

QUICK GUIDE

Adding a task; Base, Line or Workshop

'Add a Task' can be found by clicking on 'EXPERIENCE RECORD' in the menu on the left-hand side of the screen.

Click the date picker calendar icon to enter the task 'From' and 'To' dates. These act as the start and end date of the task. (See our quick guide 'Using the Date Picker Widget')

Use the drop-down menu to pick the 'Organisation' that the task was carried out for. If you do not have a handshake with an organisation, but they are using ELMS, you will need to choose 'ELMS Organisations'.

'Other' is a free text box and should be used for Manual Validation. (See our quick guide 'Manual Validation')

Enter the 'Aircraft Operator'
Start typing the 'Aircraft Type' then select from the drop-down list provided.

Enter the 'Aircraft Reg'
Enter the 'Job Number' or 'Tech Log Page'

Select 'Base', 'Line' or 'Workshop' from the 'Maintenance Type' drop down menu.

Tick the 'Activity Types' associated with this particular task.

Select the 'Category', in which you carried out this task, from the drop down

Select the relevant 'Role/Method' from the drop-down menu.

Select the relevant 'Manual Type' from the drop-down menu or select 'Other' to enter a different one.

Enter the 'ATA chapter' and if applicable, 'Sub Chapter' and 'Subject'

Enter 'Hours Worked' - Round up or down, do not use decimal points.

Enter a 'Task Summary' - A brief description of the task you carried out. This doubles up as the title of your task so include words you may want to search for in the future.

The screenshot shows the 'ADD TASK' form with the following details:

- From:** 29-Jan-2018
- To:** 29-Jan-2018
- Organisation:** ELMS Airways
- Aircraft Operator:** Demo Air
- Aircraft Type:** Boeing 737-600/700/800/900 (CFM56)
- Aircraft Reg:** FLYER-1
- Job Number:** 4245
- Maintenance Type:** Base
- Activity Types:** Changing component, Modifying, Releasing aircraft to service, Servicing, Troubleshooting, Inspection, Operational and functional testing, Repairing, Supervising these Maintenance Activities
- Category:** B1-1 Aeroplanes Turbine
- Role / Method:** Cat B1 Base Maintenance Support Staff
- Manual Type:** AMM
- ATA Chapter:** 27
- Sub Chapter:** 51
- Subject:** 6
- Hours Worked:** 1
- Task Summary:** Replace #4 Flap Transmission

Upload Supporting Document(s).

Uploading a document is not mandatory when submitted to an organisational validator. It is required, when 'Manually Validating'.

Documents to upload include: stamped or signed job card, pictures of the work or any other supporting documents relating to the task.

Simply click the '**UPLOAD**' button and select the file you wish to attach.

Attachments (0 pending)

UPLOAD



Press upload to attach documents or images

Next: Saving The Task.

Review the information that you have entered. entered for the task before saving.

Click '**EDIT**' to make any changes prior to saving.

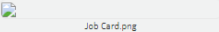
CONFIRM TASK

PLEASE CONFIRM THE DETAILS BELOW

Task Summary
Replace #4 Flap Transmission

Task Id	Status	From	To	Hours Worked	Completed By
	Draft	29-Jan-2018	29-Jan-2018	1	
Organisation	Maintenance Type	Job Number			
ELMS Airways	Base	4245			
Aircraft Operator	Aircraft Type	Aircraft Reg			
Demo Air	Boeing 737-600/700/800/900 (CFM56)	FLYER-1			
Category	Job Role	Activity			
Licensed Engineer	Cat B1 Base Maintenance Support Staff	Changing component			
Manual Type	Manual Part	ATA Chapter			
AMM		27 - 51 - 6			
License Category	Assigned To				
B1-1 Aeroplanes Turbine					

ATTACHMENTS



Job Card.png

EDIT SAVE TASK

Next: Complete Task

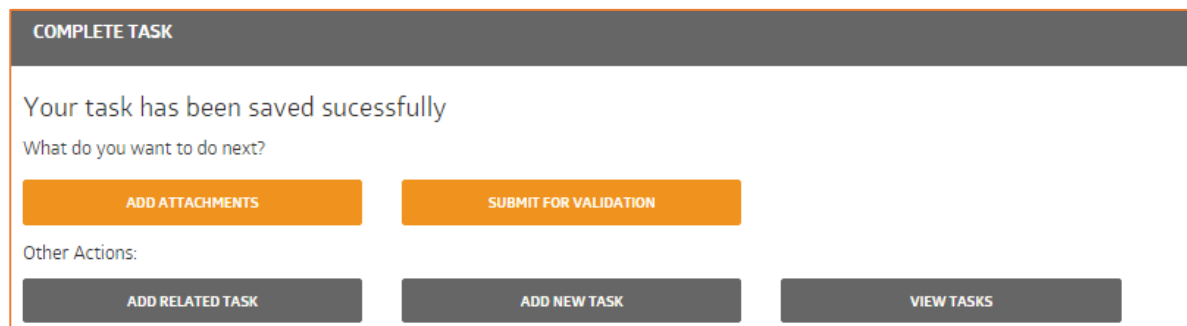
'ADD ATTACHMENTS': Click to add further supporting documents. You can add more than one file to a record.

'SUBMIT FOR VALIDATION': To select an Organisational Validator.

'ADD RELATED TASK': A quick way to add another similar or related task e.g. if you carried out another other tasks on the same aircraft. Some sections of the **'Add Task'** form will be pre-populated from the task you have just entered.

'ADD NEW TASK': Takes you to a new **'Add Task'** page.

'VIEW TASKS': Displays a list of all your saved, submitted and validated task records.

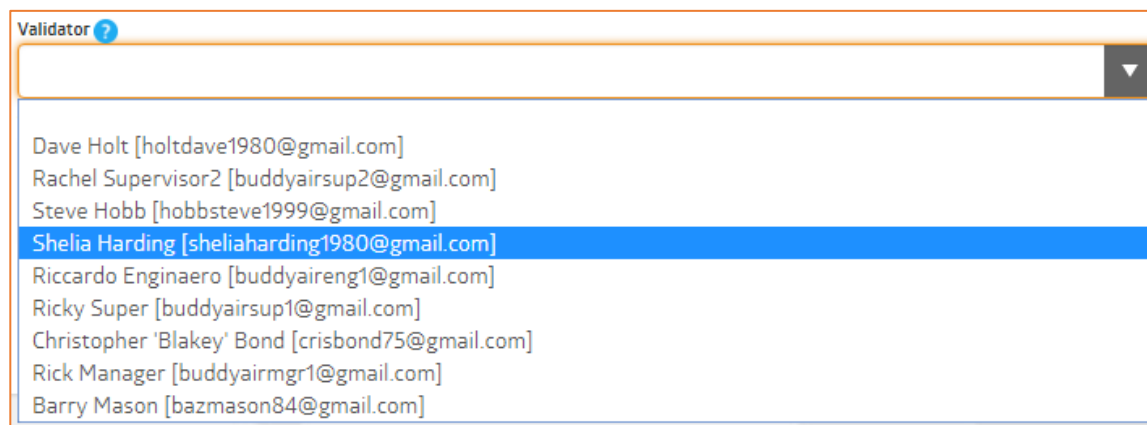


The screenshot shows a dark grey header with the text "COMPLETE TASK". Below the header, a white box contains the message "Your task has been saved sucessfully" (note the typo). Underneath, it asks "What do you want to do next?". There are two orange buttons: "ADD ATTACHMENTS" and "SUBMIT FOR VALIDATION". Below these, the text "Other Actions:" is followed by three dark grey buttons: "ADD RELATED TASK", "ADD NEW TASK", and "VIEW TASKS".

Next: 'Submit for Validation'.

Select which **Validator** to send the task to, using the drop down and click the **'SUBMIT FOR VALIDATION'** button. The system will then check to see if you have any other tasks in draft status, that you can submit to the same Validator. Simply click in the box next to the task(s) you wish to also submit.

Note: Please contact your Company Administrator if you see the warning: **'No validators can be found'**

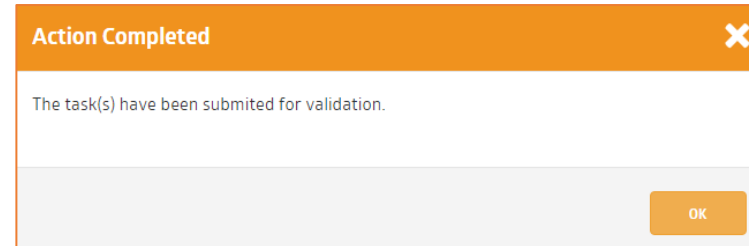


The screenshot shows a dropdown menu titled "Validator" with a question mark icon. The menu is open, showing a list of names and email addresses. The name "Shelia Harding" is highlighted in blue. The list includes: Dave Holt [holt-dave1980@gmail.com], Rachel Supervisor2 [buddyairsup2@gmail.com], Steve Hobb [hobbsteve1999@gmail.com], Shelia Harding [sheliaharding1980@gmail.com], Riccardo Enginaero [buddyaireng1@gmail.com], Ricky Super [buddyairsup1@gmail.com], Christopher 'Blakey' Bond [crisbond75@gmail.com], Rick Manager [buddyairmgr1@gmail.com], and Barry Mason [bazmason84@gmail.com].

Next: 'Action Completed'

Once the task(s) has been successfully submitted for validation the dashboard widget, 'MY PENDING VALIDATIONS', will update to show this.

When the task(s) has been validated, an email notification will be sent to you and the 'MY VALIDATED TASKS' widget number will increase accordingly. You will also receive an 'ALERT' on your dashboard.

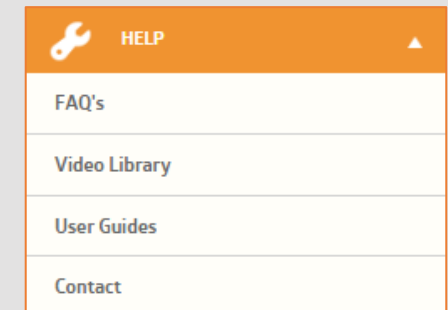


System Support

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)