

Customer User guidance

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Confidential Information:

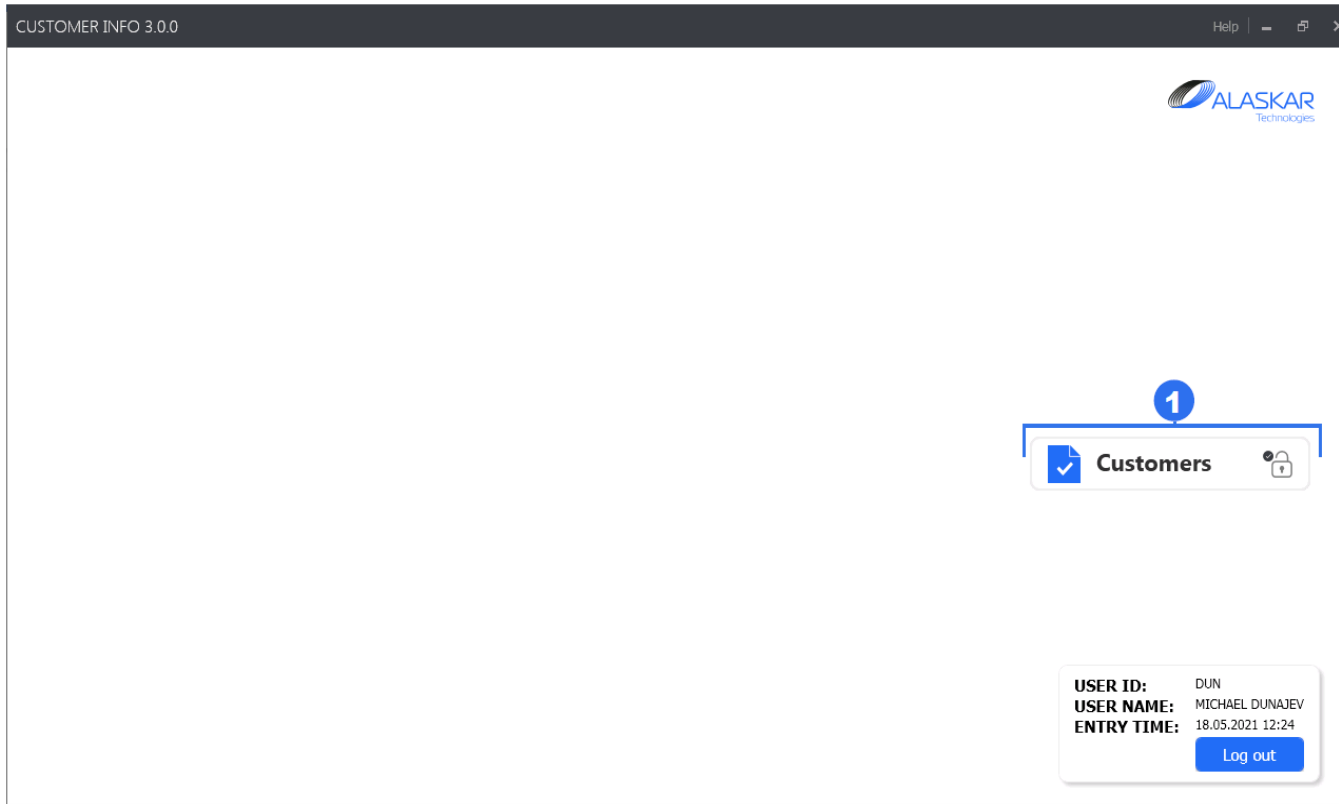
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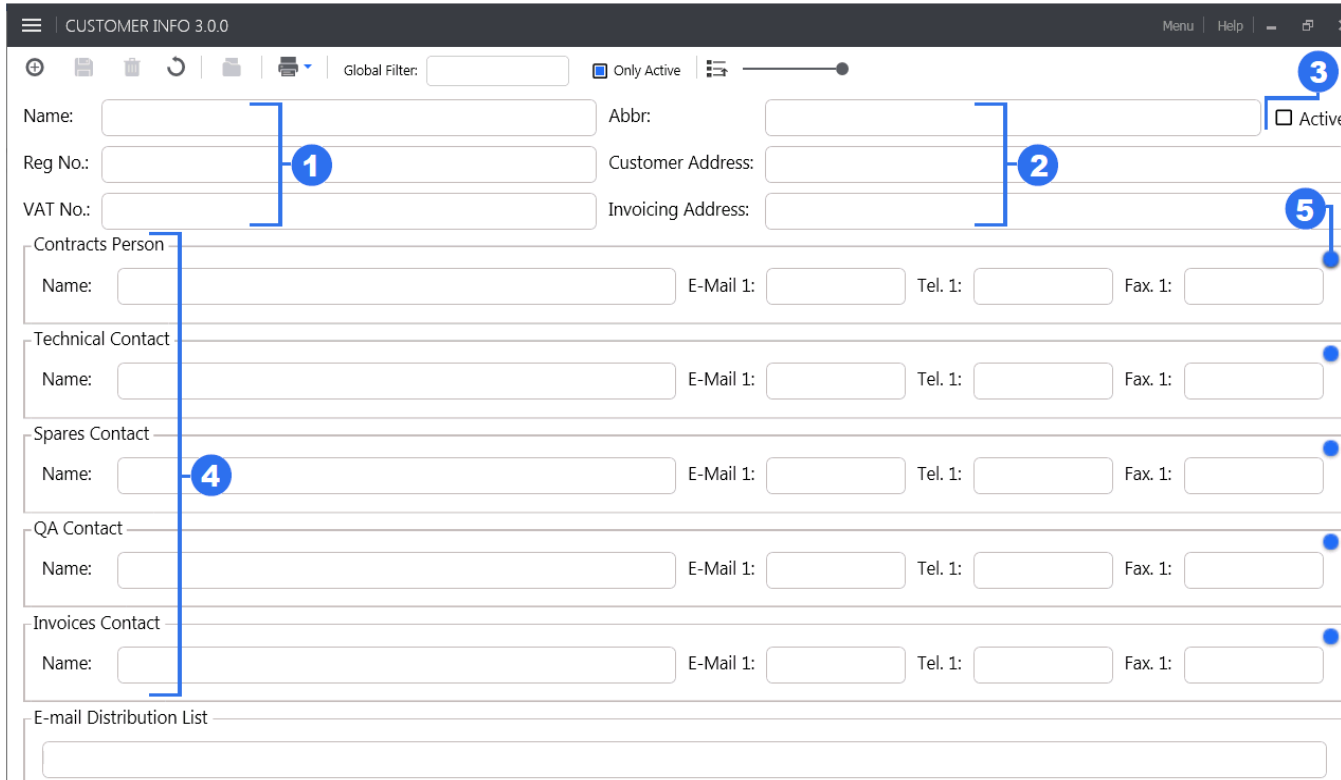
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1. Customer Registration



A Customers module registers all necessary customer data.

1. To open customer editor press "Customer" button.



The screenshot shows the 'CUSTOMER INFO 3.0.0' form. At the top, there is a 'Global Filter' field and a 'Only Active' checkbox. The form contains several sections with input fields and a 'Active' checkbox. Blue callouts are placed as follows: 1. A bracket around the 'Name' and 'Reg No.' fields. 2. A bracket around the 'Abbr.' and 'Customer Address' fields. 3. A circle around the 'Active' checkbox. 4. A circle around the 'Name' field in the 'Spares Contact' section. 5. A circle around the 'Active' checkbox in the 'Invoicing Address' section.

1. Enter in the fields the name of the organization, registration number and VAT number.

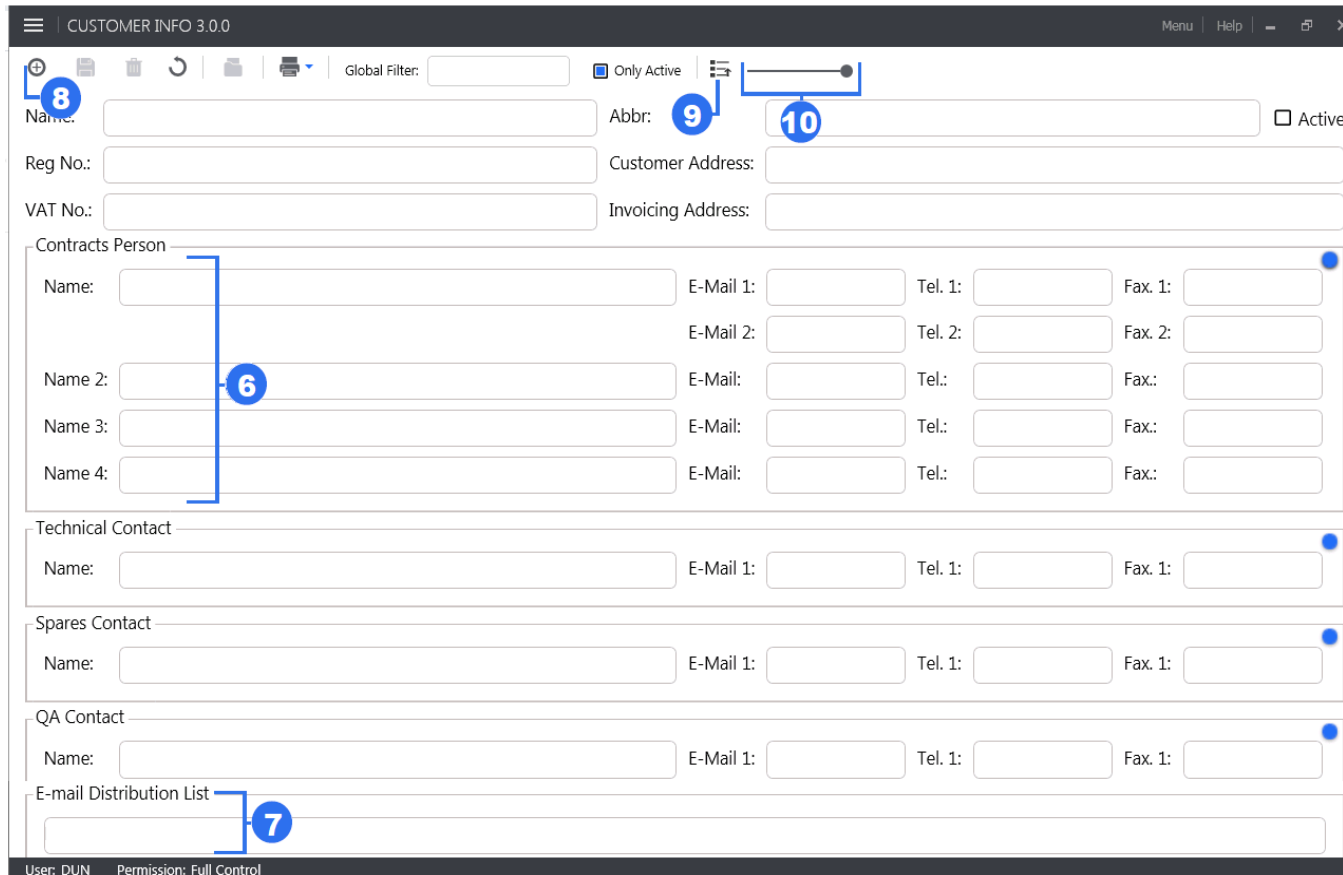
2. If there is, write an abbreviation. Enter customer and invoicing address.

3. Do not forget check box “Active”.

4. Under your organization, you can register data such as Name, e-mail, telephone number and fax of your employees:

- Contract Person
- Technical Contact
- Spares Contact
- QA Contact
- Invoices Contact

5. If you want to register the data of several employees of the same department, click on the blue circle in the upper right corner.



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User: DUN Permission: Full Control

6. Now you can allow data entry of 4 employees.

7. Write e-mail distribution list if needed.

8. To add Customer data to the List click on the “Add” button 

9. Press button  to collapse or extend list of customers (in this example, extend).

10. Move the slider to the left or right to change scale of the Customer List.

Customer List Table:

Name:	Abbr:	Address:	Invoicing Address:
Air Baltic Corporation SIA	BTI	Tehnikas street 3, Riga Airport, Marupe district, LV-1053, Latvia	Tehnikas street 3, Riga
Air Company Yakutia JSC	SYL	677014, Bykovskogo str. 9, Yakutsk, the Republic of Sakha (Yakutia)...	677014, Bykovskogo st
Aircastle Advisor Limited		8 Fitzwilliam Place, Dublin 2, Ireland	
Airest AS	AEG	Majaka 26, Tallinn, 11412, Estonia	Majaka 26, Tallinn, 114
Austrian Airlines AG	AUA	Office Park 2, P.O. Box 100, 1300, Vienna-Airport, Austria	Office Park 2, P.O. Box
Avion Express UAB	NVD	Lvovo 25, Vilnius, LT-09320, Lithuania	
Blue Air	JOR		
Braathens Technical AB	BRT	Hangarvagen, PO Box 1, 230-32 Sturup-Malmö, Sweden	Hangarvagen, PO Box 1
Cargo Air Ltd	CGF	1 Brussels Blvd, 1540 Sofia Airport, Building "Cargo Air", Bulgaria	1 Brussels Blvd, 1540 S
Easyjet Airline Company Ltd	EZY	Hangar 89, London Luton Airport, LU2 9PF United Kingdom	Hangar 89, London Lut
FL Technics AB	FLT	Rodunios str. 2, Vilnius LT-02189, Lithuania	
Gravhan AS		Lennujaama 2, 11101, Tallinn, Estonia	Lennujaama 2, 11101, T
Jet Time A/S	JTG	Amager Strandvej 390-92, DK-2770 Kastrup, Denmark	Amager Strandvej 390-
JOB AIR Logistics, a.s.			
LOT Polish Airlines	LOT	43, 17 Stycznia 39 02-146 Warszawa, Poland	43, 17 Stycznia 39 02-1
Deutsche Lufthansa AG	DLH	Lufthansa Passage Airline, 60546 Frankfurt, Germany	Line Maintenance AOG

ATTACHMENTS Dialog:

- File: certificate.jpg
- Target Directory: C:\Attachments\Customers\26
- Description: (empty)
- ID: 2
- File: certificate.jpg

11. Select and highlight the line.

12. If you made changes in some fields and want to save them, then click on « ». To remove the customer data press « ». To attach any documents or pictures push « ». “ATTACHMENTS” editor opens.

12.1. Select corresponding file.

12.2. Enter description if needed.

12.3. Press to add a file. allows you to save a change. removes a file. reset editor.

To reset editor press . To transfer the list to excel click the « ».

13. Use “Global Filter” to find necessary customer quickly.