



# Training Guide

## PERSONNEL



E: [help@avinet.com.au](mailto:help@avinet.com.au)

W: [avinet.com.au](http://avinet.com.au)

# Contents

- Assigning Access Levels ..... 3
- Managing Personnel ..... 5
  - View Personnel..... 5
  - Create Personnel ..... 6
  - Modify Personnel Using Personnel Details Screen ..... 7
  - Modify Personnel Using the Personnel Wizard ..... 8
  - Disabled Personnel..... 9
- Resetting Personnel Passwords ..... 10

## Assigning Access Levels

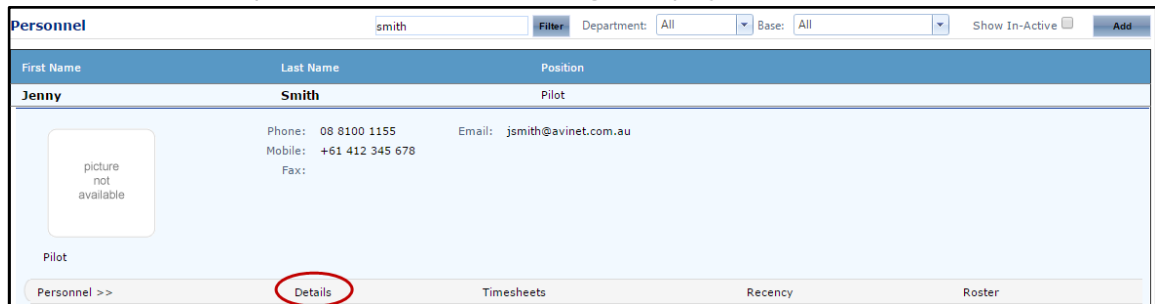
Before users can attempt to manage personnel, they must be assigned the correct access levels. Follow the steps below to assign the access levels:

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

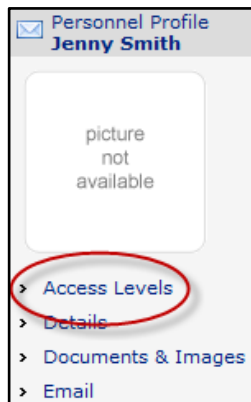
Step 2. Filter the **Personnel** screen according to your requirements.

- 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- Select the **Show In-Active** tick box to include personnel that are no longer active in the system.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 '**Air Maestro Administration**' and '**Personnel Management**' group.

Access Level	Description
<b>Air Maestro Administration &gt; Personnel Management &gt; Modify Selection</b>	Allows users to create new personnel records for selected bases / departments.
<b>Air Maestro Administration &gt; Personnel Management &gt; Modify All</b>	Allows users to create new personnel records for all bases / departments.
<b>Locations Register &gt; Locations / Bases / Fuel &gt; Modify All</b>	Allows users to modify all locations / bases / fuel depots in the Locations Register.
<b>Personnel Management &gt; Personal Details &gt; View Self</b>	Allows users to view Personal Details for themselves.
<b>Personnel Management &gt; Personal Details &gt; View Selection</b>	Allows users to view Personal Details for selected bases / departments.
<b>Personnel Management &gt; Personal Details &gt; View All</b>	Allows users to view Personal Details for all personnel.
<b>Personnel Management &gt; Personal Details &gt; Modify Self</b>	Allows users to modify their own Personal Details.
<b>Personnel Management &gt; Personal Details &gt; Modify Selection</b>	Allows users to modify Personal Details for selected bases / departments.
<b>Personnel Management &gt; Personal Details &gt; Modify All</b>	Allows users to modify Personal Details for all personnel.
<b>Personnel Management &gt; Password Administration &gt; Modify All</b>	Allows users to modify the password requirements for all personnel via the <b>Manage &gt; Setup &gt; Personnel</b> screen.

Step 7. Click [OK].

# Managing Personnel

New personnel are added to the system using the Personnel Wizard. Existing personnel are modified via the Personnel Wizard or the edit function. When you begin setting up personnel in the system, it is a good idea to assign all access levels to at least two personnel in your organisation. These two personnel will be able to assign the required access levels to other personnel.

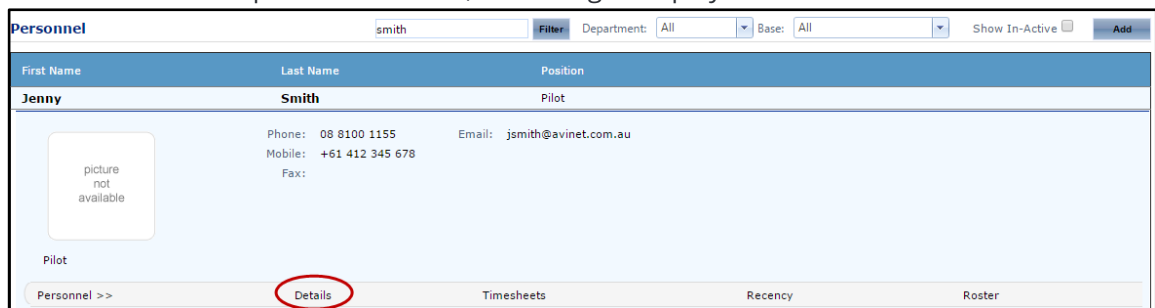
## View Personnel

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

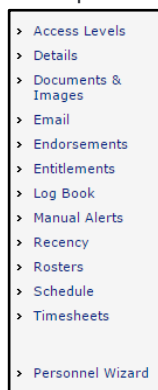
Step 2. Filter the **Personnel** screen according to your requirements.

- 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 the required link in the **Personnel Profile** pane to view additional details for the selected user. For example, if you click '**Logbook**' the selected user's logbook is displayed. The options displayed vary according to your access levels.



## Create Personnel

Air Maestro personnel accounts are created using the **Personnel Wizard**. The **Personnel Wizard** is divided into 5 stages.

Wizard Stage	Description
<b>Stage 1: Personnel Details</b>	Enter personal information, contact details, employment history, upload a photograph and assign groups.
<b>Stage 2: Endorsement Setup</b>	Select all aircraft endorsements applicable to the user.
<b>Stage 3: Engineer Setup</b>	Enter the engineer's licence information and experience. This step is only displayed, if the Engineer role was selected in Step 1.
<b>Stage 4: Recency</b>	<p>Select the required recency items for the user. The recency items displayed on this screen vary depending on the roles selected in the <b>Personnel Details</b> screen of the wizard (Step 1).</p> <p>You can change the default status for the recency item using the 'Alter Status' icon. There are times when you want to store historical data about a recency item, but do not require the user to update the item. For example, a pilot may be endorsed on a specific aircraft but may not be working on a particular contract using that aircraft type. Set the status to the 'optional' so the pilot is not alerted about the expiry of the item, but historical data is stored.</p>
<b>Stage 5: Access Levels</b>	Select the required access levels. This screen is displayed for all personnel regardless of their role within the organisation. To view more information about an access level, hover your mouse over the access level name.

- Step 1. Select **Operations > Locations > All Locations**. The **Locations** screen is displayed.
- Step 2. Click [Add] located in the top right corner of the **Personnel** screen. The **Personnel Wizard** is displayed.
- Step 3. Complete all the relevant fields. The **First Name, Last Name, Position, Employment History** and **Username** are required fields. It is also advisable to complete the **Mobile** and **Email** fields, as these are used by the system to notify the user of important information in Air Maestro.



*Personnel cannot access the system until the start date specified on this screen. Additionally, the person is not displayed in the **Personnel** screen until this start date. To view the person in the **Personnel** screen, select the **List Non-Active Personnel** tick box.*

- Step 4. Click [Next]. The **Endorsements** screen is displayed.
- Step 5. Complete all the relevant fields and click [Next] to proceed to the next wizard screen.



The quickest way to assign endorsements to the user is using the **'By Company Operated Aircraft'** option. This allows you to assign endorsements for your company aircraft as setup in the aircraft register.

- Step 6. Repeat **Step 5** for all remaining screens in the wizard.
- Step 7. Click [Finish] on the **Access Levels** screen. The **Personnel Details** summary screen is displayed. The Air Maestro login details are sent to the email address specified in Step 1 of the wizard.

## Modify Personnel Using Personnel Details Screen

Selected personnel information such as the contact details can be modified in the **Personnel Details** screen. To modify details such as the employment history, photograph or roles, you must use the **Personnel Wizard**.

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Browse for the required personnel record.
- Step 3. Click [Details] to view detailed personnel information.

The screenshot shows the 'Personnel' screen with a search filter for 'smith'. The main content area displays the following information:

First Name	Last Name	Position
Jenny	Smith	Pilot

Below the table, there is a section for contact details:

Phone: 08 8100 1155      Email: jsmith@avinet.com.au  
Mobile: +61 412 345 678  
Fax:

A placeholder for a picture is shown with the text 'picture not available'. Below this, the position 'Pilot' is listed.

At the bottom of the screen, there are navigation links: 'Personnel >>', 'Details' (circled in red), 'Timesheets', 'Recency', and 'Roster'.

- Step 4. Click [Edit]. The fields are enabled.

The screenshot shows the 'Personnel Details' screen with the following fields:

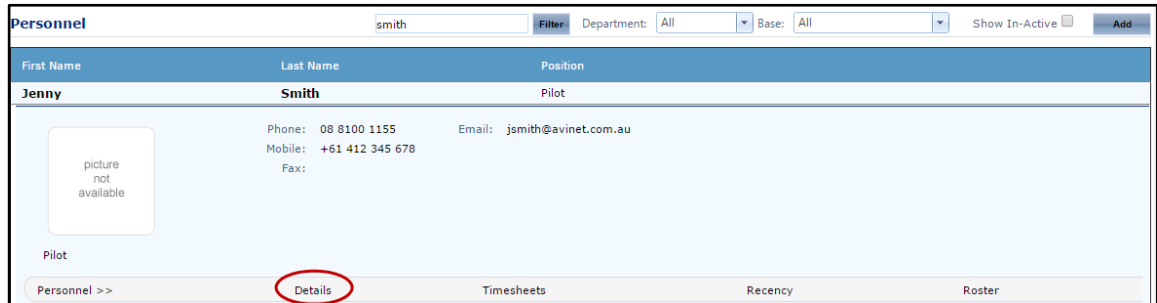
**Personnel Information**

First Name: Jenny  
Last Name: Smith  
Last Login to Air Maestro: 21/12/2010  
Position: Engineer  
Date of Birth: 10/06/1977  
Address Line 1: 10 Smith Street  
Address Line 2:  
Suburb / City: Smithfield  
Postcode: 5000  
State: SA  
Country: Australia  
Phone: +61421123456  
Mobile: +61421123456  
Alternative Mobile:  
Fax:  
Email: jsmith@avinet.com.au  
Tax File Number:  
ASIC Number:  
Licence Number:

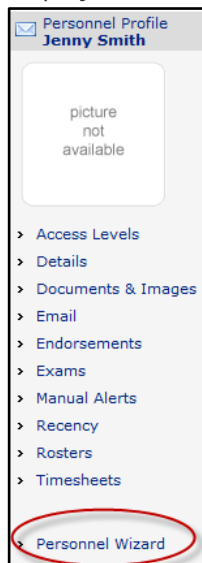
- Step 5. Edit the required fields.
- Step 6. Click [OK].

## Modify Personnel Using the Personnel Wizard

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Browse for the required personnel record.
- Step 3. Click [Details] to view detailed personnel information.



- Step 4. Click [Personnel Wizard] in the **Personnel Profile** pane. The **Personnel Wizard** is displayed.



- Step 5. Select the wizard to modify from the **Personnel Wizard** pane. The selected wizard screen is displayed.
- Step 6. Edit the required fields and click [Next] to save the changes to the screen. The confirmation dialog box is displayed.
- Step 7. Click [OK].
- Step 8. Repeat **Steps 5-7** to modify other screens.
- Step 9. Select '**Access Levels**' from the **Personnel Wizard** pane. The confirmation dialog box is displayed.
- Step 10. Click [OK]. The **Access Levels** screen is displayed.
- Step 11. Click [Finish]. The **Personnel Details** screen is displayed.



## Disabled Personnel

Personnel must be disabled rather than deleted. When an end date is entered in the employment history, the person is disabled on the system when the end date elapses. This ensures that historical data is maintained and the user can be easily re-enabled if they resume employment with the organisation.

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Browse for the required personnel record.
- Step 3. Click [Details] to view detailed personnel information.

First Name	Last Name	Position
Jenny	Smith	Pilot

Phone: 08 8100 1155      Email: jsmith@avinet.com.au  
Mobile: +61 412 345 678  
Fax:

Personnel >>      **Details**      Timesheets      Recency      Roster

- Step 4. Click [Personnel Wizard] in the **Personnel Profile** pane. The **Personnel Wizard** is displayed.
- Step 5. Click [✎] in the **Employment History** field. The fields in the **Employment History** section are enabled.

Employment	Start Date	End Date	Home Base	Department
Full-Time	22/03/2007		Hamilton	Pilot

- Step 6. Click [📅] in the **End Date** field. The calendar pop-up is displayed.
- Step 7. Select the last date of employment for the user using the calendar pop-up.



Use [➤] to go forward one month and [➤] to go back one month.  
Use [➤➤] to go forward three months and [➤➤] to go back three months.

- Step 8. Click [✓].
- Step 9. Click [Next]. The confirmation dialog box is displayed.
- Step 10. Click [OK]. The **Endorsements** screen is displayed.
- Step 11. Click **Home** in the breadcrumb trail to return to the **Home** screen.

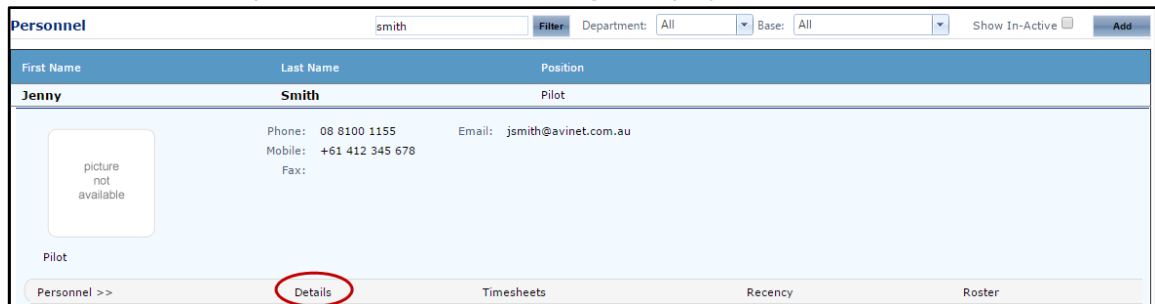
## Resetting Personnel Passwords

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.

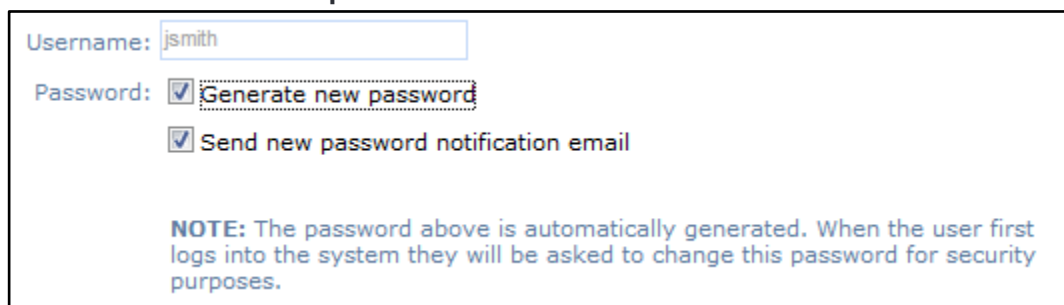


The screenshot shows the 'Personnel' screen with a search filter for 'smith'. The results table shows 'Jenny Smith' as a Pilot. Below the table, a detailed view for Jenny Smith is shown, including contact information: Phone: 08 8100 1155, Mobile: +61 412 345 678, Email: jsmith@avinet.com.au, and Fax: (blank). A 'picture not available' placeholder is shown. At the bottom, a navigation bar includes 'Personnel >>', 'Details' (circled in red), 'Timesheets', 'Recency', and 'Roster'.

Step 4. Select '**Personnel Wizard**' from the **Personnel Profile** pane. The **Personnel Wizard (Step 1 of 5): Personnel Details** screen is displayed.

Step 5. Ensure the email address is correct in the **Email** field. The new password is sent to this email address.

Step 6. Select the **Generate new password** tick box in the **Password** field.



The screenshot shows the 'Personnel Wizard (Step 1 of 5): Personnel Details' screen. The 'Username' field contains 'jsmith'. The 'Password' field has two checked options: 'Generate new password' and 'Send new password notification email'. A note at the bottom states: 'NOTE: The password above is automatically generated. When the user first logs into the system they will be asked to change this password for security purposes.'

Step 7. Click [Next]. The confirmation dialog box is displayed.

Step 8. Click [OK]. An email is sent to the person with a new, automatically generated password.

Step 9. Click **Home** in the breadcrumb trail to return to the **Home** screen.