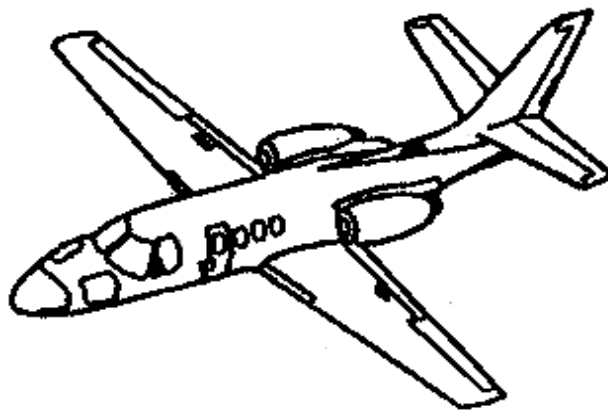


XTS MAINTENANCE CONTROL

User's Guide

Version 8



E-Comm Pty Ltd PO BOX Q1299 QVB, SYDNEY, NSW, AUSTRALIA, 1230
International Tel: + 61 417 968846, Australia Tel: 0417 968846
Facsimile +61 (0)2 9225 9034
WWW: <http://ecommm.net.au> MAIL: mckint@ecommm.net.au

CONTENTS

FEATURES AND BENEFITS.....	3
ICONS.....	3
ABOUT THIS SOFTWARE.....	3
COMPUTER REQUIREMENTS.....	4
CONVENTIONS.....	4
INSTALLATION.....	4
GETTING STARTED.....	4
USING THE MAINTENANCE PROGRAM.....	5
The Aircraft File.....	5
Hot Key Features.....	6
Airworthiness Directives Menu	9
Component Menu.....	18
Extended Component Maintenance.....	21
The Customer File.....	23
Printing Reports.....	24
Security	32
USING THE INVENTORY PROGRAM.....	35
Charge Out Parts.....	36
Inventory Maintenance.....	41
Customers.....	44
Reports.....	46
INDEX.....	62

FEATURES AND BENEFITS

Features and Benefits of the "XTS" Program

- ◆ Collates and prints Airworthiness Directives and Bulletins as Worksheet or Logbook entry
- ◆ Simple access to stored Aircraft Maintenance Information
- ◆ Eliminates time consuming research of Airworthiness Information prior to scheduled or unscheduled Aircraft or Component maintenance
- ◆ Track Component times and early warning Report on Low Component times and Airworthiness Directives due.
- ◆ Provides record of Engine, Propeller and Maintenance Release expiry information
- ◆ Generates clear, easy to read, reports on all listed Aircraft .
- ◆ Provides easy access to Customer information and prints a full Customer listing
- ◆ Stores complete Inventory in Computer
- ◆ Collates and prints Invoices and Inventory information
- ◆ Maintains Source Traceability of all parts
- ◆ Find any part Invoiced to any Job
- ◆ Extensive StockTaking Functions as well as Data Export to other packages
- ◆ Instant Stock Valuation at cost and value
- ◆ Bin Location sorting to three levels

ICONS



The series of symbols used throughout the XTS User's Guide are:



a file kept in the PC's internal storage



hardcopy output from the XTS program to your PC's printer



indicates a special note about the item at which it is pointing



an IBM compatible PC



a floppy disk or CD ROM containing the "XTS" program



type at your keyboard these commands

ABOUT THIS SOFTWARE

Ecomm Pty Ltd grants to the user, in consideration of payment of the licence fee, the right to display and use this software program. The ownership of this software belongs to Ecomm Pty Ltd. This licensed copy is not transferable, available for resale, loan, rent or lease. The licensee acknowledges that no promise, representation or warranty has been made or given by Ecomm Pty Ltd in relation to the profitability or other consequences obtained from the use of this software.

COMPUTER REQUIREMENTS



An IBM compatible PC with a minimum of 2 megabytes of free disk storage space and a CD ROM drive. An optional Internet connection is desirable.

CONVENTIONS



The following terms apply to entering the information at your keyboard;

<**DELETE**>

This means; Press the DEL key.

<**ESCAPE**>

This means; Press the ESC key.

<**INSERT**>

This means; Press the INS key.

<**ENTER**>

This means; Press the ENTER key (or RETURN key).

<**CTL**> + <**ENTER**>

This means; Press the control key then press the enter key while still holding the control key.

INSTALLATION

TO INSTALL



Place the CD ROM containing the installation software into the CD ROM drive. Select the drive and run the "setup" file from the CD ROM.

A message will appear on the screen advising that installation of the program is being carried out. Follow the instructions in the installation program to install. After installation is complete you will be able to start the XTS system from a Desktop icon or Menu option.

After installation, a change to your configuration file may be necessary. the line: "FILES=100" must be added to the "Config.sys" file for DOS and Windows. For Windows NT the file is called "Config.nt".

GETTING STARTED

START PROGRAM

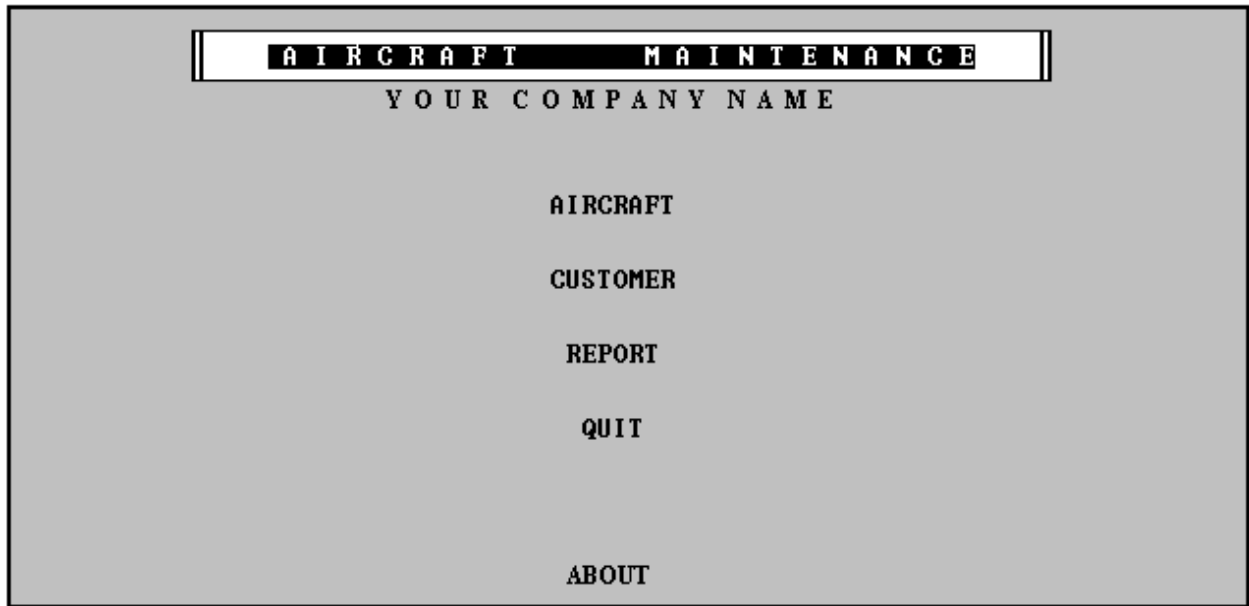


After initial installation ,the program can be run by "double clicking" the XTS icon. The XTS icon resembles a cardfile.

The program will now run and you will see the Main Menu on your screen.

USING THE MAINTENANCE PROGRAM

The screen now looks like this:





The Main Menu screen is presented with four choices. These can be selected by using the **UP** and **DOWN** arrow keys on your keyboard, then selecting the highlighted item by pressing your **<ENTER>** key. The four Main Menu items are explained next.

AIRCRAFT

SELECT AIRCRAFT

When the highlighted item “**AIRCRAFT**” is selected from the Main Menu, by pressing **<ENTER>**, the screen will show the table below with the Aircraft that the program has on file. Select one of the list by using your arrow keys to highlight the selection, or by typing the Call-sign, then press **<ENTER>** to view the data.

Highlight the Aircraft using the arrow keys and press **<ENTER>** to view or edit this Aircraft's file 

DELETE a record by simply highlighting and pressing **<DELETE>**. Your action will prompt the program to confirm the deletion 



ENTER NEW RECORD

To enter a **NEW RECORD** (a new Aircraft record), from the table of Aircraft, press **<INSERT>**, and a blank record will be displayed, ready to enter Aircraft data. To return to the previous screen, press **<ESCAPE>**. To return to the Main Menu press **<ESCAPE>** again.

VIEW / EDIT RECORD



To view or edit an Aircraft Maintenance record, highlight an entry in the table list of Aircraft and press <ENTER>. The following screen will be displayed.

AIRCRAFT MAINTENANCE DATA		
Record will be Changed		
"F2" PRINT DATA SHEET	"F3" VIEW / EDIT AD's, SB's	"F4" COMPONENTS
PRESS <CTRL+ENTER> TO SAVE THIS RECORD		Update Today: 21 NOV 94
REGIST: <u>000</u> MAKE: PIPER	MODEL: PA-31-310	A/F SERIAL No :
TOTAL TIME (T.T.A.F.): 11700.00	AIRF.PRESS.CYCLES.:	TOTAL LANDINGS:
MAINT.REL: EXPIRES 11780.0 HRS OR 4/12/1995		ISSUED AT:
ENGINE No1 P/No : TSIO-540-J2BD	S/No: 12345	O/HAUL AT: 12000.0
ENGINE No2 P/No : LTSIO-540-J2BD	S/No: 43215	O/HAUL AT: 11900.0
PROPELLER No1 P/No: HYC-123-RYC	S/No: EE-1234	O/HAUL AT: 11859.4
PROPELLER No2 P/No: HYC-123-LYC	S/No: EE-4321	O/HAUL AT: 12050.0
No 1 ENGENE CYCLES:		AND HOT SECTION DUE AT:
No 2 ENGENE CYCLES:		AND HOT SECTION DUE AT:
ENG1 TO RUN : 300.0	HOT SECTION HOURS TO RUN:	PROPI TO RUN : 159.4
ENG2 TO RUN : 200.0	HOT SECTION HOURS TO RUN:	PROP2 TO RUN : 1150.7
CTRL+ENTER To SAVE and NEXT Screen		
ESC To EXIT		
Last Update: 21/11/94		

HOT KEY FEATURES

The **HOT KEY** features provide access to XTS's most powerful functions

- F2** Pressing the "F2" **HOT KEY** on your keyboard will send the selected Aircraft's data screen to your printer as, **SPECIFICATION PRINTOUT SHEET**.
- F3** Pressing the "F3" **HOT KEY** on your keyboard will open this Aircraft's Directives, Bulletins and Inspections menu.
- F4** Pressing "F4" **HOT KEY** will display this Aircraft's Component data information menu.

VIEW MORE DATA



By pressing <CTL + ENTER> the next screen containing more Aircraft Specification data will be displayed.

PRESS <CTL+ENTER> TO SAVE THIS PAGE AND RETURN TO MAIN MENU	
Record will be Changed	
AVIONICS:	
VHF : KING 7777	OTHER : KING 1234
HF : CODAN 2000	DME : INTER.KING
NAV : KING 7777	GLIDE : YES
GPS : GARMIN 100	RADAR: STORMSCOPE
ELT : YES	ALTITUDE ENCODER : YES
TRANSPONDER	
AUTOPILOT: CENTURY IV	FIRE EXT.: BCF 1.5 KG
COLOR Inside: ASH GREY	
Outside: PALAMINO WHITE/ACAPULCO GOLD	
NOTES: RECENT MAJOR INTERIOR REFIT TO EXECUTIVE CLASS, FOR EXEC. CHARTER	
"F2" Print Blank Data Entry Form	

PRINT BLANK FORM



Pressing the "F2" **HOT KEY** from the previous screen will send a blank form directly to the printer. The form can be used to record the details of an Aircraft for later entry into the Computer. The printout for entering the Aircraft Data is shown below.

BLANK



Enter the Information on the Aircraft for inclusion in the Database record

CALLSIGN: **A/C MAKE:** **A/C MODEL:** **SER No:**
TTAF: **M/R EXPIRY HOURS:** **M/R EXPIRY DATE:**
AIRFRAME PRESS CYCLES: **TOTAL LANDINGS:**
ENGINE No1
P/No: **S/No:** **O/HAUL AT:**
ENGINE No2
P/No: **S/No:** **O/HAUL AT:**
PROP No1
P/No: **S/No:** **O/HAUL AT:**
PROP No2
P/No: **S/No:** **O/HAUL AT:**
ENGINE CYCLES:
ENG No1: **ENG No2:**
HOT SECT DUE:
ENG No1: **ENG No2:**
AVIONICS:
VHF :
HF : **OTHER** :
NAV : **DME** :
GPS : **GLIDE** :
ELT : **RADAR** :
TRNSPONDER : **ENCODER :**
AUTOPILOT : **FIRE EXTINGUISHER:**
COLOR **Inside:** **Outside:**
NOTES:

RETURN TO MENU



Press <CTRL> + <ENTER> to save any changes that are made or continue to press <ENTER> until the Aircraft Listing is displayed. Pressing <ESCAPE> from the Aircraft Listing Table will redisplay the Main Menu.

"F2" PRINTOUT



By pressing the **"F2" HOT KEY** from the **AIRCRAFT MAINTENANCE DATA** screen, the Aircraft Data file is sent to the printer directly, giving a printout of the Aircraft Specifications.

AIRCRAFT SPECIFICATION

AIRCRAFT SPECIFICATION DATA

This Information reflects the status of the Aircraft at the last record amendment. Any data must be clarified against the current maintenance release and the log book entries.
Date this record last amended: 26/08/00
This Report printed on 9 DEC 2000

CALL-SIGN: QAA MAKE: PIPER MODEL: PA-31-310 A/F SERIAL No: 31-0001000

TOTAL TIME: 5079.7 M/R EXPIRY HOURS : 11800.0 M/R EXPIRY DATE : 4/12/2000
AIRF.PRESS.CYCLES: TOTAL LANDINGS:

Engine No1 P/No: TSIO-540-J2BD S/No: 12345 O/HAUL DUE: 12000.0
Engine No2 P/No: LTSIO-540-J2BD S/No: 54321 O/HAUL DUE: 11900.0
Prop No1 P/No : HYC-123-RYC S/No: EE-12345 O/HAUL DUE: 11859.0
Prop No2 P/No : HYC-123-LYC S/No: EE-4321 O/HAUL DUE: 12050.7

No 1 ENGINE CYCLES: AND HOT SECTION DUE:
No 2 ENGINE CYCLES: AND HOT SECTION DUE:

ENG1 TO RUN: 2471.6 HOT SECTION HOURS TO RUN: PROP1 TO RUN: 2923
ENG2 TO RUN: 3018.3 HOT SECTION HOURS TO RUN: PROP2 TO RUN: 2923

AVIONICS:
VHF : KING 777
NAV : KING 777 OTHER :
HF : CODAN 2000 DME : INT. KING
GPS : GARMIN 100 GLIDE : YES
ELT : YES RADAR : STORMSCOPE
TXP : YES ENCDR : YES

AUTOPILOT: CENTURY IV FIRE EXTINGUISHER: BCF 1.5 KG

COLOR Inside: ASH GREY Outside: PALAMINO WHITE/ACAPULCO GOLD

ADDITIONAL NOTES : RECENT MAJOR INTERIOR REFIT TO EXECUTIVE CLASS, FOR EXEC. CHARTER

"F3" AD INSPECTIONS



Pressing the **"F3" HOT KEY** from the **AIRCRAFT MAINTENANCE DATA** screen, will display the Airworthiness Directives, Service Bulletins and Special Inspections Menu for this Aircraft.

"F4" COMPONENTS




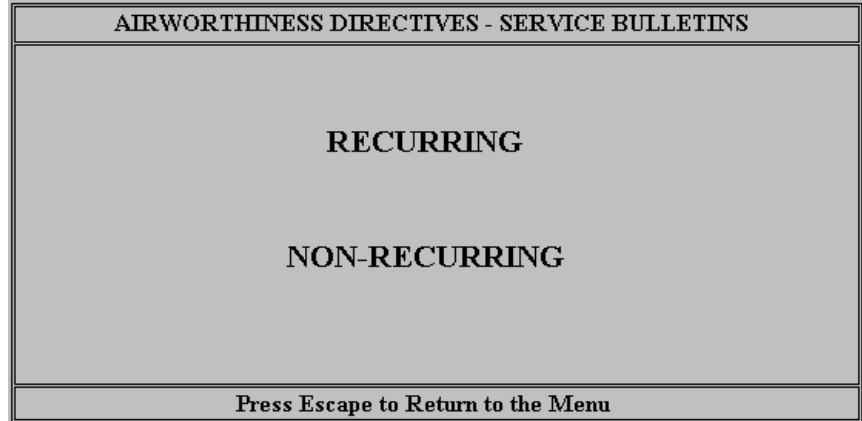
Pressing the **"F4" HOT KEY** from the **AIRCRAFT MAINTENANCE DATA** screen, will display the Component Menu for this Aircraft.

AIRWORTHINESS DIRECTIVES

SELECT AD MENU

Pressing the "F3" HOT KEY from the AIRCRAFT MAINTENANCE DATA screen, will display a Screen allowing the user to choose Recurring or Non-Recurring Airworthiness Directives or Inspections.


Highlight using the arrow keys and press <ENTER> to select Recurring or Non-Recurring ADs or SBs. 

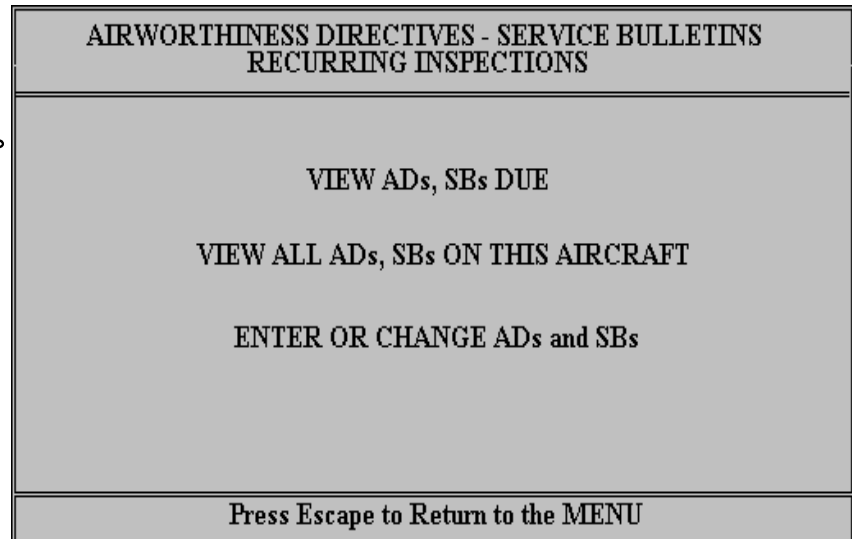


RECURRING AIRWORTHINESS DIRECTIVES

RECURRING

Highlighting and selecting **RECURRING** will display the Recurring Airworthiness Directives, Service Bulletins and Special Inspections Menu for this Aircraft.

Highlight using the arrow keys and press <ENTER> to view or edit this Aircraft's ADs or SBs. 



VIEW AD's, SB's DUE

SELECT MENU OPTION

Highlighting and selecting the menu option **VIEW ADs SBs DUE**, will display a Search Filter Screen which allows entry of the range of values for the Inspections to be located. Enter the **HOURS**, **CYCLES** and **DAYS** due, and a Category of Inspection. eg **ALL**, **AIRFRAME**, **ENGINE** or **ELECTRICAL/RADIO**.

SEARCHFILTER



SPECIFY SEARCH RANGE FOR AD's, SB's AND INSPECTIONS DUE	
"ENTER" FOR SEARCH	"ESC" RETURN TO MENU
ENTER THE HOURS RANGE FOR THE AD SEARCH :	DUE IN THE NEXT 200 HOURS
ENTER THE DAYS RANGE FOR THE AD SEARCH:	DUE IN THE NEXT 365 DAYS
ENTER A/FRAME CYCLES FOR THE AD SEARCH:	DUE IN THE NEXT 100 CYCLES
ENTER ENGINE CYCLES FOR THE AD SEARCH:	DUE IN THE NEXT 100 CYCLES
ENTER THE CATEGORY FOR THE AD SEARCH :	ALL AIRF ENGI ENG2 EI&R
	ALL
SELECTING "0" FOR SEARCH FILTER WILL DISPLAY OVERDUE ITEMS	
Press ESCAPE To Return to MENU	

SEARCHRESULTS



After a Search Filter has been set, Pressing <ENTER> will display the following MENU. This MENU will give the option of **VIEWING** or **PRINTING** the filter results OR listing the filter results for **UPDATING** of the compliance times.

HIGHLIGHT MENU OPTION AND PRESS ENTER
VIEW AND PRINTOUT ADs
MANUAL UPDATE ADs FOR SELECTED PERIOD
AUTOMATICALLY UPDATE ADs FOR SELECTED PERIOD
Press ESCAPE to Return

VIEW / PRINT SEARCH

By selecting the **VIEW AND PRINTOUT ADs** option from the MENU above the following Table is displayed with the listed AD's and Inspections that fall inside the Search Filter Limits.

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND INSPECTIONS						
CALL-SIGN QAA	MAKE PIPER	MODEL PA-31-310	TOTAL TIME 11700.0			
200 HOURS, 365 DAYS, 100 A/F CYCLES, 0 ENG CYCLES			CATEGORY ALL			
"F2" WORKSHEET	"F3" PRINT THIS LIST	"F4" PRINT COST	"ESC" NEW SEARCH			
AD/SB REF & DESCRIPTION	CATEGORY	DATE DUE	TIME DUE	CYCLES DUE		
PERIOD: DAYS, HRS, A/F CYC, ENG CYC				AIRFRAME	ENGINE	
RAD/43	EI&R					
TESTING AND CALIBRATION OF ALTI ENCODER		25/12/1995	0.00	0	0	
ELECT/46 PARA 1	ENGI					
MAGNETO POINTS INSPECTION		/ /	11750.00	0	0	
GEN/6A	AIRF					

PRINT SEARCH RESULTS



From the Table Listing a **PRINTOUT** is available in **TWO** formats. The List of AD's and Inspections can be printed as a **LOGBOOK WORKSHEET**, called the **AIRWORTHINESS DIRECTIVE AND SPECIAL INSPECTION COMPLIANCE SHEET**, by pressing the **HOT KEY "F2"**, which provides an area for **LAME CERTIFICATION**, **OR** printed as a Listing as it is displayed on the Screen by pressing **HOT KEY "F3"**.

F2 WORKSHEET PRINTOUT



AIRWORTHINESS DIRECTIVE AND SPECIAL INSPECTION COMPLIANCE SHEET
CATEGORY ALL

Call-Sign: LPA Aircraft Type: CESSNA C172A Job Number:.....
 Landings: Task No:.....
 Hours: Prepared by:.....
 WORK REQUIRED: RAD/50 AME
 FUNCTIONAL TESTING OF THE ELT BEACON LAME
 ACTION TAKEN: TASK No: LIC No DATE:

P/No S/No OFF S/No on R/N No
 CATEGORY CO-ORDINATOR CERTIFICATION:
 I hereby certify for the completion and co-ordination of the above mentioned maintenance.
 Certifications are pursuant to
 LAME:..... LIC No:..... DATE:.....

F4 COSTING REPORT



Selecting the "F4" HOT KEY from the AD screen will display a costing report. With the COSTING REPORT on screen a printout can be obtained by pressing "F2".

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS & INSPECTIONS	
CALLSIGN AAA MAKE PIPER MODEL PA42 TOTAL TIME 11700.0	
0 HOURS, 0 DAYS, 0 A/F CYCLES OR 0 ENG CYCLES CATEGORY ALL	
AIRWORTHINESS COMPLIANCE COSTING FOR THE LISTED ADS \$15,065.00	
PRESS "F2" FOR THIS COSTING PRINTOUT	
AD\ENG\4	
ENGINE OVERHAUL	\$12,700.00
AD\INST\8	
INSTRUMENT CALIBRATION	\$600.00
AD\RAD\43-47	
TRANSPONDER CHECKS	\$315.00
AD\PROP\1	
PROPELLOR OVERHAUL	\$1450.00

COSTING PRINTOUT

Pressing the HOT KEY "F2" will direct the table displayed above to the printer



AD COSTING REPORT
 THIS REPORT LISTS THE AIRWORTHINESS DIRECTIVE LISTING AND COST TO PERFORM FOR EACH INSPECTION. MULTIPLE OCCURANCES OF THE LISTED DIRECTIVES ARE NOT SHOWN BUT MAY BE REQUIRED TO BE CARRIED OUT WITHIN THE SELECTED PERIOD

AIRCRAFT REGISTRATION: AAA AIRCRAFT: PIPER PA-42 TTAF: 5079.0
 THESE DIRECTIVES WILL OCCUR IN THE PERIOD

100 HOURS OR 0 DAYS 0 A/F CYCLES, 0 ENG CYCLES CATEGORY: ALL

REFERENCE NUMBER AND DESCRIPTION OF INSPECTION	AD COST
AD\ENG\4	
ENGINE OVERHAUL	\$12,000.00
AD\INST\8	
INSTRUMENT CALIBRATION	\$700.00
AD\PROP\1	
PROPELLOR OVERHAUL	\$1450.00

UPDATE AD's



Selecting **MANUAL UPDATE ADs FOR SELECTED PERIOD** will list those ADs selected by the search filter and display them ready for editing of the compliance times and cost. By pressing **<ENTER>** on the highlighted ADs their compliance times and cost is displayed ready for editing. As soon as the AD has been edited, the updated information is then redisplayed showing the ADs that remain inside the filter specification.

Press ENTER on the Highlighted AD to Enter the NEW Compliance Time/Date				
REFERENCE AND DESCRIPTION	DATE DUE	TTAF DUE	CYCLES DUE	
			AIRFRAME	ENGINE
AD\ENG\4				
ENGINE OVERHAUL	0/00/0000	6744.7	0	0
AD\INST\8				
INSTRUMENT CALIBRATION	7/12/1995	0.0	0	0
AD\PROP\1				
PROPELLER OVERHAUL	0/00/0000	6720.0	0	0

Press ESCAPE to Return

EDIT DUE TIMES



Pressing **<ENTER>** on the highlighted Inspection will display the editing screen below. The Inspections due can be edited on the compliance times, cycles due, date due and cost field only.


```

MODIFY THIS INSPECTION TO SHOW NEXT COMPLIANCE
REFERENCE : AD\ENG\4
DESCRIPTION : ENGINE OVERHAUL
INSPECTION PERIOD: 100 HOURS
                   365 DAYS
                   AIRFRAME CYCLES
                   ENGINE CYCLES

DATE DUE AT : 0/0/0000
TTAF DUE AT : 6744.7
A/F CYCLES DUE AT:
ENG.CYCLES DUE AT:
COST: $15,000


Record will be Changed
    
```

VIEW ALL ADs SBs IN THIS AIRCRAFT


SELECT MENU OPTION  Highlighting and selecting the menu option **VIEW ALL ADs SBs DUE FOR THIS AIRCRAFT**, will display a report of **ALL ADs**, selected by **CATEGORY**, for the selected Aircraft. To obtain a **PRINT-OUT** of those **ADs** and **SBs**, ensure the printer is on and press the **HOT KEY F2**.

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND INSPECTIONS					
CALL-SIGN QAA	MAKE PIPER	MODEL PA-31-310	TOTAL TIME 11700.0		
"F2" TO PRINT THIS LIST			"ESC" TO EXIT		
AD/SB REF.	CATEGORY	DATE DUE	TIME DUE	CYCLES DUE	
DESCRIPTION				AIRFRAME	ENGINE
RAD/43	EI&R	25/12/1995	0.00	0	0
TESTING AND CALIBRATION OF ALTITUDE ENCODER					
ELECT/46 PARA 1	EI&R	/ /	11750.00	0	0
MAGNETO POINTS INSPECTION					
GEN/6A	AIRF	/ /	11800.00	0	0
ALTERNATE STATIC LINE AND SELECTION INSP					
PA28/28#2	AIRF	15/03/1996	11800.00	0	0
CONTROL COLUMN INSPECTION					

ENTER OR CHANGE ADs AND SBs

EDIT / CHANGE AD  By highlighting and selecting the menu option **ENTER OR CHANGE ADs AND SBs** from the Airworthiness Directives Menu, the AD Inspection Library will be opened for editing or inserting new Inspections, Airworthiness Directives or Service Bulletins.

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND INSPECTIONS FOR					
CALL-SIGN: LPA	MAKE: CESSNA	MODEL: C172A	TOTAL TIME: 5456.4		
<ENTER> CHANGE INSP	<INSERT>ADD INSP	<DELETE>DELETE INSP			
AD/SB REF and DESCRIPTION	CATEGORY	DATE DUE	TIME DUE	CYCLES DUE	
				AIRFRAME	ENGINE
RAD/50	EI&R	/ /	5300.00	0	0
FUNCTIONAL TESTING OF THE ELT BEACON					
ELECT/46#6 PARA 1	EI&R	/ /	5025.00	0	0
MAGNETO POINTS INSPECTION					
CESSNA170/19#1	EI&R	/ /	5025.00	0	0
STALL WARNING HORN TEST					
GEN6A	EI&R	/ /	5300.00	0	0
ALTERNATE STATIC LINE SELECTION INSP.					

EDIT AN INSPECTION  By highlighting an Inspection and pressing the **<ENTER>** key **TWICE** from the **AIRWORTHINESS DIRECTIVE, SERVICE BULLETIN AND INSPECTION** screen, the next screen is displayed with the **"Record will be Changed"** message. This allows editing of the highlighted inspection contained in the Aircraft record.

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND INSPECTIONS FOR CALL-SIGN: LPA		
INS: ADD AD/SB	RECURRING	156.4
AD/SB REFERENCE	AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS	WORKSHEET
DESCRIPTION	AIRCRAFT RECORD	TIME DUE
RAD/50	REF: RAD/50	
FUNCTIONAL	INSP: FUNCTIONAL TESTING OF THE EL.T. BEACON	5300.00
ELECT/46#6 PAR	INSPECTION PERIOD: 100 HOURS	
MAGNETO P	365 DAYS	5025.00
CESSNA170/19#	AIRFRAME CYCLES	
STALL WAR	ENGINE CYCLES	5025.00
GEN6A	TOTAL TIME = 5000.0 TOTAL CYCLES:	
ALTERNATE	CALL SIGN: LPA	5300.00
GEN/37#5	DATE DUE : / /	
EMERGENCY	A/F CYCLES DUE: ENG CYCLES DUE:	0.00
	TTAF DUE: 5300.0	
	CATEGORY: AIRF ENGI ENG2 EI&R	
	COST: \$175.00	

DELETE a record by simply highlighting and pressing <DELETE>. Your action will prompt the program to confirm the deletion

DELETE INSPECTION



By highlighting an inspection and selecting <DELETE> from the **AIRWORTHINESS DIRECTIVE, SERVICE BULLETIN AND INSPECTION** screen, the same screen as above is displayed. You will be prompted to press <ENTER> which will erase the highlighted inspection from the Aircraft Record.

ADD AN INSPECTION



By selecting <INSERT> from the **AIRWORTHINESS DIRECTIVE, SERVICE BULLETIN AND INSPECTION** screen, the AD/SB inspection Library will be displayed.

AD/SB/INSPECTION LIBRARY

AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS - SPECIAL INSPECTIONS		
LOOKUP INSPECTION = _		
<ENTER> CONFIRM/PLACE	<INSERT> ENTER NEW INSP.	 DELETE INSP.
A/D-S/B-INSPECTION REFERENCE	DESCRIPTION	
CESSNA170/53#2	CHECK WEAR ON THE SEAT RAILS AND REPLACE	
CESSNA170/19#2	STALL WARNING HORN TEST	
BEECH36/14#2	WING MAIN SPAR CAPS; CORROSION AND DAMAGE	
GEN6A	ALTERNATE STATIC LINE AND SELECTION INSPECTION	
GEN37#5	EMERGENCY EXIT FOR CORRECT OPERATION	
HOSE2#3	PRESSURE TEST/REPLACEMENT OF AIRFRAME HOSES	
HOSE3#5	PRESSURE TEST/REPLACEMENT OF ENGINE HOSES	
RAD/50	TESTING AND CALIBRATION OF ALTITUDE ENCODER	
INST8#5	TESTING AND CALIBRATION OF VFR INSTRUMENTS	
LYC/78#5	VERNATHERM VALVE INSPECTION/ DUAL MAGNETO	
ELECT/46#6	MAGNETO POINTS INSPECTION	
ELECT/46#6 PARA 2	MAGNETO COMING IN SPEED	
ENG/4	ENGINE OVERHAUL	

Highlight the Inspection using the arrow keys and press <ENTER> to ADD an AD/SB to the Aircraft's File

DELETE a record by simply highlighting and pressing <DELETE>. Your action will prompt the program to confirm the deletion

CAUTION



WARNING: Any deletion of an inspection listed in the **LIBRARY** of Airworthiness Directives will erase this inspection from every other Aircraft Record, leaving a blank space in the Aircraft Record.

LOOKUP INSPECTION



Typing the first few letters of the Inspection will cause the **LOOKUP** feature to automatically locate the Inspection you need. When it is highlighted simply press the **<ENTER>** key and this next screen will prompt for confirmation to add this inspection to the current Aircraft Record.

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND INSPECTIONS FOR		
CALL-SIGN: LPA	156.4	
INS: ADD AD/SB	RECURRING	WORKSHEET
AD/SB REFEREN	AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS	TIME DUE
DESCRIPTION	AIRCRAFT RECORD	
	Record will be Added	
RAD/50	REF: RAD/50	
FUNCTIONAL	INSP: FUNCTIONAL TESTING OF THE E.L.T. BEACON	5300.00
ELECT/46#6 PAR	INSPECTION PERIOD: 100 HOURS	
MAGNETO P	365 DAYS	5025.00
CESSNA170/19#	AIRFRAME CYCLES	
STALL WAR	ENGINE CYCLES	5025.00
GEN6A	TOTAL TIME = 5000.0 TOTAL CYCLES:	
ALTERNATE	CALL SIGN: LPA	5300.00
GEN/37#5	DATE DUE : / /	
EMERGENCY	A/F CYCLES DUE: ENG CYCLES DUE:	
	TTAF DUE: 5300.0	0.00
	CATEGORY: AIRF ENGI ENG2 EI&R	
	COST: \$175.00	

ENTER DATE & TIME



The display now prompts for the **DATE DUE, A/F CYCLES, ENGINE CYCLES, TIME DUE** and the **CATEGORY** to be entered before the entry can be added to the Aircraft Record.

ADDING INSPECTIONS TO LIBRARY



From the Following Airworthiness Directives **LIBRARY** screen, press **<INSERT>** to add a new Airworthiness Directive, Service Bulletin or Inspection.

AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS - SPECIAL INSPECTIONS	
LOOKUP INSPECTION = _	
<ENTER> CONFIRM/PLACE	<INSERT> ENTER NEW INSP.
 DELETE INSP.	
A/D-S/B-INSPECTION REFERENCE	DESCRIPTION
CESSNA170/53#2	CHECK WEAR ON THE SEAT RAILS AND REPLACE
CESSNA170/19#2	STALL WARNING HORN TEST
BEECH36/14#2	WING MAIN SPAR CAPS; CORROSION AND DAMAGE
GEN6A	ALTERNATE STATIC LINE AND SELECTION INSPECTION
GEN37#5	EMERGENCY EXIT FOR CORRECT OPERATION
HOSE/2#3	PRESSURE TEST/REPLACEMENT OF AIRFRAME HOSES
HOSE/3#5	PRESSURE TEST/REPLACEMENT OF ENGINE HOSES
RAD/50	TESTING AND CALIBRATION OF ALTITUDE ENCODER
INST/8#5	TESTING AND CALIBRATION OF VFR INSTRUMENTS
LYC/78#5	VERNATHERM VALVE INSPECTION/ DUAL MAGNETO
ELECT/46#6	MAGNETO POINTS INSPECTION
ELECT/46#6 PARA 2	MAGNETO COMING IN SPEED
ENG/4	ENGINE OVERHAUL

ADDING RECORD



Pressing <INSERT> will display the next screen.

AIRWORTHINESS DIRECTIVE - SERVICE BULLETIN LIBRARY
Record will be Added

REFERENCE:
DESCRIPTION:
INSPECTION PERIOD: **DAYS**
 HOURS
 AIRFRAME CYCLES
 ENGINE CYCLES

After the AD, SB or Inspection reference number, description and inspection period has been entered, this Inspection will be added to the Library of Inspections, Airworthiness Directives and Service Bulletins.

CHANGE INSPECTION



To change any Airworthiness Directive, highlight the inspection, and press <ENTER> from the Library list screen. To delete any of the inspections in the Library list, highlight the inspection to be deleted and press <DELETE>.

When deleting or changing any Airworthiness Directive, a screen is displayed to prompt you for your action. A message above the Inspection Information will tell you whether you are about to delete or change the record.

CAUTION



WARNING: ANY DELETION OR EDITING OF AN INSPECTION LISTED IN THE INSPECTION LIBRARY WILL ERASE OR CHANGE THIS INSPECTION FROM EVERY LINKED AIRCRAFT RECORD.

NON - RECURRING AIRWORTHINESS DIRECTIVES

NON - RECURRING

Highlight and Press <ENTER> to select Menu option



AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS
NON - RECURRING INSPECTIONS

VIEW NON-RECURRING AD's, SB's

IMPORT/EDIT NON-RECURRING AD's, SB's

Press Escape to Return to the MENU

SELECT MENU OPTION



Selecting **VIEW NON RECURRING AD's, SB's** from the **NON RECURRING** Menu, will display the following Table list of only those non-recurring inspections linked to the selected Aircraft.

NON-RECURRING AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS				
CALL-SIGN QAA	MAKE PIPER	MODEL PA-31-310	TOTAL TIME 11700.0	
"F2" TO PRINT THIS LIST			"ESC" TO EXIT	
AD/SB REF.	DESCRIPTION	ACTION TAKEN	COMPLIED ON	COMPLIED AT
PA/42/17	ML.G. ACTUATOR BOLT	N/A Mod.	15/03/1992	9098.7

PRINT NON RECURRING AD LIST



By Pressing the **HOT KEY F2**, a printout list of the **NON-RECURRING AD** and **SB's** will be sent to the printer.

ADD NON RECURRING AD TO AIRCRAFT RECORD



Selecting **IMPORT/EDIT NON RECURRING AD's, SB's** from the **NON RECURRING MENU** will display the following Import and Edit Screen. Only those Inspections that are linked to the Aircraft record are visible. To **EDIT** a current **NON RECURRING** Inspection, press **<ENTER>** TWICE and the Inspection will be displayed to change. To **IMPORT** a **NON RECURRING** Inspection, press **<INSERT>** and a list is displayed of the Inspections already entered into the **LIBRARY**. Highlighting required Inspection and pressing **<ENTER>** will **ADD** this Inspection to the Aircraft Record and prompt for the **DATE** and **HOURS** that the Inspection was complied with.

NON-RECURRING AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS				
CALL-SIGN QAA	MAKE PIPER	MODEL PA-31-310	TOTAL TIME 11700.0	
<INSERT> ADD RECORD		<ENTER> EDIT HIGHLIGHTED		<DELETE> DELETE HIGHLIGHTED
AD/SB REF.	DESCRIPTION	ACTION TAKEN	COMPLIED ON	COMPLIED AT
PA/42/17	ML.G. ACTUATOR BOLT	N/A Mod.	15/03/1992	9098.7


ADD NEW NON RECURRING AD TO LIBRARY



From the **LIBRARY** of **NON RECURRING** Inspections, pressing **<INSERT>** will display a blank record, ready to enter details of a **NEW NON RECURRING** Inspection to be added.


COMPONENTS


COMPONENT MENU  Pressing the '**F4**' **HOT KEY** from the Aircraft Maintenance Data Screen, the following **SUB MENU** is displayed.

Highlight with arrow keys  and <ENTER> to select Component option

COMPONENT MENU
<p>VIEW COMPONENTS DUE</p> <p>VIEW ALL COMPONENTS ON THIS AIRCRAFT</p> <p>CHANGE OR ENTER NEW COMPONENT</p> <p>EXTENDED COMPONENT MAINTENANCE</p>
Press Escape to Return to the MENU

VIEW COMPONENTS DUE

VIEW COMPONENTS DUE  Selecting **VIEW COMPONENT DUE** from the above **SUB MENU** and pressing <ENTER> will display another **MENU** that allows entry of a **SEARCH FILTER**. Components can be located by **HOURS**, **DAYS** and **CYCLES** due and also allows the user to specify the **CATEGORY** Component to be displayed. The **CATEGORY of COMPONENT** can be in the range covered by **ALL**, **AIRFRAME**, **ENGINE1** or **ENGINE2**. The following Screen displays the **COMPONENT SEARCH FILTER**.

Enter the Hours, Days, Cycles and Category for the Search Filter and press <ENTER> to list selection 

ENTER THE HOURS, DAYS AND CATEGORY FOR COMPONENT LISTING
<p>DUE WITHIN 200 HOURS TIME IN SERVICE</p> <p>DUE WITHIN 365 DAYS</p> <p>DUE WITHIN 100 AIRFRAME CYCLES</p> <p>DUE WITHIN 100 ENGINE CYCLES</p> <p>HIGHLIGHT THE SELECTION WITH KEYBOARD ARROWS</p> <p>CATEGORY LISTING ON ALL AIRFRAME ENGINE1 ENGINE2</p>
SETTING "0" FOR THE SEARCH FILTER WILL DISPLAY OVERDUE ITEMS
Press ESCAPE To Return to Menu

SEARCH FILTER RESULTS

After entering the **HOURS**, **DAYS**, **A/F CYCLES**, **ENGINE CYCLES** and **CATEGORY** for the required **COMPONENT** search, the following screen is displayed.

COMPONENTS IN THE DATABASE FOR THIS AIRCRAFT X136					
CALL-SIGN:AFM MAKE:DHC-CANADA MODEL:DHC6-310 TTAF: 22627.1 CYCLES: 34597 9999 HOURS, 9999 DAYS OR 99999 A/F CYCLES 99999 ENG CYCLES CATEGORY ALL					
"F2" PRINT WORKSHEET		"F3" PRINT ALL DETAILS		"F4" PRINT THIS LIST	
COMPONENT	PART No SERIAL No	HOURS TO RUN	DAYS TO RUN	CYCLES DUE: AIRFRAME	ENGINE
L/H WING	C6W1001-27 533-L27		N/A	71404	
R/H WING	C6W1001-27		N/A	66000	
COMPRESSOR STG.1	3013111 53B938		N/A	53436	
COMPRESSOR STG.2	3013712 8E812		N/A	47762	
COMPRESSOR STG.3	3011713 8E445		N/A	48762	
CT DISC	3013411 1X831	9865.1	N/A		
CT DISC	3013411 1X831		N/A	40169	
FUEL CONTROL UNIT	252440-4 A74219	3893.9	N/A		

Pressing the HOT KEY F2 will send the results of the SEARCH FILTER listing directly to the printer.

VIEW ALL COMPONENTS ON THIS AIRCRAFT

VIEW ALL COMPONENTS



Selecting the Menu Option **VIEW ALL COMPONENTS ON THIS AIRCRAFT**, will display the following table listing. Pressing the **HOT KEY F2** will send the Listing to the printer. The Components are sorted in the Listing by alphabetical occurrence and then in order of Category. ie Airframe Items, followed by Engine1 items and then Engine2 items.

ALL COMPONENTS LISTED FOR THIS AIRCRAFT X141						
TTAF= 22627.1 A/F CYCLES= 34597 TODAY= 18/07/99						
"F2" TO PRINT THIS LIST				"ESC" TO EXIT		
COMPONENT PART No	CAT SERIAL No	HOURS TO RUN	DAYS TO RUN	AIRFRAME	CYCLES TO RUN: ENG1 ENG2	
L/H WING	AIRF					
C6W1001-27	533-L27	20711.		36807		
R/H WING	AIRF					
C6W1001-27		10371.		31403		
COMPRESSOR STG.1	ENG1					
3013111	53B938	18894.		18839		
COMPRESSOR STG.2	ENG1					
3013712	8E812	.		13165		
COMPRESSOR STG.3	ENG1					
3011713	8E445	.		14165		

CHANGE OR ENTER NEW COMPONENT

NEW COMPONENT



To enter a **NEW** Component, select **CHANGE OR ENTER NEW COMPONENT** from the Component Menu. The following screen is displayed. Pressing **<INSERT>** will **ADD** a **NEW** Component, pressing **<ENTER>** will allow editing of the highlighted Component and pressing **<DELETE>** will erase the highlighted Component from the Aircraft record.

ENTER NEW COMPONENT(S) FOR: CALL-SIGN AFM							X143
		TTAF: 22627.1	CYCLES: 34597		Press ESC To EXIT		
<INSERT> NEW RECORD		<ENTER> EDIT HIGHLIGHTED		<DELETE> DELETE HIGHLIGHTED			
LOC	COMPONENT	SERIAL	HRS ON HRS DUE	DATE ON DATE DUE	CYCLES DUE AIRF. ENGINE		
AIRF	L/H WING	533-L27	20615.0 43339.0	21/06/1998 / /	71404		
AIRF	R/H WING		0.0 32999.0	/ /	66000		
ENG1	COMPRESSOR STG.1	53B938	22521.8 41521.8	5/05/1999 / /	53436		
ENG1	COMPRESSOR STG.2	8E812	0.0 0.0	/ /	47762		
ENG1	COMPRESSOR STG.3	8E445	0.0 0.0	/ /	48762		
ENG1	CT DISC	1X831	22521.8 32492.2	/ /			
ENG1	CT DISC	1X831	0.0 0.0	/ /	40169		
ENG1	FUEL CONTROL UNIT	A74219	22521.0 26521.0	/ /			

INSERT NEW COMPONENT



Pressing <INSERT> will allow you to **ADD** a new Component in the Component entry format below. Selecting category with the keyboard arrow keys will allow sorting of the Components.


AIRCRAFT COMPONENT RECORD				X144
Record will be Added				
COMPONENT	:			
PART No	:			
SERIAL No	:			
LIFE	:			
HOURS ON	:	0.0		
HOURS DUE OFF	:	0.0		
DATE ON	:	/ /		
DATE DUE OFF	:	/ /		
AF CYCLES ON	:			
AF CYCLES DUE	:			
ENG CYCLES DUE:				
CATEGORY :		AIRFRAME	ENG1 ENG2	

EDIT OR DELETE COMPONENT




Pressing <ENTER> or <DELETE> from the Table Listing will display a similar screen to the one above. <ENTER> will allow editing of the current highlighted Component Record and <DELETE> will prompt confirmation of deletion of the currently selected Component Record.

EXTENDED COMPONENT MAINTENANCE

EXTENDED COMPONENT  Selecting the **EXTENDED COMPONENT MAINTENANCE** option from the **COMPONENT** Menu will display a list of the components for the Selected Aircraft.

EXTENDED COMPONENT MAINTENANCE			X145
CALL SIGN	AFM	TOTAL TIME	22627.1
PART NUMBER	DESCRIPTION	SERIAL NUMBER	
C6W1001-27	L/H WING	533-L27	
C6W1001-27	R/H WING		
3013111	COMPRESSOR STG.1	53B938	
3013712	COMPRESSOR STG.2	8E812	
3011713	COMPRESSOR STG.3	8E445	
3013411	CT DISC	1X831	
3013411	CT DISC	1X831	
252440-4	FUEL CONTROL UNIT	A74219	
025323-101	FUEL PUMP	9124	
3013176	IMPELLER	1B545	
210625	OVERSPEED GOVERNOR	21331061	
PT6A-27	POWER SECTIION	42013P	
8210-004	PROP. GOVERNOR	2456816	
3022412	PT DISC	7E1175	
CPW3019109	STARTER CONTROL	12073	
23048-004M	STARTER GENERATOR	4772L	

F2 to List All Components Times ENTER to View Record

DETAILED VIEW  Pressing <ENTER> on a highlighted component will display the following screen, showing a detailed view of the selected component. Pressing "F2" from the list of components for the selected Aircraft will produce a screen based listing of all the Components with expiry information.

EXTENDED COMPONENT MAINTENANCE			X146
CATEGORY: AIRF	PART No: C6W1001-27	SERIAL No: 533-L27	
COMPONENT: L/H WING			
TB OH: 0.0	Time Before Overhaul		
TB Ret: 22724.0	Time Before Retirement		
Date New/OH: / /	Date New or Overhauled		
Date Fitted: 21/06/1998	Date Fitted.....<DATE ON>		
Inst Last: 20615.0	Installed at Last TTAF.....<HOURS ON>		
Cycles On: 31154	Airframe Cycles at Fitting.....<CYCLES ON>		
TSO Inst: 0.0	Time Since Overhaul at Installation		
TSN Inst: 0.0	Time Since New at Installation		
Comp TTIS: 2012.1	Component Total Time in Service		
Comp TSO: 2012.1	Component Time Since Overhaul		
TT OH:	TTAF Due for Overhaul		
TT Ret: 43339.0	TTAF Due for Retirement		
TRem OH:	Time Remaining Until Overhaul	43339.0	
TR Ret: 20711.9	Time Remaining Until Retirement		
Date Due Off: / /	Date Due for Removal.....<DATE OFF>		
Hours Due Off: 43339.0	TTAF Due for Removal.....<HOURS OFF>		
Cycles Due Off: 71404	Airframe Cycles Due for Removal.....<CYCLES OFF>		
ECycles Due Off:	Engine Cycles Due for Removal.....<ECYCLES OFF>		

F2 PRINT COMPONENT INFORMATION

COMPONENT LIST




The Component Listing is shown below with expiry information in more detailed format.


Listing of the Components for Callsign AFM								X148	
F2 to Print								ESC to Exit	
Part Descr/No Serial No	TB OH TB Ret	Inst Last TSN Inst	Comp TTIS Comp ISO	TT OH TT Ret	TRem OH TR Ret	Date Date	New/OH Due		
L/H WING									
C6W1001-27	0.0	20615.0	2012.1				/ /		
533-L27	22724.0	0.0	2012.1	43339.0	20711.9		/ /		
R/H WING									
C6W1001-27	0.0	0.0	22627.1				/ /		
	32999.0	0.0	22627.1	32999.0	10371.9		/ /		
COMPRESSOR SIG.1									
3013111	19000.0	22521.8	105.3	41521.8	18894.7	5/05/1999			
53B938	19000.0	0.0	105.3	41521.8	18894.7		/ /		
COMPRESSOR SIG.2									
3013712	0.0	0.0	22627.1				/ /		
8E812	0.0	0.0	22627.1				/ /		

CUSTOMERS

SELECT CUSTOMER

From the Main Menu, highlighting and selecting **CUSTOMERS** will display the screen below. As in the **AIRCRAFT** selection, a list is presented with the Customers records that are stored in the program.

Highlight using the arrow keys or type in the name, then press <ENTER> to view or update 

DELETE a record by simply highlighting and pressing <DELETE>. Your action will prompt the program to confirm the deletion 

CUSTOMERS


Type Customer Name:


QAA	CHEYENNE AVIATION
QUT	TC CLEANING SERVICE
QRC	GOLD COAST CHARTERS

Select with arrows or Type, then ENTER

VIEW / EDIT RECORD

To display and edit the Customer file, highlight the selected customer using your arrow keys, and press <ENTER>. A window will appear displaying the Customer record. The cursor will be flashing in the first entry, allowing you to overwrite the information. To return to the previous Customer table screen above, press <ESCAPE>.

Cursor will blink on first entry, ready to edit 

Two lines reserved for your comment 

CUSTOMER UPDATE FORM

Record will be Changed

CALLSIGN :QAA
 CUST DATE : 7/10/94
 NAME :CHEYENNE AVIATION
 ADDRESS :4th FLOOR
 ADDRESS :CITY TOWERS BUILDING
 CITY STATE:SYDNEY NSW
 ZIP : 2001
 CONTACT :JAMES ELLINGTON
 PHONE :02 5545545
 FAX :02 5545556
 COMMENT :CAN BE ALSO CONTACTED ON MOBILE 018555555

ENTER NEW RECORD

To enter a **NEW RECORD** (a new Customer record), from the table of Customers, press <INSERT>, and a blank record will be displayed, ready to enter Customer data. To return to the previous screen, press <ESCAPE>. To return to the Main Menu press <ESCAPE> again.

REPORT



SELECT REPORT



From the Main Menu, highlighting and selecting **REPORT** will display this screen:

Highlight with arrow keys and <ENTER> to select Report type

X152
REPORT DATA
OPERATION / SCHEDULE
AIRCRAFT ENGINE/PROPELLER/M-R.
AIRWORTHINESS DIRECTIVES
COMPONENTS
CUSTOMER LISTING
SECURITY
Press ESCAPE to return to Main Menu

The six selections are:

- Operation / Schedule
- Aircraft Major Component Times
- Airworthiness Directives, Service Bulletins and Inspections
- Components (ALL)
- Customer Listing
- Security

OPERATION / SCHEDULE

OPERATION/SCHEDULE



By highlighting and selecting **OPERATION / SCHEDULE**, from the **REPORT DATA** Menu and pressing <ENTER>, the program will display the following information.

OPERATION / SCHEDULE TIMES				X153			
PRESS F2 TO PRINT				HIGHLIGHT & PRESS F3 TO UPDATE			
CALL SIGN	LASTTRIP DATE	SINCE MR HOURS	LANDING CYCLES	L-ENG CYCLES	R-ENG CYCLES	AIRFRAME CYCLES	AIRFRAME HOURS
AFM	23/06/99	11	34597	10845	13532	34597	22627.1
AFN	23/06/99	75	22178	12724	10928	22178	13405.5
AFO	22/06/99	0	21150	1012	9666	21150	15475.9
FET	18/04/99	64	42949	833	833	42949	18897.6
FHC	23/06/99	0	17042	17042	7747	17042	9406.0
FHF	23/06/99	23	7793	7754	6320	7793	4289.7
FHG	21/06/99	38	8899	541	541	8899	5677.3
FIA	30/05/99	0					3909.1
FIC	21/06/99	91					26840.2
FIL	23/06/99	75	12124	9472	8096	12124	11155.9
FSC	15/06/99	52	5513	4896	4164	5513	2599.4
LCM	21/06/99	8	25683	30750	9306	25683	19787.8
YES	23/06/99	88	23701	12802	7856	23701	19447.1

The table above displays the hours and cycles information for the entire fleet at a glance. Individual aircraft records can be updated from this screen by pressing F3. Pressing F3 on a highlighted record will display the next screen, which allows the updating.

UPDATE AIR TIMES / FLIGHT RECORDS					
CALL-SIGN: AFM			AIRCRAFT: DHC-CANADA DHC6-310		
PREVIOUS					
TRIPDATE	TTAF	LANDINGS	A/F CYCLES	LEFT STARTS	RIGHT STARTS
23/06/1999	22627.1	34597	34597	10845	13532
TRIPDATE: 0/00/0000 FLIGHT TIME: 0.0 LANDINGS: 0 A/F PRESSURE CYCLES: 0 LEFT ENGINE STARTS: 0 RIGHT ENGINE STARTS: 0					
NEW					
COMPUTED TTAF	TOTAL LANDINGS	TOTAL A/F CYCLES	LEFT STARTS	RIGHT STARTS	
22627.1	34597				

By entering the prompted information, the Aircraft record can be updated and Component times and Airworthiness Directive times will automatically be adjusted.

AIRCRAFT / PROPELLER / ENGINE / MR

TIMESLEFT



By highlighting and selecting AIRCRAFT / ENGINE / PROPELLER / M-R from the REPORT DATA Menu and pressing <ENTER>, the program will display the next screen.

ENGINE PROPELLER AND MAINTENANCE RELEASE EXPIRY TIMES							
PRESS "F2" TO PRINT							
A/C CALL SIGN	ENGINE No1			ENGINE No2			MAINT REL. DTR
	ENGINE HTR	HOT/TOP HTR	PROPELLER HTR	ENGINE HTR	HOT/TOP HTR	PROPELLER HTR	
QAA	869.3	173.3	794.3	869.3	173.3	794.3	331
QRC	1220.1	0.0	829.1	1220.1	0.0	829.1	185
QUT	822.0	0.0	959.0	822.0	0.0	959.0	330

EXPIRY PRINTOUT



By pressing the "F2" **HOT KEY**, a printout of the **TIMES REMAINING** is sent directly to the printer. This printout is shown below.



**ENGINE PROPELLER AND MAINTENANCE RELEASE EXPIRY TIMES
FLEET REPORT
This Report Printed on APR 24, 1996**

A/C CALL SIGN	ENGINE No1			ENGINE No2			MAINT REL. DTR
	ENGINE HTR	HOT/TOP HTR	PROPELLER HTR	ENGINE HTR	HOT/TOP HTR	PROPELLER HTR	
LPA	100.0	245	1300.0	100.0	245	1300.0	232
QZT	345.0	38	345.0	345.0	38	345.0	18

AIRWORTHINESS DIRECTIVES

**DIRECTIVES REPORT
SUB MENU**



By highlighting and selecting **AIRWORTHINESS DIRECTIVES**, from the **REPORT DATA** Menu and pressing <ENTER>, the program will display the following **SUB MENU**.

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND OTHER INSPECTIONS
URGENT INSPECTION by DATE ACROSS FLEET
LIST OCCURANCES OF INSPECTION ACROSS FLEET
EDIT / DELETE / INSERT NEW AD OR SB
Press ESCAPE to return to MAIN MENU

The three Menu choices available are :

- Urgent Inspection by Date, which shows all AD's
- List Occurances, which will find occurances of AD's
- and EDIT/DELETE/INSERT, which allows entry of AD's


INSPECTION BY DATE ACROSS FLEET

DATEDUE REPORT



From the **SUB MENU** above, by highlighting and selecting the first item, "**URGENT INSPECTION by DATE ACROSS FLEET**", the following report is displayed on the screen.

AIRWORTHINESS DIRECTIVE - SERVICE BULLETIN - SPECIAL INSPECTION X158		
PRIORITY LISTING IN ORDER OF DUE DATE		
"F2" TO PRINT	"PAGE-DOWN" FOR MORE	"ESC" TO EXIT
REG	DATE	DESCRIPTION OF INSPECTION
FIL	10/12/98	BENCH TEST
LCM	24/03/99	CERTIFICATE OF MAINTENANCE
FHG	19/06/99	CORROSION AFFECTING PRIMARY STRUCTURE
FIL	28/08/99	REWEIGH HAND FIRE EXTINGUISHER
FIM	8/09/99	UPPER AND LOWER SPAR CAPS
FIM	8/09/99	NOSELEG REAR BRACE CRACK INSPECTION
FSC	9/09/99	REWEIGH HAND FIRE EXTINGUISHER
FIC	22/09/99	CORROSION AFFECTING PRIMARY STRUCTURE

DATE DUE PRINTOUT  To obtain a printout from your printer, make sure the printer is on and press the **"F2" HOT KEY**.
The printout obtained from the **DATE DUE** screen is shown below. Pressing <ESCAPE> will display the **REPORT SUB MENU**.





AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS AND OTHER INSPECTIONS
PRINTOUT IN ORDER OF DATE DUE
This Report for all Aircraft on File Printout Date: APR 24,1995

CALLSIGN	DUE DATE	DESCRIPTION OF A/D, S/B OR INSPECTION
QZT	21/05/1995	EMERGENCY EXIT FOR CORRECT OPERATION
LPA	21/06/1995	EMERGENCY EXIT FOR CORRECT OPERATION

Page 1

LIST OCCURANCES OF INSPECTION

LOOKUP INSPECTION  By highlighting **"LIST OCCURANCES OF INSPECTION"** from the Airworthiness Directives sub-menu, and pressing <ENTER>, the following lookup screen is displayed. This allows you to choose what AD or Inspection that you want to list, for all Aircraft in the program.

Highlight with arrow keys or key-in and <ENTER> to select Inspection or AD to lookup 

LOOKUP:
CESSNA170/19#2
CESSNA170/53#2
ELECT/46#6
ELECT/46#6 PARA 2
ELECT/59
ENG/4
GEN/37#5
GEN/6A
HOSE/2#3
HOSE/3#6
INST/8#5
INST/9#3
LIFEJACKETS
LYC/78#5
LYC/78#5 PARA 2
PROP/1
RAD/43
RAD/50
ROTORBLADES CHECK 1
PRESS <ESC> RETURN TO MENU

LIST AIRCRAFT



If a match of the AD or Inspection is found, then a list of all Aircraft with this Inspection will be displayed on the screen with the Hours to run, Due date or Due time that the Inspection becomes due for each of the listed Aircraft. The option to print this list by pressing F2 is available.

LIST OF AIRCRAFT WITH THIS INSPECTION									
A/INS QA-009 ISSUE1									
REG	T.T.A.F.	DATE DUE	DAYS TO RUN	TIME DUE	HOURS TO RUN	CYCLES DUE	CYCLES TO RUN	CYC. TO RUN ENG1	ENG2
AFN	13405.5	/ /		13630.0	224.50	0		0	0
AFO	15475.9	/ /		15408.0	-67.90	0		0	0
YES	19447.1	/ /		19539.0	91.90	0		0	0
LCM	19787.8	/ /		19837.0	49.20	0		0	0

Pressing F2 will print the list of Aircraft with this AD or Inspection

EDIT / DELETE / INSERT NEW AD or SB

SHOWLIBRARY



By highlighting and selecting from the **SUB MENU**, "**EDIT / DELETE / INSERT NEW AD or SB**", the next screen is displayed. Airworthiness Directives, Service Bulletins and Other Inspections can be entered directly into the Library from here.

CAUTION



CAUTION: EDITING ANY INSPECTION FROM THE LIBRARY WILL CHANGE IT IN THE AIRCRAFT RECORD AS WELL. USE DELETE WITH EXTREME CARE!

LOOKUP TABLE FOR DIRECTIVES, BULLETINS AND INSPECTIONS	
LOOKUP =	
<INSERT> TO ADD INSP.	<ENTER> TO EDIT INSP.
<DELETE> TO DELETE INSP.	
AD/SB INSP. REFERENCE NUMBER	DECSRIPTION OF AD/SB INSPECTION
CESSNA170/19#2	STALL WARNING HORN TEST
CESSNA170/53#2	CHECK WEAR ON THE SEAT RAILS AND REPLACE
ELECT/46#6	MAGNETO POINTS INSPECTION
ELECT/46#6 PARA 2	MAGNETO COMING IN SPEED, IMPULSE COUPLE
ELECT/59	IGNITION SWITCH LUBRICATION INSPECTION
ENG/4	ENGINE MAJOR OVERHAUL
GEN/37#5	EMERGENCY EXIT FOR CORRECT OPERATION
GEN/6A	ALTERNATE STATIC LINE AND SELECTION INSP
HOSE/2#3	PRESSURE TEST/REPLACE AIRFRAME HOSES
HOSE/3#3	PRESSURE TEST/REPLACE ENGINE HOSES
INST/8#5	TESTING AND CALIBRATION OF VFR INST.
INST/9	TESTING AND CALIBRATION OF IFR INST.
LIFEJACKETS	CHECK LIFEJACKETS FOR SERVICABILITY
LYC/78#5	VERNATHERM VALVE INSPECTION/ DUAL MAGS

ADDINSPECTION



Pressing **<INSERT>** from the above screen will prompt to **ADD** a new entry into the Library.

LOOKUP TABLE FOR DIRECTIVES, BULLETINS AND INSPECTIONS		
LOOKUP =		
INS TO ADD INSP.	ENTER TO EDIT INSP.	DEL TO DELETE INSP.
AD/SB INSP. REFERENCE NUMBER	DESCRIPTION OF AD/SB INSPECTION	
80-13-04	SUPERS. BY 81-06-03	ELEVATOR RUDDER & AILERON TRIM TAB
81-03-04		SUPERCEDED BY 81-06-03
81-03-04	SUPERS. BY 81-06-03	ELEVATOR RUDDER & AILERON TRIM TAB
81-04-02		SUPERCEDED BY 82-03-02
81-04-02	SUPERS. BY 82-03-02	FLAP LINEAR ACTUATORS
81-06-02		X164Ns 01-369
81-06-02	AIRCRAFT AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS	
81-06-02	Record will be Added	
81-06-03	ITEM : 565	Ns 01-369
81-06-03	AD REF :	T.BEARING
81-07-01	DESCRIP:	
81-07-01		
81-10-01	HOURS BETWEEN INSPECTIONS	0
81-10-01	DAYS BETWEEN INSPECTIONS	0
81-10-01	AIRFRAME CYCLES BETWEEN INSPECTIONS	0
81-11-03	ENGINE CYCLES BETWEEN INSPECTIONS	0
81-11-03		
81-11-03	SUPERS. BY 81-12-01	CONTROL COLUMN INSPECTION

CHANGE INSPECTION



After the new entry has been added to the Library, it will be available for selecting from the Aircraft Record. To change a current entry, press the <ENTER> key and the record will be displayed for editing, as shown below.

Airworthiness Directive can be edited, and will change all Aircraft Records

AIRCRAFT AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS		
Record will be Changed		
ITEM :	414	
AD REF :	81-11-03 SUPERS. BY 81-12-01	
DESCRIP:	CONTROL COLUMN INSPECTION	
	HOURS BETWEEN INSPECTIONS	0
	DAYS BETWEEN INSPECTIONS	0
AIRFRAME	CYCLES BETWEEN INSPECTIONS	0
ENGINE	CYCLES BETWEEN INSPECTIONS	0

DELETE INSPECTION



To delete an Airworthiness Directive, Service Bulletin or other Inspection from the Library of Inspections, press the <DELETE> key while the Inspection to be deleted has been highlighted. This will prompt the user with the following message to confirm the deletion.

CAUTION



CAUTION: DELETING RECORDS FROM THE LIBRARY WILL DELETE ALL THAT INSPECTION ACROSS THE ENTIRE FLEET. USE WITH EXTREME CARE!

Pressing <ENTER> will delete the record from the AD and Inspection Library


AIRCRAFT AIRWORTHINESS DIRECTIVES - SERVICE BULLETINS		
Press Enter to Delete		
ITEM :	414	
AD REF :	81-11-03 SUPERS. BY 81-12-01	
DESCRIP:	CONTROL COLUMN INSPECTION	
	HOURS BETWEEN INSPECTIONS	0
	DAYS BETWEEN INSPECTIONS	0
AIRFRAME	CYCLES BETWEEN INSPECTIONS	0
ENGINE	CYCLES BETWEEN INSPECTIONS	0

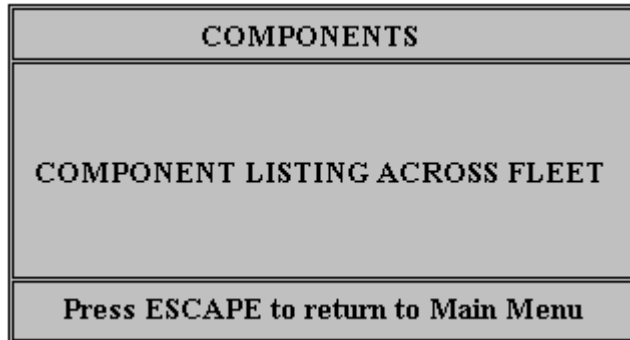
COMPONENTS

COMPONENTS



By highlighting and selecting **COMPONENTS**, and pressing the **<ENTER>** key, the the Menu shown below is displayed.

Select by pressing  **<ENTER>**



Selecting this Menu Item will display the entire Component list on the screen. The Components are sorted in order of **PART NUMBER** and a **LOCATE FUNCTION** enables the user to locate Components by typing the first few characters of the Part Number. To move through the Components, use the **down/up arrow** keys to move one Component at a times, or to move a screen at a time, use the **Page-Down** and **Page-up** keys.

COMPONENTS LISTED IN ORDER OF PART NUMBER							X166	
LOCATE PART NUMBER:								
"F2" TO PRINT		"PAGE-DOWN" FOR MORE			"ESC" TO EXIT			
REG	PART No	SERIAL No	DAYS TO RUN	HOURS TO RUN	CYCLES TO RUN	ENG CYC. TO RUN		
						ENG1	ENG2	
YES	2683	171296	75
YES	2683	171296	380
FIL	3006912	1231	7265
FIL	3006912	2696	-44
FIL	3006913	1539	7265
FIL	3006913	B0703	9273
FIL	3010311	2734	1141.2
FIL	3010311	2734	5256
YES	30111102	R827	867
YES	30111102	R827	957
YES	30111102	R827	102
YES	30111102	R827	871
YES	3011713	16A166	18537
FHC	3011713	23A098	7958
AFM	3011713	31A456	11241
FSC	3011713	3Y691	19487
AFN	3011713	4D577	8188

PRINTOUT



Pressing F2 from the Component Listing will PRINTOUT the entire listing of COMPONENTS for all the Fleet Aircraft.

CUSTOMER REPORT

CUSTOMER REPORT



By highlighting and selecting **CUSTOMER LISTING**, and pressing the <ENTER> key, the Customer file is displayed on the screen. To move through the Customers, use the **down/up arrow** keys or to move a screen at a time, use the **Page-Down** and **Page-up** keys.

CUSTOMER LISTING			
Press F2 To Print All Customers		List in Order of Call Sign F3	
NAME	CALLSIGN	ADDRESS	P/CODE
AIR FIJI LIMITED	AFM	ENGINEERING DEPT. P.O BOX 1259 SUVA, FIJI.	0
AIR FIJI LIMITED	AFN	ENGINEERING DEPT. P.O BOX 1259 SUVA, FIJI.	0
AIR FIJI LIMITED	AFO	ENGINEERING DEPT. P.O BOX 1259 SUVA, FIJI.	0
AIR FIJI LIMITED	FHC	ENGINEERING DEPT. P.O BOX 1259, SUVA, FIJI.	0
AIR FIJI LIMITED	FHF	ENGINEERING DEPT. P.O BOX 1259, SUVA, FIJI.	0
AIR FIJI LIMITED	FSC	ENGINEERING DEPT. P.O BOX 1259, SUVA, FIJI.	0

PRINT CUSTOMERS



By pressing the "F2" HOT KEY, a printout of the CUSTOMER LIST is sent directly to the printer. This printout is shown below.



CUSTOMER NAME AND ADDRESS LISTING
REPORT
This Report Printed on APRIL 24, 1996

CUST DATE	NAME	ADDRESS	CITY STATE	P/CODE
7/10/95	CHEYENNE AVIATION	4TH FLOOR CITY TOWERS BUILDING	SYDNEY NSW	2001
3/05/94	GOLD COAST CHARTERS	HANGAR 402 EAGLE FARM	BRISBANE QLD	4000
18/08/94	TC CLEANING SERVICE	FLAT 1 12 DANELLA DRIVE	LEEMING WA	6161

QUIT

EXIT PROGRAM



From the Main Menu, highlighting and selecting **QUIT** by pressing <ENTER>, will end the program.

SECURITY

SECURITY



By highlighting and selecting **SECURITY**, and pressing the <ENTER> key, the Menu shown below is displayed.

Select by pressing
<ENTER>



```

      X172
+-----+
| SECURITY OPTIONS |
+-----+
|                |
|   SETUP USER   |
|                |
|   SETUP ACCESS  |
|   GROUP        |
|                |
| <ESC>=EXIT     |
+-----+

```

SETUP USER

SETUPUSER



By highlighting and selecting **SETUP USER**, and pressing the <ENTER> key, a list of Users is displayed. This allows the administration of user access to the program. A User must be assigned to a Group. Setting up a Group is required before adding a User to the Group. Groups control the level of access to the program and Users become part of a Group.

USER ACCESS PASSWORD CONTROL			
Login Name	Password	Group	Group Description
ADMIN	ADMIN	50	AIRWORTHINESS ADMIN
ADMINSTORE	ADMINSTORE	51	STORES ADMIN
ASENACA	PASSWORD	99	SYSTEM ADMINISTRATOR
GUEST	GUEST	20	GUEST
TEST	TEST	60	TEST GROUP
USER	USER	99	SYSTEM ADMINISTRATOR

<INS>=ADD <ENTER>=EDIT =DELETE

NEWUSER



By highlighting and selecting a user, and pressing <ENTER>, the user can be edited and the Group Access changed. Pressing the <INSERT> key will add a **NEW** User and pressing the key will delete a highlighted User from the program.

```

+-----+
| Record will be Changed |
+-----+
|
| USERNAME :ADMIN
| PASSWORD :ADMIN
| GROUP   : 50
|
+-----+
| <ESC>=EXIT |
+-----+

```


SETUP ACCESS GROUP

ACCESS GROUP



By highlighting and selecting **SETUP ACCESS GROUP**, and pressing the **<ENTER>** key, the Access Groups are displayed on the screen. To move through the Groups, use the **down/up arrow** keys or to move a screen at a time, use the **Page-Down** and **Page-up** keys.

GROUP ACCESS SETUP	
GROUP NUMBER	DESCRIPTION
20	GUEST
50	AIRWORTHINESS ADMIN
51	STORES ADMIN
60	TEST GROUP
99	SYSTEM ADMINISTRATOR

<F4>=CHANGE HIGHLIGHTED GROUP ACCESS

ADD ACCESS GROUP



By pressing the **<INS>** key a new Group can be added as shown below. Pressing the **** key will remove the Group but it is recommended to remove all screens from a Group before deleting the Group.

GROUP ACCESS SETUP	
GROUP NUMBER	DESCRIPTION
20	GUEST

Record will be Added

GROUP NUMBER: 0

DESCRIPTION:

<F4>=CHANGE HIGHLIGHTED GROUP ACCESS

EDIT GROUP ACCESS



By pressing the "F4" HOT KEY, the screens available to the highlighted User are displayed.

USING THE INVENTORY PROGRAM

The Inventory Main Screen looks like this:

```

X T S  I N V E N T O R Y  C O N T R O L  M E N U
YOUR COMPANY NAME HERE

CHARGE OUT PARTS


I N V E N T O R Y  M A I N T E N A N C E

C U S T O M E R

R E P O R T S

Q U I T

```

Highlight using the arrow  keys and press <ENTER> to select Menu Option.

Highlight Menu Option and Press ENTER

The Main Menu screen is presented with five choices. These can be selected by using the <UP> and <DOWN> arrow keys on your keyboard, then selecting the highlighted item by pressing your <ENTER> key.

SETUP COMPANY DETAILS

Pressing the **F2** key from the Main Screen will allow changes to be made to the Company address details. These details are used when producing REPORTS. Press <ENTER> to change the Invoice Data, when **OK** press escape to get back to the Main Screen.

```

Press Enter to change Invoice Data

Your Company name is:
YOUR COMPANY NAME HERE

Press ESCAPE when done

```

ENTER COMPANY DETAILS

1

Please enter your COMPANY DETAILS
Your INVOICE will show this information.

```

I N V O I C E

Invoiced Customer          Send Remittance to:
Customer's Address         YOUR COMPANY NAME HERE
City State Postcode       [ENGINEERING DEPARTMENT
ATTN: Aircraft Owner      [BOX 9999
                           [REGIONAL AIRPORT
                           [PH 1236 411372
                           [FAX 679 400222

Date: <Invoice Date>

OK?

```

CHARGE OUT PARTS Menu=Main\Charge Out Parts

OPENINVOICE



When the highlighted item “CHARGE OUT PARTS” is selected from the Main Menu, pressing <ENTER>, will show a blank INVOICE FORM.

TODAYS DATE: 31/07/99 AIRCRAFT CALL SIGN :				
JOB No:	TOTAL COST OF PARTS:	\$0.00	JOB STARTED ON:	/ /
Part Number	Qty	Description	Unit Cost	Sub Total
INS-ADD ITEM		F2-PRINT JOB COST		F3-LIST SUPPLIERS F4-INVOICE
				DEL-REMOVE ITEM

OPENINVOICE FORM



The flashing cursor is now at the JOB NUMBER line. Leaving the JOB NUMBER "0" and pressing <ENTER> will display a list of the JOB NUMBERS that are stored in the program.

JOB NUMBER : 0		PAGE UP or PAGE DOWN Enter Job No:		CALL SIGN :	
TOTAL		Enter Job No:		STARTED ON: / /	
Part Number	Qty	JOB No	CALL SIGN	INVOICED	Unit Cost Sub Total
		1	CASH	0.00	
		2	CASH	0.00	
		3	AAA	45.00	
		4	BBB	0.00	
INS Add Item		F2 Print Job C		Press INS to Enter NEW	
				DEL Remove Item	

DISPLAY AN INVOICE



Highlighting one of these jobs and pressing <ENTER> again will display the invoice details for that JOB. Using the LOCATOR and typing the JOB NUMBER at "Enter Job No:", will cause the program to quickly find the JOB NUMBER required. The column on the right shows the amount INVOICED and that it has been PRINTED to an INVOICE.

TRIPLE A CONTRACTORS					TODAYS DATE: 22/10/95					AIRCRAFT CALL SIGN : AAA				
JOB NUMBER : 3					TOTAL COST OF PARTS: \$45.00					JOB STARTED ON: 20/1/97				
Part Number	Qty	Description			Unit Cost	Sub Total								
1007	1.0	bolt			45.00	45.00								
INS Add Item					F2 Print Job Cost					F3 List Suppliers				
					F4 Invoice					DEL Remove Item				

PRINT JOB COST



From the above INVOICE screen, a printout of the JOB COST can be obtained by pressing the **F2 PRINT JOB COST** key. The JOB COST printout contains the same information as the INVOICE without the margin added to the price of the inventory items.

TRIPLE A CONTRACTORS					TODAYS DATE: 22/10/95					AIRCRAFT CALL SIGN : AAA				
JOB NUMBER					PART NUMBER					GRN NUMBER				
					1007					1567-7				
					AIRSPARES					12/12/94				
Sub Total										45.00				
Part Number					1007									
Press ESC to Return					Press F2 to Print									
INS Add Item					F2 Print Job Cost					F3 List Suppliers				
					F4 Invoice					DEL Remove Item				

SUPPLIERS LIST (GRN)



From any INVOICE, all the GRN numbers used for identifying the origin of the aircraft part, can be listed to the screen or printer. To list the Suppliers and GRN /STOCK Numbers press **F3**.

While viewing the GRN Numbers on the screen, for the INVOICE that is current, you can press **F2** for a printout of the GRN Numbers.



Aircraft Registration: VH: AAA Job Number: 3
 PART NUMBER GRN NUMBER SUPPLIER DATE PURCHASED

 1007 1567-7 AIRSPARES 12/12/94

PRINTINVOICE



Pressing **F4** from the INVOICE SCREEN will prompt confirmation and send an INVOICE to the PRINTER in the following format.



 I N V O I C E

TRIPLE A CONTRACTORS DATE: 23/10/95
 15 HANDOVER AVE
 NORTH BONDI Send Remittance to:
 NEW SOUTH WALES 2000
 Attn: ENGINEERING MANAGER

 Aircraft Registration: AAA Job No: 3

Part Number	Qty	Description	Unit Cost	Sub Total
Serial Number				
-----	---	-----	-----	-----
1007	1	BOLT	45.00	45.00

			TOTAL:	\$45.00

DISPLAYNEWINVOICE



To start a NEW INVOICE, with the flashing cursor at the "**Enter Job No:**". Leave the JOB NUMBER "0" and press <ENTER> to display a list of the JOB NUMBERS that are stored in the program. Pressing the <INSERT> key, with the list of Invoices displayed, will automatically start a NEW INVOICE.

JOB NUMBER : 0		TOTAL	PAGE UP or PAGE DOWN Enter Job No:		CALL SIGN :
Part Number	Qty	JOB No	CALL SIGN	INVOICED	UNIT COST : / /
		1	CASH	0.00	Sub Total
		2	CASH	0.00	
		3	AAA	45.00	
		4	BBB	0.00	
Record will be Added JOB NUMBER : 5 CALL SIGN : INVOICE DATE : / /					
INS Add Item	F2 Print Job C	Press INS to Enter NEW			DEL Remove Item

PROCESS INVOICE



When a **NEW** Invoice is started, the program will automatically prompt for the next **JOB** (or **INVOICE**) Number. Next, you must tell the request box, the Call Sign of the Aircraft. If you press **<ENTER>** without entering a Call Sign, a list of **ALL** the **CUSTOMER AIRCRAFT** is displayed. Simply highlight the selection with the arrow keys and press **<ENTER>** to use that Aircraft.

Highlight using the arrow keys and press <ENTER> to select Aircraft or <INSERT> to enter a NEW Customer Aircraft

Highlight Customer and Press Enter to Select	
Call Sign	Customer Name
AAA	TRIPLE A CONTRACTORS
BBB	OUTBACK DEVELOPMENT
CCC	CHARLIE LLOYD

Press INS to ADD New Customer

CUSTOMER AIRCRAFT



If the **CUSTOMER AIRCRAFT** is not listed, you may enter the details a **NEW CUSTOMER AIRCRAFT** by pressing the **<INSERT>** key while viewing the **CUSTOMER AIRCRAFT** table. This will display the following Customer Update Form. This means a **NEW** Customer can be added during the Invoice process.

CUSTOMER UPDATE FORM	
Record will be Added	
CALLSIGN :	█
CUST DATE :	
NAME :	
ADDRESS :	
ADDRESS :	
CITY STATE :	
POSTCODE :	
CONTACT :	
PHONE :	
FAX :	
COMMENT :	

INVOICEDATE



After the **CUSTOMER AIRCRAFT** has been added to the Invoice, the program will request the **INVOICE DATE** as shown next. Today's date is inserted by default and can be overwritten.

JOB NUMBER : 0		TOTAL	PAGE UP or PAGE DOWN Enter Job No:		CALL SIGN :
Part Number	Grn No	Qty	JOB No	CALL SIGN	UNIT COST
			1	CASH	Sub Total
			2	CASH	
			3	AAA	
			4	BBB	
Record will be Added					
JOB NUMBER : 5					
CALL SIGN : AAA					
INVOICE DATE : 20/01/97					
INS Add Item		F2 Print Job C	Press INS to Enter NEW		DEL Remove Item

INVOICEDATE



When the INVOICE DATE has been entered into the request box, the INVOICE will be displayed with NO PARTS. An entry box is now shown so that Part information can be added to the INVOICE.

CIVIL AIR SERVICES		TODAYS DATE: 31/07/99	AIRCRAFT CALL SIGN : AAA		12														
JOB No:1234	TOTAL COST OF PARTS:		\$0.00	JOB STARTED ON:31/07/99															
Part Number	Qty	Descri	Record will be Added																
			PART NUMBER	QUANTITY	0.0														
			<table border="1"> <tr> <td>GRN NUMBER</td> <td></td> </tr> <tr> <td>DESCRIPTION</td> <td></td> </tr> <tr> <td>SUPPLIER</td> <td></td> </tr> <tr> <td>DATE PURCHASED</td> <td>/ /</td> </tr> <tr> <td>SERIAL NO</td> <td></td> </tr> <tr> <td>PRICE</td> <td>0.00</td> </tr> <tr> <td>EXTENDED</td> <td>0.00</td> </tr> </table>			GRN NUMBER		DESCRIPTION		SUPPLIER		DATE PURCHASED	/ /	SERIAL NO		PRICE	0.00	EXTENDED	0.00
GRN NUMBER																			
DESCRIPTION																			
SUPPLIER																			
DATE PURCHASED	/ /																		
SERIAL NO																			
PRICE	0.00																		
EXTENDED	0.00																		
				0.00	0.00														
INS-ADD ITEM	F2-PRINT JOB COST	F3-LIST SUPPLIERS	F4-INVOICE	DEL-REMOVE ITEM															

ENTER PART & QUANTITY



After entering the Part Number and Quantity, the program retrieves the remaining information from the Inventory and displays it for confirmation. Pressing <ENTER> will then ADD the part information to the invoice. At any time an INVOICE is displayed it can be EDITED, DELETED, GRN Numbers displayed and PRINTOUTS sent to the connected PRINTER.

CIVIL AIR SERVICES		TODAYS DATE: 31/07/99		AIRCRAFT CALL SIGN : AAA															
JOB No:1234		TOTAL COST OF PARTS:		\$39.02 JOB STARTED ON:31/07/99															
Part Number	Qty	Descri	Record will be Changed																
4509	1.0	LAMP 1																	
		PART NUMBER 4509		QUANTITY 1.0															
<table border="1" style="margin: auto;"> <tr> <td colspan="2">GRN NUMBER 17827</td> </tr> <tr> <td colspan="2">DESCRIPTION LAMP 100W</td> </tr> <tr> <td colspan="2">SUPPLIER AIRFLITE</td> </tr> <tr> <td colspan="2">DATE PURCHASED 26/02/96</td> </tr> <tr> <td>SERIAL NO</td> <td></td> </tr> <tr> <td>PRICE</td> <td style="text-align: right;">39.02</td> </tr> <tr> <td>EXTENDED</td> <td style="text-align: right;">39.02</td> </tr> </table>						GRN NUMBER 17827		DESCRIPTION LAMP 100W		SUPPLIER AIRFLITE		DATE PURCHASED 26/02/96		SERIAL NO		PRICE	39.02	EXTENDED	39.02
GRN NUMBER 17827																			
DESCRIPTION LAMP 100W																			
SUPPLIER AIRFLITE																			
DATE PURCHASED 26/02/96																			
SERIAL NO																			
PRICE	39.02																		
EXTENDED	39.02																		
				39.02	39.02														
INS-ADD ITEM		F2-PRINT JOB COST		F3-LIST SUPPLIERS F4-INVOICE															
				DEL-REMOVE ITEM															

INVENTORY MAINTENANCE Menu=Main\Inventory Maintenance

SELECT INVENTORY When the highlighted item “INVENTORY MAINTENANCE” is selected from the Main Menu, pressing <ENTER>, will show the table below with the Inventory that the program has on the database.

F2 RE-ORDER LEVEL		INVENTORY LOCATOR:		F3 TRANSFER BINLOC	
<INS> = NEW PART		 = DELETE PART		<ENTER> = EDIT PART	
PART No	BIN-SHELF	DESCRIPTION	IN STOCK	SELLPRICE	
A1777-621	12-W3	TINNERMAN NUT	0	1.50	
A30	01-SEE	AIR FILTER	10	36.31	
ALUMINIUM	12-D12	PURE SHEET <NOT ALLOY>	10	1.00	
AN3-15	12-D12	BOLT	5	2.68	
AN3-42A	03-D34	BOLT	2	10.61	
AN3-44A	34-D5	BOLT	2	4.20	
AN4-11A	Q4-D5	BOLT	4	0.71	
AN4-6A	Q3-	ALTERNATOR BOLT	3	5.40	
AN4-6A	12-AAA	ALTERNATOR BOLT	2	5.40	
AN526C632R6	12-222	SCREW	100	0.28	
AN526C632R6	Q1-	SCREW	0	0.28	
AN960-10	12-AAA	WASHER	30	0.07	
AN960-10	Q2-	WASHER	0	0.07	
AN960-416	03-	WASHER	96	0.08	
AN960-416	12-88	WASHER	0	0.08	
AN960-416	12-12	WASHER	1	0.08	
AN960-416L	Q2-	WASHER	100	0.09	

VIEW/EDIT RECORD To view or edit a Part in the Inventory, highlight an entry in the table list of Parts and press <ENTER> . Select one of the list by using your arrow keys to highlight the selection, or by typing the first letters of the part, then press <ENTER> to view the part record. The following screen will be displayed.
Any changes can be made and the Part Information updated.

```

30/08/96          Record will be Changed          F3 TO CLEAR FIELDS
STK NO:COMPASS  BIN:T1  SHELF:122D  QTY:  1  PART NUMBER:COMPASS
                                     15

      DATE RECEIVED: 30/08/96
      DESCRIPTION: DIRECT READING MAGNETIC
      SERIAL NO: T-12245-Y

      ORDER NO: ON-9883Q
      SUPPLIER: GLOBAL AIRSPARES PL
      P/SLIP NO: 133233-PP
      INVOICE NO: A10223
      RELEASE NOTE: RN-987-WSHOP

      FREIGHT CO: TNT NATIONWIDE
      CON. NOTE NO: G7667877-P33

      COST:          95.00      QUOTE PRICE:          0.00
      % DISCOUNT:      0
      % MARKUP:         35
      SELL PRICE:      128.25
LIST IN STOCK REPORTS: Y  Y N      RE-ORDER LEVEL:  1
      REMARKS: NO LONGER AVAILABLE
    
```

ENTERNEWPART



To enter a **NEW PART** (a new Inventory Record), from the table of Parts, press **<INSERT>**, and a blank record will be displayed, ready to enter Part data.

```

31/07/99          Record will be Added          F3 TO CLEAR FIELDS
STK NO:          BIN:  SHELF:  QTY:  PART NUMBER:
                                     15

      DATE RECEIVED:
      DESCRIPTION:
      SERIAL NO:

      ORDER NO:
      SUPPLIER:
      P/SLIP NO:
      INVOICE NO:
      RELEASE NOTE:

      FREIGHT CO:
      CON. NOTE NO:

      COST:          QUOTE PRICE:
      % DISCOUNT:
      % MARKUP:
      SELL PRICE:
LIST IN STOCK REPORTS: Y  N      RE-ORDER LEVEL:
      REMARKS:
    
```

To return to the previous screen, press **<ESCAPE>**. To return to the Main Menu press **<ESCAPE>** again.

DELETE RECORD



To **Delete** a Part in the Inventory, highlight an entry in the table list of Parts and press **<DELETE>**. The same screen of information that was displayed to EDIT the Part information is again displayed, but instead of the message "**Record will be Changed**" appearing at the top of the box, the message "**Press Enter to Delete**" is displayed. Pressing **<ENTER>** will then delete that record.

RE-ORDERLEVEL



To check re-order levels press the **F2 RE-ORDER LEVEL** key from the Inventory Maintenance Main Screen. The following entry allows you to specify a minimum level for your report.

F2 RE-ORDER LEVEL		INVENTORY LOCATOR:		F3 TRANSFER BINLOC	
<INS> = N				I25 = EDIT PART	
PART No					SELLPRICE
0000000					123.00
0000000					123.00
0000000					123.00
0000000					123.00
079-00300					6.56
079-00300					6.56
079-00300					6.56
079-00300					6.56
079-00300					6.56
079-00300					6.56
079-00300					6.56
105-2					0.05
10R-1/2TBS					0.20
10R-1/2TBS					0.20
12	44-12	12		10	12.00
151002	12-Y7	16 DRAW CABINET		333	56.20
3	44-34	tedt		2	0.00

PRINT REORDER LIST

Leaving the level at zero will display only those parts in the inventory that are at or below their minimum order levels. Pressing **F2** will print these Minimum Quantities.

RE-ORDER LISTING SHOWING ITEMS UNDER MINIMUM STOCK LEVEL					
<F2>=PRINT RE-ORDER LIST			<ESC>=RETURN		
PART NO	STOCK/GRN	SUPPLIER	LEVEL	RE-ORDER	UNDER MIN
0000000	MCKINN-44	ABROLHOS AIR	1	10	-9
0000000	MCKINN-49	ABROLHOS AIR	1	10	-9
0000000	MCKINN-DI	ABROLHOS AIR	5	10	-5
079-00300	17830	AIRFLITE	0	0	
079-00300	17830--DI	AIRFLITE	0	0	
079-00300	17830--DI	AIRFLITE	0	0	
105-2	105-2		0	0	
10R-1/2TBS	43988-98	WESTERN AIRMOTIVE	0	0	
10R-1/2TBS	43988-98	WESTERN AIRMOTIVE	0	0	
12	TEST	ABROLHOS AIR	10	12	-2
303 LUBRICANT	303		0	0	
303 LUBRICANT	303-23		0	0	
5606	5606		0	0	
8R-1/2TBS	8R-1/2-02	WESTERN AIRMOTIVE	0	0	
8R-1/2TBS	8R-1/2-02	WESTERN AIRMOTIVE	0	0	
8R-1/2TBS	8R-1/2-02	WESTERN AIRMOTIVE	0	0	
8R-1/2TBS	8R-1/2-12	WESTERN AIRMOTIVE	0	0	
8R-1/2TBS	8R-1/2TBS	WESTERN AIRMOTIVE	0	0	
8R-1/2TBS	8R-1/2TBS	WESTERN AIRMOTIVE	0	0	

TXFR BIN LOCATION



To TRANSFER any Inventory Item to a new BIN LOCATION, press **F3** From the Inventory Maintenance Main Screen. A screen will display to allow the user to define the new BIN LOCATION as well as the number of Inventory Items transferred. In addition REMARKS can be entered and the STOCK NUMBER/GRN is changed. When Inventory items are moved with the **F3 TRANSFER BIN LOCATION** function, the last two characters of the GRN NUMBER are changed to indicate the BIN LOCATION they are moved to. The next Screen displays the TRANSFER BIN LOCATION function.

```

ENTER NEW BIN LOCATION:          ENTER NEW SHELF:
ENTER QUANTITY TO TXFR:          0.0
REMARKS

PART NUMBER  A1777-621          INSTOCK          0
DESCRIPTION  TINNERMAN NUT          COST            1.20
GRN NUMBER   WAM040297         QUOTE           0.00
DATE PURCHASED 5/02/96         PRICE           1.50

ORDER NUMBER
SUPPLIER      WESTERN AIRMOTIUE
PACK SLIP NO
INVOICE NO
RELEASE NOTE
FREIGHT COMPANY  COURIER AUSTRALIA
CON.NOTE NO     PREPAID


LISTED IN STOCK REPORTS  Y
SERIAL NO
DISCOUNT %           MARGIN ADDED %           RE-ORDER LEVEL
45                    25                    0
    
```

CUSTOMERS Menu=Main\Customers

SELECT CUSTOMER



From the Main Menu, highlighting and selecting **CUSTOMERS** will display the screen below. A SUB MENU is presented with the CUSTOMERS, FREIGHT COMPANYS and SUPPLIERS records that are stored in the program.

Highlight using the arrow keys, then press <ENTER> to select file 

```

EDIT OR VIEW THESE FILES

CUSTOMERS

FREIGHT COMPANIES


SUPPLIERS

Press ESC to Return
    
```

CUSTOMERFILE




Selecting "CUSTOMER" from the SUB MENU will display a listing of the CUSTOMERS on file.

Highlight using the arrow keys or type in the name, then press <ENTER> to view or update 

```

CUSTOMERS

Enter Customer Name: _
REG:  NAME:
CASH  CASH SALE
CCC   CHARLIE LLOYD
BBB   OUTBACK DEVELOPMENT
AAA   TRIPLE A CONTRACTORS
    
```

DELETE a record by simply highlighting and pressing <DELETE>. Your action will prompt the program to confirm the deletion 

VIEW/EDIT RECORD

To display and edit the Customer file, highlight the selected customer using your arrow keys, and press **<ENTER>**. A window will appear displaying the Customer record. The cursor will be flashing in the first entry, allowing you to overwrite the information. To return to the previous Customer table screen above, press **<ESCAPE>**.

Cursor will blink on first entry, ready to edit



Two lines reserved for your comment



CUSTOMER UPDATE FORM	
Record will be Added	
CALLSIGN :	AAA
CUST DATE :	12/12/94
NAME :	TRIPLE A CONTRACTORS
ADDRESS :	15 HANDOVER AVE
ADDRESS :	NORTH BONDI
CITY STATE :	NEW SOUTH WALES
POSTCODE :	2000
CONTACT :	
PHONE :	
FAX :	
COMMENT :	

ENTERNEWRECORD

To enter a **NEW RECORD** (a new Customer record), from the table of Customers, press **<INSERT>**, and a blank record will be displayed, ready to enter Customer data. To return to the previous screen, press **<ESCAPE>**. To return to the Main Menu press **<ESCAPE>** again.

FREIGHT COMPANY FILE

Selecting "FREIGHT COMPANIES" from the SUB MENU will display a listing of the FREIGHT COMPANIES on file.

Highlight using the arrow keys, then press <ENTER> to select file



FREIGHT COMPANIES	
Enter Freight Company:	
NAME:	
UPS	
COURIER AUSTRALIA	
IPEC INTERNATIONAL	
"Enter" To View Record	"ESC" To EXIT

SUPPLIERS FILE

Selecting "SUPPLIERS" from the SUB MENU will display a listing of the SUPPLIERS on file.

Highlight using the arrow keys, then press <ENTER> to select file



SUPPLIERS	
Enter Supplier:	
NAME:	
AVIALL	
PACIFIC AVIATION	
HAWKER DE HAVILAND	

REPORTS

REPORTS MENU



Highlighting and Selecting the "REPORTS" option from the MAIN MENU will display the following SUB MENU.

Highlight using the arrow keys and press <ENTER> to select a Menu option



134
REPORT MENU
QUICK FIND PART MENU SUPPLIER INDEX SHOW INVOICES FOR PERIOD SHOW JOB COST FOR PERIOD STOCKTAKE SECURITY OPTIONS
Highlight Selection and Press <ENTER>

Menu=MAIN\REPORTS\QUICK FIND PART

QUICK FIND MENU



135
PARTS QUICK FIND
BIN LOCATION PART NUMBER DESCRIPTION GRN or STOCK NUMBER FIND PART ON AIRCRAFT
<ESC>=EXIT

Menu=MAIN\REPORTS\QUICK FIND PART\BIN LOCATION

PARTS QUICK FIND BINLOCATION



Highlighting and Selecting the "BIN LOCATION" option from the QUICK FIND PART MENU will display the following screen with a locator input field at the top of the screen asking for search text. After this is entered, the table will scroll to the first matching entry.

136																																																																																
F2 PRINT ENTER BIN LOCATION: F3 TXFR BIN F4 EXPORT																																																																																
<table border="1"> <thead> <tr> <th>BINLOC</th> <th>PART No</th> <th>Description</th> <th>Cost Price</th> <th>QTY</th> </tr> </thead> <tbody> <tr><td>00-</td><td>C012</td><td>O RING</td><td>1.00</td><td>17</td></tr> <tr><td>00-</td><td>HOIST</td><td>COATES HIRE</td><td>47.95</td><td>5</td></tr> <tr><td>00-WER</td><td>WE</td><td>e</td><td>0.00</td><td>1</td></tr> <tr><td>01-</td><td>JMCRK</td><td>COMPASS KIT</td><td>21.43</td><td>12</td></tr> <tr><td>01-</td><td>MS24462-4</td><td>BEARING</td><td>30.26</td><td>0</td></tr> <tr><td>01-</td><td>MS24665-138</td><td>SPLIT PIN</td><td>0.20</td><td>12</td></tr> <tr><td>01-</td><td>MS24665-360</td><td>SPLIT PINS</td><td>0.11</td><td>99</td></tr> <tr><td>01-SEE</td><td>A30</td><td>AIR FILTER</td><td>36.31</td><td>10</td></tr> <tr><td>02-</td><td>MS28775-222</td><td>O RING - BRAKE</td><td>2.11</td><td>16</td></tr> <tr><td>02-</td><td>MS28775-222</td><td>O RING BRAKE CYL</td><td>1.28</td><td>2</td></tr> <tr><td>02-</td><td>MS28775-329</td><td>O RING</td><td>5.00</td><td>4</td></tr> <tr><td>02-A3</td><td>8R-1/2TBS</td><td>SCREW</td><td>0.50</td><td>0</td></tr> <tr><td>02-A4</td><td>8R-1/2TBS</td><td>SCREW</td><td>0.50</td><td>190</td></tr> <tr><td>02-A4E</td><td>8R-1/2TBS</td><td>SCREW</td><td>0.50</td><td>189</td></tr> <tr><td>02-Q12</td><td>8R-1/2TBS</td><td>SCREW</td><td>0.50</td><td>0</td></tr> </tbody> </table>	BINLOC	PART No	Description	Cost Price	QTY	00-	C012	O RING	1.00	17	00-	HOIST	COATES HIRE	47.95	5	00-WER	WE	e	0.00	1	01-	JMCRK	COMPASS KIT	21.43	12	01-	MS24462-4	BEARING	30.26	0	01-	MS24665-138	SPLIT PIN	0.20	12	01-	MS24665-360	SPLIT PINS	0.11	99	01-SEE	A30	AIR FILTER	36.31	10	02-	MS28775-222	O RING - BRAKE	2.11	16	02-	MS28775-222	O RING BRAKE CYL	1.28	2	02-	MS28775-329	O RING	5.00	4	02-A3	8R-1/2TBS	SCREW	0.50	0	02-A4	8R-1/2TBS	SCREW	0.50	190	02-A4E	8R-1/2TBS	SCREW	0.50	189	02-Q12	8R-1/2TBS	SCREW	0.50	0
BINLOC	PART No	Description	Cost Price	QTY																																																																												
00-	C012	O RING	1.00	17																																																																												
00-	HOIST	COATES HIRE	47.95	5																																																																												
00-WER	WE	e	0.00	1																																																																												
01-	JMCRK	COMPASS KIT	21.43	12																																																																												
01-	MS24462-4	BEARING	30.26	0																																																																												
01-	MS24665-138	SPLIT PIN	0.20	12																																																																												
01-	MS24665-360	SPLIT PINS	0.11	99																																																																												
01-SEE	A30	AIR FILTER	36.31	10																																																																												
02-	MS28775-222	O RING - BRAKE	2.11	16																																																																												
02-	MS28775-222	O RING BRAKE CYL	1.28	2																																																																												
02-	MS28775-329	O RING	5.00	4																																																																												
02-A3	8R-1/2TBS	SCREW	0.50	0																																																																												
02-A4	8R-1/2TBS	SCREW	0.50	190																																																																												
02-A4E	8R-1/2TBS	SCREW	0.50	189																																																																												
02-Q12	8R-1/2TBS	SCREW	0.50	0																																																																												
HIGHLIGHT AND PRESS <ENTER> TO LIST BY BIN LOCATION <ESC>=EXIT																																																																																



By pressing the **F4 EXPORT** key on the previous screen, a report is saved to the local directory that contains the data that was displayed in the screen. It is now possible to view this data in other software applications such as spreadsheets and word processors. The name of the EXPORT file for BIN LOCATIONS is XLBINLOC.CSV.

INVENTORY LISTING FOR BIN LOCATION					
12					
PART NUMBER	SHELF	DESCRIPTION	QTY	UNIT COST	TOTAL COST
303 LUBRICANT	A4	MOREYS SPRAY LUBRICANT	0	8.38	0.00
8R-1/2TBS	S6	SCREW	0	0.50	0.00
8R-1/2TBS	D4	SCREW	0	0.50	0.00
8R-1/2TBS	S6	SCREW	0	0.50	0.00
8R-1/2TBS	AAA	SCREW	0	0.50	0.00
93231565	S33	CLOTH TAPE	1	11.88	11.88
A1777-621	W3	TINNERMAN NUT	0	1.20	0.00
ALUMINIUM	D12	PURE SHEET <NOT ALLOY>	10	1.00	10.00
AN3-15	D12	BOLT	5	2.23	11.15
AN4-6A	AAA	ALTERNATOR BOLT	2	4.50	9.00
AN526C632R6	222	SCREW	100	0.23	23.00
AN960-10	AAA	WASHER	30	0.06	1.80
AN960-416	12	WASHER	1	0.07	0.07
AN960-416	88	WASHER	0	0.07	0.00
SCAT6	12	SCAT HOSE	1	6.60	6.60
<F2>=PRINT			TOTAL COST \$	73.50	<ESC>=EXIT

BINLOCATION GROUP



Highlighting and selecting any of the Inventory Items will cause another screen to open, listing ALL items that share the same "BIN LOCATION" as the selected Inventory Item. In addition, the total cost of the items that share the selected BIN LOCATION is displayed at the bottom of the screen.

Menu=MAIN\REPORTS\QUICK FIND PART\PART NUMBER

ENTER THE PART NO TO LOCATE:					
PART No	GRN No	Description	Cost	Price	QTY
SERIAL No	BIN LOC				
POPRIUET-18	CALLIGARO	POP RIVETS	4.00		1
PREMOFLEX	03-	PREMOFLEX	15.10		1
RA66108	B2-	BREATHER HOSE	19.91		7
RIUNUT-8	42921	BRAKE PADS	0.20		14
S1823-3	D1-	RIVET TYPE NUT	28.57		1
SA641250	3000	ROD END	0.00		1
SA643967	03-	CRANKSHAFT SEAL	8.55		24
SA646605	43988	EXHAUST NUT CONTINENTAL	2.70		24
SCAT6	D2-	NUT	6.60		1
	WAM040297	SCAT HOSE			
	B1-				
	WAM040297				
	B2-				
	040796-6				
	12-12				
<ESC>=BACK		<ENTER>=EDIT		=DELETE	
<F2>=PRINT		<F4>=EXPORT			

PARTS QUICK FIND
PARTNUMBER

Highlighting and Selecting "PART NUMBER" will display the Inventory Items sorted and displayed in order of Part Number. By entering the first characters of the item, the program will automatically find the closest match. Data can be exported to XLPARTNO.CSV by pressing **F4**.

Menu=MAIN\REPORTS\QUICK FIND PART\DESCRIPTION

ENTER THE DESCRIPTION TO LOCATE:				
Description	GRN No BIN LOC	PART No SERIAL No	Cost Price	QTY
FUEL	FUEL	FUEL	1.00	1
ZZ-				
FUSE	FUSE	FUSE	0.32	2
03-				
FUSE HOLDER	FUSE HOLD	FUSE HOLDER	1.90	0
03-				
GROMMET	070596-2	MS35489-12	8.09	2
Q1-				
HYDRAULIC FLUID	5606	5606	4.00	0
11-A4				
LAMP 100W	17827	4509	39.02	1
AS-A4				
LARGE CABLE TIES	111096	TY-WRAP-L	0.37	86
03-				
MEDIUM CABLE TIES	111096	TY-WRAP-M	0.15	75
03-				
MOREYS SPRAY LUBRICANT	303	303 LUBRICANT	8.38	0
44-I654				

<ESC>=BACK <ENTER>=EDIT =DELETE <F2>=PRINT <F4>=EXPORT

PARTS QUICK FIND
DESCRIPTION



Highlighting and Selecting "DESCRIPTION" will display the Inventory Items sorted and displayed in order of Description. By entering the first characters of the item, the program will automatically find the closest match. Data can be exported to XLDESCRP.CSV by pressing F4.

LOCATE GRN NUMBER:				
GRN No	PART No	Description	Cost Price	QTY
040796-6	SCAT6	SCAT HOSE	6.60	1
070596-2	MS35489-12	GROMMET	8.09	2
073677	DRILL 1/8	DRILL BIT	1.70	2
073677	DRILL 11/64	DRILL BIT	2.00	3
073677	DRILL 15/64	DRILL BIT	2.91	2
073677	DRILL 3/16	DRILL BIT	2.91	2
073677	DRILL 7/64	DRILL BIT	1.52	2
073677	SD511 DRIVER	90 DEGREE DRIVER	21.00	1
105-2	105-2	BRAKE PAD RIVET	0.04	0
111096	TY-WRAP-L	LARGE CABLE TIES	0.37	86
111096	TY-WRAP-M	MEDIUM CABLE TIES	0.15	75
1111	33	33 test	33.00	33
12345	GT6434	newpart	0.00	1
17827	4509	LAMP 100W	39.02	1
17827	MS28775-222	O RING BRAKE CYL	1.28	2

<F2>=PRINT <F3>=SELECT GRN RANGE <ESC>=EXIT <F4>=EXPORT

Menu=MAIN\REPORTS\QUICK FIND PART\GRN or STOCK NUMBER

PARTS QUICK FIND
GRN/STOCK No



Highlighting and Selecting "GRN or STOCK NUMBER" will display the Inventory Items sorted and displayed in order of GRN. By entering the first characters of the item, the program will automatically find the closest match. Data can be exported to XLGRNNUM.CSV by pressing F4.

Menu=MAIN\REPORTS\QUICK FIND PART\FIND PART ON AIRCRAFT

PARTS QUICK FIND
PARTNUMBER



Highlighting and Selecting "FIND PART ON AIRCRAFT" will display an entry screen for the Part Number. By entering the full part number, the program will list all occurrences of that part currently charged to a job or invoice. Data can be exported to XLPARTNO.CSV by pressing F4.

152

ENTER PART NUMBER TO SEARCH: 079-00300

JOB NUMBER	DATE FITTED	AIRCRAFT	QTY	GRN NUMBER	SERIAL NUMBER
J344	31/05/99	AAA	1.0	17830	TEST123
TIM	13/06/98	AAA	1.0	17830	TEST123
TIM	13/06/98	AAA	1.0	17830-12	
ZZ	13/06/98	BBB	1.0	17830	TEST123
ZZZ	13/06/98	AAA	34.0	17830	TEST123

153

<ESC>=EXIT

<F2>=PRINT

<F4>=EXPORT

Menu=MAIN\REPORTS\SUPPLIER INDEX

SUPPLIERS



Highlighting and Selecting the "SUPPLIER INDEX" option from the REPORT MENU will display the following listing of Inventory suppliers. By highlighting and selecting one of the SUPPLIERS a listing of parts supplied by individual suppliers is displayed.

HIGHLIGHT THE SUPPLIERS NAME TO LIST PRODUCTS OBTAINED AND PRICES PAID
AIRFLITE
AVIALL
AIRSPARES
HAWKER PACIFIC
HAWLER DE HAVILLAND

SUPPLIER LISTING



By selecting a SUPPLIER from the previous screen, a listing of the Inventory Items supplied by this SUPPLIER are displayed.

SUPPLIERS NAME: AG SERVICES		SUPPLIERS TELEPHONE: 212955	
TOTAL COST VALUE OF THIS SUPPLIERS PRODUCTS HELD IN STOCK:			156 \$53.10
PART/SERIAL No	Description/GRN/BIN	Cost/QTY	Item Value
DRILL 1/8	DRILL BIT	1.70	
	073677 03	2	\$3.40
DRILL 11/64	DRILL BIT	2.00	
	073677 03	3	\$6.00
DRILL 15/64	DRILL BIT	2.91	
	073677 03	2	\$5.82
DRILL 3/16	DRILL BIT	2.91	
	073677 03	2	\$5.82
DRILL 7/64	DRILL BIT	1.52	
	073677 03	2	\$3.04
MOOSS	CLAMP SS	2.72	
	MOOSS Q1	1	\$2.72
SD511 DRIVER	90 DEGREE DRIVER	21.00	
	073677 T1	1	\$21.00
WAA036	WIRE BRUSH	2.65	
	WAA036 T1	2	\$5.30

<ESC>=BACK

<F2>=PRINT

<F4>=EXPORT

Menu=MAIN\REPORTS\SHOW INVOICES FOR PERIOD

SHOW INVOICES FOR PERIOD



Highlighting and selecting "SHOW INVOICES FOR PERIOD" from the REPORT MENU, will display a screen asking for the starting and ending date for the period. The default is the current month.

Enter the starting and ending search date or leave the default setting for the current month.



158
INVOICES FOR PERIOD
Enter the Starting and Ending Date for the Report Default Setting is Current Month START DATE : 1/07/1999 END DATE : 31/07/1999 ENTER CALL-SIGN OR LEAVE BLANK FOR ALL:

After accepting the default dates or entering a custom date, pressing <ENTER> will display those JOBS that have been invoiced. A filter can be used to display invoices for one aircraft or all aircraft across the fleet.

159																																								
LISTING OF INVOICES FOR 1/07/1998 TO 31/07/1999																																								
NO OF JOBS FOR PERIOD: 7 TOTAL OF INVOICES: \$187.88																																								
<table border="1"> <thead> <tr> <th>Job No</th> <th>Call-Sign</th> <th>Aircraft Owner</th> <th>Date Raised</th> <th>Invoice Total</th> </tr> </thead> <tbody> <tr> <td>1234</td> <td>AAA</td> <td>CIVIL AIR SERVICES</td> <td>31/07/99</td> <td>0.00</td> </tr> <tr> <td>46</td> <td>BBB</td> <td>STATEWIDE FREIGHT</td> <td>30/07/98</td> <td>0.00</td> </tr> <tr> <td>56</td> <td>AAA</td> <td>CIVIL AIR SERVICES</td> <td>31/07/98</td> <td>187.88</td> </tr> <tr> <td>567</td> <td>AAA</td> <td>CIVIL AIR SERVICES</td> <td>31/05/99</td> <td>0.00</td> </tr> <tr> <td>H776</td> <td>CCC</td> <td>CITY-JET</td> <td>31/05/99</td> <td>0.00</td> </tr> <tr> <td>J344</td> <td>AAA</td> <td>CIVIL AIR SERVICES</td> <td>31/05/99</td> <td>0.00</td> </tr> <tr> <td>J998</td> <td>BBB</td> <td>STATEWIDE FREIGHT</td> <td>31/05/99</td> <td>0.00</td> </tr> </tbody> </table>	Job No	Call-Sign	Aircraft Owner	Date Raised	Invoice Total	1234	AAA	CIVIL AIR SERVICES	31/07/99	0.00	46	BBB	STATEWIDE FREIGHT	30/07/98	0.00	56	AAA	CIVIL AIR SERVICES	31/07/98	187.88	567	AAA	CIVIL AIR SERVICES	31/05/99	0.00	H776	CCC	CITY-JET	31/05/99	0.00	J344	AAA	CIVIL AIR SERVICES	31/05/99	0.00	J998	BBB	STATEWIDE FREIGHT	31/05/99	0.00
Job No	Call-Sign	Aircraft Owner	Date Raised	Invoice Total																																				
1234	AAA	CIVIL AIR SERVICES	31/07/99	0.00																																				
46	BBB	STATEWIDE FREIGHT	30/07/98	0.00																																				
56	AAA	CIVIL AIR SERVICES	31/07/98	187.88																																				
567	AAA	CIVIL AIR SERVICES	31/05/99	0.00																																				
H776	CCC	CITY-JET	31/05/99	0.00																																				
J344	AAA	CIVIL AIR SERVICES	31/05/99	0.00																																				
J998	BBB	STATEWIDE FREIGHT	31/05/99	0.00																																				
<F2>=PRINT Press <ESC> to Return <F4>=EXPORT <XLINUOIC.CSV>																																								

Pressing F2 will print out the displayed listing. Pressing F4 will export the data to file.

Menu=MAIN\REPORTS\SHOW JOB COSTS FOR PERIOD

SHOW JOB COSTS FOR PERIOD



Highlighting and selecting "SHOW JOB COSTS FOR PERIOD" from the REPORT MENU, will display a screen asking for the starting and ending date for the period. The default is the current month. The same information is displayed as for the "SHOW INVOICES FOR PERIOD" except that the amounts are now calculated on actual cost not on sell price. The F4 export function will list the data from the screen to a file called XLJOB CST.CSV.

Menu=MAIN\REPORTS\STOCKTAKE

STOCKTAKE



Highlighting and selecting "STOCKTAKE" from the REPORT MENU, will display sub menu as shown below.

162
STOCKTAKING AND REPORTING
<p>STOCK REPORTS SET UP BIN LOCATION NAMES DO STOCKTAKE</p>
<ESC>=EXIT

Menu=MAIN\REPORTS\STOCKTAKE\STOCK REPORTS

STOCKREPORT



Highlighting and selecting "STOCK REPORTS" from the STOCKTAKE SUB MENU, will display another sub menu with the list of STOCK REPORTS.

163
STOCK REPORTS
<p>STOCK ITEMS STOCK LEVEL STATUS LAST VARIANCE REPORT TOTAL INVENTORY VALUE</p>
<ESC>=EXIT

Menu=MAIN\REPORTS\STOCKTAKE\STOCK REPORTS\STOCK ITEMS

STOCKITEMS



Highlighting and selecting "STOCK ITEMS" from the STOCK REPORTS SUB MENU, will display the following list of all Inventory Items.

164																																																																																																																			
<p>BIN GROUPING LOOKUP:</p>	<p>DETAILED GRN/STOCK NUMBER REPORT YOUR COMPANY NAME HERE INVENTORY REPORT PRINTED AUG 1,1999</p>	<p>PRINT OUT <F2>=DETAIL <F3>=SUMMARY</p>																																																																																																																	
<table border="1"> <thead> <tr> <th>GRP</th> <th>BIN</th> <th>PART NUMBER</th> <th>INSTOCK</th> <th>UNIT COST</th> <th>LINE COST</th> <th>LINE VALUE</th> </tr> </thead> <tbody> <tr><td>HA</td><td>03</td><td>CONTACT CEMENT</td><td>2</td><td>3.75</td><td>7.50</td><td>7.50</td></tr> <tr><td>HA</td><td>03</td><td>DEGREASER</td><td>2</td><td>4.00</td><td>8.00</td><td>8.00</td></tr> <tr><td>HA</td><td>03</td><td>DRILL 1/8</td><td>2</td><td>1.70</td><td>3.40</td><td>4.08</td></tr> <tr><td>HA</td><td>03</td><td>DRILL 11/64</td><td>3</td><td>2.00</td><td>6.00</td><td>7.20</td></tr> <tr><td>HA</td><td>03</td><td>DRILL 15/64</td><td>2</td><td>2.91</td><td>5.82</td><td>6.98</td></tr> <tr><td>HA</td><td>03</td><td>DRILL 3/16</td><td>2</td><td>2.91</td><td>5.82</td><td>6.98</td></tr> <tr><td>HA</td><td>03</td><td>DRILL 7/64</td><td>2</td><td>1.52</td><td>3.04</td><td>3.64</td></tr> <tr><td>HA</td><td>03</td><td>FIBREGLASS</td><td>6</td><td>23.25</td><td>139.50</td><td>139.50</td></tr> <tr><td>HA</td><td>03</td><td>FUSE</td><td>2</td><td>0.32</td><td>0.64</td><td>0.80</td></tr> <tr><td>HA</td><td>03</td><td>FUSE HOLDER</td><td>0</td><td>1.90</td><td>0.00</td><td>0.00</td></tr> <tr><td>HA</td><td>03</td><td>MEK</td><td>1</td><td>4.00</td><td>4.00</td><td>5.00</td></tr> <tr><td>HA</td><td>03</td><td>MS20426AD5-6</td><td>50</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>HA</td><td>03</td><td>MS20426AD5-7</td><td>33</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>HA</td><td>03</td><td>MS20470AD4-3</td><td>100</td><td>0.07</td><td>7.00</td><td>9.00</td></tr> <tr><td>HA</td><td>03</td><td>MS20470AD4-4</td><td>150</td><td>0.04</td><td>6.00</td><td>7.50</td></tr> </tbody> </table>	GRP	BIN	PART NUMBER	INSTOCK	UNIT COST	LINE COST	LINE VALUE	HA	03	CONTACT CEMENT	2	3.75	7.50	7.50	HA	03	DEGREASER	2	4.00	8.00	8.00	HA	03	DRILL 1/8	2	1.70	3.40	4.08	HA	03	DRILL 11/64	3	2.00	6.00	7.20	HA	03	DRILL 15/64	2	2.91	5.82	6.98	HA	03	DRILL 3/16	2	2.91	5.82	6.98	HA	03	DRILL 7/64	2	1.52	3.04	3.64	HA	03	FIBREGLASS	6	23.25	139.50	139.50	HA	03	FUSE	2	0.32	0.64	0.80	HA	03	FUSE HOLDER	0	1.90	0.00	0.00	HA	03	MEK	1	4.00	4.00	5.00	HA	03	MS20426AD5-6	50	0.00	0.00	0.00	HA	03	MS20426AD5-7	33	0.00	0.00	0.00	HA	03	MS20470AD4-3	100	0.07	7.00	9.00	HA	03	MS20470AD4-4	150	0.04	6.00	7.50	<p>HIGHLIGHT AND PRESS <ENTER> TO LIST BIN GROUP</p>	<p><ESC>=EXIT</p>	<p><F4>=EXPORT</p>
GRP	BIN	PART NUMBER	INSTOCK	UNIT COST	LINE COST	LINE VALUE																																																																																																													
HA	03	CONTACT CEMENT	2	3.75	7.50	7.50																																																																																																													
HA	03	DEGREASER	2	4.00	8.00	8.00																																																																																																													
HA	03	DRILL 1/8	2	1.70	3.40	4.08																																																																																																													
HA	03	DRILL 11/64	3	2.00	6.00	7.20																																																																																																													
HA	03	DRILL 15/64	2	2.91	5.82	6.98																																																																																																													
HA	03	DRILL 3/16	2	2.91	5.82	6.98																																																																																																													
HA	03	DRILL 7/64	2	1.52	3.04	3.64																																																																																																													
HA	03	FIBREGLASS	6	23.25	139.50	139.50																																																																																																													
HA	03	FUSE	2	0.32	0.64	0.80																																																																																																													
HA	03	FUSE HOLDER	0	1.90	0.00	0.00																																																																																																													
HA	03	MEK	1	4.00	4.00	5.00																																																																																																													
HA	03	MS20426AD5-6	50	0.00	0.00	0.00																																																																																																													
HA	03	MS20426AD5-7	33	0.00	0.00	0.00																																																																																																													
HA	03	MS20470AD4-3	100	0.07	7.00	9.00																																																																																																													
HA	03	MS20470AD4-4	150	0.04	6.00	7.50																																																																																																													



The Detailed GRN/Stock Number Report shown on the previous screen is sorted by **BIN GROUP**. By selecting any item and pressing the **<ENTER>** key, a further screen is displayed showing all Items sharing the selected item's **BIN GROUP**. The total cost for this BIN GROUP is calculated and displayed at the bottom of the screen.

INVENTORY LISTING FOR BIN GROUP					
		HA = HANGAR 110			
PART NUMBER	BIN	DESCRIPTION	QTY	UNIT COST	TOTAL COST
A30	01	AIR FILTER	10	36.31	363.10
JMCRK	01	COMPASS KIT	12	21.43	257.16
MS24462-4	01	BEARING	0	30.26	0.00
MS24665-138	01	SPLIT PIN	12	0.20	2.40
MS24665-360	01	SPLIT PINS	99	0.11	10.89
8R-1/2TBS	02	SCREW	190	0.50	95.00
8R-1/2TBS	02	SCREW	189	0.50	94.50
8R-1/2TBS	02	SCREW	0	0.50	0.00
8R-1/2TBS	02	SCREW	0	0.50	0.00
8R-1/2TBS	02	SCREW	0	0.50	0.00
MS28775-222	02	O RING - BRAKE	16	2.11	33.76
MS28775-222	02	O RING BRAKE CYL	2	1.28	2.56
MS28775-329	02	O RING	4	5.00	20.00
AN3-42A	03	BOLT	2	8.84	17.68
AN960-416	03	WASHER	96	0.07	6.72
CONTACT CEMENT	03	CONTACT CEMENT	2	3.75	7.50
<F2>=PRINT			TOTAL COST \$	1,194.26	<ESC>=EXIT



By selecting any item and pressing the **<ENTER>** key, a further screen is displayed showing all Items sharing the selected item's **BIN LOCATION**. The total for this BIN LOCATION is displayed at the bottom of the screen.

INVENTORY LISTING FOR BIN LOCATION					
		01 HANGAR NORTH WALL			
PART NUMBER	SHELF	DESCRIPTION	QTY	UNIT COST	TOTAL COST
A30	SEE	AIR FILTER	10	36.31	363.10
JMCRK		COMPASS KIT	12	21.43	257.16
MS24462-4		BEARING	0	30.26	0.00
MS24665-138		SPLIT PIN	12	0.20	2.40
MS24665-360		SPLIT PINS	99	0.11	10.89
<F2>=PRINT			TOTAL COST \$	633.55	<ESC>=EXIT



By highlighting and selecting any item and pressing the **<ENTER>** key, a further screen is displayed that allows the user to edit the data contained for the selected Inventory Item.

BIN GROUPING LOOKUP:		DETAILED GRN/STOCK NUMBER REPORT YOUR COMPANY NAME HERE INVENTORY REPORT PRINTED AUG 1,1999				PRINT OUT <F2>=DETAIL <F3>=SUMMARY
GRP	BIN	PART NUMBER	INSTOCK	UNIT COST	LINE COST	LINE VALUE
HA	03	CONTACT CEMENT	2	3.75	7.50	7.50
HA	03	DEGREASER	2	4.00	8.00	8.00
HA	03	DRILL 1/2"	2	4.00	8.00	8.00

DETAIL REPORT



The **Detailed GRN/Stock Number Report** can produce two printed reports. **F2** will print a detail report listing all Inventory Items in order of **BIN GROUPING** and **BIN LOCATION** with each section subtotaled. At the end of the report a complete total is displayed. Pressing **F3** will produce the same report except that the individual Inventory Items are not listed and only the summary headings and total amounts are shown. By pressing **F4**, exporting the data will generate a file called XLSTKITM.CSV.

Menu=MAIN\REPORTS\STOCKTAKE\STOCK REPORTS\STOCK LEVEL STATUS

STOCKLEVELSTATUS



From the STOCK REPORTS menu, selecting STOCK LEVEL STATUS will produce the next screen. Pressing F4 will export data to a file called XLSTKLVL.CSV. Pressing F2 to print will print the Inventory Items in order of BIN GROUP. A column of the report will list the current count of items in stock. An additional spare column on the report can be used in a stocktaking operation and 'actual' count can be marked next to the printed count. This report can be used for updating any variance in the stock levels after a stocktake operation.

STOCKTAKE LEVEL STATUS <CURRENT COUNT>					
SHELF	PART NUMBER	DESCRIPTION	STOCK NO	BIN	COUNT
	C012	O RING	C012	00	17
	HOIST	COATES HIRE	HOIST	00	5
WER	WE	e	MCKINNO-1	00	1
	JMCRK	COMPASS KIT	JMCRK	01	12
	MS24462-4	BEARING	17830	01	0
	MS24665-138	SPLIT PIN	MS24665-1	01	12
	MS24665-360	SPLIT PINS	43867	01	99
SEE	A30	AIR FILTER	A30	01	10
	MS28775-222	O RING - BRAKE	42921	02	16
	MS28775-222	O RING BRAKE CYL	17827	02	2
	MS28775-329	O RING	MS28775-3	02	4
A3	8R-1/2TBS	SCREW	8R-1/2-02	02	0
A4	8R-1/2TBS	SCREW	8R-1/2-02	02	190
A4E	8R-1/2TBS	SCREW	8R-1/2-02	02	189
Q12	8R-1/2TBS	SCREW	8R-1/2-02	02	0
Q4	8R-1/2TBS	SCREW	8R-1/2-02	02	0
	AN960-416	WASHER	42921	03	96
<ESC>=EXIT		<F2>=PRINT		<F4>=EXPORT	

Menu=MAIN\REPORTS\STOCKTAKE\STOCK REPORTS\LAST VARIANCE REPORT

STOCKLEVELSTATUS



From the STOCK REPORTS menu, selecting LAST VARIANCE REPORT will display the data produced from a "DO STOCKTAKE" operation. "DO STOCKTAKE" will create a list of all items in the Inventory and create a sequenced list for editing the stock levels and producing stocktaking reports. More information on "DO STOCKTAKE" is printed later in this chapter.

INVENTORY COST



Pressing the **F2** key from the previous screen, "**TOTAL INVENTORY VALUE**", the listing is displayed showing line values and calculation of the cost of the entire Inventory. Pressing **F2** from this screen will print the entire Inventory including unit cost, line cost and total Inventory value.

INVENTORY COST PRINTOUT				
<F2>=PRINT COMPLETE INVENTORY		TOTAL COST PRICE		\$38,408.94
PART NUMBER	DESCRIPTION	QNTY	UNIT COST	LINE COST
G-242	BATTERY	1	100.00	100.00
G-242	AIRCRAFT BATTERY	0	566.00	0.00
GT6434	newpart	1	0.00	0.00
HOIST	COATES HIRE	5	47.95	239.75
JMCRK	COMPASS KIT	12	21.43	257.16
JUBILEE	CLAMP 1 INCH	1	1.23	1.23
MEK	SOLVENT	1	4.00	4.00
MOOSS	CLAMP SS	1	2.72	2.72
MS20426AD5-6	RIVET	50	0.00	0.00
MS20426AD5-7	RIVET	33	0.00	0.00
MS20470AD4-3	RIVET	100	0.07	7.00
MS20470AD4-4	RIVET	150	0.04	6.00
MS20470AD4-5	RIVET	135	0.04	5.40
MS20470AD4-6	RIVET	99	0.05	4.95
MS20470AD5-6	RIVET	100	0.00	0.00
MS20470AD5-7	RIVET	100	0.00	0.00
MS20470AD5-8	RIVET	100	0.00	0.00

Menu=MAIN\REPORTS\STOCKTAKE\SET UP BIN LOCATION NAMES

BIN LOCATION NAMES



Highlighting and selecting "**SET UP BIN LOCATION NAMES**" from the STOCKTAKING AND REPORTING MENU, will display a list of the BIN LOCATIONS.

BIN LOCATIONS			<F2>=PRINT
BIN	DESCRIPTION	GROUP	
00	VIRTUAL STOCK	VI	
01	HANGAR NORTH WALL	HA	
02	INSIDE HANGAR	HA	
03	CHARGED OUT	HA	
11	HEAD OFFICE	AA	
44	NSW HANGAR	FO	
49	QLD HANGAR	AA	
AS	SPARES-EGYPT	AL	
B1	ISLANDER CONSUMABLES	01	
B2	ISLANDER COMPONENTS	02	
D1	TWIN OTTER CONSUMABLES	01	
D2	TWIN OTTER COMPONENTS	02	
E1	767 CONSUMABLES	01	
E2	767 COMPONENTS	02	
<INS>=NEW			=DELETE
			<ENTER>=EDIT

BIN LOCATION NAMES



Bin locations are assigned to a BIN GROUP. BIN GROUPS further separate stock holding for higher level control. Many Bin Locations can be assigned to a Bin Group.

BIN LOCATIONS



Highlighting and selecting an item will show the item's BIN GROUP. To edit the BIN GROUP, leave the BIN GROUP field blank and press <ENTER>. The BIN GROUP screen will then be displayed. If the BIN GROUP entered is a valid BIN GROUP (already exists as a BIN GROUP), then the BIN GROUP screen will not appear and the user will be returned to the BIN LOCATIONS screen.

BIN LOCATIONS			I6 <F2>=PRINT
BIN	DESCRIPTION	GROUP	
00	VIRTUAL STOCK	UI	
Record will be Added			
BIN LOCATION: 00			
DESCRIPTION: VIRTUAL STOCK			
BIN GROUP:			
B1	ISLANDER CONSUMABLES	01	
B2	ISLANDER COMPONENTS	02	
D1	TWIN OTTER CONSUMABLES	01	
D2	TWIN OTTER COMPONENTS	02	
E1	767 CONSUMABLES	01	
E2	767 COMPONENTS	02	
<INS>=NEW			I7
=DELETE			
<ENTER>=EDIT			

BIN GROUPS



New BIN GROUPS can be added or existing BIN GROUPS deleted. Highlighting a BIN GROUP and pressing <ENTER> will select that BIN GROUP for use. Pressing <INS> will add a new BIN GROUP while pressing will delete a BIN GROUP.

BIN LOCATION		I6
BIN	DESCRIPT	
00	VIRTUAL	
Record		
BIN LOCATION: 00		
DESCRIPTION: UI		
BIN GROUP:		
B1	ISLANDER	
B2	ISLANDER	
D1	TWIN OTT	
D2	TWIN OTT	
E1	767 CONS	
E2	767 COMP	
<INS>=NEW		I8
<D		

BIN GROUPS	
GROUP	DESCRIPTION
AA	GLOBAL RESOURCES
AB	AUSTRALIAN RESOURCES
BA	CONSUMABLE ITEMS
BB	COMPONENT ITEMS
BC	PERSHABLE ITEMS
CA	TOOLS - EQUIPMENT
CB	NON AVIATION STOCK
<INS>=NEW <ENTER>=USE =DELETE	

Menu=MAIN\REPORTS\STOCKTAKE\DO STOCKTAKE

DOSTOCKTAKE



By highlighting and selecting "DO STOCKTAKE" from the STOCKTAKE AND REPORTING menu, the following MENU screen is displayed.

I76
STOCKTAKE
<p>CREATE NEW STOCKTAKE</p> <p>PROCESS STOCK COUNT</p>
<ESC>=EXIT

Menu=MAIN\REPORTS\STOCKTAKE\DO STOCKTAKE\CREATE NEW STOCKTAKE

DOSTOCKTAKE



By highlighting and selecting "CREATE NEW STOCKTAKE" from the menu, a process is started on the computer that will list all the Inventory Items into a separate file. This file can then be used to collate additional stocktaking data. After the "CREATE NEW STOCKTAKE" has been selected, continue by selecting "PROCESS STOCK COUNT". The following screen is displayed with the results of the transfer of Inventory Item information into the separate file.

Menu=MAIN\REPORTS\STOCKTAKE\DO STOCKTAKE\PROCESS STOCK COUNT

STOCKTAKE COUNT PROCESSING STOCKTAKE DATE: AUG 1,1999							I77
SHELF	PART NUMBER	DESCRIPTION	GRN	BIN	QTY	COUNT	
	C012	O RING	C012	00	17	17	
	HOIST	COATES HIRE	HOIST	00	5	5	
WER	WE	e	MCKINNO-1	00	1	1	
	JMCRK	COMPASS KIT	JMCRK	01	12	12	
	MS24462-4	BEARING	17830	01	0	0	
	MS24665-138	SPLIT PIN	MS24665-1	01	12	12	
	MS24665-360	SPLIT PINS	43867	01	99	99	
SEE	A30	AIR FILTER	A30	01	10	10	
	MS28775-222	O RING - BRAKE	42921	02	16	16	
	MS28775-222	O RING BRAKE CYL	17827	02	2	2	
	MS28775-329	O RING	MS28775-3	02	4	4	
A3	8R-1/2TBS	SCREW	8R-1/2-02	02	0	0	
A4	8R-1/2TBS	SCREW	8R-1/2-02	02	191	191	
A4E	8R-1/2TBS	SCREW	8R-1/2-02	02	189	189	
Q12	8R-1/2TBS	SCREW	8R-1/2-02	02	0	0	
<ESC>=EXIT							HIGHLIGHT RECORD AND PRESS <ENTER> TO CHANGE

STOCKTAKE COUNT PROCESSING



By highlighting and selecting an Inventory Item, an edit screen will be displayed that allows editing of the actual item count for creating the VARIANCE REPORT in STOCK REPORTS. By default the count will be the same as the expected quantity. If a stocktake reveals a differing count, then this new count is entered here and the Inventory is automatically reconciled as well as a VARIANCE REPORT generated.

Record will be Changed			I78
PART: C012	GRN: C012	SERIAL:	
	EXPECTED QTY: 17		
	COUNT: 17		

Menu=MAIN\REPORTS\SECURITY

**SECURITY
OPTIONS**



Highlighting and selecting "SECURITY" from the REPORT MENU, will display two menu choices. "SETUP USER" and SETUP ACCESS GROUP".

179
SECURITY OPTIONS
SETUP USER
SETUP ACCESS GROUP
<ESC>=EXIT

Menu=MAIN\REPORTS\SECURITY\SETUP USER

SETUPUSER



Highlighting and selecting "SETUP USER" from the SECURITY MENU, will display two menu choices. "SETUP USER" and SETUP ACCESS GROUP". SETUP USER displays the current users that are allowed access to the program.

USER ACCESS PASSWORD CONTROL			
Login Name	Password	Group	Group Description
ADMIN	ADMIN	50	AIRWORTHINESS ADMIN
ADMINSTORE	ADMINSTORE	51	STORES ADMIN
GUEST	GUEST	20	GUEST
USER	USER	99	SYSTEM ADMINISTRATOR

EDITUSER



Highlighting and selecting any USER and pressing <ENTER> from the "USER ACCESS PASSWORD CONTROL" screen will allow editing. A new user can be added by pressing <INS> and a current user can be deleted by pressing . Users are assigned to a USER GROUP that controls the screens that the user can access.

USER ACCESS PASSWORD CONTROL			
Login Name	Password	Group	Group Description
ADMIN	ADMIN	50	AIRWORTHINESS ADMIN
ADMINSTORE	ADMINSTORE	51	STORES ADMIN
GUEST	GUEST	20	GUEST
USER	USER	99	SYSTEM ADMINISTRATOR

Record will be Changed
USERNAME :USER PASSWORD :USER GROUP :99
<ESC>=EXIT

<INS>=ADD	<ENTER>=EDIT	=DELETE
------------------------	---------------------------	---------------------------

Menu=MAIN\REPORTS\SECURITY\SETUP ACCESS GROUP**SETUP ACCESS GROUP**

Highlighting and selecting "SETUP ACCESS GROUP" from the SECURITY MENU, will display the GROUPS currently setup. The GROUPS contain the access rights for the screens and USERS are members of GROUPS.

GROUP ACCESS SETUP	
GROUP NUMBER	DESCRIPTION
20	GUEST
50	AIRWORTHINESS ADMIN
51	STORES ADMIN
60	TEST GROUP
99	SYSTEM ADMINISTRATOR

<F4>=CHANGE HIGHLIGHTED GROUP ACCESS

NEWGROUP

By pressing <INS> a new GROUP can be added. Pressing will delete an existing GROUP.

GROUP ACCESS SETUP	
GROUP NUMBER	DESCRIPTION
20	GUEST

Record will be Added

GROUP NUMBER: 0

DESCRIPTION:

<F4>=CHANGE HIGHLIGHTED GROUP ACCESS

EDIT GROUP ACCESS

By pressing **F4** the highlighted GROUP can be edited to add or remove screen access. The access screens are numbered in the top right hand corner. To add a screen to a GROUP to provide access for all the users of that GROUP, use the following steps;

- 1] Press **F4** to open the GROUP screen listing
- 2] Press <INS> to open the library containing all the screens
- 3] Highlight the screen you wish to add to the group
- 4] Press <ENTER> to assign the screen to the GROUP

SCREENLIBRARY



The following screen is displayed when you press the F4 key. The list of screens that are currently accessible to the selected GROUP are displayed. To add additional screens press <INS>. To remove screens press .

ADD ACCESS FOR GROUP - 20		
SCREEN	DESCRIPTION	
24	Browse the Inventory File	
25	Filter Reorder Report Setup	
26	View Reorder List Display	
27	Print Reorder Listing	
29	MENU - Customer, Freight and Suppliers	
30	List/View Customer File	
31	Update Customer Details	
32	List/View Freight Companys	
33	List/View Suppliers	
35	MENU - Parts Find	
36	List/View Parts by Bin Location	
37	List/View Parts by Specific Bin Location	
38	Print Parts by Specific Bin Location \$	
<INS>=ADD =REMOVE <ESC>=EXIT		

SCREENLIBRARY



When adding a screen to the GROUP, the required screen is added from a screen library. The screen library is shown below and contains all the accessible screens in the program.

GROUP ACCESS SCREEN CONTROL		SCREEN LOCATOR:
SCREEN	DESCRIPTION	
24	Browse the Inventory File	
25	Filter Reorder Report Setup	
26	View Reorder List Display	
27	Print Reorder Listing	
28	Update Transfer Stock Setup	
29	MENU - Customer, Freight and Suppliers	
30	List/View Customer File	
31	Update Customer Details	
32	List/View Freight Companys	
33	List/View Suppliers	
34	MENU - Quickfind Parts/Invoices/Jobs	
35	MENU - Parts Find	
36	List/View Parts by Bin Location	
37	List/View Parts by Specific Bin Location	
38	Print Parts by Specific Bin Location \$	
39	Print Inventory Ordered by Bin Location	
40	List/View Parts ordered by Part Number	
<ENTER>=USE		<ESC>=EXIT

QUIT

EXIT PROGRAM



From the Main Menu, highlighting and selecting "QUIT" and pressing <ENTER>, will end the program.

NOTES:

INDEX - INVENTORY CONTROL

CHARGE OUT PARTS

OPEN EXISTING INVOICE.....	36
DISPLAY GRN NUMBERS FROM INVOICE.....	37
PRINT GRN NUMBERS FROM INVOICE.....	37
PRINT INVOICE.....	38
CREATE NEW INVOICE.....	38

INVENTORY MAINTENANCE

VIEW/EDIT PART RECORD	41
ENTER NEW PART.....	42
DELETE PART RECORD.....	42
TRANSFER BIN LOCATION.....	43

REPORTS

QUICK FIND MENU.....	46
GRN LOCATION.....	48
FIND PART.....	48
SUPPLIER INDEX.....	49
INVOICES FOR PERIOD.....	50
STOCK REPORTS.....	51
BIN LOCATION & GROUPINGS.....	52
INVENTORY VALUE.....	54
STOCKTAKING.....	56

EXPORT DATA FILE NAMES

XLBINLOC.CSV - PARTS SORTED BY BIN LOCATION
XLPARTNO.CSV - PARTS SORTED BY PART NUMBERS
XLDESCRP.CSV - PARTS SORTED BY DESCRIPTIONS
XLGRNNUM.CSV - PARTS SORTED BY GRN NUMBERS
XLFNDRPT.CSV - PART FOUND ON AIRCRAFT JOBS
XLSUPPLR.CSV - PARTS PER SUPPLIER
XLINVOIC.CSV - INVOICES FOR SELECTED PERIOD
XLJOBST.CSV - JOB COSTS FOR SELECTED PERIOD
XLSTKITM.CSV - STOCK IN ORDER OF BIN GROUP/LOCATION
XLSTKLVL.CSV - STOCK LEVEL STATUS / COUNT
XLVARNCE.CSV - VARIATION AFTER STOCKTAKE
XLINVENT.CSV - COMPLETE INVENTORY

CUSTOMER

VIEW/EDIT CUSTOMER RECORD.....	44
ENTER NEW CUSTOMER RECORD.....	45

INDEX - MAINTENANCE CONTROL

AIRCRAFT

VIEW AIRCRAFT LIST.....	5
CREATE AIRCRAFT RECORD.....	5
DELETE AIRCRAFT RECORD.....	5
VIEW OR UPDATE RECORD.....	6
VIEW AIRWORTHINESS DIRECTIVES.....	9

AIRWORTHINESS DIRECTIVES

ADDING INSPECTIONS TO AIRCRAFT RECORD.....	14
COST OF AIRWORTHINESS DIRECTIVES	11
CREATE NEW INSPECTIONS.....	15
DELETE INSPECTIONS FROM LIBRARY.....	29
DELETE INSPECTIONS FROM AIRCRAFT RECORD.....	14
LIST OCCURANCES OF AD, SB AND INSPECTIONS	27
UPDATE AIRWORTHINESS DIRECTIVES	12
VIEW OR UPDATE AD, SB AND INSPECTIONS.....	9

COMPONENTS

ADDING COMPONENTS TO AIRCRAFT FILE	19
DELETE COMPONENTS FROM AIRCRAFT FILE	20
SELECTING COMPONENTS FOR REPORT	18
VIEW LIST OF DUE COMPONENTS	18
VIEW OR PRINT THE ENTIRE COMPONENT FILE	30

CUSTOMER

CREATE CUSTOMER RECORD.....	23
DELETE CUSTOMER RECORD.....	23
VIEW CUSTOMER LIST.....	31
VIEW OR UPDATE CUSTOMER RECORD.....	23

SECURITY

CREATE NEW USER.....	32
DELETE NEW USER.....	32
SETUP GROUP ACCESS.....	33
CHANGE GROUP ACCESS SCREEN.....	34

PRINTOUTS

AIRCRAFT HOURS, CYCLES, SCHEDULE/TIMES	24
AIRCRAFT INSPECTION, AD AND SB DATA	26
AIRCRAFT SPECIFICATION DATA.....	8
AIRWORTHINESS DIRECTIVE COMPLIANCE WORKSHEET.....	11
BLANK AIRCRAFT FORM.....	7
COMPONENT LISTING	30
CUSTOMER LISTING.....	31
ENGINE/PROPELLER/RADIO/MAINTENANCE EXPIRY TIMES.....	25
INSPECTIONS INDEXED ON DATE DUE.....	26
LIST OF OCCURANCES OF AD, SB OR INSPECTION	27