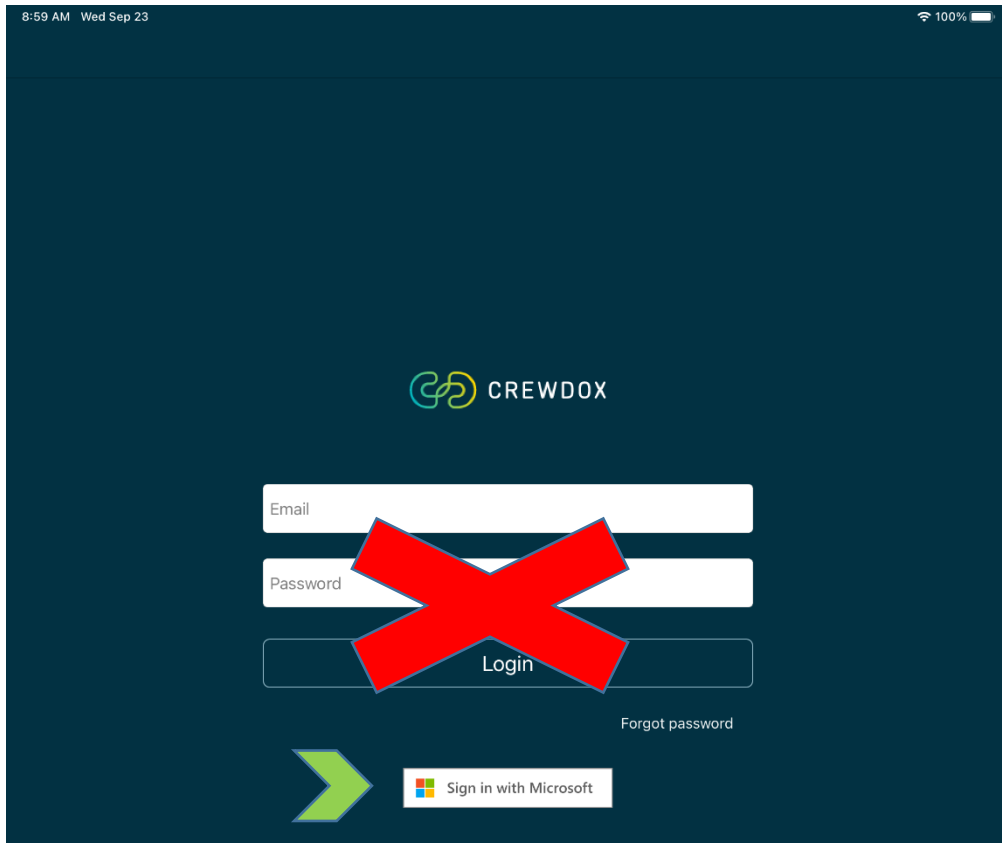


Login

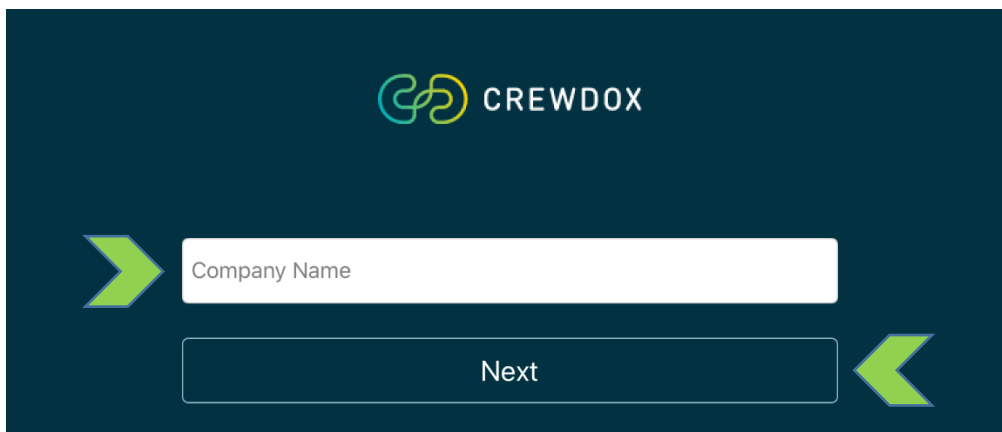
Disregard email and password since BRA users signs in via Microsoft.

The normal way to sign is to use:

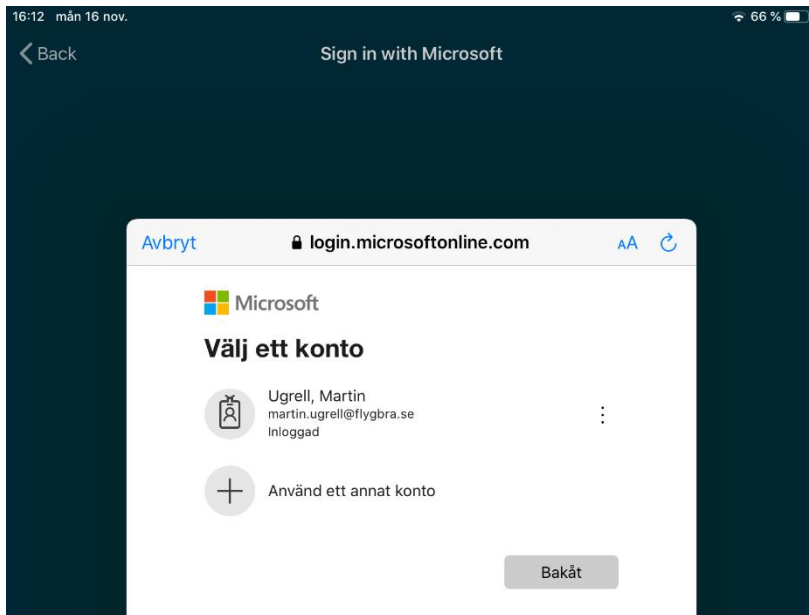
Sign in with Microsoft (Click on the MSN box)



Now enter company name = Bra and select “Next”



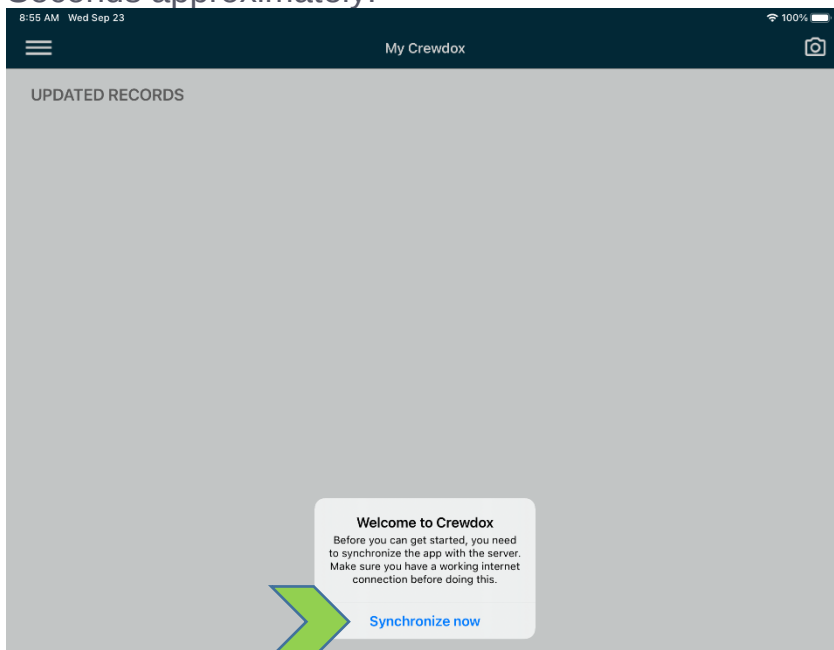
Once that is done, the Microsoft popup will appear and the user can login using his or her Microsoft credentials. Expect as well a pair of popup's where you have to agree that Crewdox may use MSN login. Sign in with your company e-mail and password.



You will remain signed in until signing out, even if the app is closed.

Sync when signing in

When the user signs in to the app, the first thing that will happen is that a sync will need to take place. The user should accept the Synchronize now message. Depending on the amount of data that needs to be downloaded as well as the internet speed, the time for this sync will vary between 5 and 30 Seconds approximately.



Your Records

You will now be able to see your records and documents. This can be medical certificate (record short name = MEC, cabin crew and MEX, pilots) or your last Line Check.

RED = Date expired

Yellow = Expiry date is approaching

Green = Valid and more than 90 days until expiry date

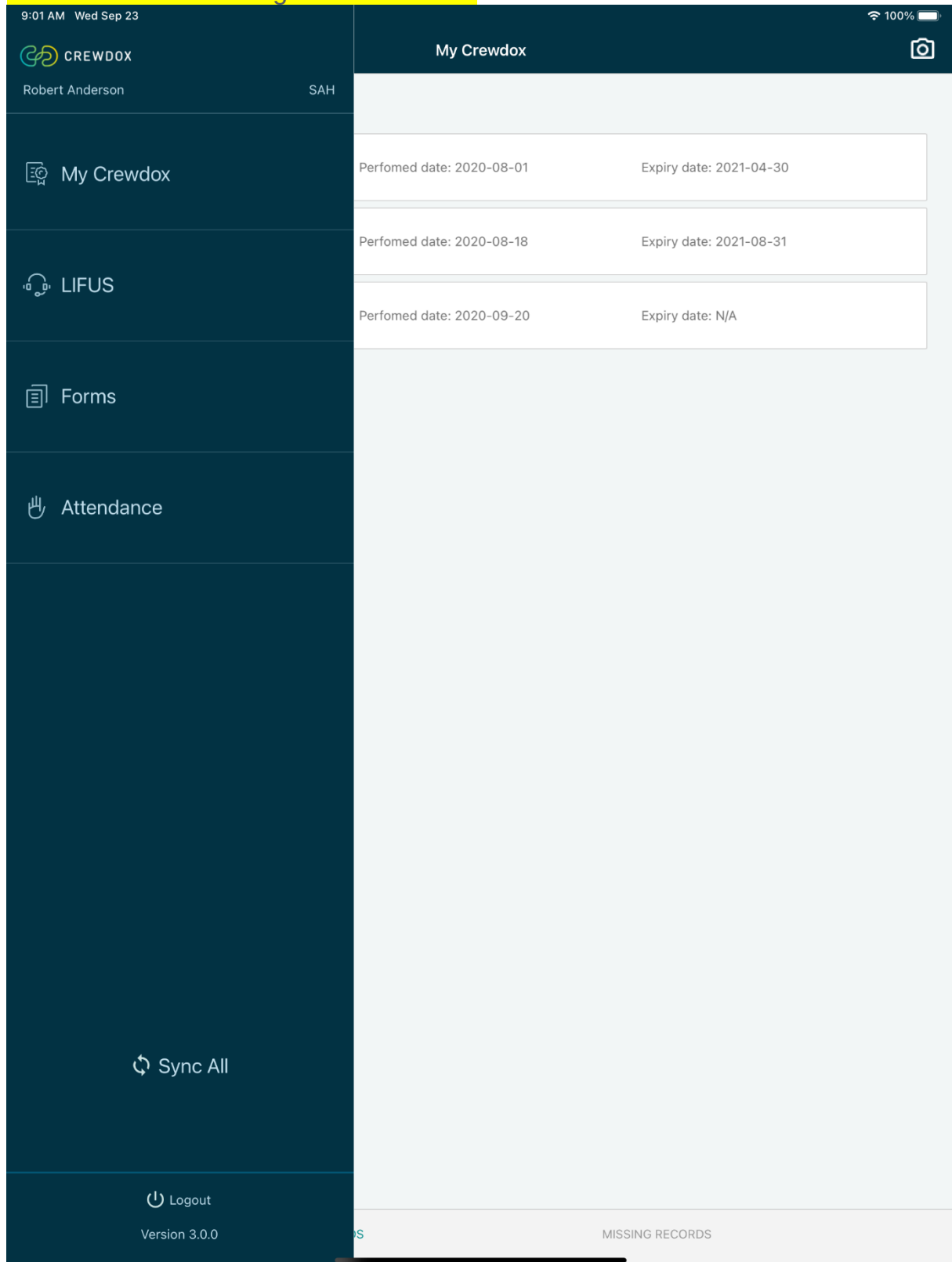
15:53 mån 16 nov. 70 %

My Crewdox

UPDATED RECORDS		
A7F	Perfomed date: 2019-08-07	Expiry date: 2020-08-31
TRI	Perfomed date: 2017-12-01	Expiry date: 2020-12-31
MEX	Perfomed date: 2020-03-11	Expiry date: 2021-03-28
AC_OM_T	Perfomed date: 2020-09-14	Expiry date: 2021-03-31
OAT7	Perfomed date: 2020-09-18	Expiry date: 2021-03-31
AC_TEC_T	Perfomed date: 2020-09-14	Expiry date: 2021-03-31
BRA_ENV	Perfomed date: 2019-05-10	Expiry date: 2021-05-31
FAS	Perfomed date: 2018-08-09	Expiry date: 2021-08-31
TRE	Perfomed date: 2018-08-22	Expiry date: 2021-08-31
AC_FC_ACTT	Perfomed date: 2020-09-22	Expiry date: 2021-09-30
ISA	Perfomed date: 2020-09-07	Expiry date: 2021-09-30
UPDATED RECORDS		MISSING RECORDS

Menu Overview

The menu items available when a user signs into the app will vary based on the access that is assigned to the user.



To access the menu, click the "hamburger icon" in the top left corner



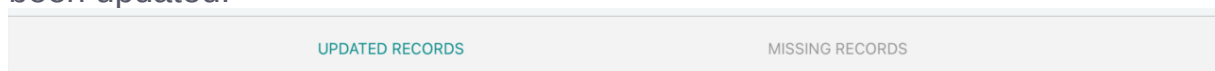
Sync All

The **Sync All** button is exactly what it sounds like. It will sync everything required for the app, including user records, forms, LIFUS etc. It is a good practice to click the Sync All button before using the app to make sure that the user has all the latest data available.



My Crewdox

On this page, the user can see his/her own training records as well as accessing the documents that are attached to the record, if any. In the bottom of this page, there is a tab bar that allows the user to view updated records as well as the missing records, i.e records that have never been updated.



Uploading a document to admin

In the top right corner on My Crewdox page, there is a camera icon. Tapping on the camera will open the iPad's camera where the user can take an image of their new medical for example. (The first time, the user will have to grant access to the app to access the camera in order for this function to work) Once the photo has been captured the next screen will allow the user to select what type of training record the photo should update. The user can also input the perform date of the Medical (in this example) and the system will automatically calculate the new expiry date. Tap Send in the top right corner. Once done, the photo will be available in the Crewdox inbox for approval by an administrator.

Cancel Update a record Send

Choose a record

Performed Date

/././

“Choose a record” Select one of the following

PASS = Passport

MEC = Medical – Cabin Crew

MEX = Medical – Pilot