

DOCUMENTS LIBRARY

Cloud-based aviation documents distribution
and control solution

Open website:

awery.aero/product/awery-documents-library

DEVELOPED BY
AWERY
AVIATION SOFTWARE





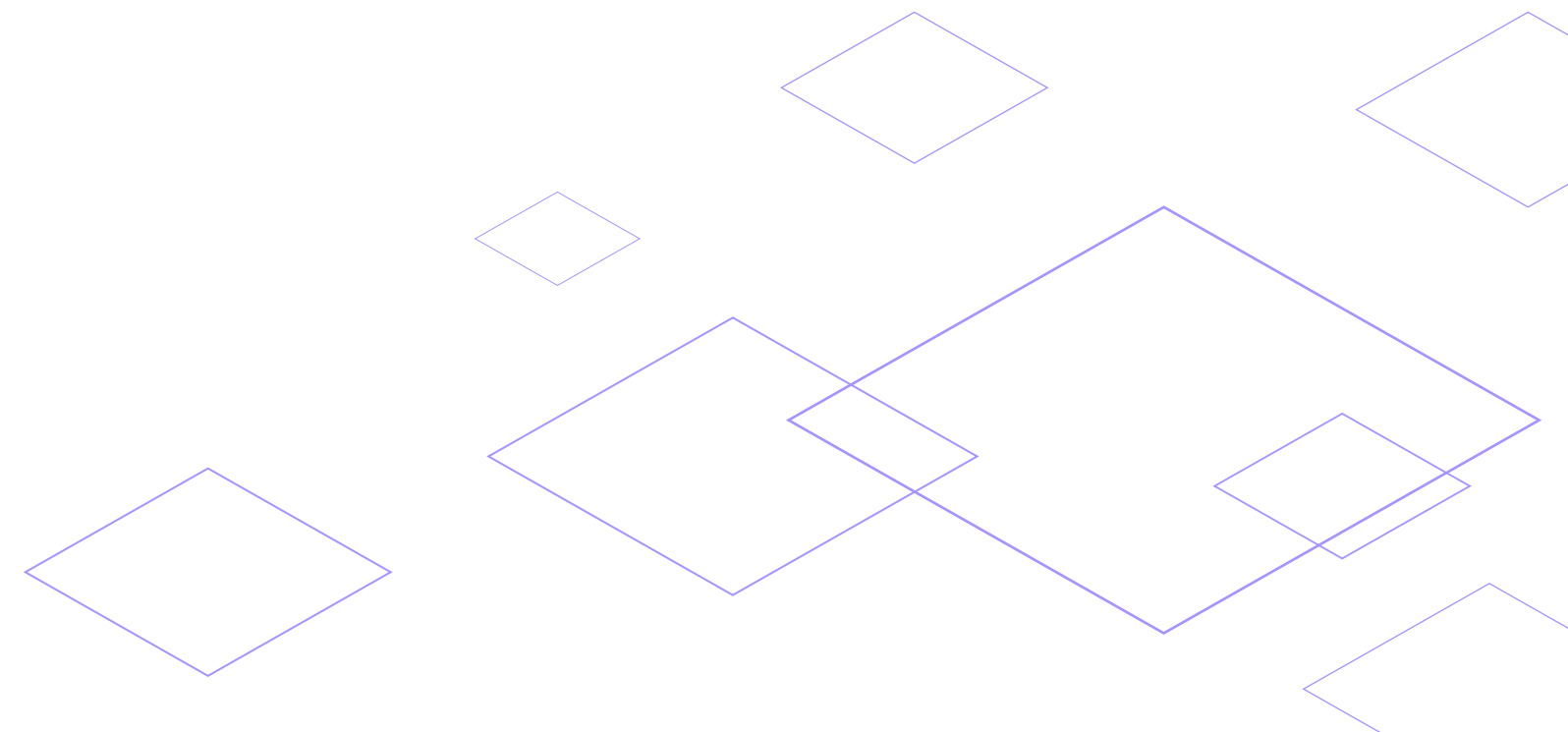
How Documents Library can help your company?



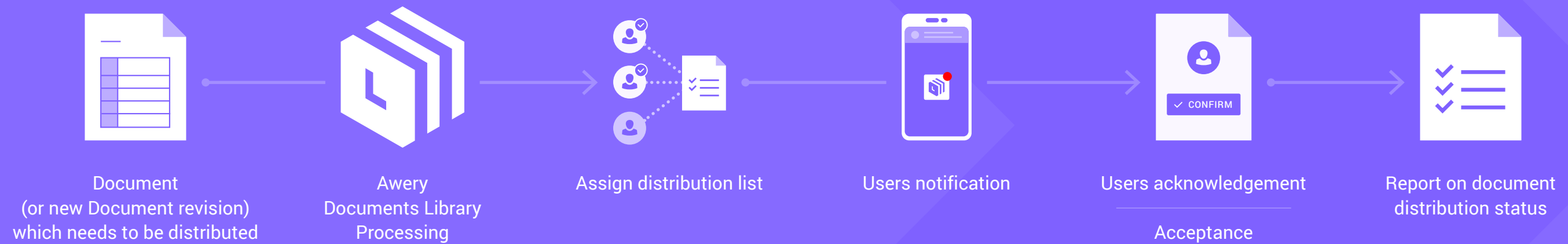
Awery Documents Library allows automating processes related to the documents circulation, revisions control, managing documents approval, producing status reports, sending reminders and notifications.

Store and control distribution of:

- › Safety forms and bulletins,
- › Security alerts,
- › Operations & aircraft manuals, procedures,
- › Notices from corresponding departments,
- › Maintenance and engineering documents,
- › Aircraft and company certificates, etc.



HOW IT WORKS





4/13

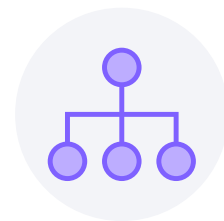
What benefits you will get



A unified and **easy management database** for documents storing and distribution



Covering compliance requirements for **documents distribution** within the aviation company



Transparent **document flow** within the company



Bank-grade security of documents with advanced access policies



Mobile apps for Android and iOS



Multi-language support



Key features



Common Documents
format supported
(pdf, word, excel, etc.)



Creating a **framework
for documents** their
revisions storage and
distribution among the
concerned persons



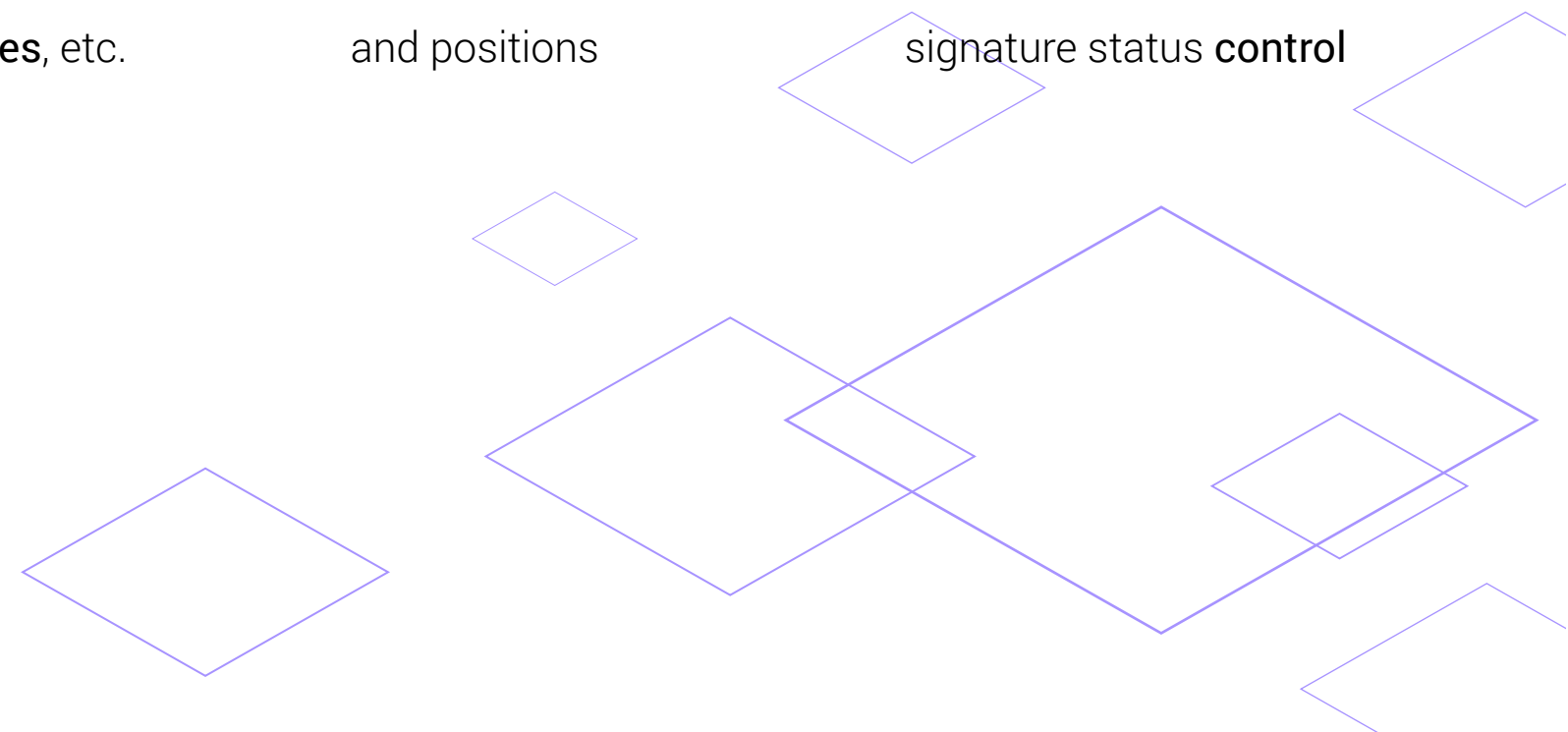
Document classifications
by **categories, authors,
storage places**, etc.



Handy **distribution lists**
based on departments
and positions



Tools for document
access management,
signature status **control**

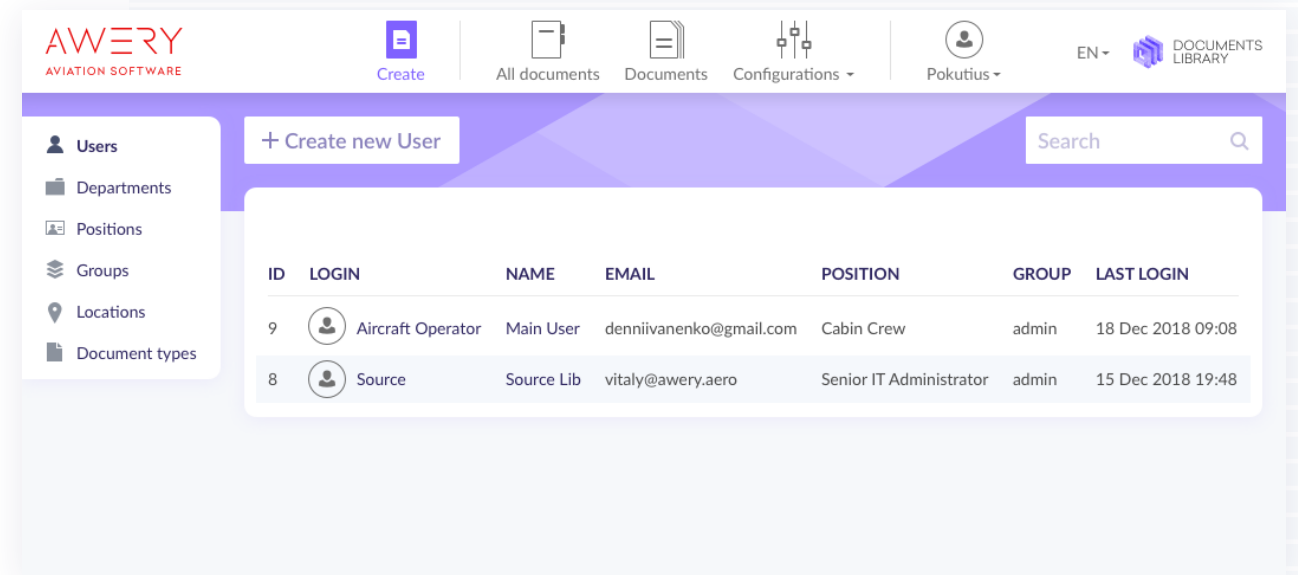




Easy start of using

Only **1 hour** is needed to start using
your own documents distribution system:

1. Create users accounts
2. Add Departments
3. Add Positions
4. Add Users Groups if they are needed
5. Add additional locations (branches, agents)
6. Correct Document Types if it is needed





User-friendly 5-steps New document creation

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

TITLE

DESCRIPTION (optional field)
Write document description here

NOTES (optional field)
Write document notes here

NUMBER
Number

TYPE

DEVELOPER USER

DEVELOPER DEPARTMENT
Default Department

STATUS

AUTO ACTIVE STATUS
☐ Yes ☒ No

Next >

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

REVISION NOTES (optional field)
Write revision notes here

DATE

READ UP

REVIEW DATE

NOTIFICATION DATE

LOCATION

ACTION
☒ Open ☐ Download ☐ Accept/receive

< Back

Next >

1

2

3

4

4

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

Drag & Drop files here
or

Upload files

< Back

Next >

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

DEPARTMENTS & POSITIONS

USERS

AUDITORS

Search

☒ Default Department
☒ New department 1
☒ New position
☐ Manager
☐ Accountant
☐ Accounting department

Search

☒ Greg
☐ Penelope

+ Auditor

Default

+ Auditor

Default

Admin

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

Title: Total Awery Aviation Solutions report for 2017
Description: Final variant of the Awery Aviation Solutions document
Note: Final

DOCUMENT

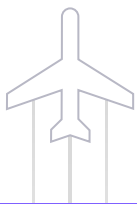
REVISION 1

FILES

ASSIGN

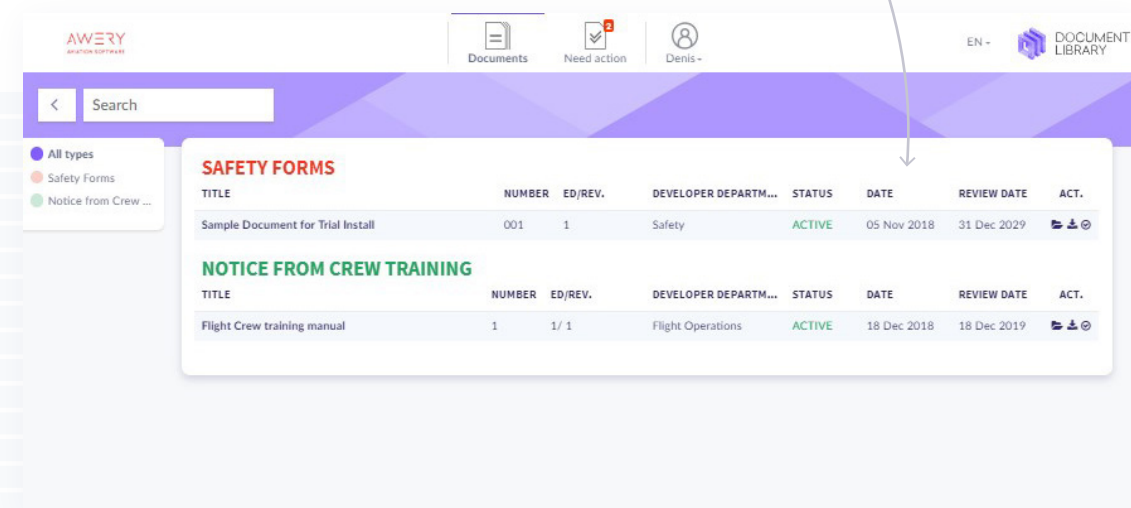
< Back

CREATE

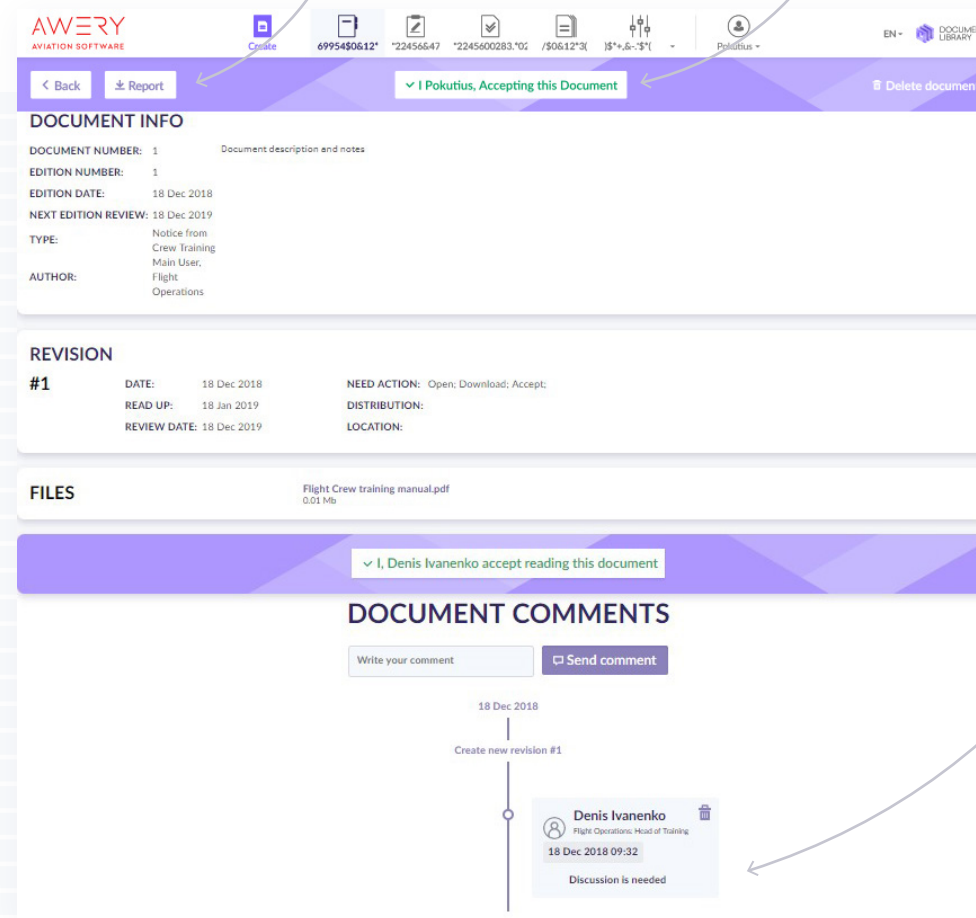


Simple & clear document distribution control

After logged in, a user can see a **list** of documents the user has access and **notifications** about new documents which required approval or other actions



After the document needed for approval was opened, a user can **download** the document, **accept** it or leave **comments**





Tracking & reporting



In the documents list you can see a document approval process in a real time

As well as get formal report

AWERY
AVIATION SOFTWARE

Create

All documents

Documents

Configuration -

Main -

EN -

DOCUMENT LIBRARY

<

Search

All authors -

All statuses -

All departments -

All positions -

☒ Actual

☐ Archived

All types

Default type

Operations Manual

Maintenance and E...

Company Manuals

Safety Forms

Notice from Flight ...

Notice from Crew ...

Notice from Groun...

Quality and Safety ...

Internal Procedures

External Procedures

Aircraft Manuals

Aircraft Supplemen...

Aircraft Certificate

Company Certifica...

Flight Procedures

Technical Reliabilit...

Security Alert / Bul...

Post Holder Appro...

Review and Feedb...

SAFETY FORMS

TITLE	NUMBER	ED/REV.	DEVELOPER DEPARTM...	STATUS	DATE	REVIEW DATE	ACT.	READ/TOTAL
Sample Document for Trial Install	001	1	Safety	ACTIVE	05 Nov 2018	31 Dec 2029		1/3

NOTICE FROM CREW TRAINING

TITLE	NUMBER	ED/REV.	DEVELOPER DEPARTM...	STATUS	DATE	REVIEW DATE	ACT.	READ/TOTAL
Flight Crew training manual	1	1/ 1	Flight Operations	ACTIVE	18 Dec 2018	18 Dec 2019		0/2

ACME
A COMPANY MAKING EVERYTHING

DOCUMENTS LIBRARY

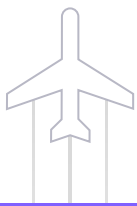
New test manual

Document #12	Document type	Revision #10	Date	Read up	Review date
Manual for testing	Company Manuals		10 Dec 2018	10 Jan 2019	10 Dec 2019

User	Position	Opened	Downloaded	Accepted
Denis Ivanenko	Sales: Head of Sales	10 Dec 2018 13:21	10 Dec 2018 13:23	10 Dec 2018 13:54

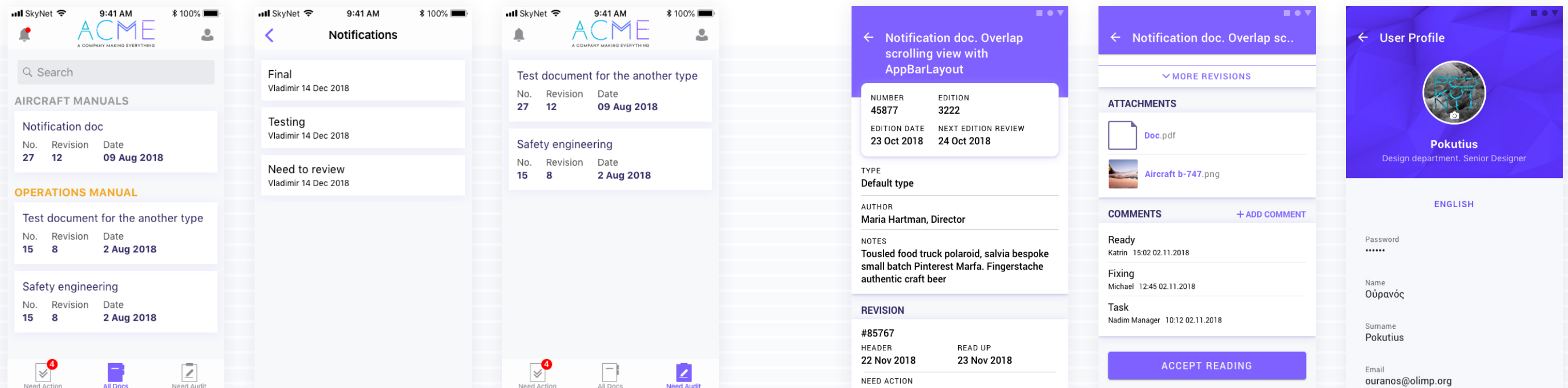
Generated: 10 Dec 2018 14:37

Everything is OK



Functionality

- › View list of all documents which user have access to
- › Push notifications on documents and revision upload
- › View list of documents which needs action by user
- › Download and accept documents and revisions
- › View and submit comments to the document
- › View and submit comments to the document



So let's launch your own documents distribution system



Fill the request form on the product web-page and get your 15 days Free Trial.

Add as many users as you need, add or delete departments and positions, create general groups, locations, document types.

Make your first document and run a new level in documents distribution and control.



DOCUMENTS
LIBRARY

Have some questions or additional information is needed?

Look in Awery Documentation help.awery.com

Contact with our sales team sales@awery.aero

[GET FREE 15-DAY TRIAL NOW](#)