EASA FORMUser guidance

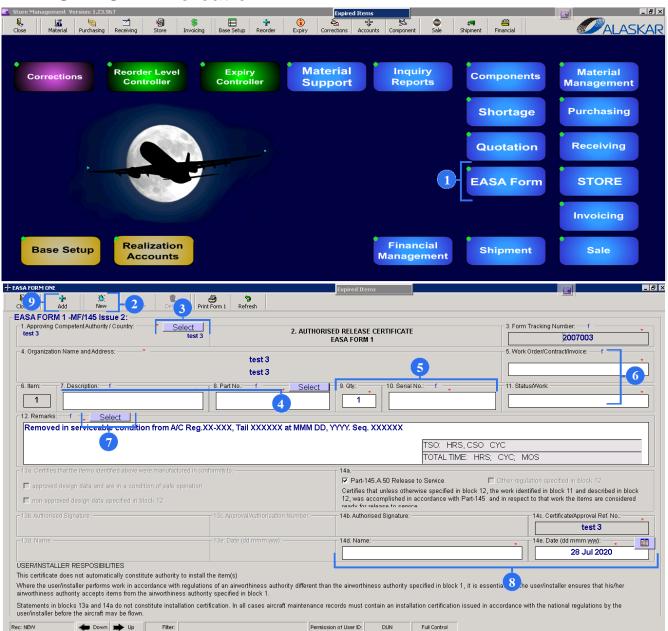


Contents

1. EASA FORM 1 creation

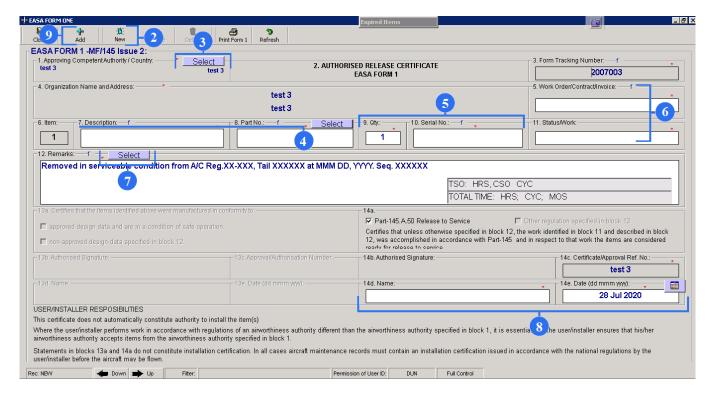


1. EASA FORM 1 creation



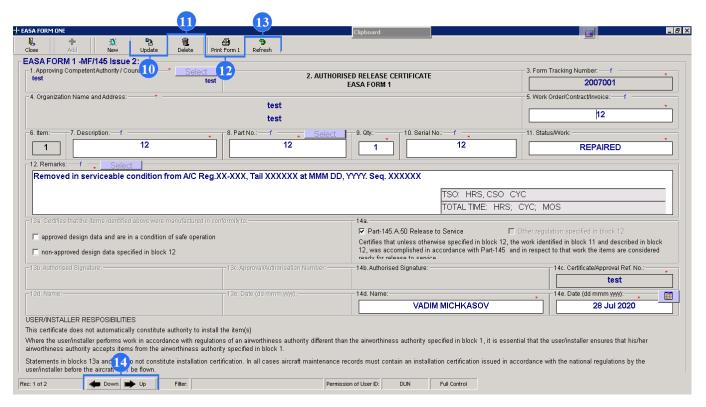
- 1. Click on the "EASA Form" button.
- 2. To create a new EASA Form, push "New".
- 3. To enter data in the item #1 "Approving Competent Authority/Country" and in the item # 4 "Organization Name and Address", push "Select" button. From the whole list select necessary data. All this data is generated in the "Base Setup" sub module in the "Release Certificate" tab.
- 4. Enter part number of component and its description.
- 5. Enter quantity and serial number.





- 6. Also, you must fill out the fields such as "Work Order/Contract/Invoice" and "Status/Work".
- 7. To enter data in the item #12 "Remarks", push "Select" button. From the whole list select necessary data. All this data is generated in the "Base Setup" sub module in the "Certificate Remarks" tab.
- 8. Enter Name (this is a person responsible for the release of the EASA FORM 1) and date.
- 9. Push "Add" button on the upper toolbar.





- 10. If you make a change in the EASA, click on the "Update".
- 11. To remove the EASA, push "Delete" button.
- 12. To print EASA, click on the "Print Form1".
- 13. To clear all fields in the EASA, click on the "Refresh".
- 14. Use "Down" or "Up" buttons to find a created EASA FORM 1.