



Training Guide

Access Levels



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Access Levels

1. Air Maestro Administration

Main Area	Sub Permission	Description
Access Levels	Modify Selection	Allows user to modify selected department(s)/ base(s) user's access levels.
	Modify All	Allows user to modify the access levels of all the users in the organization.
Organisation Links	Modify All	Allows the user to modify the Organisation links that appear in the Links menu [under Site settings].
Company News	View All	Allows the users to view 'Company News' items appear on the home page of Air Maestro.
	Modify All	Allows the users to view, create and modify 'Company News' items appear on the home page of Air Maestro.
Department Managers	View All	Allows the users to view the Department Manager Setup page [under Site settings].
	Modify All	Allows the users to view and modify the Department Manager Setup page [under Site settings].
Discretion Reports	View Self	Allows the user to lodge Discretion Reports and view only self-lodged Discretion reports.
	View Selection	Allows the user to lodge Discretion Reports and view selected department(s)/ base(s) Discretion reports.
	View All	Allows the user to lodge Discretion Reports and view any department(s)/ base(s) Discretion reports.
	Modify Self	Allows the user to lodge Discretion Reports and modify only self- lodged Discretion reports.
Discretion Reports Administration	Modify All	Allows the user to access the Discretion Report Setup page [under Site settings].
Leave Management	View Selection	Allows the user to view leave entitlements of the personnel in the selected department(s)/ base(s).
	View All	Allows the user to view leave entitlements of anyone in the organization.
	Modify Selection	Allows the user to view and modify leave entitlements of the personnel in the selected department(s)/ base(s).
	Modify All	Allows the user to view and modify leave entitlements of anyone in the organization. Further, allows the user to manage Leave Setup page [under Site settings].
Manual Alerts	Modify All	Allows the user to create manual alerts to all personnel and track existing manual alerts.
Personnel Management	Modify Selection	Allows the user to create personnel for selected department(s)/ base(s).

	Modify All	Allows the user to create personnel for any department/ base.
Global Reporting	Modify All	Allows the user to create new reports and modify existing reports.

2. Aircraft Register

Main Area	Sub Permission	Description
Aircraft	View All	Allows the user to view the Aircraft Register.
	Modify All	Allows the user to view and modify the Aircraft Register.
Aircraft Management	Modify All	Allows the user to configure Aircraft settings in the Setup page. [under Site settings]. This includes access to Aircraft Notification Setup, Aircraft Type Setup and Recency Type Combining pages.

3. Audit

Main Area	Sub Permission	Description
View Audits	View Self	Allows the user to view self-raised audit items.
	View All	Allows the user to view any audit items.
Create Audits	Modify All	Allows the user to create new audits.
Audit Administration	Modify All	Allows the user to change the setup of the Audit module [under the Site setup page].

4. Central Dashboard

Main Area	Sub Permission	Description
Central Dashboard	View All	Allows the user to see KPI's pulled from linked Air Maestro sites.

5. Courses

Main Area	Sub Permission	Description
Course Administration	Modify All	Allows the user to create, update, publish and assign courses as well as perform admin function on course instances.
Courses	View Self	Allows the user to view courses pertaining to themselves.
	View All	Allows the user to view all courses.
	Submit All	Allows the user to submit all courses.
	Modify All	Allow the user to modify and assign all courses associated with all personnel.

6. Dashboards

Main Area	Sub Permission	Description
Audit Dashboard	View All	Allows the user to view audit dashboards.
	Modify All	Allows the user to view and modify audit dashboard.
Recency Dashboard	View Selection	Allows the user to view selected recency dashboards.
	View All	Allows the user to view any recency dashboards.
	Modify Selection	Allows the user to view and modify selected recency dashboards.
	Modify All	Allows the user to view and modify any recency dashboard.
Safety Dashboard	View All	Allows the user to view any safety dashboard.
	Modify All	Allows the user to view and modify any safety dashboard.

7. Documents Library

Main Area	Sub Permission	Description
Document Library	View All	Allows the user to access the library. Without this access, the library will appear empty to user. Access to read and write to specific folders in the library is controlled through the folder permissions.
Document Library Administration	Modify All	Allows the user to change folder permissions in the library.
Create Manual Alerts	Modify Selection	Allows the user to create manual alerts only via the library to selected department(s)/ base(s) personnel.
	Modify All	Allows the user to create manual alerts only via the library to all personnel.

8. Exam

Main Area	Sub Permission	Description
Completed Exams	View Self	Allows the user to view his/ her completed exam(s).
	View Selection	Allows the user to view completed exams of the personnel of selected department(s)/ base(s).
	View All	Allows the user to view any completed exam(s).
Exam Setup	Modify Selection	Allows the user to access the 'Manage Exams' page of selected department(s)/ base(s).

	Modify All	Allows the user to access the 'Manage Exams' page. However, access to specific exam and question categories may be limited. User with this access can create, edit and delete exams and questions for their assigned categories.
Exam Administration	Modify All	Allows the user to modify and administer all exam and question categories. It also provides access to assign permissions to specific exam and question categories for personnel with the Exam Setup access level.

9. Flight Records

Main Area	Sub Permission	Description
Flight Records	View Self	Allows the user to view flight record lodged by self.
	View All	Allows the user to view any flight record.
	Add All	Allows the user to add a new flight record.
	Edit Self	Allows the user to edit flight record lodged by self.
	Edit All	Allows the user to edit any flight record.
	Delete All	Allows the user to delete any flight record.
Flight Records Locking	Modify All	Allows the user to lock any flight record.
Crew Duty Details	Modify Selection	Allows the user to modify the duty information contained in flight records for a selection of crew (limited to base(s)/ department(s)).
	Modify All	Allows the user to modify the duty information contained in flight records for all crew.
Crew Flight Details	Modify Selection	Allows the user to modify the flight information contained in flight records for a selection of crew (limited to base(s)/ department(s)).
	Modify All	Allows the user to modify the flight information contained in flight records for all crew.
Setup	Modify All	Allows the user to customise the flight records setup including adding, editing and deleting all fields. [under Site setting].

10. Forms

Main Area	Sub Permission	Description
Form Views	View All	Allows the user to view global views and create and deleted private views with customer filters and view settings.
	Modify All	Allows the user to view and edit, save and delete global views.

Forms	View Self	Allows the user to view forms submitted by self.
	View Selection	Allows the user to view a selection of forms (for a base and department).
	View All	Allows the user to view all forms.
	Submit Self	Allows the user to submit forms.
	Modify Self	Allows the user to modify forms that he/she has submitted.
	Modify Selection	Allows the user to modify a selection of forms (for a base and department).
	Modify All	Allows the user to modify any form.
Form Administration	Modify All	Allows the user to access the Form Options and the Form Tab Setup. [under Site settings].
Form ReOpen	Modify All	Allows the user to reopen a form, provided they already have modify access to it.
Form Close	Modify All	Allows the user to close a form, provided they already have modify access to it.

11. Hazard Register

Main Area	Sub Permission	Description
Hazard Register	View All	Allows the user to access the Hazard register.
Hazard Register Administration	Modify All	Allows the user to change Hazard area permissions and to add/ edit Hazard areas.
Hazard Register Tasks	View All	Allows the user to view the task register.
	Modify All	Allows the user to view and modify task register.

12. Locations Register

Main Area	Sub Permission	Description
Locations	View All	Allows the user to view all locations in the Locations Register.
	Modify Selection	Allows the user to modify the locations in the Locations Register for selected base(s).
	Modify All	Allows the user to modify all locations in the Locations Register.
Bases	View All	Allows the user to view all bases in the Locations Register.
	Modify Selection	Allows the user to modify the selected bases in the Locations Register.
	Modify All	Allows the user to modify all bases in the Locations Register.

Fuel	View All	Allows the user to view all Fuel departs in the Locations Register.
	Modify Selection	Allows the user to modify the Fuel departs in the Locations Register for selected base(s).
	Modify All	Allows the user to modify all Fuel departs in the Locations Register.

13. Online Rostering

Main Area	Sub Permission	Description
Rosters	Modify Selection	Allows the user to modify the rosters of the personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify rosters of all personnel.
Templates	Modify All	Allows the user to create and modify roster templates.
Shift Codes	Modify All	Allows the user to create, modify and disable roster shift codes. The shift codes are also utilised in the Timesheet module.
Work Practices	View All	Allows the user to view all work practices and associated controls via Operations -> Work Practices.
	Modify All	Allows the user to view, create, modify and disable work practices and associated controls. The work practices are also utilised in the Timesheet module.

14. Operational Risk Assessment

Main Area	Sub Permission	Description
Operational Risk Assessment	View Selection	Allows the user to view completed operational risk assessments for a selected base(s) and department(s).
	View All	Allows the user to view all completed operational risk assessments.
	Modify Self	Allows the user to complete, view and delete his/ her own operational risk assessments.
Operational Risk Assessment Administration	Modify All	Allows the user to create new operational risk assessment forms, edit and delete existing ones.

15. Personnel Management

Main Area	Sub Permission	Description
Personal Details	View Self	Allows the user to view Personal Details of himself/ herself.
	View Selection	Allows the user to view Personal Details of personnel in the selected base(s) and department(s).
	View All	Allows the user to view Personal Details of all personnel.
	Modify Self	Allows the user to modify his/ her own Personal Details.
	Modify Selection	Allows the user to modify Personal Details of the personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify Personal Details of all personnel.
Personal Access Levels	View Self	Allows the user to view his/ her access levels.
	View Selection	Allows the user to view access levels of personnel in the selected base(s) and department(s).
	View All	Allows the user to view access levels of all personnel.
	Modify Selection	Allows the user to modify access levels of personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify access levels of all personnel.
Personal Documents & Images	View Self	Allows the user to view personal documents & images for himself/ herself.
	View Selection	Allows the user to view personal documents & images of personnel in the selected base(s) and department(s).
	View All	Allows the user to view personal documents & images of all personnel.
	Modify Self	Allows the user to modify his/ her own personal documents & images.
	Modify Selection	Allows the user to modify personal documents & images of personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify personal documents & images of all personnel.
Personal Contact Details	View Selection	Allows the user to view personal contact details of personnel in the selected base(s) and department(s).
	View All	Allows the user to view personal contact details of all personnel.
Personal Recency	View Self	Allows the user to view personal recency for himself/ herself.

	View Selection	Allows the user to view personal recency of personnel in the selected base(s) and department(s).
	View All	Allows the user to view personal recency of all personnel.
	Modify Selection	Allows the user to modify personal recency of personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify personal recency of all personnel.
Logbook	View Self	Allows the user to view logbook of himself/ herself.
	View Selection	Allows the user to view logbook of personnel in the selected base(s) and department(s).
	View All	Allows the user to view logbook of all personnel.
	Modify Self	Allows the user to modify his/ her logbook.
	Modify Selection	Allows the user to modify logbook of personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify logbook of all personnel.
Entitlements	View Self	Allows the user to view his/ her entitlements.
	View Selection	Allows the user to view entitlements of personnel in the selected base(s) and department(s).
	View All	Allows the user to view entitlements of all personnel.
	Modify Self	Allows the user to view his/ her entitlements and the ability to request for leave.
	Modify Selection	Allows the user to view and modify entitlements of personnel in selected base(s) and department(s).
	Modify All	Allows the user to modify entitlements of all personnel.
Timesheet	View Self	Allows the user to view his/ her timesheet.
	View Selection	Allows the user to view timesheet of personnel in the selected base(s) and department(s).
	View All	Allows the user to view timesheet of all personnel.
	Modify Self	Allows the user to modify his/ her timesheet.
	Modify Selection	Allows the user to modify timesheet of personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify timesheet of all personnel.
Timesheet Sign-Off Administration	Modify All	Allows the user to unlock and modify timesheet that have been signed-off.
Engineering Administration	Modify All	Allows the user to configure engineer endorsements, airframe types...etc.
Personal Roster	View Self	Allows the user to view his/ her personal roster.
	View Selection	Allows the user to view personal roster of personnel in the selected base(s) and department(s).
	View All	Allows the user to view personal roster of all personnel.

Endorsements	View Self	Allows the user to view his/ her endorsements.
	View Selection	Allows the user to view endorsements of personnel in the selected base(s) and department(s).
	View All	Allows the user to view endorsements of all personnel.
	Modify Self	Allows the user to modify his/ her endorsements.
	Modify Selection	Allows the user to modify endorsements of personnel in the selected base(s) and department(s).
	Modify All	Allows the user to modify endorsements of all personnel.
Password Administration	Modify All	Allows the user to access the password setup controls and to unlock accounts that have been locked in the Personnel setup page.

16. Purchase Orders

Main Area	Sub Permission	Description
Purchase Orders	View Self	Allows the user to view self-lodged Purchase Orders.
	View All	Allows the user to view any Purchase Order.
	Modify Self	Allows the user to modify self-lodged Purchase Orders.
	Modify All	Allows the user to modify any Purchase Order.
Invoice Status	Modify All	Allows the user to update invoice status within the Purchase Order module.
Staff Hierarchy	Modify All	Allows the user to update staff hierarchy tree in the Purchase Order module.

17. Recency Management

Main Area	Sub Permission	Description
Recency	Modify Selection	Allows the user to setup and modify recency for Aircraft/ Company or Personnel. [under Site setting].
	Modify All	Allows the user to modify all recency items [under Site settings].
Check Form Administration	Modify All	Allows the user to create and edit check form templates and checklists as well as submit, view and modify all check forms. [under Site settings].
Check Forms	View Self	Allows the user to view check forms for self.
	View Selection	Allows the user to view check forms for selected base(s) and department(s).
	View All	Allows the user to view all check forms.
	Submit Self	Allows the user to submit check forms for self.

	Submit Selection	Allows the user to submit selected recency check templates.
	Submit All	Allows the user to submit any check forms.
	Modify Self	Allows the user to modify check forms for self.
	Modify Selection	Allows the user to modify check forms for selected base(s) and department(s).
	Modify All	Allows the user to modify any check forms.
Company Recency	View All	Allows the user to view all company recency items.
	Modify All	Allows the user to update any company recency items.

18. Safety Reporting

Main Area	Sub Permission	Description
Safety Reports	View Self	Allows the user to view safety reports lodged by self.
	View Selection	Allows the user to view safety reports lodged by personnel attached to selected base(s) and department(s).
	View All	Allows the user to view any safety report.
	Modify Self	Allows the user to modify safety reports lodged by self.
Confidential Information	View Selection	Allows the user to view names and details of personnel involved in a confidential safety report lodged by personnel attached to selected base(s) and department(s).
	View All	Allows the user to view names and details of personnel involved in any of confidential safety report.
Submit Reports On Behalf Of	Modify All	Allows the user to submit safety reports on behalf of others.
Safety Administration	Modify All	Allows the user to change the setup of the safety module, including the risk matrix and all the settings for each safety report type. [From Site settings]

19. Scheduling

Main Area	Sub Permission	Description
Scheduling Administration	Modify All	Allows the user to setup the scheduling module including task types, schedule notifications and custom fields.
Scheduler Role	Modify Selection	Allows the user to add, edit and delete tasks in the scheduling module for selected department(s) and base(s).
	Modify All	Allows the user to add, edit and delete any task in the scheduling module.

Tasking Role	View Selection	Allows the user to view tasks assigned for personnel for selected department(s) and base(s).
	View All	Allows the user to view all tasks.
	Modify Selection	Allows the user to create new tasks, fill out custom fields and assign resources for selected department(s) and base(s).
	Modify All	Allows the user to create new tasks, fill out custom fields and assign resources.