

# CrewAssessment Mobile App Quick Start

version 1.1.8

March 2016



smart airline solutions | future-ready technology

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Bea Tabuñar	March 7, 2016	1.1.8	Update template and format
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**DISCLAIMER:**

This user guide is for training purposes only. The information contained in this user guide is current at the time of publication. It can be used to reference and may be subject to change.

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## What are merlot's applications?

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The merlot.aero suite is a complete organizational management solution offering all aspects of airline resource planning and control to ensure the safety, efficiency and quality of your crew and operational environment.

merlot.aero is a comprehensive suite of applications covering all aspects of your airline needs. It has been developed with the entire business process in mind, including the customer process from the moment ticket sales are planned until the point the passenger reaches their destination.

For your convenience, merlot applications are divided into two main categories:

- Aircraft Applications
- Crew Applications

There are a number of applications under these two main categories.

Aircraft applications include:

- AircraftSchedule
- AircraftFollow
- AircraftPortal
- AircraftMobile

Crew applications include:

- CrewPlan
- CrewBuild
- CrewRoster
- CrewPortal
- CrewMonitor
- CrewFollow
- CrewPayroll
- CrewMobile

## About CrewAssessment

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CrewAssessment allows airline check and training staff to electronically capture assessment information of crew on an electronic tablet device in real time for assessment and distribution. Data is instantly routed to various departments within the airline to perform work flow actions.

CrewAssessment will automatically update the airline's staff training records as passed or failed so that the expiry in question can be updated. This allows reliable management of crew compliance enabling airlines to fulfil regulatory requirements with ease while operating as efficiently as possible.

CrewAssessment is for use with the merlot.aero suite of products. merlot.aero is a cloud-based airline operations management system designed specifically for the airline industry. Airlines use merlot.aero to optimize day-to-day crew and aircraft utilization, as well as control and report on core operational information. This enables them to manage their business, achieve regulatory compliance, maximize operational efficiency and focus on scalable growth.

## CrewAssessment Mobile Application Audience

CrewAssessment users are instructors or examiners for courses. This allows the instantaneous updates of course results from the instructor/examiner to the system.

## CrewAssessment Prerequisites

The prerequisite to use the CrewAssessment application is the current use of the merlot.aero suite of applications.

CrewAssessment is available as a free download from the following App stores:



## Airline Specific Requirements

Your airline may have additional requirements for using CrewAssessment. For example, some airlines may require users to download CrewAssessment from their mobile device management (MDM) tool or internal enterprise App Store. Some airlines may also require mobile users to connect to their corporate Virtual Private Network (VPN) first to access crew information.

Please follow the instructions given by your administrator if they differ from this guide.

## Supported Phone and Tablet Devices

CrewAssessment is available for Apple iPad running iOS 6 and higher.

As part of continuous improvement, we add and deprecate platform versions from time to time. This ensures our apps are available on a wide range of popular devices currently on the market.

## What's New in Version 1.1.8

Current released version is 1.1.8 and it is compatible with the Apple iPad running iOS 6-7.

- Improved design for iOS7
- Sort candidate list alphabetically

## Mobile App Features

Login

Flight Crew Assessment Form



Candidate Name	Operator	Base	Rank
M			
Lewis, Maryanne help@hotmail.com			
BARKER, MURRAY muzzajo@hug.co.nz			
BERGHAN, MIKE mikyobergar@gmail.com			
BOOTH, SAMUEL			



Form
738, -8B



Record
FIELDEN, SIMON 738, -8B. Created on 2012-10-19

Use your Merlot employee ID to login as an examiner. If you have access to CrewPortal, this would be the same credential. The mobile token is available from your Merlot administrator (or from the Login Center in CrewPortal if you have access).

Please contact your airline's operations support team or Merlot Aero if you do not yet have suitable credentials.

### Select a Candidate

You can search for your candidate by Name, Operator, Base and/or Rank.

### Select a Form

This shows the list of assessment forms available for the selected candidate.

### Saved Assessments

If there's an incomplete assessment saved, the examiner can choose to resume by tapping on an existing record on the list or start anew by clicking on the New button. An existing record can be deleted by tapping on the Delete button then select the records to be deleted.





### Flight Crew Assessment Form

This is where the examiner completes the assessment with the candidate.

Greyed out fields are pre-filled and cannot be edited:

- Candidate name, ID and rank.
- Examiner name from your log in.
- Variant, SIM No from the Check Form.

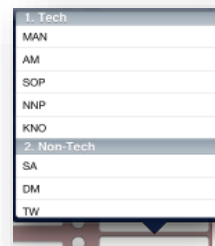
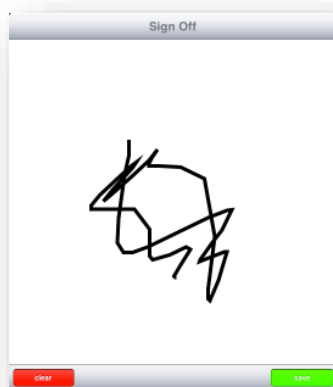
Please complete each assessment item and the relevant fields in the header. Some assessment items may be mandatory and some are not. Please contact your assessment administrator if you have questions about the marking criteria.

Business rules are automatically applied, for example:

- Performance Markers are required when grade is 1, 2 or 5.
- Maximum grade is 2 when repeat is selected.
- At least 2 sectors are required when using An/Line, F/Up
- Valid Medical Certificate and both signatures required.

### Performance Marker Groups

Tapping on the Perf Markers column allows you to select one or more markers for the assessment item.

### Signature

Once the assessment is complete. Both the examiner and the candidate should sign the assessment. Tap on the signature panel and scribble your signature using your finger.

Tap on the **Sign Off and Submit** button to send the completed assessment to the merlot.aero system.

## Working Offline

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CrewAssessment allows you to complete assessments without an Internet connection. This is ideal for actual flight assessments where your devices would be in flight mode. If you have completed an assessment offline, you must reopen it and submit to the server when you are back online, like when you return to the office at the end of the day.

Before you begin an assessment offline:

- You must log into the app online at least once before working offline. This is to verify your examiner credentials and make sure the candidate and forms data has downloaded onto the mobile app.
- It is recommended that you log into the app before you begin an assessment session, particularly if you have not used the app for some time, to refresh the latest candidate and forms data from the server. The refresh process may take a minute or two depending on your network connection.
- Check that you can see the candidate(s) and form(s) that you will be assessing in the app before you go offline.

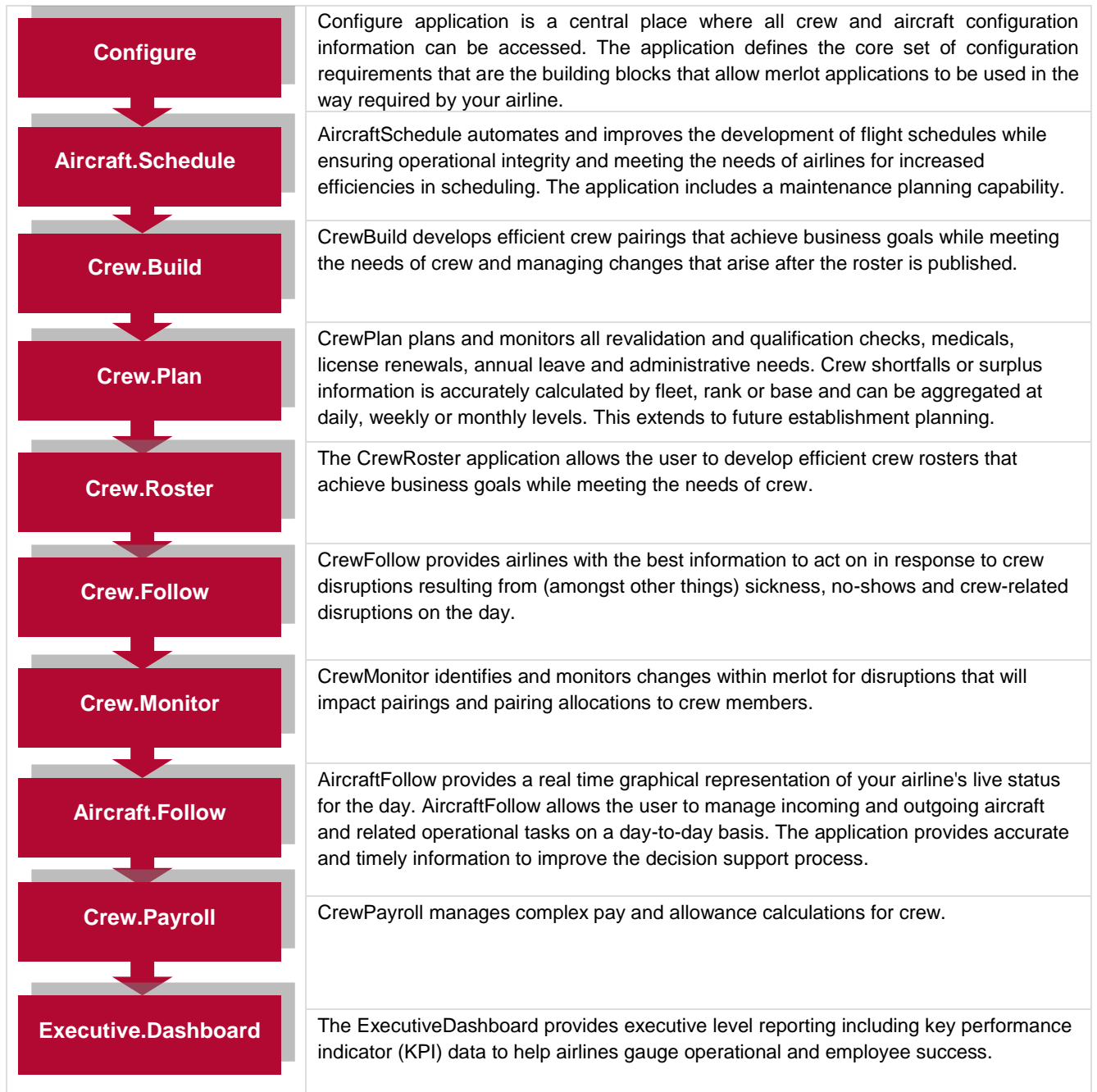
To work offline, log out of the app and choose the Work Offline option on the Log in screen.

After you have completed assessment(s) offline:

- Go back to the log in screen and log into the app.
- Select each candidate and form that you have assessed offline. Your draft will be displayed, verify that it is complete and tap the Sign Off and Submit button for each assessment.

## Application Flow Diagram

The flow diagram is an overview of merlot.aero's crew and aircraft applications which comprise the Airline Operations Management System (AOMS). The flow diagram reflects the overall flow from configuration to operational processing to executive level reporting.



## CrewAssessment Glossary

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Field	Description
Assessment	A course activity where an instructor or examiner evaluates a crewmember to determine if the qualification will be initiated or renewed.
Examiner	A person tasked to evaluate a crewmember for a course. The examiner can be part of the crew group or not.

Notes