



Training Guide

AIRCRAFT



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Assigning Access Levels

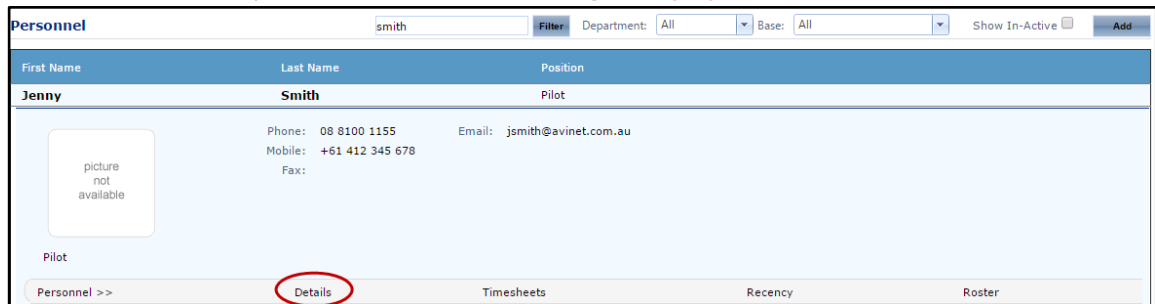
Before users can attempt to manage aircraft, they must be assigned the correct access levels. Follow the steps below to assign the access levels:

Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.

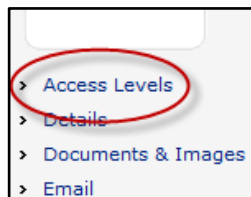
Step 2. Filter the **Personnel** screen according to your requirements.

- Enter filter criteria in the text-box and click [Filter].
- Select a value from the **Department** drop-down list to view personnel located in a particular department.
- Select a value from the **Base** drop-down list to view personnel located in a particular base location.
- Select the **Show In-Active** tick box to include personnel that are no longer active in the system. This includes personnel which have ceased employment with your organisation.

Step 3. Click [Details] to view detailed personnel information. If you do not have the required access level to view personnel details, a warning is displayed.



Step 4. Select 'Access Levels' from the **Personnel Profile** pane.



Step 5. Click [Edit].

Step 6. Select all the applicable access levels in the '**Aircraft Register**' group.

Access Level	Description
Aircraft Register > Aircraft > View All	Allows users to view all aircraft in the Aircraft Register.
Aircraft Register > Aircraft > Modify All	Allows users to view, add and disable all aircraft in the Aircraft Register.

Step 7. Click [OK].

Managing Aircraft

Air Maestro's® aircraft register tracks your organisation's aircraft fleet and includes the aircraft's registration, serial, manufacturer, current location, owner, group type, avionics and configuration. Information stored about each aircraft is used in various system modules including the endorsements, flight entry and safety reporting, without the need to duplicate data already entered in the register. Selecting an aircraft registration in these modules automatically populates other fields based on the information stored in the aircraft register.

View Aircraft

Step 1. Select **Operations > Aircraft**. The **Aircraft** screen is displayed.

Step 2. Filter the **Aircraft** screen according to your requirements.

- Enter filter criteria in the text-box and click [Filter].
- Select the **Group By Base** tick box to sort the aircraft into categories dependant on base location.
- Select the **List Non-Active Aircraft** tick box to include aircraft that have been de-activated on the system.

Step 3. Click the **Magnifying Glass** [🔍] to view the required aircraft. The **Aircraft Details** screen is displayed.

Create Aircraft

To create a new aircraft in the register, you must enter the following details as a minimum:

- Registration Number
- Base Location
- Aircraft Owner
- Manufacturer
- Aircraft Type

Step 1. Select **Operations > Aircraft**. The **Aircraft** screen is displayed.

Step 2. Click [Add]. The **Aircraft Details** screen is displayed.

Aircraft Details [OK] [Cancel]

Registration:

Serial Number:

Manufacturer:

Aircraft Type:

NVFR:

IFR:

SPIFR:

Engine Type:

- Group 2
- Group 22 - PWC PT6 - 37B
- Group 22 - Rolls Royce 250-C Series
- Group 22 - Turbomeca Arriel Series

Avionics:

- Airframe GR19
- Airframe GR2
- Electrical GR1
- Electrical GR2
- Instrument GR1
- Instrument GR7

Base Location:

Aircraft Owner: Edit Owner

Date of Manufacture:

Enabled:

Number of Engines:

Engine Type:

Engine Model:

Engine Serial Number:

Airframe Type:

- Group 19
- Group 2
- Group 20

Touring History:

Start Date	End Date	Operating Base
No records to display.		

Step 3. Complete the aircraft details in the applicable fields.

Field	Description
Registration	Enter the aircraft registration number.
Base Location	Select the base where the aircraft is located.
Serial Number	Enter the aircraft serial number.
Aircraft Owner	Select the aircraft owner.
Manufacturer	Select the aircraft manufacturer.
Date of Manufacture	Enter the date the aircraft was manufactured.
Aircraft Type	Select the aircraft type.
Enabled	Select if the aircraft is enabled.
NVFR	Select if the aircraft is equipped with Night Visual Flight Rules (NVFR).
IFR	Select if the aircraft is equipped with Instrument Flight Rules (IFR).
SPIFR	Select if the aircraft is equipped with Single Pilot Instrument Flight Rules (SPIFR).
Number of Engines	This field is automatically populated from the aircraft type.
Engine Type	This field is automatically populated from the aircraft type.
Engine Model	Enter the aircraft engine model.
Engine Serial Number	Enter the aircraft engine serial number.
Engine Type	Select the applicable engine type from the Engine Type field.
Avionics	Select the applicable aircraft avionics device(s) from the Avionics field.
Airframe Type	Select the applicable airframe type from the Airframe Type field.
Other Avionics Information	Enter any other applicable avionics information for the aircraft.
Internal Configuration	Enter a description of the aircraft's internal configuration (seating, safety devices etc).
External Configuration	Enter a description of the aircraft's external configuration.




Please note that the **Manufacturer** and **Aircraft Type** fields are based on the ICAO Aircraft Designators register. If the required aircraft type is not listed, contact Avinet for support.




To modify the options displayed in the **Engine Type**, **Avionics** and **Airframe Type** panes, select **Manage > Setup... > AM Data**. Select the applicable type from the drop-down list and click the pencil icon to modify an option or [Add record] to insert a new option. Click the tick box to save the changes.

Step 4. Click [OK].

Modify Aircraft

- Step 1. Select **Operations > Aircraft**. The **Aircraft** screen is displayed.
- Step 2. Filter the **Aircraft** screen according to your requirements.
- Step 3. Click the **Magnifying Glass** [] to view the required aircraft. The **Aircraft Details** screen is displayed.
- Step 4. Click [Edit]. The fields are enabled.
- Step 5. Edit the aircraft details as required.
- Step 6. Click [OK].

Disable Aircraft

- Step 1. Select **Operations > Aircraft**. The **Aircraft** screen is displayed.
- Step 2. Filter the **Aircraft** screen according to your requirements.
- Step 3. Click the **Magnifying Glass** [] to view the required aircraft. The **Aircraft Details** screen is displayed.
- Step 4. Click [Edit]. The fields are enabled.
- Step 5. Unselect the **Enabled** tick box.
- Step 6. Click [OK].



*To view the disabled aircraft in the future, select the **List Non-Active Aircraft** check box in the aircraft register.*