REPUBLIC AIRWAYS

USER GUIDE

FOR AUDITING MODULE

By

ProDIGIQ

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General Information

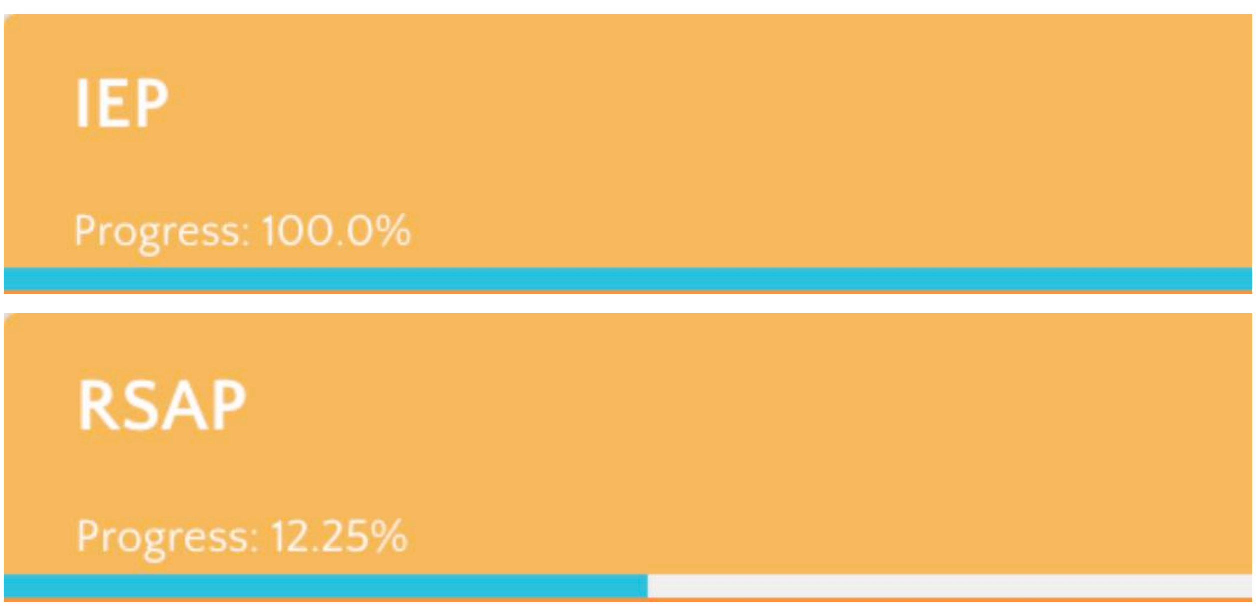
Access Levels

There are two different types of users – **Auditors** and **Administrators (Admin)**. Auditors go through the steps and bring the audits to a complete status in the system. Admins create new audits and confirm that the audit can be closed after it has been marked as completed by an Auditor. Admins also have the capability to create new users and administer current user accounts (i.e. reset password and change user types).

Creating and Editing Audits

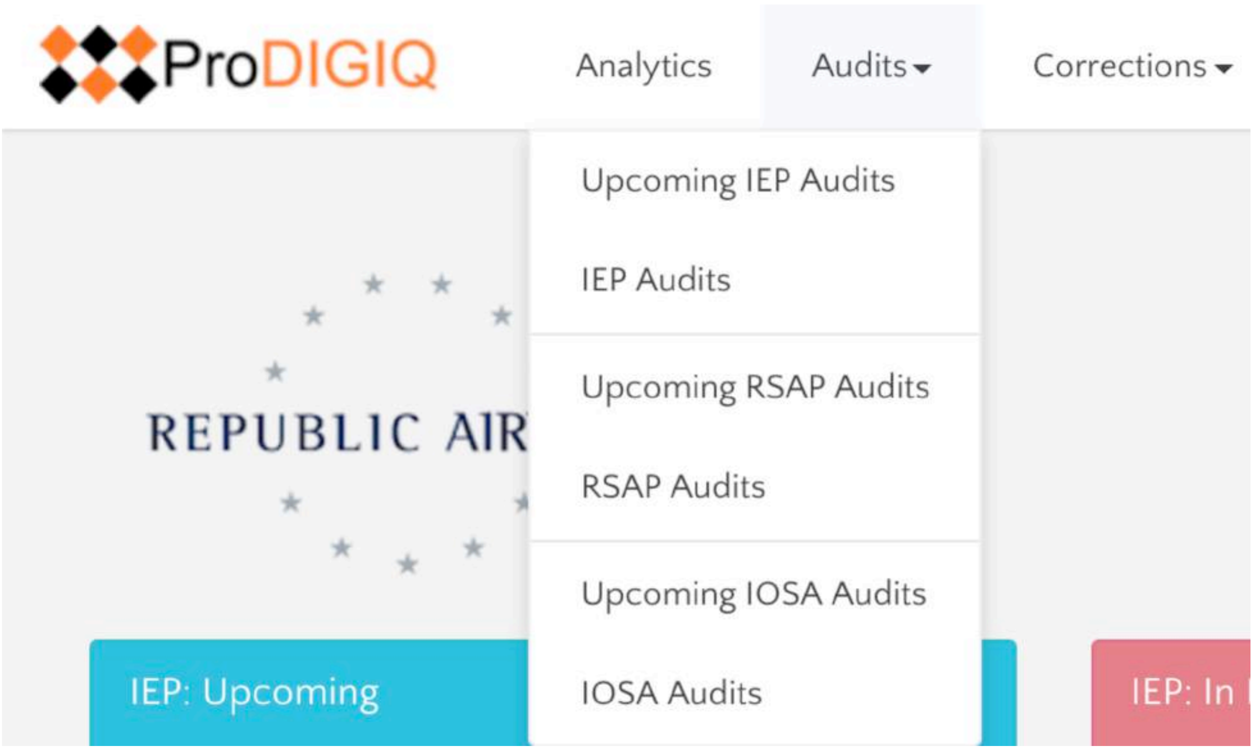
Creating an Audit is very similar across all audit types. Features specific to a particular type of audit are noted in each audit's Overview section.

Progress in each audit is marked through a percentage progress bar at the top of the individual audit's edit or update page, as illustrated.



“Upcoming Audits” and “Audits”

Each audit type (IEP, RSAP, and IOSA) has two menu items that can be viewed: “Upcoming Audits,” and “Audits.”



The Upcoming Audits section lists audits that are currently unassigned. Administrators can create and assign new audits from this section. If an Administrator marks an audit “As Available,” Auditors can choose to claim that audit and begin the auditing process.

Selecting the “Audits” menu lists a grid with all in-progress and completed audits. Audits can be edited from this section by clicking on the audit in the grid. If an Administrator confirms that the audit has been successfully completed, it is closed.

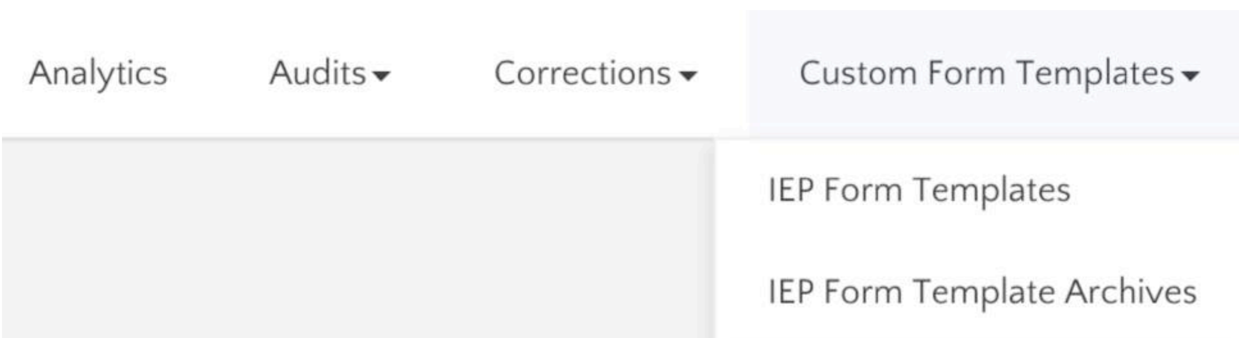
IEP Audits

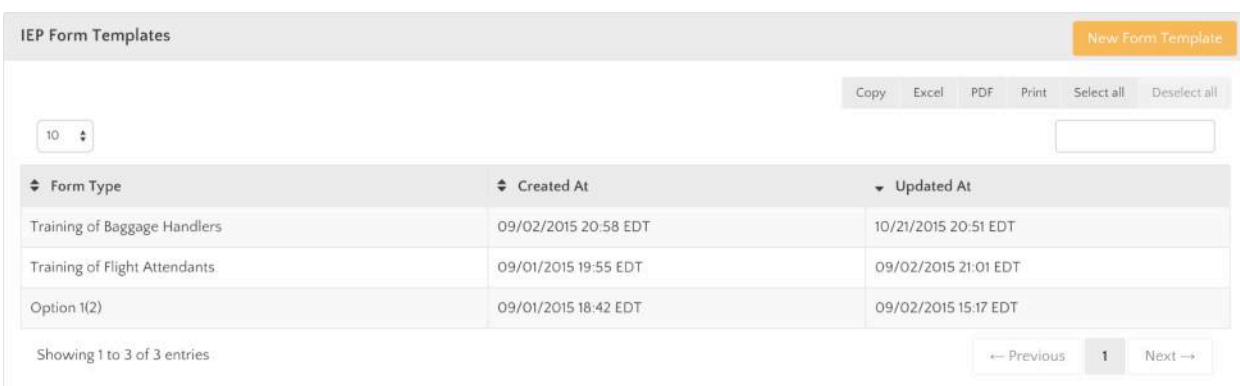
Overview

With IEP Audits, custom forms can be created. These custom forms can be created, edited or archived at any time.

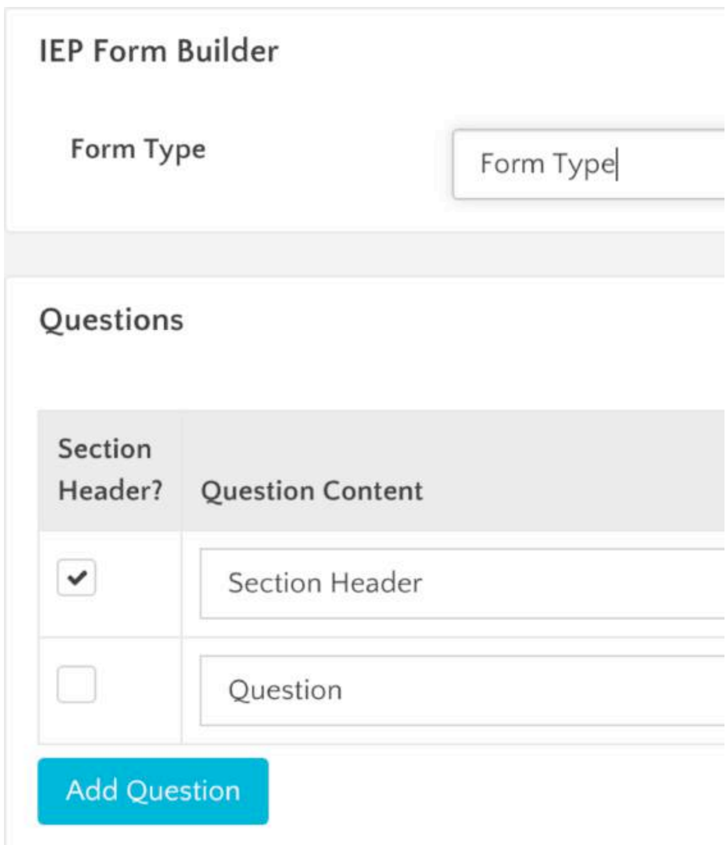
Creating, Editing, and Archiving Custom Forms (Admin)

To see all custom IEP forms, click “Custom Form Templates” on the navigation menu bar and select “IEP Form Templates.” This page displays all non-archived IEP templates.

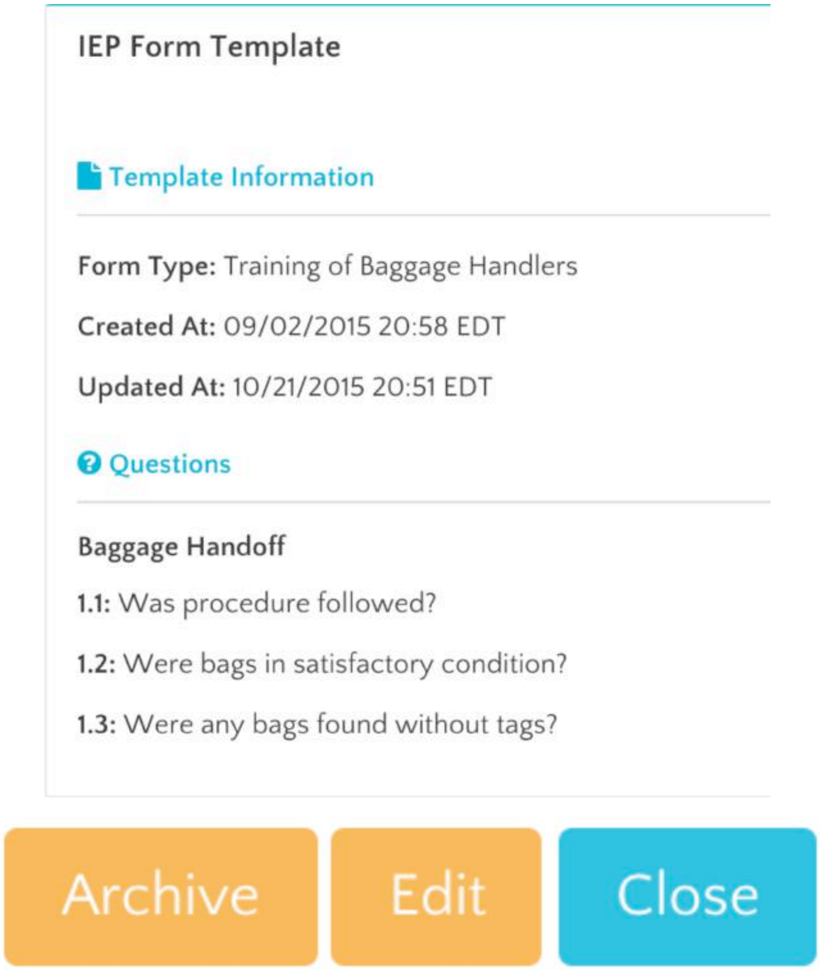




To create a **new** template, click the “New Form Template” button. Enter the name of the template in the “Form Type” field along with the Section Headers and Questions. The Section Headers and Questions will automatically be numbered consecutively. When you are ready to save the template, click the “Save Form Template” button. Once the template is saved, it can be used in IEP Audits.



If you wish to **edit** an existing template, click on the desired template in the IEP Form Templates grid. The selected template's information and questions will be displayed along with buttons to Archive, Edit, or Close the template. Click the “Edit” button to be taken to the template's edit page.

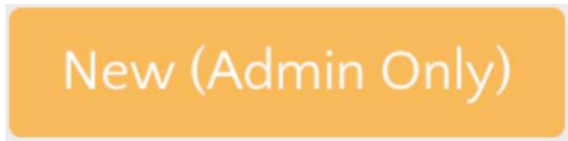


The **edit** page lists all the section headers and questions currently within the template, same as the creation of a new template. To modify existing sections headers or questions, click the “Edit and Replace” button. To add new questions click the “Add Question” button.

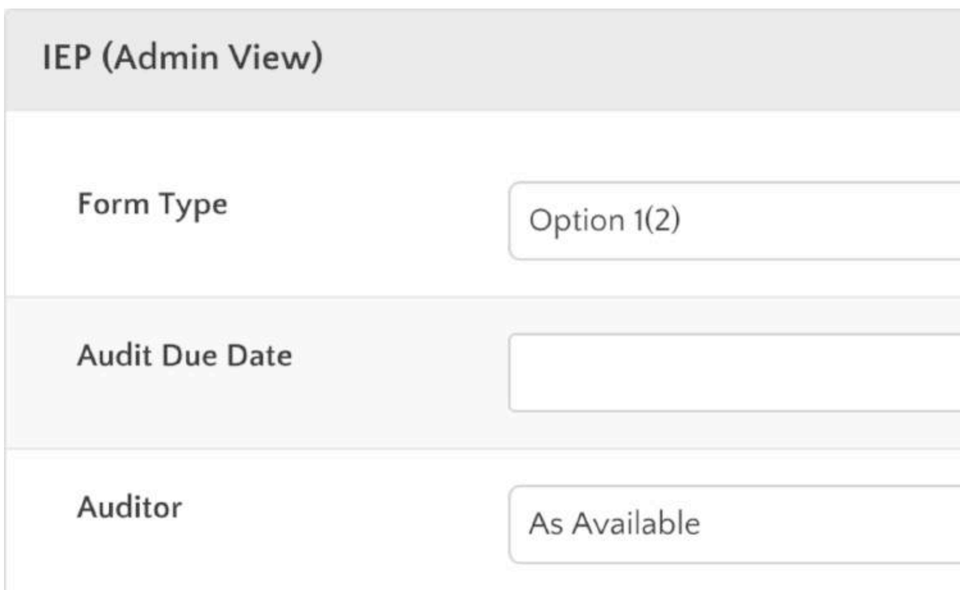
To **archive** a custom template, simply open the template and press the “Archive” button. Please note that archived IEP templates cannot be scheduled as an upcoming audit. You can un-archive items by clicking the “Un-Archive” button within the template.

Creating and Assigning an IEP Audit (Admin)

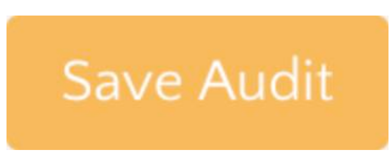
To create a **new** IEP Audit, use the navigation top bar and click on “Upcoming IEP Audits” and click the “New (Admin Only)” button.



Select the form type, due date, and auditor. If you do not wish to assign a specific auditor, “As Available” will be selected by default in the Auditor field.



When complete, click the “Save Audit” button. Auditors with access to the system will then be able to claim the audit if it was marked “As Available.”

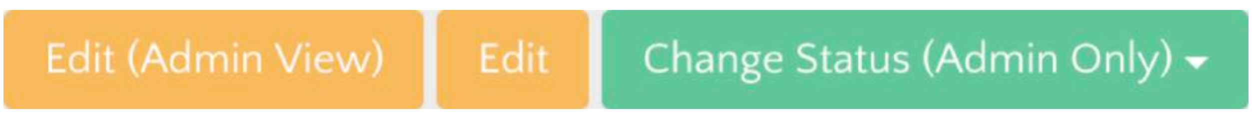


Updating and Completing an IEP Audit (Auditor)

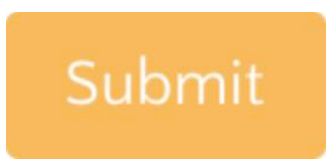
Updating and completing audits is a straightforward process. Auditors can **claim** unassigned audits, **update** their currently in-progress audits, and **complete** ones in their possession.

To **claim** an unassigned audit, navigate to “Upcoming Audits,” select the audit you wish to claim and press the “Claim Audit” button to self-assign the audit.

To **update** and work on in-progress audits, navigate to “IEP Audits,” click on an audit from the grid and press the “Edit” button. Click the “Save and Exit” button if the audit is not complete.



If the audit is **complete**, simply click the “Submit” button.

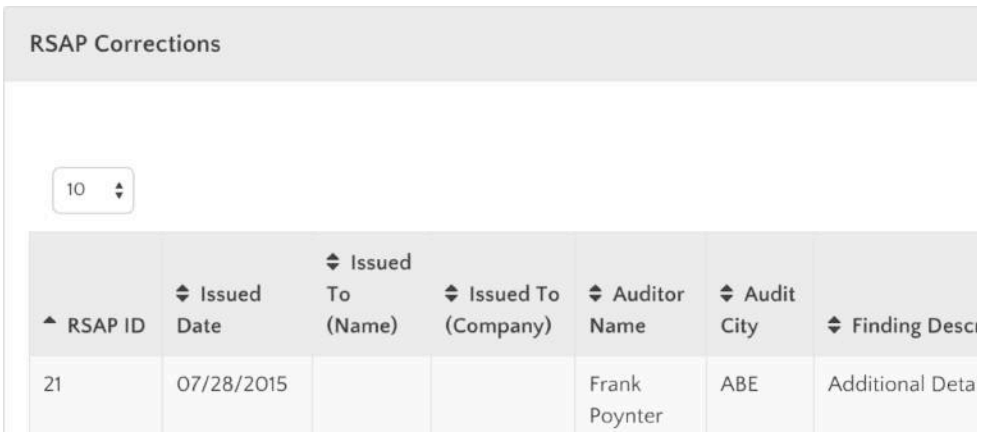


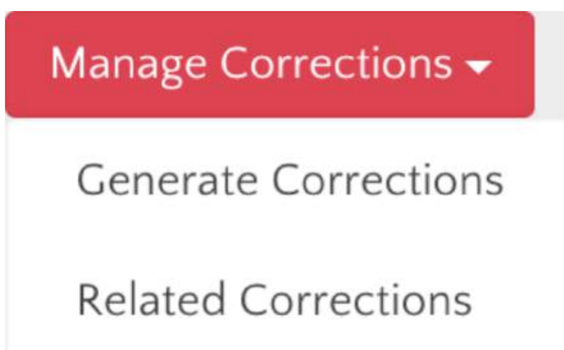
RSAP Audits

Overview

RSAP Audits are assigned per station and can have Corrections attached to them.

Tracking RSAP Corrections (Auditor)





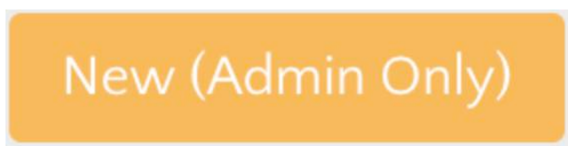
To **generate** corrections that are part of an audit, open the RSAP audit you wish to generate audits for. Click the “Manage Corrections” button and then click on the “Generate Corrections” button to create them automatically.

For corrective actions that are not part of an audit, the system offers the capability to **create** corrections. Simply click on the “New Correction” button on the RSAP Corrections grid.

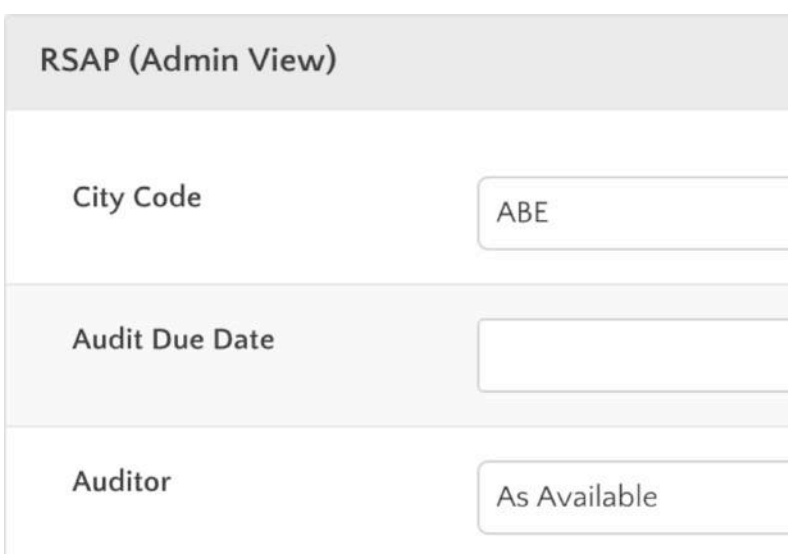
To **track** a correction from an RSAP audit, click on the audit from the RSAP Audits grid, and then click the “Manage Corrections” button. From the drop-down menu, click the “Related Corrections” button. Corrections attached to an audit will only appear after an audit is closed.

Creating and Assigning an RSAP Audit (Admin)

To create a **new** RSAP Audit, navigate to “Upcoming RSAP Audits” and click the “New (Admin Only)” button.



Select the city code, due date, and auditor. If you do not wish to assign a specific auditor, “As Available” will be selected by default in the Auditor field.



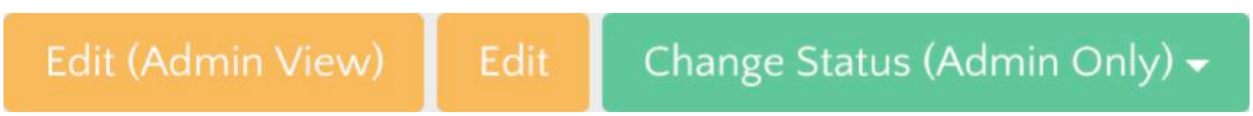
Click the “Save Audit” button to create the audit. Auditors with access to the system will then be able to claim the audit if it was marked “As Available.”

Updating and Completing an RSAP Audit (Auditor)

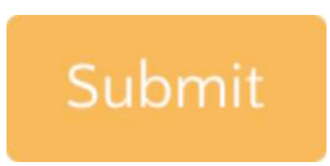
Updating and completing audits is a fairly straightforward process. Auditors can **claim** unassigned audits, **update**, and **complete** audits currently in-progress.

To claim an unassigned audit, navigate to “Upcoming Audits,” select the audit you wish to claim, and press the “Claim Audit” button to self-assign the audit.

To **update** in-progress audits, simply click on the audit from the RSAP Audits grid and click the “Edit” button. Click on the “Save and Exit” button if the audit is not complete.



If the audit is **complete**, simply click the “Submit” button.



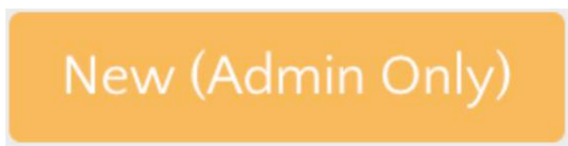
IOSA Audits

Overview

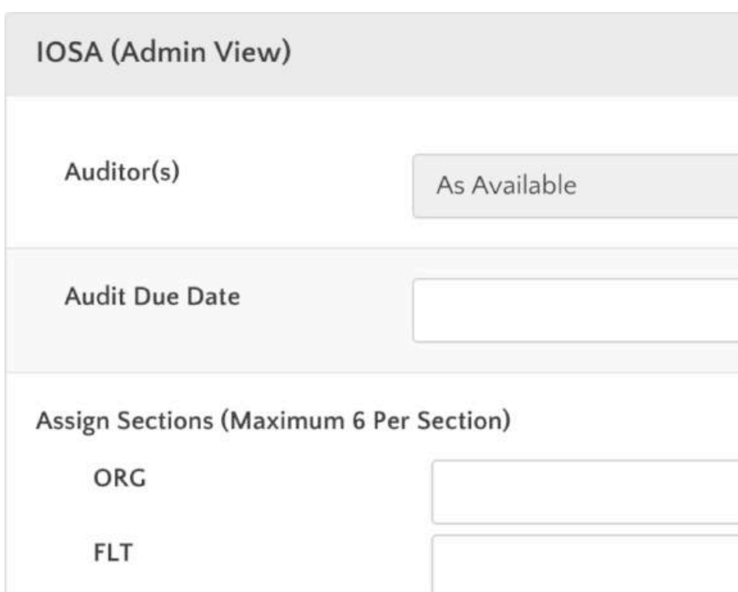
The key feature of IOSA Audits is the capability to assign multiple auditors to each section of the audit.

Creating and Assigning an IOSA Audit (Admin)

To create a **new** IOSA Audit, use the navigation menu bar, select “Upcoming IOSA Audits” and click the “New (Admin Only)” button.



You can select the due date and assign up to six auditors per section. If you do not wish to assign a specific auditor, “As Available” will be selected by default in the Auditor field.



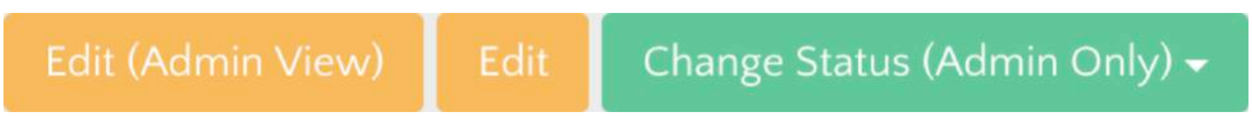
When complete, click the “Save Audit” button. If the audit is marked “As Available,” it will be placed in the “Upcoming Audits” section.

Updating and Completing an IOSA Audit (Auditor)

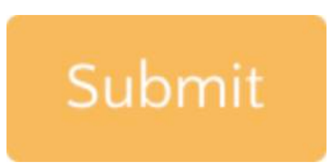
Updating and completing audits is a fairly straightforward process. Auditors can **claim** unassigned audits, **update**, and **complete** in-progress audits.

To **claim** an unassigned audit, navigate to “Upcoming Audits,” select the audit you wish to claim, and press the “Claim Audit” button to self-assign the audit.

To **update** in-progress audits, simply click on the audit from the IOSA Audits grid and click the “Edit” button. Click on the “Save and Exit” button if the audit is not complete.

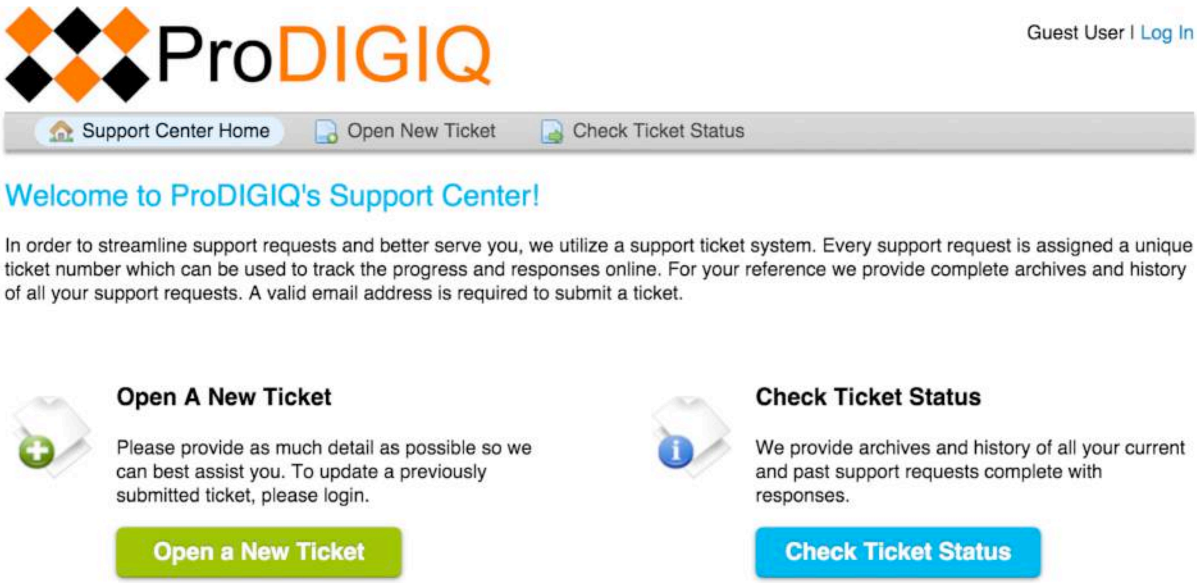


If the audit is **complete**, simply click the “Submit” button.



ProDIGIQ Support

For any support issues, please open a ticket at support.prodigiq.com



If you prefer to contact ProDIGIQ support via email, you can reach us at engineering@prodigiq.com.