

The purpose of the Quality Issues is to enable easy filtering of incidents by end users and to search history of similar incidents.

Every end user can create a Quality Issue that can be commented by other end users, Only the creator can close the Quality Issue.

9.1 View quality issues

By Select Quality Issue from the main navigation menu you can see all quality issues published.

Note that you can filter the shown QI using top filters. You can also sort the QI by selecting the column you want to be sorted.
9.2 Comment a quality issue

You can comment a QI by selecting view and adding a comment like in the Forum.

Figure 17. Comment the QI by selecting it and then "Add Comment"

NOTE! Those who have created the QI, can also “Edit “ the details of it.

9.3 Create a Quality Issue

You can create a QI by selecting “Create Quality Issue” from the main navigation.
Figure 18. Create a QI by selecting "Create Quality Issue"

A create window will open. Description of fields are:

- **Equipment category (Mandatory Field):** Select which main equipment is concerned.

- **GT type (Mandatory Field):** Select GT type. This field is important as uprate versions may have different design of components.

- **GT type description:** If your GT type is not listed in GT type –field, please enter the type here.

- **Sub Equipment:** Select a sub-equipment to better describe the component location.

- **Sub equipment description:** Please describe if selected Other.

- **Component:** Pick up the component in question.

- **Quality Category (Mandatory Field):** Select in which quality category the problem is related to.

- **Quality category description:** Describe here if none of the pre-defined quality categories do not match your selection.

- **Failed component number:** Please indicate the OEM part number.

- **Plant name:** Start to write here your plant name. The Plant should appear in the box, if listed at GTUsers.com database. If not, contact info@gtusers.com.

- **Plant number:** If your plant has many Units, please indicate which unit is affected.

- **Failure/Quality issue description (mandatory field):** Please wrote a clear description of the event.

- **Date of failure (Mandatory field):** Add date when the problem was discovered.
- Estimated availability loss: Total days the unit was out of operation, if any.

- Quality Issue Status (mandatory field): Please indicate if the QI is open or closed. When you close the QI, it cannot be edited anymore. Closing requires also Conclusion/Closing comments.

Figure 19. Creating a new Quality Issue
10 SPARE PARTS PLATFORM

Do you have obsolete spare parts that could be used by other end users. Now you can add those parts into GTUsers platform and reach end users that may need them!

Spare parts platform is created to safely publish parts that could be needed by other end users. OEMs, Vendors or sponsors of GTUsers do not see the spare parts platform as it is open only for registered end users.

The service is free of charge but a little contribution cost may apply later on.