User Guidance

Manuals

User guidance

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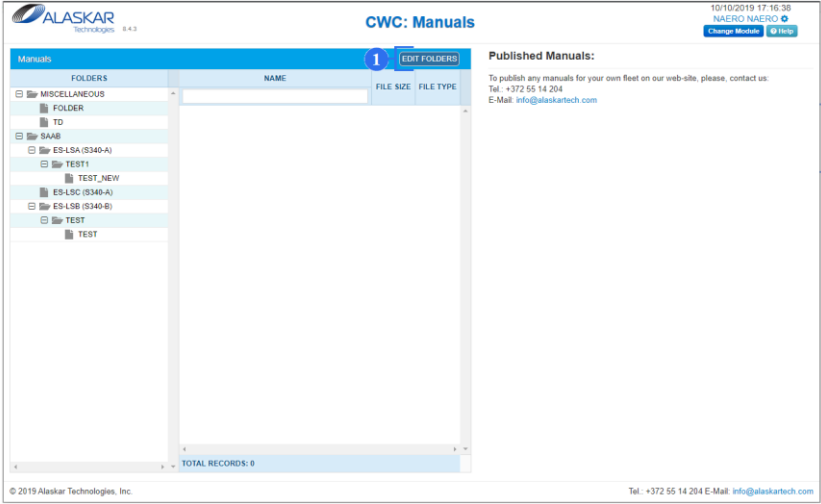**User Guidance**

1. Manuals

A Manuals Screen contains company's manuals that can be published on the company's request. Each aircraft may have as many manuals as needed: AMM (Aircraft Maintenance Manual), FIM (Fault Isolation Manual), IPC (Illustrated Parts Catalogue) and etc.
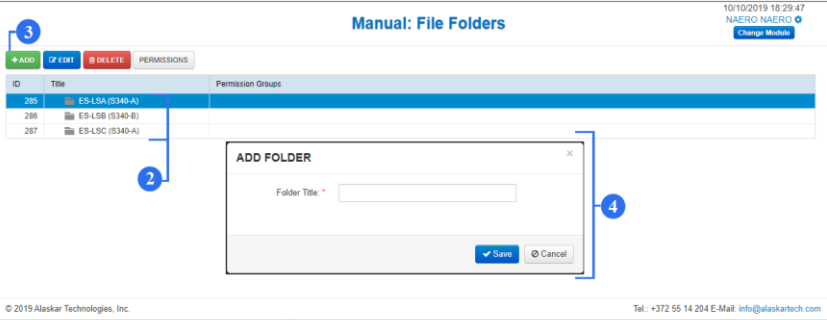

Create a folder in which technical documentations will be stored.

1. Push on the "EDIT FOLDERS" and "Manual: File Folders" window will be appeared.

2. Highlight the folder with aircraft registration name. All these folders are created in the "Aircraft" module.
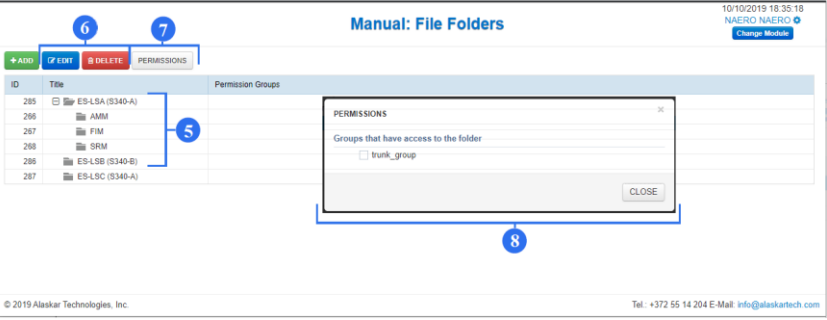
3. Press green "ADD" button in the upper right tool bar to open "ADD FOLDER" screen.

4. Enter a name (for example FIM, AMM and etc) of this folder related to documentation. Click on the "Save"

5. Created folder with entered name will be appeared in "Manual: File Folders" window list. Highlight the line.
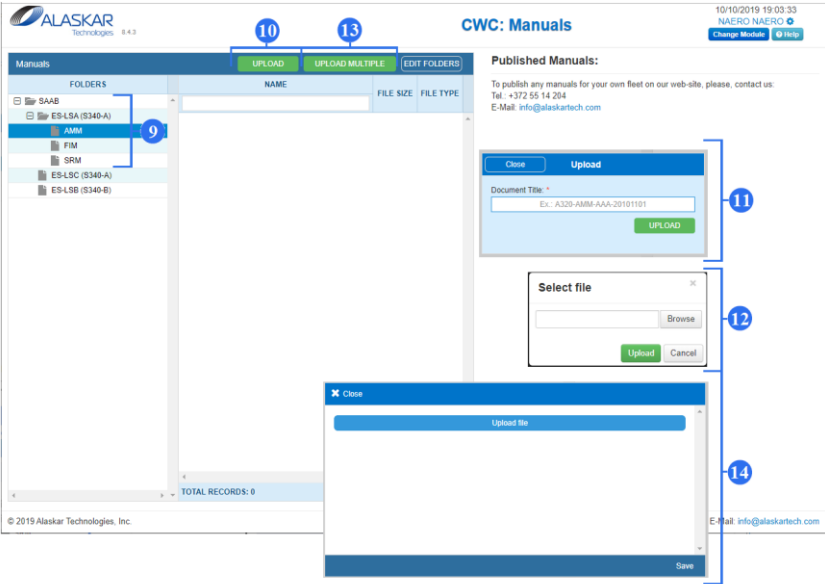
6. To make a change of the name of folder press blue "EDIT". To remove created folder push on the red "DELETE" button.

7. Push on the great "PERMISSIONS" button and "PERMISSION" window will be appeared.

8. Choose from the whole list group that have access to the folder. (check the box)

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9. You can monitor all created folders on the CWC: Manuals screen. To upload documents to a folder, highlight the line with created folder.
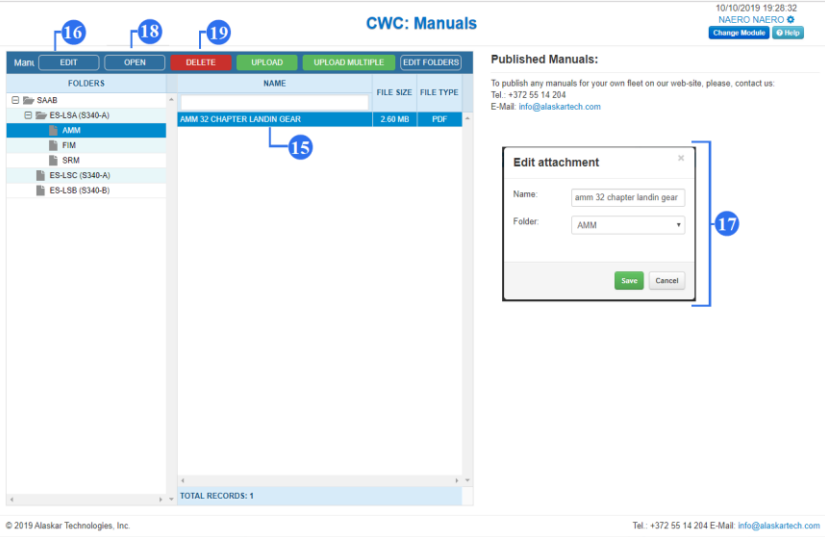
10. Press green "UPLOAD" button.

11. Enter document title and click on the "UPLOAD".

12. Push on the "Browse" and select corresponding document.

13. If you want to upload multiple documents press "UPLOAD MULTIPLE".

14. Click on the "Upload file" and select all the necessary documents.

15. You can see all upload files. Highlight any line.

16. To change data press" EDIT" on the upper left tool bar. "Edit attachment" window will be appeared.

17. Change the data such as name and folder, and click on the "SAVE" button.

18. Push on the "OPEN" button to see a document content.

19. To remove the file click on the "DELETE".

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