



REPUBLIC AIRWAYS

USER GUIDE
FOR AUDITING MODULE

By



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General Information

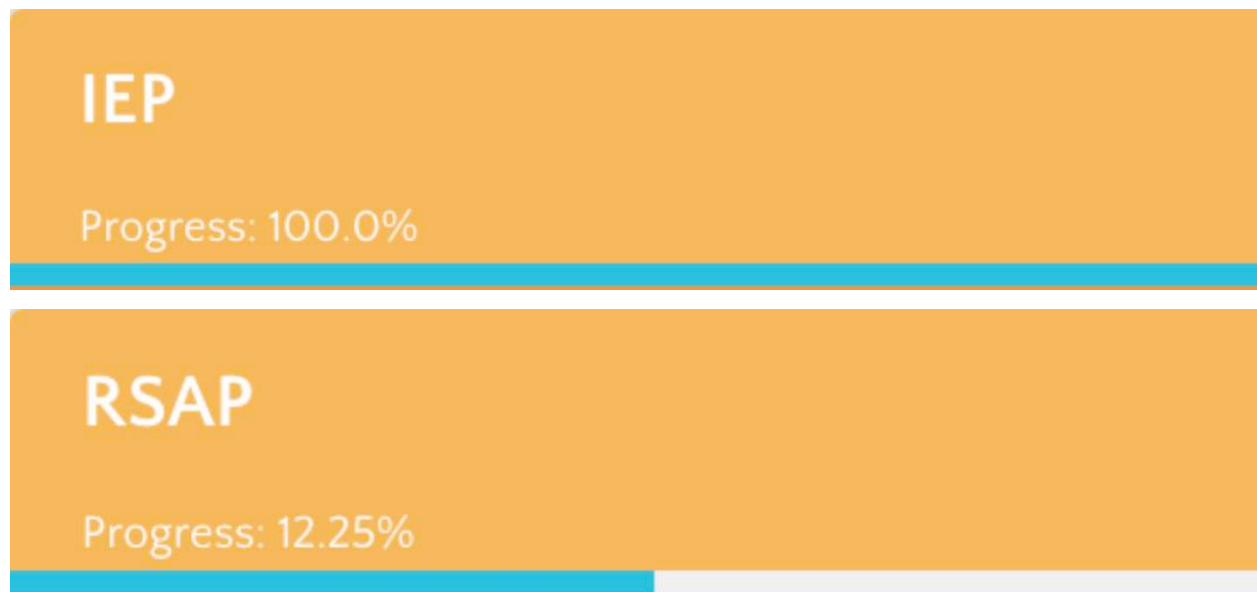
Access Levels

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

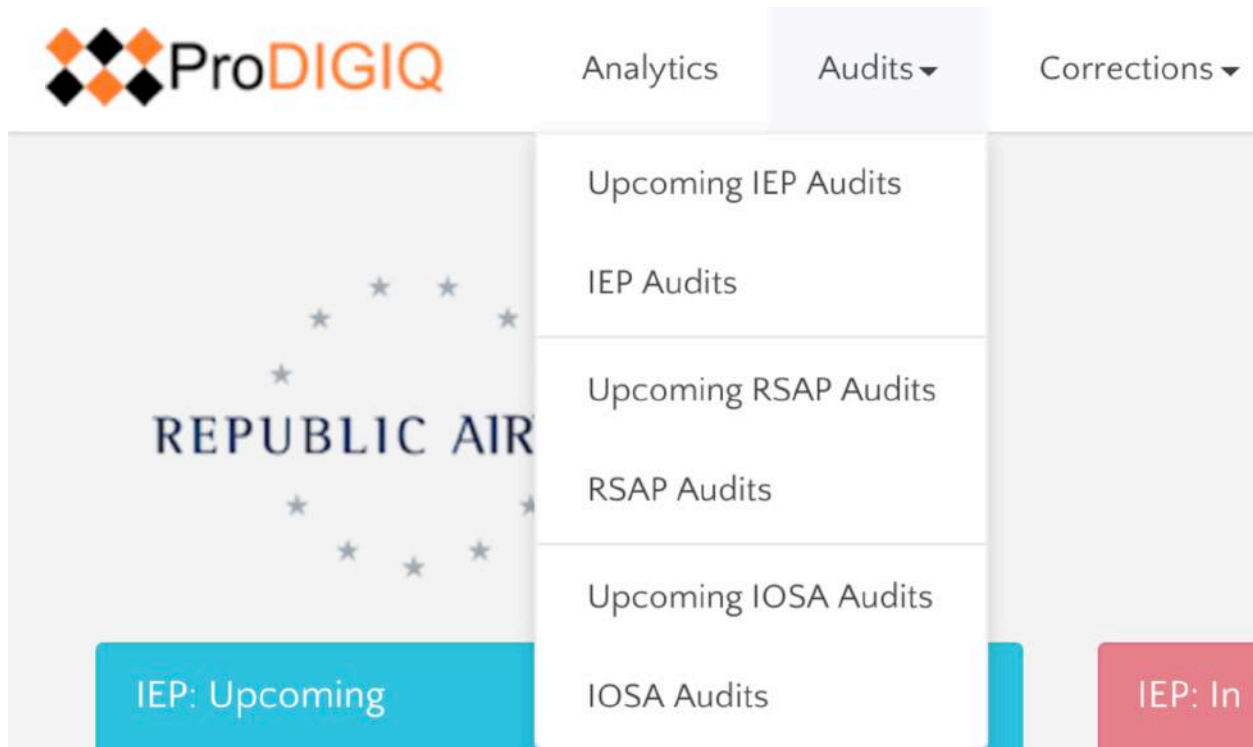
Creating an Audit is very similar across all audit types. Features specific to a particular type of audit are noted in each audit's Overview section.

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.

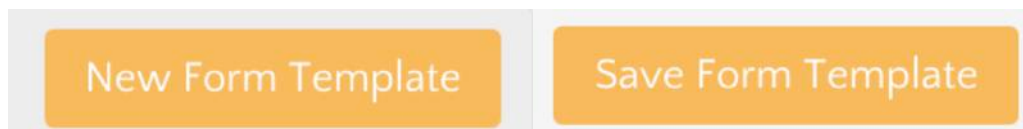
Creating, Editing, and Archiving Custom Forms (Admin)

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.

The screenshot shows the navigation menu at the top with 'Analytics', 'Audits', 'Corrections', and 'Custom Form Templates'. The 'Custom Form Templates' dropdown is open, showing 'IEP Form Templates' and 'IEP Form Template Archives'. Below this is the 'IEP Form Templates' page header with a 'New Form Template' button. The page contains a table with three columns: 'Form Type', 'Created At', and 'Updated At'. The table lists three entries: 'Training of Baggage Handlers', 'Training of Flight Attendants', and 'Option 1(2)'. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

Form Type	Created At	Updated At
Training of Baggage Handlers	09/02/2015 20:58 EDT	10/21/2015 20:51 EDT
Training of Flight Attendants	09/01/2015 19:55 EDT	09/02/2015 21:01 EDT
Option 1(2)	09/01/2015 18:42 EDT	09/02/2015 15:17 EDT

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.



IEP Form Builder

Form Type

Form Type

Questions

Section Header?	Question Content
<input checked="" type="checkbox"/>	<div>Section Header</div>
<input type="checkbox"/>	<div>Question</div>

Add Question

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.

IEP Form Template

Template Information

Form Type: Training of Baggage Handlers
Created At: 09/02/2015 20:58 EDT
Updated At: 10/21/2015 20:51 EDT

Questions

Baggage Handoff
1.1: Was procedure followed?
1.2: Were bags in satisfactory condition?
1.3: Were any bags found without tags?

Archive

Edit

Close

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.

An orange rectangular button with rounded corners and a thin grey border. The text "New (Admin Only)" is centered in white, sans-serif font.

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.

IEP (Admin View)	
Form Type	<input type="text" value="Option 1(2)"/>
Audit Due Date	<input type="text"/>
Auditor	<input type="text" value="As Available"/>

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.”

An orange rectangular button with rounded corners and a thin grey border. The text "Save Audit" is centered in white, sans-serif font.

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.

A rectangular orange button with the text "Claim Audit" in white.

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.

A rectangular orange button with the text "Edit (Admin View)" in white.A rectangular orange button with the text "Edit" in white.A rectangular green button with the text "Change Status (Admin Only)" in white and a downward-pointing triangle icon.

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

A rectangular orange button with the text "Submit" in white.

RSAP Audits

Overview

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

Tracking RSAP Corrections (Auditor)

RSAP Corrections						
10						
RSAP ID	Issued Date	Issued To (Name)	Issued To (Company)	Auditor Name	Audit City	Finding Description
21	07/28/2015			Frank Poynter	ABE	Additional Deta

Manage Corrections ▼

Generate Corrections

Related Corrections

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.

RSAP (Admin View)	
City Code	<input type="text" value="ABE"/>
Audit Due Date	<input type="text"/>
Auditor	<input type="text" value="As Available"/>

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.”

A rectangular orange button with rounded corners and the text "Save Audit" in white.

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.

A rectangular orange button with rounded corners and the text "Claim Audit" in white.

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.

A rectangular orange button with rounded corners and the text "Edit (Admin View)" in white.A rectangular orange button with rounded corners and the text "Edit" in white.A rectangular green button with rounded corners and the text "Change Status (Admin Only)" in white, followed by a downward-pointing chevron.

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

A rectangular orange button with rounded corners and the text "Submit" in white.

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.

A rectangular orange button with rounded corners and a subtle drop shadow. The text "New (Admin Only)" is centered in white, sans-serif font.

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.

IOSA (Admin View)	
Auditor(s)	<div>As Available</div>
Audit Due Date	<div></div>
Assign Sections (Maximum 6 Per Section)	
ORG	<div></div>
FLT	<div></div>

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

A rectangular orange button with rounded corners and the text "Save Audit" in white.

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.

A rectangular orange button with rounded corners and the text "Claim Audit" in white.

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.

A rectangular orange button with rounded corners and the text "Edit (Admin View)" in white.A rectangular orange button with rounded corners and the text "Edit" in white.A rectangular green button with rounded corners and the text "Change Status (Admin Only)" in white, followed by a downward-pointing chevron.

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

A rectangular orange button with rounded corners and the text "Submit" in white.

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