



PENTAGON 2000 SOFTWARE

Aircraft Record Keeping: *Module Setup*

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TITLE:	Aircraft Record Keeping: Module Setup		
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Purpose

The Pentagon 2000 Aircraft Record Keeping Module enables full aircraft record keeping functions and traceability of time controlled, routine, recurring, or life-limited maintenance events (Scopes.) This module will track:

- Airframe Scopes
- Engine or Assembly Scopes
- Engine or Assembly sub-component Scopes
- Unit Scopes (Time controlled parts installed on Airframe NOT associated with an engine/assembly)
- Service Bulletins/Air Worthiness Directives
- Customer identified/required maintenance items

NOTE: *If your organization is using the Aircraft Standard Configuration Module, some of the instructions in this manual will be superseded by instructions contained within the Aircraft Standard Configuration Module manual. Each section within this manual which is affected by the utilization of the Aircraft Standard Configuration Module will contain a note in the header description for the section.*

Overview

This procedure outlines the steps for:

- Creating a new aircraft
- Create Airframe Scopes
- Create Engine/Assembly and Unit Scopes (From Inventory)
- Eligibility Setup
- Update Scopes After Maintenance
- Reports

Required Modules/Features

- Pentagon 2000 Core
- Aircraft Record Keeping

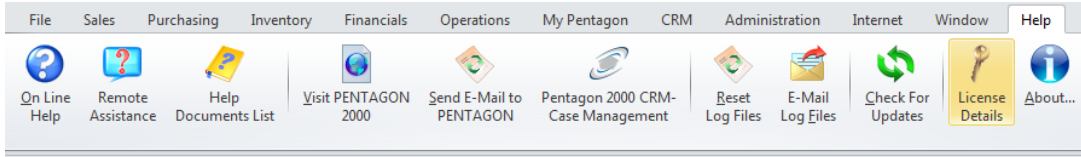
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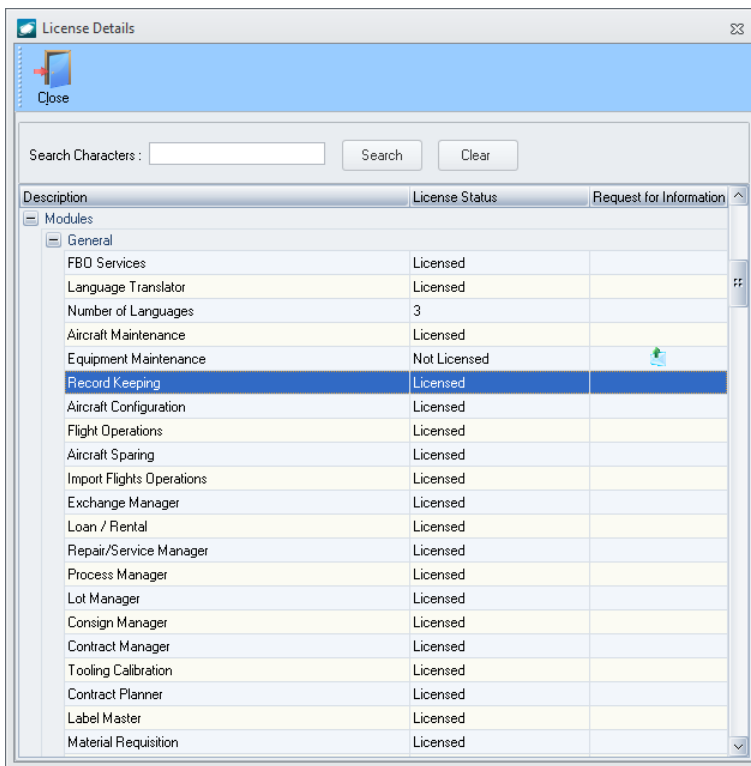
Procedure

1. Licensing

- a. From the ribbon, left-click **Help** and left-click **License Details**.



- b. The **License Details** window will appear. Scroll down to the **General** section of the **Modules** section.



- c. **Record Keeping** line – Identifies whether or not your license includes the Record Keeping Module.
- d. Left-click the **Close** button on the **License Details** window toolbar to close the window.

END OF SECTION

2. Setup Tables Matrix

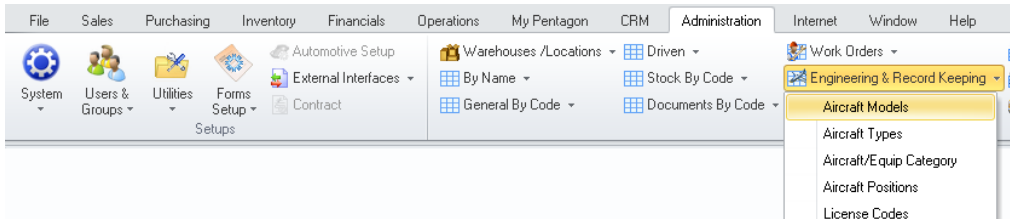
Table	Aircraft	Installed Components	Scope	Scope Scheduling	Card
<i>Aircraft Model</i>	REQUIRED	N/A	N/A	N/A	N/A
<i>Aircraft Type</i>	REQUIRED	N/A	N/A	N/A	N/A
<i>Time Control Formula</i>	OPTIONAL	OPTIONAL	N/A	N/A	N/A
<i>Scope Code</i>	N/A	N/A	OPTIONAL	N/A	N/A
<i>Function</i>	N/A	N/A	OPTIONAL	N/A	OPTIONAL
<i>Aircraft Zone</i>	N/A	N/A	OPTIONAL	N/A	OPTIONAL
<i>ATA Code</i>	N/A	N/A	OPTIONAL	N/A	OPTIONAL
<i>Cost Code</i>	N/A	N/A	REQUIRED	N/A	REQUIRED
<i>Skills</i>	N/A	N/A	OPTIONAL	N/A	OPTIONAL
<i>Milestone</i>	N/A	N/A	OPTIONAL	N/A	OPTIONAL
<i>Priority Code</i>	N/A	N/A	N/A	OPTIONAL	N/A
<i>Card Type</i>	N/A	N/A	N/A	N/A	OPTIONAL
<i>Card Class</i>	N/A	N/A	N/A	N/A	OPTIONAL
<i>Work Center</i>	N/A	N/A	N/A	N/A	OPTIONAL

END OF SECTION

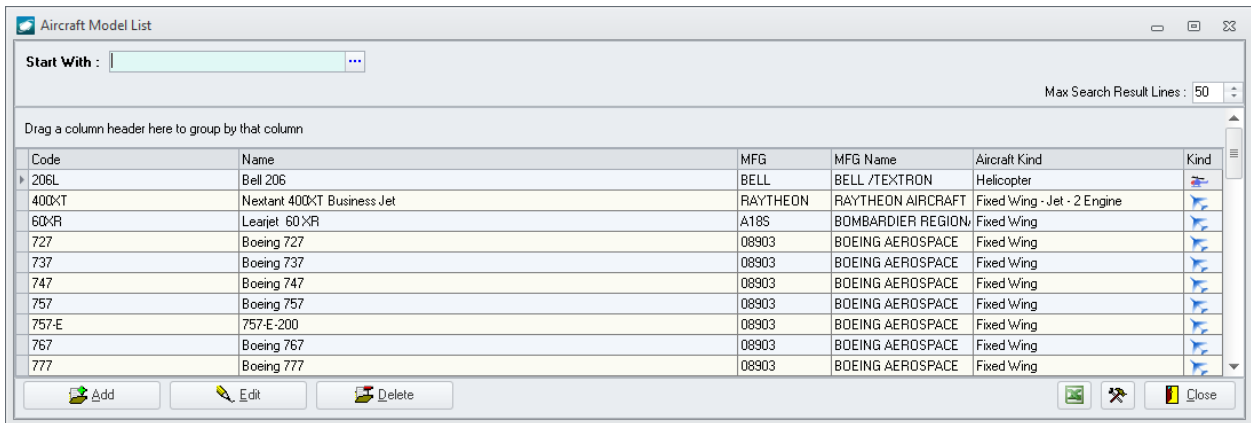
3. Table Setup – Aircraft Models

Ensure the appropriate aircraft model exists for the aircraft you would like to add.

- a. From the ribbon, left click **Administration**, left-click **Engineering & Record Keeping** and left-click **Aircraft Models**.



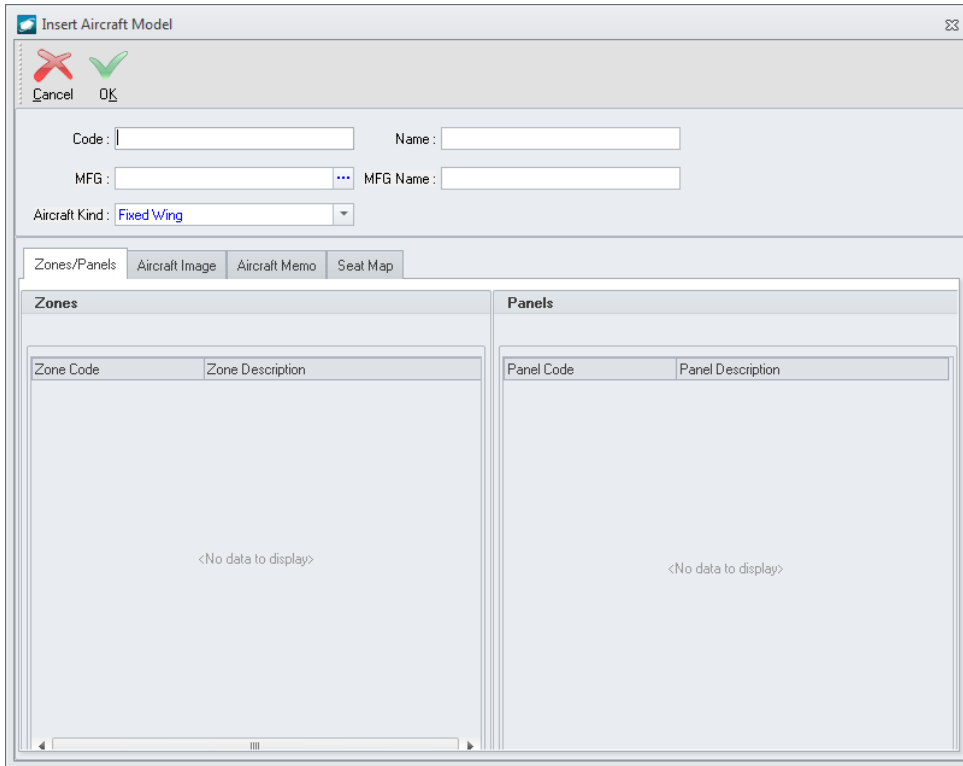
- b. The **Aircraft Models List** search window will appear.



- c. Search for the applicable aircraft model. If the appropriate model does not exist, left-click the **Add** button.

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d. The **Insert Aircraft Model** window will appear.



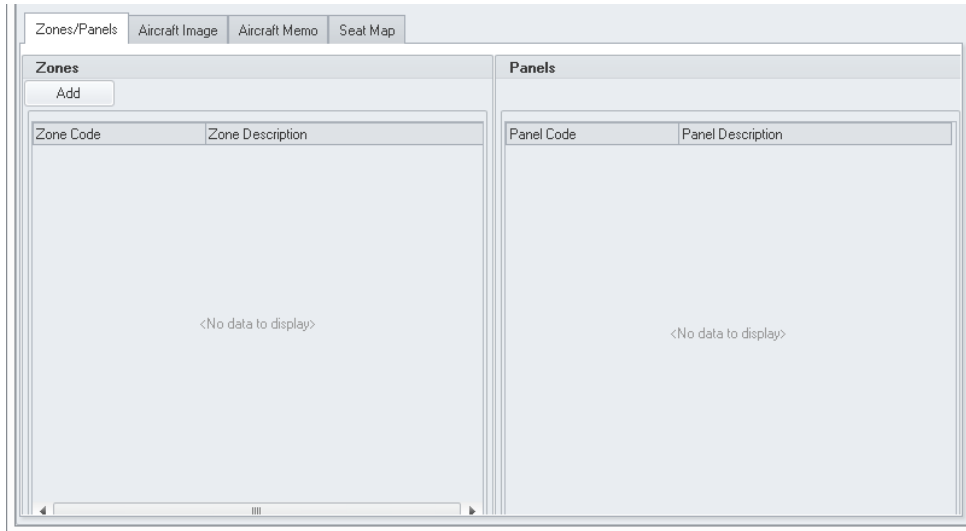
i. Header

1. **Code** field [REQUIRED] – Enter an alphanumeric code that corresponds to the aircraft model [5-character maximum].
2. **Name** field – Enter the full name of the aircraft model.
3. **MFG** field – Select the vendor who manufactures the aircraft model.

NOTE: *Manufacturer identification is not required, but is recommended. If the manufacturer does not exist in the vendor list, the steps to create a new vendor file may be found in the procedure [Creating a Vendor Account](#).*

4. **MFG Name** field – Will be automatically populated when the manufacturer is selected; however, the display name may be modified.
5. **Aircraft Kind** field [REQUIRED] – Select the appropriate aircraft kind. There are a number of choices for this field. The selection made will determine whether the file is configured for a fixed wing or helicopter (for display purposes) and the number of engines to be installed (for some logic and reporting purposes).

- ii. **Zones/Panels** tab – Allows you to identify all aircraft panels by aircraft zone. In a maintenance work order, cards may be classified by zone. This feature will assist technicians in verifying that all maintenance for a particular zone is completed at once so that panels do not have to be removed and reinstalled multiple times. To add an aircraft panel, you must associate the aircraft panel with an aircraft zone.

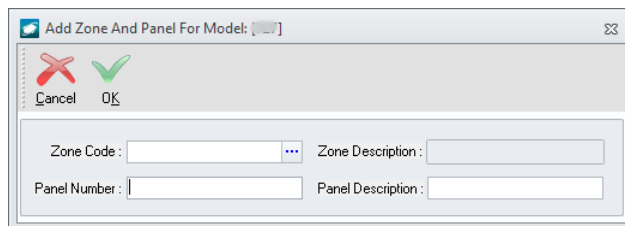


1. Add a Panel to an Unlisted Zone.

- a. Left-click the **Add** button within the **Zones** group box on the **Zones/Panels** tab toolbar.

NOTE: All other buttons will be hidden unless at least one panel exists.

- b. The **Add Zone And Panel For Model** window will appear.

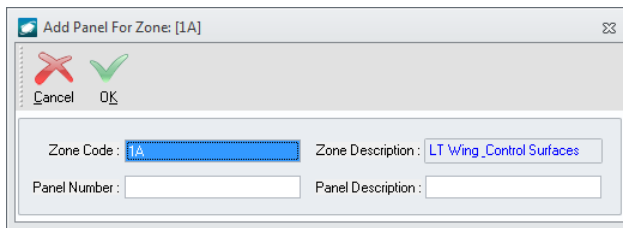


- i. **Zone Code** field – Select the aircraft zone in which the aircraft panel resides.

NOTE: If the correct aircraft zones have not been created in the system, you may add them to the Zone List using the instructions in the Table Setup – Aircraft Zones section of this procedure.

- ii. **Zone Description** field – Will be automatically populated when the zone is selected.

- iii. **Panel Number** field – Enter an alphanumeric aircraft panel number [20-character maximum].
 - iv. **Panel Description** field – Enter the description of the aircraft panel.
 - c. Left-click the **OK** button on the **Add Zone And Panel For Model** window toolbar to save the record and close the window.
2. Add a Panel to an Existing Zone.
- a. Select the appropriate zone from the grid within the **Zones** group box on the **Zones/Panels** tab toolbar.
 - b. Left-click the **Add** button within the **Panels** group box on the **Zones/Panels** tab toolbar.
 - c. The **Add Panel For Model** window will appear.

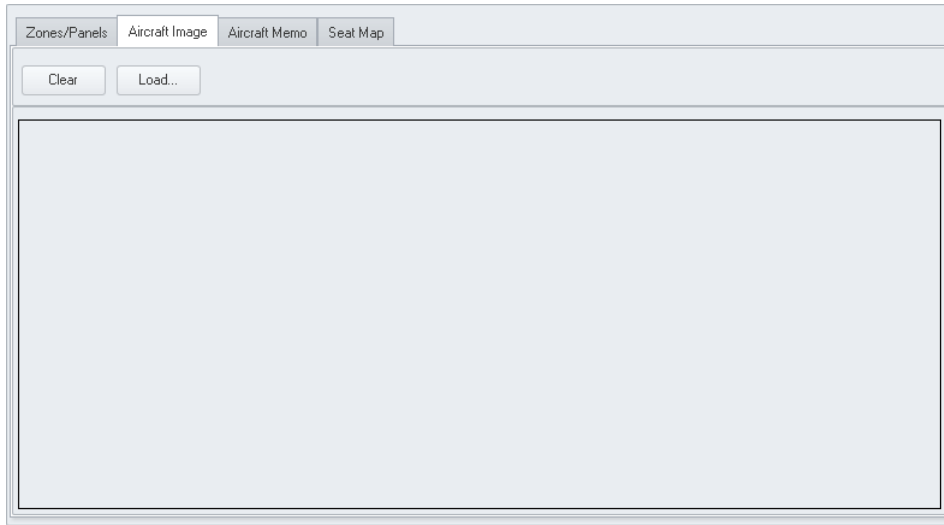


The screenshot shows a dialog box titled "Add Panel For Zone: [1A]". At the top left, there are "Cancel" and "OK" buttons. Below the buttons, there are four input fields arranged in two rows. The first row contains "Zone Code" with the value "1A" and "Zone Description" with the value "LT Wing_Control Surfaces". The second row contains "Panel Number" and "Panel Description", both of which are empty.

- i. **Zone Code** and **Zone Description** fields – The selected zone will be displayed.
- ii. **Panel Number** field – Enter an alphanumeric aircraft panel number [20-character maximum].
- iii. **Panel Description** field – Enter the description of the aircraft panel.
- d. Left-click the **OK** button on the **Add Panel For Model** window toolbar to save the record and close the window.

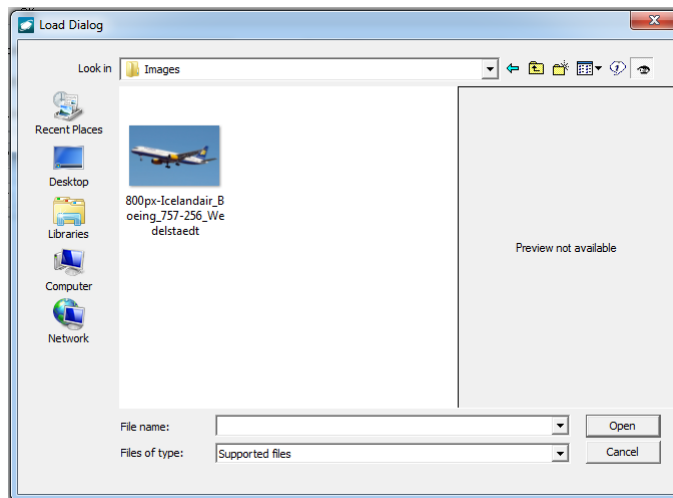
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iii. Aircraft Image tab



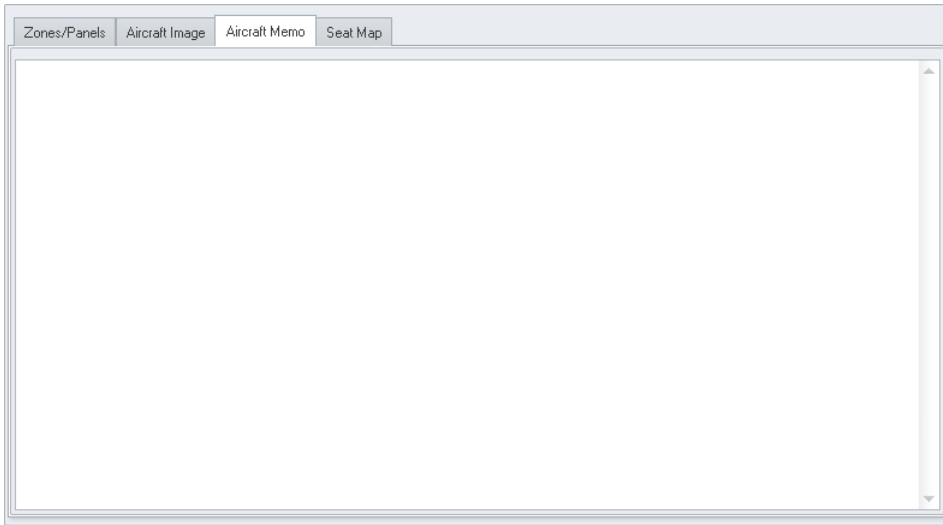
1. Load the Image

- a. Left-click the **Load...** button on the **Aircraft Image** tab.
- b. The **Load Dialog** window will appear.

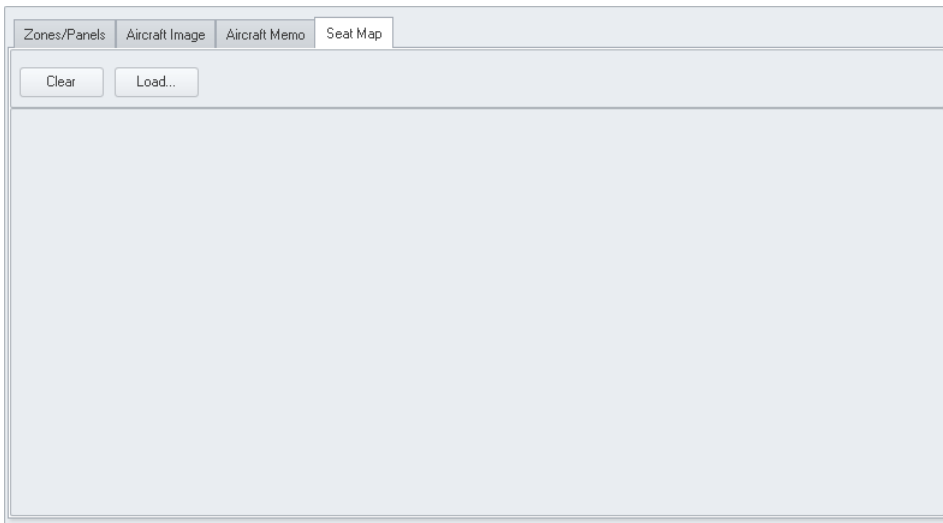


- c. Select the image and left-click the **Open** button.
2. Replace the Image – Repeat the “*Load the image*” instructions. The new image will overwrite the previous image.
 3. Clear the Image – Left-click the **Clear** button on the **Aircraft Image** tab.

- iv. **Aircraft Memo** tab – Type any information relevant to the aircraft model on this tab.



- v. **Seat Map** tab

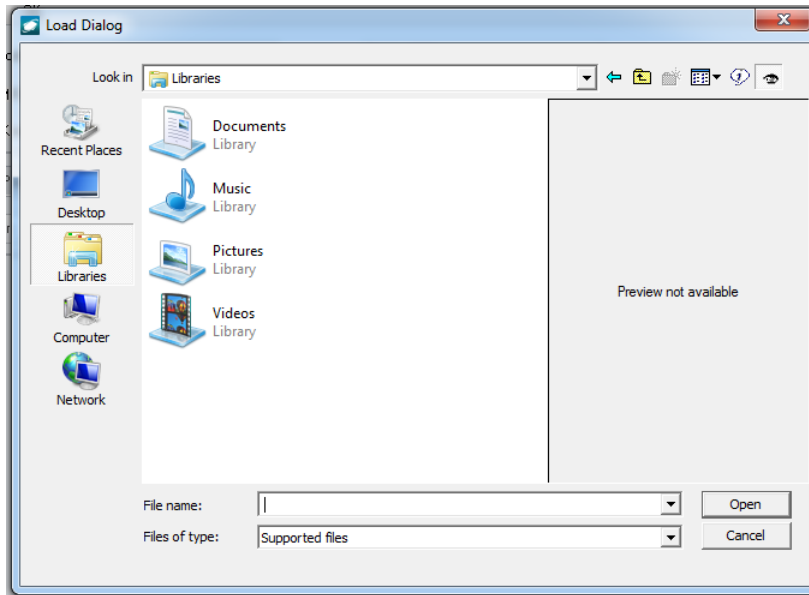


1. **Load the Image**

- a. Left-click the **Load...** button on the **Aircraft Image** tab.

CONTINUE TO NEXT PAGE

- b. The **Load Dialog** window will appear.



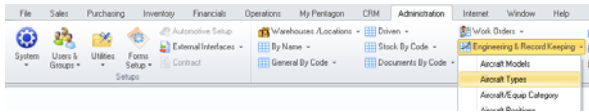
- c. Select the image and left-click the **Open** button.
2. Replace the Image – Repeat the “*Load the image*” instructions. The new image will overwrite the previous image.
 3. Clear the Image – Left-click the **Clear** button on the **Aircraft Image** tab.
- e. Left-click the **OK** button on the **Add Aircraft Model** window toolbar to save the record and close the window.

END OF SECTION

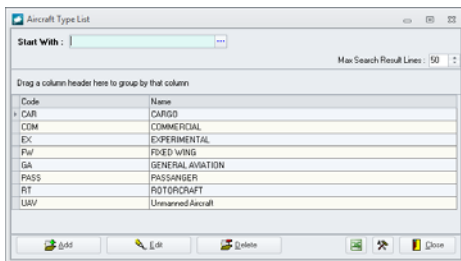
4. Table Setup – Aircraft Types

Ensure the appropriate aircraft type exists for the aircraft you would like to add.

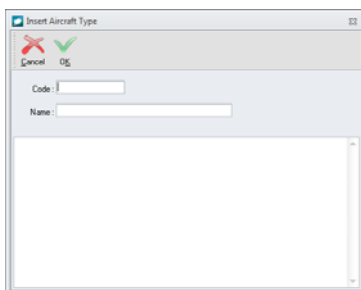
- a. From the ribbon, left click **Administration**, left-click **Engineering & Record Keeping** and left-click **Aircraft Types**.



- b. The **Aircraft Type List** search window will appear.



- c. Search for the applicable aircraft type. If the appropriate type does not exist, left-click the **Add** button.
- d. The **Insert Aircraft Type** window will appear.



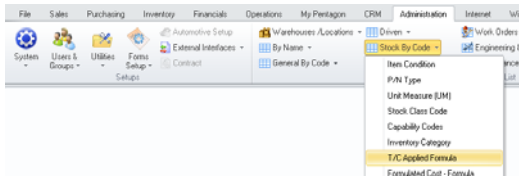
- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the aircraft type [5-character maximum]
 - ii. **Name** field – Enter the name of the aircraft type.
 - iii. Memo field – Enter any information related to the aircraft type.
- e. Left-click the **OK** button on the **Insert Aircraft Type** window toolbar to save the record and close the window.

END OF SECTION

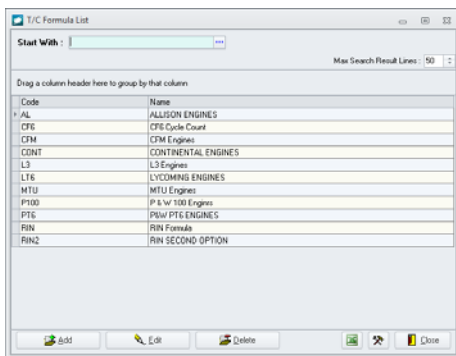
5. Table Setup – Time Control Formula

Ensure the appropriate time control formula exists for the part you would like to add to aircraft records, if necessary.

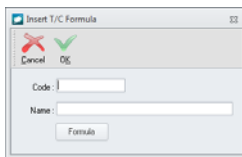
- a. From the ribbon, left click **Administration**, left-click **Stock By Code** and left-click **T/C Applied Formula**.



- b. The **T/C Formula List** search window will appear.



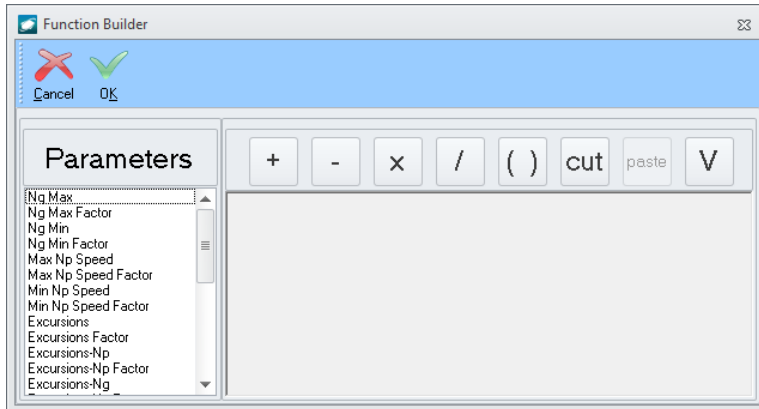
- c. Left-click the **Add** button.
- d. The **Insert T/C Formula** window will appear.



- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the formula [5-character maximum]
- ii. **Name** field – Enter the name of the formula.

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- iii. **Formula** button – Left-click and the **Function Builder** window will appear.



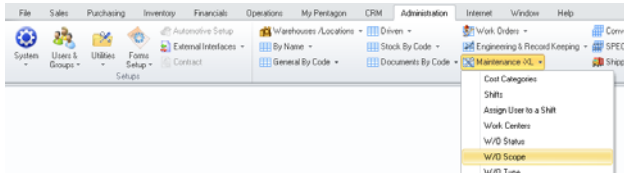
1. Write the formula.
 - a. Add parameters to the formula by double-clicking from the Parameter list on the right side of the **Function Builder** window.
 - b. If there is more than one parameter in the formula, add operations to the formula.
 - i. Left-click one of the parameters in the formula.
 - ii. Press the SHIFT key.
 - iii. Left-click the other parameter in the formula.
 - iv. Left-click the button that corresponds to the operation that should exist between the two parameters.
- iv. Left-click the **OK** button on the **Function Builder** window toolbar to save the formula and close the window.

END OF SECTION

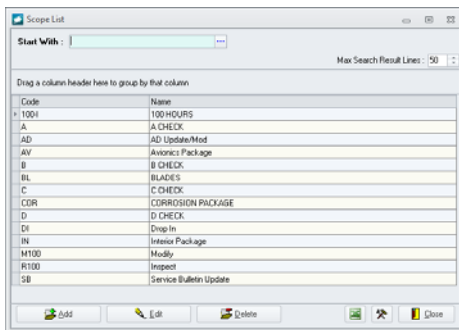
6. Table Setup – Scope Codes

Scope codes are used to classify scopes that are associated with aircraft and components.

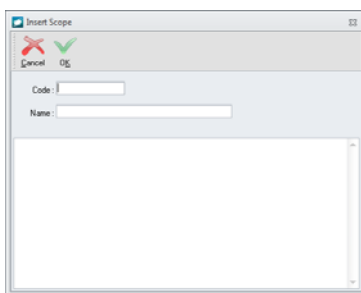
- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **W/O Scope**.



- b. The **Scope List** search window will appear.



- c. Left-click the **Add** button.
- d. The **Insert Scope** window will appear.



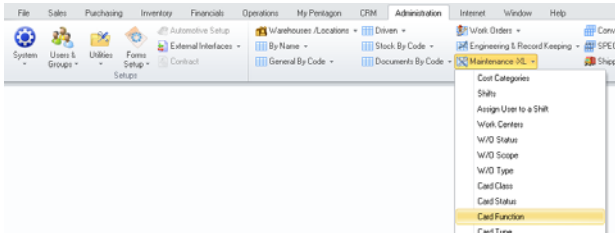
- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the scope code [5-character maximum]
 - ii. **Name** field – Enter the name of the scope code.
 - iii. Memo field – Enter any information related to the scope code.
- e. Left-click the **OK** button on the **Insert Scope** window toolbar to save the record and close the window.

END OF SECTION

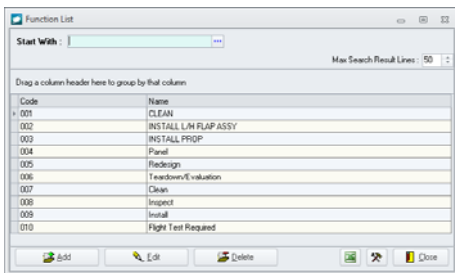
7. Table Setup – Functions

Functions are used simply to classify scopes and/or cards.

- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **Card Function**.

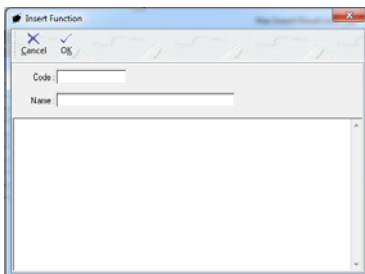


- b. The **Function List** search window will appear.



- c. Left-click the **Add** button.

- d. The **Insert Function** window will appear.



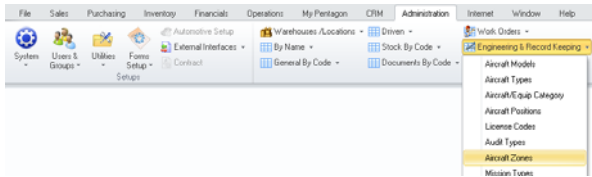
- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the function code [5-character maximum]
 - ii. **Name** field – Enter the name of the function.
 - iii. Memo field – Enter any information related to the function.
- e. Left-click the **OK** button on the **Insert Function** window toolbar to save the record and close the window.

END OF SECTION

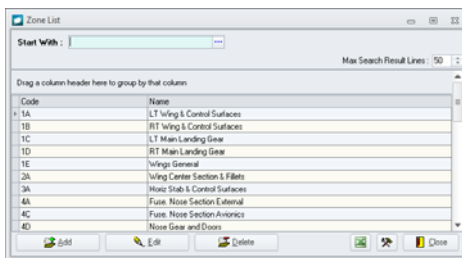
8. Table Setup – Aircraft Zones

Aircraft zones are created in accordance with the aircraft maintenance manuals.

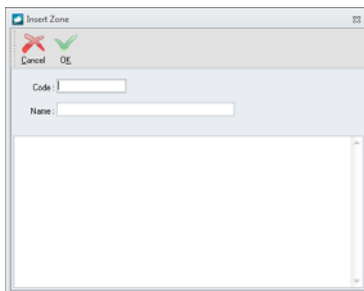
- a. From the ribbon, left click **Administration**, left-click **Engineering & Record Keeping** and left-click **Aircraft Zones**.



- b. The **Zone List** search window will appear.



- c. Left-click the **Add** button.
- d. The **Insert Zone** window will appear.



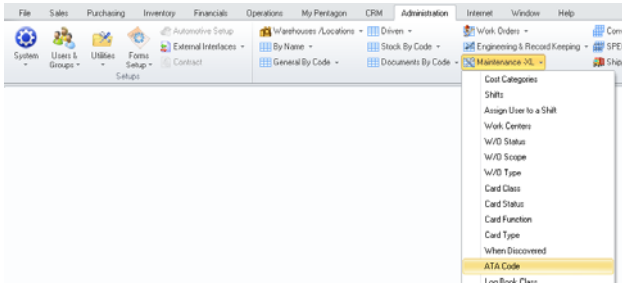
- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the aircraft zone code [5-character maximum]
 - ii. **Name** field – Enter the name of the aircraft zone.
 - iii. Memo field – Enter any information related to the aircraft zone.
- e. Left-click the **OK** button on the **Insert Zone** window toolbar to save the record and close the window.

END OF SECTION

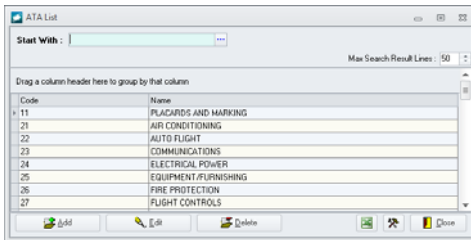
9. Table Setup – ATA Codes

ATA codes are created in accordance with the industry standard.

- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **ATA Code**.

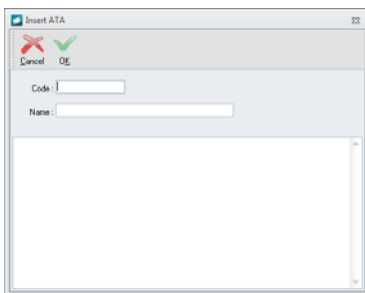


- b. The **ATA List** search window will appear.



- c. Left-click the **Add** button.

- d. The **Insert ATA** window will appear.



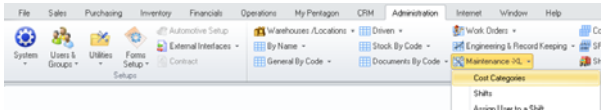
- i. **Code** field [REQUIRED]– Enter an alphanumeric code to designate the ATA code [5-character maximum]
 - ii. **Name** field – Enter the name of the ATA code.
 - iii. Memo field – Enter any information related to the ATA code.
- e. Left-click the **OK** button on the **Insert ATA** window toolbar to save the record and close the window.

END OF SECTION

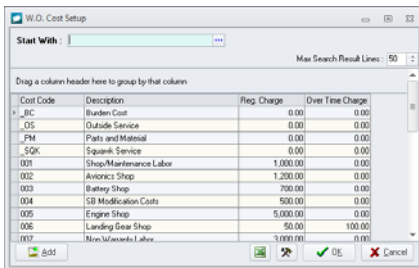
10. Table Setup – Cost Codes

Cost codes are used to assign labor costs within the system.

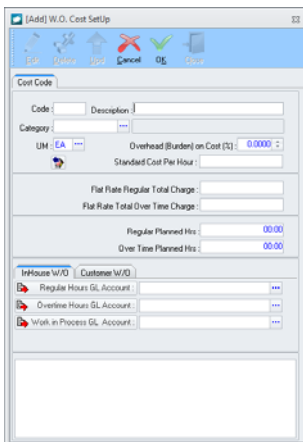
- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **Cost Categories**.



- b. The **W.O. Cost Setup** search window will appear.



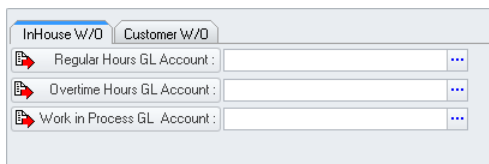
- c. Left-click the **Add** button.
- d. The **W.O. Cost Setup** window will appear.



i. **Cost Code** tab

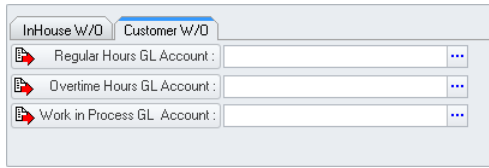
1. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the cost code [5-character maximum]
2. **Description** field – Enter the name of the cost code.
3. **Category** field – This field is related to the Multi-Tax Module, if the Multi-Tax Module is licensed for your system, please refer to the Multi-Tax Module procedure manual for instructions.

4. **UM** field – Identify the unit of measure that should be printed on forms and reports when itemized by cost code.
5. **Overhead (Burden) on Cost (%)** field – Enter the percentage of the cost associated with the cost code that should be added to the burden cost.
6. **Standard Cost Per Hour** field – Enter the default cost per hour for the cost code.
7. Flat Rate group box – If the cost code is used and marked as flat rate, then both the regular time charge and the overtime charge in this group box will be pulled into the work order.
 - a. **Flat Rate Regular Total Charge** field – Enter the default flat rate charge for regular time that will be charged when the cost code is used and marked as flat rate.
 - b. **Flat Rate Total Over Time Charge** field – Enter the default flat rate charge for overtime that will be charged when the cost code is used and marked as flat rate.
8. **Regular Planned Hrs** field [reference only] – Enter the number of regular hours that are planned for a normal work order.
9. **Over Time Planned Hrs** field [reference only] – Enter the number of overtime hours that are planned for a normal work order.
10. GL Accounts group box
 - a. **InHouse W/O** tab



- i. **Regular Hours GL Account** field – Select the GL Account that should be used for regular hours associated with the cost code.
- ii. **Overtime Hours GL Account** field – Select the GL Account that should be used for overtime hours associated with the cost code.
- iii. **Work in Process GL Account** field – Select the GL Account that should be used for work in process hours associated with the cost code.

b. **Customer W/O** tab



- i. **Regular Hours GL Account** field – Select the GL Account that should be used for regular hours associated with the cost code.
- ii. **Overtime Hours GL Account** field – Select the GL Account that should be used for overtime hours associated with the cost code.
- iii. **Work in Process GL Account** field – Select the GL Account that should be used for work in process hours associated with the cost code.

11. Memo field – Enter any information related to the cost code.

- ii. Left-click the **OK** button on the **W.O. Cost Setup** window toolbar to save the record.
- iii. The **Tasks List** tab will appear. Cost code tasks are used to further delineate tasks for which the cost code is used but is for reference only.



1. Left-click the **Add** button on the Tasks List tab toolbar.
2. The **W.O. Cost Task Setup** window will appear.



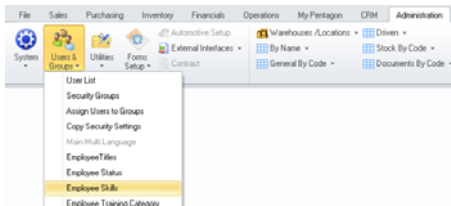
- a. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the cost task code [5-character maximum]
 - b. **Description** field – Enter the name of the cost task.
 - c. **Memo** field – Enter any information related to the cost task.
3. Left-click the **OK** button on the **W.O. Cost Task Setup** window toolbar to save the record and close the window.
- e. Left-click the **Close** button on the **W.O. Cost Setup** window toolbar to close the window.

END OF SECTION

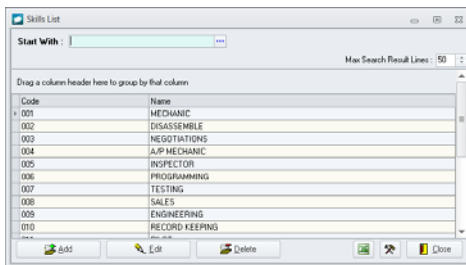
11. Table Setup – Skills

Skills are used to identify particular qualifications in which users are trained or certified.

- a. From the ribbon, left click **Administration**, left-click **Users & Groups** and left-click **Employee Skills**.

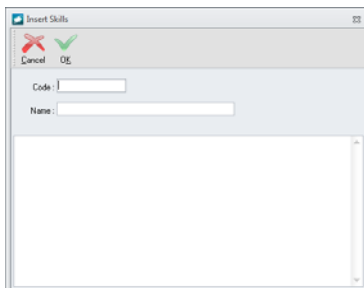


- b. The **Skills List** search window will appear.



- c. Left-click the **Add** button.

- d. The **Insert Skills** window will appear.



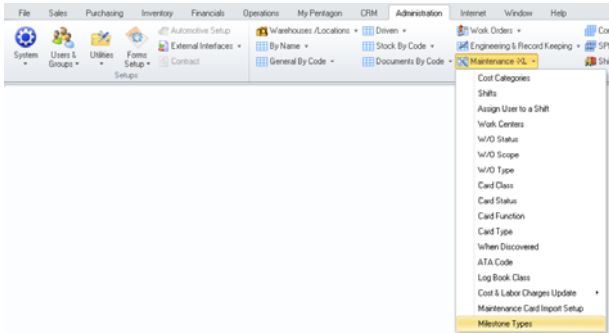
- i. **Code** field [REQUIRED]– Enter an alphanumeric code to designate the skill code [5-character maximum]
 - ii. **Name** field – Enter the name of the skill.
 - iii. Memo field – Enter any information related to the skill.
- e. Left-click the **OK** button on the **Insert Skills** window toolbar to save the record and close the window.

END OF SECTION

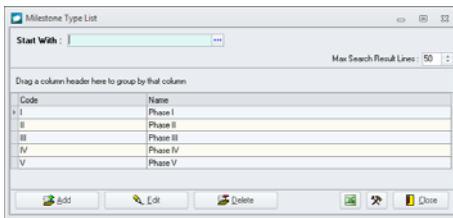
12. Table Setup – Milestone Code

Milestone codes are used to group cards associated with a particular scope into phases or stages. When all the cards associated with a milestone code have been signed-off, then the milestone, phase or stage has been completed. This feature is for grouping and reporting purposes only.

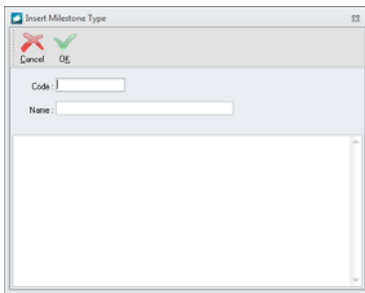
- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **Milestone Types**.



- b. The **Milestone Type List** search window will appear.



- c. Left-click the **Add** button.
- d. The **Insert Milestone Type** window will appear.



- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the milestone type code [5-character maximum]
- ii. **Name** field – Enter the name of the milestone type.
- iii. **Memo** field – Enter any information related to the milestone type.

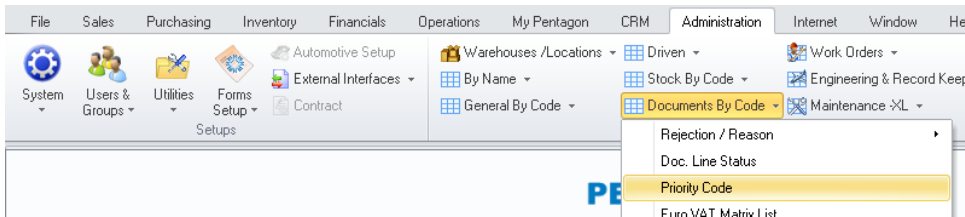
- e. Left-click the **OK** button on the **Insert Milestone Type** window toolbar to save the record and close the window.

END OF SECTION

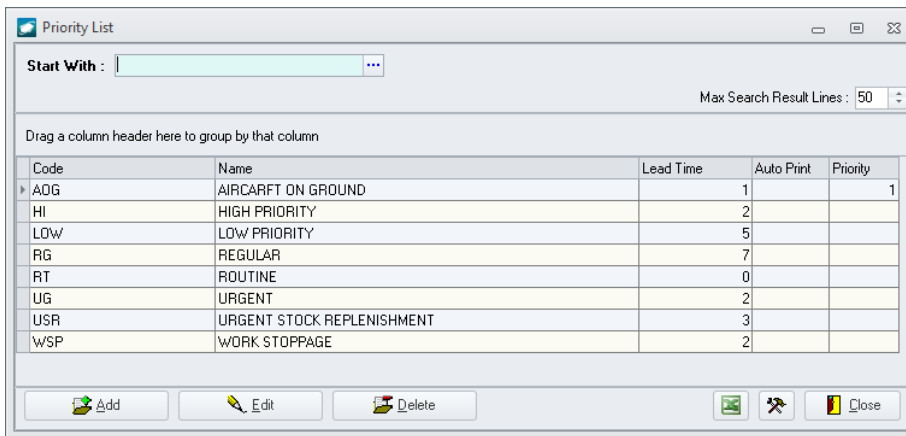
13. Table Setup – Priority Code

NOTE: Priority codes are used in several modules within the system. This section describes the setup of table values in their entirety, even though some of the settings may not be applicable to this particular procedure.

- a. From the ribbon, left-click **Administration**, left-click **Documents By Code**, and left-click **Priority Code**.



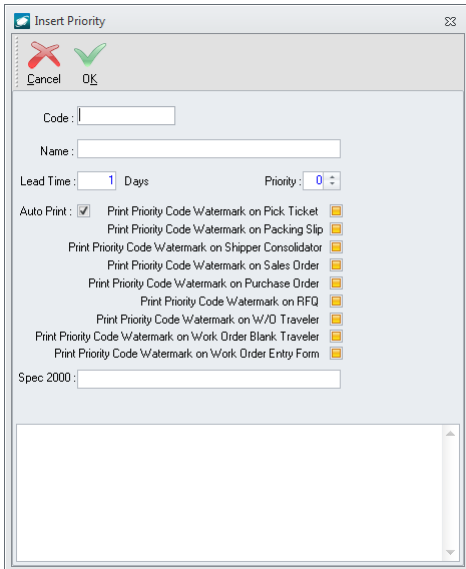
- b. The **Priority List** search window will appear.



- c. Left-click the **Add** button.

CONTINUE TO NEXT PAGE

d. The **Insert Priority** window will appear.



- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the priority code [5-character maximum]
- ii. **Name** field – Enter the name of the priority.
- iii. **Lead Time** field – Enter the default lead time for parts assigned to this priority when ordered.
- iv. **Priority** field – Enter a number to identify the priority relative to the other priority codes. This field is how the system determines how the priority codes relate to each other.
- v. **Auto Print** flag – Under certain circumstances, parts assigned to be picked may have certain documents printed automatically. This flag identifies whether the priority code is at a high enough level to be printed automatically. This feature will be outlined in more detail in procedure manuals for which the feature applies.
- vi. **Print Priority Code Watermark on Pick Ticket** flag – If the flag is marked as “checked”, then the priority code assigned to the header will be printed as a watermark on pick tickets.
- vii. **Print Priority Code Watermark on Packing Slip** flag – If the flag is marked as “checked”, then the priority code assigned to the header will be printed as a watermark on packing slips.
- viii. **Print Priority Code Watermark on Shipper Consolidator** flag – If the flag is marked as “checked”, then the priority code assigned to the header will be printed as a watermark on shipper consolidators.
- ix. **Print Priority Code Watermark on Sales Order** flag – If the flag is marked as “checked”, then the priority code assigned to the header will be printed as a watermark on sales orders.

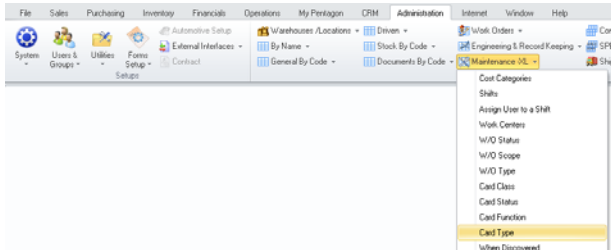
- x. **Print Priority Code Watermark on Purchase Order** flag – If the flag is marked as “checked”, then the priority code assigned to the header will be printed as a watermark on purchase orders.
 - xi. **Print Priority Code Watermark on RFQ** flag – If the flag is marked as “checked”, then the priority code assigned to the header will be printed as a watermark on RFQs.
 - xii. **Print Priority Code Watermark on W/O Traveler** flag – If the flag is marked as “checked”, then the priority code assigned to the work order header will be printed as a watermark on component work order travelers.
 - xiii. **Print Priority Code Watermark on Work Order Blank Traveler** flag – If the flag is marked as “checked”, then the priority code assigned to the work order header will be printed as a watermark on component work order blank travelers.
 - xiv. **Spec2000** field – Identifies the Spec2000 compatible priority code to which the Pentagon 2000 priority code is associated.
 - xv. **Memo** field – Enter any information related to the priority.
- e. Left-click the **OK** button on the **Insert Priority** window toolbar to save the record and close the window.

END OF SECTION

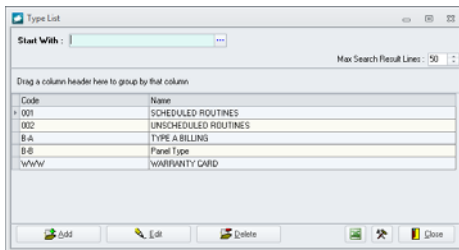
14. Table Setup – Card Type

Card types are used simply to categorize cards.

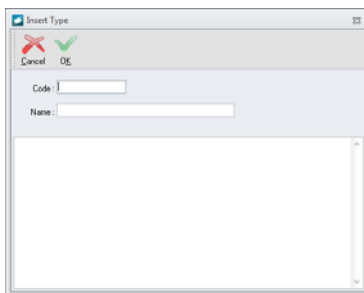
- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **Card Type**.



- b. The **Type List** search window will appear.



- c. Left-click the **Add** button.
- d. The **Insert Type** window will appear.



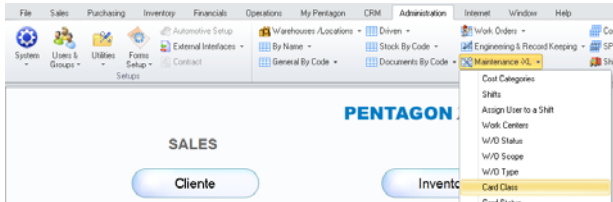
- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the card type code [5-character maximum]
 - ii. **Name** field – Enter the name of the card type.
 - iii. Memo field – Enter any information related to the card type.
- e. Left-click the **OK** button on the **Insert Type** window toolbar to save the record and close the window.

END OF SECTION

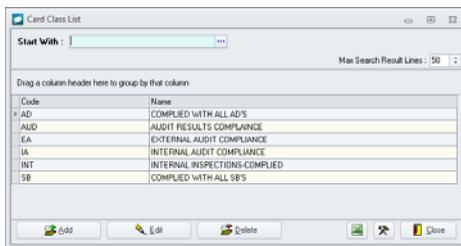
15. Table Setup – Card Class

Card class are used simply to categorize cards.

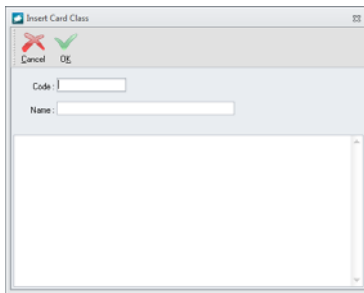
- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **Card Class**.



- b. The **Card Class List** search window will appear.



- c. Left-click the **Add** button.
- d. The **Insert Card Class** window will appear.



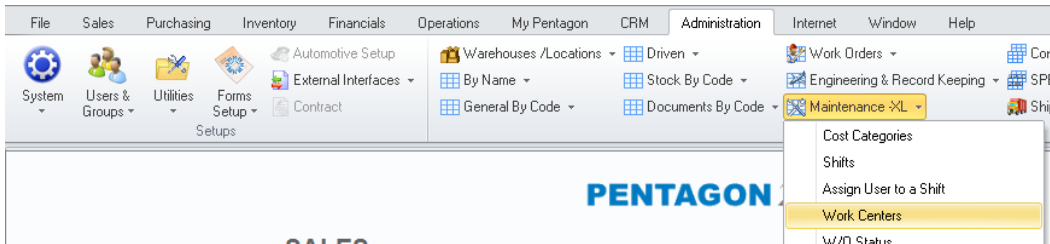
- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the card class code [5-character maximum]
 - ii. **Name** field – Enter the name of the card class.
 - iii. Memo field – Enter any information related to the card class.
- e. Left-click the **OK** button on the **Insert Card Class** window toolbar to save the record and close the window.

END OF SECTION

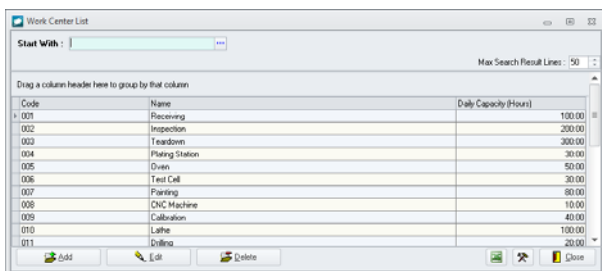
16. Table Setup – Work Centers

Work Centers are physical locations or departments in which tasks are performed.

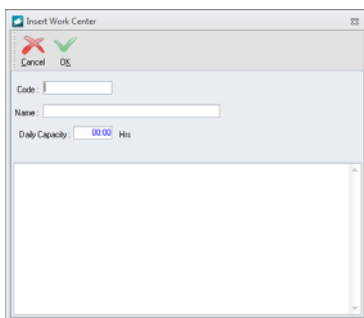
- a. From the ribbon, left click **Administration**, left-click **Maintenance-XL** and left-click **Work Centers**.



- b. The **Work Center List** search window will appear.



- c. Left-click the **Add** button.
- d. The **Insert Work Center** window will appear.



- i. **Code** field [REQUIRED] – Enter an alphanumeric code to designate the work center code [5-character maximum]
- ii. **Name** field – Enter the name of the work center.
- iii. **Daily Capacity** field [reference only] – Enter the number of hours of labor that may be completed in this work center per day.
- iv. **Memo** field – Enter any information related to the work center.

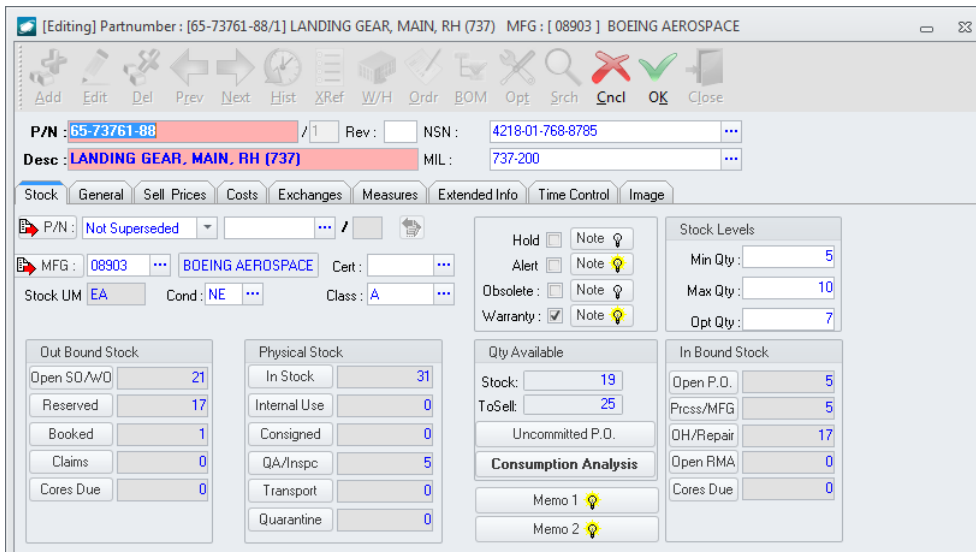
- e. Left-click the **OK** button on the **Insert Work Center** window toolbar to save the record and close the window.

END OF SECTION

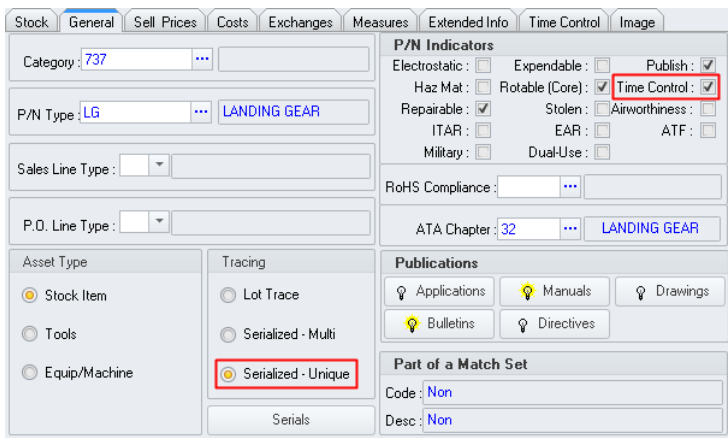
17. Aircraft Component Setup – General

In order to track an engine/assembly, engine/assembly component or unit in the aircraft records, you must ensure the following is performed for the part number.

- a. From the **Partnumber** window, left-click the **Edit** button to enter edit mode.



- b. Left-click the **General** tab.



- i. **Tracing** group box – Ensure the radio button to the left of the **Serialized - Unique** option is selected if the part is serialized.

NOTE: In most cases, the parts that you will be installing and tracking in aircraft records will be serialized. You may add parts that are not uniquely serialized to the aircraft records and they should have the **Lot Trace** radio button selected in the **Tracing** group box.

- ii. **P/N Indicators** group box – Ensure the flag to the right of the **Time Control** label is marked as checked.

NOTE: *This flag must be checked in order to create standard scopes at the part master level.*

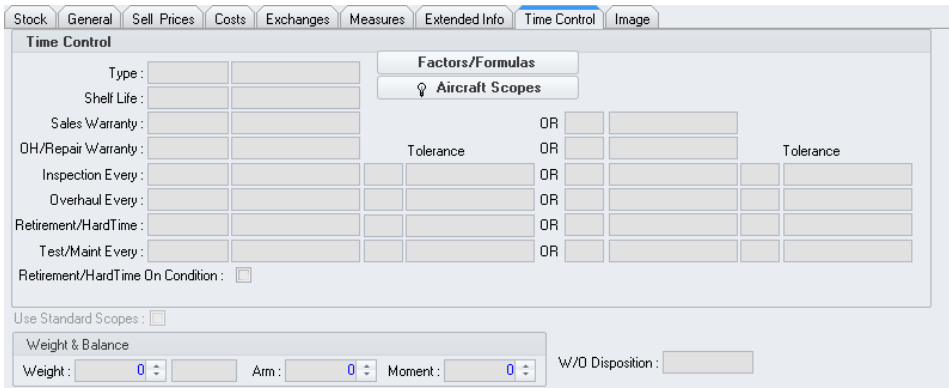
- c. Left-click the **OK** button on the **Partnumber** window toolbar to save the record.
- d. Left-click the **Close** button on the **Partnumber** window toolbar to close the window.

END OF SECTION

18. Aircraft Component Setup – Time Control

Aircraft records have the ability to track components (usually serialized) that have been installed. If the component is inspected or replaced based upon a time control, then a time control formula should be defined for the part number.

- a. Left-click the **Edit** button from the **Partnumber** window toolbar to enter edit mode.
- b. Left-click the **Time Control** tab.



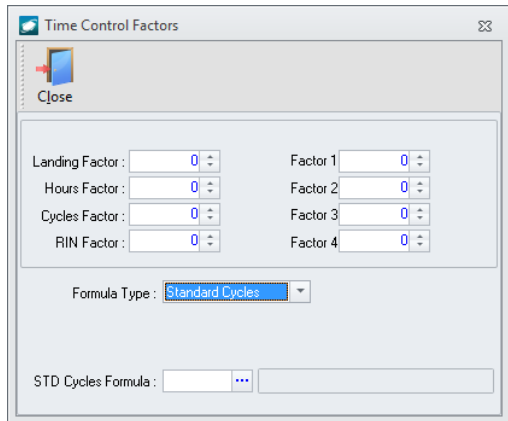
- i. **Type** field – Select the type, this will correspond to the tab on which the part number will be added to the aircraft.
 1. “Engine” will generally be added to the **Engines/Assembly** tab on the aircraft.
 2. “Unit” will generally be added to the **Units** tab on the aircraft.
 3. “Eng/Cmp” will generally be added to the **Engine/Assembly Components** tab of the **Engine/Assembly** window.
 4. “MEL” will generally be added to the **MEL** tab on the aircraft.
 5. “Req” will generally be added to the **Req List** tab on the aircraft.
 6. “APU” will be added to the **APU** tab on the aircraft.
 7. “APU Component” will be added to the **APU Components** tab of the **APU** window.

NOTE: The type selected does not affect the ability to install the part number as any type of unit or assembly on the aircraft (it is for reference only) EXCEPT “APU” and “APU Component”. No part number may be installed on the APU tab unless the type is identified as “APU” and no part number may be installed as an APU component unless the type is identified as “APU Component”.

- ii. Cycle calculation method field (field directly to the right of the **Type** field) – Select the method that is used to calculate cycles for the part when an aircraft on which the component is installed is flown.

NOTE: This field is for reference only. Cycle calculations are managed in the **Factors/Formula** button.

- iii. **Factors/Formulas** button.
 1. Left-click the **Factors/Formulas** button.
 2. The **Time Control Factors** window will appear.



- a. **Landing Factor** field – Enter the factor by which the number of aircraft landings should be multiplied to calculate the landings applied to the part during flights, if applicable. If the value is “0”, the number of aircraft landings will simply be applied to the part.
- b. **Hours Factor** field – Enter the factor by which the number of aircraft hours should be multiplied to calculate the hours applied to the part during flights, if applicable. If the value is “0”, the number of aircraft hours will simply be applied to the part.
- c. **Cycles Factor** field – Enter the factor by which the number of aircraft cycles should be multiplied to calculate the cycles applied to the part during flights, if applicable. If the value is “0”, the number of aircraft cycles will simply be applied to the part.

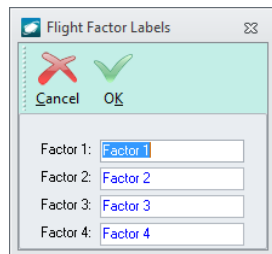
NOTE: This field will be overridden by the cycles formula(s) if one is associated with this part.

- d. **RIN Factor** field – Enter the factor by which the aircraft RIN should be multiplied to calculate the RIN applied to the part during flights, if applicable. If the value is “0”, the aircraft RIN will simply be applied to the part.

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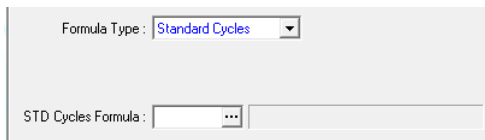
- e. **Factor 1, Factor 2, Factor 3, and Factor 4** fields – These factors exist for data that may need to be collected in relation to aircraft hours. Enter the factor by which the number of aircraft hours should be multiplied to calculate the factor applied to the part during flights, if applicable. If the value is “0”, the number of aircraft hours will simply be applied to the part.

NOTE: The labels for each of these four factor fields may be modified in the general settings. From the ribbon, left-click **Administration**, select **System**, left-click **System General Defaults**, the **Company Setup** window will appear. Left-click the **Customer Docs** tab, left-click the **Flight Operations Factor Labels** button, the **Flight Factor Labels** window will appear.



- f. **Formula Type** field – Identify the type of formula that will be used in calculating the cycles applied to the part during flights.

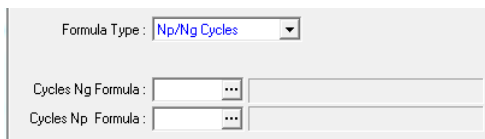
- i. “Standard Cycles” will allow a formula to be selected and applied to cycles.



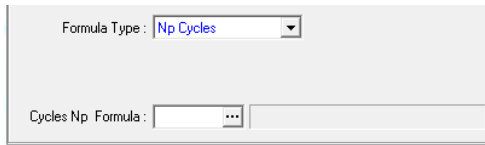
- ii. “Standard RIN” will allow a formula to be selected and applied to the RIN.



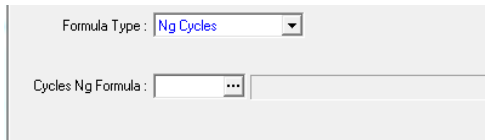
- iii. “Np/Ng Cycles” will allow formulas to be selected and applied to both Np cycles and Ng cycles.



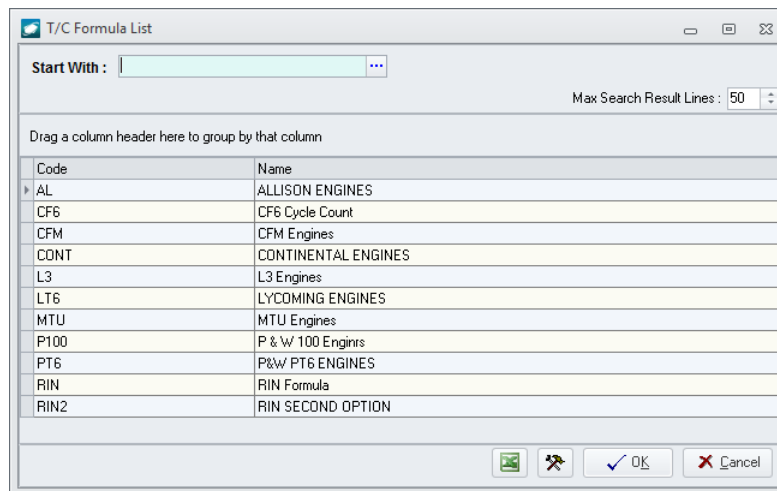
- iv. “Np Cycles” will allow a formula to be selected and applied to Np cycles.



- v. “Ng Cycles” will allow a formula to be selected and applied to Ng cycles.



- g. **RIN Formula, Cycles Np Formula, and Cycles Ng Formula, STD Cycles Formula** fields – Select the applicable formula.
 - i. Left-click the formula field.
 - ii. The **T/C Formula List** search window will appear.



Code	Name
AL	ALLISON ENGINES
CF6	CF6 Cycle Count
CFM	CFM Engines
CONT	CONTINENTAL ENGINES
L3	L3 Engines
LT6	LYCOMING ENGINES
MTU	MTU Engines
P100	P & W 100 Engines
PT6	P&W PT6 ENGINES
RIN	RIN Formula
RIN2	RIN SECOND OPTION

- iii. Select the applicable formula (left-click the line within the search window and left-click OK; or double-click the line within the search window).

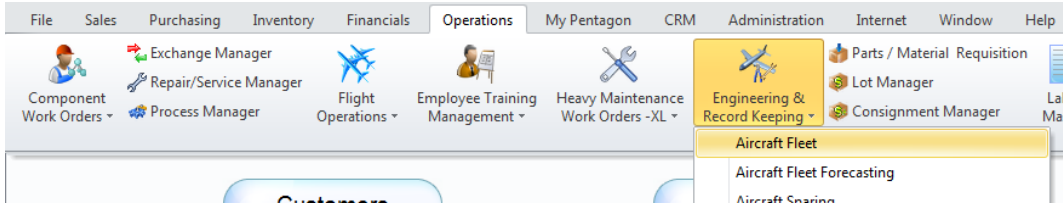
NOTE: Formulas are managed in the **T/C Formula List** (see Section 5 within this manual).

- 3. Left-click the Close button on the **Time Control Factors** window toolbar.
- c. Left-click the **OK** button on the **Partnumber** window toolbar to save the record.
- d. Left-click the **Close** button on the **Partnumber** window toolbar to close the window.

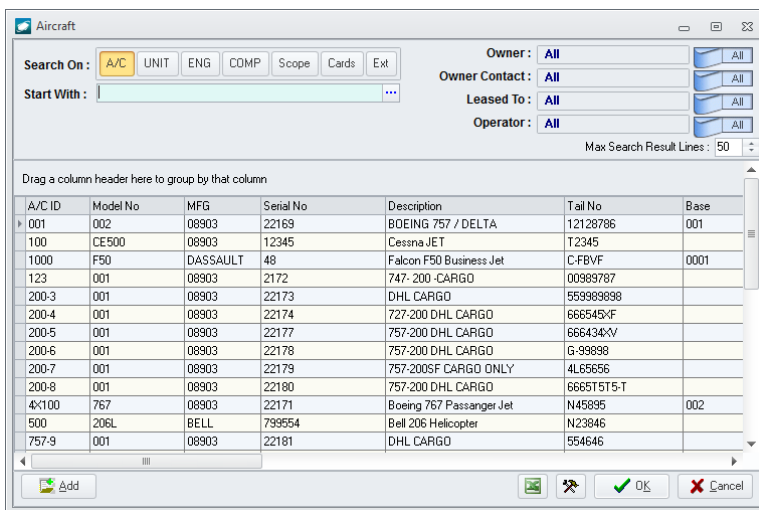
END OF SECTION

19. Aircraft Setup – General

- a. From the ribbon, left-click **Operations** and left-click **Aircraft Fleet**.

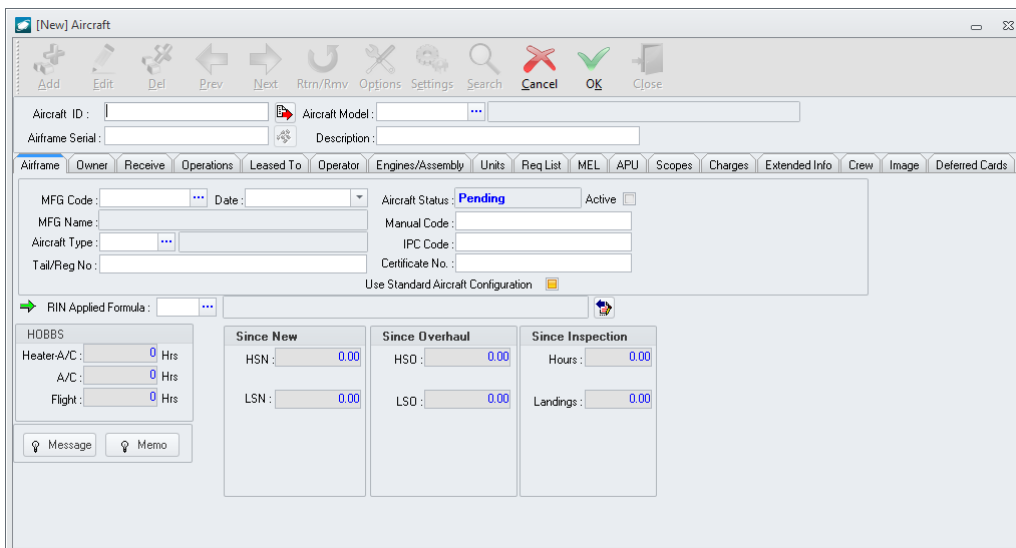


- b. The **Aircraft** search window will appear.



- c. Left-click the **Add** button.

- d. The **Aircraft** window will appear.



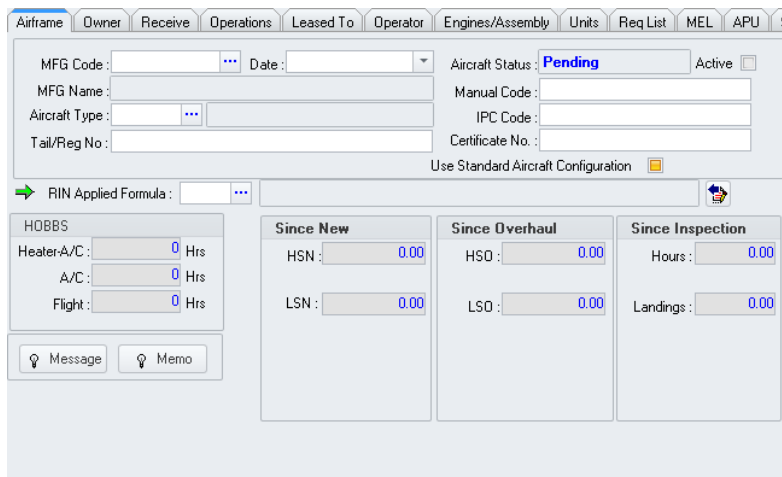
e. **Header**

- i. **Aircraft ID** field [REQUIRED] – Enter a unique identifier for the aircraft [10-character maximum].

NOTE: The **Aircraft ID** field may not be edited after the record is saved the first time.

- ii. **Airframe Serial** field [REQUIRED] – Enter the serial number of the aircraft [30-character maximum].
- iii. **Aircraft Model** field [REQUIRED] – Select the appropriate aircraft model.
- iv. **Description** field – Enter a short description of the aircraft [50-character maximum]

f. **Airframe tab**



- i. **MFG Code** field – Select the appropriate vendor.
- ii. **Date** field – Select the date that the aircraft was manufactured.
- iii. **MFG Name** field – This field will be automatically populated from the vendor file when the **MFG Code** field is selected.
- iv. **Aircraft Type** field – Select the appropriate aircraft type.
- v. **Tail/Reg No** field – Enter the tail number of the aircraft [20-character maximum].
- vi. **Aircraft Status** field – Identifies the status of the aircraft. Refer to the *Aircraft Setup – Aircraft Status* section of this procedure for detailed instructions.
- vii. **Active** flag – Ensure the flag is marked as “checked” if the aircraft is actively a part of the fleet you are managing.

NOTE: This flag must be checked create installation and removal procedures for the aircraft.

- viii. **Manual Code** field – Enter the code of the operation manual applicable to the aircraft.
- ix. **IPC Code** field – Enter the code of the illustrated parts catalog applicable to the aircraft.
- x. **Certificate No** field – Enter the certificate number applicable to the aircraft.
- xi. **Use Standard Aircraft Configuration** flag – Ensure the flag is marked as “checked” to enable the Standard Configuration Module on this aircraft.

NOTE: *This flag will not appear unless the Standard Aircraft Configuration module is licensed. Instructions on using the Standard Aircraft Configuration Module may be found in the procedure “Standard Aircraft Configuration Module” within the Quality section of this manual.*

- xii. **RIN Applied Formula** field – Select the appropriate time control formula for the airframe.
- xiii. **HOBBS** group box
 - 1. **Heater-A/C** field – Displays the Heater -A/C HOBBS meter reading from the last recorded flight.
 - 2. **A/C** field – Displays the A/C HOBBS meter reading from the last recorded flight.
 - 3. **Flight** field – Displays the Flight HOBBS meter reading from the last recorded flight.
- xiv. **Message** button – Left-click to open the memo editor; enter any information relevant to the scope that may be shared external to your organization.
- xv. **Memo** button – Left-click to open the memo editor; enter any information relevant to the scope that should be kept internal to your organization.
- xvi. **Since New** group box – Displays values applicable to the aircraft since new.

NOTE: *Since New values are calculated using the values input on the **Receive** tab, the flight log and any manual time control adjustments.*

Refer to the “Receive tab” portion of this section for instructions regarding entering aircraft time at receipt (or current time).

Instructions on input of flight logs may be found in the procedure “Flight Operations Module” within the Quality section of this manual.

Refer to the “Aircraft Window – Toolbar” section of this procedure for instructions regarding manual time control adjustments.

- 1. **HSN** field – Displays the airframe hours since new.
- 2. **LSN** field – Displays the airframe landings since new.

- xvii. **Since Overhaul** group box – Displays values applicable to the aircraft since the last time a scope identified to reset the overhaul values associated the airframe was performed.

NOTE: *Since Overhaul* values are calculated using the values input on the **Receive** tab, the dates associated with any scopes identified to reset the overhaul values associated with the airframe, the flight log and any manual time control adjustments.

Refer to the “Receive tab” portion of this section for instructions regarding entering aircraft time at receipt (or current time).

Refer to the “Aircraft Record Keeping: Managing Scopes” procedure within the Quality section of this manual for instructions regarding identifying a scope to reset the overhaul values for the airframe.

Instructions on input of flight logs may be found in the procedure “Flight Operations Module” within the Quality section of this manual.

Refer to the “Aircraft Window – Toolbar” section of this procedure for instructions regarding manual time control adjustments.

1. **HSO** field – Displays the airframe hours since overhaul.
 2. **LSO** field – Displays the airframe landings since overhaul.
- xviii. **Since Inspection** group box – Displays values applicable to the aircraft since the last time a scope identified to reset the inspection values associated the airframe was performed.

NOTE: *Since Inspection* values are calculated using the values input on the **Receive** tab, the dates associated with any scopes identified to reset the inspection values associated with the airframe, the flight log and any manual time control adjustments.

Refer to the “Receive tab” portion of this section for instructions regarding entering aircraft time at receipt (or current time).

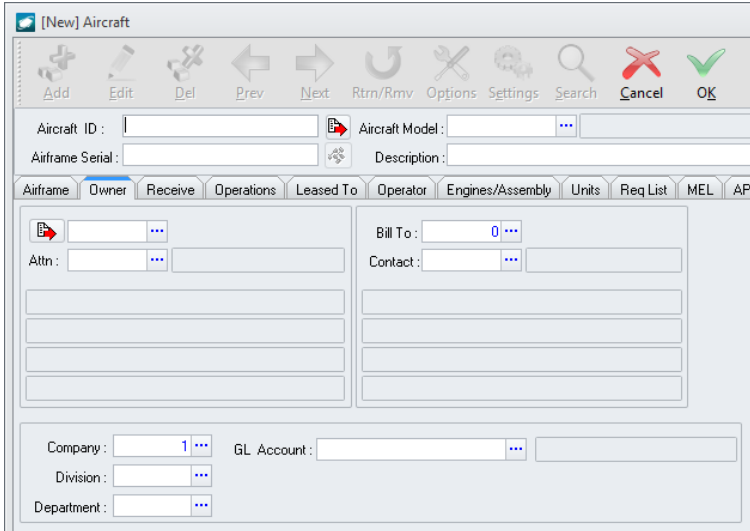
Refer to the “Aircraft Record Keeping: Managing Scopes” procedure within the Quality section of this manual for instructions regarding identifying a scope to reset the inspection values for the airframe.

Instructions on input of flight logs may be found in the procedure “Flight Operations Module” within the Quality section of this manual.

Refer to the “Aircraft Window – Toolbar” section of this procedure for instructions regarding manual time control adjustments.

1. **Hours** field – Displays the airframe hours since overhaul.
2. **Landings** field – Displays the airframe landings since overhaul.

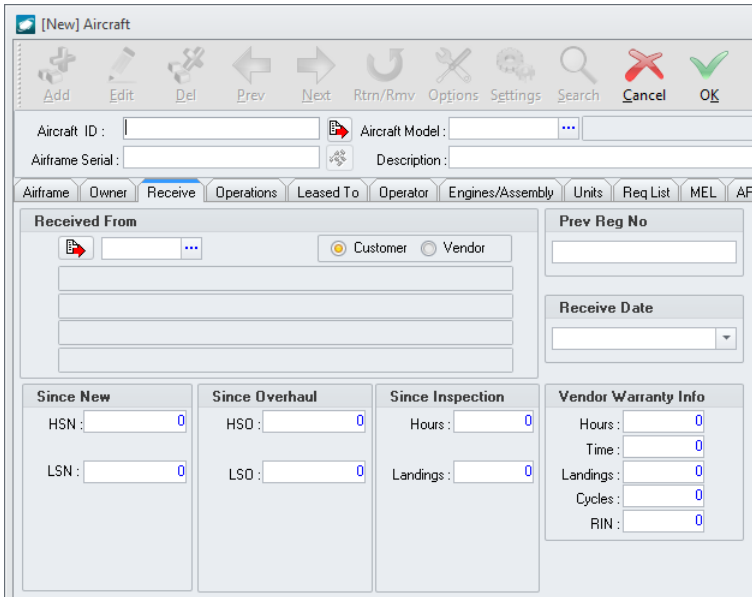
g. **Owner tab**



- i. **Owner Account No** field – Select the appropriate customer.
- ii. **Attn** field – Select the appropriate contact associated with the selected customer.
- iii. **Bill to** field – Select the appropriate “bill to” address associated with the selected customer.
- iv. **Contact** field – Select the appropriate billing contact associated with the selected customer.
- v. **Company** field [REQUIRED] – Select the appropriate company. This may identify the company who owns the aircraft (if the aircraft is not owned by a customer) or the company who manages the aircraft records for the selected customer.
- vi. **Division** field - Select the appropriate division. This may identify the division who owns the aircraft (if the aircraft is not owned by a customer) or the division who manages the aircraft records for the selected customer.
- vii. **Department** field - Select the appropriate department. This may identify the department who owns the aircraft (if the aircraft is not owned by a customer) or the department who manages the aircraft records for the selected customer.
- viii. **GL Account** field – Select the appropriate GL account.

CONTINUE TO NEXT PAGE

h. Receive tab



NOTE: Information on the **Receive** tab is very important to the calculation of aircraft values and, in general, represents a single point in time. The point in time used should not be prior to the point that flights began being logged into the Flight Operations module unless valid manual time control adjustments have been made; however, the latter case is not recommended.

i. Received From group box

1. Customer/Vendor group box

- Customer** radio button – Ensure the radio button is selected if the aircraft was previously owned by a customer.
- Vendor** radio button - Ensure the radio button is selected if the aircraft was previously owned by a vendor.

- Previous Owner Account No field – Select the customer or vendor from which the aircraft was received.

ii. Since New group box

NOTE: Values identified in the **Since New** group box will be the basis for the “since new” values on the airframe within the system. The values entered will be increased by flight logs and positive manual time control adjustments. The values entered will be decreased by negative manual time control adjustments.

1. **HSN** field – Enter the airframe hours since new just prior to the first flight log that will be entered into the system.
2. **LSN** field – Enter the airframe landings since new just prior to the first flight log that will be entered into the system.

iii. **Since Overhaul** group box

NOTE: Values identified in the **Since Overhaul** group box will be the basis for the “since overhaul” values on the airframe within the system until a scope identified to reset the overhaul values associated with the airframe is performed.

If no applicable scope has been performed, the values entered will be increased by flight logs and positive manual time control adjustments. The values entered will be decreased by negative manual time control adjustments.

If an applicable scope has been performed, the values are for reference only.

Refer to the “Aircraft Record Keeping: Managing Scopes” procedure within the Quality section of this manual for instructions regarding identifying a scope to reset the overhaul values for the airframe.

Instructions on input of flight logs may be found in the procedure “Flight Operations Module” within the Quality section of this manual.

Refer to the “Aircraft Window – Toolbar” section of this procedure for instructions regarding manual time control adjustments.

1. **HSO** field – Enter the airframe hours since overhaul just prior to the first flight log that will be entered into the system.
2. **LSO** field – Enter the airframe landings since overhaul just prior to the first flight log that will be entered into the system.

iv. **Since Inspection** group box

NOTE: Values identified in the **Since Inspection** group box will be the basis for the “since inspection” values on the airframe within the system until a scope identified to reset the inspection values associated with the airframe is performed.

If no applicable scope has been performed, the values entered will be increased by flight logs and positive manual time control adjustments. The values entered will be decreased by negative manual time control adjustments.

If an applicable scope has been performed, the values are for reference only.

Refer to the “Aircraft Record Keeping: Managing Scopes” procedure within the Quality section of this manual for instructions regarding identifying a scope to reset the inspection values for the airframe.

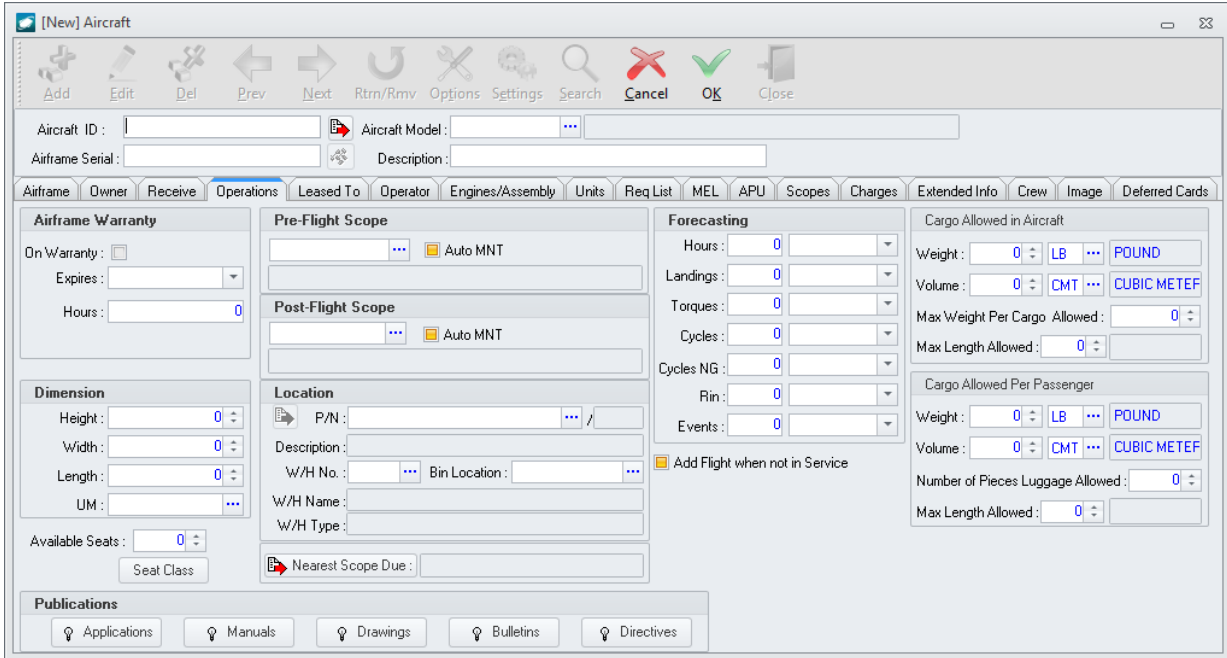
Instructions on input of flight logs may be found in the procedure “Flight Operations Module” within the Quality section of this manual.

Refer to the “Aircraft Window – Toolbar” section of this procedure for instructions regarding manual time control adjustments.

1. **Hours** field – Enter the airframe hours since inspection just prior to the first flight log that will be entered into the system.
2. **Landings** field – Enter the airframe landings since inspection just prior to the first flight log that will be entered into the system.
- v. **Prev Reg No** field – Enter the previous tail number or registration number.
- vi. **Receive Date** field – Enter the date that the aircraft was received from the customer or vendor.
- vii. **Vendor Warranty Info** group box – Displays the airframe warranty in various values based upon the vendor from which the aircraft was received.
 1. **Hours** field – Enter the number of airframe hours since receipt that the airframe is warranted.
 2. **Time** field – Enter the number of days since receipt that the airframe is warranted.
 3. **Landings** field – Enter the number of airframe landings since receipt that the airframe is warranted.
 4. **Cycles** field – Enter the number of airframe cycles since receipt that the airframe is warranted.
 5. **RIN** field – Enter the number of airframe RIN since receipt that the airframe is warranted.

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i. **Operations tab**



i. **Airframe Warranty group box**

1. **On Warranty** flag – Ensure the flag is marked as “checked” if the airframe is under warranty.
2. **Expires** field – Select the date on which the warranty expires.
3. **Hours** field – Enter the number of airframe hours since new that the airframe is warranted.

NOTE: It is assumed that the warranty will expire at the earlier of the **Expires** field or the **Hours** field.

A value of “0” in the hours field will be treated as if there was no limit on the number of hours that the airframe could accumulate before the warranty expires.

ii. **Dimension group box**

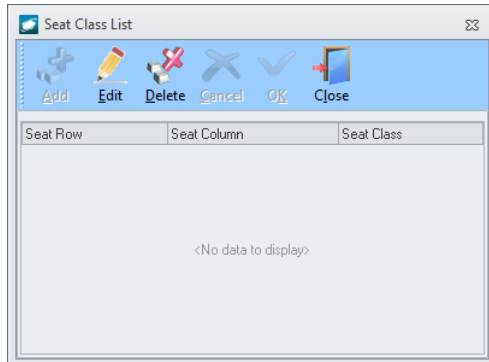
1. **Height** field – Enter the height of the aircraft in the unit of measure identified in the **UM** field.
2. **Weight** field – Enter the weight of the aircraft in the unit of measure identified in the **UM** field.
3. **Length** field – Enter the length of the aircraft in the unit of measure identified in the **UM** field.
4. **UM** field – Select the appropriate unit of measure.

iii. **Available Seats** field – Enter the number of passenger seats available for the aircraft.

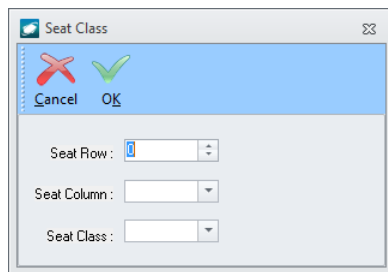
- iv. **Seat Class** button – Identify each available seat by row, column, and class.

NOTE: The information contained in this button is for reference only unless utilizing the Flight Reservations Module.

1. Left-click the **Seat Class** button.
2. The **Seat Class List** window will appear.



3. Add a Seat
 - a. Left-click the **Add** button on the **Seat Class List** window toolbar.
 - b. The **Seat Class** window will appear.



- i. **Seat Row** field – Enter the row number applicable to the seat.
- ii. **Seat Column** field – Select the column letter applicable to the seat.

NOTE: Seat columns are identified by a letter between “A” and “J”. These values are defaulted in the system and may not be changed.

- iii. **Seat Class** field – Select the class applicable to the seat.

NOTE: Available seat classes are “First,” “Business” and “Coach.”. These values are defaulted in the system and may not be changed.

- c. Left-click the **OK** button on the **Seat Class** window toolbar to save the record and close the window.
 - d. The seat will appear in the **Seat Class List** window grid.
4. Edit a Seat
- a. Left-click the seat that you would like to edit within the grid.
 - b. Left-click the **Edit** button on the **Seat Class List** window toolbar.
 - c. The **Seat Class** window will appear.
 - d. Modify the details as necessary.
 - e. Left-click the **OK** button on the **Seat Class** window toolbar to save the record and close the window.
5. Delete a Seat
- a. Left-click the seat that you would like to edit within the grid.
 - b. Left-click the **Delete** button on the **Seat Class List** window toolbar.
 - c. The seat will be removed from the grid.
6. Left-click the **Close** button on the **Seat Class List** window toolbar to close the window.

v. **Pre-Flight Scope** group box – Identify a scope that must be performed prior to each flight.

NOTE: The scope must be associated with the aircraft on the **Scopes** tab.

1. Pre-Flight Scope field – Select the appropriate scope.
2. **Auto MNT** flag – Ensure the flag is marked as “checked” if a maintenance work order is to be created for the aircraft and scope each time a flight log is created for the aircraft.

vi. **Post-Flight Scope** group box – Identify a scope that must be performed following each flight.

NOTE: The scope must be associated with the aircraft on the **Scopes** tab.

1. Post-Flight Scope field – Select the appropriate scope.
2. **Auto MNT** flag – Ensure the flag is marked as “checked” if a maintenance work order is to be created for the aircraft and scope each time a flight log is closed for the aircraft.

vii. **Location** group box

1. **P/N field – UNK**

2. **Description** field – Displays the description of the part number selected in the **P/N** field.

3. **W/H No** field – Select the default warehouse in which to place removed components on maintenance work orders created for the aircraft.

4. **Bin Location** field – Select the default bin location in which to place removed components on maintenance work orders created for the aircraft.

5. **W/H Name** field – Displays the name of the warehouse selected in the **W/H No** field.

6. **W/H Type** field – Displays the type of warehouse selected in the **W/H No** field.

viii. **Nearest Scope Due** field – Displays when the nearest scope associated with the aircraft is due.

ix. **Forecasting** group box – Identify the aircraft’s operational tempo for purposes of calculating due dates on forecasting reports.

1. **Hours** and associated UM fields – Enter the number of flight hours and select a unit of time in which the aircraft will fly those hours (i.e. 120 hours per month).

2. **Landings** and associated UM fields – Enter the number of landings and select a unit of time in which the aircraft will perform that number of landings (i.e. 43 landings per month).

3. **Torques** and associated UM fields – Enter the number of torque events and select a unit of time in which the aircraft will perform that number of torque events (i.e. 15 torque events per week).

4. **Cycles** and associated UM fields – Enter the number of cycles and select a unit of time in which the aircraft will perform that number of cycles (i.e. 3 cycles per day).

5. **Cycles NG** and associated UM fields – Enter the number of Ng cycles and select a unit of time in which the aircraft will perform that number of Ng cycles (i.e. 57 cycles per month).

6. **Rin** and associated UM fields – Enter the number of RIN and select a unit of time in which the aircraft will expend that number of RIN (i.e. 17 RIN per week).

7. **Events** and associated UM fields - Enter the number of events and select a unit of time in which the aircraft will perform that number of events (i.e. 10 events per day).

x. **Add Flight when not in Service** flag – Ensure the flag is marked as “checked” if you would like to create flight logs for the aircraft even when **Aircraft Status** field (on **Airframe** tab) displays a status other than “Operational.”

- xi. **Cargo allowed in Aircraft** group box – Identify the amount of total cargo allowed in the aircraft

NOTE: This group box is for reference only unless utilizing the Flight Reservations Module.

1. **Weight** field – Enter the total weight of all cargo allowed in the aircraft in terms of the associated unit of measure.

NOTE: The unit of measure for aircraft cargo weight is determined by the default base measure of weight identified on the **Defaults** tab of the **Company** setup.

2. **Volume** field – Enter the total volume of all cargo allowed in the aircraft in terms of the associated unit of measure.

NOTE: The unit of measure for aircraft cargo volume is determined by the default base measure of volume identified on the **Defaults** tab of the **Company** setup.

3. **Max Weight Per Cargo Allowed** field – Enter the maximum weight of a single cargo item allowed in the aircraft in terms of the unit of measure associated with the **Weight** field.

4. **Max Length Allowed** field – Enter the maximum length of a single cargo item allowed in the aircraft in terms of the associated unit of measure.

NOTE: The unit of measure for aircraft cargo length is determined by the default base measure of length identified on the **Defaults** tab of the **Company** setup.

- xii. **Cargo allowed per passenger** group box – Identify the amount of passenger luggage allowed in the aircraft

NOTE: This group box is for reference only unless utilizing the Flight Reservations Module.

1. **Weight** field – Enter the maximum weight a single luggage item allowed in the aircraft in terms of the associated unit of measure.

NOTE: The unit of measure for passenger luggage weight is determined by the default base measure of weight identified on the **Defaults** tab of the **Company** setup.

2. **Volume** field – Enter the maximum volume a single luggage item allowed in the aircraft in terms of the associated unit of measure.

NOTE: The unit of measure for passenger luggage volume is determined by the default base measure of volume identified on the **Defaults** tab of the **Company** setup.

3. **Number of Pieces Luggage Allowed** field – Enter the maximum number of luggage items associated with a single passenger allowed in the aircraft.
4. **Max Length Allowed** field – Enter the maximum length of a single luggage item allowed in the aircraft in terms of the associated unit of measure.

NOTE: *The unit of measure for passenger luggage length is determined by the default base measure of length identified on the **Defaults** tab of the **Company** setup.*

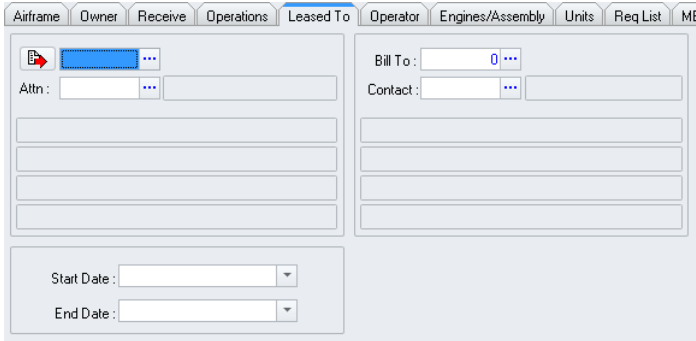
xiii. **Publications** group box

Link publications using the instructions outlined in the procedure “Publications (Core System)” within the General System section of this manual.

NOTE: *If the Publication Management module is being used, links to all publications are made from the Publications Management module. This procedure describes the steps for linking publications without the Publications Management module. Instructions for linking items to publications from the Publications Management module may be found in the procedure "Publication Management Module" within the General System section of this manual.*

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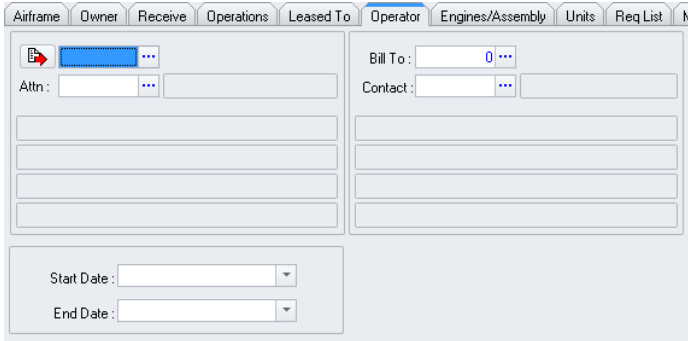
j. **Leased To** tab



- i. Lessee Account No field – Select the appropriate customer.
- ii. **Attn** field – Select the appropriate contact associated with the selected customer.
- iii. **Bill to** field – Select the appropriate “bill to” address associated with the selected customer.
- iv. **Contact** field – Select the appropriate billing contact associated with the selected customer.
- v. **Start Date** field – Select the date on which the aircraft was leased to the selected customer.
- vi. **End Date** field – Select the date on which the lease of the aircraft to the selected customer will end.

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k. **Operator tab**



- i. **Operator Account No** field – Select the appropriate customer.
- ii. **Attn** field – Select the appropriate contact associated with the selected customer.
- iii. **Bill to** field – Select the appropriate “bill to” address associated with the selected customer.
- iv. **Contact** field – Select the appropriate billing contact associated with the selected customer.
- v. **Start Date** field – Select the date on which the aircraft began operation by the selected customer.
- vi. **End Date** field – Select the date on which operation of the aircraft by the selected customer will end.

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I. Engines/Assembly tab

Displays engines and assemblies that have been installed on the aircraft. Engines and assemblies are assumed to have subcomponents that are tracked separately by serial number.

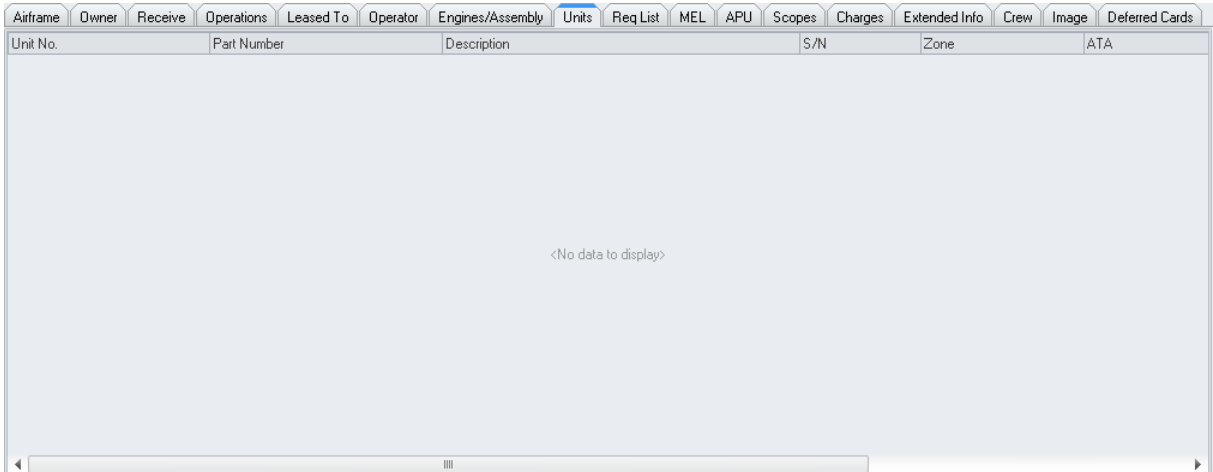
Engine/Assembly No.	Part Number	Description	Kind	S/N	Zone	ATA
<No data to display>						

- i. Engines and assemblies are installed using installation procedure documents. Refer to the *Aircraft Setup – Installation Procedures* section of this procedure for detailed instructions.
- ii. Engines and assemblies are removed using removal procedure documents. Refer to the *Aircraft Setup – Removal Procedures* section of this procedure for detailed instructions.
- iii. Scopes may be associated with engines, assemblies and their subcomponents. Refer to the *Aircraft Record Keeping: Managing Scopes* procedure manual for detailed instructions.

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m. **Units** tab

Displays units that have been installed on the aircraft. Units are assumed to be tracked by serial number but are not allowed to have subcomponents.



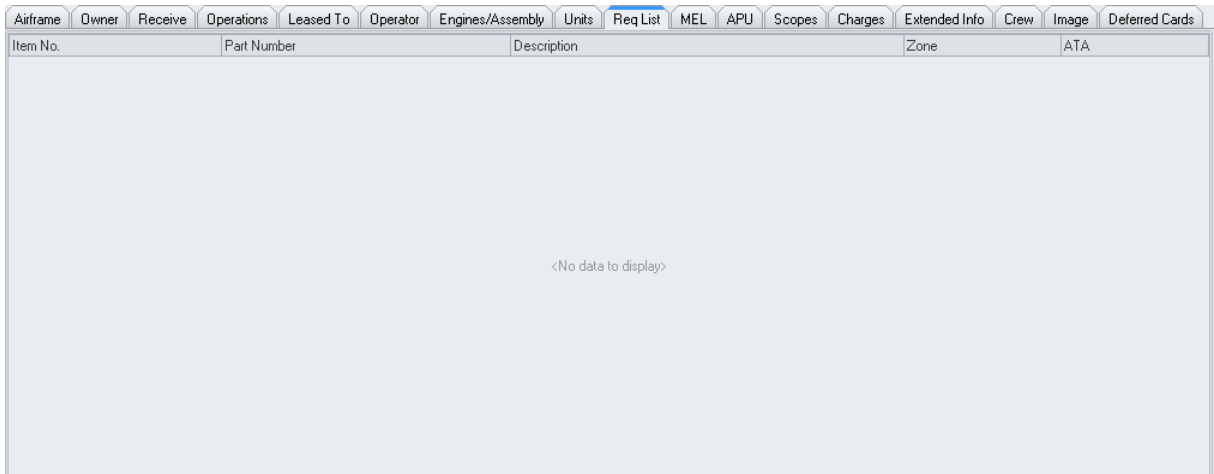
Unit No.	Part Number	Description	S/N	Zone	ATA
<No data to display>					

- i. Units are installed using installation procedure documents. Refer to the *Aircraft Setup – Installation Procedures* section of this procedure for detailed instructions.
- ii. Units are removed using removal procedure documents. Refer to the *Aircraft Setup – Removal Procedures* section of this procedure for detailed instructions.
- iii. Scopes may be associated with units. Refer to the *Aircraft Record Keeping: Managing Scopes* procedure manual for detailed instructions.

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n. **Req List** tab

Displays required equipment items on the aircraft. Required equipment items are not tracked by serial number but are assumed as required on the aircraft.



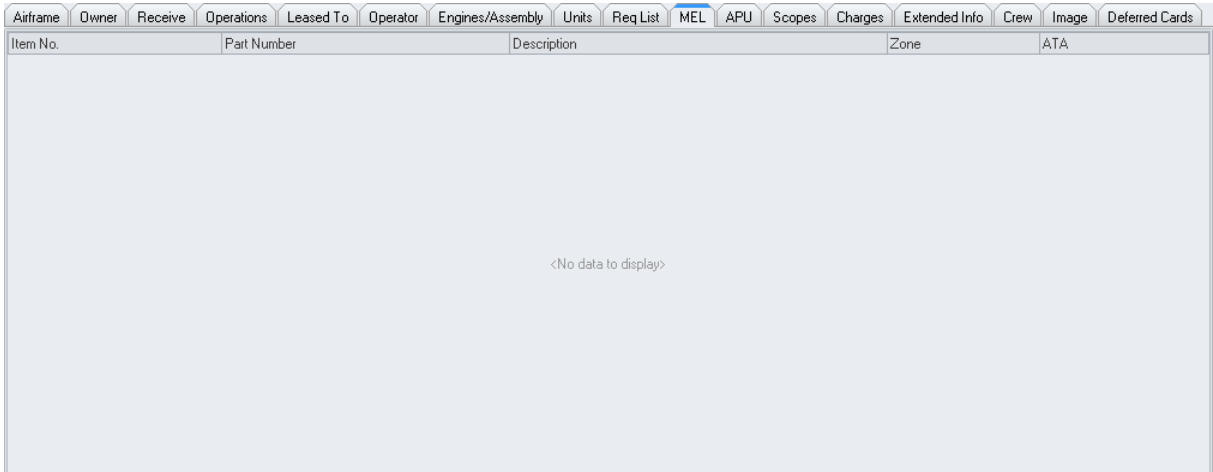
Item No.	Part Number	Description	Zone	ATA
<No data to display>				

- i. Required equipment items are installed and removed using buttons present on the **Req List** tab when in edit mode. Refer to the *Aircraft Setup – Required Equipment List* section of this procedure for detailed instructions.
- ii. Scopes may be associated with required equipment items. Refer to the *Aircraft Record Keeping: Managing Scopes* procedure manual for detailed instructions.

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o. **MEL** tab

Displays minimum equipment list items that have been installed on the aircraft. MEL items may or may not be tracked by serial number and are assumed to be optional to safe operation of the aircraft.



Item No.	Part Number	Description	Zone	ATA
<No data to display>				

- i. MEL items are installed using installation procedure documents. Refer to the *Aircraft Setup – Installation Procedures* section of this procedure for detailed instructions.
- ii. MEL items are removed using removal procedure documents. Refer to the *Aircraft Setup – Removal Procedures* section of this procedure for detailed instructions.
- iii. Scopes may be associated with MEL items. Refer to the *Aircraft Record Keeping: Managing Scopes* procedure manual for detailed instructions.

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p. **APU** tab

Displays auxiliary power units (APUs) that have been installed on the aircraft. APUs are assumed to have subcomponents that are tracked separately by serial number.

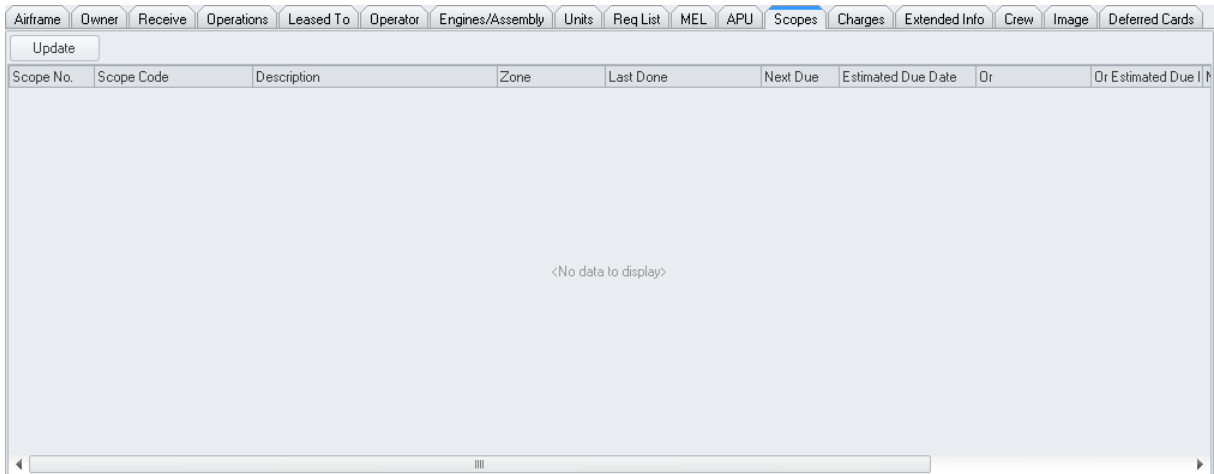
Airframe	Owner	Receive	Operations	Leased To	Operator	Engines/Assembly	Units	Req List	MEL	APU	Scopes	Charges	Extended Info	Crew	Image	Deferred Cards
APU No.	Part Number	Description	S/N	Zone	ATA	Nearest Scope D										
<No data to display>																

- i. APUs are installed using installation procedure documents. Refer to the *Aircraft Setup – Installation Procedures* section of this procedure for detailed instructions.
- ii. APUs are removed using removal procedure documents. Refer to the *Aircraft Setup – Removal Procedures* section of this procedure for detailed instructions.
- iii. Scopes may be associated with APUs and their subcomponents. Refer to the *Aircraft Record Keeping: Managing Scopes* procedure manual for detailed instructions.

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q. **Scopes** tab

Displays scopes that have been linked to the airframe. Scopes are linked using buttons present on the **Scopes** tab when in edit mode. Refer to the *Aircraft Record Keeping: Managing Scopes* procedure manual for detailed instructions.

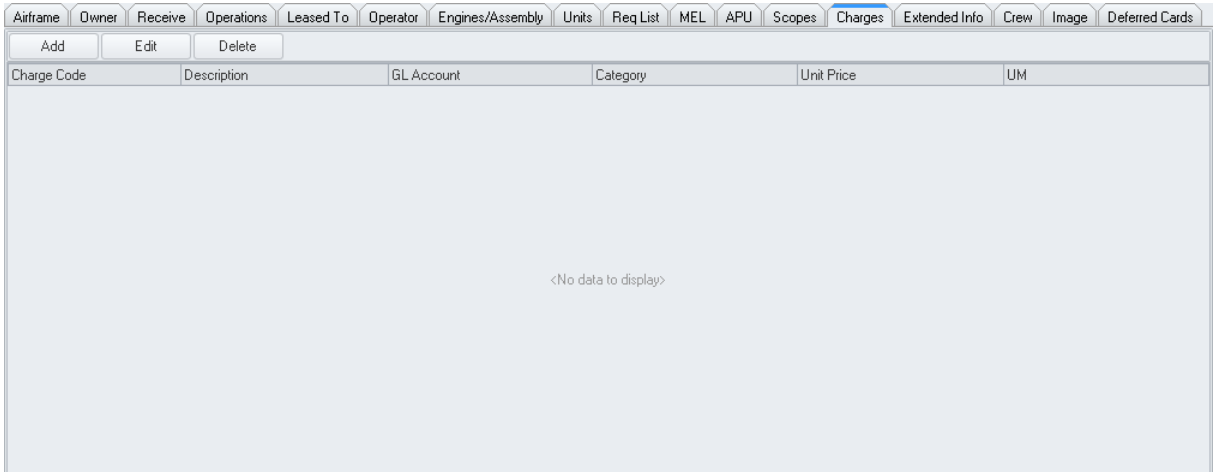


Scope No.	Scope Code	Description	Zone	Last Done	Next Due	Estimated Due Date	Or	Or Estimated Due Date
<No data to display>								

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r. **Charges** tab

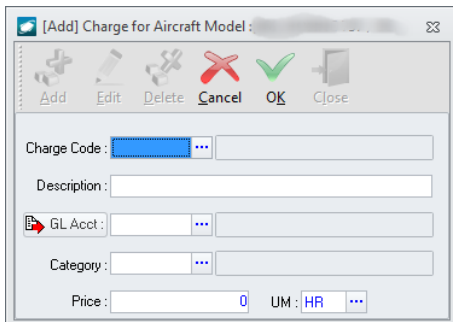
Displays charges that have been linked to the airframe that may be used as miscellaneous charges on flight logs associated with the aircraft.



NOTE: The **Charges** tab is applicable only if your organization utilizes the Flight Operations module to create invoices.

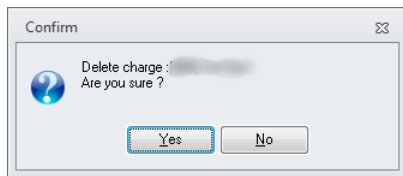
i. Add a Miscellaneous Flight Charge

1. While the **Aircraft** window is in edit mode, left-click the **Add** button on the **Charges** tab toolbar.
2. The **Charge for Aircraft Model** window will appear.



- a. **Charge Code** field – Select the applicable miscellaneous flight charge code.
- b. **Description** field – Enter the description of the particular flight charge.
- c. **GL Acct** field – Select the appropriate GL account.
- d. **Category** field – Select the appropriate inventory category.

- e. **Price** and associated **UM** fields – Enter the price of the flight charge in terms of the unit of measure selected.
 - f. Left-click the **OK** button on the **Charge for Aircraft Model** window toolbar to save the record.
3. Left-click the **Close** button on the **Charge for Aircraft Model** window toolbar to close the window.
 4. The charge will appear in the **Charges** tab grid.
- ii. Edit a Miscellaneous Flight Charge
1. Left-click the charge that you would like to edit within the **Charges** tab grid.
 2. While the **Aircraft** window is in edit mode, left-click the **Edit** button on the **Charges** tab toolbar.
 3. The **Charge for Aircraft Model** window will appear.
 - a. Left-click the **Edit** button on the **Charge for Aircraft Model** window toolbar.
 - b. Modify the details as necessary.
 - c. Left-click the **OK** button on the **Charge for Aircraft Model** window toolbar to save the record.
 4. Left-click the **Close** button on the **Charge for Aircraft Model** window toolbar to close the window.
- iii. Delete a Miscellaneous Flight Charge
1. Left-click the charge that you would like to edit within the **Charges** tab grid.
 2. While the **Aircraft** window is in edit mode, left-click the **Delete** button on the **Charges** tab toolbar.
 3. A **Confirm** dialog box will appear with the following message:

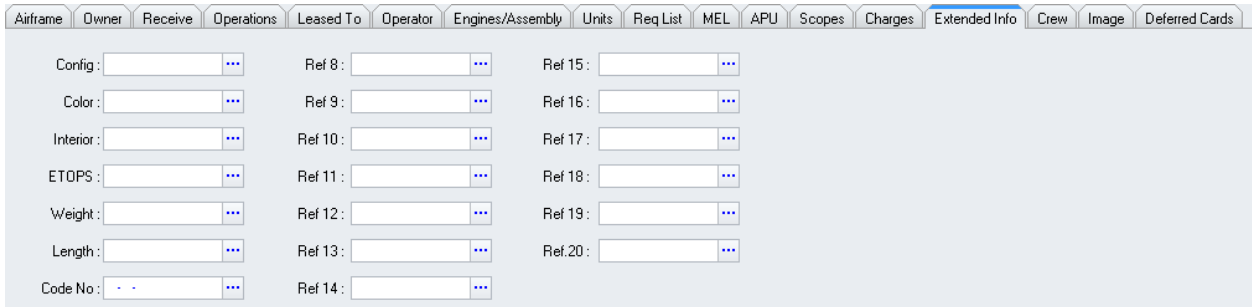


4. Left-click the **Yes** button.
5. The charge will be removed from the **Charges** tab grid.

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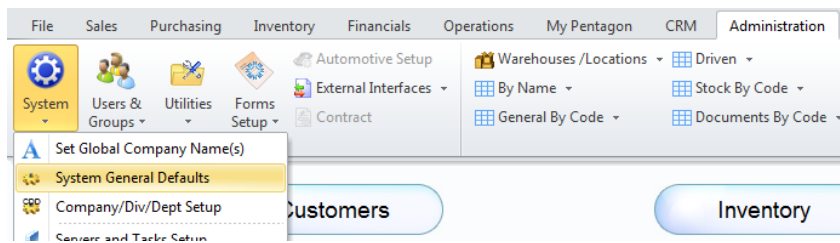
s. **Extended Info tab**

Enables the storage and display of up to 20 user defined fields.

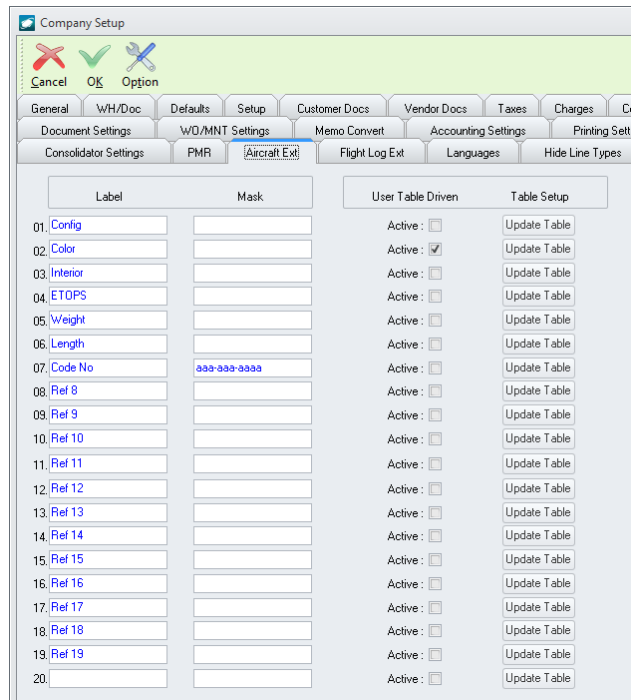


i. **Setup of User Defined Fields**

1. From the ribbon left-click **Administration**, left-click **System** and left-click **System General Defaults**.



2. The **Company Setup** window will appear. Left-click the **Aircraft Ext** tab.

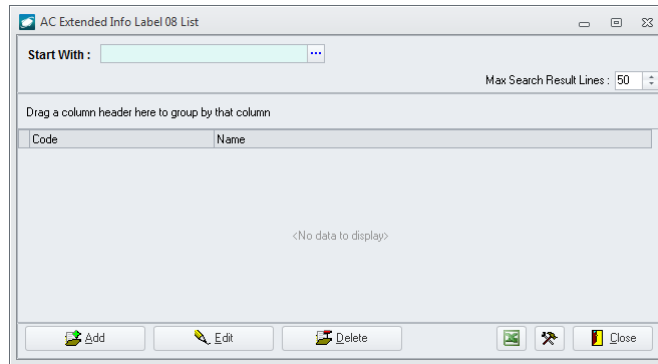


Label	Mask	User Table Driven	Table Setup
01. Config		Active: <input type="checkbox"/>	Update Table
02. Color		Active: <input checked="" type="checkbox"/>	Update Table
03. Interior		Active: <input type="checkbox"/>	Update Table
04. ETOPS		Active: <input type="checkbox"/>	Update Table
05. Weight		Active: <input type="checkbox"/>	Update Table
06. Length		Active: <input type="checkbox"/>	Update Table
07. Code No	aaa-aaa-aaaa	Active: <input type="checkbox"/>	Update Table
08. Ref 8		Active: <input type="checkbox"/>	Update Table
09. Ref 9		Active: <input type="checkbox"/>	Update Table
10. Ref 10		Active: <input type="checkbox"/>	Update Table
11. Ref 11		Active: <input type="checkbox"/>	Update Table
12. Ref 12		Active: <input type="checkbox"/>	Update Table
13. Ref 13		Active: <input type="checkbox"/>	Update Table
14. Ref 14		Active: <input type="checkbox"/>	Update Table
15. Ref 15		Active: <input type="checkbox"/>	Update Table
16. Ref 16		Active: <input type="checkbox"/>	Update Table
17. Ref 17		Active: <input type="checkbox"/>	Update Table
18. Ref 18		Active: <input type="checkbox"/>	Update Table
19. Ref 19		Active: <input type="checkbox"/>	Update Table
20.		Active: <input type="checkbox"/>	Update Table

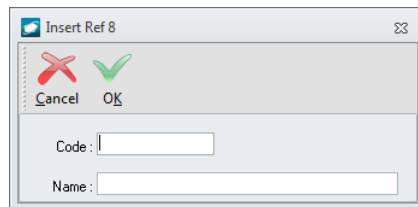
- a. **Label** column – Enter the label that should be displayed for each of the user defined fields [10-character maximum].
- b. **Mask** column – Enter a mask for the data that will be stored in each of the user defined fields, if necessary [30-character maximum].

NOTE: A mask requires that certain types of characters be entered in certain positions within the data as well as identifies the number of characters required. Certain symbols may also be used as separators.

- i. **Numeric** characters – identified by using the number “0” or “9” in the **Mask** field.
 - ii. **Alphanumeric** characters – identified by using the letter “a” in the mask field.
 - iii. **Symbols** – the following symbols may be used as separators:
 1. “-” (dash)
 2. “_” (underscore)
 3. “,” (comma)
 4. “.” (period)
 5. “&” (ampersand)
 6. “@” (at sign)
 7. “!” (exclamation mark)
 8. “%” (percentage sign)
 9. “()” (parentheses)
 10. “[]” (brackets)
- c. **User Table Driven** column – Mark the **Active** flag as “checked” if the values stored within the user defined field should be selected from a list of acceptable values.
 - d. **Table Setup** column – Identify the list of acceptable values for each user defined field where the **Active** flag has been checked in the **User Table Driven** column
 - i. Left-click the **Update Table** button corresponding to the user defined field.
 - ii. The **[Ref 01] List** search window will appear. Note that “[Ref 01]” will be replaced with the label that was previously identified for the user defined field.



- iii. Left-click the **Add** button.
- iv. The **Insert [Ref 01]** window will appear. Note that “[Ref 01]” will be replaced with the label that was previously identified for the user defined field.



1. **Code** field (REQUIRED) – Enter a code for the value [10-character maximum].
 2. **Name** field – Enter the value that should be displayed in the user defined field [60-character maximum].
3. Left-click the **OK** button on the **Company Setup** window toolbar.

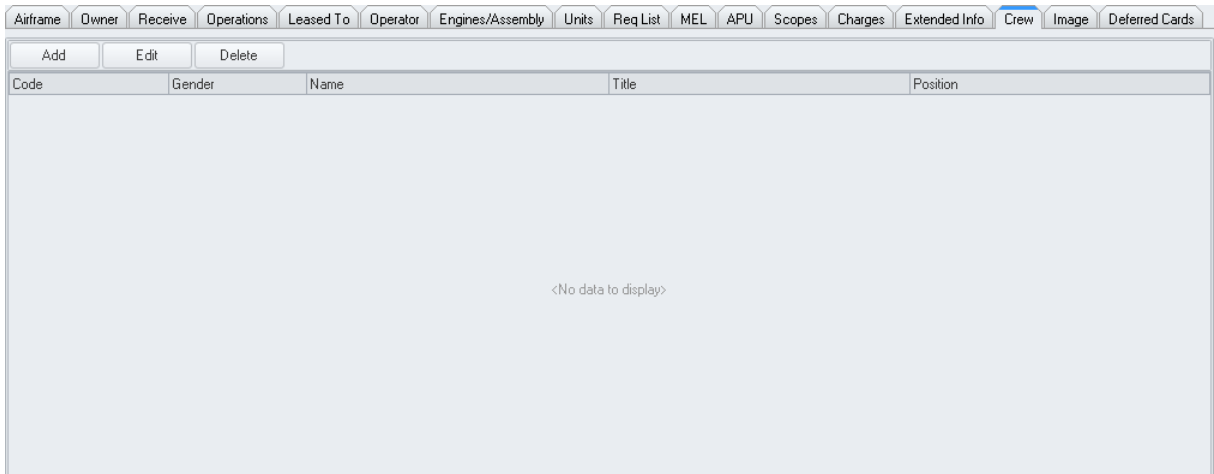
NOTE: You *MUST* log out of the system and log back in to activate the changes.

- ii. Text User Defined Fields – While the **Aircraft** window is in edit mode, enter value into the user defined field.
 - iii. Text User Defined Fields with Mask – While the **Aircraft** window is in edit mode, enter the value into the user defined field in accordance with the mask that was defined.
 - iv. Table Driven User Defined Fields – While the **Aircraft** window is in edit mode, select the appropriate value from the list.
- t. Left-click the **OK** button on the **Aircraft** window toolbar to save the record.
 - u. Left-click the **Close** button on the **Aircraft** window toolbar to close the window.

END OF SECTION

v. **Crew tab**

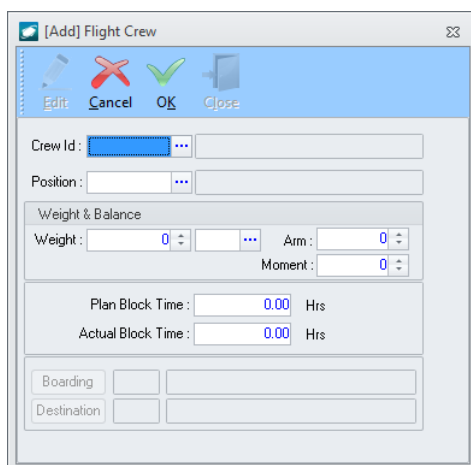
Displays default crewmembers that have been linked to the airframe in particular positions. These crewmembers and the related data will be populated on each flight log created for the aircraft in their respective positions. Crewmember information may be changed on the flight log if necessary.



NOTE: The **Crew** tab is applicable only if your organization utilizes the Flight Operations module and it is helpful to identify default crewmembers and their respective positions on each flight created for the aircraft.

i. Add a Crewmember

1. While the **Aircraft** window is in edit mode, left-click the **Add** button on the **Crew** tab toolbar.
2. The **Flight Crew** window will appear.



- a. **Crew ID** field – Select the appropriate user.
- b. **Position** field – Select the appropriate crew position

c. **Weight & Balance** group box

NOTE: These values will be populated from the **Weight & Balance** group box on the **Working Site Info** tab of the **User/Employee Information** window (User file), but may be adjusted as necessary.

To modify the default values related to the user, left-click **Administration** from the Main Menu toolbar, go to **Pentagon Users & Groups**, and left-click **User List**.

- i. **Weight** and **UM** fields – Enter the default weight value of the crewmember and select the appropriate unit of measure.
 - ii. **Arm** field – Enter the default arm of the crewmember on the aircraft.
 - iii. **Moment** field – Enter the moment of the crewmember on the aircraft.
- d. **Plan Block Time** field – Enter the default length of time the crewmember is scheduled to perform in the identified position.
- e. **Actual Block Time** field – Enter the default length of time the crewmember actually performs in the identified position.
- f. **Boarding** button – Ignore, this field cannot be completed in this window.
- g. **Destination** button – Ignore, this field cannot be completed in this window.
- h. Left-click the **OK** button on the **Flight Crew** window toolbar to save the record.
3. Left-click the **Close** button on the **Flight Crew** window toolbar to close the window.
4. The crewmember will appear in the **Crew** tab grid.
- ii. Edit a Crewmember
1. Left-click the crewmember that you would like to edit within the **Crew** tab grid.
 2. While the **Aircraft** window is in edit mode, left-click the **Edit** button on the **Crew** tab toolbar.
 3. The **Flight Crew** window will appear.
 - a. Left-click the **Edit** button on the **Flight Crew** window toolbar.
 - b. Modify the details as necessary.
 - c. Left-click the **OK** button on the **Flight Crew** window toolbar to save the record.
 4. Left-click the **Close** button on the **Flight Crew** window toolbar to close the window.

iii. Delete a Crewmember

1. Left-click the crewmember that you would like to edit within the **Crew** tab grid.
2. While the **Aircraft** window is in edit mode, left-click the **Delete** button on the **Crew** tab toolbar.
3. The charge will be removed from the **Crew** tab grid.

CONTINUE TO NEXT PAGE

w. Image tab



CONTINUE TO NEXT PAGE

x. **Deferred Cards** tab

Displays maintenance cards that have been created for the aircraft and have been marked as “deferred” on the **Doc/Def** tab of the **Maintenance Card** window.

Card No.	Page No.	Card ID	Maintenance No.	Doc Type	Cost Code	Card Date	Entered Date	Deferred	Deferred Due Dat	Description
<No data to display>										

NOTE: Maintenance cards may be accessed by double-clicking the related line within the grid on the **Deferred Cards** tab.

END OF DOCUMENT