



Training Guide

LOCATIONS



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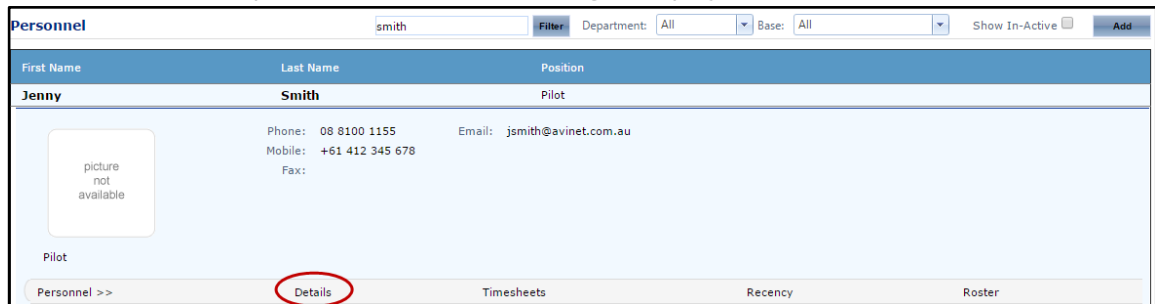
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Assigning Access Levels

Before users can attempt to manage locations, 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 - Select the **Show In-Active** tick box to include personnel that are no longer active in the system.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 '**Locations Register**' group.

Access Level	Description
Locations Register > Locations / Bases / Fuel > View All	Allows users to view all locations / bases / fuel depots in the Locations Register.
Locations Register > Locations / Bases / Fuel > Modify Selection	Allows users to modify the locations / bases / fuel depots in the Locations Register for selected locations.
Locations Register > Locations / Bases / Fuel > Modify All	Allows users to modify all locations / bases / fuel depots in the Locations Register.

- Step 7. Click [OK].

Managing Locations

Air Maestro's® location register maintains and tracks information about locations used by your organisation in its operations. Air Maestro® stores information about:

Location Type	Description
Aircraft Landing Areas (ALA)	Environmental, obstacle, hazard, lighting and runway information about each aircraft landing area used by your organisation.
Base Locations	Contact and cost centre information about each base in your organisation.
Helicopter Landing Sites (HLS)	Environmental, obstacle, hazard and lighting information about each helicopter landing site used by your organisation.
Fuel Depots	Onsite fuel information about each fuel depot used by your organisation.

View Locations

Step 1. Select **Operations > Locations > All Locations**. The **Locations** screen is displayed.



*Alternatively, to filter the locations by facilities (ALA, base, fuel depot, HLS), select **Operations > Locations > <Facility Type>**.*

Step 2. Browse for the location in the **Location Name** column or use the filter options.



*To quickly find a particular location without browsing the register, use the **Quick Find** feature. Select 'Location' from the first drop-down list and select the required location from the second drop-down list.*

Step 3. Click [Details] to view all the associated information about the location. The **Location Details** screen is displayed. If the location has additional facilities (ALA, base, fuel depot, HLS), the **Location Profile** pane contains links which provide you with more details about the particular facility.

Create Locations

The process of creating a location can be broken into 6 main stages:

- **Stage 1:** Enter general details, i.e., the address, the GPS coordinates and the magnetic variation.
- **Stage 2:** Enter ALA information, if necessary.
- **Stage 3:** Enter HLS information, if necessary.
- **Stage 4:** Enter base details, if necessary.
- **Stage 5:** Enter fuel depot details, if necessary.
- **Stage 6:** Select any relevant documents and images of the location, i.e., maps, runway photographs and diagrams.

- Step 1. Select **Operations > Locations > All Locations**. The **Locations** screen is displayed.
- Step 2. Browse the register and ensure that the location does not exist in the system.
- Step 3. Click [Add]. The **Location Details** screen is displayed.
- Step 4. Enter the name of the location in the **Location Name** field.
- Step 5. Press [Tab]. The location is displayed on the map.
- Step 6. Press [Shift] and click on the location on the map to obtain the **GPS Co-ordinates**. The system prompts you to save the **GPS Co-ordinates**.
- Step 7. Click [Yes] or [No]. If you click [No] you can enter the co-ordinates manually.
- Step 8. Select the required tick boxes corresponding with the site properties at the location.
- Step 9. Enter the magnetic variation for the location.
- Step 10. Enter the address details for the location in the applicable fields.
- Step 11. Click [OK]. The **Location Profile** pane is updated and contains links to the required screens depending on the site properties selected for the location and your access levels. There are additional setup requirements depending on the selected site properties.
For example, if the location contains a fuel depot, the **Fuel Depot** menu item is displayed.
- Step 12. Select the link corresponding with the required site property in the **Location Profile** pane.
- Step 13. Complete the required fields on the relevant site property screen.
- Step 14. Click [OK].
- Step 15. Repeat **Steps 12-14** for the remaining site properties in the **Location Profile** pane.

Create Location Contacts

Contacts can be associated with specific locations.

- Step 1. Select **Operations > Locations > All Locations**. The **Locations** screen is displayed.
- Step 2. Browse for the required location in the **Location Name** column.
- Step 3. Click [Details] to view all the information associated with the location. The **Location Details** screen is displayed.
- Step 4. Select **General Details** from the **Location Profile** pane. The **Contacts** pane is displayed.
- Step 5. Click [Add Contact] in the **Contacts** pane. The **Contact Details** screen is displayed.

Step 6. Select **'Create New Contact'** from the **Name** drop-down list. The **Contact Details** dialog box is displayed.



*Alternatively, if the required contact is already in the drop-down list, select the contact's name and proceed to **Step 9**.*

Step 7. Enter the contact's personal information in the applicable fields.

Step 8. Click [Insert] to save the new contact. The **Contact Details** dialog box is closed and the new contact is selected in the **Name** drop-down list.

Step 9. Select the required tick box(es) in the **Type** and **Association** fields.

Step 10. Enter a description of the contact in the **Description** field.

Step 11. Click [OK]. The contact is displayed in the **Contacts** pane on the **Location Details** screen.

Modify Locations

Step 1. Select **Operations > Locations > All Locations**. The **Locations** screen is displayed.

Step 2. Browse for the location to modify in the **Location Name** column.

Step 3. Click [Details] to view all the information associated with the location.

Step 4. Click [Edit].

Step 5. Edit the required information.

Step 6. Click [OK].

Deactivate Locations

Step 1. Select **Operations > Locations > All Locations**. The **Locations** screen is displayed.

Step 2. Browse for the location to modify in the **Location Name** column.

Step 3. Click [Details] to view all the information associated with the location.

Step 4. Click [Make Inactive]. The **Locations Details – Inactive** screen is displayed.



*To re-activate the location, follow **Steps 1 to 3** and click [Make Active]*