

The logo for Air Maestro, featuring a stylized red 'A' symbol followed by the text 'Air Maestro' in a white, bold, sans-serif font.

Air Maestro

Version 3.5
Release Notes

The Avinet logo, consisting of the word 'Avinet' in a bold, orange, sans-serif font with a stylized 'A' that has a horizontal line through it.

Avinet

New Features & Updates

Air Maestro App

Form module in Air Maestro App

- The Air Maestro app now has the capability of lodging forms offline, as well as safety reports.
- The app can be accessed via your own unique Air Maestro URL followed by /app e.g. <https://xxx.airmaestro.com.au/app>.

Alerts

Additional readability added to Alerts page

- Upon logging into Air Maestro, you will find additional information to ensure users read, acknowledge, and understand the alerts sent to them.

Check forms/Recency

Recency Check forms can update Company Recency

- Previously, check forms could only update personnel recency. When creating a new recency checklist under **General > Setup > Recency Check Form Setup**, in the 'Recency Checklist' tab you can now select which set of recencies (Aircraft, Personnel or **Company**) are updated.

The screenshot shows the 'Recency Checklist' setup form. At the top, there are columns for 'Checklist Name', 'Associated Recency', 'No. Forms Used In', and 'Checklist Type'. Below these, there is a 'Recency Checklist Name' input field and a 'Recency Checklist Type' section with radio buttons for 'Aircraft', 'Personnel', and 'Company'. A yellow 'Note' box states: 'Once you create this Recency Checklist template, its Checklist Type cannot be edited. You will need to create a new Recency Checklist template to choose another Checklist Type.' Below the note is a tree view for 'Associated company recency' with items like '1mth apart', '4mths apart', '595B.-c', 'Alert Test Required', 'Company - CASA Instruments and Permissions', 'Documentation', 'External Sim Training Providers', 'REGENCY ITEM HEADING', 'Test 3.3', and 'zen recency'. At the bottom, there are 'Insert' and 'Cancel' buttons.

Recency Check forms can update Aircraft Recency

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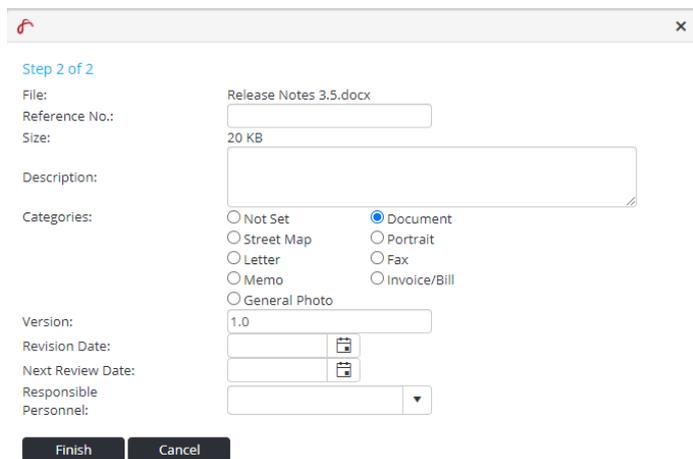
Ability to duplicate Checklists for Check Forms

- A new icon  has been added to the 'Recency Checklist' tab, accessed via **General > Setup > Recency Check Form Setup**. This functionality will allow users to duplicate checklists, so they do not need to re-create them manually.

Document Library

Document versions can now be specified when uploading.

- Previously, when uploading a document, the system would automatically assign the version number as 1.0. Users can now specify which version number is being uploaded from the initial upload.



The screenshot shows a web form titled "Step 2 of 2" for uploading a document. The form includes the following fields and options:

- File:** Release Notes 3.5.docx
- Reference No.:** [Empty text box]
- Size:** 20 KB
- Description:** [Large text area]
- Categories:** Radio button options: Not Set, Document (selected), Street Map, Portrait, Letter, Fax, Memo, Invoice/Bill, General Photo.
- Version:** 1.0
- Revision Date:** [Calendar icon]
- Next Review Date:** [Calendar icon]
- Responsible Personnel:** [Dropdown menu]

Buttons for "Finish" and "Cancel" are located at the bottom left of the form.

Exams

Auto re-assign Exams if failed

- When creating an exam you can elect how many times this exam can be automatically re-assigned, if a user fails the first attempt.
- The number of attempts can be altered (up to a maximum of 10) using a numeric field in the first step of exam setup.
- A checkbox has been added in order to ensure examinees 'Only resit failed questions'.

Edit Exam - LouisDemo

Welcome to the edit exam wizard, this process will help you edit this exam.

Exam Settings

Exam Name:	<input type="text" value="Demo"/>
Description:	<input type="text" value="Demo"/>
Exam Category:	2-13 exam ▼
Exam Marker:	--Select Exam Markers-- ▼
Pass Rate:	<input type="text" value="90"/> %
<input checked="" type="checkbox"/> Enable user to view completed exam results immediately after marking	
How many times should this exam be automatically reassigned if a user fails the first attempt?	
	<input type="text" value="1"/> <input checked="" type="checkbox"/> Only resit failed questions.

Courses module now includes Exams

- Previously, the courses module only allowed users to assign a collection of check forms to another course. Now a course can include both check forms and exams. This can be accessed via **General > Setup > Course Setup**.

The screenshot shows the 'Course Setup' interface. On the left, there is a list of courses under the heading 'Courses'. The 'AMHD-1690' course is selected and highlighted in blue. Below the list, there is a section for 'Global Authorised Sign Off Personnel' with a 'Select Personnel' dropdown and a '+ ' button. On the right, the 'Edit Course' window for 'AMHD-1690' is open. It shows the course version as 'Unpublished' and a 'Publish' button. Under 'Check Forms', there is a list of forms: '(AV601/602) RW ACO Training and Checking Report', 'AM1294_Test', 'FW Line Flight Training - 9+', and 'Multiple Examinees'. Under 'Exams', there is a red bar indicating 'No Exams Selected'. At the bottom, there is a 'Sign-Off Requirements' section with a table:

Sign-Off Requirements	
Examinee Sign Off	False
Supervisor Sign-Offs	0
Authorised Sign-Offs	0

Flight Records

Scheduled task table can now be filtered and sorted

- When accessing the flight records you can now filter and sort each scheduled task on a specific day by task, route, crew, aircraft and # of Flight records.
- This is viewed via the expandable 'Scheduled Tasks' window in the flight records.

Enhanced Flight Record Filtering

- When using 'Other' as an aircraft registration or 'Other' as Pilot in Command (PIC) there was no way of filtering this data further.
- Now there is an additional text box which allows users to filter on specific entries flagged as 'Other' in registration or PIC.

- Additional columns for FlightID and LegID can now be enabled in the Flight Record Register, these fields can also be filtered on. When filtering the specific FlightID or LegID the system will take you directly to the record and expand it automatically.

Flight Records Register

Filters

Registration:

 Pilot In Command:

 Start Date:

Job #:

 Personnel:

 End Date:

VOLUME:

Add New Filter:

Global Reporting

Global reports 'Available Fields' updated

- When creating a global report, the only available base field in 'Step 2: Report Columns' was the full base name and BaseID. Now, you will be able to select the base short name as well.

Report history log

- Enable the ability to create a report which will generate a list of users who have run reports and when they ran these reports.

Updates to reporting

- New backend framework added for current reporting services. All new reports using this format will support embedded HTML.
- Work practices and FAID scores are now able to be reported upon via a custom report, users will not be able to directly report on these.

Leave

Extra columns available to view in leave module

- The leave grid located under **Operations > Leave** now has both 'Job Title', 'Department' and 'Base' as selectable columns.
- In addition to this change you will be able to sort by both columns.

Cancelled leave notifications

- Previously, when users lodged leave, they were unable to cancel the request unless they edited it first.
- Now, the capability for cancelling leave is readily accessible from the entitlement tab. In addition to this change, when leave is cancelled the Leave Approver will be notified via email.

Maintenance Events

Maintenance cycles

- Previously, when accessing the 'Aircraft Availability' window via **Operations > Aircraft > Expanding an aircraft**, you were only able to set maintenance events based off the TTIS.
- You can now track Aircraft cycles in this area as well. These functionalities include: counters, brought forwards, maintenance event integration and maintenance forecasting.
- The brought forwards section for TTIS and Aircraft Cycles now keeps a history log as well.

Operational Risk Assessment

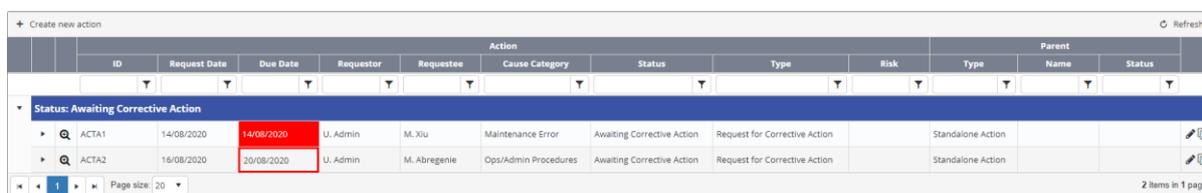
Additional custom fields controls

- Previously, there were limited custom field controls which could be utilised within the operational risk assessment module.
- Upon creating a new form, the following control fields will now be available: Numeric, Text, Date, Time, and Datetime.

Safety

Create standalone actions

- In version 3.4 of Air Maestro the action register allows you to view and filter safety related actions.
- Accessing the action register in version 3.5 will allow you to create standalone actions without interacting with other safety modules.
- In addition to these changes the ability to respond and edit actions can be done directly through the action register.
- New access levels have been created to manage this functionality.



The screenshot shows a web interface for creating and managing actions. At the top, there is a header 'Create new action' and a 'Refresh' button. Below the header is a table with columns: ID, Request Date, Due Date, Requestor, Requestee, Cause Category, Status, Type, Risk, Type, Parent Name, and Status. The table is filtered by 'Status: Awaiting Corrective Action'. Two rows are visible: ACTA1 and ACTA2. The 'Due Date' column for both rows is highlighted in red. The 'Requestor' for ACTA1 is 'U. Admin' and for ACTA2 is 'U. Admin'. The 'Requestee' for ACTA1 is 'M. Xiu' and for ACTA2 is 'M. Abregenie'. The 'Cause Category' for ACTA1 is 'Maintenance Error' and for ACTA2 is 'Ops/Admin Procedures'. The 'Status' for both is 'Awaiting Corrective Action'. The 'Type' for both is 'Request for Corrective Action'. The 'Parent' for both is 'Standalone Action'. At the bottom of the table, there is a pagination bar showing 'Page size: 20' and '2 items in 1 pages'.

ID	Request Date	Due Date	Requestor	Requestee	Cause Category	Status	Type	Risk	Type	Parent Name	Status
ACTA1	14/08/2020	14/08/2020	U. Admin	M. Xiu	Maintenance Error	Awaiting Corrective Action	Request for Corrective Action		Standalone Action		
ACTA2	16/08/2020	20/08/2020	U. Admin	M. Abregenie	Ops/Admin Procedures	Awaiting Corrective Action	Request for Corrective Action		Standalone Action		

Add multiple risk matrices

- Previously, a company's risk matrix could be emulated where the likelihood, consequence, and risk were the only customisable options.
- The ability to add multiple risk matrices has been implemented. These risk matrices can be referred to within the safety reporting module only – at this time.
- When navigating to **General > Setup > Risk Matrix Setup** there will be more customisable options within each risk matrix. Such as: renaming the risk matrix name, X-axis labels, and Y-axis labels:

Risk Matrix Setup

Organisation Risk Matrix PS Matrix 3.5 Safety Matrix Risk Matrix (In-Active) + Add

Risk Matrix Type Options

General		X-Axis Label		Y-Axis Label	
Name:	Organisation Risk Matrix	Label:	Likelihood	Label:	Consequence
Enabled:	<input type="checkbox"/>	Short name:	Likelihood	Short name:	Consequence
Valid:	<input checked="" type="checkbox"/>				

Edit

New filters/column in Safety Report Register

- When browsing the safety report register, users can now filter on which reports have been 'Sent to Authority'.
- This can also now be selectable as a column, which displays 'True' or 'False'.

Browse Safety Reports

Display Options

Filters

Report Start Date	<input type="text"/>	Report End Date	<input type="text"/>
Event Start Date	<input type="text"/>	Event End Date	<input type="text"/>
Report Type	All	Status	Draft, Assessment, Champion Investigation, Investigation, Review, Pending Closure
Base	All	Department	All
Initial Risk	11 items selected	Current Risk	11 items selected
Category	All	Text	<input type="text"/>
Sent To Authorities?	All		

Apply Filters Reset Filters

Lodge New Safety Report Refresh Pick columns

Report No	Title	Report Date	Status	Initial Risk	Reporter	Sent To Authorities
F192	DONT TOUCH	6/02/2014 1245	Champion Investigation	TBD1	J. Miller	True
G2	Oil Spill	6/02/2014 1329	Investigation	EXTREME=ISR-1	J. Miller	True

Ability to exclude safety reports from reporting methods

- Certain safety reports can be purposefully omitted from reporting modules after selecting the 'Exclude from Global Reports'.
- This setting can be accessed by navigating to **General > Setup > Safety Options** then clicking the 'Report Types' tab.

Export safety report

- Previously, the print function was the only method to display information in safety reports outside of the Safety report module.
- Now, much like the audit module, you will be able to export this information into a document where certain fields can be auto populated into a pre-determined template per report type.

Prior Sleep Wake control does not auto-fill sleep fields

- Previously, both the 'Sleep in Prior 24 hrs. Total' field and 'Sleep in Last 24 hrs. Total' field auto-populated with "00:00".
- This field is now empty by default to ensure PSW is correctly filled out.
- This will be required for duty and standby timesheet days but optional for non-duty and on the sign in control on the alerts page (if enabled).

The screenshot shows a portion of a flight control interface. It includes the following fields and controls:

- Sleep in Prior 24 hrs. Total:** An empty text input field.
- Sleep in Last 24 hrs. Total:** An empty text input field.
- Awake Time:** A text input field with a radio button next to it. The radio button is currently selected for 'Fri'.
- Naps:** A text input field containing the value '0:00'.

Work Practices

New control type called 'Increased Duty'

- Extra functionality has been implemented to accommodate the increased FDP rule which is present in appendix 4B and 5 in CAO 48.1 instrument 2019.

The screenshot shows a dialog box titled "Increased Flight Duty". It contains the following information:

- Control Type:** Increased Duty
- Applies To:** Duty (radio button), Flight Duty (radio button)
- The single duty period length determined by the lookup table may be increased up to:** 12 hours
- Note that the following conditions also apply:**
 - This increase is applied before all reductions such as WoCL and FDP limitations
 - It is automatically applied when required and applied before the flight crewmember discretionary extension
 - If taken any split duty extensions will not be applied
 - No more than 2 increased FDPs may be taken in any 168 hour period
 - The off-duty period before commencing an increased FDP must be at least 12 hours
 - An increased FDP must be followed by an off-duty period of at least 12 hours
- Check Type:** Roster (checked), Actual (checked)
- Composite Options:**
 - One Pilot Two Pilot
 - Home Base Away Base

At the bottom of the dialog box are "OK" and "Cancel" buttons.

Miscellaneous Changes

- Single Sign-On improvements