



Integrated Safety and Risk Management

OFFLINE CAPTURE FUNCTIONAL OVERVIEW

Version 7.2.1



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AQD Offline Capture Functional Overview

Introduction

AQD Offline Capture is an optional tool that can be purchased as a separate add-on to AQD. It contains a set of tools designed to allow crew members (pilots and cabin crew) to report occurrence information without any connection required to the AQD database, not even via the Internet.

This allows capture of events from remote locations (such as the aircraft cockpit), making the reporting process accessible in situations that better suit the personnel involved.

AQD Offline Capture is designed to be used in conjunction with the AQD Web Interface. While it can be used independently, it is recommended that the Web Interface be implemented if considering use of AQD Offline Capture.

The concept of AQD Offline Capture is as follows:

- A reference information file created by the synchronisation process is downloaded to the remote computer (i.e. a laptop).
- AQD Offline Capture, installed on the laptop, then uses the reference file and a local database to allow personnel to enter, then amend, any type of eReport defined in AQD.
- Event information is uploaded to server where the synchronisation process imports the data in to the main AQD database.

More detailed technical information is available in the AQD Offline Capture Technical Overview document.

AQD Remote Workbench Functions

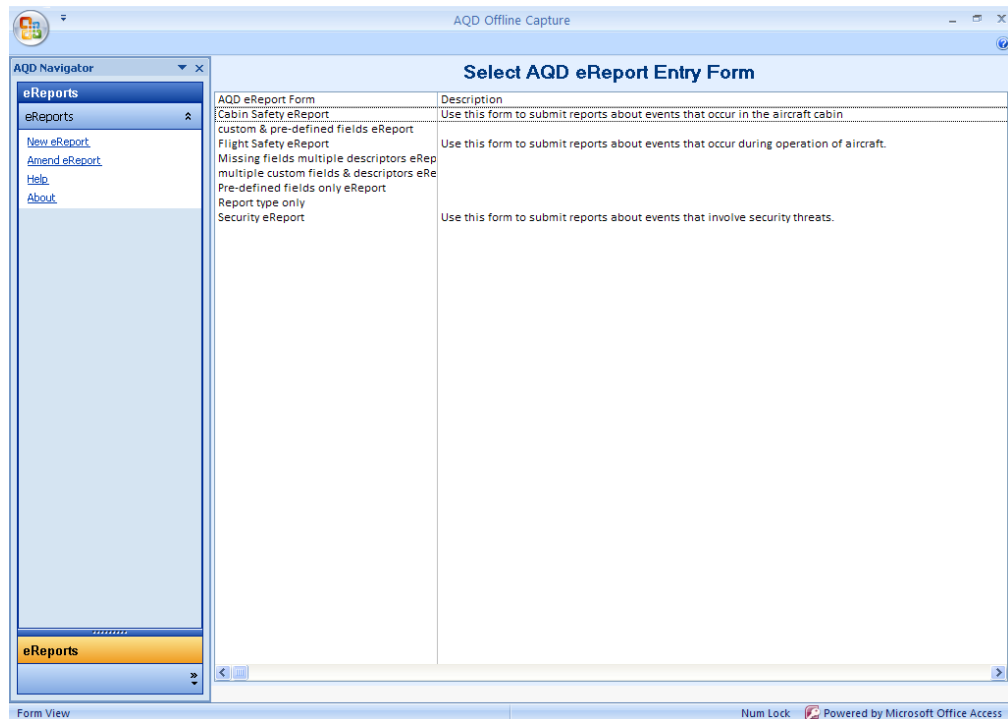
The following section describes the AQD Offline Capture functions in more detail.

New eReport

New events are entered eReports by selecting the type of report that is to be used from the list on the New eReports display.

Once the appropriate eReport is selected the AQD eReport form is opened to capture the relevant event information. The forms are presented in exactly the same way as in AQD, and can be fully customised using the standard AQD design tools.

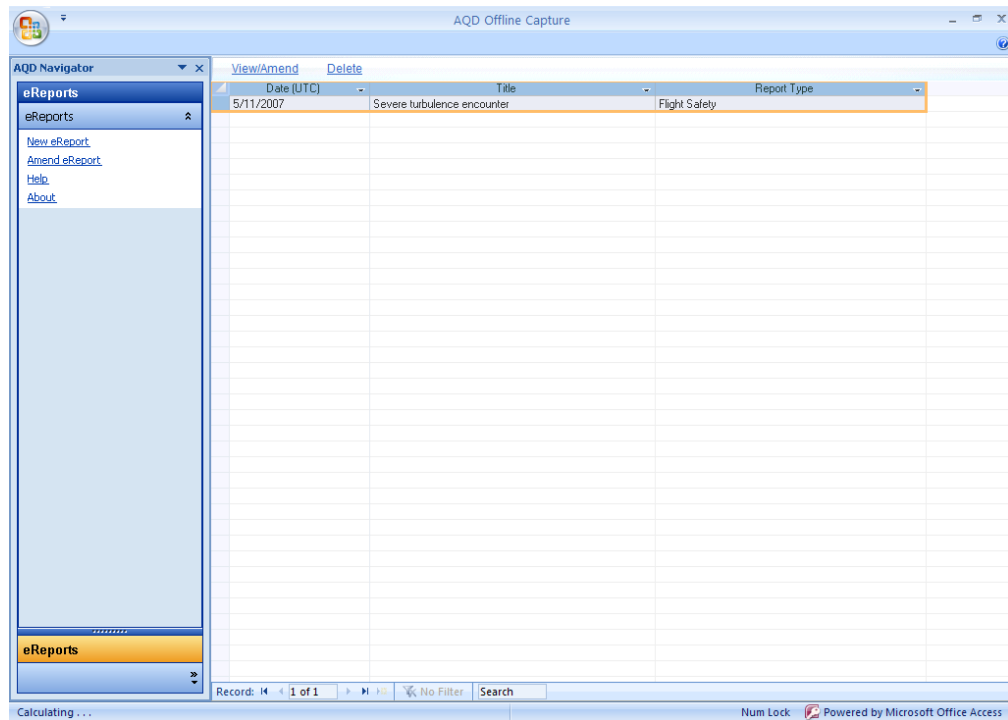
New eReport Display



Amend eReport

eReports that have been entered, but have not yet been synchronised with the network, can be amended using the AQD Offline Capture Amend eReport display. The display lists all eReports entered by the person who is logged onto AQD Offline Capture.

Amend eReport Display



File Upload/Download

AQD Offline Capture requires a two-way synchronization of data. The synchronisation needs to copy the reference database from the server to the laptop, and to move the data from the laptop to the server in preparation upload into the AQD database.

Due to differences in IT infrastructure the best method for synchronising AQD Offline Capture varies from organisation to organisation. Superstructure Group will provide consultation on how to implement this process during the AQD Offline Capture implementation

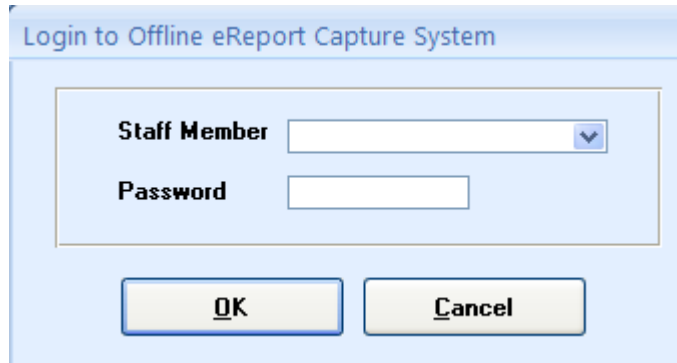
Security

Access to AQD Offline Capture can be controlled using one of following options:

NOTE: If the AQD Web Interface is also deployed with AQD Offline Capture the same authentication method should be used for both systems.

Username Authentication

When user names and passwords are setup in AQD, AQD Offline Capture will always prompt for a user name and password when launched.



The screenshot shows a Windows-style dialog box titled "Login to Offline eReport Capture System". It contains two input fields: "Staff Member" which is a dropdown menu, and "Password" which is a standard text box. Below these fields are two buttons labeled "OK" and "Cancel".

If you have a large number of staff, keeping the list of user names and password up to date presents a few practical problems, therefore the following security options are available:

1. Adopt the use of the facility within AQD to set up logins and passwords for each user of AQD Offline Capture.
2. Adopt the use of the facility within AQD to set up logins and passwords for a series of generic user ids and passwords. You would need to have a policy of regularly changing the password so that ex-staff wouldn't have access to the site.
3. Work with your IT department to develop an interface with your existing HR system to keep the table of AQD Web Usernames up to date

Windows Challenge/Response Authentication

In this configuration users do not have to log onto AQD Offline Capture when it opens. Instead the offline capture uses the current Windows account to identify the user.
