User Guidance

Archive

User guidance

Contact Information: www.alaskartech.com; info@alaskartech.com; tel. +7 (495) 689 0381.

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1. General Information

This application is designed for archiving files. The Application is allowing upload and archive the files from the local disk or save and archive the reports what was generated into Alaskar WEB-Site, for instance Line WO form.

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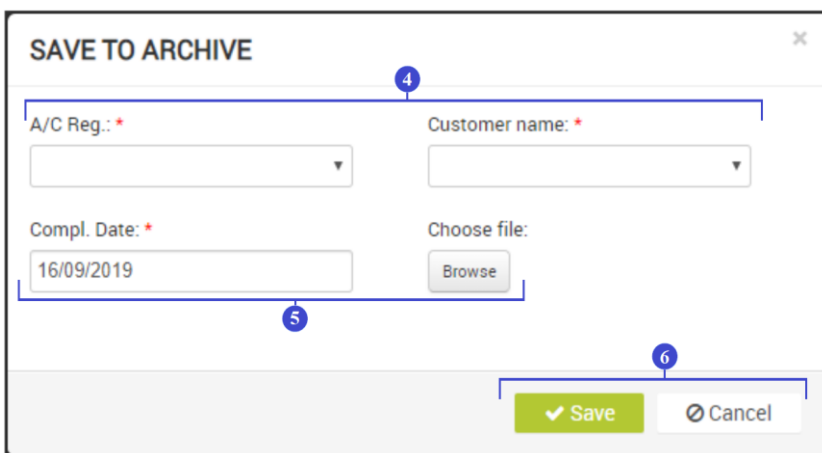
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2. Archive Editor
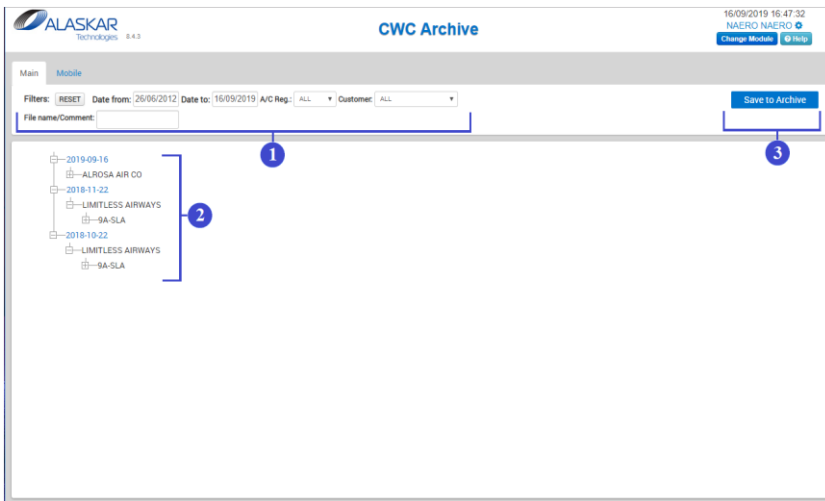
Main screen of "Archive" consists of two sections:

1. Filters such as "Date from", "Date to", "A/C Reg", "Customer" and "File name/Comment", which are used to find file in archive.

2. Archive Tree view which is used for browsing or deleting files.
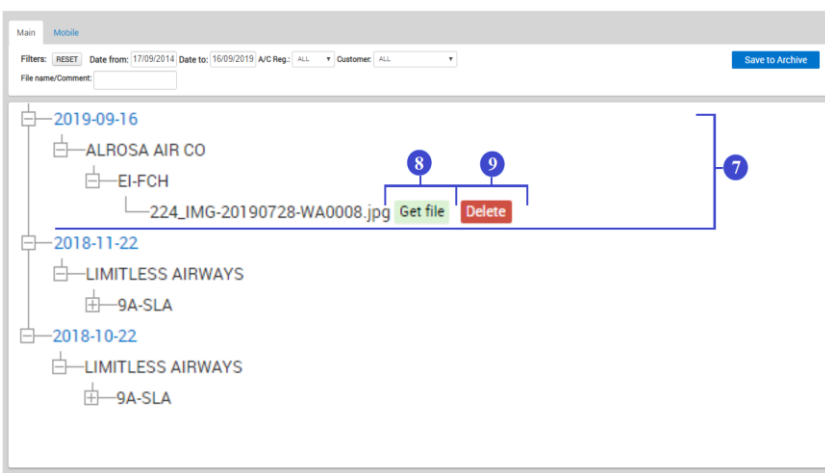
3. To Upload new file to Archive press button "Save to Archive", then Editor will appear.

4. Select Aircraft Registration and Customer Name.

5. Check "Compl. Date". To upload file, click button "Browse", select file on local disk.

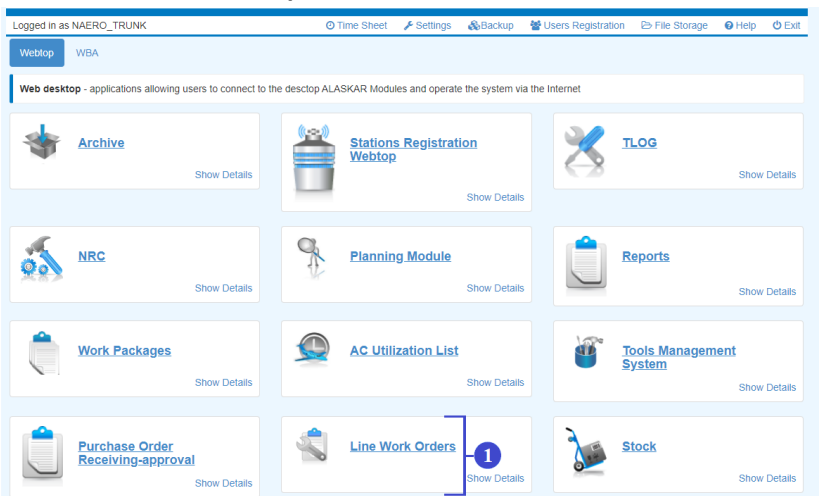6. Click on the "Save "button. "Cancel" is needed to close the editor.

7. You can monitor the save file on the main screen of the Archive.

8. Push green "Get file" and it will turn into "Download" name. Click on it and save file will appear.
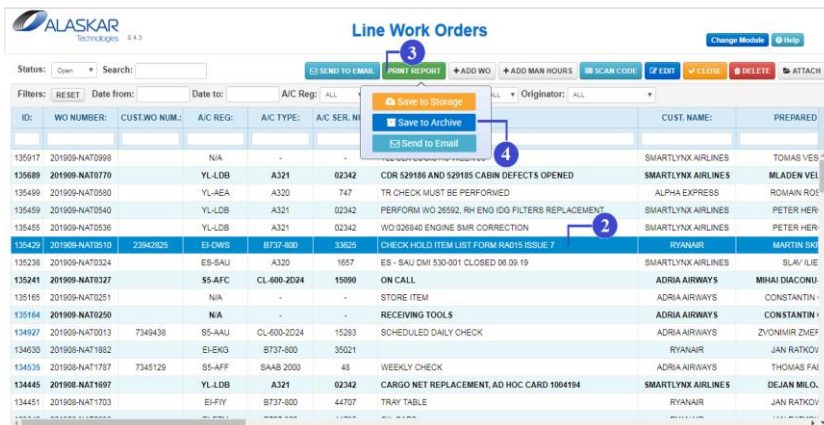
9. To remove the save file push "Delete" button.

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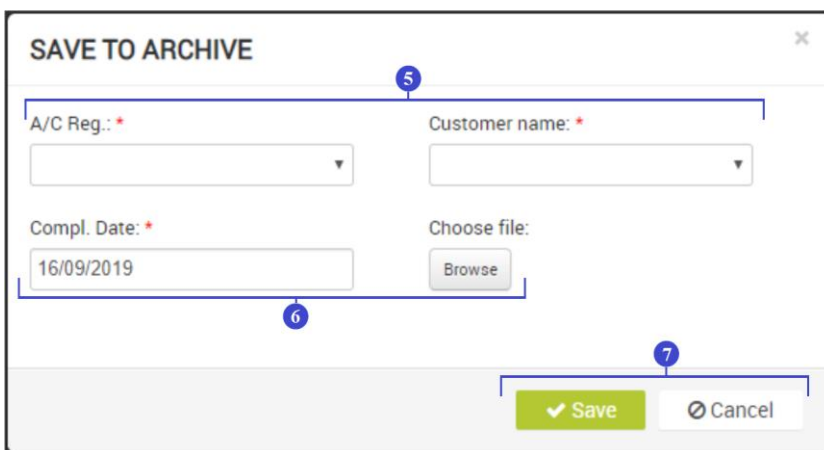
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3. Archive the Reports

1. On the WEB Desktop initial page click on the "Line Work Orders" to see all work packages.
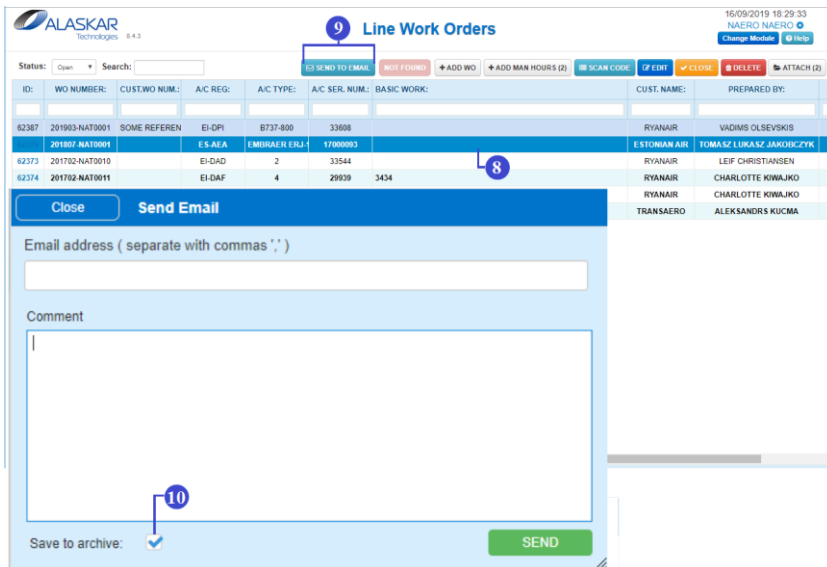

2. Select any work order and highlight it.

3. To Archive generated report move Cursor over button "Print Report" option "Save to Archive" will appear.

4. Press "Save to Archive" to archive the report, the editor will appear.

5. Select Aircraft Registration and Customer Name.

6. Check "Compl. Date". To upload file, click button "Browse", select file on local disk.

7. Click on the "Save "button. "Cancel" is needed to close the editor.

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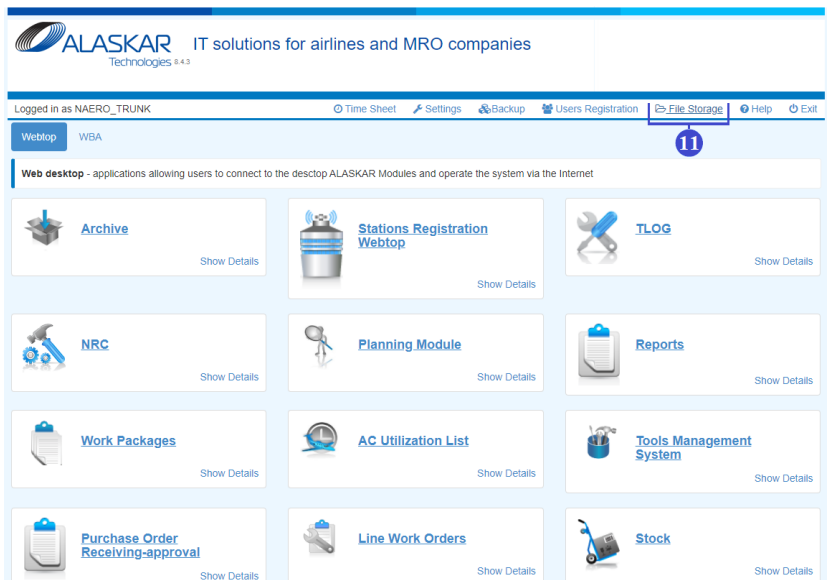
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There is a second way to achieve generated report.

8. Select any work order and highlight it.
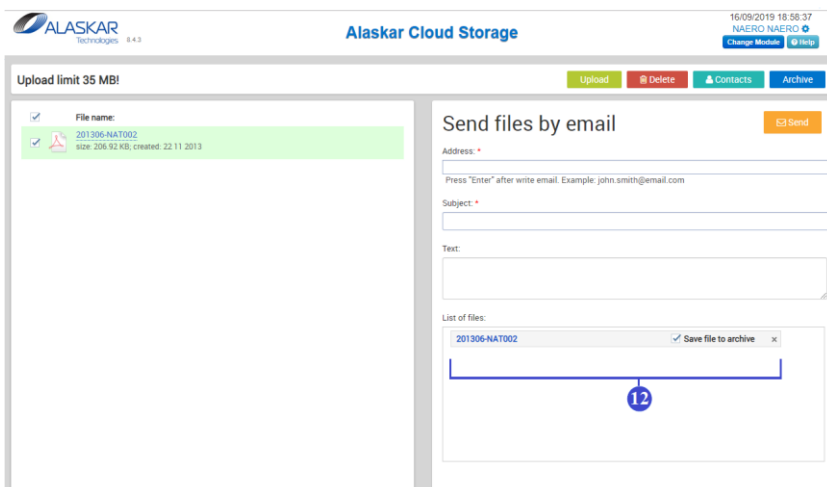
9. Push on the "SEND TO EMAIL" on the upper tool bar.

10. Fill Email address, comments and before pressing the green "SEND" button tick the "Save to archive".

IMPORTANT: The mark 'Save to archive' (default) must be checked, only in this case archiving will be processed.

There is the third way to achieve generated report.

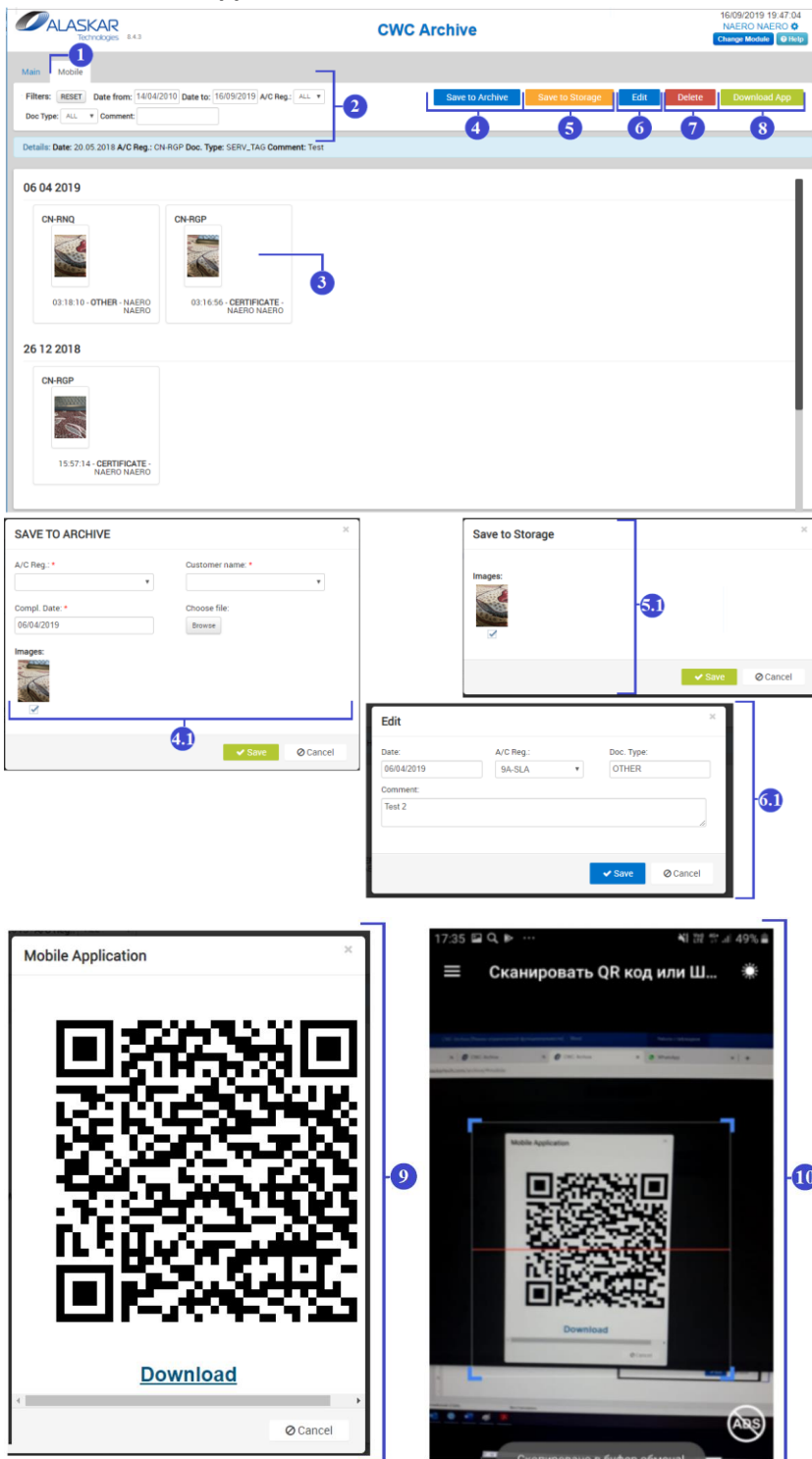11. On the WEB Desktop initial page click on the "File Storage".

12. This application will auto-archiving the WO what will be sent by mail from Cloud Storage.

IMPORTANT: The mark 'Send file to archive' (default) must be checked, only in this case auto-archiving will be processed.

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4. Mobile app

1. On the CWC Archive screen click on the "Mobile" tab.

2. You can use filters such as "Date from", "Date to", "A/C Reg", "Doc Type" and "Comment", which are used to find picture from mobile app.

3. Highlight any picture.

4. To save this picture is achieve, click on the blue "Save to Archive" button and window will appear.

4.1. Fill A/C Reg, customer name, compl date. To upload file, click button "Browse", select file on local disk. Click on the "Save "button. "Cancel" is needed to close the window.

5. To save it in storage, push on the orange "Save to Storage" button and window will appear.

5.1. Selected picture will appear, click on the "Save "button. "Cancel" is needed to close the window.

6. To change data of selected picture, click on the blue "Edit" button and editor will appear.

6.1. You can add comments, or change other field and click on the "Save" button. "Cancel" is needed to close the window.
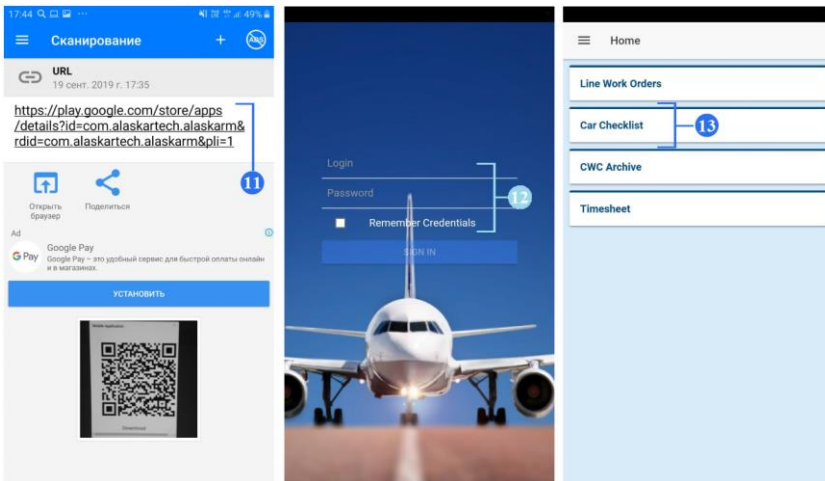
7. To remove picture, push on the red "Delete" button.

8. Click on the green "DOWNLOWD APP".

9. Mobile Application window will be appeared.

10. Use your own mobile phone to scan QR cod. (If the telephone does not have this function download any QR scan program).

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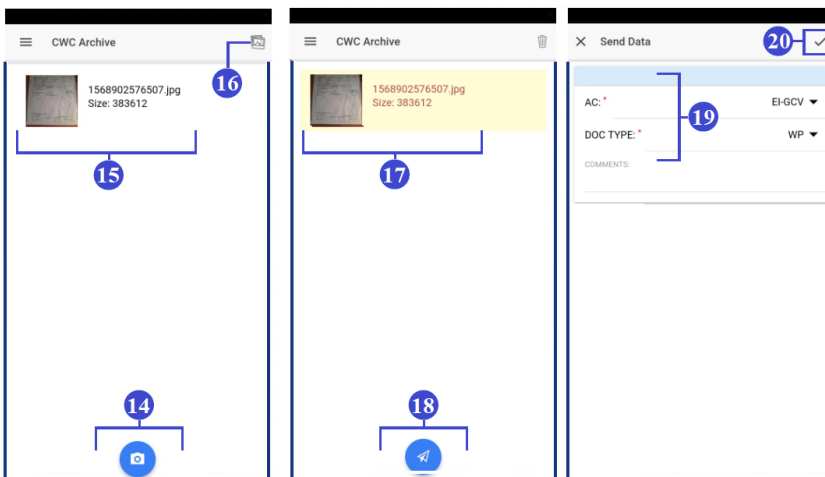
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11. After scanning window with address for PLAY MARKET will be appeared. Click on this line and you can see this application in the PLAY MARKET. Download it.

12. Enter your login and password. Login and Password must match WEB login and password. Click on the SIGN IN button.

13. In the HOME screen select CWC Achieve.

14. Click on the icon with the camera. Make a phono of the document.

15. You can see your created photo in the CWC Archive screen.

16. You can load the any photo from your own mobile photo gallery.

17. Highlight the created photo.

18. Click on the icon with airplane.

19. Select aircraft registration and type of the document.

20. Click on the tick.

21. You can see save photo in the CWC Archive screen (Mobile TAB).

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