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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)

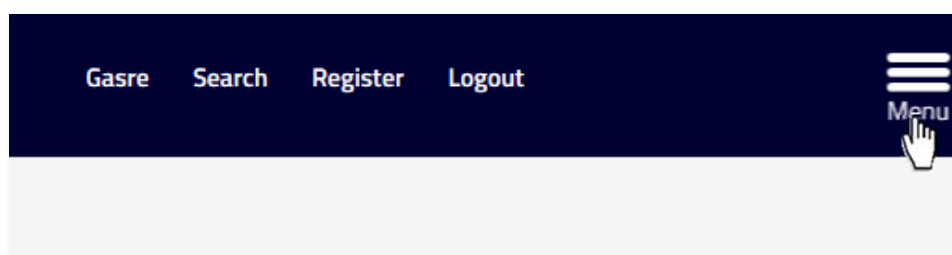


Figure 2. Main menu can be opened through "hamburger" on a right upper corner

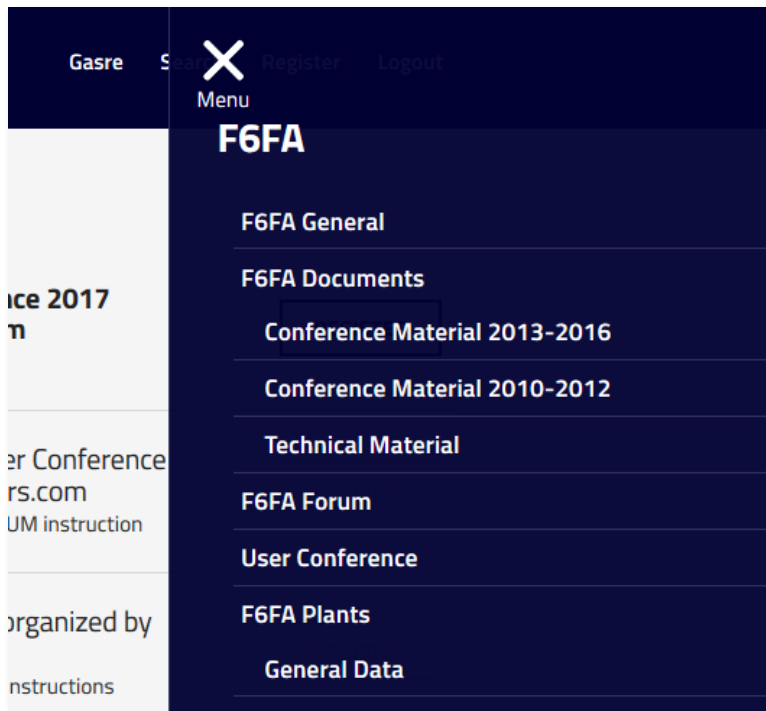


Figure 3. Access to Group pages

### 3 PERSONAL INFORMATION

#### 3.1 MyAccount

You can edit your personal information by selecting **My account** below your user name.

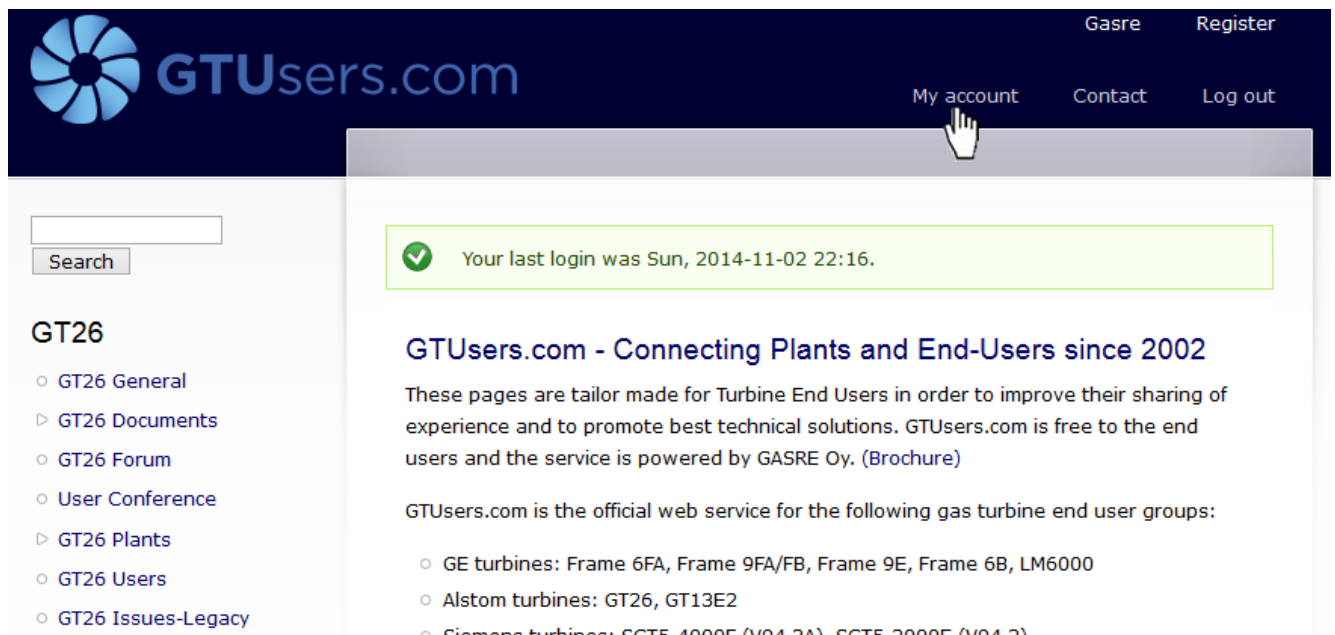


Figure 4. My Account

### 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.

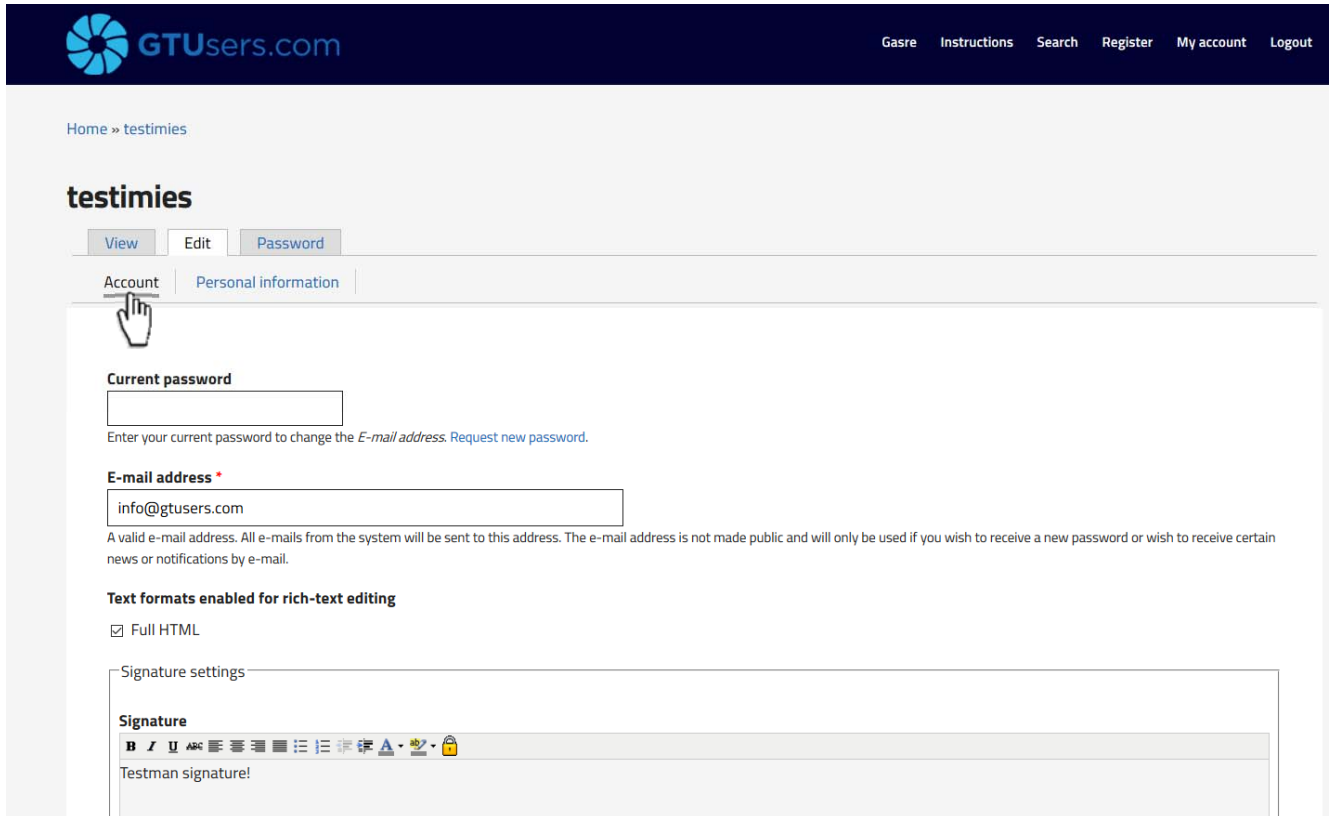
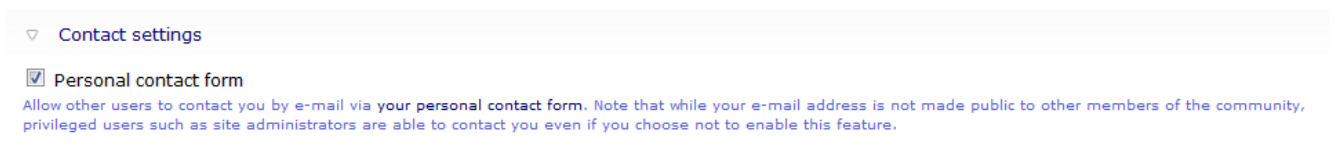


Figure 5. edit Account information

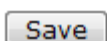
You can change your **email**, add signature **and your photo**. When you have made your changes, press **Save** on bottom of the page.

**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”.

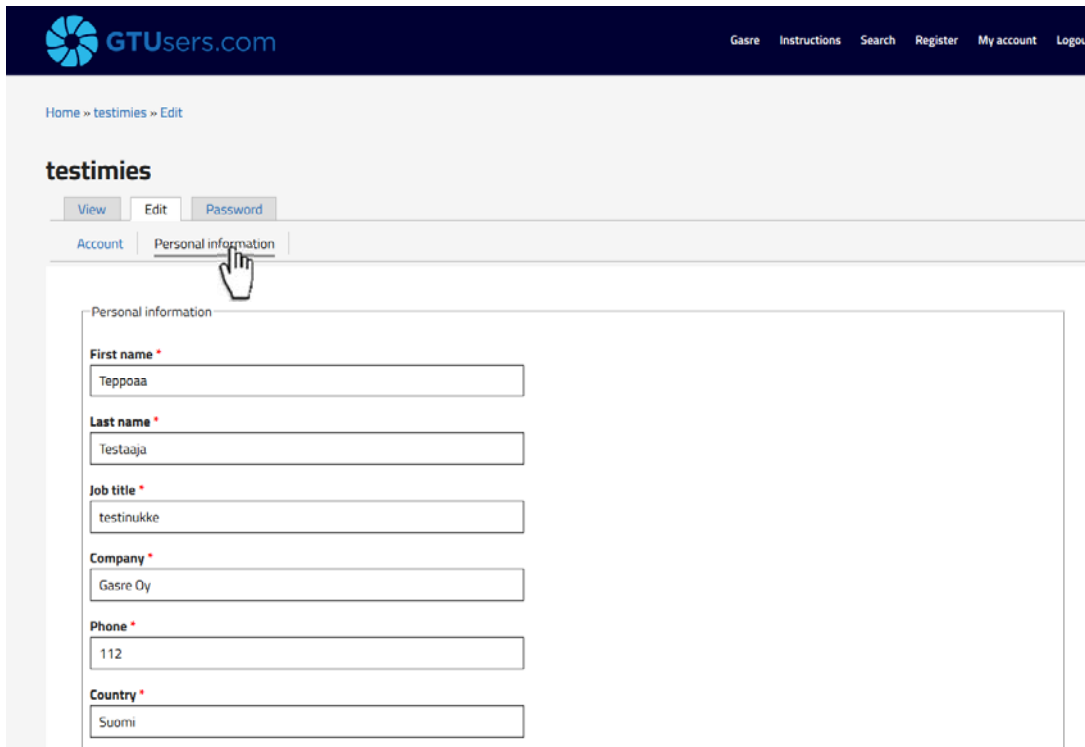


Figure 6. Edit Personal information under My Account

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”.

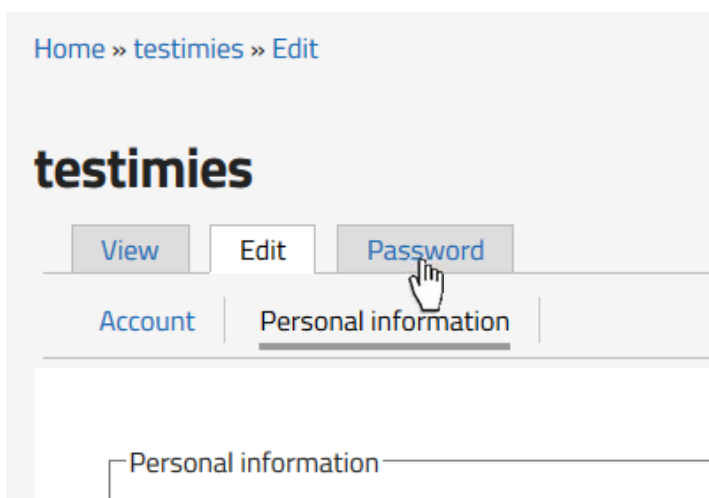


Figure 7. Change password under My Account

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.

The screenshot shows the 'F6FA Users' page on the GTUsers.com website. The page has a dark blue header with the logo and 'GTUsers.com' text. Below the header, there is a 'Home' link and a 'F6FA Users' section. The main content is a table listing users with the following columns: Username, First name, Last name, Country, Company, Job title, and Email. The table contains 9 rows of user data. On the right side, there is a dark blue sidebar menu with a 'Menu' icon at the top. The menu items include 'F6FA General', 'F6FA Documents', 'Conference Material 2013-2016', 'Conference Material 2010-2012', 'Technical Material', 'F6FA Forum', 'User Conference', 'F6FA Plants', 'General Data', 'Configuration Data', 'Operational Data', 'Maintenance Data', 'Aux Equipment Data', 'Control System Data', 'HRSG Data', 'Steam Turbine Data', 'Cooling System Data', 'Generator/el data', 'F6FA Users', and 'F6FA Q Issues'. A mouse cursor is pointing at the 'F6FA Users' menu item.

	Username	First name	Last name	Country	Company	Job title	Email
1	abreu	Luciano	Abreu	BRAZIL	Petrobras		luabreu@petrobras
2	aghbari	Mohammed	Al-Aghbari				mohammed.mns.a
3	AhmadBinJaafar	AHMAD	JAAFAR	MALAYSIA	RANHILL POWERTRON SDN BHD	SENIOR GENERAL MANAGER	ahmad@ranhill.com
4	Ahmadi	Ali	Ahmadi	Iran	Iran Power Plant Repairs Company	Engineering and Planning Deputy	ahmadi-a@ipr-co.c
5	aichhorn		Aichhorn				a.aichhorn@linzag.
6	aichinger	Josef	Aichinger		Linz Ag	Head of Maintenance	j.aichinger@linzag.
7	akbar	Mahmood	Akbar	Pakistan	Halmore Power Generation Company limited	General Manager (Plant)	mahmood.akbar@h
8	akhtar	Muhammad Saleem	Akhtar	PAKISTAN	SAIF POWER LIMITED	Senior Manager	saleem.akhtar@sa
9	aking	Alan	King	USA	PBF Energy	Director, Natural Gas and Power	alan.king@pbfener

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.

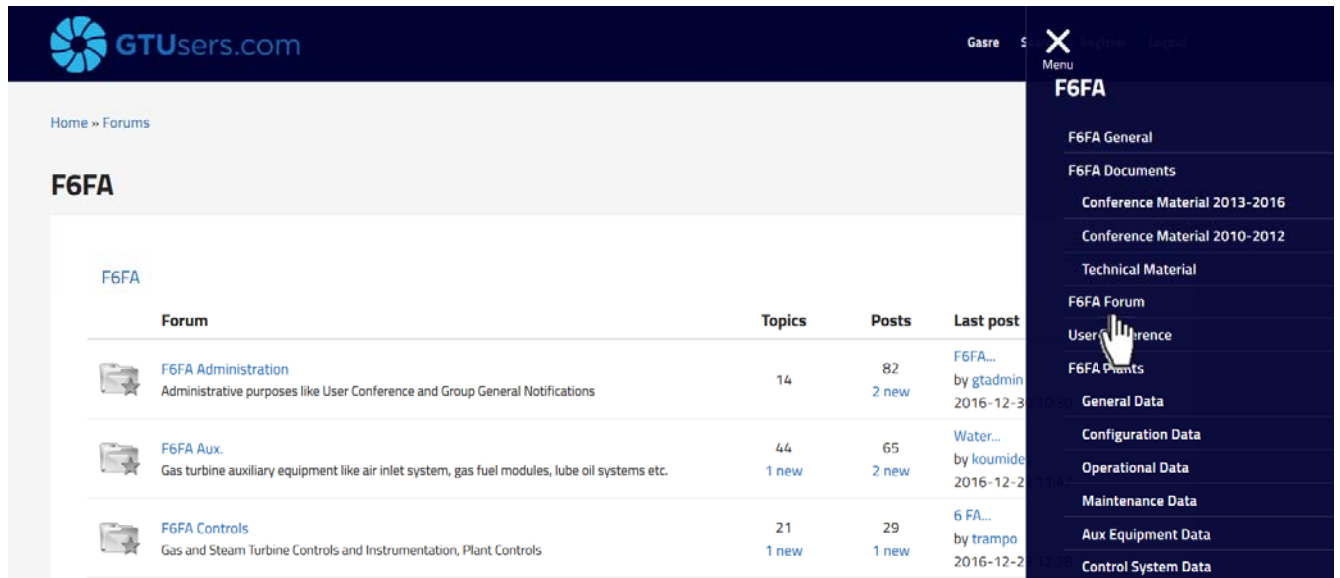


Figure 9. Access Group Forum

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.



**Figure 11. View message**

In the end of the message, right end corner is a *Reply* button. Pressing it, you can reply to any message.

You can also contact the message writer by clicking its user name.



## 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.





Figure 12. Select first the category where you message should belong to

After that press the “New Topic” and follow instructions.



Figure 13. Select new topic if you want to create a new topic

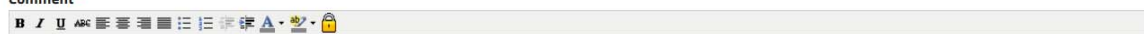
### 6.2.2 Making a reply to existing message

After each message there is a comment field.

### Add new comment

Your name  
testimies

Comment \*

Path: p

File attachments

**Add a new file**

No file selected.

Files must be less than **16 MB**.  
Allowed file types: **txt png gif jpeg doc xls pdf ppt tiff bmp docx xlsx pptx**.



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*.

Reply

Your name:  
testimies

Comment: \*

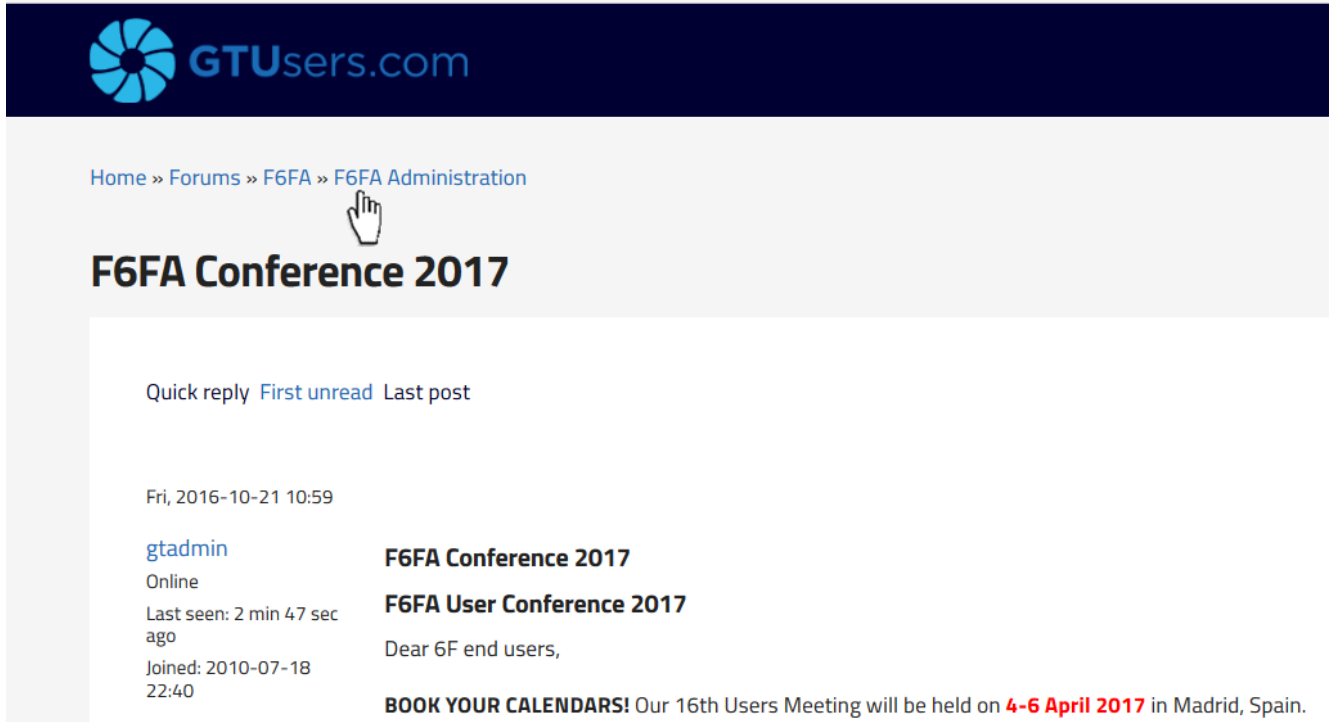
Path: p

File attachments

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



The screenshot shows the forum interface for 'F6FA Conference 2017'. At the top, there is a dark blue header with the GTUsers.com logo and name. Below the header, a breadcrumb trail reads 'Home » Forums » F6FA » F6FA Administration', with a hand cursor pointing to 'F6FA Administration'. The main title of the forum is 'F6FA Conference 2017'. Below the title, there are navigation options: 'Quick reply', 'First unread', and 'Last post'. The post is dated 'Fri, 2016-10-21 10:59'. The user 'gtadmin' is listed as the author, with status 'Online', 'Last seen: 2 min 47 sec ago', and 'Joined: 2010-07-18 22:40'. The post title is 'F6FA Conference 2017' and the subject is 'F6FA User Conference 2017'. The content of the post begins with 'Dear 6F end users,' followed by the text 'BOOK YOUR CALENDARS! Our 16th Users Meeting will be held on 4-6 April 2017 in Madrid, Spain.'

### 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:

From: forum\_engine@gtusers.com ✨  
 Subject: F6FA Administration, F6FA Conference 2017 on GTUsers.com  
 To: Yrjo Komokallio (GTUsers.com) ✨

Reply Forward Archive Junk Delete More ▾  
 30.12.16 10:45



Please do not reply to this email! Instead make your reply at the site using the link in the end of this message.

New message in GTUsers.com Forum F6FA Administration (F6FA Conference 2017).

Administrator GTUsers.com writes:

Dear F6FA Users,

**The hotel room booking has been also opened now.** Please visit the 6FA Conference page for further details.

Direct links to conference registration and hotel booking are below:

Conference registration: <https://ssl.gtusers.com/node/697>

Hotel room booking: <http://meetings.melia.com/en/f6fa.html>

NOTE! hotel room slot is booked from Monday 3rd April until Tghursday 6th April. If you want to stay longer, please make a room reservation using the link and inform the hotel in the additional information field about any extra days.

Yrjo

Link: <https://ssl.gtusers.com/node/4381>



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### 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.

Plant name	Unit number	Number of units	Serial	Country	City	Street address	Operator
AG Mainz Plant	1	1	EGG0235 (T6)	GERMANY	Mainz (Russelsheim)		Kraftwerke Mainz Wiesbaden AG
Anjalankoski	1	1	32853	FINLAND	Anjalankoski		Storaenso Public Papers Ltd.
AT O&M srl Novara Plant	1	1	875007	ITALY	Novara		Alpiq Produzione Italia Management S.r.l.
Aughinish Alumina Plant	1	2	875012	IRELAND	Aughinish Island, Askeaton, Co. Limerick		Aughinish Alumina
Aughinish Alumina Plant	2	2	875013	IRELAND	Aughinish Island, Askeaton, Co.		Aughinish Alumina

Figure 15. Plant "general" listing

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

Home

Test plant [View](#) [Edit](#)

Mon, 2012-04-09 12:26 — gtdadmin

**Plant name:**  
Test plant

**Unit number:**  
1

**Number of units:**  
1

**Country:**  
Finland

**City:**  
Helsinki

**Contact person:**  
komokallio  
testimies

**Operator:**  
Company X

**Number of permanent O&M staff at power plant:**

## 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

**F6FA Quality Issues**

Equipment category: <Any> | Sub Equipment: <Any> | Quality category: <Any> [APPLY]

Equipment category	GT type	Sub Equipment	Component	Quality category	Component number	Duration of outage	Plant name	Plant number	Created	Updated
Gas Turbine		GT Turbine		Manufacturing	112233	12days			komokallio	2015-01-14:41
Gas Turbine		GT Compressor		Repair	108E4412G04; 223C2621G003	95days		2	botamede	2015-01-17:07
Gas Turbine		GT Turbine		Repair	S1B cooling holes	0days			remy	2016-01-16:39
HRSFG		Other		Other				1	Manfred	2016-01-09:06
Gas Turbine		GT Compressor		Manufacturing	100300	10days			komokallio	2016-01-10:28

**F6FA Documents**

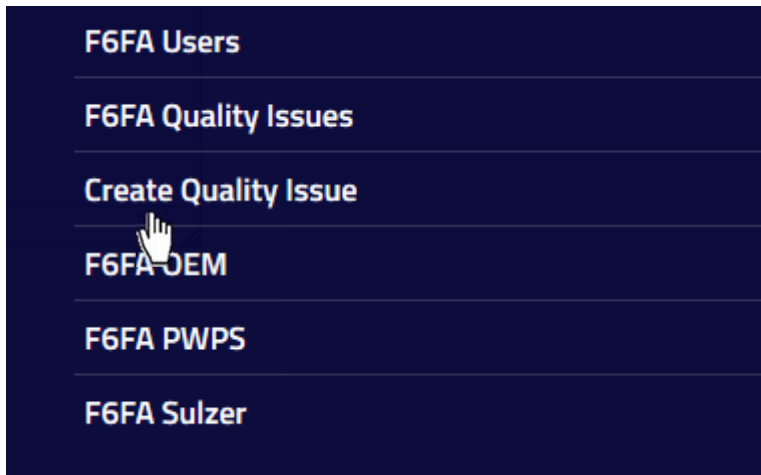
- Conference Material 2013-2016
- Conference Material 2010-2012
- Technical Material
- F6FA Forum
- User Conference
- F6FA Plants
  - General Data
  - Configuration Data
  - Operational Data
  - Maintenance Data
  - Aux Equipment Data
  - Control System Data
    - HRSFG Data
    - Steam Turbine Data
    - Cooling System Data
    - Generator/el data
- F6FA Users
- F6FA Quality Issues
  - Create Quality Issue
  - F6FA OEM

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Figure 16. Select Quality Issue

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.





**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 update 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](mailto: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.

### Create GT26 Quality Issue

**Equipment category \***

- Select a value - ▾

**GT type \***

- Select a value - ▾

Please select the gas turbine model

**GT type description**

Please describe if selected Other.

**Sub Equipment**

- None - ▾

**Sub equipment description**

Please describe if selected Other.

**Component**

- None - ▾

**Quality category \***

- Select a value - ▾

**Quality category description**

Please describe if selected Other.

**Failed component number**

Please enter component OEM drw/part number

**Plant name**

**Plant number**

- None - ▾

**Failure/Quality issue description \***

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.

