

# QUICK GUIDE

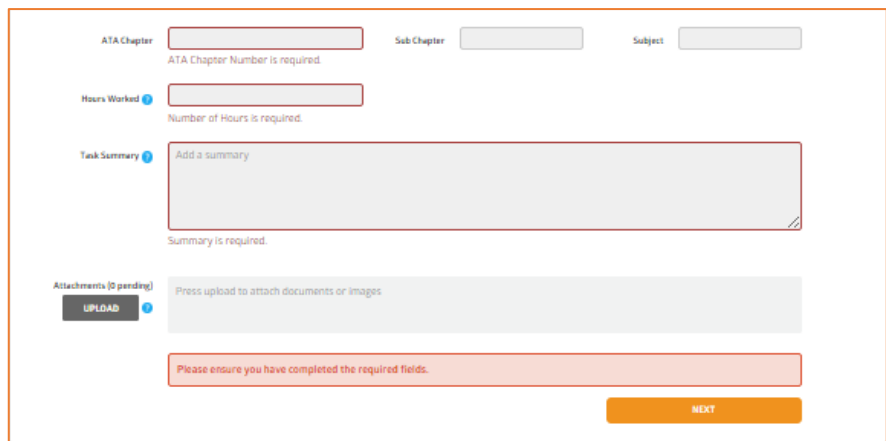
## Why can't I add and submit tasks for validation?

When saving and submitting tasks, the application checks your personal profile to ensure the correct Job Roles, Licences and Company Authorisations have been entered. Likewise, when submitting the task, the system does a further check to filter who can and who cannot validate your tasks. These checks are put in place to ensure that tasks are submitted and validated by the correct users, with the relevant qualifications. This guide explains what warning messages you may see whilst adding experience to your profile.

Check that you have filled out all the mandatory fields.

Mandatory fields that have not been completed will be highlighted red. A prompt will also appear below each field that is missing information.

A warning will also appear at the bottom of the page as a prompt.



### 'Warning' pop-up

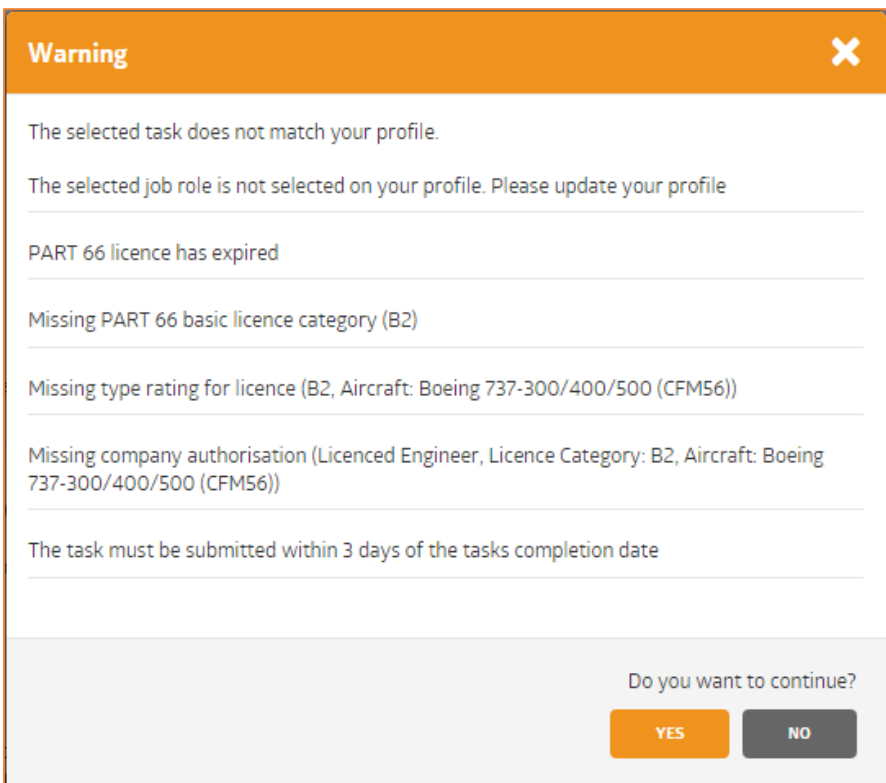
The system checks the details entered on the 'Add Task' form against your profile and missing/expired details will be listed within a warning message.

If the task completed date falls outside the organisations allowed time for tasks to be submitted for validation, this will also be detailed in the warning.

To edit the 'Add Task' form details, click on the 'NO' button.

By clicking 'YES' the task will be saved in a draft status until the required information is entered into your profile.

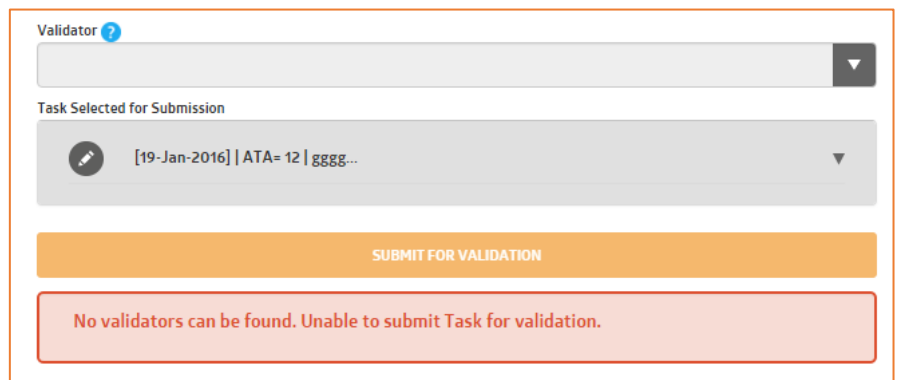
Until this information is uploaded to your profile, you will **NOT** be able to submit this task for validation.




When submitting a task for validation if you get a **'No validators can be found. Unable to submit Task for validation'** message means that there are currently no staff members, within your organisation, that are available to validate your task.

**If you see this warning, please contact your Company Administrator.**

The task will be saved in a draft format until the problem is resolved.



Validator 

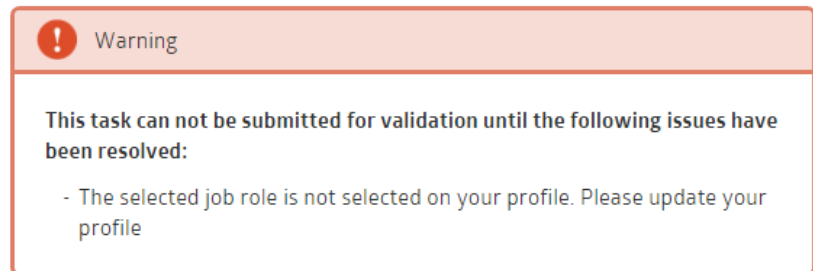
Task Selected for Submission


[19-Jan-2016] | ATA= 12 | gggg...

SUBMIT FOR VALIDATION

No validators can be found. Unable to submit Task for validation.

If the selected job role does not match your profile, then go to **'PERSONAL PROFILE'** on the left-hand menu, then select **'Job Roles'** from the drop-down. Update your Job Roles accordingly.



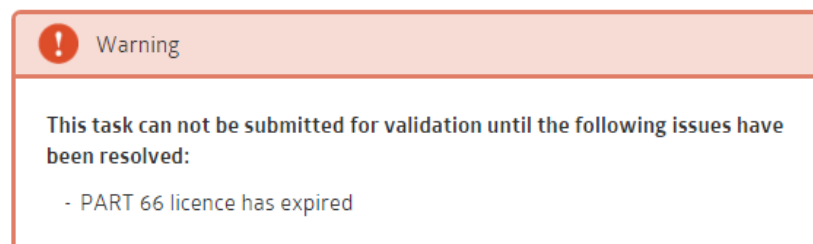
 Warning


**This task can not be submitted for validation until the following issues have been resolved:**

- The selected job role is not selected on your profile. Please update your profile

If your PART 66 licence has expired go to **'PERSONAL PROFILE'** on the left-hand menu, then select **'Licences & Authorisations'** from the drop down list.

Upload and update your licence and the task will become unlocked.

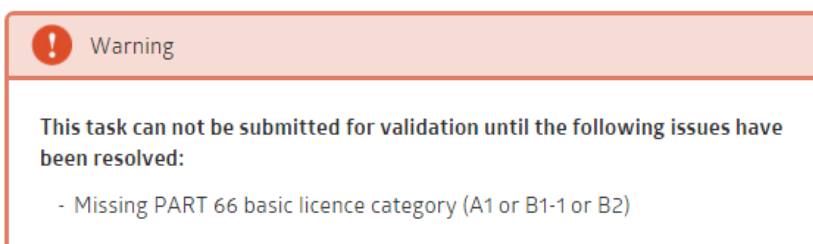



 Warning

**This task can not be submitted for validation until the following issues have been resolved:**

- PART 66 licence has expired

If you are missing a PART 66 basic licence category go to **'PERSONAL PROFILE'** on the left-hand menu, then select **'Licences & Authorisations'** from the drop down list. Using the **'ADD'** button update your licence category details.

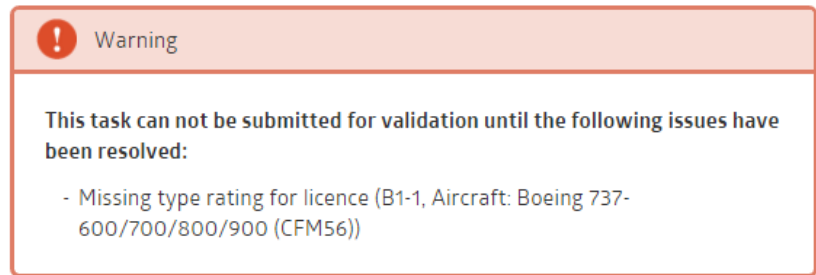


 Warning

**This task can not be submitted for validation until the following issues have been resolved:**

- Missing PART 66 basic licence category (A1 or B1-1 or B2)

If you are missing a type rating for a licence, go to '**PERSONAL PROFILE**' on the left-hand menu, then select '**Licences & Authorisations**' from the drop down list. Using the '**ADD**' button update your PART 66 Aircraft Type Ratings.

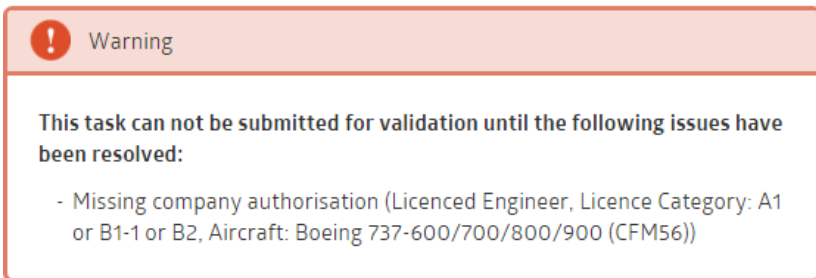


**Warning**

**This task can not be submitted for validation until the following issues have been resolved:**

- Missing type rating for licence (B1-1, Aircraft: Boeing 737-600/700/800/900 (CFM56))

If you have this warning saying that you are missing a company authorisation, you will need to contact your organisation's quality department so that they can enter your Company Authorisations, on your behalf.



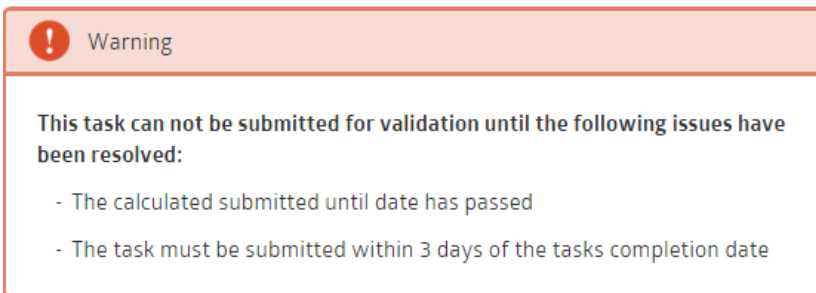
**Warning**

**This task can not be submitted for validation until the following issues have been resolved:**

- Missing company authorisation (Licenced Engineer, Licence Category: A1 or B1-1 or B2, Aircraft: Boeing 737-600/700/800/900 (CFM56))

This warning means that the task can no longer be submitted for validation through the application, as the three day time limit for submission has been exceeded.

*However, it is still possible to manually validate the task if required. (See Quick Guide titled "How to Manually Validate Your Tasks")*



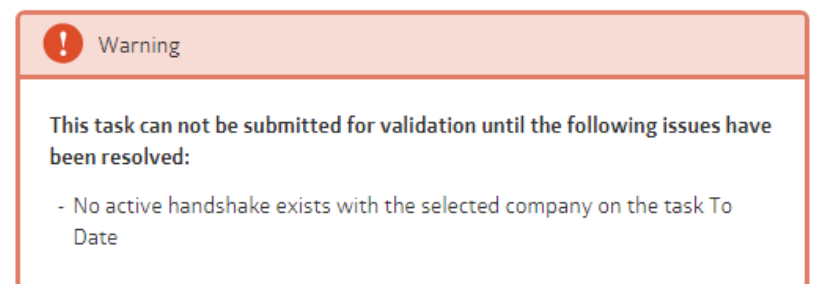
**Warning**

**This task can not be submitted for validation until the following issues have been resolved:**

- The calculated submitted until date has passed
- The task must be submitted within 3 days of the tasks completion date

This warning states that on the date on which the task was started, no active Handshake existed with the organisation in which you are submitting the task for.

An active Handshake must be in place on the start date of each task to ensure the task can be submitted successfully.



**Warning**

**This task can not be submitted for validation until the following issues have been resolved:**

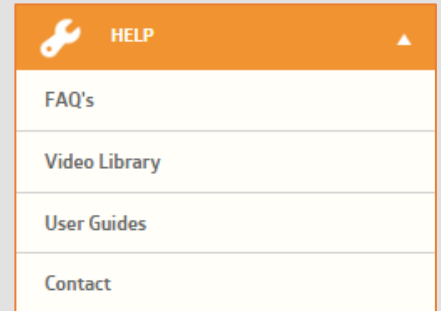
- No active handshake exists with the selected company on the task To Date

## System Support

For more support and information regarding the ELMS application, please see the 'HELP' drop down in the left-hand menu once you log in.

Here you will find external links to:

- [FAQs](#)
- [Video Tutorials](#)
- [User Guides](#)
- [Contact](#)



For any further assistance please contact your Organisation's ELMS Company Administrator.

Alternatively, you can speak with one of our support team by using the 'Contact' link under the help banner or by calling: 0330 100 5321  
(Lines open: Monday to Friday 09.00 and 17.00 UK time; Excluding Bank Holidays)