

Aviation Hub[®]

Hot Topics with ATP Aviation Hub Webinar **FAQ**

Question

Answer

I've uploaded a company logo, how do I get it to print on a report?

Open your System Settings and select Facility Info. Then, click Browse, select an image and click Change Image. The image should then display. If the image does not show, confirm the file selected is a jpeg, gif or bmp file.

Why do I only see FAA AD's and not any EASA AD's in Profile & Compliance?

EASA ADs are available as a separate Library Subscriptions, product code FUW. To purchase this subscription, an admin user can go to the ATP store and purchase it online or they can contact their Account Representative.

Is there a way to sort AD's and SB's by plane serial number?

The component Serial Numbers are listed in the left component column. The system allows you to search by make and model, then you can review each AD/SB to verify SN/PN applicability.

How do I use a User Template?

You must first create a User Template by navigating to your System Setting, clicking User Template button, and selecting Add User Template. You can then add the services and libraries you want to assign to the template. Once the template is saved, it can be assigned to a new or existing user by selecting it within the Template dropdown of the user's settings.

Question

What are the two different save options for a compliance event?

Answer

There are two workflows for adding compliance to existing events:

1) **Using the “Save changes to this event” button:** use this option to update an existing compliance with the latest compliance data. The result is a single compliance record that has been edited to show the new compliance data. This essentially gives you the ability to revise the old record with the new times (i.e. editing the original record).

2) **Using the “Save as new compliance” button:** use this option to create a new compliance record, resulting in the original being retained and a new record with the new compliance data. This allows you to track the historic and new compliance record.

How do I remove a duplicate AD?

If the event is a user entered event, select the event and chose Delete from the “For Selected” dropdown. For system generated events you can select to Hide the event by checkmarking the event and then selecting Hide within the “For Selected” dropdown.