S.M.A.R.T.

Electronic Record Keeping System

<u>Administrator</u>

User Manual

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INTRODUCTION

Vision's Secure Maintenance Aircraft Records Technology (SMART) Electronic Record Keeping System enables the operator to back-up, enhance, or replace its current paper record keeping system with a fully operational electronic system in compliance with FAA guidelines established in Advisory Circular AC120-78A.

SMART CAPABILITIES

Vision's SMART Electronic Record Keeping System is a fully functioning and operational electronic logbook (we refer to as an Aircraft Digital Logbook - ADL) which enables the aircraft operator to have full aircraft records management and operational authority, including: viewing, updating, searching, moving, and voiding, information and maintenance records in accordance with AC 120-78A.

The system is located on a web-based cloud computer and accessed thru a standard web browser, which can be used by any device (PC, Laptop, Mac, IPAD, Tablet, etc.). The system and all its data are backed-up on a continuous basis.

Vision's SMART Electronic Recordkeeping System represents a safe, convenient, and economical method of maintaining the historical maintenance and airworthiness records of an aircraft.
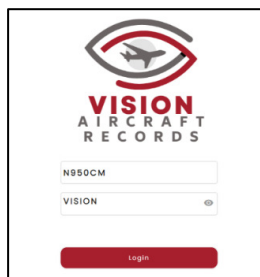
READER VERSION   (AIRCRAFT SPECIFIC)

Vision's Reader version allows the user to View, Search, and Print documents from the aircraft's record. It does not allow the user to access or change the logbooks in any way. The Reader version represents a safe and convenient method for the aircraft operator to share the aircraft's maintenance history with anyone needing this information.

LOGIN

Logging in to the Reader is typically (unless the customer has changed it on purpose) accomplished by using the Registration Number of the aircraft as the user ID, along with the universal password: VISION.

EXAMPLE:

VIEWING

Vision's SMART logbook (ADL) is divided into two windows or zones. The zone on the left side of the screen contains the logbook structure. This area is divided into sections according to each operator's current record. The right side of the viewer shows the electronic image of each document in the record

The logbook structure can be identified as books, folders, or loose documents. To view the documents, select a book or folder and use the scroll wheel on your computer mouse to see the documents, or by using the scroll bar on the left side of the image window.
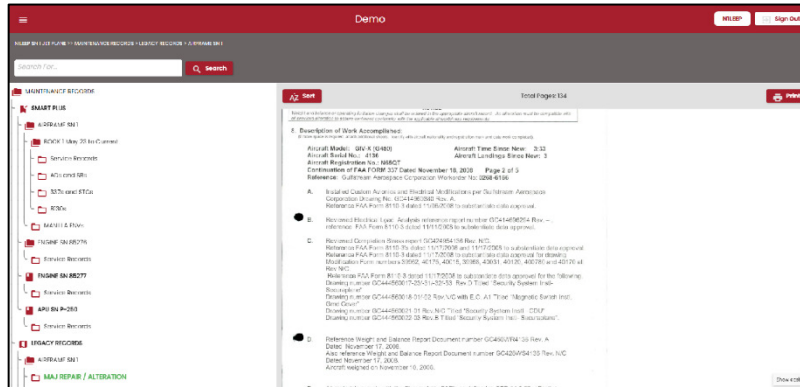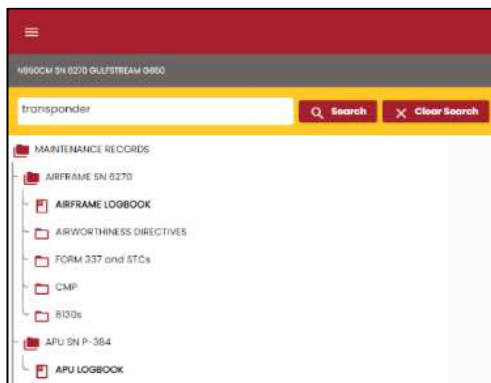
EXAMPLE

SEARCHING

Searching is accomplished by typing the desired search term into the Search Window on the top left side of the screen and select **Search.** The number of search results is displayed in the yellow band indicating that the search is complete. Each book or folder on the left of the screen displays the number of documents or search term matches found in each folder or book. Click on a book or folder containing the document(s) having the searched term.

EXAMPLE:

PRINTING

To print a document, select the book or folder on the window on the left side of the screen you would like to print from. Select the **Print** icon on the top right side of the screen. Now select the individual document or documents you would like to print. Select Print pdf. A pdf image of the document will be shown along with a local printer selection. Select the appropriate printer and print the document(s),

Documents printed from the Vision SMART system will display a stamp or watermark indicating that the document(s) were printed from Vision's secure AC120-78A Compliant Records system. A secure original copy of this document will always be accessible in the system.

SENDING DATA TO THE CUSTOMER / UPDATING CUSTOMER RECORDS

Vision gives anyone (including FAR 145 Repair Stations, MROs, Out Stations, etc.) the ability to upload any electronic data (such as Logbook Entries, Return to Service Documents, Work Orders, Task Cards, etc.) directly to an UPDATE FOLDER on Vision customer's electronic record without the need to use a large-file transfer service.

To upload electronic data, locate the UPDATES folder in the Left Zone (Folder area) of the SMART system. Select **UPDATES**. The Update window will appear in the Right Zone of the system. Select Upload Documents. Documents can be loaded one or more at a time.

EXAMPLE:

Upload Document(s) here to be added to the Log Book
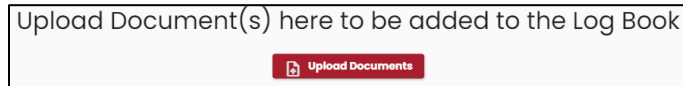
Upload Documents

Once document(s) are uploaded, the system session can be terminated anytime. The SMART program will continue to process the documents and place them in the **UPDATES** folder at the Administrator level.

Administrator Version   (Company Specific)

Vision's Administrator version allows the user to have complete control of the logbooks to View, Search, Print, Update, Move and Void documents. Along with managing the logbook structure by Creating, Renaming, Moving, and Deleting folders, and by researching the History of Activity in the Electronic Record. The Administrator version represents a safe and convenient method for the aircraft operator to manage the aircraft's recorded maintenance history.

Login

Logging-in to the Administrator is accomplished by using the Username ID and Password provided with your company's subscription. Once logged-in, if your company has more than one aircraft, select the aircraft logbook you wish to view.

Example
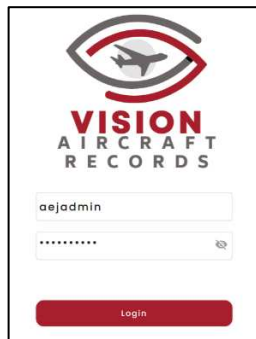
Viewing

Vision's SMART logbook (ADL) is divided into two windows or zones. The zone on the left side of the screen contains the logbook structure. This area is divided into sections according to each operator's current record, and contains red cogs that allow access to the drop-down menu which control the Structure of the ADL. The right side of the viewer shows the electronic image of each document in the record.

The ADL structure can be identified as books, folders, or loose documents. To view the documents, select a book or folder and use the scroll wheel on your computer mouse to scroll through the documents, or by using the scroll bar on the left side of the image window.
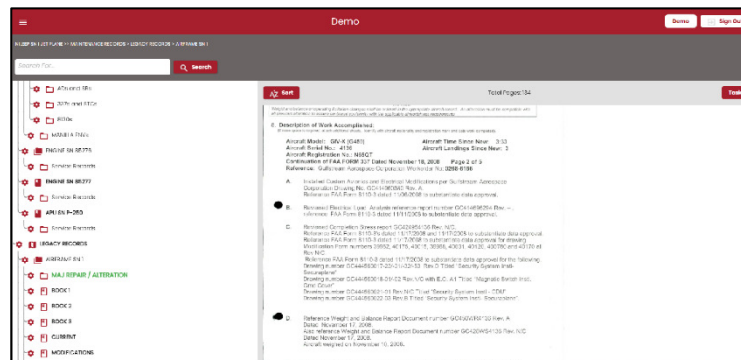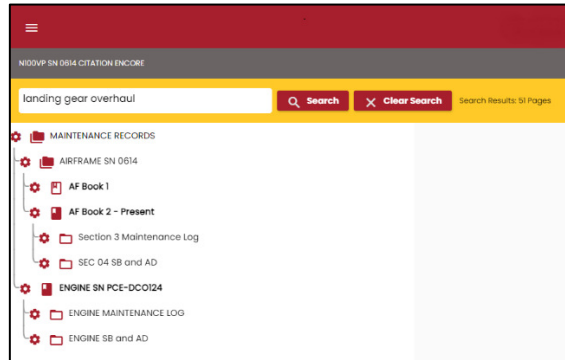
EXAMPLE

SEARCHING

Searching is accomplished by typing the desired search term into the Search Window on the top left side of the screen and select Search. The number of search results is displayed in the yellow band indicating that the search is complete. Each book or folder on the left of the screen displays the number of documents or search term matches found in each folder or book. Click on a book or folder containing the document(s) having the searched term.
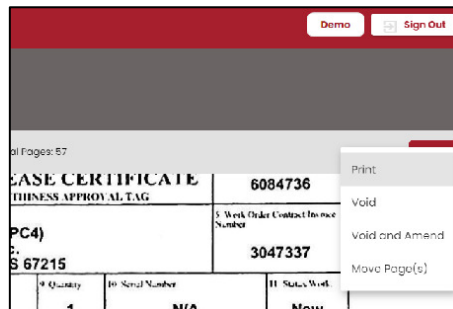
EXAMPLE

PRINTING

To print a document, select the book or folder on the window on the left side of the screen you would like to print from. Select the **Task** icon on the top right side of the screen.

EXAMPLE

Next select **Print**. Now select the individual document or documents you would like to print. Select Print pdf. A pdf image of the document will be shown along with a local printer selection. Select the appropriate printer and print the document(s),

EXAMPLE
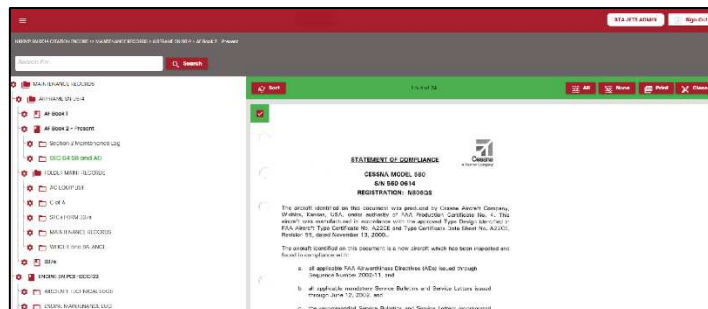
Documents printed from the Vision SMART system will display a stamp or watermark indicating that the document(s) were printed from Vision's secure AC120-78A Compliant Records system. A secure original copy of this document remains accessible in the system.

UPDATING THE LOGBOOK

To upload a maintenance entry or other data into the Aircraft Digital Logbook (ADL), use the drop-down menu accessed by the red cog next to the folder you wish to manage. Select **Upload documents.**
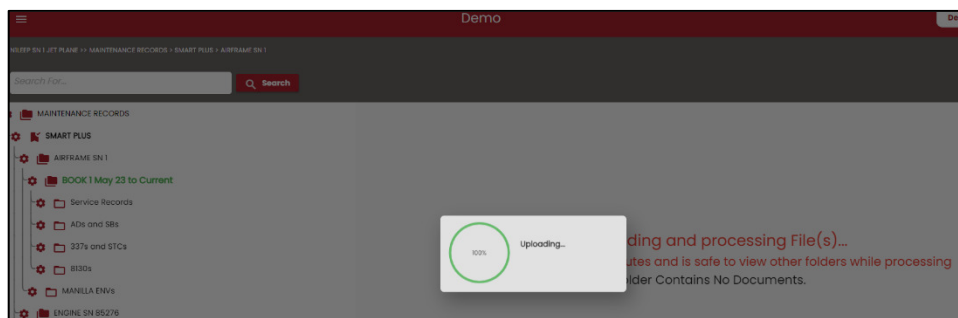
EXAMPLE
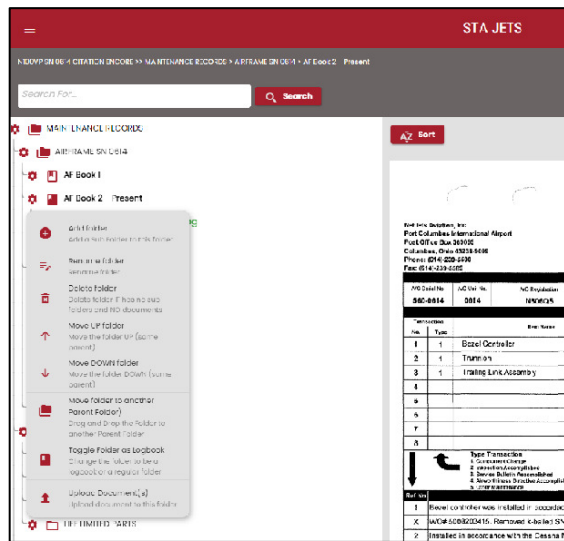
A window from your local computer will appear. Select the appropriate location of the file you wish to upload and select open. All files uploaded to the SMART system must be image files (ex: PDF, PNG, JPEG, or TIFF).

The Upload completion circle will appear to report status of the upload.

EXAMPLE

Once the upload is complete the status advisory message will appear red and will inform you that the information is being processed. This processing involves separating, orientating, indexing, and OCRing the documents for searchable content. After uploading a document(s), you can close the session if desired, the program will continue to run on the cloud.

Once the processing is finished the status advisory message will turn green and report that processing is complete. At this time, the uploaded data is in the selected folder, and is available to view, search, print, or perform other administrative functions.

EXAMPLE
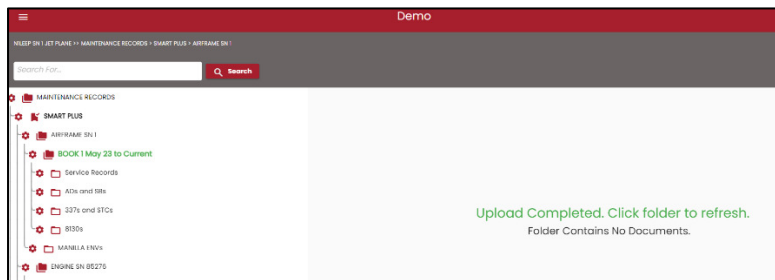
NOTE: Uploaded documents will be placed at the end of the selected folder. This is the default behavior of a modern computer. If you would like the document to reside in a different area of the folder or book, use the MOVE task to move the document to its final location.

MOVING A DOCUMENT

Moving a Document in the Same Folder:

To move a document within the same folder, select the folder you would like to use to move the document(s) within. Use the drop-down menu accessed by the **Task** Button on the right top corner of the screen to select **Move** pages. Select the document(s) you want to move. Use the double bars on the right side of the screen to move the document into the desired position in the folder.

EXAMPLE
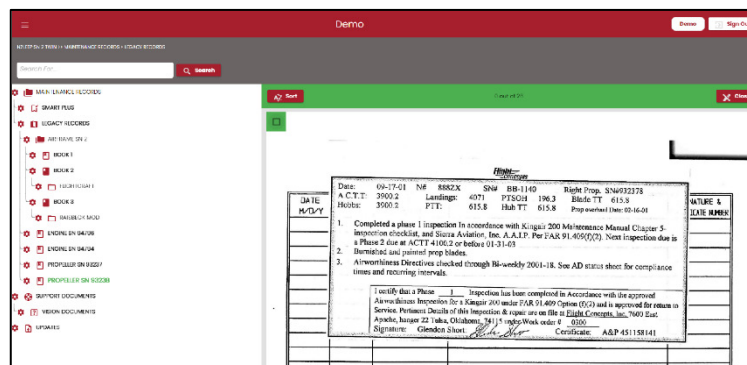
Moving Documents to a Different Folder:

To move a document or any number of documents from one folder to a different folder, select the folder you would like to use to move the document(s). Use the drop-down menu accessed by the **Task** Button on the right top corner of the screen to select **Move** pages. Select the page(s) you want to move from the current folder to a different folder. Select any blue icon at the top left corner of the page. Hover the curser of the icon, click the mouse button to hold onto the icon. Move the icon to the folder you wish to move the page to. Folders selected will turn blue. Drop the icon into the folder. Release the mouse button.
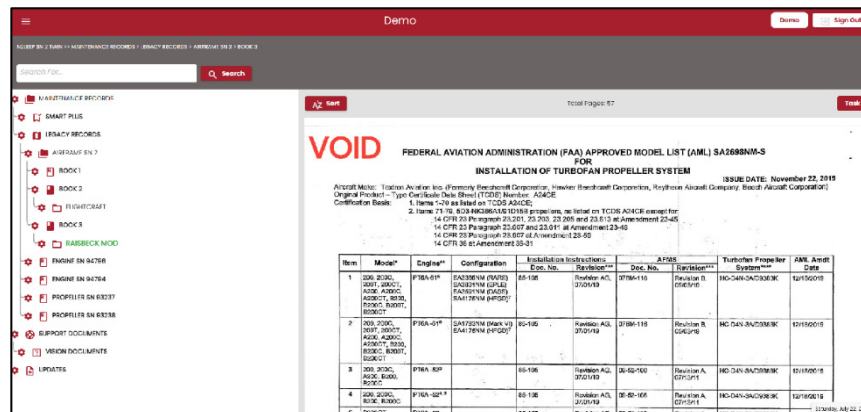
EXAMPLE
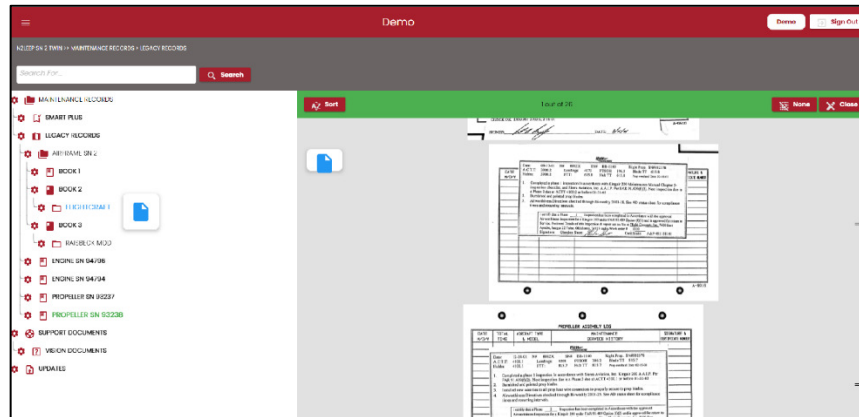
VOIDING A DOCUMENT

To void a document (deleting a document is not allowed per AC120-78A), select the folder in which you would like to Void a document. Use the drop-down menu accessed by the **Task** button at the right top corner of the screen, select **Void**. Select the document you would like to Void. Select Void. Select the Green checkmark if you want to proceed with voiding this document or select the red X to cancel.

EXAMPLE

VOIDING AND AMENDING A DOCUMENT

To Void and Amend a document (which places the new uploaded document directly in front of the voided document), select the folder in which you have a document to Void and Amend. Use the drop-down menu accessed by the **Task** button at the right top corner of the screen, select Void and Amend. Select the document you would like to Void. Select **Void and Amend**. Select the Green checkmark if you want to proceed with voiding and amending this document or select the red X to cancel. Once the Green check mark is selected the document showing will be Voided and a window will open to select a document to place directly in front of the Voided document.

Once the document is selected, the Upload completion circle will appear to report status of the upload. Once the upload is complete the status advisory message will appear red and will inform you that the information is being processed. This processing involves separating, orientating, indexing, and OCRing the documents for searchable content,

One the processing is complete the status advisory message will turn green and report that processing is complete. At this time, the uploaded data is in the selected folder, and is available to view, search, print, or perform other administrative functions.

CREATING A NEW FOLDER

To create a new folder, use the drop-down menu accessed by the red cog on the parent folder you wish to add another downstream folder to. Select **Add Folder**. Name the folder and select the Green Checkmark.

EXAMPLE

RENAMING A FOLDER

To rename an existing folder; use the drop-down menu accessed by the red cog on the folder you would like to rename. Select **Rename Folder**. Rename the folder and select the Green Checkmark.

MOVING FOLDERS UP OR DOWN (WITHIN THE SAME PARENT FOLDER OR BOOK)

To move a folder up or down, use the drop-down menu accessed by the red cog on the folder you would like to move. Use the up or down functions of the drop-down menu as required.

MOVING FOLDERS TO ANOTHER PARENT FOLDER OR BOOK

To move a document within the same folder, use the drop-down menu accessed by the red cog on the folder containing the document(s) you want to move. Use the drag and drop feature to move the folder where you want it in the aircraft record.

EXAMPLE
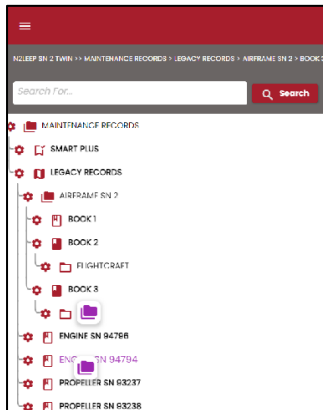
DELETING A FOLDER

To delete a folder, use the drop-down menu accessed by the red cog on the folder you would like to delete. Select **Delete Folder**. Select the Green Checkmark if you are certain that you want to delete this folder.

> **NOTE:** You can only delete folders or books if they do not contain any documents in accordance with AC120-78A.

TOGGLING FOLDER TO A BOOK (OR BACK)

To toggle a folder to a book or vice versa, use the drop-down menu accessed by the red cog of the folder or book you would like to change.

THE UPDATES FOLDER

Information uploaded to the UPDATES folder at the Reader level will automatically populate the UPDATES folder at the Administrator level once the information is processed through the system. This information is then available to review and move to a permanent position in the appropriate folder in MAINTENANCE RECORDS.

> **NOTE:** Once important information is moved to the appropriate logbook, we suggest that you create a folder in Support Documents to move the remaining information to this location. Once this information is relocated, the UPDATES folder is again empty.

HISTORY OF ADL ACTIVITY

History of the ADL is currently provided by Vision as a download from the Vision IT group. Please contact Vision Admin if you would like history of activity with your aircraft logbooks.

REPRODUCING PAPER RECORDS

REF: Title 14 CFR Part 43.12, AC120-78A

Using Vision's SMART program to reprint paper logbook entries provides an FAA compliant pathway of replacing lost or damaged paper documents. Documents reprinted from Vision's SMART system contain a stamp or watermark indicating that the page(s) have been reprinted from an AC120-78A Compliant system.

Simply verify that the document(s) is/are the same as shown in the aircraft's electronic logbook on the Vision platform, and have a Licensed Airframe & Powerplant technician verify that the documents are the same as original. You can now substitute/use this copy as a legal Airworthiness document in accordance to AC120-78A and Title 14 CFR Part 43.12.