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

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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.
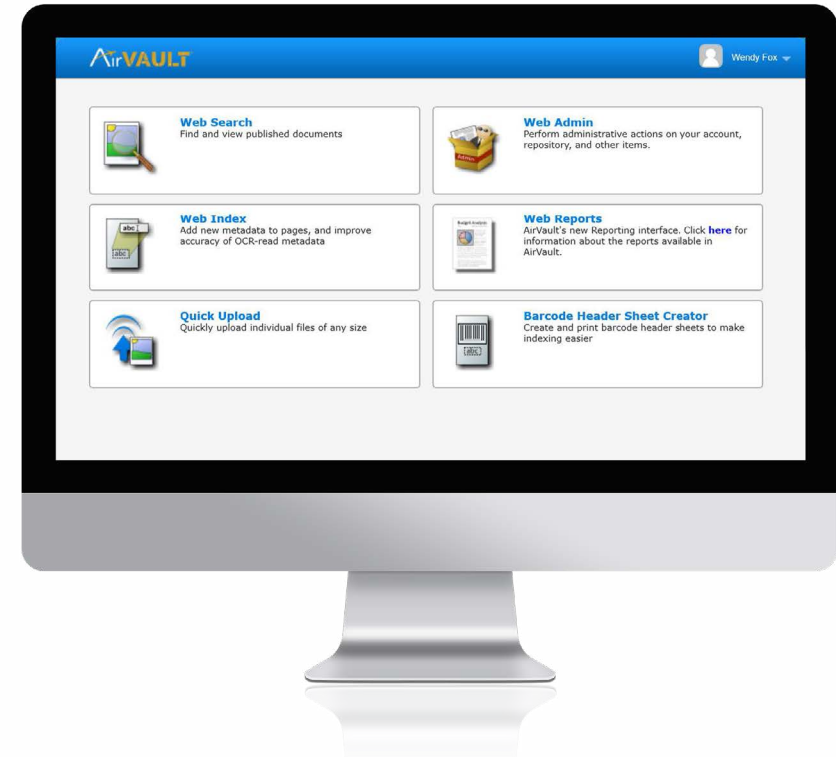

Fig 1. Records Management Interface

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.
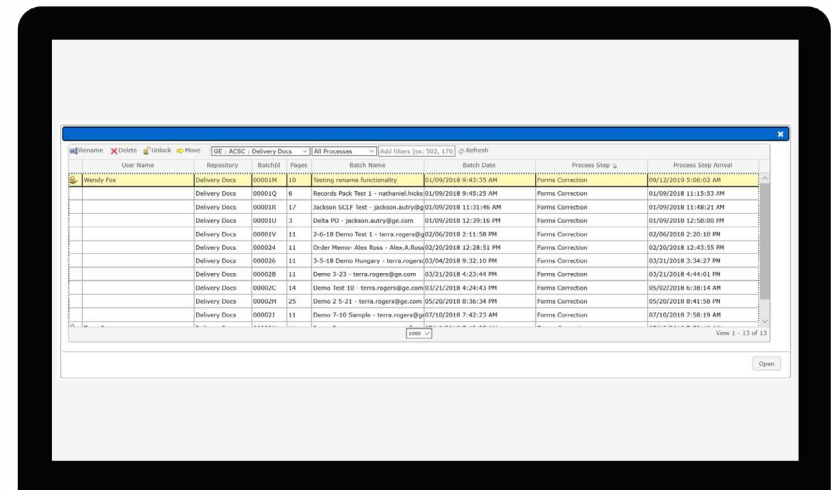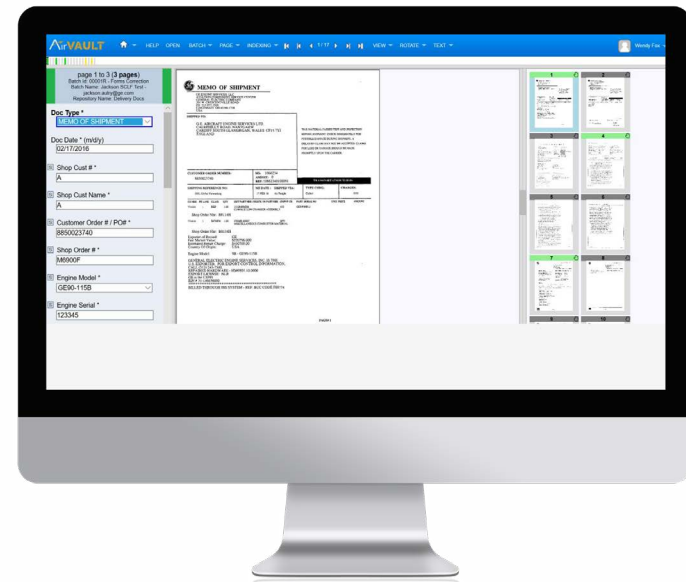

Fig 2. Batch view in Web Index

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.
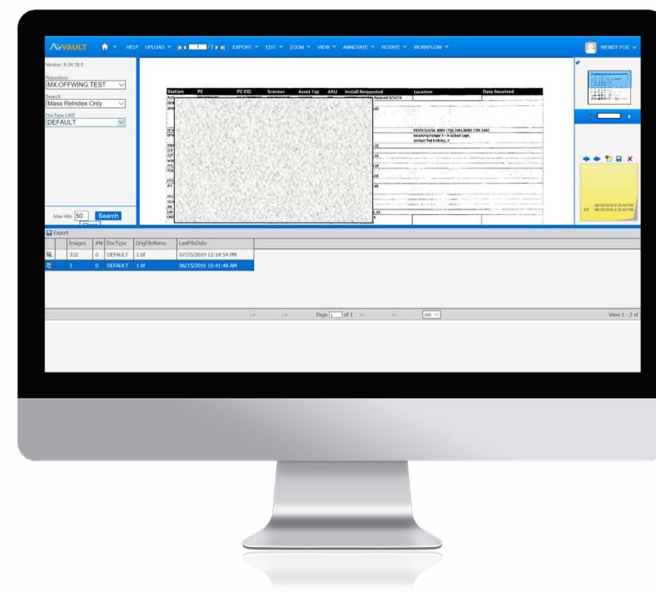
Fig 4. Web Search dashboard view

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
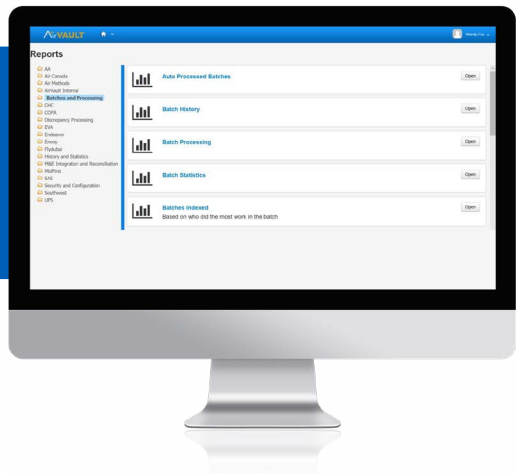
Fig 5. Web Reports Dashboard

Quick Upload:

This tool allows you to quickly add documents and image files to an existing repository utilizing metadata tags
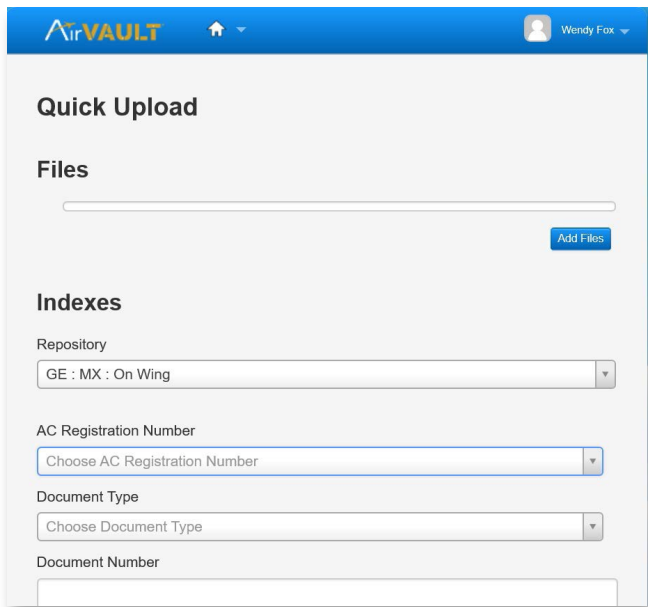
Fig 6. Quick Upload file uploader (partial view)
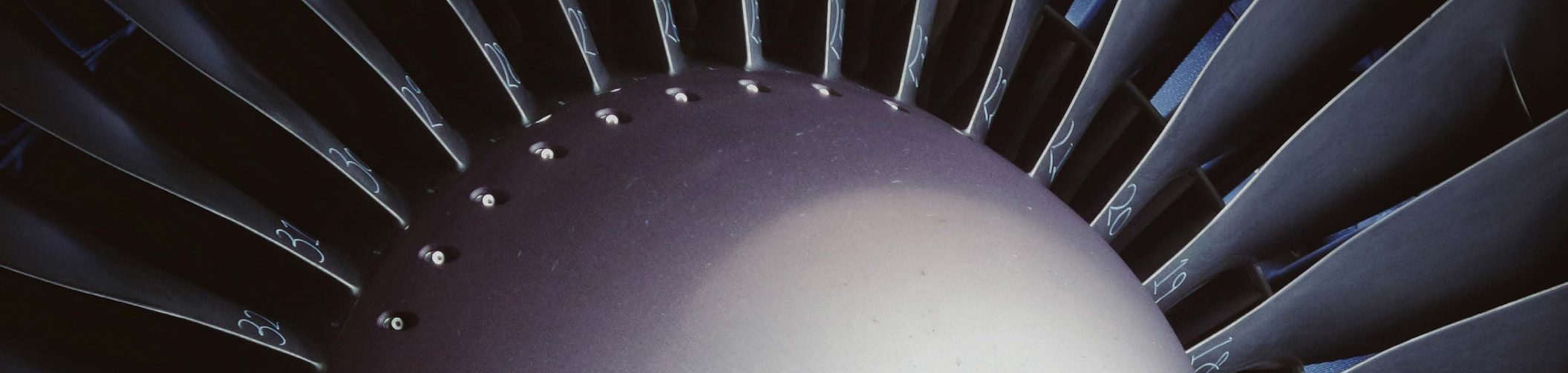
Bar Code Header and Sheet Creator:

Create and print barcode header sheets to make indexing easier

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
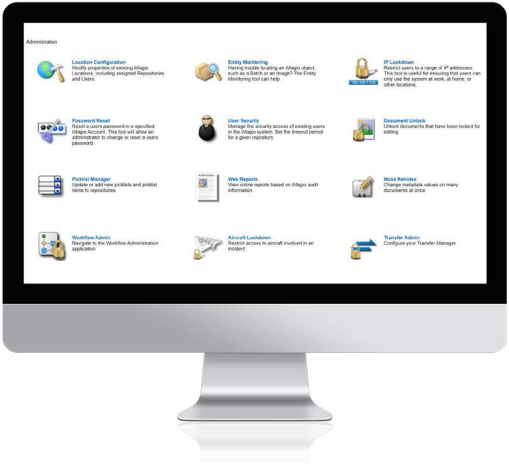
Fig 8. Web Admin Tools

Location Configuration:

Modify properties of existing iMagio Locations, including assigned Repositories and Users.
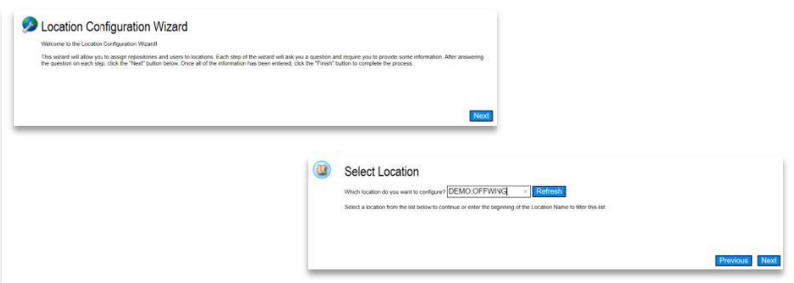
Fig 9. Location Configuration Wizard example initiation

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.
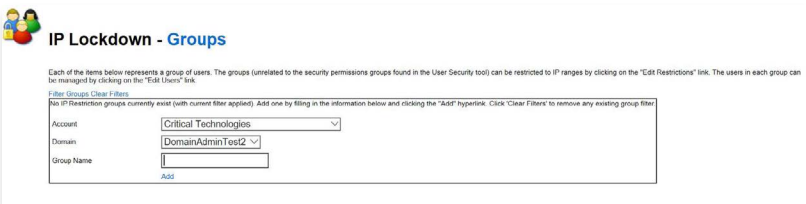
Fig 11. IP Lockdown

Entity Monitoring:

The Entity Monitoring tool can help you locate an iMagio object, such as a Batch or an Image
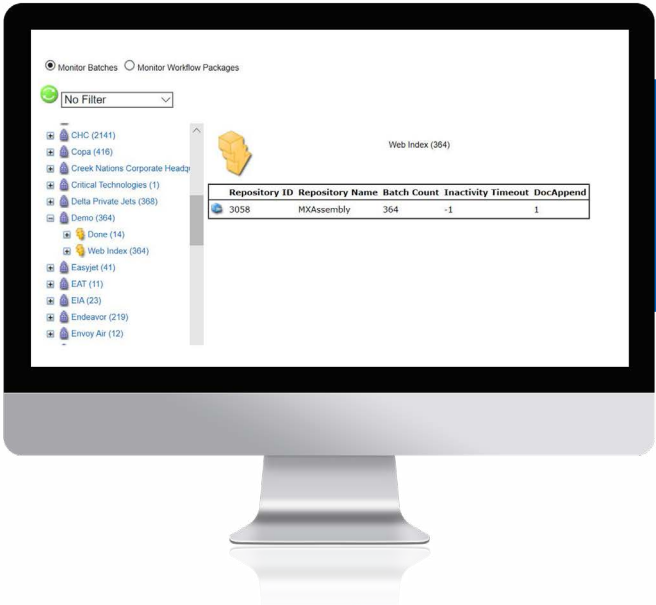
Fig 10. Entity Monitoring Tool dashboard

Password Reset:

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

Fig 12. Password Reset tool

Document Unlock:

Unlock documents that have been locked for editing

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.

Fig 13. User Management tool

Picklist Manager:

Update or add new picklists and picklist items to repositories

Fig 15. Picklist Selecter

Picklist Manager:

Update or add new picklists and picklist items to repositories

Web Reports:

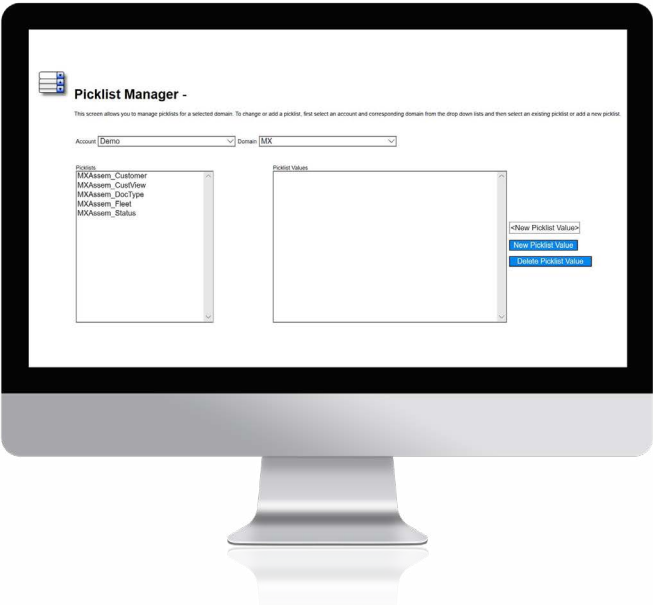View online reports based on iMagio audit information
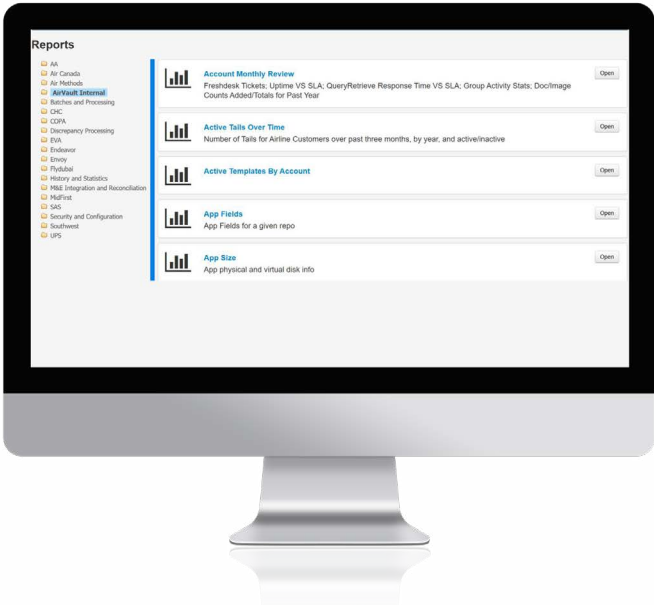

Fig 15. Picklist Selecter

Fig 17. Web Report dashboard

Mass Reindex:

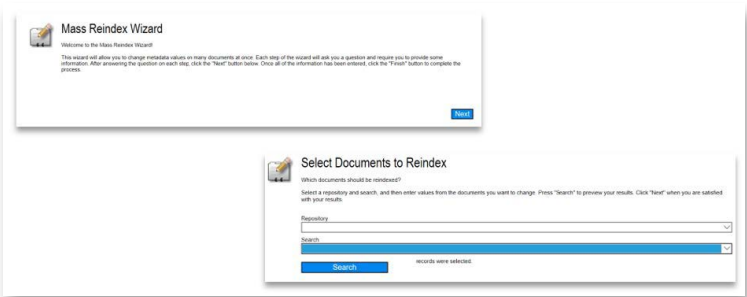Change metadata values on many documents at once

Fig 18. Mass Reindex Wizard

Aircraft Lockdown:

Restrict access to aircraft involved in an incident

Fig 20. Lockdown tool

Workflow Admin:

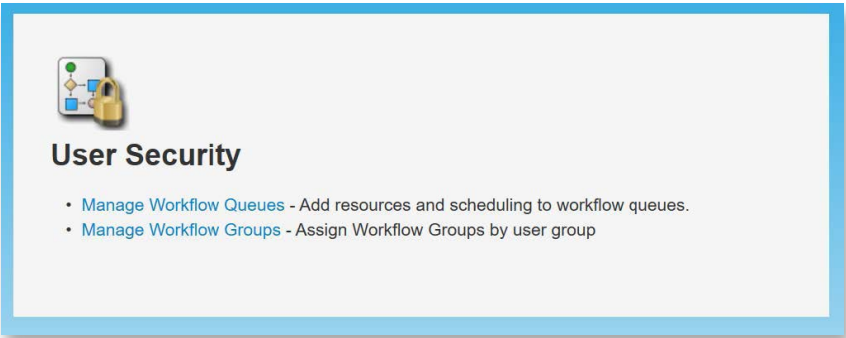Navigate to the Workflow Administration application

Fig 19. Workflow Admin application

Transfer Admin:
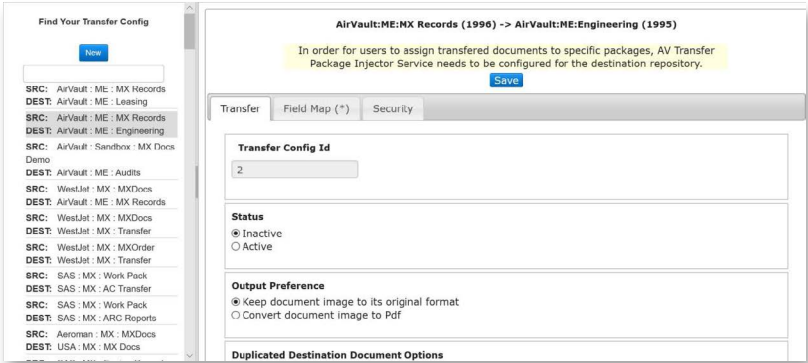
Configure your Transfer Manager

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

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