

QUICK GUIDE

How to create sets – (Users; Aircraft & ATA Chapters)

Creating sets allows you to group data when running reports. For example, running a report against specific sets of aircraft types, users or ATA chapters. E.G. An organisation could create a set of day shift staff and night shift staff.

Supervisors, Managers & QA users can all create sets. When setting up an application report where users, ATA Chapters or Aircraft can be utilised in the report criteria, the user also has the ability to add in multiple selections.

For example, looking at a set of users. Within the report criteria, choose the 'set' option and click the + button.



The screenshot shows a report criteria interface with three radio buttons: 'All Engineers', 'Single Engineer', and 'Engineer Set'. The 'Engineer Set' option is selected. Below the radio buttons is a search input field and three buttons: a question mark icon, a plus sign (+), a pencil icon, and an X icon.

A pop-up will appear on screen and you will need to take the following steps.

Give the set a name.

Select the '**Organisation**' from the drop-down list.

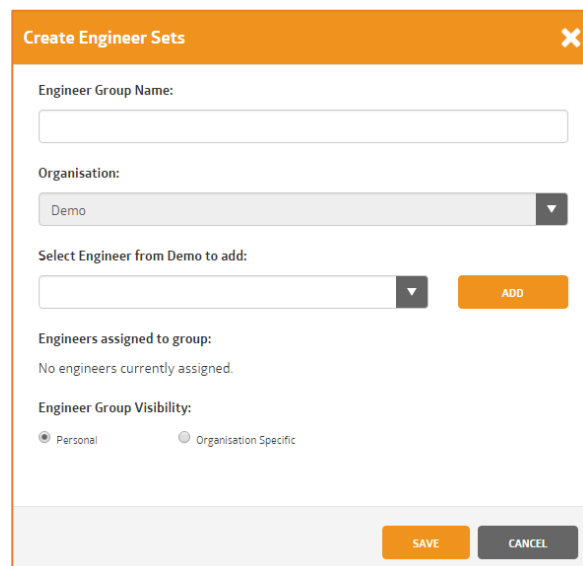
Select the **Engineers from the drop-down list** to include them in the set and click '**Add**'.

Using the radio buttons choose either:

'Personal': Only you can see this set.

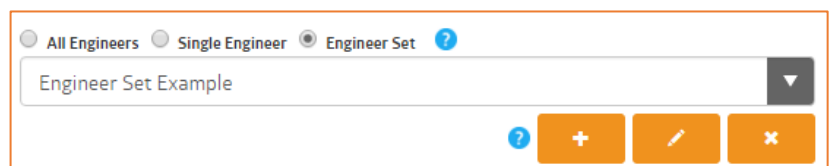
'Organisation Specific': Allows other users associated with the selected organisation to view and use the set.

Click '**Save**' to save the set



The screenshot shows a 'Create Engineer Sets' pop-up form. It has a title bar with a close button (X). The form contains the following fields and controls: 'Engineer Group Name' (text input), 'Organisation' (drop-down menu with 'Demo' selected), 'Select Engineer from Demo to add' (drop-down menu with an 'ADD' button), 'Engineers assigned to group' (text area showing 'No engineers currently assigned.'), and 'Engineer Group Visibility' (radio buttons for 'Personal' and 'Organisation Specific'). At the bottom are 'SAVE' and 'CANCEL' buttons.

Once saved, the selected set is moved to the '**Engineer Set**' drop down box.



The screenshot shows the report criteria interface with the 'Engineer Set' option selected. The search input field now contains 'Engineer Set Example'. The plus sign (+) button is highlighted.

To '**Edit**' the set click the pen icon.



To '**Delete**' the set use the X icon.



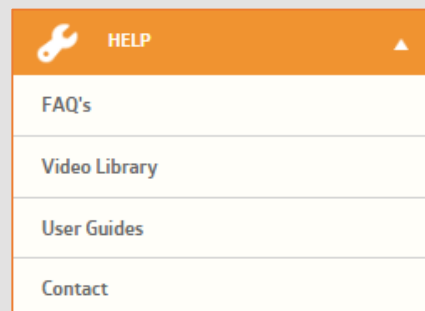
This can also be done to create sets of ATA Chapters and Aircraft, meaning that you could utilise the reporting effectively. E.G. Running a Recency report against a set of Aircraft. Just follow the on-screen instructions when you see the set option within the reporting criteria.

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)