



Training Guide

ENGINEERING
ENDORSEMENTS



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Contents

Assigning Access Levels	3
Managing Engineering Endorsements.....	4
Setup Airframe Types.....	4
Setup Licence Types	5
Setup Endorsements Attributes	6
Setup Endorsement Categories	8
Assigning Engineering Endorsements	9
Engineering Endorsements Reporting.....	13

Assigning Access Levels

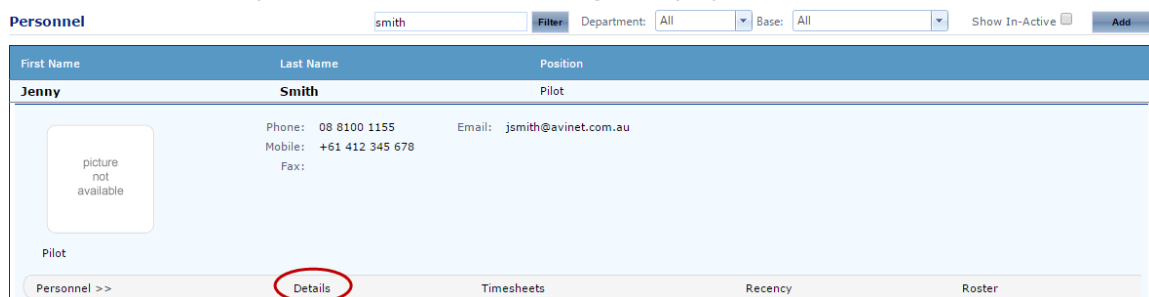
Before users can attempt to manage the engineering module for your organisation they must be assigned the correct access levels. Follow the steps below to assign the access levels:

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

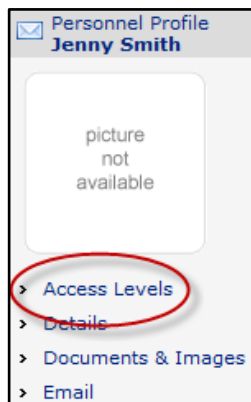
Step 2. Filter the **Personnel** screen according to your requirements.

- 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- Select the **Show In-Active** tick box to include personnel that are no longer active in the system.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 the **Personnel Management > Engineering Administration > Modify All** access level.

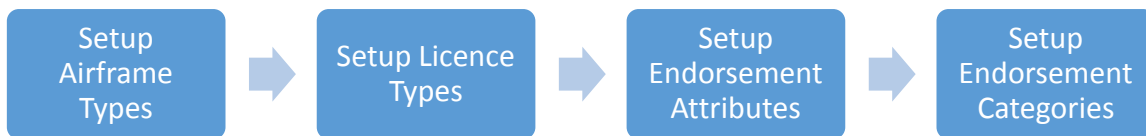
Personnel Management
Engineering Administration Modify All

Step 7. Click [OK].

Managing Engineering Endorsements

Air Maestro allows you to create custom airframe types, engineering licence types, engineering endorsement attributes, and engineering endorsement categories to capture an engineer's training requirements.

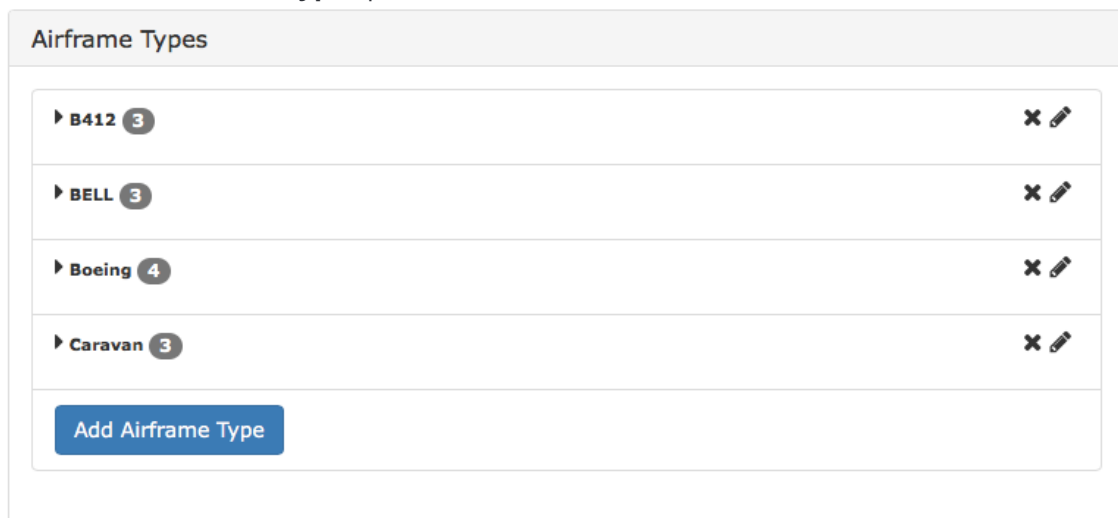
The process for setting up engineering endorsements requires four steps:



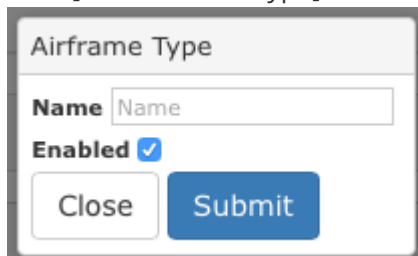
Setup Airframe Types

Air Maestro allows you to create custom airframe types and associate aircraft to those airframe types.

- Step 1. Select **Manage > Setup > Engineering**. The **Engineering Setup** screen is displayed.
- Step 2. Scroll to the **Airframe Types** pane.



- Step 3. Click [Add Airframe Type]. The **Airframe Type** dialog box is displayed.



- Step 4. Enter the airframe type name into the **Name** text box.
- Step 5. Select the **Enabled** tick box if you wish the airframe type to be active and usable. If the **Enabled** tick box is unselected, the airframe type will be inactive and unusable.

- Step 6. Click [Submit]. The grid is updated with the new airframe type and is automatically expanded to display a pane to add aircraft from the **Aircraft Register** to link to the new airframe type.
- Step 7. Click and drag the required aircraft from the **Aircraft** pane into the new airframe type pane.



Existing airframe types can be modified by clicking the [✎]. Airframe types and aircraft associated to airframe types can be deleted by clicking the [✕].

- Step 8. Repeat **Steps 3-7** to add additional airframe types.

Setup Licence Types

Air Maestro allows you to create custom engineering licence types and assign those licence types to engineers.

- Step 1. Select **Manage > Setup > Engineering**. The **Engineering Setup** screen is displayed.
- Step 2. Scroll to the **Engineering Licence Types** pane.

Engineering Licence Types			
+ Add new record			
Name	Description	Enabled	
AME	Aircraft Maintenance Engineer	<input checked="" type="checkbox"/>	✎ Edit ✕ Delete
Apprentice	Apprentice Engineer	<input checked="" type="checkbox"/>	✎ Edit ✕ Delete
LAME	Licensed Aircraft Maintenance Engineer	<input checked="" type="checkbox"/>	✎ Edit ✕ Delete

- Step 3. Click [Add New Record]. A new row is displayed in the grid.

Engineering Licence Types			
+ Add new record			
Name	Description	Enabled	
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	✔ Update ✎ Cancel

- Step 4. Enter the name for the licence type in the **Name** text box.
- Step 5. Enter the description of the licence type in the **Description** text box.
- Step 6. Select the **Enabled** tick box if you wish the licence type to be active and usable. If the **Enabled** tick box is unselected, the licence type will be inactive and unusable.
- Step 7. Click [Update]. The grid is updated with the new licence type.
- Step 8. Repeat **Steps 3-7** to add additional licence types.

Setup Endorsements Attributes

Air Maestro allows you to create custom endorsement attributes with custom attribute types.

- Step 1. Select **Manage > Setup > Engineering**. The **Engineering Setup** screen is displayed.
- Step 2. Scroll to the **Engineering Endorsements Attributes** pane.

Engineering Endorsement Attributes			
<input type="button" value="Add new record"/>			
Name	Enabled		
+ Additional Privileges	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
+ Exclusions	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
+ Limitations	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- Step 3. Click [Add New Record]. A new row is displayed in the grid.

Engineering Endorsement Attributes			
<input type="button" value="Add new record"/>			
Name	Enabled		
+ <input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

- Step 4. Enter the name for the endorsement attribute in the **Name** text box.
- Step 5. Select the **Enabled** tick box if you wish the endorsement attribute to be active and usable. If the **Enabled** tick box is unselected, the endorsement attribute will be inactive and unusable.
- Step 6. Click [Update]. The grid is updated with the new endorsement attribute.
- Step 7. Repeat **Steps 3-6** to add additional endorsement attributes.
- Step 8. Click the [+] to expand the required endorsement attribute. A new endorsement attribute type grid is displayed.

Name	Enabled		
- Additional Privileges	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Add new record"/>			
Code	Name	Enabled	
I-1	Including compensation of direct reading magnetic compasses	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
I-2	Including oxygen systems	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
I-3	Including pressurisation control	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
+ Exclusions	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
+ Limitations	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Step 9. Click [Add New Record]. A new row is displayed in the endorsement attribute type grid.

Name	Enabled	
- Additional Privileges	<input checked="" type="checkbox"/>	Edit Delete
Add new record		
Code	Name	Enabled
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
		Update Cancel

Step 10. Enter the code for the endorsement attribute type in the **Code** text box.

Step 11. Enter the name for the endorsement attribute type in the **Name** text box.

Step 12. Select the **Enabled** tick box if you wish the endorsement attribute type to be active and usable. If the **Enabled** tick box is unselected, the endorsement attribute type will be inactive and unusable.

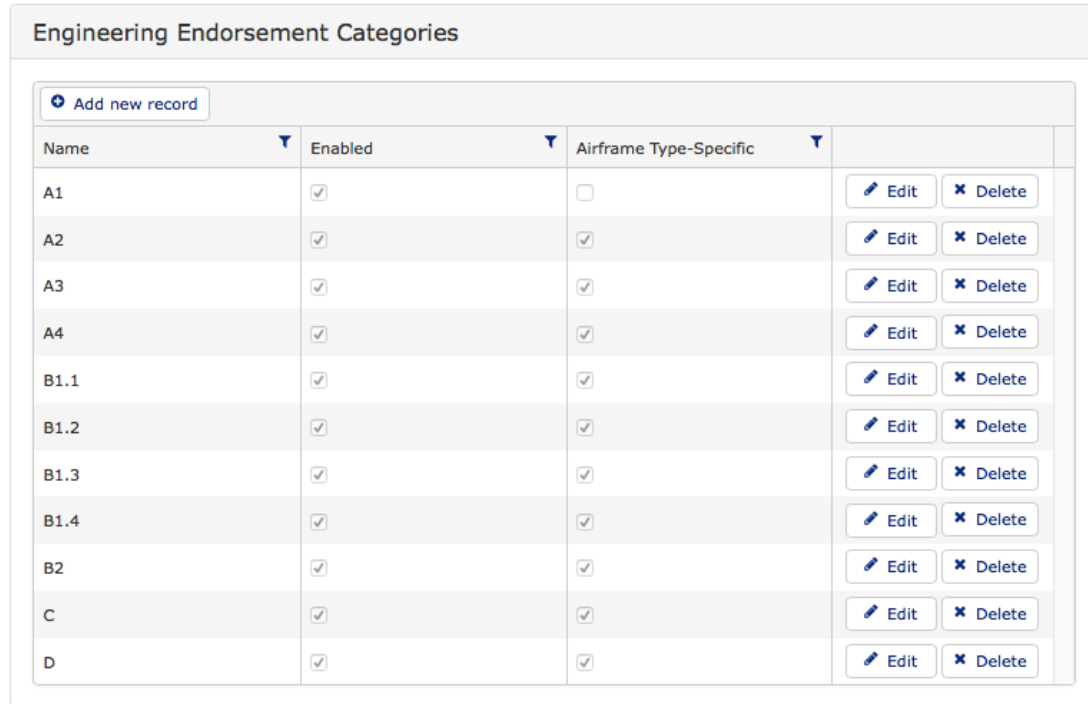
Step 13. Click [Update]. The grid is updated with the new endorsement attribute type.

Step 14. Repeat **Steps 8-13** to add additional endorsement attribute types.

Setup Endorsement Categories

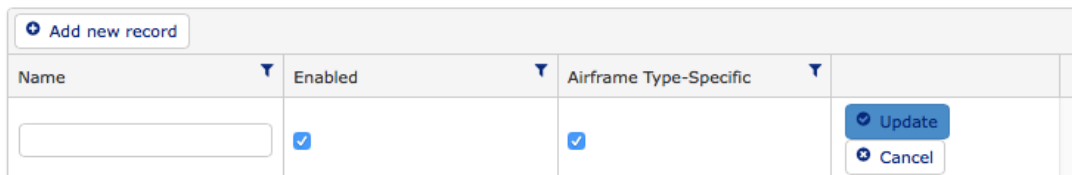
Air Maestro allows you to create custom endorsement categories.

- Step 1. Select **Manage > Setup > Engineering**. The **Engineering Setup** screen is displayed.
- Step 2. Scroll to the **Engineering Endorsements Attributes** pane.



Name	Enabled	Airframe Type-Specific	
A1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
A2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
A3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
A4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
B1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
B1.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
B1.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
B1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
B2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Step 3. Click [Add New Record]. A new row is displayed in the grid.



Name	Enabled	Airframe Type-Specific	
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

- Step 4. Enter the name for the endorsement category in the **Name** text box.
- Step 5. Select the **Enabled** tick box if you wish the endorsement category to be active and usable. If the **Enabled** tick box is unselected, the endorsement category will be inactive and unusable.
- Step 6. Select the **Airframe Type Specific** tick box if you wish the endorsement category to be specific to an airframe. If the **Airframe Type Specific** tick box is unselected, the endorsement category can be associated to any airframe.
- Step 7. Click [Update]. The grid is updated with the new endorsement category.
- Step 8. Repeat **Steps 3-7** to add additional endorsement categories.

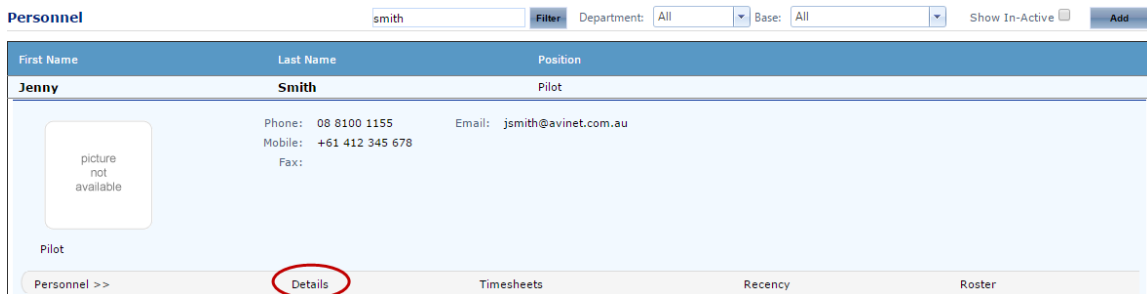
Assigning Engineering Endorsements

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

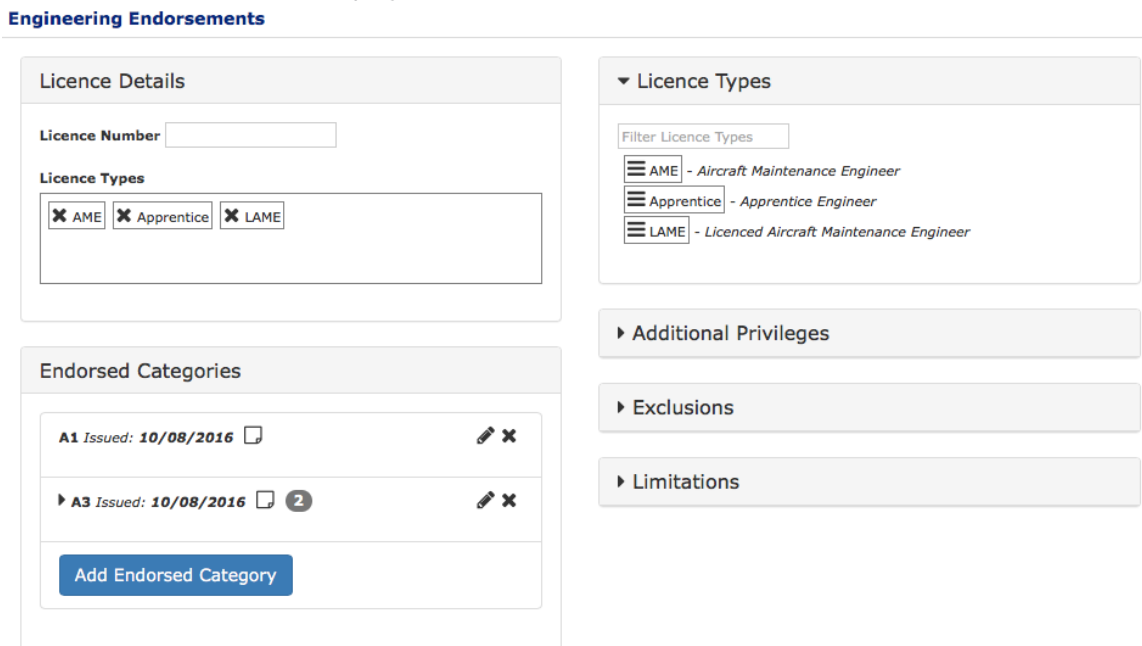
Step 2. Filter the **Personnel** screen according to your requirements.

- 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.



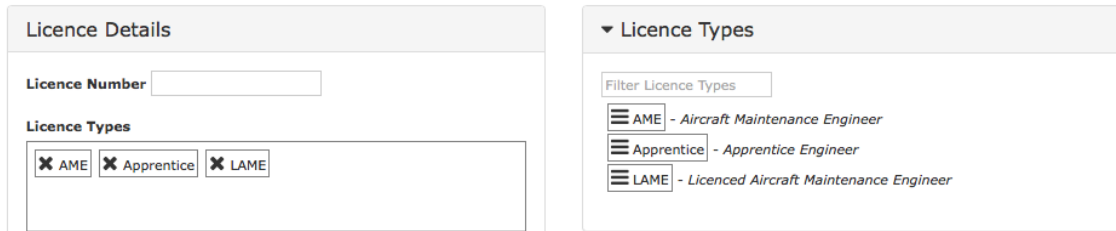
Step 4. Select **'Endorsements > Engineer'** from the **Personnel Profile** pane. The **Engineering Endorsements** screen is displayed.



Looking for the old engineering endorsements? This is being discontinued but your past data can still be found [here](#)

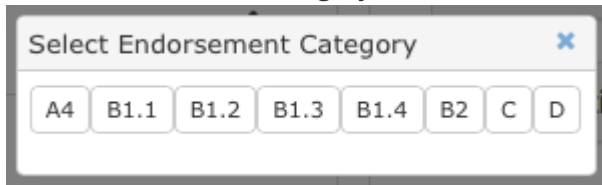
Step 5. Enter the licence number into the **Licence Details > Licence Number** field.

Step 6. Click and drag the required licence type from the **Licence Types** pane into the **Licence Details > Licence Types** pane.

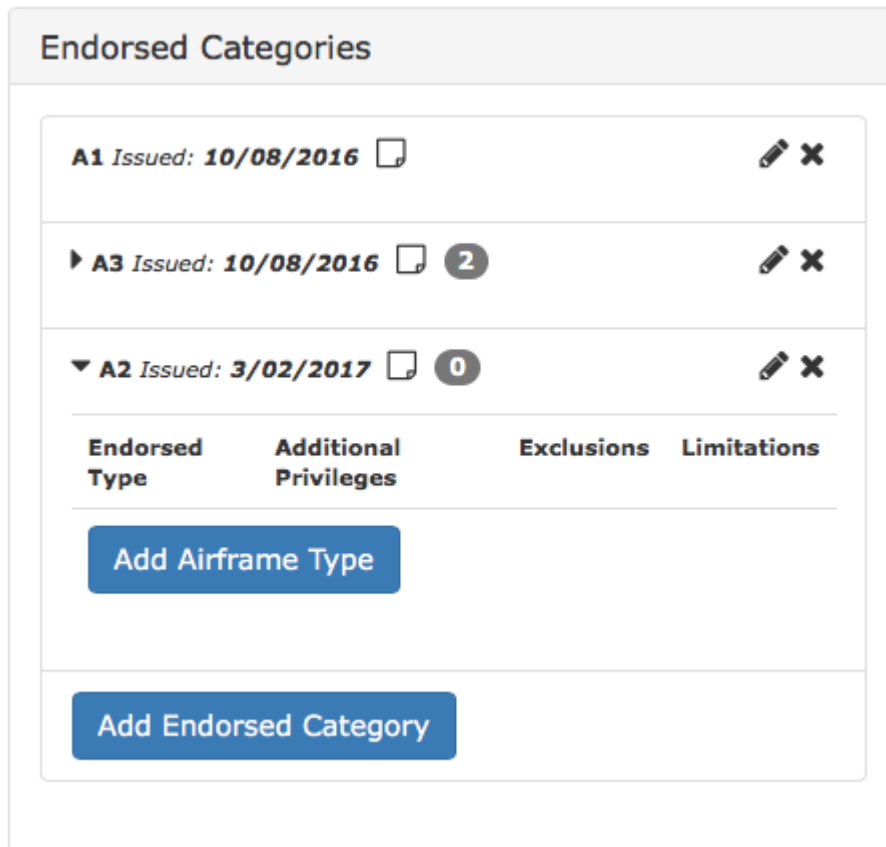


Step 7. Repeat **Step 6** to add additional licence types.

Step 8. Click [Add Endorsed Category]. The **Select Endorsement Category** dialog box is displayed.

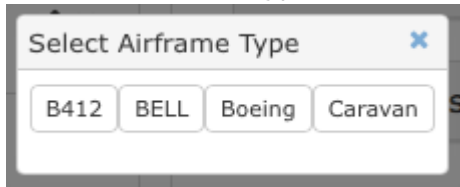


Step 9. Select the required endorsement category from the **Select Endorsement Category** dialog box. The endorsement category is added to the **Endorsed Categories** pane and is automatically expanded to display a pane to add airframe types.

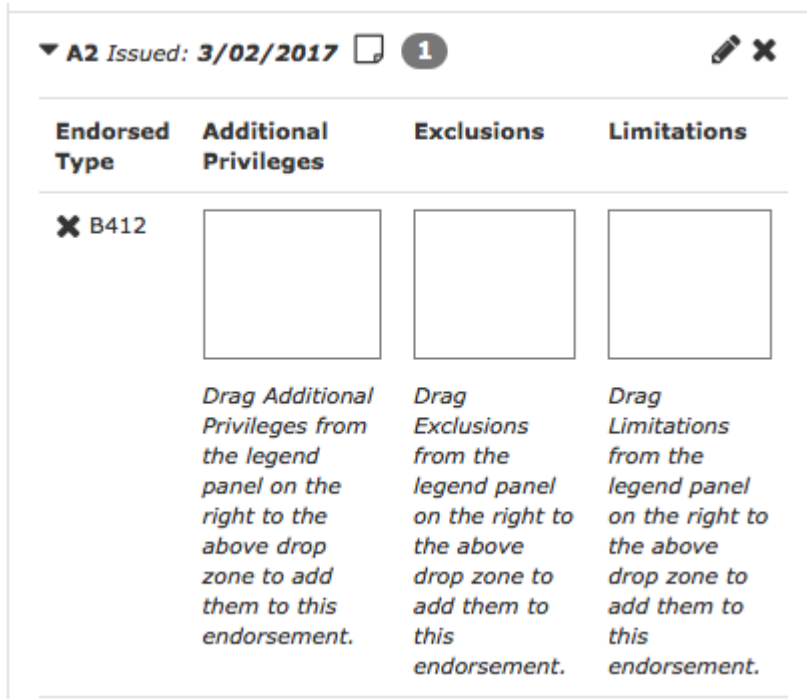


Step 10. Repeat **Step 7-8** to add additional endorsement categories.

Step 11. Click [Add Airframe Type]. The **Select Airframe Type** dialog box is displayed.



Step 12. Select the required airframe type from the **Select Airframe Type** dialog box. The airframe is added to the endorsement category and is automatically expanded to display the endorsement attributes panes (e.g. Additional Privileges, Exclusions, etc.).



Step 13. Repeat **Steps 10-11** to add additional airframe types.

Step 14. Click and drag the required endorsement attribute types into their respective endorsement attribute panes (e.g. Additional Privileges, Exclusions, etc.).

The screenshot displays the 'Endorsed Categories' section on the left and three attribute panes on the right.

Endorsed Categories:

- A1** Issued: 10/08/2016 [icon] [edit] [delete]
- A3** Issued: 10/08/2016 [icon] **2** [edit] [delete]
- A2** Issued: 3/02/2017 [icon] **1** [edit] [delete]

Endorsed Type	Additional Privileges	Exclusions	Limitations
X B412	X I-1		X L1

Drag Exclusions from the legend panel on the right to the above drop zone to add them to this endorsement.

Additional Privileges:

Filter Additional Privilege

- I-1** - Including compensation of direct reading magnetic compasses
- I-2** - Including oxygen systems
- I-3** - Including pressurisation control

Exclusions:

Limitations:

Filter Limitations

- L1** - Limited to IFE systems

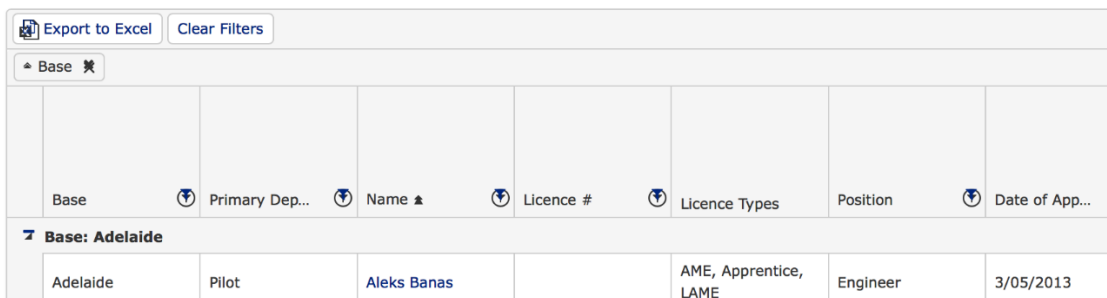
Step 15. Repeat **Step 13** to add additional endorsement attribute types.

Engineering Endorsements Reporting

Air Maestro allows you to create a custom report to display all the engineering endorsements for all the engineers in the system.

- Step 1. Select **Operations > Engineering > Engineer Report**. The **Engineer Report** screen is displayed.
- Step 2. Drag and drop the preferred column header to the **Drag a column header and drop it here to group by that column** line on the engineer report to group the data.

Engineer Report



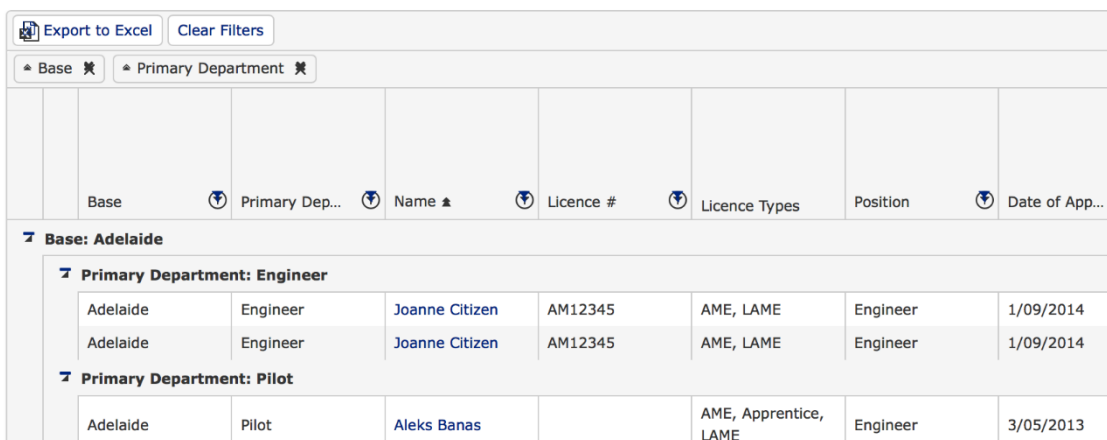
Base	Primary Dep...	Name	Licence #	Licence Types	Position	Date of App...
Base: Adelaide						
Adelaide	Pilot	Aleks Banas		AME, Apprentice, LAME	Engineer	3/05/2013



Remove any unnecessary group headings by clicking [X].

- Step 3. Repeat **Step 2** to group the data under additional headings.

Engineer Report



Base	Primary Dep...	Name	Licence #	Licence Types	Position	Date of App...
Base: Adelaide						
Primary Department: Engineer						
Adelaide	Engineer	Joanne Citizen	AM12345	AME, LAME	Engineer	1/09/2014
Adelaide	Engineer	Joanne Citizen	AM12345	AME, LAME	Engineer	1/09/2014
Primary Department: Pilot						
Adelaide	Pilot	Aleks Banas		AME, Apprentice, LAME	Engineer	3/05/2013

- Step 4. Click **Filter** [Y] corresponding to the required heading to filter the data.
- Step 5. **Left-click** the required heading name to sort the data in **ascending** order. Alternatively left-click the required heading name again to sort the data in **descending** order.
- Step 6. Click [Export to Excel] to export the customised engineering report to Microsoft Excel.
- Step 7. Click [Clear Filters] to remove all the set filters from the engineer report.