



Records Management

GE Digital Aviation Software is proud to present the newest version of the Records Management software collection. This document provides a high-level description of the featured functions of the application modules

Records Management System Animation

[Watch Now](#) ►

Introduction

Records Management System:

GE's Records Management System is purpose-built for airlines, lessors, helicopter operators, and business and general aviation customers.

The system is a **“no install”, fully web-based, modern, secure, browser-based** document-management Software as a Service (SaaS), easily accessed through a web browser. It provides carriers with specialized tools and applications for document workflow, distribution, verification, and collaboration; making fleet airworthiness and regulatory compliance easy to validate. Our cloud-based architecture is scalable to the most demanding of document management requirements.

The Records Management System capture images and data through technology. Our unique **Optical Character Recognition (OCR)** Forms processor allows large batches of different file types to be scanned at one time. This makes batch processing for loading historical records much more efficient. The document classification capability using this Forms OCR tool enables our system to recognize document types and apply configured indexes against those documents.

The Records Management System Core service includes a series of modules such as – Web Repository, Web Index, Web Search, Web Reports, etc.

Web Repository:

The Web Repository is the location where all documents are stored. Think of this as an advanced digital file folder that houses all digital documentation, custom configured for each airline customer, including metadata indexing. Documents can be input by all electronic means and stored in any native format in order to send and retrieve documents directly using The Records Management System.

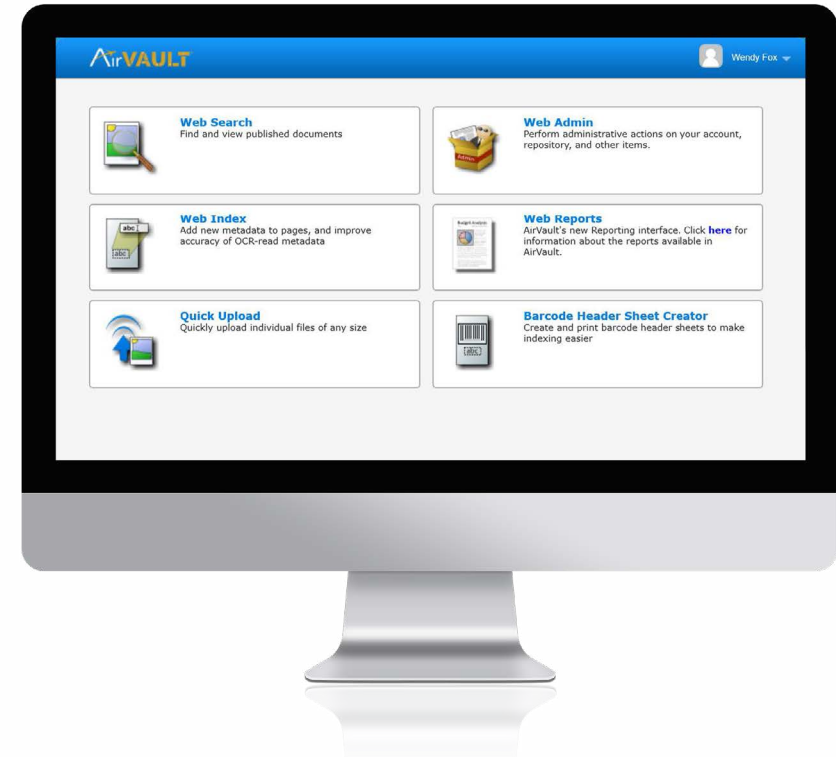


Fig 1. Records Management Interface

Web Index:

The Web Index application allows users to receive batches of scanned documents, perform index corrections and other auditing functions. This application delivers the following key capabilities:

Scanned Document Capture: Index batches at scan time, reorder, rescan, rotate pages, suspend, reopen, and monitor the transmission status of batches via Encapture. Encapture is a third-party licensed software seamlessly integrated with the Records Management System to provide a 100% web-based scanning/capture application that interfaces with TWAIN compatible devices.

Forms OCR Processing: Process scanned images using Optical Character Recognition (OCR) technologies that can recognize a document and “read” the meta data within the fields of that form.

Document Indexing: Manually index the balance of data that cannot be processed using OCR (ex. forms that cannot be classified automatically, and any fields consisting of handprint) to correct any poor or low confidence OCR results and key any data that OCR could not read.

Document Publishing: Upon completion of the index assignment and audit process, the document batches can be published to the desired document repository. This activity clears the batch from the Web Index queue and permanently stores the document into the archive.

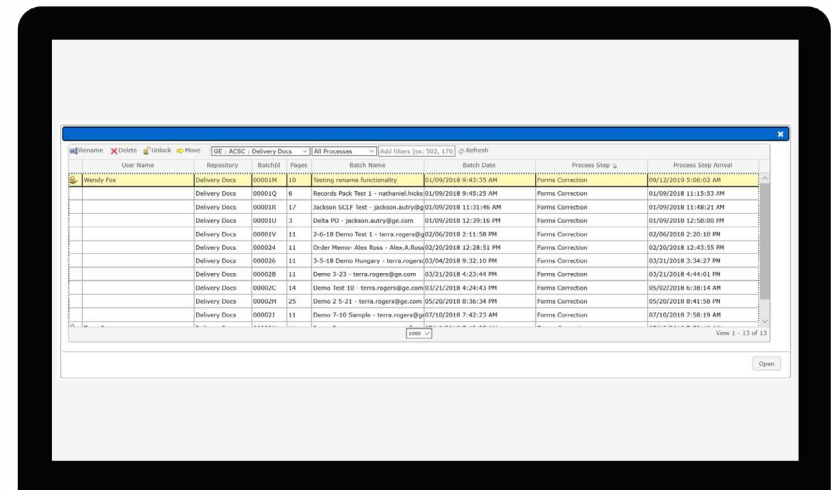


Fig 2. Batch view in Web Index

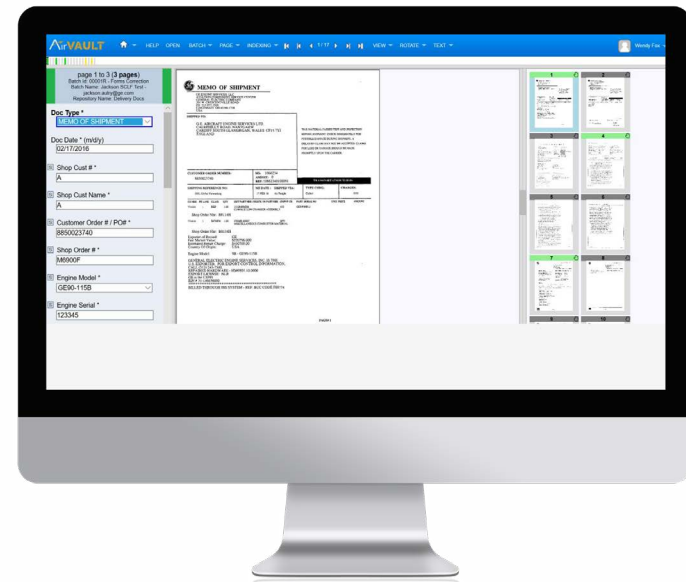


Fig 3. Document view in Web Index also showing thumbnails of pages



Web Search:

Easily query, find, and view back to birth documents from anywhere there is an internet connection. Customers can create ad-hoc document and metadata exports and reports in a variety of formats including .csv, .xls and pdf. The Web Search application provides the following key capabilities:

Central Archive: The Records Management System serves as the encrypted, secure internet platform for the paperless capture, storage and exchange of aviation maintenance records by you, your employees, and your vendors – enabling all authorized users to upload, store, search, retrieve and display all such records directly to/from the Records Management System, all via the web.

Hosted, Redundant Data Protection: The Records Management System is hosted through two, geographically distant data centers, either of which may support the system alone in case of emergency. Customers can leverage the disaster recovery and business continuity protection of having two, fully redundant sets of data, one set at each data center, kept in real time.

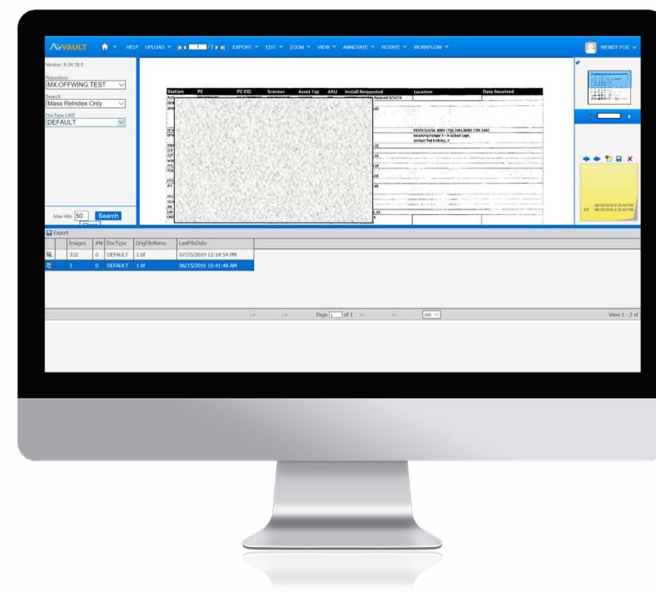


Fig 4. Web Search dashboard view



Web Reports:

A separate module where reports can be run on demand. Some Records Management System standard reports include:

- Batch Processing Statistics
- Encapture Scanned Batches
- Log Page Audit Report
- MRO Connect Deliveries
- ECN Discrepancy Analysis
- User Activity Statistics
- M&E Integration & Reconciliation
- Security Configuration

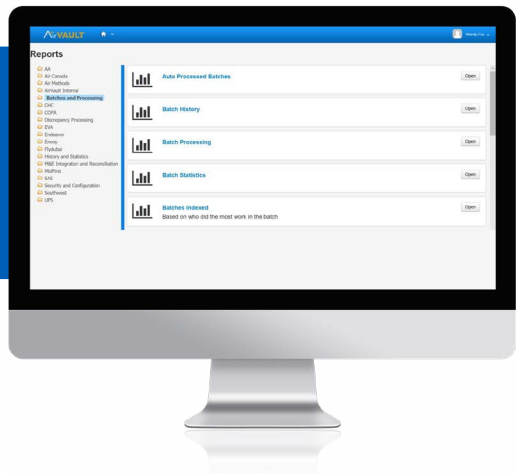


Fig 5. Web Reports Dashboard

Quick Upload:

This tool allows you to quickly add documents and image files to an existing repository utilizing metadata tags

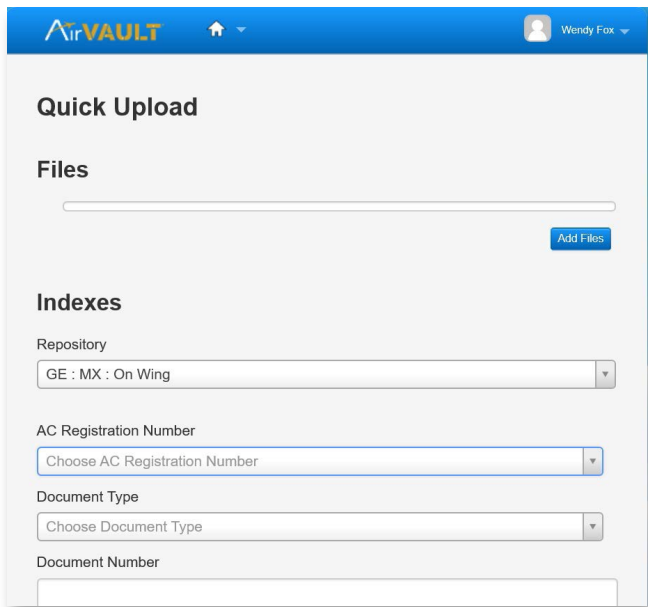
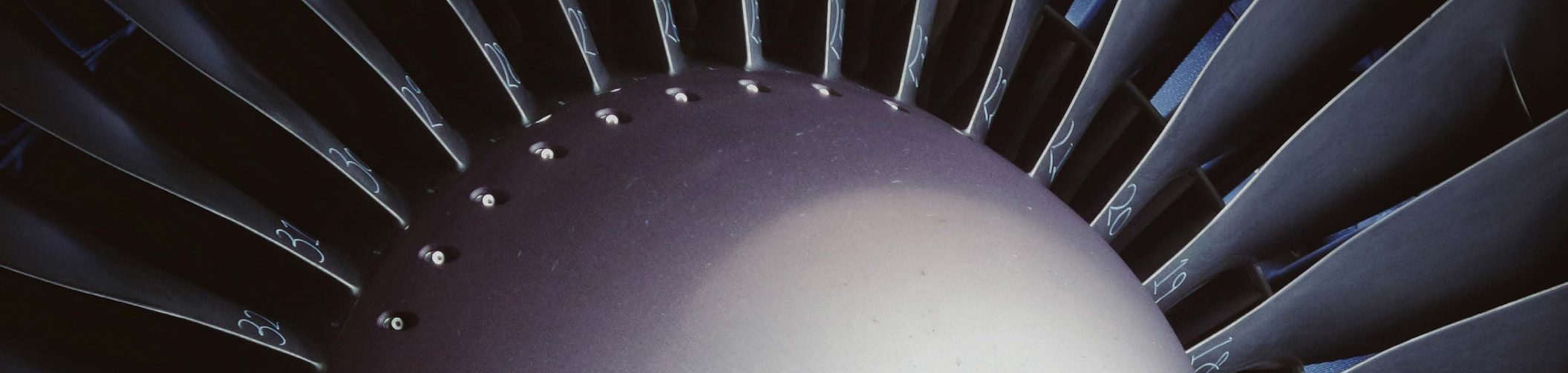


Fig 6. Quick Upload file uploader (partial view)



Bar Code Header and Sheet Creator:

Create and print barcode header sheets to make indexing easier

A screenshot of the AirVAULT Barcode Header Sheet Creator web application. The interface is clean and professional, with a blue header bar containing the AirVAULT logo and a user profile dropdown for 'Wendy Fox'. The main content area is titled 'Barcode Header Sheet Creator' and includes links for 'Load Template / Create Template / Delete Template'. Below this, there are three main sections: 'Barcode Format' with a dropdown menu set to 'Code 128', 'Repositories' with a dropdown menu set to 'AA : MX : Off Wing', and 'Fields' with a text input field and an 'Add' button. At the bottom, there is a 'Barcode Text' field with a note '(For best rendering limit text length to 82)' and three buttons: 'Save', 'Print', and 'Reset'.

Fig 7. Barcode Header Sheet Creator template example

Web Administration:

The Web Administration Tools (“Admin Tools”) application provide important capabilities for managing your system. Some of the Admin functionality includes:

- User account creation
- Manage user permissions
- Password Resets
- Manage access for 3rd party accounts (i.e. regulators, etc.)
- Unlock documents
- Set up IP address restrictions
- Perform aircraft records lockdown
- Perform mass document re-index

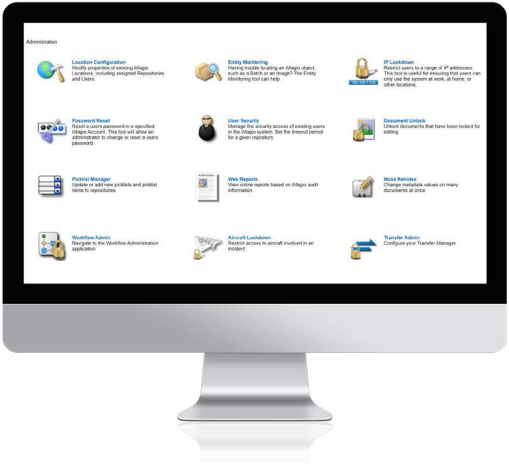


Fig 8. Web Admin Tools



Location Configuration:

Modify properties of existing iMagio Locations, including assigned Repositories and Users.

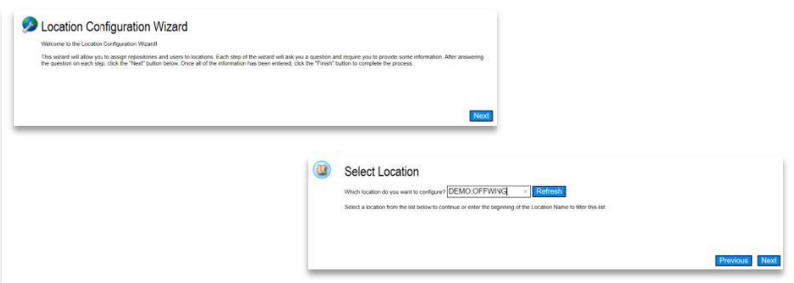


Fig 9. Location Configuration Wizard example initiation

IP Lockdown:

Restrict users to a range of IP addresses. This tool is useful for ensuring that users can only use the system at work, at home, or other locations.

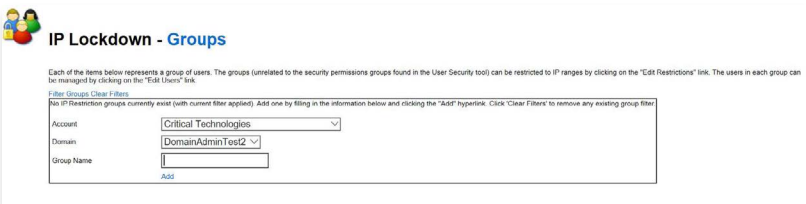


Fig 11. IP Lockdown

Entity Monitoring:

The Entity Monitoring tool can help you locate an iMagio object, such as a Batch or an Image

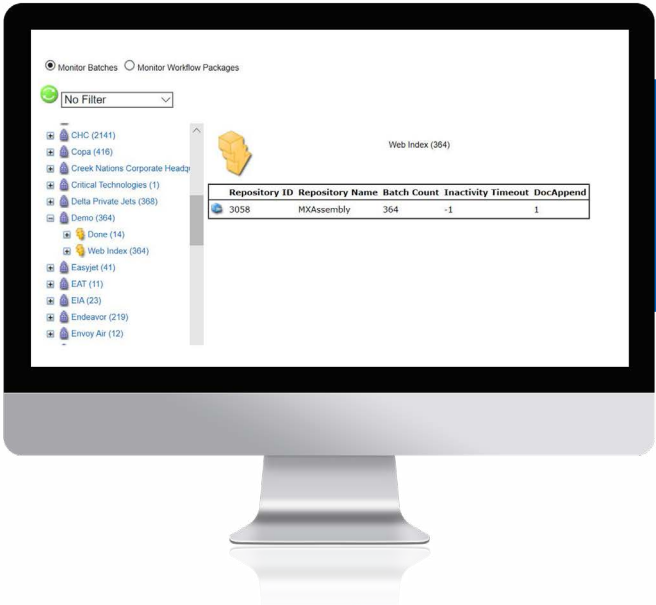


Fig 10. Entity Monitoring Tool dashboard



Password Reset:

Reset a users password in a specified iMagio Account. This tool will allow an administrator to change or reset a users password.

The interface shows a form for password reset. On the left, there are fields for Account (Demo), Available Users (batchmove), LastName (Moro), FirstName (Batch), Email Address (operations@criticaltech.com), New Password, Confirm Password, Last Login Date (6/7/2013), Last Password Change Date (9/16/2019), and Invalid Attempts (0). There is a checkbox for 'Mark user's password as expired' and a 'Save' button. On the right, there are links for 'Filter Users' and 'Clear Filters', and a section titled 'Password Rules' with the following list:

- The Password cannot be the same as the user's Login (for example: the login "johndoe" cannot have a password of "johndoe")
- The Password must contain a minimum of 7 characters
- The Password cannot have more than 2 like characters in a row (for example: "1010123" is not a valid password)
- The Password must contain at least two of the following: upper case, lower case, numbers or special characters
- The Password cannot contain spaces (for example: "pwp 123" is not valid, while "pwp1234" is valid)

Fig 12. Password Reset tool

Document Unlock:

Unlock documents that have been locked for editing

The interface is titled 'Document Unlock' and includes a sub-header: 'By selecting a repository, you can view a list of locked documents. Once listed, documents may be unlocked so they are editable by users with the appropriate rights.' It features a table with columns for Account, Domain, and Repositories. The table shows the following data:

Account	Domain	Repositories
GE	ACSC	GE:ACSC:Customers
		GE:ACSC:Delivery Docs
		GE:ACSC:Orders
		GE:ACSC:Orders Test

Fig 14. Unlock docs with this tool

User Security:

Manage the security access of existing users in the iMagio system. Set the timeout period for a given repository.

The interface is titled 'User Security' and includes a sub-header: 'To promote normal users to administrator status, or to demote an existing administrator back to normal user status, click "Manage Administrators". Click "Manage Groups and Users" to create or edit users or user groups. Click "Manage Repository Timeout" to change the timeout for a selected repository.' It features a list of links: 'Manage Groups and Users', 'Manage Users Account Assignment', and 'Manage Repository Timeout'.

Fig 13. User Management tool

Picklist Manager:

Update or add new picklists and picklist items to repositories

The interface is titled 'Picklist Manager -' and includes a sub-header: 'This screen allows you to manage picklists for a selected domain. To change or add a picklist, first select an account and corresponding domain from the drop down lists and then select an existing picklist or add a new picklist.' It features a table with columns for Account, Domain, and Picklists. The table shows the following data:

Account	Domain	Picklists
Demo	MX	MXAssem_Customer MXAssem_CustomerView MXAssem_DocType MXAssem_Field MXAssem_Status

Fig 15. Picklist Selector



Picklist Manager:

Update or add new picklists and picklist items to repositories

Web Reports:

View online reports based on iMagio audit information

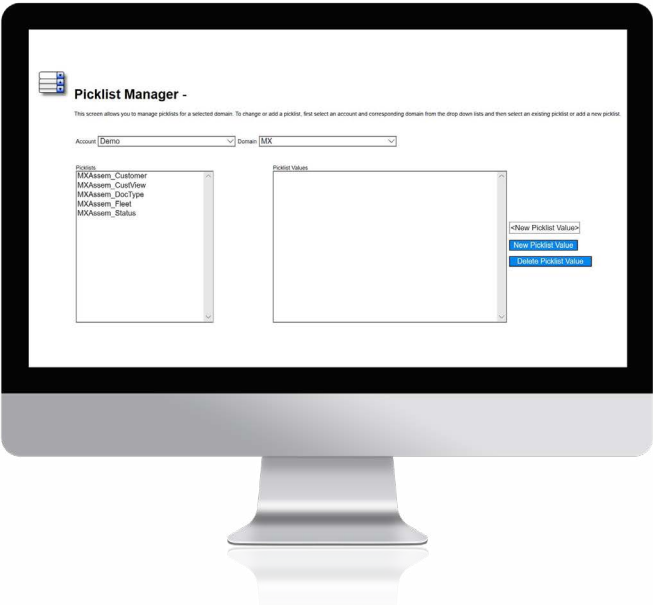


Fig 15. Picklist Selector

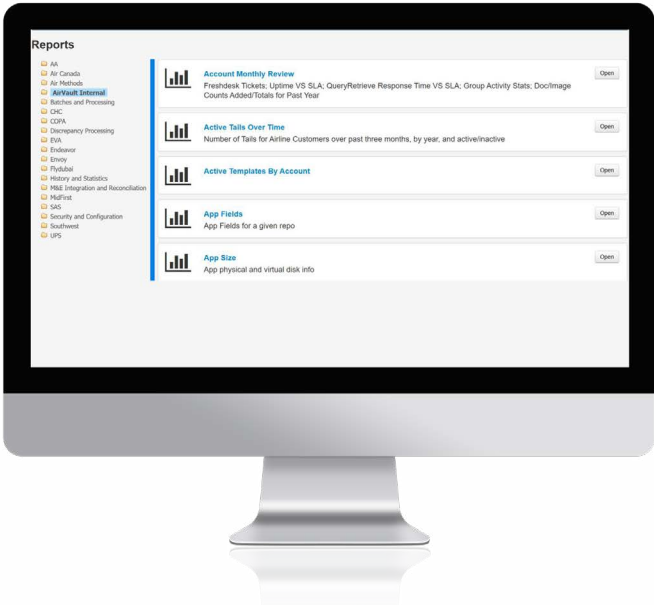


Fig 17. Web Report dashboard



Mass Reindex:

Change metadata values on many documents at once

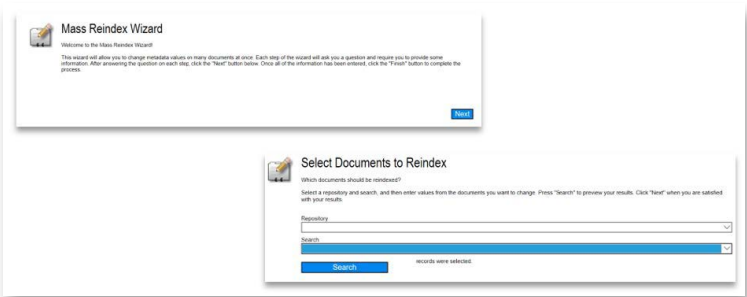


Fig 18. Mass Reindex Wizard

Aircraft Lockdown:

Restrict access to aircraft involved in an incident



Fig 20. Lockdown tool

Workflow Admin:

Navigate to the Workflow Administration application

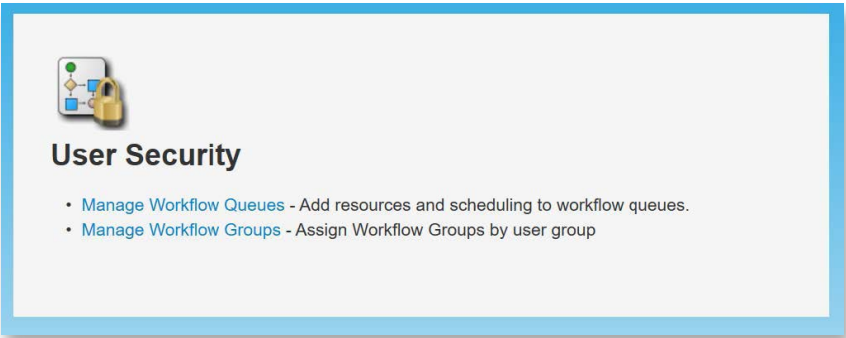


Fig 19. Workflow Admin application

Transfer Admin:

Configure your Transfer Manager

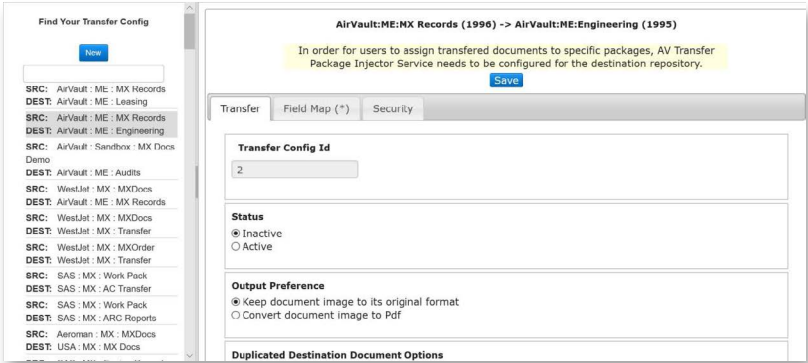


Fig 21. Transfer Admin tool



Password Reset:

Please contact your Customer Service Manager or feel free to put in a ticket for future help, training, or questions or to log a request for new MRO Connections. Detailed Release Notes will be sent out prior to this release. Additionally, a customer meeting will be held to review all features and bug fixes covered within this release.

Application Support

+1 800.211.5419

support@criticaltech.com



ge.com/digital/records-management-system