



My **ATMS**TM
Product Briefing
Version 5.20



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Table of Contents

MYATMS OVERVIEW	1
What is MyATMS?.....	1
Benefits	1
MyATMS Highlights.....	2
MYATMS FEATURES	2
Process Flow	2
Control	3
Messages	3
Messages Highlights.....	4
Training	4
Schedule	4
To Do List	5
Current / History / Future	7
Profile.....	7
Profile.....	7
Qualifications	9
Absences	9
Change Password.....	9
Profile Highlights:.....	10
Grading.....	11
Instructor Grading	11
Grading Highlights	12
Security	14
Process	14
Profiles and Roles	14
Security Highlights	14

MyATMS Overview

What is MyATMS?

MyATMS is a companion product to ATMS™ (Aviation Training Management System). MyATMS allows your Instructors and Trainees access to your central ATMS data repository from anywhere; using only the Web or tablet device.

ATMS Security ensures your Trainees and Instructors only have access to the functionality specified by the organizations within your company, and only to their own information. A login and password is required to access MyATMS and, in some cases, your network logins may be used instead of having separate MyATMS logins.

Trainees and Instructors have access to an up-to-the-second training schedule and immediately receive notifications of training assignments and changes to their training. They may view all of their own information stored in ATMS, and optionally update their own contact information; reducing the workload of your administrators and ensuring more current contact information is available.

Instructors may enter training results for scheduled and unscheduled training, Operating Experience, Line Checks, No-Notice Checks, Random Observations, and “Other” training such as take-home tests or computer-based training (CBT). They can enter grades, task results, comments, and flight data, if needed.

Just like ATMS, a complete audit trail is maintained for changes and automatic audit entries are recorded when processing exceptions occur, such as if an unqualified instructor grades a training event.

Trainees use MyATMS to launch self-study, e-learning content in a SCORM-compliant manner – regardless of whether your content is SCORM-compliant. All learning content is rendered seamlessly to the trainee regardless of whether it is HTML, Flash, PowerPoint, etc. Interactions and results are captured from SCORM-compliant learning content and tests. Trainees may resume training where they left off if content tracks their location. All resulting training history resides in ATMS.

MyATMS is designed to be customized to facilitate integration with your existing website, or to operate as a stand-alone site.

Benefits

Web and tablet access means your Trainees and Instructors can see their training information from their homes, hotels, airports, or Internet hot-spots.

Many organizations prepare paper schedules and fax or email them to trainees. Not only is this labor-intensive, but costly. These processes are error-prone and the schedules can be out-of-date as soon as they are produced. With MyATMS, Trainees and Instructors see the same updated schedule information the Schedulers see; formatted nicely and ready to print, if they wish.

When changes are made to the schedule, the Schedulers are often faced with trying to contact the Instructor and all the Trainees involved. With ATMS, notifications are sent automatically when a change is made. These can be viewed immediately using MyATMS or received as email and the Schedulers can see that the message was reviewed. This reduces your Schedulers’ workload.

Enabling your Instructors, or 3rd party instructors working for your training vendors, to enter training results themselves via MyATMS means the data is instantly collected and validated, and can eliminate paper grading forms.

MyATMS Highlights

- Provides easy-to-use web or tablet access for functionality needed by Instructors and Trainees.
- Real-time training schedule and travel itinerary display.
- Launches any e-learning content for the trainee.
- Provides easy and safe access for 3rd party instructors to enter training results.
- Improves communication between managers, administrators, schedulers, instructors, and trainees.
- Comprehensive on-line help describing all functionality and usage in simple terms.

MyATMS Features

Process Flow

A single menu allows the Trainees and Instructors access to all the information available to them through MyATMS. Menu option availability is driven by ATMS Security and the position held by the person who logs in. For example, only Instructors would see Grading.

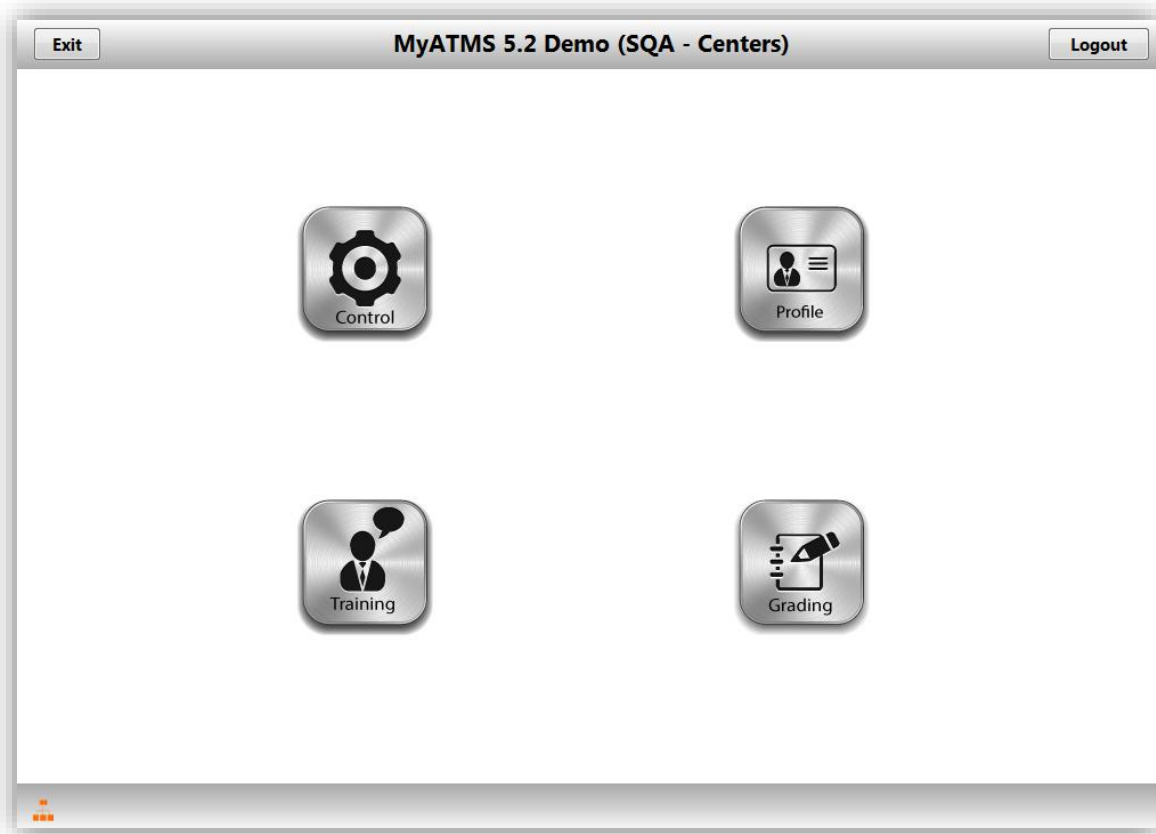
Once logged-in, the default or user-selected Home Page displays. Popular choices for the Home Page are Notifications, Schedule, or the trainee's To Do List.

If internal messaging is used (as opposed to email), the Notifications page displays all messages that have been sent to the trainee/instructor automatically by ATMS, or other ad-hoc messages. Examples of automatic messages are changes in scheduled training, or warning of a medical that will expire soon.

Trainees will want to view Training which displays their Schedule for today, the To Do List of e-learning content that is ready for them, and other information such as future training and qualification expirations. Profile allows the trainee to view their personal records such as Phone Numbers, E-mail Addresses, Qualifications and Certificates.

An Instructor for your organization has all the same options as the Trainee, with the addition of Grading. Grading displays all scheduled training assigned to the Instructor. External instructors have access to all training assigned to their training company.

A Logout option provides another layer of security if desired, and context-sensitive Help is always available to describe all functionality and provide step-by-step instructions for every possible action.



MyATMS Default Home Page

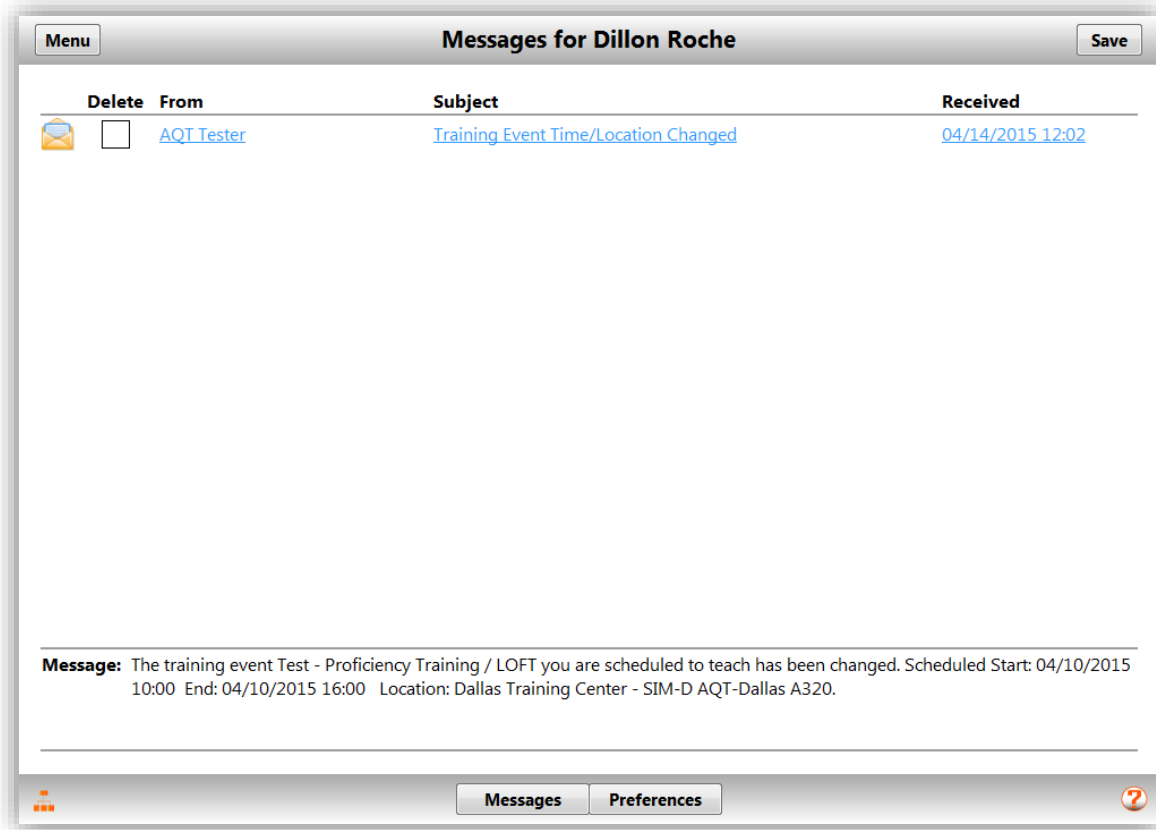
Control

ATMS automatically generates notifications to Instructors and Trainees when they are originally scheduled for training, or when Schedulers make changes to training that has already been scheduled. There are many other situations that may initiate automatic notifications; whether these are used are determined by the organization. ATMS Users may also send notifications to individuals or groups of individuals, when needed from ATMS.

Control allows Instructors and Trainees immediate access to their notifications. No email account is required. Notifications may be configured to be sent by email and may include a hyperlink for the trainee to click to acknowledge receipt of the message. This information is then recorded in ATMS so the sender knows the message was received.

Messages

Messages may be read and deleted on MyATMS. Within ATMS, the sender can see whether the message has been read, or not. For example, if ATMS automatically sends out a message (from "Scheduling") that training has changed, any scheduler can see whether all the attendees have seen the message. This saves phone calls and wasted time. Also, there is a greater likelihood your trainees will show up when they are expected.



MyATMS – Messages

Messages Highlights

- Provides instant notification of changes to training schedules
- Intuitive to use; similar to email programs.
- No email account required, or email may be used.
- The sender can see if the message was reviewed.

Training

Instant access to current schedule information keeps your Trainees and Instructors on track. Queued self-study training is available to be launched from the To Do List. Trainees have instant access to their training results and may review their training history as well as check to see what training is queued for their future.

Schedule

Trainees and Instructors can view their scheduled training, other training (such as self-study), absences, and milestones for any time period. Absences are time periods when individuals are not available for training, such as vacations or military leave. Knowing absences prevents ATMS Scheduling from allowing an individual to be scheduled when they are not available. Milestones in ATMS are expirations and due dates. This allows individuals to see when their medicals are due, or when a qualification expires. Your trainees can review their upcoming absences and inform management of corrections.

Menu

Schedule for William Ackerman

Start Date

04/01/2015

☒ Show Scheduled Items
 ☒ Show Absences
 ☒ Show Milestones

Print

End Date

04/15/2015

☒ Show Unscheduled Items
 ☐ Include Completed Scheduled Items

Scheduled

Time	Description (Curriculum:Course Nbr.)	Location	Purpose	Instructor	Trainees
04/01/2015 08:00 - 16:00	Recurrent General Subjects (A320 P REC:14-10053)	Dallas - C-101	Training	Roche, Dillon	Ackerman, William D Brady, Matt
04/02/2015 08:00 - 15:00	Recurrent Operational Subjects (A320 P REC:14-10053)	Dallas - C-101	Training	Roche, Dillon	Ackerman, William D Brady, Matt
04/03/2015 05:00 - 09:00	Recurrent Simulator Training (A320 P REC:14-10053)	Dallas - SIM-C AQT-D 320	Training	Roche, Dillon	Ackerman, William D Bradley, Robert
04/04/2015 05:00 - 09:00	Recurrent Proficiency Check (A320 P REC:14-10053)	Dallas - SIM-D AQT-D 320	Training	Roche, Dillon	Ackerman, William D

Unscheduled Training

Due Period	Description (Curriculum)
04/2015	Recurrent Flight Conditions (A320 P REC)
04/2015	Recurrent Training Philosophy (A320 P REC)

Milestones

Date	Type	Description
01/29/2010	User-Defined Item	Base Qual Expires
04/01/2015	Future Training - FO	Recurrent Dangerous Goods/Hazmat
04/01/2015	Future Training - FO	A320 Pilot Recurrent Training
04/01/2015	Future Training - FO	A320 Pilot Recurrent Security

Schedule

To-Do List

Current Training

Training History

Future Training

MyATMS – Training – Schedule

To Do List

MyATMS is the launching point for e-learning content via the trainees' To Do List. E-learning content becomes available for the trainee at the point in time specified in the curriculum; for example at a point before their training starts, or as a result of completion of scheduled training, or even the previous lesson. Training may be automatically completed by SCORM-compliant content, by the trainee, or completed by an instructor after review. With this functionality, the trainee can complete an entire e-curriculum without intervention by an instructor.

E-learning content may be SCORM-compliant HTML, or other media types such as Flash, PowerPoint, etc. All content is launched in a browser using SCORM-compliant navigation controls for a seamless and standard interaction with the trainee.

SCORM-compliant e-learning content communicates with the ATMS repository to record trainee interactions and results. When the e-learning content records completion, the completion date will be recorded and the training event removed from the To Do List. The trainee may optionally select to review completed training.

Other media types that are not SCORM-compliant may be marked Complete by the trainee and results (if any) recorded by an instructor.

Menu

To-Do List for William Ackerman








Save

Done	Date Assigned	Date Completed	Description
<input type="checkbox"/>	04/01/2015		Recurrent Training Philosophy
<input type="checkbox"/>			Training Philosophy
<input type="checkbox"/>			Jumpseat
<input type="checkbox"/>	04/01/2015		Recurrent Flight Conditions
<input type="checkbox"/>			Starting Procedures (Disabled - Prior Event Not Completed)
<input type="checkbox"/>			Taxi and Takeoff (Disabled - Prior Event Not Completed)

Lessons: 4

Page 1 of 1

☐ Show Completed Items



ScheduleTo-Do ListCurrent TrainingTraining HistoryFuture Training

MyATMS – Training – To Do List

Current / History / Future

Trainees may review their current training results as soon as they are entered by the instructor. Previous training history is also available for the trainee (current training becomes historical once a curriculum is completed and approved). Any training that is queued for the trainee in the future can be viewed at any time. This allows the trainee to know when they can be expected to be scheduled for training in the future since queued training is not available on their Schedule until the trainee is actually scheduled to attend the training course.

Event	IIT	Gate	Completed/ Scheduled	Instructor	Grade	Score	Comment
Recurrent Proficiency Check	✓		04/04/2015 05:00	Roche, Dillon			
Recurrent Simulator Training	✓		04/03/2015 05:00	Roche, Dillon			
Recurrent Operational Subjects			04/02/2015 08:00	Roche, Dillon			
Recurrent General Subjects			04/01/2015 08:00	Roche, Dillon			
Recurrent Flight Conditions			N/A				
Recurrent Training Philosophy			N/A				

MyATMS – Training – Current Training

Profile

MyATMS provides Trainees and Instructors the ability to monitor their personal information for accuracy. Optionally addresses, phone numbers, and email addresses may be updated as well. This frees your administrators from having to maintain contact information and is likely to be more accurate and current.

Personal information is divided between Profile, Qualifications, and Absences.

Profile

The Profile contains Trainee and Instructor data of a more personal nature; including:

- Qual Summary – Displays training, certificates and qualifications which establish a position for the trainee as current. It is a one-stop summary for indicating all that goes into determining what makes the selected position qualified.
- Personal – Baseline employee information such as name, date of birth, hire date, etc.
- Contacts – Displays multiple addresses, phones, emails and comments; optionally add or update.
- Citizenships – Primary citizenship and any others recorded by the organization.

- Passports/Visas – Displays multiple passports and their associated visas.
- Inoculations – Shows status of inoculations tracked by the organization.

Menu

Contacts for William Ackerman

Address	Type	Primary	Effective	Comment
146-62 220th Street Dallas, Texas 56381 US	Home	✓	07/22/2013	
1300 Maple Drive. Florissant, Missouri 63303 US	Temporary		06/01/2015	Temporary until training is complete.

Phone	Type	Primary	Effective	Comment
+1 972 345-8258	Home	✓	07/22/2013	
+1 972 345-8260	Cellular		07/22/2013	

Email	Type	Primary	Comment
atmsmail@aqt solutions.com	Primary	✓	

Qual Summary

Personal

Contacts

Qualifications

Citizenships

Passports

Innoculations

Absences

?

MyATMS – Profile – Contacts

Qualifications

Instructors and Trainees can monitor the information pertinent to performing their jobs; positions, certificates, medicals, and expirations where appropriate.

- Qualifications – Overview of qualifications and expirations that invalidate positions.
- Certificates – Displays the individual's certificates and ratings on those certificates.
- Medical – Shows the medical class, associated dates and comments.

The screenshot shows a web application window titled "Qualifications for William Ackerman". At the top left is a "Menu" button. Below the title bar, there are tabs for "Position", "Certificates", "Medical", and "Regulatory Approvals". The "Position" tab is active, showing details for "First Officer". Below this, there are fields for "Group: Pilot", "Equipment: Airbus 320", "Customer: Emerald Airlines", "Effective Date: 01/05/2014", "Expires (Forecasted): 04/27/2015", and "Status: Current". Below the tabs, there is a table with columns: Title, Nbr., Issuing Country, Issuing Authority, Issue Date, Expires Date, and Limitations. The table contains one row for "ATP" with Nbr. "867752", Issuing Country "US", Issuing Authority "FAA", Issue Date "12/09/2006", Expires Date "05/16/2015", and Limitations "Contact lenses required." Below the table, there are links for "Rating", "A320", and "Airplane Multi-Engine Land". At the bottom of the window, there is a navigation bar with buttons for "Qual Summary", "Personal", "Contacts", "Qualifications", "Citizenships", "Passports", "Innoculations", and "Absences", along with a help icon.

Title	Nbr.	Issuing Country	Issuing Authority	Issue Date	Expires Date	Limitations
ATP	867752	US	FAA	12/09/2006	05/16/2015	Contact lenses required.

MyATMS – Profile – Qualifications

Absences

Absences allows Trainees and Instructors the ability to ensure training management is aware of pre-arranged absences, such as vacations, to prevent a trainee from being scheduled for training during a known absence period.

Only future absences are shown (past absences may be queried on the Schedule page), and display the dates, times, and reason for the absence. Absence types to track are defined by your organization.

Change Password

Users may change their password at any time, or as required by the system. Users may be forced to change their password on initial login, or as prescribed by ATMS Security settings.

To prevent an unauthorized change, users must enter their current password. The new password must be entered twice for confirmation as all password entry is masked on display for added password protection.

Profile Highlights:

- Trainee and instructor information includes a wide range of data that covers such items as baseline personnel information, addresses, passports and visas, certificates and ratings, positions and qualifications, and absences.
- Allows individuals to maintain their own contact information; relieving administrative staff and ensuring more accurate and current information is at hand.

Grading



Instructor Grading

Grading captures the performance of trainees in a training event. An Instructor can accurately and efficiently enter grades, comments, and flight leg data (if appropriate). Instructors are limited to viewing and grading only their assigned training. Other instructors may be recorded with the training (ex: an Instructor-In-Training). Instructors working for 3rd-party vendors may view and grade only training assigned to their company.

Instructors may view information for training such as location and trainee contact information, or review past results for a trainee in their current curriculum. Attachments needed for the training such as briefing notes, or a presentation, are also available. A grading form may be printed at any time; in advance to assist in recording results, or as a completed record once the results have been entered.

These are examples of the type of training you may grade using MyATMS:

- Classroom or Simulator
- Line Checks (and No-Notice Checks)
- Operating Experience
- CBT (Computer-Based Training)
- Random Observations
- Take-home tests, etc.

Name	Rating	Credit	Comment
 Ackerman, William D. (10000, FO)	(None)	07:00	C
 Brady, Matt (10023, CA)	(None)	07:00	C

Regulatory (None) Instructor Hours 07:00

Lessons Flight Info

MyATMS – Grading – Classroom Results

Trainees may be marked absent for training. If a trainee does not attend, they are placed back in the scheduling queue and the schedulers are automatically notified to reschedule the trainee.

If a trainee receives a failing grade for a training event flagged as a “gate”, the system will automatically re-queue the trainee for the training event. The system will not let the trainee proceed with their training until this failed “gate” is passed.

For scheduled line checks, instructors select individuals from the line check queue. The instructor can also enter results for ad hoc line checks and random observations. These results include instructor, grades, comments, date of the event, equipment, and the necessary flight leg information if appropriate.

The screenshot displays the 'Recurrent Simulator Training' window. It features a 'Back' button on the top left and a 'Next' button on the top right. The main area is divided into two columns for crew members: Ackerman, William D. (10000, FO) and Bradley, Robert (10022, CA). Each crew member has a profile picture and a list of tasks with corresponding grades and status indicators. The tasks are listed on the left, and the grades are entered in the right column. The status indicators are represented by colored circles (orange for 'None', red for 'O-(None)', and green for 'C').

Task	Crew	Grade	Status
1.0 Pre-Flight Preparation	Ackerman, William D. (10000, FO)	(None)	0 NP C R
1.1 Flight Planning	Ackerman, William D. (10000, FO)	(None)	0 NP C R
1.2.1 Interior	Ackerman, William D. (10000, FO)	O-(None)	0 NP C R
1.3.1 Nav aids, Clearance	Ackerman, William D. (10000, FO)	(None)	0 NP C R
1.4.1 Engine Start, Cockpit Checks	Ackerman, William D. (10000, FO)	O-(None)	0 NP C R
1.5.1 Checks and Briefing	Ackerman, William D. (10000, FO)	(None)	0 NP C R
1.6 Detune Notam'ed Nav aids	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.0 Departure & Enroute Procs	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.1 Normal Takeoff	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.2 Rejected Takeoff	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.3 Crosswind Takeoff	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.4 RVR 600 (Capt), RVR 1200 (F/O)	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.5.1 Simulated Power Loss	Ackerman, William D. (10000, FO)	(None)	0 NP C R
2.6.1 Area Departure	Ackerman, William D. (10000, FO)	(None)	0 NP C R

At the bottom, there is a status bar showing 'Trainees: 2, Tasks: 72' and 'Page 1 of 6'. Below the status bar are buttons for 'Add Task', 'Delete Task', 'Default Grades', 'Incompletes', and 'Save'. A help icon (?) is also present.

MyATMS – Grading – Simulator/Flight Results

Grading Highlights

- Captures training results for scheduled events, operating experience events, line checks, no-notice checks, random observations, and unsupervised events such as CBT.
- The instructor can view detailed training event information, such as device and location, the trainees that have been assigned to the event, flight information, and instructor notes.
- Displays briefing instructions on-line for presentation to trainees.
- Allows an instructor to review the results of past training events to date for the trainee's curriculum.
- For task-level grading, once the testing is complete, the instructor may make adjustments to the grading and debrief the trainees using the grades and comments for each task.
- Failed or unattended training by a trainee will result in an automatic notification to a scheduler to reschedule the training and prevents progression of the trainee to the next scheduled training.

- Failed “gate” training will result in the training being automatically placed into the scheduling queue to be taken again by the trainee.

Security

Process

ATMS Security controls user access to MyATMS. Users must be assigned a valid user ID and password in order to login to MyATMS. Optionally, users can authenticate using Lightweight Directory Access Protocol (LDAP).

User profiles and roles manage access to MyATMS as defined within ATMS. Restrictions that can be imposed include: access to menu options (Control, Grading, etc.), access to individual pages within a menu option (Citizenships, Inoculations, etc.), access to pages from side menu links, and view-only access to data.

Profiles and Roles

Security administration is comprised of Profiles and Roles. These work the same in MyATMS as in ATMS with one exception. The “Self” role is assumed for every user in MyATMS and, regardless of any other permissions the user may have, the “Self” role takes precedence when the user is looking at their own data. There is no need to assign users to the “Self” role. Additionally, individuals holding Instructor positions are automatically granted access to Grading, as are Administrators who have been given access to MyATMS.

Security Highlights

- Maintains access profile information for users.
- Limits the number of failed login attempts.
- Optionally forces users to change their password after a given number of days.
- Provides an audit trail of users who log on to MyATMS.
- Secures MyATMS menu options and pages.
- Restrictions may be set so users can view data but not update it.