Charlie Tango, Inc.

AVM-2000 Electronic Document Storage Spec Sheet

This optional module allows you to scan and store multiple documents in electronic, non-proprietary PDF format, linked and cataloged to AVM-2000 records such as PO's, Work Orders, Manuals, Equipment Specs and much more . . .

Just think of the reasons . . .

- Minimize lost, ruined or misfiled paperwork.

- Long-term, organized storage of a wide range of document types.

- Economical - less manhours used searching for documents, etc. Fast retrieval by any employee.

- Electronic PDF files linked to specific AVM-2000 records provide fast access to supporting documentation, for review or printing.

- Adobe® Acrobat® functions allow users to continually append new files, images, scans, web site HTML documents, etc. to a record's file. All documents relative to a single AVM-2000 record (such as a PO, WO, Invoice, etc.) can be managed, viewed and printed from one place.

- Files are in the universal Portable Document File (PDF) format - making them easily viewable / printable by anyone. Documents are externally accessible and can quickly be emailed or printed.

Some documents you might store/attach include Packing Slips, Receipts, Vendor Invoices, Equipment Spec Sheets, Manuals, Instruction Sheets, Photographs, Business Cards, Correspondence, Flyers/Brochures, Aircraft Registrations, Photographs, checks/checkstubs, Bank Statements, Insurance Policies, Customer PO's, Customer Authorization Signatures, any file that can be converted to PDF format, such as Word Documents, Excel Spreadsheets, etc.

Examples:

- **Inventory** – Vendor Invoices, Spec Sheets, Receipts, 8130's/MCF's, photos of Shop Equipment

- **Customers** – Tax Exemption Forms, Business Cards, Correspondence

- **Aircraft** – Tax Exemption Forms, Aircraft Registration, previous LBS, W & B, 337's, etc., Photos

- **Vendors** – Tax Exemption Forms, 1099 Forms, Business Cards, Order Forms, Pricing Guides, Catalogs, Correspondence

- **Company Assets** – Receipts, Instructions, Manuals, Photographs, Warranty Paperwork

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- **Employees** – W-2's, SS Cards, Driver's Licenses, Applications, Job Performance Reviews, Termination Papers, Inspector / Pilot Licenses / Certificates, Training / Certification Documents, Photographs

- **Test Equipment** – Purchase Records (Receipts), Calibration Records, Mfgr Documentation, Photographs

- **Equipment Specs** – Mfgr Documentation, Spec Sheets, etc.

- **Manuals** – Mfgr Documentation, Revisions, Spec Sheets, etc.

- **Work Orders** – Packing Slips for ordered parts, Authorization Slip (Signed Quote, etc.), Handwritten teardowns / worksheets, etc., Photos (Before and After), copy of deposit check, Customer PO, UPS / FedEx shipper form

- **Invoices** – CC receipts, Tax Exemption Forms, Outgoing Packslip, UPS / FedEx shipper form, copy of check payment, Customer PO

- **Purchase Orders** – Vendor Quotes, Packing Slips, Vendor Invoices, 8130's / MCF's, Order Confirmations

- **Customer Quotes** – Authorization Slip (Signed Quote), Customer PO

- **Misc. Document Storage** – New Database Storage module in AVM-2000 for storing any miscellaneous documents: FAA Repair Station Certificate, Business Name Registration / Ownership Certificate, Company Procedures Manual, Insurance Policies, Press Releases, Advertisements, Bank Statements, etc.

- Also available for **Loaners**, **Customer Credit Memos** & **Adjustments**, **Vendor Adjustments**, **337's**, **8130's**, **Log Book Stickers**, **Weight & Balances**, **Warranty Apps**, **Warranty Claims** and **MCF's**.

FUNCTIONALITY:

- A new EDS button will be available on each of the forms mentioned above.

- Users will be able to choose between "View/Print" or "Manage Documents"

- Users with the AVM-2000 Optional Security Module will be able to allow Full, Read Only or No Access to EDS functions in any AVM-2000 module.

- All new EDS PDF files will be created in a sub-directory of the shared directory such as "AVM_DOCS", named Inventory, Aircraft, Invoices, etc.

- Users may print, share and email these PDF files independently of the AVM-2000. Any user with the free Adobe® Acrobat® Reader® can view or print these files.

- Any EDS PDF file can grow in size as new documents, images, files, etc. are appended to the individual PDF

- Users may append scanned paper documents, digital camera images and other electronic images, other PDF files, Word Documents, SpreadSheets, Web Sites, etc. into any AVM-2000

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EDS file. For more information / instructions, please see our Working with EDS Files Instructions.

- Help for the EDS module can be found in Help > AVM-2000 Help system.   There you will find instructions for configuration, creating files, using Adobe® Acrobat®, setting up Security (if applicable), sharing EDS files with others and instructions for backing up your EDS files.

REQUIREMENTS:

- Users must be running AVM-2000 version 4.70 or above and have the EDS module Registered

- Users must own Adobe® Acrobat® (not the same as the free Adobe® Acrobat® Reader®) and configure AVM-2000 to access the Adobe® Acrobat® Software

- Users should have Adobe® Acrobat® Reader® installed and configure AVM-2000 to access the Adobe® Acrobat® Reader®

- Users should have a TWAIN scanner (to scan paper documents, images, etc.)

- Users should be familiar with the Adobe® Acrobat® software's "print to PDF" functions (for Word, Excel, other apps)

- Users should be familiar with their scanner and its software

- Users should be familiar with how to use the full Adobe® Acrobat® software to insert/append pages (images, scans, HTML docs) to a PDF file [Accepted formats: BMP, GIF, HTML, JPEG, PCX, PNG, Text, TIFF, PDF]

- Multi-User Networked AVM-2000 users will need to have full read/write access to a shared directory on the server, such as AVM_DOCS. (This folder must be separate from the current AVM2000 folder) Users will need to configure their AVM-2000 workstations to access the proper AVM_DOCS directory on their server.

- Users should have a significant amount of hard-drive storage space; equivalent to the amount of EDS PDF files that will be stored.

- Users should be aware of any copyright / ownership rules / laws preventing or allowing the copying of certain images, documents, files, etc. CTI will not be responsible for improper use of the EDS system.

- Users are responsible for backing up EDS files in the shared directory. EDS files are NOT backed up in the AVM-2000's internal backup routine.

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