# LiveContent IETP for BBMF user training

Xxxxx

## User Login and navigate to Aircraft type (collection) – General overview

[See related Xxxx…]

[Admin | User]

[Initial login screen showing MoD Legal Notification Acceptance text]

1. The BBMF Maintenance Portal is a resource for maintenance procedures for all platforms supported in the BBMF: Spitfire, Hurricane, Lancaster, Dakota and Chipmunk.
2. When you get access to this portal you will see separate areas for each aircraft.
3. At the start of BBMF Maintenance Portal project you will only see data for the Spitfire; as progress is made more aircraft data will be added.
4. This portal is powered by a LiveContent S1000D IETP. If you not clear what this means please watch the ASD S1000D Overview tutorials.
5. Access to portal will be provided by your local IETP administrator. They will provide a web URL to enter into your Microsoft Edge or Chrome web browser.
6. First, you will need to acknowledge the MoD Legal Notification Acceptance text then press the OK button to login.

[Press OK]

1. To get access to the maintenance documentation you will need to login to the system using the username and password provided by your IETP administrator.
2. [Login as **guest**]
3. LiveContent will take you to the home page which will show you the available publications for the five aircraft
4. When you select an aircraft, in this tutorial we will focus on Spitfire, LiveContent will launch a new browser window with a combined Aircraft Maintenance Manual and Illustrated Parts Breakdown.
5. In the next tutorial, “Exploring the user interface”, we will start to learn more about the combined AMM and IPC.

## Exploring the user interface

[See related Xxxx…]

[Admin | User]

1. In this tutorial we will look at the main areas of the LiveContent IETP interface:
   1. The Top bar banner [Show top black ribbon]
   2. The Navigation panel [Show top grey bar]
   3. The Side navigation, or Table of Contents [Show side navigation]
   4. The main content area [Show main area with]

### Top bar banner

[Include Home button]

[See related “Adjusting the interface”, “Print”, “Search”, “Reports”, “Save Position” and “Highlight Changes”]

1. The top bar banner gives access to both IETP functions, such as print, reporting and search, and options to re-organise the other IETP panels and areas within the Content pane.
2. [Toggle link]  
   This area includes a toggle to further functions such as Attachments and Suspend and resume.
3. This area also includes a Home Button which will restore the default home page and side navigation.
4. We will look in detail at the specific functions on this bar in other tutorials.

### Navigation panel

Back / forward, Bookmarks, Preliminary requirements, Notes, shopping cart, Prev / Next

1. The navigation panel has a combination of navigation and functions.
2. The Back and Forward buttons act like the Back and Forward buttons you have on a web browser window so you can re-trace your steps.
3. On the right-hand side we see Previous and next buttons. We will look at those when we explore the procedural tasks and how we can move through a sequence of steps.
4. The other functions will be covered in later tutorials.

### TOC Navigation

[See related “ASD S1000D Publication Module overview”]

1. The side navigation provides a complete table of contents, or TOC, of the entire combined AMM and IPC for the aircraft.
2. The top level of the TOC shows the system-level components. In the S1000D overview the concept of the Publication Module was discussed showing how the IETP has been structured to match the equipment breakdown. If you are unclear on this please watch the Publication Module tutorial.
3. As you select a top-level, or system, container in the TOC the folder icon will expand to show the AMM and IPC details of the system.
4. As you expand the AMM or IPC you will see the further sub-system breakdown until you see entries for the individual IETP topics, tasks and spares parts listings.
5. These entries are based on the S1000D Data Modules discussed in Data Module tutorial.
6. The different Data Module, or document, types have different icons to indicate the type of contents they contain.
7. You will see that each entry is displayed with the title of topic.
8. Note how you can change the navigation type from Title to Data Module code using the TOC toggle icon.
9. When you have selected an entry, the link will display the topic in the main content area.

## Adjusting the interface

[See related Xxxx…]

[Admin | User]

1. Using the buttons on the top bar banner you can re-organise the areas of the interface.

### Toggle Left Panel

1. Use the Toggle Left Panel function to show and hide the navigation pane.
2. This can be useful when looking at a wide graphic or using a smaller screen.

### Display Graphics / Document Only

1. Use the Display Graphics / Document Only buttons to show and hide the figure pane.

### Graphic Only

1. Use the Graphic Only button to create a new tear off window with just the document graphics.
2. This can be useful for viewing extra wide graphics such as schematics.

### Reorient Text and Graphic

1. The Reorient Text and Graphic button will flip the position of the text and figure panes from side-by-side to top and bottom views.

### Save Position

1. The Settings > Save position function will store the position of the panes for future login sessions.

## Navigation through a DM

[See related Xxxx…]

[Admin | User]

### Security banner

1. The security banner shows any non-standard security settings for the data, that is, any security settings other than Unrestricted. The banner is specific to the current topic, or Data Module.
2. This banner will also show any custom settings about the validation status on the aircraft. If you see this yellow and black banner it is because you are using training only data which is not yet validated for use on the aircraft.

### Metadata, idstatus

1. The first part of the text pane shows the IDstatus, or metadata about the topic.
2. If this is unclear please watch the S1000D Data Module tutorials.

### General content

1. Descriptive or task narratives are laid out as a numbered sequence of paragraphs, or steps.
2. This current topic is descriptive; the main flow includes all text and tabular content. All illustrations are stored in the figure pane next to the main content.

### External references

1. A linked reference that goes to another topic in the IETP will be shown with Data Module Code.
2. The dotted underline indicates that there is hidden text you can hover over to check if this target is useful to you.
3. When you click these types of link you will leave the current topic.
4. If you move to another topic you can use the “Sync TOC” button to show your current position in the Table of Contents.
5. . You can navigate back to the source by using the “Back” button.

### Include internal references

1. Internal inks are normally shown with labels such as Step X or Fig X.

[Press link to Step 3]

1. See how this link uses a marker to highlight your new document position

### Safety information

1. Inline Warnings and Cautions, that is safety information specific to the current step, will appear before the procedural step text.
2. Inline Notes will appear after the procedural step text.

### Figure pane

[See also hotspot linking in IPDs]

[29-00-01-02AA-941, figure pane only]

(Legend, svg controls, Next and Previous Sheet, click into graphic to move position)

1. We’ll now look at the figure pane.
2. The figure | text divider can be moved to best fit content.
3. Most of the illustrations used in BBMF are black and white line art that use a figure frame with controls.
4. The Next and Previous buttons are active in a Data Module with more than one graphic.
5. There are also magnification controls to zoom in and out. Zoom can also be done by rolling the mouse wheel while over the figure pane.
6. Panning — moving the graphic up, down, left and right in the figure pan — can be done with the left, right, up and down arrows, or simply by clicking into the graphic and dragging the image.
7. The re-set button will bring the image back to its default position.

## Procedural tasks

[Go to 29-10-01 - Hydraulic oil reservoir - Install procedure]

1. The main components of a procedural Data Module are: the Preliminary requirements, the main Procedural Steps and the Close up section.
2. The following will provide guidance on how these document are made up.

### Procedural sequence with Next and Previous buttons

1. The Next and Previous steps are enabled for procedural Data Modules.
2. These will highlight in sequence the required conditions and safety information before highlighting each step number. This is a convenience feature to help keep focus on the current step.

### Preliminary requirements

1. The prelims contain listings of related topics, safety information and required personnel, spare parts, supplies and tools specific to this procedure.
2. Reference materials: is a list of all the referenced Data Modules in this topic. This is standard S1000D list, there is no requirement to read through of these topics in advance of carrying out the procedure.
3. Required conditions: are topics you are required to read before carrying out the main procedure. Use the History button to get back to this topic if necessary.
4. Required personnel: is a list of any skilled personnel required to carry out the procedure.
5. Support equipment: is a list of any specific support kits or tooling required for the job.
6. Supplies: is a list of required supplies.
7. Spares: is a list of any sparable parts, many of which are linked to from the steps. We will re-visit the spares table to show how parts can be viewed from the steps.

### The main procedure

1. For the main procedure follow the maintenance steps; optionally, using the Next and Previous Step buttons.
2. Where Data Module have alternate step information for different marks, look out for cross references to the appropriate start point.

### Link from text to spares to illustrated Parts

1. Some internal references will link back to the “Spares” table.
2. If the link target includes a further link this will go to the corresponding spares parts table.
3. When the link is resolved to the spares part it will mark the item in the parts table with a yellow highlight. See The Illustrated Parts topic related to interactive graphics and the shopping cart for further information on working with the spares parts listings.

### The close up section

1. If any specific actions are required after the steps have been completed these will be included in the section marked “Requirements after Job Completion”.
2. You should carry out any final tasks here before marking this procedure as complete.

## Illustrated Parts Data

[See related Xxxx…]

[Admin | User]

Working with Illustrated parts Data Modules for the BBMF requires an awareness of two features:

* Hotspotted, or interactive, graphics
* The shopping cart

### Hotspot linking to Illustration

1. In the discussion about procedural Data Modules we saw that there can a link between the step narrative, the procedural spares parts table and the corresponding item in the illustrated parts data.
2. The next logical step is to understand that each spare parts illustration has interactive areas that link callouts to the parts information.
3. To see parts information about an area on the illustration, hover over the numbered callout on the image. If the cursor changes to a pointer, press the area and see the corresponding line item highlighted.
4. To visualise the part itemised in the table click any hyperlinked areas in the Item column to see the hotspots on the illustration.

### Shopping Cart

Adding Items to shopping cart and printing Order

1. The IPD parts listing supports a shopping cart.
2. For each item in the parts listing that has a known unit of assembly  
   [show the Unit/Assy column header]  
   there will be an icon in the last column
3. If you press the icon a unit field will be shown, showing the number from the unit of assembly column.
4. You can alter this amount if necessary but you should place your cursor in this field and hit enter.
5. This item is now added to the shopping cart.
6. You will see that the shopping icon on the navigation panel changes from empty to partially filled.
7. You can view the shopping list at any time it is partially filled. You can drag the shopping cart listing around or close it.
8. If you need to make a change you can go back to the parts item and change the number, then press enter to commit your change.
9. When you are ready you can print to a local printer.

## Annotations

### Bookmarks

[See related Xxxx…]

[Admin | User]

1. Bookmarks can be created by all users and viewed as a list from the Bookmarks pane.
2. Select a bookmark then you can visit the location
3. … edit the text of the bookmark,
4. … or delete a bookmark
5. To create a new bookmark select a topic,
6. … select the bookmarks pane
7. … add descriptive text for the topic, (“Leak check”)
8. … decide if the topic is personal to you or of benefit to the whole user group by selecting “Public Annotation”
9. … then press OK
10. When a topic has a bookmark there is a bookmark icon in the top left-hand corner of the text pane.

### Notes

[See related Xxxx…]

[Admin | User]

1. Notes work in a similar way to Bookmarks.
2. To view notes select the Notes pane
3. Select a note then you can visit the location
4. … edit the text of the note,
5. … or delete a note
6. To create a new note select a topic,
7. … select the notes pane
8. … add descriptive text for the topic, (“Leak check”)
9. … decide if the topic is personal to you or of benefit to the whole user group by selecting “Public Annotation”
10. … then press OK
11. When a topic has a note there is a note icon in the top left-hand corner of the text pane.

### Attachments

[See related Xxxx…]

[Admin | User]

1. One or more attachments can be added to a topic.
2. When the topic is selected in the attachments pane the user can navigate to the topic or delete the attachments.
3. The attachments can be edited and deleted by the creator of the attachments only.
4. When the link to the attachment is selected the web browser will handle the file according to its default behaviour for that file type; that is, if the file type is supported directly by the browser it will be loaded for viewing, otherwise the file will be downloaded.
5. An attachment can be added by first selecting a topic in the TOC,
6. …. then selecting the Attachments pane,
7. … then browsing to a file on your file system.
8. You can add a comment and decide if this is a public or private attachment.

## Print

[See related Xxxx…]

[Admin | User]

1. Users can print individual topics to PDF.
2. First select a topic from the TOC.
3. Press the print icon on the top banner.
4. This will expand to show all options.
5. The first option is to print the whole topic, including all text and figures
6. The second option will make a print package of the current topic and all referenced Data Modules.
7. The third options will print just the figures.
8. The last option will print the current selected figure.
9. LiveContent will send back a PDF for all options.
10. The way the PDF is delivered will depend on the web browser; if the browser supports display of PDF it will be loaded into a pane for viewing, otherwise it will be downloaded to a file.

## Searching within a Publication

[See related Xxxx…]

[Admin | User]

1. Users can run search queries across the current publication.
2. A full text search will return matches based on the text entered into the search field.
3. [Enter ‘flange’ and press magnifying glass icon]

### Search results

1. The result count reflects the document count rather than the total text match.
2. As with the table of contents, the title can be toggled to Data Module Code if preferred
3. All search routines can be saved and retrieved at a later data.

### Advanced

1. An Advanced search uses compound searches; that is, search across more than one match using “And”, “Or”, “And Not” and “Near”.
2. The following is an explanation of these terms:

#### And search

1. An And search will return results where both terms are matched within the same document

#### Or search

1. An Or search will return results where either term is matched within the same document

#### And Not search

1. The And Not search allows you to search for words that do not exist in the same paragraph as another word

#### Near search

1. The “Near” search type allows you to search for words that are in the same paragraph as another word

#### Filter on TOC selection

1. The filter on TOC selection allows you to direct your search to a particular part of the table of contents.
2. You can select a segment from the Table of Contents here to refine your search.

### Categorical search

1. LiveContent provides a set of pre-defined categories to search across.
2. For example, Part Numbers, searches across the <partRef> tags and restricted the results to matches in specific XML tags rather than free text.
3. Note how you can change the search to focus to the start or end of a word, or match anywhere within a word.
4. [Select Part tag and start typing 2800]
5. See how the search input offers suggestions based on your typing.

## Suspending a work session

[See related Xxxx…]

[Admin | User]

1. The Suspend and Resume feature allows a user to stop a procedure, catch a snap shot of the progress, then continue the job in a separate LiveContent session.
2. In this example we see that a user has used the Next and Previous Step buttons to get to Step 2.17. This implies they have completed all steps up to but excluding Step 3.

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1. To suspend this task they do the following:
2. Select “Suspend and Resume”.
3. Note: for the instance created, the title shows the DMC followed by a date and time stamp when the suspend was created.

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1. Decide if this is a job only they should continue, or if they can leave as an option for other users…
2. They can save as Public or Private or for other members of their LiveContent user group.
3. [Save as Public]
4. Leave a meaningful comment [“Continue at Step 3”].
5. Then press “Suspend”.
6. They can now leave the session by selecting Settings > Exit, or by closing the window.

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1. This new session is with a different user: they can go to “Suspend and Resume” and see a listing of unfinished jobs, in this example there are two instances, including one that the first user did not see. This is because one instance was private.
2. This user can select either session
3. [Select top job]
4. … then press “Resume” to see the details of the job.

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1. Pressing “Resume” in the bottom right-hand corner, LiveContent will launch this task and position the Next / Previous Step marker at the last position.
2. NOTE: If the previous user did not use Next / Previous Step marker there will be no explicit start position for the next session.

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1. When the job is complete one of two things should happen.
2. If they were the Creator of the original suspend session they can delete the Instance
3. If they were not the Creator, they should inform the creator the job is ready to be deleted

## User Management

[See related Xxxx…]

[Admin | User]

1. LiveContent has a user model that provides users with a username and password to login to the BBMF Maintenance Portal.
2. The user model also assign rights to certain features.
3. Only users with admin rights can:
   1. Create or delete LiveContent users
   2. Access and update the
4. X

### Add New Users

1. X
2. X

### Edit User Details

1. X
2. X

## Reports — Viewing revision highlights and Highlight Changes

[See related Xxxx…]

[Admin | User]

1. There are two aspects to checking for changed data in LiveContent
2. The first is to check for “Revision Highlights”.
3. This will give an overview of all data that has been marked as changed since the last full delivery of the IETP.
4. To check this select: Information > Reports > View Revision Highlights.
5. This popup window will show a list of any changed documents:
6. Select a Data Module code to see a list of all changes within that document.
7. Click on one of the linked areas to see the change.
8. The pointer will indicate the start of the changed region.
9. The second part of checking changed data is to turn on Change Highlighting which will add a red dotted border around the changed area.
10. Select: Settings > Highlight Changes.

## Reports —References

[See related Xxxx…]

[Admin | User]

### Reports — Current Invalid References

1. LiveContent includes a reporting system for document completeness.
2. To check these report the user must first select a topic
3. [Select 29 > AMM > First topic]

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1. Select: Information > Reports > Current invalid References

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1. The listing will show an entry for each data module reference that cannot match a target in the current publication.
2. Each entry will highlight the link on the page.
3. Note: this listing can include entries for non-publishing Data Modules, such as BREX Data Modules, as these are referenced in the Data Module content.
4. Also note that as the List of references may also reflect any broken links you may see double entries for the same Data Module Code, as in this example
5. Click the entry to highlight the link in the document.

### Reports — Invalid References

1. With a topic selected you can also access a publication-wide list of invalid entries
2. Select: Information > Reports > Invalid References

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1. This is very similar to the Current Invalid Reference report seen earlier but here you can highlight all broken links across the publication.
2. Browse through the list and selected a broken link to highlight in another topic

### Reports — Missing Images

1. You can also identify Data Modules with missing graphics
2. Select: Information > Reports > Missing Images

## Reports — Audit trail

[See related Xxxx…]

[Admin | User]

1. The audit trail is a report aimed at LiveContent administrators.
2. Select: Information > Reports > Audit Trail

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1. An audit trail is created for each new user session.
2. An administrator can see all sessions for all users.
3. The most recent session, your current session, is at the end of the list.
4. The final Audit report for a session is written as the user logs out or leaves the LiveContent session.
5. To view the last complete session select the last but one entry in the listing.
6. Press View.
7. You will see a formatted view of the audit with a history of all links selected.

## Markup

[See related Xxxx…]

[Admin]

1. The Markup tool is of use to IETP developers and administrators
2. Select: Information > Markup
3. Markup is a term for the contents of the IETP topics.
4. You can view the markup for an individual topic
5. There are three types of Markup:
6. XSL-FO: This is language used to print a topic.
7. HTML: This is the formatted output of the source XML uses for the creation of the Data Modules
8. XML: This is source data uses for the creation of the Data Modules
9. The Debug feature can help IETP developers troubleshoot customisations they are making to the IETP