S.M.A.R.T.

Electronic Record Keeping System

Viewer
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, signing, voiding, and arranging information and maintenance records in accordance with Advisory Circular 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.

USING VISION'S SMART SYSTEM

There are two specific types of log-ins to use the system; you can access either one by going to Vision's website: www.visionaircraftrecords.com. Click on login to get the login page (the system will automatically take you to the aircraft last selected using your IP address – sign-out of this aircraft to return to the Login page if desired).

VIEWER VERSION   (AIRCRAFT SPECIFIC)

Vision's Viewer 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 Viewer 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 Viewer 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:
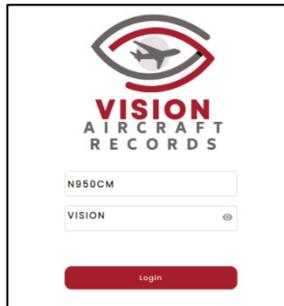
VIEWING

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
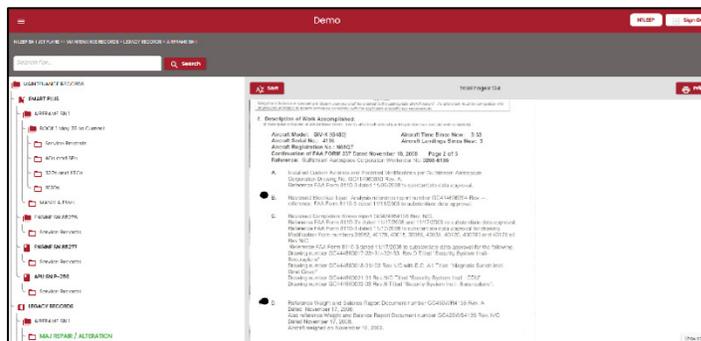
ANNOTATIONS

Making an Annotation on a page is accomplished by first selecting the page to be annotated. Then select the Green ⊞ key on the page top, upper right-hand side of the image.

EXAMPLE

Mark the annotation you would like in the Annotations box.

The annotation is captured and shown as a Red Paperclip in the top, upper right-hand side of the image.

EXAMPLE

SEARCHING

SEARCHING ON PAGES:

Searching by text of characters on each page is accomplished by typing the desired search term into the Search Window on the top left side of the screen, selecting **Pages,** then selecting **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. The Searched Term. along with AI assisted search characters, will be highlighted in color.

EXAMPLE
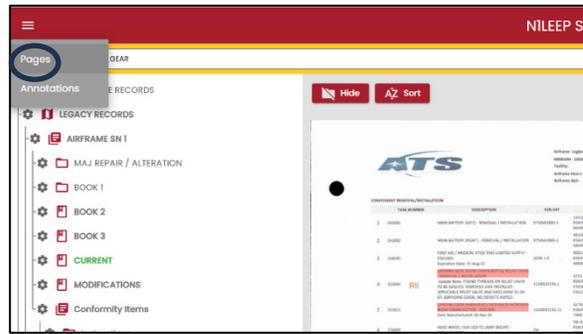
SEARCHING ON ANNOTATIONS:

Searching by annotations is accomplished by typing the desired search term into the Search Window on the top left side of the screen, selecting **Annotations,** then selecting **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
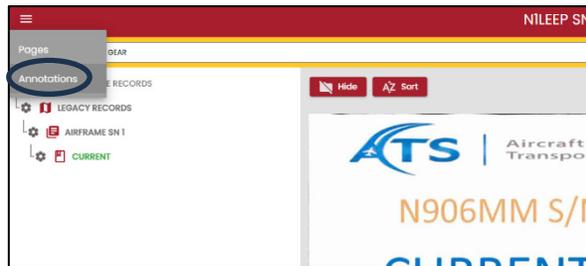
PRINTING

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.

EXAMPLE:
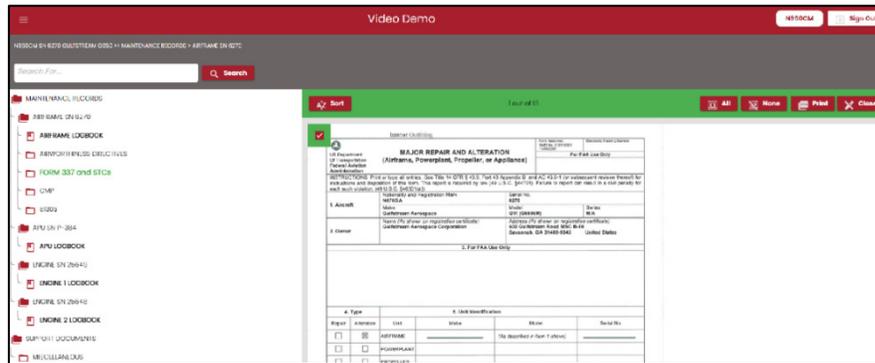
SENDING DATA TO THE CUSTOMER / UPDATING CUSTOMER RECORDS

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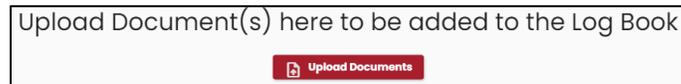
Once document(s) are uploaded, the system session can be terminated anytime. The SMART program will continue to process the documents and place them in the **UPDATES** folder at the Administrator level.