# CrewLounge
DOCS

# User Guide

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# Terms of Use

When you download, install and use **CrewLounge DOCS** you agree with the **Terms of Use**. The Terms of Use include the **General License Terms** (describing our liability in case of bugs), the **Refund Policy**, the **Privacy Policy** and the **Cookie Policy**.

You find the **Terms of Use** on our website:

| Website | **CrewLounge AERO - Terms of Use** |
|---------|-----------------------------------|

# Privacy Policy

**CrewLounge DOCS** is a web app from the **CrewLounge AERO** software suite. You must register a User Account to access to the app. It is important that you understand how we protect your privacy. Read our **Privacy Policy** (as Controller and as Processor) above.

Verify and manage your privacy preferences online through **My CrewLounge** .

All data that you store in **CrewLounge DOCS** is private, except when you exchange documents with other users on **CrewLounge DOCS**. If you use the business license of **CrewLounge DOCS**, all data is shared among the company administrator.

We do not share, sell or distribute your personal data with any external party for commercial or other purposes.

# Author

**CrewLounge DOCS** is an electronic app from **AvioBook**, a Belgian aviation software company. **AvioBook** is based in Hasselt (BE), with offices in Singapore (SG), Cebu (PH), Hanoi (VN) and Dallas (US).

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# Getting started

**CrewLounge DOCS** is a web app and does not require any installation.  Screenshots in this User Guide may show minor differences in design and in functionality.

Read the following online solution article:

Online Support          **Getting started with CrewLounge DOCS**

**Important Notice**

The author of **CrewLounge DOCS** cannot be held responsible for any errors with the app and for any consequences caused by these errors, such as loss of data, certificate expiration, data security and privacy!

We highly recommend the use of **2FA (Two Factor Authorization)** to protect your documents!

# Side Menu & Header Bar

Different icons in the **Header Bar** and in the **Side Menu** let you control the behavior of the UI:
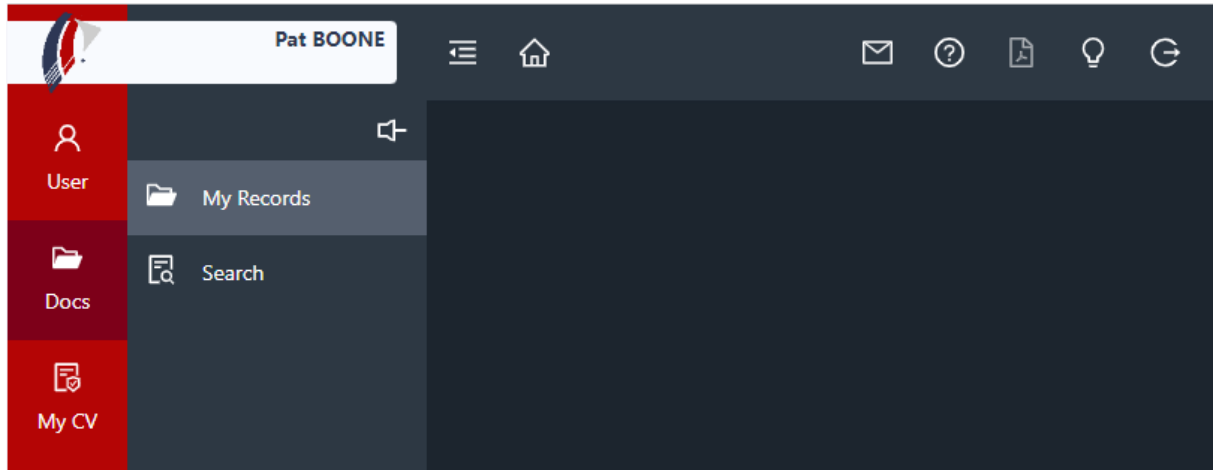


Click the Light Bulb icon to select **Light** or **Dark Theme** for the app

The PDF icon is enabled for **printing**, where applicable

The HELP icon brings you to the **CrewLounge Online Support** pages

Contact **CrewLounge SUPPORT** whenever you need help

This icon controls the **Main Menu** (red colored)

The Pin icon controls the **Sub Menu** and has 3 positions:

The sub-menu automatically disappear as soon as you click an item, or when you hover away the mouse pointer.

The sub-menu remains in view. Items in the sub-menu automatically follow the mouse pointer position over the Main Menu.

The sub-menu remains in view and shows items for the Main Menu that was clicked last, or that is currently active.

Records & Documents

DFW

# Managing Directory & Folders

We use the following definitions:

**DIRECTORY**      A directory provides a hierarchical structure to organize folders.

**FOLDERS**        A folder is a named container in which you store your Record files.
Folders are flexible and can be added, deleted and move.

**CrewLounge DOCS** comes with a single level directory system and two-level folder system. The ("root") directory is represented by a vertical line. Folders and subfolders are shown as icon:



You can click on the folder icon to deploy and collapse the tree view.

When you login to **CrewLounge DOCS** for the first time, the directory tree contains a number of folders, that we added for your convenience.  You can create additional customer folders.

The following **4 system folders** cannot be deleted and cannot be renamed:
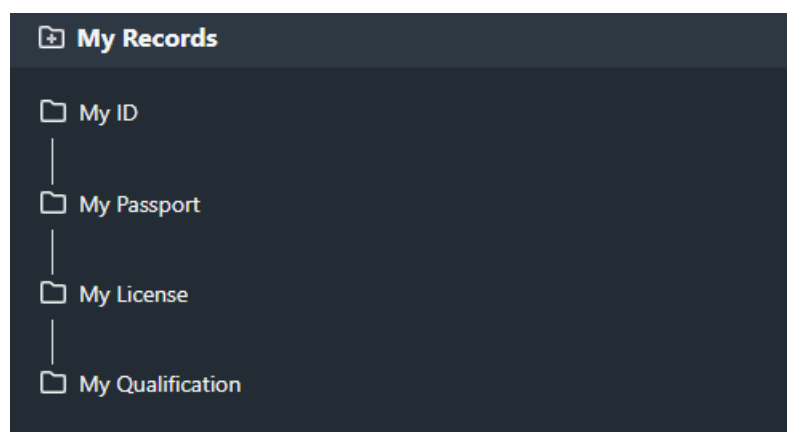
## CREATE NEW FOLDER

To create a new folder in the <u>root</u> directory, press the "**Folder Add**" icon in the left upper corner:
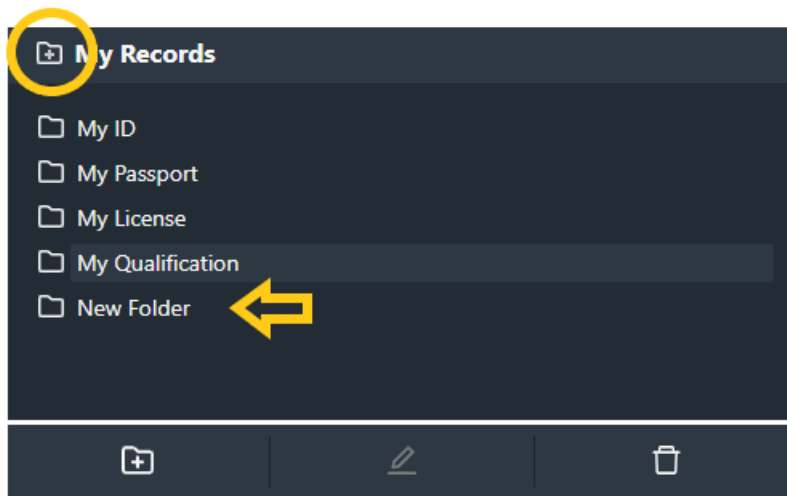


Press the "**Subfolder Add**" icon at the bottom of the tree view to add a new folder under a folder from the root directory:
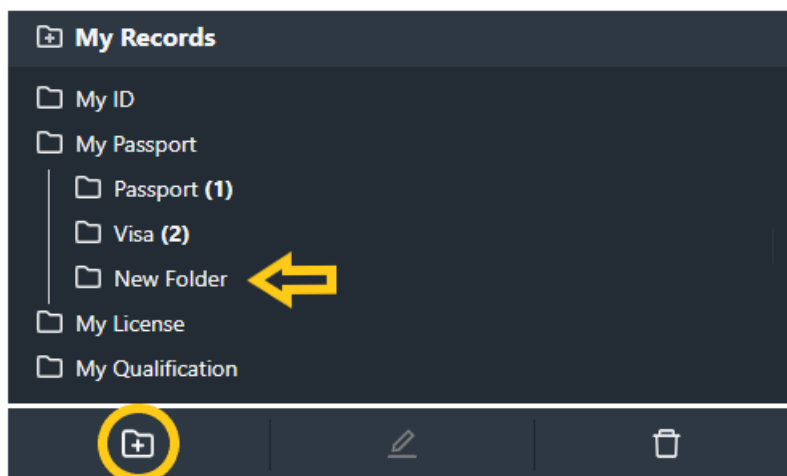


## RENAME A FOLDER

To rename a folder, select the folder and press the Pen icon at the bottom of the tree view.
You cannot rename the 4 system folders.

## MOVE A FOLDER

Use the Drag-Drop technique (desktop) to move a subfolder to another folder of the root directory, or to re-arrange the order of subfolders inside a folder.

## DELETE A FOLDER

On the desktop, right-mouse-click any folder to view more actions:
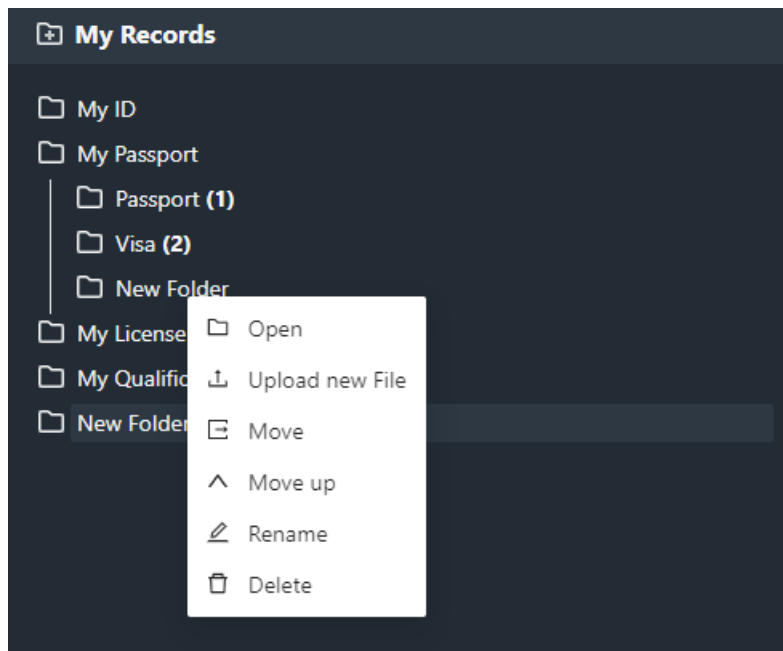


On your mobile phone and tablet, this drop-down menu is available by pressing the dotted icon on the right:

# Creating Records & Uploading Documents

We use the following definitions:
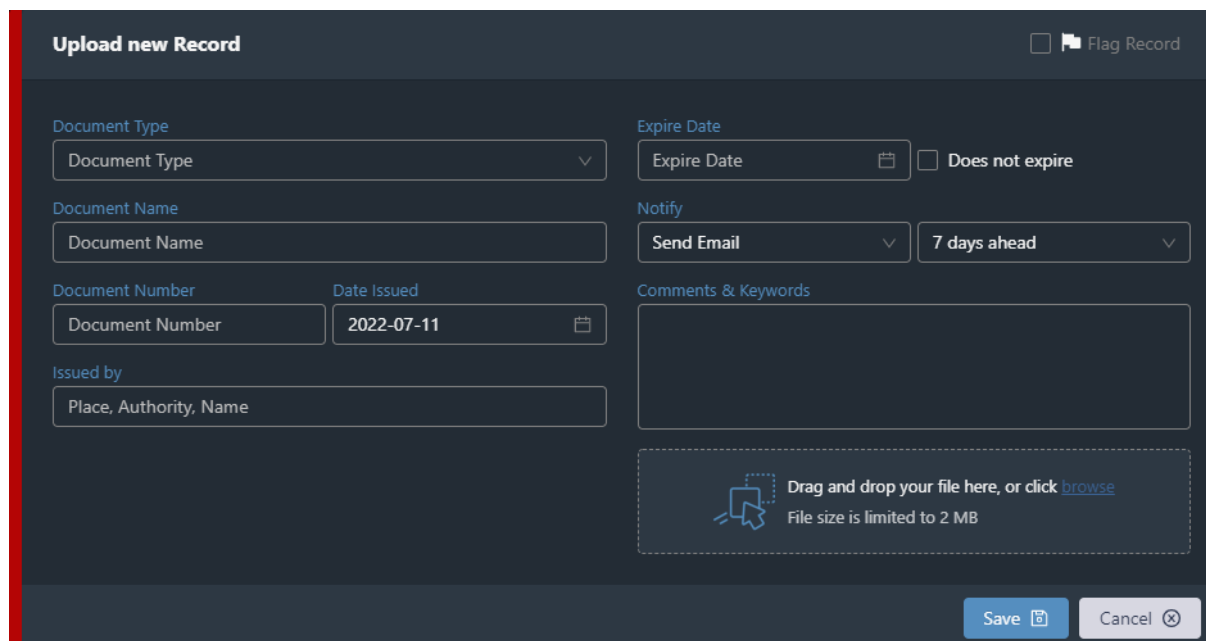
**RECORD**          A record is a virtual entry in the **CrewLounge DOCS** database

**DOCUMENT**        A document is an electronic file, such as PDF, XLS, JPG, that you upload with a record.

You can create an <u>unlimited</u> number of **records**, also with the <u>free</u> **Student Edition** plan for **CrewLounge DOCS**. The number of **documents** that can be uploaded, is <u>limited</u> and depends on your license plan. Compare the different plans on our website (<u>visit here</u>).

## CREATE A RECORD

To create a new Record, press the "**New Record**" button in the right upper corner of the desktop. You must first select a directory on the left for this button to become enabled.



The list of **document types** is hardcoded in the system. Each Type has its own properties. You cannot add new types yourself. If you need a different record type, please contact us to have it added.

Even though the user interface only works in English, you can insert the Record details in any language you want! That includes Hebrew and Arabic languages with right-to-left script.

## UPLOAD A DOCUMENT

You cannot upload (attach) a Document without first creating a Record. The purpose of the record is to know the details of the document. You can link a maximum of 1 Document to a Record.

# Monitoring Expiry Dates

You can track upcoming due dates and expired records on the **CrewLounge DOCS** web app dashboard. You open the dashboard by clicking the Home icon:
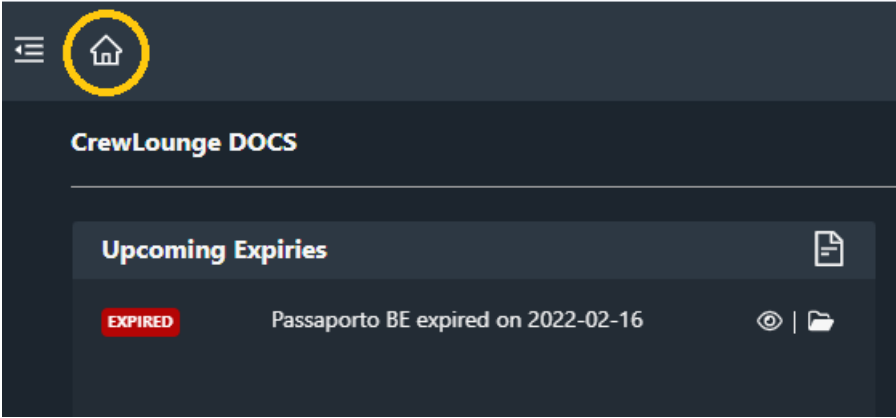


Optionally, you can choose to be notified by email as well. An automatic email reminder will then be sent to the email address of your **CrewLounge AERO** user account.

To enable Email reminders, select "**Send Email**" for each individual Record:
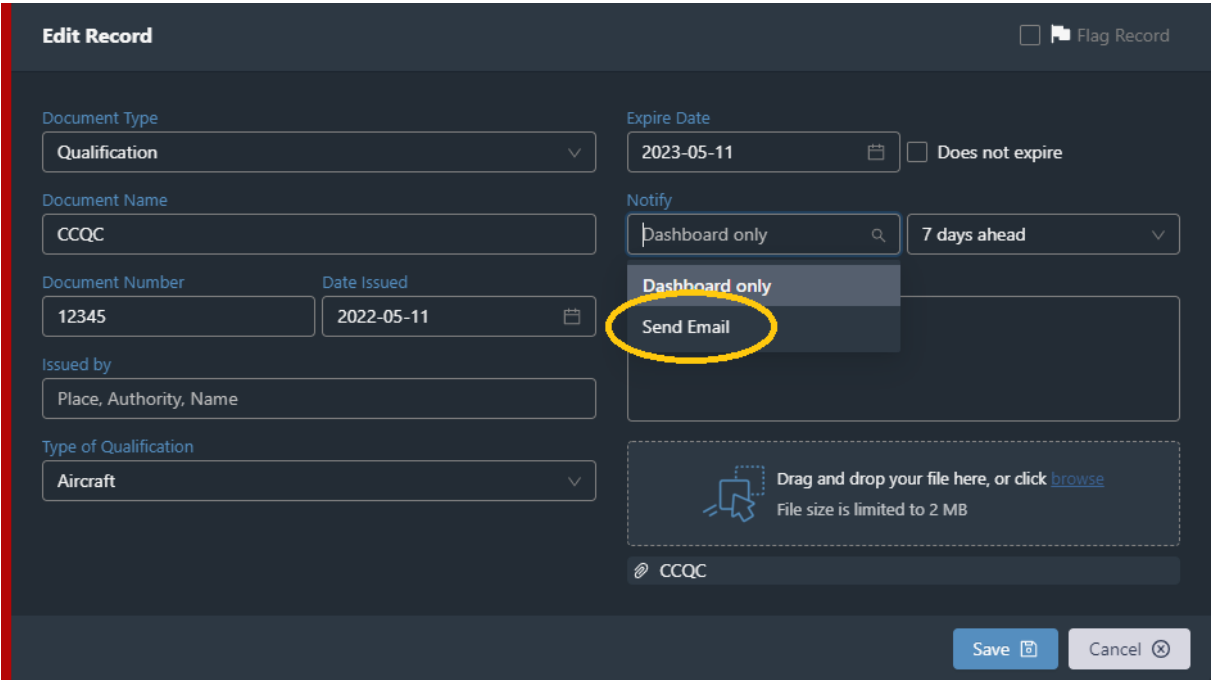
# Sharing Documents with another person

You can share documents with other individual users of **CrewLounge DOCS**. You can also email documents from **CrewLounge DOCS** to any other person.

When you share a document with another user, you are actually duplicating the Record and the Document. The system sends a copy of the original document to the addressee. You cannot revoke a shared (duplicated) document.

The recipient can then treat the Record and Document like any other document in their personal account. Should the recipient decide to delete the record, this will only delete the duplicate, not the original document in your archive.

## FILE SHARE ID

Before you can share a document with another user, you must first obtain the user's personal **FileShareID**. Contact the user and ask for the 12 digit ID number. You can find the ID on the **CrewLounge DOCS** dashboard page:
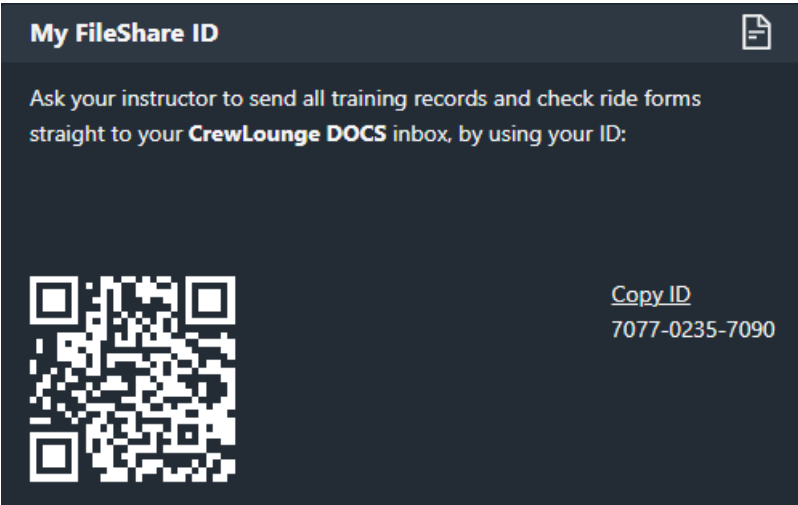


To share a document, select the document from the list and press the Share icon:

Continue with the instructions on the **File Share** pop-up window:



The addressee is notified through the **CrewLounge DOCS** dashboard. The file appears in **My Inbox** of the addressee:
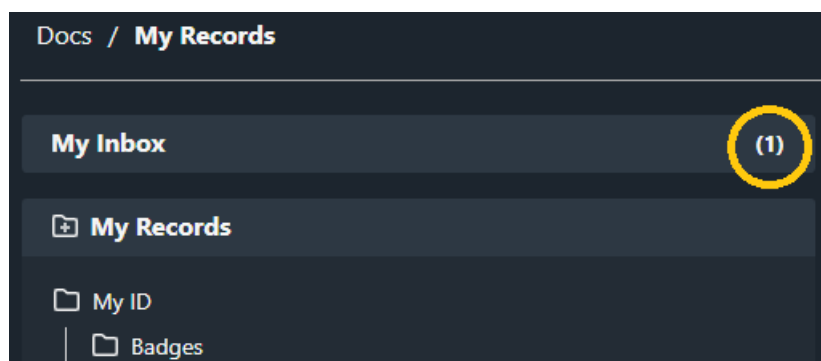


## EMAIL A DOCUMENT

You can email a copy of a Document to any person outside of **CrewLounge DOCS**. The method is pretty much the same as explained above.
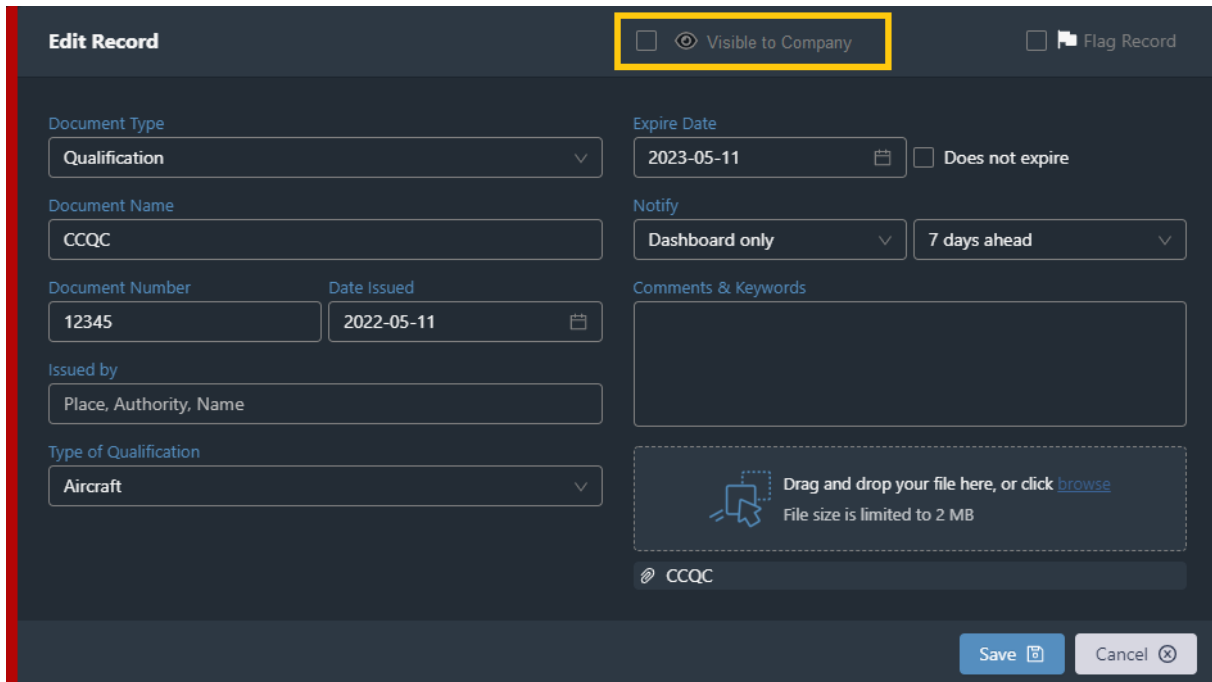
The email will not contain all the details of the Record, only the data that is shown in the pop-up window.

The e-mail is sent from **CrewLounge DOCS**, however with your personal e-mail address of your user account as the reply address.

# Sharing Documents with the company

If you are using **CrewLounge DOCS** on behalf of your employer, with the license paid by the company, you will be asked to upload and share certain documents with the company.

To share a Record and Document with your company, simply tick the checkbox at the top of the page to make the document visible to the company:



Unlike sharing documents with other users, the Record and Document are not duplicated! They only become "**visible**" for the company!

The Company Administrator can view all details of the Record and view/download/print the Document. The administrator cannot make changes to the Record and cannot delete the original Document.

While using the company paid license, you (as an employee) can still use **CrewLounge DOCS** for personal use. You can add unlimited Records and upload Documents, without them being visible to the company. Only documents for which you check the box will be visible to the employer.

Resume / CV

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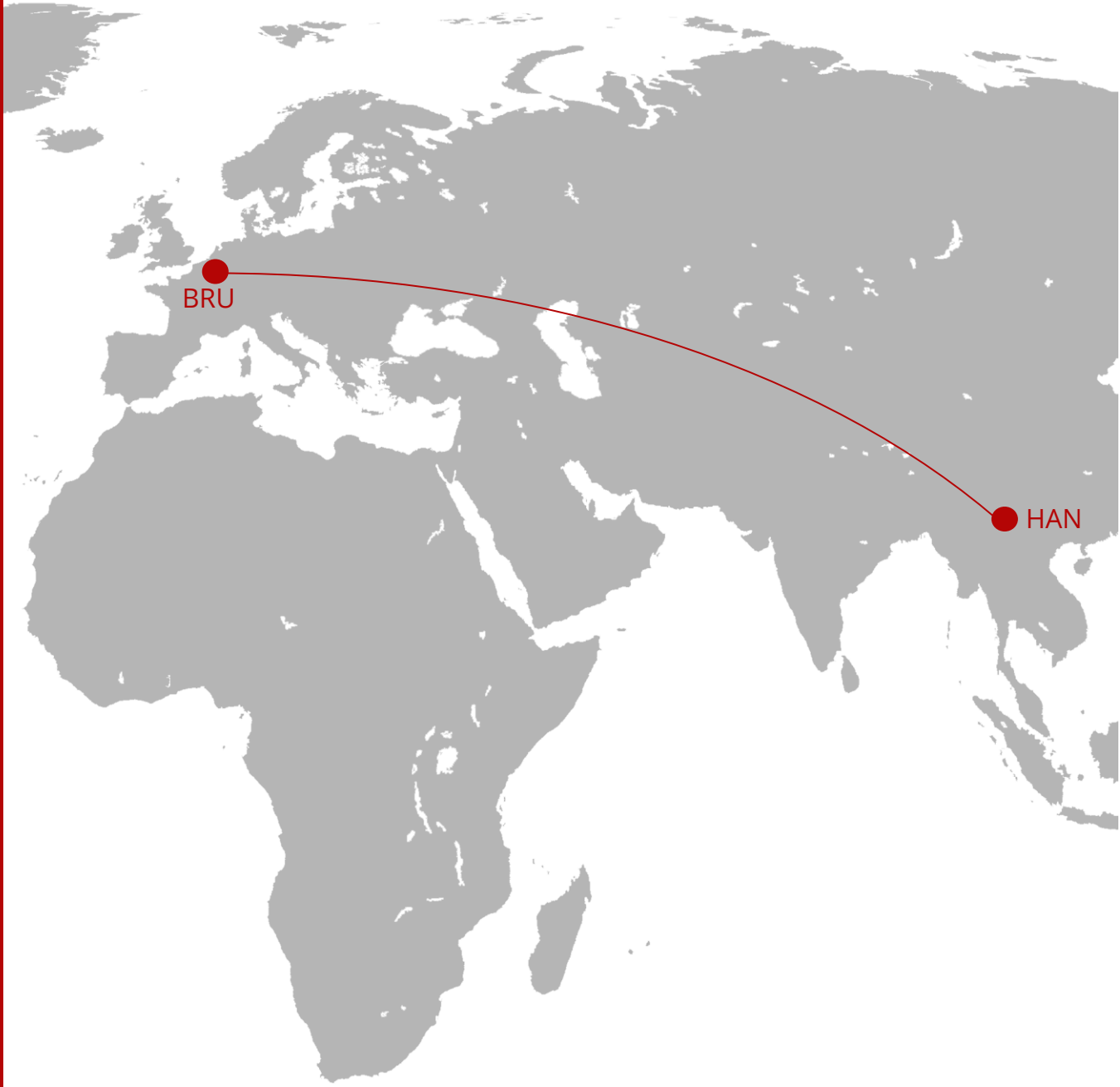
# My CV

You can build a stunning Resume CV with **CrewLounge DOCS**.  Follow the instructions in the app.

Read the following online solution article:

Online Support       **My Curriculum Vitae**

End of User Guide