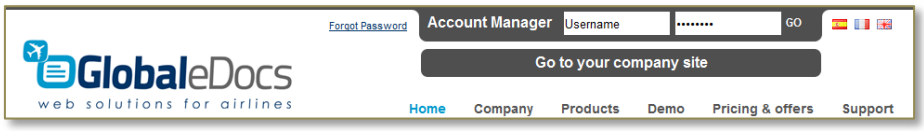
"eDocs Online" Manual

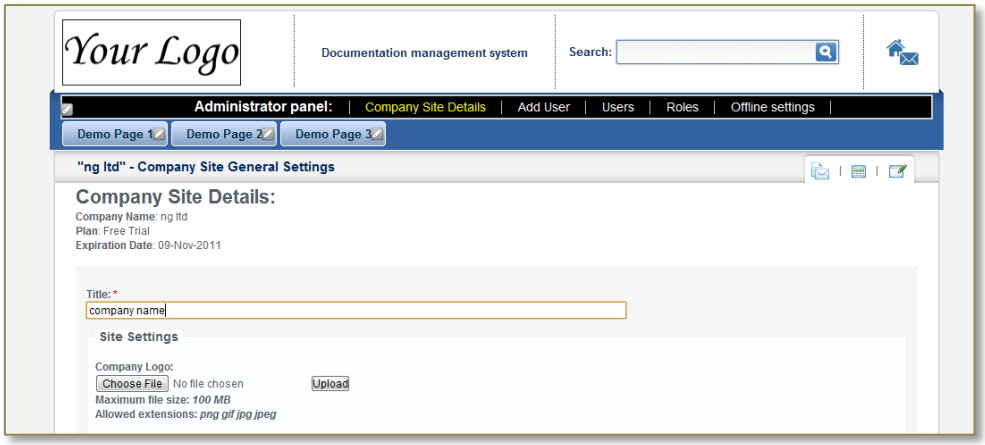
1. Quick Start

"Quick Start" provides the recommended order of actions to be used for setting up "eDocs Online".
To get the most benefit from "eDocs Online" it is highly recommended that you read the entire Manual.
The Manual contains important tips to make your Company's Website more effective and professional.

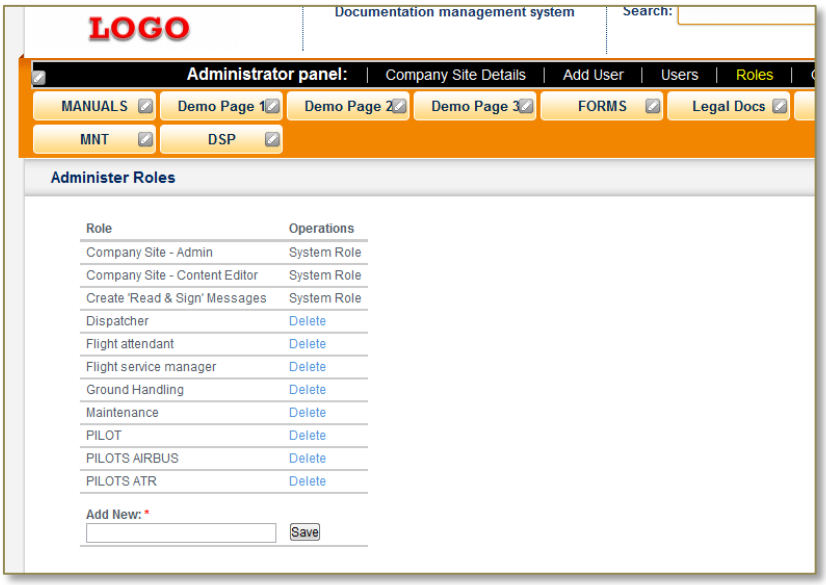
1. **Enter your Company website through the Login Page:**



2. **Enter Company Site details, Logo and colors:**

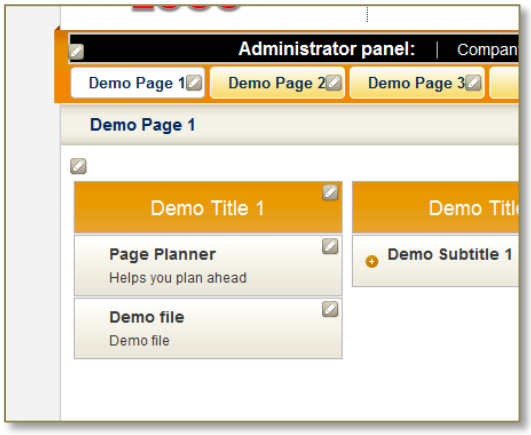


3. **Add Roles*:**



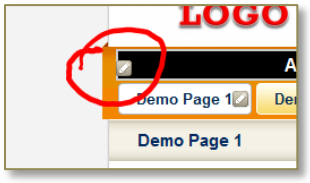
* add as many Roles as required. If necessary, a number of Roles can be assigned to one employee.

4. **Download the "Page Planner":**
   Press the "Demo Page 1" button and download the "Page Planner"



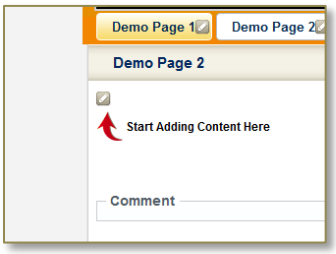
   You can edit or delete the "Demo Pages" as necessary.

5. **Add Pages:**
   Press the "Add Page" button



   Give the Page a Name and Description.
   Press "Save" and a new Page will appear on the "Bar".

6. **Add columns:**
   Use the "Page Planner" to pre-plan the column titles.
   Watch the "Full Airline Use" demo, on "globaledocs.com" to get ideas for easy start-up.
   Press the "add subjects" button, and start adding columns.

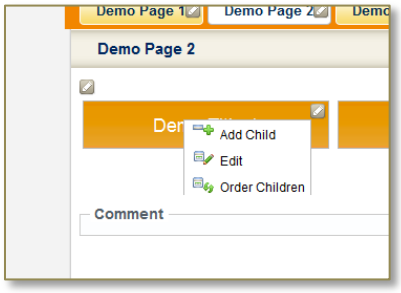


7. Add Documents and links:

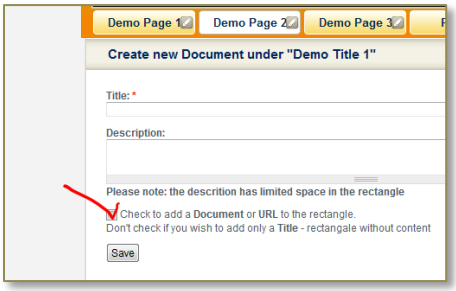
READ CAREFULY:

Adding a document is intuitive and easy. Very little guidance is required to upload documents. Naturally, the creation of detailed and sophisticated pages (containing Titles, Sub titles and Children) requires some practice. In no time, you will master these tasks with confidence.

To add Document/Link, click the "Add Child" button.

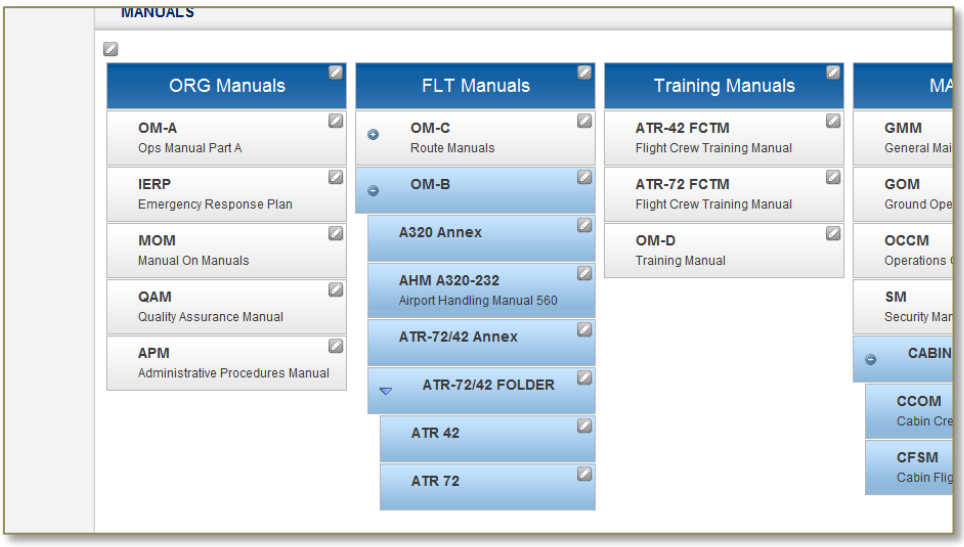


The "Create a New Document" page will open. Give the document a Name and insert a check mark in the box to load a Document or Link.



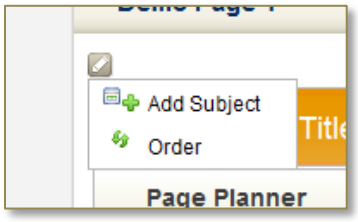
Complete the Document or Link form. Provide as many details as possible.

Do not put a check mark in the box if you want to create a Title that contains several children, (see the picture below):



8. Change the Order of Pages, Columns and Documents:

Press the edit button wherever you wish to Change Order

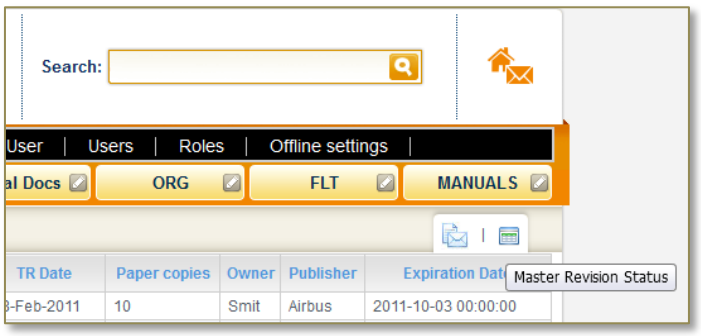


Drag and drop the page or Document onto the desired location.

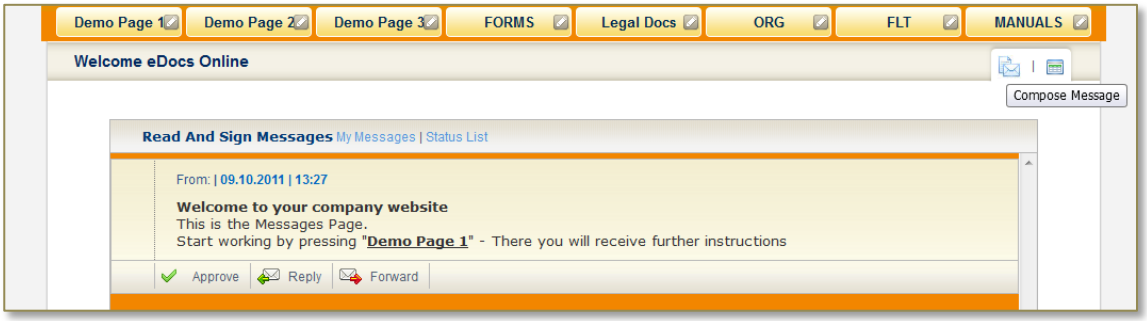
To move a document from one column to another, go to the "Edit" page of the document, select the new Column name, and Save. Learn more in the detailed chapter.

9. **Add users**
   Press the "Add Users" button on the Administrator Panel.
   Complete the Form and Save.
   An email with the 'User Name and Password' will be sent to the User's personal email.

10. **Search Engine & "Master Revision Status"**
    The Search Engine is used like any other search engine.
    Press the "Master Revision Status" button to get a full revision page. Data can be sorted as needed.



11. **Messages**
    Messages are divided into "Read & Sign" and "Notification" messages.
    A message can be sent to either a single employee, or to a group, using the "Roles".
    Use the "Home" button to see your Messages.
    Use the "Compose Message" button to create messages.
    Insert a check mark in the "send as email" check box to send a copy to the employee's personal email.
    All attachments will be included.



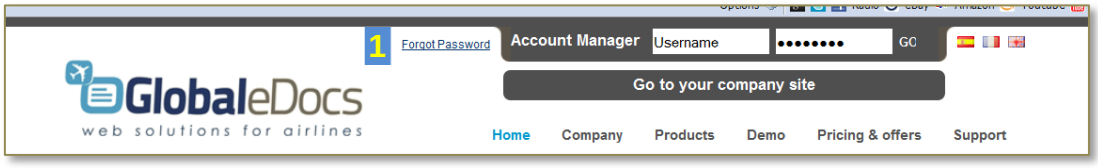
Read the Complete Manual for more effective results, so your Airline enjoys the full benefits offered by eDocs Online.

2. Complete Manual

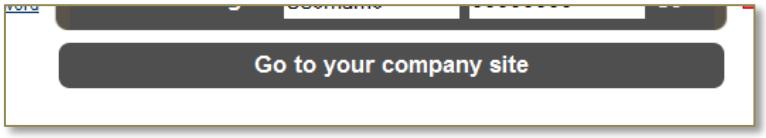
2.1. Login

The registration procedure for the "GLOBALeDOCs" service creates two accounts:

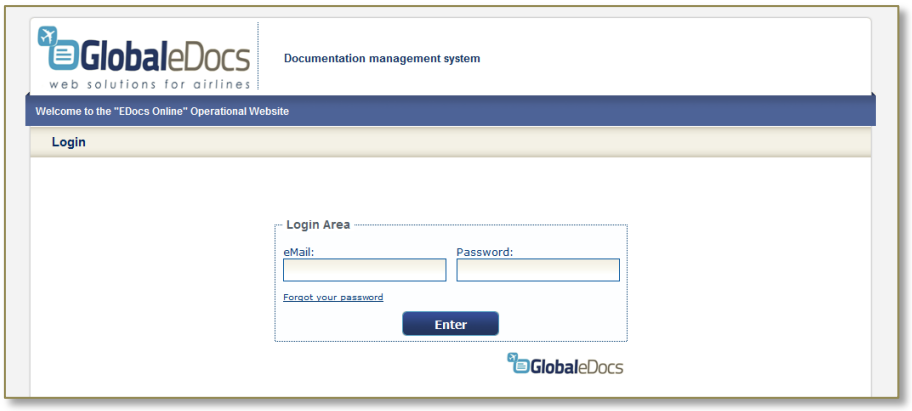
1. The Administrator's account – this is used to manage the Company's account at the "GLOBALeDOCs" website, to control plans, pricing, and billing information.
   The User Name and Password for this account will be sent to your email.
   Use them to login as "Account Manager".



2. The "eDocs Online" Administrator account: this is used to manage your "Company's Operational Website".
   The User Name and Password will be sent to your email.
   The email contains a Link through which you can enter your "Company Website".
   You can use the "**Go to your Company Site**" button as an alternate Link to your Company's website (you will be directed to the "eDocs Online" login page).



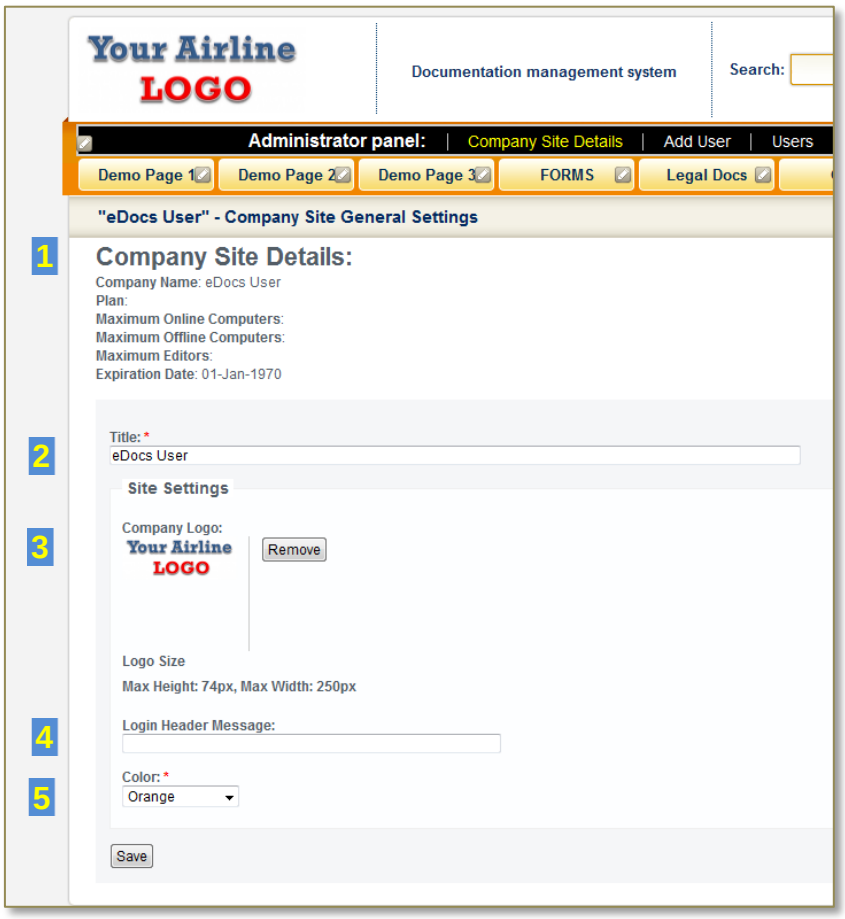
2.1.1. "eDocs Online" Login Page



The "eDocs Online" Login Page will be modified to your Company design after the initial setup procedure.

2.2. Company Site details, Logo and Colors

The black Administrator Panel is visible only to the Administrator.
Press the "Company Site Details" button.



1. Company site details – Name and Plan details (this can be modified at "globaledocs.com")
2. Title – use "Company Name" only!!
3. Upload your Company Logo.
4. Insert your “Welcome Message” on the Login Page
5. Change the color scheme of your Company’s website.

2.3. Roles

"eDocs Online" allows you to designate a number of Roles to any employee.
This is particularly helpful in the Message module.

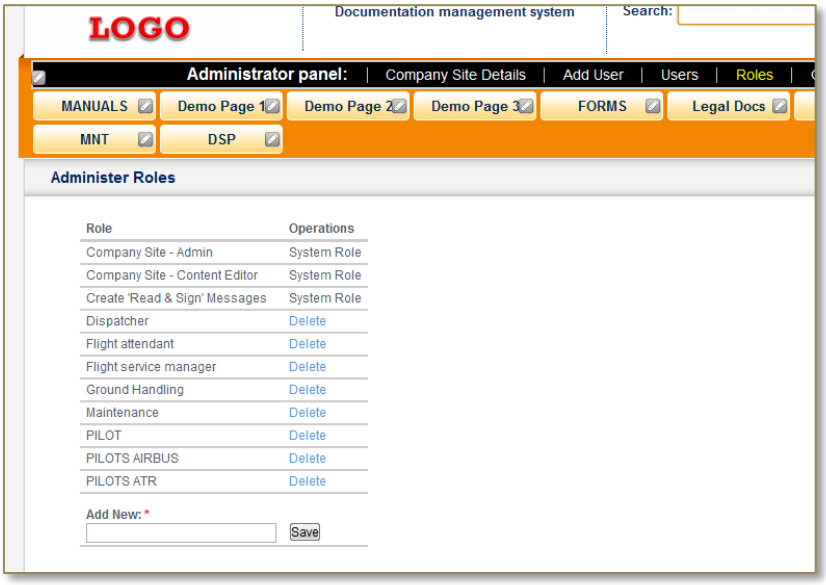
Sample:
An Employee can be a Pilot, an Airbus A320 Pilot and an Instructor.
The sender can send messages directly to that employee, or to all employees sharing the same Role.
Also, Documents can be assigned to employees according to their Roles.

Pre-planning Roles is very important, although Roles can be edited or deleted at any time.

Press the "Roles" button on the Admin Panel.

The first three Roles are System Roles. They are used to assign individual access to employees such as: "Admin", "Content Editor" and "Create Read & Sign" messages.

Roles may be added or deleted below the "System Roles", as needed.



Sample list of Roles:

Administration	Engineering and System Support	Management
Administrative Services/Support	Engineering Customer Support	Marketing and Sales
Aircraft Assembly	Environment Health and Safety	Mechanical and Structural Engineering
Aircraft Engineers	Equipment Technician	Mechanical Engineering
Aircraft Mechanic	Facilities Maintenance	Office & Administrative
Aircraft Technicians	Field Services	Office Administrative
Airline Operations	Finance & Accounting	Pilot
Avionics	Flight Attendant	Pilot-A320
Business Analysis	Flight Service Manager	Pilot-Boeing 777
Business Development	Flight Engineering	Pilot – ATR72
Business Management	Flight Operations	Project Management
Business Operations Admin IT	General Engineering	Quality Assurance
Call Center Product Support	General Management	Risk Management
Cargo	Ground Handling	Scheduling Security
Computer/Management Information Systems	Human Resources	Security and Fire Protection Services
Customer Relations	Industrial Engineering	Technical Support
Customer Service	Instructor Line Services	Technical Writer
Dispatch	Logistics Engineering	Temporary or Seasonal
Electrical Engineering	Logistics Management	Training
Engineering	Machinist	Training & Development Transportation
	Maintenance	

2.4. Creating and editing the Company Website

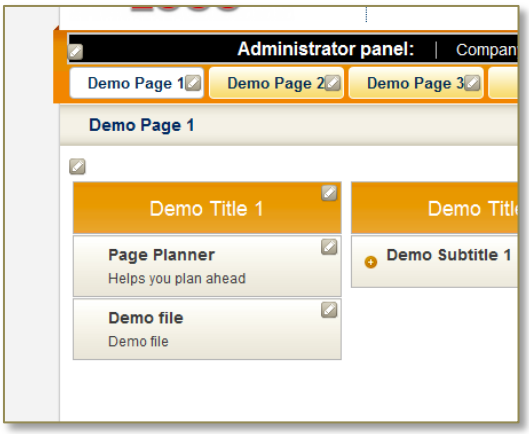
The primary benefit of using "eDocs Online" is the ability to hold and share "Control Documents". "eDocs Online" is designed to be the single location where employees can find the most updated versions of books, forms, licenses, etc.

For this reason, uploading your Company documentation must be performed meticulously. Each book should be listed with the information making it "Controlled" – i.e. Revision, Date, Temporary Revision, Document owner and whatever other data is available.

Watch the "Demo of Full Airline Use" at www.Globaledocs.com for a better understanding of how to do this.

2.4.1. Download the "Page Planner"

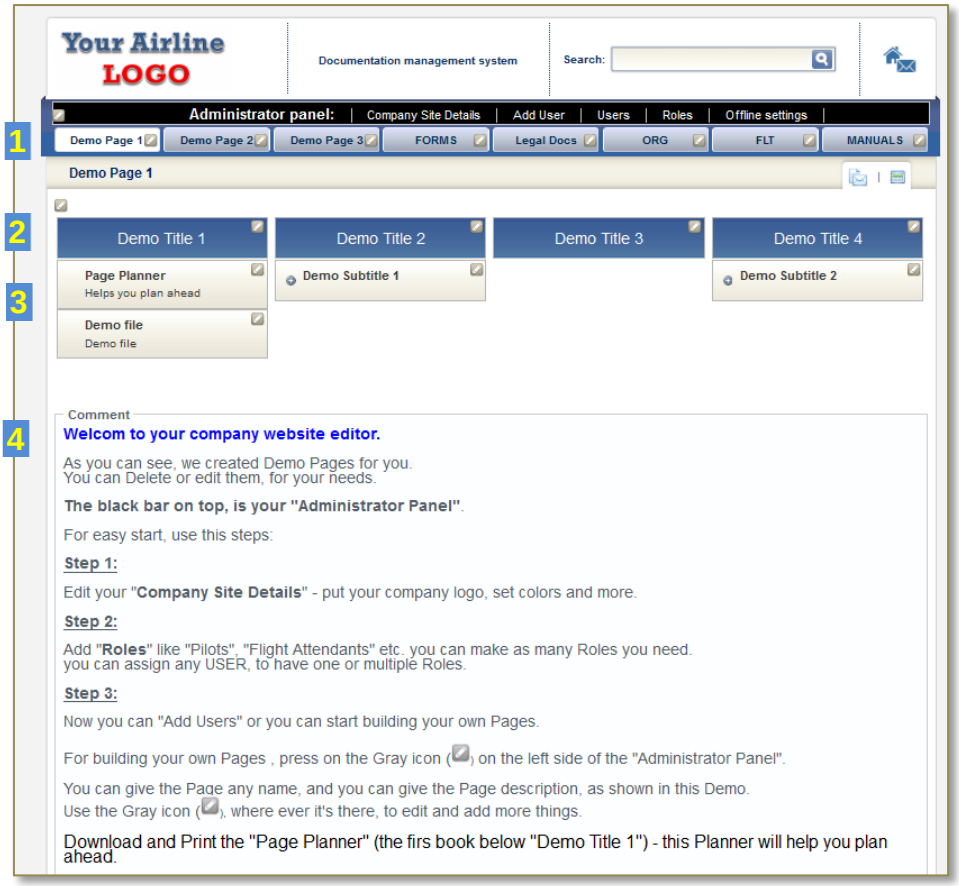
Press the "Demo Page1" button to download the "Page Planner"



Page Planner – print the number of copies equivalent to the number of web pages required.

2.4.2. Demo Pages

This is the first screen that appears after clicking the "Demo page 1" button.
This demo page can be edited, deleted or moved to the end of the bar.
We recommend that these pages not be deleted until you can create pages independently, with confidence.

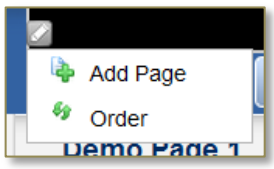


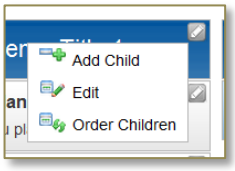
1. Demo pages - can be edited or deleted as necessary.
2. Demo columns - can be edited or deleted.
3. Demo documents and titles – can be edited or deleted.
4. Helpful first steps.

2.4.3. Menus and Symbols

2.4.3.1. Gray button:

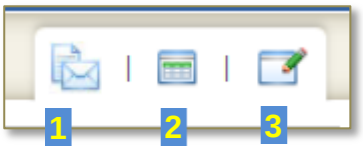
Press on the Gray buttons to open the Menus:



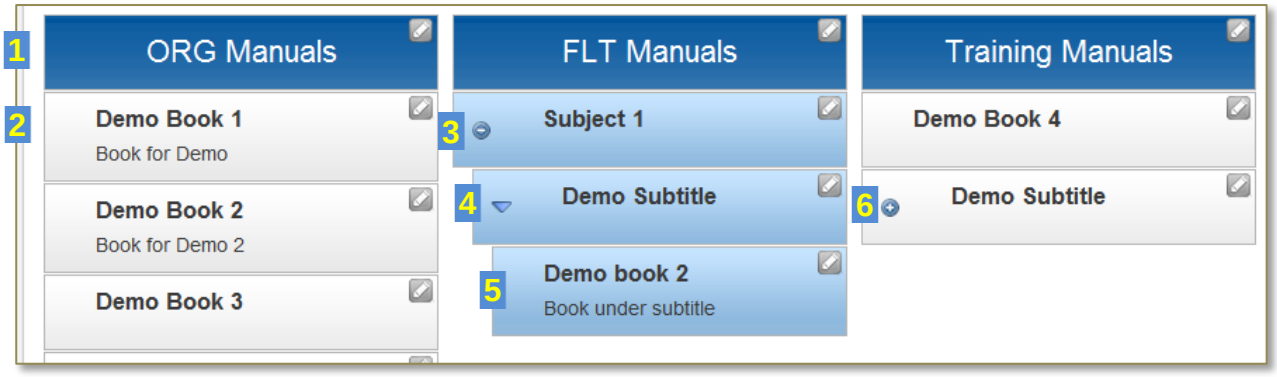


2.4.3.2. Symbols:

Home and Messages center button



1. Compose new Message
2. Master Revision Status
3. Professional Book editor

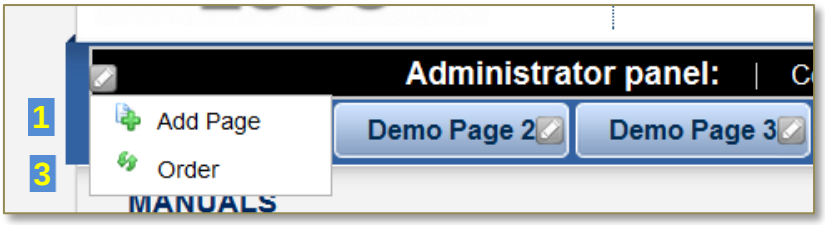


1. Column Title – this cannot contain a Document.
2. Document.
3. Title - cannot contain a Document! This serves to place documents under the same Title.
4. Subtitle ("child") – cannot contain a Document!
5. Book under Subtitle.
6. Press the button to open the List of Documents below.

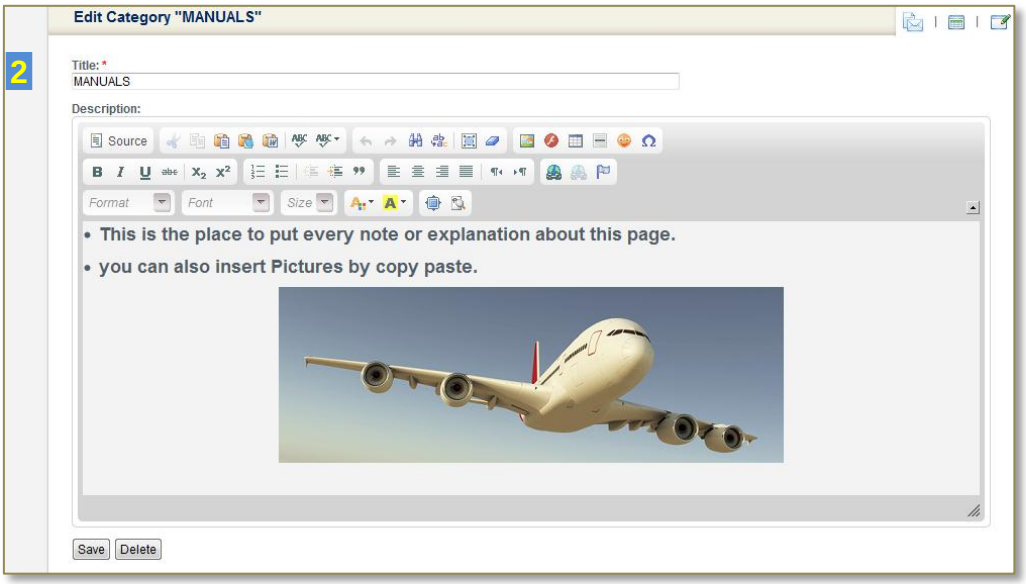
These symbols represent Title actions (clicking a button will open the Documents below).

2.5. Creating a new Page:

1. Press the Gray button on the Admin Panel and select "Add Page"

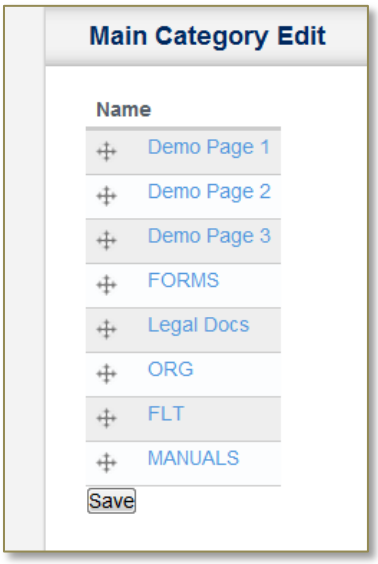


2. Give the Page a Title and Description, and Save.



Tip !
You can use the "Description" area to insert information about the page, or insert photos using Copy-Paste.
Inserting photos can be done only in a "Firefox" Browser, but once inserted, they appear on any browser.
Decrease the photo resolution to speed up browsing.

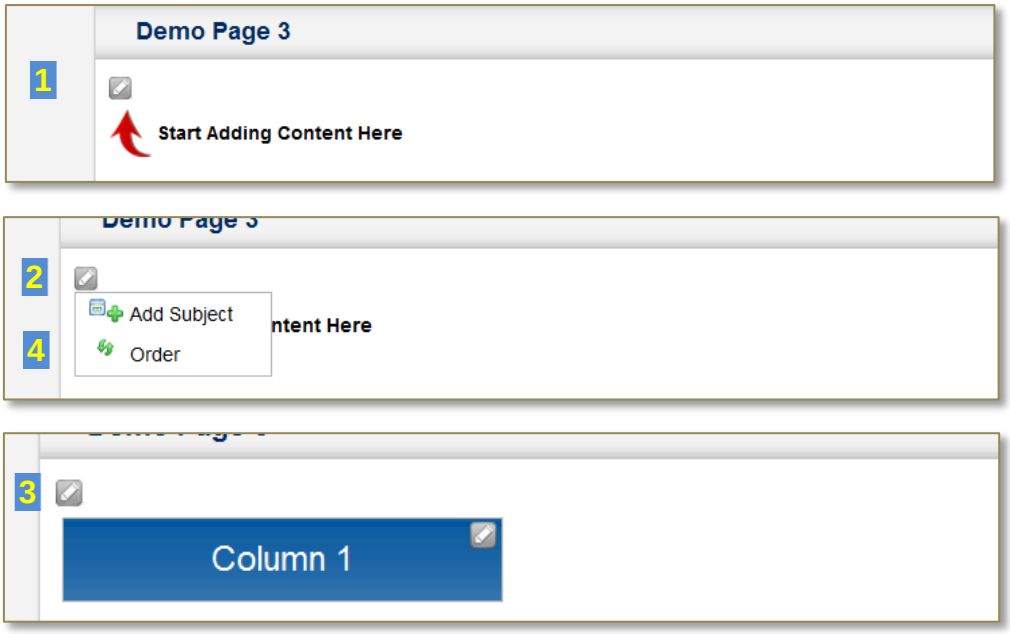
3. "Order" – click the "Order" button to Drag and Drop the pages into their new order.



Remember – when you delete a Page, all the contents of that page will be lost, including all Documents!
It is advised to download and save all documents to your computer prior to deleting an entire Page!

2.6. Add Columns:

Every Page can contain four Columns.



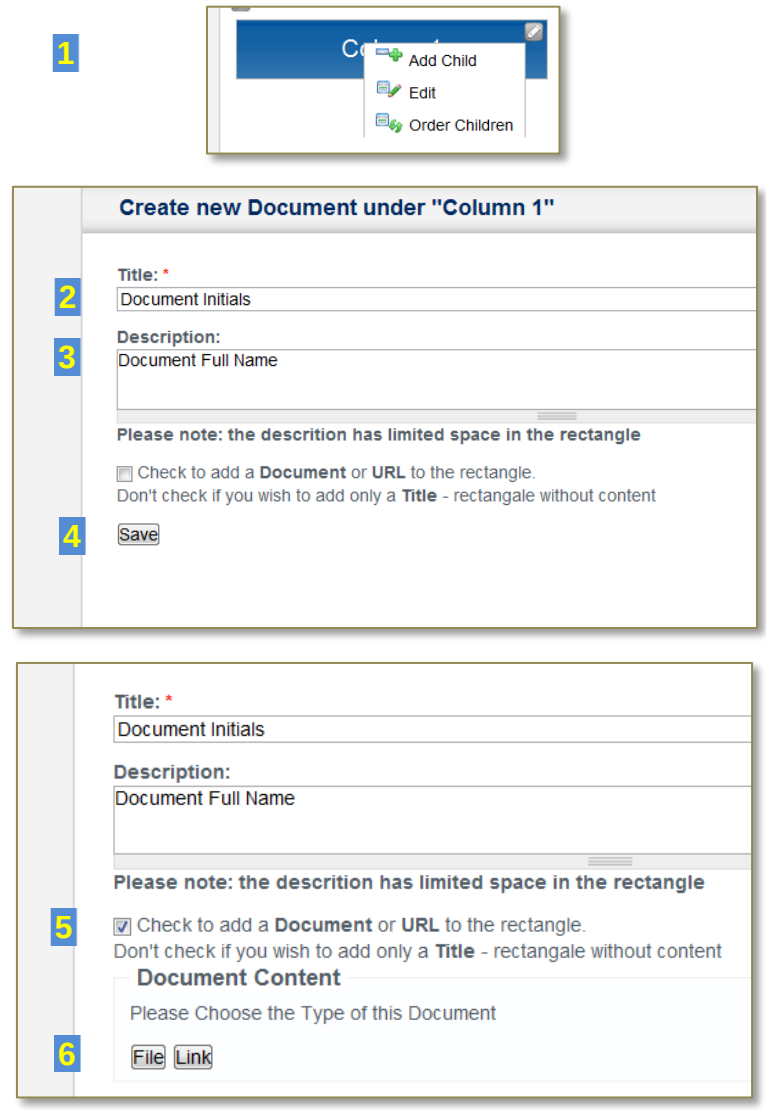
1. Press the Gray button.
2. Press “Add Subject”.
3. Provide the Column name (e.g. "Manuals").
4. "Order" – organize the Columns into the order required.

Remember – when you delete a Column, all the content of the Column will be lost, including all Documents!

It is advised to download and save all documents to your computer before deleting a Column.

It is also possible to transfer documents from one Column to another. See paragraph 2.8.

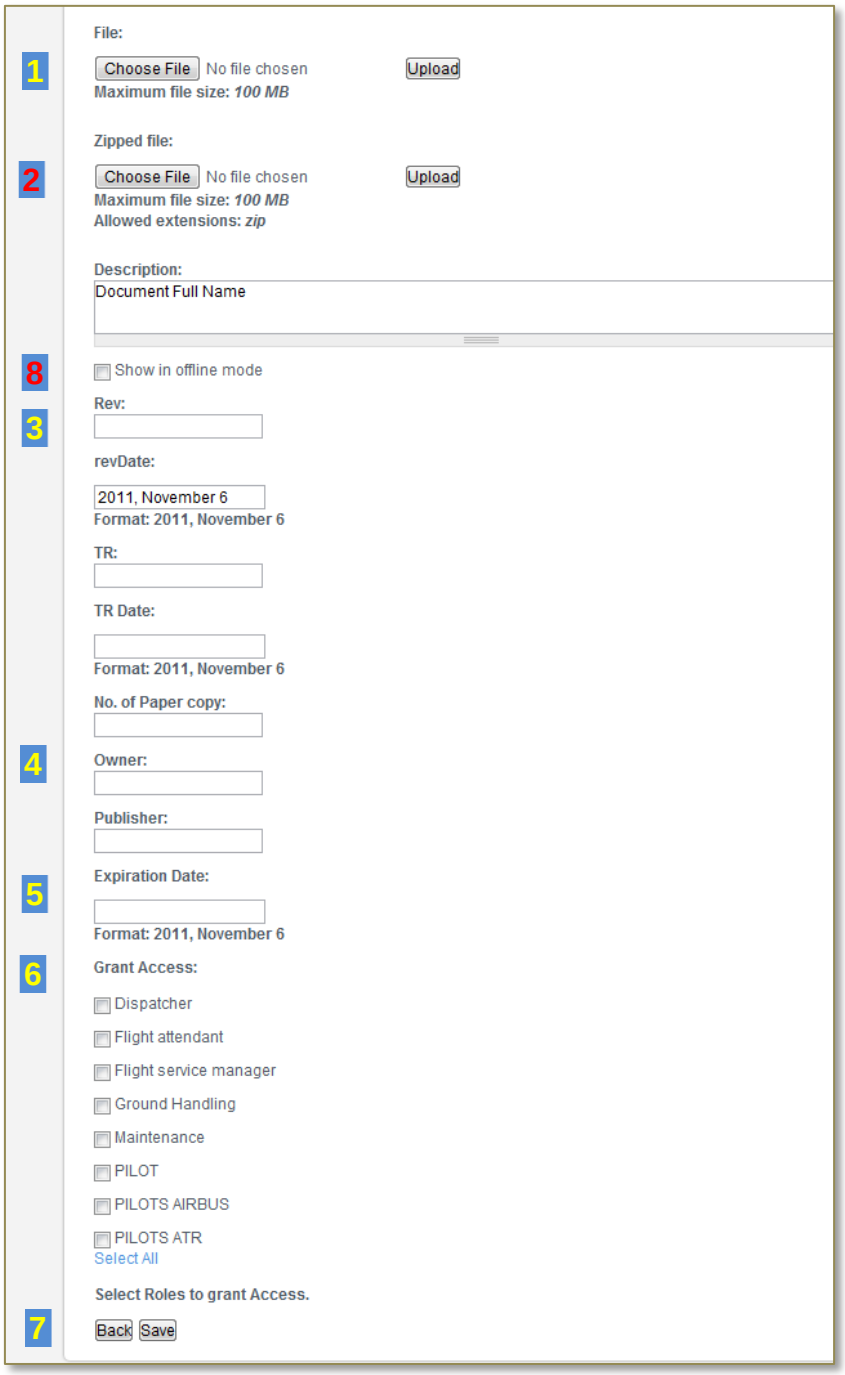
2.7. Add Document and Links



1. Press the Gray button to "Add Child"
2. Give the Document a Name or Initials.
3. Provide the document with a full name.
4. “Save”* - do it at this stage only if you want to Add Title without Content!
5. Click the check box to add a Document or Link.
6. Choose to add File or Link.

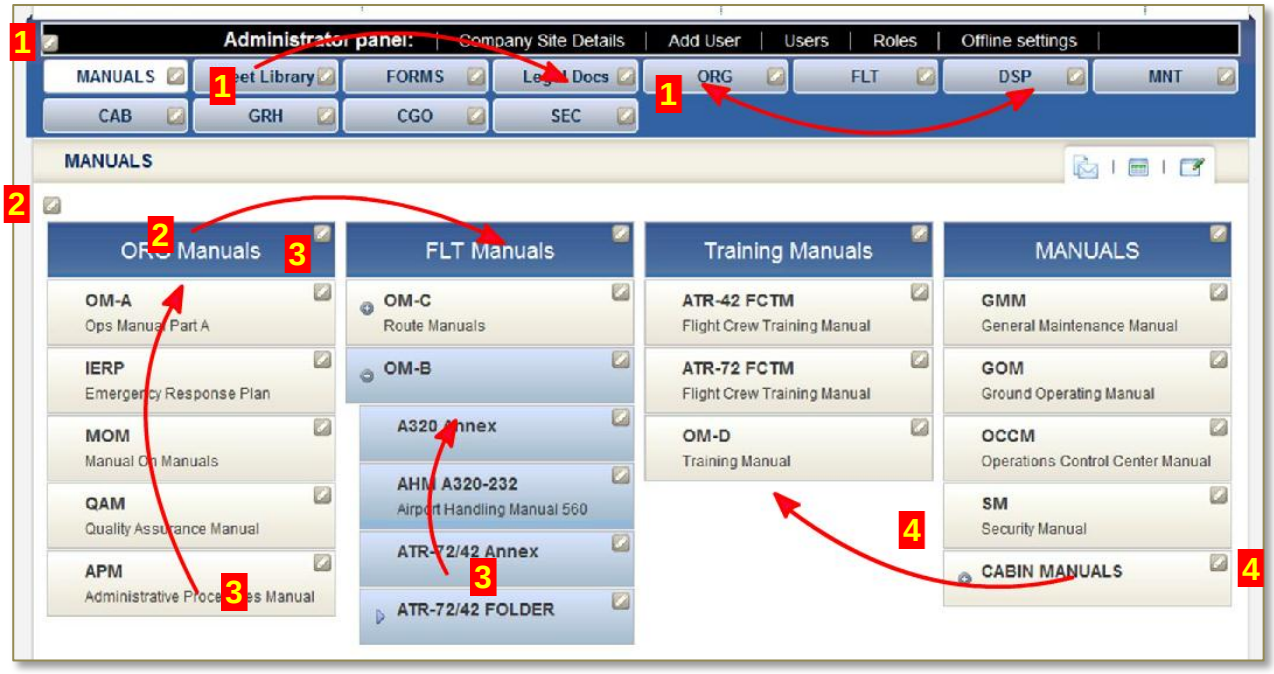
*”**Save”** will create a rectangle for use as a Title that cannot contain a File or Link – this is very useful when placing more than one File under the same **Title** – Watch the "Demo of Full Airline Use" on the **GLOBALeDOCs** website to get an impression of how this works.

Continued on the next Page

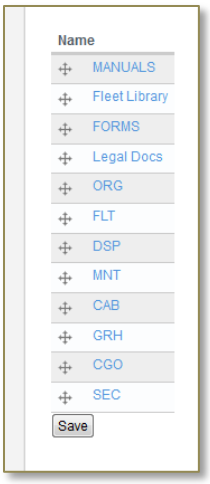


1. Choose file to upload.
2. **Choose ZIP file** – use this option only after reading the chapter relating to Special Files.
3. Revision number – this is a legal requirement for "Controlled Documents".
4. Revision Date – click the window to open Date List.
5. Book Owner – who is in charge of the book within the company – Person or Department.
6. Grant Access – click on the check boxes to allocate Access to the Document for selected Roles.
7. Save.
8. **Show in offline mode** – use this option **only for operational Files** that are required for Offline use!! Selecting this option unnecessarily will extend the sync time for the "Offline" computers.

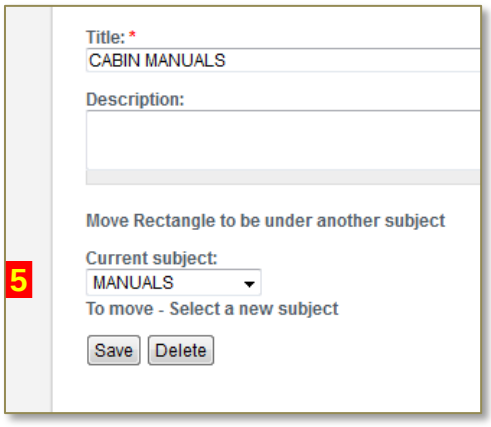
2.8. Change the Order of Pages, Columns and Documents



1. Page order – Press the Gray button, select "Order" - drag and drop.

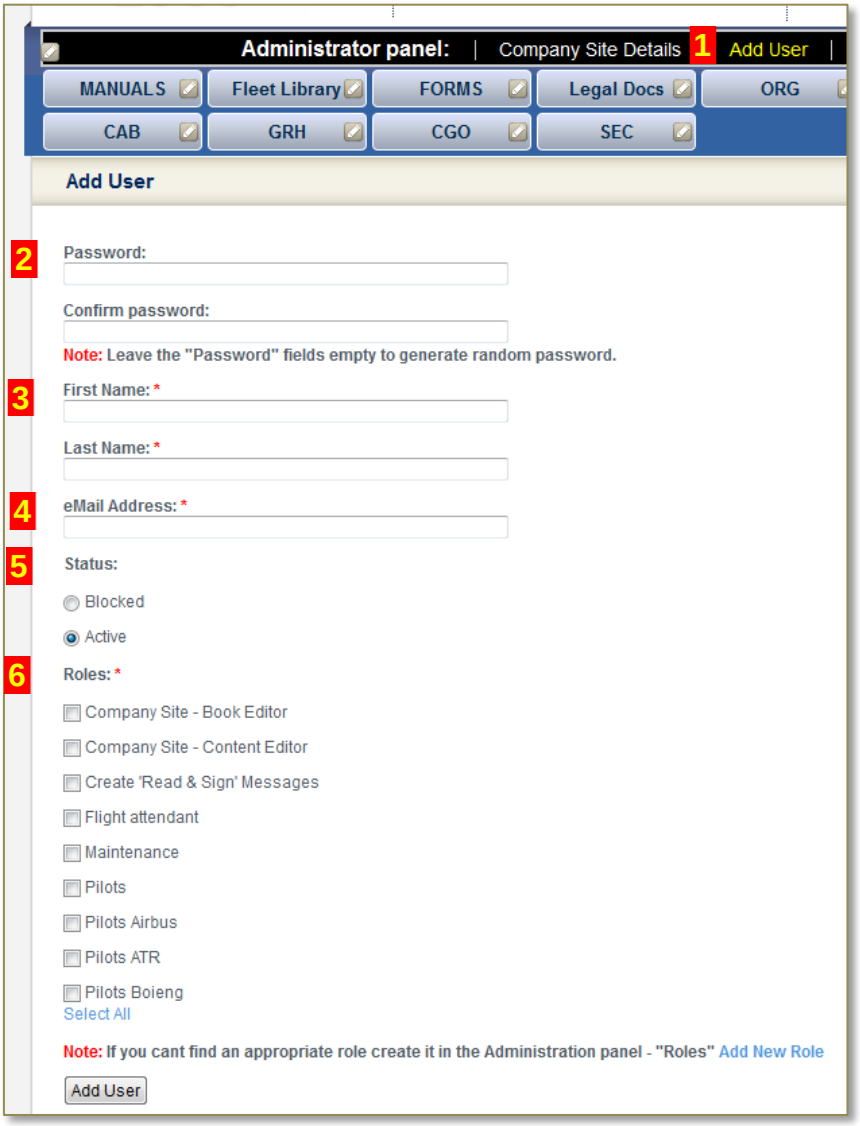


2. Column Order – Press the Gray button, select "Order" – drag and drop.
3. Document Order in the same Column – Press the Gray button on the Column Title – drag and drop.
4. **Document Order, between Columns** – Press the Gray button, select "**Edit".**
   "Document Edit Page" will open. Select the new Column name from the drop box (5).



Note – Documents cannot be transferred between Pages.

2.9. Add users

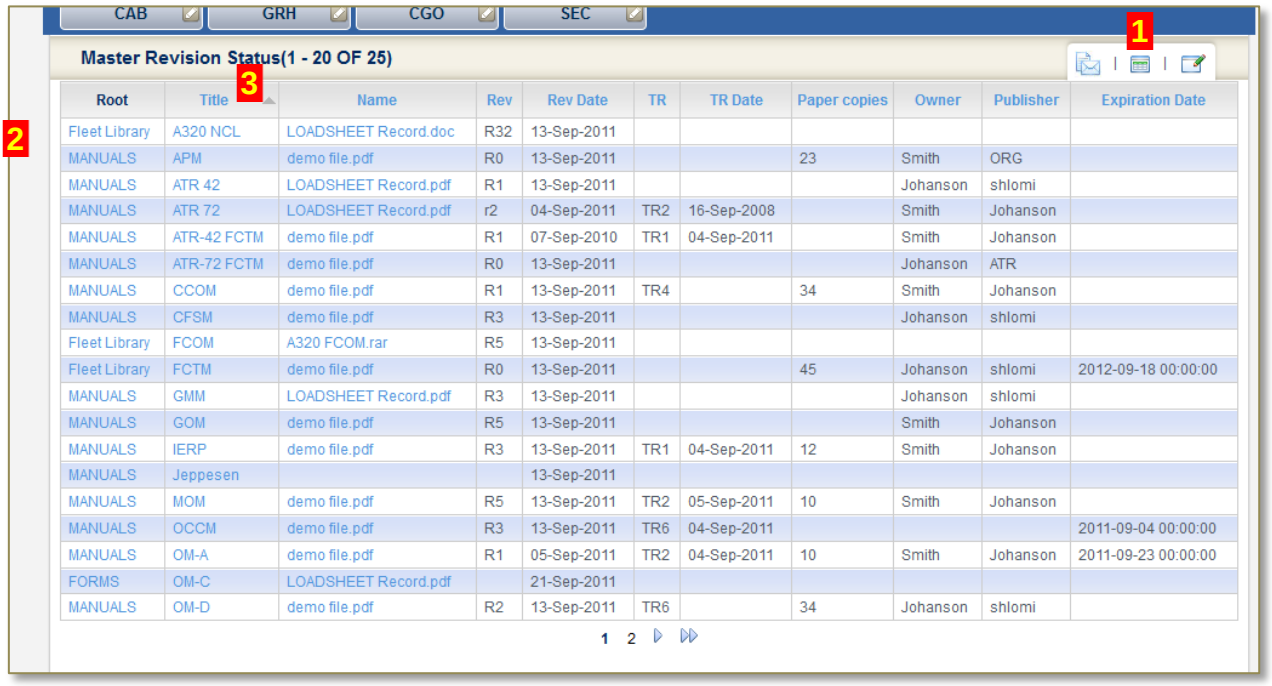


1. Press the "Add User" button.
2. Select Password (or leave the field empty for random password).
3. Name of employee.
4. email – valid email Address for every employee; this is the only User Name approved by the system. Information and messages will be sent to the employee's personal or organization email.
   You do not need to contact the employee with registry information, as this will be sent AUTOMATICALLY to the employee's email.
5. Status – the Employee's entry into the system can be blocked without the need for Data to be deleted.
6. Roles – assign the employee with one or Multiple Roles, as necessary.

2.10. Search Engine & "Master Revision Status"

The Search Engine will try to anticipate the Document you are searching for, and will provide a list of Documents that match the keywords.

"Master Revision Status"



Root	Title	Name	Rev	Rev Date	TR	TR Date	Paper copies	Owner	Publisher	Expiration Date
Fleet Library	A320 NCL	LOADSHEET Record.doc	R32	13-Sep-2011						
MANUALS	APM	demo file.pdf	R0	13-Sep-2011			23	Smith	ORG	
MANUALS	ATR 42	LOADSHEET Record.pdf	R1	13-Sep-2011				Johanson	shlomi	
MANUALS	ATR 72	LOADSHEET Record.pdf	r2	04-Sep-2011	TR2	16-Sep-2008		Smith	Johanson	
MANUALS	ATR-42 FCTM	demo file.pdf	R1	07-Sep-2010	TR1	04-Sep-2011		Smith	Johanson	
MANUALS	ATR-72 FCTM	demo file.pdf	R0	13-Sep-2011				Johanson	ATR	
MANUALS	CCOM	demo file.pdf	R1	13-Sep-2011	TR4		34	Smith	Johanson	
MANUALS	CFSM	demo file.pdf	R3	13-Sep-2011				Johanson	shlomi	
Fleet Library	FCOM	A320 FCOM.rar	R5	13-Sep-2011						
Fleet Library	FCTM	demo file.pdf	R0	13-Sep-2011			45	Johanson	shlomi	2012-09-18 00:00:00
MANUALS	GMM	LOADSHEET Record.pdf	R3	13-Sep-2011				Johanson	shlomi	
MANUALS	GOM	demo file.pdf	R5	13-Sep-2011				Smith	Johanson	
MANUALS	IERP	demo file.pdf	R3	13-Sep-2011	TR1	04-Sep-2011	12	Smith	Johanson	
MANUALS	Jeppesen			13-Sep-2011						
MANUALS	MOM	demo file.pdf	R5	13-Sep-2011	TR2	05-Sep-2011	10	Smith	Johanson	
MANUALS	OCCM	demo file.pdf	R3	13-Sep-2011	TR6	04-Sep-2011				2011-09-04 00:00:00
MANUALS	OM-A	demo file.pdf	R1	05-Sep-2011	TR2	04-Sep-2011	10	Smith	Johanson	2011-09-23 00:00:00
FORMS	OM-C	LOADSHEET Record.pdf		21-Sep-2011						
MANUALS	OM-D	demo file.pdf	R2	13-Sep-2011	TR6		34	Johanson	shlomi	

1 2

1. "Master Revision Status" button.
2. List of all the Documents – Press on any Document to open it.
3. Sort – every Column can be sorted by clicking on the Column Name.

2.11. Messages

Messages operate in a way similar to regular email.

Messages are divided to "Read & sign" and "Notify" messages.

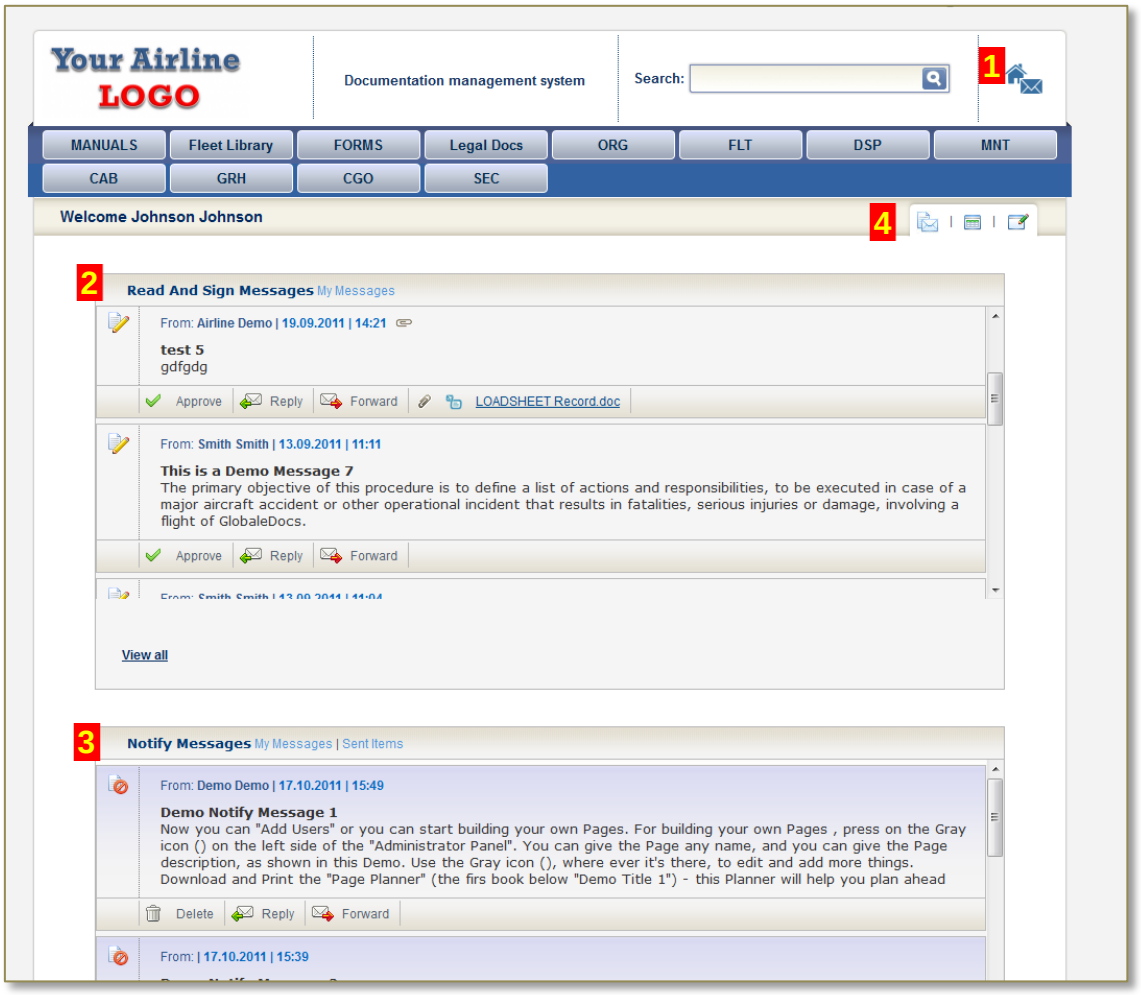
The "Read & Sign" module provides the main benefit of the message center.

When the option is selected, a copy of the message will be sent to the employee's personal email. This message will include attached Files, if any.

The employee must be logged into the system in order to **Sign** his messages.

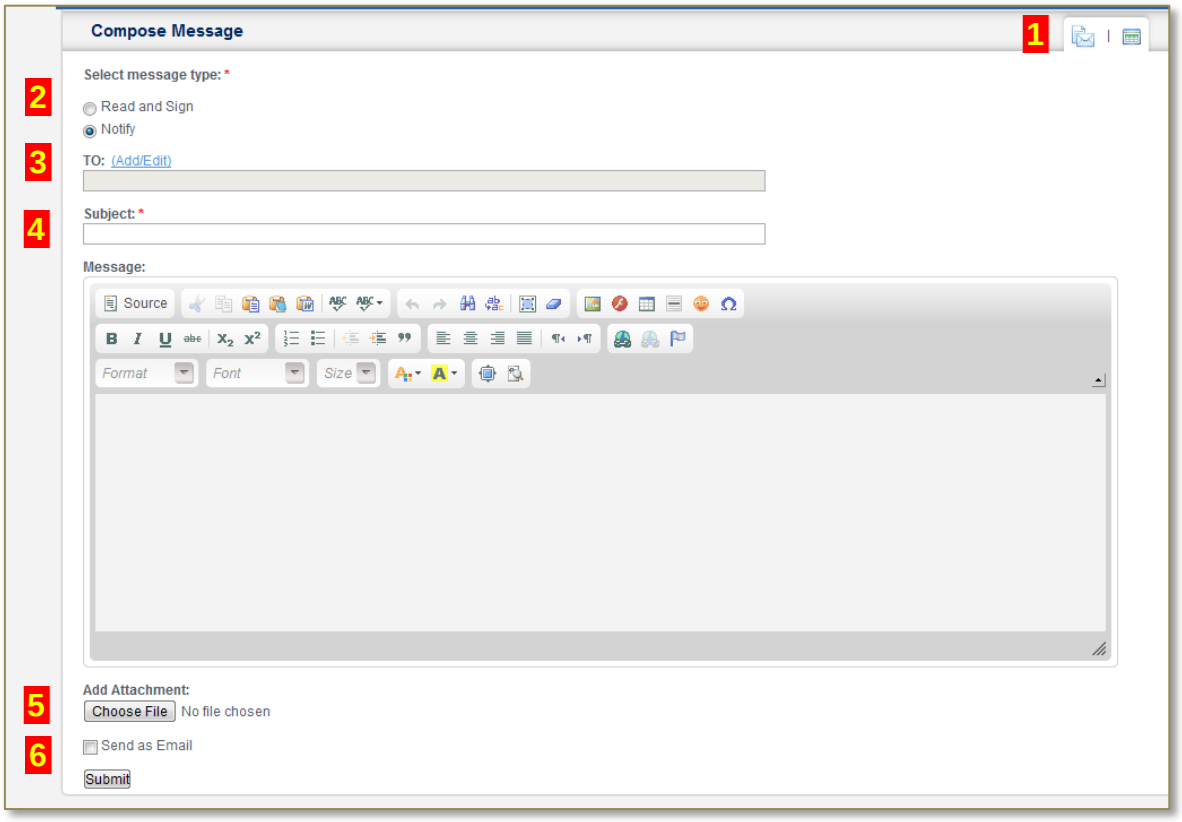
Every employee can send a Notification Message to any other employee.

Only authorized employees can send a "Read & Sign" Message

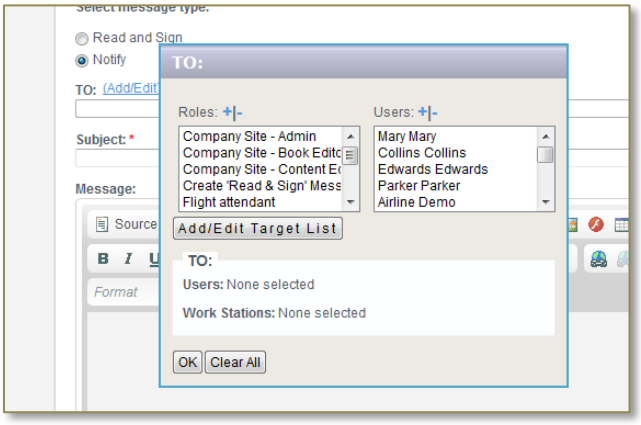


1. "Home & Messages" button
2. "Read & Sign" Messages.
3. Notification Messages.
4. Compose message.

2.11.1. Compose Message:

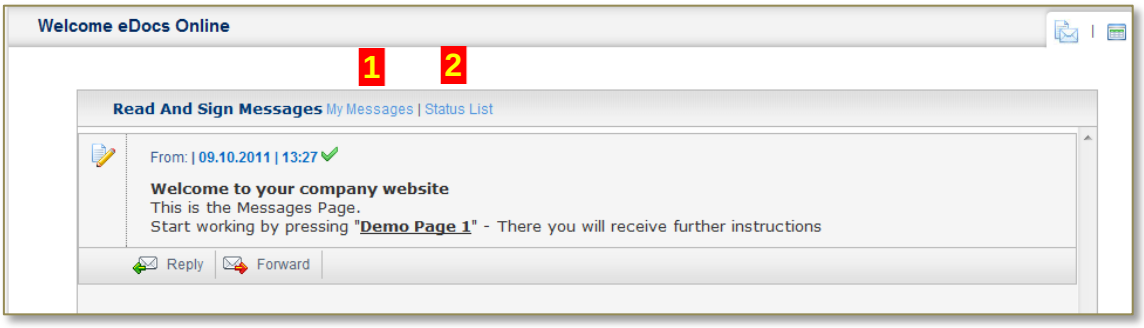
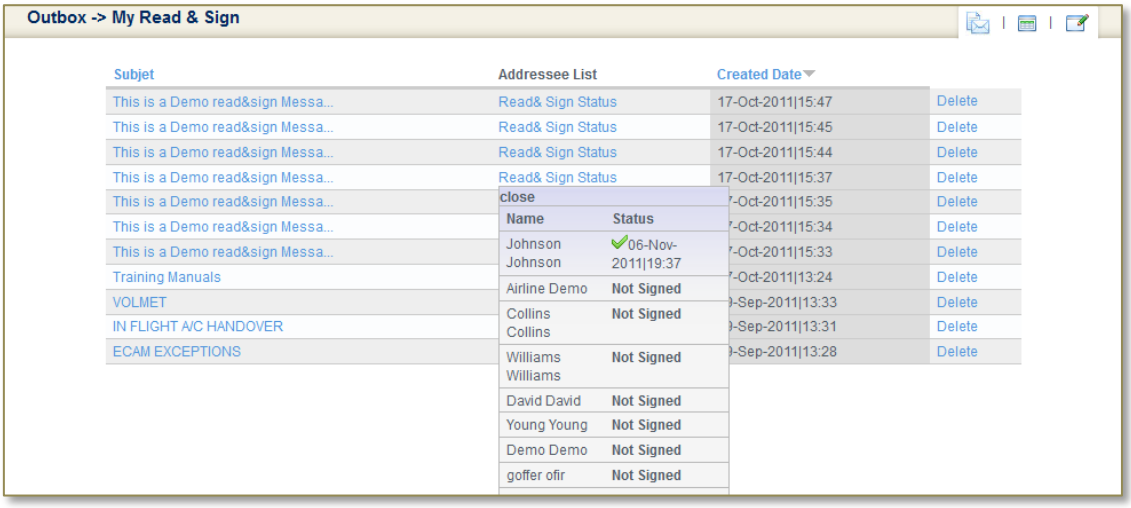


1. Compose message
2. Select the type of message (only for authorized employees)
3. To – choose from the list and Add to the target list.
   Use the +/- buttons to view the entire List.
   You can choose any combination of Roles and employees Names.



4. Subject.
5. Add attachment.
6. Send as email – a copy of the message will be sent to the employee's personal email.

2.11.2. List of emails



1. “My messages” – click to view a List of all received messages.
   "Read and Sign" Messages can be read directly from this List.
2. “Status List” – click to view all outgoing Messages.
   Click on any Message in the "list" section, to see the "Sign" status.