



eDocs Editor

Revision Control

Your Manuals will meet all [MLR.100 "EASA"](#) standard

Revision control - Explained

Technical background:

“Smart Fields”

Page Number – controlled by “Process Doc”

Other Fields – controlled by “Control Panel”

Chapter

Subchapter

In this case – Subchapter number controls page numbering

Smart Fields

	Training Manual	Rev 1
	Demo Training Manual	04/14/2011
		0.1 - P-1

0 ADMINISTRATION and CONTROL

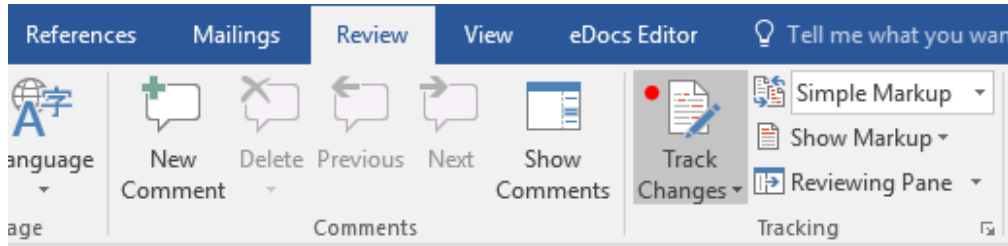
0.1 GENERAL

0.1.1 DESCRIPTION

Part D of the Company Operations Manual describes training and qualification of aircrew personnel who are responsible for the safe operation of the aircraft.

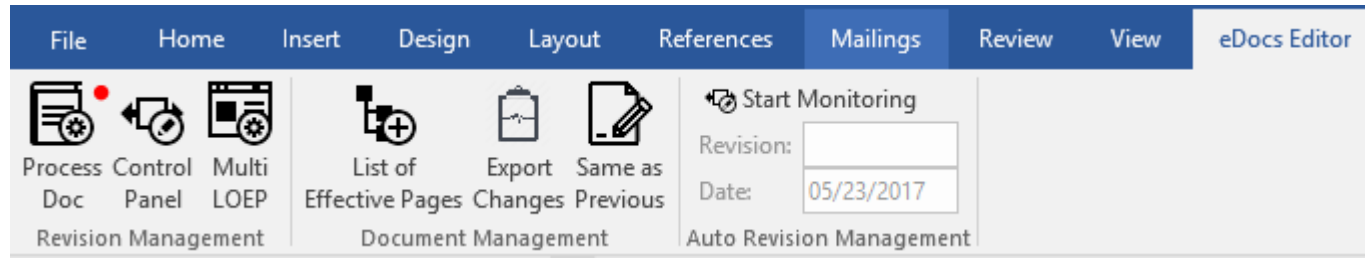
Revision control - Explained

Track Changes is used to define changes in document



When you type - new pages are created:

1. After typing changes - Page numbers must be aligned using “Process Doc”



2. “Smart Fields” in new pages has no data and needs to be filled – using “Control Panel”.

	Training Manual	Rev 1
		04/14/2011
	Demo Training Manual	0.2 - P-3

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Demo Footer	Issue 1	20June2016
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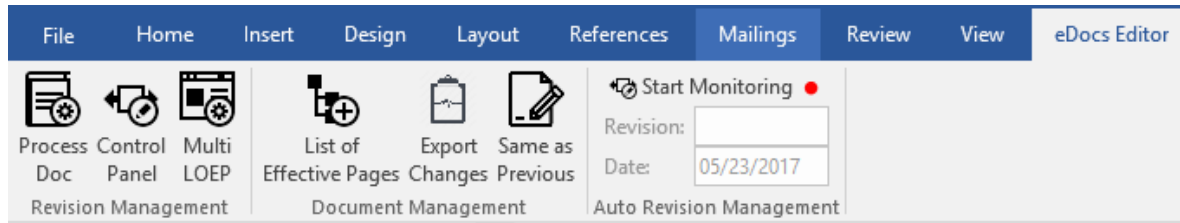
	Training Manual	Error! No document
		Error! No document
	Demo Training Manual	0.2 - P-4

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Revision control - Explained



When using “Auto Revision Management” – pages that are marked will get new Revision and Date automatically – after “Process Doc” is done.

“Smart Fields” in New pages, that created bellow the marked pages in the same “Subchapter” only – needs to be set manually.

Control Panel -

Use:

Revision: Rev 1

Date: 04/14/2011

Issue: Issue 1

Effective Date: 20June2016

Text 1:

Text 2:

Text 3:

Text 4:

Page	eDoc Page	Revision	Date	Issue	Effective Date
<input type="checkbox"/> 1	INTRO - P-1	Rev 0	04/14/2022	Issue 1	20June2016
<input type="checkbox"/> 2	INTRO - P-2	Rev 0	04/14/2022	Issue 1	20June2016
<input type="checkbox"/> 3	INTRO - P-3	Rev 0	04/14/2022	Issue 1	20June2016
<input type="checkbox"/> 4	INTRO - P-4	Rev 0	04/14/2022	Issue 1	20June2016
<input type="checkbox"/> 5	INTRO - P-5	Rev 0	04/14/2022	Issue 1	20June2016
<input type="checkbox"/> 6	INTRO - P-6	Rev 0	04/14/2022	Issue 1	20June2016
<input type="checkbox"/> 7	INTRO - P-7	Rev 0	04/14/2022	Issue 1	20June2016
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<input type="checkbox"/> 13	0.2 - P-2	Rev 3	04/14/2033	Issue 1	20June2016
<input type="checkbox"/> 14	0.2 - P-3	Rev 1	04/14/2011	Issue 1	20June2016
<input type="checkbox"/> 15	0.2 - P-4	-	-	-	-
<input type="checkbox"/> 16	0.3 - P-1	Rev 1	04/14/2011	Issue 1	20June2016
<input type="checkbox"/> 17	1.1 - P-1	Rev 1	04/14/2011	Issue 1	20June2016
<input type="checkbox"/> 18	1.2 - P-1	Rev 1	04/14/2011	Issue 1	20June2016
<input type="checkbox"/> 19	1.2 - P-2	Rev 1	04/14/2011	Issue 1	20June2016
<input type="checkbox"/> 20	1.2 - P-3	Rev 1	04/14/2011	Issue 1	20June2016
<input type="checkbox"/> 21	1.3 - P-1	Rev 1	04/14/2011	Issue 1	20June2016

Select All Clear All

	Training Manual	Rev 1
	Demo Training Manual	04/14/2011
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	Training Manual	Error! No document
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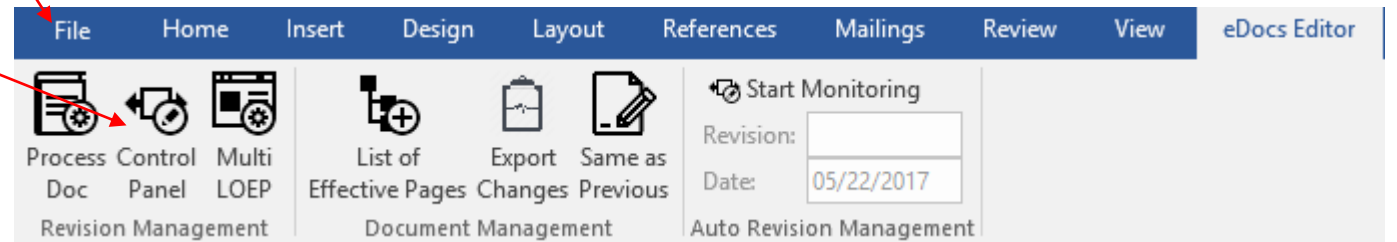
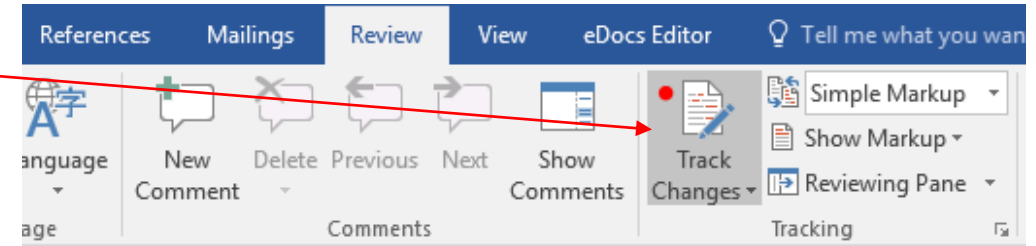
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Manual Revision Control

Manual Revision control is the best way to control Revision, when 2 or more persons are working on the same file – or when work is not done continuously.

To start New Revision:

1. Open “Review” panel and press “Track Changes”.
2. Type or “Paste” your changes.
3. Open “eDocs Editor” Panel and press “Process Doc”
4. When Process is done – open “Control Panel”



5. On the left side of Control Panel – Set Revision and Date, and more.

Control Panel -

Use:

Revision:

Date:

Issue:

Effective Date:

Text 1:

Text 2:

Text 3:

Text 4:

Page	eDoc Page	Revision	Date	Issue	Effective Date
<input type="checkbox"/> 1	INTRO - P-1	Rev 0	04/14/2022	Issue 1	20June2016
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Select All Clear All

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6. Scroll down the document and look for changes
7. Mark the changed pages in the “Control Panel”
8. “Save”
9. Delete “List of Effective Pages” table – and create new one.

Note:

Were pages have no data – fill the empty spaces manually

Demo Footer	Issue 1	20June2016
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	Training Manual	Rev 1
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