"eDocs Offline" Manual

1. What is "eDocs Offline"

"eDocs offline" module allows you to browse through your entire "eDocs Aero" website without internet connection.

"eDocs Offline" is a Cross Platform solution, and works on all devises.

iOS/Android/Win XP/7/8/Blackberry

This is highly effective for airplane operation, and for other employees who require updated documentation but have no internet connection.

"eDocs Offline" uses Groups architecture, to allow each group to sync offline the documents it needs.

"eDocs Offline" can be used to backup "eDocs Aero" website, on company server.

"eDocs offline" uses "SugarSync" App with special modifications, to suit Airline operation.

The administrator can decide which files can be viewed in offline mode, to reduce download times.

2. System Functions

In order to use "eDocs Offline", each Mobile or Computer will need a "SugarSync" App to be installed

"eDocs Offline" has two functions:

1. Sync Documentation for offline use
2. Backup Documentation on company server

2.1. Documentation Sync

Offline Mobiles/Computers are divided to Groups.

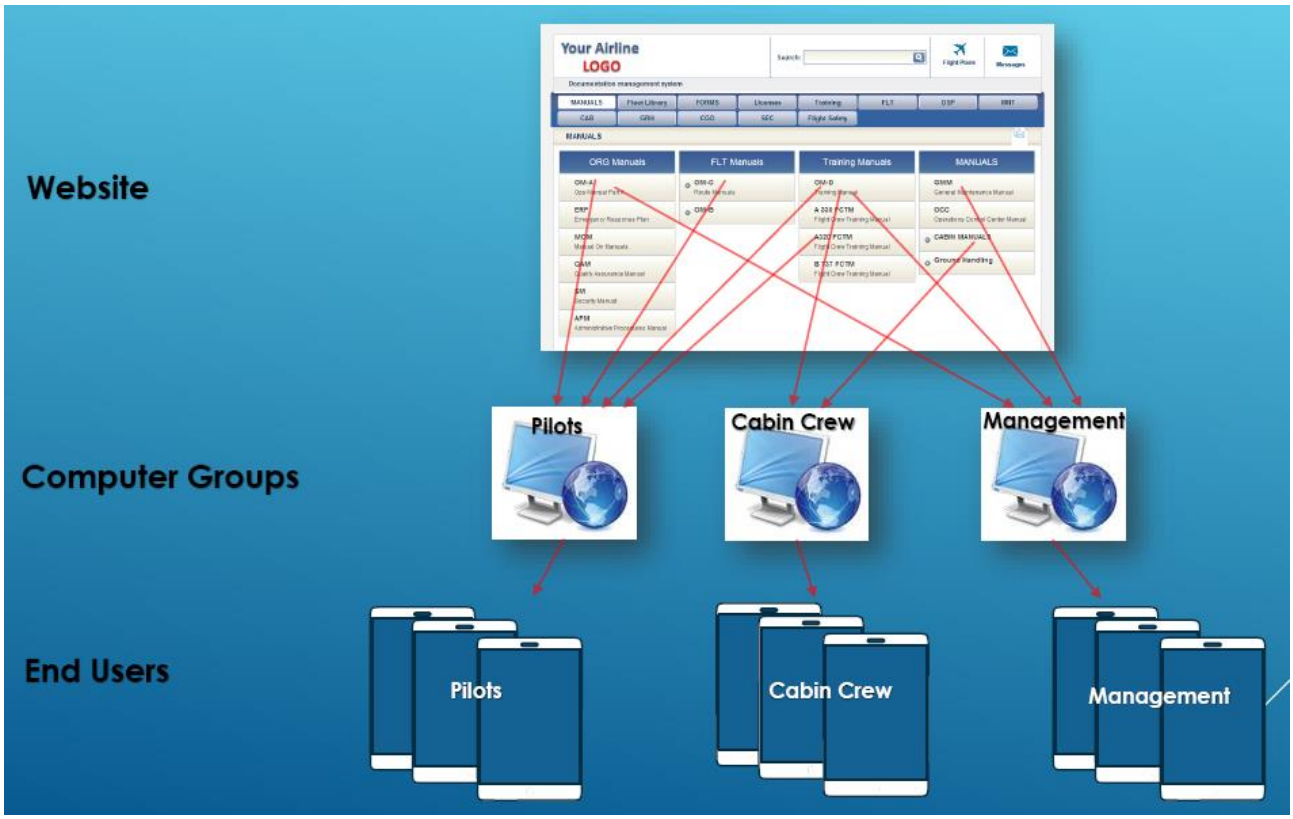
During upload process of a Document to the Company Website, a User with appropriate Permission, can assign the Document to be sync to one Group or more.

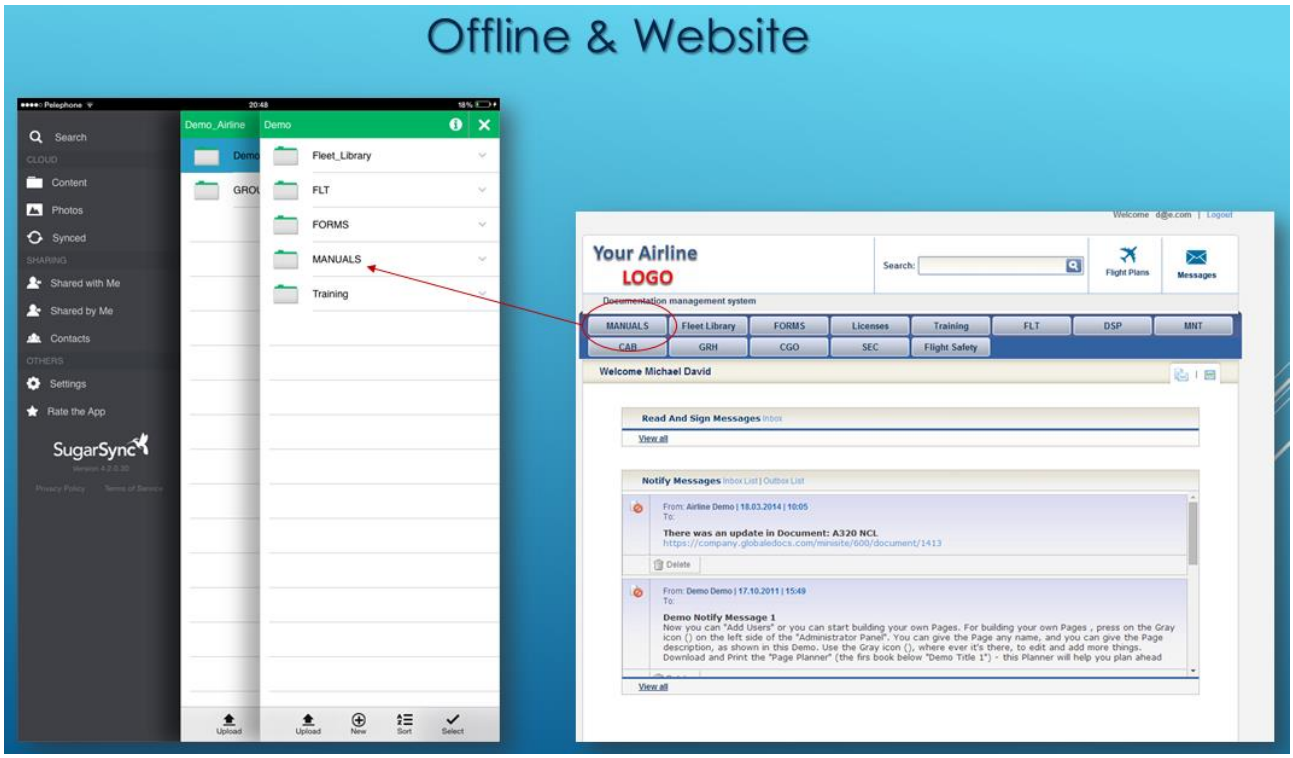
The sync process is automatic.

After first sync, only changes will be synced.

Documents can be seen, using "SugarSync" App

2.2. Offline Architecture

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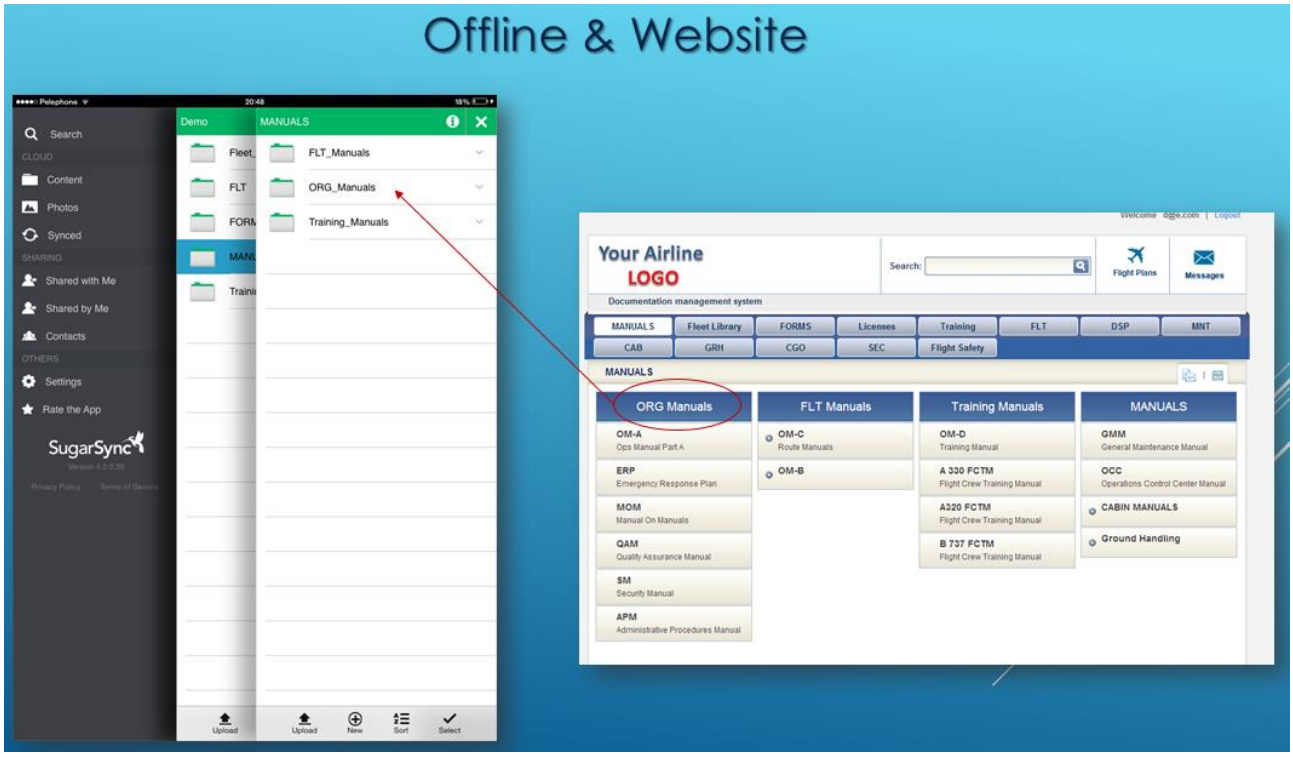
Read And Sign Messages
Notify Messages
There was an update in Document: A320 NCL
Demo Notify Message 1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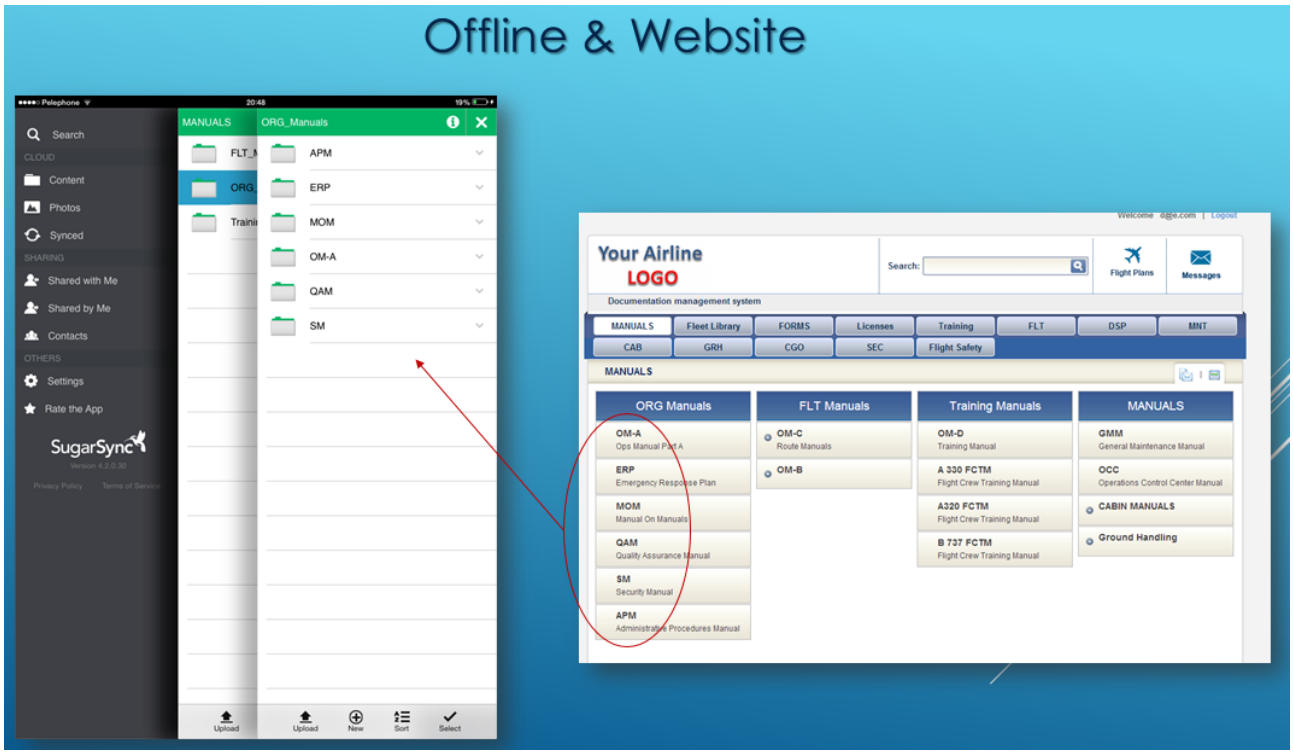
GMM
General Maintenance Manual
OCC
Operations Control Center Manual
CABIN MANUALS
Ground Handling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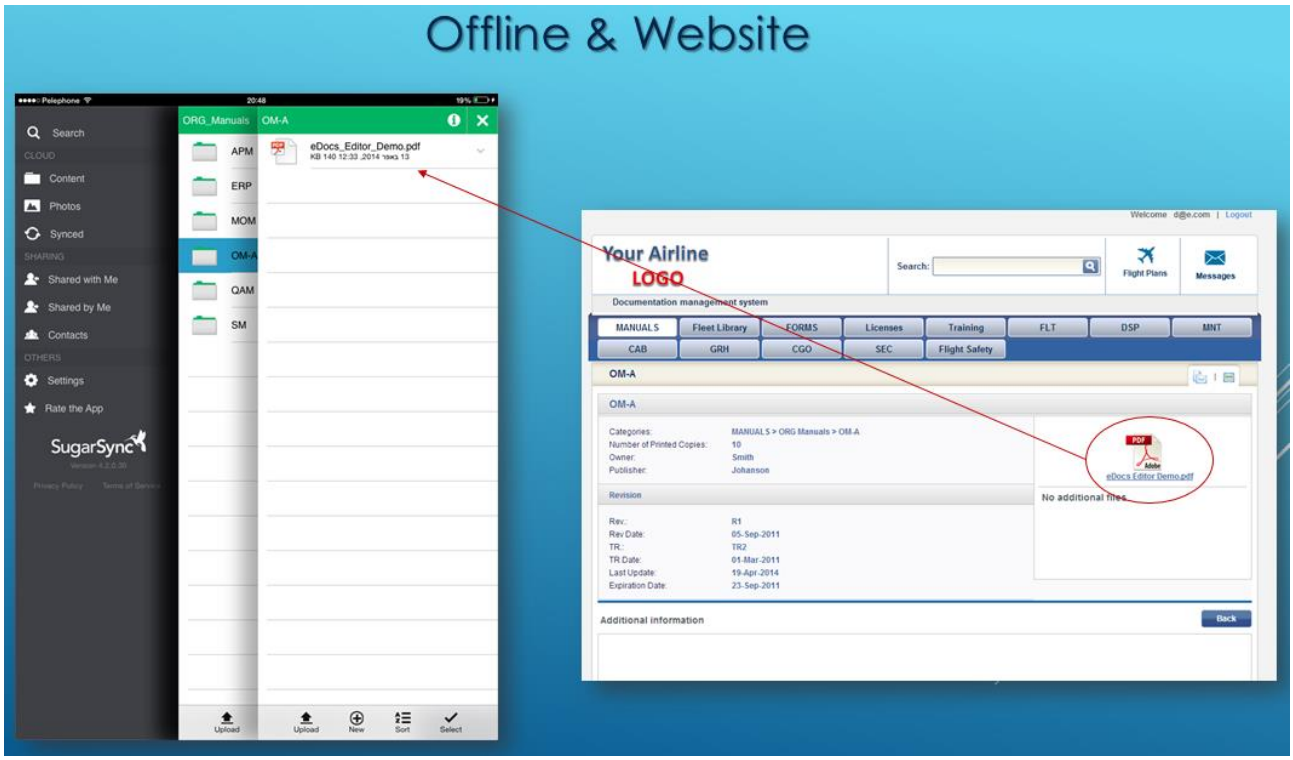
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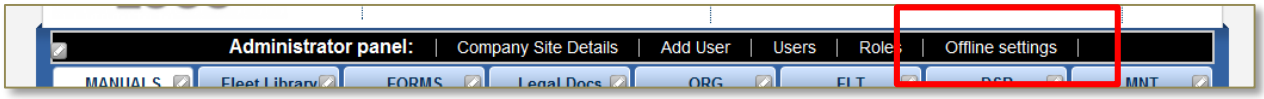
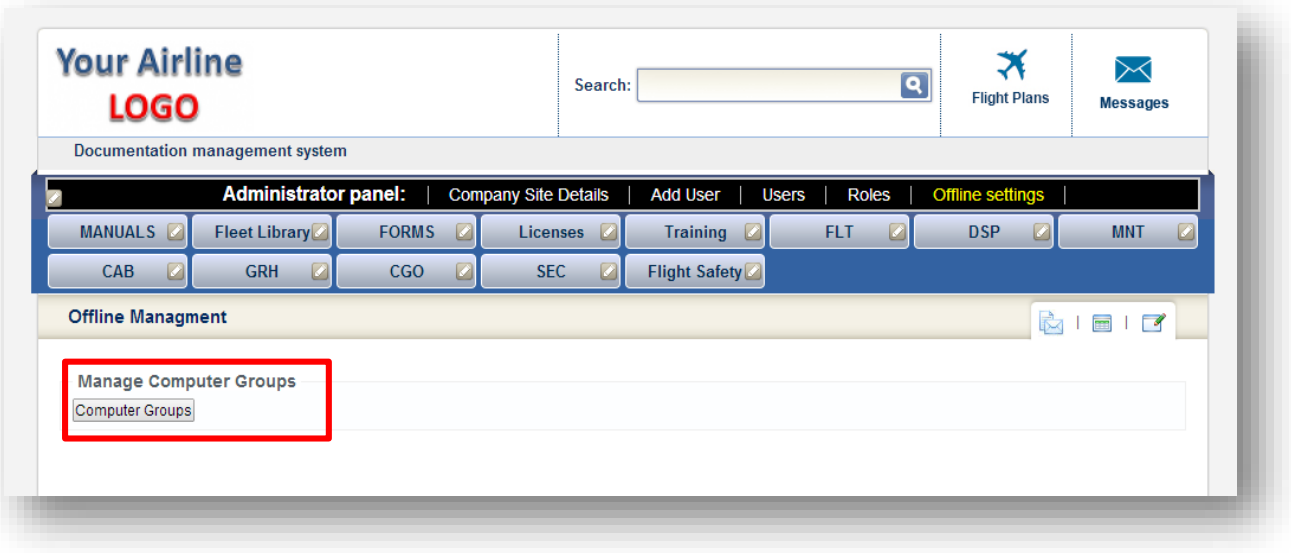
3. Setting up "eDocs Offline"

3.1. Admin Panel

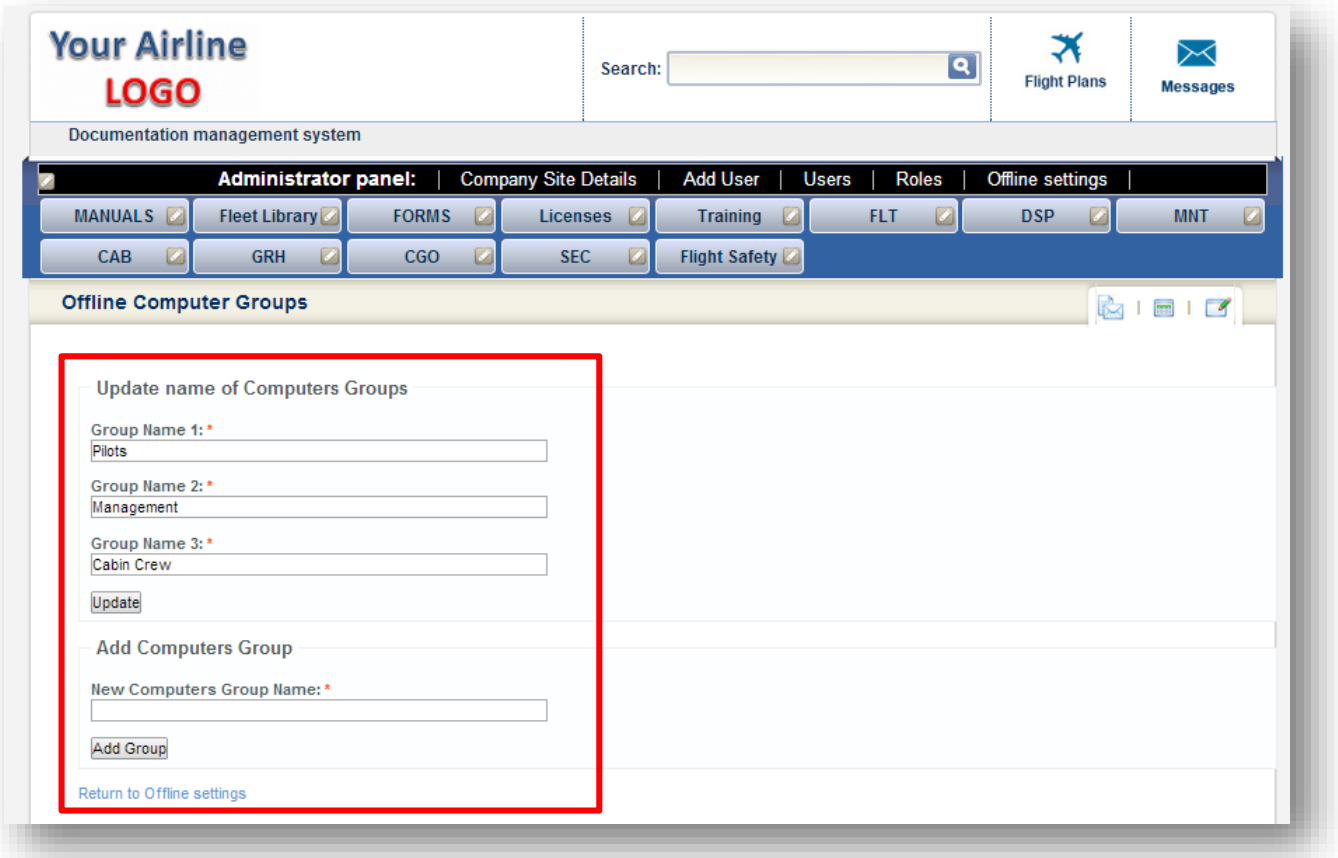
Press "Offline Settings" on the Administrator Panel:



Press Computer Groups



Set Names for Computer Groups and Press Update



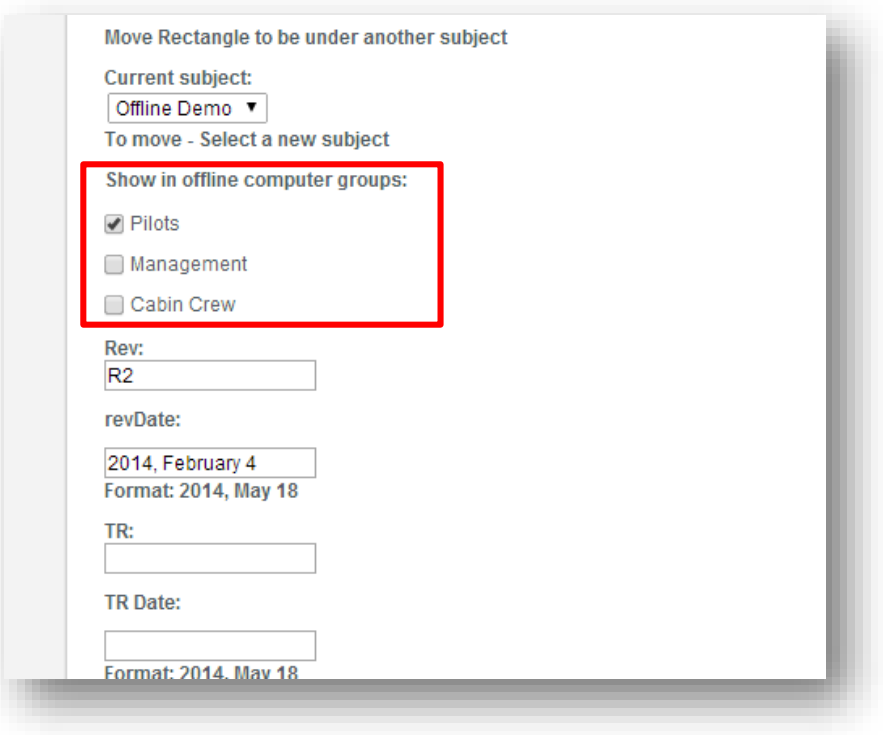
4. Using "eDocs Offline"

4.1. Setting Documents to Offline

Each employee with "Edit" permission, can set Document for Offline.

This is done simply by choosing computer group/s, when uploading or updating Document.

(Picture taken from Edit Document Screen)



When saved, Documents will be available almost instantly on "SugarSync" App.

4.2. Offline Setting with "SugarSync" App

After setting up Computer Groups, contact support@globaledocs.com, to get User names and Passwords for each Computer Group.

User Names and passwords will be send by you to users in your Company, according to their needs – one user name and password to each user.

Sample:

Computer Group "Airbus Pilots" – send User Name & Password to all Airbus Pilots.

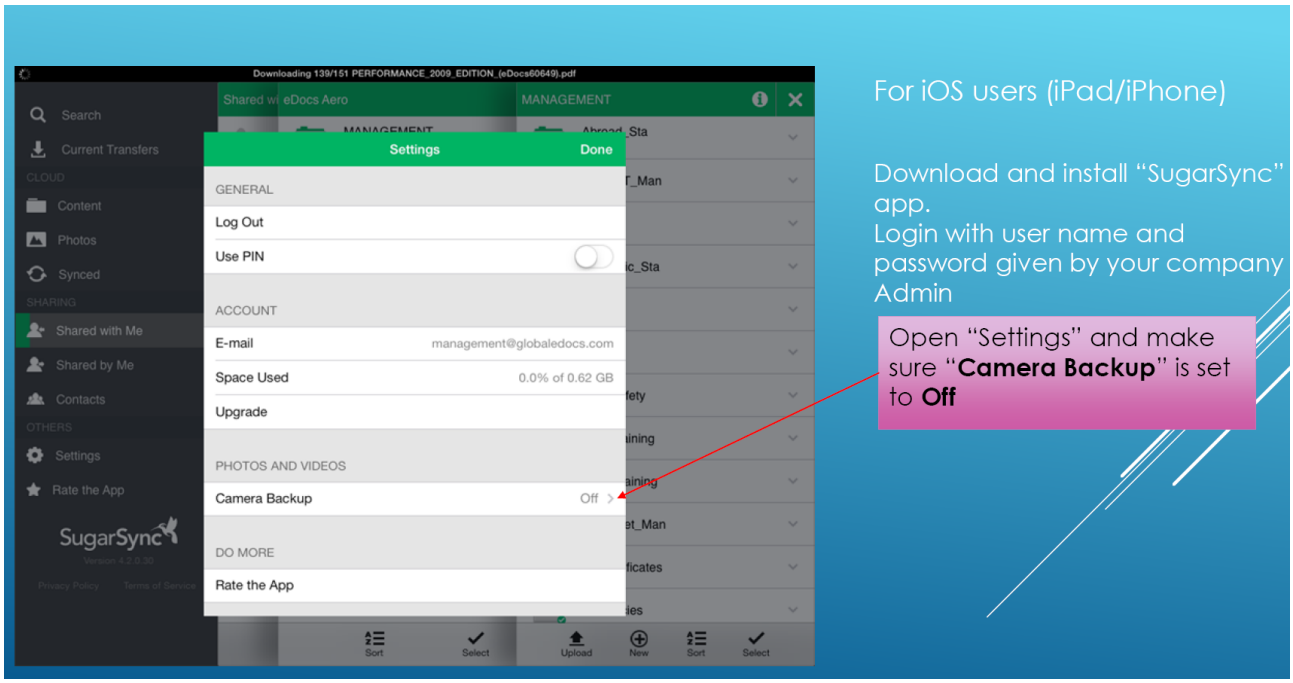
Computer Group "Cabin Crew" – send User Name & Password to all cabin crews.

4.3. User action to set "SugarSync"

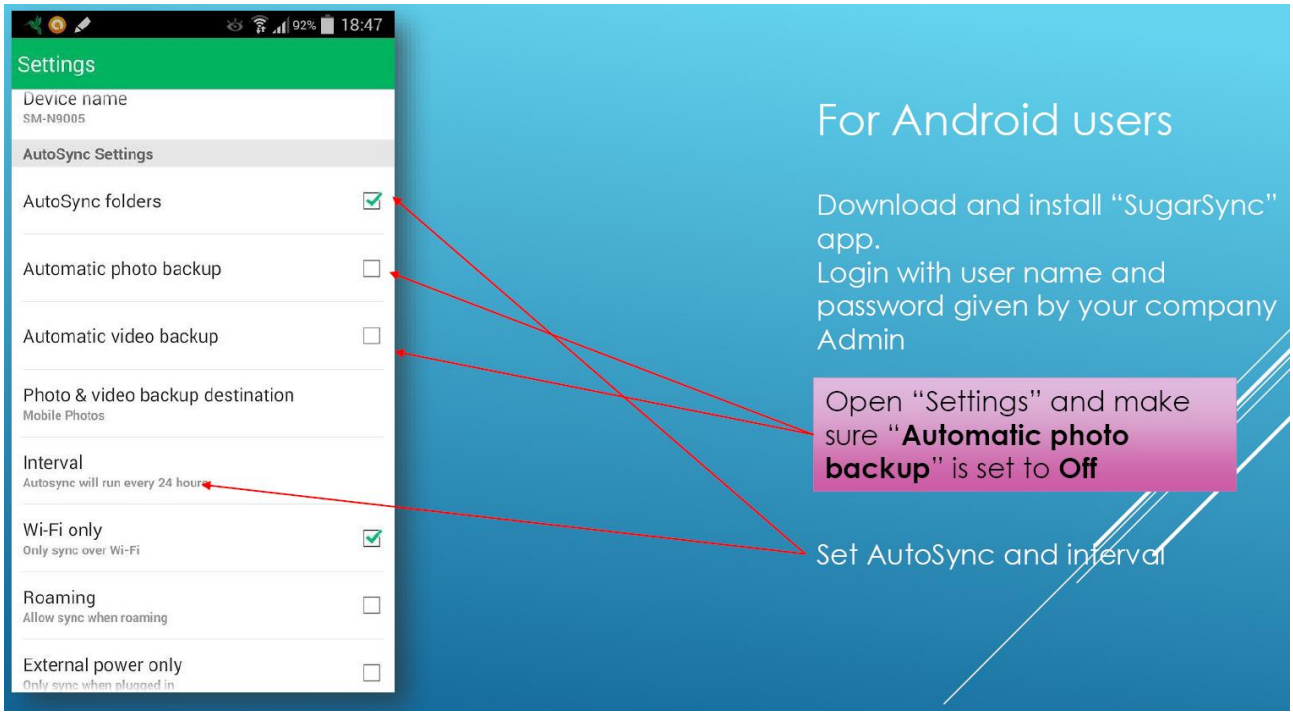
Each user can **download** and install "SugarSync" App, to all of his devices (mobile, Laptop, Desktop).

User will use the same user name and password, given by you, to all devices.

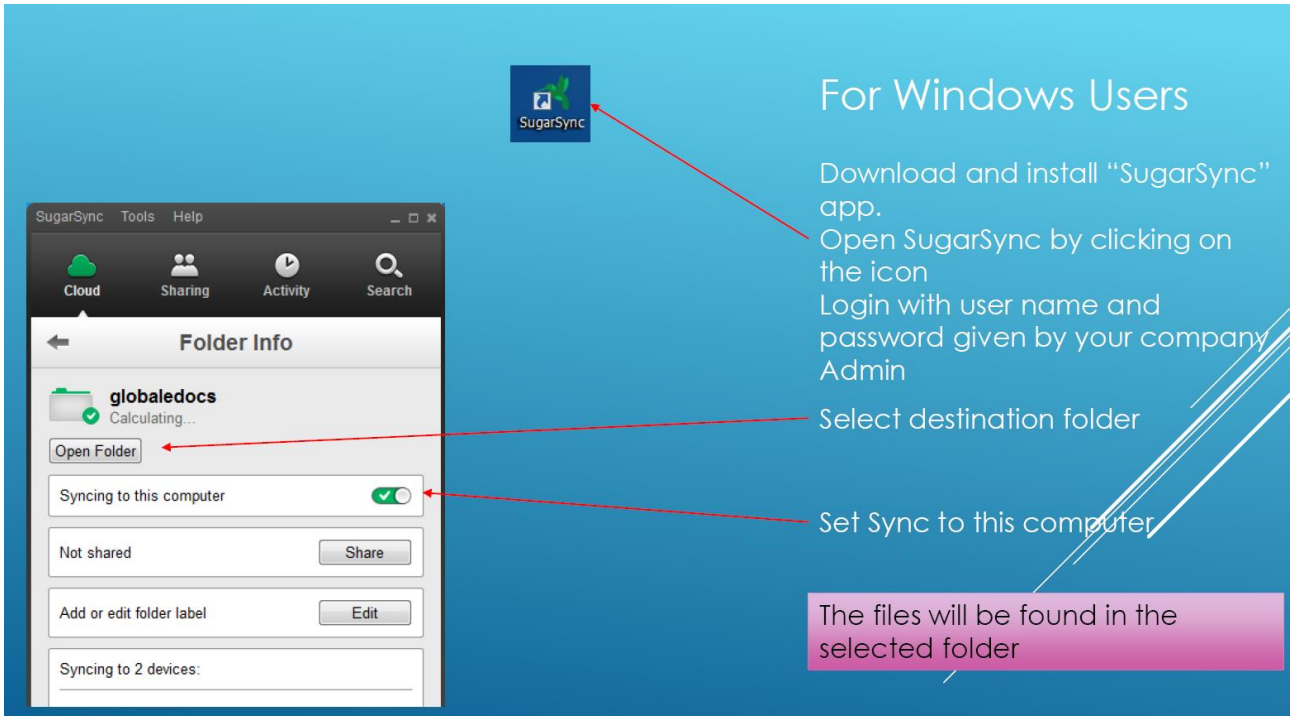
4.4. iPad/iPhone users



4.5. Android Users



4.6. Windows Users



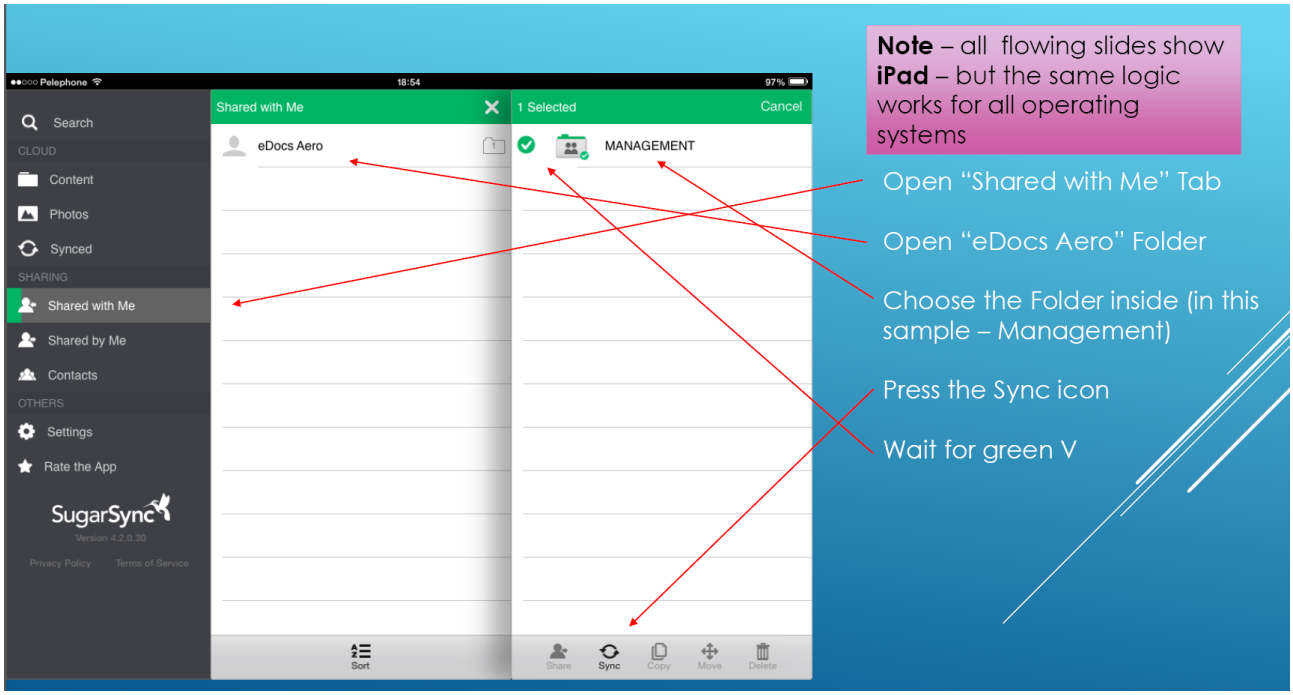
5. Using "SugarSync" App

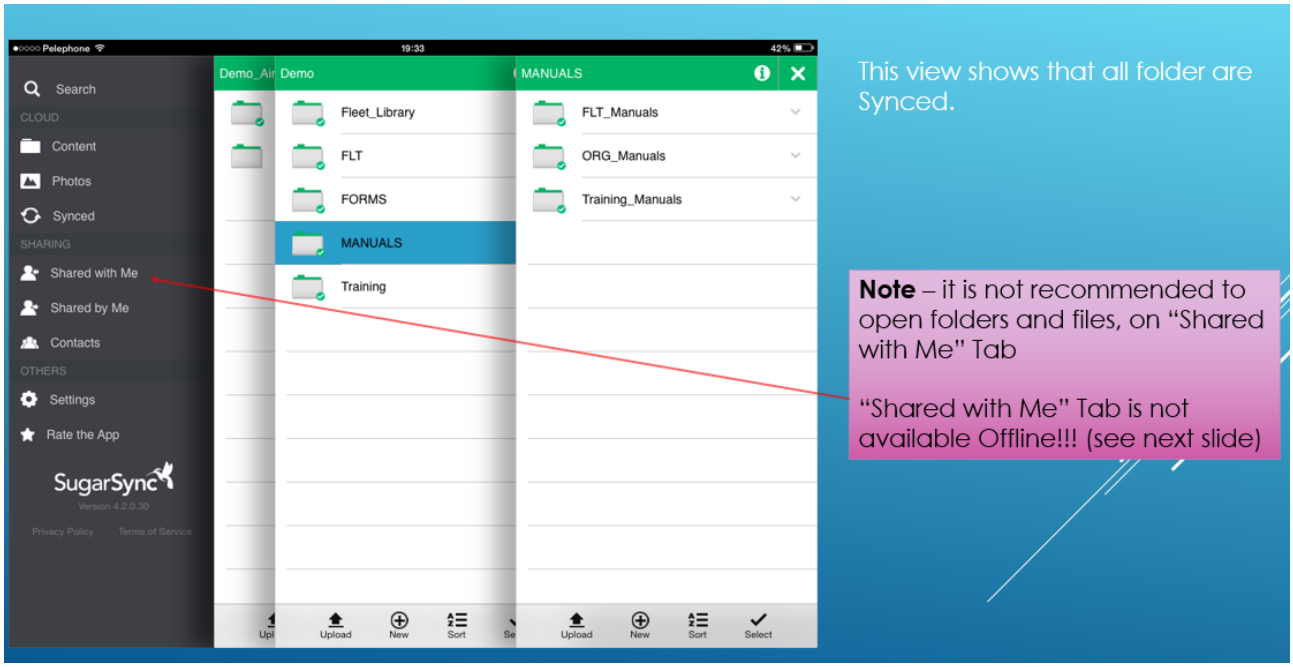
5.1. Sync Proses

Shared with Me Tab, is used for Sync management.

Sync can be done manually (iOS), scheduled (Android) or automatic (windows)

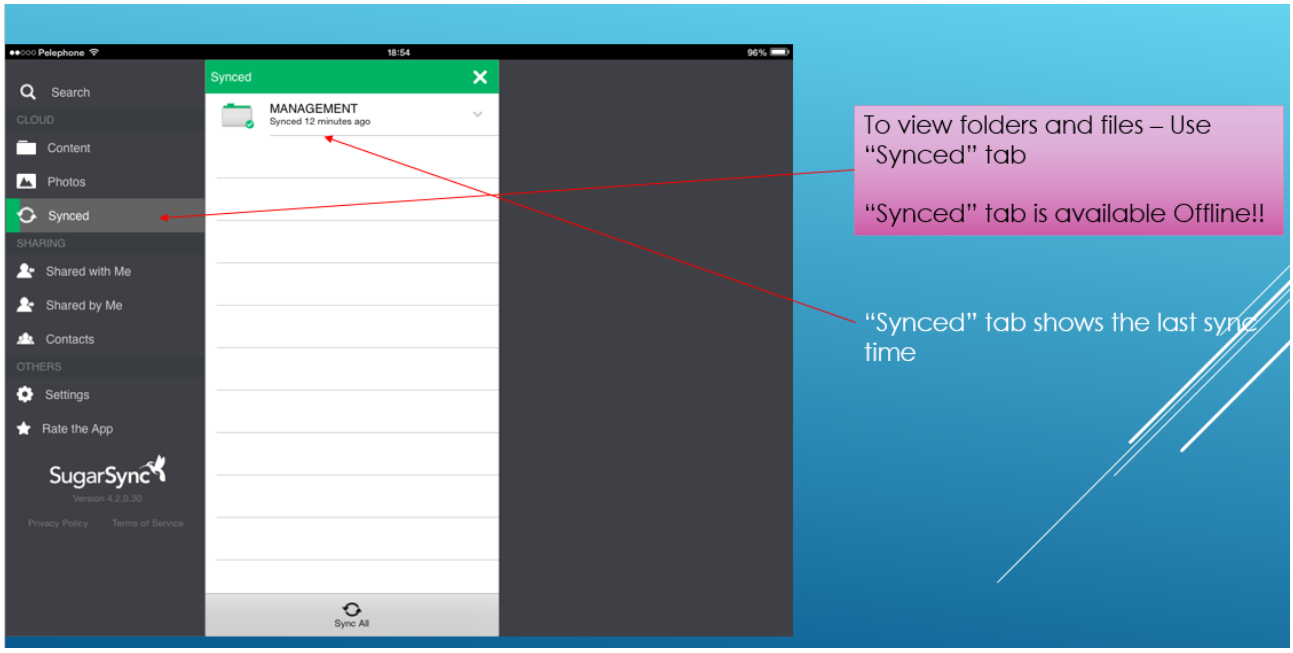
Note: sync files before offline use,

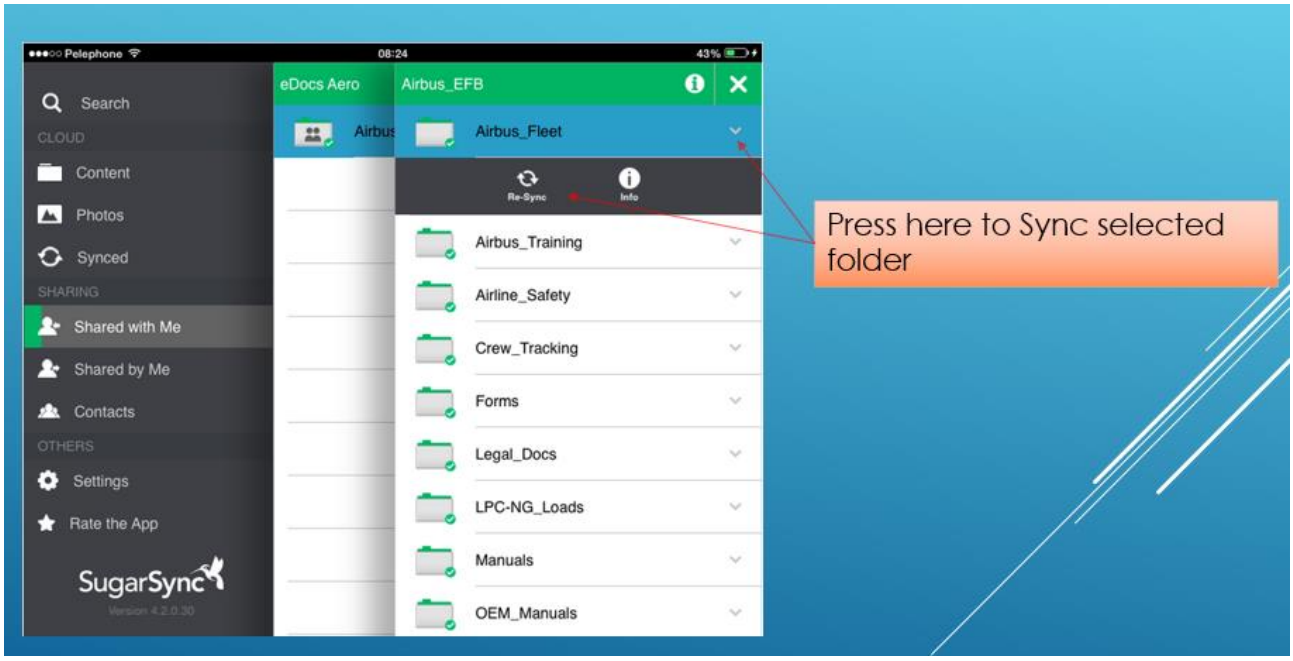


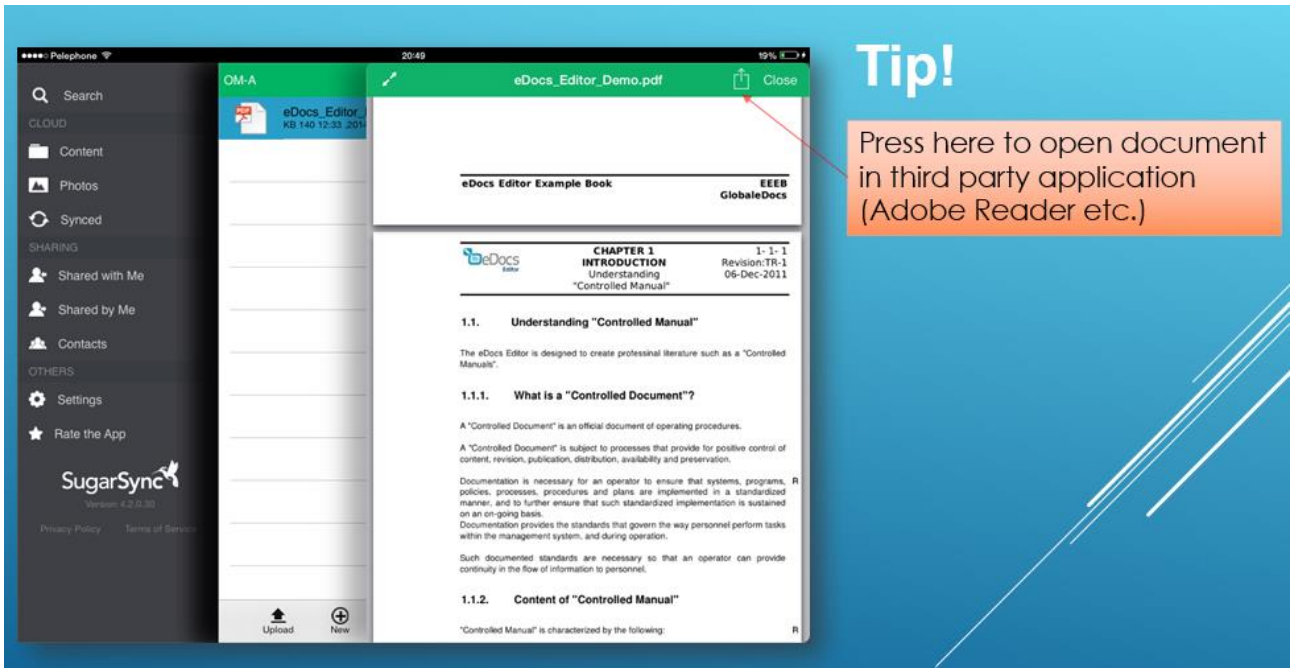


5.2. Using "SugarSync" Offline

Note! - Document are available Offline **only on "Synced"** Tab



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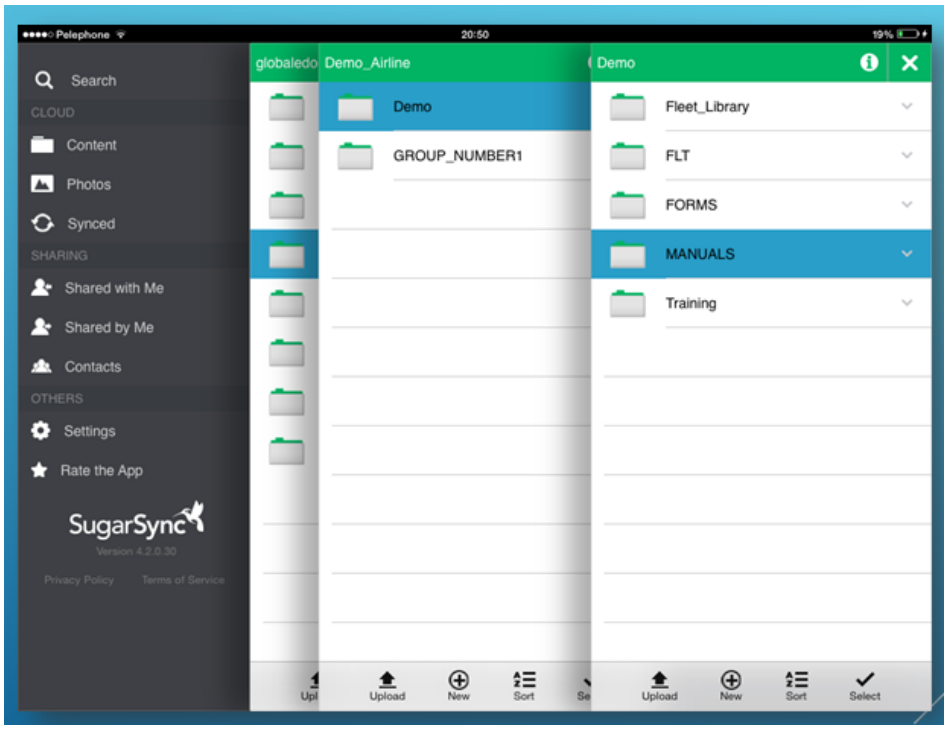
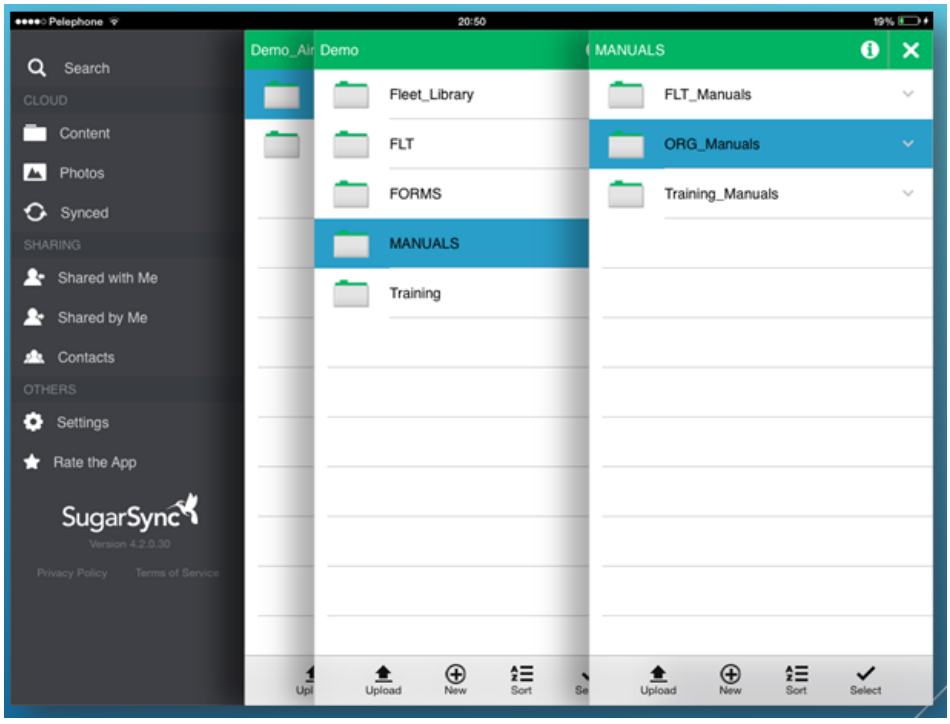
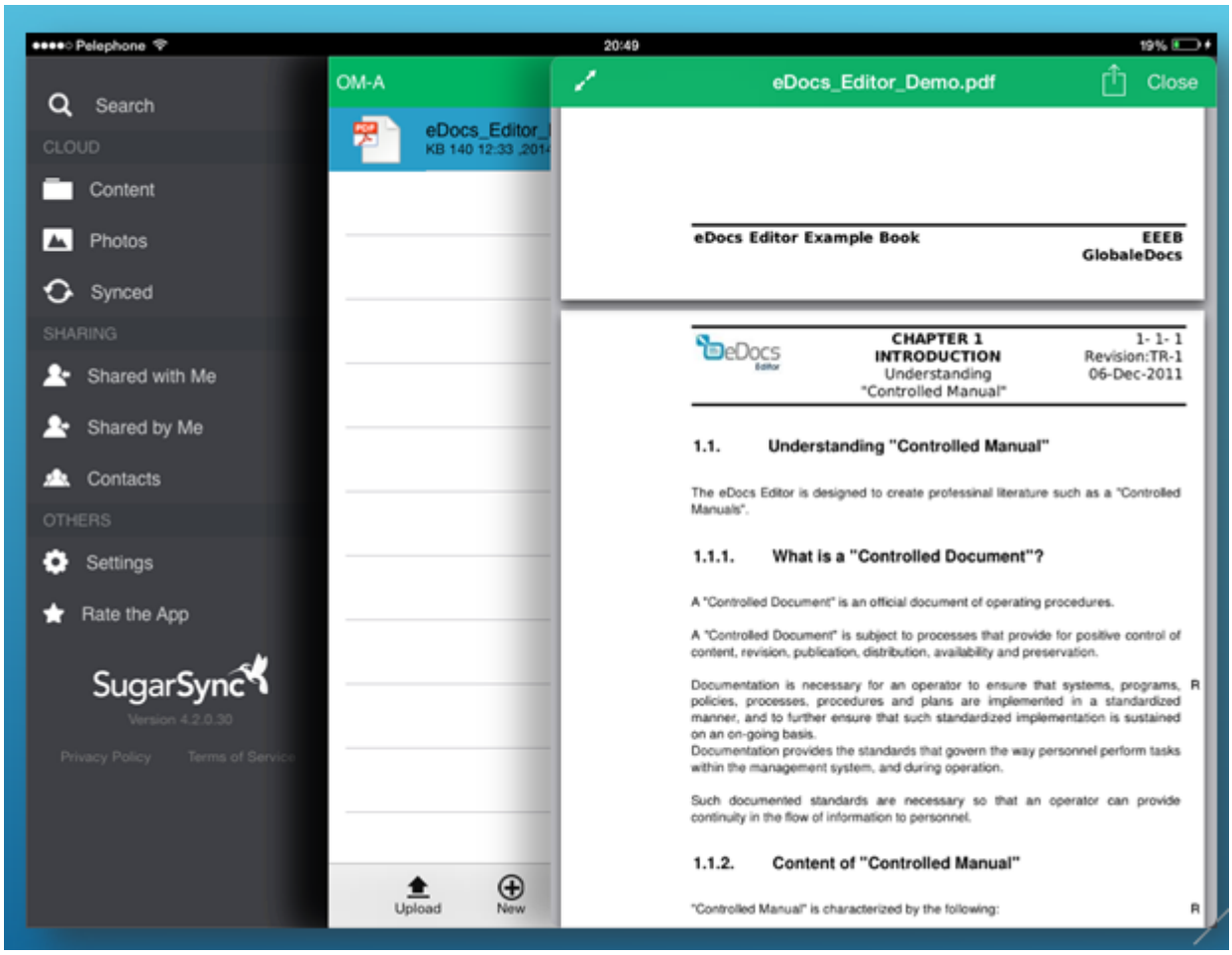
CHAPTER 1
INTRODUCTION
Understanding "Controlled Manual"
1- 1- 1
Revision:TR-1
06-Dec-2011
1.1. Understanding "Controlled Manual"
1.1.1. What is a "Controlled Document"?
1.1.2. Content of "Controlled Manual"
Tip!
Press here to open document in third party application (Adobe Reader etc.)

5.3. Screen shots



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CHAPTER 1
INTRODUCTION
Understanding
"Controlled Manual"
1- 1- 1
Revision:TR-1
06-Dec-2011
1.1. Understanding "Controlled Manual"
The eDocs Editor is designed to create professinal literature such as a "Controlled Manuals".
1.1.1. What is a "Controlled Document"?
A "Controlled Document" is an official document of operating procedures.
A "Controlled Document" is subject to processes that provide for positive control of content, revision, publication, distribution, availability and preservation.
Documentation is necessary for an operator to ensure that systems, programs, policies, processes, procedures and plans are implemented in a standardized manner, and to further ensure that such standardized implementation is sustained on an on-going basis.
Documentation provides the standards that govern the way personnel perform tasks within the management system, and during operation.
Such documented standards are necessary so that an operator can provide continuity in the flow of information to personnel.
1.1.2. Content of "Controlled Manual"
"Controlled Manual" is characterized by the following:
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