โครงการซื้อชุดควบคุมและกำกับดูแลความสมควรเดินอากาศ พร้อมติดตั้ง จำนวน 1 ชุด

Training Material for Key Users

Royal Thai Air Force

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Table of contents

1 Customer Management

1.1 Create Person

Step 1: Select the customer management module

1. Click the **Module** tab on the top left of the screen
2. Select the **CM** Customer Management

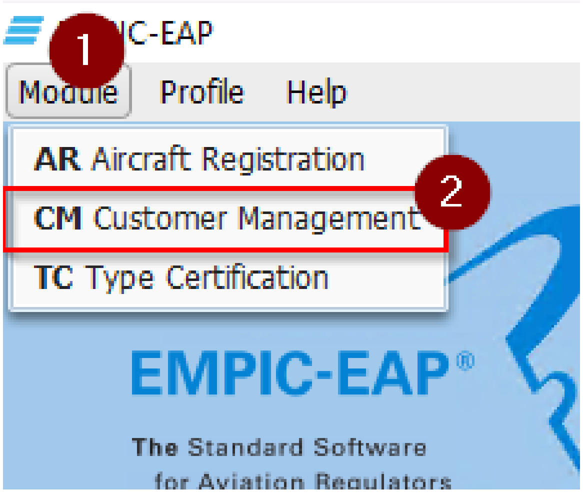


Figure 1: Selected module window

Step 2: Creating new person data

1. Click **New**
2. Choose **Person** topic in order to create the data of the new person

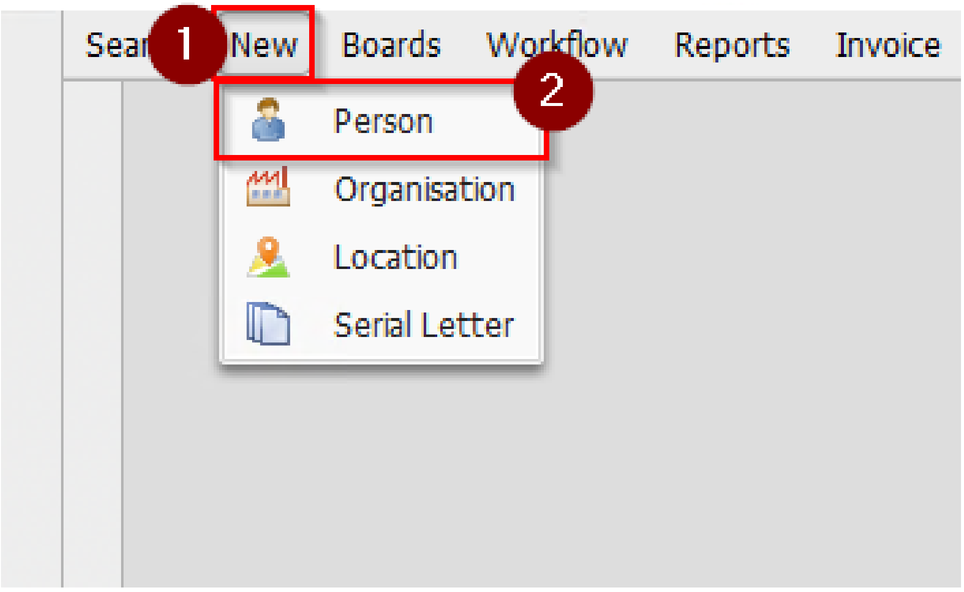


Figure 2: Creating a new person record

Step 3: Adding the person's first and last name

1. Enter the person's **First Name**
2. Enter the person's **Last Name**

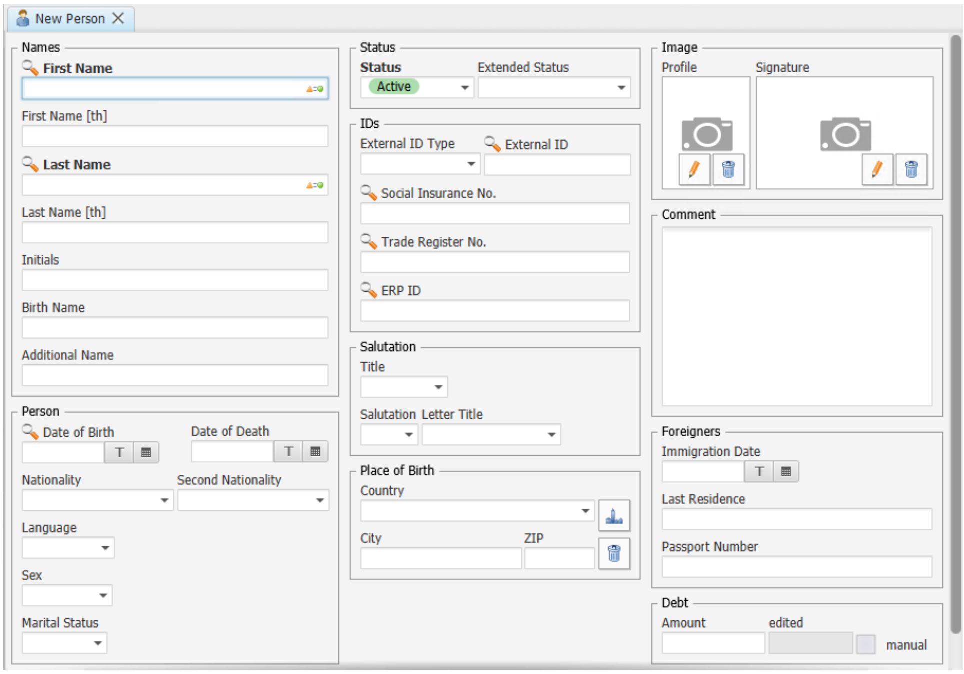


Figure 3: New Person dialogue opens

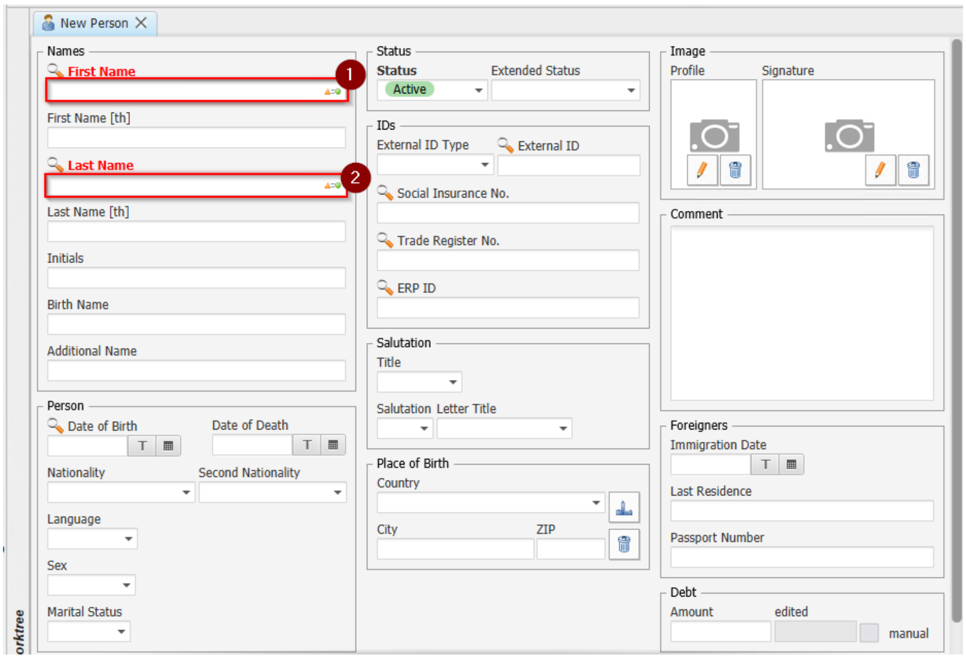


Figure 4: General data for creating a new person

Step 4: Select **Sex** from the drop-down list

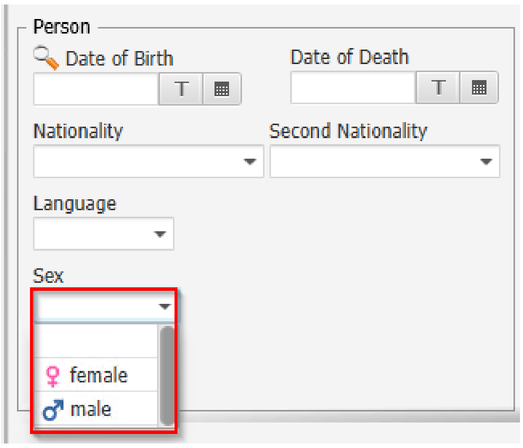


Figure 5: The drop-down list for selected sex

Step 5: Select **Status** from the drop-down list

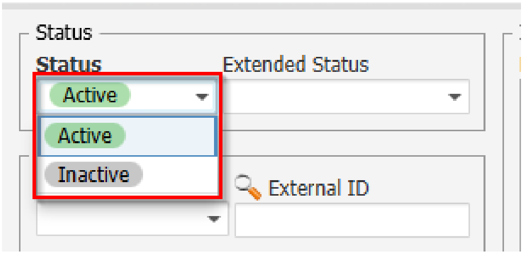


Figure 6: The drop-down list for selected status

Step 6: Click **OK** to confirm and save your entries

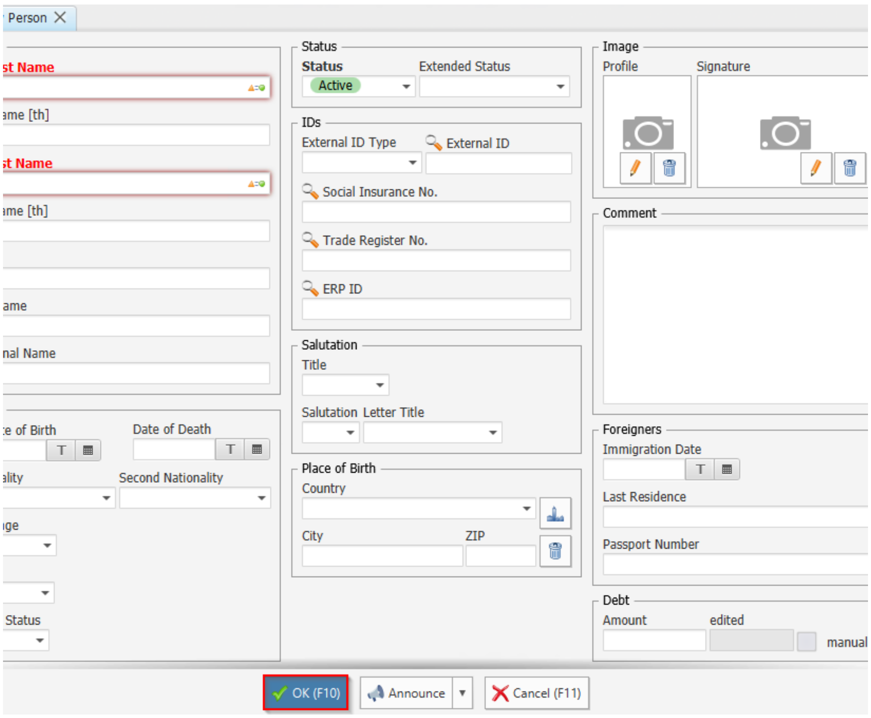


Figure 7: Click OK to confirm the entry

Step 7: Click **Addresses** tab in order to adding addresses of the person

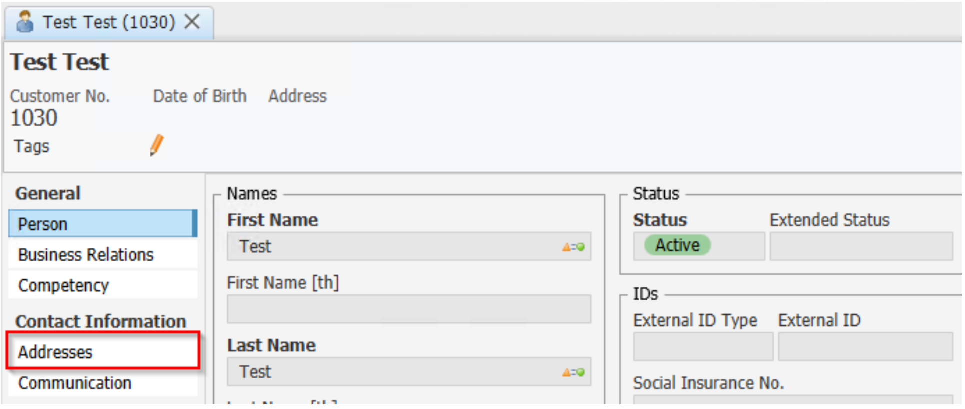


Figure 8: General data tab of the person

Step 8: Click **New** for creating the new addresses of the person

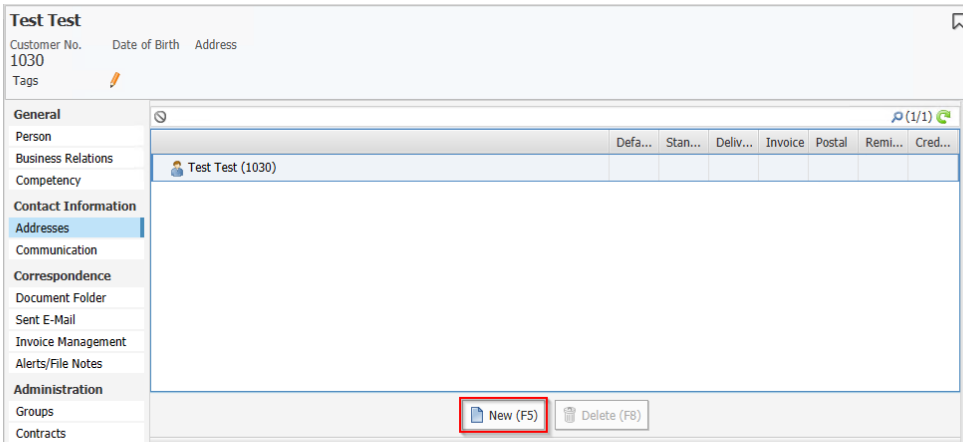


Figure 9: Adding new person addresses data

Step 9: Adding new address information of the person

1. Select **Status** from the drop-down list
2. Add the **City** of addresses
3. Add **Zip Code** of addresses
4. Select **Country** from the drop-down list
5. The **Address Types** can be selected more than one type for the same address

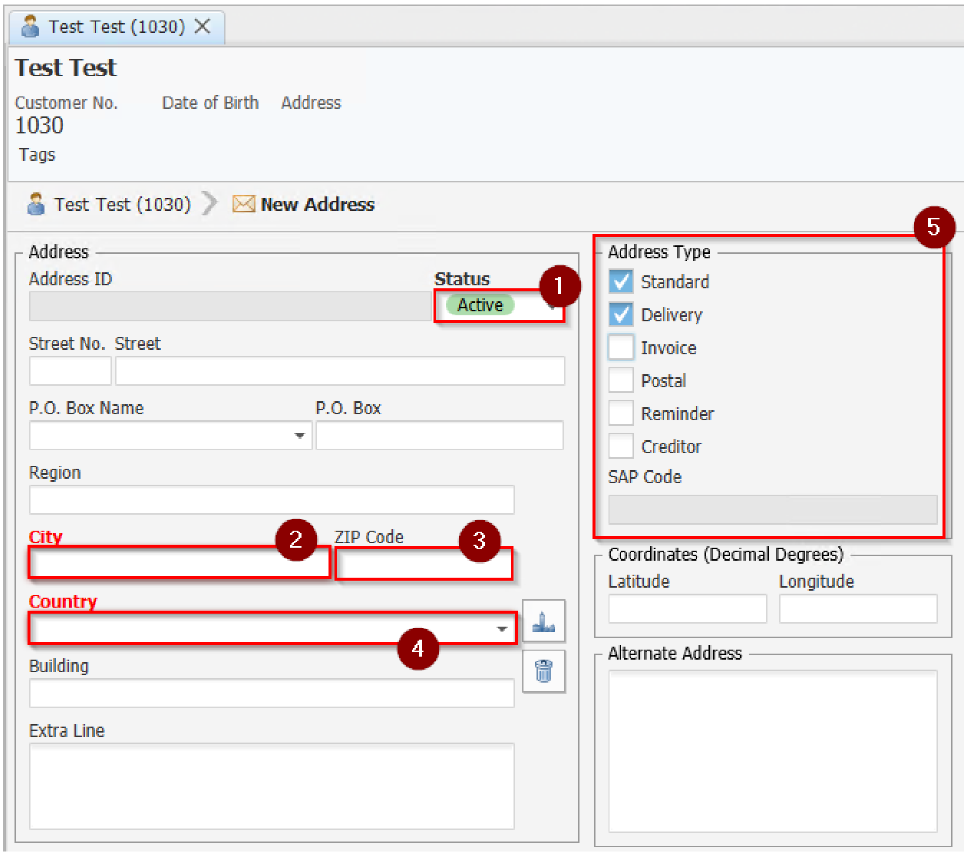


Figure 10: Adding new person addresses information

Step 10: Click **OK** to confirm and save the addresses

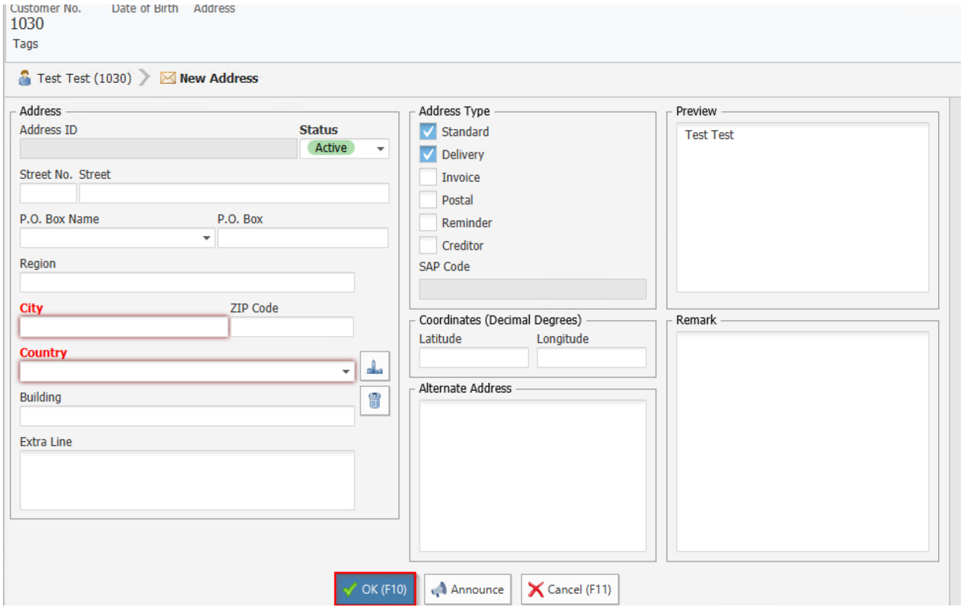


Figure 11: Confirm adding new person address information

Step 11: The saved addresses will be displayed, and user can add the new address by clicking **New** button

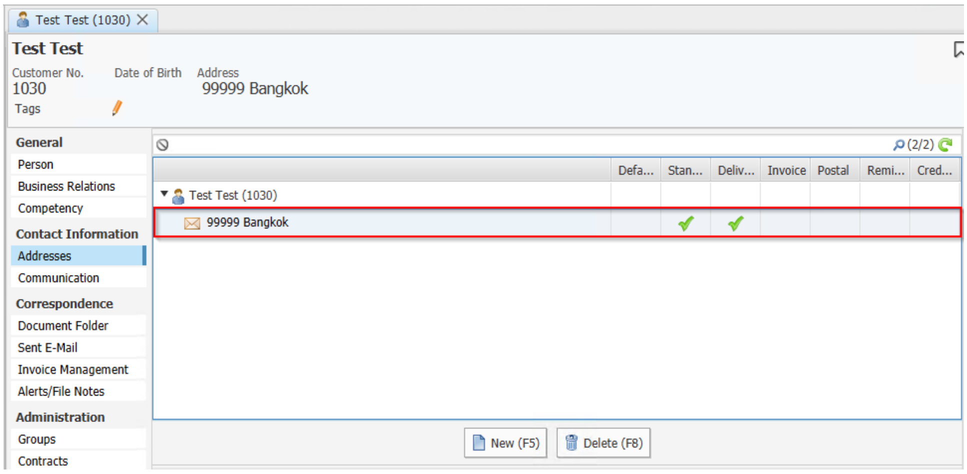


Figure 12: The existed person address information

Step 12: Click **Communication** tab in order to adding contact information of the person

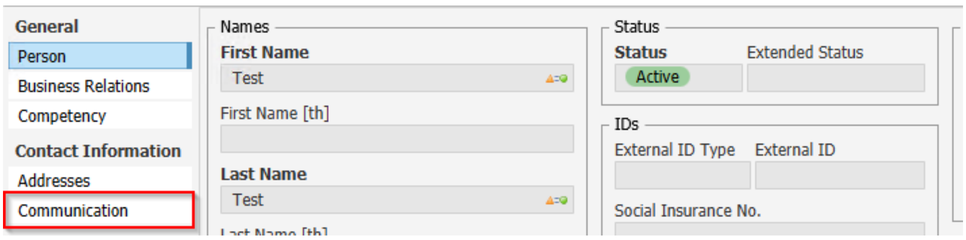


Figure 13: General data of the person

Step 13: Click **New** for creating new contact information

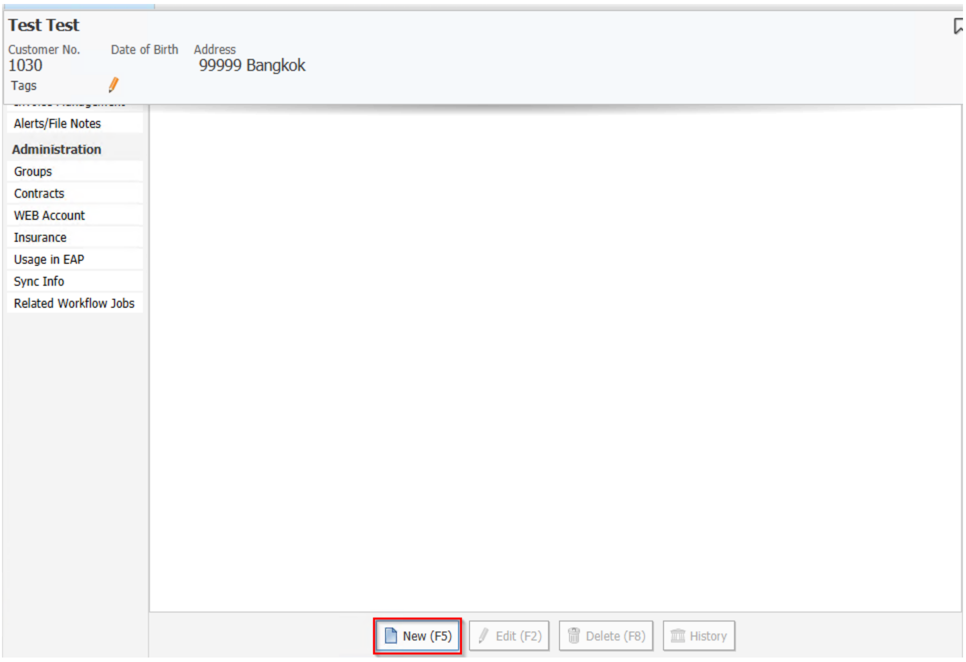


Figure 14: Person communication information

Step 14: The **Types** of communications can be selected by clicking the drop-down list

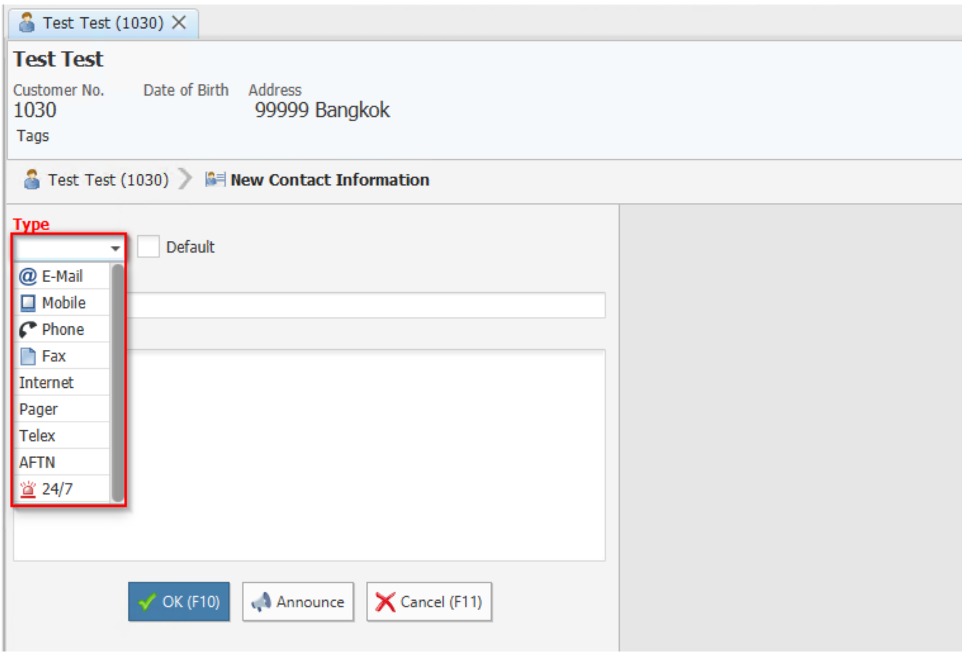


Figure 15: Adding new person contact information

Step15: Adding new contact information of the person

1. After selected the type for communication the related data can be filled in **Data** tab
2. Tick the button in the **Default** tab in order to set the contact information as the default data
3. Click **OK** to confirm and save the contact information

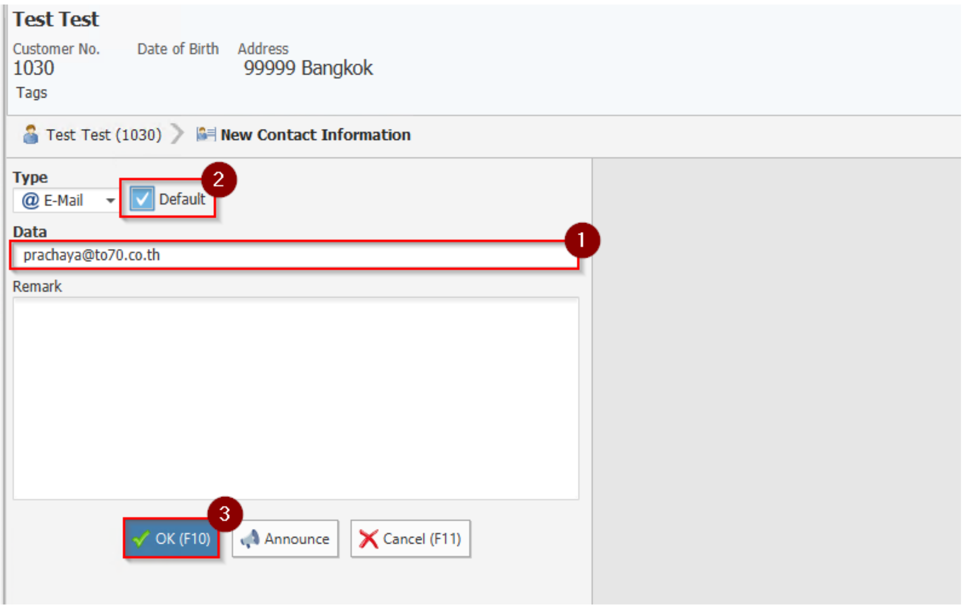


Figure 16: Confirm adding new person contact information

Step 16: The saved contact information will be displayed and user can add the new contact information by clicking **New** button

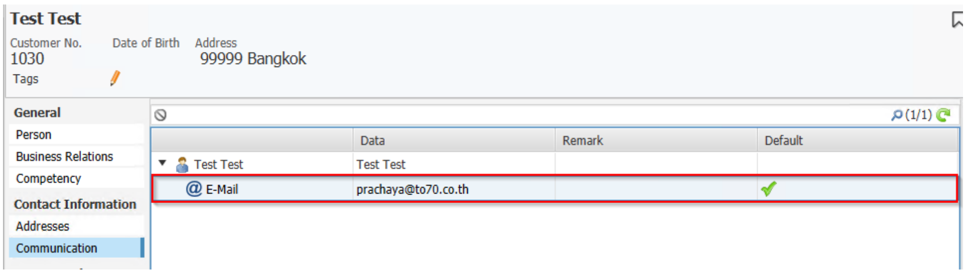


Figure 17: The existed person contacts information

Step 17: Click **Business Relations** tab in order to adding position in the organisation of that person

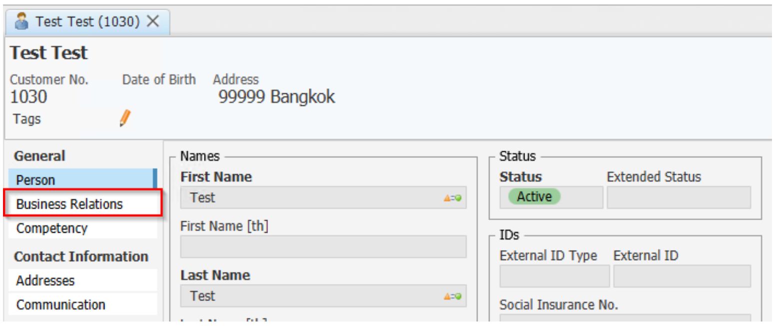


Figure 18: General data of the person

Step 18: Click **New** for creating new business relation with the organisation

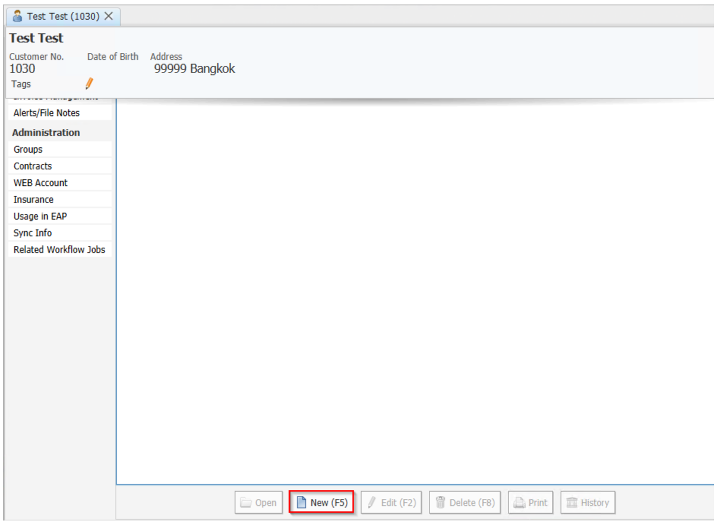


Figure 19: Person business relations information

Step 19: Searching for the existing organisation

1. Search for Organisation in the **Search for** tab
2. Click **Search** tab for search organisation

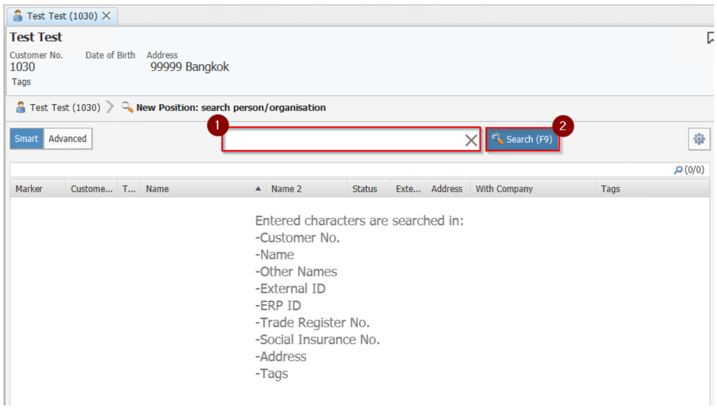


Figure 20: Searching the existed organisation

Step 20: Click the related organisation and click **OK** to confirm adding the organisation

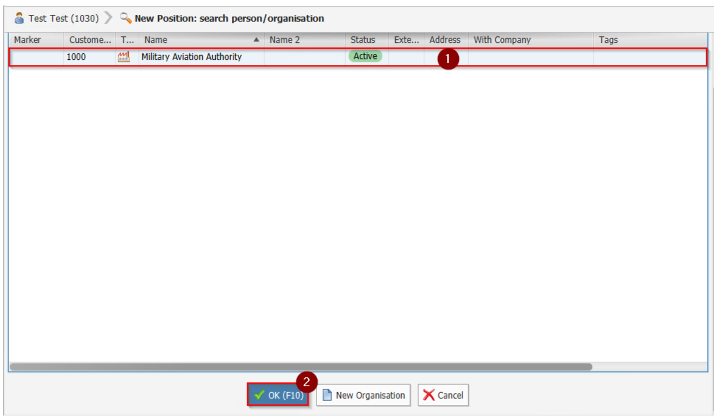


Figure 21: The existed organisation data

Step 21: The related position of that person can be selected by clicking the drop-down list

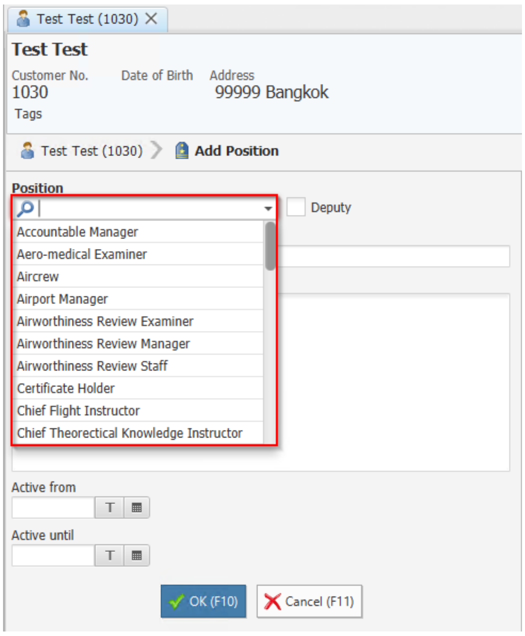


Figure 22: Select the related person position

Step 22: Click **OK** to confirm and save the entry

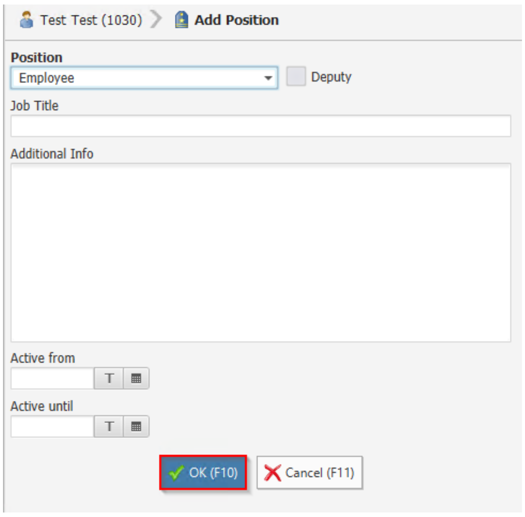


Figure 23: Confirm the related position

Step 23: The saved business relation will be displayed and user can add the new business relation by clicking **New** button

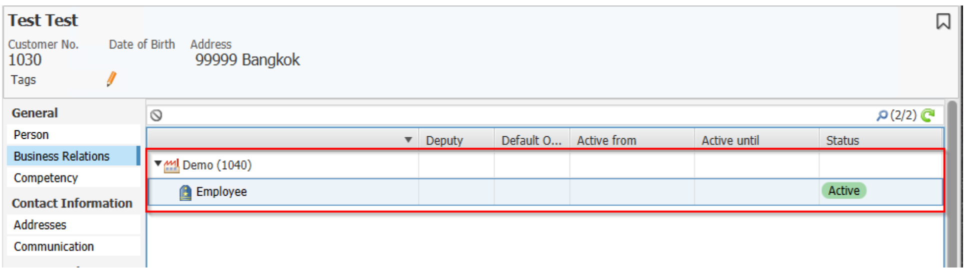


Figure 24: The existed organisation business relations information

1.2 Edit Person Data

Step 1: Search for the existing person

1. Click Search
2. Choose Persons/Organisations topic

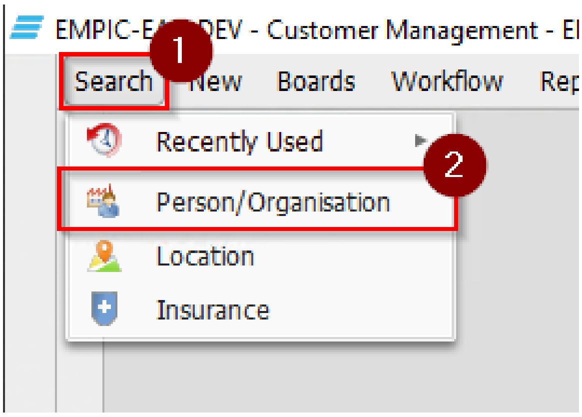


Figure 25: Searching for the existed person data

Step 2: Search for the existed person information

1. To choose the person data only, click **Advance** tab
2. Select **Person** on Type tab
3. Click **Search** tab for search person

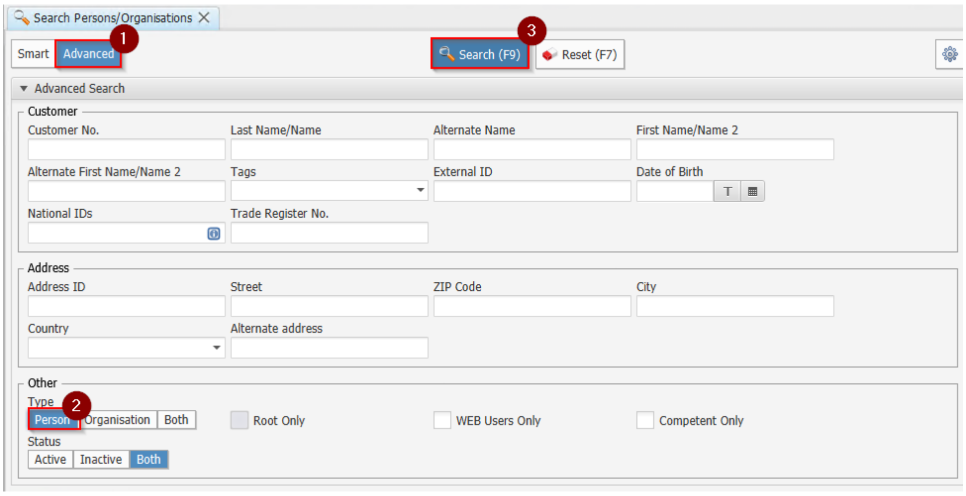


Figure 26: Searching for the specific person data

Step 3: Double-click the selected person to open up the information window

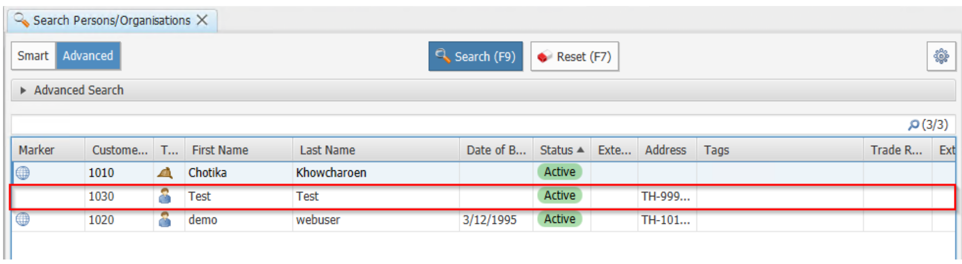


Figure 27: Select the specific person data

Step 4: Click the **Edit** button to add or modify the data of the person

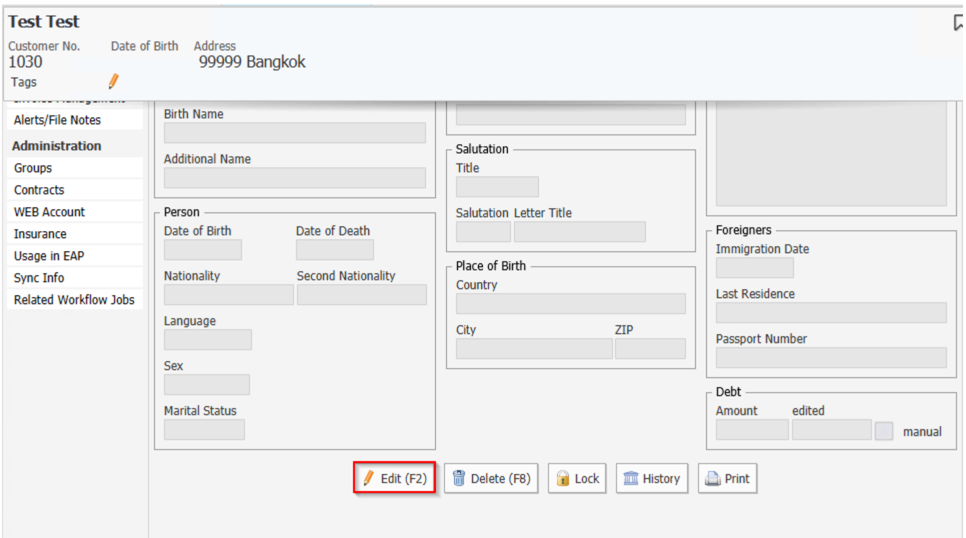


Figure 28: Editing the person information

Step 5: Click **OK** to confirm and save new entries

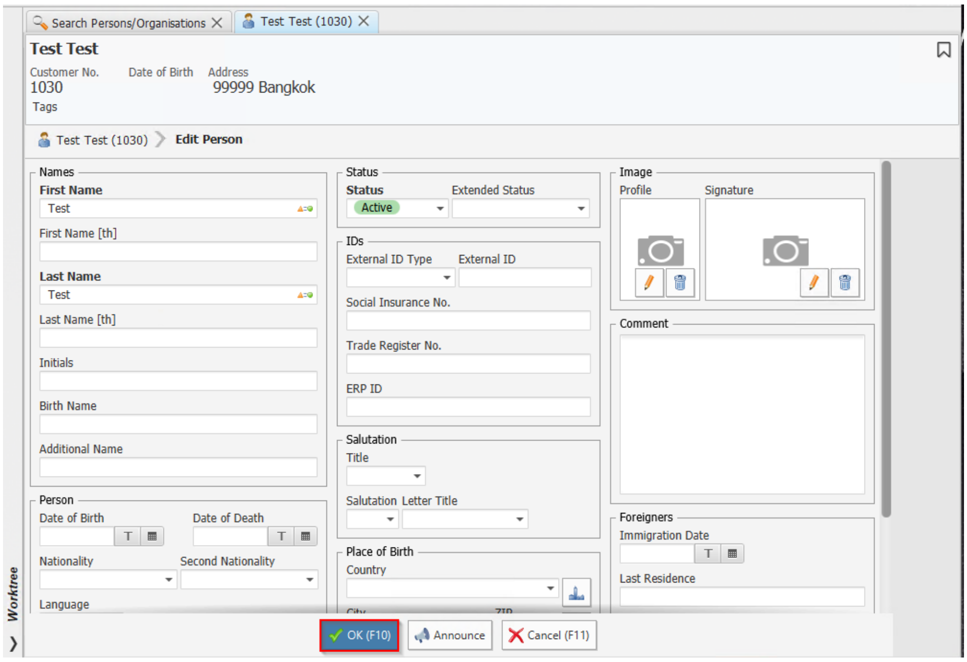


Figure 29: Confirm the new person entry

1.3 Create Organisation

Step 1: Select the customer management module

1. Click the **Module** tab on the top left of the screen
2. Select the **CM** Customer Management

Figure 30: Selected module window

Step 2: Create new Organisation

1. Click **New**
2. Choose **Organisation** topic in order to create the data of the new organisation

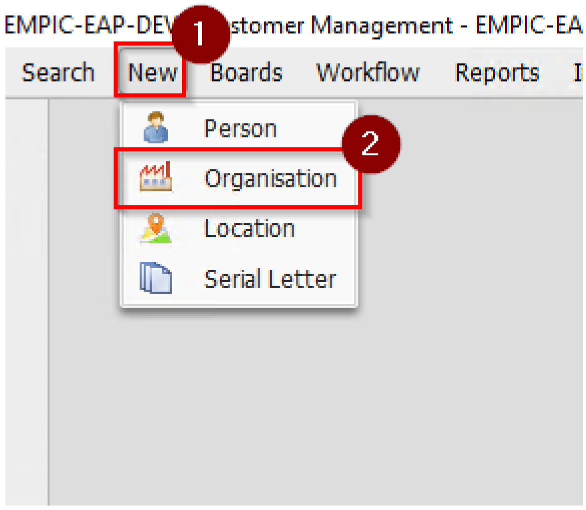


Figure 31: Creating a new organisation record

Step 3: Enter the Organisation's **Name**

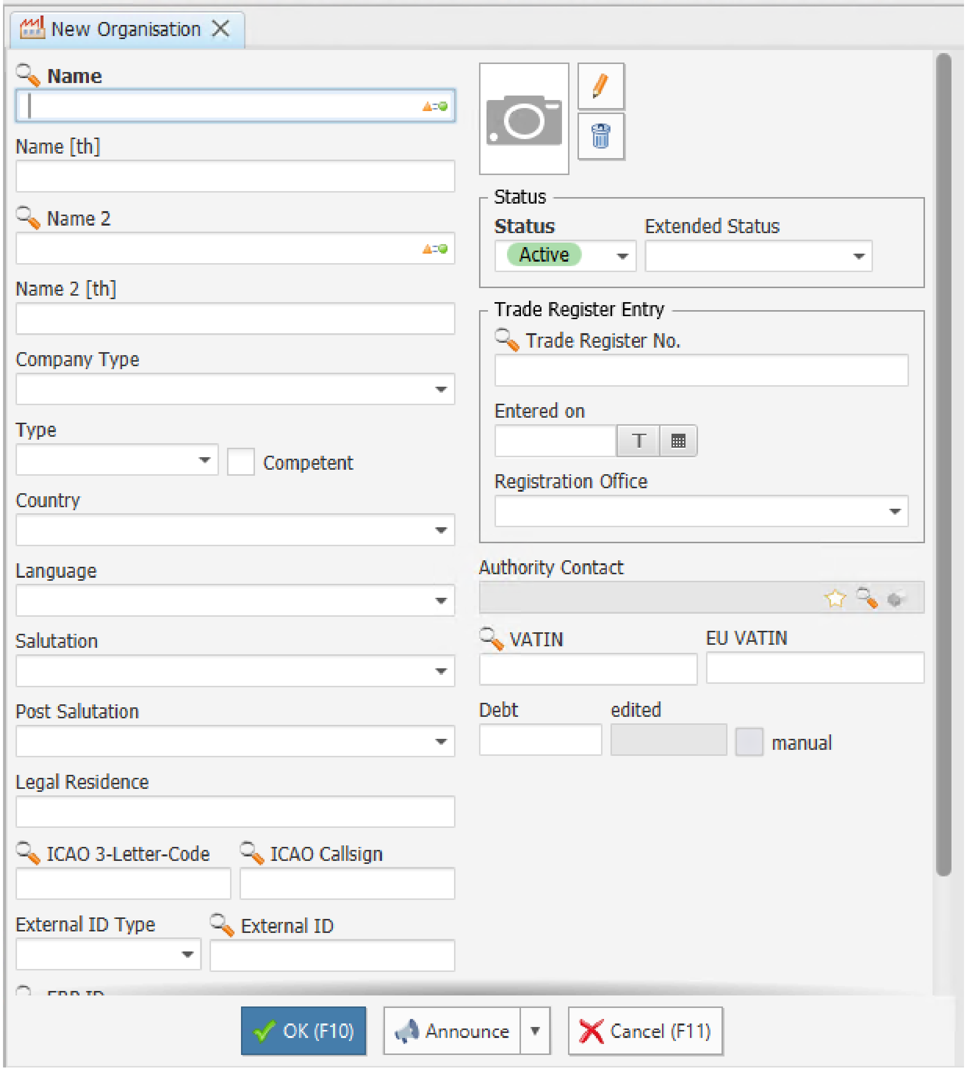


Figure 32: New organisation dialogue opens

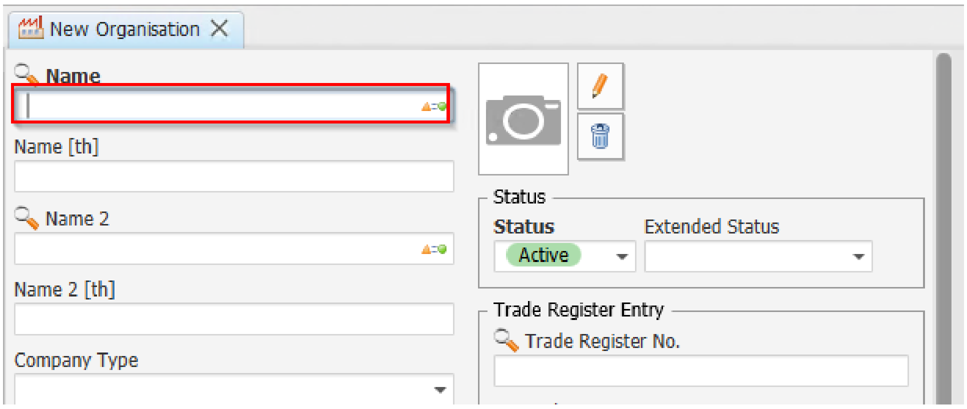


Figure 33: General data for creating a new organisation

Step 4: Select **Status** from the drop-down list to active the created organisation

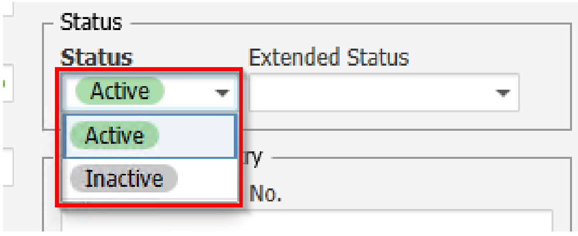


Figure 34: The drop-down list for selected status

Step 5: Click **OK** to confirm and save your entries

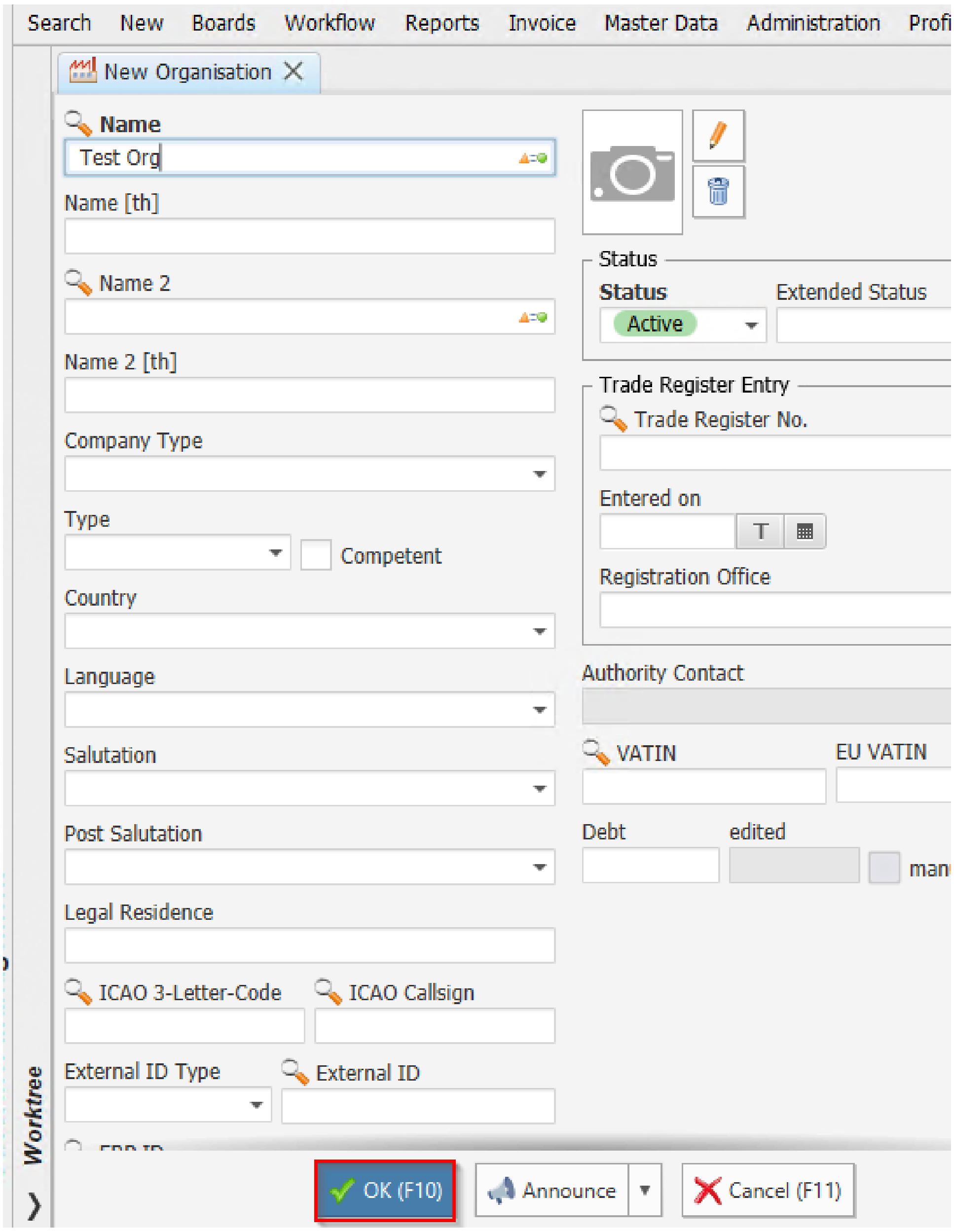


Figure 35: Click OK to confirm the entry

Step 6: Click **Addresses** tab in order to adding addresses of the organisation

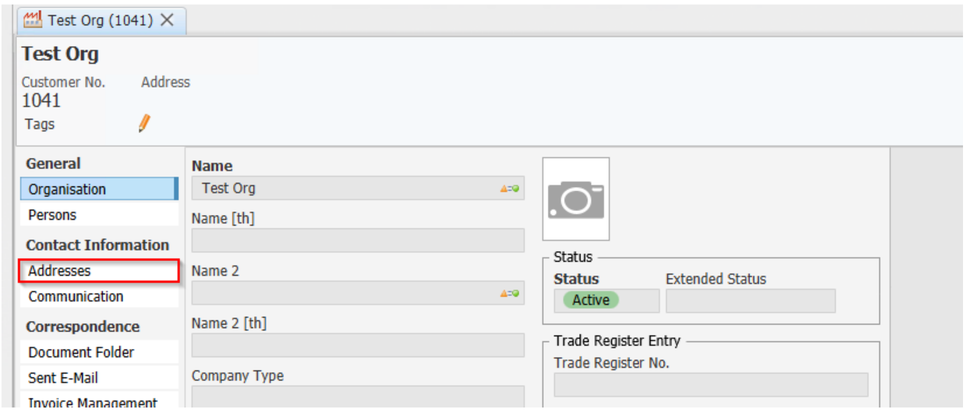


Figure 36: General data tab of the organisation

Step 7: Click **New** to create the new addresses of the organisation

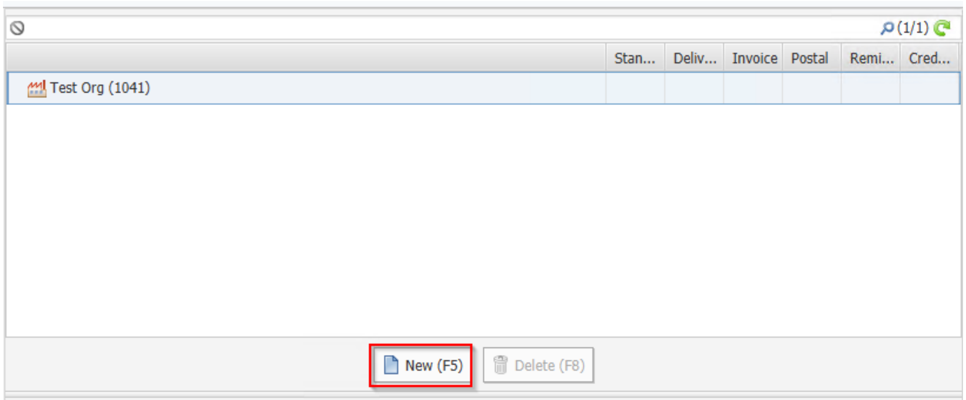


Figure 37: Organisation addresses information

Step 8: Add new address information of the organisation

1. Select **Status** from the drop-down list
2. Add the **City** of addresses
3. Add **Zip Code** of addresses
4. Select **Country** from the drop-down list
5. The **Address Types** can be selected more than one type for the same address

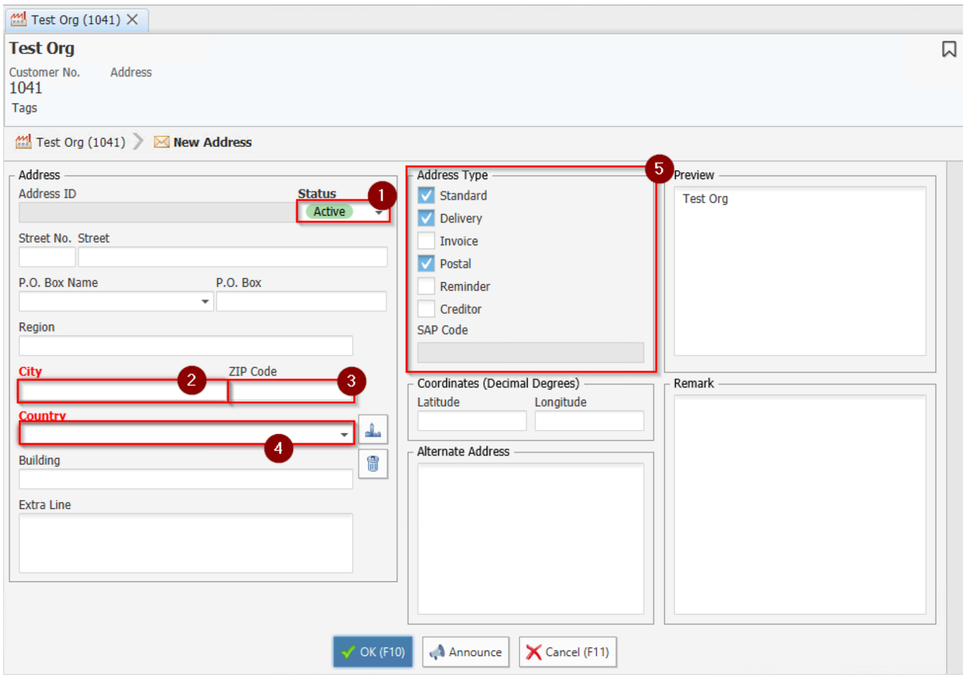


Figure 38: Adding new organisation addresses information

Step 9: Click **OK** to confirm and save the addresses

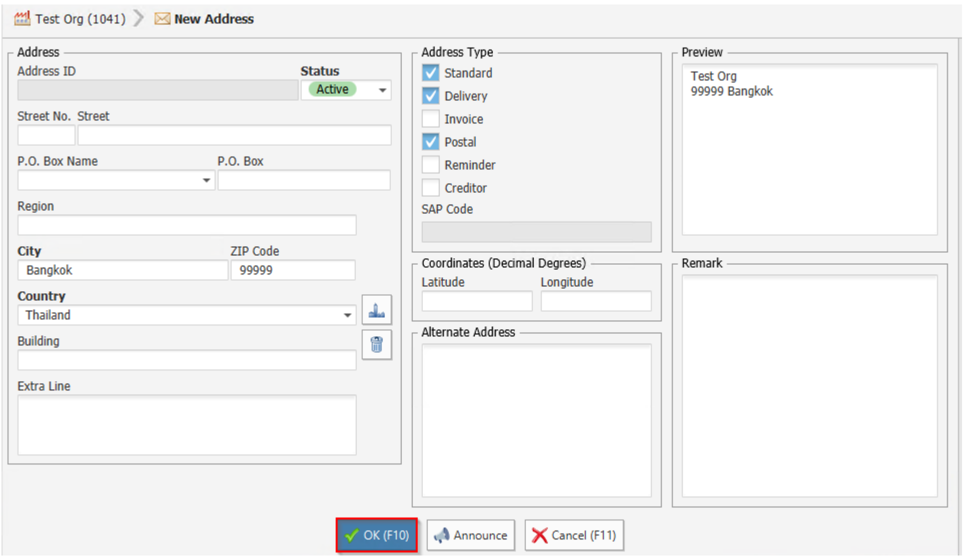


Figure 39: Confirm adding organisation address information

Step 10: The saved addresses will be displayed, and user can add the new address by clicking **New** button

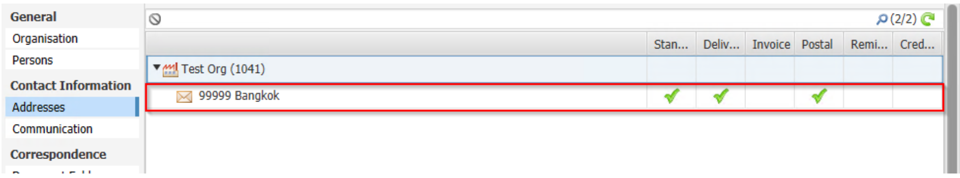


Figure 40: The existed organisation address information

Step 11: Click **Communication** tab to add contact information of the organisation

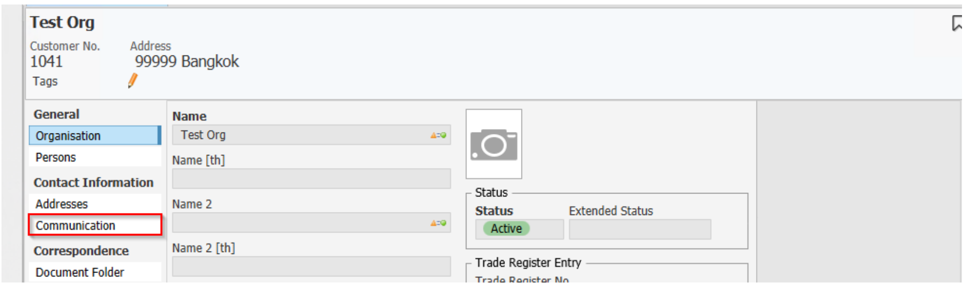


Figure 41: General data of the organisation

Step 12: Click **New** to create new contact information

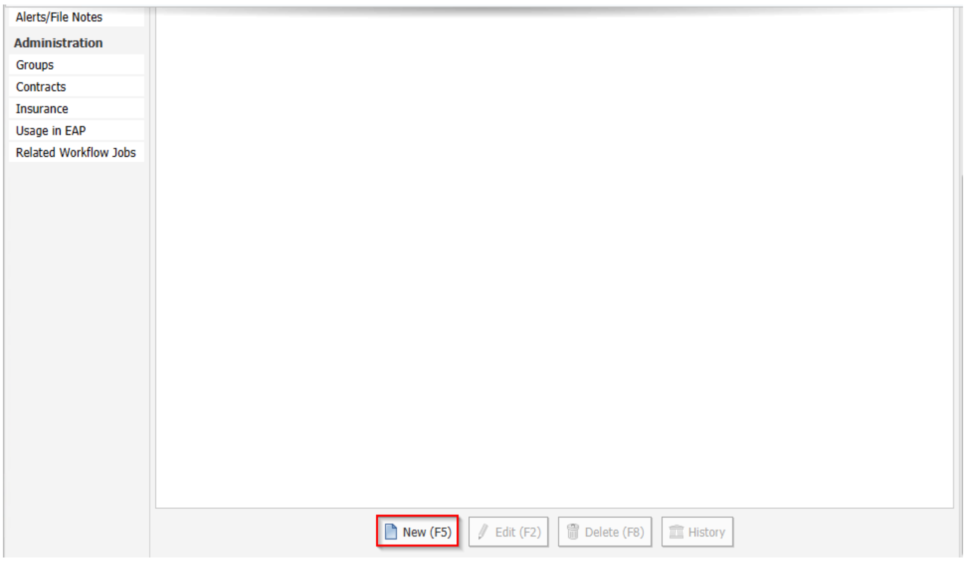


Figure 42: Create new organisation communication information

Step 13: The **Types** of communications can be selected by clicking the drop-down list

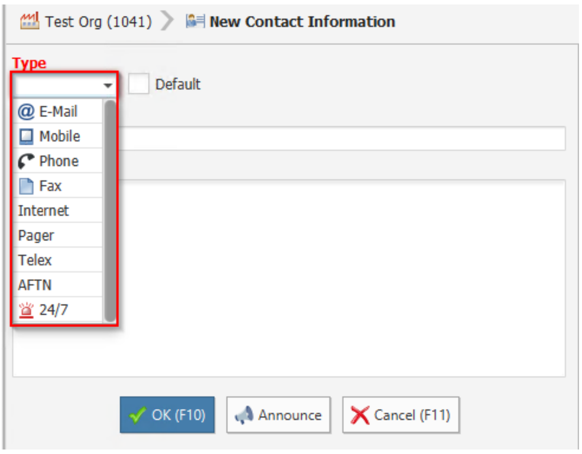


Figure 43: Adding new organisation contact information

Step 14: Add new contact information of the organisation

1. After selected the type for communication the related data can be filled in **Data** tab
2. Tick the button in the **Default** tab in order to set the contact information as the default data
3. Click **OK** to confirm and save the contact information

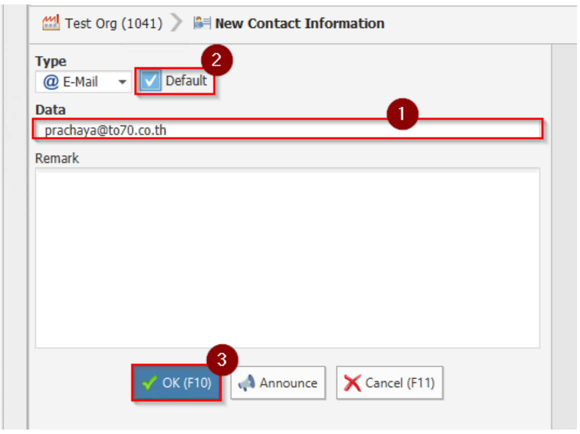


Figure 44: Confirm adding new organisation contact information

Step 15: The saved contact information will be displayed, and user can add the new contact information of the organisation by clicking **New** button

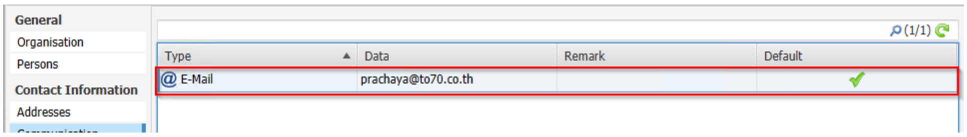


Figure 45: The existed organisation contacts information

Step 16: Click **Persons** tab to add person in the organisation

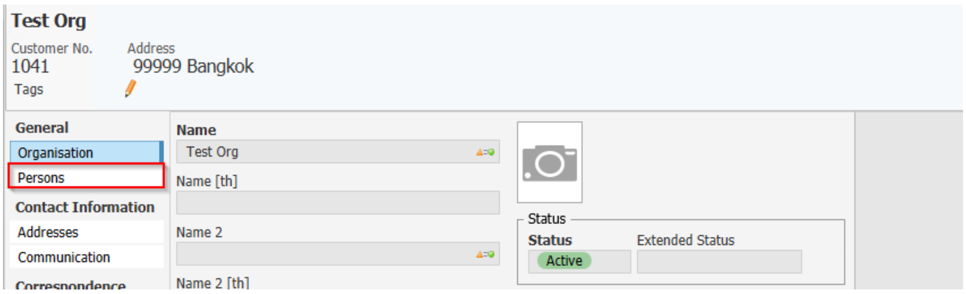


Figure 46: General data of the organisation

Step 17: Click **New** to create add person in the organisation

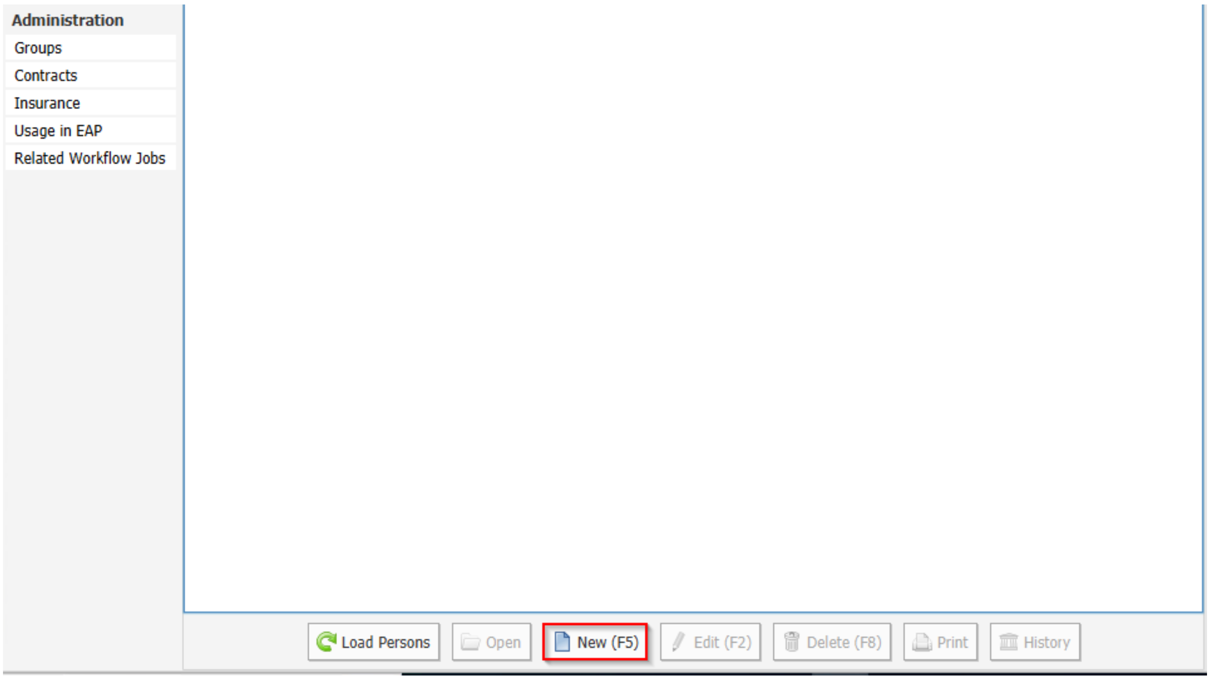


Figure 47: Person tab information of the organisation

Step 18: Searching for the existing person

1. To choose the person data only, click **Advance** tab
2. Select **Person** on Type tab
3. Click **Search** tab for search person

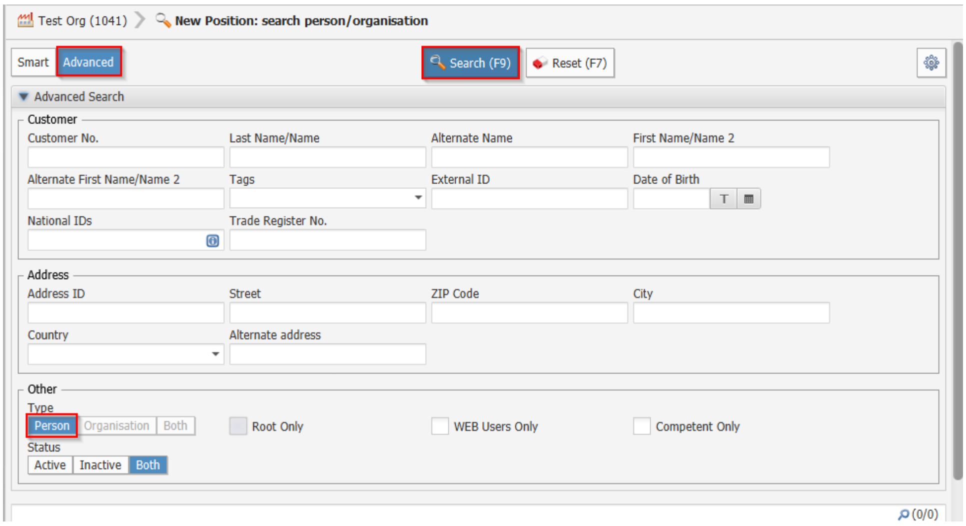


Figure 48: Searching the existed person

Step 19: Selected the related person

1. Click the related person
2. Click **OK** to confirm adding person to the organisation

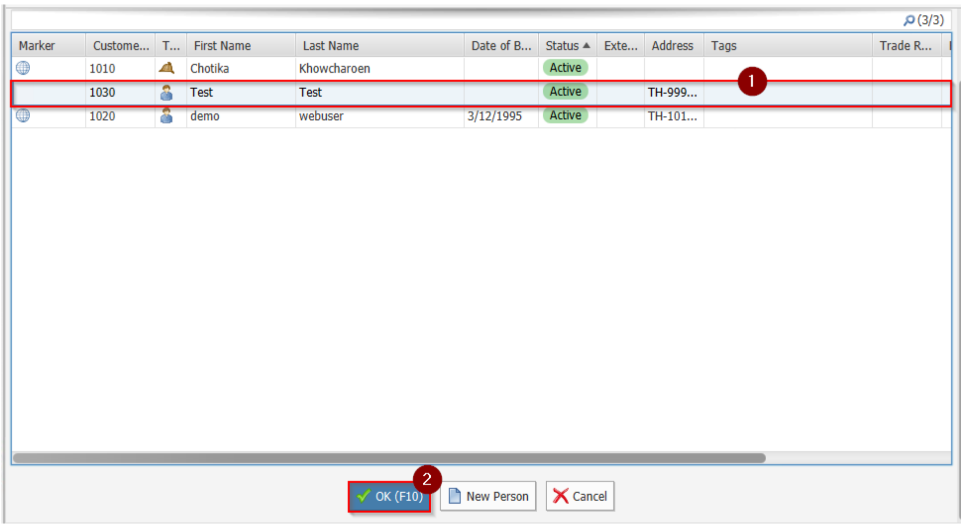


Figure 49: The existed person data

Step 20: The related position of that person can be selected by clicking the drop-down list

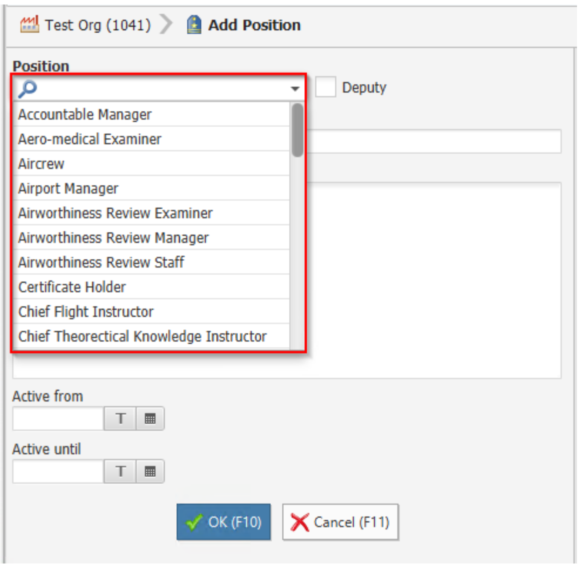


Figure 50: Select the related person position

Step 21: Click **OK** to confirm and save the entry

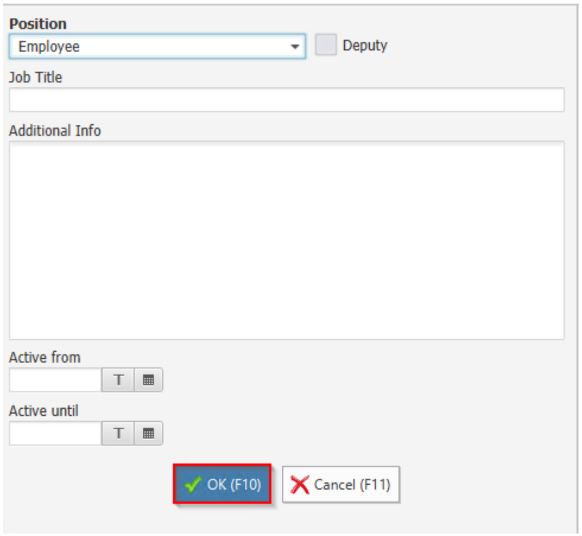


Figure 51: Confirm the related position

Step 22: The saved business relation will be displayed, and user can add the new business relation by clicking **New** button

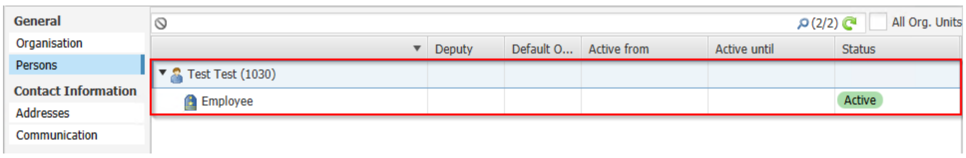


Figure 52: The existed person information in the organisation

1.4 Create Sub-Organisation (Operation Site)

Step 1: Select the customer management module

1. Click the **Module** tab on the top right of the screen
2. Select the **CM** Customer Management

Figure 53: Select module window

Step 2: Search for existed Organisation

In Menu tab, click **File, Search, Persons/Organisations** respectively

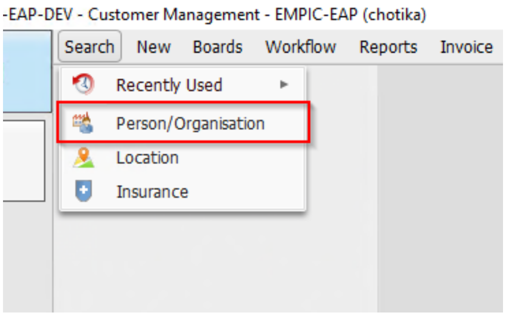


Figure 54: Person/Organisation searching tab

1. To choose the organisation data only, click **Advance** tab
2. Select **Organisation** on Type tab
3. Click **Search** tab for search person

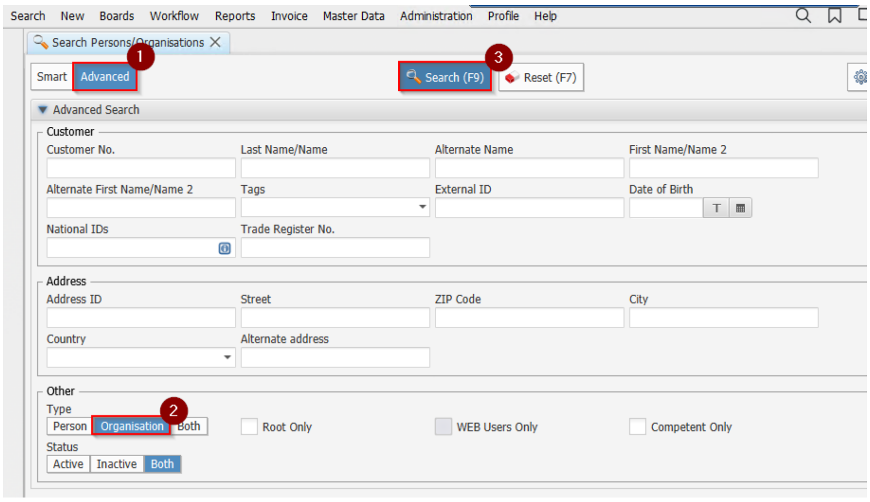


Figure 55: Advance search window for searching organisation

Then, double-click the selected organisation to open up the information window

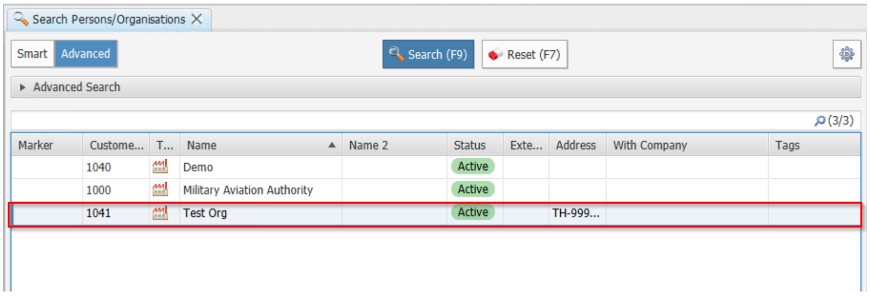


Figure 56: Selecting the organisation to create sub-organisation

Step 3: Create New Organisation to be used as a Sub-Organisation

1. Under organisation tree, right click at the Organisation
2. Click New Organisation Unit

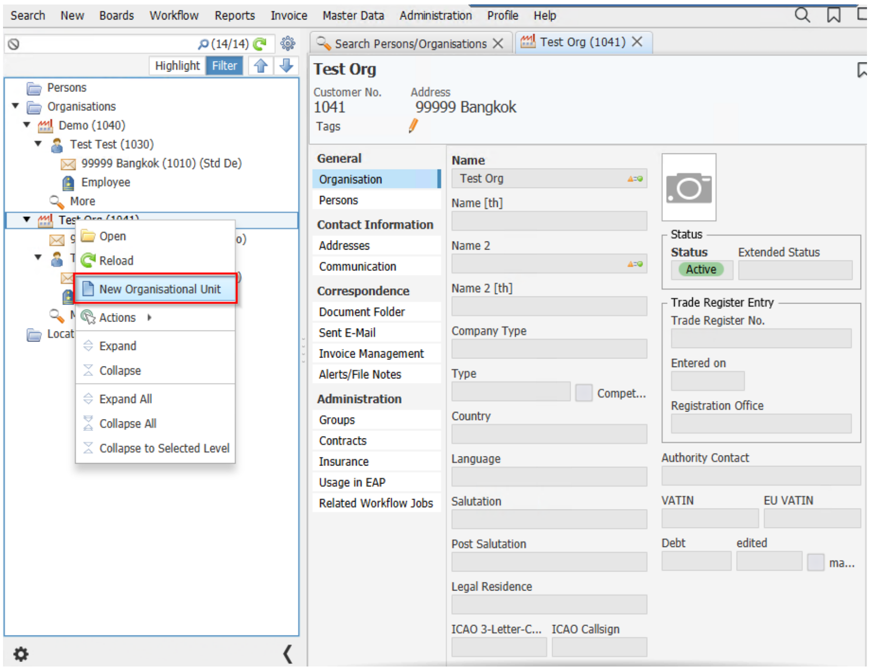


Figure 57: Adding new organisation unit

1. Input the information of the organisation
2. Click **OK**

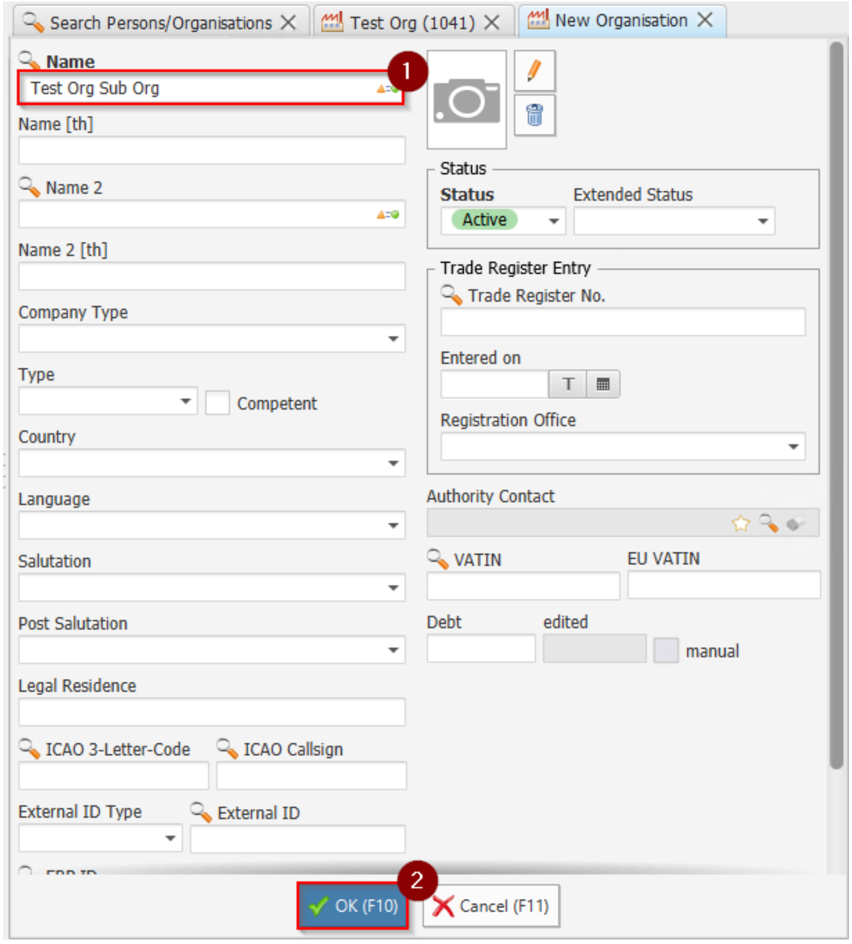


Figure 58: General data for sub-organisation

Step 4: Drag the newly created Organisation into the desired parent Organisation

Under Organisation tree, drag the Organisation into the parent Organisation

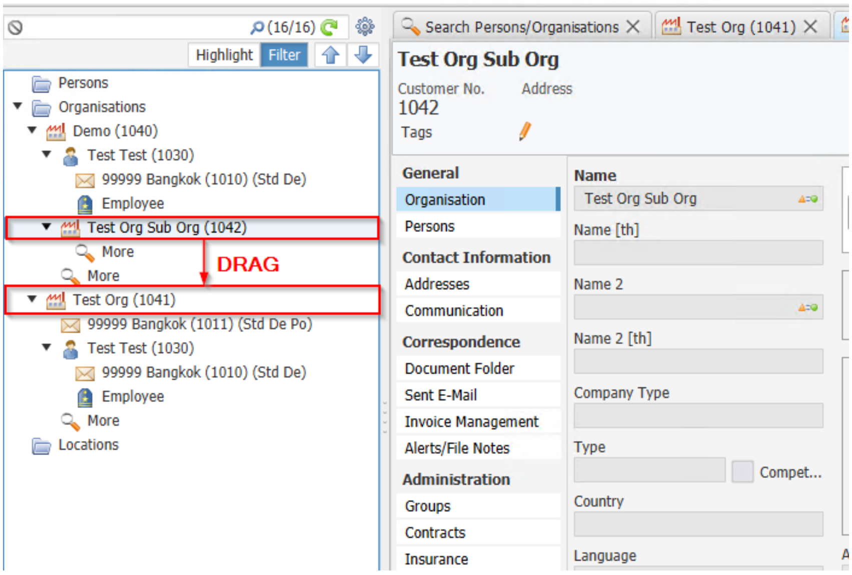


Figure 59: Assign newly organisation to parents

Click **OK** in the confirmation Window

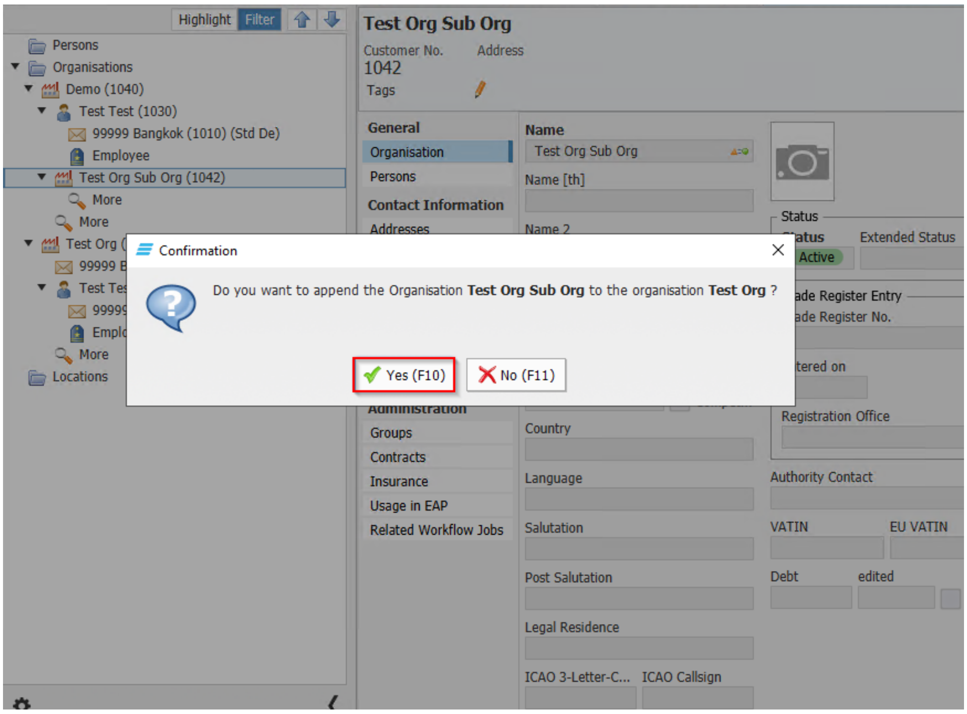


Figure 60: Confirm the assignment

The Sub-Organisation will be listed under parent Organisation

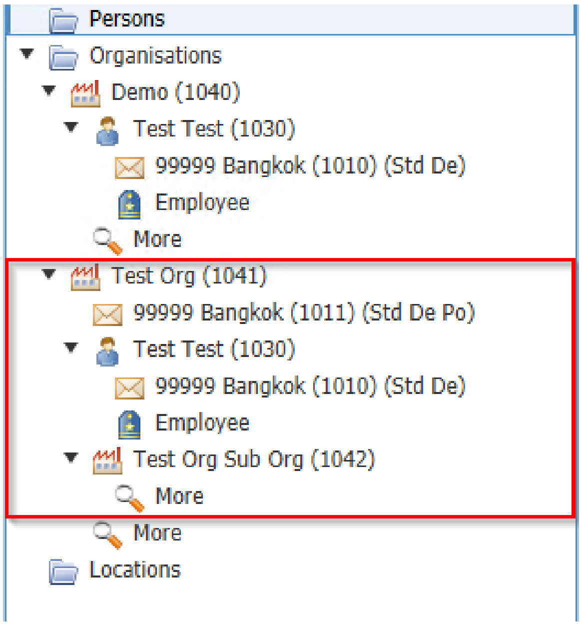


Figure 61: Sub-Organisation under the parent organisation

1.5 Edit Organisation Data

Step 1: Search for existed Organisation

In Menu tab, click **File**, **Search**, **Persons/Organisations** respectively

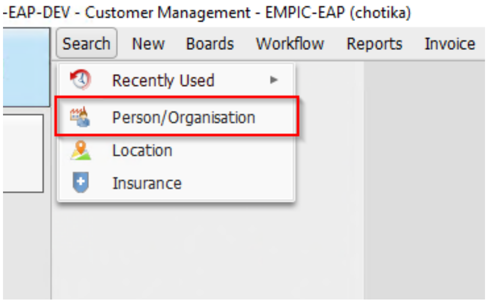


Figure 62: Person/Organisation searching tab

1. To choose the organisation data only, click **Advance** tab
2. Select **Organisation** on Type tab
3. Click **Search** tab for search person

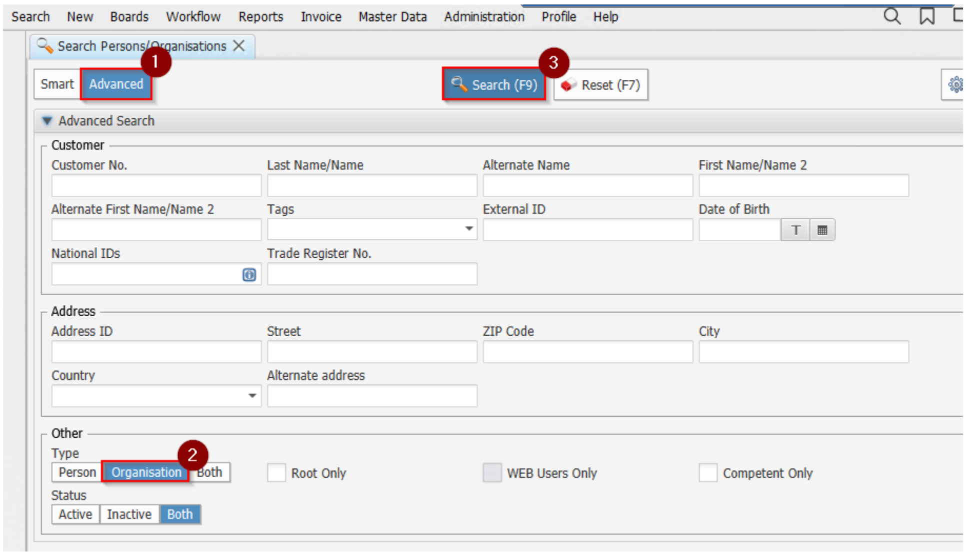


Figure 63: Advance search window for searching organisation

Then, double-click the selected organisation to open up the information window

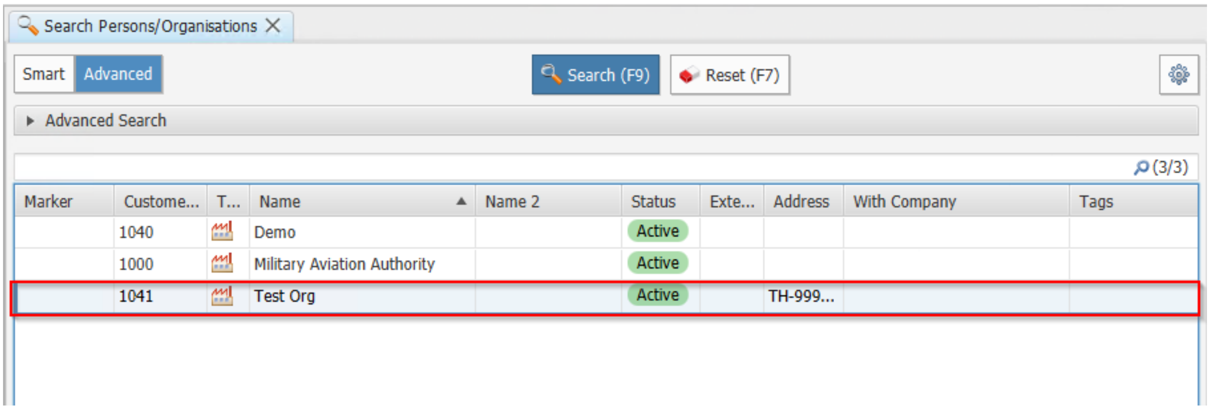


Figure 64: Selecting the organisation to create sub-organisation

Step 2: Click Edit to edit the organisation data

Figure 65: Edit button for edit organisation data

Step 3: Fill in the data that want to edit and then click OK to confirm the change

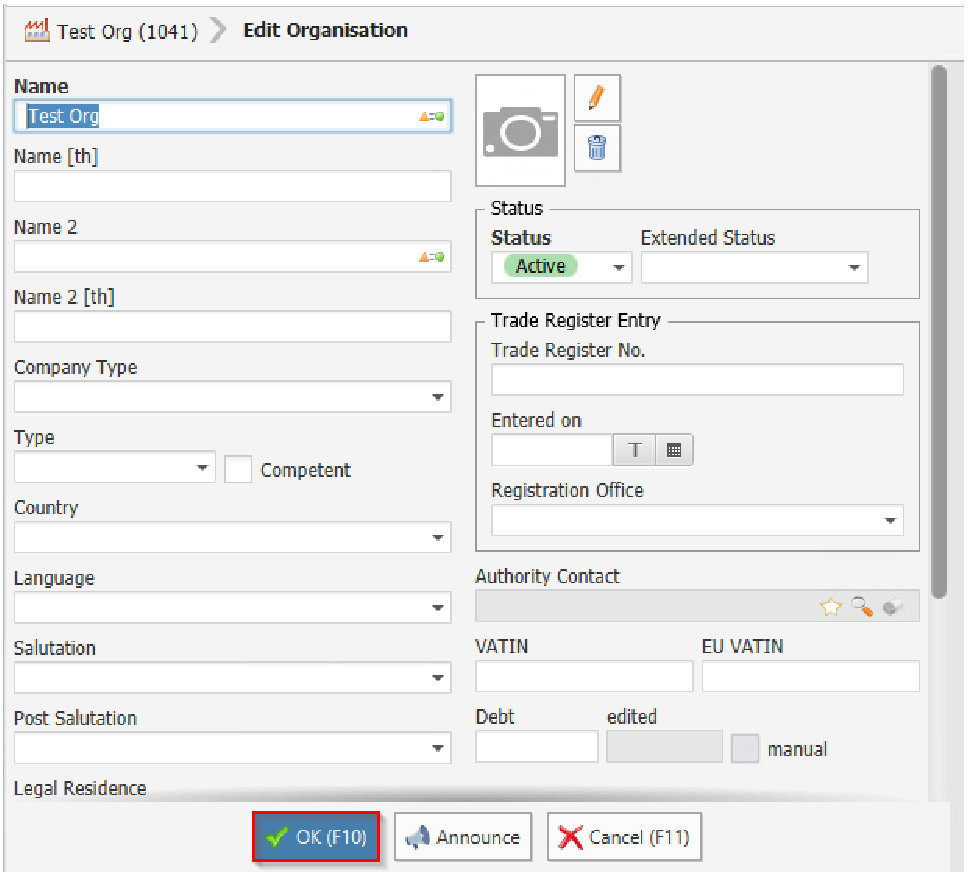


Figure 66: Click OK to confirm the change

2 Create SEC

2.1 Create User

Step 1: Select the **Security** module

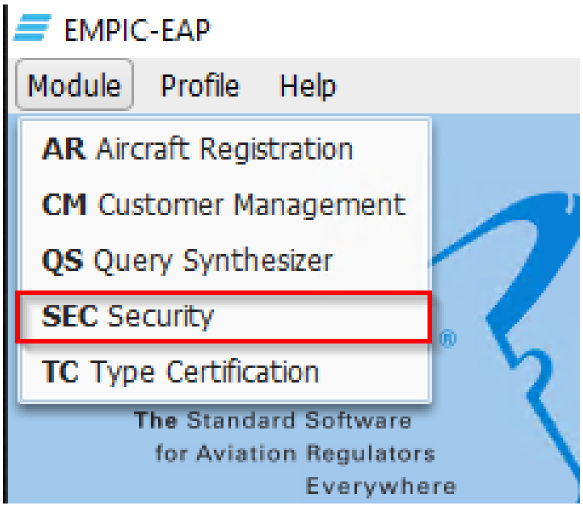


Figure 67: Selected module window

Step 2: Create new user

1. Click **System**
2. Select **User** topic in order to create new user

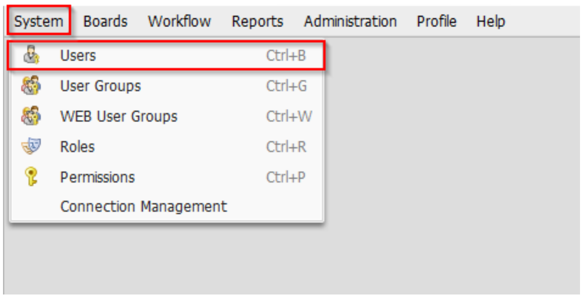


Figure 68: Open user list in the system

Then, click **new** to create new user

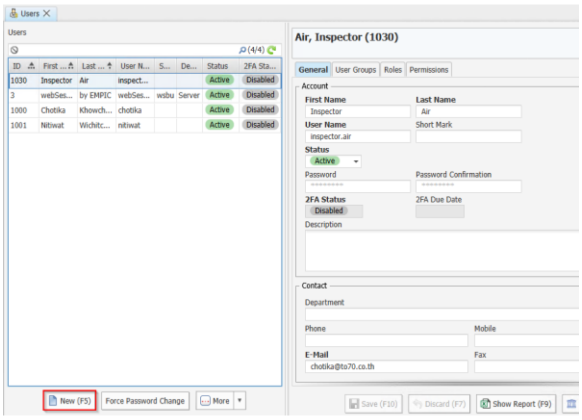


Figure 69: New user creating tab

Step 3: Adding new user data

1. Enter user's **First Name**
2. Enter user's **Last Name**
3. Enter **User Name**
4. Enter **Password**
5. Enter **Password Confirmation**
6. Enter user's **E-Mail**

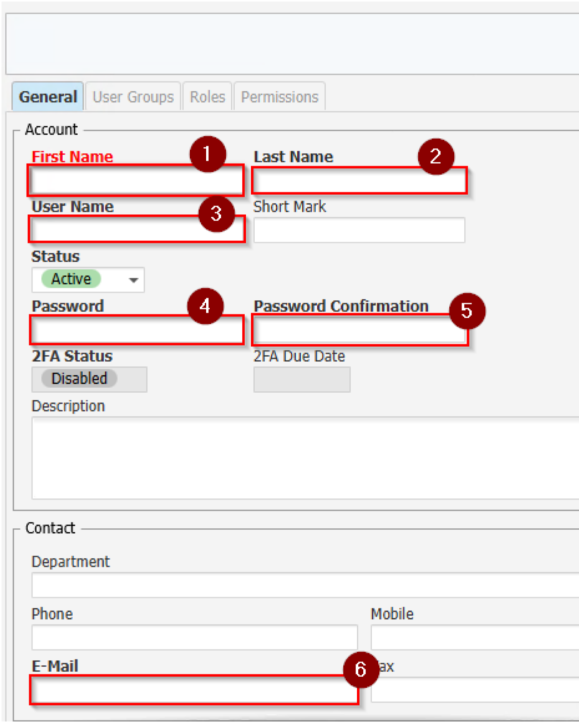


Figure 70: Require data for creating new user

Step 4: Click **Save** to confirm and save your entries

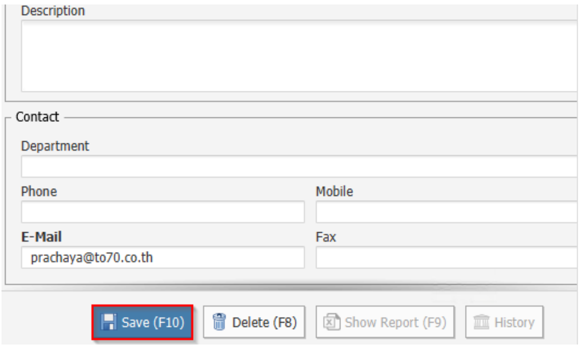


Figure 71: Click Save to save your entries

2.2 Create WEB User

Step 1: Search for the existing person in CM Module

1. Click **Search**
2. Choose **Persons/Organisation** topic

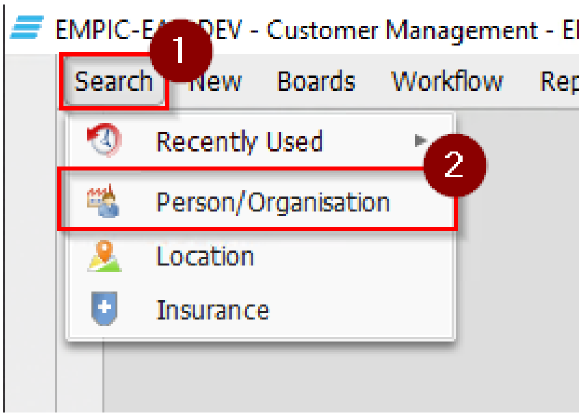


Figure 72: Searching for the existed person data

Step 2: Search for the existed person information

1. To choose the person data only, click **Advance** tab
2. Select **Person** on Type tab
3. Click **Search** tab for search person

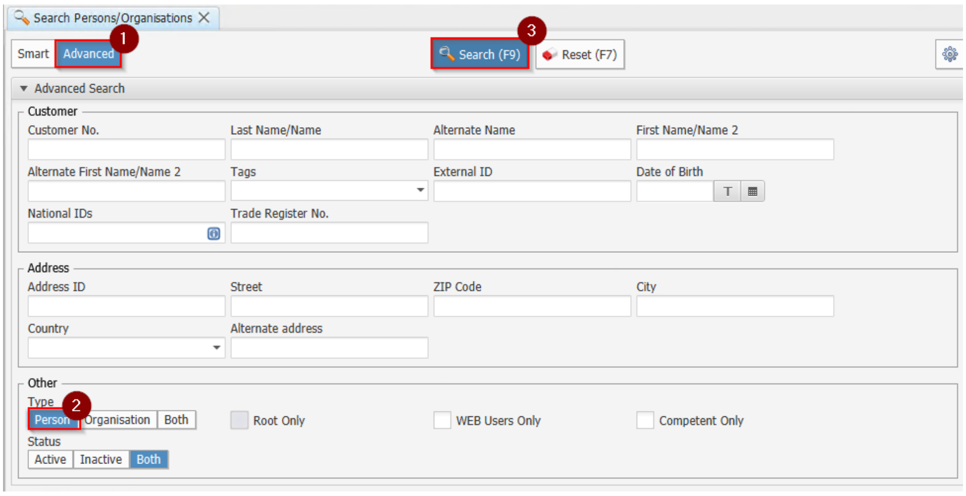


Figure 73: Searching for the specific person data

Step 3: Double-click the selected person to open up the information window

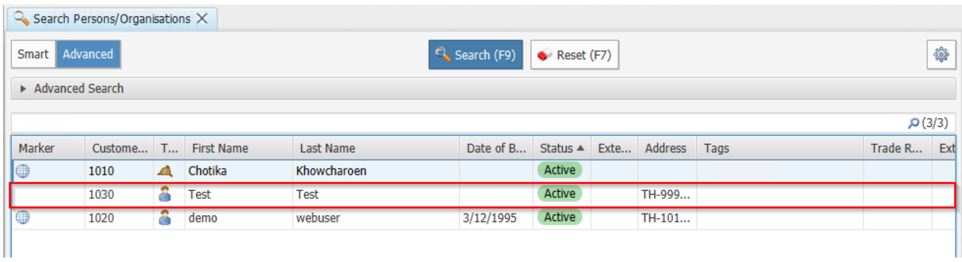


Figure 74: Select the specific person data

Step 4: Click the **WEB Account** button to add Grant WEB Client account by activate the "**Active**" button

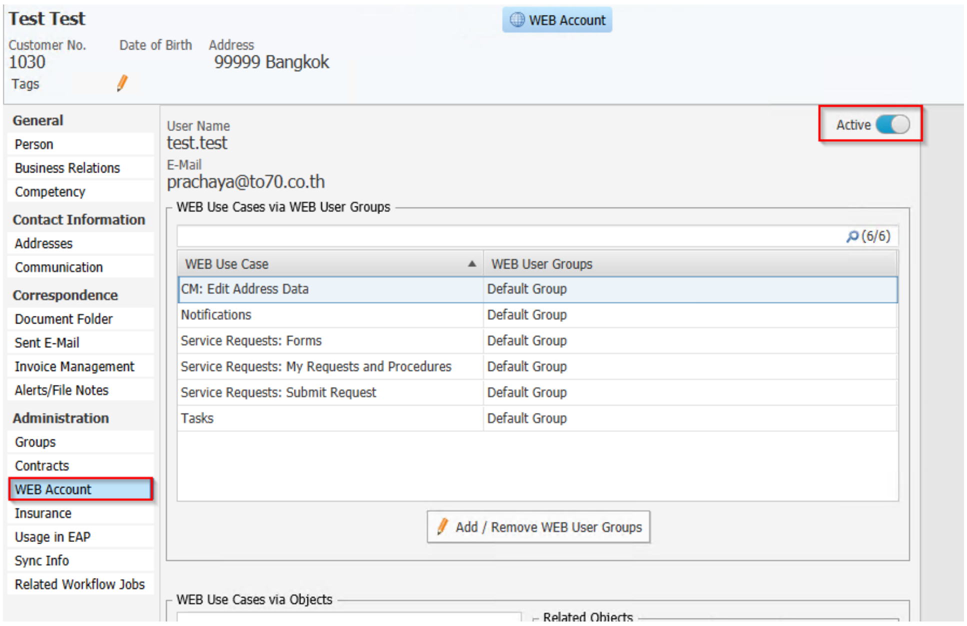


Figure 75: Editing the person information

2.3 Change Password

Step 1: Open Users list

1. Click **System** tab
2. Select **Users**

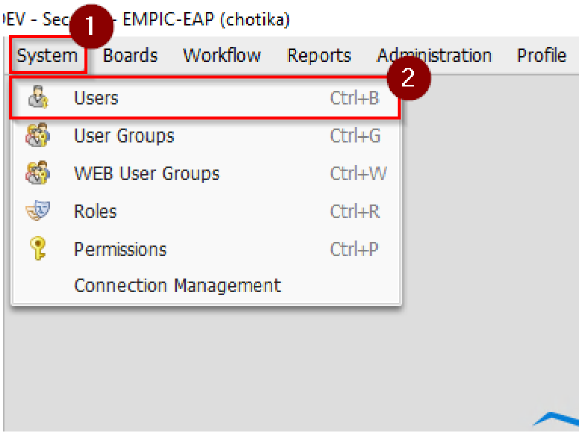


Figure 76: Open Users list in the system

Step 2: Force change password of users

1. Select the users that want to change password
2. Click **Force Password Change**

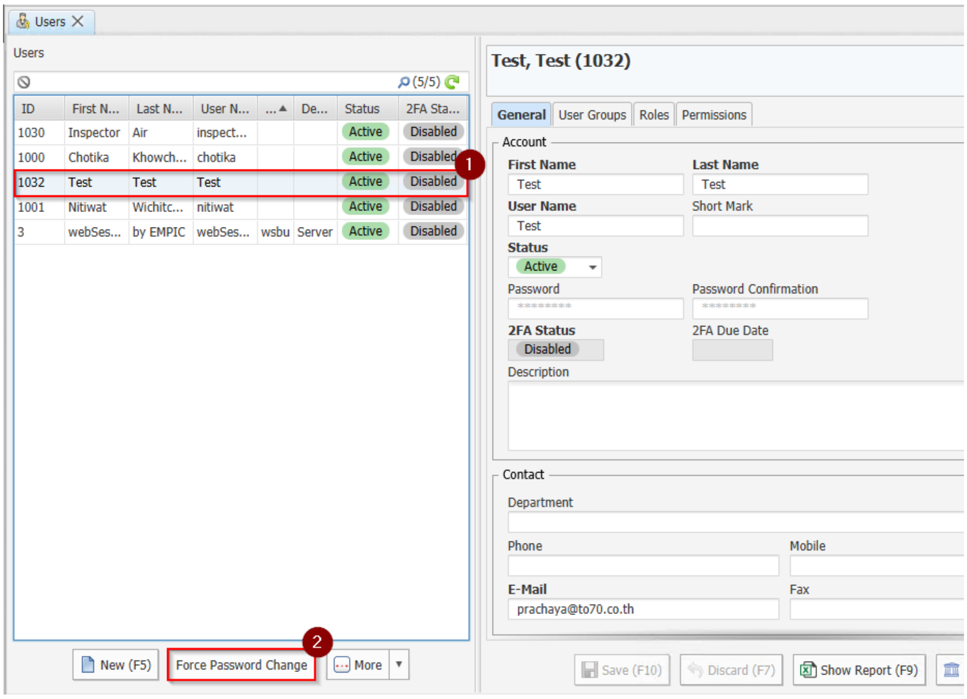


Figure 77: Force user's password change

Step 3: Force change password for next log in

1. Tick **Force Change of Password at Next Login**
2. Click **OK** to confirm

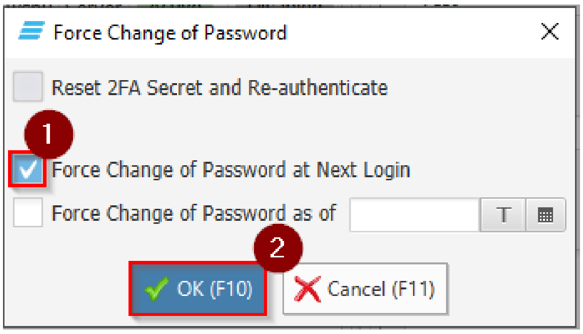


Figure 78: Tick to force password change and click OK confirm

2.4 Assign user in group

Step 1: Select user to assign in group

1. Select user who wants to assign in group
2. Click on **User Groups** tab to assign user

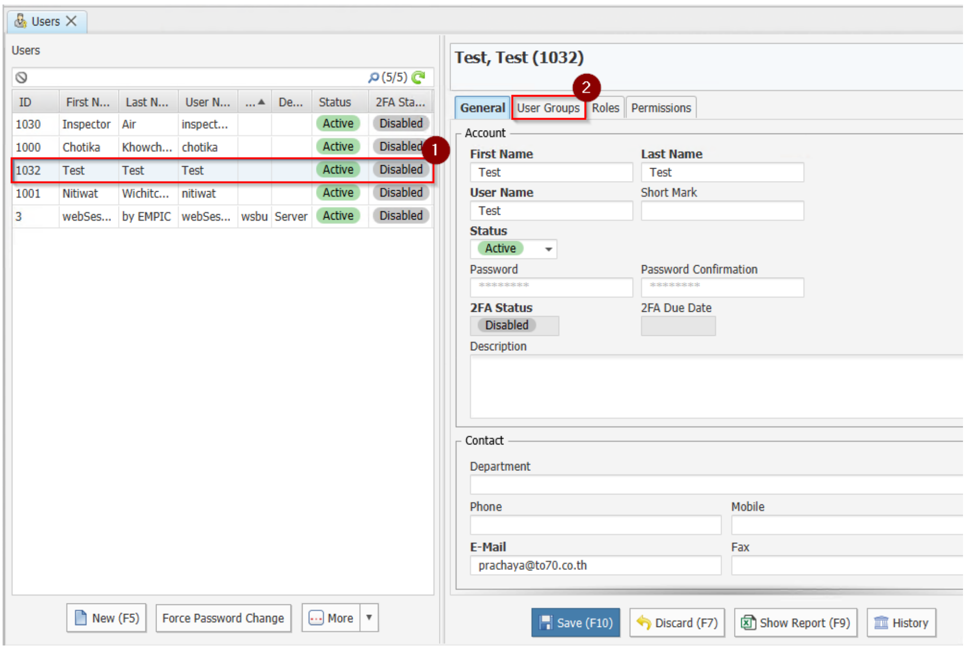


Figure 79: User Group tab of each user

Step 2: Tick the **Member** and **Admin** box to assign user in the list that wants to assign

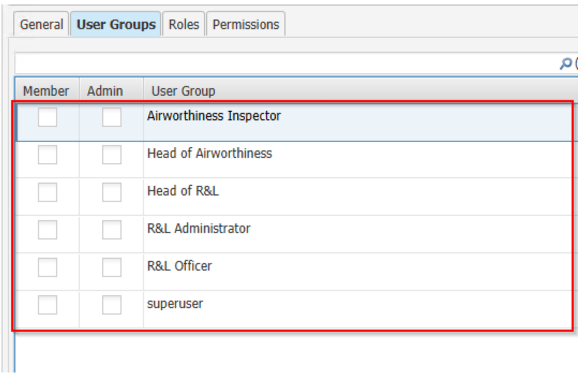


Figure 80: User Group for assigning the user

Then, click **Save** to confirm and save your entries

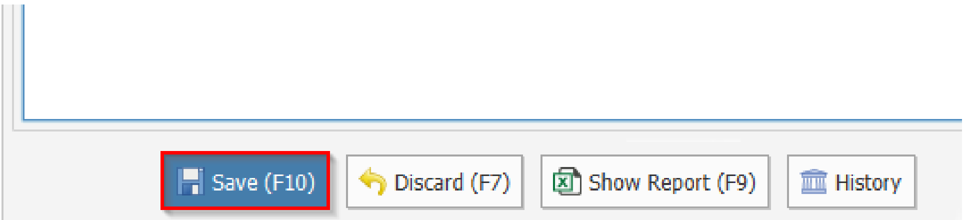


Figure 81: Click Save to save your entries

2.5 Assign competency

Step 1: Select the customer management module

1. Click the **Module** tab on the top left of the screen
2. Select the **CM** Customer Management

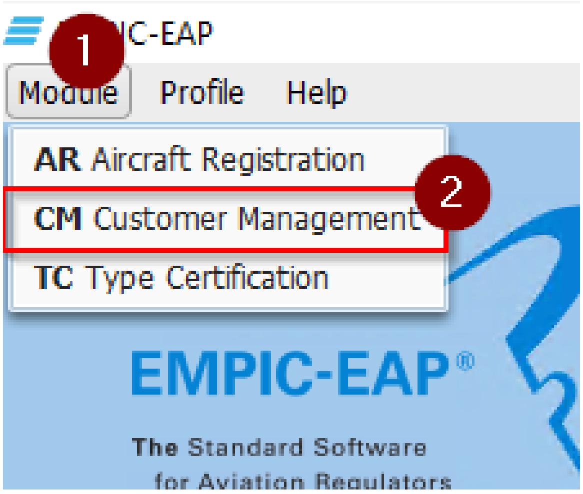


Figure 82: Selected module window

Step 2: Select Person to add competency

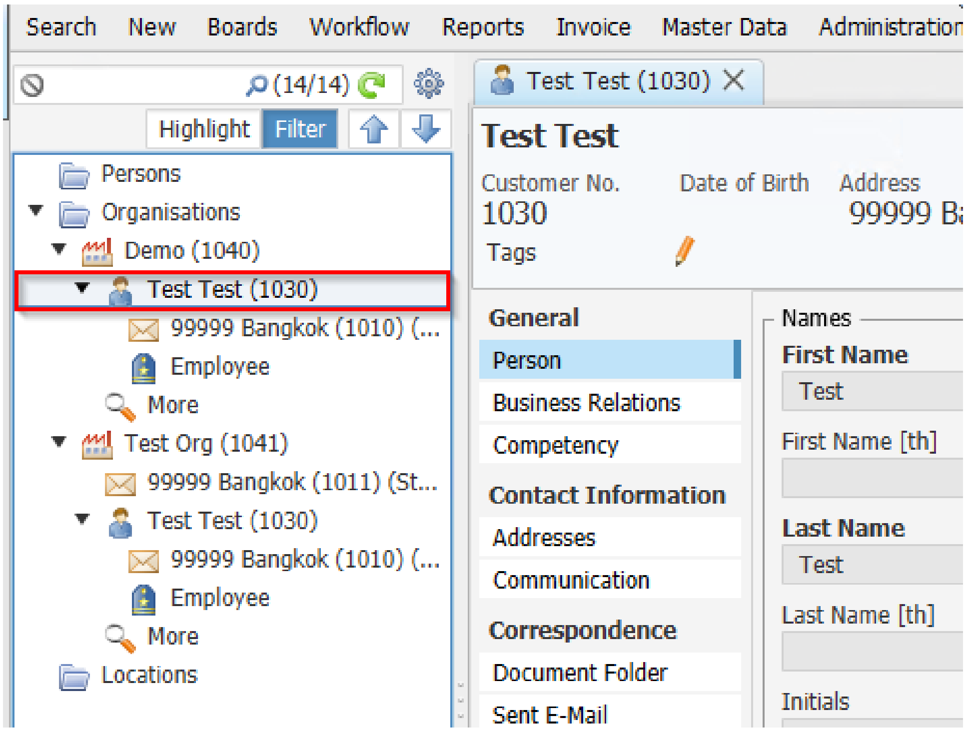


Figure 83: Selected user to add competency from the workflow tree

Step 3: Create Competency

1. Select **Competency** tab
2. Click Create Competency

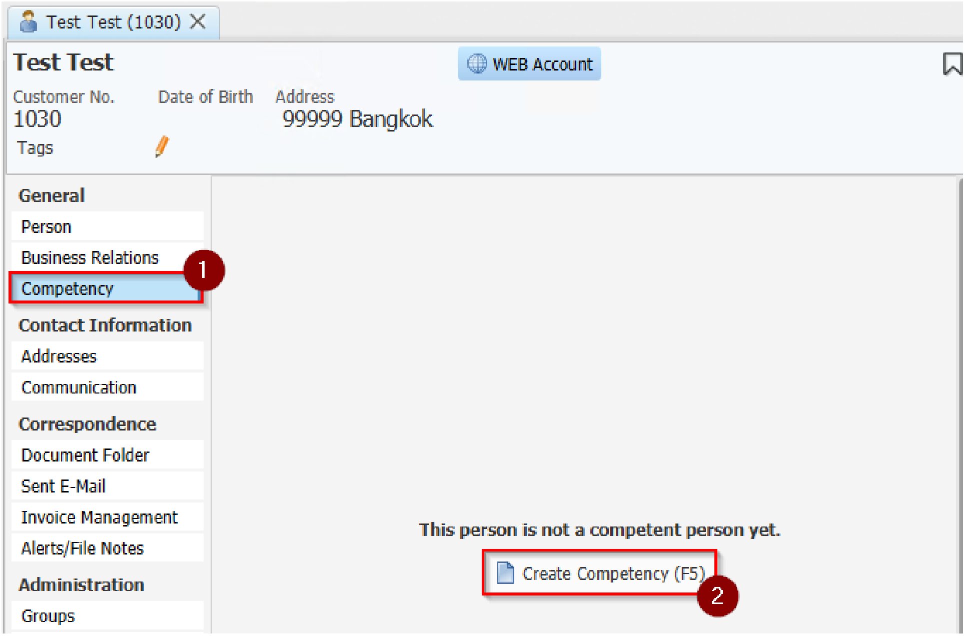


Figure 84: Create user competency tab

Step 4: Select Users

1. Click **Search**
2. Select User to add
3. Click **OK** to confirm

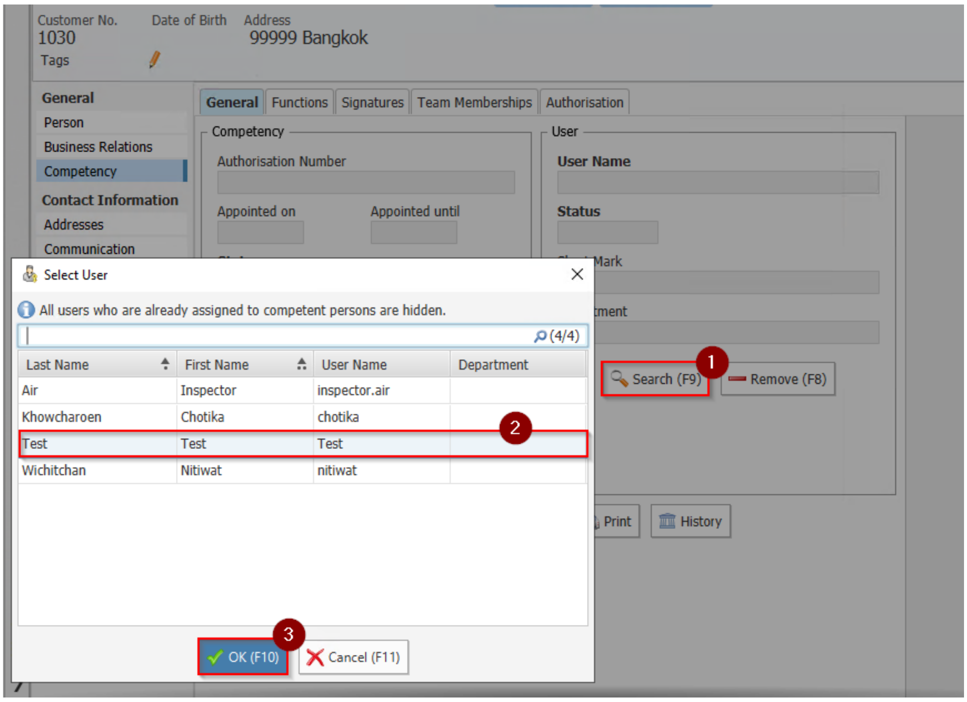


Figure 85: Selected user to add competency

Step 5: Click **Functions** tab to create new function, and the click **New**

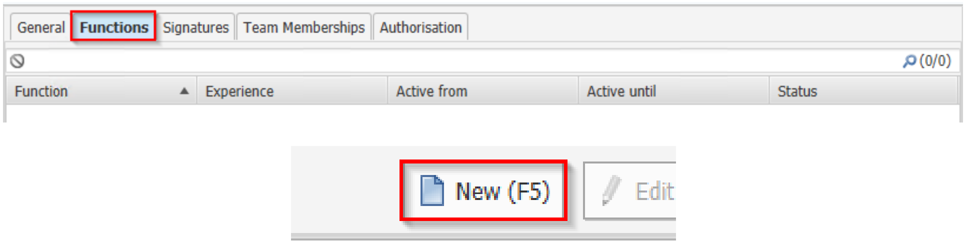


Figure 86: Create user function tab

Step 6: Fill in the Functions data

1. Click **Function** to select function in the drop down list
2. Fill the active date
3. Click **OK** to confirm

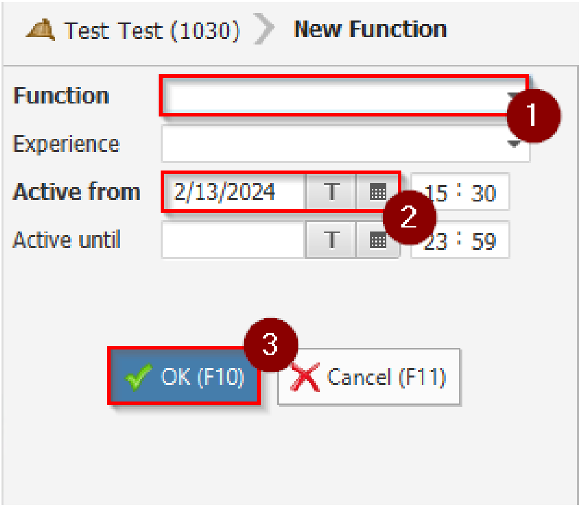


Figure 87: Fill in the function data

3 Workflow Management

3.1 Notification of incoming task

Step 1: When you receive the email of the incoming task, the task will appear in the workflow task. To investigate task, select TC or AR Module.

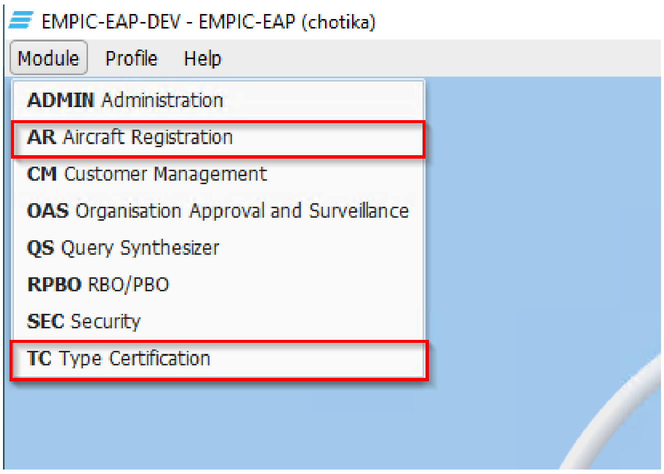


Figure 88: Selected module window

Step 2: Investigate incoming task.

1. Click **Workflow tap**
2. Select **Tasks**

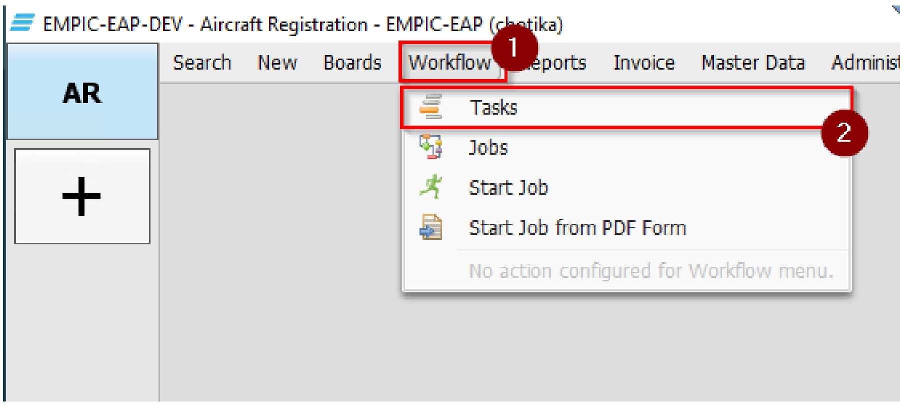


Figure 89: Investigate incoming task

Step 3: The assigned task appears in workflow task

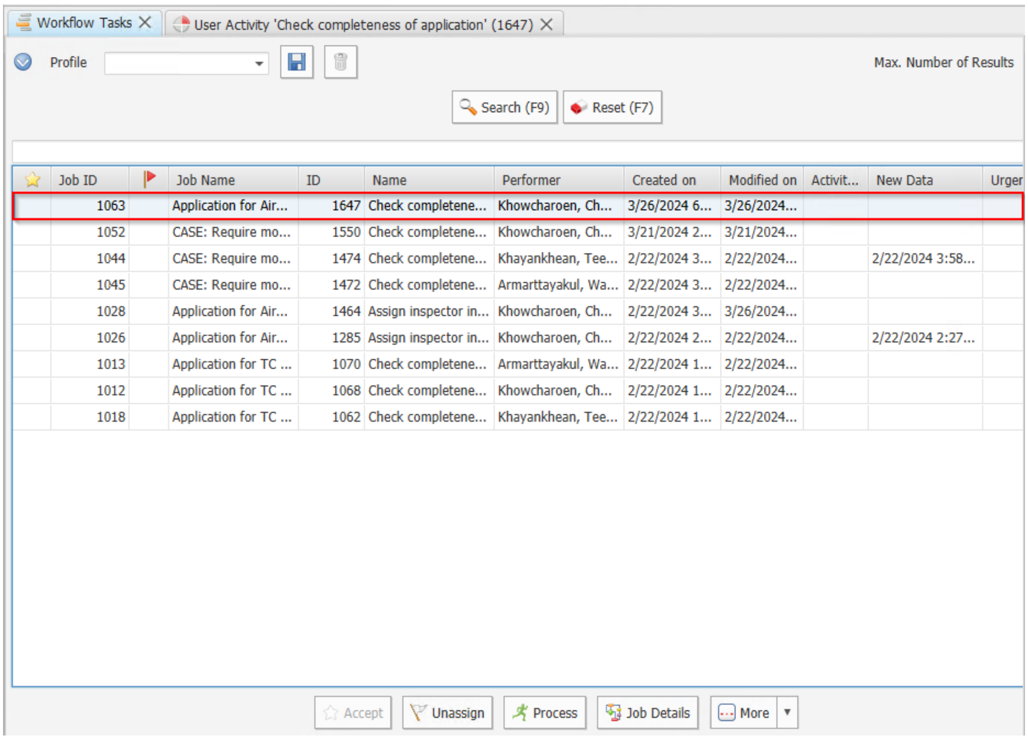


Figure 90: Assigned task in workflow task

3.2 Reassign jobs to related person

Step 1: Process to assign task

1. Select the task that want to assign
2. Click **Process** to assign task

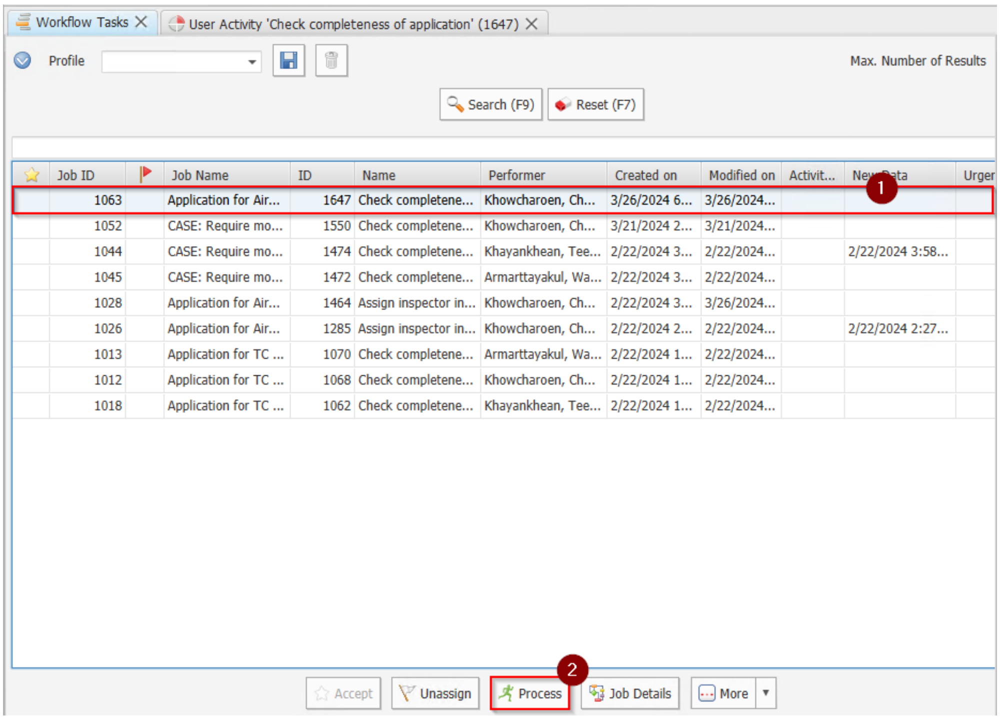


Figure 91: Click Proceed to reassign jobs

Step 2: Assign related person to do the task

1. Click **Workflow Data** tab
2. Select **Team** to assign
3. Select **Function** in team
4. Select **Performer** to do the task
5. Click **OK and Next** to assign the person to do the task

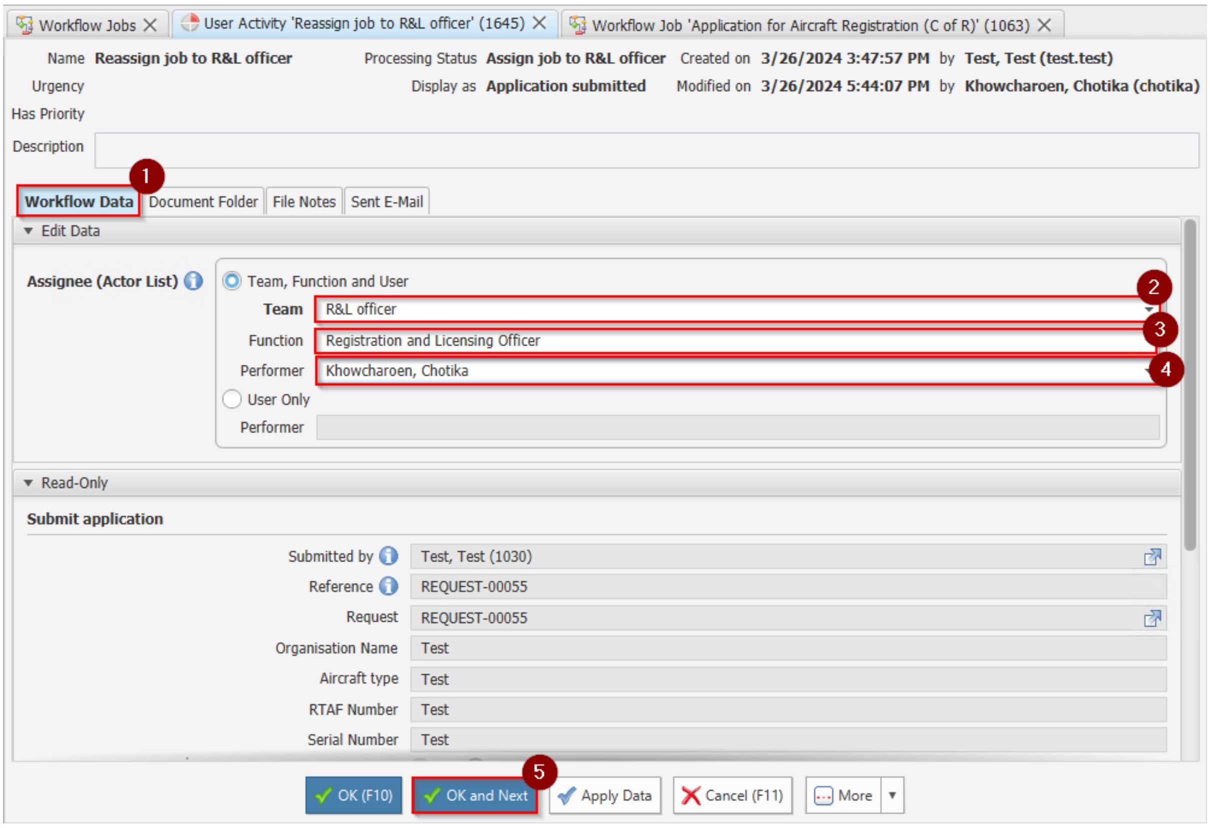


Figure 92: Assign person to do the task

3.3 Check completeness of application package

Step 1: Double-click to select task to check completeness of application package

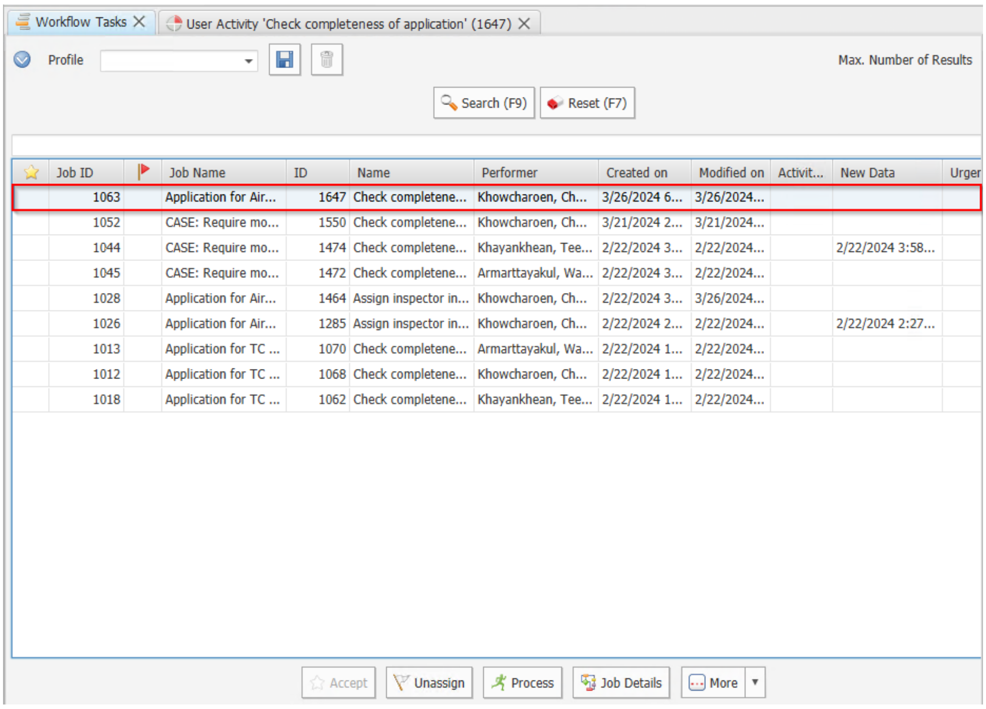


Figure 93: Select task to check completeness

Step 2: Check completeness of application package.

1. Select **Document Folder** tap
2. Click to drop-down list to show the application package
3. Investigate the application package

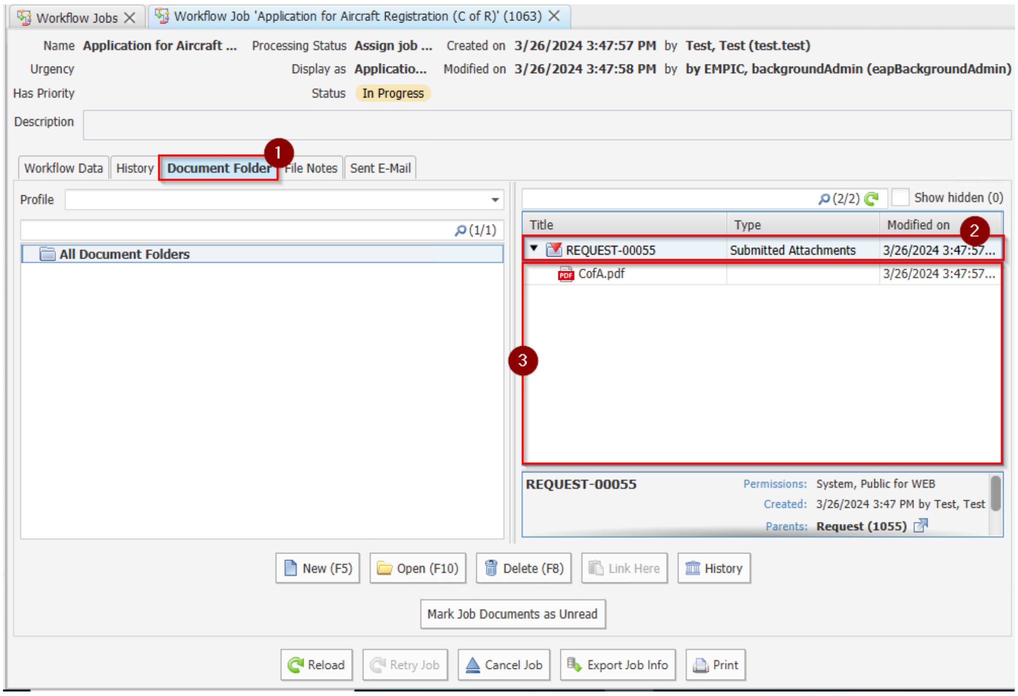


Figure 94: Check completeness of application package

Step 3: If all documents are completed…

1. Go back to Workflow Data tap
2. Mark **Yes** at All documents complete? question
3. Then, click **OK and Next**

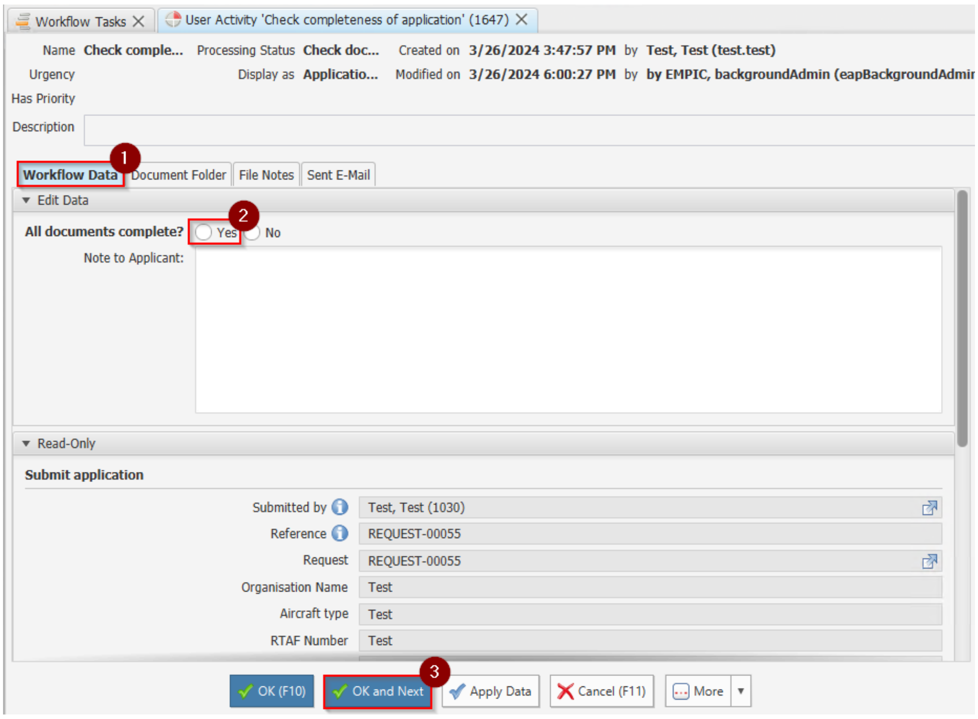


Figure 95: All documents complete

Step 4: If required more documents form the applicant

1. Mark No at All documents complete? Question
2. Add some note to the applicant about the requested documents
3. Click OK and Next to send the email back to the applicant

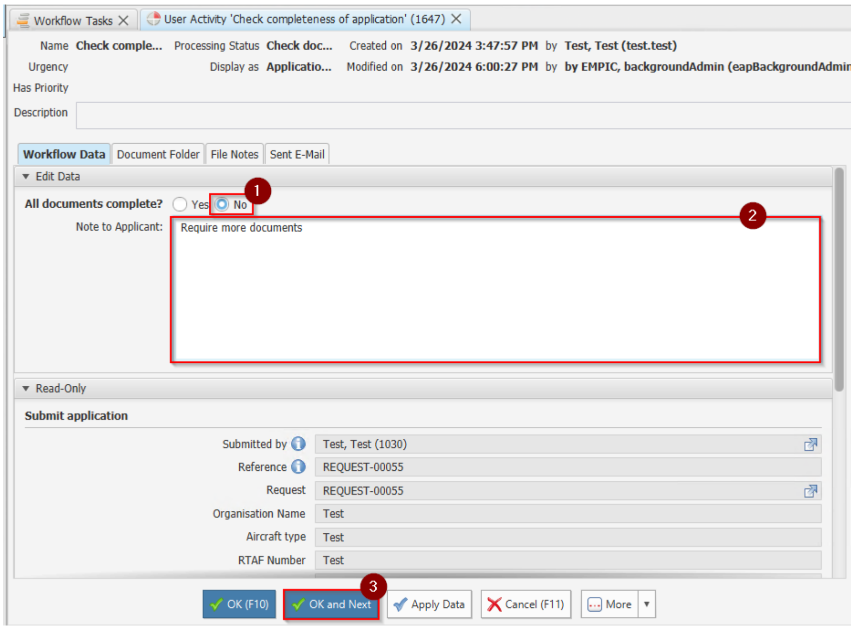


Figure 96: Require more documents

3.4 Assign Aircraft Registration in workflow

Step 1: Select Aircraft Registration that want to assign in workflow, and then click OK and Next

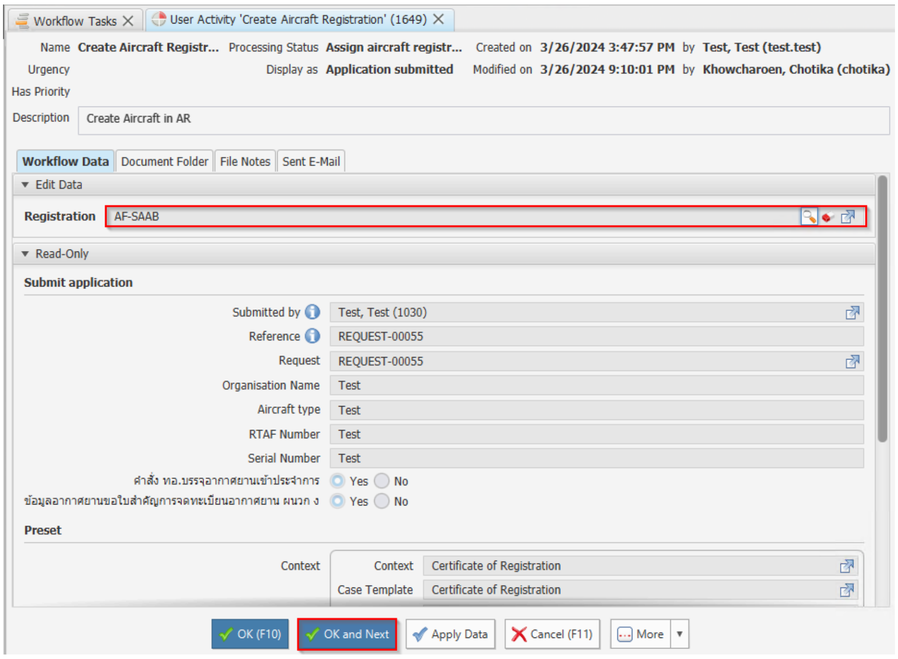


Figure 97: Assign aircraft registration in workflow

3.5 Create CASE in workflow task

Step 1: In workflow data tap, click the arrow on the red box to create CASE via workflow task

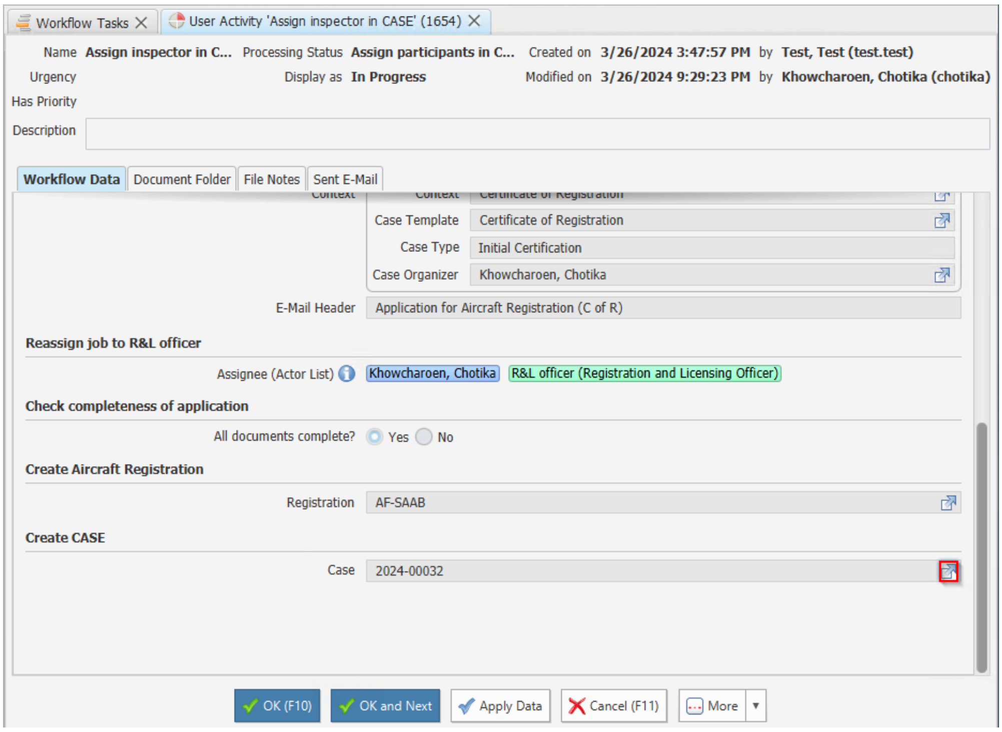


Figure 98: Assign aircraft registration in workflow

3.6 Close CASE via workflow

Step 1: When all CASE is fulfilled, go back to workflow task and select the task to close

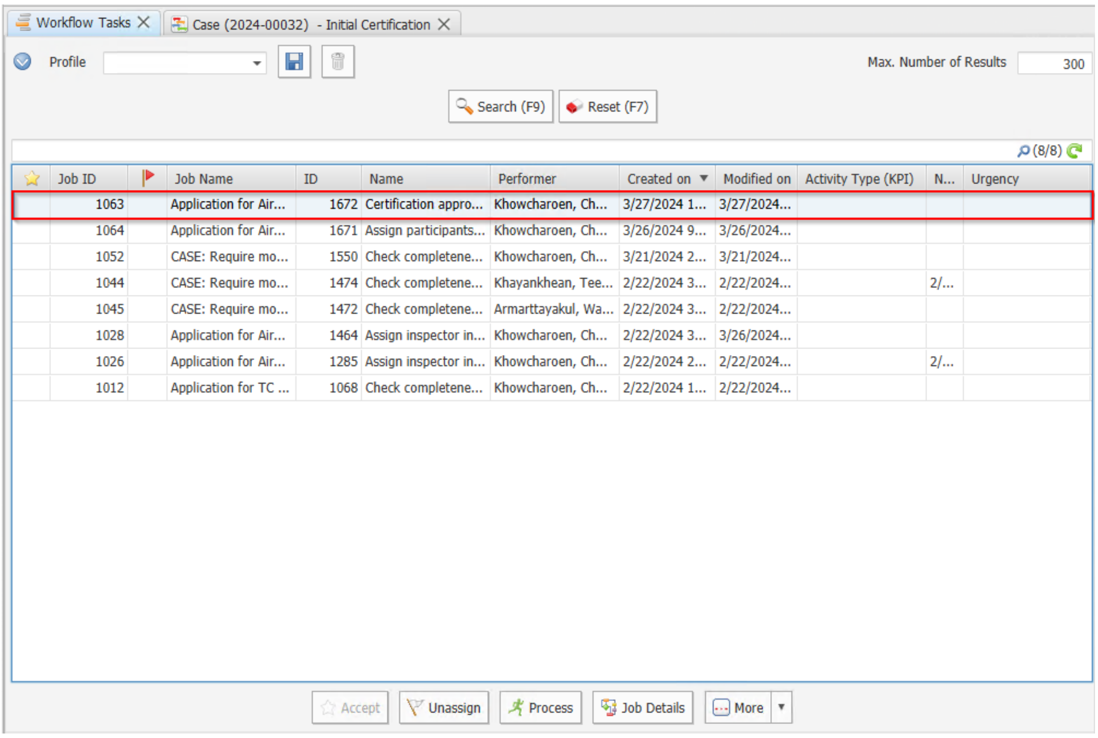


Figure 99: Select task to close

Step 2: When the task is selected

1. Click Yes in All task are competed
2. Change CASE status to Closed
3. Change CASE status to Closed Successful
4. Click OK and Next to confirm

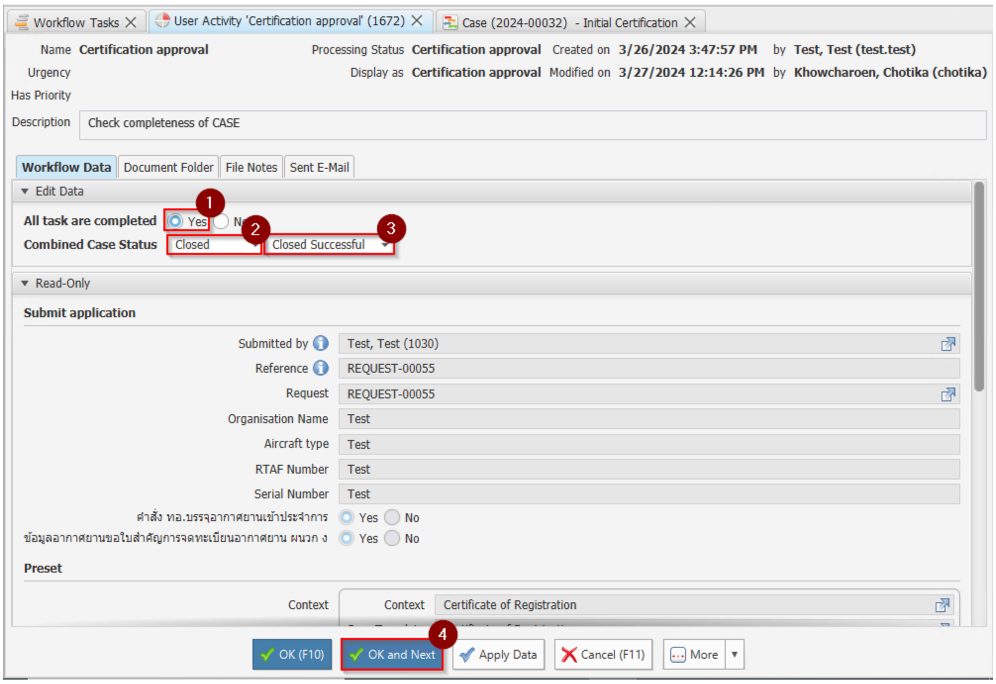


Figure 100: Change CASE Status

3.7 Cancel CASE via workflow

Step 1: Select workflow task to cancel

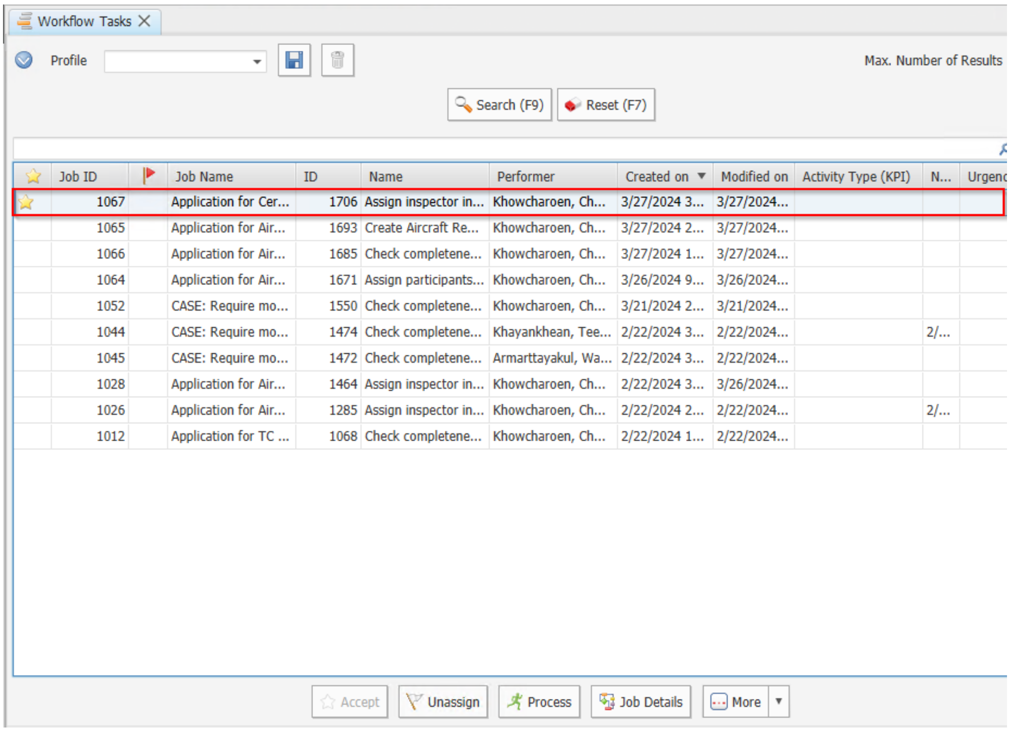


Figure 101: Select workflow task

Step 2: Cancel workflow job by clicking more and then click cancel job

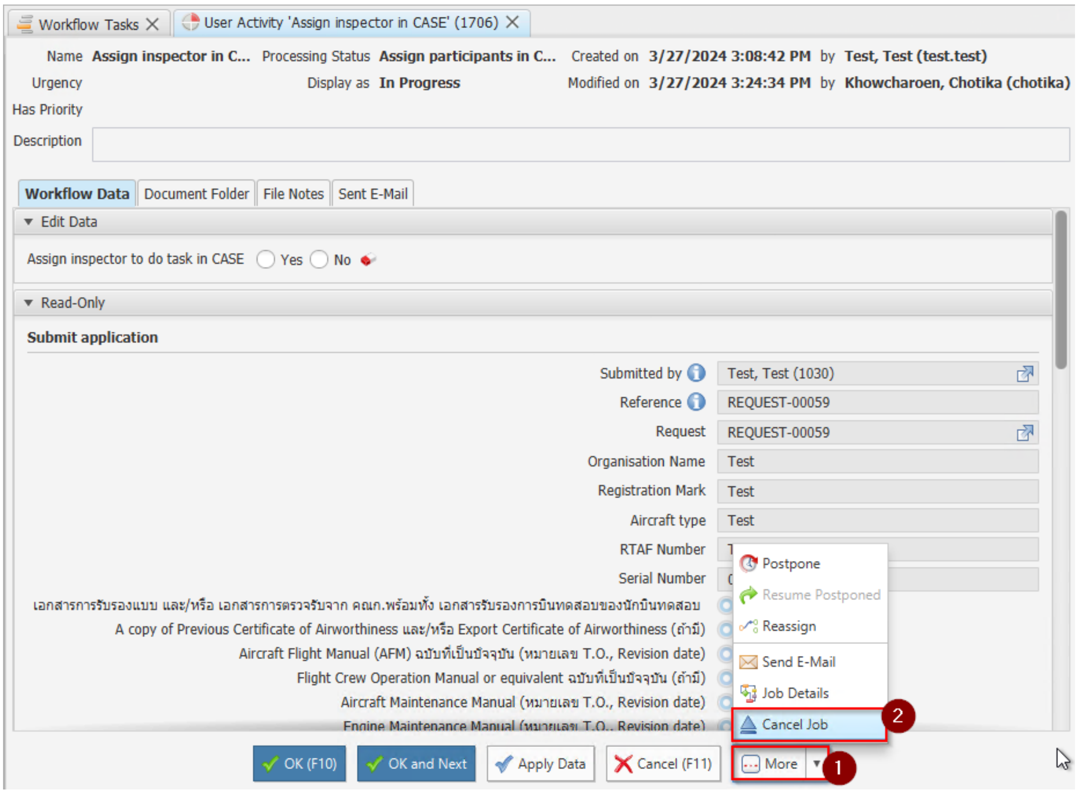


Figure 102: Cancel Jobs

4 CASE Management of TC and AR

4.1 Create CASE

Step 1: Select **Aircraft Registration** or **Type Certification** Module

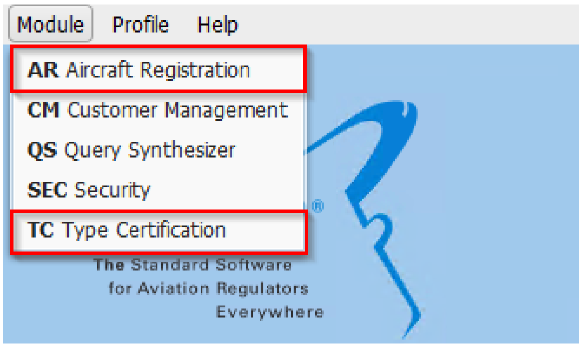


Figure 103: Selected module window

Step 2: Search **Registration** (for AR) or **Type** (for TC)

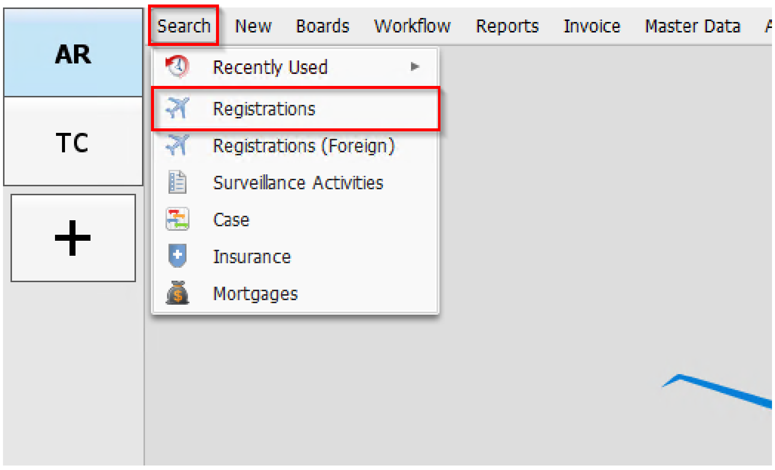


Figure 104: Search for Aircraft Registration to create CASE

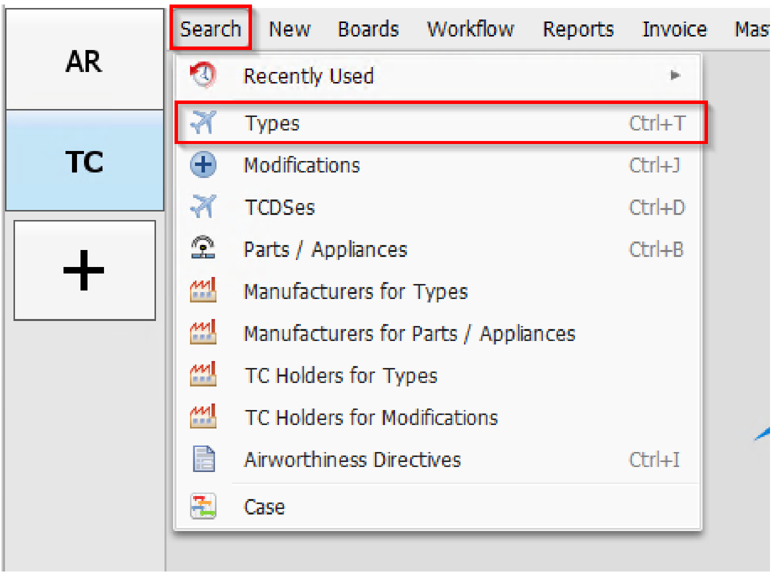


Figure 105: Search for Aircraft Type to create CASE

Step 3: Select aircraft or registration to set up CASE

1. Click **search** to search for aircraft or registration
2. Select **aircraft** or **registration** to set up CASE

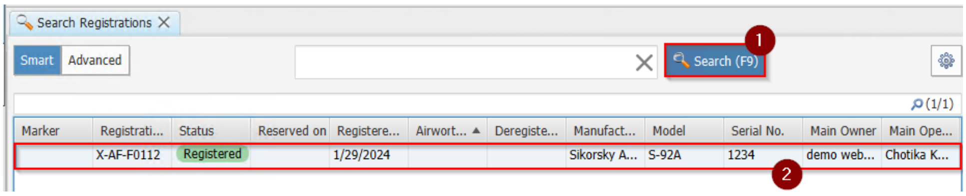


Figure 106: Select Aircraft Registration to set up CASE

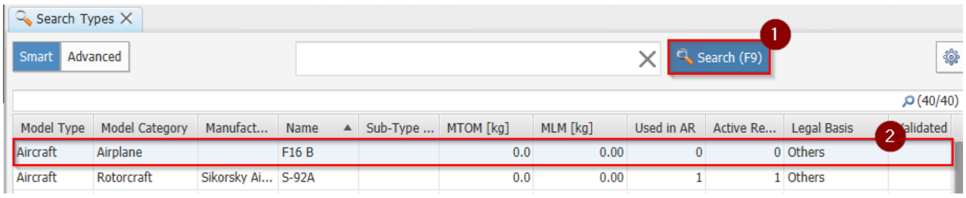


Figure 107: Select Aircraft Type to set up CASE

4.2 Setting up a case

Step 1: Select **CASE Management** in the selected aircraft or registration

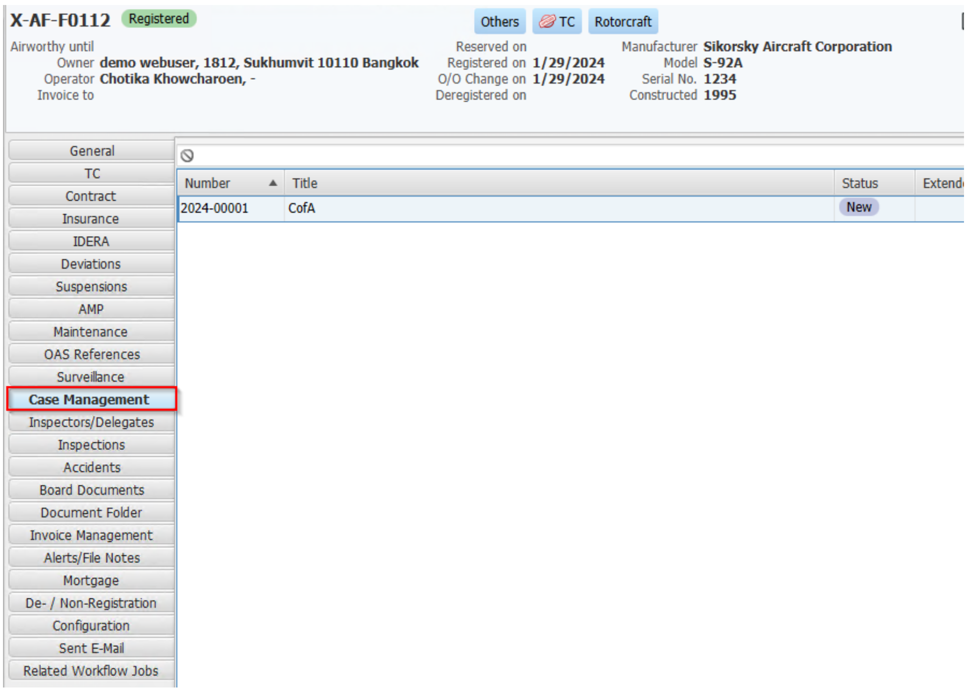


Figure 108: Create new case in AR

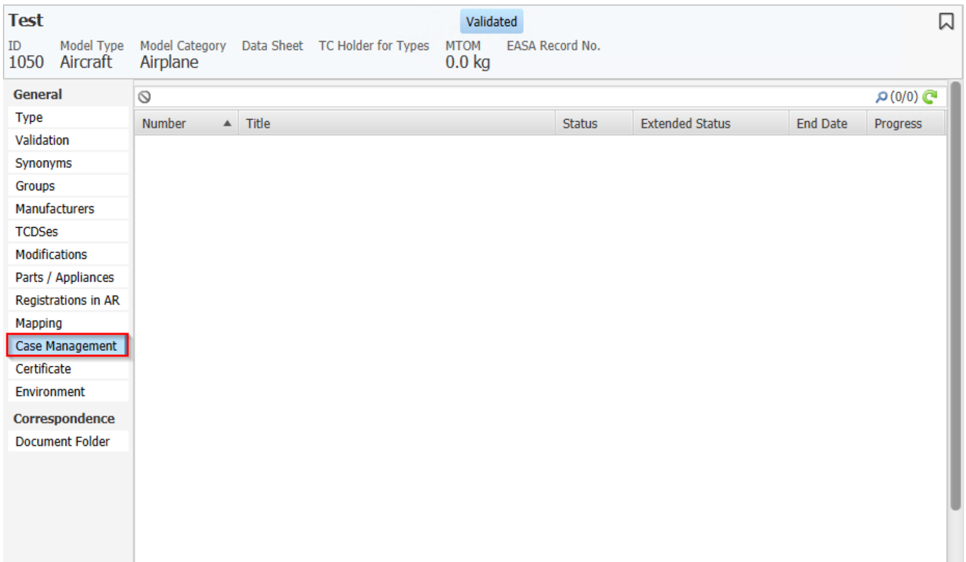


Figure 109: Create new case in TC

Step 2: Click **New** to create new CASE

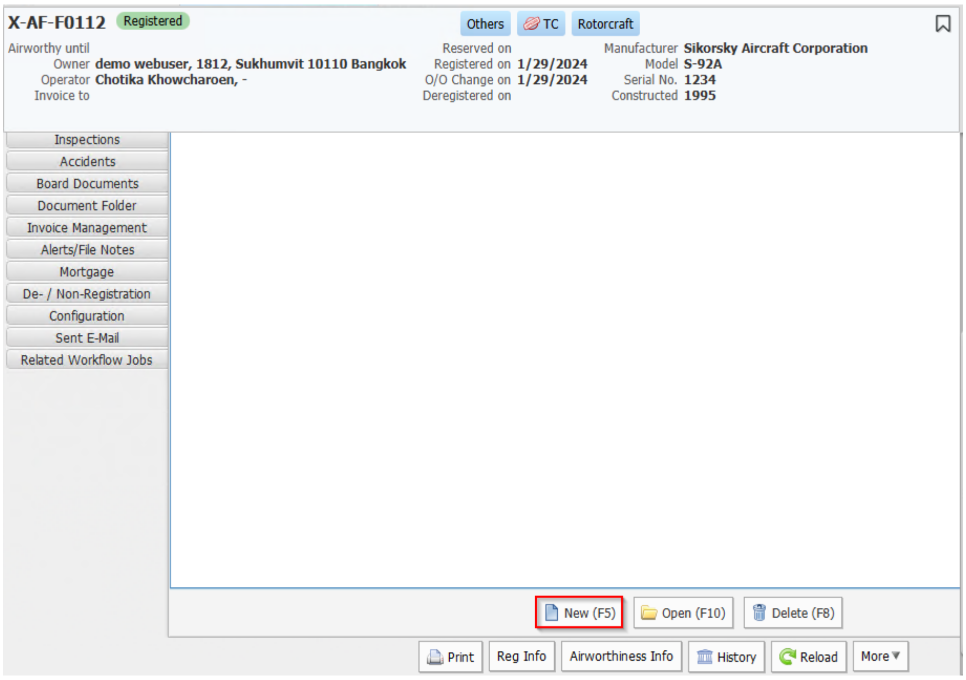


Figure 110: New case information window

Step 3: Adding CASE data (for both TC and AR)

1. Enter CASE's Number
2. Enter CASE's Context
3. Enter CASE's Type
4. Enter **Status**
5. Enter Request Date (Requested on)
6. Add Organiser/ Admin
7. Enter CASE's Title
8. Add CASE's Template following by the list in the table below
9. Click **OK** to confirm the data

Table 1: List of case template

List of Case template
Certificate of Airworthiness
Reissue of Certificate of Airworthiness
Renew of Certificate of Airworthiness
Certificate of Registration
Reissue Certificate of Registration
Temporary Certificate of Registration
TC and STC Validation
Reissue TC and STC Validation

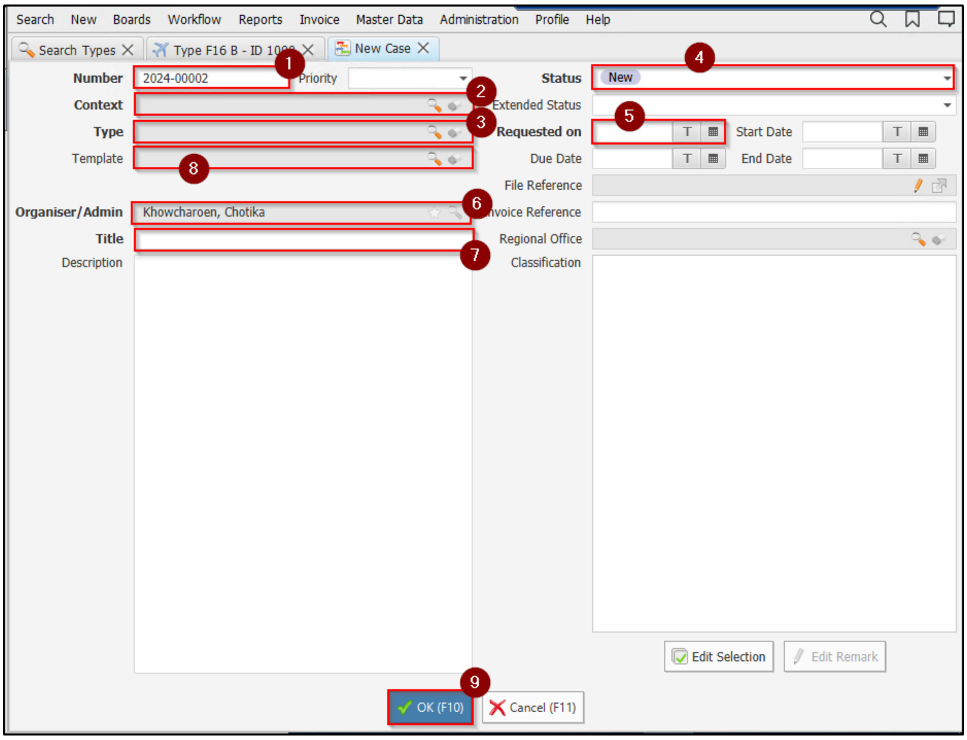


Figure 111: Filled new case information window

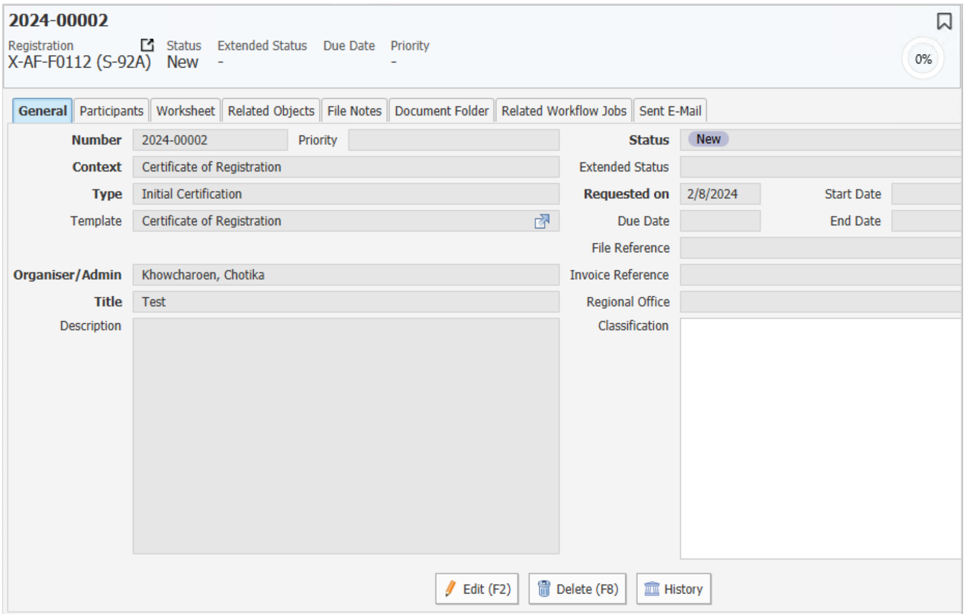


Figure 112: New created CASE

4.3 Assign Participants

Step 1: Click **Participants** tab to assign the participant

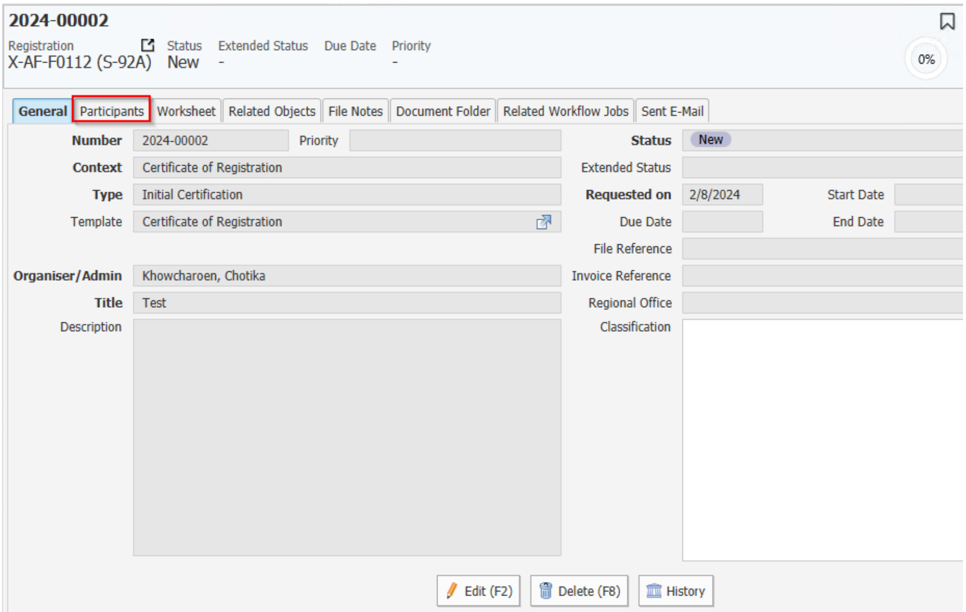


Figure 113: Participants tab of Aircraft Rgistration

Step 2: Under **Participants** tab, add the certification team by

1. Right click at function
2. **Add person** at the authority function

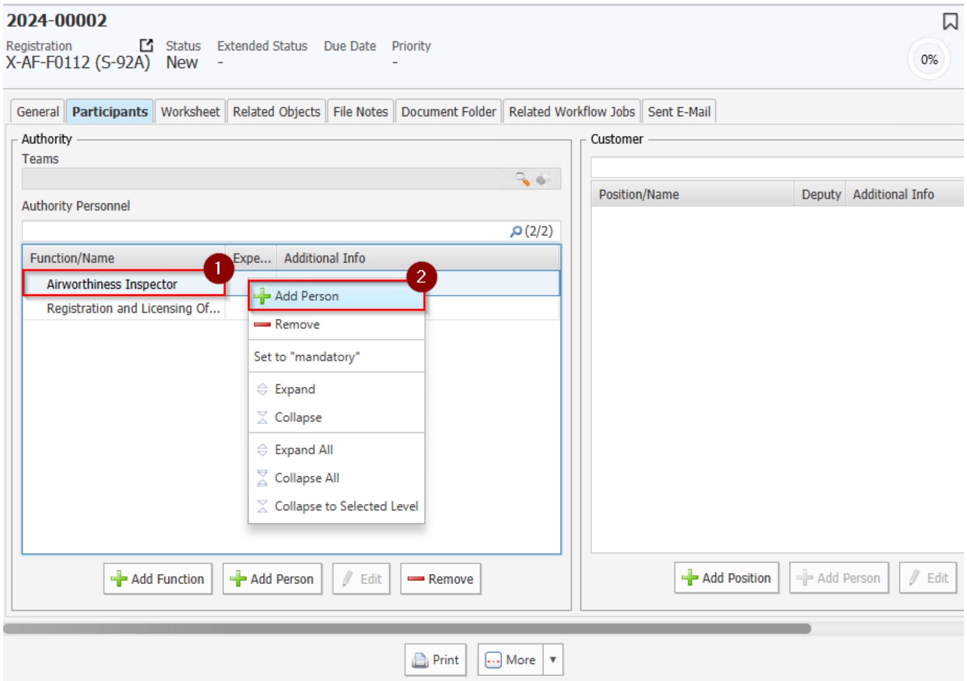


Figure 114: Add person at the authority function

Step 2: Choose inspector for each function

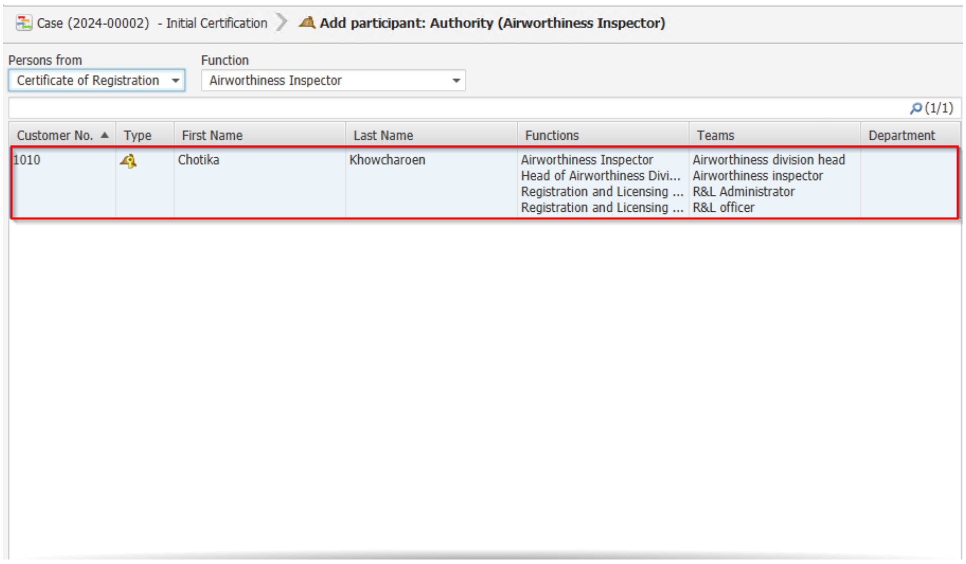


Figure 115: Choose inspector

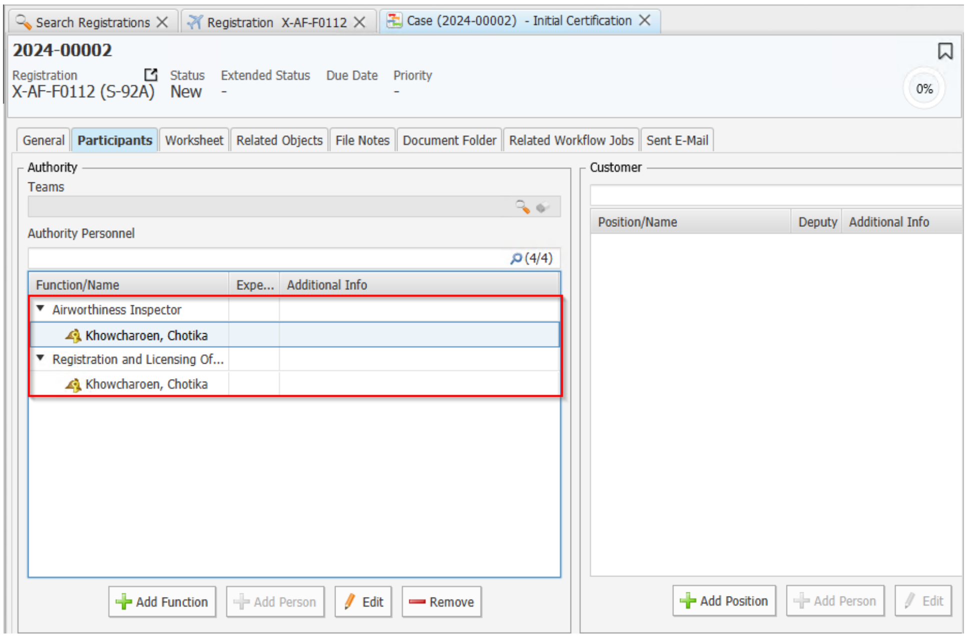


Figure 116: Assigned inspector

4.4 CASE Worksheet Item (CWI) management

4.4.1 Assign inspector to do task in CASE

Step1: Click **Worksheet** to assign inspector

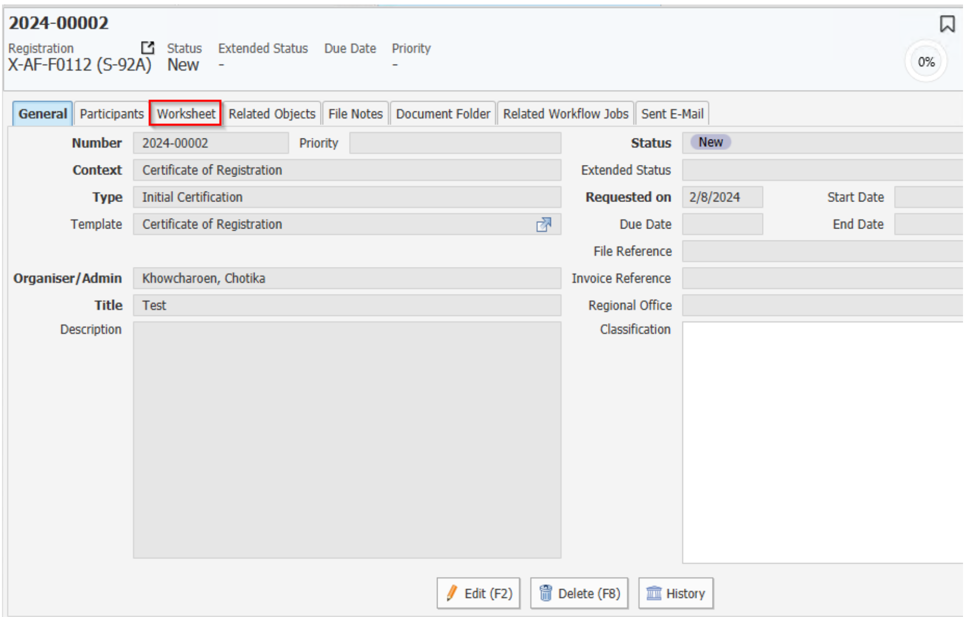


Figure 117: Assign inspector in Case

Step 2: Assign inspector in each task

1. Right-click on task
2. Select **Assignee** to assign inspector

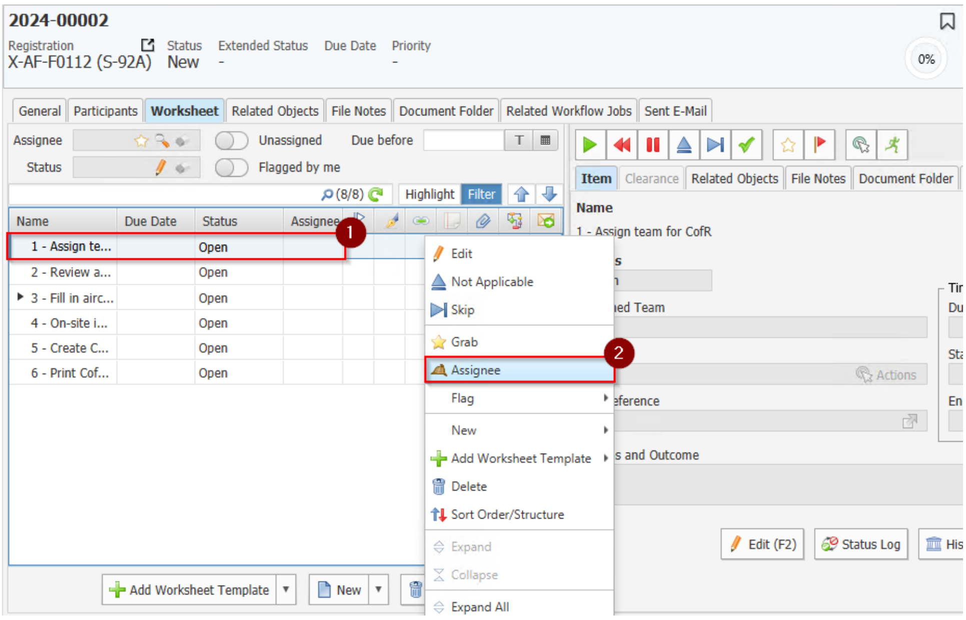


Figure 118: Assign the inspector in task

Step 3: Select inspector to assign in task

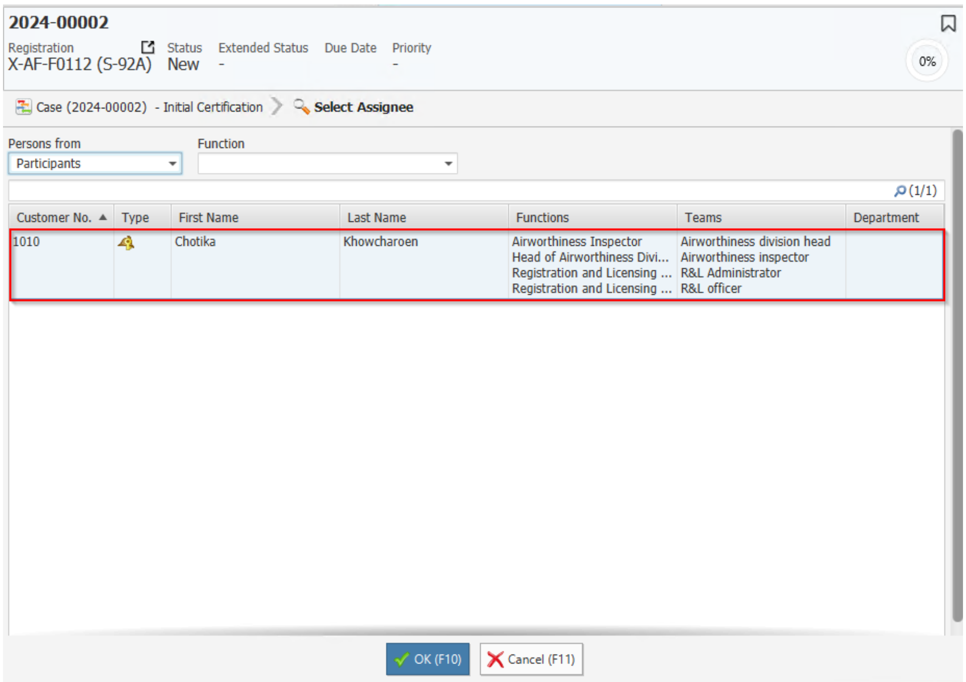


Figure 119: Choose the competent person

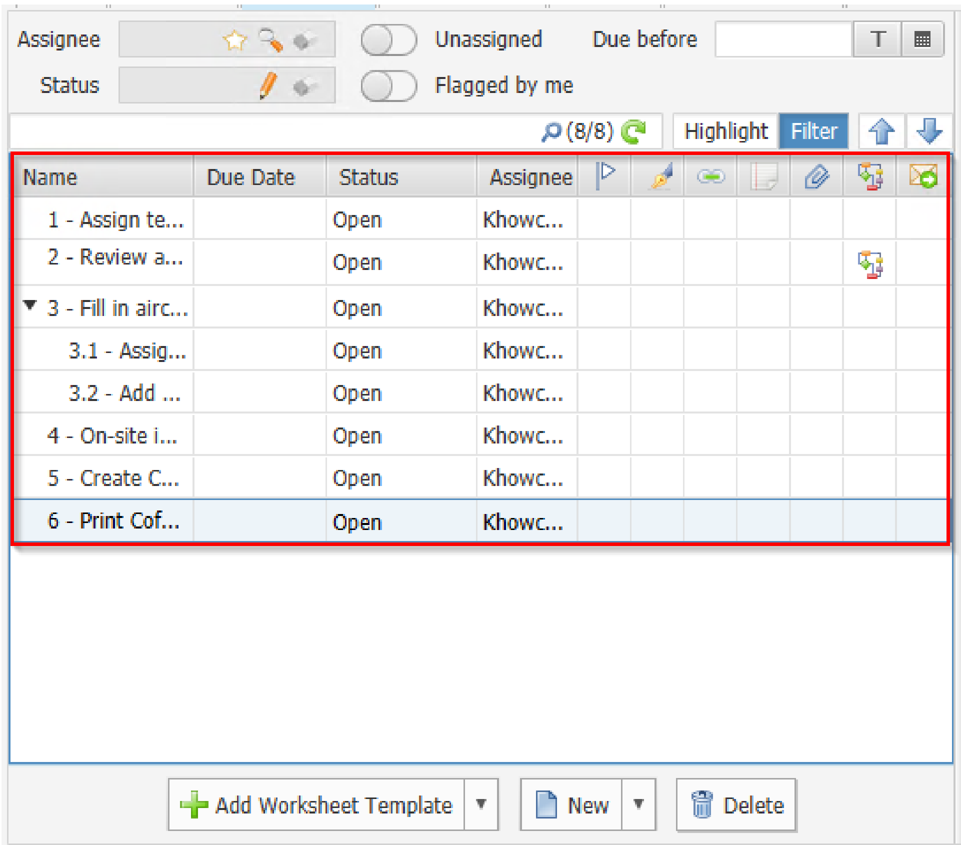


Figure 120: Chosen competent person

4.4.2 Finalise CASE worksheet task

Step 1: Click **Worksheet** to finalise CASE worksheet task

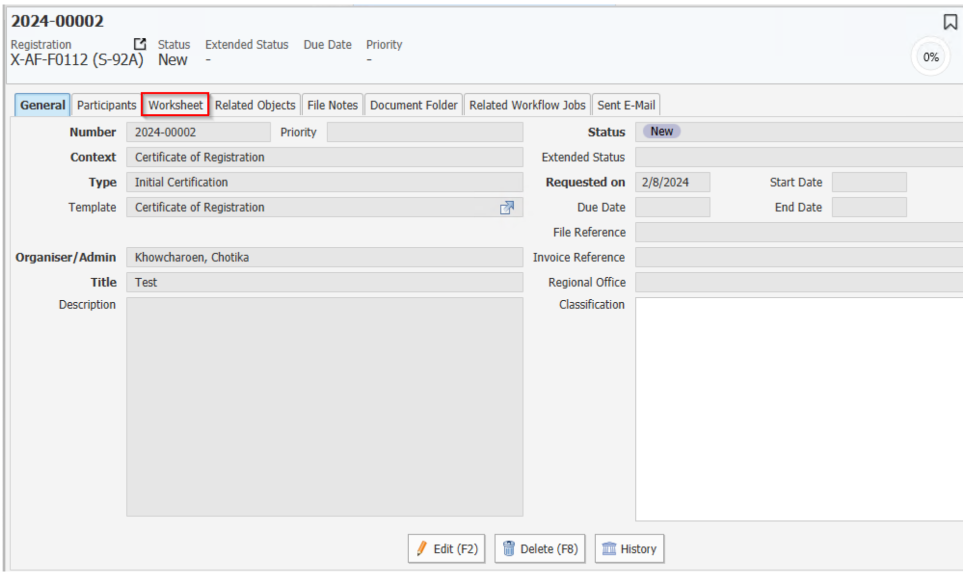


Figure 121: Open case to finalise task

Step 2: Click **Green Tick** to finalise CASE worksheet

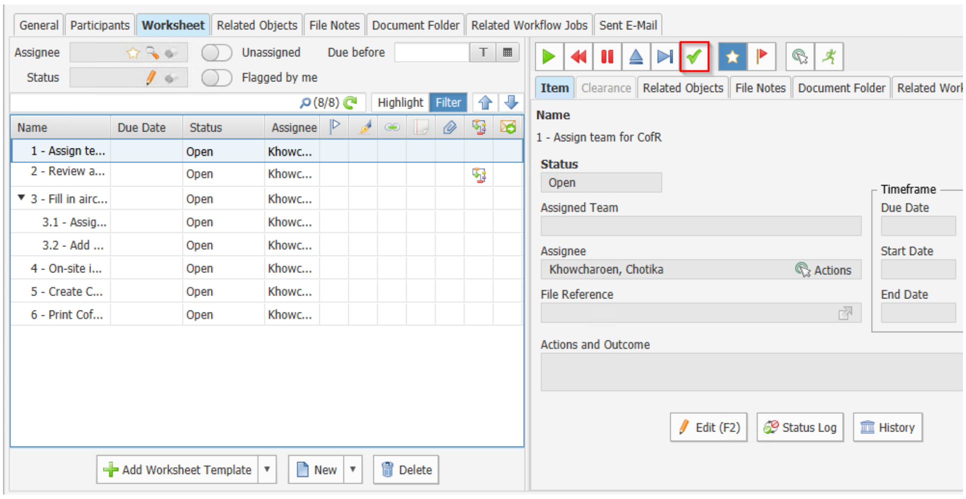


Figure 122: Finalise CASE worksheet

Step 3: Fulfilled the assignee in each task

1. Click the **drop-down list** in **Status** tab, and select Fulfilled
2. Select **OK** to confirm

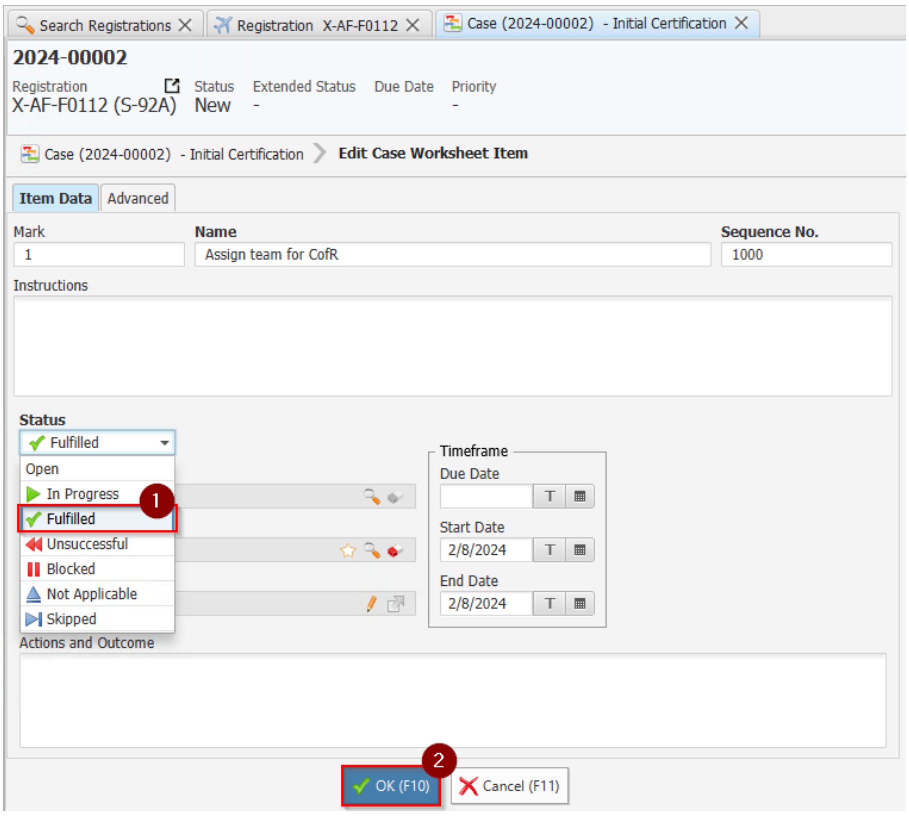


Figure 123: Assignee finalise to do task

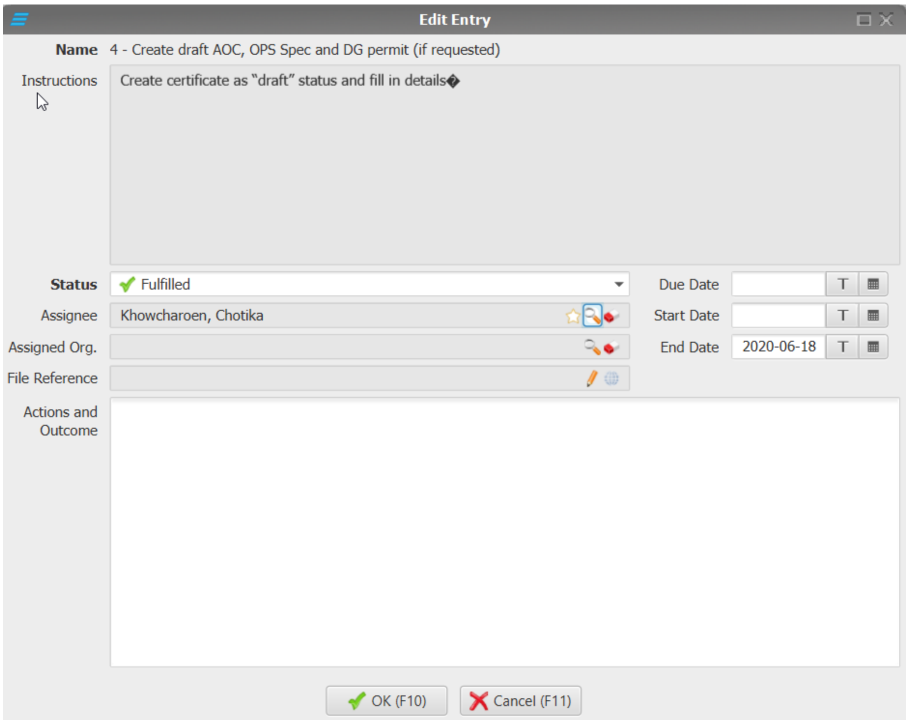


Figure 124: Selected status

4.5 CASE Worksheet item list

After assign the assignee in the CASE, the task will appear for the assignee. The assignee can investigate their own task by…

Step 1: Select the board tab, and click the CASE worksheet item list. The assignee can investigate their own task in the list below.

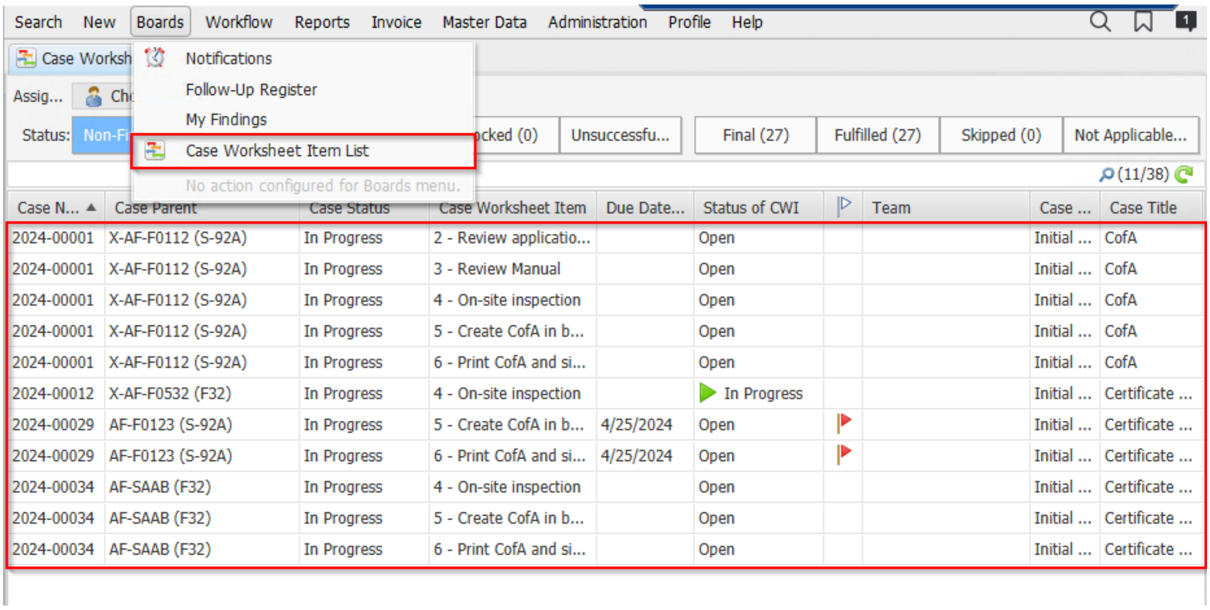


Figure 125: CASE Worksheet item list

4.6 Email management

4.6.1 Send email via Case worksheet

Step1: Click **Worksheet** to send Email

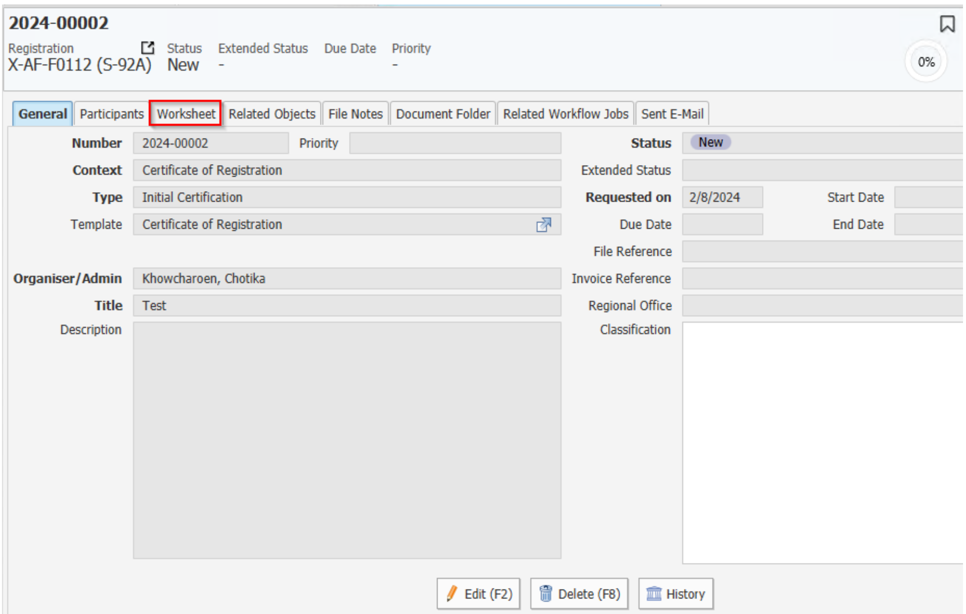


Figure 126: CASE Worksheet tab

Step 2: Select Action

1. Select the task that want to send an Email
2. Click **Action button**

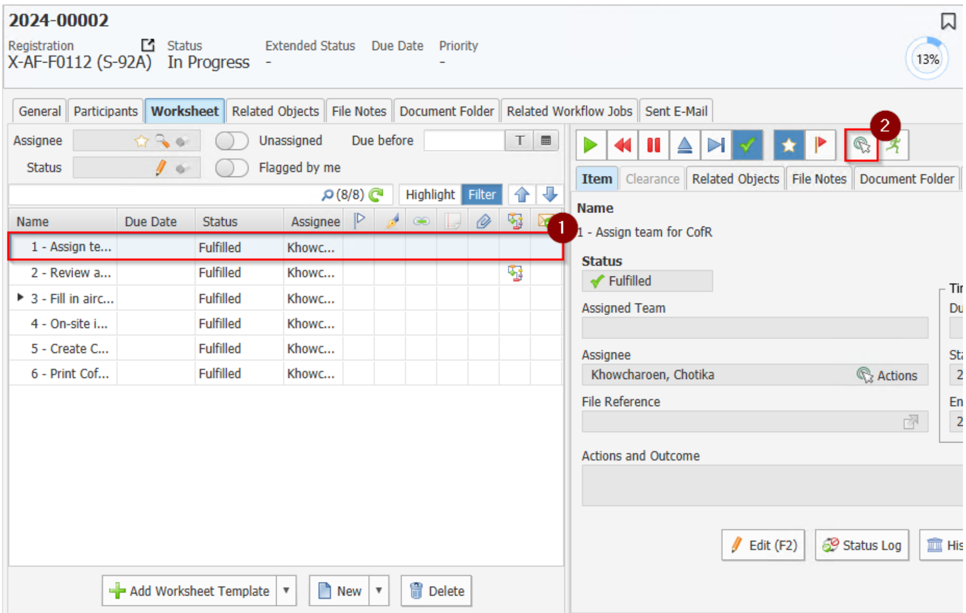


Figure 127: Select Action in task

1. Click **Send** E-Mail
2. Select the E-Mail Template to send

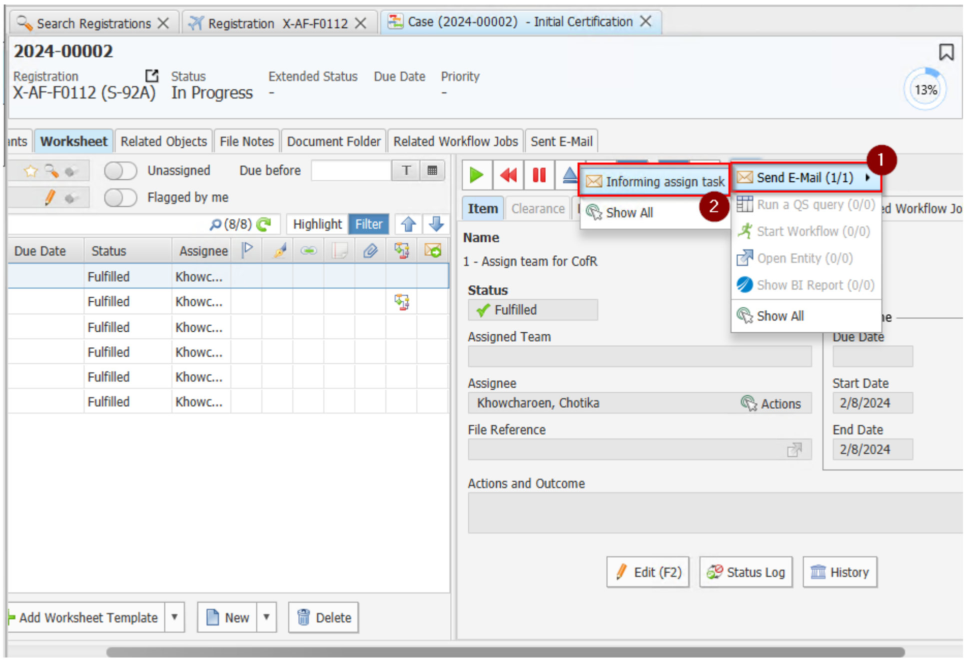


Figure 128: Send E-Mail via CASE

Step 3: Send E-Mail

1. Enter the E-Mail address for sending the E-Mail
2. Click Send E-Mail

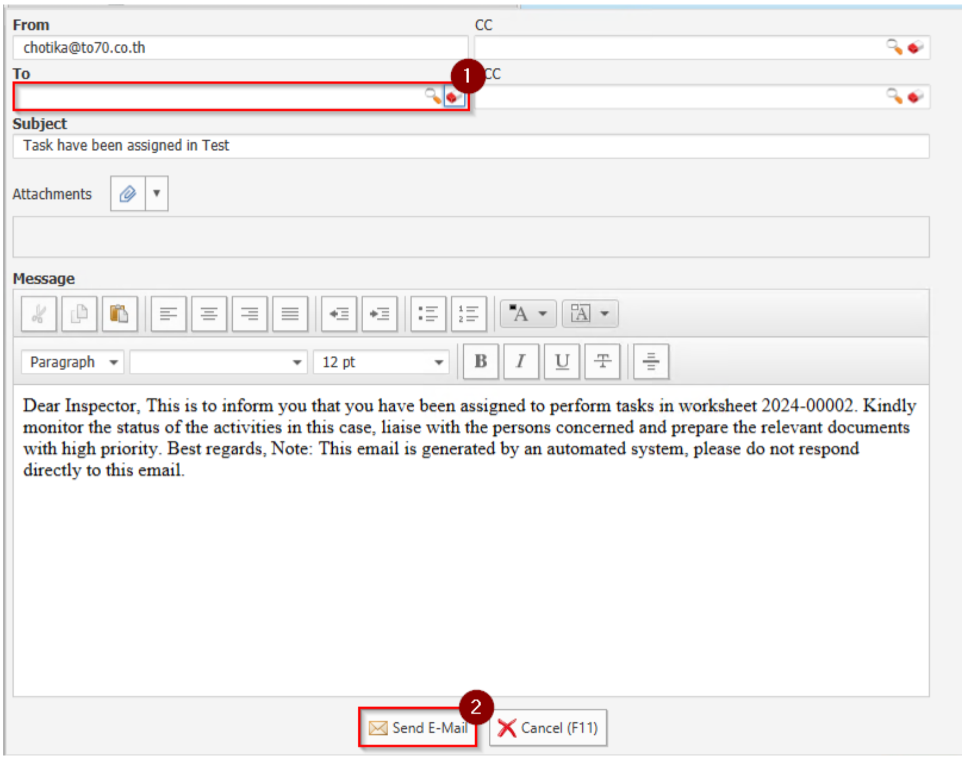


Figure 129: E-Mail detail

4.7 Run workflow via CASE

Step 1: Click **Worksheet** to run workflow

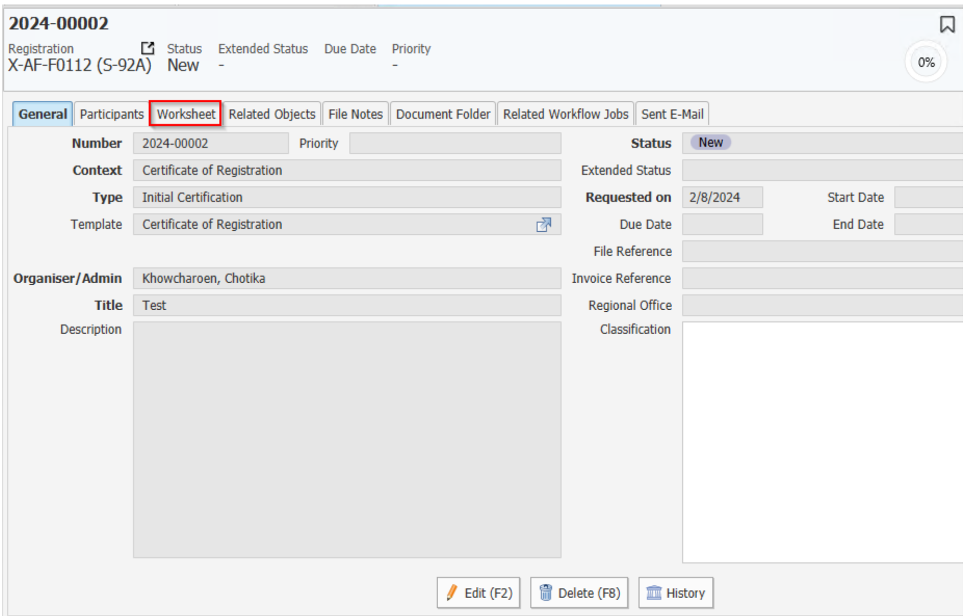


Figure 130: CASE Worksheet tab

Step 2: Run workflow

1. **Select task that contain** the workflow (the task that contain the workflow will show the icon as shown in green box)
2. Click Run icon

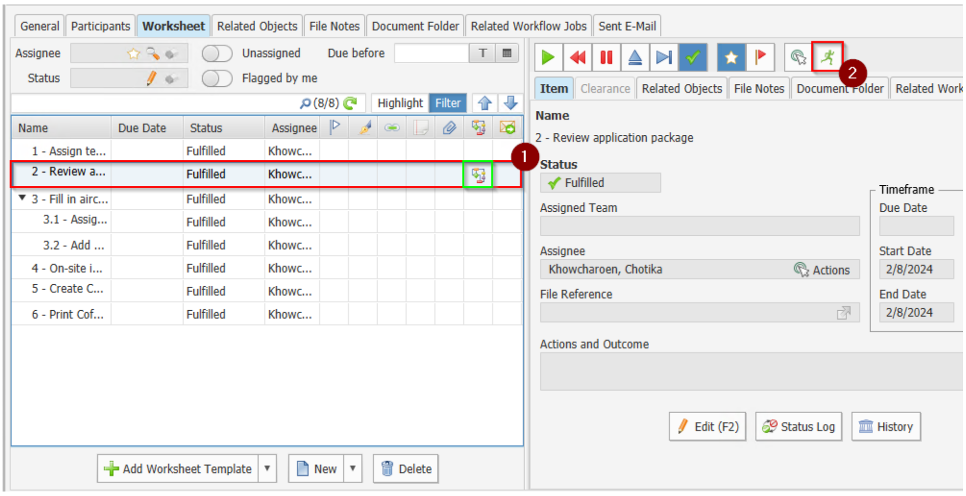


Figure 131: Run workflow in task

1. In the Run tab, select workflow to run
2. Click **Run**

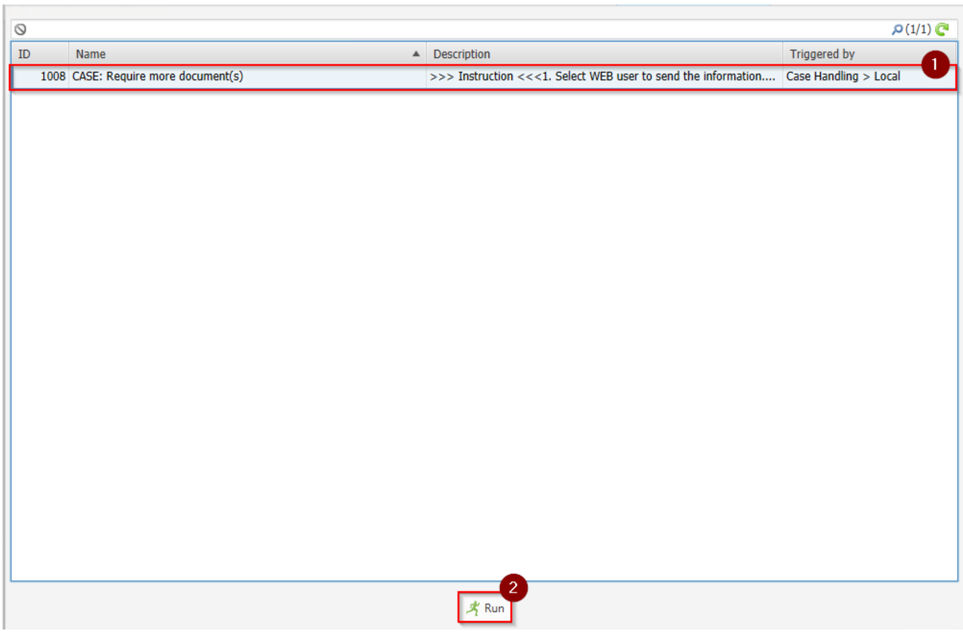


Figure 132: Selected workflow for running

1. Select the WEB User
2. Click **OK** to run the workflow

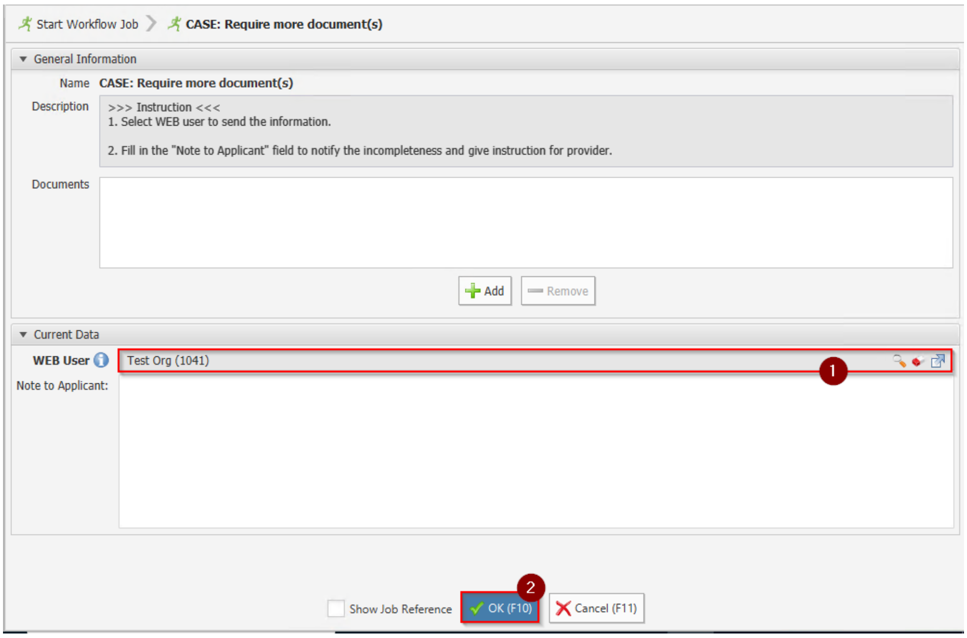


Figure 133: Selected WEB User for running

After run completed, the workflow will become the icon below

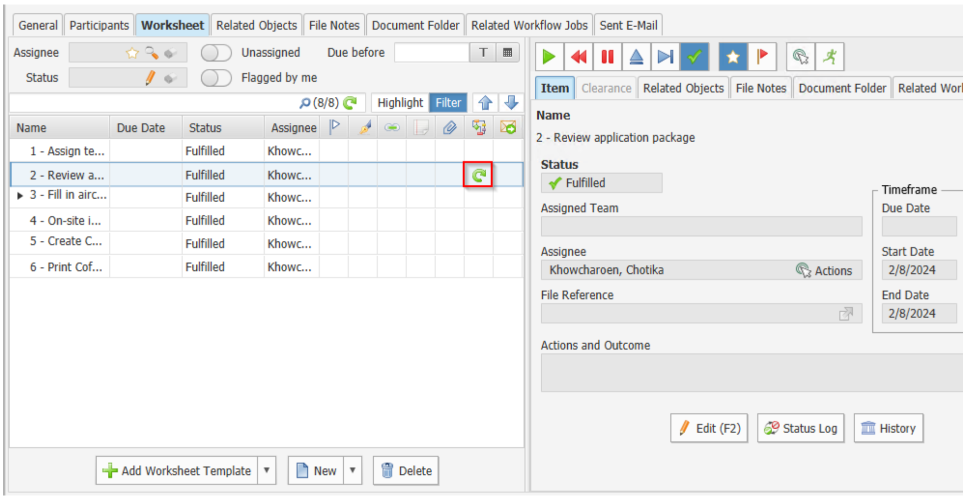


Figure 134: Run CASE

5 Surveillance Activity

5.1 Create Surveillance Activity

Step1: Click **Worksheet** to create Surveillance Activity

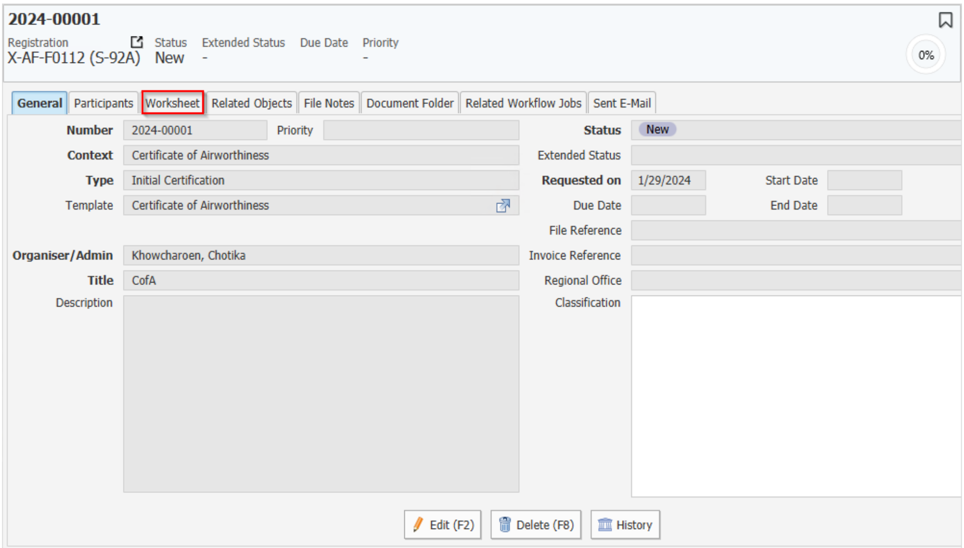


Figure 135: CASE Worksheet tab

Step 2: Create new surveillance activity

1. Select task that want to add surveillance activity
2. Click on **Related Objects** tab
3. Click **New**
4. Select Surveillance Activity

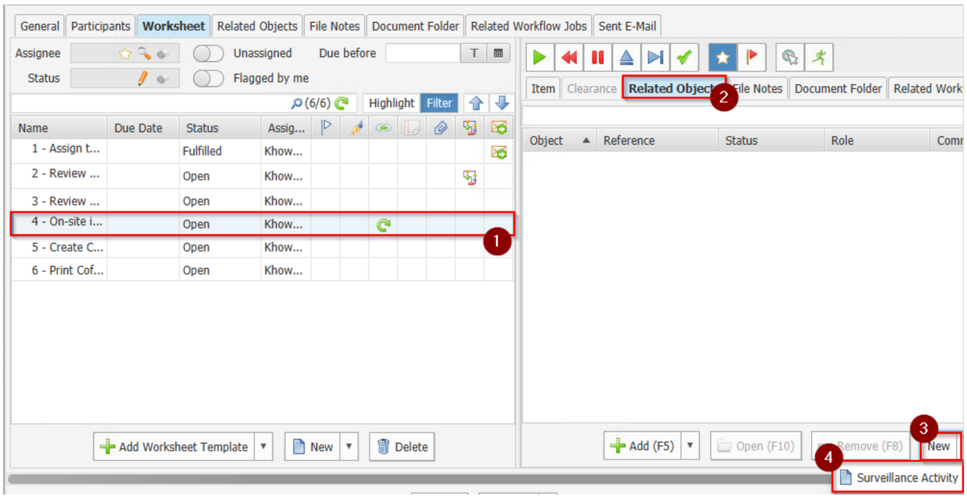


Figure 136: Related Objects tab in CASE worksheet

Step 3: Select Surveillance Template

1. Choose Surveillance Template
2. Click **Next**

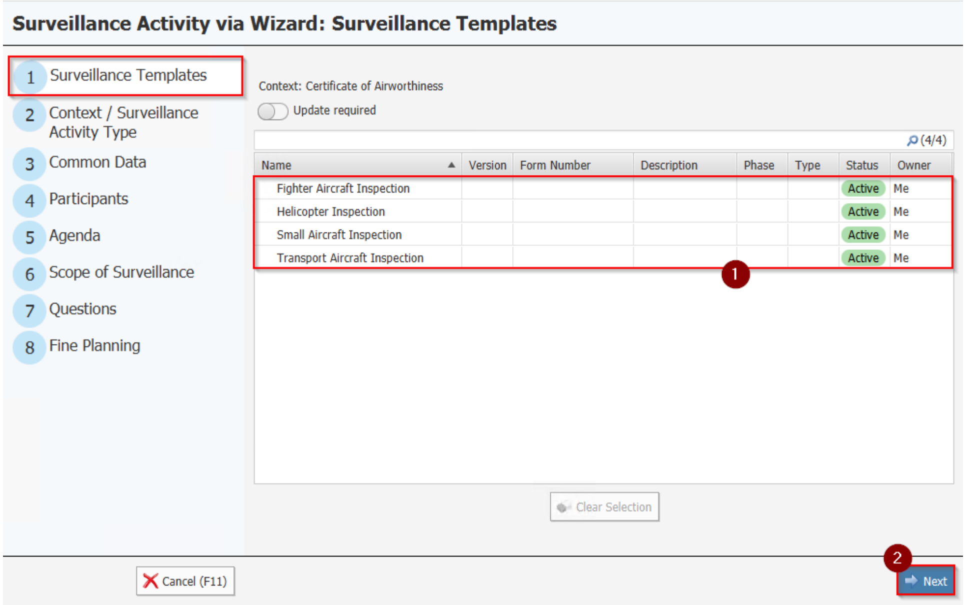


Figure 137: Select the surveillance activity template

Step 4: Select Context/ Surveillance Activity Type

1. Select **Context**
2. Click **Next**

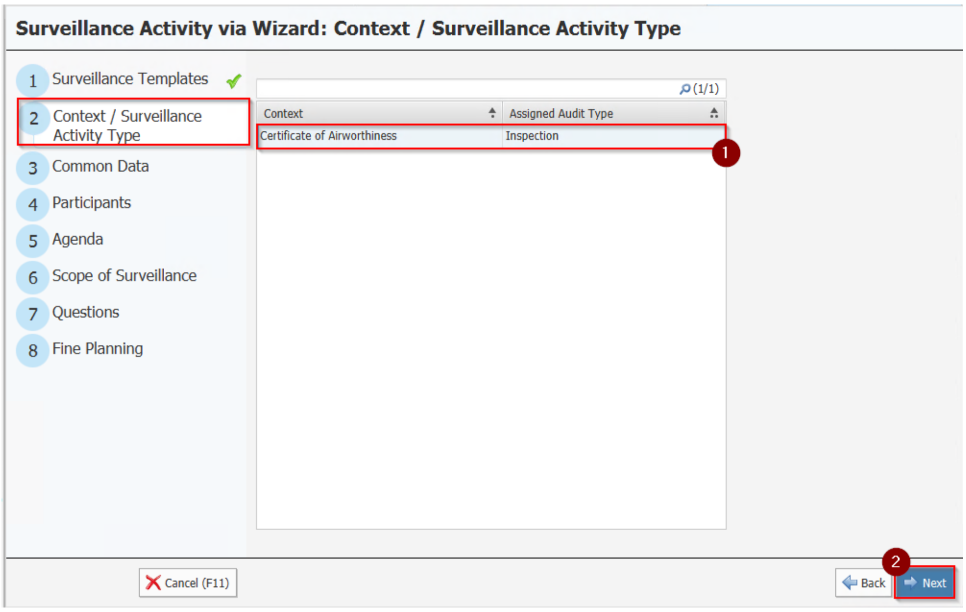


Figure 138: Select Context/ Surveillance Activity Type

Step 4: Fill in data following information below:

- Number of Days
- Start (date)
- End (date)
- Time Zone (choose "(GMT+.7:00) Asia/Bangkok")
- Context
- Type
- Phase
- Method
- Organiser (Name)
- Certificate (certificate number)

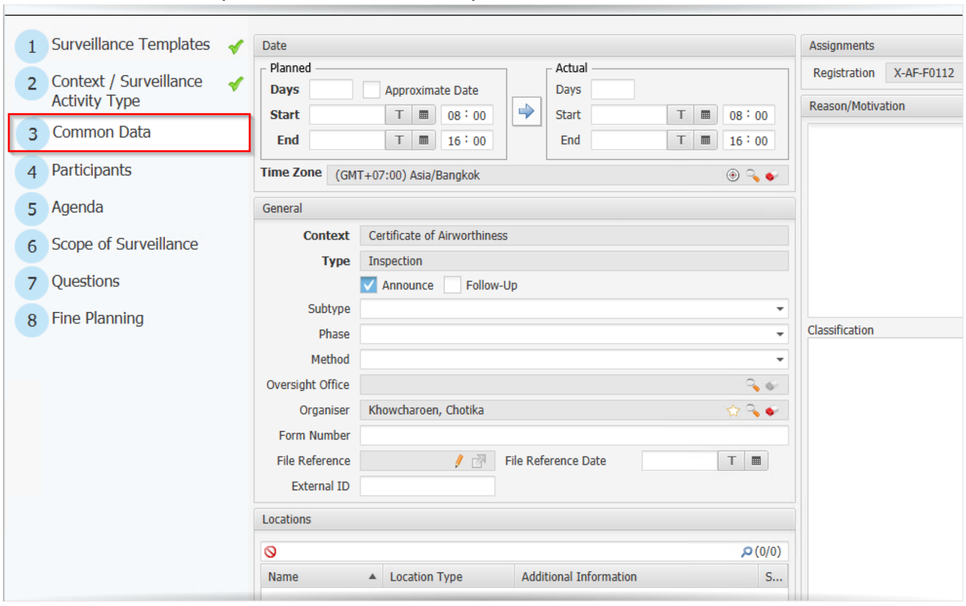


Figure 139: Fill in the common Data

Then click **Next**

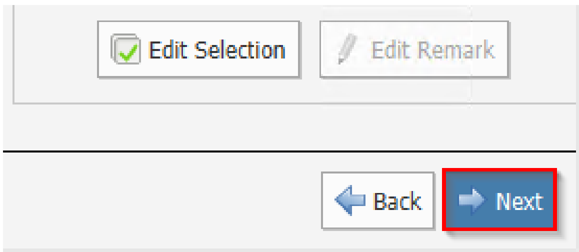


Figure 140: Click Next to confirm

Step 5: Click Team in Participant

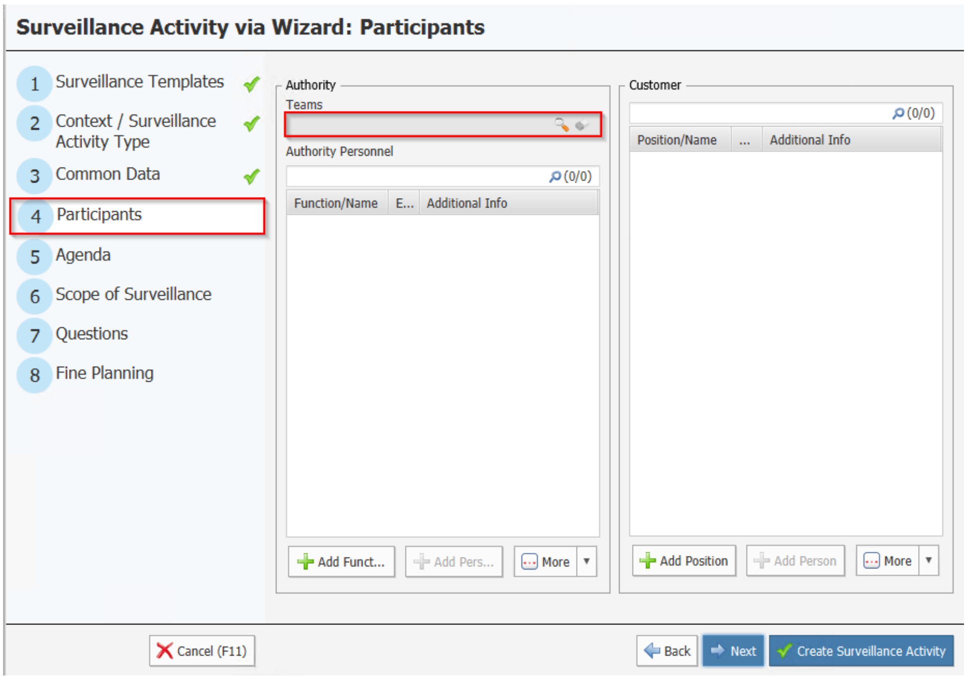


Figure 141: Select Participant Team

Step 6: Select Team

1. Choose **Team** to assign
2. Click **OK**

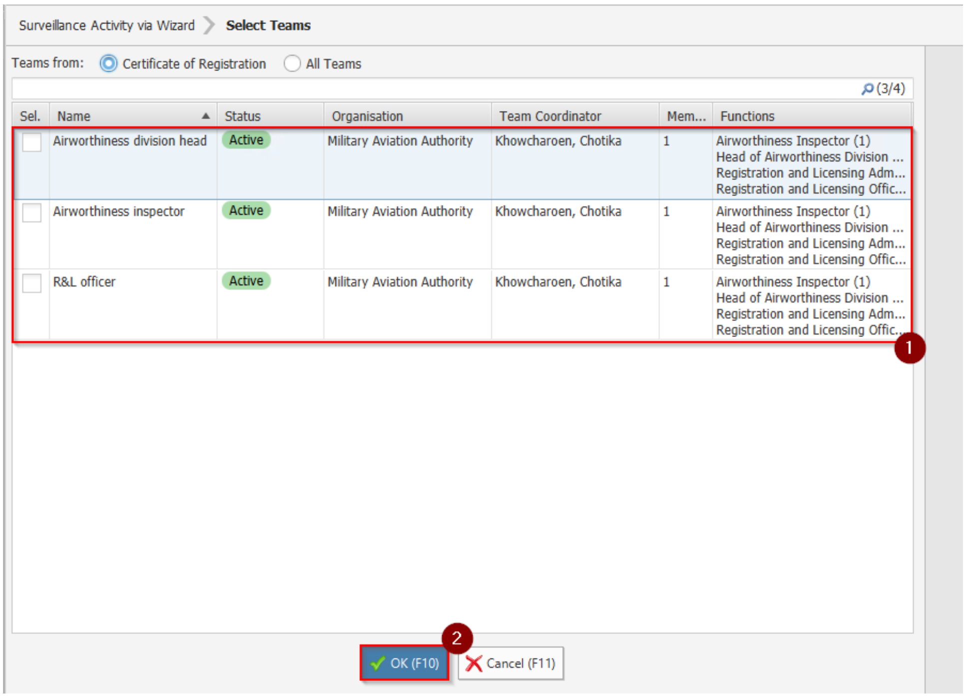


Figure 142: Select Team

Step 7: Add Function

1. Click **Add Function**
2. Select **Function** to add
3. Click **OK**

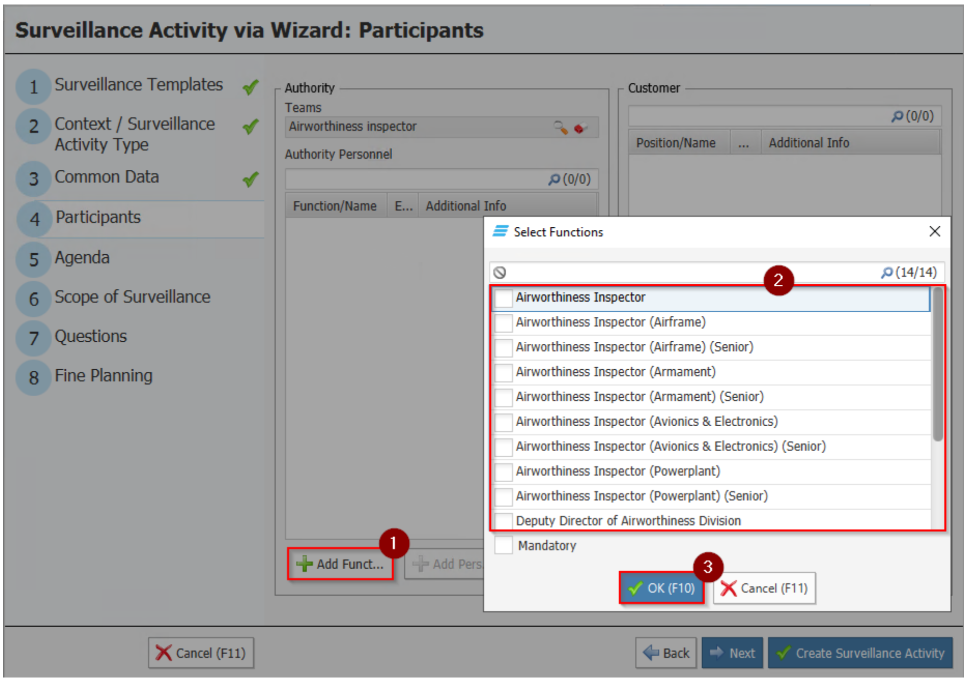


Figure 143: Add Function in the team

Step 8: Add Person in Function

Click **Add Person**

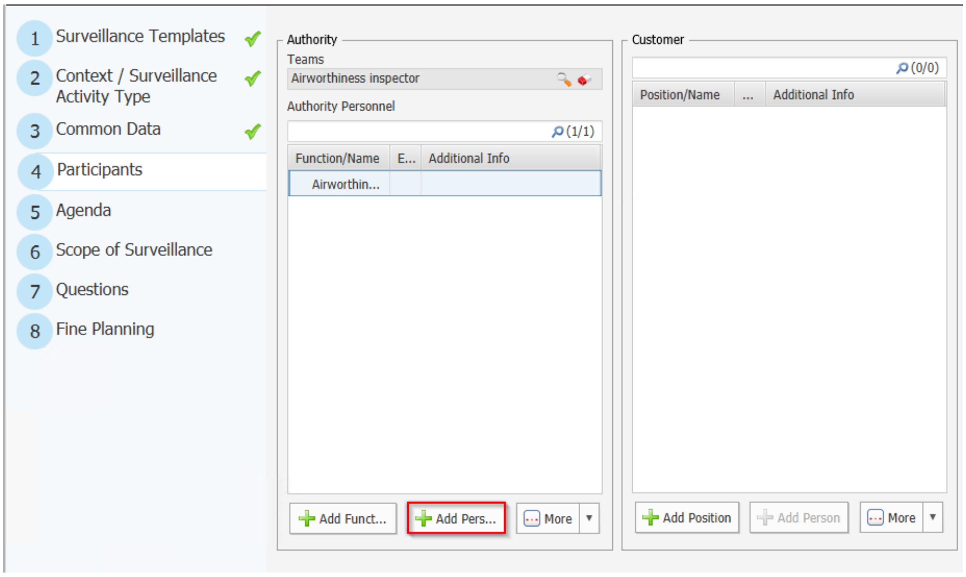


Figure 144: Add Person in Function

Select person to assign and click **OK**

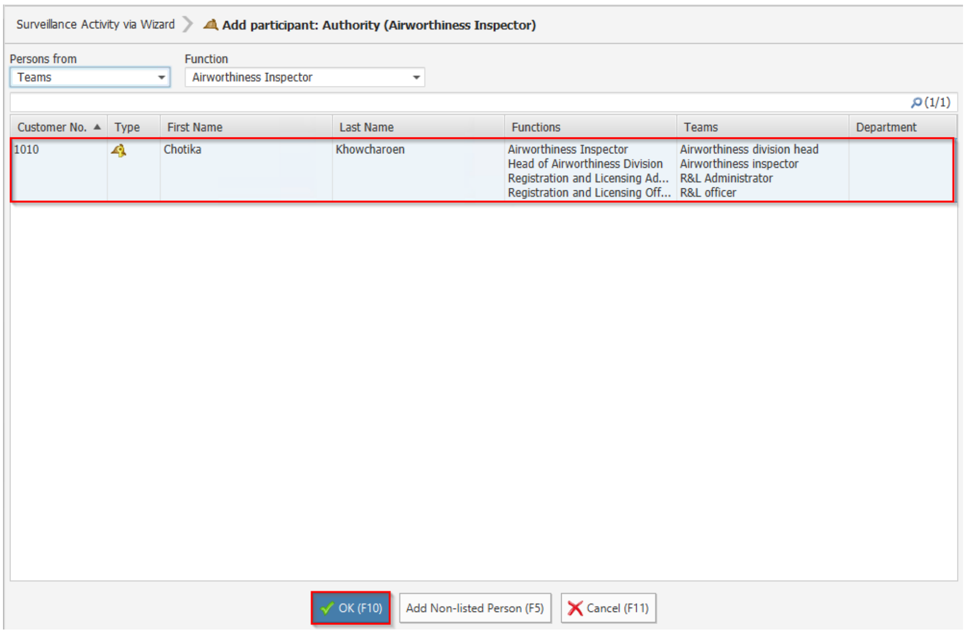


Figure 145: Select person in function

Step 9: Click **Create Surveillance Activity**

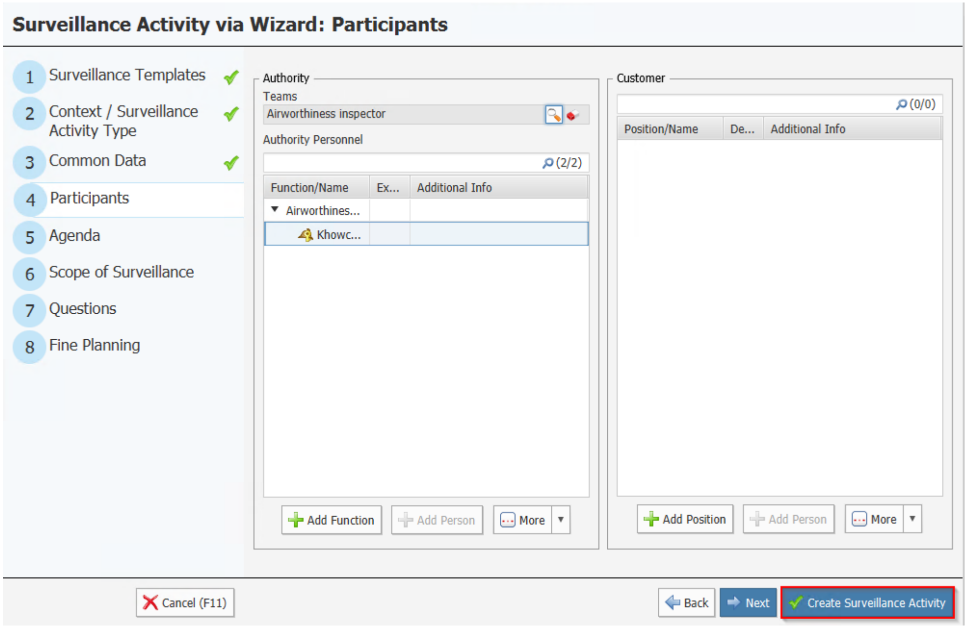


Figure 146: Click to create surveillance activity

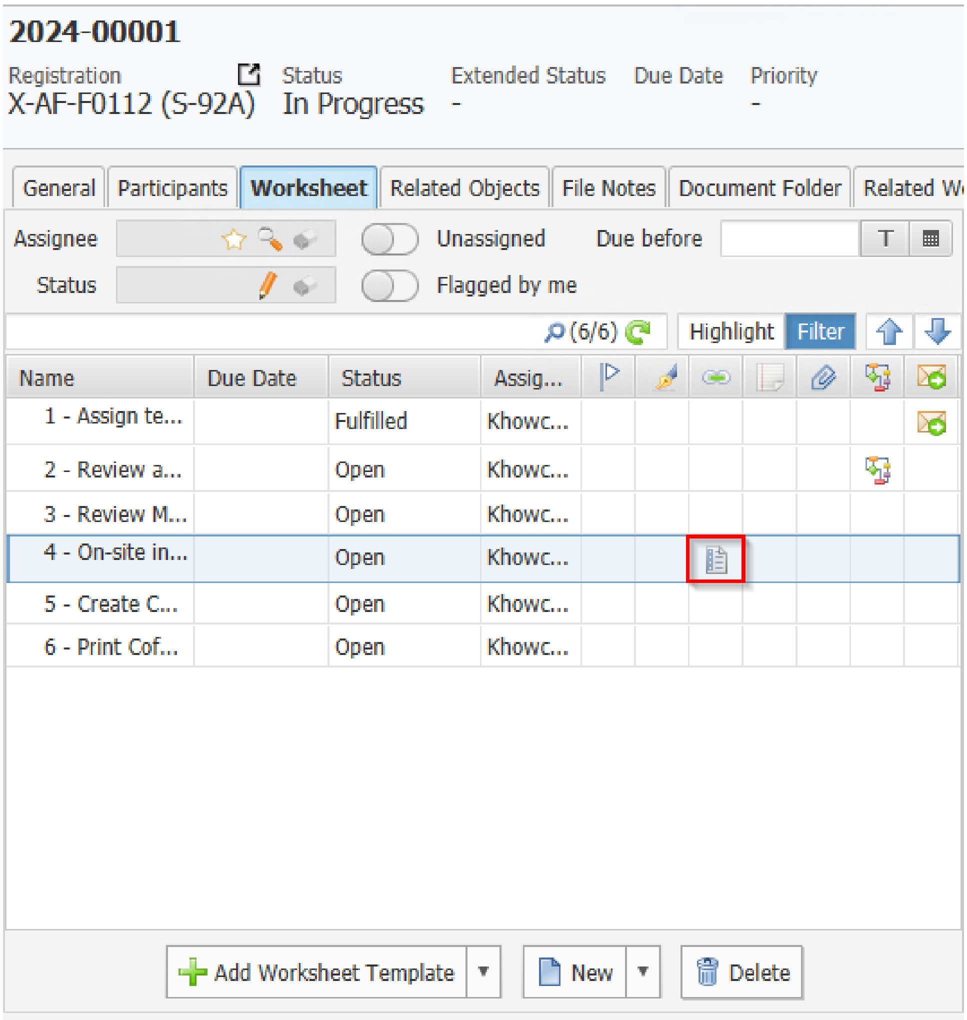


Figure 147: Created Surveillance Activity

5.2 Carry-out surveillance

5.2.1 Using EMPIC EAP

Step 1: Select **Checklist Assessment** tab in Surveillance Activity

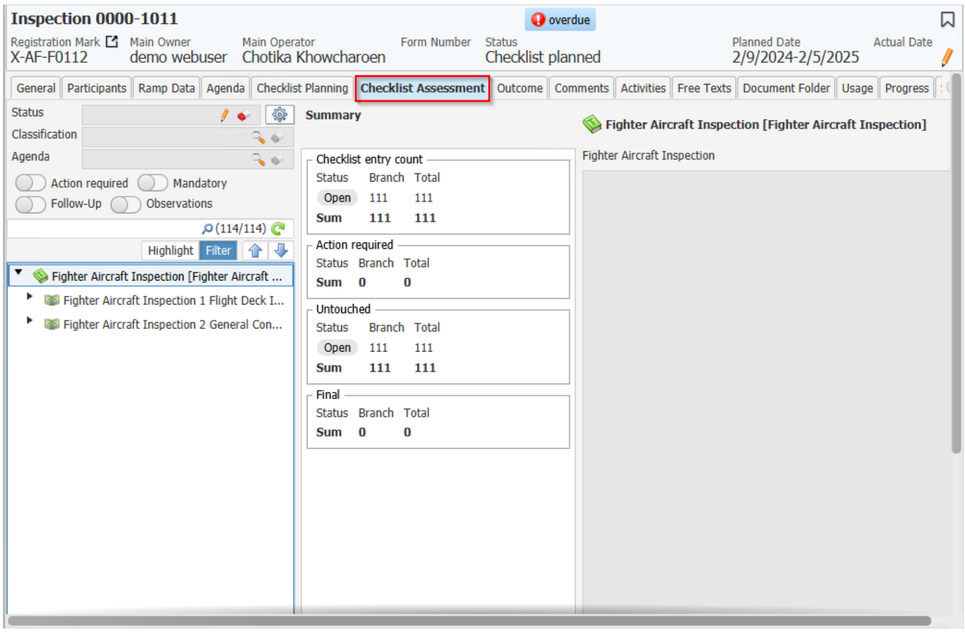


Figure 148: Checklist Assessment tab in Surveillance Activity

Step 2: Check all surveillance checklist

1. Select Checklist
2. Right click at the question checklist
3. Select the **Status**

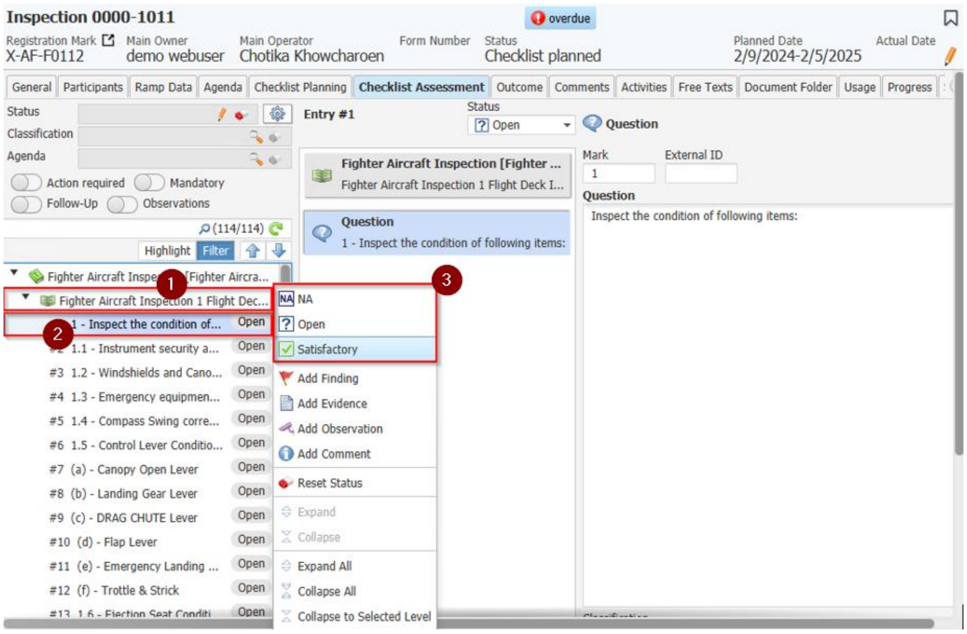


Figure 149: Checklist status

The status may choose following by the condition below

Table 2: Condition for setting the status

Status	Condition
NA	The question checklist is not applicable to the inspection/audit
Open	The question checklist is still not assessed
Satisfactory	The question checklist is satisfied

If all question checklists are satisfied, select all status as **satisfactory**, and click **Validate Checklist**, and the click **Print**

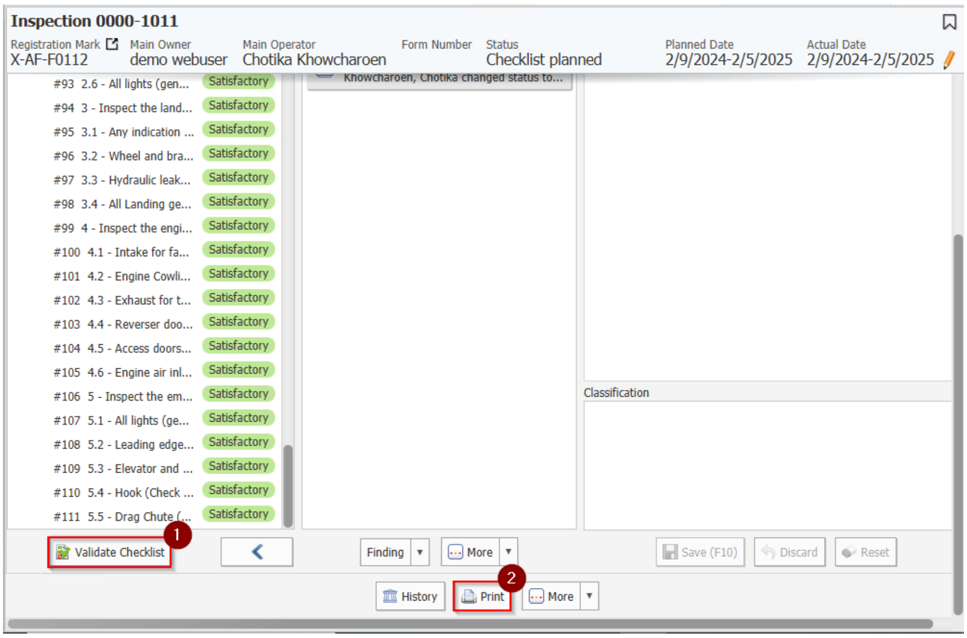


Figure 150: Checked all Checklists are satisfied

5.2.2 Using mobile-SL

Step 1: Login mobile SL

1. Open **mobile SL** and click **Setting** tab
2. Fill in the **Name** of user
3. Fill in User Name and Password
4. Click **Test** button
5. Click **Save**

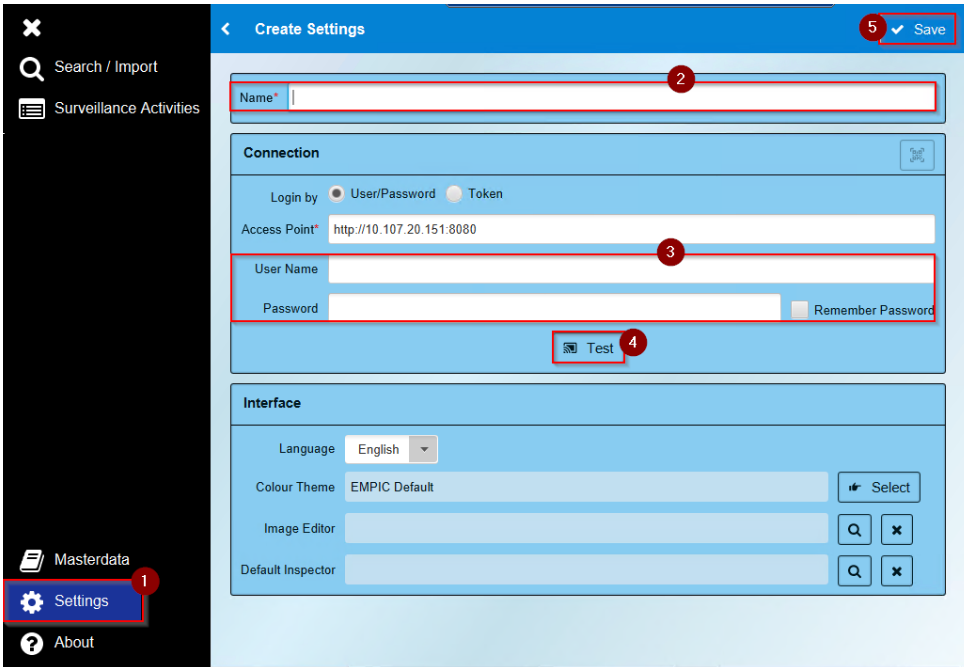


Figure 151: Login mobile SL

Step 2: Import Surveillance activity template

1. Select **AR** Module
2. Tick **Mine Only** to search only the assign task
3. Click **Search**
4. Select the inspect task
5. Click **import** to import task

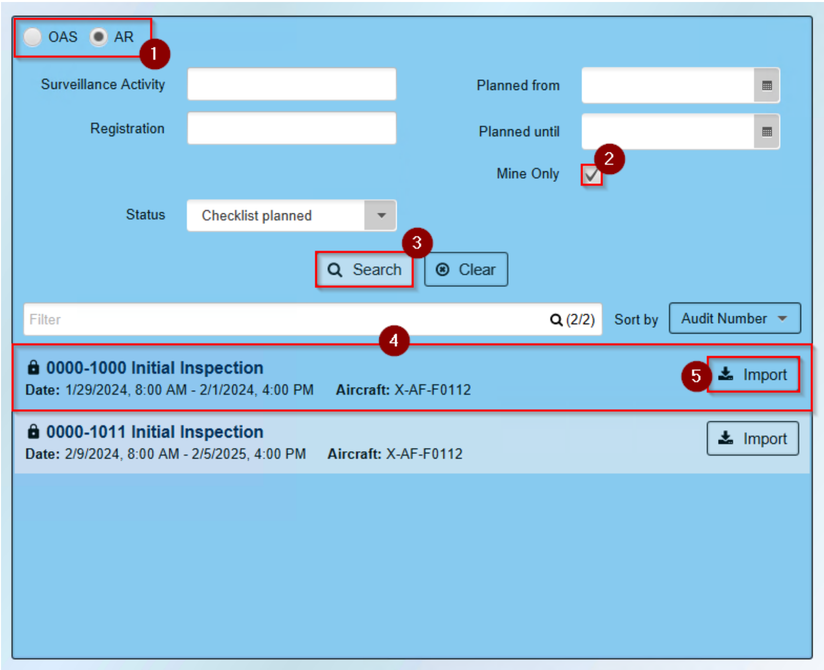


Figure 152: Import Surveillance activity template to mobile SL

And then, click **OK**

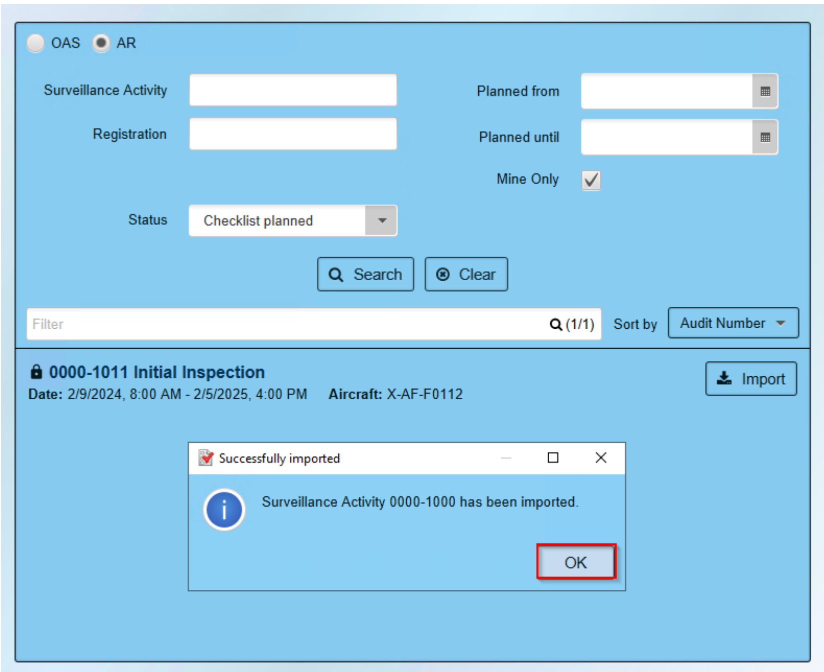


Figure 153: Click OK to confirm the import

Step 3: Select the surveillance activity template to audit

1. Select Surveillance activity tab
2. And click at surveillance activity template to audit

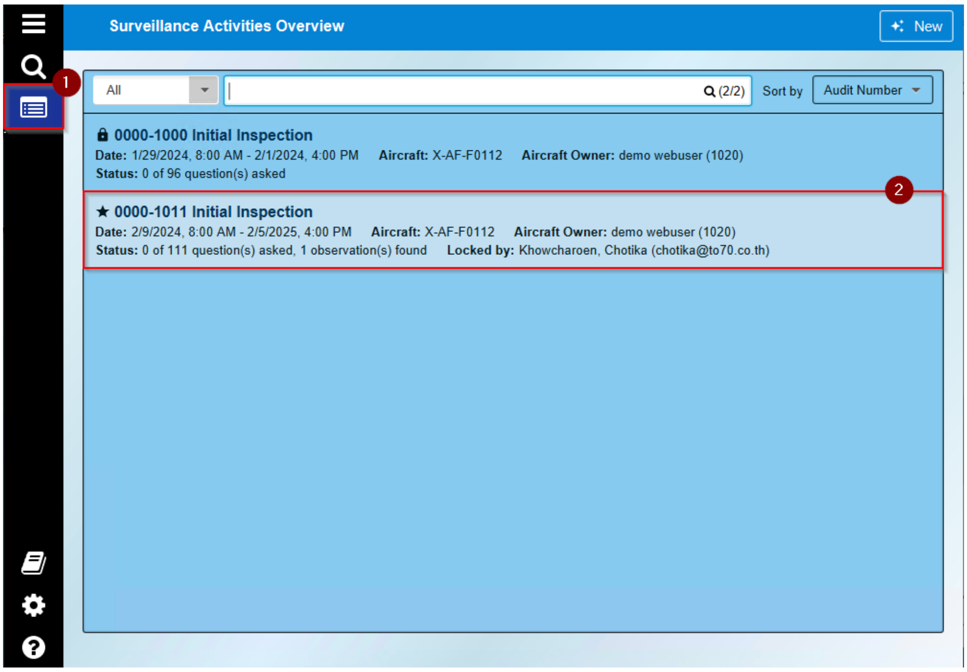


Figure 154: Choose surveillance activity template to audit

Step 4: Set up carry out click **Edit** data

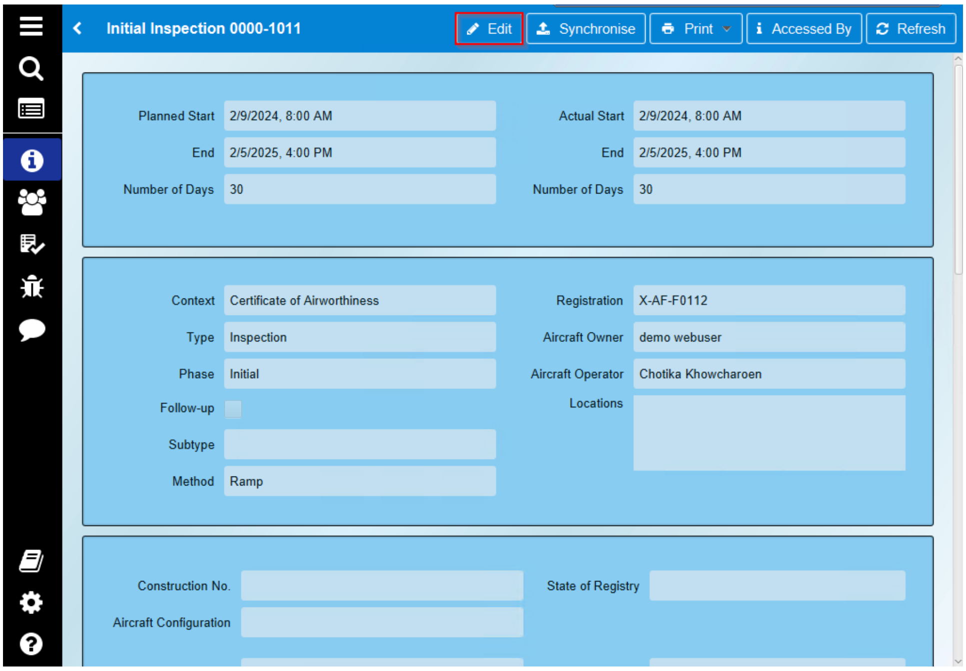


Figure 155: Set up carry out date click Edit data

Step 5: Fill in data following information below;

- Number of Days
- Actual Start
- End
- Reason/Motivation

And click **Save** button to save information

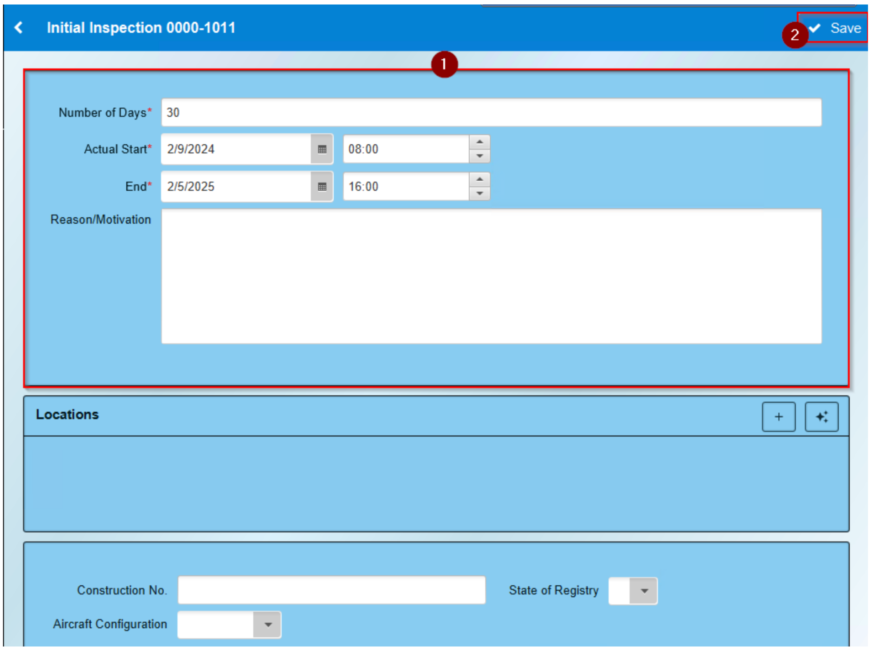


Figure 156: Carry out data

Step 5: Add participant

1. Choose Participants tab
2. Add **Authority inspectors** click **+** button and fill in data
3. Add **Customer Participants** click **+** button and fill in data

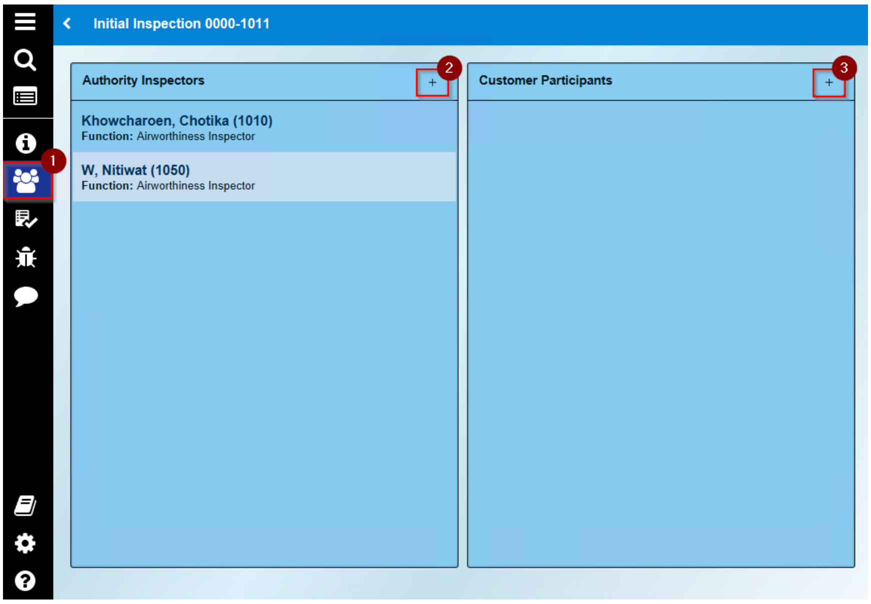


Figure 157: Add participant

The added **Authority Inspector** need to fill in data following the information below

- Customer No.
- First Name
- Last Name
- Function

And then, click **Save**

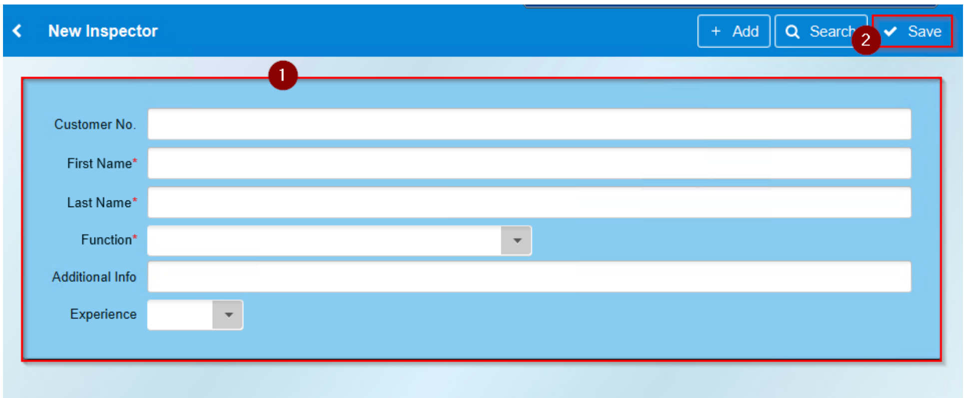


Figure 158: Information required for the Authority Inspector

The added **Customer Participants** need to fill in data following the information below

- Customer No.
- First Name
- Last Name
- Position

And then, click **Save**

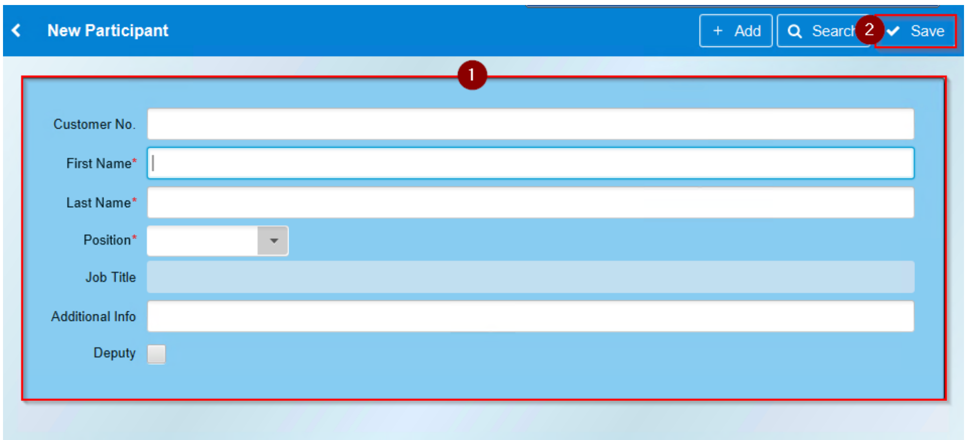


Figure 159: Information required for the Customer Participants

Step 6: Select question checklist to surveillance

1. Select **Checklist** tab
2. Choose **Question** to surveillance

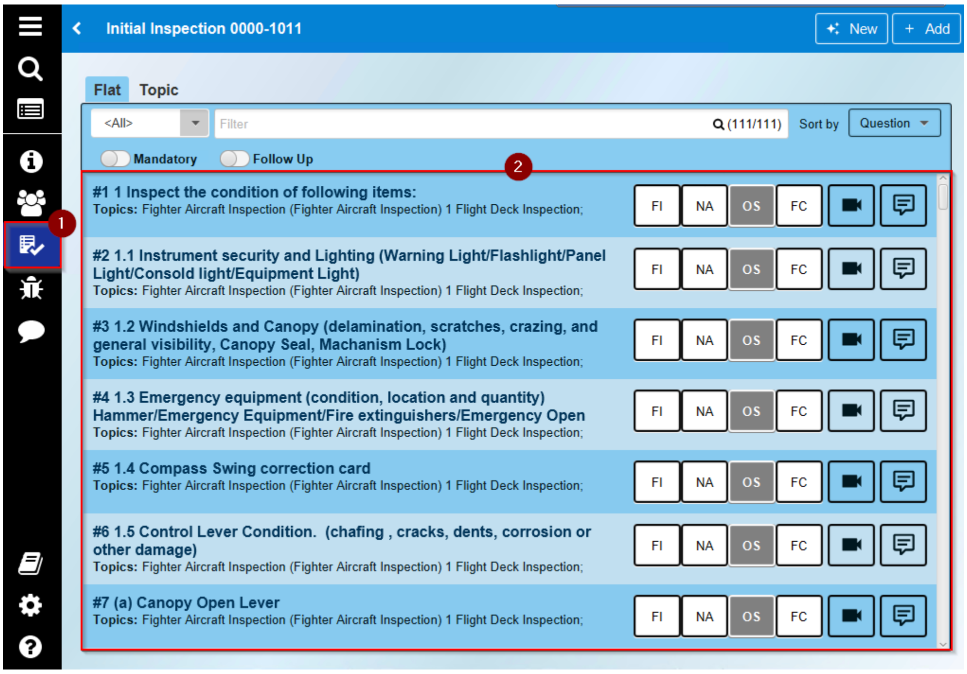


Figure 160: Select question

Step 7: Select **Status** for surveillance question

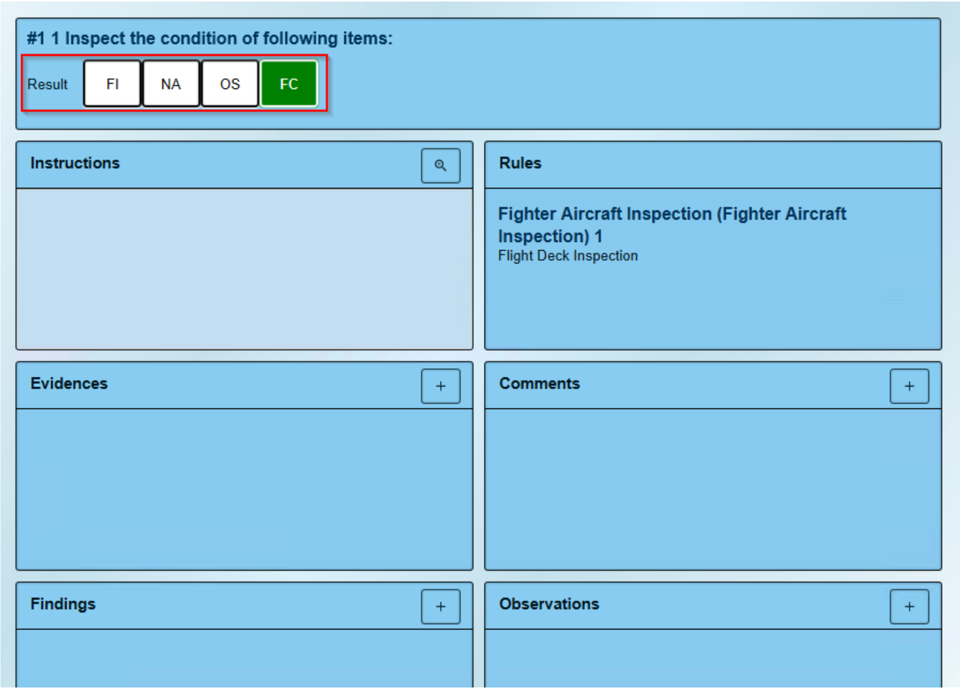


Figure 161: Select Status

Step 8: Synchronise data to EMPIC EAP

1. Select Main surveillance activity tab
2. Click **Synchronise** button
3. Choose **Yes** for release surveillance activity to EAP

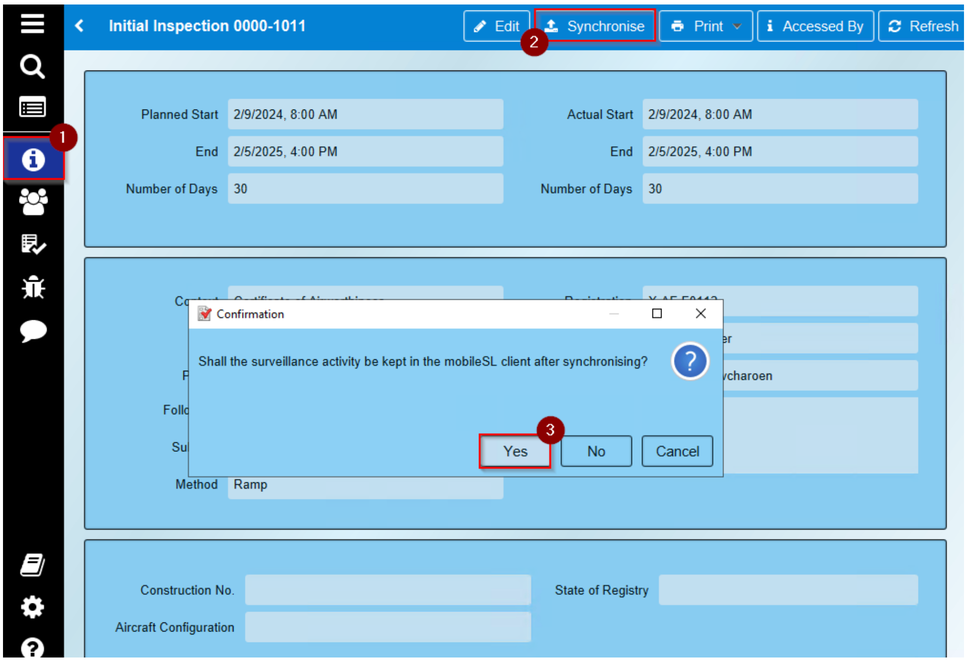


Figure 162: Synchronise data to EMPIC EAP

5.3 Add a finding

5.3.1 Using EMPIC EAP

Step 1: Add finding

1. Select **Checklist** tab
2. Right click at question
3. Choose **Add finding** tab

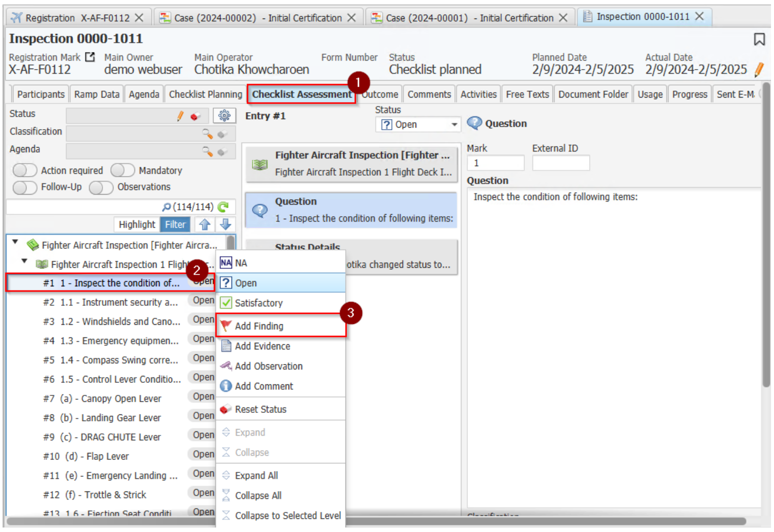


Figure 163: Add finding

Step 2: Fill in following information

1. Fill Finding Level
2. Fill Finding Date
3. Fill Finding Text
4. Fill Due Date of Finding
5. Fill Submit date of Corrective action plan (CAP)
6. Fill Submit date of Root cause analysis (RCA)

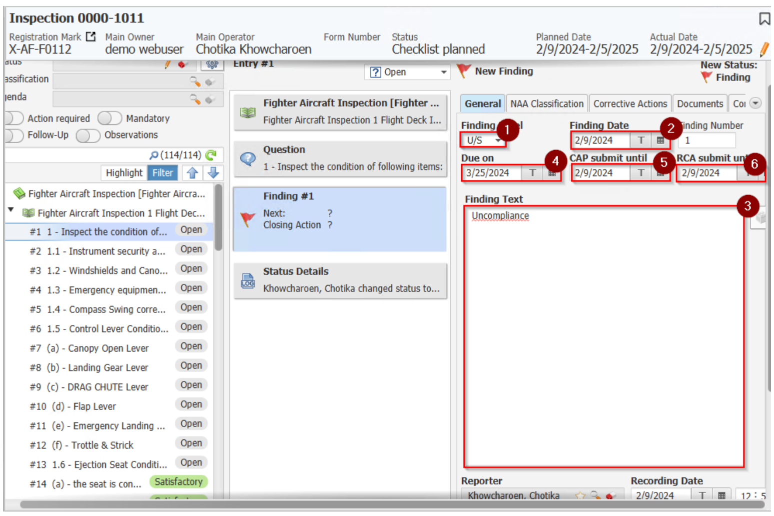


Figure 164: Fill in the finding detail

Then click **Save**

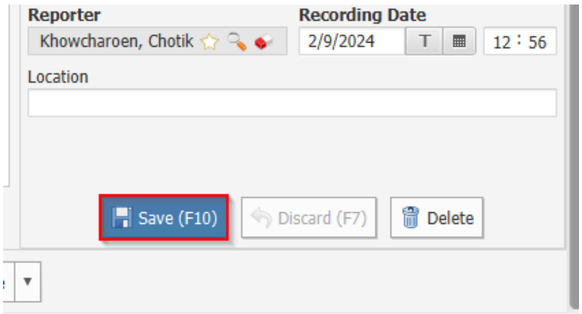


Figure 165: Click Save to confirm the finding detail

The checklist status will be shown as **Finding** and the Finding detail will be displayed

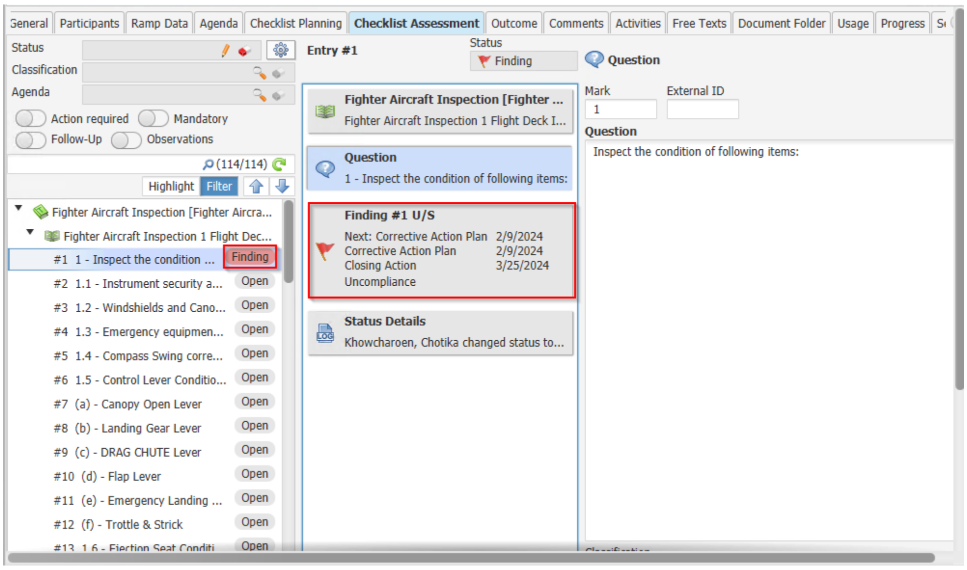


Figure 166: Finding detail in Checklist

5.3.2 Using mobile-SL

Step 1: Select Question to add finding

1. Select **Checklist** tab
2. Click the question to add finding

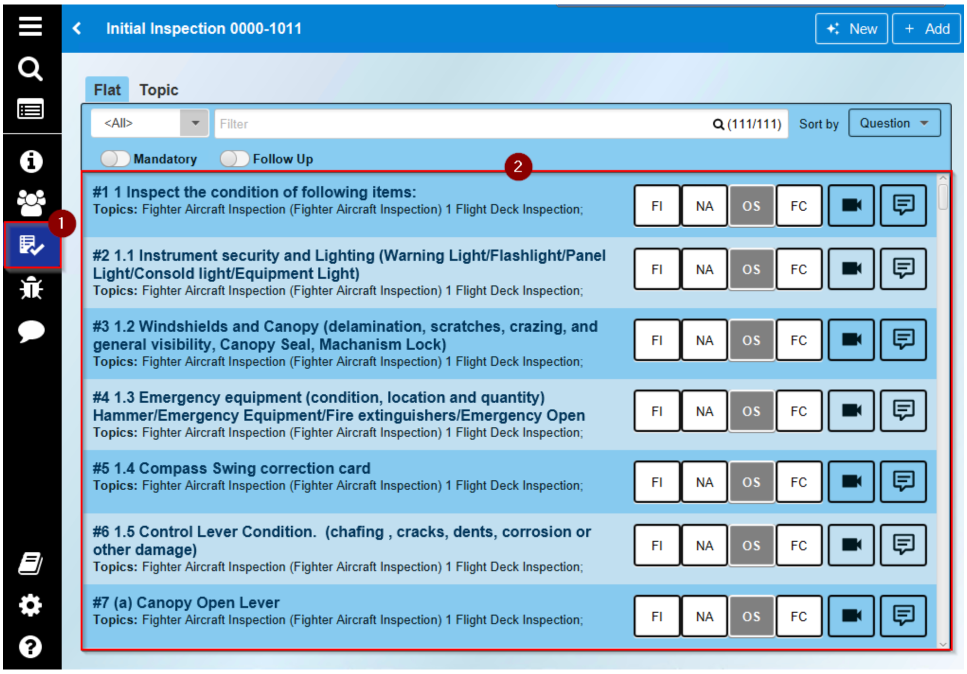


Figure 167: Select Question to add finding in mobile SL

Step 2: Add finding in mobile SL by click **+** button in **Findings** box

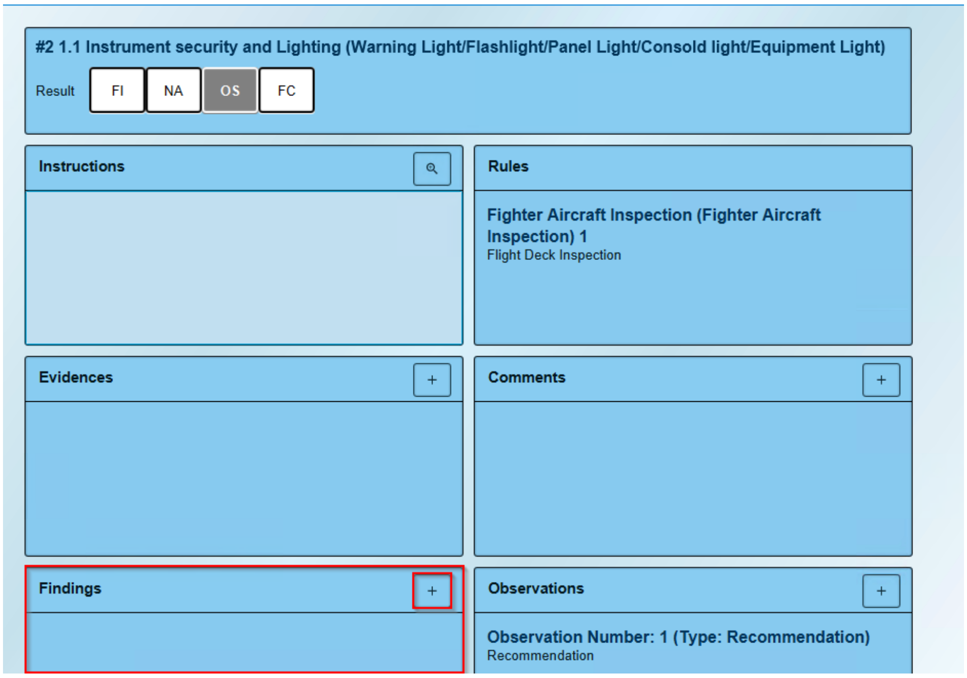


Figure 168: Add finding in mobile SL

Step 3: Fill in the finding data

1. Fill in Finding Text
2. Fill in Finding Level
3. Fill in Finding Date
4. Fill in Finding Recoding Date
5. Click **Save** to save and confirm the filled data

You may fill in other related optional data

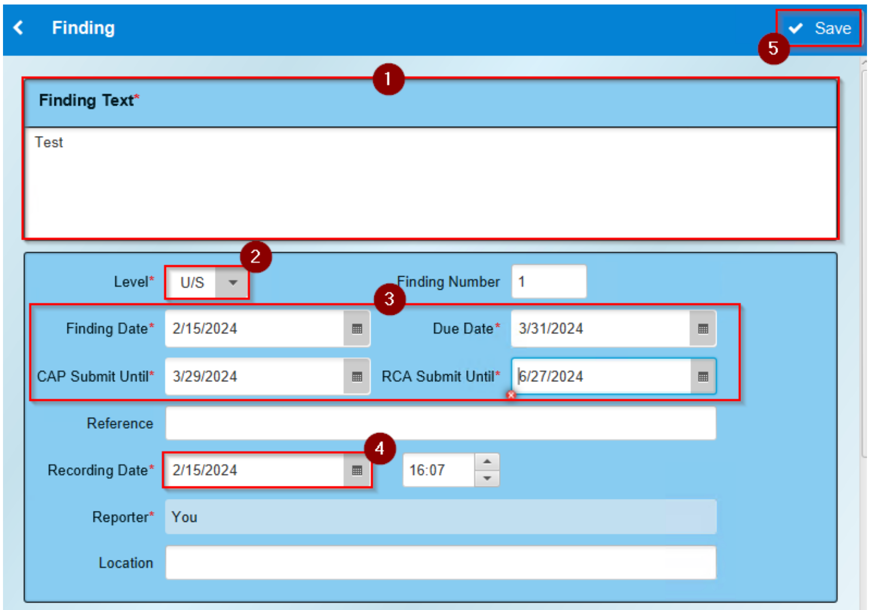


Figure 169: Fill in finding information

It can also add the comment and document folder (in form of file or figure) by clicking the **+** in the comment and document folders box

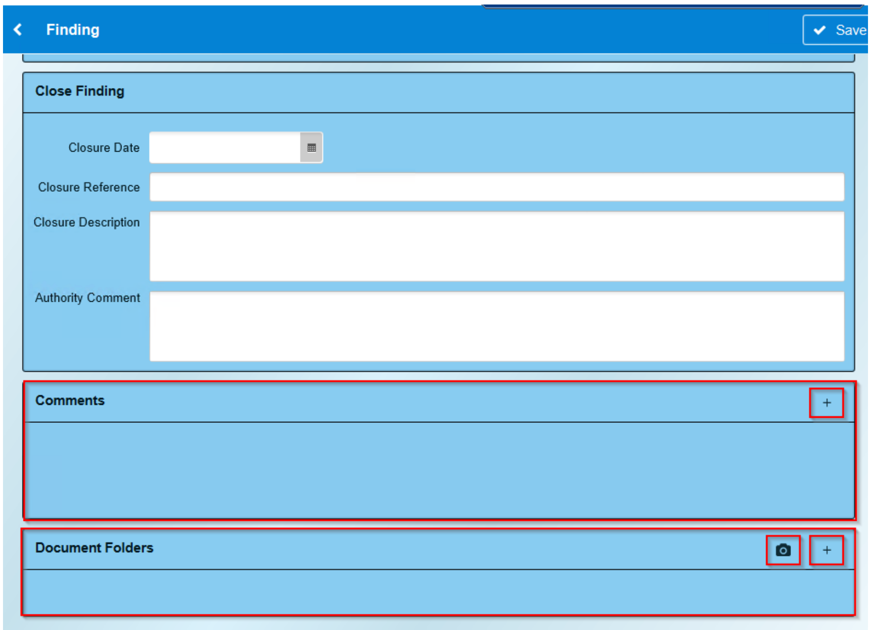


Figure 170: Adding Comment or Document Folders in Finding information

When you add the comment, it can add the data following by the information below

- Comment Title
- Description
- Comment Type
- Sort Order
- Internal Use Only

After all detail are added, click **Save** to save and confirm data

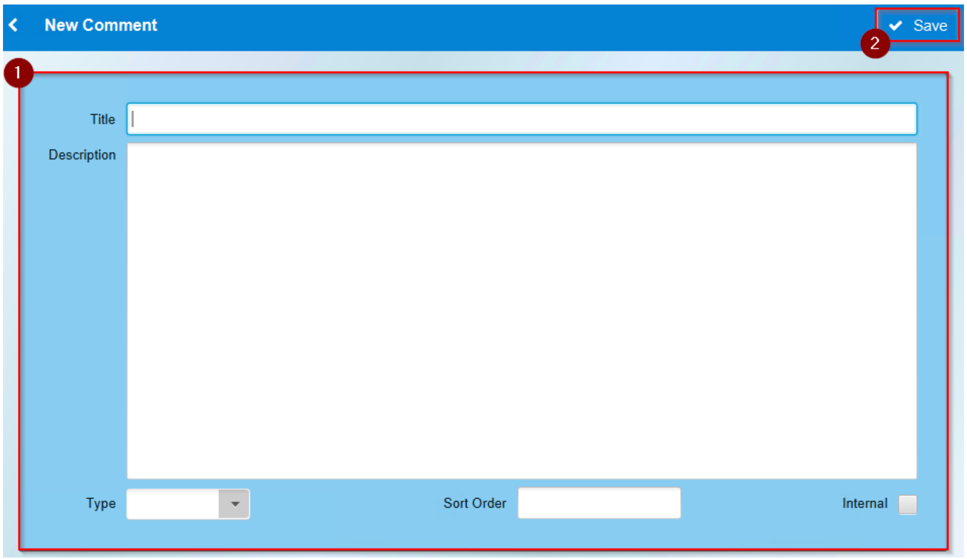


Figure 171: Adding Comment detail

When you add the Document Folders, it can attach the file or figure on the finding by following these steps

1. Fill in the **Title** and **Remark**
2. Click **Camera icon** or **File icon** to attach figure or file
3. Click **Save** to save and confirm

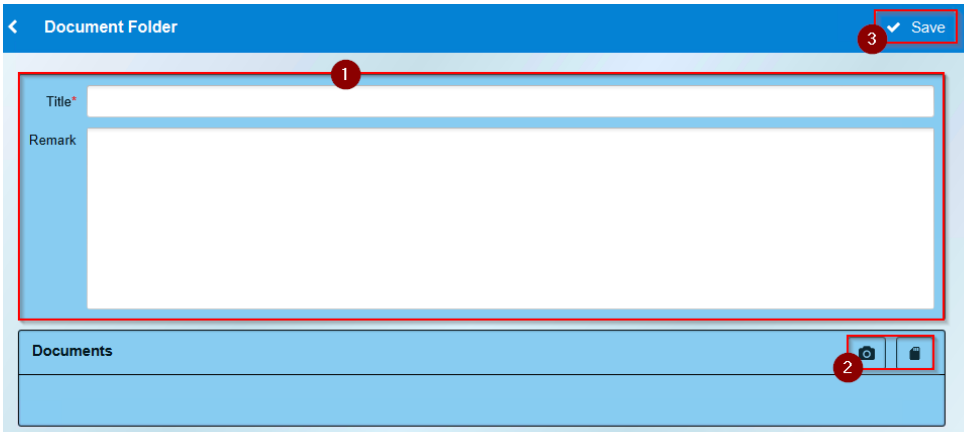


Figure 172: Adding Document Folders

When click the **Camera icon**, you can take a photo and edit it by using the edit box as shown in the figure below. If the added photo is satisfied, click **Save** to confirm.

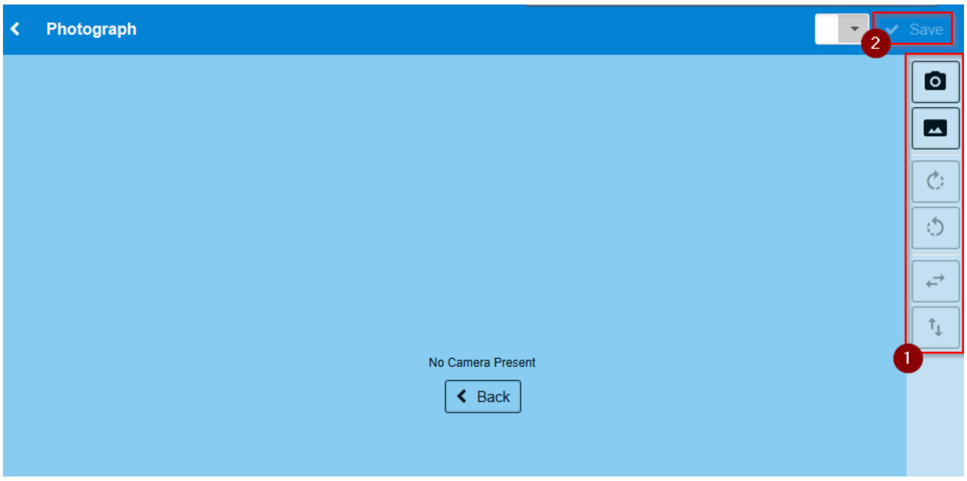


Figure 173: Adding Photo

When click the **File icon**, you can choose the photo or file to attached, and then click Open to upload. Then, click **Save** to save and confirm the information.

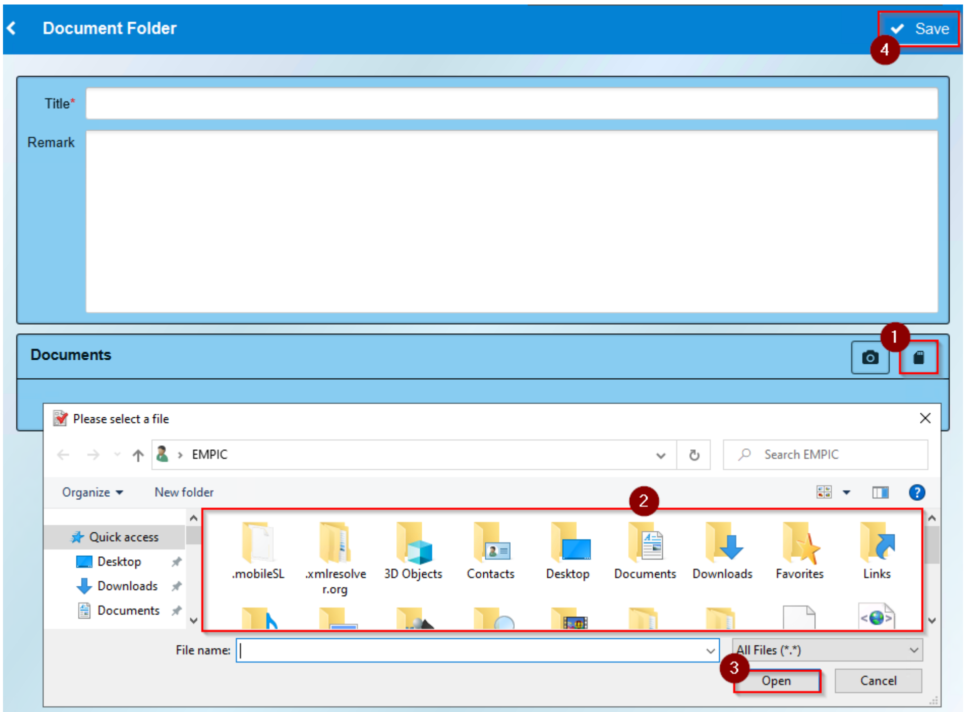


Figure 174: Adding File

Step 4: Click **Save** to confirm all detail of Finding

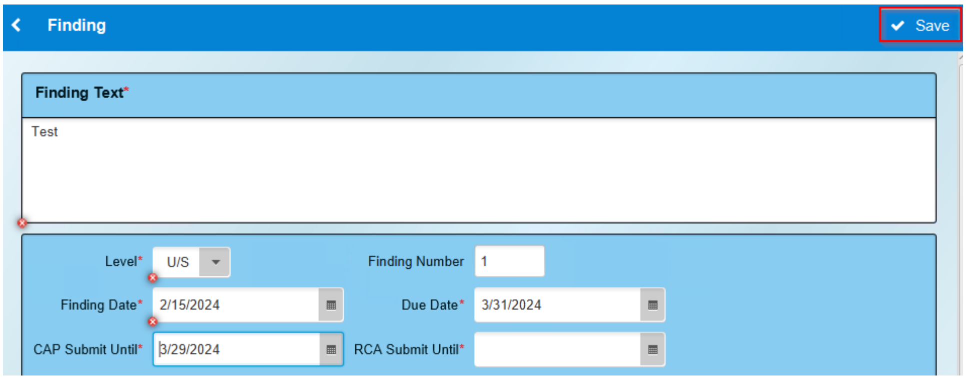


Figure 175: Save Finding

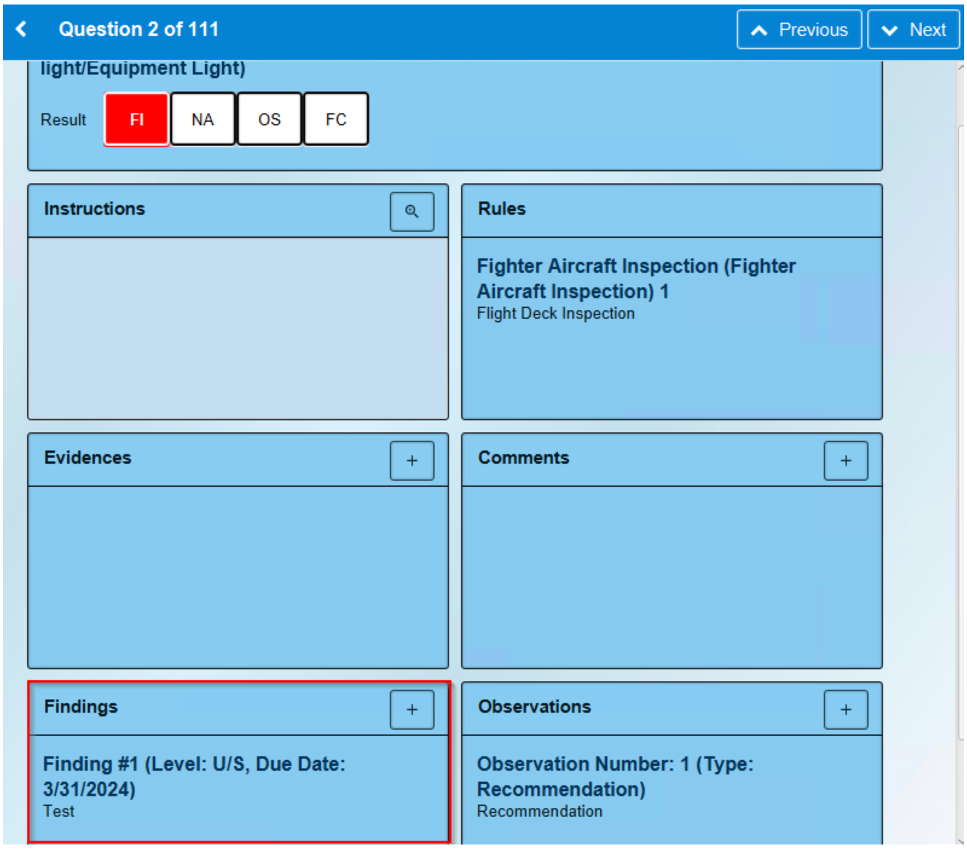


Figure 176: Added Finding detail in the Checklist

5.4 Add an Evidence

5.4.1 Using EMPIC-EAP®

Step 1: Add Evidence

1. Select **Checklist** tab
2. Right click at question
3. Choose **Add Evidence** tab

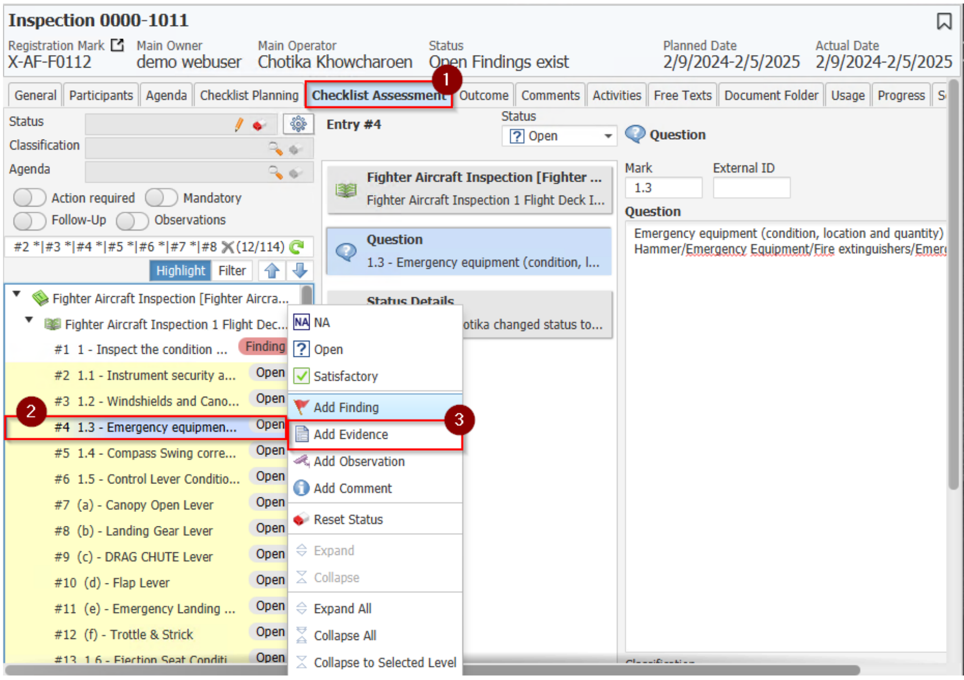


Figure 177: Adding Evidence

Step 2: Fill in following information

1. Fill the Suggested Status
2. Fill the Description

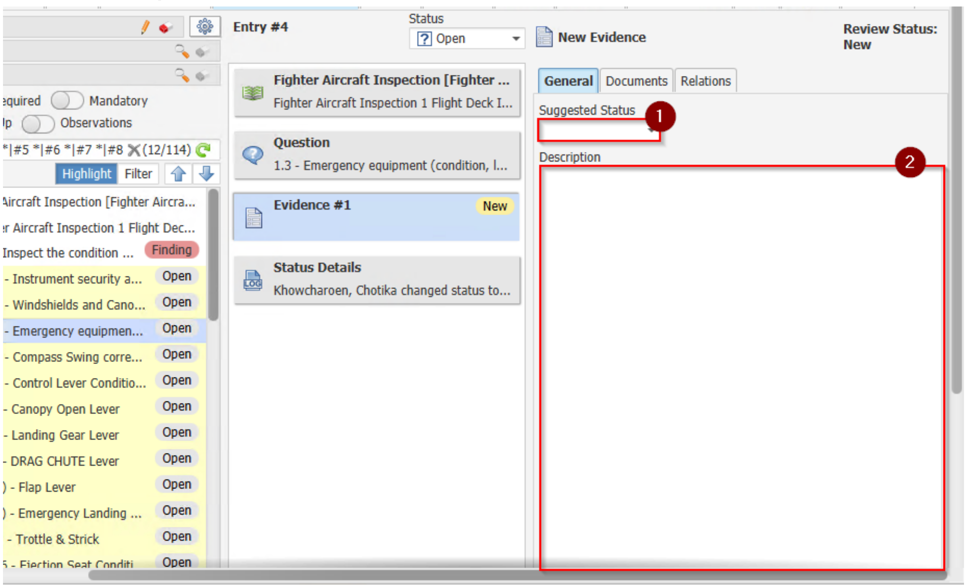


Figure 178: Fill in the evidence detail

Then, Click **Save**

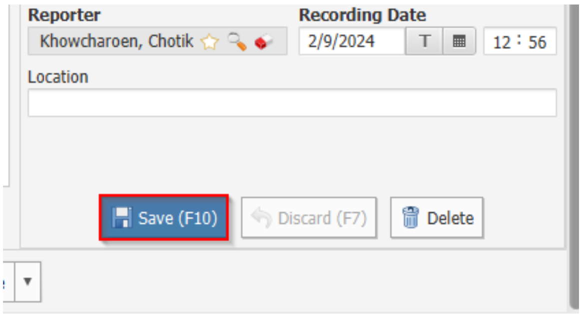


Figure 179: Click Save to confirm the evidence information

The checklist status will be shown as **Action required** and the detail will be displayed

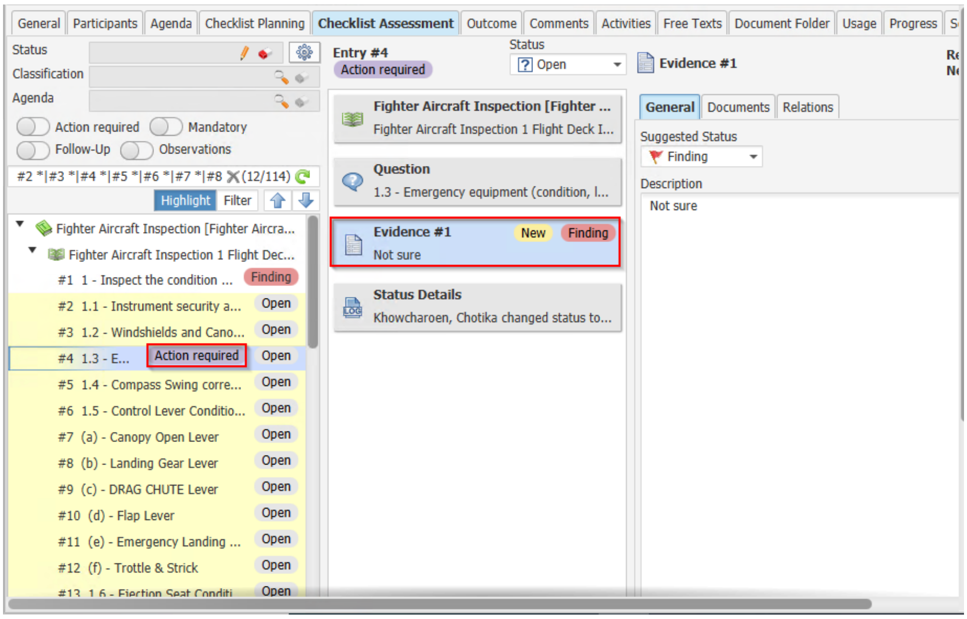


Figure 180: Evidence detail in Checklist

5.4.2 Using mobile-SL

Step 1: Select Question to add finding

1. Select **Checklist** tab
2. Click the question to add finding

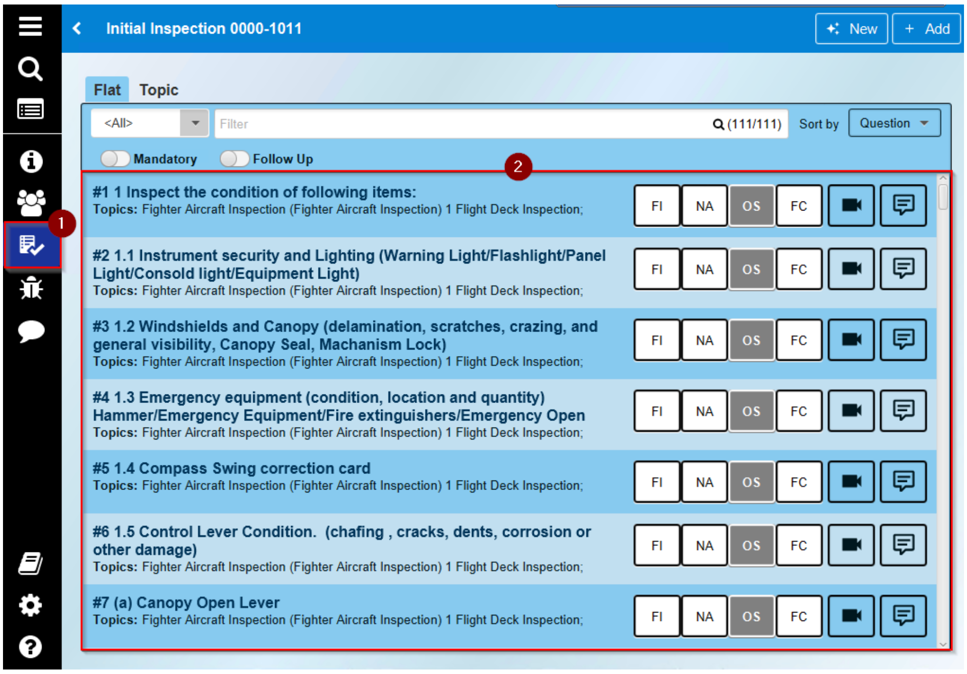


Figure 181: Select Question to add Evidence in mobile SL

Step 2: Add Evidence in mobile SL by click **+** button in **Evidence** box

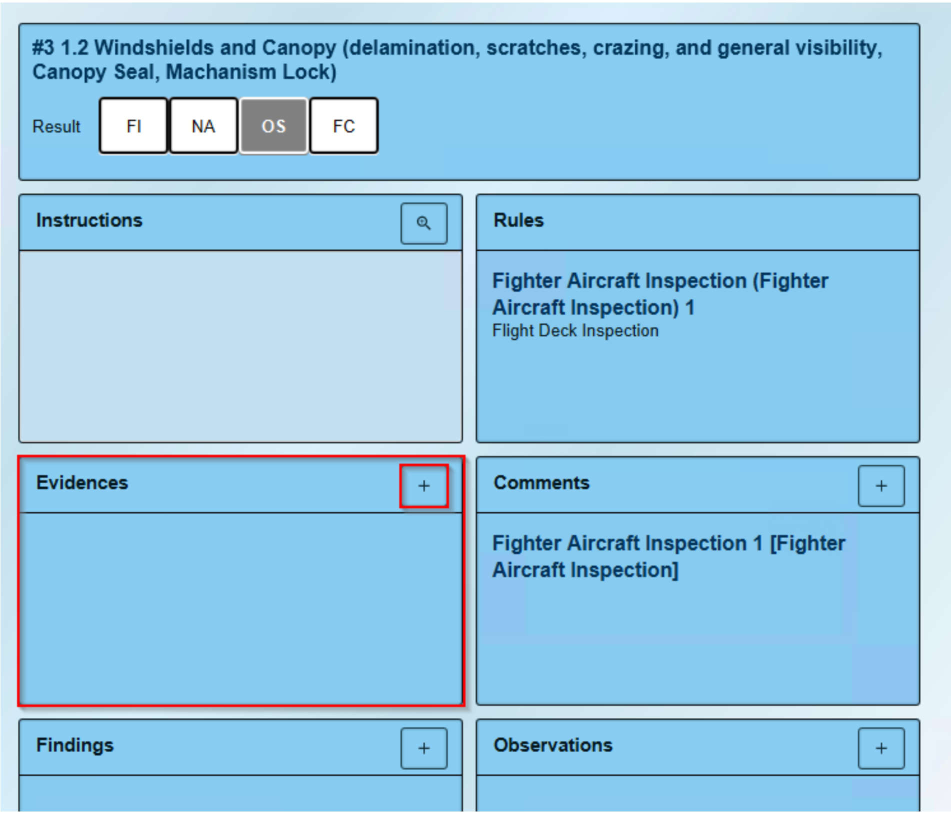


Figure 182: Add Evidence in mobile SL

Step 3: Fill in the finding data

1. Fill in the Evidence information
   - Evidence Number
   - Suggested Status
   - Recording Date
   - Reporter
   - Description
2. Click **Photo icon** or **File icon** to attach the **photo** or **file** to the evidence
3. Click **Save** to save and confirm

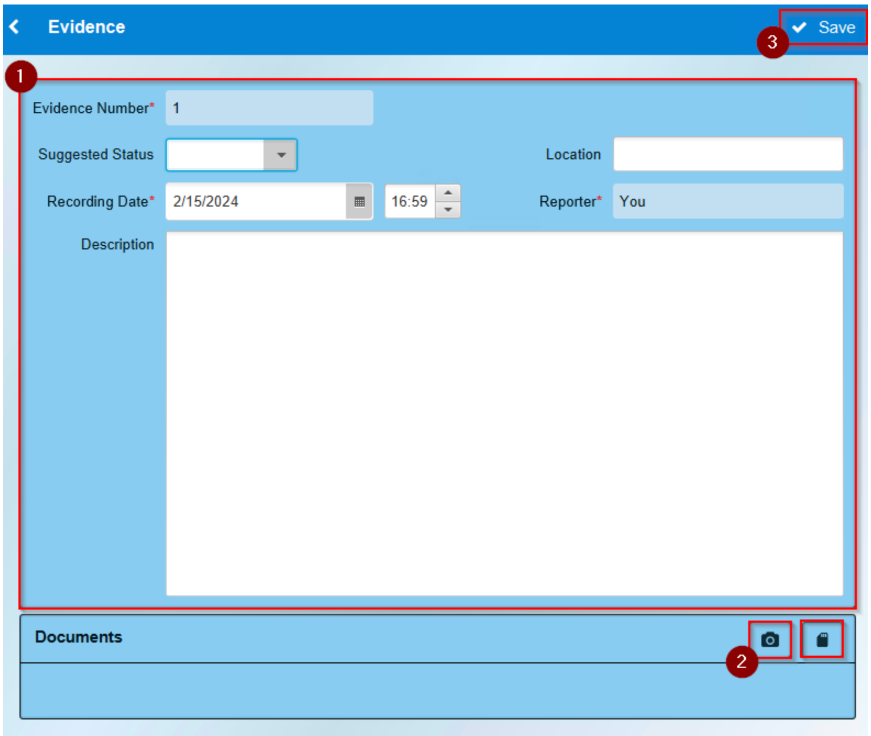


Figure 183: Add Evidence information

When click the **Camera icon**, you can take a photo and edit it by using the edit box as shown in the figure below. If the added photo is satisfied, click **Save** to confirm.

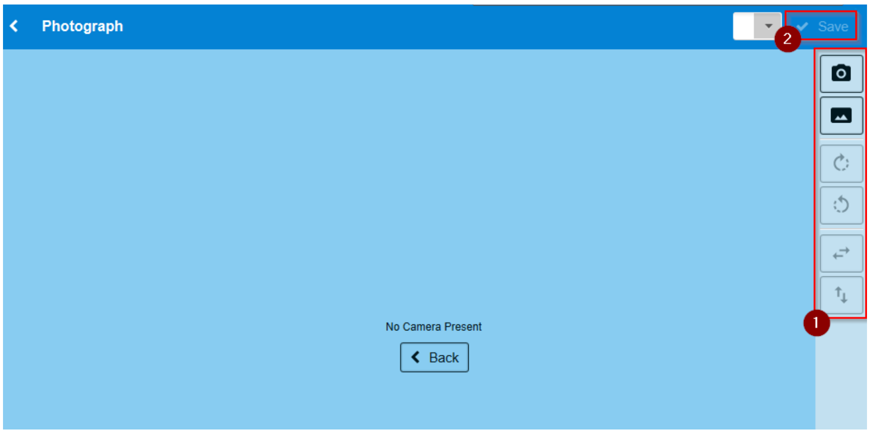


Figure 184: Adding Photo

When click the **File icon**, you can choose the photo or file to attached, and then click Open to upload. Then, click **Save** to save and confirm the information.

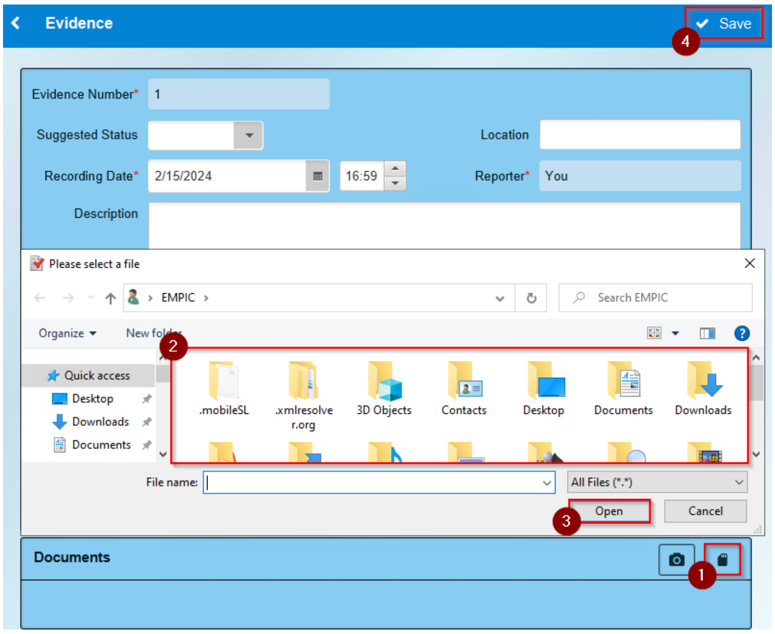


Figure 185: Adding File

Step 4: Click **Save** to save and confirm the information

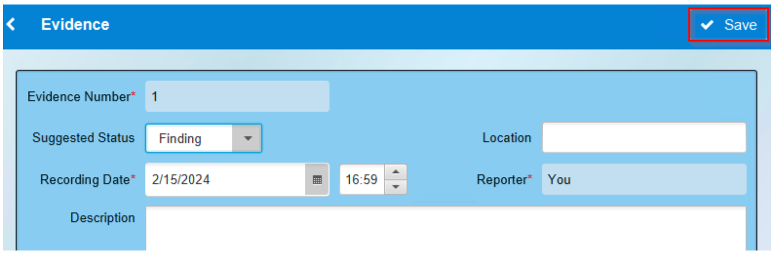


Figure 186: Save to confirm Evidence

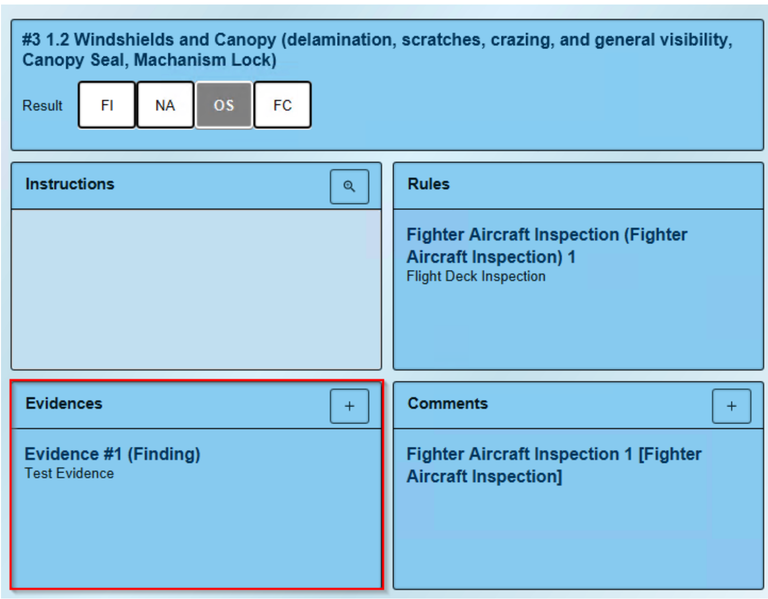


Figure 187: Added Evidence detail in the Checklist

5.5 Add an observation

5.5.1 Using EMPIC EAP

Step 1: Add observation

1. Select Checklist Assessment tab
2. Right click at question
3. Choose Add Observation tab

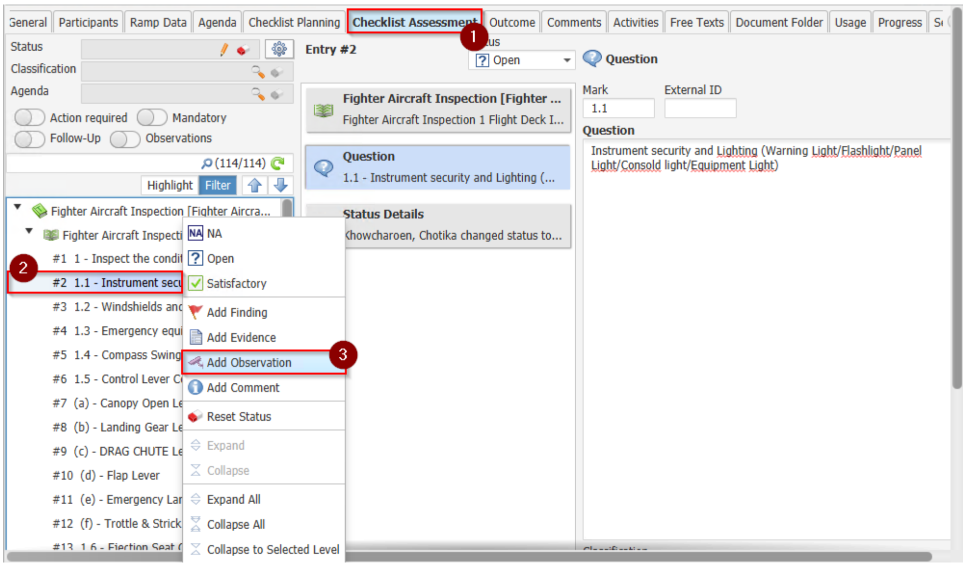


Figure 188: Add observation

Step 2: Fill in following information

1. Fill Observation Type
2. Fill Observation Date
3. Fill Observation Text

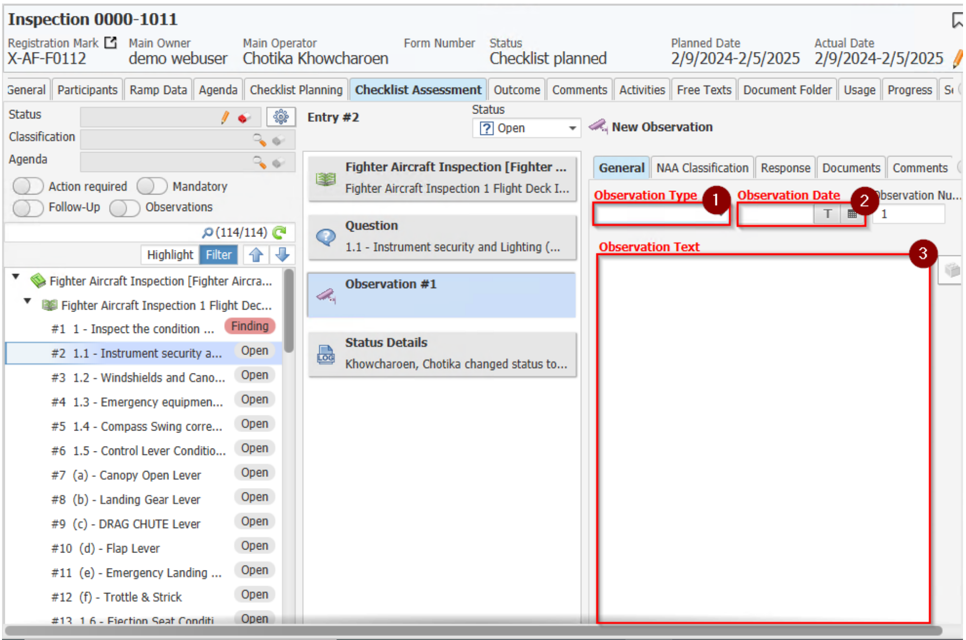


Figure 189: Fill in the Observation detail

Then click at **OK**

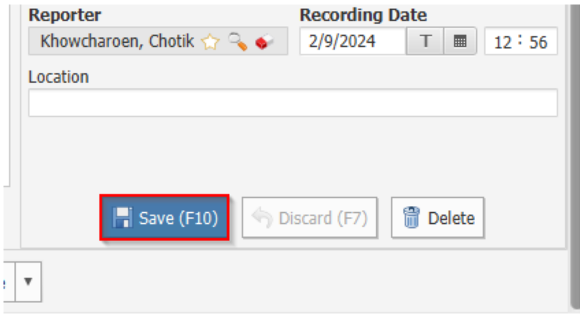


Figure 190: Click Save to confirm the Observation detail

The observation detail will be displayed as shown

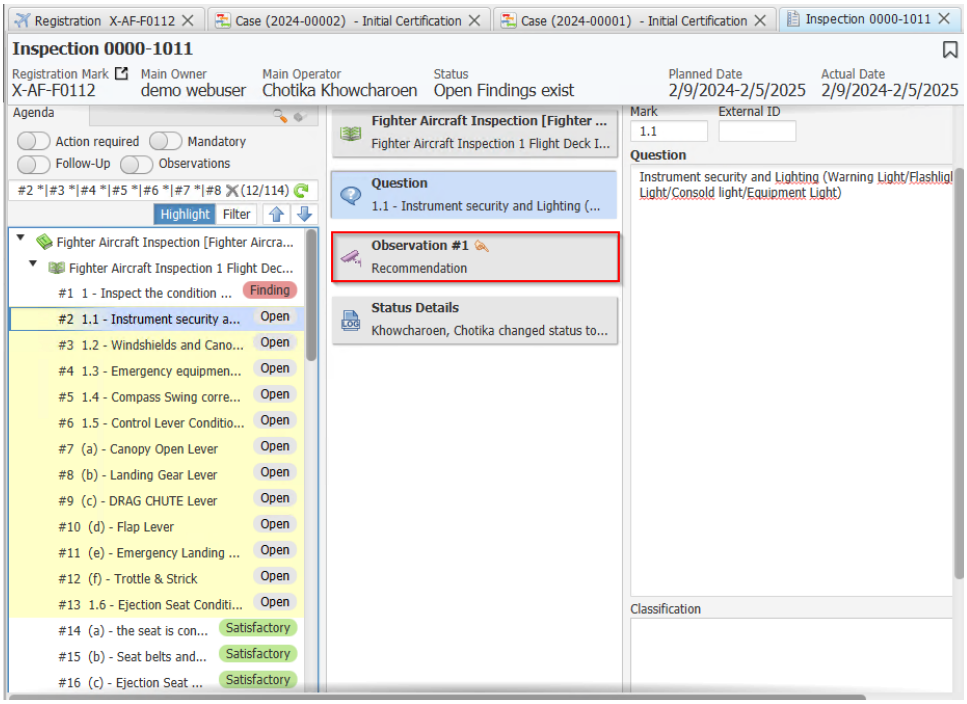


Figure 191: Observation detail in Checklist

5.5.2 Using mobile-SL

Step 1: Select Question to add Observation

1. Select **Checklist** tab
2. Click the question to add Observation

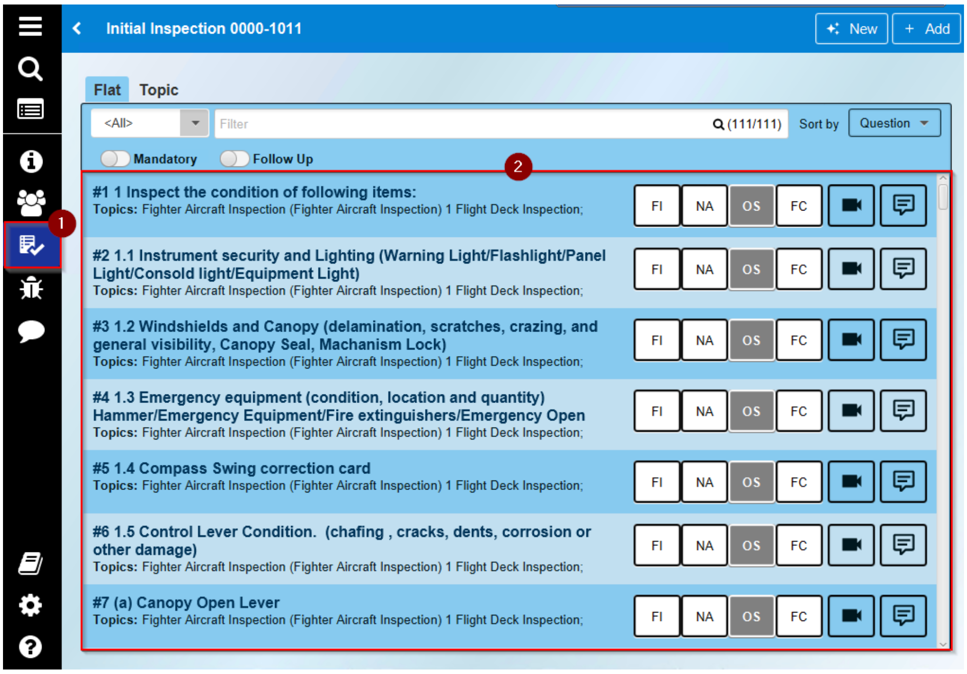


Figure 192: Select Question to add Observation in mobile SL

Step 2: Add Observation in mobile SL by click **+** button in **Observation** box

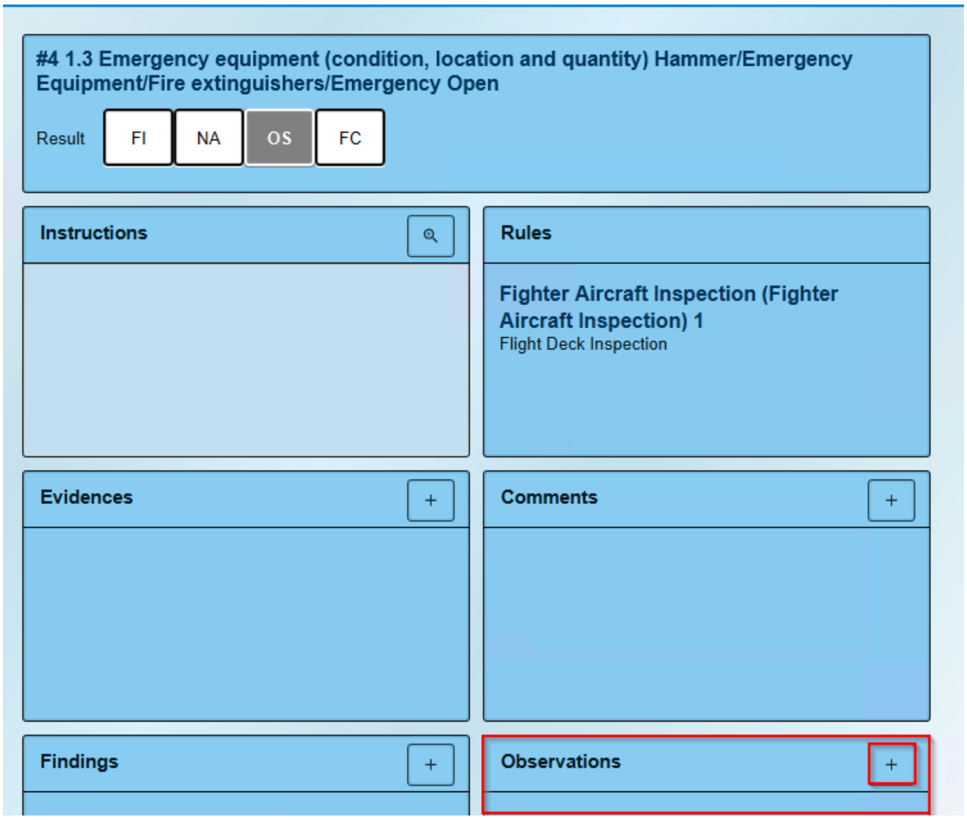


Figure 193: Add Observation in mobile SL

Step 3: Fill observation information

1. Fill in observation detail
    - Observation Type
    - Observation Date
    - Recording Date
2. Fill in Observation text
3. Attach photo or file by click the **Camera icon** or **File icon**
4. Add more comment by click **+** in the **Comments** box
5. Click **Save** to save and confirm observation information

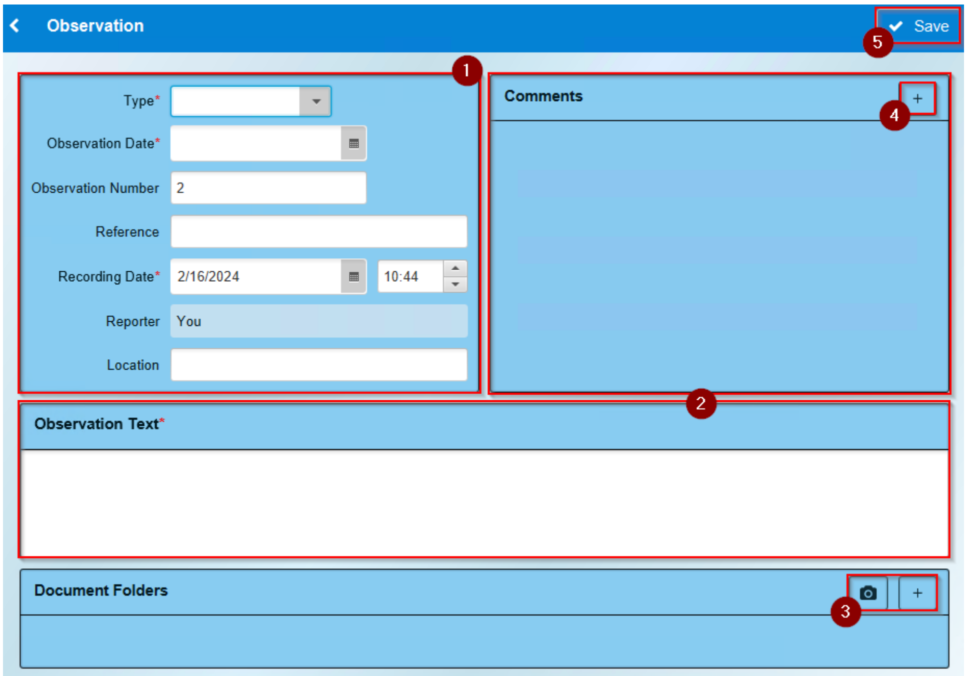


Figure 194: Fill in observation information

When you add the comment, it can add the data following by the information below

- Comment Title
- Description
- Comment Type
- Sort Order
- Internal Use Only

After all detail are added, click **Save** to save and confirm data

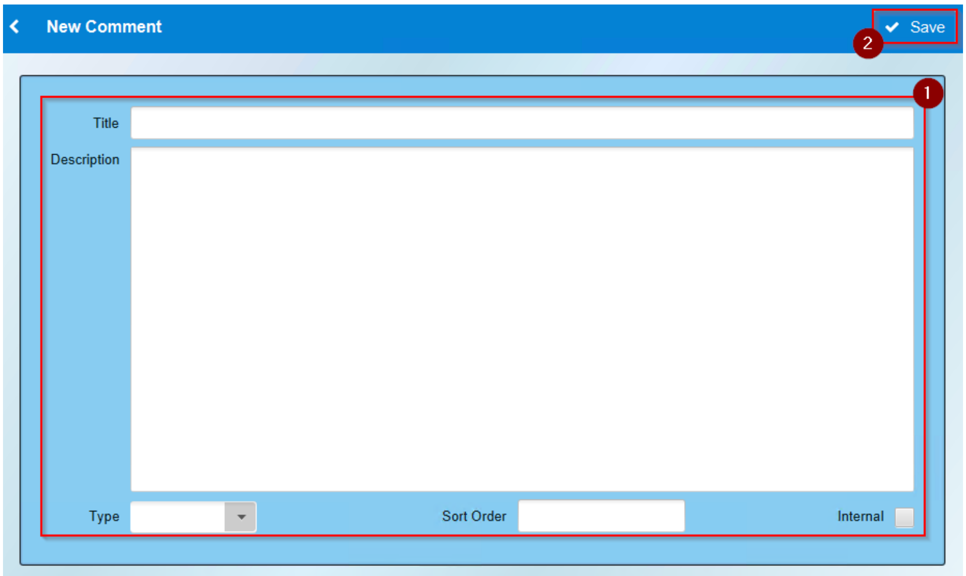


Figure 195: Adding Comment detail

When click the **Camera icon**, you can take a photo and edit it by using the edit box as shown in the figure below. If the added photo is satisfied, click **Save** to confirm.

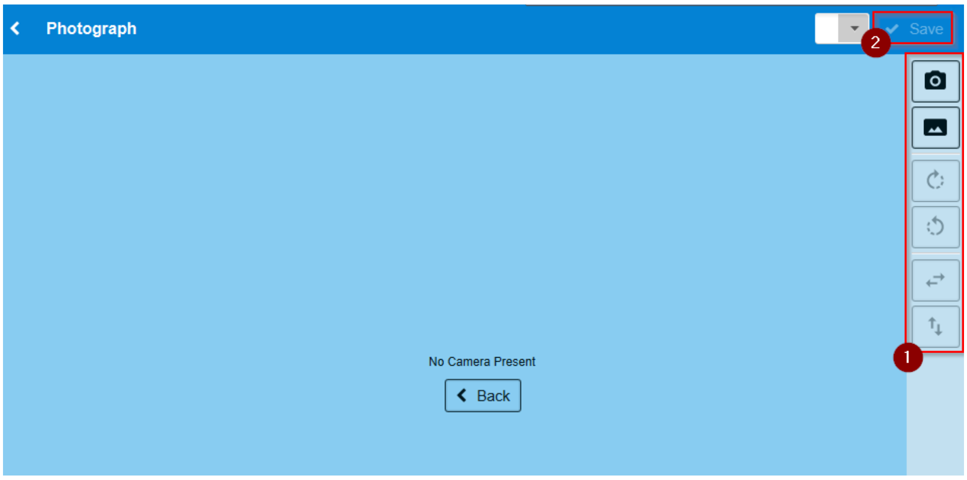


Figure 196: Adding Photo

When click the **File icon**, you can choose the photo or file to attached, and then click Open to upload. Then, click **Save** to save and confirm the information.

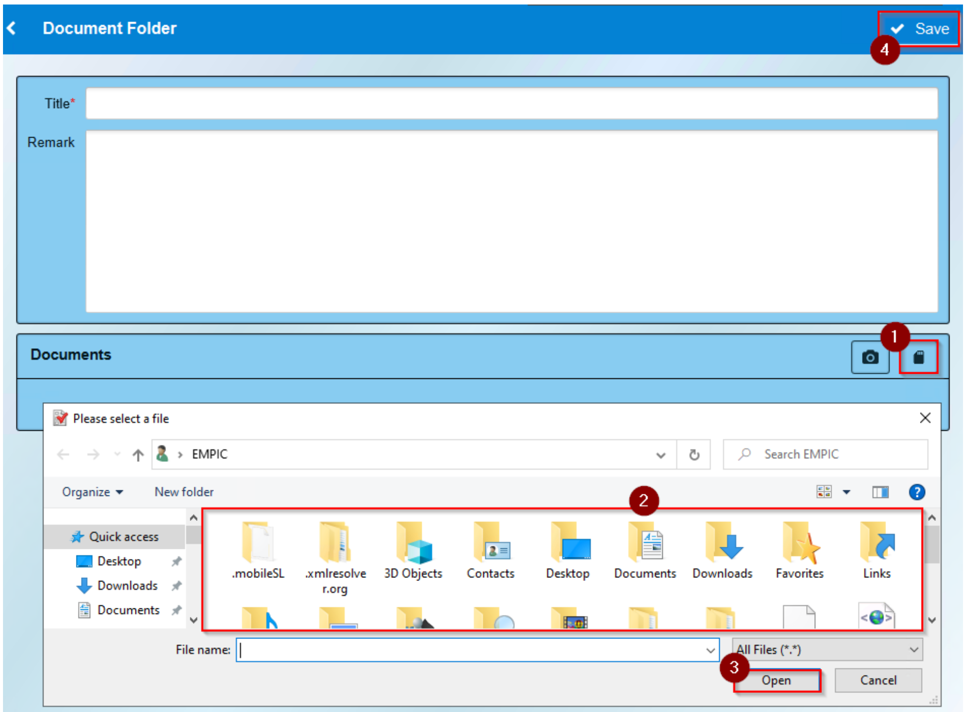


Figure 197: Adding File

5.6 Add a comment

5.6.1 Using EMPIC EAP

Step 1: Add comment

1. Select **Checklist** tab
2. Right click at question
3. Choose **Add Comment** tab

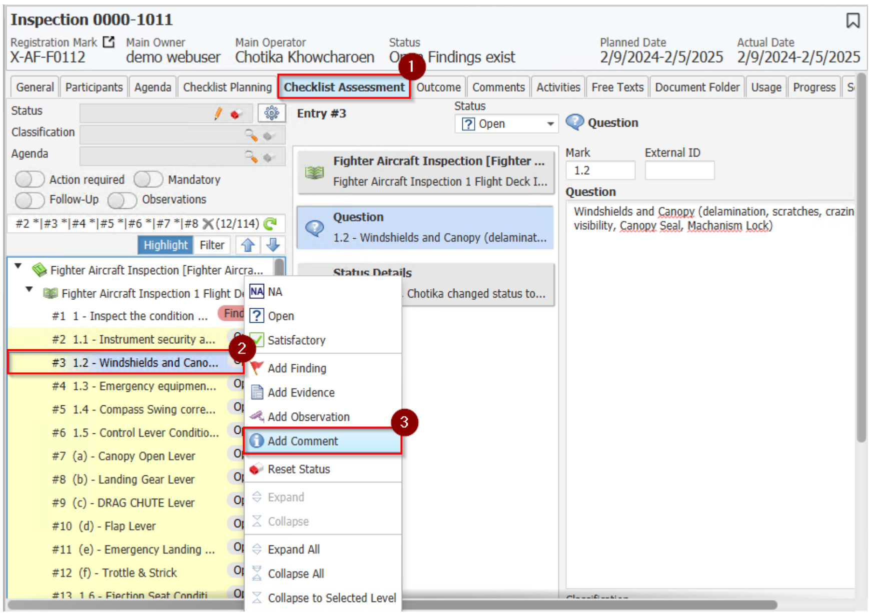


Figure 198: Add comment

Step 2: Fill in following information

1. Fill **Title**
2. Fill **Type**
3. Fill Sequence
4. Fill Comment

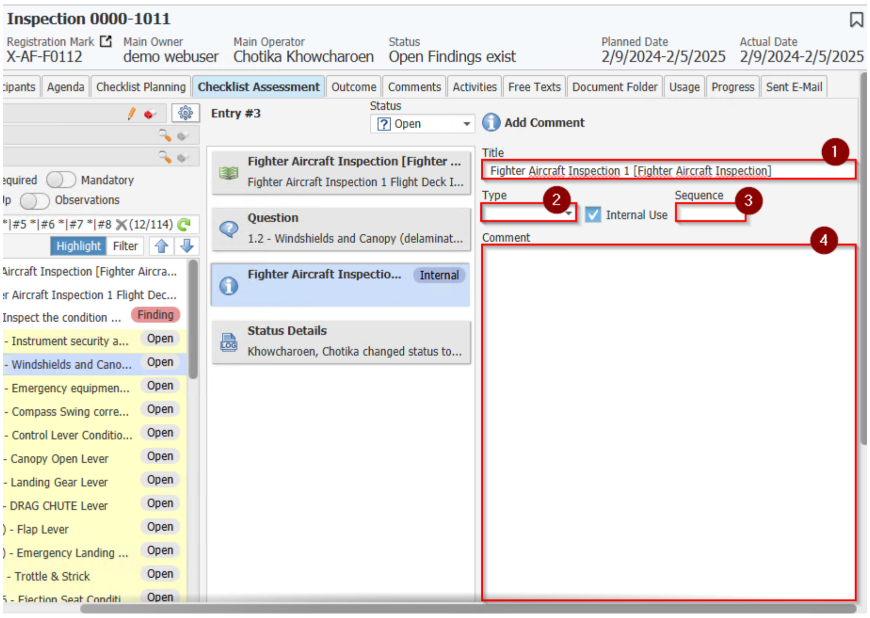


Figure 199: Fill in the Comment detail

Then click at **Save**

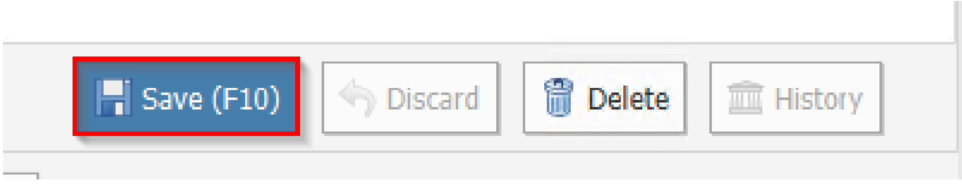


Figure 200: Click Save to confirm the Comment detail

The comment detail will be displayed as shown below

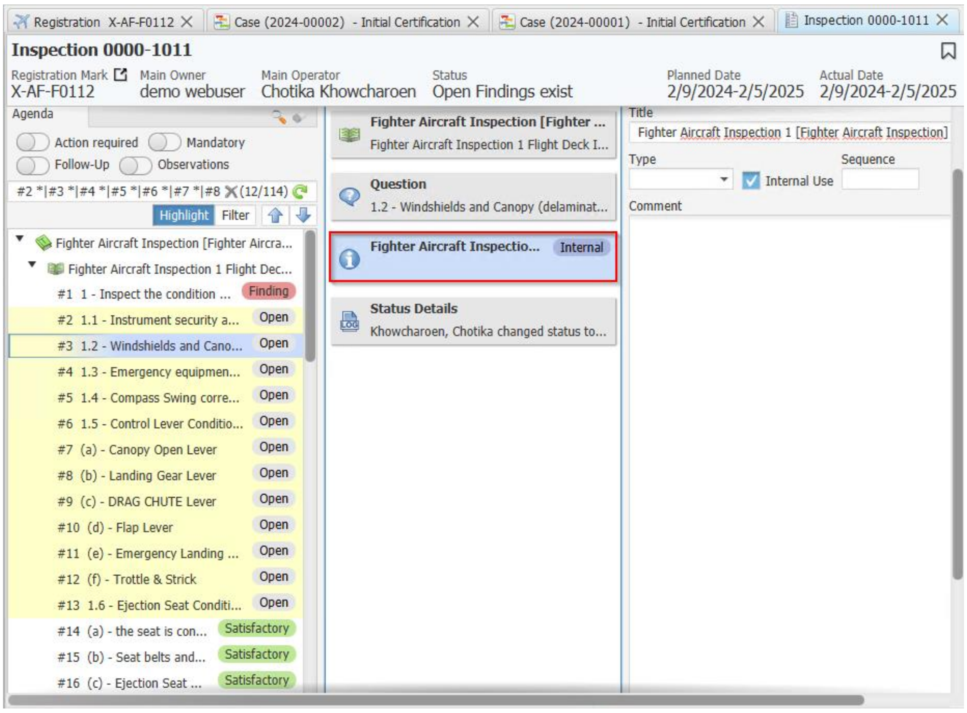


Figure 201: Comment detail in Checklist

5.6.2 Using mobile-SL

Step 1: Select Question to add Comment

1. Select **Checklist** tab
2. Click the question to add Comment

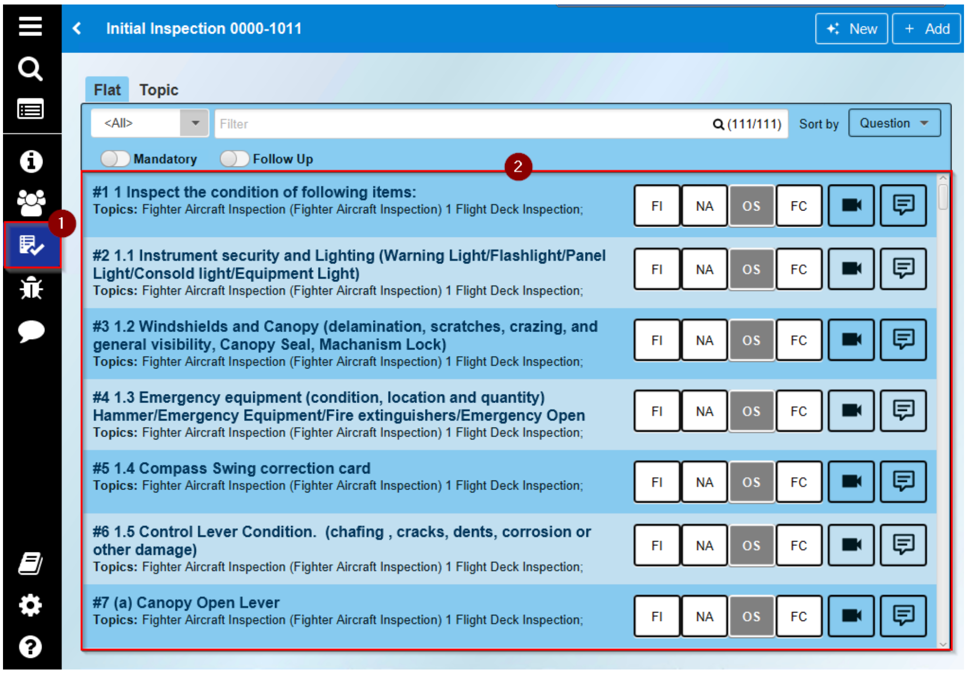


Figure 202: Select Question to add Comment in mobile SL

Step 2: Add Comment in mobile SL by click **+** button in **Comment** box

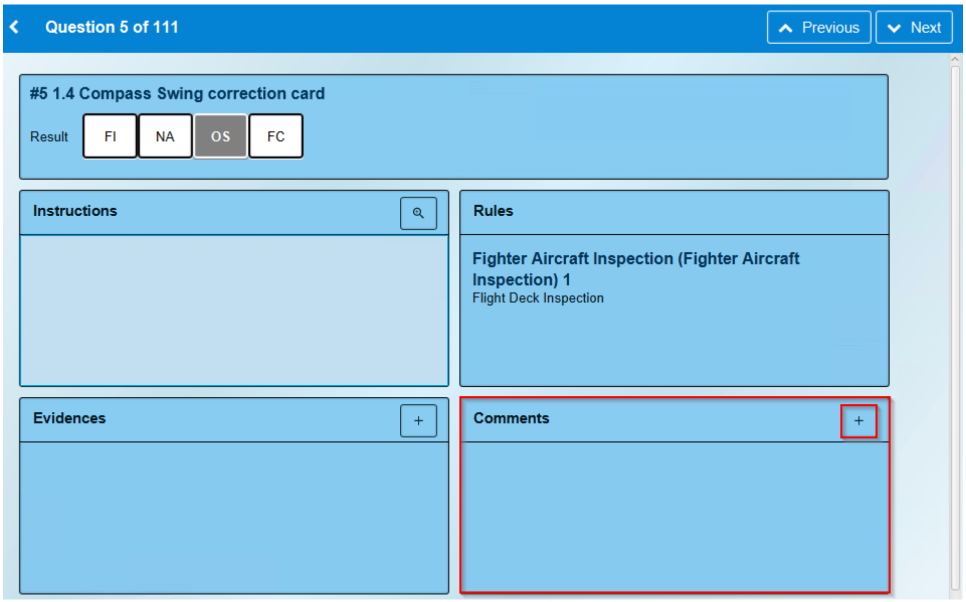


Figure 203: Add Comment in mobile SL

Step 3: Fill comment information

- Comment Title
- Description
- Comment Type
- Sort Order
- Internal Use Only

After all detail are added, click **Save** to save and confirm data

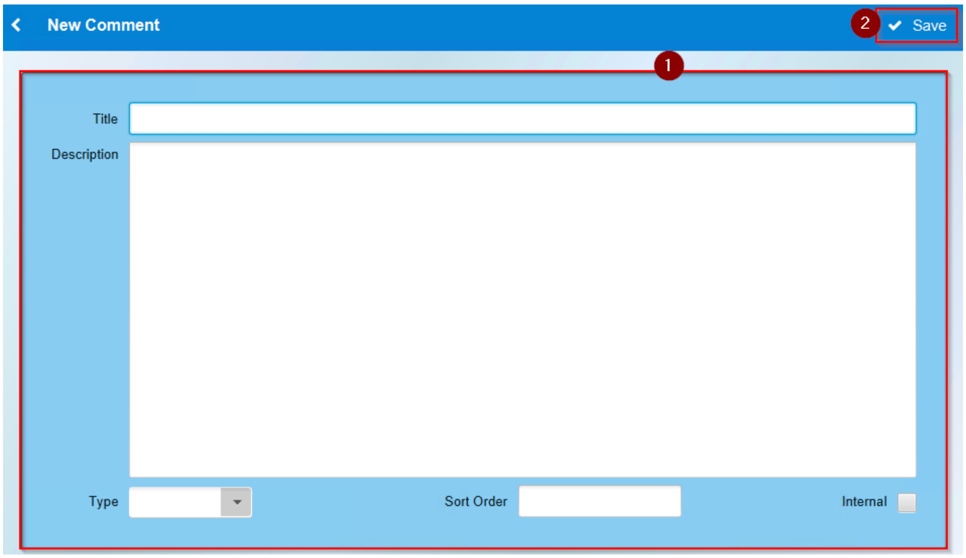


Figure 204: Add Comment detail

5.7 Print Checklist and Audit Report

Step 1: Click **Free Texts** tab to create new Free texts

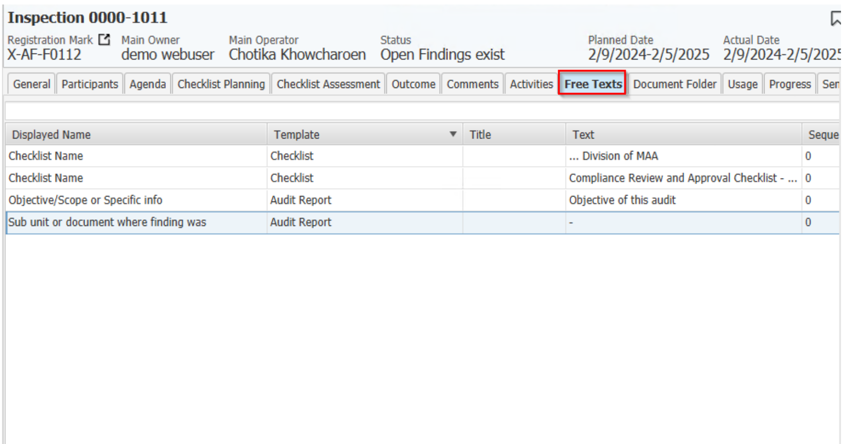


Figure 205: Free Text tab

Then, click **New** to create Free Text in print template

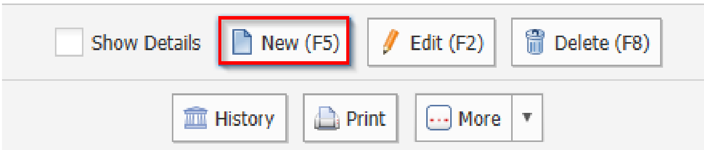


Figure 206: Click New to create new free text

Step 2: Fill in the detail of Free Text in each template

1. Select Template from the drop-down list
2. Select Displayed Name
3. Fill in the Title
4. Fill in the detail of Free Texi

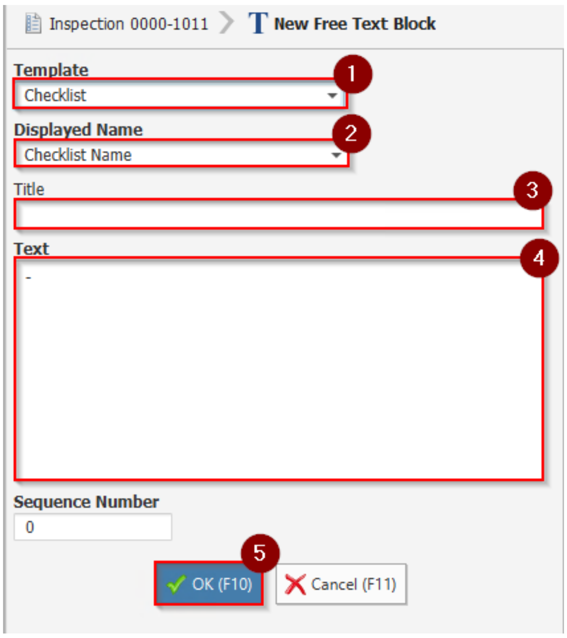


Figure 207: Fill in the Free Text detail

Step 3: Select **General tab**

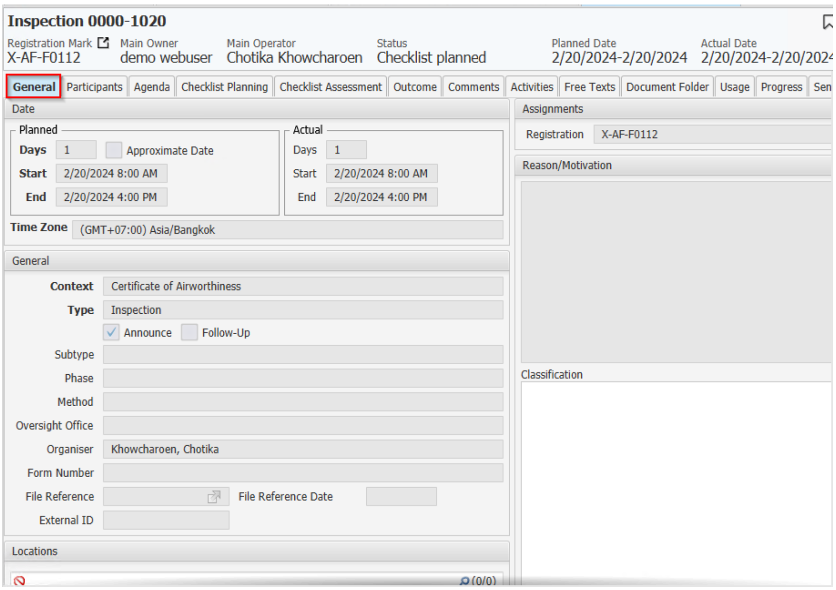


Figure 208: General tab

Step 4: Click **Print** to print checklist or audit report

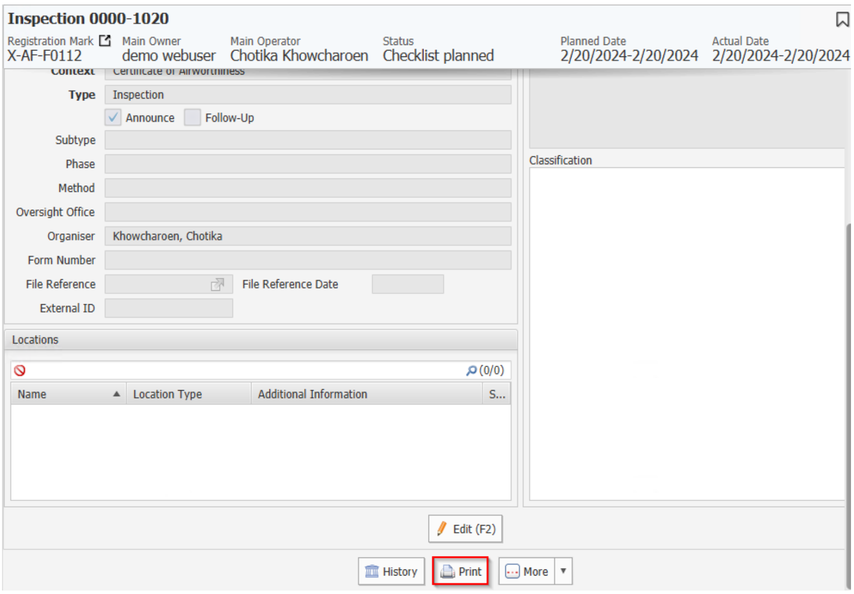


Figure 209: Click print to print report

Step 5: Select print template and print

1. Select the print template between Checklist or Audit Report
2. Click **Print** to print

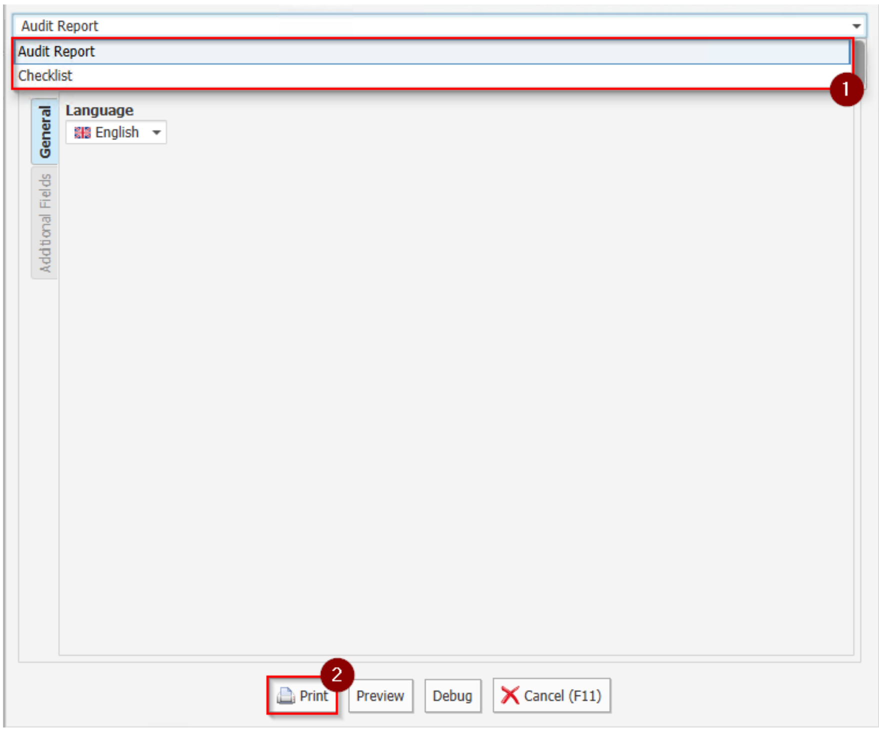


Figure 210: Choose the print template to print Audit Report

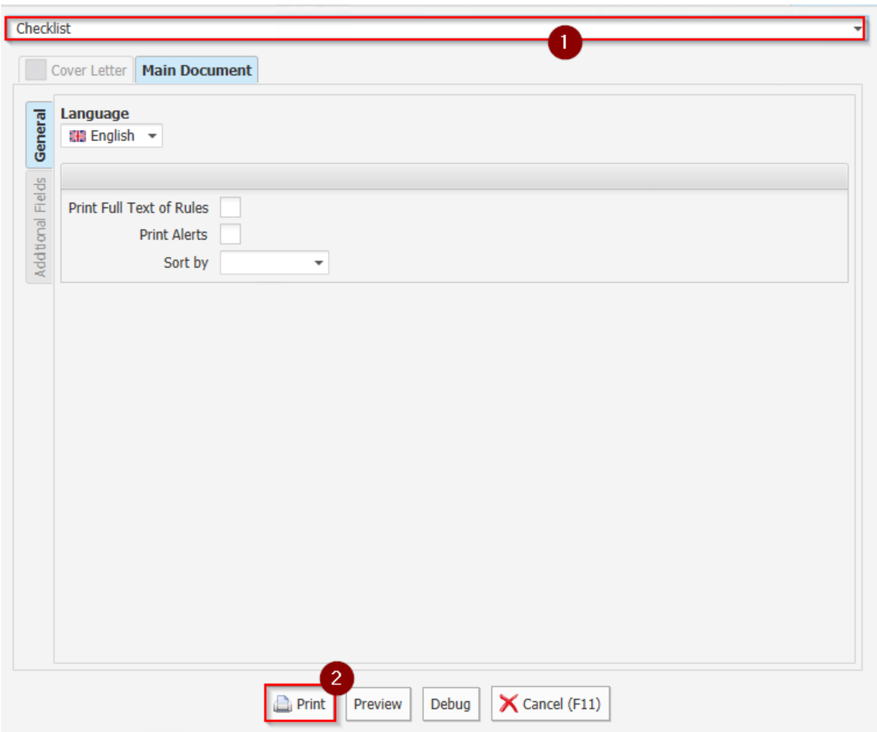


Figure 211: Choose the print template to print Checklist

Step 6: Select print template and print

1. Mark the Green Tick in the box
2. Click **Proceed** to print

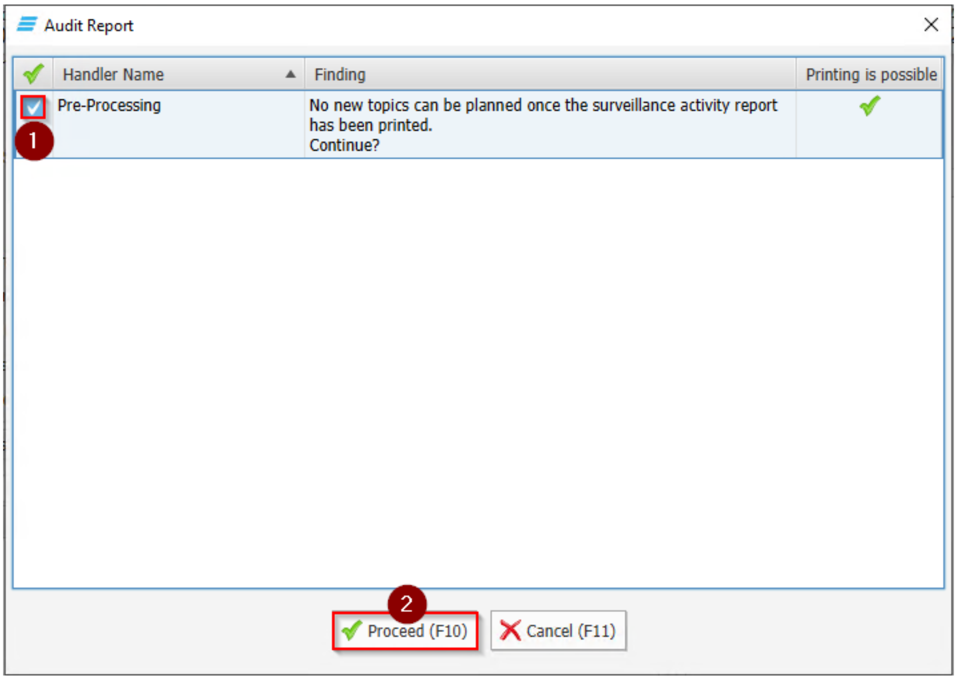
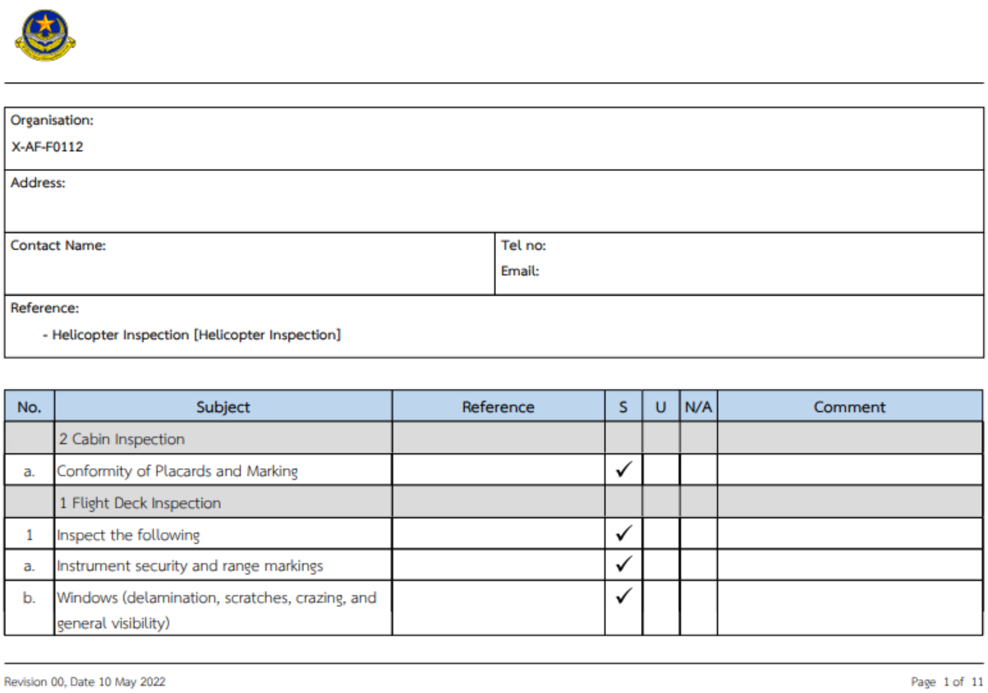


Figure 212: Proceed to print the report

After click Proceed to print, the Checklist and Audit Report will be displayed.



Organisation: X-AF-F0112	
Address:	
Contact Name:	Tel no: Email:
Reference: - Helicopter Inspection [Helicopter Inspection]	

No.	Subject	Reference	S	U	N/A	Comment
	2 Cabin Inspection					
a.	Conformity of Placards and Marking		✓			
	1 Flight Deck Inspection					
1	Inspect the following		✓			
a.	Instrument security and range markings		✓			
b.	Windows (delamination, scratches, crazing, and general visibility)		✓			

Revision 00, Date 10 May 2022 Page 1 of 11

Figure 213: Printed Checklist

Audit Report Form

Finding Report

Part : 1 General info	
Unit : Chotika Khowcharoen	Finding No: 1011 - 1
Sub unit or document where finding was detected : -	Date : 20 February 2024
Criteria/Standard/Requirement as specified :	Objective/Scope or Specific info :Objective of this audit

Part : 2 Finding Description
Requirement :
- Fighter Aircraft Inspection 1 [Fighter Aircraft Inspection] Flight Deck Inspection
Finding : Finding Test

Assessment of Finding:

Major
Minor
Observation

Managing level (suggestion) :

Central
Local

Finding accepted by :

(Auditee Name & Signature) (Lead Auditor Name & Signature)

Date : Date :

Figure 214: Printed Audit Report

5.8 Corrective action handling

Step 1: Release finding to WEB

1. Click **More**
2. Select **Release for WEB**

Then edit email and click **Send E-mail**

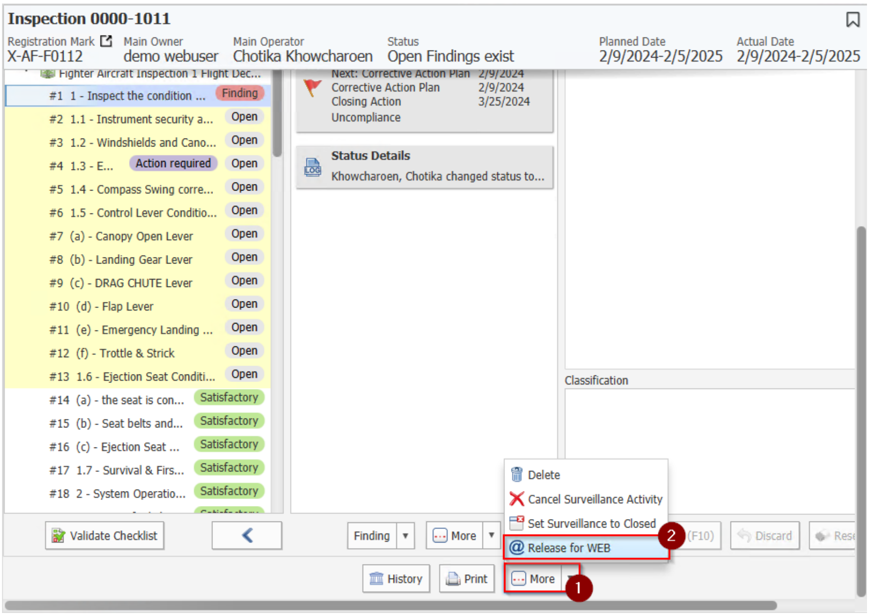


Figure 215: Release finding to WEB

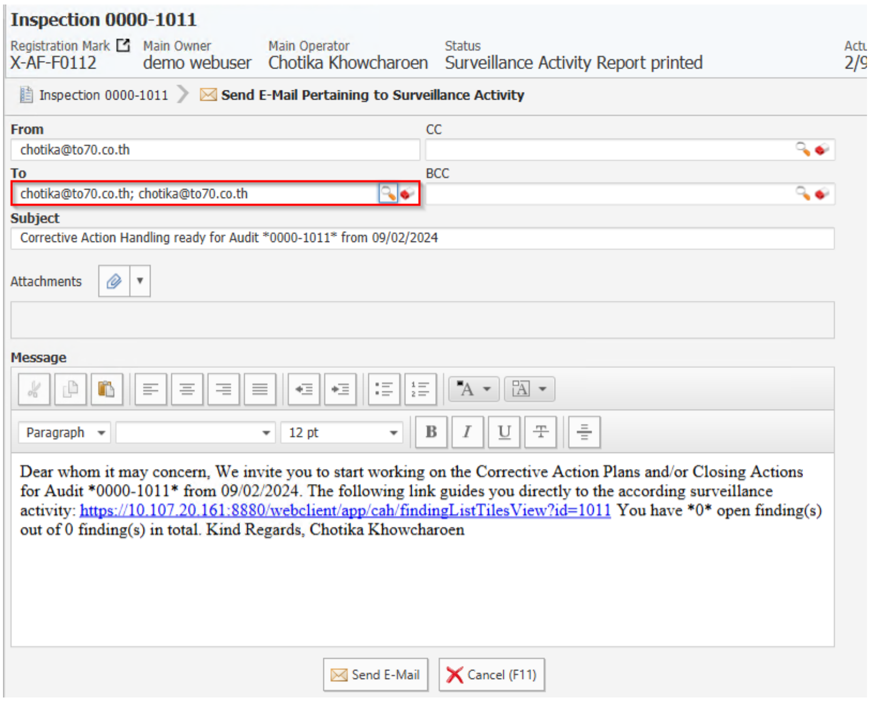


Figure 216: Edit email to finding

6 Create Type Certificate

6.1 Create Aircraft

Step 1: Select **Type Certificate** Module

Figure 217: Selected module window

Step 2: Create New Aircraft

1. Click **New**
2. Click **Aircraft**

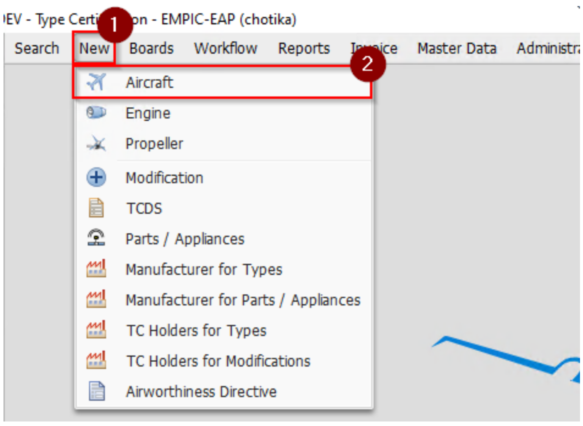


Figure 218: Create new Aircraft

Step 3: Add Aircraft Detail

1. Fill Aircraft's **Name**
2. Select **Model Category**
3. Fill **Nat. Type Acceptance No.**
4. Select **Legal Basis**
5. Click **OK** to Confirm

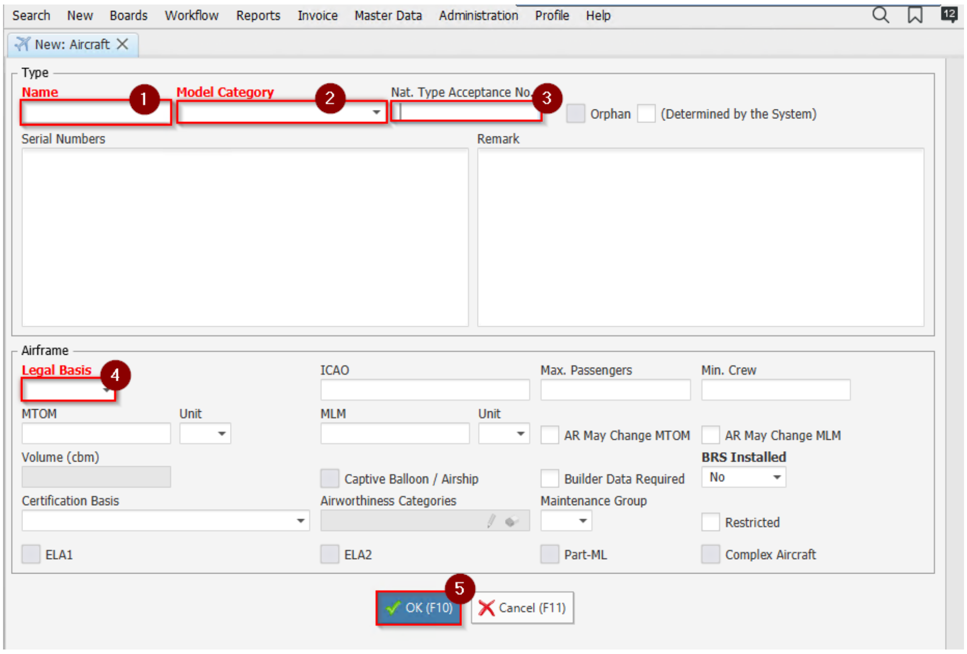


Figure 219: Fill in the Aircraft detail

Step 4: Add Manufacturer

Select **Manufacturer** tab

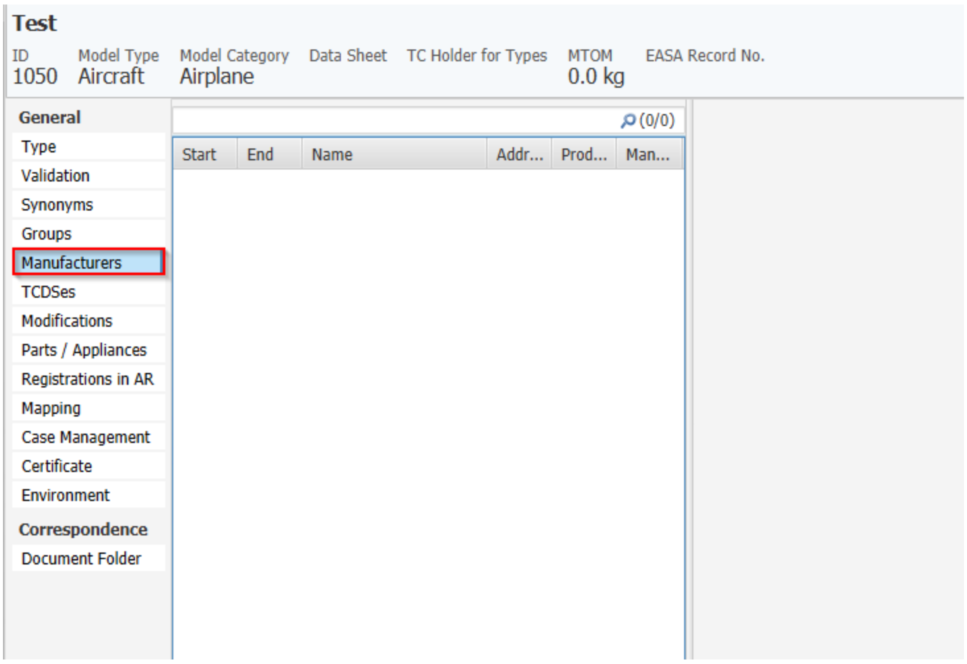


Figure 220: Adding the Manufacturer

Then, click **New**

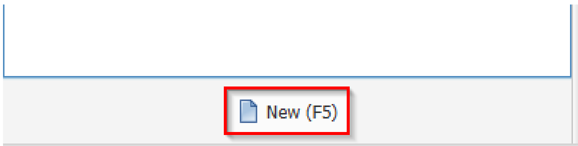


Figure 221: Click New to create new Manufacturer

Step 5: Select Manufacturer

1. Click **Name** to select Manufacturer
2. Click **Save**

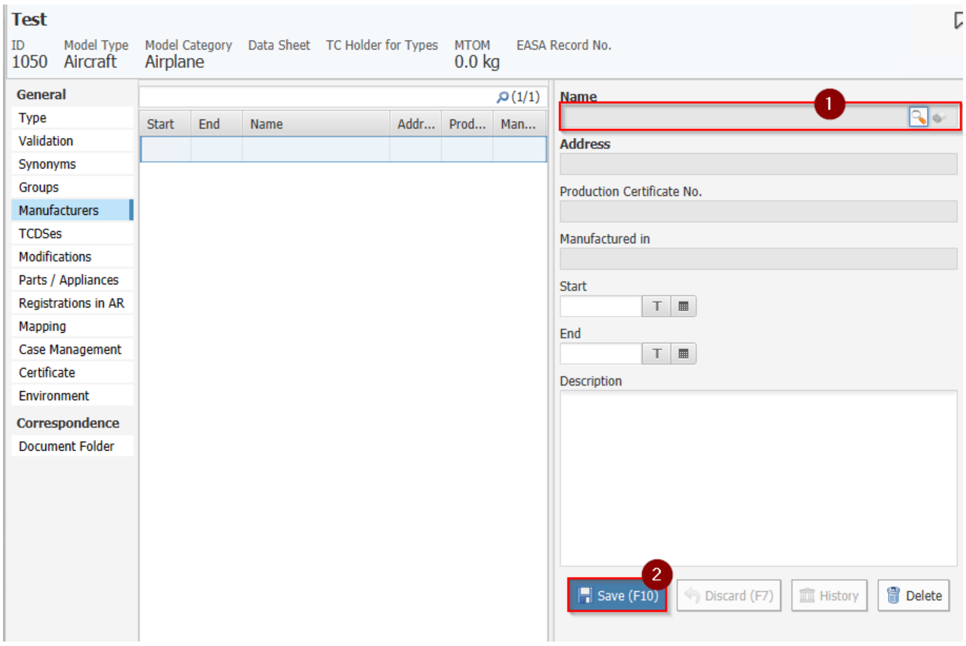


Figure 222: Fill in the Manufacturer detail

6.2 Create Engine

Step 1: Create New Engine

1. Click **New**
2. Click **Engine**

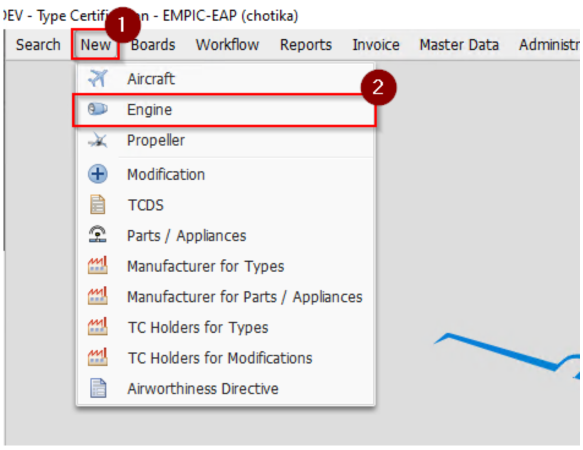


Figure 223: Create new Engine

Step 2: Add Engine Detail

1. Fill Engine's **Name**
2. Select **Model Category**
3. Fill **Nat. Type Acceptance No.**
4. Click **OK** to Confirm

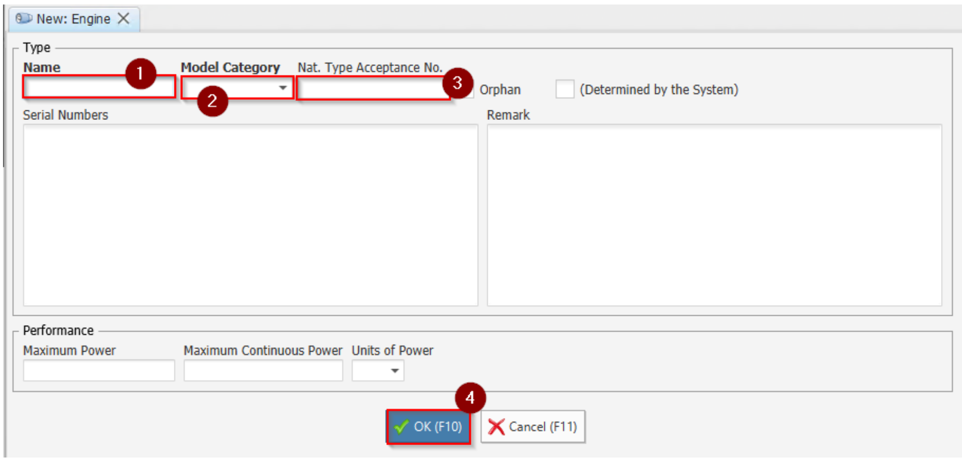


Figure 224: Fill in the Engine detail

Step 3: Click **Add Propeller**

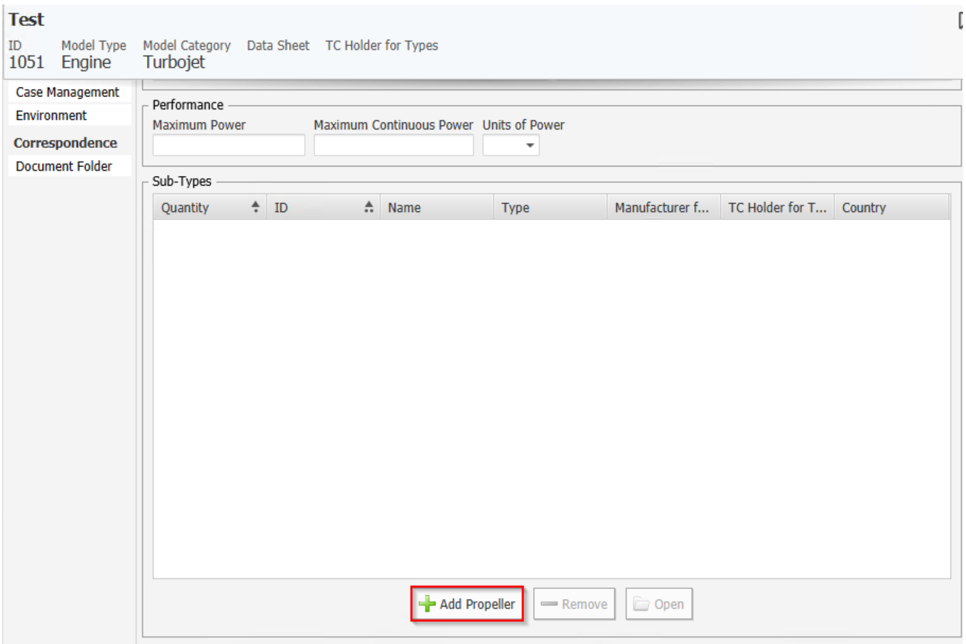


Figure 225: Adding the Propeller in Engine

Step 4: Select Engine's Propeller

1. Click **Search**
2. Select Propeller

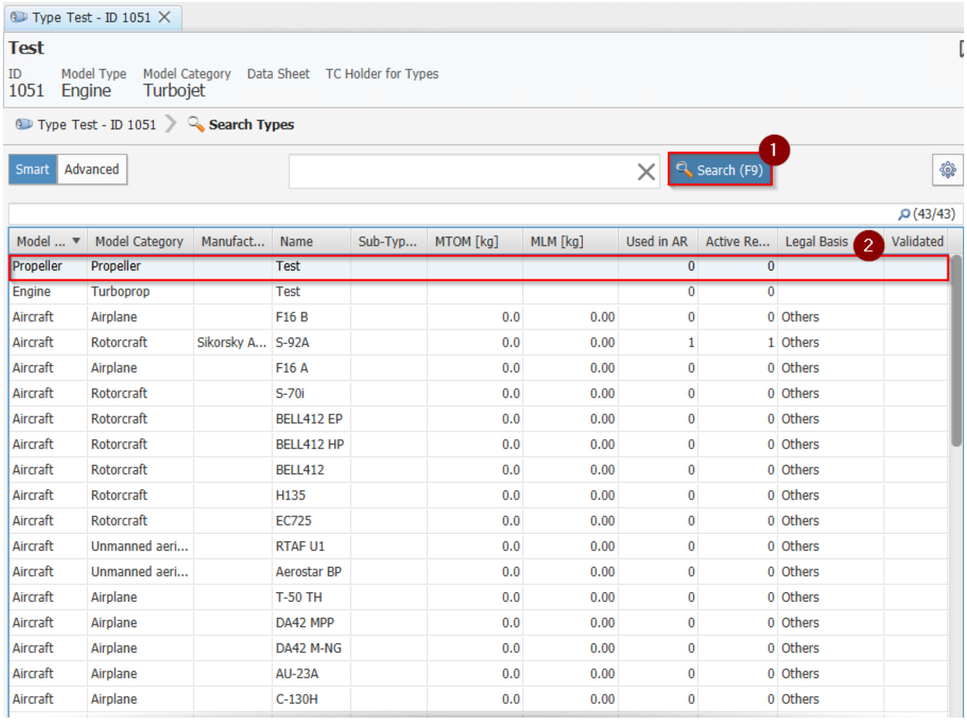


Figure 226: Selected the Propeller

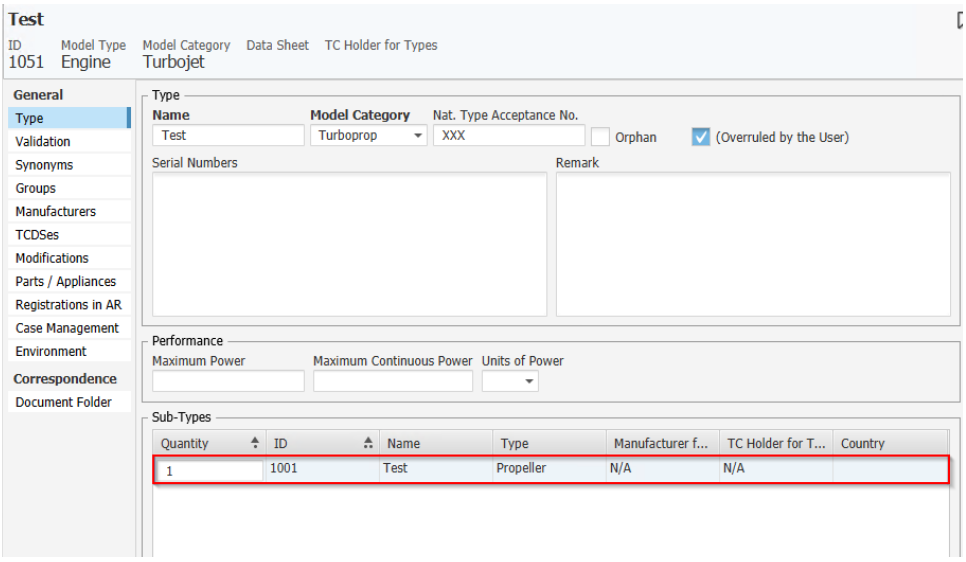


Figure 227: Added Propeller

6.3 Create Propeller

Step 1: Create New Propeller

1. Click **New**
2. Click **Propeller**

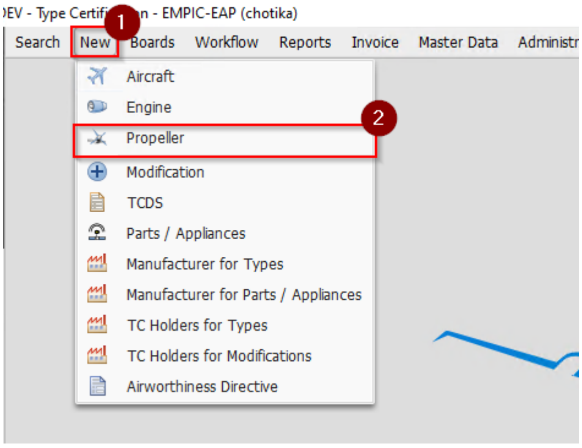


Figure 228: Create new Propeller

Step 2: Add Propeller Detail

1. Fill Propeller's **Name**
2. Select **Model Category**
3. Fill **Nat. Type Acceptance No.**
4. Click **OK** to Confirm

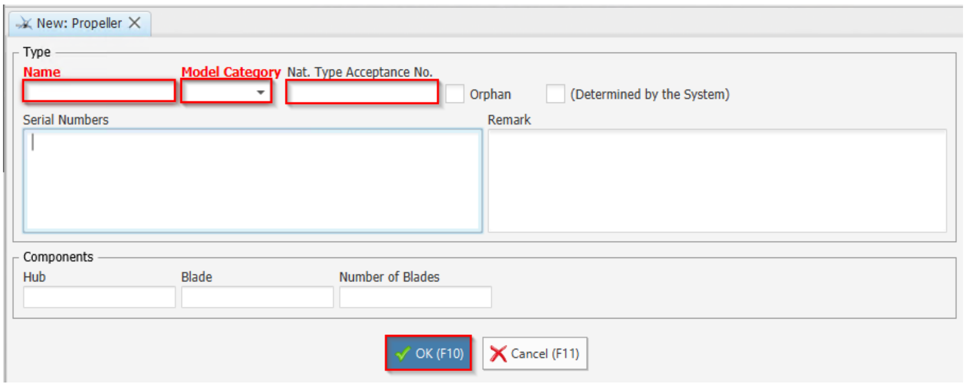


Figure 229: Fill in the Propeller detail

6.4 Create TCDSes

Step 1: In TC module, select TCDSes

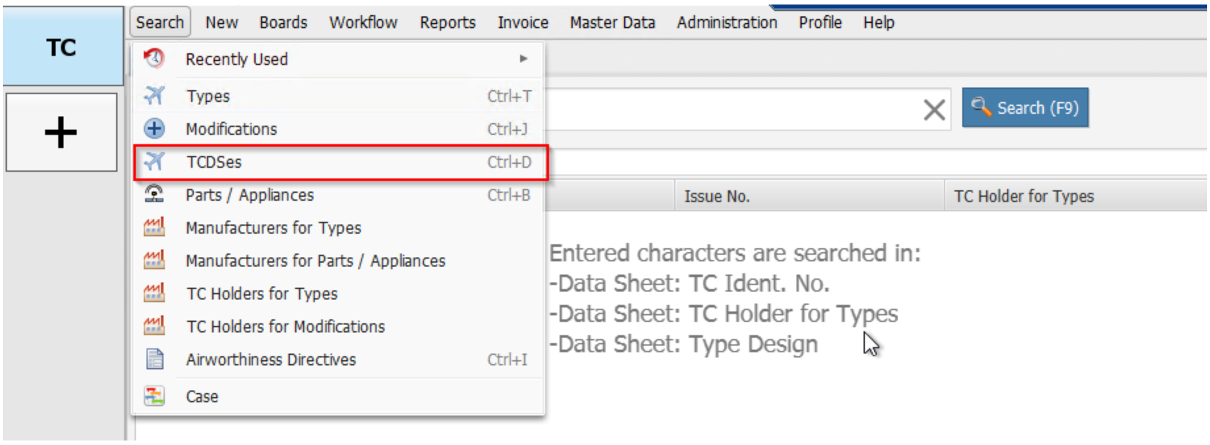


Figure 230: TCDSes tab

Step 2: Fill in the related information

1. Fill in the TC Ident. No.
2. Select Type Design
3. Select Type of TCDS
4. Click OK to confirm

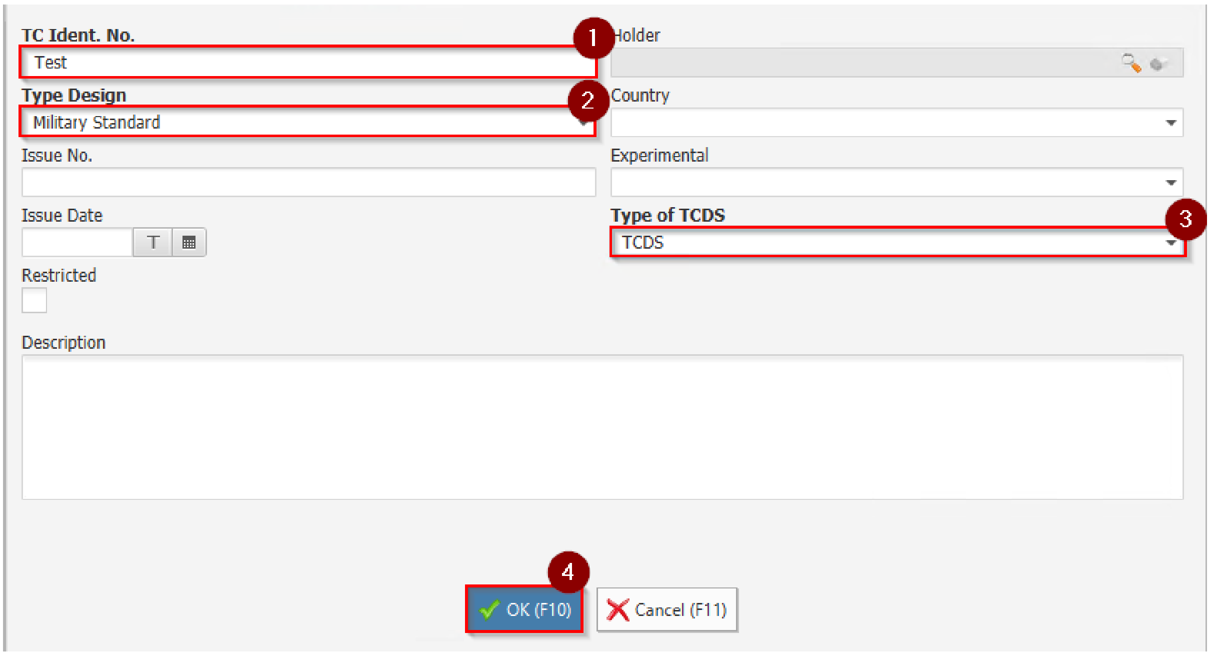


Figure 231: Fill in TCDS information

Step 3: Add aircraft in TCDS by clicking the Types tap and clicking new

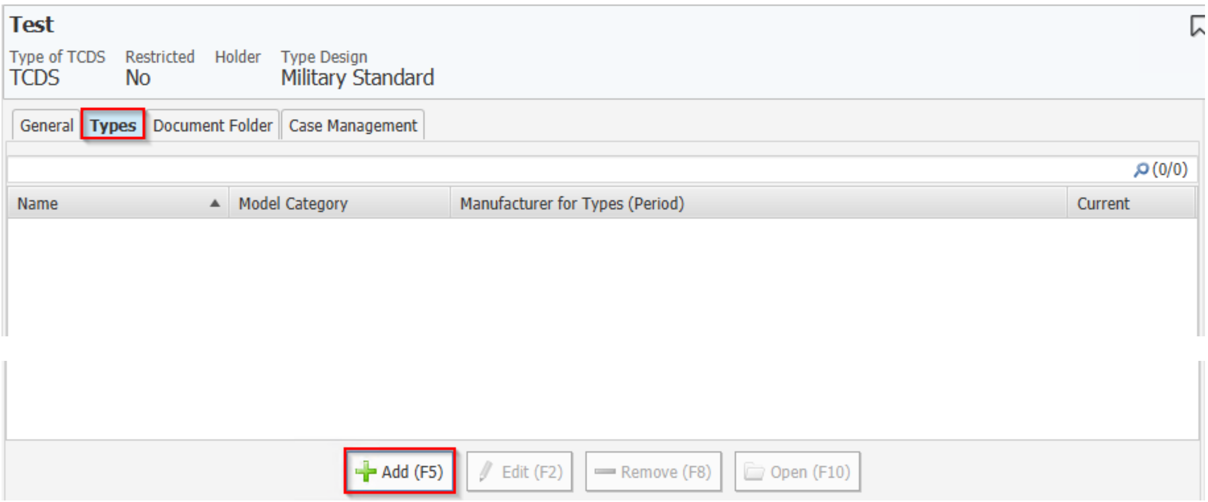


Figure 232: Add Aircraft in TCDS

6.5 Print Certificate

6.5.1 Type Certificate (TC)

Step 1: Search Aircraft

1. Click **Search**
2. Click **Type** to search Aircraft

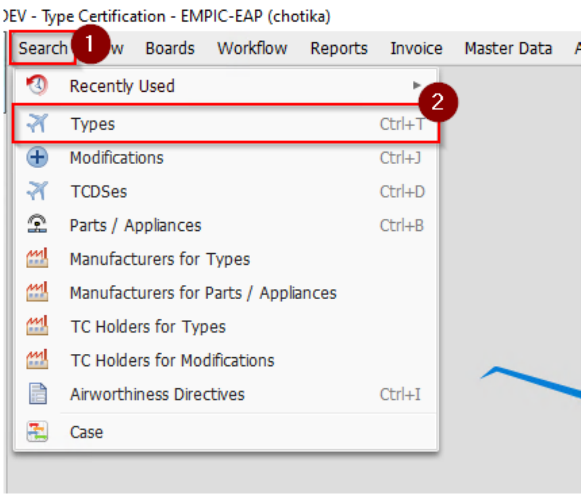


Figure 233: Search for Aircraft Type

Step 2: Select Aircraft

1. Click **Search**
2. Double-Click on select Aircraft

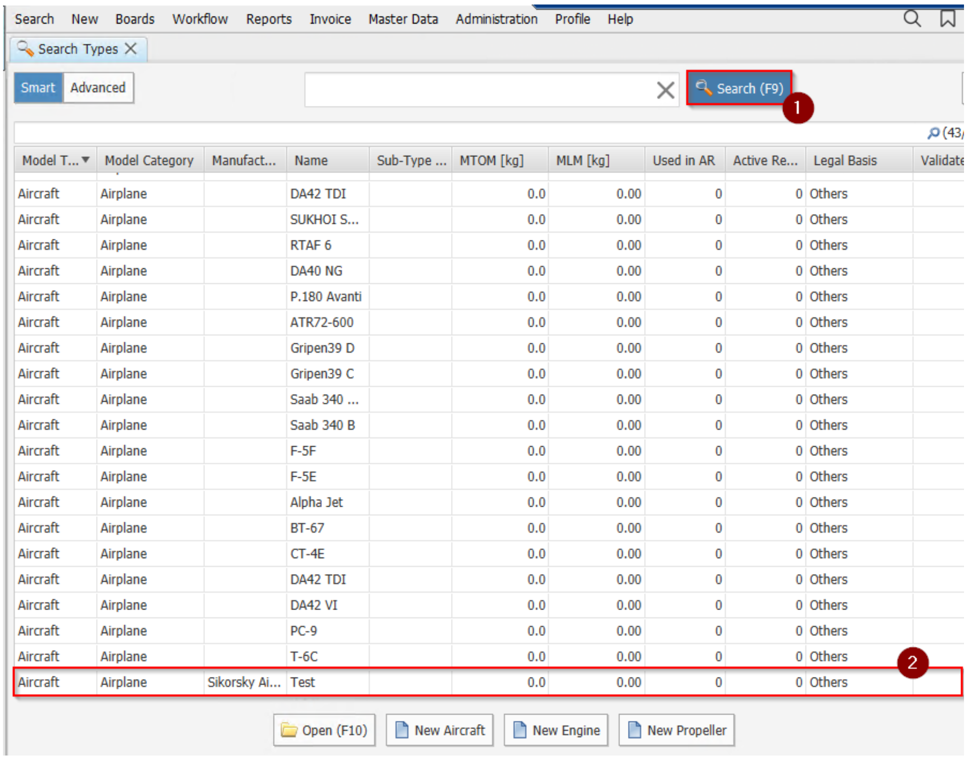


Figure 234: Select Aircraft to print certificate

Step 3: Fill Validation Remark of print template

1. Click **Validation** tab
2. Tick Validated
3. Fill **Validation Remark**
4. Click **Save**

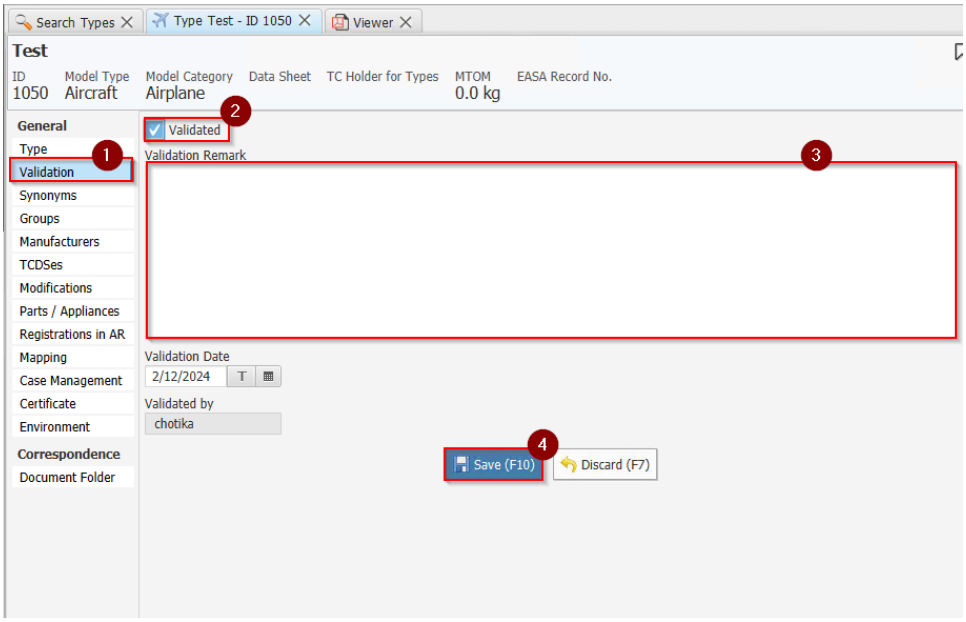


Figure 235: Fill the validation remarking in print template

Step 4: Click **Print**

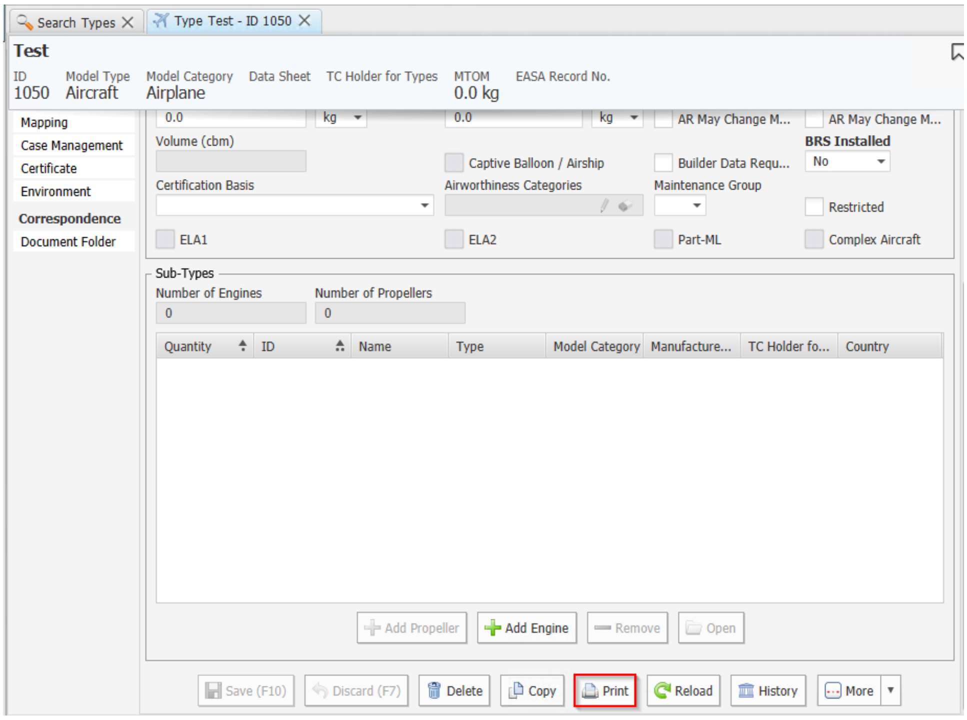


Figure 236: Click Print to print Certificate

Step 5: Select **TC Validation** print template

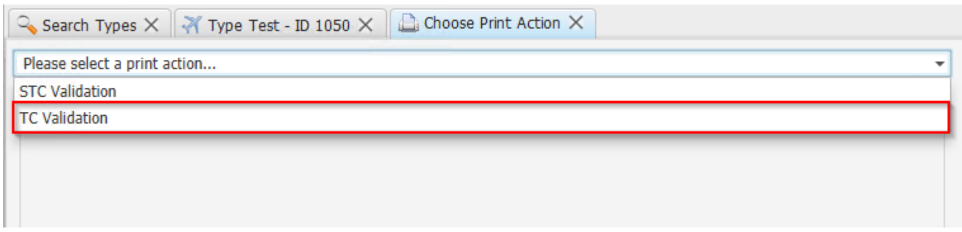


Figure 237: Select the print template

Step 6: Select Signature

1. Click **Search**
2. Select Signature
3. Click **OK**

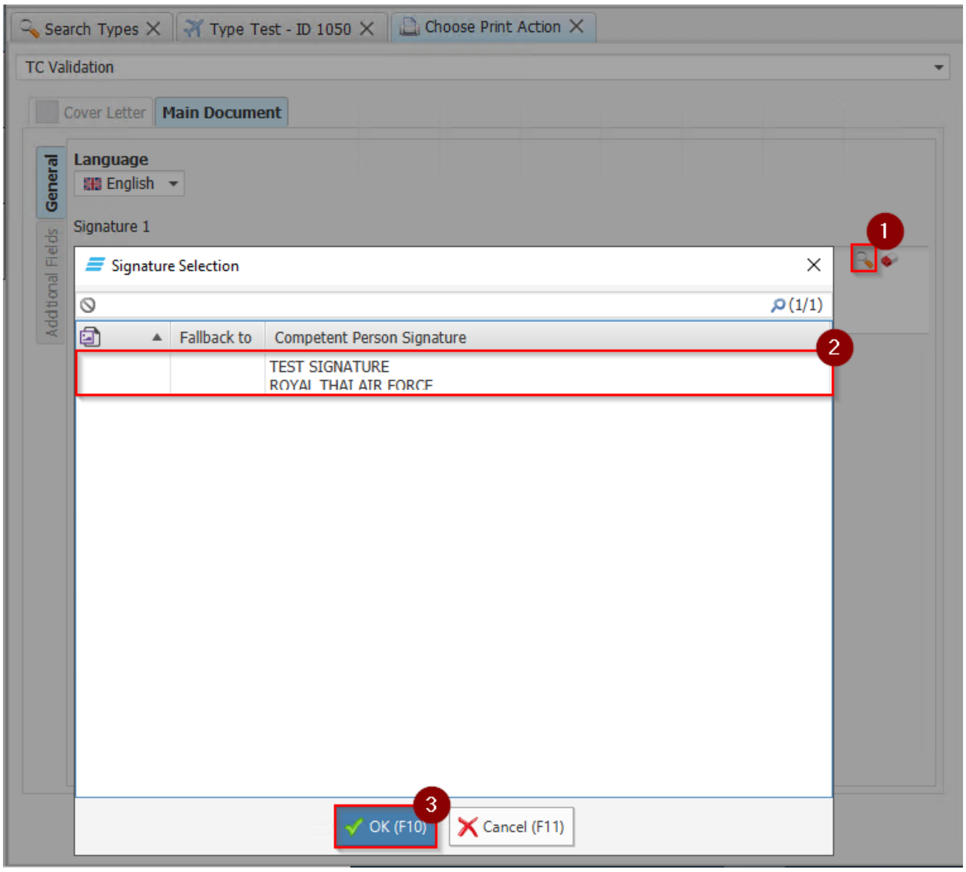


Figure 238: Select the Signature template

Step 7: Click **Print** to print TC Validation

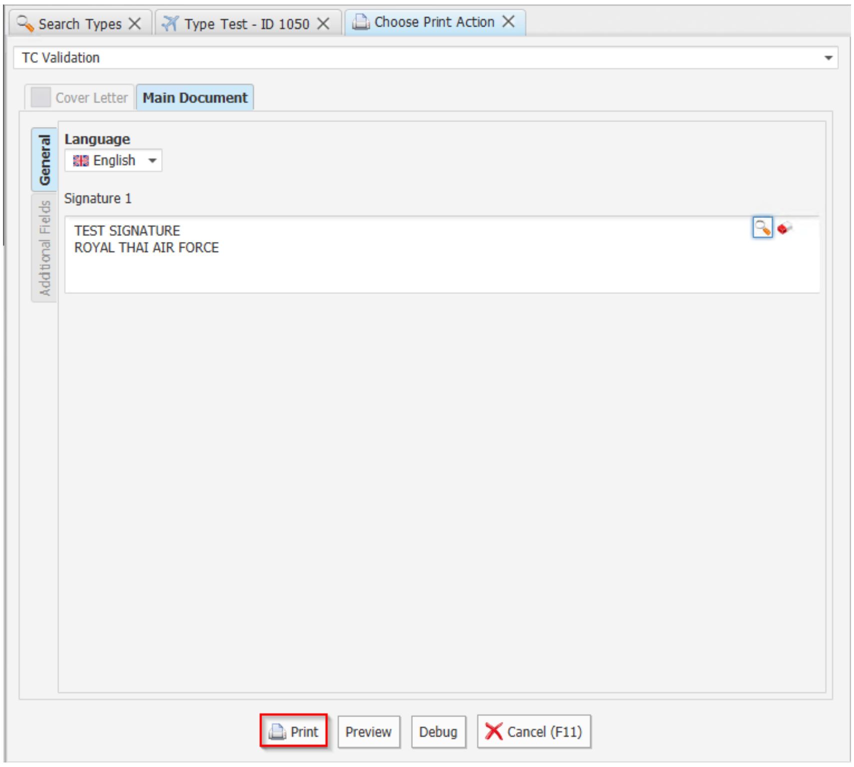


Figure 239: Click Print to print

เลขที่หนังสือออก RTAF XX/XXXX
Issue Number RTAF XX/XXXX

สำนักงานการบินกองทัพอากาศ
MILITARY AVIATION AUTHORITY
หนังสือรับรองใบรับรองแบบของต่างประเทศ
เพื่อการขอใบสำคัญสมควรเดินอากาศ
LETTER OF VALIDATION OF FOREIGN TYPE CERTIFICATE
TO BE USED IN APPLICATION FOR CERTIFICATE OF AIRWORTHINESS
หนังสือฉบับนี้ออกให้เพื่อรับรองว่า
This Letter validates the following Type Certificate:

แบบของอากาศยาน (Model): Test
ใบรับรองแบบเลขที่ (Type Certificate No): null
ผู้ได้รับใบรับรองแบบ (Type Certificate Holder): null
หน่วยงานที่ออก/ประเทศ (The issuing Authority/The State of Design):
ผู้ผลิต (Manufacturer): Sikorsky Aircraft Corporation

ใช้ได้เช่นเดียวกับใบรับรองแบบและใบรับรองแบบส่วนเพิ่มเติมที่ออกตามพระราชบัญญัติการเดินอากาศ พ.ศ. ๒๔๙๗ เพื่อขอใบสำคัญสมควรเดินอากาศสำหรับอากาศยานที่จดทะเบียนอากาศยานในประเทศไทยตามมาตรา ๔๑/๑๔ แห่งพระราชบัญญัติการเดินอากาศ พ.ศ. ๒๔๙๗ ซึ่งแก้ไขเพิ่มเติมโดยพระราชบัญญัติการเดินอากาศ (ฉบับที่ ๑๑) พ.ศ.๒๕๕๑

as effective as the Type Certificate and Supplemental Type Certificate issued under the Air Navigation Act B.E. 2497, in order to be used in application for certificate of airworthiness for the aircraft registered in Thailand, according to Section 41/14 of the Air Navigation Act B.E. 2497, amended by the Air Navigation Act (No.11) B.E. 2551.

ออกให้ ณ วันที่ กุมภาพันธ์ พ.ศ. ๒๕๖๗
Given on February 2024

TEST SIGNATURE
ROYAL THAI AIR FORCE

Figure 240: Printed Type Certificate (TC)

6.5.2 Supplemental Type Certificate (STC)

Step 1: Search Aircraft

1. Click **Search**
2. Click **Type** to search Aircraft

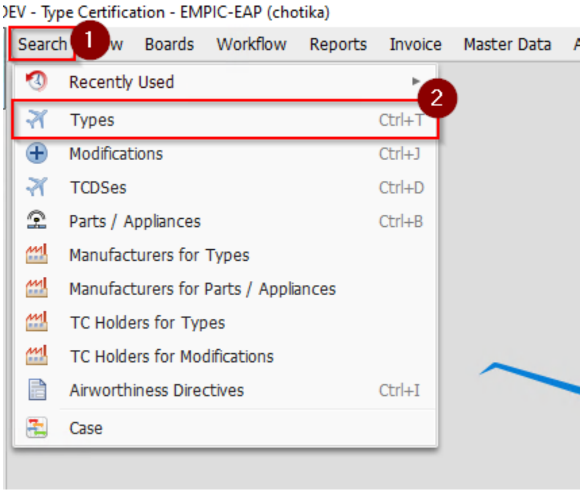


Figure 241: Search for Aircraft Type

Step 2: Select Aircraft

1. Click **Search**
2. Double-Click on select Aircraft

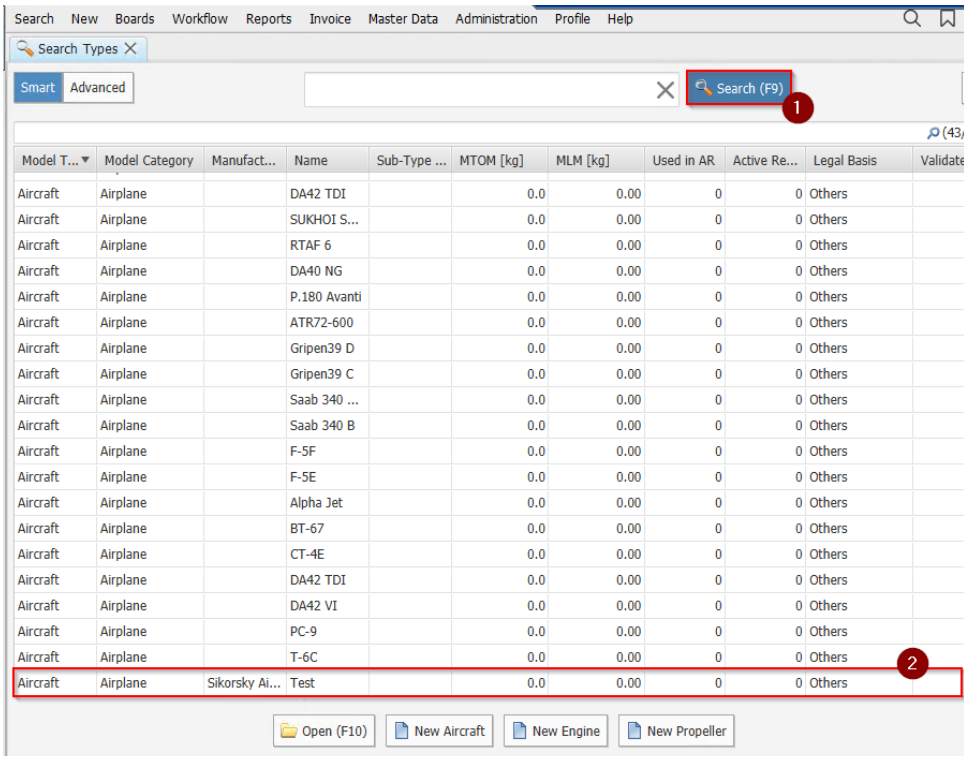


Figure 242: Select Aircraft to print certificate

Step 3: Fill Validation Remark of print template

1. Click **Validation** tab
2. Tick Validated
3. Fill **Validation Remark**
4. Click **Save**

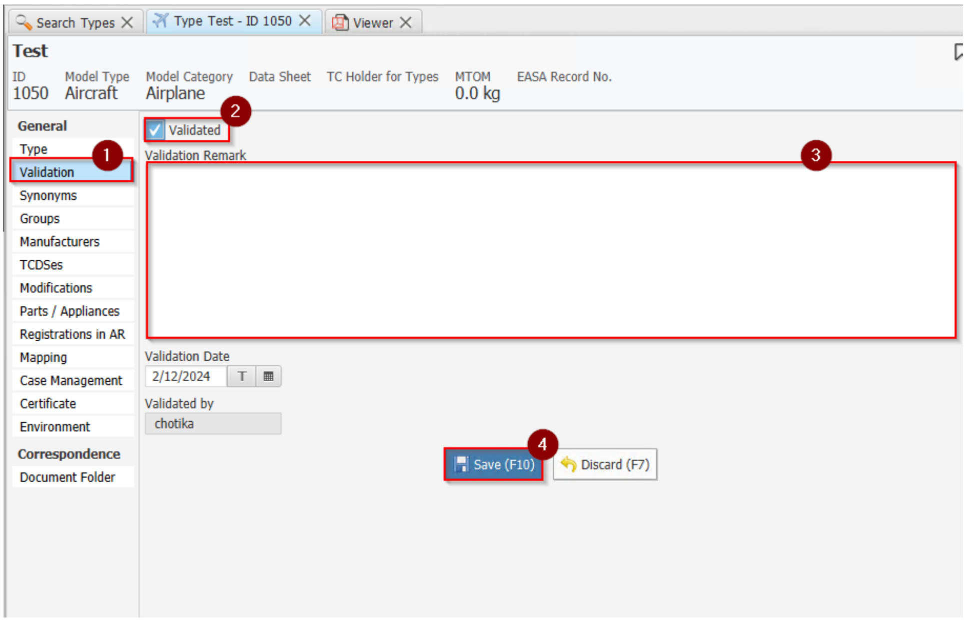


Figure 243: Fill the validation remarking in print template

Step 4: Click **Print**

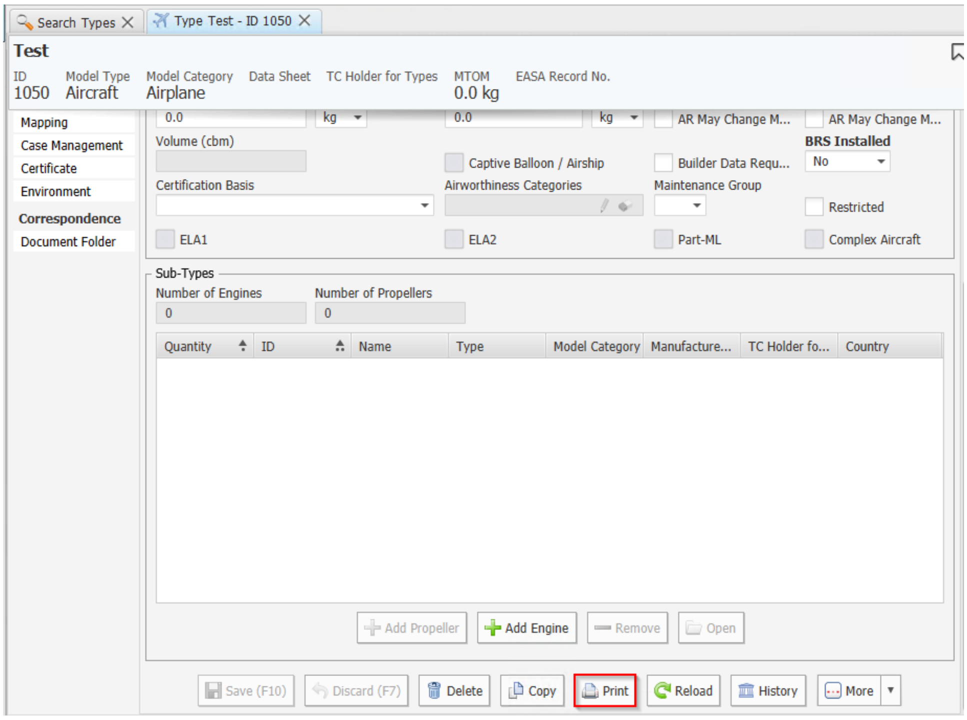


Figure 244: Click Print to print Certificate

Step 5: Select **STC Validation** print template

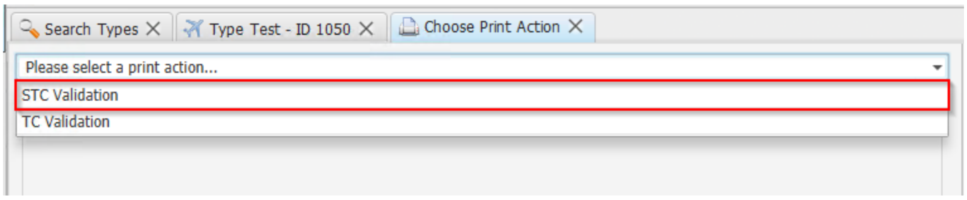


Figure 245: Select the print template

Step 6: Select Signature

1. Click **Search**
2. Select Signature
3. Click **OK**

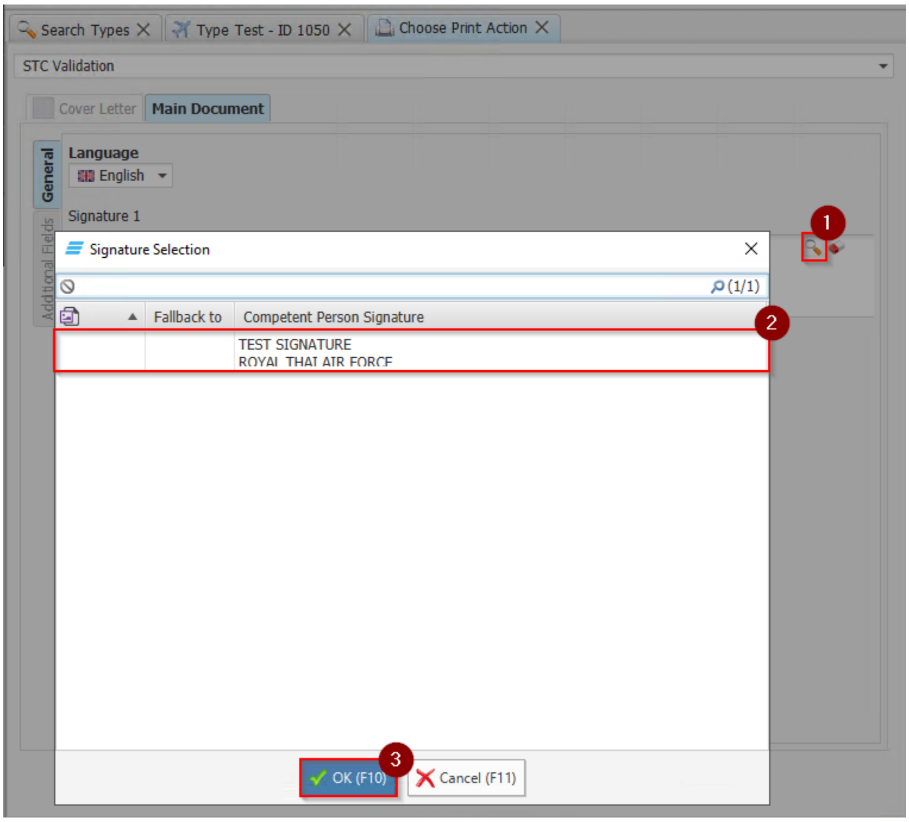


Figure 246: Select the Signature template

Step 7: Click **Print** to print STC Validation

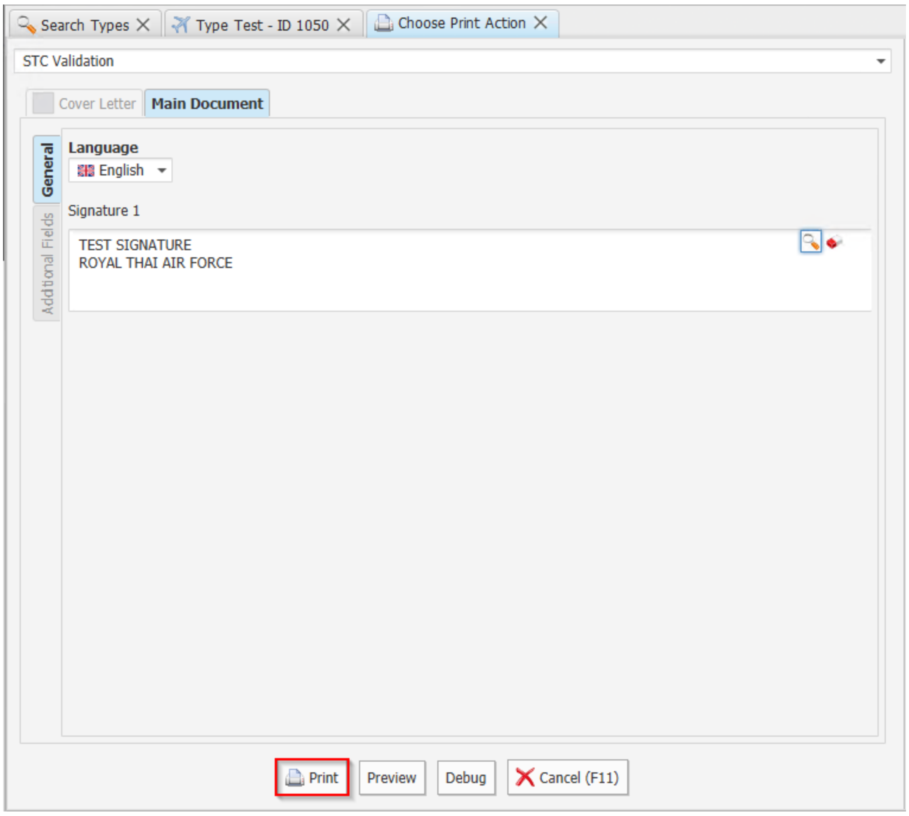


Figure 247: Click Print to print

เลขที่หนังสือออก .....RTAF. XX/XXXX.....
Issue Number .....RTAF. XX/XXXX.....

สำนักงานการบินกองทัพอากาศ

MILITARY AVIATION AUTHORITY

หนังสือรับรองใบรับรองแบบส่วนเพิ่มเติมของต่างประเทศ

เพื่อการขอใบสำคัญสมควรเดินอากาศ

LETTER OF VALIDATION OF FOREIGN SUPPLEMENTAL TYPE CERTIFICATE

TO BE USED IN APPLICATION FOR CERTIFICATE OF AIRWORTHINESS

หนังสือฉบับนี้ออกให้เพื่อรับรองว่า

This Letter validates the following Supplemental Type Certificate:

แบบของอากาศยาน (Model): Test

ใบรับรองแบบเลขที่ (Type Certificate No): null

ผู้ได้รับใบรับรองแบบ (Type Certificate Holder): null

หน่วยงานที่ออก/ประเทศ (The issuing Authority/The State of Design):

ผู้ผลิต (Manufacturer): Sikorsky Aircraft Corporation

โดยมีใบรับรองแบบส่วนเพิ่มเติม ดังต่อไปนี้

(with the following Supplemental Type Certificates):

ใบรับรองแบบส่วนเพิ่มเติมเลขที่ (STC No.)	รายการเปลี่ยนแปลงแบบที่ออก (Description of the Type Design Change)	หน่วยงานที่ออก/ประเทศ (The Issuing Authority/ The State of Design)
null	null	

Figure 248: Printed Supplemental Type Certificate (STC)

7 Create Registration

7.1 Create Registration

Step 1: Select **Aircraft Registration** Module

Figure 249: Selected module window

Step 2: Create new Registration

1. Click **New**
2. Select Registration

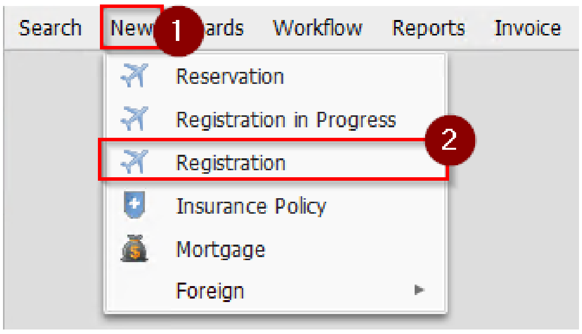


Figure 250: Create New Aircraft Registration

Step 3: Fill in the registration detail

1. Fill **Registration Mark**
2. Fill **Registration Date**
3. Fill **Ownership**
4. Fill **Assignment**
5. Click **OK** to confirm

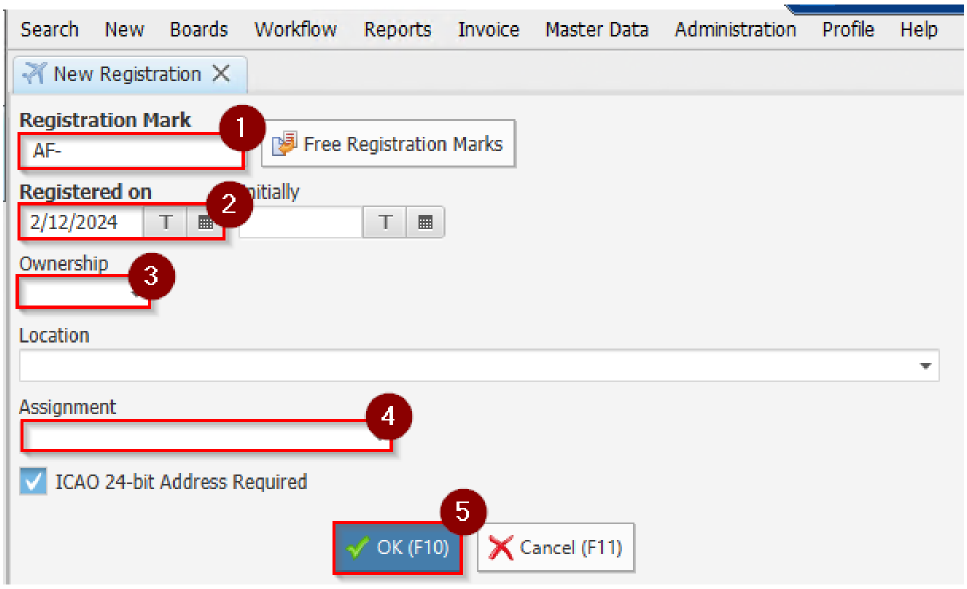


Figure 251: Fill in the Registration detail

7.2 Add Owner/ Operator

Step 1: Search Registration

1. Click **Search**
2. Select **Registration**

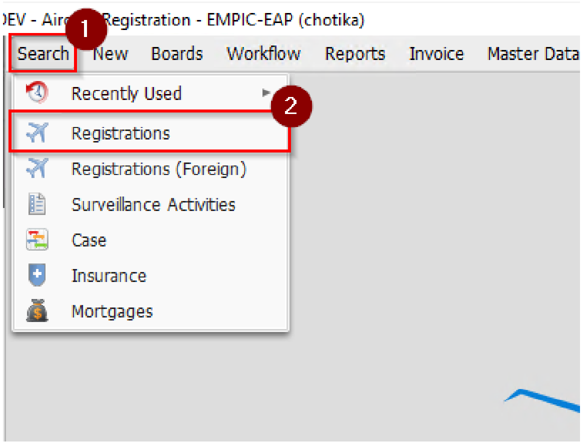


Figure 252: Search for Aircraft Registration

Step 2: Select Aircraft Registration

1. Click **Search**
2. Select Aircraft Registration

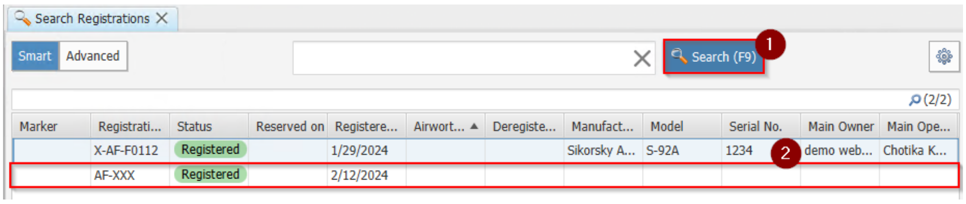


Figure 253: Selected the aircraft registration

Step 3: Select **Owner** tab

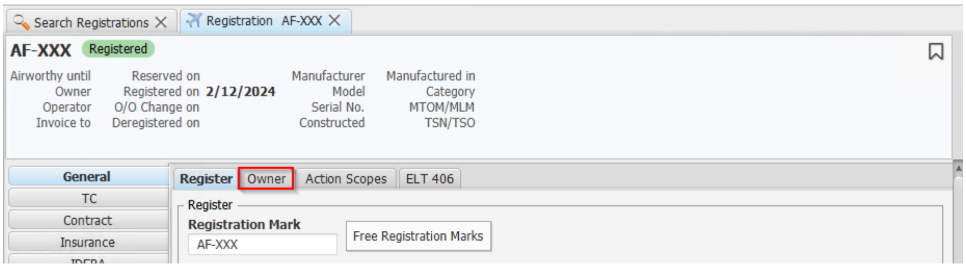


Figure 254: Owner tab in Aircraft Registration

Step 4: Click **Add/Edit O/O** tab

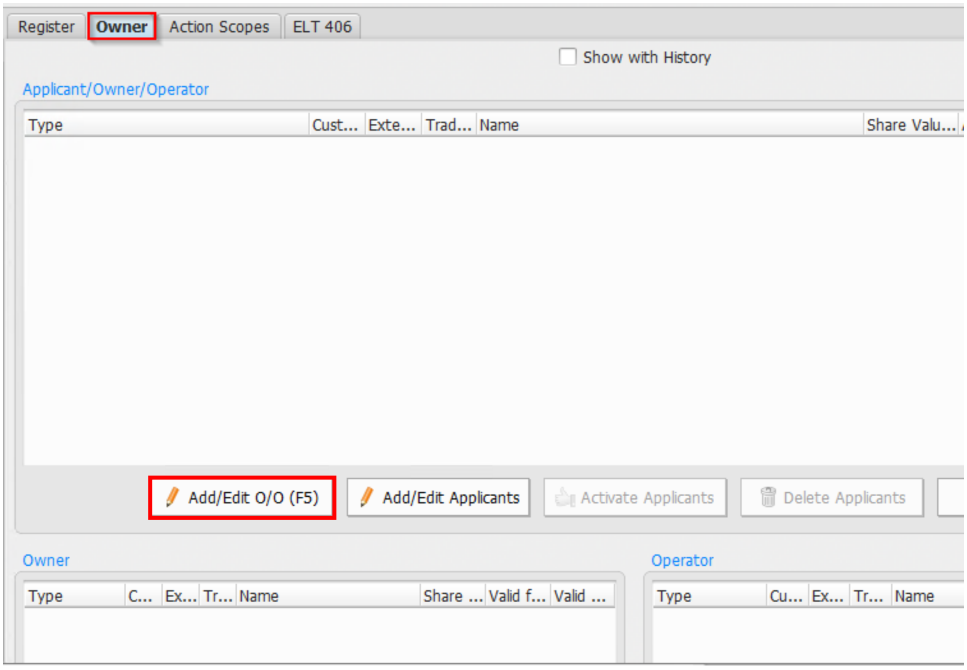


Figure 255: Click Add/Edit O/O tab to add Owner/ Operator

Step 5: Create New Owners/ Operators

1. Click **Search**
2. Select **Person/Organisation** to add in O/O

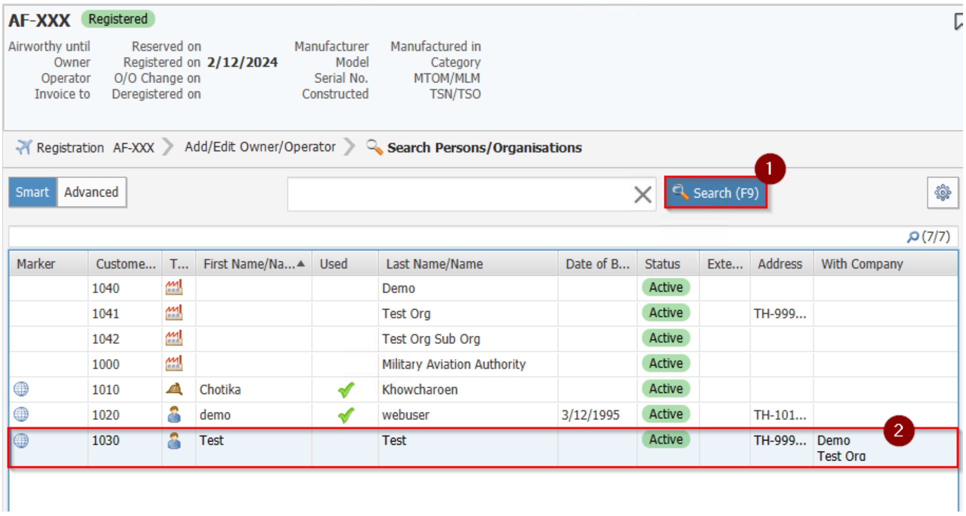


Figure 256: Search for the Owner/Operator

Then, click **New** to create new owner/operator

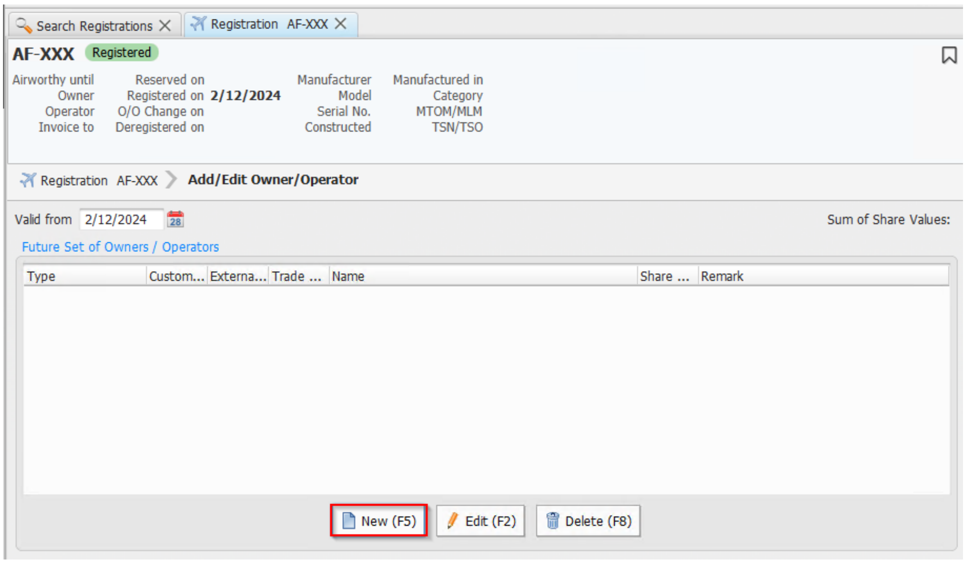


Figure 257: Click New to create Owner/Operator

Step 6: Select **Operator Type**, and the click **OK** to confirm

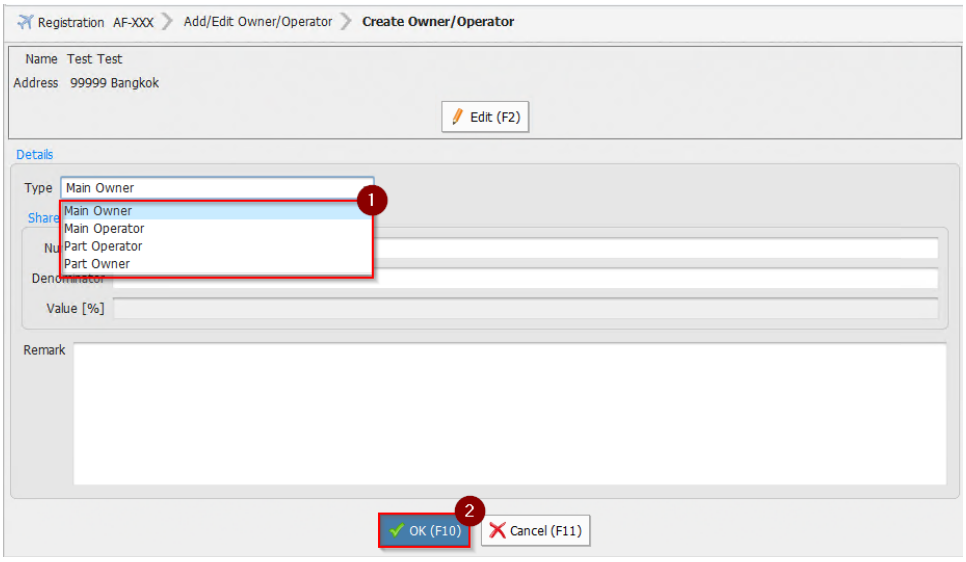


Figure 258: Select type of selected Owner/Operator

Step 7: Click **OK** to confirm

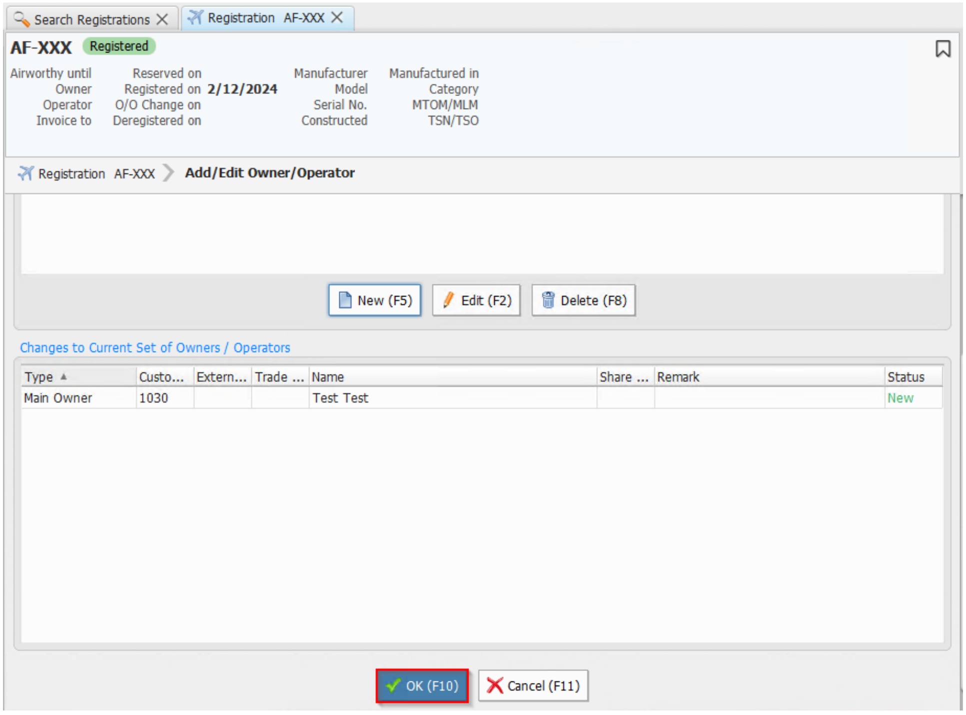


Figure 259: Click OK to confirm the added detail

7.3 Add Representative of Aircraft

Step 1: Choose Representative

1. Select General tap in Aircraft Registration
2. Select Owner tap
3. Right-click on the Applicant/Owner/Operator
4. Select the organisation to be the representator
5. Click on the Represented by tap

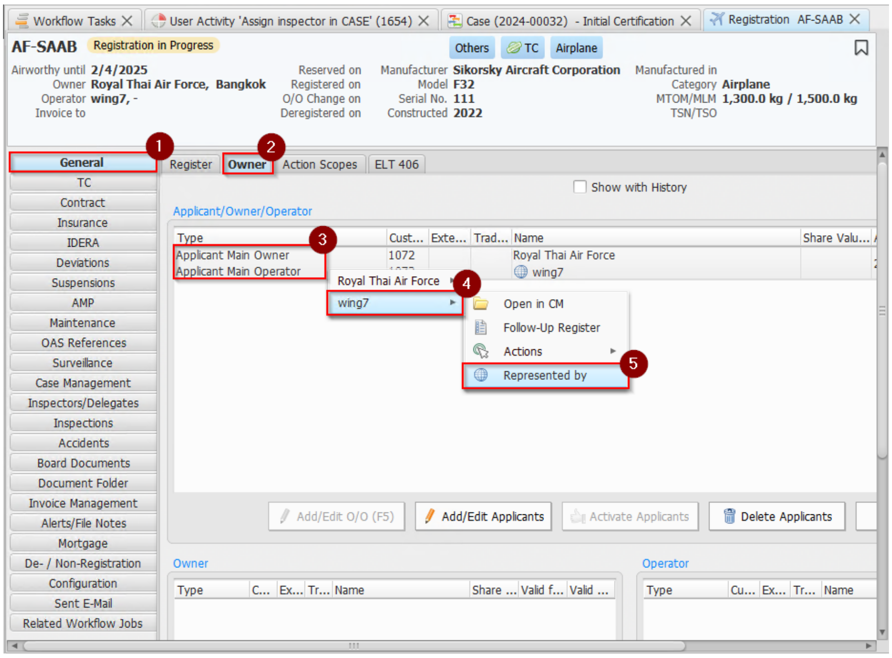


Figure 260: Add Represented by

Step 2: Click **Add** to add the representator

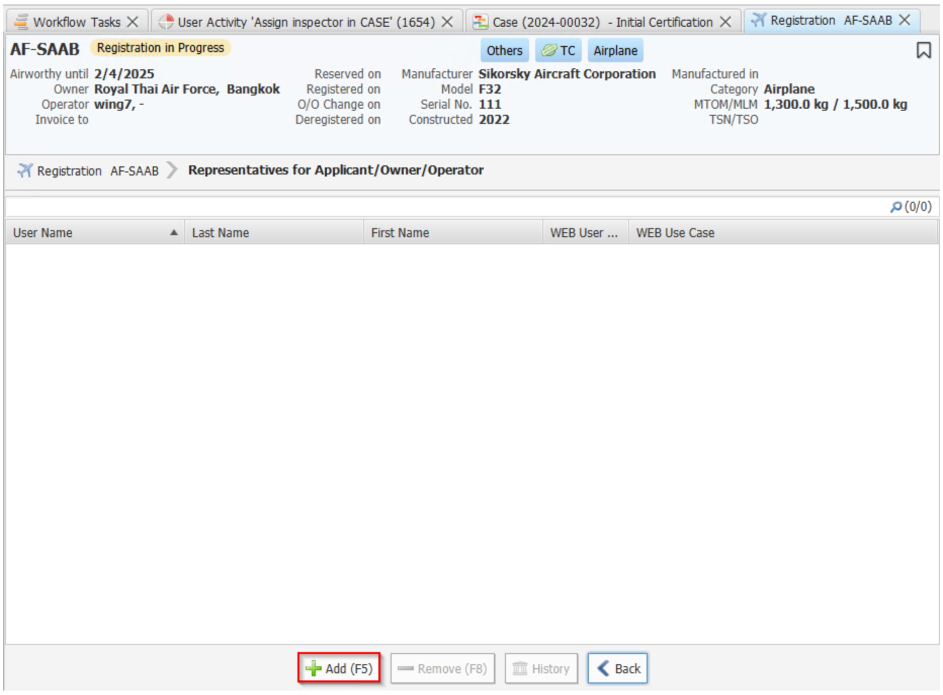


Figure 261: Add new representator

Step 3: The WEB Use Case window will appear, and then…

1. Click **show all** to show all person in organisation
2. Select person that need to be the representator
3. Click **Next** to confirm

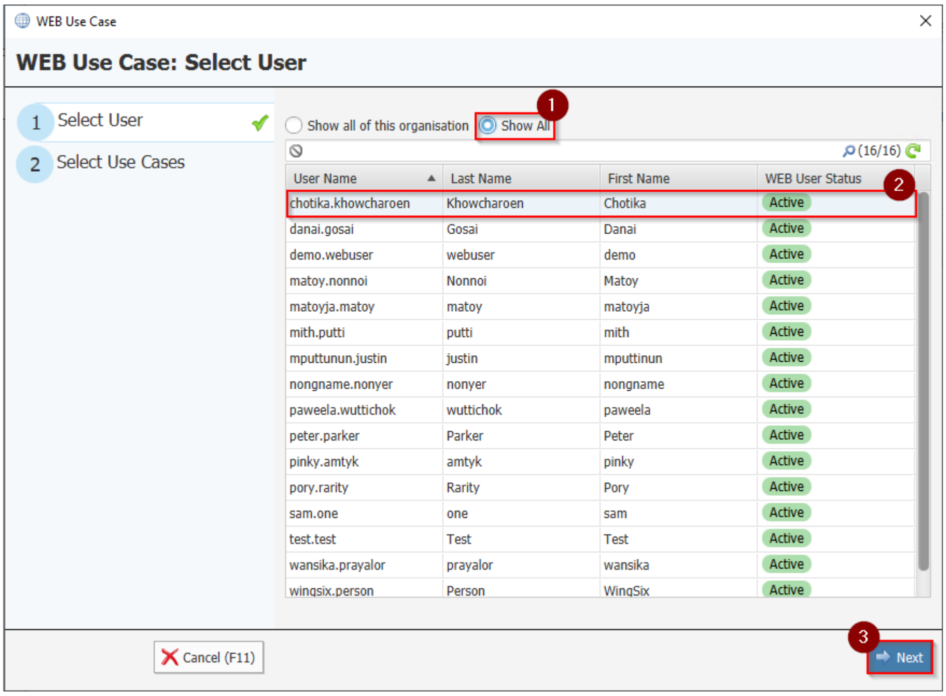


Figure 262: Select representator

Step 4: The WEB Use Case window will appear, and then…

1. Tick the WEB Use Case
2. Click Add WEB Use Case

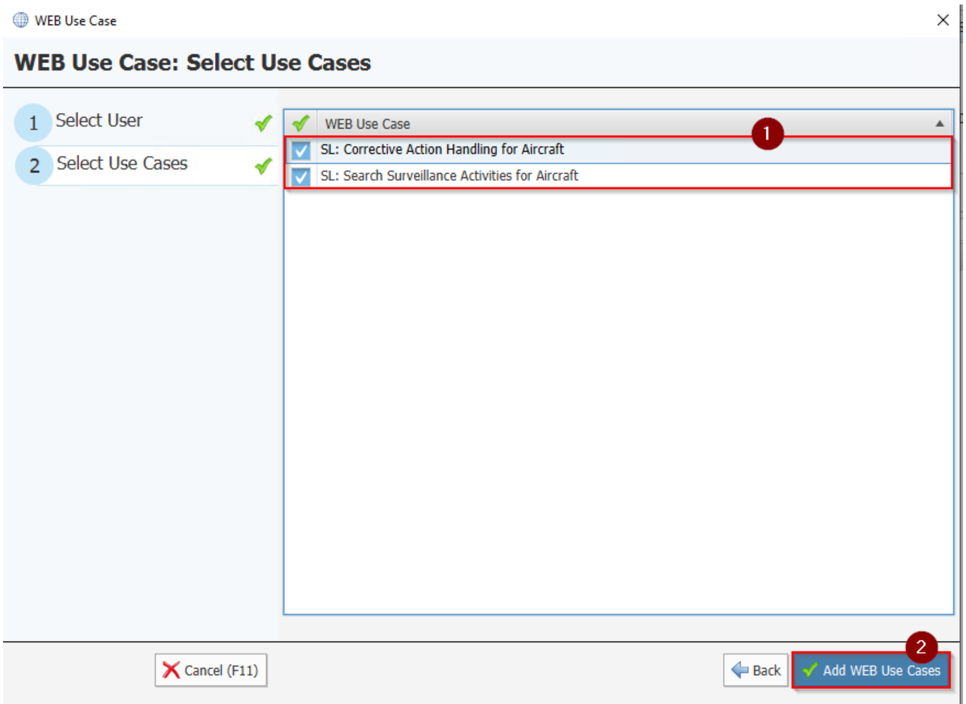


Figure 263: Select WEB Use Case

After complete, the WEB Use Case of the representator will show Active status

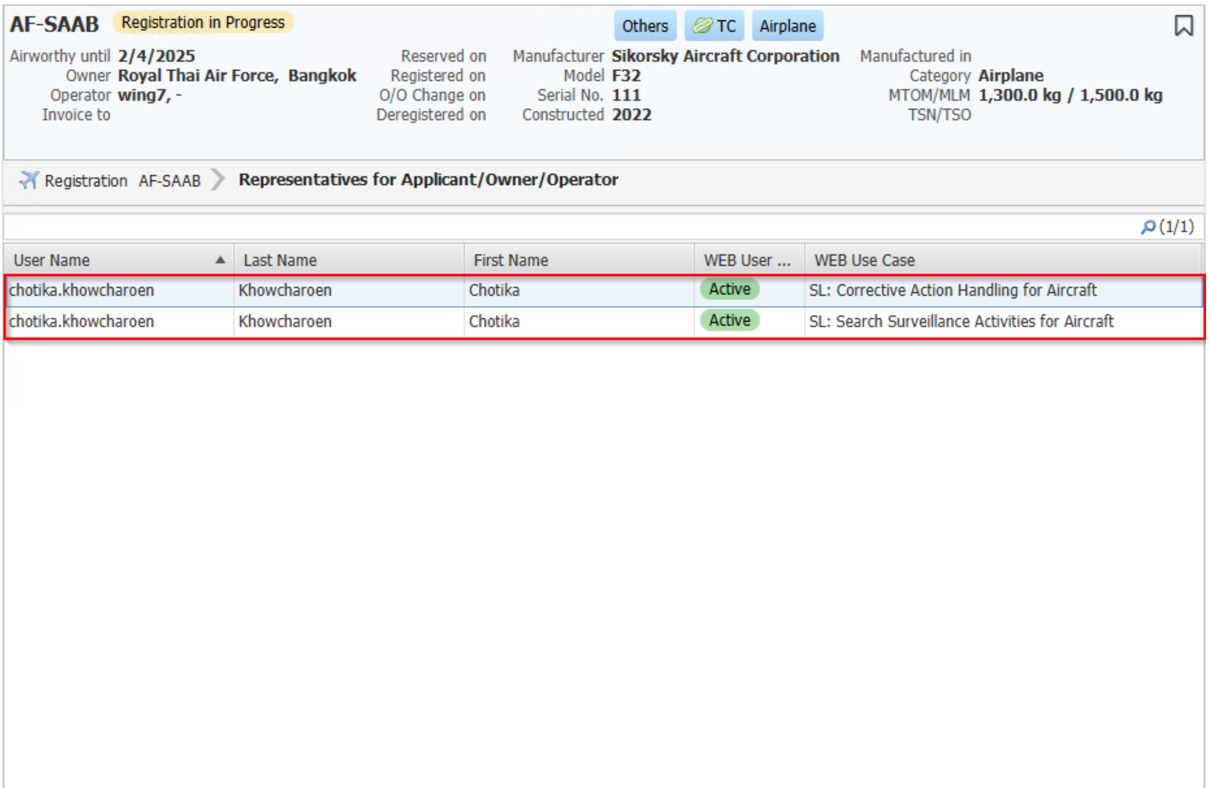


Figure 264: Added Representator

7.4 Link TC to Aircraft's Registration

Step 1: Click **TC** Tab

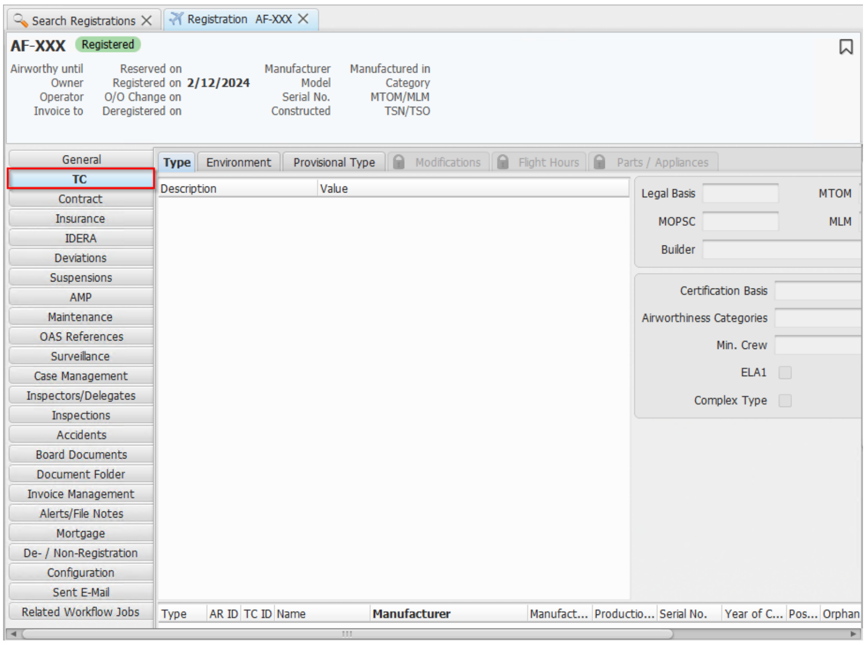


Figure 265: TC tab in Aircraft Registration

Then, click **Select Type**

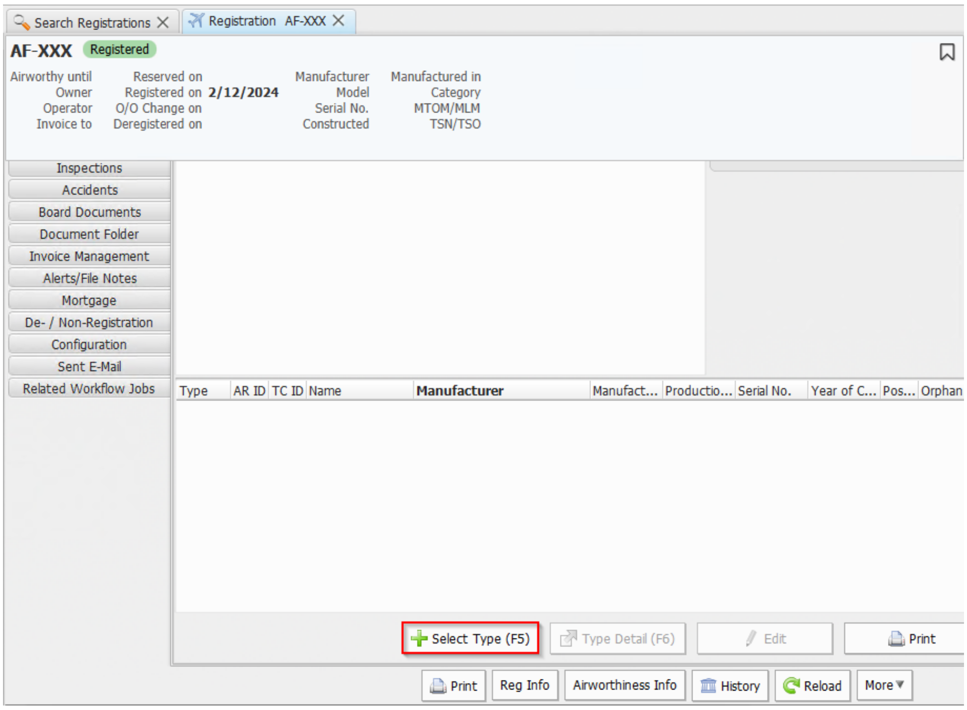


Figure 266: Click Select Type to select aircraft

Step 2: Search Aircraft

1. Click **Search**
2. Select Aircraft to link with Aircraft Registration

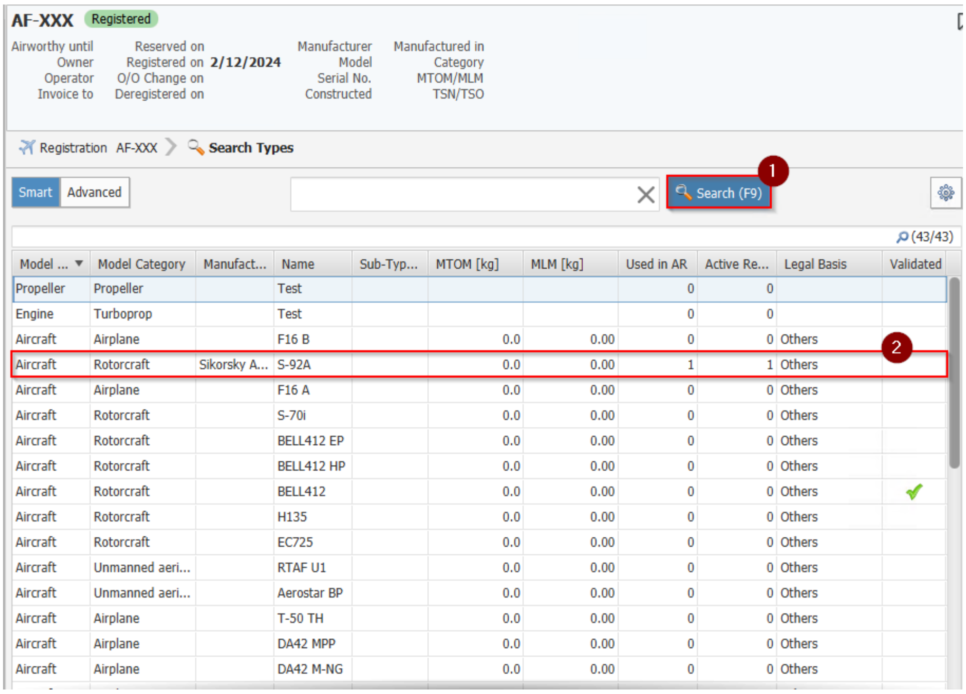


Figure 267: Select Aircraft Type to link

Step 3: Click **OK** to confirm

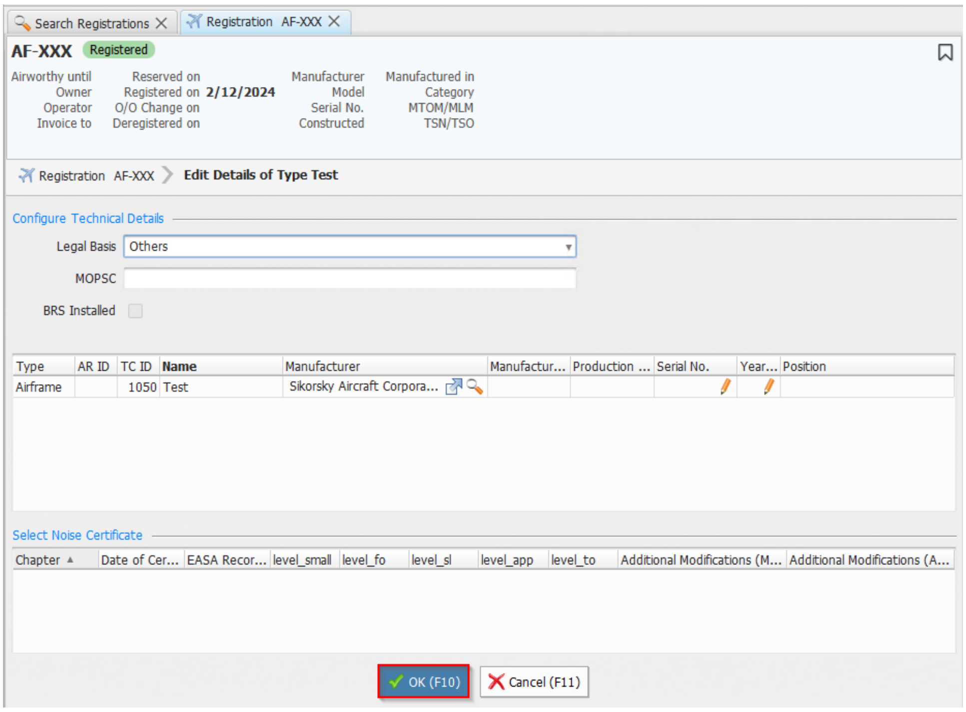


Figure 268: Click OK to confirm the link

7.5 Print Certificate

7.5.1 Temporary Certificate of Registration (Temp CofR)

Step 1: Select Print Template

1. Select **Board Document** tab
2. Select **Temp Registration** tab

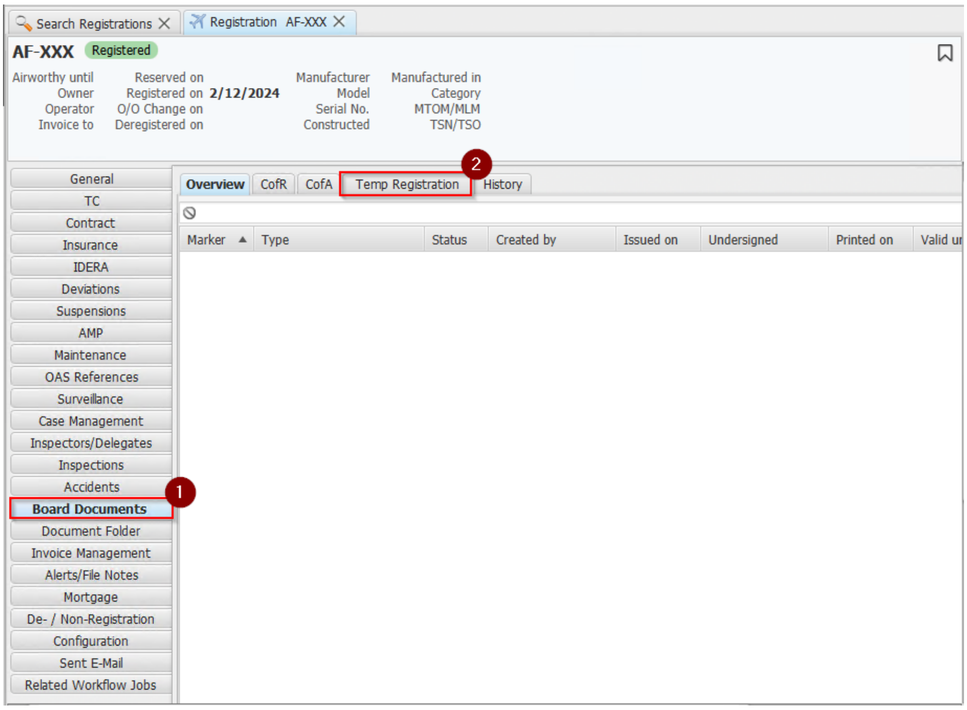


Figure 269: Click Temp Registration in Board Document

Step 2: Click **New** to create new certificate

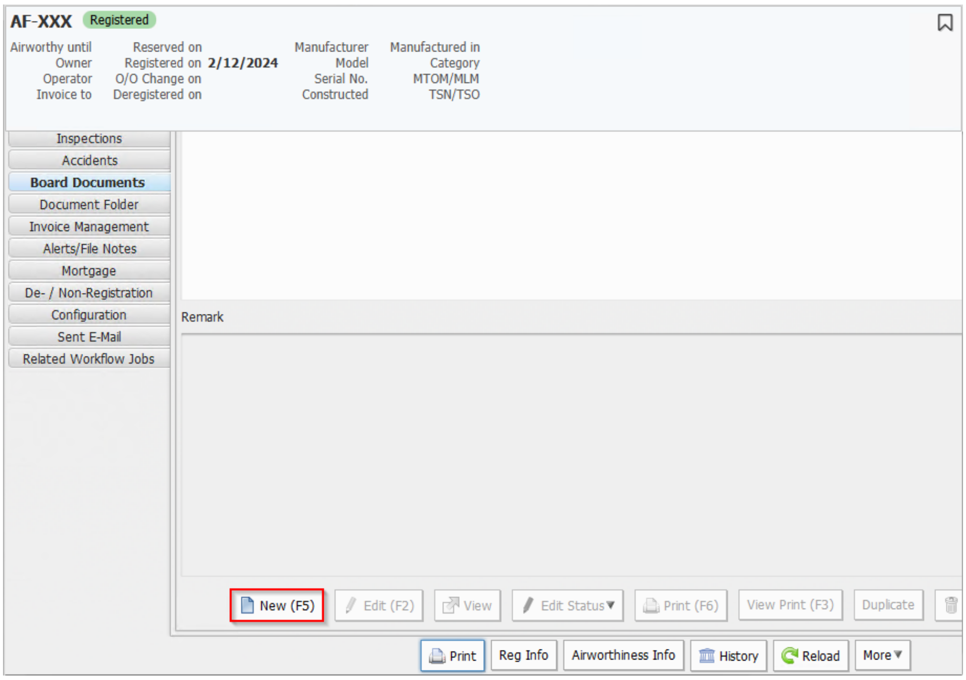


Figure 270: Create New Print Template

Step 3: Fill in the certificate detail

1. Select **Certifying Authority**
2. Select **Certifying Section**
3. Select **Undersigned 1**
4. Fill **Document No.**
5. Click **OK** to confirm

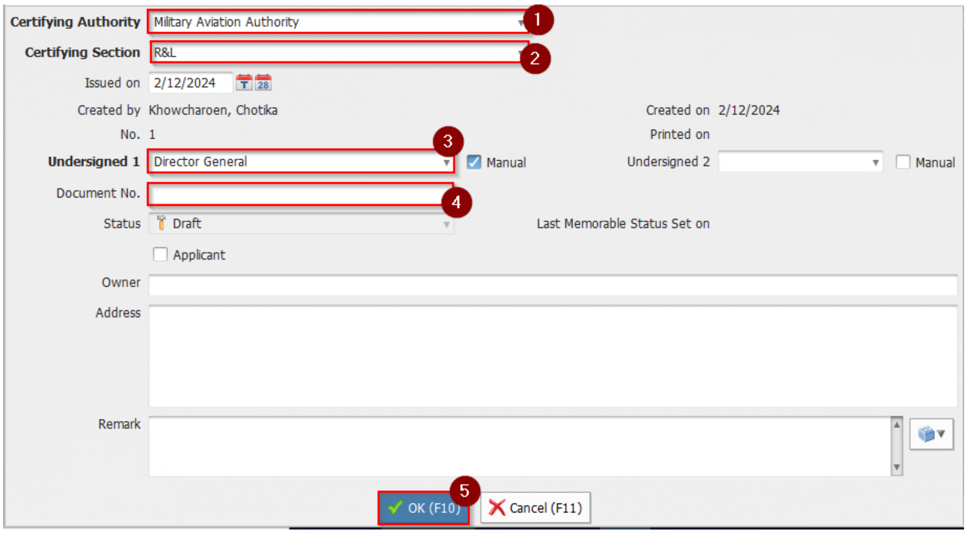
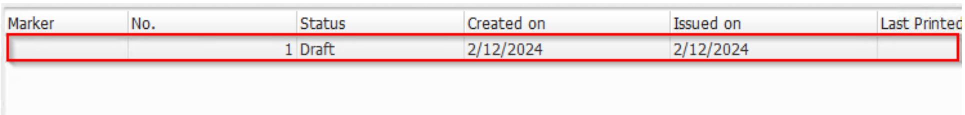


Figure 271: Fill in the Certificate detail

The created certificate will display



Marker	No.	Status	Created on	Issued on	Last Printed
	1	Draft	2/12/2024	2/12/2024	

Figure 272: Certificate detail created

Step 4: Click **Print** to print the certificate

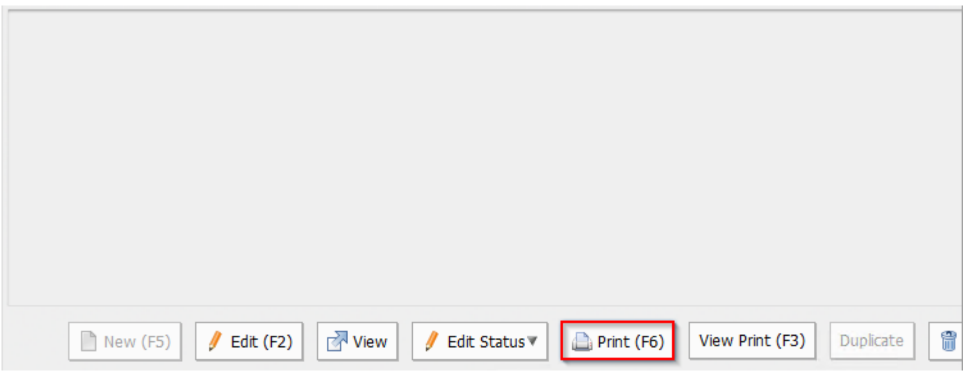


Figure 273: Click Print to print the certificate

Step 5: Click **Print** to print the certificate

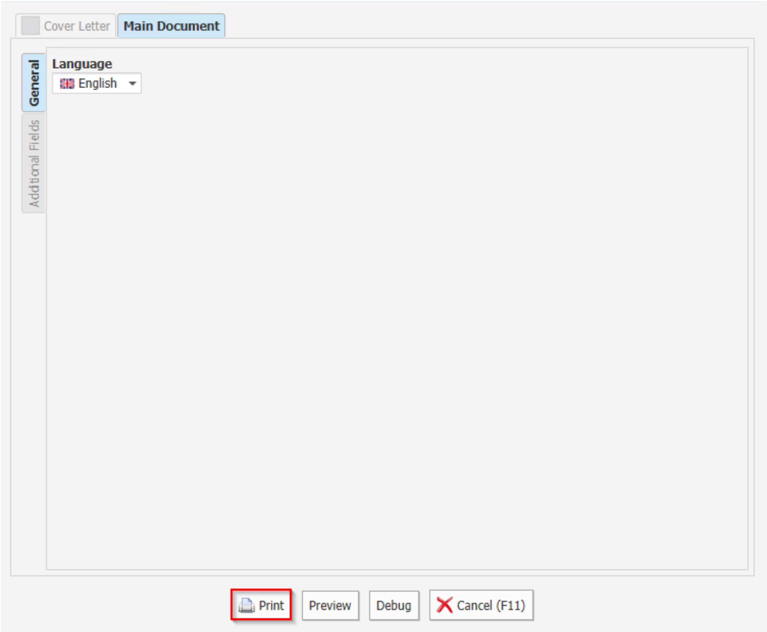


Figure 274: Click Print to print the certificate

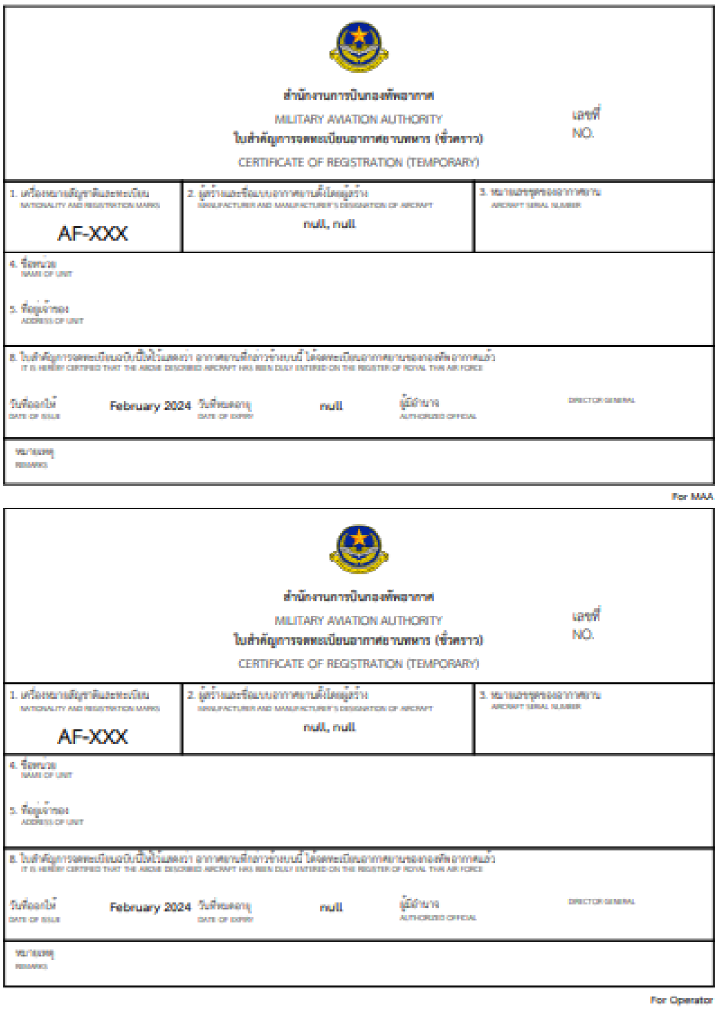


Figure 275: Printed Temporary Certificate of Registration (Temp CofR)

7.5.2 Certificate of Registration (CofR)

Step 1: Select Print Template

1. Select Board Document tab
2. Select **CofR** tab

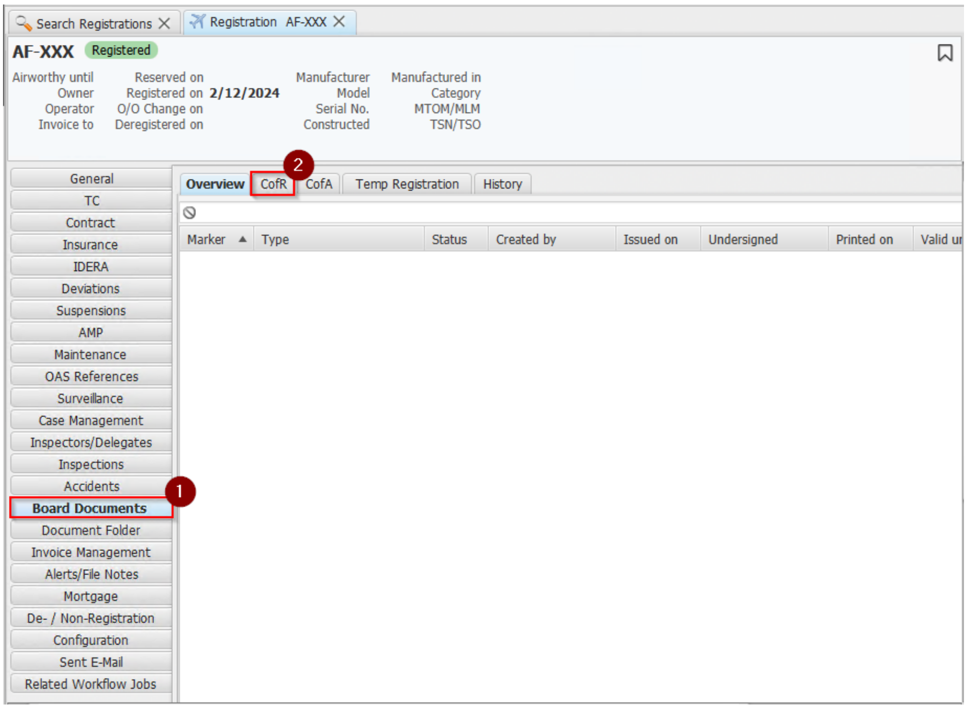


Figure 276: Click CofR in Board Document

Step 2: Click **New** to create new certificate

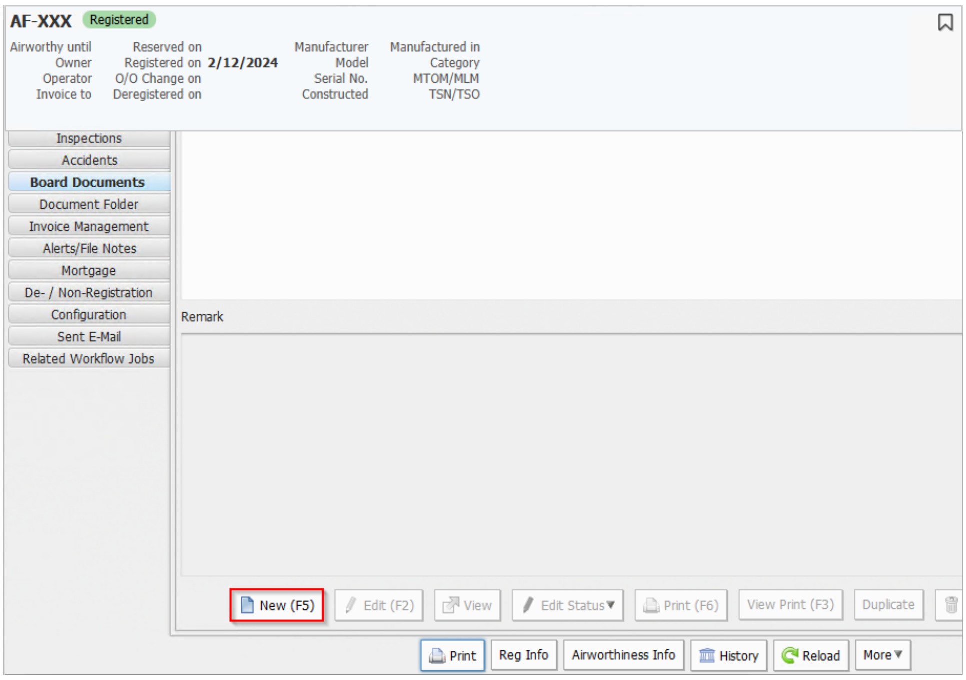


Figure 277: Create New Print Template

Step 3: Fill in the certificate detail

1. Select **Certifying Authority**
2. Select **Certifying Section**
3. Select **Undersigned 1**
4. Fill **Document No.**
5. Click **OK** to confirm

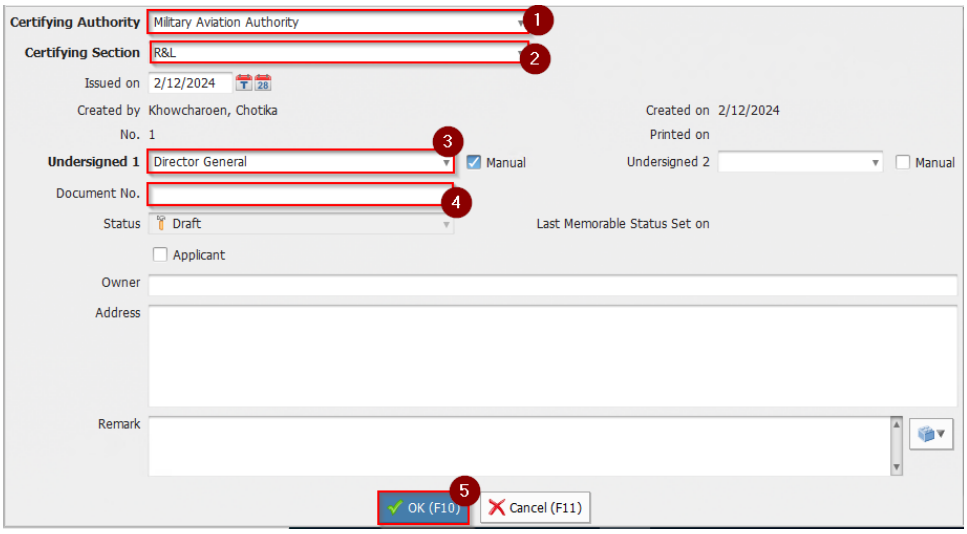


Figure 278: Fill in the Certificate detail

The created certificate will display

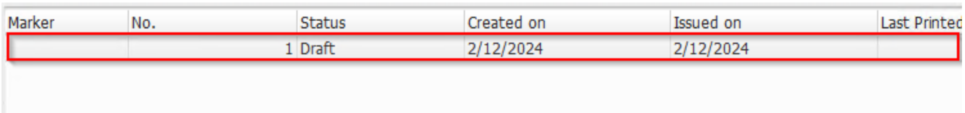


Figure 279: Certificate detail created

Step 4: Click **Print** to print the certificate

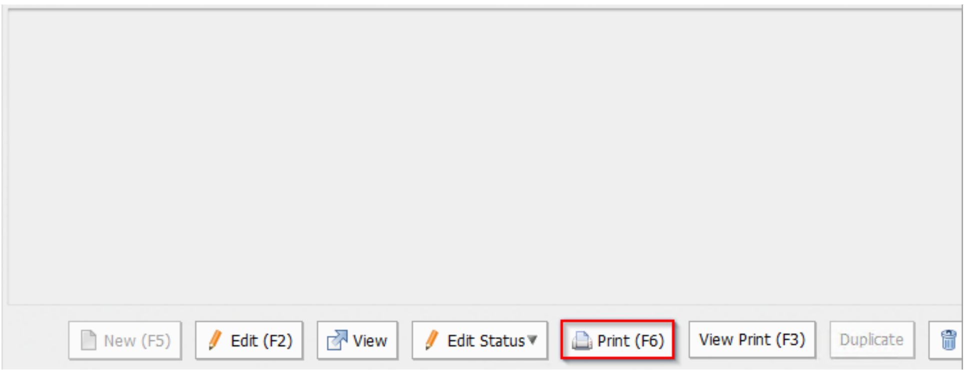


Figure 280: Click Print to print the certificate

Step 5: Click **Print** to print the certificate

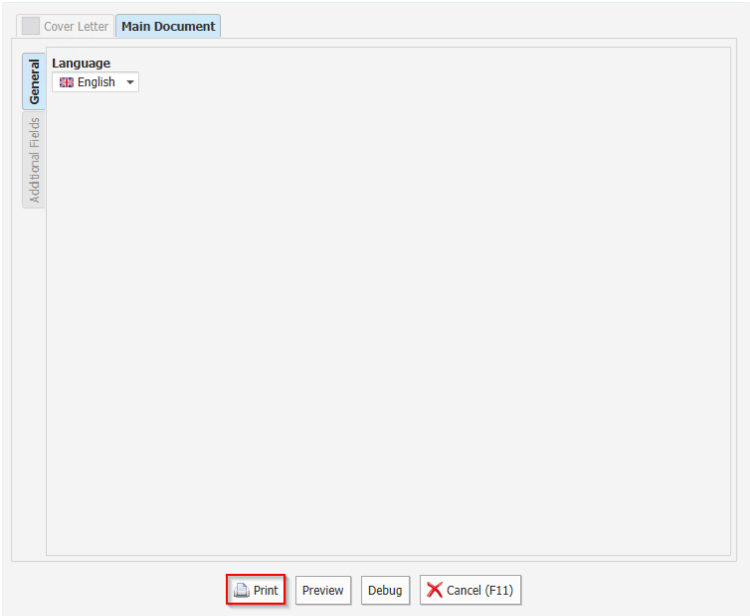


Figure 281: Click Print to print the certificate

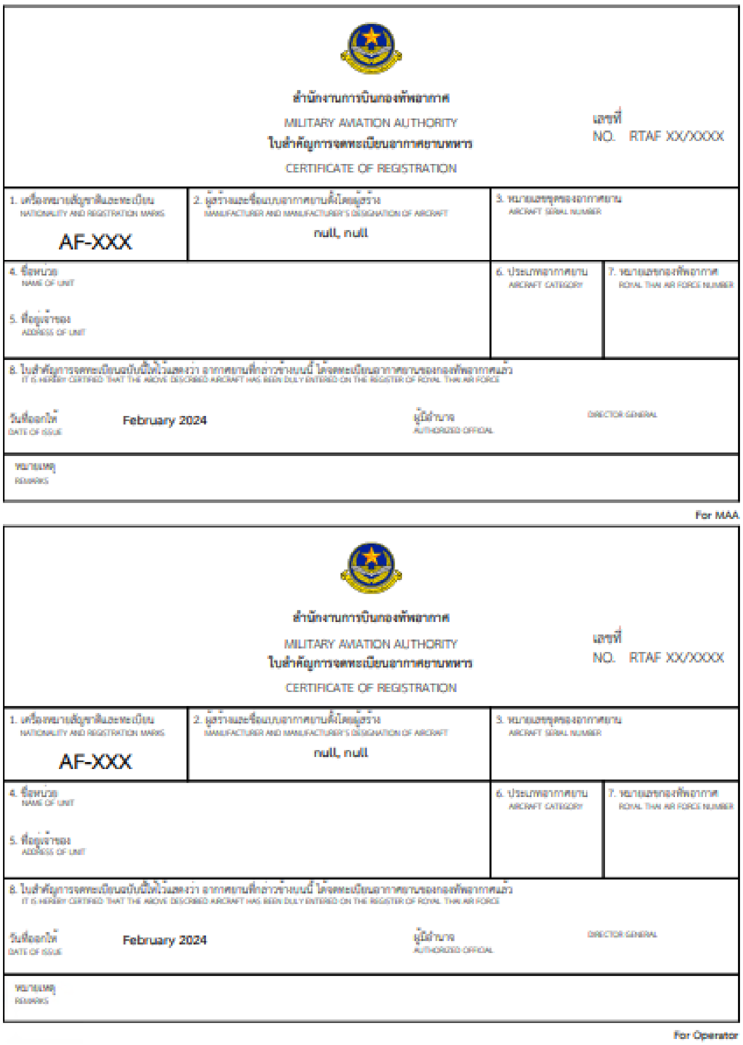


Figure 282: Printed Certificate of Registration (CofR)

7.5.3 Certificate of Airworthiness (CofA)

Step 1: Select Print Template

1. Select **Board Document** tab
2. Select **CofA** tab

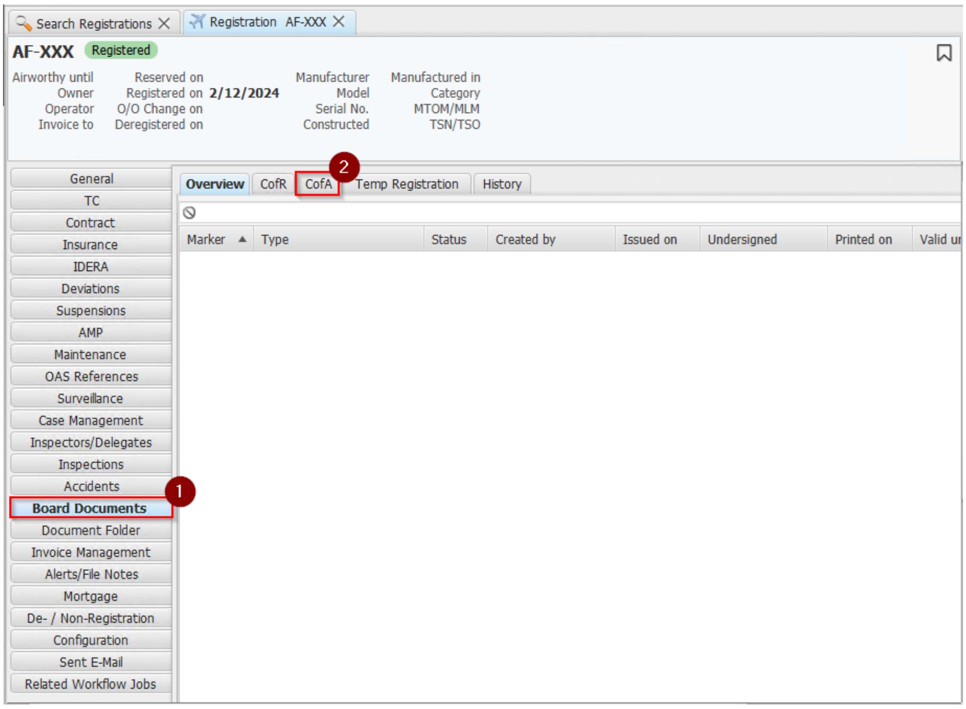


Figure 283: Click CofA tab in Board Document

Step 2: Click **New** to create new certificate

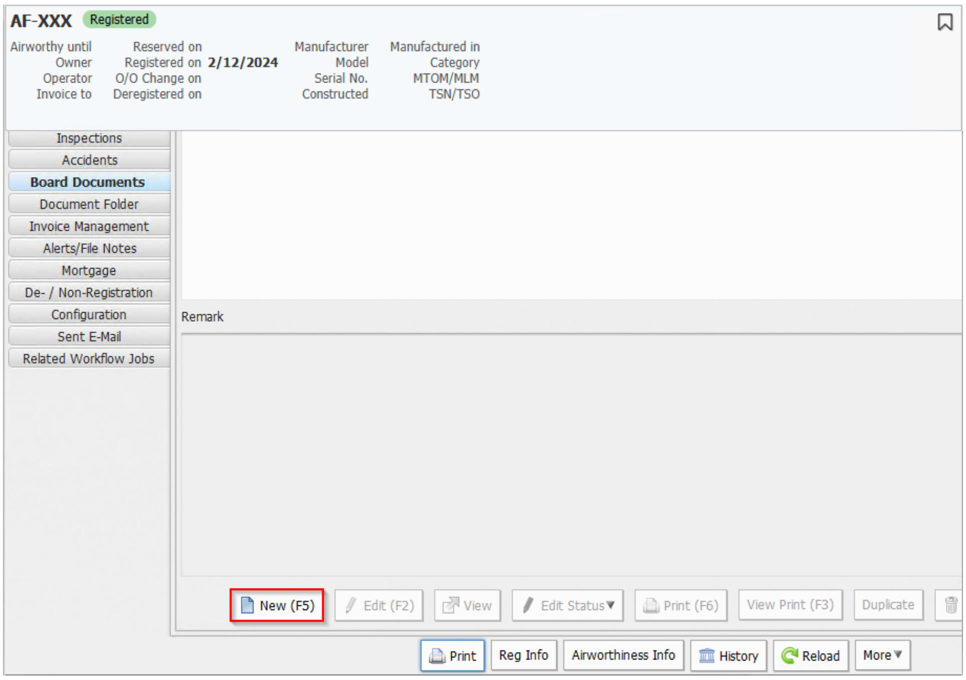


Figure 284: Create New Print Template

Step 3: Fill in the certificate detail

1. Select **Certifying Authority**
2. Select **Certifying Section**
3. Select **Undersigned 1**
4. Fill **Document No.**
5. Click **OK** to confirm

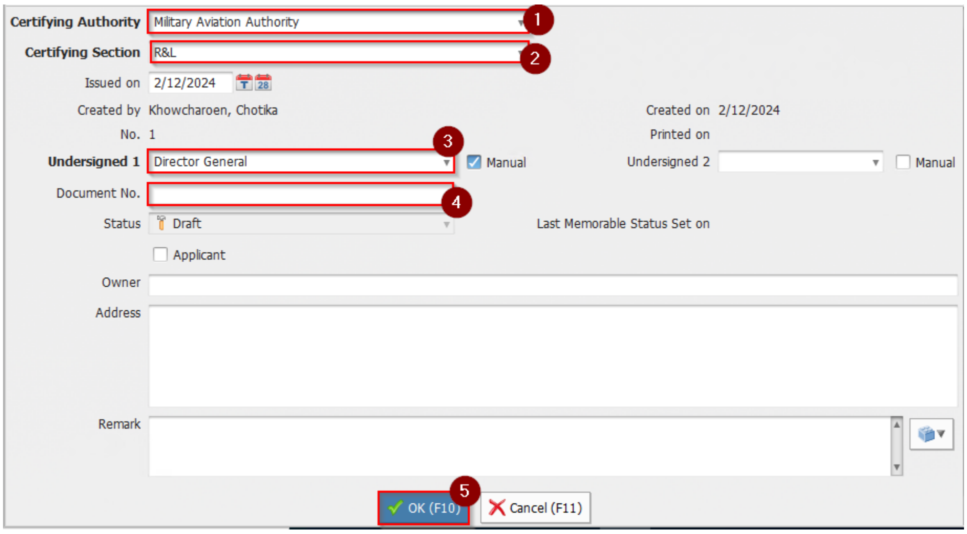


Figure 285: Fill in the Certificate detail

The created certificate will display

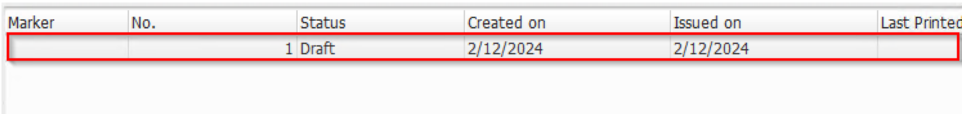


Figure 286: Certificate detail created

Step 4: Click **Print** to print the certificate

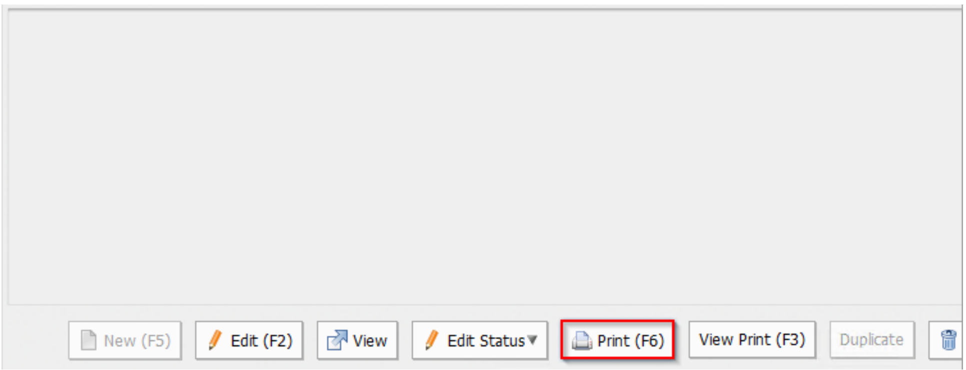


Figure 287: Click Print to print the certificate

Step 5: Click **Print** to print the certificate

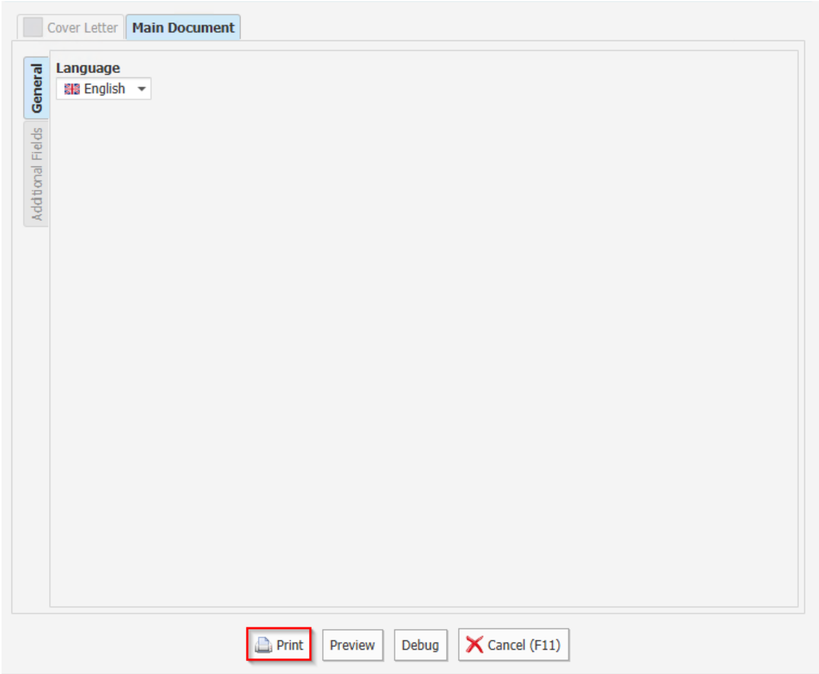


Figure 288: Click Print to print the certificate

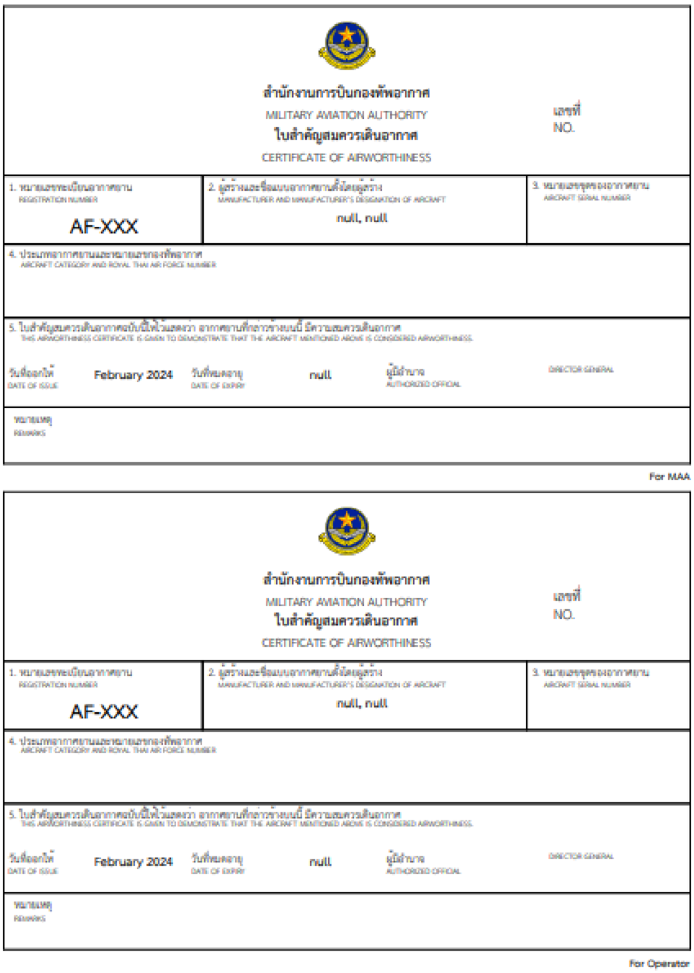


Figure 289: Printed Certificate of Airworthiness (CofA)