

User Guide for BOOM

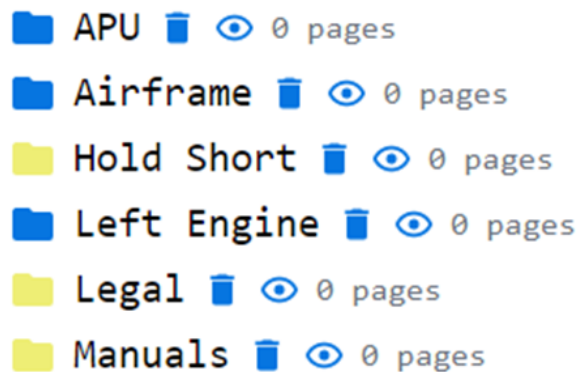
Bulk Organization and Optimization Module (BOOM)

Revised Jan 26, 2023

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Adding an Aircraft:

1. Create the customer account in Bluetail, including adding the aircraft
2. Access the bulk upload tool
 - a. <https://boom.bluetail.aero/>
 - b. Sign in using your Super Admin credentials
3. Click Add Plane on the top right corner of the page
4. Enter the tail number
 - a. Include N
 - b. Enter using all CAPS
5. Enter the aircraft serial number
6. Click on the Add Plane button to save
 - a. The system will build a folder structure that matches the default logbooks and categories from Bluetail
 - i. Logbook folders will be blue
 - ii. Category folders will be yellow

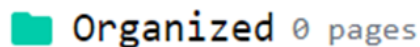


Uploading Files:

1. Prior to uploading documents into the bulk upload tool, go through the files and crop images if necessary
2. If any files are over about 200 pages, split them into smaller files for the upload
3. To upload files into the bulk upload tool, click on the Add File icon next to the desired aircraft tail number



4. Click on Choose Files, then select all files to be uploaded
 - a. Multiple files can be uploaded at a time
 - b. Files must be uploaded from a computer or connected USB – upload tool has no connection to Google Drive, Dropbox, etc. at this time
5. Click on the Add File button to start the upload
 - a. As files are uploading, a green success message will appear for each file once the upload of that file is complete
6. Files will automatically upload into a new folder, which will be titled “Organized”
 - a. This folder will be green



*Note: Individual files do not appear in the Organized folder until the FULL upload is complete

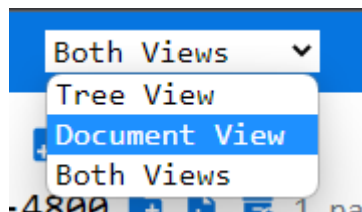
Organizing:

1. Once files are uploaded, run PDFTron for each file in the Organized folder
 - a. Click on the PDFTron icon next to each file to add it to the queue



**Note: Documents are not required to go through PDFTron before they can be uploaded to Bluetail, but adding all files to the queue on the front end will ensure PDFTron is ready if edits are needed during the organization process*

2. Press the Refresh button on the top right corner to update the status of the files
 - a. PDFTron is ready when the status says DONE
 - i. All statuses include: Queued, Running, PDFTron Done, Doc Analysis, and DONE
3. Open a document in the Organized folder by clicking on it
 - a. This will open the standard document view, similar to Adobe
4. For the best visibility, scroll through the document using the standard document view
 - a. The document viewing screen can be made larger by clicking on the dropdown menu on the top left of the page and selecting Document View to display it in full screen



5. If any pages are found that need to be rotated or deleted, switch to the PDF Document View by clicking on the check box at the top of the screen to view PDFTron

Use PDF Document View: ☐

**Note: Documents can also be viewed using only PDFTron to avoid toggling back and forth, but the pages are a lot smaller in PDFTron view and only one page can be magnified at a time*

**** If no pages are found that need to be rotated or deleted, skip to step 10 ****

6. Review pages that PDFTron has identified for corrections
 - a. Pages to be rotated will be shaded yellow
 - b. Pages to be deleted (blanks) will be shaded pink
7. If any additional changes need to be made, select the page(s) using the checkbox and manually choose the required action from the icons at the top of the page

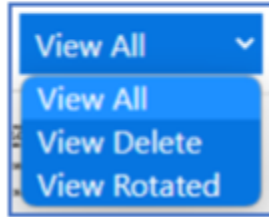


L to R: Select All, Unselect All, Zoom, Rotate Right, Rotate Left, Flip, Delete, Save, Commit

8. If any pages are falsely identified to be deleted, select the page(s) and click on the delete button to unmark them

Additional Editing Tips:

- When in the PDF Document View (PDFTron), use the View All drop down on the top right corner to view only the pages marked by PDFTron to be rotated or deleted



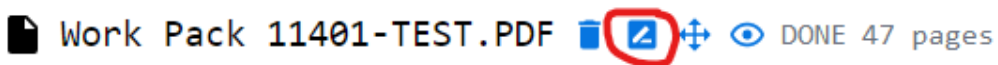
- This can be especially helpful to identify pages falsely marked for deletion on the first pass of the document
- Be aware that if you select View Delete or View Rotate, using the Select All icon from the top of the screen will still select ALL pages from the ENTIRE document, not just the pages currently displayed on that view option
- On any view screen, selected page(s) will stay selected even after an action icon has been clicked. Once you are done editing the selected page(s), be sure to deselect all before selecting pages that need a different action.

9. Once all pages are appropriately oriented and marked for deletion in PDFTron, select the Commit button to finalize all changes





- a. The page count will change to reflect the current number of pages

10. To rename a file (if needed), click on the Rename icon next to the file



- a. Input the new file name including .pdf
- b. Click on the Rename File button to save the change

11. Once organization is complete and the file has been renamed (if needed), move the file out of the Organized folder


- a. Click on the Move File icon  next to the file, then click on the same icon  next to the folder you are moving the file into


12. Additional Category or Logbook folders can be created by clicking on the Add Folder icon next to the aircraft tail number

- a. New folders will default as a Logbook
- b. If the new folder is a Category, choose the "Is Category" checkbox

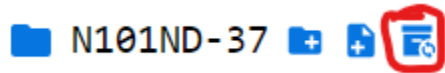
Syncing to Bluetail:

1. Once all files have been organized, renamed, and moved to the respective Logbook or Category folder, choose which folders to sync to the customer's Bluetail account
 - a. Organized folder will NOT sync to the Customer's Bluetail account
 - b. If any additional folders should not be synced, click on the eyeball icon so it is closed

i. Will be synced: 

ii. Will NOT be synced: 

2. Click on the Sync Plane to Bluetail icon next to the aircraft tail number to add all files from all folders with the eye icon open into the customer's Bluetail account



3. Files are copied to the Bluetail customer account
4. MACH search will be executed once the documents are uploaded
5. Check the customer account to confirm all files have been transferred and your name is showing in the Uploaded By section